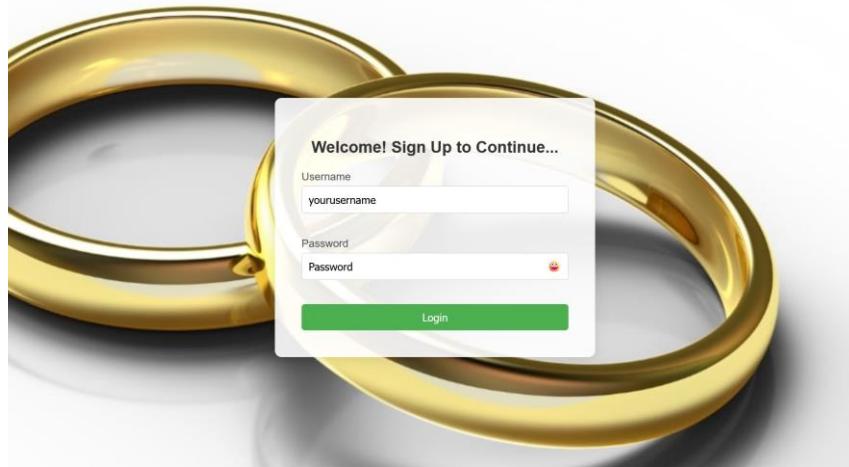


JPMsys – Jewelry Process Management System Help Document

Login:

- **Accessing the Application:** Enter your **username** and **password** to log in.



Menu Overview

The screenshot shows the JPMsys application interface. On the left, a sidebar menu is displayed with a red dashed box around it. The menu items include: Menu, Sheets, Organization, Processes, Sub Processes, Tools, Skills, and Recents. The main content area is titled 'Sheets' and displays a table of process sheets. The table has columns for File Name, Design No, Department, Floor, Date Created, Last Updated By, Last Updated On, Version, Status, and Action. The data in the table is as follows:

File Name	Design No	Department	Floor	Date Created	Last Updated By	Last Updated On	Version	Status	Action
DS 2025 R-07	1	Manufacturing	SF	16-02-2025	Admin	16-02-2025 19:42:44	1.0	Completed	
DS 2025 R-06	1	Casting	FF	16-02-2025	Admin	16-02-2025 07:59:17	1.0	Pending	
DS 2025 R-05	1	Manufacturing	SF	16-02-2025	Admin	16-02-2025 07:58:19	1.0	Pending	
DS 2025 R-04	1	Designing	GF	16-02-2025	Admin	16-02-2025 07:57:28	1.0	Pending	
DS 2025 R-03	1	Casting	FF	16-02-2025	Admin	16-02-2025 08:33:48	1.0	Completed	
DS 2025 R-02	1	Designing	GF	16-02-2025	Admin	16-02-2025 08:33:47	1.0	Completed	
DS 2025 R-01	1	Manufacturing	SF	16-02-2025	Admin	16-02-2025 08:33:46	1.0	Completed	

Sheets Tab

- **Purpose:** Displays all existing process sheets in the organization. Provides an option to add new sheets.

Organization Tab

- **Purpose:** Stores data essential for sheet preparation, including Processes, Sub-Processes, Tools, and Skills.

Recents Tab

- **Purpose:** Lists all recently modified sheets for quick and easy access.

Sheets Tab Features

"+ New Sheet" Button

- Action:** Fill in all required details and click "Save" to create a new sheet.

The screenshot shows the 'Sheets' tab interface. On the left is a sidebar with a 'Menu' section containing 'Sheets', 'Organization', 'Processes', 'Sub Processes', 'Tools', 'Skills', and 'Recents'. The main area displays a table titled 'Sheets' with columns: File Name, Design No, Department, Floor, Date Created, Last Updated By, Last Updated On, Version, Status, and Action. The table contains several rows of data. A red arrow points to the '+ Add Sheet' button in the top right corner of the main area. To the right, a modal window titled 'Add Sheet' is open, prompting for 'File Name', 'Version', 'Design No', 'Department', 'Floor', and 'Last Updated By'. A red dashed box highlights the 'Save' button at the bottom of the modal, and a red arrow points to it from below.

