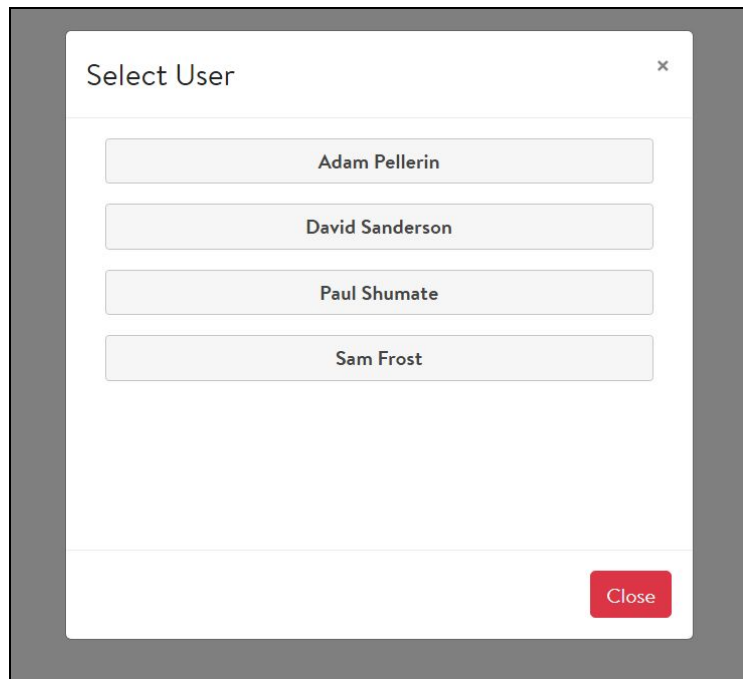


Technician Quick Reference Guides

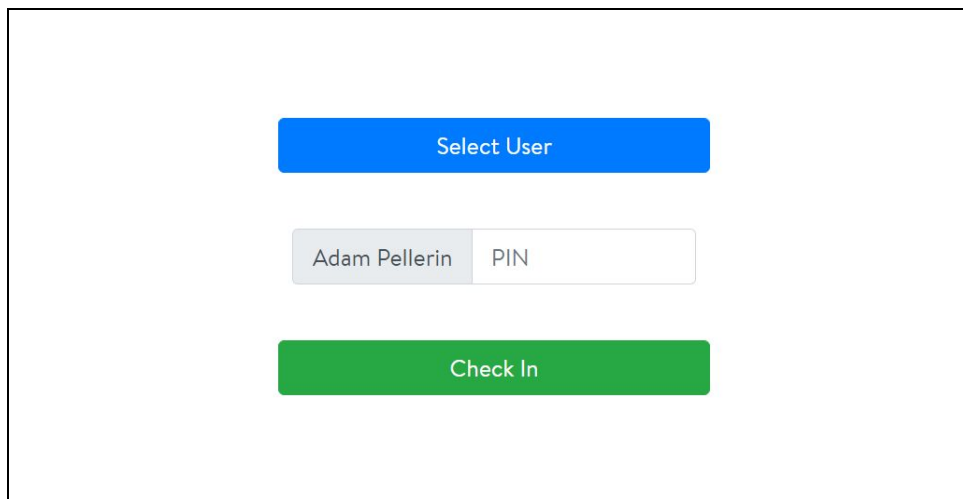
Welcome to onTrax, Woom’s new productivity information system. It allows the bike technicians to log their production work through a low-cost tablet and intuitive interface. This will improve data integrity and ensure a more consistent and efficient production process.

(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.



A screenshot of a 'Select User' dialog box. The dialog has a title bar with 'Select User' and a close button (X). Inside, there are four light gray buttons stacked vertically, each containing a name: 'Adam Pellerin', 'David Sanderson', 'Paul Shumate', and 'Sam Frost'. At the bottom right of the dialog is a red button labeled 'Close'.



A screenshot of the login screen layout. It features a blue button labeled 'Select User' at the top. Below it is a form with two fields: the first field contains the text 'Adam Pellerin' and the second field contains the text 'PIN'. At the bottom is a green button labeled '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 selecting a process. At the top, there are four tabs: 'Process' (selected), 'Product', 'Batch', and 'Quantity'. Below the tabs, there are four 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 a web interface for selecting a product. At the top, there are four tabs: 'Process', 'Product' (selected), 'Batch', and 'Quantity'. Below the tabs, there are six 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.

