redi-Group®

REDI REPORTING PORTAL

USER MANUAL V2.4

2018-01-12

REDI REPORTING PORTAL

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Introduction

With our redi Reporting Portal, we want to provide you a very comprehensive and fast reporting tool.

The possibilities go far beyond the retrieval of simple performance records in data tables. You have the possibility to create various graphical evaluations for freely definable periods of time and to save them for further use, e.g. in your own presentations.

All data tables are also exportable and can therefore be used in Excel, in your own IT systems (which support CSV-import) or as PDF.

For the provision of data we ensure the high demands of data security taking into consideration the ISO27001 standards.

With this manual we guide you step by step through our reporting portal.
We are always pleased to receive your feedback and suggestions.

REDI REPORTING PORTAL

User login

In your browser, visit the "redi Reporting Portal" website at https://dmfe.redi-group.com/

Please login into the platform with the access data you received.

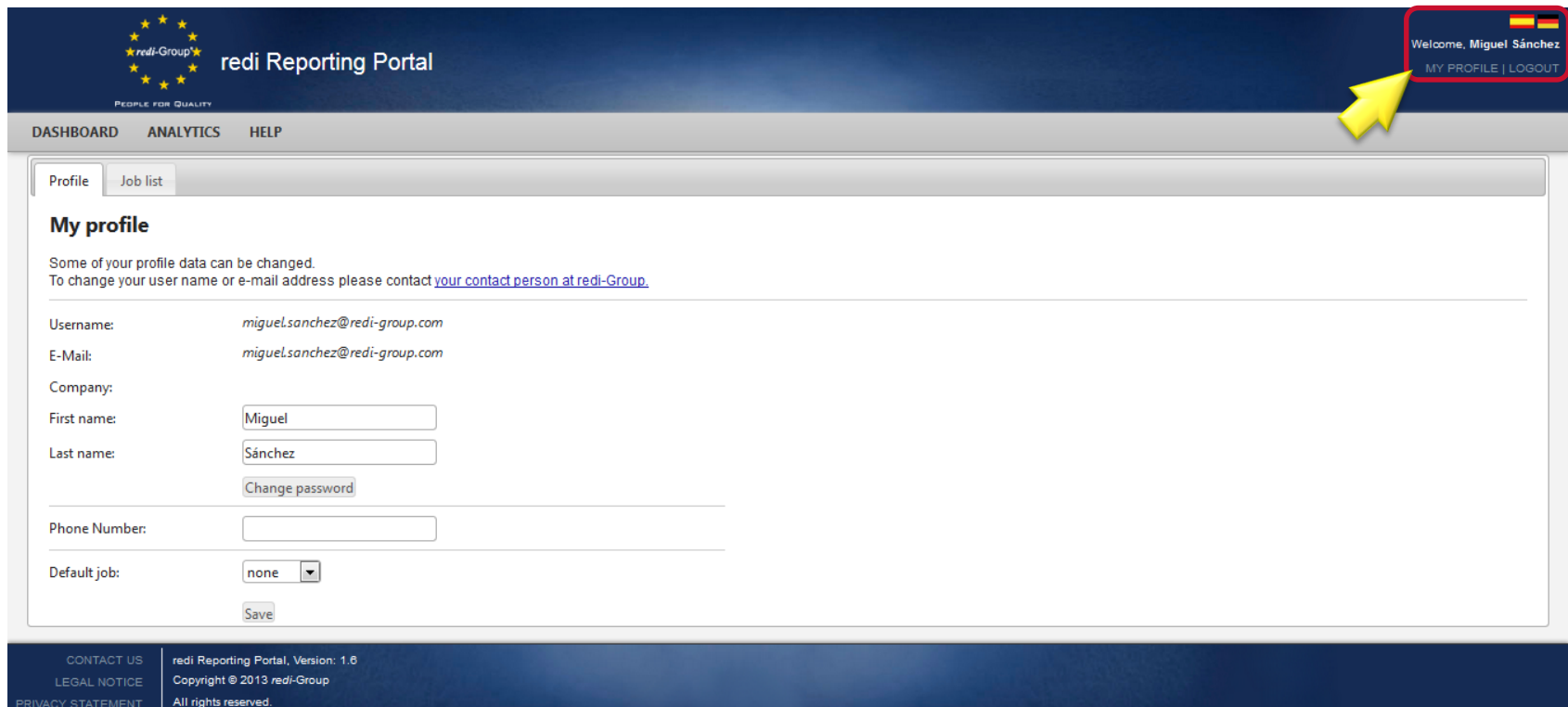# REDI REPORTING PORTAL

1. Main menu

You can access the menu functions: Dashboard, Analytics and Help via the main menu. You can also change the language, change/update your profile data, log out the system and access to the contact information, legal notice and privacy statement.

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1.1 My profile / Language selection / Logout

With the menu function "MY PROFILE" you are able to change the profile information such as first name, last name, password, telephone number and standard order.
Click on the corresponding flag to change the language, between German, English and Spanish. Click "Logout" to logout the system.

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1.1 My profile / Language selection / Logout

The menu "Default job" allows you to define a user-defined job, which is automatically loaded into the Dashboard when you log on to the redi Reporting Portal. Please save possible changes.

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1.1 My profile / Language selection / Logout

In the "Job List" tab, you will find a list of all activated job numbers.

Click on the hyperlink on the job number to access directly to the job information.

Furthermore you may also activate periodic E-mail reports of the Jobs you define.

For this, select the desired delivery interval (daily / weekly), and then click the check box to activate the automatic reports. The selection is saved automatically.

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1.1 My profile / Language selection / Logout

You can include the the percentual distribution as charts to the E-Mail PDF report. Further charts will be released soon.

To receive the charts open the dropdown list and select the corresponding parts and activate the export of the charts .

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1.2 Dashboard

This is the predefined mask that you will see first when you login. It displays the OK and NOK parts and provides a fast failure features overview. Further details can be requested via this form. If you have not selected a standard job, no graphics are displayed at the beginning.
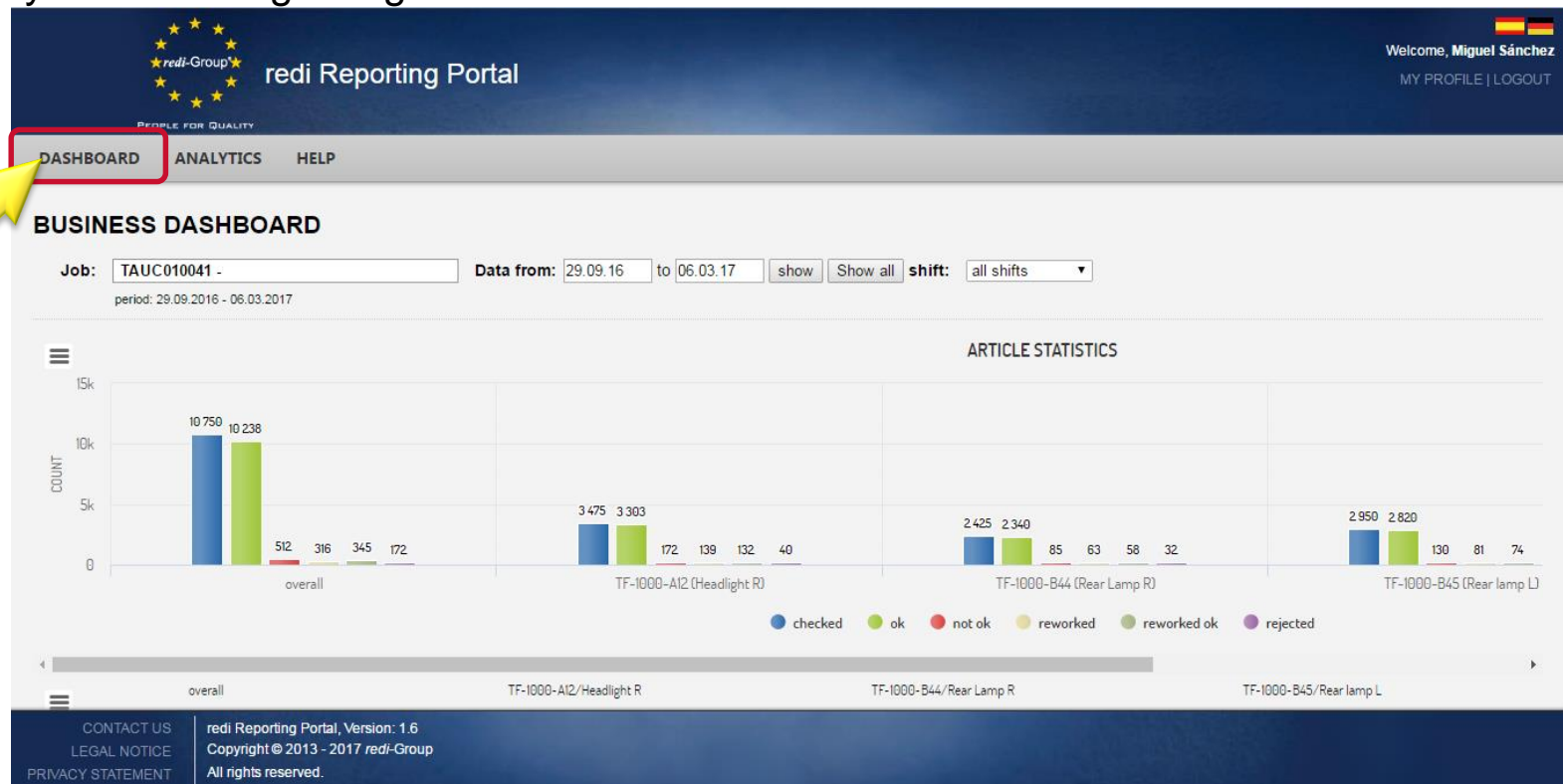
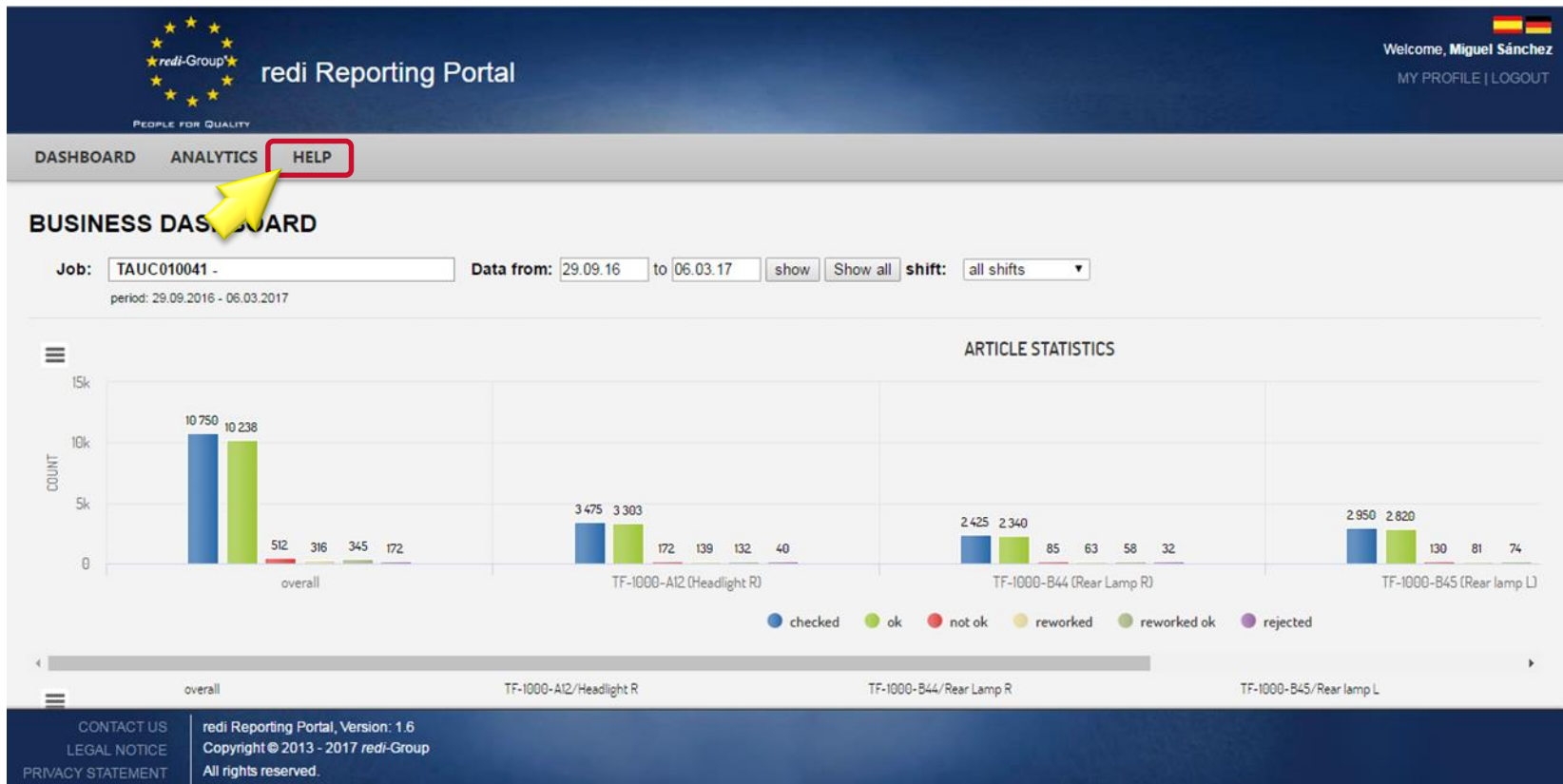# REDI REPORTING PORTAL

