# Jig Order Monitoring System

# Work Instruction

# TABLE OF CONTENTS

# JIG ORDER MONITORING SYSTEM

# PROCESS FLOW

```
            ┌─────────────┐
            │    Start    │
            └─────────────┘
                   │
                   ▼
   ┌──────────────────────────────────────┐
   │ Log in to Jig Order Monitoring System │
   └──────────────────────────────────────┘
                   │
                   ▼
   ┌──────────────────────────────────────┐
   │    AME1 Import  pending request data  │
   └──────────────────────────────────────┘
                   │
                   ▼
   ┌──────────────────────────────────────┐
   │   Notify AME3 for the pending request │
   └──────────────────────────────────────┘
                   │
                   ▼
   ┌──────────────────────────────────────┐
   │   Export pending request and import   │
   │     Initial RFQ, RFQ, and PO process  │
   └──────────────────────────────────────┘
                   │
                   ▼
   ┌──────────────────────────────────────┐
   │  View the closed request data history │
   │           for a specific date         │
   └──────────────────────────────────────┘
                   │
                   ▼
   ┌──────────────────────────────────────┐
   │   AME2 install and generate request   │
   │       based on installation date     │
   └──────────────────────────────────────┘
                   │
                   ▼
   ┌──────────────────────────────────────┐
   │   AME1 monitor the delayed request    │
   │                 Data                  │
   └──────────────────────────────────────┘
                   │
                   ▼
            ┌─────────────┐
            │     End     │
            └─────────────┘
```
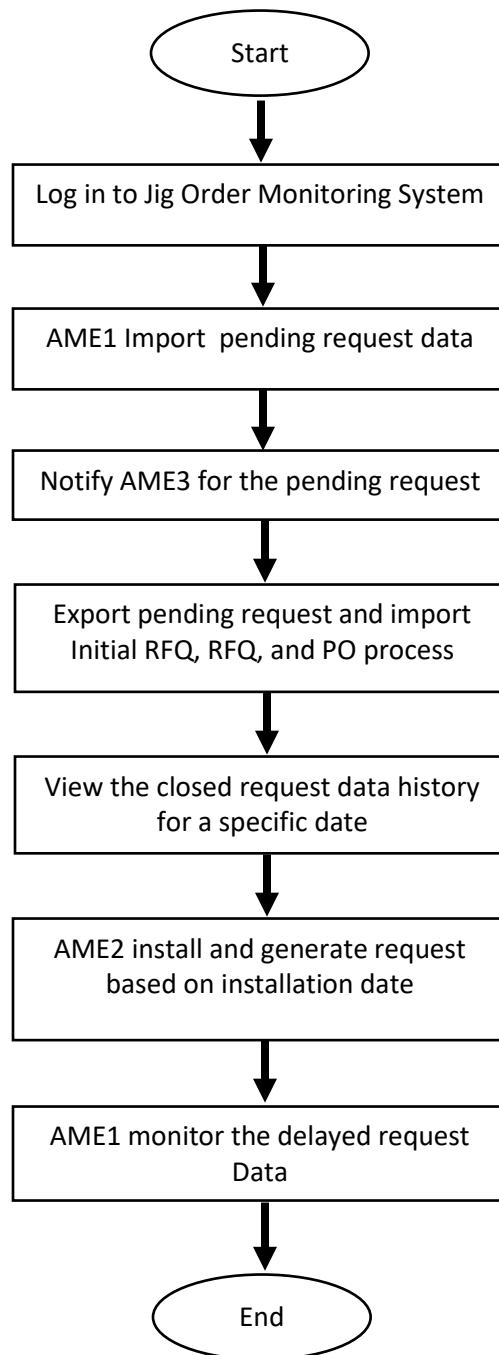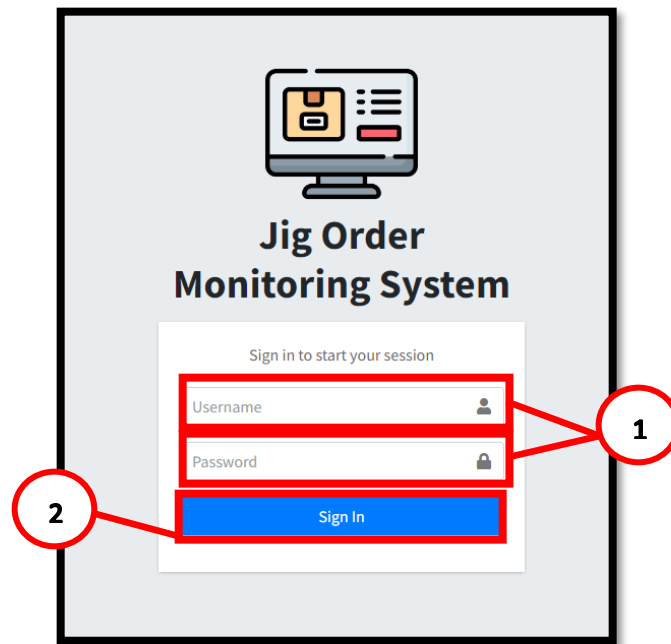
# JIG ORDER MONITORING SYSTEM

