Oracle® Manufacturing Execution System for Discrete Manufacturing
User's Guide
Release 12
Part No. B40076-01

December 2006
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Preface

Intended Audience


Oracle Manufacturing applications users

See Related Information Sources on page viii for more Oracle Applications product information.

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**Structure**

1. **Overview Oracle MES for Discrete Manufacturing**
   This chapter describes the features of the Oracle MES for Discrete Manufacturing, a manufacturing execution system used for discrete shop floor transactions.

2. **MES Administrator**
   This chapter describes the features of the MES Administrator role, including parameter descriptions.

3. **MES Workstation**
   This chapter describes the features of the MES Workstation and the MES Operator role, including the ability to view the work dispatch list and perform transactions.

4. **MES Supervisor Workbench**
   This chapter describes the features of the MES Supervisor Workbench, including the ability to monitor shop floor progress and potential problems.

5. **Global Actions**
   This chapter describes global action views and tasks displayed in the MES Supervisor Workbench and the MES Workstation.

**Related Information Sources**

**Integration Repository**
The Oracle Integration Repository is a compilation of information about the service endpoints exposed by the Oracle E-Business Suite of applications. It provides a complete catalog of Oracle E-Business Suite’s business service interfaces. The tool lets users easily discover and deploy the appropriate business service interface for integration with any system, application, or business partner.

The Oracle Integration Repository is shipped as part of the E-Business Suite. As your instance is patched, the repository is automatically updated with content appropriate for the precise revisions of interfaces in your environment.
Oracle Bills of Material User's Guide

This guide describes how to create various bills of materials to maximize efficiency, improve quality and lower cost for the most sophisticated manufacturing environments. By detailing integrated product structures and processes, flexible product and process definition, and configuration management, this guide enables you to manage product details within and across multiple manufacturing sites.

Oracle Cost Management User's Guide

This guide describes how to use Oracle Cost Management in either a standard costing or average costing organization. Cost Management can be used to cost inventory, receiving, order entry, and work in process transactions. It can also be used to collect transaction costs for transfer to Oracle Projects. Cost Management supports multiple cost elements and multiple sub-elements. It also provides comprehensive valuation and variance reporting.

Oracle General Ledger User's Guide

This guide explains how to plan and define your chart of accounts, accounting period types and accounting calendar, functional currency, and set of books. It also describes how to define journal entry sources and categories so you can create journal entries for your general ledger. If you use multiple currencies, use this manual when you define additional rate types, and enter daily rates.

Oracle HRMS User's Guide

This manual explains how to enter your employees. It also explains how to set up organizations and site locations. Even if you do not install Oracle HRMS, you can set up your employees, site locations, and organization using Oracle HRMS windows.

Oracle Inventory User's Guide

This guide describes how to define items and item information, perform receiving and inventory transactions, maintain cost control, plan items, perform cycle counting and physical inventories, and set up Oracle Inventory.

Oracle Order Management User's Guide

This guide describes how to enter sales orders and returns, copy existing sales orders, schedule orders, release orders, confirm shipments, create price lists and discounts for orders, run processes, and create reports.
Oracle Work in Process User's Guide

This guide describes how Oracle Work in Process provides a complete production management system. Specifically this guide describes how discrete, repetitive, assemble-to-order, project, flow, and mixed manufacturing environments are supported.

Do Not Use Database Tools to Modify Oracle Applications Data

Oracle STRONGLY RECOMMENDS that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications data unless otherwise instructed.

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL*Plus to modify Oracle Applications data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle Applications tables are interrelated, any change you make using an Oracle Applications form can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications, you may change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle Applications.

When you use Oracle Applications to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. If you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL*Plus and other database tools do not keep a record of changes.
Overview Oracle MES for Discrete Manufacturing

This chapter describes the features of the Oracle MES for Discrete Manufacturing, a manufacturing execution system used for discrete shop floor transactions.

This chapter covers the following topics:

• Overview of Oracle MES for Discrete Manufacturing

Overview of Oracle MES for Discrete Manufacturing

Oracle MES for Discrete Manufacturing, is comprised of the MES workstation and the MES Supervisor Workbench that can be used by shop floor operators and supervisors.

The MES Workstation for the operator provides a single interface to perform multiple shop floor functions, without navigating to a number of transaction windows. Shop floor operators can view the jobs assigned to specific work centers, view requirements and instructions for performing work. The Manufacturing Execution System can be configured for actions, display, security, and transactions for the operator and supervisor roles.

You can personalize application pages without modifying any underlying code. All personalizations are added on top of the base product, and do not overwrite the existing interface. Personalizations are reflected immediately on the page. The links for personalization display on your pages. See: Personalizing Your Pages and Portlets, Oracle Application Framework Personalization Guide, and Creating Admin Level Personalizations, Oracle Application Framework Personalization Guide

MES Workstation

• Configurable dispatch list driven execution

• Configurable work content and sequential display of instructions

• Clock-in/clock-out for actual time capture
• Enhanced shop floor transaction reporting
• Integration with Oracle Quality
• Streamlined material transactions with lot and serial entry
• Shop floor exception reporting

**MES Supervisor Workbench**
• Exceptions summary view with drill down capabilities
• Exception impact assessment and resolution
• Anticipated capacity or resource shortages for bottleneck resources
• View of the current state of the shop floor
• Capabilities to expedite jobs and reorder dispatch lists
• Reporting resource usages
• View of job transaction history
• Access to job and resource workbenches
• Access to manufacturing management DBI

**Flexibility and Configurability**
• MES Administrator role to setup and configure the parameters
• 27 parameters that control the user interface layout, content, system behavior and security
• Ability to configure parameters at several levels - site, role, organization, department
• Short cut keys for some of the frequently used actions

**Dispatch Lists**
Dispatch lists, a listing of all job operations in the queue for work, are the workstation starting point. You have the flexibility to view dispatch lists for one particular resource or resource instance, across multiple resources or departments, or an entire organization. Viewing options and content are customized by the parameter settings in the Administrator mode. This includes the criteria for current or scheduled work, and the order presented on the list. See: Viewing Dispatch Lists, page 3-2

**Employee Tracking**
You can have one or several employees working on a job operation. The shop floor labor resources are tracked using employee badge numbers and resource instances.

**Resource Consumption**

Resource consumption reporting is supported through direct entry of all hours worked on a task—Clock In and Clock Out. The system captures the machine or person performing the work.

**Clock In and Job On**

Clock In flags the job operation as started, and records the start time for resource usage calculation. Clock In and Clock Out indicate the status of a specific operation and is displayed in the dispatch list. In an environment where multiple employees can potentially work on the same job operation, Job On is an action indicating that the job operation has commenced. In an environment where only one employee is working on a job at a time, the Job On and Clock In buttons can be combined into one action.

**Exception Reporting**

Exceptions are reported and displayed for occurrences preventing work on a job operation. Examples include material shortages, labor shortage, machine downtime, or quality problems. When you are notified about exceptions, you can view other job operations affected and take action in the resolution (such as utilizing an alternate resource). See: Viewing an Resolving Exceptions, page 4-4

**Lot and Serial Number Assignment**

The workstation supports the ability to assign lot and serial numbers during work order completion. Manual entry of multiple components, from the same serial or lot number range, can be recorded on a single entry line.

**Related Topics**

MES Administrator, page 2-1
MES Operator Workbench, page 3-1
MES Supervisor Workbench, page 4-1
This chapter describes the features of the MES Administrator role, including parameter descriptions.

This chapter covers the following topics:

- MES Administrator

**MES Administrator**

The MES workstation is configured with parameters controlling behavior at the organization or department level, and actions at the user level based on roles. When you access the Workstation Parameters page, definition for each parameter is specified for—or inherited from— the site, role, organization, or department. Parameters are used for the display of information, security, and actions. Based on user roles and level, predefined security and preferences control the types of functions and information accessed. Parameters related to actions can be configured as buttons or choice lists.

### Manufacturing Execution Workstation Parameters

**To view or update Manufacturing Execution Workstation parameters:**

1. Navigate to the Manufacturing Execution Workstation Parameters page.

2. Select a parameter level.

   Your choices are Site, Role, Organization, or Department.
Depending on the level selected, other level specific values are required. For example:

- Site: No other related fields
- Role: Responsibility, that is, MES Operator or MES Supervisor
- Organization: Role and Organization fields
- Department: Role, Organization, and Department fields

3. Select Go to display the Workstation Parameters page.

The page displays a table format view of the list of parameters, and the values at the level you selected. There are several display options:

- Parameters using only one value from a list of values, display the selected value—or Inherited if they are derived from the higher level.
- Parameters using multiple values from a list of values display Entered—or Inherited if they are derived from the higher level.

4. Select the Update icon to display the individual parameter page.

5. You can view or change information on the parameter detail page. If you update the information, select Apply to save your work Otherwise, select Cancel to display the table view format.

