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HEXAGON XALT **NONCONFORMANCE APPLICATION:** USER GUIDE

Xalt Nonconformance User Guide
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BEFORE YOU BEGIN:

DISCLAIMER: This application will work by manually entering data into the provided standalone database tables but can also be configured to integrate with your ERP hosted database tables. Any specific configuration into a customer-specific ERP database will require engaging our Solutions team. Please contact your sales rep or email support.ps@hexagon.com for more information.

SETTING UP RECORDS

To begin using the Nonconformance Application there is some setup required. Data will need to be utilized from your backend ERP system database. The information stored in those tables will include:

1. **Employee Data** (i.e. Employee Name, Department, Etc.).
2. **Job/Work Order Data** (i.e. Job Name, ID, Notes, Etc.).
3. **Item/Part Master Data** (i.e. Part ID, Description, Type, Make, Etc.).
4. **Defect Reason List** (i.e. Material Defect, Wrong Part, Dimensions Off, Etc.).

USING ATTACHMENTS WITH YOUR NONCONFORMANCE

When an employee submits a new Nonconformance it is possible to include attachments to such a report. In order to be able to use attachments alongside with a Nonconformance, an FTP Server needs to be configured with the app. Configuring an FTP is not covered in this guide. Contact your sales rep or email support.ps@hexagon.com for more information on configuring the FTP Server.

OVERVIEW

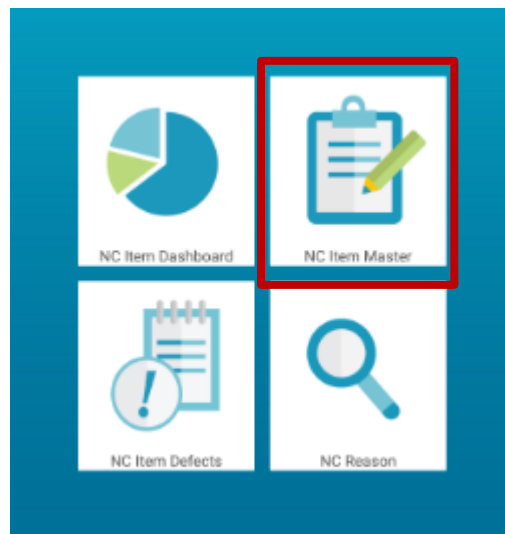
The Nonconformance app has been developed to provide a tool to enable employees to create and submit nonconformance defect items.

Advantages and solutions delivered by this application include:

- Easy to create and submit defects for a wide range of products, materials, etc.
- Show individual defects as they relate to a specific item.
- Categorize items and defects by product type and reasons for defects.
- Mobile device camera can be used to capture images of an item and its defect(s).
- Action can then be taken by supervisor to decide how a defective item should proceed.
- Real-time status is shown against item and the defects related to that item.

WORKBENCH: NONCONFORMANCE

LAUNCHERS: NC ITEM MASTER



The “NC Item Master” launcher shows visibility into the list of items that have been highlighted as items that are part of inventory and used in a production environment. From the launcher initial screen, a user can either **A**: ‘Add New Item’ to the list if an item that needs to be tracked is not listed. **B**: Select an individual item to create a new nonconformance.

A:

Item Number: DEF
Item Description: Another Item
Item Type: Manufactured Component
Item Class: Metal
Item Number: GHI
Item Description: a new xalt item
Item Type: Finished Goods
Item Class: Metal
Item Number: JKL
Item Description: An Awesome new Item
Item Type: Raw Material
Item Class: Glass
Item Number: RST
Item Description: An Item
Item Type: Raw Material
Item Class: Wood
Item Number: XYZ
Item Description: third Item
Item Type: Finished Goods
Item Class: Metal

Add New Item




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ADD NEW ITEM – This action will allow you to enter an item that currently does not exist in the Item Master list of items that a Nonconformance can be entered against. There are several required fields that must be entered in order to successfully submit a New Item. See the corresponding description of what each field entails in the following bullet points:

- **“Item Number”**: Item’s identifying number.
- **“Item Description”**: Specific description of the new item.
- **“Item Class”**: Makeup of the item (I.E. Plastic, Wood, Steel, Etc.)
- **“Item Type”**: Specific type of item in the product cycle (I.E. Finished Good, Raw Material, Etc).
- **“Item Category”**: Slow- or Fast-Moving Item.
- **“Item Cost”**: Cost of the item to procure.
- **“Item Price”**: Supplier price.
- **“Item Image”**: Image of the item.
- **“Item Source”**: Manufactured or Purchased.
- **“Item Supplier”**: Supplier name/entity.

