

## Choose a Work Cell

The first thing to do when looking for jobs to work on is to Select your *Work Cell*.

1. In the upper-right corner click on the pull down menu for "Work Cell"
2. Choose the work cell that you are in

The screenshot shows the Shop Tracker interface. At the top right, there is a pull-down menu for "Work Cell" currently set to "pi37 - Core Assembly". A red box highlights this menu, with a red circle around the selected item. Below the menu, a list of work cells is visible, including "dx61 - Blasting / Paint", "pi16 - Brake Large", "pi9 - Brake Small", "pi43 - Buffing", "pi29 - Burn Table E", "pi17 - Burn Table W", "pi37 - Core Assembly", "at1004573 - Electronics", "pi34 - Electronics", "pi36 - Electronics", "at1004295 - Electronics Office", "pi33 - Kitting", "dx175 - Kitting Bay", "dx180 - Machine East", "pi27 - Machine North", "pi18 - Maintenance", "at1004986 - Maintenance laptop", "pi6 - PT Assembly", "pi39 - Paint / blasting", and "pi41 - Paint / blasting".

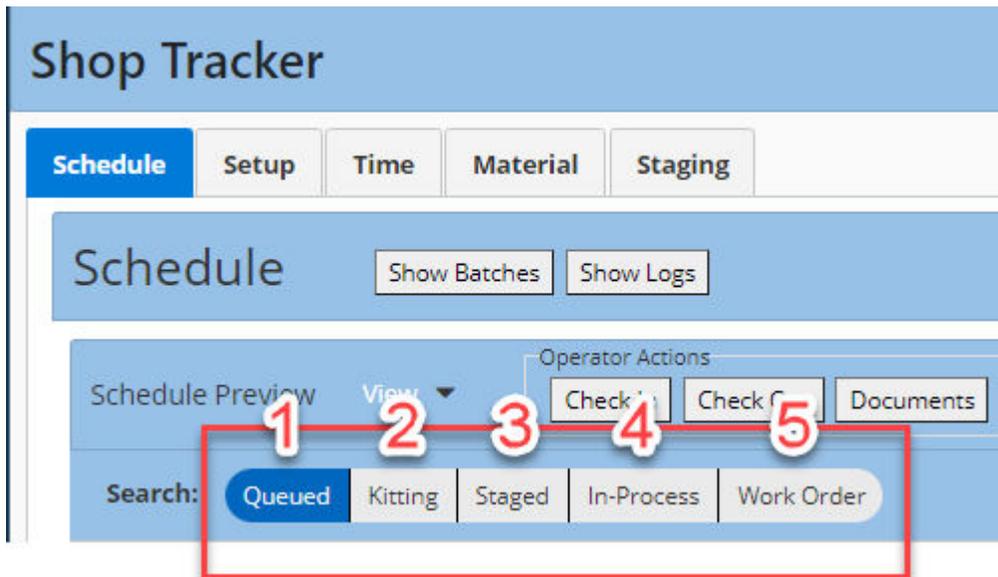
Shop Job ID	WO ID	WO Part	WO Descr	Pool	Operation	MO	Op Seq	Part ID	Description	Req Qnt	Start	End	Status	Batch ID	Mat Available	Parent	WO Notes
	31885	25419	Kit - Screw Co	Core Asser	assembly-packagi	119086	1	25419	Kit - Screw Co	1	2022-03-31	2022-03-31	queued		false		Misawa
3				Core Asser	assembly-packagi		1	15934	Defender Stal	16	2022-04-01	2022-04-01	queued				
3				Core Asser	assembly-packagi		1	15934	Defender Stal	16	2022-04-01	2022-04-01	queued				
	32907	17453	Defender St	Core Asser	assembly-packagi	121269	1	17453	Defender Stal	1	2022-04-01	2022-04-01	queued		true		
4				Core Asser	assembly-packagi		1	21389	Mancom BHE	20	2022-04-01	2022-04-01	queued				

## Operator Actions Buttons

The screenshot shows the Shop Tracker interface. In the "Operator Actions" section, a red box highlights the following buttons: "Check In", "Check Out", "Documents", "Fulfill", "EHR", "Labels", "Add Destination", and "Close Job".