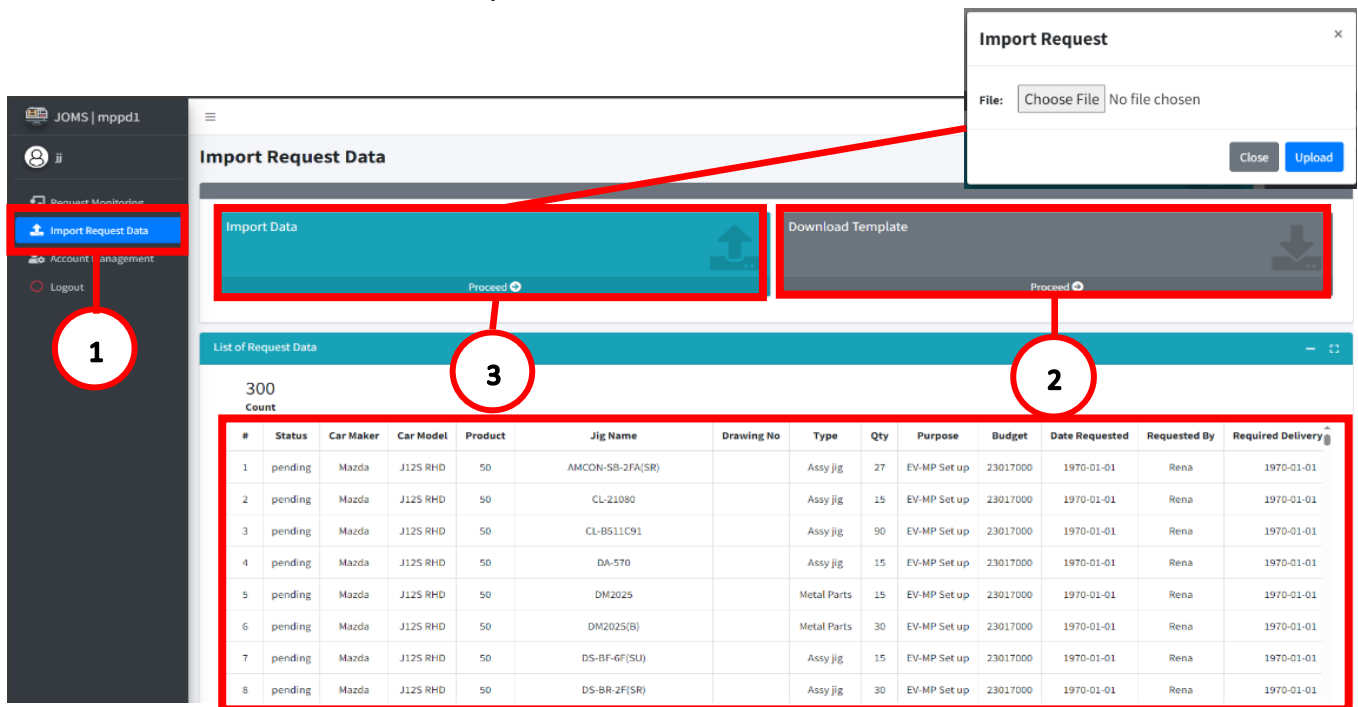## Work Instruction

**(JOMS MPPD1**: PRODUCTION ENGINEERING)

# I. LOGIN

*1.* Enter **Username and Password** *(See Figure 1.0).*

*2.* Click **Sign in** Button to access Main Form *(See Figure 1.0).*



*Figure 1.0*

# II. IMPORT REQUEST DATA



*Figure 1.1*

1. In the navigation bar, click **Import Request Data** (*See Figure 1.1*).
2. The user can **download the template** by clicking the **Proceed** button as shown in the figure above (*See Figure 1.1*).

2.2. Open **template for request.csv** and encode the request data then **save the file**. (*See Figure 1.2*).



*Figure 1.2*

3. Click **proceed** in Import data then show the "choose file" (*See Figure 1.1*).
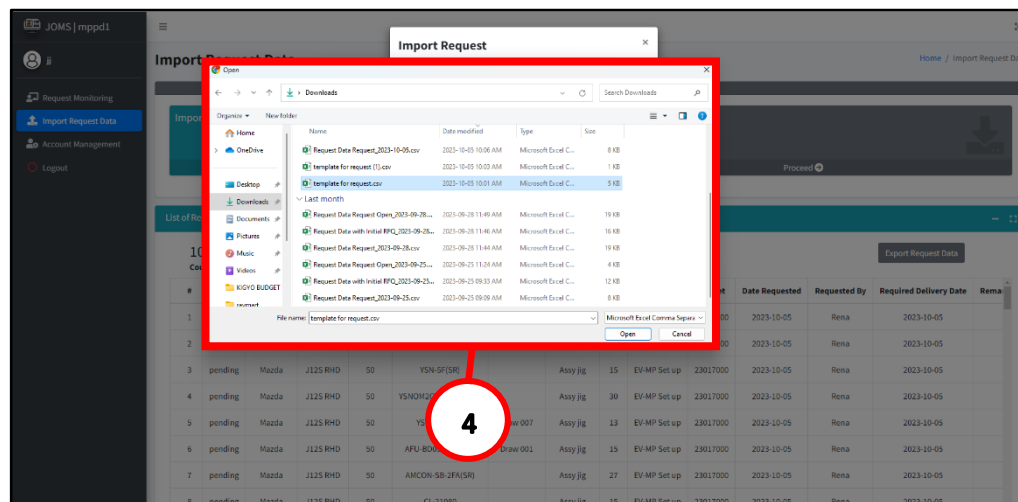


*Figure 1.3*

4. **Import** the data using the download template with encoded request data. Note that incorrect format will result to error (*See Figure 1.3*).

## III.  REQUEST MONITORING



*Figure 1.4*

1. In the navigation bar, click **Request Monitoring** (*See Figure 1.4*).
2. To filter the table, click **Section, Status, Date From, Date to.** (*See Figure 1.4*).
3. Viewing the **number of rows** in the table.  (*See Figure 1.4*).

## IV.  CANCELLATION REQUEST



*Figure 1.5*

1. To cancel, select the **checkbox** that corresponds to the item you wish to cancel (*See Figure 1.5*).
2. Click the **Cancel Request** to pop up the **Cancellation for Selected Request.** (*See Figure 1.5*).
3. Provide an **explanation** for canceling and include the **date of cancellation,** click the **confirm** button. (*See Figure 1.5*).



*Figure 1.6*

4. Click your **Section**, status must be **Cancelled,** and set the date from and date to. (*See Figure 1.6*).
5. Click **cancelled** under status column. (*See Figure 1.6*).
6. View the **cancellation** data. (*See Figure 1.6*).

# V.    ACCOUNT MANAGEMENT



*Figure 1.7*

1. Click the **Account Management** (*See Figure 1.7*).
2. Click **Add Account** and create an account (*See Figure 1.7*).
3. **View** data table for your accounts. To Update, **Click** the data you want to **UPDATE**, or **DELETE** the account (*See Figure 1.7*).
4. **Search** accounts by full name (*See Figure 1.7*).