"🔍" Button (Search)

- Default:** Displays sheets from the 1st of the current month to the current date.
- Modify Range:** Change the date range to view specific records.
- Search Button:** Use to filter sheets based on the selected criteria.
- Clear:** Removes all filters and displays all sheets.

This screenshot shows the search filters for the Sheets tab. It includes fields for 'From' (01-01-2025), 'To' (31-01-2025), a 'Search...' input field, and buttons for 'Apply' (green), 'Clear' (blue), and 'Close' (red). The 'Apply' button is highlighted with a blue bar.

Accessing and Managing Sheets

- View Sheet Data:** Click on the desired sheet row.
- Edit:** Click the 📝 button (note: file names cannot be changed).
- Delete:** Click the 🗑️ button to remove a sheet.

The screenshot illustrates managing a sheet. On the left, a sidebar shows the 'Menu' with 'Sheets' selected. The main area shows a table of sheets. A red dashed box highlights the first row (DS 2025 R-07). A red arrow points to the edit icon (pencil) in the 'Action' column of this row. Another red dashed box highlights the last row (DS 2025 R-05). A red arrow points to the delete icon (trash bin) in the 'Action' column of this row.

Single Sheet Management

- **Preview:** Click to preview the sheet.
- **Download:** Click to download the sheet in Excel format.
- **Delete:** Click to remove the current sheet.

Sheet Details

File Name	Design No	Department	Floor	Date Created	Last Updated By	Last Updated On	Version
DS 2025 R-07	1	Manufacturing	SF	16-02-2025	Admin	16-02-2025 19:42:44	1.0

Processes

- Filing
- Chain Making
- Filing
- Test Process

Sheet Details

Sheet: DS 2025 R-07

Sheet Processes

Filing (Total Min: 50)

Step	Sub Process	Tool	Tool Spec	Special Instruction	Skill (SK)	Time (min)	Image
1	Hole Making	Round Bar	10 No.	Ensures holes are round, no rough surface to be present	SK	15	
2	Finishing	Emmery Paper	400	-	SK	20	
3	Chain Insertion	-	-	Insert through the holes and ensure no obstruction is there.	SK	15	

Adding Processes and Steps

- **Add Process:** Click "+ Add Process" and select a process. Click "Save."

Sheet Details

File Name	Design No	Department	Floor	Date Created	Last Updated By	Last Updated On	Version
DS 2025 R-03	1	Casting	FF	16-02-2025	Admin	16-02-2025 08:33:48	1.0

Processes

No processes found. Click 'Add Process' to create one.

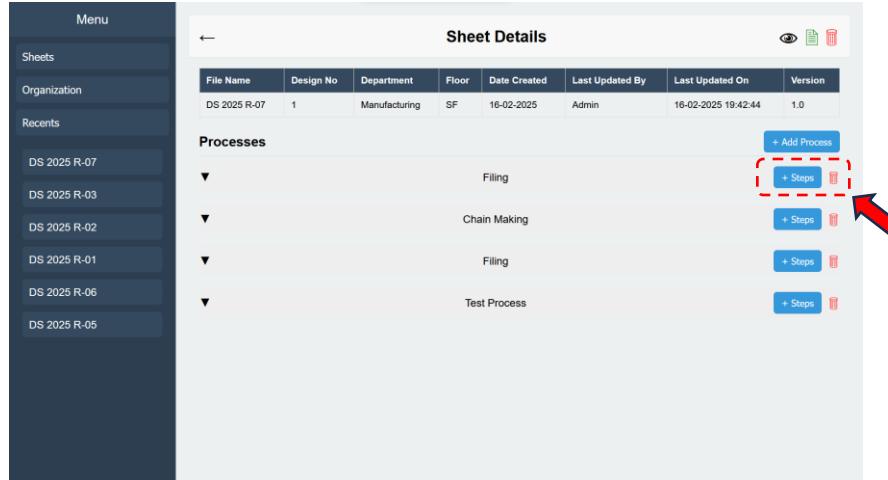
Add Sheet Process

Process Name:

Select Process:

Save Cancel

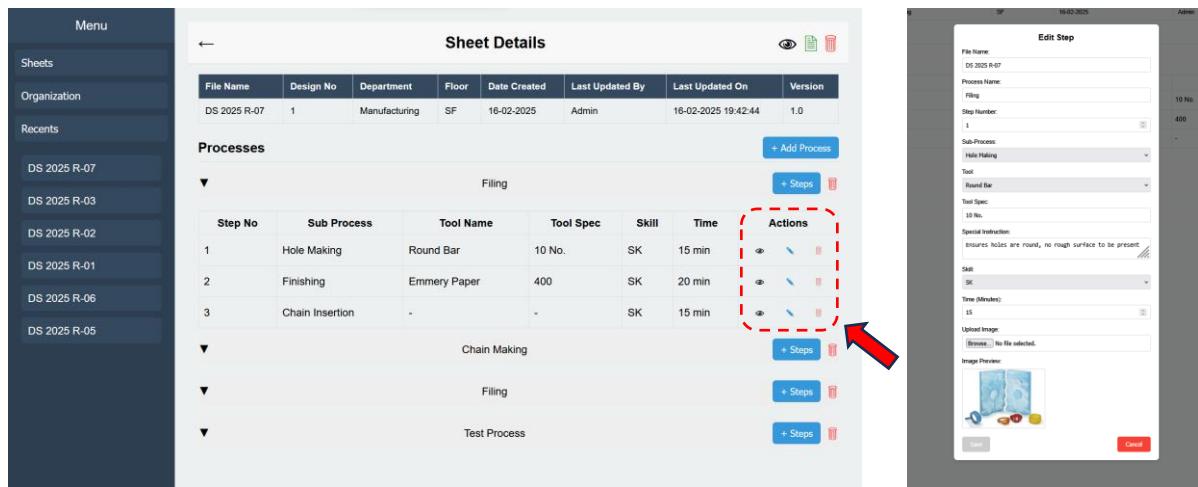
- Add Steps:** Once a process is added, a new "+ Steps" button will appear.
 - Fill in the details and upload images (allowed formats: .jpg, .png, .jpeg).
 - To rearrange steps, modify the step numbers, and they will adjust automatically.
- Delete Process:** Click the  button under a process to remove it.



The screenshot shows the 'Sheet Details' page. On the left is a sidebar with 'Menu' sections: Sheets, Organization, Recents, and a list of recent files: DS 2025 R-07, DS 2025 R-03, DS 2025 R-02, DS 2025 R-01, DS 2025 R-06, DS 2025 R-05. The main area has a header 'Sheet Details' with icons for preview, edit, and delete. Below is a table with columns: File Name, Design No, Department, Floor, Date Created, Last Updated By, Last Updated On, and Version. A single row is selected: DS 2025 R-07, 1, Manufacturing, SF, 16-02-2025, Admin, 16-02-2025 19:42:44, 1.0. Under the 'Processes' section, there are four collapsed rows: Filing, Chain Making, Filing, and Test Process. Each row has a '+ Add Process' button and a red trash icon. A red dashed box highlights the '+ Steps' button and trash icon for the first 'Filing' row, with a red arrow pointing to it from the right.

Managing Steps

- View Steps:** Click on the desired process row.
- Preview:** Click  to preview a step.
- Edit:** Click  to modify a step.
- Delete:** Click  to remove a step.



The screenshot shows the 'Sheet Details' page with the 'Filing' process expanded. The table shows three steps: Step No 1, Sub Process Hole Making, Tool Name Round Bar, Tool Spec 10 No., Skill SK, Time 15 min; Step No 2, Sub Process Finishing, Tool Name Emmery Paper, Tool Spec 400, Skill SK, Time 20 min; Step No 3, Sub Process Chain Insertion, Tool Name -, Tool Spec -, Skill SK, Time 15 min. Each row has a 'Actions' column with edit and delete icons. A red dashed box highlights this column, with a red arrow pointing to it from the right. To the right, a modal window titled 'Edit Step' is open, showing fields for File Name (DS 2025 R-07), Process Name (Filing), Step Number (1), Sub-Process (Hole Making), Tool (Round Bar), Tool Spec (10 No.), Special Instruction (ensures holes are round, no rough surface to be present), Skill (SK), Time (Minutes) (15), and an Upload Image field (Browse... No file selected). An image preview of a blue cylindrical part is shown below the image field.

