

Author	Status	Effective Date
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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)

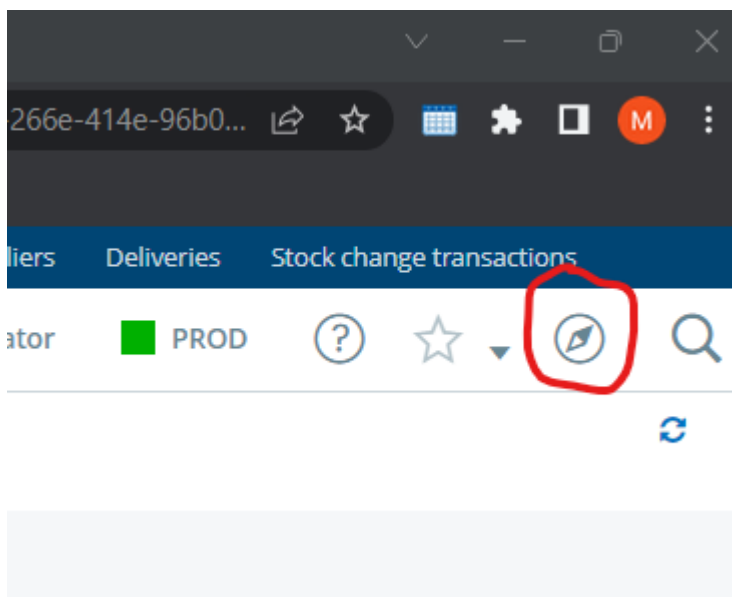
3.0 Closing Work Orders in X3

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.

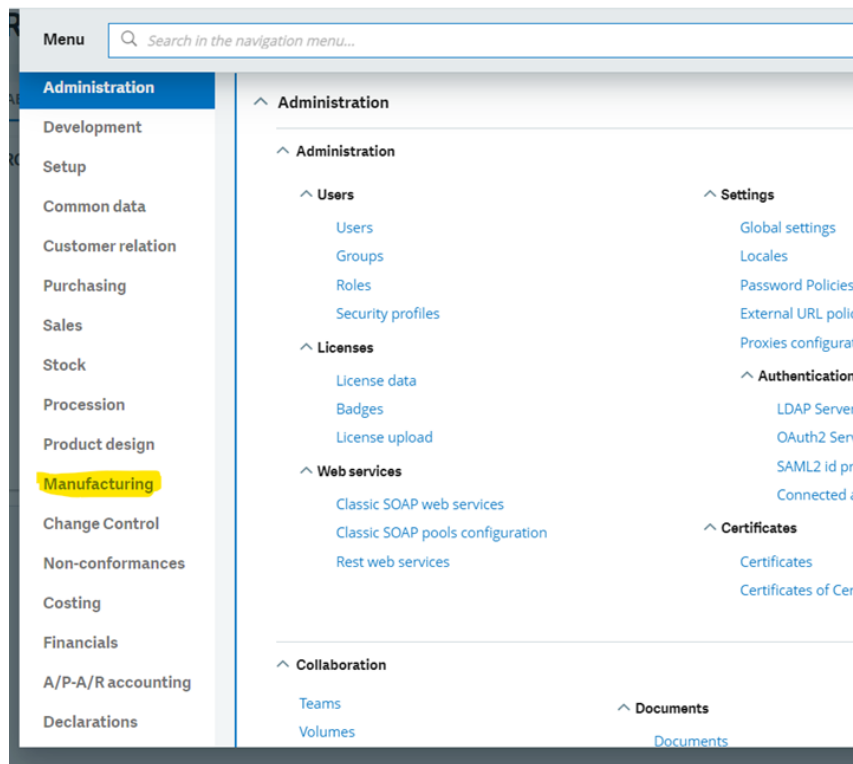
3.2 Your X3 password may be different from your Assistics password. To ensure the security of X3 you will periodically be prompted to change your password.

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.

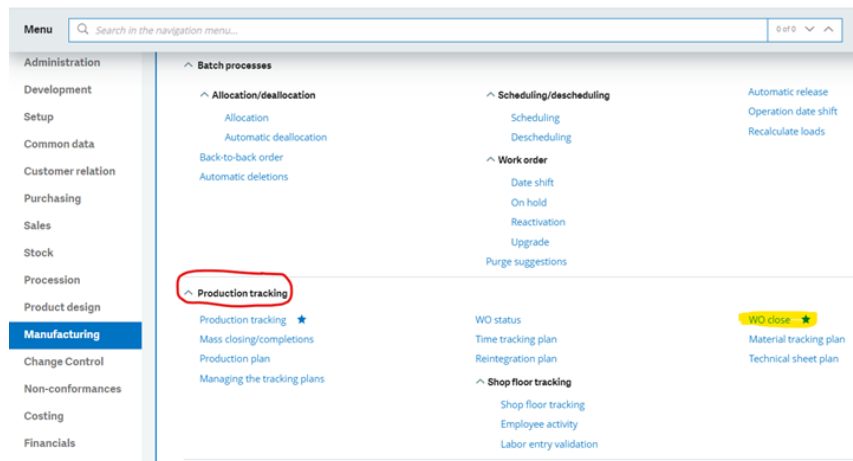


3.4 In the most lefthand column, navigate to "Manufacturing". In the example the correct

selection is highlighted yellow.



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).



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).

- 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.

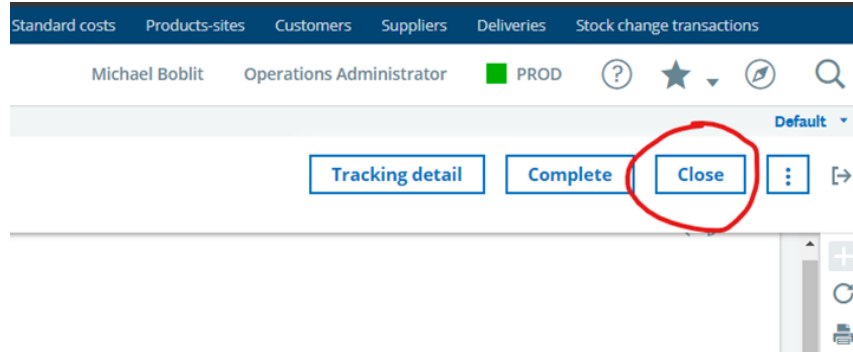
The screenshot shows the 'WO close' interface. At the top, there are navigation tabs: 'General', 'Products', 'Components', and 'Operations'. The 'Production site' field contains '100' and the 'Work order' field contains 'WO063702'. Both fields have an orange asterisk and are circled in red. The 'WO status' is 'Firm'. Below this is the 'General' section with the following fields:

Planning site	Release mode	Released routing	Routing code
100	Complete	GROUP_145_PROD	1
Coatings/OK		GROUP \$1.45 L&B PRODUCT...	MANUFACTURING ...
Last tracking	Closing date		
09/23/22	09/28/22		

- 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.

	Product	Description 1	Release qty	Total completed qty.	Lot
1	6707	ZERO VOC STAIN BASE	332.000000	332.000000	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.



- 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.