# VI.  LOG OUT
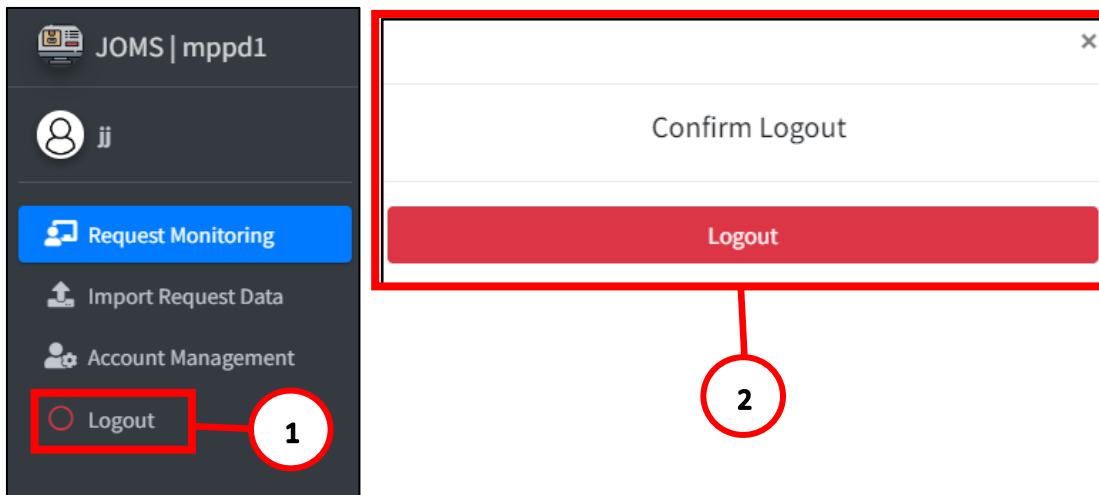


*Figure 1.8*

1. Click **log out**
2. Show msg box click confirm **Logout.** Don't forget to log out when you're not around or before leaving.
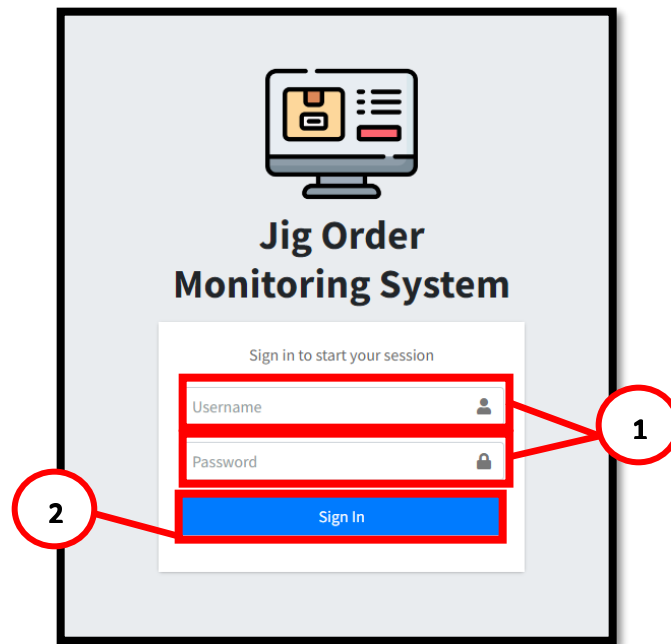
# JIG ORDER MONITORING SYSTEM

# Work Instruction

(**JOMS AME3**: PRODUCTION ENGINEERING)

# I.    LOGIN

1. Enter **Username and Password** *(See Figure 2.0).*
2. Click **Sign In** button to access Main Form *(See Figure 2.0).*
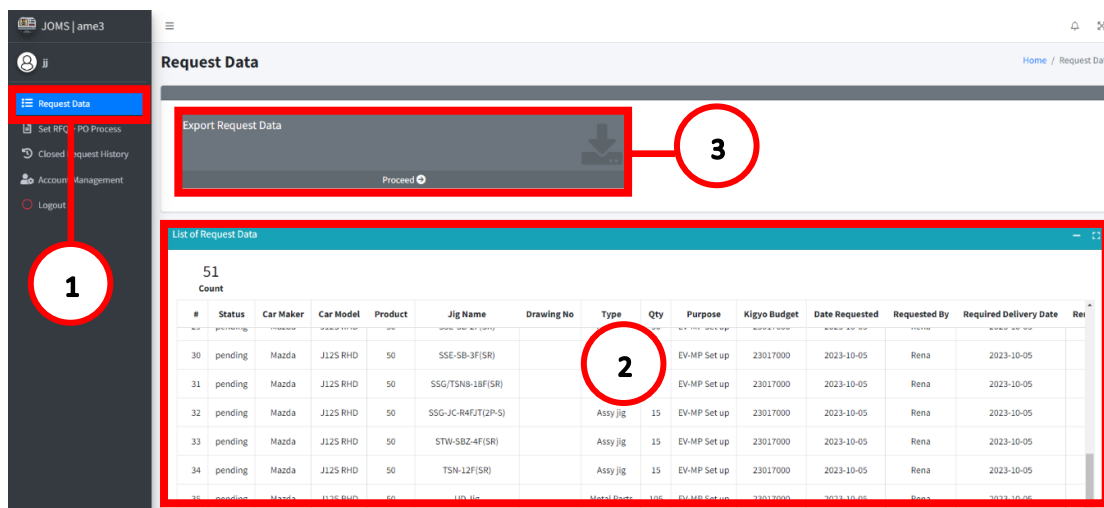


*Figure 2.0*

# II.    REQUEST DATA

1. Click **Request Data** button to access Main Form *(See Figure 2.1).*
2. Viewer of List of Request Data uploaded by **Requestor** *(See Figure 2.1).*
3.  Click **Proceed** Export Request Data to download list of request data *(See Figure 2.1).*



*Figure 2.1*

1. After export the file. You can view the data and fill-up the Initial RFQ missing data. *(See Figure 2.2).*
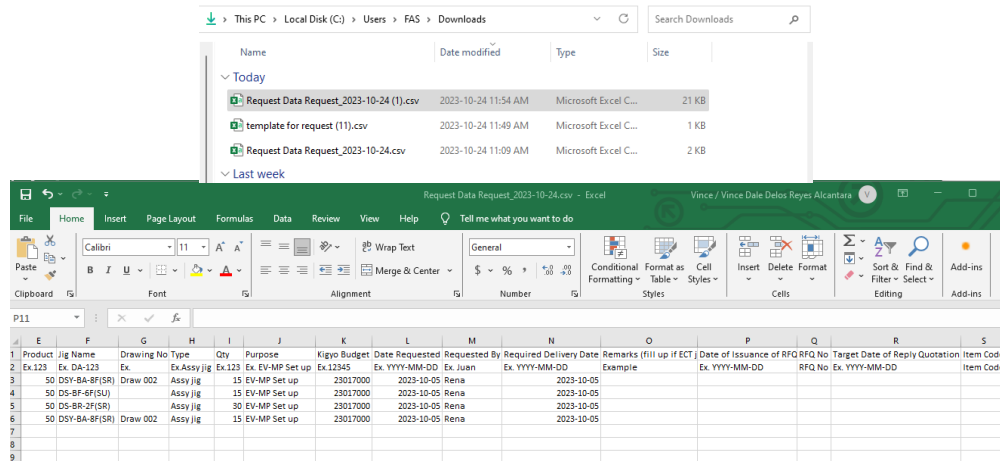


