

Version 25



Trapeze

Enterprise Asset Management

Shop Activity - Production Manager

User Guide

Trade Secret | February 2025

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Technical Support

Trapeze provides several ways to connect with the Customer Care team. Please provide detailed information to the representative. If you are reporting an issue by e-mail, include any error messages, screen shots of your problem, and steps to replicate the issue.

Customer Care is available Monday through Friday, 8:00 a.m. to 8:00 p.m., Eastern Standard Time.

Toll-Free Telephone: 1-877-411-8727

E-mail: cc@trapezegroup.com

FTP Site: <https://ftps.trapezegroup.com/>

Web Site: <https://collaborate.trapezegroup.com>

The website provides access to Trapeze Collaborate which offers resources to implement and operate the software, search knowledge, participate in communities, log/track service requests, sign-up for release alerts, view product health recommendations, and download updates or documentation. For secure access to Collaborate, contact Customer Care through the website or by calling the number above.

Product Compatibility

Refer to the latest [Product Compatibility](#) information on Trapeze Collaborate for requirements including operating system information, databases, Crystal reports, network protocol, HTTP servers and browsers that are supported.

Shop Activity Production Manager - User Guide

Version 25.x

February 2025

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1. Overview

The Shop Activity Production Manager Portal is designed to provide your organization's production managers with a single easy-to-use portal into all of the screens and functions required during the workday. Users can use the Shop Activity Production Manager Portal to:

- View and manage production requests
- Create work orders for production runs
- Request parts for work orders on production runs
- View and assign work
- View current status of employees on shop floor
- Request or post parts for work orders and view status of past requests and postings
- Place work orders into and out of delay status
- Create and update test results related to work orders
- Add comments and notes to work orders
- Create new work orders for assets, production runs and inventory rebuilds
- Place work orders into WORK FINISHED status
- Assign employees to existing work orders
- Schedule work
- Review and close work orders

The look and feel of the Shop Activity Production Manager Portal was designed specifically to make data entry as easy as possible while maximizing the effect on the system. The buttons and workflow of the module support the use of touch screen monitors, removing the need to use a mouse and minimizing the use of a keyboard.

Requirements

Application 25.x

Web Modules 25.x

Assumptions

This guide assumes familiarity with workflows and configuration of the application.

-  User defined required fields that do not appear in the Web Modules will return validation messages.
-  Special characters cannot be placed into the Web Modules fields or unanticipated results may occur. This would include any character that cannot be typed with a standard keyboard.
-  Do not use the browser's **Back** button in the Web Modules as unanticipated results may occur.
-  Do not open or use the same instance of the web portals in multiple browser windows or tabs. This can cause errors or unexpected performance issues.

2. Understanding Production Manager

The Shop Activity Module displays and updates data based on the logged-in user's associated Employee ID. As such, in order for a user to use Shop Activity, that user's ID must have a valid Associated Employee ID.

Upon successfully configuring the Shop Activity Production Manager Portal, a user may log into Web Modules and click on the Production Manager tab.

Main Production Manager Portal

The Main Production Manager Portal page displays:

Production Manager

Current Location: CNLOC2 - CANG'S WORK ORDER LOCATION

Location Activity

Location	Location Name	Production Runs		Work Orders	
		Pending	Active	Assets	Inventory Rebuilds
00001	PART LOCATION 1	0	0	0	0
2234	2234 GARAGE BUS	0	0	0	0
414	EVERETT AUTO	0	0	0	0
414A	EVERETT AUTO MISC	0	0	0	0
414B	EVERETT AUTO ELECTRIC	0	0	0	0
414C	EVERETT AUTO TRANSMISSION	0	0	0	0
414D	EVERETT AUTO HOIST	0	0	0	0
414E	EVERETT AUTO ENGINE	0	0	0	0

*Current Location

Location CNLOC2 Quick Actions

Production Run Mgmt Work Order Mgmt

Current Working Location Section

This section allows you to select (from a drop-down selection box) the shop in which you would like to view/manage the work. The locations that appear in your drop-down selection box are limited based on your system access settings (Supported Locations area on the Employees – Primary Information screen).