The screenshot shows a web form titled "Add New Item". The form contains the following fields and values:

- Item Number:
- Item Description:
- Item Class: Metal
- Item Type: Finished Goods
- Item Category: Slow Moving Items
- Item Cost: 0
- Item Price: 0
- Item Image: 
- Item Source: Manufactured
- Item Supplier:


B:

Item Number: DEF
Item Description: Another Item
Item Type: Manufactured Component
Item Class: Metal
Item Number: GHI
Item Description: a new xalt item
Item Type: Finished Goods
Item Class: Metal
Item Number: JKL
Item Description: An Awesome new Item
Item Type: Raw Material
Item Class: Glass
Item Number: RST
Item Description: An Item
Item Type: Raw Material
Item Class: Wood
Item Number: XYZ
Item Description: third Item
Item Type: Finished Goods
Item Class: Metal


Add New Item

CREATE QUALITY NONCONFORMANCE - By selecting an individual entry in the Master Item list, the user will then be prompted with a 'Quality Nonconformance' action screen. There are required fields that must be entered in order to successfully submit a New Quality Nonconformance. See the corresponding description of what each field entails in the following bullet points:

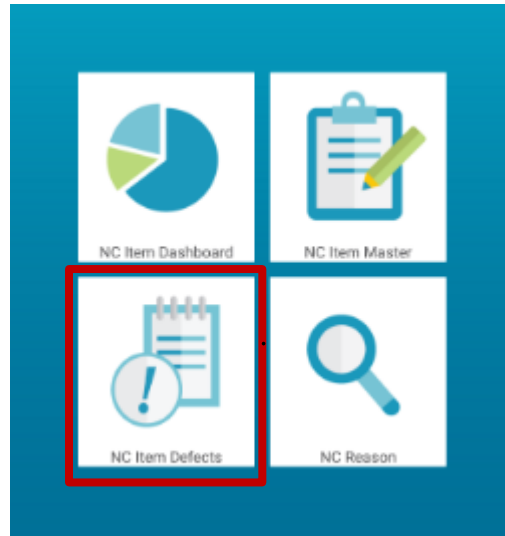
- **"Defect Type"**: Type of item that is marked as defective (Purchased, Manufactured, Etc.).
- **"Defect Qty"**: Number of defective items.
- **"Defect Reason"**: Explicit reason for defect (Part Mark, Chemistry, Moisture, Etc.).
- **"Defect Description"**: Describe the defect in more detail.
- **"Photo of Defect"**: Image of the specific defect.


Quality Nonconformance

50014

Defect Type:	Manufactured Item	▼
Defect Qty:	1	
Defect Reason:		▼
Defect Description:		
Photo of Defect:		

LAUNCHERS: NC ITEM DEFECTS



The “NC Item Defects” launcher shows visibility into the list of defective items that have been marked as nonconforming. From this initial screen, a user will then select the recently added item to then decide on how to proceed with that defective item.

NC Item Defects	
NC Tag Num: 1020 50681221 Recorded By: sward Defect Qty: 1 Defect Reason: Wrong Part	Created On: May 20, 2019 Override QE: NC Status: Active Disposition: New
NC Tag Num: 1017 029000076501 Recorded By: sward Defect Qty: 1 Defect Reason: Part Mark	Created On: May 8, 2019 Override QE: NC Status: Active Disposition: Scrap
NC Tag Num: 1015 12345 Recorded By: sward Defect Qty: 1 Defect Reason: Material Defect	Created On: May 8, 2019 Override QE: NC Status: Active Disposition: Use As Is
NC Tag Num: 1002 Recorded By: sward Defect Qty: 1 Defect Reason: Paperwork	Created On: May 8, 2019 Override QE: NC Status: Active Disposition: Return to Supplier

