

## 2.1 Quick Reference Guides

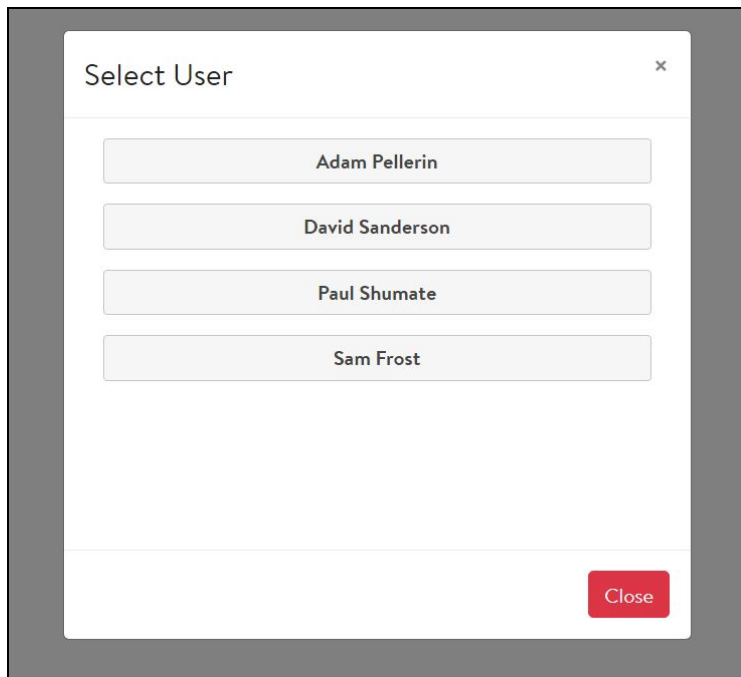
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### 2.1.1 Technician QRG

Welcome to onTrax, Woom's new productivity information system. It allows the bike technicians to log their production work through a low-cost tablet and intuitive interface. This will improve data integrity and ensure a more consistent and efficient production process.

#### (1) Log-in / Check In

Select Your Name, Enter your PIN, and Press the "Check In" button so that you can be directed to the Production Page.



The image shows a 'Select User' dialog box with a close button (X) in the top right corner. It contains a list of four users, each in a light gray button-like box:

- Adam Pellerin
- David Sanderson
- Paul Shumate
- Sam Frost

A red 'Close' button is located at the bottom right of the dialog box.

Select User

Adam Pellerin

PIN

Check In

## (2) Production Process

### 1 - Standard Production Process

- 1) Select a Process:

For example, select “Pre-Assembly”, “Assembly”, or “Packaging”

The screenshot shows a web interface for the production process. At the top, there are four tabs: 'Process' (selected), 'Product', 'Batch', and 'Quantity'. Below the tabs, there is a row of buttons: 'Pre-Assembly', 'Assembly', 'Packaging', and 'TestProcessThree'. A blue oval highlights these buttons. To the right of the buttons, there is a text label '\* Select a Process'. Below the buttons, there are two large circles: a green circle on the left labeled 'Start' and a red circle on the right labeled 'Complete'. In the center, there is a small blue box labeled 'Sam Frost: 0'.

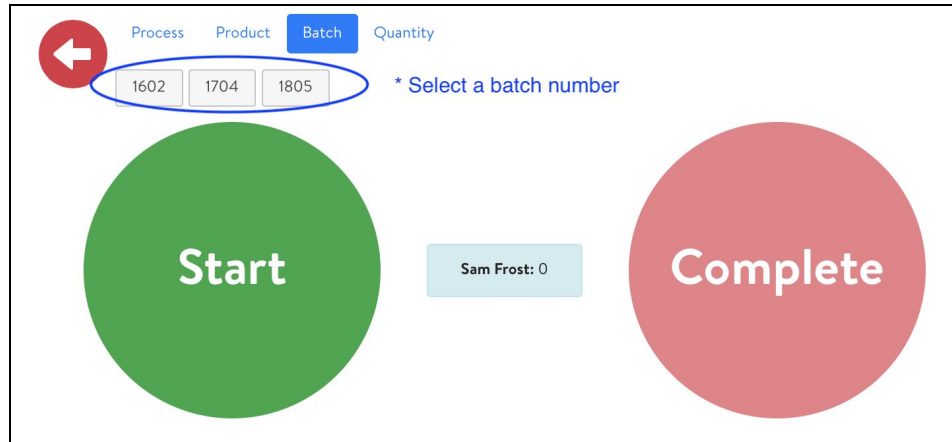
- 2) Select a Product:

Select the bike model you will work on.

The screenshot shows the same web interface as before, but with the 'Product' tab selected. Below the tabs, there is a row of buttons: 'Woom 1', 'Woom 2', 'Woom 3', 'Woom 4', 'Woom 5', and 'Woom 6'. A blue oval highlights these buttons. To the right of the buttons, there is a text label '\* Select a bike model'. Below the buttons, there are two large circles: a green circle on the left labeled 'Start' and a red circle on the right labeled 'Complete'. In the center, there is a small blue box labeled 'Sam Frost: 0'.

- 3) Select a Batch number:

Select the Batch number that is shown on the box of the bike that you will work on.



4) Select Bike Quantity:

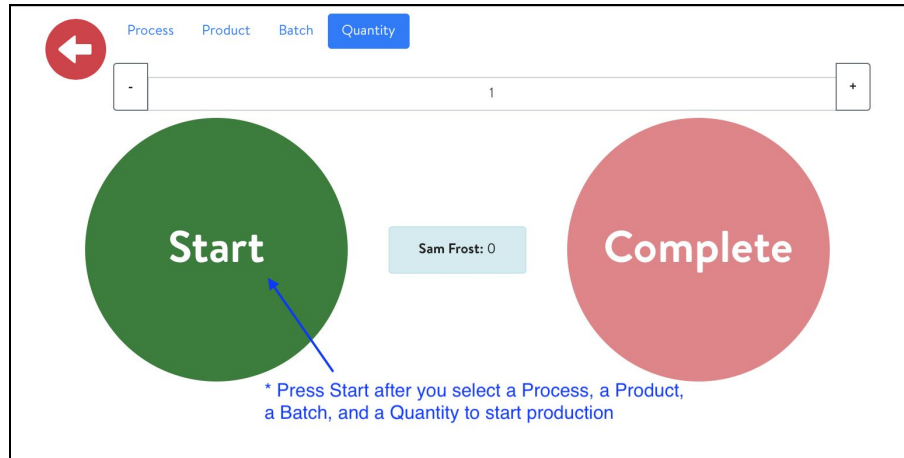
Select the bike quantity that you will work on. Bike **Quantity** will default to 1.

- i) If you are in **Pre-Assembly**, increase the **Quantity** to your desired level for one production log..
- ii) If you are **not** in **Pre-Assembly**, most-likely you can ignore this value because it will default to 1 bike. However, if for any reason you are working on more than one bike, make sure to adjust this value accordingly.



