



Microsoft Lists

Day in the life – Factory manager

Sergio is the production manager at Contoso Goods, a small factory that manufactures granola bars.

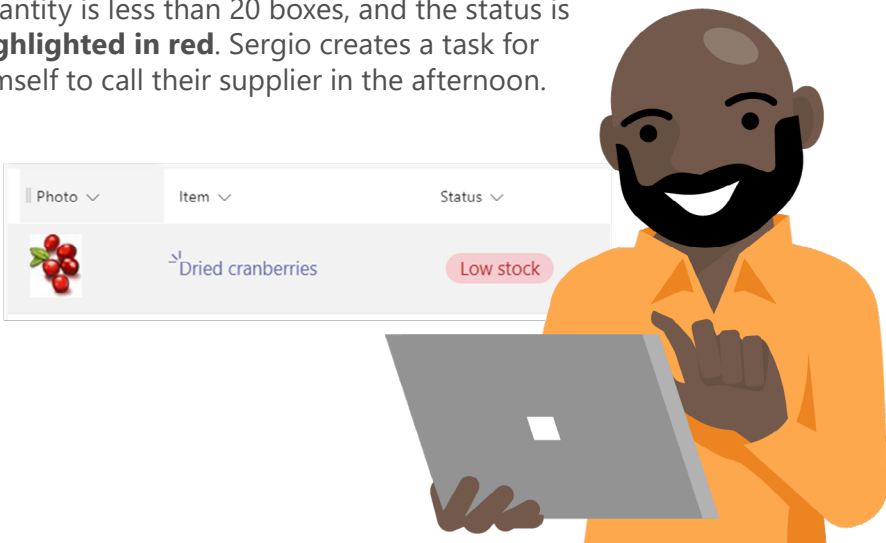
8:30 AM

Sergio arrives at the factory to start his morning walkthrough. He stops to check in with Carol and Mikael as they're stocking a new shipment of almonds. Carol **scans the product's QR** code on the shelf, which brings up the item in the team's **material supply** list, a Microsoft Lists tab in their Teams channel. Carol **updates the item quantity** with the new shipment.



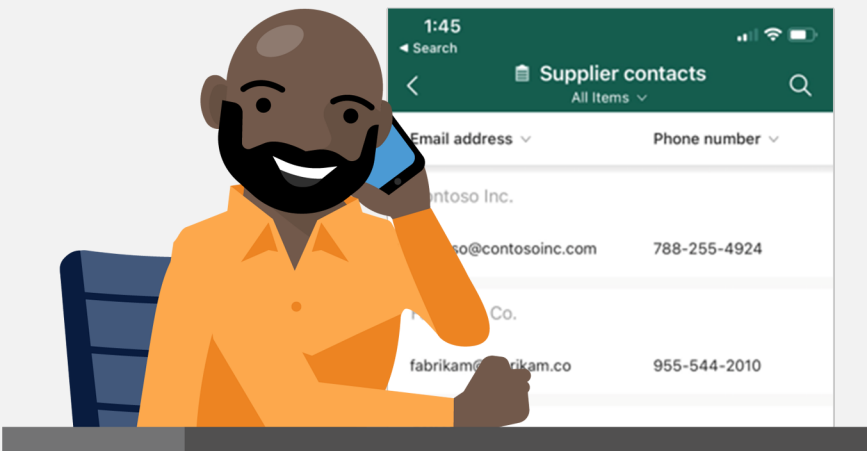
9:30 AM

After the morning walkthrough, Sergio gets a **Teams notification** on his tablet that the inventory level for dried cranberries is low. The notification links him directly to the product in the **material supply** list, where he sees that the material quantity is less than 20 boxes, and the status is **highlighted in red**. Sergio creates a task for himself to call their supplier in the afternoon.



11:00 AM

Sergio has some time to make a call to the cranberry supplier. He opens the team's shared list of **supplier contacts** that they use to **manage** their suppliers' contact information. He finds the dried fruit supplier's phone number, **grouped** with the other food suppliers in the list. Sergio calls and puts in an order for a few containers of dried cranberries.



2:00 PM

Sergio gets a **Teams notification** that there is a new entry in the **customer review** list. He opens the list which **collects results from a survey** that he sends to customers to review each completed order.



2:30 PM

Fantastic – the grocery store that received their last granola bar shipment left Contoso Goods a five-star rating and a note that the shipment speed was fast. Sergio **adds a comment** to the list item and **@mentions** Kelley, who manages shipping, giving her kudos.



3:30 PM

Sergio receives a phone call from Contoso's almond supplier telling him that there will be a delay in the order they placed last week. Sergio **updates the status** of the item in the **material supply** list to **delayed**, which **triggers a notification** to the whole team so they are aware.

