

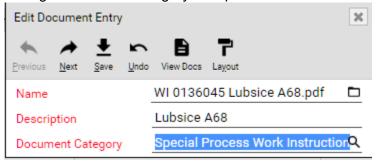
TULCO Special Process Work Instruction

SOP 313 Revision A, 10/30/2020 Approved by: Don Stanton

PURPOSE: Adding the "Work Instructions" to the BOM's that are noted as "Special Process-Work Instructions" (see 1 time prerequisites below)

PROCESS STEPS:

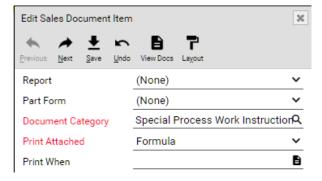
- 1. Inventory > Bill of Materials
- 2. Choose the Part Number
- 3. Click View
- 4. Click Modify
- 5. Ensure Note = "Special Process-Work Instructions"
- 6. Click View Docs
- 7. Click Add
- 8. Click the file folder on the Name field in the "Edit Docutment Entry" window
- 9. Type a Description (ex. "Lubsice A68")
- 10. Change Document Category to "Special Process Work Instruction"



- 11. Click Save
- 12. Exit the "Edit Document Entry" window
- 13. Exit the "Documents" window (the View Docs icon should indicate the number of documents attached)

PREREQUISITES:

- 1. System > Maintenance > Document Categories > New ... Name: "Special Process Work Instructions"
- 2. System > Maintenance > Document Category Security ... Change appropriate Security Groups to "Yes".
- 3. Print Outs > Maintenance > Document Groups...Modify "Pick list and Master Batch" > Add Document Category "Special Process Work Instructions" (see step 1 above), Print Attachment "Formula"





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REVISIONS

Rev	Date	Change
I/R	3/22/19	New
Α	10/30/20	Change to v16 Menu names