



# Finding Things in 5.0

The row of tabs across the top of your work order screen is changing. In 5.0 it holds just two entries, and the rest have moved into the menu on the left. Here is exactly where each one went.

## WHO THIS IS FOR

Anyone using the work order screen

## WHAT CHANGED

Where things are – not how they work

## CARDS

9

## READ THIS FIRST

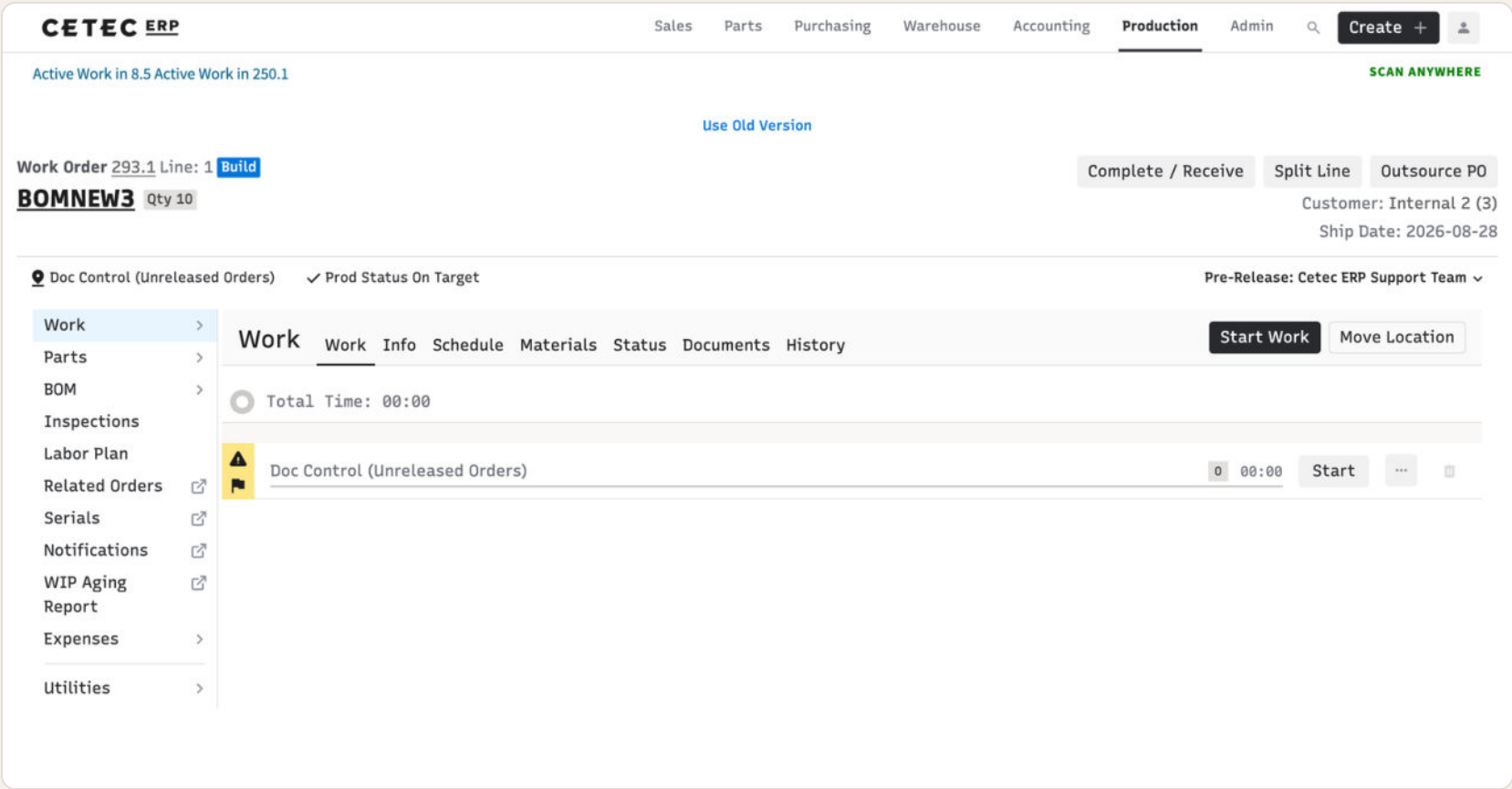
**The work itself has not changed.** Starting a timer, opening a location, the progress ring, the : menu – all of it behaves exactly as it does today. Nothing you do on a work order has been altered.

