

Work Instruction: Revising an Engineering Job

1. Audience

Engineering Department

2. Objective:

Process to reschedule an order that requires an engineering approval change.

3. Revision and Approval

Rev.	Date	Nature of Changes	Approved By
N	06/13/18	Original issue.	Wagner
001	09/30/19	Incorporated electrical engineering procedure and updated sticker graphic.	Eicher
002	5/17/23	Procedure Changes	Rigotti

4. Scope

The job is rescheduled to allow for design changes in the approval required by the customer.

5. Prerequisites

Knowledge on Operating M1

6. Records

Job Record (Electronic)

7. Associated Documents

- Engineering Job Status Report
- Elec Engineering Job Status Report
- Engineering Operations KPI

8. Evaluative Factors

- Engineering Metrics in Power BI

9. Responsibility

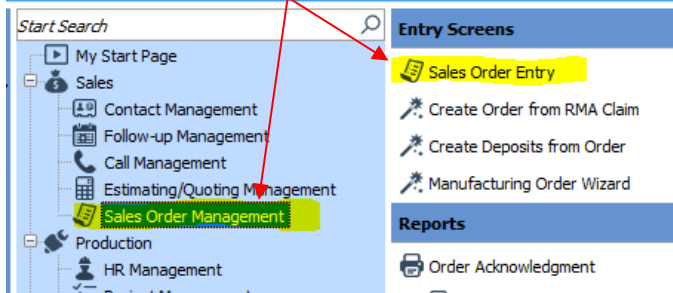
Engineering Scheduler

10. Instructions

Step 1

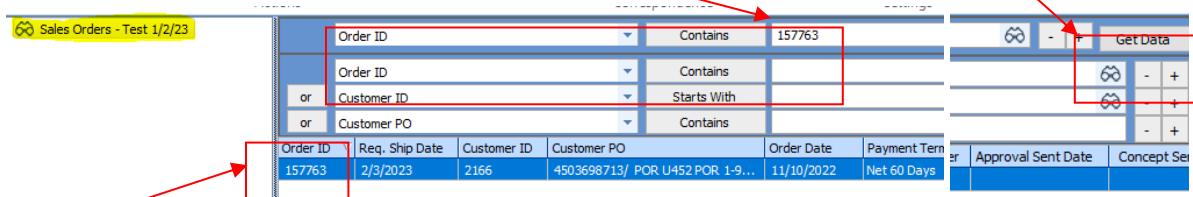
Sales will e-mail a request for a modified approval. Send the email to the designer to have them review the change. Request an estimate of when they can complete it and how much time it will take. Once they respond, open the sales order to be rescheduled.

Click on Sales Order Management then click on "Sales Order Entry."



Note: As a general rule, new approvals require a one week lead time. This lead time may change based on the designer's schedule or the complexity of the design change.

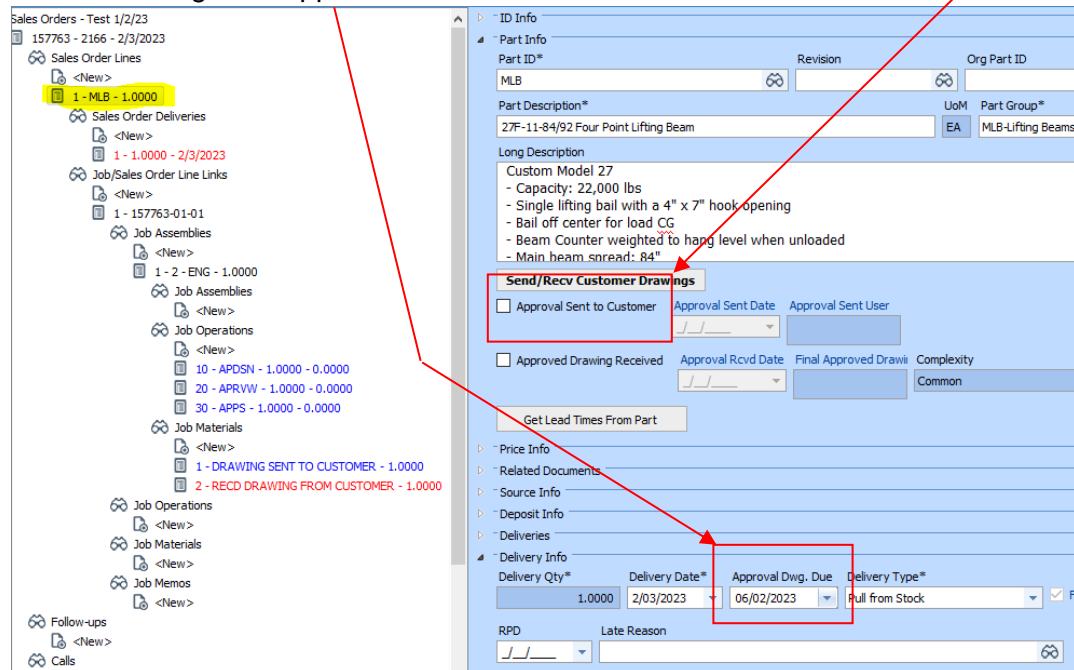
Type in Sales order number to be rescheduled. Click on Get Data on the right side of the screen.



