

## **Shift Line-Up Users Guide**

**Objective**: This User Guide is meant to assist Supervisors input their daily line-up into the GroundHog Mine Digitization and Automation Software. Upon completion of inputting tasks and assigning workers to tasks an automated function will populate task cards for each worker. Additionally, a general line out board can be displayed in the control room.

## **Best Practice Line-Up Process:**

Shift Planning involves the following steps:

STEP 1: Review and handover of prior shift.

STEP 2: Understand where the priorities are.

**STEP 3**: Confirm manpower and maximum capacity.

STEP 4: Schedule Tasks.

STEP 5: Assign Resources.

**STEP 6**: Communicate to the team.

**STEP 7**: Actuals input

**STEP 8**: Handover to next shift and repeat with Step 1.

This guide covers logging into the GroundHog System, steps 4-6 from above, and to add/update resources needed for tasks.

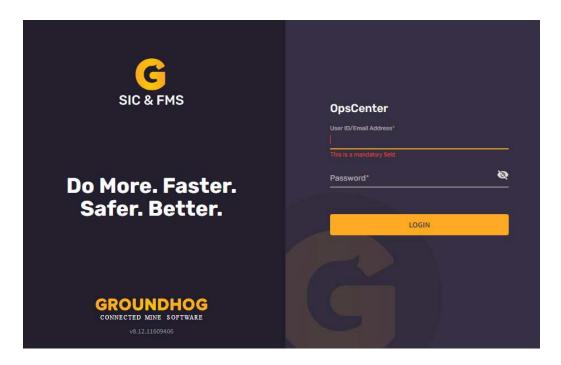
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## Login

The login window for lakeshore gold Timmins West is located at the following hyperlink:

#### **ENTER COMPANY URL FOR GROUNDHOG OPS CENTER**



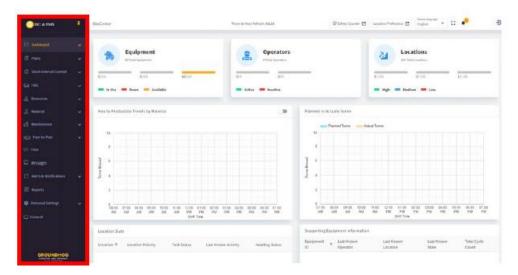
User ID's and Passwords are assigned to supervisors/employees by administrators or supervisors and can be modified once the user have logged in for the first time.

Example:

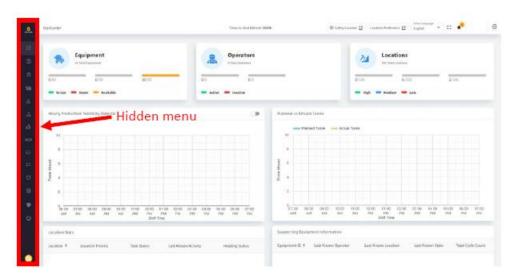
Name: John Smith **Username**: johnsmith **Password:** lsg2022

## Main Menu Panel

The menu bar is located on the left-hand side of the page.

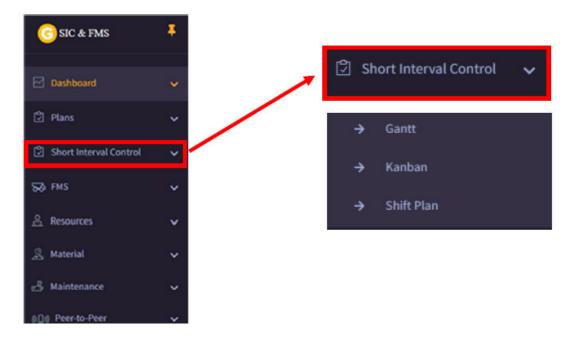


The menu bar might be hidden in the left-hand side of the screen.



To unhide menu you can wave your mouse over the left-hand edge of the screen. The menu could be pinned to the page by clicking on the pin icon in the top right-hand corner of the menu bar.