The following table describes the MES Workstation parameters.
<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allow Moves From Prior Operation, page 2-6</td>
<td>Enables flexibility in move transactions by providing a list of values at the From operation.</td>
</tr>
<tr>
<td>Attachment Sources, page 2-7</td>
<td>Defines the source and the order of documents displayed in the Attachments region.</td>
</tr>
<tr>
<td>Attachment Window Height</td>
<td>Sets the view size of attachments on the Work Content and Attachment pages. The width is always full screen. Choices are 100, 400, 600, or 800 pixels.</td>
</tr>
<tr>
<td>Automatic Job Transition</td>
<td>Controls the presentation of jobs on the Work Content page. Choices are:</td>
</tr>
<tr>
<td></td>
<td>• Yes: Upon completion of one job operation, the next available job operation is automatically selected, if the entire quantity in the job operation is completed.</td>
</tr>
<tr>
<td></td>
<td>• No: System returns to the work content page of the current operation, even after the entire quantity in the job operation is completed.</td>
</tr>
<tr>
<td>Charge Resource at Report Time</td>
<td>Indicates if resource transactions are created from reported times — through clock actions. Choices are Yes or No.</td>
</tr>
<tr>
<td>Parameter</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Combine Job On and Clock In Buttons</td>
<td>Enables you to combine the actions of Job On and Clock In, and Job Off and Clock Out time entry. The combination is used for environments where only one employee is working on a job. Choices are:</td>
</tr>
<tr>
<td></td>
<td>• Yes: Job On and Clock In are the same action, therefore the Job On button does not appear on the page.</td>
</tr>
<tr>
<td></td>
<td>• No: Job On is a separate action of Clock In, and required when multiple employees are working on a single job operation. Both buttons appear on the page.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> This parameter is disabled if the Time Entry Mode parameter is set to Disable.</td>
</tr>
<tr>
<td>Default Dispatch List Type</td>
<td>Determines the type of dispatch list to display when the workstation is initialized. Choices are</td>
</tr>
<tr>
<td></td>
<td>• Current: Includes jobs running on the shop floor, having assembly quantity in any step except scrap</td>
</tr>
<tr>
<td></td>
<td>• Scheduled: Includes all the current work plus other job operations scheduled</td>
</tr>
<tr>
<td>Default Intra Op Step, page 2-8</td>
<td>Specifies the default To intraoperation step for move transactions. Choices are Queue, Run, or To Move.</td>
</tr>
<tr>
<td>Default Scrap Account, page 2-9</td>
<td>Used when the organization requires a scrap account.</td>
</tr>
<tr>
<td>Departmental Access</td>
<td>Choices are All or Assigned departments.</td>
</tr>
<tr>
<td>Dispatch List Ordering Criteria, page 2-10</td>
<td>Specifies the fields and order displayed on the dispatch list.</td>
</tr>
<tr>
<td>Parameter</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Dispatch List Working Order</td>
<td>Specifies the order for working on jobs as shown on the dispatch list. Choices are Any Order or First Ready.</td>
</tr>
<tr>
<td>Global Actions, page 2-11</td>
<td>Specifies which actions appear in the MES Workstation and the MES Supervisor Workbench.</td>
</tr>
<tr>
<td>Include Complete Quantity in Dispatch List</td>
<td>Include or exclude job operations in the current and scheduled dispatch lists that have quantities in the To Move operation step. Choices are Yes or No.</td>
</tr>
<tr>
<td>Include Job Status, page 2-12</td>
<td>Specifies status of jobs displayed in dispatch lists and the Supervisor home page.</td>
</tr>
<tr>
<td>Job Operation Actions, page 2-13</td>
<td>Specifies actions available for job transactions. You can create the action in a list of values or button display.</td>
</tr>
<tr>
<td>Job Selection Mode</td>
<td>Sets your preference for job display when initializing the workstation. Your choices are:</td>
</tr>
<tr>
<td></td>
<td>• Dispatch List: View jobs in a dispatch list</td>
</tr>
<tr>
<td></td>
<td>• User Entered: Select the jobs to display from criteria entered</td>
</tr>
<tr>
<td>Move Option</td>
<td>On the Move Assembly page, this parameter enables you to combine a move transaction with scrap or reject transactions. Choices are Move, Move and Scrap, or Move and Reject.</td>
</tr>
<tr>
<td>Ready Status Criteria, page 2-14</td>
<td>Specifies when a released job is ready for work on the shop floor. Choices are No Exceptions, No Shop Floor Status Assigned, and Quantity in Queue or Run.</td>
</tr>
<tr>
<td>Require Badge Number for Move Transaction</td>
<td>Requires the employee to enter his badge number when reporting moves and completions. This parameter is not applicable for single users. Choices are Yes or No.</td>
</tr>
<tr>
<td>Parameter</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Resources for Capacity Shortages, page 2-15</td>
<td>Defines which resources to consider when calculating potential capacity shortages.</td>
</tr>
<tr>
<td>Retain Badge Number</td>
<td>Controls whether to retain the badge number on the dispatch list when entered by the employee. The badge number appears until cleared. Your choices are Yes or No.</td>
</tr>
<tr>
<td>Search Job Operation Actions, page 2-15</td>
<td>Specifies list of actions available on the Search Jobs page.</td>
</tr>
<tr>
<td>Single User Mode</td>
<td>Indicates if only one employee is working on a job operation. For single users, the employee badge number field is not shown on the pages. Choices are Yes or No.</td>
</tr>
<tr>
<td>Time Entry Mode</td>
<td>Controls Clock In and Clock Out functionality. Choices are Disable or Enable. If enabled, the choices are No Review, Review during Time Entry, and Review during Time Entry and Move.</td>
</tr>
<tr>
<td>Work Content Actions, page 2-16</td>
<td>Specifies the list of actions available on the Work Content page.</td>
</tr>
<tr>
<td>Work Content Layout, page 2-17</td>
<td>Specifies how page and tab regions are displayed in the Work Content page.</td>
</tr>
</tbody>
</table>

**Allow Moves From Prior Operation**

Enables flexibility in move transactions by providing a list of values at the From operation to support out-of-order operation completion reporting. You can select any operation up to the current operation. If there is no quantity in the current operation, the From operation defaults to the previous operation, if the quantity is not split in multiple operations.

Values are Yes or No.

**Note:** Express Move transactions are not supported when the value is set to Yes.
Attachment Sources

The workstation provides the ability to display attached instructions and documents pertaining to your production. This can include procedures, diagrams, and assembly instructions—viewable from the Work Content page. The attachment displays in a frame, the size can be changed in the Workstation parameter Attachment Window Height. If more than one attachment exists, documents appear in a sequential format. You can specify the order of display in the table when you setup the attachment.

Instructions and documents are attached to entities in their specific product application. For example, an instruction for operations are attached in the Operation window in Oracle Bills of Material.

To setup attachments for viewing in the MES Workstation:

1. In specific product applications, attach the instructions and documents.

You can attach instructions to the following entities for display in the MES Workstation:

- Assembly
- Bill of Material
- Components
- Discrete Job
- Operation
- Routing (operation)
- Sales Order Header
• Sales Order Line

2. Set the frame for viewing in the workstation parameter Attachment Window Height.

3. In the Attachment Sources boxes, select where to display the instructions and attachments.

   Select attachment source from the Available box—and move to the Selected box. The order listed in the Selected box, is the order displayed on the page. Use the Arrow tool to change the order. This enables you to prioritize the attachments.

4. Choose Apply to save your work.

**Default Intra Op Step**

This parameter is used to specify the default To intraoperation step for move transactions. Each step has a value. You can choose one of the following:

• Queue

• Run

• To Move

**Note:** Values of Reject and Scrap are not available as default move transactions.
The default logic for Intraoperation steps in the MES Workstation progresses in the following way:

- When the default step is greater than the From operation step, the To operation is used as the From operation default.
  
  For example, for Operation 10 Queue moves, if the default step is set to Run—the To operation is defaulted to Operation 10, and the To step default is Run.

- When the default step is less than or equal to the From step, the To operation is defaulted to the next count point operation.
  
  For example, for Operation 10 Queue moves, if the default step is set to Queue—the To operation is defaulted to Operation 20, and the To step default is Queue.

- When the From operation is the last operation in the routing, and the default step is less than or equal to the From step—the To step default is To Move.
  
  For example, for Operation 20 Queue moves, if this is the last operation and the default step is set to Queue—the To operation is defaulted to Operation 20, and To step default is To Move.

- When moving from To Move of the last operation—the To step is defaulted but not the To operation, because there are a number of possibilities for the backward moves.

