Admin

Reference Guide

Version 7.0
April 2011

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ADMIN Actions

User

This action allows administrators to create users in the system. The user is associated with a specific business unit to begin with like a plant, work center, supplier. They also will have a specific role defined upfront – administrator, buyer, planner, CSR, etc. Once created the user will login using his username and password to perform the defined role. The menus, actions, screens and options available to the user is limited by his the role.

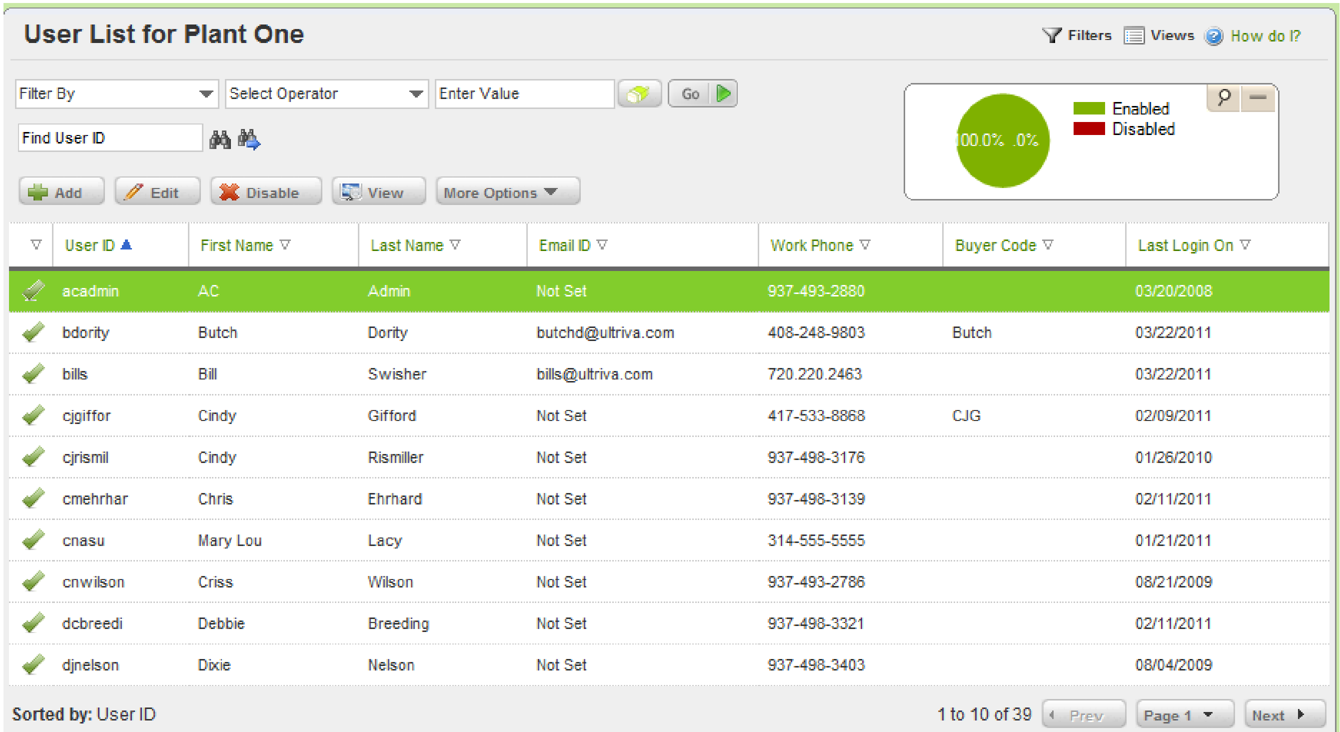
The various options with in this action include the following:

- Add user
- Disable user
- Enable user
- Associate user to a group
- Edit user profile
- Associate user to other business units
- Modify user privileges
- Clone users

To add a user or edit an existing user:

- Click on the ADMIN at the top right corner
- Select User from the menu

The following screen will be displayed



	User ID	First Name	Last Name	Email ID	Work Phone	Buyer Code	Last Login On
	acadmin	AC	Admin	Not Set	937-493-2880		03/20/2008
	bdority	Butch	Dority	butchd@ultriva.com	408-248-9803	Butch	03/22/2011
	bills	Bill	Swisher	bills@ultriva.com	720.220.2463		03/22/2011
	cjgiffor	Cindy	Gifford	Not Set	417-533-8868	CJG	02/09/2011
	cjrismil	Cindy	Rismiller	Not Set	937-498-3176		01/26/2010
	cmehrhar	Chris	Ehrhard	Not Set	937-498-3139		02/11/2011
	cnasu	Mary Lou	Lacy	Not Set	314-555-5555		01/21/2011
	cnwilson	Criss	Wilson	Not Set	937-493-2786		08/21/2009
	dcbreedi	Debbie	Breeding	Not Set	937-498-3321		02/11/2011
	djnelson	Dixie	Nelson	Not Set	937-498-3403		08/04/2009

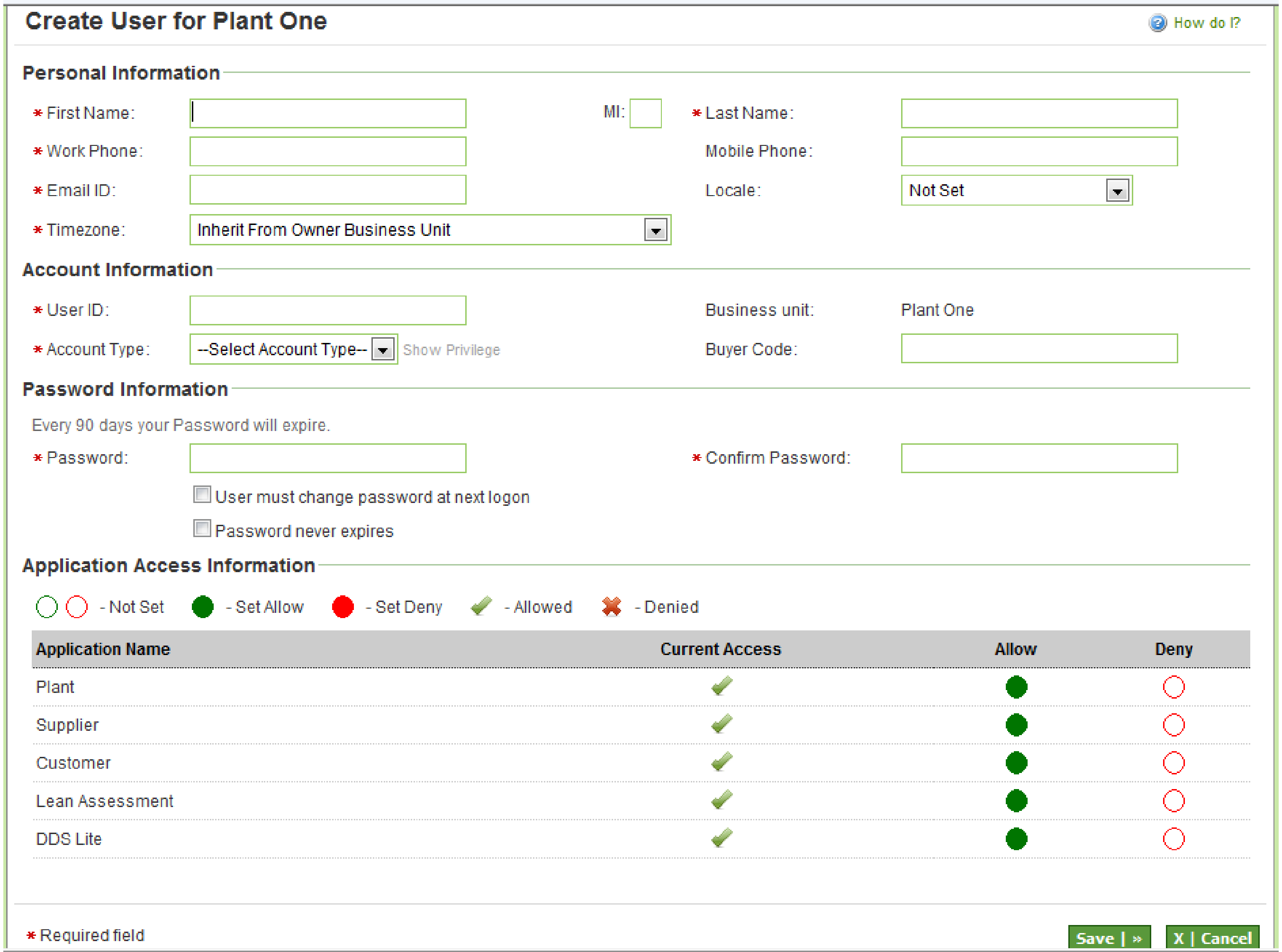
A list of existing users (if any) will be displayed. You can

- click ADD to create a new
- Select a user and click EDIT to change an existing user details
- Select a user and click DISABLE to prevent the user from logging in
- Select a user and click VIEW to just see the details
- Select a user and click MORE OPTIONS to:
    - View the existing group, remove from the existing group or assign user to a different group
    - View the privileges assigned to this user
    - View the business units assigned to this user, remove business units assigned or assign additional business units
    - Clone operations for an existing user (only for work centers)
    - See the list of disabled users and enable them if necessary
    - Clone another user from an existing user.

To add a new user click ADD button on the top. The following screen will be displayed. Enter the required fields:

- First Name
- Last Name
- Work Phone
- Email ID (this will be used to send alert notifications via email)
- Time zone (this will be used to display the date and time for this user)
- User ID (Should be unique for the application)
- Account Type (pick from the list the role that best suits this user)
- Password (Create the password as per the security level set at the plant)
- Check whether user should change the password when he/she logs in the first time

- Check the box if this password never expires (in most of the cased the password will expire every 90 days)


Create User for Plant One

How do I?

Personal Information

* First Name:
MI:
* Last Name:
* Work Phone:
Mobile Phone:
* Email ID:
Locale: Not Set
* Timezone: Inherit From Owner Business Unit

Account Information

* User ID:
Business unit: Plant One
* Account Type: --Select Account Type-- Show Privilege
Buyer Code:

Password Information

Every 90 days your Password will expire.
* Password:
* Confirm Password:
User must change password at next logon
Password never expires

Application Access Information

- Not Set - Set Allow - Set Deny - Allowed - Denied

Application Name	Current Access	Allow	Deny
Plant			
Supplier			
Customer			
Lean Assessment			
DDS Lite			

* Required field

Save | »

X | Cancel

In addition, at the time of creation of the user, the access to other business units can be restricted. For e.g. a user can be prevented from viewing Suppliers, if the Supplier Access is set to DENY.

Following optional fields can be entered as well:

- Mobile Phone
- Locale. if the user should see the screen in a different language then select appropriate language. The default is English.
- Buyer Code. If there is a buyer code that should be used to match item with the user then the same can be entered.

After all the fields are entered:

- Click SAVE button to complete the user creation

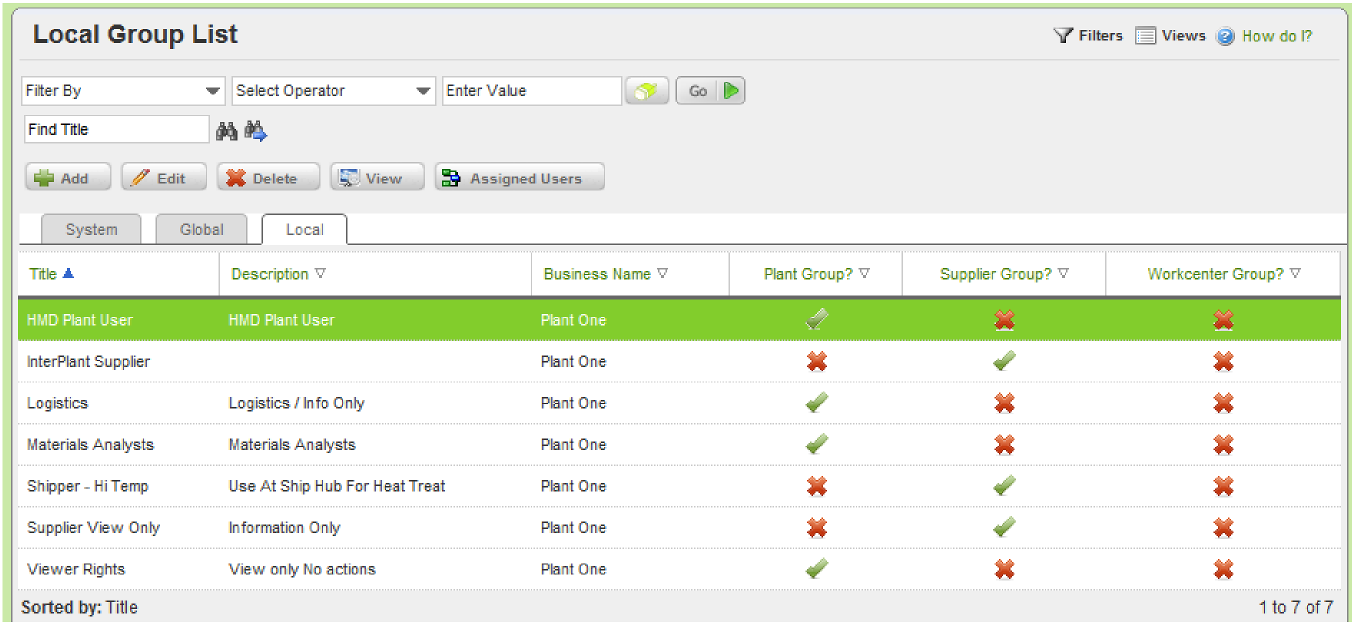
User Group

User Group defines the roles with in the application. Ultriva application divides the user group in to three categories"

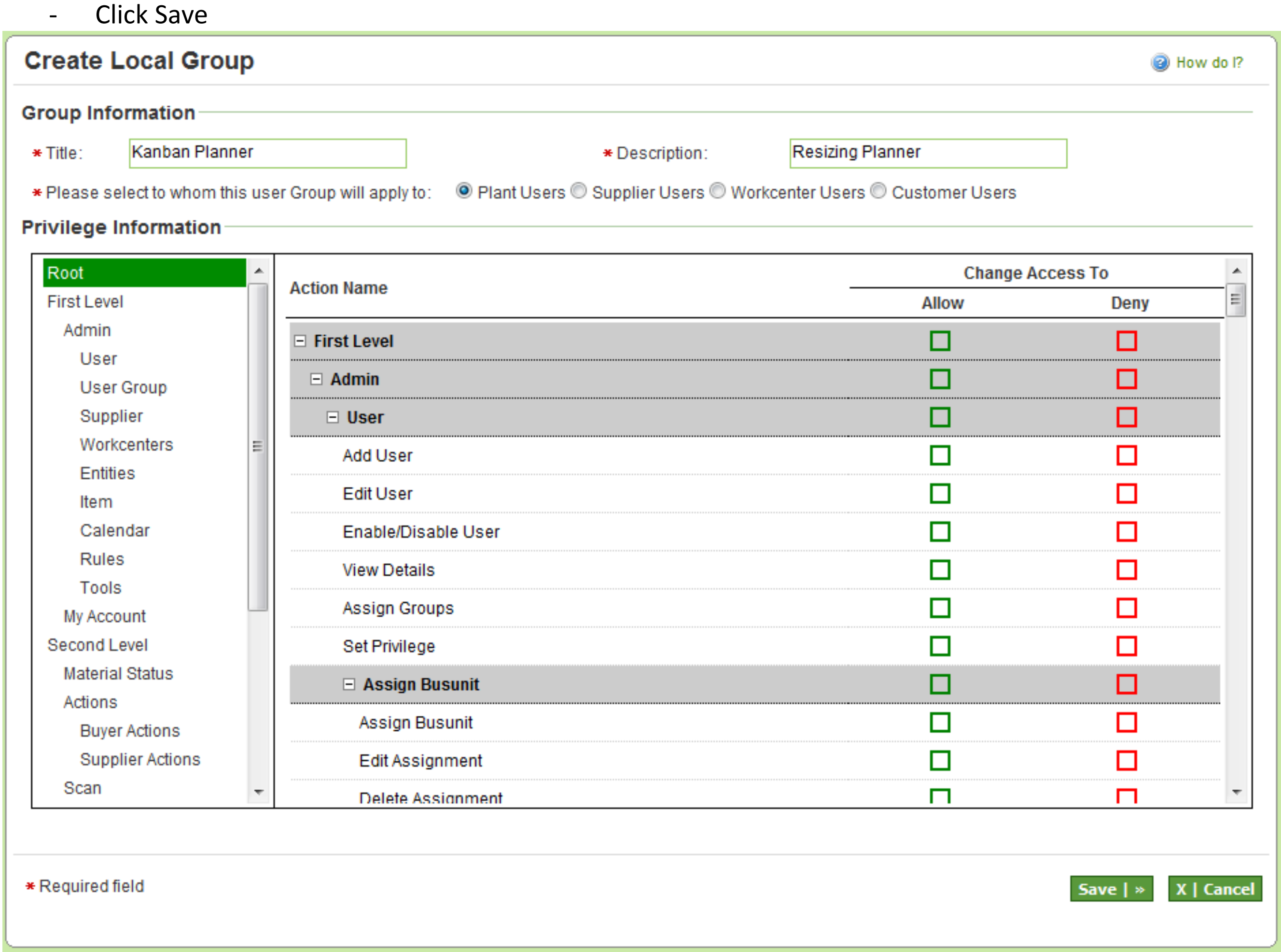
- System level: This is pre-defined in the applications and cannot be changed by the user. Here are the pre-defined user groups
  - App Admin – Application Administrator
  - App CSR – The global Customer Support Representative (CSR)
  - Kanban User
  - Plant Administrator
  - Plant Buyer
  - Plant Planner
  - Plant User
  - Receiving Dock user
  - Supplier Administrator
  - Supplier CSR
  - Supplier shipper
  - Supplier User
  - WC Administrator – Work Center Administrator
  - WC User – Work Center User
- Global Level: These are custom defined by the customer at the corporate level. When defined at this level then all plants with in that customer can share these groups. Only App Admin or App CSR level users can create user groups at this level
- Local Level: These are customer defined by the customer at the Plant level. These groups can be assigned only to the users created at the plant level. These groups can be created by Plant Administrators

Pre-defined user groups have the privileges defined based on Ultriva's experience across several implementations. Custom groups can be created by picking privileges that suits the custom role as shown below:

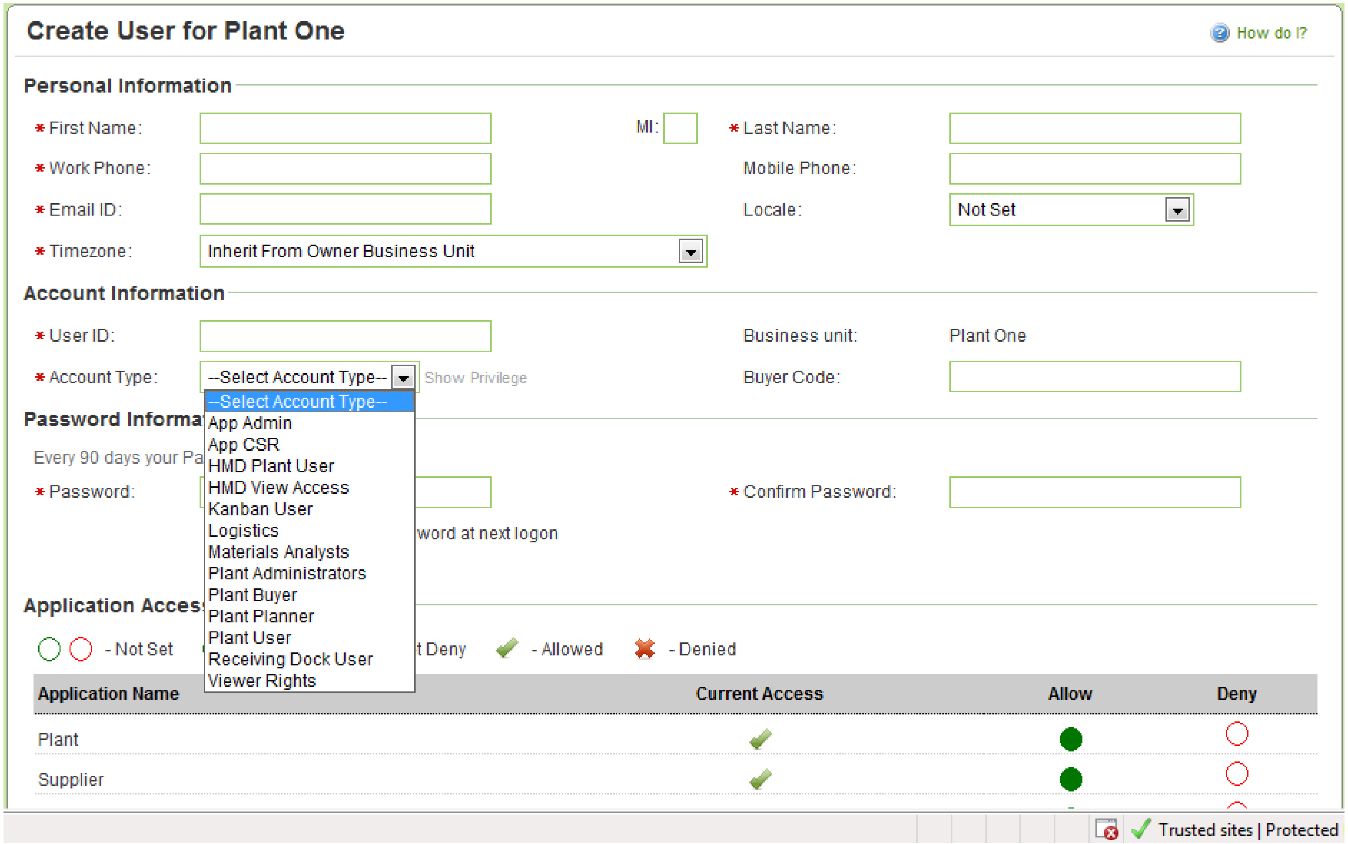
- Click User Group from the Admin menu
- Select the appropriate tab and click ADD



- Enter the title and description for the group
- Check ALLOW or DENY for each privilege
- Click Save



Once the user group is created then it will show up in the “Account Type” list when you create or edit user as shown below:

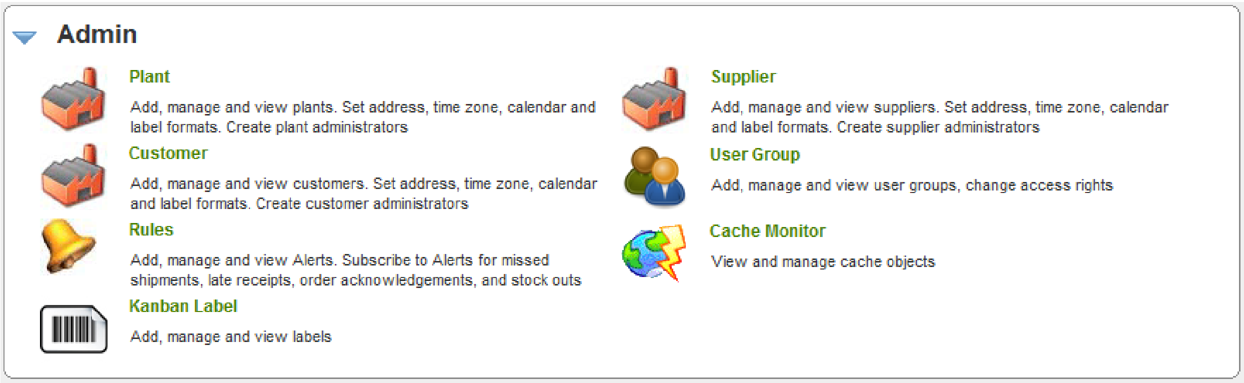


Supplier

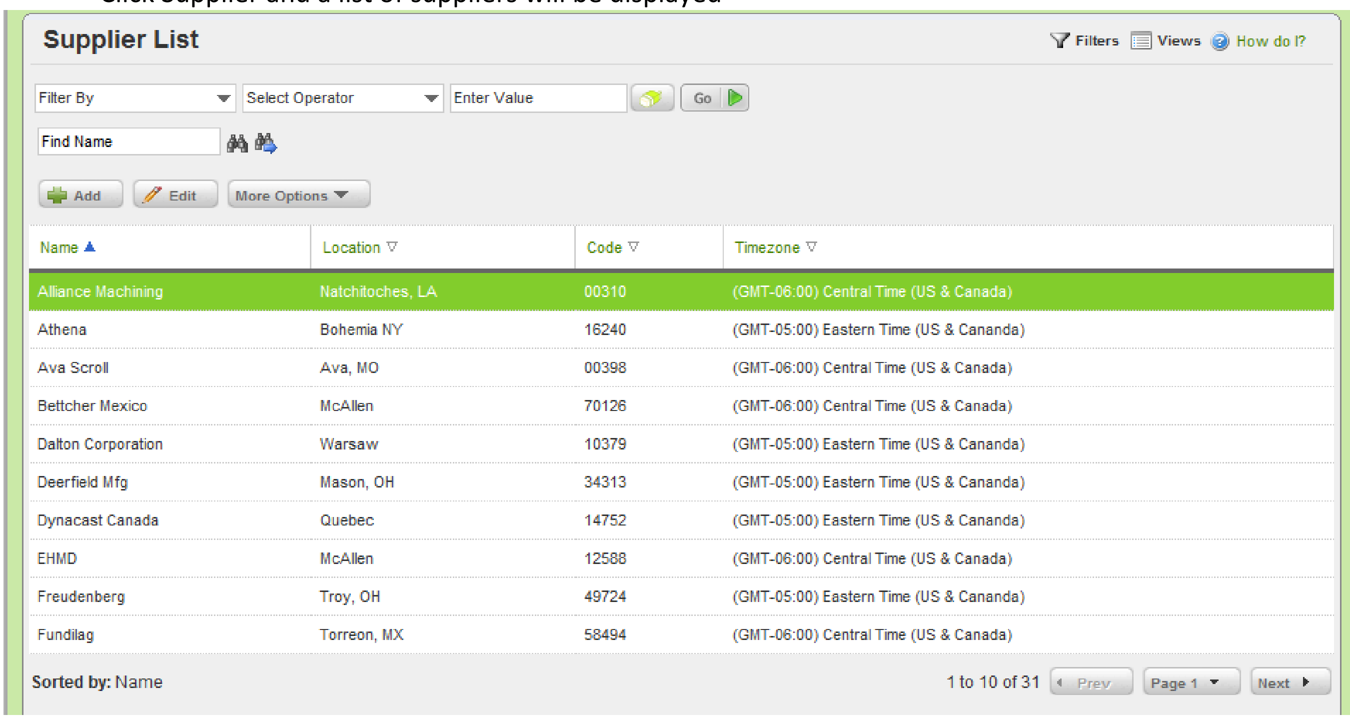
Ultriva provides an opportunity for the customers to define a pool of suppliers at the system level and then associate them at the plant level. This methodology allows the corporate purchasing or supply chain executives to get a view of consolidated spend by supplier or performance by a supplier across plants.

