Infor Factory Track for SyteLine Shop Floor User Guide

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About Shop Floor

Infor Shop Floor is a paperless shop floor operations system featuring full touch-screen, barcode scanning, and label printing support for deployment on the shop floor. Users input labor and material transaction information directly from the shop floor. Infor Shop Floor formats the data and transmits it to your ERP system. When the Infor Time Track Module is implemented, users can also perform time and attendance transactions using the same streamlined touch-screen interface.

For information about accessing Shop Floor using a Web browser, see Accessing Shop Floor and Warehouse Mobility Transactions.

Contacting Infor

If you have questions about Infor products, go to the Infor Xtreme Support portal.

If we update this document after the product release, we will post the new version on this website. We recommend that you check this website periodically for updated documentation.

If you have comments about Infor documentation, contact documentation@infor.com.

Overview

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This module includes topics that describe Infor Factory Track SL features for shop floor and how to use the transactions and forms.

Signing In as a Generic User

Use the Employee Authentication form to sign in as a generic user. As a generic user you are able to perform transactions using the Work Center Navigation Home and Work Center forms. Upon performing a full transaction as a generic user, you will need to sign in again using the Employee Authentication form before performing another transaction. Only transactions that have **Discrete Transaction** parameter is selected are considered full transactions for this purpose. If the **Discrete Transaction** parameter is cleared for a transaction, you will not be forced to sign in again after performing that transaction as a generic user.

1. Log into Factory Track using a user account that is not linked to an employee. The Employee Authentication form is displayed.
2. Specify your badge ID and PIN number. You only need to specify a PIN number if the **PIN Required** parameter is selected on the Global Parameters form.
3. Select **Sign In**.

After signing in, you can end your session as a generic user by selecting the close button in the top left corner of the Employee Authentication form. This close button is only available if the **Allow Generic Employee to End Session** parameter is selected on the Global Parameters form.

Using the Work Center Navigation Home Form

Use the Work Center Navigation Home Page form to navigate to other forms or perform actions, such as clocking out for breaks. All forms or actions that a typical employee needs to use on the shop floor are available from this central navigation form. You can configure this form to open automatically for certain employees when they log into Infor Shop Floor. For more information see Setting Up Forms to Load Automatically.

To use the Work Center Navigation Home form:

1 Log into the application using your user name and password. If your user account is configured in the application explorer to auto run the Work Center Navigation Home form, the form is displayed. If it is not displayed, open the Work Center Navigation Home form.
2 In the field marked with a person icon near the top of the form, specify your employee ID number. This number may be specified by default.
3 In the field marked with a factory icon near the top of the form, select a work center. Your work center may be specified by default.
4 Optionally, specify a date and time to record for time and Attendance transactions. The current date and time is specified by default. You can only modify the date and time if Infor Time Track is implemented and your user ID has the appropriate authorizations on the User Extensions form.
5 To display the available menu buttons, select one of the categories on the left side of the form. The Time and Attendance category is only available if Infor Time Track is implemented.
6 Select a menu button. The buttons that are available are determined by your user authorizations. These buttons are available by default for the listed categories:

Time and Attendance

"Clocking In"

"Clocking Out"

"Lunch In/Out"

"Employee Home Page - Employee Time Off Requests"

"Break In/Out"

"Employee Home Page - Time Sheet Summary"

Material

"Job Material Issue"

"Job Material Return"

"Job Move"

"Job Receipt"

"Just-In-Time Production"

"Production Schedule Receipt"

"SRO Material"

"Visual Serial Assignment"

"Work Center Material Issue"

Labor

"End Indirect"

"End Machine"

"End Project Labor"

"End Run"

"End Run Only"

"End Service Labor"

"End Setup"

"End Team Run"

"Join Team"

"Start Indirect"

"Start Machine"

"Start Project Labor"

"Start Run"

"Start Service Labor"

"Start Setup"

"Start Team Run"

"Team Maintenance"

"Team Member Reporting"

"Work Center"

"Workset Maintenance"

Kanban

"Generate Kanban Replenishment Orders"

"Kanban JIT Replenishment"

"Kanban Label Printing"

"Kanban Pick List"

"Kanban Receipt"

"Kanban Staging"

"Replenishment Requests"

"Replenishment Status"

"Staged Items Report"

Miscellaneous

"Build Container"

"Container Inquiry"

"Documents" on page 21

"Empty Container"

"Job Status"

"Label Printing"

"Label Reprint"

"Resource Group Skills Management"

"Visual Dispatch"

Kanban Overview

You can use Infor Shop Floor to manage your Kanban system. Each Kanban is associated with an item, location, and replenishment cycle. When a Kanban is empty, you can create a replenishment request. Kanban replenishment requests always have a status to indicate their current place in the replenishment cycle:

- **Requested**: the request has been created and is awaiting fulfillment
- **Ordered**: a purchase order or transfer order has been created to fill the request
- **Staged**: items are ready to be moved from the staging area to the Kanban replenishment location
- **Closed**: the request has been filled

Note: Replenishment requests may also have a status of **Error** if there is a system error associated with the request.

After you set up your Kanban system, you can use touch-optimized transaction forms to create and fill Kanban replenishment requests on the shop floor. You can use the Kanban Label Printing form to print barcode labels for Kanbans. If you have the Warehouse Mobility module implemented, you can also use mobile scanner devices to perform Kanban replenishment transactions.

Replenishing Kanbans

There are four sources that can be used for Kanban replenishment:

- inventory

See "Replenishing Kanbans from Inventory" on page 13.

- just-in-time production

See "Replenishing Kanbans with Just-In-Time Production" on page 14.

- purchase orders

See "Replenishing Kanbans with Purchase and Transfer Orders" on page 14.

- transfer orders

See "Replenishing Kanbans with Purchase and Transfer Orders" on page 14.

You can use the Kanban Replenishment Status form or the Kanban Status mobile scanner transaction to view the status of replenishment requests. See "Viewing the Status of Kanban Replenishment Requests" on page 37 or Viewing the Status of Kanban Replenishment Requests Using a Mobile Scanner Device for more information.

Setting Up Your Kanban System

Before you can perform Kanban replenishment transactions, you must define Kanban warehouses, items, locations, and replenishment cycles.

To set up your Kanban system:

1. Specify prefixes for Kanban and replenishment request numbers using the Kanban Setup form. See "Specifying Kanban Prefixes" on page 36 for more information.
2. Designate Kanban warehouses to be used for Kanban items and define a staging location for Kanban replenishment items using the Kanban Warehouses form. See "Managing Kanban Warehouses" on page 30 for more information.
3. Define and configure Kanban items using the Kanban Items form. See "Managing Kanban Items" on page 30 for more information.
4. Create Kanban replenishment locations using the Kanban Locations form. See "Managing Kanban Locations" on page 31 for more information.
5. Define locations and replenishment cycle details for Kanbans using the Kanban Item Locations form. See "Defining Kanban Locations" on page 34 and "Defining Kanban Replenishment Cycles" on page 27 for more information.
6. Create Kanbans using the Kanban Item Locations form. See "Creating Kanbans" on page 27 for more information.
7. Print barcode labels for the created Kanbans using the Kanban Label Printing form. See "Printing Kanban Labels" on page 29 for more information.

Replenishing Kanbans from Inventory

If the replenishment source for the Kanban item is **Inventory**, items will be picked from inventory to replenish Kanbans for that Kanban item.

1. Create a replenishment request. The request status is set to **Requested**. See "Requesting Replenishment for Kanbans" on page 36 or Requesting Replenishment for Kanbans Using a Mobile Scanner Device for more information.
2. Pick items from inventory and move them to the staging location. The request status is set to **Staged**. See "Moving Kanban Items to Staging Locations" on page 29 or Picking Items for Kanbans Using a Mobile Scanner Device for more information.

3 Receive items from the staging location into the Kanban location using the Kanban Receipt form. The request status is set to **Closed**. See "Receiving Kanban Replenishment Items" on page 31 for more information.

Replenishing Kanbans with Just-In-Time Production

If the replenishment source for the Kanban item is **JIT Production**, items will be produced using just-in-time production to replenish Kanbans for that Kanban item.

1 Create a replenishment request. The request status is set to **Requested**. See "Requesting Replenishment for Kanbans" on page 36 or Requesting Replenishment for Kanbans Using a Mobile Scanner Device for more information.
2 Replenish the Kanban at the just-in-time production location. The request status is set to **Staged**. Optionally, you can receive the produced items at the Kanban location as part of the same transaction, which will set the request status to **Closed**. See "Using Just-In-Time Production to FillKanban Replenishment Requests" on page 37 for more information.
3 If you did not receive the produced items at the Kanban location as part of step 2, receive them using the Kanban Receipt form or the Kanban Delivery mobile scanner transaction. The request status is set to **Closed**. See "Receiving Kanban Replenishment Items" on page 31 orDelivering Kanban Replenishment Itemsfor more information.

Replenishing Kanbans with Purchase and Transfer Orders

If the replenishment source for the Kanban item is **Purchase Order** or **Transfer Order**, items will be ordered to replenish Kanbans for that Kanban item.

1 Create a replenishment request. The request status is set to **Requested**. See "Requesting Replenishment for Kanbans" on page 36 or Requesting Replenishment for Kanbans Using a Mobile Scanner Device for more information.
2 Generate a purchase or transfer order to fill the request using the Generate Kanban Replenishment Orders form. The request status is set to **Ordered**. You can only generate an order for the request if there are enough requests for that Kanban item to meet its order trigger point. See "Generating Kanban Replenishment Orders" on page 34 for more information.
3 After the order has been received into inventory, pick the items from inventory and move them to the staging location. The request status is set to **Staged**. See "Moving Kanban Items to Staging Locations" on page 29 or Picking Items for Kanbans Using a Mobile Scanner Device for more information.
4 Receive items from the staging location into the Kanban location using the Kanban Receipt form. The request status is set to **Closed**. See "Receiving Kanban Replenishment Items" on page 31 orDelivering Kanban Replenishment Itemsfor more information.

Labor and Material Transactions Overview

You can use Shop Floor to perform labor and material transactions. All labor and material transaction forms are designed for use with a touch screen or mouse, and you can also use scanners to input data. There are two primary navigation forms from which employees can access labor transaction forms: the Work Center Navigation Home form, which also includes material transactions, and the Work Center form, which only involves labor transactions. The Work Center Navigation Home form provides links for employees to all labor and material transaction forms using a touch-optimized interface. The Work Center form provides a list of available and active jobs and allows employees at a work center to perform labor transactions involving a selected job either by opening the relevant transaction form, with the job information pre-filled, or by executing the transaction directly from the Work Center form.

You can perform these labor transactions:

- "Start Setup" : start setup activities for a job operation
- "End Setup" : stop setup activities for a job operation
- "Start Run" : start a job operation
- "End Run" : stop a job operation and report any completed or moved quantities
- "End Run Only" : report completed or moved quantities for a job that has not started
- "Start Indirect" : start an indirect task
- "End Indirect" : stop an indirect task
- "Start Just-In-Time": start Just-In-Time production
- "End Just-In-Time" : stop Just-In-Time production
- "Start Machine" : start a job operation for a machine
- "End Machine" : stop a job operation for a machine and report any completed or moved quantities
- "Start Production Schedule": start a production schedule
- "End Production Schedule": end a production schedule
- "Start Project Labor" : start reporting labor hours for a project
- "End Project Labor": stop reporting labor hours for a project
- "Start Service Labor" : start reporting labor hours for a service order
- "End Service Labor": stop reporting labor hours for a service order
- "Start Team Run" : start a job operation for a team
- "End Team Run" : stop a job operation for a team and report any completed or moved quantities
- "Team Member Reporting" : stop a job operation for a team and report any completed or moved quantities; quantities reported are evenly distributed among all team members
- "Workset Maintenance" : start and stop worksets, and add and remove job operations, tasks, activities to worksets

You can perform these material transactions:

- "Job Material Issue" : issue material to jobs
- "Job Material Return" : return materials from a job operation back into inventory
- "Job Move" : move completed items from one operation to the next
- "Job Receipt" : receive completed items from jobs into inventory

- "Work Center Material Issue" : issue material to work centers
- "Just-In-Time Production" : receive completed items into inventory that are not associated with a job or production schedule
- "Production Schedule Receipt" : receive completed items from production schedules into inventory
- "SRO Material" : issue material to and recall material from service orders
- "Visual Serial Assignment": assign serialized component material to a serialized end item

Work Center Efficiency Overview

You can use work center efficiency levels to assess productivity at a work center. Work center efficiency levels indicate how well a work center is keeping up with the scheduled production progress at a specified time interval. Work center efficiency is the percentage of production quantities for a job operation that have been completed at a user-defined time interval as measured against the quantity scheduled for completion by that interval. This is the basic equation used to calculate work center efficiency:

Efficiency percentage = ((100 / scheduled quantity) * completed quantity)

The scheduled quantity in the equation above is a prorated value. It represents the quantity expected to be completed by the current elapsed time as a proportion of the total quantity and total time scheduled for the operation. The efficiency percentage is calculated and re-calculated at a user-defined refresh interval during the course of the operation. For example, suppose an operation is scheduled to complete 10 items in 5 hours, and the refresh interval is 1 hour. 1 hour after the operation is started, 2 items are expected to be completed (10 items / 5 hours = 2). If only 1 item has been completed by the 1-hour interval, the efficiency will be 50% per the efficiency equation above: 50 = ((100 / 2) * 1). At the next interval, 2 hours after the operation is started, 4 items are scheduled to be completed ((10 items / 5 hours) * 2 hours = 4 items). If 3 items were completed during the second hour, then the total completed quantity at the 2-hour interval is 4. The calculated efficiency at the 2-hour interval will then be 100%: 100 = ((100 / 4) * 4). Then, if only 1 item is completed during the third hour, the efficiency at the 3-hour interval will be 83.3%: 83.3 = ((100 / 6) * 5). This efficiency value indicates that the work center has completed 83.3% of the work that was scheduled to be completed after 3 hours.

You can use the Job Status form to view the efficiency percentages calculated for a work center at each refresh interval. See "Viewing the Status of Jobs" on page 19 for more information. To define the refresh interval for a work center, see "Configuring Work Center StatusParameters" on page 22. Efficiency calculations cannot be performed for worksets.

Viewing Detailed Job Information

Use the Visual Dispatch form to view detailed information about jobs, including the status of operations, material details, and related transactions.

To view detailed job information:

1 Open the Visual Dispatch form.
2 Specify some or all of this information:

Resource Group
Specify a resource group.

Job
Specify a job number.

3 To execute the search, select the green process button. All job operations that meet the specified search criteria are displayed in the Job Summary grid. This information is displayed for each job operation:

- **Crew**: number of resources assigned to the operation
- **Type**: type of resources assigned to the operation
- **Job**
- **Item**
- **Suffix**
- **Operation**
- **Op. Start**: operation start date
- **Op. End**: operation end date
- **Control Point**
- **Backflush**: whether backflushed hours are for **Labor**, **Machine**, **Both**, or **Neither**
- **Job Start**: job start date
- **Job End**: job end date
- **Received**: quantity released to the job
- **Completed**: quantity completed for the job
- **Scrapped**: quantity scrapped for the job

4 To clear the criteria fields, select **Clear**.
5 To view additional information about a job, select a job from the Job Summary grid. The status of each operation associated with the job is displayed on the **Operations** tab. This information is displayed for each operation:

- **Operation**
- **Work Center**
- **Description**
- **Qty Received**
- **Qty Complete**
- **Qty Scrapped**
- **Qty Moved**
- **Control Point**
- **Backflush**: whether backflushed hours are for **Labor** , **Machine**, **Both**, or **Neither**
- **Op. Start**: operation start date

- **Op. End**: operation end date
- **Actual Setup Hrs**
- **Actual Run Hrs**
- **Actual Machine Hrs**

6 Optionally, to view details about materials for the selected job, select the **Materials** tab. This information is displayed for each material type associated with the job:

- **Seq**
- **Material**
- **Description**
- **Backflush**: whether backflushed hours are for **Labor**, **Machine**, or **Both**
- **Type** : material type
- **UOM**
- **Qty on Hand**
- **Qty Required**
- **Per**
- **Job Qty**
- **Qty Issued**
- **Remaining Qty**

7 Optionally, to view information about all transactions associated with the selected job, select the **Job Transactions** tab. This information is displayed for each transaction:

- **Date**
- **Type** : transaction type
- **Employee**
- **Shift**
- **Qty Complete**
- **Qty Moved**
- **Qty Scrapped**
- **To Location**
- **Reason**
- **Lot**
- **Hours**
- **Status**

8 Optionally, to view information about all transactions associated with the materials for selected job, select the **Material Transactions** tab. This information is displayed for each transaction:

- **Date and Time**
- **Type**: transaction type
- **Item**
- **Description**

- **Quantity**
- **Item U/M**
- **Lot**
- **Warehouse**
- **Location**
- **Issued To**
- **Suffix**
- **Operation**

Viewing the Status of Jobs

Use the Job Status form to view the status of jobs at each operation. You can print status reports for job operations and launch the Visual Dispatch form from this form.

