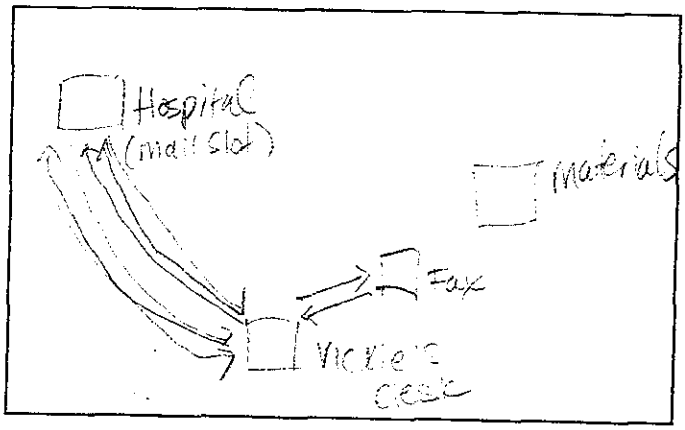
OBSERVATION RECORD

ACTIVITY: Order Lab Supplies

PERSON OBSERVED: Vickie Crowe

LOCATION:

DATE: OBSERVER:



LAYOUT OF WORK AREA

	TIME	ACTIVITY	Operation	Travel	Transportation	Inspection	Clarification	Delay	Interruption	Locating	NOTES
10/29	10:30	Check mail Box	○	X	⇨	∞	?	▽	⌔	ϟ	For Lab order
10/29	4:00:	Check mail Box	○	X	⇨	∞	?	▽	⌔	ϟ	"
11/1	2:00 PM	"	○	X	⇨	∞	?	X	X	ϟ	Picked up order 2 wks late, caused delay in all departments (people on hand to check mail stop hour)
	2:15:	looks up new items	X	⊂⊃	⇨	∞	X	▽	⌔	ϟ	
	2:30:	Create #'s for new items	X	⊂⊃	⇨	∞	?	▽	⌔	ϟ	
	3:00	Seperates items by vendor + combines w/ own dept.	X	⊂⊃	⇨	∞	X	▽	⌔	ϟ	
	3:15:	orders online for discounted rates	○	⊂⊃	⇨	∞	X	▽	⌔	ϟ	Info only known by Vickie
	3:30:	Faxes orders to vendors w/ no discounts	○	⊂⊃	⇨	∞	?	▽	⌔	ϟ	"
	: :		○	⊂⊃	⇨	∞	?	▽	⌔	ϟ	
11/3	10:00:	recieve new shipment	○	⊂⊃	⇨	∞	?	▽	⌔	ϟ	
	: :	(New Process)	○	⊂⊃	⇨	∞	?	▽	⌔	ϟ	
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