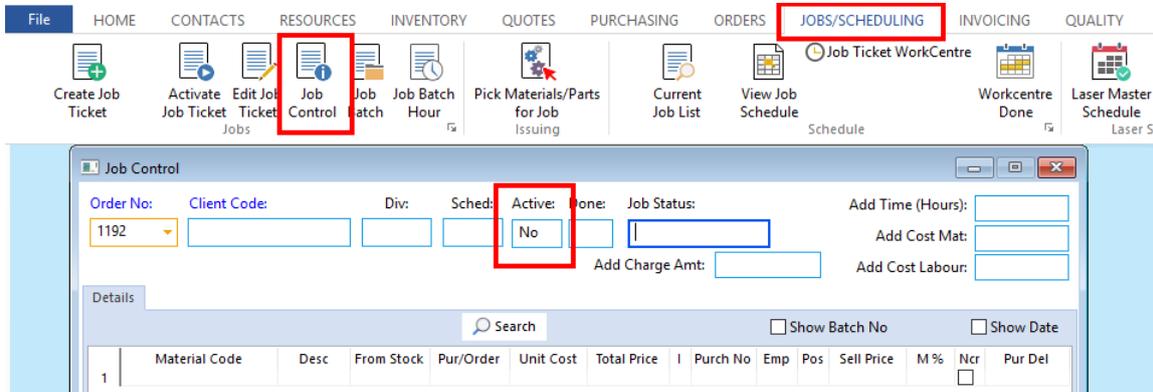


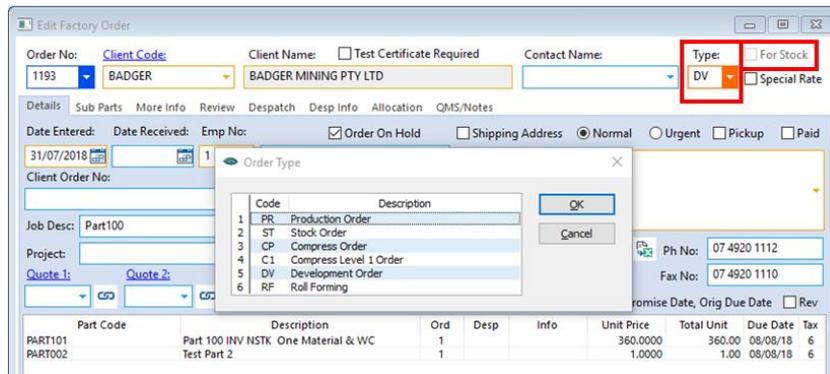
Change Type Field in a Production Order once a Job has been Activated

NOTE: This procedure is for production orders where time has NOT been clocked to jobs.

From the OPTO ribbon, select the 'Jobs/Scheduling' tab and **click** on the 'Job Control' icon (1). In the **Order No** field **press <F2>** and select the order from the pop-up list then **click** on OK. **Press <TAB>** to generate the window. **Click** in the **Active** field (2) and change the "Yes" to "No" **press <TAB>** to move out of the field and **press <F9>** to save.



From the OPTO ribbon, select the 'Orders' tab and **click** on the 'Edit Factory Order' icon. In the **Order No** field **press <F2>** and select the order from the pop-up list then **click** on OK. **Press <TAB>** to generate the window, the **Type** field is now accessible, **click** in the **Type** field (circled below) and **press <F2>** then select the required type from the pop-up list and **click** on OK. Ensure the **For Stock** box is ticked if selecting "ST" for the order.



Press <F9> to save the record and close the window. Return to the 'Jobs/Scheduling' tab and open the 'Job Control' window. In the **Order No** field **press <F2>** and select the order from the pop-up list then **click** on OK, **press <TAB>** to generate the window. **Click** in the **Active** field (circled below) and change the "No" to "Yes" then **press <TAB>** to leave the field and **press <F9>** to save.

