

# B-SMART

Version 1.0

## User Manual



Confused???

*Be Smart With*

*B-SMART!!!*

This Manual will introduce you to this web based free self assessment tool and will guide you on how to use the tool

## DISCLAIMER

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All data collected for the survey in this tool is strictly confidential.

B-SMART uses all reasonable endeavors to keep secure any personal information, which we hold, about you and to keep this information accurate and up to date. Your personal information is stored behind industry standard firewalls and where applicable protected by user names and passwords.

You can assist us in our security objectives by keeping confidential any user name or password with which b-smartonline may provide you.

The questions asked have been developed in consultation with experts. In case any dispute regarding questions or parameters arises you can contact GTZ for clarification. The decision of GTZ and the developers will be final

The questions are aimed to assess how you run your business and factory.

B-SMART is the trademark and intellectual property of Methods and GTZ.

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## TERMS OF USE

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The tool is offered free of use and can be accessed online from anywhere.

It requires a onetime registration for one company and then surveys can be taken for various factories of the industry.

In case a survey is left midway and there is no activity on it for 15 days, auto reminders will be mailed to the contact person.

30 days are allowed for one survey to be completed, after which the data related to that particular survey will be deleted.

## INTRODUCTION

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### 1.1 PURPOSE

This user's manual has been developed to help factory owners and managers to better understand the need and benefits of the tool along with detailed information of how to use by providing them with a simple, easy-to-use reference that will help them assess their own factories. This manual is intended to help make the tool more accessible and usage easily understandable.

It will introduce the user to the tool environment and will guide him step by step for its use.

### 1.2 SCOPE OF THE MANUAL

The manual spans all the modules of the tool and guides the user to the various features and modules.

It covers

- How to register
- How to take a Survey
- How to generate and view reports
- How to Assess management
- How to use the special modules
- How to trouble shoot errors

### 1.3 HOW TO USE THIS GUIDE

To best way to use this guide is to read Chapter 2 to understand the purpose and primary features of the tool.

Every module has been described in full detail in a separate chapter. The index can be referred to for ready list and reference. Also a glossary has been included at the end of the manual to make it more users friendly.

The tool has been developed with full validation controls to make it as user friendly as possible and to guide the user at every step.

## OVERVIEW OF B-SMART

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### 2.1 ABOUT THE TOOL

B-SMART = Best Self Measuring and Rating Tool

It is a self assessment benchmarking tool aimed at empowering apparel manufacturers to measure their performance and assess various processes and departments in the factory for further improvements.

It has been specifically developed keeping the need of apparel factories in mind. All apparel factories can use this tool to assess their performance and scope of improvement. It asks questions on various aspects and processes of your businesses and based on the answers it gives you a score and generates a report which you can study and act upon.

It's a joint initiative of German Technical Cooperation (GTZ) and Apparel Export Promotion Council (AEPC) under the ambit of MSME Financing Development Project. Small Industries Development Bank of India (SIDBI) is the nodal implementing agency on behalf of Government of India for this project. It has been developed by leading international consultants who have used years of their expertise to develop this tool to enable apparel industries to become proactive and understand the need to change their way of functioning.

The tool will help you to:

- **See where you stand** against international and local standards.
- Answer **specific questions** which are key performance indicators
- **Monitor** your performance
- Calculate your **Green and Lean Index**
- **Upload videos** and get experts to do the analysis for you
- Study case specific **fabric utilization** and **line performances** to get a peek into what is actually happening in your factory
- Get **detailed reports** with expert recommendations
- **To know where you are in comparison to the best! Or the rest!**

### 2.2 REQUIREMENTS

The tool is a web application and hence can be used by logging into the site [www.b-smartonline.com](http://www.b-smartonline.com)

The recommended system settings for smooth usage are:

