

Jig Order Monitoring System Work Instruction

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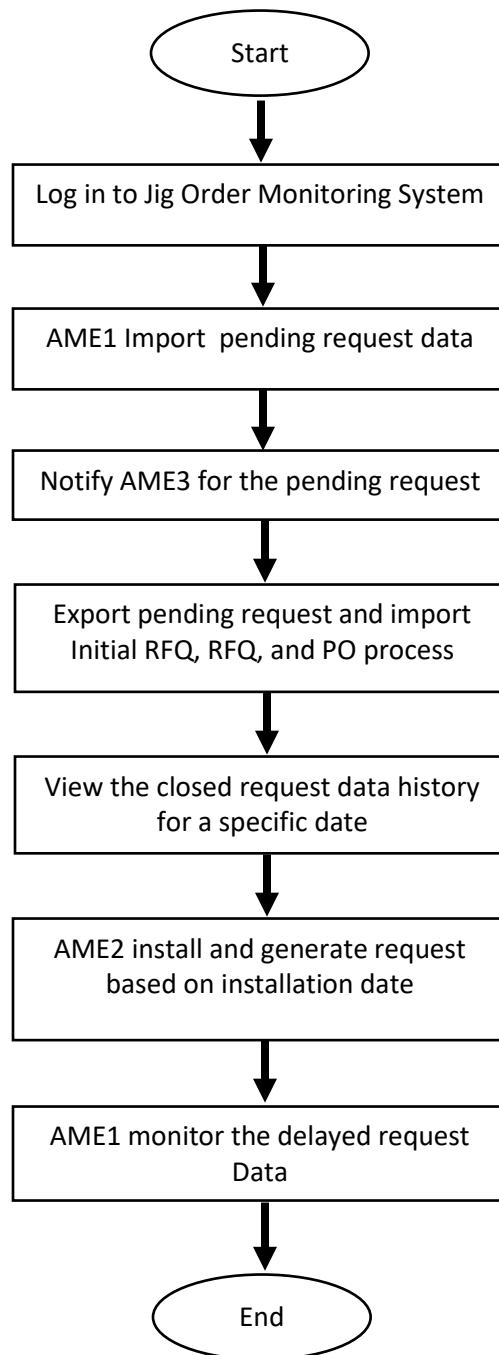
AME2 / INSTALLATION INTERFACE

20

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JIG ORDER MONITORING SYSTEM

PROCESS FLOW



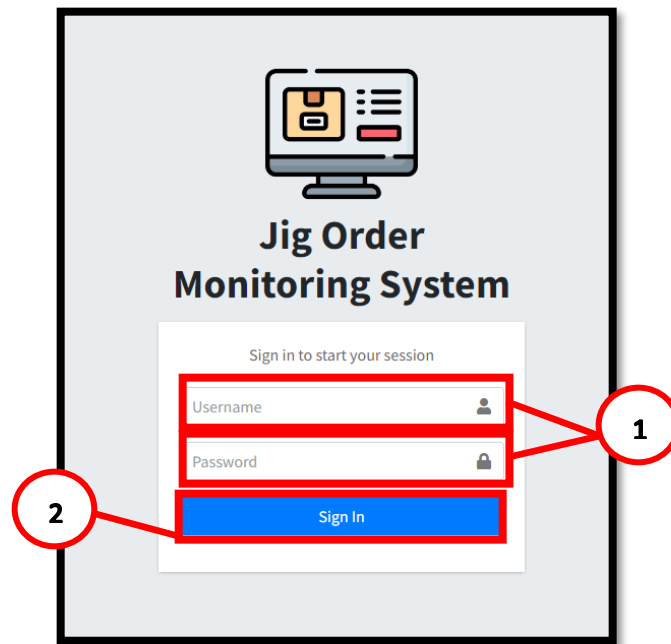
JIG ORDER MONITORING SYSTEM

Work Instruction

(JOMS MPPD1: PRODUCTION ENGINEERING)

I. LOGIN

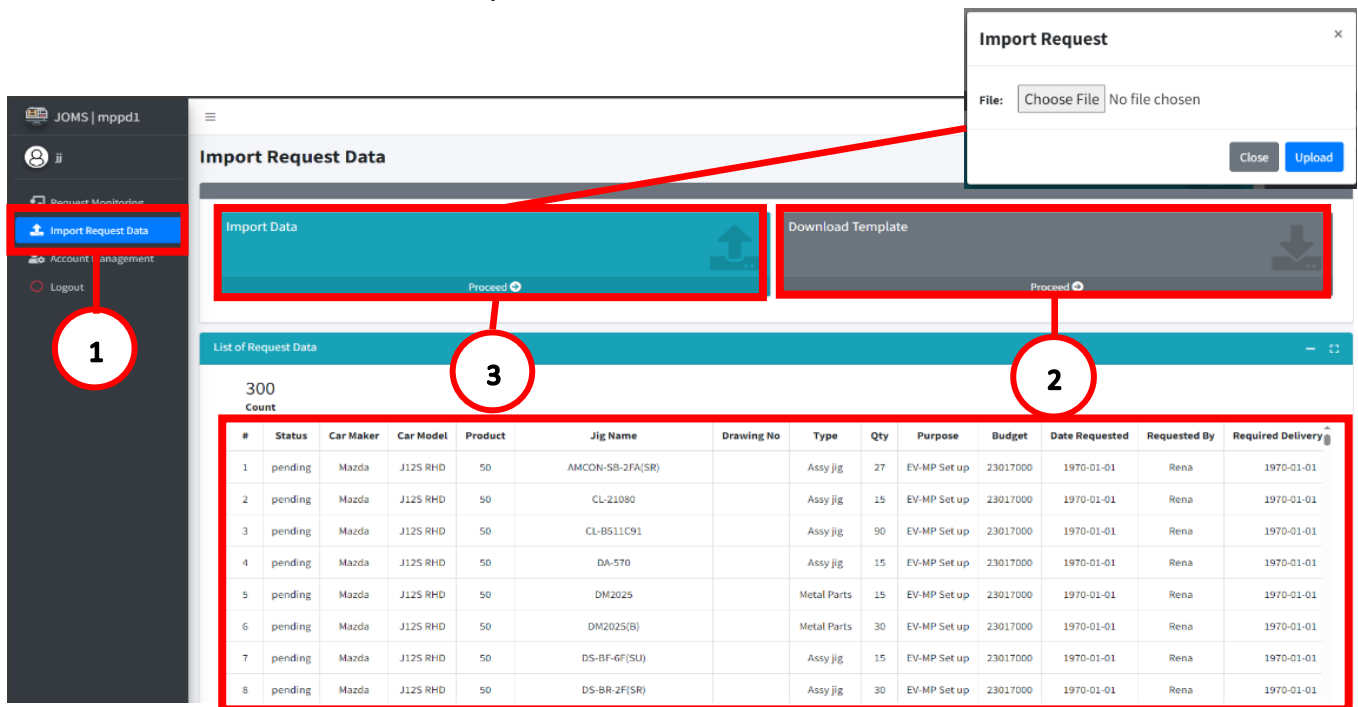
1. Enter **Username and Password** (See Figure 1.0).
2. Click **Sign in** Button to access Main Form (See Figure 1.0).



