Jig Order Monitoring System
Work Instruction V2
IT | System Group

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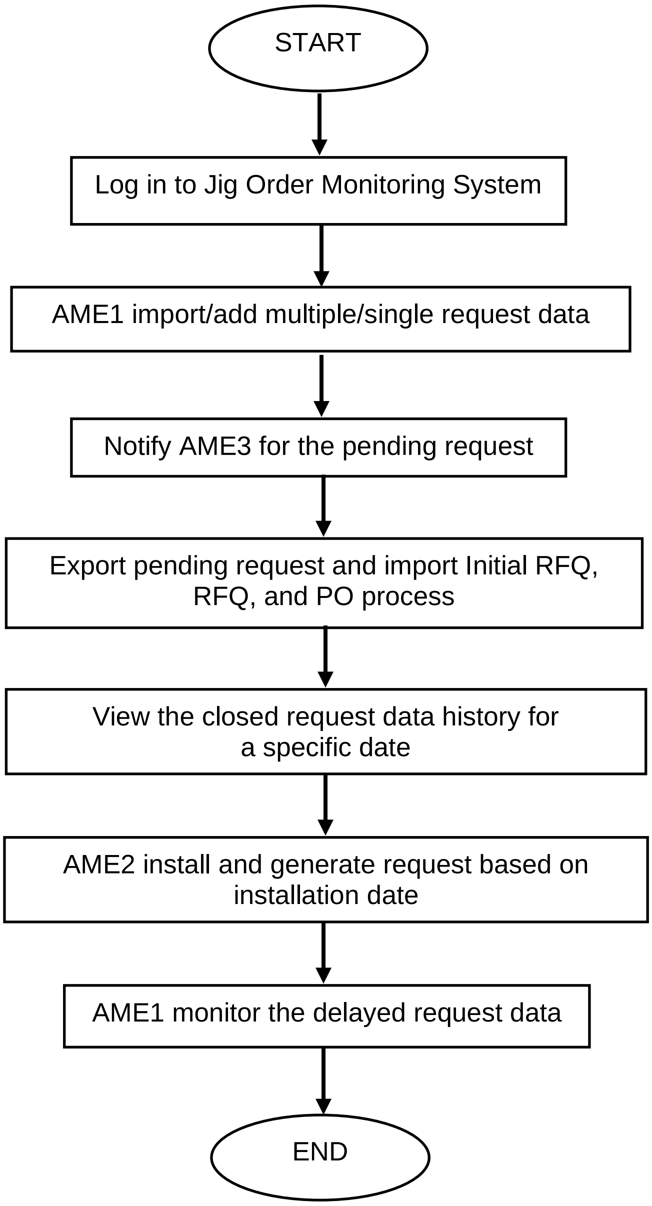
1. System Process Flow



2. MPPD1 / Request Interface

1. Login

1.1 Enter Username and Password. *(See Figure 1)*
1.2 Click Sign In Button to access Main Form. *(See Figure 1)*

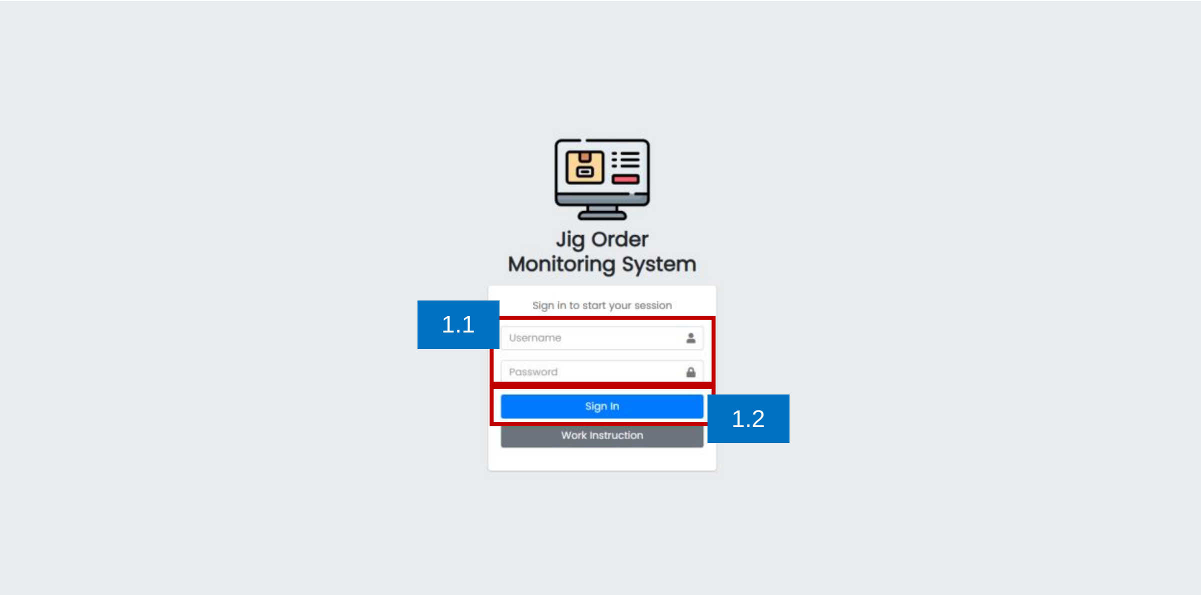


Figure 1. Login Page

2. Import Multiple Request Data

2.1 In the navigation bar, click Import Request Data. *(See Figure 2)*
2.2 The user can download the template by clicking the Proceed button as shown in the figure above *(See Figure 2).*
2.2.1 Open template for request.csv and encode the request data then save the file. (See Figure 3)

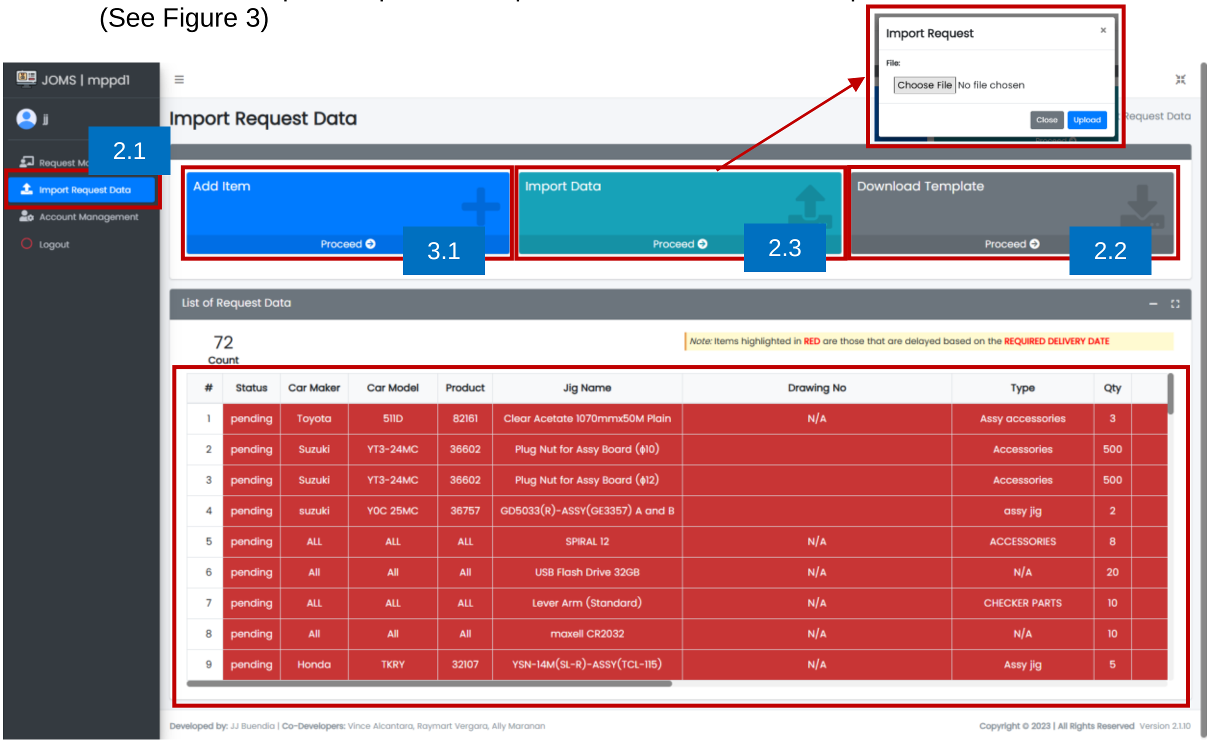
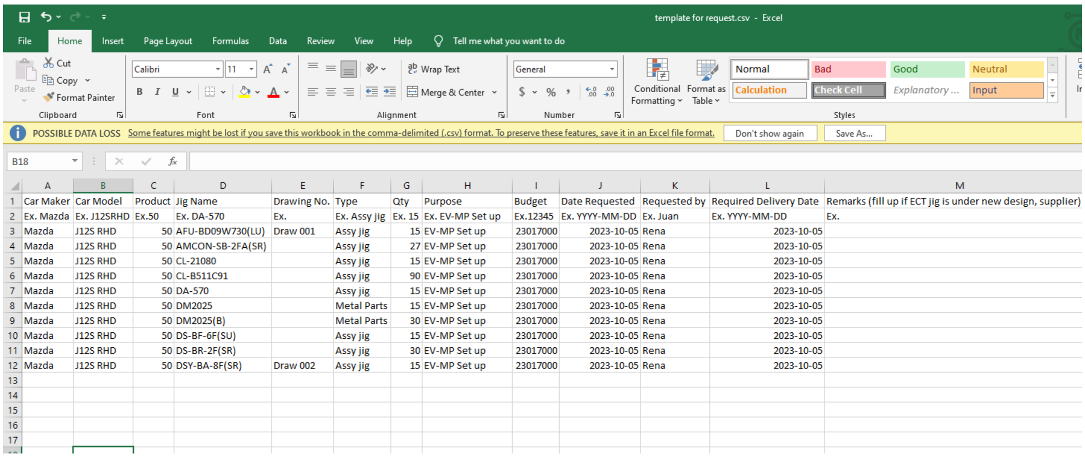