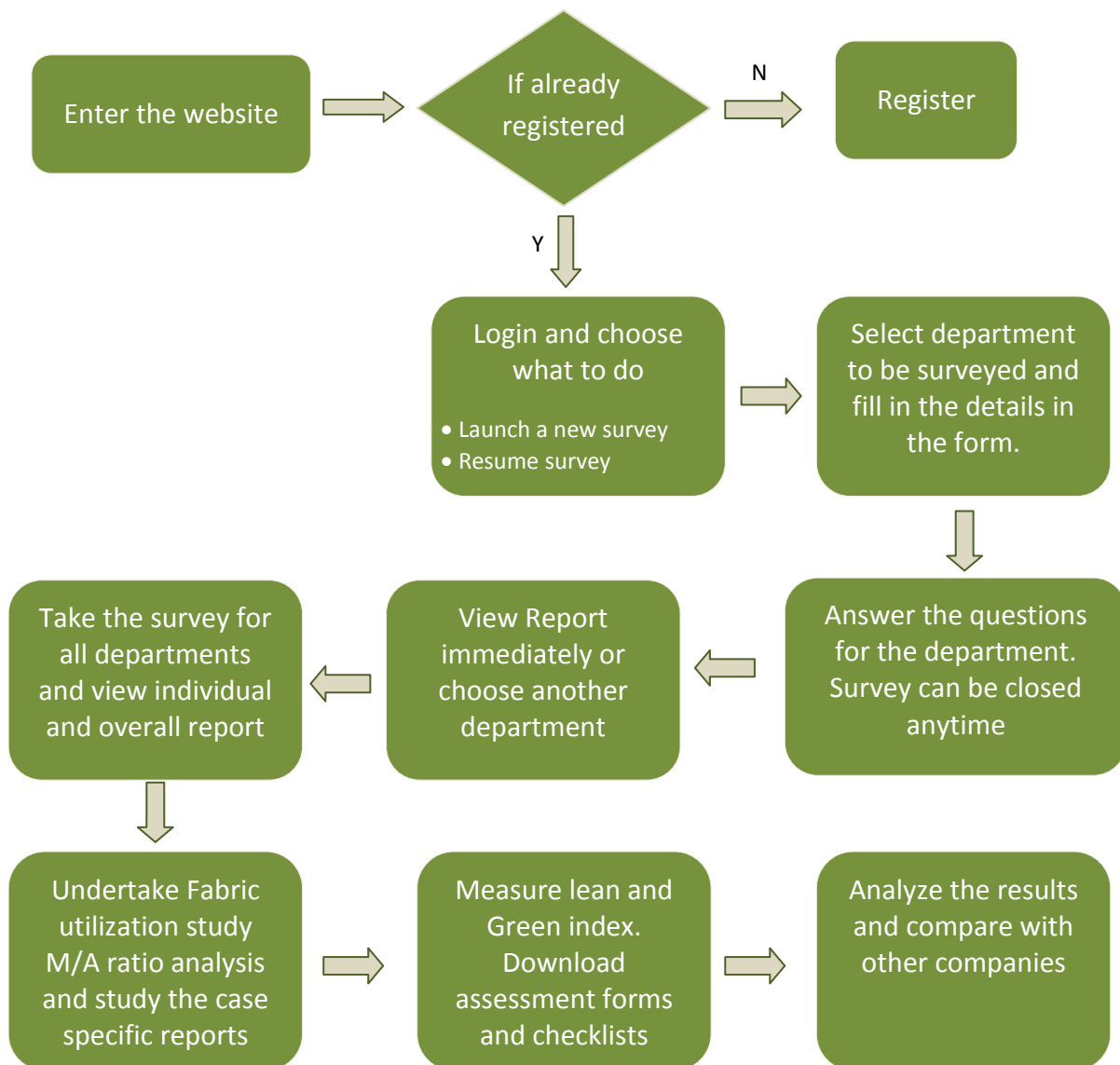
- Internet connection with Minimum Recommended Modem Speed: 300 kbps
- Recommended browser: Google Chrome
- Recommended screen resolution for best view: 1024x768

### 2.3 TOOL ORGANISATION

The tool is divided into the following major modules:

- Registration
- Survey Selection
- Survey
- Feedback
- Report Generation
- Other Modules

The basic flow of the tool is shown below:



## GETTING STARTED

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3.0.1 Type the URL [www.b-smartonline.com](http://www.b-smartonline.com)

3.0.1 View the Introduction Video.

3.0.2 Skip the video if you do not intend to watch it

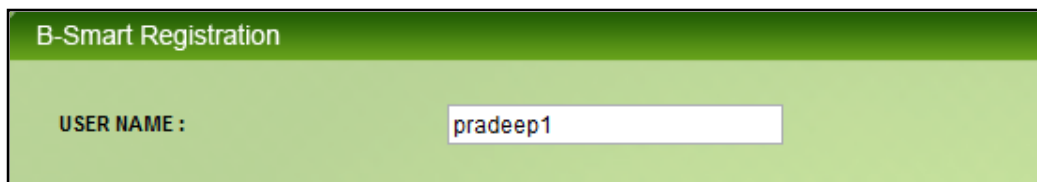
3.0.3 The login screen will then be visible.