The login screen for the Jig Order Monitoring System. It features a central white box on a light gray background. At the top of the box is an icon of a computer monitor with a floppy disk and a list. Below the icon is the title "Jig Order Monitoring System". Underneath the title is a smaller box with the text "Sign in to start your session". Inside this box are two input fields: "Username" with a person icon and "Password" with a lock icon. Below these fields is a blue "Sign In" button. Red circles with numbers 1 and 2 are overlaid on the image. Circle 1 points to the Username and Password fields. Circle 2 points to the Sign In button.

Figure 1.0

II. IMPORT REQUEST DATA



The screenshot shows the JOMS | mppd1 interface. On the left is a dark sidebar with a menu. The "Import Request Data" option is highlighted with a red box and a red circle with the number 1. The main area is titled "Import Request Data". It contains two buttons: "Import Data" (teal) and "Download Template" (gray). Both buttons have a "Proceed" link below them. The "Import Data" button is highlighted with a red box and a red circle with the number 3. The "Download Template" button is highlighted with a red box and a red circle with the number 2. Below these buttons is a table titled "List of Request Data". The table has 14 columns: #, Status, Car Maker, Car Model, Product, Jig Name, Drawing No, Type, Qty, Purpose, Budget, Date Requested, Requested By, and Required Delivery. The table contains 8 rows of data. A red box highlights the entire table area. A red circle with the number 3 is also placed over the "Proceed" link under the "Import Data" button.

Import Request

File: No file chosen

Import Request Data

Import Data

Download Template

List of Request Data

300 Count

#	Status	Car Maker	Car Model	Product	Jig Name	Drawing No	Type	Qty	Purpose	Budget	Date Requested	Requested By	Required Delivery
1	pending	Mazda	J125 RHD	50	AMCON-SB-2FA(SR)		Assy jig	27	EV-MP Set up	23017000	1970-01-01	Rena	1970-01-01
2	pending	Mazda	J125 RHD	50	CL-21080		Assy jig	15	EV-MP Set up	23017000	1970-01-01	Rena	1970-01-01
3	pending	Mazda	J125 RHD	50	CL-B511C91		Assy jig	90	EV-MP Set up	23017000	1970-01-01	Rena	1970-01-01
4	pending	Mazda	J125 RHD	50	DA-570		Assy jig	15	EV-MP Set up	23017000	1970-01-01	Rena	1970-01-01
5	pending	Mazda	J125 RHD	50	DM2025		Metal Parts	15	EV-MP Set up	23017000	1970-01-01	Rena	1970-01-01
6	pending	Mazda	J125 RHD	50	DM2025(B)		Metal Parts	30	EV-MP Set up	23017000	1970-01-01	Rena	1970-01-01
7	pending	Mazda	J125 RHD	50	DS-BF-6F(SU)		Assy jig	15	EV-MP Set up	23017000	1970-01-01	Rena	1970-01-01
8	pending	Mazda	J125 RHD	50	DS-BR-2F(SR)		Assy jig	30	EV-MP Set up	23017000	1970-01-01	Rena	1970-01-01

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).

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	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)
2	Ex. Mazda	Ex. J125RHD	Ex. 50	Ex. DA-570	Ex.	Ex. Assy jig	Ex. 15	Ex. EV-MP Set up	Ex. 12245	Ex. YYYY-MM-DD	Ex. Juan	Ex. YYYY-MM-DD	Ex.
3	Mazda	J125 RHD	50	AFU-BD09W730(LU)	Draw 001	Assy jig	15	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05	
4	Mazda	J125 RHD	50	AMCON-SB-2FA(SR)		Assy jig	27	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05	
5	Mazda	J125 RHD	50	CL-21080		Assy jig	15	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05	
6	Mazda	J125 RHD	50	CL-B511C91		Assy jig	90	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05	
7	Mazda	J125 RHD	50	DA-570		Assy jig	15	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05	
8	Mazda	J125 RHD	50	DM2025		Metal Parts	15	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05	
9	Mazda	J125 RHD	50	DM2025(B)		Metal Parts	30	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05	
10	Mazda	J125 RHD	50	DS-BF-6F(SU)		Assy jig	15	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05	
11	Mazda	J125 RHD	50	DS-BR-2F(SR)		Assy jig	30	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05	
12	Mazda	J125 RHD	50	DSY-BA-8F(SR)	Draw 002	Assy jig	15	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05	

Figure 1.2

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

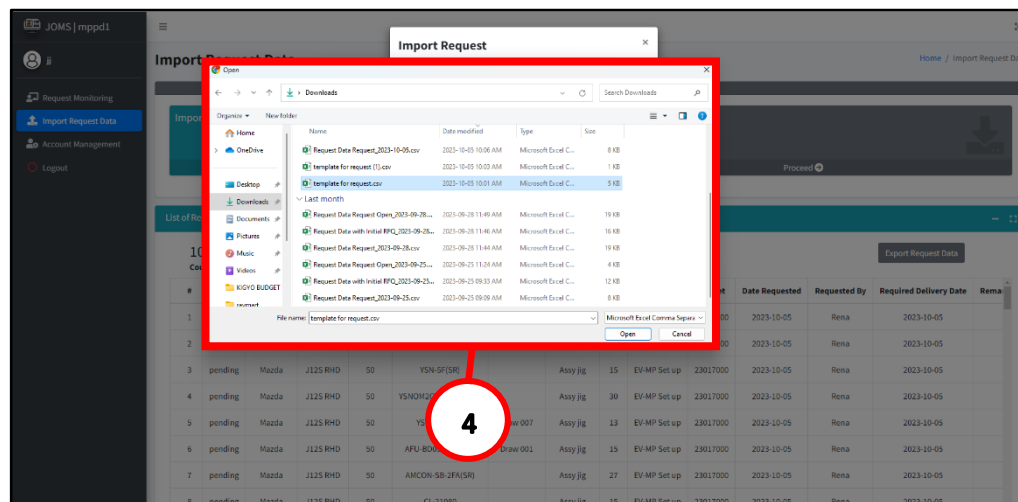


Figure 1.3

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

The screenshot shows the 'Request List' page in the JOMS system. A sidebar on the left contains a 'Request Monitoring' button, highlighted with a red box and labeled '1'. The main area features a 'Cancel Request' button at the top left, labeled '2'. Below it, a summary bar shows '53 Count' (labeled '3') and filter options for 'Section' (set to 'Ame1 - Request'), 'Status' (set to 'Pending'), 'Date From' (2023-07-04), and 'Date To' (2023-10-14). The main table lists requests with columns: #, Status, Car Maker, Car Model, Product, Jig Name, Drawing No, Type, Qty, Purpose, Kigyo Budget, Date Requested, Requested By, and Required Delivery Date. The first row is highlighted.

#	Status	Car Maker	Car Model	Product	Jig Name	Drawing No	Type	Qty	Purpose	Kigyo Budget	Date Requested	Requested By	Required Delivery Date
1	pending	Mazda	J12S RHD	50	CL-21080		Assy jig	15	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05
2	pending	Mazda	J12S RHD	50	CL-B511C91		Assy jig	90	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05
3	pending	Mazda	J12S RHD	50	DA-570		Assy jig	15	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05
4	pending	Mazda	J12S RHD	50	DM2025		Metal Parts	15	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05
5	pending	Mazda	J12S RHD	50	DM2025(B)		Metal Parts	30	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05
6	pending	Mazda	J12S RHD	50	DS-BF-6F(SU)		Assy jig	15	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05
7	pending	Mazda	J12S RHD	50	DS-BR-2F(SR)		Assy jig	30	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05
8	pending	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 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

The screenshot shows the 'Request List' page with a 'Confirm Cancellation for Selected Requests' dialog box open. The dialog box has a 'Reasons' field (labeled '2') with the text 'Incorrect Budget', a 'Cancellation Date' field (labeled '3') with the date '2023-10-14', and a 'Number of Checked: 53' label. The dialog box has 'Cancel' and 'Confirm' buttons. In the background, the 'Request List' table is visible, with the first row highlighted. A red box highlights the first column of the table, labeled '1'.

