

APQP Quick Access User Guide for Suppliers



APQP Module

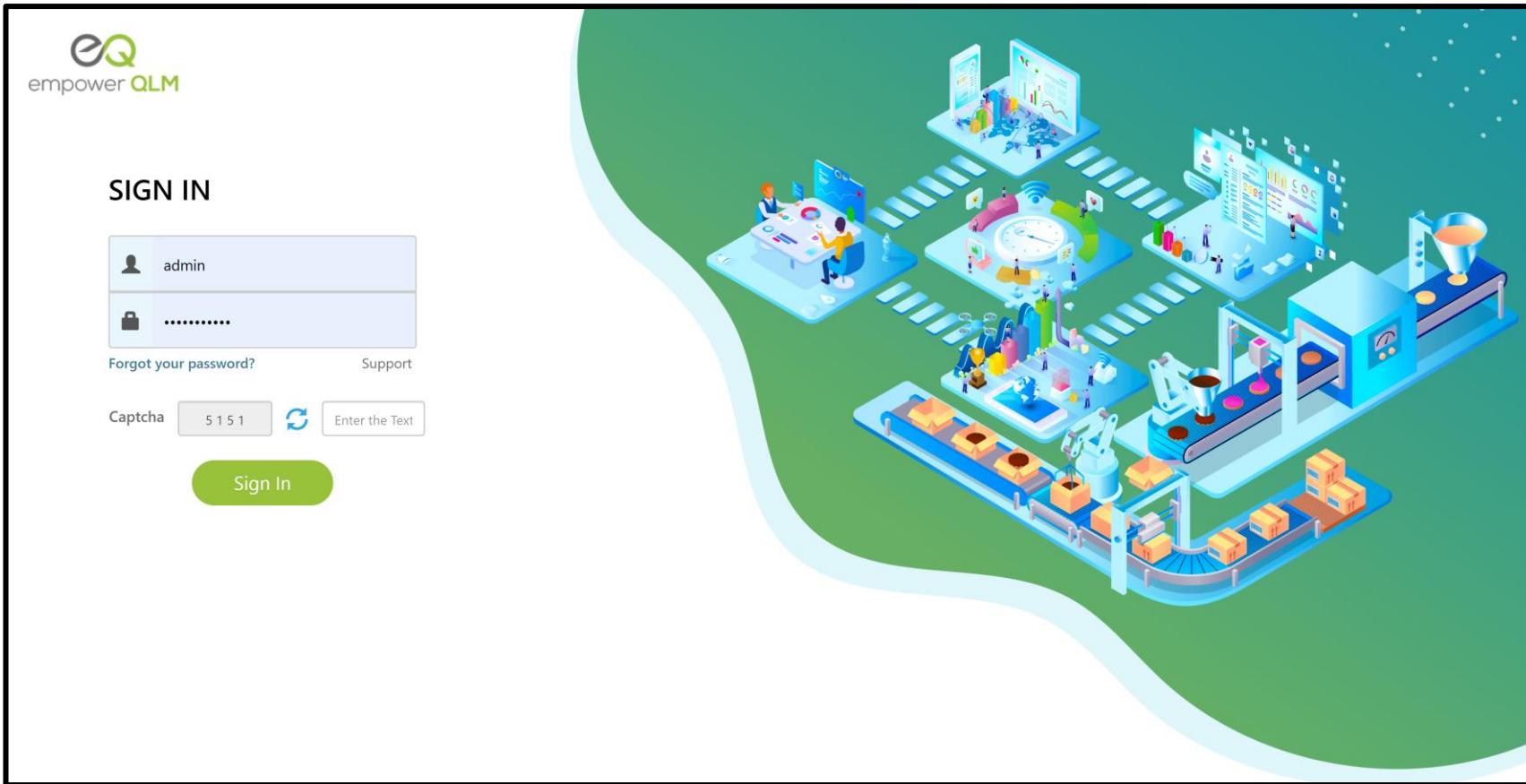
Sl.No	Sub-Sections
1	Login to QLM
2	Navigation to APQP Project
3	Assigning Members to APQP Project
4	View Task/Activity
5	Update Task Progress
6	Resubmitting the Task
7	Request Date Change for Task
8	Raise Warning/Risk Flag
9	Resolve – Warning/Risk Flag
10	History of Task Progress, Date Change Request & Flags
11	Project Dashboard
12	APQP Listing Pages

Login to QLM

Enter the **URL** in browser for logging in **QLM** web page

Enter the **Username** and **Password**

Enter **Captcha** & Click on **Sign-In**



Navigation to APQP Project



- Go to QLM menu and Click on **APQP → Projects**.
- Projects can also be filtered based on the **Program #, Customer, Program Name, Program Manager** etc.
- Click on **Action -> View** to navigate into the required APQP Project.

The screenshot shows the QLM software interface. On the left is a sidebar with various menu items, some with '+' signs indicating they have sub-items. The 'APQP' item is selected and highlighted with a yellow box. The main area shows a navigation bar with 'Home' and 'Project Management'. Below this is a list of tasks: 'My Task', 'My Flag', 'My Flag Action', 'My Issue', 'All APQP', and 'My APQP'. Under 'My APQP', there is a table with columns: Program#, Part Image, Part Num..., Related Part Num..., Custo..., Business ..., Commodity N..., Program N..., Program Man..., and Program. Two rows of data are visible. The first row has a 'View' button in the 'Action' column, which is also highlighted with a yellow box. The second row has a 'View' button in the 'Action' column. The table header and the 'View' button in the first row are also highlighted with yellow boxes.

	Program#	Part Image	Part Num...	Related Part Num...	Custo...	Business ...	Commodity N...	Program N...	Program Man...	Program
Action	APQP-72195326-12		72195326-E		FORD	Ford BU	Connector	APQP-72195326-Connector	Yazaki Admin	<button>Open</button>
Action	APQP-2022-00007		727094640W-Let 0		STELLANTIS	EI	Connection Systems	Plastic Parts	Patricia Vieira	<button>Open</button>

Assigning Members to APQP Project



- Click on the **MENU** on the right side to access the **Members** section.
- **Supplier** can assign the **Supplier Users** and click on **Update** so that the assigned Users will have access to the respective Tasks/Gate Review.

Project Id	APQP-72195326-2022-00012	Family Project	Project Name	APQP-72195326-Connector	
Customer	FORD		Project Manager	Yazaki Admin	
Supplier	Demo Supplier 01		Supplier Code	DS-01	
Project Type	EDS		Project Status	Open	Basic Info
Prototype Part Number					Dashboard
Part Number	Connector / 72195326		Start Date	04 Jul 2022	Target Dates
					Members
					Tasks
					Timeline
					Issues
					Documents

