

September 2021

FootPrint Manufacturing



Table of Contents

Table of Contents	2
Create a Manufacturing Order	3
Schedule a Manufacturing Order	11
Process a Manufacturing Order	17
Complete a Manufacturing Move	22
Add Manufacturing Feedback	28
Perform a Manufacturing Rework	34
Return Inventory to Stock	39
Close a Manufacturing Order	44
Set up a Manufacturing Request	48

Create a Manufacturing Order

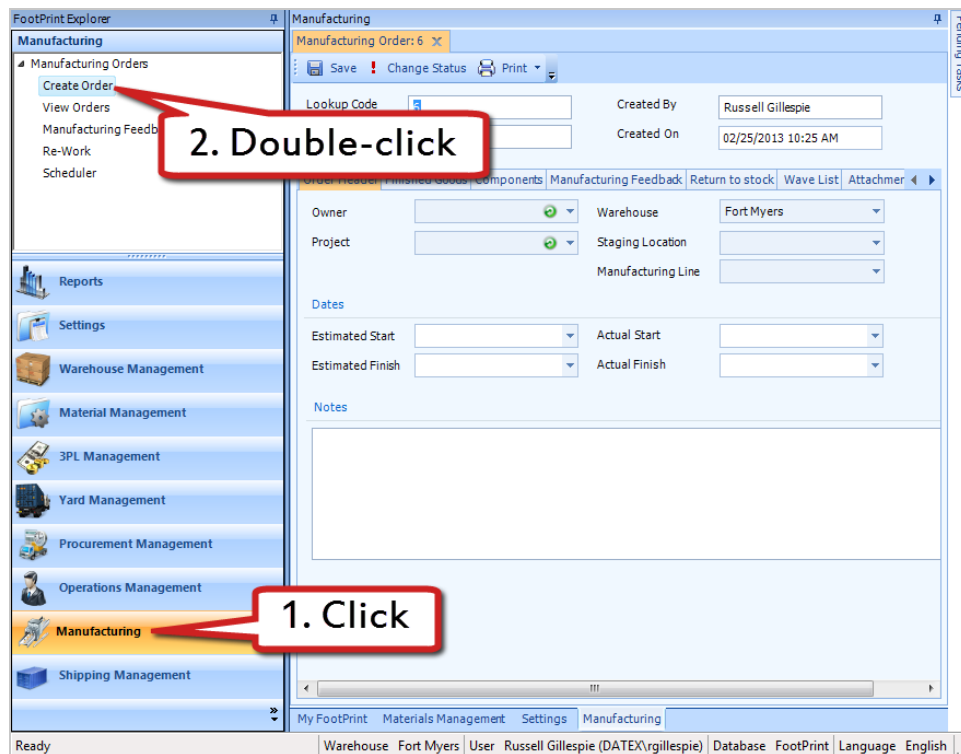
Manufacturing Orders specify who the Order is for, where it will take place, what Material(s) you are creating, and what Material(s) you will be consuming.

✓ Prerequisites

- **Owner**
- **Project**
- **Manufacturing & Finished Product Locations**
- **Materials** (Components and Finished Products)
- Inventory in your Warehouse

Step 1. Create a new Manufacturing Order

1. Click the **Manufacturing** module in the FootPrint Explorer.
2. Double-click **Create Order** under the **Manufacturing Orders** heading.



Create a Manufacturing Order

A new **Manufacturing Order** will automatically be created for you.

Step 2. Fill out Basic Information

1. Select the **Owner** for the Order.

The screenshot shows the 'Owner' dropdown menu open, displaying a list of options. A red callout box with the word 'Select' points to the 'GCS04' option. The form fields are as follows:

Field	Value
Lookup Code	6
Status	Created
Created By	Russell Gillespie
Created On	02/25/2013 10:25 AM
Owner	Gilgamesh Cooking Supplies
Warehouse	Fort Myers
Project	D&S TEST
Dates	hL 12345
Estimated Start	Lowes
Estimated Finish	Macy's
Notes	Mina Inc.

2. Select the **Project** under which the Order is being placed.

The screenshot shows the 'Project' dropdown menu open, displaying a list of options. A red callout box with the word 'Select' points to the 'Fall 13 Line' option. The form fields are as follows:

Field	Value
Owner	Gilgamesh Cooking S
Warehouse	Fort Myers
Project	Fall 13 Line
Dates	LookupCode
Estimated Start	GCS04FALL13
Estimated Finish	Fall 13 Line
Actual Finish	
Notes	

3. Select the **Warehouse** in which the Manufacturing will occur.

The screenshot shows the 'Warehouse' dropdown menu open, displaying a list of options. A red callout box with the word 'Select' points to the 'Fort Myers' option. The form fields are as follows:

Field	Value
Owner	Gilgamesh Cooking S
Warehouse	Fort Myers
Project	Fall 13 Line
Dates	Staging Location
Estimated Start	Manufacturing Line
Estimated Finish	
Notes	

Create a Manufacturing Order

4. Select the **Staging Location**. This is where the Materials will be moved to, and where the Manufacturing will actually take place.

The screenshot shows the 'Order Header' tab of a Manufacturing Order form. The 'Owner' is 'Gilgamesh Cooking S', 'Warehouse' is 'Fort Myers', and 'Project' is 'Fall 13 Line'. The 'Staging Location' dropdown is set to 'Staging-001'. The 'Manufacturing Line' dropdown is also set to 'Staging-001'. A red callout box with the word 'Select' points to the 'Staging-001' option in the 'Manufacturing Line' dropdown. The 'Dates' section has empty fields for 'Estimated Start' and 'Estimated Finish'. The 'Notes' section is at the bottom.

5. Select the **Manufacturing Line Location**. This is where the Finished Products will be placed once the Manufacturing process has been completed.

The screenshot shows the 'Order Header' tab of a Manufacturing Order form. The 'Owner' is 'Gilgamesh Cooking S', 'Warehouse' is 'Fort Myers', and 'Project' is 'Fall 13 Line'. The 'Staging Location' dropdown is set to 'Staging-001'. The 'Manufacturing Line' dropdown is set to 'Finished Products'. A red callout box with the word 'Select' points to the 'Finished Products' option in the 'Manufacturing Line' dropdown. The 'Dates' section has empty fields for 'Estimated Start', 'Actual Start', 'Estimated Finish', and 'Actual Finish'. The 'Notes' section is at the bottom.

6. (Optional) You can add **Estimated Start** and **Estimated Finish** times and dates for the Order. This will be reflected in the **Manufacturing Scheduler**.

The screenshot shows the 'Order Header' tab of a Manufacturing Order form. The 'Owner' is 'Gilgamesh Cooking S', 'Warehouse' is 'Fort Myers', and 'Project' is 'Fall 13 Line'. The 'Staging Location' dropdown is set to 'Staging-001'. The 'Manufacturing Line' dropdown is set to 'Finished Products'. The 'Dates' section has 'Estimated Start' set to '02/25/2013 10:44 AM' and 'Estimated Finish' set to '02/26/2013 12:00 AM'. The 'Actual Start' and 'Actual Finish' fields are empty. A red box highlights the 'Estimated Start' and 'Estimated Finish' fields. The 'Notes' section is at the bottom.

Step 3. Specify Finished Goods

1. Under the **Finished Goods** tab, click the **New Line** button.

Create a Manufacturing Order

The screenshot shows the 'Finished Goods' tab selected in the top navigation bar. Below the tabs, there are two buttons: 'New Line' (with a plus icon) and 'Delete Line' (with a minus icon). A red callout box with the word 'Click' points to the 'New Line' button. Below the buttons is a table with columns: Line Number, Reference Number, Material, Material Name, and Material Description. The first row is highlighted with an asterisk in the 'Line Number' column.

2. Select the **Material** you will be producing.

Note

You cannot produce Serial Controlled Materials.

The screenshot shows the 'New Line' button and the 'Delete Line' button. Below them is a table with columns: Line Number, Reference Number, Material, Material Name, Material Description, and Quantity. The first row is highlighted. A dropdown menu is open for the 'Material' column, showing a list of materials with their descriptions. A red callout box with the word 'Select' points to the dropdown menu. The materials listed are: GRWB-001 (Destroy), KCHF-001 (Knife of all trades), KS13-001 (2013 model - Set of vari...), KSTK-001 (Standard Knife), KUTL-001 (Knife of all trades), and SPOON1 (It's too large to eat with.). The dropdown menu also shows 'Showing (6) of (6) records'.

3. Enter **Quantity** you will expect to produce.

The screenshot shows the 'New Line' button and the 'Delete Line' button. Below them is a table with columns: Line Number, Reference Number, Material, Material Name, Material Description, Quantity, Packaging, and Vendor Lot. The first row is highlighted. The 'Quantity' field is highlighted with a red box. The value entered in the 'Quantity' field is '100,000,000'.

4. Select the **Packaging** for the Materials you will be producing.

Create a Manufacturing Order

Inventory to stock | Wave List | Attachments | User Defined Fields

Material Name	Material Description	Quantity	Packaging	Vendor Lot	Lot
Knife Set '13	2013 model - Set of va...	100.00	Each		


Name

ShortName

Each

EA

Select

5. If the Finished Product is Lot Controlled, you can select the **Lot** and **Vendor Lot**. You can also click the **small page icon**  to have the system create new Lots for you.

Inventory to stock | Wave List | Attachments | User Defined Fields

Material Description	Quantity	Packaging	Vendor Lot	Lot	Standard Units Per
2013 model - Set of va...	100.00	Each			

6. (Optional) The **Standard Units Per Hour** is pulled from the **Material master file**. You can enter the **Crew Complement**, and the system will calculate the **Expected Throughput** for you, based on that information.

Attachments | User Defined Fields

Lot	Standard Units Per Hour	Crew Complement	Expected Throughput	Status
162		1.00	10.00	Created

You can create multiple Lines this way, lining up additional Materials to be Manufactured.

Step 4. Add Components

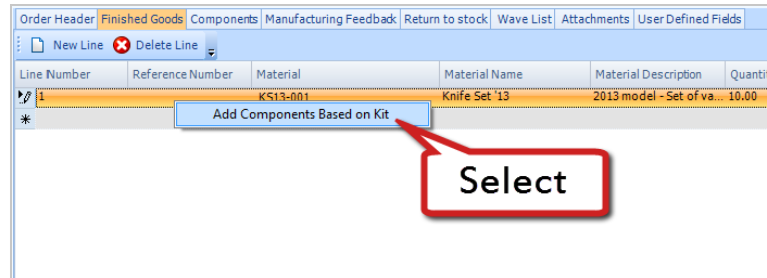
You can add Components either manually, or based on a Kit.

Create a Manufacturing Order

If the Material you have selected as a Finished Product is set up as a Kit, adding Components to the Order is extremely simple. Just right-click the Manufacturing Line under the Finished Goods tab, and select **Add Components Based on Kit**.

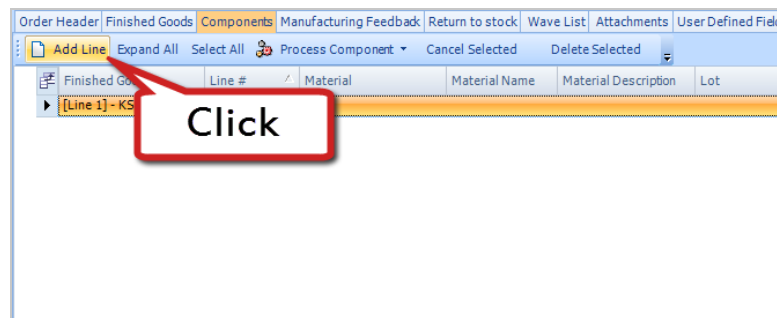
The system will calculate the amount of individual components needed based on the Kit information and the **Quantity** you have set for the Line, and will automatically add the necessary Components to the Order.

For more information on Kits, see the [Setting Up a Material](#) tutorial.

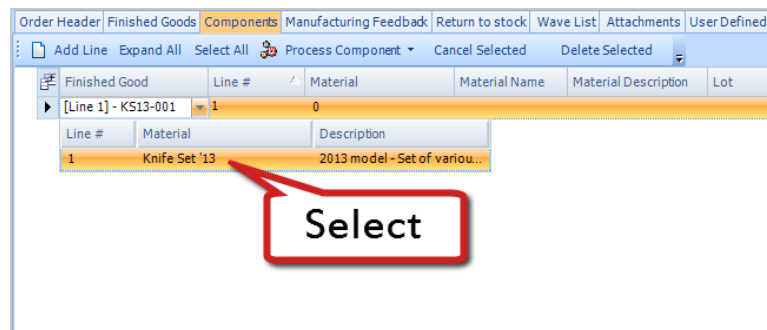


Adding Components manually requires a bit more work.

1. Under the **Components** tab, click the **Add Line** button.



2. If you have multiple Finished Goods Lines, select the **Finished Good** that this Component Material will be a part of.



3. Choose a **Material** as your Component.

Create a Manufacturing Order

Order Header | Finished Goods | **Components** | Manufacturing Feedback | Return to stock | Wave List | Attachments | User Defined Fields

Process Component

Finished Good	Line #	Material	Material Name	Material Description	Lot
[Line 1] - KS13-001	1	GRWB-001			

LookupCode: GRWB-001, Description: Destroyed just to hold yo...
Showing (1) of (1) records

Select

4. Select a **Lot** if necessary.

Return to stock | Wave List | Attachments | User Defined Fields

Cancel Selected | Delete Selected

Material Name	Material Description	Lot	Vendor Lot	Quantity	Packaging	Available	Total
GreatRedwood...	Destroyed just to hol...	163		0.00	0		

Lookup Code: 163, Description: 02/25/2013, Created On: 02/25/2013, Manufactured On: 02/25/2013, Expires On: 02/25/2013, Vat: 0
Showing (1) of (1) records

Select

5. Enter the **Quantity** of this Component required to produce the amount of Finished Goods you've specified.

Wave List | Attachments | User Defined Fields

Delete Selected

Material Description	Lot	Vendor Lot	Quantity	Packaging
Destroyed just to hol...	163	163	10.00000000	

6. Select the **Packaging Type** the Finished Good requires for the Component.

Attachments | User Defined Fields

Selected

Description	Lot	Vendor Lot	Quantity	Packaging	Available	Total O
ed just to hol...	163	163	10.00	Each		

Name: Each, Case: Case

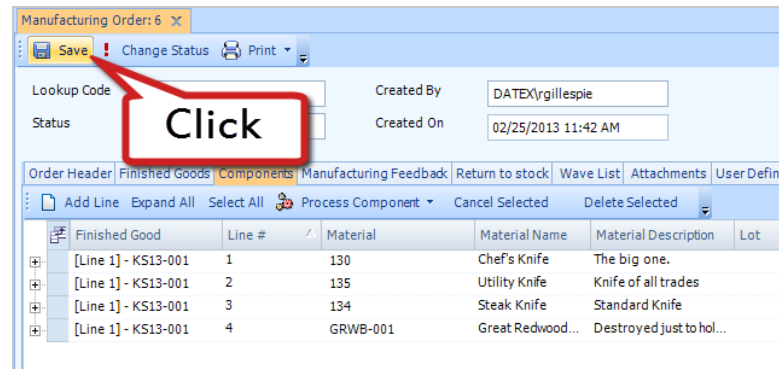
Select

Create a Manufacturing Order

Continue adding Component Lines this way until you've added all the Components necessary for the Finished Goods Lines in the Order. You may also add Sub-Lines and Sibling Lines by right-clicking the lines you've already added, allowing for more specific organization of your Components for Reporting purposes.