The screenshot shows a web interface for selecting a batch number. At the top, there are four tabs: 'Process', 'Product', 'Batch' (selected), and 'Quantity'. Below the tabs, there are three buttons: '1602', '1704', and '1805'. A blue oval highlights these buttons. To the right of the buttons, there is a text label '* Select a batch number'. 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'.

4) Select Bike Quantity:

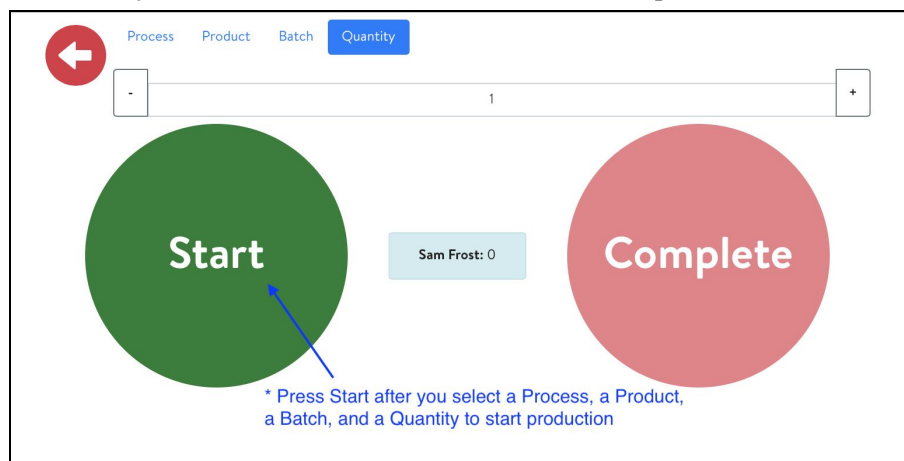
Select the bike quantity that you will work on. Bike **Quantity** will default to 1.

- 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.



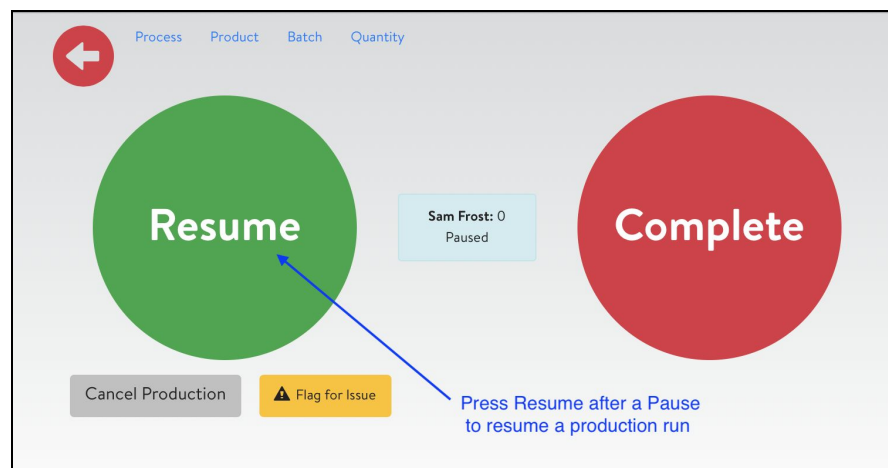
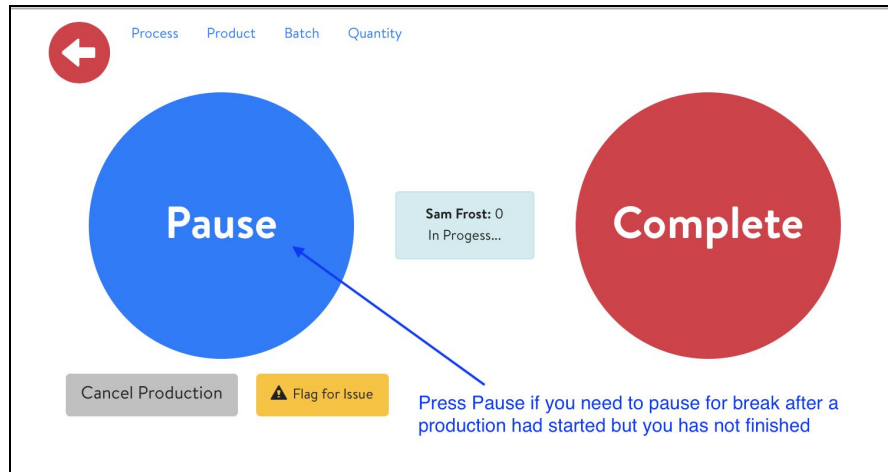
6) Completing a Production Process:

