

Enter/Edit Routing Masters

PROGRAM NAME: WOTEMPLT

MENU OPTION TITLE: Enter/Edit Routing Masters

MAIN MODULE: WORK ORDERS

HELP KEY ACTIVE: YES

PROGRAM OVERVIEW

This program is used to enter information pertaining to the Shop Floor Routing Master Template. These Routing Templates are used to tell manufacturing personnel what steps are to be taken when manufacturing a part. Routing templates can be entered only after you have used the options on the WORK ORDERS MAINTENANCE MENU to enter all of your departments, machine categories, operations, and note codes.

PROGRAM OPERATION

PART NUMBER TO WORK ON: Enter the inventory part number of the part you wish to build a routing template for. The part number entered must be a valid inventory item. If an invalid part number is entered, the error message "**PLEASE ENTER A VALID RECORD ID**" will be displayed. If a valid part number is entered, the part description will be displayed. If you are unsure what the correct part number is, you can press <F3> and a pop screen will be displayed. This master list of parts will allow you to search for and select the part numbers you need.

Pressing ENTER on a blank LOC field will cause the prompt line "**(A)dd, (D)elete, (E)dit, (S)eemore, (G)oto, or (Q)uit**" to be displayed.

The prompt line contains options that allow you to perform certain additional functions. If you enter 'A' at the prompt line, a LINE number will be displayed and you may begin a new operation as detailed above.

To delete an operation from a routing master, use the up and down arrow keys to move the highlight bar to the operation you want to delete. Enter <D> at the prompt line. You will be asked "**IS THIS THE LINE YOU WANT TO DELETE (Y/N)?**". If you answer <N>, the cursor will return to the prompt line. If you answer <Y>, the highlighted line will be deleted, the screen will display the remaining lines, and the cursor will return to the prompt line.

Since only 9 operation lines can be displayed to the screen at a time, the (S)eemore option will allow you to view the next 9 operations. Enter <S> at the prompt line to view the next 9 operations. You can continue entering <S> at the prompt line until there are no more operations to view. When there are no more operations to view, the first 9 operations will be redisplayed.

The (G)oto option allows you to go directly to a specific LINE number. Enter <G> at the prompt line. You will be asked "**PLEASE ENTER THE LINE NUMBER YOU WANT TO GO TO**". Enter the LINE number you want to begin displaying and press ENTER. The LINE closest to or equal to the number you entered will then be displayed along with the 8 operations that immediately follow.

The (Q)uit option is used when you have finished making changes and/or additions to the routing master and want to either begin entering a new routing master or exit the program. Enter <Q> to finish working on this routing master. The cursor will return to the ENTER PART NUMBER TO WORK ON field where you can either enter a new PART NUMBER TO WORK ON or press <ESC> to exit the program and return to the menu.

In addition to the functions provided by the prompt line, there are several more functions available by pressing certain "power" keys.

If you are entering an operation and are in the LOC field, MCH field, or OPR field and are not sure what choices are available, press the VIEW LIST KEY <F3> and pop up windows with a list of choices will display. You can use the up and down arrow keys and the <PageUp> and <PageDown> keys to move the highlight bar to find the correct information you need, and press <ENTER>. You will then be returned to the previous screen and this choice will now load into the routing master.

PRINT NUMBER: If applicable, enter the print number that is to be referred to when determining measurements, dimensions, etc. If the part being made is not to be built to print specifications, leave this blank. If the PART NUMBER TO WORK ON has previously had a routing template entered for it, all of the operations for the part number will be displayed after pressing <ENTER> on this field.

LINE: This is a sequence number that is used to keep the operations of the routing template in the order in which they are to be completed by manufacturing personnel. The LINE number begins at 10 for the first operation entered and is increased by 10 for each additional operation entered (i.e., the second operation would be LINE number 20). With one exception, the cursor never stops in this field and no entry is allowed as it is maintained automatically. The exception is when you wish to insert a new operation between two existing operations. For example, let's say that you have entered the above routing template and you discover that you have left out an operation that is to be performed after LINE 10 but before LINE 20. From the prompt line ((A)dd, (D)elete, (E)dit, (S)eemore, (G)oto, or (Q)uit), enter <A>. The last line of the entry screen will go blank, a number will be displayed in the LINE field, and the cursor will appear in the LOC field. Press the BACKFIELD key <F2> to move the cursor back one field into the LINE field. Press the backspace key to remove the number displayed in the LINE field. Enter a LINE number between 10 and 20, keeping in mind to leave enough of a difference between the two numbers in case you need to insert another LINE sometime in the future. For example, in this case it might a good idea to enter 15 for the LINE number. This would allow enough room to insert a new operation between LINE 10 and 15 or between LINE 15 and 20.

