



## Pre Staging Jobs (Main app)

SOP 228

Revision I/R, 01/08/2018

Approved by: Don Stanton

### PURPOSE:

The concept of staging is to provide a two-step method of issuing materials to jobs, as an alternate to directly issuing materials to a single job.

Pre-staging is the first step in the process, which allows for the moving of large quantities of raw materials from regular inventory to staging, which is a separate inventory segment, similar to WIP and QC Testing. In pre-staging, the user selects a list of the jobs that need to have materials pulled from inventory, usually based on the planned starting date of the job. The system combines the requirements for all the selected jobs, and sends the scanner user out to pull each material from inventory once, for all the jobs, rather than making individual trips for each one. Staging can provide a very efficient way of preparing materials for all jobs that are due to start tomorrow, for example.

Items in staging are not issued so they will appear as on hand in MRP reports.

### PROCESS STEPS:

1. Navigate to Inventory > Inventory Pre-Staging
2. Transaction Type should be Jobs
3. Type should be Staging
4. Date Based on Planned Start is recommended
5. Enter a facility
6. Click View
7. Move orders you want to stage from the left to the right.
  - a. This can be done individually by double clicking on the order or hitting the single arrow
  - b. If you want to move all the orders, click the double arrows.
8. Click Continue
9. The Inventory to Stage Screen Appears
10. Review the items to be staged
11. Click Continue
12. Print the Sales Staging Picklist
13. Click Exit

### REVISIONS

| Rev | Date     | Change |
|-----|----------|--------|
| I/R | 01/08/18 | New    |