




Datasheet Number & Version	WOP110 Ver1
Based on Software Build No.	12.7.2019.13356
Function	
Module(s)	Manufacturing
Datasheet Name	Adding a Tool to a Works Order

All new procedures and processes should be checked in a 'Test' environment before being applied to the 'Live' business system.  
Note that fields marked  are mandatory and must have data entered. When commissioning a new module please note that the parameters will need to be set, and reference should be made to datasheet SYS101, System Manager – Module Parameter Settings

### **Adding a Tool to a Works Order**

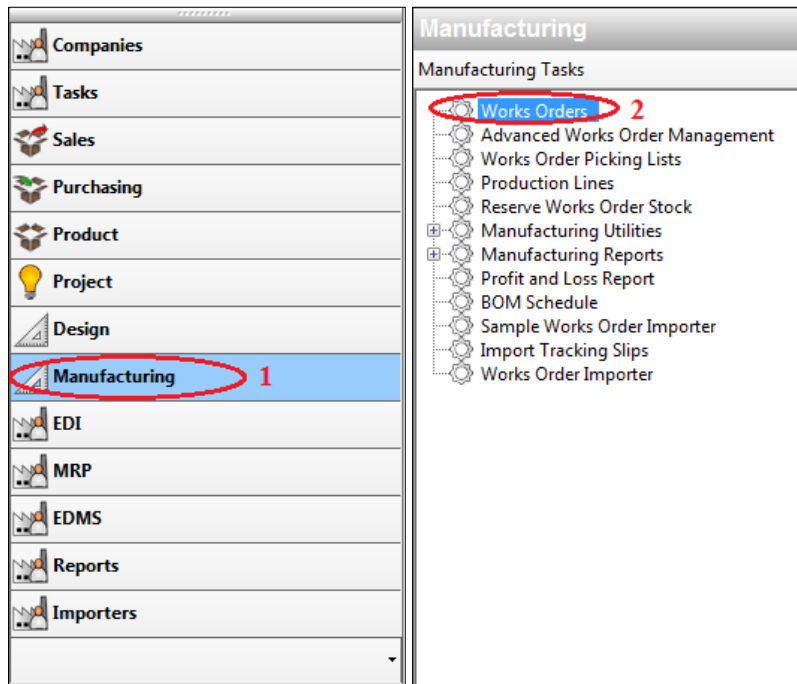
**(Note: Tools required to be setup beforehand, for details see datasheet - DES108.)**

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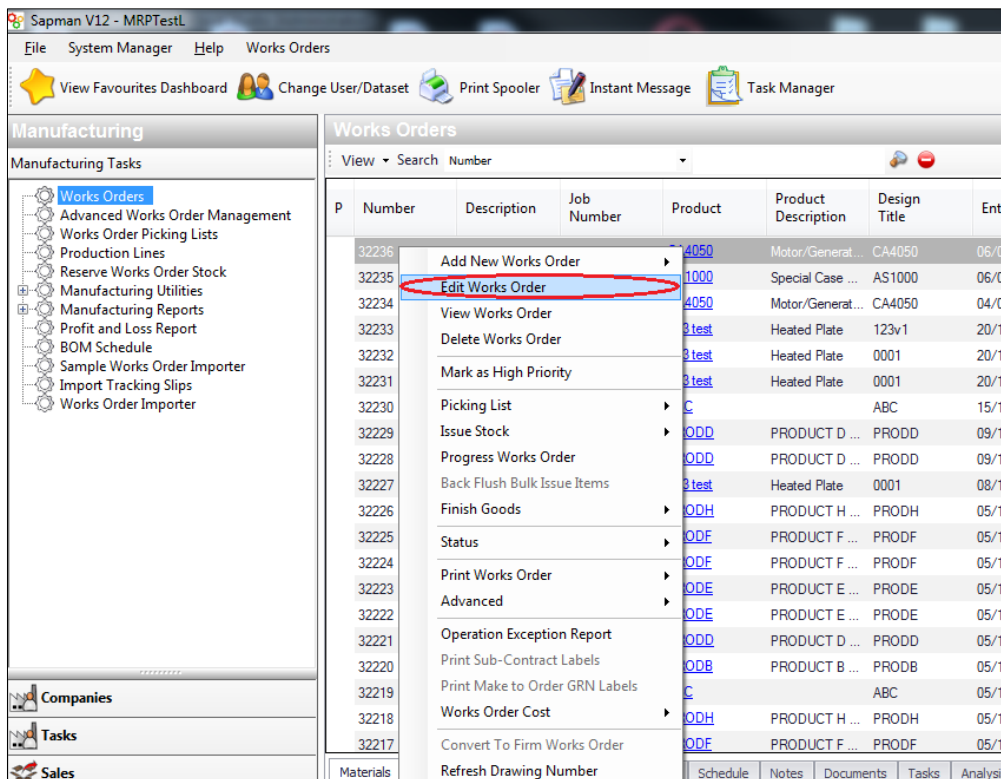
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To open the Works Order Manager, select the 'Manufacturing' module then select the 'Works Order' option.



