



GIGBOT QUICKSTART GUIDE

In the world of manufacturing, quality is king. Every defect not only represents a potential loss in time, materials, and labor but also threatens customer satisfaction and brand reputation. Defect tracking is the foundation of a robust quality management system, enabling teams to identify, categorize, and analyze defects to drive continuous improvement.

As a quality manager, engineer, inspector, or continuous improvement professional, you understand the critical role of data in decision-making. Yet, traditional methods of defect tracking can often feel cumbersome, inconsistent, or siloed. That's where Gigbot comes in.

Gigbot is designed to streamline defect tracking, offering a centralized platform to record, correct, and verify defects in real-time. With its intuitive interface, customizable checklists, and powerful reporting tools, Gigbot ensures that your team has the insights needed to not only resolve issues quickly but also prevent them from recurring.

By leveraging Gigbot, you can reduce defect rates, enhance collaboration, and ultimately improve the cost of quality metrics for your organization. This Quickstart Guide will walk you through the basics of using Gigbot, helping you maximize its potential to transform your quality processes.

WHAT'S INSIDE

- KEY CONCEPTS AND TERMS
- VISUAL TOUR
- DASHBOARDS
- ISSUE MANAGEMENT
- REPORTING

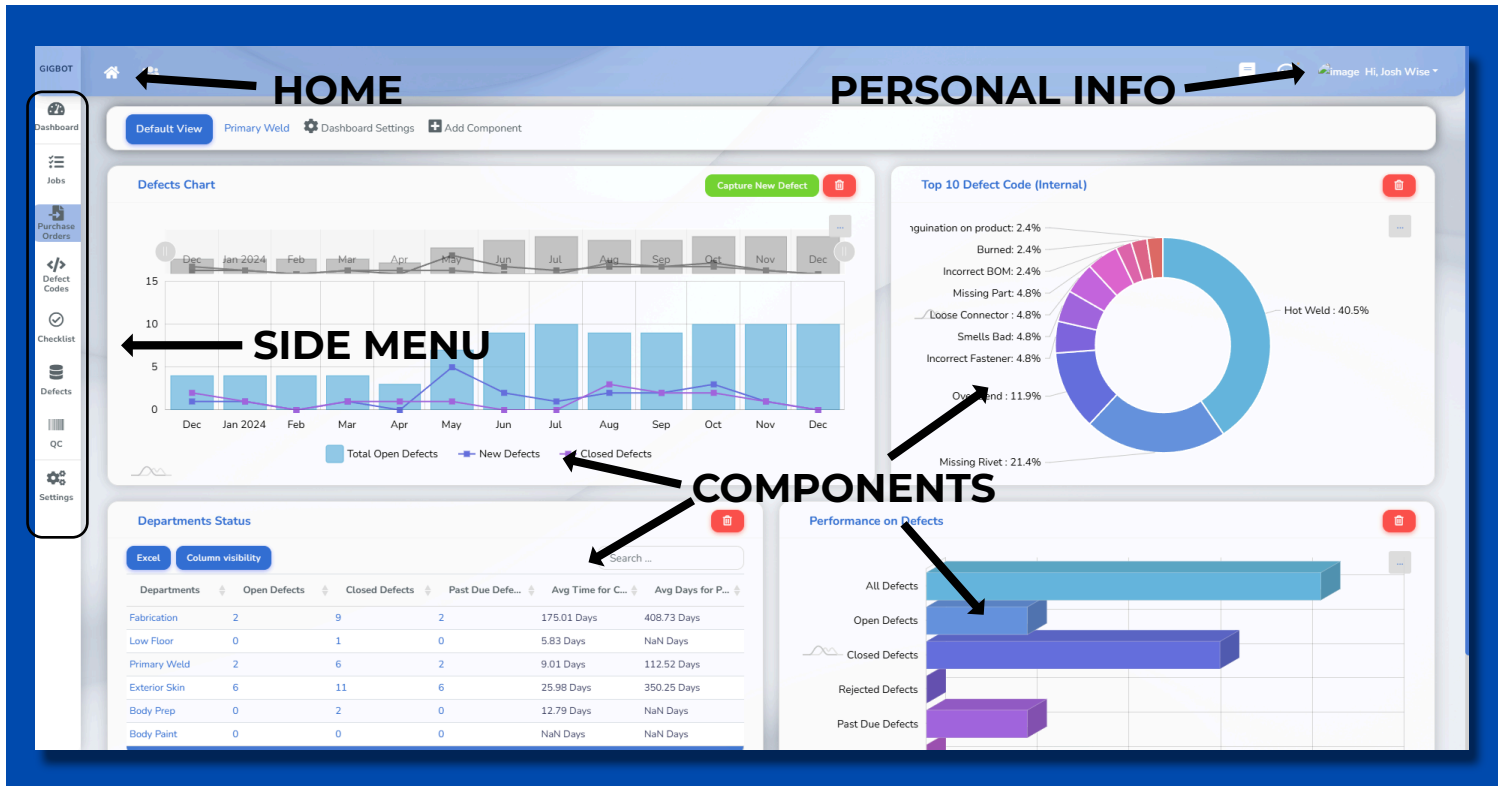
KEY CONCEPTS AND TERMS

- **Checklists:** Step-by-step workflows in Gigbot to guide inspections, corrections, and verifications.
- **Cost of Poor Quality (COPQ):** The financial impact of defects, including the cost of corrections, rework, and customer dissatisfaction.
- **Defect:** Any deviation from established quality standards that requires action to correct or improve.
 - **Correcting Defects:** Actions taken to address identified defects and bring processes or products back into compliance.
 - **Verifying Defects:** The process of confirming that corrective actions have resolved the defect and that the issue will not recur.
- **Defect Codes:** Standardized labels used to categorize and describe types of defects for easier tracking and reporting.
- **DPU (Defects Per Unit):** A measure of defects relative to the number of units inspected or produced.
- **Jobs:** Specific tasks or processes within Gigbot where defects are tracked, corrected, and verified.
- **Labor Costs:** The additional time and effort required to identify, correct, and verify defects.
- **Parts Costs:** Expenses incurred due to defective parts, including replacements and wasted materials.
- **PPM (Parts Per Million):** A metric used to measure defect rates in manufacturing, calculated as the number of defects per million parts produced.

DASHBOARDS

Gigbot's dashboard is your central hub for defect tracking and quality management. It provides an at-a-glance view of key metrics, actionable items, and ongoing tasks to help

you stay on top of your quality processes. Use the annotated guide below to familiarize yourself with its features.

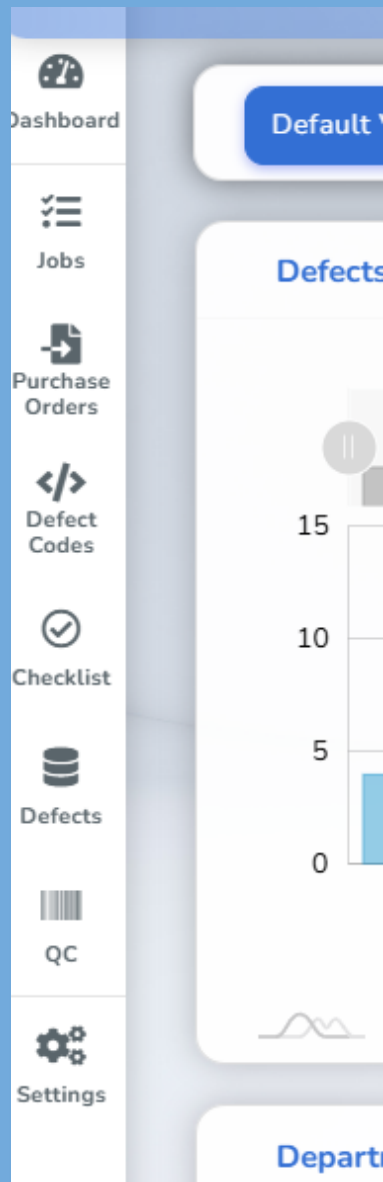


Home – This button takes you to your Optegritty home page, where you can access other Optegritty applications, view global settings, and update your user profile.

