

Job Item Tracking

- [Job Item Tracking Searching](#)
- [Job Item Details](#)

Job Item Tracking Searching

Search all Job items

Production Tracking > Activity > PT Job Item Search

- Click "**Search**"

Production Tracking Job Item Search

Search Add Edit Clone Views Imports Print

Basic Search Custom Search Expand

Job Item No.: Job Item Name:

Customer: Status: All Except Complete

Location: All Quality Control: All

Action: All Inspected By: All

Total Count 9 Total Ready 2 Total Tracking 77.78 % Job Item Utilization 4

#	Att	Me...	Status	Loc. Planning	Progress	Job Item No.	Location	Job Item Name	Action
1			Tracking			PT13	Cutting	37mm x 14mm - Syntheti...	02 Cutting
2			Tracking			PT15	Cutting	Pool cover 20x50	02 Cutting
3			Tracking			PT16	Cutting	Samsung TV to production	02 Cutting
4			Tracking	Production Flow 1		PT18	Material Reserved	40mm x 25mm Gnomes S...	01 Material Reserved
5			Tracking	Production Flow 1		PT19	Material Reserved	50mm x 28mm DT Perma...	01 Material Reserved
6			Tracking	Production Flow 1		PT20	Cutting	GVR_Item	02 Cutting
7			Ready	Production Flow 1		PT21		51mm Width x 22mm Hei...	Ready
8			Ready	Production Flow 1		PT22		Barcode Count App	Ready
9			Tracking	Production Flow 1		PT24	Assemble	40mm x 20mm Asset/Tool...	03 Assemble

Production Jobs are divided into three statuses

Ready	Created or imported
Tracking	Moving through system / Open
Completed	Completed its run

Production Tracking Job Item Search

Search Add Edit Clone Imports Print

Basic Search Custom Search Expand

Job Item No.: Job Item Name:

Customer: Status: All Except Complete

Location: All Quality Control: All

Action: All Inspected By: All

Total Count **82** Total Ready **59** Total Tracking **28.05 %** Job Item Utilization **9**

Job Item

Page 1 of 1 Remove Paging:

#	Att	Me...	Status	Status	Progress	Job Item No.	Job Item Name	Action ...	Category	Reference
1				Tracking		PT2	Job Item #2 Name	Painting	Job Item	REF
2				Tracking		PT4	Job Item #4 Name	CheckOut	Job Item	Teasting PT4 Reference
3				Ready		PT5	MG item	Ready	Job Item	
4				Ready		PT6	RADIO	Ready	Job Item	
5				Tracking		PT9	Paint Red	Quality ...	Job Item	CMSRED
6				Tracking		PT11	Paint Blue	Quality ...	Job Item	CMSBLUE
7				Tracking		PT12	Paint Green	Quality ...	Job Item	CMSGREEN
8				Ready		PT13	Sanding	Ready	Job Item	
9				Tracking		POLISH	Polishing	CheckIn	Job Item	
10				Ready		PT32	Wastage Main	Ready	Job Item	
11				Ready		PT33	Wastage Main	Ready	Job Item	
12				Tracking		PT34	Wastage_Item1	Mat. Re...	Job Item	

Under the **Search Expand/Contact** tab, you will find additional filters to help refine your search.

Production Tracking Job Item Search

Search Add Edit Clone Views Imports Print

Basic Search Custom Search **Contact**

Job Item No.: Job Item Name:

Customer: Status: All Except Complete

Location: All Quality Control: All

Action: All Inspected By: All

Total Count **9** Total Ready **2** Total Tracking **77.78 %** Job Item Utilization **4**

Description: Reference:

Category: Job Item ☒ Active ☐ Inactive ☐ Both

Stock Item: Document Type: All

Job Item

Page 0 of 0 Remove Paging:

#	Att	Me...	Status	Status	Loc. Planning	Progress	Job Item No.	Location	Job Item Name	Action	Category
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Job Item Details

Job Item Details displays items that have been set up for tracking.

