

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

Shop Tracker

Schedule Setup Time **Material** **3** **Staging**

Schedule Show Batches Show Logs

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

Search: Queued Kitting Staged In-Process Work Order

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-assemb	126028	46002	Assembly, E	24	Kenny Lam	2022-05-14	2022-05-14	queued	5		true	
35060	elec-assemb	126029	46002	Assembly, E	10		2022-05-21	2022-05-21	queued	5		true	

1/2

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

Shop Tracker

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

Material Staging 126028-1-1 View **Begin Kitting Job** Refresh Staging Refresh Add Job/Batch Stage Job/Batch Delete Staging Delete Item Hide Completed Show Available

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 [Begin Kitting Job](#) [Refresh Staging](#) [Refresh](#) [Add Job/Batch](#) [Stage Job/Batch](#) [Delete Staging](#) [Delete Item](#) [Hide Completed](#) [Show Available](#)

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 [Show Batches](#) [Show Logs](#)

Schedule View [Operator Actions](#) [Check In](#) [Check Out](#) [Documents](#) [Fullfill](#) [EHR](#) [Labels](#) [Add Destination](#) [Close Job](#) [Refresh](#) [Default](#) [History](#) [Search](#)

Search: [Queued](#) [Kitting](#) [Staged](#) [In-Process](#) [Work Order](#)

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-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

Shop Tracker

Schedule Setup Time Material **Staging** Work Cell: p134 - Electronics

Material Staging 120565-1-1 View [Begin Kitting Job](#) [Refresh Staging](#) [Refresh](#) [Add Job/Batch](#) [Stage Job/Batch](#) [Delete Staging](#) [Delete Item](#) [Hide Completed](#) [Show Available](#)

Part ID	Description	Required	Skid ID	Loc ID	Location
15593	Nylon flat washer	18		102	Free stock for southern half of north assem
26300	Genesis Retriever Clamp Base Weldment	9			
26301	Genesis Retriever Clamp Pivot Plate	9			
31317	Rotary Shaft - .125" Dia X 3" Long, 303 Stainl	9			
31318	Spacer, Round, Nylon, .312 OD x .375 L x .14	18			
31319	External Push Retaining Ring - Black Phosph	36			
31320	External Push Retaining Ring - Black Phosph	18			
31323	Genesis Retriever Clamp Link	18			
31324	Clamp Pin with Retaining Ring - 3/16" dia, 2"	18			

Sources [Hide Sources](#)

Part ID	Part Description	Type	ID	Rec Num	Description	Wip Cnt	PO Number	Item	Src Seq
26301	Genesis Retriever C	skid	2579	5		9			

Part ID: 26301 Required: 9
Skid: 2579 Sk Rec: 5 Location: Loc Rec:
Staged Quantity: 9 ☐ Scrap
Comments:
[Update](#)

- 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.

Shop Tracker

Schedule Setup Time Material **Staging** Work Cell: p134 - Electronics

Material Staging 120565-1-1 View [Begin Kitting Job](#) [Refresh Staging](#) [Refresh](#) [Add Job/Batch](#) [Stage Job/Batch](#) [Delete Staging](#) [Delete Item](#) [Hide Completed](#) [Show Available](#)

Part ID	Description	Required	Skid ID	Loc ID	Location
15593	Nylon flat washer	18		102	Free stock for southern half of north assem
26300	Genesis Retriever Clamp Base Weldment	9			
26301	Genesis Retriever Clamp Pivot Plate	9	2579		
31317	Rotary Shaft - .125" Dia X 3" Long, 303 Stainl	9			
31318	Spacer, Round, Nylon, .312 OD x .375 L x .14	18			
31319	External Push Retaining Ring - Black Phosph	36			
31320	External Push Retaining Ring - Black Phosph	18			
31323	Genesis Retriever Clamp Link	18			
31324	Clamp Pin with Retaining Ring - 3/16" dia, 2"	18			

Sources [Hide Sources](#)

Part ID	Part Description	Type	ID	Rec Num	Description	Wip Cnt	PO Number	Item	Src Seq
26301	Genesis Retriever C	skid	2579	5		9			

Part ID: 26301 Required: 9
Skid: 2579 Sk Rec: 5 Location: Loc Rec:
Staged Quantity: 9 ☐ Scrap
Comments:
[Update](#)

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

Schedule View 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