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**SIMMS**  
Inventory Management System

## Work Order Module

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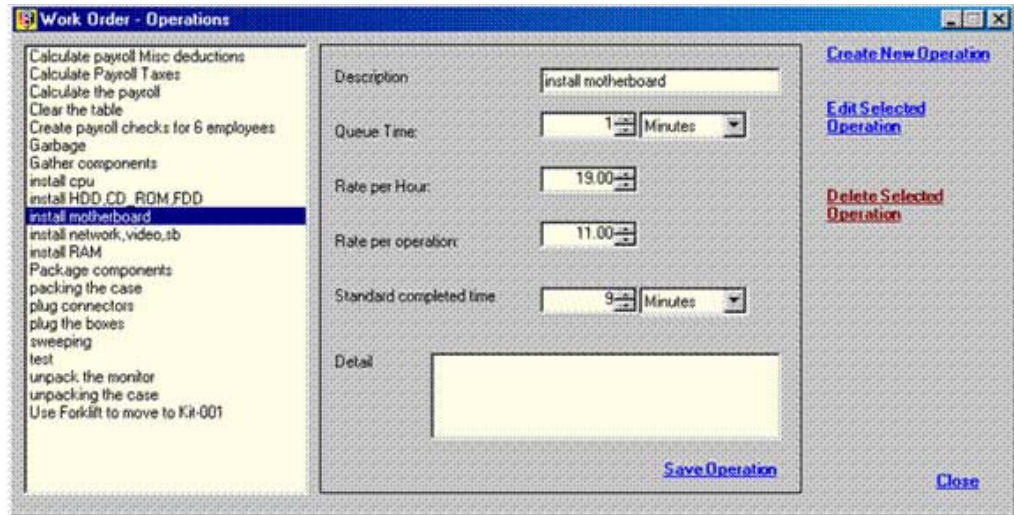
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### **Setup**

#### **Operations Setup**

To open the Work Order - Operations screen, main screen select Modules>Work Order>Setup>Operations Setup.



### Create a New Operation

To create a new operation, open the Work Order – Operations screen and then follow this procedure:

1. Click the Create New Operation button.
2. Enter a description of the operation in the Description field (2).
3. Enter the operation queue time (time between operations) in the Queue Time up-down numerical field (3), and select either Minutes or Hours dropdown menu to the right.
4. To charge an hourly rate for this operation, enter the charge-rate in the Rate per Hour up-down numerical field (4).
5. To charge a flat rate for this operation, enter the amount in the Rate per operation up-down numerical field (5).
6. Enter the typical time for completing this operation in the Standard completed time up-down numerical field (6), and select either Minutes or Hours dropdown menu to its right.
7. Enter additional information or details of the operation in the Details field (7).
8. Once the operation information is completed, click Save Operation.

Repeat Steps 1 through 8 to create more operations.

When completed, click Close.

### Edit Existing Operations

To edit an existing operation, open the Work Order – Operations screen.

1. From the list of current operations (1) select the operation to be edited.
2. Click Edit Selected Operation.
3. Make the required modifications to the operation.
4. When modifications are completed click Save Operation.
5. To edit additional operations, repeat 1 through 4.

When completed, click Close.

### Delete Existing Operations

To delete an existing operation, open the Work Order – Operations screen.

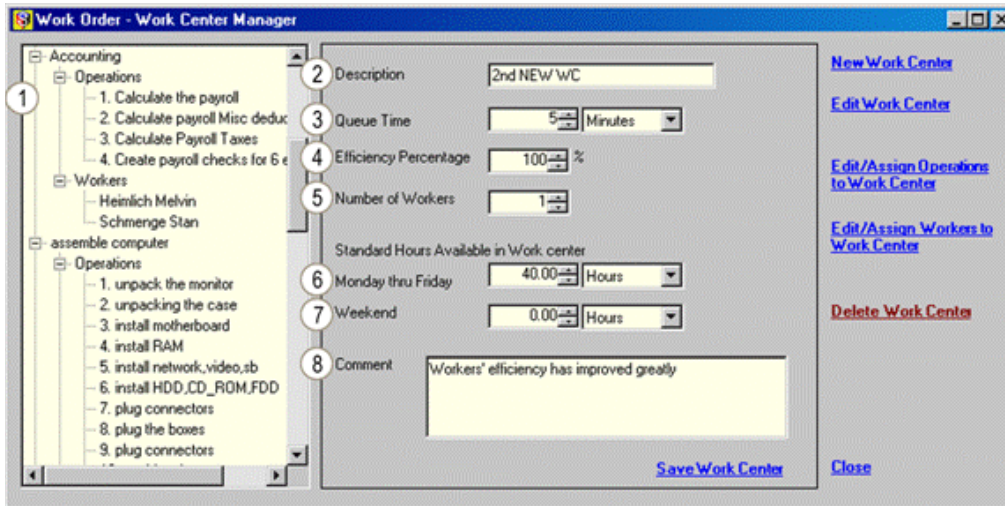
1. From the list of current operations (1) select the operation to be deleted.
2. Click the *Delete Selected Operation* button.

To delete additional operations, repeat 1 and 2.

When completed, click Close.