Side Menu – This menu allows you to quickly navigate through the application, providing easy access to key features like defect tracking, checklists, and reports.

Personal Info – Clicking this option lets you view and update your personal information, such as contact details, password settings, and user preferences.

Components – These are customizable containers of information that display key data and metrics at a glance, ensuring you have the insights you need right on your dashboard.



Dashboard – This button takes you back to the main dashboards.

Jobs – This is where you can add and edit manufacturing jobs.

Purchase Orders – This is where you can add and edit purchase orders.

Defect Codes – This section allows you to add and edit defect codes.

Checklist – Here, you can edit and run checklists.

Defects – This is your defect database, where you can search, view, and manage logged defects.

QC – This section is where you manage QC checks.

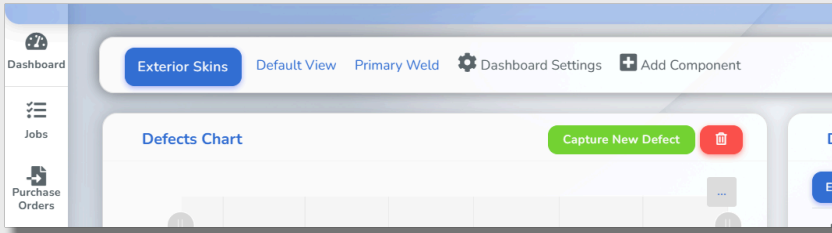
Settings – This button takes you to application specific settings.

CREATING AND EDITING DASHBOARDS

Gigbot allows you to customize your dashboards to display the most relevant information for your role. In this section, you'll learn how to create, edit, and personalize dashboards to suit your workflow.

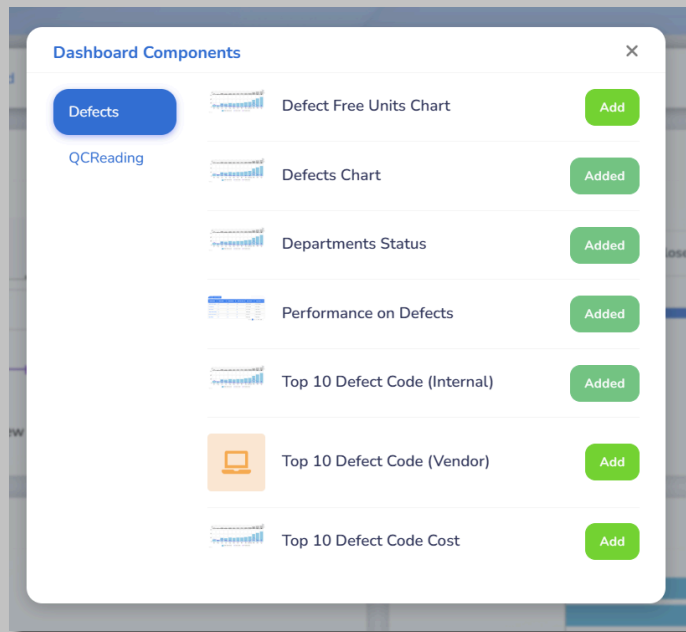
Locate Dashboard Controls

Dashboard controls are in the top-left corner of the dashboard screen. Use these controls to adjust or manage your dashboard.



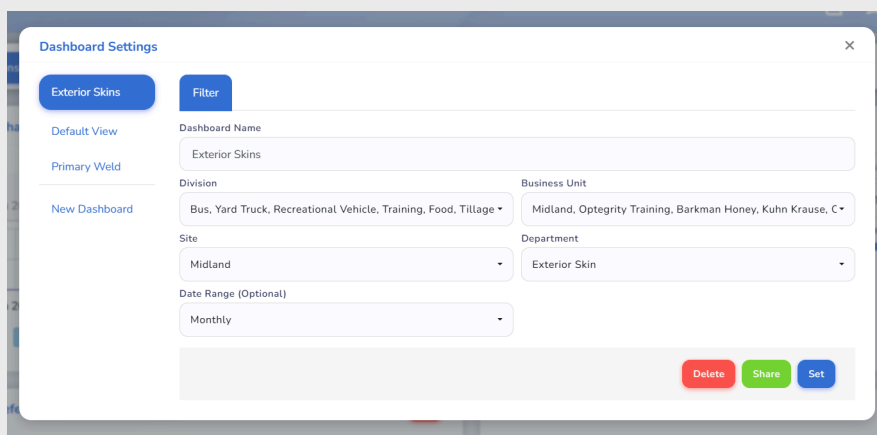
Add a Component to a Dashboard

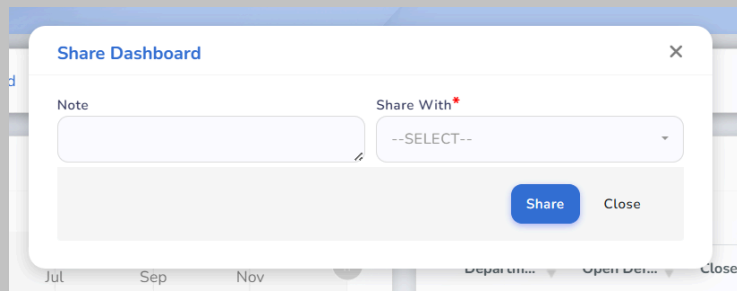
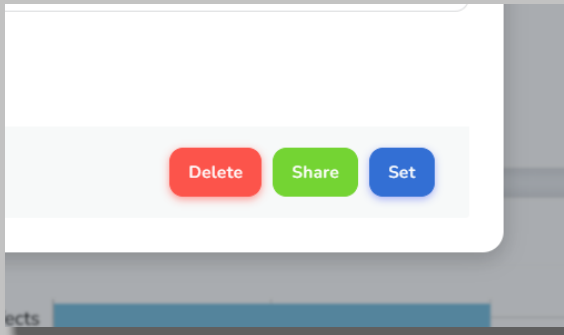
1. Click the "**Add Component**" button to bring up the component selector screen.
2. Browse the list to find the component you want to add, then click "**Add**" to place it on your dashboard.



Edit an Existing Dashboard

1. Click the "**Dashboard Settings**" button to open the settings popup.
2. From the list on the left-hand side, select the dashboard you want to edit.
3. Adjust the scope of data by choosing from the **Division**, **Business Unit**, **Site**, and **Department** dropdowns.