Role Users/Members

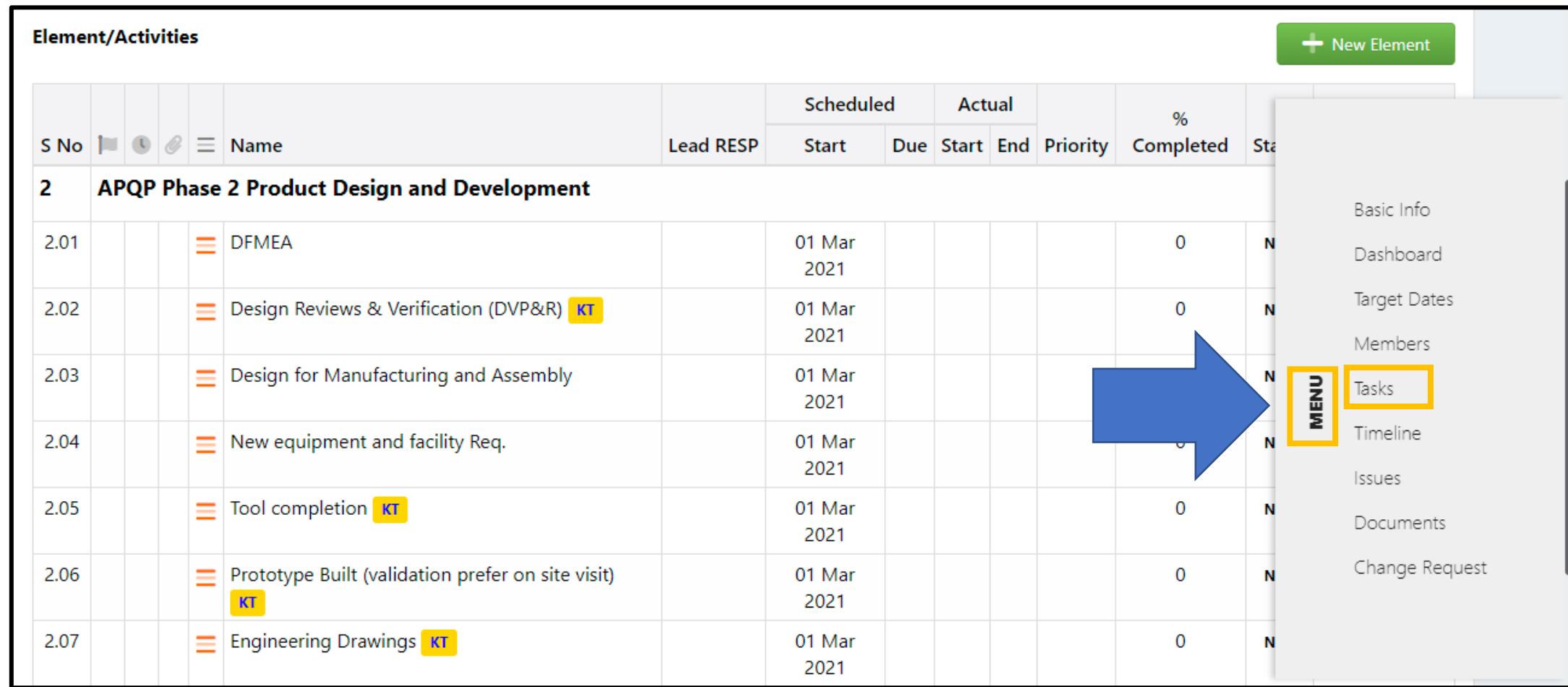
Role Name	Users
Supplier	history Jason Taylor X David Paul X

Update

View Task/Activity



To navigate to the APQP Task page, click on **MENU -> Tasks** in the view page of APQP Project

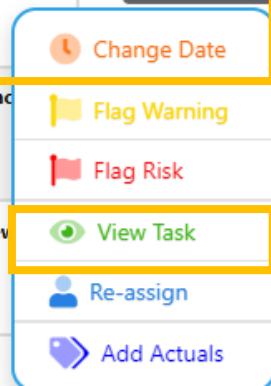


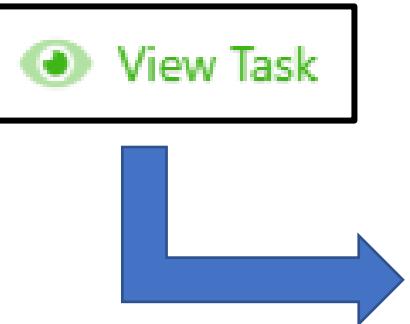
The screenshot shows a table of tasks for 'APQP Phase 2 Product Design and Development'. The columns include S No, Name, Lead RESP, Start Date, Due Date, Priority, Completed %, and Status. Seven tasks are listed, all due on Mar 01, 2021, with 0% completed. A large blue arrow points from the bottom right towards a floating navigation menu. The menu items are: Basic Info, Dashboard, Target Dates, Members, **Tasks**, **MENU**, Timeline, Issues, Documents, and Change Request. The 'Tasks' and 'MENU' items are highlighted with yellow boxes.

Element/Activities									New Element	
S No	Name	Lead RESP	Scheduled		Actual		Priority	Completed %	Status	
			Start	Due	Start	End				
2.01	DFMEA			01 Mar 2021			0	N		
2.02	Design Reviews & Verification (DVP&R)	KT		01 Mar 2021			0	N		
2.03	Design for Manufacturing and Assembly			01 Mar 2021			N	N		
2.04	New equipment and facility Req.			01 Mar 2021			0	N		
2.05	Tool completion	KT		01 Mar 2021			0	N		
2.06	Prototype Built (validation prefer on site visit)	KT		01 Mar 2021			0	N		
2.07	Engineering Drawings	KT		01 Mar 2021			0	N		

- Click on the **Action** button against the task and select **View Task**.

Element/Activities											
S No	Task Approval	Name	Program Name	Lead RESP	Scheduled		Actual		% Priority	Completed	Status
					Start	Due	Start	End			
01	Product development										
01.1			Performance specification (including service, spare part supply and recycling concepts), agreed between supplier and customer is available.	David Paul, Jason Taylor	11 Jul 2022	15 Jul 2022			0	Approaching	
01.2			The product development status meets the stipulations laid down in the requirements specification / performance specification. Technical specifications have been released.	David Paul, Jason Taylor	16 Jul 2022	19 Jul 2022			0	Approaching	
01.3			Material data are confirmed. The legal and customer stipulations are fulfilled and the necessary material data have been entered in the materials data sheet.	Jason Taylor, David Paul	20 Jul 2022	25 Jul 2022			0	New	
02	Process development										





View Activity

Activity
Performance specification (including service, spare part supply and recycling concepts), agreed between supplier and customer is available.

Sequence
01.1

Start
11 Jul 2022

Due
15 Jul 2022

Duration
4

Status
Approaching

Lead Roles
Supplier

Lead Responsibilities
Jason Taylor, David Paul

Activity Description

* Premises table,
* Agreed and signed requested performance specification of Yazaki

- Deliverable details added by the ASQE will be visible in **Activity Description** section.

Update Task Progress





To **Update the Progress** of the Task, click on **Action -> Add Actuals**.

Element/Activities									
S No	Name	Lead RESP	Scheduled		Actual		% Completed	Status	
			Start	Due	Start	End			
2 APQP Phase 2 Product Design and Development									
2.01	DFMEA	David Allen	01 Mar 2021	17 Apr 2021			0	New	Action :
2.02	Design Reviews & Verification (DVP&R) KT	David Allen	01 Mar 2021	17 Apr 2021			0	New	Change Date Flag Warning Flag Risk View Task Add Actuals
2.03	Design for Manufacturing and Assembly	David Allen	01 Mar 2021	17 Apr 2021			0	New	
2.04	New equipment and facility Req.	David Allen	01 Mar 2021				0	New	
2.05	Tool completion KT	David Allen	01 Mar 2021				0	New	Action :



The screenshot shows a user interface for updating task progress. It includes fields for Date (16 Dec 2020), Hours (1) and Minutes (0), Comments (Comments), and a section for Add Files (Drop files here to upload). A progress bar indicates 75% completion. At the bottom are 'Submit' and 'Cancel' buttons.

Date
16 Dec 2020

Hours Minutes
1 0

Comments
Comments

Add Files
Drop files here to upload

% Progress
0 % 25 % 50 % 75 % 100 % 75%

Submit Cancel

User can select the **Date** for which the progress update needs to be added. By default, current date will be added.

Enter the number of **Hours** worked (Optional)

Add the **comments** to explain the progress of the task

Add required files in the **attachment** section

Select the **%Progress** of the Task and then click on **Submit**.

