

KNOWLEDGE BASE User's Manual



August , 2017

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IT Intern – Strategic Projects

Step 1

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

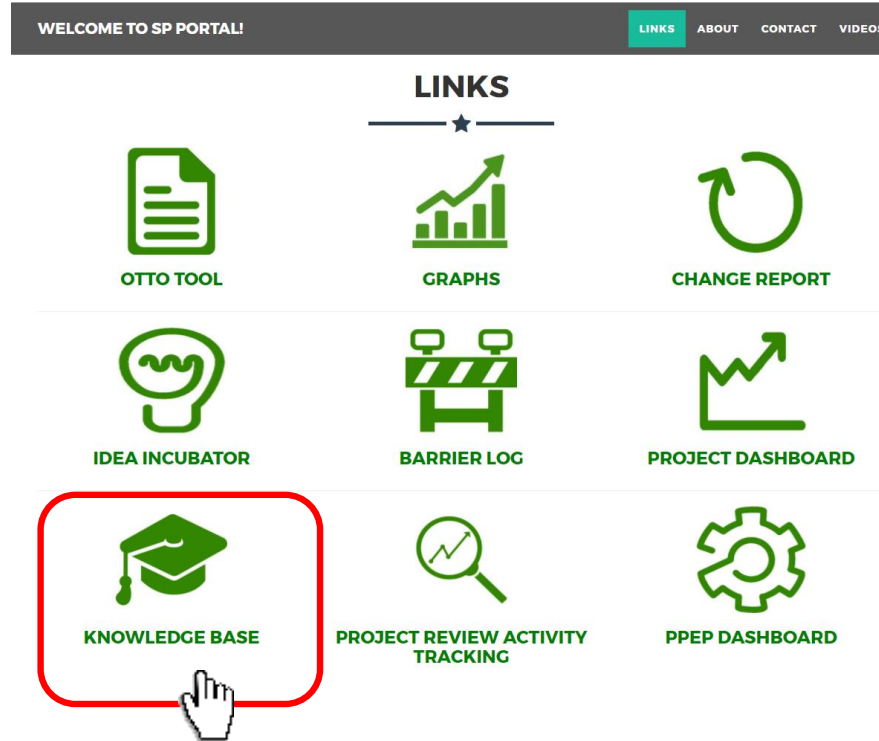


FOR A BETTER FUNCTIONALITY, PLEASE USE GOOGLE CHROME



Step 2

Go to the Links Section and click KNOWLEDGE BASE image



Step 3

You can use the search engine to type a reference of what are you looking for, for example plant, commodity, etc..

KNOWLEDGE BASE

NEW LESSONNEW FILEEDIT MODEBACK TO SP PORTAL

SEARCH

FILTERS ONLY FOR LESSON LEARNED SECTION

CATEGORY

PROBLEM/ SUCCESS

COMMODITY

PLANT

STAGE GATE

-

-

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-

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Refresh

LESSON LEARNED

ID	Category	OTTO ID	Project Name	Uploaded By	Issue Name	Problem/ Success	Project Impact	Recommendation	Commodity	Plant	Supplier	BOC?	Project Type	Stage Gate
1	Documentation	149220	K1Monterrey Transfer	Carlos Galvan	Meet Comp Agreement	Problem	This clause will reduce \$82K usd of total annual project savings.	During REQUEST phase, look for contracts or supplier exit agreements.	K1	Monterrey 3 (Controls)	Supply Tech	COS	COS	Implement
2	Documentation	149220	K1Monterrey Transfer	Carlos Galvan	Parts not according with specs.	Problem	First samples failed. New samples was needed impacting project cost and time.	Meeting with supplier after project is OPEN (assigned formal team) to revisit requirements and quotations.	K1	Monterrey 3 (Controls)	General Fasteners	COS	COS	Implement

Step 4

Also you can select a filter and click in Refresh



KNOWLEDGE BASE

KNOWLEDGE BASE

NEW LESSON

NEW FILE

EDIT MODE

BACK TO SP PORTAL

SEARCH



FILTERS ONLY FOR LESSON LEARNED SECTION

CATEGORY

PROBLEM/SUCCESS

COMMODITY

PLANT

STAGE GATE

Refresh



LESSON LEARNED

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Step 10

To upload a new lesson learned go to NEW LESSON



KNOWLEDGE BASE

KNOWLEDGE BASE

NEW LESSON

NEW FILE

EDIT MODE

BACK TO SP PORTAL

SEARCH



FILTERS ONLY FOR LESSON LEARNED SECTION

CATEGORY

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Refresh

LESSON LEARNED

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Step 8

Enter user and password



KNOWLEDGE BASE

LOGIN

[BACK TO KNOWLEDGE BASE](#)

Username

SESA

.....

