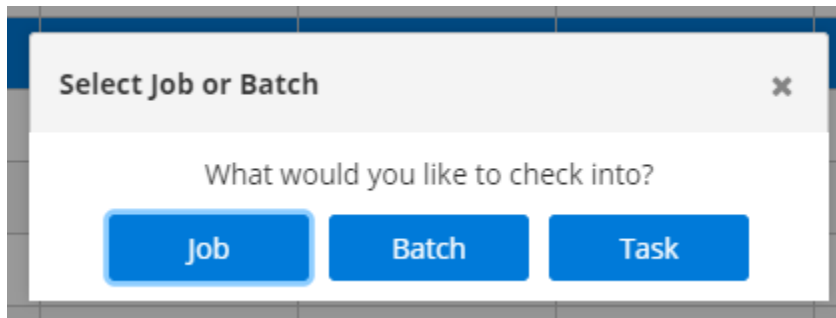


Check In

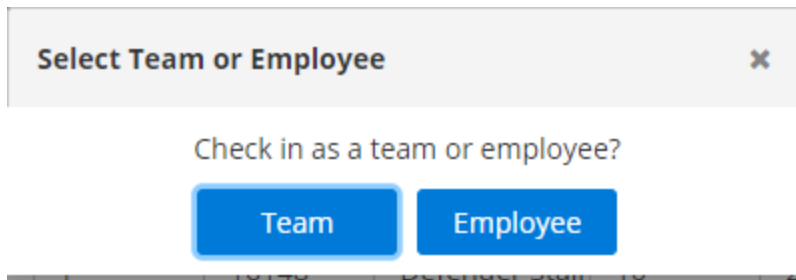
Click on the operation that you want to check in to

Click on "Check In"

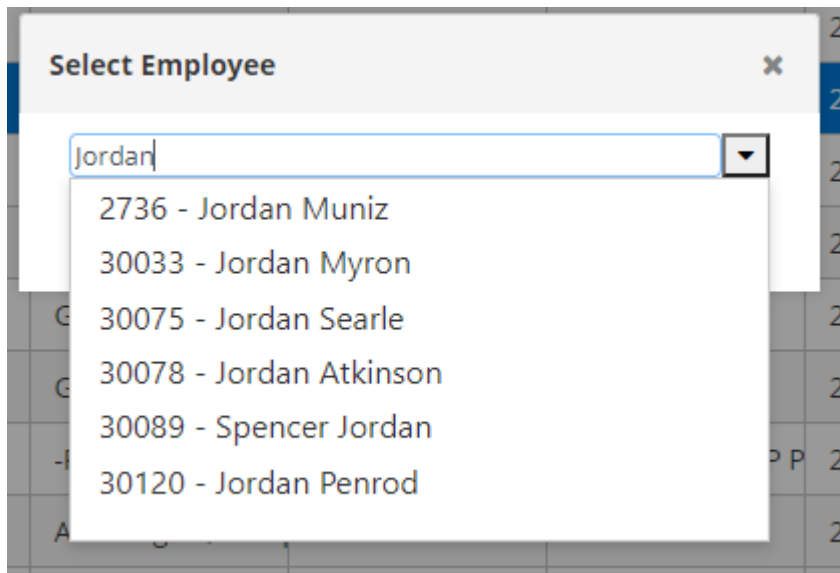
If the Operation is part of a Batch, then you will have the option to log in to just the Job or also the Batch



You will then be asked to check in a Team or an Employee



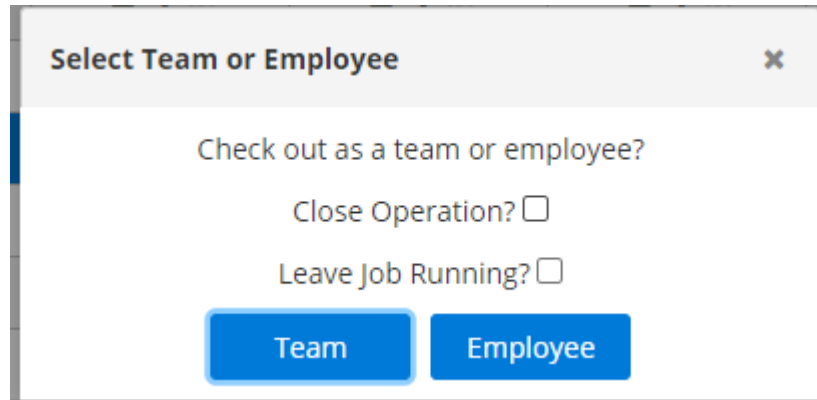
- a. If you don't know your id, you can just starting typing your name and the system will find you.



- b. To affirm that you are checked in on the right job, you can click on the "[Time Tab](#)" to see what you are checked in to.

Check Out -

1. To Check out click on the Check Out button
2. It will ask you a couple of questions
 - a. Are you Closing the operation
 - b. Are you leaving the job running (mainly for burn)
 - c. And are you checking out a Team or an Employee, or just Checking everyone out of the Job/Batch

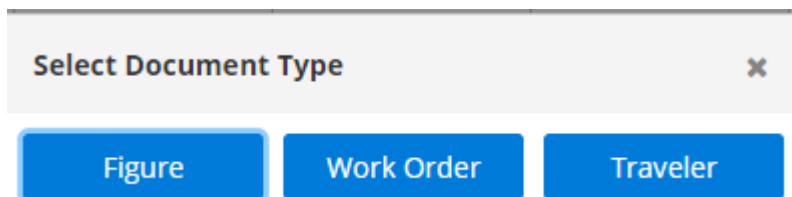


A dialog box titled "Select Team or Employee" with a close button (X) in the top right corner. The main text asks "Check out as a team or employee?". Below this are two checkboxes: "Close Operation?" and "Leave Job Running?". At the bottom are two blue buttons: "Team" and "Employee".

