

# Tasks & Checklists



Guides the user through the execution of complex operations and manages factory wide action items

## Overview

Manufacturing operations that need to be performed manually can be quite complex. Checklists provide step-by-step guidance to the user throughout the execution of complex operations.

The manufacturing environment is also a very fluid and complex one. A lot of issues may require attention and action. In order

to keep track of all the open issues as well as to have clear visibility about the ownership and progress of the different actions, it's necessary to have a mechanism to track and manage factory-wide tasks.

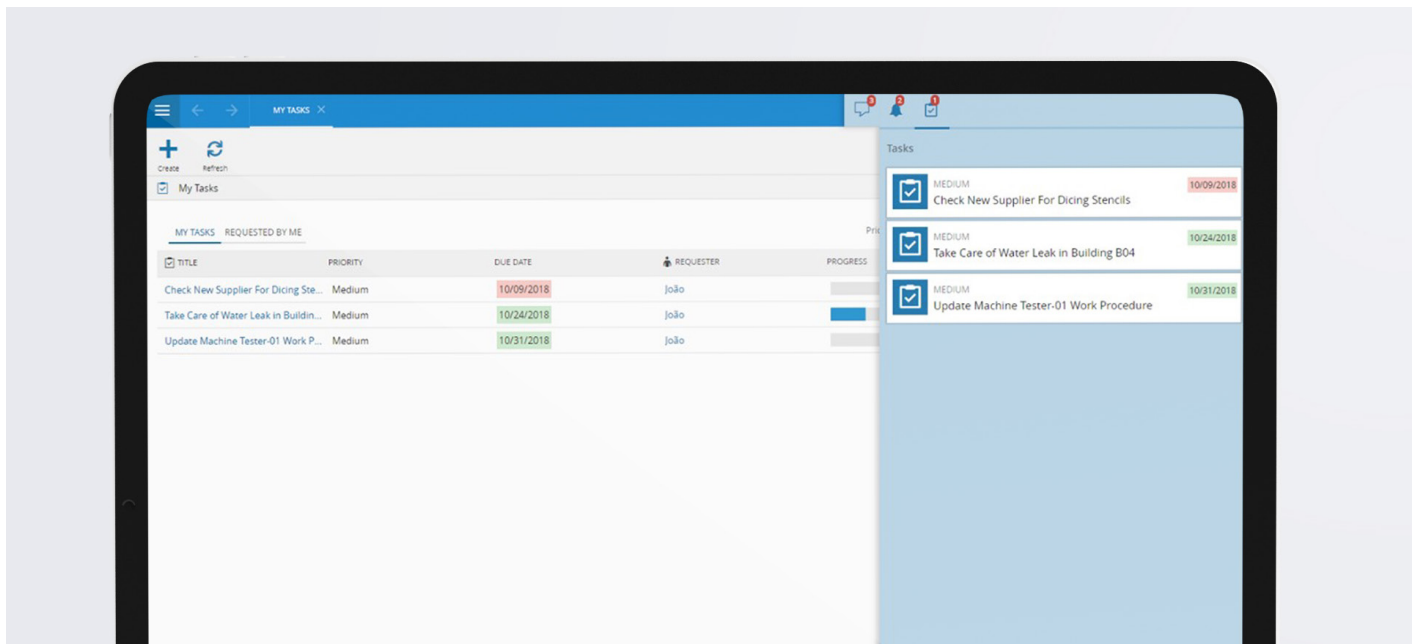


Figure 1 My Tasks screen example

## Key Features

- Support for optional and mandatory checklist items.
- Support for sequential and floating checklist items. Floating checklist items can be performed at any time without following any sequence.
- Support for both long running and immediate checklists.
- Support for checklist item parameters.
- Support for associating rich-text instructions and documents for each checklist item.
- Support for checklist items of four types: Manual Tasks, Manual Actions, Automatic Actions and Signatures.
- Integration with the Material Tracking, Resource Tracking, Maintenance Management and Exception Management modules.
- Provision of a dedicated task pane for every user about his/her open tasks.
- Support for sending notification emails (including reminders) to the task owner and task requester.
- Integration with the Exception Management module.
- Support for linking checklist item with data collection parameters to maintain a unified operator workflow.

## Benefits

- Increased process control
- Paper reduction
- Reduction in the opportunity for errors
- Increased visibility and monitoring of tasks

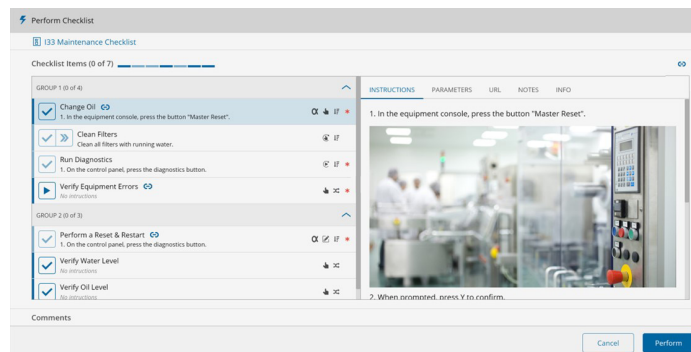


Figure 2 Checklist example

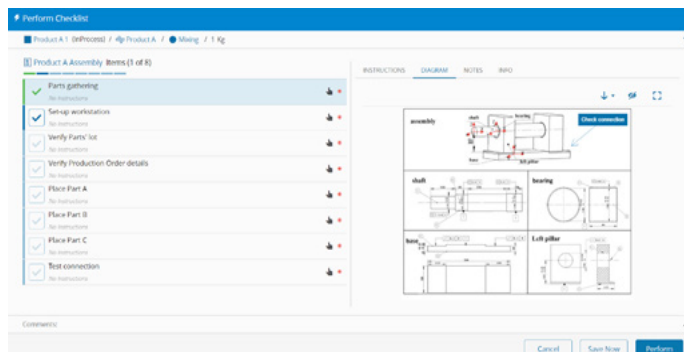


Figure 3 Checklist with product diagram

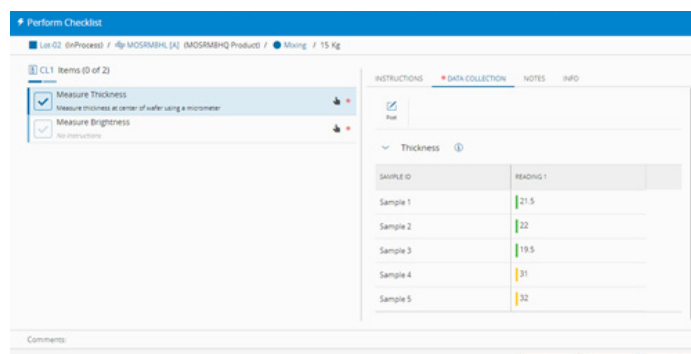


Figure 4 Checklist with an item containing a linked data collection parameter