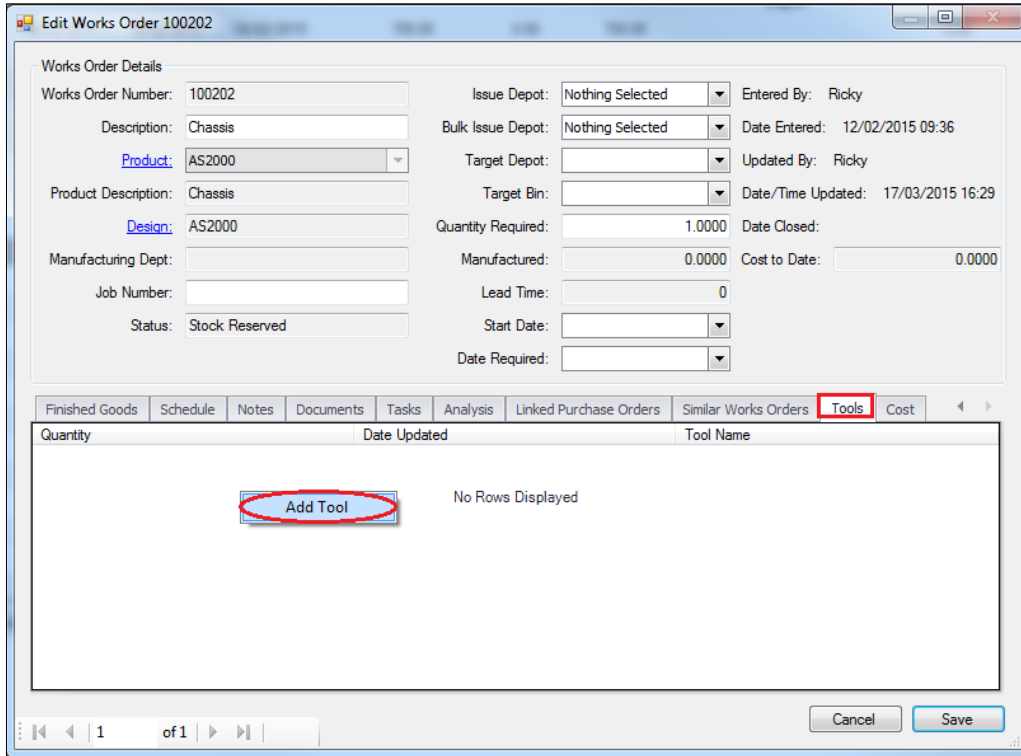
## 1. Adding a Tool from a Works Order

- a.) To add a Tool on a Works Order, select and right-click the Works Order then select 'Edit Works Order' from the drop-down menu.

