

Job Tracking

Job Tracking, also known as Production Scheduling, is used to monitor the progress of items either:

1. In manufacturing as it moves through the different stages of production
2. Ordering and delivery off external suppliers

The process is initiated in Quoting, there are 2 processing option:

1. Automatically Process the order that meets the approval of the business rules in BUZ
2. Manually Processed by selecting Process from the Options dropdown menu in the Quoting Summary page

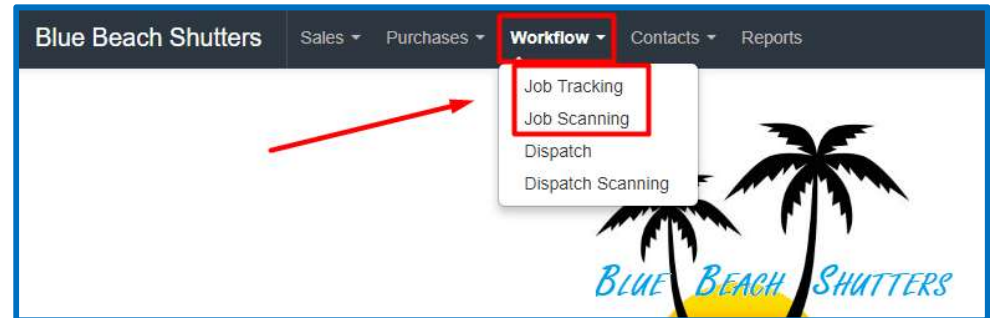


Job Tracking

There are 2 areas in Job Tracking

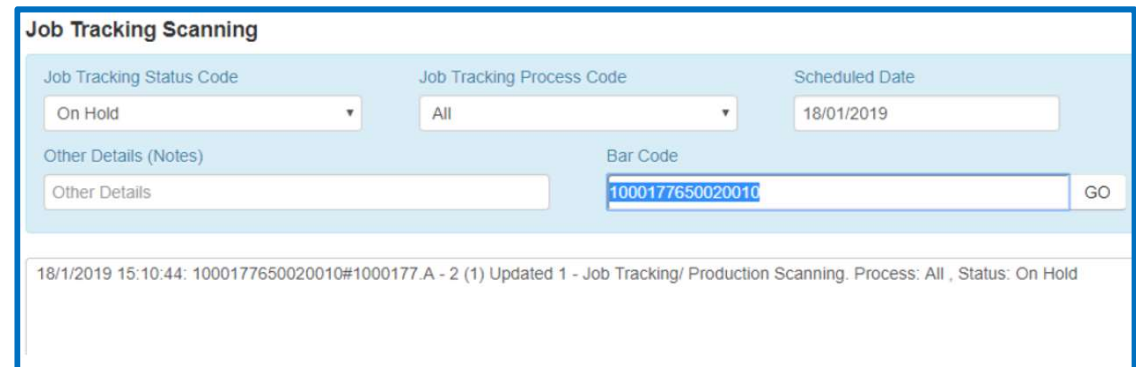
1. Job Scanning

to access this go to Workflow -> Job Scanning



Job scanning allows you to move items through Production quickly, to do this

- Workflow -> Job Scanning
- Select the Status you wish to scan to
- Select the date you want then to show as being scheduled to this status
- Enter any notes about the scan you might have IE: On hold due to Material Fault
- Either enter the Order No. along with the Letter and select GO or Scan the barcode

A screenshot of the 'Job Tracking Scanning' form. It contains several input fields: 'Job Tracking Status Code' (dropdown menu with 'On Hold' selected), 'Job Tracking Process Code' (dropdown menu with 'All' selected), and 'Scheduled Date' (text input with '18/01/2019'). Below these are 'Other Details (Notes)' and 'Bar Code' fields. The 'Bar Code' field contains '1000177650020010' and has a 'GO' button next to it. At the bottom, there is a status bar with the text: '18/1/2019 15:10:44: 1000177650020010#1000177.A - 2 (1) Updated 1 - Job Tracking/ Production Scanning. Process: All , Status: On Hold'.

NB: if you have been successful you will hear a present melody and you will see the status change on screen. If you are not successful you will hear a Error Sound and an error on the screen

Job Tracking

2. Job Tracking

to access this go to Workflow -> Job Tracking

Job Tracking allows you to manage your Production and Buy in products. You are able to view, change, print, email and export information directly from here either by Order, Customer, Date Range, Job Tracking Line, Job Tracking Status, or Job Tracking Process.

