

Work Order Inbox

Module Guide: Work Order Inbox

Module Location

PPIC > Work Order > Work Order Inbox

Module Objective

The **Work Order Inbox** module serves as the approval center for all **Work Orders** that have been submitted. Every production work order must be reviewed and approved here by an authorized manager (e.g., a PPIC or Production Manager) before it becomes an official instruction that can be executed by the production floor.

1. Main View (Work Order List)

The main page of this module is an "inbox" that displays all Work Order documents requiring your action.

View Explanation

This page provides a summary of all work orders that are awaiting approval.

- **Filters:** You can search for a specific document by **Work Order Number** or a **Date** range.
- **Document List:** The table below will display all documents awaiting action, with columns such as **Work Order Number**, **Work Order Status**, and **Approval status**.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Work Order Inbox** module to see the list of work orders that require approval.

Step 2: Review the Work Order Details

Click on one of the rows in the table to open the detail view of that Work Order. In the detail page, you can check all the information, such as the product to be made, its quantity, the allocated machine, and its production schedule.

Step 3: Provide Approval

After you review the Work Order details in Step 2, you will find a button to grant approval (e.g., an **"Approve"** button) **within that detail page**. Click the appropriate button to complete the review process.

Workflow & Integrated Business Process

1. A Work Order is created and submitted by a PPIC planner.
2. The document automatically enters the queue in this **Inbox**.
3. A manager reviews and approves it.
4. After approval, the Work Order becomes a valid instruction for the production team. This approval also most likely triggers the **reservation of the required raw materials** from the warehouse.

Tips & Important Notes

- This approval process is an important control step to ensure all production activities that are about to run are in accordance with the master plan and resource availability.
- This module is typically accessed by a **PPIC Manager or Production Manager**.

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