Ops Execution: Just-In-Time Training

Reference Guide

Document Details

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System Requirements

- For system and browser requirements, click here: Ops Execution Knowledge Base/System Requirements
- Ops Execution supports all new browser versions within 7 days of release and maintains support for the last 2 releases of each browser. ⛔ **Internet Explorer is NOT supported.**

Overview

This guide includes the details for utilizing Ops Execution's Just-In-Time Training feature where an image or video can be added to forms to instruct how to perform tasks properly and efficiently. An image or video can be attached to any form field in General Questions, Media, and Advanced when building or editing a form. This ensures every task is done right the first time, thanks to training delivered at the exact moment of execution.

Technical Specs of Just-In-Time Training Media

- 100 MB limit for videos and images.
- Videos must be .mp4 or .webm files only. No compression happens after uploading a video.
- Images must be .jpeg or .png. Square images are highly recommended, so nothing gets cut off.

Users

- Users creating or editing forms in Ops Execution Web

Download the latest version of this document here:
https://links.crunchtime.com/OERG-JustInTimeTraining
… or scan the QR code to the left.

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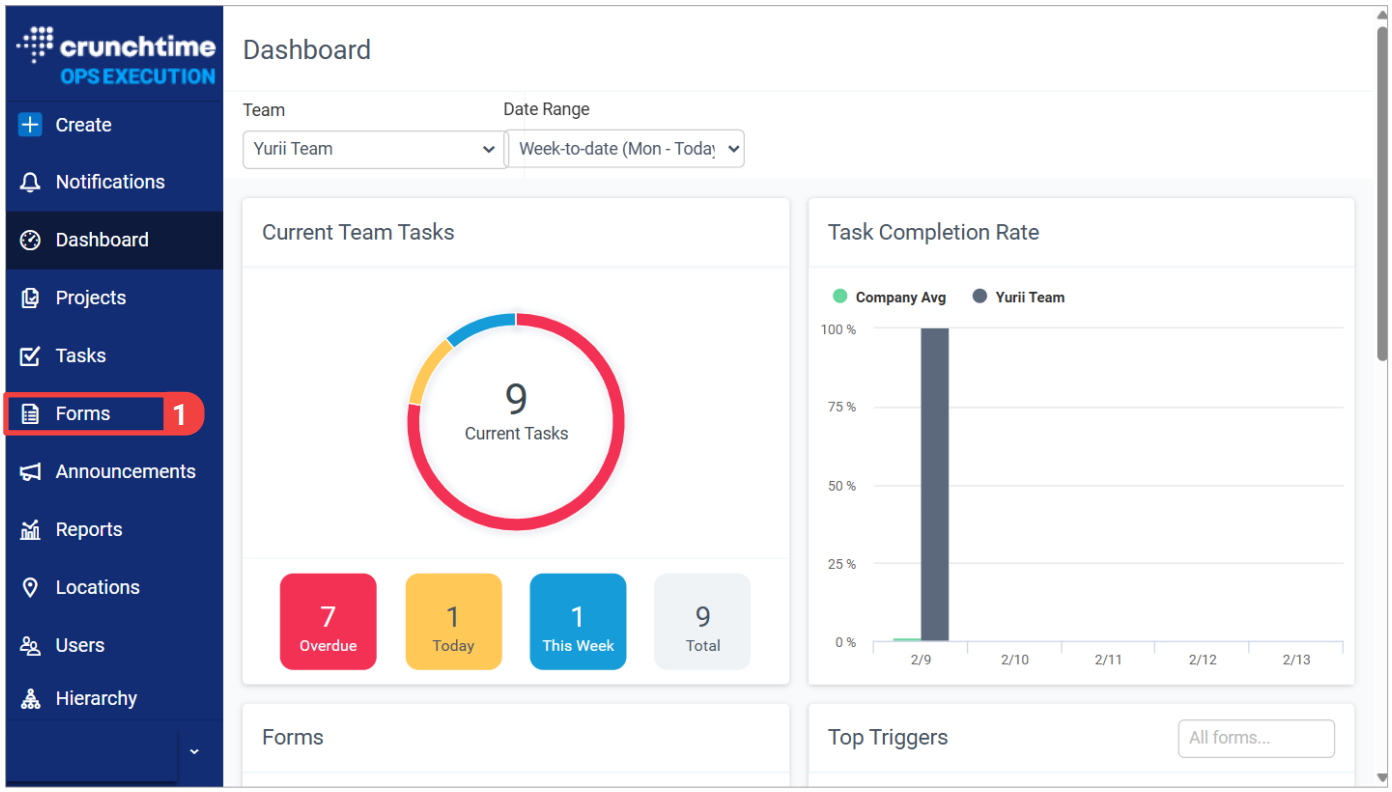
REFERENCE GUIDE

