

Optegrity Defect Tracker : Gigbot™

Welcome to Gigbot™, your all-in-one solution for defect tracking and quality management, brought to you by Optegrity Solutions.

Gigbot is a user-friendly web application designed to empower production and quality department operators on the shop floor. With its intuitive interface, it allows you to quickly identify and document production defects, seamlessly communicate with relevant stakeholders, and efficiently manage defect resolutions. Additionally, Gigbot equips supervisors and managers with real-time, easy-to-understand reports to aid in decision-making and pinpoint systemic problem-solving opportunities.

This user manual serves as a valuable resource to complement Optegrity's training program, providing users with on-demand support and guidance.

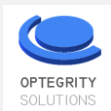
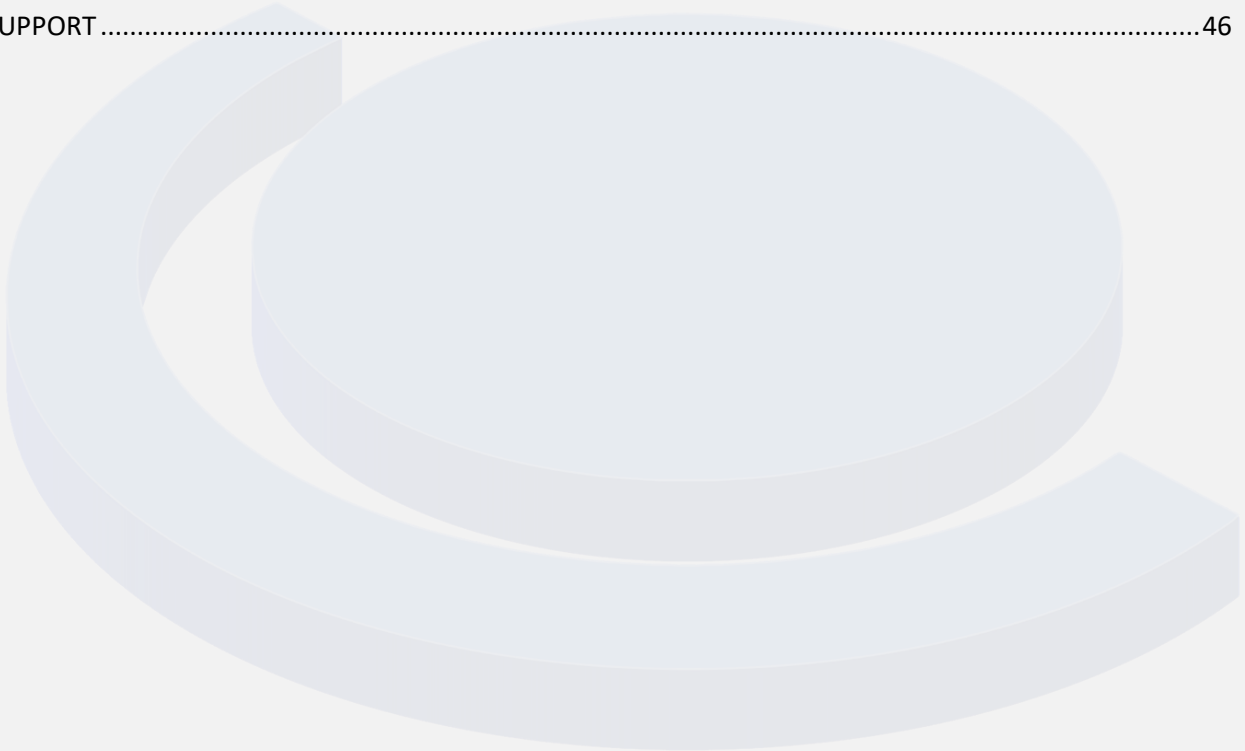
We're excited to help you maximize the benefits of Gigbot, streamline your defect tracking processes, and enhance your overall quality management efforts. Let's get started!

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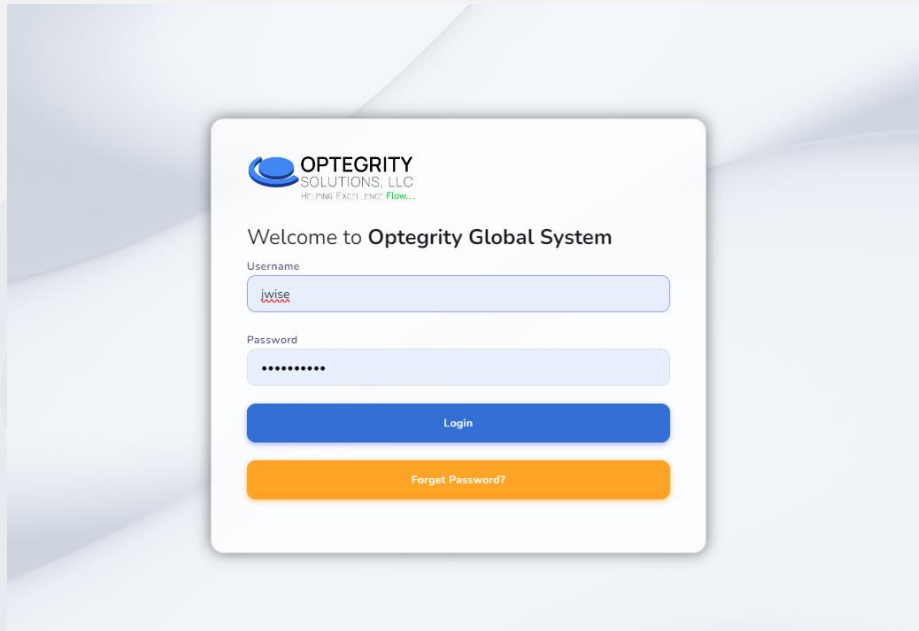


LOGGING IN

Logging in is your gateway to the world of Gigbot. Follow these simple steps to access the platform:

1. Access the Login Page:

- To begin, open your web browser and navigate to the URL provided by Optegrity Solutions.



- Pro Tip: Save time in the future by bookmarking this URL for easy access.

2. Enter Your Credentials:

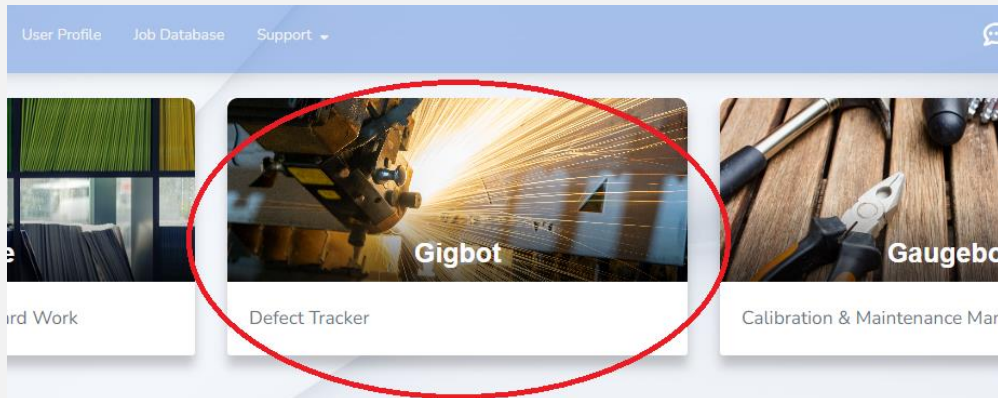
- On the login screen, enter your username and password. These credentials are provided either by Optegrity Solutions or your local system administrator.

3. Click "Login":

4. Access the Global System Page:

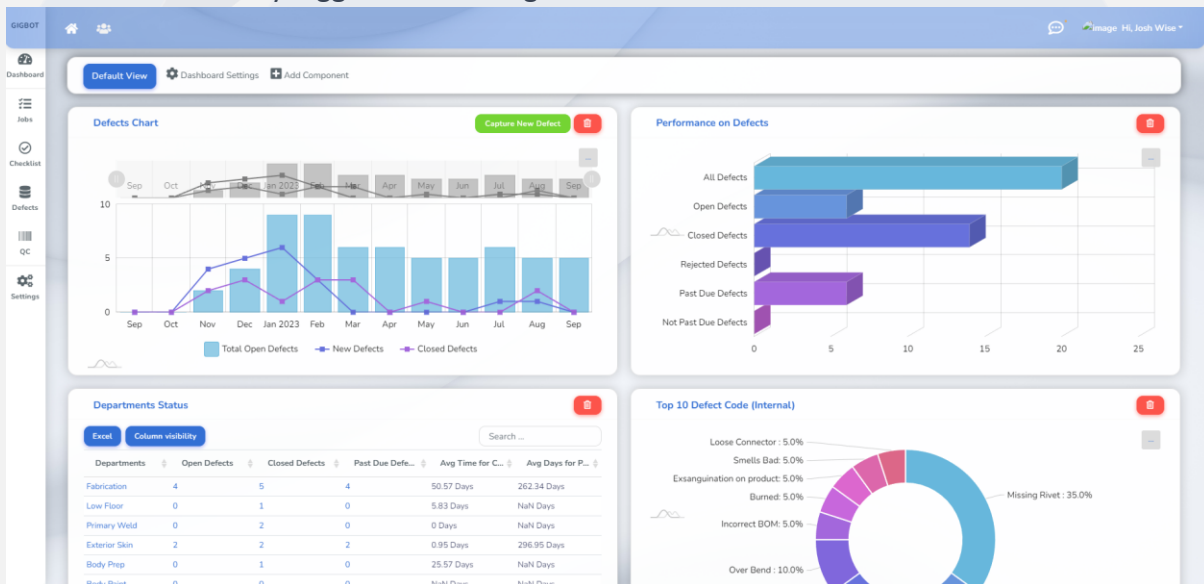
- 🔗 Upon successful login, you will be directed to the Global System Page. Here, you can choose which application you'd like to use. For Gigbot, select the corresponding option.





5. Gigbot Dashboard:

- After selecting Gigbot, a loading screen will appear. In just a moment, you will be securely logged into the Gigbot module.



Congratulations! You are now ready to harness the power of Gigbot for efficient defect tracking and quality management. If you encounter any issues during the login process or have questions about using Gigbot, contact our support team for assistance. Let's start making your defect tracking process smoother and more effective.

System Configuration

The system configuration is a critical aspect of Gigbot that ensures it aligns with your organization's specific needs. Here's what you need to know about configuring the system:

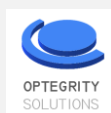
- **Initial Configuration:** Optegrity Solutions' Implementation Engineer handles the initial system configuration. Subsequent modifications can be made by the local system administrator.
- **Global System Management:** Users, departments, sites, and value streams are managed through the Global System, covered in a separate work instruction.

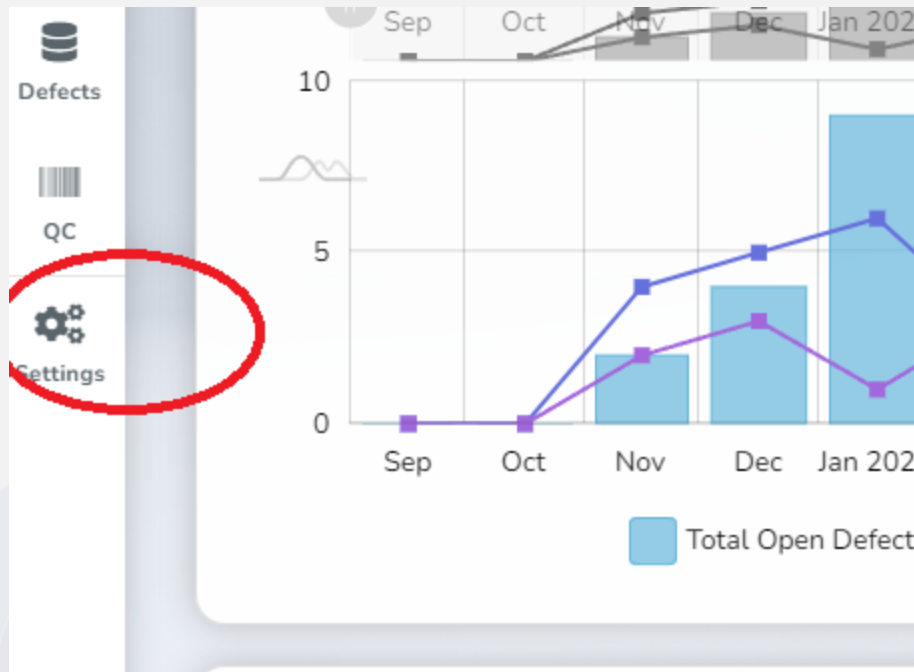
Now, let's delve into the various Gigbot settings that you can configure:

- **Department Email List:** Configure how Gigbot handles email notifications when defects are captured. Gigbot can notify the responsible department lead and other relevant users.
- **Disposition Authorized Users:** Define who will be able to set the disposition of affected units.
- **Defect Codes:** Define different defect types within this section.
- **Defect Location:** Specify defect locations.
- **Disposition:** Define defect dispositions, such as "return to vendor," "scrap," "rework," etc.
- **Defect Capture Type:** Define defect capture types, such as "in-process audit" or "post-process check." Additionally, you can select whether to notify the defect origin department or defect verification department from this tab.
- **Defect Capture Gate:** Configure defect capture gates.
- **Failure Reason:** Define defect failure reasons.
- **Unit of Measure:** Define units of measure for various aspects of your processes.
- **Tool Number:** Define tools and tool types, assigning them to specific departments.
- **Checklist Configuration:** Define what level of inspections will happen in a site.
- **Defined Cost:** Create and assign defined costs, including hourly values.

For more detailed guidance on configuring each of these settings, continue reading below.

To open the Gigbot settings page click the "Settings" button the left side of the screen.





Department Email List

Email settings in Gigbot allow you to tailor defect notifications to your organization's needs:

Configuring Email Recipients:

- To add or modify email recipients for a specific department, locate the desired department.

The screenshot shows the 'Department Email List' configuration page. At the top, there are navigation tabs for 'Department Email List', 'Disposition Authorized Users', 'Defect Code', 'Defect Location', 'Disposition', 'Defect Capture Type', 'Inspection Gate', 'Failure Reason', 'Unit of Measure', 'Tool Number', 'Checklist Configuration', and 'Defined Cost'. Below these are buttons for 'Export', 'Column Visibility', and 'Reset Filters'. The main content is a table with the following columns: 'Department', 'Defect Email List', 'Lead Users', and 'Action'. The 'Department' column lists various manufacturing stages, and the 'Action' column contains pen icons for editing each row.

Department	Defect Email List	Lead Users	Action
Fabrication			✎
Low Floor			✎
Primary Weld			✎
Exterior Skin			✎
Body Prep			✎
Body Paint			✎
Interior Skin			✎
Body Mount			✎
Final Electrical			✎
Final Trim			✎
Special Install			✎

- Click on the pen icon to access the editing options.
- In the bottom field, add the email addresses of recipients you want to notify when defects are captured.