1. [Check In](#) - This checks an employee or a team in to the selected operation
2. [Check Out](#) - This checks and employee or team out of the selected operation
3. [Documents](#) - This will bring up the available Documents for the selected operation
4. [Fulfill](#) - This will Fulfill the selected operation. This is where the operator puts in how many parts are complete, and where they are going (skid or location). During this step you can also Close the operation
5. [EHR](#) - This will submit an email to the quality team for the selected operation
6. [Labels](#) - This will print labels for the selected operation
7. [Add Destination](#) - This is where an operator can identify what skid/location the parts are going to when the operation is done
8. [Close Job](#) - This allows the operator to close the job. This can be used if the operation is not closed when it is Fulfilled

## Shop Tracker Search Filters



The buttons filter the view of Schedule in Shop Tracker based on the *Status* of the Operation, or based on the Work Order the operation is a part of.

### **Button Actions**

1. Queued - Filters the chosen Work Cell to operations that are Queued
2. Kitting - Filters the table to operations that in the Kitting status
3. Staged - Filters the table to operations that are in the Staged status
4. In-Process - Filters the table to operations that In-Process (has time clocked to the operation)
5. Work Order - Filters the table to show all operations associated with that Work Order
  - a. The below example is showing operations In-process in the paint area, when I highlight MO 124493 and then click on the "Work Order" filter, the table changes to show all of the operations associated with that Work Order and depending on the columns you have chosen in your table you can see the date they were completed

Schedule																	
Schedule Preview		Operator Actions															
View		Check In	Check Out	Documents	FullFill	History	EHR	Labels	Add Destination	Close Job	Refresh	Default	Search				
Search: Queued Kitting Staged Work Order																	
Shop Job ID	WO ID	WO Part	WO Descr	Pool	Operation	MO	Op Seq	Part ID	Description	Req Qnt	Start	Status	Xfer Date	Batch ID	Mat Available	Parent	WO Notes
	34441	17862	TCT 5 CAM Kit, Center	paint	blast	124492	6	28292	Cam Weldmen	120	2022-11-08	in-process			false	ASSY PO-12	Broward 133
	34395	4629	TCT TB1 Plate, Right. 3	paint	blast	124440	2	26868	Plate	2	2022-11-02	in-process			false		Broward 133
	33767	17861	TCT 5 CAM Kit, Left End	paint	paint-dlp	123320	7	17758	TCT 5 Cam, Exj	10	2022-06-11	in-process			true	ASSY PO-12	
	34441	17862	TCT 5 CAM Kit, Center	paint	paint-spray	124493	7	17759	TCT 5 Cam, Exj	120	2022-11-08	in-process			true	ASSY PO-12	Broward 133
	34395	4629	TCT TB1 Plate, Right. 3	paint	paint-spray	124440	4	26869	phantom part	2	2022-11-12	in-process			false		Broward 133
	34409	6296	TCT 4 CAM Tool	paint	paint-dlp	124456	11				2022-11-07	in-process			true		Broward 133

Schedule																	
Schedule Preview		Operator Actions															
View		Check In	Check Out	Documents	FullFill	History	EHR	Labels	Add Destination	Close Job	Refresh	Default	Search				
Search: Queued Kitting Staged Work Order																	
Shop Job ID	WO ID	WO Part	WO Descr	Pool	Operation	MO	Op Seq	Part ID	Description	Req Qnt	Start	Status	Xfer Date	Batch ID	Mat Available	Parent	WO Notes
	34441	17862	TCT 5 CAM Kit, Center	buff	buff-deburr	124492	4	28291	TCT 5 Cam Exp	120	2022-10-29	completed	2022-03-31		true	ASSY PO-12	Broward 1
	34441	17862	TCT 5 CAM Kit, Center	weld	weld-generic	124492	5	28292	Cam Weldmen	120	2022-11-03	completed	2022-03-31		true	ASSY PO-12	Broward 1
	34441	17862	TCT 5 CAM Kit, Center	paint	blast	124492	6	28292	Cam Weldmen	120	2022-11-08	in-process			false	ASSY PO-12	Broward 1
	34441	17862	TCT 5 CAM Kit, Center	paint	paint-dlp	124492	7	17758	TCT 5 Cam, Exj	120	2022-11-08	completed	2022-03-31		true	ASSY PO-12	Broward 1
	34441	17862	TCT 5 CAM Kit, Center	burn	burn-precisic	124493	1	28288	TCT 5 CAM Exp	120	2022-10-28	completed	2022-03-31	2821	true	ASSY PO-12	Broward 1
	34441	17862	TCT 5 CAM Kit, Center	buff	buff-deburr	124493	2	28288	TCT 5 CAM Exp	120	2022-10-29	completed	2022-03-31		true	ASSY PO-12	Broward 1
	34441	17862	TCT 5 CAM Kit, Center	burn	burn-precisic	124493	3	28287	TCT 5 CAM Exp	120	2022-10-28	completed	2022-03-31	2820	true	ASSY PO-12	Broward 1
	34441	17862	TCT 5 CAM Kit, Center	buff	buff-deburr	124493	4	28287	TCT 5 CAM Exp	120	2022-10-29	completed	2022-03-31		true	ASSY PO-12	Broward 1
	34441	17862	TCT 5 CAM Kit, Center	weld	weld-generic	124493	5	28289	Cam Weldmen	120	2022-11-03	completed	2022-03-31		true	ASSY PO-12	Broward 1
	34441	17862	TCT 5 CAM Kit, Center	paint	blast	124493	6	28289	Cam Weldmen	120	2022-11-08	completed	2022-03-31		true	ASSY PO-12	Broward 1
	34441	17862	TCT 5 CAM Kit, Center	paint	paint-spray	124493	7	17759	TCT 5 Cam, Exj	120	2022-11-08	in-process			true	ASSY PO-12	Broward 1

