

FIRST PROCESS: PRODUCTION EFFICIENCY SYSTEM

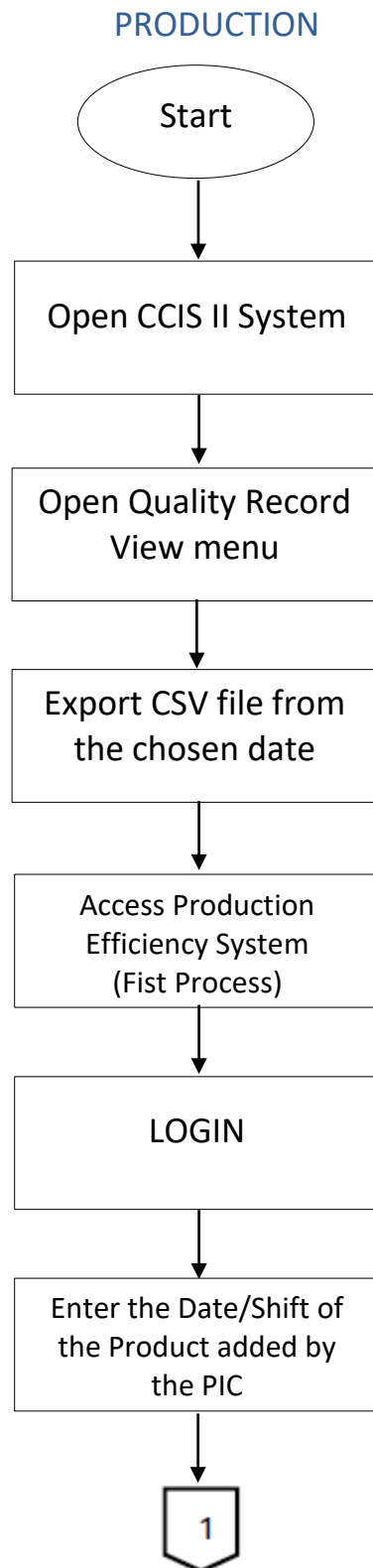
WORK INSTRUCTION

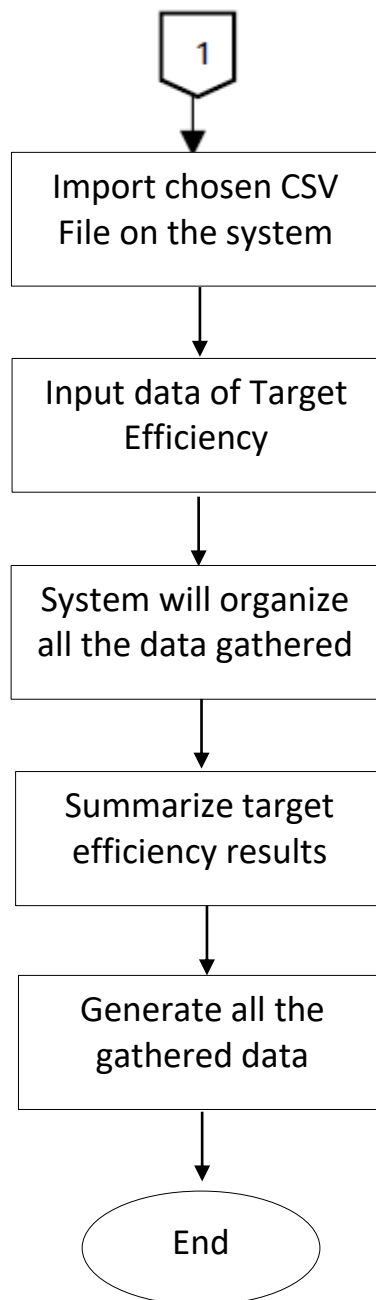
User: Production

Table of Contents

I.	PRODUCTION EFFICIENCY SYSTEM PROCESS FLOW	3
	A. EXPORTING CSV FILE FROM CCIS II	5
	B. HOW TO ACCESS THE PRODUCTION EFFICIENCY SYSTEM?	6
II.	LOGIN	7
III.	HOME	7
	A. SEARCH ENGINE	8
	B. DELETE ALL, ADD AND IMPORT	9
	C. MANPOWER COUNT	10
	D. NORMAL WORKING TIME	11
	E. EXTENDED WORKING TIME	11
	F. DOWNTIME MONITORING	12
IV.	MAINTENANCE	13
	A. CAR MODEL TAB	13
	B. PRODUCTION PROCESS	14
	C. DOWNTIME REASON	14
	D. PERSON-IN-CHARGE LIST	15
V.	ACCOUNT LIST	15
VI.	SUMMARY	17
VII.	HELP (WORK INSTRUCTION)	18

I. PRODUCTION EFFICIENCY SYSTEM PROCESS FLOW



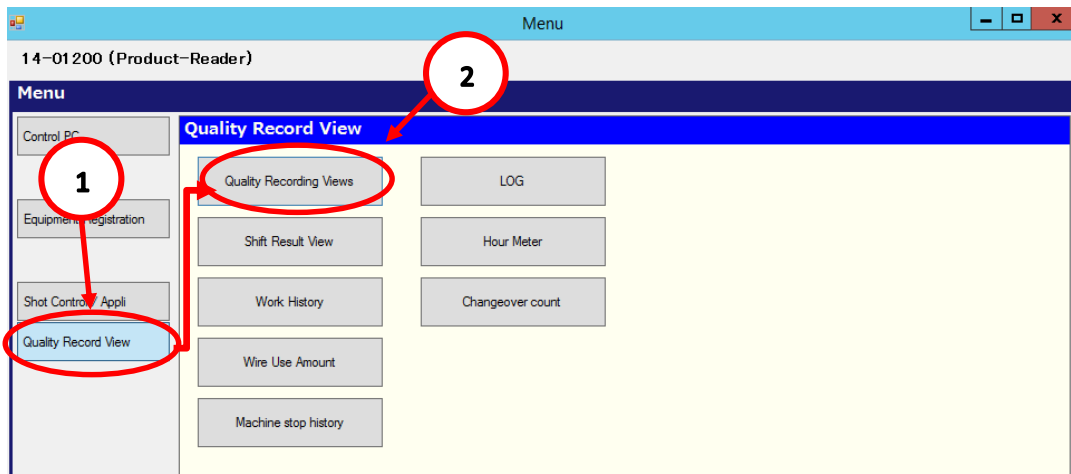


A. EXPORTING CSV FILE FROM CCIS II

Step 1: Open CCIS 11.