Organization Tab Features

File Name	Design No	Department	Floor	Date Created	Last Updated By	Last Updated On	Version	Status	Action
DS 2025 R-07	1	Manufacturing	SF	16-02-2025	Admin	16-02-2025 19:42:44	1.0	Completed	
DS 2025 R-06	1	Casting	FF	16-02-2025	Admin	16-02-2025 07:59:17	1.0	Pending	
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DS 2025 R-02	1	Designing	GF	16-02-2025	Admin	16-02-2025 08:33:47	1.0	Completed	
DS 2025 R-01	1	Manufacturing	SF	16-02-2025	Admin	16-02-2025 08:33:46	1.0	Completed	

Process Tab

- View Processes:** Displays all added processes.
- Add Process:** Click "+ Add Process", fill in all fields, and click "Save."
- Deactivate Process:** Edit the process and uncheck the "Active" box to hide it during sheet/sub-process creation.

Process Name	Active	Action
Test Process	Yes	
Chain Making	Yes	
Filing	Yes	

Sub-Process Tab

- View Sub-Processes:** Displays all added sub-processes.
- Add Sub-Process:** Click "+ Add Sub-Process". Ensure the related process is already added, select it from the dropdown, fill in details, and click "Save."
- Deactivate Sub-Process:** Edit the sub-process and uncheck the "Active" box to hide it.

Process Name	Sub-Process Name	Active	Action
Test Process	Test Sub Process	Yes	
Chain Making	Laser Welding on Jumping Joints	Yes	
Chain Making	Lock Fitting	Yes	
Chain Making	Chain Measurement	Yes	
Chain Making	Jumping Fitting	Yes	
Filing	Sprue Finishing	Yes	

Tools Tab

- **View Tools:** Displays all added tools.
- **Add Tool:** Click "+ Add Tools". Ensure the related sub-process is already added, fill in all fields, and click "Save."
- **Deactivate Tool:** Edit the tool and uncheck the "Active" box to hide it.

The screenshot shows the 'Tools' tab interface. On the left is a dark sidebar with navigation links: Menu, Sheets, Organization, Processes, Sub Processes, Tools, Skills (which is highlighted in green), and Recents. The main area is titled 'Tools' and contains a table with columns: Tool Name, Sub-Process, Active, and Action. A red dashed box highlights the '+ Add Tool' button at the top right of the table. To the right, a modal window titled 'Add Tool' is open, prompting for 'Sub-Process Name' (with a dropdown menu showing 'Select Sub-Process'), 'Tool Name' (text input field 'Enter tool name'), and 'Active' status (checkbox). It also features 'Save' and 'Cancel' buttons. Red arrows point from the '+ Add Tool' button to the 'Add Tool' modal.

Tool Name	Sub-Process	Active	Action
Test Tool	Test Sub Process	Yes	
Pencil Buff	Jumping Finishing	Yes	
English Burnish	Burnishing	Yes	
Black Stone	Sprue Finishing	Yes	
Plyer	Lock Fitting	Yes	
Cutter	Chain Measurement	Yes	
Measuring Scale	Chain Measurement	Yes	
Plyer	Jumping Fitting	Yes	
Emmery Paper	Finishing	Yes	
Round Bar	Hole Making	Yes	

Skills Tab

- **View Skills:** Displays all required skills.
- **Add Skill:** Click "+ Add Skills", fill in all fields, and click "Save."
- **Deactivate Skill:** Edit the skill and uncheck the "Active" box to hide it during step creation.

The screenshot shows the 'Skills' tab interface. The sidebar is identical to the 'Tools' tab, with 'Skills' selected. The main area is titled 'Skills' and contains a table with columns: Skill Name, Active, and Action. A red dashed box highlights the '+ Add Skill' button at the top right of the table. To the right, a modal window titled 'Add Skill' is open, prompting for 'Skill Name' (text input field 'Enter skill name') and 'Active' status (checkbox). It also features 'Save' and 'Cancel' buttons. Red arrows point from the '+ Add Skill' button to the 'Add Skill' modal.

Skill Name	Active	Action
Test Skill	Yes	
CK	Yes	
SK	Yes	

Note:

- Deleting a sub-process will also delete its associated tools.
- Deleting a process will also delete its associated sub-processes and tools.

Recents Tab

- **Purpose:** Displays all recently modified sheets for easy access and review.