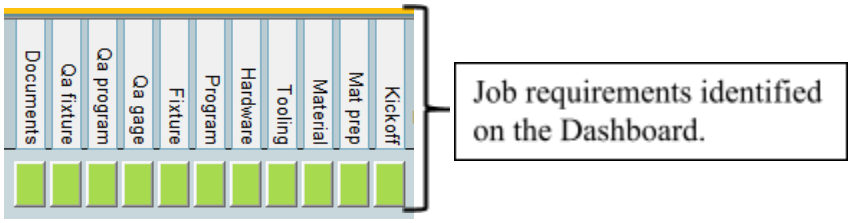
WORK INSTRUCTIONS
(Fulfilling Job Requirements)

Organizations Name:	**PRECISION SWISS PRODUCTS INC.**	**W.I.** WI-1.0-001	**Rev:** 1
Responsible Person:	Gate 1 Team	**Effective Date:**	10/12/23
1.0 PROCESS:			

1.0 Purpose:

The purpose of this document is to provide step by step instructions for fulfilling job requirements in E2.

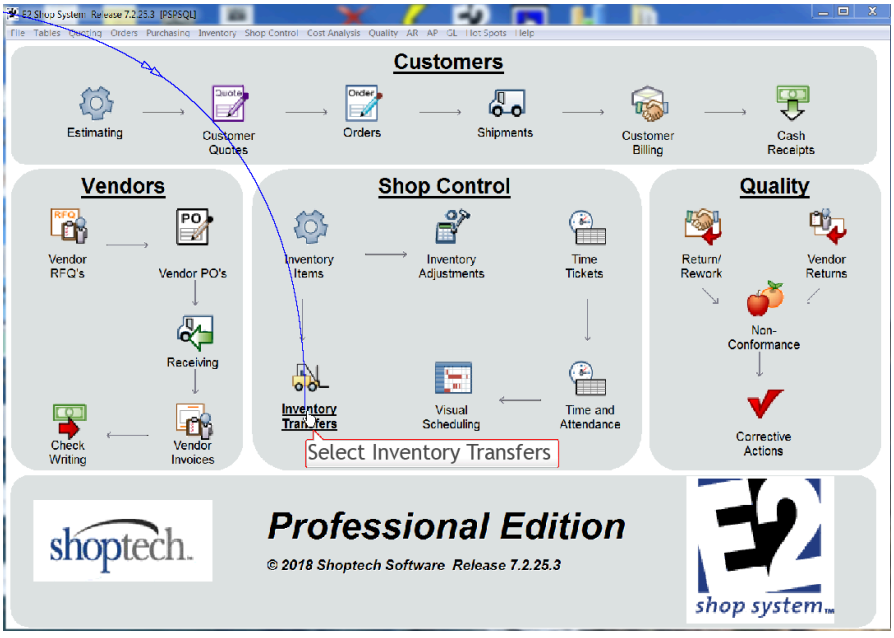
2.0 Responsibility and Authority:



A.) Document Control Assistant – Closing all job requirements for **documents**
B.) Quality Department – Closing al requirements for **QA fixtures**, **QA programs**, and **QA Gages**
C.) Programming – Closing all requirements for **fixtures** and **programs**
D.) Tooling – Closing all requirements for **hardware** and **tooling**
E.) Purchasing – Closing all requirements for **materials** and **material prep**
F.) Director of Manufacturing – Closing all job requirements for **Kick Offs**