To view the status of jobs:

1. Open the Job Status form.
2. To define job search criteria, specify some or all of this information:

   Job
   Specify a starting and ending job number and a starting and ending suffix.

   Work Center
   Specify a starting and ending work center.

   Operation Start Date
   Specify a starting and ending operation start date.

   - In the Sort By section, select whether to sort jobs by job or work center.
   - To display job operations matching the specified search criteria, select the green process button. The job operations are displayed in the Job Status Listing section. This information is displayed for each operation:
     - **Job**
     - **Suffix**
     - **Item**
     - **Work Center**
     - **Operation Start Date**
     - **Operation Status**: current status of the operation; these are the possible statuses:
       - **Late**: operation start date is today and no items have been received at the operation
       - **In Process**: at least one item has been received at the operation and no transactions have been executed for the operation
       - **Ready**: at least one item has been received at the operation and no transactions have been executed for the operation

- **Finished**: either the operation is designated as complete or all required item quantities have been completed
- **Arriving**: operation date is one to four days in the future and no items have been received at the operation
  - **Today's Target**: quantity scheduled to be completed on the current date
  - **Today's Completed**: quantity completed on the current date
  - **Today's Remaining**: quantity that still needs to be completed to meet the current date's target
  - **Today's Efficiency**: percentage indicating how well the work center is keeping up with the scheduled production progress for the current operation on the current date; for more information about efficiency calculations, see "Work Center Efficiency Overview" on page 16

3 To clear the displayed search results and search criteria fields, select **Clear**. To close the form, select the **Close** button.

- Optionally, to print the displayed operation information as a report, select **Print**. The information in the report will be sorted based on your selection of **Job** or **Work Center** in the Sort By section.
- Optionally, to view additional information about an operation using the Visual Dispatch form. Select an operation record from the Job Status Listing section, and then select **Visual Dispatch**. The **Visual Dispatch** button is only available if there are operation records available to select in the Job Status Listing section.

Parameters Overview

2

This chapter describes the basic settings of forms in the shop floor module of Factory Track for SyteLine.

Documents

Use this form to view documents related to a job or item. You can access this form from the Work Center form or the Work Center Navigation Home form.

Documents are accessed from Doc-Trak, PLM, or SyteLine. Documents must meet these criteria to be accessed through this form:

- For Doc-Trak, the documents must not be marked as obsolete.
- For PLM, the documents must match the specified revision and the current date must fall within the effective dates of the documents.
- For SyteLine, the documents must be approved and the current date must fall within the effective dates of the documents.

To establish a connection between Infor Factory Track and a PLM or Doc-Trak database, see Configuring Document Integration Parameters.

Configuring Document Integration Parameters to Display Doc-Trak Documents

Use the Document Integration Parameters form to configure parameters for integration with Doc-Trak, allowing users to view documents from Doc-Trak from within the Infor Factory Track interface.

1 Open the Document Integration Parameters form.
2 Select the **Doc-Trak Implemented** check box.
3 Specify this information:

Database Server Name
Specify the name of the SQL server that contains the Doc-Trak database.

Database Name
Specify the name of the Doc-Trak SQL database.

Site Name
Specify the site name for the Doc-Trak environment.

4 To generate views for Doc-Trak-related tables, click **Generate Doc-Trak Views**. You must generate views when configuring the Doc-Trak database connection for the first time. Optionally, after configuring the initial connection, you can click **Generate Doc-Trak Views** anytime to delete existing views for Doc-Trak-related tables and re-create them.
5 To ensure the connection between Infor Factory Track and the Doc-Trak database is configured correctly, click **Test Doc-Trak Connection**.

Configuring Document Integration Parameters to Display PLM Documents

Use the Document Integration Parameters form to configure parameters for integration with PLM, allowing users to view documents from PLM from within the Infor Factory Track interface.

1 Open the Document Integration Parameters form.
2 Select the **PLM Implemented** check box.
3 Specify this information:

Database Server Name
Specify the name of the SQL server that contains the PLM database.

Database Name
Specify the name of the PLM SQL database.

Site Name
Specify the site name for the PLM environment.

4 To generate views for PLM-related tables, click **Generate PLM Views**. You must generate views when configuring the PLM database connection for the first time. Optionally, after configuring the initial connection, you can click **Generate PLM Views** anytime to delete existing views for PLM-related tables and re-create them.
5 To ensure the connection between Infor Factory Track and the PLM database is configured correctly, click **Test PLM Connection**.

Configuring Work Center Status Parameters

Use the Work Center Status Parameters form to configure efficiency levels and refresh intervals for work centers. If you do not configure efficiency levels and refresh intervals for a work center, the generic values on the Transaction Set Maintenance form will be used for that work center. For more information about efficiency levels and refresh intervals, see "Work Center Efficiency Overview" on page 16.

1 Open the Work Center Status Parameters form.
2 Create a new parameter set for a work center or select an existing parameter set to modify:
   a To create a new parameters set, click **New**.
   b To modify an existing parameter set, select a work center from the grid.
3 Specify or review this information:

   Work Center
   If you are creating a new parameter set, select a work center. All work centers in your ERP system are available in the drop-down menu. If you are modifying an existing parameter set, the work center name and description are displayed.

   Refresh Interval
   Specify how often the efficiency percentage should be calculated.

   High Efficiency Level
   Specify the minimum efficiency level that must be reached for a work center to be operating at high efficiency.

   Medium Efficiency Level
   Specify the minimum efficiency level that must be reached for a work center to be operating at medium efficiency. Work centers that have efficiency percentages below this value are operating at low efficiency.

4 Click **Save**.

Configuring the Work Center Navigation Home Form

Use the Work Center Home Page Configuration form to configure the Work Center Navigation Home form. You can add or modify buttons that open forms or run form scripts. You can decide how to organize these buttons and customize their appearance.

1 Open the Work Center Home Configuration form.
2 To create a new button, click the **New** button in the toolbar. To modify an existing button, select it from the grid.
3 Specify this information:

   Category
   Select an organizational category for the button. For buttons delivered with the product by Infor, this field is read only.

Menu Sequence
Specify a number to define the sequence in which the button will display in the Work Center Navigation Home menu. Lower numbers will display first. If multiple buttons share the same sequence number, they will be arranged alphabetically.

Menu Description
Specify a label to display for the button.

Action Type
Select an action type to run when the button is tapped or clicked:

- **Run Form**: Opens a form
- **Run Form Script Method**: Executes a form script method available in the Work Center Navigation Home form

Note: For buttons delivered with the product by Infor, this field is read only.

Action Name
Specify the name of the form or form script method to run. For buttons delivered with the product by Infor, this field is read only.

Menu Icon
Right-click in this field and select **Load Picture** or **Remove Picture**. To load a new picture, select a JPG or JPEG file after clicking **Load Picture**.

4 Click **Save**.

Specifying Lot Attributes

Use the Lot Attributes form to specify attributes for newly created lots. If the **Enter Lot Attributes** parameter on the Global Parameters form has a value of **Always** or **Ask**, the Lot Attributes form is opened when you create a new lot using one of these transactions:

- End Machine
- End Run
- End Team Run
- Just-In-Time Production
- Job Move
- Job Receipt
- Production Schedule Receipt
- Team Member Reporting
- Workset Maintenance

To specify lot attributes:

1 On the Lot Attributes form, specify this information:

Item
Scan the item number.

Lot
Scan the lot number.

2 Specify the correct values in each of the attribute fields.
3 Select the green process button.

Transaction processing

3

This chapter describes the transactions processes related to shop floor of Factory Track SL.

Creating Kanbans

Use the Kanban Item Locations form to create Kanbans. Before you can create Kanbans for an item, you must define a replenishment location and configure a replenishment cycle for the item. See "Defining Kanban Locations" on page 34and"Defining Kanban Replenishment Cycles" on page 27 for more information.

1 Open the Kanban Item Locations form.
2 Select a Kanban item-location combination from the grid at the left. The Kanban item, location, and replenishment cycle details are displayed. The value in the Max Number of Kanbans field indicates how many Kanbans can exist for this item-location combination.
3 To create Kanbans for this Kanban item-location combination, click **Generate Kanban(s)**. If the maximum number of Kanbans for this item-location combination has not been met, Kanbans are created to bring the total number of Kanbans up to the maximum. Newly created and existing Kanbans are displayed in the grid in the Kanban section. The request number and status for any current replenishment requests associated with the Kanbans are also displayed. To print labels for new Kanbans, see "Printing Kanban Labels" on page 29.

Defining Kanban Replenishment Cycles

The replenishment cycle defines when and how a Kanban will be replenished. You must define a replenishment cycle for each Kanban item-location combination using the Kanban Item Locations form.

1 Open the Kanban Item Locations form.
2 Select a Kanban Item from the grid at the left. The Kanban item and location details are displayed.
3 Specify this information:

Kanban Qty
Optionally, change the Kanban quantity for this Kanban item-location combination. This field is only available if the **Allow Qty Chg** check box is selected on the Kanban Warehouses form for this Kanban item-location combination's warehouse.

Max Number of Kanbans
Specify the total number of Kanbans that can exist for this Kanban item-location combination. When you generate Kanbans for this item-location combination, new Kanbans will be generated to bring the total number up to this value.

Order Trigger Point
Optionally, specify the number of replenishment requests that must be made before a purchase order or transfer order can be generated to replenish Kanbans for this item-location combination. If the replenishment source for this Kanban item-location combination is **Inventory** or **JIT Production**, this field has no effect.

Kanban Source
Specify how this Kanban item-location combination will be replenished:

- **Inventory**
- **JIT Production**
- **Purchase Order**
- **Transfer Order**

JIT Replenishment Location
This field is only available if the replenishment source is **JIT Production**. Select the location where the replenishment items will be produced.

From Site
This field is only available if the replenishment source is **Transfer Order**. Select the site from which items will be transferred.

From Warehouse
This field is only available if the replenishment source is **Transfer Order**. Select the warehouse from which items will be transferred.

Transfer Order
This field is only available if the replenishment source is **Transfer Order**. Optionally, specify an existing transfer order to use for replenishment orders for this Kanban item-location combination.

Vendor
This field is only available if the replenishment source is **Purchase Order**. Select the number of the vendor who will supply the items.

Purchase Order
This field is only available if the Kanban source is **Purchase Order**. Optionally, specify an existing purchase order to use for replenishment orders for this Kanban item-location combination.

4. Optionally, to create Kanbans for this Kanban item-location combination, click **Generate Kanban(s)**. If the maximum number of Kanbans for this item-location combination has not been met, Kanbans

are created to bring the total number of Kanbans for this item-location combination up to the maximum. Newly created and existing Kanbans are displayed in the grid in the Kanban section. Each Kanban's replenishment status and the request number for any current replenishment requests are also displayed. To print labels for new Kanbans, see "Printing Kanban Labels" on page 29.

5 Click **Save**.

Printing Kanban Labels

Use the Kanban Label Printing form to print Kanban labels.

1 Open the Kanban Label Printing form.

2 Specify this information:

Kanban
Select a starting and ending Kanban number. Labels will be printed for both Kanban numbers and all Kanbans in between.

Printer
Select a printer.

Number of Labels
Specify the number of labels to print for each Kanban.

3 To print labels, select the green process button. To close the form without printing labels, select the **Close** button.

Moving Kanban Items to Staging Locations

Use the Kanban Staging form to move items from inventory to Kanban staging locations. To print a pick list, see "Printing Kanban Pick Lists" on page 32.

1 Open the Kanban Staging form.

2 Select a Kanban. All Kanbans that are replenished from inventory and have a replenishment request status of **Requested** or **Ordered** are available in the drop-down menu. This information about the selected Kanban is displayed in the Details section:

- Item number
- Item description
- Warehouse containing the Kanban
- Staging location to which replenishment items from inventory will be moved
- Quantity requested
- Quantity previously picked for the current replenishment request
- Quantity you are currently picking for the current replenishment request
- Quantity remaining to be picked for the current replenishment request

3 In the **Quantity Picked** field in the grid, specify the quantity to move from each location. The **Currently Picked** and **Remaining to Pick** fields are updated.
4 To move the specified quantities to the Kanban staging location, select the green process button. To close the form without moving any quantities, select the **Close** button.

Managing Kanban Warehouses

Use the Kanban Warehouses form to manage Kanban warehouses. You can designate warehouses in your ERP system to be used for Kanban items and define a staging location for Kanban replenishment items.

1 Open the Kanban Warehouses form.
2 If you are designating a new warehouse to use for Kanban items, click **New**. If you are modify an existing Kanban warehouse, select it from the grid.
3 Specify this information:

Warehouse
Select a warehouse. All warehouses in your ERP system are available in the drop-down menu.

Staging Location
Specify a location where Kanban replenishment items from inventory will be staged before being moved to the Kanban location.

Allow Qty Chg
Select this check box to allow users to change the replenishment quantity from the default quantity for a Kanban using the Kanban Item Locations form.

Active
Select this check box to use this warehouse for Kanban replenishment requests. Clear this check box to prevent replenishment requests from being made for Kanban items located in this warehouse.

4 Click **Save**.

Managing Kanban Items

Use the Kanban Items form to manage Kanban items. You can designate items in your ERP system as Kanban items and define a replenishment quantity and replenishment source.

1 Open the Kanban Items form.
2 If you are creating a new Kanban item, click **New**. If you are modifying an existing Kanban item, select it from the grid.
3 Specify or review this information:

Kanban Qty
Specify the quantity of items that will be used as the default replenishment quantity for Kanbans created for this Kanban item.

Replenishment Source
Specify the source for replenishing the Kanban:

- **Inventory**
- **JIT Production**
- **Purchase Order**
- **Transfer Order**

UOM
The unit of measure is displayed.

Active
Select this check box to allow this Kanban to be replenished. Clear this check box to prevent replenishment requests from being made for this Kanban.

4 Click **Save**.

Managing Kanban Locations

Use the Kanban Locations form to manage locations at which kanban items are used. You can create Kanban locations within a location defined in your ERP system.

1 Open the Kanban Locations form.
2 If you are creating a new Kanban location, click **New**. If you are modify an existing Kanban location, select it from the grid.
3 Specify this information:

Location
Specify a name and description for the location.

Work Center Location
Select a location in your ERP system that will contain the Kanban location. All work centers in your ERP system are available in the drop-down menu.

4 Click **Save**.

Receiving Kanban Replenishment Items

Use the Kanban Receipt form to receive Kanban replenishment items from staging locations into Kanban replenishment locations. To print a list of staged items for Kanban replenishment, see "Printing Lists of Staged Kanban Items" on page 33.

