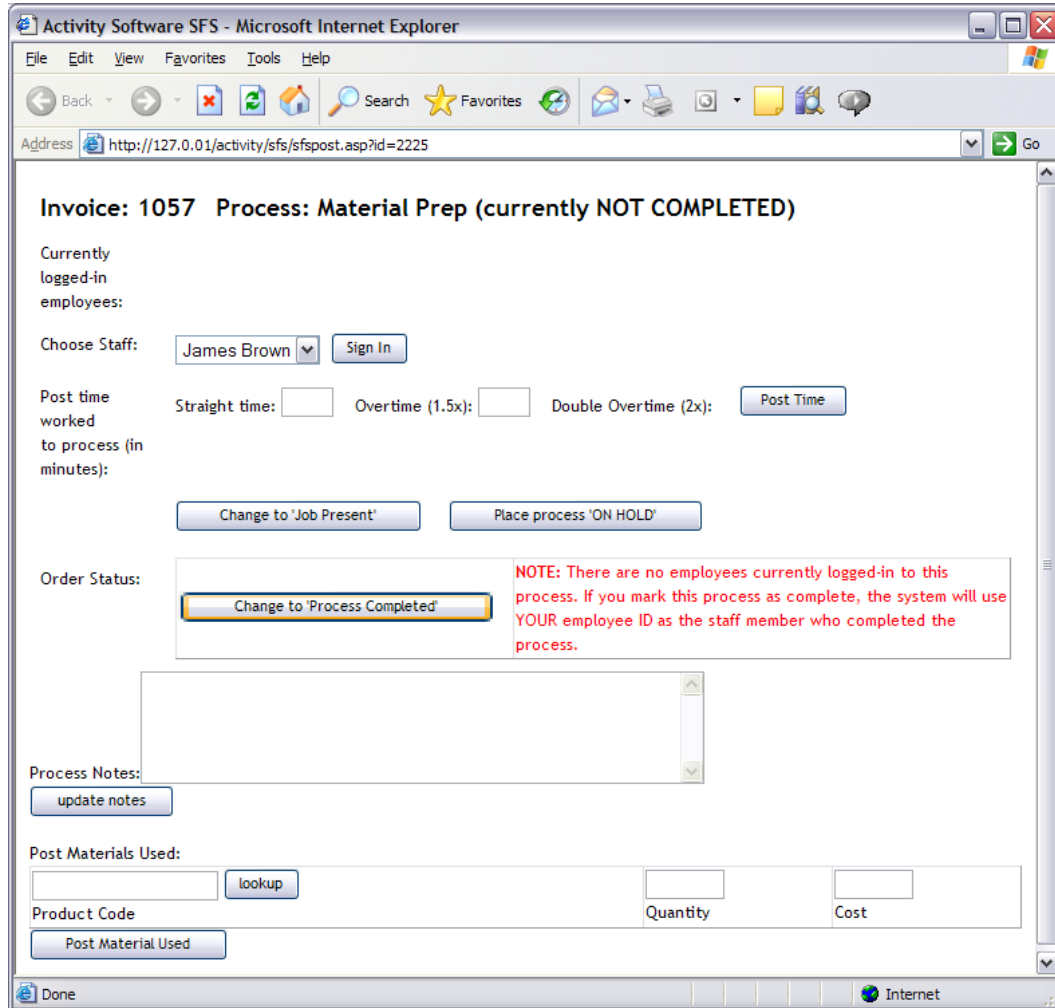


Shop Floor Material Look-up

- ✚ After logging in to **Shop Floor**, click on the desired process.
- ✚ **Shop Floor** will display that process' information:



Activity Software SFS - Microsoft Internet Explorer

Address: http://127.0.0.1/activity/sfs/sfspost.asp?id=2225

Invoice: 1057 Process: Material Prep (currently NOT COMPLETED)

Currently logged-in employees:

Choose Staff: James Brown Sign In

Post time worked to process (in minutes):

Straight time: Overtime (1.5x): Double Overtime (2x): Post Time

Change to 'Job Present' Place process 'ON HOLD'

Order Status: Change to 'Process Completed'

NOTE: There are no employees currently logged-in to this process. If you mark this process as complete, the system will use YOUR employee ID as the staff member who completed the process.

