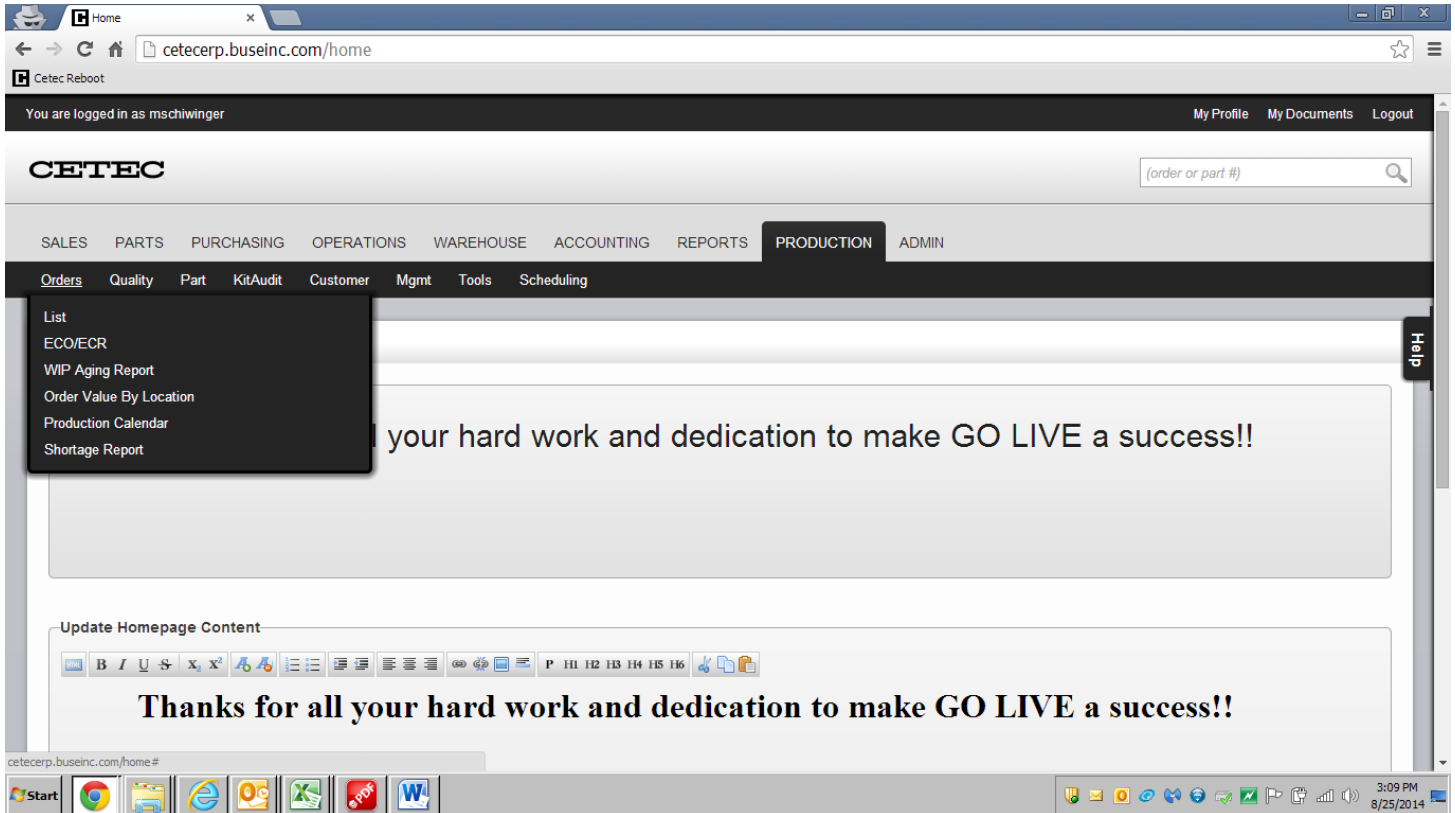


# Best Practices For Production Supervisors

## Job Status, Tracking, and Production Supervision in Cetec ERP



1. Bring up the screen to view order status by clicking Production>Orders>List. Using the Production Orders List, you can search, filter, and get visibility to work orders quickly and easily.