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

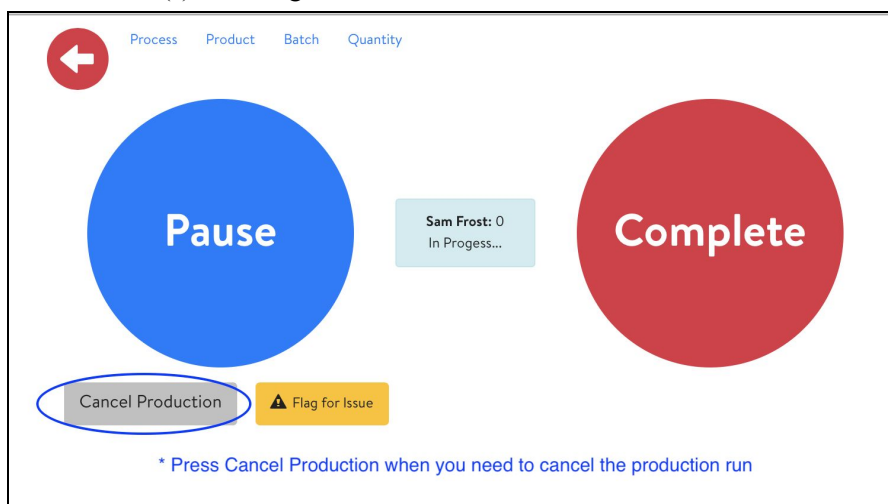


2 - Pausing or Cancelling Production

- 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.



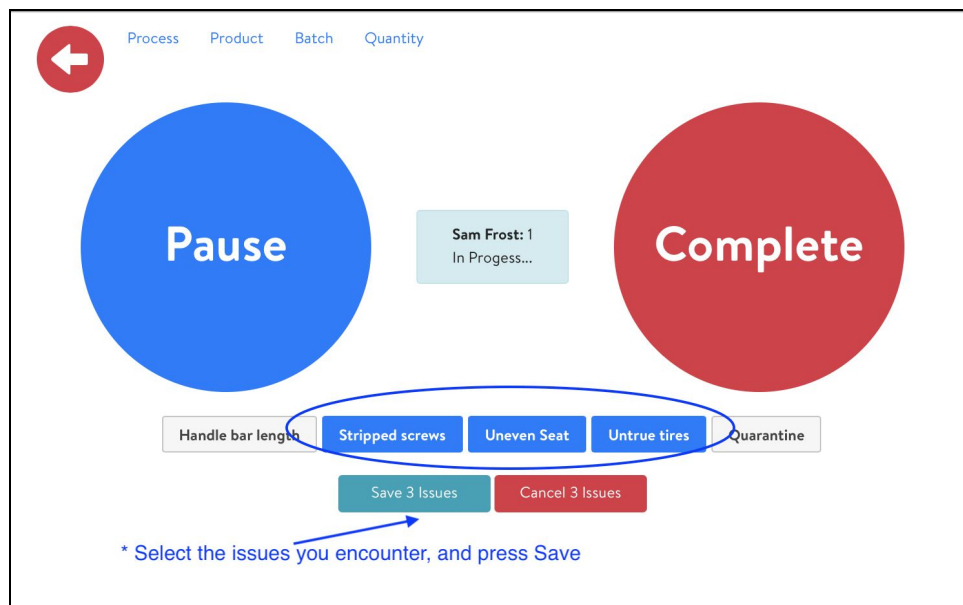
- 2) **Cancel** – Press the **Cancel** button to stop production tracking completely. This is in case you accidentally begin production or make mistake(s) selecting Process, Product, Batch ID, etc.

