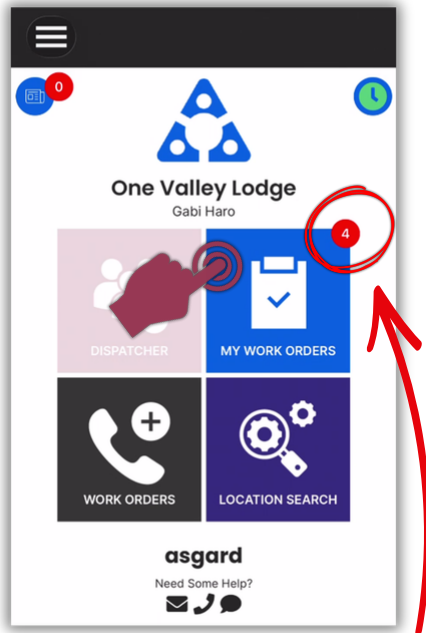
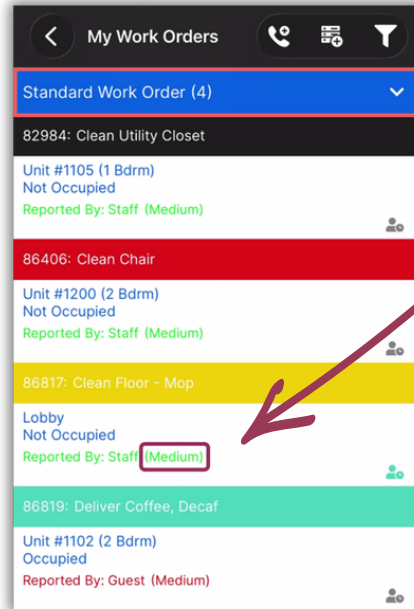


Etap 1: Tape Lòd Travay mwen yo.



Sèk wouj la endike kantite lòd travay ki asiye ba ou.

Etap 2: Bann ble yo divize Supertip yo:



- Lòd Travay Estanda
- Enspeksyon
- PM

Klase pa **Priorite**

ak pa **estati**

Nwa: Retravail

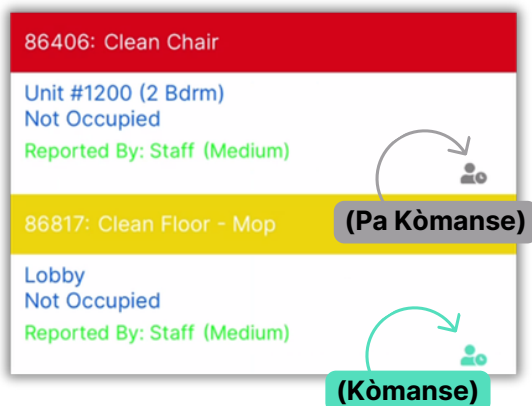
Wouj: Anreta

Jòn: Dat Limite

Vèt: OK

Etap 3: Aperçu rapid Lòd Travay la montre:

- ID Lòd Travay
- Non Travay
- Kote
- Rapòte pa

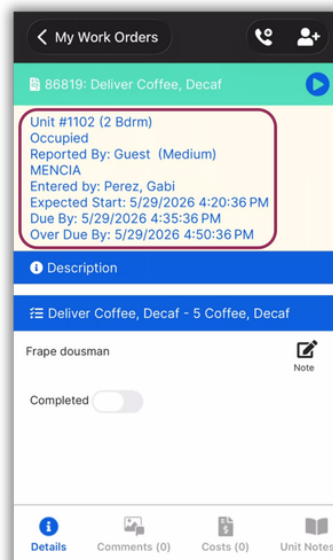
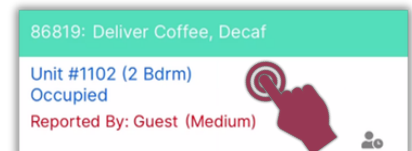


Pi bon pratik yo:

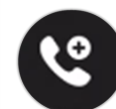
- Lòd Travay ki make an **wouj** yo rapòte pa **envite** yo gen priorite sou **Anplwaye** ki make an **vèt** yo rapòte.
- **Retravail** la se pi gwo priorite a, epi Lòd Travay ki **Anreta** yo gen priorite sou Lòd travay ki dwe **Dat Limite** oswa ki **OK**.

Etap 4: Tape sou yon Lòd Travay pou ouvri epi plis detay.

- Kòmantè
- Detay sou Lòd Travay
- Soulòkasyon
- Nòt



Definisyon Ikòn



Kreye yon nouvo Lòd Travay Estanda



Atribye/Reatribye (baze sou pèmasyon)



Kòmanse Lòd Travay