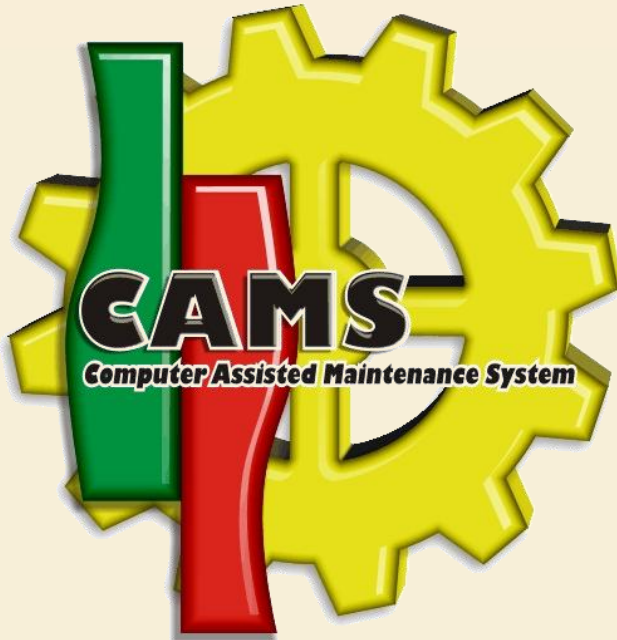


# Quick Reference



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top reports you are most  
likely to need and how to  
print them



# PM Completion % by Line Chart

The screenshot shows a software interface with a main menu on the left and a central window. The main menu includes buttons for Assignments, Inventory, Analysis, Training, Setup, and Exit. The central window displays a tree view under 'Analysis' with 'Labor' expanded to show 'PM Completion by Line Graph' selected. A 'Report Parameters' dialog box is open, showing a 'Start Date' of 08/30/2008 and a list of production lines with checkboxes. The 'OK' button is highlighted.

**Analysis**

- Accounting
- Labor
  - History/Labor Forecast
  - Employee History/Labor Forecast
  - PM Completion by Line Graph
  - Labor History
  - Equipment/Area Total Cost Report
  - PM Items History
  - PM Items History by Employee
  - Work Orders by Assigned Employee
- Inspection
- Parts Reports
- Downtime
- General Ledger

**Report Parameters**

Start Date: 08/30/2008

Production Lines

- All Lines
- 1 Bread Line
- 2 Bun Line
- 3 Ice Cream Line
- 4 Poultry Line
- 7 Bulk Areas
- 8 Building and Grounds
- 9 ChangeOver and Allergen Logs
- 10 PreFlight & Daily
- 99 General Areas

OK Close

1

This report generates a graph showing PM Completion %'s for a selected lines or ALL lines.

2

From the Main Menu go to Analysis, expand Labor, and choose PM Completion by Line Graph

3

Report Parameters Screen appears. Select the start date you wish to view percentage completion results from.

