

Using OFS-Flow

Operations Feedback Systems



Resources

<u> Introducing OFS-Flow</u>

How to Build a Form

Building Workflows

<u> Handling Alerts on the Console</u>

Reporting and Accessing Alerts in Analytics

Flow 2.0 User Guide (document)





What is OFS-Flow?

Flow digitises both forms and processes.

Timestamps and event-based triggers mean forms don't get forgotten and are completed at the relevant time.

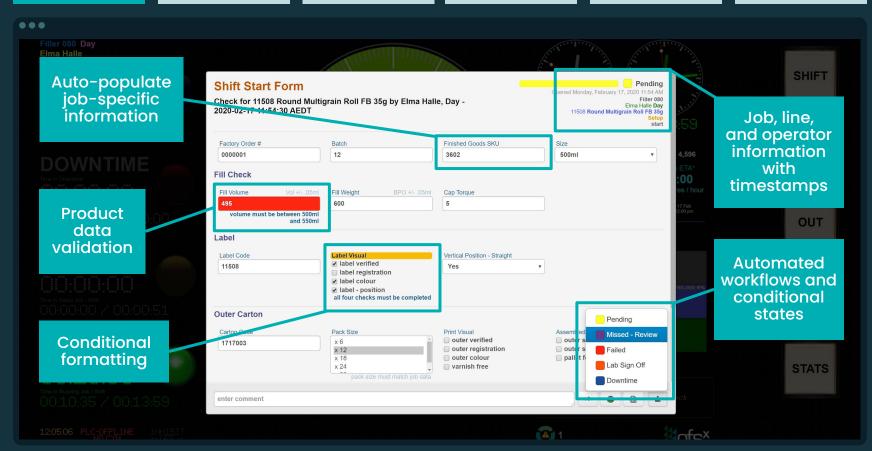
Workflows allow your paperwork to trigger and move throughout your operations automatically, whilst being accessible to multiple parties and providing real-time visibility.

It can <u>auto-populate</u> fields so operators don't have to enter the same values multiple times.

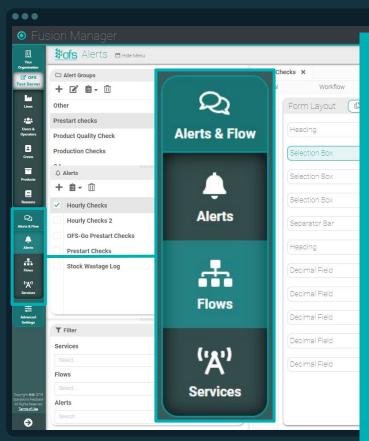
Data validation helps avoid products that are out of specification by comparing to your information in OFS.



Overview Workflows & Alerts Building Forms Triggers & Validation Operator Console Flow Manager







All aspects of Flow and Alerts are configured in Fusion Manager.

♣ ME Logout

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.

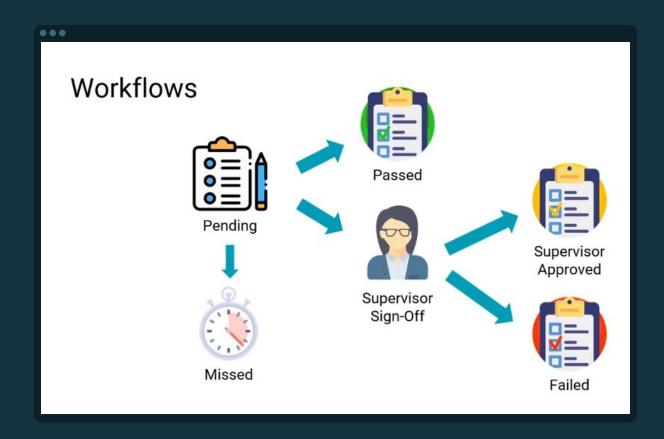
We're going to start with "Flows".



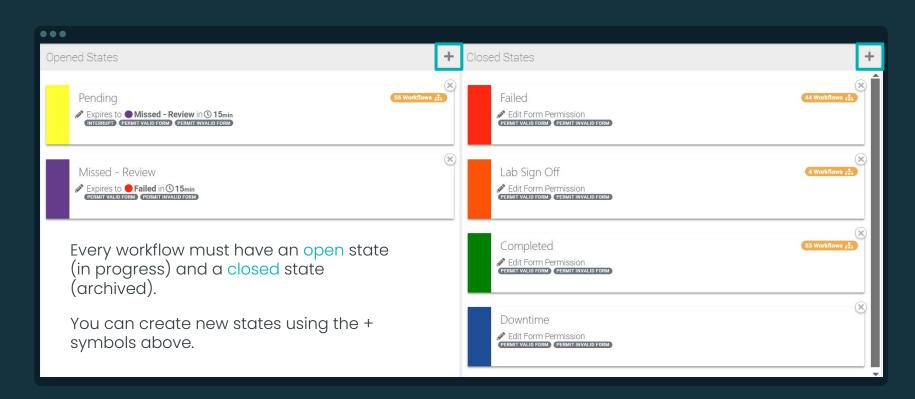
A workflow refers to the path that a form travels through your entire operation.

