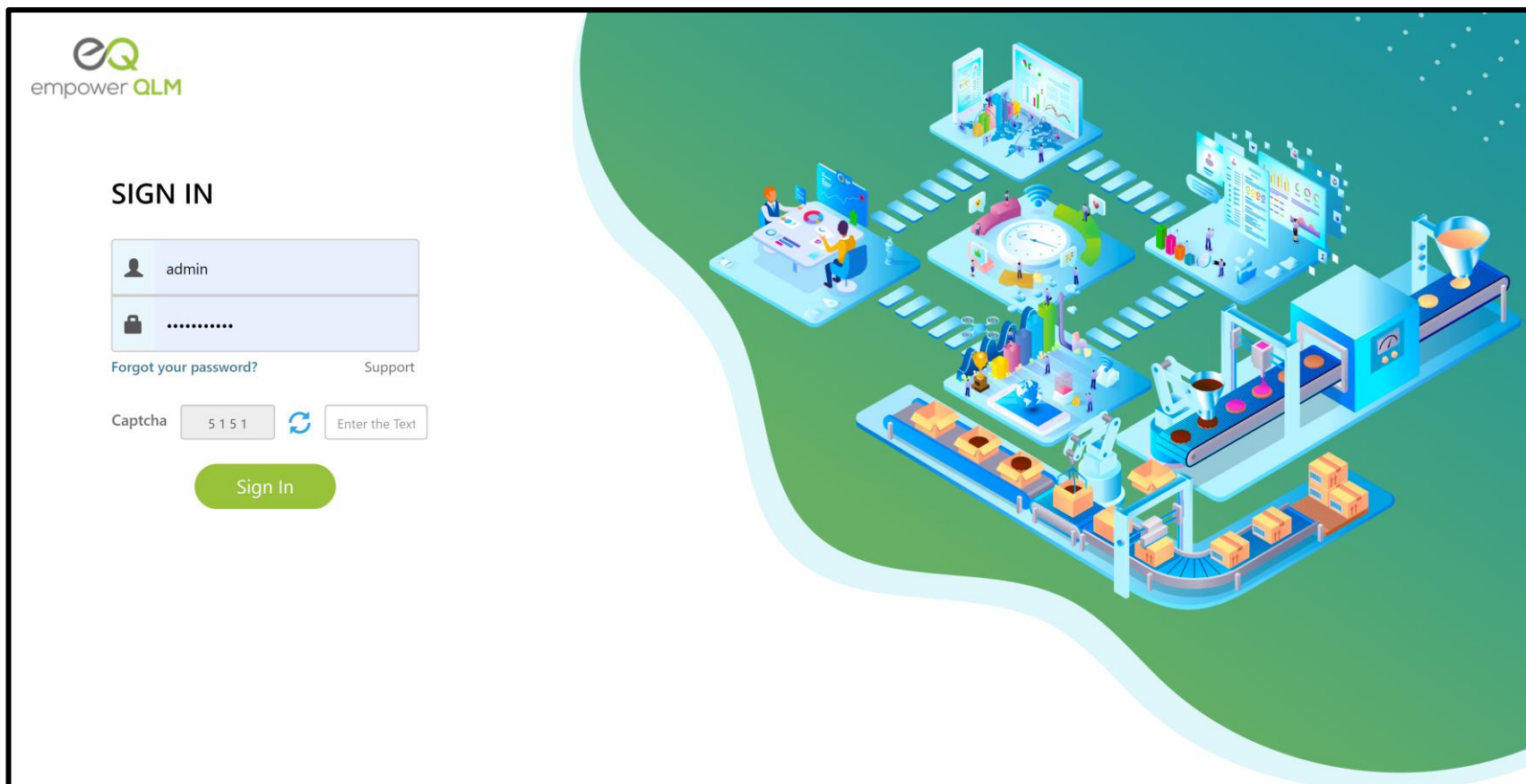


APQP Quick Access User Guide for Suppliers

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 |

Enter the **URL** in browser for logging in **QLM** web page
 Enter the **Username** and **Password**
 Enter **Captcha** & Click on **Sign-In**



The screenshot shows the QLM login interface. On the left, there is a 'SIGN IN' section with the 'empower QLM' logo at the top. Below the logo, there are two input fields: one for the username 'admin' and another for the password, represented by dots. To the right of the password field are links for 'Forgot your password?' and 'Support'. Below these is a captcha section showing the text '5 1 5 1' and a button to 'Enter the Text'. A green 'Sign In' button is at the bottom of the form. On the right side of the page, there is a large, colorful isometric illustration of a factory or industrial setting with various machines, conveyor belts, and workers.

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.

Search Part...

Home

Suppliers

APQP

Projects

Compliance

PPAP

Deviation

PPAP Tools

Plant Quality

Help

Capacity

Tooling

Logout

Search Menu...

Home

Project Management

Clear Filters

My Task

My Flag

My Flag Action

My Issue

All APQP

My APQP

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

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 |
| Prototype Part Number | | | |
| Part Number | Connector / 72195326 | Start Date | 04 Jul 2022 |

Role Users/Members

| Role Name | | Users |
|-----------|-------------------------|--|
| Supplier | history | Jason Taylor X David Paul X |

Update

MENU

Basic Info
Dashboard
Target Dates
Members
Tasks
Timeline
Issues
Documents

View Task/Activity

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

Element/Activities

+ New Element

| S No | | | | Name | Lead RESP | Scheduled | | Actual | | Priority | % Completed | Sta |
|------|---|--|--|---|-----------|-------------|-----|--------|-----|----------|-------------|-----|
| | | | | | | Start | Due | Start | End | | | |
| 2 | APQP Phase 2 Product Design and Development | | | | | | | | | | | |
| 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 | | | | | 0 | 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 |

MENU

Basic Info

Dashboard

Target Dates

Members

Tasks

Timeline

Issues

Documents

Change Request

- 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 | | % Completed | Status | |
|------|---------------------|--|--|--|---------------|---|--------------------------|-----------|-------------|-------------|-------|-------------|----------|-------------|
| | | | | | | | | | Start | Due | Start | End | Priority | |
| 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 | Approach |
| 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 | | | | | | | | | | | | | |

Change Date

Flag Warning

Flag Risk

View Task

Re-assign

Add Actuals

Action

Change Date

Flag Warning

Flag Risk

View Task

Re-assign

Add Actuals

View Activity

Activity

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

Sequence

01.1

| | |
|--------------|-------------|
| Start | Due |
| 11 Jul 2022 | 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 | | 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 | Action ⋮ |
| 2.02 | | | | | Design Reviews & Verification (DVP&R) KT | David Allen | 01 Mar 2021 | 17 Apr 2021 | | | | 0 | New | <div><div>🕒</div>Change Date</div> <div><div>🚩</div>Flag Warning</div> <div><div>🚩</div>Flag Risk</div> <div><div>👁</div>View Task</div> <div><div>➡</div>Add Actuals</div> |
| 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 ⋮ |

Action :

Change Date

Flag Warning

Flag Risk

View Task

Add Actuals



Date

16 Dec 2020

Hours

1

Minutes

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

+ New Element

| S No | | | | Name | Lead RESP | Scheduled | | Actual | | Priority | % Completed | Status | |
|------|---|--|--|---|-------------------------------|-------------|-------------|-------------|-----|----------|-------------|-------------|----------|
| | | | | | | Start | Due | Start | End | | | | |
| 2 | APQP Phase 2 Product Design and Development | | | | | | | | | | | | Action : |
| 2.01 | | | | DFMEA Rejected | Norman Hemmings, Jason Taylor | 16 Mar 2021 | 02 Apr 2021 | 31 Mar 2021 | | | 0 | Approaching | Action : |
| 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

| 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 | Action : |
| 2.02 | | | | Design Reviews & Verification (DVP&R) KT | 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 | New | Flag Warning |
| 2.04 | | | | New equipment and facility Req. | David Allen | 01 Mar 2021 | | | | | 0 | New | Flag Risk |
| 2.05 | | | | Tool completion KT | David Allen | 01 Mar 2021 | | | | | 0 | New | View Task |
| | | | | | | | | | | | | | Add Actuals |
| | | | | | | | | | | | | | Action : |



Date Change Request for Task DFMEA

Request

Submission

Current Due

17 Apr 2021

Revised Due

17 Apr 2021

Date Change Request:

Date Change Request

Brief Description:

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.