Step 5. Save the Manufacturing Order

Click the **Save** button to Save the Order.



The screenshot shows the 'Manufacturing Order: 6' window. The 'Save' button is highlighted with a red box and the word 'Click'. The window includes a toolbar with 'Save', 'Change Status', and 'Print'. Below the toolbar are fields for 'Lookup Code', 'Status', 'Created By' (DATEX\rgillespie), and 'Created On' (02/25/2013 11:42 AM). The main area has tabs for 'Order Header', 'Finished Goods', 'Components', 'Manufacturing Feedback', 'Return to stock', 'Wave List', 'Attachments', and 'User Defin...'. The 'Components' tab is active, showing a table with columns: 'Finished Good', 'Line #', 'Material', 'Material Name', 'Material Description', and 'Lot'. The table contains four rows of component data.

Finished Good	Line #	Material	Material Name	Material Description	Lot
[Line 1] - KS13-001	1	130	Chef's Knife	The big one.	
[Line 1] - KS13-001	2	135	Utility Knife	Knife of all trades	
[Line 1] - KS13-001	3	134	Steak Knife	Standard Knife	
[Line 1] - KS13-001	4	GRWB-001	Great Redwood...	Destroyed just to hol...	

Schedule a Manufacturing Order

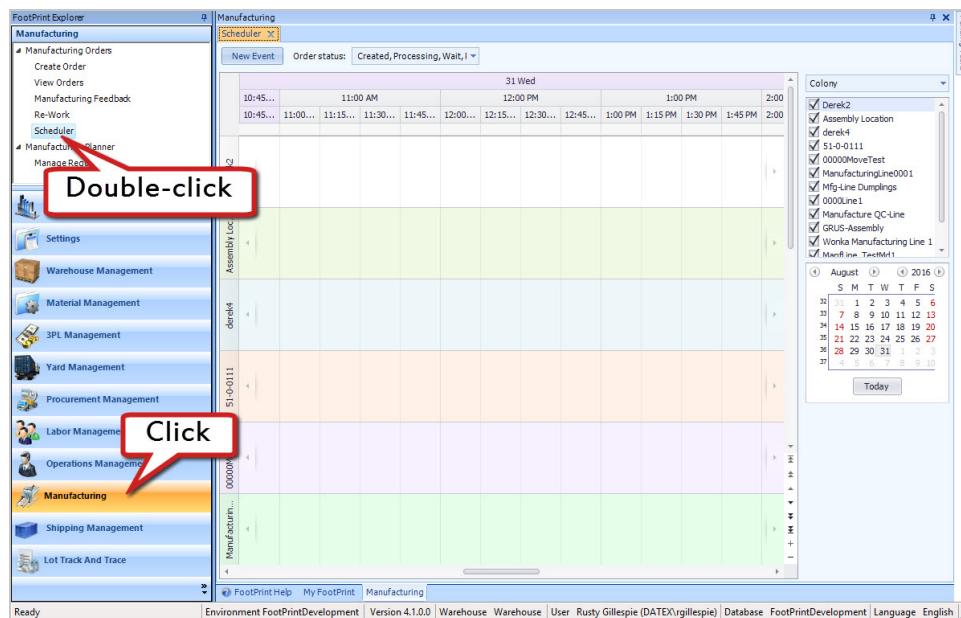
After creating a Manufacturing Order, you are able to associate it with a schedule to help organize and streamline your manufacturing operations.

✓ Prerequisites

- **Manufacturing Order**
- **Warehouse**
- **Manufacturing & Finished Product Locations**

Step 1. Open the Manufacturing Schedule section

1. Click the **Manufacturing** module from the FootPrint Explorer.
2. Double-click the **Scheduler** section.

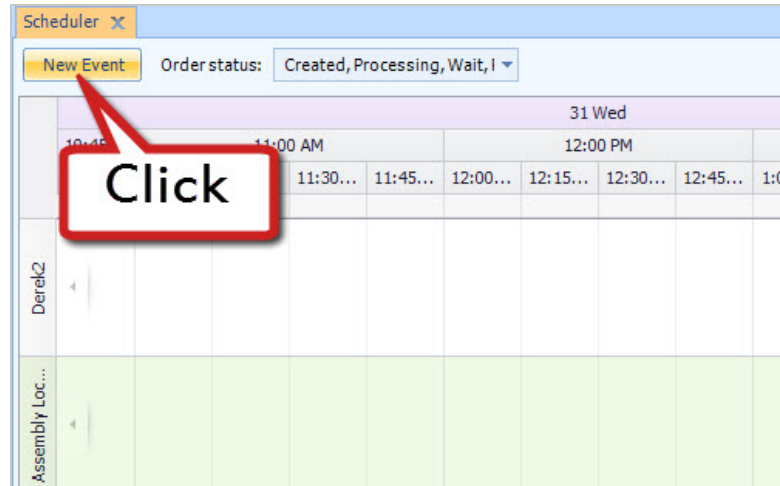


Step 2. Create a new Schedule

There are two ways to create a new Schedule from the Manufacturing Scheduler section:

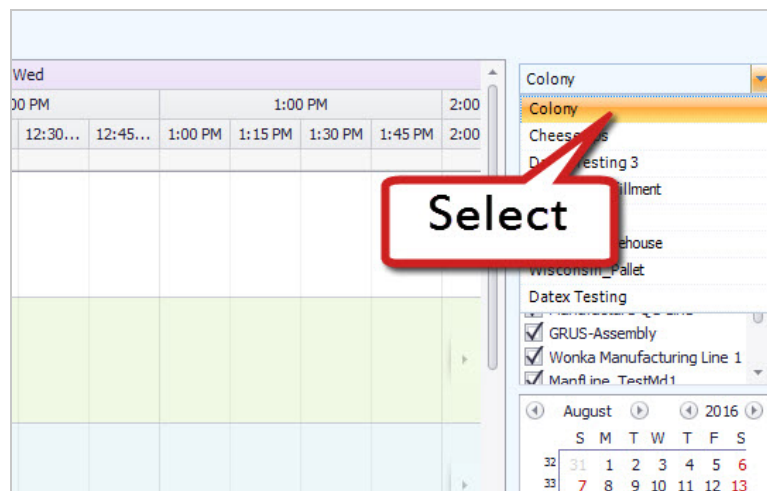
Schedule a Manufacturing Order

Click the **New Event** button.



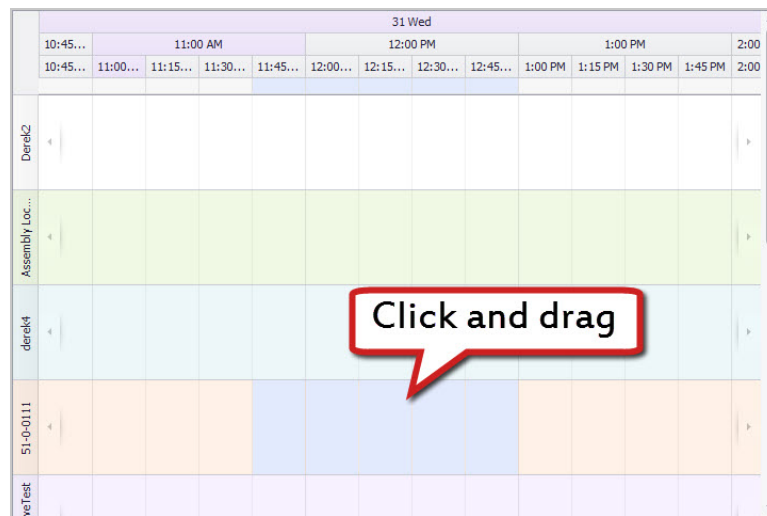
OR

1. Select the **Warehouse** you would like for the Schedule from the drop-down list on the right side of the screen.

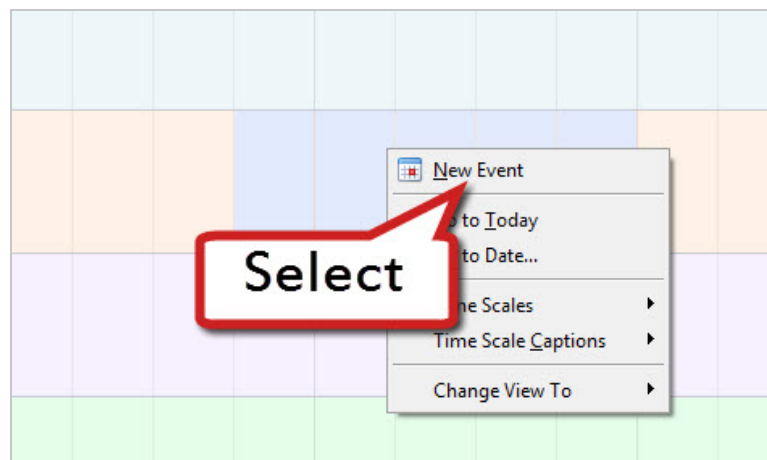


2. Highlight the time slot you want the Schedule to be for, along the row corresponding to the **Manufacturing Line** you want for the Schedule, by clicking and dragging the cursor.

Schedule a Manufacturing Order



3. Right-click the highlighted section, and select **New Event** from the drop-down list.



Step 3. Fill out Manufacturing Schedule Information

Once you've opened the Event Detail pop-up window, you can enter the information for the Manufacturing Schedule. If you created the Schedule from a highlighted selection, some of this information has already been filled out for you.

1. Select the **Warehouse** in which the Manufacturing will take place from the drop-down list.
2. Select the **Manufacturing Line Location** at which the Manufacturing will occur.

Schedule a Manufacturing Order

The 'Event Detail' window contains the following fields:

Lookup Code:	390@51-0-0111	Start Time:	08/31/2016 11:45 AM
Warehouse:	Colony	End Time:	08/31/2016 01:00 PM
Manufacturing Line:	51-0-0111	Created On:	8/31/2016 11:09 AM
Manufacturing Order:	390	Created By:	Rusty Gillespie
Order Status:	Processing	Modified On:	8/31/2016 11:09 AM
Finished Good Line:	[Line 1] - Derek Lookup Kit 1	Modified By:	Rusty Gillespie

Notes: [Empty text area]

Buttons: Save, Cancel

3. Select the **Manufacturing Order** to associate with the Schedule.

The 'Event Detail' window shows the 'Manufacturing Order' dropdown menu open, displaying the following options:

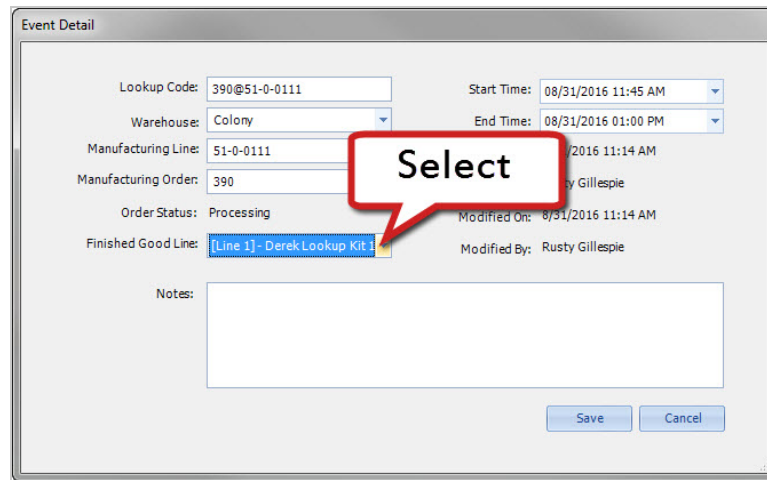
- 390 (highlighted)
- 391
- 394
- AA604182336R
- AE6914939352R
- AU603237040R
- AU603238040R
- AU604334335G

A red speech bubble with the word "Select" points to the dropdown menu.

Once you've selected a Manufacturing Line and an Order, the Manufacturing Schedule LookUp Code will be updated to the Order Number @ the Manufacturing Line Location. This can be changed if so desired.

4. Select the **Finished Good Line** to associate with the Schedule.

Schedule a Manufacturing Order



Event Detail

Lookup Code: 390@51-0-0111 Start Time: 08/31/2016 11:45 AM

Warehouse: Colony End Time: 08/31/2016 01:00 PM

Manufacturing Line: 51-0-0111

Manufacturing Order: 390

Order Status: Processing

Finished Good Line: [Line 1] - Derek Lookup Kit 1

Modified On: 8/31/2016 11:14 AM

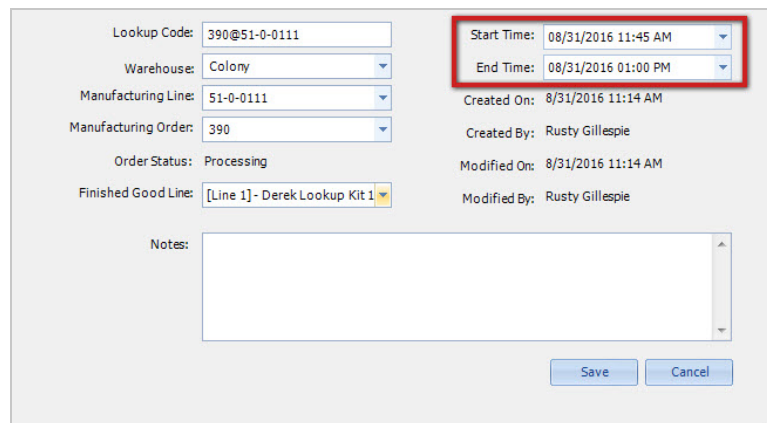
Modified By: Rusty Gillespie

Notes:

Save Cancel

A red callout bubble with the word "Select" points to the Finished Good Line dropdown menu.