1 Open the Kanban Receipt form.
2 Select a Kanban. All Kanbans that have an open replenishment request and have replenishment items available in the staging location are available in the drop-down menu. This information about the selected Kanban is displayed:
3 If applicable, confirm the Kanban location.
4 In the **Receipt Quantity** field, specify the quantity you are receiving.
5 To receive the specified quantity of replenishment items, select the green process button. If the **Print Labels** parameter is selected for this transaction, labels are automatically printed or the Printing Labels form is opened. See "Printing Labels" on page 75 for information about printing labels using the Label Printing form. To close the form without receiving any quantities, select the **Close** button.

Printing Kanban Pick Lists

Use the Kanban Pick List form to print pick lists for Kanban replenishment requests.

1 Open the Kanban Pick List form.
2 Specify this information:

Pick From Warehouse
To specify which warehouse items should be picked from, select a warehouse. Leave blank to allow items to be picked from any warehouse.

Display Report Header
Select this check box to print a report header, which includes the filter criteria used to generate the list, on the pick list.

Print Bar Codes
Select this check box to print bar codes for the Kanban items, pick locations, and units of measure on the pick list.

3 To determine which replenishment requests to include in the pick list, define filter criteria. Optionally, leave the filter criteria blank to include all requests. To define filter criteria, specify some or all of this information:

Warehouse
Specify a starting and ending Kanban warehouse.

Work Center Location
Specify a starting and ending work center location.

Kanban Location
Specify a starting and ending Kanban location.

Item
Specify a starting and ending Kanban item number.

Kanban
Specify a starting and ending Kanban number.

4 Optionally, to preview the pick list, select **Preview**.

5 To print the pick list, select **Print**. The pick list includes information about each Kanban and replenishment request included in the list. This information is also displayed for each potential pick location:

- warehouse
- location
- quantity available
- blank space for picker to record picked quantity
- unit of measure

6 To close the form without printing the pick list, select the **Close** button.

Printing Lists of Staged Kanban Items

Use the Kanban Staged Items Report form to print a list of staged items for Kanban replenishment. You can use this list to assess which items are ready to be received at Kanban locations.

To print a list of staged items for Kanban replenishment:

1 Open the Kanban Staged Items Report form.

2 Specify this information:

Warehouse
Select a warehouse for which to generate the list.

Print Bar Codes
Select this check box to print bar codes for Kanban numbers on the list.

Display Report Header
Select this check box to print a report header, which includes the warehouse, on the list.

3 Optionally, to preview the list, select **Preview**.

4 To print the list, select **Print**. All Kanban items in the selected warehouse that are associated with a replenishment request that has a status of **Staged** are included in the list. This information is displayed for each replenishment request included in the list:

- Kanban item number
- replenishment request status
- requested replenishment quantity
- staged quantity
- received quantity
- available quantity
- unit of measure
- work center location
- Kanban location

- replenishment request number
- Kanban number

5 To close the form without printing the list, select the **Close** button.

Generating Kanban Replenishment Orders

Use the Generate Kanban Replenishment Orders form to create purchase and transfer orders to fill Kanban replenishment requests.

1 Open the Generate Kanban Replenishment Orders form.

2 Select a replenishment source.

3 To select replenishment requests for which to generate orders, define filter criteria. Optionally, leave the filter criteria blank to select all requests. Replenishment orders will be generated for all replenishment requests that:

- use the selected replenishment source
- match the filter criteria
- have sufficient requests to meet the order trigger point defined for the Kanban item

4 To define filter criteria, specify some or all of this information:

Item
Specify a starting and ending Kanban item number.

Warehouse
Specify a starting and ending Kanban warehouse.

Work Center Location
Specify a starting and ending work center location.

Kanban Location
Specify a starting and ending Kanban location.

5 To generate replenishment orders, select the green process button. To close the form without generating replenishment orders, select the **Close** button.

Defining Kanban Locations

After creating a Kanban item on the Kanban Item form, you must use the Kanban Item Locations form to specify where that Kanban item will be replenished. You can specify multiple replenishment locations for a Kanban item. You must define each Kanban item-location combination as a separate record.

1 Open the Kanban Item Locations form.

2 Click **New** or select a blank line from the grid at the left.

3 Specify this information:

Item
Select a Kanban item. The item description, Kanban quantity, and unit of measure are displayed.

Warehouse
Select a Kanban warehouse. The warehouse description is displayed.

Kanban Location
Select a Kanban location. The location description is displayed as well as the work center containing that location and the work center description.

Active
Select this check box to allow this Kanban item-location combination to be replenished. Clear this check box to prevent replenishment requests from being made for this Kanban item-location combination.

4 Click **Save**.

Deleting Kanban Replenishment Requests

Use the Kanban Replenishment Status form to delete Kanban replenishment requests. You can only delete replenishment requests that have the status of **Requested**.

1 Open the Kanban Replenishment Status form.
2 To define replenishment request search criteria, specify some or all of this information:

Item
Specify a starting and ending item number.

Warehouse
Specify a starting and ending Kanban warehouse.

Work Center Location
Specify a starting and ending work center location.

Kanban Location
Specify a starting and ending Kanban location.

Kanban
Specify a starting and ending Kanban number.

3 To display replenishment requests matching the specified search criteria, select the **Refresh** button. The replenishment requests are displayed in the grid. This information is displayed for each request:

- item
- warehouse
- work center location
- Kanban location

- Kanban
- request number
- request status
- replenishment quantity
- request date
- replenishment source
- order number
- order line
- any order errors

4 To delete a replenishment request, select it, and then select **Delete**. You can only delete replenishment requests that have the status of **Requested**.

Requesting Replenishment for Kanbans

Use the Kanban Replenishment Requests form to request replenishment for Kanbans.

To request replenishment for a Kanban:

1 Open the Kanban Replenishment Requests form.

2 Select a Kanban. The Kanban item and location details are displayed.

3 Optionally, in the **Quantity** field, change the replenishment quantity. This field is only available if the **Allow Qty Chg** check box is selected on the Kanban Warehouses form for this Kanban's warehouse.

4 To request replenishment, select the green process button. A replenishment request is created for the selected Kanban. To close the form without requesting replenishment, select the **Close** button.

Specifying Kanban Prefixes

Use the Kanban Setup form to specify Kanban prefixes.

To specify Kanban prefixes:

1 Open the Kanban Setup form.

2 Specify this information:

Request Prefix
Specify a prefix to use for Kanban request numbers.

Kanban Prefix
Specify a prefix to use for Kanbans.

3 Click **Save**.

Using Just-In-Time Production to Fill Kanban Replenishment Requests

Use the Kanban JIT Replenishment form to fill Kanban replenishment requests using just-in-time production.

To use just-in-time production to fill Kanban replenishment requests:

1 Open the Kanban JIT Replenishment form.
2 In the **Replenishment Location** field, select your work area, where the just-in-time production items have been produced. In the Replenishment Requests grid, all Kanban just-in-time production replenishment requests for the selected location that have the status **Requested** or **Staged** are displayed.
3 From the grid, select the request you are filling. The request number, work center location, and Kanban location are displayed.
4 To fill the request, select the green process button. If the **Create Kanban Receipt** parameter is selected for this transaction, the items are received at the Kanban location, and the request status is changed to **Closed**. If this parameter is cleared, the items must be received in a separate transaction, and the request status is changed to **Staged** . If the **Print Labels** parameter is selected for this transaction, the Label Printing form is opened. See "Printing Labels" on page 75 for information about printing labels. To close the form without filling any requests, select the **Close** button.

Viewing the Status of Kanban Replenishment Requests

Use the Kanban Replenishment Status form to view the status of Kanban replenishment requests. The status of a replenishment request indicates its current place in the replenishment cycle:

- **Requested** : the request has been created and is awaiting fulfillment
- **Ordered** : a purchase order or transfer order has been created to fill the request
- **Staged** : items are ready to be moved from the staging area to the Kanban replenishment location
- **Closed** : the request has been filled

Note: Replenishment requests may also have a status of **Error** if there is a system error associated with the request.

To view the status of Kanban replenishment requests:

1 Open the Kanban Replenishment Status form.
2 To define replenishment request search criteria, specify some or all of this information:

   Item
   Specify a starting and ending item number.

   Warehouse
   Specify a starting and ending Kanban warehouse.

   Work Center Location
   Specify a starting and ending work center location.

Kanban Location
Specify a starting and ending Kanban location.

Kanban
Specify a starting and ending Kanban number.

3 To display replenishment requests matching the specified search criteria, select the **Refresh** button. The replenishment requests are displayed in the grid. This information is displayed for each request:

- item
- warehouse
- work center location
- Kanban location
- Kanban
- request number
- request status
- replenishment quantity
- request date
- replenishment source
- replenishment order number, if applicable
- order line
- any errors associated with the request

4 Optionally, to view details for an error associated with a request. Select the relevant request, and then select **Show Error**.

Creating Teams

Use the Team Maintenance form to create teams using Shop Floor. To access the Team Maintenance form, you must be assigned to the **Administrator**, **Supervisor**, or **TeamLeader** permission group.

To create teams using the Time Track module in Infor Factory Track, see Creating Teams Using Time Track. If you have both the Shop Floor and Time Track modules implemented, you must use the Team Maintenance form in Shop Floor to create teams. Teams created using Time Track are not compatible with Shop Floor.

1 Open the Team Maintenance form.
2 Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if your user ID has the appropriate authorizations on the User Extensions form.
3 Select **Create a New Team**.
4 Specify a team name and description.
5 Specify this information:

Badge ID
Specify a team badge ID.

Active
Select this check box to allow the team to start and stop jobs and to add and remove team members.

Workset Enabled
Select this check box to allow the team to work on worksets, which include multiple jobs. Clear to only allow the team to work on one job at a time.

Remove Member at Clock Out
Select this check box to remove employees from the team when they clock out.

Combine Labor and Machine Time
Select this option to allow employees report machine time automatically as a ratio of labor time on the Workset Maintenance form. Clear this option to report machine time manually.

6 Select **Save** in the top portion of the form above the tabs. The team is created.

Deactivating Teams

When using Shop Floor, use the Team Maintenance form to deactivate teams that you are no longer using. Deactivated teams cannot start or stop jobs or add or remove members. To access the Team Maintenance form, you must be assigned to the **Administrator**, **Supervisor**, or **TeamLeader** permission group. You cannot delete teams in Factory Track. To deactivate teams using the Time Track module in Infor Factory Track, see Deactivating Teams Using Time Track.

1. Open the Team Maintenance form.
2. Specify the team name or team badge ID.
3. If there are any members assigned to the team, select **Remove All**.
4. Clear the **Active** check box.
5. Select **Save**. The team is deactivated.

Joining Teams

When using Shop Floor, use the Join / Leave Team form to join teams that are currently working on jobs. You can only be a member of one team. If you are trying to switch from one team to another, you must first leave your current team.

1. Open the Join / Leave Team form.

   Note:

   - If the Join Leave Team form is started from the Home page, the form populates the **team** and **badge** fields for the required employee. The form must also populate the **Employee Badge ID** field.

- If the employee clicks **Submit** button with no employee badge id, the application displays this message `Please enter the Employee`.

2 Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if your user ID has the appropriate authorizations on the User Extensions form.

3 Specify the team name or team badge ID. The job operations on which the team is currently working are displayed on the **Progress** tab.

4 Specify your employee badge ID. If you are not already a member of the selected team, the **Join** option is selected.

5 To join the selected team, select the green process button. If the selected team is currently working a job, you are assigned to it. To close the form without joining any teams, select the **Close** button.

Leaving Teams

When using Shop Floor, use the Join / Leave Team form to leave teams.

1 Open the Join / Leave Team form.

Note:

- If the Join Leave Team form is started from the Home page, the form populates the **team** and **badge** fields for the required employee. The form must also populate the **Employee Badge ID** field.
- If the employee clicks **Submit** button with no employee badge id, the application displays this message `Please enter the Employee`.

2 Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if your user ID has the appropriate authorizations on the User Extensions form.

3 Specify the team name or team badge ID. The job operations on which the team is currently working are displayed on the **Progress** tab.

4 Specify your employee badge ID. If you are a member of the selected team, the **Leave** option is selected.

5 To leave the selected team, select the green process button. You are unassigned from any team jobs that you are working. To close the form without leaving the team, select the **Close** button.

Adding Team Members

Use the Team Maintenance form to add team members using Shop Floor. To access the Team Maintenance form, you must be assigned to the **Administrator**, **Supervisor**, or **TeamLeader** permission group. An employee can only be a member of one team. If you are trying to add an employee to a team who is already a member of another team, you must first remove that employee from the other team. If a team is currently working any jobs, any employee added to the team will be assigned to those jobs.

To add team members using the Time Track module in Infor Factory Track, see Adding Team Members Using Time Track.

1 Open the Team Maintenance form.

2 Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if your user ID has the appropriate authorizations on the User Extensions form.

3 Specify the team name or team badge ID.

4 Optionally, to view jobs on which the team is currently working, select the **Jobs** tab.

5 On the **Members** tab, select **Add a New Member**. A new line is created in the grid.

6 In the **Employee** field on the new line, specify an employee ID.

7 On the **Members** tab, select **Save**. The employee is added to the team.

Removing Team Members

Use the Team Maintenance form to remove team members using Shop Floor. To access the Team Maintenance form, you must be assigned to the **Administrator**, **Supervisor**, or **TeamLeader** permission group. You can only remove members from teams that are not currently working on jobs.

To remove team members using the Time Track module in Infor Factory Track, see Removing Team Members Using Time Track.

1 Open the Team Maintenance form.

2 Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if your user ID has the appropriate authorizations on the User Extensions form.

3 Specify the team name or team badge ID.

4 On the **Members** tab, select an employee from the grid and select **Remove Selected**. Optionally, to remove all employees from the team, select **Remove All**.

5 On the **Members** tab, select **Save**. The employee or employees are removed from the team.

Starting Job Operations for a Team

Use the Start Team Run form to start job operations for a team. When you start an operation for a team, all team members are assigned to that operation. To access the Start Team Run form, the user must be assigned to the **Administrator**, **TeamLeader**, or **Supervisor** permission group. To start job operations for individual employees, see "Starting Job Operations" on page 49.

To start a job operation for a team:

1 Open the Start Team Run form.

Note: If the Start Team Run form is started from the Home page, the form performs a check for the team with the particular employee and populates the **team** and **badge** fields.

2 Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. The date and time can only be modified when a user ID has the appropriate authorizations on the User Extensions form.
3 Specify the team name or team badge ID.
4 Specify a job, suffix. The item number, unit of measure, job status the total, scrapped, completed, and remaining quantities on the **Details** tab. To view the current progress of each operation in the selected job, select the **Progress** tab. Specify a job, job suffix, and operation. When a job/operation is selected the **Details** tab displays the item number, unit of measure, job status the total, scrapped, completed, and remaining quantities. To view the current progress of each operation in the selected job, select the **Progress** tab
5 The employees can select a **resource ID** for starting the labor transaction.
   - You can only view the **resource ID** field on start and end forms, if the **Display Resource ID** global parameter is true.
   - The **resource ID** displays resources that are in the resource groups on the Syteline job operations form's **resource** tab.
   - When the global parameter Only Allow Job Resources is true the employee can only select or enter resources that are associated with the job. However, when the global parameter Only Allow Job Resources is false any valid resource can be used.
6 To start the selected operation, select the green process button. To close the form without starting any operations, select the **Close** button.

Stopping Job Operations for a Team

Use the End Team Run form to stop job operations for a team. You can report completed and moved quantities, scrap items, and assign lot and serial numbers when stopping job operations. To access the End Team Run form, you must be assigned to the **Administrator**, **TeamLeader**,or **Supervisor** permission group. To stop job operations for individual employees, see "Stopping Job Operations".