***Figure 2.2***

# III. SET RFQ AND PO PROCESS

1. Click **Set RFQ + PO Process** button *(See Figure 2.3).*

2. Click **Proceed** in Export Request Data + RFQ + PO *(See Figure 2.3).*

3. Click **Proceed** in Import Request Data + RFQ + PO *(See Figure 2.3).*

4. Filter the table to **RFQ Process, Initial RQF, Complete RFQ and Cancelled** *(See Figure 2.3).*

5. *Select you want to* **Cancel** *(See Figure 2.3).*

6. Click **Cancel Request** *(See Figure 2.3).*
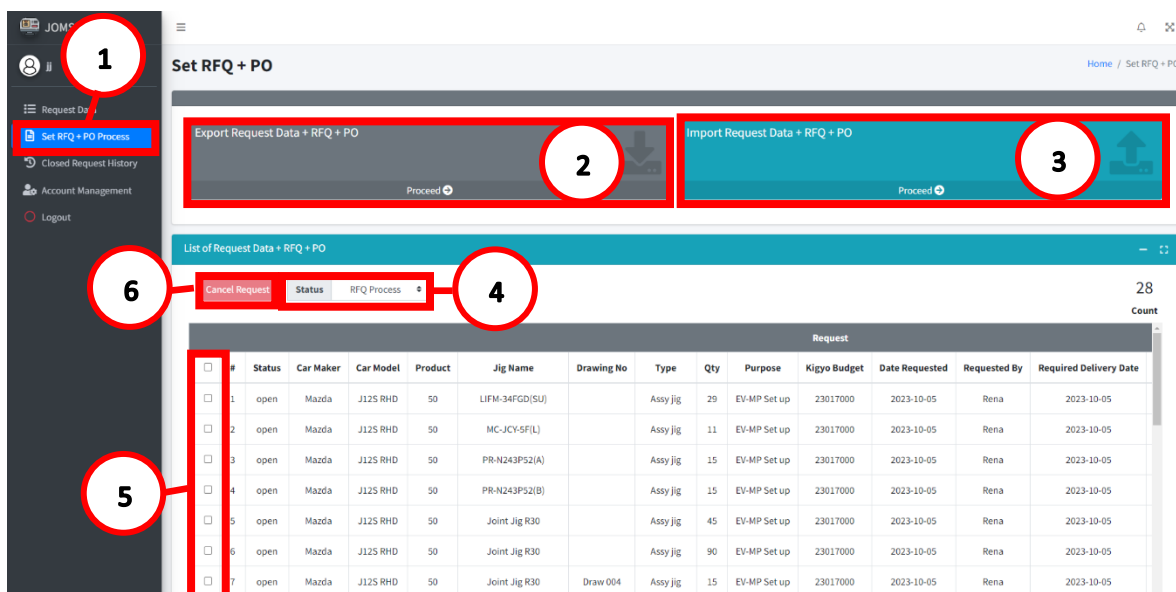


***Figure 2.3***

# IV. EXPORT REQUEST DATA + RFQ + PO

A. Click **Export Pending** to export the **Request** data. *(See Figure 2.4)*.
B. Click **Export Open Status** to export with **Initial RFQ** data *(See Figure 2.3)*.
C. Click **Export Open Status** to export with **Complete RFQ** data *(See Figure 2.3)*.
D. Click **Export Closed Status** to export with **Complete RFQ and PO** data *(See Figure 2.3)*.



*Figure 2.4*

Once clicked export they automatically **downloaded** the file. Open the file.



Example export data in EXPORT W/O RFQ and PO.



Example export data in EXPORT WITH INITIAL RFQ

Example export data in **export with complete RFQ**.

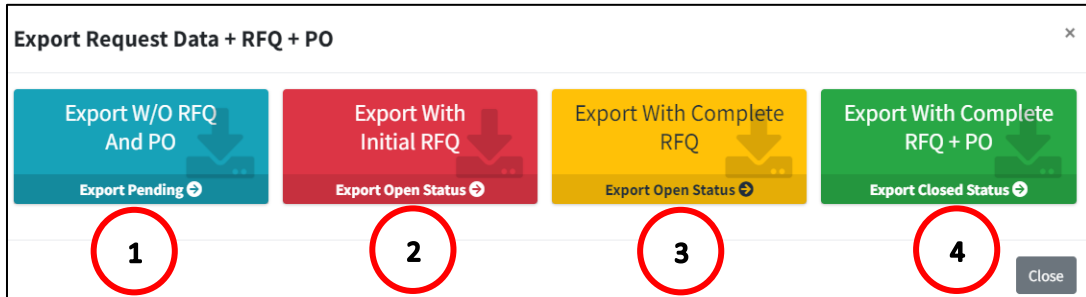| | AB | AC | AD | AE | AF | AG | AH | AI | AJ | AK | AL | AM | AN | AO | AP | AQ | A |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | FSIB Code | Date sent to Internal Signatories | Target Approval date of | Approval date of quotation | Target Date Submission | Actua | PO Date | PO Date | PO No. | Ordering Additional Details | Supplier | ETD | ETA | Actual Arrival date | Invoice No | Classification | Rem |
| 2 | FSIB Code | Ex. YYYY-MM-DD | Ex. YYYY-MM-DD | Ex. YYYY-MM-DD | Ex. YYYY-MM-DD | Ex. Y | YYY-MM-DD | Ex. YYYY-MM-DD | PO No. | Ordering Additional Details | Supplier | Ex. YYYY-MM-DD | Ex. YYYY-MM-DD | Ex. YYYY-MM-DD | Invoice No | Classification | Rem |
| 3 | 2023-10-14 | 2023-10-15 | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | | | |

Example export data in **Export with Complete RFQ and PO.**

| | AB | AC | AD | AE | AF | AG | AH | AI | AJ | AK | AL | AM | AN | AO | AP |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | FSIB Code | Date sent to Inte | Target Approva | Approval date of q | Target Date Submissi | Actual Date of Submiss | Target PO Date | PO Date | PO No. | Supplier | ETD | ETA | Actual Arrival date | Invoice No | Remarks |
| 2 | FSIB Code | Ex. YYYY-MM-DD | Ex. YYYY-MM-DI | Ex. YYYY-MM-DD | Ex. YYYY-MM-DD | Ex. YYYY-MM-DD | Ex. YYYY-MM-DD | Ex. YYYY-MM-DD | PO No. | Supplier | Ex. YYYY-MM-DD | Ex. YYYY-MM-DD | Ex. YYYY-MM-DD | Invoice No | Remarks |
| 3 | 2023-10-05 | 2023-10-05 | | 2023-10-05 | 2023-10-05 | 2023-10-05 | 2023-10-05 | 2023-10-05 | 2023-10-05 | FAS | 2023-10-05 | 1h | | 2023-10-05 | 1h | 1h |
| 4 | 2023-10-05 | 2023-10-05 | | 2023-10-05 | 2023-10-05 | 2023- | 3-10-05 | 2023-10-05 | 2023-10-05 | FAS | 1h | 2023-10-05 | | 2023-10-05 | 1h | 1h |
| 5 | 2023-10-05 | 2023-10-05 | | 2023-10-05 | 2023-10-05 | 2023- | 3-10-05 | 2023-10-05 | 2023-10-05 | FAS | 2023-10-05 | 1h | | 2023-10-05 | 1h | 1h |
| 6 | 2023-10-05 | 2023-10-05 | | 2023-10-05 | 2023-10-05 | 2023 | 10-05 | 2023-10-05 | 2023-10-05 | FAS | 1h | 2023-10-05 | | 2023-10-05 | 1h | 1h |
| 7 | 2023-10-05 | 2023-10-05 | | 2023-10-05 | 2023-10-05 | 2023 | 10-05 | 2023-10-05 | 1h | FAS | 2023-10-05 | 1h | | 2023-10-05 | 1h | 1h |
| 8 | 2023-10-14 | 2023-10-15 | 2023-10-16 | 2023-10-17 | 2023-10-18 | 2023- | -10-20 | 2023-10-21 | 2023-10-22 | 2023-10-23 | 2023-10-24 | 2023-10-25 | 2023-10-26 | 2023-10-27 | 2023-10-28 |
| 9 | 2023-10-14 | 2023-10-15 | 2023-10-16 | 2023-10-17 | 2023-10-18 | 2023-10- | 2023-10-20 | 2023-10-21 | 2023-10-22 | 2023-10-23 | 2023-10-24 | 2023-10-25 | 2023-10-26 | 2023-10-27 | 2023-10-28 |
| 10 | 2023-10-14 | 2023-10-15 | 2023-10-16 | 2023-10-17 | 2023-10-19 | 2023-10-20 | 2023-10-20 | 2023-10-21 | 2023-10-22 | 2023-10-23 | 2023-10-24 | 2023-10-25 | 2023-10-26 | 2023-10-27 | 2023-10-28 |
| 11 | 2023-10-14 | 2023-10-15 | 2023-10-16 | 2023-10-17 | 2023-10-18 | 2023-10-19 | 2023-10-20 | 2023-10-21 | 2023-10-22 | 2023-10-23 | 2023-10-24 | 2023-10-25 | 2023-10-26 | 2023-10-27 | 2023-10-28 |
| 12 | 2023-10-14 | 2023-10-15 | 2023-10-16 | 2023-10-17 | 2023-10-18 | 2023-10-19 | 2023-10-20 | 2023-10-21 | 2023-10-22 | 2023-10-23 | 2023-10-24 | 2023-10-25 | 2023-10-26 | 2023-10-27 | 2023-10-28 |

# V.    IMPORT REQUEST DATA + RFQ + PO

1. Click **Import Initial RFQ** in Import Req + initial RFQ *(See Figure 2.5)*.
2. Click **Import RFQ** in Import Req + initial RFQ *(See Figure 2.5)*.
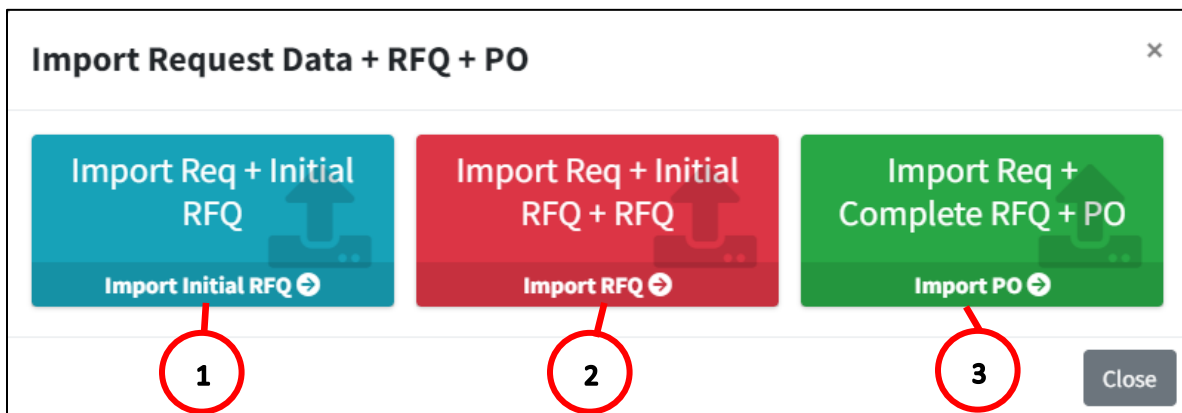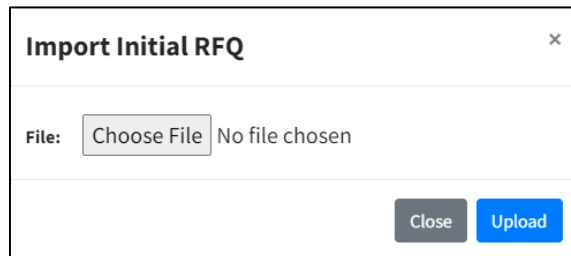3. Click **Import PO** in Import Req + complete RFQ + PO *(See Figure 2.5)*.

**Import Request Data + RFQ + PO**

| Import Req + Initial RFQ | Import Req + Initial RFQ + RFQ | Import Req + Complete RFQ + PO |
|---|---|---|
| Import Initial RFQ ➔ | Import RFQ ➔ | Import PO ➔ |
| 1 | 2 | 3 |

Close

*Figure 2.5*

Once click the import, import Initial, Import RFQ, and Import PO.
Choose file you want to import the Request Data.



Choose file you want to import the Request Data.