1.3 Analytics

With this menu function you can consult more detailed information (articles, failures, failure characteristics, working times, and job documents).
In addition, you can export data.

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1.4 System Help

Here you can get an overview of the redi Reporting Portal and access to the manual. You are also able to suggest improvements or report problems that have occurred when using the portal.

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2. Operation DASHBOARD

When you press the menu button DASHBOARD, the system displays the article statistics. If no job number has been selected or is the first call, no analytics will be displayed.
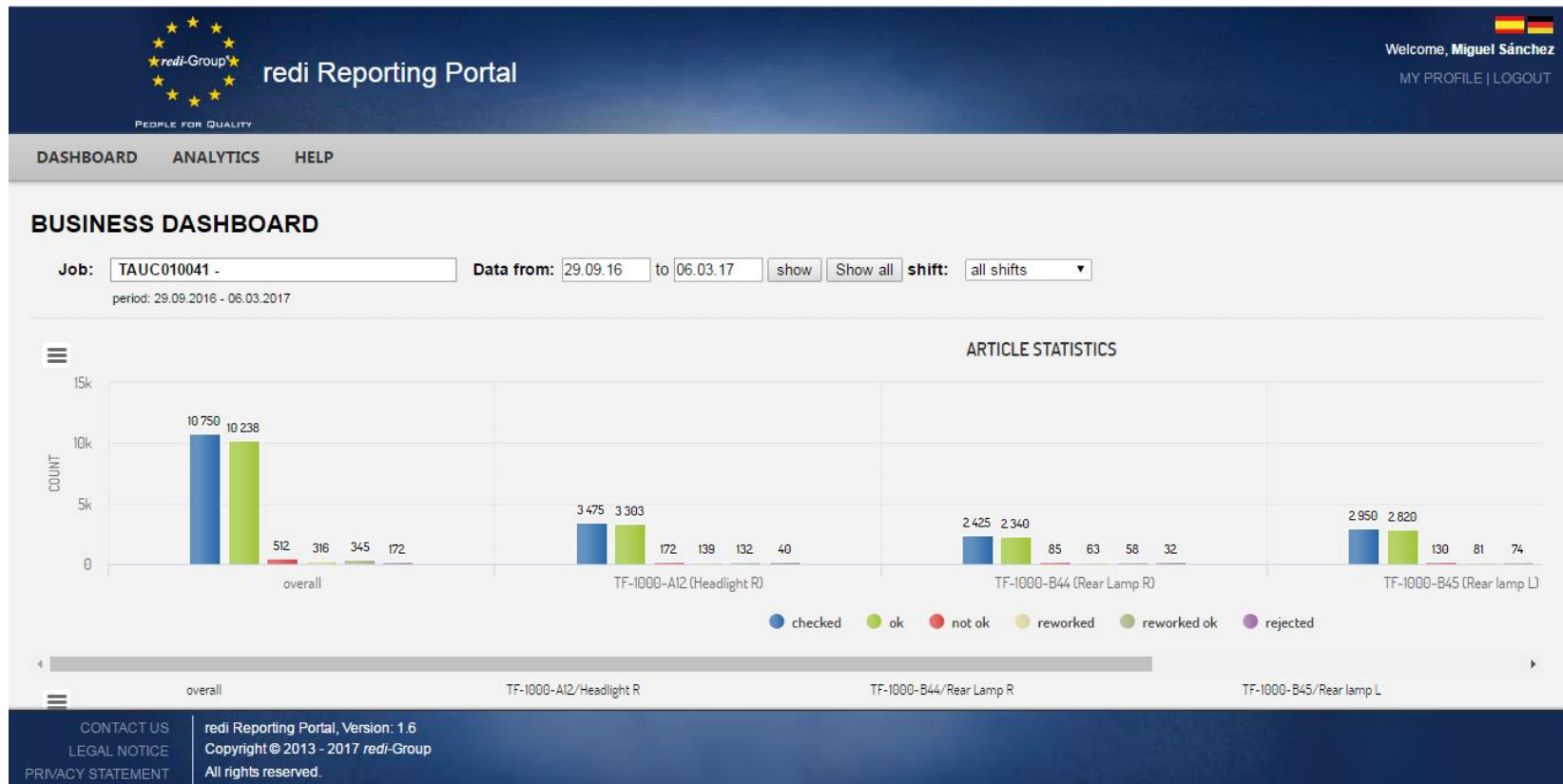
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2.1. Search/select a Job

You **cannot** manually enter a job number into the input field "job". If you click on the field, a new search window will be displayed.

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2.1. Search/select a Job

You can use this search window to filter the displayed in order to limit your search.

The following filters are available: start - end date, item number, order number, reference number (internal own number), customer and location.

Jobselection

custom filter

Startdate:		Enddate:		part no.:	

favorite	job status	Jobnr		Reference Nr.	Client	Location	Startdate	Enddate
		TAUC		Reference N	Client	Location	Startdate	Enddate
⭐	🟢	TAUC010040					2016-08-08	unknown
⭐	🟢	TAUC010041					2016-09-26	unknown
⭐	🟢	TAUC010042					2016-10-03	unknown
⭐	🟢	TAUC010046					0000-00-00	unknown
⭐	🟢	TAUC010055					2017-10-12	unknown
☆	🟢	TAUC010024					0000-00-00	unknown
☆	🟢	TAUC010025					0000-00-00	unknown
☆	🟢	TAUC010026					0000-00-00	unknown
☆	🟢	TAUC010027					0000-00-00	unknown
☆	🟢	TAUC010028					2016-06-16	unknown

Showing 1 to 10 of 20 entries (filtered from 2,611 total entries)   Previous 1 2 Next
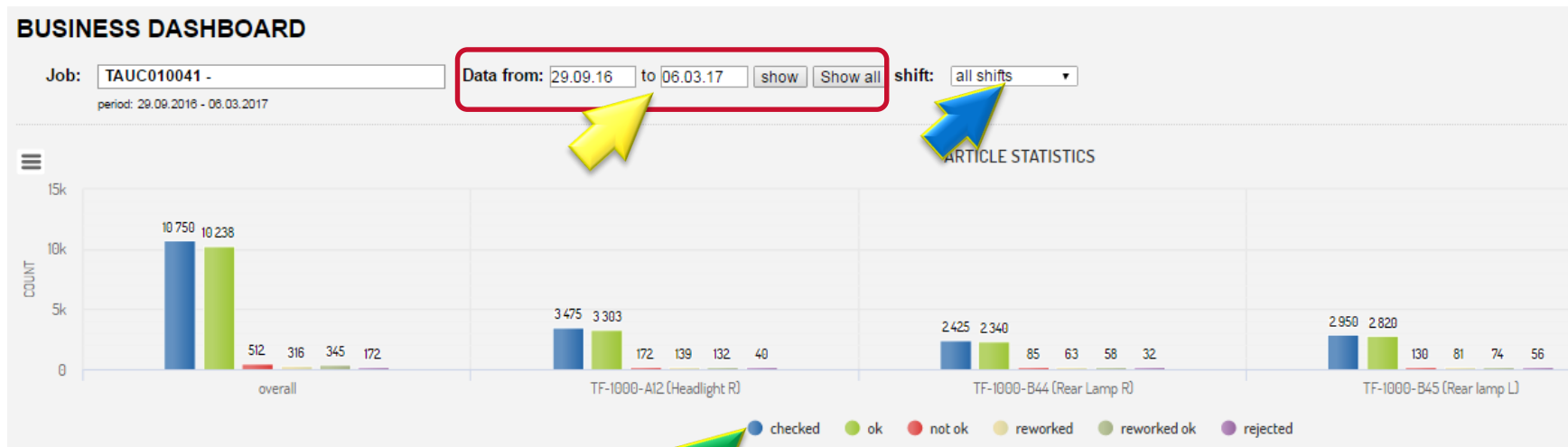
Confirm your selection by pressing [Enter].

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2.2. Part statistics

The part statistics of the job is displayed in the upper section, within the range you have selected.