5. Set the **Start and End Time** for the Manufacturing Schedule.



Lookup Code: 390@51-0-0111 Start Time: 08/31/2016 11:45 AM

Warehouse: Colony End Time: 08/31/2016 01:00 PM

Manufacturing Line: 51-0-0111

Manufacturing Order: 390

Order Status: Processing

Finished Good Line: [Line 1] - Derek Lookup Kit 1

Created On: 8/31/2016 11:14 AM

Created By: Rusty Gillespie

Modified On: 8/31/2016 11:14 AM

Modified By: Rusty Gillespie

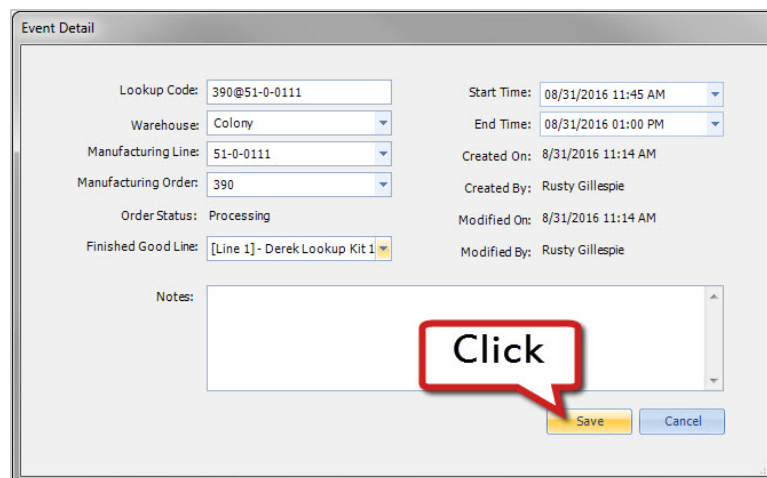
Notes:

Save Cancel

A red rectangular box highlights the Start Time and End Time dropdown menus.

Step 4. Save the Schedule

Click the **Save** button to save the Manufacturing Schedule in your system.



Event Detail

Lookup Code: 390@51-0-0111 Start Time: 08/31/2016 11:45 AM

Warehouse: Colony End Time: 08/31/2016 01:00 PM

Manufacturing Line: 51-0-0111

Manufacturing Order: 390

Order Status: Processing

Finished Good Line: [Line 1] - Derek Lookup Kit 1

Created On: 8/31/2016 11:14 AM

Created By: Rusty Gillespie

Modified On: 8/31/2016 11:14 AM

Modified By: Rusty Gillespie

Notes:

Save Cancel

A red callout bubble with the word "Click" points to the Save button.

Tip

Your Manufacturing Schedule time can be changed by opening it again, or it can be dragged and dropped to a new time slot on the schedule just by clicking and dragging the event block.

Process a Manufacturing Order

Processing a Manufacturing Order prepares it for execution by creating a Manufacturing Wave. Similar to an ordinary Wave, the Manufacturing Wave is an order to move Materials from one Location to another.

Following the Processing of the Order, you will be able to perform a [Manufacturing Move](#).

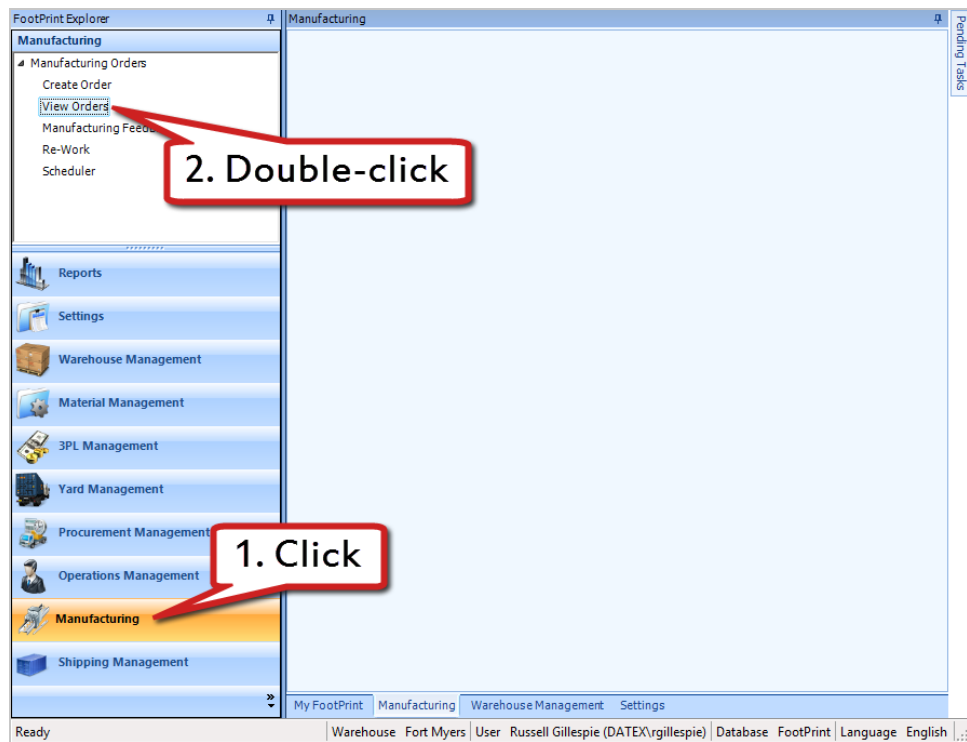
✔ Prerequisites

- [Manufacturing Order](#)
- [Manufacturing & Finished Product Locations](#)
- [Materials](#)
- Inventory in your Warehouse

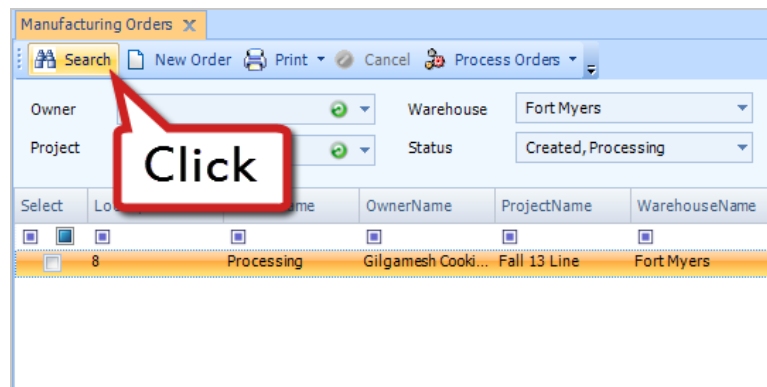
Step 1. Open the Manufacturing Order

1. Click the **Manufacturing** module in the FootPrint Explorer.
2. Double-click **View Orders** under the **Manufacturing** heading.

Process a Manufacturing Order

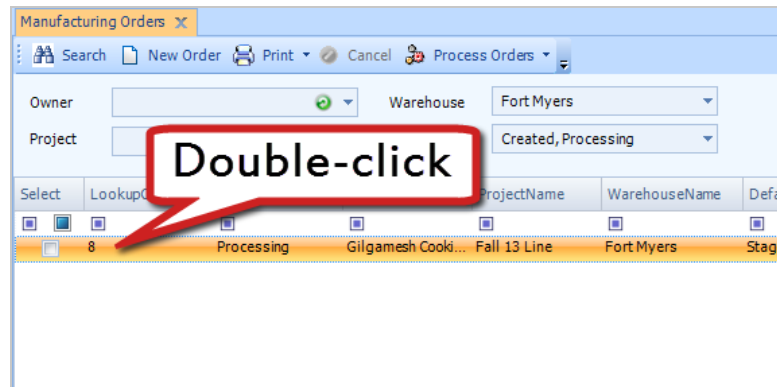


3. Enter an **Owner**, **Project**, and/or **Warehouse** to narrow down your search, and simply click **Search** to show all relevant Manufacturing Orders.



4. Double-click your Order.

Process a Manufacturing Order

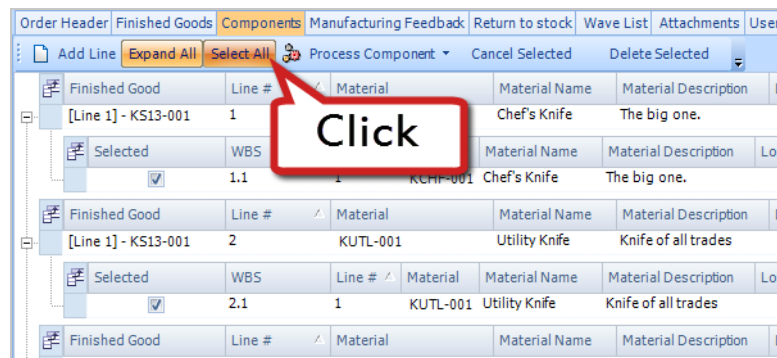


Step 2. Process the Order

Rather Creating a Manufacturing Wave, you can run Inventory Planning, which will determine the best Inventory for use in your Manufacturing Order, taking into consideration such things as Allocation Strategies and Expiration Dates, and searching all Warehouses in the system for its recommendation.

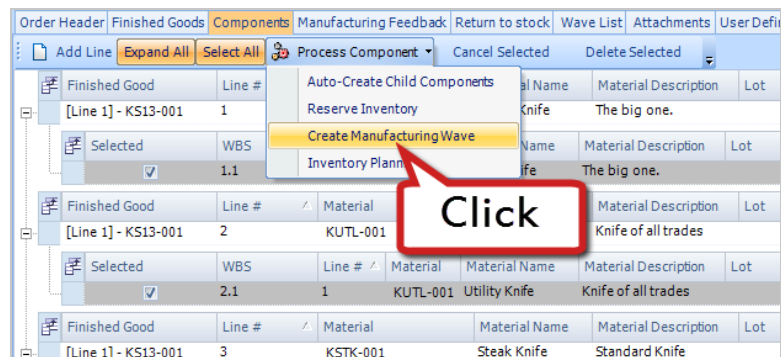
Inventory Planning Tutorial Video

1. Click **Select All** under the **Components** tab. This will automatically **Expand All** as well, creating Sub-Lines based on each Line, which will actually call for the Materials.

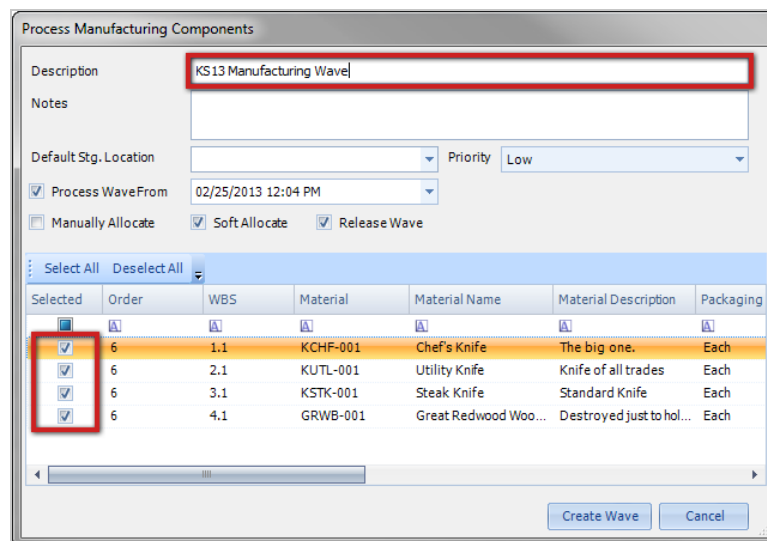


2. Click the **Process Component** button. A drop-down list will open, containing options for Processing the selected Lines. Click **Create Manufacturing Wave**.

Process a Manufacturing Order



3. A pop-up window will open. Make sure all the Materials you'd like to include in the Wave are selected. Enter a **Description** for the Wave.



4. Select the **Default Staging Location** if you haven't already, or would prefer a different Location than is already set in your Warehouse.

Process a Manufacturing Order

Process Manufacturing Components

Description: KS13 Manufacturing Wave

Notes:

Default Stg. Location: Staging-001 Priority: Low

☒ Process WaveFrom ☐ Manually Allocate

Select All Deselect All

Selected	Order	WBS	Material	Material Name	Material Description	Packaging
<input checked="" type="checkbox"/>	6	1.1	KCHF-001	Chef's Knife	The big one.	Each
<input checked="" type="checkbox"/>	6	2.1	KUTL-001	Utility Knife	Knife of all trades	Each
<input checked="" type="checkbox"/>	6	3.1	KSTK-001	Steak Knife	Standard Knife	Each
<input checked="" type="checkbox"/>	6	4.1	GRWB-001	Great Redwood Woo...	Destroyed just to hol...	Each

Create Wave Cancel

5. Click the **Create Wave** button.

Process Manufacturing Components

Description: KS13 Manufacturing Wave

Notes:

Default Stg. Location: Staging-001 Priority: Low

☒ Process WaveFrom ☐ Manually Allocate ☒ Soft Allocate ☒ Release Wave

Select All Deselect All

Selected	Order	WBS	Material	Material Name	Material Description	Packaging
<input checked="" type="checkbox"/>	6	1.1	KCHF-001	Chef's Knife	The big one.	Each
<input checked="" type="checkbox"/>	6	2.1	KUTL-001	Utility Knife	Knife of all trades	Each
<input checked="" type="checkbox"/>	6	3.1	KSTK-001	Steak Knife	Standard Knife	Each
<input checked="" type="checkbox"/>	6	4.1	GRWB-001	G	ed just to hol...	Each

Create Wave Cancel

The Pending Tasks tab will flash, indicating that the Wave is being Created and Processed. Open the Pending Tasks window to confirm the Wave has been Released.

Complete a Manufacturing Move

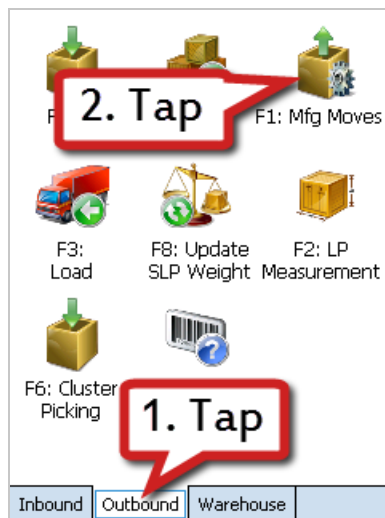
Manufacturing Moves take all Materials required for a Manufacturing Order and relocated them to the Staging Location in order to actually execute the Order.