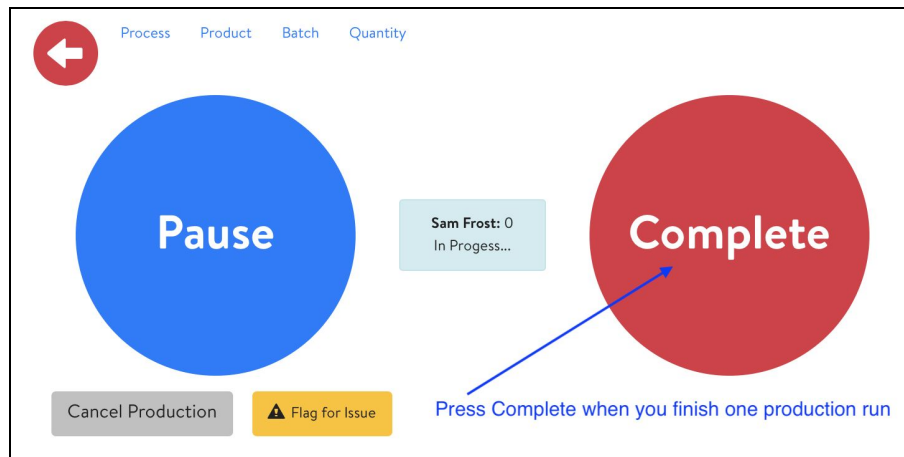
5) Starting a Production Process:

Press **Start** after you select all the measures. Then, start bike production.



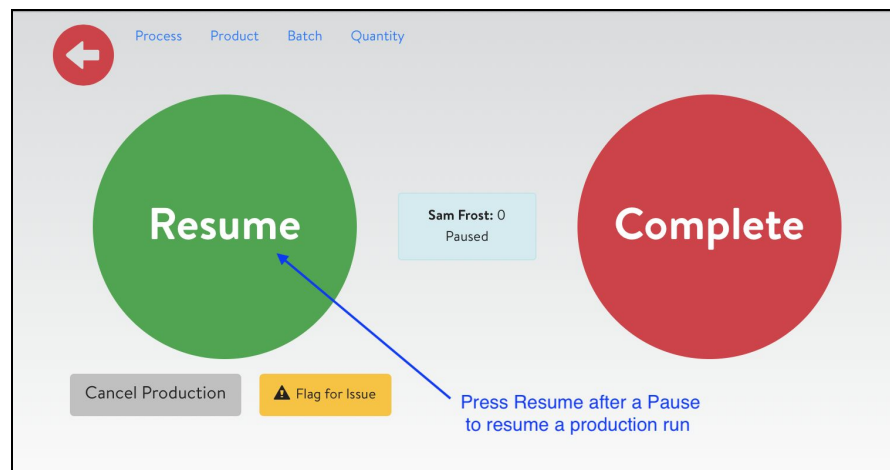
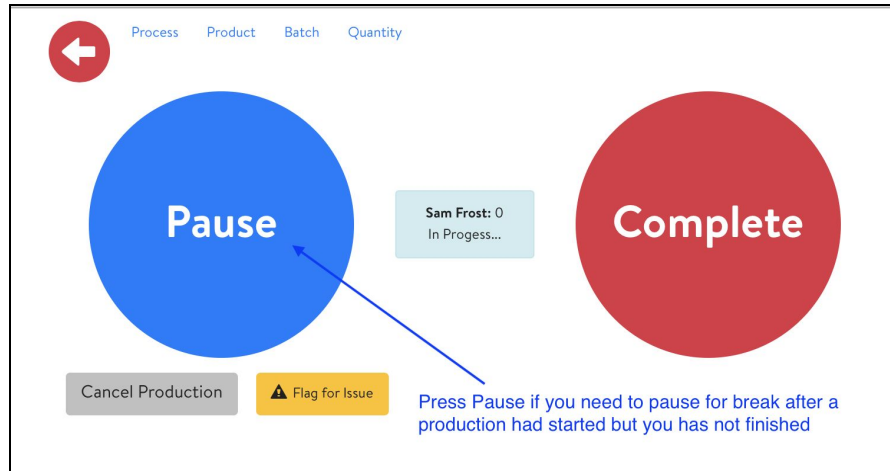
## 6) Completing a Production Process:

Press **Complete** after you finish your work on your bike/bikes.

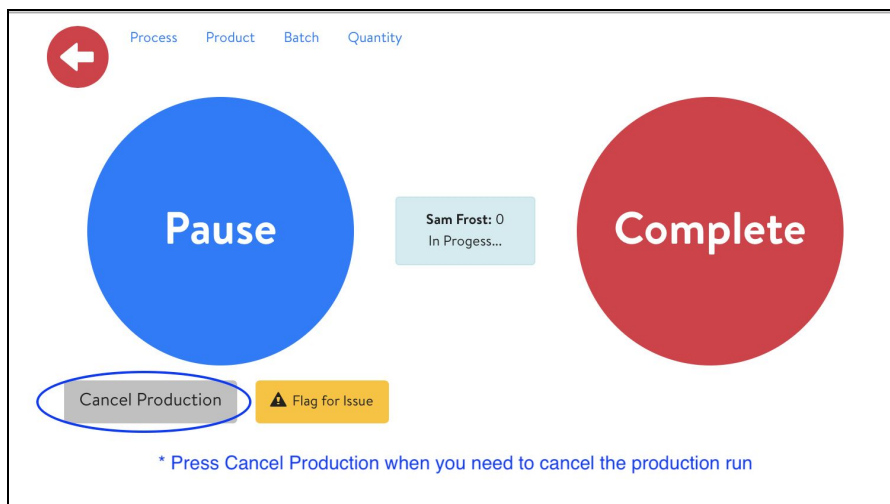


## 2 - Pausing or Cancelling Production

- 1) Pause – Press the **Pause** button to stop the tracker temporarily. This is in case you need to step away from production, such as for an unscheduled meeting with a manager. You can press the **Resume** button to resume the production run after a pause.



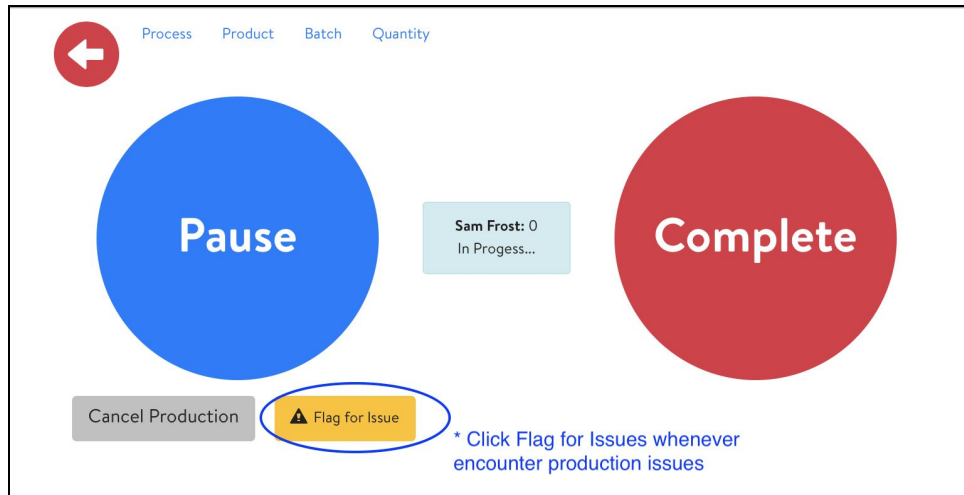
- 2) Cancel – Press the **Cancel** button to stop production tracking completely. This is in case you accidentally begin production or make mistake(s) selecting Process, Product, Batch ID, etc.