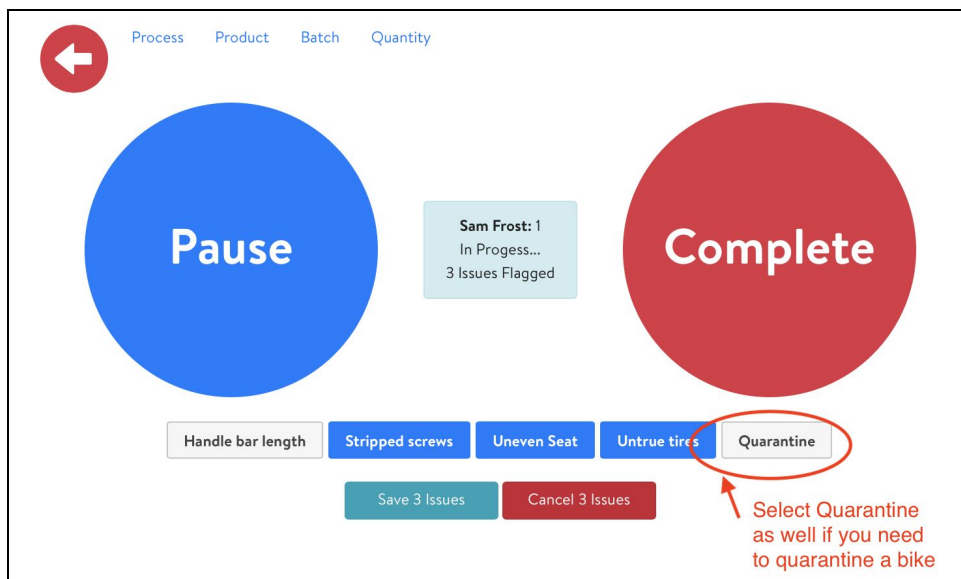
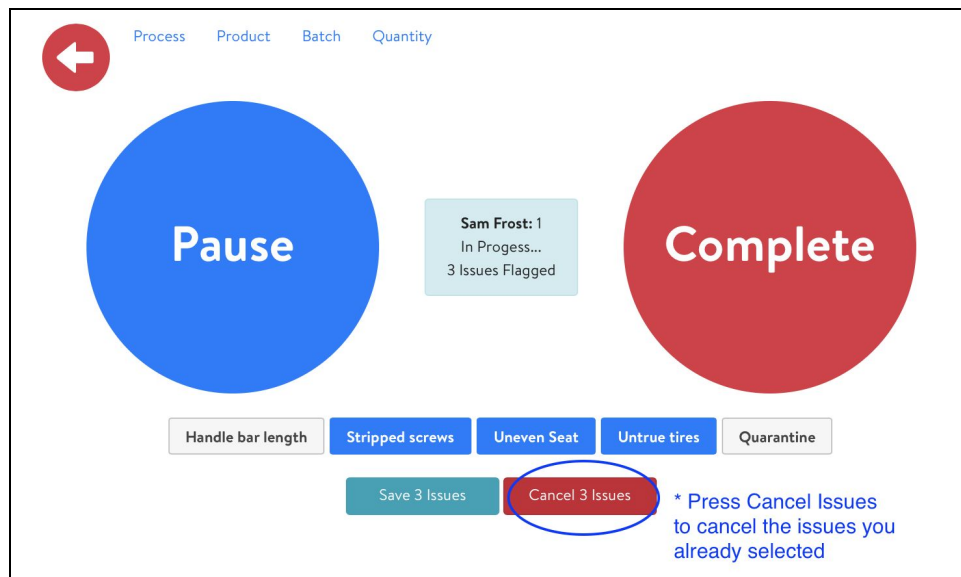
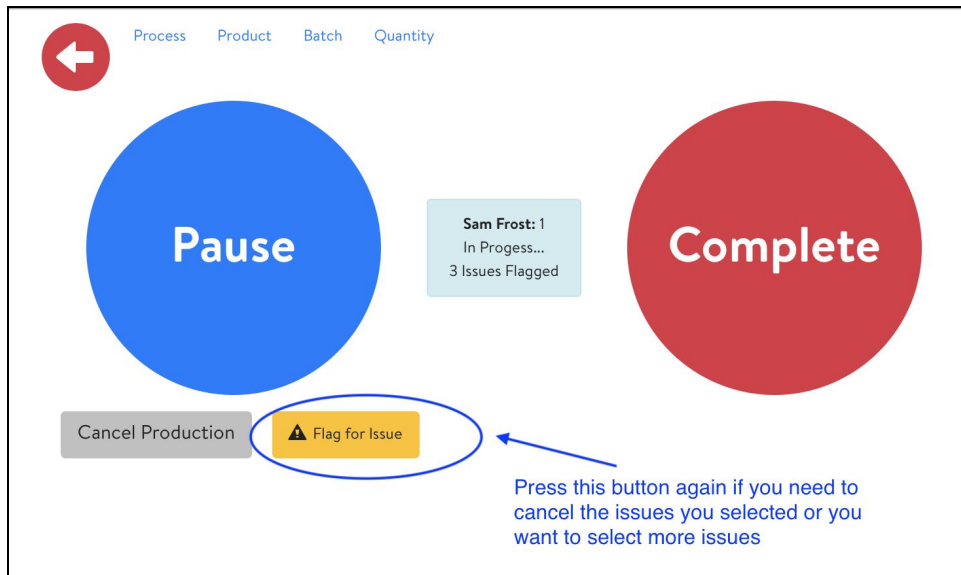


3 - Flagging Production Issues

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.