- Click "Submit" to save your changes.

Disposition Authorized Users

Once a unit with a defect has been identified, the decision needs to be made as to what should be done with it. Disposition Authorized Users is where users can be assigned the role of making that decision.

Mass Entry:

If you need to add multiple users simultaneously, use this method

- **Click the "Add by Excel" Button:** Access this feature to initiate the mass entry process.
- **Download the Template:** Gigbot provides a template that you can download.
- **Fill out the Template:** Open the downloaded template and enter the users who will be disposition authorized users. Save the completed template on your computer for easy access.
- **Upload the File:** Use the "Browse" feature to locate and upload the file you just saved.

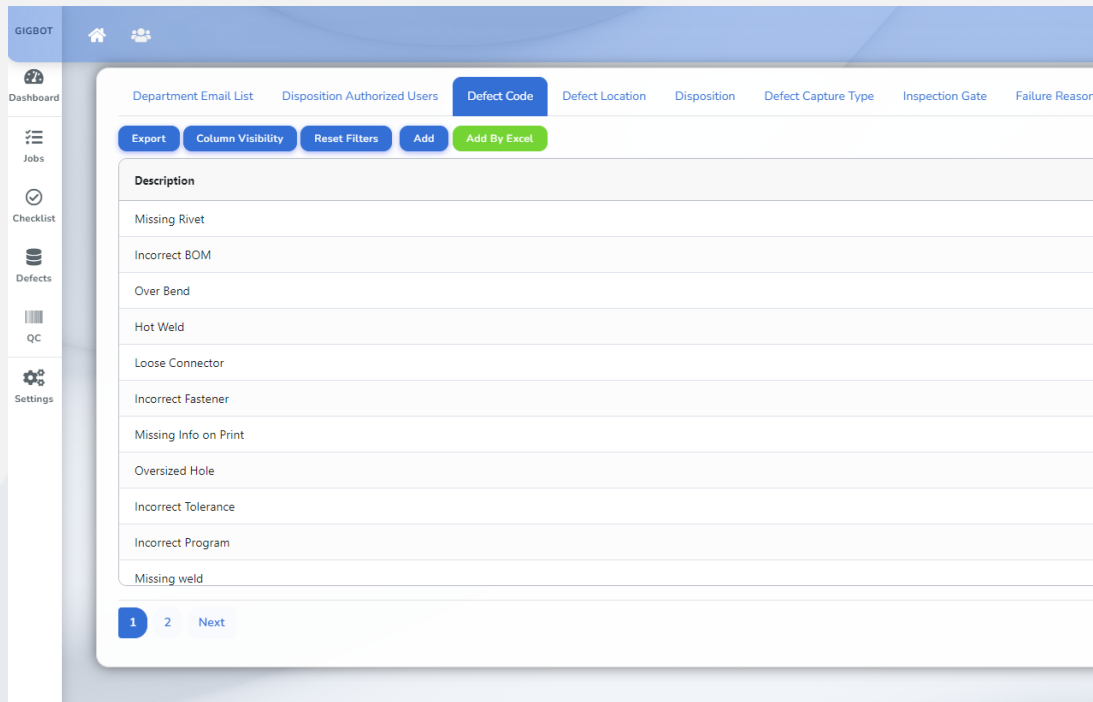
Single Entry:

If you're adding a single user, use this method

- **Click the "Add" Button**
- **Select the user:** From the drop down box click the user you wish to add
- **Click Submit**



Defect Codes

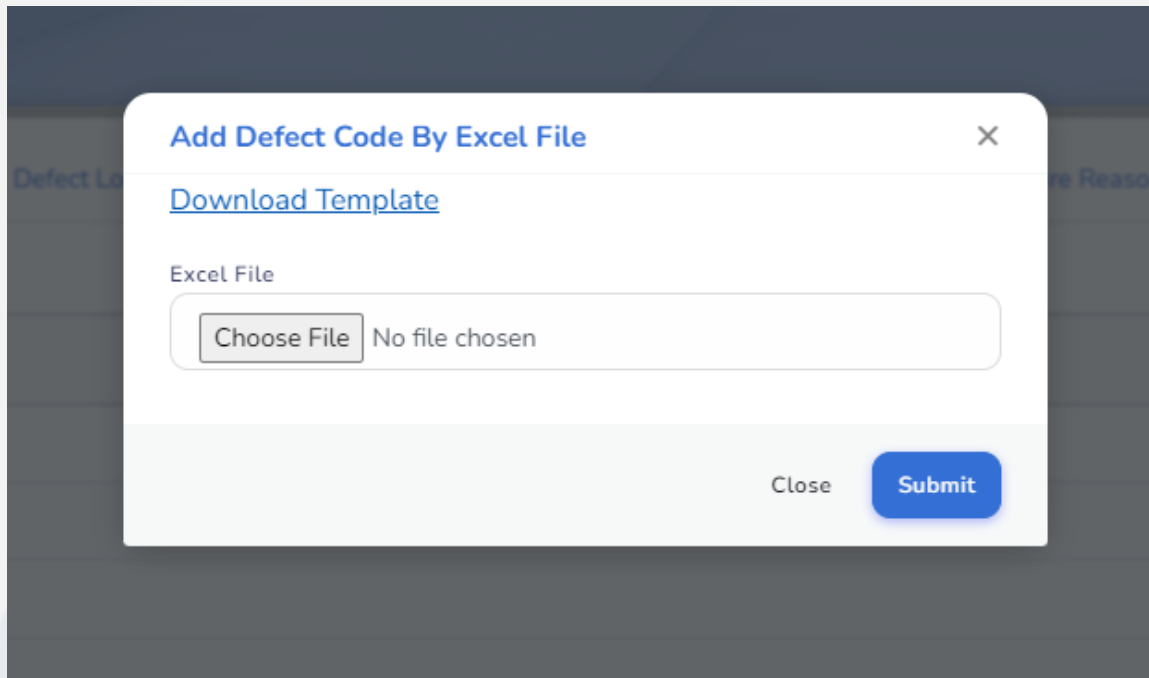


Defect codes play a crucial role in identifying and categorizing issues within your production process. Gigbot offers two methods for managing defect codes, each designed to accommodate different needs:

Mass Entry:

Mass entry is the preferred method when you need to define codes for multiple departments at once. Follow these steps:

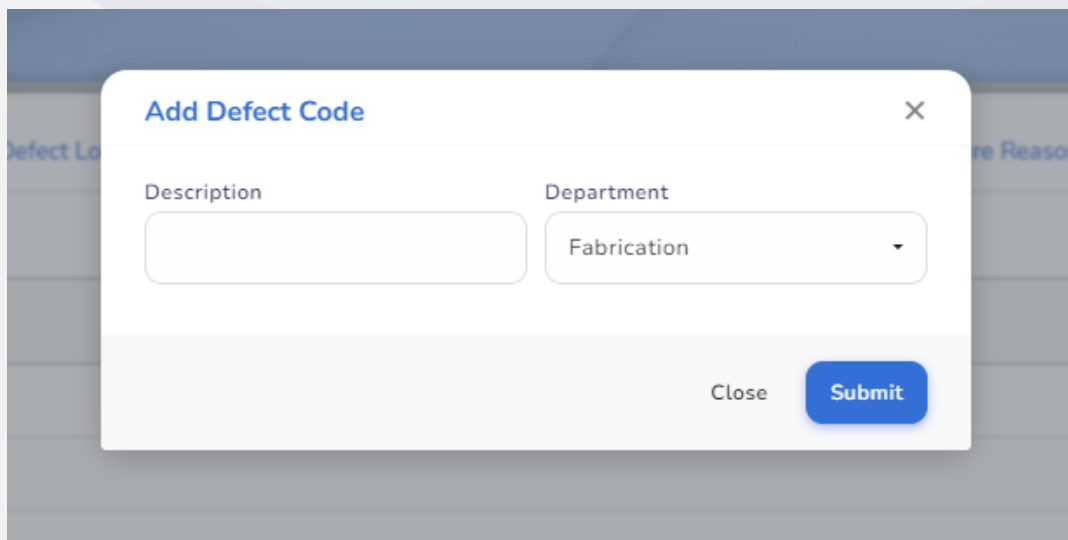
- **Click the "Add by Excel" Button:** Access this feature to initiate the mass entry process.
- **Download the Template:** Gigbot provides a template that you can download. This template simplifies the process of specifying defect codes for various departments.
- **Fill out the Template:** Open the downloaded template and populate it with the defect codes required. Save the completed template on your computer for easy access.
- **Upload the File:** Use the "Browse" feature to locate and upload the file you just saved.



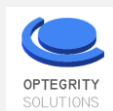
Single Entry:

Single entry is the method to use when you only need to add a single defect code, typically for a specific department. Here's how it works:

- **Choose "Add":** Select the "Add" option.
- **Select the Department:** Choose the department to which you want to add or delete the defect code.
- **Add the Defect:** Enter the relevant defect details, and Gigbot will handle the rest.



Defect Locations



Department Email List	Disposition Authorized Users	Defect Code	Defect Location	Disposition
Export	Column Visibility	Reset Filters	Add	Add By Excel
Description				
Driver Side				
Under Carriage				
Side Wall				
Floor				
Connector				
Seat				
Seat Back				

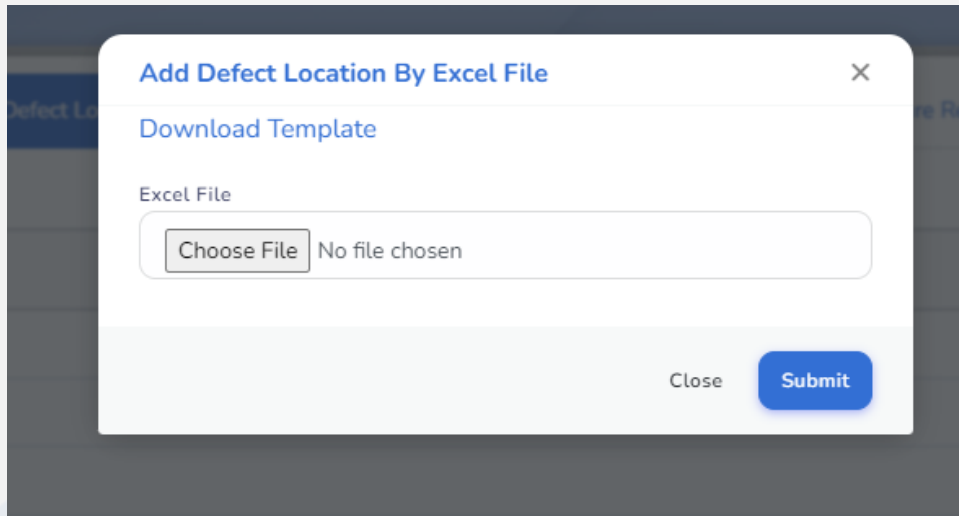
Identifying the precise areas where defects occur is essential for effective quality management. Gigbot provides a dedicated table for managing defect locations, allowing you to specify and categorize these areas accurately. You have two options for entering new defect locations, both of which are as straightforward as managing defect codes:

Mass Entry:

Mass entry is the preferred method when you need to define or modify multiple defect locations across your production environment. The process mirrors that of managing defect codes and consists of the following steps:

- **Access the Defect Location Table:** Navigate to the Defect Location Table in Gigbot.
- **Click the "Add by Excel" Button:** This initiates the mass entry process.
- **Download the Template:** Gigbot provides a template to download, which simplifies the task of specifying defect locations.
- **Fill out the Template:** Open the downloaded template and populate it with the defect locations you need to record. Save the completed template on your computer for future reference.
- **Upload the File:** Utilize the "Browse" feature to locate and upload the file you saved.

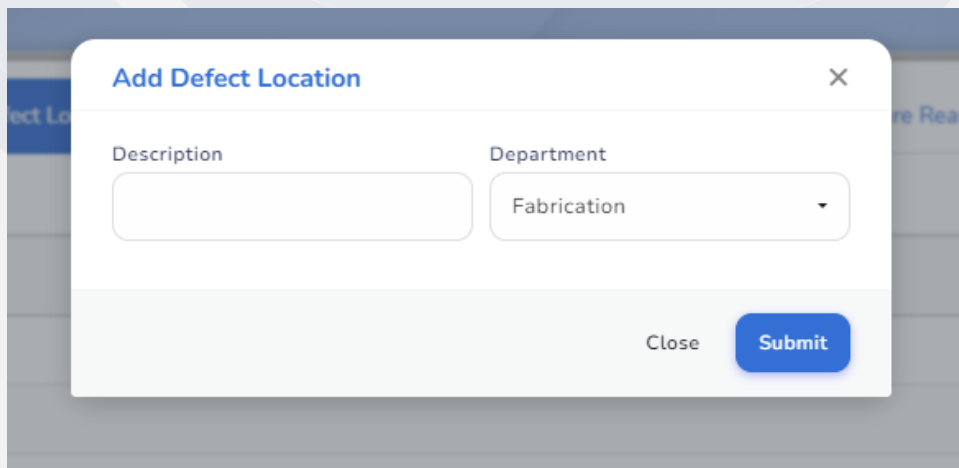




Individual Entry:

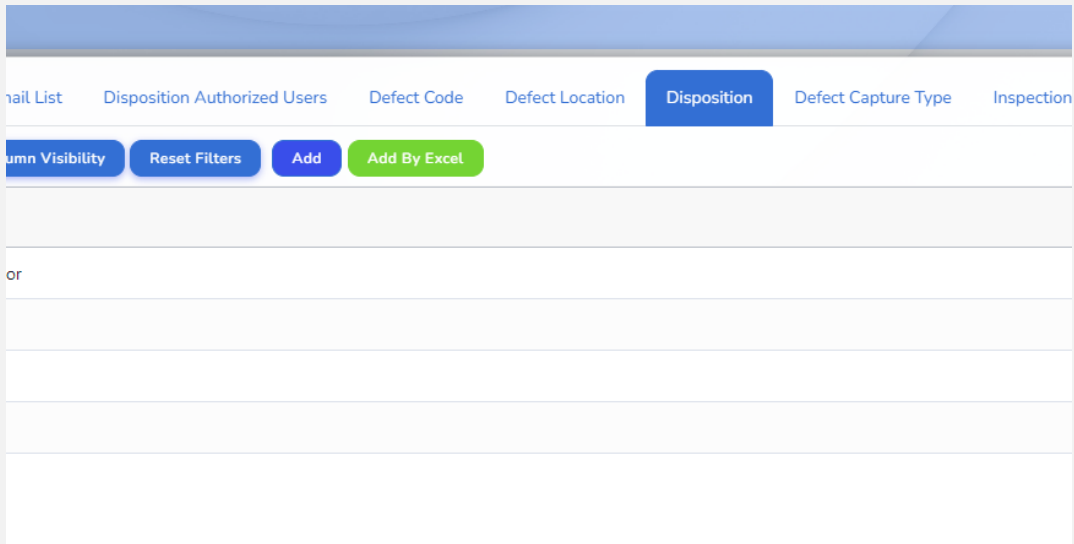
Individual entry is the method to use when you only need to add or delete a single defect location, typically for a specific area within your production process. Here's how it works:

- **Click "Add":** Click "Add" from the top of the defect location tab.
- **Specify the Defect Location:** Enter the details of the defect location you want to add or remove.
- **Save Changes:** Click "Submit" to save changes.