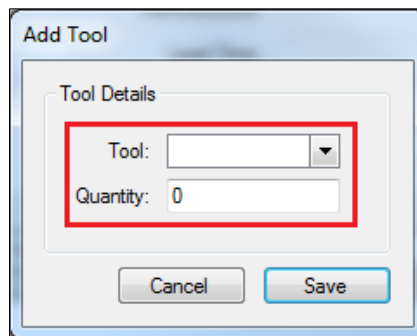


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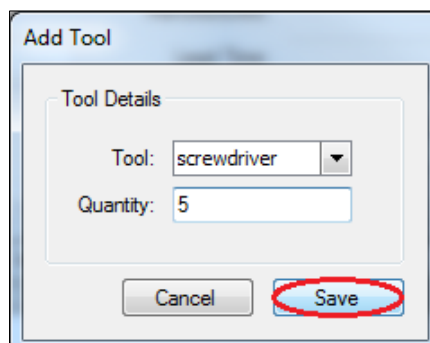
b.) This will open Edit Works Order Form, select the 'Tools' tab and right-click anywhere on the grid then select 'Add Tool' from the drop-down menu.



c.) This will open Add Tool Form, select a user-defined Tool from the drop-down menu and enter the quantity amount required for the Tool.



d.) Once complete, select 'Save'.



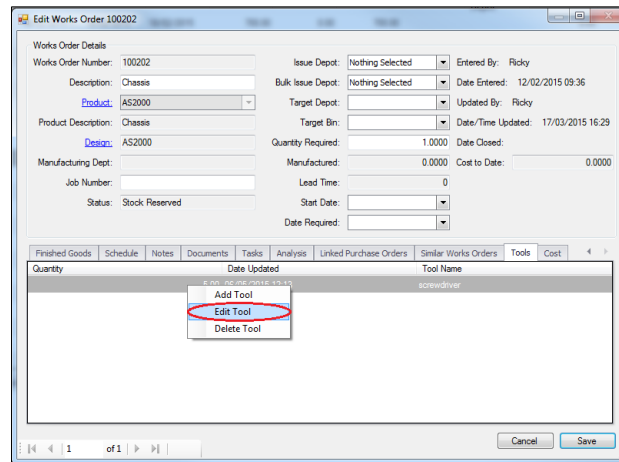
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## 2. Editing a Tool from a Works Order

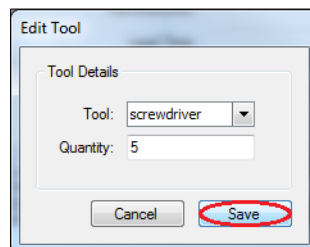
(Note: Changes made to a Works Order Tools will affect any used on the Works Order Operation.)

(Note: Reducing the Quantity below the amount used on a Works Order Operation will also update the quantity on the Works Order Operation.)

- a.) To edit a Tool on a Works Order on the 'Tools' tab, select and right-click the Tool then select 'Edit Tool' from the drop-down menu.



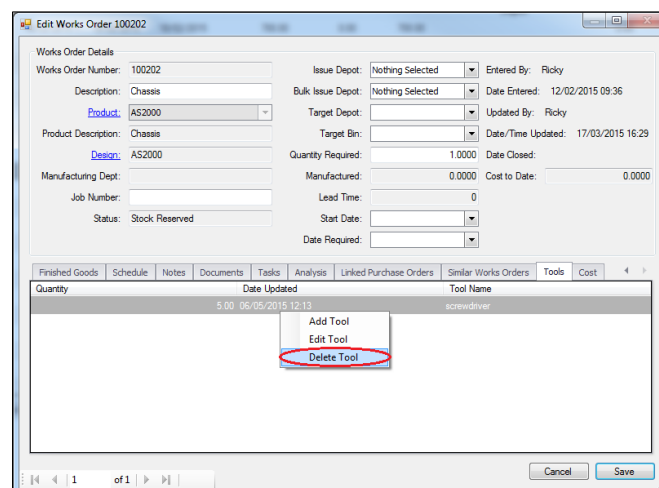
- b.) This will open Edit Tool Form, amend the required details and select 'Save'.



## 3. Deleting a Tool from a Works Order

(Note: Deleting a Tool from a Works Order will remove any already assigned to an Operation.)

- a.) To delete a Tool on a Works Order on the 'Tools' tab, select and right-click the Tool then select 'Delete Tool' from the drop-down menu.



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b.) This will open a confirmation form, select 'Yes' to delete the Tool from the Works Order.