➤ Determine the time period and click "show". To see the total statistics of the job, click "Show all"
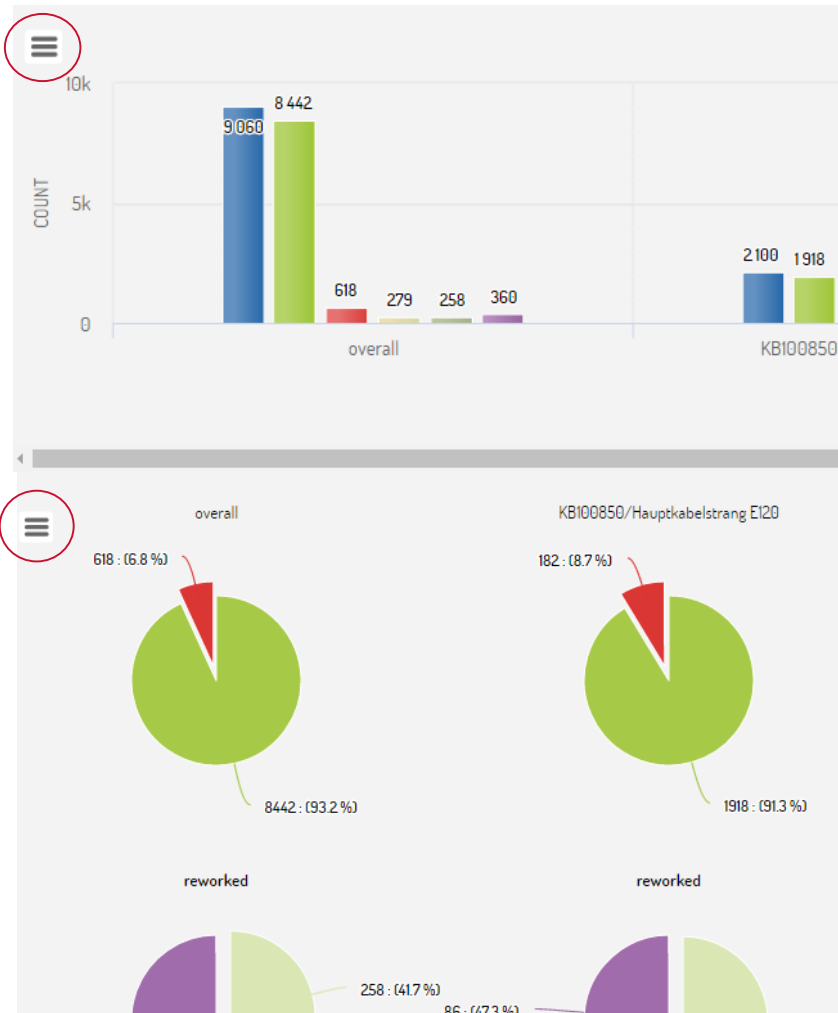

➤ You can also restrict all statistics to a single work shift.

➤ By clicking on the category you can hide it and show it again .

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2.2. Part statistics

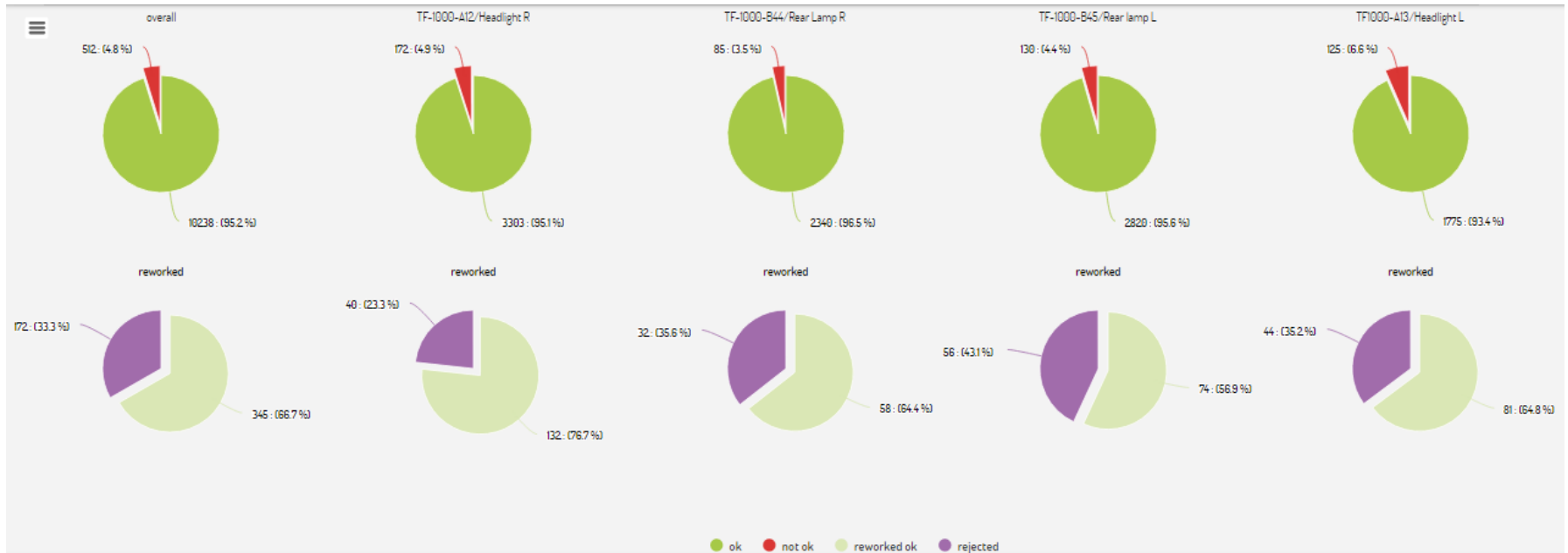You can find in every chart in the upper-left corner the menu-icon

Here you have the possibility to print or save the chart. Also, depending on the diagram, you can change the type of diagram and hide and show the labels and data.

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2.2. Part statistics

In the lower section are displayed the OK, NOK, reworked OK in a cake chart.
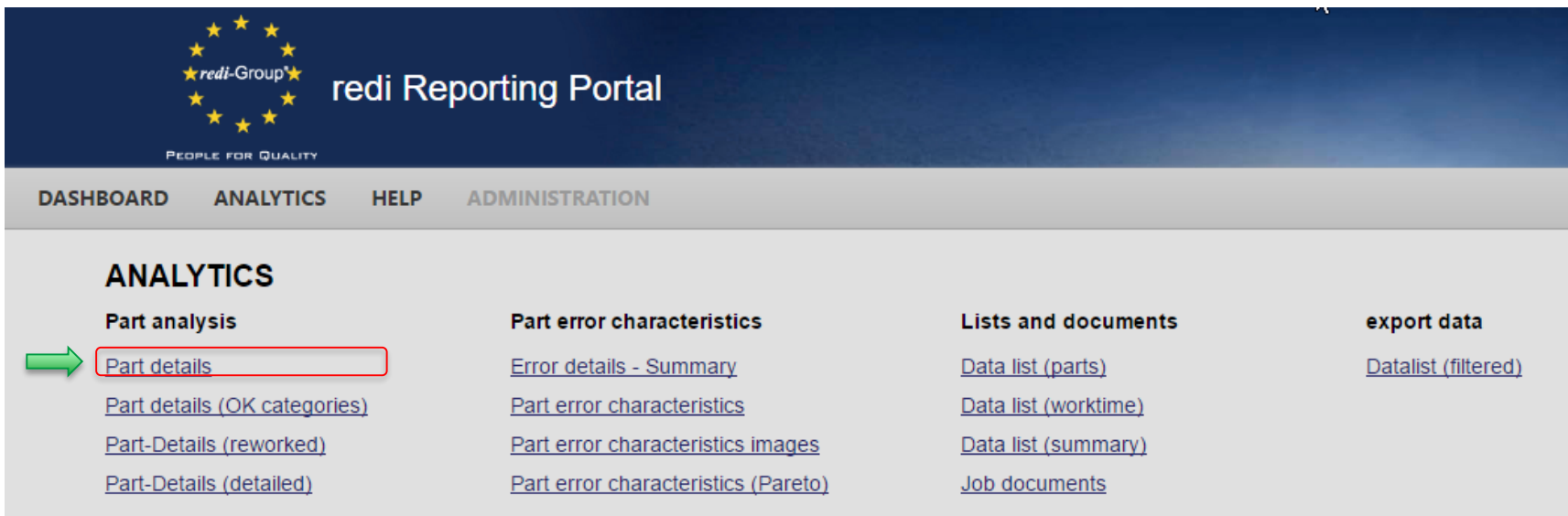
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3. Operation ANALYTICS

Now we call up further graphics / statistics via the menu "Analytics".
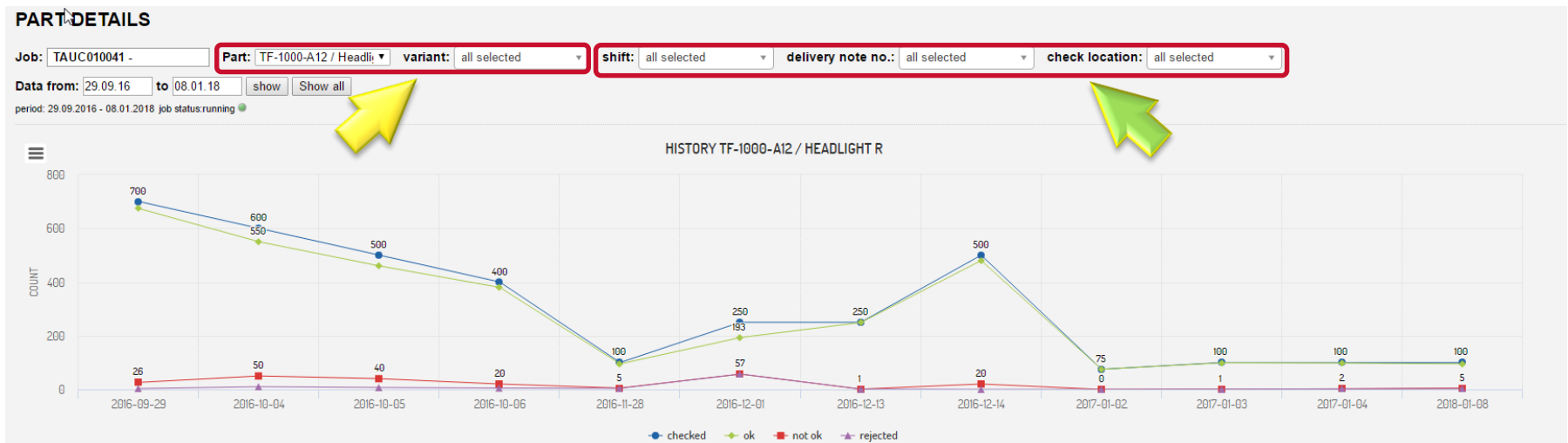
Let's start with the "Part details" menu.

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3.1 Part details

The first chart shows the performance of a particular part <u>on individual days</u> over the time period you have chosen.


Click the field "Part" to change the part to be displayed. If there are variants available you can also select them. Further you can select by shifts, delivery notes or check locations.

Click on a category in the legend to show or hide it. When you move the mouse over the charts, more information is displayed.