To stop a job operation:

1 Open the End Team Run form.

   Note: If the End Team Run form is started from the Home page, the form defaults the job fields for the employee. If no start record is found, the form displays the message: `Employee: xxx does not have a run transaction running` with an ok button. When the employee clicks the button the form is closed.

2 Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if your user ID has the appropriate authorizations on the User Extensions form.
3 Specify the team name or team badge ID.
4 Specify a job and job suffix. The item number, unit of measure, warehouse, and job status are displayed along with the total, scrapped, completed, and remaining quantities. To view the current progress of each operation in the selected job, select the **Progress** tab.

5 Select the operation number you are stopping. The work center where the operation will be performed is displayed along with the time the operation started and the elapsed time.

6 Specify or review this information:

Good
Specify the number of completed items for the selected operation.

Moved
Specify the number of completed items to move to the next operation. This value might be specified by default. If Time Track is implemented and this is the last operation on the order, this field is unavailable.

Complete Operation
If you are completing the operation, select this check box. This check box is only available if **Allow Operation Complete** is selected for this transaction.

Close Job
If you are completing the operation and it is the last operation on the job, select this check box. This check box is only available if **Allow Close Job** is selected for this transaction.

Combine Labor and Machine Time
Select this check box to report machine time as a ratio of labor time for this operation. Clear this check box to report machine time manually in a separate transaction. If the Time Track module in Infor Factory Track is implemented, this check box is only available if the **Combine Labor and Machine Time** check box is selected for your team on the Team Maintenance form.

Machine Ratio
This field is only displayed if **Combine Labor and Machine Time** is selected and if the Time Track module in Infor Factory Track is implemented. Specify a machine ratio. The machine ratio determines what portion of the reported labor time will be reported for the machine. For example, a ratio of **.5** will report half the reported labor time for the machine. If the Time Track module is not implemented and the **Combine Labor and Machine Time** check box is selected, this field is unavailable and machine time will be reported as a one-to-one ratio to labor time.

Resource ID
Employees can select a **resource ID** for starting a labour transaction if the **Combine Labor and Machine Time** check box is selected.

- You can only view the **resource ID** field on start and end forms, if the **Display Resource ID** is selected.
- The **resource ID** displays resources that are in the resource groups on the Syteline job operations form's **resource** tab.
- Employee can only select resources associated with the job, if the parameter **Only allow job resource** is selected. However, employee can enter any valid resource if **Only allow job resource** is not selected.
- The **Machine Resource** field is displayed and the value is based on the validation of the **resource ID** field.

Note:

- When a Team run is completed the **resource ID** is included on the record for the first member of the team who started the run.
- The **resource ID** follows the same logic as that of recording the quantity.

Location
If applicable, specify the stock location where the completed items are to be received. This field is only available if the last operation of the job is selected and if the **Put Away** parameter is selected for this transaction.

- If applicable, use the **Details** tab to display operation related data. The tab displays the received quantity of the operation.
- If applicable, use the **Scrap** tab to scrap items. See "Scrapping Items" on page 62 for details. This tab is only available if **Allow Scrap** is selected for this transaction.
- If applicable, specify the lot number on the **Lot/Serial** tab.
- If applicable, select the arrow button on the **Lot/Serial** tab to assign serial numbers. See "Assigning Serial Numbers" on page 66 for details. You must assign all unassigned serial numbers to stop the operation.
- To stop the selected operation, select the green process button.

If you are creating a new lot, you might be prompted to specify lot attributes. If the Lot Attributes form is displayed, specify lot attributes. See "Specifying Lot Attributes" on page 24 for details.

Reporting Completed and Moved Quantities for a Team

Use the Team Member Reporting form to report completed and moved quantities for a team. The quantities you report will be evenly distributed among all team members.

To report quantities for a team:

1. Open the Team Member Reporting form.

   Note:

   - If the Team Member Reporting form is accessed from the Home page, the form populates the **team** and **badge ID** fields for the required employee.
   - If the Team Member Reporting form is accessed from the Home page, the form populates the **Job** fields for the required job on the team. Team with more than one job are not displayed on the form.

2. Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if your user ID has the appropriate authorizations on the User Extensions form.
3. If your user type is **Administrator** or **Supervisor**, specify a team name or team badge ID. If your user type is **User**, your current team is displayed.
4. If your user type is **Administrator** or **Supervisor**, specify an employee badge ID. If your user type is **User**, your employee badge ID is displayed.
5. Specify a job and job suffix. The item number, unit of measure, warehouse, and job status are displayed along with the total, scrapped, completed, and remaining quantities. To view the current progress of each operation in the selected job, select the **Jobs** tab.
6. Select the operation number you are stopping. The work center where the operation will be performed is displayed along with the time the operation started and the elapsed time.

7 Specify or review this information:

Good
Specify the number of completed items for the selected operation.

Moved
Specify the number of completed items to move to the next operation. This value might be specified by default.

Location
If applicable, specify the stock location where the completed items are to be received. This field is only available if the last operation of the job is selected and if the **Put Away** parameter is selected for this transaction.

- If applicable, use the **Details** tab to display operation related data. The tab displays the received quantity of the operation.
- If applicable, use the **Scrap** tab to scrap items. See "Scrapping Items" on page 62 for details. This tab is only available if **Allow Scrap** is selected for this transaction.
- If applicable, specify the lot number on the **Lot/Serial** tab.
- If applicable, select the arrow button on the **Lot/Serial** tab to assign serial numbers. See "Assigning Serial Numbers" on page 66 for details. You must assign all unassigned serial numbers to stop the operation.
- To report quantities for the selected operation, select the green process button. All specified completed, moved, and scrapped quantities are reported.

Note: If the employee clicks **submit** button without specifying the **Good** field, the application displays no message and clears the form. **Good**, or **Move**, or **Scrap** fields must be specified to enable the **submit** button.

8 If you are creating a new lot, you might be prompted to specify lot attributes. If the Lot Attributes form is displayed, specify lot attributes. See "Specifying Lot Attributes" on page 24 for details.

Managing Worksets

Worksets allow employees who are workset eligible to have multiple jobs running at the same time. You can start worksets for a team or for a single employee. You can perform these activities using the Workset Maintenance form:

- "Adding Jobs to Worksets" on page 46
- "Removing Jobs from Worksets" on page 47
- "Starting Worksets" on page 47
- "Stopping Worksets Using the Work Center Form" on page 61
- "Viewing Workset Details" on page 48

Note: You cannot add just-in-time production orders or production schedules to worksets.

Adding Jobs to Worksets

You can add operations, tasks, activities, projects, and service labor to a workset before or after it is started. Operations, tasks, activities, projects or service labor added to a running workset are automatically started.

Note: You cannot add just-in-time production orders or production schedules to worksets.

1. Open the Workset Maintenance form.
2. In the **Type** field, select **Employee** or **Team**.
3. Specify your team or your badge ID.
4. Optionally, select **Refresh Workset** to view the workset associated with the specified team or badge ID. The operations and tasks in the workset are displayed in the grid on the **Workset** tab.
5. In the **Order Type** field, select one of these options:
   - **Run** : add a job operation
   - **Indirect**: add an indirect task
   - **Project**: add project labor
   - **Setup**: add a setup activity
   - **SRO**: add service labor

   a. For **Run** or **Setup** , specify a job, job suffix, and operation. The item number is displayed.
      - The **Res ID** field is displayed only if the **Order Type** field is to **Run** or **Setup**.
      - The **machine resource** field is displayed if the **Order Type** field is to **Run** or **Setup** and the **Combine Labor and Machine Time** check box is selected.

   b. For **Indirect**, select a task code.

   c. For **Project**, specify a project number, task code, and cost code.

   d. For **SRO**, specify a partner ID, service order number, line number, and operation.
6. Optionally, to view details for the selected operation or task, select the **Add Details** tab.
7. For **Run** and **Setup** transactions, the employee can select the **Combine Labor and Machine Time** check box to report machine time as a ratio of labor time. When FT Time Track module is implemented the employee can specify the ratio using the **Machine Ratio** field , that is displayed when **Combine Labor and Machine Time** is checked..
8. The machine ratio determines what portion of the reported labor time must be reported for the machine. For example, a ratio of **.5** must report half the reported labor time for the machine. If the Time Track module is not implemented and the **Combine Labor and Machine Time** check box is selected, machine time must always be reported as a one-to-one ratio to labor time.
9. Select **Add**.

Removing Jobs from Worksets

You can remove operations, tasks, activities, projects and service labor from a workset that is not currently running. To stop an operation, task, activity, project or service labor on a running workset, see the Stopping Worksets section below.

1. Open the Workset Maintenance form.
2. In the **Type** field, select **Employee** or **Team**.
3. Specify your team or your badge ID.
4. To view the workset associated with the specified team or badge ID, select **Refresh Workset**. The operations and tasks in the workset are displayed in the grid on the **Workset** tab.
5. On the **Workset** tab, select the operation or task you are removing.
6. Select **Remove**.

Starting Worksets

Starting a workset starts all of its operations, tasks, activities, projects and service labor.

To start a workset:

1. Open the Workset Maintenance form.
2. In the **Type** field, select **Employee** or **Team**.
3. Specify your team or your badge ID.
4. To view the workset associated with the specified team or badge ID, select **Refresh Workset**. The operations and tasks in the workset are displayed in the grid on the **Workset** tab.
5. To start the workset, select **Start All**.

Stopping a Workset

You will not be able to report additional completed or scrapped quantities when stopping an entire workset. To report additional completed or scrapped quantities for operations, you must stop them individually.

To stop an individual job on a workset, see "Stopping an Individual Job on a Workset" on page 48.

1. Open the Workset Maintenance form.
2. In the **Type** field, select **Employee** or **Team**.
3. Specify your team or your badge ID.
4. To view the workset associated with the specified team or badge ID, select **Refresh Workset**. The operations, tasks, activities, and service labor in the workset are displayed in the grid on the **Workset** tab.
5. Select **End All**. The workset and all its operations, tasks, activities, and service labor are stopped.

Stopping an Individual Job on a Workset

To stop an individual job on a workset:

1. Open the Workset Maintenance form.
2. In the **Type** field, select **Employee** or **Team** .
3. Specify your team or your badge ID.
4. To view the workset associated with the specified team or badge ID, select **Refresh Workset**. The operations and tasks in the workset are displayed in the grid on the **Workset** tab.
5. On the **Workset** tab, select the operation or task you are stopping.
6. Select **End**. If applicable, the Quantity Enter form is displayed.
7. If applicable, on the Quantity Enter form, specify this information:

   Good
   Specify the number of completed items for the selected operation.

   Moved
   Specify the number of completed items to move to the next operation.

   Scrapped
   Specify the quantity of items to scrap.

   Reason Code
   Specify a reason code for the scrapped items.

8. Select **End**. If you are creating a new lot, you might be prompted to specify lot attributes. If the Lot Attributes form is displayed, specify lot attributes. See "Specifying Lot Attributes" on page 24 for details.

Viewing Workset Details

You can use the **Workset** tab on the Workset Maintenance form to view information about the operations, tasks, activities, projects and service labor on a workset.

To view workset details:

1. Open the Workset Maintenance form.
2. In the **Type** field, select **Employee** or **Team**.
3. Specify your team or your badge ID.
4. Select **Refresh Workset**. Details about the workset are displayed on the **Workset** tab.

Starting Job Operations

Use the Start Run form to start job operations for individual employees. To start job operations for a team, see "Starting Job Operations for a Team" on page 41.

To start a job operation:

1 Open the Start Run form.

Note: An employee without the correct skills to start the job transaction, gets this message: `The employee does not have sufficient skills for this job Transaction`.

2 Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. The date and time can only be modified when a user ID has the appropriate authorizations on the User Extensions form.

3 Specify a job, suffix, and operation. The item number, unit of measure, job status the total, scrapped, completed, and remaining quantities on the **Details** tab. To view the current progress of each operation in the selected job, select the **Progress** tab. Specify a job, job suffix, and operation. When a job/operation is selected the **Details** tab displays the item number, unit of measure, job status the total, scrapped, completed, and remaining quantities. The Progress tab displays progress of the selected job.

4 The employee can select the **Combine Labor and Machine Time** check box to report machine time as a ration of labor time. When FT Time Track module is implemented the employee can specify the ration using the field **Machine Ratio**, that is displayed when **Combine Labor and Machine Time** is checked

5 Employees can select a **resource ID** for starting a transaction.

- You can only view the **resource ID** field on start and end forms, if the global parameter **Display Resource ID** is selected.
- The **resource ID** field displays resources that are in the resource groups on the Syteline job operations form's **resource** tab.
- Employee can only select resources associated with the job, if the parameter **Only allow job resource** is selected. However, employee can enter any valid resource if **Only allow job resource** is not selected.
- The **Machine Resource** field is displayed when the Combine Labor and Machine Time is checked.
- The dropdown list for the **Machine Resource** field displays resources that are in the resource groups on the Syteline job operations form's **resource**tab

6 To start the selected operation, select the green process button. To close the form without starting any operations, select the **Close** button.

Backflushing Lot Material for Job Operations

Use the Backflush Lots form to issue backflush lot material to job operations. If you are working on an operation and completing material for an item that is lot-controlled and designated for backflushing, you can open the Backflush Lots form by selecting **Backflush Lots** on the parent transaction form.

The Backflush Lots form can be opened from these parent transactions: End Run, Job Move, and Job Receipt.

1 To open the Backflush Lots form, select **Backflush Lots** on the parent transaction form.
2 In the Backflush Item section, select an operation for which to backflush material. This information is displayed for each operation:
   - operation number
   - item number and description
   - **Target Qty**: quantity required
   - **Selected Qty**: quantity currently being backflushed for the operation
3 In the Backflush Item Inventory section, select one or more lots from which to backflush material. This information is displayed for each lot:
   - lot number
   - unit of measure
   - on hand quantity
4 In the **Selected Qty** field for each selected lot, specify the quantity to backflush. You must backflush a total quantity that matches the backflush quantity of the operation.
5 Select **Assign**. Material from the selected lots is backflushed to the selected operation.
6 Optionally, follow the steps above to assign material to another operation.
7 Select the green process button.

Backflushing Serialized Material for Job Operations

Use the Backflush Serials form to backflush serialized lot material to job operations. If you are working on an operation and completing material for an item that is serial-controlled and designated for backflushing, you can open the Backflush Serials form by selecting **Backflush Serials** on the parent transaction form. The Backflush Serials form can be opened from these parent transactions: End Run, Job Move, and Job Receipt.

1 To open the Backflush Serials form, select **Backflush Serials** on the parent transaction form.
2 In the Backflush Item section, select an operation for which to backflush material. This information is displayed for each operation:
   - operation number
   - item number and description
   - **Target Qty**: quantity required
   - **Selected Qty**: quantity currently being backflushed for the operation
3 In the Backflush Item Inventory section, select one or more serial numbers to backflush. You must backflush a total quantity of serial numbers that matches the backflush quantity of the operation.
4 Select **Assign**. The selected serial numbers are backflushed for the selected operation.
5 Optionally, follow the steps above to assign serial numbers to another operation.

6 Select the green process button.

Using the Work Center UI Form

An employee can use the Work Center form to perform day-to-day labor activities. This form can be configured to open automatically for certain employees when logging into Infor Shop Floor. For more information see Setting Up Forms to Load Automatically. There are two different sets of buttons for this form: one for workset-enabled employees and one for non-workset-enabled employees. The appropriate set of buttons configuration are displayed depending on the configuration of the employee type.

The name of the employee who opened the form is displayed at the top of the form. The employee can use the field marked with a factory icon to select a work center. The work center associated with the employee ID that is selected by default.