Upload Media Files to Forms for Just-In-Time Training (Web)

Ops Execution (Web) > Dashboard



1 On the Dashboard, select *Forms* from the menu panel.

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Upload Media Files to Forms for Just-In-Time Training (Web)

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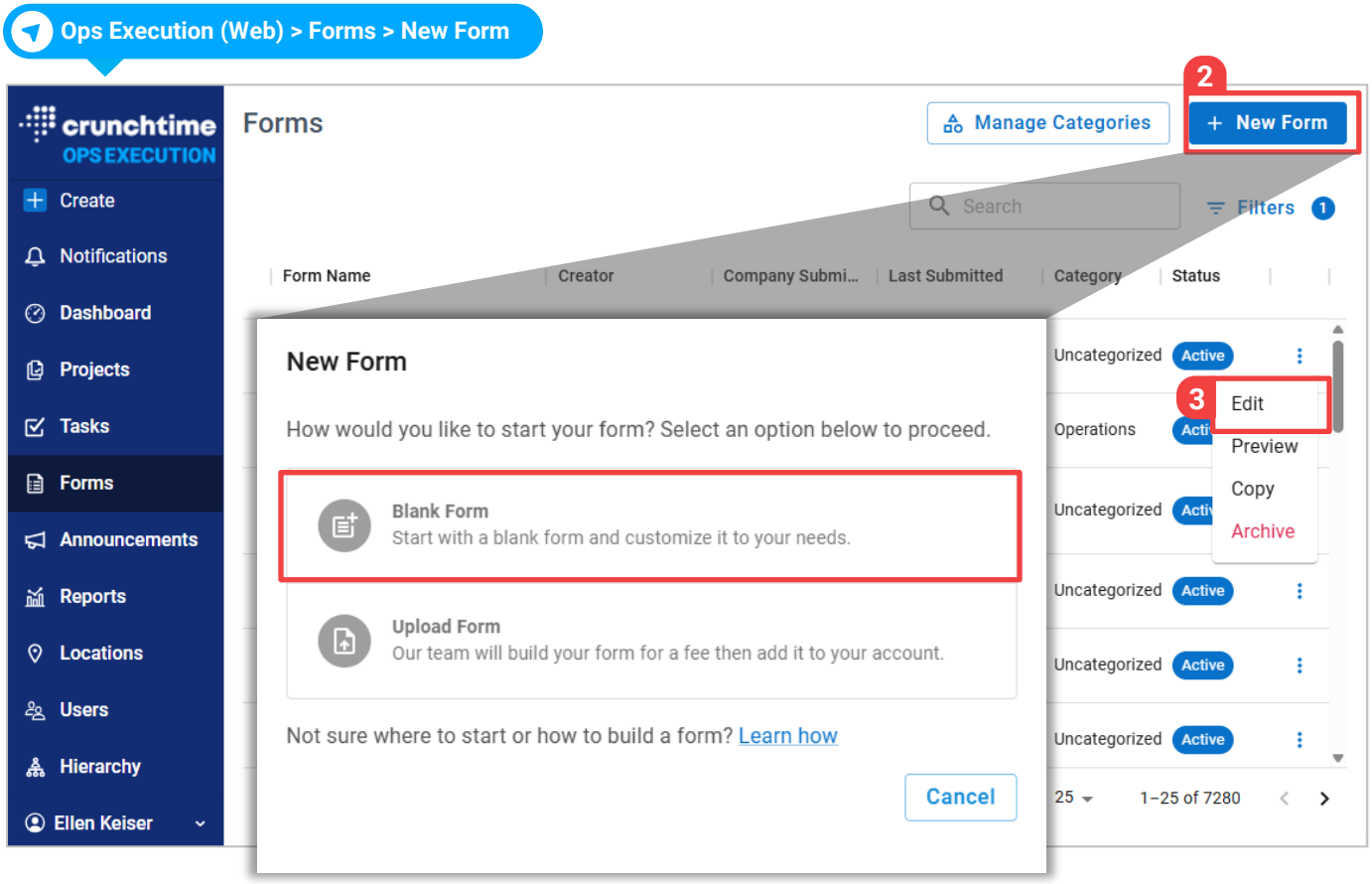

2 **New Form:** Create a *New Form* to upload a just-in-time training image or video for submitters. Then, select *Blank Form* to continue.

