

Training Items - Shop Floor

Question / Task / Scenario	Grade	How-To
<p>Find the Pick Queue. The Pick Queue contains any/all work orders that have been assigned to you for picking. (paperless order release)</p>		
<p>From the Pick Queue screen, locate a work order and proceed to the Pick Parts screen. (paperless order release)</p>		
<p>Understand how a work order number is structured.</p> <ul style="list-style-type: none">● Each work order corresponds to a line item on the main order.● For instance, order 94, line item 1 will have a work order, which will be named "94.1-1". Order 94, line item 2 will correspond to work order "94.1-2", etc.● "94.1" denotes the first main order generated from quote 94. "94.2" denotes the second main order generated from quote 94. "94.3" denotes the third main order generated from quote 94.		
<p>Acquire a paper "traveler" from your Production supervisor. This will contain information on the work order, part, etc. Look up the work order and locate it in the system (paper based traveler/routing system)</p> <ul style="list-style-type: none">● Method 1: enter the order number (e.g. 94.1-1) in the top right search box of the app interface		

<ul style="list-style-type: none"> ● Method 2: go to the Sales >> Orders >> List report (if you have permissions) and search for the “main order” (e.g. 94.1) there. Click into the main order. Then, find the line item corresponding to your work order (e.g. 94.1-2 for line item ‘2’). In Cetec ERP, we refer to this as the “Production View”. Click the line item to locate and access the work order. ● Method 3: go the Production >> Orders >> List report and search for the work order (e.g. 94.1-2) 		
<p>From the main production view screen, go to the Pick Parts screen (click Pick Parts link on left side nav).</p> <ul style="list-style-type: none"> ● Pick parts to allocate material from inventory stock onto the work order. (See ‘Warehousing’ training checklist for more detailed training on part picking and material allocation). ● From the Pick Parts screen, log a pick quantity, scroll down to the bottom of the page, and click Update. ● Then, update the Work Order’s status (i.e. work location) to the next subsequent stage in production (whatever that may be for your company). Click Update again. ● Finally, select the ‘View’ tab from the left side-nav to go back to the main Production fulfillment window for the work order (work order 94.1-2 in our example). 		
<p>On the main production view screen for a work order, update the order status (i.e. work location) from the top right portion of the work order interface.</p> <p>Update the work location / order status; this will “move” the work order to whatever work location you select. Click ‘Set’ to propagate the change.</p> <p>Now, go to PRODUCTION >> Orders >> List and search for your work order. Check the ‘Location’ field, and validate that the Work Order report reflects your newly assigned work location to that order.</p>		
<p>On the main production view screen for a work order, view the production “router”, i.e. each step in production required for the build:</p> <ul style="list-style-type: none"> ● Method 1: view the work locations in the drop down menu at the top right of the work order interface (next to the “set work order status” feature) ● Method 2: view the work locations listed in the main view of the work order 		

<p>screen, beneath the “Work Instructions” header. Scroll down and view all work locations on the router. Click the “show/hide” operations link to view all operations and work instructions associated at each step in production.</p> <ul style="list-style-type: none"> ● Method 3: view the work locations listed in the “Work List” document for the work order. To access, go to the ‘Documents’ link on the left side-nav menu of the work order. Then, scroll down and find the General Document labeled “Work List” 		
<p>On the main production view screen for a work order, clock into a job to track your time.</p> <ul style="list-style-type: none"> ● Click the ‘Start Work’ link at the top right of the work order screen ● Make sure the work order location is set to whatever work location you are performing the work in. ● Set the “overhead only” flag if the work you will be performing is indirect only (e.g. tracking machine run time overhead) ● Click Start to start tracking your time <p>On the main production view, click ‘Stop Work’ to clock out of the job.</p> <p><i>Alternative Method:</i></p> <ul style="list-style-type: none"> ● If a “schedule” has been generated from Production management to follow, each work location on the Router will have a ‘Start Work’ link next to it. Clicking that link will open the work order time tracking interface. 		
<p>On the main production view for a work order, enter a time segment onto the work order. Note that this is distinct from clocking in / clocking out.</p> <ul style="list-style-type: none"> ● Click the ‘Start Work’ link at the top right. ● Enter a number of minutes to log time (all at once) and click ‘Submit’ 		
<p>Go to the ‘Work Instructions’ section on the main section of a work order. Find a step in production that has Work Instructions within it; these will have been created by your Production supervisor. Sign your initials at the step (labeled ‘record data’) and click ‘Done’ to sign off.</p>		