Process Notes: update notes

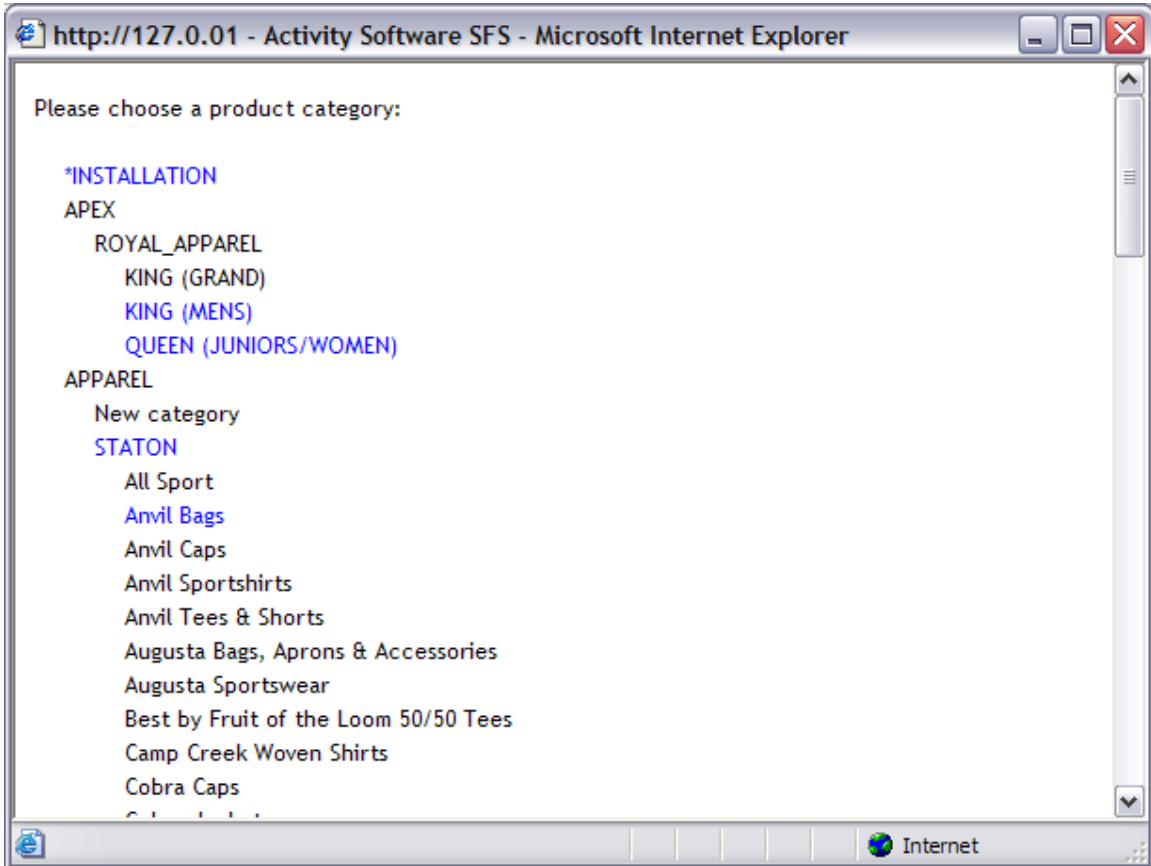
Post Materials Used:

Product Code	Quantity	Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>

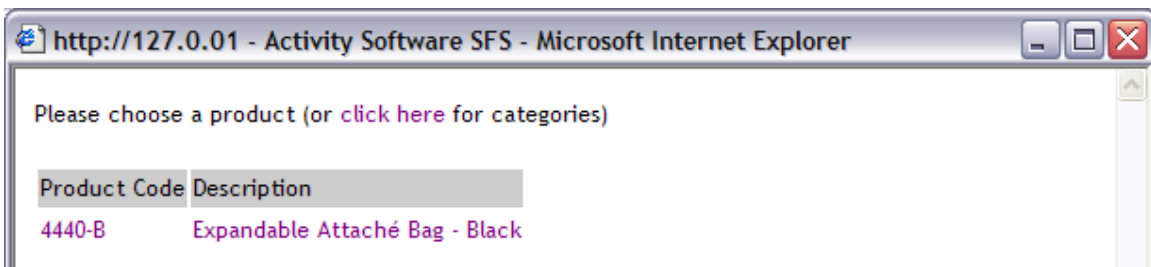
lookup Post Material Used

- ✚ To look up a **product code**, click on **lookup** next to **Post Materials Used**.

