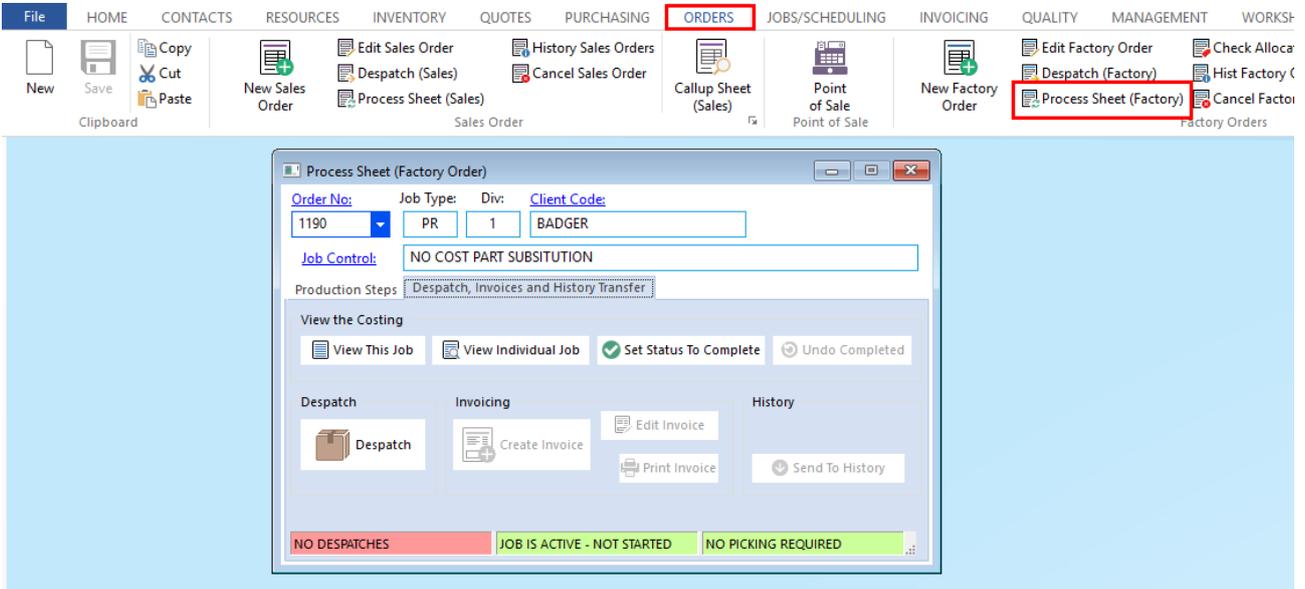


Complete Individual Processes in a Job

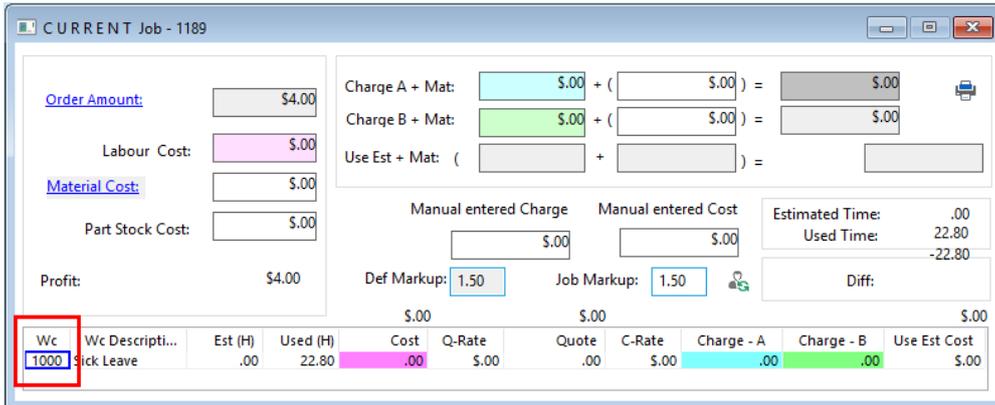
Overview:

This document demonstrates how to complete an individual process in a job where employees have forgotten to choose 'Yes' for a completed job when clocking off of a job – Especially useful where there are multiple sub parts and numerous job tickets on the one job.

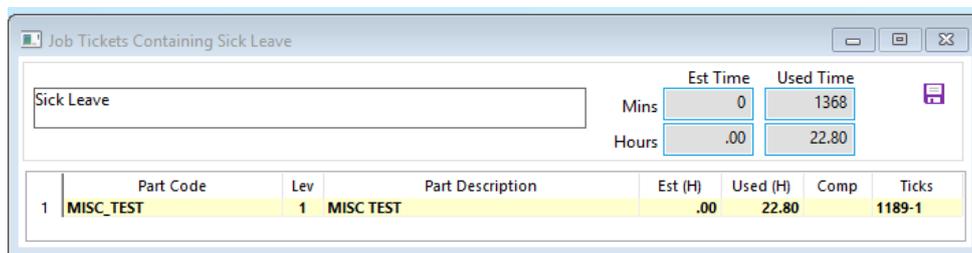
From the OPTO ribbon, select the 'Orders' tab and **click** on the 'Process Sheet (Factory)' icon. In the **Order No** field **press** <F2> and select the order from the pop-up list then **click** on OK. **Click** on the 'View this Job' button, to display the 'CURRENT Job' window.



Dbi-click on the **WC** (workcenter) field (circled below) where the process is required to be completed. This will open the 'Job Tickets Containing' window.



Dbi-Click on the **Part Description** column to open the 'Process Control' window.



Click in the **Finished** field (circled below) and enter "No", then **press <F9>** to save.

Process Control

Job Ticket: 1189-1 Workcenter: 1000 Sick Leave **Finished: No** Step: 1 Fin: No Used Time: [] Sch Start Date: [] Time Est: 0 Qty Req: 1

Client Code: ITMS FAI: Nesting No: [] Sch Finish Date: [] Time Used: [] Qty Done: 0

Part Code: MISC_TEST No [] [] [] 1368 Qty Reject: 0

Part Description: MISC TEST

Details Sched

Emp	Emp Name	A/S	Step	Start Date	Finish Date	S-Time	F-Time	Used	L	-	WC	EMP	Charge	NT	1 1/2	DT	Qt
5	Lisa LEWINS			12/03/18	12/03/18	07:00:00	15:06:00	456	30	<input type="checkbox"/>	.0000	.0000	.0000	486	0	0	
5	Lisa LEWINS			13/03/18	13/03/18	07:00:00	15:06:00	456	30	<input type="checkbox"/>	.0000	.0000	.0000	0			
5	Lisa LEWINS			14/03/18	14/03/18	07:00:00	15:06:00	456	30	<input type="checkbox"/>	.0000	.0000	.0000	456	0	0	

Return to the 'Job Tickets Containing' window and **click** the 'Process' icon (circled below) to update the record.

Job Tickets Containing Sick Leave

Sick Leave

Est Time Used Time

Mins 0 1368

Hours .00 22.80

	Part Code	Lev	Part Description	Est (H)	Used (H)	Comp	Ticks
1	MISC TEST	1	MISC TEST	.00	22.80		1189-1