NOTE: If there is a Flag raised for an activity, the task cannot be completed to 100%

Resubmitting the Task



- If the Customer User rejects the task, the **Rejected** label is shown for the task and the status of task progress will go back to 0%.
- Click on **Action -> Add Actuals** to update the Task Progress

Element/Activities												
S No	Flag	Clock	Phone	List	Name	Lead RESP	Scheduled		Actual		% Completed	Status
							Start	Due	Start	End		
2	APQP Phase 2 Product Design and Development											
2.01					DFMEA	Rejected	16 Mar 2021	02 Apr 2021	31 Mar 2021		0	Approaching
2.02					Design Reviews & Verification (DVP&R)	KT	Jason Taylor	16 Mar 2021			0	New
2.03					Design for Manufacturing and Assembly		Jason Taylor	16 Mar 2021			0	New

-  Change Date
-  Flag Warning
-  Flag Risk
-  View Task
-  Add Actuals

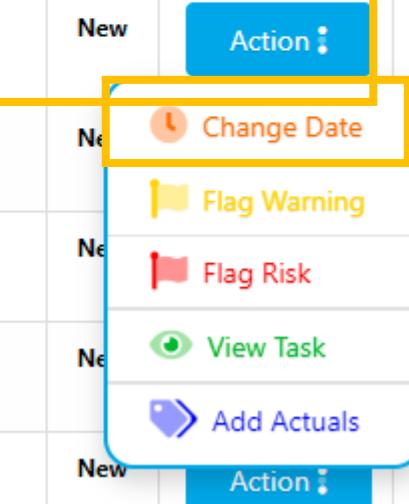
Request Date Change for Task



The **Supplier User** assigned to the task can **request for a Date Change**.

Click on **Action -> Change Date** against the task for which date change must be requested.

Element/Activities		Lead RESP	Scheduled		Actual		Priority	% Completed	Status
S No	Name		Start	Due	Start	End			
2	APQP Phase 2 Product Design and Development								
2.01	DFMEA	David Allen	01 Mar 2021	17 Apr 2021				0	New
2.02	Design Reviews & Verification (DVP&R) KT	David Allen	01 Mar 2021	17 Apr 2021				0	New
2.03	Design for Manufacturing and Assembly	David Allen	01 Mar 2021	17 Apr 2021				0	New
2.04	New equipment and facility Req.	David Allen	01 Mar 2021					0	New
2.05	Tool completion KT	David Allen	01 Mar 2021					0	New



Date Change Request for Task DFMEA X

Request Submission

Current Due Revised Due
17 Apr 2021 17 Apr 2021

Date Change Request:

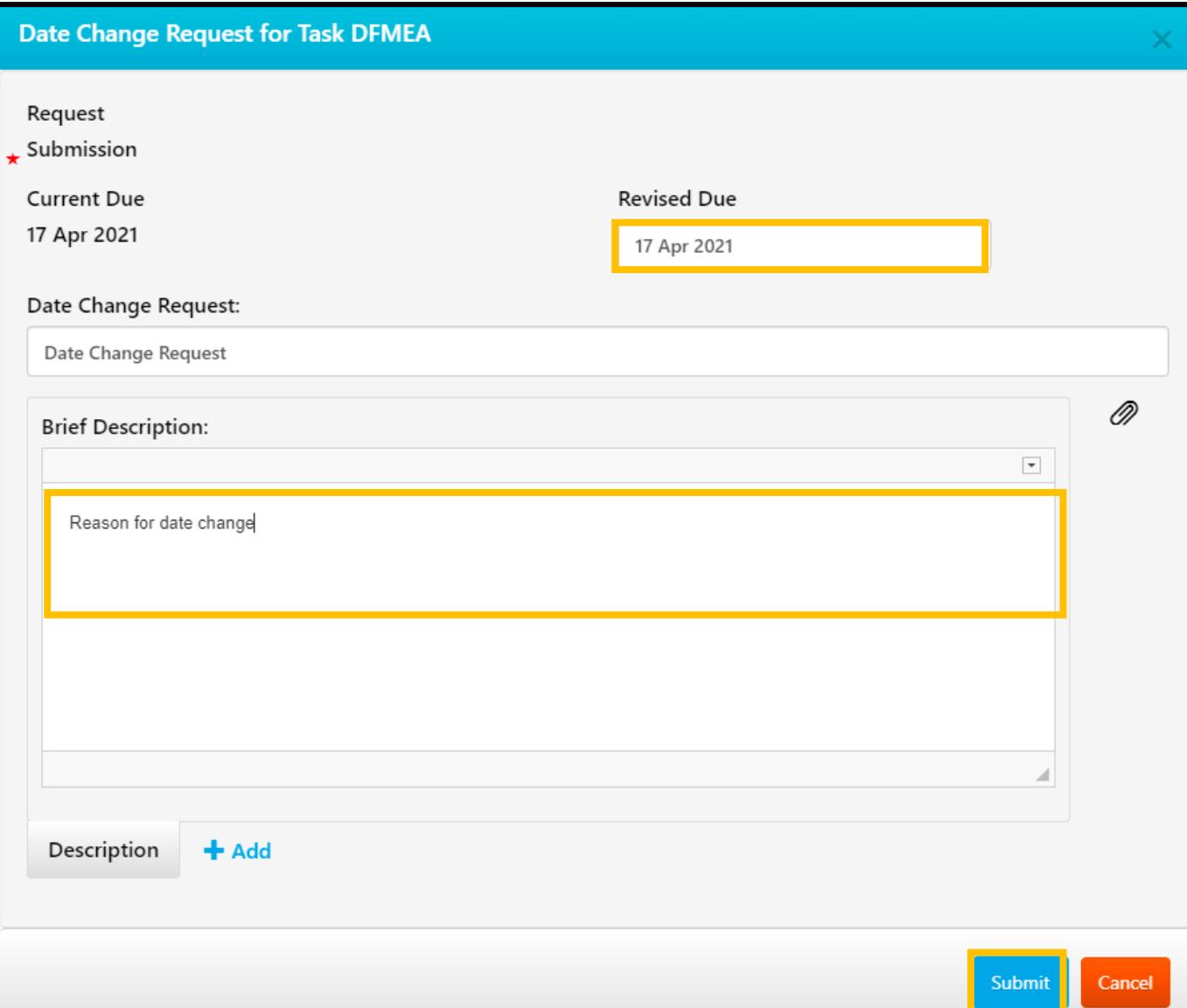
Date Change Request

Brief Description:

Reason for date change Reason for date change

Description + Add

Submit Cancel



Select the **Revised Due Date** for the Task Completion.

Provide the **Reason** for the Date Change Request in the **Brief Description** section.

Click on **Submit** to request the Date Change.

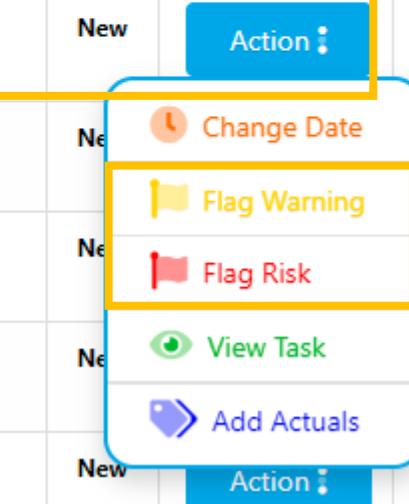
Raise Warning/Risk Flag





If there are any concern/issues for a Task, the User can raise a **Flag Warning** by clicking on **Action -> Flag Warning**.
If there are Risks associated with a task, User can raise a **Flag Risk** by clicking on **Action -> Flag Risk**

Element/Activities									
S No	Name	Lead RESP	Scheduled		Actual		Priority	% Completed	Status
			Start	Due	Start	End			
2	APQP Phase 2 Product Design and Development								
2.01	DFMEA	David Allen	01 Mar 2021	17 Apr 2021				0	New
2.02	Design Reviews & Verification (DVP&R) KT	David Allen	01 Mar 2021	17 Apr 2021				0	New
2.03	Design for Manufacturing and Assembly	David Allen	01 Mar 2021	17 Apr 2021				0	New
2.04	New equipment and facility Req.	David Allen	01 Mar 2021					0	New
2.05	Tool completion KT	David Allen	01 Mar 2021					0	New



Flag Yellow for Task Design Goal

Manual Override Name: **Flag Yellow**

Impact: Cost Quality Timing

Manual Override Description:
Impacting Cost and Quality.

Description **+ Add**

Next Steps:

#	Name	Description	Responsible User	Due Date	Status
No Steps found!!!					

Submit **Cancel**

User can select if **Cost, Quality and Time** are affected.

Provide the **Description** of the concern/issue.
(Mandatory)

User can add the Risk Mitigation Actions.

Click on **+** in the **Next Steps** section to add mitigation actions.