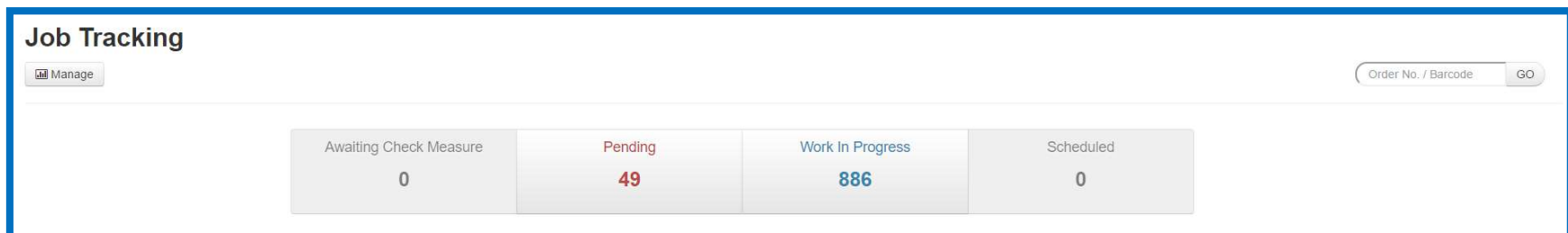
From the Job Tracking screen you can Select

- Manage – to Manage your entire dispatch

Or select one of the quick filter buttons shown below

- Awaiting Check Measure – to view all awaiting check measures
- Pending – to view all Unstarted orders
- Work in Progress – to view all production started orders
- Scheduled – to view all order scheduled for future

You can search by order Number or Barcode by adding this to the quick find box on the top right and press GO!

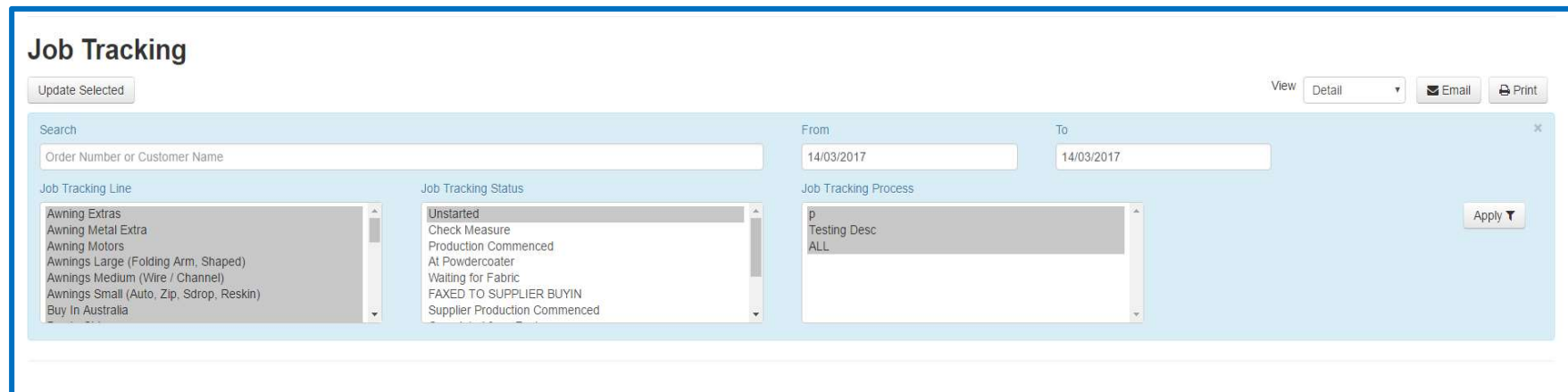
A screenshot of the Job Tracking software interface. At the top left, there is a "Job Tracking" header and a "Manage" button. At the top right, there is a search box labeled "Order No. / Barcode" with a "GO" button. Below these elements is a summary table with four columns: "Awaiting Check Measure" (0), "Pending" (49), "Work In Progress" (886), and "Scheduled" (0).

Awaiting Check Measure	Pending	Work In Progress	Scheduled
0	49	886	0

<https://buzsoftware.atlassian.net/wiki/display/HELP/Job+Tracking>

Job Tracking

In Manage you select your requirements and you will then see the Job Tracking that matches these requirements

A screenshot of the "Job Tracking" web application interface. The interface is light blue and contains several sections: a search bar for "Order Number or Customer Name", date filters for "From" and "To" (both set to 14/03/2017), and three dropdown menus for "Job Tracking Line", "Job Tracking Status", and "Job Tracking Process". The "Job Tracking Line" dropdown shows options like "Awning Extras" and "Buy In Australia". The "Job Tracking Status" dropdown shows "Unstarted" and "Supplier Production Commenced". The "Job Tracking Process" dropdown shows "p", "Testing Desc", and "ALL". There are also buttons for "Update Selected", "View" (set to "Detail"), "Email", "Print", and "Apply".

