

Tracking Work Orders

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Overview

Tracking your Work Order is an essential part of your business model. Timing and production levels can be easily tracked in the system. Functions are available to view your production Work Orders Promise Date, Status, Instructions, etc. The system provides additional options to filter your Work Orders.

Tracking your Work Orders

Below are the steps to track your Work Orders:

1. From the system's home page, click on the side menu.
2. Click on the **Open Full List**.
3. From the drop down menu, select **Work Orders**.

ACTIVITY TYPE	SUBJECT	DUE DATE	DESCRIPTION	ASSIGNED TO	PRIORITY	ACTIONS
Call	Make call	8/19/2017 09:30 AM		Ian Benolie	Normal	



On the Work Orders screen you will be able to review the status of your Work Orders. Select the desired work order or enter the Work Order

number in the Search Work Order search box.

The screenshot shows the OrderTime Work Orders interface. The table contains the following data:

No.	ITEM	QUANTITY ORDERED	QUANTITY	STATUSTYPE	DATE	PROMISE DATE	INSTRUCTIONS	ACTIONS
533	YB10	1,000	0,000	Finished	9/27/2017	9/27/2017	Completed Materials are to be stored at the following Bin 123AAF 09-25-2017 Jan Benavise.	🔍
532	YB10	1,000	1,000	Finished	9/25/2017	9/25/2017		🔍
531	YB10	10,000	10,000	Finished	9/25/2017	9/25/2017		🔍
530	037409	1,000	0,000	Waiting	8/28/2017	9/8/2017		🔍
529	Control Panel Assemb	1,000	0,000	Waiting	4/5/2017	4/26/2017	I've been looking at M5ys, DBA, EZ MRP, and Fishbowl. I found the videos on your website, and I believe that All Orders has most of the functionality that we need. The following are a few questions that I have. Pardon me if they are not well written. If you would prefer to answer via phone, please call. I am usually in the office by 9 am MT. Does the BOM have a notes or reference designator field for each line item? In other words, for electronics manufacturing we may use the same part number in multiple locations on a circuit board. We use a Reference Designator to specify the locations at which a particular part is placed on the circuit board. A text field should be adequate for this? Can inventory part numbers have multiple vendors? Can we do csv import to create BOMs, include	🔍
528	Control Panel Assemb	1,000	1,000		4/5/2017	4/5/2017	I've been looking at M5ys, DBA, EZ MRP, and Fishbowl. I found the videos on your website, and I believe that All Orders has most of the functionality that we need. The following are a few questions that I have. Pardon me if they are not well written. If you would prefer to answer via phone, please call. I am usually in the office by 9 am MT. Does the BOM have a notes or reference designator field for each line item? In other words, for electronics manufacturing we may use the same part number in multiple locations on a circuit board. We use a Reference Designator to specify the locations at which a particular part is placed on the circuit board. A text field should be adequate for this? Can inventory part numbers have multiple vendors? Can we do csv import to create BOMs, include	🔍
527	TOP LEVEL	1,000	0,000		4/5/2017	4/5/2017		🔍
526	TOP LEVEL	1,000	1,000		4/5/2017	4/5/2017		🔍
525	ACW BOM	1,000	1,000	Finished	4/5/2017	4/11/2017		🔍
524	89578902370	1,000	0,000	Waiting	4/5/2017	4/5/2017		🔍

The system will allow you to filter your Work Orders based on the parameters used.

List Option

The List Option function is used to filter your Work Orders based on date, location, status, promised date, instructions, etc.

1. Click on the Gear icon (Top right hand corner).
2. When **List Options** window opens, click on the **Filters** tab.
 - Under the Field drop-down, select a field that would best filter your work orders (i.e. Promised Date).
 - Under the Operator, you can select a Date Range (i.e. month to date, this quarter, yesterday, last week, etc.).
 - A second field can be selected to further enhance your search range.
 - Click on **Save** when complete.
 - If you wish to reset your parameters to view all the Work Orders, simply click on **Reset**.

List Options

Filters Columns Other

Field Operator Criteria

Promise Date This month to date

-- None -- -- None --

-- None -- -- None --

-- None -- -- None --

-- None -- -- None --

Save Cancel Reset



Remember that once you have chosen a list of filters, they will remain active until you reset them.

Columns

The Column tab can organize how your Work Order will be displayed on the main screen. When the **Columns** tab screen opens, select from the list on your left and use the **Add** icon to move it to the Selected Columns.

List Options

Filters Columns Other

Available columns Selected columns

Total Std. Cost

TrackLotOrSerial

TranType

UomConversionRate

UomRef

Value Amount

Vars

Volume

Weight

Promise Date

Add Remove

No.

Item

QuantityOrdered

Quantity

StatusType

Date

Instructions

Top

Up

Down

Bottom

Save Cancel Reset

Print Report

A report can be generated by clicking on the **Printer** icon next to the Gear icon which is located at top right-hand corner.

