

Quick Reference Card***Creating a Work Order Header***

Manufacturing
Shop Floor Management
Maintenance and Inquiry (Daily)
Work Order Preparation

Use the Enter/Change Order application to create a Work Order Header.
When completed, the Work Order Header will contain the following information:

- ◆ Quantity of the item requested
- ◆ Order number
- ◆ Order type
- ◆ Item description
- ◆ Unit of measure
- ◆ Item number to produce
- ◆ Order date
- ◆ Branch/Plant where order originated
- ◆ Requested completion date
- ◆ Other pertinent information

1-2-3

1. Double-click Enter/Change Order to access the Work with Manufacturing Work Orders screen.
2. Click **Add** to access the Work Order Details screen and enter data in the header fields:
 - ◆ Enter the Branch/Plant number in the Branch/Plant field.
 - ◆ Enter the parent item number in the Item No. field.
3. Enter data in these fields on the **Details & Qtys** tab screen:
 - ◆ Enter the date the item is needed in the Requested field.
 - ◆ Leave the Start field blank. This field is system generated.
 - ◆ Enter the quantity in the Order/UOM field. The unit of measure is system generated.
4. Enter data in these fields on the **Status & Type** tab screen:
 - ◆ Enter any comments about the Work Order in the Sts Comm. field, if required.
 - ◆ Enter the routing type in the Rtg. Type field if the routing is other than **M** (Manufacturing).
5. Enter any notes regarding the Work Order in the text section of the **Attachment** tab screen. These notes appear on the Work Order.
6. Click **OK** to save the record and return to the Work Order Details screen.
7. Write down the Work Order number that appears in the Prev. Order No. field. You will use this number later in completing the Work Order process.
8. Click **Can ...** to return to the Work with Manufacturing Work Order screen.
9. Proceed to attach a parts list and a router or click **Close** to return to the main menu.