

## INTRODUCTION

This guide tells you how to use the AEERO PMAPP application, showing you how to use and navigate the app.

It also provides information on Process Mapping, a key Business Improvement Technique that can help identify where waste occurs in a business and where non-value-added activity is happening. Once you know where waste is occurring you can eliminate it or reduce it to a minimum through formalised continuous improvement projects.

## Technical Requirements

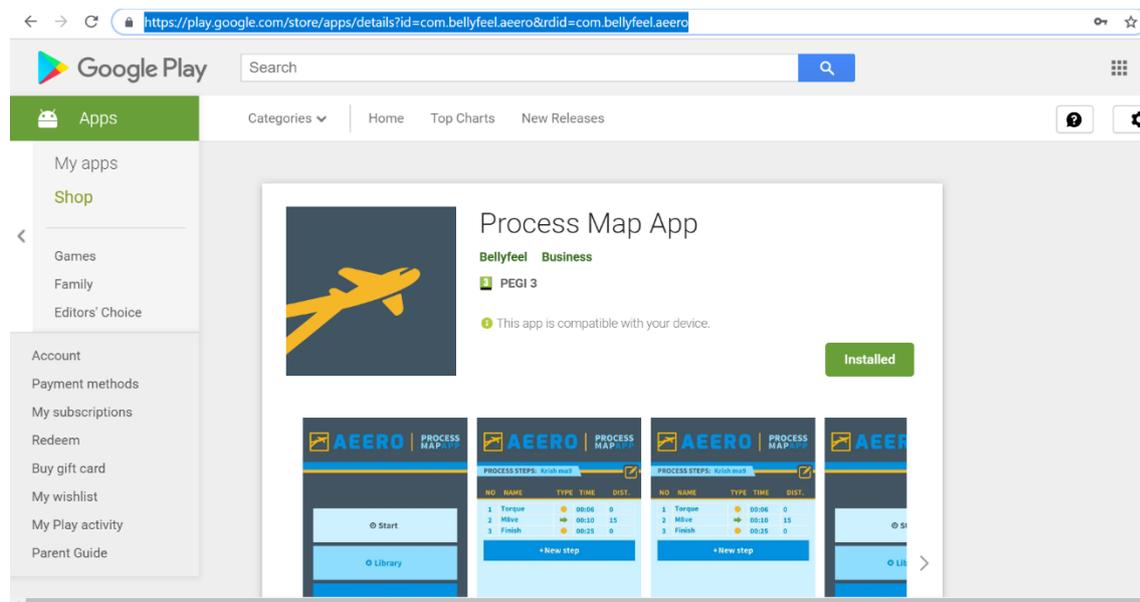
To access the app you will need an internet connection and an Android device.

To run the app you will need Android 4.1 or above

## Installing the App

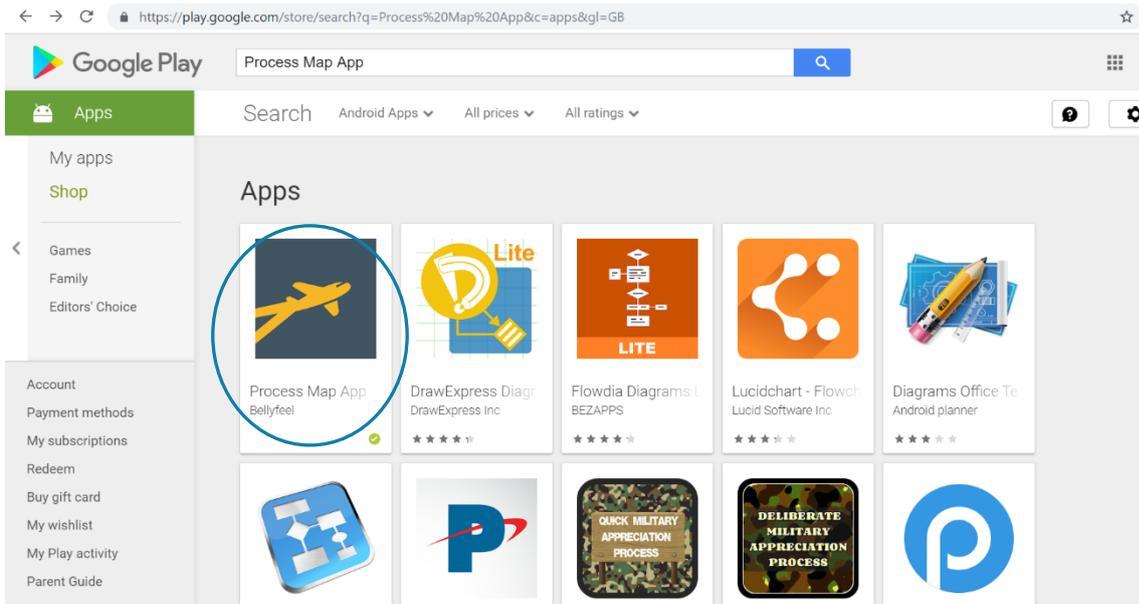
The App is hosted on the Google Play Store at:

<https://play.google.com/store/apps/details?id=com.bellyfeel.aeero&gl=GB>

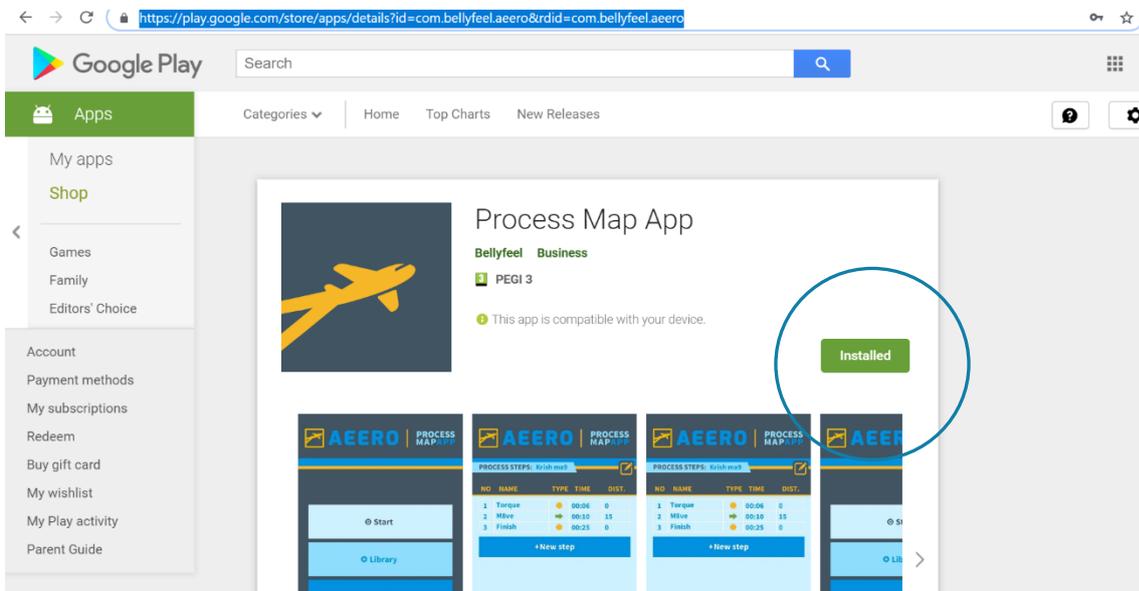


Search Apps for 'Process Map App' and you'll quickly find our app with distinctive plane logo