Production Manager

Current Location: CNLOC2 - CANG'S WORK ORDER LOCATION

Location Activity

Location	Location Name	Production Runs		Work Orders	
		Pending	Active	Assets	Inventory Rebuilds
00001	PART LOCATION 1	0	0	0	0
2234	2234 GARAGE BUS	0	0	0	0
414	EVERETT AUTO	0	0	0	0
414A	EVERETT AUTO MISC	0	0	0	0
414B	EVERETT AUTO ELECTRIC	0	0	0	0
414C	EVERETT AUTO TRANSMISSION	0	0	0	0
414D	EVERETT AUTO HOIST	0	0	0	0
414E	EVERETT AUTO ENGINE	0	0	0	0

*Current Location

Location CNLOC2 Quick Actions

Production Run Mgmt Work Order Mgmt

Location Activity Section

The items displayed in this area are based on your system access settings (Supported Locations area on the Employees – Primary Information screen). This section provides an overview of the number of production runs and work orders at various locations as well as the production run status and work order type. Clicking on a button in the Production Runs area takes you to the Managing Production Runs page. Whereas, clicking on a button in the Work Orders area takes you to the Work Order Management page. For more information about the Managing Production Runs page, please see the [Managing Production Runs Page](#) section below. For more information about the Work Order Management Page, please refer to the *Web Modules Shop Activity Supervisor and Technician Portal User Guides*.



The current location is noted with an asterisk.

Production Manager

Current Location: CNLOC2 - CANG'S WORK ORDER LOCATION

Location Activity

Location	Location Name	Production Runs		Work Orders	
		Pending	Active	Assets	Inventory Rebuilds
CNLOC1	CANG'S LOCATION, WITH LONG NAME	0	10	7	2
CNLOC11111	CANG'S PART LOC WITH MAX VALUE	0	0	0	0
* CNLOC2	CANG'S WORK ORDER LOCATION	1	3	7	0
CNLOC3	CANG'S EMERGENCY PARTS LOC	0	0	0	0
CNLOC4	CANG'S DEFAULT PARTS REPAIR LO	5	34	13	11
CNLOC5	CANG OPERATION LOCATION 5	0	0	0	0
CNLOC6	TOP LEVEL	0	0	0	0
CNLOC7	CANG'S HIGHER LEVEL LOCATION	0	0	0	0

*Current Location

Location CNLOC2 Quick Actions

Production Run Mgmt Work Order Mgmt

Production Runs

Following are definitions regarding Production Runs:

Production Run: A Production Run dictates the need for a particular item. Production Run work orders may be created for Components and Inventory Rebuilds. Various stages are involved in Production Runs and each stage may occur at a different location. Production Run work order statuses include Open, Work Finished, and Closed.

Components: Components include all equipment entered on the Component screen.

Inventory Rebuilds: Inventory Rebuilds are work orders for work performed on rebuildable parts in inventory, i.e., a wheel, an alternator, etc. A rebuildable part is determined by the Part Suffix on the Parts Data Tracking screen. Inventory Rebuilds only have the status of Open, Work Finished, or Closed.

Production Type: A Production Type defines a specific work flow for rebuilding the item. Production Run work orders follow the specific work flow as defined by the Production Type.

Work Orders

In this section, work orders are broken down by Assets and Inventory Rebuilds. The Asset Type for a given work order is Component.

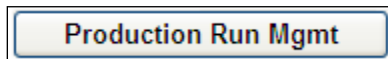


If the location for the work order is a Posting location, the production run will use the postings environment as outlined in the Work Order Posting Page sections in the *Shop Activity Production Manager Portal User Guide*.

Location Quick Actions Section

The Location Quick Actions section includes the **Production Run Mgmt** button and the **Work Order Mgmt** button.

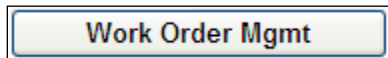
Production Run Management Button:



Clicking on the **Production Run Mgmt** button takes you to the Managing Production Runs page.

On this page, you may create a Filter so your default Managing Production Runs page displays each time you click the **Production Run Mgmt** button. This page provides production managers with an overview of the production runs in their shops. See the [Managing Production Runs Page](#) section below for more information regarding this page.