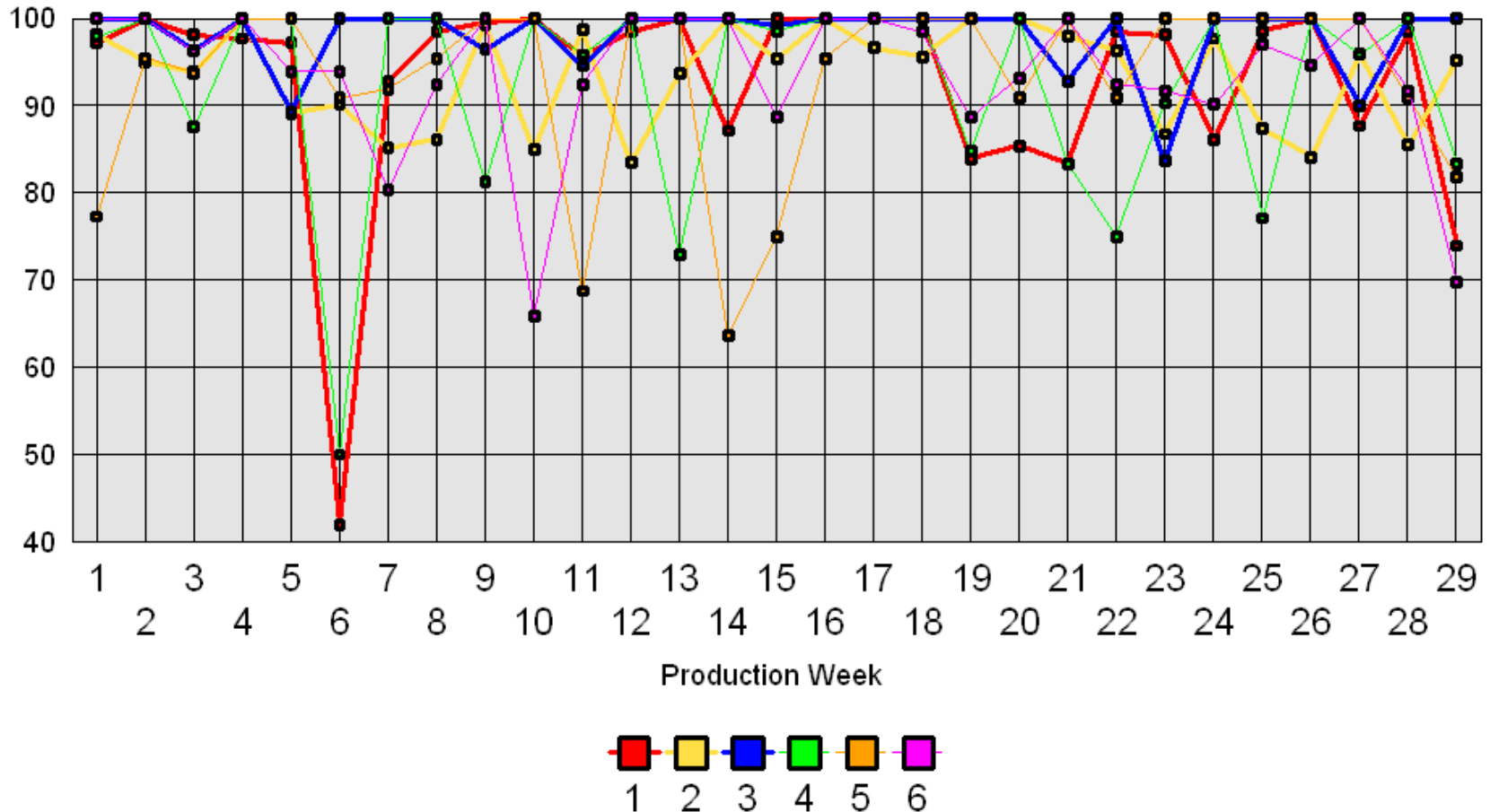
4

Then take the default of ALL production lines or unselect ALL and select the lines you wish to see the completion percentages for and click OK.



# PM Completion % by Line Chart

## PM Completion % by Line



1 BREAD LINE  
5 SUPPORT EQUIPMENT

2 FRUIT PIE LINE  
6 PRE-FLIGHTS

3 RAW FRUIT LINE

4 BULK INGREDIENTS



# Production Lost Time by Period

The screenshot shows a software interface with a main menu on the left and a central 'Analysis' window. The main menu includes buttons for Assignments, Inventory, Analysis, Training, Setup, and Exit. The 'Analysis' window is open, showing a tree view of options. The 'Downtime' option is expanded, and 'Production Lost Time by Period' is selected. A 'Report Parameters' dialog box is open at the bottom, showing the following settings:

- Start Year: 2009
- Production Lines: Selected Line: (dropdown menu)
- Include:  Only Equipment/Areas with Downtime,  All Equipment/Areas

1 This report shows equipment production lost time by period for a calendar year.

2 From Main Menu, choose Analysis, and then expand Downtime and choose Production Lost Time by Period

3 Report Parameters screen appears. Choose the calendar year you wish to run the report, and then select either all production lines or select a specific line. You have the choice to Include Only Equipment/Areas with Downtime or All Equipment/Areas.