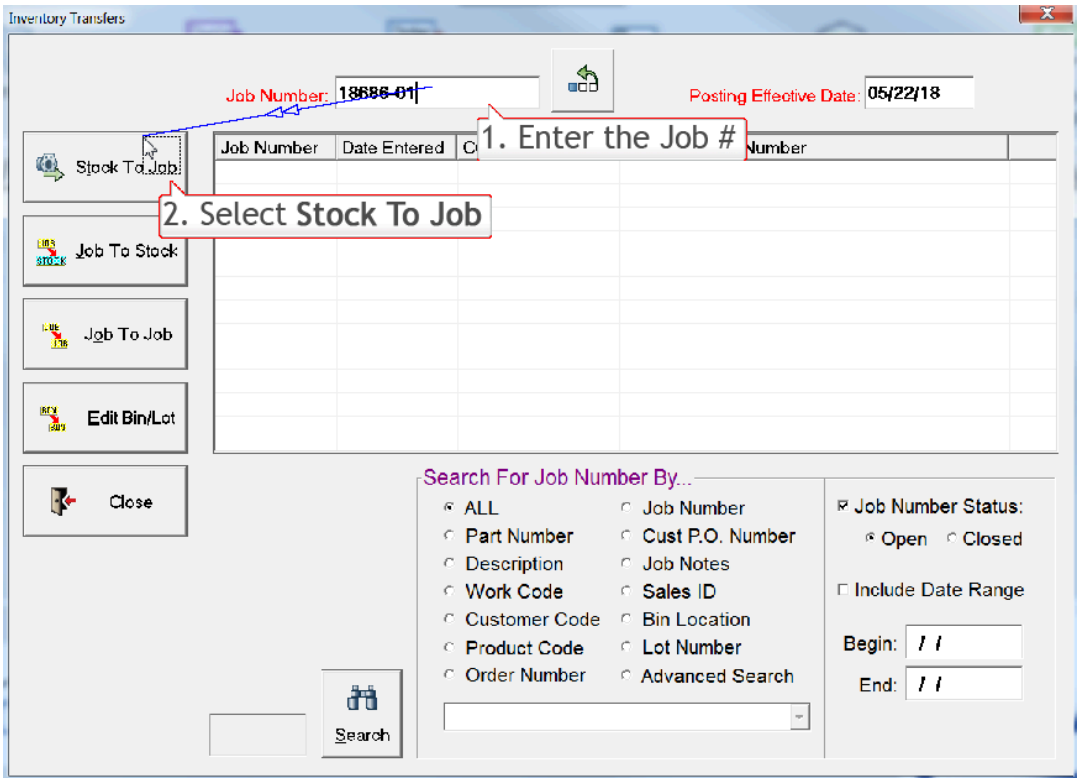
3.0 Step by Step Procedure:

1. Log into E2 Shop Systems.
2. Open Inventory Transfers

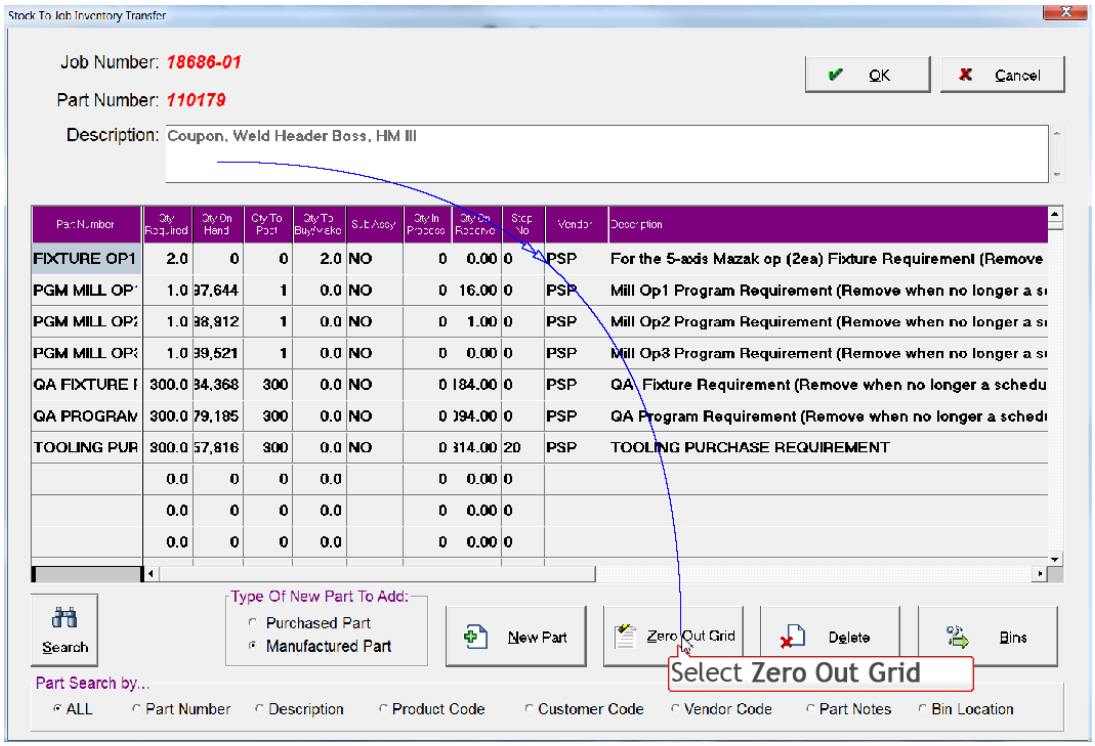


3. Type in the Job # and select Stock to Job.

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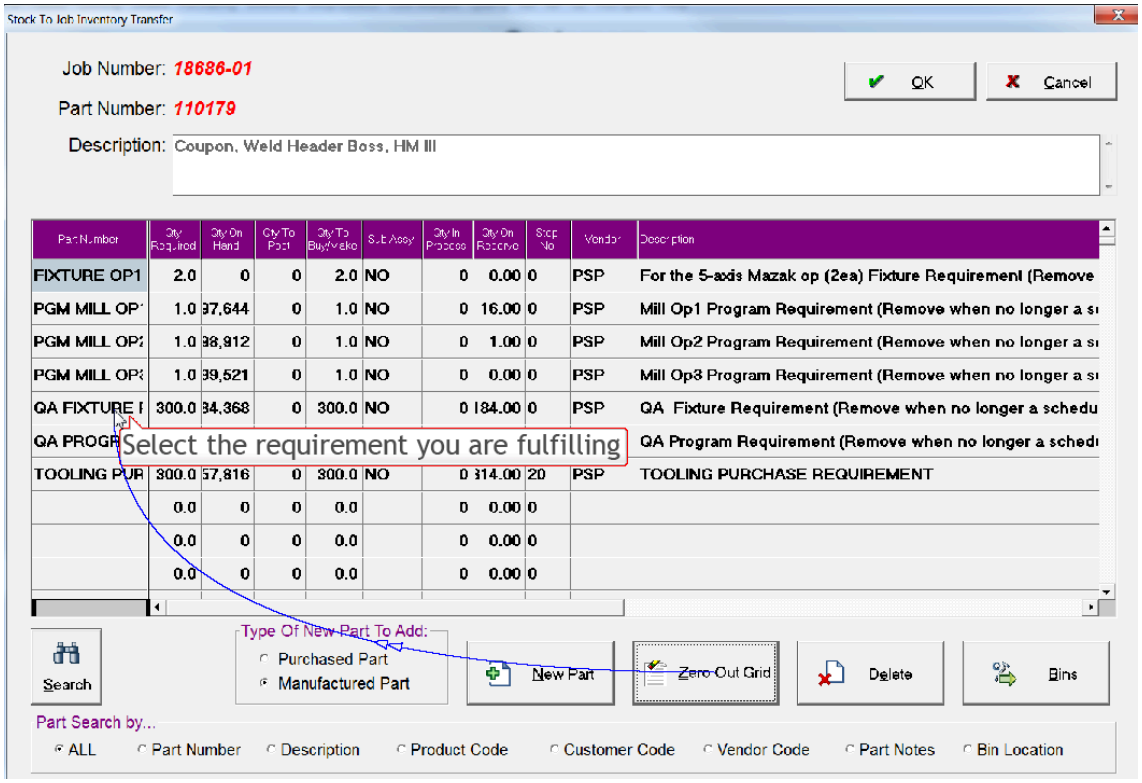