Let us start with setting up a supplier at the corporate level:

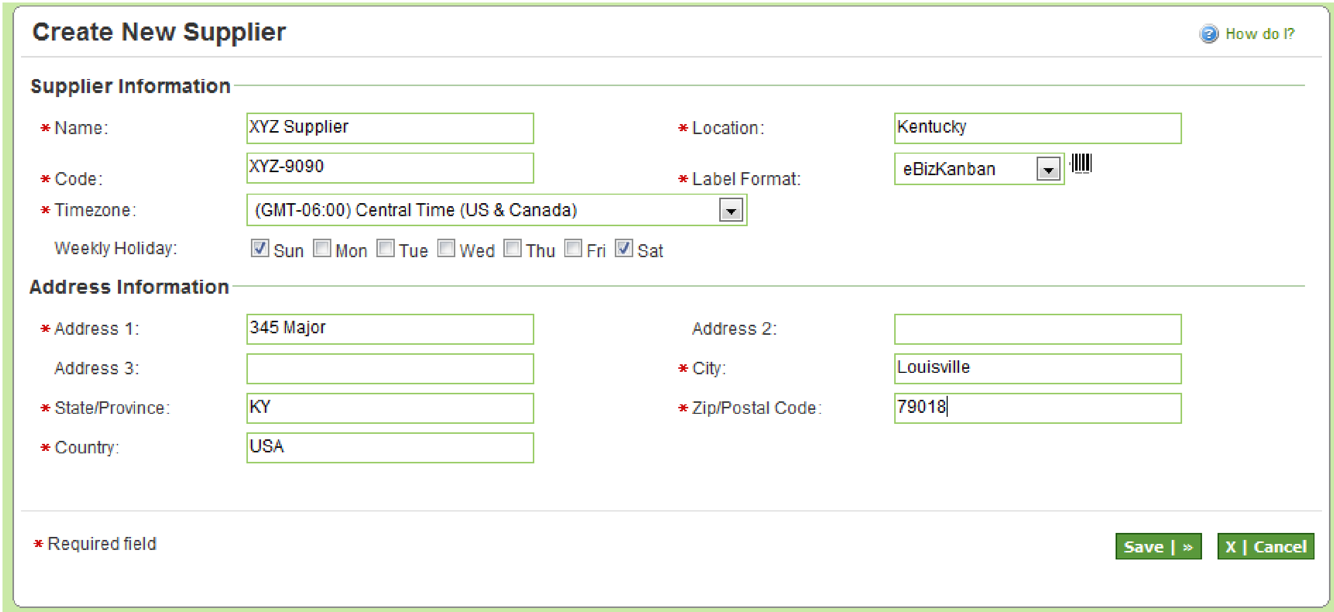
- Login as system administrator



- Click Supplier and a list of suppliers will be displayed

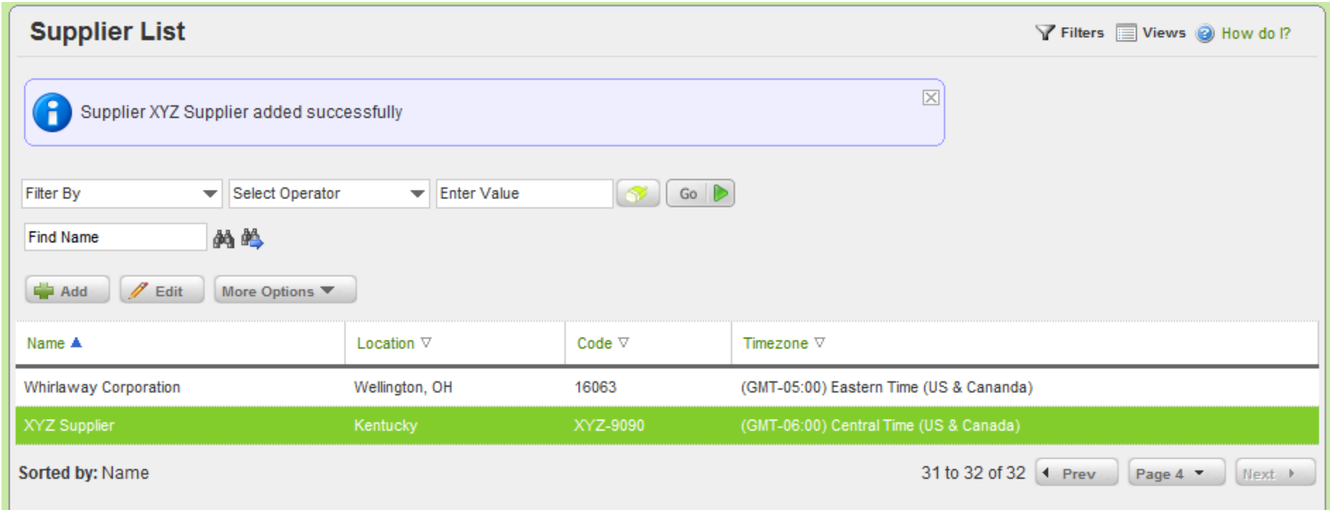


- Click Add
- Enter the vendor information
  - Name
  - Location
  - Vendor code as set in ERP
  - Time Zone they are located in
  - Supplier's work days (5, 6 or 7 days)
  - Complete address



- Ultriva allows the suppliers to print shipping labels from the application when they ship goods. These labels can be defined by the customer. If there are multiple labels available, then select an appropriate label. Sample label is shown below:

-
- These labels are designed to customer's needs at the time of initial implementation. Size of the label (4x6 or 6x8 or 2x4), contents on the label (Part number, P.O. number delivery location, Quantity etc.) and layout of the label can be customized
- Click Save
- The following screen will be displayed as a result



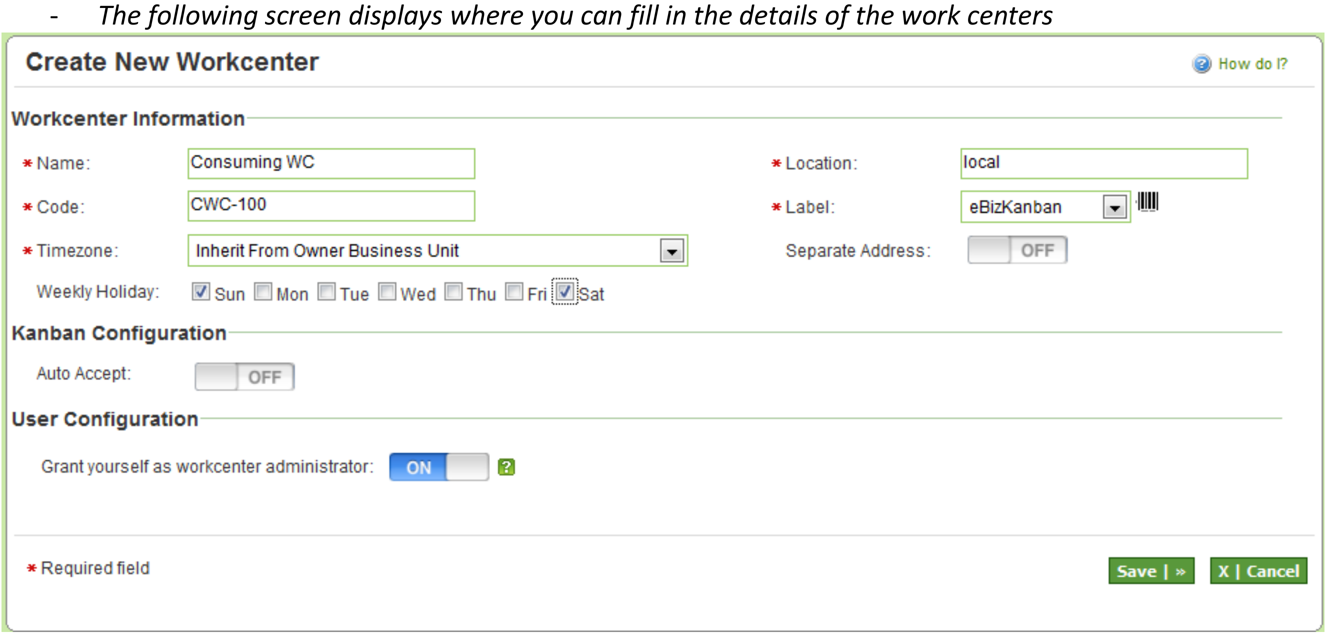
Many suppliers can be added either manually as shown above or through a back end process via a file upload. (Refer to the integration documentation for this process)

Work Centers

Work centers in Ultriva are virtual work areas that represent a consuming location or a storage location or a production location or a combination of any of the three. For e.g. A work center could be Final Assembly Lines, Component production lines, Supermarkets, Warehouses or Stores.

To create a work center:

- *Login as Plant Administrator*
- *Click on ADMIN menu on the top right corner*
- *Select "Work Centers" from the menu list*
- *The following screen displays where you can fill in the details of the work centers*



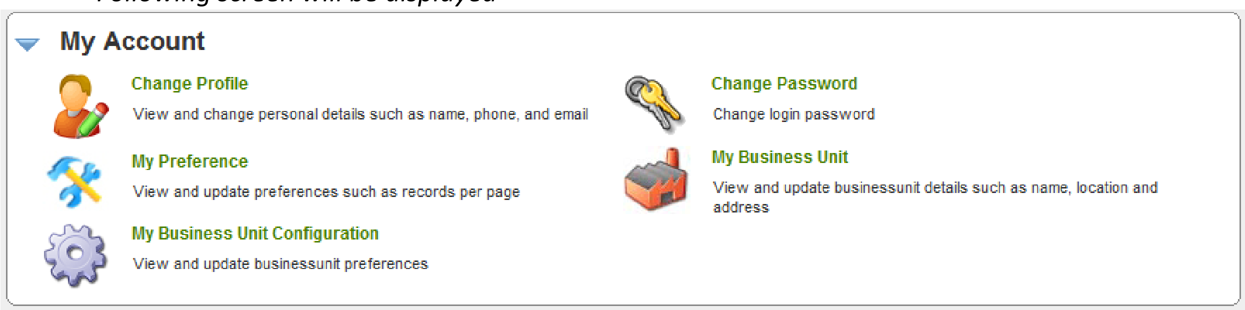
TIP: Make sure to set the flag "Grant Yourself as work center administrator" to ON if you need access to managing the work center.

- *Create at least two work centers.*
- *The first one shown above is a Consuming work center. i.e. it is the location where the parts are being used or consumed (like a Final Assembly consuming raw materials and components to make Finish Goods)*
- *Next one should be a Production (supplying) work center. i.e. component production line or machine shop or Paint Shop or supermarket.*

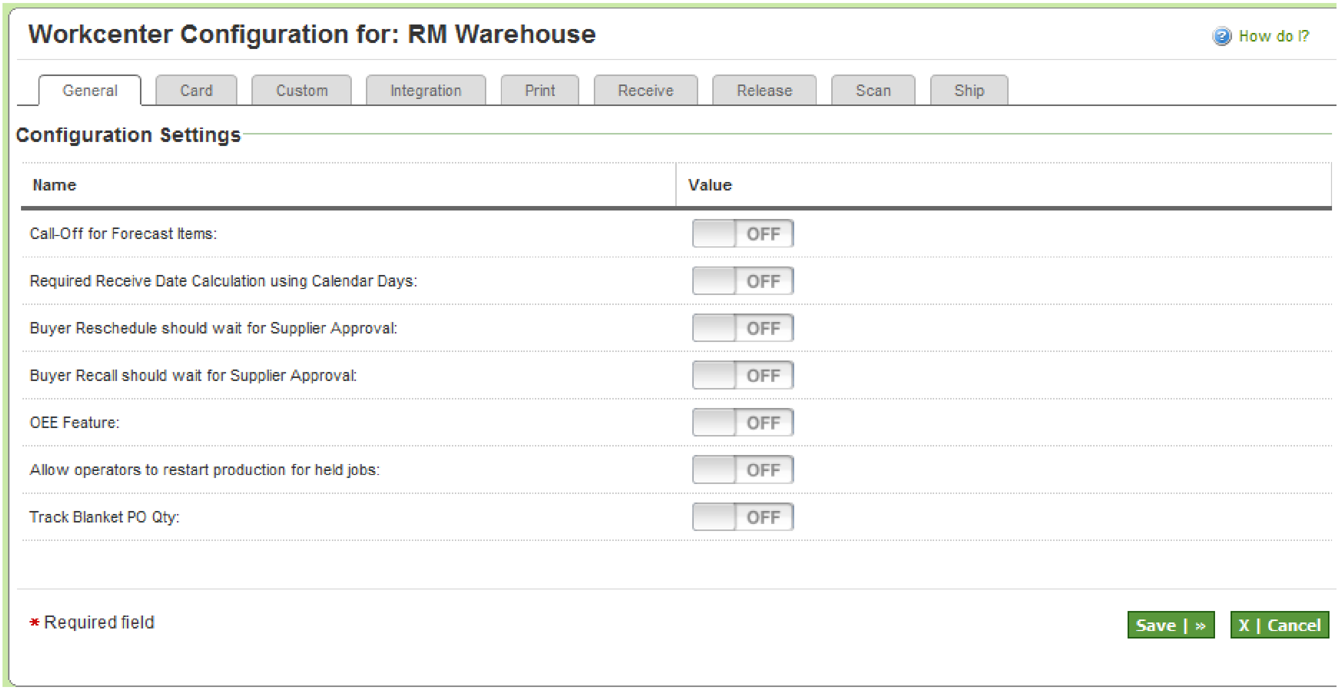
Configuring the work center

If you are the administrator for the work center here are the steps to choose configuration options:

- *Click on "My Account" menu from the top right hand corner*
- *Following screen will be displayed*

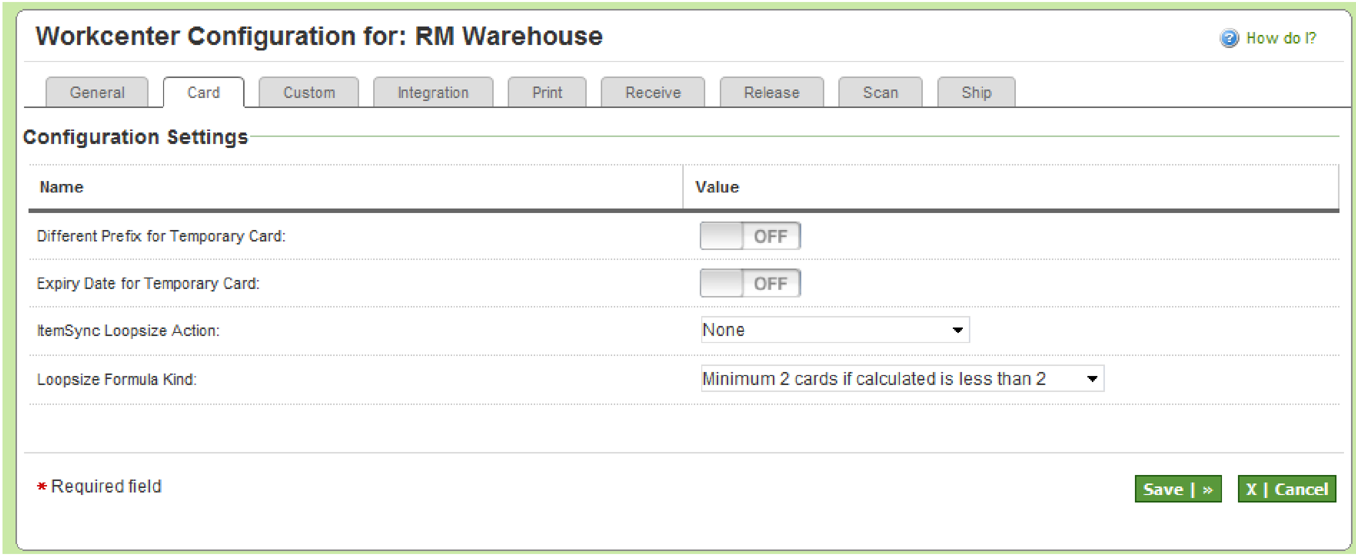


- *Select "My Business Unit Configuration"*
- *Following screen is displayed.*
- *The options displayed for work center business units. Most of the options may be common for the plant as well as work centers. Very few will be applicable to Work Centers only. As we explain each tab we will highlight them accordingly.*
- *The following tabs are available in the configuration:*
  - *General – Mostly generic work center level options*
  - *Card – Options at the Card level*
  - *Custom – Specific to work centers*
  - *Integration – Options specific to integration*
  - *Print – Options supporting Printing*
  - *Receive – Options that can be set for supporting Receiving process*
  - *Release – Options that can be set for supporting Releasing process*
  - *Scan – Options that can be set for supporting Scanning process*
  - *Ship – Options that can be set for supporting Shipping Process*



General Options tab:

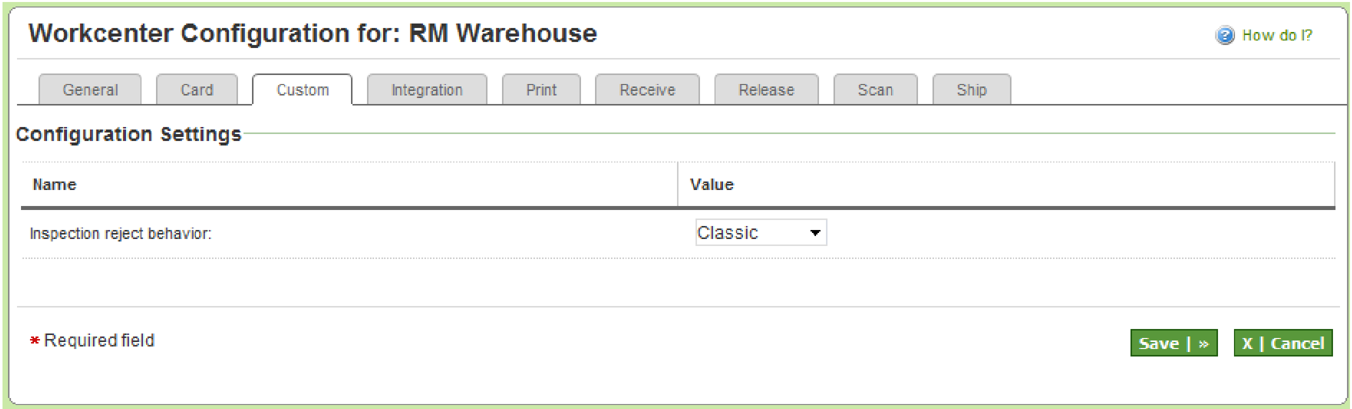
- *Call-off for Forecast Items* – Not relevant for Kanban parts. Unique functionality to engineered to manufacture and long lead time parts
- *Required Receive Date Calculation using Calendar Days* – Ultriva normally computes Required Receive date based on the business calendar set in the business unit. This option when set on will compute using calendar days instead
- *Buyer Reschedule should wait for Supplier Approval* –When set to ON, buyer will not be able to unilaterally reschedule a card that is accepted by the supplier. The work flow kicks in to ensure that the supplier approves prior to changing the date in the system
- *Buyer Recall should wait for Supplier Approval* - When set to ON, buyer will not be able to unilaterally recall a card that is accepted by the supplier. The work flow kicks in to ensure that the supplier approves the recall.
- *OEE feature* – This feature should be set to ON if you plan to use production sequencing feature in Ultriva. A Work center in Ultriva could be a consuming work center or producing work center or storage work center or any combination of the three. If you plan to use it as a Production work center please ensure that OEE feature is turned ON.
- *Allow operators to restart production for held jobs* – In the default mode, if the operator puts the job on hold, then only a supervisor can reset that job. If this option is set to ON, then that overrides the default and allows operator to reset the job
- *Track Blanket PO Quantity* – In the supplier mapping screen user can input the blanket P.O. quantity. If this flag is set to ON, then Ultriva tracks the releases against this blanket quantity and monitors the balance quantity available. Using respective alerts Ultriva can notify the planner/buyer that they may be running out of blankets before it actually happens.