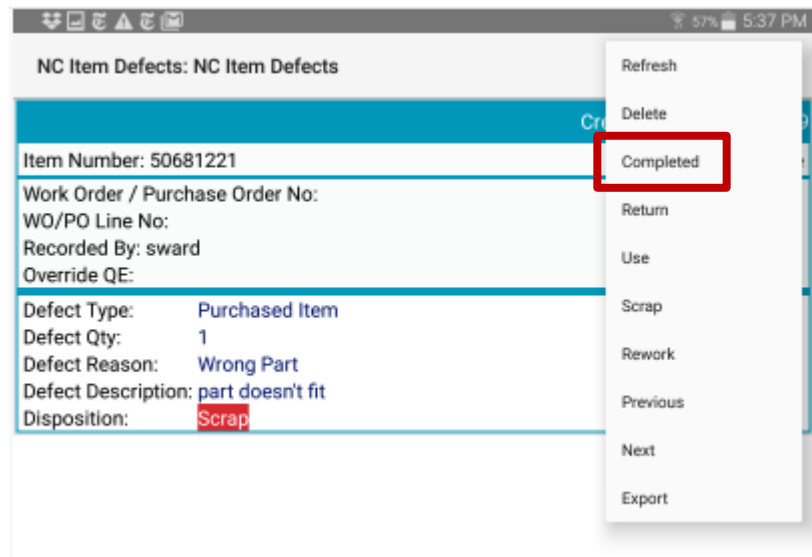


CHANGE STATUS: SCRAP, RETURN, REWORK, USE - When the user selects a defective item, a new screen will be presented that will give the user the ability to decide on what to do with that selected item. Those decision options include **Scrap**, **Return**, **Rework**, and **Use**. The user can also navigate to other items on the list from this view.

The screenshot shows a mobile application interface for 'NC Item Defects'. At the top, there's a title bar with 'NC Item Defects: NC Item Defects' and a bell icon. Below this is a blue header bar with 'Created On: May 20, 2019'. The main content area is divided into sections: 'Item Number: 50681221' and 'NC Status: Active'. Below these are fields for 'Work Order / Purchase Order No:', 'WO/PO Line No:', 'Recorded By: sward', and 'Override QE:'. A table-like section follows with 'Defect Type: Purchased Item', 'Defect Qty: 1', 'Defect Reason: Wrong Part', 'Defect Description: part doesn't fit', and 'Disposition: New'. At the bottom, there's a navigation bar with buttons: 'Scrap' (red), 'Return' (blue), 'Rework' (yellow), 'Use' (green), '... Prev' (grey), 'Cancel' (red), and 'Next ...' (grey). An 'EDIT' link is also visible above the buttons.

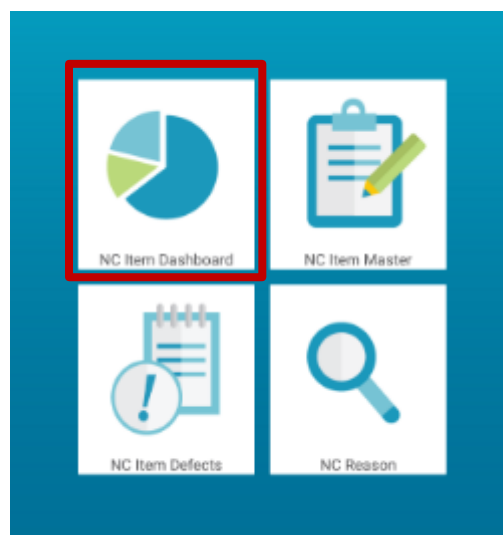
- **“Scrap”**: Mark item to be scrapped and added to discarded parts.
- **“Return”**: Return the item to supplier or purchasing department.
- **“Rework”**: Rework the part to make it up to working standards.
- **“Use”**: Use part as-is.
- **“Previous”**: Navigate to the previous defective item in the list.
- **“Cancel”**: Exit to the main defective item list.
- **“Next”**: Navigate to the next defective item in the list.

COMPLETE NONCONFORMANCE - Once a user has marked a defective item with the proper action to be performed against it, the next step will be to then mark that item defect record as 'Completed'. The 'Completed' action will change the 'NC Status' to 'Completed' and remove it from the master NC Item Defects list.