✓ Prerequisites

- **Manufacturing Order**
- **Released Manufacturing Wave**
- **Manufacturing & Finished Product Locations**
- **Materials**
- Inventory in your Warehouse

Step 1. Open the Manufacturing Moves section

1. Tap the **Outbound** tab.
2. Tap the **Mfg Moves** section, or press F1.



Step 2. Search for Move Tasks

You can search for Move Tasks for the Manufacturing Order in a variety of ways, including by **License Plate**, **Source Location**, **Target Location**, **Wave**, **Manufacturing Order**, or even **Temperature Category**.

Complete a Manufacturing Move

Scan or enter the relevant information, and tap or press **F5** if the list does not automatically populate.

LP Lookup
Source Loc
Temp Category
Target Loc
Wave 138
Man. Order #

Source Location	Material
-----------------	----------

F2:Back F5:Refresh F1:Next

Step 3. Perform Move

1. Select the Material you are Moving, and tap **Next** or press **F1**.

LP Lookup
Source Loc
Temp Category
Target Loc
Wave
Man. Order #

Source Location	Material
Shelf Z1-002	KCHF-001
Shelf Z1-002	KUTL-001
Shelf Z1-002	KSTK-001
Shelf	3-001

F2:Back F5:Refresh F1:Next

2. Make sure the correct **Manufacturing Location** is selected for the Move.

Complete a Manufacturing Move

Material	KCHF-001
Lot	164
Vendor Lot	164
Packaging	EA F7:Pack convert
Source Loc	Shelf Z1-002
Source LP	<input type="text"/> F3
Target Loc	<input type="text" value="Staging-001"/>
Target LP	<input type="text"/> F4
Quantity	10
Exp. Qty	10.00000000
Qty on hand:	
Reason Code	<input type="text"/>
F2:Back F12:Notification F1:Confirm F8:Reallocate	

3. Scan, enter, or select the **Source License Plate**.

Material	KCHF-001
Lot	164
Vendor Lot	164
Packaging	EA F7:Pack convert
Source Loc	Shelf Z1-002
Source LP	<input type="text" value="KNIFELP-001"/> F3
Target Loc	Finished Products
Target LP	<input type="text"/> F4
Quantity	10
Exp. Qty	10.00000000
Qty on hand:	10
Reason Code	<input type="text"/>
F2:Back F12:Notification F1:Confirm F8:Reallocate	

4. Scan or enter the **Target License Plate**.

Complete a Manufacturing Move

Material	KCHF-001		
Lot	164		
Vendor Lot	164		
Packaging	EA	F7:Pack convert	
Source Loc	Shelf Z1-002		
Source LP	KNIFELP-001		F3
Target Loc	Staging-001		
Target LP	KS13MLP-001		F4
Quantity	10		
Exp. Qty	10.00000000		
Qty on hand:	10		
Reason Code			
F2:Back F12:Notification F8:Reallocate F1:Confirm			

5. Make sure the **Quantity** is correct.

Material	KCHF-001		
Lot	164		
Vendor Lot	164		
Packaging	EA	F7:Pack convert	
Source Loc	Shelf Z1-002		
Source LP	KNIFELP-001		F3
Target Loc	Staging-001		
Target LP	KS13MLP-001		F4
Quantity	10		
Exp. Qty	10.00000000		
Qty on hand:	10		
Reason Code			
F2:Back F12:Notification F8:Reallocate F1:Confirm			

6. Tap **Confirm** or press **F1** to Confirm the Move.

Complete a Manufacturing Move

Material KCHF-001
Lot 164
Vendor Lot 164
Packaging EA F7:Pack convert
Source Loc Shelf Z1-002
Source LP KNIFELP-001 F3
Target Loc Staging-001
Target LP KS13MLP-001 F4
Quantity 10
Exp. Qty 10.00000000
Qty on hand: 10
Reason Code
F2:Back F12:Notification F1:Confirm
F8:Reallocate

7. If the Material you are Moving is Serial Controlled, scan or enter each **Serial Number** you will be using, or press **F8** to have the system automatically select them for you.

SN
Req: 1 Scan Total: 20
Serial Number Material Lot
22 Rainbow 549532
23 Rainbow 549532
24 Rainbow 549532
25 Rainbow 549532
F4: Switch Select wanted serials
F5: Refresh
F8: Auto Select
F9: Deselect All
F11: Inquiry
F4: Switch to Select wanted serials

8. Tap **Accept**, or press **F1**.

Complete a Manufacturing Move

SN

Req: 1

Sel: 0

Total: 20

	Serial Number	Material	Lot	
▶	22	Rainbow	549532	≡
	23	Rainbow	549532	
	24	Rainbow	549532	
	25	Rainbow	549532	▼
◀	III			▶

Serial Number	Material	Lot	Unit
◀	III		▶

Tap

F2:Cancel

F3: Menu

F1:Accept

You will be brought back to the Move Tasks list. Repeat the process for each remaining Move Task.

Add Manufacturing Feedback

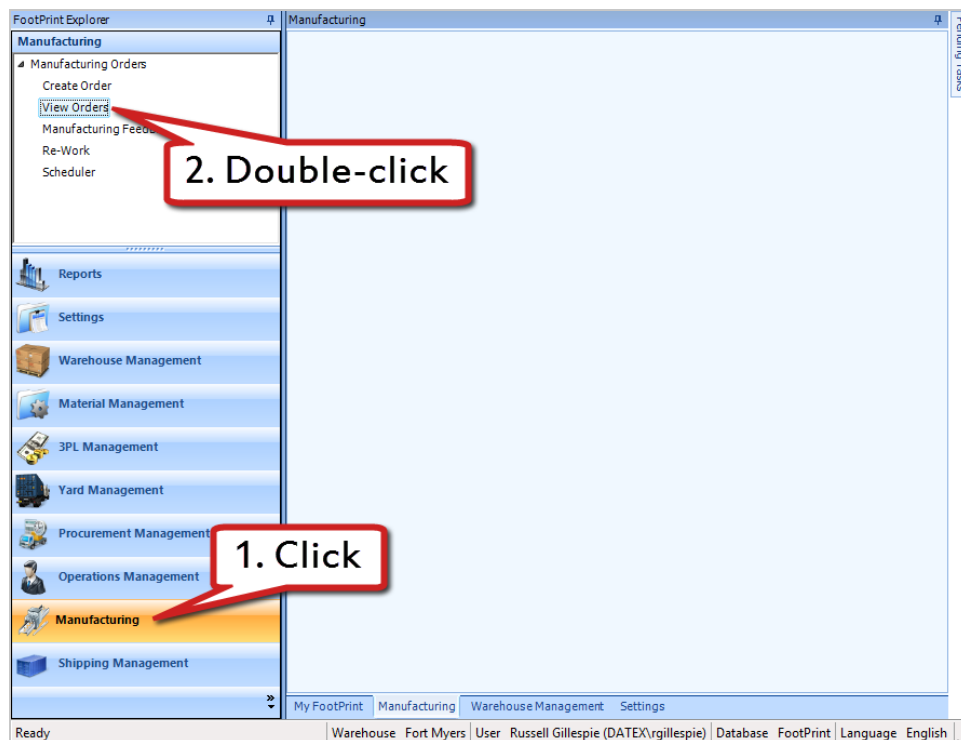
Manufacturing Feedback confirms that Manufacturing has occurred, and instructs the system on which Materials have been consumed, which Materials may have been Scrapped, and what Materials have been created.

✓ Prerequisites

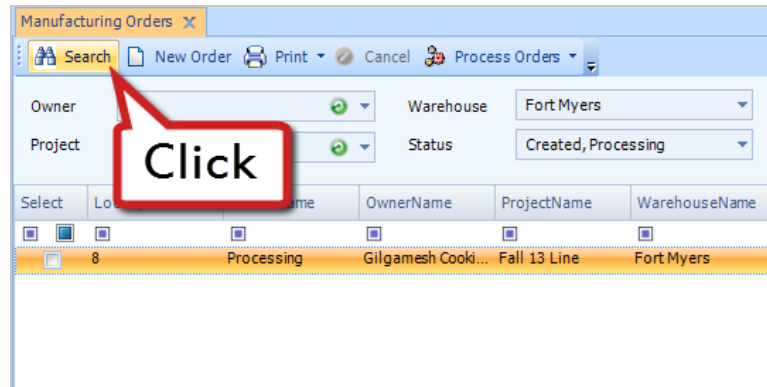
- **Manufacturing Order**
- **Manufacturing Move**
- **Manufacturing & Finished Product Locations**
- **Materials**
- Inventory in your Warehouse
- Finished Products or Works in Process

Step 1. Open the Manufacturing Order

1. Click the **Manufacturing** module in the FootPrint Explorer.
2. Double-click **View Orders** under the **Manufacturing** heading.

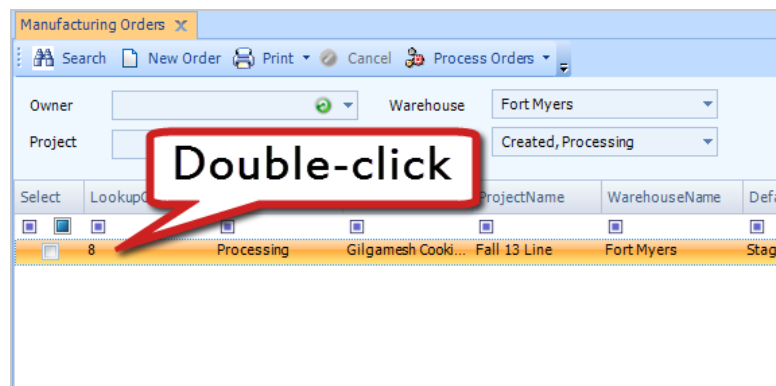


3. Enter an **Owner**, **Project**, and/or **Warehouse** to narrow down your search, and simply click **Search** to show all relevant Manufacturing Orders.



The screenshot shows the 'Manufacturing Orders' window. At the top, there is a toolbar with buttons for Search, New Order, Print, Cancel, and Process Orders. Below the toolbar are search filters: Owner, Project, Warehouse (set to Fort Myers), and Status (set to Created, Processing). A red callout bubble with the word 'Click' points to the Search button. Below the filters is a table with columns: Select, Location, Name, OwnerName, ProjectName, and WarehouseName. The first row of the table shows a location of 8, status of Processing, and project name of Gilgamesh Cooki... under Fort Myers.

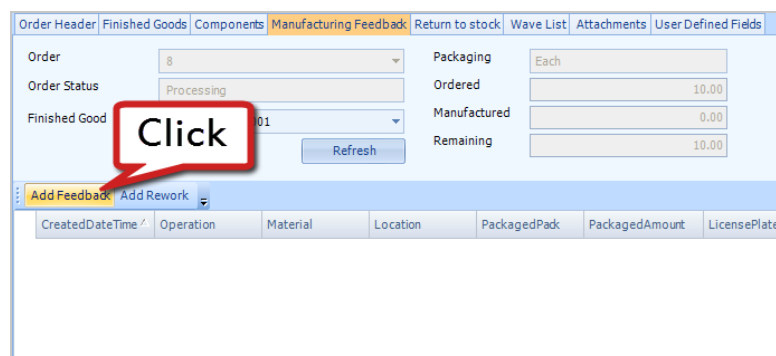
4. Double-click your Order.



This screenshot is identical to the previous one, but the red callout bubble now says 'Double-click' and points to the first row of the table, which represents the selected manufacturing order.

Step 2. Add Feedback

1. On the Desktop, underneath the **Manufacturing Feedback** tab for your Manufacturing Order, click the **Add Feedback** button.



The screenshot shows the 'Manufacturing Feedback' tab selected. It displays fields for Order (8), Order Status (Processing), and Finished Good (01). To the right, there are fields for Packaging (Each), Ordered (10.00), Manufactured (0.00), and Remaining (10.00). A 'Refresh' button is located below these fields. At the bottom, there is a toolbar with 'Add Feedback' and 'Add Rework' buttons. A red callout bubble with the word 'Click' points to the 'Add Feedback' button. Below the toolbar is a table with columns: CreatedDateTime, Operation, Material, Location, PackagedPack, PackagedAmount, and LicensePlate.

Add Manufacturing Feedback

A pop-up window will open, where you can enter your Feedback information.

2. (Optional) If you have **Work Shifts** or **Manufacturing Equipment** set up, you can select them here.

The 'Add Feedback' window is shown with the following fields and options:

- Work Shift:** A dropdown menu.
- Equipment:** A dropdown menu.
- Notes:** A text area.
- Manufacturing Line:** A dropdown menu with 'Finished Products' selected.
- Create WIP:** A checkbox.
- Add License Plate:** A button.
- Calculate Component Usage:** A button.
- Lot:** A table with columns: Lot, LotExpirationDate, ActualPackagedPack, ActualPackagedAmount, ActualTarget.
- Add Component:** A button.
- Material:** A table with columns: Material, MaterialDescription, Packaging, ExpectedPackagedAmount.
- Confirm:** A button.
- Cancel:** A button.

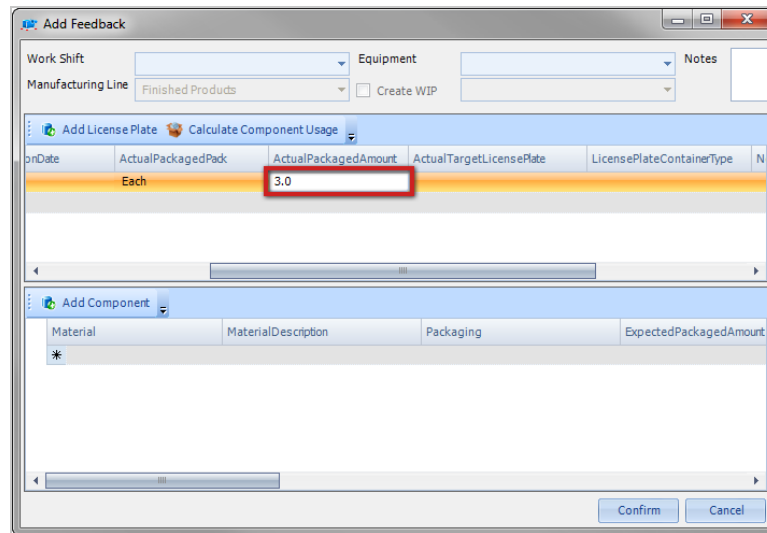
3. Click the **Add License Plate** button.