**Default Scrap Account**

This parameter is used when the organization requires a scrap account, and there is a value in the Quantity to Scrap field for move transactions. Select a value in the Scrap Account field. Or select an alias value in the Scrap Account Alias field, the account number appears in the Scrap Account field.
Dispatch List Ordering Criteria

The Dispatch List Ordering Criteria page determines the order in which job operations are shown on the dispatch list on the workstation. Fields are specified in ascending or descending order, and you can set an Ignore Time flag. In the Values region, select ordering criteria including:

- **Sequence Attribute**
  You can choose from the following values:
  - Assembly
  - Build Sequence
  - Custom Order Attribute 1
  - Custom Order Attribute 2
  - Job Due Date
  - Job Scheduled Completion Date
  - Job Scheduled Start Date
  - Line
  - Operation Completion Date
  - Operation Start Date
  - Schedule Group
- **Direction**
  Specify how you want sequence attributes ordered on the page. Select Ascending, in order of lowest to highest choice, or Descending, in order of highest to lowest choice.

- **Ignore Time**
  This flag is used if you do not want to display the time component of date and time values. When set to Yes, only the date displays, and not the time value.

---

**Global Actions**

You can restrict access to the actions in the global list in the MES Workstation and MES Supervisor Workbench based on site, role, organization and department. These actions include:

- Launch Resource Workbench
- Launch Job Workbench
- View Performance Metrics
- Print Discrete Job Routing
- Report My Time
- Report Resource Usages
• Search Jobs

Select Global Actions from the Available box—and move to the Selected box. The order listed in the Selected box, is the order displayed on the page. Use the Arrow tool to change the order they appear in the pop-list.

Include Job Status

This parameter specifies job statuses displayed in dispatch lists, and in the Shop Floor Progress region on the Supervisor home page. Choices are Released, Unreleased, and On Hold.
Job Operation Actions

This parameter is used to list the actions available for job transactions. You have the option to specify if the listed actions are viewed on the page as buttons in the Button Actions region, or as a drop-down list of values in the Choice List Actions region. For the Choice List Actions, the order actions are listed in the Selected box, determines your order of preference on the page.

Select categories from the Available box—and move to the Selected box. Actions are displayed only in one mode on a page, that is, a button or drop-down list. Choose Apply to save your work.
The available Job Operation Actions include: Assign Alternate Resources, Clock In, Clock Out, Complete Assembly, Expedite, Job On, Job Off, Move Assembly, Reject Assembly, Report Exception, Report Time, Reschedule Operation, Return Assembly, Return From Scrap, Return From Reject, Scrap Assembly, Transact Components, View Exceptions, View Job Detail, View Job Transactions, Undo Clock In, Undo Expedite, Update Note, View Operation Transactions, View Related Jobs, and View Work Content.

See: Job Operation Actions, page 2-13

Ready Status Criteria

This parameter specifies the criteria used to indicate if a released job is ready for work on the shop floor. When a job meets the conditions for work, the Ready check mark is automatically updated. Criteria includes:

- No Exceptions
- No Shop Floor Status Assigned
- Quantity in Queue or Run
Resources for Capacity Shortages

This parameter is used to specify resources considered in capacity shortage calculations. Select the organization, enter a value in the Display Sequence field, and select a resource.

Note: The lower the numerical value of the Display sequence rating, the higher the level in priority. Use positive numbers in this field.

Search Job Operation Actions

This parameter is used to list the actions available on the Search Jobs page. You have the
option to specify if the listed actions are viewed on the page as buttons in the Button Actions region, or as a drop-down list of values in the Choice List Actions region. For the Choice List Actions, the order actions are listed in the Selected box determines your order of preference on the page.

Select categories from the Available box—and move to the Selected box. Actions are displayed only in one mode on a page, that is, a button or drop-down list. Choose Apply to save your work.

Work Content Actions

This parameter is used to list the actions available on the Work Content page. You have the option to specify if the listed actions are viewed on the page as buttons in the Button Actions region, or as a drop-down list of values in the Choice List Actions region. For the Choice List Actions, the order actions are listed in the Selected box determines your order of preference on the page.

The available Work Content Actions include: Assign Alternate Resources, Clock In, Clock Out, Complete Assembly, Dispatch Instances, Expedite, Job On, Job Off, Move Assembly, Reject Assembly, Report Exception, Report Time, Reschedule Operation, Return Assembly, Return From Scrap, Return From Reject, Scrap Assembly, Transact Components, View Exceptions, View Job Detail, View Job Transactions, Undo Clock In, Undo Expedite, Update Note, View Operation Transactions, View Related Jobs, and View Work Content.

Select categories from the Available box—and move to the Selected box. You have the
option to display actions as buttons, on a drop-down list, or both modes. Choose Apply to save your work.

See: Viewing Work Content, page 3-6

**Work Content Layout**

The Work Content Layout parameter is used to determine how to display page regions and tab regions on the Work Content page. Work Content Layout includes the following:

- Components
- Current Working Employees
- Instruction Master Detail
- Sequential Instructions
- Job Note
- Job Properties
- Operation Properties
- Ready Status Region
- Resources

Select categories from the Available box—and move to the Selected box. You have the option to display actions as buttons, on a drop-down list, or both modes. For the Choice
List Actions, the order actions are listed in the Selected box determines your order of preference on the page. Choose Apply to save your work.

See: Viewing Work Content, page 3-6
MES Workstation

This chapter describes the features of the MES Workstation and the MES Operator role, including the ability to view the work dispatch list and perform transactions.

This chapter covers the following topics:

- MES Workstation
- Viewing Dispatch Lists
- Viewing Work Content
- Job Operation Actions
- Moving and Completing Assemblies
- Viewing Job Information
- Viewing and Reporting Exceptions
- Returning Assemblies
- Shop Floor Time Entry

MES Workstation

The MES Workstation for the operator includes one tabbed region that provides Manufacturing Execution System (MES) capabilities on top of Oracle Work in Process. It provides the ability to view the work dispatch list, and then navigate to a number of transaction windows.

**MES Operator responsibilities include:**

- Viewing dispatch lists for jobs in the work queue
- Viewing job components and instructions
- Performing work in process transactions including move, completion, and assembly scrap
• Recording quality results and material transactions
• Reporting exceptions if unable to progress on a job
• Ability to assign lot and serial numbers

The details displayed are determined by the specifics of the login information. You can view the entire organization; or specify a particular department, resource, employee, or machine.

To log on to the MES Workstation:
1. Navigate to the Startup page.

2. If you want to view information only at the organization level, select an organization value only. Otherwise, enter specifics for a particular department, resource, employee, or machine depending on how much detailed information you want to view.

3. Select Start to display the dispatch list.

Dispatch lists show job operations in the work queue. From here you can record transactions, or access other pages for shop floor work. Your time working on a specific job is recorded on the dispatch list in the clock action fields. See: Viewing Dispatch Lists, page 3-2

Viewing Dispatch Lists

Dispatch lists are a listing of all job operations to be worked on—according to specific department, resource, resource instance, or a combination of these values. The Dispatch List enables you to perform express move transactions and access other pages for performing and viewing transactions. This list is based on operation schedule times within the specified time range. This includes:

• Current: Job operations with assembly quantities in all steps except Scrap and Reject.

• Scheduled: Job operations with assembly quantities in all steps except Scrap and Reject, plus all other job operations having schedule times within time range.
• Upstream: Job operations that have quantities in Queue, Run and To Move steps in their immediate preceding count point operation within the time range.

The display is modifiable—providing filtering, ordering, and grouping. Several parameters are used to control information displayed on the dispatch list. See: MES Administrator, page 2-1

• Default Dispatch List Type determines the job type initially displayed on the list when the workstation opens. Choices are to display current work on the shop floor, or current work and any scheduled job operations.

• Dispatch List Ordering Criteria specifies the attribute fields shown on the list. See: Dispatch List Ordering Criteria, page 2-10

• Dispatch List Working Order determines the order of jobs displayed on the list—that is, any order or first ready.

• Include Complete Quantity in Dispatch List provides the ability to include job operations with quantities in the To Move step.

• Include Job Status specifies the status types of jobs displayed. See: Include Job Status, page 2-12

The list is formatted in a table view, columns in the list display information about each job. This includes scheduled start and end times, assembly name, customer, job readiness, and component and resource availability. You can print a hardcopy version of the document by choosing Printable Page, and reorder the records on the list. See: Reordering Job Operations on the Dispatch List, page 4-14. In addition, you can hide or show columns on the dispatch list, by using the personalization capability.

To view and update dispatch list information:

1. Navigate to the dispatch list.

   The default dispatch list appears, displaying default details determined by the specifics of login values, along with a region to select filtering criteria.

2. Optionally, you can select filter information in the View Options region. Select filtering criteria from the following fields:
   - Resource
   - Instance
   - Dispatch List type
   - From Date and time
   - To Date and time
3. You can select additional filter criteria in the More Options region. The following fields are available: Customer, Sales Order, Assembly, Line, Schedule Group, Build Sequence, Status, Project, Task, Setup, Due Date From, Due Date To, and Component.