## Work Center Setup

Deleting, editing and creating new work centers, and adding and/or removing operations and workers, is performed in the Work Order – Work Center Manager screen. To open this screen, main screen select Modules>Work Order>Setup>Work Center Setup.



### Create a New Work Center

To create a new operation, access the Work Center Manager screen, and then follow this procedure:

1. Click the New Work Center button.
  2. Enter the description of the work center in the Description field (2).
  3. Enter the time needed between operations in the work center in the Queue Time up-down numerical field (3), and select either Minutes or Hours dropdown menu to its right.
  4. Enter the average efficiency percentage rate for this work center in the Efficiency Percentage field (4).
  5. In the Number of Workers field (5) enter the number of workers that are to be assigned to this work center.
  6. Enter this work center's standard hours in the Monday thru Friday field (6), selecting either Hours or Minutes dropdown field to the right.
  7. If applicable, enter the weekend time available in the Weekend field (7), selecting either Hours or Minutes dropdown field to the right.
  8. Enter a detailed description of this work center or comment in the Comment field (8).
  9. When modifications are completed click Save Work Center.
- Repeat 1 through 9 to create additional Work Centers. Click when completed.

### Edit Existing Work Centers

To edit an existing work center access the Work Center Manager screen:

1. From the list of existing work centers (1) select the one to be edited.
2. Click the Edit Work Center button.
3. Make the required modifications to the work center.
4. When modifications are completed click Save Work Center.
5. Repeat 1 through 4 to edit additional work centers.

When completed, click Close.

### Delete Existing Work Centers

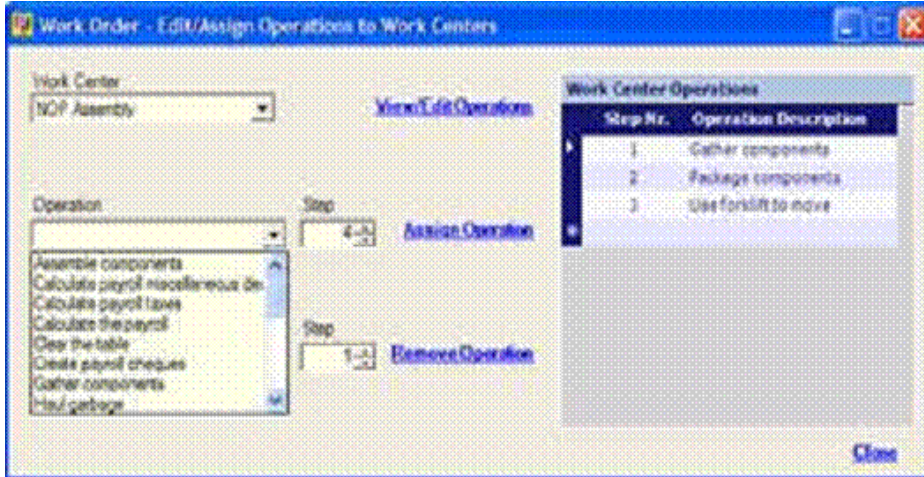
To delete an existing work center, access the Work Center Manager screen.

6. From the list of current work centers (1), select the one to be deleted.
7. Click the Delete Work Center button.

Repeat 1 to 2 to delete additional work centers.  
When completed, click Close.

### **Edit, Assign, or Remove Operations to or from Work Centers**

To edit a work center's existing operations, assign new operations to a work center or to remove an operation from a work center, click Edit/Assign Operations to Work Centers on the Work Center Manager screen. This opens the Work Order – Edit/Assign Operations to Work Centers screen.



### **Edit Work Center Operations**

To edit existing work center operations, click the View/Edit Operations button on the Work Order – Edit/Assign Operations to Work Centers screen to open the Work Order – Work Operations screen, and then follow the procedure for Edit Existing Operations.

### **Assign Operations to Work Centers**

1. From the Work Order – Edit/Assign Operations to Work Centers screen proceed as follows:
2. From the Work Center dropdown menu (1) select the work center to which operations are to be assigned. From the Operation dropdown menu (2) select the operation to be assigned to the work center.
  1. Select a step number for the operation Step dropdown menu (3).
  2. Click Assign Operation to add the operation to the list of operations associated with this work center.

Repeat 1 through 4 to assign additional operations, making sure to use a different step number for each added operation.

When completed, click Close.

### **Remove Operations from Work Centers**

Access the Work Order – Edit/Assign Operations to Work Center screen.

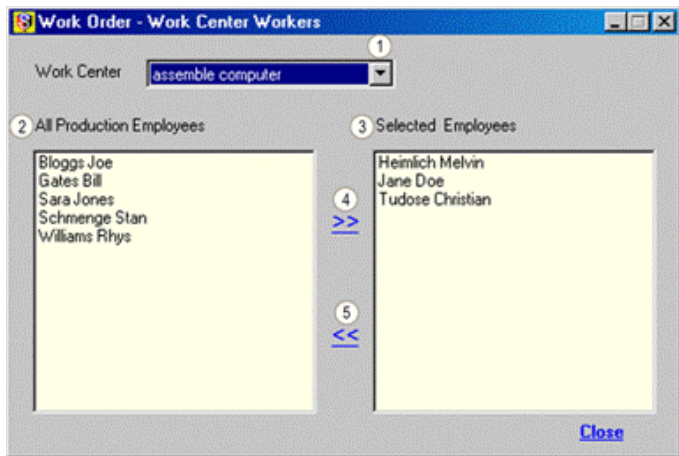
1. From the Work Center dropdown menu (1) select the work center from which operations are to be removed.
2. In the Step dropdown field (3), select the operation step number to remove.
3. Click the Remove Operation button.