Click on **Submit** after adding the actions.

Flag Yellow for Task Design Goal

Manual Override Name:

+ Add Next Step

Name * Mitigate Cost Risk

Description Description

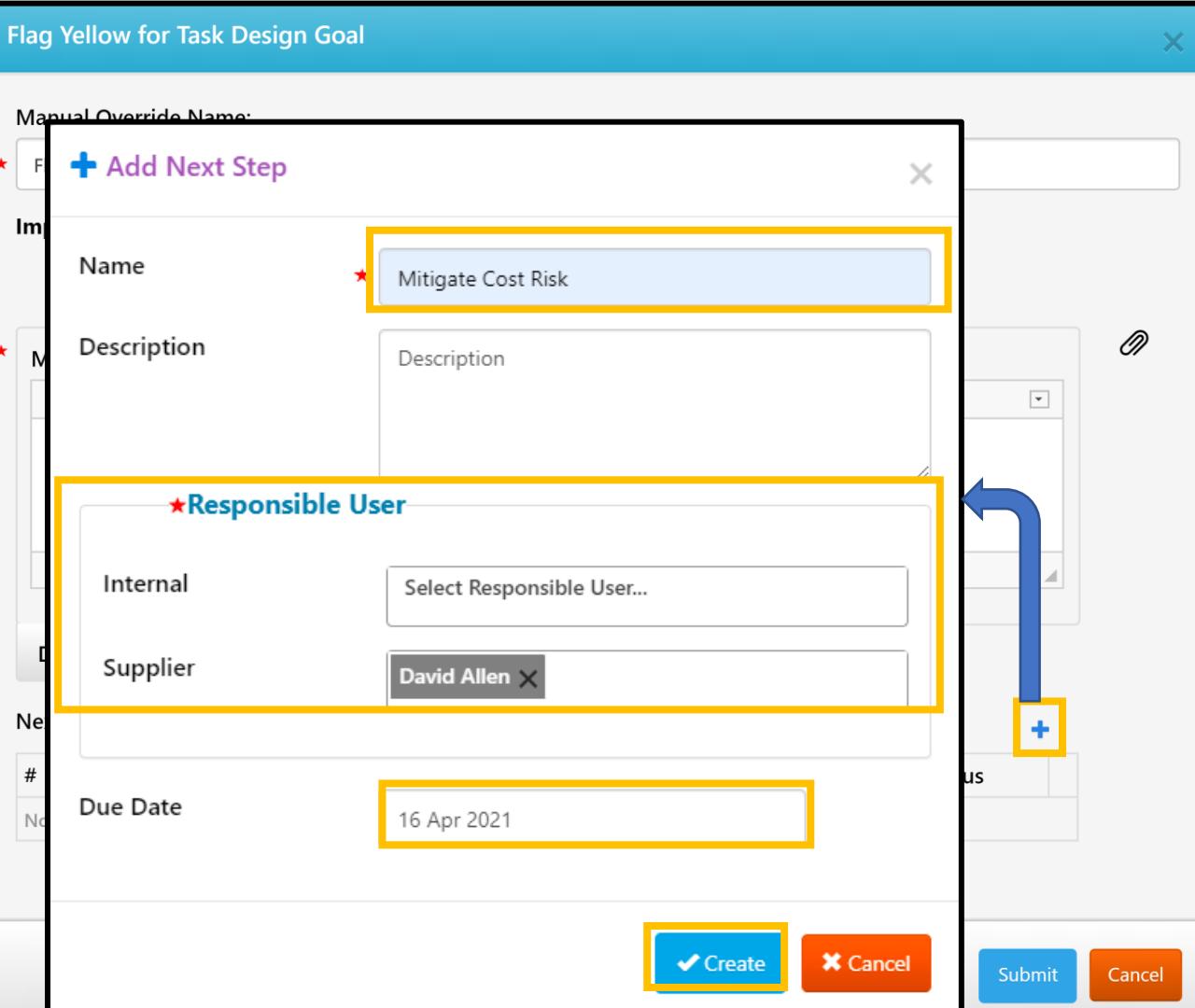
***Responsible User**

Internal Select Responsible User...

Supplier David Allen X

Due Date 16 Apr 2021

Create **Cancel** **Submit** **Cancel**



Provide the following details :

Name – Name of the Action.

Description – Description of the Action (Optional)

Responsible User- Assign responsible supplier user for the action in the **Supplier** field.

Due Date – assign due date by which the Action needs to be completed by the Responsible User.

Once Action details are provided, click on **Create**.

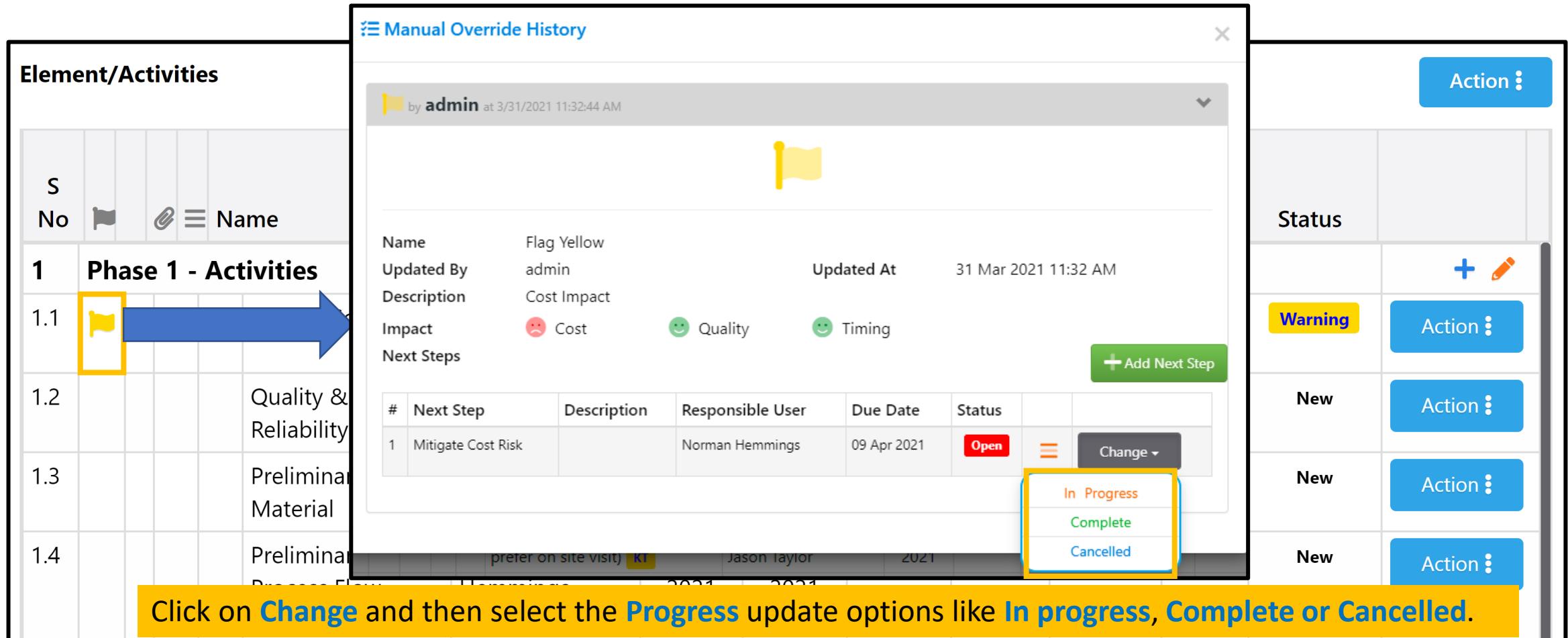
User can add multiple Actions for a flag.

Note: If there is a Flag raised for an activity, the task cannot be completed to 100%

The User can also add additional **Actions for the Flag that is already raised.**
Click on **Action -> Next Steps** against the task.