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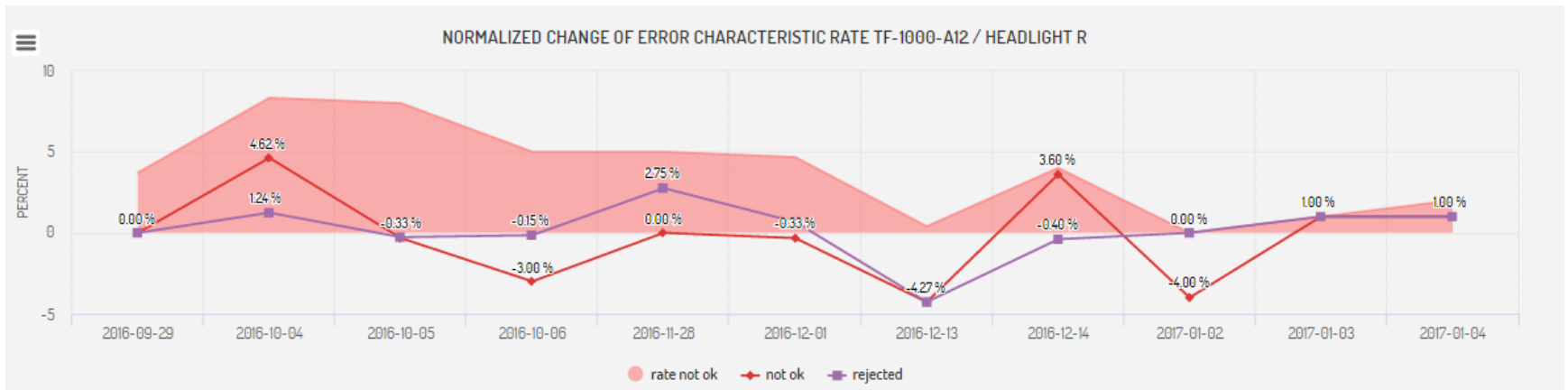
3.1 Part details

The second chart shows the <u>cumulative</u> history of the part over the period you selected.
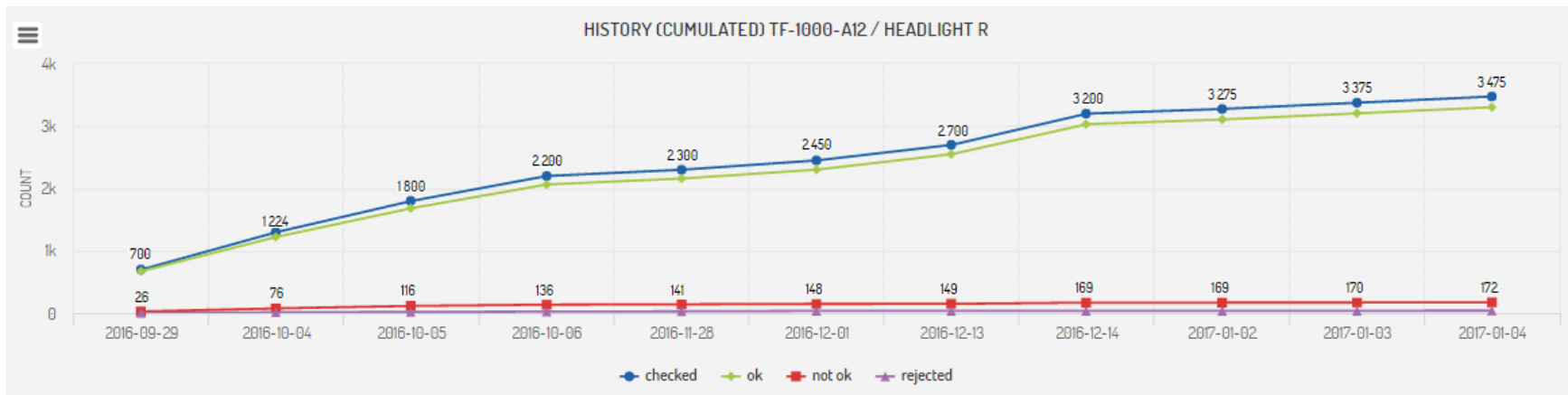
REDI REPORTING PORTAL
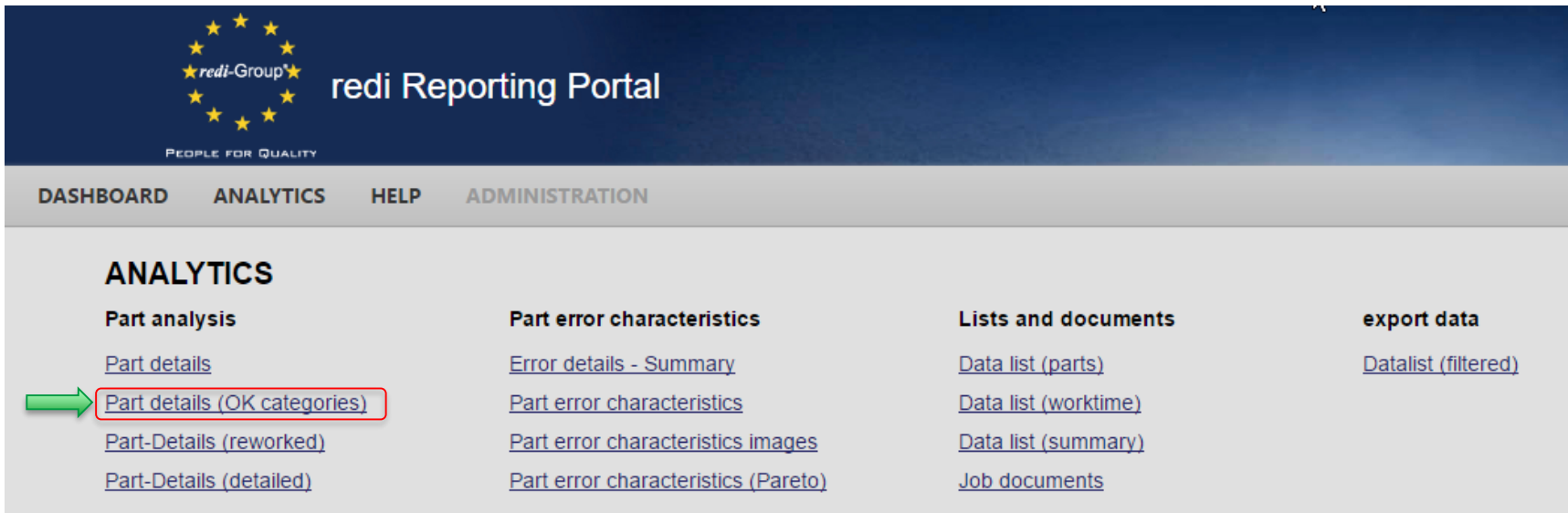
3.1 Part details

The third chart shows the <u>normalized</u> error rate variation of the part during the period you have selected.

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3.1.1 Part details (OK categories)

The function "Part Details (OK categories)" allows you to show/analyse even differences for OK parts (e.g. delivery quality level).

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3.1.1 Part details (OK categories)

In the shown example you can see the first chart with separation of two categories for dust inclusions sorted by size of particles.

The presentation is according pareto principal. The known selectors are also available here.
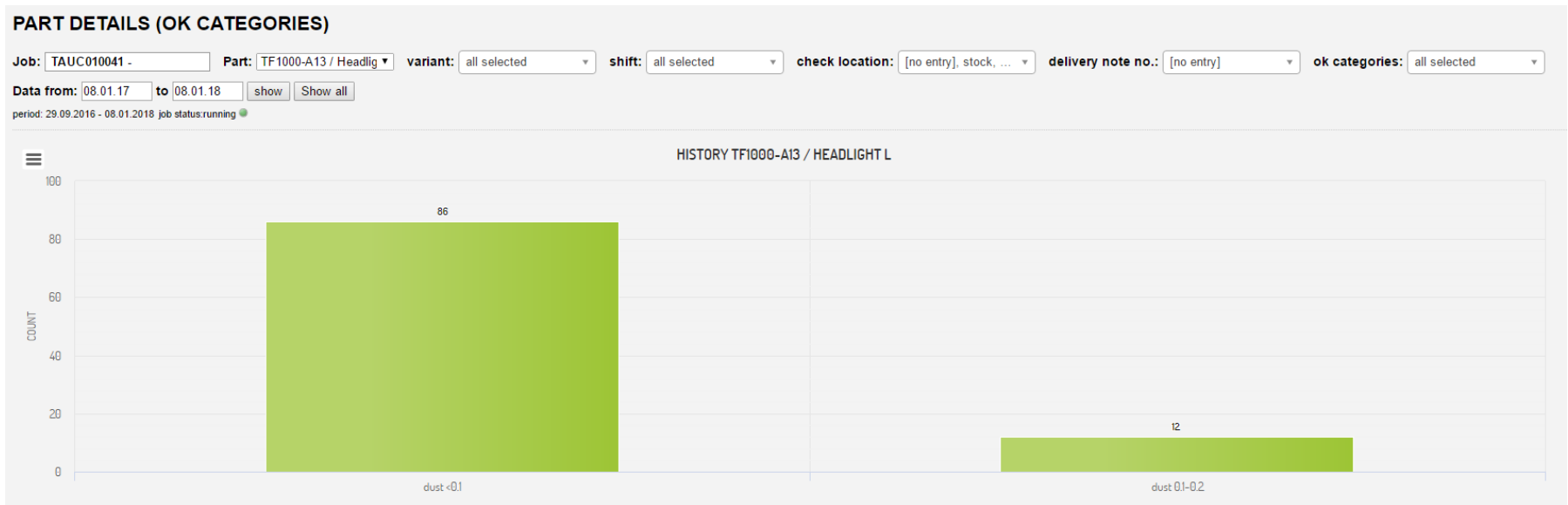
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3.1.1 Part details (OK categories)

The second chart shows a colored visualization of the OK categories. You can hide or show the categories by clicking the name of categorie in the legend.

The used color can be adjusted by our inspectors according to your demands already during checking and recording.
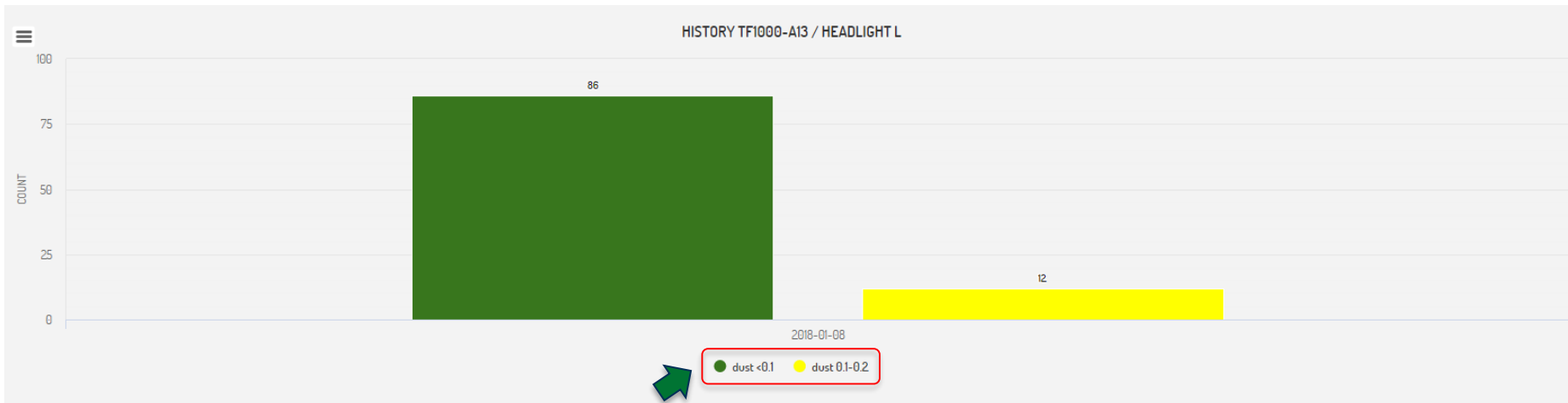
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3.1.2 Part details (reworked)