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

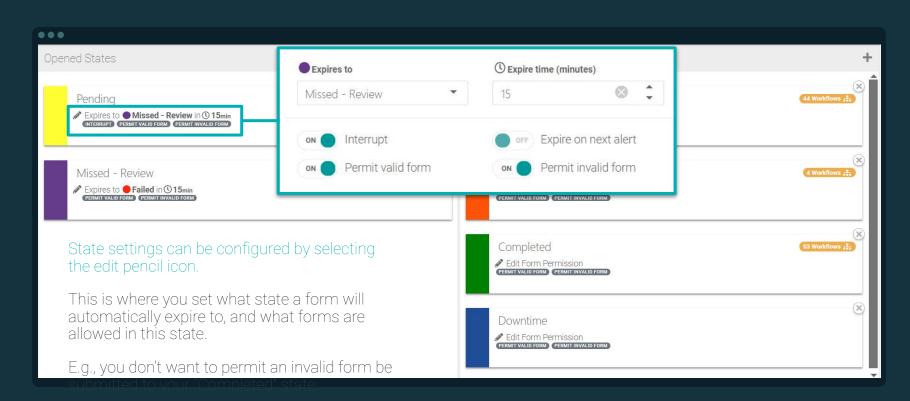
A supervisor then assesses and passes or escalates again.