Production - Orders

cetecerp.buseinc.com/otd/order/list

Cetec Reboot

You are logged in as mschiwinger My Profile My Documents Logout

**CEETEC**

SALES PARTS PURCHASING OPERATIONS WAREHOUSE ACCOUNTING REPORTS **PRODUCTION** ADMIN

Orders Quality Part KitAudit Customer Mgmt Tools Scheduling

### Order List

**Order Restrictions**

Order #	<input type="text"/>	Part #	<input type="text" value="(comma separated)"/>	Warehouse	<input type="text" value="All"/>
Revision	<input type="text"/>	Ship Date From	<input type="text"/>	Ship Date To	<input type="text" value="2014-09-22"/>
Order Type	<input type="text" value="Open Work Orders"/>	First Article?	<input type="text" value="All"/>	Shipped Today?	<input type="checkbox"/>

Submit

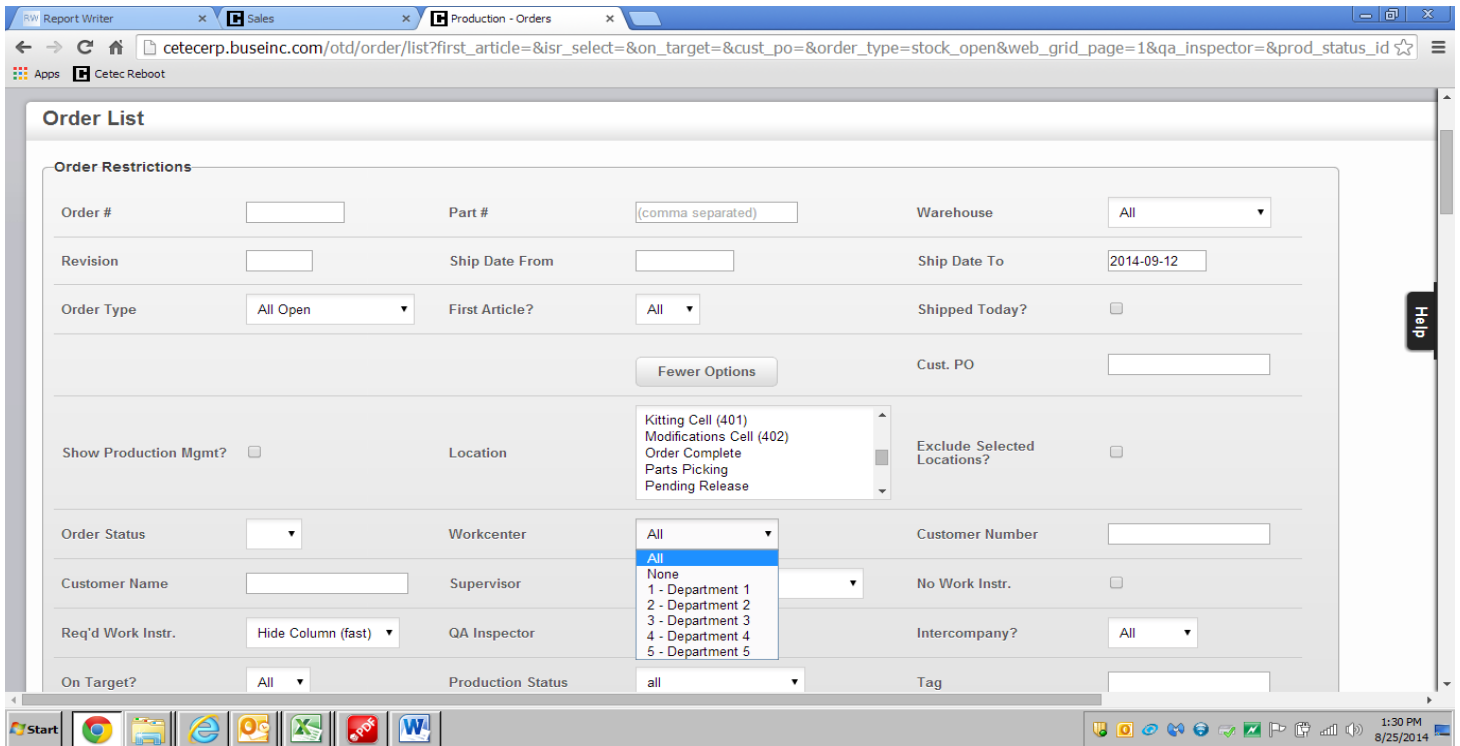
More Options

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2. Filter orders for target timeframe and order type

- Leave the "Ship Date From" field blank (in order to capture all past due orders)
- Enter four week out date into "Ship Date To" field
- Click arrow in the "Order Type" field and select "Open Work Orders". These are SA (Standard Assembly) Orders that are assigned direct production labor, i.e. those orders the production team is responsible for building.
- Click the "More Options" button as shown above to access additional parameters (as seen in screen shot below).