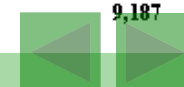
# Production Lost Time by Period

Run Date: 06/11/2009 16:05

**Homestyle Food Processors**  
**Production Lost Time by Period**  
 Year: 2009  
 All Lines

Page 1 of 1

Equipment/Area	Per 1	Per 2	Per 3	Per 4	Per 5	Per 6	Per 7	Per 8	Per 9	Per 10	Per 11	Per 12	Per 13	Total
1020 MIXER	65	155	75	107	155	30	97							684
1030 DIVIDER	60				60		30							150
1040 ROUNDER							20							20
1050 MOLDER			65			35	75							175
1060 PROOFER			150	76		150	36							412
1070 OVEN	285	165		240	45	165	10							910
1080 COOLER	105		75	105			95							380
1090 SLICER	40			40			30							110
1100 BAGGER			180			120	85							385
1110 TYER		30	55	20	15	70	60							250
2020 MIXER	105		30	105		30	15							285
2030 EXTRUDER		70	180		30	160	115							555
2040 PAN DISPENSER	30		60	150	15	45	50							350
2050 SHEETER			50	35		50	35							170
2060 PIE FORMER	185			175	35		50							445
2070 FRUIT DEPOSITOR		50	85		50	70	40							295
2080 OVEN		120				120	15							255
2090 COOLER							45							45
2100 WRAPPER	105		45	90	50		115							405
2110 CARTONER	75		55	75		55	10							270
3020 BIN DUMPER	90			120	90		240							540
3030 FRUIT SHAKER	10		165	10		75	120							380
3040 FRUIT CONVEYOR		25	15		25	15	15							95
3050 DATA WEIGH SCALES	40		120	210	25	15	135							545
3060 VERTICAL BAGGER	35	120	105	43		165	68							536
3070 FRUIT CASEPACKER	15			30	15		45							105
4030 FLOUR BLOWER	150				150									300
4060 FLOUR SIFTER			55			55	25							135
<b>Totals</b>	<b>1,395</b>	<b>735</b>	<b>1,565</b>	<b>1,631</b>	<b>760</b>	<b>1,425</b>	<b>1,676</b>							<b>9,187</b>



# Top 5 Downtime (PLT) for Equip/Area by Line

- 1 This report shows the downtime time for equipment by line. Includes equipment failure and all other failures.
- 2 From Main Menu, click on Analysis, expand Downtime, and choose Top 5 Downtime (PLT) for Equipment Areas by Production Line.
- 3 Report Parameters Screen appears. Choose the starting week and ending week within the year you wish to report. Then choose whether you want all production lines or just a selected production line. Then Select OK.

The screenshot shows a software interface with a main menu on the left and a central window. The main menu includes buttons for Assignments, Inventory, Analysis, Training, Setup, and Exit. The central window displays a tree view under the heading 'Analysis'. The 'Downtime' folder is expanded, showing several sub-items. The item 'Top 5 Downtime (PLT) for Equipment/Areas by Production Line' is selected. A dialog box is open in the foreground, titled 'Week', with fields for 'Start Week: 1', 'End Week: 16', 'Start Year: 2009', and 'End Year: 2009'. Below these fields, there are radio buttons for 'All' (selected) and 'Selected Line:'. There is also a checkbox for 'Include PM Item Follow Up?'. At the bottom of the dialog box are 'OK' and 'Close' buttons.



# Top 5 Downtime (PLT) for Equip/Area by Line

## Homestyle Food Processors

### Top 5 Downtime (PLT) for Equipment/Areas by Production Line

Run Date: 08/25/2009 8:12

2009-1 to 2009-16

Page 1 of 2

All Lines

<b>1 BREAD LINE</b>	<b>Production Hours: 1,260.00</b>	<b>Failure Count</b>	<b>EDT</b>	<b>EDT %</b>	<b>PLT</b>	<b>PLT %</b>
<b>Top 5 Equipment/Areas</b>						
1070 OVEN		7	660	0.87%	690	0.91%
1020 MIXER		10	402	0.53%	402	0.53%
1080 COOLER		5	285	0.38%	285	0.38%
1060 PROOFER		4	226	0.30%	226	0.30%
1100 BAGGER W/ METAL DETECTOR		2	180	0.24%	180	0.24%
<b>Top 5 Equipment/Areas</b>		<b>28</b>	<b>1,753</b>	<b>2.32%</b>	<b>1,783</b>	<b>2.36%</b>
<b>All Other Failures</b>		<b>11</b>	<b>310</b>	<b>0.41%</b>	<b>310</b>	<b>0.41%</b>
<b>1 BREAD LINE</b>	<b>Production Hours: 1,260.00</b>	<b>39</b>	<b>2,063</b>	<b>2.73%</b>	<b>2,093</b>	<b>2.77%</b>
<b>2 FRUIT PIE LINE</b>						
	<b>Production Hours: 1,280.00</b>	<b>Failure Count</b>	<b>EDT</b>	<b>EDT %</b>	<b>PLT</b>	<b>PLT %</b>
<b>Top 5 Equipment/Areas</b>						
2060 PIE FORMER		6	300	0.39%	360	0.47%
2030 EXTRUDER		4	250	0.33%	250	0.33%
2020 MIXER		3	240	0.31%	240	0.31%
2040 PAN DISPENSER		8	240	0.31%	240	0.31%
2100 WRAPPER		5	240	0.31%	240	0.31%
<b>Top 5 Equipment/Areas</b>		<b>26</b>	<b>1,270</b>	<b>1.65%</b>	<b>1,330</b>	<b>1.73%</b>
<b>All Other Failures</b>		<b>11</b>	<b>495</b>	<b>0.64%</b>	<b>545</b>	<b>0.71%</b>
<b>2 FRUIT PIE LINE</b>	<b>Production Hours: 1,280.00</b>	<b>37</b>	<b>1,765</b>	<b>2.30%</b>	<b>1,875</b>	<b>2.44%</b>



# Top 5 Downtime (PLT) for Equip/Area by Line

Now, lets run this report again and this time lets choose to Include PM Item Follow Up.