4. Select Zero Out Grid

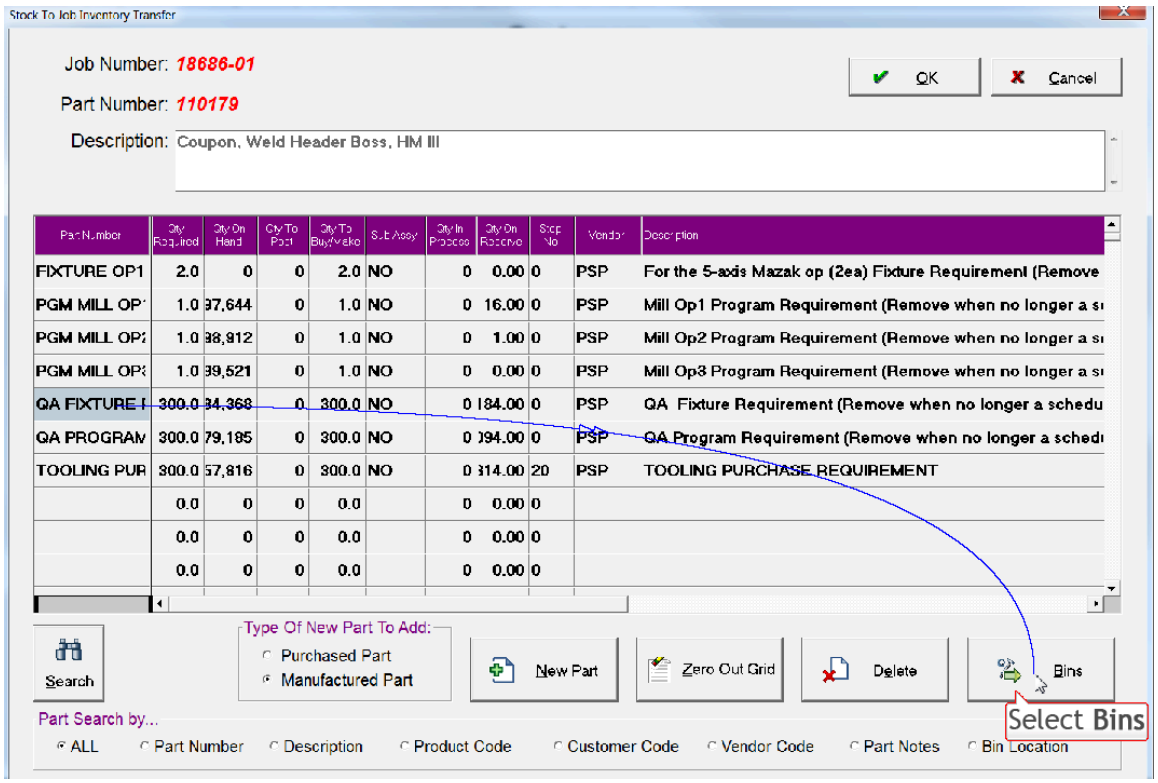


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5. Select the requirement you are fulfilling.