### 3.1 REGISTRATION

3.1.1 If you are a first time user click on **New User Registration**

3.1.2 Enter the user name. User name is the name by which you want to be identified. User name will be used for authenticated access into the system



**Note:**

For various factories under the same company the same user name can be used. Thus it is a onetime registration process for one company. Various factories under a company head can be added under the same user name in the Add factory section described **below**

### 3.1.3 Enter the basic company information

**Company Information**

COMPANY NAME :

COMPANY ADDRESS :

CITY :

COMPANY EMAIL :

NO. OF FACTORIES :

ANNUAL TURNOVER OF GROUP :

CAPACITY :

TOTAL NO. OF MACHINES :

AVERAGE CMT COST :

TARGET MARKET :

MAJOR CUSTOMERS :

PRODUCT TYPE :  Basic Knits  Basic wovens  Structured garments  
 High Fashion  Lingerie

**Please note:**

- Annual turnover is in INR
- Capacity is in pieces per month
- Average CMT cost refers to average cut make cost in INR

### 3.1.4 Enter the company owner information

**Company Owner Details**

COMPANY OWNER :

OWNER'S MAIL ID :

OWNER'S CONTACT NO :

### 3.1.5 Enter the contact details of the person who registers the company

**Your Contact Details**

SAME AS ABOVE

NAME :

DESIGNATION :

EMAIL ID :

MOBILE :

**Please Note:** The email entered in this section must be entered with caution as all correspondence starting from mailing the password shall take place via the mail id registered in this section.

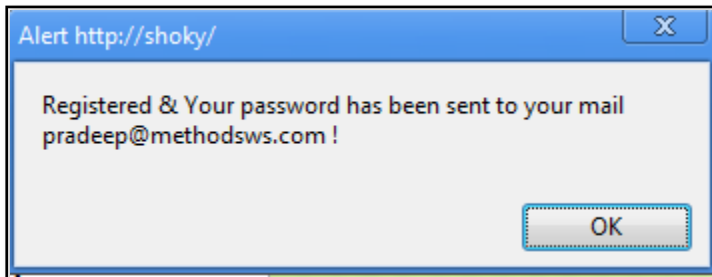
### 3.1.6 Register

The terms of use must be read and then the account created.



### 3.1.7

After successful registration



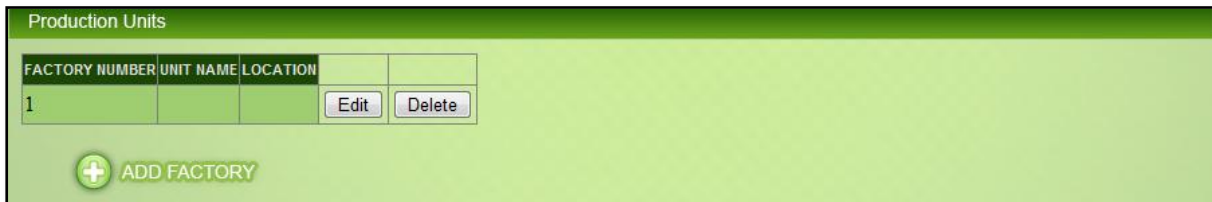
### 3.1.8 Adding Production Units

3.1.8.1 After registration, the page is re-directed to the section Production Units.

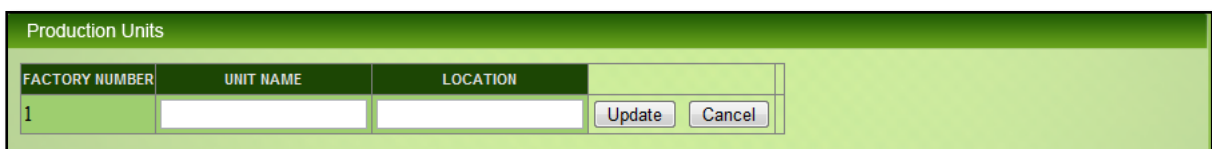


3.1.8.2 Click on the Add factory button 

### 3.1.8.3



Click on  to add the name



3.1.8.4

Enter the factory name and location

2	PR2	Gurgaon	Update	Cancel
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3.1.8.5

Click **Update** to save the record

3.1.8.6

To add another factory click **+** again

FACTORY NUMBER	UNIT NAME	LOCATION		
1	PR1	Manesar	Edit	Delete
2	PR2	Gurgaon	Update	Cancel
3			Edit	Delete

