

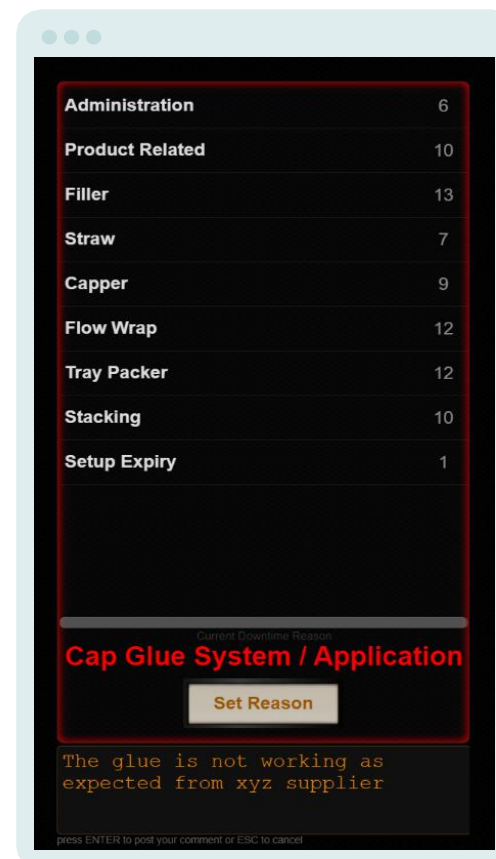
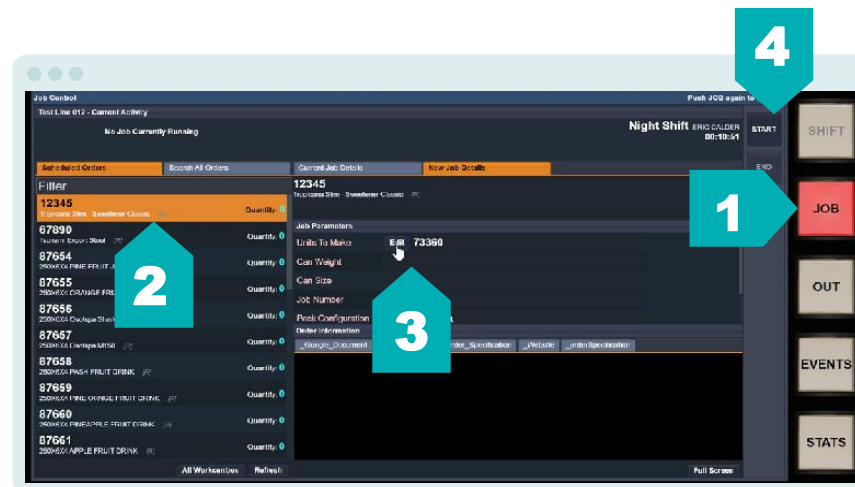
1. Start or change a shift

1. Click the **SHIFT** button
2. Select the **Operator Name**
3. Select the **Crew**
4. Click **Start**



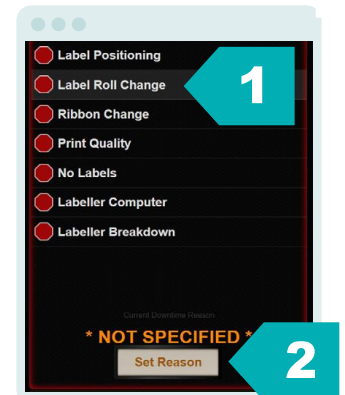
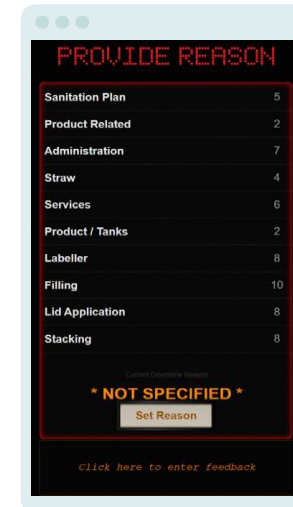
2. Start or change a job

1. Click the **JOB** button
2. Select the **JOB**
3. Click **Edit**, enter the 'Units To Make' quantity and OK
4. Click **Start**

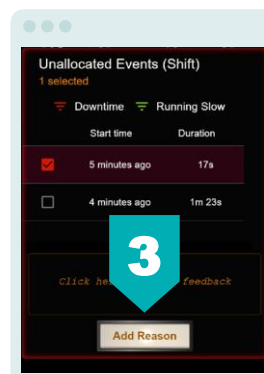
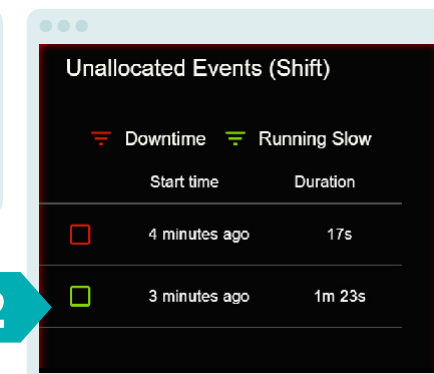
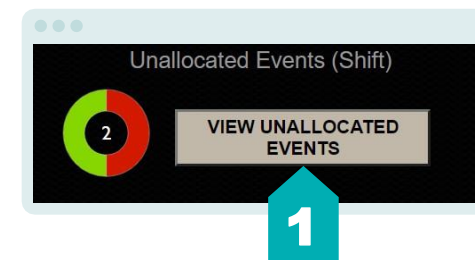


3. Assigning downtime reasons

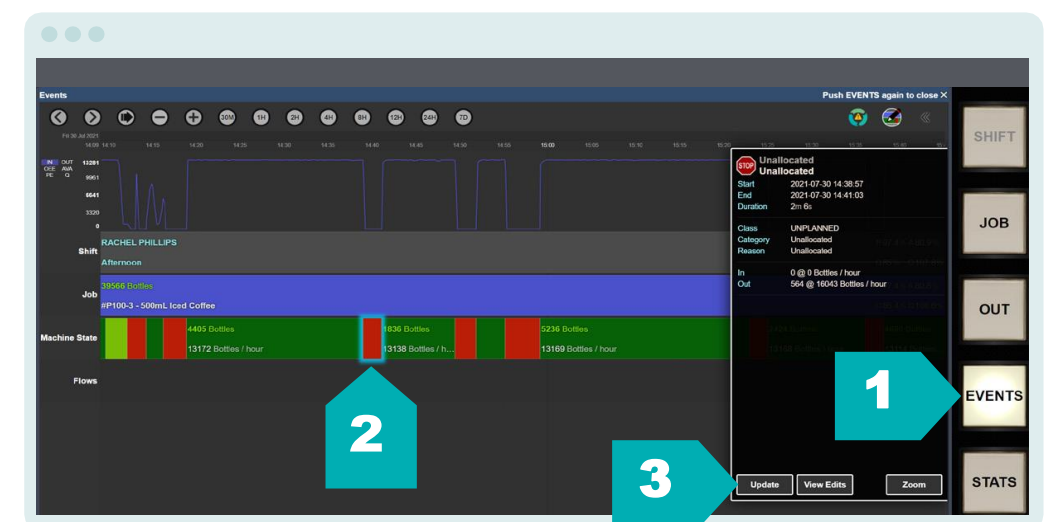
1. Select the **Category** and the **Reason**
2. Click 'Set Reason'



If the line starts before a reason is added, use the 'Unallocated Events' wheel to assign a reason.



OR use the EVENTS view



4. Entering Feedback

1. Navigate to the bottom right corner and "Click here to enter feedback."
2. Type a comment and Enter