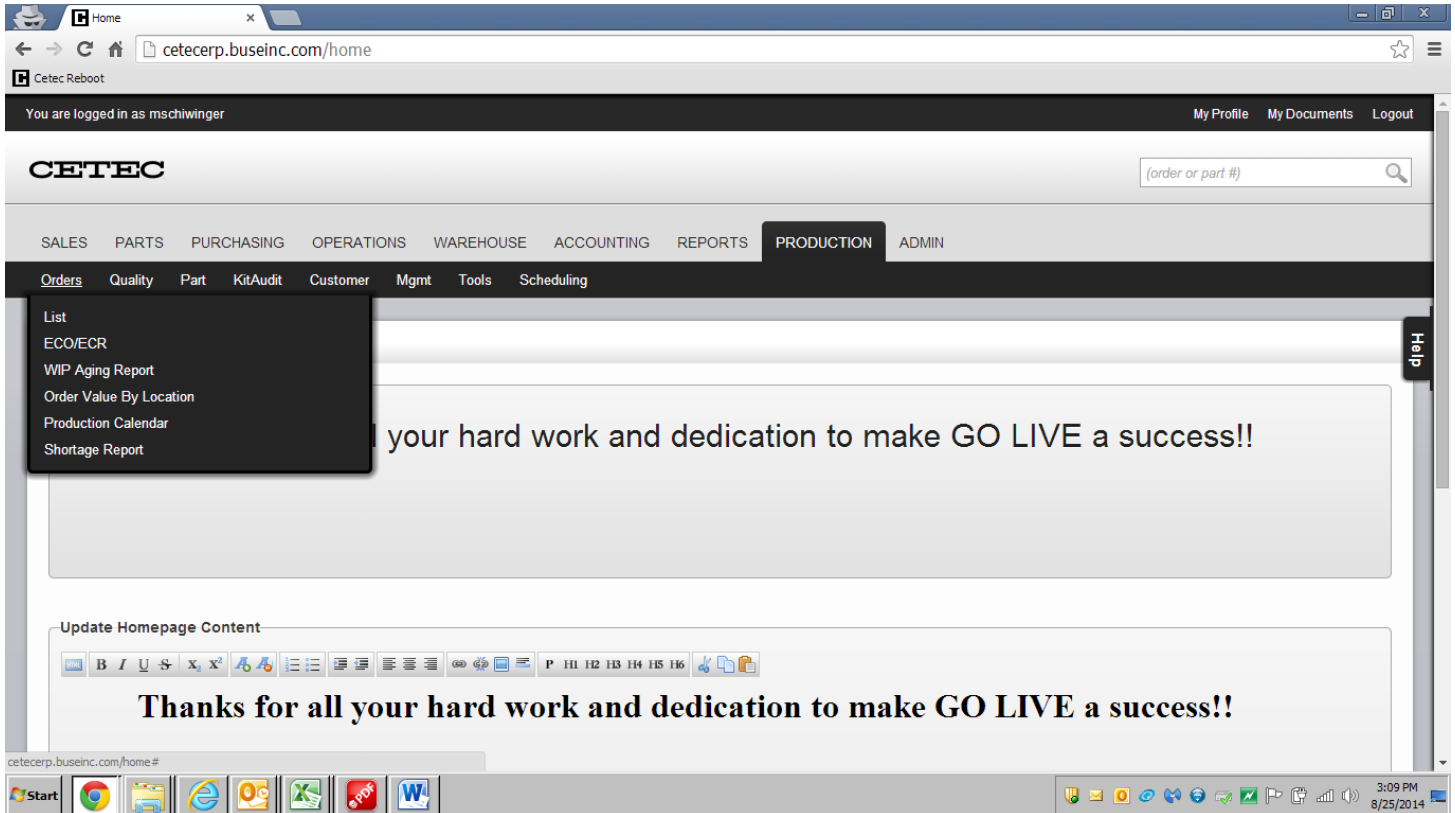# Best Practices For Production Supervisors
Job Status, Tracking, and Production Supervision in Cetec ERP

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.

