



# Using OFS-Flow

Operations Feedback Systems



# What is OFS-Flow?

Our specially designed module for manufacturers lets you replace paper forms on the factory floor, streamline information collection and get audit-ready with confidence.

Flow forms are automatically pop-up based on events from the production line, so you can build workflows and digital forms to automate processes and let your team just get on with work, knowing that critical forms are there, when they need it. Then, once they do, operators can simply fill out forms and notify the right people through the module on any web-enabled device.

# Video Resources

Use the links below to discover our range of OFS video resources.

[Introducing OFS-Flow](#)

[How to Build a Form](#)

[Building Workflows](#)

[How to Set up General Alert Settings and Triggers](#)

[Handling Alerts on the Console](#)

[Reporting and Accessing Alerts in Analytics](#)

[Flow 2.0 User Guide \(document\)](#)



Auto-populate  
job-specific  
information

Product  
data  
validation

Conditional  
formatting

### Shift Start Form

Check for 11508 Round Multigrain Roll FB 35g by Elma Halle, Day -  
2020-02-17 14:54:30 AEDT

Factory Order #

0000001

Batch

12

Finished Goods SKU

3602

Size

500ml

#### Fill Check

Fill Volume

Vol +/- .05ml

495

volume must be between 500ml  
and 550ml

Fill Weight

600

BPO +/- .05ml

Cap Torque

5

#### Label

Label Code

11508

##### Label Visual

- ☒ label verified
  - ☐ label registration
  - ☒ label colour
  - ☒ label - position
- all four checks must be completed