3. Filter orders for your work center (i.e. department or production line)
  - a. Click arrow on the “Workcenter” drop down box and select your work center
  - b. Click the “Submit” button toward the bottom of the Order List header

NOTE: The resulting orders are the work orders that have been assigned to your work center that you are responsible for building safely, with no scrap and rework, with actual labor times at or below the assigned BOM levels and with the completion date on or before the scheduled ship date.

On Target? All Production Status all Tag

ISR All Submit

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	Loc	Order	Line	Status	Nosi	FA?	Qty	PrcPart	Rev	Customer	Custnum	Work Start Date	Ship Date	Dock Date	Ordered Date	Est. Labor	Act. Labor	Help
<a href="#">View</a>	27	387123	0001	PULLED PARTIALS ON 07/14/14	0	No	5	FIG2155-5738	A	UNIVERSAL MEDICAL RESOURCES	I45355	2014-06-19	2014-07-17	2014-07-17	2014-05-05	8755.6	14428	
<a href="#">View</a>	27	388212	0002	PULLED PARTIALS ON 08/01/14	0	No	30	FIGG2-WH-HEX-01	-	SIMFORMATION LLC	I39713	2014-07-09	2014-08-05	2014-08-05	2014-07-08	1863	1891	

1:43 PM 8/25/2014

4. Determine status on all Open Work Orders with “Work Start” date of today or earlier (i.e. “current” orders)
  - a. Click on “Work Start Date” column header to sort open work orders by scheduled work start date
  - b. Compare “Work Start Date” of each order to today’s date to find current orders
  - c. Ask yourself the following questions for each current order (see GUIDELINES below)
    - i. Have we started the initial preparatory production steps per the scheduled date? If no, then the order may be OFF target.
    - ii. Have we completed initial prep steps and started actual production per the scheduled date? If no, then the order is OFF target.
    - iii. For all jobs in progress, are we on track to meet the scheduled completion date for production AND the safety, quality and labor efficiency performance requirements? If no, then the order is OFF target.
    - iv. Otherwise, consider the work order to be ON target
  - d. Click on “View” on each “current order” to get to order status update screen

**GUIDELINES:**

WIP / Production Start Date = “Work Start” Date

Assembly Completion Date = “Ship” Date

Production - Orders x Cetec ERP x

cetecerp.buseinc.com/otd/order/423075/view

Apps Cetec Reboot

			GREEN/YELLOW							
10	PAN	H050X025H1T	MIL GRADE POLYOLEFIN	7.7	0	7.7	7.7	108.00000	0	Req More

Displaying 1 - 10 of 10

**Add Comment:**

**Comments**

Entered by jillv on 2014-07-11 (del):  
moved to Short Shelf by jillv

Entered by agardner on 2014-07-11 (del):  
moved to Pending Release by agardner

Entered by agardner on 2014-07-11 (del):  
moved to Short Shelf by agardner

Entered by mschwinger on 2014-08-26 (del):  
Comment Test by Mike S

Entered by mschwinger on 2014-08-26 (del):  
moved to short shelf by agardner 7/11/14

**Location Changes**

**Short Shelf**  
jillv at 2014-07-11 14:39:16

**Pending Release**  
agardner at 2014-07-11 14:45:51

**Short Shelf**  
agardner at 2014-07-11 14:46:06

**Queue Times**

**Short Shelf**  
6 minutes, 35 seconds

**Pending Release**  
15 seconds

**Short Shelf**  
1 months, 14 days, 18 hours, 9 minutes, 52 seconds

**Work History**

Total Labor Value: \$ 0.00  
Est Labor Value: \$ 0.00

**Shortage Comments**

NEED CUS 439-55-15-1 1PC

Windows taskbar: Start, Chrome, File Explorer, Word, Excel, Outlook, 8:56 AM 8/26/2014

5. Track milestone progress on all current orders in Cetec ERP
  - a. Type milestone information into "Add Comment:" field as it occurs
    - i. Ordered wire from (work center or department) on (date); due on (date)
    - ii. Preparatory steps completed on (date)
    - iii. Actual production started on (date)

Production - Orders x  
 cetecerp.buseinc.com/otd/order/420756/view  
 Cetec Reboot

**Work Order: 387123 Line Item: 0001**

**Customer I45355 - UNIVERSAL MEDICAL RESOURCES**

**Work Location:** Complex Finish Cell (302) **Set** **Work Time:** (Min Used: 14428, Est: 8755.6) **Start Work**

(See All) | Next Up: Automated Crimp Cell (501)

Order Progress (Total Labor Min.)

