



Job Tracking Module

The Job Tracking Module allows a company to setup an unlimited number of workstations (work areas or processing areas) and gives the ability to track a jobs progress in a sequential manner.

Workstations

There is a "Workstation" menu selection from the Menu Selection "Settings → Workstations". With this form you may add as many Workstations as you like.

| Workstation | Sequence | Description |
|-------------|----------|-----------------------------------|
| Cut | 1 | Door Parts Cut |
| Assembled | 2 | Doors Assembled |
| Inspected | 3 | Sanded and Inspected |
| Finished | 4 | Pre-Finishing of Doors and Fronts |
| Shipped | 5 | Packed and Shipped |
| * | 0 | |

- **Workstation:** Name of Workstation as it will be seen in the shop Production form and the Jobs Released to Shop Report.
- **Sequence:** The normal sequence that will be used for processing jobs through the shop. The lower numbers will be accomplished first.
- **Description:** Description of the workstation helping to clarify what is done at this Workstation.

User Security

There are new user security settings relating to production. These are found under:
Settings → User Security → Security Access Settings

| Security Access Settings | | | |
|--------------------------|-------------------------|----------------|-------------------------------------|
| | Action | Security Level | Allow Override |
| | Customer Reports/Labels | 2 | <input checked="" type="checkbox"/> |
| | Customer Merge file | 1 | <input checked="" type="checkbox"/> |
| | Export to UPS System | 1 | <input checked="" type="checkbox"/> |
| ▶ | JT Production | 4 | <input checked="" type="checkbox"/> |
| | JT Release Job | 2 | <input checked="" type="checkbox"/> |
| | JT Job Status | 3 | <input checked="" type="checkbox"/> |
| | System Settings | 1 | <input checked="" type="checkbox"/> |
| | DMI Data Pro Menu | 1 | <input checked="" type="checkbox"/> |
| | DMI Export Orders | 1 | <input checked="" type="checkbox"/> |

Description of Action
Ability to Set Jobs To Workstations (Main Menu)

Screen Show of the Set Workstation Screen that comes up when Production is selected from the Main Menu.

- Production (JT Production): Gives the ability to Set Jobs to Workstations. The actual "+" Menu item is available from the Main Menu and is titled "**Production**". This menu choice brings up a form that allows authorized Production Personnel to set a job as complete at their Workstation. A Job is Set by selecting the Job then Clicking the + Button on the right. Once set, the Job will disappear from the local

| Set Workstation | | | | | | |
|-----------------|--------|------------|---------|-------------------|------------------------|--------------|
| Released Jobs | | | | | Selected Job No: 19743 | Workstation |
| | Job No | Rel. Date | Cust ID | Finish | Job Name | |
| ▶ | 19743 | 02/08/2001 | AC080 | Cabinet Oak-LS | BARBER A26 | Built |
| | 19742 | 02/08/2001 | CC017 | Light-LS | BAL 19/M | Inspected |
| | 19741 | 02/13/2001 | MS020 | Sanibel-LS | 8846 | Pre-Finished |
| | 197334 | 02/15/2001 | BB040 | Driftwood-LS | SAMPLES5 | Shipped |
| | 19753 | 02/15/2001 | AC080 | Clear-LS | BOBO T27 | |
| | 19747 | 02/15/2001 | DU010 | Edisto-LS | C-76 | |
| | 19748 | 02/15/2001 | RC020 | Unfinished | RPL | |
| | 19749 | 02/15/2001 | MD010 | Peach Contempo-LS | LACONTE | |
| | 19750 | 02/15/2001 | DC050 | Peach Contempo-LS | SHORELINE 32848 | |
| | 19751 | 02/15/2001 | DC050 | Unfinished | DIS 289830 | |
| | 19752 | 02/15/2001 | AV010 | Clear-LS | 1294 | |
| | 197332 | 02/15/2001 | BB040 | Clear w/CFG-LS | SAMPLES3 | |
| | 19734 | 02/15/2001 | LC0707 | Honey-LS | MORGANLADD | |

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screen so that it won't be selected again for this workstation.

The Set Workstation form is customized for each workstation by selecting the Workstation from the scrolling list. Once selected, Doorlister®/Drawerlister™ will remember the workstation the next time the form is accessed.

- Release Job (JT Release Job): Gives the ability to release a job to the shop so it will show up on the Production form. A job is released by **double-clicking** the “**Release Date**” field on the Jobs form (Door Jobs → Add/Edit Jobs/Lists).
- Job Status (JT Job Status): This is a camera button on the Jobs form that shows the statuses (Workstations completed) for the selected job. This form also gives the ability to Preview and Print a report (Job Status Report) of the status of the selected or All Jobs. Once a job’s Shipped or Invoiced date field has been filled in it will no longer show up on this report.



Job / Workstation Preview Jobs
 All Selected

| Job No | ReleaseDate | Cust ID | Finish |
|--------|-------------|---------|----------|
| 10395 | 02/07/2001 | K KRAFT | Clear-LS |

| | Job No | Workstation | Date | Time |
|---|--------|--------------|------------|----------|
| ▶ | 10395 | Built | 02/07/2001 | 10:53 AM |
| | 10395 | Inspected | 02/07/2001 | 11:12 AM |
| | 10395 | Pre-Finished | 02/07/2001 | 11:12 AM |
| * | 10395 | | 02/15/2001 | |

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Record: 1 of 1 (Filtered)

Set or Remove Filter for Selected or All Jobs.

Preview Jobs:

Job Status Report

| Job No | Released | Ordered | Customer | Workstation | Completed | Time | Finish | Job Name |
|--------|------------|------------|----------------------------|--------------|------------|----------|----------|----------|
| 10394 | 02/06/2001 | 01/03/2000 | KITCHEN'S CUSTOM TOPS | Built | 02/07/2001 | 9:50 AM | | |
| | | | | Inspected | 02/08/2001 | 9:24 AM | | |
| | | | | Pre-Finished | 02/08/2001 | 9:24 AM | | |
| | | | | Shipped | 02/08/2001 | 9:24 AM | | |
| 10395 | 02/07/2001 | 01/03/2000 | K KRAFT | Built | 02/07/2001 | 10:53 AM | Clear-LS | |
| | | | | Inspected | 02/07/2001 | 11:12 AM | | |
| | | | | Pre-Finished | 02/07/2001 | 11:12 AM | | |
| 10396 | 02/07/2001 | 12/23/2000 | Hold Everything of Florida | Pre-Finished | 02/15/2001 | 10:14 AM | Clear-LS | |
| 10816 | 02/07/2001 | 12/13/2000 | DESIGNER CHOICE CAB | Inspected | 02/08/2001 | 9:12 AM | | |