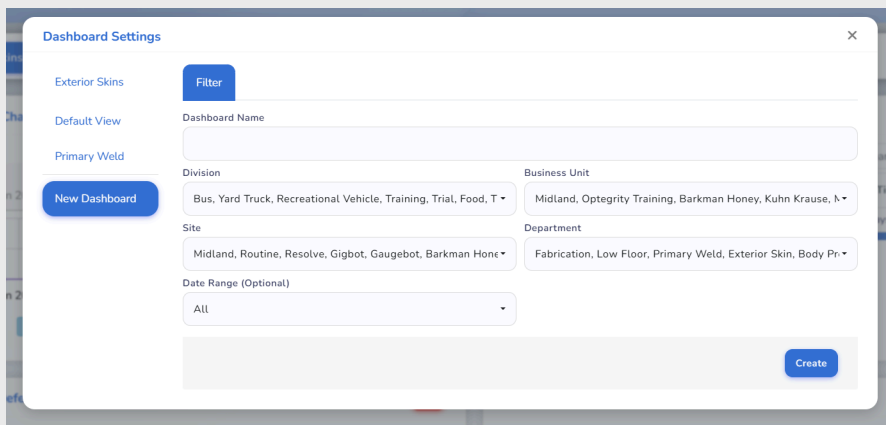




Share a Dashboard

1. In the **Dashboard Settings** popup, select the dashboard you want to share and click "**Share**".
2. Add an optional message or note in the "**Note**" section.
3. Select the user you want to share with from the dropdown box and click "**Share**".

Create a New Dashboard



1. Click "**New Dashboard**" in the **Dashboard Settings** popup.
2. Enter a name for the new dashboard and select the desired scope of data.
3. When ready, click "**Create**" to finalize your new dashboard.
4. Then begin adding components following the instructions above.

DEFECT MANAGEMENT: CAPTURING DEFECTS

Capturing defects is at the heart of Gigbot's functionality, providing a streamlined approach tailored to your company's quality and continuous improvement maturity. Gigbot supports three methods of capturing defects, ensuring flexibility and scalability as your processes evolve:

1. **Freely Capturing Defects:**

The simplest and most foundational method, allowing users to log defects as they are discovered. This approach is ideal for companies starting their defect management journey or handling unexpected issues.

2. **Using Checklists:**

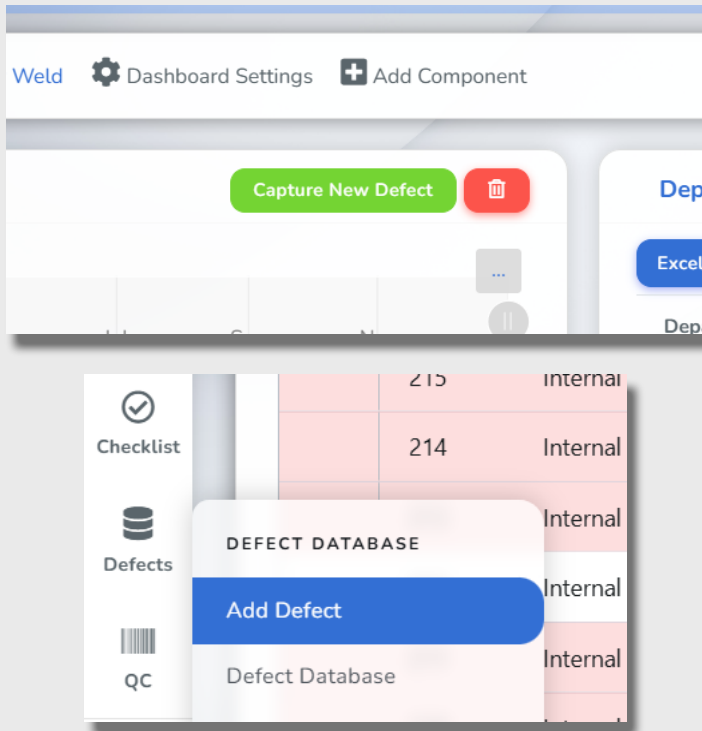
Designed for companies with established inspection processes, this method enables users to create checklists that can be deployed at workstations or inspection gates. Non-compliant items identified during checklist reviews can be instantly converted into defects.

3. **Leveraging Routine Integration:**

For companies at the forefront of quality management, Gigbot integrates with Routine to use standard work instructions as the basis for quality checklists. Steps labeled as "Critical to Quality" within Routine are automatically incorporated into Gigbot, eliminating the need for separate checklist management.

DEFECT CAPTURE METHOD 1: FREELY CAPTURING DEFECTS

Freely capturing defects is the foundation of Gigbot's defect management process. Once you've mastered this method, the other options become much easier. Follow these steps to capture a defect:



Accessing the "Add New Defect" Screen

1. Click the "**Add New Defect**" button on the Defects Chart located on the main dashboard.
2. Alternatively, hover over the "**Defect Database**" menu item in the side menu and select "**Add Defect**" from the dropdown.
3. Both options will open the "**Capture New Defect**" popup.

The 'Capture New Defect' popup form has a title bar with the text 'Capture New Defect'. Below the title bar is a red link that says 'Click here to request new inputs to add into database'. The form contains a 'Report Type' dropdown menu with a red asterisk, a 'Site' dropdown menu with a red asterisk, and a 'Description' text input field. The 'Report Type' dropdown is currently open, showing two options: 'Internal Non-Conformance' (highlighted in blue) and 'Vendor Non-Conformance'.

Selecting the Conformance Report Type

- In the popup, choose whether this is an **Internal Non-Conformance Report** or a **Vendor Non-Conformance Report**.
- For this guide, we'll focus on Internal Non-Conformance Reports as they are the most commonly used.

Capture New Defect

[Click here to request new inputs to add into database](#)

Report Type*
--SELECT--

Job*
Defective Item Number

Internal Item Number Customer Item Number Customer Job Quantity

Site*
--SELECT--

Description

Captured In* Inspection Gate Capture Type* Captured By*
--SELECT-- --SELECT-- --SELECT-- Josh Wise

Origin Department* Disposition* Defect Code Area Defect Code*
--SELECT-- Rework Nothing selected Missing Rivet

Defect Location* Source Employee Failure Reason* Count*
Driver Side --SELECT-- --SELECT--

WorkStation Severity Material Review Board?*
--SELECT-- --SELECT-- No

Attach Pictures/Documents

Drag & drop files here ...
(or click to select files)

Select files ... Browse ...

Filling Out the Defect Details

- Once you select the conformance report type, the popup will display fields to fill in. Fields marked with an asterisk (*) are required.

Field Descriptions:

Job*: Enter the job number where the defect occurred. This automatically populates fields like Internal Item Number, Customer Item Number, Customer, and Job Quantity.

Captured In*: Select the department capturing the defect.

Inspection Gate: If the defect was captured at an inspection gate, specify it here.

Capture Type*: Indicate the type of inspection that led to the defect being captured.

Captured By*: The name of the user capturing the defect (defaults to the current user).

Origin Department*: The department responsible for creating the defect.

Disposition*: Select what should happen to the defect (e.g., rework, scrap).

Defect Location*: Specify where on the job or unit the defect is located.

Defect Code*: Choose the appropriate defect category to aid in reporting.

Source Employee: Enter the name of the employee responsible for the defect.

Failure Reason*: Select the reason for the defect.

Count*: Specify how many times this defect occurs on the job or unit.

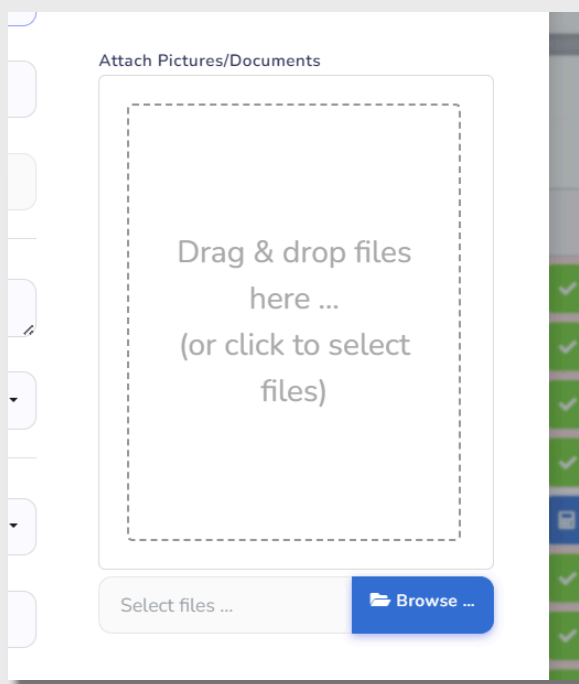
Material Review Board*: Indicate if the defect requires review by the material review board for disposition.

