

Malley Web Tools Documentation

Blueprint

Option Index

Inventory & Purchasing

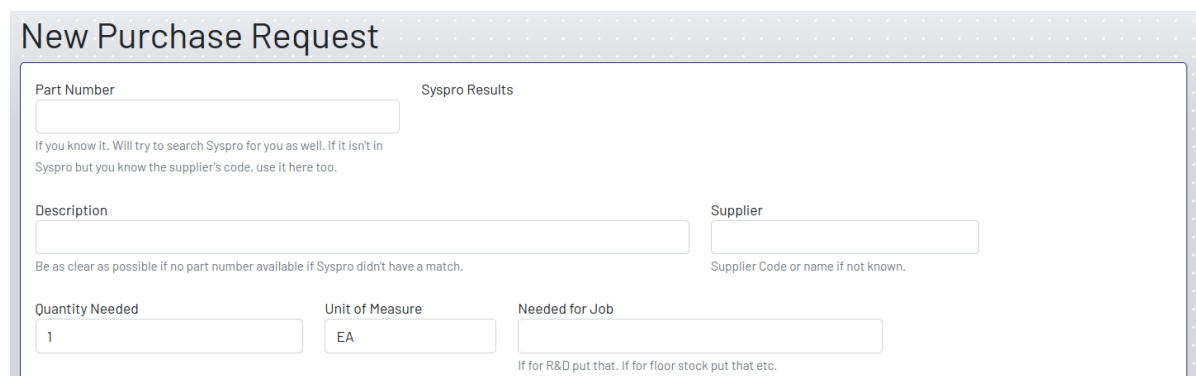
Part Order Requests

This tool is intended to make it easier to let us know if a part is needed, and what it's for. You can find everything to do with purchase requests under the Inventory Menu at the top of the Malley Internal Home Page. If you don't have access to that, ask Myles or Kayla for help.

Creating a New Request

Head over to <https://index.malleyindustries.com/syspro/purchasing/newRequest>

You will be presented with a Request Form. Please fill in as much information as you possibly can, especially if you are requesting a non-stock or new part.



The screenshot shows the 'New Purchase Request' form in Syspro. The form is titled 'New Purchase Request' and contains several input fields and labels. The fields are: 'Part Number' (with a 'Syspro Results' label above it), 'Description' (with a note below it: 'Be as clear as possible if no part number available if Syspro didn't have a match.'), 'Supplier' (with a note below it: 'Supplier Code or name if not known.'), 'Quantity Needed' (with the value '1' entered), 'Unit of Measure' (with the value 'EA' entered), and 'Needed for Job' (with a note below it: 'If for R&D put that. If for floor stock put that etc.'). There is also a small text block between the 'Part Number' and 'Description' fields that says: 'If you know it. Will try to search Syspro for you as well. If it isn't in Syspro but you know the supplier's code, use it here too.'

If you know the part number, you can start typing it into the Part Number field. As you type, a list of possible matches will appear. Clicking on a match will fill out most of the form for you.

Checking on Open Requests

Seeing Open Requests by Department

Seeing Recent Deliveries

Vehicle Database

Labour Tracking

For Staff

Overview

This is a simple tool for keeping track of the labour done on the jobs we do. All this tool tracks is who works on what and for how long.

Logging In

An account will be created for you, including a password. You can change your password to something memorable whenever you want.

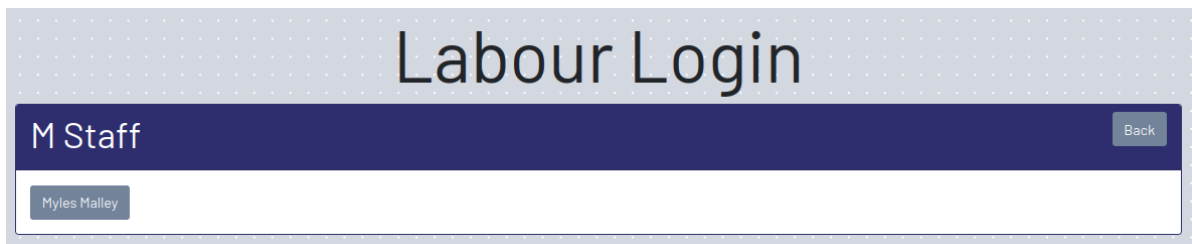
The computers on the shop floor will show the login screen automatically. If you do not see it, follow the links for Labour, or go to <https://index.malleyindustries.com/labour>

The first thing you will see is this:

The image shows a login interface titled "Labour Login" in a large, dark font. Below the title is a dark blue rectangular box with the text "First Letter of Last Name" in white. Underneath this box is a grid of 26 small, light blue buttons, each containing a letter of the alphabet from A to Z. The letters are arranged in two rows: the first row contains A through V, and the second row contains W, X, Y, and Z.

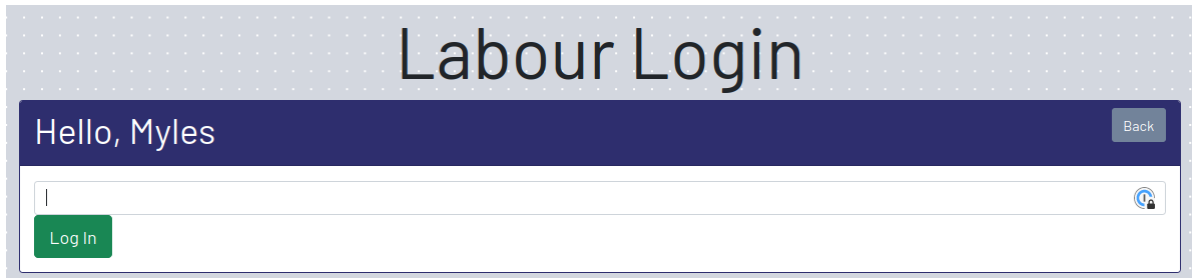
First Letter of Last Name																									
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V				
W	X	Y	Z																						

Choose the first letter of your last name.



The screenshot shows a web interface titled "Labour Login". At the top, there is a dark blue header bar with the text "M Staff" on the left and a "Back" button on the right. Below this header is a white rectangular area containing a list of names, with "Myles Malley" highlighted in a grey box.

Choose your name from the list by clicking on it. At any time, if you need to go back, you can click the button in the top right.

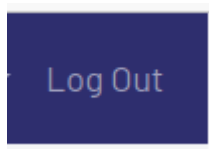


The screenshot shows the "Labour Login" interface after a user has been selected. The dark blue header now says "Hello, Myles" on the left and has a "Back" button on the right. Below the header is a white area with a password input field. To the left of the input field is a green "Log In" button. To the right of the input field is a small icon of a person with a lock. The input field itself contains a single vertical line cursor.

Enter your password. If this is your first time, you will have been given a temporary one. If you have forgotten your password or are having trouble signing in, let your supervisor know to have it reset.

Logging Out

At any time, you can log out by clicking on the **Log Out** button at the top right corner of the screen.



As a courtesy to other staff, you should always **Log Out** after you are finished clocking in or out.

Clocking In

Clocking Out

Finding The Right Job

For Supervisors / Management

Reviewing Staff Time

Add New Time

Edit an Existing Record

Delete Time

Clock Someone Out

Add New Production Staff

Lock Out Production Staff

Reset Someone's Password

Administration

Setup & Troubleshooting