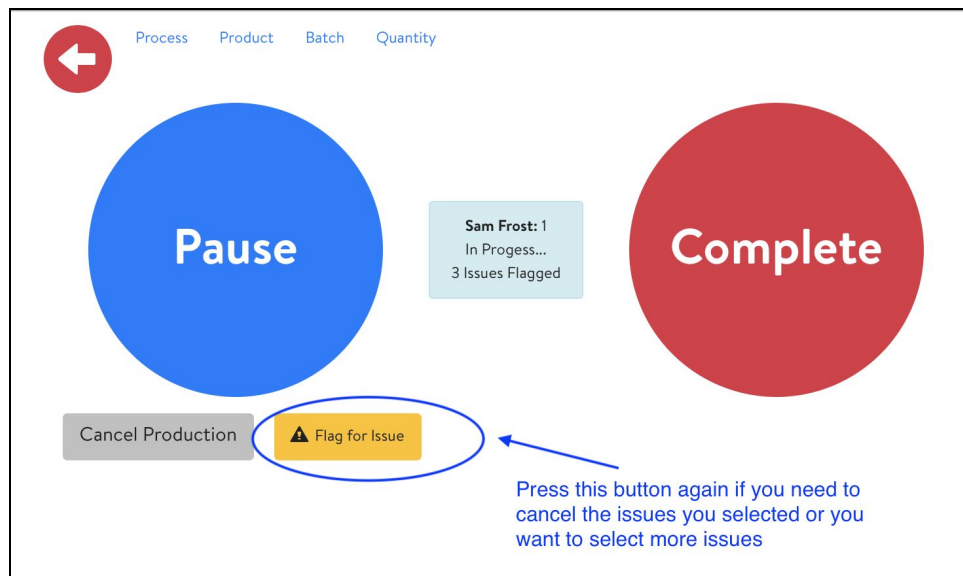
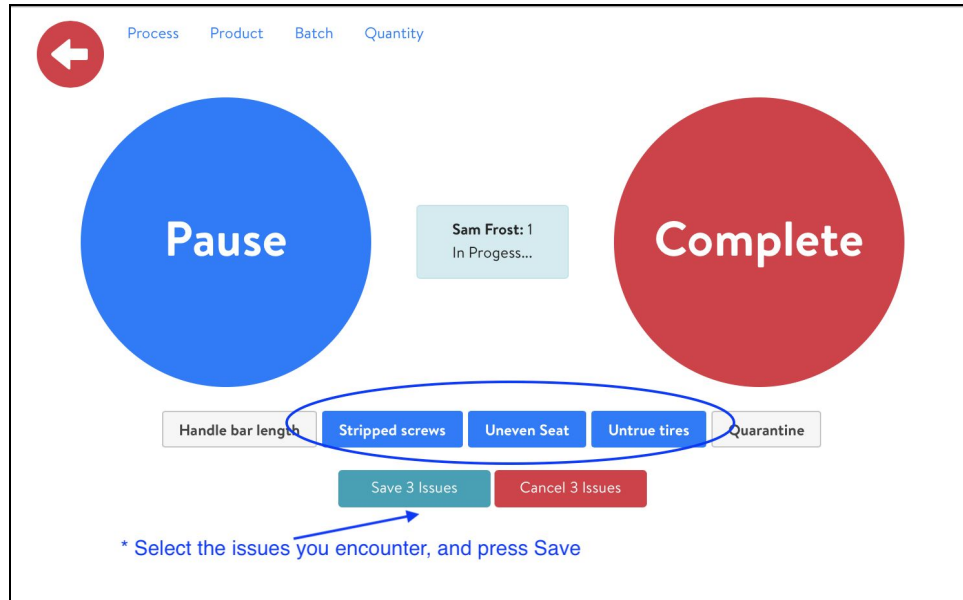


### 3 - Flagging Production Issues

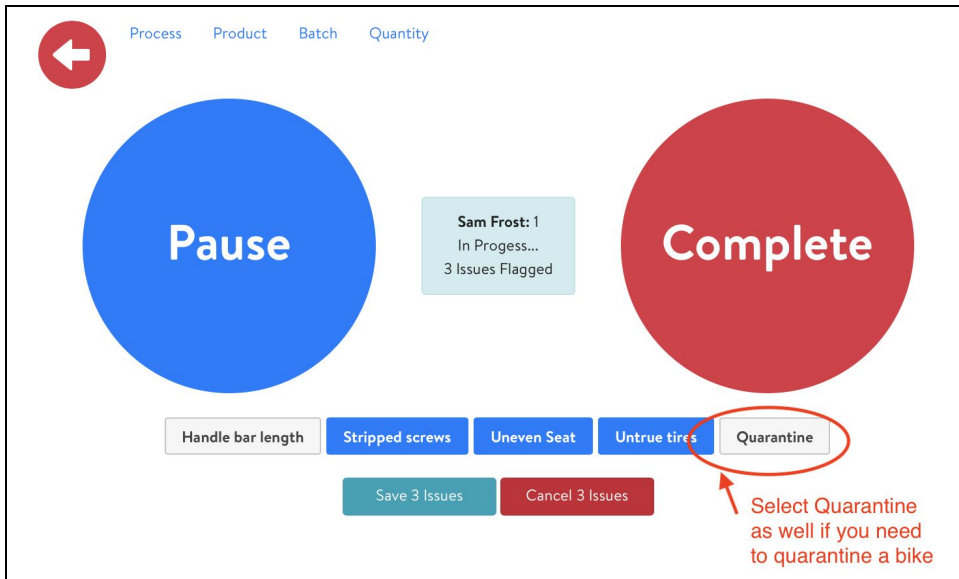
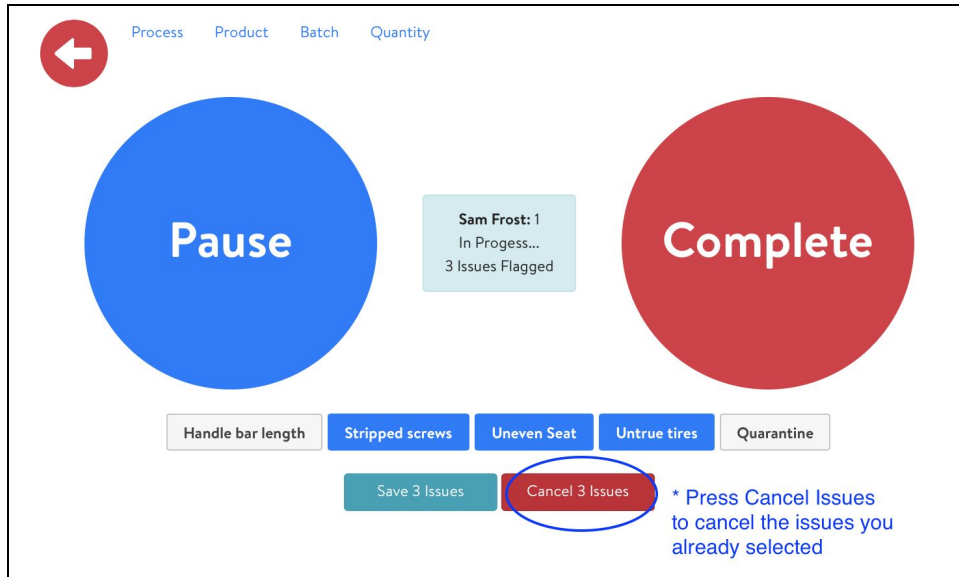
It's possible you will encounter manufacturing issues with bikes. When you encounter issues, select the **Flag for issue** button and then you can select which issue(s) the bike has. You are able to select multiple issues.