Workstation: Enter the workstation or work cell where the defect was captured.

Site*: Select the site where the workstation is located.

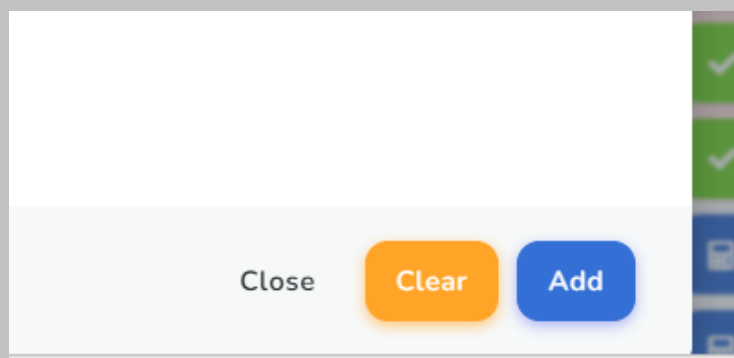
Severity: Rate the severity of the defect.

Description: Add any additional details or context about the defect.



Adding Attachments

- Upload pictures or documents to provide more context for the defect.

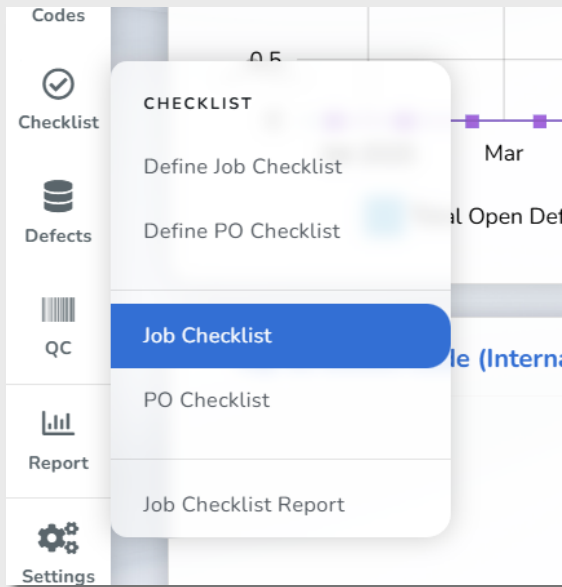


Finalizing the Defect

- Once all required fields are completed, click "Add" to save the defect in the system.

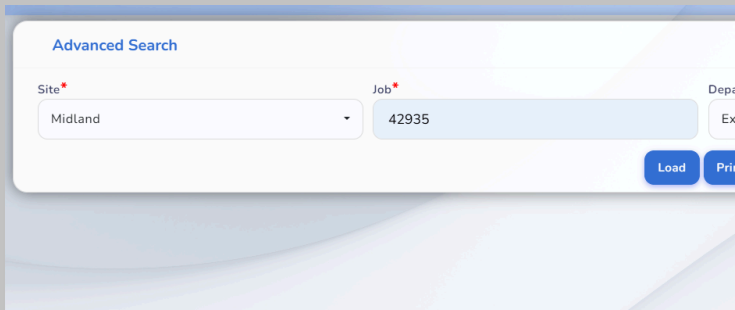
DEFECT CAPTURE METHOD 2: USING CHECKLISTS

The checklist method streamlines defect capture by associating predefined checklists with specific workstations. This approach ensures consistency and efficiency in identifying and managing defects.



Navigate to the Checklist Menu

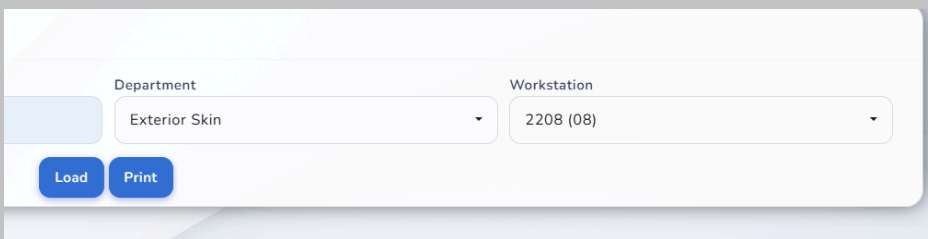
1. Hover over the "**Checklist**" menu item on the side menu and select "**Job Checklist**" from the dropdown.
2. This will take you to the **Checklist Search Screen**.



Locating the Checklist

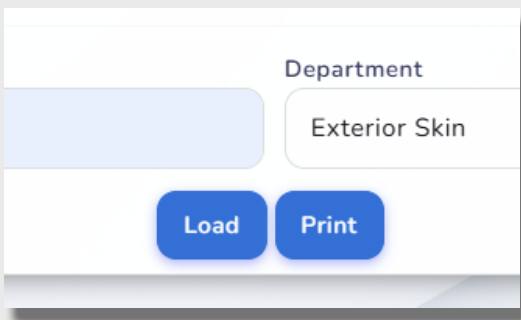
Checklists are assigned to a workstation inside a department. To open a checklist:

1. Select the "**Site**" from the dropdown menu.
2. Enter the **Job Number** in the **Job** field.
3. Choose the appropriate **Department** and **Workstation** where the checklist has been assigned.



Loading the Checklist

1. Click "**Load**" to display the assigned checklist.
2. Click "**Print**" to print a paper copy of the checklist.



Inspecting Items

The loaded table displays a list of inspection items, with each row representing an item to review.

1. To check an item, click in the corresponding row under the "**Source Inspection Result**" column. You can select:

- "**Ok**": If the job passes this inspection item.
- "**N/A**": If this item is not applicable to the unit.
- "**Defect**": If the item is non-conforming.

Checklist					
Export	Column Visibility	Reset Filters	Inspect All Items on 2208		
Work Station	Inspection Description	Inspection Type	Source Inspection R...	Inspected By	Gigbot Tick
2206	Check for excessive glue squeeze out (interior panels, stringers, wood floor)	Post-Process Quality...	Ok	Josh Wise	
2206	Ensure that the proper number of rivets have been used	Post-Process Quality...	Ok	Josh Wise	
2206	Ensure that all rivets have proper engagement This picture is of a bad rivet	Post-Process Quality...	Ok	Josh Wise	
2206	Ensure all hucks are used, (NO OPEN HOLES) and that they have proper engagement	Post-Process Quality...	Ok	Josh Wise	
2206	Ensure that when closed the door is properly aligned and does not make contact with the frame or fasteners Th...	Post-Process Quality...	Ok	Josh Wise	
2206	Pull up short tail of harness and lay in rear of bus	In-Process Quality C...	Ok	Josh Wise	
2206	Ensure that any protective plastic has been removed from all preprinted parts before they are installed	In-Process Quality C...	Ok	Josh Wise	
2206	Ensure that the rear corner skins have been pulled up flush against the Below Rear Door Skin	In-Process Quality C...	Defect	Josh Wise	Capture New
2206	When using a drill and drill bit ensure that a drill stop is in place	In-Process Quality C...	Empty	Josh Wise	
2206	Ensure that Plexus MAB120 lot number and expiration date have been captured Sign off your work in the picklist	Post-Process Quality...	Empty		
2206	Retrieve harness and check to make sure there are the proper connectors on the harness	In-Process Quality C...	Empty		
2206	Check the window retainer screw torque	In process inspection	Empty		

Inspection Type	Source Inspection R...	Inspected By
Post-Process Quality...	Ok	Josh Wise
Post-Process Quality...	Ok	
Post-Process Quality...	Ok	
Post-Process Quality...	Defect	
Post-Process Quality...	N/A	
In-Process Quality C...	Ok	Josh Wise

Capturing a Defect

For any items marked as **"Defect"**, a green **"Capture New Defect"** button will appear in the **"Gigbot Ticket"** column.

