

Master Activity

Module Guide: Master Activity (Production Activities)

Module Location

Production > Settings > Master Activity

Module Objective

The **Master Activity** module serves as the master data hub for defining all standard activities, stages, or sections within the production process. Each activity created here (e.g., "Formulation Activity", "Baking Activity") will become a reusable building block when defining the production process flow (routing) for each product.

1. Main View (Activity List)

The main page of this module displays a list of all standard production activities that have been defined.

View Explanation

- **View:** This page is a list of all existing activities. You can see the **Activity Name**, standard **Duration**, and a brief **Description**.
- **Action Buttons:**

- **[Add]**: The primary button to create a new standard activity.

2. Steps to Add a New Activity

Step 1: Create a New Activity

From the Main View, click the **[Add]** button to open the **Add Activity** form.

Step 2: Fill in Activity Details

On the form that appears, fill in the basic activity information:

- **Activity Name**: Enter a clear name for the process stage (e.g., Mixing, Baking, Cooling, Packaging).
- **Duration**: Enter the estimated standard duration required to complete this activity.
- **Description**: Provide additional explanation regarding the activity.

Step 3: Save

After all data is filled in, click the **[Save]** button to save the new activity.

Workflow & Integrated Business Process

- This module is a preparatory step before you can create a detailed production process flow.
- The activities you define here will become the options when you build the **Production Routing** or workflow in another

module, which will determine the sequence of steps for making a product.

Tips & Important Notes

- Ensure the standard **Duration** is filled in as accurately as possible, as it will become the basis for production scheduling and capacity calculations.
- This is a fundamental master data module that should be set up by the **Industrial Engineering or PPIC** team.

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