Click on the function "Part Details (Reworked)" to create a chart showing the history of the rework within the period you have selected for a particular part number.
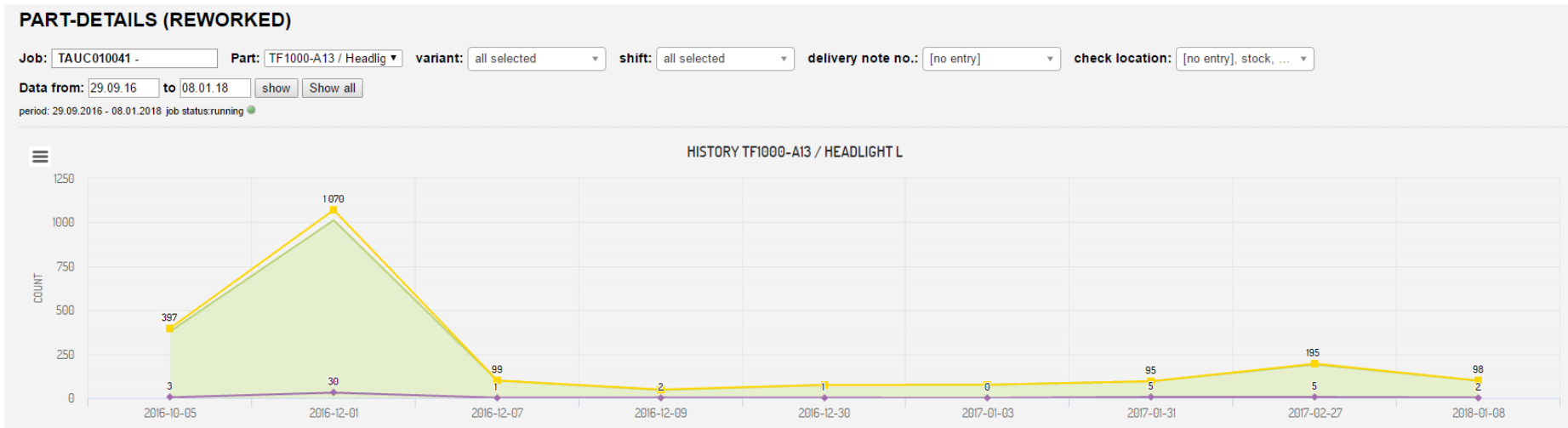
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3.1.2 Part details (reworked)

The first chart shows the history of the rework of a particular part <u>in individual days</u> over the time period you have selected.
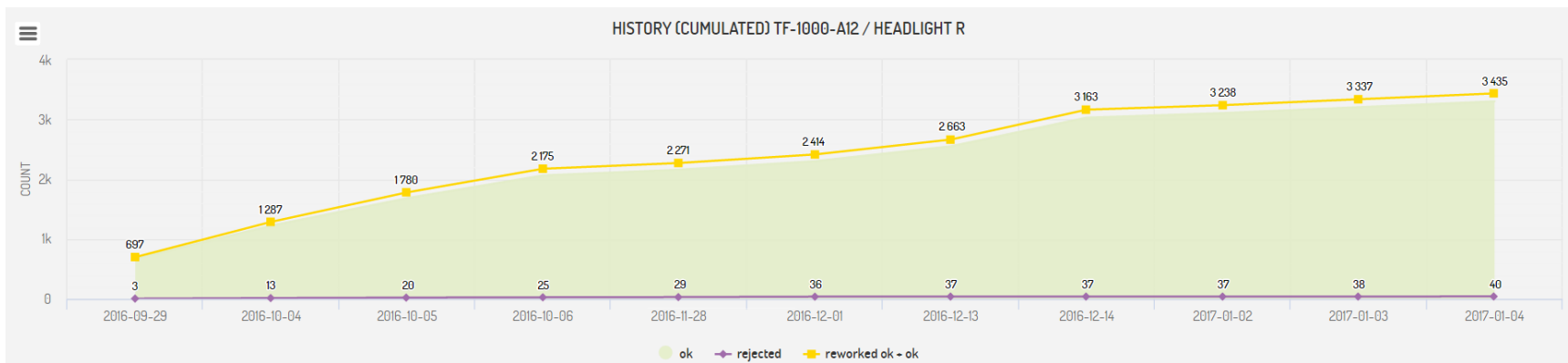

In the header you can select by parts, variants, shifts, delivery notes or check locations.

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3.1.2 Part details (reworked)

The second chart shows the <u>cumulative</u> rework rate of a particular part over the time period you have selected.

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3.1.3 Part details (detailed)

In "Part Details (detailed)" you can see ongoing charts even if no NOK parts were found.

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3.1.3 Part details (detailed)

The first chart shows OK and NOK results. You can hide and show the columns by clicking the categorie in the legend. You can switch between column chart and line chart by choosing the function in the menu.

With the selectors in the header you can adjust the parameters for presented results.
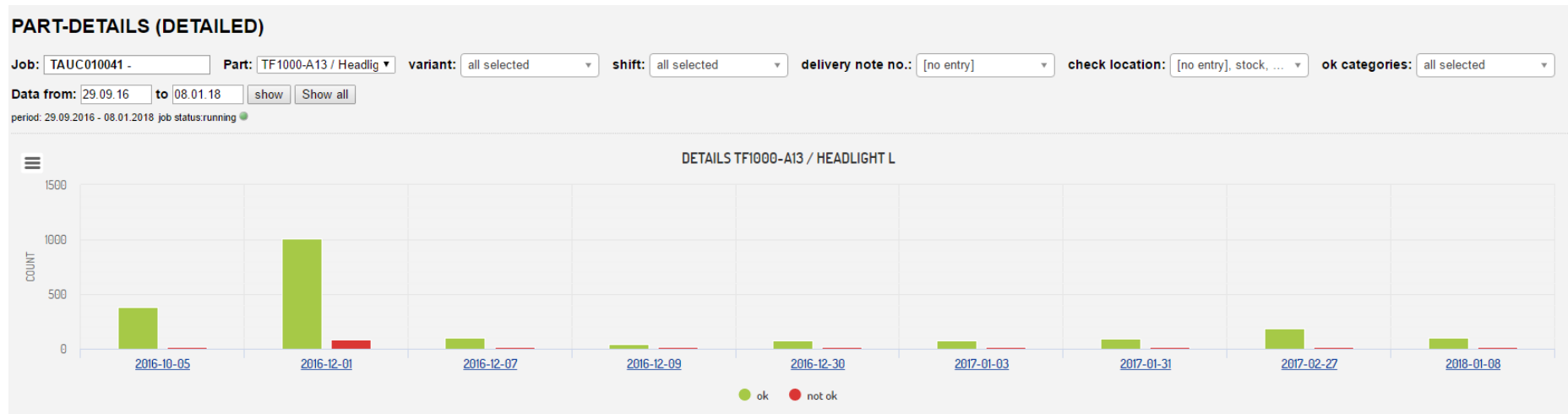
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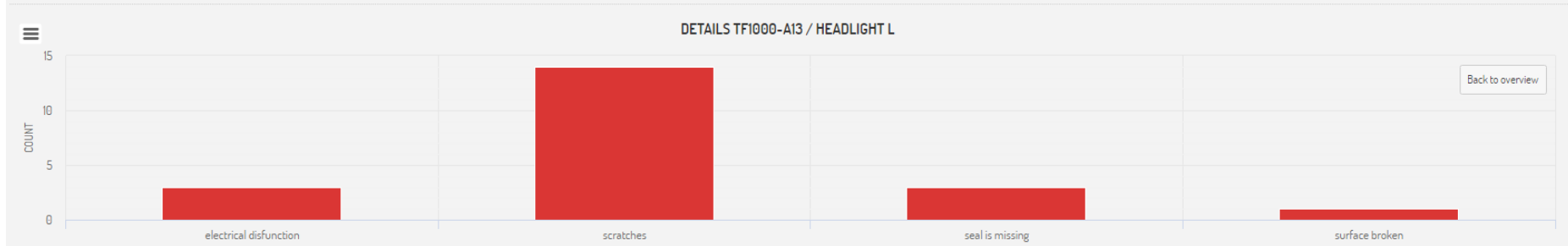## 3.1.3 Part details (detailed)

By clicking the NOK column for one day the corresponding error details will be shown. By click on „Back to overview" you can go back to the main chart.

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3.1.3 Part details (detailed)

The second chart shows a stapled column for the OK and NOK categories. You can select the shown categories by clicking the name in the legend.
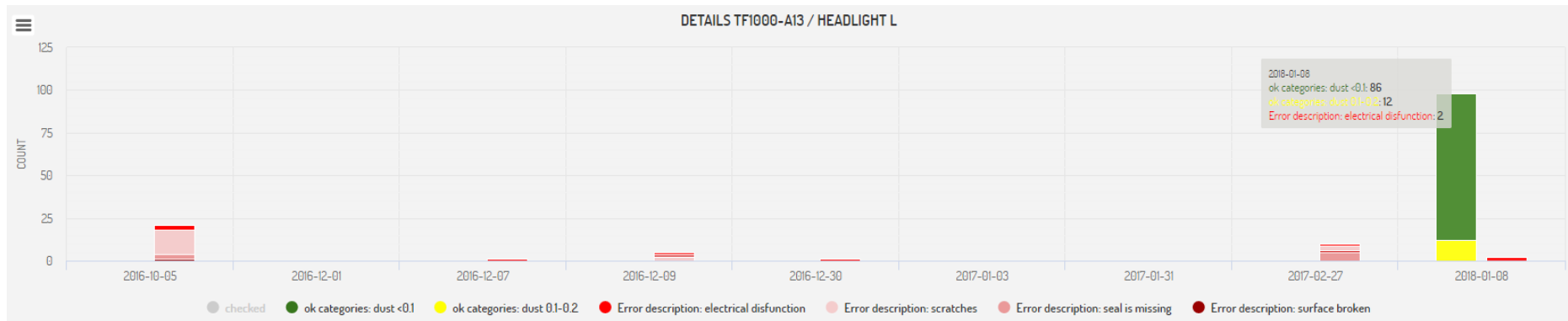
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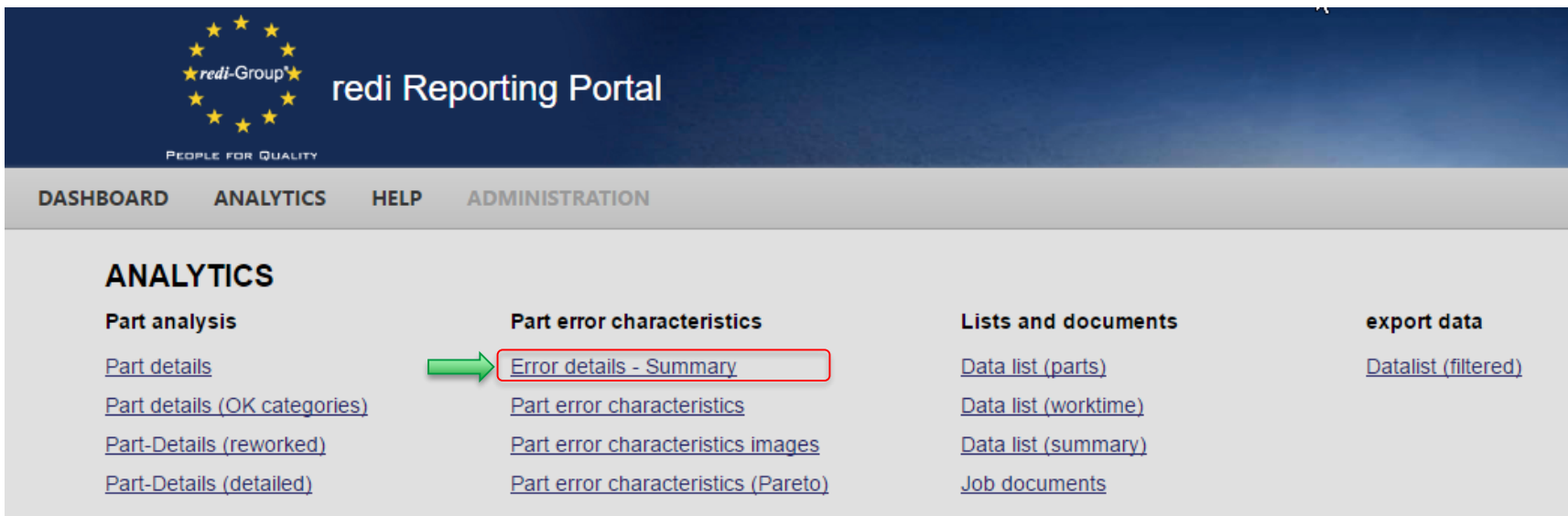## 3.1.3 Part details (detailed)