1. Click this button to bring up the **"Capture New Defect"** popup.
2. Fill out the defect details as outlined in the **"Freely Capturing Defects"** section.
 - Most fields will automatically populate, as the information is pulled directly from the checklist.
3. Click **"Add"** to save the defect. The popup will close, and the defect will be recorded.

Process Quality C...	Ok	Josh Wise	
Process Quality C...	Ok	Josh Wise	
Process Quality C...	Defect	Josh Wise	Capture New Defect
Process Quality C...	Empty	Josh Wise	
Process Quality...	Empty		
Process Quality C...	Empty		
Process inspection	Empty		

Capture New Defect

Click here to request new inputs to add into database

Report Type*
Internal Non-Conformance

Job*
963852

Defective Item Number

Internal Item Number
1547-133

Customer Item Number
788

Customer
Integrated Manufacturing

Job Quantity
1

Captured In*
Exterior Skin

Inspection Gate
--SELECT--

Capture Type*
In-Process Inspection

Captured By*
Josh Wise

Origin Department*
Exterior Skin

Disposition*
Rework

Defect Location*
Side Wall

Defect Code*
Hot Weld

Source Employee
--SELECT--

Failure Reason*
Lack of Standard

Count*
1

Material Review Board?*
No

WorkStation
--SELECT--

Site*
Collins Bus

Severity
--SELECT--

Description

Attach Pictures/Documents

Drag & drop files here ...
(or click to select files)

Select files ...

Browse ...

Close Clear Add

Josh Wise	
Josh Wise	
Josh Wise	Show Defect
Josh Wise	
Josh Wise	Capture New Defect
Josh Wise	
Josh Wise	

Reviewing or Editing a Captured Defect

After saving a defect, the green **"Capture New Defect"** button changes to a red **"Show Defect"** button.

- Clicking **"Show Defect"** allows you to view or edit the defect as needed.

Export Column Visibility Reset Filters					
Work Station	Inspection Description	Inspection Type	Source Inspection R...	Inspected By	Gigbot Ticket
2206	Check for excessive glue squeeze out (interior panels, stringers, wood floor)	Post-Process Quality...	Ok	Josh Wise	
2206	Ensure that the proper number of rivets have been used	Post-Process Quality...	Ok	Josh Wise	
2206	Ensure that all rivets have proper engagement This picture is of a bad rivet	Post-Process Quality...	Ok	Josh Wise	
2206	Ensure all hucks are used, (NO OPEN HOLES) and that they have proper engagement	Post-Process Quality...	Ok	Josh Wise	
2206	Ensure that when closed the door is properly aligned and does not make contact with the frame or fasteners Th...	Post-Process Quality...	Ok	Josh Wise	
2206	Pull up short tail of harness and lay in rear of bus	In-Process Quality C...	Ok	Josh Wise	
2206	Ensure that any protective plastic has been removed from all pre-painted parts before they are installed	In-Process Quality C...	Ok	Josh Wise	
2206	Ensure that the rear corner skins have been pulled up flush against the Below Rear Door Skin	In-Process Quality C...	Ok	Josh Wise	
2206	When using a drill and drill bit ensure that a drill stop is in place	In-Process Quality C...	Ok	Josh Wise	
2206	Ensure that Plexus MAB120 lot number and expiration date have been captured Sign off your work in the picklist	Post-Process Quality...	Defect	Josh Wise	
2206	Retrieve harness and check to make sure there are the proper connectors on the harness	In-Process Quality C...	Ok	Josh Wise	
2206	Check the window retainer screw torque	In process inspection	Ok	Josh Wise	
2206	Ensure rivets are flush	In process inspection	Ok	Josh Wise	
2206	Testing testing	Post Process Check	Ok	Josh Wise	
2206	Inspect flushness of panel relative to structure	In-Process Quality C...	Ok	Josh Wise	
2206	Screw holes are level	Post Process Check	Ok	Josh Wise	

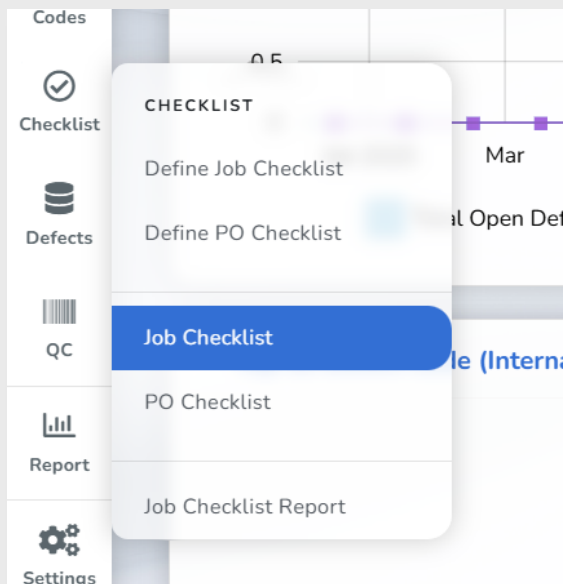
Completing the Checklist

After inspecting all items on the checklist, you can:

1. Navigate away from or close the page.
2. Enter another job number to run a checklist on a different unit.

DEFECT CAPTURE METHOD 3: USING ROUTINE INTEGRATION

This method allows you to leverage work instructions created in Routine with steps designated as "Critical to Quality" to seamlessly capture defects.



Navigate to the Checklist Menu

1. Hover over the "**Checklist**" menu item on the side menu and select "**Job Checklist**" from the dropdown.
2. This will take you to the **Checklist Search Screen**.

Advanced Search

Site* Midland Job* 42935 Load Print

Department Exterior Skin Workstation 2208 (08) Load Print

Locating the Checklist

1. Select the **"Site"** from the dropdown menu.
2. Enter the **Job Number** in the Job field.
3. Choose the appropriate **Department** and **Workstation(s)** where the **"Critical to Quality"** steps have been assigned.

Department Exterior Skin Load Print

Loading the Checklist

- Click **"Load"** to display the assigned checklist.
- Click **"Print"** to print a paper copy of the checklist.