Login



Step 9

Fill the mandatory fields and click in Send button.



KNOWLEDGE BASE

NEW LESSON LEARNED

MASSIVE TEMPLATE



NEW LESSON LEARNED

MASSIVE TEMPLATE



-Select Category-

OTTO ID

Project Name

Issue Name

Uploaded by

Karina Juarez

-Problem/Sucess-

Search

-Select Plant-

Supplier

Keywords, Example: apm volume otto

BOC

-Select Project Type-

-Select Stage-

Send

Step 10

To upload a new file for reference go to NEW FILE



KNOWLEDGE BASE

KNOWLEDGE BASE

NEW LESSON

NEW FILE

EDIT MODE

BACK TO SP PORTAL

SEARCH



FILTERS ONLY FOR LESSON LEARNED SECTION

CATEGORY

PROBLEM/ SUCCESS

COMMODITY

PLANT

STAGE GATE

Refresh

LESSON LEARNED

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Step 11

Enter user and password



KNOWLEDGE BASE

LOGIN

[BACK TO KNOWLEDGE BASE](#)

Username

SESA

.....

Login



Step 12

Select your file, complete the information and Upload.



KNOWLEDGE BASE

UPLOAD FILE



SELECT FILE

Seleccionar archivo Ningún ...cionado

CATEGORY

OTTO ID

UPLOADED BY

Karina Juarez

KEYWORDS

E.g.:OTTO ID Project Name Commodity Plant Product

Upload



DATABASE

Step 13

Click on Choose file button to select the document.



KNOWLEDGE BASE

UPLOAD FILE

SELECT FILE
Choose File No file chosen

KEYWORDS
Keywords, Example: apm volume otto

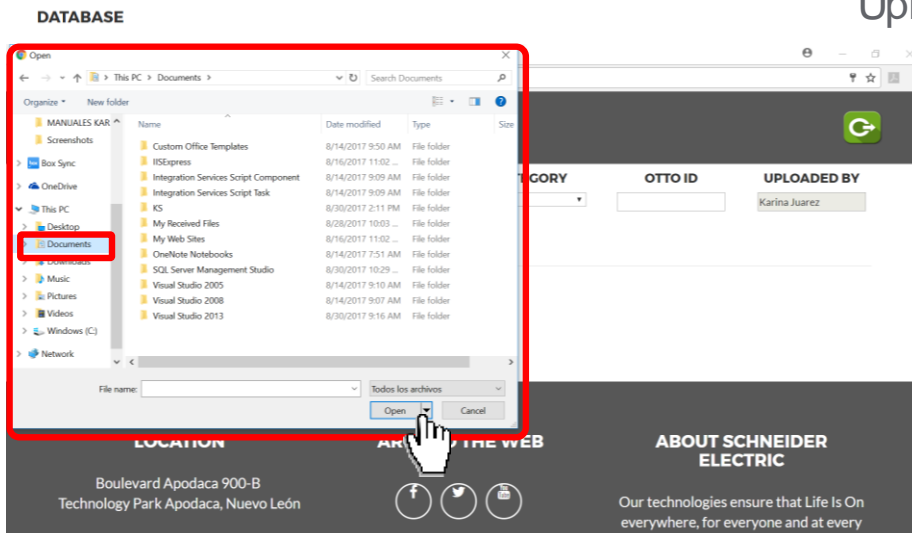
CATEGORY
-

OTTO ID

UPLOADED BY
Karina Juarez

Upload

After selecting the file, don't forget to click on Upload button.



Life Is On



Schneider
Electric