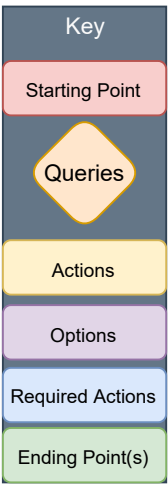




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Continual Improvement



Adding an Opportunity for Improvement

Select the relevant Business Unit

Enter a Title for the OFI

Enter a description of the OFI

Assign the relevant Owner

Enter a cost for the OFI, if necessary

Do you wish to upload a document?

Yes

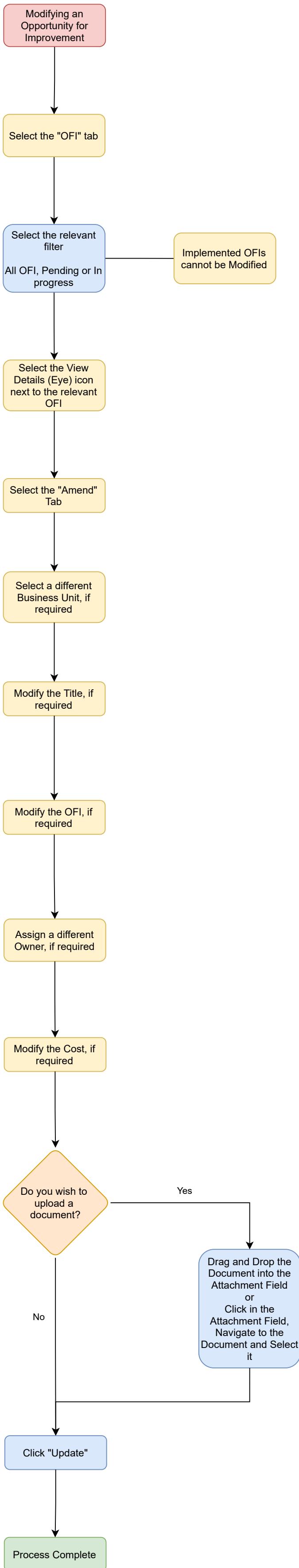
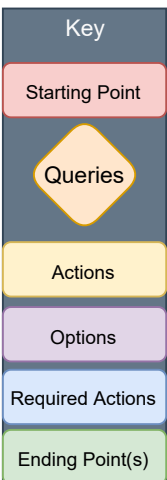
Drag and Drop the Document into the Attachment Field
or
Click in the Attachment Field, Navigate to the Document and Select it

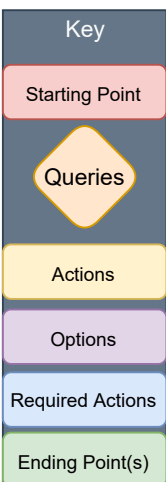
No

Click "Create"

Process Complete







Adding an Action on an Opportunity for Improvement on iMS

Select the "OFI" tab

Select the relevant filter
All OFI, Pending or In progress

Implemented OFIs cannot have Actions added to them

Select the View Details (Eye) icon next to the relevant OFI

Select the "Amend" Tab

Enter the Action in the "New Action" field

Click "Add"

Process Complete