Figure 2. MPPD1 Import Request Data Page



Car Maker	Car Model	Product	Jig Name	Drawing No.	Type	Qty	Purpose	Budget	Date Requested	Requested by	Required Delivery Date	Remarks (fill up if ECT jig is under new design, supplier)
Ex. Mazda	Ex. J12SRHD	Ex.50	Ex. DA-570	Ex.	Ex. Assy jig	Ex. 15	Ex. EV-MP Set up	Ex.12345	Ex. YYYY-MM-DD	Ex. Juan	Ex. YYYY-MM-DD	Ex.
Mazda	J12S RHD	50	AFU-BD09W730(LU)	Draw 001	Assy jig	15	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05	
Mazda	J12S RHD	50	AMCON-SB-2FA(SR)		Assy jig	27	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05	
Mazda	J12S RHD	50	CL-21080		Assy jig	15	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05	
Mazda	J12S RHD	50	CL-B511C91		Assy jig	90	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05	
Mazda	J12S RHD	50	DA-570		Assy jig	15	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05	
Mazda	J12S RHD	50	DM2025		Metal Parts	15	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05	
Mazda	J12S RHD	50	DM2025(B)		Metal Parts	30	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05	
Mazda	J12S RHD	50	DS-BF-6F(SU)		Assy jig	15	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05	
Mazda	J12S RHD	50	DS-BR-2F(SR)		Assy jig	30	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05	
Mazda	J12S RHD	50	DSY-BA-8F(SR)	Draw 002	Assy jig	15	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05	

Figure 3. Sample File

2.3 Click proceed in Import Data then click on the Choose File button. *(See Figure 2)*

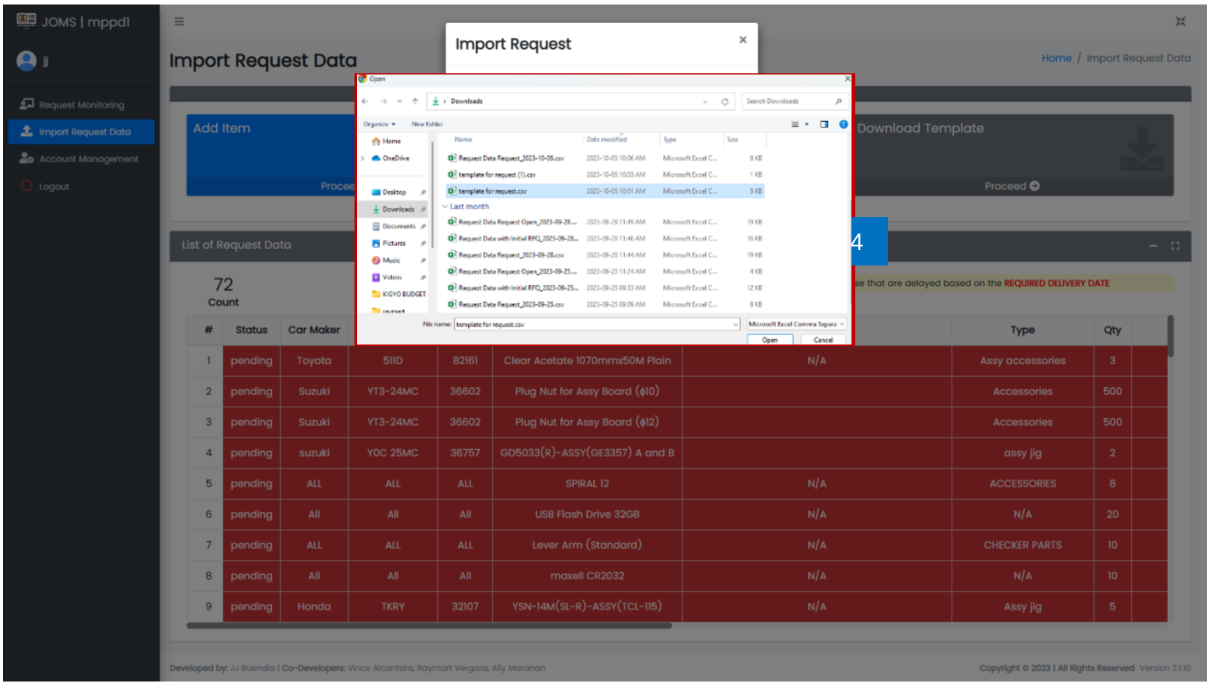


Figure 4. Template for Request

2.4 Import the data using the downloaded template with the encoded request data. Note that incorrect format will result to error. *(See Figure 4)*

3. Add Single Item Request Data

3.1 Click on the proceed button of the Add Item. *(See Figure 2)*

3.2 Fill out all the needed details in the form, then click on the Add Item button. *(See Figure 5)*

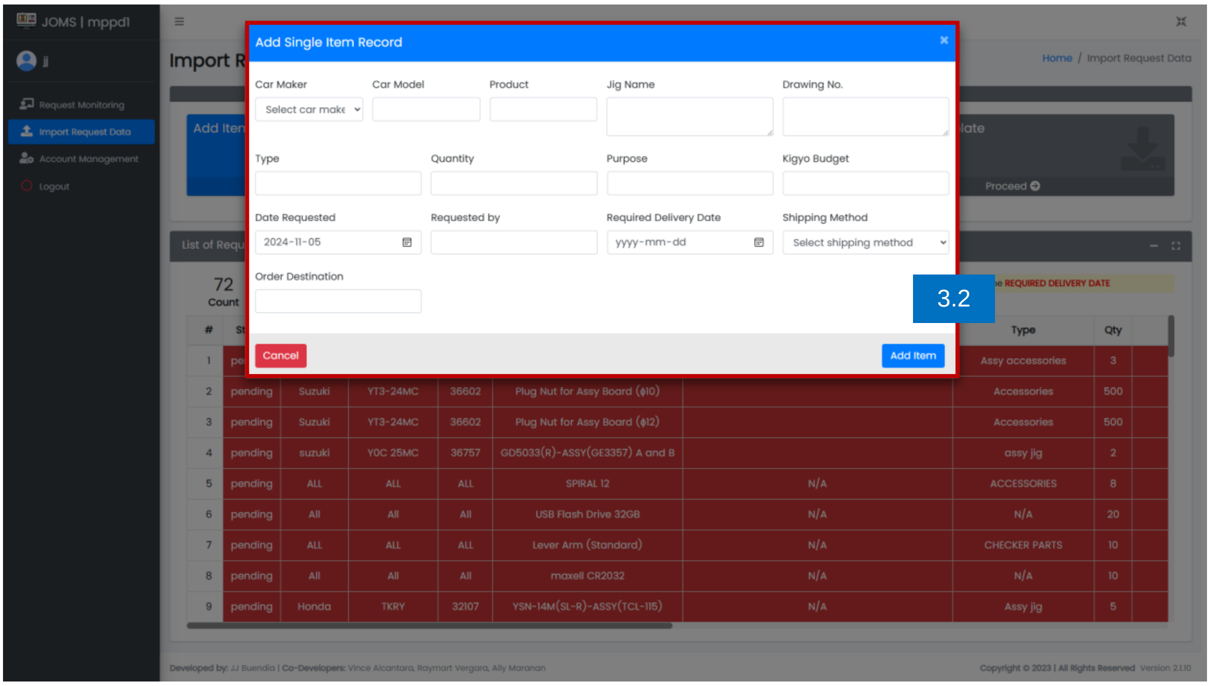


Figure 5. Single Item Record Form

4. Request Monitoring

4.1 In the navigation bar, click Request Monitoring. *(See Figure 6)*
4.2 To filter the table; select Section, Status, Date From, and Date To. *(See Figure 6)*
4.3 Shows the total count of data displayed in the table. The rows are highlighted if the Required Delivery Date column is delayed. *(See Figure 6)*
4.4 Click Export Filtered Record button to get data based on filtered search. *(See Figure 6)*
4.5 Click Export All Record button to get all record. *(See Figure 6)*

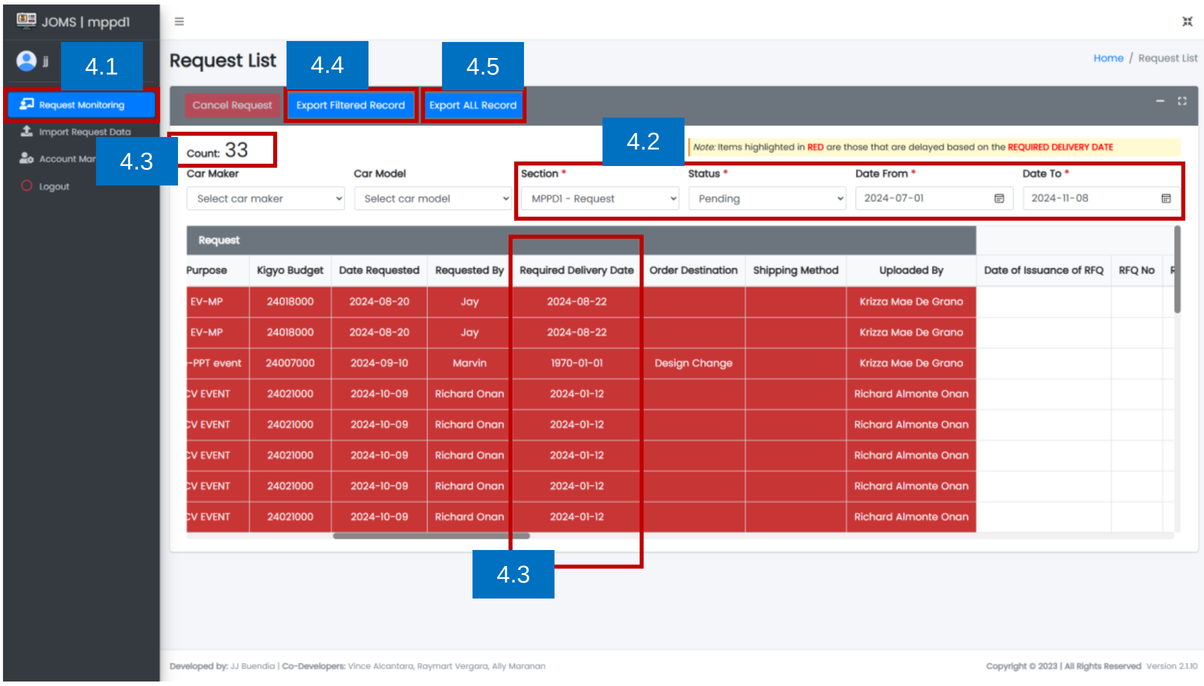


Figure 6. MPPD1 Request Monitoring Page

5. Cancellation Request

5.1 To cancel, select the checkbox of item that needs to be cancelled. *(See Figure 7)*
5.2 Click the Cancel Request button to show the Cancellation for Selected Request. *(See Figure 7)*

