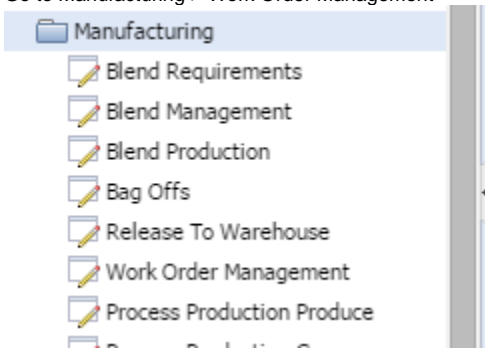


# How do I create, release and start a Work Order?

1. Go to Manufacturing > Work Order Management



2. Click on Work Order Management
3. The Manager will display as show below.

A screenshot of the 'Work Order Manager' window. It has a toolbar with 'New', 'View', 'Refresh', and 'Close' buttons. Below the toolbar is a table with 3 records. The table columns are: Work Or..., Item No, Descript..., Shift, Quantity, UOM, Status, Producti..., Planned ..., FG Lot Id, Operator, Type, Category, Vendor ..., Executio..., Balance ..., and Locati.

Work Or...	Item No	Descript...	Shift	Quantity	UOM	Status	Producti...	Planned ...	FG Lot Id	Operator	Type	Category	Vendor ...	Executio...	Balance ...	Locati
WO-8	10148	WM ADE...	Shift2	1110	pound	Started	Bag Line...	23-Jun-2...		IRELYAD...	Finished...	Supplem...		2	0	
WO-9	10148	WM ADE...	Shift2	1111	pound	Started	Bag Line...	23-Jun-2...		IRELYAD...	Finished...	Supplem...		3	0	
WO-12	10150	WM Sele...	Shift3	10	pound	Released	Bag Line...	25-Jun-2...		IRELYAD...	Finished...	Supplem...		1	0	

4. If there is no work order available in the manager, then automatically New screen will open. You don't have to click on New button anymore in that case.
5. If Work order exists, then you have to click on New to move on.
6. Click on New button

A screenshot of the 'Work Order Manager' window, similar to the previous one, but with the 'New' button in the toolbar highlighted by a mouse cursor.

7. New editor screen will open.

A screenshot of the 'Work Order Management' editor screen. It has a toolbar with 'New', 'Save', 'Search', 'Delete', 'Undo', 'Release', 'Start', 'Pause', 'Close Order', and 'Close' buttons. Below the toolbar are several tabs: 'Details', 'Consumption Details', 'Cycle Count', 'Production Details', 'Specification', and 'Yield'. The 'Details' tab is active, showing a form with various fields for entering work order information.

Details		Consumption Details		Cycle Count		Production Details		Specification		Yield	
WIP Location:		Required Date:									
Work Order No:		Transfer To:									
Order Date:	06/24/2015	Qty Produced:									
Item No:		Status:	New								
Description:		Customer:									
Type:		Sales Order:									
Ingredient Available:	<input type="checkbox"/>	Sales Rep:									
Parent Work Order:		Planned Date:									
Execution Order:		Planned Shift:	Shift1								
Vendor Lot No:		Remarks:									
Lot No:											
Department Code:		Special Instructions:									
Production Line:											
Quantity:	0										
UOM:		Supervisor:	IRELYADMIN								

## 8. Select a WIP Location

Details Consumption Details Cycle Count Production Details Specification Yield

WIP Location: WIP Sub Location Required Date: 06/24/2015

Work Order No: WO-13

Order Date: 06/24/2015

Item No: 10148

Description: WM ADE Premix - Large 50lb Bag

Type: Make To Order

Ingredient Available: ☐

Parent Work Order: WO-12

Transfer To: Production Line

Qty Produced: 0

Status: New

Customer: WM ADE

Sales Order: New

Sales Rep: IRELYAD

Planned Date: 06/24/2015

Planned Shift: Shift1

Remarks: New

Special Instructions: New

Supervisor: IRELYADMIN

9. Enter Work Order number. If you do not enter, the Work order number will auto-generate at the time of saving.
10. Order date will by default show current date, if you wish you can change it.
11. Enter other mandatory fields like Type, Production Line, Quantity, Required Date, Transfer To, Planned Date
12. Click on Save

Work Order Management

New Save Search Delete Undo Release Start Pause Close Order Close

Details Consumption Details Cycle Count Production Details Specification Yield

WIP Location: WIP Sub Location Required Date: 06/24/2015

Work Order No: WO-13 Transfer To: Production Line

Order Date: 06/24/2015 Qty Produced: 0

Item No: 10148 Status: New

Description: WM ADE Premix - Large 50lb Bag Customer: WM ADE

Type: Make To Order Sales Order: New

Ingredient Available: ☐ Sales Rep: IRELYAD

Parent Work Order: WO-12 Planned Date: 06/24/2015

Execution Order: 1 Planned Shift: Shift1

Vendor Lot No: New Remarks: New

Lot No: New Special Instructions: New

Department Code: New

Production Line: Bag Line Mfg Cell Supervisor: IRELYADMIN

Quantity: 1000

UOM: pound

13. Lot No is not mandatory field here. If you have the finished good lot ID ready, you can enter here. Else, the lot ID will auto-generate at the time of production.
14. Close the Details screen
15. You can now see the newly created work order in the manager.

