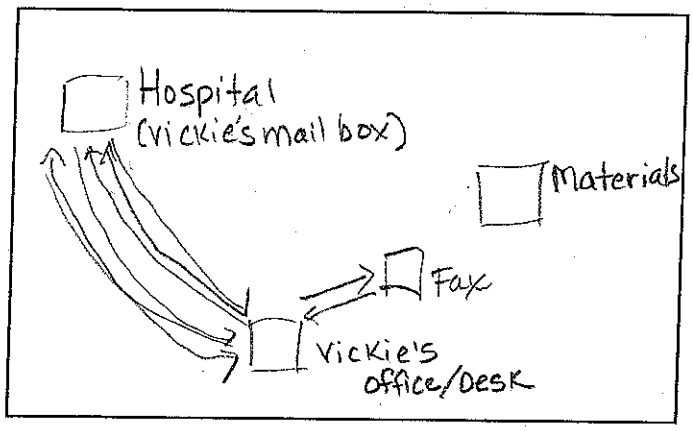
OBSERVATION RECORD

ACTIVITY: Order Lab Supplies

PERSON OBSERVED: Vickie Brower

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 for order	○	X	⇨	∞	?	▽	X	ϟ	Each time Vickie travels
10/29	4:00:	"	○	X	⇨	∞	?	▽	X	ϟ	to the other building she is
11/1	2:00 PM	"	○	X	⇨	∞	?	X	X	ϟ	stopped + asked to do something. Recieve orders. Lab order is consistantly 24 hrs late.
	2:15:	look up new items that do not have order #	X	⊂⊃	⇨	∞	X	▽	△	ϟ	
	2:30:	Create # for new departments.	X	⊂⊃	⇨	∞	?	▽	△	ϟ	
	3:00	Seperate by vendor, place on purchase order w/ other Depts	X	⊂⊃	⇨	∞	X	▽	△	ϟ	When one department is late, all orders are late or done 2x.
	3:15:	Order online for discounted rates.	○	⊂⊃	⇨	∞	X	▽	△	ϟ	Info only Known by Vickie
	3:30:	Fax order to vendors without discounts	○	⊂⊃	⇨	∞	?	▽	△	ϟ	"
	: :		○	⊂⊃	⇨	∞	?	▽	△	ϟ	
11/3	10:00:	Recieve shipment	○	⊂⊃	⇨	∞	?	▽	△	ϟ	
	: :	(New Process)	○	⊂⊃	⇨	∞	?	▽	△	ϟ	
	: :		○	⊂⊃	⇨	∞	?	▽	△	ϟ	
	: :		○	⊂⊃	⇨	∞	?	▽	△	ϟ	
	: :		○	⊂⊃	⇨	∞	?	▽	△	ϟ	
	: :		○	⊂⊃	⇨	∞	?	▽	△	ϟ	
	: :		○	⊂⊃	⇨	∞	?	▽	△	ϟ	
	: :		○	⊂⊃	⇨	∞	?	▽	△	ϟ	
	: :		○	⊂⊃	⇨	∞	?	▽	△	ϟ	
	: :		○	⊂⊃	⇨	∞	?	▽	△	ϟ	
	: :		○	⊂⊃	⇨	∞	?	▽	△	ϟ	
	: :		○	⊂⊃	⇨	∞	?	▽	△	ϟ	
	: :		○	⊂⊃	⇨	∞	?	▽	△	ϟ	
	: :		○	⊂⊃	⇨	∞	?	▽	△	ϟ	
	: :		○	⊂⊃	⇨	∞	?	▽	△	ϟ	