Repeat steps 1 through 3 to remove additional operations.

When completed, click Close.

### **Assign/Remove Workers to/from Work Centers**

Assign and/or remove workers to/from work centers in the Work Order – Work Center Workers screen. To bring this screen up, Work Center Manager screen click the Edit/Assign workers to Work Center button.



### ***Assign Workers to Work Centers***

To begin assigning workers to a work centers:

1. From the Work Center dropdown menu (1) select the work center to which workers are being assigned.
2. From the All Production Employees list (2) select the worker(s) you wish to assign (to select more than one at a time, hold down the shift key, or control key if not all in line).
3. Click the right arrow (4) to move the worker(s) to the Selected Employees list (3) which lists the workers assigned to the active Work Center.

To assign workers to another work center, repeat 1 through 3.

When completed, click Close.

### ***Remove Workers from Work Centers***

The procedure to remove workers from work centers is:

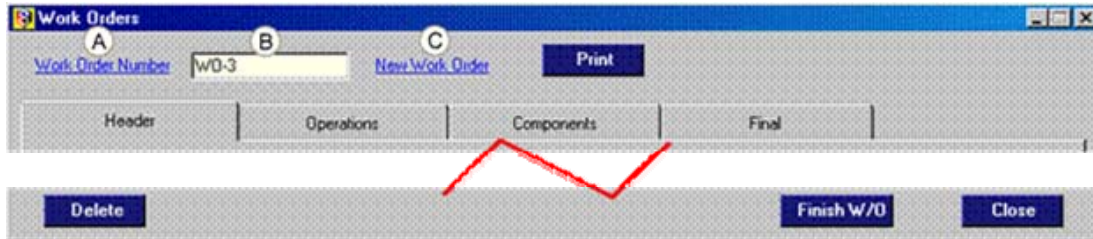
1. From the Work Center dropdown menu (1) select the work center from which workers are being removed.
2. From the Selected Employees list (3) select the worker(s) you wish to remove selected work center (to select more than one at a time, hold down the shift key, or control key if not all in line).
3. Click the left arrow (5) to move the worker(s) to the All Production Employees.

To remove workers from another work center, repeat 1 through 3.

When completed, click Close.

## Work Order Entry

To open the Work Orders screen, Main screen click Modules>Work Order>Work Order Entry. As shown in the illustration below, there are four tabs: Header, Operations, Components and Final.



### Create a New Work Order

1. To begin to create the new work order, click the New Work Order button (C).
2. Enter a work order number or code in field (B).

### Header tab

1. To change the default work order date (current date), select a new oneWork Order Date dropdown field (1).
2. The Status field (2) shows the progress of this Work Order; i.e. incomplete, in progress or complete.
3. From dropdown list (4) choose a kit to associate with the work order.
4. Click Release Product (3) to release the kit to this work order.
5. In the Quantity Ordered up-down numerical field (5) enter the number of the selected kit to build.
6. U/M field (6) shows the kit's unit of measure.
7. From the locations dropdown list (7), choose a location in which to build the kit(s).
8. Click Build Location to commit the location to the work order. If the required location does not exist, this enables creation of a new location code.
9. Assign a work centre to this work order by selecting itwork center dropdown field (9). If the desired work center does not exist click Work Center (8) to add one on the fly.
10. The Standard Operation Time fields display the time (10) in either hours or minutes (11).
11. If the efficiency rate of this work center requires adjustment, enter the new efficiency rate in the Efficiency Percentage numerical up-down field (12).
12. To adjust the number of workers assigned to this work center, enter the number in the numerical up-down Number of Workers field (13).
13. Enter any additional information in the Comment field (14).
1. At this point there are two choices:
  - (a) Click the Save Header button to save the work order and complete it later. Click Close to close the work order screen,

or,

- (b) Click Operations tab to proceed to the operation information screen. The work order is saved automatically when the Operations screen is opened.

### Work Order Operations Tab

Step	Operation Description	Operation Cost	Started at	Ended At	Worker	Status
1	unpack the monitor	0	04/03/2002 12:00 P	04/03/2002 12:00 P	Stan	Not Started
2	unpacking the case	0				Not Started
3	install motherboard	0				Not Started
4	install RAM	0				Not Started
5	install network_video_cb	0				Not Started
6	install HDD_CD_ROM_F	0				Not Started
7	plug connectors	0				Not Started

1. If continuing with the present work order, click the Operations tab, **or**, if entering data on a previously started Work Order:
  - (a) click Work Order Number on the Work Orders screen to open a list of transactions;
  - (b) select the appropriate work order;
  - (c) click OK to return to the Work Orders screen;
  - (d) Click the Operations tab.
2. From the Operations Steps (12), select the step to start. The selected step number will appear in the Step up-down numerical field (1).
3. Click Start Step (2).
4. The default operation start date and time is the current date and time. To adjust this, select a new date and time Start Operation Date Time field (7).
5. Assign a worker to this step Worker dropdown field (6).
6. To finish an operation (mark as completed) select the step to complete Operations Steps (12).
7. Click Finish Step (3).
8. To use standard completed time when calculating the operation cost, select checkbox (9), Use Standard Completed Time when calculating the operation cost. Otherwise, to use operation queue time when calculating the operation cost, select the Use Operation Queue Time when calculating the operation cost checkbox (10).
9. Click Auto Calculate (11) to update the cost based on the costing method chosen in the previous step.
10. Click on the Update Operation (13) to update the changes.
11. Repeat steps 2 through 10 until all steps are completed.
12. Close the Work Order screen at any time by clicking Close.
13. To resume operation completion at another time, begin at step 1.
14. To proceed to the component selection portion of the work order, click the Components tab.

