

AE-01

TOOLMAKER TRAINING

SKILL DEVELOPMENT GUIDE

**Duty AE: Job Processing
AE-01: Write Job Process (Mossville)**

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Task Preview

Write Job Process (Mossville)

When a new repair ticket or a new build/redesign process sheet comes in, the Toolmaker or Supervisor enters process data at the Dec terminal. The Supervisor always assigns the priorities. This task is performed to job track the work for accounting, inventory, and scheduling.

The Toolmaker must have knowledge of the TRS system screens and keyboarding skills. The data will not process unless all fields are complete, the print will not match the entered data, and valuable time will be lost if the data is not entered correctly.

Upon receiving a repair ticket or new tool sheet, enter the job tracking, processing/routing, and quality audit data. Determine the job requirements to enter the processing data. Enter the job specifications on the audit screen when the job is finished. The following steps are one method for entering the process data for a part. There may be shortcuts and alternative methods for entering information or calling up screens.

How your skills will be checked

The Skill Check will require you to write a job process. All tools, materials, and resources will be available. The Evaluator will verify that your demonstration meets the skill objective by observing or measuring each task standard. You must demonstrate safe work practices during the Skill Check. Contact your Evaluator when you are ready for the Skill Check.



Skill Objective

Given a new repair ticket or a new build/redesign process sheet, write the job process.

Task Standards

1. The screen must read “Transaction complete - # records posted and committed” at the bottom of the screen when the <Do> key is pressed.
2. The printed audit sheet must meet new repair ticket or a new build/redesign process sheet parameters.

What You Will Need

This section contains the safety information, tools, and resources you will need before writing a job process.



- Follow all Caterpillar facility safety standards when performing this task.



- Dec terminal
- Rastar Printer



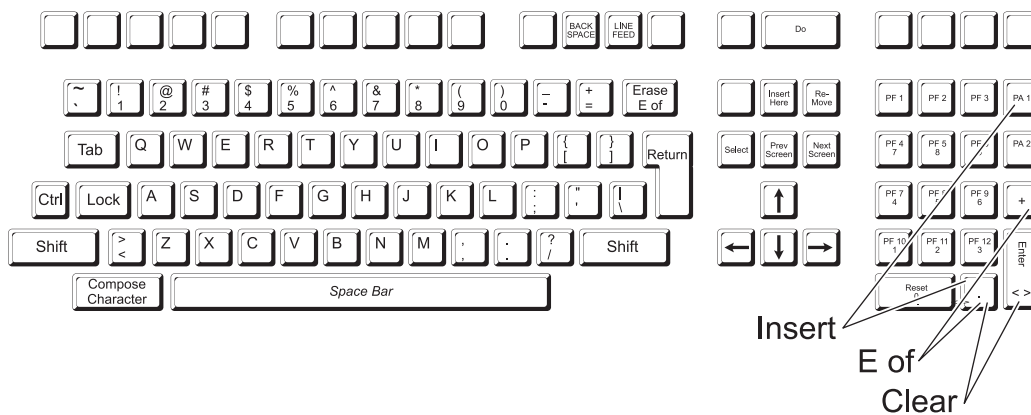
- TR System Manual (or Matrol)



Task Steps

Write Job Process

All keystrokes are referenced to a Dec keyboard as shown below.



1. **Locate the serial number on the yellow repair ticket or tool/gage order sheet.**

2. Log in to the TR System.



Typical Dec Computer Setup

- Type C_VVMOS8 and press the <Return> key.

3. Select TR from the Mossville Plant Main Menu and press the <Return> key.

- Verify that the printer information is correct for the location you will print to.

4. Type TRIN and press the <Return> key.

- The “Tool Room Check In” form should display.

TRIN

- 5. Type the serial number (Repair/Serial) as shown on the ticket or order sheet.**
- Always press the <Tab> key to move to each field after entering the data for each entry in the “Tool Room Check In” form.
 - Notice the description of the field at the bottom of the screen. There will be a description for each field.
- 6. Type R if you are working from a yellow repair ticket or M if you are working from a tool/gage order sheet.**
- Press <F12> to return to the previous field if a data entry error occurs.
- 7. Type the tool (px), gage, machine, or equipment number, as required.**

8. **Type the detail number, if available, from the print.**
9. **Type the quantity of pieces.**
10. **Type a description of the tool.**
11. **Type a description of the ticket request.**
12. **Press the <Tab> key until the “Account” field is highlighted.**
13. **Type the account reference code.**
 - Press the <Help> key to see the account codes while the field is highlighted.
14. **Type your bench code.**
15. **Type the return location.**
16. **Press the <Tab> key to skip the Part No. field.**
17. **Type the section code from where the work is requested.**
 - Press the <Help> key to see the section codes while this field is highlighted.
18. **Type the machine number, if applicable.**
 - Enter the machine number only, not the prefix.
19. **Press <Tab> to skip the Build PO field.**
20. **Press <Tab> to skip the RSR number field.**
21. **Press <Tab> to accept the In Date as today’s date. (It is defaulted to display the current day).**
22. **Type the date estimated for finishing the job.**
23. **Type the Promise date, or accept the default of 60 days from the current date.**
24. **Verify that the Priority is defaulted to three.**
25. **Change the WOS (Waiting on Shop) value to R (for Ready) or H for (Here), when applicable.**

26. Press the <DO> key to process and record the data.

- The message at the bottom of the screen should read “Transaction Complete – 1 records posted and committed” when all fields are completely filled in.

