

## BASIC COMPUTER MANMAN SYSTEM

### PROCEDURES:

1. To "log in" into the computer. Switch must be turned "ON". If switch is "ON" but screen is blank, press "return". The word Server will come on screen, and then press "C". For "username" punch in "Query", then at Max: Type in "MM" for MANMAN System and press "return". Now you are at the "starter" screen.
2. After making any entry to move the screen ahead you have to press "return" button.
3. After MM is punched in you will be in the MANMAN starter screen. For any screen that you want to go into you have to always start from this one.
4. To return to the "starter" screen from anywhere in MANMAN you press E and then the "return" button. Repeat until you come to the starter screen.
5. The "starter" screen has the word "command" followed by a blank on it.

### Computer Commands

Here's a list of the most common screens used with a short description of their usage.

#### L-110 - "List a Part"

- You would use this screen to find a weight for a part, bag, or crate.
- To find a description of a part.
- To find a quantity on hand, quantity inspection and quantity on order.

#### L-180 - List a Part's Location

- To find out where a part is located.
- To find out the quantity of a part in any given location.

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## L-199 - Print Labels – (Company) Version

- Option #1 -Packaging Box Labels
  - Use this screen to make the large (3 1/2" X 7 1/2") labels.
- Option #2 - Parts Labels
  - Use this screen to print small labels with part numbers on them.
- Option #3 - Serial Number Labels
  - Use this screen to print large labels with serial numbers for bundles, crates, etc.
- Options #4 - Crate Labels
  - Use this screen to print small labels with the crate identification number on it. This is not a serial number.
- Options #5 - Single Character Labels
  - Use to print large labels with a single number or letter on it.
- Options #7 - Fan I.D. Labels
  - Use to print small labels with an assembly I.D. number on it.

## L-210 - List a Bill of Material (To print a B.O.M. use R-210)

- Use this screen to check what a part, bundle, assembly, bag, or crate consists of.
- To see the quantity of a part in an assembly bag, etc.

## L-211 - Indented Bill of Material

- This screen breaks down the bill of material of a part to any or its lowest level.

## L-212 - List a Part's Where - Used

- To find out where a part is used next and how many are used to make up one complete item on the next level.

## L-220 - List a Part Engineering Change Order History (To print use R-220)

- Use this screen to check to see if there has been an engineering change to the part, bag, crate, etc.

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- L-502 - List a Repetitive Routing  
-Use this screen to check the color on a part.  
-To see what operations go into this part.  
-Any special notes regarding the assembly etc. of a part.
- L-620- Sales orders – ***use this screen to see the weekly schedule.***
- L-621- Sales orders for a part- ***Use this screen when you want to see where the parts are being used.***
- R-210 - Bill of Material Report  
-If you need a printout of a B.O.M., use this screen.
- R-220 - Print a Part Engineering Change Order History  
- Use this screen to print out a part's engineering change.
- R-298 - Print Bag/Box Packing List – (Company) Version  
-Use this screen to print out a check list sheet for a crate, bag, or bundle, etc.
- T-199 - Print Packaging List and Update Packaging list information to file.  
-To print out a shipping list use this screen.
- R-999 - Print Drawings  
-To print a drawing for a part, use this screen.  
-You must send it to a printer that will print drawings i.e.: secretary's office.

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## COMMON COMPUTER QUESTIONS

<u>Question</u>	<u>Command</u>	<u>What do I need to know to follow the command?</u>
How do I get a checklist for crates Or bags.	R-298	<p>Output Option? (2. other Queue).</p> <p>Name of Queue? (TP??).</p> <p>Number of copies?</p> <p>-1 for bags or assemblies.</p> <p>-1 for each crate.</p> <p>Print Queue Priority? (Return).</p> <p>Part Number?</p> <p>After the desired part number is entered hit return and enter "E" to exit.</p> <p>Effective Date? (Return).</p>
How to make labels.	L-199	<p>Option #1 Packaging Box labels. (Large black labels)</p> <p>-batch ID</p> <p>-Part number.</p> <p>-Number of crates.</p> <p>Option #2 Parts Labels. (Small black labels)</p> <p>-Batch I.D.</p> <p>-Part number.</p> <p>-Number of crates.</p> <p>Option #3 Serial Number Labels (Large "sealed" labels).</p> <p>-within this option pick 2 to make "sealed" labels (2/crate).</p>

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<u>Question follow?</u>	<u>Command</u>	<u>What do I need to know to</u>
Labels		Option #4 Crate Labels (Small white labels). -Part number. -Batch I.D. -1/crate. -# of crates. -first crate #.  Option #5 Single Character (large "X" labels). -2/crate. -How many needed?
How do I get a description of this bag, assembly or crate on screen?	L-210	Enter desired sort option? (1). Assembly part number? As of date? (return).
Where is this item used (single part, bag, assembly or crate).	L-212	Component Part Number? Number? As of date? (return).
How can I get a description of an assembly (i.e.: color, special details)?	L-502	Output Option? (2.Other Queue). Name of Queue? (TP??). Routing part number? -do not need to know Primary code number or As of Date (press return).
For Speedy Memo. Needs part location in warehouse?	L-180	Output Option? (Terminal) Warehouse? (1). Location? (3). Part Number?

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Shipping List?	T-199	Number of copies? (2). Which printer? (TP??). Quantity (Bags or crates)? Batch I.D.? Work order reference. Number (Doc.)? Destination: 1-Finished Goods (if code ends with an S). 2- Parts (if code ends with a K). Comment (i.e.: work order is complete.) Number of control code (total # of bags or crates)? Bar Code? (yes).
Diagram of Part?	R-999	Part Number? Printer? TP?? (Use printer in secretary's office).

### Note:

**SEPT Batch I.D.** and **Work Order Reference Number (Doc.)** are found in the Work Order book.

**TP??** Refers to your local printer or, when printing drawings, the printer in your secretaries office.

**Part Number** may refer to a single part number, bag number, assembly number or crate number.