3.1.8.7

After registration is complete click on **registration complete** at the end of the form

3.2 LOG IN

3.2.1 After Registration check your mail for the initial login password.

Note: If the email has not been received please contact at [help@b-smartonline.com](mailto:help@b-smartonline.com)

**If there is no response within 2 hours the system shall allow you to login using just the user name**

3.2.2 After Login the following screen will appear.

Please enter the new password and click Submit

OLD PASSWORD:

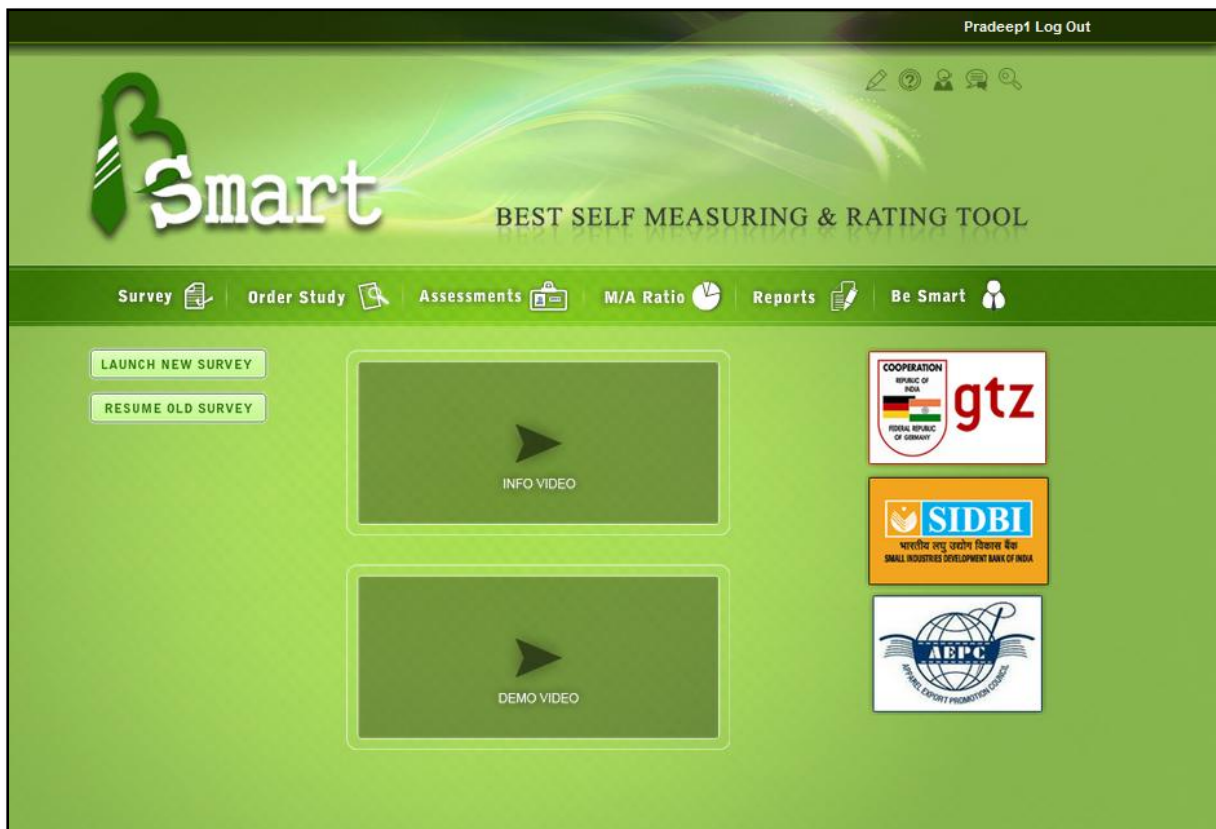
NEW PASSWORD:

CONFIRM PASSWORD:

**SUBMIT**

### 3.3 VIEWING VIDEOS

After login the following screen will appear



3.3.1 Two videos can be viewed at this stage

- Info video is a video for the introduction to the tool of 1:18 minutes and will give you a brief overview of the Tool.
- Demo video is a step by step guide to the user for using the tool. It a visual version of the user manual

