WORK INSTRUCTION: iTMS Part Creation:

This Work Instruction outlines the method used to create parts and amend existing part details in iTMS. It includes instructions for the user in:

1. Accessing part details
2. Viewing & editing part details
3. Creating new parts
4. Adding material supplied from FWG stock
5. Saving part details & exiting iTMS

1. Accessing part details

1.1. Start the iTMS program and login;

![Login screen]

1.2. Select module 2, Manufacturing;

![Selecting Manufacturing module]

1.3. Select option 1, Part Details;

![Selecting Part Details]

iTMS Commands

- Move Cursor – Tab or use mouse & left click
- List Selection (Blue Fields) – F2
- Save – F9

Note: Avoid using the Enter key
2. Viewing & editing part details

2.1. The Part Details information screen appears;

- Press F2 to select an existing Part Code from the Part Code list. Press Tab. Click on field to edit as required.
- The first six tabs on the left display core information about the part.
- The next six tabs on the right display details of all database entries where the part has been used.

Note: When editing an existing part, any changes made do not appear in previous instances where the part is used (e.g., in earlier quotes or jobs).

3. Creating new parts

3.1. All quotes and job tickets in iTMS must contain at least one part. Parts can only be created for clients listed in iTMS. To create a client, refer to Work Instruction WN004;

Note: Refer to the iTMS Job Structure Guidelines, GL-001 when structuring parts or jobs.

Type the client code for who the part is required preceded by double-forward slash (e.g., //EAIT). Press TAB

Click to select the correct client from the list that appears.

Press OK.

Enter the Part Description. Press Tab.

The Client Part No, Client Code & Drawing No. appear automatically. Edit the Drawing No. where required.

Press F2. Select any requirements to appear on Job Ticket(s) if required;
- Calibration Certificate
- Electrical Safety Certificate
- Hazard Identified
- QA Inspection
3.2. Any additional information intended to appear on subsequent Job Tickets for the part can be added to the Part Details;

Select the More Info tab.

Enter any instructions or information required to appear on the Job Tickets that will be generated from the quote containing this part must be entered on the Internal Info field.

3.3. The processes required to build the actual part must be defined using the predefined selection of Work Centres. Multiple processes/Work Centres can be added to a part;

Select the Labour Tab.

Click on the first available row in the WC (Work Centre) column and press F2. Select the required Work Centre to be used to complete the initial work required to create/build the intended part. Once selected, the WC Description is automatically added to the adjacent field.

Enter a description of the work required to be undertaken using the selected work centre.

Enter any Setup time (in minutes) required for the work centre. This is a one-off duration, unaffected by the quantity of the parts made.

Enter the Process time (in minutes) required for the work centre when making one part.
4. Adding material supplied from FWG stock.

4.1. Material required in the manufacture of the part must be included. However, only material or components provided from FWG stock are included directly in the iTMS Part itself. This ensures that the associated material cost appears on the client's job summary in the monthly activity report to enable cost recovery by the appropriate finance section.

Note: Material or components purchased by the client or on the client's behalf using their UQ account chartstring are NOT added directly to the part but are added directly into a Quote. For details on including client supplied material, refer to the iTMS Quote Creation Work Instruction, WN-005.

Select the Build tab.

Click on the first available row in the T column and press F2. Select M Material option and press OK.

With the cursor in the Build field, press F2. Select one of the following options;
- SLSPOWDER – for any SLS material used,
- FWGSTOCK – for any material or component (other than SLS Powder) supplied from FWG stock

The Description and Unit (U) are automatically added to the adjacent fields.

All stock material is consolidated onto one line in the part. FWGSTOCK and SLSPOWDER are priced at $1 each. Enter the total quantity of all the material being supplied for the part in the Quantity (Qty) field. This equates directly to the cost (eg. A quantity of 17.5 gives a cost of $17.50).
Select the Details tab.

Press the Sell Price Refresh Button to update the Sell Price of the part. Note: If this price is not refreshed, the part cost will not appear on any subsequent quote that includes this part.

5. Saving part details & exiting iTMS

5.1. Saving Client Details;

Click X to close the Part Details window and select the required option to save or discard any changes.

Click X to close ITMS

Select YES to exit