# VI.   CANCELLATION REQUEST

1. To cancel, **select the checkbox** that corresponds to the item you wish to cancel
(See Figure 2.6)
2. Click the **Cancel Request** to pop up the Cancellation for Selected Request.
(See Figure 2.6).
3. Provide an **explanation** for canceling and include the **date of cancellation**, click the
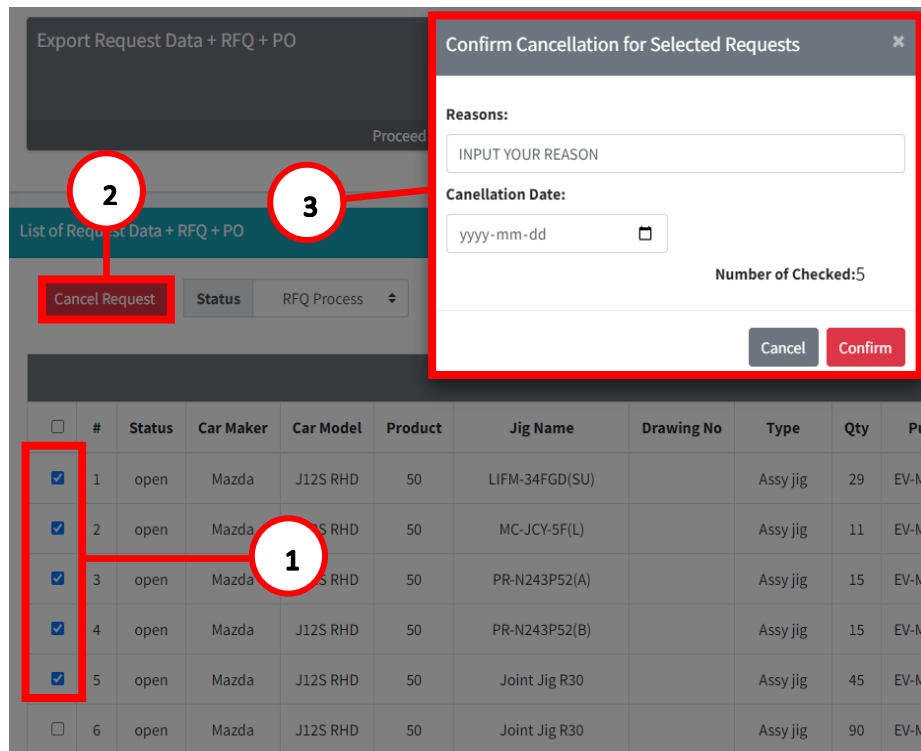confirm button. (See Figure 2.6).

*Figure 2.6*

4. Click the **status** to filter the all **cancelled** request data (See Figure 2.7).
**5.** Click **cancelled** under status column (See Figure 2.7).
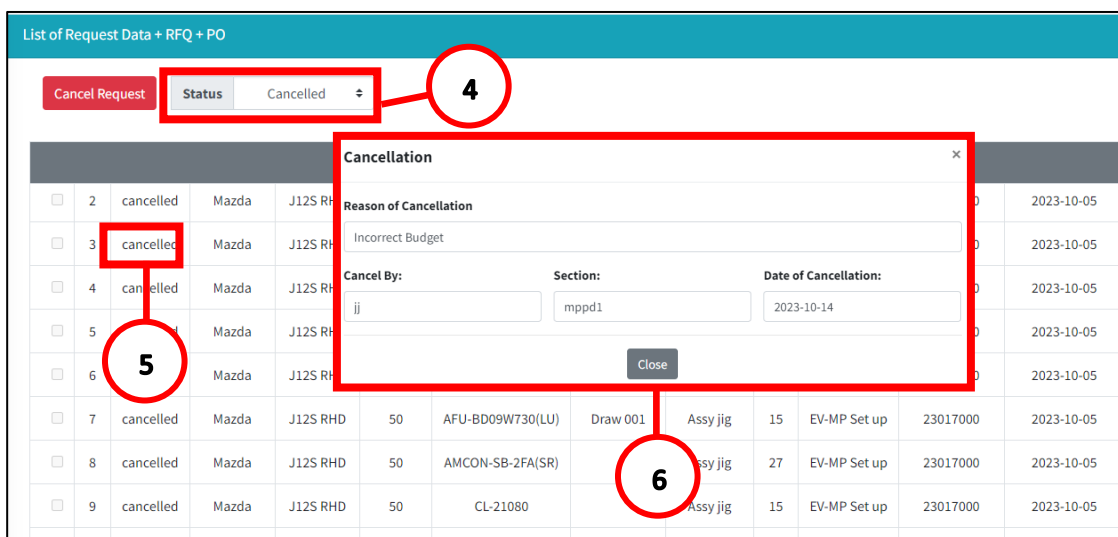6. View the cancellation data (See Figure 2.7).



*Figure 2.7*

# VII. CLOSED REQUEST HISTOR

1. Click **Closed Request History.**
2. Click the **History Date from** and **History Date to**, to filter the table by specific date format and Click **Search**.
3. Viewer of the all history **closed** data request filtered by specific date.
4. Click **Export History** to download the Close request data.



*Figure 2.8*

# VIII. ACCOUNT MANAGEMENT

1. Click the Account Management (See Figure 2.9).
2. Click Add Account and create an account (See Figure 2.9).
3. View data table for your accounts. To Update, Click the data you want to UPDATE, or DELETE the account (See Figure 2.9).
4. Search accounts by full name (See Figure 2.9).
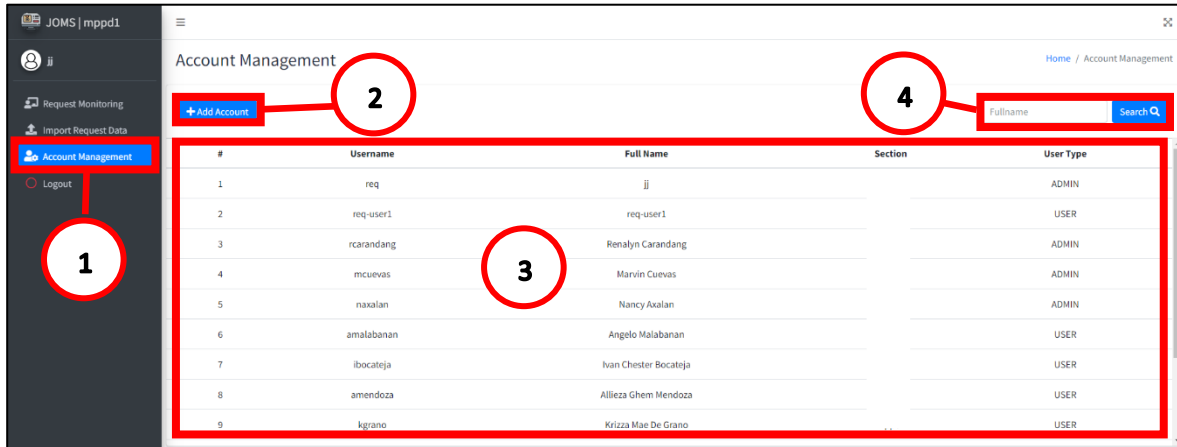
*Figure 2.9*