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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 | Action ⋮ |
| 2.02 | | | | Design Reviews & Verification (DVP&R) KT | David Allen | 01 Mar 2021 | 17 Apr 2021 | | | | 0 | New | <div><div>🕒 Change Date</div><div>🚩 Flag Warning</div><div>🚩 Flag Risk</div><div>👁 View Task</div><div>➡ Add Actuals</div></div> <div>Action ⋮</div> |
| 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 :

Change Date

Flag Warning

Flag Risk

View Task

Add Actuals

Action :



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

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 | | | | 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) 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 | Warning | |
| 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 | |
| 2.06 | | | | Prototype Built (validation prefer on site visit) KT | David Allen | 01 Mar 2021 | | | | | 0 | New | Action : |

Change Date

Flag Risk

Flag Resolved

Next Steps

View Task

Add Actuals

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

Element/Activities

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

Manual Override History

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

Name Flag Yellow

Updated By admin

Description Cost Impact

Impact Cost Quality Timing

Next Steps

Updated At 31 Mar 2021 11:32 AM

Add Next Step

| # | Next Step | Description | Responsible User | Due Date | Status | |
|---|--------------------|-------------|------------------|-------------|--------|---|
| 1 | Mitigate Cost Risk | | Norman Hemmings | 09 Apr 2021 | Open | <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <p>In Progress</p> <p>Complete</p> <p>Cancelled</p> </div> |

Action :

| Status | |
|---------|--------|
| | |
| Warning | Action |
| New | Action |
| New | Action |
| New | Action |

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


Change Flag Action Status to Complete

Name:

★ Complete

Description:

Signature



Norman Hemmings

Upload

Edit

Sign

Clear

Change

Cancel

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 displays the 'Element/Activities' table on the left, the 'Flag Resolved for Task Design Goal' dialog box in the center, and a portion of the main table on the right. The dialog box is open for the 'Flag Resolved' action, showing a 'Manual Override Name' field with 'Flag Resolved' and a 'Manual Override Description' field with 'Cost and Quality Flag resolved'. The 'Action' menu on the right is open, showing options like 'Change Date', 'Flag Risk', 'Flag Resolved', 'Next Steps', 'View Task', and 'Add Actuals'. A blue arrow points from the 'Flag Resolved' option in the menu to the 'Flag Resolved' dialog box.

| S No | Flag | Name |
|------|---------|--|
| 2 | | APQP Phase 2 Product Design and Dev |
| 2.01 | Warning | DFMEA |
| 2.02 | | Design Reviews & Verification KT |
| 2.03 | Warning | Design for Manufacturing and |
| 2.04 | | New equipment and facility Re |
| 2.05 | | Tool completion KT |
| 2.06 | | Prototype Built (validation pre visit) KT |

Flag Resolved for Task Design Goal

Manual Override Name: Flag Resolved

Manual Override Description: Cost and Quality Flag resolved
























Description + Add

Submit Cancel

| % completed | Status | Action |
|-------------|---------|---------------|
| 0 | Warning | Action |
| 0 | New | Change Date |
| 0 | New | Flag Risk |
| 0 | New | Flag Resolved |
| 0 | New | Next Steps |
| 0 | New | View Task |
| 0 | New | Add Actuals |
| 0 | New | Action |

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 |  |  | |
| 1.2 | |  | Quality & Reliability Goals  | Karthik | | | | | 100 |  |  | |
| 1.3 |  |  | Preliminary Bill Of Material | Karthik | | | | | 50 |  |  | |
| 1.4 | | | Preliminary Process Flow Chart | Karthik | | | | | 0 |  |  | |
| 1.5 | | | Preliminary List of Special Product & | Karthik | | | | | 0 |  |  | |