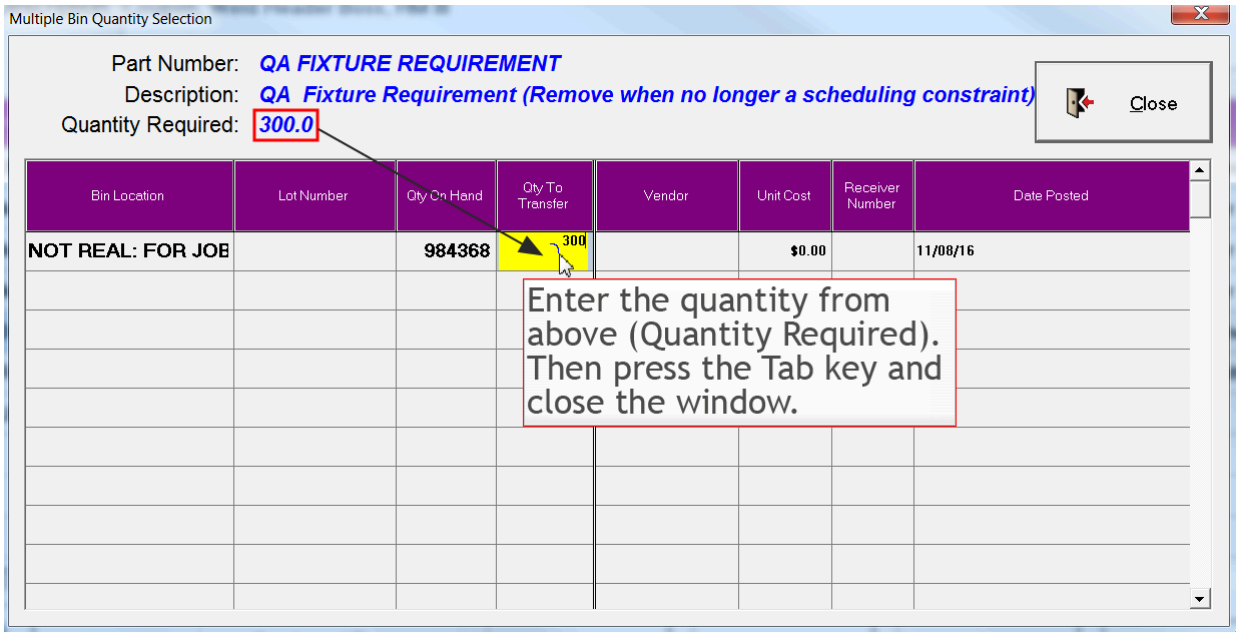


6. Select Bins.

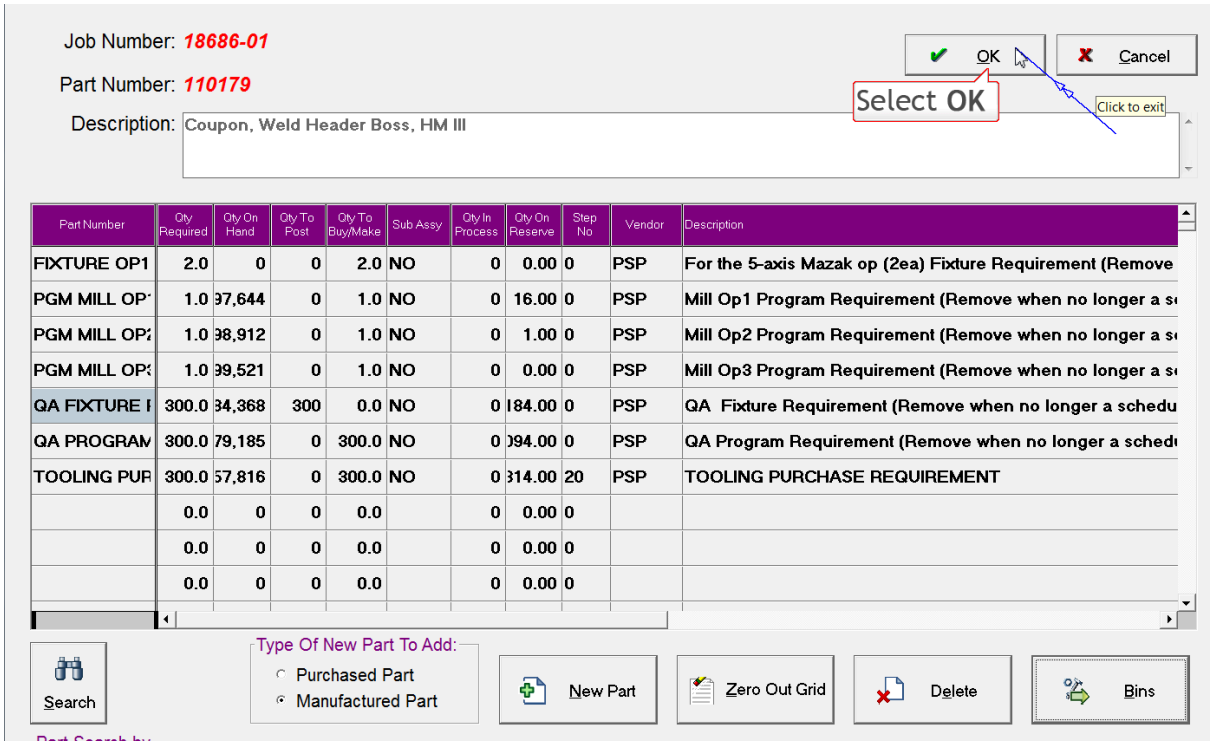


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7. Enter the Quantity Required, press Tab on your keyboard, and close the window.

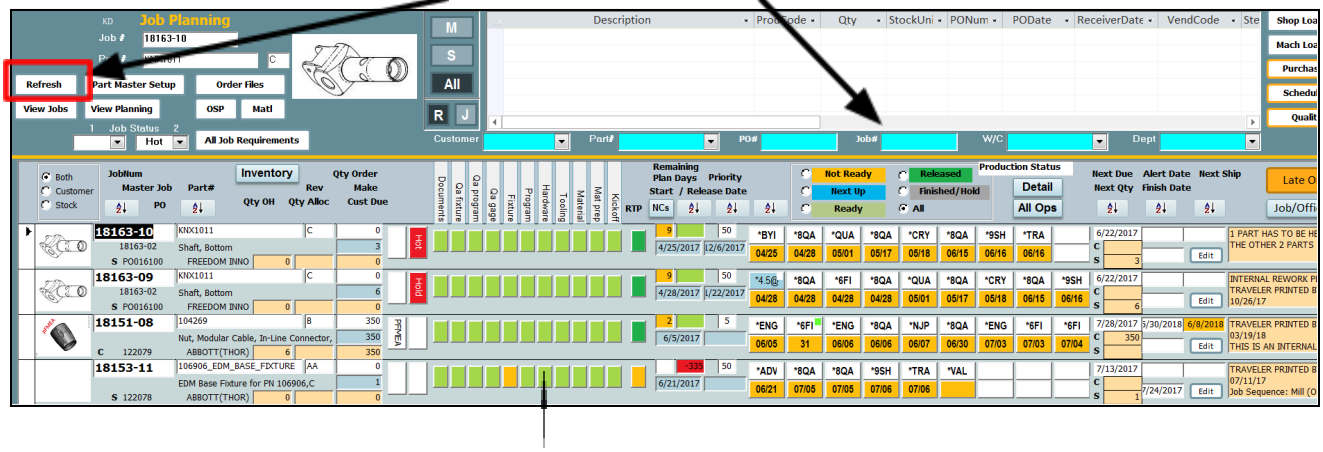


8. Select OK and Close the window.



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9. Open Dashboard and select Refresh. Search the job number you just fulfilled a requirement on.



10. If the box for your requirement is green, you have successfully fulfilled the job requirement. If the box is not green, try selecting refresh again. For further issues or questions, see your supervisor.

2.0 REVISION HISTORY:

DOCUMENT NUMBER	Rev.	Description of Change	Approval By	Date
WI-1.0-001	1	Initial Release. Change from old QMS Doc# WI-8.1-002. No content change, no retraining needed by current employees	Daniela Kozar	10/12/2023

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