Card Option Tab:

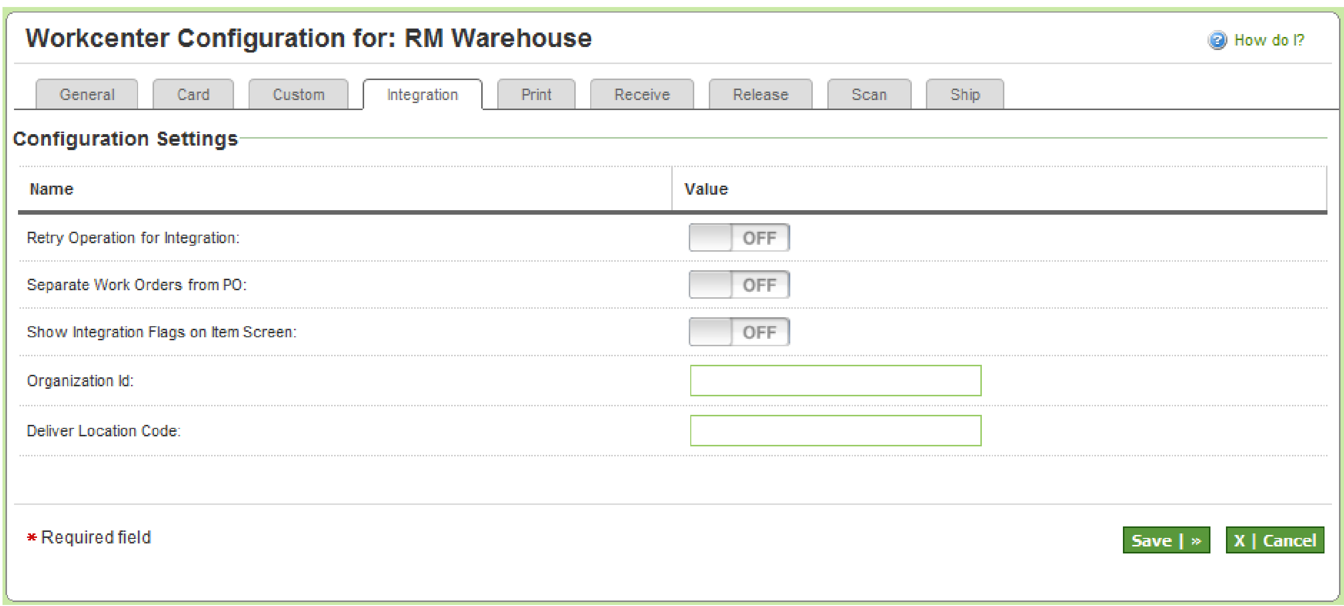
- *Different Prefix for Temporary Card* - If this feature is set to ON, then temporary cards (like spike card and seasonal cards) will have a different prefix so that they can be visually identified
- *Expiry date for temporary card* – If this feature is set to ON, then the system will keep track of temporary cards by time instead of number of cycles. For e.g. you can set seasonal cards for 30 cycles or for 90 days depending on whether this flag is turned ON or OFF
- *ItemSync Loopsize Action* – This option determines the behavior of change in Usage Per Day in the Item sync files

-
    - None – Ultriva updates the usage per day but does not resize the loop size. i.e. adding or deleting cards
    - All – Ultriva updates the usage per day but also adds or sets cards to delete based on the change
    - On Increase and Log Decrease – Ultriva updates the usage per day. If the usage per day has gone up then it adds the cards and releases them to the supplier. If the usage per day has gone down, it logs the decrease but does not set cards to delete
- *Loop Size Formula Kind* – This determines whether a minimum number of cards should be set. The options are:
    - Minimum of 2 cards. This means that if the Kanban calculator determines that total number of cards is less than 2 cards, the system will still create a minimum of two cards
    - No Adjustments – Use the calculator – If this option is selected then the number of cards will exactly match the calculated number of cards



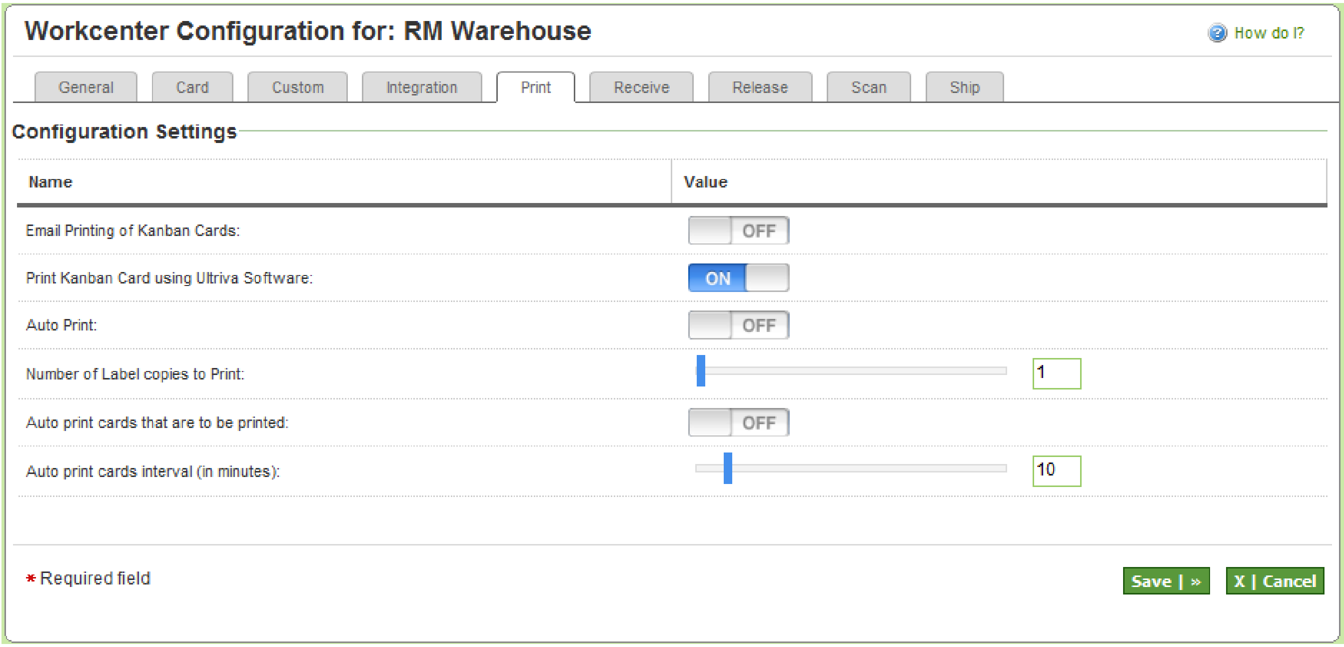
Custom Tab:

- *Inspection reject behavior* - The options are :
    - Classic – If selected then the rejected cards are automatically sent back to the supplying (or producing) work center
    - Manual – If selected the cards will wait on Reject with an option for user to either rework or send the card back to supplier



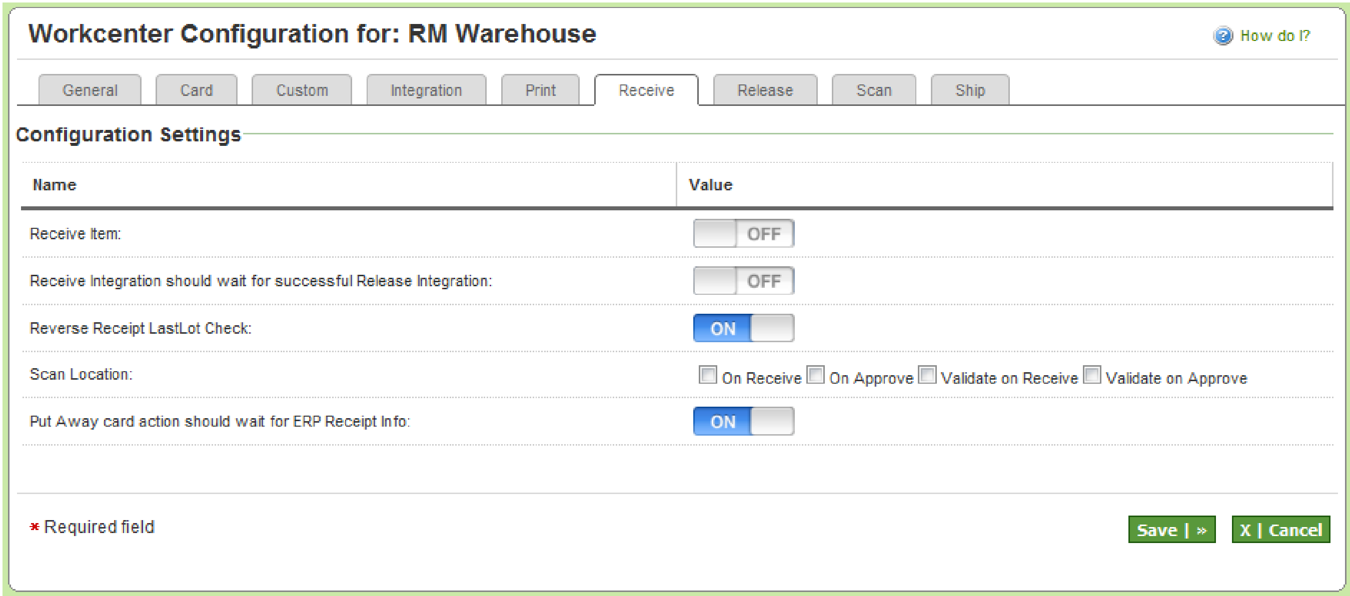
Integration Tab:

- *Retry operation for integration* – This could be set to ON or OFF. If set to ON, then the user will have the ability to retry a failed transaction
- *Separate Work Orders from P.O.* – If set to ON then purchase orders and work orders can be interfaced during integration
- *Show Integration Flags on Item Screen* – If set to ON, then in the Item edit screens the integration flags will be displayed
- *Organization ID* – If a different code than what is set up in the Work Center is needed for integration the same can be entered here
- *Deliver Location Code* – if there is a generic delivery location at this work center then the same can be entered in this screen



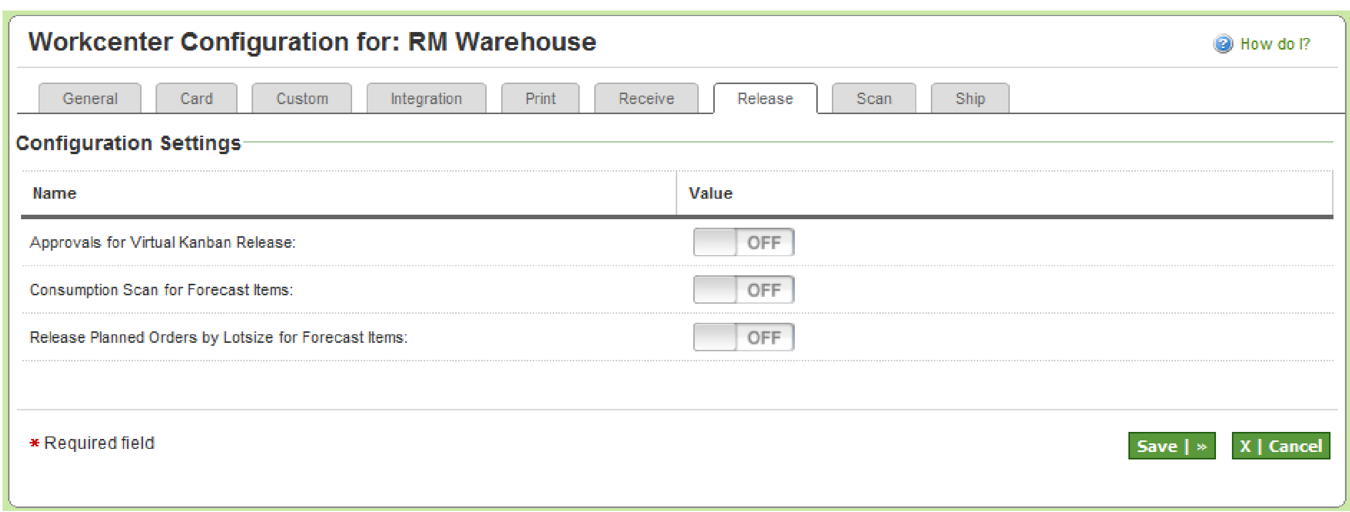
Print Tab:

- *Email printing of Kanban Cards* – Ultriva provides an option to email the label for remote printing at the supplying location. If this flag is set to ON, for each card an email is sent with a hyperlink. Supplier user can then click the link and print the card
- *Print Kanban card using Ultriva software* – This is the standard default option
- *Auto Print* – For internal work centers, if this flag is set to ON, then on release of signal the card could be directly printed at the supplying work center. This card can then be used as pick list or production signal
- *Number of label copies to print* – This s a global setting for the work center. If it is set to more than 1, then that many copies will be printed every time the card is printed
- *Auto Print cards that are to be printed* – This provides an option to accumulate the cards for the time interval (described below) and then prints them automatically
- *Auto print cards interval (in minutes)* - As described above the cards will be accumulated during this interval and then automatically printed



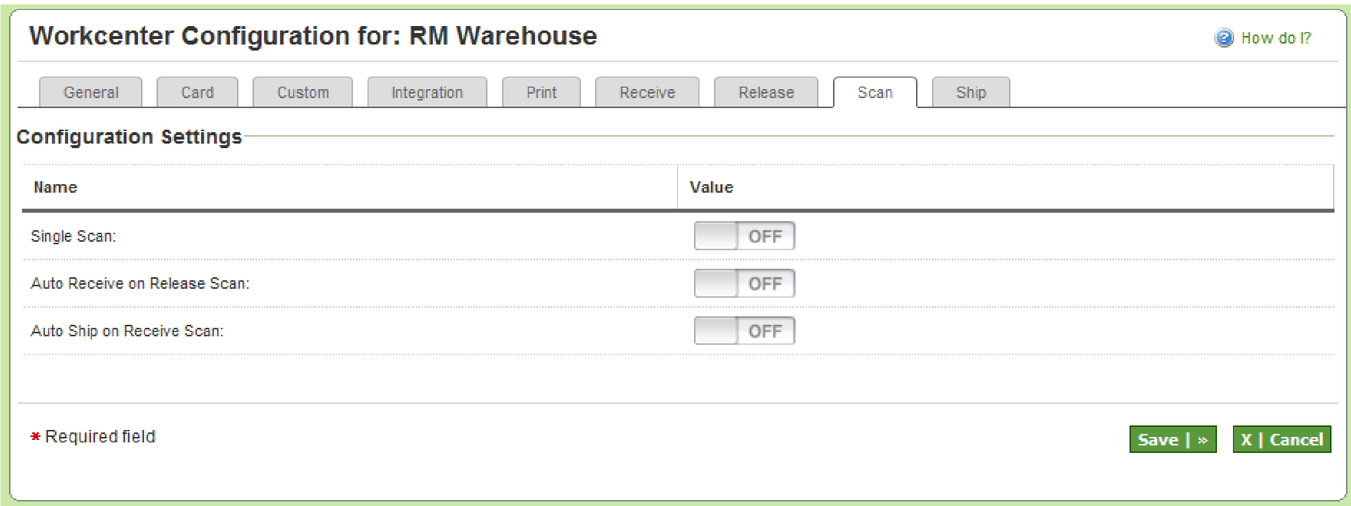
Receive Tab:

- *Receive Item* – If this is set to ON, then the Item is automatically received on shipment
- *Receive Integration should wait for successful release integration* – This is normally set to ON to ensure that ERP transaction integrity is maintained. i.e. Unless the order is created the receipt against that order cannot take place.
- *Reverse receipt last lot check* – If the receipt data is coming for ERP and the data consists of only quantities and not lot number, then this allows the ERP to signal that the last lot against this P.O. is received. Ultriva will then close the P.O. and the cards associated with that
- *Scan Location* – You can enable all the locations where the scan could take place. This will help to enable Keyboard wedge scan or mobile scan as appropriate
- *Put Away Card action should wait for ERP receipt Info* – This is just controlling the preceding process is completed prior to putting the goods away.



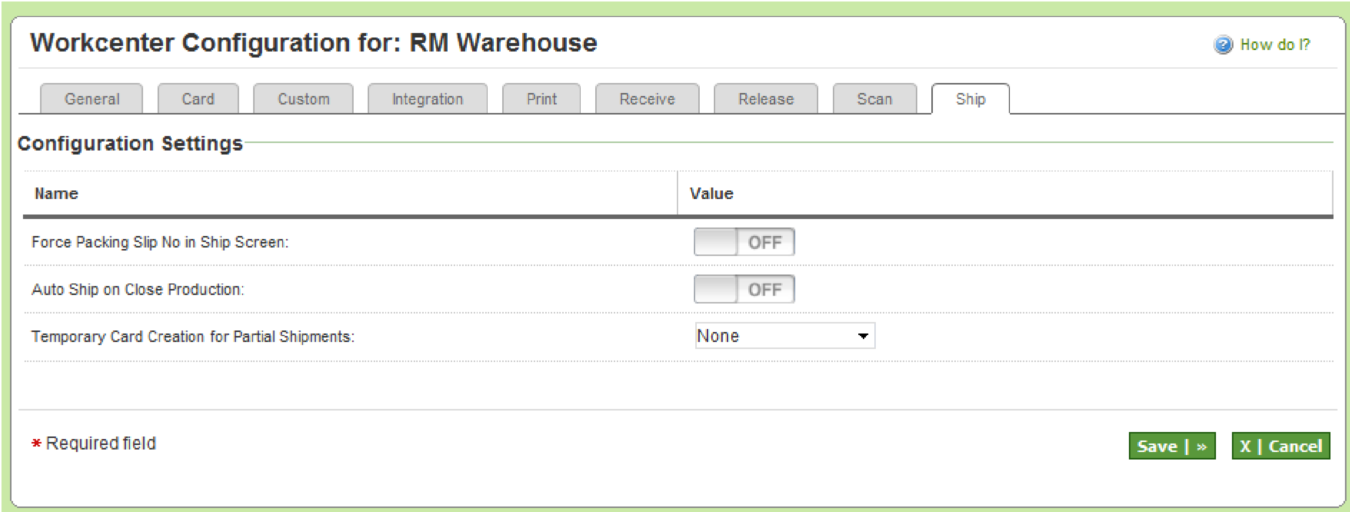
Release Tab:

- *Approve for virtual Kanban release* – Virtual Kanban feature in Ultriva uses on-hand inventory in ERP to trigger a Kanban signal to the supplier or supplying work center. If this flag is set to ON, then this signal will wait for approval before being sent to supplier or supplying work center.
- *Consumption scan for forecast item* – Ultriva can provide the same metrics – RYG, demand changes, cycle time calculations etc. for Forecast items if users scan the goods at the point of use. If this flag is set to ON, then Ultriva holds the forecast cards from destroying at the point of receipt but destroys the card on the scan.
- *Release Planned Orders by Lotsize for Forecast Items* – One option Ultriva provides to release orders in standard lot sizes even for forecast items. If this flag is set to ON then Ultriva will automatically take the total quantity and automatically convert to lot sizes before releasing it to Suppliers.



Scan Tab:

- *Single Scan* – This applies only for Keyboard Wedge scanning. If it is set to ON, then each transaction will be automatically committed. If it is set to OFF then the scans can be committed in a batch
- *Auto Receive on Release Scan* - If this is set to ON, then it automatically completes the missed receive transactions at the point of consumption. So on the floor the scan is not causing an error.
- *Auto Ship on Receive Scan* – If this flag is set to ON, then Ultriva automatically completes the ship transaction at the receiving dock when receiving goods. Again this is to prevent transactions from erroring out.



Ship Tab:

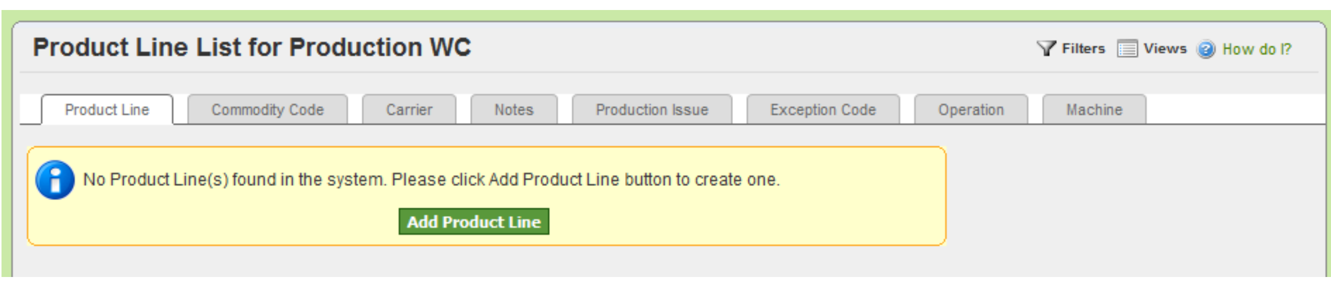
- *Force Packing Slip in Ship Screen* – if customer wants supplier to always enter the packing slip # at the time of shipment, then this flag should be set to ON
- *Auto Ship on Close production* – This is only for internal work centers. When set to ON, then when the operator closes a schedule on the production sequence screen, then the Ship transaction is completed so that materials can be moved to the consuming location

Entities

Entities are a collection of predefined fields that can be used across the plant and work centers. To create an entity:

- Click on the ADMIN at the top right hand corner
- *Click on ENTITIES*

The following screen will come up:



"Entities" includes several tabs:

- *Product Line – Define multiple groups (family, type etc.). Can be used to group items. Used during creating an Item*
- *Commodity Code – Define multiple commodity codes. Can be used to group items. Used during creating an Item*
- *Carrier – Define multiple Carriers (LTL, FEDEX, UPS etc.). The Carriers could be assigned as a default when mapping a supplier to the Item*
- *Notes – Define multiple Notes used during card actions like release, accept, reschedule, ship or receive). These notes can show up in the list for users to pick instead of forcing them to enter ad hoc information.*

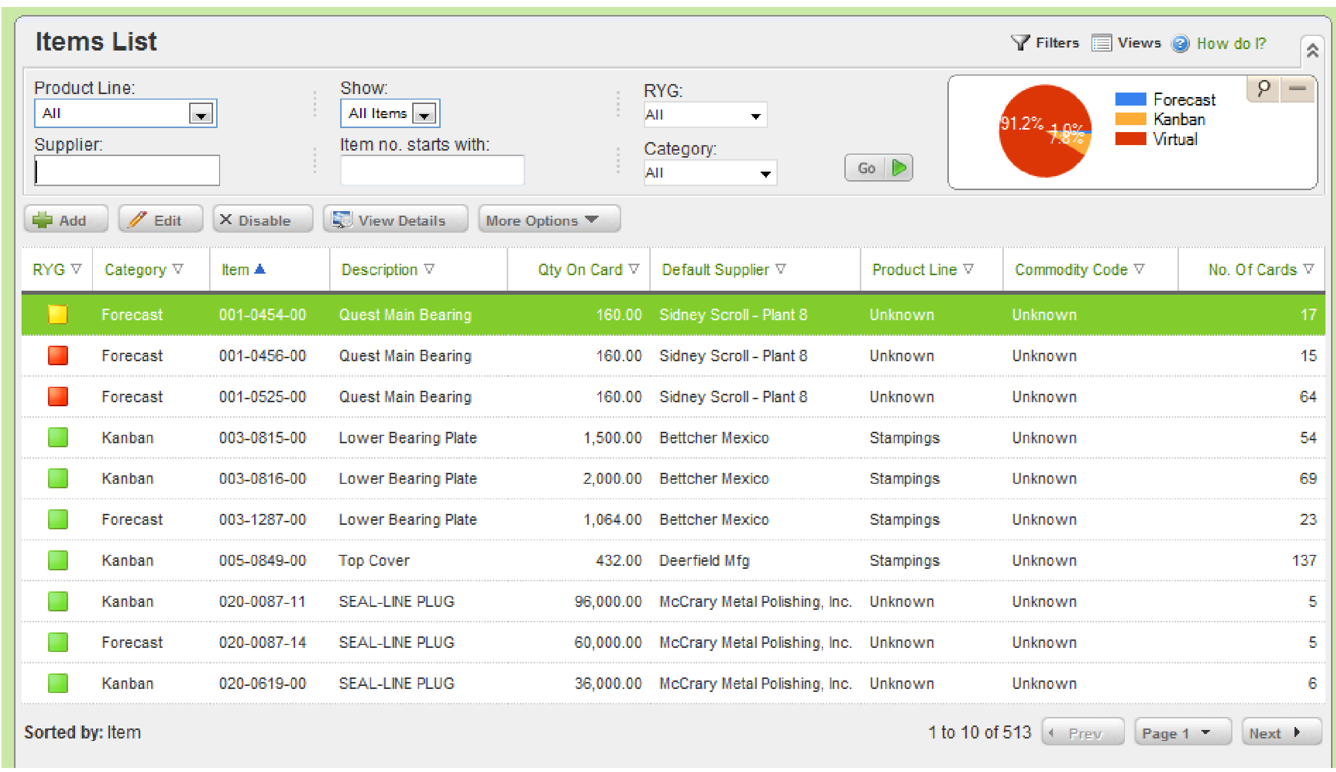
- *Production Issue – Similar to notes you can create a list of production related issues (like Material not available, Machine down etc.) can be defined. Operator can pick from the list at the production floor while putting the job on hold.*
- *Exception Code – This is primarily for MRP Planned Orders for suppliers. Exception codes like Expedite, Cancel or postpone can be set and used by the planners or buyers in managing external supplier orders.*
- *Operations – Define all the operations*
- *Machines – Define one or more Machines in the work center*

All these are single step process of Master data creation. What you created will appear as a list within the respective contexts. For e.g. Product Line and Commodity code will appear on a list during ITEM creation. CARRIER will show in the list when the supplier is mapped to the ITEM.

