


Work Order Status

Each order ("WIP") can have a different "Work Order Status".

 This is not the same as the *order* status (Quotation, Work Order or Invoice).

The purpose of the *Work Order Status* is to communicate to other staff members what the current status of that job is i.e.:

- 'On the machine', 'On Hold', 'Waiting for customer' etc.

Job Board

Open Print Export Refresh Customer Goods Issue Stock Ship UPS Box Labels Filter Preferences Help

Filter Options

CustomerCash CustomerContact Person

Sales RepAll Reps

WO StatusAll Statuses

Which Date ?All DatesFromTo

☐ View Lost Quotations

☐ View Canceled Work Orders

☒ View Pending Quotations

☐ View Invoices

☐ View Voided Invoices

☒ View Work In Progress

☐ View Orders Invoiced Today (Strike Through)

Type	Number	Customer	Order Description	Due Date	Urgent	Goods Ord	Goods In	Back Order	Person Responsible	Bin	Current WO Status	Latest Comment	Re-Order
E	10011	Cash Customer	des	10/03	<input type="checkbox"/>	No	No			0			New
	10012	Cash Customer	test	09/21	<input type="checkbox"/>	No	No			0			New
ES	10014	Cash Customer	Test Alpha Integration	12/11	<input checked="" type="checkbox"/>	No	No		House Account	05	Ready To Proceed	New comment	New
OS	10017	Cash Customer	test	12/14	<input type="checkbox"/>	No	No			0			New
	10018	Cash Customer	testDescription Here !	02/07	<input type="checkbox"/>	Yes	No				Special Attention	PROBLEM HERE	New
ES	10019	Cash Customer	Test Embr AS	06/25	<input checked="" type="checkbox"/>	No	No		House Account	02	Scheduled	Machines Ready	New
ES	10020	Cash Customer	Embr 2	07/01	<input type="checkbox"/>	No	No		House Account	02	Scheduled		New
ES	10021	Cash Customer	Youth SP preprints	07/01	<input checked="" type="checkbox"/>	Part	Part		House Account				New
ES	10022	Cash Customer	Test Alpha Integration	07/01	<input checked="" type="checkbox"/>	No	No				02 Scheduled		New
ES	10023	Cash Customer	Test Alpha Integration	07/01	<input checked="" type="checkbox"/>	No	No			0			New
ES	10024	Cash Customer	Test AS 001	07/01	<input type="checkbox"/>	No	No			Bin\$		Add a comment	New
ES	10025	Cash Customer	Youth SP preprints	07/01	<input checked="" type="checkbox"/>	No	No		House Account		Add to Queue		New

GeneralSales Order DetailPurchase OrdersAttached FilesTasksShipping

Embellishments

Location	Type	Qty	Design Description	Status	FastManager's Comment
Production Order 1	Black/White 0012DU's	75		Goods NOT Ready	Goods NOT ordered yet.
Center - Front	SCR 3 Cols	75			
Can - Left	OTH	75			

FastManager ships with a default list of Work in progress statuses however we recommend you edit the list to suite your company's needs.

- Go to Edit -> Lists -> WO Status List

Each status can be color coded.

- Click on BC (background color) or FC (foreground color) to select each color.

When you update or change the WO Status on the Job Board, you can add a brief comment about the work order / status.

- For example: if you change the status to 'Waiting for customer' then you can add a short comment about the status such as:
 - *Customer out of town will be back next week*

[wo_status.mp4](#)



The work order status does not update it self automatically. You need to manually select the current status of the order. This also keeps you and your team on their toes to see that you don't simply forget about a job.

You can select a default WO status from [the preferences screen](#) to be applied to the order when you first convert it to a WIP.



If you keep the WO Status updated it is very easy for anybody in the company to tell a customer what the current status of the job is without having to run around speaking to everybody else on staff.

⇐ **Production: Overview**

Inventory & Stock Control



From:

<https://docs.fastmanager.com/> - **FastManager Help Manual**

Permanent link:

https://docs.fastmanager.com/production/wo_status

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