

Gensuite Inspection Tool and Action Tracking System

Mobile Training Module

25.Jan.2016 Cheryl O'Neal

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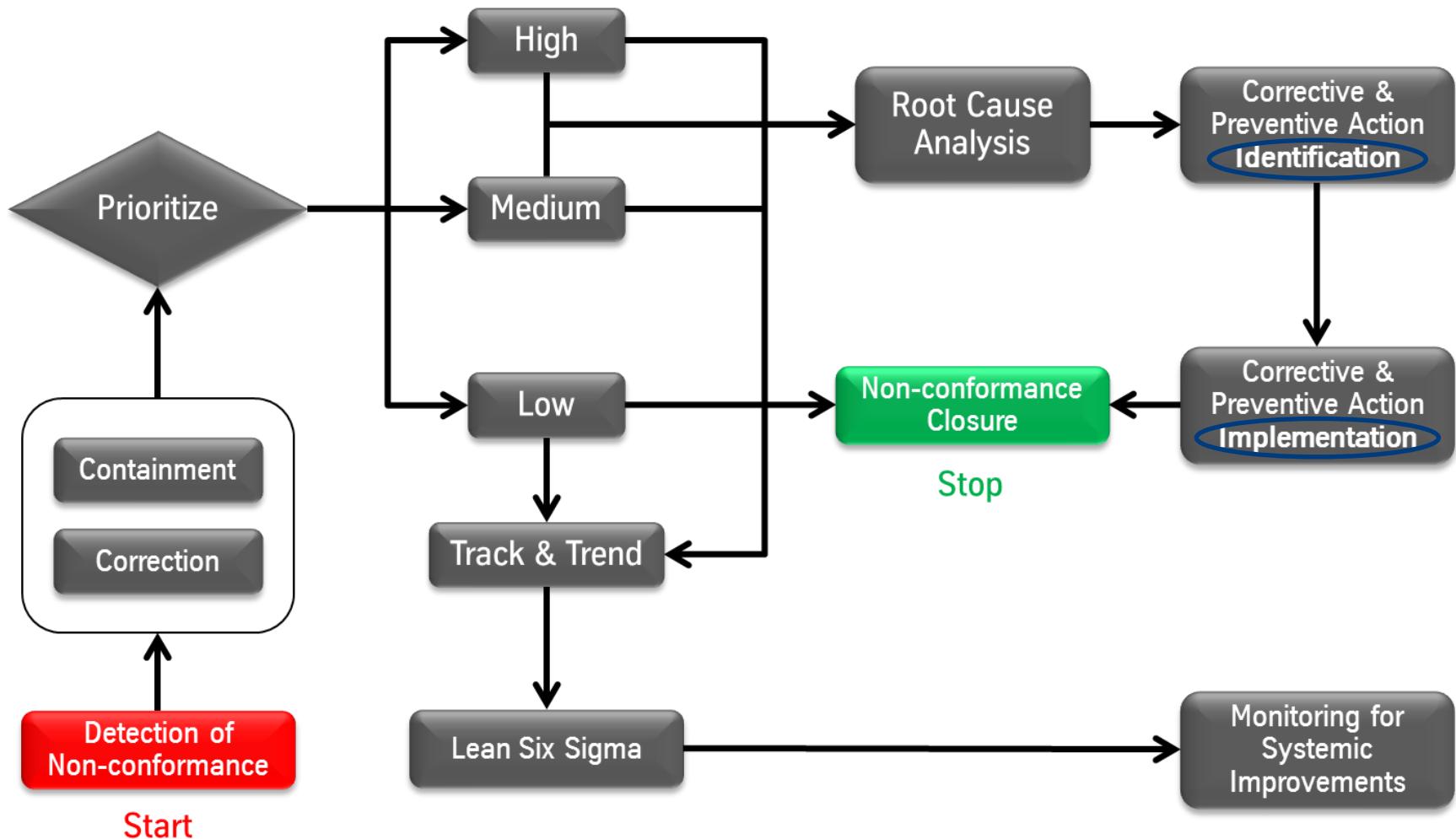
thyssenkrupp

Module Agenda

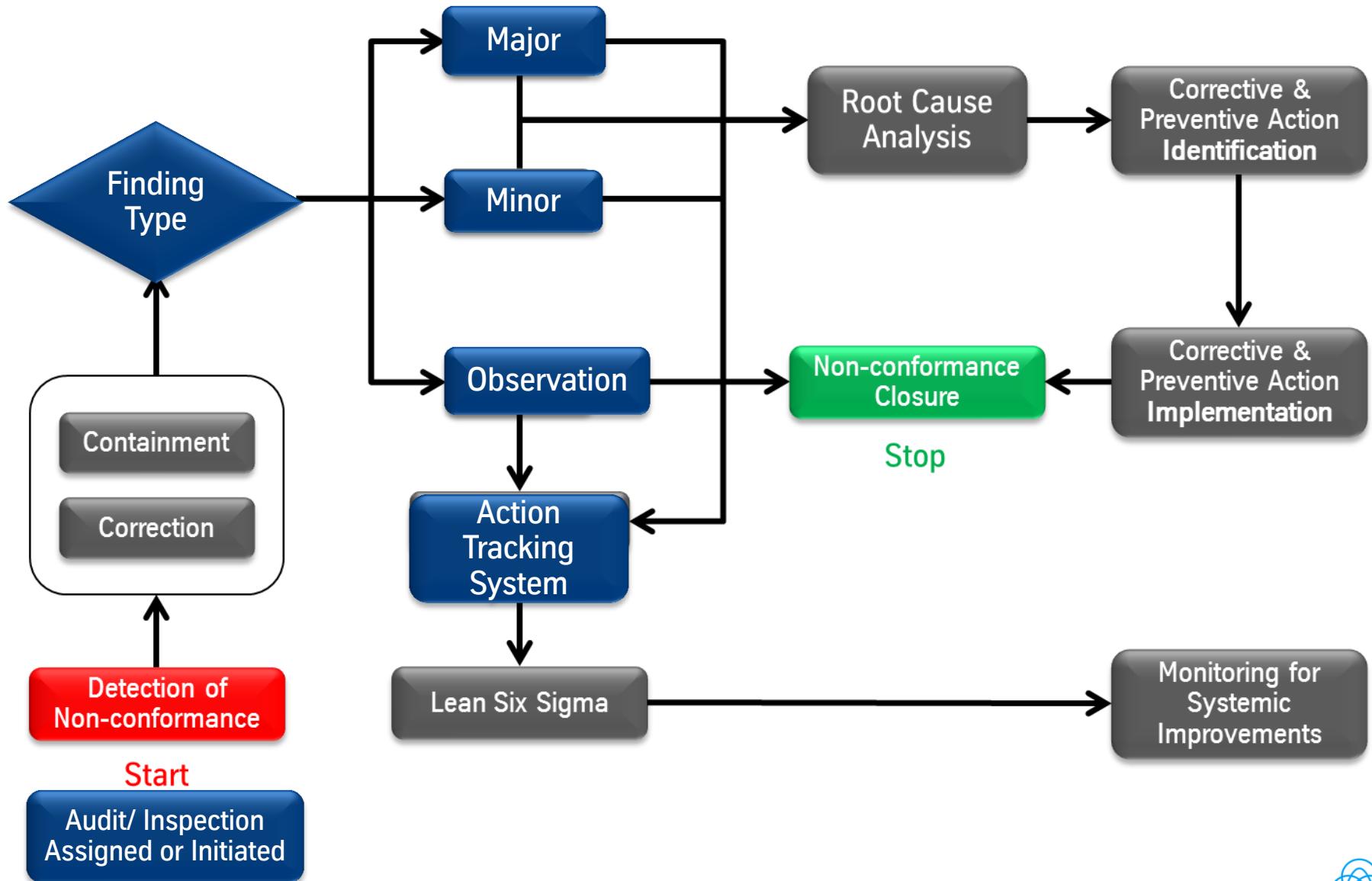
- Continuous Improvement Cycle (Recap)
- Gensuite Overview
- Gensuite Set-Up (Mobile Access)
- Inspection Tool (IT)
- Action Tracking System (ATS)
- Gensuite Demonstration