- 1) **Selecting Issues** – Tap the issue(s) the bike has. If you accidentally select an issue, you can tap the selected issue button again to deselect it.
- 2) **Save Issues** - Press the **Save Issues** button to save the issues. You must press this to save them.
- 3) **Cancel Issues** - Press the **Cancel Issues** button to cancel the issues you have selected. This is to be used in case you accidentally selected issue(s) or you later determined there weren't issue(s). You can cancel **before or after saving issues**.
- 4) **Quarantine** – Press the **Quarantine** issues button if a bike has abnormal issue(s) and needs to be taken out of the normal production process. The bike may also have other standard issues, such as with the handlebars or tires. If so, select those issue(s) too. Afterwards, press the **Complete** button to log the quarantine and remove the affected bike from the production process.









### **(3) Backup Paper Form for System Downtime**

System downtime might happen due to power outage or internet malfunction. Utilize the backup production paper form to fill in the production data when system is down. Turn in the production paper to the production manager at the end of the day. The production manager can log the paper forms manual into the system once with application comes back online.

See Section 2.1.3 for more details.

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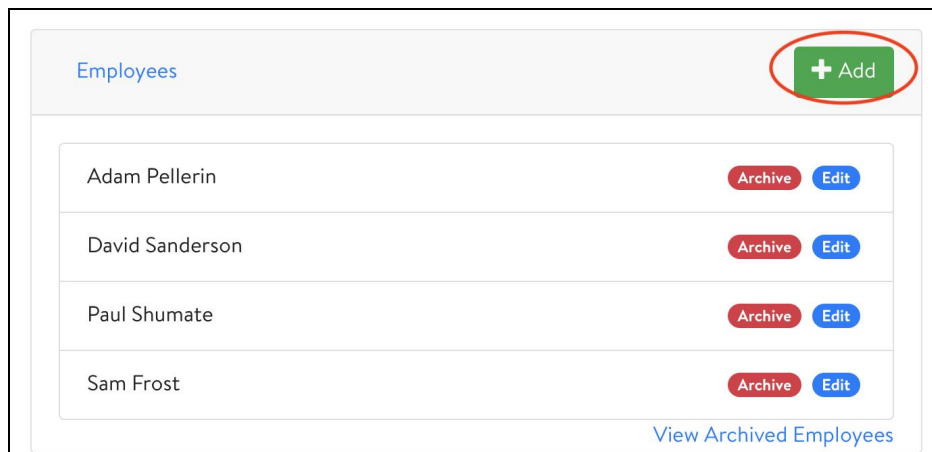
## 2.1.2 Production Manager QRG

### (1) Edit onTrax - Admin of Production Process

**Edit onTrax** is used by the production manager to define the field values that will be displayed on the technician's portal. For example, when a new technician is hired, their name can be entered into the system through **Edit onTrax**, giving them access to the system. Additionally, within **Edit onTrax**, batch numbers can be added/updated and any new Products, Issues, or Processes can be added.

#### 1 - Manage Employees

- Add a new employee
  - Press the **Add** button on the *Employees* tab
  - Enter the new employee's **name** in the first textfield and a **unique PIN** number in the second textfield
  - If the PIN has been used by another employee, you will be asked to enter a unique PIN
  - Press the **Create** button to save the new employee to the system
  - Press the **Back** button if you do not want to add a new employee



Create Employee

Employee

PIN

Create

Back

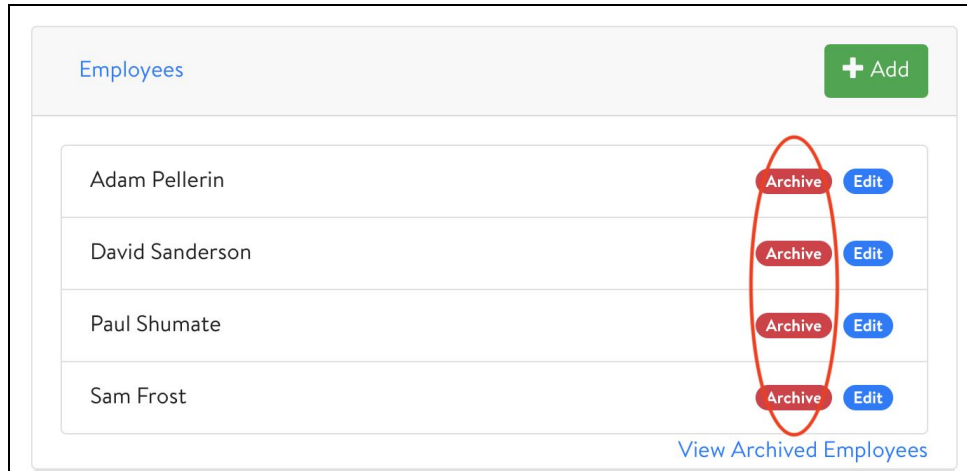
- Edit an existing employee
  - Press the **Employees tab** to open up the accordion
  - Press the **Edit** button next to an employee name to edit an existing employee's account.
  - You will be **redirected** to page where the employee's current name and PIN can be changed
  - Once you have made the necessary edits press the **Save** button
  - Press the **Back** button if you don't want to change anything.

Employees + Add

Adam Pellerin	Archive	Edit
David Sanderson	Archive	Edit
Paul Shumate	Archive	Edit
Sam Frost	Archive	Edit

[View Archived Employees](#)

- Archive an employee
  - Press the **Employees tab** to open up the accordion
  - Press the **Archive** button next to an employee name to archive an existing employee account
  - You will be **alerted** by the system if the Archive was successful.