Disposition





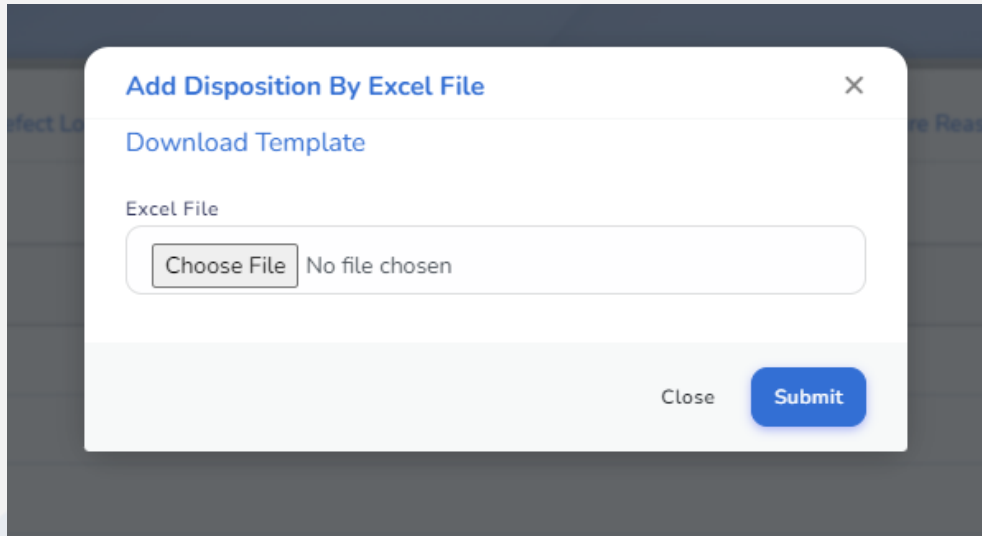
Disposition refers to the process by which affected units are to be managed or handled within your production environment. Gigbot offers two methods for adding dispositions, catering to your specific needs:

Mass Entry:

Mass entry is the preferred method when you need to define or modify multiple dispositions for various scenarios. The process is streamlined and follows these steps:

- **Click "Add by Excel":** Start the mass entry process by selecting the "Add by Excel" option.
- **Download the Template:** Gigbot provides a downloadable template that simplifies the task of specifying dispositions for various scenarios. Download this template.
- **Fill Out the Template:** Open the downloaded template and populate it with the dispositions you want. Save the completed template on your computer.
- **Upload the File:** Use Gigbot's "Browse" function to locate and upload the file you saved.

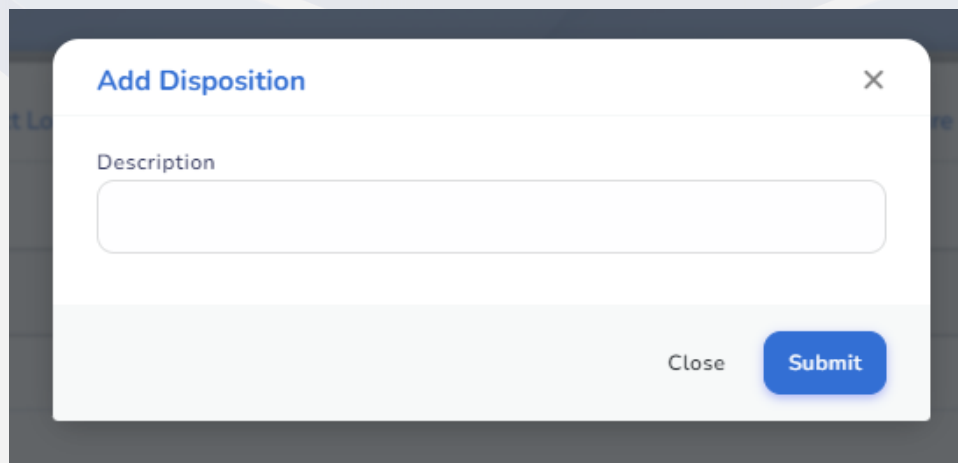




Individual Entry:

Individual entry is the method to use when you only need to add a single disposition or make modifications on a case-by-case basis. Here's how it works:

- **Click "Add":** Select the "Add" option within Gigbot.
- **Type in the New Disposition:** Enter the details of the new disposition directly into the system.
- **Click "Submit":** Gigbot will process your submission, and the new disposition will be added.



DEFECT CAPTURE TYPE

Defect Code	Defect Location	Disposition	Defect Capture Type	Inspection Gate	Failure Reason
Add By Excel					
				☰	Notification to Origin Department
					No
					Yes
					No
					No

The configuration for Defect Capture Type plays a crucial role in determining the triggers for communication emails, as explained in the first section of this manual. Here's what you need to know:

As a default, Gigbot includes four types of defect capture:

- In-process inspection
- Post-process inspection
- Dock audit/Fresh eyes
- Incoming and containment audit

However, your company can define its own custom types without limitations. Once these types are defined, it's essential for the system administrator and quality manager to collaborate and decide which types require communication triggers to be set up accordingly.

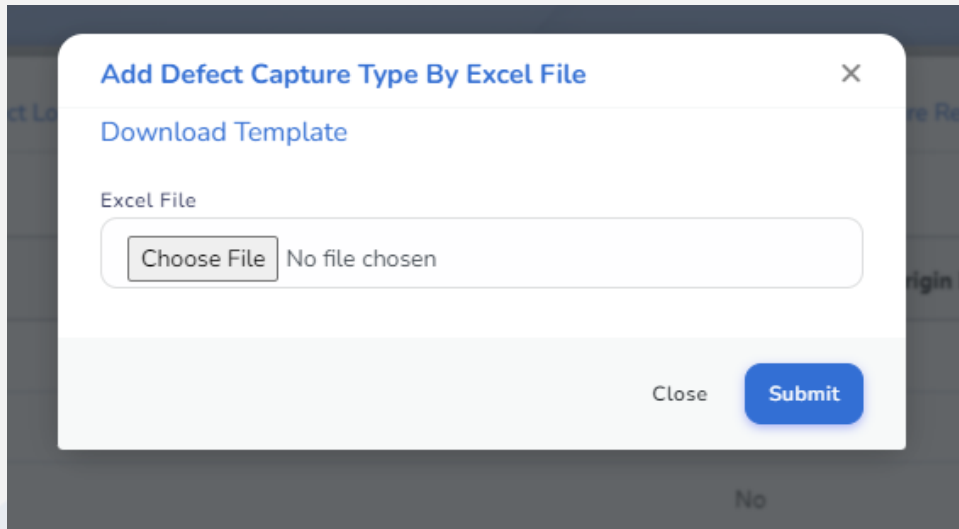
Two Methods for Defect Capture Type Configuration:

Mass Upload:

This method is suitable when you need to configure multiple defect capture types simultaneously. The process aligns with the mass upload approach for other configurations and involves the following steps:

- **Click "Add by Excel":** Start the mass upload process by selecting this option within Gigbot.
- **Download the Template:** Download the provided template, which streamlines the task of specifying defect capture types.
- **Fill Out the Template:** Open the template, populate it with the custom defect capture types your company requires, and save it on your computer.
- **Upload the File:** Utilize Gigbot's "Browse" feature to locate and upload the file you saved.

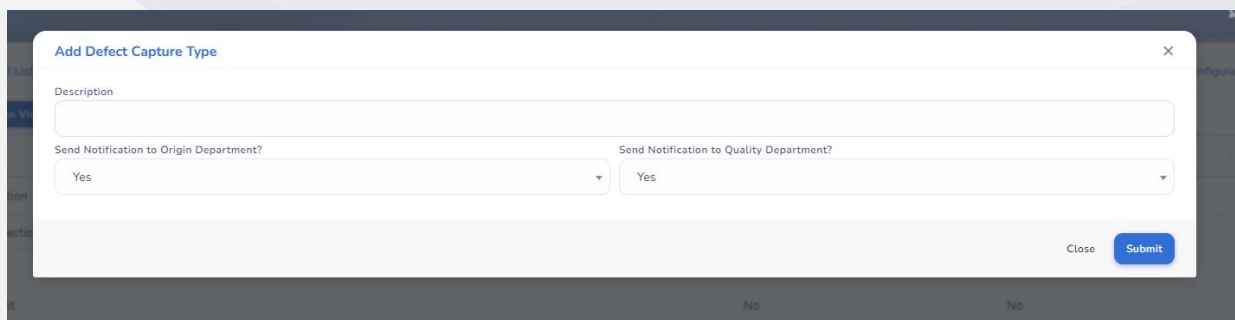




Individual Entry:

Use this method when configuring defect capture types on a case-by-case basis. Here's how it works:

- **Click "Add":** Select the "Add" option within Gigbot to initiate individual entry.
- **Enter Defect Type Description:** Provide a description for the new defect capture type.
- **Notification Settings:** Choose whether you want to send notifications to the origin department and/or the quality department when this defect type is triggered.
- **Click "Submit":** Gigbot will process your submission, and the new defect capture type will be added accordingly.



INSPECTION GATES

	Defect Location	Disposition	Defect Capture Type	Inspection Gate	Failure Reason	Unit of Measure	Tool Number

The Inspection Gates Configuration section allows you to modify and manage quality gates within Gigbot. Just like other parts of the configuration, you have the flexibility to make these modifications in two ways, depending on your needs:

Mass Entry:

Use this method when you need to add multiple quality gates simultaneously. The process is consistent with mass entry for other configurations and involves these steps:

- **Click "Add by Excel":** Start the mass entry process by selecting this option within Gigbot.
- **Download the Template:** Download the provided template, which simplifies the task of specifying changes to quality gates.
- **Fill Out the Template:** Open the template, make the necessary modifications or additions to the quality gates, and save it on your computer.
- **Upload the File:** Utilize Gigbot's "Browse" feature to locate and upload the file you saved.

Add Inspection Gate By Excel File

Download Template

Excel File

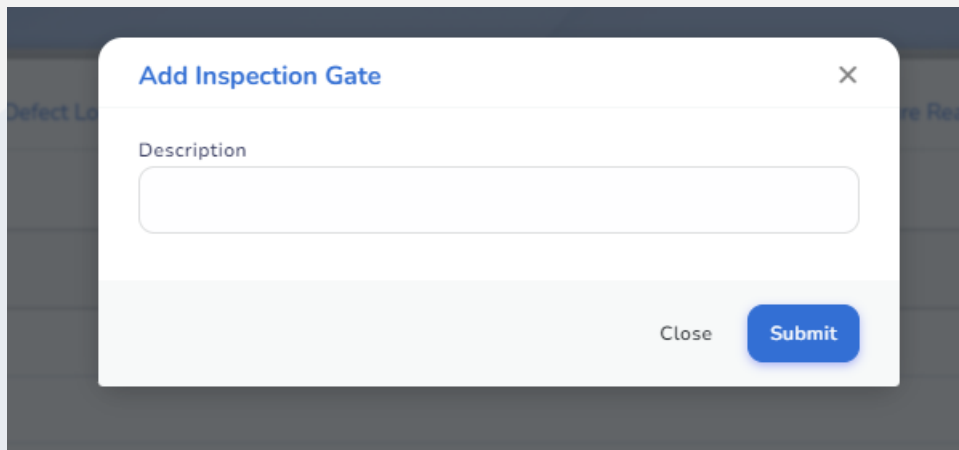
Choose File No file chosen

Close Submit

Individual Entry:

Choose this method when you need to make additions to quality gates on a case-by-case basis. Here's how it works:

- **Click "Add"**: Select the "Add" option within Gigbot to initiate individual entry.
- **Specify Quality Gate Details**: Provide the required details for the quality gate you want to modify or add.
- **Click "Submit"**: Gigbot will process your submission, and the changes to the quality gate will be made accordingly.



The screenshot shows a modal dialog box titled "Add Inspection Gate". It features a close button (X) in the top right corner. Below the title bar, there is a "Description" label followed by a text input field. At the bottom right of the dialog, there are two buttons: "Close" and "Submit".

FAILURE REASONS



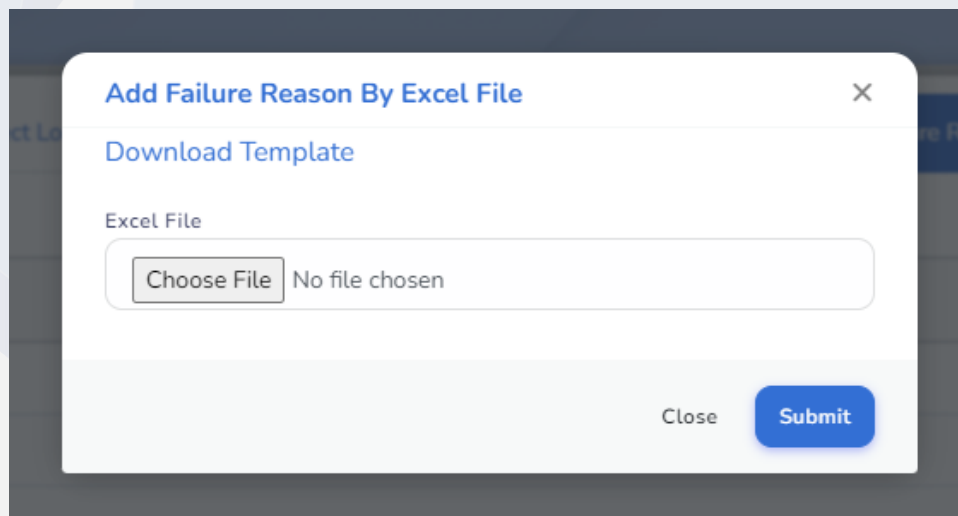
The screenshot shows a table with the following columns: Defect Capture Type, Inspection Gate, Failure Reason, Unit of Measure, Tool Number, and Check. The "Failure Reason" column is highlighted with a blue background. The table contains several empty rows below the header.

Within this section of the configuration, you have the ability to modify and manage failure reasons within Gigbot. As with other configuration elements, you can choose between two methods, depending on your specific needs:

Mass Entry:

This approach is ideal when you need to make multiple changes to failure reasons at once. The process aligns with the mass entry method used for other configurations and consists of these steps:

- **Click "Add by Excel":** Initiate the mass entry process by selecting this option within Gigbot.
- **Download the Template:** Download the provided template, which simplifies the task of specifying changes to failure reasons.
- **Fill Out the Template:** Open the template, make the necessary modifications or additions to the failure reasons, and save it on your computer.
- **Upload the File:** Utilize Gigbot's "Browse" feature to locate and upload the file you saved.