Work Order Management Button:



Clicking on the **Work Order Mgmt** button takes you to the Work Order Management page. On this page, you may create a Filter so your default Work Order Management page displays each time you click the **Work Order Management** button. This page provides production managers with an overview of the work orders and pending service requests in their shops. See the *Shop Activity Supervisor and Technician Portal User Guides* for more information regarding the screens associated with work order management.

Managing Production Runs Page

This page displays all the production runs at the specified location.

Managing Production Runs

☒ At Current Location: CNLOC4 - CANG'S DEFAULT PARTS REPAIR LO ☐ Location Unassigned

Production Runs:37

Run ID	Production Type	Status	Part ID / Resources Class	Release ID	Date Requested	Date Required	Qty Completed	Qty Required	WORK ORDERS		
									Open	Finished	Closed
147	CNSERIALPART002	ACTIVE	CNSERIALPART002-1 / BUS COMPONENTS		2006-07-17	2006-07-20	0	1	0	0	0
151	CNSERIALPART003	ACTIVE	CNSERIALPART003-1		2006-07-19	2006-07-21	0	1	1	0	0
163	BUS-PRODUCTION	ACTIVE	CNSERIALPART003-1 / BUS COMPONENTS		2006-12-07	2006-12-09	0	1	1	0	0
165	BUS-PRODUCTION	ACTIVE	CNSERIALPART003-1 / BUS COMPONENTS		2006-12-11	2006-12-11	0	1	1	0	0
167	BUS-PRODUCTION	ACTIVE	CNSERIALPART003-1 / BUS COMPONENTS		2006-12-11	2006-12-11	0	1	1	0	0
168	CNSERIALPART003	PENDING	CNSERIALPART003-1		2006-12-07	2006-12-12	0	1	0	0	0
168	BUS-PRODUCTION	ACTIVE	CNSERIALPART003-1 / BUS COMPONENTS		2006-12-15	2006-12-15	0	1	1	0	0
171	BUS-PRODUCTION	ACTIVE	CNSERIALPART003-1 / BUS COMPONENTS		2006-12-20	2006-12-20	0	1	1	0	0
174	CNSERIALPART010	ACTIVE	CNSERIALPART010-1		2006-12-29		0	1	0	0	0

Current Filter:

No filter defined

What do you want to do?

Location Section

Managing Production Runs

☒ At Current Location: CNLOC4 - CANG'S DEFAULT PARTS REPAIR LO ☐ Location Unassigned

In this section, you may select the location from the drop-down list and click the **At Current Location** radio button or you may click the **Location Unassigned** radio button. Your selection determines the production runs displayed.

Select the **Location Unassigned** radio button when you want to view the production runs where the location has not yet been assigned as discussed below.

Production runs have the work order locations assigned (which default from the production type). The production type and work order location are not required until work orders are generated. If a production type has not been assigned, the production run will not have a work order location assigned. In this case, you would select the **Location Unassigned** radio button to view these production runs.

Production Runs Section

Production Runs:37

Run ID	Production Type	Status	Part ID / Resources Class	Release ID	Date Requested	Date Required	Qty Completed	Qty Required	WORK ORDERS		
									Open	Finished	Closed
147	CNSERIALPART002	ACTIVE	CNSERIALPART002-1 / BUS COMPONENTS		2006-07-17	2006-07-20	0	1	0	0	0
151	CNSERIALPART003	ACTIVE	CNSERIALPART003-1		2006-07-19	2006-07-21	0	1	1	0	0
163	BUS-PRODUCTION	ACTIVE	CNSERIALPART003-1 / BUS COMPONENTS		2006-12-07	2006-12-09	0	1	1	0	0
165	BUS-PRODUCTION	ACTIVE	CNSERIALPART003-1 / BUS COMPONENTS		2006-12-11	2006-12-11	0	1	1	0	0
167	BUS-PRODUCTION	ACTIVE	CNSERIALPART003-1 / BUS COMPONENTS		2006-12-11	2006-12-11	0	1	1	0	0
168	CNSERIALPART003	PENDING	CNSERIALPART003-1		2006-12-07	2006-12-12	0	1	0	0	0
168	BUS-PRODUCTION	ACTIVE	CNSERIALPART003-1 / BUS COMPONENTS		2006-12-15	2006-12-15	0	1	1	0	0
171	BUS-PRODUCTION	ACTIVE	CNSERIALPART003-1 / BUS COMPONENTS		2006-12-20	2006-12-20	0	1	1	0	0
174	CNSERIALPART010	ACTIVE	CNSERIALPART010-1		2006-12-29		0	1	0	0	0

The Production Runs section lists all production runs and information including: Production Type, Status, Part ID/Resources Class, Release ID, Date Requested, Date Required, Quantity Completed (total number of items that have been completed and released to inventory),

Quantity Required (total number of parts needed), as well as associated Work Orders and their various statuses.