3.3.2 To read more about the project and the sponsoring companies and developers click on [link below the logos](#)

3.3.2 To log out at any stage click [Log Out](#) on the header

## SURVEY

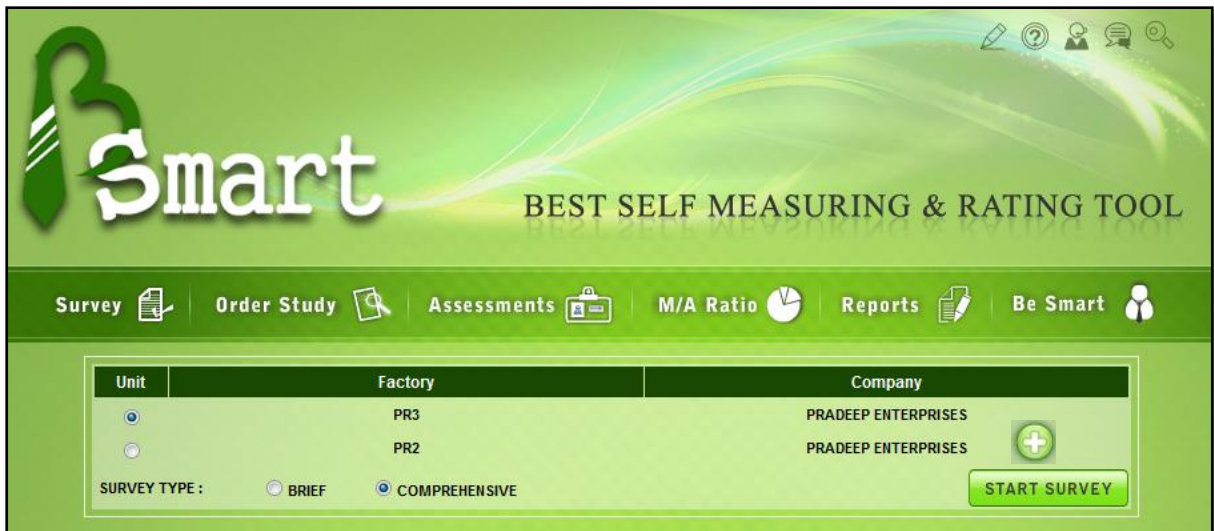
This section gives the user two options

- Starting a new survey
- Resuming a previously incomplete survey


### 4.1 LAUNCH NEW SURVEY

4.1.1 To launch a new survey click **LAUNCH NEW SURVEY** on the main page after login

4.1.2 A screen similar to this will appear



The table will list all factories which have been included at time of registration

**Note:** If a factory you wish to survey is not available in the table, a new factory can be added by clicking on 

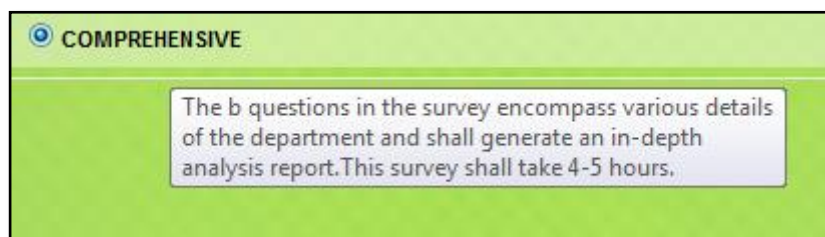
This will redirect you to the Add factory section. To read more on it refer to 3.1.8

4.1.3 Select the factory you wish to survey

4.1.4 Choose the type of Survey you wish to undertake

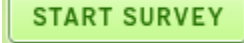


4.1.4.1 To learn more about each kind of survey take the mouseover the survey name and you can view a tooltip



4.1.4.2 Brief: The questions in this survey cover the basic parameters in each department and acts as a quick fix assessment for the users. It will take 45-75 minutes


4.1.4.3 Comprehensive: The questions in this survey encompass various details in each department and assess the factory and its systems at depth. It will take 4-5 hours if taken seriously

4.1.5: To start the survey click on 

4.1.6 This will take you to the screen described in 4.3




## 4.2 RESUME SURVEY

The biggest feature of this tool is that the survey can be closed at any stage and resumed from the stage it is last left at.

4.2.1 To resume an incomplete survey click 

4.2.2 A table like the one below will appear which will contain all the surveys started under the same user name. The surveys can be resumed at any stage but one survey should be undertaken within a month.