- Unarchive an employee
  - Press the **Employees** tab to open up the accordion
  - Press the **View Archived Employees** link at the bottom of the accordion
  - You will be **redirected** to a page displaying all archived employees
  - Press the **Activate** button for an account if you want to unarchive an employee account
  - You will be **redirected** to the previous page with a **confirmation** message if the the unarchive was successful
  - Press the **Back** button if you don't want to change anything.



## Archived Employees

Employee	PIN	
Archived Employee	1111	<a href="#">Activate</a>

[Back](#)

## 2 - Manage Products

- Add a product
  - Press the **Add** button on the *Products tab*
  - **Enter** the name of the new product into the textfield
  - If the product exists or has already existed, you will be alerted
  - Press the **Create** button to save the new product to the system
  - Press the **Back** button if you don't want to add anything.

Products

+ Add

Woom 1	Archive	Edit
Woom 2	Archive	Edit
Woom 3	Archive	Edit
Woom 4	Archive	Edit
Woom 5	Archive	Edit
Woom 6	Archive	Edit

[View Archived Products](#)

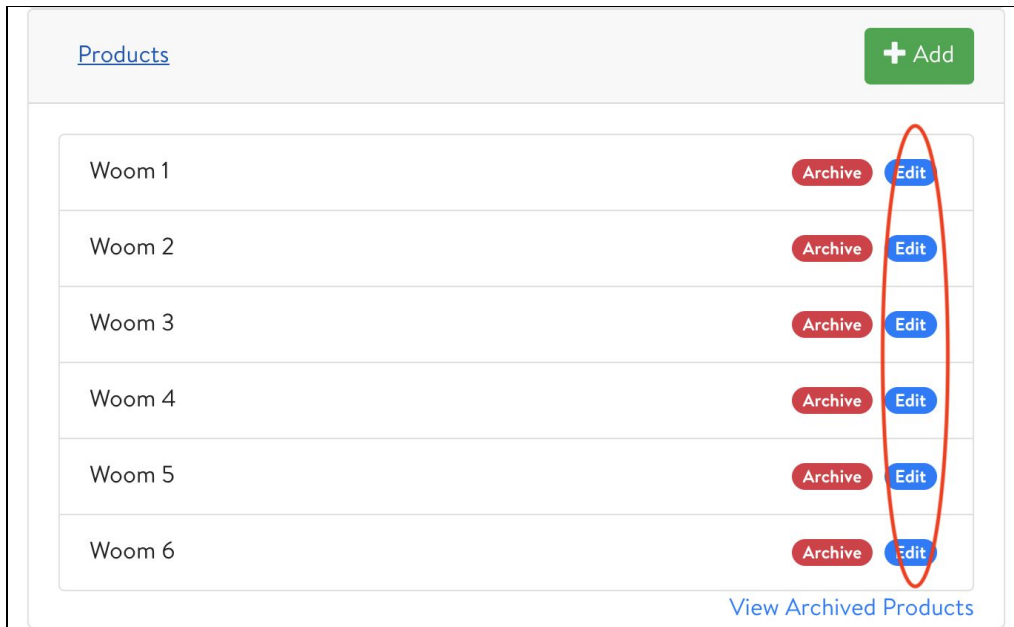
Create Product

Product

Create

Back

- Edit a product
  - Click on the **Products tab** to open up the accordion
  - Press the **Edit** button next to a product name to edit an existing product
  - You will be **redirected** to page where this product's name can be changed
  - Once you have made the necessary edits press the **Save** button
  - Press the **Back** button if you don't want to change anything.



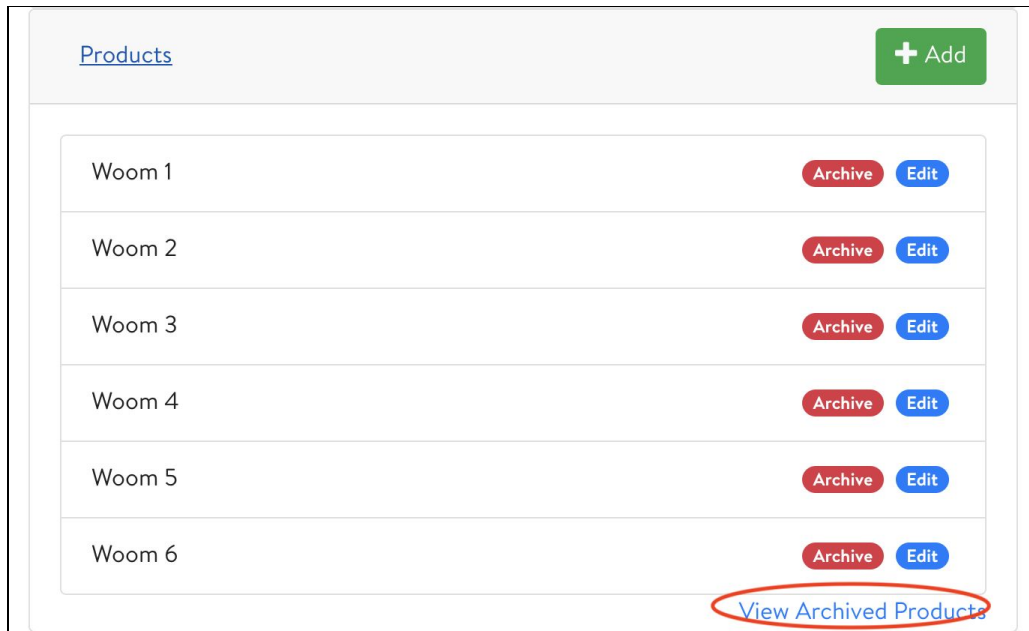
- Archive a product
  - Click on the **Products** tab to open up the accordion
  - Press the **Archive** button next to a product name to archive an existing product
  - You will be **alerted** by the system if the Archive is successful.



- Unarchive a product
  - Click on the **Products** tab to open up the accordion



- Press the **View Archived Products** link at the bottom of the accordion
- You will be **redirected** to a page displaying all of the archived products
- Press the **Activate** button for a product if you want to unarchive this product
- You will be **redirected** to the previous page with a **confirmation** message if the the unarchive was successful
- Press the **Back** button if you don't want to change anything.



### 3 - Manage Processes

- Add a process
  - Press the **Add** button on the *Processes* tab
  - **Enter** the name for the new process in the textfield
  - If the process has already existed, you will be alerted
  - Press the **Create** button to save the new process to the system
  - Press the **Back** button if you don't want to add anything.



The screenshot shows a 'Create Process' form. It has a title 'Create Process' and a text input field labeled 'Process'. Below the input field is a 'Create' button. At the bottom left, there is a 'Back' button.

- Edit a process
  - Click on the **Processes** tab to open up the accordion
  - Press the **Edit** button next to a process to edit an existing process
  - You will be **redirected** to page where this product's name can be changed
  - Once you have made the necessary edits you press the **Save** button
  - Press the **Back** button if you don't want to change anything.