Checklist

Export Column Visibility Reset Filters Inspect All Items on 2206

Work Station	Inspection Description	Inspection Type	Source Inspection R...	Inspected By	Gigbot Tick
2206	Check for excessive glue squeeze out (interior panels, stringers, wood floor)	Post-Process Quality...	Ok	Josh Wise	
2206	Ensure that the proper number of rivets have been used	Post-Process Quality...	Ok	Josh Wise	
2206	Ensure that all rivets have proper engagement This picture is of a bad rivet	Post-Process Quality...	Ok	Josh Wise	
2206	Ensure all hucks are used, (NO OPEN HOLES) and that they have proper engagement	Post-Process Quality...	Ok	Josh Wise	
2206	Ensure that when closed the door is properly aligned and does not make contact with the frame or fasteners Th...	Post-Process Quality...	Ok	Josh Wise	
2206	Pull up short tail of harness and lay in rear of bus	In-Process Quality C...	Ok	Josh Wise	
2206	Ensure that any protective plastic has been removed from all preprinted parts before they are installed	In-Process Quality C...	Ok	Josh Wise	
2206	Ensure that the rear corner skins have been pulled up flush against the Below Rear Door Skin	In-Process Quality C...	Defect	Josh Wise	Capture New
2206	When using a drill and drill bit ensure that a drill stop is in place	In-Process Quality C...	Empty	Josh Wise	
2206	Ensure that Plexus MA8120 lot number and expiration date have been captured Sign off your work in the picklist	Post-Process Quality...	Empty		
2206	Retrieve harness and check to make sure there are the proper connectors on the harness	In-Process Quality C...	Empty		
2206	Check the window retainer screw torque	In process inspection	Empty		

Inspecting Items

The loaded table displays a list of inspection items, with each row representing an item to review.

1. To check an item, click in the corresponding row under the **"Source Inspection Result"** column. You can

Inspection Type	Source Inspection R...	Inspected By
Post-Process Quality...	Ok	Josh Wise
Post-Process Quality...	Ok	
Post-Process Quality...	Ok	
Post-Process Quality...	Defect	
Post-Process Quality...	N/A	
In-Process Quality C...	Ok	Josh Wise

select:

- **"Ok"**: If the job passes this inspection item.
- **"N/A"**: If this item is not applicable to the unit.
- **"Defect"**: If the item is non-conforming.

cess Quality C...	Ok	Josh Wise	
cess Quality C...	Ok	Josh Wise	
cess Quality C...	Defect	Josh Wise	Capture New Defect
cess Quality C...	Empty	Josh Wise	
rocess Quality...	Empty		
cess Quality C...	Empty		
cess inspection	Empty		

Capturing a Defect

For any items marked as **"Defect"**, a green **"Capture New Defect"** button will appear in the **"Gigbot Ticket"** column.

1. Click this button to bring up the **"Capture New Defect"** popup.

2. Fill out the defect details as outlined in the "Freely Capturing Defects" section.

- Most fields will automatically populate, as the information is pulled directly from the checklist.

Capture New Defect

Click here to request new inputs to add into database

Report Type*
Internal Non-Conformance

Job*
963852

Defective Item Number
1547-133

Customer Item Number
788

Customer
Integrated Manufacturing

Job Quantity
1

Captured In*
Exterior Skin

Inspection Gate
--SELECT--

Capture Type*
In-Process Inspection

Captured By*
Josh Wise

Origin Department*
Exterior Skin

Disposition*
Rework

Defect Location*
Side Wall

Defect Code*
Hot Weld

Source Employee
--SELECT--

Failure Reason*
Lack of Standard

Count*
1

Material Review Board? *
No

WorkStation
--SELECT--

Site*
Collins Bus

Severity
--SELECT--

Description

Attach Pictures/Documents

Drag & drop files here ...
(or click to select files)

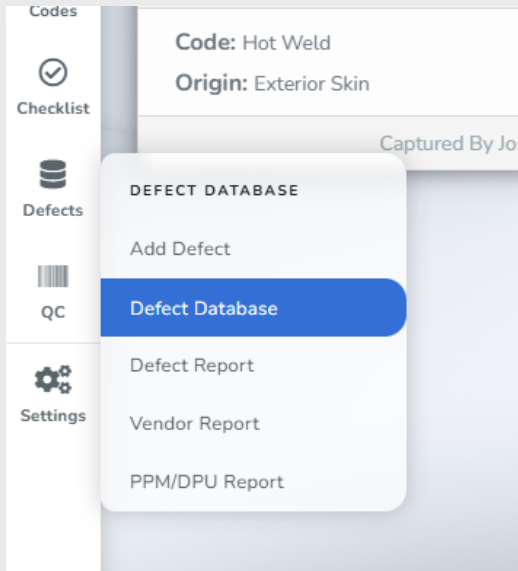
Select files ... [Browse ...](#)

Close [Clear](#) [Add](#)

1. Click "**Add**" to save the defect. The popup will close, and the defect will be recorded.

DEFECT MANAGEMENT: DEFECT CORRECTION

Once a defect has been captured, the next step is to mark it as corrected. Follow these steps to update the defect status and capture the associated costs.

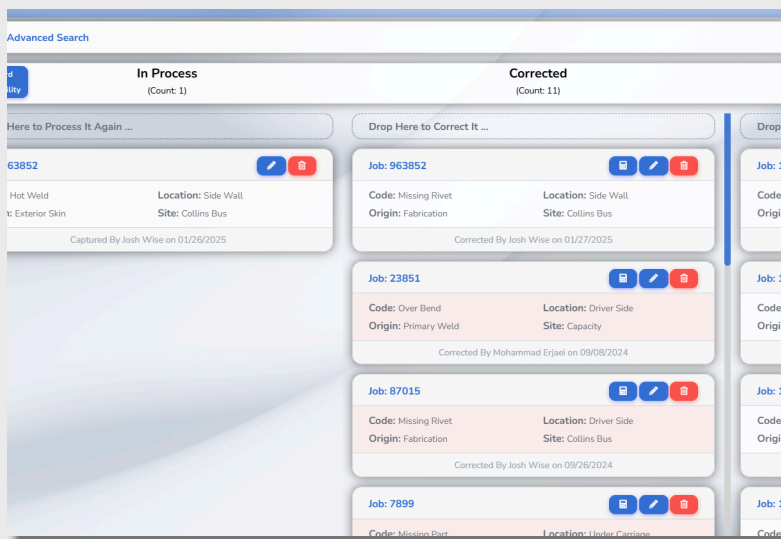
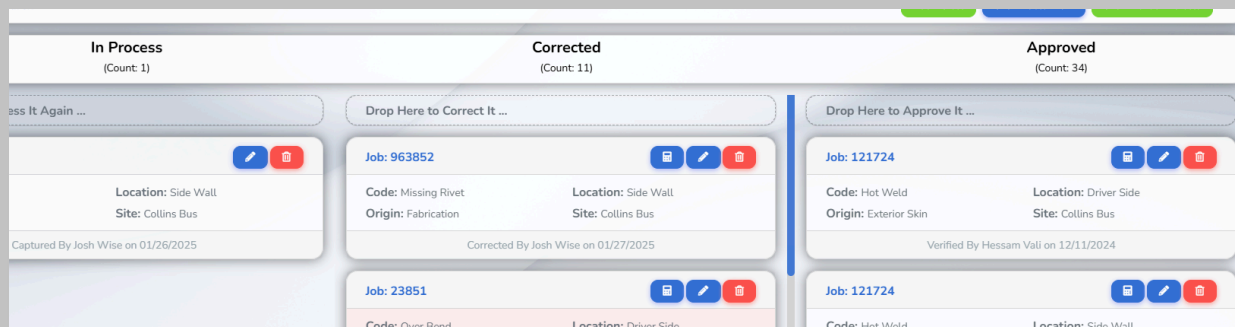


Access the Defect Database

1. Hover over the "**Defects**" option on the left-hand menu and select "**Defect Database**" from the dropdown.
 - The defect database displays all defects that have been captured, with data presented in two formats: **table view** and **card view**.