The **Job List** tab shows the operations that are ready to start for the selected work center. The employee can sort and filter the jobs that appear in this list using the options on the **Filter/Sort** tab. This information is displayed for each job:

- job number
- job suffix
- operation number
- item number
- item description
- total quantity
- quantity completed
- quantity scrapped
- Work Center
- Resource Group
- Resource
- Slack Time
- Sch

The Work Center functionality is enhanced to display jobs that are scheduled or processed by Syteline scheduler. The **filter/ sort** tab on the work center UI is enhanced to enable the filtering and sorting of job data by the selected **Resource Group** or **Resource**.

The **Res Group** and **Resource** fields allow the employee to set the filter for the data displayed in the Job list tab. Selecting a resource group or resource and clicking the **By Res Group** or **By Resource** buttons, filters the job list. If the Resource Interval parameter is specified, all the jobs scheduled at a future date in this interval are displayed. If this parameter is unchecked, all the scheduled jobs are displayed. This functionality is similar to **Dispatch Interval** parameter on the Syteline Sequencing forms.

Use the **By Resource Group** button to display the jobs for the Resource Group selected in the header.

Use the **By Resource**button to display the jobs for the Resource selected in the header.

Note: If no **Resource Group** or **Resource** is selected, no jobs are displayed.

Use the **Apply Filter/Sort by WC** button to display the jobs for the work center specified in the header.

The employee can sort and filter the jobs using these options on the **Filter/Sort** tab:

- The **resource group** and **resource** buttons allow the employee to filter the data displayed in the **Job list** tab. All the jobs for the selected resource group or resource must be displayed.
- The **Scheduled jobs** filter displays the jobs that are scheduled in Syteline.
- **Res Sequence Sort** option is added to **Sort Options** which sorts the jobs-related data by the scheduler sequence (The same order/sequence use on the SL resource sequencing form).

The **Project Labor** tab shows the project tasks that are ready for labor reporting for the selected work center. This information is displayed for each service order:

- project number
- project start date
- customer name
- project type

The **Project Labor** tab is only displayed if the Show Project Labor Tab parameter is selected for the Work Center UI form.

The **Service Labor** tab shows the service orders that are ready for labor reporting for the selected work center. This information is displayed for each service order:

- service order number
- line number
- operation number
- customer name
- partner

The Service Labor tab is only displayed if the Show Service Labor Tab parameter is selected for the Work Center UI form.

The **PS / JIT** tab shows the Just-In-Time production orders or production schedules that are ready for labor reporting for the selected work center. This information is displayed for each Just-In-Time production order and production schedule:

- due date
- order or production schedule number
- operation or schedule number
- item number
- item description
- total quantity
- quantity completed
- quantity scrapped

The **Active Transactions** tab shows the operations, tasks, activities, and service orders on which you are currently working. The employee can perform labor activities by selecting operations, tasks, and activities from the **Job List** tab, **Service Labor** tab, or **Active Transactions** tab and selecting an activity button on the right side of the form. These buttons are enabled or disabled based upon the selection.

Note:

- If the **Enable Start Run on Select** parameter is selected for this form, the user must double click a row on the **Job List**, or **Project**, or **Service**, or **PS/JIT** tabs to perform a start run.
- On the **Active** tab, the user must double click a row to perform a stop.
- A workset employee can add the job to the workset, by double clicking the selected job without opening the Workset Maintenance form.

If the Work Center Popup Enabled parameter is selected for this form, a separate form will open when the employee selects an action button. You can then perform the desired action on the newly opened form. For example, if you select an operation and click **Add Run**, the Workset Maintenance form is opened, allowing you to add the operation to your workset using that form.

If the **Work Center Popup Enabled** parameter is cleared, most actions listed in the Tasks section or Workset section will be performed directly from the Work Center form. For example, if the employee selects an operation and click **Add Run**, the operation is added to the employee's workset without displaying an additional form.

You can use the Work Center form to perform these activities:

- "add job routing notes" on page 54
- "view job routing notes" on page 54
- "view documents" on page 55
- "report completed and moved quantities"
- "start job operations, Just-In-Time production, production schedules, and setup activities" on page 56
- "start indirect tasks"
- "start machine operations"
- "start labor hours for a project"
- "start labor hours for a service order"
- "stop job operations, Just-In-Time production, production schedules, machine operations, indirect tasks, setup activities, or service labor reporting" on page 59
- "add job operations and setup activities to worksets" on page 59
- "add indirect tasks to worksets" on page 60
- "manage worksets" on page 60
- "start worksets" on page 61
- "stop worksets" on page 61
- "Working with resource group and resource filtering" on page 62

Adding Job Routing Notes

You can link relevant notes, such as special instructions, to a job using the Add Job Routing Notes form. You can only access this form from the Work Center form.

To add job routing notes:

1. Open the Work Center form.
2. In the field marked with a person icon near the top of the form, specify your employee ID number. This number may be specified by default.
3. In the field marked with a factory icon near the top of the form, select a work center. Your work center may be specified by default. The operations that are ready to be started are displayed on the Job List tab. To view the operations, tasks, and activities on which you are currently working, select the **Active Transactions** tab.
4. Select an operation, task, or activity from the **Job List** tab or the **Active Transactions** tab.
5. Select **Notes**. The Job Routing Notes form is opened. The titles of any notes for the selected operation are displayed in the Subject section.
6. Select the add note button next to the note field.
7. Specify this information:

   Subject
   Specify a subject title for your note.

   Internal
   Select this check box to designate the note for internal audiences only.

   Note
   Specify the content of your note.

8. Select the green process button.

Viewing Job Routing Notes

You can view job routing notes to review any special instructions for an operation.

To view job routing notes:

1. Open the Work Center form.
2. In the field marked with a person icon near the top of the form, specify your employee ID number. This number may be specified by default.
3. In the field marked with a factory icon near the top of the form, select a work center. Your work center may be specified by default. The operations that are ready to be started are displayed on the **Job List** tab. To view the operations, tasks, and activities on which you are currently working, select the **Active Transactions** tab.
4. Select an operation, task, or activity from the **Job List** tab or the **Active Transactions** tab.
5. Select **Notes**. The Job Routing Notes form is opened. The titles of any notes for the selected operation are displayed in the Subject section.

6 To view a note, select its title in the Subject section.
7 To close the Job Routing Notes form, select the **Close** button.

Viewing Documents

Use this form to view documents related to a job or item. You can access this form from the Work Center form or the Work Center Navigation Home form.

To view documents:

1. To open the Documents form, select **Documents** on the Work Center form or the Work Center Navigation Home form.
2. In the filter section, specify search criteria for finding documents.
3. If you accessed the Documents form from the Work Center form, the Job, Suffix, Operation, and Items fields are automatically populated. You can modify these values if needed.
4. If you accessed the Documents form from the Work Center Navigation Home form, select whether to search for documents by job or by item. Then specify some or all of this information:

   Job
   Specify the job number. This field is only available when searching by job.

   Suffix
   Select the job suffix. This field is only available when searching by job.

   Operation
   Select the operation number. This field is only available when searching by job.

   Item
   Specify the item number. This field is only available when searching by item.

   Revision
   Optionally, specify a revision number for the item to only display documents related to that revision number. Leave blank to display documents for all revisions of the selected item. This field is only available when searching by item and only applies to PLM documents.

5. To display documents matching the specified search criteria, select the green process button. The documents are displayed in the Document Listing section. To close the form, select the **Close** button.
6. To view a document, select it from the Document Listing section, and then select the view button. You can open multiple documents to view at the same time. To reset the search fields, select the **Refresh** button.
7. Any changes you make to the opened documents will not be saved.

Reporting Completed and Moved Quantities

Use the Quantity Enter form to report completed and moved quantities. You must access this form from the Workset Maintenance form. See Managing Worksets for more information.

You can also report completed and moved quantities using the Work Center form.

See "Reporting Completed and Moved Quantities Using the Work Center Form".

1 Open the Quantity Enter form by stopping a job operation on the Workset Maintenance form.
2 On the Quantity Enter form, specify this information:

   Good
   Specify the number of completed items for the selected operation.

   Moved
   Specify the number of completed items to move to the next operation.

   Scrapped
   Specify the quantity of items to scrap.

   Reason Code
   Specify a reason code for the scrapped items.

3 Select **End**.

Starting Job Operations, Just-In-Time Production, Production Schedules, and Setup Using the Work Center Form

Only non-workset-enabled employees can start job operations, Just-In-Time production, production schedules, or setup activities. To add a job operation or setup activity to a workset or to start a workset, see the Adding Job Operations, Setup Activities, and Labor Reporting to Worksets or Starting Worksets sections.

1 Open the Work Center form.
2 In the field marked with a person icon near the top of the form, specify your employee ID number. This number may be specified by default.
3 In the field marked with a factory icon near the top of the form, select a work center. Your work center may be specified by default. The operations that are ready to be started are displayed on the **Job List** tab or PS / JIT tab.
4 Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if the Work Center Popup Enabled parameter is cleared and your user ID has the appropriate authorizations on the User Extensions form.
5 Select an operation from the **Job List** tab or **PS / JIT** tab.
6 Select **Start Run** , **Start JIT** , or **Start Setup** .

If the **Work Center Popup Enabled** parameter is cleared, the operation is started.

If the **Work Center Popup Enabled** parameter is selected, the Start Run, Start Just-In-Time, Start Production Schedule, or Start Setup form is opened. Use these forms to start the operation or activity. See "Starting Job Operations" on page 49, "Starting Just-In-Time Production Orders", "Starting Production Schedules", or "Starting Setup Activities" on page 90 for more information.

Starting Indirect Tasks

Use the Start Indirect form to start indirect tasks. These are tasks that do not involve the completion of operation quantities; examples include facility maintenance and meetings. You can only have one indirect task running at a time.

To start indirect tasks:

1. Open the Start Indirect form.
2. Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if your user ID has the appropriate authorizations on the User Extensions form.
3. In the **Indirect Code** field, select the code for the task you are starting.
4. To start the selected task, select the green process button. To close the form without starting any tasks, select the **Close** button.

Starting Machine Operations

Use the Start Machine Time form to start machine operations for a job.

To start a job operation:

1. Open the Start Machine Time form.
2. Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. The employee can only modify the date and time when the user ID has the appropriate authorizations on the User Extensions form.
3. Specify a job, job suffix, and operation. When a job/operation is selected the **Details** tab displays the item number, unit of measure, job status the total, scrapped, completed, and remaining quantities. To view the current progress of each operation in the selected job, select the **Progress** tab.
4. Employees can use the new field **Machine Resource** to specify a resource when starting a labor transaction.
   - The dropdown list for the **Machine Resource** field displays resources that are in the resource groups on the Syteline job operations form's **resource** tab.
5. The **Details** tab displays operation related data. The tab displays item information, the work center, job/operation quantity information and other job information.
6. To start the selected operation, click the green process button. To close the form without starting any operations, click the **Close/Exit** button.

Starting Labor Hours Reporting for a Project

1. Open the Project Labor Start form.
2. Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if your user ID has the appropriate authorizations on the User Extensions form.
3. Specify this information:

   Project
   Specify a project number. The project name, customer, start date, and project type are displayed on the **Details** tab.

   Task
   Select a task.

   Cost Code
   Select a cost code.

4. To start reporting labor hours for the project, select the green process button. To close the form without reporting labor hours, select the **Close** button.

Starting Labor Hours Reporting for a Service Order

1. Open the Project Labor Start form.
2. Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if your user ID has the appropriate authorizations on the User Extensions form.
3. Specify this information:

   Project
   Specify a project number. The project name, customer, start date, and project type are displayed on the **Details** tab.

   Task
   Select a task.

   Cost Code
   Select a cost code.

4. To start reporting labor hours for the project, select the green process button. To close the form without reporting labor hours, select the **Close** button.

Stopping Job Operations, Indirect Tasks, Machine Operations, and Setup Activities Using the Work Center Form

Only non-workset-enabled employees can stop operations, Just-In-Time production, production schedules, tasks, activities, projects or service labor reporting. To stop a workset, see the "Stopping Worksets Using the Work Center" on page 61.

If the **Work Center Popup Enabled** parameter is cleared, you will not be prompted to report completed quantities when stopping an operation. To report completed quantities, see the Reporting Completed Quantities section.

To stop an operation, task, or activity:

1. Open the Work Center form.
2. In the field marked with a person icon near the top of the form, specify your employee ID number. This number may be specified by default.
3. In the field marked with a factory icon near the top of the form, select a work center. Your work center may be specified by default. The operations, tasks, and activities that are running are displayed on the **Active Transactions** tab.
4. Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if the **Work Center Popup Enabled** parameter is cleared and your user ID has the appropriate authorizations on the User Extensions form.
5. Select an operation, task, or activity from the **Active Transactions** tab.
6. Select **End**.

If the **Work Center Popup Enabled** parameter is cleared, the operation, task, activity, or labor reporting is stopped.

If the **Work Center Popup Enabled** parameter is selected, the End Run, End Just-In-Time, End Production Schedule, End Indirect, End Setup, Project Labor Stop or Service Labor Stop form is opened. Use these forms to stop the operation, task, or activity. See "Stopping Job Operations", "Stopping Just-In-Time Production Orders", "Stopping Production Schedules","Stopping Indirect Tasks" on page 87, "Stopping Setup Activities" on page 90, "Reporting Labor Hours for Project" on page 63 or "Reporting Labor Hours for a Service Order" on page 64 for more information.

Adding Job Operations and Setup Activities to Worksets Using the Work Center Form

Only workset-enabled employees can add job operations, setup activities, or labor reporting to worksets.

Note: You cannot add Just-In-Time production orders or production schedules to worksets.

To add a job operation, setup activity, or labor reporting to your workset:

1. Open the Work Center form.
2. In the field marked with a person icon near the top of the form, specify your employee ID number. This number may be specified by default.

3 In the field marked with a factory icon near the top of the form, select a work center. Your work center may be specified by default.
4 Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if the **Work Center Popup Enabled** parameter is cleared and your user ID has the appropriate authorizations on the User Extensions form.
5 Select an operation from the **Job List** tab, a project from the **Project Labor** tab, or a service order from the **Service Labor** tab.
6 Select **Add Run** or **Add Setup**.

   If the **Work Center Popup Enabled** parameter is cleared, the operation, activity, or labor reporting is added to your workset. If the workset is running, the operation, activity, or labor reporting is started.

   If the **Work Center Popup Enabled** parameter is selected, the Workset Maintenance form is opened. Use the Workset Maintenance form to add the operation, activity, or labor reporting to your workset. See "Managing Worksets" on page 45 for more information.

Adding Indirect Tasks to Worksets Using the Work Center Form

Only workset-enabled employees can add indirect tasks to worksets.

To add an indirect task to your workset:

1 Open the Work Center form.
2 In the field marked with a person icon near the top of the form, specify your employee ID number. This number may be specified by default.
3 In the field marked with a factory icon near the top of the form, select a work center. Your work center may be specified by default.
4 Select **Add Indirect** . The Workset Maintenance form is opened. Use the Workset Maintenance form to add the task to your workset. See "Managing Worksets" on page 45 for more information.

Managing Worksets Using the Work Center Form

Only workset-enabled employees can manage worksets.

To manage your workset:

1 Open the Work Center form.
2 In the field marked with a person icon near the top of the form, specify your employee ID number. This number may be specified by default.
3 In the field marked with a factory icon near the top of the form, select a work center. Your work center may be specified by default. If your workset is running, the operations, tasks, and activities in that workset are displayed on the **Active Transactions** tab.
4 Select **Maintain**. The Workset Maintenance form is opened. Use this form to manage your workset. See "Managing Worksets" on page 45 for more information.

Starting Worksets Using the Work Center Form

Only workset-enabled employees can start worksets.

To start your workset:

1. Open the Work Center form.
2. In the field marked with a person icon near the top of the form, specify your employee ID number. This number may be specified by default.
3. In the field marked with a factory icon near the top of the form, select a work center. Your work center may be specified by default.
4. Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if the **Work Center Popup Enabled** parameter is cleared and your user ID has the appropriate authorizations on the User Extensions form.
5. Select **Start**.