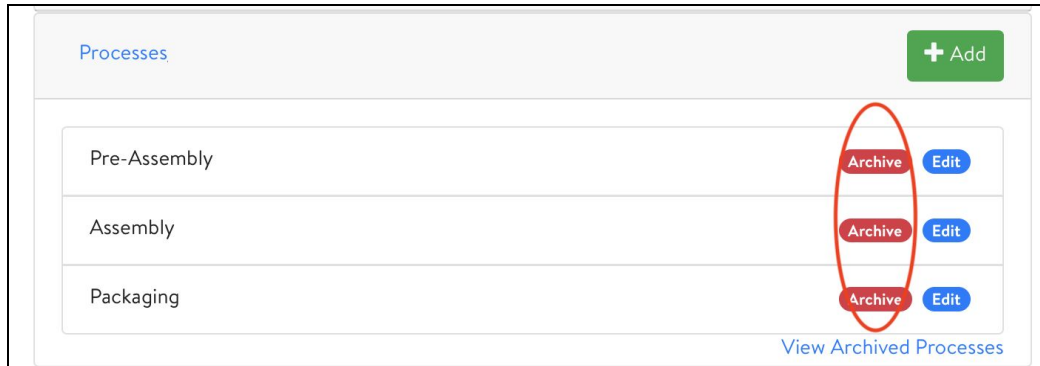
Processes

+ Add

Pre-Assembly	<div>Archive</div> <div>Edit</div>
Assembly	<div>Archive</div> <div>Edit</div>
Packaging	<div>Archive</div> <div>Edit</div>

[View Archived Processes](#)

- Archive a process
  - Click on the **Processes** tab to open up the accordion
  - Press the **Archive** button next to a process to archive an existing process
  - You will be **alerted** by the system if the Archive is successful.



- Unarchive a process
  - Click on the **Processes** tab to open up the accordion
  - Press the **View Archived Processes** at the bottom of the accordion
  - You will be **redirected** to a page displaying a list of archived products
  - Press the **Activate** button for a process if you want to unarchive this process
  - You will be **redirected** to the previous page with a **confirmation** message if the the unarchive was successful
  - Press the **Back** button if you don't want to change anything.



## Archived Issues

Process	
TestProcess	<a href="#">Activate</a>
TestProcess2	<a href="#">Activate</a>
TestProcessThree	<a href="#">Activate</a>

[Back](#)

- Linking issues to processes
  - Click on the **Processes** tab to open up the accordion
  - Click the **Edit** button next to a process to manage the issues **for this process**
  - **Select** the issues you wish to be shown on the technician portal when they are working on the process selected by clicking on all that apply
  - Once you click on all the necessary issues press **Save** button
  - These issues will now be the only ones shown in onTrax when that process is selected.  
For **example**, if you only select Handle bars and Stripped screws, and save them for Pre-Assembly, the technicians can only select Handle bars and Stripped screws as potential issues when working on the Pre-Assembly process.

Processes

[+ Add](#)

Pre-Assembly	<a href="#">Archive</a>	<a href="#">Edit</a>
Assembly	<a href="#">Archive</a>	<a href="#">Edit</a>
Packaging	<a href="#">Archive</a>	<a href="#">Edit</a>

[View Archived Processes](#)

# Edit

## Process

Process

Pre-Assembly

Issues

Handle bar length

Stripped screws

Uneven Seat

Untrue tires

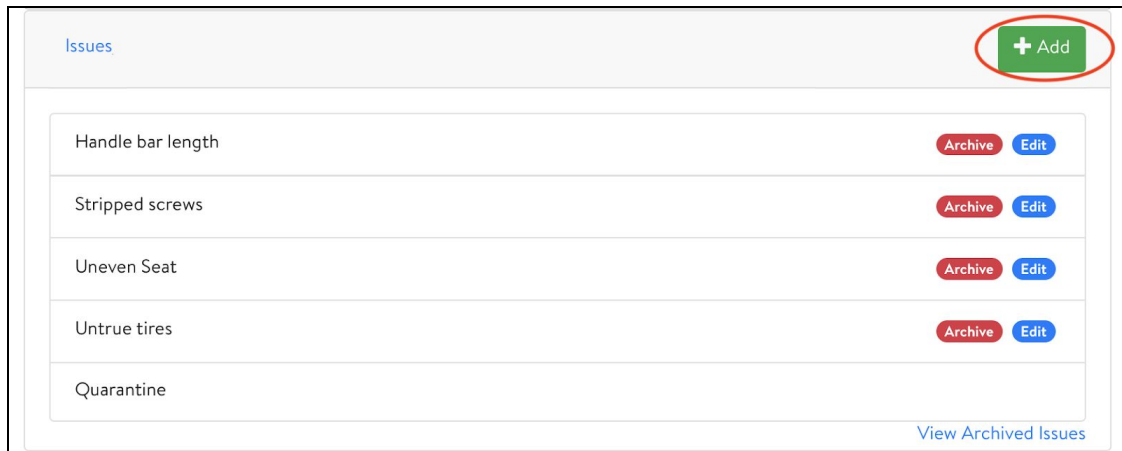
Quarantine

Save

Back

## 4 - Manage Issues

- Add an issue
  - Press the **Add** button on the *Issues* tab
  - **Enter** the name for the new issue into the textfield
  - If the issue option exists or has already existed, you will be alerted
  - Press the **Create** button to save the new issue to the system
  - Press the **Back** button if you don't want to add anything



- Edit an issue
  - Click on the **Issues** tab to open up the accordion
  - Press the **Edit** button next to an issue to edit an existing issue
  - You will be **redirected** to a page where this issue's name can be changed
  - Once you have made all of the necessary edits press the **Save** button
  - Press the **Back** button if you don't want to change anything.

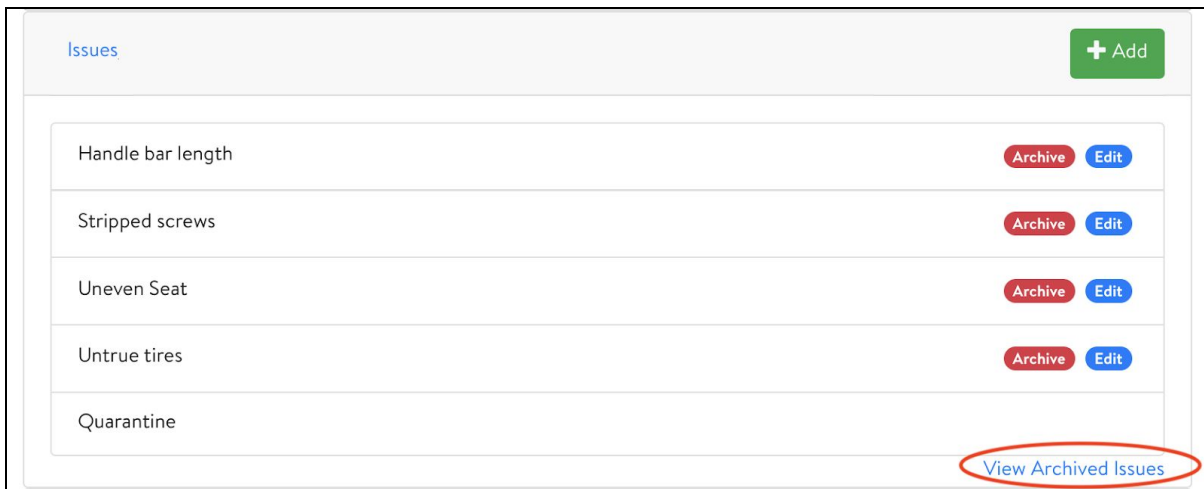


- Archive an issue
  - Click on the **Issues** tab to open up the accordion
  - Press the **Archive** button next to an issue to archive an existing issue

- You will be alerted by the system if the Archive is successful



- Unarchive an issue
  - Click on the **Issues** tab to open up the accordion
  - Press the **View Archived Issues** link on the bottom of the accordion
  - You will be **redirected** to a page displaying a list of archived issues
  - Press the **Activate** button for a process if you want to unarchive this process
  - You will be **redirected** to the previous page with a **confirmation** message if the the unarchive was successful
  - Press the **Back** button if you don't want to change anything.