#	Status	Car Maker	Car Model	Product	Jig Name	Drawing No	Type	Qty	Purpose	Kigyo Budget	Date Requested	Requested By	Required Delivery Date
1	pending	Mazda	J12S RHD	50	CL-21080		Assy jig	15	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05
2	pending	Mazda	J12S RHD	50	CL-B511C91		Assy jig	90	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05
3	pending	Mazda	J12S RHD	50	DA-570		Assy jig	15	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05
4	pending	Mazda	J12S RHD	50	DM2025		Metal Parts	15	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05
5	pending	Mazda	J12S RHD	50	DM2025(B)		Metal Parts	30	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05
6	pending	Mazda	J12S RHD	50	DS-BF-6F(SU)		Assy jig	15	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05
7	pending	Mazda	J12S RHD	50	DS-BR-2F(SR)		Assy jig	30	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05
8	pending	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 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).

Cancel Request

4 Count

4

Section: Ame1 - Request, Status: Cancelled, Date From: 2023-08-13, Date To: 2023-10-14

#	Status	Car Maker	Car Model	Product	Jig Name	Drawing No	Type	Qty	Purpose	Kigyo Budget	Date Requested	Requested By	Required Delivery Date	Remarks
1	cancelled	Mazda	J12S RHD	50	AFU-BD09W730(LU)	Draw 001	Assy jig	15	EV-MP Set up	23017000	2023-0-05	Rena	2023-10-05	
2	cancelled	Mazda	J12S RHD	50	AMCON-SB-2FA(SR)		Assy jig	27	EV-MP Set up	23017000	2023-0-05	Rena	2023-10-05	
3	cancelled	Mazda	J12S RHD	50	CL-21080		Assy jig	15	EV-MP Set up	23017000	2023-0-05	Rena	2023-10-05	
4	cancelled	Mazda	J12S RHD	50	CL-B511C91		Assy jig	90	EV-MP Set up	23017000	2023-0-05	Rena	2023-10-05	

5

6

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

JOMS | mppd1

Account Management

2

4

1

3

#	Username	Full Name	Section	User Type
1	req	ji	mppd1	ADMIN
2	req-user1	req-user1	mppd1	USER
3	rcarandang	Renalyn Carandang	mppd1	ADMIN
4	mcuevas	Marvin Cuevas	mppd1	ADMIN
5	naxalan	Nancy Axalan	mppd1	ADMIN
6	amalabanan	Angelo Malabanan	mppd1	USER
7	ibocateja	Ivan Chester Bocateja	mppd1	USER
8	amendoza	Allieza Ghem Mendoza	mppd1	USER
9	kgirano	Krizza Mae De Grano	mppd1	USER

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

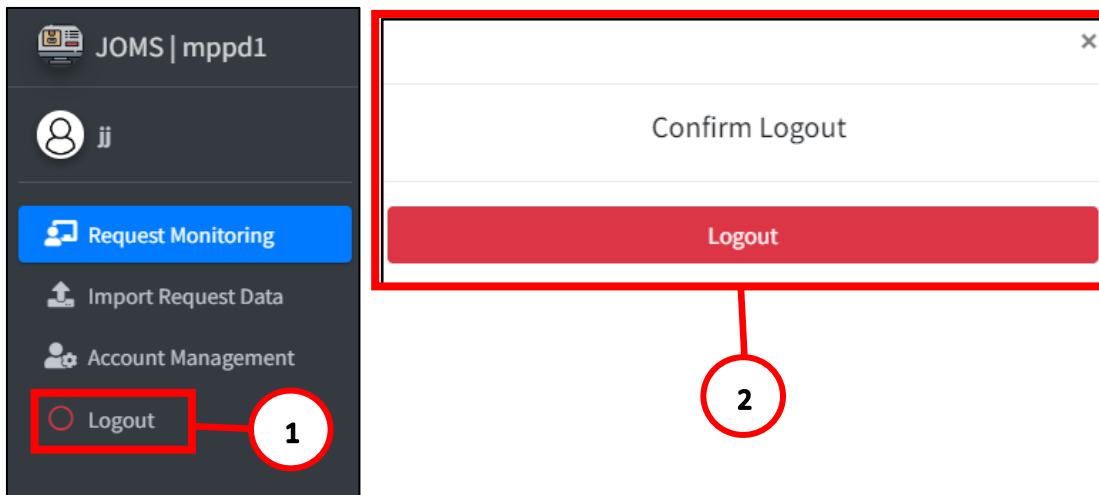


Figure 1.8

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.

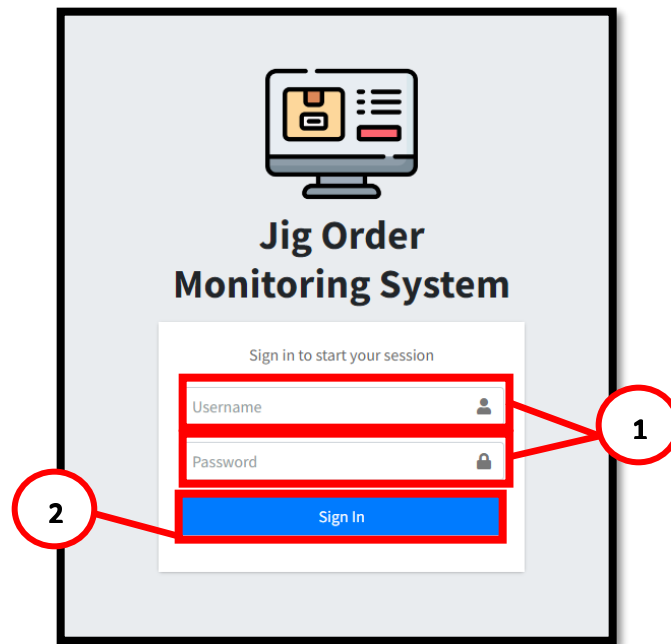
JIG ORDER MONITORING SYSTEM

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).

