

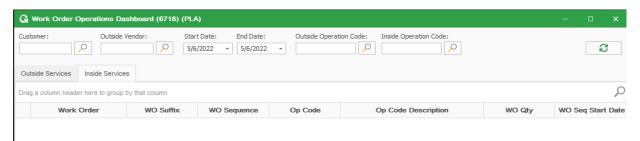
#### Dashboard for Work Order Operations on Inside/Outside Services

#### **Process Instructions**

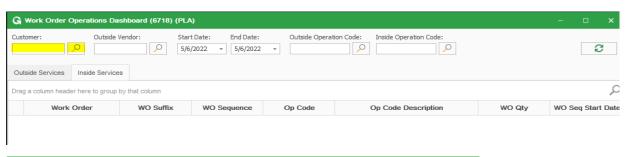
Written By: Ashley Collins

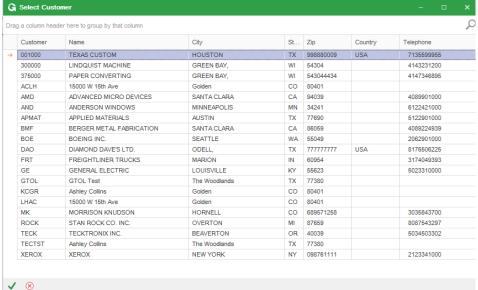
#### How to Use the Dashboard

- 1. Open the dashboard via Shop Floor Control > View > Work Order Operations Dashboard (6718)
- 2. The screen below will open:



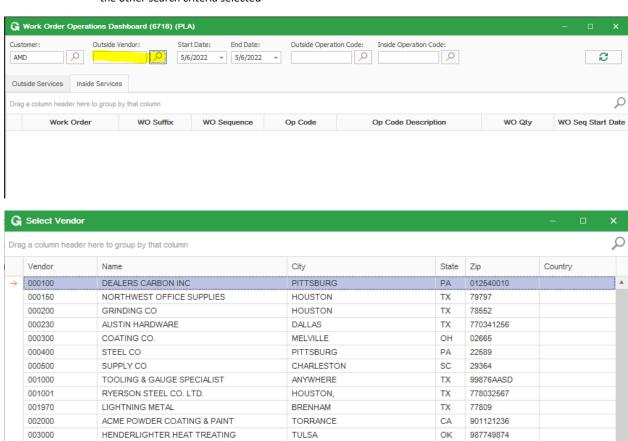
- 3. The user will need to enter the Customer ID or use the Browser to select the Customer ID
  - a. The customer will correspond to the customer selected on the Job Header and it is a required search field







- 4. The user will need to enter the Vendor for the Outside process or select it from the Vendor Browser
  - a. \*Note: entering a Vendor is optional. If the user doesn't enter a vendor, it will show the records that match the other search criteria selected



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E & S MACHINE CO. INC

FORD MOTOR FREIGHT

PLATING WHOLESALERS

HAMILTON INDUSTRIAL HARDWARE

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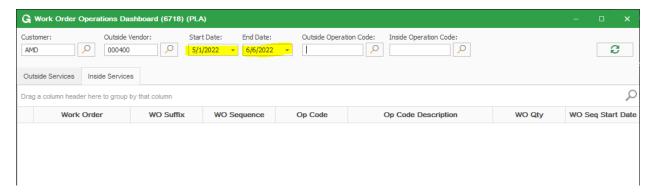
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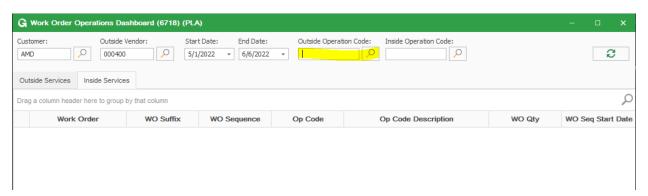
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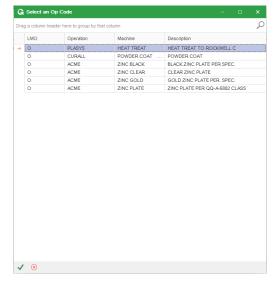


- 5. The user will need to select a Start Date and End Date for the range of job operations
  - a. The dates will correspond to the start date assigned to the job operation when the job is scheduled



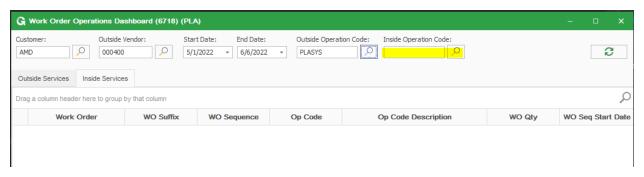
- 6. If the user is trying to filter by a specific operation code, they will need to enter the Operation code for the Outside Services and the Inside Services
  - a. The user will need to either manually enter the Outisde Operation code or use the browser to select the Operation Code that is setup in Estimating / Routing & Quote Management > File > Op Code Maintenance > New

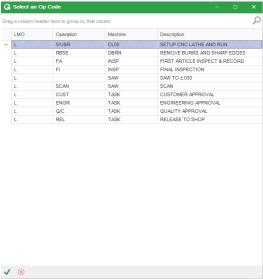




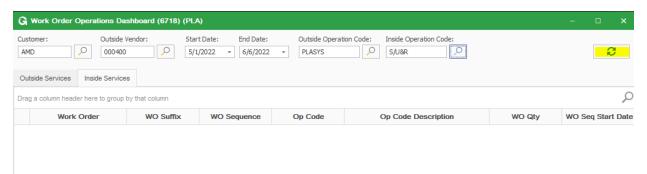


The user will need to either manually enter the Inside Operation code or use the browser to select the
Operation Code that is setup in Estimating / Routing & Quote Management > File > Op Code Maintenance >
New





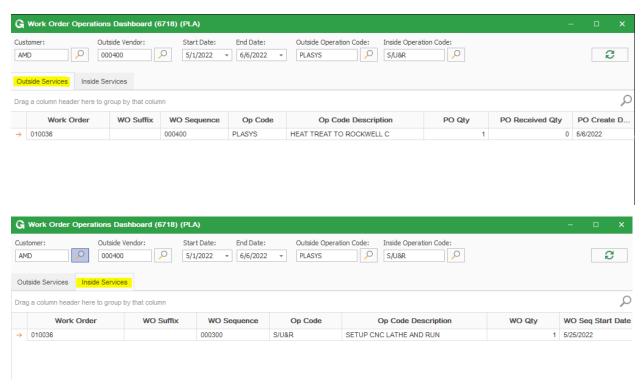
7. Once the user has entered all the search criteria needed, they will need to click the load button to populate the Outside and Inside Services tabs



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8. The user will need to click on each tab to see the different information



- 9. If the user needs to export information, they can right-click the grid they want to export and click 'Export'
  - a. If the user doesn't have Excel installed, the script will export the grid as a csv