The 'Add Feedback' window is shown with the following fields and options:

- Work Shift:** A dropdown menu.
- Equipment:** A dropdown menu.
- Notes:** A text area.
- Manufacturing Line:** A dropdown menu with 'Finished Products' selected.
- Create WIP:** A checkbox.
- Add License Plate:** A button, highlighted with a red box and a 'Click' label.
- Calculate Component Usage:** A button.
- Lot:** A table with columns: Lot, LotExpirationDate, ActualPackagedPack, ActualPackagedAmount, ActualTarget.
- Add Component:** A button.
- Material:** A table with columns: Material, MaterialDescription, Packaging, ExpectedPackagedAmount.
- Confirm:** A button.
- Cancel:** A button.

4. Enter the **Actual Packaged Amount**, representing how many successfully manufactured Finished Products you have produced.

Add Manufacturing Feedback



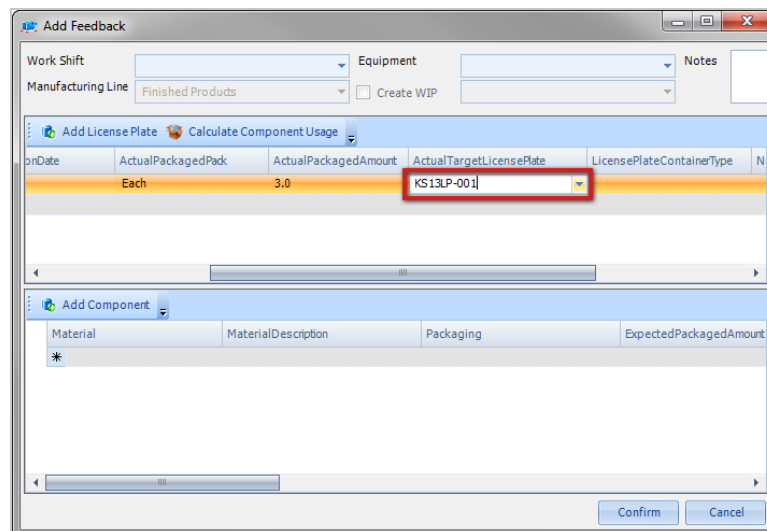
The 'Add Feedback' window is shown with the following details:

- Work Shift:** (Empty dropdown)
- Equipment:** (Empty dropdown)
- Notes:** (Empty text area)
- Manufacturing Line:** Finished Products
- Create WIP:** (Unchecked checkbox)
- Buttons:** Add License Plate, Calculate Component Usage
- Table:**

onDate	ActualPackagedPack	ActualPackagedAmount	ActualTargetLicensePlate	LicensePlateContainerType	N
	Each	3.0			
- Buttons:** Add Component
- Table:**

Material	MaterialDescription	Packaging	ExpectedPackagedAmount
*			
- Buttons:** Confirm, Cancel

5. Enter the new **Target License Plate** to which the new Materials will be assigned.



The 'Add Feedback' window is shown with the following details:

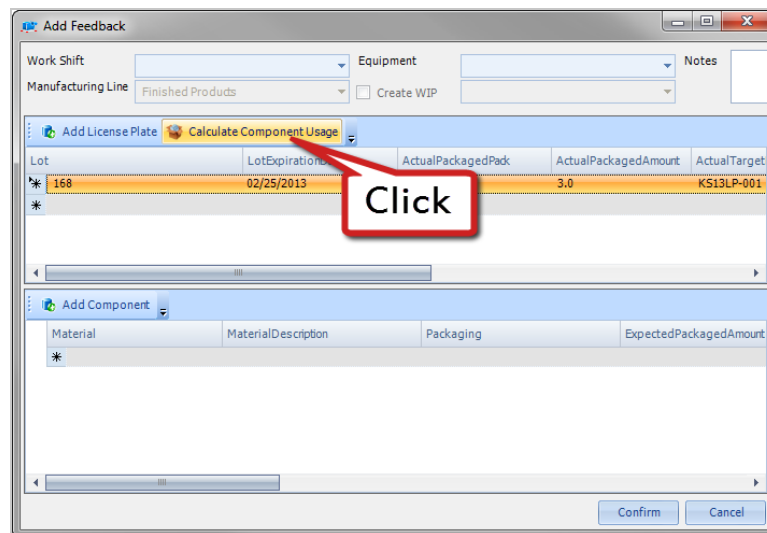
- Work Shift:** (Empty dropdown)
- Equipment:** (Empty dropdown)
- Notes:** (Empty text area)
- Manufacturing Line:** Finished Products
- Create WIP:** (Unchecked checkbox)
- Buttons:** Add License Plate, Calculate Component Usage
- Table:**

onDate	ActualPackagedPack	ActualPackagedAmount	ActualTargetLicensePlate	LicensePlateContainerType	N
	Each	3.0	KS13LP-001		
- Buttons:** Add Component
- Table:**

Material	MaterialDescription	Packaging	ExpectedPackagedAmount
*			
- Buttons:** Confirm, Cancel

6. Click the **Calculate Component Usage** button to have the system automatically calculate the expected amount of Components used in Manufacturing the Actual Packaged Amount of Materials entered above.

Add Manufacturing Feedback



Work Shift: Finished Products Equipment: Create WIP Notes:

Buttons: Add License Plate, Calculate Component Usage

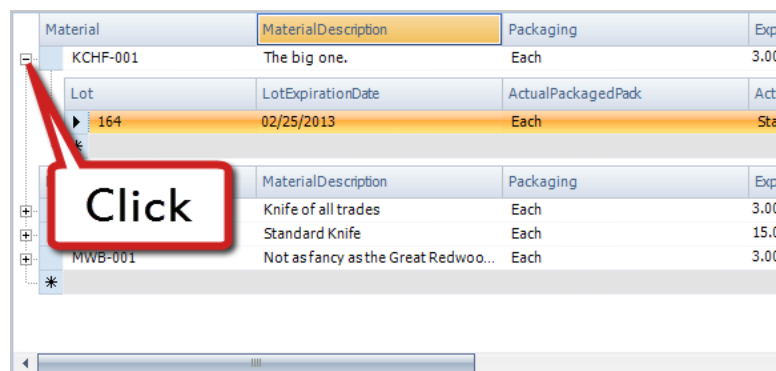
Lot	LotExpirationDate	ActualPackagedPack	ActualPackagedAmount	ActualTarget
168	02/25/2013		3.0	KS13LP-001

Buttons: Add Component

Material	MaterialDescription	Packaging	ExpectedPackagedAmount
*			

Buttons: Confirm, Cancel

7. To edit the values Consumed, or to add Scrapped Components to the Feedback, click the + box to drop down more information about the Material.



Material	MaterialDescription	Packaging	Exp
KCHF-001	The big one.	Each	3.00
Lot	LotExpirationDate	ActualPackagedPack	Actu
164	02/25/2013	Each	Sta
	MaterialDescription	Packaging	Exp
	Knife of all trades	Each	3.00
	Standard Knife	Each	15.0
MWB-001	Not as fancy as the Great Redwoo...	Each	3.00
*			

8. (Optional) Enter the new values in their appropriate column.

Scrapped Materials represent Materials lost in the process of Manufacturing that are no longer capable of being reused for any purpose. These Materials will be taken out of the system completely.

Note

You must enter a **Reason Code** if you are Scrapping Materials.

Add Manufacturing Feedback

TotalPackagedAmount	ConsumedPackagedAmount	ScrappedPackagedAmount	PackagedAmountRemaining	Note
dAmount	WorstExpirationDate			
	02/25/2013			
50.00	15.00	10.00000000	25.00	
dAmount	WorstExpirationDate			
	02/25/2013			
10.00	3.00	2.00	5.00	

9. Once you've entered all the information you need, click the **Confirm** button.

Click

This will process the Order, removing the Components from your Inventory and adding the new Finished Products to your Manufacturing Line Location.

You can continue to add Feedback to the Order until you've exhausted all the Allotted Materials.

Work in Process

If you are unable to finish the Manufacturing process, but have involved several Components already, you can select the Work in Process option (check the **Create WIP** box). You will be required to add a **Reason Code** to do this. You can then add a **License Plate** as with Finished Goods, edit the **Amount Consumed**, and create a new **Lot** for the WIP. You will have to have set up and selected a **Work Shift** in order to finish the creation of the WIP for accountability purposes.

Perform a Manufacturing Rework

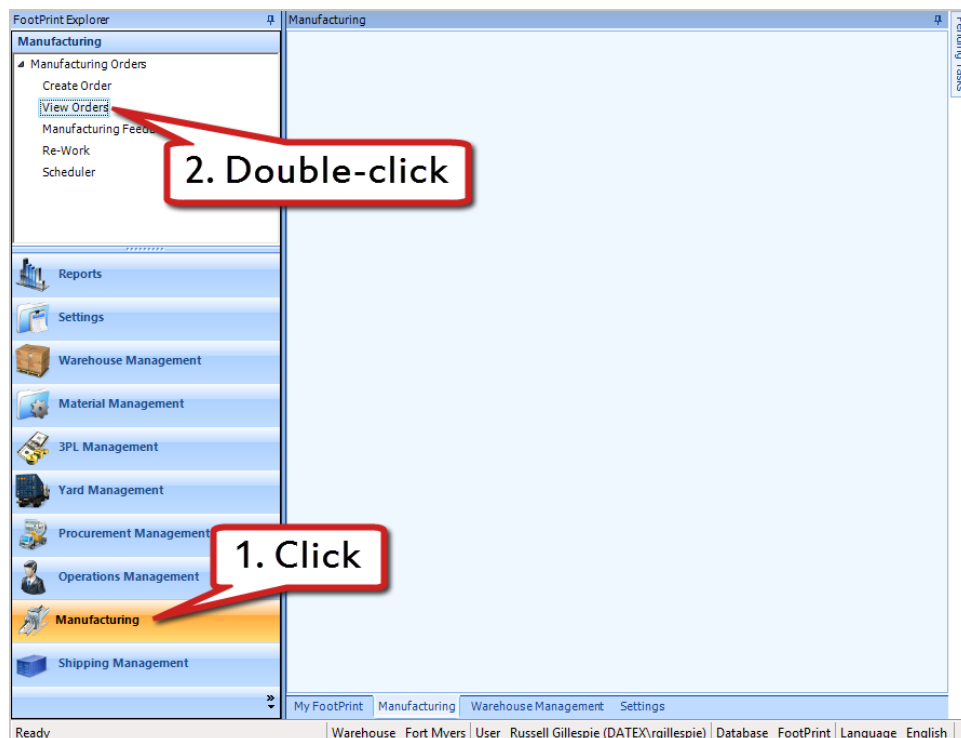
Reworking undoes Finished Goods and returns them to their Components. This process takes place after you've added Feedback to a Manufacturing Order, but while the Order is still in the Processing status.

✓ Prerequisites

- **Manufacturing Order**
- **Manufacturing & Finished Product Locations**
- **Materials**
- Inventory in your Warehouse
- Finished Products or Works in Process
- **Manufacturing Feedback**

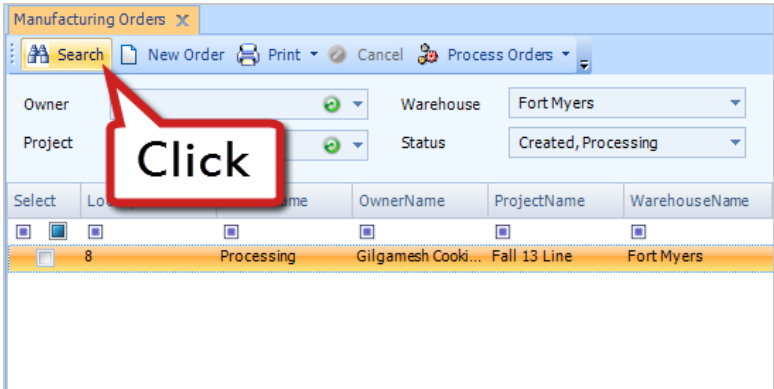
Step 1. Open the Manufacturing Order

1. Click the **Manufacturing** module in the FootPrint Explorer.
2. Double-click **View Orders** under the **Manufacturing** heading.

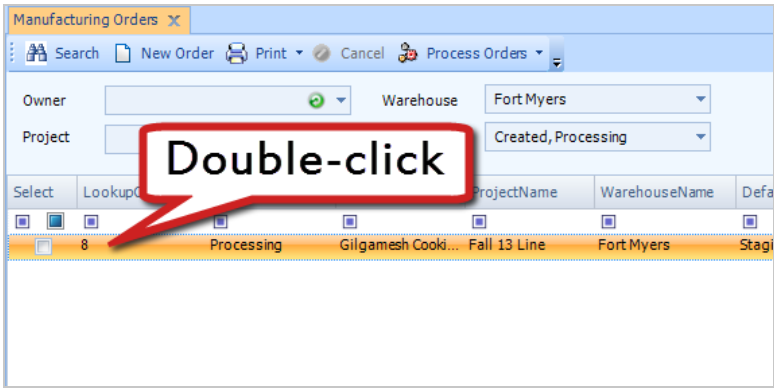


Perform a Manufacturing Rework

3. Enter an **Owner**, **Project**, and/or **Warehouse** to narrow down your search, and simply click **Search** to show all relevant Manufacturing Orders.

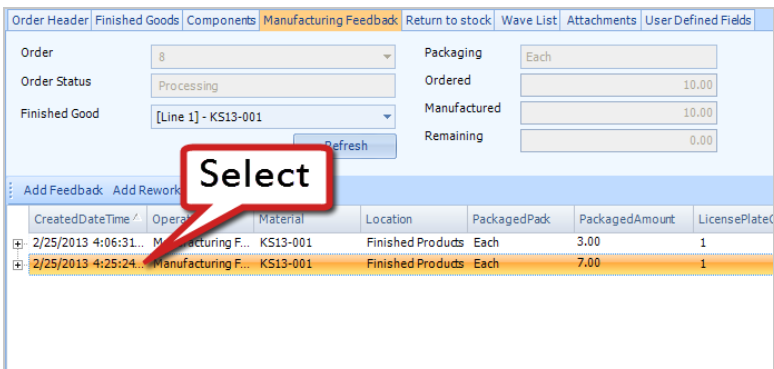


4. Double-click your Order.



Step 2. Add Rework

1. Under the **Manufacturing Feedback** tab, select the Feedback session you'd like to add a Rework to.



Perform a Manufacturing Rework

2. Click the **Add Rework** button.

The screenshot shows the 'Manufacturing Feedback' window. At the top, there are tabs: Order Header, Finished Goods, Components, Manufacturing Feedback (selected), Return to stock, Wave List, Attachments, and User Defined Fields. Below the tabs, there are input fields for Order (8), Order Status (Processing), Finished Good ([Line 1]), Packaging (Each), Ordered (10.00), Manufactured (10.00), and Remaining (0.00). A red box highlights the 'Add Rework' button, with a red arrow pointing to it and the word 'Click' written inside the box. Below the buttons, there is a table with columns: CreatedDateTime, Operation, Material, Location, PackagedPack, PackagedAmount, and LicensePlate. The table contains two rows of data.

