



Changes and New Features in LPA Admin

After the weekend of October 6th and 7th 2007, you will notice a few changes and additional features in LPA Admin. We have been working hard updating our software to make it easier to use and to provide additional new features that provide our customers with more value. These upgrades will occur seamlessly and at no additional charge. The changes to LPA Admin include:

- New Languages
- Better Browser Support
- New Calendars for Selecting Date Ranges
- New Feature: Comments and Open Issues

New Languages

You may already have noticed some of the changes we have implemented over the past year. The LPA Admin interface is now available in three languages: English, Spanish and German. Language is set automatically based on your browser preferences. If you or any of your auditors would prefer to see the software in Spanish or German, all you need to do is change your web browser's language settings and log in or refresh the page you are on in LPA Admin. This addition was meant to accommodate auditors, administrators and management in multilingual facilities and multinational corporations. If you would like to take advantage of one of our additional languages, in Internet Explorer, simply select the **Tools** menu and click on **Internet Options**. In the dialog that opens, you should see a **Languages** button on the **General** tab. Here you can add languages and change the order of your language preferences. The LPA Admin interface will automatically change to match your first language preference. If your first language preference does not match a language we offer, LPA Admin will default to English.

Better Browser Support

In addition to our new language options, we have also upgraded our software to work with a wider range of web browsers. For facilities that have standardized on open-source software or allow non-Microsoft web browsers, you can now log into LPA Admin using Firefox, Opera and other third-party software. We hope this move toward supporting a broader range of software will make LPA Admin more accommodating to different environments while providing the same value and features our customers have come to expect. These upgrades are already in place, and all users can take advantage of them today.

New Calendars for Selecting Date Ranges

On October 6th, we plan to roll out some additional changes and features we thought you would like to know about. The first is a minor upgrade to our internal calendars. Previously, changing months and years was, in our opinion, a little too cumbersome. We have replaced our old date selection tools, and as of next week, your calendars should look like those in the included images. Functionality with the

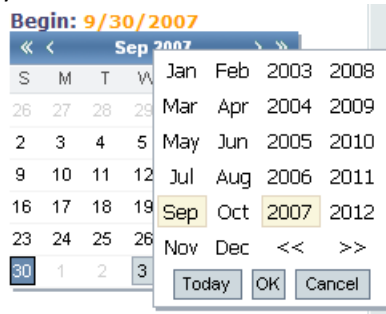


Changes and New Features in LPA Admin

calendars remains very similar, however selecting dates and changing the month and year is now somewhat easier.

In the upper right and left corners of the calendars, if you click on the single arrow, the month displayed will either advance one month (by clicking >) or go backward one month (by clicking <). The beginning and end of the current year can be quickly displayed by clicking either << (for January of the currently displayed year) or >> (for December).

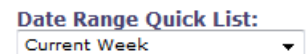
In addition, you can now click on the *Month and Year* in the header to open a menu which allows you to quickly move the calendar display the month you want to see:



Select the month and year of your choice, change the range of years displayed using the << or >> buttons, or jump to the current date by clicking **Today**, and then simply click **OK**.

The Date Range Quick List continues to work as it always has, and you can quickly reset your calendar selections

simply by choosing one of our pre-configured date range options.



There are a couple of things you may want to take note of. First, changing the month displayed on either calendar **does not change the selected date range**. For performance reasons based on usage of the Schedule-at-a-Glance pages, we elected to leave the selected date range set to your most recent selection **until you click a new date** within one of the calendars. This is intended to help prevent the long wait times you may have experienced if, for example, you select January 2007 in the start date calendar and October 2007 in the end date calendar. Second, for performance reasons, if you want to view a date range that is in the past, we **recommend changing the end date (lower calendar) first**. This should help prevent the long unnecessary load times for presenting all data between a new start date and the current end date. Of course, you are free to make whatever selections you want in whatever order you choose. We would just like you to be aware for your convenience that smaller date ranges load faster, and because an end date that occurs before the start date returns no results, changing the end date first may decrease your wait times.

New Feature: Comments and Open Issues

Based on some requests we have heard repeated by a number of customers, we have added the ability for auditors to record comments for each audit they perform, whether they find any non-conformances or not. In addition, these comments can be marked as open issues, helping your management team to track follow-up and record additional information. An overview of the Comments feature follows.