Chart 3 will show you the percentual distribution between OK, NOK and reworked parts. The view can be adjusted by clicking the categories in the legend.
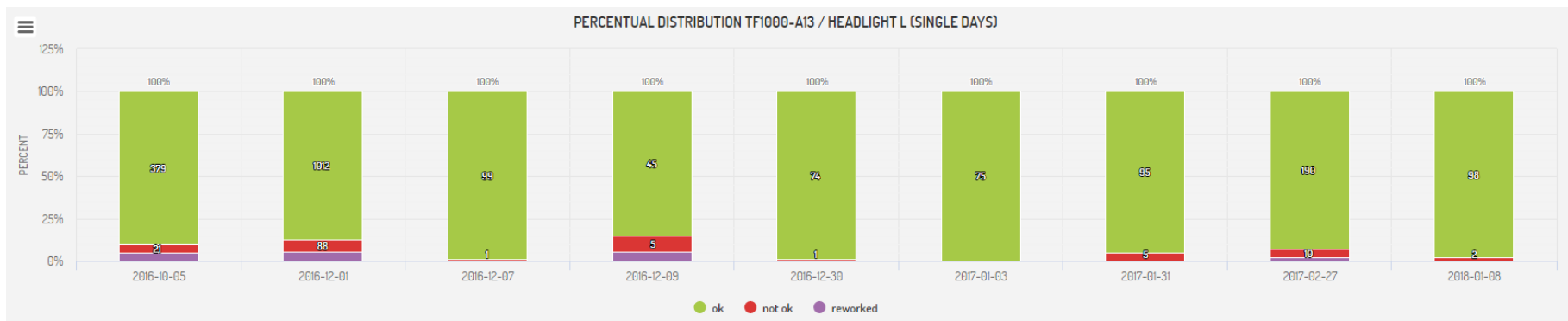
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3.2 Error details - Summary

Click on the function "Error details - Summary" to create a chart that shows the error characteristics distribution including <u>all the parts</u> in a job over the time period you selected.
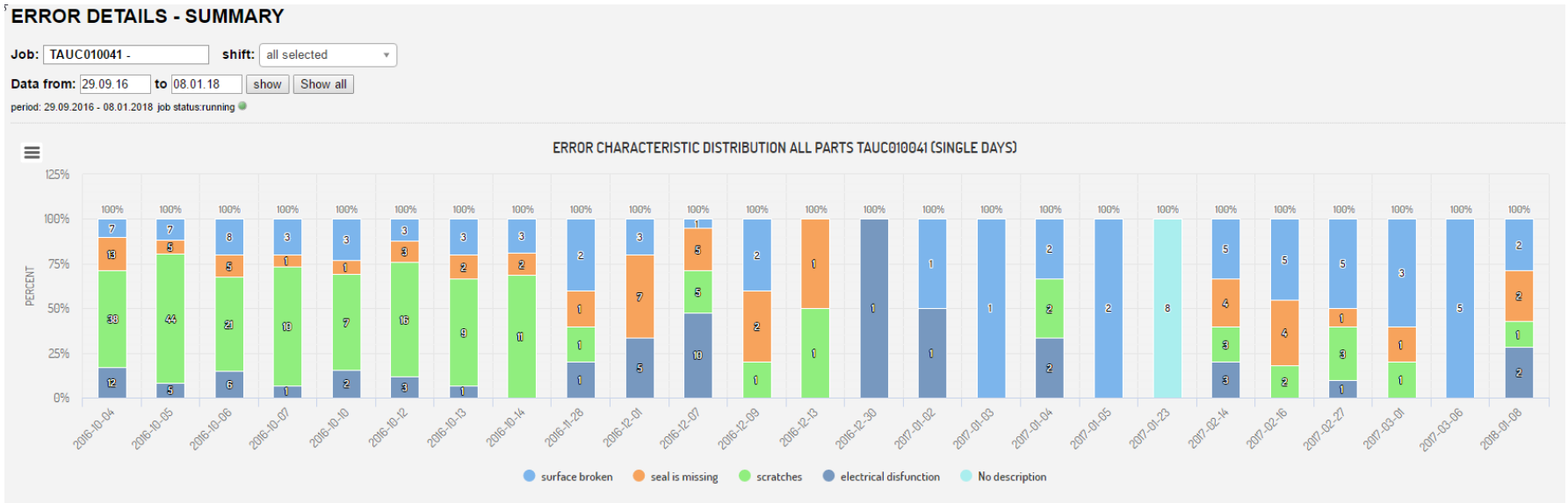
REDI REPORTING PORTAL
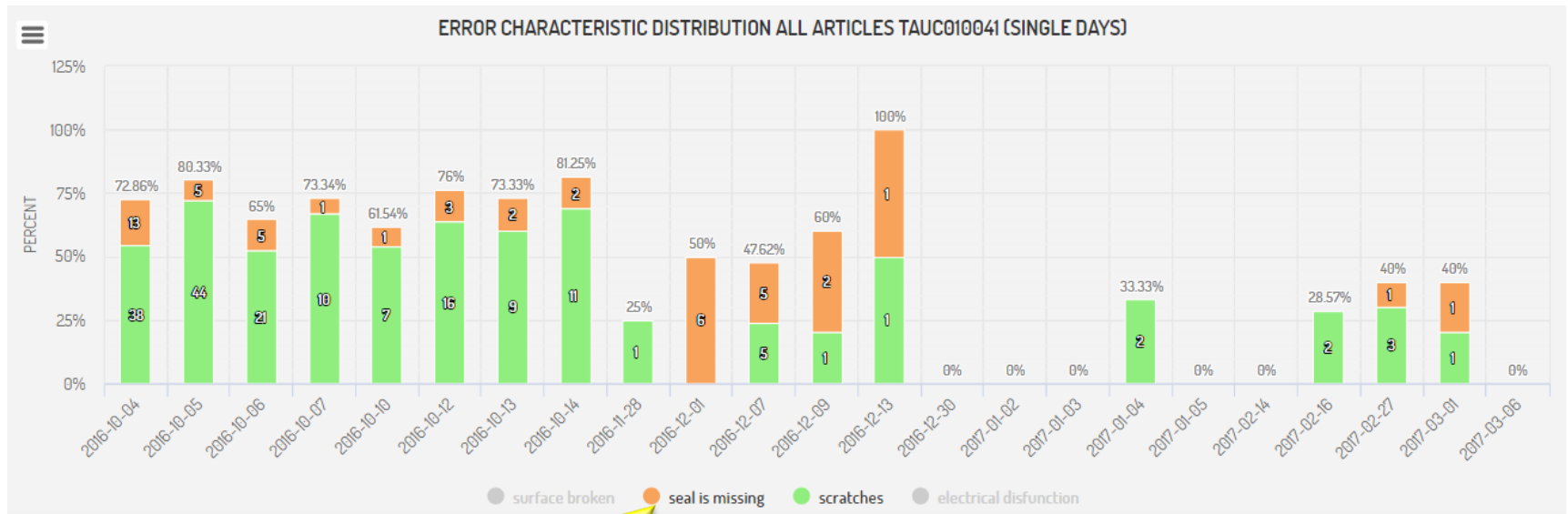
3.2 Error details - Summary

You can select both the period and the shifts. If you move the cursor on the columns detailed information will be displayed.

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3.2 Error details - Summary

Click on an individual error cause in the legend below, to consider it individually.

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3.2.1 Part error characteristics

Let us now go on to the evaluation of "part error characteristics".
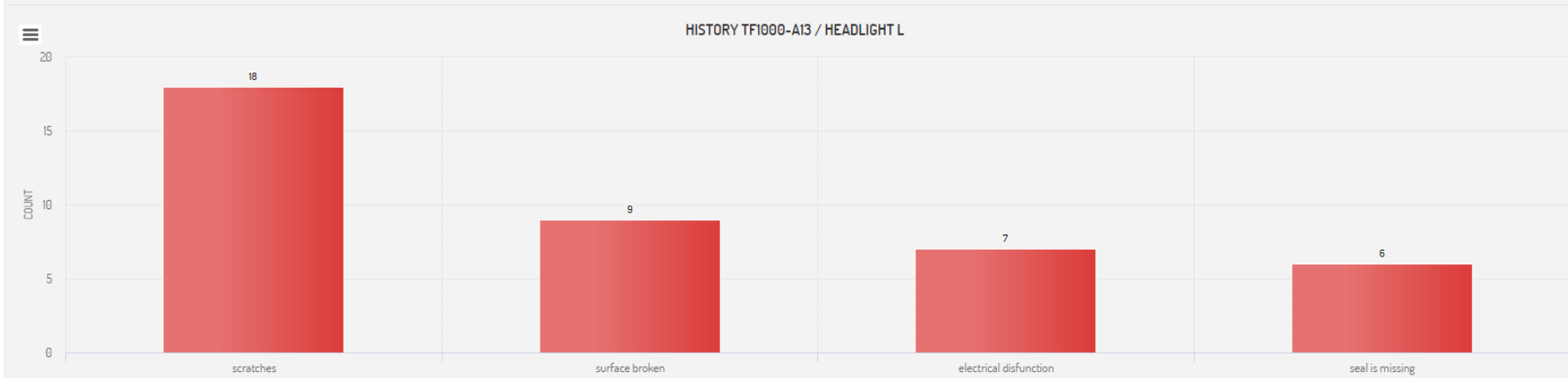
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3.2.1 Part error characteristic

The first chart shows the <u>complete distribution</u> of error characteristics of a particular part in the time period you have selected.