Vertical Position - Straight

Yes

#### Outer Carton

Carton Code

1717003

Pack Size

x 6

x 12

x 18

x 24

pack size must match job data

Print Visual

- ☐ outer verified
- ☐ outer registration
- ☐ outer colour
- ☐ varnish free

Assembled

outer s

outer s

pallet f

Pending

Missed - Review

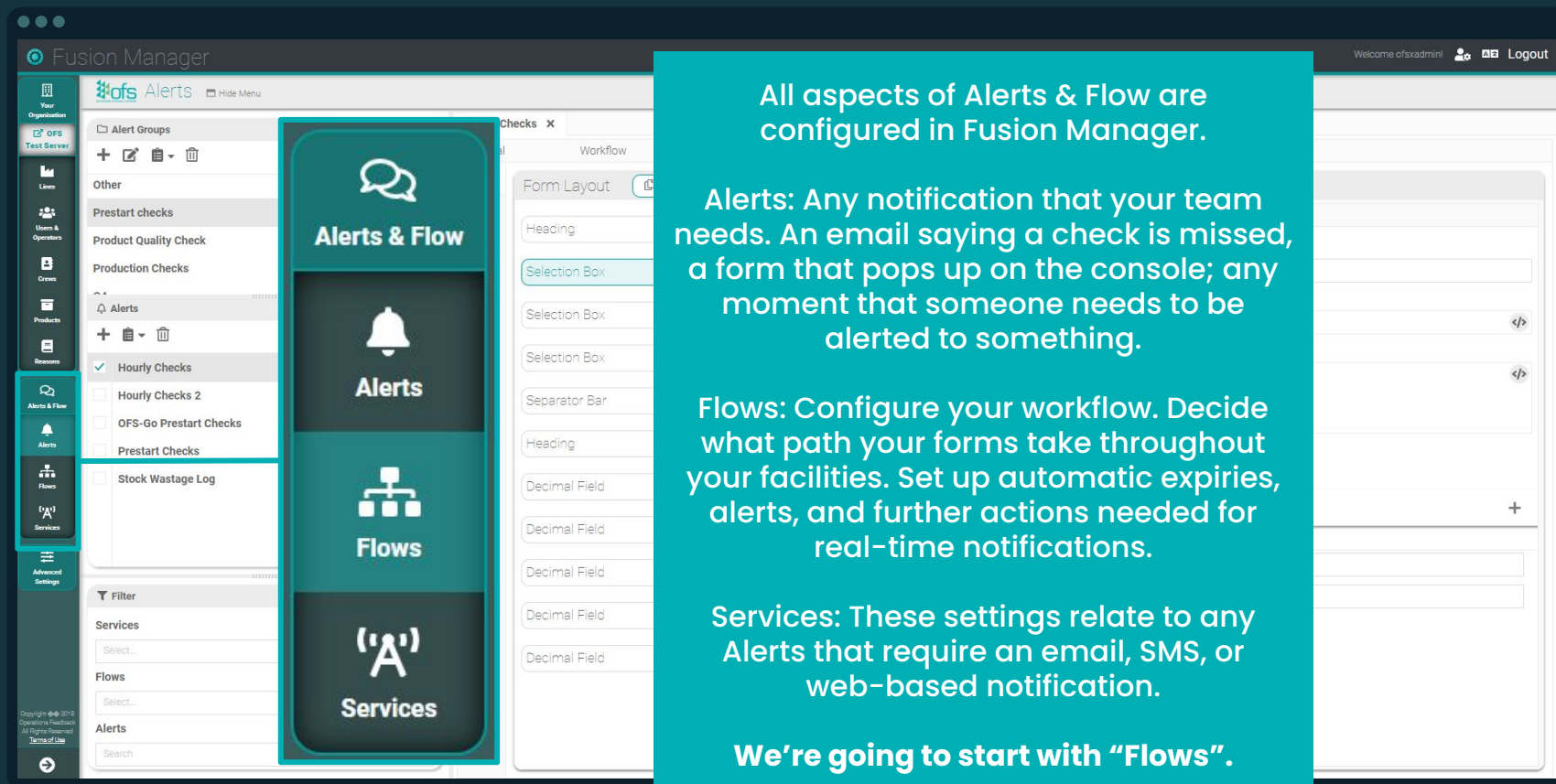
Failed

Lab Sign Off

Downtime

Job, line,  
and operator  
information  
with  
timestamps

Automated  
workflows and  
conditional  
states



The screenshot shows the Fusion Manager web application. On the left is a sidebar with navigation icons for 'Your Organization', 'OFS Test Server', 'Lines', 'Users & Operators', 'Crews', 'Products', 'Resources', 'Alerts & Flow', 'Alerts', 'Flows', 'Services', and 'Advanced Settings'. The 'Alerts & Flow' section is highlighted. The main content area is titled 'Alerts' and shows a list of 'Alert Groups' and 'Other' sections. A central overlay box with a teal background and rounded corners contains four icons: a speech bubble for 'Alerts & Flow', a bell for 'Alerts', a flowchart for 'Flows', and a person with an 'A' for 'Services'. To the right of the overlay, a 'Workflow' configuration panel is visible, showing a 'Form Layout' with various input fields like 'Heading', 'Selection Box', 'Separator Bar', and 'Decimal Field'. The top right of the interface shows a user profile and a 'Logout' button.

**All aspects of Alerts & Flow are configured in Fusion Manager.**

**Alerts:** Any notification that your team needs. An email saying a check is missed, a form that pops up on the console; any moment that someone needs to be alerted to something.

**Flows:** Configure your workflow. Decide what path your forms take throughout your facilities. Set up automatic expiries, alerts, and further actions needed for real-time notifications.

**Services:** These settings relate to any Alerts that require an email, SMS, or web-based notification.

**We're going to start with "Flows".**

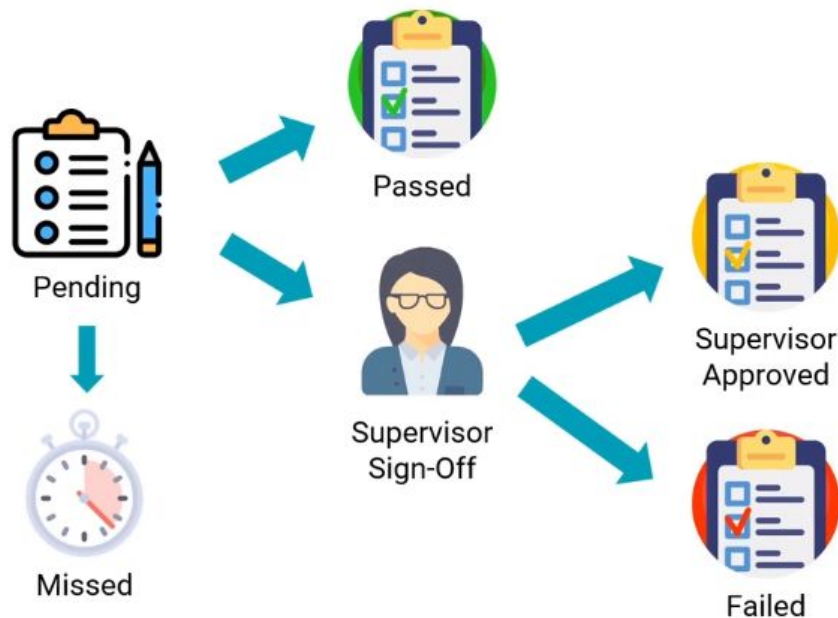
A flow refers to the path that a form travels through your entire operation.

For example:

A quality check that the operator passes or escalates for further action.

A supervisor then assesses and passes or escalates again.

## Flows



## Opened States



## Pending

Expires to **Missed - Review** in 15min

**INTERUPT** **PERMIT VALID FORM** **PERMIT INVALID FORM**

55 Workflows

## Missed - Review

Expires to **Failed** in 15min

**PERMIT VALID FORM** **PERMIT INVALID FORM**

Every workflow must have an **open** state (in progress) and a **closed** state (archived).