LOC: Enter the three-digit code that uniquely identifies the manufacturing department location responsible for performing this operation. You must enter a valid location code. If you do not, the error message "**PLEASE ENTER A VALID RECORD ID**" will be displayed. If you are unsure what the correct location code is, you can press the VIEW LIST key and a pop screen will be displayed. This master list of departments will allow you to search for and select the department you need. If you have begun adding operations to this routing master and do not wish to add any more, simply clear

the field by pressing the backspace key and then <ENTER>. You will then be returned to the prompt line where you can "(A)dd, (D)elete, (E)dit, (S)eemore, (G)oto, or (Q)uit".

MCH: Enter the three-digit code that uniquely identifies the machine category that will be used to perform this operation. You must enter a valid machine category. If you do not, the error message "**PLEASE ENTER A VALID RECORD ID**" will be displayed. If you are unsure what the correct category is, you can press the VIEW LIST key and a pop screen will be displayed. This master list of categories will allow you to search for and select the category you need. If you have begun adding operations to this routing master and do not wish to add any more, simply clear the field by pressing the backspace key and then <ENTER>. You will then be returned to the prompt line where you can "(A)dd, (D)elete, (E)dit, (S)eemore, (G)oto, or (Q)uit".

OPER: Enter the three-digit code that uniquely identifies the operation description that will be used to perform this operation. You must enter a valid operation code. If you do not, the error message "**PLEASE ENTER A VALID RECORD ID**" will be displayed. If you are unsure what the correct operation code is, you can press the VIEW LIST key and a pop screen will be displayed. This master list of operations will allow you to search for and select the operation you need. When a valid entry has been made in this field, the NOTE CODE and DESCRIPTION fields will be automatically displayed based on the DEFAULT NOTE CODE for this operation. If you have begun adding operations to this routing master and do not wish to add any more, simply clear the field by pressing the backspace key and then <ENTER>. You will then be returned to the prompt line where you can "(A)dd, (D)elete, (E)dit, (S)eemore, (G)oto, or (Q)uit".

EST MNTS: Enter the estimated time in minutes that you believe it will take to perform this operation on one piece. For example, if you know that it takes about 33 minutes to perform a specific operation for 100 pieces, you would enter .33 in this field. If you are entering machine setup time, enter the total time it takes to set up the machine. For example, if you know that it takes 2 hours to set up a Ward turret lathe, you should enter 120 in this field (2 hours times 60 minutes per hour). **NOTE:** If you are entering a setup time, be sure to enter a 0 in the QTY field. The time you enter in the EST MNTS field will later be used to calculate the estimated completion time for a work order. It will also be used to compare estimated time against actual time when production for this part begins.

EST \$ SBCNTRCT: Enter the estimated per piece cost of subcontractor work. For example, if you know that Chip King charges \$623.00 to turn 100 barrels, you would enter 6.23 in this field (623 divided by 100). The estimated cost you enter will be used when determining a total estimated cost for a work order. This cost will also be used to compare estimated costs against actual costs when production for this part begins.

QTY: With one exception, always enter a 1 in this field. The exception is when you are entering a single setup time for a machine. For example, when it takes 120 minutes to set up a machine regardless of how many pieces are to be made. When you are entering a single setup time, be sure to enter a 0 in this field. If you do not, the estimated costs for a work order using this routing template will not be correct.

NOTE CODE: After you have made an entry in the OPER field, the DEFAULT NOTE CODE for the operation will be automatically displayed in this field. If the DEFAULT

NOTE CODE that is displayed is not the one you want to use for this routing template, you may change it by entering a valid NOTE CODE. If an invalid NOTE CODE is entered, the error message "**PLEASE ENTER A VALID RECORD ID**" will be displayed.

If you are unsure what the correct note code is, you can press the VIEW LIST key and a pop screen will be displayed. This master list of note codes will allow you to search for and select the note code you need. When a valid entry has been made in this field, the DESCRIPTION field will be automatically displayed.

DESCRIPTION: As a general rule, no entry is usually made in this field as it is maintained automatically based on the NOTE CODE that you have entered. The exception occurs when the NOTE CODE that you have entered contains a <Y> in the REQUIRE EDIT OF TEXT field that is described in the NOTE CODE MAINTENANCE screen. The program will automatically determine whether an entry is allowed in this field. In summary, if the REQUIRE EDIT OF TEXT field for the note code is <N>, the cursor will not stop in the DESCRIPTION field. If the REQUIRE EDIT OF TEXT field for the note code is <Y>, you will be allowed to enter a brief description of the operation.