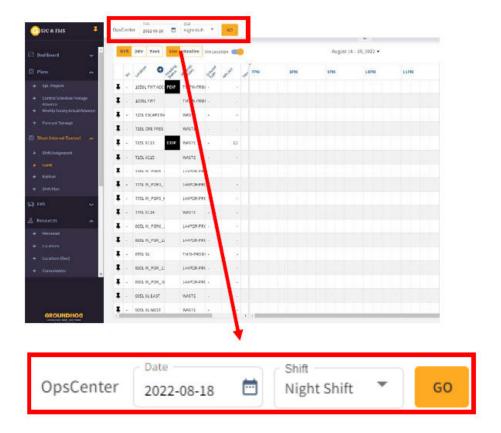
Shift line-ups will be planned in the Short Interval Control (SIC) tab, and will include a Gantt, Kanban or shift plan sub tabs. These options contain the same information but displayed differently.



## **Starting Shift Activities**

# **Selecting Shift**

The shift selection is found at the top of the screen and will reflect the current shift. Should you wish to plan for a different shift, a filter can be found in the top left hand corner of the window where the date and shift can be entered manually.



The shift date will then be displayed in the top center of the Gantt chart.

Dayshift shown as: August 22, 2022 ▼

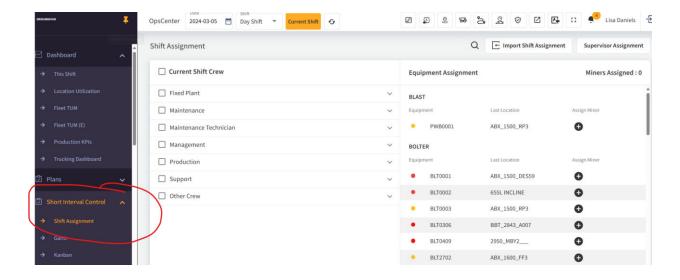
Nightshift shown as: August 22 - 23, 2022 ▼

### **Selecting Crew**

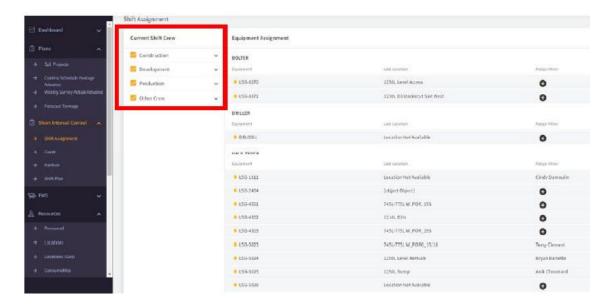
Selecting the Crew is not a required step. Skipping this step makes all employees available in crew drop down menus within other functions in the system.

By Selecting the Crew, the dropdown menus in the later steps (Step 5: Assigning Resources) will only include the workers on that shift.

- 1. In the left panel menu, select Short Interval Controls and click Shift Plan.
- 2. Confirm the correct shift plan is selected from the DATE/SHIFT menu at the top of the page.

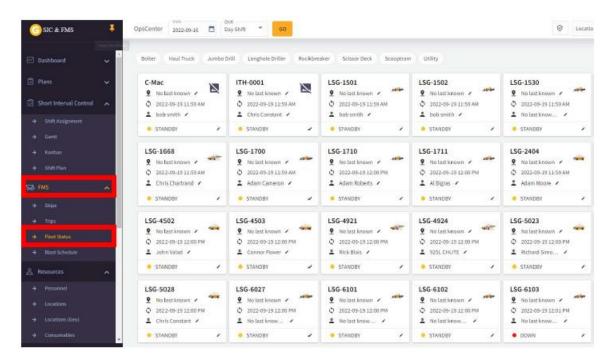


- 3. Click on the crew category to reveal a list of all employees in this category.
- 4. Select the crew from the list.
- 5. Equipment listed on the right side of the page can be assigned crew at this time and will prepopulate with this when creating the plan in the future.

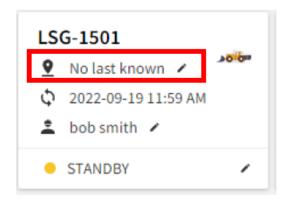


### **Updating Equipment Locations**

Locations of equipment should be updated every shift to ensure that the operators know where to find their equipment. This can be done manually under the FMS -> Fleet Status tabs.



By clicking on the edit icon beside the location status of the equipment a dropdown menu with multiple locations is generated which is being pulled from the locations under resources. Once a location is entered, the last known locations for equipment will be populated on the task card.