If the **Work Center Popup Enabled** parameter is cleared, your workset is started.

If the **Work Center Popup Enabled** parameter is selected, the Workset Maintenance form is opened. Use the Workset Maintenance form to start your workset. See "Managing Worksets" on page 45 for more information.

Stopping Worksets Using the Work Center Form

Only workset-enabled employees can stop worksets. If you stop your workset from the Work Center form, you will not be prompted to report additional completed quantities. Use the **Report Quantities** button to report completed quantities before stopping the workset. To stop an individual operation, task, or activity on a workset without stopping the entire workset, select **Maintain**. See "Managing Worksets" on page 45 for more information about stopping individual operations, tasks, or activities on a workset.

To stop your workset:

1. Open the Work Center form.
2. In the field marked with a person icon near the top of the form, specify your employee ID number. This number may be specified by default.
3. In the field marked with a factory icon near the top of the form, select a work center. Your work center may be specified by default. The operations, tasks, and activities in your running workset are displayed on the **Active Transactions** tab.
4. Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if the **Work Center Popup Enabled** parameter is cleared and your user ID has the appropriate authorizations on the User Extensions form.
5. Select **End All**.

If the **Work Center Popup Enabled** parameter is cleared, your workset is stopped.

If the **Work Center Popup Enabled** parameter is selected, the Workset Maintenance form is opened. Use the Workset Maintenance form to stop your workset. See "Managing Worksets" on page 45 for more information.

Working with resource group and resource filtering

The Work Center UI functionality is enhanced to display jobs that are scheduled or processed by Syteline APS/Scheduler. The **filter/ sort** tab on the Work Center UI is enhanced to enable the filtering and sorting of data by the selected **Resource Group** and/or **Resource**.

The **Resource Group** and **Resource** buttons allow the employee to filter the data displayed in the Job list tab. All the jobs for a given resource group or a resource are displayed, based on the selected resource group/resource and button clicked. When the resource_interval parameter is not specified, all scheduled jobs for the selected resource group or resource are displayed. When the resource_interval parameter is specified the jobs scheduled in this interval for the selected resource group or resource are displayed. This functionality is similar to Dispatch Interval parameter on the Syteline Sequencing forms

1 Click the **Resource Group** button. The form uses the standard Syteline IDOs to display the jobs for the Resource Group selected in the header.

   Note: If no **Resource Group** is selected, no jobs are displayed.

2 Click **Resource** button. The form uses the standard Syteline IDOs to display the jobs for the Resource selected in the header.

   Note: If no **Resource Group** is selected, no jobs are displayed.

3 Click **Apply Filter/Sort by WC**. The form uses the current Factory Track IDOs to display the jobs for the work center specified in the header.

Scrapping Items

Use the Job Move, End Machine, End Run, End Run Only, End Team Run, or Team Member Reporting form to scrap items for an operation. You can only scrap items if **Allow Scrap** is selected for this transaction. Follow the instructions below to queue items to be scrapped; the items are not actually scrapped until the transaction is completed. For example, when you designate items to scrap on the End Run form, the items are not actually scrapped until the job operation is stopped.

To scrap items:

1 Open the Job Move, End Machine, End Run, End Run Only, End Team Run, or Team Member Reporting form.
2 Specify a job and job suffix.
3 Select the operation number for which you are scrapping items.
4 On the **Scrap** tab, select the **Add** button. A new line is added to the grid on this tab.
5 On the new line, specify this information:

   Quantity
   Specify the quantity to scrap.

Reason
Specify a reason code for the scrapped items.

6 Optionally, if you have scrapped items by mistake, you can delete the scrapped item records.See "Deleting Records of Scrapped Items" on page 63.

Deleting Records of Scrapped Items

1 Open the Job Move, End Machine, End Run, End Run Only, End Team Run, or Team Member Reporting form.
2 Specify a job and job suffix.
3 Select the operation number for which you are scrapping items.
4 In the grid on the **Scrap** tab, select the record you are deleting.
5 Select the **Delete** button.

Reporting Labor Hours for a Project

Use the Start Project Labor and End Project Labor forms to report labor hours for a project. You must start and stop reporting labor hours using separate forms.

See "Starting Labor Hours Reporting for a Project" on page 58.

See "Stopping Labor Hours Reporting for a Project" on page 64.

Starting Labor Hours Reporting for a Project

1 Open the Project Labor Start form.
2 Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if your user ID has the appropriate authorizations on the User Extensions form.
3 Specify this information:

Project
Specify a project number. The project name, customer, start date, and project type are displayed on the **Details** tab.

Task
Select a task.

Cost Code
Select a cost code.

4 To start reporting labor hours for the project, select the green process button. To close the form without reporting labor hours, select the **Close** button.

Stopping Labor Hours Reporting for a Project

1 Open the Project Labor End form.

Note: If the End Project Labor form is accessed from the Home page, the form populates all of the job fields of the required employee. If no start record is found, the application displays this messgae: `Employee: xxx does not have a Project Labor transaction running` with an ok button.

2 Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if your user ID has the appropriate authorizations on the User Extensions form.

3 Specify this information:

Project
Specify a project number. The project name, customer, start date, and project type are displayed on the **Details** tab.

Task
Select a task.

Cost Code
Select a cost code.

Pay Type
Select a pay type to use for the reported hours:

- **Regular**
- **Overtime**
- **Double-Time**

4 To stop reporting labor hours for the project, select the green process button. To close the form without reporting labor hours, select the **Close** button.

Reporting Labor Hours for a Service Order

Use the Start Service Labor and Stop Service Labor forms to report labor hours for a service order. You must start and stop reporting labor hours using separate forms.

See "Starting Labor Hours Reporting for a Service Order" on page 58.

See "Stopping Labor Hours Reporting for a Service Order" on page 65.

Starting Labor Hours Reporting for a Service Order

1. Open the Project Labor Start form.
2. Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if your user ID has the appropriate authorizations on the User Extensions form.
3. Specify this information:

   Project
   Specify a project number. The project name, customer, start date, and project type are displayed on the **Details** tab.

   Task
   Select a task.

   Cost Code
   Select a cost code.

4. To start reporting labor hours for the project, select the green process button. To close the form without reporting labor hours, select the **Close** button.

Stopping Labor Hours Reporting for a Service Order

1. Open the Project Labor End form.
2. Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if your user ID has the appropriate authorizations on the User Extensions form.
3. Specify this information:

   Project
   Specify a project number. The project name, customer, start date, and project type are displayed on the **Details** tab.

   Task
   Select a task.

   Cost Code
   Select a cost code.

   Pay Type
   Select a pay type to use for the reported hours:

   - **Regular**
   - **Overtime**
   - **Double-Time**

4 To stop reporting labor hours for the project, select the green process button. To close the form without reporting labor hours, select the **Close** button.

Assigning Serial Numbers

Use the Serial Number Assignment form to assign serial numbers to items being received, issued, or returned. You can open the Serial Number Assignment form by clicking the serial number arrow button on any of these parent forms:

- Build Container
- Empty Container
- End Run
- End Run Only
- End Machine
- End Team Run
- Job Receipt
- Job Material Issue
- Job Material Return
- Job Move
- Just-In-Time Production
- Production Schedule Receipt
- QCS Disposition
- Team Member Reporting
- Work Center Material Issue

To assign serial numbers to items:

1 On the parent form, select the arrow button to open the Serial Number Assignment form. The item number and description from the parent form is displayed along with the required, selected, and remaining quantities.

   Note:

   - The Items or component page displays this label: `1 of 1 Assigned` to indicate the number of assigned items.
   - If the item assignment screen displays a job or end item without components assigned, the application displays this message: `No Components Assigned`.

2 Optionally, generate or specify serial numbers. To generate serial numbers, select **Generate**. Serial numbers are generated for the remaining item quantity. You can only generate serial numbers for items that you are receiving. To specify serial numbers, scan serial numbers in the **Serial Entry** field. The generated or specified serial numbers are selected in the grid.

3 In the grid, select the serial numbers you are assigning. If you generated or specified serial numbers, they are already selected. To deselect serial numbers, select **Un-Select All**.

4 To assign the selected serial numbers, select the green process button. To close the form without assigning serial numbers, select the **Close** button.

Identifying Missing Employee Information for Time Track Implementation

Because the Time Track module in Infor Factory Track requires additional employee information that is not required for the Shop Floor module, you may need to add employee information on the Employees form when implementing Time Track. You can use the Missing Employee Information Required by Time Track Report form to generate a report that identifies what information is missing.

1. Open the Missing Employee Information Required by Time Track Report form.
2. Specify starting and ending employee IDs for which to identify missing information. Optionally, leave the **Employee** fields blank to identify missing information for all employees.
3. Optionally, select **Display Report Header** to display in the header what employee IDs are included in the report.
4. Optionally, to preview the report, select **Preview**.
5. To print the report, select **Print** .

To close the form, select the **Close** button.

Issuing Material to Jobs

Use the Job Material Issue form to issue material to jobs.

1. Open the Job Material Issue form.

   The Employee number and Employee name are displayed on the form.

2. Specify or review this information:

   Job
   Specify a job number.

   Note: If the job number is not specified, the application displays this message: `There is not one Job Operation where Complete exists for the Job that has [Job: (Blank)].`

   Suffix
   Specify a job suffix.

   Operation
   Specify an operation number.

Material
Specify the material you are issuing.

Warehouse
Select a warehouse from which to issue the material.

Location
Select a staging location from which to issue the material.

Issue Qty
Specify the quantity of material to issue.

Issue By-Product
To issue material as a by-product, select this check box.

Import Document Number
Scan the import document number. This field is only displayed if the **Track Tax-Free Imported Materials** parameter is selected on the Inventory Parameters form and the **Tax-Free Imported Material** check box is selected for the item you are issuing.

To Container
Select this check box to issue the completed items to a container. This check box is only displayed if you do not have the Time Track module implemented and this is the last operation.

Container
Scan a container to which to issue the completed items. Optionally, leave blank to generate a new container number. This field is only displayed if the **To Container** check box is selected.

3 Information about the specified job, operation, and material are displayed on the **Details** tab.

- If applicable, select a lot number on the **Lot/Serial** tab.
- If applicable, specify the lot number in the **Confirm Lot** field.
- If applicable, the quantity of serial numbers that have not been assigned are displayed in the **Un-Assigned** field on the **Lot/Serial** tab. To assign serial numbers to the material you are issuing, select the arrow button. See "Assigning Serial Numbers" on page 66 for details. You must assign all unassigned serial numbers to issue the material.
- If applicable, specify this information on the **Lot/Serial** tab:

Job Lot
Specify a job lot number to which to assign the material. You can select from a list of pre-assigned lot numbers for the job. The job lot number tracks the items that will be assembled from the material.

Job Serial
Specify a job serial number to which to assign the material. You can select from a list of pre-assigned serial numbers for the job. The job serial number tracks the item that will be assembled from the material.

4 To issue the material, select the **process** button. If the **Print Labels** parameter is selected for this transaction, labels are automatically printed or the Label Printing form is opened. See "Printing Labels" on page 75 for information about printing labels using the Label Printing form. To close the form without issuing material, select the **Close** button.

5 If the **Allow Cross-Docking** parameter is selected for this transaction, this order is not cross-referenced to another order, and there are open cross docking requirements, you asked whether to cross dock. For instructions on cross docking, see Cross Docking Items.

Issuing Material to Work Centers

Use the Work Center Material Issue form to issue material to work centers.

1 Open the Work Center Material Issue form.
2 Specify the work center to which you are issuing material. Information about the work center is displayed on the **Details** tab.
3 Specify or review this information:

Material
Specify the material to issue. Information about the material is displayed on the **Details** tab.

Warehouse
Select a warehouse from which to issue the material.

Location
Select a staging location from which to issue the material.

Issue Qty
Specify the quantity of material to issue.

Note: If the**Issue Qty** is not specified or entered as zero, the application displays this message: `Issue Qty must be greater than 0.`

Import Document Number
Scan the import document number. This field is only displayed if the **Track Tax-Free Imported Materials** parameter is selected on the Inventory Parameters form and the **Tax-Free Imported Material** check box is selected for the item you are issuing.

4 If applicable, select a lot number on the **Lot/Serial** tab.
5 If applicable, specify the lot number in the **Confirm Lot** field.
6 If applicable, the quantity of serial numbers that have not been assigned are displayed in the **Un-Assigned** field on the **Lot/Serial** tab. To assign serial numbers to the material you are issuing, select the arrow button. See "Assigning Serial Numbers" on page 66 for details. You must assign all unassigned serial numbers to issue the material.
7 If applicable, specify this information on the **Lot/Serial** tab:

Job Lot
Specify a job lot number to which to assign the material. You can select from a list of pre-assigned lot numbers for the job. The job lot number tracks the items that will be assembled from the material.

Job Serial
Specify a job serial number to which to assign the material. You can select from a list of pre-assigned serial numbers for the job. The job serial number tracks the item that will be assembled from the material.

8 To issue the material, select the green process button. If the **Print Labels** parameter is selected for this transaction, labels are automatically printed or the Label Printing form is opened. See "Printing Labels" on page 75 for information about printing labels using the Label Printing form. To close the form without issuing material, select the **Close** button.

Moving Items to the Next Operation

Use the Job Move form to move completed items from one operation to the next or from the last operation into inventory. You can also report items as completed on this form. You can perform these activities for standard, single-item jobs or for co-product jobs, which produce a mixed group of items.

1 Open the Job Move form.
2 Specify a job and job suffix. The item number and job status as well as the total, scrapped, completed, and remaining quantities are displayed on the **Details** tab. To view the current progress of each operation in the selected job, select the **Progress** tab.
3 Select the operation number from which the items are being moved. The work center where the operation was performed is displayed on the **Details** tab.
4 Specify or review this information:

Location
If applicable, specify the stock location where the completed item is to be received. This field is only available if the last operation of the job is selected and if the **Put Away** parameter is selected for this transaction.

Combine Labor and Machine Time
Select this check box to report machine time as a ratio of labor time for this operation. Clear this check box to report machine time manually in a separate transaction. This check box is only available if the Time Track module in Infor Factory Track is implemented and if the **Combine Labor and Machine Time** check box is selected for your employee type on the Employee Types form.

Good
Specify the number of completed items for the selected operation. If you are working on a co-product job, this field is unavailable.

Moved
Specify the number of completed items to move to the next operation. If you are working on a co-product job, this field is unavailable.

Complete Operation
If you are completing the operation, select this check box. If backflushing is required, you cannot select this check box until you have issued all backflush material. This check box is only available if **Allow Operation Complete** is selected for this transaction.

Close Job
If you are completing the operation and it is the last operation on the job, select this check box. If backflushing is required, you cannot select this check box until you have issued all backflush material. This check box is only available if **Allow Job Close** is selected for this transaction.

Reverse Quantity
To move items to the next operation, clear this check box.

Whse
Specify the warehouse to which to issue the completed material. This field is only displayed if this is the last operation and you are not working on a co-product job.

Location
Specify the location to which to issue the completed material. This field is only displayed if this is the last operation.

To Container
Select this check box to issue the completed items to a container. This check box is only displayed if this is the last operation.

Container
Scan a container to which to issue the completed items. Optionally, leave blank to generate a new container number. This field is only displayed if the **To Container** check box is selected.

Issue to Parent
Select **Yes** to issue completed items from this sub-assembly job to its parent job. This field is only displayed if:

- the **Prompt for issue to Parent Job** parameter is selected for this transaction.
- a parent job is defined as the destination for the completed items.
- this is the last operation for this sub-assembly job.

5 If the current job is a co-product job, select the **Co-Products** tab and specify this information for each co-product listed on the tab:

Completed Qty
Specify the number of completed items for the selected operation.

Moved Qty
Optionally, specify the number of completed items on this job to move to the next operation. When you select **Save**, this value will be updated by the quantity specified in **Moved Edit** field.

