

## Digital guidance

### What is Digital guidance?

Factbird Digital guidance standardizes and digitizes shop floor activities. Using the Digital form builder, you can create SOPs, guides, checklists, and forms in just a few clicks, making them available for frontline operations. For example, this includes quality checks, batch changeover checklists, and step-by-step troubleshooting guides. Various shop floor activities that typically required spreadsheets and paper can be carried out digitally and seamlessly.

## Accessing Digital Guidance

# 1

### Access Digital Guidance on Activities

1. On the menu, click on **"Activities"**.
2. There are two tabs.
  - a. **"ACTIVITIES"**: Various activities, form and documentation can be created and digitized.
  - b. **"REPORTING"**: The execution results of various activities can be viewed and analyzed.

The screenshot displays the FACTBIRD web application interface. At the top, the 'FACTBIRD' logo is visible. Below it, a navigation bar contains a hamburger menu icon and the text 'Activities'. To the right of this bar are two tabs: 'REPORTING' and 'ACTIVITIES', with 'ACTIVITIES' being the active tab. A sidebar on the left contains various icons, with the 'Activities' icon circled in blue and labeled '1'. The main content area is titled 'Manage activities' and features a search bar. Below the search bar is a table with the following data:

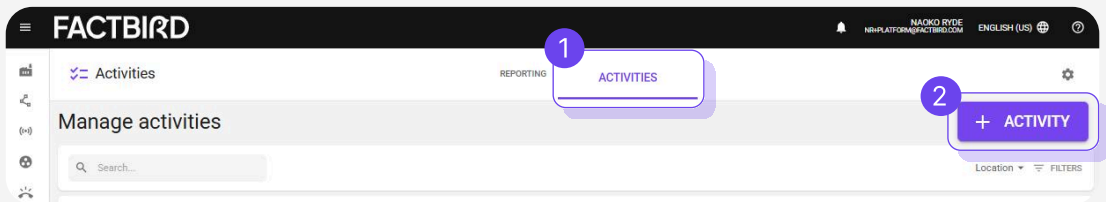
Title	Description	Location
Labeler - Setup of Machine	Set up labeler to apply new labels correctly and verify alignment.	Bottling Line #1 Bottling Line #2
Shift Handover Checklist	A structured guide for ensuring a smooth transition between shifts, covering mac...	Bottling Line #1 Bottling Line #2
In Process Control - Taste Test	Ensure the liquid is within the specification	Bottling Line #1 Bottling Line #2
Product Specification Control	Ensuring correct product specification during palletizing	Bottling Line #1 Bottling Line #2
Batch Changeover Checklist	A step-by-step guide to ensure a smooth transition between product batches, cov...	Bottling Line #1 Bottling Line #2
Labeler - Label Test	A quality check to ensure that labels display correct information.	Bottling Line #1 Bottling Line #2

## Digital form builder

### 1

#### Access Digital form builder

1. Click on "**ACTIVITIES**" tab.
2. Click on "**+ ACTIVITY**" to create a new activity. e.g., quality check forms, guides, SOP, etc.