Double click on the appropriate line to open the sales order.

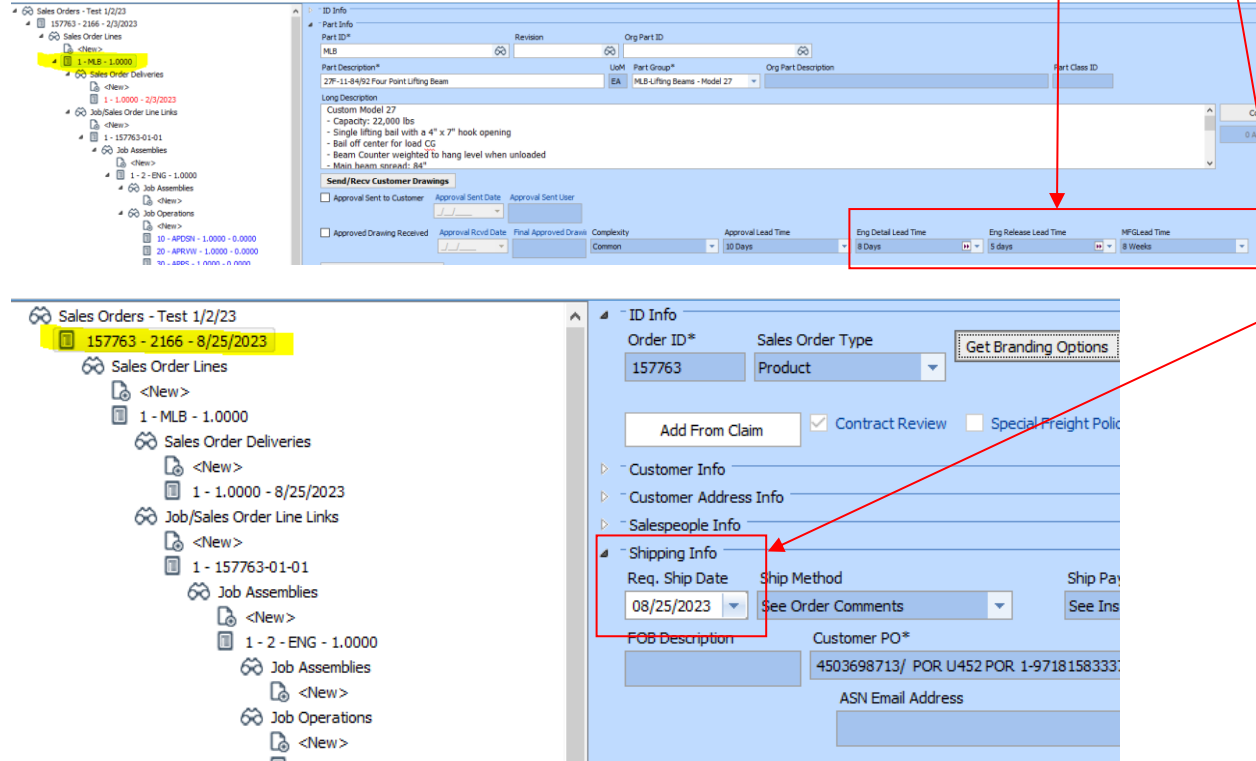
Step 2

Click on Sales Order line that needs to be revised. Uncheck the Approval Sent to Customer Box and change the Approval Due Date to the new due date.



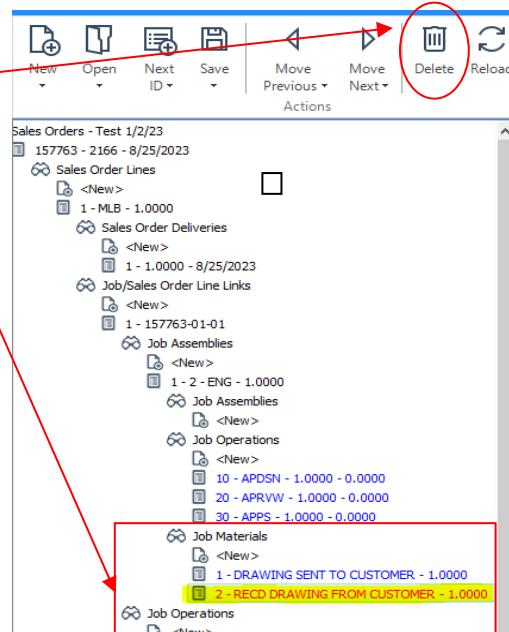
Step 3

Go to the Sales Order Header and update the anticipated Req. Ship Date based on when the approval is due and the total lead time after approvals are received (This will be found in the Part Info section of the Sales Order Line that is being rescheduled).



Step 4

If it is not blue, Click on the RECD DRAWING FROM CUSTOMER Job Material under the last ENG approval assembly and delete it.



Step 5

To schedule new approval assemblies, refer to WI-20-041, Assigning Designer and Setting Approval Date. Start with STEP 1 if revised electrical approvals are required, STEP 2 if only revised mechanical approvals are required.

Step 6

Email the Salesperson and the Designer to let them know when the revised approval is due to Sales.