The Quantity Required will not necessarily equal the number of work orders displayed because each work order may have a quantity greater than one.

Click the **Run ID** button to go to the Production Run Detail page. Please refer to the [Production Run Detail Page](#) section below for more information about this page.

Current Filter Section

Current Filter: ▼
 No filter defined.
 Define Filter Clear Filter

To define a filter that limits the display by equipment or production run, follow the steps below.

1. Click the **Define Filter** button.

Managing Production Runs
 At Current Location: LML0C1 - LM LOCATION 1 - SHOP Location Unassigned
 Production Runs: 0

Run ID	Production Type	Status	Part ID / Resources Class	Release ID	Date Requested	Date Required	Qty Completed	Qty Required	WORK ORDERS		
									Open	Finished	Closed

 Current Filter: ▼
 No filter defined.
 Define Filter Clear Filter
 What do you want to do?
 Back

You are taken to the Define Filter page.

Define Filter
 Quick Filter: ▼ Set as Default Remove
 Equipment Filters
 Part ID ...
 Part Suffix ☐
 Resources Class ...
 Reset Filters
 Production Run Filters
 At Current Location Location Unassigned
 Status ▼
 Production Type ...
 Release ID
 Save Quick Filter as: Save
 Cancel Apply Filter

2. Complete the fields as desired depending on whether you want to filter on equipment or production run.
3. Enter the name of the filter in the **Save Quick Filter as** field.

- Click **Save** to save the Quick Filter name.

Define Filter

Equipment Filters

Part ID ...

Part Suffix ☐

Resources Class ...

Reset Filters

Cancel Apply Filter

Quick Filter: Set as Default Remove

Production Run Filters

☒ At Current Location ☐ Location Unassigned

Status: ACTIVE

Production Type: CNPROD005

Release ID

Save Quick Filter as: Save

A message indicates the filter was saved and the name displays in the Quick Filter drop-down box.

Define Filter

Filter saved.

Equipment Filters

Part ID ...

Part Suffix ☐

Resources Class ...

Reset Filters

Cancel Apply Filter

Quick Filter: cnprod005 Set as Default Remove

Production Run Filters

☒ At Current Location ☐ Location Unassigned

Status: ACTIVE

Production Type: CNPROD005

Release ID

Save Quick Filter as: Save

- Click the **Apply Filter** button to apply the filter and return to the Managing Production Runs page.

Define Filter

Filter saved.

Equipment Filters

Part ID ...

Part Suffix ☐

Resources Class ...

Reset Filters

Cancel Apply Filter

Quick Filter: cnprod005 Set as Default Remove

Production Run Filters

☒ At Current Location ☐ Location Unassigned

Status: ACTIVE

Production Type: CNPROD005

Release ID

Save Quick Filter as: Save

The Managing Production Runs page displays with the filtered information.

Managing Production Runs

☒ At Current Location: CNLOC4 - CANG'S DEFAULT PARTS REPAIR LO ☐ Location Unassigned

Production Runs:1

Run ID	Production Type	Status	Part ID / Resources Class	Release ID	Date Requested	Date Required	Qty Completed	Qty Required	WORK ORDERS		
									Open	Finished	Closed
72	CNPROD005	ACTIVE	CHSERIALPART005-1 / BUS COMPONENTS		2005-10-20		0	1	1	0	0

Current Filter: cnprod005

Production Type: CNPROD005, Status: ACTIVE

Define Filter Clear Filter

What do you want to do?

Back

You can click **Clear Filter** to clear the filter and display the entire list of Production Runs. As filters are defined, they will appear in the Current Filter drop-down box.

What Do You Want To Do?

This section provides a **Back** button to return to the main Production Manager page.