Job Tracking

Update Selected View: Detail | Email | Print

Search: Order Number or Customer Name From: 14/03/2017 To: 14/03/2017

Job Tracking Line: Awning Extras, Awning Metal Extra, Awning Motors, Awnings Large (Folding Arm, Shaped), Awnings Medium (Wire / Channel), Awnings Small (Auto, Zip, Sdrop, Reskin), Buy In Australia

Job Tracking Status: Unstarted, Check Measure, Production Commenced, At Powdercoater, Waiting for Fabric, FAXED TO SUPPLIER BUYIN, Supplier Production Commenced

Job Tracking Process: p, Testing Desc, ALL Apply

Once you see what you are after you can

- Change the View to be Detailed, Summary or Order Summary depending on how you need this information presented
- Export, Email or Print selected items or all items that you have displayed
- Edit and change the Date, Job Tracking Line, Job Tracking Status, Jog Tracking Process and add in any Notes

Job Tracking

Now you have what you need on the screen some of the headings are described below

- Date Scheduled– Date Scheduled for Production
- Dispatch Date– Date Scheduled to be Dispatched
- Check Measure Date- Date Scheduled for Check Measure
- Dispatch Status – the Dispatch Status
- Order Reference – Reference entered on the order
- Job Tracking Status – the Tracking Status
- Job Tracking Line – The production Line
- Order No. – the BUZ Order Number
- Inventory Item – The inventory Item
- Job Tracking Process – Shows the process
- Seq No. – Sequence number you have given
- Qty – the Qty on the line item
- Notes – Any notes you have added

Job Tracking

Update Selected View

Search From To

Job Tracking Line

Job Tracking Status

Job Tracking Process

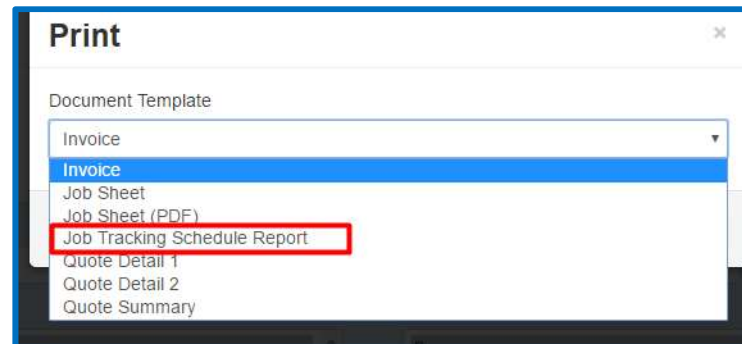
<input type="checkbox"/>	Date Scheduled	Dispatch Date	Check Measure Date	Dispatch Status	Customer	YN Flag	Item No	Order Reference	Job Tracking Status	Job Tracking Line	Order No	Inventory Item	Job Tracking Process	Current Stage Date	Seq No
<input type="checkbox"/> Edit	25/01/2016	20/02/2016		Unconfirmed	WHITESTONE VILLAS		1	test- Ref No: 15989.A (test)	Unstarted	Soft Blinds - Rollers	1004163.A	RL Aspect Blockout Coal			0
<input type="checkbox"/> Edit	25/01/2016	20/02/2016		Unconfirmed	WHITESTONE VILLAS		2	test- Ref No: 15989.A (test)	Unstarted	Soft Blinds - Rollers	1004163.A	RL Aspect Blockout Coal			0
<input type="checkbox"/> Edit	15/01/2016	12/02/2016		Unconfirmed	1, Test		1	Joe Smith 12345	Unstarted	Soft Blinds - Rollers	1004174.A	RL Alaska Light Filtering Biscuit			0
<input type="checkbox"/> Edit	15/01/2016	12/02/2016		Unconfirmed	1, Test		2	Joe Smith 12345	Unstarted	Soft Blinds - Rollers	1004174.A	RL Alaska Light Filtering Biscuit			0
<input type="checkbox"/> Edit	12/04/2016	06/05/2016		Unconfirmed	Engert, Charlotte		1	Curtains	Unstarted	Curtains	1004176.A	CURT Adonis fr Fireguard TBC			0
<input type="checkbox"/> Edit	12/04/2016	06/05/2016		Unconfirmed	Engert, Charlotte		1	Curtains	Unstarted	Curtains	1004176.A	CURT Lining 1 Pass White			0

NB: All headings in BLUE can be used to sort by

Job Tracking

You can also produce a production schedule report from this screen that gives you a print out of what is to be manufactured, sent, delivered, received for the days selected.