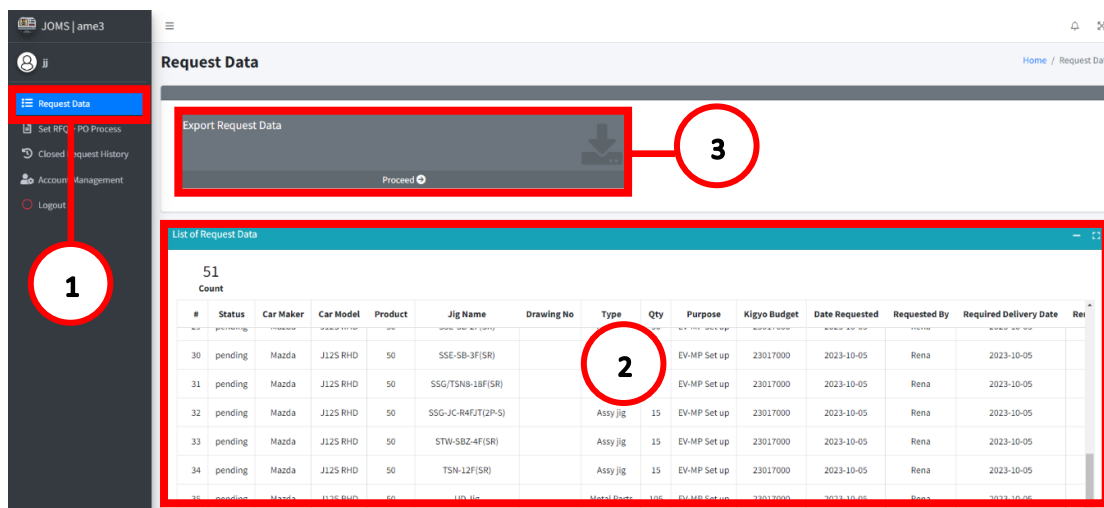


The login screen for the Jig Order Monitoring System. It features a central white box on a light gray background. At the top of the box is a computer monitor icon displaying a document. Below the icon, the text "Jig Order Monitoring System" is centered. Underneath, it says "Sign in to start your session". There are two input fields: "Username" with a person icon and "Password" with a lock icon. A blue "Sign In" button is at the bottom. Red circles with numbers 1 and 2 are overlaid: circle 1 points to the Username and Password fields, and circle 2 points to the Sign In button.

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).



The screenshot shows the JOMS application interface. On the left is a dark sidebar with a menu. The "Request Data" option is highlighted in blue and marked with a red circle and the number 1. The main content area has a header "Request Data" and a breadcrumb "Home / Request Data". Below the header is a section titled "Export Request Data" with a download icon and a "Proceed" button, marked with a red circle and the number 3. Below this is a "List of Request Data" table with 51 rows and 14 columns. The table is marked with a red circle and the number 2. The table columns are: #, Status, Car Maker, Car Model, Product, Jig Name, Drawing No, Type, Qty, Purpose, Kigyo Budget, Date Requested, Requested By, and Required Delivery Date. The first few rows show data for Mazda J125 RHD with various jig names and quantities.

#	Status	Car Maker	Car Model	Product	Jig Name	Drawing No	Type	Qty	Purpose	Kigyo Budget	Date Requested	Requested By	Required Delivery Date
30	pending	Mazda	J125 RHD	50	SSE-SB-3F(SR)		EV-MP Set up	15	23017000	2023-10-05	Rena	2023-10-05	
31	pending	Mazda	J125 RHD	50	SSG/TSN8-18F(SR)		EV-MP Set up	15	23017000	2023-10-05	Rena	2023-10-05	
32	pending	Mazda	J125 RHD	50	SSG-JC-R4F/JT(zP-S)		Assy jig	15	23017000	2023-10-05	Rena	2023-10-05	
33	pending	Mazda	J125 RHD	50	STW-SBZ-4F(SR)		Assy jig	15	23017000	2023-10-05	Rena	2023-10-05	
34	pending	Mazda	J125 RHD	50	TSN-12F(SR)		Assy jig	15	23017000	2023-10-05	Rena	2023-10-05	

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).

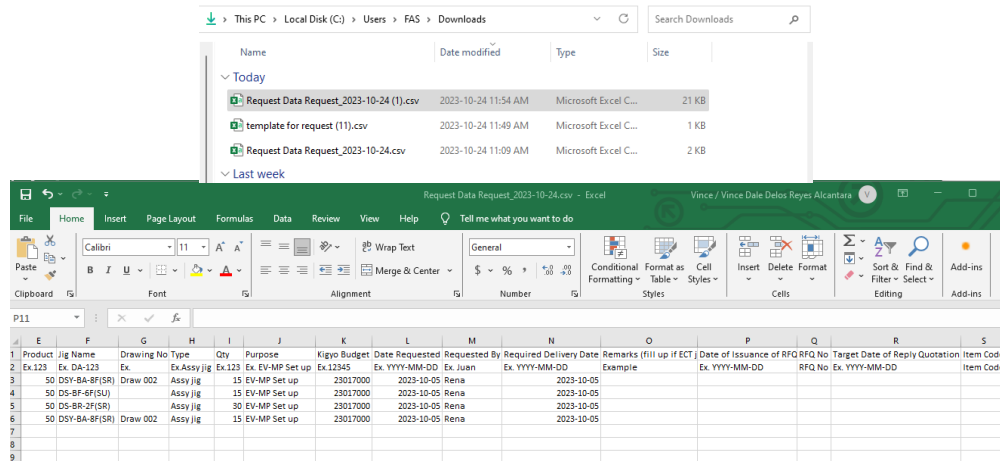


Figure 2.2

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).