4. Select Go to display the dispatch list with the filtering results. The setup and layout of the dispatch list is configured in the Manufacturing Execution System Parameters page. The header displays available actions. These actions can be configured as both buttons or choice lists.
The Dispatch List Ordering Criteria parameter determines the fields displayed on the list. See: Dispatch List Ordering Criteria, page 2-10. Fields that appear can include:

- **Assembly**
- **Customer**
- **Exceptions**
- **Dispatch list type**
- **Job's ready status**
• Expedited status
• Employees working on the job
• Shift
• Start Date

5. Select the Job Operation you want to work on to display the Work Content page, see Viewing Work Content, page 3-6

6. If you are using clock functionality, select the Clock or Job actions to record the time worked on a job operation.
   • The display for this action depends on your parameter configuration.
   • You can also set clock actions in the Action column for the specific job. When you select the Clock and Worker icon, the job is clocked on and the icon displays a red colored box with a cross out indicating the job is locked.
   • The operator name displays in the Name column. To end this action, select the icon again, and the lock display disappears.

   See: Clocks, page 3-32

7. Select actions available on this page:
   • You can create job operation transactions. See: Job Operation Actions, page 2-13, and Global Actions, page 2-11
   • You can perform express move transactions on this page. This enables you to move the quantity in one action, and create move transactions for a number of job operations performed in one action. See: Moving and Completing Assemblies, page 3-12

Viewing Work Content

The Work Content page displays the information needed to perform work on an operation. It includes component and resource requirements, work instructions, attachments and other job property information. You can navigate to action pages and view employees currently working. Clock information also displays.

The actions available and the page layout are determined by parameter settings. See: Work Content Actions, page 2-16, and Work Content Layout, page 2-17
To view and update work content:

1. Navigate to the Work Content page

The Job Properties region displays information about the job including job number, description, assembly information, status, and schedule and completion dates.

If this job is linked to a sales order, the sales order and customer information displays in the Sales Order region. An Additional Information region appears if any customized information is entered in flexfield records.

You can also setup a sequential display of instructions needed to perform the operation in the Instructions region.
2. Select the actions available on this page to access the pages for job transactions. See: Job Operation Actions, page 2-13, and Global Actions, page 2-11

**Job Operation Actions**

Job operation actions are the job transactions and actions used in your environment. The list of actions available are set in a parameter, see: Job Operation Actions., page 2-13 These actions are also set on the Search Jobs page using the Search Job Operation Actions Parameter, page 2-15. The list of actions available include the following:

**Assign Alternate Resources**

You can substitute alternate resources and resource groups to balance your resource load, and resolve exception conditions. See: Assigning Alternate Resources, page 4-10

**Clock In, Clock Out, and Undo Clock In**

Clocks flag the job operation as started or ended, enabling you to record resource charges for time entry. See: Clocks, page 3-32

**Expedite and Undo Expedite**

Any job operation can be moved to top priority on the dispatch list. Scheduled operation start and end times are not changed—the operation is moved on the display to make it prominent. The Ready column displays an arrow icon indicating the operation is expedited. Since expediting is performed at the job level, all operations are affected—and moved and marked on the dispatch list.

**Job On and Job Off**

Job On and Job Off actions are a separate action of clock actions, required when
multiple employees are working on a single job operation. This action flags the job operation as started or ended, enabling the recording of resource charges for time entry. See: Clocks, page 3-32

**Move Assembly, Express Move, and Complete Assembly**

You can move assemblies within an operation, from one operation to another, backward and forward within the routing, and onto completion of the job. You also have the ability to create express moves—enabling simultaneous completion and scrap, or completion and reject, for the entire quantity in one action. See: Moving and Completing Assemblies, page 3-12

**Reject Assembly and Scrap Assembly**

You can reject and disposition assemblies on the production floor that do not meet standards. The Reject and Scrap process isolates problem assemblies by moving the assemblies into a scrap or reject intraoperation step. If these assemblies are reworked, they can be returned to their routing operation, see: Rejecting and Scrapping Assemblies, page 3-18

**Reschedule Operation and Undo Reschedule Operation**

You can reschedule operations to balance the work load. See: Rescheduling Operations, page 4-11

**View Exceptions and Report Exception**

Exceptions are reported when work is stopped on the production line. When notified about exceptions, you can view other job operations affected and take action. See: Viewing and Resolving Exceptions, page 4-4

**Return Assembly, Return From Scrap, and Return From Reject**

You can return assemblies to production from the supply subinventory, or reworked parts that were originally scrapped or rejected. See: Returning Assemblies, page 3-28

**Transact Components**

You can create component transactions for a job. See: Job Component Transactions, page 3-10

**Viewing Job Information**

Detailed information about job and operation transactions is available in the following pages: View Job Detail, View Job Transactions, View Operation Transactions, View Related Jobs, and View Work Content. See: Viewing Job Information, page 3-22 and Viewing Work Content, page 3-6

**Update Note**

Notes created during job transactions can be updated on the Update Note page. See: Updating Job Notes, page 3-10
**Updating Job Notes**

Information about assemblies is added in the Note region of the various transaction pages. The Update Note page is used to add or append new information. The new text is appended to the existing note for each update.

Enter your comments in the Append Note region. Select Apply to save your work.

---

**Job Component Transactions**

The Transact Components page enables you to create a number of component transactions for your job, including:

- Issuing and returning components
- Entering subinventory and locator information
- Entering applicable lot and serial number data

This page also has a feature for defaulting the display to supply type push components.
as defined on the assembly’s bill of material.

**Transacting components**

**To create component transactions on a job:**

1. Navigate to the Transact Components page.

2. In the Transaction region, select a transaction type. Your choices are Issue, Return, Negative Issue, and Negative Return.

3. Optionally, select Default Push Components to populate the table with supply type push components as defined on the assembly’s bill of material. This list can be edited.

4. For individual component transactions, select information for the Components region, in the applicable fields:
   - Operation Sequence
   - Component
   - Subinventory
   - Locator
   - Transaction Quantity
   - Revision

5. You can enter information for components under both lot and serial number
control.

- For individual components, in the Serial region of this table, select from applicable generated lot serial numbers in the From, To, and Parent fields. You can also select values in the Reason and Reference fields.

- If serial numbers have not been generated, select Enter Multiple Lot and Serial to access the Add Lot and Serial page in Oracle Inventory.

This page enables you to access the Serial Detail or Lot Detail pages, and generate lot and serial numbers, and assign lot and serial numbers.

6. Select Apply to save your work.

**Related Topics**

Generating Serial Numbers, *Oracle Inventory User’s Guide*

Lot Control, *Oracle Inventory User’s Guide*

Setting Up Lot Control, *Oracle Inventory User’s Guide*

Maintaining Item Lot Information, *Oracle Inventory User’s Guide*

Setting Up Serial Number Control, *Oracle Inventory User’s Guide*

Assigning Serial Numbers, *Oracle Inventory User’s Guide*

**Moving and Completing Assemblies**

Assemblies can be moved from one operation and intraoperation step to another, and backward and forward within the routing.

- When assemblies are completed at an operation, the system automatically backflushes operation pull components and charges resources.

- You have the ability to combine transactions such as move and scrap, and move and reject. This enables you to complete the transaction in a single step. This option is set in the Move Option parameter. See: Workstation Administrator, page 2-1

- You can setup custom flexfield information to meet your site's needs.

- Applicable quality plans display for entering collection data.

- Lot and serial number information can be assigned during move and completion transactions.

Express Moves

Express moves enable you to move the quantity in one action, defaulting all required values. It also provides a way to move several job operations in one transaction. For express move options:

- The setting of the Default Intra Op Step parameter determines the intraoperation step of the next operation where the assemblies are moved. See: Default Intra Op Step, page 2-8

- The assembly quantity in the current operation cannot be in more than one intraoperation step of Queue, Run, or To Move.

- For express completion and scrap transactions, define a default scrap account if the organization requires a scrap account. This is set in the Default Scrap Account parameter. See: Default Scrap Account, page 2-9

- Express moves are not applicable when using mandatory quality collection plans.

To perform express moves on job operations:
1. Navigate to the Dispatch List page.

2. Select the job operation record you want to complete. You can select multiple records.

3. In the Express Move Quantity columns, enter a value in the Complete field.

4. If there is a quantity to scrap, enter a value in the Scrap field.

5. Select Express Move to complete your transaction.

Moving Assemblies

To move job operations:

1. Navigate to the Move Assembly: Transaction page.
   This page displays job information including job number and description, operator, and assembly number and description.

2. Enable the Overcomplete Assembly check box if the transaction quantity is greater than the job quantity.

3. Select Finish to use the defaults displayed to create a move transaction. Or select values for fields displayed on this page.
4. In the From Operation region, select values in the From Operation Step, To Operation Sequence, and To Operation Step fields.

5. In the Transaction region, select applicable quantities in the Move and Scrap fields. Optionally, you can enter a transaction Reason, Reference, and descriptive text in the Note region.