**What changed is where things are.** The tab row at the top now holds just `View All Work` and `Order Info`. `Materials`, `Status`, `Documents`, `History` and `Schedule` have moved into the menu on the left, and a few were renamed on the way. If you go looking along the top for a tab you use every day, you will not find it there any more – this guide shows you where it went.

# The Same Work Order, Both Versions

One order, two releases. The screen is laid out the same way – same header, same work area, same menu on the left. Look at the row just above the work area: that is where the change is.

WHAT YOU HAVE Version 4.24



Seven tabs above the work area: Work, Info, Schedule, Materials, Status, Documents, History.

7 tabs

Schedule & History up top

The screenshot displays the CETEC ERP interface with the 'Production' module selected in the top navigation bar. The main header shows the work order details: 'Work Order 2591.1 Line: 1' with a 'Build' button, and 'FIG-F02CPSCF-1 QTY20' with a 'Qty 1' label. Below this, it indicates 'Finished Good - Box of 20'. On the right, there are buttons for 'Complete / Receive', 'Split Line', and 'Outsource PO', along with 'Customer: Internal Account (2183)' and 'Ship Date: 2026-08-22'. A 'Use Old Version' link is also present. The left sidebar contains a menu with items like 'Work', 'Parts', 'BOM', 'Inspections', 'Schedule', 'Labor Plan', 'Related Orders', 'Serials (1)', 'Notifications', 'WIP Aging Report', 'History', 'Expenses', and 'Utilities'. The main work area has tabs for 'Work', 'View All Work', and 'Order Info'. The 'Work' tab is active, showing a 'Total Time: 00:00' and a 'Doc Control (Unreleased Orders)' section with a 'Start' button and a 'Move Location' button. The 'Doc Control (Unreleased Orders)' section also includes a '0 00:00' timer and a 'Start' button.

**Two tabs** above the work area: View All Work and Order Info. The other five moved into the menu on the left.

2 tabs

Schedule & History now in the menu

CARD 1 OF 9

## The Tab Row Shrank to Two

This is the change to know first. Everything else follows from it.

TODAY — 4.24 · SEVEN TABS

Work Info Schedule Materials Status Documents History

NEW — 5.0 · TWO TABS

View All Work Order Info

TODAY — 4.24

Everything is one click away, and you can find it by reading across.

NEW — 5.0

The other five tabs still exist. They are not deleted — they have moved out into the left sidebar, and in three cases they were renamed on the way.

### KEY MESSAGE

If you are hunting for a tab that used to be at the top, stop looking at the top. Look down the left sidebar.

## The New Sidebar, Top to Bottom

The menu you have today, next to the one you will see. Two entries are new.

TODAY — 4.24

- Work >
- Parts >
- BOM >
- Inspections
- Labor Plan
- Related Orders 
- Serials 
- Notifications 
- WIP Aging Report 
- Expenses >
- Utilities >

Schedule and History are not in this menu — today they live in the tab bar.

NEW — 5.0

- Work >
- Parts >
- BOM >
- Inspections
- Schedule
- Labor Plan
- Related Orders 
- Serials (1) 
- Notifications 
- WIP Aging Report 
- History
- Expenses >
- Utilities >

Schedule and History have moved in as plain links. Everything else keeps its place.

### KEY MESSAGE

Schedule and History are now plain links in the sidebar. Materials and Documents are one level down, inside a group.

## “Materials” Is Now “View All Parts”

This one both moved and changed name, so it is the hardest to spot.