CreatedDateTime	Operation	Material	Location	PackagedPack	PackagedAmount	LicensePlate
2/25/2013 4:06:31...	Manufacturing F...	KS13-001	Finished Products	Each	3.00	1
2/25/2013 4:25:24...	Manufacturing F...	KS13-001	Finished Products	Each	7.00	1

3. A pop-up window will open, containing Finished Goods lines. Enter the number of Finished Goods you'll be unmaking in the **Actual Packaged** column of the Line you're Reworking.

Note

Make sure to change focus from the **Actual Packaged** field you edited by clicking a different field, or else the system will not register the change.

The screenshot shows the 'Add Rework' pop-up window. It has a title bar with 'Add Rework' and standard window controls. Inside, there is a 'Calculate Components' button. Below it is a table with columns: LicensePlateContainerType, ActualPackagedPa, TotalPackagedAmo, ActualPackaged, and Notes. The first row of data has 'Each' in the first column, '10.00000000' in the second, and '50' in the fourth column, which is highlighted with a red box. Below the table is a section with columns: Material, Lot, Lot Expiration, Location, and License Plate. At the bottom right, there are 'Confirm' and 'Cancel' buttons.

LicensePlateContainerType	ActualPackagedPa	TotalPackagedAmo	ActualPackaged	Notes
Each	10.00000000		50	

4. Click the **Calculate Components** button. The system will calculate the amount of each Material you'll be regaining.

Perform a Manufacturing Rework

The screenshot shows the 'Add Rework' window. At the top, there is a 'Calculate Components' button. Below it is a table with the following columns: 'LicensePlateContainerType', 'ActualPackagedPa', 'TotalPackagedAmo', 'ActualPackaged', and 'Notes'. The table contains one row with the following values: 'Each', '10.00000000', and '5.0'. A red box highlights the 'Calculate Components' button with the text 'Click'.

5. Review the **Quantity** of Reworked Inventory, making sure it is consistent with the amount Reworked in your Warehouse. Click the **Confirm** button to add the Rework.

The screenshot shows the 'Add Rework' window. At the top, there is a 'Calculate Components' button. Below it is a table with the following columns: 'LicensePlateContainerType', 'ActualPackagedPa', 'TotalPackagedAmo', 'ActualPackaged', and 'Notes'. The table contains one row with the following values: 'Each', '10.00000000', and '5.0'. Below this table is another table with the following columns: 'Container Type', 'Packaging', 'Expected Quantity', 'Quantity', and 'Notes'. This table contains four rows with the following values: 'Each', '5.00', '5.00'; 'Each', '5.00', '5.00'; 'Each', '25.00', '25.00'; and 'Each', '5.00', '5.00'. A red box highlights the 'Confirm' button with the text 'Click'.

The Feedback session you updated will now have the Rework information available in it, which you can see by clicking the + next to it, dropping down the Feedback information.

Step 3. Save the Manufacturing Order

Click the "Save" button to Save the Order.

Perform a Manufacturing Rework

Manufacturing Order: 6

Save

Change Status

Print

Lookup Code

Created By

DATE\rgillespie

Status

Created On

02/25/2013 11:42 AM

Order Header

Finished Goods

Components

Manufacturing Feedback

Return to stock

Wave List

Attachments

User Defin

Add Line

Expand All

Select All

Process Component

Cancel Selected

Delete Selected

	Finished Good	Line #	Material	Material Name	Material Description	Lot
	[Line 1] - KS13-001	1	130	Chef's Knife	The big one.	
	[Line 1] - KS13-001	2	135	Utility Knife	Knife of all trades	
	[Line 1] - KS13-001	3	134	Steak Knife	Standard Knife	
	[Line 1] - KS13-001	4	GRWB-001	Great Redwood...	Destroyed just to hol...	

Return Inventory to Stock

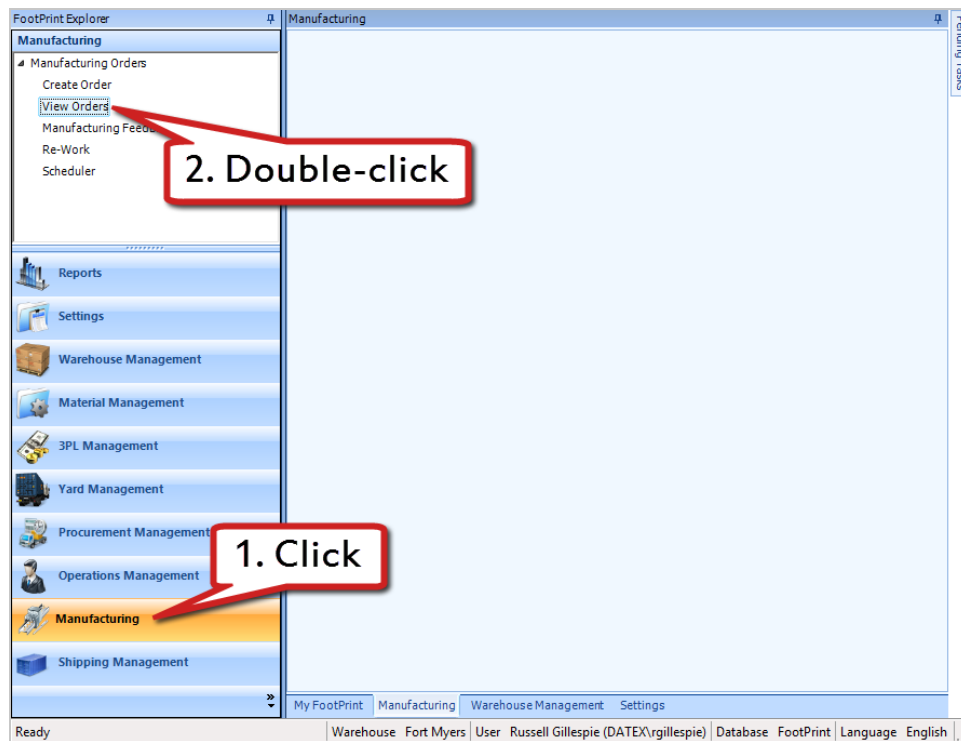
Return to Stock makes Adjustments to the Inventory leftover from the Manufacturing Process, ensuring that the information in the system is consistent with the actual Materials in your Warehouse.

✓ Prerequisites

- **Manufacturing Order**
- **Manufacturing & Finished Product Locations**
- **Materials**
- Inventory in your Warehouse
- Finished Products or Works in Process
- **Manufacturing Feedback**

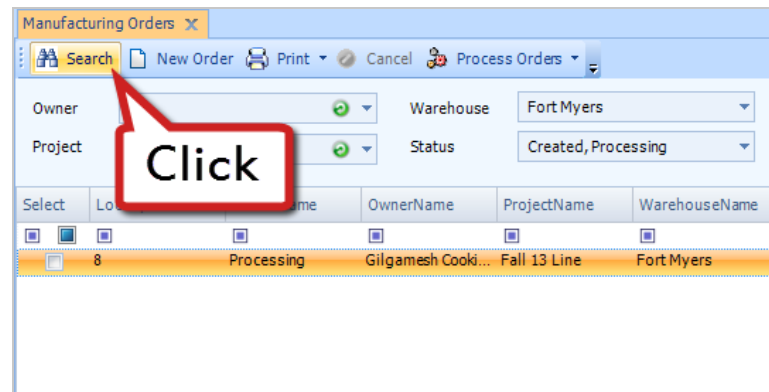
Step 1. Open the Manufacturing Order

1. Click the **Manufacturing** module in the FootPrint Explorer.
2. Double-click **View Orders** under the **Manufacturing** heading.



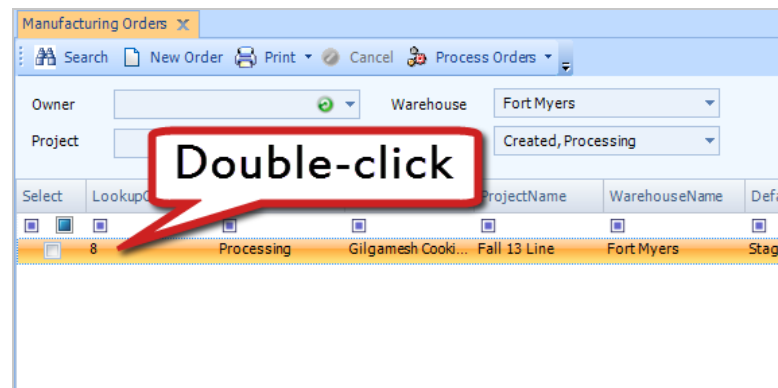
Return Inventory to Stock

3. Enter an **Owner**, **Project**, and/or **Warehouse** to narrow down your search, and simply click **Search** to show all relevant Manufacturing Orders.



The screenshot shows the 'Manufacturing Orders' window. At the top, there is a toolbar with buttons for 'Search', 'New Order', 'Print', 'Cancel', and 'Process Orders'. Below the toolbar are search filters: 'Owner' (empty), 'Warehouse' (set to 'Fort Myers'), 'Project' (empty), and 'Status' (set to 'Created, Processing'). A red callout bubble with the word 'Click' points to the 'Search' button. Below the filters is a table with columns: 'Select', 'Location', 'Name', 'OwnerName', 'ProjectName', and 'WarehouseName'. The table contains one row with the following data: '8', 'Processing', 'Gilgamesh Cook...', 'Fall 13 Line', and 'Fort Myers'.

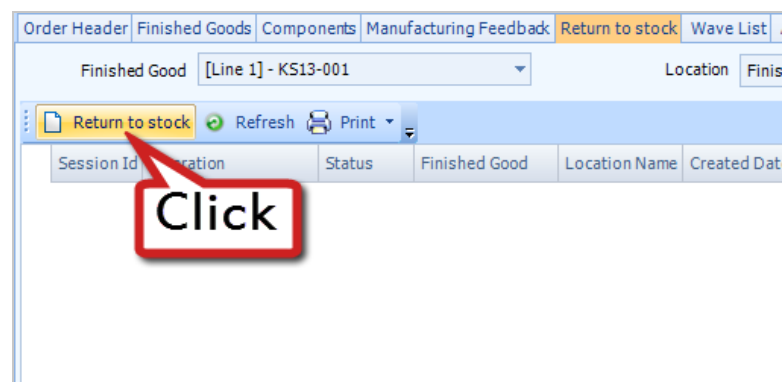
4. Double-click your Order.



This screenshot is identical to the previous one, showing the 'Manufacturing Orders' window. A red callout bubble with the words 'Double-click' points to the first row of the table, which contains the data: '8', 'Processing', 'Gilgamesh Cook...', 'Fall 13 Line', and 'Fort Myers'.

Step 2. Add Return to Stock session

1. Under the **Return to Stock** tab, click the **Return to Stock** button.



The screenshot shows the 'Return to Stock' tab selected in the 'Manufacturing Orders' window. The toolbar at the top includes 'Return to stock', 'Refresh', and 'Print'. Below the toolbar is a table with columns: 'Session Id', 'Location', 'Status', 'Finished Good', 'Location Name', and 'Created Date'. A red callout bubble with the word 'Click' points to the 'Return to stock' button. The table is currently empty.

Return Inventory to Stock

2. In the pop-up window, select the **Finished Good Line** and the **Location** that you'd like to add a Return to Stock session for.

The screenshot shows the 'Return To stock' window. At the top, there are buttons for 'Save', 'Reconcile', 'Cancel', and 'Print'. Below these, there are two dropdown menus: 'Finished Good Line' and 'Location'. The 'Finished Good Line' dropdown is currently set to '[Line 1] - KS13-001'. The 'Location' dropdown is currently set to 'Finished Products'. To the right of these dropdowns is a 'Load lots' button. Below the dropdowns, there is a table with the following columns: 'Material Lookup', 'Lot Lookup', 'UoM', 'Staged Qty', 'Consumed Qty', 'Scrapped Qty', 'Inventory Qty', and 'Count Qty'. The table is currently empty.

3. Click the **Load Lots** button to display all the Materials in the selected Location, organized by Lot.

This screenshot is similar to the previous one, but the 'Load lots' button is now highlighted in yellow. A red callout box with the word 'Click' and an arrow points to the 'Load lots' button. The table below the dropdowns remains empty.

4. After doing a physical count of the remaining Inventory, enter the actual number of Packages of each Material in the Location under the **Count Qty** heading.

This screenshot shows the 'Return To stock' window after the 'Load lots' button has been clicked. The table is now populated with data. The 'Count Qty' column is highlighted in yellow, and a red box is drawn around it. The data in the table is as follows:

Material Lookup	Lot Lookup	UoM	Staged Qty	Consumed Qty	Scrapped Qty	Inventory Qty	Count Qty
► Buckit	Buckit-GLot	Case	0.00	0.00	0.00	1.00	5
KCHF-001	164	Each	0.00	5.00	0.00	51.00	50.00
KCHF-001		Each	5.00	0.00	0.00	5.00	5.00
KSTK-001	KSTK-001-GLot	Each	25.00	25.00	0.00	80.00	78.00
KUTL-001	KUTL-001-GLot	Each	5.00	5.00	0.00	11.00	10.00
KS13-001	168	Each	0.00	0.00	0.00	3.00	3.00
MWB-001	MWB-001-GLot	Each	5.00	5.00	0.00	11.00	11.00
KS13-001 LZ1	215FM1SB	Each	0.00	1.00	0.00	1.00	0.00

5. Click the **Reconcile** button.

The screenshot shows the 'Return To stock' window. At the top, there are buttons for 'Save', 'Reconcile', 'Cancel', and 'Print'. The 'Reconcile' button is highlighted with a red box and the word 'Click' written inside. Below the buttons, there are dropdown menus for 'Finished Good Line' (showing '[Line 1] - KS13-001') and 'Location' (showing 'Finished Products'). A 'Load lots' button is also present. The main area contains a table with columns: Material Lookup, Lot, Uom, Staged Qty, Consumed Qty, Scrapped Qty, Inventory Qty, and Count Qty. The table lists several materials including Buckit, KCHF-001, KSTK-001, KUTL-001, KS13-001, MWB-001, and KS13-001 LZ1.

