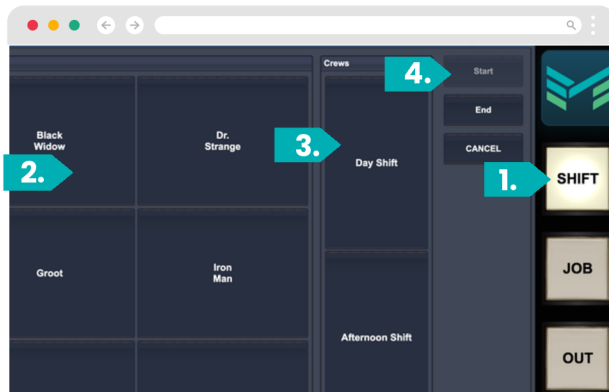


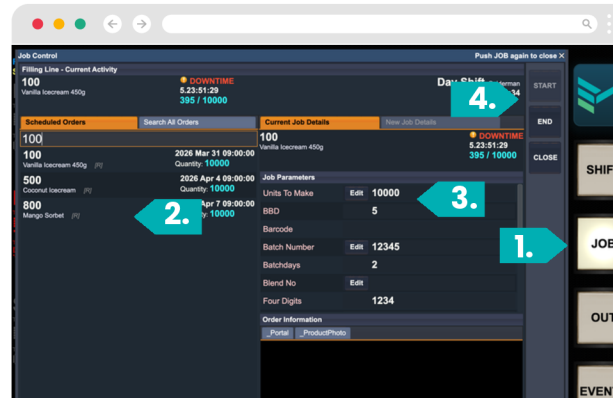
A. START A SHIFT

1. Click the **SHIFT** button
2. Select the **Operator** Name
3. Select the **Crew**
4. Click **Start**



B. START A JOB

1. Click the **JOB** button
2. Select the **SKU**
3. Click **Edit**, enter the **Units To Make**, click **OK**
4. Click **Start**



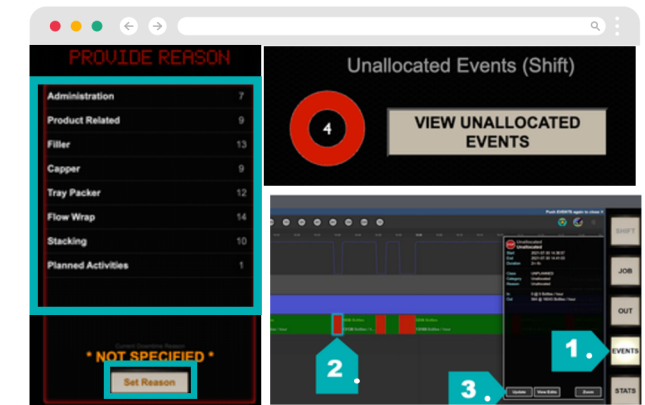
C. EXPLAIN A STOPPAGE

When the line has stopped:

1. A red **Provide Reason** box appears
2. Select the **Category & Reason**, click **Set Reason**

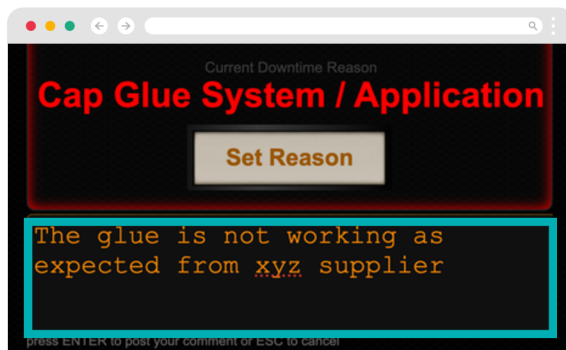
While the line is running:

1. Click **Unallocated Events** or **Events**
2. Select the stoppage, **Add Reason/Update**
3. Select the **Category & Reason**, click **Set Reason**



D. ADD COMMENTS

1. Tap **"Click here to enter feedback"**
2. Type a **comment** and press **Enter**



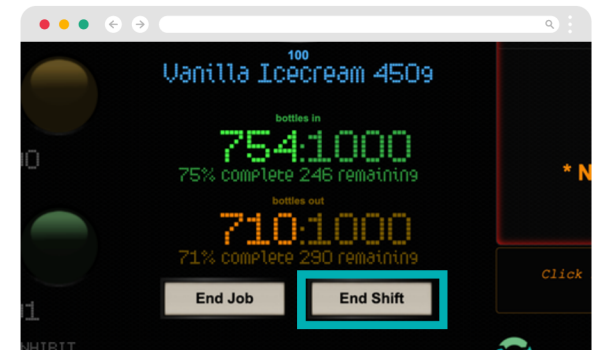
E. END A JOB

1. The **End Job** button appears during a stoppage.
2. Click **End Job** when no job follows.



F. END A SHIFT

1. The **End Shift** button appears during a stoppage.
2. Click **End Shift** when no shift follows.



NOTE: If the End Job & End Shift button disappears, a downtime reason must be allocated.