Individual Entry:

Choose this method when you need to make specific changes or additions to failure reasons on an individual basis. Here's how it works:

- **Click "Add":** Select the "Add" option within Gigbot to initiate individual entry.
- **Specify Failure Reason Details:** Provide the required details for the failure reason you want to modify or add.
- **Click "Submit":** Gigbot will process your submission, and the changes to the failure reason will be made accordingly.



Unit of Measure

	Action

The Unit of Measure configuration section is where you can define the units of measure to be used within Gigbot. Similar to other configuration aspects, you can follow the same methods for adding new Units of Measure:

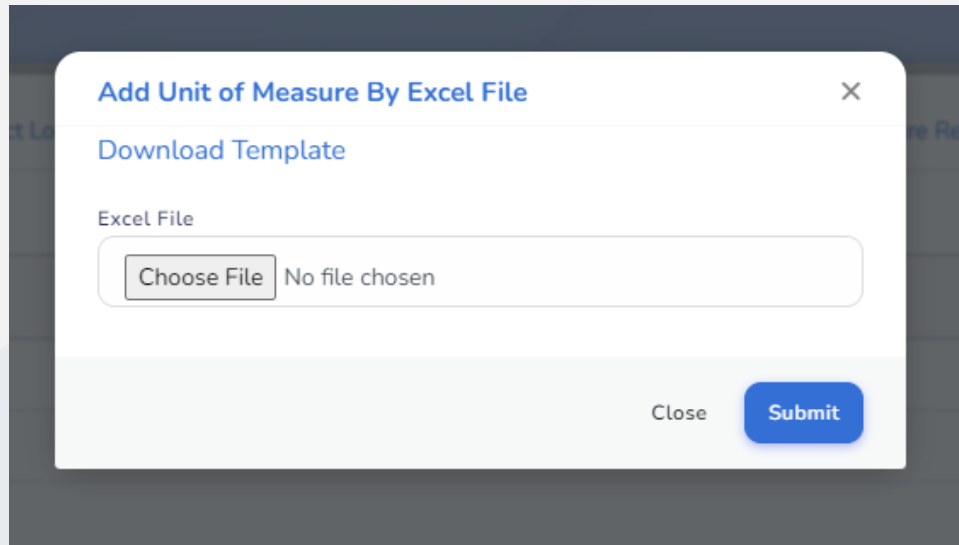
Mass Entry:

This method is suitable when you need to define multiple units of measure simultaneously. The process is consistent with mass entry for other configurations and involves these steps:

- **Click "Add by Excel":** Initiate the mass entry process by selecting this option within Gigbot.
- **Download the Template:** Download the provided template, which simplifies the task of specifying new Units of Measure.



- **Fill Out the Template:** Open the template, add the details of the new Units of Measure you want to define, and save it on your computer.
- **Upload the File:** Utilize Gigbot's "Browse" feature to locate and upload the file you saved.

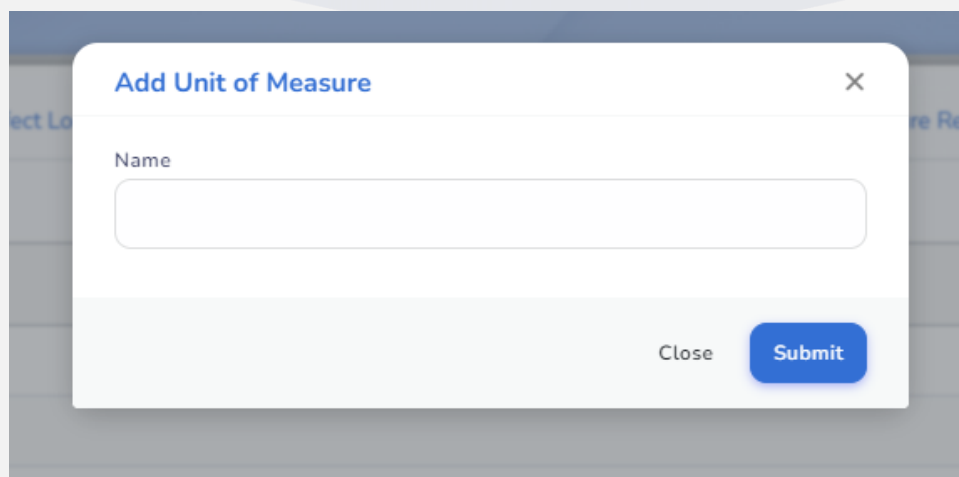


The screenshot shows a modal dialog box titled "Add Unit of Measure By Excel File" with a close button (X) in the top right corner. Below the title is a link for "Download Template". Underneath, there is a section labeled "Excel File" containing a file selection input field with a "Choose File" button and the text "No file chosen". At the bottom right of the dialog, there are two buttons: "Close" and "Submit".

Individual Entry:

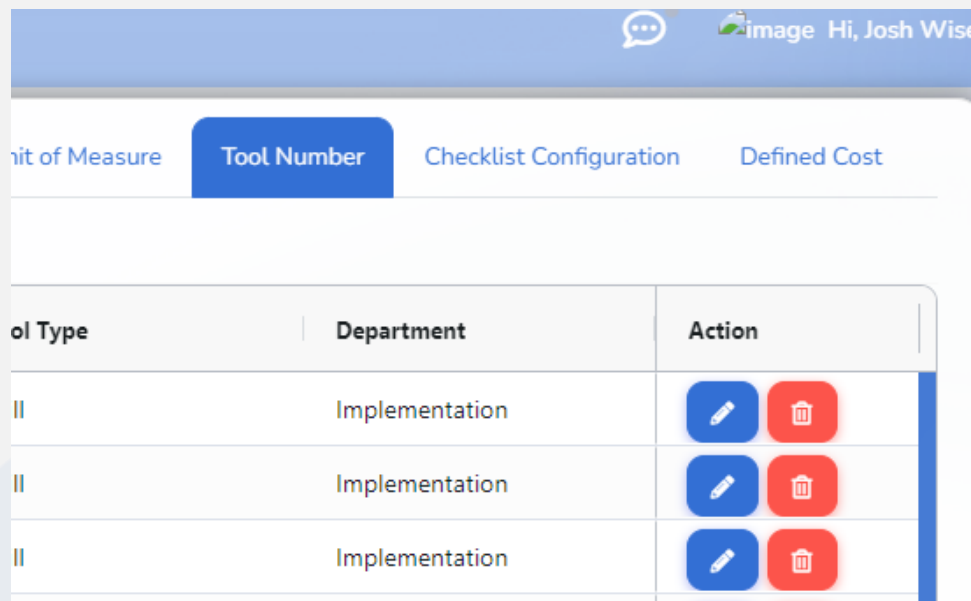
Select this method when you need to define specific Units of Measure on a case-by-case basis. Here's how it works:







- **Click "Add":** Choose the "Add" option within Gigbot to initiate individual entry.
- **Specify Unit of Measure Details:** Provide the required details for the Unit of Measure you want to define.
- **Click "Submit":** Gigbot will process your submission, and the new Unit of Measure will be added as specified.



The screenshot shows a modal dialog box titled "Add Unit of Measure" with a close button (X) in the top right corner. Below the title is a text input field labeled "Name". At the bottom right of the dialog, there are two buttons: "Close" and "Submit".

Tool Number



Tool Type	Department	Action
II	Implementation	 
II	Implementation	 
II	Implementation	 

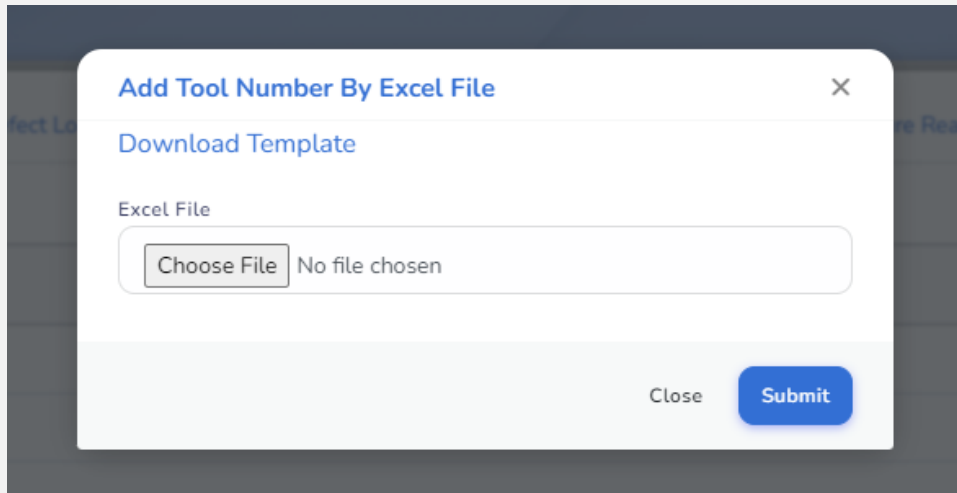
The Tool Number configuration section is where tools are defined and assigned to specific departments within Gigbot. You have two options for managing tools, depending on your needs:

Mass Upload:

This method is convenient when you need to define and assign multiple tools to departments simultaneously. The process aligns with the mass upload approach used for other configurations and involves these steps:

- **Click "Add by Excel":** Start the mass upload process by selecting this option within Gigbot.
- **Download the Template:** Download the provided template, which simplifies the task of specifying tools, their serial numbers, descriptions, tool types, and department assignments.
- **Fill Out the Template:** Open the template, populate it with the details of the tools you want to define, and indicate the corresponding department assignments. Save the completed template on your computer.
- **Upload the File:** Utilize Gigbot's "Browse" feature to locate and upload the file you saved.

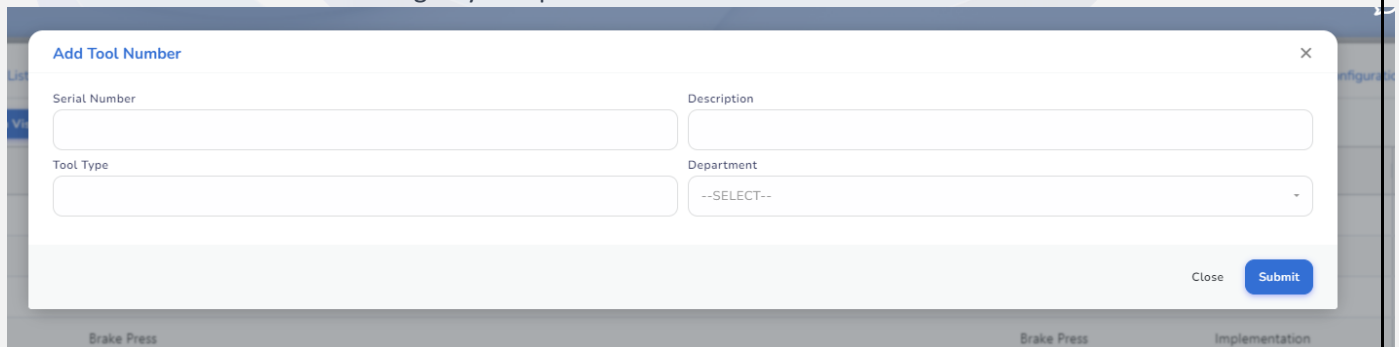




Individual Entry:

Use this method when you need to add or modify individual tools one at a time, specifying their serial number, description, tool type, and department. Here's how it works:

- **Click "Add":** Select the "Add" option within Gigbot to initiate individual entry.
- **Enter Tool Details:** Provide the serial number, description, tool type, and assign it to the relevant department.
- **Click "Submit":** Gigbot will process your submission, and the new tool will be added or modified according to your specifications.

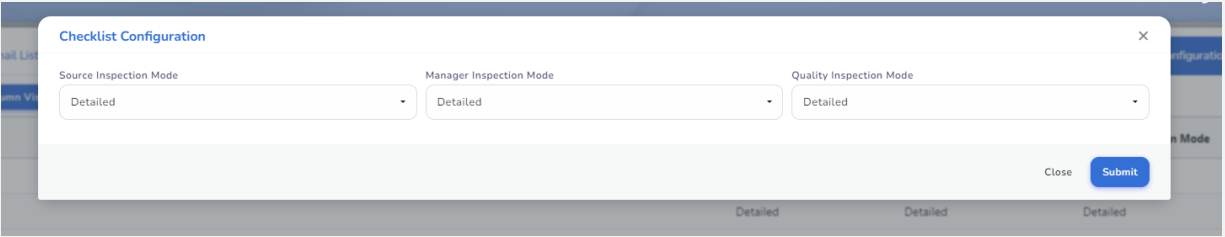


Checklist Configuration

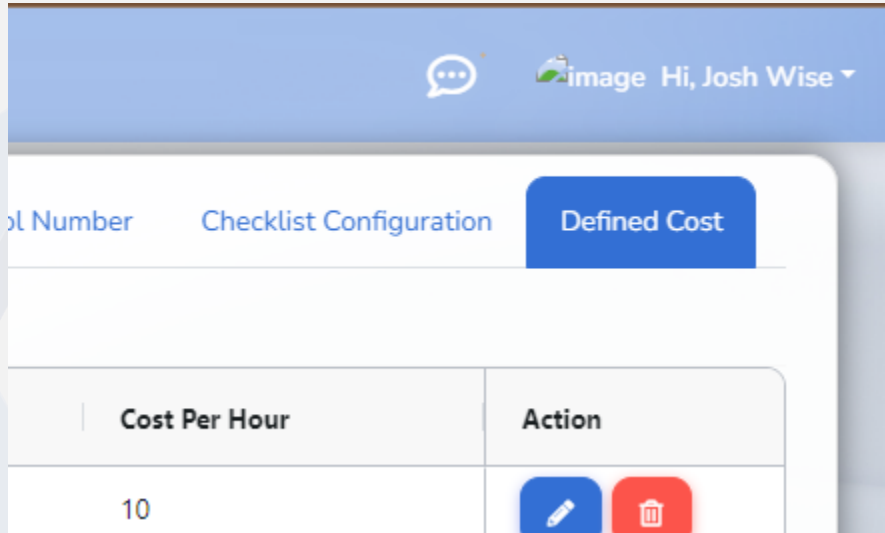
Checklist Configuration is where a site's level of scrutiny can be defined. Will jobs or units be signed off at the source, by the department lead, the final quality control department, a combination of any or all of those? And will those checks be a simple quick action or a more detailed check? These options are controlled here.

