Scrap Reduction Management System
Scrap Major Incident Resolution System (SMIR)

Training Overview

(This is just a small portion of the entire documentation)
Training Overview

• Module 1: Documentation / Input
• Module 2: Daily Report Generation
• Module 3: Information Management
• Module 4: Maintenance
• Module 5: Executive Reports
Documentation

- Completion of non-conformance tags (NCMTs)
Input

- Inputting data from NCMTs
Input

• NCMT input screen

1. Follow tab order, complete all fields,
2. Close screen
Training Overview

- Module 1: Documentation / Input
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- Module 5: Executive Reports
Report Generation

- Cost and DPU Report

Enter start and end dates in the following screens.
Report Generation

- Daily Scrap Report
Report Generation

- Daily Scrap Report

1. Enter Sales figure and Month
2. Click on door icon
Report Generation

• Daily Scrap Report

1. Click YES to overwrite 2009 MTD.xls file
Report Generation

- **Daily Scrap Report**

SMIR system launches 2009 MTD.xls on your screen

Minimize screen and open 2009 MTD Template.xls found in the Quality drive under the Scrap Reduction and SMIR links subfolder.
Report Generation

- Daily Scrap Report

1. Click on the Bring It macro button.
2. SAVE AS “2009 MTD Template MM-DD-YY”.xlsx
3. Copy cells A1:Y20 and paste in body of email to Daily Scrap Distribution list on MS OUTLOOK
Report Generation

- Daily Scrap Report

1. Close the Daily Scrap Report screen in the SMIR system
Report Generation

- Create / Send SMIRs

Enter start and end dates on following screen
Report Generation

- Create / Send SMIRs

1. Enter start and end dates
2. Click on magnifying glass

Scrap Major Incident Resolution System

Report Start Date: 3/3/2009
Report End Date: 9/4/2009

Enter start and end dates

click on magnifying glass
Report Generation

- Create / Send SMIRs

1. Enter today’s date (date you input the NCMT into the database)

2. Enter tomorrow’s date
Report Generation

• Create / Send SMIRs

1. System indicates which cost centers had NCMT scrap tags exceeding the "trigger point thresholds".

2. Click on corresponding boxes to send emails (EX: 7, 18, 51) One at a time.
System will automatically fill in the email addresses for all the Production Leaders in line 7.

A pop up screen will ask the user if they wish to ALLOW or DENY the system permission to send the email and its attached SMIR. Select ALLOW.

The Subject will already be completed as: “TODAY’S SCRAP REDUCTION MAJOR INCIDENTS RESOLUTION(S)”

The email will have an attachment named “SCRAP REDUCTION MAJOR INCIDENT RESOLUTION.rtf”.

The body of the email will have instructions “Please complete, save file in CauseCenter-TagNum-Name.doc” format and send to john_doe@xyz.com within 24 hours.”
Report Generation

• Create / Send SMIRs

Once all corresponding boxes (all three in the example) have been selected, and ALLOW has been selected three times (in the example)...

User clicks on the door icon
Report Generation

• Create / Send SMIRs

This screen is usually blank and the user can simply click on the door icon. However, if names appear on the screen...

1. System indicates which executives need to be emailed due to a scrap event exceeding $300 (Bill J), $500 (Rodney K), or $1000 (Mike Swift).

2. User clicks on corresponding boxes and then ALLOW on the following pop up screen to allow the system to send the email via MS OUTLOOK.
Training Overview

- Module 1: Documentation / Input
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Information Management

- SMIRS Compliance Management / Updating Data
Information Management

• View All NCMT “Scrap” input from previous day
Information Management

- View All NCMT “Scrap” input from previous day

1. Print
2. Scroll pages
3. Close
Information Management

- Accessing “Today’s SMIRs” Report
Information Management

- View Scrap Events that Exceeded Dollar Triggers
Information Management

• View Scrap Events that Exceeded Dollar Triggers

1. Print

2. Close
Information Management

- Accessing Outstanding SMIRS (Aging Report)
Information Management

- View Aging Report – (Outstanding SMIRS Report)

![SMIR Maintenance Menu](image)
Information Management

- Scroll to next pages of Aging Report
Information Management

• Print Aging Report
Information Management

- Close Aging Report view
Information Management

• Accessing Completed SMIRS – Summary Report
Information Management

- View Completed SMIRS Report
Information Management

- Print Completed SMIRS Report
Information Management

- Close Completed SMIRS Report viewer
Information Management

• View Completed SMIRS – Detailed Comments
Information Management

- View Completed SMIRS – Detailed Comments
Information Management

- View Specific Completed SMIR – Detailed Comments

1. Insert cursor in TagNum field
2. Click on Binocular icon.
3. Type TagNum you wish to see in the search box
4. Click on FIND NEXT button
Information Management

- View Specific Completed SMIR – Form View

1. Click on Report icon
2. Type TagNum you wish to see in the search box
3. Click on OK button
View Specific Completed SMIR – Form View

- Whatever the line leaders wrote is in red letters.
- Fields limited to 255 characters
- For complete view of answers, go to F:\Quality\George Fulco\SMIRS folder and open specific file
Information Management

- Close Screen – Return to SMIR Maintenance Menu
Information Management

• Accessing MTD Scrap Dollars Report
Information Management

- Review MTD Scrap Dollar totals by Cost Center
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Executive Reports

Accessing Executive Reports

Scrap Major Incident Resolution System

- Input Daily Scrap Events
- Cost and DPU Report
- Daily Scrap Report
- Create / Send SMIRs
- SMIRs Compliance Mgmt
Executive Reports

The “Secret Door” to Executive Reports
Executive Reports

- Daily Actual to Goals Report
Executive Reports

• Return to Main Menu
Executive Reports

- Exit SMIR System