Working with the Card View

- For this guide, we'll use the **card view**, which functions like a Kanban board.
- The board is divided into columns representing different stages of the defect management process:
 - **In Process**
 - **Corrected**
 - **Approved**



Marking a Defect as Corrected

1. Locate the defect card in the **"In Process"** column.
2. Drag the card to the **"Corrected"** column.

Adding Correction Notes

1. A popup will appear, allowing you to add any additional notes about the correction.
2. Once your notes are entered, click **"Submit"**.

Correct Defect

Correct By: Josh Wise

Note: [Text Area]

Close Submit

Job: 963852

Location: Side Wall
Site: Collins Bus
Code: Missing Rivet
Origin: Fabrication

Job: 121724

Location: Side Wall
Site: Collins Bus
Code: Hot Weld
Origin: Exterior Skin

Capturing the Cost of Poor Quality (COPQ)

1. After adding notes, another popup will appear to capture the cost of correction.
2. Complete the two cost tables:
 - **Material Costs:** Add part number(s) and their respective costs.
 - **Labor Costs:** Select the labor description, cost per hour, and the number of hours. For fractional hours, use decimals (e.g., 0.25 for 15 minutes).
3. When finished, click **"Close"**.

Defect Cost

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	+

Job: 963852

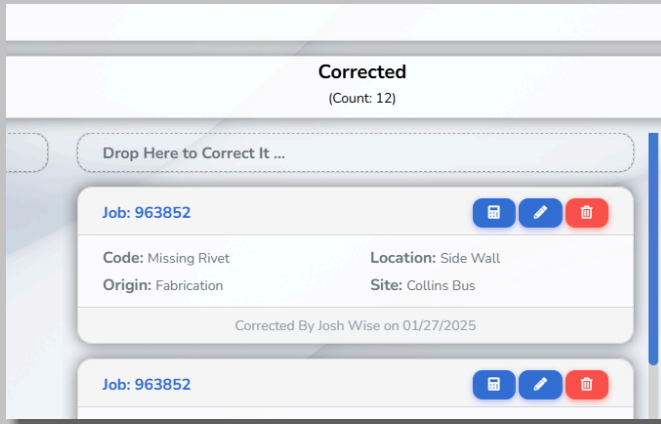
Defect Cost

Labor Cost

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

Close

Job: 121724

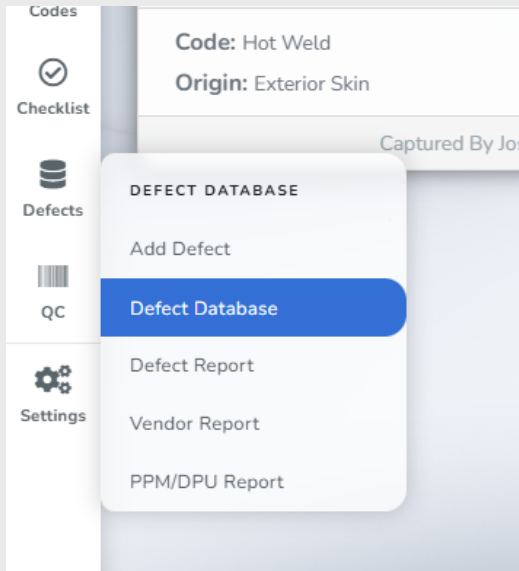


Completion

1. The defect will now appear in the "**Corrected**" column, indicating that it has been successfully corrected.

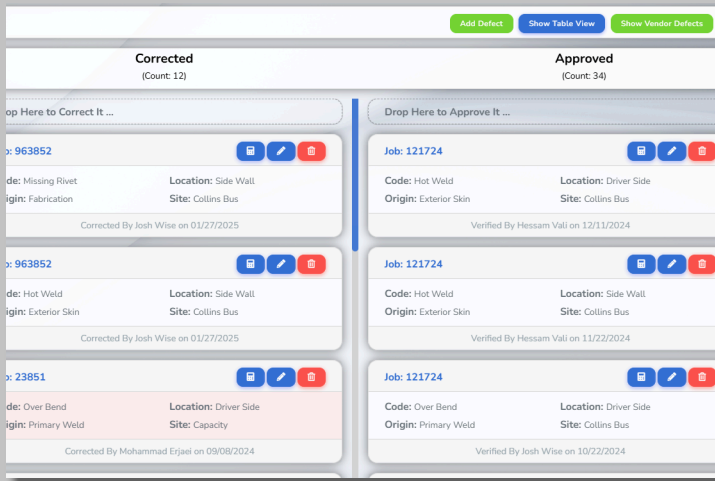
DEFECT MANAGEMENT: DEFECT VERIFICATION

Defect verification is the final step in the defect management process, ensuring that all corrective actions have resolved the issue and that the defect will not recur. The process is similar to defect correction but involves verifying defects that have already been corrected.



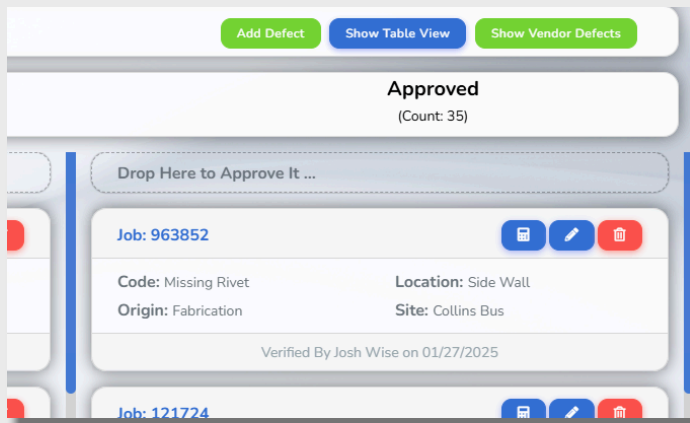
Access the Defect Database

1. Hover over the "**Defects**" option on the left-hand menu and select "**Defect Database**" from the dropdown.
2. Use the **card view**, which organizes defects into columns: **In Process**, **Corrected**, and **Approved**.



Marking a Defect as Verified

1. Locate the defect card in the **"Corrected"** column.
2. Drag the card to the **"Approved"** column.



Completion

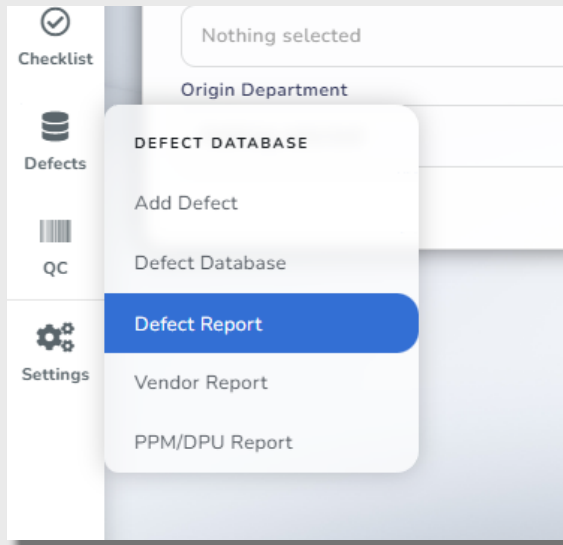
- Unlike defect correction, there is no popup to capture additional information during verification.
- Once the card is moved, the defect is officially verified, completing the defect management process.

