

Customer order in

Customer Charge Number Changes

PC
Sends e-mail to all MFD Supervisors & Changes Number in Visual

PC

- Opens A Customer order in Visual.
- Makes a Folder in v:\MFD\Production_Control\Cust_Provided\Jobs-2011\xxxxx(file #)
- Put all non Visual Documents in it E-Folder (Input Form, Bake Form, Non Released Drawings)

Shop Supervisors
Will change all work orders in their shop & direct workers to correct all unsubmitted time cards in iAT system. (Submitted time card changes to be done by iAT Gatekeeper)

Shop or Field ?

PC

- Puts in a WPC operation & any other information we know.
- Fills out known area's of field ops planning form & puts in Folder.
- Sends e-mail to field ops that they have a Job to Plan & File#
- Add date "To Field Ops" on queue list.

PC

- Plan Job
- Order Material*
- Release & Print Travelers
- Put all documents not in Visual in Folder in v:\MFD\Production_Control\Cust_Provided\Jobs-2011\xxxxx(file #)
- Put completed traveler in Supervisors mailbox

Field Ops.

- Pre Job Planning
- Perform Walk thru.
- Put all details in folder v:\MFD\Production_Control\Cust_Provided\Jobs-2011\xxxxx(file #)
- E-mail Back to PC job is ready to Release & Print

Shops

- Does all work.
- Put notes on travelers.
- Any redline or electronic e-mail with customer to be put in folder v:\MFD\Production_Control\Cust_Provided\Jobs-2011\xxxxx(file #)
- Save any logs or reports to above location (Furnace, leak check, Bake/RGA, Inspection Reports, NCR's)
- Report operation Complete on time card.
- Sign & turn in traveler as soon as work is completed to any "MFD Designated out shelf".

PC

- Add date "From Field Ops" on queue list.
- Puts all Field planning data in Visual
- Release & Print Traveler
- Put completed traveler in Field Ops Mgr's Mail box

PC/Expediter

- Picks up Travelers adding notes in user def fields.
- Call's customer & stores material per instructions on traveler.
- Close & Ship job in Visual
- **Scan & save to v:\MFD\Production_Control\Cust_Provided\Jobs-2011\xxxxx(file #)
 - Any notes on traveler
 - Leak test's
 - RGA Scans
 - NCR's
 - Red line on Drawings
 - All red lined drawings to be placed in Red Line Drawing bin.
- Redline Process below
 - Scan drawings to default file on scanner \\Archiver\xerox
 - Open \\archiver\xerox window & rename the scans to match the drawing number such as → SA12345678
 - Open SharePoint Redline Drawing location currently <https://slacspace.slac.stanford.edu/sites/mfdadmindocs/pp/prodrep/Redline%20Drawings/Forms/Default.aspx>
 - Upload renamed drawings from \\Archiver\xerox to SharePoint area above.
- Recycles all paperwork

Field Ops.

- Does all work.
- Put notes on travelers
- Any redline or electronic e-mail with customer to be put in folder sv:\MFD\Production_Control\Cust_Provided\Jobs-2011\xxxxx(file #)
- Sign & turn in traveler as soon as work is completed to any "MFD Designated out shelf".