Note

You will receive a warning pop-up message if any of the Material Lots are separated onto different License Plates; for the Return to Stock function to work, all Materials of the same Lot must be on the same License Plate.

Step 3. Reconcile

A new pop-up window will open, where you can Reconcile the Inventory differences. Each Adjustment Line will display information about the Adjustment being made to the Materials. You can expand the Lines to display more information, including the Operation that will be performed to the Material (either an Inventory Adjustment or an Inventory Creation).

1. Select each Adjustment you'd like to make in the system by clicking the relevant **Selected** boxes and putting a check mark in them.

The screenshot shows the 'Return To stock' window after clicking 'Reconcile'. It displays a table with columns: Selected, Material, Uom, Variance, Lot Variance, and a section for 'Op' (Operation) with sub-columns: Packaging, Adjustment Qty, License Plate, LpContainerType, and Notes. The 'Selected' column has checkmarks for Buckit, KSTK-001, KUTL-001, KS13-001, and KS13-001 LZ1. A red box with the word 'Select' points to the 'Selected' column header.

Selected	Material	Uom	Variance	Lot Variance
<input checked="" type="checkbox"/>	Buckit	Case	4.00000000	No
<input type="checkbox"/>	KCHF-001	Each	-1.00000000	Yes
<input checked="" type="checkbox"/>	KSTK-001	Each	-2.00000000	Yes
<input checked="" type="checkbox"/>	KUTL-001	Each	-1.00000000	Yes
<input checked="" type="checkbox"/>	KS13-001	Each	0.00000000	No
<input type="checkbox"/>	MWB-001	Each	0.00000000	No
<input type="checkbox"/>	KS13-001 LZ1	Each	-1.00000000	Yes

Return Inventory to Stock

2. If you are creating new Inventory for a Material that does not already have Materials in the Location, you will need to either select a **License Plate** to add the Materials to, or you can create a new License Plate by typing its name in the **License Plate** field.

The screenshot shows the 'Return To stock' window with a table of inventory adjustments. The 'Adjust Inventory' row for 'Bucketit' is highlighted, and the 'License Plate' field is set to 'BKLP-006'.

Selected	Material	Uom	Variance	Lot Variance
<input checked="" type="checkbox"/>	Bucketit	Case	4.00000000	No

Operation	Lot	Packaging	Adjustment Qty	License Plate	LpContainerType	Notes
Adjust Inventory	Bucketit-GLot	Case	4.00000000	BKLP-006		

Selected	Material	Uom	Variance	Lot Variance
<input type="checkbox"/>	KCHF-001	Each	-1.00000000	Yes

Operation	Lot	Packaging	Adjustment Qty	License Plate	LpContainerType	Notes
No Adjustment		Each	0.00000000			
Adjust Inventory	164	Each	-1.00000000	KS13LP-001		

3. Click the **Confirm** button to make the Adjustments in the system.

The screenshot shows the 'Return To stock' window with the 'Confirm' button highlighted by a red box and the word 'Click' written inside it. The table below shows the inventory adjustments.

Selected	Material	Uom	Variance	Lot Variance
<input checked="" type="checkbox"/>	Case	Each	4.00000000	No
<input type="checkbox"/>	Each	Each	-1.00000000	Yes

Operation	Lot	Packaging	Adjustment Qty	License Plate	LpContainerType	Notes
Adjust Inventory	164	Each	-1.00000000	KS13LP-001		
No Adjustment		Each	0.00000000			

Selected	Material	Uom	Variance	Lot Variance
<input checked="" type="checkbox"/>	KSTK-001	Each	-2.00000000	Yes
<input checked="" type="checkbox"/>	KUTL-001	Each	-1.00000000	Yes
<input checked="" type="checkbox"/>	KS13-001	Each	0.00000000	No
<input type="checkbox"/>	MWB-001	Each	0.00000000	No
<input type="checkbox"/>	KS13-001 LZ1	Each	-1.00000000	Yes

The system will change the Inventory to match the count you made, and the Materials will remain in the Location they are currently in.

Close a Manufacturing Order

Once you've performed a [Manufacturing Move](#), finished all the work you will be doing for a Manufacturing Order, and added all the [Feedback](#) you need, you can Complete the Manufacturing Order. This will close the Order out, no longer allowing work to be done for it, and sending any appropriate information to the [Billing](#) module.

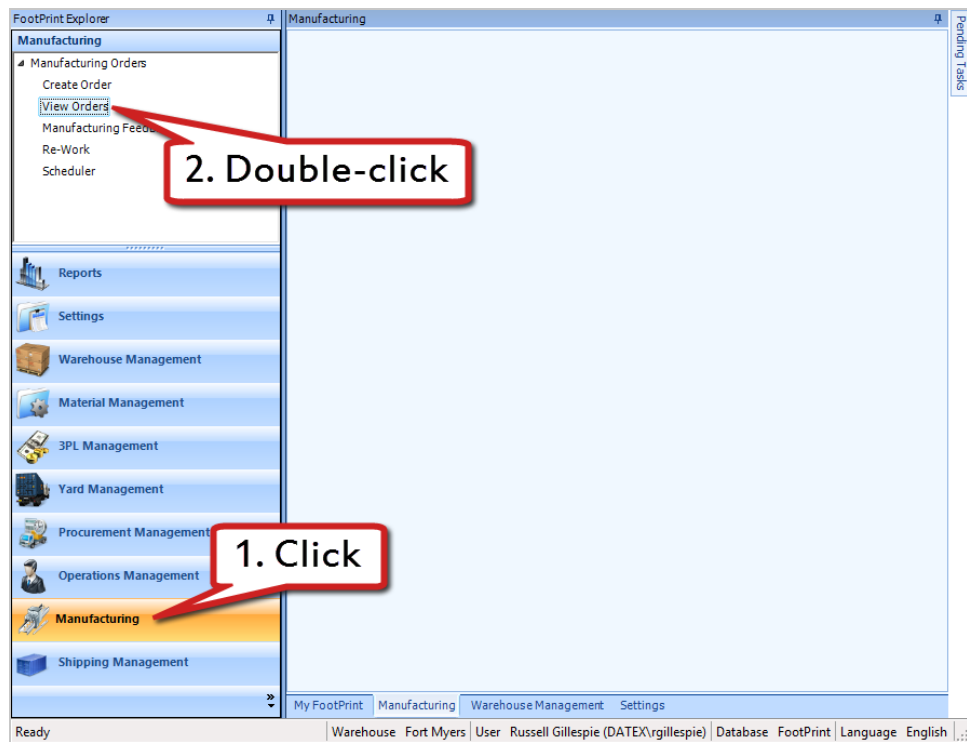
✓ Prerequisites

- [Manufacturing Order](#)
- [Manufacturing Move](#)
- [Manufacturing & Finished Product Locations](#)
- [Materials](#)
- Inventory in your Warehouse
- [Manufacturing Feedback for the Order](#)

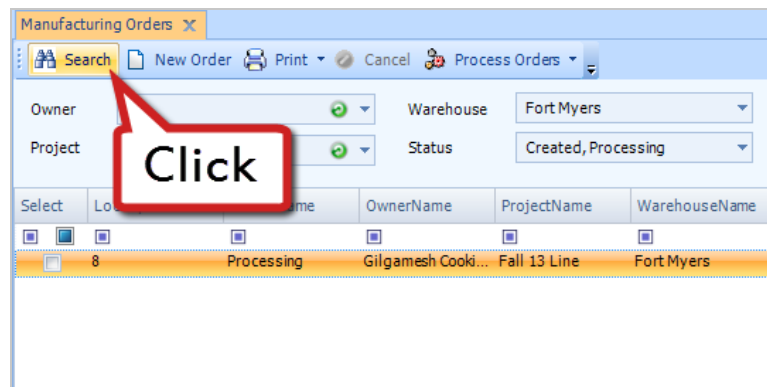
Step 1. Open the Manufacturing Order

1. Click the **Manufacturing** module in the FootPrint Explorer.
2. Double-click **View Orders** under the **Manufacturing** heading.

Close a Manufacturing Order

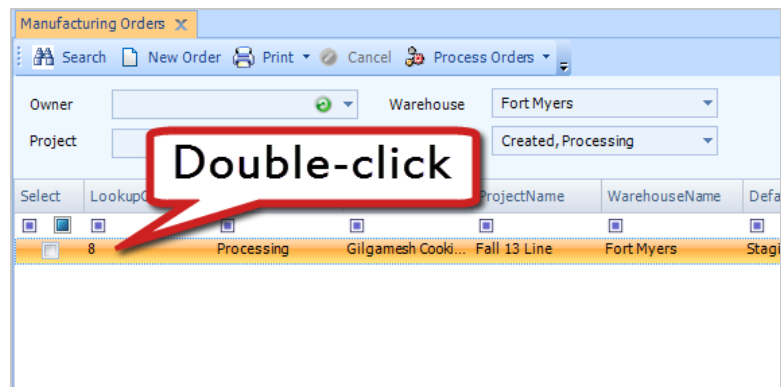


3. Enter an **Owner**, **Project**, and/or **Warehouse** to narrow down your search, and simply click **Search** to show all relevant Manufacturing Orders.



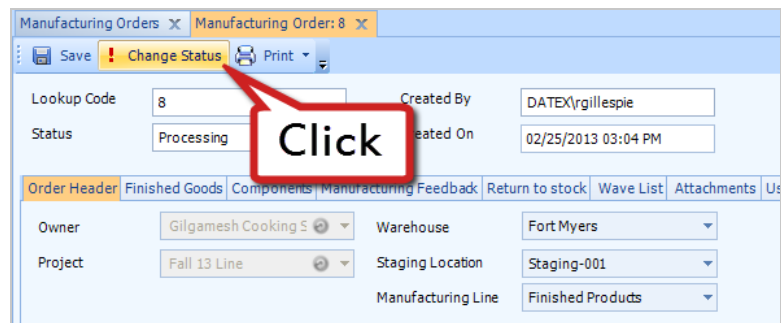
4. Double-click your Order.

Close a Manufacturing Order

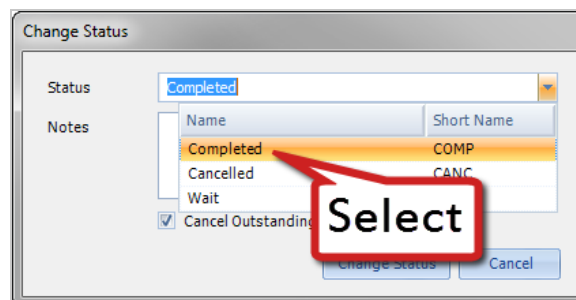


Step 2. Complete the Order

1. Click the **Change Status** button.

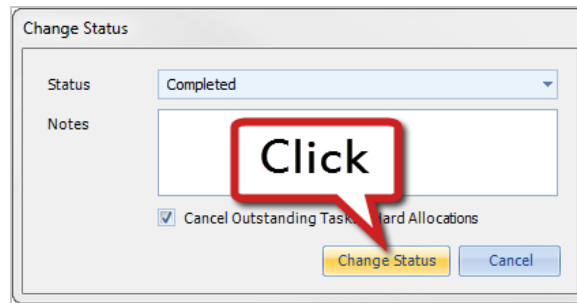


2. A Change Status pop-up window will appear. Select **Completed** from the Status drop-down list.



3. Click the **Change Status** button.

Close a Manufacturing Order



A dialog box titled "Change Status" with a "Status" dropdown menu set to "Completed". Below it is a "Notes" text area. A red speech bubble with the word "Click" points to the "Change Status" button. There is also a checkbox labeled "Cancel Outstanding Task" and "Card Allocations" which is checked.

Change Status

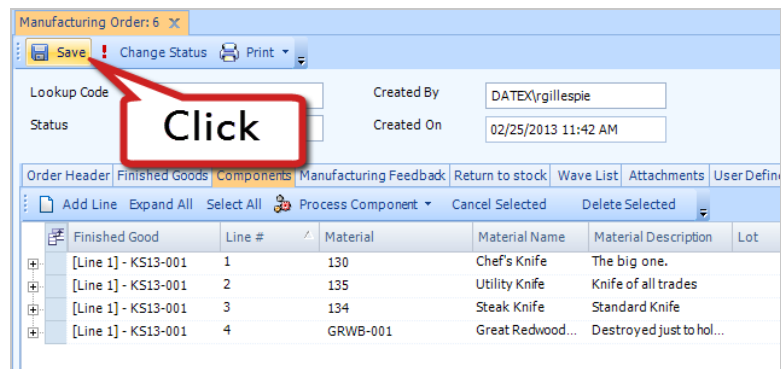
Status: Completed

Notes:

☒ Cancel Outstanding Task Card Allocations

Change Status Cancel

4. Click the **Save** button to Save your Order , completing it.



A screenshot of the "Manufacturing Order: 6" window. The "Save" button in the top toolbar is highlighted with a red speech bubble saying "Click". The window shows fields for "Lookup Code", "Status", "Created By", and "Created On". Below these are tabs for "Order Header", "Finished Goods", "Components", "Manufacturing Feedback", "Return to stock", "Wave List", "Attachments", and "User Defin". A table lists four items: "Chef's Knife", "Utility Knife", "Steak Knife", and "Great Redwood...".

Manufacturing Order: 6

Save Change Status Print

Lookup Code: Created By: DATEX\rgillespie

Status: Created On: 02/25/2013 11:42 AM

Order Header Finished Goods Components Manufacturing Feedback Return to stock Wave List Attachments User Defin

Add Line Expand All Select All Process Component Cancel Selected Delete Selected

Finished Good	Line #	Material	Material Name	Material Description	Lot
[Line 1] - KS13-001	1	130	Chef's Knife	The big one.	
[Line 1] - KS13-001	2	135	Utility Knife	Knife of all trades	
[Line 1] - KS13-001	3	134	Steak Knife	Standard Knife	
[Line 1] - KS13-001	4	GRWB-001	Great Redwood...	Destroyed just to hol...	