### Work Order Components Tab

1. If continuing with the present work order, click the Components tab to open the Build Kits screen, **or** if entering data on a previously started Work Order:
  - (e) click Work Order Number on the Work Orders screen to open a list of transactions;
  - (f) select the appropriate work order;
  - (g) click OK to return to the Work Orders screen;
  - (h) Click the Components tab to open the Build Kits screen.

**Build Kit Screen**

Kit Name: 45435    Kit Number: Find Kit    Order Number: 3    U/M: Each    Quantity: 1.00    Standard Qty: 1.00

System Celeron 2.4, intel chipset

Build Date: 10/22/2003    Location (for the new kit): 003-43    Production Lot: 10/22/2003-3    Expiration Date: 10/22/2003    Forecast    Proceed

Component Name	Std U/M	Quantity	Cost Price	Location	Manufacturer Lot
Western Digital WD600JB 60.0GB 8MB	Each	1.00	44.000	001-2	

Quick Stock Window    [Add Compatible Items](#)    [Automatic Allocation >](#)    [Components Serial Number](#)

- 256MB PC800 RAMBUS 184pin RIMM X 1.0000
  - 001-2 X 4.0000
- Aopen GeForce4 Ti4200 128MB DDR 8xAG
- D-Link 530TXS 10/100 network card retail I
- Intel® 82845PE (GMCH) \* Intel® 82801DB I
- Intel® Celeron™ 2.4 GHz - 400MHz FSB So
- LG 48x16x DVD ROM drive X 1.0000
- LG Goldstar 17" 700S .27 1280x1024 X 1.0000
- Volcano 11 CPU Fan 4800rpm Copper (Up
- 001-2 X 6.0000
- 001-4 X 3.0000
- Western Digital WD600JB 60.0GB 8MB HD
  - 001-2 X 4.0000

Show Compatible Item(s)

Item	Quantity	Warehouse	Cost Price	Manuf.Lo
Antec SX630II 17" ATX cas	1.0000	001-4	14.0000	
256MB PC800 RAMBUS 184	1.0000	001-2	33.0000	
Aopen GeForce4 Ti4200 12	1.0000	001-2	80.0000	
D-Link 530TXS 10/100 net	1.0000	001-4	1.0000	
Intel® 82845PE (GMCH) *	1.0000	001-3	51.0000	
Intel® Celeron™ 2.4 GHz -	1.0000	001-2	89.0000	
LG 48x16x DVD ROM drive	1.0000	001-2	12.0000	
LG Goldstar 17" 700S .27 1	1.0000	001-2	23.0000	
Volcano 11 CPU Fan 4800r	1.0000	001-2	15.0000	
Western Digital WD600JB 6	1.0000	001-2	44.0000	

Calculated Kit Cost Price: 362.000    Finish Kit    Print    Close

2. By default the Work Order number is the Kit Number you can enter an alternate identifier to this build using the Kit Number field if you wish to override the default.
3. To assign a production lot code to this kit build, enter the lot code in the Production Lot field (1).
4. To assign an expiration date to this kit build, enter it in the Expiration Date field.
5. To forecast the inventory required to assure there is enough in stock and, if necessary, to create purchase orders for any shortages, click Forecast (2).
6. As you have arrived at the Kit Build screen via Work Order you do not have to click the Proceed button (3) to build the kit(s) due to the fact that by default it is activated for you.
7. Click the **+** symbol to the left of a required item in the Item Information field (5) to explode the list and view which locations have the appropriate inventory for the selected item.
8. Select a location with sufficient item quantity for the selected item by clicking on the location in the list below the item.
9. You can always click on the Quick Stock Window checkbox to view locations and quantities for the selected item.
10. In the Std U/M field within the active component window (4) ensure the default unit of measure is correct (this may be edited at any time).
11. In the Quantity field within the active component window (4), make sure the quantity of the item to be added is correct. If it is not, change it.
12. Adjust the cost price for this item if desired in the Cost Price field within the active component window (4).
13. To change the location from which to take the item, select a location in the Item Location field within the active component window (4).
14. From the Manufacturer Lot field within the active component window (4) select an available manufacturer lot for the item being added to the kit.
15. With the item location selected in the Inventory Information field (5), click the right arrow to move the item over to the Kit Components (6).
16. If you wish to use an alternate Item (compatible item) in the kit build then highlight the item you wish to change in the Inventory Information field (5) and click the Show Compatible Items bar (7) and select the alternate item compatible item list with the appropriate location you wish to move the item from, then click the right arrow to move the item over to the Kit Components (6). If the compatible item you require is not in the list of compatible items you can configure one on the fly by clicking on the Add Compatible Items link and create the compatibility then proceed with select the alternate item compatible item list with the appropriate location you wish to move the item from, then click the right arrow to move the item over to the Kit Components (6).
17. Repeat steps 7 through 16 until all items have been added to the Kit Components list.
18. If any of the components added to the kit are serialized, select the available component serial numbers to be assigned to this kit by clicking Components Serial Number link.