Production Run Detail Page

The Production Run Detail page provides details about a particular production run. On this page, Production managers may edit basic information, view production run messages, view and generate work orders, add line items, request parts, and view or add comments/notes.

Production Run Detail

Production Run ID 8471

Resources Class

Requesting Employee

Quantity Required

Status

Requesting Location

Part ID

Date Requested

Release ID

Priority

Production Type

Receiving Location

Edit Basic Info

Messages

Line Items

		Work Order	Equipment	Qty	Serial No	Parts Requested?	Status	Current Stage	Date Completed
☐	[edit]	LOC-1-2013-3	CAR10	1	SNCAR10	Y	OPEN	STAGE-AUTO-1	
☐	[edit]	LOC-1-2014-135	CAR20	1	A-CAR-20	Y	OPEN	STAGE-AUTO-2	
☐	[edit]	LOC-1-2015-2	CAR-2	1	SNCAR102	Y	OPEN	STAGE-AUTO-2	

Generate Work Orders

New Line Item

Parts

	Stage ID	Task ID	Part	Qty Required	Qty Recommended	Qty To Request
☐		001-000 - ELECTRICAL - TROUBLESHOOT ELECTRICAL SYSTEM	1016 -0: HOSE, SILICON(RUBBER), ID 2-3/8, LENGTH 2-1/2. REPLACES GMC	1.00	1.00 @ 100.00% = 1	1
☐		001-000 - ELECTRICAL - TROUBLESHOOT ELECTRICAL SYSTEM	1017 -0: HOSE, SILICON(RUBBER), ID 2-3/8, LENGTH 2-3/4. ENGINE , OIL	2.00	2.00 @ 50.00% = 1	1
☐		001-101 - ELECTRICAL - CLAMPS / TERMINALS / TIES	1018 -0: HOSE, SILICON(RUBBER), ID 2-1/2, LENGTH 2-3/4. BETHANY INDU	3.00	3.00 @ 100.00% = 3	3

Basic Information Section

At the top of the Production Run Detail page, basic production run information is displayed. The information displayed depends on what type of production run you are viewing. You will see one of the following:

- A Part ID with suffix (parts)
- A Resources Class (equipment)
- Both (serialized components).



Parts may or may not be serialized.

Click the **Edit Basic Info** button to go to the Edit Basic Info page. See the Edit Basic Info Page section below for more information regarding this page.

Messages Section

Messages in this area are displayed from the assigned production type. They are display-only.

Line Items Section

The Line Items section is where production managers enter the specific items to be rebuilt and generate work orders.

	Work Order	Equipment	Qty	Serial No	Parts Requested?	Status	Current Stage	Date Completed
☐ [edit]		COMP0000048	1	CNSERIALPART002-90	N		CN-MAX-STAGE-IDFIELD	

Generate Work Orders New Line Item

Clicking the box in the upper left corner of this section selects all the line items. Click the box in the left column to select a specific line item. (A line item must be selected to generate a work order.)

Generate a Work Order:

1. Select a line item and click the **Generate Work Orders** button.

	Work Order	Equipment	Qty	Serial No	Parts Requested?	Status	Current Stage	Date Completed
☒ [edit]		COMP0000048	1	CNSERIALPART002-90	N		CN-MAX-STAGE-IDFIELD	

Generate Work Orders New Line Item

*A **Work Order** button displays in the Work Order column once the work order has been generated.*

	Work Order	Equipment	Qty	Serial No	Parts Requested?	Status	Current Stage	Date Completed
☐ [edit]	CNLOC4-2006.3		1	CNSERIALPART003-103	N	OPEN	CN-SERIAL003-STAGE03	

Generate Work Orders New Line Item

2. Click the **Work Order** button to go to the Work Order Main page. For more information regarding this page, please refer to the *Shop Activity Supervisor and Technician Portal User Guides* for more information about this page.

Add Line Items:

1. To add line items, click the **New Line Item** button.

The Edit Line Items page displays.