## 5 - Manage Batches

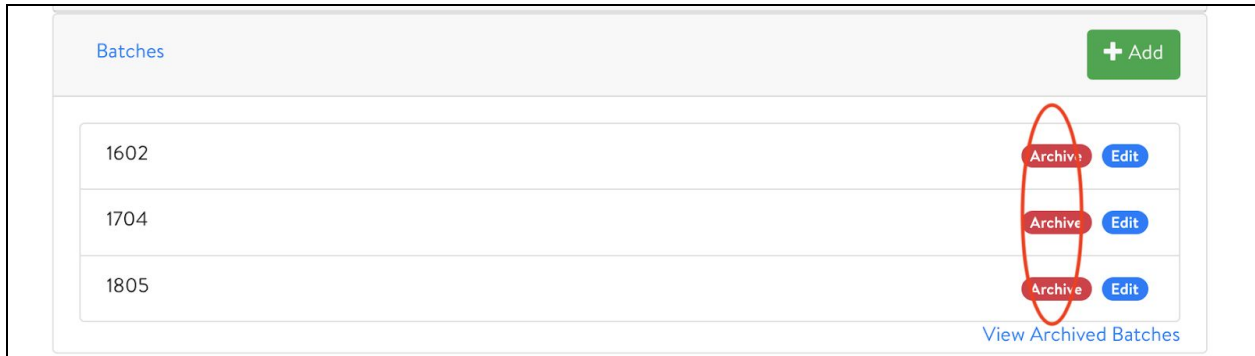
- Add a batch
  - Press the **Add** button on the *Batches* tab
  - **Enter** the new batch number into the text field
  - If the batch number exists or has already existed, you will be alerted.
  - Press the **Create** button to save the new batch number to the system
  - Press the **Back** button if you don't want to add anything.



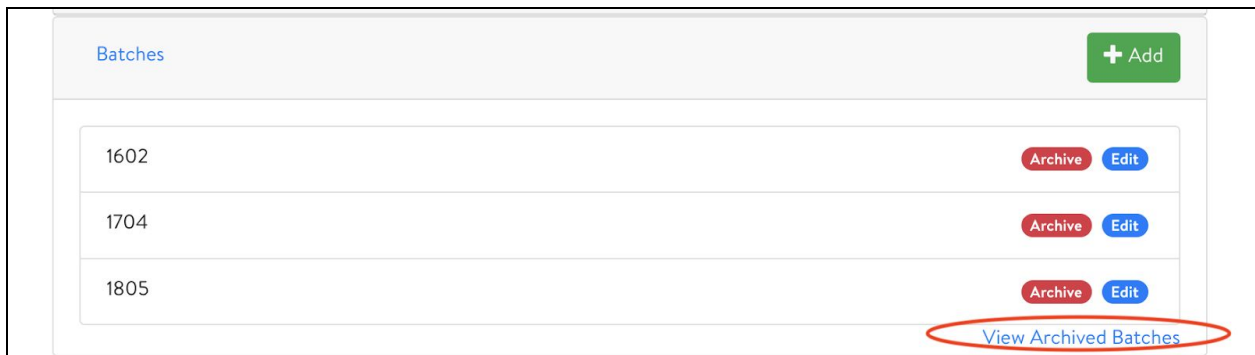
- Edit a batch
  - Click on the **Batches** tab to open up the accordion
  - Press the **Edit** button next to a batch number to edit an existing batch
  - You will be **redirected** to a page where this batch number can be changed
  - Once you have made the necessary edits press the **Save** button
  - Press the **Back** button if you don't want to change anything.



- Archive a batch
  - Click on the **Batches tab** to open up the accordion
  - Press the **Archive** button next to a batch number to archive an existing batch ID
  - You will be alerted by the system if the Archive is successful



- Unarchive a batch
  - Click on the **Batches tab** to open up the accordion
  - Press the **View Archived Issues** at the bottom of the accordion
  - You will be **redirected** to a page displaying a list of archived batches
  - Press the **Activate** button for a process if you want to unarchive this process
  - You will be **redirected** to the previous page with a **confirmation** message if the the unarchive was successful
  - Press the **Back** button if you don't want to change anything.

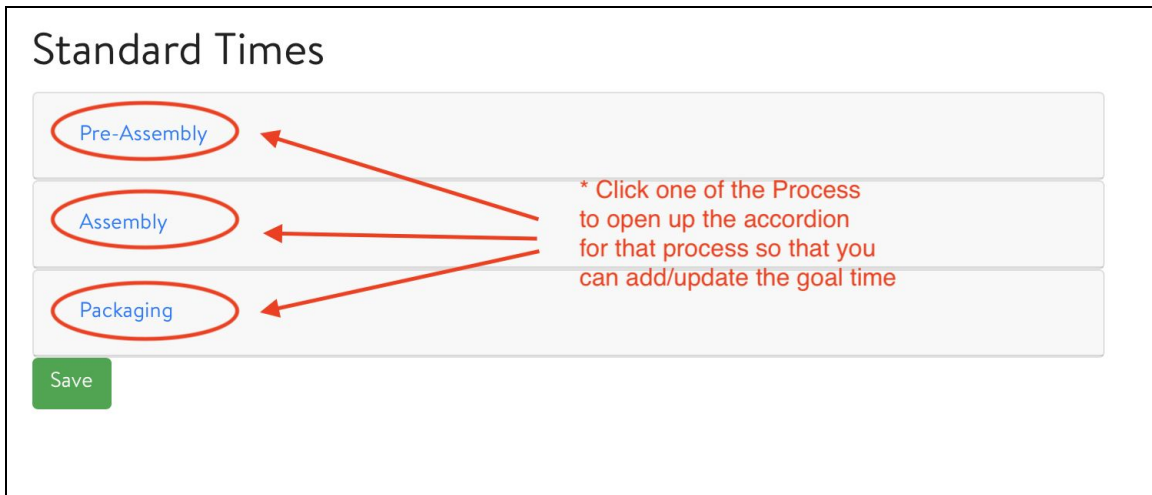


## (2) Edit Standards

This screen allows management to set standard times or goal times for each process to be completed. These numbers will be used in reports to quantify the efficiency of each worker and the overall system as well as help determine the system capacity.