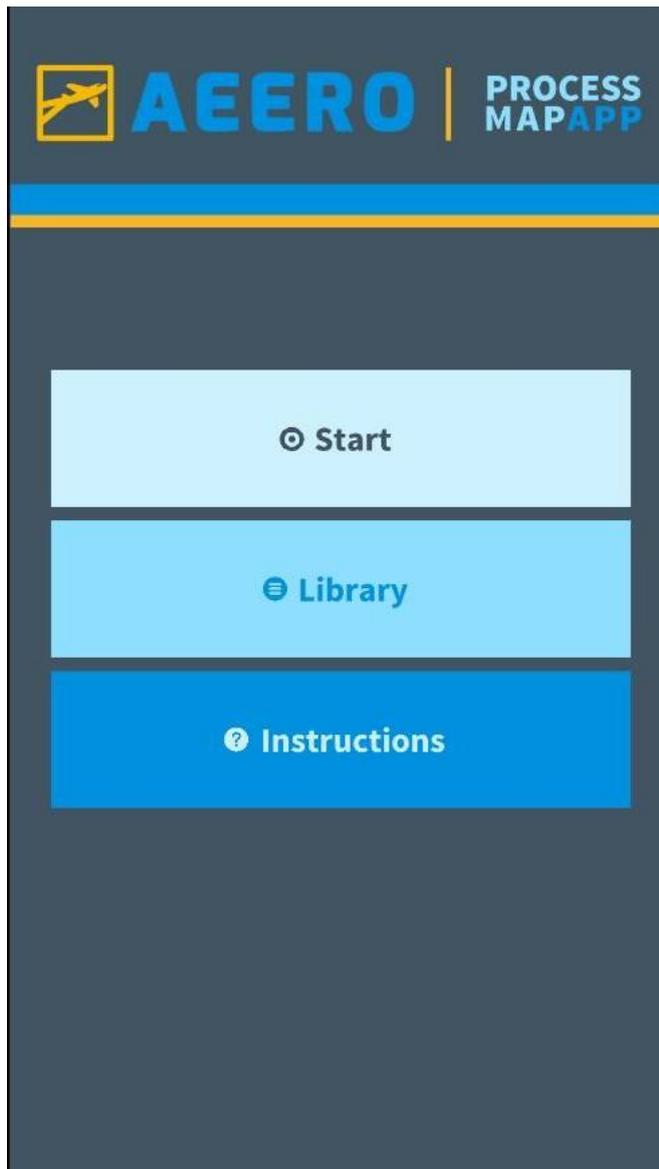
Tap the app logo, then tap install.



# INSTRUCTIONS FOR USING THE APP

## Main Menu

Once you have installed the AEERO Process Map App, tap the  logo on your device to open the app. You will see the main menu.



Tap anywhere on this top banner, from any screen in the app to return to the main menu.

Tap to start your own process map

Tap to view saved process maps (including a pre-populated example) or to start a new process map

Tap to find out more about process mapping, access instructions explaining how to use the app or find out more about the AEERO project

## Start

From the Start page, you can name your process map and begin to add steps.

This guide demonstrates process mapping of a galvanizing process in a manufacturing business as an example.

The first step name your process map

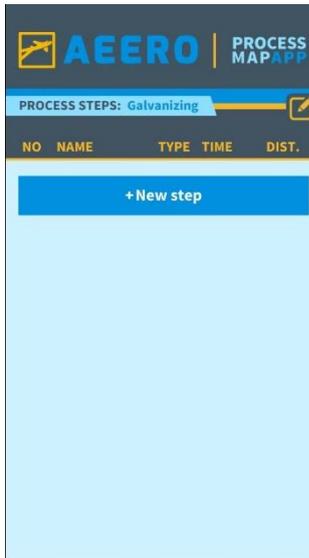


The image shows two screenshots of the AEERO Process Map App. The top screenshot shows the app's main interface with a header bar containing the AEERO logo and 'PROCESS MAP APP'. Below the header, it says 'PROCESS STEPS: Unnamed 1' with an edit icon. A table header is visible with columns: NO, NAME, TYPE, TIME, and DIST. A large blue button labeled 'Enter map name' is overlaid on the screen, with an arrow pointing to it from the text 'Enter your process map name here'. The bottom screenshot shows the same app interface but with a keyboard open. The word 'Galvanizing' is entered into the 'NAME' field of the table. The keyboard has an 'OK' button, with the text 'Tap OK' pointing to it.