Production Run			
Production Run ID	174	Date Required	
Part ID	CNSERIALPART010 - 1	Date Requested	12/29/2006
Requesting Employee	CNTEST001	Release ID	
Quantity Required	1	Priority	C4 - TEST PRIORY 4
Status	ACTIVE	Production Type	CNSERIALPART010

Edit Line Item	
Quantity	
Serial Number	...
Work Class	...
Current Stage	CN-SERIALPART010-001 - STAGE 1 FOR SERIALPART010 @ CNLOC4
Generate Work Order	☐

Back Save

- Complete the fields and click **Save** to add the line item to the production run.

Production Run			
Production Run ID	174	Date Required	
Part ID	CNSERIALPART010 - 1	Date Requested	12/29/2006
Requesting Employee	CNTEST001	Release ID	
Quantity Required	1	Priority	C4 - TEST PRIORY 4
Status	ACTIVE	Production Type	CNSERIALPART010

Edit Line Item	
Quantity	1
Serial Number	CNSERIALPART010-998 ...
Work Class	1 ... TEST
Current Stage	CN-SERIALPART010-001 - STAGE 1 FOR SERIALPART010 @ CNLOC4
Generate Work Order	☐

Back **Save**

The Production Run Detail page displays with the new line item.

Production Run Detail							
Production Run ID	174	Date Required					
Part ID	CNSERIALPART010 - 1	Date Requested	12/29/2006				
Requesting Employee	CNTEST001	Release ID					
Quantity Required	1	Priority	C4 - TEST PRIORY 4	Edit Basic Info			
Status	ACTIVE	Production Type	CNSERIALPART010				
Requesting Location	CNLOC1 - CANG'S LOCATION WITH LONG NAME	Receiving Location	CNLOC4 - CANG'S DEFAULT PARTS REPAIR LO				

Messages							

Line Items								
☐	Work Order	Equipment	Qty	Serial No	Parts Requested?	Status	Current Stage	Date Completed
☐ [edit]			1	CNSERIALPART010-300	N		CN-SERIALPART010-001	
☒ [edit]			1	CNSERIALPART010-998	N			

Generate Work Orders New Line Item

Parts							
☐	Stage ID	Task ID	Part	Qty Required	Qty Recommended	Qty To Request	
☐	Request Parts						
☐ Requests must be actioned together							

Comments Notes

Back

Parts Section

This section is automatically filled-in once the Production Type is assigned. Clicking the box in the upper left corner of this section selects all the parts. Clicking the box in the left column selects the specific part.

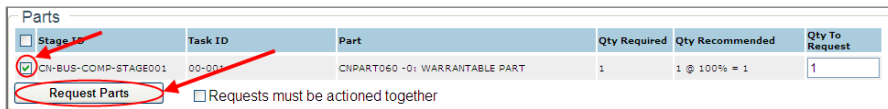


A part must be selected to request the part.



To request a part, select the parts and click the **Request Parts** button.

 The **Request Parts** button is enabled if the production run has a work order and parts list associated with it.



Stage ID	Task ID	Part	Qty Required	Qty Recommended	Qty To Request
☒ CH-BUS-COMP-STAGE001	00-004	CNPART060 -01 WARRANTABLE PART	1	1 @ 100% = 1	1

☐ Requests must be actioned together

Select the part and click the Request Parts button to request the part

You are returned to the Production Run Detail page and a message displays to indicate a successful request.



Production Run Detail

Production Run ID: 147
Part ID: CINSERIALPART002 - 1
Resources Class: BUS COMPONENTS - BUS COMPONENTS
Requesting Employee: CNTEST001
Quantity Required: 1
Status: ACTIVE
Requesting Location: CHLOC2 - CANG'S WORK ORDER LOCATION

Date Required: 07/20/2006
Date Requested: 07/17/2006
Release ID:
Priority: A - HIGHEST HOLD REPAIR
Production Type: CINSERIALPART002
Receiving Location: CHLOC1 - CANG'S LOCATION WITH LONG NAME

Successful Update

Messages

Line Items

Work Order	Equipment	Qty	Serial No	Parts Requested?	Status	Current Stage	Date Completed
☒ [edit] COMP0000048	1	CNSERIALPART002-90	N		CH-MAX-STAGE-IDFIELD		

