

Job Re-Creation Process

Overview:

Normally when creating Production Orders and Jobs in OPTO the user would complete the Part build with the correct materials and/or sub parts before creation of the Job Ticket. However, this is not always possible and changes to the part or addition to parts are required after the production order and job ticket/s have been created. To ensure that the correct information is carried through the Job ticket after these changes are made, the following procedures must be followed.

Recreating Job Tickets after Making Changes to the Production Order

Before adding parts or changing the build of an existing Production Order the following must be checked:

- No times have been booked against the Job ticket number.
- No materials have been picked or purchased against the job ticket number.
- No despatches have been done for the order.

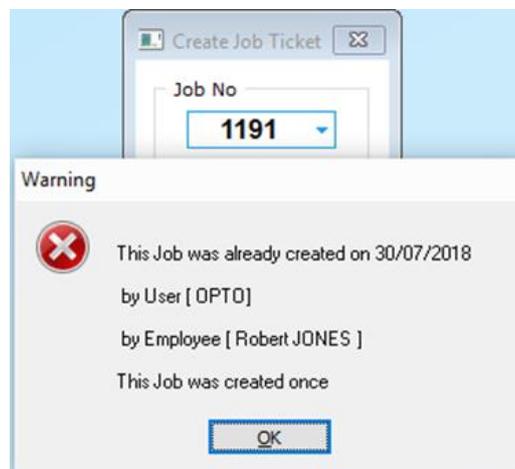
NOTE: A new order must be raised for additional items if the above conditions cannot be met.

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

Material Code	Desc	From Stock	Pur/Order	Unit Cost	Total Price	I	Purch No	Emp	Pos	Sell Price	M %	Ncr
1 ABS1021111	Material 102 INV NSTK	1.0000	.0000	15.0000	15.00	X	80183	4	1			

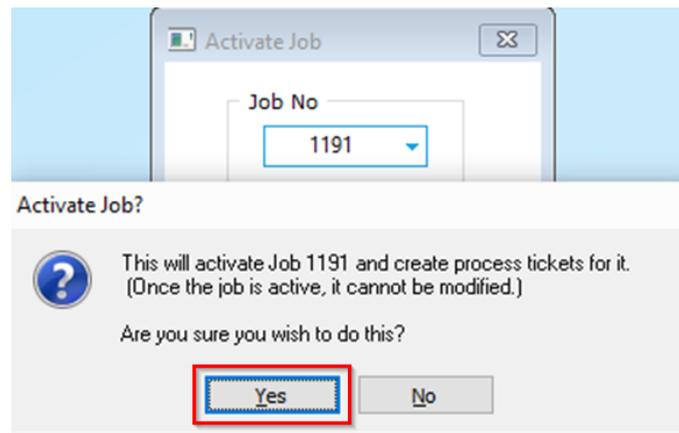
From the OPTO ribbon, select the 'Orders' tab and **click** on the 'Edit Factory Order' icon. In the **Order No** field **press** <F2> and select the order from the pop-up list then **click** on OK. Enter the additional items to the order, change quantity as required, **press** <TAB> to leave the **Qty** field and **press** <F9> to save.

Navigate back to the 'Jobs/Scheduling' tab and **click** on the 'Create Job Ticket' icon. Enter the job ticket number in the **Job No** field and **press** <TAB> to activate the 'Create Job Ticket' pane.



A warning message pops up advising that this job was already created. The warning message also displays the date they were created, and the user number and name of the employee who created the job tickets, **click** OK. The 'Creating Job Tickets' panel appears and the process is run recreating the job ticket/s. **Click** OK on the 'Job Ticket Creation Complete' message and the 'Print Job Tickets' window appears, print if required.

From the 'Jobs/Scheduling' tab **click** on the 'Activate Job Ticket' icon, enter the order number and **press <TAB>** to generate the window then **click** on OK. A confirm message appears, **click** on 'Yes'.



The job is now an active order and is ready to be started again.