Scrapped Qty
Optionally, specify the quantity of items on this job to scrap. When you select **Save**, this value will be updated by the quantity specified in **Scrapped Edit** field.

Reason Code
If applicable, specify a reason code for any scrapped items.

Lot
If applicable, scan the lot number.

Next Op
Optionally, specify the next operation for all co-products on this job.

Moved Edit
Specify the moved quantity for this co-product.

Scrapped Edit
Specify the scrapped quantity for this co-product.

6 Select **Save**.
7 If applicable, use the **Scrap** tab to scrap items. See Scrapping Items for details. The number of items that will be scrapped when the operation is stopped are displayed in the **Scrapped** field. This tab is only available if **Allow Scrap** is selected for this transaction and the current job is not a co-product job.
8 If applicable, specify the lot number on the **Lot/Serial** tab. If backflushing is required or you are working on a co-product job, this tab is unavailable.
9 If applicable, select the arrow button on the **Lot/Serial** tab to assign serial numbers. See "Assigning Serial Numbers" on page 66 for details. You must assign all unassigned serial numbers to move the items to the next operation. If backflushing is required or you are working on a co-product job, this tab is unavailable.
10 If applicable, select **Backflush Lots** to backflush material for other operations. See "Backflushing Lot Material for Job Operations" on page 49 for details. This button is only available if the item is lot-controlled, and the item and operation are eligible for backflushing.
11 If applicable, select **Backflush Serials** to backflush serialized material for other operations. See "Backflushing Serialized Material for Job Operations" on page 50 for details. This button is only available if the item is lot-controlled, and the item and operation are eligible for backflushing.
12 To report completed items and to move the specified quantity of completed items to the next operation, select the green process button.

   If you are creating a new lot, you might be prompted to specify lot attributes. If the Lot Attributes form is displayed, specify lot attributes. See "Specifying Lot Attributes" on page 24 for details.

   If the **Print Labels** parameter is selected for this transaction, labels are automatically printed or the Label Printing form is opened. See "Printing Labels" on page 75 for information about printing labels using the Label Printing form.

   If the **Allow Cross-Docking** parameter is selected for this transaction, this order is not cross-referenced to another order, and there are open cross docking requirements, you asked whether to cross dock. For instructions on cross docking, see "Cross Docking Items".

Performing Inventory Disposition for Inspected Items

Use the QCS Disposition form to perform inventory disposition at an inspection location. As part of this transaction, you can transfer items to standard inventory locations, hold items at the inspection location, and destroy items.

1 Open the QCS Disposition form.
2 Specify this information:

Rcvr
Specify a receiver. You can use a customer, supplier, or WIP tag as a receiver.

Ord Type
Select an order type.

Note: The default value of the field is set to **Supplier**.

Inspector
Specify an inspector.

Accept Documentation
Select this check box if there is inspection documentation for the receiver.

3 On the **Accepted** tab, specify this information:

Qty
Specify a quantity to accept.

Reason
Select a reason code for the accepted quantity. This field is only displayed if you accepted a quantity greater than zero.

Disp Code
Specify a new disposition for the accepted quantity. This field is only displayed if you accepted a quantity greater than zero.

To Location
If applicable, specify an inventory location to which to move the items. This field is only displayed if you are moving items to inventory.

Issue Reason Code
If applicable, specify an issue reason code. This field is only displayed if you are destroying items.

Document
If applicable, specify a document number. This field is only displayed if you are destroying items or moving items to inventory.

Un-Assigned
The number of unassigned serial numbers is displayed. If applicable, select the arrow button on this field to assign serial numbers. See "Assigning Serial Numbers" on page 66 for details. You must assign all unassigned serial numbers to complete the transaction.

4 On the **Rejected** tab, specify this information:

Qty
Specify a quantity to reject.

Reason
Select a reason code for the rejected quantity. This field is only displayed if you rejected a quantity greater than zero.

Disp Code
Specify a new disposition for the rejected quantity. This field is only displayed if you rejected a quantity greater than zero.

Issue Reason Code
If applicable, specify an issue reason code. This field is only displayed if you are destroying items.

Document
If applicable, specify a document number. This field is only displayed if you are destroying items.

Cause
Specify a cause for the rejection. This field is only displayed if you rejected a quantity greater than zero.

Un-Assigned
The number of unassigned serial numbers is displayed. If applicable, select the arrow button on this field to assign serial numbers. See "Assigning Serial Numbers" on page 66 for details. You must assign all unassigned serial numbers to complete the transaction.

5 On the **Qc Hold** tab, specify or review this information:

Qty
Specify a quantity to hold at the inspection location.

Reason
Select a reason code for the held quantity. This field is only displayed if you held a quantity greater than zero.

New MRR
Specify whether to generate a new MRR number. This field is only displayed if you held a quantity greater than zero.

To Location
The holding location is displayed. This field is only displayed if you held a quantity greater than zero.

Document
If applicable, specify a document number. This field is only displayed if you held a quantity greater than zero.

Un-Assigned
The number of unassigned serial numbers is displayed. If applicable, select the arrow button on this field to assign serial numbers. See "Assigning Serial Numbers" on page 66 for details. You must assign all unassigned serial numbers to complete the transaction.

6 To report the new inventory dispositions, select the green process button. To close the form reporting any new inventory dispositions, select the **Close** button.

7 If the **Print Labels** parameter is selected on the Transaction Settings form, labels are automatically printed or the Label Printing form is opened. See Printing Labels for information about printing labels using the Label Printing form.

Printing Labels

Use the Label Printing form to print barcode labels for items being moved to inventory. The Print Labels transaction parameter must be selected to open the Label Printing form. The Label Printing form opens when you perform a transaction using a form that supports label printing.

1. On the parent form, select the green process button to complete the transaction and open the Label Printing form. The Label Printing form will only open if items are being moved to inventory by the transaction.

   Note: If the **Print Quiet Mode** parameter is selected for the parent transaction, labels will automatically print without opening the Printing Labels form.

2. Specify or review this information:

   Printer
   Select a printer. This field is only available for your first label quantity entry. The initial value is saved for additional label quantity entries.

   Label Per Box
   Specify the number of labels to print for each box. This field is only available for your first label quantity entry. The initial value is saved for additional label quantity entries.

   Qty Remaining
   The number of remaining labels to be printed is displayed.

   Number of Boxes
   Specify the number of boxes for which to print labels.

   Qty Per Box
   Specify how many items are in each box.

   Number of Labels
   The number of labels you are printing is displayed. This value equals the number of boxes multiplied by the number of labels per box.

3. To save the current label quantity for printing and to specify additional label quantities, select **Next**. Saved label quantities are displayed in the grid. You can clear all saved label quantities by selecting **Clear**. To specify additional label quantities, return to step 2. When you specify additional label quantities, the **Printer** and **Label Per Box** fields are read only.
4. When the quantity of remaining labels to print is zero, select the green process button to print the labels.
5. To close the form, select the **Close** button.

Re-printing Labels

Use the Label Reprint form to re-print barcode labels for items.

1 Open the Label Reprint form.

2 To define label search criteria, specify some or all of this information:

Transaction Name
Select the transaction for which the label was originally printed.

User ID
Specify the user ID of the person who originally printed the label.

Request ID
To search for a label by its request ID, specify a starting and ending request ID. A request ID is recorded for each label that is printed.

Print Date/Time
To search for a label by the date and time it was printed, specify a starting and ending date and time.

3 Select **Refresh**. The labels that meet the search criteria specified above are listed in the grid. This information is displayed for each label:

- request ID
- name of the transaction for which the label was printed
- label name
- number of copies printed
- printer name
- reference request ID, which is the original reference ID if the label is a reprint
- user ID of the person who originally printed the label
- filename
- date created

4 Optionally, to view additional details for previously printed labels, select **Print Details**.

5 In the grid, select the labels to reprint.

6 Select **Reprint**.

Receiving Items from Jobs

Use the Job Receipt form to receive completed items from jobs into inventory.

1 Open the Job Receipt form.

2 Specify or review this information:

Job
Specify a job number.

Suffix
Specify a job suffix. The required, scrapped, completed, and remaining quantities are displayed.

Warehouse
Select a warehouse into which to receive the items.

Location
Select a location at which to receive the items.

Qty to Receive
Specify the quantity of items to receive.

Note: If the **Qty to Receive** is set to zero, the application displays this message: `Qty To Receive must be greater than 0`.

3 The item you are receiving and your shift as well as the total, scrapped, completed, and remaining quantities are displayed on the **Details** tab.

- If applicable, the lot number is displayed on the **Lot/Serial** tab. If backflushing is required, this tab is unavailable.
- If applicable, the quantity of serial numbers that have not been assigned are displayed in the **Un-Assigned** field on the **Lot/Serial** tab. To assign serial numbers to the items you are receiving, select the arrow button. See "Assigning Serial Numbers" on page 66 for details. You must assign all unassigned serial numbers to receive the items. If backflushing is required, this tab is unavailable.
- If applicable, select **Backflush Lots** to backflush material for other operations. See "Backflushing Lot Material for Job Operations" on page 49 for details. This button is only available if the item is lot-controlled, and the item and operation are eligible for backflushing.
- If applicable, select **Backflush Serials** to backflush serialized material for other operations. See "Backflushing Serialized Material for Job Operations" on page 50 for details. This button is only available if the item is lot-controlled, and the item and operation are eligible for backflushing.

4 To receive the items, select the green process button.

If you are creating a new lot, you might be prompted to specify lot attributes. If the Lot Attributes form is displayed, specify lot attributes. See "Specifying Lot Attributes" on page 24 for details.

If the **Print Labels** parameter is selected for this transaction, labels are automatically printed or the Label Printing form is opened. See "Printing Labels" on page 75 for information about printing labels using the Label Printing form.

Receiving Items from Production Schedules

Use the Production Schedule Receipt form to receive completed items from production schedules into inventory.

1 Open the Production Schedule Receipt form.

2 Specify or review this information:

Item
Specify the item you are receiving.

Schedule
Select a production schedule.

Work Center
Select a work center of the production schedule.

Operation
Select an operation of the production schedule.

Location
Select a location at which to receive the items. This field is only displayed if the **Put Away** parameter is selected for this transaction.

Shift
Select your shift.

Reverse Quantity
To receive items, clear this check box.

Qty To Receive
Specify the quantity of items to receive.

Scrapped Qty
Optionally, specify the quantity of items to scrap. Positive quantities will increase the scrapped item count of the product schedule, while negative quantities will decrease it.

Scrapped Reason
If applicable, select a reason code for scrapped items.

To Container
Select this check box to receive the completed items into a container. This check box is only displayed if you do not have the Time Track module implemented and this is the last operation.

Container
Scan a container into which to receive the completed items. Optionally, leave blank to generate a new container number. This field is only displayed if the **To Container** check box is selected.

3. The item description, work center description, warehouse, and location are displayed on the Details tab.

   - If applicable, specify a lot number on the **Lot/Serial** tab. The lot number might be specified by default.
   - If applicable, the quantity of serial numbers that have not been assigned are displayed in the **Un-Assigned** field on the **Lot/Serial** tab. To assign serial numbers to the items you are receiving, select the arrow button. See "Assigning Serial Numbers" on page 66 for details. You must assign all unassigned serial numbers to receive the items.
   - To receive the items, select the green process button. If the **Print Labels** parameter is selected for this transaction, the Label Printing form is opened. See "Printing Labels" on page 75 for information about printing labels.

   Note: If the **Allow Cross-Docking** parameter is selected for this transaction, this order is not cross-referenced to another order, and there are open cross docking requirements, you asked whether to cross dock. For instructions on cross docking, see "Cross Docking Items".

Returning Items to Production Schedules

Use the Production Schedule Receipt form to return previously completed items to production schedules.

To return items to a production schedule:

1 Open the Production Schedule Receipt form.
2 Specify or review this information:

Item

Specify the item you are returning.

Schedule

Select a production schedule.

Work Center

Select a work center of the production schedule.

Operation

Select an operation of the production schedule.

Location

If applicable, select a location from which to return the items. This field is only displayed if the **Put Away** parameter is selected for this transaction.

Shift

Select your shift.

Reverse Quantity

To return items, clear this check box.

Qty To Receive

Specify the quantity of items to return.

Scrapped Qty

Optionally, specify the quantity of items to scrap. Positive quantities will increase the scrapped item count of the product schedule, while negative quantities will decrease it.

Scrapped Reason

If applicable, select a reason code for scrapped items.

The item description, work center description, warehouse, and location are displayed on the **Details** tab.

- If applicable, specify a lot number on the **Lot/Serial** tab. The lot number might be specified by default.
- If applicable, the quantity of serial numbers that have not been assigned are displayed in the **Un-Assigned** field on the **Lot/Serial** tab. To assign serial numbers to the items you are receiving, select the arrow button. See "Assigning Serial Numbers" on page 66 for details. You must assign all unassigned serial numbers to return the items.

- To return the items, select the green process button. If the **Print Labels** parameter is selected for this transaction the Label Printing form is opened. See "Printing Labels" on page 75 for information about printing labels.

Receiving Just-In-Time Production Items

Use the Just-In-Time Production form to receive completed items into inventory that are not associated with a job or production schedule.

1. Open the Just-In-Time Production form.
2. Specify or review this information:

   Item
   Specify the item you are receiving. The item description is displayed on the **Details** tab.

   Warehouse
   Select a warehouse into which to receive the items.

   Location
   Select a location at which to receive the items.

   Shift
   Your shift is displayed.

   Reverse Quantity
   To receive production items, clear this check box.

   Qty To Receive
   Specify the quantity of items to receive.

   To Container
   Select this check box to issue the completed items to a container. This check box is only displayed if you do not have the Time Track module implemented and this is the last operation.

   Container
   Scan a container to which to issue the completed items. Optionally, leave blank to generate a new container number. This field is only displayed if the To Container check box is selected.

   Note: If the container number is not specified, the application displays this message: `Please enter a valid container`.

3. If applicable, specify a lot number on the **Lot/Serial** tab. The lot number might be specified by default.
4. If applicable, the quantity of serial numbers that have not been assigned are displayed in the **Un-Assigned** field on the **Lot/Serial** tab. To assign serial numbers to the items you are receiving, select the arrow button. See "Assigning Serial Numbers" on page 66 for details. You must assign all unassigned serial numbers to receive the items.
5. To receive the items, select the green process button. To close the form without receiving items, select the **Close** button.

6 If you are creating a new lot, you might be prompted to specify lot attributes. If the Lot Attributes form is displayed, specify lot attributes. See "Specifying Lot Attributes" on page 24 for details.

7 If the **Print Labels** parameter is selected for this transaction, labels are automatically printed or the Label Printing form is opened. See "Printing Labels" on page 75 for information about printing labels using the Label Printing form.

8 If the **Allow Cross-Docking** parameter is selected for this transaction, this order is not cross-referenced to another order, and there are open cross docking requirements, you asked whether to cross dock. For instructions on cross docking, see "Cross Docking Items".

Returning Just-In-Time Production Items

Use the Just-In-Time Production form to return previously completed just-in-time production items.

To return just-in-time production items:

1 Open the Just-In-Time Production form.

2 Specify or review this information:

Item

Specify the item you are returning. The item description is displayed on the **Details** tab.

Warehouse

Select a warehouse from which to receive the items.

Location

Select a location at which to receive the items.

Shift

Your shift is displayed.

Reverse Quantity

To return production items, select this check box.

Qty To Receive

Specify the quantity of items to return.

- If applicable, specify a lot number on the **Lot/Serial** tab. The lot number might be specified by default.
- If applicable, the quantity of serial numbers that have not been assigned are displayed in the **Un-Assigned** field on the **Lot/Serial** tab. To assign serial numbers to the items you are receiving, select the arrow button. See "Assigning Serial Numbers" on page 66 for details. You must assign all unassigned serial numbers to return the items.
- To return the items, select the green process button.