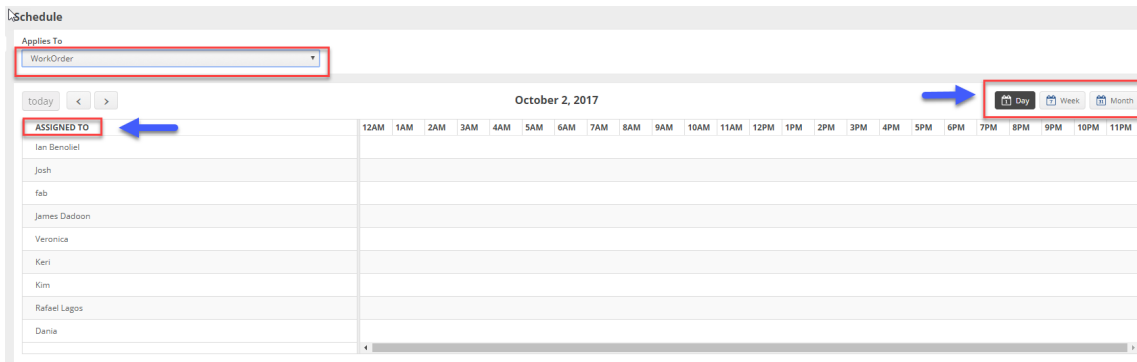
Export Listing

To export your reports, click on the **Export** icon.

Viewing Employee Assignments

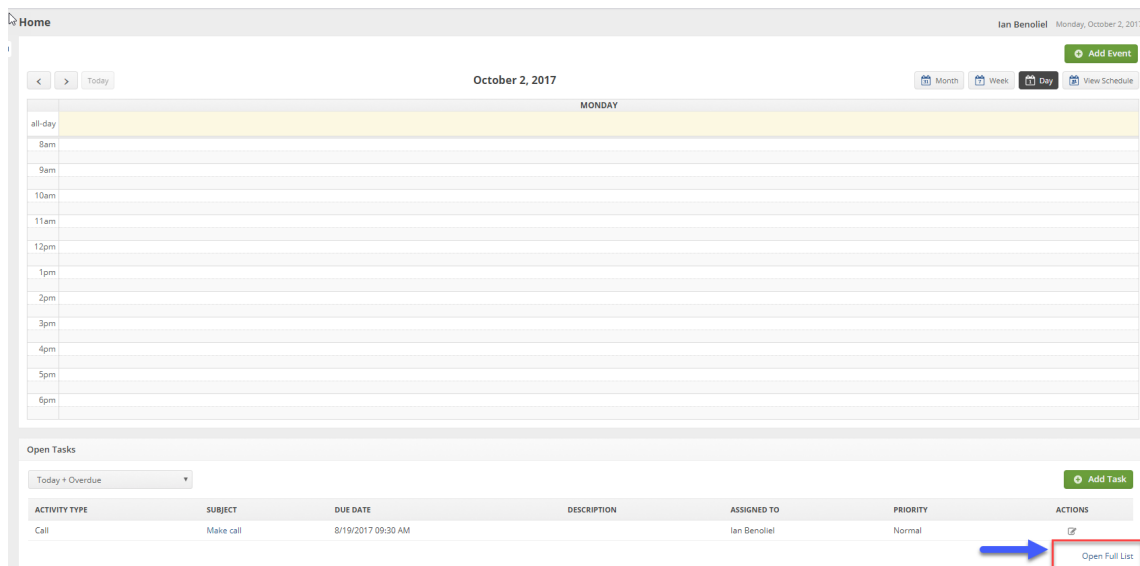
Employees tasks and events can be viewed in the system to ensure those tasks have been completed. Your Work Orders that have been assigned to specific employees can be displayed in the system. From the Home landing page, complete the following to organize your employees' task/assignments:

- Click on the **View Schedule**.
- Under **Applies to**, select **Work Orders**.
- On the calendar icon, you can select by Day, Week, and Month.



The screenshot shows the 'Schedule' interface. At the top, there is a dropdown menu labeled 'Applies To' with 'WorkOrder' selected. Below this is a navigation bar with 'today', left and right arrows, and a date 'October 2, 2017'. To the right of the date are three calendar icons: 'Day', 'Week', and 'Month'. Below the navigation bar is a table with a column labeled 'ASSIGNED TO' and a grid of time slots from 12AM to 11PM. The 'ASSIGNED TO' column lists several employees: Ian Benoliel, Josh, fab, James Daddoo, Veronica, Keri, Kim, Rafael Lagos, and Dania. A blue arrow points to the 'ASSIGNED TO' header, and another blue arrow points to the 'Day' calendar icon.

Task can be viewed by clicking on the **Open Full List** at the bottom right hand corner on the home landing page, under the Open Task section.



The screenshot shows the 'Home' interface. At the top right, it says 'Ian Benoliel Monday, October 2, 2017'. Below this is a navigation bar with 'Today', left and right arrows, and a date 'October 2, 2017'. To the right of the date are four calendar icons: 'Month', 'Week', 'Day', and 'View Schedule'. Below the navigation bar is a calendar grid for 'MONDAY' with time slots from 'all-day' to '6pm'. Below the calendar is a section titled 'Open Tasks' with a dropdown menu set to 'Today + Overdue' and an 'Add Task' button. Below this is a table with the following data:

ACTIVITY TYPE	SUBJECT	DUE DATE	DESCRIPTION	ASSIGNED TO	PRIORITY	ACTIONS
Call	Make call	8/19/2017 09:30 AM		Ian Benoliel	Normal	<input type="checkbox"/> Open Full List

A blue arrow points to the 'Open Full List' link in the 'ACTIONS' column.

The Activities screen will display all tasks for your team. You can search by activity type or by using the drop down menu.



More about Manufacturing with Order Time Inventory