Actual duration spent on the Activity

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 | | % Progress | By | Last Update |
|-------------|-----------------|--|----------|---------|-----------------|-------|---|
| | | | Hours | Minutes | | | At |
| 22 Dec 2020 | Norman Hemmings | | 3 | 0 | <div>25</div> | admin | 22 Dec 2020 5:23 PM |
| 22 Dec 2020 | Norman Hemmings | Task Completed. | 5 | 0 | <div>100%</div> | admin | 22 Dec 2020 5:23 PM  |
| 22 Dec 2020 | Norman Hemmings | 75% Task completed. Refer Document attached. | 1 | 0 | <div>75%</div> | admin | 22 Dec 2020 5:22 PM  |
| 21 Dec 2020 | Norman Hemmings | | 1 | 0 | <div>50%</div> | 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 | Flag | Clock | Link | Menu | Name | Lead Responsibilities | Scheduled | | Actual | | Priority | % Completed | Status | | |
|------|-----------------------------|-------|------|------|---------------------------------------|-----------------------|-----------|-----|--------|-----|----------|-------------|-----------|----------|---|
| | | | | | | | Start | Due | Start | End | | | | | |
| 1 | Phase 1 - Activities | | | | | | | | | | | | | | + |
| 1.1 | | | | | Design Goal | KT | | | | | | | Warning | Action ⋮ | |
| 1.2 | | | | | Quality & Reliability Goals | Approved | | | | | | | Completed | Action ⋮ | |
| 1.3 | | | | | Preliminary Bill Of Material | | | | | | | | Warning | 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 KT |
| 1.2 | | | | | Quality & Reliability Goals Approved |
| 1.3 | | | | | Preliminary Bill Of Material |
| 1.4 | | | | | Preliminary Process Flow Chart |
| 1.5 | | | | | Preliminary List of Special Product & Process |

Manual Override History

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

Name Flag Yellow

Updated By admin

Description APQP meeting

Updated At 31 Mar 2021 10:28 AM

Impact Cost Quality Timing

Next Steps

| # | Next Step | Description | Responsible User | Due Date | Status | | |
|---|-----------|-------------|------------------|-------------|--------|--|--------|
| 1 | LOP | | Norman Hemmings | 30 Apr 2021 | Open | | Change |