If you are creating a new lot, you might be prompted to specify lot attributes. If the Lot Attributes form is displayed, specify lot attributes. See "Specifying Lot Attributes" on page 24 for details.

If the **Print Labels** parameter is selected for this transaction, labels are automatically printed or the Label Printing form is opened. See "Printing Labels" on page 75 for information about printing labels using the Label Printing form.

Returning Completed or Moved Items

Use the Job Move form to return items that have previously been moved to the next operation.

1. Open the Job Move form.
2. Specify a job and job suffix. The item number and job status as well as the total, scrapped, completed, and remaining quantities are displayed on the **Details** tab. To view the current progress of each operation in the selected job, select the **Progress** tab.
3. Select the operation number to which the items are being moved. The work center where the operation was performed is displayed on the **Details** tab.
4. Specify or review this information:

   Combine Labor and Machine Time
   Select this check box to report machine time as a ratio of labor time for this operation. Clear this check box to report machine time manually in a separate transaction. This check box is only available if the Time Track module in Infor Factory Track is implemented and if the **Combine Labor and Machine Time** check box is selected for your employee type on the Employee Types form.

   Good
   Specify the number of completed items for the selected operation. If you are working on a co-product job, this field is unavailable.

   Moved
   Specify the number of completed items to move from the next operation. If you are working on a co-product job, this field is unavailable.

   Reverse Quantity
   To return items from the next operation, select this check box.

   Whse
   If applicable, specify the warehouse from which to return items.

5. If the current job is a co-product job, select the **Co-Products** tab and specify this information for each co-product listed on the tab:

   Completed Qty
   Specify the number of completed items for the selected operation.

   Moved Qty
   Specify the number of completed items to move to the next operation.

   Scrapped Qty
   Specify the quantity of items to scrap.

   Reason Code
   If applicable, specify a reason code for any scrapped items.

Lot
If applicable, scan the lot number.

Next Op
Optionally, specify the next operation that will follow the current one.

- If applicable, use the **Details** tab to display operation related data. The tab displays the received quantity of the operation.
- If applicable, specify the lot number on the **Lot/Serial** tab. If you are working on a co-product job, this tab is unavailable.
- If applicable, select the arrow button on the **Lot/Serial** tab to assign serial numbers. See Assigning Serial Numbers for details. You must assign all unassigned serial numbers to return the items from the next operation. If you are working on a co-product job, this tab is unavailable.
- If applicable, select **Backflush Lots** to backflush material for other operations. See "Backflushing Lot Material for Job Operations" on page 49 for details. This button is only available if the item is lot-controlled, and the item and operation are eligible for backflushing.
- If applicable, select **Backflush Serials** to backflush serialized material for other operations. See "Backflushing Serialized Material for Job Operations" on page 50 for details. This button is only available if the item is lot-controlled, and the item and operation are eligible for backflushing.
- To move the specified quantity of completed items from the next operation, select the green process button.

6 If you are creating a new lot, you might be prompted to specify lot attributes. If the Lot Attributes form is displayed, specify lot attributes. See "Specifying Lot Attributes" on page 24 for details.

If the **Print Labels** parameter is selected for this transaction, labels are automatically printed or the Label Printing form is opened. See "Printing Labels" on page 75 for information about printing labels using the Label Printing form.

Recalling Material from Service Orders

Use the SRO Material form to recall material from service orders.

1 Open the SRO Material form.

2 Specify or review this information:

Partner ID
Specify a partner number.

SRO
Select a service order to which to recall material.

Line
Select an order line.

Operation
Select an operation.

Item
Scan the item number of the material you are recalling.

Customer Item
If applicable, the customer item number is displayed.

Warehouse
Specify a warehouse to which to recall the item.

Location
Select a location to which to recall the material.

Qty
Specify a quantity to recall.

UOM
The unit of measure is displayed.

Bill Code
If applicable, specify a bill code. This field is only available if the **Allow Bill Code Entry** parameter is selected for this transaction.

Unit Price
If applicable, specify a unit price. This field is only available if the **Allow Unit Price Entry** parameter is selected for this transaction.

3. If applicable, select a lot number on the **Lot/Serial** tab.
4. If applicable, specify the lot number in the **Confirm Lot** field.
5. If applicable, the quantity of serial numbers that have not been assigned are displayed in the **Un-Assigned** field on the **Lot/Serial** tab. To assign serial numbers to the material you are issuing, select the arrow button. See Assigning Serial Numbers for details. You must assign all unassigned serial numbers to issue the material.
6. Select **UnIssue Material**.

Returning Material

Use the Job Material Return form to return materials from a job operation back into inventory.

To return materials:

1. Open the Job Material Return form.
2. Specify or review this information:

Job
Specify a job number.

Suffix
Specify a job suffix.

Operation
Specify an operation number.

Material
Select the material you are returning. The required, remaining, and available quantities are displayed.

Warehouse
Select a warehouse to which to return material.

Location
Select a stock location to which to return material.

Return Qty
Specify the quantity of material to return to inventory.

3 Information about the selected job, operation, and material is displayed on the **Details** tab.

- If applicable, select a lot number on the **Lot/Serial** tab.
- If applicable, specify the lot number in the **Confirm Lot** field.
- If applicable, select the arrow button on the **Lot/Serial** tab to assign serial numbers. See "Assigning Serial Numbers" on page 66 for details.
- If applicable, specify this information on the **Lot/Serial** tab:

Job Lot
Specify a job lot number to which to assign the material. You can select from a list of pre-assigned lot numbers for the job. The job lot number tracks the items that will be assembled from the material.

Job Serial
Specify a job serial number to which to assign the material. You can select from a list of pre-assigned serial numbers for the job. The job serial number tracks the item that will be assembled from the material.

4 To return the material, select the green process button. If the **Print Labels** parameter is selected for this transaction, the Label Printing form is opened. See "Printing Labels" on page 75 for information about printing labels. To close the form without returning material, select the **Close** button.

Recording Test Results

Use the QCS Test Record form to generate quality tests and to record test results.

1 Open the QCS Test Record form.

2 Specify this information:

Rcvr
Specify a receiver. You can use a customer, supplier, or WIP tag as a receiver.

Ord Type
Select an order type.

Lot Size
Specify a lot size.

Sample Size
Specify a sample size.

Inspector
Specify an inspector.

QC Lot
If applicable, specify a QC lot.

3. To record results for all test at once, select **Batch Test**. To record results for each test individually, select **Each Test**.
4. If you selected **Batch Test**, select a test from the list on the **Batch** tab and select **Select**. Specify this information for the test:

Minimum
Specify the minimum test result value.

Maximum
Specify the maximum test result value.

Nominal
Specify the nominal test result value.

Qty Tested
Specify the quantity that was tested.

Qty Failed
Specify the quantity that failed.

Gage
Select a gage.

Pass
Select this check box if the test was passed.

Gage Expire
Select this check box if the gage is expired.

Completed
Select this check box if the test is completed.

5. If you selected **Each Test**, select a test from the list on the **Each** tab and select **Select**. Specify this information for the test:

Actual Value
Specify the test value.

Actual Gage
Specify the gage value.

Pass
Select this check box if the test was passed.

Piece Complete
Select this check box if testing is completed for this piece.

6 To record the test results, select the green process button. To close the form without recording test results, select the **Close** button.

Starting Indirect Tasks

Use the Start Indirect form to start indirect tasks. These are tasks that do not involve the completion of operation quantities; examples include facility maintenance and meetings. You can only have one indirect task running at a time.

To start indirect tasks:

1 Open the Start Indirect form.
2 Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if your user ID has the appropriate authorizations on the User Extensions form.
3 In the **Indirect Code** field, select the code for the task you are starting.
4 To start the selected task, select the green process button. To close the form without starting any tasks, select the **Close** button.

Stopping Indirect Tasks

Use the End Indirect form to stop indirect tasks.

To stop indirect tasks:

1 Open the End Indirect form. The code for the running indirect task is displayed along with the task start time and elapsed time.

   Note: If the End Indirect form is started from the Home page the form defaults the indirect code from the start indirect record for the employee. If no start record is found, the form displays the message: `Employee: xxx does not have an indirect transaction running` with an ok button. When the employee clicks the button the form is closed.

2 Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if your user ID has the appropriate authorizations on the User Extensions form.

3 To stop the indirect task, select the green process button. To close the form without stopping the indirect task, select the **Close** button.

Starting Machine Operations

Use the Start Machine Time form to start machine operations for a job.

To start a job operation:

1 Open the Start Machine Time form.

2 Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. The employee can only modify the date and time when the user ID has the appropriate authorizations on the User Extensions form.

3 Specify a job, job suffix, and operation. When a job/operation is selected the **Details** tab displays the item number, unit of measure, job status the total, scrapped, completed, and remaining quantities. To view the current progress of each operation in the selected job, select the **Progress** tab.

4 Employees can use the new field **Machine Resource** to specify a resource when starting a labor transaction.

- The dropdown list for the **Machine Resource** field displays resources that are in the resource groups on the Syteline job operations form's **resource** tab.

5 The **Details** tab displays operation related data. The tab displays item information, the work center, job/operation quantity information and other job information.

6 To start the selected operation, click the green process button. To close the form without starting any operations, click the **Close/Exit** button.

Stopping Machine Operations

Use the End Machine form to stop machine operations for a job. You can report completed and moved quantities, scrap items, and assign lot and serial numbers when stopping machine operations.

To stop a machine operation:

1 Open the End Machine form.

Note: If the End Machine form is started from the Home page the form defaults the job fields from the start machine record for the employee. If no start record is found, the form displays the message: `Employee: xxx does not have a run transaction running` with an ok button. When the employee clicks the button the form is closed.

2 Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if your user ID has the appropriate authorizations on the User Extensions form.

3 Specify a job and job suffix. The item number, unit of measure, warehouse, and job status are displayed along with the total, scrapped, completed, and remaining quantities. To view the current progress of each operation in the selected job, select the **Progress** tab.

4 Select the operation number you are stopping. The work center where the operation will be performed is displayed along with the time the operation started and the elapsed time.

5 Specify or review this information:

Good
Specify the number of completed items for the selected operation.

Moved
Specify the number of completed items to move to the next operation. This value might be specified by default. If Time Track is implemented and this is the last operation on the order, this field is unavailable.

Complete Operation
If you are completing the operation, select this check box. This check box is only available if **Allow Operation Complete** is selected for this transaction.

Close Job
If you are completing the operation and it is the last operation on the job, select this check box. This check box is only available if Time Track is not implemented and **Allow Close Job** is selected for this transaction.

Resource ID
Employees can select a **resource ID** for starting a labour transaction.

- You can only view the **resource ID** field on start and end forms, if the **Display Resource ID** is selected.
- The **resource ID** displays resources that are in the resource groups on the Syteline job operations form's **resource** tab.
- The **Machine Resource** field is displayed and the value is based on the validation of the **resource ID** field.

Location
If applicable, specify the stock location where the completed item is to be received. This field is only available if:

- the last operation of the job is selected
- the **Put Away** parameter is selected for this transaction
- and Time Track is not implemented

- If applicable, use the **Details** tab to display operation related data. The tab displays the received quantity of the operation.
- If applicable, use the **Scrap** tab to scrap items. See "Scrapping Items" on page 62 for details. This tab is only available if **Allow Scrap** is selected for this transaction.
- If applicable, specify the lot number on the **Lot/Serial** tab. If Time Track is implemented, the **Lot/Serial** tab is unavailable.
- If applicable, select the arrow button on the **Lot/Serial** tab to assign serial numbers. See "Assigning Serial Numbers" on page 66 for details. You must assign all unassigned serial numbers to stop the operation. If Time Track is implemented, the **Lot/Serial** tab is unavailable.

- To stop the selected operation, select the green process button.

If you are creating a new lot, you might be prompted to specify lot attributes. If the Lot Attributes form is displayed, specify lot attributes. See "Specifying Lot Attributes" on page 24 for details.

Starting Setup Activities

Use the Start Setup form to start job setup activities. Setup activities are the initial tasks that need be completed for a job/operation before production work can begin.

To start setup activity:

1 Open the Start Setup form.

2 Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. The date and time can only be modified when a user ID has the appropriate authorizations on the User Extensions form.

3 Specify a job, job suffix and operation. When a job/operation is selected the **Details** tab displays the item number, unit of measure, job status the total, scrapped, completed, and remaining quantities. To view the current progress of each operation in the selected job, select the **Progress** tab.

4 The employee can select the **Combine Labor and Machine Time** check box to report machine time as a ration of labor time. When FT Time Track module is implemented the employee can specify the ratio using the field **Machine Ratio**, that is displayed when **Combine Labor and Machine Time** is checked.

5 Employees can select a **resource ID** for starting a labor transaction.

- You can only view the **resource ID** field on start and end forms, if the global parameter Display Resource ID is selected.
- The **resource ID** field displays resources that are in the resource groups on the Syteline job operations form's **resource** tab.
- Employee can only select resources associated with the job, if the parameter Only allow job resource is selected. However, employee can enter any valid resource if Only allow job resource is not selected.
- The dropdown list for the **Machine Resource** field displays resources that are in the resource groups on the Syteline job operations form's **resource** tab.

6 To start setup activity for the selected operation, select green process button. To close the form without starting setup activity, select the **Close** button.

Stopping Setup Activities

Use the End Setup form to stop job setup activities. Setup activity is the initial tasks that need be completed for an operation before production work can begin.

To stop setup activity:

1 Open the End Setup form.

Note: If the End Setup form is started from the Home page the form defaults the job fields from the start setup record for the employee. If no start record is found, the form displays the message: `Employee: xxx does not have a setup transaction running` with an ok button. When the employee clicks the button the form is closed.

2 Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if your user ID has the appropriate authorizations on the User Extensions form.

3 Specify a job and job suffix. The item number and description are displayed.

4 Select the operation number for the setup activity you are stopping. The work center where the operation will be performed is displayed along with the time the setup activity started and the elapsed time.

5 If applicable, select **Combine Labor and Machine Time** to report machine time as a ratio of labor time for this activity. Clear this check box to report machine time manually in a separate transaction. If the Time Track module in Infor Factory Track is implemented, this check box is only available if the Combine Labor and Machine Time check box is selected for your employee type on the Employee Types form.

6 If applicable, specify a machine ratio. The **Machine Ratio** field is only displayed if **Combine Labor and Machine Time** is selected and if the Time Track module in Infor Factory Track is implemented. The machine ratio determines what portion of the reported labor time will be reported for the machine. For example, a ratio of **.5** will report half the reported labor time for the machine. If the Time Track module is not implemented and the **Combine Labor and Machine Time** check box is selected, this field is unavailable and machine time will be reported as a one-to-one ratio to labor time.

7 Employees can select a **resource ID** for starting a labour transaction if the **Combine Labor and Machine Time** check box is selected.

- You can only view the **resource ID** field on end forms, if the **Display Resource ID** is selected.
- The **resource ID** displays resources that are in the resource groups on the Syteline job operations form's **resource** tab.
- Employee can only select resources associated with the job, if the parameter **Only allow job resource** is selected. However, employee can enter any valid resource if **Only allow job resource** is not selected.
- The **Machine Resource** field is displayed and the value is based on the validation of the **resource ID** field.

8 To stop the selected activity, select the green process button. To close the form without stopping any activities, select the **Close** button.

Stopping Transactions from Another Report Date

Use the Supervisor Labor Stop form to stop transactions, including transactions that started on another report date. Only supervisors and administrators are authorized to use this form, only if the Time Track is Implemented parameter is cleared in the Global parameter form.

1. Open the Supervisor Labor Stop form.
2. Optionally, specify a date and time to record for this transaction. The current date and time is specified by default.
3. Select a transaction from the Active Transactions list.
4. To stop the transaction, select **End**. To delete the transaction, select **Delete**.