Gemini Coating	Closir	Closing Bulk Work Orders in X3		
Standard Operating Procedure		PROD-22-0003 01		
Author	Status	Effective Date		
Michael Boblit	Draft	9/21/2022		

1.0 Purpose

This SOP is intended to outline the proper steps, procedures and resources for production employees to properly process Work Orders in Assistics and X3. This SOP is all inclusive and should not be deviated from in any way.

2.0 Login

Assistics and X3 Logins and Passwords are a prerequisite to follow this SOP. If you do not have one, contact your supervisor or Gemini IT (EXT 2300)

3.0 Closing Work Orders in X3

3.1 Navigate to the X3 homepage on a desktop computer. You cannot close work order from a mobile scanner. http://10.1.1.109:8124/auth/login/page

Login using your login and password supplied by your supervisor or the IT department.

- 3.2 Your X3 password may be different from your Assistics password. To ensure the security of X3 you will periodically be prompted to change your password.
- 3.3 Click on the Navigation button in the top right-hand corner of the Sage X3 home page. In the example the button is circled in red.



3.4 In the most lefthand column, navigate to "Manufacturing". In the example the correct

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selection is highlighted yellow.

Menu Q Search in the	navigation menu	
Administration	^ Administration	
Development		
Setup	∧ Administration	
Common data	∽ Users	
common data	Users	Global settings
Customer relation	Groups	Locales
Purchasing	Roles	Password Policies
Sales	Security profiles	External URL polici
		Proxies configurati
Stock	License data	
Procession	Badges	LDAP Servers
Product design	License upload	OAuth2 Serve
Manufacturing		SAML2 id pro
Manufacturing	Classic SOAP web services	Connected a
Change Control	Classic SOAP pools configuration	△ Certificates
Non-conformances	Rest web services	Certificates
Costing		Certificates of Cert
Financials		
A/P-A/R accounting	Teams	A Desuments
Declarations	Volumes	Documents

3.5 Once you have selected "Manufacturing", the center screen will snap to the manufacturing sub menu. Navigate to the Sub Menu "Production Tracking" (Circled Red), then click on the link for "WO Close" (Highlighted Yellow).

dministration	∧ Batch processes		
evelopment	^ Allocation/deallocation	Scheduling/descheduling	Automatic release
etup	Allocation	Scheduling	Operation date shift
ommon data	Automatic deallocation	Descheduling	Recalculate loads
Jinnon data	Back-to-back order		
istomer relation	Automatic deletions	Date shift	
rchasing		On hold	
les		Reactivation	
		Upgrade	
ock		Purge suggestions	
ocession			
oduct design	Production tracking		
	Production tracking 🔺	WO status	WO close 🔺
inufacturing	Mass closing/completions	Time tracking plan	Material tracking p
ange Control	Production plan	Reintegration plan	Technical sheet pla
n-conformances	Managing the tracking plans	Shop floor tracking	
		Shop floor tracking	
sting		Employee activity	
nancials		Labor entry validation	

3.6 Enter the Site you are closing a work order for in the field listed as "Production Site" This field has an orange asterisk next to it. (Example El Reno is site 100, Grand Prairie Texas is site 110).

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3.7 Enter the Work Order number of the Work Order you are closing in the filed listed as "Work Order". This field also has an orange asterisk next to it.

↑↓↓ WOd	CIOSO		
යි General	Products Compo	onents Operations	
â			
Production site *	Nork order *	WO	D status
→ 100 Q	* WO063702	Q :	irm
Coatings/OK			
Coatings/OK			
Coatings/OK			
Coatings/OK General Planning site	Release mode	Released routing	Routing code
Coatings/OK General Planning site	Release mode Complete	Released routing GROUP_145_PROD	Routing code
Coatings/OK General Planning site 100 Coatings/OK	Release mode Complete	Released routing GROUP_145_PROD GROUP \$1.45 L&B PRODUCT	Routing code
Coatings/OK General Planning site 100 Coatings/OK Last tracking	Release mode Complete	Released routing GROUP_145_PROD GROUP \$1.45 L&B PRODUCT	Routing code

3.8 Confirm that the bulk has been fully reported by scrolling down to the "Products" section. Observe on line 1 that the "Product", "Release Qty", and "Total completed qty" are correct. If they are not correct, do not proceed. Refer to SOP PROD-22-0001 for reporting bulk material in Assistics.

Products				
E. Q.		\frown		
Product	Description 1	Release qty	Total completed qty.	Lot
1 🗄 🖌 6707	ZERO VOC STAIN BASE	332.000000	332.000	2223
2 :				

- 3.9 Confirm that the components have been fully picked by scrolling down to the "Components" section. Observe on the various lines that the "Component", "Requirement Qty", and "Consumed Qty" are correct. If they are not correct, do not proceed. Refer to SOP PROD-22-0002 for picking raw materials in Assistics.
- 3.10 Press the "Close" button in the top right hand corner of the screen.

Closing Bulk Work Orders in X3 **Gemini Coating** Standard Operating Procedure PROD-22-0003 01 Standard costs Products-sites Customers Suppliers Deliveries Stock change transactions Q PROD Michael Boblit **Operations Administrator** (?)* -Default 💌 Tracking detail Complete Close : [→

- 3.11 A pop-up questions will ask "Close the Work Order?". Select "Yes".
- 3.12 A 2nd pop-up will advise that "At least one operation has not been performed". The is normal. Press "Ok".
- 3.13 A 3rd pop-up will ask "Automatic tracking of operations?" Press "Ok".
- 3.14 You will receive a prompt that "Creation of WO tracking WOT*****". Select "Ok".
- 3.15 A 4th pop-up will ask "Production cost calculation?" Press "Yes".
- 3.16 The next screen will be a display of a log reading for the Work Order that was just closed. Confirm at the bottom of the log reading, that is says "The PCP calculation if finished for WO*****." Confirm that the Work Order numbers is correct and that is does not says anything about an error. If you receive an error during this process contact your supervisor.
- 3.17 Your work order is now closed and the ticket can be returned to the QC department to be filed away.

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