You can create new states using the + symbols above.

## Closed States



## Failed

Edit Form Permission

**PERMIT VALID FORM** **PERMIT INVALID FORM**

44 Workflows

## Lab Sign Off

Edit Form Permission

**PERMIT VALID FORM** **PERMIT INVALID FORM**

4 Workflows

## Completed

Edit Form Permission

**PERMIT VALID FORM** **PERMIT INVALID FORM**

53 Workflows

## Downtime

Edit Form Permission

**PERMIT VALID FORM** **PERMIT INVALID FORM**

## Opened States

## Pending

Expires to Missed - Review in 15min

INTERUPT PERMIT VALID FORM PERMIT INVALID FORM

## Missed - Review

Expires to Failed in 15min

PERMIT VALID FORM PERMIT INVALID FORM

## Expires to

Missed - Review

## Expire time (minutes)

15

ON Interrupt

OFF Expire on next alert

ON Permit valid form

ON Permit invalid form

State settings can be configured by selecting the edit pencil icon.

This is where you set what state a form will automatically expire to, and what forms are allowed in this state.

E.g., you don't want to permit an invalid form be submitted to your "Completed" state.

## Completed

Edit Form Permission

PERMIT VALID FORM PERMIT INVALID FORM

## Downtime

Edit Form Permission

PERMIT VALID FORM PERMIT INVALID FORM



**Fusion Manager** Welcome ofxadmin! Logout

**ofs Alerts** Hide Menu

**Your Organisation**

- ofs Test Server
- Users & Operators
- Crews
- Products
- Resources

**Alerts & Flow**

- Alerts
- Flows
- Services
- Advanced Settings

**Alert Groups**

- Other
- Prestart checks **2**
- Product Quality Check
- Production Checks
- Alerts
- Hourly Checks **3**
- Hourly Checks 2
- OFS-Go Prestart Checks
- Prestart Checks
- Stock Wastage Log

**Filter**

**Services**

Select...

**Flows**

Select...

**Alerts**

Search

**Hourly Checks**

General Workflow Form Triggers

**Form Layout**

Heading Filling, Capping and Quality

Selection Box Fill Level

Selection Box Closure

Selection Box Water Quality

Separator Bar

Heading Water Checks

Decimal Field UBT Free Chlorine

Decimal Field TBT Free Chlorine

Decimal Field Turbidity

Decimal Field Sample pH

Decimal Field UV Lumen

**Field Properties** Field Validation Rules

**Required** Unique Field Name\* Form Field Label

ON Fill Level Fill Level

**Units**

Units

**Help Text**

Is Fill Level Acceptable?

**Style\***

Drop Down Radio Button

**Edit Options**

Value\*

Acceptable

Not Acceptable

Select Alerts>Alert Group>Alert

Each Alert is housed within an Alert group, such as "Prestart Checks", in order to organise and display on the correct consoles.

Fusion Manager

Welcome ofxadmin! Logout

ofs Alerts

Alert Groups

Hourly Checks x

General Workflow Form Triggers

Form Layout

Selection Box

Field Properties

Field Validation Rules

Hourly Checks x

General Workflow Form Triggers

Hourly Checks 2

OFS-Go Prestart Checks

Prestart Checks

Stock Wastage Log

Filter

Services

Flows

Alerts

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**General:** Your form's name and Alert Message.

**Workflow:** Assign the Workflow you have built.

**Form:** Build your Form.

**Triggers:** Create rules for the notifications.

Fusion Manager

Welcome ofxadmin! Logout

**ofs Alerts** Hide Menu

Your Organisation  
ofs Test Server

Alert Groups

- Other
- Prestart checks
- Product Quality Check
- Production Checks
- Alerts
- Hourly Checks
- Hourly Checks 2
- OFS-Go Prestart Checks
- Prestart Checks
- Stock Wastage Log

Hourly Checks x

General Workflow Form Triggers

Form Layout

Heading

Selection Box

Selection Box

Selection Box

Separator Bar

Filling, Capping and Quality

Fill Level

Closure

Water Quality

Selection Box

Field Properties

Field Validation Rules

Required Unique Field Name\*

Form Field Label

Units

Help Text

Is Fill Level Acceptable?

These controls allow you to edit your form.

Form Layout

Left to right: Copy, Move up, Move down, Delete, Preview, Import/Export, Maximise.

Filter

Services

Flows

Alerts

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When designing your OFS Flow forms, you can customise your Forms utilising a number of field types to digitise and reflect the style of your current paper forms.