Element/Activities												
S No	Flag	Deadline	Link	Name	Lead RESP	Scheduled		Actual		% Priority	Completed	Status
						Start	Due	Start	End			
2 APQP Phase 2 Product Design and Development												
2.01					DFMEA	David Allen	01 Mar 2021	17 Apr 2021		0	Warning	Action :
2.02				Design Reviews & Verification (DVP&R)	David Allen	01 Mar 2021	17 Apr 2021			0	New	Change Date
2.03				Design for Manufacturing and Assembly	David Allen	01 Mar 2021	17 Apr 2021			0	Warning	Flag Risk
2.04				New equipment and facility Req.	David Allen	01 Mar 2021				0	New	Flag Resolved
2.05				Tool completion	David Allen	01 Mar 2021				0	New	Next Steps
2.06				Prototype Built (validation prefer on site visit)	David Allen	01 Mar 2021				0	New	View Task
												Add Actuals

The **Responsible User** assigned for Flag actions can **update the action status** by clicking on  symbol.



The screenshot illustrates the process of updating a flag action status. On the left, the 'Element/Activities' grid shows a row for 'Phase 1 - Activities' with a yellow flag icon in the first column, highlighted with a yellow box and a large blue arrow pointing right. The middle section shows the 'Manual Override History' dialog for a flag named 'Flag Yellow' updated by 'admin' on 31/03/2021 at 11:32:44 AM. The dialog includes fields for Name, Updated By, Description, Impact, and Next Steps. A dropdown menu for 'Change' is open, showing options: In Progress, Complete, and Cancelled. The right side shows a table with rows for 'Warning', 'New', and another 'New' row, each with an 'Action' button.

Element/Activities

No	Flag	Name
1		Phase 1 - Activities
1.1		Quality & Reliability
1.2		Preliminary Material
1.3		Preliminary
1.4		Preliminary

Manual Override History

by admin at 3/31/2021 11:32:44 AM



Name	Updated By	Description	Impact	Next Steps
Flag Yellow	admin	Cost Impact	 Cost	 Quality  Timing

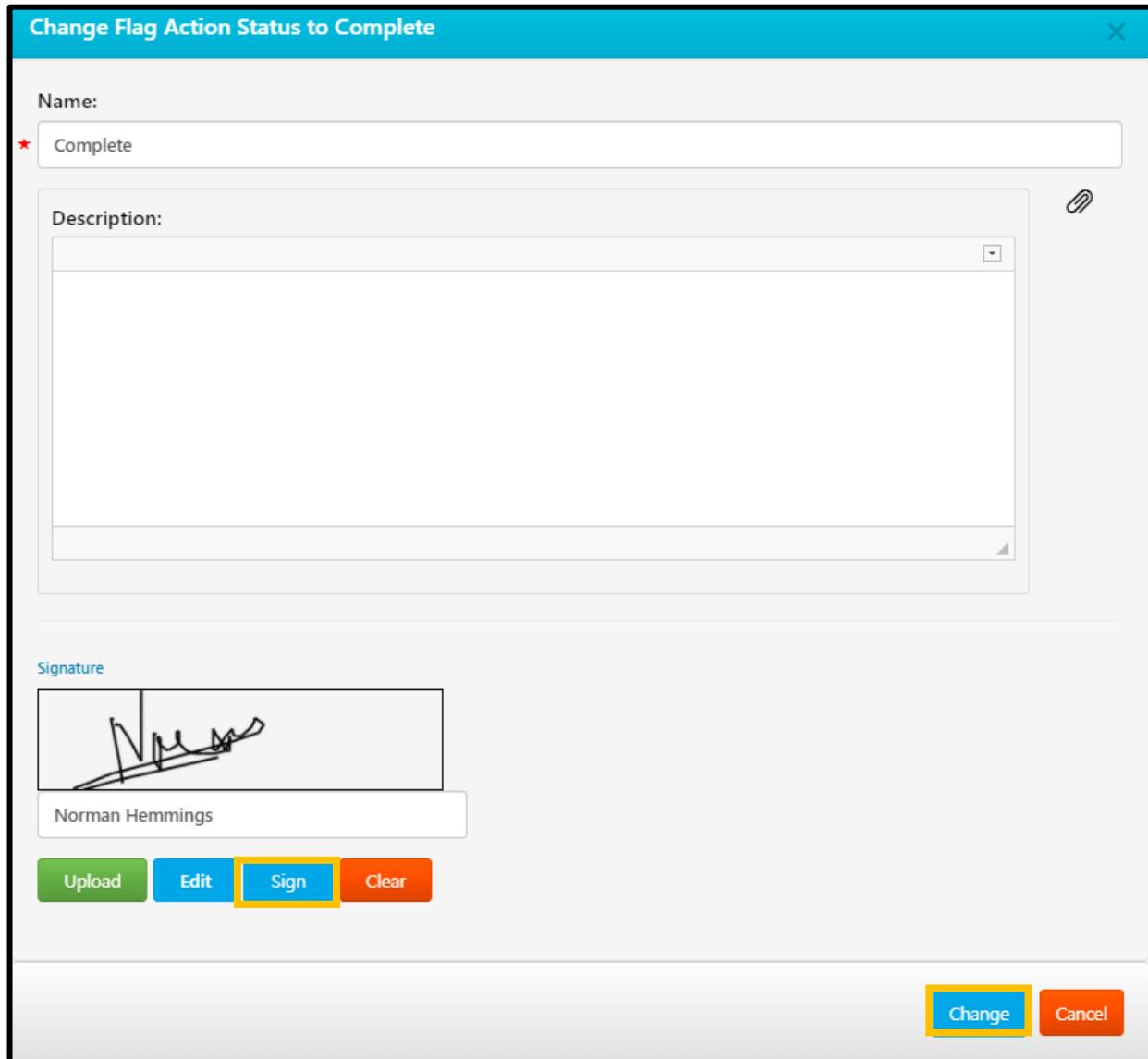
Add Next Step

Next Step Description Responsible User Due Date Status Change

#	Next Step	Description	Responsible User	Due Date	Status	Change
1	Mitigate Cost Risk		Norman Hemmings	09 Apr 2021	 Open	 Change

In Progress
Complete
Cancelled

Click on **Change** and then select the **Progress** update options like **In progress**, **Complete** or **Cancelled**.



On clicking the progress of the action, Pop up window opens

Enter the **description** (optional)

Click on **Sign** and **Change** to update the status of the action.

Resolve - Warning/Risk Flag



Once the **Mitigation Action** are completed for a Flag raised, the **Flag** can now be **resolved**. To resolve a Flag, click on **Action -> Flag Resolved**.

In the Flag resolved window, Provide the **Description** on how the flag was resolved. (Mandatory) Click on **Submit** to resolve the Flag.

The screenshot shows the 'Flag Resolved for Task Design Goal' dialog box overlaid on a main interface. The dialog box contains fields for 'Manual Override Name' (set to 'Flag Resolved') and 'Manual Override Description' (containing the text 'Cost and Quality Flag resolved'). Below these fields are 'Description' and '+ Add' buttons, and at the bottom are 'Submit' and 'Cancel' buttons. The background shows a table of tasks under 'Element/Activities' and a sidebar with various actions like 'Change Date', 'Flag Risk', 'Flag Resolved' (which is highlighted), 'Next Steps', 'View Task', and 'Add Actuals'. A blue arrow points from the 'Flag Resolved' action in the sidebar towards the dialog box.

History of Task Progress, Date Change Request & Flags



To access the History of Task Progress, click on button.

History of the Tasks along with Comments and Attachments are displayed.