5.3 Provide cancellation reason and cancellation date then, click the Confirm button. *(See Figure 7)*

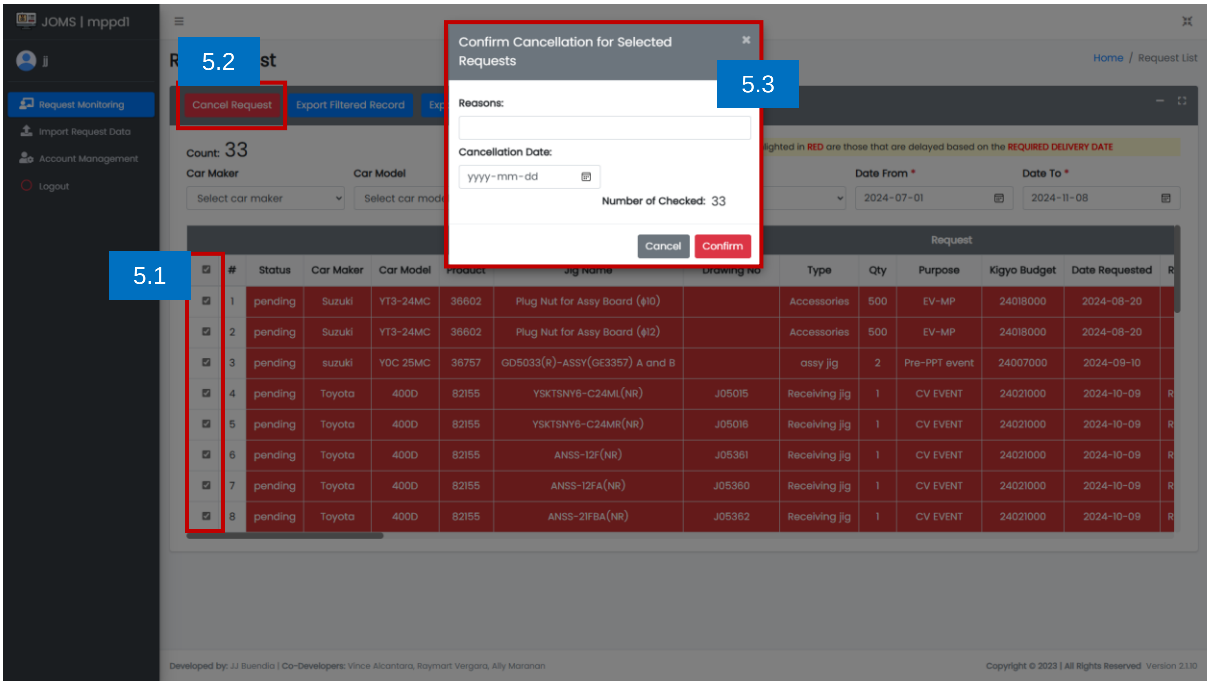


Figure 7. Cancellation Request

5.4 Click Section, the Status must be Cancelled, then set the Date From and Date To. *(See Figure 8)*

5.5 Click Cancelled under Status column. *(See Figure 8)*

5.6 View the cancelled data. *(See Figure 8)*

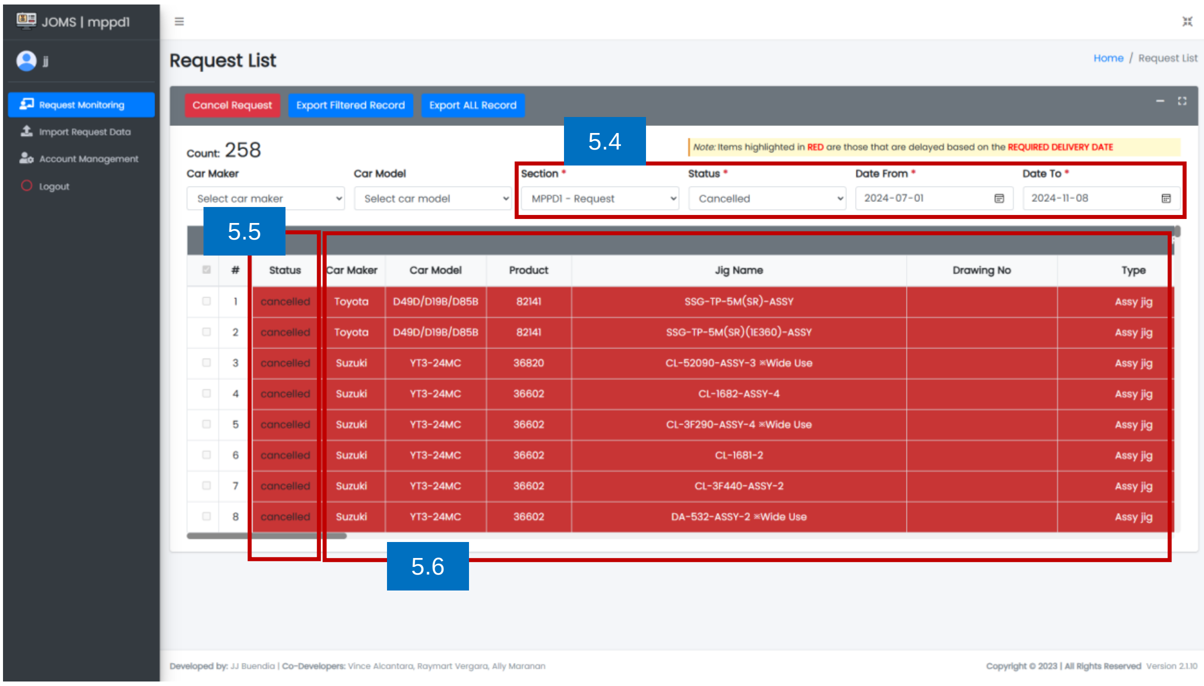


Figure 8. View Cancelled Data

6. Account Management

6.1 Click the Account Management. *(See Figure 9)*

6.2 Click Add Account to create an account. *(See Figure 9)*

6.3 View table of accounts. To update, click row of data to be updated and same goes when deleting an account. *(See Figure 9)*
6.4 Search account by full name. *(See Figure 9)*

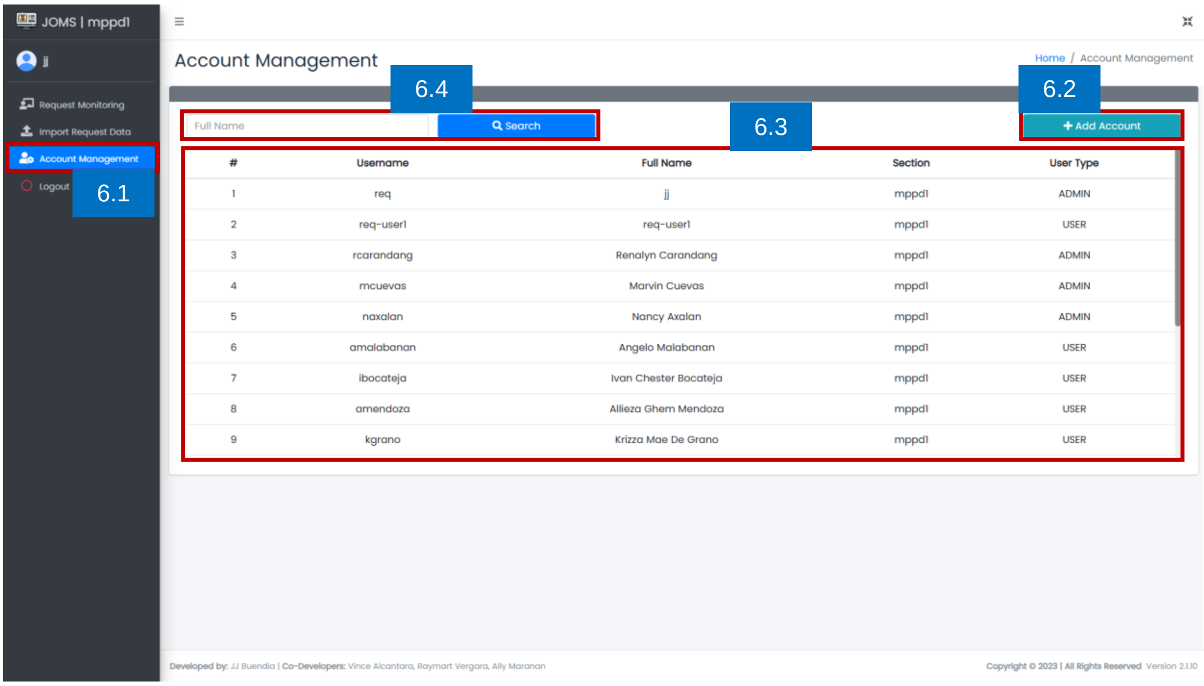


Figure 9. MPPD1 Account Management Page

7. Log Out

7.1 Click Logout. *(See Figure 10)*
7.2 Shows the message box. Click Logout button. Do not forget to logout when not using the system. *(See Figure 10)*