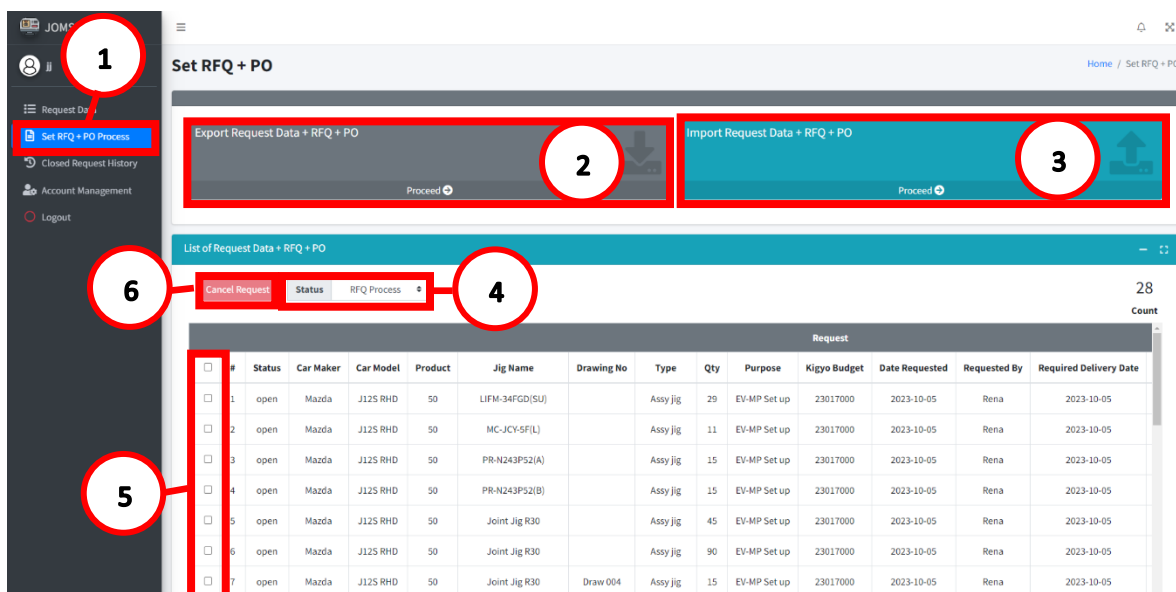


Figure 2.3

IV. EXPORT REQUEST DATA + RFQ + PO

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

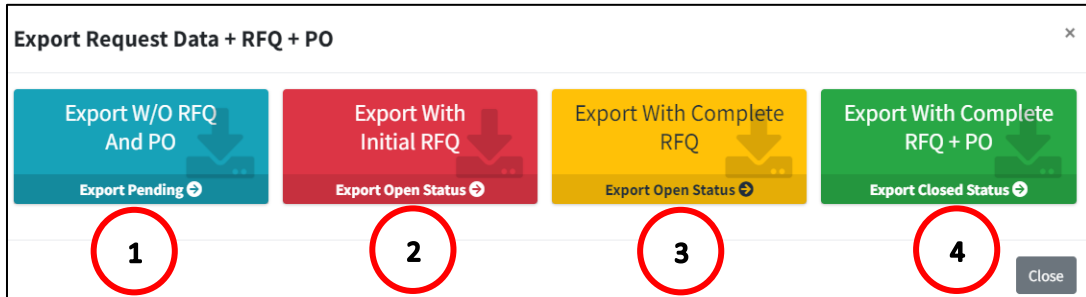


Figure 2.4

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

Name	Date modified	Type	Size
▼ Today			
Request Data with Initial RFQ_2023-10-25...	2023-10-25 09:15 AM	Microsoft Excel C...	18 KB
Request Data Request_2023-10-25 (1).csv	2023-10-25 09:10 AM	Microsoft Excel C...	2 KB
template for request.csv	2023-10-25 09:07 AM	Microsoft Excel C...	1 KB
Request Data with Initial RFQ_2023-10-25...	2023-10-25 09:04 AM	Microsoft Excel C...	17 KB
Request Data Request_2023-10-25.csv	2023-10-25 08:57 AM	Microsoft Excel C...	1 KB

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Request II Status	Car Maker	Car Model	Product	Jlg Name	Drawing	n Type		Purpose	Klgyo Bud	Date Reqr	Requeste	Required	Remarks (Date of Is	RFQ No	Target Dat	Item Code		
2	Request II Status	Ex. Mazda	Ex. J125RH	Ex. 123	Ex. DA-12: Ex.	Ex. Assy			Ex. EV-MP	Ex. 12345	Ex. YYYY-N	Ex. Juan	Ex. YYYY-N	Example	Ex. YYYY-N	RFQ No	Ex. YYYY-N	Item Code		
3	JOMS:231 pending	Mazda	J125 RHD	50	DSY-BA-8f Draw	002	Assy jlg		10	EV-MP Sel	23017000	#####	Rena	#####						
4	JOMS:231 pending	Mazda	J125 RHD	50	DS-BF-6f(SU)		Assy jlg		10	EV-MP Sel	23017000	#####	Rena	#####						
5	JOMS:231 pending	Mazda	J125 RHD	50	DS-BR-2f(SR)		Assy jlg		10	EV-MP Sel	23017000	#####	Rena	#####						
6	JOMS:231 pending	Mazda	J125 RHD	50	DSY-BA-8f Draw	002	Assy jlg		15	EV-MP Sel	23017000	#####	Rena	#####						

Example export data in EXPORT WITH INITIAL RFQ

	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE
1	Date of Issuanc	RFQ No	Target Date of I	Item Code	Date of Reply (LEADTIME	base Quotation No	Unit Price JPY	Unit Price USD	Unit Price PHP	Total Amount	FSIB No.	FSIB Code	Date sent to In	Target Approval date of quotat	
2	Ex. YYYY-MM-D	RFQ No	Ex. YYYY-MM-D	Item Code	Ex. YYYY-MM-D	LEADTIME	base Quotation No	Unit Price JPY	Unit Price USD	Unit Price PHP	Total Amount	FSIB No.	FSIB Code	Ex. YYYY-MM-D	Ex. YYYY-MM-DD	
3	2023-10-05	RFQ 020	2023-10-05													
4	2023-10-05	RFQ 021	2023-10-05													
5	2023-10-05	RFQ 022	2023-10-05													
6	2023-10-05	RFQ 023	2023-10-05													
7	2023-10-05	RFQ 024	2023-10-05													
8	2023-10-05	RFQ 025	2023-10-05													
9	2023-10-05	RFQ 026	2023-10-05													
10	2023-10-05	RFQ 027	2023-10-05													
11	2023-10-05	RFQ 028	2023-10-05													
12	2023-10-05	RFQ 029	2023-10-05													
13	2023-10-05	RFQ 030	2023-10-05													

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

	AB	AC	AD	AE	AF	3	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR
1	FSIB Code	Date sent to Internal Signatories	Target Approval date of q	Approval date of quotation	Target Date Submission	Actual Date of Submission	Target 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. YYYY-MM-DD	Ex. YYYY-MM-DD	Ex. YYYY-MM-DD	Ex. YYYY-MM-DD	Ex. YYYY-MM-DD	Ex. YYYY-MM-DD	Ex. YYYY-MM-DD	Ex. YYYY-MM-DD	Ex. YYYY-MM-DD	Ex. YYYY-MM-DD	Ex. YYYY-MM-DD	Ex. YYYY-MM-DD
3	2023-10-14	2023-10-15															
4																	
5																	

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 Submissi	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-DD	Ex. YYYY-MM-DD	Ex. YYYY-MM-DD	Ex. YYYY-MM-DD	Ex. YYYY-MM-DD	Ex. YYYY-MM-DD	Ex. YYYY-MM-DD	Ex. YYYY-MM-DD	Ex. YYYY-MM-DD	Ex. YYYY-MM-DD	Ex. YYYY-MM-DD	Ex. YYYY-MM-DD	Ex. YYYY-MM-DD
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	2023-10-05	2023-10-05	2023-10-05	2023-10-05	2023-10-05	2023-10-05
4	2023-10-05	2023-10-05		2023-10-05	2023-10-05	2023-10-05	2023-10-05	2023-10-05	2023-10-05	2023-10-05	2023-10-05	2023-10-05	2023-10-05	2023-10-05	2023-10-05
5	2023-10-05	2023-10-05		2023-10-05	2023-10-05	2023-10-05	2023-10-05	2023-10-05	2023-10-05	2023-10-05	2023-10-05	2023-10-05	2023-10-05	2023-10-05	2023-10-05
6	2023-10-05	2023-10-05		2023-10-05	2023-10-05	2023-10-05	2023-10-05	2023-10-05	2023-10-05	2023-10-05	2023-10-05	2023-10-05	2023-10-05	2023-10-05	2023-10-05
7	2023-10-05	2023-10-05		2023-10-05	2023-10-05	2023-10-05	2023-10-05	2023-10-05	2023-10-05	2023-10-05	2023-10-05	2023-10-05	2023-10-05	2023-10-05	2023-10-05
8	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
9	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
10	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
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).