   **Note:** The Move Option parameter enables you to combine a move transaction with scrap or reject transactions.

   Notes can be updated, see: Updating Job Notes, page 3-10

6. If a customized descriptive flexfield is used in your environment, the Additional Information region displays. Enter your information in this region. If you are not using customized information, this region does not appear.

7. Select Finish to complete your move transaction, or select Continue to enter information about manual resources and quality plans.
   - If you select Finish, the transaction is saved.
   - If you select Continue, the Move Assembly: Detail page displays.

8. On the Move Assembly: Detail page, in the Manual Resources region, you have the option to add machine resources by selecting Retrieve Non-Labor Resources.

   For any applicable machine resources, this region populates the fields for Operation Sequence, Resource, Instance, and Start Time.
9. Enter values in the End Time and Total Quantity fields. You have the option to change the unit of measure.

10. Collection plan information displays in the Quality Plans region including Plan Name, Information, Mandatory flag, and Completed status. Select the plan you want to update by choosing Add Child Data.

    This Enter Results page on the Quality Workbench appears for entering quality data. See: Entering Quality Results, Oracle Quality User’s Guide

    After quality data is entered, the transaction page is refreshed with the updated information. You have the option to duplicate, update, or delete these records.

11. The Backflush Components region displays components under lot and serial control that need to be backflushed. If lot and serial information is required, the status column displays X. Edit this list by enabling or disabling Enable the Select field for applicable components.

12. For component lot and serial number assignments:

- Select applicable values in the Subinventory, Locator, Revision, and Lot fields.

- Select from applicable generated serial numbers in the From, To, and Parent fields. You can also select values in the Reason and Reference fields.

- If lot and serial numbers have not been generated, select Enter Multiple Lot and Serial to access the Add Lot and Serial page in Oracle Inventory.

  This page enables you to access the Serial Detail or Lot Detail pages, and generate lot and serial numbers, and assign lot and serial numbers. See: Assigning Serial Numbers, *Oracle Inventory User’s Guide*

13. Select Finish to save your work.

**Completing Assemblies**

You complete job assemblies into inventory using both the Move Assembly and Complete Assembly pages. In cases where your production process may yield more assemblies, you have the ability to overcomplete assemblies into inventory. See: Assembly Over-completions, *Oracle Work in Process User’s Guide*, and Completing and Returning Assemblies, *Oracle Work in Process User’s Guide*

**To complete an assembly:**

1. Navigate to the Complete Assembly: Transaction page.

   This page displays job information including job number and description, operator, assembly number, and description.
2. Enable the Overcomplete Assembly check box if the completions transaction quantity is greater than the job quantity.

3. Select Finish to use the defaults displayed to create a move transaction. Or select values for fields displayed on this page needed for this completion transaction.

4. In the Transaction region, you can select applicable values for the following fields:
   - Unit of Measure
   - Quantity
   - Kanban Number
   - Subinventory
   - Sales Order
   - Reason
   - Reference
   - Note

Notes can be updated, see: Updating Job Notes, page 3-10

5. If a customized descriptive flexfield is used in your environment, the Additional Information region displays. Enter your information in this region. If you are not using customized information, this region does not appear.

6. Select Finish to complete this transaction, or select Continue to enter information for quality plans, component backflush, and lot and serial assignments.
   - If you select Finish, the transaction is saved.
• If you select Continue, the Complete Assembly: Detail page displays.

7. Collection plan information displays in the Quality Plans region including Plan Name, Information, Mandatory flag, and Completed status. Select the plan you want to update by choosing Add Child Data.

The Enter Results page on the Quality Workbench appears for entering quality data. See: Entering Quality Results, Oracle Quality User’s Guide

After quality data is entered, the transaction page is refreshed with the updated information. You have the option to duplicate, update, or delete these records.

8. The Backflush Components region displays components under lot and serial control that need to be backflushed. Enable or disable the Select field for applicable components.

If lot and serial information is required, the status column displays X.


9. You have the option to assign lot and serial number data. For each component, select applicable values in the Subinventary, Locator, Revision, and Lot fields.

Select from applicable generated serial numbers in the From, To, and Parent fields. You can also select values in the Reason and Reference fields.

If lot and serial numbers have not been generated, select Enter Multiple Lot and Serial to access the Add Lot and Serial page in Oracle Inventory.

This page enables you to access the Serial Detail or Lot Detail pages, and generate lot and serial numbers, and assign lot and serial numbers. See: Assigning Serial Numbers, Oracle Inventory User’s Guide

10. Select Finish to save your work.

**Rejecting and Scrapping Assemblies**

You can reject or scrap, and then disposition assemblies that do not meet standards. The reject and scrap process isolates problem assemblies. When it is possible to rework defective assemblies, they can be returned to their routing operation.

• Rejected assemblies are considered complete and resources consumed. Assemblies in the Reject intraoperation step of an operation may be waiting to be reworked or scrapped. You can move assemblies from the Reject step to any other intraoperation step in the routing.

• Scrapped assemblies moved into the Scrap intraoperation step from the Queue or Run step of the same operation are considered complete at that operation.
Operation completion information is updated including, backflushing pull components and charging resource costs.

**To reject or scrap assemblies:**

1. Navigate to the Reject Assembly: Transaction page for assemblies you want to reject.

   ![Oracle MES Workstation screenshot](image)

   Or navigate to the Scrap Assembly: Transaction page for assemblies you want to scrap.

   Both pages display job information including job number and description, operator, and assembly number and description.
2. Enable the Overcomplete Assembly check box if the transaction quantity is greater than the job quantity.

3. Select Finish to use the defaults displayed to create a reject or scrap transaction. Or, select Continue to add information needed to create this transaction.

4. In the From Operation region, select the originating interoperation step you are rejecting or scrapping assemblies.
   In the To Operation region, select the destination operation sequence you are moving the assemblies.

5. In the To Operation region, select the destination operation sequence for rejecting or scrapping the assemblies.

6. In the Transaction region, select applicable quantities in the Unit of Measure and Quantity fields. Optionally, you can enter a transaction Reason, Reference, and descriptive text in the Note region.
   Notes can be updated, see: Updating Job Notes, page 3-10

7. If a customized descriptive flexfield is used in your environment, you have the option to enter the value in the Additional Information region.

8. Select Finish to complete your reject or scrap transaction, or select Continue to enter information about manual resources and quality plans.
   - If you select Finish, the transaction is saved.
   - If you select Continue, the Detail page displays.
9. On the Detail page, in the Manual Resources region, you have the option to add machine resources by selecting Retrieve Non-Labor Resources.

For any applicable machine resources, this region populates the fields for Operation Sequence, Resource, Instance, Start Time.

10. Collection plan information displays in the Quality Plans region. Select the plan you want to update by choosing Add Child Data.

This displays the Enter Results page on the Quality Workbench for entering quality data. See: Entering Quality Results, Oracle Quality User’s Guide

After quality data is entered, the transaction page is refreshed with the updated information. You have the option to duplicate, update, or delete these records.

11. The Backflush Components region displays components under lot and serial control that need to be backflushed. Enable or disable the Select field for applicable components.

If lot and serial information is required, the status column displays X.


12. For component lot and serial number assignments:

• Select applicable values in the Subinventory, Locator, Revision, and Lot fields.

• Select from applicable generated serial numbers in the From, To, and Parent fields. You can also select values in the Reason and Reference fields.

• If lot and serial numbers have not been generated, select Enter Multiple Lot and Serial to access the Add Lot and Serial page in Oracle Inventory.

This page enables you to access the Serial Detail or Lot Detail pages, and generate lot and serial numbers, and assign lot and serial numbers. See: Assigning Serial Numbers, Oracle Inventory User’s Guide

13. Select Finish to save your work.

Related Topics

Rescheduling Operations, page 4-11
Returning Assemblies, page 3-28
Generating Serial Numbers, Oracle Inventory User’s Guide
Lot Control, Oracle Inventory User’s Guide
Setting Up Lot Control, Oracle Inventory User’s Guide
Viewing Job Information

Job views are available on a number of pages and provides views of job details, job transactions, operation transactions, and related jobs.

Viewing Job Transactions

The View Job Transactions page displays regions for various job transactions for a specific job and includes move, resource, and material transactions.

**Move Transactions:** The pertinent move transaction data for each operation step is listed including date, operator, operation steps from and to, charging departments, quantities, and login information.

**Resource Transactions:** Resources are listed for each operation sequence and resource by date, transaction type, resource sequence, and quantity.

