

Staging Part in a Job / Batch

1. Select the MO/Shop Job that you want to Stage
2. If the Operation is a part of a Batch, the entire Batch will be Staged just by selecting one MO in the Batch
3. Click on the "Staging" tab

The screenshot shows the Shop Tracker interface with the 'Staging' tab selected. The 'Schedule' section is visible, and the 'Operator Actions' bar includes buttons like 'Check In', 'Check Out', 'Documents', 'Full Fill', 'EHR', 'Labels', 'Add Destination', and 'Close Job'. The search filters are set to 'Queued'. A table of work orders is displayed, with the first row highlighted in blue. A red box highlights the 'Staging' tab and the first row of the table. A red '1/2' is written on the left side of the table.

WO ID	Operation	MO	WO Part	WO Descr	Req Qnt	WO Notes	Start	End	Status	Priority	Batch ID	Mat Available	Next Op Name
35059	elec-asmbl	126028	46002	Assembly, E	24	Kenny Lam	2022-05-11	2022-05-11	queued	5		true	
35060	elec-asmbl	126029	46002	Assembly, E	10		2022-05-21	2022-05-21	queued	5		true	

4. Once in the Staging tab click on "Begin Kitting Job"

The screenshot shows the Shop Tracker interface with the 'Material Staging' section selected. The 'Begin Kitting Job' button is highlighted with a red box. The 'Material Staging 126028-1-1' section is visible, and the 'Work Cell' is set to 'pi34 - Electronics'. The table below shows columns for Part ID, Description, Required, Skid ID, Loc ID, and Location. The text 'No data loaded' is displayed below the table.

Part ID	Description	Required	Skid ID	Loc ID	Location
No data loaded					

5. If there is a Skid ID or Loc ID filled out for every part then you can simply click on "Stage Job/Batch" and you can go back to the "Schedule" tab and the Operation status will automatically be updated to the Staged and you can begin working on the Operation

Shop Tracker

Schedule Setup Time Material **Staging** Work Cell: pi34 - Electronics

Material Staging 126028-1-1 View

Part ID	Description	Required	Skid ID	Loc ID	Location
45990	ELO 10-inch I-Series 4 for Android	24	2985		
45992	ELO Power-over-Ethernet (POE) Module (For	24	2985		

There is a Skid ID for both parts, so the staging is done

Shop Tracker

Schedule Setup Time Material Staging

Schedule

Schedule View

Search:

WO ID	Operation	MO	WO Part	WO Descr	Req Qty	WO Notes	Start	End	Status	Priority	Batch ID	Mat Available	Next Op Name
35059	elec-assembly	126028	46002	Assembly, E	24	Kenny Lam	2022-05-11	2022-05-11	staged	5		true	

6. If the system has not automatically figured out where the part is, but it is available in WIP, then you can choose the location that you want to pull the part from.

a. Highlight the part

The screenshot shows the 'Shop Tracker' interface with the 'Staging' tab selected. The 'Material Staging' table lists various parts. Part 26301, 'Genesis Retriever Clamp Pivot Plate', is highlighted in blue. The table columns are: Part ID, Description, Required, Skid ID, Loc ID, and Location. Below the main table is a 'Sources' table with columns: Part ID, Part Description, Type, ID, Rec Num, Description, Wip Cnt, PO Number, Item, and Src Seq. The 'Sources' table shows one source for part 26301 with ID 2579 and Rec Num 5. To the right of the sources table is a form with fields for Part ID, Required, Skid, Sk Rec, Location, Loc Rec, Staged Quantity, and a 'Scrap' checkbox. An 'Update' button is at the bottom right.

b. If the part is available in WIP then the Sourcing table will show all of the possible location

c. Select the location

d. Fill out the "Staged Quantity"

e. Click on "Update"

f. The Skid ID or Loc ID of that part will be updated with the selected Source.

This screenshot is identical to the previous one but includes red annotations: 'a' is a small circle on the left margin; 'b' is a circle over the 'Sources' table header; 'c' is a circle over the source row in the 'Sources' table; 'd' is a circle over the 'Staged Quantity' field in the form; 'e' is a circle over the 'Update' button; and 'f' is a circle over the 'Wip Cnt' field in the main staging table, with a red arrow pointing from the source row in the 'Sources' table to this field.

7. In the above example, the remainder of the parts are not yet available, so the Operation will be put in the "Kitting" status

Shop Tracker

Schedule Setup Time Material **Staging**

Material Staging 120565-1-1 View Begin Kitting Job Refresh Staging

Part ID Description

Shop Tracker

Schedule Setup Time Material **Staging**

Schedule Show Batches Show Logs

Operator Actions: Check In Check Out Documents Fulfill EHR Labels Add Destination Close Job Refresh Default History Search

Search: Queued **Kitting** Staged In-Process Work Order

WO ID	Operation	MO	Item	Op Seq	WO Part	WO Descr	Req Qnt	WO Notes	Start	End	Status	Priority	Batch ID	Mat Available
32589	elec-assembly	120565	1	1	44563	Pilot Retrieval	9	Colorado OS	2022-05-14	2022-05-14	kitting	5		false