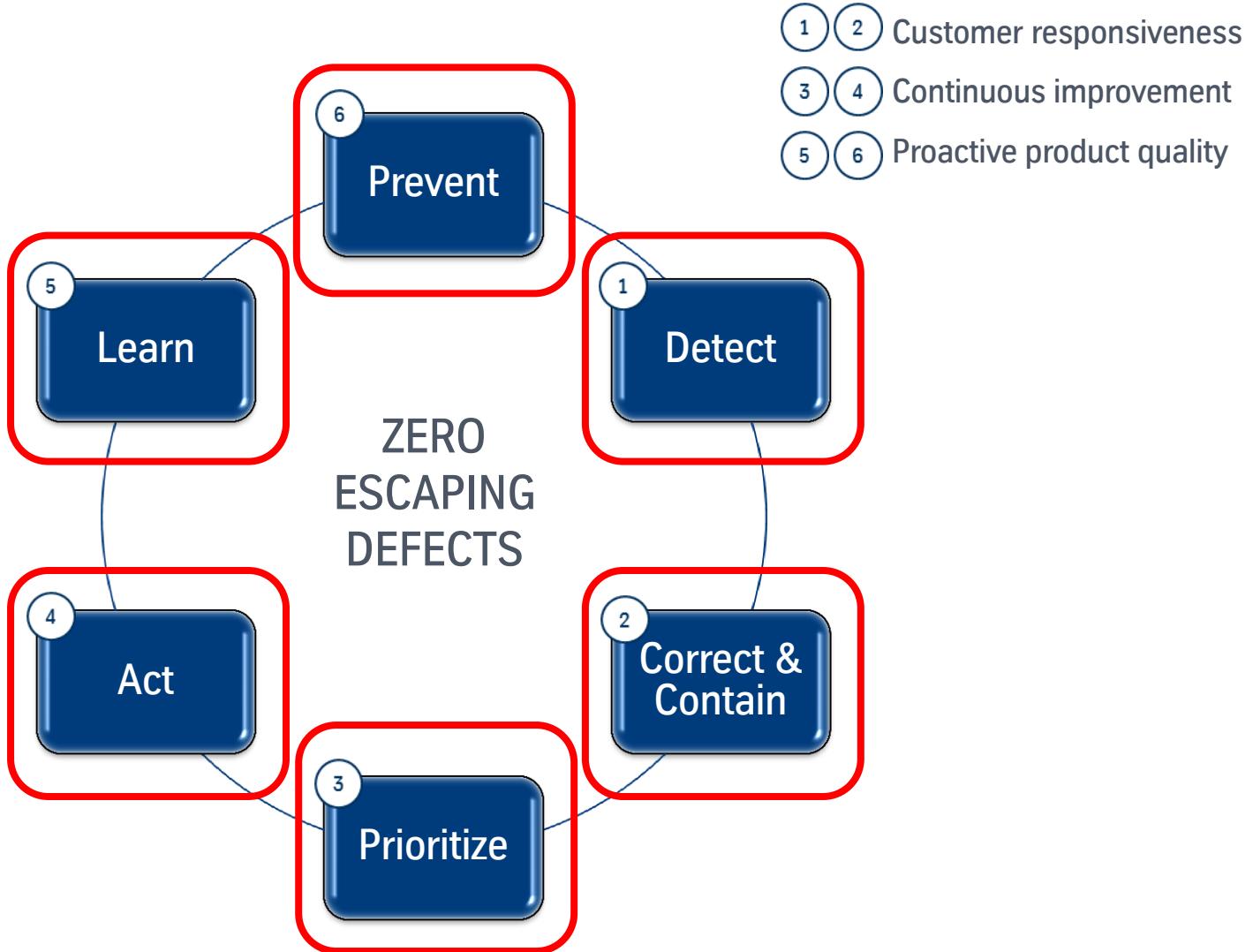
Continuous Improvement



IT & ATS follows the CI Process



Continuous Improvement Cycle



Iterative product quality: Prevent ... learn from failures



Key Gensuite Modules

Defect Capture



Quality Concern Reporting

- ✓ Enable employees to quickly document internal and external quality defects
- ✓ Document initial correction and containment activity

Audit & Inspection



Inspection Tool

- ✓ Manage creation and assignment of site customized inspections
- ✓ Customize assignments by equipment/areas



Action Tracking System

- ✓ Internal and External Audit execution
- ✓ Real-Time audit finding closure rate and trending

Issue Resolution



Continuous Improvement

- ✓ Document issue resolution through root cause determination along with CAPA identification, implementation and effectiveness
- ✓ Trending of RCA timeliness and CAPA on-time delivery

Program Management



Custom Reporter

- ✓ Root Cause Analysis (RCA) closure (p50/p95 cycle time)
- ✓ Corrective/Preventive Action execution (On-Time Delivery)



Compliance Calendar

- ✓ Schedule site priority obligations
- ✓ Enable institutional memory for the site



Gensuite Set-Up (Mobile Access)

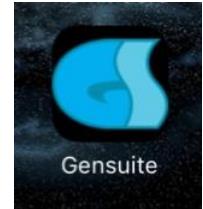
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Inspection Tool and Action Tracking System

... gaining access to Gensuite



- Attend a Gensuite training session
- Request access from Karen Tolson (Director, Quality Systems): karen.tolson@thyssenkrupp.com
- Let's compose the email now and send to Karen
- Subject: **Gensuite Access**

I attended Gensuite training on dd/mm/yy and request access to the Inspection Tool and Action Tracking System applications. My location is (insert your branch/location) and I am with (insert either quality, new installation, modernization, manufacturing, engineering or service).

Note: Access to the Gensuite application will only be provided once training has been completed. The Gensuite tool is considered to be a quality system record and does require users to have appropriate training prior to entering data into the tool.



IT & ATS Input – Mobile Application

START

- ✓ Gensuite will be loaded into your iPhone as implementation progresses. Once you have completed the training and been registered in the application you will receive an email welcoming you to the Gensuite application.
- ✓ Follow the instructions in the email to activate your application.
- ✓ Example welcome e-mail:

Welcome, please complete registration to access thyssenkrupp Elevator Corporation Quality Gensuite - Message (HTML)

File Message

Ignore Delete Reply Reply All Forward More Customer Issues... To Manager Team E-mail Done Reply & Delete Create New Move Rules + OneNote Actions Mark Unread Categorize Follow Up Tags Translate Find Related + Select Zoom Editing Zoom

From: Gensuite Sender (ThyssenKrupp) <no-reply-sender@gensuiteilc.com>
To: Dodd, Gary R.
Cc: Tolson, Karen
Subject: Welcome, please complete registration to access thyssenkrupp Elevator Corporation Quality Gensuite

Sent: Thu 2/18/2016 3:51 PM

thyssenkrupp Elevator Corporation Quality Gensuite

Welcome, Gary R Dodd!

You have been added by Karen Tolson as a new user of thyssenkrupp Elevator Corporation Quality's Gensuite® applications, solutions enabling business compliance processes.

Complete your registration process! To begin using Gensuite applications, please use the link above to verify your email address and complete your registration process!



Click on the link



IT & ATS Input – Mobile Application

thyssenkrupp.gensuite.com

Get the Gensuite App!

Download on the
App Store

Carrier 1:03 PM

Gensuite Mobile

Demonstration / Business Unit A - Demo

Apps EZ Scan My Actions My History

Open the App!

Or [continue to Gensuite](#)
(in your current browser)

- TAP 'Continue to Gensuite'



IT & ATS Input – Mobile Application

- ✓ Your Password needs to contain six characters and at least 1 number.

The screenshot shows a web application interface for 'thyssenkrupp Elevator Corporation Quality Contacts Database'. At the top, there's a navigation bar with links for 'Support', 'Logout', and 'Help'. Below it is a sidebar with links for 'My Contact Info', 'Search', 'Co-Worker Lists', 'Distribution List', 'Register New User!', 'Logoff', and 'Permissions'. The main content area has a message: 'Please Update contact information and click Submit Changes . You must update your password to continue...'. A form follows, with fields for 'Full Name: *' (Salisha Harun) and 'First Name: *' (Salisha). The 'Last Name: *' field contains 'Harun'. Under 'Organization: *', a dropdown menu is set to 'Service'. The 'Location: *' dropdown shows 'Charlotte, NC'. The 'Email address: *' field contains 'Salisha.Harun@thyssenkrupp.com'. The 'Country: *' dropdown is set to 'U.S.'. The 'Language Preference: *' dropdown shows 'English'. At the bottom of the form, a section titled 'Edit your Gensuite Application Sign-On Password below!' contains fields for 'User Name:' (Salisha.Harun@thyssenkrupp.com), 'Password: *' (highlighted in yellow), and 'Confirm: *' (highlighted in yellow). A red circle highlights the 'Submit Changes' button, which is located at the bottom right of the password section. There's also a 'Cancel' button and a checkbox for 'Send Gensuite Welcome Email'.

✓ Create password*

✓ Confirm*

- Submit Changes



IT & ATS Input – Mobile Application

- ✓ After completion of the Gensuite registration you will receive a confirmation of your registration that confirms your user name
- ✓ Example welcome e-mail:

To: WILLIE.BUCHHOLZ@THYSENKRUPP.NET
Cc:
Subject: Welcome to thyssenkrupp Elevator Corporation Quality Gensuite Applications!

 **thyssenkrupp Elevator Corporation Quality Gensuite**

Welcome,

Thanks for registering as a user of Gensuite, applications that enable business processes in thyssenkrupp Elevator Corporation Quality . Please contact your designated Region Quality lead or your Business Administrator, *Karen Tolson*, for information on business expectations and opportunities for using Gensuite applications to assist in your everyday tasks. We have compiled some helpful tips below for you as a New Gensuite User!

Your thyssenkrupp Elevator Corporation Quality username is :

thyssenkrupp Elevator Corporation Gensuite Home URL: <https://thyssenkrupp.gensuite.com/home/>
Gensuite Home is your gateway to all Gensuite applications in thyssenkrupp Elevator Corporation Quality. Please be sure to add the above URL to your browser Favorites. Gensuite applications are optimized for Internet Explorer browser V10 or higher, and usable on Smartphone and Tablet devices (Safari/Chrome browsers).

 **Quick Tips for Newly Registered Users**

- [New User Toolkit](#) - 30-min on-line course for new users!
- [New User Webinar](#) - 1 hour session for new users - check schedule & register!
- [Review your current application permissions](#) (and request approval as needed)

This email was generated as part of an automated process. Please do not respond to this email.
© Copyright, Gensuite, 2008-2016. All rights reserved. U.S. Patent US7640165B2.