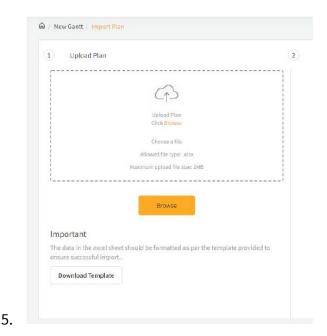
Step 4: Scheduling Tasks

## **Excel Import**

If standard operating procedures include uploading a shift plan, the follow steps will guide the team through the upload process.

- 1. From the main left panel menu, select Short Interval Controls menu and click Gantt.
- 2. Click "IMPORT BACKLOG" icon located in the top right section of the Gantt screen.

- 3. A dropdown menu will prompt the user to choose a type of import.
- 4. Select the "From Excel" dropdown options which will redirect the page to an import plan interface.

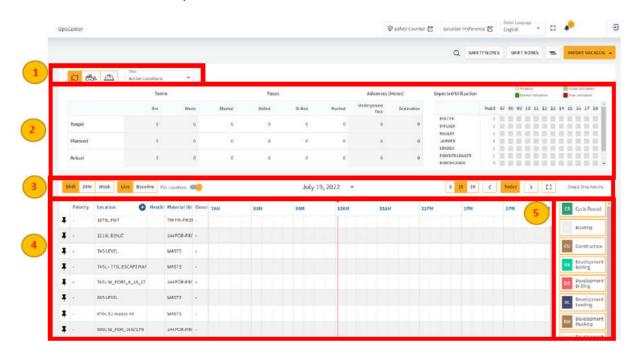


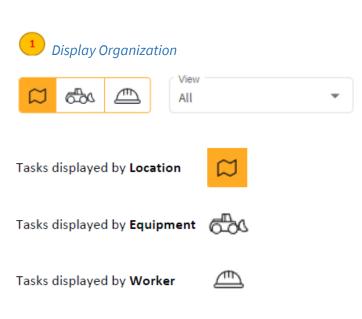
- 6. Click "Browse" icon and select the excel file for the shift date from the following path:
  - a. INSERT PATH/DIRECTIONS ON WHERE YOUR ORGANIZATION STORES PLAN FILES.
- 7. Select "Ok" and "Proceed".
- **8.** Tasks can be **deleted** or **added** in the planning screens.
- 9. **Delete** by clicking on them and then selecting the little garbage can icon in the top right.
- 10. **Add** a task in the Gantt window by dragging activities from the "Activity Bar" onto the Gantt chart to the appropriate heading and predicted time slot.
- 11. In the case of **development**, it may be quicker to slide the sequence of tasks as it includes all activities needed to cycle the round. That way the tasks will be generated in order, and they don't have to be selected one by one. Whatever activity is not being planned can just be deleted. The chart may be modified to show tasks by equipment or operator.

#### The Gantt Chart

There are several ways to build a shift. GroundHog recommends SHIFT PLAN NEW view or Gantt View. The following process is for a Gantt view shift plan creation.

From the left main menu panel, select Short Term Interval and select -> Gantt







This metrics summary table should update as tasks are getting assigned and finished

throughout the shift. No inputs are needed in this table for creating the shift lineup.



This icon is used to minimize the table and is found just beneath:





The timeline may be adjusted to see anywhere from the shift, 24hrs or even up to a week (left side) in advance from the current shift.



Once a timeframe is selected the scroll bar at the bottom of the page will allow you to maneuver through the hours in the shifts.

While the precision of the Gantt could be adjusted to 5, 15 and 30 minutes (right side).



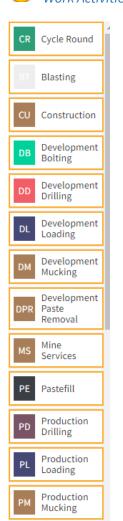
To find previous shifts the arrows can be used. The date in the middle of these options will display what date/shift you are looking at.