Print > Job Tracking Schedule report



Production Schedule for 14/03/2017

Unstarted - Soft Blinds - Panel & Roman

Prod Date	Order No	Descn	Ref	Qty	Customer	Install Date
14/03/2017	1004214.A - 2	RM Alaska Light Filtering Berry	test	1	test	18/04/2017
Total	1			1		

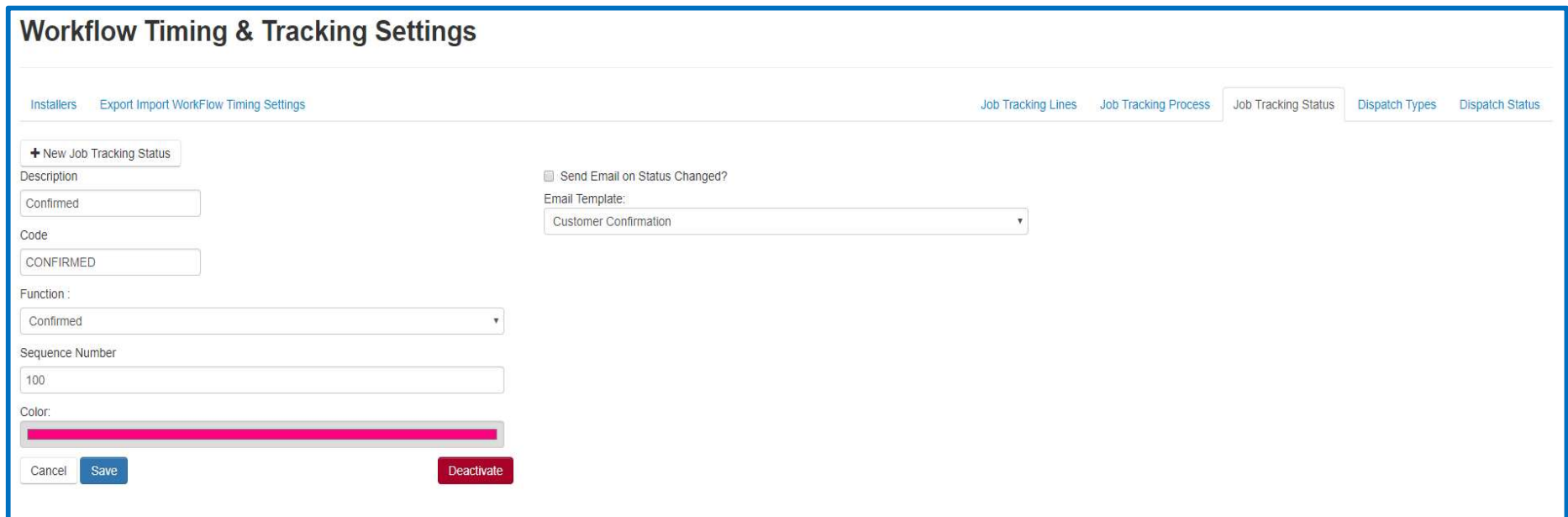
Job Tracking

Your Job Tracking Status can trigger other things to happen within the system the same way the Dispatch Status' can

The items that the Status change can Trigger are

Send Email on Status Change – This is used to email your customer when the Status has changed and it might be that the Install is confirmed with the Customer or it could be that the Order is ready to Pick Up (an email template will need to be set up for this as well).

More help can be found [here](#)



Workflow Timing & Tracking Settings

Installers Export Import WorkFlow Timing Settings Job Tracking Lines Job Tracking Process Job Tracking Status Dispatch Types Dispatch Status


+ New Job Tracking Status

Description: Confirmed

Code: CONFIRMED

Function: Confirmed

Sequence Number: 100

Color: 

Send Email on Status Changed?

Email Template: Customer Confirmation

Cancel Save Deactivate

If you cant find what your looking for in the help documentation let us know!

We will point you in the right direction or get something added to the documentation for you.

Email: support@busoftware.com.au



A background image of a sunset or sunrise with a warm orange and yellow sky and white clouds at the bottom.

Thank you

Any further questions please contact us at
support@buzsoftware.com.au