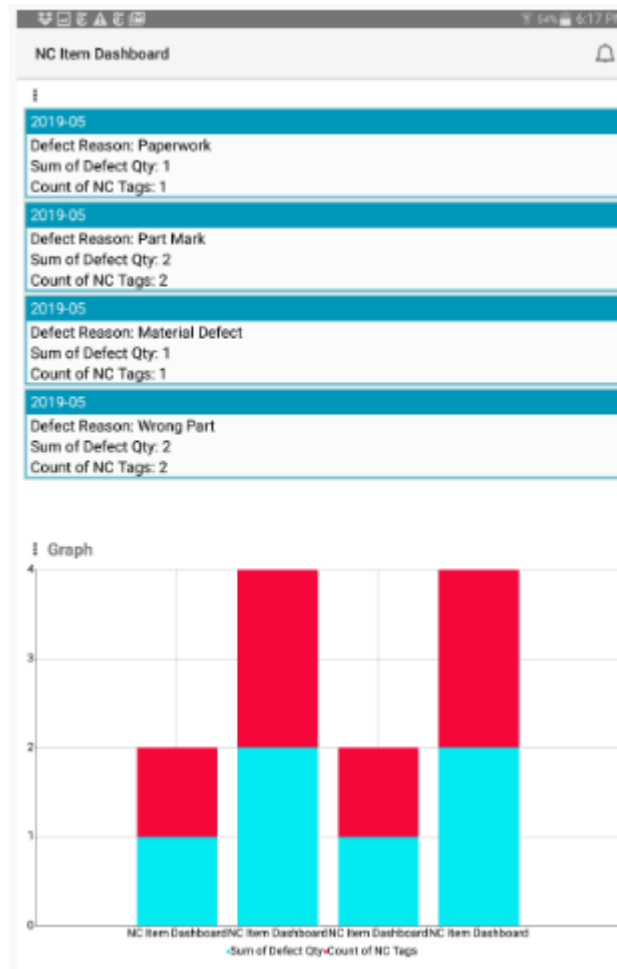


- (You will see on this dropdown menu of actions that you can also select **Scrap, Return, Reuse, Use**. These actions can also be run through the menu once you have selected the defective item.)

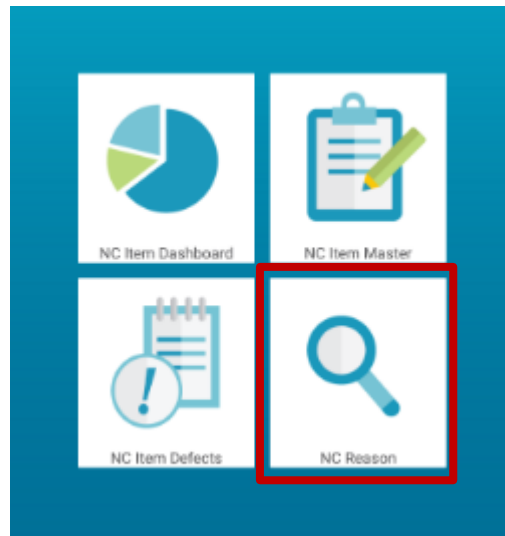
LAUNCHERS: NC ITEM DASHBOARD



GRAPH OF NONCONFORMANCES - As user(s) enters defective items as nonconformances, other manager-level users can utilize the summary “NC Item Dashboard” launcher to show light business intelligence visibility into the defect/nonconformance tag analytics. The top section of the below view displays a list of the tracked defective items, and the bottom section is a graph layout that tracks quantities of nonconformances vs the sum of all the defects.



LAUNCHERS: NC REASON



The final launcher on the workbench, 'NC Reason', will more than likely be utilized through the Web client interface. However, it is accessible through the mobile app and can be altered if needed in the field. This section will detail the master list of 'Reasons' as to why a part would be marked defective for a Nonconformance. Below see both the 'Web' and 'Mobile' layout of the screen presented when selecting this launcher.

