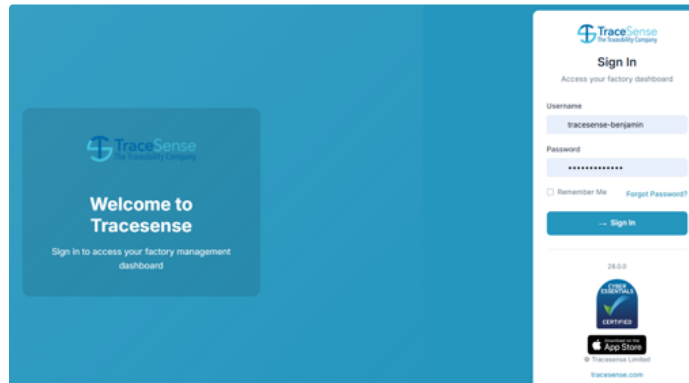
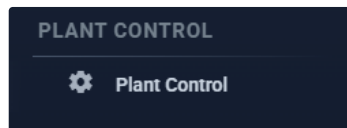


ADDING REASON CODES FOR INCIDENT LOGS

Sign in to the portal



Once logged in, from the side menu, find 'Plant Control'



From the plant control menu, find the 'Add Reason' section and select add to add a new reason or in the 'View Reason' section you can view and amend existing reasons



To set up a reason you must give it a code as well as putting in what the reason is, then set what the reason is for, for the OEE dashboard we want to set these reasons up for 'Incident Logs', set 'Yes' for incident logs:

Code:

Reason:

Enable if this is a Stock reason (For Stock Move & Stock Adjustment):

Enable if this is a Waste Recording Reason:

Enable if this is an Auditing Reason:

Enable if this is a Customer Complaint Reason:

Enable if this is a Scrapping Reason:

Enable if this is a Reason that should be excluded from SAP:

Enable if this is a Non-Conformity Reason:

Enable if this is a Incident Log Reason:

Save