Check the Screen

- 1. Press the <PF4> key twice to return to the Mossville Plant Main Menu.**
- 2. Type TRIN to get to the TR Check In screen.**
- 3. Press the <Select> key.**
- 4. Type the Serial number for the order you want to check.**
- 5. Press the <Find> key.**
- 6. Verify the data on the screen with the repair ticket or order sheet.**

BEN (Benchman’s Routing)

- 1. Press <PF4> to return to the Mossville Plant Main Menu.**
- 2. Type Ben to enter the Tool Room Benchman’s Routing Screen.**
- 3. Type the serial number for the ticket or process sheet.**
- 4. Press the <Find> key.**
- 5. Verify that the data is accurate according to the ticket or process sheet.**
- 6. Press <Tab> to skip to the lower screen.**
- 7. Type the code for the operation you are recording.**
 - This code will vary; use a code you are familiar with such as 10, 20, and 30 for each operation.
- 8. Press <Tab> to move to the next field.**
- 9. Type the code for the area in which the operation occurs.**
 - Press the <Help> key to see the various codes while in this field.

10. **Press <Tab> to move to the next field.**
11. **Type the code for the type of material you are using.**
 - This code may be on the print, if available, or on the ticket or order sheet.
12. **Press <Tab> to move to the next field.**
13. **Type the estimated hours it will take to complete the job.**
14. **Press <Tab> to move to the next field.**
15. **Type a description of the operation.**
16. **Press the ⌵ (down arrow) key to enter the next operation sheet.**
17. **Type all parameters for the operation and continue until all operations are entered.**
18. **Press the <DO> key to process the data after entering all operations.**
19. **Press the <F17> key, then press the <Do> key to print.**
20. **Press the <PF4> key to return to the Mossville Plant Main Menu.**
21. **Send the route sheet, material, and print to the machine (or heat treat, if necessary), as required.**
22. **Keep the repair ticket or T.O. at the bench area for reference.**
23. **Return to the Bench to check and complete the job.**

Audit-TRA (Quality Audit)

1. **Type TRA and press <Return>.**
 - The Tool Room Quality Audit screen should appear.
2. **Type the repair ticket/order sheet serial number in the Serial Number field.**
3. **Press the <Tab> key.**
4. **Verify that the data from the ticker/order sheet fills in the fields.**

5. **Type the data for the Details, Quantity, and Area fields, then press Enter.**

Note: Perform steps 7 and 8 when the ticket has been completed.

6. **Type the critical dimensions and tolerances (from the print, or as requested on the ticket/order sheet) under the Print or Requested Size heading, then press Enter.**
7. **Press Tab and type the actual measurements under the Actual Size heading when the job is finished.**
8. **Press the <F9> key, <Tab> key, <X> key, then the <Do> key to print the audit sheet.**
9. **Press the <PF4> key to return to the Mossville Plant Main Menu.**

Close the Ticket – TRC (Done when the ticket is finished or at the end of the day)

1. **Type TRT and press <Return> to enter the Tool Room Time Input screen.**
2. **Type the serial, detail, and operation number from the ticket.**
3. **Press the <Find> key.**
 - Verify that the ticket data fills the fields.
4. **Press the <Tab> key to the Hrs Wrkd field.**
5. **Type the number of hours worked.**
6. **Press the <Tab> key to the Comp field.**
7. **Type A, for active if the job is unfinished, or Y for yes if the job is complete.**
 - The code indicates where you are on the ticket if someone else picks up on the ticket.
8. **Press the <Do> key to close the order.**



Concept Check

Enter Process Data and Print Audit Sheet (Mossville)

Answer the following questions to check your understanding of entering the process data and printing an audit sheet. Circle the correct answer in each question. Then compare your responses with the answers at the bottom of this page. Some of the questions may have more than one correct answer. If you have difficulty answering a question, review the Skill Development Guide or ask your Trainer for assistance.

1. The _____ always assigns the priorities.
 - a. benchman
 - b. supervisor
 - c. apprentice
 - d. journeyman

2. Job _____ must be determined to enter the processing data.
 - a. specifications
 - b. orders
 - c. requirements
 - d. priorities

3. TRIN stands for:
 - a. tool room inventory number.
 - b. tool room check in.
 - c. tool room index number.
 - d. Toolmaker registry index.

Answers: (1. b 2. c 3. b)

Next Step

If you are ready to demonstrate the task now, ask your Evaluator or Trainer to schedule the Skill Check. However, if you need to practice some of the steps first, continue to the next section.



Practice

The following practice will help prepare you for the Skill Check. Ask your Trainer to set up the practice for you. After you complete a practice, ask your Trainer to check your work.

Practice

Enter the practice screen and practice processing an order. From the Main Menu, enter TRIN, and enter 123 as the serial number. Print an audit sheet and ask your Trainer to review the data entries.

Practice Objective

The Trainer must agree that the data has been correctly entered.

Next Step

Continue to practice until you are ready for the Skill Check. When you are ready to demonstrate the task, ask your Evaluator or Trainer to schedule the Skill Check.