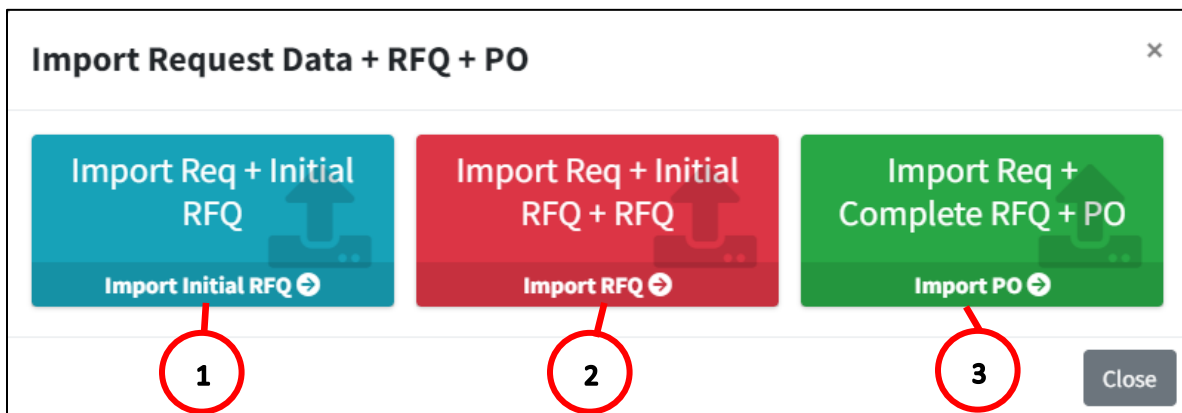
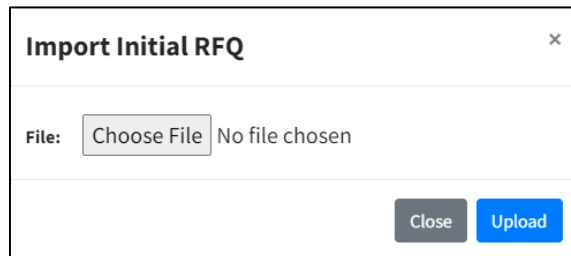







Figure 2.5

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



A dialog box titled "Import Initial RFQ" with a close button (X) in the top right corner. Below the title bar, there is a "File:" label followed by a "Choose File" button and the text "No file chosen". At the bottom right, there are two buttons: "Close" and "Upload".

Choose file you want to import the Request Data.

Name	Date modified	Type	Size
Today			
 Request Data with Initial RFQ_2023-10-25...	2023-10-25 09:15 AM	Microsoft Excel C...	18 KB
 Request Data Request_2023-10-25 (1).csv	2023-10-25 09:10 AM	Microsoft Excel C...	2 KB
 template for request.csv	2023-10-25 09:07 AM	Microsoft Excel C...	1 KB
 Request Data with Initial RFQ_2023-10-25...	2023-10-25 09:04 AM	Microsoft Excel C...	17 KB
 Request Data Request_2023-10-25.csv	2023-10-25 08:57 AM	Microsoft Excel C...	1 KB

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).

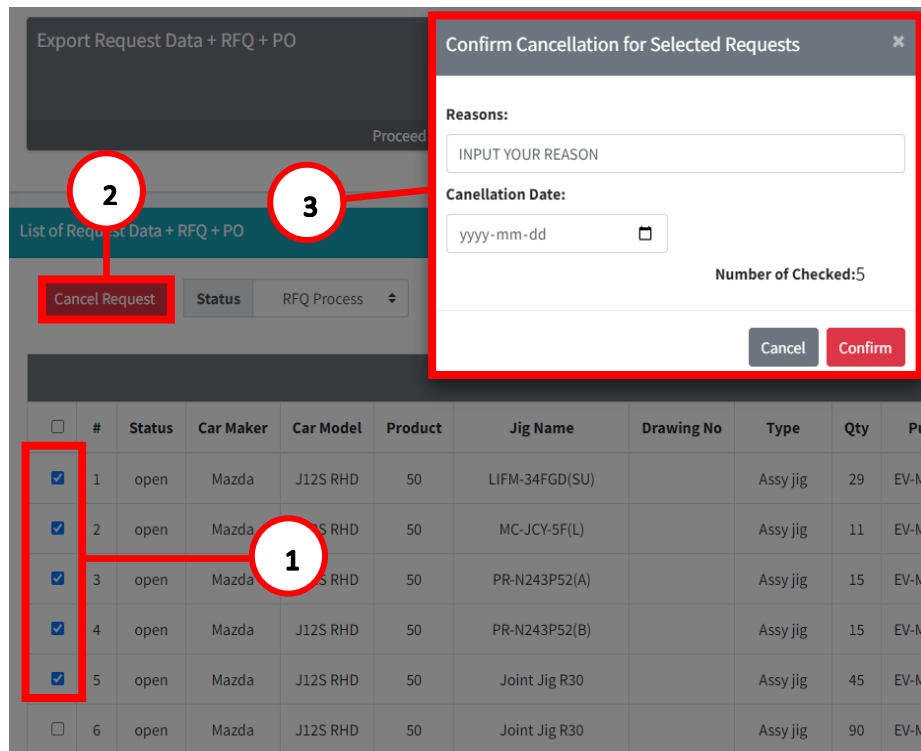


Figure 2.6

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).

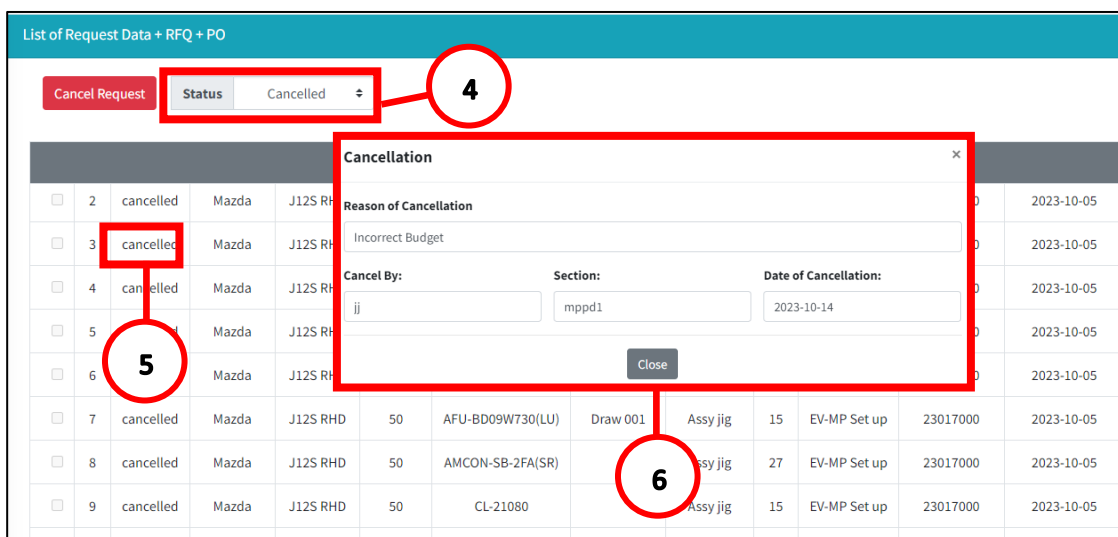


Figure 2.7

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.

The screenshot shows the 'Closed Request History' page in the JOMS system. The interface includes a sidebar menu on the left with options like 'Request Data', 'Set RFQ + PO Process', 'Closed Request History' (highlighted with a red box and callout 1), 'Account Management', and 'Logout'. The main content area is titled 'Closed Request History' and features a search filter section with 'History Date From' (2023-03-07 01:26 PM), 'History Date To' (2023-11-22 01:26 PM), a 'Search' button, and an 'Export' button with a download icon (callout 4). Below the search section is a table titled 'List of Closed Request Data' showing 19 closed requests. The table has columns for #, Status, Car Maker, Car Model, Product, Jig Name, Drawing No, Type, Qty, Purpose, Kigo Budget, Date Requested, Requested By, Required Delivery Date, and Remarks. The first six rows of data are visible, all with a status of 'closed'. A red box highlights the table area with callout 3. Callout 2 points to the search filter section.