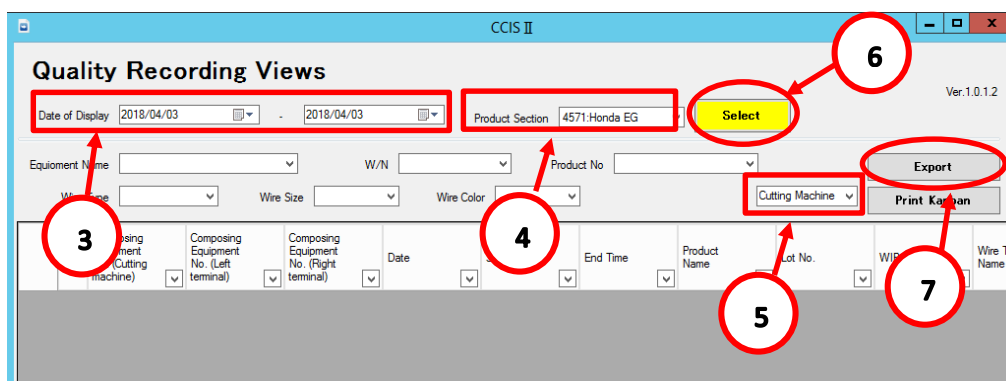


Step 2: On CCIS 11 Menu on the left side, choose **Quality Record View (1)** and then on Quality Record View click **Quality Recording Views (2)**.



Step 3: After clicking the quality recording views, the figure below will show. Make sure that the Date of Display has value together with the Product Section. Then Choose Cutting Machine and Click the EXPORT button.

1. Choose the **date** of the product list you wanted to export.
2. Choose the right **product section**.
3. Choose **"Cutting Machine"**.
4. Click **"Select"**
Wait for few moments to load all the product you choose.
5. Click **Export**.

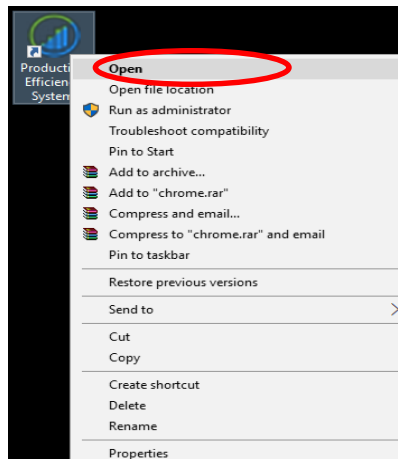


B. How to access the Production Efficiency System?

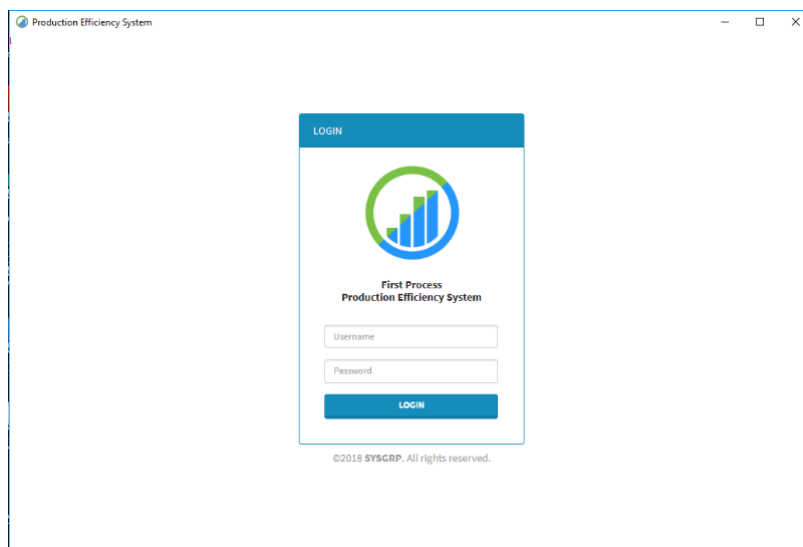
Step 1: Locate the Application Shortcut on your desktop.



Step 2: Double click the icon or right click then choose open.



Step 3: All done! You are now ready to log on.



