

Production

The default flow of order entry in FastManager would be:

<flow> graph LR; Quotation - Accepted -> W{WIP} W -> A(Artwork) W -> G(Goods) A - Approved -> P{Production} G - Received -> P P -> Invoice </flow>



FastManager will not track any production or stock related information on a Quotation or an Invoice,
For production to be a factor, the order must be in *Work Order* ("WIP") status

Converting to a Work Order

To convert a Quotation into a Work-in-progress, open the Quote on the Sales Screen and click on Convert → Work in progress.

Sales

Sales Screen

Customers

Customer Account

Customer Payments

Scan

Purchases

Production

Catalogs

Maintenance

Help

Fastmanager - [Sales Screen]

File Edit Process Scheduling View Reports Window Help

Convert Payments Duplicate Fast Options Urgent ? Max Grid

Customer: Test

Contact Person: Test

Tel: 21-564-9870

Cell: -

E-Mail Address: test@test.test

Fax: -

Customer Group: Other

Origination: Other

Sales Rep: House Account

Work In Progress

Invoice

Lost Quotation

TEST Order

Billing Address

Ship Address

General Work Order Thumbnail

Date: 7/26/2017

Follow Up: 8/2/2017

Ship Method: Pick Up

Filter 1: Select

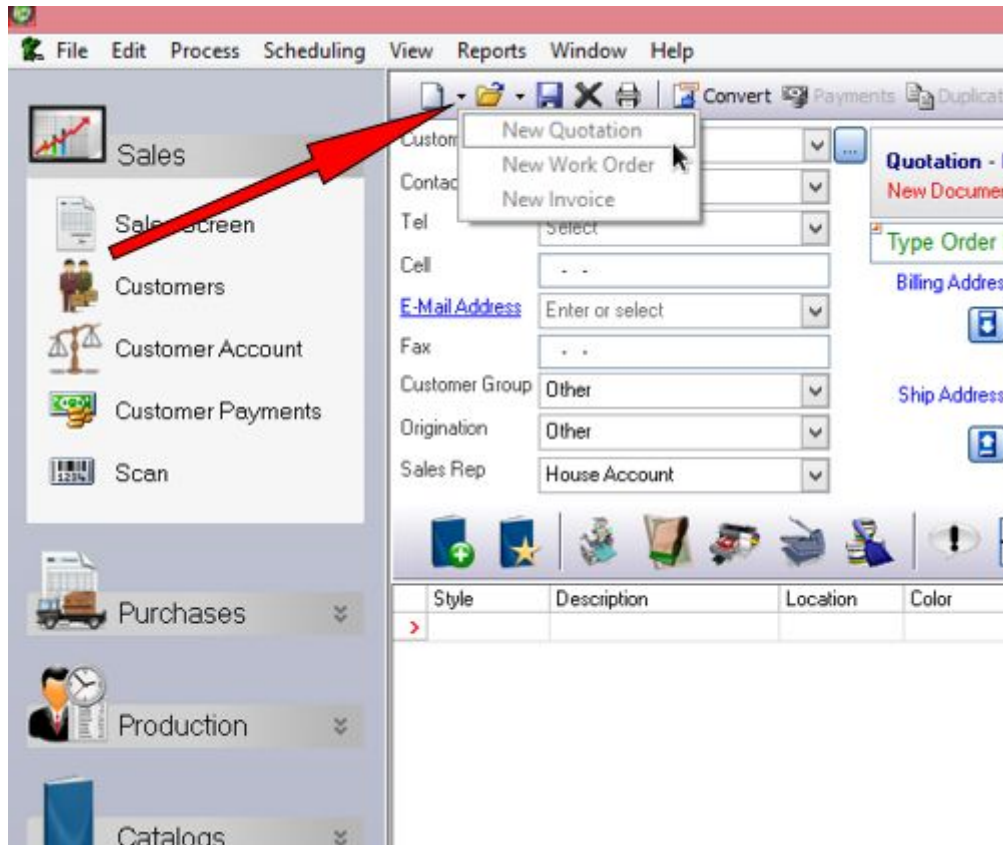
Customer PO:

Deposit Required 50% - \$512.11

Style	Description	Location	Color	Size	Qty	Unit Price	Line Total	Tax 1	Tax 2	PO	Hide	CG
1 1011	Elite Jersey-Youth		Black	S	10	12.90	129.00	Tax	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2 1011	Elite Jersey-Youth		Black	M	10	12.90	129.00	Tax	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3 1011	Elite Jersey-Youth		Black	L	10	12.90	129.00	Tax	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4 1011	Elite Jersey-Youth		COLUMBIA	S	10	12.90	129.00	Tax	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5 1011	Elite Jersey-Youth		COLUMBIA	M	10	12.90	129.00	Tax	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6 Add Detail	Custom Screen Printing- w/	Center - Front		3	50	4.82	241.00	Non	Non	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Artwork Preparation per ho				1	25.00	25.00	Non	Non	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Screen Usage Charge				3	20.00	60.00	Non	Non	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
>					1	0.00	0.00			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Invoice Notes (150 Characters Max)

To create a new Work Order directly, select the option from the New Order button at the upper left.



- The “New Order Wizard” will open once you click on Save

Scheduling

If you have the scheduling module enabled (and scheduling privileges for your user account) you will be able to preview the schedule and make some changes.

- If you don't have scheduling privileges, then FastManager will only tell you if the job is do-able or not, and if it is you will be able to create the order.

The first screen will be the same for either user.

- Select the date that your customer needs the order.
 - This date is only for information purposes. This way if you run into trouble you know when your customers event is and you can make another plan with expedited shipping etc.
- The next date is the important date: When do you need to ship by.



FastManager will schedule the entire production around the *ship date*. FastManager will also determine if you can meet the ship date or not.

- If it is customer pickup then the ship date can be equal to the due date, however the ship date can never be before the due date.



If FastManager tells you that it cannot meet your ship date, try to select an earlier ship date.



FastManager only confirms whether the selected ship date is do-able or not.

Click on Next button and wait for FastManager to do it's magic.

- If you have scheduling privileges you can click on View Schedule and continue to schedule the job even if it is not do-able.
- In the next screen you will see the selected machines. If you are going to overbook the machine it will be colored in red and you will see the time it is over booked by.
 - If it is a small amount of time you can simply go ahead and try to run a little overtime. If the time is significantly more, then you can select to split the job over multiple machines and/or days.

You can select to split a job over multiple machines or days or even simply change it to another machine or date.

- Double-click on the machine that you want change.

Once you are satisfied with the suggested schedule, click on Next.

- FastManager will now show you the final schedule which will include any other tasks it would need to assign based on your additional charges.
 - These tasks are directly linked to the machine and may even be dependant on the machine date.



FastManager will schedule tasks for every embellishment location, provided the [Scheduling Module](#) has been setup properly.

- The tasks are viewed in group mode by default.

You can click on the Next » and Back « arrows at the top to view the different groups, or you can click on the View All link to view all groups.

[wip_convert-as.mp4](#)



Depending on which modules you have enabled, you may not see some of the screens or options that show up in the video (such as the “Tasks” or the “Check Stock” options)

[← Purchasing: Overview](#)

[The Job Board ⇒](#)

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