Changes and New Features in LPA Admin

Completing an Audit

Audit Type: Error/Mistake Proofing			
Audit Details			
Audit Name: EBOOSTERP105/150 Cell: Booster Audit Revision History	Assigned Auditor: Demo Admin Departments: Rockets	Scheduled Date: October 03, 2007 Scheduled Shift: N/A	
Audit Question	Result	Non-Conformances & Corrective Actions	Approvals
1. temp check: read dial and verify reads 170 F +/- 10% <i>Why: heat treat hardness"</i>	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	Conforms <input type="text"/> <input type="button" value="add reason"/>	<input type="button" value=""/>
2. Oil Misters Air Sensor: Verify the air pressure sensor works properly for the oil mister system by turning the air pressure from 90 psi to 80 psi. The system should shut down and display a low air pressure message. <i>Why: Low air pressure will allow the oil misting system to deliver less oil to the steel, which will increase tool wear and could cause sharp edges on the stampings that could be rejected by the customer."</i>	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	Conforms <input type="text"/> <input type="button" value="add reason"/>	<input type="button" value=""/>
3. Welding Machine: Attempt to weld a unit with the incorrect components by trying to use the outer for the P221. The system should not assemble the part, but beep and give an error message (improper component). <i>Why: Would allow unusable part to be built that the customer would reject."</i>	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	Conforms <input type="text"/> <input type="button" value="add reason"/>	<input type="button" value=""/>
4. Welding Machine: Attempt to weld a unit without a top bolt. The system should not assemble the part, but beep and give an error message (missing top bolt). <i>Why: Would allow unusable part to be built that the customer would reject."</i>	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	Conforms <input type="text"/> <input type="button" value="add reason"/>	<input type="button" value=""/>
5. Welding Machine: Attempt to weld a unit without a center plate. The system should not assemble the part, but beep and give an error message (missing plate). <i>Why: Would allow unusable part to be built that the customer would reject and may cause warranty concerns."</i>	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	Conforms <input type="text"/> <input type="button" value="add reason"/>	<input type="button" value=""/>
6. Skid Cover Check Fixture Gauge: Verify the check fixture gauge is the proper gauge and is working properly. Verify that the gauge will not accept parts for the platforms (P221 Red Sample) and will accept the P105/150 production parts. <i>Why: Using a worn or incorrect gauge could allow defective parts to become mixed with quality parts, which would be rejected by our customer."</i>	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	Conforms <input type="text"/> <input type="button" value="add reason"/>	<input type="button" value=""/>
Audit Comments		Status	
Comments: <input type="text"/>		<input checked="" type="checkbox"/> Mark as Open Issue	
		<input type="button" value="Save Changes"/>	

At the bottom of each audit screen, you should notice a new section entitled **Audit Comments**. When completing an audit, each auditor has the option to add his or her remarks in the text box on the left and to mark the comment as an open issue by selecting the checkbox on the right. The comments are saved along with the audit results by clicking **Save Changes**.

Tip: To increase efficiency when working with the Comments and Open Issues feature, you could begin each comment with a word or phrase identifying the type or subject of the remark. For example, each comment could begin with Improvement, Safety, Scrap Reduction, Follow-up, etc..

Viewing an Audit

After an audit has been completed, any recorded comments are displayed below the audit results. You should notice several things in the image below. First of all, there is a pencil icon. This icon will only be



Changes and New Features in LPA Admin

available for the individual who recorded the comment. Clicking this icon allows him or her to make changes to the comment. If changes are made, an additional date is recorded with the comment to make note of when the item was last updated. Updated comments will display this date along with status. No other user can edit someone else's comments. It is important to note that if the comment was marked as an open issue, it can only be edited before the issue is closed. Once an issue has been closed, it can no longer be changed.

This screenshot shows the LPA Admin interface for an audit comment. The comment text is "P105/150 production parts. Why: Using a worn or incorrect gauge could allow defective parts to become mixed with quality parts, which would be rejected by our customer." The status is "Open Issue" in red text, entered by "Demo Admin" on "10/4/2007". A "Close Issue" button is visible. There is a "Mark as Open Issue" checkbox and a "Save Changes" button at the bottom right.

The comment in the illustration above was marked as an open issue. The status is clearly visible to anyone viewing the audit page. In addition, any user who has **Approval authority** will also see a button marked **Close Issue**. If the user does not have the assigned permission to approve items such as corrective actions, this option will not appear for them. Clicking Close Issue marks the item closed. The status changes to show the item is closed and displays the date the issue was closed and the name of the user who made the change. In addition, the edit icon is now disabled.