II. LOGIN

1. Enter correct **Username**.
2. Enter correct **Password**.
3. Click  to open your account.



LOGIN

**First Process
Production Efficiency System**

Username

Password

LOGIN

1

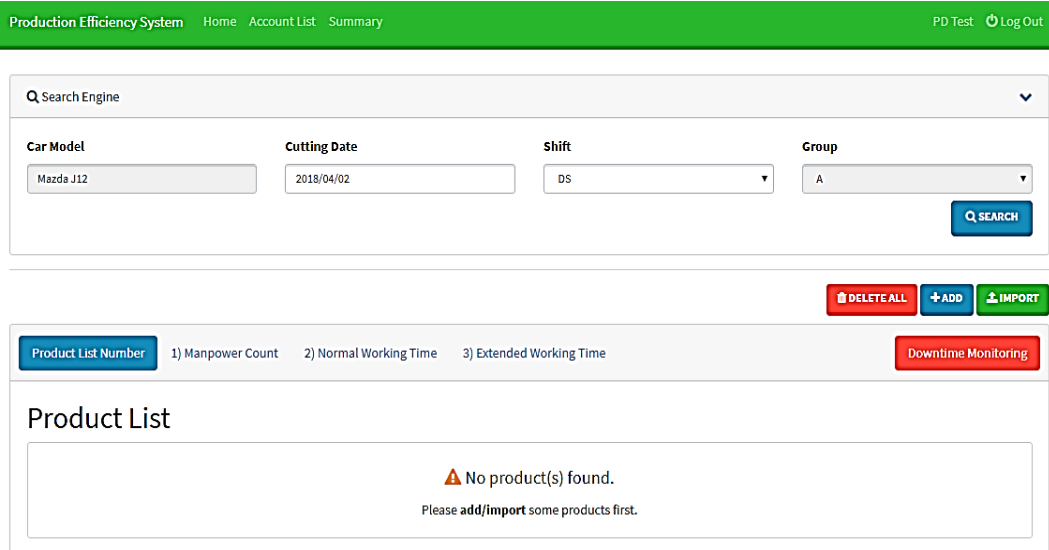
2

3

Figure 1.0

III. HOME

Figure 2.0 shows the graphical user interface (GUI) of Production Efficiency System.



Production Efficiency System Home Account List Summary PD Test Log Out

Q Search Engine

Car Model Cutting Date Shift Group

Mazda J12 2018/04/02 DS A

SEARCH

DELETE ALL + ADD + IMPORT

Product List Number 1) Manpower Count 2) Normal Working Time 3) Extended Working Time Downtime Monitoring

Product List

No product(s) found.
Please add/import some products first.


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Figure 2.0

A. SEARCH ENGINE

1. **Car Model** defines what kind of car model is handled by the person-in-charge.
2. Enter the **Cutting Date**, or the desired date of when the PIC wants to see the records on the product list.
3. Enter the **Shift**, whether it is for DS or NS.
4. **Group** defines what group is the person-in-charge (PIC) belongs.

After completing all the information that the PIC wanted to search, just click the  button.

5. After clicking the  button, the detailed **Product List** for that particular cutting date will show. (refer to figure 2.2)



Q Search Engine

1 Car Model: Mazda J12

2 Cutting Date: 2018/04/02

3 Shift: DS

4 Group: A

Q SEARCH

Figure 2.1



Product List

#	Product Number	Standard Time (mins)	Output (Qty)	Output Man Minutes (ST x Output)	Shift	Group
1	NE3S-67-010A(6)-2	291.4348	552	160872.01	DS	A
2	NE3F-67-010A(6)-2	257.7538	492	126814.87	DS	A
3	NC4D-67-010C(9)-4	263.3298	1200	315995.76	DS	A
4	ND6B-67-010A(6)-2	275.8652	540	148967.21	DS	A
5	NE3V-67-010A(6)-2	283.7459	456	129388.13	DS	A
6	ND6S-67-010B(6)-2	269.8103	1050	283300.82	DS	A
7	ND1N-67-010B(5)-3	283.2891	275	77904.50	DS	A
8	N317-67-010A(4)-3	263.6507	690	181918.98	DS	A

5

Figure 2.2

B. DELETE ALL, ADD AND IMPORT

Figure 2.3 shows the buttons where the user can **Delete All** the products on the product list, to **Add** another product manually and to **Import** the csv file.

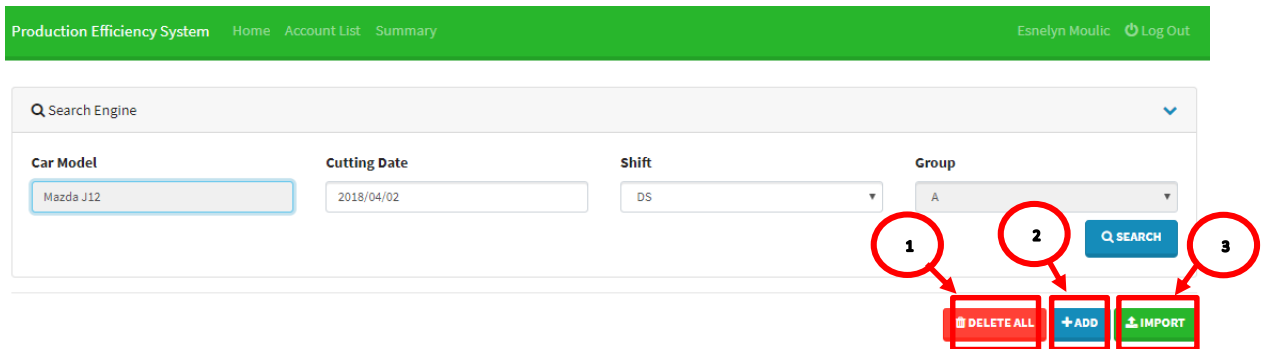


Figure 2.3

1. Once the user clicks **Delete All** button, there will be a notification or message making sure if the user really wanted to delete all the products on the product list.

Note: Once the user deleted all the product on the product list, it will never be back again, so the user must think before deleting.

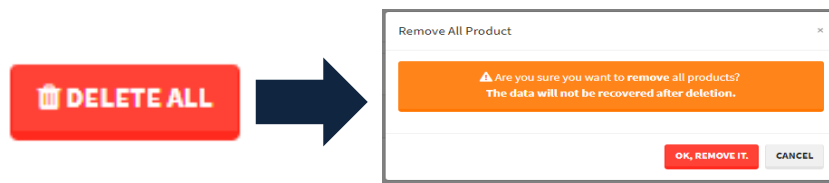


Figure 2.3.1

2. Click **Add** button to add product on the product list manually. Then fill out all the needed information for the product to be added and click **SAVE**.

