 Parts S.O.S. Manual

This manual will go over the basic operating instructions for the Doyle Parts Simple Order System or S.O.S. for short. Any questions about operation or suggestions for improvement should be directed to Ryan Hanson, ([rhanson@doylemfg.com](mailto:rhanson@doylemfg.com)).

# Basic Workflow

## Making a New Request

In order to make a new request you must have a valid login, know what you are requesting and know when you need it. When you have this info you can click the   
“New Request” buttonsos_new_request.png. If you aren’t logged in a popup will prompt you to do so. After logging in a second popup will allow you to enter your request and your needed date. Use the “tab” key to navigate the cells and enter your information. When you are done click “Ok” and your order will be submitted with your username and the current date.

## Updating a Request

When a request moves from one status to the next it must be updated. To update an order, click the “Update Request” buttonsos_update.png. If you aren’t logged in a popup will prompt you to do so. After logging in a second popup will prompt you to pick a new status and you will also have an opportunity to enter any notes for the status if you need to. When you are done click “Ok” and the status will be updated. Only the request’s creator can make the request as “Received” or “Canceled”. Making either of these status will remove the request from the display.

# Colors and Sorting

You will notice that all the requests are coded in different colors based on due date. The color code is as follows.

RED – Less than one hour  
 ORANGE – Less than four hours  
 YELLOW – Less than 24 hours  
 GREEN – Less than a week  
 BLUE – More than a week

The requests are also sorted by status. The order is as follows.

Ordered  
 In Process  
 Delivered  
 On Hold  
 No Stock

# Misc Notes

Logout timer is set to 3 minutes. After 3 minutes the current user is logged out.

Status notes can be seen by pulling down the current status drop down and mousing over the status that you want.

# Interface Description