#	Status	Car Maker	Car Model	Product	Jig Name	Drawing No	Type	Qty	Purpose	Kigo Budget	Date Requested	Requested By	Required Delivery Date	Remarks (f
1	closed	Mazda	J125 RHD	50	DY2025(B)		Metal Parts	5	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05	
2	closed	Mazda	J125 RHD	50	EA10		Metal Parts	168	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05	
3	closed	Mazda	J125 RHD	50	EA15		Metal Parts	100	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05	
4	closed	Mazda	J125 RHD	50	EA20		Metal Parts	225	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05	
5	closed	Mazda	J125 RHD	50	EA20H	Draw 003	Metal Parts	15	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05	
6	closed	Mazda	J125 RHD	50	EA25		Metal Parts	105	EV-MP Set up	23017000	2023-10-05	Rena	2023-10-05	

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).

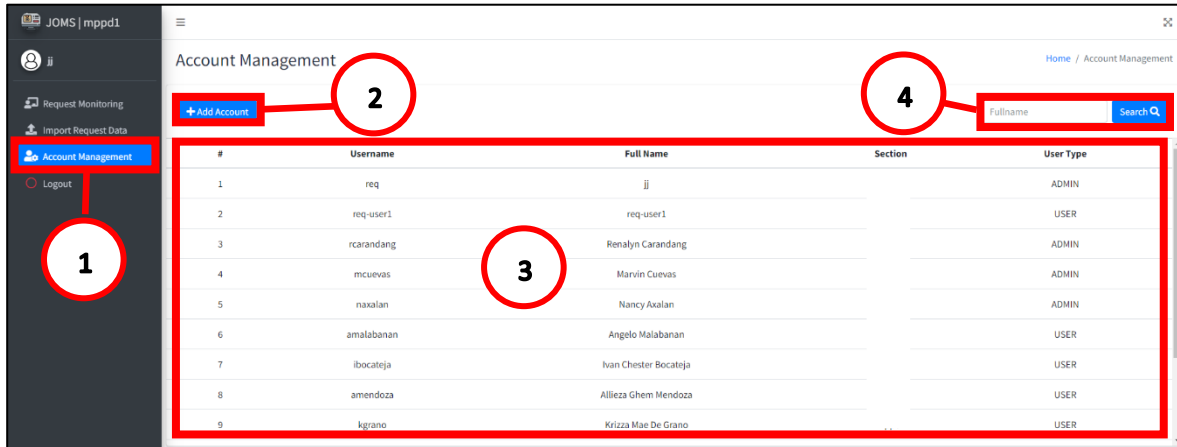


Figure 2.9

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).

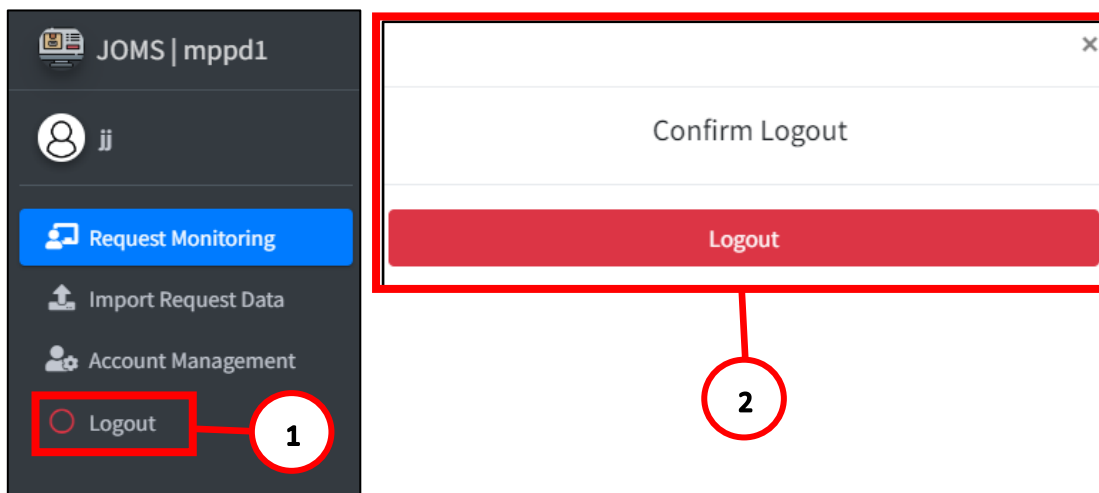


Figure 2.10

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).

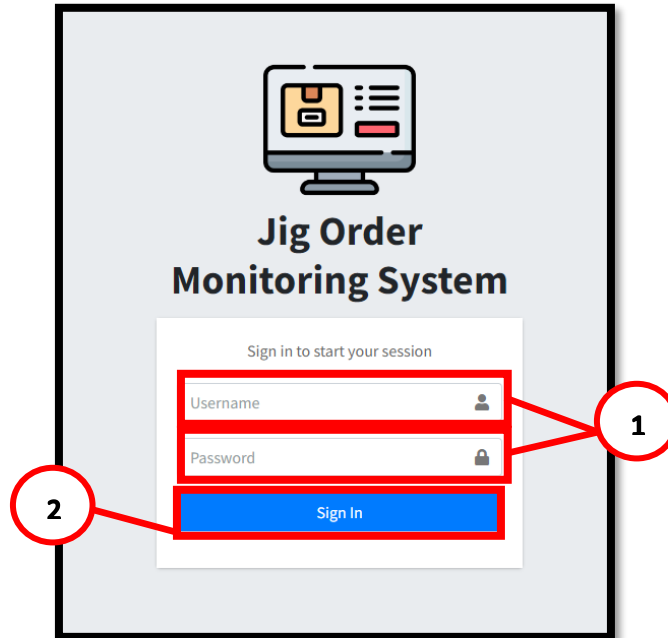


Figure 3.0

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.

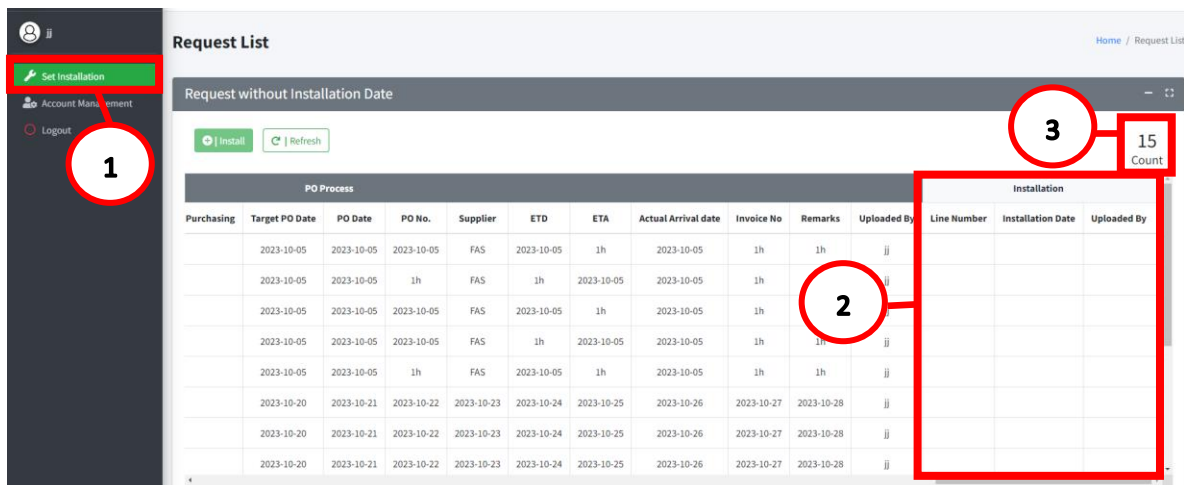


Figure 3.1

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 **Install+** 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.