3 **Existing Forms:** Select *Edit* to add a just-in-time training image or video to an existing form.

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Upload Media Files to Forms for Just-In-Time Training (Web)

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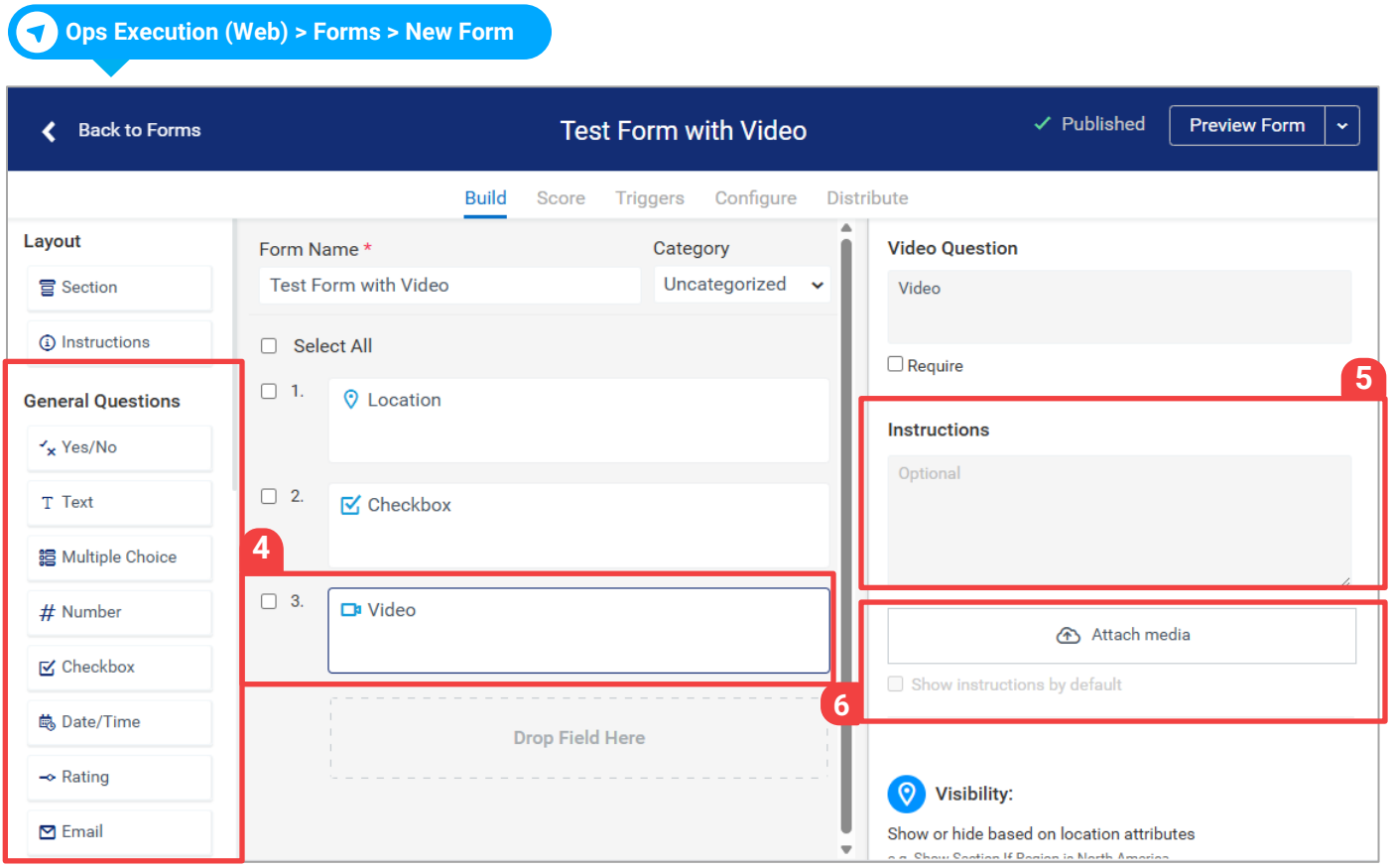

4 **Select Form Field:** In this example, we show *Video* as the selected form field, but any of the field types (multiple choice, checkbox, etc.) have the option to attach an image or a video file.