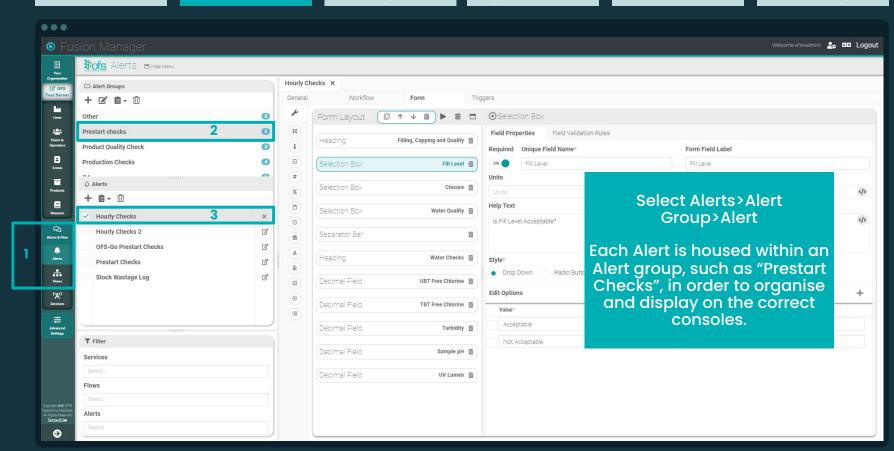




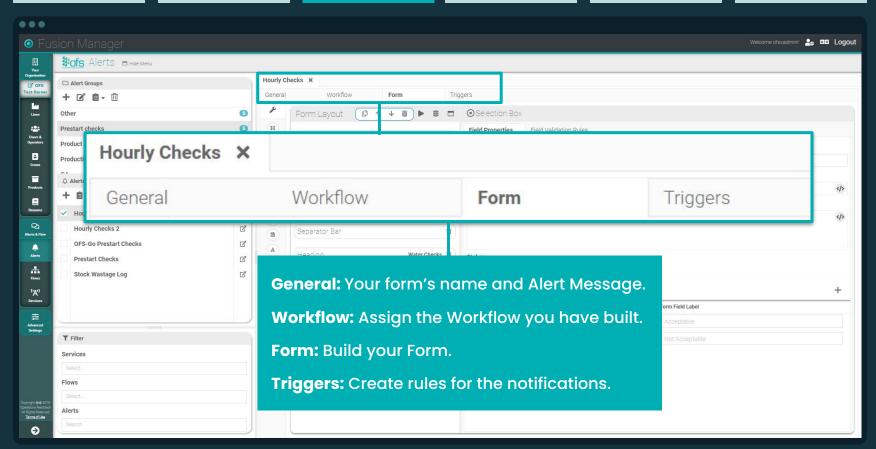




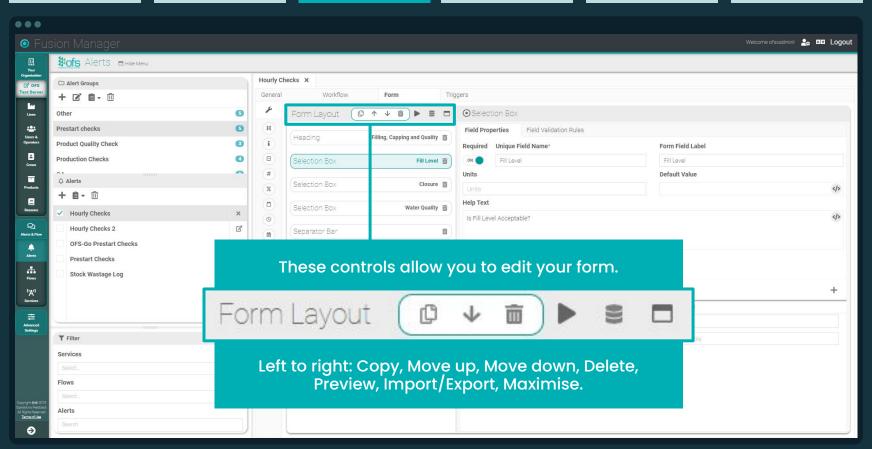
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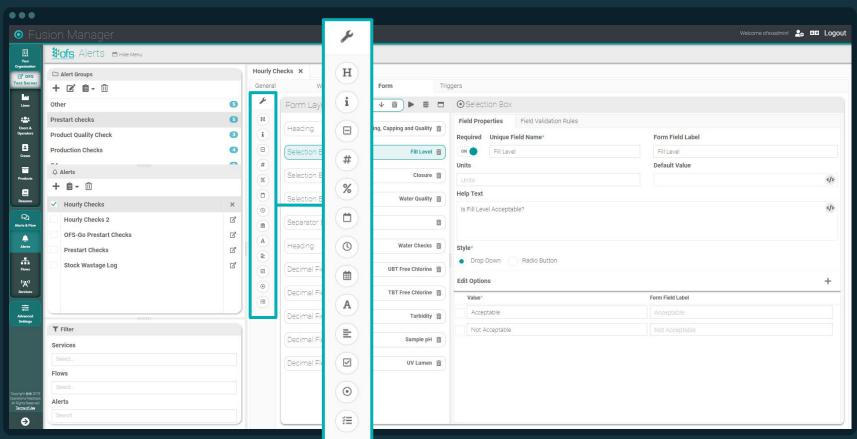




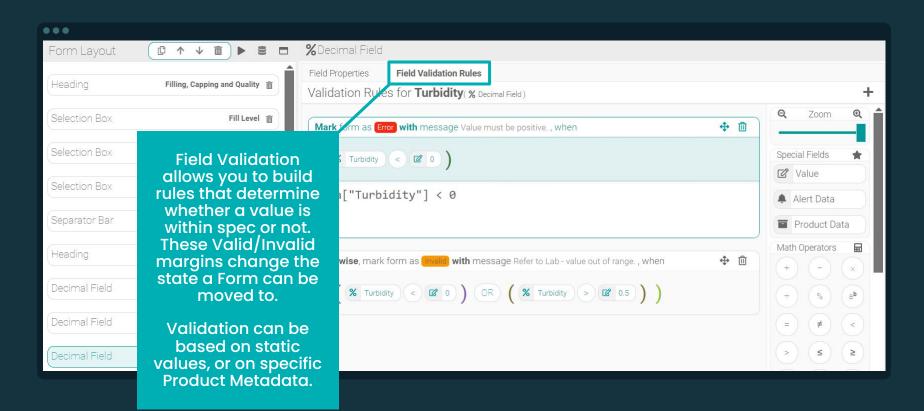




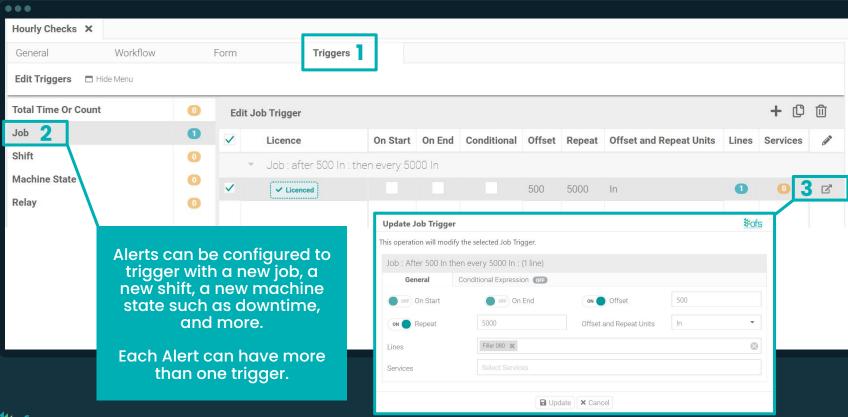






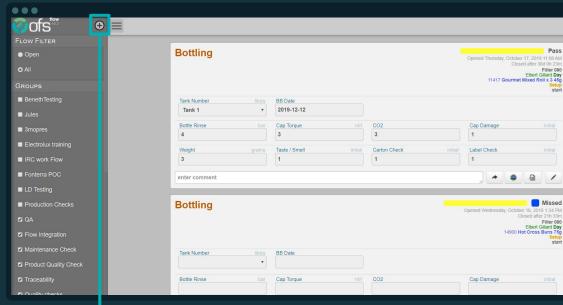












Flow can be accessed using the Live Flows icon on the operator console. Operators can select the + icon to manually raise a new form, complete a form that has been populated, or view forms previously completed. Different "Groups" can be ticked to show the relevant forms for each console.



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