Survey Name	Survey Type	Unit	Status
10	BRIEF	RSSS	
11	BRIEF	RSSS	
3	BRIEF	RSSS	
4	BRIEF	RSSS	
5	BRIEF	RSSS	

1 [2](#)

4.2.3 To continue a previous survey select the survey and click resume

4.2.4 This will take you to the screen described in 4.3

### 4.3 SURVEY PROCEDURE

Both resume and start survey button will bring you to this Survey home page



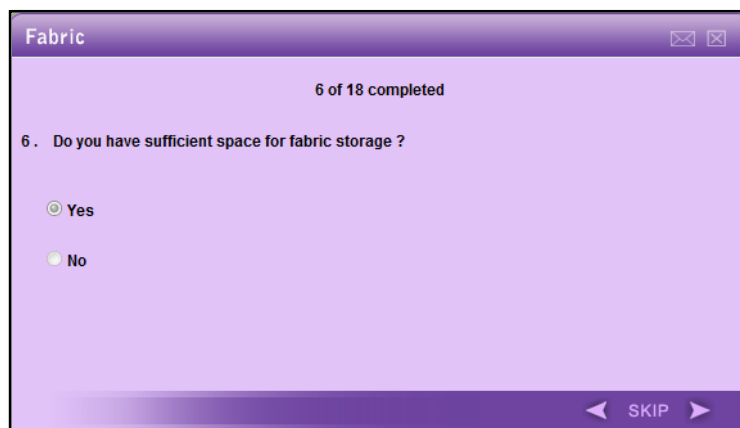
This page contains the links to all 12 departments of the factory which can be surveyed in the factory.


4.3.1 To start the survey for any department click on the icon

4.3.2 A details form will open up and all information should be provided

4.3.3 Click on *Start Survey* to start survey of the department

4.3.4 A questionnaire panel like this will open up



4.3.5 Select answer to the question and click on  for next question



ns can be viewed but not

u click **SKIP**

fer section **4.6.0**

**4.6.1**

t. There are 5 types of  
ample

ons with Yes and No as options.

2 of 21 completed

2. Do you have display boards with targets and hourly production?

Yes

No

◀ SKIP ▶

#### 4.4.2 Type 2

Technically known as Multiple Choice Questions these questions are simple questions with various options as answers. The most appropriate option should be selected out of the available choices.

Example:

Quality

9 of 20 completed

9. How quickly are repairs done?

Immediately on detection

Hourly

End of the day

End of the order

◀ SKIP ▶

#### 4.4.3 Type 3

Technically known as Multiple Choice Questions these questions are simple questions with various options as answers. The most appropriate option should be selected out of the available choices.

Example:

#### 4.4.3 Type 3

Technically known as Multiple Choice Questions these questions are simple questions with various options as answers. The most appropriate option should be selected out of the available choices.

Example:

Other Types:

Pictorial

Snap Shot questions

### 4.5 EXAMPLE FOR ONE DEPARTMENT



## REPORTS

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### 5.1 LAUNCH NEW SURVEY

### 5.2 RESUME SURVEY

### 5.3 SURVEY PROCEDURE

### 5.4 EXAMPLE FOR ONE DEPARTMENT

#### 5.4.1

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#### 5.4.2

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#### 5.4.3

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#### 5.4.4

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#### 5.4.5

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## ORDER STUDY

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## 6.1 LAUNCH NEW SURVEY

## 6.2 RESUME SURVEY

# M/A RATIO

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## 7.1 FILLING INITIAL DETAILS

## 7.2 GENERATING INTERFACE SHEET

## 7.3 UPLOADING THE SHEET

## 7.4 GENERATING THE REPORT

# ASSESSMENT

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# BE SMART

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## 9.1 GREEN

9.2 LEAN

9.3 UPLOAD VIDEOS

9.2 TOOLS AND TIPS

## OTHER LINKS

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10.1 ABOUT US

10.2 CONTACT US

10.3 TESTIMONIALS

10.4 WHY B-SMART

10.5 FAQ AND HELP

## TROUBLESHOOTING

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## GLOSSARY

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<http://docs.hp.com/en/5991-4847/5991-4847.pdf>

[http://www.ehow.com/how\\_4827020\\_write-user-manual-software.html](http://www.ehow.com/how_4827020_write-user-manual-software.html)

<http://www.klariti.com/user-guide/index.shtml>

<http://www.landsurface.org/Simsphere/simsphere-graph.pdf>

<http://www.newport.com/images/webdocuments-en/images/14322.pdf>