# 4 Gantt Chart & Tasks

	Priority	Location	Headin	Material (Gr	Grour	7AM	BAM	9AM	IOAM	11AM	12PM	1PM	2PM
Ļ		1070L FW7		TM FW-PROI									
Į		1210L D2N/C		144POR-PRO									
Į		745 LEVEL		WASTE									
Ŧ		745L - 775L ESCAPEWAY		WASTE									
Ŧ		745L W_POR5_6_16_17		144POR-PRO									
Ŧ		805 LEVEL		WASTE									
Ŧ		870L S1 Access #4		WASTE									
Į		890LW_POR_16N/17N		144POR-PRO									
Į		905 LEVEL		WASTE									
Į		925L TRUCK CHUTE		144POR-PRO									
Į		925L XC6		144POR-PRO									
Ŧ		960 XC15	DDIP	WASTE									
ķ		960L E_POR_2N		WASTE									
¥		995L EAST DDB		WASTE									

# Work Activities



#### **Pinned Locations**

Locations that are active should be pinned so that it is easy to find the location to assign tasks in those areas. When the "Pin Location" switch is on then only pinned locations will be showing. Otherwise, all the locations will be showing making the list quite long.



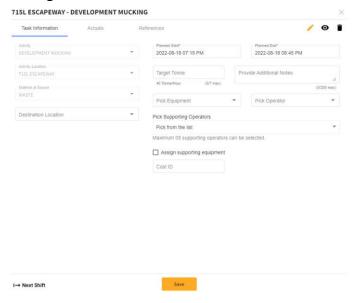
Once the desired tasks are inserted, the equipment and personnel will get assigned to each task.

\* Tip: If a specific location doesn't exist for a task, then a general location may be used with a comment. For example: The "ABC SITE" activity/task may be associated to multiple locations, in this case the "INSERT A LOCATION YOUR OPERATION HAS CREATED AS A GENERAL LOCATION" location may be used with comment notes narrowing down the actual location\*

# Step 5: Assigning Resources

#### Development/Construction

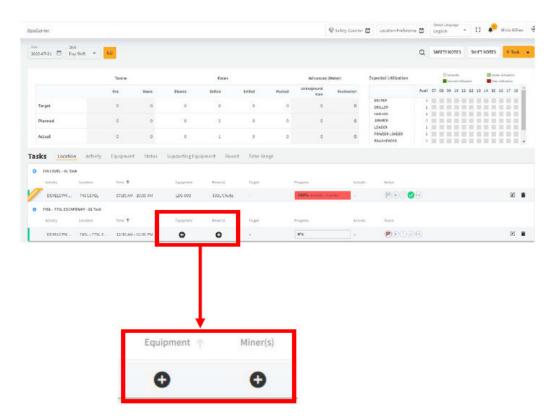
Resources can be assigned to tasks by double clicking on the task bar in the Gantt chart and editing the desired fields.



Equipment, operators and supporting operators should be selected.

#### Production

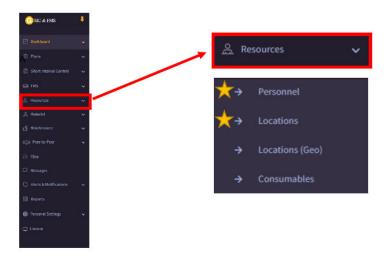
Equipment and operators will be assigned to tasks in the "Shift Plan NEW" window by clicking on the plus icon under the Equipment and Miner(s) column of the task list.



Supporting equipment such as haul trucks will be assigned to mucking tasks by editing tasks. If haul trucks are being assigned to haul from a chute, then a mucking task for the chute can be assigned without an operator.

#### Resources

Under the Resources Tab you can find sub menus for Personnel, Locations, Locations (Geo) and consumables. For the purpose of creating Task Sheets/Lineout Sheets the only sub tabs that will be used is "Personnel" and "Locations".



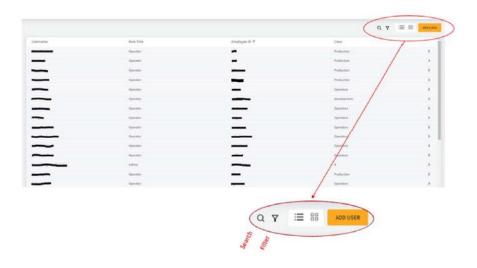
#### Personnel

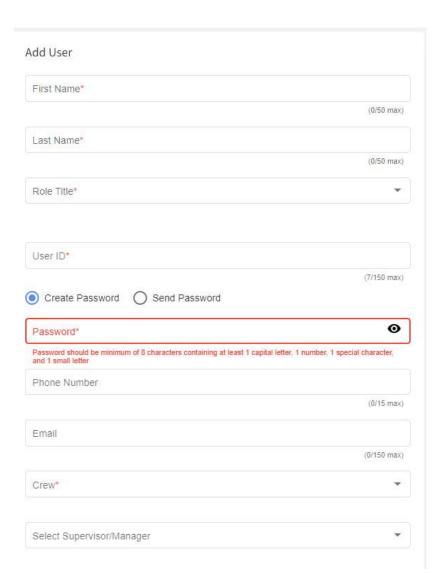
The personnel page will have a list of all workers and supervisors. To navigate the page, you can search or filter for the name you are looking for. When a new employee is hired, create a profile so that tasks can be assigned to them. Navigation through the lists can be done by searching or filtering for the worker's name.