Item

To create an Item:

- Click on Admin at the top right hand corner
- Click on Item from the menu list
- If there are already existing items, then the list will be displayed
- Click Add to create a new item

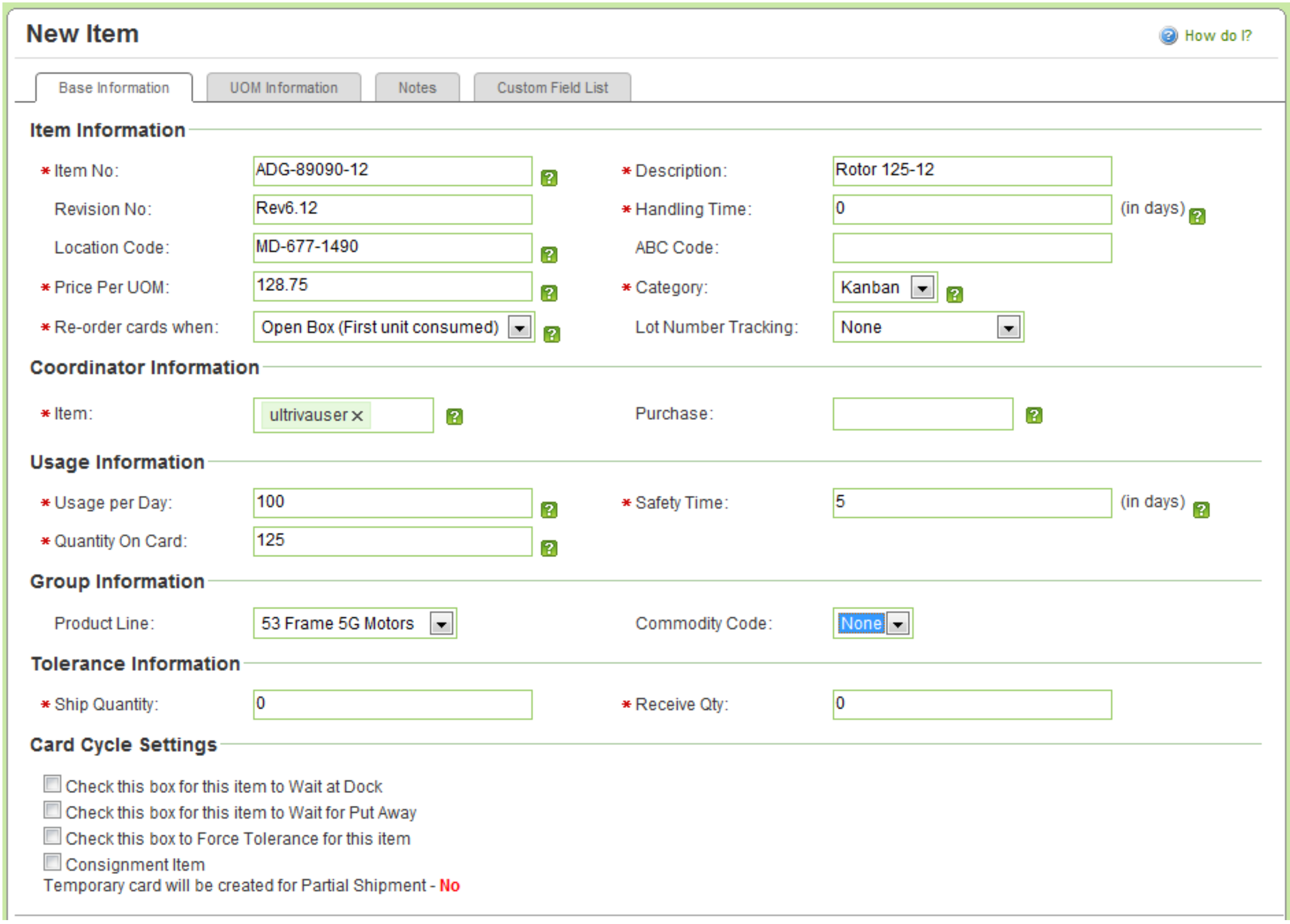


RYG	Category	Item	Description	Qty On Card	Default Supplier	Product Line	Commodity Code	No. Of Cards
	Forecast	001-0454-00	Quest Main Bearing	160.00	Sidney Scroll - Plant 8	Unknown	Unknown	17
	Forecast	001-0456-00	Quest Main Bearing	160.00	Sidney Scroll - Plant 8	Unknown	Unknown	15
	Forecast	001-0525-00	Quest Main Bearing	160.00	Sidney Scroll - Plant 8	Unknown	Unknown	64
	Kanban	003-0815-00	Lower Bearing Plate	1,500.00	Bettcher Mexico	Stampings	Unknown	54
	Kanban	003-0816-00	Lower Bearing Plate	2,000.00	Bettcher Mexico	Stampings	Unknown	69
	Forecast	003-1287-00	Lower Bearing Plate	1,064.00	Bettcher Mexico	Stampings	Unknown	23
	Kanban	005-0849-00	Top Cover	432.00	Deerfield Mfg	Stampings	Unknown	137
	Kanban	020-0087-11	SEAL-LINE PLUG	96,000.00	McCrary Metal Polishing, Inc.	Unknown	Unknown	5
	Forecast	020-0087-14	SEAL-LINE PLUG	60,000.00	McCrary Metal Polishing, Inc.	Unknown	Unknown	5
	Kanban	020-0619-00	SEAL-LINE PLUG	36,000.00	McCrary Metal Polishing, Inc.	Unknown	Unknown	6

The creation of item involves two datasets. The first one is Item specific and second one is Item-Supplier specific. Let us look through each data set.

Item specific dataset:

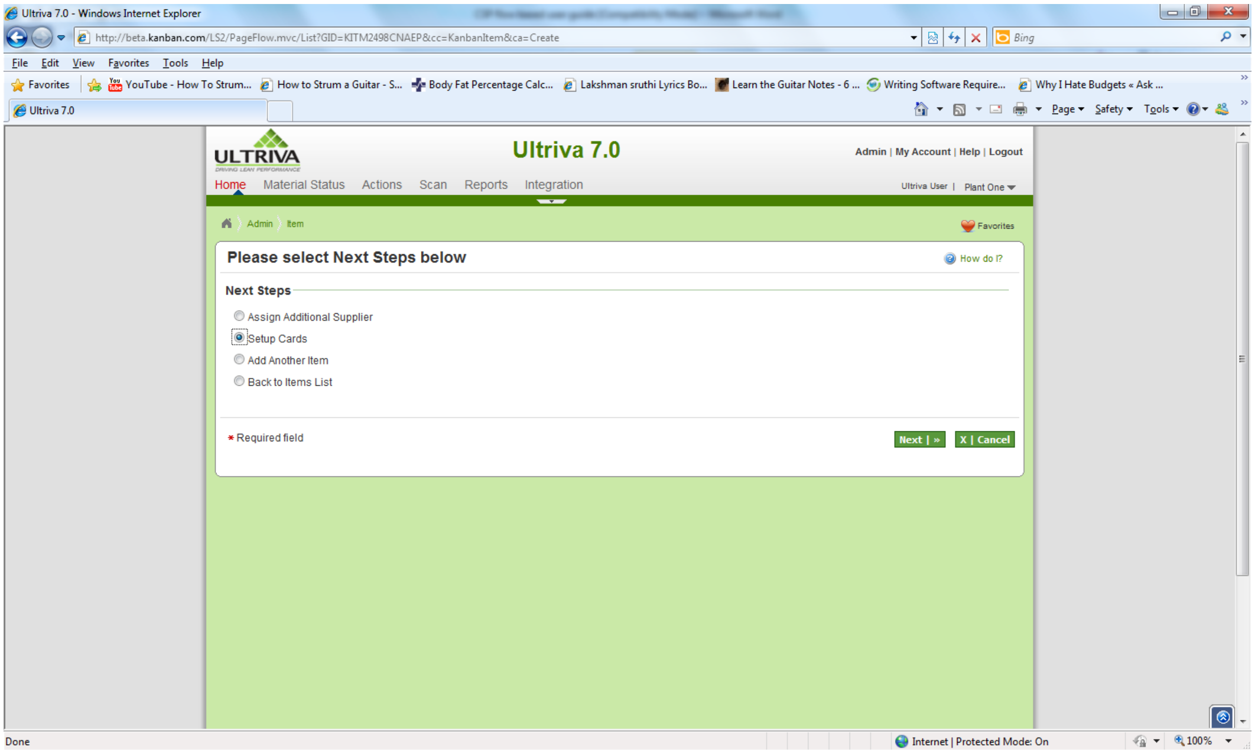
- Item Number – Same as the item (or part) number in ERP/MRP
- Item Description – Same as the item (or part) description in ERP/MRP
- Revision Number – If the item (or part) has a revision number defined in ERP/MRP
- Handling time – This is the time that it takes for the material to move from the receiving dock to the storage location. Normally it is left as zero unless the raw material warehouse is outside the four walls of the factory floor
- Location Code – This is dedicated location for that item (or part) in the warehouse or at point of use
- ABC code – An optional grouping code
- Price per UOM – Purchase price or transfer price (if the supplier is another plant) defined in the ERP/MRP
- Category – There are three categories or types of replenishment that are supported in Ultriva.
    - Kanban – This type classifies the items as pure consumption driven replenishment where the consumption is communicated through a scanner or through a manual entry
    - Virtual Kanban – This type classifies the items as pure consumption driven replenishment where the consumption is communicated via on hand inventory from ERP/MRP on a predefined frequency
    - Forecast/MRP – This type classifies for orders generated by MRP. The planned orders or direct P.O.s will be initiated after each MRP run.
- Re-order cards when – This is valid only if the category is set to Kanban. There are two option:
    - Open Box – the consumed signal for replenishment will be triggered when the first piece is taken out of box or bin
    - Empty Box – the consumed signal for replenishment will be triggered when the last piece is taken out of box or bin. If Re-order cards is set to Empty Box then during the computation of the Kanban sizing an additional card is automatically created.
- Lot Number Tracking – The three options are None, Required at Ship, Required at Receive. Default is None, which means no tracking options. The options show up during Ship or Receive depending on what the other options are set to
- Item Coordinator –username of the buyer responsible for the item.
- Purchase Coordinator – username(s) of other users (planners, purchasing agents etc.) associated with the item
- Usage per day – defines the average daily demand. i.e. the estimated consumption of this part at this current location
- Safety time – amount of safety stock to be carried in number of days. i.e. if the days are defined as 5 and Usage Per Day is 100, then the safety stock will be 500 units
- Quantity on Card – this is the standard lot size from the supplier or the standard lot size of consumption
- Product line – a method of grouping the items like a product family
- Commodity code – a method of assigning predefined commodity code to the Item
- Ship Quantity Tolerance – This setting allows the supplier to ship + or – the set quantity. For e.g. if the tolerance is set to 10 units and lot size is 100 units, then the supplier will be allowed to ship between 90 – 110 pieces without being alerted as over/under shipment.
- Receive Quantity Tolerance - This setting allows the receiving dock person to receive + or – the set quantity. For e.g. if the tolerance is set to 10 units and lot size is 100 units, then the receiver will be allowed to receive between 90 – 110 pieces without being alerted as over/under receipt.
- Card Cycle settings:
    - Check this box if this Item to Wait at Dock


New Item
How do I?
Base Information
UOM Information
Notes
Custom Field List
Item Information
* Item No: ADG-89090-12
* Description: Rotor 125-12
Revision No: Rev6.12
* Handling Time: 0 (in days)
Location Code: MD-677-1490
ABC Code:
* Price Per UOM: 128.75
* Category: Kanban
* Re-order cards when: Open Box (First unit consumed)
Lot Number Tracking: None
Coordinator Information
* Item: ultrivauser
Purchase:
Usage Information
* Usage per Day: 100
* Safety Time: 5 (in days)
* Quantity On Card: 125
Group Information
Product Line: 53 Frame 5G Motors
Commodity Code: None
Tolerance Information
* Ship Quantity: 0
* Receive Qty: 0
Card Cycle Settings
Check this box for this item to Wait at Dock
Check this box for this item to Wait for Put Away
Check this box to Force Tolerance for this item
Consignment Item
Temporary card will be created for Partial Shipment - No

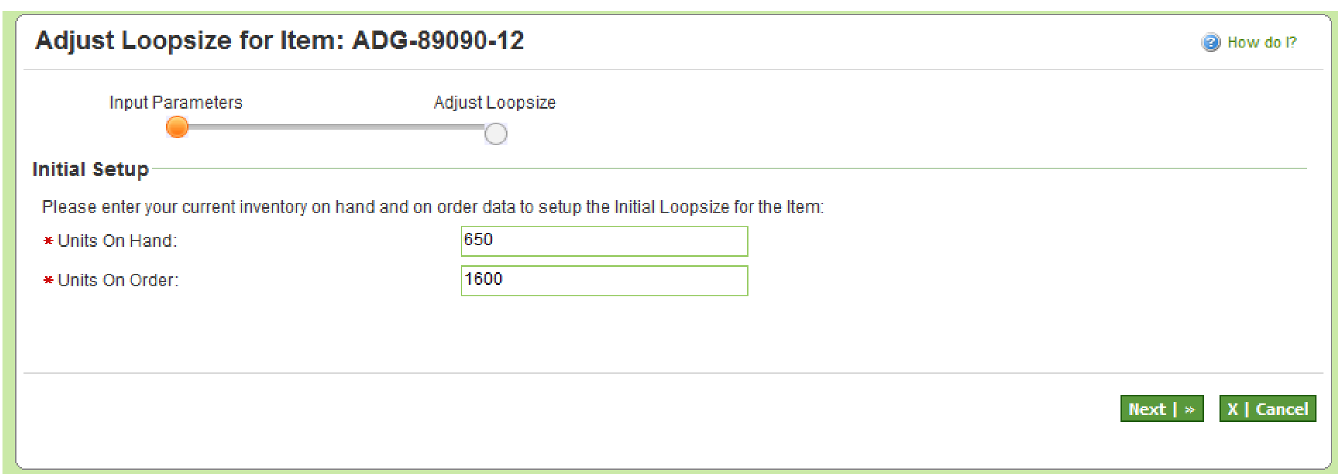
Associating supplier for the Item

When the save button is pressed for creating a new item, the screen is navigated to the next step of creating Kanban Cards as shown below. Click Next.

Sizing Kanban for the item



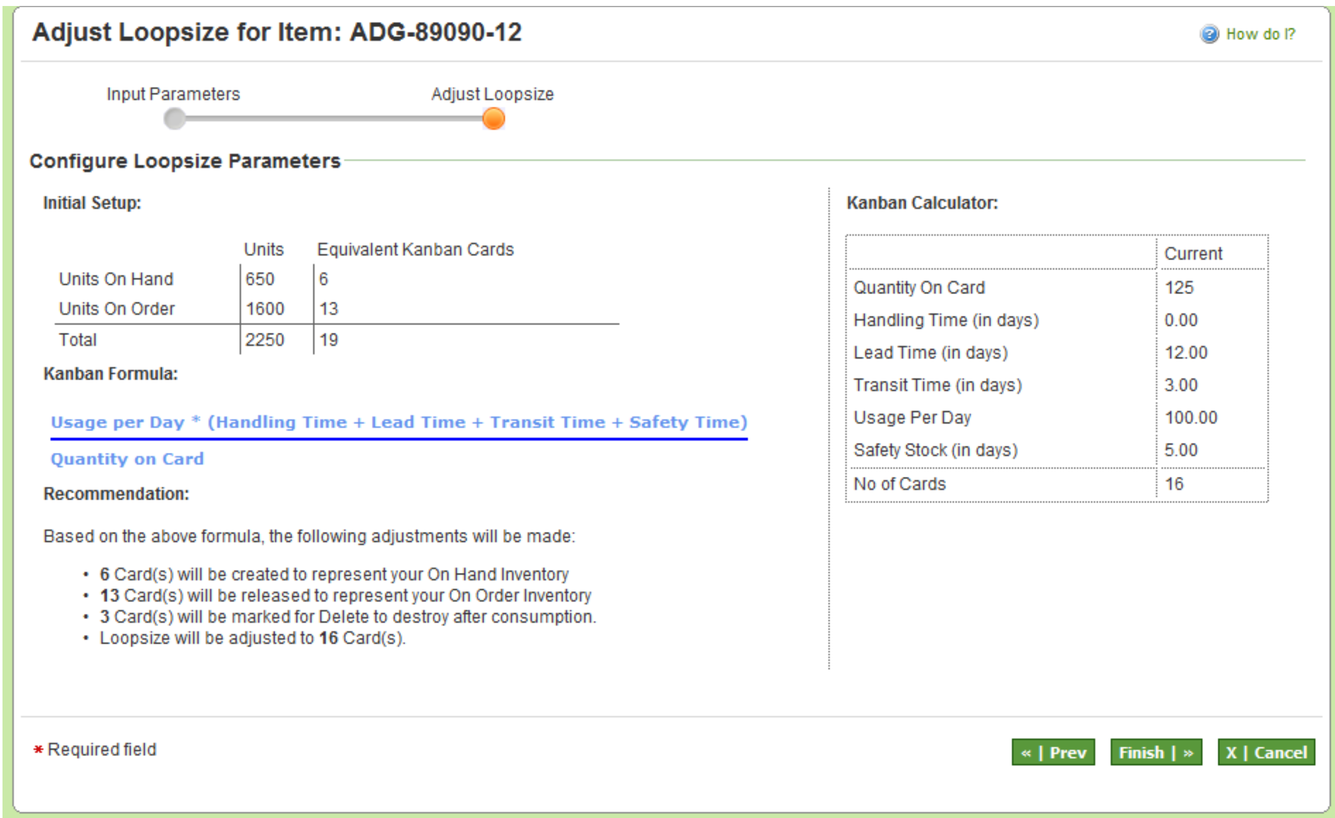
When a new item is set up as a Kanban item, it is important to create a current state in Ultriva that matches the inventory status. This means that the on hand inventory and open purchase orders for that item should be set up in the system. Typically you walk the floor and identify the on hand quantity while look at the MRP system to get the released open P.O.s. Enter the information and click Next.



The cards are created based on the following logic:

- *System sizes the number of cards based on the defined Kanban parameters in Item master using the formula described above*
- *It assigns the equivalent cards (lot/bin sizes) to on hand units*

- *It assigns the equivalent cards (lot/bin sizes) to on order units*
- *Exceptions*
    - *If the total number of cards calculated is more than the units defined (On hand + On order), then additional cards are sent to the supplying location as new orders. This is the case above*
    - *If the total number of cards calculated is less than the units defined (On hand + On order), then additional cards are created to do the following:*
        - *If units on hand is greater, then additional cards are created and card delete count is set to equivalent of the excess cards*
        - *If units on order is greater, then additional cards are created and released to the suppliers and card delete count is set to equivalent of the excess cards*



In the scenario shown on the screen above 3cards will be marked for deletion as the total number of cards created exceeded the defined sizing. No further orders will be sent to suppliers till the 3 cards are consumed.

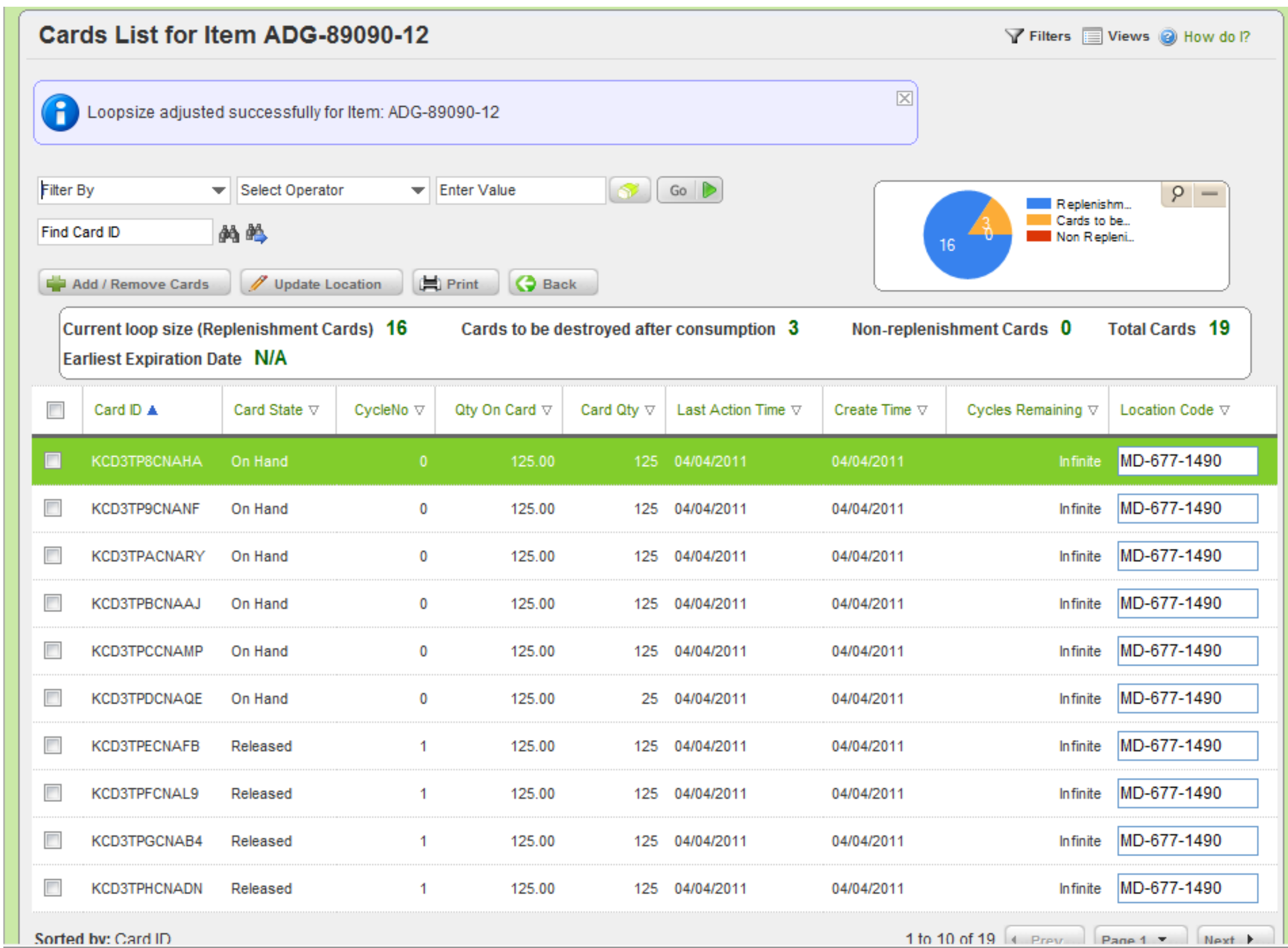
After reviewing the data click Finish. The following screen will be displayed which lists all the cards created along with their current states. Some points to note:

- At the top of the card list it shows the details of the Kanban Cards are listed
    - Current loop size (replenishment cards) – This shows what is the right loop size based on the defined parameters
    - Cards to be destroyed after consumption – This shows the excess inventory in the system that will be adjusted as the consumption happens. This could be the result of

initial set up or an ongoing resizing based on lesser demand or lowering lead times or reduction in safety stock

  - Non-replenishment cards – This shows the number of cards that are not permanent cards. These cards could be created for spike orders or to support seasonal demand
  - Total cards - this is the sum of replenishment and non-replenishment cards in the system
  - Earliest expiration date – Non-replenishment cards are created with expiration dates. For e.g. a spike card will have an expiration date set at the end of order cycle while a seasonal card may have the expiration set for a longer period (60 days, 90 days etc.). This shows the date after which card(s) are set for deletion.

