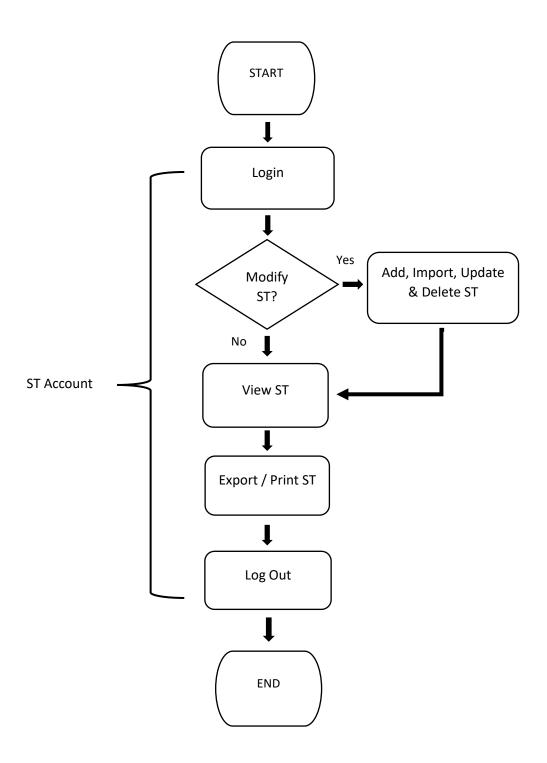
PCAD - STWork Instruction

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PCAD - ST PROCESS FLOW



PCAD - ST Work Instruction (ST ACCOUNT)

I. LOGIN

- 1. Scan or Enter ID Number of ST Account (See Figure 1.0).
- 2. Click Login Button to access the ST Masterlist Interface (See Figure 1.0).

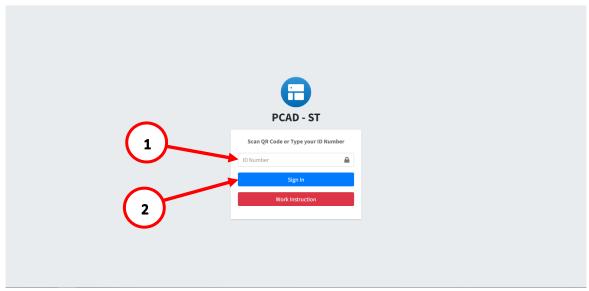


Figure 1.0

II. ST MASTERLIST PAGE

Adding Single ST

1. Click Add New ST Button. A form will appear. (See Figure 1.1).

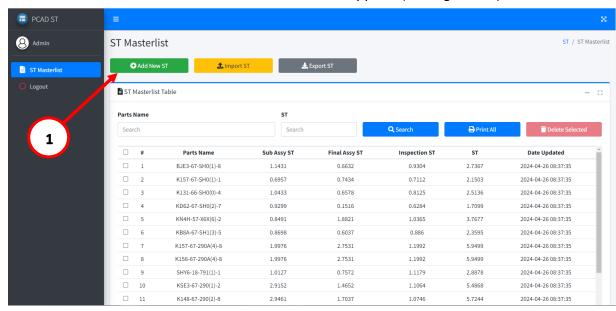


Figure 1.1

- 2. Fill out Input Fields of a specific ST Information. (See Figure 1.2).
- 3. Click Add ST Button to add single ST on the master list. (See Figure 1.2).

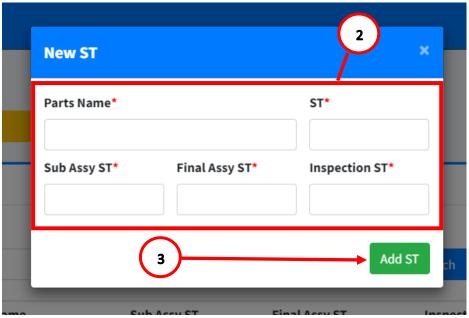


Figure 1.2

Importing ST

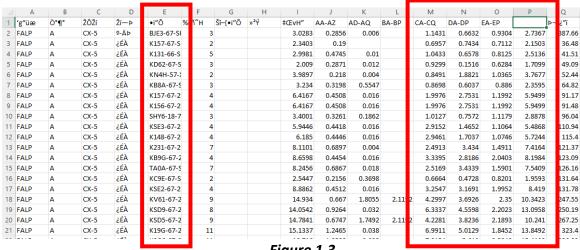


Figure 1.3

- 4. Check ST information first before importing. The Product (Column E), Sub Assy (CA-CQ), Final Assy (DA-DP), Inspection (EA-EP) and Final ST ((CA-CQ) + (DA-DP) + (EA-EP)) columns should exist on CSV provided. (See Figure 1.3).
- 5. Click Import ST button. Make sure you convert the filled-out template on a .csv file format. Select the template and click Open Button. This will automatically import new ST or update existing ST information and a success dialog box will appear. (See Figure 1.4)