Generate Work Orders New Line Item

Parts

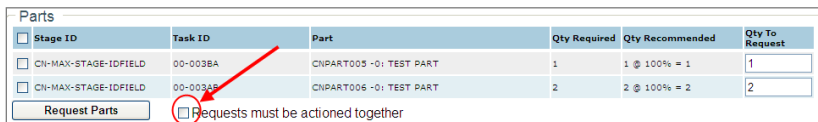
Stage ID	Task ID	Part	Qty Required	Qty Recommended	Qty To Request
☐ CH-MAX-STAGE-IDFIELD	00-0038A	CNPART005 -01 TEST PART	1	1 @ 100% = 1	1
☐ CH-MAX-STAGE-IDFIELD	00-0034B	CNPART006 -01 TEST PART	2	2 @ 100% = 2	2

Back

A message indicates a successful request

✔ The percentage displayed on some pages refers to the percentage of time that a part is needed during a rebuild.

The **Requests must be actioned together** checkbox provides a signal to the parts clerk that all parts must be issued together.



Stage ID	Task ID	Part	Qty Required	Qty Recommended	Qty To Request
☐ CH-MAX-STAGE-IDFIELD	00-0038A	CNPART005 -01 TEST PART	1	1 @ 100% = 1	1
☐ CH-MAX-STAGE-IDFIELD	00-0034B	CNPART006 -01 TEST PART	2	2 @ 100% = 2	2

☐ Requests must be actioned together

The checkbox to signal to the parts clerk that all parts must be issued together

Comments and Notes Sections

Comments and notes may already come filled-in. However, the production manager may add to both at any time by clicking the **Edit** or **New Note** button, entering information, and clicking the **Save** button to save the entry.

Comments THIS IS A HIGH PRIORITY PRODUCTION RUN. Edit	Notes -- 12/04/2007 09:32 AM - MOLLYT - MOLLYS TEST ID -- CALL IF A DELAY IS EXPECTED. ---- New Note
---	--

Edit Basic Info Page

The Edit Basic Info page is where production managers may edit a production run's basic information. For example, when a Production Type or Work Order Location has been assigned, the production manager may go to this page to enter the information and click the **Save** button to save the entry.

Production Run			
Production Run ID	117	Date Required	
Part ID	CNSERIALPART025 - 1	Date Requested	02/23/2006
Resources Class	BUS COMPONENTS - BUS COMPONENTS		
Requesting Employee	CNTEST001	Release ID	
Quantity Required	1	Priority	
Status	ACTIVE	Production Type	CNSERIALPART025
Edit Basic Info			
Part ID	CNSERIALPART025	... Suffix	SERIALIZED PART FOR USE ON TRAINS
Resources Class	BUS COMPONENTS	... BUS COMPONENTS	
Quantity Required	1		
Priority			
Requesting Employee	CNTEST001	... TEST FOR EMP/VENDOR ID	
Account			
Department			
Production Type	CNSERIALPART025	... TEST	
Work Order Location	CNLOC2	... CANG'S WORK ORDER LOCATION	
Requesting Location			
Receiving Location			
Release ID			
Back		Save	



When the Date Required has passed, it displays in red.

Edit Line Item Page

1. In the Line Items section on the Production Run Detail page, click the [\[edit\]](#) link to display the Edit Line Item page.

Production Run			
Production Run ID	147	Date Required	07/20/2006
Part ID	CNSERIALPART002 - 1	Date Requested	07/17/2006
Resources Class	BUS COMPONENTS - BUS COMPONENTS		
Requesting Employee	CNTEST001	Release ID	
Quantity Required	1	Priority	A - HIGHEST HOLD REPAIR
Status	ACTIVE	Production Type	CNSERIALPART002

Edit Line Item	
Quantity	1
Serial Number	CNSERIALPART002-90 ...
Equipment ID	...
Work Class	...
Current Stage	CN-MAX-STAGE-IDFIELD - CANG STAGE 001 @ CNLOC4 ▼
Generate Work Order	☐

Back Save

- On this page, you may edit the Quantity, Serial Number, Equipment ID, Work Class, and Current Stage. You may also check the Generate Work Order box to generate a work order.
- After you edit the needed fields, click **Save** to save your entry. You are returned to the Production Run Detail page.

For information about the additional pages that are accessible via the Production Manager Portal, please refer the Shop Activity Supervisor and Technician Portal User Guides. An Appendix is provided that details how the pages differ when viewing a production run.