3. When checking out as a Team search description of Team
4. You can search your name to check out as an employee
5. To check everyone out of the selected operation click on Job/Batch

Documents

Highlight a job and then click on Documents to view the various documents associated with that job

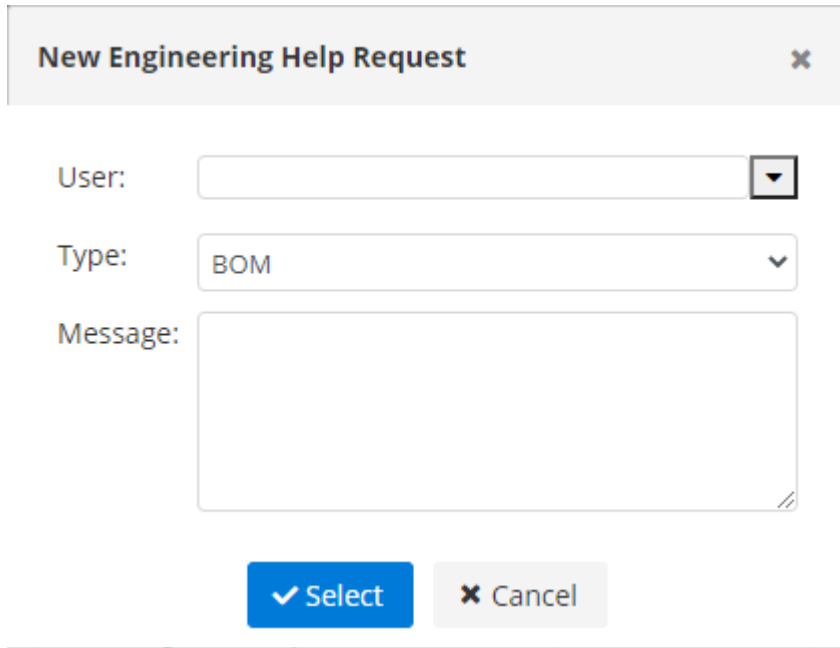


A dialog box titled "Select Document Type" with a close button (X) in the top right corner. Below the title bar are three blue buttons: "Figure", "Work Order", and "Traveler".

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

EHR

To put in a Quality help request click on the Email Engineering button and fill out the information in the pop-up



The image shows a pop-up window titled "New Engineering Help Request" with a close button (X) in the top right corner. The form contains three fields: "User:" with a text input and a dropdown arrow, "Type:" with a dropdown menu showing "BOM" and a downward arrow, and "Message:" with a large text area. At the bottom, there are two buttons: a blue "Select" button with a checkmark and a grey "Cancel" button with an X.

Labels

To print a label, select the job that you want to print the label for then click on the "Print Labels" button.

A window will appear to the left and you can in this window do a number of things.

1. Select your Printer
2. Choose the Quantity you want shown on the label
3. Choose the number of labels you want to print

Print PO #109664

Label Printer L33 1.

Print Part Label ☐

MTR: 109664-1-1-0 Part: 24092 Requested: 13

Quantity per Label 2.

Labels 3.

Add Destination - This is where an operator can identify what skid/location the parts are going to when the operation is done.

Search: Queued Kitting Staged In-Process 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
2	32818	45661	Pivoting Barricade Wc	Core Asser	assembly-pa	121000	1	45661	Pivoting Barri	15	2022-04-03	staged	
				Core Asser	assembly-pa		1	45076				staged	
	32857	37272	Pilot Retriever End Ca	Core Asser	assembly-pa	121076	1	37272				staged	
	32859	37274	Pilot Retriever End Ca	Core Asser	assembly-pa	121078	1	37274				staged	
	33495	2347	PT Pepper Popper - 28	Core Asser	assembly-pa	122677	1	2347				staged	
	33536	15612	Baffle Joint Strip - 48"	Core Asser	assembly-pa	122853	1	15612	Baffle Joint St	50	2022-05-03	staged	
	33514	2348	PT Colt Popper	Core Asser	assembly-pa	122782	1	2348	PT Colt Poppe	5	2022-05-13	staged	

Set Item Destination?

Destination Skid 4083

☐ Use Location?

Close Job - This allows the operator to close the job. This can be used if the operation is not closed when it is Fulfilled

Schedule Preview View													
Operator Actions													
<input type="button" value="Check In"/> <input type="button" value="Check Out"/> <input type="button" value="Documents"/> <input type="button" value="FullFill"/> <input type="button" value="EHR"/> <input type="button" value="Labels"/> <input type="button" value="Add Destination"/> <input type="button" value="Close Job"/> <input type="button" value="Refresh"/> <input type="button" value="Default"/> <input type="button" value="History"/> <input type="button" value="Search"/>													
Search: Queued Kitting Staged In-Process 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
	32818	45661	Pivoting Barricade Wc	Core Asser	assembly-pa	121000	1	45661	Pivoting Barri	0	2022-04-03	in-process	

Close Job

- Close Job 121000-1-1