## 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 <u>OK</u>. **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.

File	HOME	CONTACTS	RESOURCES	INVENTORY	QUOTES	PURCHASING	ORDERS	JOBS/SCHEDULI	NG INV	OICING	QUALITY
Cr	eate Job Ticket	Activate Edit	lot Job J	ob Job Batch P	ick Materials/P	arts Curren	t View Jol	Job Ticket W	VorkCentre	Workcentre	Laser Master
		Jobs		۲ <sub>2</sub>	Issuing			Schedule		G.	Laser S
	Job Co Order No 1192 Details	ntrol : Client Code	:	Div: Sche	d: Active:	lone: Job Status:	t:	Add Tim Add Add Co	e (Hours): [ Cost Mat: [ ost Labour: [		
				\$	Search			Show Batch No		Show Date	
	1	Material Code	Desc F	rom Stock Pur/Or	der Unit Cost	Total Price I	Purch No Emp	Pos Sell Price	M % Ncr	Pur Del	

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 <u>OK</u>. **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 <u>OK</u>. Ensure the **For Stock** box is ticked if selecting "ST" for the order.

Order No: Client Code		Client Name: Test Certifi	Contact Na	me:	Type:	Type: For Stock		
1193 - BADGER	-	BADGER MINING PTY LTD			- DV -	Special Rat		
Details Sub Parts More	Info Review	Despatch Desp Info Allocati	on QMS/Notes					
Date Entered: Date Rece	eived: Emp No	: Order On Ho	ld 🗌 Shipp	ing Address	Normal (	Urgent 🗌 Pi	ickup 🗌 Paid	
31/07/2018 📰	1	Order Type			×			
		and the						
Client Order No:								
lient Order No:		Code Descrip	otion	QK				
b Desc: Part100		Code Descrip	otion					
ob Desc: Part100		Code Descrip PR Production Order ST Stock Order CP Compress Order C1 Compress Level 1 Order	otion	<u>Q</u> K <u>C</u> anc	el Ra	Ph No: 07 49	920 1112	
Dient Order No: Part100 Project: Quote 1: Quote 1:	2:	Code         Descrip           PR         Production Order           ST         Stock Order           GP         Compress Order           C1         Compress Level 10rder           DV         Development Order	otion	QK Canc	el Ga	Ph No: 07 49 Fax No: 07 49	920 1112 920 1110	
ob Desc: Part100 Project: Quote 1; Quote 1;		Code         Descrip           PR         Production Order           ST         Stock Order           GP         Compress Order           C1         Compress Level 1 Order           DV         Development Order           RF         Roll Forming	ation		red From	Ph No: 07 49 Fax No: 07 49 ise Date, Orig Du	920 1112 920 1110 920 2110	
Client Order No: ob Desc: Part100 Project: Quote 1: Quote : Part Code		Code         Description           FR         Production Order           ST         Stock Order           GP         Compress Order           4         C1           DV         Development Order           S         RF           R0I         Forming	otion Ord Desp		rel Pice	Ph No: 07 49 Fax No: 07 49 ise Date, Orig Du Total Unit	920 1112 920 1110 1e Date □ Rev Due Date Tao	

**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 form the pop-up list then **click** on <u>OK</u>, **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.

Job Control		
Order No: Client Code: I 1192 - Details	iv: Sched: Active: One: Job Status: Ves No ALL->STK Add Charge Amt:	Add Time (Hours): Add Cost Mat: Add Cost Labour: