

Author	Status	Effective Date
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1.0 Purpose

The purpose of this operating procedure is to make sure the procedures are followed to correctly start a batch. This ROSS system is used throughout the company so it must be maintained as accurately as possible.

2.0 Scope

This document covers the standard procedures to be followed for employees in the packaging department when using the ROSS board to start a batch. By following the instructions, the workload will be completed accurately, consistently, and safely.

3.0 Safety



4.0 ROSS Board/Start Batch

- 4.1 Go to the computer located at the north door of the TWP room.
- 4.2 Select the icon for the ROSS system.
- 4.3 Log in to the ROSS system.



Username:

Password:

4.4 Select "Fill Off View/Update"



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Products Maintenance				
Batch Scheduling	Add	Edit	Date Change	
Ticketing	View/Update			
Quality Control	View/Update			
Fill Off	View/Update			
Jobs	View/Update			
Reporting				
Batch Reports	Daily Report	Weekly Report	Weekly Report (1080)	History Report
Blade Monitor	View (720)	View (1080)		

4.5 Click the drop down in the **"Status"** column and select **"Filling"** for the appropriate batch.

Awaiting Fill Off Jobs

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Timer	Production Date	Batch#	Formula	Status	Assigned	Customer	Blade
<input type="checkbox"/> On <input type="checkbox"/> Off	2011-10-17 0:0	11-09088	SOL-9011	Awaiting Fill Off	Select->	DV	
<input type="checkbox"/> On <input type="checkbox"/> Off	2011-10-17 1:7	11-09110	PVS-1100	Awaiting Fill Off	C. Mitchell	HGH	33
<input type="checkbox"/> On <input type="checkbox"/> Off	2011-10-17 1:41	11-09111	S104V	Completed Hold RM	G. Andrade	HGH	
<input type="checkbox"/> On <input type="checkbox"/> Off	2011-10-17 0:0	11-09144	PC-0040	Awaiting Fill Off	Select->	LTL	M3
<input type="checkbox"/> On <input type="checkbox"/> Off	2011-10-18 0:30	11-09112	GL1000	Filling	D. Davis	HGH	
<input type="checkbox"/> On <input type="checkbox"/> Off	2011-10-18 0:0	11-09149	L8370-19	Awaiting Fill Off	Select->	Dallas	1
<input type="checkbox"/> On <input type="checkbox"/> Off	2011-10-18 0:0	11-09181	S00-0033	Awaiting Fill Off	Select->	glidden	13
<input type="checkbox"/> On <input type="checkbox"/> Off	2011-10-19 1:38	11-09105	CL-0060	Filling	J. Rios	Stock	
<input type="checkbox"/> On <input type="checkbox"/> Off	2011-10-27 0:0	11-09015	SOL-9011	Awaiting Fill Off	Select->	Crestwood	M5

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4.6 Click the drop down in the **"Assigned"** column and select your name for the batch to be filled.

Awaiting Fill Off Jobs

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Timer	Production Date	Batch#	Formula	Status	Assigned	Customer	Blade
<input type="checkbox"/> On <input type="checkbox"/> Off	2011-10-17 0:0	11-09088	SOL-9011	Awaiting Fill Off	Select->		
<input type="checkbox"/> On <input type="checkbox"/> Off	2011-10-17 1:7	11-09110	PVS-1100	Filling	Select->	HGH	33
<input type="checkbox"/> On <input type="checkbox"/> Off	2011-10-17 1:41	11-09111	S104V	Filling	C. Good	HGH	
<input type="checkbox"/> On <input type="checkbox"/> Off	2011-10-17 0:0	11-09144	PC-0040	Awaiting Fill Off	D. Cook	LTL	M3
<input type="checkbox"/> On <input type="checkbox"/> Off	2011-10-18 0:30	11-09112	GL1000	Filling	D. Davis	HGH	
<input type="checkbox"/> On <input type="checkbox"/> Off	2011-10-18 0:0	11-09149	L8370-19	Awaiting Fill Off	G. Andrade	Dallas	1
<input type="checkbox"/> On <input type="checkbox"/> Off	2011-10-18 0:0	11-09181	S00-0033	Awaiting Fill Off	J. Warren	glidden	13
<input type="checkbox"/> On <input type="checkbox"/> Off	2011-10-19 1:38	11-09105	CL-0060	Filling	K. Debnor	Stock	
<input type="checkbox"/> On <input type="checkbox"/> Off	2011-10-27 0:0	11-09015	SOL-9011	Awaiting Fill Off	P. Haberzettel	Crestwood	M5

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4.7 Click "On" in the "Timer" column for the batch to be filled.

Awaiting Fill Off Jobs

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Timer	Production Date	Batch#	Formula	Status	Assigned	Customer	Blade
<input type="checkbox"/> On <input type="checkbox"/> Off	2011-10-17 0:0	11-09088	SOL-9011	Awaiting Fill Off	Select->	DV	
<input checked="" type="checkbox"/> On <input type="checkbox"/> Off	2011-10-17 1:7	11-09110	PV8-1100	Filling	C. Mitchell	HGH	33
<input checked="" type="checkbox"/> On <input type="checkbox"/> Off	2011-10-17 1:41	11-09111	S104V	Filling	G. Andrade	HGH	
<input checked="" type="checkbox"/> On <input type="checkbox"/> Off	2011-10-17 0:0	11-09144	PC-0040	Awaiting Fill Off	Select->	LTL	M3
<input checked="" type="checkbox"/> On <input type="checkbox"/> Off	2011-10-18 0:30	11-09112	GL1000	Filling	D. Davis	HGH	
<input checked="" type="checkbox"/> On <input type="checkbox"/> Off	2011-10-18 0:0	11-09149	L8370-19	Awaiting Fill Off	Select->	Dallas	1
<input checked="" type="checkbox"/> On <input type="checkbox"/> Off	2011-10-18 0:0	11-09181	S00-0033	Awaiting Fill Off	Select->	glidden	13
<input checked="" type="checkbox"/> On <input type="checkbox"/> Off	2011-10-19 1:38	11-09105	CL-0060	Filling	J. Rice	Stock	
<input checked="" type="checkbox"/> On <input type="checkbox"/> Off	2011-10-27 0:0	11-09015	SOL-9011	Awaiting Fill Off	Select->	Crestwood	M5

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4.8 Select "Save" at the bottom of the screen.

4.9 Select "Home Page"

4.10 Select "Logout"




Welcome to Gemini Operations Menu
([logout](#))

aintenance	
cheduling	Add Edit Date Change
	View/Update

5.0 References

Reference	Title
1	None