IT & ATS Input – Mobile Application

- ✓ A screen will appear to request a mobile pin #. This number is required to activate and confirm mobile devices
- ✓ Tap “Retrieve Mobile Pin”



Email Address

karen.tolson@thyssenkrupp.com

Mobile PIN

Enter the Mobile PIN for your Gensuite Mobile registration email

Next

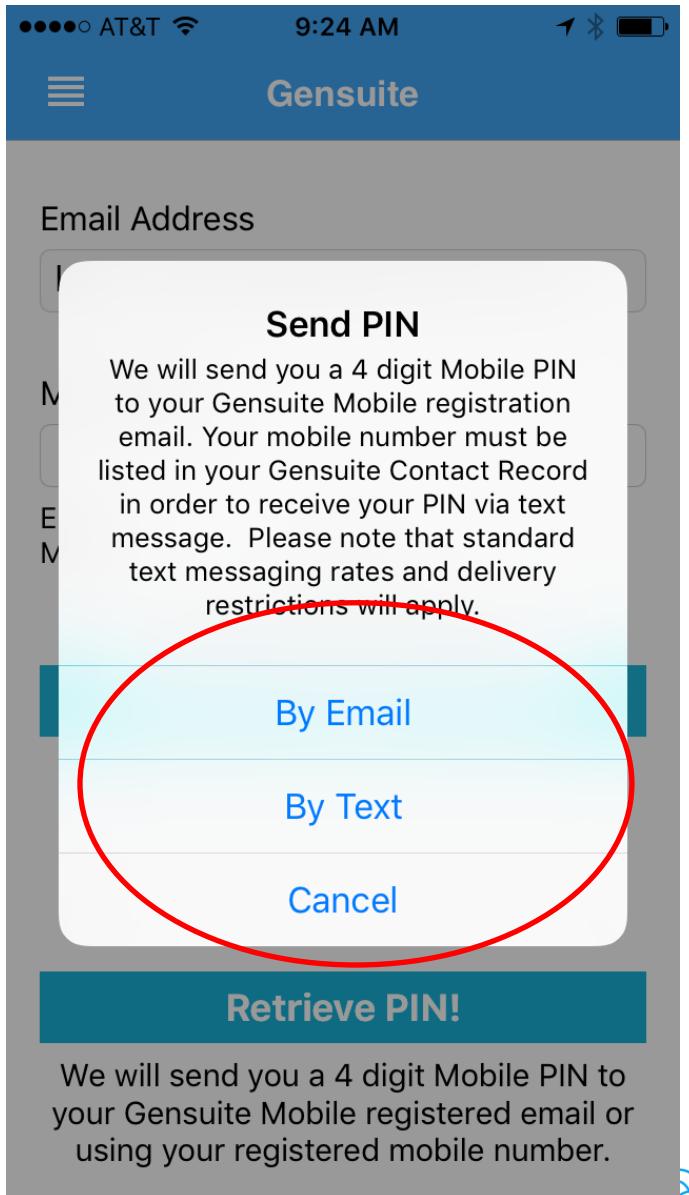
Retrieve PIN!

We will send you a 4 digit Mobile PIN to your Gensuite Mobile registered email or using your registered mobile number.



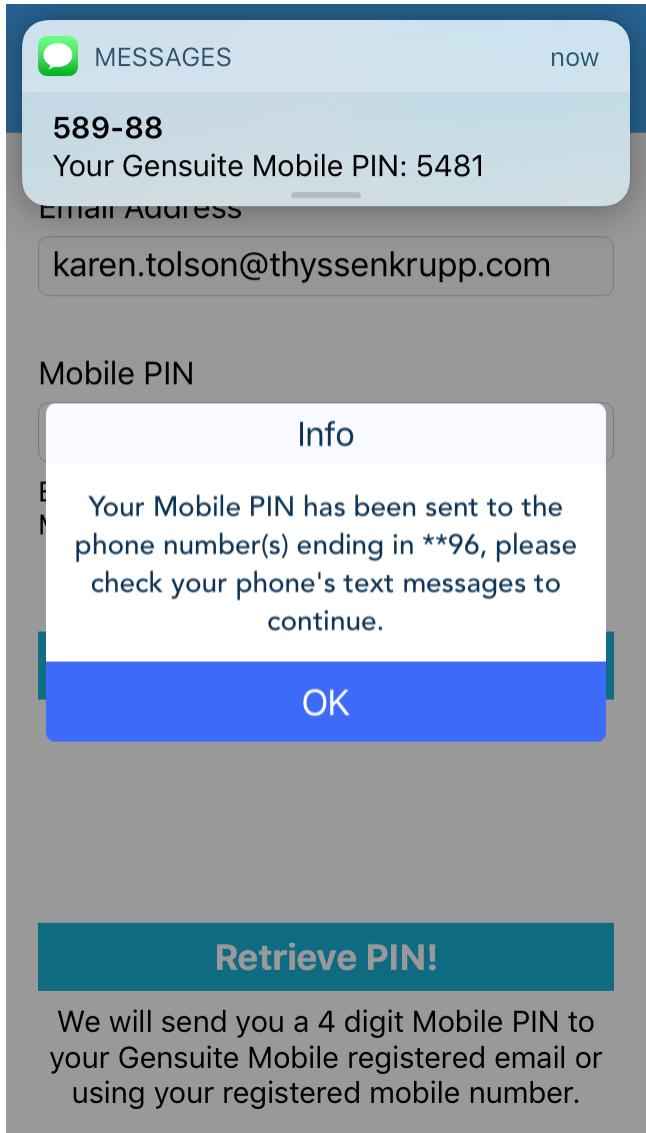
IT & ATS Input – Mobile Application

- ✓ A screen will appear to select how to receive your pin # **NOTE:**
a cell phone number must be provided when you request access to Gensuite to use the text option
- ✓ thyssenkrupp.com emails receive a pin # via email
- ✓ *all .net emails need to select "by text" and provide a cell number when requesting access to Gensuite.*



IT & ATS Input – Mobile Application Text Pin

- ✓ A text message will appear with your pin #



IT & ATS Input – Mobile Application – email pin#

- ✓ Your pin # will be sent to your email – check your spam/junk folder!!!
- ✓ Example welcome pin e-mail:

Gensuite on the Go - Mobile PIN request - Message (HTML)

If there are problems with how this message is displayed, click here to view it in a web browser.

From: support@gensuiteinc.com
To: Tolson, Karen
Cc:
Subject: Gensuite on the Go - Mobile PIN request

Sent: Fri 5/13/2016 7:10 AM

Gensuite Mobile **Gensuite on the Go**

Here is the PIN you requested for the "Gensuite on the Go" App... our latest innovation in Gensuite for Mobile Devices!

Your PIN: 5481

"Gensuite on the Go" is available for **Apple** (iPad/iPhone/iPod) and **Android** Mobile devices for enhanced Mobile functionality, including a more streamlined and unified browsing experience across application pages; photo, video and attachments upload capability; Offline forms; barcode and QR code integration; and an Internet Mode option for Intranet-based Gensuite instances. Please follow the simple instructions below to get fully Mobile with Gensuite!

For additional assistance, check the [Gensuite Mobile Help](#) pages.

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Download the "Gensuite on the Go" Mobile App!
Full Mobile Experience | Mobile Memos | Offline Forms

[Download on the App Store](#) [Get it on Google play](#)



IT & ATS Input – Mobile Application

- ✓ Enter Your pin # that came in the email or text
- ✓ Tap “Next”



Email Address

karen.tolson@thyssenkrupp.com

Mobile PIN

 A red oval highlights this input field.

Enter the Mobile PIN for your Gensuite
Mobile registration email

Next

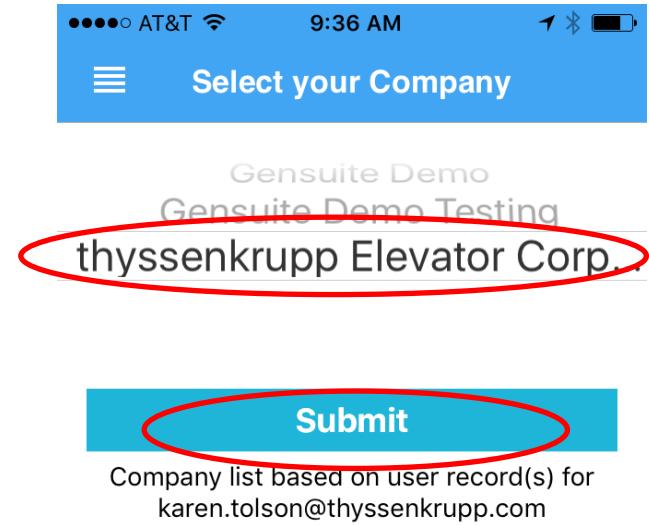
Retrieve PIN!

We will send you a 4 digit Mobile PIN to
your Gensuite Mobile registered email or
using your registered mobile number.



IT & ATS Input – Mobile Application

- ✓ Select “thyssenkrupp elevator”
- ✓ Tap “Submit”



If you log out of the mobile app
you will need to get a new pin
number to log back in....