TODAY — 4.24

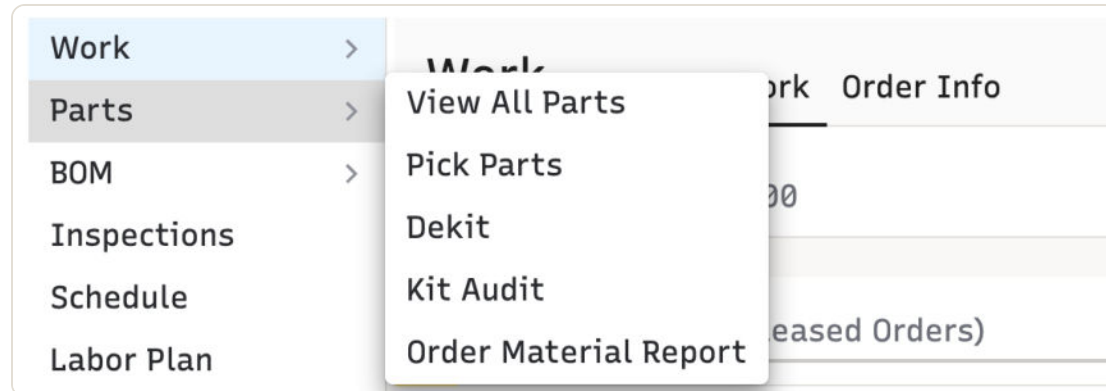
A **Materials** tab at the top, with a count badge when parts are short or a part request is open – for example Materials (3).

The badge is how you notice a materials problem without going looking for one.

NEW — 5.0

Sidebar → **Parts** → **View All Parts**. Same screen, same information, two clicks instead of one.

The word “Materials” no longer appears on the screen at all – look for **View All Parts** instead.



5.0 — hovering Parts; View All Parts sits at the top

### KEY MESSAGE

Materials is now Parts → View All Parts.

## The Status Tab Has No Sidebar Home

One screen does not have a menu link. Worth knowing if you use it regularly.

### TODAY — 4.24

A **Status** tab at the top, with a count badge when the order has open status items — Status (1).

The badge lets you spot a problem on an order without opening anything.

### NEW — 5.0

There is no Status entry anywhere in the sidebar. The screen still exists and still works, but nothing links to it.

Reaching it means typing the address by hand, ending in `/order_status`.

### BEFORE YOU GO LIVE

Because there is no link, the count badge no longer appears either. If you used Status (1) to catch problems, that prompt will simply stop arriving — nothing warns you it is gone.

If Status is part of your daily routine, bookmark it in your browser now, or ask your Cetec representative about it.

### KEY MESSAGE

Status has no menu link in 5.0. Bookmark it if you use it, or ask your Cetec representative.

## Documents Moved Into Utilities

It is at the bottom of the menu now, and what sits beside it depends on the order.

TODAY — 4.24

A **Documents** tab at the top, between Status and History.

NEW — 5.0

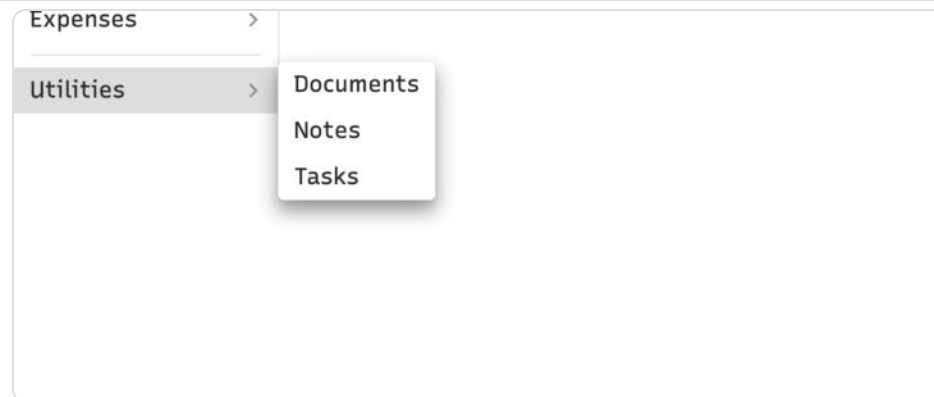
Sidebar → **Utilities** → **Documents**, still showing its count — Documents (3).

Utilities sits at the very bottom of the menu, below a dividing line — easy to scroll past if you are not looking for it.