1

From Main Menu, click on Analysis, expand Downtime, and choose Top 5 Downtime (PLT) for Equipment Areas by Production Line.

2

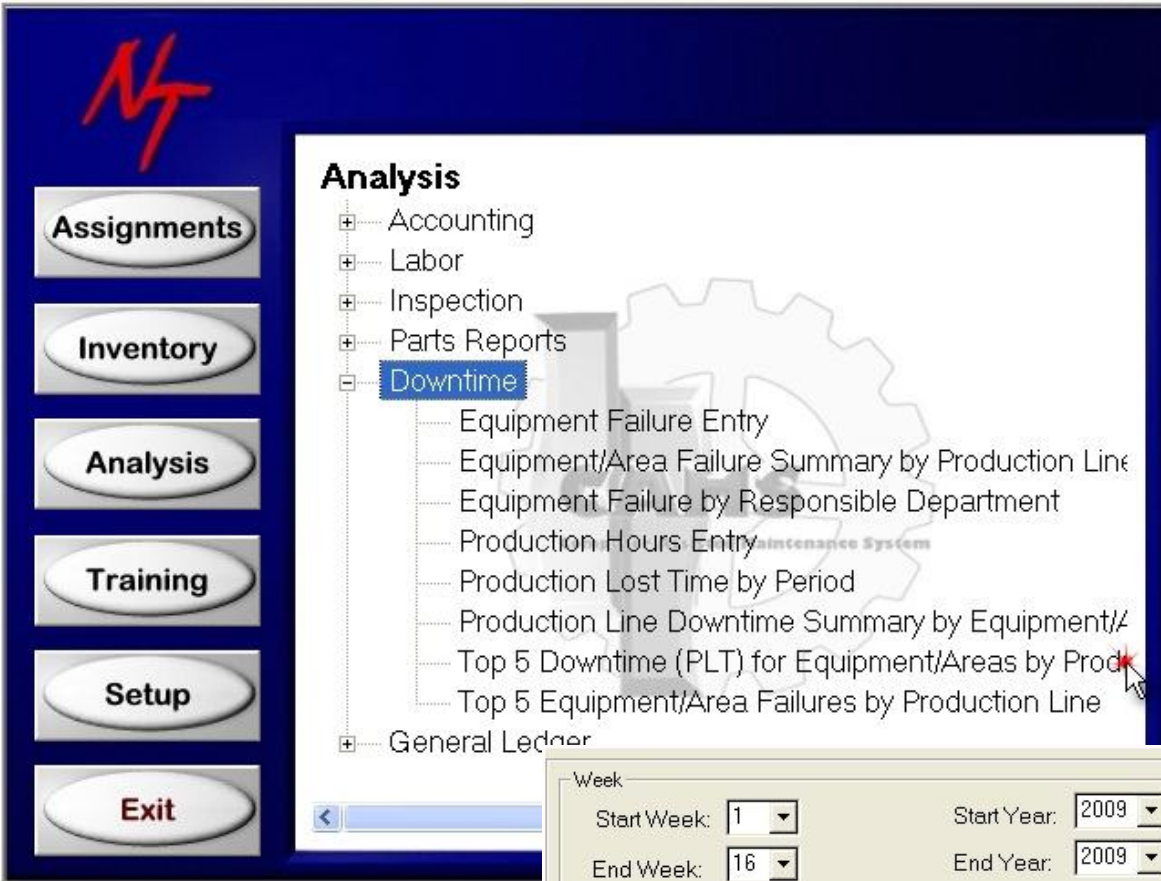
Report Parameters Screen appears. Choose the starting week and ending week within the year you wish to report. Then choose weather you want all production lines or just a selected production line.

3

Then check the box to Include PM Item Follow Up and Click OK

4

This report is going to show you not only the downtime for the equipment by line but will also show





# History / Labor Forecast Report

The screenshot shows a software interface with a main menu on the left and a central window. The main menu includes buttons for Assignments, Inventory, Analysis, Training, Setup, and Exit. The central window displays a tree view under the 'Analysis' heading, with 'Labor' expanded to show 'History/Labor Forecast'. A 'Report Parameters' dialog box is open, showing various settings for the report, including Start Date, Equipment/Area, Production Lines, Equipment/Area Groups, Forecast, and History options. The 'OK' button is highlighted with a red star.