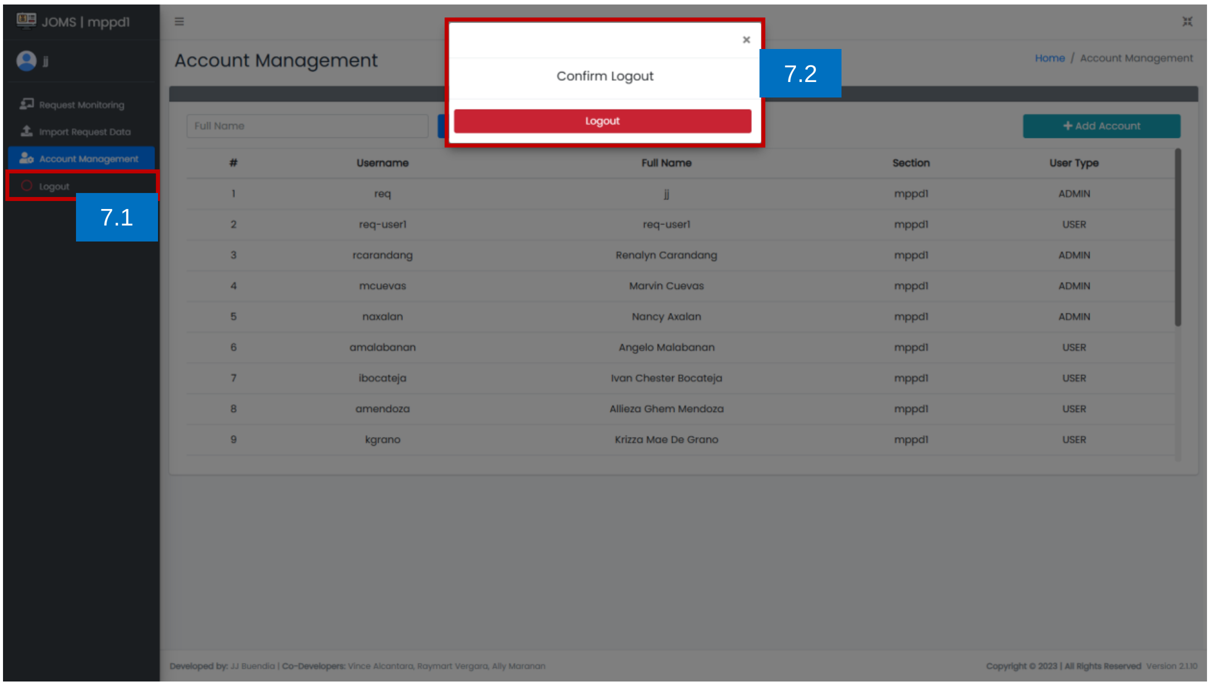


Figure 10. Logout

III. AME3 / Purchasing Interface

1. Login

1.1 Enter Username and Password. *(See Figure 11)*
1.2 Click Sign In Button to access Main Form. *(See Figure 11)*

Figure 11. Login Page

2. Request Data

2.1 Click Request Data button to access main form. *(See Figure 12)*
2.2 Viewer of list of request data uploaded by requestor. *(See Figure 12)*
2.3 Click Proceed of Export Request Data to download list of requested data. *(See Figure 12)*

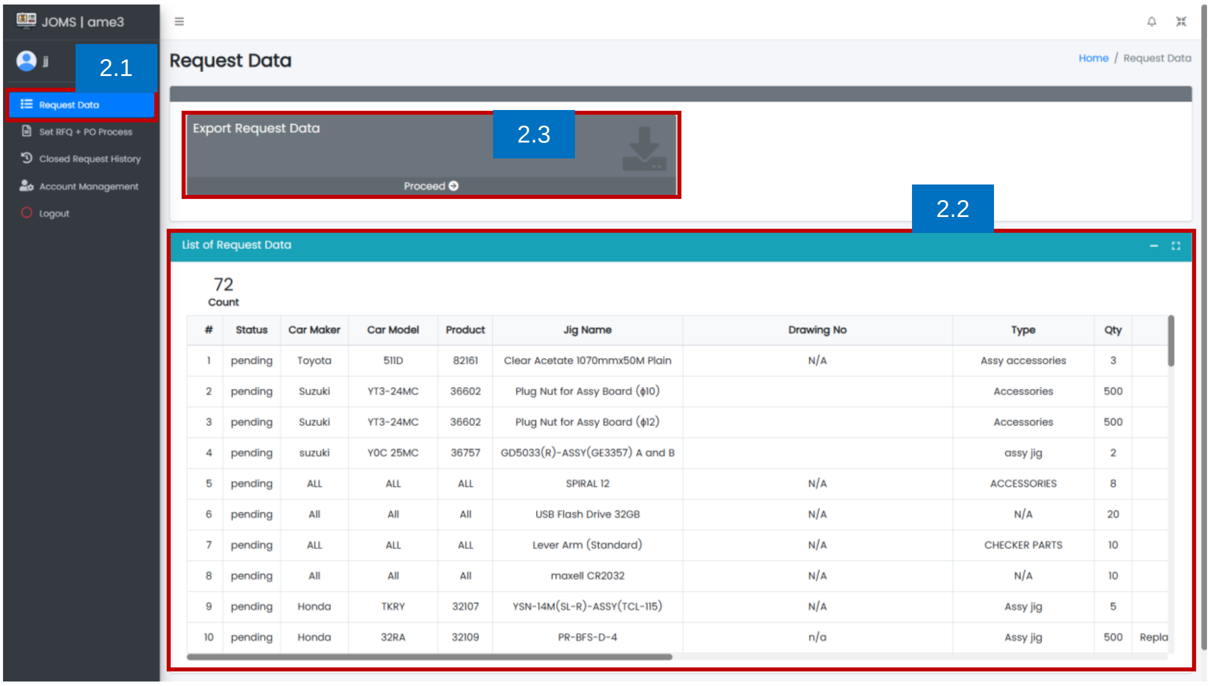


Figure 12. AME3 Request Data Page

2.4 After exporting, view the data then fill out the Initial RFQ missing data. *(See Figure 13)*

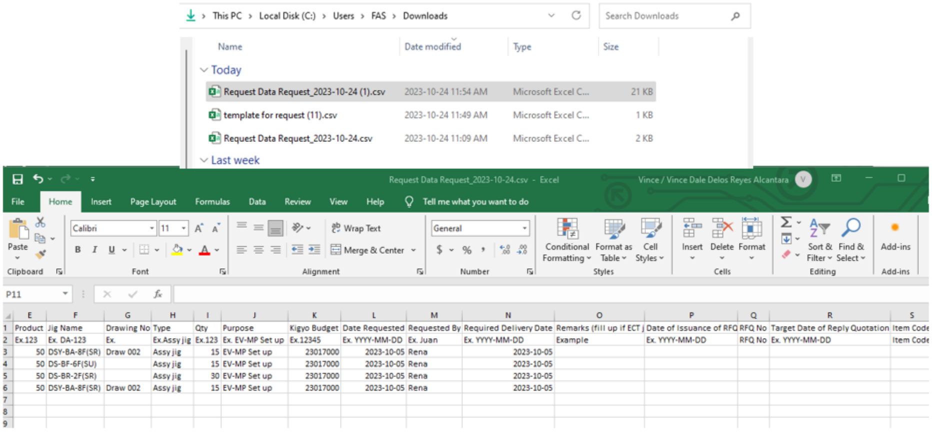


Figure 13. Sample Request Data

3. Set RFQ and PO Process

3.1 Click Set RFQ + PO Process button. *(See Figure 14)*
3.2 Click Proceed in Export Request Data + RFQ + PO. *(See Figure 14)*
3.3 Click Proceed in Import Request Data + RFQ + PO. *(See Figure 14)*
3.4 Filter table to RFQ Process or Initial RFQ or Complete RFQ or Cancelled. *(See Figure 14)*
3.5 Select item needed to be cancelled. *(See Figure 14)*
3.6 Click Cancel Request. *(See Figure 14)*

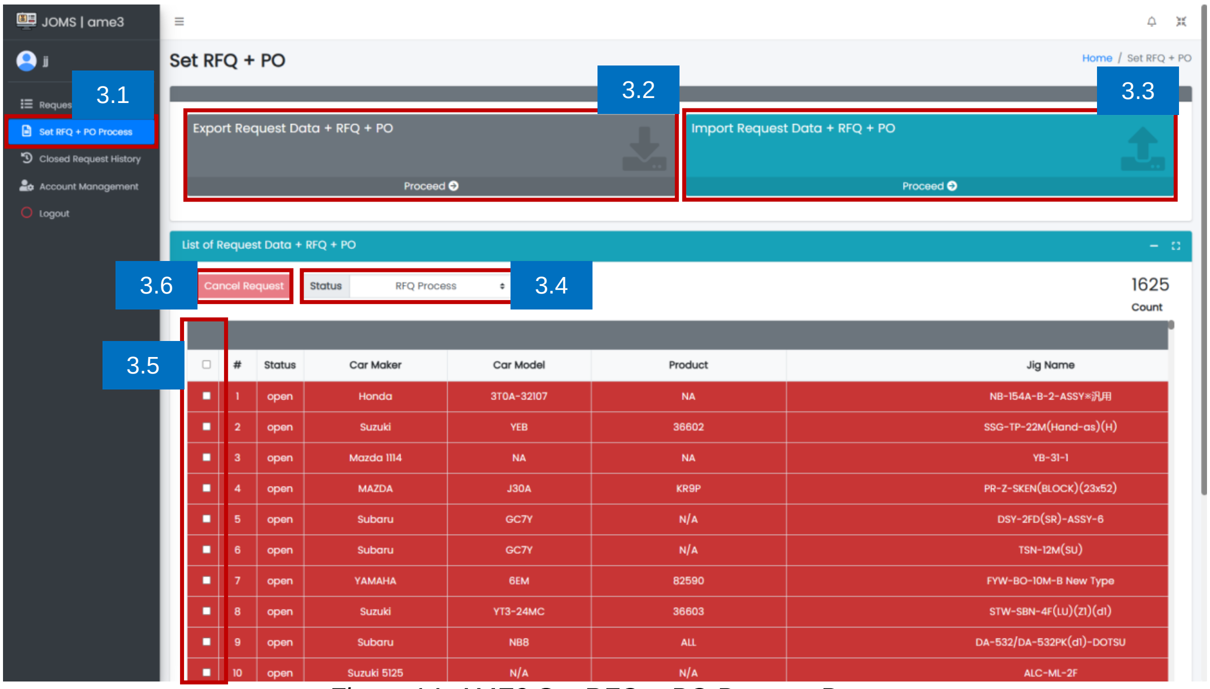


Figure 14. AME3 Set RFQ + PO Process Page

4. Export Request Data + RFQ + PO

4.1 Click Export Pending to export the request data. *(See Figure 15)*
4.2 Click Export Open Status to export with initial RFQ data. *(See Figure 15)*
4.3 Click Export Open Status to export with complete RFQ data. *(See Figure 15)*
4.4 Click Export Close Status to export with complete RFQ and PO data. *(See Figure 15)*
4.5 Click Export All Open Status to export all open request. *(See Figure 15)*
4.6 Click Export All Closed Status to export all closed request. *(See Figure 15)*