19. Assign serial number(s) to the kit(s) being built by clicking Serial Number Button.

20. To print the built kit details click the Print button.

21. Click on **Close** button when done.

Once all operations are complete and components have been assigned, click on the **Finish** button to mark the work order as finished (complete).

## Forecasting Kits

Upon clicking the Forecast button, a screen (below) will appear. It will display the Kit Name in the header, and will give a description of each component, its Item Code, the quantity of each used in the kit, and the quantity of the components available in stock for that item. In addition, any stock that is reserved, in transit, on hold and/or un-received will be indicated.



The screenshot shows a window titled "Kit Components - Forecast" with a sub-header "System Celeron 2.4, intel chipset". Below the header is a table with the following columns: Description, Item Code, Qty Request, Qty Available, Reserved, On Transit, On Hold, Unreceived, and Is Kit. The table lists various components such as ATX case, RAMBUS, GeForce4, network card, Intel chipsets, DVD drive, Goldstar monitor, CPU fan, and Western Digital hard drive. At the bottom of the window are buttons for "Create P/O", "Detail", "First Level", "Lowest Level", and "Close".

Description	Item Code	Qty Request	Qty Available	Reserved	On Transit	On Hold	Unreceived	Is Kit
▶ 17" (0811) ATX case w/300 watt p	A1001	1.00	-3.00	3.00	0.00	0.00	4.00	<input type="checkbox"/>
256MB PC800 RAMBUS 184pin RI	M4002	1.00	3.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>
Aopen GeForce4 Ti4200 128MB DD	V9001	1.00	2.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>
D-Link 530TXS 10/100 network car	N7001	1.00	8.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>
Intel® 82845PE (GMCH) * Intel®	ECS L4IPEA2	1.00	1.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>
Intel® Celeron™ 2.4 GHz - 400MH	P8001	1.00	3.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>
LG 48x16x DVD ROM drive	D2001	1.00	5.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>
LG Goldstar 17" 7005 .27 1280x10	M5001	1.00	1.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>
Volcano 11 CPU Fan 4800rpm Cop	A1003	1.00	8.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>
Western Digital WD600JB 60.0GB	H2003	1.00	3.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>

If a kit within a kit (subassembly) exists, the line for the subassembly will have a checkmark in the *Is Kit* column.

Clicking on the **Detail** button produces a screen that breaks down the same categories listed above, but specifically for the embedded kit.

The **First Level** button on either screen produces a **Kit Components Forecast Report**. This report lists, for the kit you have selected, the components' description, Item Code, Quantity needed, Quantity on Hand, and if any of the components are themselves kits.

If the **Lowest Level** button is clicked, the **Kit Lowest Level Components Report** results. This report further breaks-down the particular items involved in both the main kit currently being built but also any components involved in other kits included in the main one.

## Add Work Order Components

You can access the **Work Order Components** screen by doing the following:

To access the Work Order screen click on **Work Order** main screen then **Work Order Entry**, then the **Components** tab.

You can add Work Order Components by doing the following:

1. Click on **Work Order** main screen then **Work Order Entry**.
2. Click the **Work Order Number** button to find the work order you wish to work on.
3. Select the work order you wish to work on list of work orders.
4. Click the **OK** button to proceed back to the work order screen.
5. Click on the **Components** tab to proceed to the components information screen.
6. From the component information list select a component you wish to add.
7. Click the **+** sign to the left of the component to list the location codes and quantity on hand in the locations.
8. Select a location code you wish to take the inventory item from.
9. If you wish to adjust the quantity you are taking selected location then enter the new quantity amount in the **Quantity** field.
10. If you wish to adjust the cost price for the selected item then enter the new cost price in the **Cost** field.
11. Click the arrow pointing right towards the **Product Components** list to move the selected item to the **Product components** list.
12. Repeat Steps 6-11 until all of the components required for this kit have been added to the **Product Component list** appropriate locations.
13. You can close this screen at any time by clicking on the **Cancel** button.
14. To resume operations begin from step 1.

## Work Order Final screen

You can access the **Work Order Final** screen by doing the following:

To access the Work Order screen click on **Work Order** main screen then **Work Order Entry**, then the **Total** tab.

1. This field displays the work order start date time.
2. This field displays the total labour time.
3. This field displays the total labour cost.
4. This field displays the total component cost.
5. This field displays the total work order cost.
6. Click here to close this screen.
7. This field displays the work order finish date time.

## Find Work Order screen

You can access the **Find Work Order** screen by doing the following:

To access the Work Order screen click on **Work Order** main screen then **Work Order Entry**, then click on the **Work Order Number** button.

