WORK INSTRUCTION: iTMS Job Progress Monitoring:

This User Guide outlines the methods used to view the following job information:
- View current jobs in each FWG workshop;
- Monitor the progress of individual jobs;
- View the job statistics for a workshop over a preselected time period.

1. View the iTMS Job List

1.1. Start the iTMS program and login;

![Username and Password Entry](image1)

1.2. Select module 5, Jobs;

![Module Selection](image2)

1.3. Select option 8, Current Jobs;

![Current Jobs Option](image3)
1.4. The system generates a job list, the progress of which is denoted by an activity bar in the top left corner of the iTMS window;

1.5. Filter the information displayed;

1.6. Reorder the data displayed;

Note: To view more detail for individual jobs, go straight to section 2 of this User Guide.

1.7. Exiting the Jobs List;

1.8. Exiting iTMS.
2. Displaying Individual Job Information

2.1. Start the iTMS program, login and open the Job List as detailed in sections 1.1 to 1.4.

2.2. Select an individual job to view;
   
   Double-click on the required JOB NO

2.3. Once the Process Sheet window opens (this may take a few seconds), view the job progress summary by selecting option 6.1, View the costing for Individual Job Tickets;
   
   Select VIEW THE COSTING FOR INDIVIDUAL JOB TICKETS, Option 6.1

   Note: The Process Sheet window shown in 2.3 above can be accessed directly from the Order Book Module (4) in the Command Centre where it is listed as Option E.

2.4. Once the Current Job Progress Summary is open, the activity for all work centres used in a part of the job may be viewed by selecting Show Process Detail;
   
   Select the SHOW PROCESS DETAIL option

2.5. View work performed to date on each process;
   
   Double-click on each process to view details of the work performed to date

   Click X in the top-right corner of any window to close it

2.6. Exit Jobs list and iTMS as detailed in sections 1.7 & 1.8 above
3. Displaying Job Statistics for a Workshop

3.1. Start the iTMS program and login as detailed in section 1.1 above.

3.2. Select module 9, Reports;

3.3. Select option A, FWG Activity Report;

3.4. Download all the job data over the selected time period. The Date From should not extend further back than the first day of the previous month;

Select both the Date From & Date To by clicking on the relevant calendar button, selecting the required month/year and double-clicking on the day.

Press the Refresh button to download the current job data.

Note: Do not use the Refresh All button to the right as this will include historical data.
3.5. Configure the report to display only current unfinished jobs listed by Workshop (Node);

- Click and drag the **Status** column header to the dark grey bar.
- Click and drag the **Div** column header to the right of the dragged **Status** column header.
- Use the scroll bar on the far right to scroll to the top of the report. Close the list of all the jobs completed during the selected period by clicking the “-“ icon next to the **Status: Comp** group header.

3.6. The jobs listed in the report can be sorted using the column headings on the light grey bar at the top;

- Clicking on the **Due Date** column heading on the light grey bar will sort the jobs by Due Date.

3.7. The report now lists all current jobs by workshop (**Div**) under the following categories:

- **Status: None** Jobs in progress or waiting to commence
- **Status: Part** Jobs in progress with some parts completed and despatched

Each section can be compressed or expanded using the “-“ icons as described in 3.5.

Note: Jobs not listed against a workshop (Div: <Blank>) are generic standing jobs which can be worked on by any member of the FWG are therefore not assigned to a dedicated workshop.
3.8. The job statistics shown for each workshop can then be derived from the hours associated with each job. These are displayed as:

- **Est (HRS)** Estimated hours quoted to client
- **Used (HRS)** Hours used during the time period selected for the report
- **Total Hours** Total hours used to date

3.9. The report can be filtered as required;

Click the drop-down fields to select the required filtering:
- **Cat(A)** – Client Type
- **Client Code** – Client Unit
- **Branch** – Client Sub-Unit
- **Job Type** – Res, T&L, etc
- **Status** – Complete, etc
- **Project** – Not used

Press Refresh.

3.10. The report can be exported to MS Excel in CSV format. Only data shown on screen is exported. For sections/headings that are compressed, only the total line will appear in the exported file.

Click the **MS XL** icon in the top right-hand corner of the report window to export all the data currently displayed on screen.

3.11. To exit iTMS, follow the instructions in section 1.8.