Update Company Selection



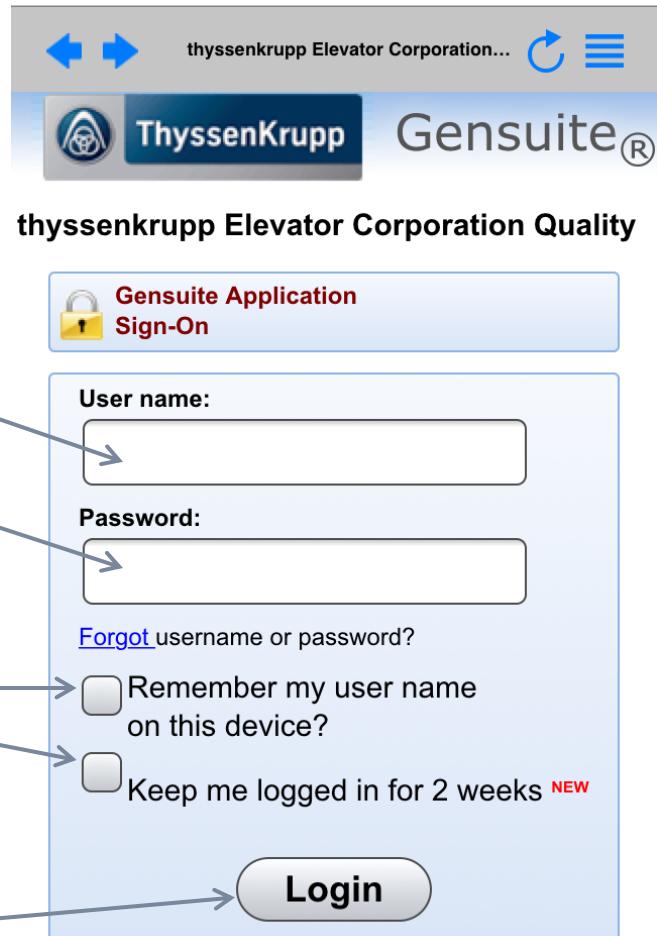
IT & ATS Input – Mobile Application

- ✓ User name is your thyssenkrupp email:
(Example: cheryl.o'neal@thyssenkrupp.com)

- ✓ Password will be selected upon completion of the registration

- ✓ Highly recommend checking these two selections

- ✓ Tap 'Login' to advance to the next screen

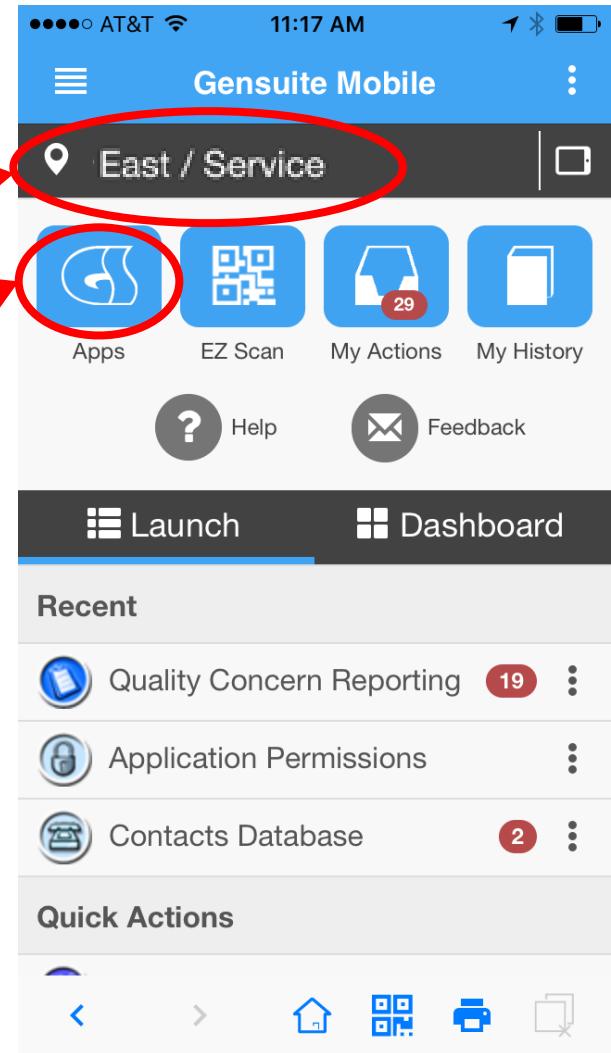


IT & ATS Input – Mobile Application

- ✓ Your region and function will automatically be populated when you log into Gensuite

- ✓ Tap 'Applications' section

PLEASE NOTE: Do not be alarmed if your specific screen does not have other applications in addition to Specialized Processes. Groups are displayed based on initial registration



IT Input – Mobile Application

To conduct an Inspection:

- TAP on ‘Inspection Tool’

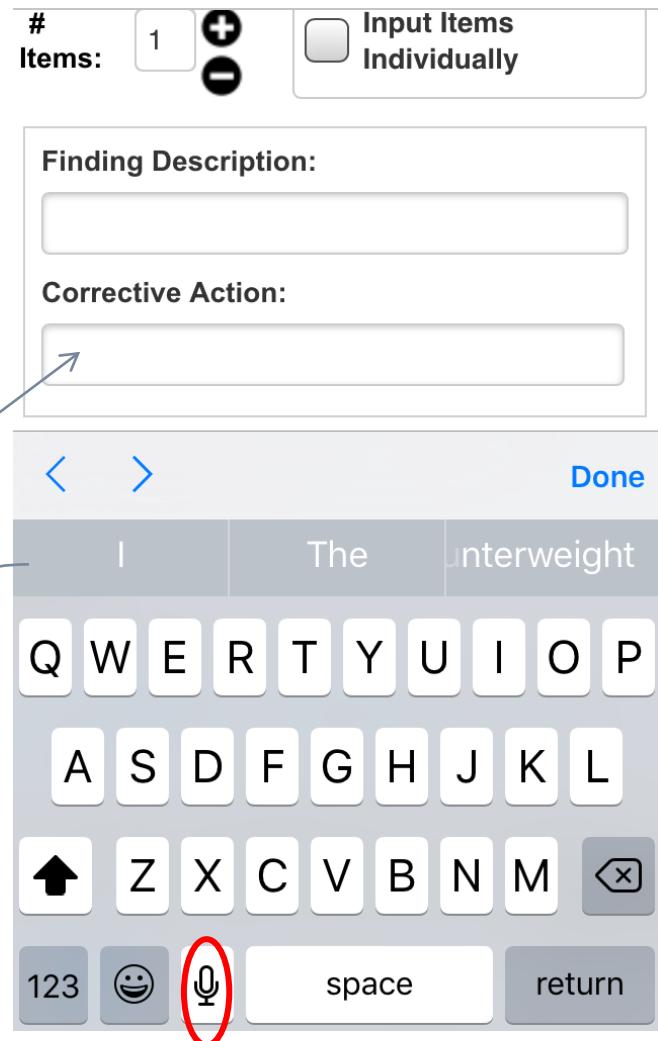


IT Input – Mobile Application

- Some fields do not have a drop down menu (i.e. free text fields)
- Fields are ‘Voice to Text’ enabled
- Verbal comments are converted to text entries

To enter information in Free Text Fields ...

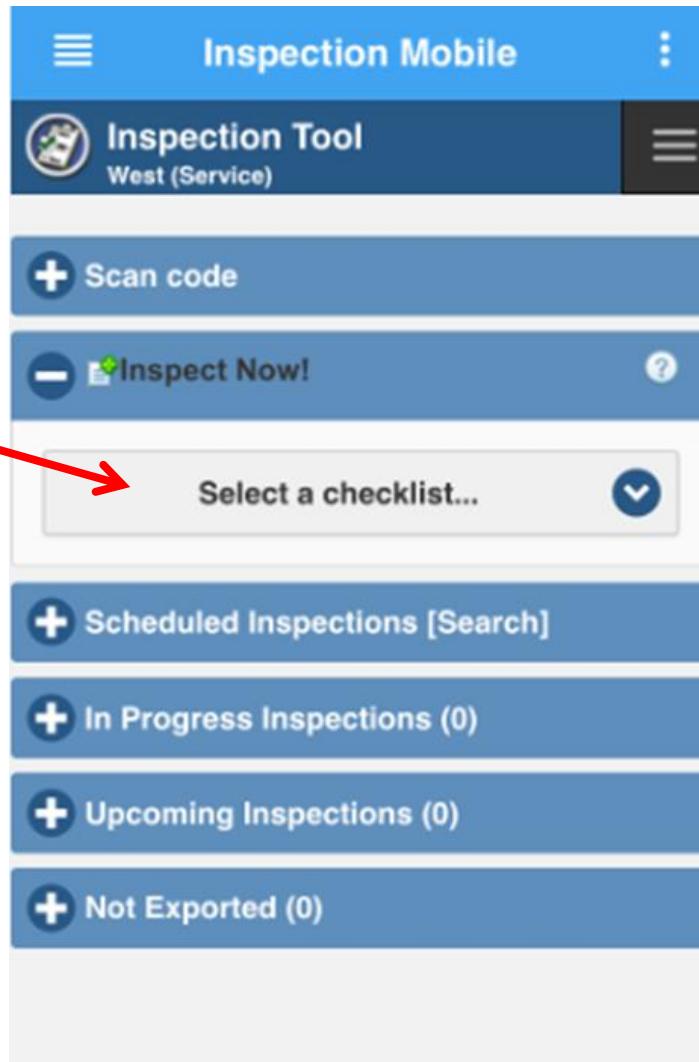
- Tap the free text field that you want to populate
- Keyboard will automatically display
- Tap microphone icon on keyboard
- Speak clearly into the phone
- Verbal comments appear as text in selected field



IT Input – Mobile Application

To Inspect Now!:

- Select a checklist



IT Input – Mobile Application

The screenshot shows the 'Inspection Mobile' app interface. At the top, there's a blue header bar with the app name. Below it is a grey navigation bar with three icons: a plus sign for 'Scan code', a minus sign for 'Inspect Now!', and a dropdown arrow for 'Select a checklist...'. The 'Select a checklist...' button has a red circle around its dropdown arrow. The main content area contains several blue cards: 'Scheduled Inspections [Search]', 'In Progress Inspections (0)', and 'Upcoming Inspections (0)'. At the bottom, there's a list of inspection checklist names, with 'New Installation NIM Elevator Turnover Checklist Traction/MRL' highlighted by a red rectangle.