2. Filter orders for target timeframe and order type
    a. Leave the "Ship Date From" field blank (in order to capture all past due orders)
    b. Enter four week out date into "Ship Date To" field
    c. 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.
    d. Click the "More Options" button as shown above to access additional parameters (as seen in screen shot below).
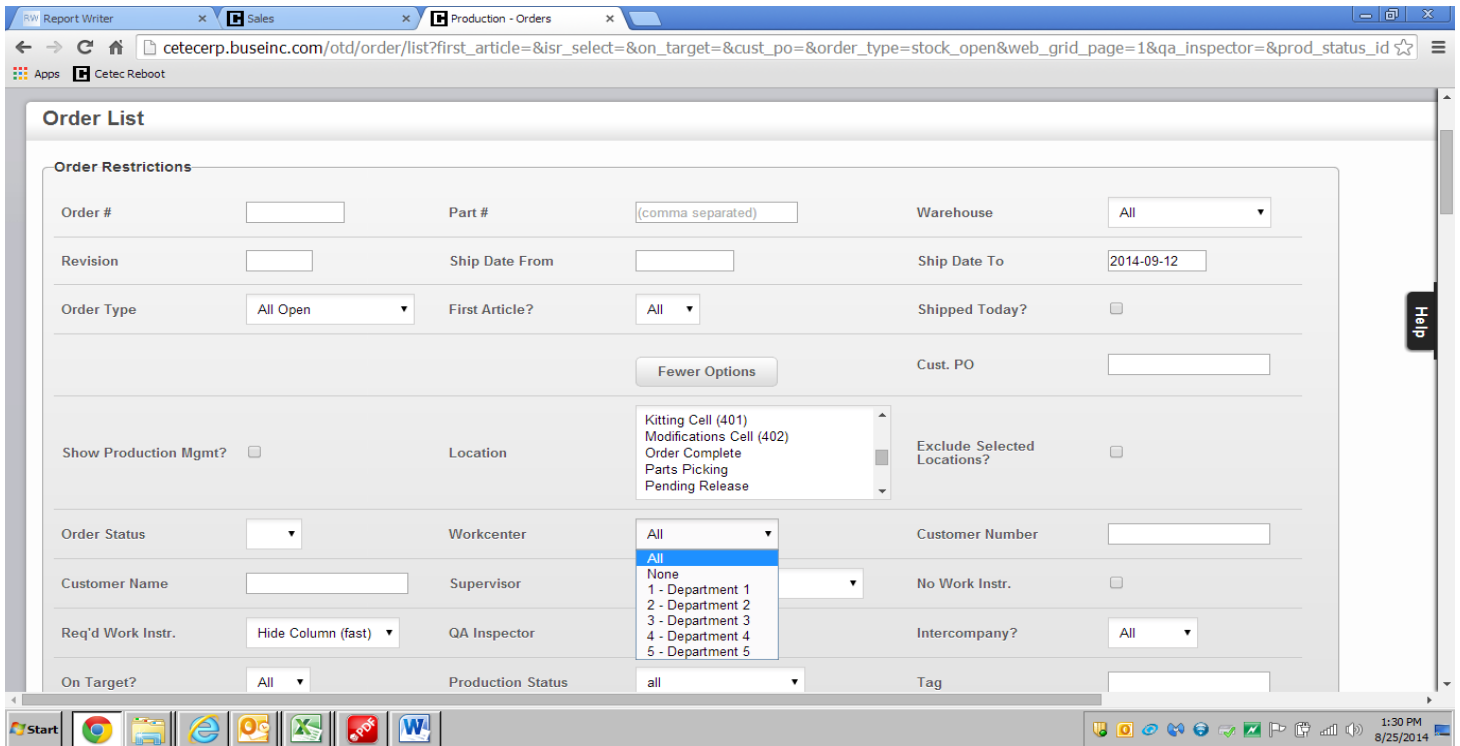
3. Filter orders for your work center (i.e. department or production line)
   a. Click arrow on the "Workcenter" drop down box and select your work center
   b. Click the "Submit" button toward the bottom of the Order List header

   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.

	Loc	Order	Line	Status	Nosi	FA?	Qty	PrcPart	Rev	Customer	Custnum	Work Start Date	Ship Date	Dock Date	Ordered Date	Est. Labor	Act. Labor
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
View	27	388212	0002	PULLED PARTIALS ON 08/01/14	0	No	30	FIGG2-WH-HEX-01	-	SIMFORMOTION LLC	I39713	2014-07-09	2014-08-05	2014-08-05	2014-07-08	1863	1891

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

			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: [   ] [Add Comment]

Comments	Location Changes	Queue Times	Work History
Entered by jillv on 2014-07-11 (del):	Short Shelf	Short Shelf	Total Labor Value: $ 0.00
moved to Short Shelf by jillv	jillv at 2014-07-11 14:39:16	6 minutes, 35 seconds	Est Labor Value: $ 0.00

Pending Release

Entered by agardner on 2014-07-11 (del):	Pending Release	Pending Release	**Shortage Comments**
moved to Pending Release by agardner	agardner at 2014-07-11 14:45:51	15 seconds	NEED CUS 439-55-15-1 1PC