- When the cards are created initially the cycle is set to zero
- If there is a default location defined at the Item level, then that is automatically displayed in the card list.
- All cards are defined as infinite cycle cards as the system will determine when and which card to delete
- Quantity on Card shows the last received quantity
- Card Quantity shows the defined lot size
- Card State shows where the card is - on hand, released (waiting to be accepted), in process, in transit or at Dock
-



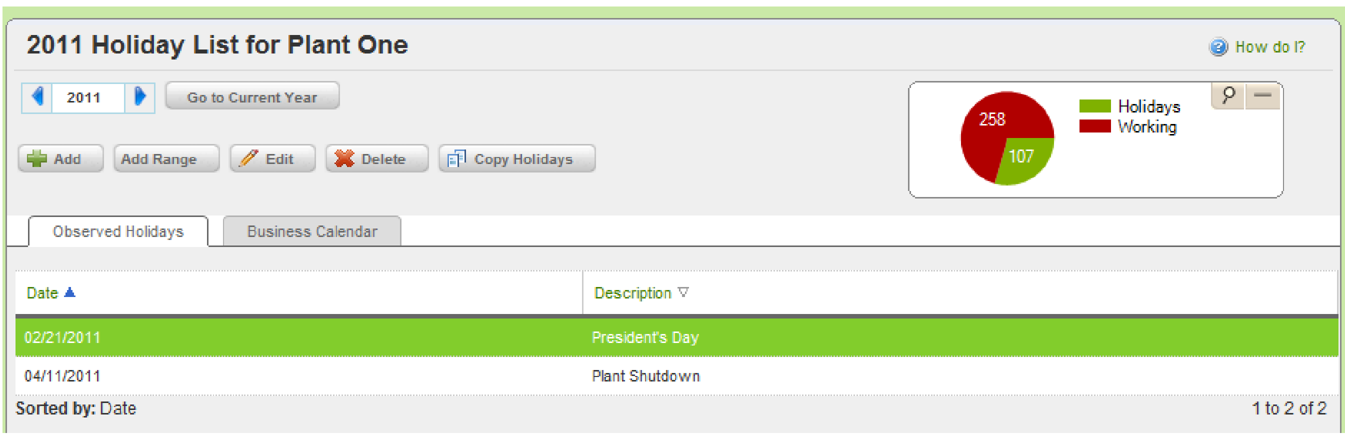
Card ID	Card State	CycleNo	Qty On Card	Card Qty	Last Action Time	Create Time	Cycles Remaining	Location Code
KCD3TP8CNAHA	On Hand	0	125.00	125	04/04/2011	04/04/2011	Infinite	MD-677-1490
KCD3TP9CNANF	On Hand	0	125.00	125	04/04/2011	04/04/2011	Infinite	MD-677-1490
KCD3TPACNARY	On Hand	0	125.00	125	04/04/2011	04/04/2011	Infinite	MD-677-1490
KCD3TPBCNAAJ	On Hand	0	125.00	125	04/04/2011	04/04/2011	Infinite	MD-677-1490
KCD3TPCCNAMP	On Hand	0	125.00	125	04/04/2011	04/04/2011	Infinite	MD-677-1490
KCD3TPDCNAQE	On Hand	0	125.00	25	04/04/2011	04/04/2011	Infinite	MD-677-1490
KCD3TPECNAFB	Released	1	125.00	125	04/04/2011	04/04/2011	Infinite	MD-677-1490
KCD3TPFCNAL9	Released	1	125.00	125	04/04/2011	04/04/2011	Infinite	MD-677-1490
KCD3TPGCNAB4	Released	1	125.00	125	04/04/2011	04/04/2011	Infinite	MD-677-1490
KCD3TPHCNADN	Released	1	125.00	125	04/04/2011	04/04/2011	Infinite	MD-677-1490

Calendar

Ultriva allows each business unit to have its own calendar. The Business units could be PLANT, SUPPLIER and WORK CENTER. Business unit administrator can set up the calendar with weekly holidays as well as special holidays. The holidays could vary based on their geographical location and hence Ultriva allows administrator to pick a specific date or a range and mark them as holidays. To perform these functions on the calendar:

- Click ADMIN at the top right hand corner
- Click CALENDAR from the menu list

The following screen is displayed which shows two tabs. The firs tab shows the list of holidays that has been marked. The second tabs show s the actual calendar.

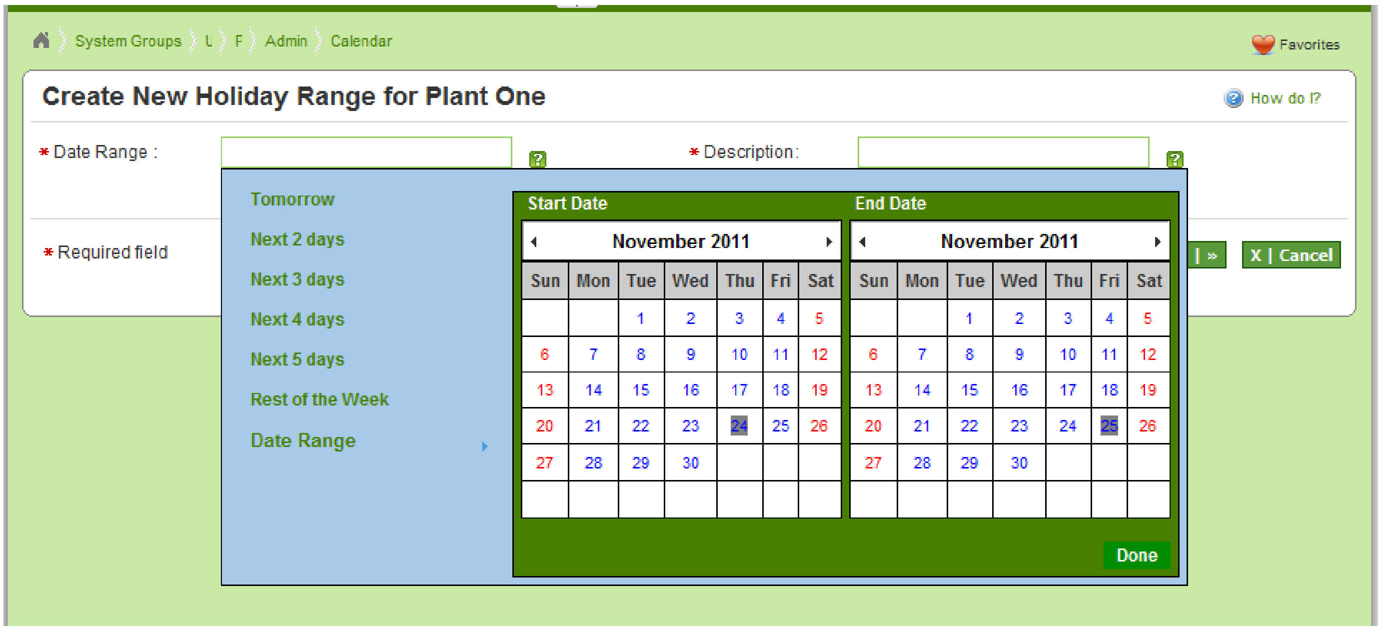


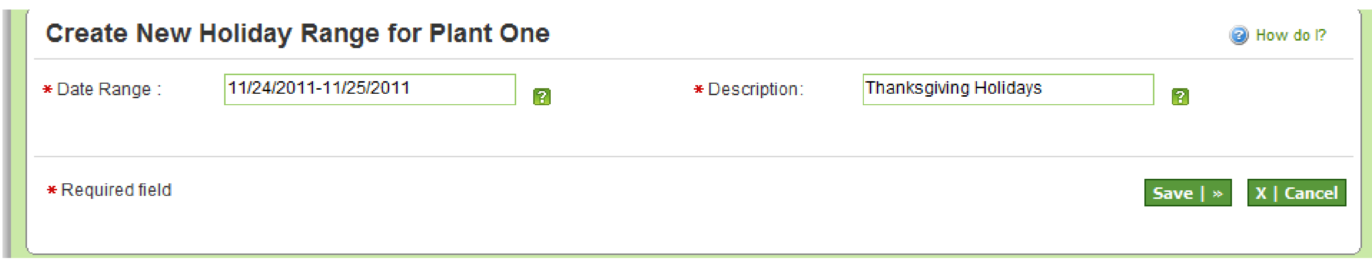
In order to add more holidays

- Click on Add (for a single date) or ADD RANGE for multiple dates
- The scenario described below shows the date range

When you click ADD RANGE, the following screen is displayed.

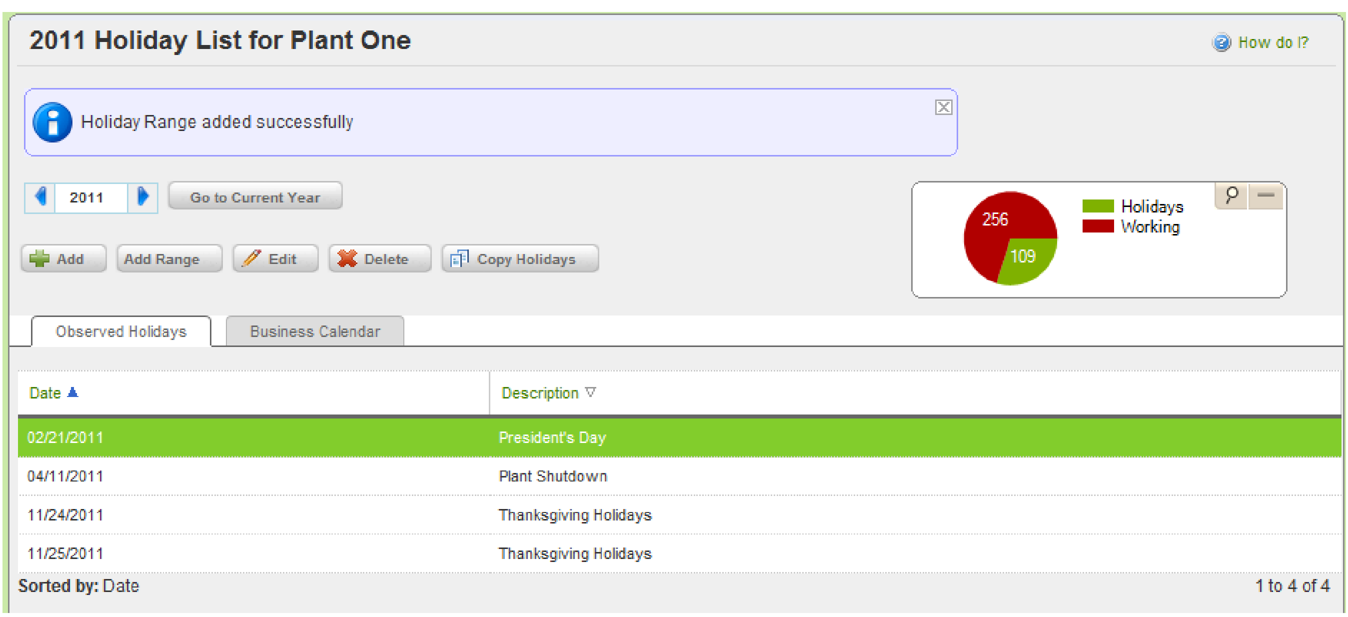
- Pick the start date and end date.
- Click Done
-



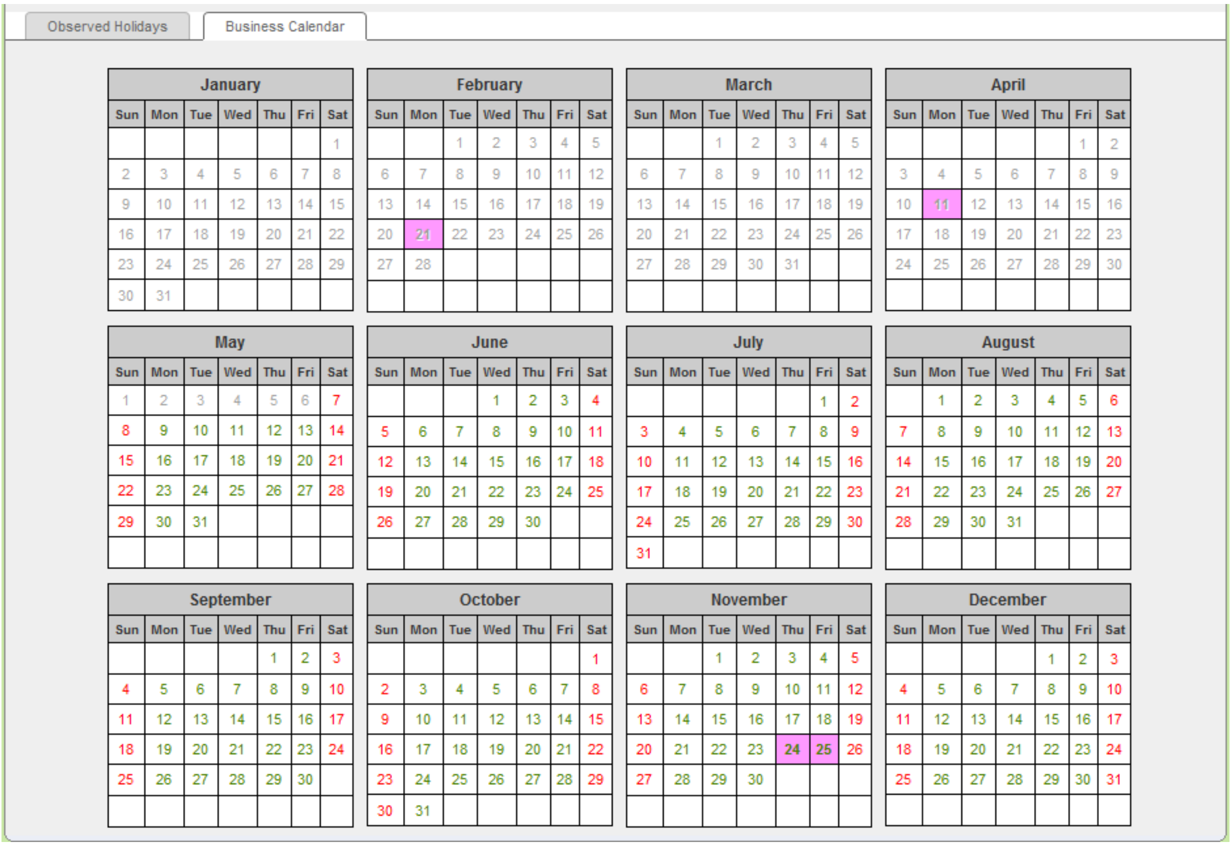


- Enter the description for the holiday
- Click Save

The holidays gets added to the list as shown below.



Click the Business Calendar tab. You will see the following annual calendar.



Rules

Rules are one of the key components of Ultriva application. Rules allow user to set up alerts that can be generated for an event happening or not happening. Ultriva allows users to generate this alert on the browser (you can see it when logging in to the application) or via email or both. Rules are created through a wizard that consists of three steps.

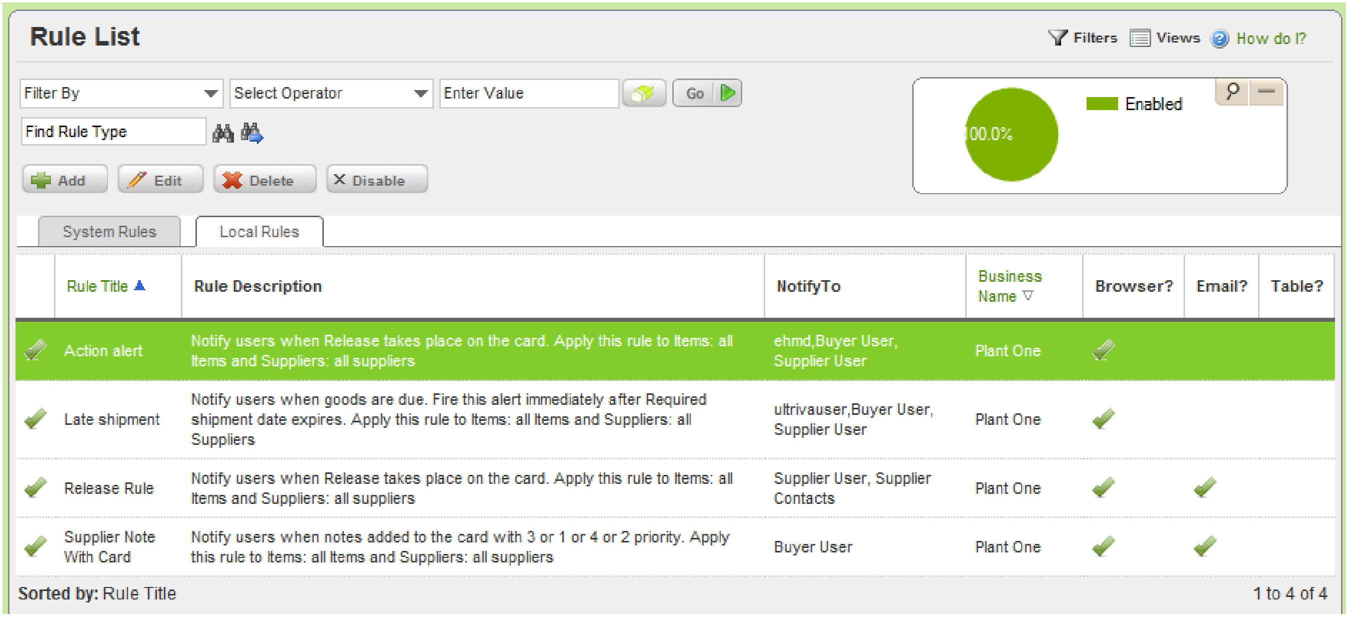
- First step – Selecting a rule from the pre-built template and defining filters if necessary
- Second step – Defining
    - How the alerts to be delivered (Browser, email or both)
    - Who should receive the alert
    - Subject of the alert
    - Message of the alert
- Third step – Setting repeatability of the alert
    - How many times should be repeated
    - What is the frequency to repeat

To go to Rules:

- Click on the ADMIN at top right hand corner
- Click on RULES from the menu list

The following rule list will be displayed. There are two types of rule

- System Rules – Are defined by Ultriva. These rules are primarily focused on integration
- Local Rules – Are defined by the user.



If there are existing rules then the same will be displayed. The options are:

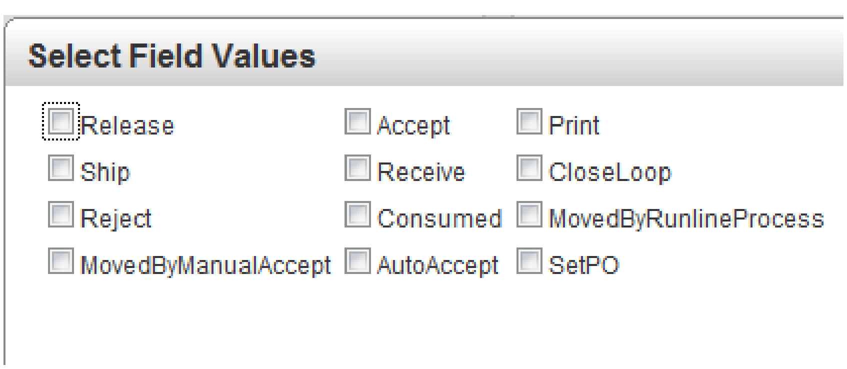
- Add a new Rule
- Edit an existing Rule
- Delete an existing Rule
- Disable an existing rule

Adding a Rule:

Ultriva provides many prebuilt rule template to support most of the commonly used business conditions. Here is the list of rule template:

When some Action takes place

- This is a generic rule that can be used for triggering an alert based on all the actions supported with in Ultriva. There are specific rule templates for most of these actions but this is a catchall kind of a rule. The screen below lists the action on which user can raise an alert

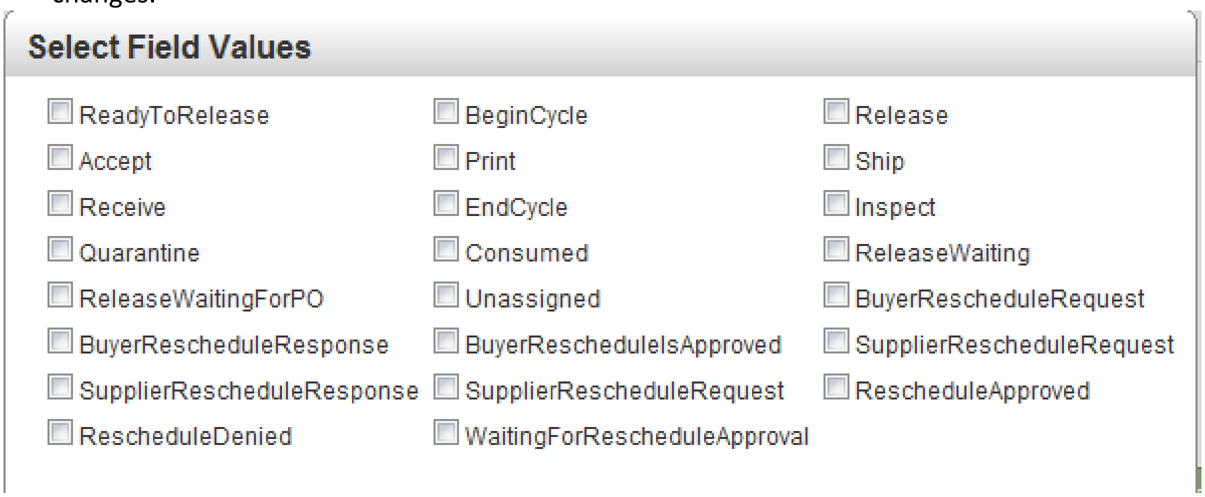


When notes with specific priority is added

- This rule triggers an alert when a note is added by a user. Ultriva supports three priorities for the notes. Low, Medium and High. A further filter can be added to state that generate an alert only if High priority note is added

When app status changes

- This expands the catchall "When some Action takes place" rule by exposing state changes as well. There are only limited actions that can be performed in Ultriva. However there are several workflow states in between these actions. These are called "App Status". Given below are the App Status which can trigger an alert when it changes.