5 **Instructions:** Use this space to explain why the submitter should see the image or watch the just-in-time training video and what actions are required as follow up.

6 **Attach Media:** Upload your just-in-time training image or video by selecting *Attach Media* and choosing the file to upload from your computer. The image and video file-size limit is 100 MB. Videos must be .mp4 or .webm files and images must be .jpeg or .png files.

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Upload Media Files to Forms for Just-In-Time Training (Web)

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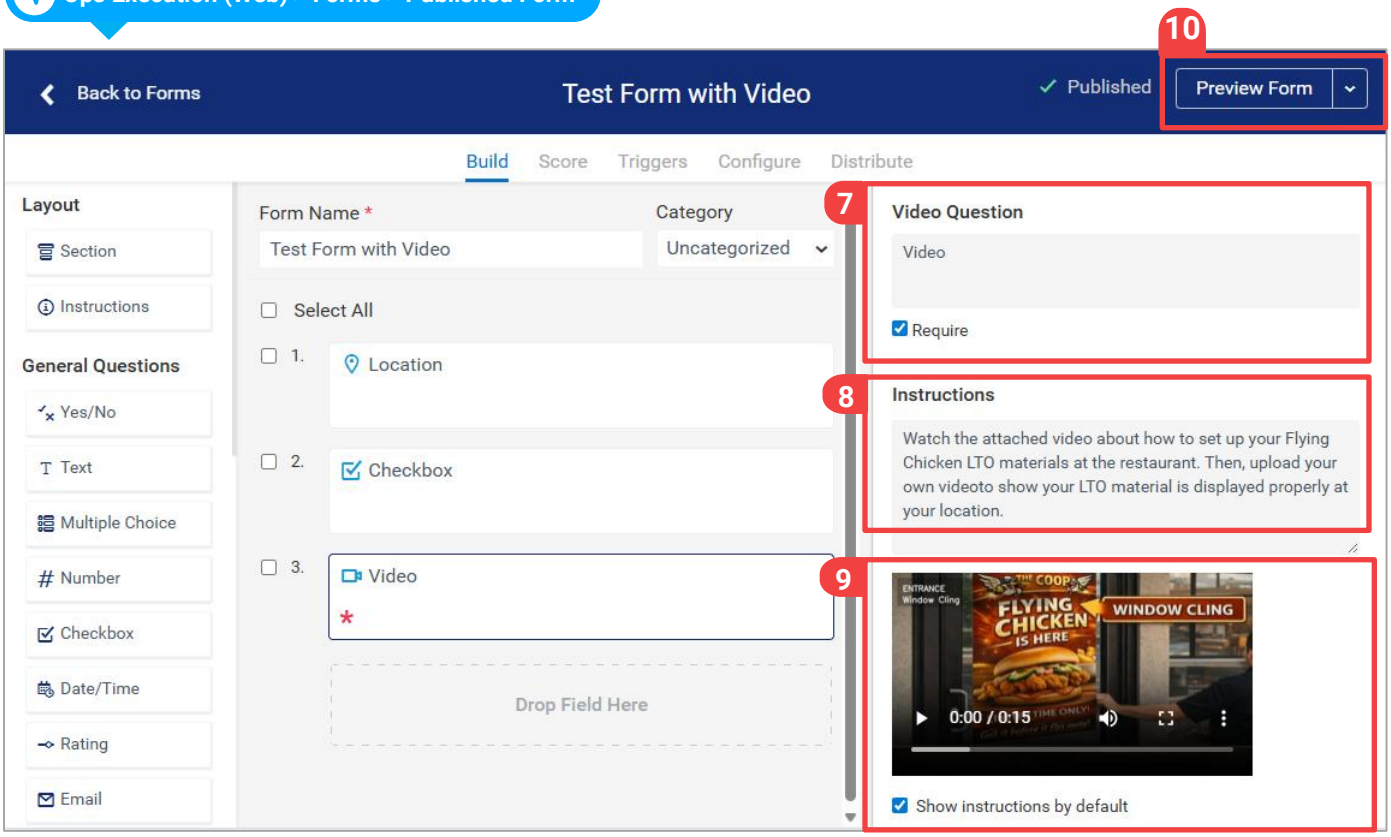
Ops Execution (Web) > Forms > Published Form



7 **Require:** Opt to make video (or any other form field) required on the form submission to ensure the field is completed by the location.