Set up a Manufacturing Request

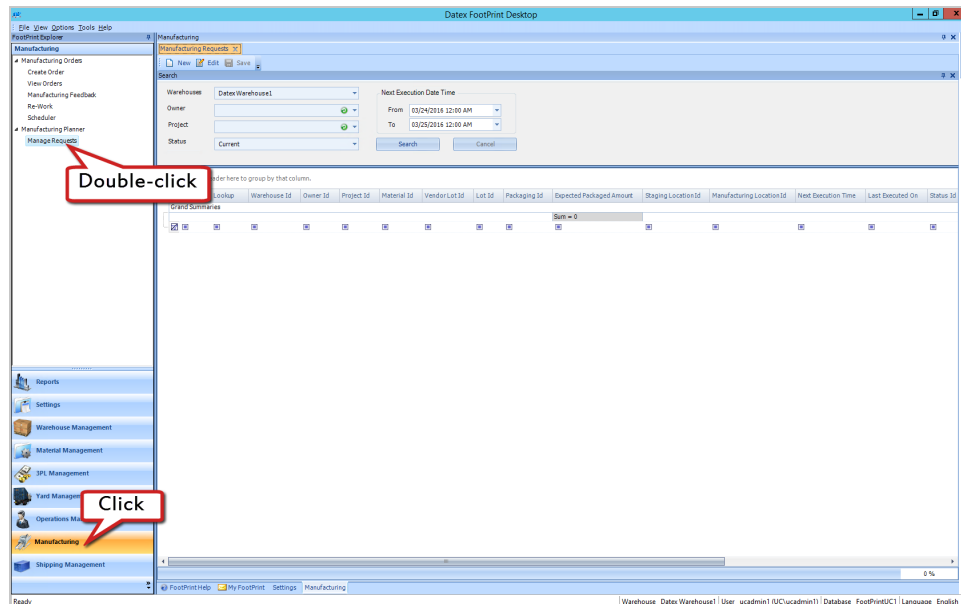
Manufacturing Requests creating new Manufacturing Orders to your specifications on the schedule you want, either once or recurring as often as desired.

✓ Prerequisites

- **Owner**
- **Project**
- **Manufacturing & Finished Product Locations**
- **Materials** (Set up with Kit Components)

Step 1. Open the Manage Requests section

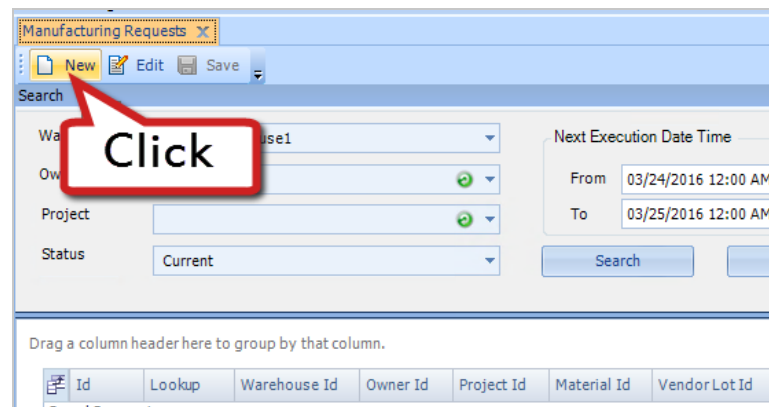
1. Click the **Manufacturing** module in the FootPrint Explorer.
2. Double-click the **Manage Requests** section under the **Manufacturing Planner** heading.



Step 2. Create a new Manufacturing Request

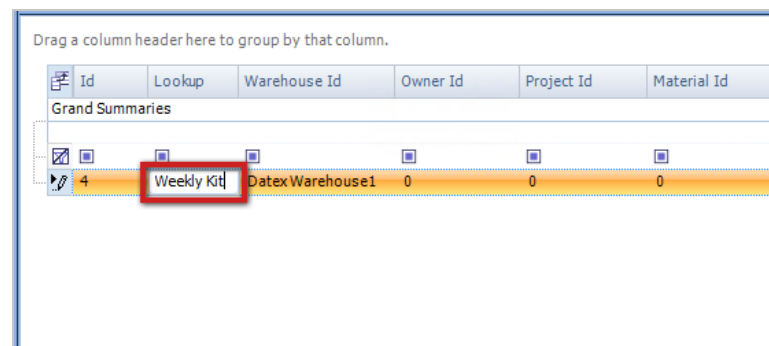
1. Click the **New** button.

Set up a Manufacturing Request



The screenshot shows the 'Manufacturing Requests' form. At the top, there is a toolbar with 'New', 'Edit', and 'Save' buttons. A red callout box with the word 'Click' points to the 'New' button. Below the toolbar is a search section with fields for 'Warehouse' (set to 'Warehouse1'), 'Owner' (with a green checkmark), 'Project' (with a green checkmark), and 'Status' (set to 'Current'). To the right, there is a 'Next Execution Date Time' section with 'From' and 'To' date pickers (both set to 03/24/2016 12:00 AM and 03/25/2016 12:00 AM respectively) and a 'Search' button. Below the search section is a table with columns: Id, Lookup, Warehouse Id, Owner Id, Project Id, Material Id, and Vendor Lot Id. A message above the table says 'Drag a column header here to group by that column.'

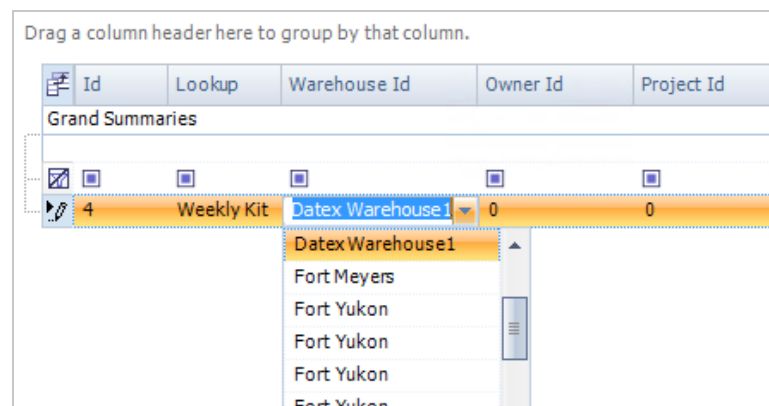
2. Add an appropriate **LookUp Code**.



The screenshot shows the table from the previous step. The 'LookUp' column for the first row is highlighted with a red box. The row contains the following data: Id: 4, LookUp: Weekly Kit, Warehouse Id: Datex Warehouse1, Owner Id: 0, Project Id: 0, Material Id: 0.

Id	LookUp	Warehouse Id	Owner Id	Project Id	Material Id
4	Weekly Kit	Datex Warehouse1	0	0	0

3. Ensure the correct **Warehouse** for the Request is selected.



The screenshot shows the table with a dropdown menu open for the 'Warehouse Id' column. The dropdown menu lists several options: 'Datex Warehouse1' (selected), 'Fort Meyers', 'Fort Yukon', 'Fort Yukon', 'Fort Yukon', and 'Fort Yukon'.

Id	LookUp	Warehouse Id	Owner Id	Project Id
4	Weekly Kit	Datex Warehouse1	0	0

4. Select the **Owner** and **Project** for the item to be Manufactured.

Set up a Manufacturing Request

Header here to group by that column.

Lookup	Warehouse Id	Owner Id	Project Id	Material Id
Materials				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weekly Kit	Datex Warehouse1	Datex Corp.	Datex Corp.	0

5. Select the **Material** to be Manufactured.

The chose Material MUST have Kit Components defined - see the [Setting Up a Material](#) tutorial.

Owner Id	Project Id	Material Id	Vendor Lot Id	Lot I
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Datex Corp.	Datex Corp.	Kit		

6. Choose the **Packaging Type** to Manufacture.

Vendor Lot Id	Lot Id	Packaging Id	Expected Packaged Amount	St
Sum = 0				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Each	0.00	

7. Enter the **Quantity** of the Material to Manufacture.

Set up a Manufacturing Request

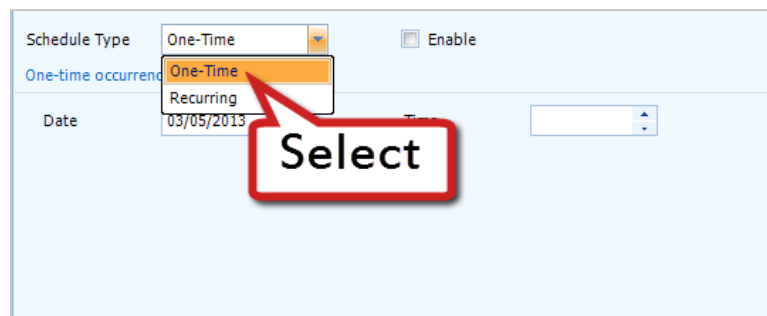
Vendor Lot Id	Lot Id	Packaging Id	Expected Packaged Amount	Staging Location
			Sum = 50.00000000	
			Each	50.00000000

Step 3. Schedule the Manufacturing Request

The Manufacturing Request can be set to run just once, or multiple times over an ongoing schedule, for whatever duration you choose. Each time the Request occurs, it will create a Manufacturing Order for the Material specified above, in the Quantity set.

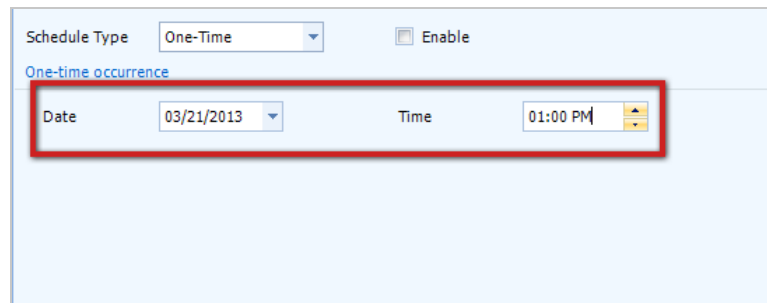
One-Time Event

1. Select **One-Time** from the **Schedule Type** list.



The screenshot shows the 'Schedule Type' dropdown menu open. The 'One-Time' option is highlighted in orange. A red callout box with the word 'Select' points to the 'One-Time' option. The 'Recurring' option is also visible below it. The 'Date' field shows '03/05/2013' and the 'Time' field is empty.

2. Set the **Date** and **Time** you would like the Event to occur.

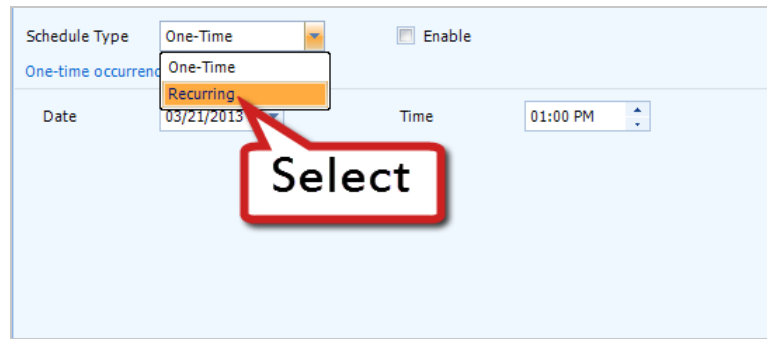


The screenshot shows the 'Date' and 'Time' fields for the 'One-Time' event. The 'Date' field is set to '03/21/2013' and the 'Time' field is set to '01:00 PM'. A red box highlights both fields.

Recurring Count

1. Select **Recurring** from the **Schedule Type** drop-down list.

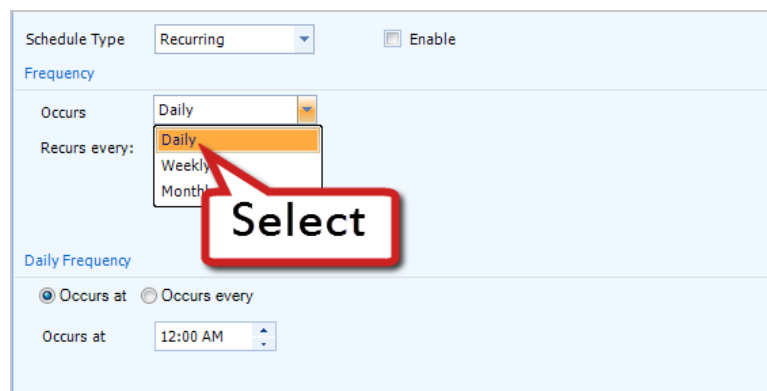
Set up a Manufacturing Request



A screenshot of a software interface showing the 'Schedule Type' dropdown menu. The menu is open, displaying 'One-Time' and 'Recurring' options. A red callout box with the word 'Select' points to the 'Recurring' option. The background shows fields for 'Date' (03/21/2013) and 'Time' (01:00 PM).

2. Select the **Frequency** that the Event will occur from the drop-down list.

- **Daily:** You can set the amount of days between each occurrence of the Event (recurs every 3 or 4 days, for example).
- **Weekly:** You can set the amount of weeks between each occurrence of the Event (recurs every 2 or 3 weeks, for example), and on which day(s) the Event should take place.
- **Monthly:** You can set which day of the month the Event will occur on, how many months between each instance of the Event (recurs every 1 or 2 months, for example), and whether to skip the count if the day does not occur in the month (Events scheduled for the 31st will not occur in April) or reschedule it to the last day of the month (Events scheduled for the 31st will occur on the 30th of April).



A screenshot of a software interface showing the 'Frequency' dropdown menu. The menu is open, displaying 'Daily', 'Weekly', and 'Monthly' options. A red callout box with the word 'Select' points to the 'Daily' option. The background shows the 'Schedule Type' set to 'Recurring' and an 'Occurs at' time of '12:00 AM'.

3. Set the **Daily Frequency** for the Event, to determine at what time of the day it will take place, or how often in its scheduled day it will occur.

Set up a Manufacturing Request

Daily Frequency

☐ Occurs at ☒ Occurs every

Occurs every 1 Hour(s) Starting at 12:00 AM Ending at 11:59 PM

Duration

Start date 03/05/2013 End date

4. Set the **Duration** for the recurring Event (over what period of time will the Event continue to recur). If you'd like the Event to continue indefinitely, do not set an **End Date**.

Daily Frequency

☒ Occurs at ☐ Occurs every

Occurs at 12:00 AM

Duration

Start date 03/05/2013 End date 06/21/2013

Step 4. Enable and Save the Manufacturing Request

1. Under the **Schedule Details** tab, click to put a check mark in the **Enable** box. This will allow the Manufacturing Request to occur.

Schedule Details

Schedule Type One-Time ☒ Enable

One-time occurrence

Date 03/24/2016

Click

2. Click the **Save** button at the top of the screen.

Set up a Manufacturing Request



The screenshot shows a software window titled "Manufacturing Requests". At the top is a menu bar with "New", "Edit", and "Save" buttons. Below the menu bar is a "Search" section with several fields: "Warehouses" (containing "DatexWareh"), "Owner", "Project", and "Status" (set to "Current"). To the right of these fields are "Next Execution" fields for "From" and "To", both set to "03". A red callout box with the word "Click" points to the "Save" button in the menu bar. A "Search" button is located at the bottom right of the form.