NO	NAME	TYPE	TIME	DIST.
	Galvanizing			

Begin to enter the steps in the process you are mapping:

Tap to add new step, then work down the step building session adding step type, step time and step distance.



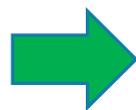
Select step type, then tap OK.



Step Types:

 Operation – main steps of the task/job involving modification / change

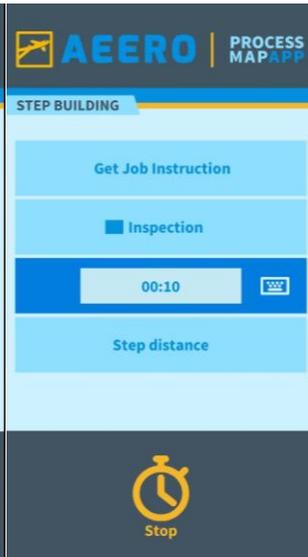
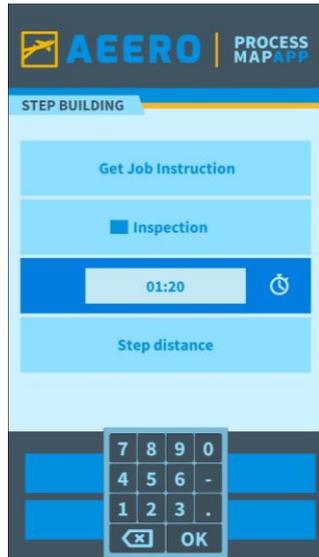
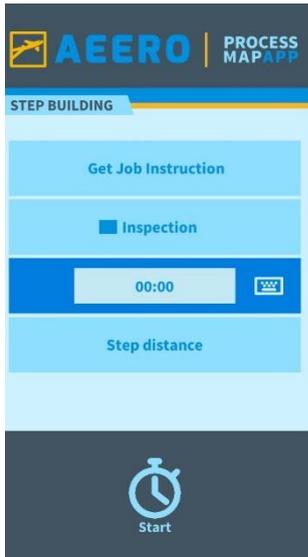
 Inspection – checking quality/quantity

 Transport – for movement of the persons/quantity

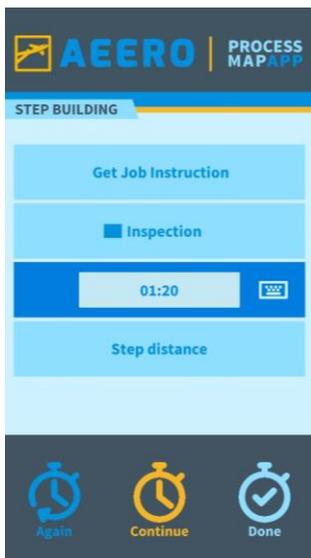
 Delay – for waiting time of the operators or materials

 Storage – for controlled storage involving authorised issue/receipt of materials etc.

Then time this step. This can be done using the automatic timer, or entering the time manually by selecting the number pad.



You can stop and restart the automatic timer or time a step again. When you are finished timing the step tap done.



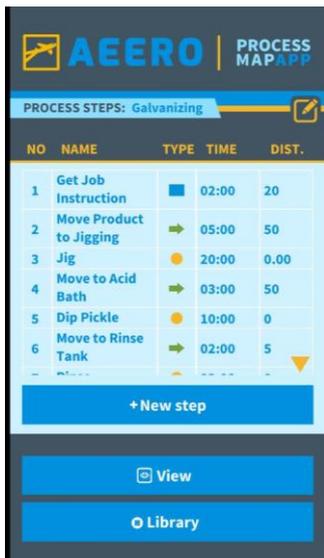
The final part of the step building is to add the distance taken to perform the stem. This should be measured in metres and entered manually using the number pad.



After each step you have the option of tapping done to complete the process map or selecting to add another step by tapping Next Step



Once you have completed entering all the steps in your process maps and tapped done, you will be able to view your list of steps.



The list of steps can be edited with move, edit, duplicate and delete options available by tapping on the list