S No	Name	Lead Responsibilities	Scheduled		Actual		Priority	% Completed	Status																																																																	
			Start	Due	Start	End																																																																				
1	Phase 1 - Activities																																																																									
1.1	Design Goal	Karthik						0	Warning																																																																	
1.2	Quality & Reliability Goals	Karthik						100	Completed																																																																	
1.3	Preliminary Bill Of Material	Karthik						50	Warning																																																																	
1.4		Preliminary Process Flow Chart	Karthik					0	New																																																																	
1.5		Preliminary List of Special Product &	Karthik					0	New																																																																	
<div style="border: 1px solid black; padding: 10px;"> <p>Actual duration spent on the Activity</p> <table> <tr> <td>Due</td> <td>09 Jan 2021</td> <td>In Process</td> <td> 25%</td> </tr> <tr> <td>Name</td> <td colspan="3">Preliminary Bill Of Material</td> </tr> <tr> <td>Start</td> <td colspan="3">03 Jan 2021</td> </tr> <tr> <td>Duration</td> <td colspan="3">6</td> </tr> <tr> <td>Update</td> <td colspan="3">admin @ 22 Dec 2020 5:23 PM</td> </tr> </table> <table border="1"> <thead> <tr> <th>Date</th> <th>User</th> <th>Comments</th> <th>Duration</th> <th>Last Update</th> </tr> <tr> <th></th> <th></th> <th></th> <th>Hours</th> <th>Minutes</th> <th>% Progress</th> <th>By</th> <th>At</th> </tr> </thead> <tbody> <tr> <td>22 Dec 2020</td> <td>Norman Hemmings</td> <td></td> <td>3</td> <td>0</td> <td> 25%</td> <td>admin</td> <td>22 Dec 2020 5:23 PM</td> </tr> <tr> <td>22 Dec 2020</td> <td>Norman Hemmings</td> <td>Task Completed.</td> <td>5</td> <td>0</td> <td> 100%</td> <td>admin</td> <td>22 Dec 2020 5:23 PM</td> </tr> <tr> <td>22 Dec 2020</td> <td>Norman Hemmings</td> <td>75% Task completed. Refer Document attached.</td> <td>1</td> <td>0</td> <td> 75%</td> <td>admin</td> <td>22 Dec 2020 5:22 PM</td> </tr> <tr> <td>21 Dec 2020</td> <td>Norman Hemmings</td> <td></td> <td>1</td> <td>0</td> <td> 50%</td> <td>admin</td> <td>21 Dec 2020 5:51 PM</td> </tr> </tbody> </table> </div>										Due	09 Jan 2021	In Process	25%	Name	Preliminary Bill Of Material			Start	03 Jan 2021			Duration	6			Update	admin @ 22 Dec 2020 5:23 PM			Date	User	Comments	Duration	Last Update				Hours	Minutes	% Progress	By	At	22 Dec 2020	Norman Hemmings		3	0	25%	admin	22 Dec 2020 5:23 PM	22 Dec 2020	Norman Hemmings	Task Completed.	5	0	100%	admin	22 Dec 2020 5:23 PM	22 Dec 2020	Norman Hemmings	75% Task completed. Refer Document attached.	1	0	75%	admin	22 Dec 2020 5:22 PM	21 Dec 2020	Norman Hemmings		1	0	50%	admin	21 Dec 2020 5:51 PM
Due	09 Jan 2021	In Process	25%																																																																							
Name	Preliminary Bill Of Material																																																																									
Start	03 Jan 2021																																																																									
Duration	6																																																																									
Update	admin @ 22 Dec 2020 5:23 PM																																																																									
Date	User	Comments	Duration	Last Update																																																																						
			Hours	Minutes	% Progress	By	At																																																																			
22 Dec 2020	Norman Hemmings		3	0	25%	admin	22 Dec 2020 5:23 PM																																																																			
22 Dec 2020	Norman Hemmings	Task Completed.	5	0	100%	admin	22 Dec 2020 5:23 PM																																																																			
22 Dec 2020	Norman Hemmings	75% Task completed. Refer Document attached.	1	0	75%	admin	22 Dec 2020 5:22 PM																																																																			
21 Dec 2020	Norman Hemmings		1	0	50%	admin	21 Dec 2020 5:51 PM																																																																			

To access the History of Date Change, click on  (clock) button.

History of Date Changes along Current Due and Revised Due Dates are displayed.

S No	Name	Lead Responsibilities	Scheduled		Actual		% Completed	Status
			Start	Due	Start	End		
1 Phase 1 - Activities								
1.1	Design Goal	KT						Action ::
1.2	Quality & Reliability Goals	Approved						Action ::
1.3	Preliminary Bill Of Material							Action ::
1.4	Preliminary Process Flow Chart						New	Action ::
1.5	Preliminary List of Special Product &						New	Action ::

Date Change Request History

Approved by admin at 12/21/2020 12:05:25 PM

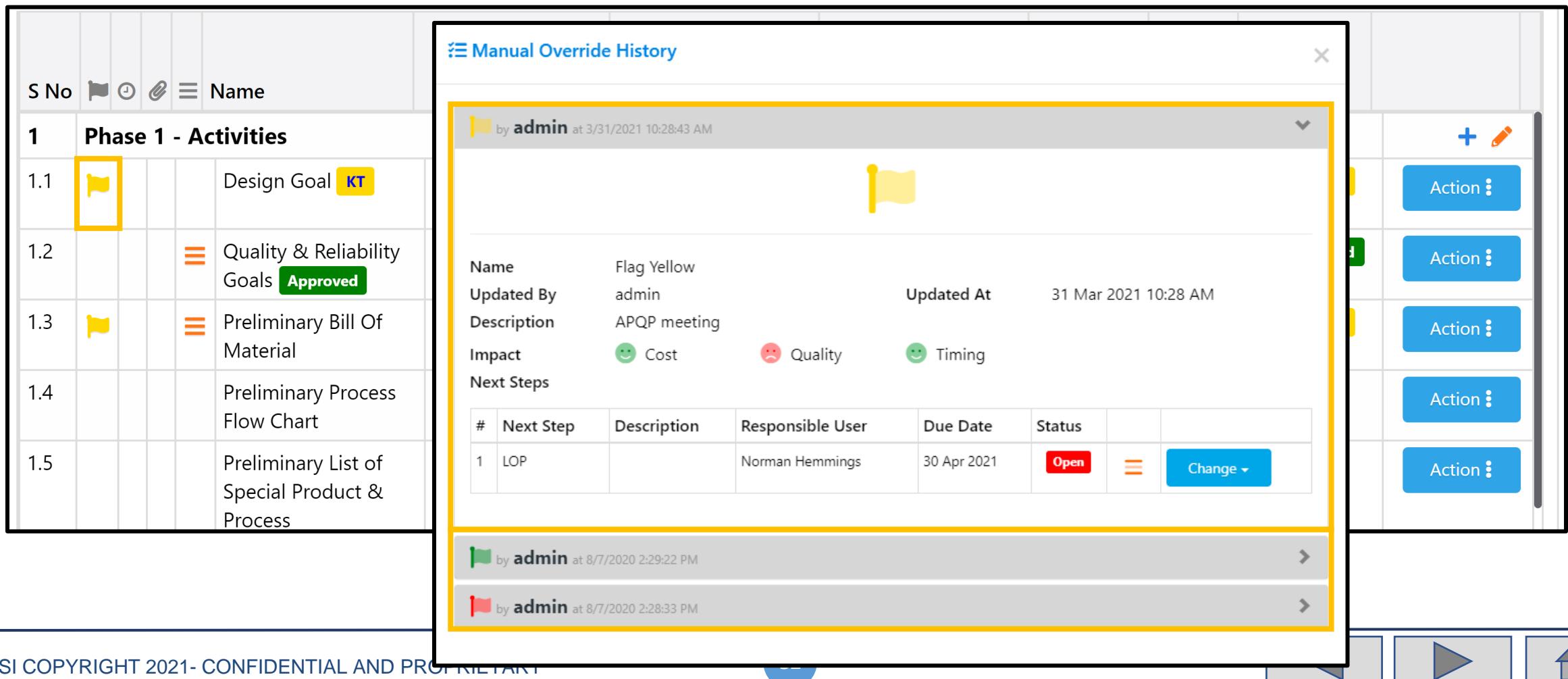
Current Due	27 Dec 2020	Revised Due	19 Dec 2020
Request Status	Approved		
Name	Date Change Request Approval		
Updated By	admin	Updated At	21 Dec 2020 12:05 PM

Requested by admin at 12/21/2020 12:05:14 PM

Rejected by admin at 12/21/2020 12:04:50 PM

Requested by admin at 12/21/2020 12:04:38 PM

To view the **History** of **Flags** Raised for a task, click on  symbol.
History of Flag along with **Actions** can be viewed.



