# Creating a Production Order

To Create a Factory Order

From the OPTO ribbon, select the 'Orders' tab and **click** on the 'New Factory Order' icon to open the 'Factory Order - <New Entry>' window. In the **Client Code** field (1) **press <F2>** and select the client from the pop-up list, then **click** OK. **Press <TAB>** to generate the **Client Name** (2) and **Contact Name** (3) fields, the **Type** field (4) is usually generated by a parameter setting. Continue to **press <TAB>** to move through the fields and enter information where necessary.
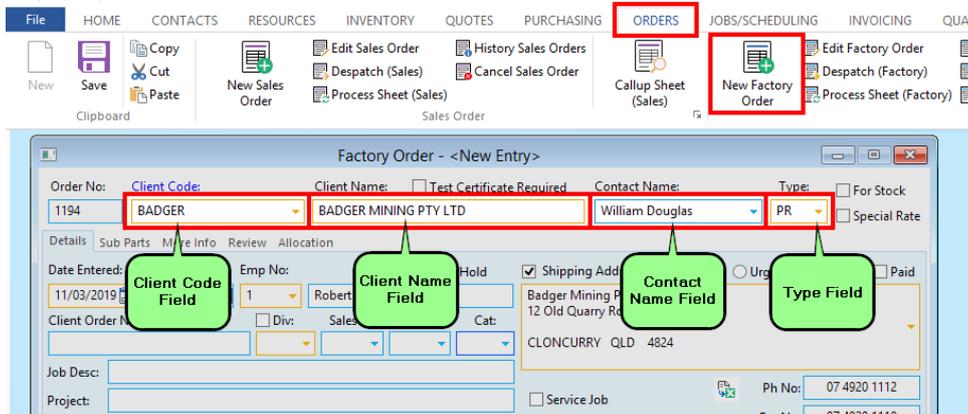

If the user wants to view any quote/s that were tendered for the item/s, **click** in the **Part Code** column, type in an abbreviation of the required part code. For example 'ASS' and **press <TAB>** to display a 'Parts' list of all parts beginning with ASS. **Click** on the required part and **click** OK.
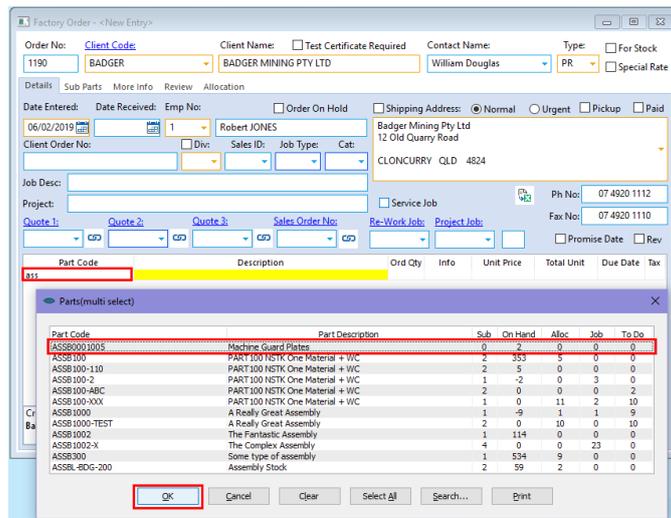
When all required part have been added to the order **press <F9>** to save.

NOTE: If there are non-inventory parts in the production order a warning will appear, review the parts or click OK if relevant.

To advance through the production process **click** on the 'Process Sheet (Factory)' icon (circled below) to create job tickets, activate the job, or edit the order.
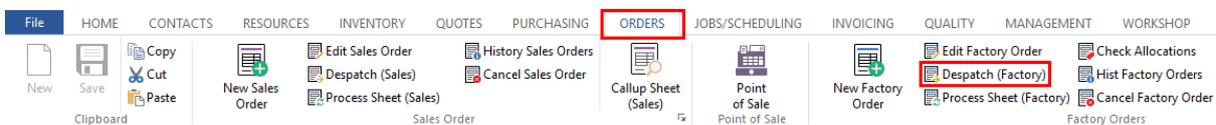
Please see *'Process Sheet (Factory)'* in this chapter for further instruction.