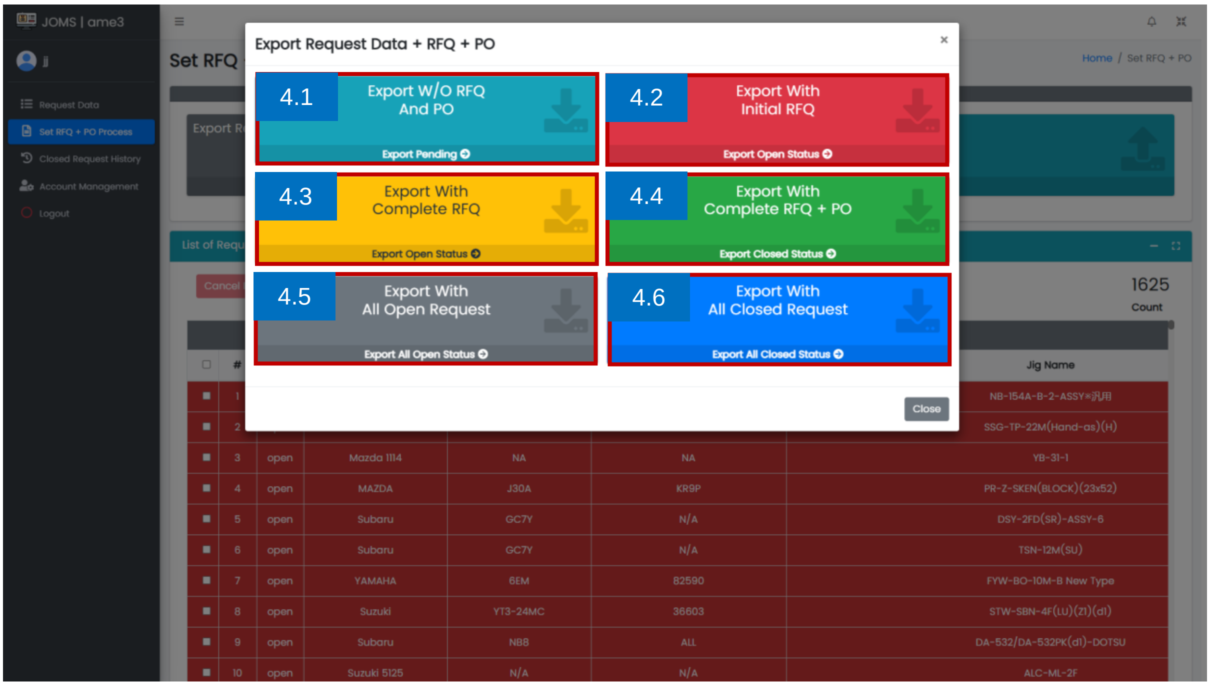


Figure 15. Export Request Data + RFQ + PO

5. Import Request Data + RFQ + PO

5.1 Click Import Initial RFQ in import req + initial RFQ. *(See Figure 16)*
5.2 Click Import RFQ in import req + initial RFQ. *(See Figure 16)*
5.3 Click Import PO in import req + complete RFQ + PO. *(See Figure 16)*

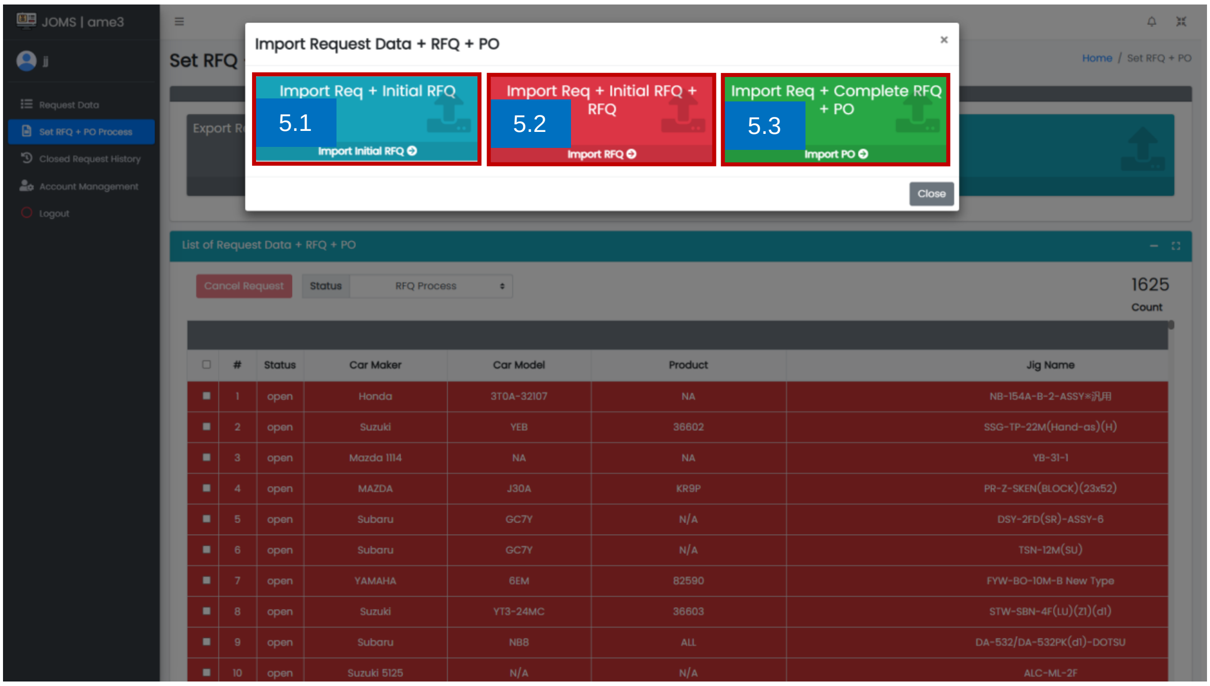


Figure 16. Import Request Data + RFQ + PO

5.4 After selecting which file will be imported – whether initial RFQ or RFQ or PO, choose the file that needs to be imported. *(See Figure 17)*