# IX.  LOGOUT

1.  Click **log out** button. (See Figure 2.10).
2.  Show msg box click confirm **Logout**. Don't forget to log out when you're not around or before leaving (See Figure 2.10).
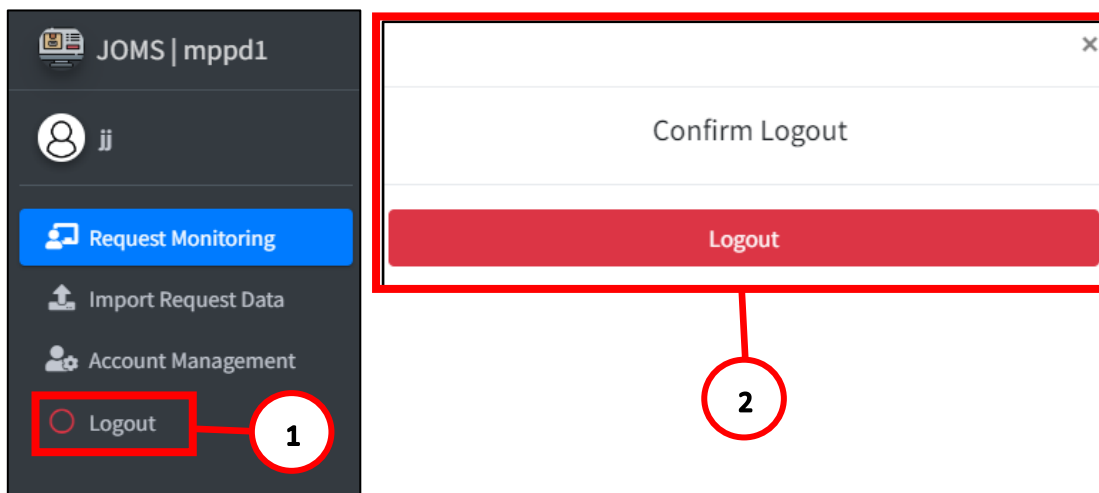


*Figure 2.10*

# JIG ORDER MONITORING SYSTEM

# Work Instruction

(**JOMS AME2**: PRODUCTION ENGINEERING)

# I.     LOGIN

*1.* Enter **Username and Password** *(See Figure 3.0).*

*2.* Click **Sign In** button to access Main Form *(See Figure 3.0).*
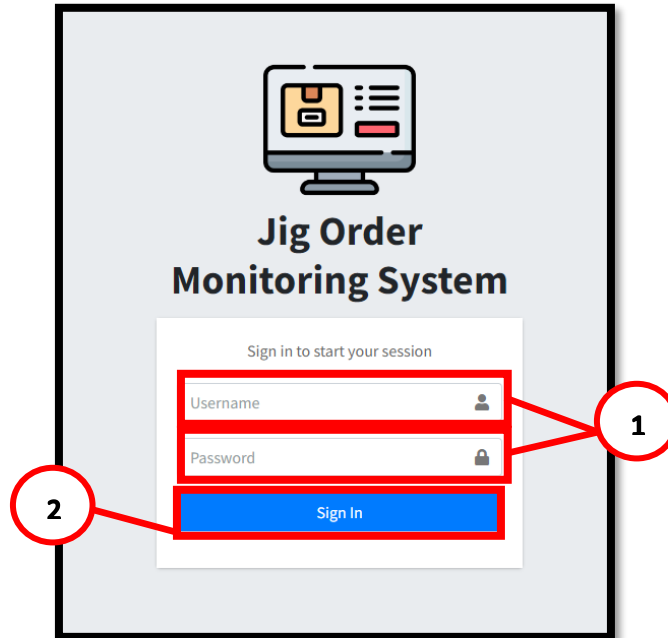


*Figure 3.0*

# II.     REQUEST WITHOUT INSTALLATION DATE

*1.* Click **Set Installation** button to access Main Form *(See Figure 3.1).*

2. Viewer has no installation date and line number yet. *(See Figure 3.1).*

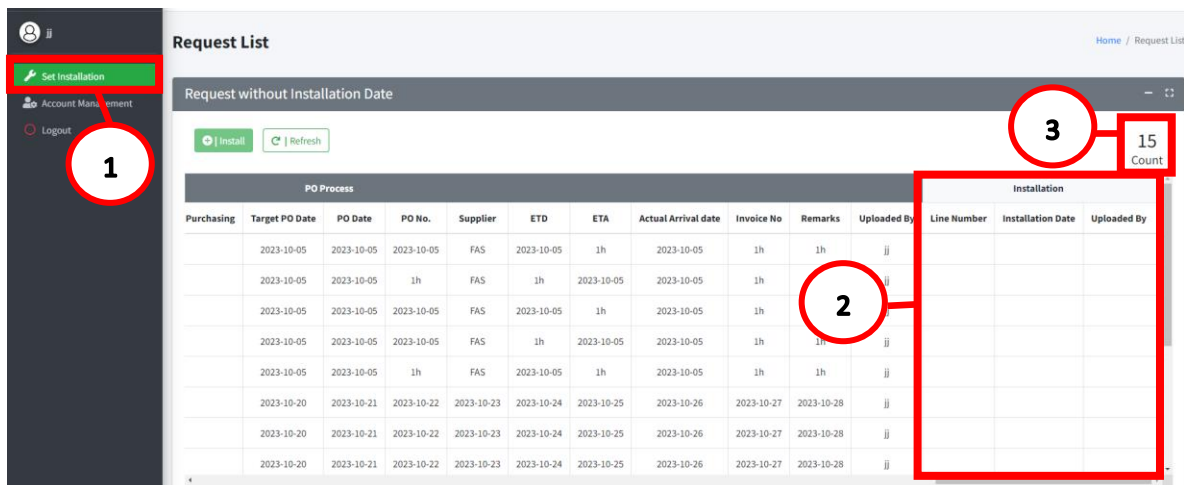3. View the count of request without installation date and line number.



