

Author	Status	Effective Date
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1.0 Purpose

To ensure that all personnel understand how to enter finished goods into Assistics correctly, consistently, and safely to achieve a quality outcome through uniform performance. Any deviations from the procedures could affect the safety of our employees or the integrity of our products.

2.0 Scope

This operating procedure is for the proper entering of finished goods. Any employee that is entering finished goods, must follow these procedures.

3.0 Safety

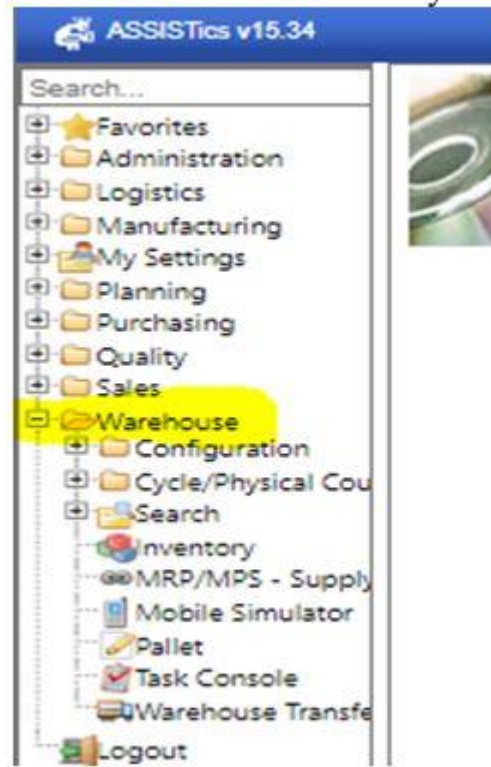


4.0 Entering Finished Goods into Assistics

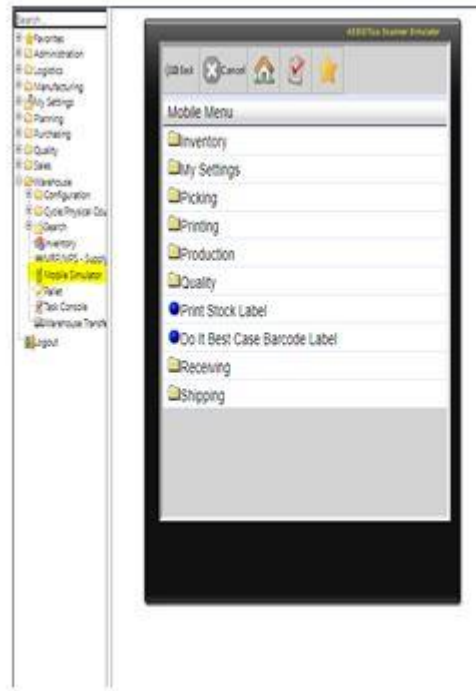
4.1 Login into Assistics under your name. (First name, last initial)

<https://assistics.gemini-coatings.com/assistics/ICSLogin.jsp>

4.2 Select "**warehouse**" on your left side selection bar.



4.3 Select the mobile simulator



4.4 Select the "production" tab

4.5 Select the "production output" tab

4.6 Select the "report fg" tab

4.7 Enter the work order on your "repack" ticket found in the top left corner under "WO Number"

REPACK TICKET		
Batch Number:	222701103535	Formula Key: 07806 34 OAKS PURE WHITE (55G)
WO Number:	W0064569	BOM Number: 8

4.8 Enter the Batch Number found after the "WO" number on the repack ticket

4.9 Verify count physically with what is written down on the ticket

4.10 Click "submit"

4.11 Verify location ****note** site 110 and 100 have locations auto select**

4.12 12. Click "submit"

5.0 References

Reference	Title
1	None