**Material Transactions:** Each component and quantity is listed, along with the transaction type, subinventory, locator, revision, and operator.
Viewing Job Details

The Job Details page displays six regions for job details including:

- **Job Properties**
- **Operations**
- **Components**
- **Resources**
- **Sales Order**
- **Job Instructions**

### Job Properties

This region has seven tabbed sections related to this job and displays the following details:

- **General Information**— Job details such as number, description, dates, and quantity
- **Bill**— Bill of material information including revision and supply type
- **Routing**— Revision, supply type, completion subinventory, and Serializaton Start Operation flag.
- **Job History**— Dates and quantities
• Project—Project and task related data
• Scheduling—Request due date and priority if you are using constraint-based scheduling
• Other—On demand data, class, kanban, overcompletion tolerance, and locator


Operations

This region shows information on operation sequence, operation code, charging department, quantities, dates, and instructions. See: Viewing Operations, Oracle Work in Process User’s Guide

Select the Operation Sequence to display the Operation Details page.
Components

This region shows bill of material component data including name, date required, per assembly, quantities, supply, and locator. See: Viewing Component Requirements, Oracle Work in Process User’s Guide

Resources

Resources are viewed per operation sequence and resource sequence including instance, basis, usage rate, and dates. See: Viewing Resource Requirements, Oracle Work in Process User’s Guide

Sales Order

Sales orders linked to jobs are displayed in this region including sales order number, line, customer, and quantities.

Job Instructions

Instructions attached to a job, and any status information is displayed in this region.

Viewing Operation Transactions

The View Operation Transactions page shows the detail information of an operation. Three regions display on this page:

Move Transactions: The pertinent move transaction data for each operation in a particular job is listed. This includes date, operator, operation steps and codes from and to, charging departments, quantities, and login information.
Viewing Related Jobs

For scheduling effects and other cross dependencies, you can view jobs related to one of the records on the dispatch list. This view is displayed by Project, Project and Task, or a user defined attribute. This enables schedulers and supervisors to see jobs related to one job record, and reschedule other jobs as needed.
Viewing and Reporting Exceptions

There are a number of situations that may affect work on the production floor such as missing components and quality problems. You use the following pages to enter exceptions in production:

- Report Exception action is used to create a signal on the MES Workstation pages indicating problems.

- Update Exception action is used to add and update notes concerning the exception.

To report an exception:

1. Navigate to the Report Exception page, by selecting a Report Exception action from the dispatch list.
   Details for this job operation display such as number, description, assembly.

2. Select a value in the Exception Type field. Your choices are:
   - Resource
   - Component
   - In Process Assembly
   - Quality
   - Other

For resource and component exceptions, you can select information to define the specific record.
3. Optionally, select a reason for this exception.

4. Enter any descriptive information in the Note region.
   This information displays in the Note History region of the Exception page detail, and is updated using the Update Exception page.

5. Select Apply to save your work.

Returning Assemblies

You can return assemblies in a number of transactions pages including Return Assembly, Return From Scrap, and Return From Reject. You also can also return a greater quantity than the original transaction quantity. The return process enables you to move assemblies either back to the stockroom. Or move assemblies taken out of production back to the original production job, and proceed through the remainder of the routing.

To return assemblies:
1. Navigate to the Return Assembly page.
   The page displays job information including job number and description, operator, and assembly number and description.

2. Select Finish to use the defaults displayed to create a return transaction. Or select values for fields displayed on this page.

3. In the Transaction region, enter values in the Quantity and Subinventory fields. You have the option to change the unit of measure.
4. You can select applicable information in the Sales Order, Reason, and Reference fields—and descriptive text in the Note region.

5. The Lots and Serials region displays for assemblies under lot or serial number control, or both. Select Lot Details or Serial Details to access lot or serial detail pages. See: Lot Control, Oracle Inventory User’s Guide, and Setting Up Serial Number Control, Oracle Inventory User’s Guide
   - For lot controlled assemblies, select applicable values in the Lot, Parent Lot, and Quantity fields.
   - For serial controlled assemblies, select applicable values in the Serial From and To, and Quantity fields.
   - If the assembly is under both lot and serial control, select values in the Lot, Parent Lot, Serial From and To, and Quantity fields.

6. Select Finish to complete your return transaction, or select Continue to enter information for quality plans and component backflushing.
   - If you select Finish, the transaction is saved.
   - If you select Continue, the Return Assembly Detail page displays.

7. On the Return Assembly: Detail page, collection plan information displays in the Quality Plans region. This region displays fields for Plan Name, Information, Mandatory flag, and Completed status. Select the plan you want to update by choosing Add Child Data.
The Enter Results page on the Quality Workbench appears for entering quality data. See: Entering Quality Results, *Oracle Quality User’s Guide*

After quality data is entered, the transaction page is refreshed with the updated information. You have the option to duplicate, update, or delete these records.

8. The Backflush Components region displays components under lot and serial control requiring backflushing. If lot and serial information is required, the status column displays X. Edit this list by enabling or disabling the Select field for applicable components:

- Select applicable lot values in the Subinventory, Locator, Revision, and Lot fields.

- Select applicable generated serial numbers in the From, To, and Parent fields. You can also select values in the Reason and Reference fields.

9. Select Finish to save your work.

**To return assemblies from scrap or reject:**

1. Navigate to the appropriate page. Choices are Return From Scrap or Return From Reject.

   The page displays job information fields including Job number, Job Description, Assembly number, Assembly Description, and Reported By.

2. For reject returns, you have the option to return a quantity greater than the job quantity by enabling the Overcomplete Assembly check box.

   **Note:** This function is not available for Return From Scrap transactions.

3. Select Finish to use the defaults displayed to create a return transaction. Or select values for fields displayed on this page.
4. In the From Operation and to Operation region, select values in the following fields:
   - From Operation Sequence
   - To Operation Sequence
   - To Step

5. In the Transaction region, select a quantity value.
   - If this is a return from scrap transaction, you can enter information in the Scrap Account Alias and Scrap Account Number fields.
   - Optionally, you can enter a transaction Reason, Reference, and descriptive text in the Note region.

6. If a customized descriptive flexfield is used in your environment, the Additional Information region displays. Enter your information in this region. If you are not using customized information, this region does not appear.

7. Select Finish to complete your return transaction, or select Continue to enter information about manual resources, quality plans, or component backflushing.
   - If you select Finish, the transaction is saved.
   - If you select Continue, the detail page displays.

8. On the detail page, in the Manual Resources region, you have the option to add machine resources by selecting Retrieve Non-Labor Resources.
For applicable machine resources, this region populates the fields for Operation Sequence, Resource, Instance, and Start Time.

Enter values in the End Time and Total Quantity fields. You have the option to change the unit of measure.

9. You can collect quality results in the Quality Plans region. This region provides information on Plan Name, Information, whether data collection is mandatory, and Completed status. Select the plan you want to update by choosing Add Child Data.

This Enter Results page on the Quality Workbench appears for entering quality data. See: Entering Quality Results, *Oracle Quality User’s Guide*

After quality data is entered, the transaction page is refreshed with the updated information. You have the option to duplicate, update, or delete these records.

10. The Backflush Components region displays components under lot and serial control requiring backflushing. If lot and serial information is required, the status column displays X. Edit this list by enabling or disabling the Select field for applicable components:

   - Select applicable lot values in the Subinventory, Locator, Revision, and Lot fields.
   - Select applicable generated serial numbers in the From, To, and Parent fields. You can also select values in the Reason and Reference fields.

11. Select Finish to save your work.

**Shop Floor Time Entry**

Shop floor time entry captures resource times using time entry pages, clock functionality, and Job On and Job Off functionality. Several parameters control time entry behavior:

- **Charge Resource at Report Time** specifies if resource transactions are created at the time the job operation transaction time is reported.

- **Time Entry Mode** enables Clock In and Clock Out functionality.

- **Combine Job On and Clock In Buttons** enables you to combine the actions of Job On and Off, and Clock In and Out time entry.

See: MES Administrator, page 2-1

**Clocks**

Job On is an action when multiple employees are working on a single job operation,
locking the job to one worker. Clock In signifies that an operator is working on the job operation, and Clock Out signals that work has stopped. When an operator performs a Job On action, that job is assigned to that employee and the name is displayed in the dispatch list:

- For environments where one employee, the single user mode, is working on a job—the tracking is performed by user login identification. For multiple employees, the identification is derived from the employee badge number.

- In the single user mode, the Job On and Clock In buttons can have the same meaning. Use the parameter Combine Job On and Clock In to combine these actions.

- You can also set clock actions in the Ready Action column on the dispatch list for the specific job. When you select the clock and worker icon, the job is clocked on. The icon displays a red colored box with a cross out, showing that the job is locked.

- Undo Clock In action provides a method for removing the clock action.

**Reporting Time Pages**

Report Time pages provide a manual method of reporting, reviewing and charging resources if time is not reported during the move transaction. The entries are used in calculating labor resources:

- The Report My Time page is used for reporting resource time for job operations on a number of different jobs.

- The Report Time page is used to report resource time on one specific job.

These pages can be used in environments where the clock functionality is disabled in the Time Entry Mode parameter. Or to revise automatic clock calculations to adjust and revise time.

If the parameter Charge Resource at Report Time is enabled, and the job operation is flagged as autocharge—the Charge check box displays a check symbol. The autocharge resource charges the move transaction at the standard rate to avoid doubling the cost transactions. Calculated actual times for operations are system derived for manual resources.