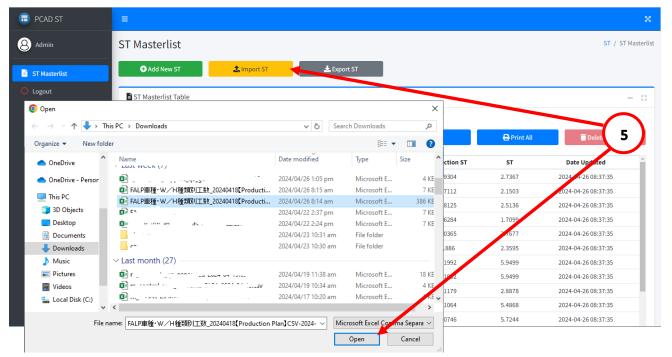


Figure 1.4

Update or Delete Single ST

6. Click **Any Row** from the table that needs update or deletion. (*See Figure 1.5*).

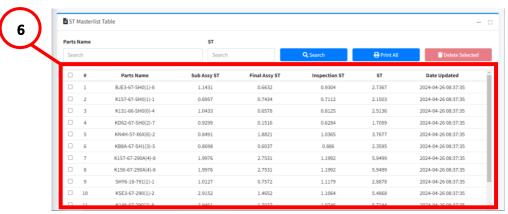


Figure 1.5

- 7. Fill out **Input Fields** that needs update. (See Figure 1.6).
- 8. Click **Update ST** to update single ST. (See Figure 1.6).
- 9. Click **Delete ST** to delete single ST. (See Figure 1.6).

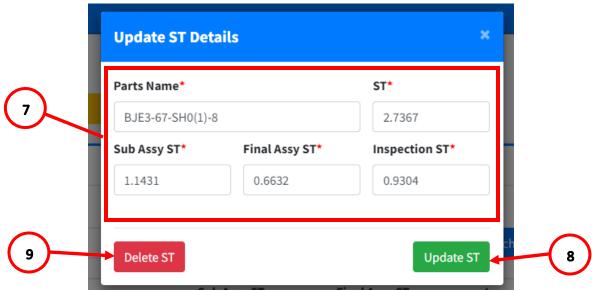


Figure 1.6

Delete Multiple ST

10. Select checkboxes of any row that need to delete. (See Figure 1.7).

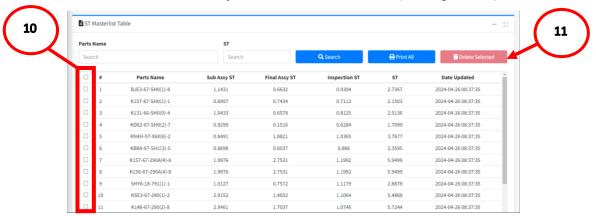


Figure 1.7

11. Click **Delete Selected** button. A dialog box will appear to confirm deletion of selected rows. (See Figure 1.7).

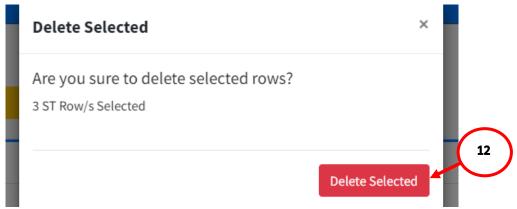


Figure 1.8

12. Click **Delete Selected** button to continue deletion of selected rows. (See Figure 1.8).



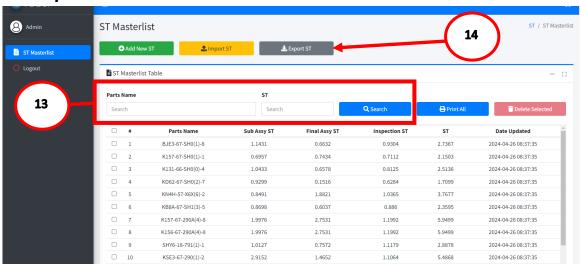


Figure 1.9

- 13. Before exporting, use **input fields** for searching if filtered data is needed as a result of export ST information. (See Figure 1.9).
- 14. Click **Export ST** button to export ST information in a csv file format. (See Figure 1.9).

Print ST Masterlist

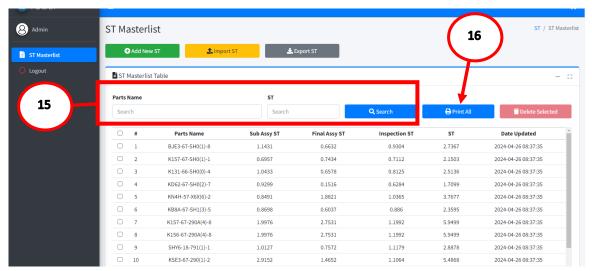


Figure 1.10

- 15. Before printing, use **input fields** for searching if filtered data is needed as a result of export ST information. (See Figure 1.10).
- 16. Click Print All button to print out ST information. (See Figure 1.10).