✚ **Shop Floor** will display the product category tree. Categories with inventory product codes appear as hyperlinks:

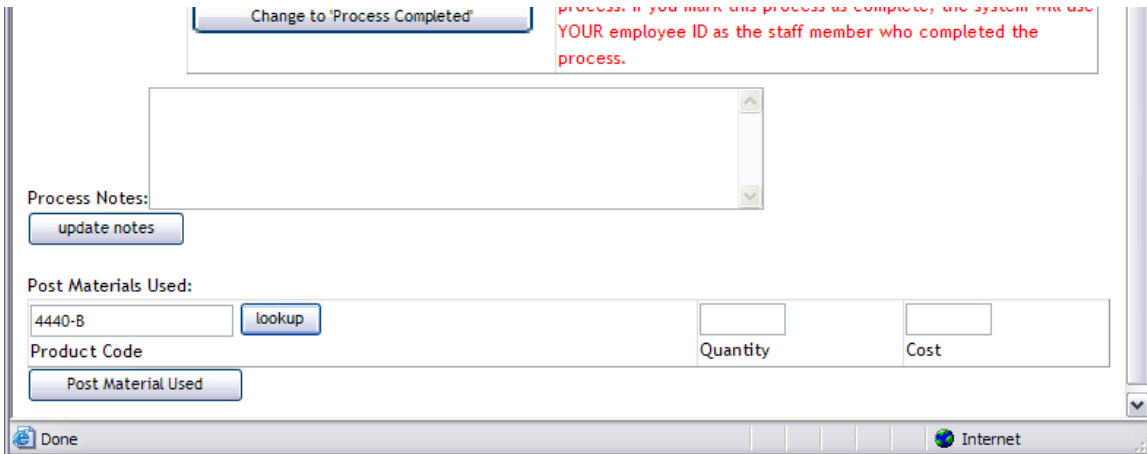


✚ Click the category link to see the inventory product codes:



✚ Click the **Product Code** hyperlink.

✚ The information will be filled in on the **Process** screen:



Change to 'Process Completed'

process. If you mark this process as complete, the system will use YOUR employee ID as the staff member who completed the process.

Process Notes:
update notes

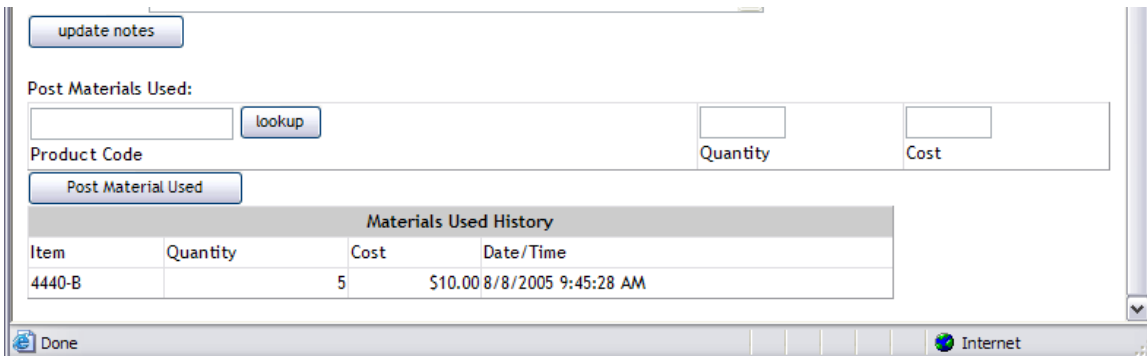
Post Materials Used:
4440-B lookup
Product Code Quantity Cost
Post Material Used

Done Internet

✚ Enter a **Quantity** and total **Cost**.

✚ Click **Post Material Used**.

✚ **Shop Floor** will update the process with the material posted:



update notes

Post Materials Used:
lookup
Product Code Quantity Cost
Post Material Used

Materials Used History			
Item	Quantity	Cost	Date/Time
4440-B	5	\$10.00	8/8/2005 9:45:28 AM

Done Internet