

USER GUIDE..

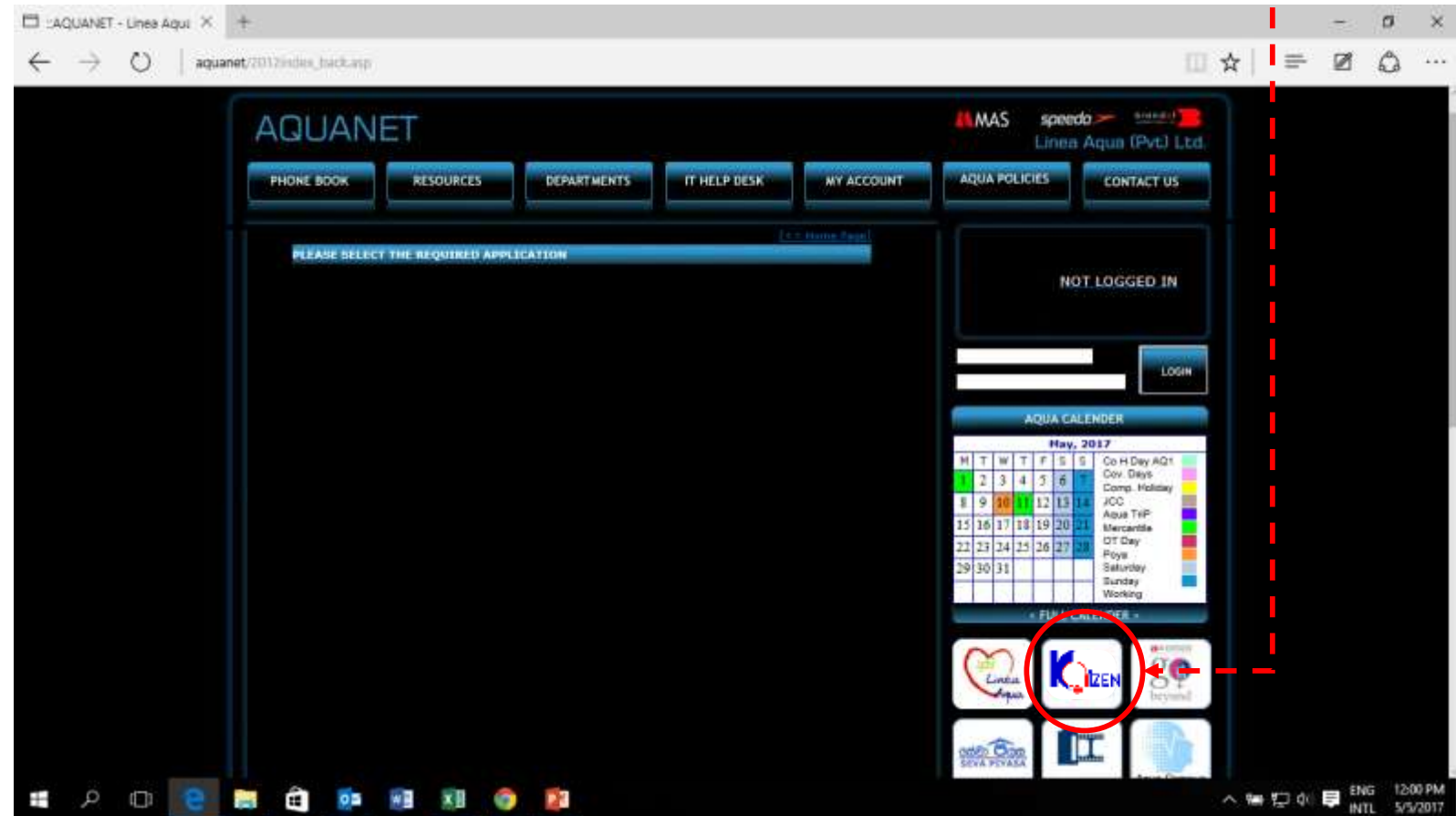


- Individual Kaizen Uploading



STEP 01

- ✓ Go to the Aquanet
- ✓ Click on the Aquanet Kaizen Icon



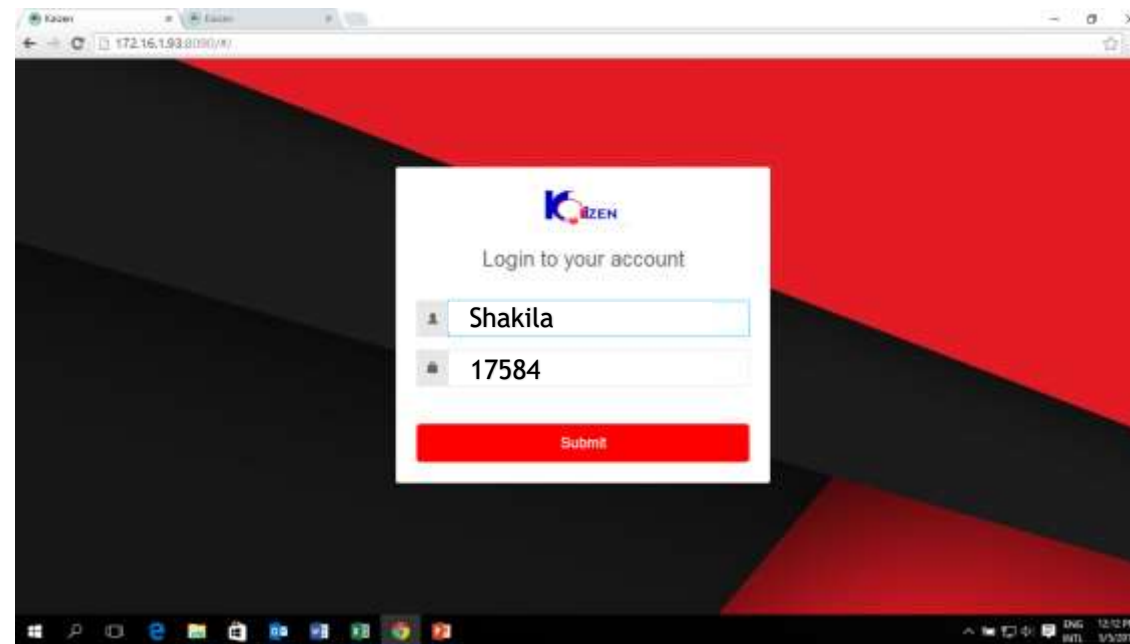
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STEP 02