**Analysis**

- Accounting
- Labor
  - History/Labor Forecast
  - Employee History/Labor Forecast
  - PM Completion by Line Graph
  - Labor History
  - Equip
  - PM It
  - PM It
  - Work
- Inspection
- Parts Repc
- Downtime
- General Le

**Report Parameters**

Start Date: 01/01/2009

Equipment/Area:  
 All  
 Range Starting: Ending:

Production Lines:  
 All  Selected:

Equipment/Area Groups:  
 All  Selected:

Forecast:  
 Include PM Item Detail

History:  
 Display Numbers  Display Symbols  
 Include PM History Detail  
 Include Work Order Labor  
 Include Breakdown Labor  
 Include PM Completion%

Suppress Equipment/Areas without History and/or Tasks

Paper Size: Legal

OK Close

1 This report generates the PM Schedule and shows you an overall view of what has/has not been completed. Including work orders and breakdowns

2 From Main Menu, select Analysis. Expand Labor and choose History/Labor Forecast.

3 Report Parameters Screen appears. Set the date back, depending on how much history is desired.

**Note:** This report gives you 52 weeks of information from your set start date. Anything in the future will show Labor requirements in minutes needed for that given week to perform the scheduled PM's.

4 After choosing your start date, take all the defaults and then choose OK.







# History / Labor Forecast Report

## Homestyle Food Processors PM - History and Forecast w/ Work Order and Break Starting Date: 01/01/2009

History Legend:

X - All Items Completed  
/ - Some Items Completed  
O - No Items Completed

w - work order  
W - multiple work orders

b - breakdown  
B - multiple breakdowns

All times in Minutes.

Equipment/Area	01/01/2009	01/08/2009	01/15/2009	01/22/2009	01/29/2009	02/05/2009	02/12/2009	02/19/2009	02/26/2009	03/05/2009	03/12/2009	03/19/2009	03/26/2009	04/02/2009	04/09/2009	04/16/2009	04/23/2009	04/30/2009	05/07/2009	05/14/2009	05/21/2009	05/28/2009	06/04/2009	06/11/2009	06/18/2009	06/25/2009	07/02/2009	07/09/2009	07/16/2009	07/23/2009	07/30/2009	08/06/2009	08/13/2009	
<b>1 - BREAD LINE</b>																																		
1010 LINE 1 DAILY CHECKS	X	X	X	X	X	X	X	X	/	X	X	/	X	/	X	X	X	X	X	X	X	X	X	X	X	40	40	40	40	40	40	40	40	40
1020 MIXER	/		X		X		X		X	w	X		X		X		X		O		X		X		150	0	150	0	150	0	150	0	150	0
1030 DIVIDER	X		X		X		X		X		/		X		X		X		X		X		X		150	0	150	0	150	0	150	0	150	0
1040 ROUNDER		X		/		X		X		X		X		O		X		X		X		X	w	O	0	140	0	140	0	140	0	140	0	140
1050 MOLDER	X		/		X		X	X	X		X		X		X		X		X		X		X		210	0	210	0	210	0	210	0	210	0
1060 PROOFER	X	X	X	X	X	O	/	X	X	X	X	X	X	X	X	X	X	X	/	X	/	X	X	X	700	700	700	700	700	700	700	700	700	700
1070 OVEN	X	X	X	X	/	X	X	/	X	X	/	X	X	X	X	X	X	X	X	O	/	X	/	X	180	190	180	180	180	180	190	180	180	180
1080 COOLER	X		X		X		X		X		/		X		X		X		X		X		X		170	0	170	0	170	0	170	0	170	0
1090 SLICER	X		X		/		/		X		X		X		X		X		X		X		X		170	0	170	0	170	0	170	0	170	0
1100 BAGGER	X		X		X		X		X		X		X		X		X		X		O		X		190	0	190	0	190	0	190	0	190	0
1110 TYER		X		X		X		X		X		X		X		X		X		X		/		/	0	160	0	160	0	160	0	160	0	160



# History / Labor Forecast Report

## Homestyle Food Processors PM - History and Forecast w/ Work Order and Break Starting Date: 01/01/2009

History Legend: X - All Items Completed  
/ - Some Items Completed  
O - No Items Completed

w - work order  
W - multiple work orders

b - breakdown  
B - multiple breakdowns

All times in Minutes.