**To report your time on job operations**


2. Select the appropriate information in the following fields:
   - Job
   - Operation Sequence
3. Enter a value in two of these fields—Start Time, End Time, and Total Quantity. The other fields automatically calculate the correct values.

   Optionally, you can change the value in the Unit of Measure field.

4. Select Apply to save your work.

**To report resource time for one job**

1. Navigate to the Report Time page.

2. Select a value in the Resource field, and if applicable, a resource instance in the Instance field.

3. Enter a value in two of these fields—Start Time, End Time, and Total Quantity. The other fields automatically calculate the correct values.

4. Optionally, you can change the value in the Unit of Measure field.

5. Select Apply to save your work.
This chapter describes the features of the MES Supervisor Workbench, including the ability to monitor shop floor progress and potential problems.

This chapter covers the following topics:

- MES Supervisor Workbench
- Monitoring Shop Floor Progress
- Viewing and Resolving Exceptions
- Exceptions
- Assigning Alternate Resources
- Rescheduling Operations
- Changing Shopfloor Statuses
- Job Operations and the Dispatch List
- Expedite and Undo Expedite

**MES Supervisor Workbench**

The MES Supervisor Workbench is the starting point for supervisors to view shop floor progress and potential problems. This includes shop floor status and exceptions to shop floor work flow. The MES Supervisor responsibility includes two tabbed regions: the Dashboard and the Supervisor Workstation. The program opens in the Dashboard view and displays information on open exceptions, and shop floor progress. The Supervisor Workstation tab displays the dispatch list. From both of these tabs you can navigate to global actions for more information.

The details displayed are determined by the specifics of the login information. You can view the entire organization; or specify a particular department, resource, employee, or machine.
To access the MES Supervisor Workbench:

1. Navigate to Starup page.

2. If you want to view only organization information, select an organization value only. Otherwise, enter specifics for a particular department, resource, employee, or machine depending on how much detailed information you want to view.

3. Click the Start button to display the Home page.

The Home page displays sections for a summary of all exceptions, a graphical view of closed and open exceptions, a shop floor progress view, and a list of available global actions.

- The Exceptions Summary region displays a summary of open exceptions on jobs, grouped by type. Select the link for specific records to access the Exceptions page.
• The Reported Exceptions graph displays the number of both open and closed exception records for a seven day time frame.

• The Shopfloor Progress region displays two tabs - Capacity Shortages and Current State. The capacity shortages tab displays the potential capacity shortages for bottleneck resources (identified by Resources for Capacity Shortages parameter). The current state tab displays a real time view of all the clocked in job operations.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Department</th>
<th>Jobs Not Started</th>
<th>Available</th>
<th>Remaining</th>
<th>Required</th>
<th>Shortage Time</th>
<th>Dispatch List</th>
</tr>
</thead>
<tbody>
<tr>
<td>#855</td>
<td>DEP1</td>
<td>37</td>
<td>0</td>
<td>200.03</td>
<td>200.03</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>#854</td>
<td>DEP2</td>
<td>8</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>2 MIN</td>
<td></td>
</tr>
<tr>
<td>#853</td>
<td>DEP3</td>
<td>34</td>
<td>0</td>
<td>181.2</td>
<td>181.2</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

See: Viewing and Resolving Exceptions, page 4-4, and Monitoring Shop Floor Progress, page 4-3

4. Select a task from the Actions box to access available global actions. Choose Go to navigate to the appropriate page.

   Available global actions are specified in the Global Actions parameter. These views and tasks include other workbenches and reports. See: Global Actions, page 2-11

5. Select the MES Workstation tabbed region to display the dispatch list. See: Viewing Dispatch Lists, page 3-2

**Monitoring Shop Floor Progress**

The Shopfloor Progress region displays a separate area for the status of jobs, machines, and people on the shop floor. There are two views; both views display resources and departments, along with links to the dispatch list:

• **Capacity Shortages View**

  Displays jobs whose projected completion time exceeds the shift or scheduled time. You can set your display to a particular shift by selecting a time slot in the View By Shift box, and selecting Go. The other fields in this view include Jobs Not Started, Remaining quantities (for Available, Required, Shortage), and Unit of Measure.

  The resources considered when calculating capacity shortages is set in the
• **Current State View**

Provides a status of current jobs, and machines and operators. The other fields in this view include Job Operation, Assembly Operator, Actual Start Date, Projected Completion Date, Quantity Scrapped, and Quantity Rejected.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Department</th>
<th>Jobs Not Started</th>
<th>Available</th>
<th>Remaining Required</th>
<th>Shortage UOM</th>
<th>Dispatch List</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGS</td>
<td>DEP1</td>
<td>96</td>
<td>0</td>
<td>92.56</td>
<td>2 MIN</td>
<td></td>
</tr>
<tr>
<td>REG4</td>
<td>DEP2</td>
<td>9</td>
<td>0</td>
<td>2</td>
<td>2 MIN</td>
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<td>DEP1</td>
<td>36</td>
<td>0</td>
<td>18.1</td>
<td>18.1 HR</td>
<td></td>
</tr>
</tbody>
</table>

---

**Viewing and Resolving Exceptions**

Exceptions are reported and displayed for situations preventing work on job operations; changing the status of specific operations. Exceptions can include material shortages, labor balancing problems, machine downtime, and quality problems. When an exception is reported, the job is not available for production. A workflow is invoked and notifications are sent to the appropriate recipients. When notified about exceptions, you can view other job operations affected and take action.

The same exception can be created for any or all of the impacted jobs. Various resolutions are available including changing an operation status, rescheduling a job, assigning alternate resources, or accessing the Scheduling and Resource Workbenches to resolve problems. Exception types are in the following categories:

- **Resource**
- **Component**
• In Process Assembly
• Quality
• Other

Additionally, you can define a custom type using the Oracle Applications Lookup functionality. Exceptions display in summary and graphical view on the Supervisor Home page.

Exception Summary Region

The Exception Summary region displays a summary of open exceptions on jobs of statuses released, unreleased, and hold. The results are grouped by exception type, and ordered by number of exceptions reported. You can access the Exceptions page by selecting a specific record.

Reported Exceptions Graph

The Reported Exceptions region displays the number of open and closed exception records in a color coded graphical view. It is presented in a rolling seven day time frame.

Viewing an Exception Record

The Exception page appears when you select an exception record. This page can be accessed from:

• Exception Summary Region of the Supervisor dashboard : Display and content is dependant on the exception type selected. If All is selected, all open exceptions display on the page:
• Dispatch List: Displays only exceptions reported against that particular job operation.

• Work Content page: Displays only exceptions reported against that particular job operation.

The page is divided between a summary and a detail region. The summary region displays assembly, operator, dates, number of exceptions, and other values according to the exception type. Actions are available according to the exception type.

**To view exceptions to production work:**

1. Navigate to the Exceptions page.

   The exception type displays in a region on the page. If you have selected All from the Supervisor Home page, all of the exception types display in separate regions on the page.

2. Select Add Exceptions to Impacted Jobs to add exceptions to other jobs affected by this production problem.

   **Note:** This option is not available for In Process Assembly type exceptions.

3. If this is a resource or component type exception, you can select Launch the Resource Workbench, or Launch the Job Workbench for rescheduling.

4. In the detail region of the page, you can select Show for a particular record to display details including assembly and description, department and description, quantity, and scheduled start and completion dates. There is a region for Note History for descriptive information added in the Update Exceptions note page.

5. You can choose a record and select an action to resolve the production problem.

For example, for the following exception types, you can:

- **Resource:** Assign Alternate Resources, Assign Shopfloor Statuses, Put Jobs on Hold, Reschedule Jobs
- **Component:** Assign Shopfloor Statuses, Put Jobs on Hold, Reschedule Jobs
- **In Process Assembly:** Reschedule Jobs
- **Quality, Other, and User Defined:** Assign Alternate Resources, Assign Shopfloor Statuses, Put Jobs on Hold, Reschedule Jobs
6. If this exception has been corrected, select Resolve to close this record, and delete it from this page.

   If you access the Exception page from either the Dispatch List or Work Content page, this action is not available.

7. You have the option to add informational text by selecting Update. This displays the Update Exceptions page. See: Updating Exception Notes, page 4-10

   If you access the Exception page from either the Dispatch List or Work Content page, this action is not available.

Adding Exceptions to Impacted Jobs and Updating Exceptions

You use the Add Exceptions to Impacted Jobs page to enter exceptions to other job operations affected by the exception. You use the Update Exception page to add and update notes about the exception.

Related Topics
Assigning Alternate Resources, page 4-10
Rescheduling Operations, page 4-11
Changing Shopfloor Statuses, page 4-13
Exceptions

To add exceptions to impacted jobs:

1. Select an exception from the Supervisor Dashboard, and navigate to the Add Exceptions to Impacted Jobs page.

2. In the Search region, select a Cutoff Date value, and select Go to display the applicable jobs and job operations display in the Impacted Jobs region.