A blue button with a plus icon and the text '+ADD' has a large blue arrow pointing down to a form titled 'Add Product Number'. The form has four input fields: 'Product Number', 'Standard Time', 'Output (Qty)', and 'Output Man Minutes(ST x Output)'. Below the 'Output Man Minutes' field is a blue 'SAVE' button with a checkmark icon.

Figure 2.3.2

- Click **Import** button to select the CSV file that the user wanted to add on the product list.

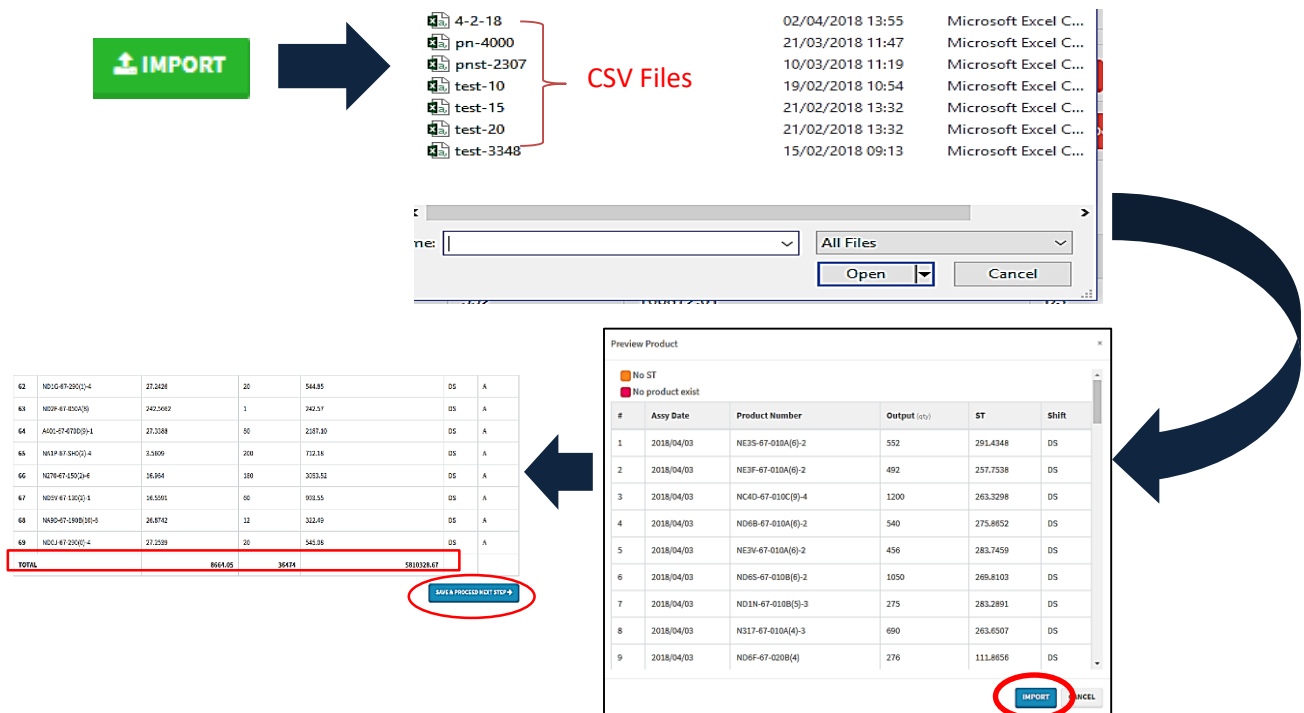


Figure 2.3.3

C. MANPOWER COUNT

- Line 480 (*no break*) and Line 450 (*with break*) target efficiency is for all the processes except PD Jr. Staff and QA Jr. Staff. While, Accounting 480 (*no break*) and Accounting 450 (*with break*) target efficiency includes all processes.
- To save and proceed to the next step, click **SAVE & PROCEED NEXT STEP →** button.

**Note: Make sure that you save all the changes you made.*

Figure 2.4 shows the 'Manpower Count (GROUP A)' form. The form has a tabbed interface with '1) Manpower Count' selected. A red circle with the number '1' points to the 'Target Efficiency' section, which contains input fields for Line 480, Accounting 480, Line 450, and Accounting 450. Below this is a table with columns: PROCESS, ACTUAL, ABSENT, SUPPORT, and Remarks. The table lists various processes: TRD Operators, Point Marking, ZAIHAI, QA Inspectors, PD Jr. Staff, QA Jr. Staff, OJT, and TOTAL. A red circle with the number '2' points to the 'SAVE & PROCEED NEXT STEP →' button at the bottom right.

Figure 2.4

D. NORMAL WORKING TIME

Figure 2.5 shows the total computation of the normal working time of the group. To save and proceed to the next step, click **SAVE & PROCEED NEXT STEP →** button.

**Note: Remember to choose the normal working time of the employees. Then, make sure that you save all the changes you made.*

Figure 2.5

E. EXTENDED WORKING TIME

Figure 2.6 shows the Extended Working Time of a group.

1. It is the total count of person who rendered overtime. The PIC must enter how many persons extend their working time.
2. Shows the summary of total time that the man rendered and the overall efficiency of Line 480 & 450 and Accounting 480 & 450.

Note: Make sure that you save all the changes you made by clicking **SAVE & FINISH button.*

Figure 2.6

F. DOWNTIME MONITORING

Figure 2.7 all the information about Downtime.

Figure 2.7

1. Click **Add** button to add new downtime record for Downtime Monitoring. Then click the save button to add downtime record.

Note: All Field are required to fill out. Don't leave blank field to proceed. Just Write "NA" if it is not applicable.

Figure 2.7.1

2. Click **Export** to download all the records in downtime monitoring as an excel file format.

Figure 2.7.2

IV. MAINTENANCE

Maintenance consist of Car Model, Production Process, Downtime Reason and PIC List.