1. This field displays the work order build date (date of creation).
2. This field displays the work order number/name.
3. Click here to cancel the find function, and close the window.
4. Click here once you have selected a work order, and proceed to the transaction screen.
5. This field shows the status of the work order. Any completed Work Orders show a checked box in this column.

## Finish an Existing Work Order

You can access the Work Order screen by doing the following:

1. Click on Work Order main screen then Work Order Entry.
2. Click the Work Order Number button to find the work order you wish to mark as complete.
3. Select the work order you wish to mark as finished list of work orders.
4. Click the OK button to proceed back to the work order screen.
5. Click the Finish button to mark the work order as finished (complete). You will be prompted for confirmation of the completion. If you are sure this is what you want to do then accept.
6. Click the Cancel button to close the work order screen.

**Warning!** If there are incomplete steps or components that have not been assigned, the finish process will not continue

(all steps must be complete prior to finishing a work order).

1. This is the final tab. Click here to view the summary information of a completed work order.
2. This is the components tab. Click here to view/edit the component information on this work order.
3. Click here to print the current work order.
4. To create a new work order, enter a work order number in the field to the left and click here.
5. This is the operations tab. Click here to view/edit the operational information of the work order.

## Delete a New Work Order

You can access the **Work Order screen** by clicking on **Work Order** main screen then **Work Order Entry**.

6. Click the **Work Order Number** button to find the work order you wish to delete.
7. Select the work order you wish to delete from the list of work orders.
8. Click the **OK** button to proceed back to the work order screen.
9. Click the **Delete** button to delete the work order. You will be prompted for confirmation of the deletion. If you are sure this is what you want to do, then accept.
10. Click the **Cancel** button to close the work order screen.

**Warning!** Deletion of Work Orders cannot be undone.

## Work Order Master Screen

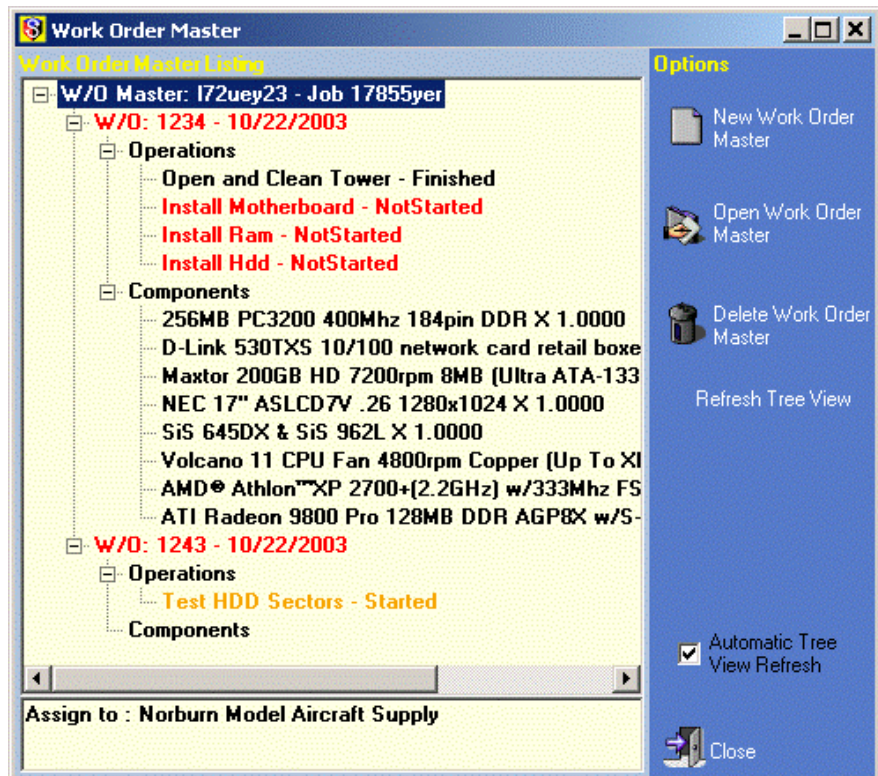
By using the Work Order Master you can easily track and manage all of your work orders. In addition, you will gain the added capability of assigning multiple work orders to a master work order thereby allowing you to assign multiple kit builds and operations to one project.

You can access the **Work Order Master screen** by clicking on **Modules>Work Order>Work Order Master**.

- A list of existing Work Order Masters will be displayed *colour coded* in the Work Order Master list (1) with red indicating incomplete and black indicating complete.

- By clicking on the + sign to the left of the Work Order Masters you can expand the list to display the Work Orders (2) associated with the Work Order Masters, again color coded the same way as Work Order Masters.