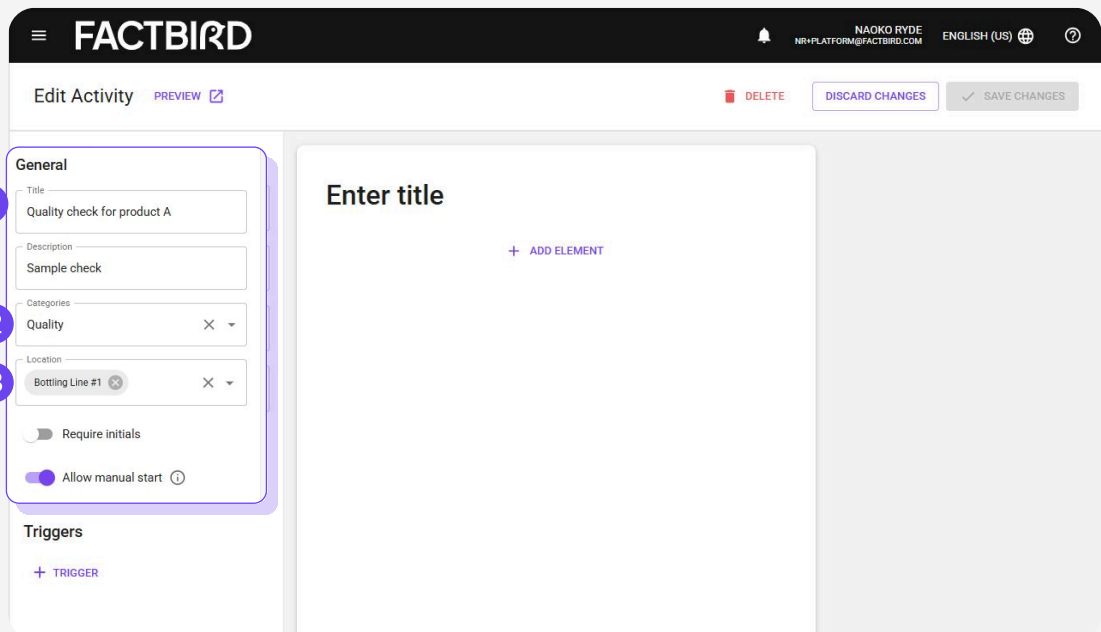


### 2

#### Create an activity

Fill out "**General**" section.

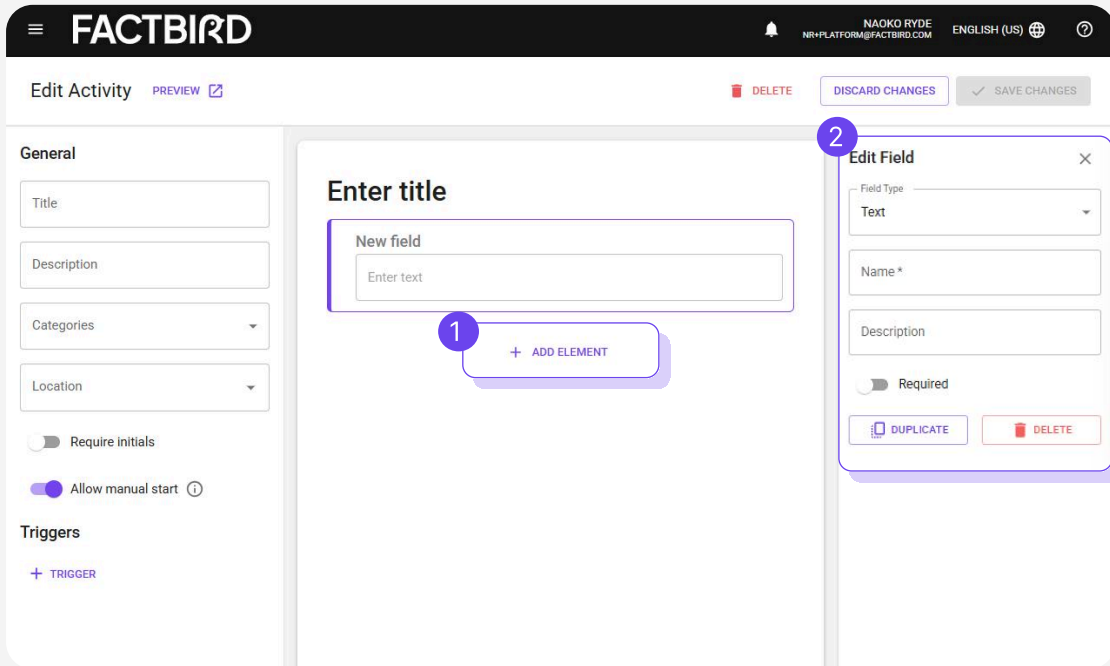
1. Fill in "**Title**" and "**Description**".
2. **Categories**: A new category can be created by clicking "**Manage categories**". Choose a category from the drop-down menu where you want the activity to be included.
3. **Locations**: Select the locations where the activity applies. You can select multiple locations.



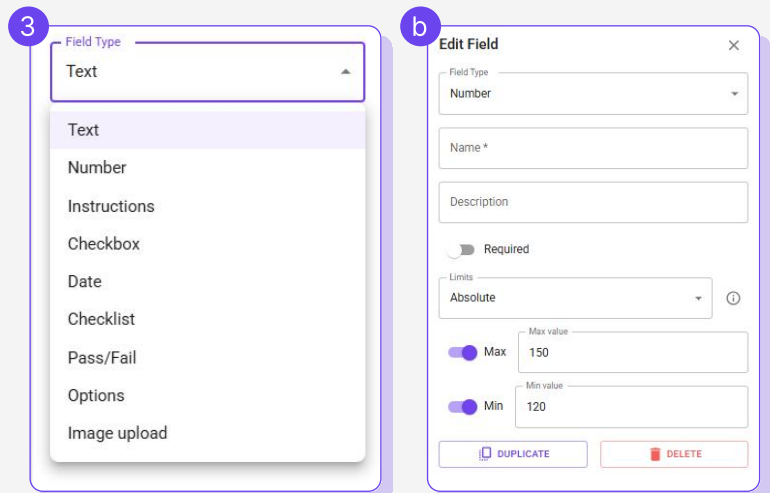
### 3

#### Add elements and customize

1. Click on “+ **ADD ELEMENT**”.
2. Customize the new element using “**Edit Field**” on the right.



3. Choose a “**Field Type**” from the drop-down menu. This determines how the field will function during execution.
  - a. **Text**: Allows text to be entered.
  - b. **Number**: Allows numbers to be entered. When “**Number**” is selected, you can set “**Limits**” to specify acceptable ranges. For example, numbers outside the limits will be marked as “Failed” in “**REPORTING**,” while those within the limits will be marked as “Passed.”
  - c. **Instruction**: An editable field that can include text instructions along with links, videos, images, and more.