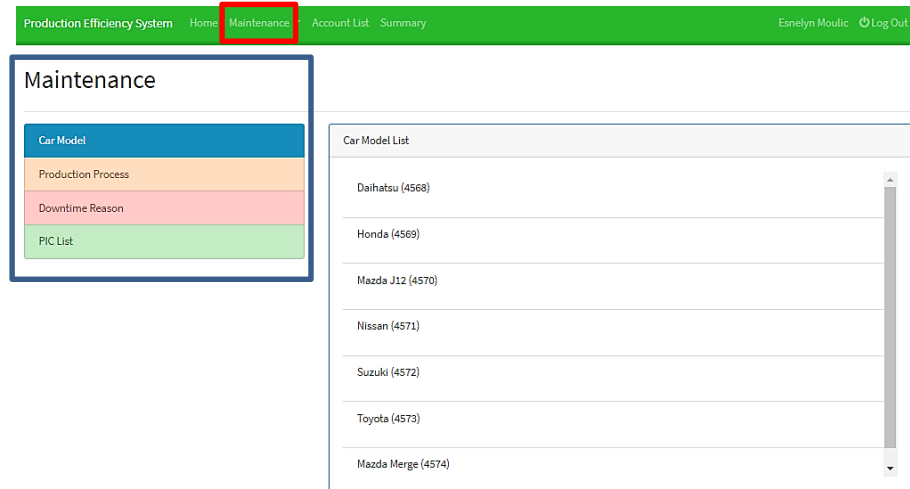


Figure 3.0

A. CAR MODEL TAB

In this tab the PIC or the user can edit/update the car maker record. (refer to the figure below)

Note: Every change that the PIC made must be save. So, don't forget to click the save button.

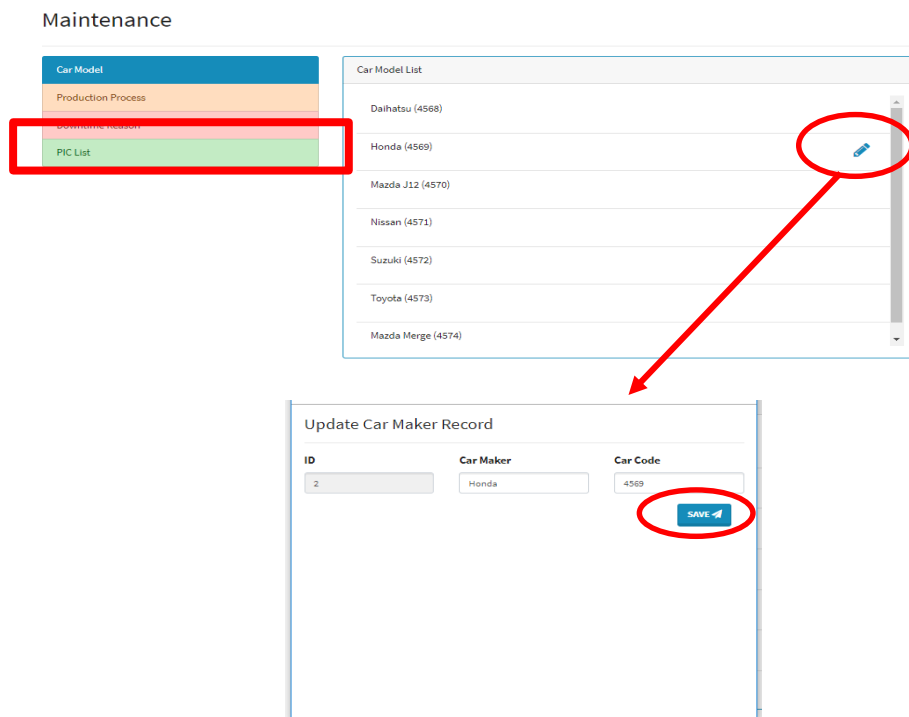


Figure 3.1

B. PRODUCTION PROCESS

In this tab, the user can view production process (first process) that is included on the system.

Maintenance

The screenshot shows the 'Maintenance' tab with four sub-tabs: 'Car Model' (blue), 'Production Process' (orange, highlighted with a red box), 'Downtime Reason' (pink), and 'PIC List' (green). The 'Production Process (First Process)' section is expanded, showing a list of roles: TRD Operators, Point Marking, ZAIHAI, QA Inspectors, PD Jr. Staff, QA Jr. Staff, and OJT.

Figure 3.2

C. DOWNTIME REASON

In this tab, the PIC or the user can add reason for downtime. *(refer to the figure below)*

Note: Every change that the PIC made must be save. So, don't forget to click the save button.

Maintenance

The screenshot shows the 'Maintenance' tab with the 'Downtime Reason' sub-tab (red) highlighted with a red box. The 'Downtime Reason' section is expanded, showing a list of reasons: 'ADD REASON' (circled in red), 'ICS Problem', 'sample reason', 'Delay On Wire', 'TRD Machine Problem', 'Power Interruption', and 'Broken/Bend Pin'. A red arrow points from the 'ADD REASON' button to the 'Add Reason Record' form below. The form has a 'Reason' label and a text input field. A 'SAVE' button (circled in red) is located at the bottom right of the form.

Figure 3.3

D. PERSON-IN-CHARGE LIST

In this tab, the user can add another PIC for the recording of the downtime monitoring. (refer to the figure below)

Note: Every change that the PIC made must be save. So, don't forget to click the save button.

