



Job Closing

SOP 175

Revision A, 04/27/2018

Approved by: Don Stanton

PURPOSE:

After production has been completed, the job can be reviewed and then closed.

PROCESS STEPS:

1. Navigate to Production > Job Management
2. Enter Job Number in "Job Number" field or view open jobs. Click View.
3. In "Job Summary" screen, highlight job to be closed and click "Close/Relieve" button in header.
4. Click Modify
 - a. Input Location Type
 - b. Input Location
 - c. Ensure all job lines are finished to the appropriate quantity and ensure all parts are assigned locations.
 - d. Click Save
5. Select "Close Job" check box in "Close / Relieve Job" screen.
6. Click Save
7. Close / Relieve Job screen will close out and job will no longer be visible in Job Summary screen with other open jobs.

REVISIONS

Rev	Date	Change
I/R	01/25/2018	New
A	4//9/18	Added missing steps