When goods are due

- This rule triggers an alert when the goods are not shipped on due date

When goods are short shipped

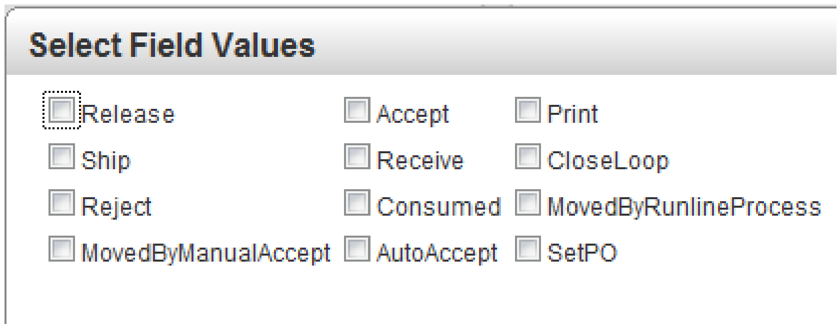
- This rule triggers an alert when the supplier short ships beyond the stated tolerance (if any)

When cards are not accepted

- Suppliers are expected to accept (acknowledge) the receipt of a Kanban signal/Order. This rule triggers an alert when the supplier does not accept/acknowledge within 24 hours

When action does not take place

- This rule triggers an alert when a subsequent action in a sequence of actions does not take place. For example, goods were shipped but not received within X number of days. While setting up the alert you pick ship as the first action and receive as the next action. The action list is shown below:



When goods are excess shipped

- This rule triggers an alert when the supplier over ships the ordered quantity

When goods are excess received

- This rule triggers an alert when goods are over received at the dock

When goods are short received

- This rule triggers an alert when goods are short received at the dock

When some action takes place exclude supplier

- This rule is same as “When action does not take place” but has an added filter to exclude some suppliers’ items

When inventory level of an item reaches a critical level

- Inventory Health in Ultriva monitors the on hand inventory for each item and marks them as Red, Yellow or Green based on the definition. This rule triggers an alert when the Item moves from one color to another. Commonly the rule is set for RED, so that the buyer can take an action to prevent stock out of that part.

When App Status changes and notes are attached

- Same as the “When App Status Changes” rule with an additional condition that triggers an alert only if a note is attached.

Cards not used with in cycle time days (Cycle time + safety days)

- This rule is triggered for stagnant cards. If a card has stayed on hand for a period longer than lead time + transit time+ safety time then an alert is triggered

When Cards are called off

- Ultriva supports a function known as “Call Off”. This is primarily used for engineered to order parts which have a long lead time and are one-off in nature.

Called off but not shipped

- After it is called off, the supplier is expected to ship within a specified time. This alert is triggered if that time has passed

When cards are rescheduled by the supplier

- For MRP parts, Ultriva provides a work flow for supplier to reschedule the ship date and obtain approval from the buyer from within the system. This rule triggers an alert to the buyer when the supplier reschedules. Buyer can then log in to the application and either approve or reject the reschedule

When reschedule is approved by the buyer

- This rule triggers an alert when the buyer approves the supplier's request for reschedule

When reschedule is rejected by the buyer

- This rule triggers an alert when the buyer rejects the supplier's request for reschedule

When the card is rescheduled by the buyer

- Similar to the supplier, buyer also has options to reschedule the ship date. This rule triggers an alert to the supplier when Buyer makes a reschedule

Buyer reschedule is accepted by the supplier

- This rule triggers an alert when the supplier accepts buyer's reschedule

New non-replenishment card is released

- This rule triggers an alert when a non-replenishment card is release in the system

Kanban card is recalled

- This rule triggers an alert when a Kanban card is recalled by the buyer

Delayed Operation

- This rule triggers an alert when an operation is delayed for whatever reason

Card/order released to the supplier

- This rule triggers an alert when a Kanban card or MRP order is released to the supplier

When Blanket quantity is X days of usage per day

- While setting up a blanket order, Ultriva allows the user to set the total blanket quantity allotted for that order in MRP. As customer starts releasing lines against that blanket, Ultriva will automatically keep track of the remaining quantity in the blanket P.O. This rule triggers an alert x days before the blanket quantity expires. For e.g. if the usage is set to 100 pieces and in the rule X is set to 10, then an alert will be triggered when 1000 pieces is left in the blanket

When goods are due in X days

- Similar to the quantity, Ultriva also allows the user to set the expiration date of the blanket P.O. if in this rule x is set to 15, then an alert will be triggered 15 days prior to the expiration of the P.O.

When card production is closed or reset

- This is primarily for production at work center. When a production is completed this rule triggers an alert

When inventory is issued or transferred

- This rule triggers an alert when inventory is moved from one location to another or inventory is issued from the warehouse to the line

When RFQ is not auto-requested

- Ultriva also supports" Request For Quote (RFQ)" module. In that there is feature to set an auto request option. This rule triggers an alert if that option is not chosen

When a RFQ is requested

- This rule triggers an alert when a RFQ is generate in Ultriva

When a supplier responds to a RFQ

- This rule triggers an alert when the supplier responds to RFQ

When a supplier responds with "Unable to Comply"

- This rule triggers an alert when supplier responds with "Unable to Comply" for that RFQ

When RFQ is cancelled

- This rule triggers an alert when the RFQ is cancelled

First consignment

- Ultriva support consignment parts (or VMI). When an item is set as consignment item, this rule triggers an alert when the First consignment is consumed

When card is deleted

- This rule triggers an alert when a Kanban card is deleted in the system

When card is approved or rejected at inspection

- Ultriva supports inspection as a part of the work flow. This rule triggers an alert when the inspection results in an approval or rejection.

When order has to be created in MRP/ERP for release

- This rule triggers alert when a card is released in Ultriva and a buyer has to be notified to generate a P.O in MRP

Card not used with in consumption days

- In order to make sure that the inventory is being cycled correctly (FIFO). The consumption days are defined as lot size/Average demand. Assume the usage per day is 100 pieces and the lot size is 500 pieces. The consumption days will be 5. So for this part, this rule will trigger an alert if that lot stays on hand longer than 5 days.

An example of the rule can be created is shown below.

- Click Add button

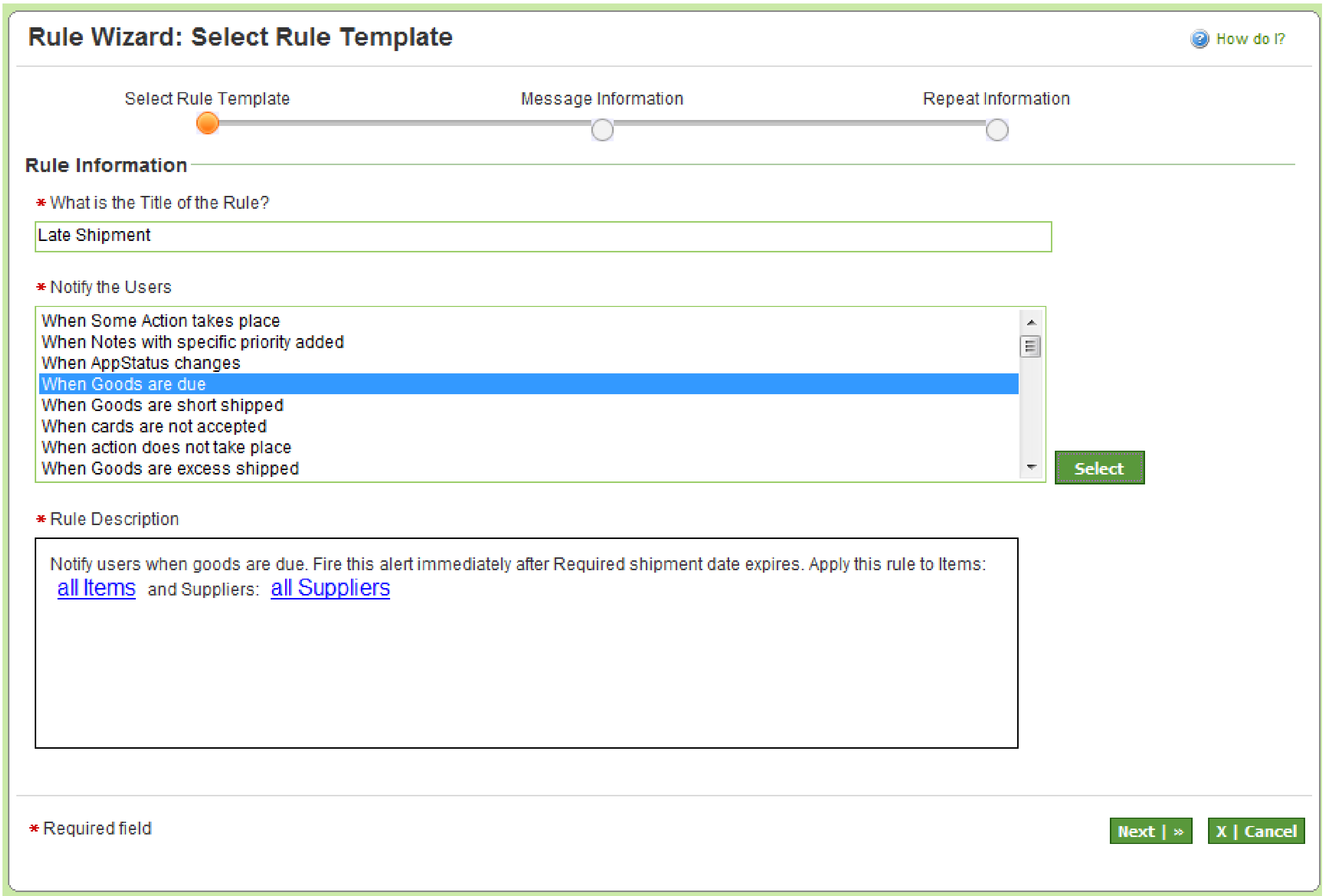
The first step of the rule creation wizard will be displayed as follows:

The template that is chosen is "When goods are due". This means that this is a late shipment notification.

- Enter the Rule title
- Select the "When goods are due" template

- Click Select button on the right

The rule conditions and filter options will be displayed on the box titled Rule Description. For this rule the filter options are Items and Suppliers. So you can limit this rule to specific Items or limited suppliers. The reason being sometimes, you wish to monitor this only for certain critical parts or delinquent suppliers.

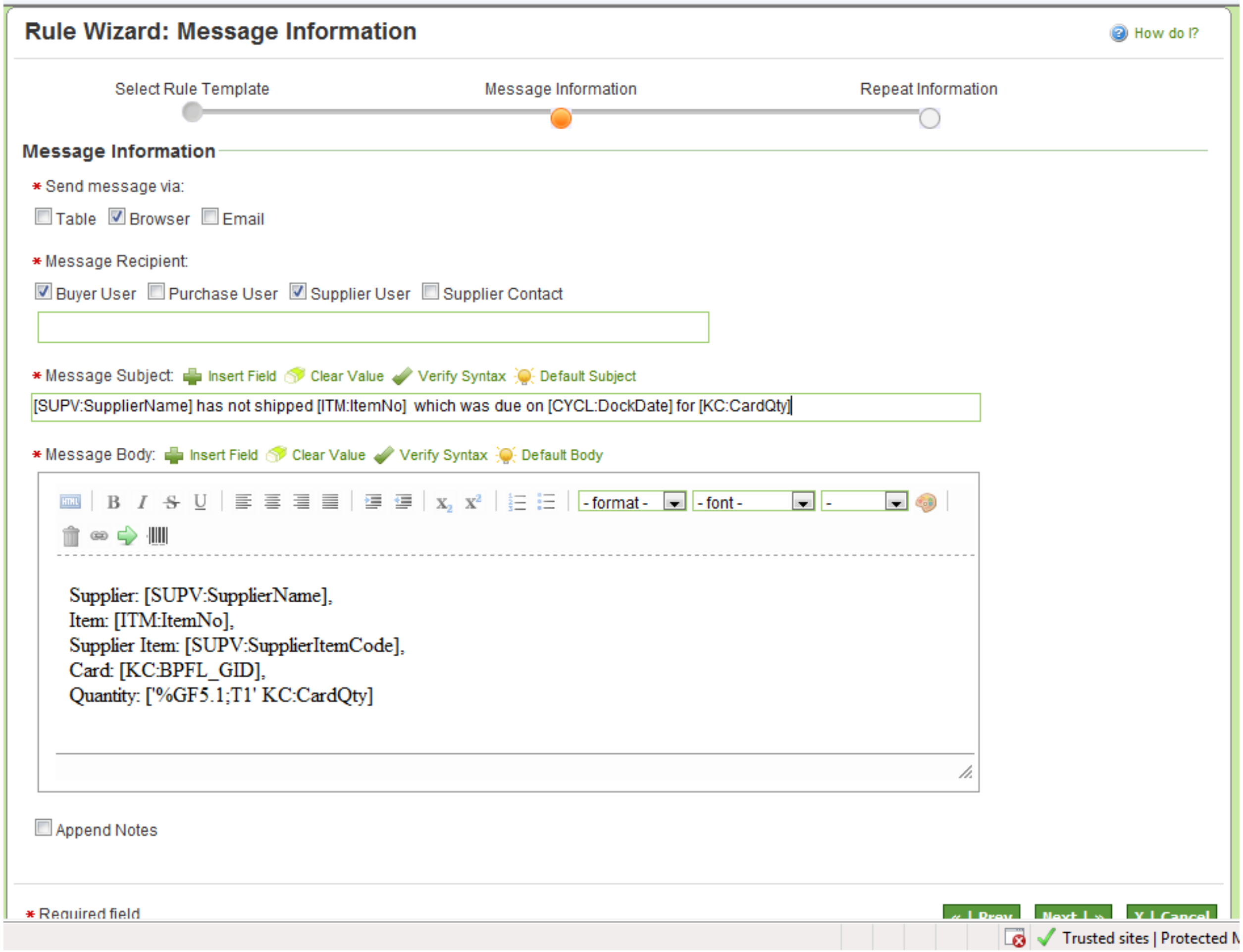


- Click Next after you filled in the necessary details

The second step in the wizard will show up. In this you have four tasks to be completed.

1. Select whether the alert to be delivered by Browser or Email or both
2. Select whom should the alert be delivered to i.e. message recipient
    a. You can choose by roles
    b. You can also add user names
3. Create a subject
    a. You can choose from default to auto fill
    b. You can build the subject using fields
4. Create a message text
    a. You can choose from default to auto fill
    b. You can build the subject using fields

The screen below shows all the four tasks completed.

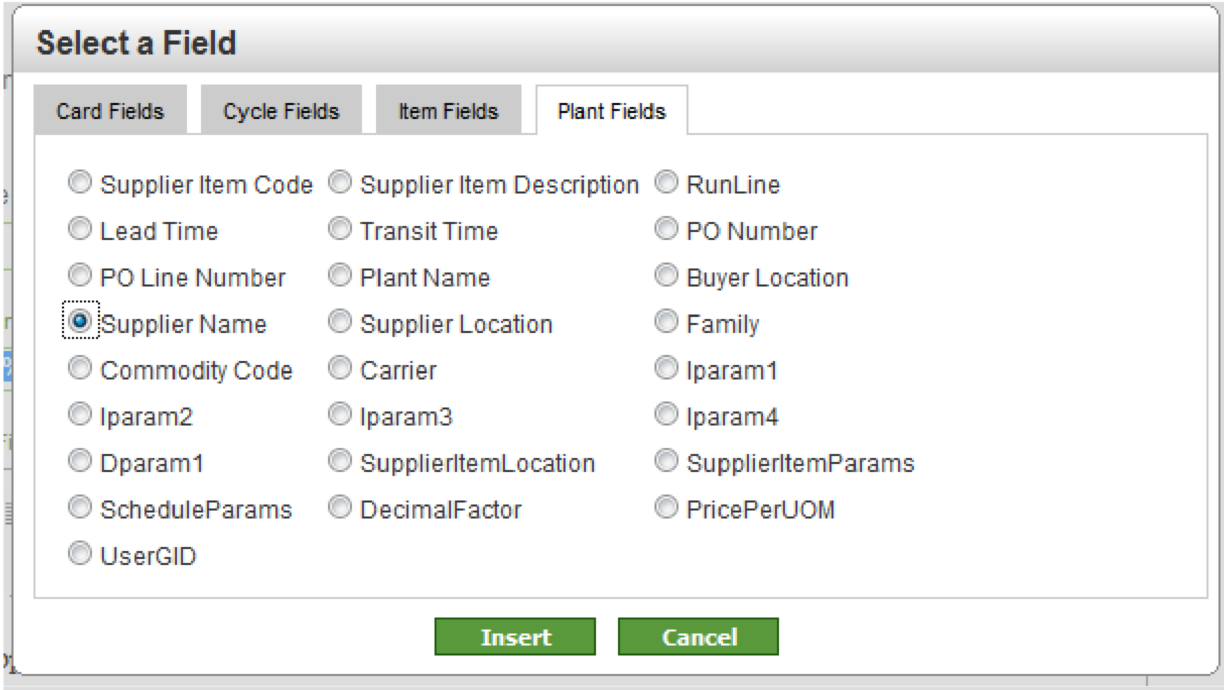


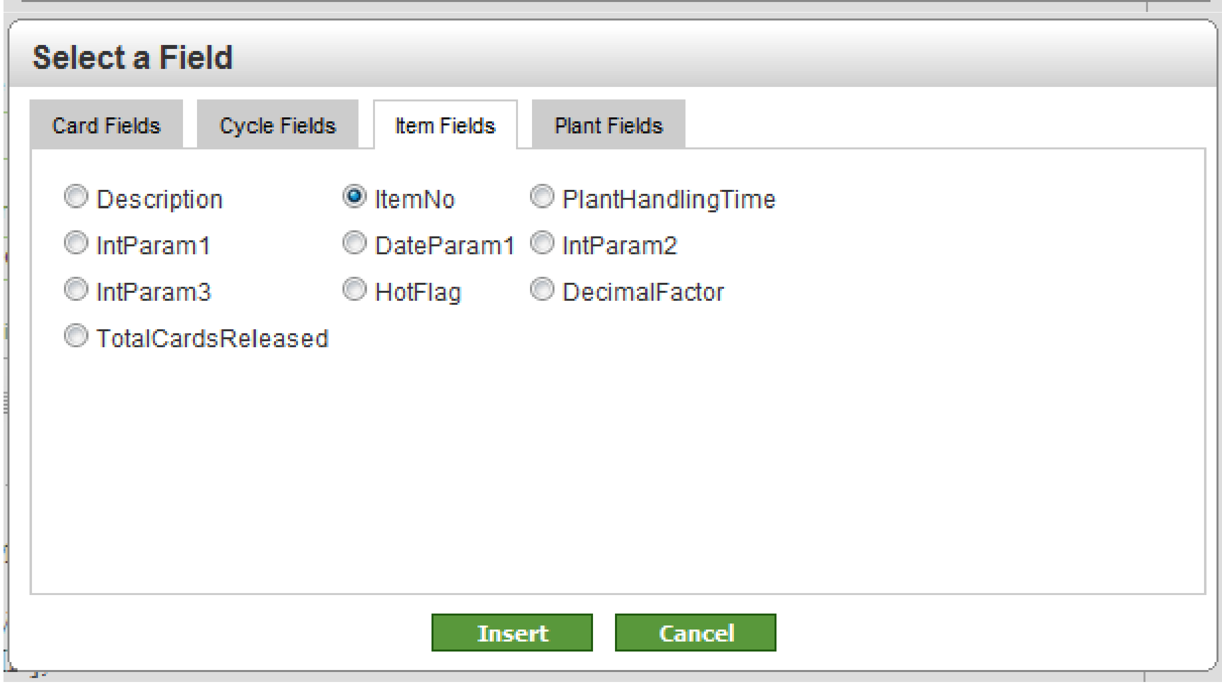
For developing a custom subject line or message text you can click on INSERT FIELD hyperlink on top of each section.

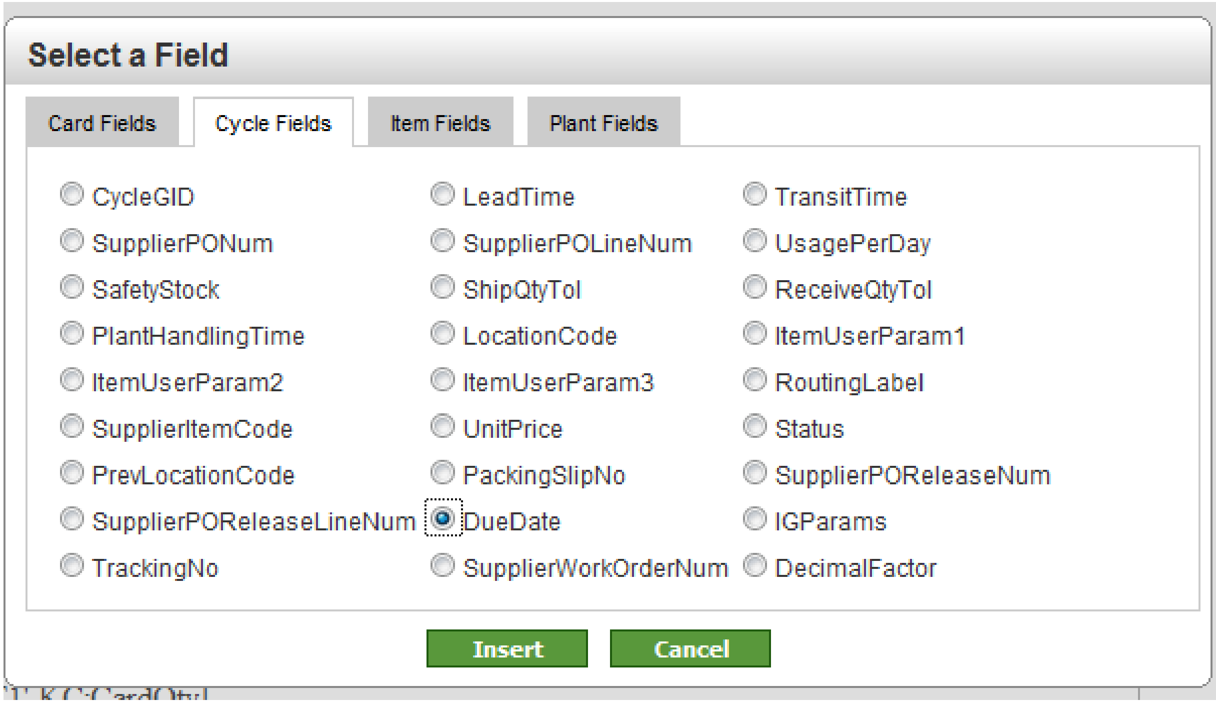
There are four set of fields that can be picked from:

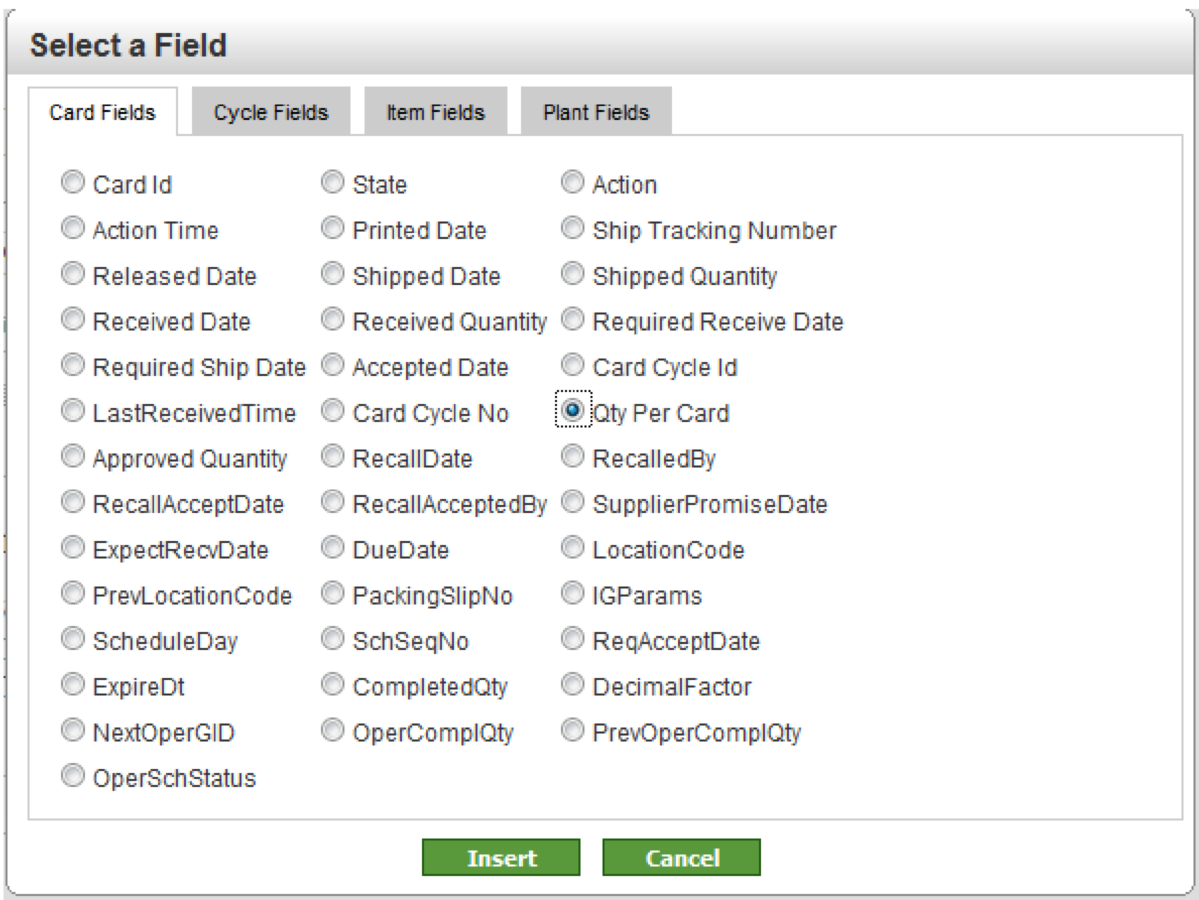
- Card Fields
  - Shows all the data pertaining to that card
- Cycle Fields
  - Shows all the data pertaining to the current card cycle
- Item Fields
  - Shows all the data pertaining to the Item
- Plant Fields
  - Shows all the data pertaining to the plant/supplier

Each of the field list is displayed below:


Select a Field
Card Fields
Cycle Fields
Item Fields
Plant Fields
Supplier Item Code
Supplier Item Description
RunLine
Lead Time
Transit Time
PO Number
PO Line Number
Plant Name
Buyer Location
Supplier Name
Supplier Location
Family
Commodity Code
Carrier
Iparam1
Iparam2
Iparam3
Iparam4
Dparam1
SupplierItemLocation
SupplierItemParams
ScheduleParams
DecimalFactor
PricePerUOM
UserGID
Insert
Cancel

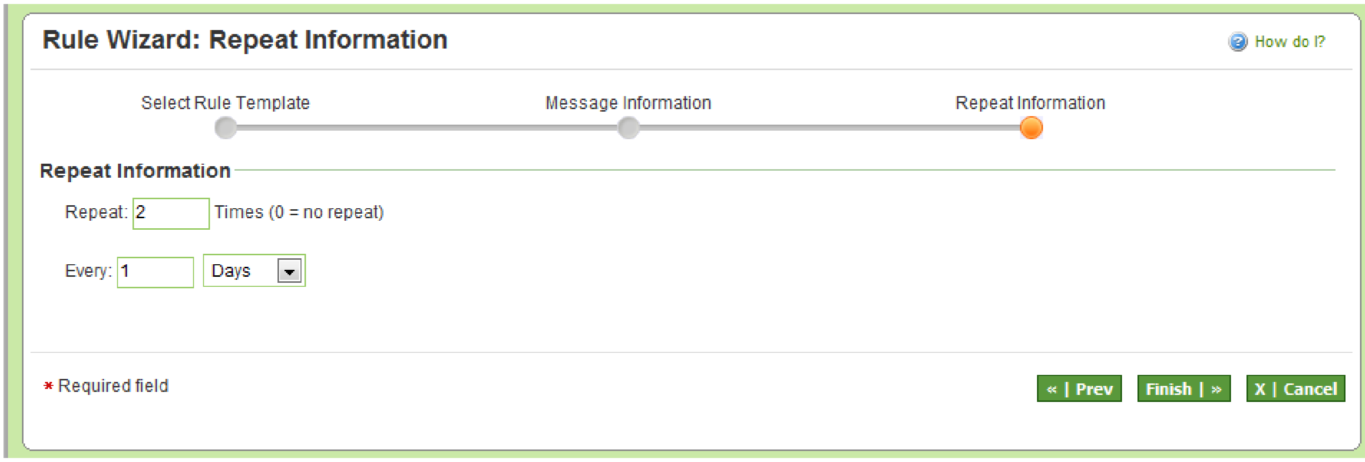

Select a Field
Card Fields
Cycle Fields
Item Fields
Plant Fields
Description
ItemNo
PlantHandlingTime
IntParam1
DateParam1
IntParam2
IntParam3
HotFlag
DecimalFactor
TotalCardsReleased
Insert
Cancel


Select a Field
Card Fields
Cycle Fields
Item Fields
Plant Fields
CycleGID
LeadTime
TransitTime
SupplierPONum
SupplierPOLineNum
UsagePerDay
SafetyStock
ShipQtyTol
ReceiveQtyTol
PlantHandlingTime
LocationCode
ItemUserParam1
ItemUserParam2
ItemUserParam3
RoutingLabel
SupplierItemCode
UnitPrice
Status
PrevLocationCode
PackingSlipNo
SupplierPOReleaseNum
SupplierPOReleaseLineNum
DueDate
IGParams
TrackingNo
SupplierWorkOrderNum
DecimalFactor
Insert
Cancel


Select a Field
Card Fields
Cycle Fields
Item Fields
Plant Fields
Card Id
State
Action
Action Time
Printed Date
Ship Tracking Number
Released Date
Shipped Date
Shipped Quantity
Received Date
Received Quantity
Required Receive Date
Required Ship Date
Accepted Date
Card Cycle Id
LastReceivedTime
Card Cycle No
Qty Per Card
Approved Quantity
RecallDate
RecalledBy
RecallAcceptDate
RecallAcceptedBy
SupplierPromiseDate
ExpectRecvDate
DueDate
LocationCode
PrevLocationCode
PackingSlipNo
IGParams
ScheduleDay
SchSeqNo
ReqAcceptDate
ExpireDt
CompletedQty
DecimalFactor
NextOperGID
OperComplQty
PrevOperComplQty
OperSchStatus
Insert
Cancel

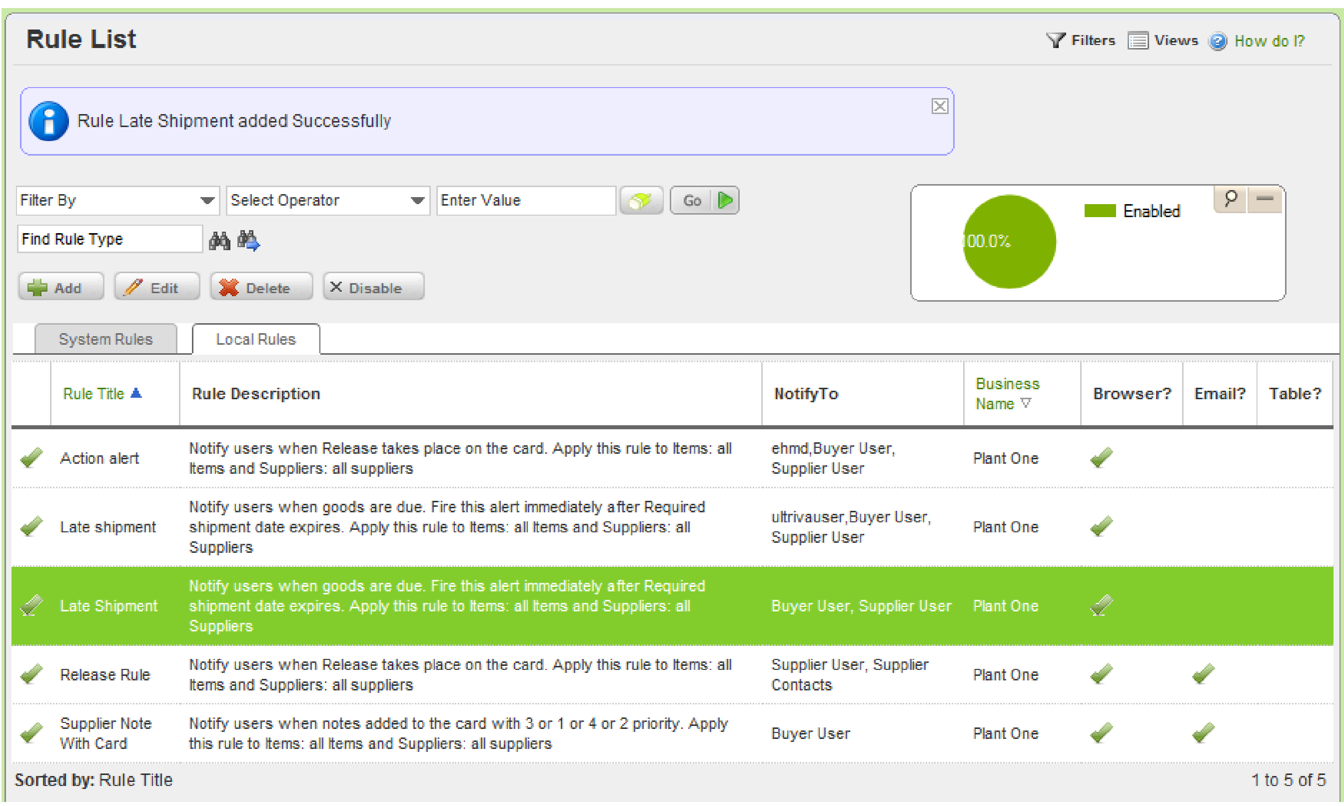
- Click next after you complete the second step

The third step appears below:



If it is a onetime alert then just press finish. However if you wish to repeat this alert then you can enter- how many times you wish to repeat and the frequency interval and then click Finish.

When the rule is created it shows up on the rule list as shown below.



Schedule Configuration

In order to manage and control production at a work center several additional parameters should be set up front. They are:

- *Set schedule configuration for the work center (hours per day, custom fields to sort sequence on, screen configuration for the supervisor and operator*
- *Define Machines on which the production will be done*
- *Define the Operations which will be performed on these machines*
- *Define users who will run the operations*
- *Define for each item what will be the operational flow (if item has to go through multiple operations)*

In this section we will detail how the above parameters will be set.

The configuration schedule alone has to be defined by the plant administrator. Here are the steps:

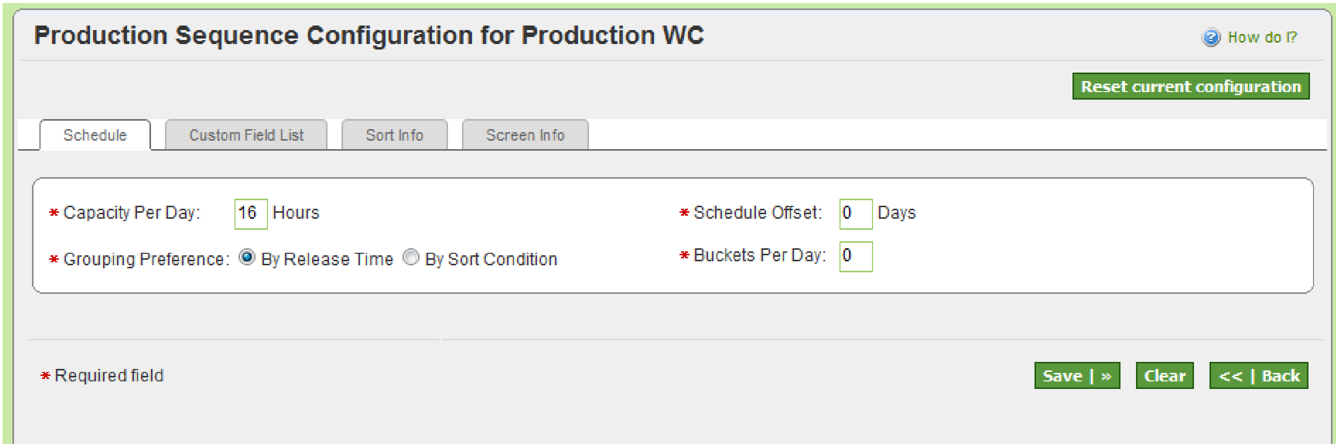
- *Login as plant admin (or the user with the rights to create the work centers)*
- *Select "Admin" button from the top right corner*
- *Select "Work Centers" from the menu list*
- *A list of existing work centers will be displayed*
- *Select "Production WC"*
- *Click on "More Options" button and select Schedule configuration*

The following screen will show up with four tabs; Let us review each tab in detail:

Schedule

- *This tab allows you to set the work hours per day, any offset in schedule date if desired, option to select grouping preferences, how many work intervals (like shift) you wish to set up with in each work hour days.*
    - *Capacity per day – set the number of hours (8,16, 24)*
    - *Schedule offset – Set the number of days by which the system should move the schedule up from the required ship date. i.e. if the require ship date is 4/30/2011 and you set the offset as 1, then the system will automatically schedule it to 4/29/2011*
    - *Grouping preference: With in a single day, the production orders can be grouped by release time (FIFO) or through a set of fields (custom and system) in a sort order*
    - *Buckets per Day: Each bucket is a time interval in Ultriva. For e.g. if you set 2 buckets on a 16 hour day then each bucket will be 8 hours*

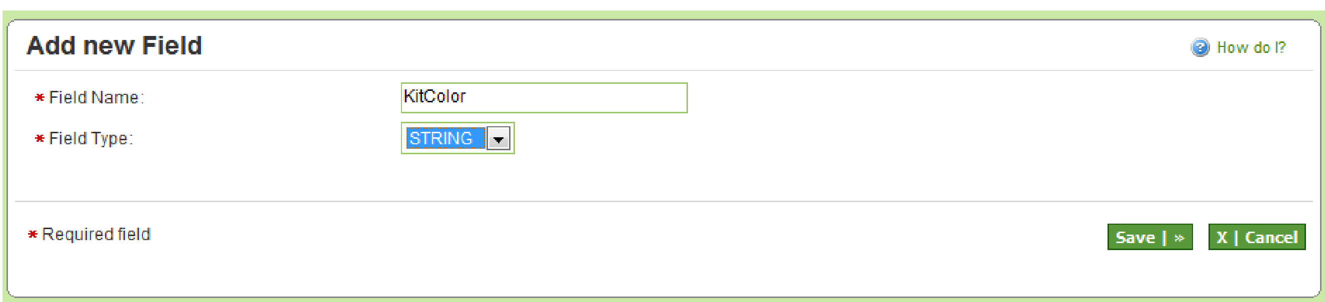
These configuration can be changed when ever the production status changes.



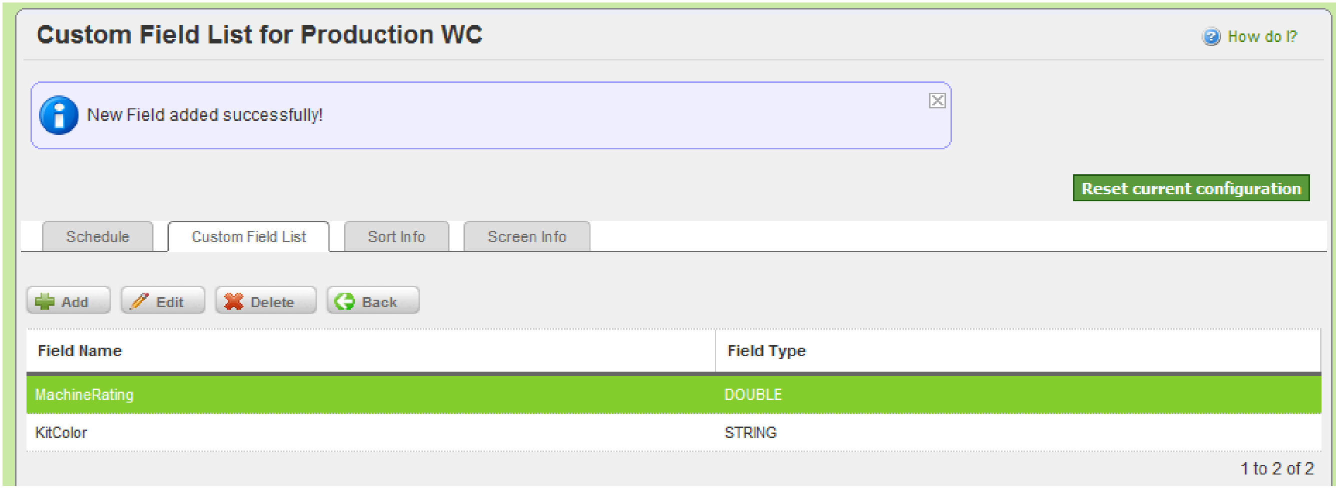
Custom Field List

If you selected the option “By Sort Condition” in the Grouping preference above, then you have the option to set the sort order in which the production orders should be sequenced for each day or each bucket. The sort order normally includes standard fields like Item Number, Required Ship Date, Business Name (Customer Name) and Hot order. However many businesses need to minimize the set up time by grouping parts based on their product parameters like color, size, rating etc. The Custom Field tab allows you to define for each work center what those parameters should be. The screen below shows how to do it.

- *Select Custom Fields tab*
- *Click Add button*
- *Fill in the field name (No spaces allowed)*
- *Select the field type (String or Number)*
- *Click Save*

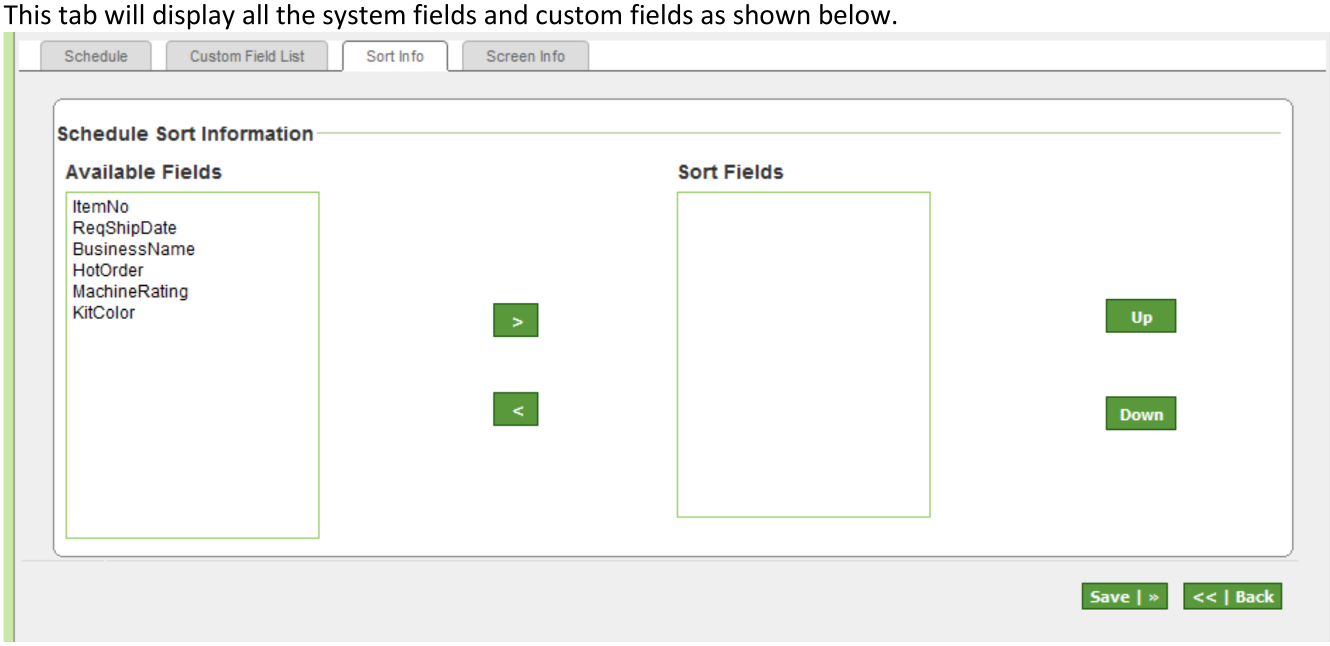


All the custom fields you added will be displayed. Again this list could be added or deleted based on the production needs.

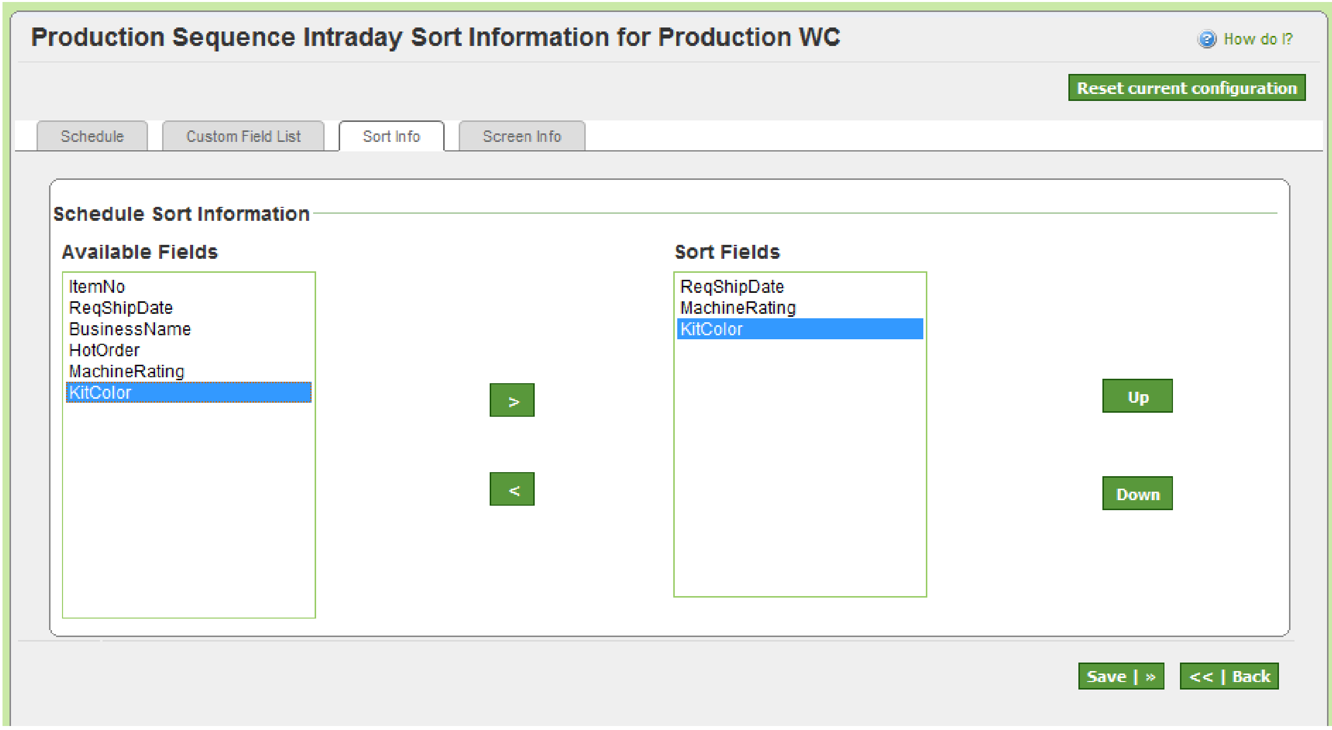


Sort Info

This tab will display all the system fields and custom fields as shown below.



