

Remember to use the Visual Assist  to search for information.

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