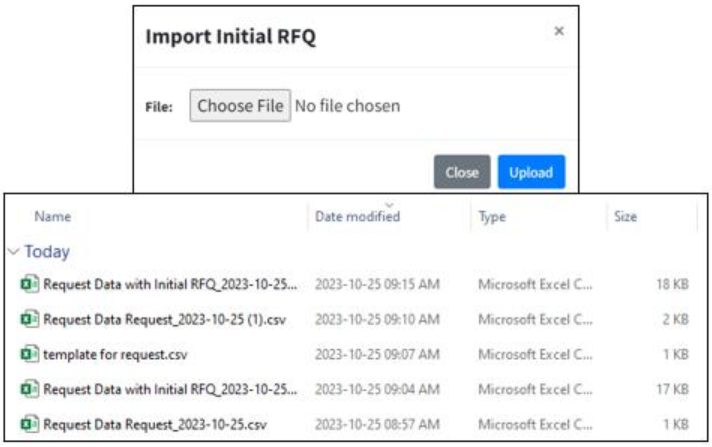


Figure 17. Sample File Import

6. **Cancellation Request**

6.1 To cancel, select the checkbox of item that needs to be cancelled. *(See Figure 18)*

6.2 Click the Cancel Request button to show the Cancellation for Selected Request. *(See Figure 18)*

6.3 Provide cancellation reason and cancellation date then, click the Confirm button. *(See Figure 18)*

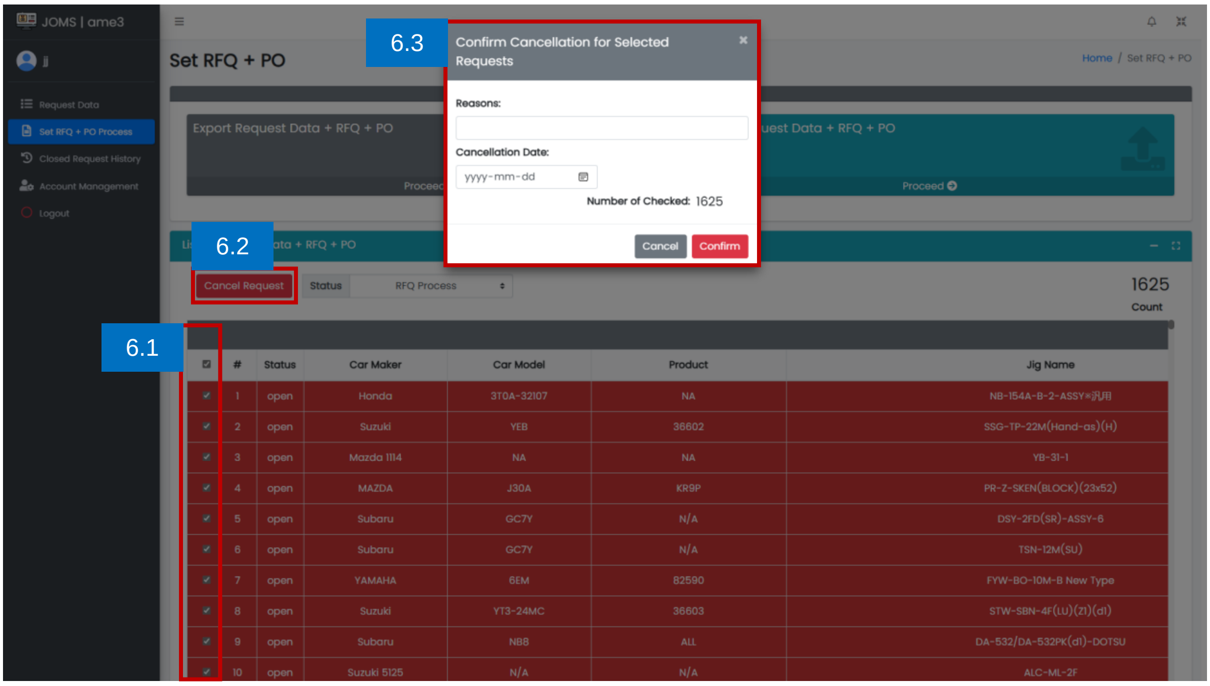


Figure 18. AME3 Request Cancellation

6.4 Click Section, the Status must be Cancelled. *(See Figure 19)*

6.5 Click Cancelled under Status column. *(See Figure 19)*

6.6 View the cancelled data. *(See Figure 19)*

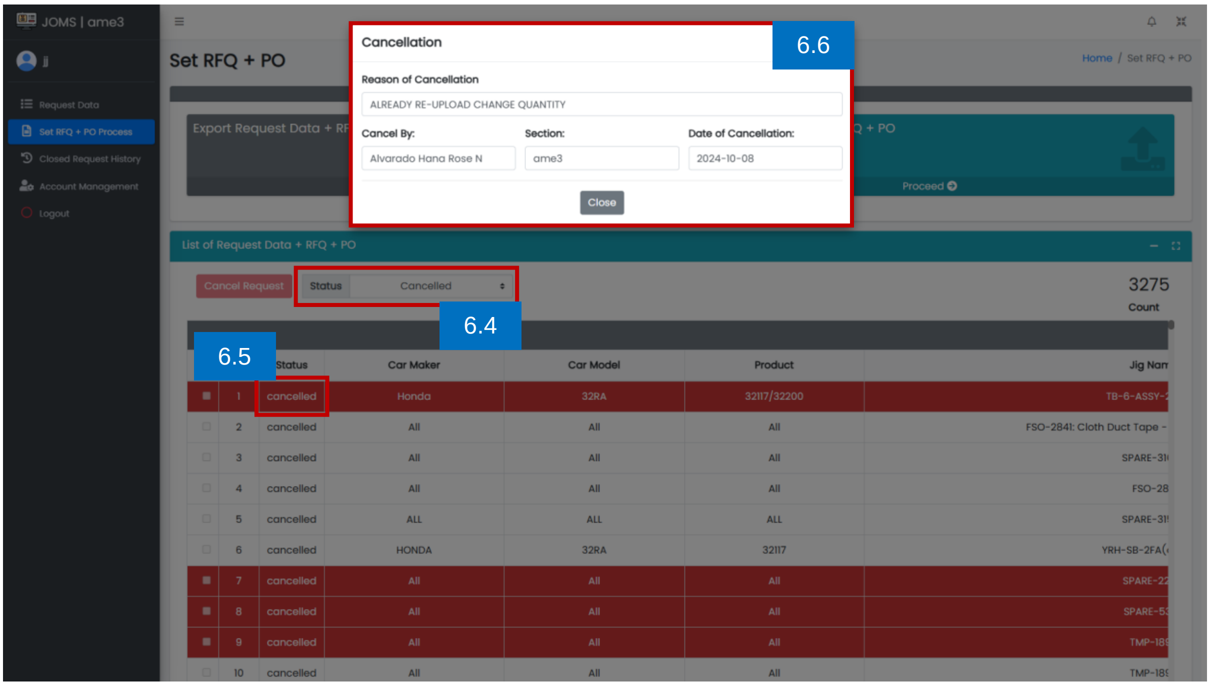


Figure 19. AME3 Cancelled Request

7. **Closed Request History**
   7.1 Click Closed Request History. *(See Figure 20)*
   7.2 Click the History Date From and History Date To (or RFQ No., Jig Name, Car Maker) in order to filter the table, then click Search. *(See Figure 20)*
   7.3 Viewer of all closed data request by date. Also shows the total count of displayed data. *(See Figure 20)*
   7.4 Click Export History to download the closed request data. *(See Figure 20)*

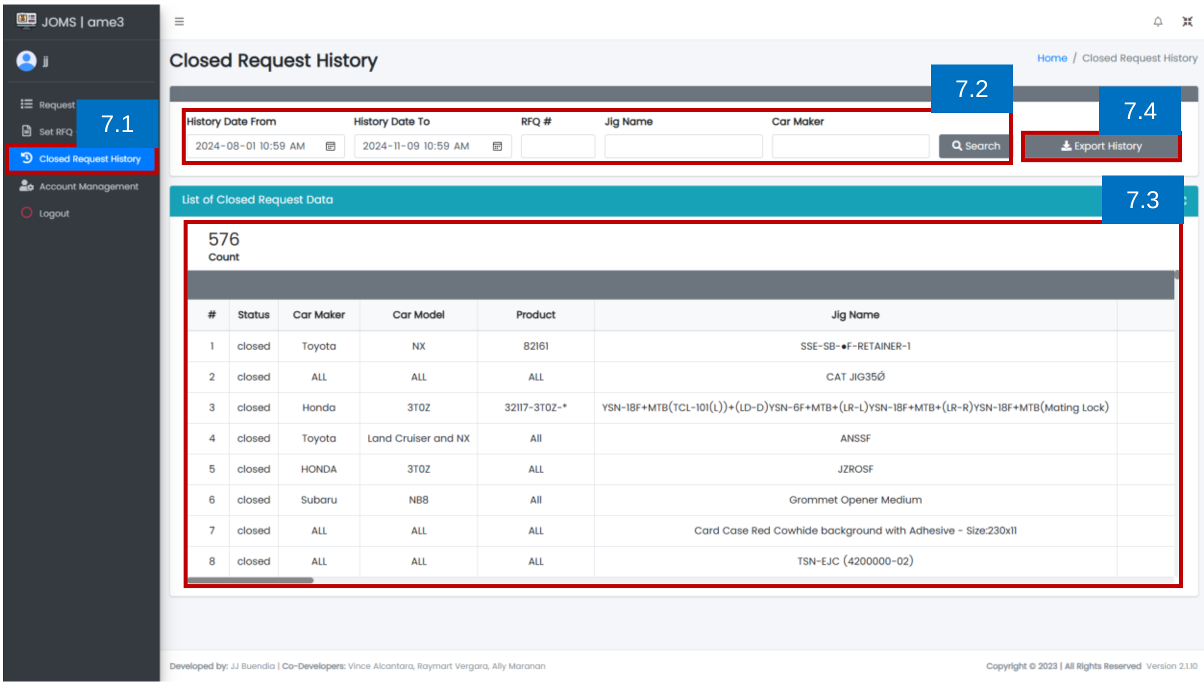


Figure 20. AME3 Closed Request History Page

8. **Account Management**
   8.1 Click the Account Management. *(See Figure 21)*
   8.2 Click Add Account to create an account. *(See Figure 21)*

8.3 View table of accounts. To update, click row of data to be updated and same goes when deleting an account. *(See Figure 21)*
8.4 Search account by full name. *(See Figure 21)*

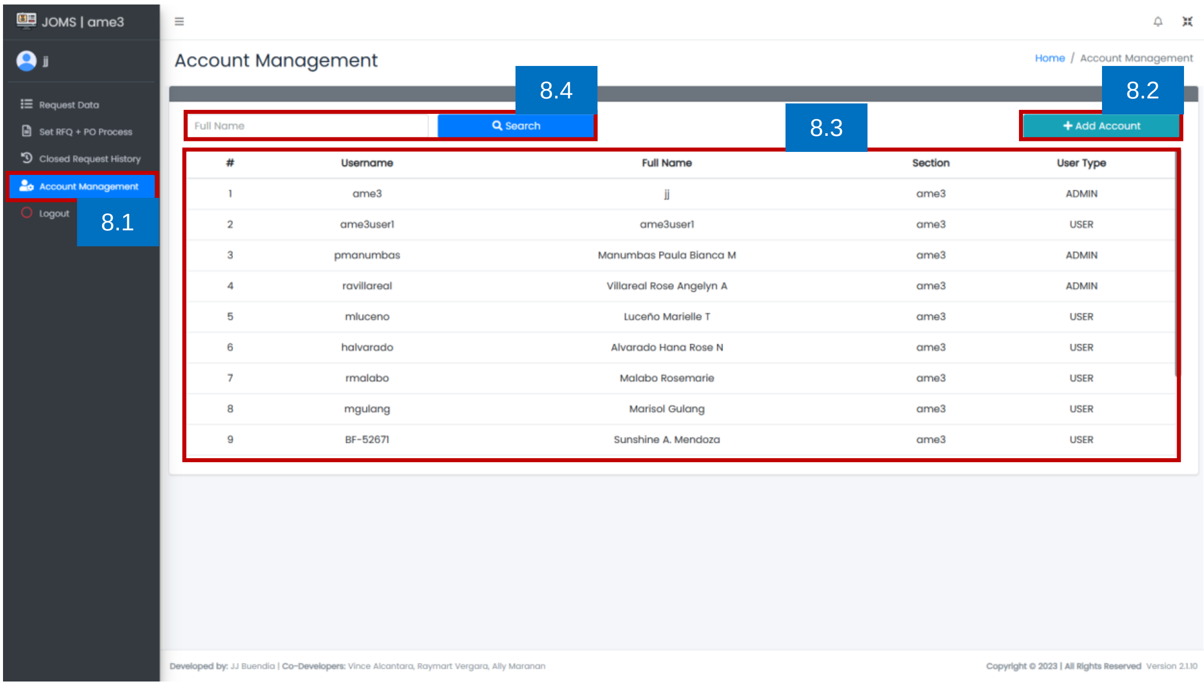


Figure 21. AME3 Account Management Page

9. Logout
9.1 Click Logout. *(See Figure 22)*
9.2 Shows the message box. Click Logout button. Do not forget to logout when not using the system. *(See Figure 22)*