Equipment/Area	01/01/2009	01/08/2009	01/15/2009	01/22/2009	01/29/2009	02/05/2009	02/12/2009	02/19/2009	02/26/2009	03/05/2009	03/12/2009	03/19/2009	03/26/2009	04/02/2009	04/09/2009	04/16/2009	04/23/2009	04/30/2009	05/07/2009	05/14/2009	05/21/2009	05/28/2009	06/04/2009	06/11/2009	06/18/2009	06/25/2009	07/02/2009	07/09/2009	07/16/2009	07/23/2009	07/30/2009	08/06/2009	08/13/2009			
<b>1 - BREAD LINE</b>																																				
1010 LINE 1 DAILY CHECKS	X	X	X	X	X	X	X	X	/	X	X	/	X	/	X	X	X	X	X	X	X	X	X	X	X	40	40	40	40	40	40	40	40			
1020 MIXER	/		X		X		X		X	w	X		X		X		X		O		X		X		150	0	150	0	150	0	150	0	150	0		
1030 DIVIDER	X		X		X		X		X		/		X		X		X		X		X		X		150	0	150	0	150	0	150	0	150	0		
1040 ROUNDER		X		/		X		X		X		X		O		Xb		X		X		X	w	O	0	140	0	140	0	140	0	140	0	140	0	
1050 MOLDER	X		/		X		X	X	X		X																								0	
1060 PROOFER	X	X	X	X	X	O	/	Xb	X	X	X																								700	
1070 OVEN	X	X	X	X	/	X	X	/	X	X	/																								180	
1080 COOLER	X		X		X		X		X		/		X		X		X		X		X		X		170	0	170	0	170	0	170	0	170	0		
1090 SLICER	X		X		/		/		X		X		X		X		X		X		X		X		170	0	170	0	170	0	170	0	170	0		
1100 BAGGER	X		X		X		X		X		X		X		X		X		X		O		X		190	0	190	0	190	0	190	0	190	0		
1110 TYER		X		X		X		X		X		X		X		X		X		X		/		/	0	160	0	160	0	160	0	160	0	160	0	

**Note:** Multiple Work Orders were written up on this piece of equipment for this week. This gives you the ability to further explore the root cause?



# History / Labor Forecast Report

## Homestyle Food Processors PM - History and Forecast w/ Work Order and Break Starting Date: 01/01/2009

History Legend: X - All Items Completed  
/ - Some Items Completed  
O - No Items Completed

w - work order  
W - multiple work orders

b - breakdown  
B - multiple breakdowns

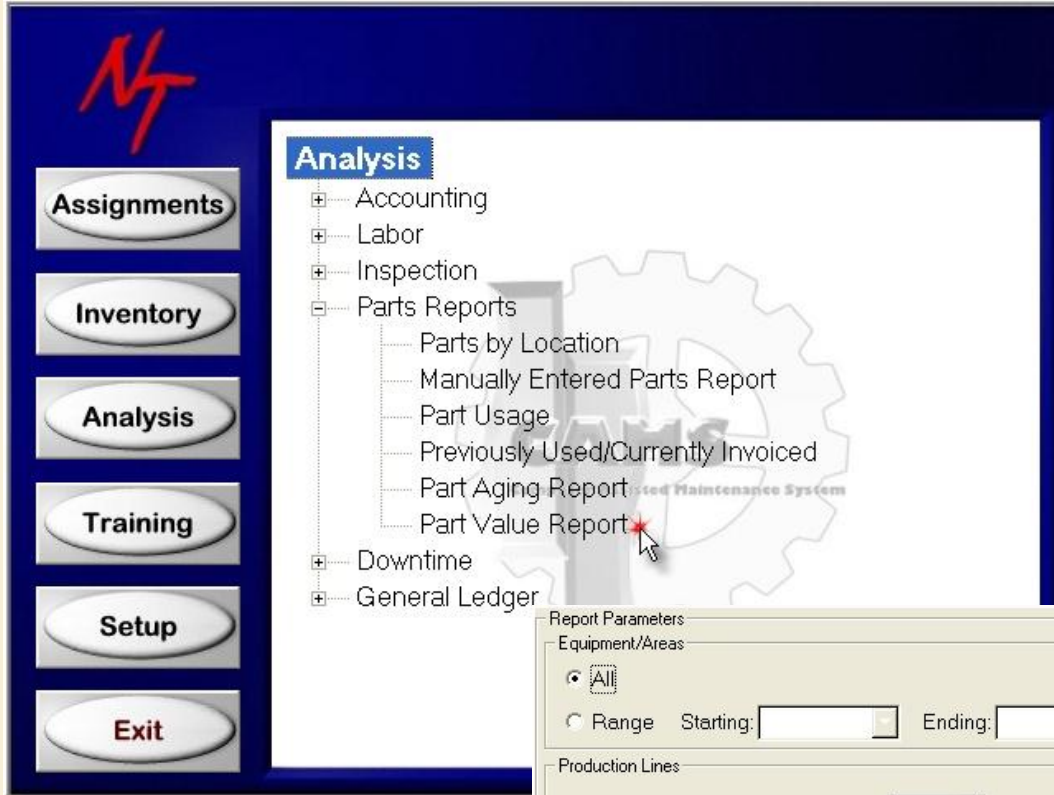
All times in Minutes.