8 **Instructions:** Detailed instructions ensure the location understands the assignment.

9 **Video File:** Video uploaded in UI. The option to show instructions by default can also be selected.

10 **Form Preview:** Select *Preview Form* to see what the form will look like to submitters in the mobile app.

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Upload Media Files to Forms for Just-In-Time Training (Web)

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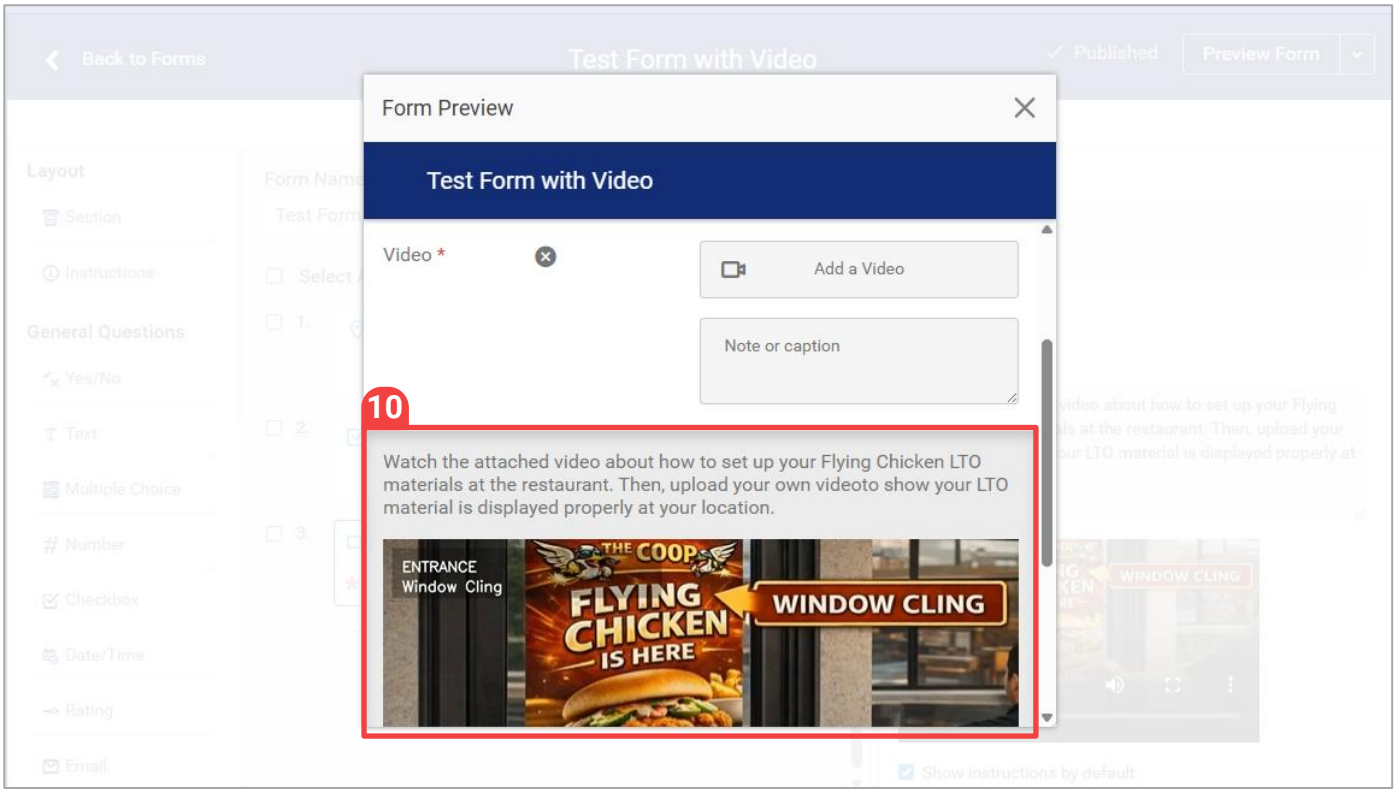
Ops Execution (Web)> Forms > Form Preview



10 **Instructions and JIT Training Video:** View how the instructions and image or video will appear to submitters in the *Form Preview*.