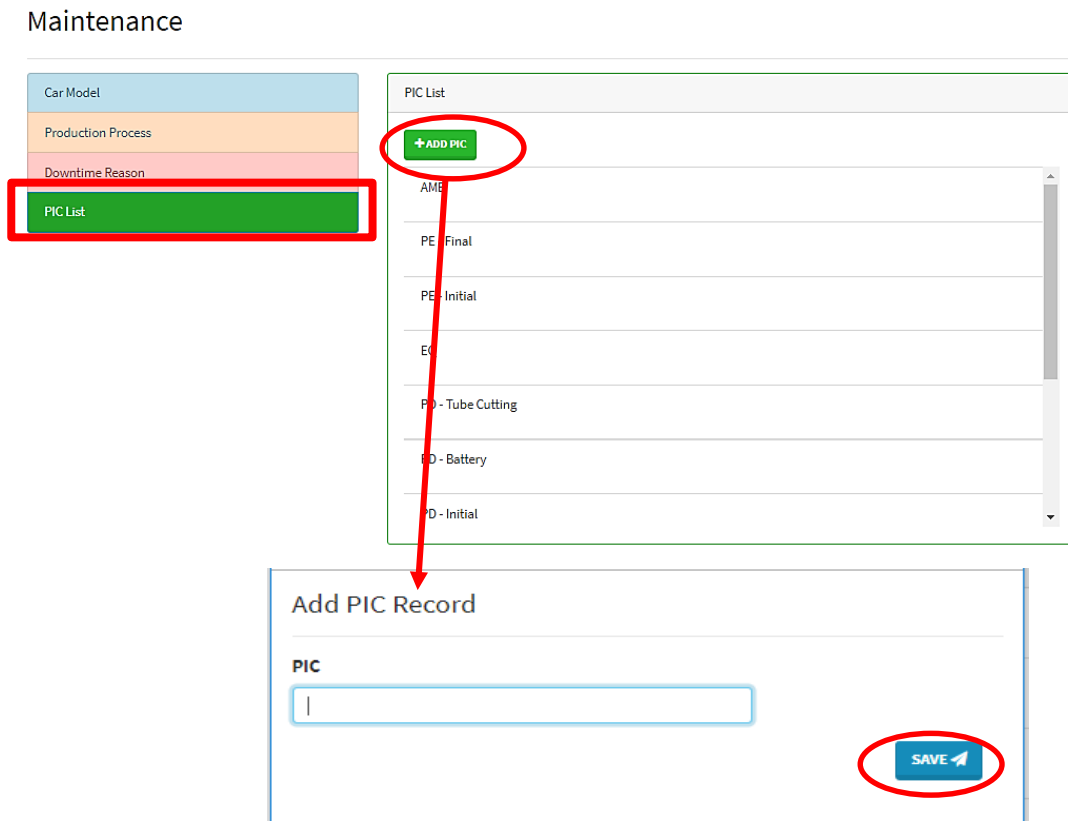


Figure 3.4

V. ACCOUNT LIST

In this menu, the PIC have an access to view, search, add, edit and delete account.

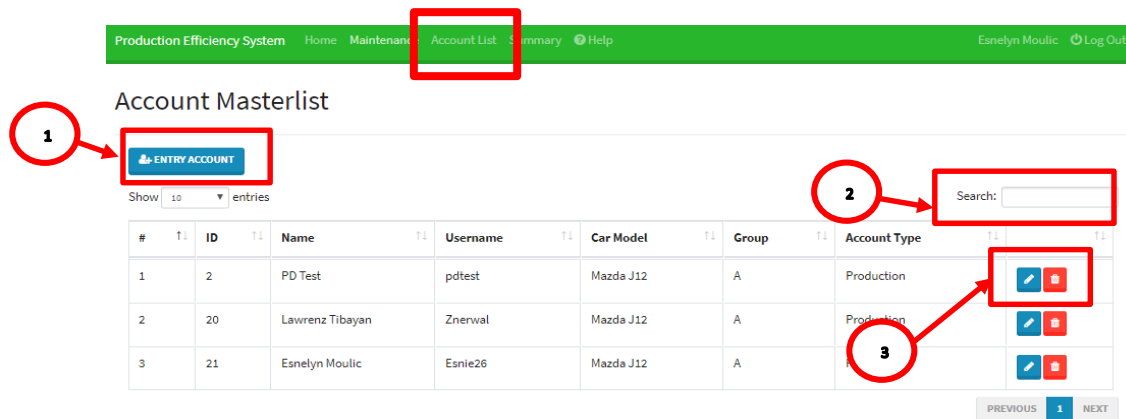
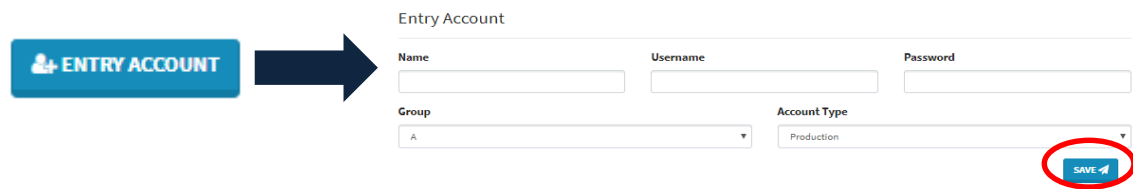


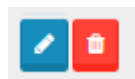
Figure 4.0

1. The PIC can add new account. By clicking “Entry Account” button.
Note: The PIC must click the save button to save the added account.