The yellow "ADD USER" icon in the top right corner of the page will prompt the user to create a profile for the new employee. Fields to be added include:

- First Name
- Last Name
- Role Title
- User ID
- Password
- Email
- Crew
- Supervisor

After the profile is created "User Skills" can be added and updated through editing the user information.



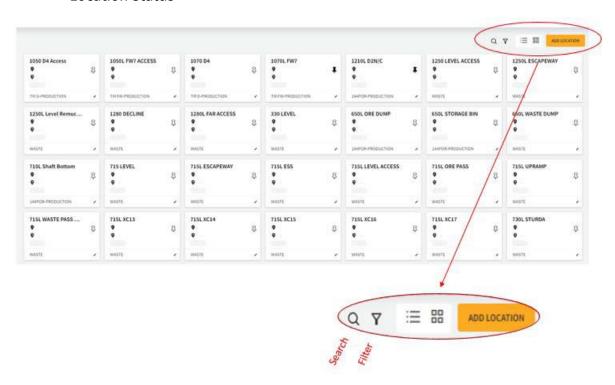


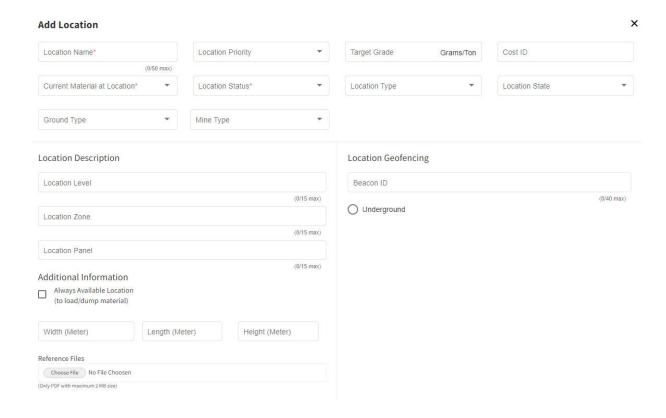
#### Locations

Ideally locations will be pinned by the engineering department as headings come online. If there is no location name for a specific area, a general location can be used such as "**INSERT GENERIC NAME**" with a comment in the task to further identify the location in the notes.

The locations page will contain all the active and future mining locations. To quickly find the location, use the search or filter functions to find specified locations. Add a location by clicking the yellow "ADD LOCATION" tab in the top right-hand corner. The "Add Locations" tab will prompt the user to enter mandatory fields which includes:

- Location Name
- Current Material at Location
- Location Status

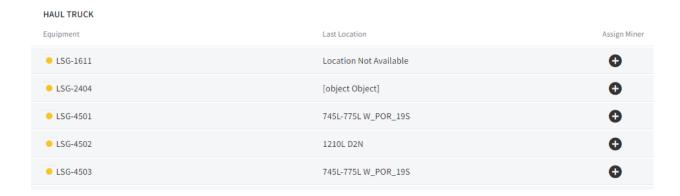




## **Assigning Haul Trucks**

After a mucking task has been established haul trucks can be assigned to the areas being mucked by assigning an operator to haul trucks under the Shift Assignment sub-tab under the Short Interval Control tab.





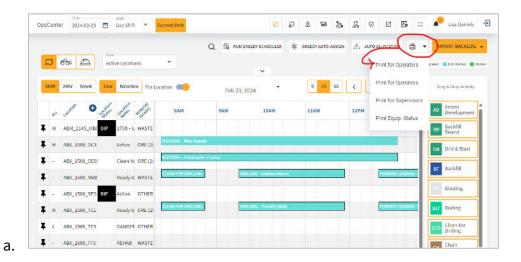
## Step 6: Communicate to the Team

Communication to the team can be done through task cards printed out by supervisors then handed out to operators and through the lineout screen.