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3.2.1 Part error characteristic

The second chart shows the error distribution <u>on single days</u> of a particular part over the period of time you have selected.
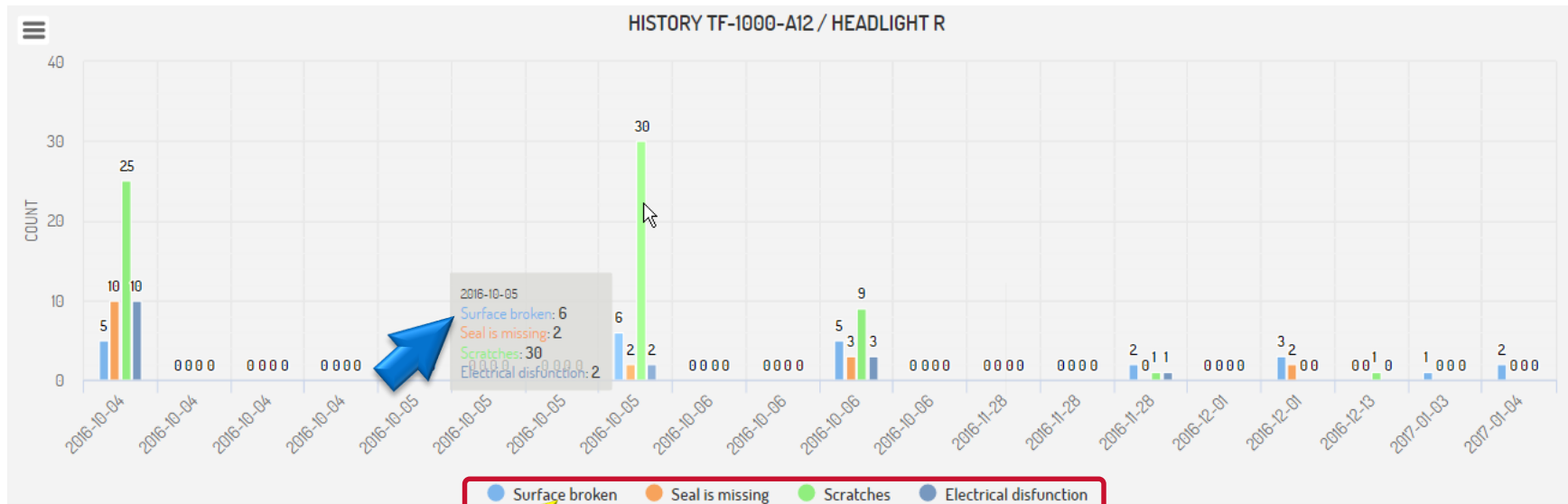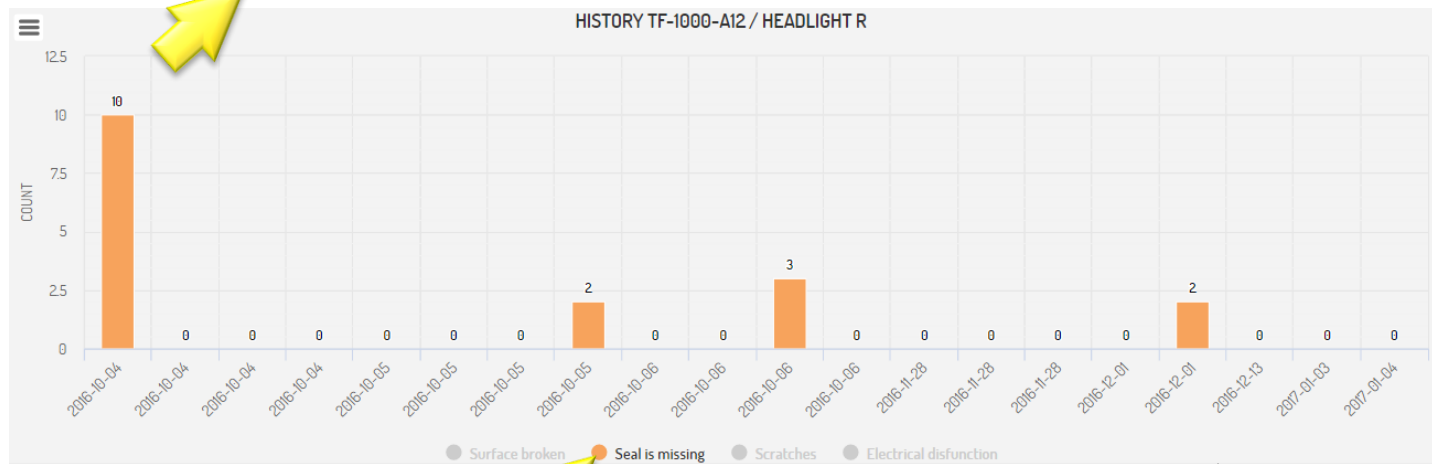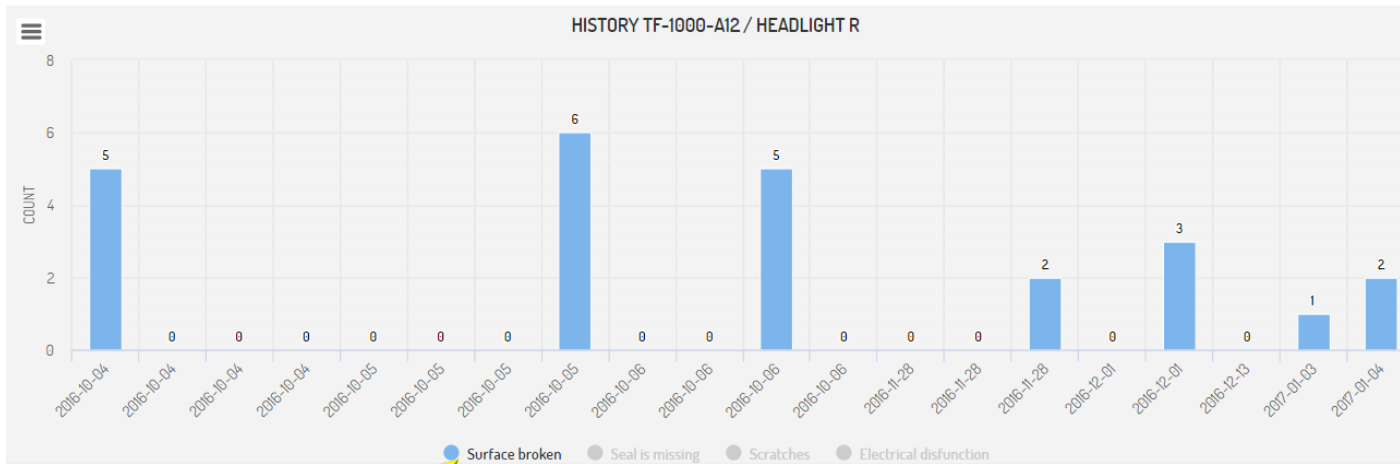

Click on one or more error causes to consider them individually.

If you place the mouse cursor on the column, detailed information will be shown.

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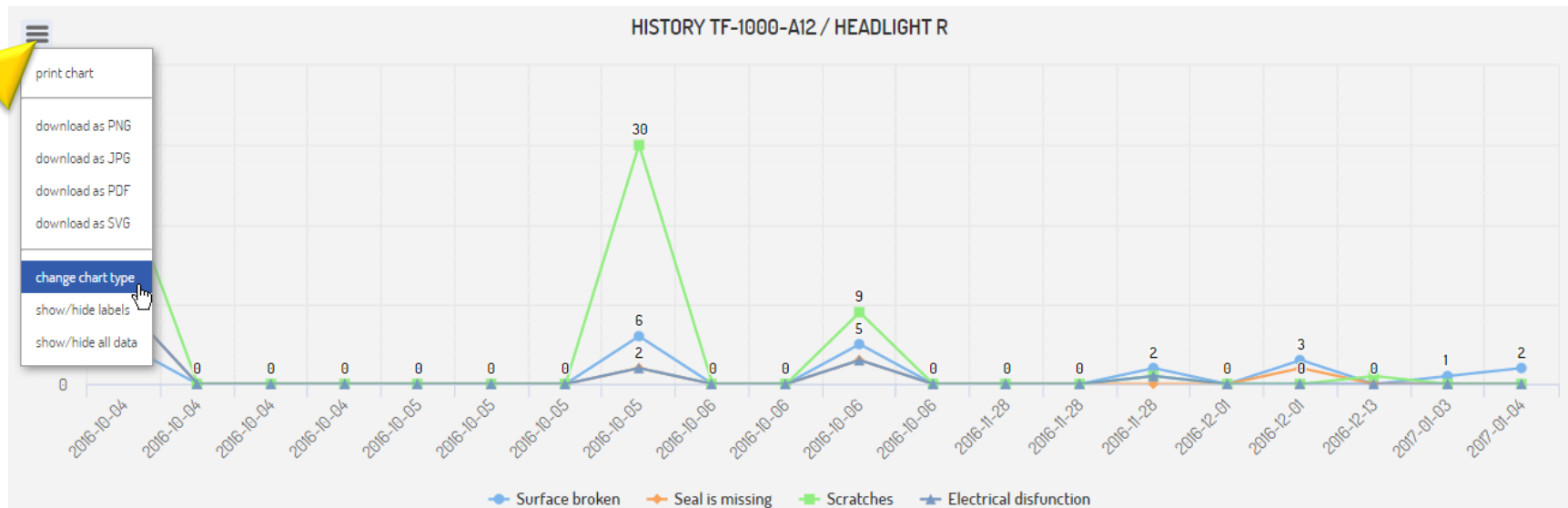
3.2.1 Part error characteristic

For example:

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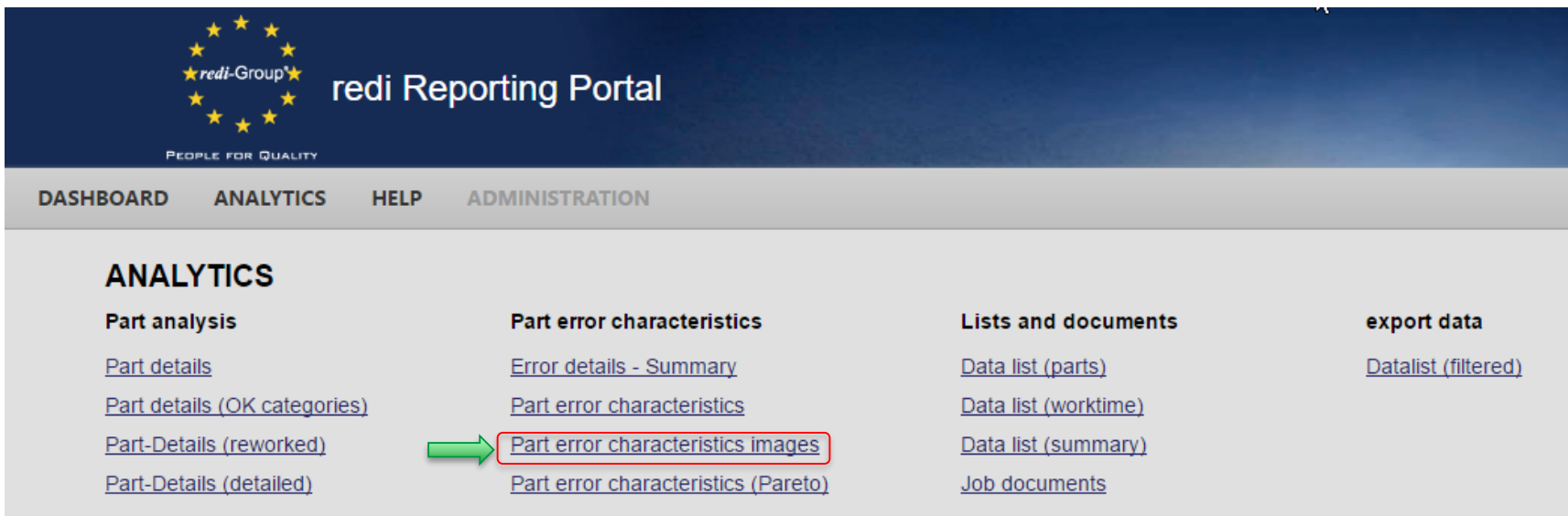
3.2.1 Part error characteristic

With the "Change chart type" function under the menu icon ☰ you can convert the chart into a line diagram and display or hide markings.