✓ Use drop down arrow to select a checklist

The screenshot shows the 'Inspection Mobile' app interface. At the top, there's a blue header bar with the app name. Below it is a grey navigation bar with three icons: a plus sign for 'Scan code', a minus sign for 'Inspect Now!', and a dropdown arrow for 'Select a checklist...'. The main content area contains several blue cards: 'New Installation NIM Elevator Turnover Checklist Traction/MRL' (which has a red circle around its 'Go!' button), 'Scheduled Inspections [Search]', 'In Progress Inspections (0)', 'Upcoming Inspections (0)', and 'Not Exported (0)'. At the bottom, there's a set of blue navigation icons.

✓ TAP Go!

The screenshot shows the 'New Installation NIM Ele...' screen of the app. At the top, there's a blue header bar with the app name. Below it is a grey navigation bar with three icons: a plus sign for 'Scan code', a minus sign for 'Inspect Now!', and a dropdown arrow for 'Select a checklist...'. The main content area contains several blue cards: 'Inspection Tool West (Service)', 'New Installation NIM Elevator Turnover Checklist Traction/MRL', 'Unscheduled Inspection', 'Organization / Region: Service / West', 'Branch: *' (with a red circle around its dropdown arrow), 'Building' (with a red circle around its dropdown arrow), 'All' (with a red circle around its dropdown arrow), 'Audit Date(s): *' (with a red circle around the date '31-Oct-2016'), and 'Audit Type: *' (with a red circle around its dropdown arrow). At the bottom, there's a set of blue navigation icons.

✓ Select a Branch



IT Input – Mobile Application

New Installation NIM Ele... :

Organization / Region:

Service / West

Branch:*



Building

All 

< > Done

BOZEMAN
BURBANK
COLORADO SPRINGS

DENVER 

DENVER AIRPORT
DENVER DOWNTOWN
EAGLE

✓ Select Branch

New Installation NIM Ele... :

Branch:*

DENVER 

Sub-Dept:



Building

All 

Audit Date(s): *

< > Done

Installation

Modernization
Service

New Installation NIM Ele... :

Audit Date(s): *

31-Oct-2016

Audit Type: *



Identifier

Comments:

< > Done

>> Quality

Quality

>> Service

NIM Elevator

>> Site

Site

>> Supplier Assessments

✓ Select Audit Type



IT Input – Mobile Application

New Installation NIM Ele... :

Inspection Tool
West (Service)

Audit Date(s): *

31-Oct-2016

Audit Type: *

NIM Elevator



Identifier

< Job # (also known as Factory Serial #) >

Comments:

< Name of other participant >

Scroll to the next question after a
Compliant or Yes or Not Applicable
answer without comments required.



- ✓ Identifier: Enter **Job #**
- ✓ Comment: **2nd Participant**
- ✓ Scroll to next question

New Installation NIM Ele... :

Inspection Tool
West (Service)

1.0 Safety [Skip to Last Qn](#)

Answer all questions in Section 1.0: [▼](#)

1.1 Car Top control station operating
properly (Safety Manual, BEEP Manual)

Reference Safety Manual for control station
operation procedure.

Under Evaluation

Not Applicable

Yes

No

New Installation NIM Ele... :

Inspection Tool
West (Service)

1.2 Emergency Rescue Operation (if
Applicable) (Safety Manual, BEEP Manual)

Reference BEEP Manual

Under Evaluation

Not Applicable

Yes

No



- ✓ Continue to answer all
the questions in each
section



Add Finding Description and Corrective Action

Field	Help Text	Comments
Finding Description	What was not working, impaired, or broken	In the FIRST TWO (2) Sentences, describe the defect. Example includes 'Door Operator out of adjustment' or 'Selector Tape missing magnets'
Corrective Action	What needs to be adjusted, replaced, repaired,	What actions need to be taken? Example includes 'Adjusted door operator' or 'Glued magnets'

Your goal should be to have your record documented well enough that you don't need to get pulled into the room to have to explain it.

Good Documentation Practices



IT Input – Mobile Application

Qn 3.8 Counterweight assembly / no noise

New Installation NIM Ele... :

Items: 1   Input Items Individually

Finding Description:

Corrective Action:

Responsible Person:

< > Done

Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M 
123 ☺ space return

Non-compliant item Found

- ✓ Tap free text field
- ✓ Tap microphone icon
- ✓ Speak clearly into phone

New Installation NIM Ele... :

Items: 1   Input Items Individually

Finding Description:
Counterweight assembly noisy.

Corrective Action:
Oiled counterweight assembly.

Responsible Person:

< > Done

.....

Done

- Comments appear as text
- ✓ Add Finding Description
- ✓ Add Corrective Action
- ✓ Tap Done when finished

New Installation NIM Ele... :

 Inspection Tool West (Service) 

Items: 1   Input Items Individually

Finding Description:
Counterweight assembly noisy.

Corrective Action:
Oiled counterweight assembly.

On export, set finding status as closed



- When Corrective Action is completed at time of finding
- ✓ **On export, set finding status as closed**



IT Input – Mobile Application

Qn 3.11 Traveling Cables located to Prevent Hoistway Contact

New Installation NIM Ele... :

Inspection Tool
West (Service)

3.11 Traveling Cables located to Prevent Hoistway Contact (Safety Manual, BEEP Manual)

Visual inspection of entire traveler - no hitting walls or beams.

Under Evaluation

Not Applicable

Yes

No

< >

New Installation NIM Ele... :

Finding Description:
Traveling cable coming into contact with sheave.

Corrective Action:
Adjust traveling cable to remove risk of ongoing contact.

< > Done

Done

Non-compliant item Found

- ✓ Add Finding Description
- ✓ Add Corrective Action

New Installation NIM Ele... :

Inspection Tool
West (Service)

Finding Description:
Traveling cable coming into contact with sheave.

Corrective Action:
Adjust traveling cable to remove risk of ongoing contact.

On export, set finding status as closed

- ✓ Add pic if available
- ✓ Do not check as closed



IT Input – Mobile Application

New Installation NIM Ele...

Inspection Tool
West (Service)

Under Evaluation

Not Applicable

Yes

No

Comments (Optional):
Test finding for demonstration purpose only.

Submit

- ✓ Add Optional Comments
- ✓ ‘Submit’ at end of checklist

New Installation NIM Ele...

Inspection Tool
West (Service)

Select A Different Checklist

✓ Checklist Saved!

New Installation NIM Elevator Turnover Checklist Traction/MRL

Organization/Region Location:
Service / West

Branch/Sub-Dept:
DENVER / Installation

Findings Last Updated:
October 31, 2016; 03:40 PM US ET

Auditor:
Mary-Bethe Waller

Identifier:
<Job # / Unit Factory Serial # >

Saved Checklist Summary

- ✓ Checklist Saved!

New Installation NIM Ele...

Inspection Tool
West (Service)

Auditor:
Mary-Bethe Waller

Identifier:
<Job # / Unit Factory Serial # >

Saved Checklist Summary

Checklist Questions:
36

Not Applicable:
0

Yes:
34

No:
2

2 flagged items

Export to Action Tracking System

Under Evaluation:
0
0 not answered

- ✓ Need to Export 2 flagged items



IT Input – Mobile Application

- Action Findings Export Menu

The screenshot shows the "Action Findings Export Menu" interface. At the top, there's a header with the Gensuite logo and navigation links like "Support", "Mary-Bethie Waller", and "West / Service". Below the header, a message states: "Non-compliant/Flagged action findings will be exported to the Action Tracking System for: New Installation NIM Elevator Turnover Checklist Traction/MRL / West / < Name of other participant > / 31-Oct-2016". The main area contains two rows of finding details, each with a numbered label (1 and 2) pointing to specific fields.

Finding 1 Details:

- Finding Date:** 31-Oct-2C
- Audit/Action Type:** NIM Elevator
- Action Name:** [empty]
- Branch:** DENVER
- Sub-Dept:** Installation
- Export Questions?** All
- Finding Type:** Observation
- E-mail Action Finding Details?**
- Branch:** DENVER
- Sub-Dept:** Installation
- Assessor/Auditor:** Waller, Mary-Bethie
- Responsible Person:** Waller, Mary-Bethie
- Closure Verification By:** Not Assigned
- Scheduled Verification Date:** 30-Nov-2C
- Closure Category:** 30 day
- Finding Description:** Counterweight assembly noisy.
- Finding Corrective Action:** Oiled counterweight assembly.
- Identifier:** < Job # / Unit Factory Se

Finding 2 Details:

- Finding Date:** 31-Oct-2C
- Audit/Action Type:** NIM Elevator
- Action Name:** [empty]
- Branch:** DENVER
- Sub-Dept:** Installation
- Export Questions?** All
- Finding Type:** Observation
- E-mail Action Finding Details?**
- Branch:** DENVER
- Sub-Dept:** Installation
- Assessor/Auditor:** Waller, Mary-Bethie
- Responsible Person:** Waller, Mary-Bethie
- Closure Verification By:** Not Assigned
- Scheduled Verification Date:** 30-Nov-2C
- Closure Category:** 30 day
- Finding Description:** Traveling cable coming into contact with sh
- Finding Corrective Action:** Adjust traveling cable to remove risk of ong
- Identifier:** < Job # / Unit Factory Se

Please complete the input fields and click 'Export Findings'.

