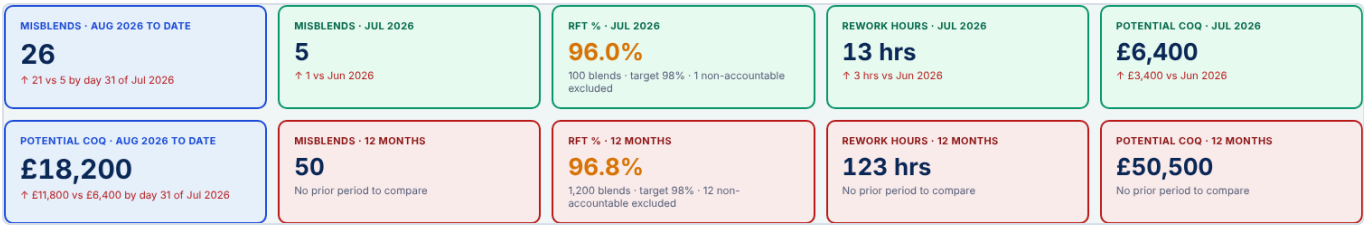
RFT Board — quick guide

Coryton Advanced Fuels



Misblend investigation, root-cause tracking and countermeasure register for Coryton Advanced Fuels. This is the daily handful. Everything else is in the full user guide.

Signing in

The board signs you in with your work Microsoft account by itself: open it and it goes to Microsoft and straight back, with nothing to press. After you sign out it stays signed out, and the sign-in screen offers **Sign in with Microsoft**, or your email and password underneath (add `?signin=password` to the address to go straight to that form). Accounts are made by the Access app when an Access administrator gives you a role — there is no sign-up link, and signing in with Microsoft does not make one. If it says your Microsoft account has no account here, ask for access through the Coryton Portal's **Request access**, or ask an Access administrator.

Want an icon and a window of its own? Install the **Coryton Portal** (its **Install** button) and open the board from there.

Your **role** is the badge in the header, next to the clock:

ROLE	CAN DO
Read only	See everything. Change nothing.
Investigator	Raise records, run triage, walk investigations, raise actions, prepare reports.
Admin	All of that, plus the Admin tab — cause codes, paths, rates and blend counts.

Roles are set in the Access app, not in the board, by an Access administrator. An account with no role set there is read only. If you cannot edit anything, that is why — click **Request more access** beside the badge (it opens the Coryton Portal in a new tab, where you ask and an Access administrator decides). The change reaches the board within 15 minutes; reload the page afterwards.

The dashboard in thirty seconds

Three coloured groups of tiles, each a different period:

- **Blue — this month so far.** Two tiles only: a count and a cost. There is no rate, because this month's blend total does not exist yet.
- **Green — the last complete month.**
- **Red — the rolling 12 months.**

Under each figure is a trend note. **Up is red and down is green throughout**, because every figure here is a count or a cost, so more is always worse.

Raising a misblend

+ New Record in the header. Four fields are required:

1. **Work Order**
2. **Product / Blend**
3. **Failed Parameter** — with the numbers: *Sulphur > 10 mg/kg*, *DVPE 65.2 vs 62.4*
4. **Actual misblend date**

Everything else can be filled in later.

Working a record

STEP	WHERE	WHAT
1	**Triage** tab	Confirm QA proved the failure, then choose the investigation path
2	The record, section 2	Walk the path — a question, the evidence, what you found
3	Sections 3–5	Cause code, 5 Whys, containment
4	Section 6	Corrective and preventive actions
5	Section 7	Prepare the report and nominate a reviewer

The record's **status is derived**, not chosen. There is no dropdown — do the next piece of work and the status follows.

Signing a report off

A report is **prepared** by one person and **approved by another**. The board disables Approve for whoever prepared it, whatever their role.

The reviewer can raise a **finding** against any section — a question, a challenge or an issue — and **Approve stays disabled until every finding is resolved**. An answered finding still counts as open.

The two things that catch people out

A month vanishes from the KPI report. It has not been lost. A month with no blend count entered is excluded rather than shown as zero — showing zero would divide a complete numerator by a missing denominator and every rate would read low. Enter it in **Admin → Monthly Blends** and the month appears.

The date you type is the day it happened, not the day you are typing. *Actual misblend date* decides which month every figure counts the record in. Blends fail at month end and get written up in the first days of the next; a July misblend dated 3 August lands in August's rate, against August's blends.

If something goes wrong

YOU SEE	IT MEANS
Red bar: a save failed	The database refused the write twice. The record stays open and says so. Press **retry** — usually a session that expired while the tab sat idle. Do not close the tab assuming it saved.
Yellow bar naming a colleague	They have the record open. You can read it; their saves reach you within a few seconds. The lock clears after five minutes of inactivity.
Banner: a new version is available	Apply it at a natural stopping point. The board will not swap itself out mid-edit.
Red bar: this is not the live site	You are on a preview or a local copy — and it reads and writes the **real** database. Use a throwaway record and delete it.

Quote the **Build** date from the header when you report anything.

Help → Full user guide has every screen and field. Help → Training walkthrough is ten minutes and covers the lot.