S No    Name

1 Phase 1 - Activities

1.1		Design Goal 
1.2		Quality & Reliability Goals 
1.3		Preliminary Bill Of Material
1.4		Preliminary Process Flow Chart
1.5		Preliminary List of Special Product & Process

Manual Override History

#	Next Step	Description	Responsible User	Due Date	Status	Action
1	LOP		Norman Hemmings	30 Apr 2021		

 by admin at 3/31/2021 10:28:43 AM

Name: Flag Yellow
Updated By: admin
Description: APQP meeting
Impact: Cost, Quality, Timing

 by admin at 8/7/2020 2:29:22 PM

 by admin at 8/7/2020 2:28:33 PM

Action : Action : Action : Action : Action :

Project Dashboard



In the MENU, Click on the **Dashboard** to access all the Dashboards related to the Project.

Phase wise/Overall Project Dashboards are available wherein the Progress of an individual Phase with all the statuses can be tracked.

Program Name: Program-78567

Phase 1: Plan and Define Program

Phase 2: Product Design and Development

Phase 3: Process Design and Development

Phase 4: Product & Process Validation

Current Phase: Plan and Define Program

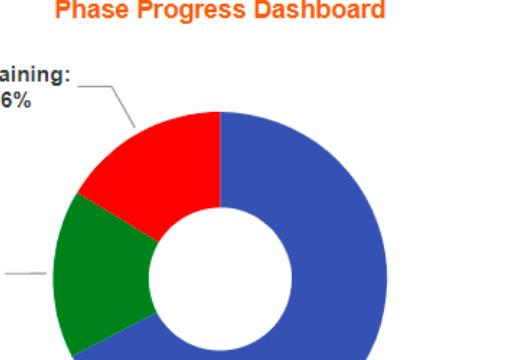
Plan and Define Program Analysis Chart

Task Dashboard



Status	Count
Past Due	1
In Progress	1
Late	1
New	4

Phase Progress Dashboard



Status	Percentage
Completed	16%
In Progress	66%
Late	16%

Tasks By Responsibility



Responsibility	Count
Category 1	1
Category 2	1
Category 3	1
Category 4	1
Category 5	1
Category 6	1
Category 7	1

Summary

Program ID
Program Name
Customer
Program Manager

Basic Info

Dashboard

Target Dates

Members

Tasks

Timeline

Issues

Documents

Upcoming Key Actions

Plan and Define Program

Product Design and Development

Process Design and Development

Product & Process Validation

Key Risks

Product Design 2.01 - C, 3.01 - A

© RGBSI COPYRIGHT 2021- CONFIDENTIAL AND PROPRIETARY

34



Summary

Program ID	Program-2018-017
Program Name	Program-2018-017
Customer	Customer 1
Program Manager	Norman Hemmings
Part Image	

Upcoming Key Activities

Product Design & Development 3.3

Key Risks

Plan & Define	1.4 - T
Program	
Product Design & Development	3.2 - Q T

Upcoming Key Task/Activities can be tracked from the Dashboard itself. Users can also directly navigate to that Key Task by clicking on the **Upcoming Key Activities**.

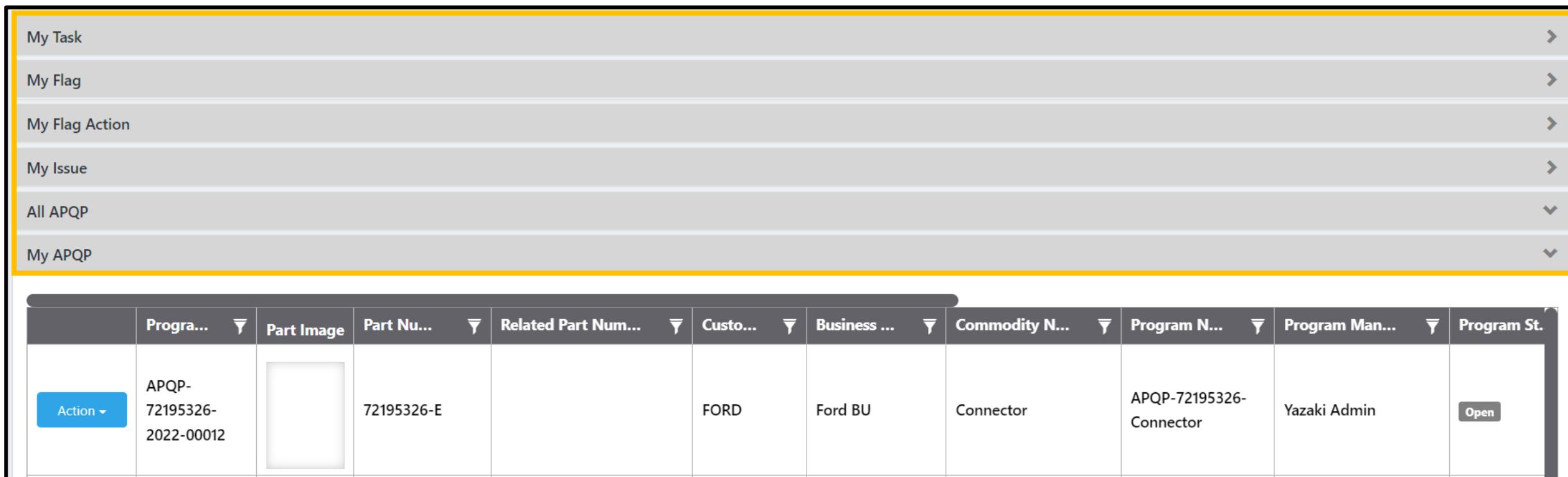
If there are any **Risks associated** with a **Key Task** i.e. If any Risk/Warning Flags have been raised for a Key task, those risks can also be viewed from this Dashboard.

APQP Listing Pages



In the APQP Listing Page, there are following accordions

1. **My Task** – It shows the list of activities that are assigned to logged-in user.
2. **My Flag** – It shows the list of activities where logged-in user has raised flag.
3. **My Flag Action** - It shows the list of all the Flag action raised for which the logged-in user is responsible user.
4. **My Issue** - It shows the list of all the Issues for which the logged-in user is responsible to resolve.
5. **All APQP** – It shows the list of all the APQP projects that are assigned to the supplier.