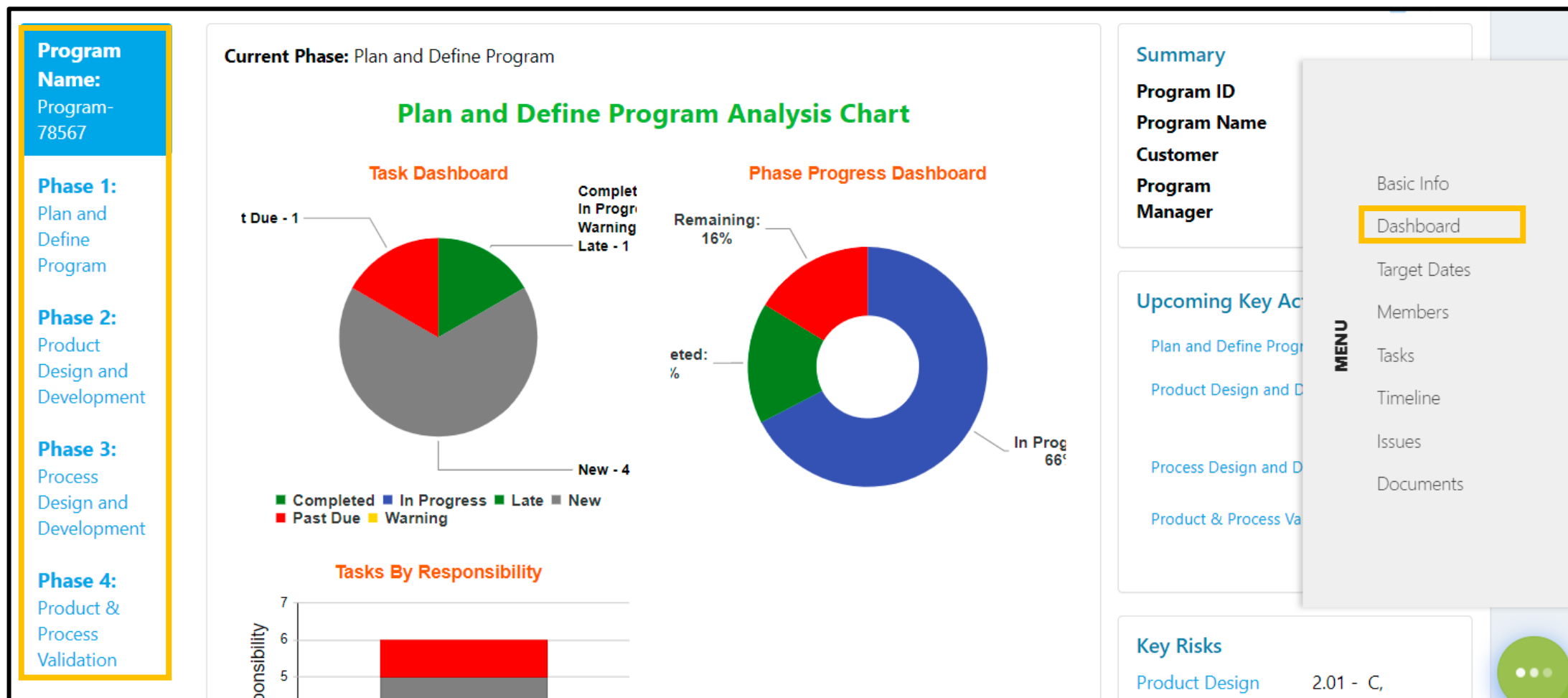
by admin at 8/7/2020 2:29:22 PM

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

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.



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 Program | 1.4 - T |
| 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.

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

| | Progra... ▼ | Part Image | Part Nu... ▼ | Related Part Num... ▼ | Custo... ▼ | Business ... ▼ | Commodity N... ▼ | Program N... ▼ | Program Man... ▼ | Program St. |
|----------|--------------------------|------------|--------------|-----------------------|------------|----------------|------------------|-------------------------|------------------|-------------|
| Action ▼ | APQP-72195326-2022-00012 | | 72195326-E | | FORD | Ford BU | Connector | APQP-72195326-Connector | Yazaki Admin | Open |

- 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**

My Task

Task Status

☒ Open
 ☐ Closed

Next 7 days

Next 30 days

Upcoming

Past Due

All

Project Status

Open X

New X

Go

| | Na... ▼ | Sequence Nu... ▼ | Proje... ▼ | Project N... ▼ | Ph... ▼ | Commodity N... ▼ | Due ... ▼ | Prio... ▼ | Project St... ▼ | % Comple... ▼ | |
|--|--|------------------|------------------------------|--------------------------------|-------------------------------------|------------------|-------------|-----------|-----------------|---------------|-------------|
| | 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 |

Action

Change Date

Flag Warning

Flag Risk

View Activity

Add Actuals


View 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... | |
|---|---|---|-------|------------------------------|--------------------------------|-------------------------------------|-------------|----------|----------------|--------------|-----------------|
| <div>Action</div> <div> <div>Flag Warning</div> <div>Next Steps</div> <div>View Activity</div> </div> |  | 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 % | <div>Risk</div> |

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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 | | | | | | | | | | | |
|--|-----------------------|----------------|---------------------------|-----------------------------------|-------------|-------------|-------------|---------------|--------------|------|--------------|
| <div> <div>Status</div> <div>Open</div> </div> <div> <div>Next S...</div> <div>Ph...</div> <div>Task</div> <div>Follow...</div> <div>Creation D...</div> <div>Due D...</div> <div>Suppl...</div> <div>Supplier U...</div> <div>Status</div> </div> | | | | | | | | | | | Excel Export |
| <div> <div>Select All</div> <div>Open</div> <div>In Progress</div> <div>Closed</div> </div> | | | | | | | | | | | |
| LOP 2 | | 2020-0044 | Enquiry and Concept Phase | Prepare Design Proposal Concept-2 | Flag Yellow | 31 Mar 2021 | 29 Apr 2021 | Auto Products | | Open | 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 | Op | Change |

Thank you