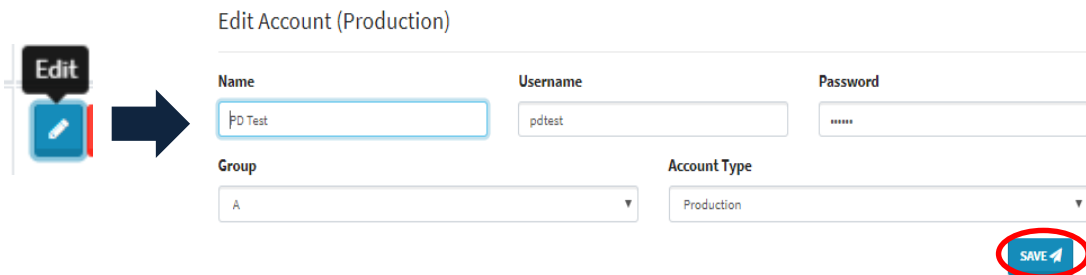


The figure shows a blue button with a plus icon and the text "ENTRY ACCOUNT". An arrow points from this button to a form titled "Entry Account". The form contains input fields for "Name", "Username", and "Password". Below these are dropdown menus for "Group" (with "A" selected) and "Account Type" (with "Production" selected). A "SAVE" button with a checkmark icon is at the bottom right, circled in red.

Figure 4.0.1

2. The PIC can also search a desired user account. Search:
3. The PIC can also Edit and Delete account on the account list. 

Edit Account:



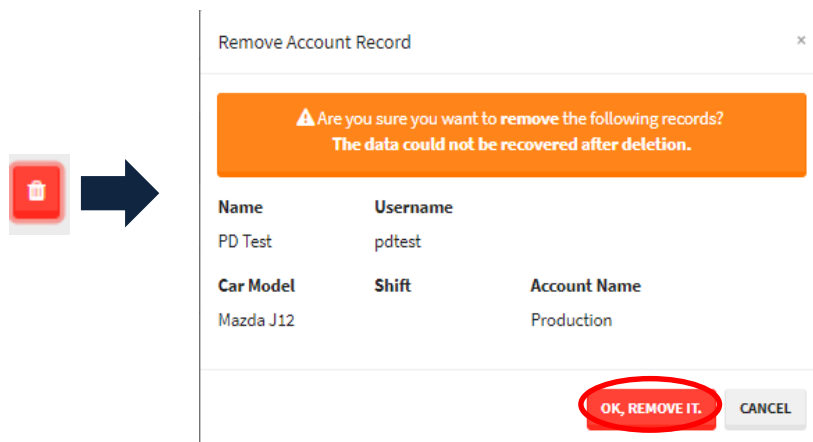
The figure shows a button with a pencil icon and the text "Edit". An arrow points from this button to a form titled "Edit Account (Production)". The form contains input fields for "Name" (with "PD Test" entered), "Username" (with "pdtest" entered), and "Password" (with masked characters). Below these are dropdown menus for "Group" (with "A" selected) and "Account Type" (with "Production" selected). A "SAVE" button with a checkmark icon is at the bottom right, circled in red.

Figure 4.0.2

Delete Account:

In deleting account, there will be a message/notification making sure if the PIC is really sure about the deletion of the chosen account.

Note: Think before you click.



The figure shows a red button with a trash can icon. An arrow points from this button to a dialog box titled "Remove Account Record". The dialog box has a warning icon and the text: "Are you sure you want to remove the following records? The data could not be recovered after deletion." Below this is a table with the following data:

Name	Username	Car Model	Shift	Account Name
PD Test	pdtest	Mazda J12		Production

At the bottom of the dialog box are two buttons: "OK, REMOVE IT." (circled in red) and "CANCEL".

Figure 4.0.3

VI. SUMMARY

1. Filter Summary shows where the PIC can search about the summary of overall efficiency by choosing **Summary Type**, **Car Model**, **Group**, **Start Date** and **End Date** of the data that the user wanted to see.
2. Shows the graph representation of the **Car Model** and **Line Efficiency** search by the PIC on the chosen date on (1). **Red Line** represents the target efficiency while the **Blue Bar** is for the actual efficiency.
3. Shows the summary of all the activity, target efficiency and actual.

