

# Instructions and Tips for Process Data gathering

## Job-Element List Tab:

- \* This will be where the actual Process and Job elements will be defined for the Yamazumi chart (this is what needs to be timed).
- \* Only the columns in "Green" need to be updated.
- 1. Enter the Process ID (As "A", "B", "C" etc). The Process ID represents a separate process/person (If 2 different people are doing the same job, then each will require their own "Process ID").
- 2. Enter the Job element numbers. The Job Element numbers should be sequential from 1 - 14 (or last process)
- 3. Input the Element name. The Element name is what will be reflected on the Yamazumi chart
- 4. Input the Element description. This should be a longer description to help identify actual Element process

## Scan Sheet Tab:

- \* The scan sheet is used to scan the job elements. It is automatically updated depending on what process ID is input.
- 1. Determine the Process ID that is needed (from the Job-Element List) and input in the "Green" cell (C1)
  - a. The sheet will automatically populate with the Elements from the Process ID.
- 2. Print the sheet to use for scanning (no need for special paper/labels, although you will need to have a barcode 39 font)
- 3. You are now ready to scan

## Scanning:

1. Turn on the PDA and open the program "Tracer+ II"
2. Confirm there is no data
  - a. Old data can be deleted by clicking on the top left of the screen (it will say "Tracer+II") and selecting "Delete All"
3. Scan the start/stop bar code (this will start the program but will not start the clock).
4. A pop-up screen will appear that says "Record not found. Would you like to create a new record?"
5. Hit the "Yes" Button
6. You can now start collecting data.
7. When finished collecting data, click on the "Done" button at the bottom left of the screen
8. Click on the "Yes" button
9. You can now download the data

**\*\*\*TIP – If you closed out but want to continue scanning without downloading first (like after lunch, etc.), go back to step 3.**