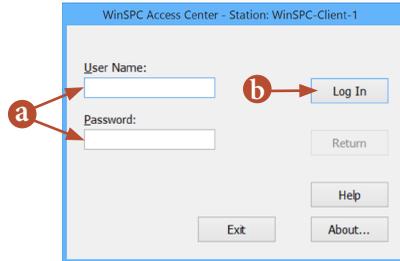


Step 1

Log In

- a. Enter your *User Name* and *Password*.
- b. Click *Log In*.



Need help?

On any window, click the *Help* button or, from a menu bar, select *Help > Contents*

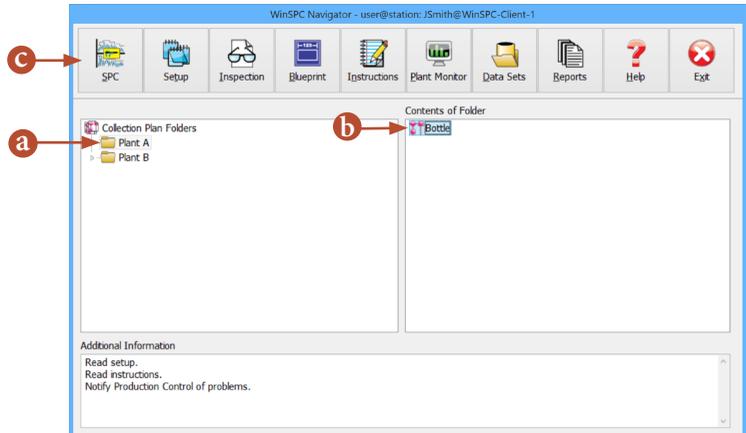
Still need help?

Call us at 248-447-0140

Step 2

Launch Data Collection

- a. Click a folder.
- b. Click a collection plan.
- c. Click *SPC*.

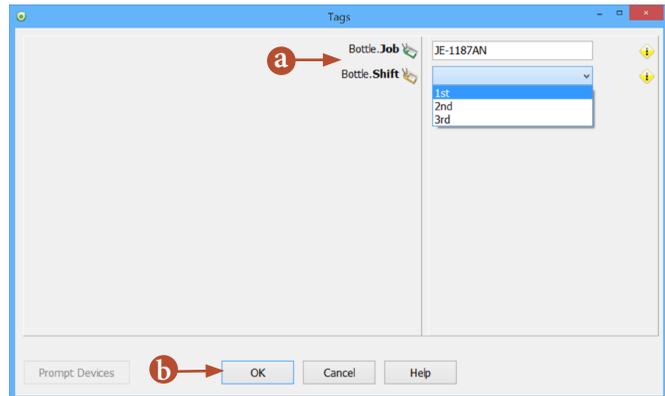


Step 3

Enter Tag Information

(If the *Tags* window is not displayed, skip to step 4.)

- a. Enter or select tag information.
- b. Click *OK*.



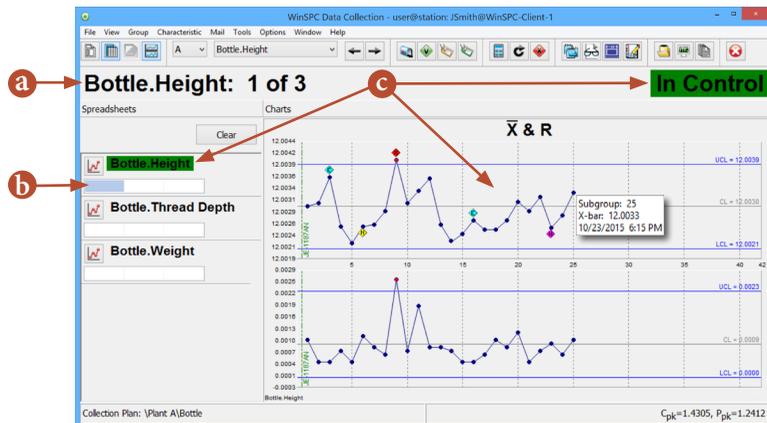
ICON KEY

-  Regular Tag
-  Job Tag
-  Tag Value is mandatory

Step 4

Collect Data

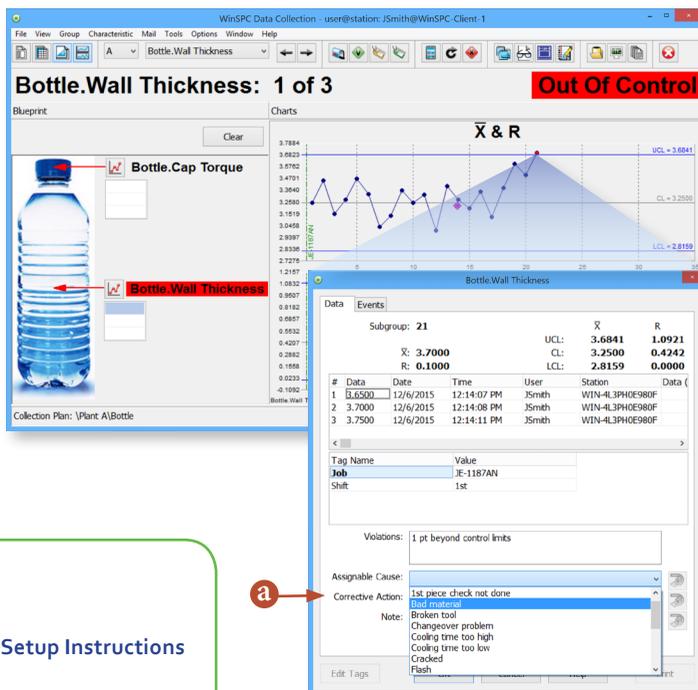
- Review the part name, variable name and subgroup size.
- Enter values.
- Respond to alerts and prompts as needed.



Step 5

Add an Assignable Cause, Corrective Action and/or Note

- If prompted, enter or select the assignable cause, corrective action and/or note. (To add an assignable cause, corrective action, and/or note for a data point when not prompted, display the window shown by clicking the data point.)



DATA COLLECTION KEY

- | | | | |
|--|-------------------------|--|-------------------------|
| | Begin New Job | | Show Setup Instructions |
| | Current Job Tag | | Show Inspection Guide |
| | Previous Characteristic | | Show Blueprint |
| | Next Characteristic | | Exit |