



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 Document 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
A	10/30/20	Change to v16 Menu names