Select the fields on the list and using the **>** button move it to Sort fields list. You will have an option of sequencing the sort order by using **UP** and **DOWN** buttons. The result is shown below:

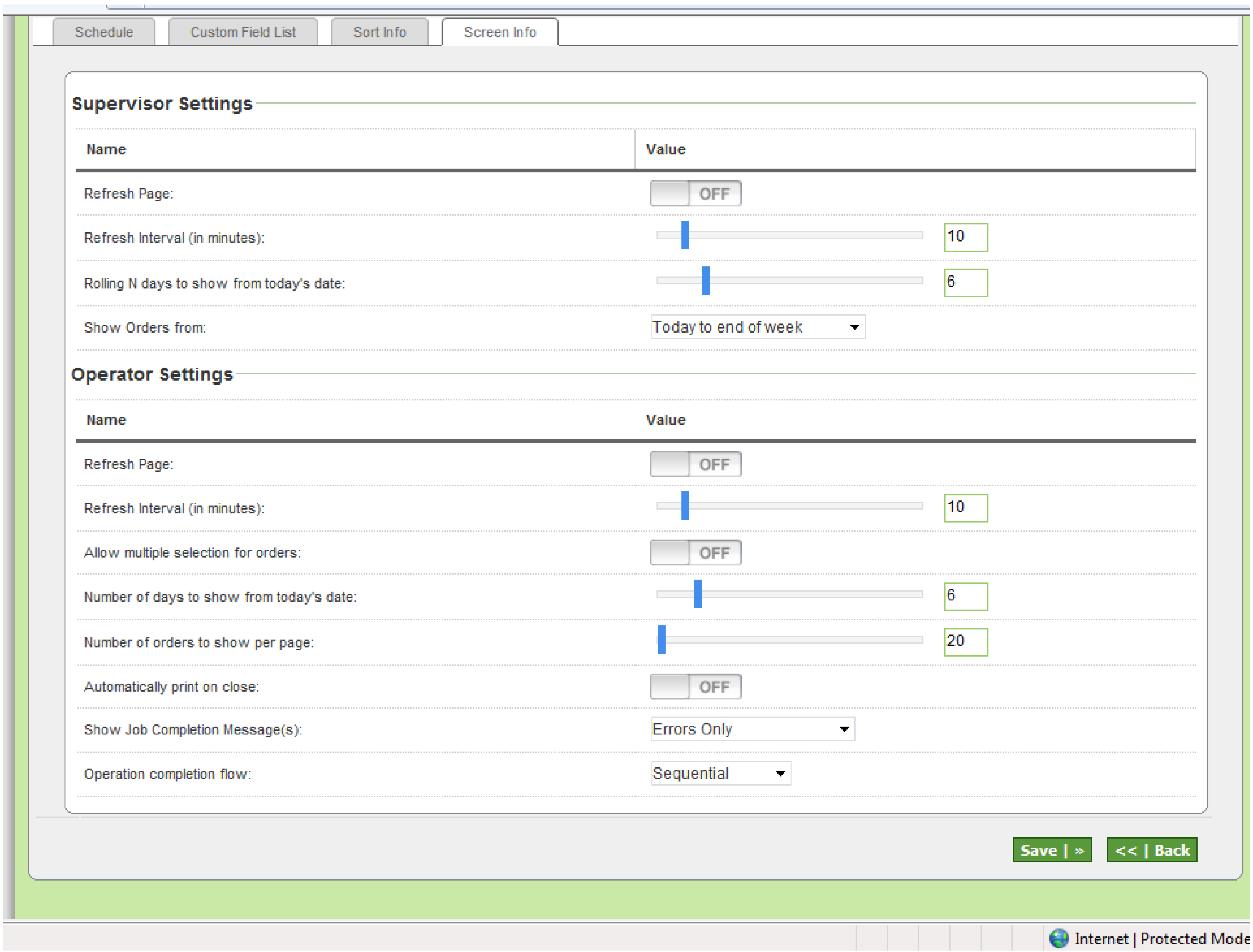


This shows that the production orders will be first sorted by required ship date, then by Machine Rating and then grouped by Kit Color. Please note the sequence is applicable for the day (or bucket) only and not for all the open orders in the work center.

Screen Info

This tab lets users to set some preferences on the screen. Here is what they mean:

- *Supervisor*
    - *Refresh Page: This is an ON/OFF switch. If set to ON then the page will be automatically refreshed at the interval defined*
    - *Refresh Interval: This can be set in Minutes. If the Refresh Page is set to ON, then the screen will refresh in those minutes. Typically when the supervisor sets for refresh (for e.g. every 10 minutes) then he can continuously see which is the job that is currently in production or has the operator run in to trouble due to lack of materials or machine problems*
    - *Rolling N days to show from today's date: This is for displaying in a single page all the orders that fits in to today + N days criteria. For e.g. If today is April 15 and you enter 10 in the box, then on a single page the supervisor will see all the orders from April 15 to April 24.*
    - *Show orders from: This will allow the supervisor to switch between the above criteria and end of the week. i.e. If April 15 is Wednesday then the supervisor can either see orders for 15th, 16th and 17th or from 15th to 24th depending on what is set here.*

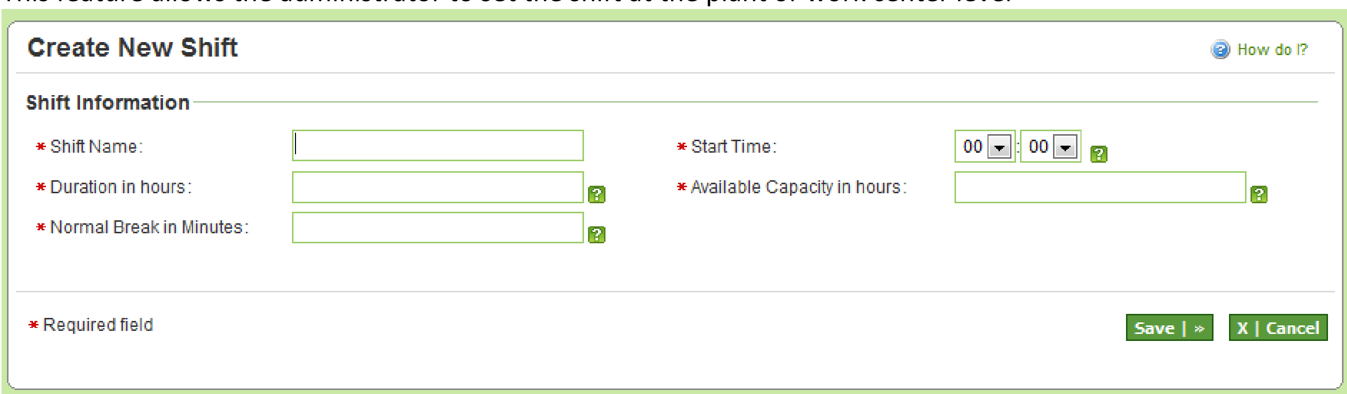


- *Operator*
    - *Refresh Page: This is an ON/OFF switch. If set to ON then the page will be automatically refreshed at the interval defined*
    - *Refresh Interval: This can be set in Minutes. If the Refresh Page is set to ON, then the screen will refresh in those minutes. Typically when the operator sets for refresh (for e.g. every 10 minutes) then he can continuously see new orders if the production is set to get new orders for current day. He will also be able to see the jobs which he put on hold, if the supervisor reset them.*
    - *Rolling N days to show from today's date: This is for displaying in a single page all the orders that fits in to today + N days criteria. For e.g. If today is April 15 and you enter 10 in the box, then on a single page the supervisor will see all the orders from April 15 to April 24.*
    - *Number of orders to show per page: This allows the operator to control how many orders he wishes to see before going to the next screen*
    - *Automatically print in close: If the cell is well laid out to support complete operation, then this flag is set to ON. When the operator completes the production, a ticket or a label is automatically printed*

- *Show job completion message(s): This shows a drop down list that allows the operators to see either ERRORS only or SUCCESS and ERRORS. If it is a fast moving line, then showing success may be slowing down the process.*
- *Operations completion flow: The two options are SEQUENTIAL or ADHOC. If SEQUENTIAL is chosen then the only the next operation defined in ITEM flow is allowed to be produced. If ADHOC is chosen, then the system allows the operator to choose from any of the remaining operations.*

Shift

This feature allows the administrator to set the shift at the plant or work center level



Multiple shifts can be created. This is important when OEE metrics are measured

Operator Work Hours

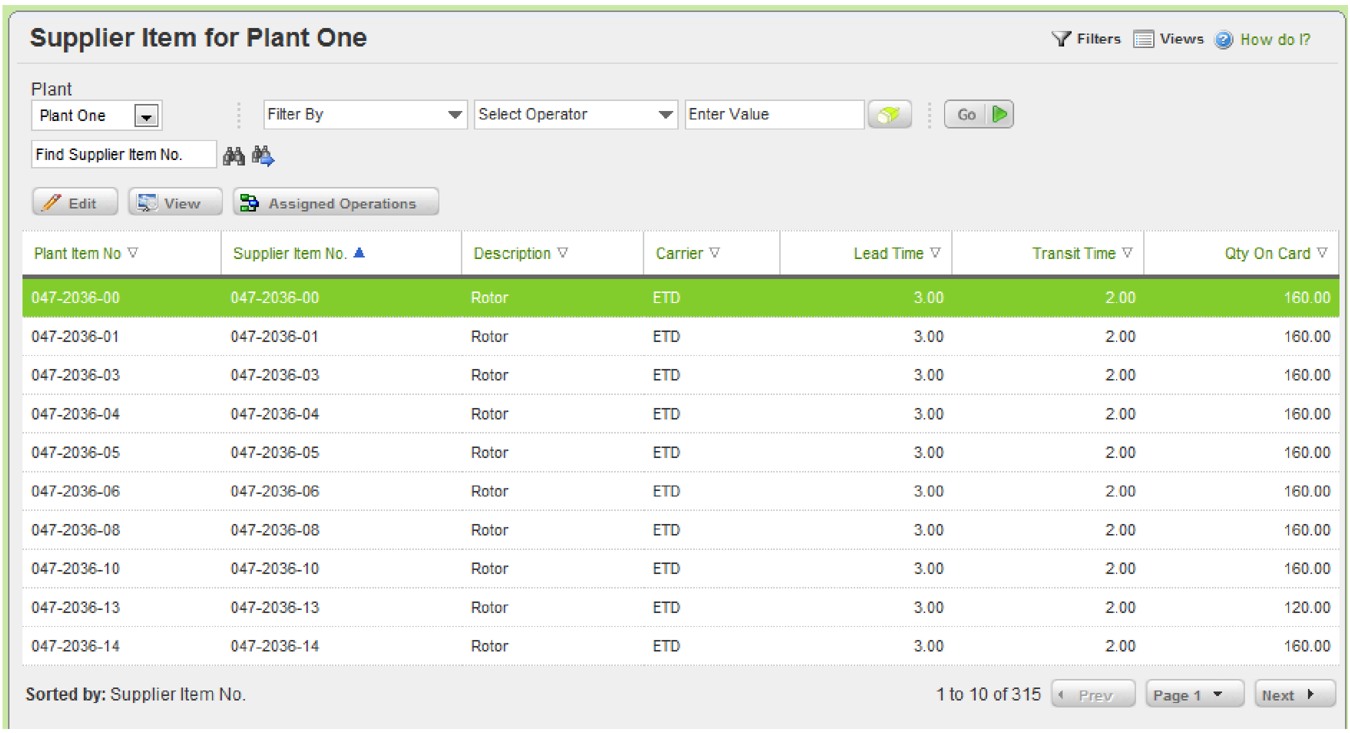
This feature is available only if OEE is enabled. Again this is a part of initial set up.

Supplier Item

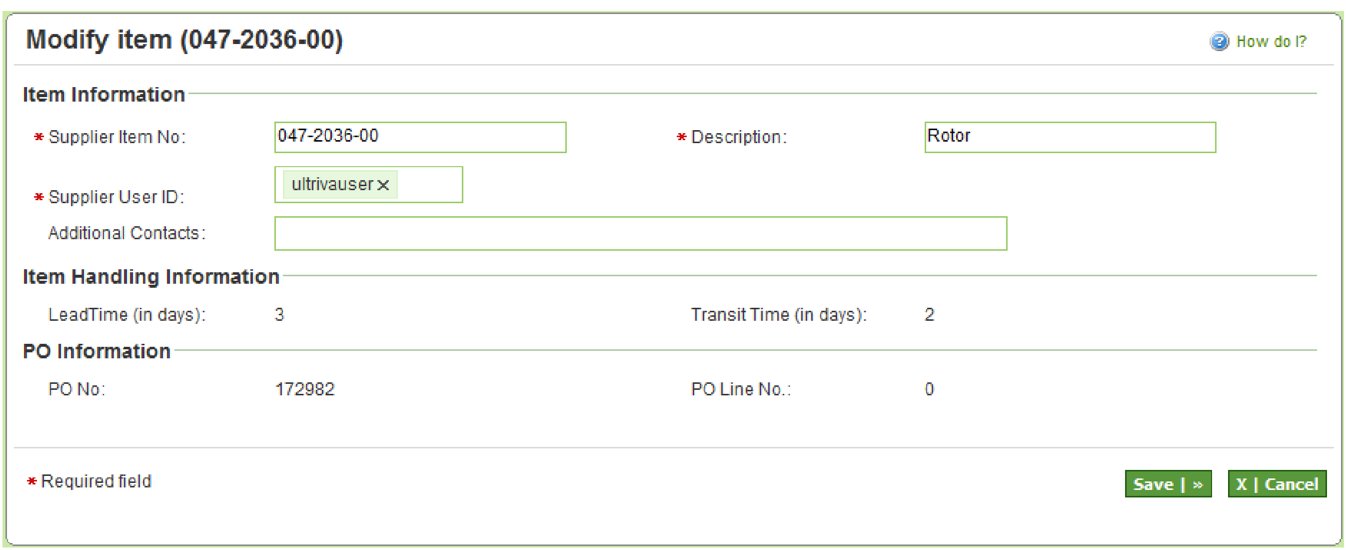
Ultriva allows the suppliers to edit the item they are supplying. The following fields are editable:

- Supplier Item Number – This could be different from the customer item number
- Supplier Item description – this could be different from customer item description
- Supplier user – change the supplier CSR or user associated with that part

The following screens show the details.



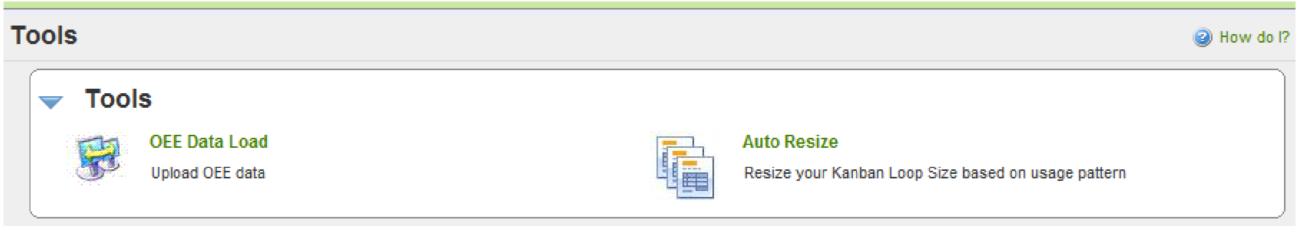
Plant Item No	Supplier Item No.	Description	Carrier	Lead Time	Transit Time	Qty On Card
047-2036-00	047-2036-00	Rotor	ETD	3.00	2.00	160.00
047-2036-01	047-2036-01	Rotor	ETD	3.00	2.00	160.00
047-2036-03	047-2036-03	Rotor	ETD	3.00	2.00	160.00
047-2036-04	047-2036-04	Rotor	ETD	3.00	2.00	160.00
047-2036-05	047-2036-05	Rotor	ETD	3.00	2.00	160.00
047-2036-06	047-2036-06	Rotor	ETD	3.00	2.00	160.00
047-2036-08	047-2036-08	Rotor	ETD	3.00	2.00	160.00
047-2036-10	047-2036-10	Rotor	ETD	3.00	2.00	160.00
047-2036-13	047-2036-13	Rotor	ETD	3.00	2.00	120.00
047-2036-14	047-2036-14	Rotor	ETD	3.00	2.00	160.00



Tools

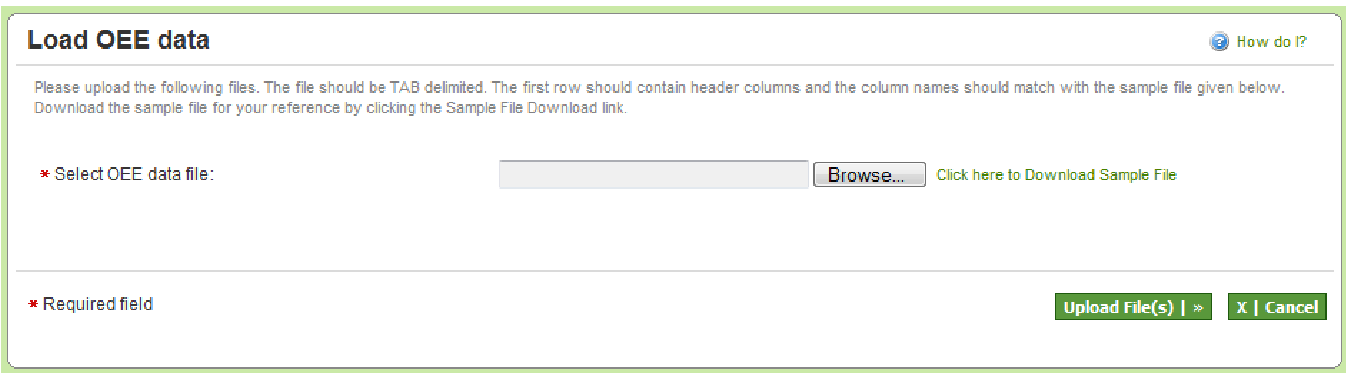
This menu item is a place holder for adding admin tools over time. Currently it has only two items:

- OEE data load
- Auto Resize



OEE data load

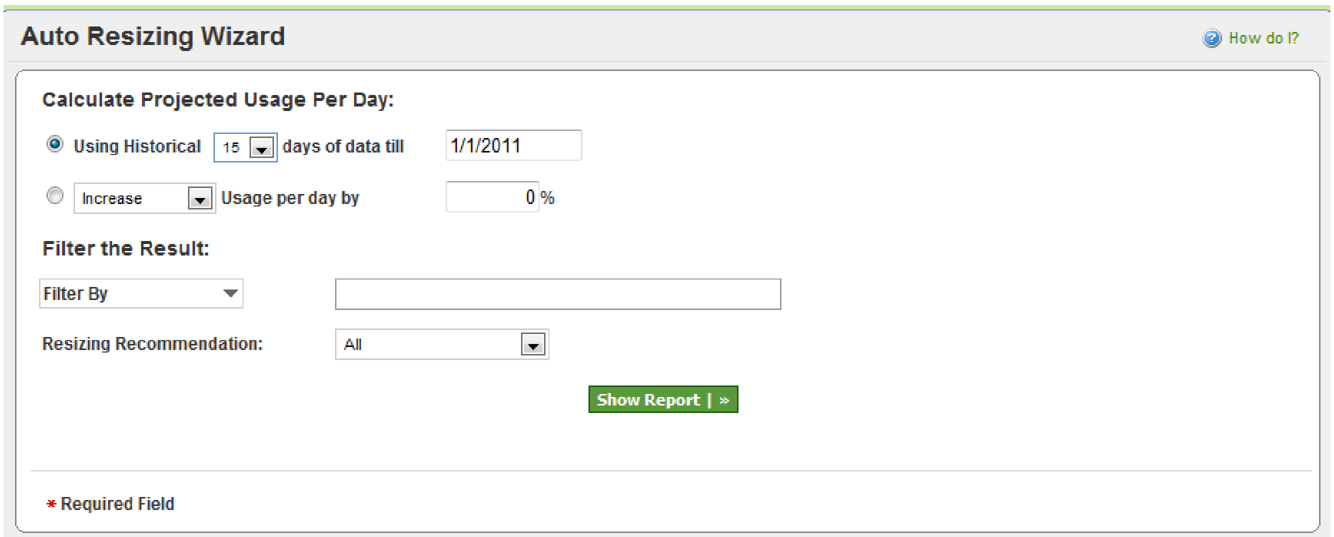
OEE data load is a back end process that allows the user to set up all the necessary data for setting up the OEE parameters. The data file in the defined format can be loaded through the screen as shown below:



Auto Resize

This is an actionable report. Users can set the filter conditions prior to generating the report. The resize recommendations could be based on historical demand (15/30/90 days) or a percentage increase/decrease in expected demand.

The filter conditions are displayed in the screen below. Select the appropriate recommendation and the necessary. Click show report when done.



The report is displayed that gives the following details:

- Item Number
- Usage per Day (as defined in the system)
- Last 90 (30/60 depending on what is set in the filter screen) days usage per day (historical data)
- Suggested usage per day (computed based on the historical (computed)
- Safety stock
  - Suggested – This is based on the computed usage per day
  - New – if the user decides to override it
- 30 days average std. %
- S/X – standard deviation/mean which is the variability of consumption (computed)
- Recommendation – Action proposed – Add Cards, Delete cards or No Action
- Card Count
  - Suggested by the system
  - New – user can change this if they wish to carry more stock or go lower
  - Kanban loop size – Current card count in the system
  - Unit cost – Price per UOM defined in the system
  - Value of cards added/deleted – Total inventory value change based on the recommendation

Auto Resizing Wizard

How do I?

Change Filter

Confirm Resizing for Selected Items | Calculate Safety Stock

Plant:FPN RAW, Projected Usage Per Day:It is calculated using 90 of data till 2011-04-20, Recommendation:all

	Item	Usage Per Day	Last 90 Days	Sugg. Usage Per Day	Safety Stock		30 day Avg.Std (%)	S/X	Reccommendation	Card Count		Kanban Loop Size	Unit Cost	Value Cards Add/Del
					Suggested	New				Suggested	New			
☐	0017-00006-0289	102.00	60.00	0.10	2.00	2.00	0.10	9.43	Delete Cards	24	24	26	1	-2,88
☐	0017-00006-0290	402.00	16.18	0.10	2.00	2.00	0.02	9.43	Delete Cards	44	44	46	1	-4,92
☐	0K50-US002-0003	50.00	1.92	0.10	5.00	5.00	0.20	9.39	Delete Cards	36	36	38	1	-1,25
☐	0K69-01019-0000	200.00	14.00	0.10	2.00	2.00	0.05	9.43	Delete Cards	133	133	135	1	-2,39
☐	0K69-01127-0000	57.00	6.80	0.10	5.00	5.00	0.18	9.42	Delete Cards	23	23	25	4	-2,51
☐	AK58-00247-0010	47.00	5.56	0.10	5.00	5.00	0.21	9.42	Delete Cards	44	44	46	8	-8,33
☐	AK65-00016-0001	101.00	11.11	0.10	5.00	5.00	0.10	9.43	Delete Cards	43	43	45	999,999	1,031,998,96
☐	AK65-00071-0007	240.00	0.00	0.10	3.00	3.00	0.04	0.00	Delete Cards	85	85	87	1	-2,61
☐	AK65-00109-0003	75.00	8.00	0.10	5.00	5.00	0.13	9.42	Delete Cards	31	31	33	11	-10,13

Sorted by: Item

1 to 9 of 9

Users can change the computed card count if they wish. In that event they should click Calculate Safety Stock. The system will add or reduce the safety stock based on whether cards are increased or decreased. This change in safety stock will guarantee that the parameters defined in the system are in sync with the number of cards in the system.

They can selectively pick parts to resize by checking the item and clicking the button – Confirm Resizing for selected Items. The system will automatically do the following:

- Update the master data parameters
- Add cards and release them to suppliers where appropriate
- Set the delete count for items where appropriate