## General Information

### Operation Status's

1. Queued - the operation is scheduled. No material has been staged for the operation, and the operation cannot be checked in to
2. Kitting - parts have started to be staged to the operation
3. Staged - all of the parts for the operation have been located and the job is ready to be started
4. In-Process - the operation has been checked in to and work has been logged
5. Complete - the operation is done, all time has been logged and material has been consumed and the completed parts have been put on a skid or in a location

## Fulfilling Operation/Jobs

To Fulfill a job, there must be time put to it. The system will not allow a job to be fulfilled or closed without time being put to it.

1. Highlight the operation/job
2. Click on "Fulfill"

Screenshot of the SAP Schedule Preview interface. The 'Fulfill' button in the Operator Actions menu is highlighted with a red box and a red number '2'. The table below shows a list of operations with the row for 'PT Pepper Popper Ru' highlighted in blue, and a red number '1' next to its Shop Job ID.

Shop Job ID	WO ID	WO Part	WO Descr	Pool	Operation	MO	Op Seq	Part ID	Description	Req Qnt	Start	Status	Xfer Date	Batch ID	Mat Available	Parent	WO Notes
2				Core Asse	assembly-pa		1	45076	-REDLINE- LET	10	2022-04-01	staged					
	32411	8425	Desktop Clearing Traj	Core Asse	assembly-pa	120053	1	8425	Desktop Clear	25	2022-04-01	staged					PT-132674
	31483	8425	Desktop Clearing Traj	Core Asse	assembly-pa	118347	1	8425	Desktop Clear	25	2022-04-01	staged					PT-132385
1	31180	12621	PT Pepper Popper Ru	Core Asse	assembly-pa	117584	1	12621	PT Pepper Po	45	2022-04-01	In-process					PT-132047
	32818	45661	Pivoting Barricade Wc	Core Asse	assembly-pa	121000	1	45661	Pivoting Barri	15	2022-04-01	staged					FIRST ARTIC

3. Fill out the necessary fields
  - a. Qty you are putting on a skid/location
    - i. If you need to use multiple skids, then use the fulfill function for each skid/location where you are putting the finished material
    - ii. For instance, if I am putting qty 5 on skid 1234 and qty 5 on skid 5678, then I need to run fulfill twice on that job.
  - b. Check whether you are closing the Operation. **Only do this if you are completely done with the job and this is the last fulfill that you are doing for the job!! Otherwise, it will short the job.**
  - c. Use Location? Check this if you are putting the parts to a location and not to a skid
  - d. Skid - Fill out the skid ID
  - e. Height - What is the height on the skid with the parts on it (in inches)
  - f. Weight - What is the approximate current weight of the skid with ALL parts on it (in pounds)
  - g. Count
  - h. Filled - How many 4x4 units
  - i. Overhang - What is the overhang on the skid (how many cells)
  - j. Comments -

4. Then hit Submit

**How Many Units?**

Quantity: 10

Close Operation

Use Location?

Skid: 2714

Height:

Weight:

Count:

Filled:

Overhang:

Comments:

**4** Submit

5. Repeat until all Finished parts are in the skid/location where you are putting them
6. If you forgot to close the job with the last fulfill, you can select the job and click on "[Close Job](#)"

Schedule Preview View

Operator Actions:

Search:

Shop Job ID	WO ID	WO Part	WO Descr	Pool	Operation	MO	Op Seq	Part ID	Description	Req Qty	Start	Status	Xfer Date	Batch ID	Mat Available	Parent	WO Notes
	32409	7150	Runner 120v Motor U	Core Asses	assembly-pa	120046	1	7150	Runner 120v	10	2022-04-01	completed	2022-04-04				PT-132674