### Standard Times

1. Select the production Process first, then select the bike models



The screenshot shows a web interface titled "Standard Times". It contains a list of three processes: "Pre-Assembly", "Assembly", and "Packaging". Each process name is enclosed in a red oval. To the right of these ovals, there is a red text box with the instruction: "\* Click one of the Process to open up the accordion for that process so that you can add/update the goal time". Three red arrows point from this text box to each of the three process ovals. Below the list of processes is a green "Save" button.

2. Add or Edit the standard time and input it into the cell next to the process selected

## Standard Times

Pre-Assembly

\* Click to open the accordion to edit

Woom 1

10.00

Woom 2

24.00

Woom 3

24.00

Woom 4

28.00

Woom 5

28.00

Woom 6

30.00

\* Input the  
goal time  
into the cell

## Standard Times

Pre-Assembly

Assembly

\* Click to open the accordion to edit

Woom 1

15.00

Woom 2

20.00

Woom 3

22.00

Woom 4

26.00

Woom 5

45.00

Woom 6

55.00

\* Input the  
goal time  
into the cell

## Standard Times

Pre-Assembly

Assembly

Packaging
\* Click to open the accordion to edit

Woom 1	10.00
Woom 2	15.00
Woom 3	15.00
Woom 4	22.00
Woom 5	22.00
Woom 6	26.00

Save

\* Input the goal time into the cell

## 2.1.3 Data Entry Specialist QRG

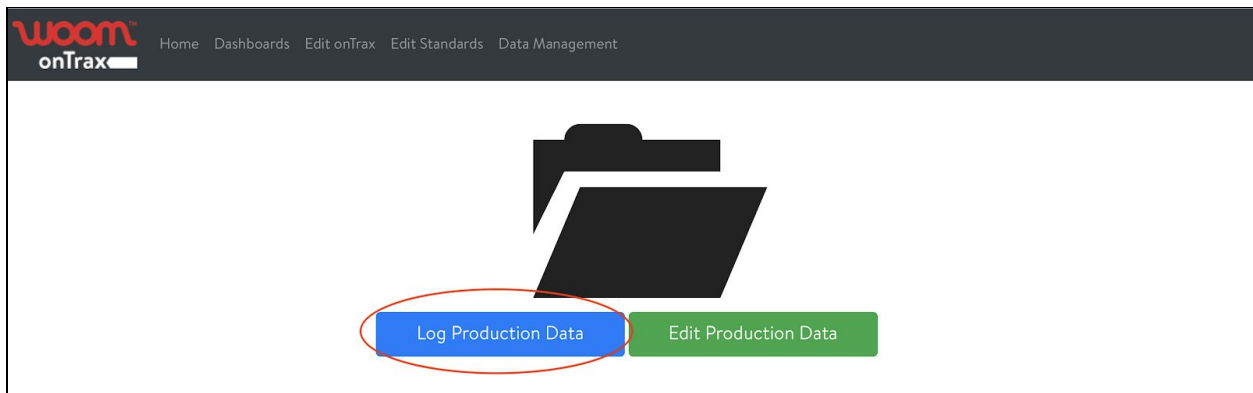
### (1) Data Management - Manual Access

This portal has two functions: (1) Allow production data to be logged to the database manually if there is ever a problem with the technician portal (2) Allow access to view, modify, and delete records in the database if there are mistakes.

#### 1 - Manually Uploading Production Data

- 1) Production paper forms should be used by technicians when there is system downtime.
- 2) Navigate to the Data Management portal, and click **Log Production Data** ( Link: <http://woomontrax.azurewebsites.net/Admin/Data/Log> )
- 3) For **each** production record, select/input date, hours, quantity, employee, product, process, batch, and issues. Press **Save** to log the record to the database.

- 4) Press the **Cancel** button if you want to cancel your action and go back to the main page of Data Management.
- 5) If you input your data wrong, use **Edit Production Data** to edit the record.



**Log Production**

Date	Hours	Quantity	
<input type="text" value="04/18/2018"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	

Employee	ProductID	ProcessID	BatchID
<input type="text" value="Adam Pellerin"/>	<input type="text" value="Woom 1"/>	<input type="text" value="Pre-Assembly"/>	<input type="text" value="1602"/>

Issues

<input type="text" value="Handle bar length"/>	<input type="text" value="Stripped screws"/>	<input type="text" value="Uneven Seat"/>	<input type="text" value="Untrue tires"/>	<input type="text" value="Quarantine"/>
--	--	--	---	---

## 2 - Edit Production Data

- 1) Search production records:

To quickly find the records you need, use the **Search** function. Try to limit your search results by selecting the fields first and then press **Search**. You can search on **Date**, **Employee**, **Process**, **Product**, **Issue** and **Batch** so that only the record(s) relevant to your selection will show up in the list of production records below.

**woom onTrax** Home Dashboards Edit onTrax Edit Standards Data Management

mm/dd/yyyy Employee Process Product Issue Batch Search

Date	Name	Process	Product	Issue	Batch #	Start	Stop	Duration (min)	Quantity	Delete	Update
04/16/2018	Sam Frost	Pre-Assembly	Woom 1	Quarantine	1602	09:24	09:24	0.19	1		
04/16/2018	Sam Frost	Pre-Assembly	Woom 1		1704	08:47	08:49	0.30	1		
04/16/2018	Sam Frost	Pre-Assembly	Woom 2		1805	08:32	08:32	0.30	1		

## 2) Edit production records:

If you need to make changes to your records manually, you should first do a Search to quickly access the records you want.

- (1) Delete records: Press the **Trash Icon** button in a record to delete this record and confirm that you want to delete this record by clicking **OK** on the pop up message
- (2) Update records: Press the **Pencil Icon** next to the record you want to update. You should only do this when the production data is not accurate. Duration, Quantity, Employee, Product, Process, Batch and Issues can all be updated. Press the **Save** once you finish modifying a record. The database will be updated automatically.

**woom onTrax** Home Dashboards Edit onTrax Edit Standards Data Management

mm/dd/yyyy Employee Process Product Issue Batch Search

Date	Name	Process	Product	Issue	Batch #	Start	Stop	Duration (min)	Quantity	Delete	Update
04/16/2018	Sam Frost	Pre-Assembly	Woom 1	Quarantine	1602	09:24	09:24	0.19	1		
04/16/2018	Sam Frost	Pre-Assembly	Woom 1		1704	08:47	08:49	0.30	1		
04/16/2018	Sam Frost	Pre-Assembly	Woom 2		1805	08:32	08:32	0.30	1		
04/16/2018	Adam Pellerin	Packaging	Woom 2	Handle bar length, Untrue tires, Stripped screws, Uneven Seat	1704	12:00	12:00	66.00	2		
04/16/2018	David Sanderson	Packaging	Woom 2	Stripped screws	1704	12:00	12:00	60.00	30		