- By clicking on the + sign to the left of the Work Orders you can expand the list to display the Operations (3) and components (4) associated with the Work Orders, again *colour coded*, with red indicating incomplete/Not Started, black indicating complete and yellow indicating Started but incomplete (5)



## Create a New Work Order Master

1. You can create a new **Work Order Master** by clicking on **Modules>Work Order>Work Order Master**.
2. Click the **New Work Order Master** button to proceed to the Work Order Master Detail screen and create a new work order master.
3. Enter a Code for this new Work Order Master in the **Code** Field.
4. Enter a Description for this new Work Order Master in the **Description** Field.
5. If you wish you can assign the Work Order Master to a Customer by selecting the customer **Customer** drop down field

**Work Order Master Detail**

Save Print Delete Note Close

**Work Order Master - Details**

Code PO#123 Description PO#123

Customer KCSI01 Clear

Started at 10/06/2003 12:00 AM

Estimated Finish at 10/06/2003 12:00 AM

Estimated Components Cost 568.64 Estimate Components Cost 0.00

Estimated Operations Cost 646.00 Estimate Operations Cost 0.00

**NOT FINISHED**

**Work Orders**

Finished	W/O#	W/O Date	Compon	Operatio
<input type="checkbox"/>	123PO#1	10/6/2003		
<input type="checkbox"/>	1234	10/6/2003	1.1300	

Create New Work Order  
Add existing Work Order  
Open Work Order  
Remove Work Order

6. Select a Start Date for the Work Order Master in the **Started at** field
7. Enter an Estimated Finish Date in the **Estimated Finish at** field
8. You can enter a note or comment for this Work Order Master by clicking the **Note** button.
9. Click the **Save** button to save this new template

## Open an Existing Work Order Master

1. You can open an existing **Work Order Master** by clicking on **Work Order** main screen then **Work Order Master**.
2. Select the **Work Order Master** Work Order Master listing that you wish to open.
3. Click the **Open Work Order Master** button to open the selected work order master and launch the Work Order Master Detail screen.

## Add Existing Work Orders to a Work Order Master

1. You can add existing **Work Orders to a Work Order Master** by clicking on **Modules>Work Order>Work Order Master**.
2. Select the **Work Order Master** Work Order Master listing that you wish to open and to which you wish to add Work Orders.
3. Click the **Open Work Order Master** button to open the selected work order master and launch the Work Order Master Detail screen.
4. Click on the **Open Work Order** link near the bottom right of the Work Order Master Detail screen.
5. Select the required Work Orderlist then click the **OK** button to proceed with adding the work order to the Work Order Master.
6. Repeat Steps 4-5 until you have selected all of the Work Orders you wish to be associated with the selected Work Order Master.
7. Click the **Close** button to close the Work Order Master Detail screen.

## Create New Work OrdersWork Order Master screen

1. You can create a new work order**Work Order Master** screen by clicking on **Modules>Work Order>Work Order Master**.
2. Select the **Work Order Master** Work Order Master listing that you wish to open and for which you wish to create Work Orders.
3. Click the **Open Work Order Master** button to open the selected work order master and launch the Work Order Master Detail screen.
4. Click on the **Create New Work Order** link near the bottom right of the Work Order Master Detail screen.
5. Refer to Create a New Work Order Instructions found in this document for instructions on creating and editing Work Orders.
6. Repeat Steps 4-5 until you have created all of the Work Orders you wish to be associated with the selected Work Order Master.
7. Click the **Close** button to close the Work Order Master *Detail* screen.

## Delete a Work Order Master

1. You can access the **Work Order Master** screen by clicking on **Work Order**main screen then **Work Order Master**.
2. Select the **Work Order Master** Work Order Master listing that you wish to delete.
3. Click the **Delete Work Order Master** button to delete the selected Work Order Master.
4. Click the **Close** button to close the Work Order Master screen.

**Warning! Deletion of Work Order Masters cannot be undone. Work Order Masters can have more than one work order assigned to them, so make certain to delete all Work Orders within a Work Order Master prior to its deletion.**

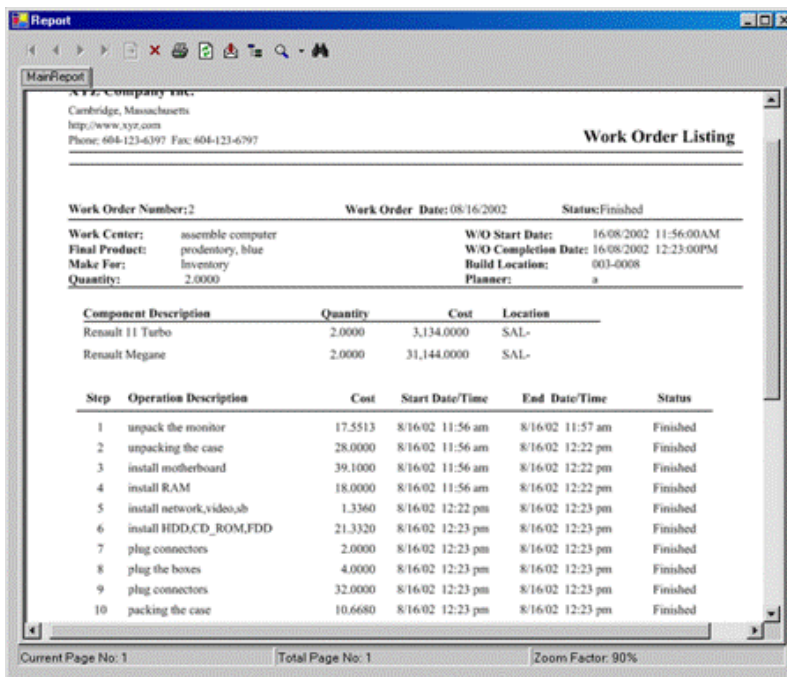
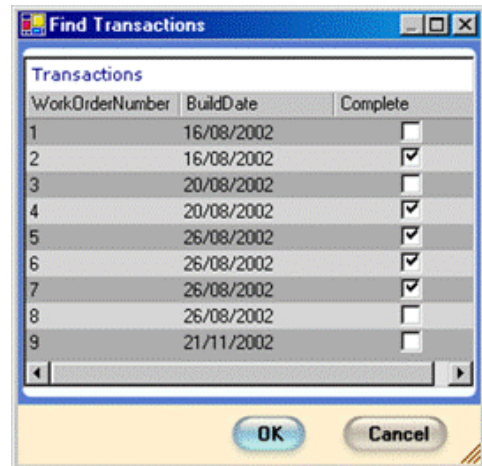
## Reports

