

Remember to use the Visual Assist  to search for information.

To	Do This
<p><b>Create a Work Order Manually</b></p>	<p><b>Work Order Types &amp; Status Codes</b></p> <ul style="list-style-type: none"> <li>• WO - Work Order</li> <li>• WR - Repair, Maintenance or Warranty</li> <li>• 05 - Work Order Created</li> <li>• 10 - BOM/Routing Attached</li> <li>• 30 - Work Order Printed</li> <li>• 45 - Material Issued</li> <li>• 95 - Manufacturing Complete</li> <li>• 96 - JE Completions Proofed</li> <li>• 97 - JE Completions Complete</li> <li>• 98 - JE Variances Proofed</li> <li>• 99 - Order Complete</li> </ul> <p><b>Navigation</b></p> <p>Click NIS State of Nebraska</p> <p>Dist &amp; Mfg - CSI &gt; Manufacturing &gt; Shop Floor Management &gt; Daily Processes &gt; Enter Work Order</p> <p><b>Steps</b></p> <ol style="list-style-type: none"> <li>1. Click <b>Add</b></li> <li>2. Enter the <b>Branch/Plant</b> number</li> <li>3. Enter the <b>Item No.</b></li> <li>4. Enter the <b>Requested</b> date</li> <li>5. Enter the <b>Planned Effective</b> date</li> <li>6. Enter the <b>Start</b> date</li> <li>7. Enter the Quantity in the box next to <b>Order/UOM</b></li> <li>8. Enter the Parent WO, related SO, attachments (laminates &amp; stain colors, notes, etc), etc if required in tabs 2-7.</li> <li>9. Click <b>OK</b></li> <li>10. Review and correct errors, warnings and auto-populated information as needed</li> <li>11. Click <b>OK</b></li> <li>12. Write down the work order number</li> <li>13. Enter next <b>Work Order</b> or click <b>Cancel</b> to end</li> </ol>