Work Order

New View Refresh Close

Layout Filter Records (F3) 4 records

Work Or...	Item No	Descript...	Shift	Quantity	UOM	Status	Product...	Planned ...	FG Lot Id	Operator	Type	Category	Vendor ...	Executio...	Balance ...	Location
WO-8	10148	WM ADE...	Shift2	1110	pound	Started	Bag Line...	23-Jun-2...	IRELYAD...	Finished...	Supplem...			2	0	
WO-9	10148	WM ADE...	Shift2	1111	pound	Started	Bag Line...	23-Jun-2...	IRELYAD...	Finished...	Supplem...			3	0	
WO-12	10150	WM Sele...	Shift3	10	pound	Released	Bag Line...	25-Jun-2...	IRELYAD...	Finished...	Supplem...			1	0	
WO-13	10148	WM ADE...	Shift1	1000	pound	New	Bag Line...	24-Jun-2...	IRELYAD...	Finished...	Supplem...			1	0	

16. After the work order is created, if you wish to release it, then kindly open the work order detail.  
**Note: Once you release, you cannot delete the Work order. You then need to close the Work order.**

Work Order

New View Refresh Close

Layout Filter Records (F3) 4 records (1 selected)

Work Or...	Item No	Descript...	Shift	Quantity	UOM	Status	Product...	Planned ...	FG Lot Id	Operator	Type	Category	Vendor ...	Executio...	Balance ...	Location
WO-8	10148	WM ADE...	Shift2	1110	pound	Started	Bag Line...	23-Jun-2...	IRELYAD...	Finished...	Supplem...			2	0	
WO-9	10148	WM ADE...	Shift2	1111	pound	Started	Bag Line...	23-Jun-2...	IRELYAD...	Finished...	Supplem...			3	0	
WO-12	10150	WM Sele...	Shift3	10	pound	Released	Bag Line...	25-Jun-2...	IRELYAD...	Finished...	Supplem...			1	0	
WO-13	10148	WM ADE...	Shift1	1000	pound	New	Bag Line...	24-Jun-2...	IRELYAD...	Finished...	Supplem...			1	0	

17. Once the Work order detail opens, click on Release button.

The screenshot shows the 'Work Order Management' window. The 'Release' button in the top toolbar is highlighted with a mouse cursor. The 'Details' tab is selected, displaying the following information:

WIP Location:	WIP Sub Location	Required Date:	06/24/2015
Work Order No:	WO-13	Transfer To:	Production Line
Order Date:	06/24/2015	Qty Produced:	
Item No:	10148	Status:	New
Description:	WM ADE Premix - Large 50lb Bag	Customer:	
Type:	Make To Order	Sales Order:	
Ingredient Available:	<input type="checkbox"/>	Sales Rep:	

18. Status of the work order will be "Released"

The screenshot shows the 'Work Order Management' window with the 'Status' field highlighted in yellow. The status is now 'Released'.

WIP Location:	WIP Sub Location	Required Date:	06/24/2015
Work Order No:	WO-13	Transfer To:	Production Line
Order Date:	06/24/2015	Qty Produced:	
Item No:	10148	Status:	Released
Description:	WM ADE Premix - Large 50lb Bag	Customer:	
Type:	Make To Order	Sales Order:	
Ingredient Available:	<input type="checkbox"/>	Sales Rep:	

19. Now, the Start button will be enabled. This will help you start the Work order, so that you can start consuming raw materials and produce finished good lots.

The screenshot shows the 'Work Order Management' window. The 'Start' button in the top toolbar is now enabled (highlighted). The 'Status' field remains 'Released'.

WIP Location:	WIP Sub Location	Required Date:	06/24/2015
Work Order No:	WO-13	Transfer To:	Production Line
Order Date:	06/24/2015	Qty Produced:	
Item No:	10148	Status:	Released
Description:	WM ADE Premix - Large 50lb Bag	Customer:	
Type:	Make To Order	Sales Order:	
Ingredient Available:	<input type="checkbox"/>	Sales Rep:	

20. Once you click on Start, the status of the Work order will be "Started"

The screenshot shows the 'Work Order Management' window. The 'Status' field is now 'Started'.

WIP Location:	WIP Sub Location	Required Date:	06/24/2015
Work Order No:	WO-13	Transfer To:	Production Line
Order Date:	06/24/2015	Qty Produced:	
Item No:	10148	Status:	Started
Description:	WM ADE Premix - Large 50lb Bag	Customer:	
Type:	Make To Order	Sales Order:	
Ingredient Available:	<input type="checkbox"/>	Sales Rep:	