- **Edit a Site:** To edit a site, click the site's edit button under the "Action" column.
- **Select Inspection Mode:** For each level of inspection (Source, Manager, Quality) select Deactivated, Detailed, or Quick Action.
- **Click Submit:** Once you're finished with the site, click Submit to save these settings.





Defined Cost



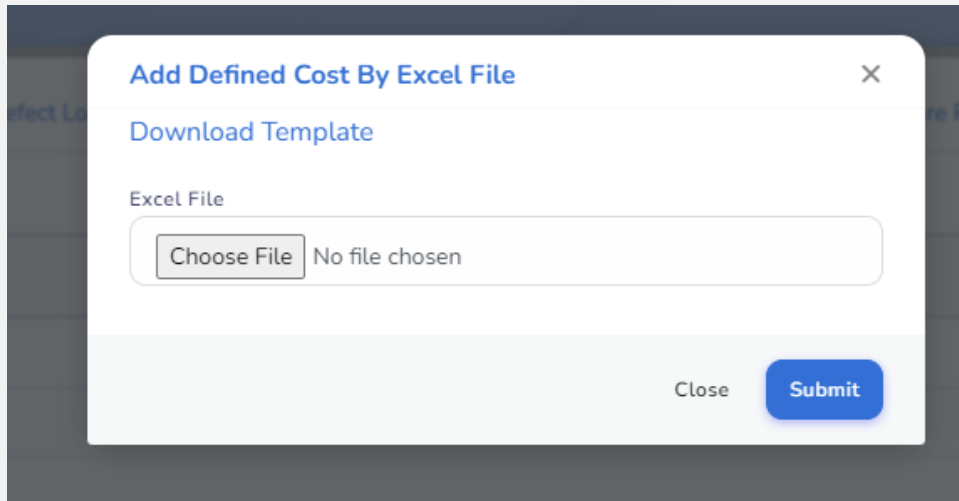
The Defined Cost Configuration section is where you define set costs used for cost savings calculations within Gigbot. Similar to other configuration aspects, you can use two methods to manage these defined costs, depending on your requirements:

Mass Upload:

This method is convenient when you need to define multiple set costs simultaneously. The process follows the mass upload approach used for other configurations and involves these steps:

- **Click "Add by Excel":** Initiate the mass upload process by selecting this option within Gigbot.
- **Download the Template:** Download the provided template, which simplifies the task of specifying defined costs, including their names and costs per hour.
- **Fill Out the Template:** Open the template, populate it with the details of the defined costs you want to specify, and indicate their associated costs per hour. Save the completed template on your computer.
- **Upload the File:** Utilize Gigbot's "Browse" feature to locate and upload the file you saved.

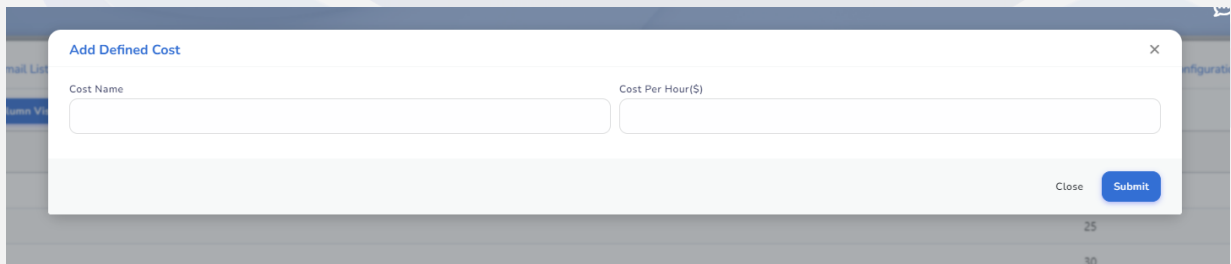




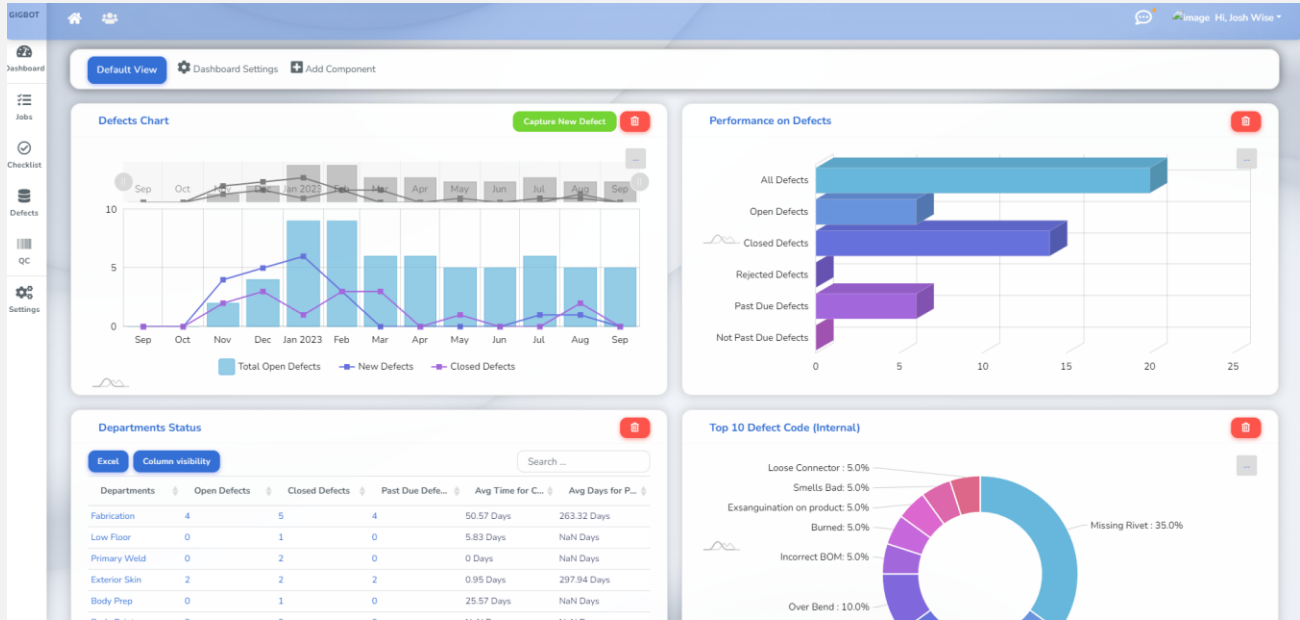
Single Entry:

Choose this method when you need to add or modify individual defined costs one at a time. Specify the cost name and cost per hour for each entry. Here's how it works:

- **Click "Add":** Select the "Add" option within Gigbot to initiate individual entry.
- **Enter Defined Cost Details:** Provide the cost name and cost per hour for the defined cost entry.
- **Click "Submit":** Gigbot will process your submission, and the new defined cost will be added or modified according to your specifications.



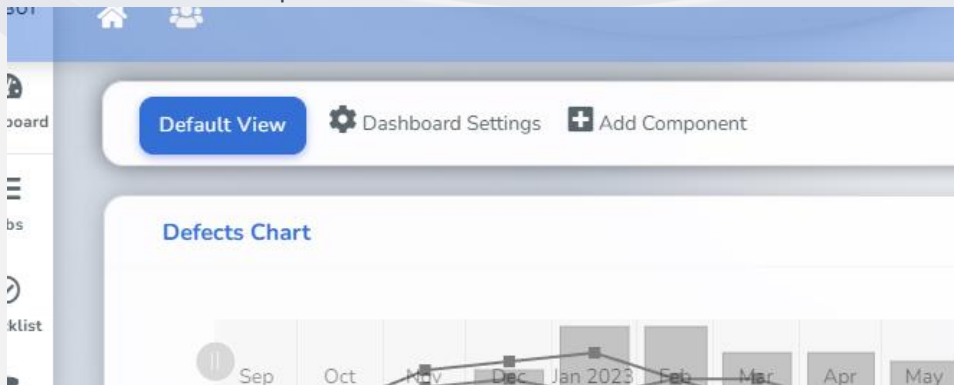
DASHBOARDS



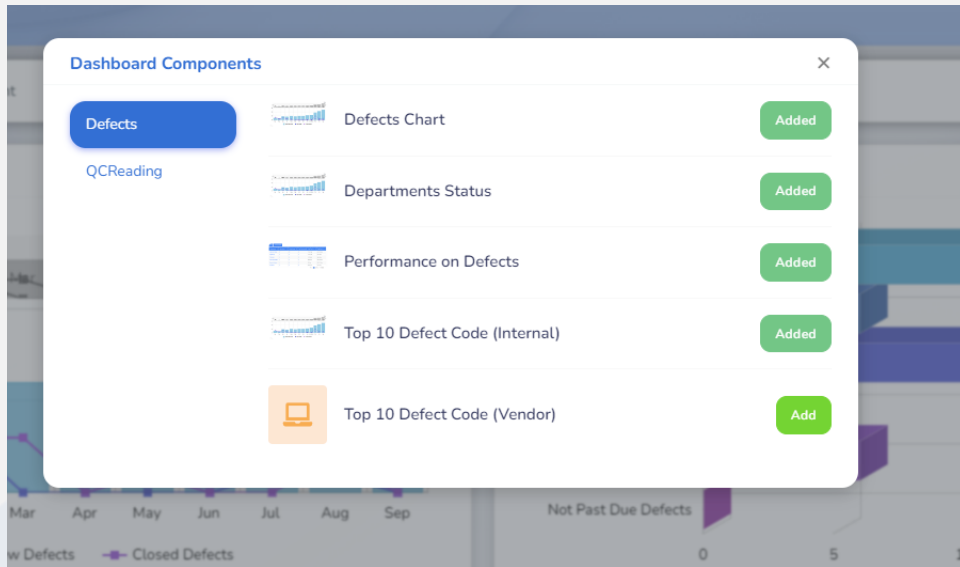
The main dashboard is the central hub of Gigbot, serving as the first point of interaction when users log in. Here's a brief overview of the dashboard's key features:

Dashboard Components:

- At the top of the dashboard, you'll find the dashboard settings, allowing users to tailor their dashboard experience.

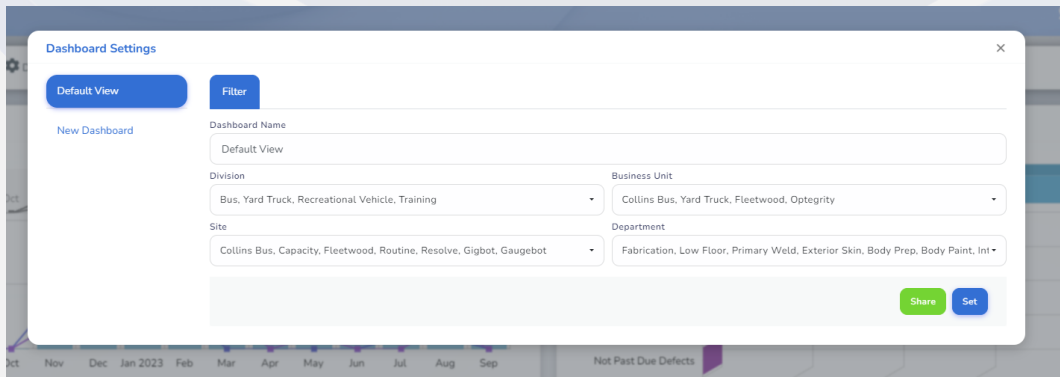


- To add new graphs or components to the current dashboard, users can simply click "Add Component" and choose from the available options in the pop-up box.



Dashboard Settings:

- Access the dashboard settings by clicking "Dashboard Settings."
- Here, users can create new dashboards or edit existing ones to align with their specific needs and preferences.
- Customization options include selecting the data you want to see, such as division, business unit, site, and departments.

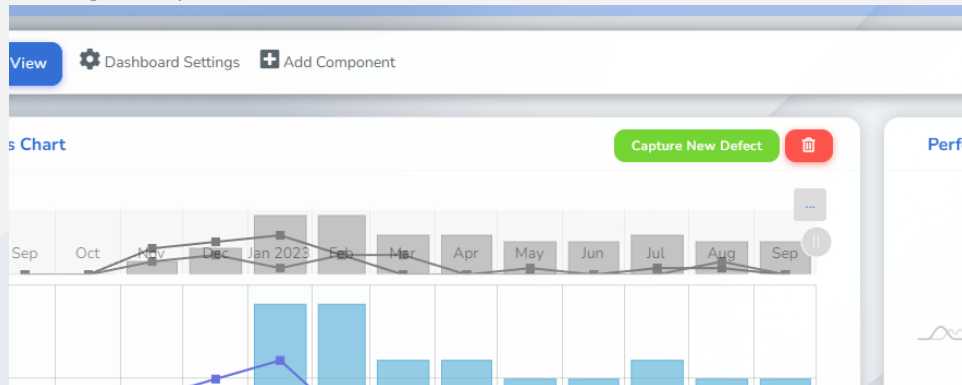


CAPTURING DEFECTS

Capturing a defect in Gigbot is a straightforward process that empowers you to efficiently track and manage production issues. Here's a step-by-step guide on how to do it:

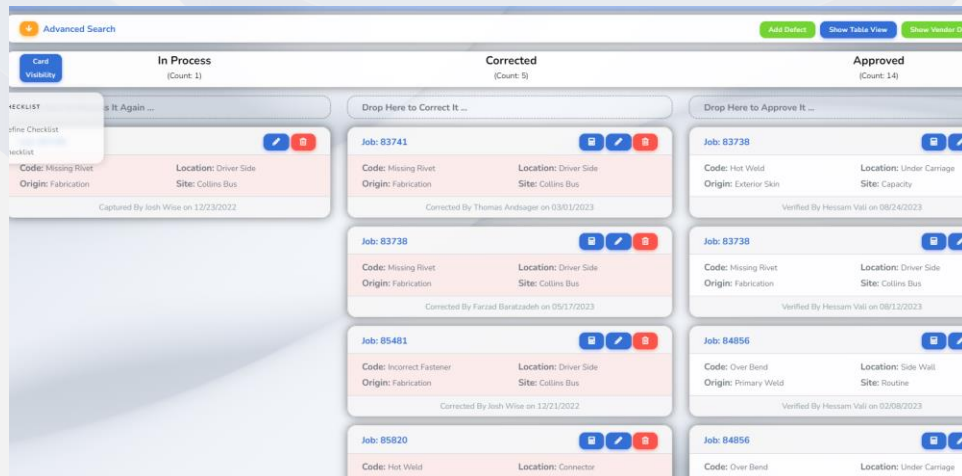
1. Access the Dashboard:

- Start on your dashboard, where you'll find the "Add New Defect" button. Click on it to begin the process.



2. Defect Database Card View:

- After clicking "Add New Defect," you'll be directed to the Defect Database Card View screen. Here, defects are organized into three columns: "In Process," "Corrected," and "Approved." Most actions involving defect management can take place on the defect card view.