To access work order reports, select Modules>Work Order>Reports, then choose from four options:



## Work Order Listing

To generate a listing of a specific work order, select the Work Order Listing to open a Find Transactions screen. Select the required work order, and then click the OK button.



At left is an example of a detailed report of the selected work order, for viewing, printing or both.

## Work Order Dispatch Sheet

Select Work Order Dispatch Sheet to open a Find Transactions screen from which to select the work order for which a report is required. Select the work order, and then click the OK button.

The screenshot shows a window titled "Report" with a "MainReport" tab. The report header includes "XYZ Company Inc." with contact information for Cambridge, Massachusetts. The title of the report is "Work Order Dispatch Sheet". The "Work Center" is listed as "2nd NEW WC". Below this is a table with columns: "WO Number:", "Step", "Operation:", "Status:", "Started at", and "Started by". The table contains four rows of data:

WO Number:	Step	Operation:	Status:	Started at	Started by
1	1	sweeping			
1	2	Garbage			
1	3	Calculate payroll Misc			
1	4	Calculate payroll Misc			

At the bottom of the window, it shows "Current Page No: 1", "Total Page No: 1", and "Zoom Factor: 90%".

## Work Order Picking Sheet

Select Work Order Picking Sheet to open a Find Transactions screen from which to select the work order for which a report is required. Select the work order, and then click the OK button.

The screenshot shows a window titled "Report" with a "MainReport" tab. The report header includes "XYZ Company Inc." with contact information for Abbotsford, British Columbia. The title of the report is "Work Order Picking Sheet". The "Work Order Number" is 9 and the "Work Order Date" is 11/21/2002. Below this are fields for "Work Center: Labour", "W/O Start Date:", "Final Product: Honda Accent 1999", "Build Location: SAL-", and "Quantity: 1.00", "Planner: a". Below these fields is a table with columns: "Component Description", "Quantity", "Location", "Picked", and "Short". The table contains three rows of data:

Component Description	Quantity	Location	Picked	Short
Floppy Disk Sony	1.00	001-BIN1		
Ford Explorer	1.00	WH1-0001		
Pontiac Grand AM	1.00	WH1-0001		

At the bottom of the window, it shows "Current Page No: 1", "Total Page No: 1", and "Zoom Factor: 90%".

## Work Order Report Generator

To open the Work Order Report Generator screen, select Modules>Work Order>Reports>Report Generator. From this screen, selections can be made for the required report.

1. From the Work Order Status dropdown field (1), select All Work Order, open Work Orders only, or Completed Work Orders only.
2. In the Date Filter Selection field (2), select the radio button for either Work Order Start Date or Work Order Released Date.
3. In the Date Filter field (3), for No Date Filtering, select the checkbox. If a date filter is required, deselect the

- checkbox and select the Initial and Final dates from the appropriate dropdown menus.
4. Select or deselect the Print Header Information checkbox (4) according to report requirements.
  5. If component information is required, select checkbox (5).
  6. If Operations information is required, select checkbox (6).
  7. Select the Page Break after each Work Order checkbox (7) or deselect depending on requirements.
  8. When selections have been made, click the Print Report button.

The report that is generated reflects the options selected, and can be viewed, printed or both.

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XYZ Company Inc.  
Abbotsford, British Columbia  
http://kcsi.ca  
Phone: 604-504-7936 Fax: 604-504-7976

**Work Order Listing**

Work Order Number: 2      Work Order Date: 08/16/2002      Status: Finished

Work Center:	assemble computer	W/O Start Date:	16/08/2002 11:56:00AM
Final Product:	procedtory, blue	W/O Completion Date:	16/08/2002 12:23:00PM
Make For:	Inventory	Build Location:	003-0008
Quantity:	2.00	Planner:	a

Component Description	Quantity	Cost	Location
Renault 11 Turbo	2.00	3,134.00	SAL-
Renault Megane	2.00	31,144.00	SAL-

Step	Operation Description	Cost	Start Date/Time	End Date/Time	Status
1	unpack the monitor	17.55	8/16/02 11:56 am	8/16/02 11:57 am	Finished
2	unpacking the case	28.00	8/16/02 11:56 am	8/16/02 12:22 pm	Finished
3	install motherboard	39.10	8/16/02 11:56 am	8/16/02 12:22 pm	Finished
4	install RAM	18.00	8/16/02 11:56 am	8/16/02 12:22 pm	Finished
5	install network,video,ab	1.34	8/16/02 12:22 pm	8/16/02 12:23 pm	Finished

Current Page No: 1      Total Page No: 5      Zoom Factor: 90%

### Important SIMMS Software Contact Information



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