The screenshot displays the Fusion Manager interface, specifically the 'Alerts' section. The sidebar menu on the left includes options like 'New Organisation', 'OFS Text Server', 'Links', 'Users & Operators', 'Current', 'Products', 'Resources', 'Alerts & Flow', 'Alerts', 'Flow', 'Advanced Settings', and 'Copyright © 2018 Operations Feedback Ltd. All Rights Reserved. Terms of Use'. The main content area shows a list of alert groups under 'Alert Groups', including 'Prestart checks', 'Product Quality Check', 'Production Checks', and 'Hourly Checks'. A teal overlay on the right side of the interface lists the following form field types:

- Heading
- Info Text
- Separator Bar
- Integer Field
- Decimal Field
- Date Field
- Time Field
- Date and Time Field
- Text Field
- Text Area
- Checkbox
- Selection Box
- Multi-Select

Form Layout

Field Properties

**Field Validation Rules**

Validation Rules for **Turbidity** (% Decimal Field)

Mark form as **Error** with message Value must be positive , when

`a["Turbidity"] < 0`

OR

Mark form as **Invalid** with message Refer to Lab - value out of range , when

`( % Turbidity < 0 ) OR ( % Turbidity > 0.5 )`

Special Fields

- Value
- Alert Data
- Product Data

Math Operators

+ - × ÷ % a<sup>b</sup> = ≠ < > ≤ ≥

Field Validation allows you to build rules that determine whether a value is within spec or not. These Valid/Invalid margins change the state a Form can be moved to.

Validation can be based on static values, or on specific Product Metadata.

Hourly Checks ×

General

Workflow

Form

Triggers **1**

Edit Triggers

☐ Hide Menu

Total Time Or Count

0

Edit Job Trigger

+

Job **2**

1

Shift

0

Machine State

0

Relay

0

☒

Licence

On Start

On End

Conditional

Offset

Repeat

Offset and Repeat Units

Lines

Services

Job : after 500 In : then every 5000 In

☒☒ Licenced☐☐☐

500

5000

In

1

0

**3**

Alerts can be configured to trigger with a new job, a new shift, a new machine state such as downtime, and more.

Each Alert can have more than one trigger.

## Update Job Trigger

#ofs

This operation will modify the selected Job Trigger.

Job : After 500 In then every 5000 In : (1 line)

General

Conditional Expression

OFF

☐

On Start

☐

On End

☒

Offset

500

☒

Repeat

5000

Offset and Repeat Units

In

Lines

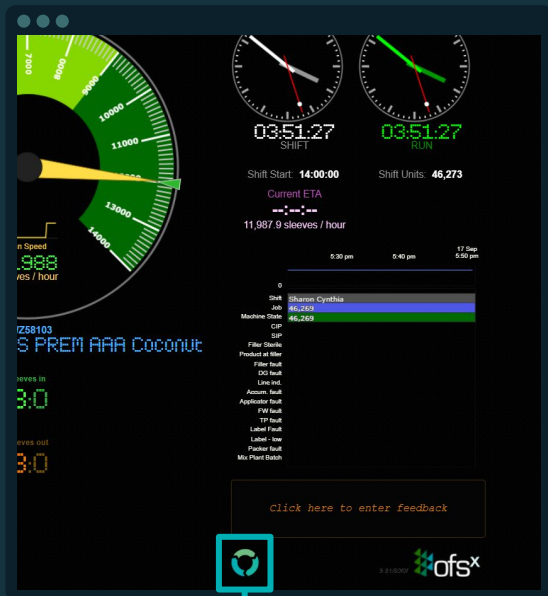
Filler 080

Services

Select Services

Update

Cancel



The Bottling form is shown with a sidebar on the left containing a 'FLOW FILTER' section with 'Open' and 'All' options, and a 'GROUPS' section with various categories like 'BenethTesting', 'Jules', '3mopres', 'Electrolux training', 'IRC work Flow', 'Fonterra POC', 'LD Testing', 'Production Checks', 'QA', 'Flow Integration', 'Maintenance Check', 'Product Quality Check', 'Traceability', and 'Quality checks'. A red box highlights a '+' icon at the top of the sidebar. The main form area is titled 'Bottling' and includes a status bar at the top right indicating 'Pass' and 'Opened Thursday, October 17, 2019 11:08 AM'. The form contains several input fields: 'Tank Number' (Tank 1), 'BB Date' (2019-12-12), 'Bottle Rinse' (4), 'Cap Torque' (3), 'CO2' (3), 'Cap Damage' (1), 'Weight' (3), 'Taste / Smell' (1), 'Carton Check' (1), and 'Label Check' (1). A comment field is at the bottom. A second 'Bottling' form is shown below, indicating 'Missed' status and 'Opened Wednesday, October 16, 2019 1:34 PM'.

Flow can be accessed using the Live Flows icon on the operator console. Operators can select the + icon to manually raise a new form, complete a form that has been populated, or view forms previously completed. Different “Groups” can be ticked to show the relevant forms for each console.