Export Findings



IT Input – Mobile Application

Gensuite® Inspection Tool: Service, West » Action Fin...

Export Questions?		Action Name:	Branch:
<input checked="" type="checkbox"/> All	<input type="checkbox"/> Export Not Required	<input type="checkbox"/> < Job Name >	DENVER
<input checked="" type="checkbox"/> 3.8	<input type="checkbox"/> Export As Completed	Finding Description* Counterweight assembly noisy.	<input type="checkbox"/> Sub-Dept: Installation
Finding Type* Observation		Assessor/Auditor Waller, Mary-Beth <input type="button" value="Clear"/>	Closure Category* 30 day
Finding Category* New Installation		Responsible Person* Waller, Mary-Beth <input type="button" value="Clear"/>	Closure Due Date* 30-Nov-20
<input checked="" type="checkbox"/> E-mail action finding details?		Closure Verification By --- Not Assigned --- <input type="button" value="Clear"/>	Scheduled Verification Date <input type="button" value="Add/Edit"/>
Branch* DENVER		Building <input type="button" value="Add/Edit"/>	Finding Sub-Category <input type="button" value="Add/Edit"/> Add/Edit Finding Sub-Category list
Sub-Dept: Installation		Identifier < Job # / Unit Factory Se	Multiple Email CC <input type="button" value="Add/Edit"/>

- ✓ Action Name: Enter < Job Name >



IT Input – Mobile Application

<input checked="" type="checkbox"/> 3.11 <input type="checkbox"/> Export Not Required <input type="checkbox"/> Export As Completed	Finding Type * Observation	Assessor/Auditor Waller, Mary-Bethé	Closure Category * 30 day	Finding Description * Traveling cable coming into contact with sheave.
	Finding Category * New Installation	Responsible Person Me <input checked="" type="radio"/> My Co-Workers <input type="radio"/> Lookup	Closure Due Date * 30-Nov-20	Finding Corrective Action * Adjust traveling cable to remove risk of ongoing contact.
	<input checked="" type="checkbox"/> E-mail action finding details?	Closure Verification By --- Not Assigned ---	Scheduled Verification Date	Identifier < Job # / Unit Factory Se
Branch * DENVER	Sub-Dept: Installation	Building <input type="button"/>	Finding Sub-Category <input type="button"/> Add/Edit Finding Sub-Category list	Multiple Email CC 

Please complete the input fields and click 'Export Findings':

Export Findings

- Lookup Responsible Person

• Select

Name Search:	Last Name	First Name	
<input type="text"/> Oneal	<input type="text"/> Cheryl		
<input type="button"/> Search	<input type="button"/> Close	*Only 200 names will be shown	
<input checked="" type="checkbox"/> Add user(s) to my Co-Workers list			
Select?	Name	Organization	Address
<input checked="" type="checkbox"/>	Cheryl Oneal	Other	

1 user in Gensuite Contacts Database



IT Input – Mobile Application

<input checked="" type="checkbox"/> 3.11 <input type="checkbox"/> Export Not Required <input type="checkbox"/> Export As Completed	Finding Type Observation	Assessor/Auditor Waller, Mary-Beth Clear <input type="radio"/> Me <input type="radio"/> My Co-Workers  <input type="radio"/> Lookup	Closure Category 30 day Clear	Finding Description * Traveling cable coming into contact with sheave.
Finding Category New Installation	Responsible Person Oneal, Cheryl Clear <input type="radio"/> Me <input type="radio"/> My Co-Workers  <input type="radio"/> Lookup	Closure Due Date 30-Nov-21 	Finding Corrective Action * Adjust traveling cable to remove risk of ongoing contact.	
<input checked="" type="checkbox"/> E-mail action finding details?	Closure Verification By --- Not Assigned --- Clear <input type="radio"/> Me <input type="radio"/> My Co-Workers  <input type="radio"/> Lookup	Scheduled Verification Date 	Identifier < Job # / Unit Factory Se	
Branch DENVER	Building 	Finding Sub-Category  Add/Edit Finding Sub-Category list	Multiple Email CC 	
Sub-Dept: Installation				

Please complete the input fields and click 'Export Findings':

Export Findings

- Assign and Export Findings



IT Input – Mobile Application

Gensuite® Inspection Tool: Service, West » Action Fin...

Action Findings Export

Click to close window...

west / Service

Findings exported from the [New Installation NIM Elevator Turnover Checklist Traction/MRL checklist](#) to the Action Tracking System (ATS) to: Service / West

ID#	Question w/Citation				Contact Person	Branch	Building	Finding Sub-Category	View	Edit	Copy	Attach	Closed
	#Items	Finding Type	Audit/Action Type	Category									
27	+View Question 3.8				Mary-Bethe Waller	DENVER	Not specified	Not specified					
	1 non-compliant item	Observation	NIM Elevator	New Installation									
28	+View Question 3.11				Mary-Bethe Waller	DENVER	Not specified	Not specified					
	1 non-compliant item	Observation	NIM Elevator	New Installation									

A total of 2 action findings have been exported to ATS.
Use the links provided above for each exported finding to View, Edit, Copy, or Close the finding.



Action Tracking System Module (ATS - Mobile)

Audit & Inspection



Action Tracking System

- ✓ Internal and External Audit execution
- ✓ Real-Time audit finding closure rate and trending

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Action Tracking System - Automatic Email

< Inbox ⌂ ⌃ ⌄

Action Tracking System
Click for the Homepage

Dear Cheryl Oneal:
The action finding below has been added and you are designated as the person responsible for leading its closure.

Finding Summary:

<u>Finding ID#:</u>	28 (click to view/follow-up)	Status: Open
Finding Description:	Traveling cable coming into contact with sheave. New Installation NIM Elevator Turnover Checklist Traction/MRL Qn 3.11 Traveling Cables located to Prevent Hoistway Contact	
Finding Corrective Action:	Adjust traveling cable to remove risk of ongoing contact.	

< Inbox ⌂ ⌃ ⌄

Finding Details:

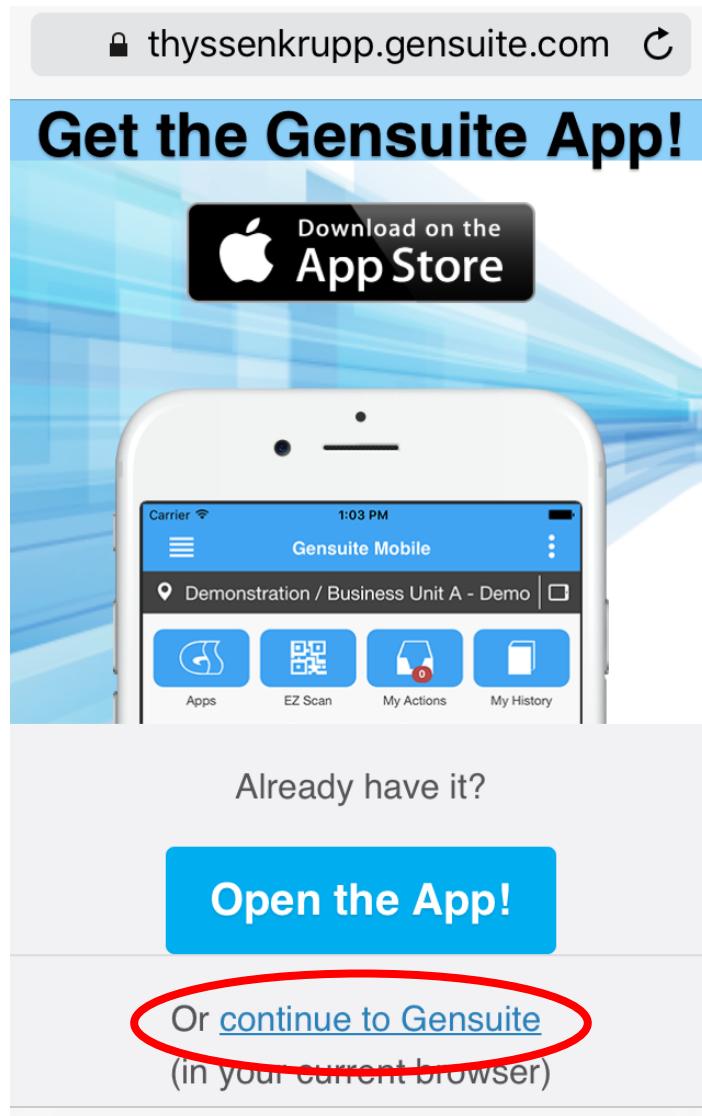
Finding Date:	31-Oct-16
Finding Type:	Observation
Number of Items in Findings:	1
Repeat Finding?:	No
Action Name/Number:	< Job Name >
Finding Category:	New Installation
Identifier:	< Job # / Unit Factory Serial # >
Responsible Person:	Cheryl Oneal
Branch:	DENVER/Installation
Building:	Not specified
Finding Sub-Category:	Not specified
Assessor/Auditor:	Mary-Bethe Waller

[Edit this Action Finding](#)

[Click here](#) to view ALL open action findings at this Site for which you are designated as the Responsible Person!