- You can change a defect's status by simply dragging and dropping its card from one column to another.
- This screen can also be accessed by clicking "Defects" from the left-hand side of the screen.

3. Advanced Search:

- To search for specific defects within the database, click on "Advanced Search." This feature allows you to narrow down your search criteria.

Advanced Search

Defect Code: --SELECT--

Defect Status: --SELECT--

Item Number Customer:

Material Review Board: --SELECT--

Defect Job:

Capture Type: --SELECT--

Origin Department: --SELECT--

Site: --SELECT--

Card Visibility

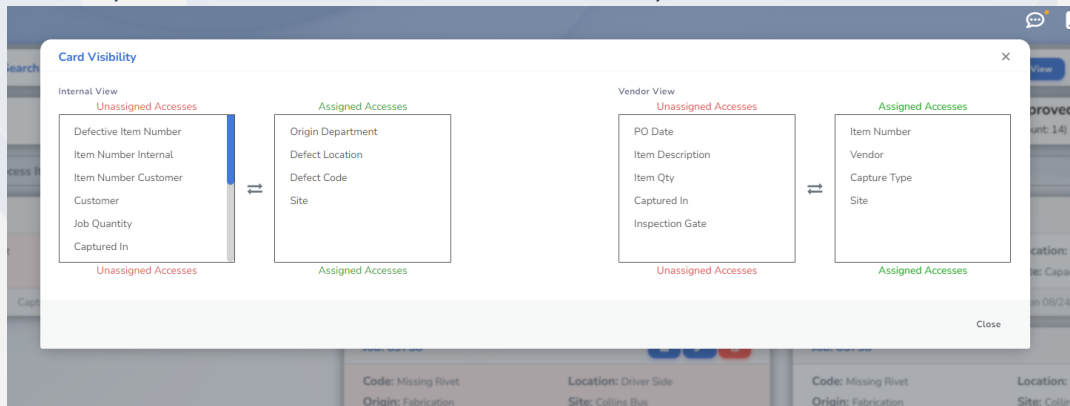
In Process
(Count: 1)

Drop Here to Process It Again ...

Drop Here to Correct It .

4. Card Visibility:

- Adjust the visibility of particular defects by using the Card Visibility option. This helps you focus on the defects that matter most to your current task.



5. Edit Defect Data:

- To edit the data of a specific defect, click the pen icon on its card. This will open the Defect Edit Screen, where you can make necessary changes.

6. Cost Analysis:

- ☐ If you need to perform a cost analysis of a defect, simply click the "Cost Analysis" button on the defect card. This feature provides insights into the financial impact of the defect.

Material Cost			
Part Number *	Part Description	Part Cost (\$) *	Action
Empty	Empty	Empty	+

Labor Cost			
Labor Description	Cost Per Hour (\$) *	Number of Hours	Action
Rework	Empty	Empty	+

7. Add New Defect:

- ☐ To add a new defect, click "Add Defect." This action will bring up the Capture New Defect Screen.

8. Select Defect Type:

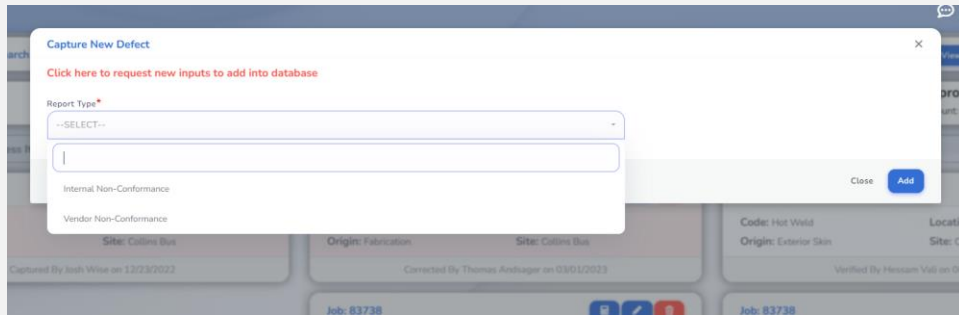
- ☐ First, choose whether the defect is internal or external, depending on its origin.



OPTEGRITY
SOLUTIONS

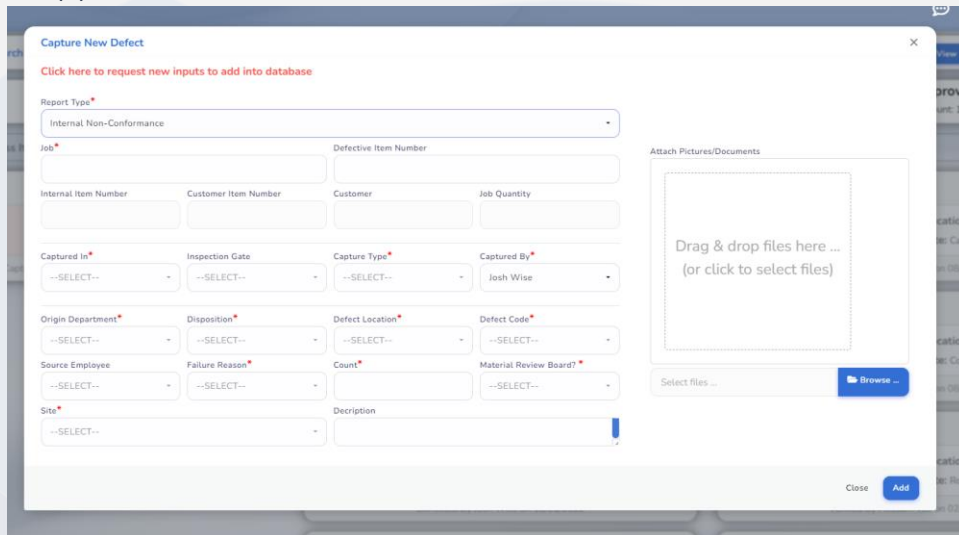
Helping Excellence FLOW...

Proprietary of Optegrity Solutions 29



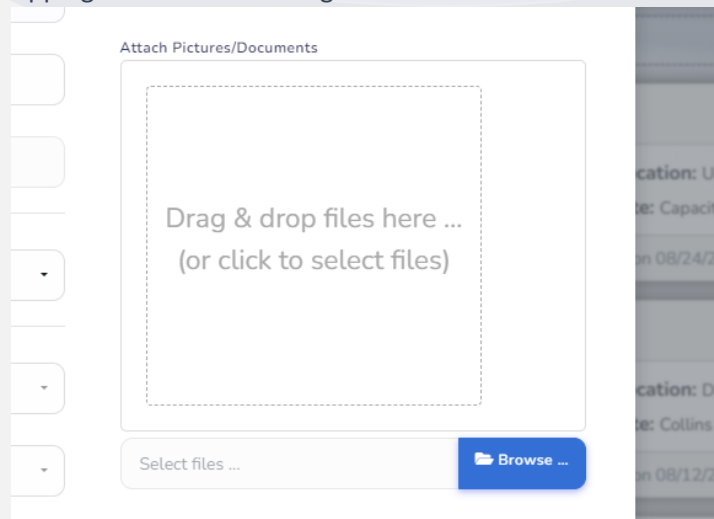
9. Input Defect Details:

- Input all necessary data about the defect. Required fields are marked with a red asterisk (*).



10. Attach Files/Images:

- If files or images are associated with the defect, you can easily add them by dragging and dropping them into the designated box.

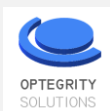


11. Add the Defect:



- 2 Once all relevant information is entered, click "Add" to add the defect to the defect database.

By following these steps, you can efficiently capture and manage defects within Gigbot, ensuring that your production and quality management processes run smoothly and effectively.

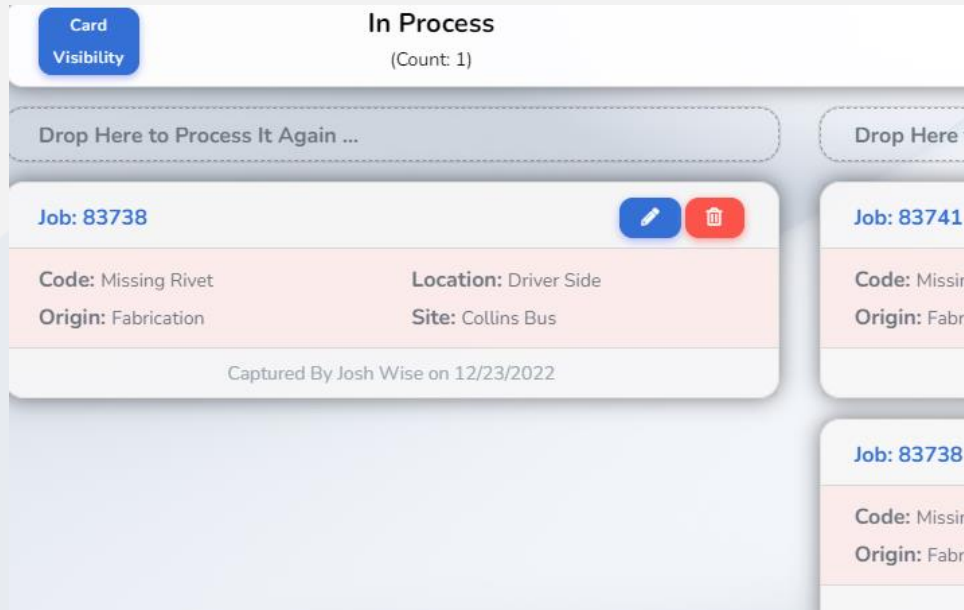


CORRECTING DEFECTS

Correcting defects in Gigbot is a simple and efficient process. Follow these steps to ensure that defects are addressed promptly and accurately:

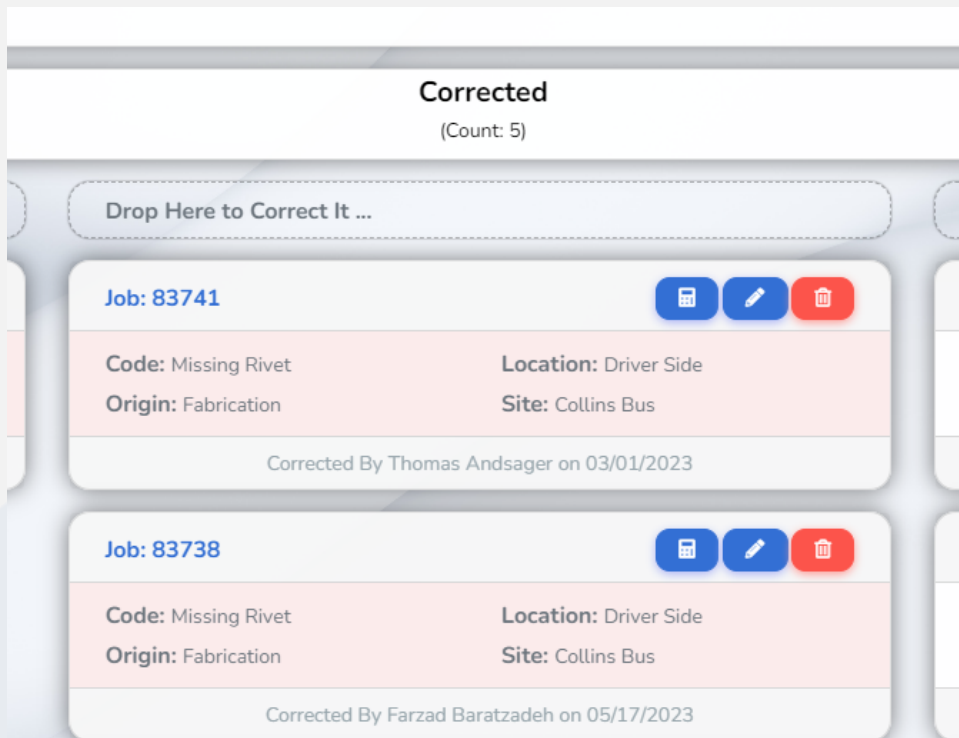
1. Locate the Defect Card:

- Start by locating the defect card that you wish to correct. These cards are typically found in the "In Process" column.



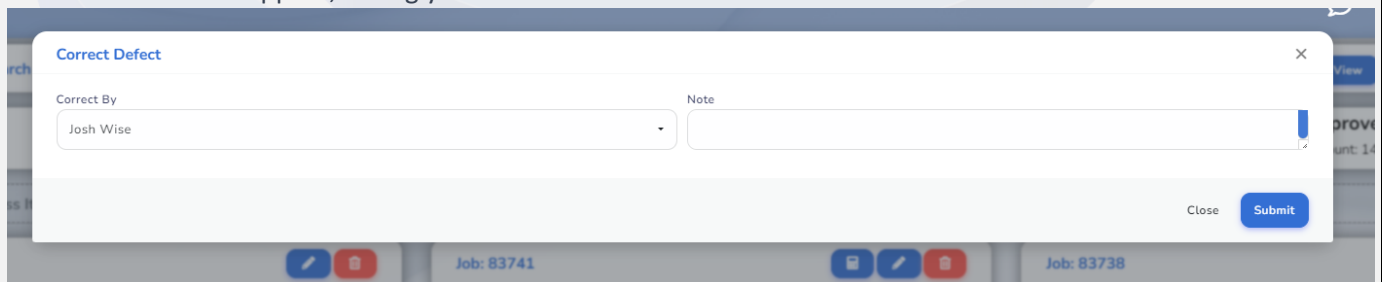
2. Drag and Drop to "Corrected" Column:

- Click and drag the defect card from the "Open Defect" column and drop it into the "Corrected Defect" column.



3. Confirm Correction:

- Upon dropping the defect card into the "Corrected Defect" column, a pop-up window will appear, asking you to confirm the correction of the defect.



4. Add Notes (Optional):

- If you wish to add notes or additional information regarding the correction, you can do so within this pop-up. Providing context or details about the correction can be valuable for record-keeping and analysis.

5. Confirm Correction:

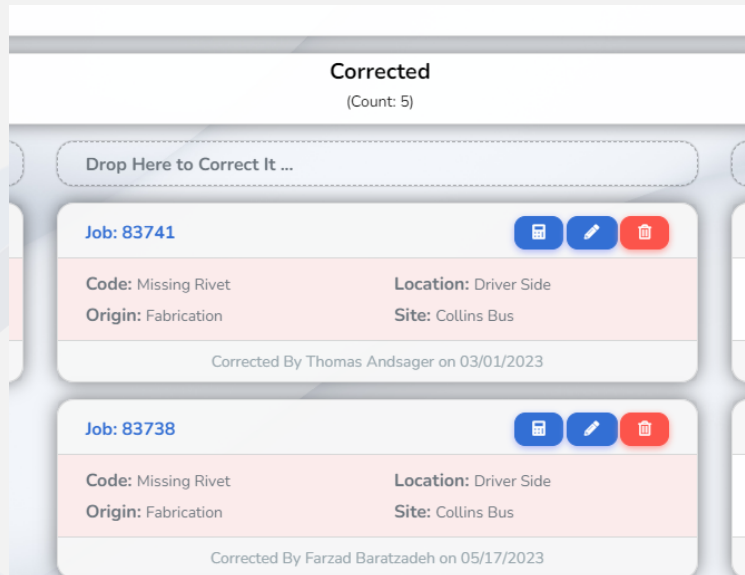
- After adding any necessary notes, confirm the correction by clicking the appropriate button in the pop-up. This action finalizes the correction process and updates the defect's status.