# 4

## Set up Triggers

Set up and automate activity triggers.

e.g., The activity can be automatically prompted to operators every 60 minutes during running batches of a specific product.

1. Click on **“+TRIGGER.”**
2. Configure the trigger for the activity on the **“New Trigger”** pop-up page and click **“SAVE”**
3. Turning on **“Allow manual start”** allows manually trigger the activity on **“REGSITER STOPS”** page.
4. Click on **“PREVIEW”** to see how the activity will look when triggered and click **“SAVE CHANGES”**.

New Trigger pop-up page:

The trigger can be based on duration, actual production cycles, events (such as every shift start), calendar-based fixed times, or stop causes.

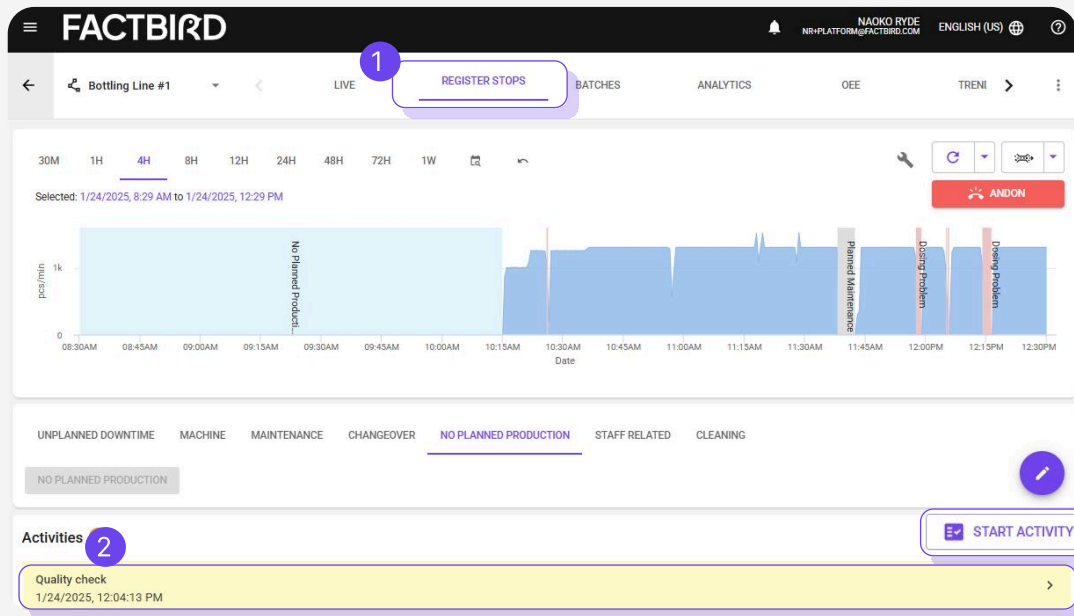
## Executing activities

# 1

### View triggered activities

Once activities are created using the Digital form builder, they will be triggered and displayed on the “**REGISTER STOPS**” page.

1. Go to the “**REGISTER STOPS**” tab.
2. Triggered activities are displayed under the chart.
3. If “**Allow manual start**” is enabled in the Digital form builder, the “**START ACTIVITY**” button allows you to manually trigger an activity to be executed.



# 2

### Execute activities

1. Clicking a triggered activity opens the pop-up page.
2. View the page and log data if there are fields to be filled in.
3. Clicking “**SUBMIT**” button saves the data, which can then be viewed as a historical record on the “**REPORTING**” page under “**Activities**”.

The screenshot shows a 'Quality check' pop-up form. It has a 'Weight (gram) \*' field with a 'Weight of samples, use a digital scale' instruction and an 'Enter number' input field. Below that, there's a 'Visual check' section with instructions to 'Check samples visually if it is within specification' and two checkboxes: 'Shape - use the shape sample board' and 'Color - use the color scale'. At the bottom, there are 'FAIL' and 'PASS' buttons, and a 'SUBMIT' button.

### Viewing execution report

# 1

#### View execution report

1. Click on the "REPORTING" tab to view executed activities in the chart and list.