ATS Input – Mobile Application



- TAP 'Continue to Gensuite'



ATS Input – Mobile Application

✓ Click here to Edit Action

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Action Tracking System West (Service)

Add New Finding

Search Action Findings

Select a language ▾ ?

Finding ID: 28

Finding Date: 31-Oct-2016

Closure Due Date: 30-Nov-2016

Responsible Person:
[Cheryl O'Neal](#)
Click to email this finding!

Action Name/Number:
< Job Name >

Branch:
DENVER / Installation

Audit/Action Type:

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Action Tracking System West (Service)

New Installation (Service)

Assessor/Auditor:
[Mary-Beth Waller](#)
Click to email this finding!

Noncompliance Items:
1

Multiple Email CC:

Repeat Finding?:
No

Reference Type & ID#:
[New Installation NIM Elevator Turnover Checklist Traction/MRL Qn 3.11 Traveling Cables located to Prevent Hoistway Contact](#)

Closure Category:
30 day

Status:
● Open
[Add Work-in-Progress Note](#)

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Action Tracking System West (Service)

● Close Finding ✎ **Edit Finding**

Finding Description:
Traveling cable coming into contact with sheave. New Installation NIM Elevator Turnover Checklist Traction/MRL Qn 3.11 Traveling Cables located to Prevent Hoistway Contact

Finding Requirement:
Safety Manual, BEEP Manual

Finding Corrective Action:
Adjust traveling cable to remove risk of ongoing contact.

File attachments:

Action Finding Update History:

1: 31-Oct-2016 at 03:47:24 PM U.S. ET
Create: Inspection Export By: Mary-Beth Waller



ATS Input – Mobile Application

Action Tracking System
West (Service) 

Action Finding Highlights

Finding Date:*
Oct 31, 2016 

ID: 28

Finding Type:* 
Observation 

Action Type:* 
NIM Elevator 

Number of Items in Finding:* 
1

Finding Category:* 
New Installation 

Identifier:
(Max 50 characters)
< Job # / Unit Factory Serial # >

Action Tracking System
West (Service) 

Branch:*
DENVER: Installation 

Responsibility

Responsible Person:* 
Oneal, Cheryl 

Assessor/Auditor:
Waller, Mary-Bethe 

Closure Priority

Closure Category:* 
30 day 

Closure Due Date:*
Nov 30, 2016 

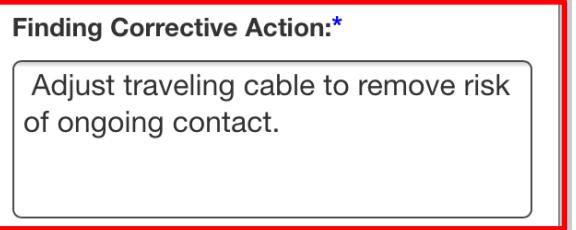
Action Tracking System
West (Service) 

Finding Details

Finding Requirement:
Safety Manual, BEEP Manual

Finding Description:*
Traveling cable coming into contact with sheave.

New Installation NIM Elevator
(Max 4000 characters)

Finding Corrective Action:*
Adjust traveling cable to remove risk of ongoing contact.
(Max 4000 characters) 

File Attachments:

- Scroll down to ‘Finding Corrective Action’



ATS Input – Mobile Application

If the ‘Corrective Action’ taken is different or adds to the initial suggestion, then edit field with completed action taken

Action Tracking System
West (Service) 

Finding Details

Finding Requirement:
Safety Manual, BEEP Manual

Finding Description: *
Traveling Cable coming into contact with sheave.
New Installation NIM Elevator
(Max 4000 characters)

Finding Corrective Action: *
Adjust traveling cable to remove risk of on-going contact.
<Insert additional information>
(Max 4000 characters)

File Attachments:



ATS Input – Mobile Application

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Finding Closure

Status:*****

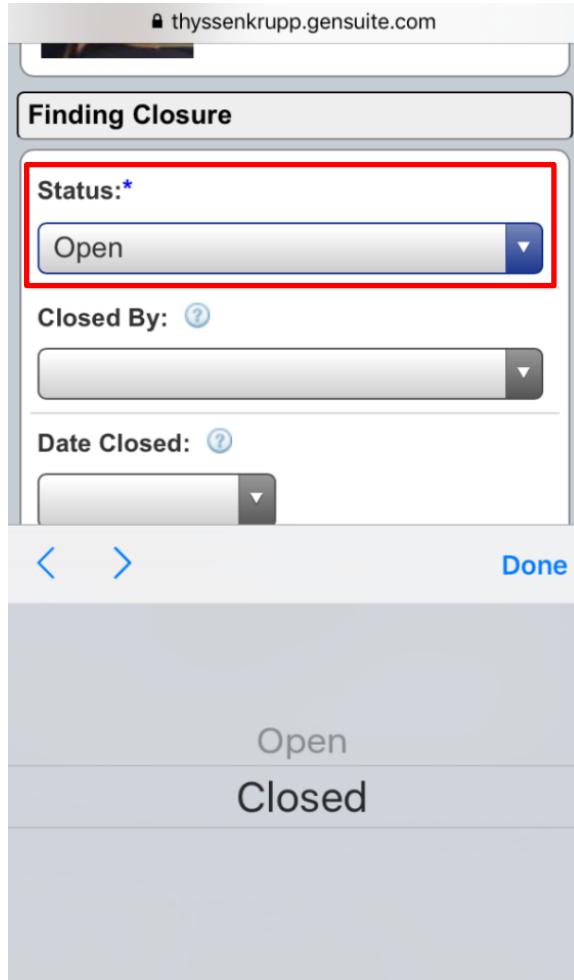
Open

Closed By:

Date Closed:

< > Done

Open
Closed



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Status:*****

Closed

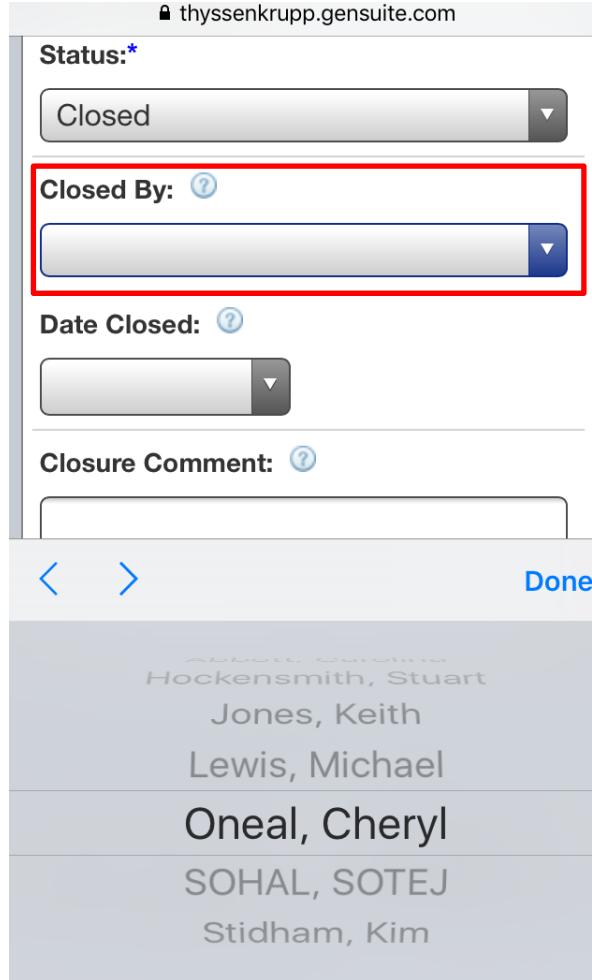
Closed By: **?**

Date Closed: **?**

Closure Comment: **?**

< > Done

Hockensmith, Stuart
Jones, Keith
Lewis, Michael
Oneal, Cheryl
SOHAL, SOTEJ
Stidham, Kim



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Closed By: **?**

Oneal, Cheryl

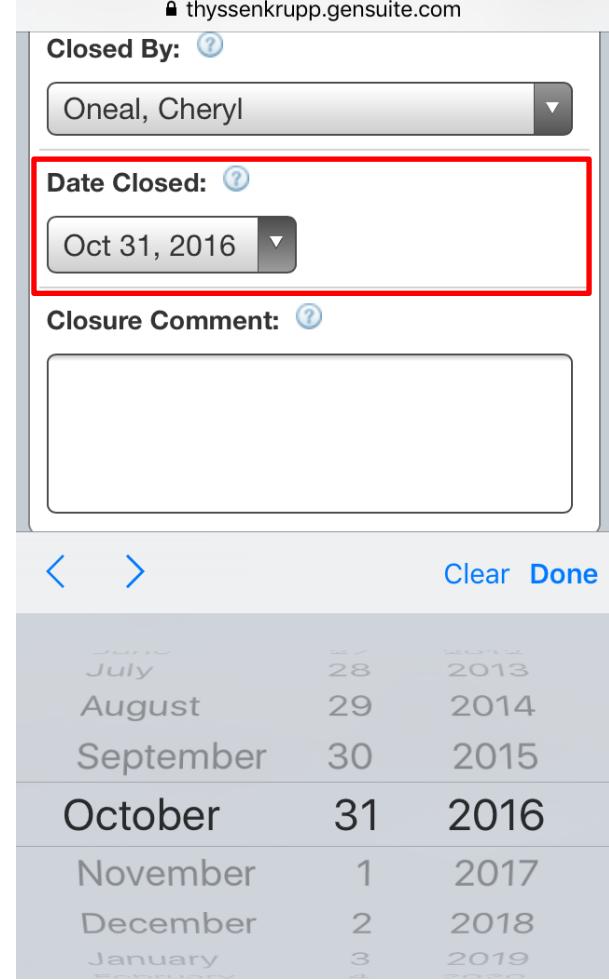
Date Closed: **?**

Oct 31, 2016

Closure Comment: **?**

< > Clear Done

July	28	2013
August	29	2014
September	30	2015
October	31	2016
November	1	2017
December	2	2018
January	3	2019