*Figure 3.1*

## III.   INSTALLATION PROCESS

1. To Installation of date, **select the checkbox** that corresponds to the item you wish to install (See Figure 3.2).
2. Click the **Insall+** to pop up the Installation Date for Selected Request. (See Figure 3.2).
3. Provide the **line number** and include the **date of Installation**, click the confirm button. (See Figure 3.2).
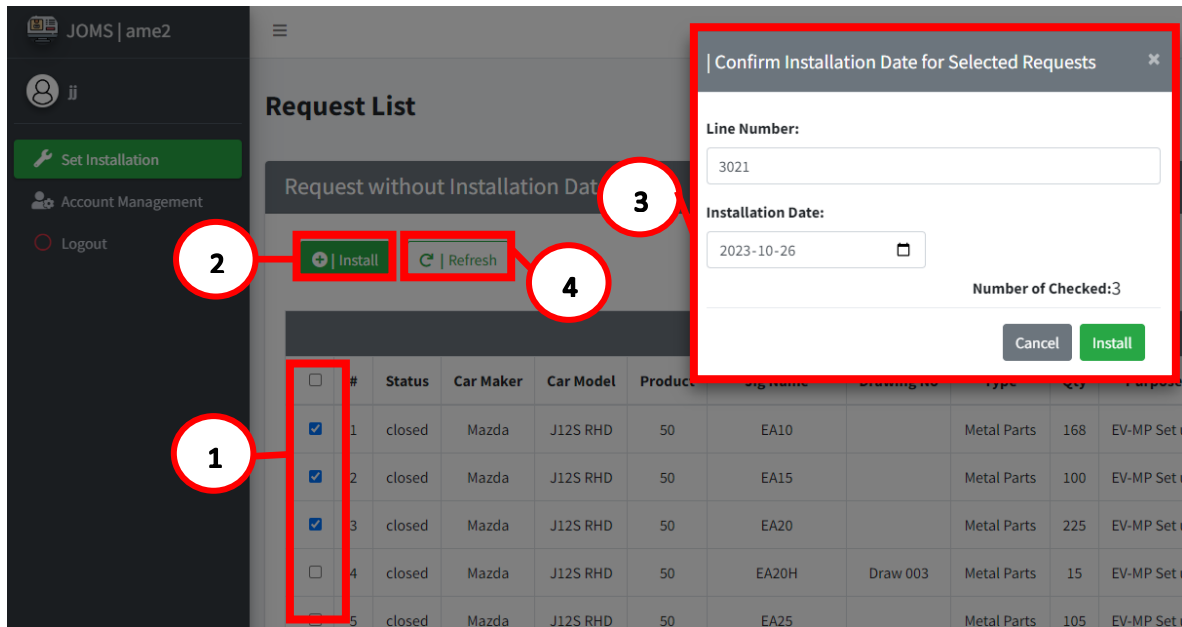4. Click **refresh** button to reload the content installation date.



*Figure 3.2*

## IV.   REQUEST WITH INSTALLATION DATE

1. Viewer has with installation date and line number *(See Figure 3.3)*.
2. View the count of request with installation date and line number.
3. Export All Installation data in .csv format



*Figure 3.3*

# V.   ACCOUNT MANAGEMENT

1. Click the Account Management (See Figure 3.4).
2. Click Add Account and create an account (See Figure 3.4).
3. View data table for your accounts. To Update, Click the data you want to UPDATE, or DELETE the account (See Figure 3.4).
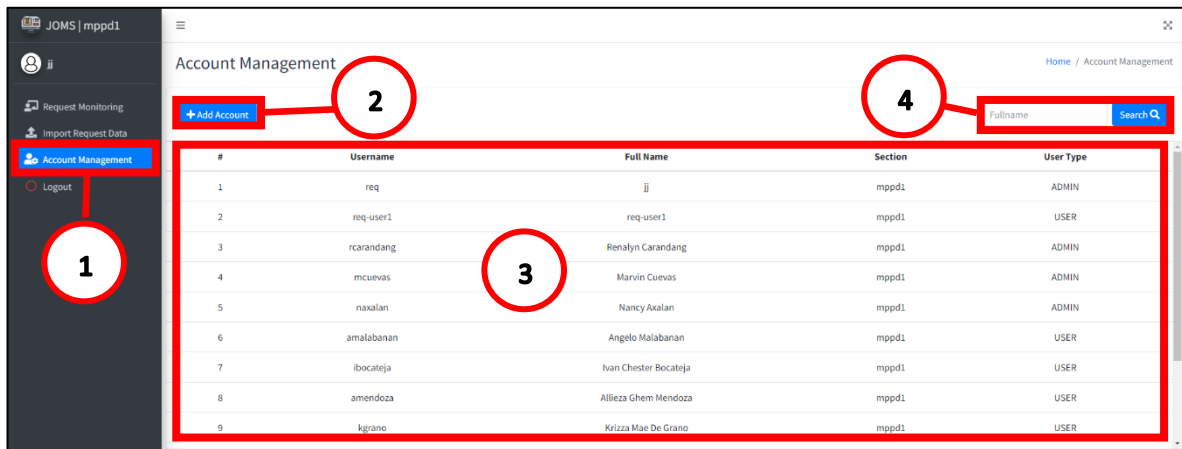4. Search accounts by full name (See Figure 3.4).



*Figure 3.4*

# VI.   LOGOUT

1. Click **log out** button. (See Figure 2.10).
2.  Show msg box click confirm **Logout**. Don't forget to log out when you're not around or before leaving (See Figure 2.10).
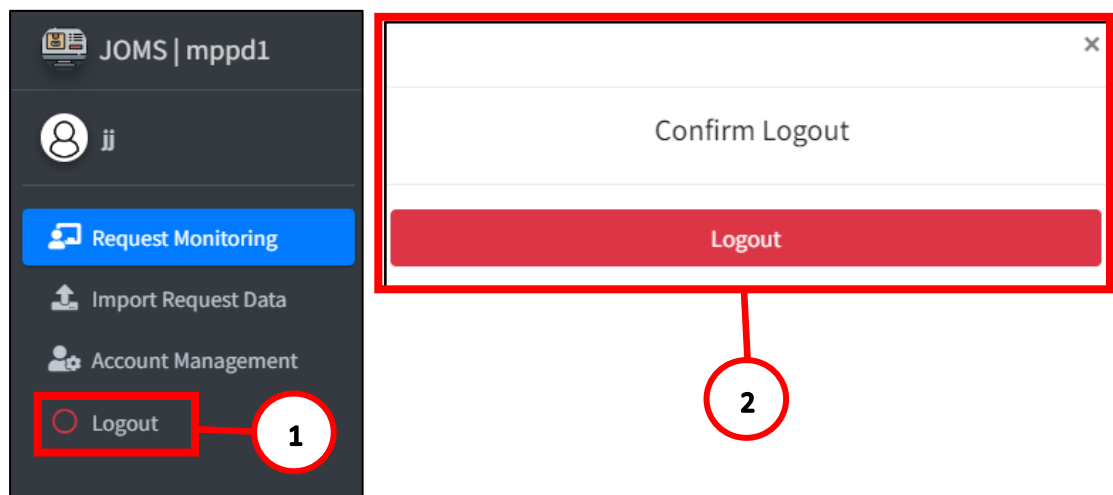


*Figure 3.5*