<b>Prpart</b>	FIG2155-5738	<b>Revision</b>	A	<b>First Article?</b>	No
<b>Work Start Date</b>	2014-06-19 (Schedule)	<b>Ship Date</b>	2014-07-17	<b>Due Date</b>	2014-07-17
<b>Qty Due</b>	5	<b>Qty To Ship</b>	0	<b>Qty Shipped</b>	0
<b>Sales</b>	/	<b>Work Center</b>	3	<b>Inspections</b>	0 (add quick pass)
<b>Production Status</b>	(Set)	<b>On Target</b>	Yes (Set)	<b>Status</b>	Backorder (2)
<b>Tags</b>	(Set)				

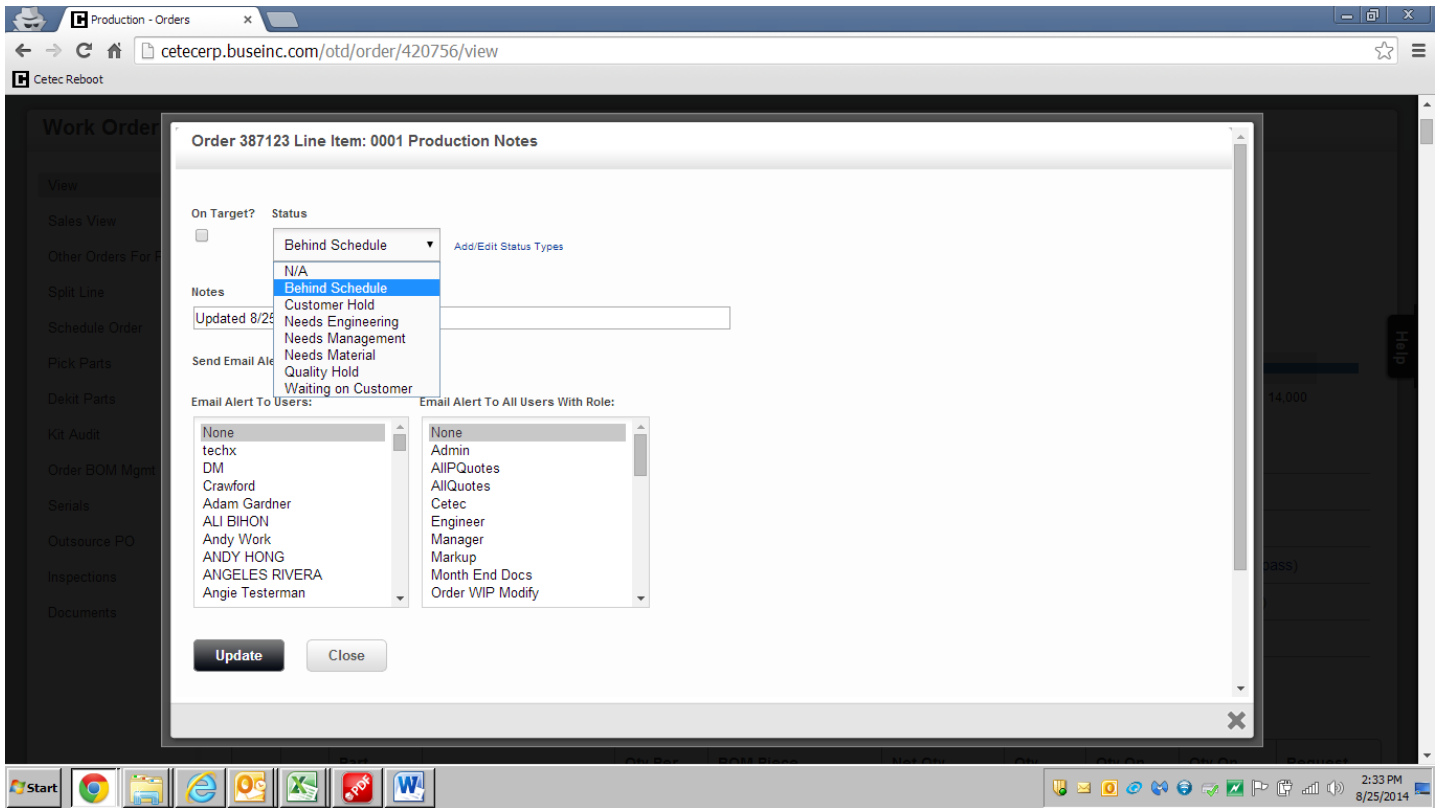
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Part Qty Per BOM Piece Net Qty Qty Qty On Qty On Request

Windows Taskbar: Start, Chrome, File Explorer, Outlook, Word, PowerPoint, W, 2:20 PM 8/25/2014