3. You have the option to change the reason for the impacted jobs in the Reason field—both for individual or multiple job operations.
   - For individual records, select the appropriate reason in the Reason field for the job operations.
   - For multiple records, choose the record in the Select Jobs field, and select a reason in the Set Reason field. Select Go.
4. Select Apply to save your work.

**Updating Exception Notes**

You can add descriptive note text to your exception records, and update these records. The text appears in the details of the Exception page in the Note History region.

**To update exception note information**

1. Navigate to the Update Exception page.

2. Select a value in the Reason field for this exception.

3. Enter text in the Note region.

4. Select Apply to save your work. Or select Resolve and Apply to save your work and close this exception record.

**Assigning Alternate Resources**

You can use alternate resources to resolve production problems on the shop floor. Resources can be substituted in groups, enabling a switch from the current resource.
group to an alternate resource group. If several resources are available, they display in a drop-down box.

To assign alternate resources:
1. Navigate to the Assign Alternate Resources page.

The page displays job number and description, assembly number and description, operation number and description.

The Resource table displays information about the available resources. The Required Amount and Available Amount indicates the resource load.

2. Select the resource you want to assign in the Resource box.

3. Enable the Group radio button if this is a resource group.

4. Select Apply to save your work.

Rescheduling Operations

You can reschedule operations to resolve exceptions in bottleneck job operations. You have the option to change scheduling direction, and start dates. Material and resource requirement dates are also updated.

To reschedule an operation:
1. Navigate to the Reschedule Operation page.

Information displays in fields for Job, Job Description, Operation Sequence, Operation Description, and Actual Start and Completion Dates.
2. Select a direction in the Scheduling Direction field, choices are:
   - **Forward**: Scheduling begins at the start date and calculates a production end date.
   - **Backward**: Scheduling begins at the production end date and calculates a production start date.

   ![Scheduling Direction Field](image)

3. Select a value in the Include in Scheduling field, used to set the automatic scheduling option. Choices are:
   - **Backward from operation (Midpoint Backward)**: Moves only the selected and prior operations, keeping them in sequence, when a time slot is located to move this specified operation. Next operations are not rescheduled.
   - **Both directions from operation (Midpoint)**: Reschedules all prior and next operations when a time slot is found for the operation. Prior operations are backward scheduled. Next operations are forward scheduled.
   - **Forward from operation (Midpoint Forward)**: Moves only the selected and next operations, keeping them in sequence, when a time slot is located to move this specified operation. Prior operations are not rescheduled.
   - **Operation Only**: Only the operation that is selected is scheduled. Prior and next operations are not rescheduled.

4. Select a value in the Start Date field to begin the rescheduling process.

5. Select Apply to save your work.

**Related Topics**


Changing Shopfloor Statuses

You may need to change the status of a job operation because exception problems. When you display the Assign Shopfloor Statuses page, existing exceptions display in a table view list. This page enables you to change the status of a specific interoperation step. The job progresses through the routing until it reaches that step.

To change the status of the job operation:
1. Navigate to the Assign Shopfloor Statuses page.

   Exceptions display in a table view, the number of records in the list is dependent on your selection from the Exceptions page.

2. In the Job Op field, select the interoperation step for the status change.

3. In the Status field, select the new status for this interoperation step.
4. Select Apply to save your work.

Job Operations and the Dispatch List

Reordering Job Operations on the Dispatch List

You have the ability to change the order and rearrange job operations on the dispatch list. This action enables you to group job operations together on the dispatch list. Reordering may be performed for more efficient display and processing of job operations with similar setups, components, or for expediting.

**Note:** To adjust to the changes and dynamic nature of the shop floor, the supervisor might need to re-order the dispatch list. Because the Dispatch list is a supervisor or scheduler function, Oracle recommends that you limit access to this action.

To reorder job operations on the dispatch list:

1. Navigate to the Reorder Dispatch List page.

Job operations from your dispatch list display in a table view; all operations are shown as in your dispatch list, including any filtering performed on the list. The fields appearing on the page are set in the parameter, Dispatch List Ordering Criteria, page 2-10.
The ordering is performed first by Expedite column changes, then by the attributes. Changing the values of the attributes creates the reordering.

2. Select the job operations you want to expedite by enabling the Expedite check box.

3. Select values in the attribute fields according to your preference for reordering the list.

4. Select Apply to save your work.

The dispatch list refreshes with your changes.

**Expedite and Undo Expedite**

**Note:** Similar to the reorder list action, access to this action should be limited to the supervisor.

Any job operation can be moved to top priority on the dispatch list. Scheduled operation start and end times are not changed—the operation is moved on the display to make it prominent. The Ready column displays an arrow icon indicating the operation is expedited. Since expediting is performed at the job level, all operations are affected—and moved and marked on the dispatch list.
Global Actions

This chapter describes global action views and tasks displayed in the MES Supervisor Workbench and the MES Workstation.

This chapter covers the following topics:

• Global Actions

Global Actions

Global actions are views and tasks based on site, role, organization and department. Global action display is set using the Global Actions parameter, see: Global Actions, page 2-11. These actions can include:


  **Note:** This action should typically be assigned to a supervisor or scheduler.

• View Performance Metrics, accesses Oracle Daily Business Intelligence for Supply Chain—a measurement tool for delivery performance and cycle times. See: Manufacturing Management Dashboard, Oracle Daily Business Intelligence User Guide

  **Note:** This action should typically be assigned to a supervisor or scheduler.

• Print Discrete Job Routing, see: Printing the Discrete Job Routing Sheet, page 5-2

• Report Resource Usage, page 5-3
Printing the Discrete Job Routing Sheet

You can print the Discrete Job Routing Sheet to list information about the job, operations, customer, routing steps, requirements, resources—and use the output as a traveler on the shop floor. Report sorting can be by job, schedule group, and build sequence. You can set a simple or advanced schedule to automatically submit this report.

The pages for this concurrent program display a chronology of steps, or a process train, showing where you are in the process. The train displays Parameters, Schedule, Layout, Notifications, Printing, and Review.

To print the Discrete Job Routing Sheet:
1. Select the Print Discrete Job Routing action to navigate to the Discrete Job Routing Sheet program.

   The Schedule Request Parameters page appears. The step train displays the steps to complete with the Parameter step highlighted.

2. Enter the appropriate report submission information in the following fields:
   - Jobs From and To: Select a beginning and an ending job to restrict the report to a range of jobs.
   - Schedule Start Dates To and From: Select a beginning and an ending date to restrict the report to a range of scheduled start dates.
   - Schedule Group From and To: Select a beginning and an ending schedule group to restrict the report to a range of schedule groups.
3. Choose one of the following Sort By options:
   - Job
   - Schedule Group, Build Sequence—sort by the schedule group, then by build sequence within the schedule group

4. Select Next to display the other pages, and select the details appropriate for your report. The process train highlights each step as you proceed. This includes:
   - Schedule
   - Layout
   - Notifications
   - Printing
   - Review

5. Select Submit to generate the report.

Report Resource Usage

The Report Resource Usage page enables you to change and charge resources and resource instances. You can also change resource charges to other units of measure. If the entry is time based, the system uses the Charge Resource at Report Time parameter. Otherwise, the resource charge occurs when you save your record.

The start time comes from all sources including clock actions, time card entry, and resource usage charging at both resource and instance levels. In each situation when the
time is modified, the actual resource start and completion time is recalculated. Operation actual time and job actual time only use resources with a scheduled flag set to Yes.

If the parameter Charge Resource at Report Time is enabled, and the job operation is flagged as autocharge—the Charge check box displays a check symbol.

**To report resource usage:**
2. Select the appropriate information in the following fields:
   - Job
   - Operation Sequence
   - Resource
   - Instance
3. Enter a value in two of these fields—Start Time, End Time, and Total Quantity. The other field will automatically calculate the correct value.
4. Optionally, you can change the value in the Unit of Measure field.
5. Select Apply to save your work.

**Searching for Jobs**

The Search Jobs page enables you to search for a specific job for performing transactions on that job. Actions available are set on the Search Job Operation Actions parameter.
To search for jobs

1. Navigate to the Search Jobs page.

2. In the Search region, select a value in the Attribute field.

   You have the option to search by Job Number or Sales Order number. If you select a sales order, you can also select an Order Line.

3. Select Go to display the results of your search.

   The job information displays including Type, Status, Assembly, Assembly Description, Job Quantity Start and Completed, Unit of Measure, Start Date, Completion Date, Customer, and Sales Order.

   The status of the job operations display in the Job Operations region including Ready Status, Operation Start and Completion Dates, Operation Quantities in the interoperation steps, and any exceptions logged.

   Specific transactions can be performed depending on how you set up the Search Job Operation Actions parameter.
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