DEFECT VERIFICATION

Defect verification is a critical step in ensuring that issues are properly addressed and closed within Gigbot. Here's how you can verify and close a defect:

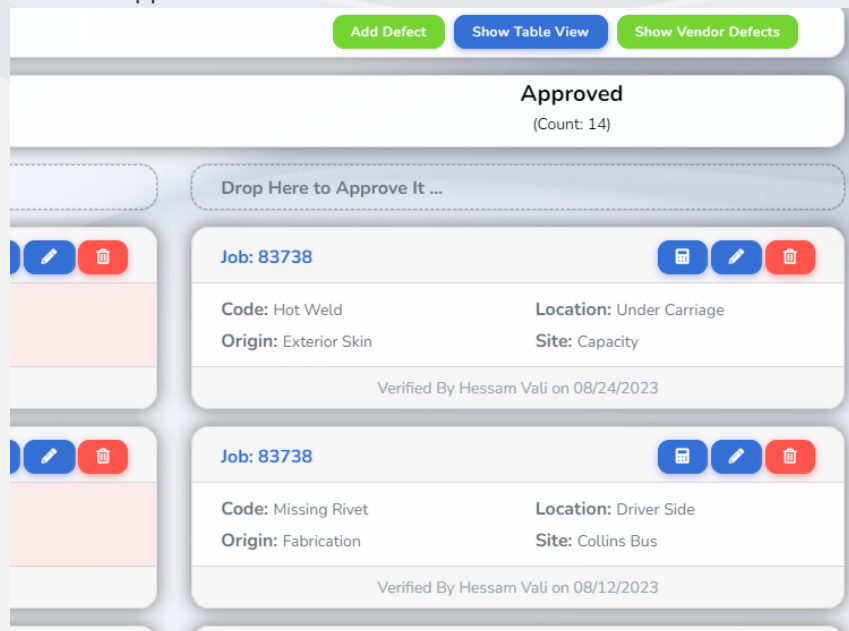
1. Locate the Corrected Defect Card:

- Start by locating the defect card that has been corrected. These cards are typically found in the "Corrected Defect" column.



2. Drag and Drop to "Approved" Column:

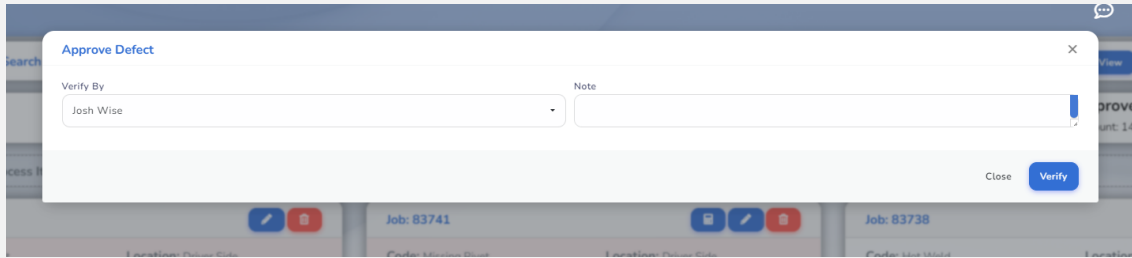
- Click and drag the corrected defect card from the "Corrected Defect" column and drop it into the "Approved Defect" column.



3. Verification Confirmation:

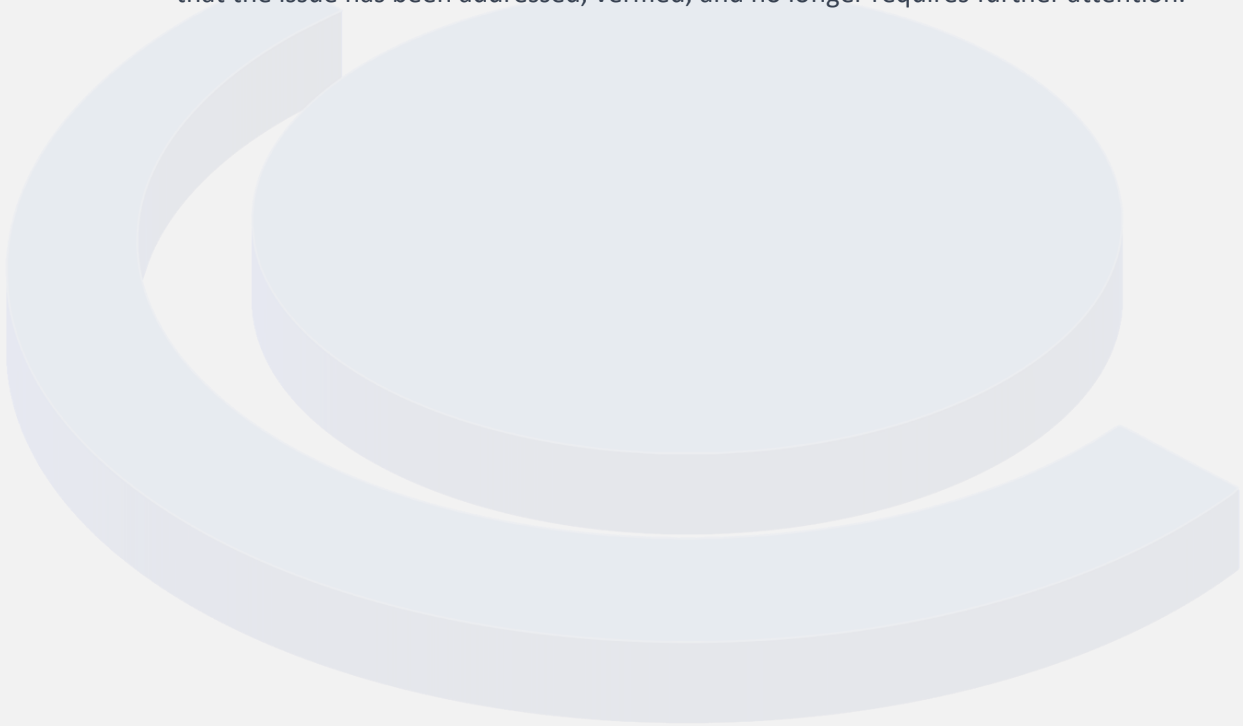


- Upon dropping the defect card into the "Approved Defect" column, a pop-up window will appear, asking you to confirm the correction of the defect.



4. Defect Closure:

- Once a defect is in the "Approved" column, it can be considered closed. This signifies that the issue has been addressed, verified, and no longer requires further attention.



INPUTTING JOBS

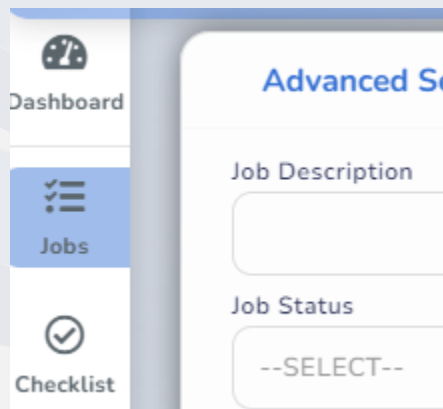
The screenshot shows the 'Advanced Search' interface. At the top, there are search fields for 'Job Description', 'Item Number Internal', and 'Item Number Customer'. Below these are 'Job Status' (a dropdown menu) and 'Add Date Range' (two date pickers). A 'Search' button and a 'Clear' button are at the bottom right of the search area. Below the search area is a toolbar with buttons for 'Export', 'Column Visibility', 'Reset Filters', 'Add', 'Add By Excel', and 'Main Class'. The main area is a table with the following columns: Job Number, Item Number Internal, Item Number Customer, Customer Name, Site, Job Quantity, Add Date, Close Date, and Action. The table contains several rows of job data.

Job Number	Item Number Internal	Item Number Customer	Customer Name	Site	Job Quantity	Add Date	Close Date	Action
test 18	12341	12341	Fleetwood	Fleetwood	2	04/30/2023		[Check] [Edit] [Delete]
SW001	PB02	PB02	Routine	Routine	2	01/16/2023		[Check] [Edit] [Delete]
Wash002	DW101	DW101	Gigbot	Gigbot	1	01/16/2023		[Check] [Edit] [Delete]
Wash001			Gigbot	Gigbot	1	01/16/2023	01/16/2023	[Check] [Edit] [Delete]
SPLIT001	5	5	Routine	Routine	6	12/04/2022	12/04/2022	[Check] [Edit] [Delete]
GT001	TPB&J	TPB&J	Routine	Routine	10	11/19/2022	12/23/2022	[Check] [Edit] [Delete]

Jobs are essential components in tracking and managing defects, as they help associate defects with specific units or tasks on the shop floor. Here's how you can add jobs to the database in Gigbot.

Access the Job Database:

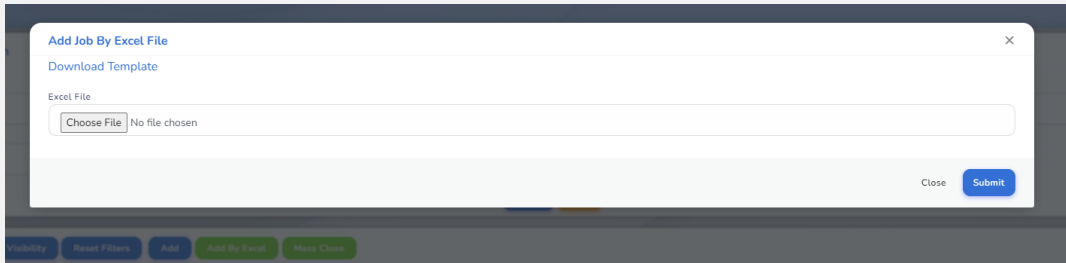
- Click the "Jobs" button located on the left-hand side of the screen. This action will open the job database.



Adding Jobs - Mass Upload:

If you have multiple job records to add simultaneously, you can use the Mass Upload feature, which is similar to other tables in Gigbot. Here's how to do it:

- Click "Add by Excel."
- Download the provided template, which simplifies the task of specifying job details.
- Fill out the template with the job information
- Save the completed template on your computer.
- Utilize Gigbot's "Browse" feature to locate and upload the saved file.

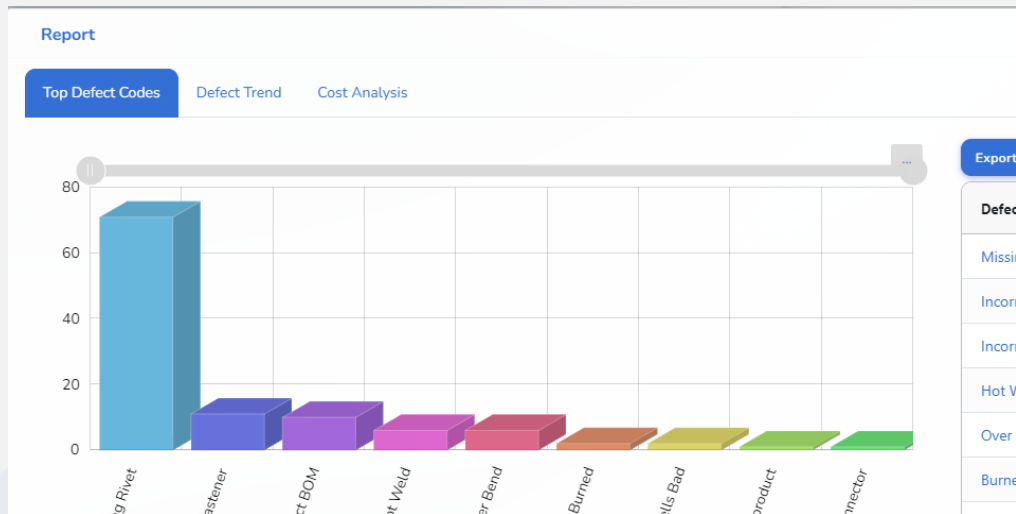


Adding Jobs - Single Entry:

- For adding individual job records, follow these steps:
- Click "Add" within the Job Database.
- Fill out the job information, including Job Number, Item Numbers, Customer, and any necessary QC checks associated with the job.
- Ensure that you provide all the required details.
- Click "Submit" to add the job to the database.

Number	Item Number Internal	Item Number Customer	Customer Name	Site	Job Quantity	Add Date	Close Date	Act
				Collins Bus	1	05/03/2023		

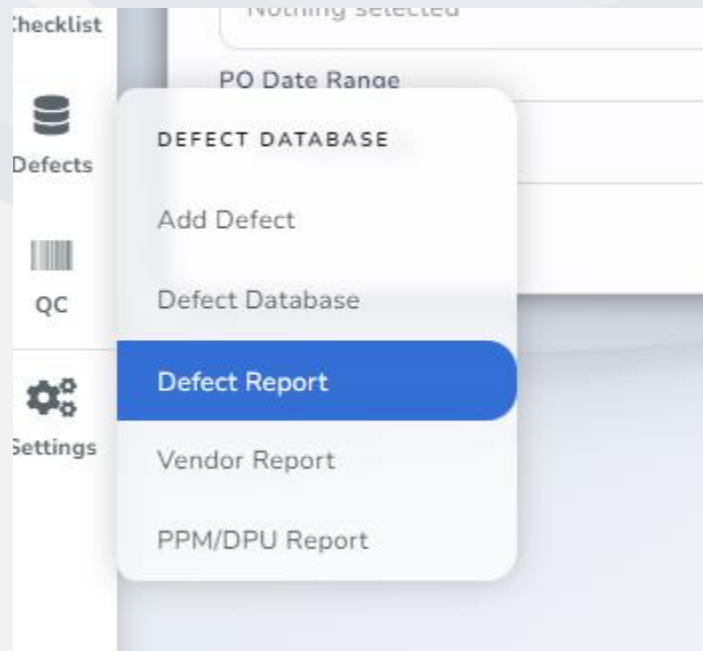
REPORTING



In Gigbot, you have access to various reports to analyze and manage defects efficiently. Here's how to create and run reports:

Access Reports

- Hover over the "Defects" button on the left-hand side of the screen to access the reports.



