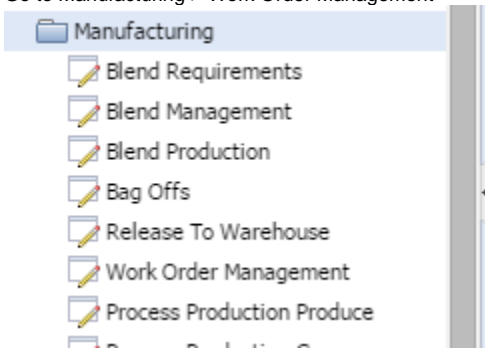
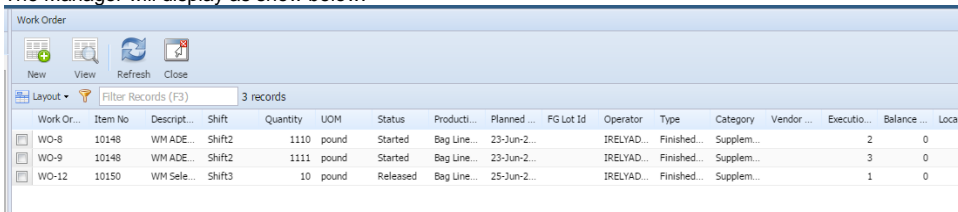


# How do I delete a Work Order?

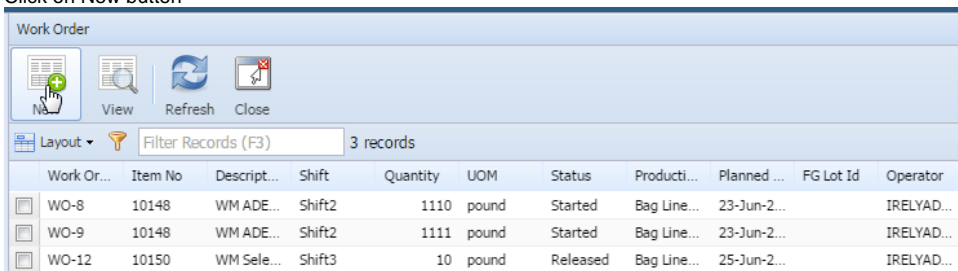
1. Go to Manufacturing > Work Order Management



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



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



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.

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:		Special Instructions:	
Department Code:			
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:

Work Order No:

Order Date:

Item No:

Description:

Type:

Ingredient Available:

Parent Work Order:

Sub Location Description

Production Line	Production Line
Conveyor Station	Conveyor Station
Mixer Station	Mixer Station
Batch Bin Station	Batch Bin Station
Bulk Station	Bulk Station
Cutting Station	Cutting Station
WIP Sub Location	WIP Sub Location

Planned Date:

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:

Item No: 10148 Status: New

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

Type: Make To Order Sales Order:

Ingredient Available: ☐ Sales Rep:

Parent Work Order:  Planned Date: 06/24/2015

Execution Order: 1 Planned Shift: Shift1

Vendor Lot No:  Remarks:

Lot No:

Department Code:  Special Instructions:

Production Line: Bag Line Mfg Cell

Quantity: 1000

UOM: pound Supervisor: IRELYADMIN

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 Manager

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 delete it, then kindly open the work order detail.

Work Order Manager

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 Delete button.

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-14 Transfer To: FG Storage Location

Order Date: 06/24/2015 Qty Produced:

Item No: 10148 Status: New

Description: WM ADE Premix - Large 50lb Bag Customer: Western Milling, LLC

Type: Make To Order Sales Order:

Ingredient Available: ☐ Sales Rep:

Parent Work Order: Planned Date: 06/24/2015

18. You will get the below message

iRely i21

Are you sure you want to delete this record?

Yes No

19. Click on Yes to proceed with Delete. Click on No to cancel.