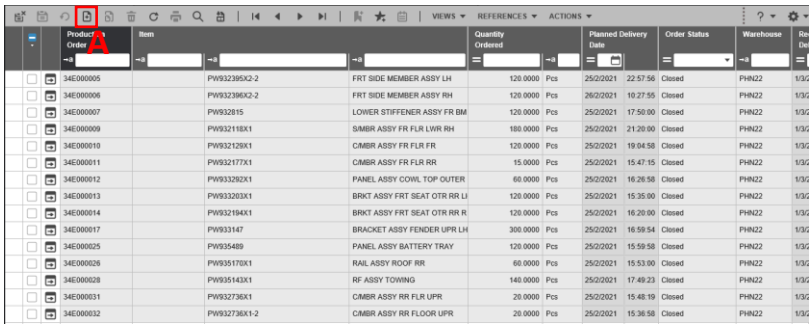
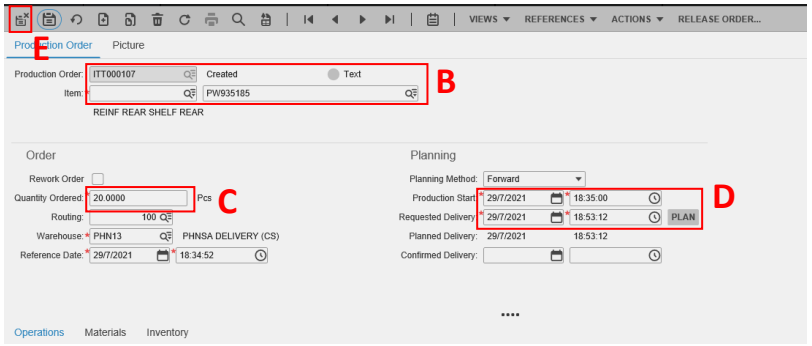
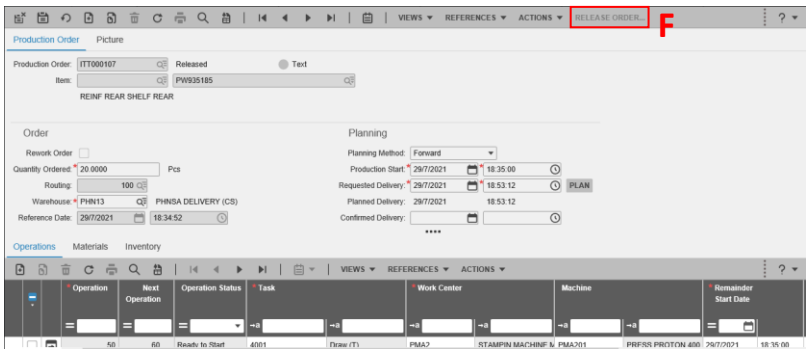
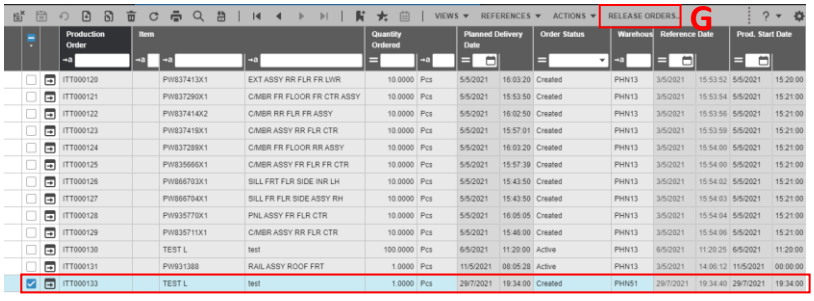
	TITLE	
	PRODUCTION ORDER CREATION	
NO	**SESSION/DIAGRAM**	**INSTRUCTIONS**
1.0		**1.0 Production Order creation**: Manufacturing\Job Shop\ Production Orders **A**. Click this icon to create new Production Order.
		**B**. Insert the first free number in the **"Production Order"** field and item/part in the **"Item"** field. **C**. Next, insert the quantities ordered in the **"Quantity Ordered"** field**.** **D.** Then, insert date in the required field: • **"Production Start"** field • **"Requested Delivery"** field **E**. Next, click icon **"Save and Close"** icon.
		The Production Order is now in **"Created"** status.
		**2.0 Released Production Order**: There are 2 ways to release the Production Order. **F**. Find the PO No and double click. Next, click **"Release Order".**
		OR
		**G**. Open session Production Orders and find the PO No. Select the Production Order and click **"Release Orders".**
		The Production Order has been released and ready to be maintain.