Production Tracking > Activity > PT Job Item Search

Production Tracking

Configuration

Activity

PT Job Item Search

Production Tracking Job Item Search

Search

Add

Edit

Clone

Views

Imports

Print

Basic Search

Custom Search

Expand

Job Item No.:

Customer:

Location:

Action:

Job Item Name:

Status:

Quality Control:

Inspected By:

Total Count
9

Total Ready
2

Total Tracking
77.78 %

Job Item Utilization
4

Job Item

Page 1 of 1

Remove Paging:

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7				Ready	Production Flow 1		PT21		51mm Width x 22mm Hei...	Ready
8				Ready	Production Flow 1		PT22		Barcode Count App	Ready
9				Tracking	Production Flow 1		PT24	Assemble	40mm x 20mm Asset/Tool...	03 Assemble

Main tab

Double click on the job line that want to view

[illegible]

Job Item No.	This number is generated automatically as a consecutive numerical value when a new job is created
Job Item Name	Identifies the item being produced, processed, or tracked within a job.
Category	Used to group the job item, such as by production line, process stage, or item type. These are setup in configuration.
Location	Specifies the position within the production line, such as the individual bays where processing takes place.
Quality Control	Displays the result once a quality check or inspection has been completed, such as a pass, fail, or noted damage.
Inspected By	Records the name of the person who completed the quality check or inspection.
Customer	Identifies the customer associated with the job or item being tracked.
Document Type	Indicates the type of document the job was created from, such as a Quote , Invoice , or other source document.

Document No.	Displays the reference number of the document the job was initiated from.
Doc. Line ID	
Location Planning	Location Planning defines the workflow path selected for a specific job. These are configured under PT Location Planning in system configuration. Within this setup, you determine how frequently checks or inspections are performed, and whether email notifications are triggered for progress updates or delays.
Group	Function similarly to categories and can be defined to suit industry-specific requirements. These are configured within the system settings.
Linked Parent	
Comment	Allows users to add notes or additional information related to the job or item.
Reference	Enter a reference here if applicable; otherwise, leave this field blank.
Description	Enter details describing the item, service, or purpose.
Default Image	A default image can be selected once the image has been uploaded as an attachment. It will then appear in the dropdown list.

General Tab

Allow Public View	Public access can be enabled if required.
GPS Location	Indicates whether GPS tracking is enabled for the job item (if applicable).
Balance Qty	Shows the current quantity balance associated with the job item.
Notes	A free-text field used to record any additional information, instructions, or production-related comments specific to the job item.

Location Planned tab

This screen is used to view the plan and track the progression of a job through each production bay.

Each row represents a **bay (or stage)** in the process, shown in sequence order. As the job moves from one bay to the next, this screen allows you to **plan and manage the dates** for when the job is expected to be in each bay.

Key points:

- The **Sequence** column shows the order in which the job moves through the bays.
- The **Code** and **Description** identify the bay or activity (e.g. Cutting, Assemble, Painting).
- **ETA** indicates the planned date the job is expected to reach or complete that bay.
- **Status** shows whether the stage has started, not started, or is in progress.
- **Progress** visually indicates how far the job has progressed through the planned locations.

This screen is primarily used for **forward planning and scheduling**, helping to ensure each bay is prepared and workloads are managed as the job progresses step by step through the process.

Edit Job Item



Job Item Detail



Attachments

Memo

Action:

Close

Main

General

Linked Items

Doc. Links

Action Logs

Location Planned

Search

Update ETA Dates

Print Grid

Page 1 of 1 Remove Paging:

Displaying 1 - 6 of 6

#	Status	Progress	Seq...	Code	Description	ETA	Status	Days Overdue	Mileston
1			1	BAY01	Material Reserved	2026-04-22	Started		
2			2	BAY02	Cutting	2026-04-24	Started		
3			3	BAY03	Assemble	2026-04-27	Started		Yes
4			4	BAY04	Painting	2026-04-28	NotStarted		
5			5	BAY05	Boxing	2026-04-29	NotStarted		
6			6	BAY06	Awaiting Despa...	2026-05-01	NotStarted		

Save & New

Save & Close

Save

Close

03 Assemble