HELPDESK

GUARDIAN
SOFTWARE SYSTEMS

KnowledgeBase Article 2205

Process Sheets / Travelers / Shop Paper

1. Summary
2. Activate New Process Sheet
3. Option Controls (Switches)

1. SUMMARY

Guardian produces the Process Sheet from a completed Work Order. In the past, the Guardian Process Sheet was produced through a link to Microsoft Excel. However, due to ever-changing security within the Microsoft Office environment, Guardian now produces the Process Sheet independent of all other software. Microsoft Excel is no longer required. As a result, potential errors due to version changes within Microsoft products have been eliminated.

The new Guardian Process Sheet is now incorporated within the Guardian set of Report Templates. This permits greater flexibility and ease of assignment for custom Process Sheets via use of the Settings > Global Setting Management > Reports List.
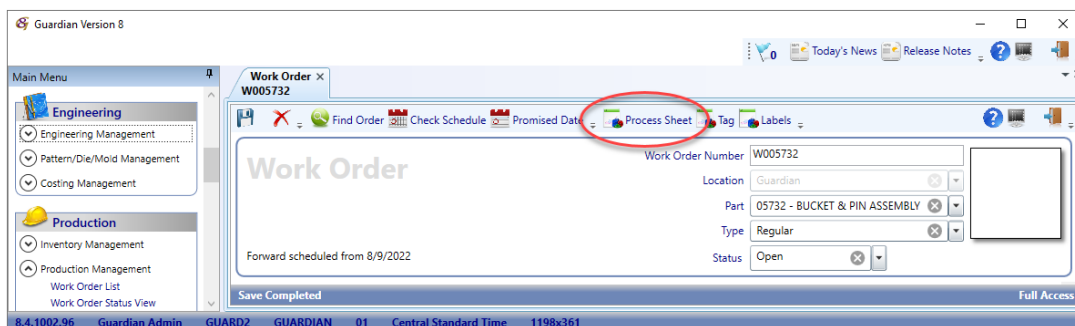
The basic Process Sheet includes:

- Work Order Number
- Order Specifics (IE Quantity, Weight, Customer, etc.)
- Part Number and Part Specifics
- Start and Due Dates
- Production Sequences / Operations

With MES, the need for a detailed Process Sheet is greatly reduced, however, Guardian still offers options to include detailed information for each operational sequence as well as pictures, images, and other documentation as required.

2. ACTIVATE NEW PROCESS SHEET

To activate and begin using the new Process Sheet, please contact your Guardian Account Manager or Support. Only a Guardian representative can activate the new Process Sheet.

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3. OPTIONS CONTROLS (SWITCHES)

(Settings > Global Settings Management > Switches > Switch Group = ProcessSheet)

Switch #	Description
1	Determine if Process Sheet Should include *Part Manufacturing Narrative*
2	Determine if Process Sheet Should include *Sales Order Narrative*
3	Determine if Process Sheet Should include *Routing Pattern Information*
4	Determine if Process Sheet Should include *Routing Drawing Information*
5	Determine if Process Sheet Should include *Routing Quality Information*
6	Determine if Process Sheet Should include *Routing Specification Information*
7	Determine if Process Sheet Should include *Routing Tool Information*
8	Determine if Process Sheet Should include *Routing Gage Information*
9	Determine if Process Sheet Should include *Routing Process Instruction Information*
10	Determine *number of Process Instruction columns* in Process Sheet
11	Determine if Process Sheet Should include *Routing General Narrative*
12	Determine if Process Sheet Should include *Routing Thumbnail Images*
13	Determine if Process Sheet Should include *Images on separate pages*
14	Determine if Process Sheet Should include *Routing Bill of Materials*
15	Determine if Process Sheet Should include *Bill of Materials as summary at end*
16	Determine if Process Sheet Should include *Routing Signoff Line*
17	Determine if Process Sheet Should include *Certifications*
18	Determine if Process Sheet Should include *Serial Numbers*