

Job Order Batch

Module Guide: Job Order Batch (Assign/Update Batch Number)

Module Location

Production > Work Order > Job Order Batch

Module Objective

The **Job Order Batch** module functions as an interface for assigning or updating batch numbers on existing Work Order documents. This is a crucial step to ensure product **traceability** from the start to the end of the production process. Every change made here will be recorded in an audit log.

1. Main View (Work Order List)

The main page of this module is an interactive list that displays all Work Orders, allowing you to manage their batch numbers directly.

View and Key Column Explanation

- **View:** This page is a list of all Work Orders that you can filter by **Work Order Number** or **Date**.
- **Input Columns:**
 - **Old Batch:** Displays the previous batch number (if any).

- **New Batch:** This is the main input column. This is where you type the new batch number for the Work Order.
- **Action Buttons:**
 - **[New Batch]:** Likely used to generate a new batch number automatically by the system.

2. Steps to Change a Batch Number

1. **Find the Work Order:** Use the filters at the top to find the Work Order whose batch number you will assign or change.
2. **Input the New Batch Number:** On the corresponding Work Order row, type the correct batch number into the input box in the **New Batch** column.
3. **Save Changes:** After finishing, save the changes (possibly via an unseen button or an automatic save after entry).

3. Change History (Log Update)

Every time you change a batch number, the system will automatically record it in the **Batch UPDATE LOG** for audit purposes.

This log will display the **JO Code (Work Order)**, **Old Batch**, **New Batch**, **Changed By**, and **Last Change**, so all changes can be traced back.

Tips & Important Notes

- The accuracy of the batch number is crucial for the **quality control (QC)** process, inventory tracking, and in the event of a **product recall**.
- Ensure the batch number being input is unique and follows the company's numbering standards.
- This module is an important work tool for the **PPIC Admin and Production Supervisors**.

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