

AJ-05: Write/Enter Process Data (TRIMS)

SAFETY FIRST

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

EQUIPMENT

- Computer with Windows 95 and TRIMS software.

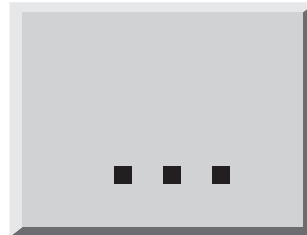
RESOURCES

- TRIMS manual and help screens
- Print



Write/Enter Process Data (TRIMS)

Note: The “help box” icon is shown below. When displayed next to a field this box allows you to view additional information about that field by clicking on the box with the mouse.



1. Launch the Tool Room Information Management System (TRIMS) program.

- Right click on the TRIMS icon.
- Left click on Open.

2. Log In to the TRIMS program.

- Type or select your username and press <Tab>.

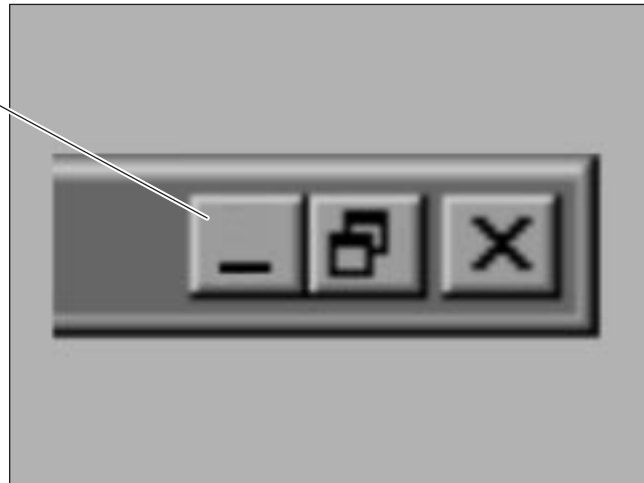


- Type your password and click on OK.

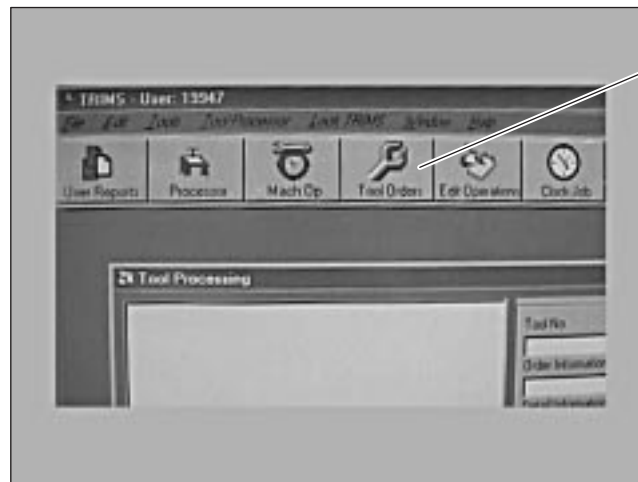
3. Lower the Clock Job Window (optional).

- Click on the lower window button on the top right of the window.

Lower Window

**4. Enter the tool order data into TRIMS.**

- Right click on the Tool Orders button on the main menu bar.



Tool Orders Button

- Enter the serial number from the job ticket, and click OK.
- Enter the tool (PX) number (notice that a description appears in the Tool Description field).
- Enter the Order Quantity.
- Enter the Date due.
- Tab to the Delivery Loc. field.
- Enter the location (i.e., Building, Line, Bay area)

- Enter the facility code for the area, for the delivery of the order.
- Enter the Dept No., Sect No., and Charge No.
- Enter the Order Type. Click the “help box” for options. Highlight the choice.
- Click OK.

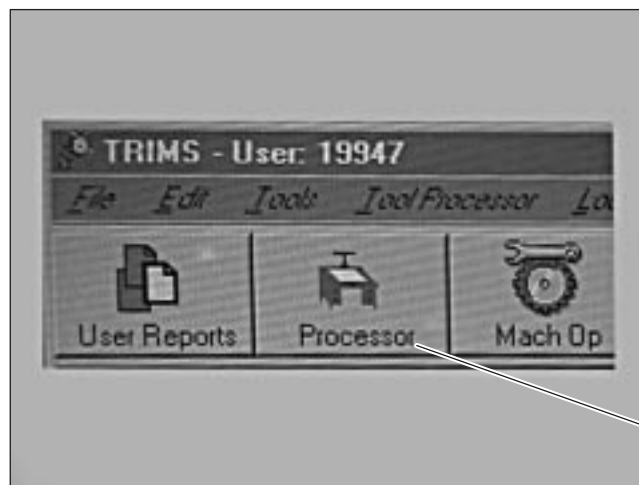


Serial No:	Tool No:	Order Qty:	Due Date:	
R2185F	02/15/1999 ...	1	02/15/1999 ...	
Tool Description:		Associated Ref Info:		
ARBOR				
Delivery Loc:	Fac Cd:	Dept No:	Sect No:	Charge No:
HH94F	16 ...	052 ...	02 ...	1026-0000
Order Type:	DwgChgLvl:			
REP ...				
Note:				
Ok		Cancel		

Filled Tool Order

5. Enter the work center.

- Select the Processor button from the main menu bar.



Processor Button

- Right click on the corresponding tool order serial number and left click on *Assign a Work Station*.
- Enter your work station number. Click the “help box” for options. Highlight the choice.
- Click OK.

6. Enter a detail.

- Right click on the corresponding tool order serial number and left click on *Add Detail*.
- Enter the detail number from the print (enter 001 for nothing).
- Enter the revision number, if applicable (0 for none).
- Enter a code if this is a revision, or type NA if it is not.
- Enter the detail description (Enter the type of object, material, diameter, and length of cut).
- Enter the priority level. Click the “help box” for options. Highlight choice.
- Enter the type of detail (e.g., make, repair, etc.).
- Enter the quantity.
- Select OK.

7. Enter the operations for a detail.

- Left click on the serial number (a list of details appear).
- Right click on the detail of the tool order and left click on *Add Operation*.
- Enter the first operation number as 010.
- Enter the work center code for the operation. Click the “help box” for options. Highlight choice.
- Enter the number of Plan Through days (consider the priority status).
- Enter the Estimated Hours for the operation.
- Enter a description of the operation.
- Select OK.
- Select Yes to continue adding operations.
- Enter 020 for the second operation and continue adding operations until all operations for this detail are entered.

Note: Duplicate Operations can be copied to other Details by dragging (left clicking on the Operation and moving the mouse cursor) the Operation to the Detail.

8. Continue entering the remaining details and corresponding procedures until the entire tool order is processed.

Note: Duplicate Details can be copied to other Tool Orders by dragging (left clicking on the Detail and moving the mouse cursor) the Detail to the Tool Order.

9. Schedule the details.

- Right click on a detail and left click on *Schedule Detail*.
- Enter the Start Date for the detail.
- Click Schedule.
- Click Save Schedule.
- Continue scheduling details until all details are entered.
- Click Exit.

10. To launch a Detail, Right click on the Detail and Left click on *Launch Detail*.

Note: The Edit Operations button on the Main Menu Bar allows you to change quantities of available or completed Tool Orders.

11. Print the details and route them to the work centers.

- Right click on a detail and left click on *Print Entire Detail*.
- Click Print Report.
- Place the printout of the detail in a plastic sleeve and route the detail to the required work center.

Note: The User Report button on the Main Menu Bar allows you to check on various information and search the database using different fields.