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3.2.2 Part error characteristics images

With the function „Part error characteristics images", you can view the images (if any are attached) of a specific error characteristic in the specified article over the time period you have selected.

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3.2.3 Part error characteristics (Pareto)

Using the function „Part error characteristics (Pareto)", you can create a Pareto chart of all the error characteristics of the specified part over the time period you have selected.

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3.2.3 Part error characteristics (Pareto)

Click on the field "Part" to select the desired part.
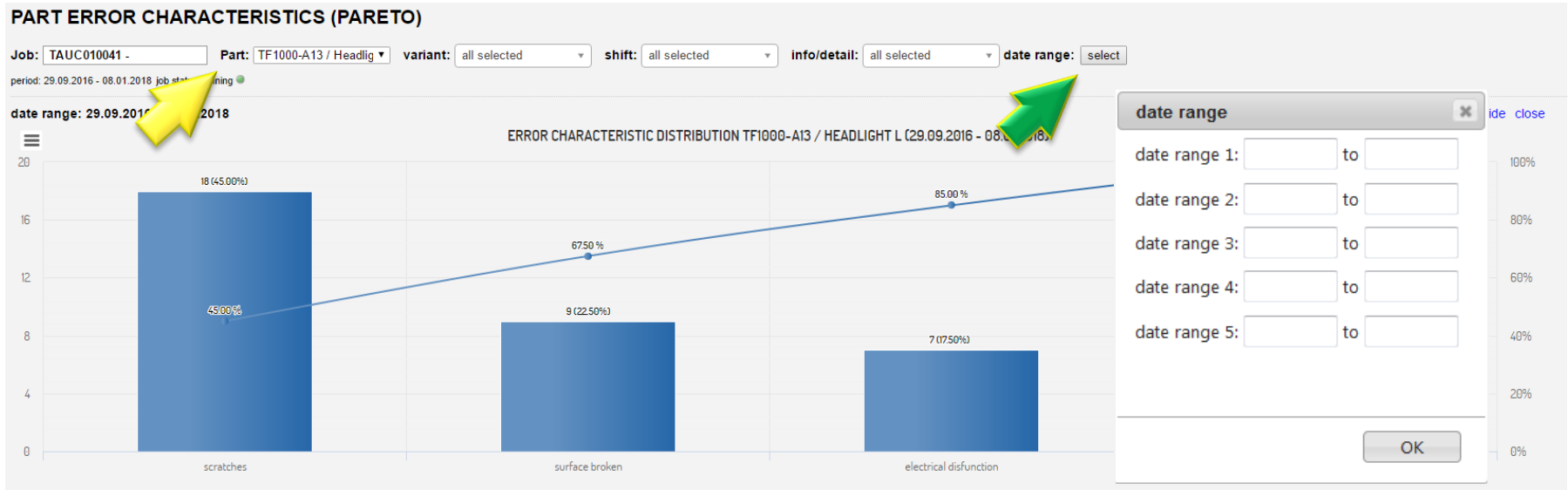
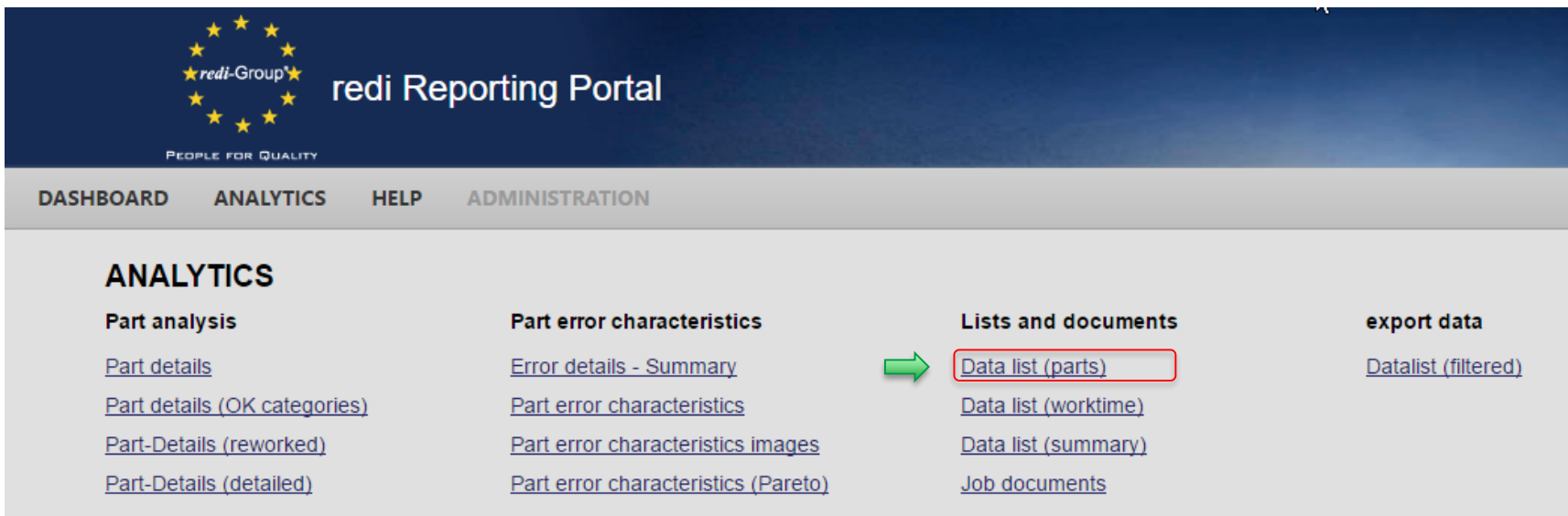With the menu "data range" you can evaluate up to 5 freely defined time periods.

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3.3 Data list (parts)

In the section "Lists and Documents", you will find the function "Data list (parts)". With this function you can retrieve a data table with all inspected parts in the job.

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3.3 Data list (parts)

First select the time period for which you want to create the table.

By clicking the corresponding button, you can export the table to an Excel or CSV file. The "Excel (simple)" function imports the article data without the detailed information of failure features and the function "Excel (complete)" imports the article data with the detailed information of failure features. Use the "Quick Print" function to open the print function window.

Data list (Part)

Job: TAUC010041 -   Data from: 29.09.16 to 06.03.17 [show] [Show all]
period: 29.09.2016 - 06.03.2017 job status:running ●

Export data

[Excel (simple)] [Excel (complete)] [CSV] [quick print]   search: [_____]

date	Articlenr.	description	shift	checked	ok	not ok	reworked	reworked ok	rejected	check location	delivery note no.	Reference Nr.	batchnr	note	verified	container no.	serial no.
date	Articlenr	descriptio	shift	checked	ok	not ok	reworke	reworke	rejected	check lc	delivery	Referenc	batchnr	note	verified	containe	serial n
2017-01-31	part lines: 1		daily sum:	100	95	5	0	0	5								
❯ 2017-01-31	TF1000-A13	Headlight L	early shift	100	95	5	0	0	5						no		
2017-02-14	part lines: 1		daily sum:	200	185	15	10	10	5								
❯ 2017-02-14	TF-1000-B45	Rear lamp L	early shift	200	185	15	10	10	5	Warehouse					yes		

*Please note that the data in blue, are direct entries from employees and have been not yet validated. After being approved by the supervisor, the data are validated and displayed in black.

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3.3 Data list (parts)

Click on the field `>` to get more details of a particular article number in a specific date.

Data list (Article)

date	**Articlenr.**	**description**	**shift**	**checked**	**ok**	**not ok**	**reworked**	**reworked ok**	**rejected**	**check location**	**delivery note no.**	**Reference Nr.**	**batchnr**	**note**	**verified**	**container no.**	**serial no.**
date	Articlenr	descriptio	shift	checked	ok	not ok	reworke	reworke	rejected	check lo	delivery	Referenc	batchnr	note	verified	containe	serial n
2017-01-31	*part lines: 1*		**daily sum:**	100	95	5	0	0	5								
> 2017-01-31	TF1000-A13	Headlight L	early shift	100	95	5	0	0	5						no		
2017-02-14	*part lines: 1*		**daily sum:**	200	185	15	10	10	5								
> 2017-02-14	TF-1000-B45	Rear lamp L	early shift	200	185	15	10	10	5	Warehouse					yes		

Job: TAUC010041 -   Data from: 29.09.16 to 06.03.17 [show] [Show all]
period: 29.09.2016 - 06.03.2017 Job status:running

Export data
[Excel (simple)] [Excel (complete)] [CSV] [quick print]   search:

By clicking `>` , the detailed information about failure characteristics will be displayed.

2017-02-14	*part lines: 1*		**daily sum:**	200	185	15	10	10	5			
∨ 2017-02-14	TF-1000-B45	Rear lamp L	early shift	200	185	15	10	10	5	Warehouse		yes

Error description:	not ok	reworked	reworked ok	rejected
electrical disfunction	3	3	3	0
scratches	3	3	3	0
seal is missing	4	4	4	0
surface broken	5	0	0	5

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3.3 Data list (parts)

Click the column headers to sort the data (for example, by date or item number).

Use the search function to filter the data line with specific keywords.

With the help of dynamic filters the list contents can be adapted individually with different search criteria.

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3.4 Data list (worktime)

You can use the function "Data List (worktime)" to display the recorded working hours as a table. This is not filled in the case of fixed quantity jobs .

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3.4 Data list (worktime)

Restrict the worktime list to a desired time period.

You can also export the generated table in an Excel or CSV file With the "Quick Print" function open the print window.

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3.5 Data list (summary)

With the function "Data list (summary)" you can create a table that contains both article and worktime data. For fixed quantity jobs there are no time data recorded.

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3.5 Data list (summary)

You can also create this table for a specific time period and export it to an Excel or CSV file. Here is also possible a quick print.

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3.6 Job documents

Several types of documentation can be stored in one job. These are for example: job information, error characteristics images, inspection instructions, packaging information or other data. You can access these documents by clicking on "Job Documents".

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3.7 Data list (filtered)

With the function "Data List (filtered)" you can create a fully customized data table. This can include information of various jobs.

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3.7 Data list (filtered)

You can restrict the time period and filter the job number, the client, the reference number, the location and part number.

In the example list below, the article number is filtered and all records where the part number begins with "TF" are displayed

You can export the table to a CSV-File

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3.7 Data list (filtered)

You can save the currently defined filter and use it for future queries.

All previously saved filters can be retrieved using the drop-down menu.

Use the "delete current filter" button to delete the selected filter

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People for Quality

THANK YOU FOR YOUR ATTENTION!