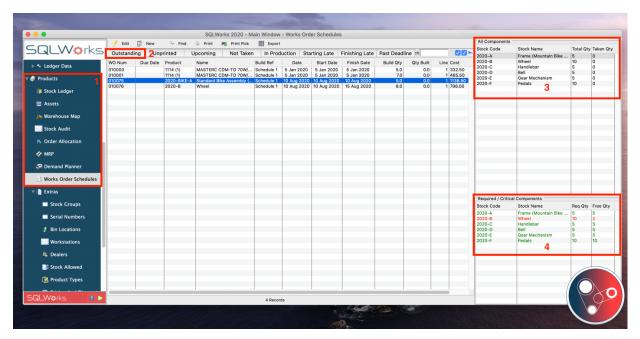# Works Order Schedules

To manage all of your Works Orders, SQLWorks includes a Works Order Schedule giving you the ability to view all of your orders at different stages of the production process from one place.

The Works Order Schedule lists all of your works orders line by line. If there are multiple schedules on a Works Order they will appear as individual entries and can be opened, viewed and progressed from this window.

1. The Works Order Schedule is accessible to all users and can be found under the 'Products' module in the main Navigation bar.

2. The buttons along the top show all orders at the various production stages, orders may appear in multiple tables, the buttons are summarised below:

    -   Outstanding - Some qty on the works order has not yet been built
    -   Unprinted - The works order is outstanding and has not yet been printed for the workshop
    -   Upcoming - The order is outstanding and the start date is within 7 days
    -   Not Taken - The order is outstanding and component stock for the order still needs to be picked
    -   In Production - All component stock for the order has been picked but not all of the items have been built (WIP)
    -   Starting Late - No component stock has been taken and we are beyond the start date of the schedule
    -   Finishing Late - Order is still outstanding and we are beyond the finish date of the schedule
    -   Past Deadline - Order is still outstanding and we are beyond the deadline of the works order.

3. When an order is selected all components required to make that item will appear in the Component list table to the top right.

4. There is also a Required/Critical components list below.

   All components in GREEN, are in stock and can be taken to complete a WO. For each of the components in RED, there is not enough of this stock to complete this WO.

   You can drill down directly to the individual component entry in the stock ledger from the critical components table on the right-hand side via a double click. This may be useful if you're waiting for an item to progress an urgent order and want to see pending orders due to arrive, or if a WO is pending awaiting this item.

   This WO would also show in the Outstanding section within the Works order schedule.

5. You can process the WO directly from the Schedule window, via a double click. It is not possible to take all of the stock for a WO if components for the parent item are in red. If we tried to process the WO for the Bike assembly for instance, we are not able to take the stock as not all items are in stock and available.

6. When a specific works order is selected using the tabs across the top, you can print the pick sheet for the order, print the actual work order and open the WO to make edits.

7. Via the right click option, you have the standard options across the SQLWorks system, to copy all of the data to a clipboard which can be pasted into any document type such as; word, notepad etc., or export the list to an excel spreadsheet.