## Task Cards / Shift Schedules Sheets

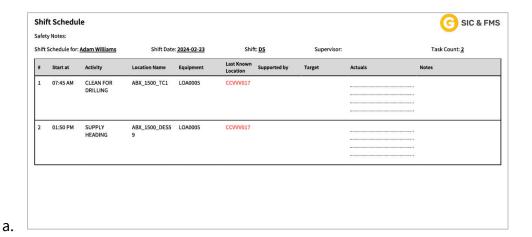
Navigate to the Short Interval Menu and select Shift Plan menu option.

- 1. To populate the correct date/shift ensure that the date filter (top lefthand corner) is showing the correct shift information.
- 2. To print Operator Sheets, select the Print Icon drop down menu located in upper right and click Print for Operators.

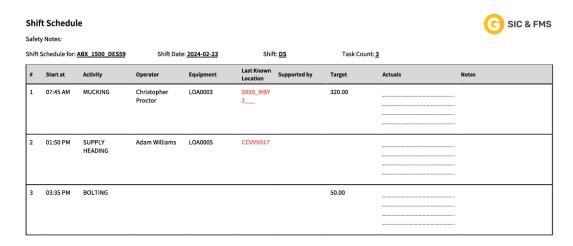


3. A list of operators appears. Select the operators that require task sheets.

- 4. Click print.
- 5. Sheets by Operator are created for printing purposes.



- 6. To print Supervisor Sheets, select the Print Icon drop down menu located in upper right and click Print for Supervisors.
- 7. A list of locations appears. Select the appropriate locations.
- 8. Click print.
- 9. Sheets by Location are created for printing purposes.
  - a. Example Page:

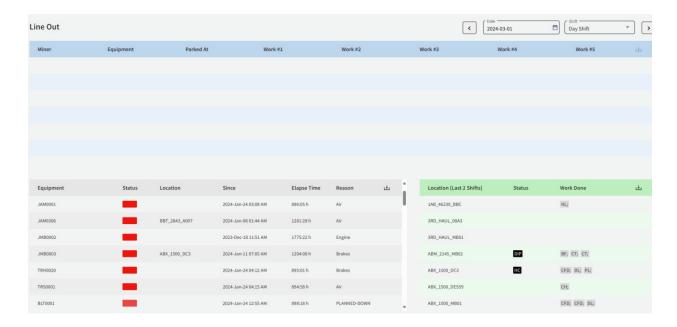


b.

OPERATORS MAY WANT TO INSERT THE PRINTING INSTRUCTIONS HERE BASED ON OFFICE SET UP. Which printer, what paper, print double sided, etc....

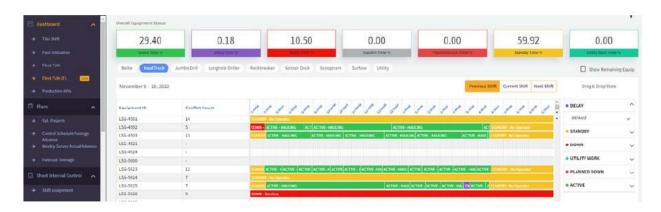
#### Lineout screen

Navigate to the menu panel on the left side of the screen. Click Lineout menu item to display the LINE OUT Screen.

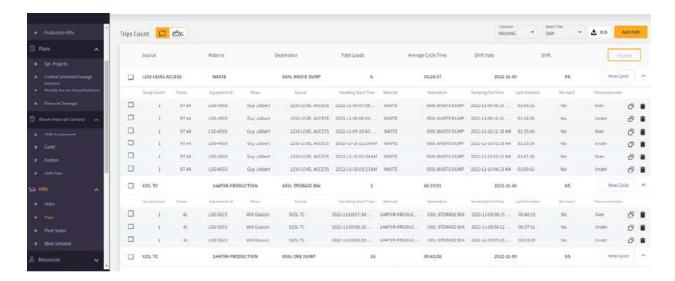


# Reviewing the Data

The Haul Truck availability and usage can be found in the Fleet TUM (E) option in the menu. Navigate to the Dashboard menu and select Fleet TUM (E).



The trip count can be found under FMS and trips option. You can filter by location or by equipment.



This includes Cycle times, source and dump locations and the associated times. Multiple different reports are also generated from this data and can be found in the reports section.