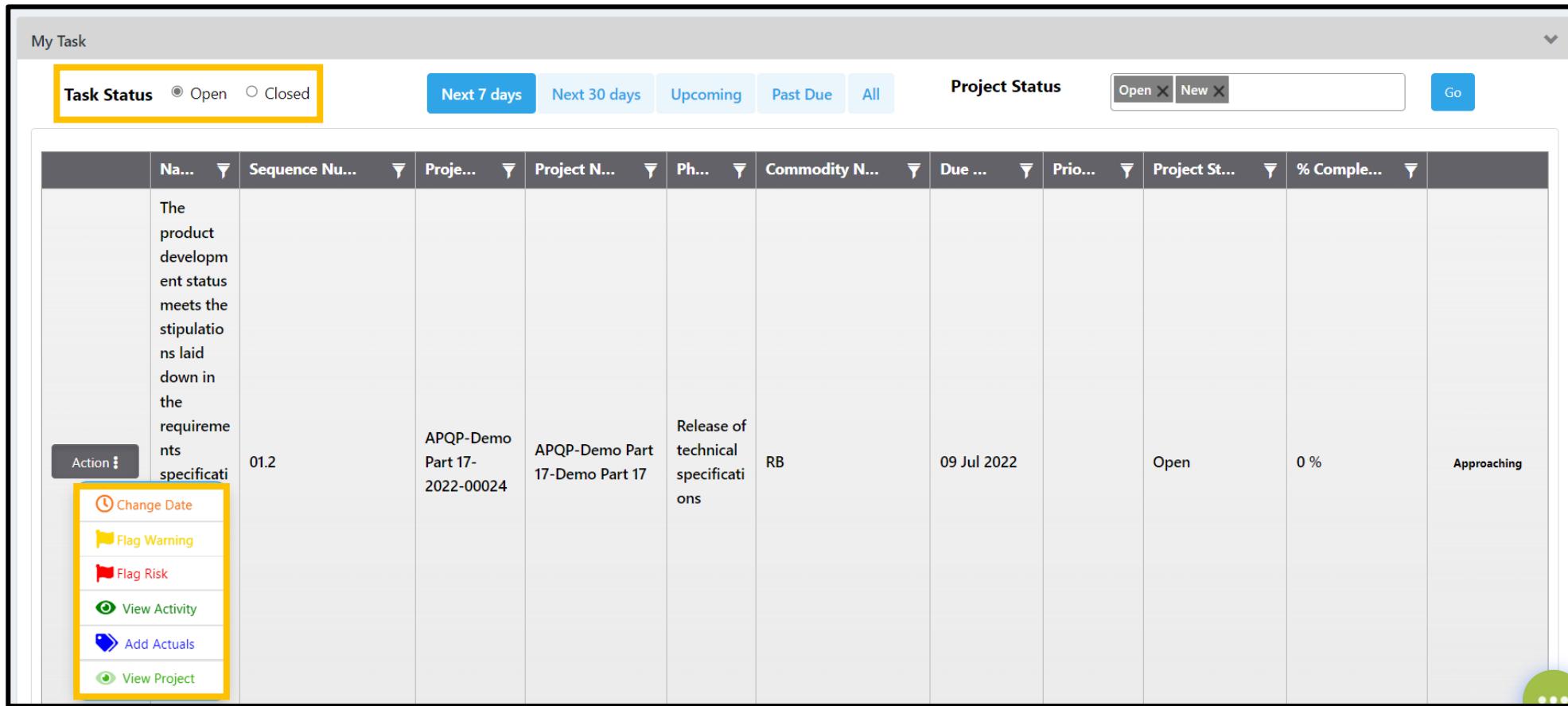
The screenshot shows a user interface for managing APQP projects. At the top, there is a horizontal bar with colored segments (blue, orange, grey, yellow, blue) followed by the title "APQP Listing Pages". Below the title is a list of accordions:

- My Task
- My Flag
- My Flag Action
- My Issue
- All APQP
- My APQP

The "My APQP" accordion is currently selected, indicated by a yellow border around its row. Below this, a table displays a single project record:

	Program ID	Part Image	Part Number	Related Part Number	Customer	Business Unit	Commodity Name	Program Name	Program Manager	Program Status
Action	APQP-72195326-2022-00012		72195326-E		FORD	Ford BU	Connector	APQP-72195326-Connector	Yazaki Admin	<button>Open</button>

- On clicking **My Task** Accordion, the user can see all the tasks that are assigned to the user.
- The User can select the Status to **Open** to view the list of tasks that are yet to be completed.
- On Selecting the Status to **Closed**, the user can view the list of all tasks that are completed.
- For the **Open Tasks**, user can click on action button to update the **Task progress**, **Raise flag** and **Request date change**



The screenshot shows a user interface for managing tasks. At the top, there is a navigation bar with tabs for 'Next 7 days', 'Next 30 days', 'Upcoming', 'Past Due', and 'All'. Below this is a search bar for 'Project Status' with filters for 'Open' and 'New'. A 'Go' button is also present. The main area displays a table of tasks. One specific task is highlighted with a yellow border. The task details are as follows:

Name	Sequence Number	Project	Project Name	Phase	Commodity Name	Due Date	Priority	Project Status	% Complete	Action
The product development status meets the stipulations laid down in the requirements specifications	01.2	APQP-Demo Part 17-2022-00024	APQP-Demo Part 17-Demo Part 17	Release of technical specifications	RB	09 Jul 2022	Open	0 %	Approaching	<ul style="list-style-type: none">Action:Change DateFlag WarningFlag RiskView ActivityAdd ActualsView Project

- On clicking **My Flag** Accordion, the user can see all the tasks that are logged-in user has raised.
- The User can select the Status to **Open** to view the list of flagged tasks that are yet to be resolved.
- On Selecting the Status to **Closed**, the user can view the list of all flagged tasks that are resolved.
- For the **Open Tasks**, user can click on action button to update the **Next Steps, View Activity**.

My Flag

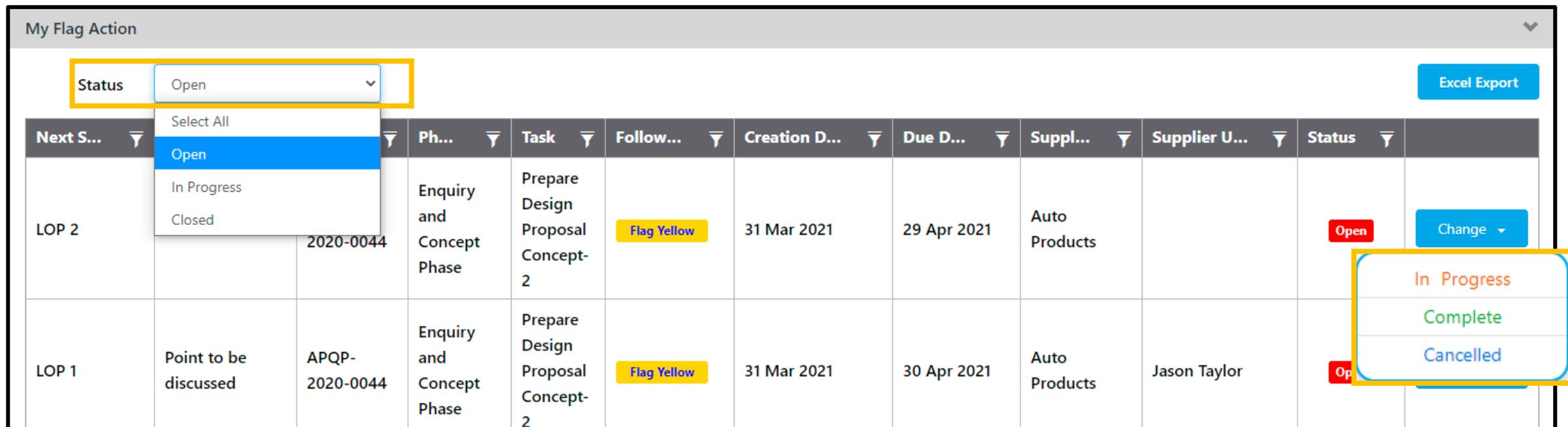
Flag Status Open Closed

Flag	Task	Seq #	Project #	Project Na...	Phase	Due Date	Priority	Project Sta...	% Complet...
Action :	The functionality of the product (including innovations) has been demonstrated by the supplier.	03.1	APQP-Demo Part 17-2022-00024	APQP-Demo Part 17-Demo Part 17	Release of technical specifications	28 Jul 2022	Open	0 %	Risk

Flag Warning
Next Steps
View Activity

Page 1 of 10 Flags per page Showing 1-1 from 1 Flags

- On clicking **My Flag Action** Accordion, the user can see all the flag actions raised for which the logged-in user is responsible to resolve.
 - The User can filter the actions by clicking on the **Status** and can select the following options.
 - Open** - shows the list of all flag action steps that are to be completed.
 - In Progress**- shows the list of all flag action steps that are In progress status.
 - Closed** – shows the list of all flag actions that are completed.
-
- The User can update the action status by clicking on **change** and by selecting the status as **in Progress**, **Complete** or **Cancelled**



My Flag Action											Excel Export
Status		Open									
Next S...		Select All		Ph...	Task	Follow...	Creation D...	Due D...	Suppl...	Supplier U...	Status
LOP 2		In Progress	Enquiry and Concept Phase	Prepare Design Proposal Concept-2	Flag Yellow	31 Mar 2021	29 Apr 2021	Auto Products			Open
		Closed									Change
LOP 1	Point to be discussed	APQP-2020-0044	Enquiry and Concept Phase	Prepare Design Proposal Concept-2	Flag Yellow	31 Mar 2021	30 Apr 2021	Auto Products	Jason Taylor	Open	Change

Thank you