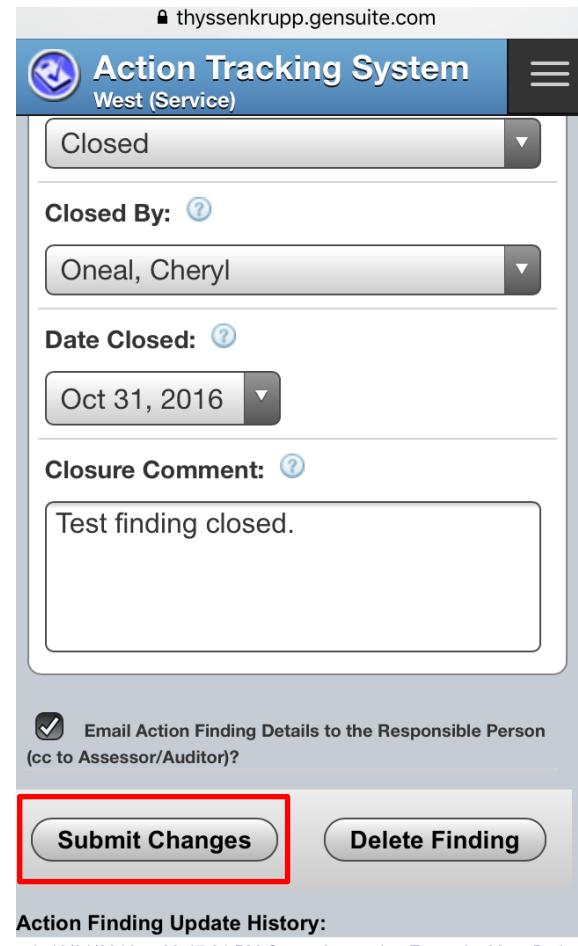
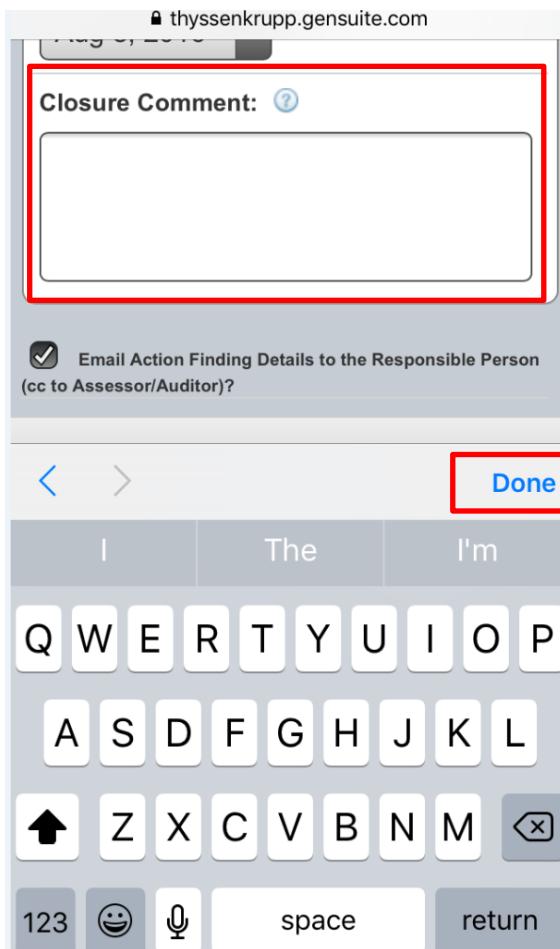


- Change status from ‘Open’ to ‘Closed’
- Complete ‘Closed By’ with your name
- Add date of closure



ATS Input – Mobile Application

- Record additional information in ‘Closure Comment’
- TAP ‘Done’ when finished with Closure Comment



- Submit Changes



ATS Input – Mobile Application

< Inbox

Action Tracking System

Click for the Homepage

The following finding has been closed by Mary-Bethe Waller.

This email has been sent for informational purposes only, no further action is required at this time.

Finding Summary:

Finding ID#:

[28](#) (click to view/follow-up) **Status: Closed**

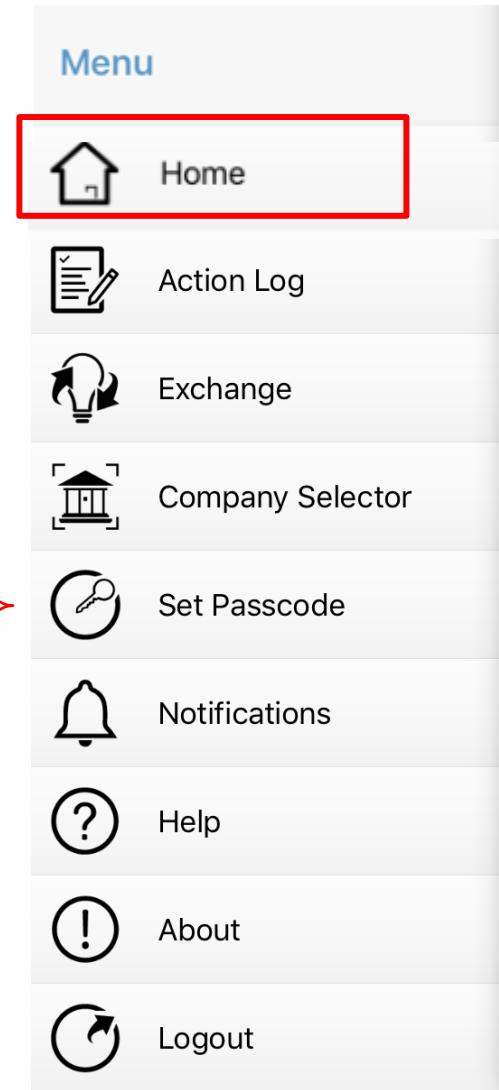
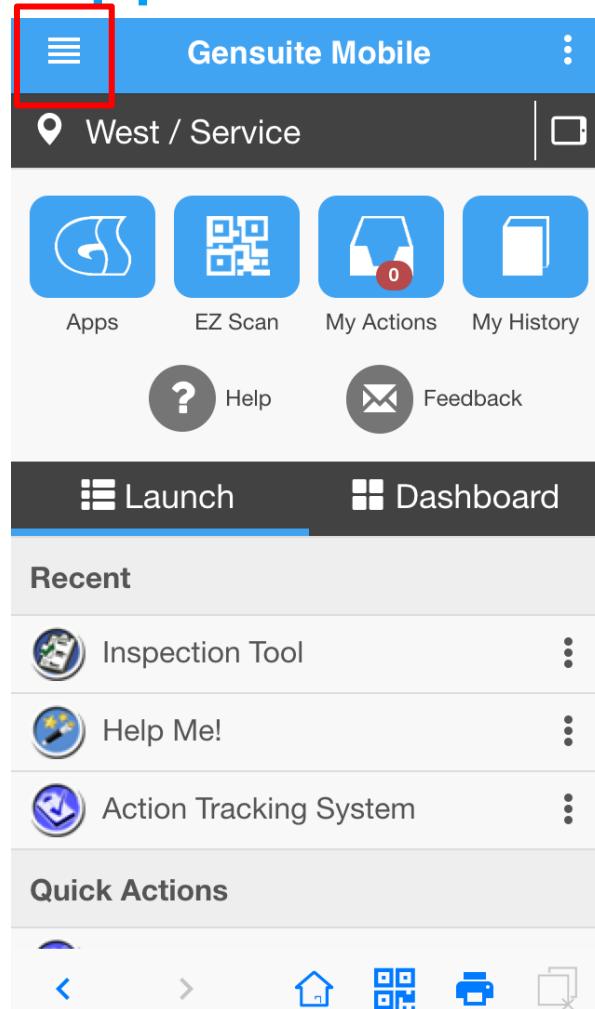
Finding Description:

Traveling cable coming into contact with sheave.

New Installation NIM Elevator Turnover Checklist
Traction/MRL Qn 3.11
Traveling Cables located to Prevent Hoistway Contact

Finding Corrective Action:

Adjust traveling cable to remove risk of ongoing contact.



An email will automatically be generated and sent out with status 'Closed'

You may now return back to the Gensuite Home



Gensuite Demonstration

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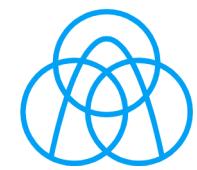


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End of Module



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