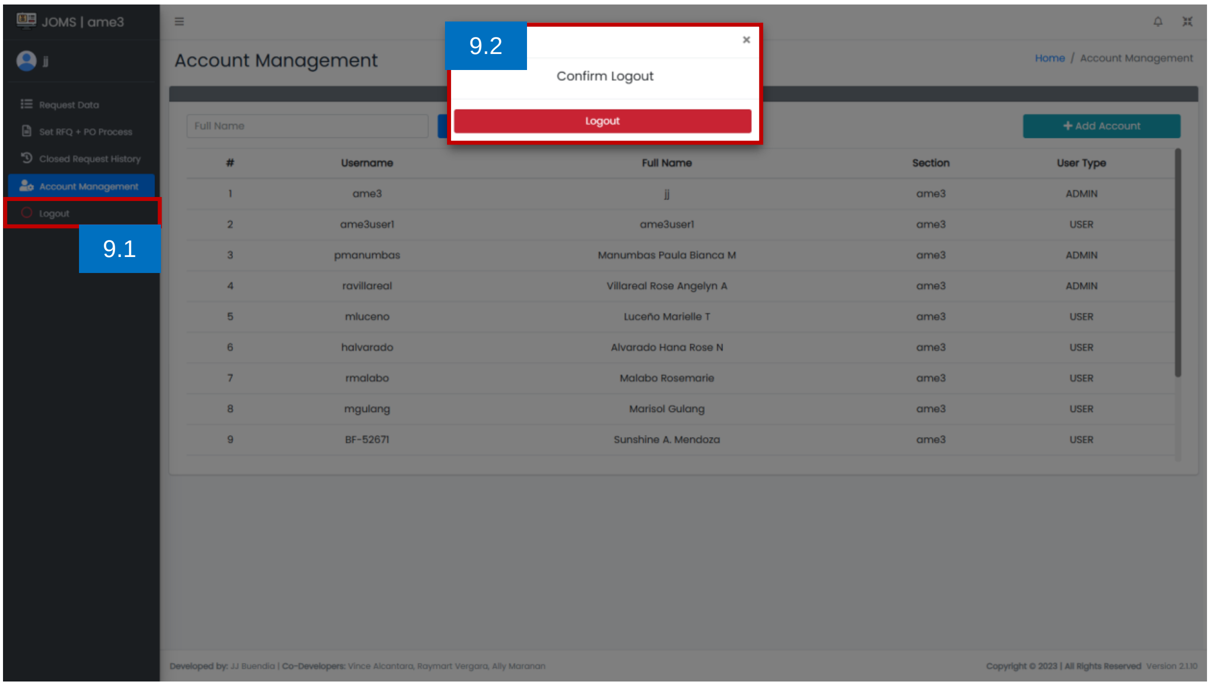


Figure 22. AME3 Logout

IV. AME2 / Installation Interface

1. Login

1.1 Enter Username and Password. *(See Figure 23)*
1.2 Click Sign In Button to access Main Form. *(See Figure 23)*

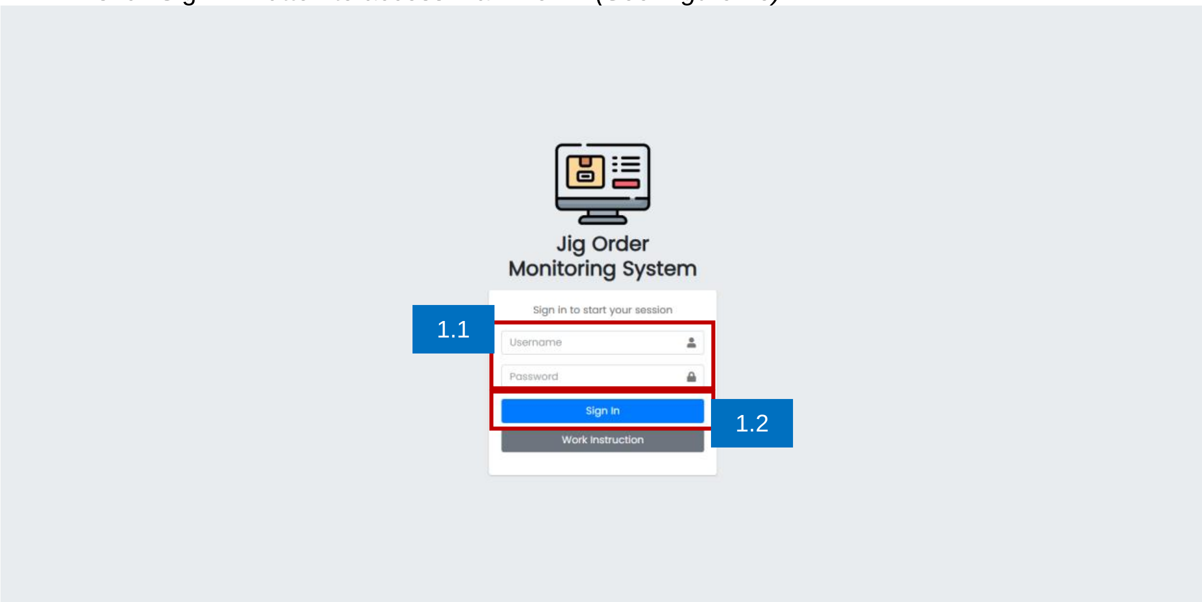


Figure 23. Login Page

2. Request Without Installation Date

2.1 Click Set Installation button to access main form. *(See Figure 24)*
2.2 Viewer has no installation date and line number yet. *(See Figure 24)*
2.3 View the count of request without installation date and line number. *(See Figure 24)*

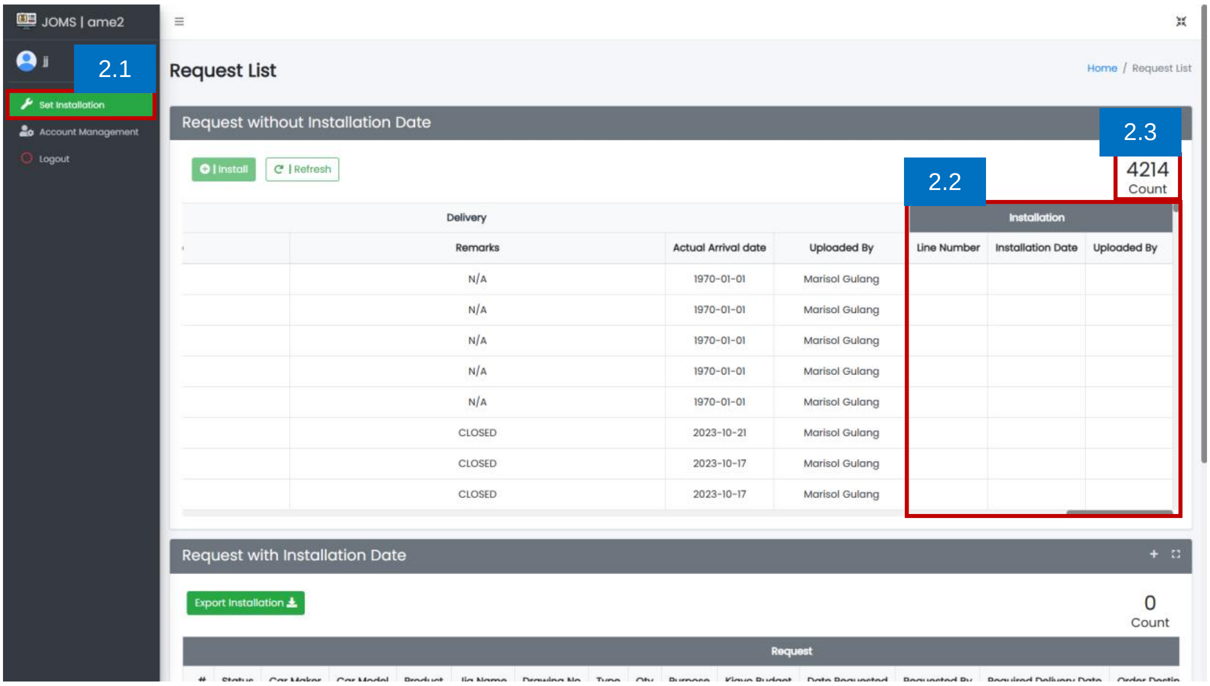


Figure 24. AME2 Set Installation Page

3. Installation Process

3.1 For date installation, select the checkbox of the item that needs to be installed. *(See Figure 25)*
3.2 Click the Install + to pop up the Installation Date for Selected Request. *(See Figure 25)*

3.3. Provide the line and select the installation date, then click the confirm button. *(See Figure 25)*
3.4 Click the refresh button to reload the content of requested date installation. *(See Figure 25)*