Mobile:

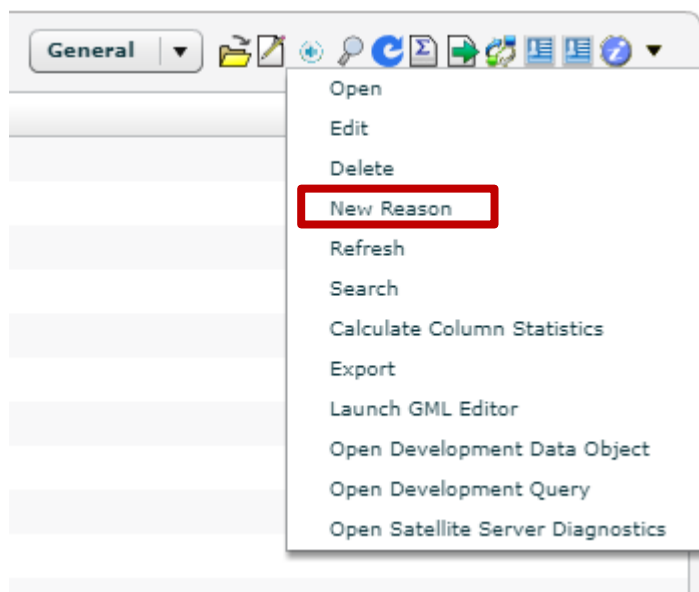
NC Reason			
Reason	Reason Desc	QE Assigned	Reason Status
A	Paperwork		Active
C	Chemistry		Active
D	Drawing Interpretation		Active
E	Moisture		Active
I	Dimensions off		Active
K	Part Mark		Active
M	Material Defect		Active
O	Documentation Error		Active
P	Porosity		Active
R	Wrong Part		Active
T	Training		Active
W	Weld Variation		Active

Web:

NC Reason

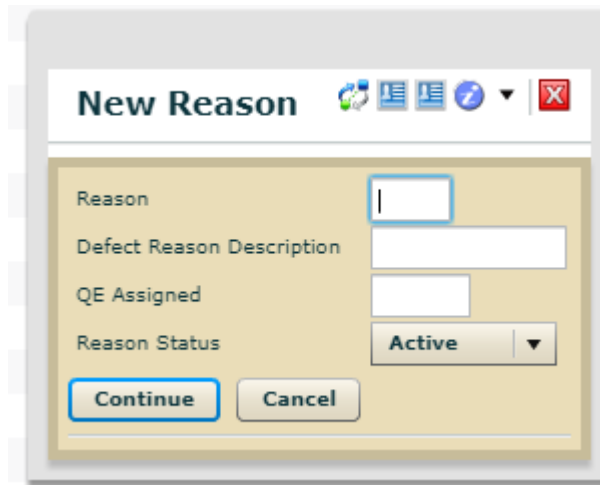
	Reason 1 ▲	Reason Desc	QE Assigned	Reason Status
↑	A	Paperwork		Active
↓	C	Chemistry		Active
	D	Drawing Interpretation		Active
	E	Moisture		Active
	I	Dimensions off		Active
	K	Part Mark		Active
	M	Material Defect		Active
	O	Documentation Error		Active
	P	Porosity		Active
	R	Wrong Part		Active
	T	Training		Active
	W	Weld Variation		Active

ADD NEW REASON - The one action that will be used from this section is the 'New Reason' action. This will allow a user to enter a new reason as to why a part can be marked defective for a nonconformance. This give flexibility to the user to add new reasons as their organization sees fit.



By selecting the 'New Reason' action, the user will then be prompted with an action screen containing fields to populate a new reason. See the corresponding description of what each field entails in the following bullet points:

- **"Reason"**: Identifying letter that will represent the new Reason (i.e. H, HE, Z, etc.).
- **"Defect Reason Description"**: Explicit reason for defect (Part Mark, Chemistry, Moisture, Etc.).
- **"QE Assigned"**: Quality Engineer creating the new reason.
- **"Reason Status"**: An Active, Obsolete, or Hold status.



The screenshot shows a 'New Reason' dialog box with a title bar containing standard window icons. The dialog has a light beige background and contains the following fields and controls:

- Reason**: A single-character text input field.
- Defect Reason Description**: A multi-line text area.
- QE Assigned**: A text input field.
- Reason Status**: A dropdown menu currently set to 'Active'.
- Buttons**: 'Continue' and 'Cancel' buttons at the bottom.