

Production Steps

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Overview

The Steps Profile List helps lay the groundwork for efficiently filling out your NewWork Order forms, particularly if you have work processes where you are executing the same steps over and over.

Adding steps to your Production process

To access the Steps List, click on the Gear icon in the upper right corner of the screen. Under the General section, click on **Profile Lists**. On the **Profile Lists**, under the Production section click on Steps.

By documenting most of the likely steps in your everyday work processes ahead of time, filling out your work order forms is thereby greatly facilitated. While you certainly can add a step on the fly when creating the work order, having these steps done ahead of time will greatly cut your time on task.

- Enter the Step Name.
- Complete Description of the Step.
- Specify from your various business *locations* exactly where this step can take place.
- If the Step is active, click on the Active checkbox.

The screenshot displays the 'Steps' configuration page in the OrderTime software. The interface includes a navigation menu at the top with options like Home, Sales, Purchasing, Production, Warehouse, and Reports. A sidebar on the left shows a list of records with 'Assembly' selected. The main area has 'Save' and 'Reset' buttons. The 'Step' configuration form is shown with the following fields:

- Name:** Assembly (highlighted with a red box and a blue arrow pointing to it)
- Description:** Yes (with a blue arrow pointing to it)
- Location:** HQ (with a blue arrow pointing to it)
- Active:** (with a blue arrow pointing to it)