### WORTH KNOWING

What appears under Utilities depends on the order. On an open order you get Documents, Notes and **TASKS**

. On a closed order, Tasks is not shown — that is expected, not a fault.



5.0 — Utilities holds Documents, Notes and Tasks

### KEY MESSAGE

Documents is at the bottom of the menu now, under Utilities. Scroll all the way down.

## History and Schedule Got Promoted

These two got easier to reach, not harder.

TODAY — 4.24

**History** is the last tab in the row.

**Schedule** is a tab too, and only appears on scheduled-assembly orders.

NEW — 5.0

Both are now single links in the menu – one click, nothing to open first.

Schedule still only appears on scheduled-assembly orders. If you cannot see it, that is expected on other order types.

### KEY MESSAGE

History and Schedule are single clicks in the menu now. Schedule still only shows on scheduled-assembly orders.

## What Did *Not* Change

Most of the screen is exactly as you left it.

### IDENTICAL TO 4.24

- The progress ring and Total Time: actual / estimated
- The stacked list of locations – still scroll, still no carousel
- Expanding a location with the › chevron to see work instructions
- The per-location : menu – start a timer, add time & close, move here, partially move, override instructions
- Start / Stop / Stop All time tracking, at both location and operation level
- The Move Location button and the workflow dropdown in the header
- Short-parts and quality alert buttons in the header

### WHY THIS MATTERS

Everything you actually do during a shift – clocking on, reading instructions, moving the order along – is untouched.

The change is **about where things are**, not how they work. Once you know where the five moved tabs went, you already know how to use them.

Anything you already know about starting work, timing a step, or moving an order still applies exactly as before.

### KEY MESSAGE

You do the same things. You just look in a new place to find them.

## The Escape Hatch: “Use Old Version”

If you get stuck mid-job, you can go straight back to the screen you know.

### WHERE IT IS

A small blue **Use Old Version** link, centred at the very top of the work order screen, above the order number.

It reloads the same order on the previous screen. Nothing is lost and no work is discarded.

### WHEN TO USE IT

Use it rather than lose twenty minutes hunting for a tab. Getting the job done comes first.

Afterwards, mention it to your supervisor so they can show you where that item now lives – so you are not falling back every shift.

[Use Old Version](#)

Work Order 2591.1 Line: 1 [Build](#)

**FIG-FO2CPSCF-1 QTY20** Qty 1

Finished Good - Box of 20

Complete / Receive

Split Line

Outsource PO

Customer: Internal Account (2183)

Ship Date: 2026-08-22

The Use Old Version link, centred above the order number

### KEY MESSAGE

Stuck mid-job? Click Use Old Version, finish the job, then ask where that item moved to.

# Where Did It Go?

Print this one and keep it by your terminal.

Every tab you use today, and where to find it in 5.0.

| LOOKING FOR            | WHERE IT IS TODAY           | WHERE IT WILL BE                 |                 |
|------------------------|-----------------------------|----------------------------------|-----------------|
| Work                   | Tab – Work                  | Menu → Work → View All Work      | renamed         |
| Info                   | Tab – Info                  | Menu → Work → Order Info         | renamed         |
| Materials              | Tab – Materials (n)         | Menu → Parts → View All Parts    | moved + renamed |
| Status                 | Tab – Status (n)            | No menu link – bookmark it       | unlinked        |
| Documents              | Tab – Documents             | Menu → Utilities → Documents (n) | moved           |
| History                | Tab – History               | Menu → History                   | promoted        |
| Schedule               | Tab – Schedule              | Menu → Schedule                  | promoted        |
| Pick Parts             | Menu → Parts                | Menu → Parts → Pick Parts        | same            |
| Work instructions      | Expand a location row       | Expand a location row            | same            |
| Start a timer          | Work area + : menu          | Work area + : menu               | same            |
| Move the order         | Header + : menu             | Header + : menu                  | same            |
| Overall progress       | Progress panel, top of Work | Progress panel, top of Work      | same            |
| Back to the old screen | –                           | Use Old Version, top of page     | same            |

KEY MESSAGE

Four tabs moved, two were renamed, one has no link. Everything you actually do on the order stayed put.