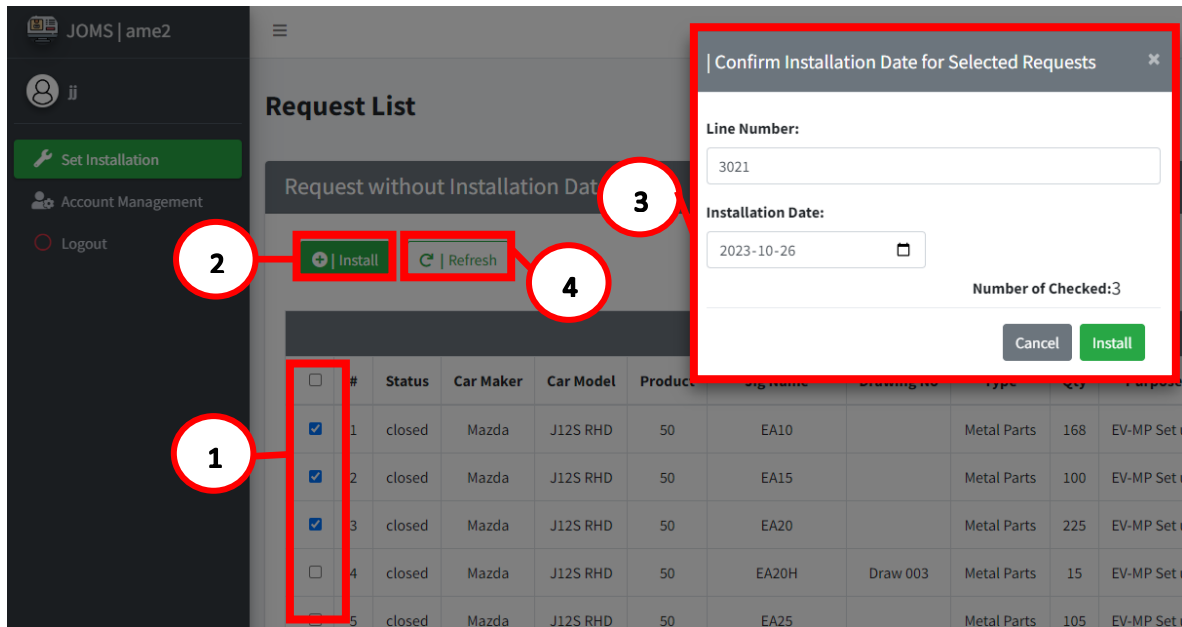


Figure 3.2

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

Request with Installation

Export Installation

3

2

4 Count

PO Process											Installation		
n to Purchasing	Target PO Date	PO Date	PO No.	Supplier	ETD	ETA	Actual Arrival date	Invoice No	Remarks	Uploaded By	Line Number	Installation Date	Uploaded By
5	2023-10-05	2023-10-05	1h	FAS	1h	2023-10-05	2023-10-05	1h	1	jj	111	2023-10-21	jj
2	2023-10-12	2023-10-12	po001	FAS	2023-10-12	2023-10-12	2023-10-12	in001	mar		xczxc	2023-10-18	jj
5	2023-10-05	2023-10-05	2023-10-05	FAS	2023-10-05	2023-10-06	2023-10-07	2023-10-08	2023-10-10	jj	22020	2023-11-10	jj
5	2023-10-05	2023-10-05	2023-10-05	FAS	2023-10-05	2023-10-06	2023-10-07	2023-10-08	2023-10-10	jj	22020	2023-11-10	jj

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).

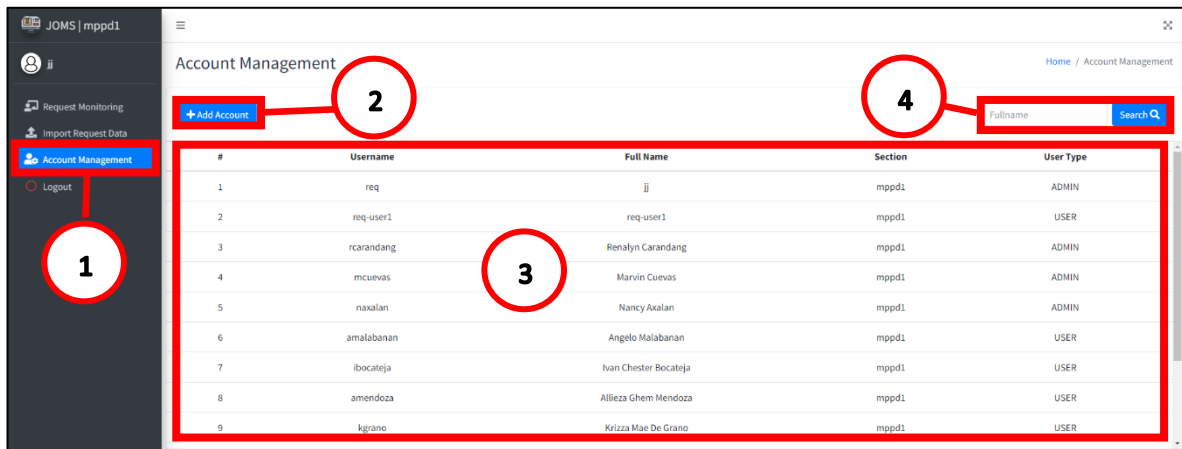


Figure 3.4

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).

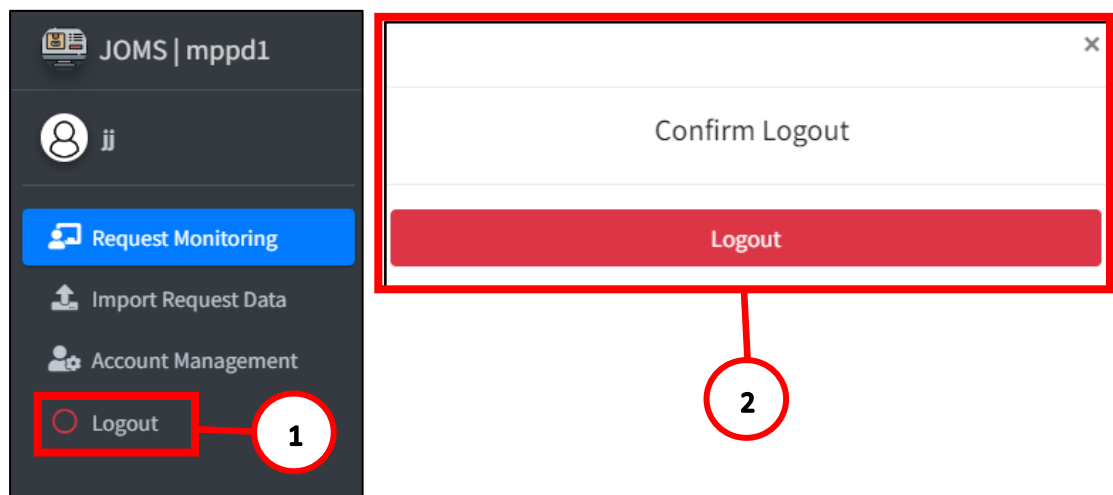


Figure 3.5