Equipment/Area	01/01/2009	01/08/2009	01/15/2009	01/22/2009	01/29/2009	02/05/2009	02/12/2009	02/19/2009	02/26/2009	03/05/2009	03/12/2009	03/19/2009	03/26/2009	04/02/2009	04/09/2009	04/16/2009	04/23/2009	04/30/2009	05/07/2009	05/14/2009	05/21/2009	05/28/2009	06/04/2009	06/11/2009	06/18/2009	06/25/2009	07/02/2009	07/09/2009	07/16/2009	07/23/2009	07/30/2009	08/06/2009	08/13/2009	
<b>1 - BREAD LINE</b>																																		
1010 LINE 1 DAILY CHECKS	X	X	X	X	X	X	X	X	/	X	X	/	X	/	X	X	X	X	X	X	X	X	X	X	X	40	40	40	40	40	40	40	40	
1020 MIXER	/		X		X		X		X	w	X		X		X		X		O		X		X		150	0	150	0	150	0	150	0	1	
1030 DIVIDER	X		X		X		X		X		/		X		X		X		X		X		X		150	0	150	0	150	0	150	0	1	
1040 ROUNDER		X		/		X		X		X		X		O		X	b	X		X		X	w	O	0	140	0	140	0	140	0	140	0	1
1050 MOLDER	X		/		X		X	X	X		X		X		X		X		X		X		X		210	0	210	0	210	0	210	0	2	
1060 PROOFER	X	X	X	X	X	O	/	X	b	X	X	X	X	X	X	X	X	X	/	X	/	X	X	X	700	700	700	700	700	700	700	700	7	
1070 OVEN	X	X	X	X	/	X	X	/	X	X	/	X	X	X	X	X	X	X	X	O	/	X	/	X	180	190	180	180	180	190	180	180	1	
1080 COOLER	X		X		X		X		X		/		X		X		X		X		X		X		170	0	170	0	170	0	170	0	1	
1090 SLICER	X		X		/		/		X		X		X		X		X		X		X		X		170	0	170	0	170	0	170	0	1	
1100 BAGGER	X		X		X		X		X		X		X		X		X		X		O		X		190	0	190	0	190	0	190	0	1	
1110 TYER		X		X		X		X		X		X		X		X		X		X		/		/	0	160	0	160	0	160	0	160	0	1

**Note:** A breakdown occurred this week. Could this be caused by the PM not being completed when scheduled two weeks prior?



# Parts Value Report



Report Parameters

Equipment/Areas

All  Range Starting:  Ending:

Production Lines

All  Selected Line:

GL's

All  Selected GL:

Equipment/Area Group

All  Selected Group:

Details

New Page for Each Equipment/Area

OK Close

- 1 This report shows you how many parts you have on hand and the value of those parts. This report can be ran in a number of different ways to give you the desired information you are seeking. You can view the parts value for one piece of equipment, a range or all. You can select one line or all lines or even just a given GL#.
- 2 From Main Menu, Select Analysis, expand Parts Reports and choose Part Value Report.
- 3 Report Parameters Screen appears, take all the defaults to show entire facilities parts value report and select OK.