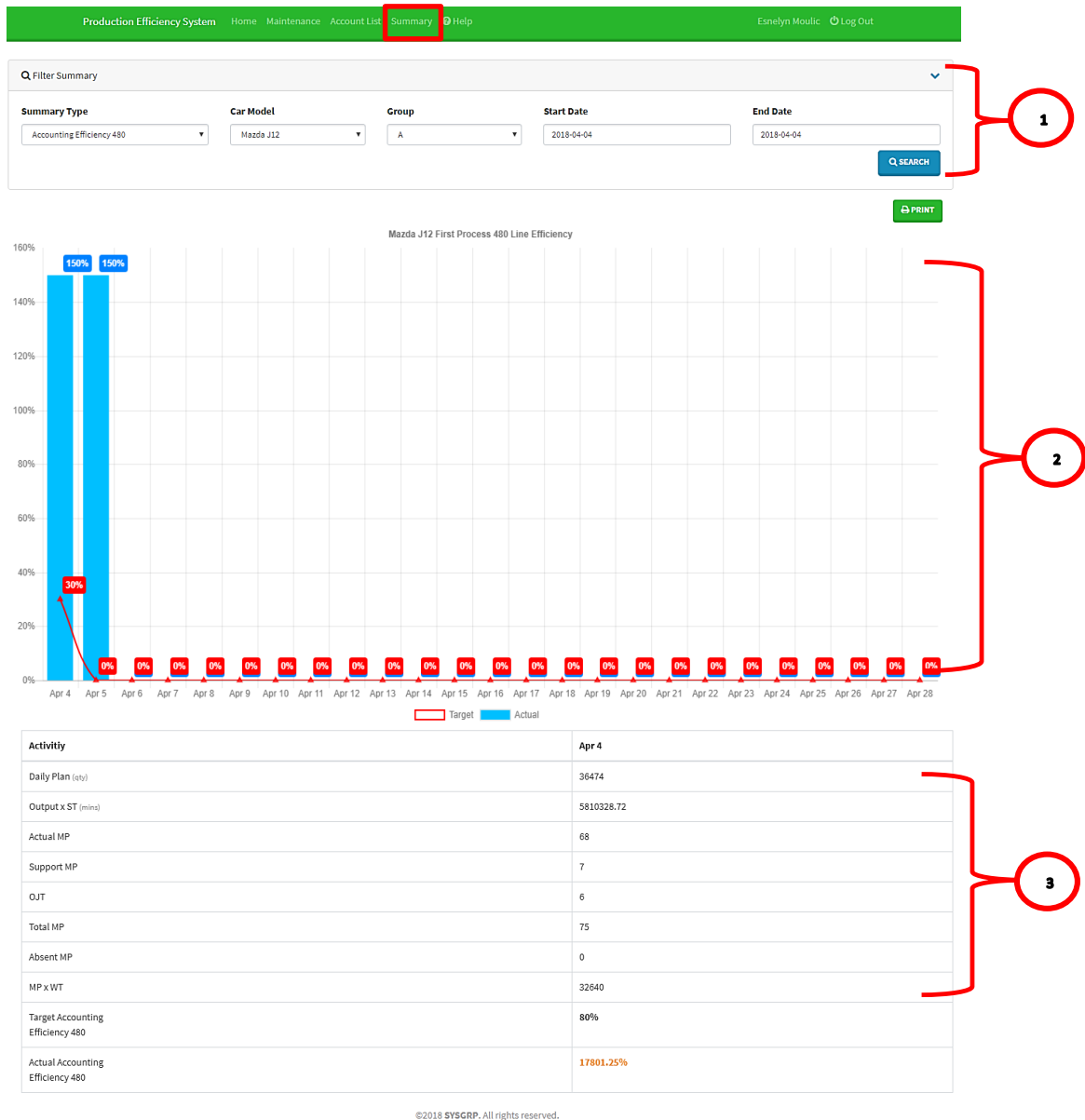



Figure 5.0

VII. HELP

Figure 6.0 shows the Help menu. Once the PIC clicks the  the Work Instruction on how to use the system will pop on the new window. (refer to the figure below)

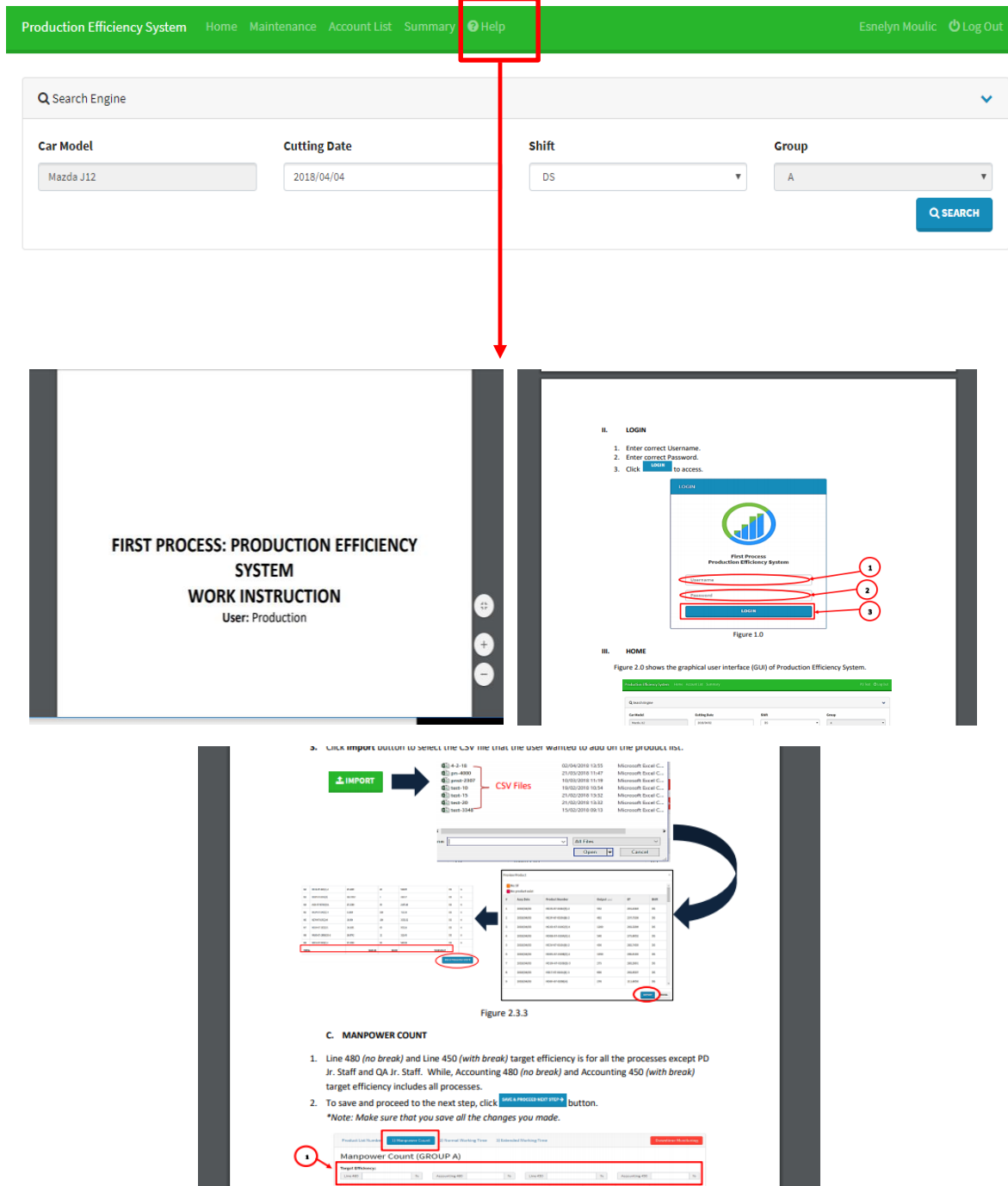


Figure 6.0

---end of work instruction---