This screenshot shows the LPA Admin interface after the issue has been closed. The status is now "Closed 10/4/2007 Demo Admin" in green text. The "Close Issue" button is no longer present, and the "Mark as Open Issue" checkbox is still visible. The "Save Changes" button remains at the bottom right.

You should notice a **red x** icon next to the edit icon in the illustrations above. This icon will only appear for facility administrators. Any comment can be deleted by an administrator at any time- even after an issue has been marked closed. This provides the ability to clean up audit results or to remove comments deemed inappropriate or unnecessary.

Additional Comments and Follow-up

If you take a look at the illustrations again, you may notice that the Comments text box and the Open Issue checkbox are still available. Comments can be added to an audit by any user at any time and be



Changes and New Features in LPA Admin

used to record a history of interaction and progress toward resolving open issues. Follow-up comments can either be used simply to add information or to create additional open issues.

P105/150 production parts. Why: Using a worn or incorrect gauge could allow defective parts to become mixed with quality parts, which would be rejected by our customer." N/A	
Audit Comments	Status
Operator recommended increasing the available supply of center plates because of frequent shortages causing work stoppage.	Demo Admin Entered: 10/4/2007 Closed 10/4/2007 Demo Admin
Increased the number of center plates on hand and implemented a system for quick resupply.	Betty Boop Entered: 10/4/2007
Comments: <input type="text"/>	<input type="checkbox"/> Mark as Open Issue
<input type="button" value="Save Changes"/>	

In this way, you can easily create and manage any kind of items discovered during the course of an audit, whether the audit resulted in a non-conformance finding or not. We invite you to take advantage of this feature to record histories of your conversations and actions about critical areas in your facility.

Tracking Comments and Open Issues

To help you track and manage your audit comments and open issues, we have added another overview screen called My Comments at a Glance. Simply select the new link available on most LPA Admin pages, and you will be taken to the new Comments screen.

Today is: Wednesday, October 03, 2007 [Log Out](#)

[My Audit Home Page](#) | [My Preferences](#) | [My Reports](#)
[My Schedule at a Glance](#) | [My Schedule at a Glance: Departments](#) | [My Audit Comments at a Glance](#)

Welcome Betty Boop
ACME Manufacturing

By default, the Comments screen is filtered to show open issues. The calendars on the right set the date range for comments displayed. In addition, two drop down lists allow you to further filter the comments. You can select to view only those comments for audits assigned to a particular Department (or Business Unit or whatever your facility calls its primary organization unit in LPA Admin). In addition, you can view open issues, closed issues, or all comments. If you select all comments, even those items never marked as open issues (for example follow-up comments and additional information) appear in the list. The illustration below shows a list of open issues recorded during the first week of October, 2007.



Changes and New Features in LPA Admin

Today is: **Wednesday, October 03, 2007** [Log Out](#)

LPA ADMIN [My Audit Home Page](#) | [My Preferences](#) | [My Reports](#) | [Administration](#)
[My Schedule at a Glance](#) | [My Schedule at a Glance: Departments](#) | [My Audit Comments at a Glance](#)

Welcome **Demo Admin** **ACME Manufacturing**

My Audit Comments at a Glance

Departments: Comment Type:

Date	Audit/ Comment	Type [†]	Status
10/1/2007	EBOOSTERP221 I needed to add this comment to get someones attention.	E/MP	Open Issue <input type="button" value="Close Issue"/>
<small>Assigned Auditor: Demo Admin This audit was performed by Demo Admin: 9/28/2007</small>			
10/1/2007	EBOOSTERP221 I want to reopen this issue to discuss unfinished business	E/MP	Open Issue <input type="button" value="Close Issue"/>
<small>Assigned Auditor: Demo Admin This audit was performed by Demo Admin: 9/28/2007</small>			

†E/MP = Error/Mistake Proofing PR= Process

Begin: 9/30/2007

« < Sep 2007 > »						
S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

End: 10/6/2007

« < Oct 2007 > »						
S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Date Range Quick List:

For open issues, users who have **Approval authority** will see a button which allows them to officially mark an item as closed. By clicking on the Audit Name, you can quickly view the audit along with all comments- open, closed or other- that have been entered for that audit.

We hope you find the new features useful, and as always, we welcome your questions and feedback. Thank you for helping us to make LPA Admin the most powerful tool available for managing layered process audits and providing a real-time overview of your critical processes.