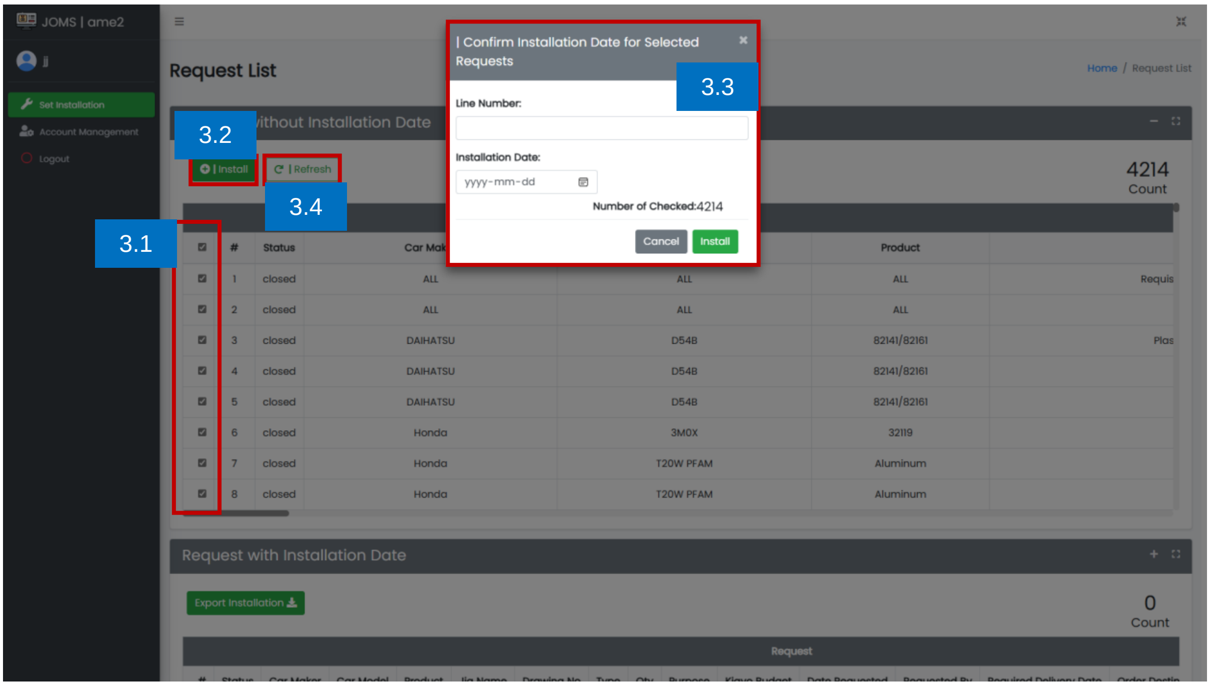


Figure 25. Selected Request Installation Date Setting

4. **Request with Installation Date**
   4.1 Viewer has with installation date and line number. *(See Figure 26)*
   4.2 View the count of requests with installation date and line number. *(See Figure 26)*
   4.3 Export all installation data in csv format. *(See Figure 26)*

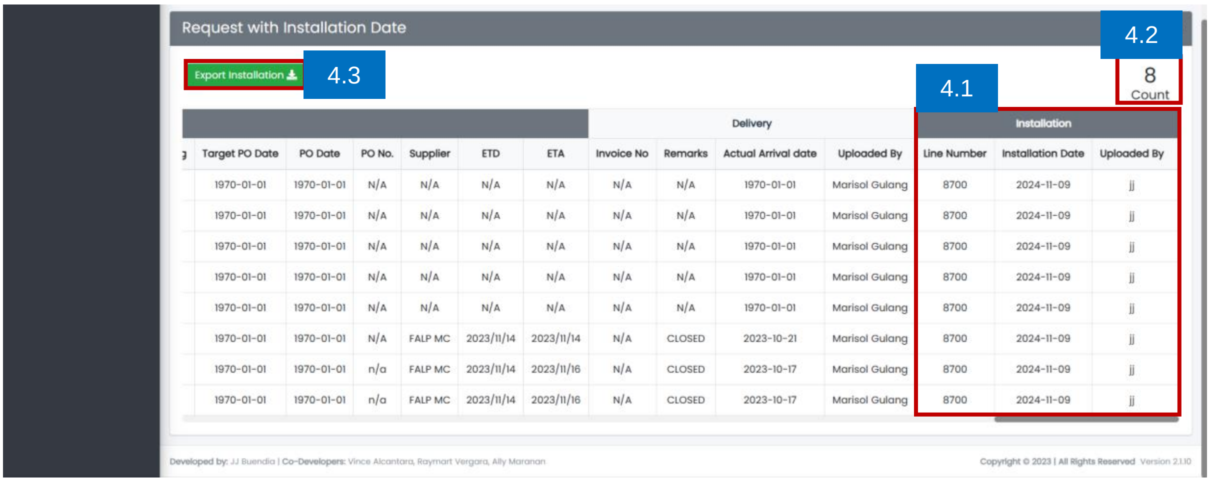


Figure 26. Request with Installation Date

5. **Account Management**
   5.1 Click the Account Management. *(See Figure 27)*
   5.2 Click Add Account to create an account. *(See Figure 27)*
   5.3 View table of accounts. To update, click row of data to be updated and same goes when deleting an account. *(See Figure 27)*
   5.4 Search account by full name. *(See Figure 27)*

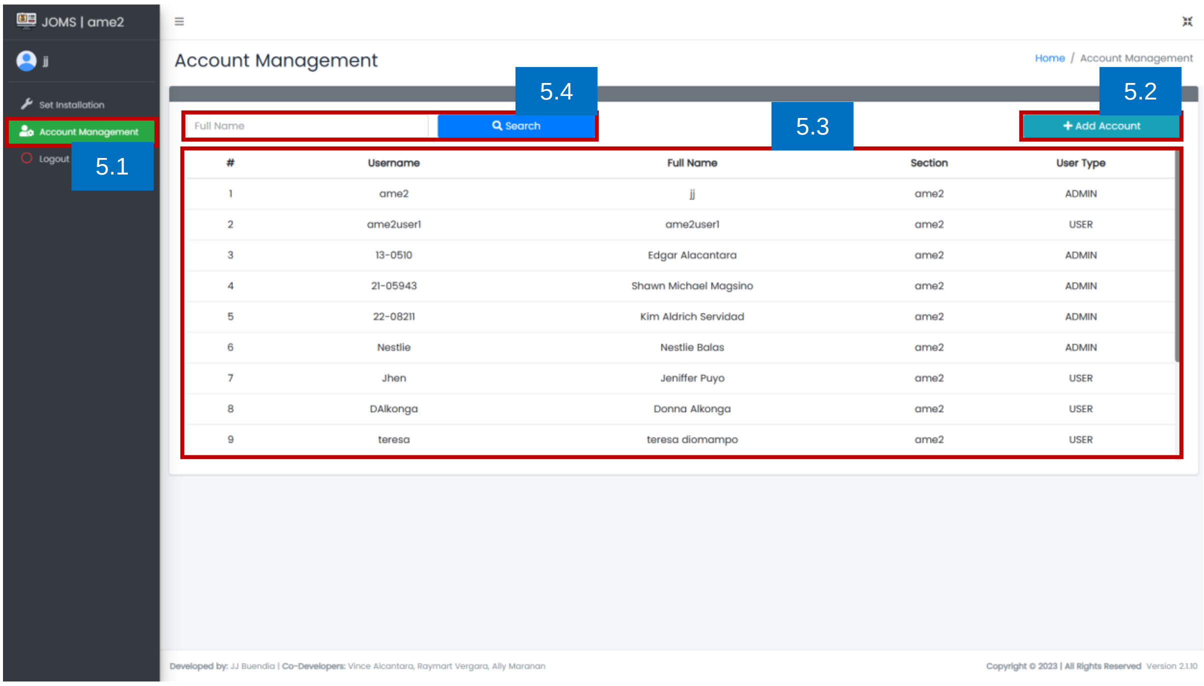


Figure 27. AME2 Account Management

6. **Logout**
   6.1 Click Logout. *(See Figure 28)*
   6.2 Shows the message box. Click Logout button. Do not forget to logout when not using the system. *(See Figure 28)*

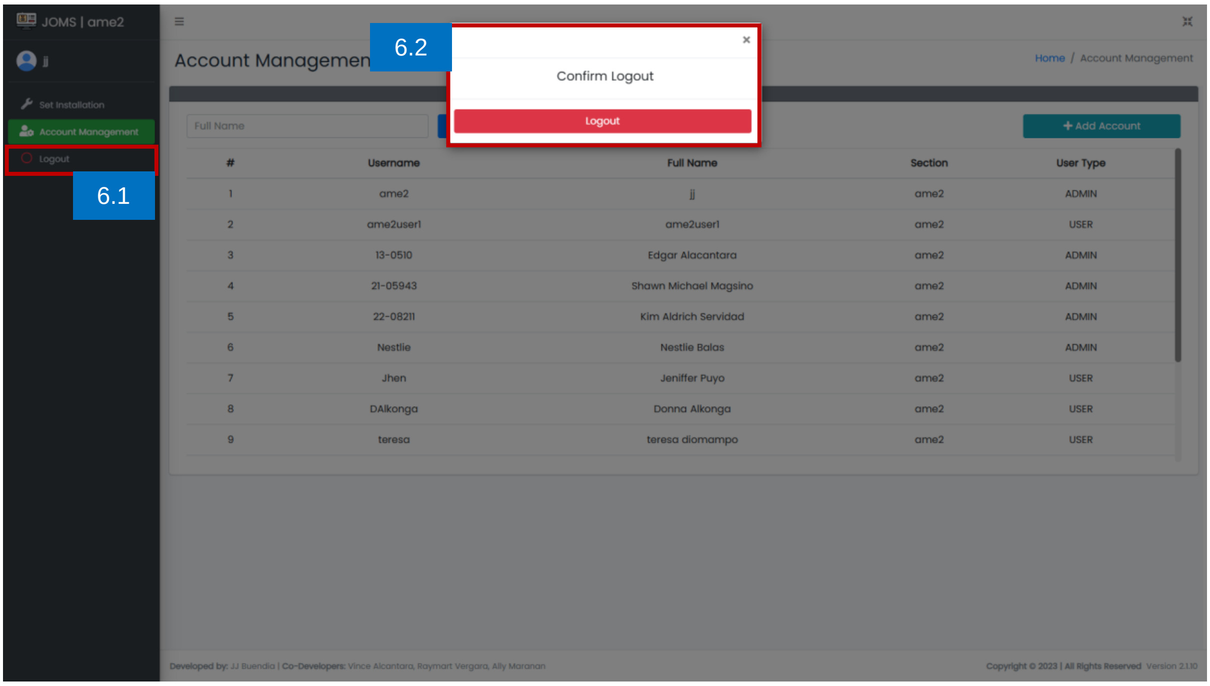


Figure 28. Logout