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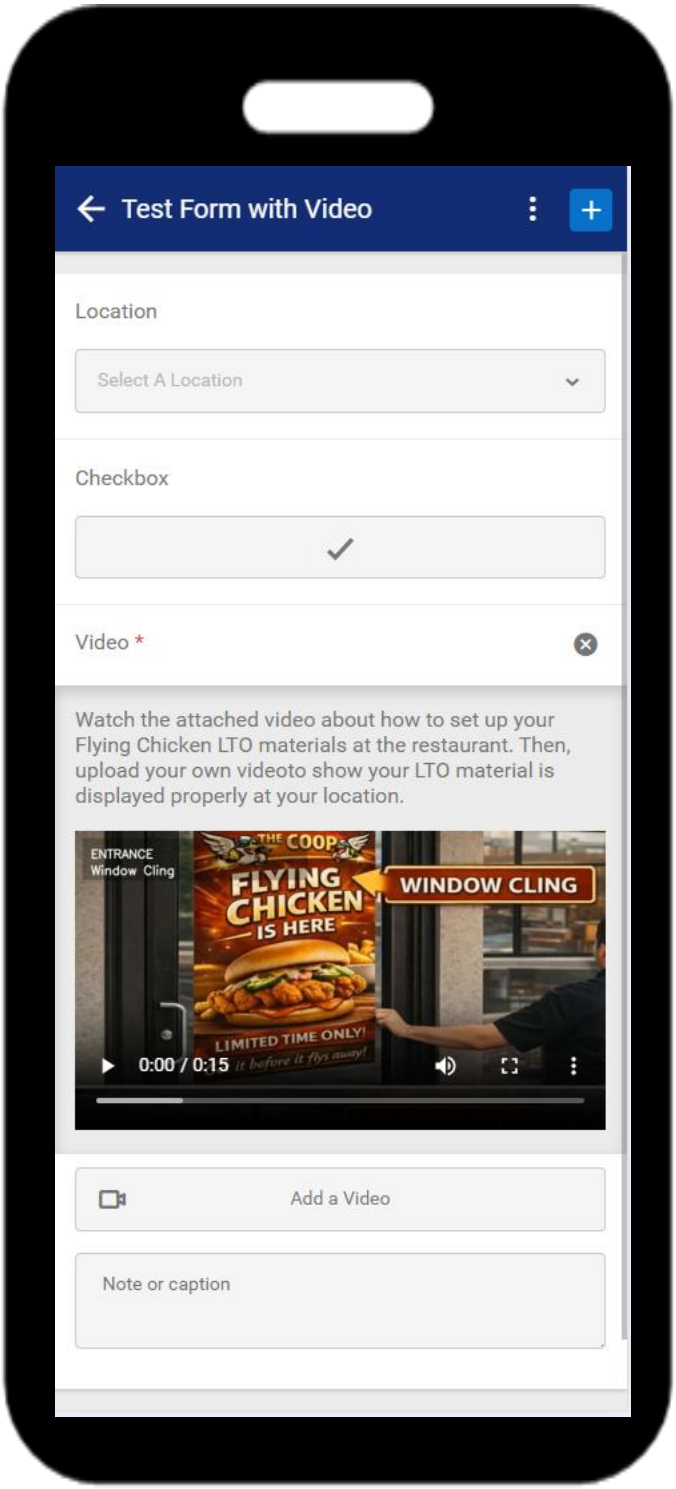
Reviewing Media in Forms for Just-In-Time Training (Mobile)

Ops Execution (Mobile) > My Forms



Submitters using the mobile app will read the instructions and view the just-in-time training video (or image) when they are completing the form.

As a reminder, images or video files can be attached in any of the form fields as just-in-time training to model the correct process or procedure. This ensures every task is done right the first time, thanks to training delivered at the exact moment of execution.

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