6. Update status on current orders
  - a. Click on "(Set)" in the Production Status Area
  - b. If order is ON target:
    - i. Click the "On Target" box to show checked (checked box = ON target)
    - ii. Click arrow in the "Status" drop down box and select "N/A"
    - iii. Type "Updated (today's date)" in the "Notes" field as shown below
    - iv. Click both the "Update" button then the "Close" button

NOTE: Once order is updated the first time as ON target, it's not required to update Cetec ERP again unless status changes



c. If order is OFF target:

- i. Click the "On Target" box to show unchecked (blank box = OFF target)
- ii. Click arrow in the "Status" drop down box and select the reason for OFF target.
- iii. Type "Updated (today's date)" in the "Notes" field as shown below and add the corrective action details.
- iv. Click the "Send Email Alert?" button to communicate change in status or key information and select individuals or users groups to receive email alert. Hold down the "ctrl" key to select more than one.
- v. Click both the "Update" button and then the "Close" button

NOTE: OFF target orders need to be updated daily

Production - Orders x Cetec ERP

cetecerp.buseinc.com/otd/order/list?ordernum=&prcpart=&warehouse=&revision=&from\_date=&to\_date=2014-09-23&order\_type=wo\_open&first\_article=&cust

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Show Production Mgmt?  Location  Exclude Selected Locations?

Order Status  Workcenter  Customer Number

Customer Name  Supervisor  No Work Instr.

Req'd Work Instr.  QA Inspector  Intercompany?

On Target?  Production Status  Tag

ISR

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	Loc	Order	Line	Status	Nosi	FA?	Qty	PrcPart	Rev	Customer	Custnum	Work Start Date	Ship Date	Dock Date	Ordered Date	Est. Labor	Act. Labor
<a href="#">View</a>	27	387123	0001	PULLED PARTIALS	0	No	5	FIG2155-5738	A	UNIVERSAL MEDICAL	I45355	2014-06-19	2014-07-17	2014-07-17	2014-05-05	8755.6	14428

Start | Chrome | File Explorer | Outlook | Word | 9:17 AM 8/26/2014

7. View and update OFF target orders only

- a. Click arrow in "On Target?" box and select "No"
- b. Click the Submit button
- c. This will allow you to only view a list of the OFF target orders assigned to your work center



Production - Orders x Production - Part x

cetecerp.buseinc.com/otd/order/list?ordernum=&prcpart=&warehouse=&revision=&from\_date=&to\_date=2014-09-23&order\_type=wo\_open&first\_article=&cust

Apps Cetec Reboot

Req'd Work Instr. Hide Column (fast) QA Inspector All Intercompany? All

On Target? No Production Status all Tag

ISR All Submit

Displaying 1 - 12 of 12 Export

On Target?	Prod Stats	View	Loc	Order	Line	Status	Nosi	FA?	Qty	PrcPart	Rev	Customer	Custnum	Work Start Date	Ship Date	Dock Date	Ordered Date	Est. Labor	Act. Labor	Help
No	Behind Schedule	View	27	387123	0001	PULLED PARTIALS ON 07/14/14	0	No	5	FIG2155-5738	A	UNIVERSAL MEDICAL RESOURCES	I45355	2014-06-19	2014-07-17	2014-07-17	2014-05-05	8755.6	14428	
No	Behind Schedule	View	27	384815	0003	PULLED PARTIALS ON 07/14/14	0	No	8	TOSGCI6796G055	003	TOSHIBA INTERNATIONAL	I43861	2014-07-12	2014-08-04	2014-08-04	2014-01-15	1616	92.5	

Start Chrome Firefox Outlook Word

2:34 PM 8/26/2014

8. Click on the "On Target?" square (above) for each order to pop up On Target/Production Status window (below)

Production - Orders x Production - Part x

cetecerp.buseinc.com/otd/order/list?ordernum=&prcpart=&warehouse=&revision=&from\_date=&to\_date=2014-09-23&order\_type=wo\_open&first\_article=&cust

Apps Cetec Reboot

Order 387123 Line Item: 0001 Production Notes

On Target?  Status Behind Schedule [Add/Edit Status Types](#)

Notes  
Updated 8/26/14.

Send Email Alert?

Email Alert To Users:

- None
- techx
- DM
- Crawford
- Adam Gardner
- ALI BIHON
- Andy Work
- ANDY HONG
- ANGELES RIVERA
- Angie Testerman

Email Alert To All Users With Role:

- None
- Admin
- AllQuotes
- AllQuotes
- Cetec
- Engineer
- Manager
- Markup
- Month End Docs
- Order WIP Modify

Update Close

Start Chrome Firefox Outlook Word

2:40 PM 8/26/2014