REPORTING

Reporting is a critical component of defect management, providing valuable insights into defect trends, costs, and overall quality performance. Gigbot's reporting tools allow you to access detailed data on defects, cost of poor quality (COPQ), and performance metrics, enabling data-driven decision-making. With these reports, you can identify recurring issues, monitor improvements, and measure the effectiveness of corrective actions.

DEFECT REPORT

The main report that most users will be interacting with will be the Defect Report. The Defect Report provides an in-depth look at all defects captured in Gigbot, enabling you to analyze trends and identify areas for improvement. Follow these steps to access and utilize this powerful reporting tool:



Accessing the Defect Report

1. Hover over the "**Defect**" menu on the left-hand side.
2. Click "**Defect Report**" from the dropdown menu.
3. This will take you to the **Defect Report** screen.

 A screenshot of the 'Advanced Search' form. It features a grid of search criteria fields, each with a dropdown menu showing 'Nothing selected'. The fields include: Defect Code, Defect Job, Item Number Internal, Disposition, Defect Status, Capture Type, Captured By, Defect Location, Source Employee, Division, Business Unit, Site, Origin Department, and Count. At the bottom right, there are 'Search' and 'Clear' buttons.

Using the Advanced Search

1. At the top of the screen, you'll find the "**Advanced Search**" area.
2. Enter your search criteria into the relevant fields. Any fields related to defect details can be used to refine your search.
 - For a complete explanation of these fields, refer to the **Defect Capture Method 1** section.
3. Once your criteria are set, click "Search" to view the matching data.
4. To view all defect data, leave all fields blank and click "**Search**".

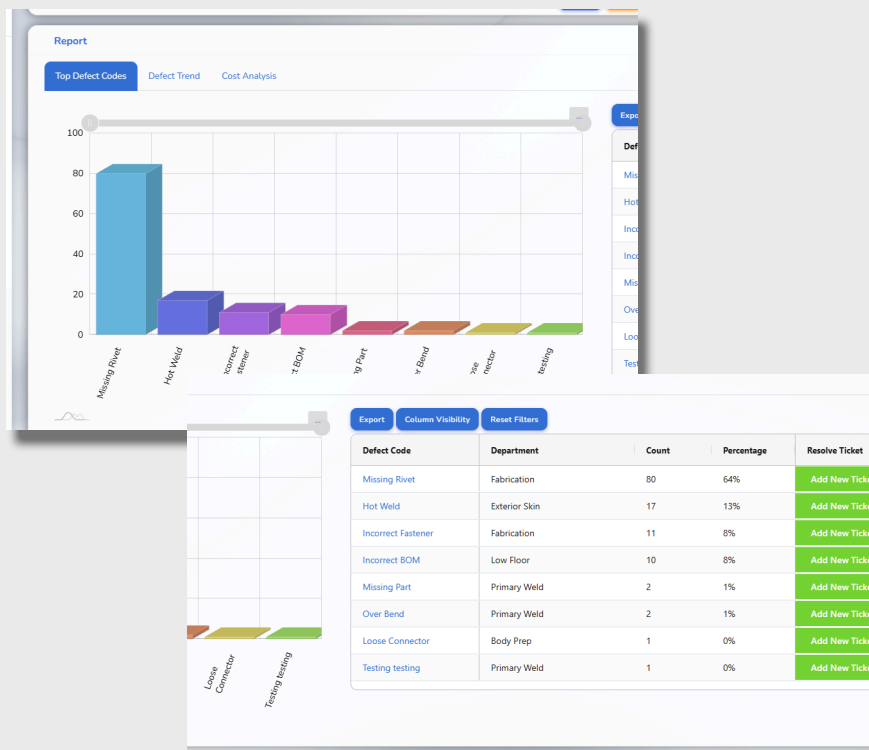
 A screenshot of the 'Advanced Search' form, similar to the one above, but with the 'Search' button highlighted in blue. The 'Defective Item Number' field is visible on the right side.

DEFECT REPORT RESULTS

The Defect Report provides insights into captured defects through three distinct tabs, helping you analyze key metrics and trends. Here's what each tab offers:

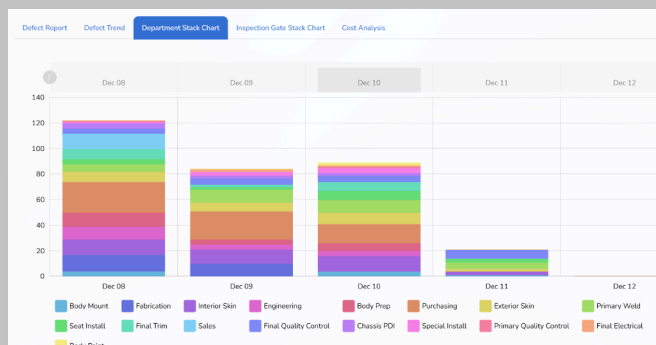
Top Defect Codes

- This tab displays a **bar graph** and a **table** showing the most frequently occurring defect codes within the search parameters.
- If you are also subscribed to **Resolve**, you'll see an option to turn top defect codes into tickets, adding them to your problem-solving workflow.



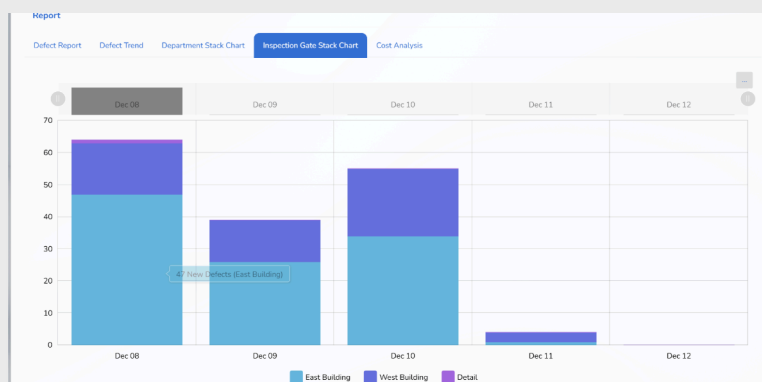
Department Stack Chart

- The **Department Stack Chart** shows defects broken down by their origine departments based on the supplied search criteria.



Inspection Gate Stack Chart

- The **Inspection Gate Stack Chart** shows defects broken down by the inspection gate that captured the defect.



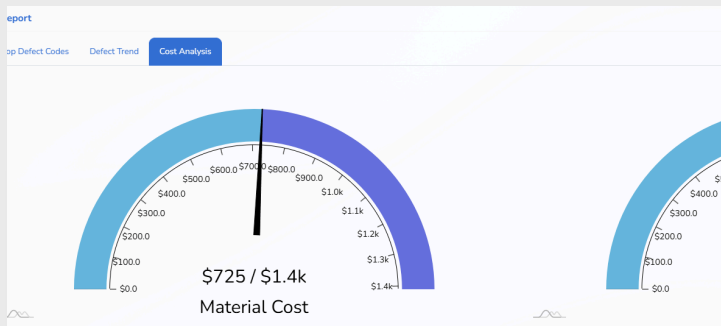
Defect Trend

- The **Defect Trend** tab visualizes defect data over time, helping you identify patterns and trends in quality performance.



Cost Analysis

- This tab displays the Material Costs and Labor Costs for the defects that match your search criteria.
- Use this data to evaluate the financial impact of defects and prioritize improvement efforts.



CONCLUSION

This Quickstart Guide has provided an overview of Gigbot's core features to help you get started with defect tracking and management. For more detailed information, please refer to the Knowledge Base, which can be accessed in the upper right corner of the screen. If you have any questions or need further assistance, feel free to reach out at josh@optegritysolutions.com.