✓ Use your first name and EPF No. for the login requirement

Ex : Username : Shakila (First Name)

Password : 17584 (EPF No.)



Note : User name will be provided through the system, if you have login difficulties, please contact the department kaizen representative

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STEP 03

Add Title and Kaizen Description

The screenshot shows the Kaizen system interface. The browser address bar displays `172.16.1.93:8090/#/transaction/kaizen`. The interface is divided into several sections:


- Menu:** Located on the left, it includes a "Create Kaizen" option.
- Main Form Area:**
 - Header:** Displays the Kaizen ID "17584" and the user name "SHAKILA".
 - Title and Description:** Fields for "Title" and "Description" are present. A red arrow points from the "Add Title and Kaizen Description" text to the "Title" field.
 - Picture Upload:** A large blue box labeled "PICTURE" is shown. Below it, a "browse" button is highlighted with a red arrow. A red line connects this "browse" button to the "Add before and after pics" text in Step 04.
 - Before and After Pictures:** Two large white boxes labeled "BEFORE PICTURE" and "AFTER PICTURE" are shown, each with a "browse" button below it.
 - Footer:** Displays the text "SHAKILA-17584" and "BUSINESS PROCESS REENGINEERING".
- Value Your Kaizen Sidebar:** Located on the right, it contains evaluation criteria for Cost, Utilization, Creativity, Safety, and Quality. Each criterion has a "Score 0" and a "Criteria" button.
- Total Score:** Displays "TOTAL SCORE 0 %".
- Submit Button:** A green button labeled "Submit" is located at the bottom right.

STEP 04

Add before and after pics

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STEP 05


shakila

VALUE YOUR KAIZEN

Cost

Score 0

Criteria

Utilization

Score 0

Criteria

Creativity

Score 0

Criteria

Safety

Score 0

Criteria

Quality

Score 0

Criteria

TOTAL SCORE

0 %

✓ Submit

- ✓ Go to the right side of your screen
- ✓ Click on the Criteria

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STEP 06

- ✓ Calculate the cost saving of your kaizen



The screenshot shows the 'Cost Criteria' form. At the top, there is a 'Score 0' button and a dropdown menu labeled 'Actual cost'. Below this is a horizontal slider with a brown circle at the left end (0) and five colored dots (yellow, orange, blue, green, green) representing scores 1 through 5. A red arrow points from the 'Calculate the cost saving' instruction to the slider. Below the slider is a text area for 'Description'. At the bottom, there is a table with columns for 'Score' and 'Cost Reduction/ Saving'.

Score	1	2	3	4	5
Cost Reduction/ Saving	0 - \$5000	\$ 5000 - \$10,000	\$10,000 - \$15,000	\$15,000 - \$20,000	More than \$20,000

STEP 07

- ✓ Mention the calculated cost saving in the field



The screenshot shows the 'Cost Criteria' form with the 'Score 3' button highlighted. The slider now has the brown circle moved to the third position (blue dot). A red arrow points from the 'From the scale select the correct saving range' instruction to the slider. The 'Description' text area is empty. The table at the bottom remains the same.

Score	1	2	3	4	5
Cost Reduction/ Saving	0 - \$5000	\$ 5000 - \$10,000	\$10,000 - \$15,000	\$15,000 - \$20,000	More than \$20,000

STEP 08

- ✓ From the scale select the correct saving range
- ✓ Drag Brown circle to the relevant scale

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VALUE YOUR KAIZEN

Cost		Score 3	Criteria
Utilization		Score 2	Criteria
Creativity		Score 3	Criteria
Safety		Score 3	Criteria
Quality		Score 2	Criteria

STEP 09

- ✓ Click on each criteria
- ✓ Select relevant scale from each criteria


TOTAL SCORE

54 %

✓ Submit

Finally you can see the total marks you have gained through the system

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VALUE YOUR KAIZEN

Cost

Score 3

Criteria

Utilization

Score 2

Criteria

Creativity

Score 3

Criteria

Safety

Score 3

Criteria

Quality

Score 2

Criteria

STEP 10

Submit your kaizen

TOTAL SCORE

54 %

✓ Submit

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STEP 11

You will get a system generated mail to your email appreciating your effort

Note : *If you are not receiving a feedback mail, please contact your department representative and inform that to the kaizen admin user*



Tue 5/2/2017 4:02 PM
kaizencommittee1@gmail.com
Kaizen Appreciation

To Shakila Fernando

Hi (SHAKILA),

THANK YOU !!! for your effort towards improving the continues improvement culture in Linea Aqua.

We have considered your Kaizen in the 2017-05-02 kaizen forum and found it as a valuable idea for Linea Aqua.

We hope you will keep doing Kaizens to bring Linea Aqua to the next level.

Thanks & Regards,
Kaizen Committee

THANK YOU...