# Parts Value Report

## Homestyle Food Processors

Run Date: 06/12/2009 13:37

Page 1 of 2

### Parts Value Report

For All Equipment/Areas

For All Lines

For All Groups

#### Equipment/Area: 1020 MIXER

Part Number	On Hd	Ext Price	Avg Price	Part Name	GL
1020-1000	1	\$24.96	\$24.96	SS PLUG FOR SANITARY LINES	01-11440
1020-1013	2	\$345.42	\$172.71	ROTOR, #4	01-11440
1020-1146	2	\$15.30	\$7.65	SEAL, SANITARY, #6	01-11440
1020-1150	5	\$6.95	\$1.39	SEAL, SANITARY, #1 AND #2	01-11440
1020-1167	1	\$5.07	\$5.07	RATCHET FOR PIPE ROLLER	01-11440
1020-1198	1	\$18.29	\$18.29	T BOLT FOR IMPELLAR	01-11440
1020-1199	1	\$25.36	\$25.36	STEM, VALVE, WITH SEAT ASSY.	01-11440
1020-1205	1	\$1,103.53	\$1,103.53	SHAFT, GEAR, ASSY , SHORT	01-11440
1020-1233	1	\$12.79	\$12.79	GASKET, #3	01-11440
1020-1234	1	\$63.47	\$63.47	GASKET, PAPER, #1 PUMP	01-11440
1020-1235	1	\$1.79	\$1.79	GASKET, 4, BREW SYS	01-11440
1020-1242	1	\$7.51	\$7.51	SEAL, SANITARY, SIZE 3	01-11440
1020-1244	1	\$9.81	\$9.81	SS CAP	01-11440
1020-1285	2	\$1.38	\$0.69	GASKET, 2.5	01-11440
1020-1297	1	\$6.17	\$6.17	SEAL, SANITARY, SIZE 3, ORANGE DOT	024-24448
1020-1298	3	\$24.00	\$8.00	Left Guide Asm	024-24448
1020-1308	1	\$79.16	\$79.16	SEAL, MECHANICAL, KIT, CREPACO	024-24448
1020-1312	5	\$50.00	\$10.00	SHAFT, BOTTOM, AGITATOR	024-24448
Total for Equipment/Area:		\$1,800.96		** Multiple GL Num Parts for this Machine**	

#### Equipment/Area: 1080 COOLER

Part Number	On Hd	Ext Price	Avg Price	Part Name	GL
1070-1000	6	\$141.36	\$23.56	WENDWAY CONVEYOR DRIVE SPROCKET	01-11440
Total for Equipment/Area:		\$141.36			

#### Equipment/Area: 1100 BAGGER

Part Number	On Hd	Ext Price	Avg Price	Part Name	GL
1100-1000	60	\$63.00	\$1.05	INTERLOCKING CONVEYOR LINK	01-11440
Total for Equipment/Area:		\$63.00			



# Work Orders by Inspection

The screenshot shows a software interface with a main menu on the left and a central window. The main menu includes buttons for Assignments, Inventory, Analysis, Training, Setup, and Exit. The central window displays a tree view under the 'Analysis' heading, with 'Workorder by Inspection Report' highlighted. A 'ReportParameters' dialog box is open in the foreground, containing the following fields:

- Date Range:** Starting: 01/01/2009, Ending: 08/26/2009
- Equipment/Areas:**  All,  Range (Starting: [ ], Ending: [ ])
- Production Lines:**  All,  Selected Line: [ ]
- Equipment/Area Group:**  All,  Selected Group: [ ]
- Inspection:**  All,  Range (Starting: [ ], Ending: [ ])
- Include Uncompleted Work Before Start Date

Buttons for 'OK' and 'Close' are at the bottom of the dialog box.

1

This report Work Orders that were create in response to an inspection.

2

From Main Menu, select Analysis, expand Inspection, select Workorder by Inspection Report..

3

Report Parameters Screen appears. Take all the defaults and select OK.

**Note:** Depending on the selected report parameters you can have it report just one equip/area, equipment group, inspection or All. In this case we want the entire facility and all open work orders.



# Work Orders by Inspection

## Homestyle Food Processors

Run Date: 08/26/2009 15:36

### Work Orders by Inspection Report

Page 2 of 2

01/01/2009 to 08/26/2009

For All Inspections

For All Groups

For All Equipment/Areas

For All Production Lines

WO #	Req Date	Status	Assigned By	Assigned To	Completed By	Comp Date
<b>2 AIB Maintenance Rating</b>						
<b>1060 PROOFER</b>						
1009	04/02/2009	Assigned	JOSE MENDEZ	LARRY THOMPSON		
Work Requested: Repair Leaks in Ductwork						
<b>1060 PROOFER</b>						
<b>3020 BULK TOTE BIN DUMPER</b>						
1011	04/02/2009	Archived	ROBERT COOPER	RALPH MINGEE	RALPH MINGEE	04/04/2009
Work Requested: Repair Broken Welds on Frame						
Work Performed: Work Completed - Repair Broken Welds on Frame						
<b>3020 BULK TOTE BIN DUMPER</b>						
<b>4020 FLOUR SILO</b>						
1015	04/04/2009	Completed	BRAD TAYLOR	RALPH MINGEE	RALPH MINGEE	08/09/2009
Work Requested: Replace door/hatch gaskets on manholes						
Work Performed: Work Completed - Replace door/hatch gaskets on manholes						
<b>4020 FLOUR SILO</b>						
<b>2 AIB Maintenance Rating</b>						