

## **Priority**

Rush Service (Red Icon)

Normal (Green Icon)

## **Production Status - (Design Icons for each below)**

Materials on Order

Materials Received

Packaging Stage

Cutting Stage

Sewing Stage

Pattern Making Stage

Decorating Stage

Quality Control Stage

Production Finished

## **General Status**

Order On Schedule (Green Box Icon with Factory)

Order on Hold (Red with ! point icon)

Order Delayed (Maroon Icon with Person standing in line)

## **Proof Status**

Proof Sent from Supplier -(Green Icon with Airplane)

Proof Arrived at Office - (Orange Icon with Office Building)

Proof Sent to Customer - (Purple Icon with Truck Drawing)

New Proof Required - (Navy Blue with someone drawing on a drawing board)

Proof Approved - (Green Icon with the drawing of an approved stamp)

## **Decorating Method**

Screen-Printing - (Show a blue icon drawing of a man working on a machine)

Embroidery - (Show an Icon in pink of a sewing machine )

## **Managing Shipment by**

Air Freight - ( Light Blue Icon with Clouds and a plane)

Ocean Freight (Aqua Color with a Ship)

Common Carrier ( Green with a Truck)

**Consolidated Shipment**

Yes - (Green Box with White check mark)

No - (Red Check Box with white X)

**Base Station****Workgroup**

Ramp Agent Group - (Orange Icon with Yellow Safety Vest)

Flight Attendant Group - (light blue Icon with Male and Female)

Pilot Group - (Grey Icon with Silver pilot Wings)

Security Agent Group - (Navy Blue Icon with Gold Badge)

Maintenance Group - (Purple Icon with a person fixing a machine)

Cargo Group - (Maroon Icon with a person carrying a box)

Customer Service Group - (Pink Icon with a drawing of a ticket)

**Department**

In-Flight Operations - (Light Blue Icon with Clouds)

Airport Services - (Green Icon with drawing of airplane and truck)

Security Department - ( Navy Blue Icon with a security badge)

**Employee Rank (Pilots Only)**

Captain - (Navy Blue with Silver pilot wings)

First Officer - (Black with Gold pilot wings)

**Employment Status**

Active Status - (Green Icon with an A in white in the middle)

Deactivated - (Red Icon with a D in the middle in white)

**Shipping Method**

Air Freight - ( Light Blue Icon with Clouds and a plane)

Ocean Freight (Aqua Color with a Ship)

Common Carrier ( Green with a Truck)

Partial Shipment Air/Ocean ( Purple Icon with plane and ship)

**Items to be poly bagged**

Yes (Green Box with White check mark)

No (Red Check Box with white X)

**Items to have size stickers**

Yes (Green Box with White check mark)

No (Red Check Box with white X)

**Item to be packaged using cardboard insert**

Yes (Green Box with White check mark)

No (Red Check Box with white X)

**Item to be packaged using plastic clips**

Yes (Green Box with White check mark)

No (Red Check Box with white X)

**Number of Months**

18 Months - (Light blue with 18 In White)

36 Months - (Navy Blue with a 36 in white)

60 Months - (Maroon with a 60 in white)

72 Months - (Purple with a 72 in white)

**1st Reminder**

1

2

3

**2nd Reminder**

1

2

3

**3rd Reminder**

1  
2  
3

**Expiration by Months**

1  
2  
3  
4  
5  
6  
Never

**Expiration by Date**

December 31st

**Associate with File Category**

Customer Artwork File  
Customer Embroidery File  
Ramp Agent Group  
Flight Attendant Group  
Customer Service Group  
Pilot Group  
Maintenance Group  
Fueling Operations Group  
Cargo Operations Group  
Security Operations Group  
Company Store Merchandise

**Product Category**

Ramp Agent Group  
Flight Attendant Group  
Customer Service Group  
Pilot Group  
Maintenance Group  
Fueling Operations Group  
Cargo Operations Group  
Security Operations Group  
Company Store Merchandise