Entered by agardner on 2014-07-11 (del):	Short Shelf	Short Shelf	
moved to Short Shelf by agardner	agardner at 2014-07-11 14:46:06	1 months, 14 days, 18 hours, 9 minutes, 52 seconds	

Entered by mschiwinger on 2014-08-26 (del):

Comment Test by Mike S

Entered by mschiwinger on 2014-08-26 (del):

moved to short shelf by agardner 7/11/14

Help

8:56 AM
8/26/2014

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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)

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
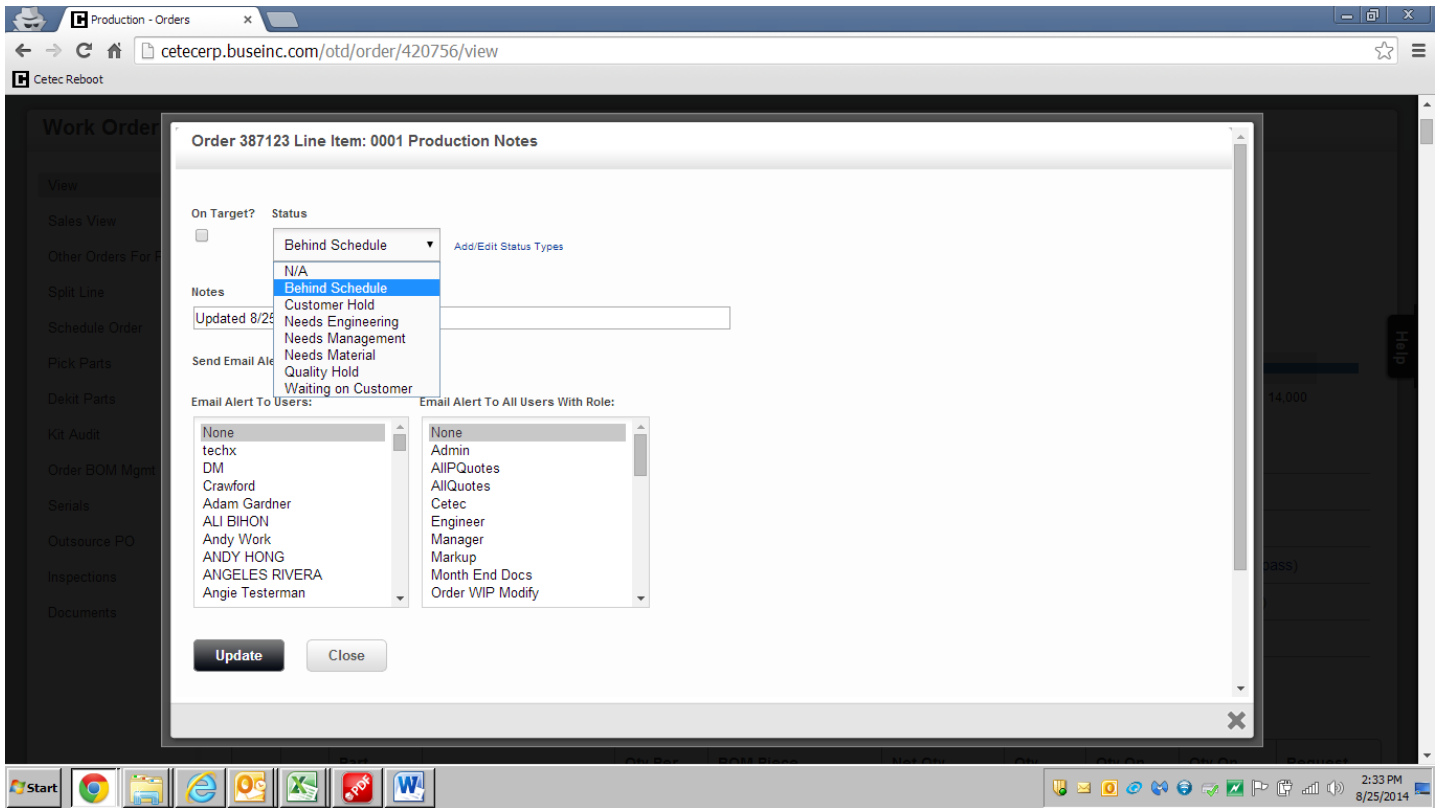
c. If order is OFF target:
    i. Click the "On Target" box to show unchecked (blank box = OFF target)
    ii. Click arrow in the "Status" drop down box and select the reason for OFF target.
    iii. Type "Updated (today's date)" in the "Notes" field as shown below and add the corrective action details.
    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

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

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