Defect Report

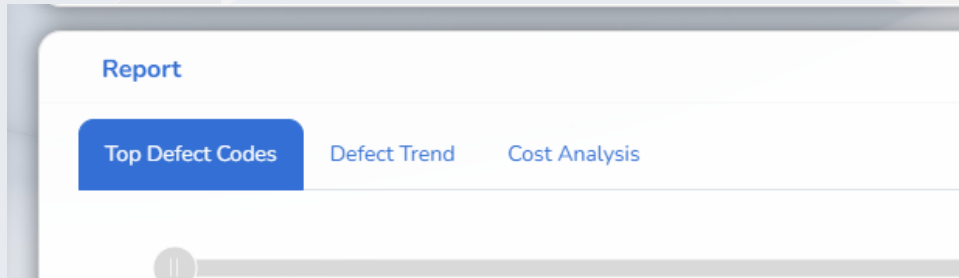
- The first report available is the "Defect Report," a comprehensive report that allows you to search the entire defect database using various search parameters.
- To run a search, input your search criteria into the relevant fields and click "Search."



- Leaving the fields blank will return all defects in the database.

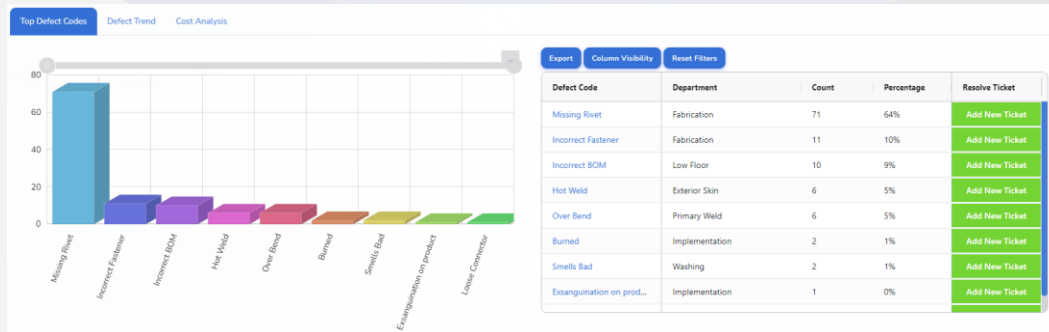
Defect Report Results:

- The defect report results are organized into three tabs.



First Tab: "Top Defect Codes"

- This tab displays information about the top defects in the search results.
- If you are subscribed to Resolve, Optegritty's Issue Management System, you can turn a top defect into a manufacturing issue directly from Gigbot's defect report by clicking "Add New Ticket" next to the defect code.



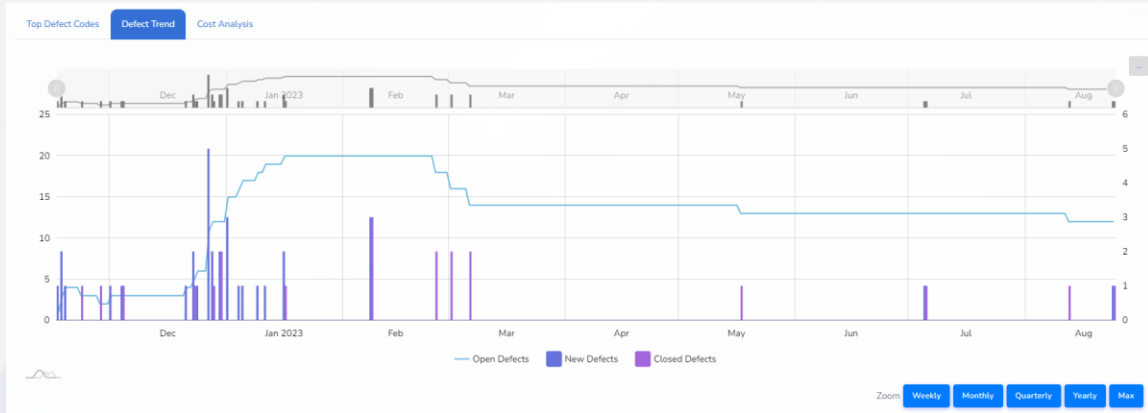
Second Tab: "Defect Trend"

The "Defect Trend" report in Gigbot provides you with a graphical representation of defect trends over time, based on the search criteria you've specified. Here's how to utilize this report:



View Graphical Trends:

- The Defect Trend tab displays a graph that illustrates how defects have evolved over time, as per the selected search criteria.
- This graphical representation allows you to visualize patterns, fluctuations, or improvements in defect occurrences.

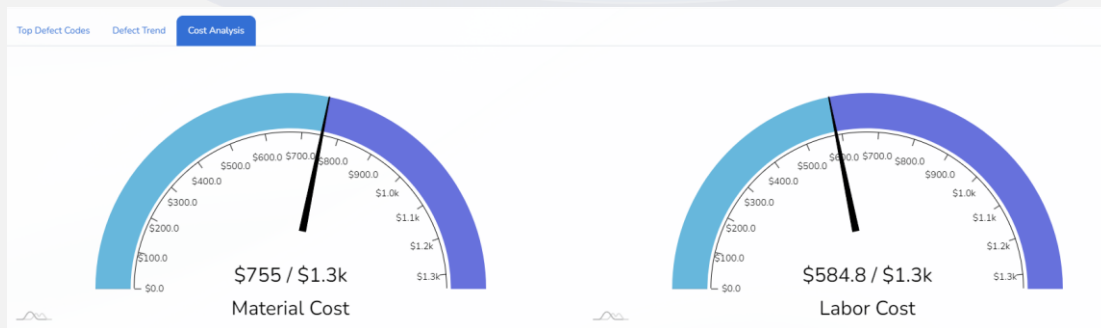


Third Tab: Cost Savings

The "Cost Savings" tab in Gigbot provides you with a clear overview of how defect corrections are impacting your company's bottom line. Here's how to use this insightful report.

View Cost Impact:

- The Cost Savings tab presents data on how defect corrections have influenced the financial aspects of your operations.
- It allows you to see the financial implications of your corrective actions, helping you understand the direct impact on your company's profitability.



Vendor Report



The Vendor Report in Gigbot is a valuable tool for assessing and managing defects related to vendors and item numbers. Here's how to use the Vendor Report effectively:

1. Access the Vendor Report:

- To access the Vendor Report, hover over the "Defects" button on the left-hand side of the screen and select "Vendor Report" from the drop-down menu.

2. Run a Search:

- Similar to the Defect Report, the Vendor Report allows you to run searches based on various criteria. Input your search parameters into the provided search boxes and click "Search."

3. View Search Results:

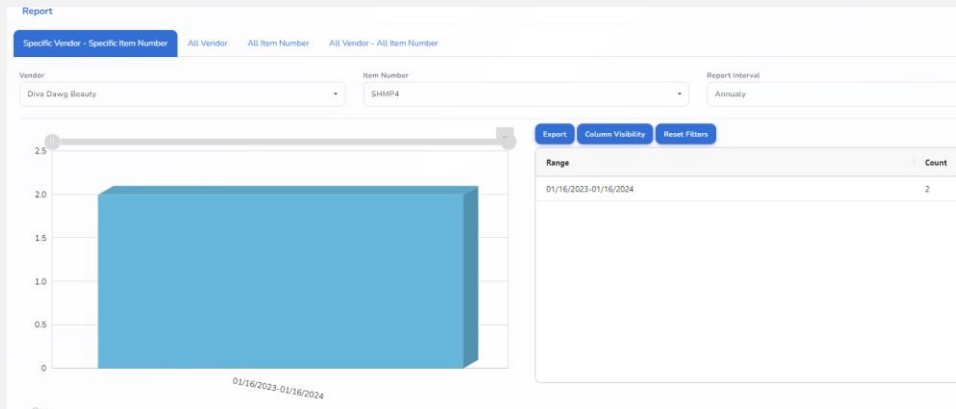
- The results of your search are displayed in four tabs located across the bottom of the report.

The screenshot shows the "Advanced Search" form. It has a "Save Search" button in the top right corner. The form contains several input fields: "Vendor", "Item Number", "PO Number", "Division", "Business Unit", "Site", "PO Date Range", and "Defect Date Range". Each date range field has a calendar icon. At the bottom of the form are "Search" and "Clear" buttons.

• First Tab: "Specific Vendor - Specific Item Number"

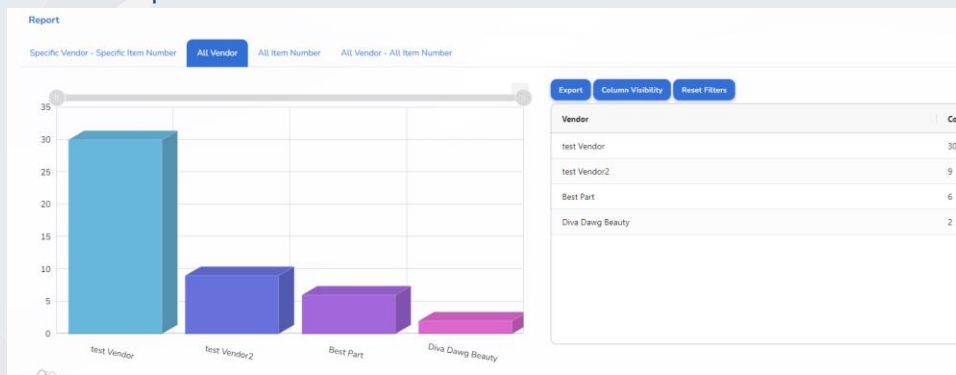
- This tab enables you to view defects for a specific item number over time, providing a detailed overview of issues related to that item.





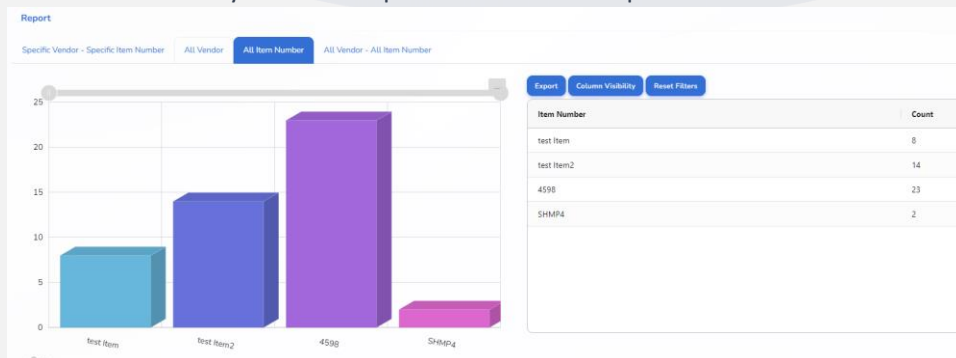
- **Second Tab: "All Vendors"**

- In this tab, defects are organized by vendors, allowing you to assess the performance of various vendors in terms of defect occurrences.



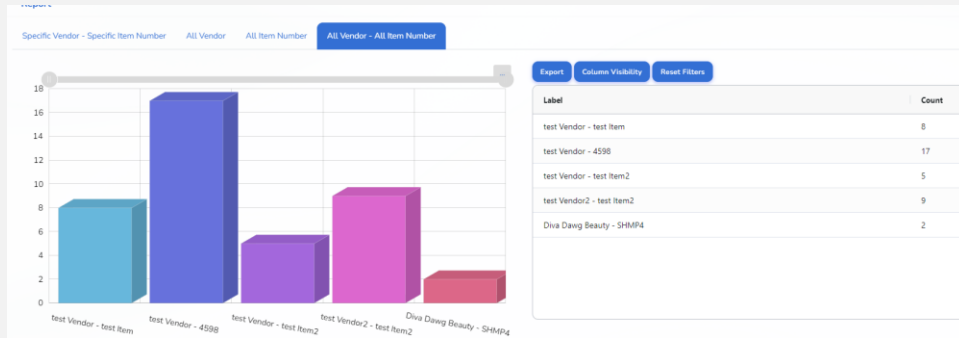
- **Third Tab: "All Item Numbers"**

- This tab provides insights into defects organized by item numbers, helping you identify trends and patterns related to specific items.



- **Fourth Tab: "All Vendor - All Item Number"**

- Here, you can view all defects organized by both item numbers and vendors, offering a comprehensive overview of defects across your supply chain.

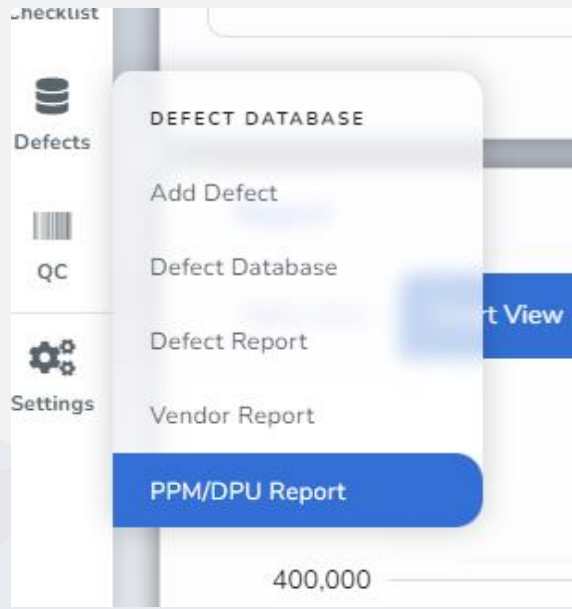


PPM/DPU Report



The PPM/DPU (Parts Per Million/Defects Per Unit) Report in Gigbot provides you with a broad perspective on defect trends in relation to the total number of units or jobs being produced. Here's how to access and utilize this informative report:

- **Access the PPM/DPU Report:**
 - To access the PPM/DPU Report, hover over the "Defects" button on the right side of the screen and click "PPM/DPU Report" from the drop-down menu.



- **Run a Search:**
 - In the PPM/DPU Report Search Settings, enter your criteria to narrow down the search field to the data you want to view.

- **View Search Results:**
 - The results of your search are presented in two tabs within the report:
- **First Tab: Table View**
 - The Table View tab displays the data in a tabular format, allowing you to examine defect trends, PPM, and DPU data in detail.

Table View | Chart View

Export | Column Visibility | Reset Filters

Date	Closed Units	Defects on Closed Uni...	Fabrication Defects	Low Floor Defe
01/19/2022-02/19/2022	0	0	0	0
02/19/2022-03/19/2022	0	0	0	0
03/19/2022-04/19/2022	0	0	0	0
04/19/2022-05/19/2022	0	0	0	0
05/19/2022-06/19/2022	0	0	0	0
06/19/2022-07/19/2022	0	0	0	0
07/19/2022-08/19/2022	0	0	0	0
08/19/2022-09/19/2022	0	0	0	0

- **Second Tab: Chart View**

- The Chart View tab presents the data in a visual chart format, making it easier to visualize trends and patterns over time.



SUPPORT

We hope this guide has been informative and helpful in navigating Gigbot's features for efficient defect management and reporting. If you have any additional questions or need further assistance, please don't hesitate to reach out to us at josh@optegritysolutions.com.

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