



OTTO TOOL User's Manual

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Karina Juárez.

IT Intern – Strategic Projects

Step 1

Enter to this link: <http://10.166.181.143/SPPL/welcome.aspx>



FOR A BETTER FUNCTIONALITY, PLEASE USE GOOGLE CHROME

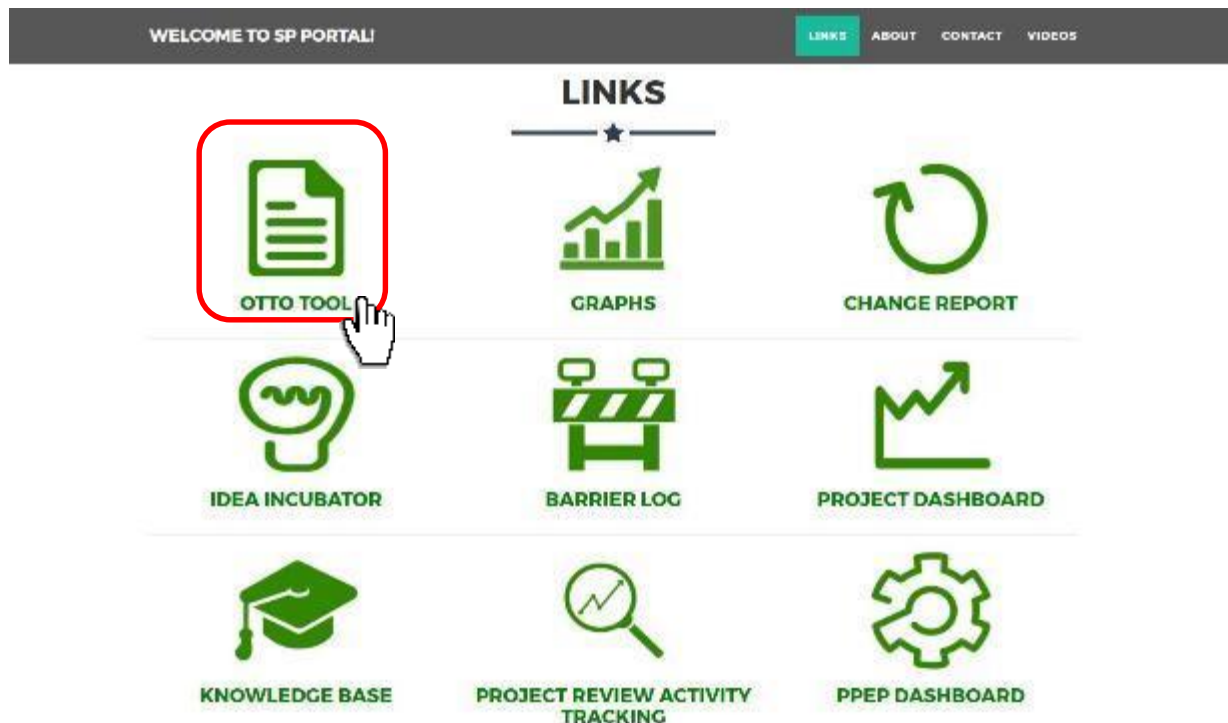


Step 2

Go to the Links Section and click OTTO TOOL image



OTTO TOOL



Step 3



OTTO TOOL

Otto tool reflects Otto cockpit information updated once a week



OTTO TOOL

Volume

Technical Productivity

Total Productivity

OTTO ID:	Main Program:	Action Status:	PP/NPP
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Closed/ Forecast:	Lever:	AOC Lever	Entity Lever 2 Hierarchy
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Flow:	REC/NRC:	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Refresh

People Involved

Data Update Responsible:	PM/PL
<input type="text" value="Adam Allen"/>	<input type="text"/>
Action Owner Name:	Action Implementer:
<input type="text"/>	<input type="text"/>

Line of business

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Alerts

Action Execution End Date Alert:
<input type="text"/>
P&L Alert:
<input type="text"/>

Go To OTTO

OTTO Mass Change Guide

Go To ARIANA

ARIANA Training Guide

Date of Last Update: 10/16/2017

↑

↑

↑

Two types of individual and group filters

Step 4

Click here to view records these three filters are aligned to finance.



OTTO TOOL



Step 5

People Involved



OTTO TOOL

Click here to select the Responsible name.

People Involved

Data Update Responsible:	PM/PL
<input type="text" value="Adam Allen"/>	<input type="text" value="-"/>
Action Owner Name:	Action Implementer:
<input type="text" value="-"/>	<input type="text" value="-"/>

This filter is connected to dashboard

These two filters are in Otto

Step 6

Show by color code the status of the dates in the table below



OTTO TOOL

OTTO TOOL

Table with 4 columns and 5 rows, representing a schedule or status table. The columns are labeled: **Activity**, **Time**, **Activity Name**, and **Activity**. The rows contain various entries, some with checkboxes and some with text.

Table with 2 columns and 2 rows, representing a schedule or status table. The columns are labeled: **Activity Name** and **Activity**. The rows contain various entries, some with checkboxes and some with text.

Alerts

Action Execution
End Date Alert:

-

Anomaly (Past Due)
Follow Up

Next To Be Past Due (NTBPD)
OK
On Time



Example of Alert Filters

[illegible]

Step 7



OTTO TOOL

Click here to go to different tools
OTTO and ARIANA

Click here to see a massive change

[Go To OTTO](#)[OTTO Mass Change Guide](#)[Go To ARIANA](#)[ARIANA Training Guide](#)



Life Is On



Schneider
Electric