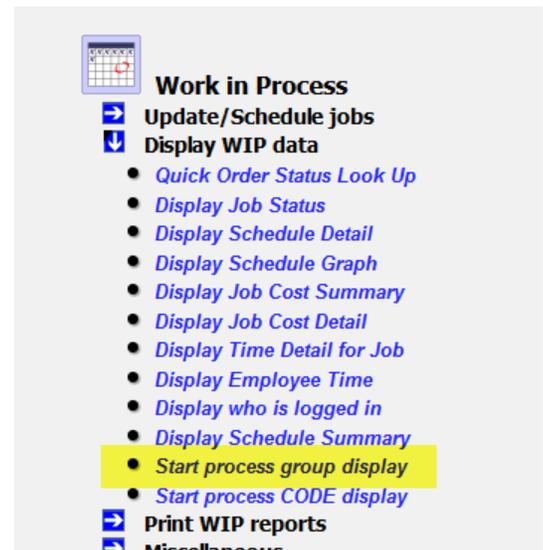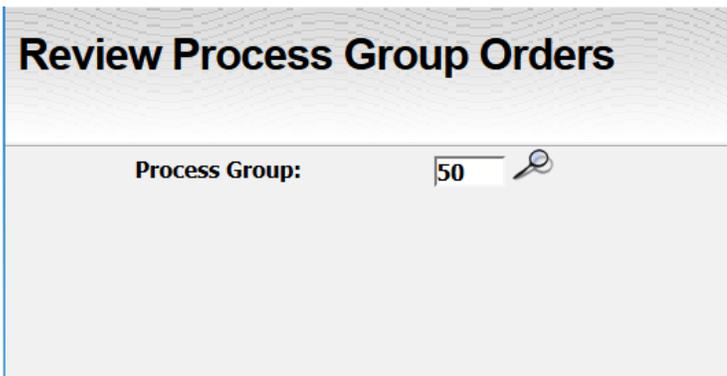# Review Process Group Orders and
Review Process Code Orders Display

In the Work In Process module, there is a screen that will display a list of orders that have the same process group and show you what has been completed, is past due and due in the future. There is also a screen that will display a list of orders that have a specific process code and show the same information. These screens were designed for the production floor so people can see what needs to be done. The screens refresh every minute, so as processes are marked complete, the screens will reflect the change. Orders are sorted by the ship date. If no ship date is on the order, they are listed last.

Review Process Group Orders

To open the Process Group Display screen, go to Work In Process – Display WIP Data and select Start Process Group Display.

On the screen that opens, enter the process group that you wish to track and click the "Submit" button.

The screen that opens will have the name of the process group in the top left corner of the screen. The table gives you the order number, reference data, order status, salesman, process codes of the group, and the ship date. The list, as stated above, is sorted by the ship date. The processes are color coded based on their completion status. The stages are:

- Completed - Black
- Due in the Future – Green
- Due Today – Yellow
- Past Due One Day – Orange
- Past Due Two or More Days – Red
- Unscheduled – Light Blue
- Process not on the order – Light or Medium Gray (process may have been deleted from order during scheduling.

Review Process Group Orders and Review Process Code Orders Display

Looking at the two highlighted orders in the image below, you will see that on the first order, 716004, that the first two process are complete and the rest are due in the future. The second order, 716005, the first process is past due two or more days, the second process is past due one day, the third is due today. The third and fourth are due in the future. The final process has not been scheduled.

Gary's Engraving Date: **10/25/18 3:01 PM** *Refresh*

ORDER	REFERENCE DATA	ORDER STATUS	SLS	ART	PULL	sueng	engrv	06803	IPS	SHIP DATE
713788		Open	003							9/30/16
713829		Open	003							10/14/16
713860		Open	003							10/19/16
714679		Open	003							10/26/16
714682		Open	003							11/10/16
714696		Open	003							11/11/16
715153		Open	003							1/31/17
715409		Open	003							9/29/17
715462		Open	003							11/1/17
715464		Open	003							11/8/17
715340		Open	003							11/16/17
715352		Open	003							11/16/17
715685		Open	003							6/1/18
715734		Open	003							6/22/18
716004	French Nights Plaque	Open	003							11/1/18
716005	Goofy Funky Duck	Open	003							11/1/18
713861		Open	003							no date
713904		Open	003							no date
714615		Open	003							no date
715152	fish placques	Open	068							no date
715310		Open	003							no date
715347		Open	068							no date

Legend: **today** | **past due 1** | **past due 2+** | **future** | **complete** | **unscheduled** | Process not listed | Process not listed

Exit

Review Process Code Orders

To open the Process Code Display screen, go to Work In Process – Display WIP Data and select Start Process Code Display.

On the screen that opens, enter the process code that you wish to track and click the "Submit" button.

Review Process CODE Orders

Process Code: 00020

Work in Process
- Update/Schedule jobs
- Display WIP data
  - Quick Order Status Look Up
  - Display Job Status
  - Display Schedule Detail
  - Display Schedule Graph
  - Display Job Cost Summary
  - Display Job Cost Detail
  - Display Time Detail for Job
  - Display Employee Time
  - Display who is logged in
  - Display Schedule Summary
  - Start process group display
  - Start process CODE display
- Print WIP reports
- Miscellaneous

Review Process Group Orders and Review Process Code Orders Display

The screen that opens will have the name of the process code in the top left corner of the screen. The table gives you the order number, reference data, order status, salesman, process code, and the ship date. The list, as stated above, is sorted by the ship date. The processes are color coded based on their completion status. The stages are:

- Due in the Future – Green
- Due Today – Yellow
- Past Due One Day – Orange
- Past Due Two or More Days – Red
- Unscheduled – Light Blue

Looking at the two highlighted orders in the image below, you will see that this process on both orders is due in the future. You will not see any completed processes or any that were not listed on the order.

06802 Engrave   Date: 10/25/18 3:40 PM *Refresh*

ORDER	REFERENCE DATA	ORDER STATUS	SLS	engrv	SHIP DATE
713788		Open	003		9/30/16
713829		Open	003		10/14/16
713860		Open	003		10/19/16
714679		Open	003		10/26/16
714682		Open	003		11/10/16
714696		Open	003		11/11/16
715153		Open	003		1/31/17
715409		Open	003		9/29/17
715462		Open	003		11/1/17
715464		Open	003		11/8/17
715340		Open	003		11/16/17
715352		Open	003		11/16/17
715685		Open	003		6/1/18
715734		Open	003		6/22/18
716004	French Nights Plaque	Open	003		11/1/18
716005	Goofy Funky Duck	Open	003		11/1/18
711774	DECALS	Open	002		no date
711816		Open	008		no date
711817		Open	008		no date
711818		Open	008		no date
711819		Open	008		no date
711820		Open	008		no date
711822		Open	001		no date

today	past due 1	past due 2+	future	complete	unscheduled	Process not listed	Process not listed

Exit