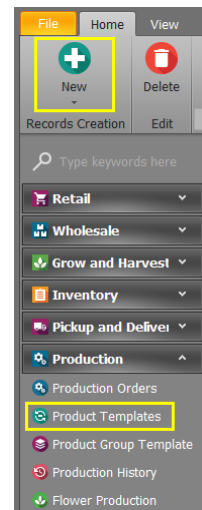


Add a Production Template

Last Modified on 01/04/2019 2:48 pm MST

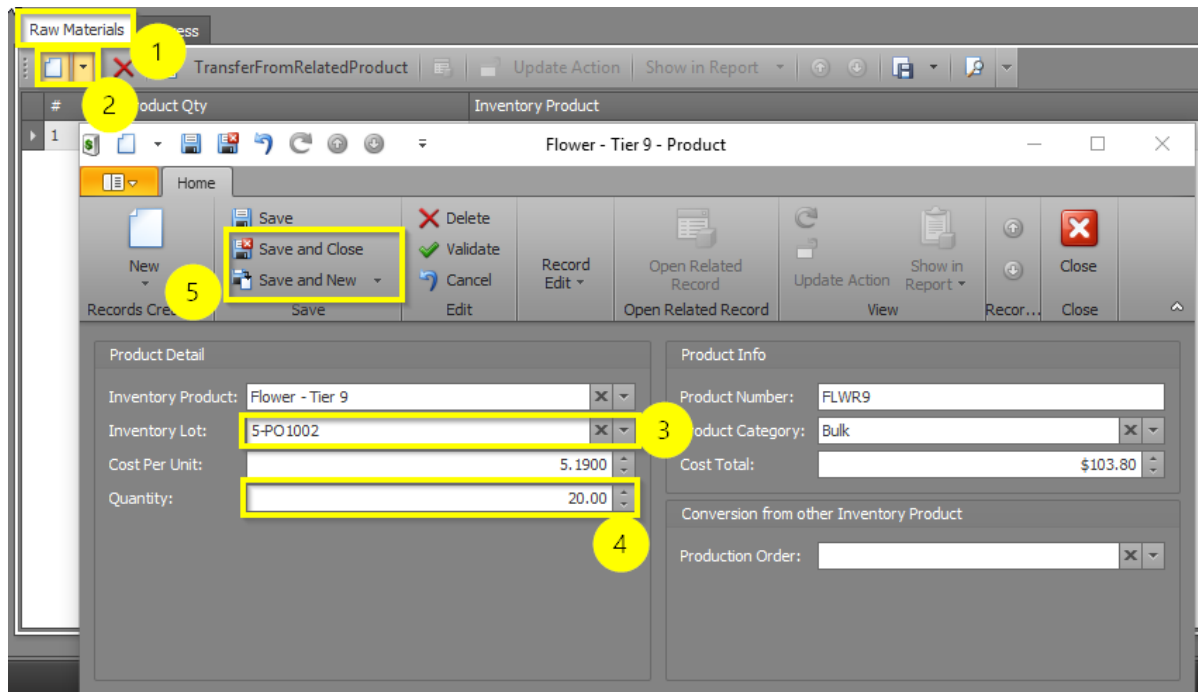
Remember, if you need to turn one inventory product into another, create a Production Order! One way to do this is to **create a new Production Order from scratch**. However, if you're doing the same Production Orders over and over, it makes more sense to build a Production Template that can be used to fill in the majority of the repeated details required. It'll save you time and ensure a more accurate Production Order. You want to create a Production Template so you can later choose it from the list on your new Production Order.



To add a Production Template, follow the steps below:

- Step 1 - In the Production module select **Production Templates** from the navigation pane and then click the **New** button. This will open a new tab where you can add your template details.
- Step 2 - Fill out the following fields in the top section:
 - **Production Template** - Choose a clear and memorable name for your Production Template.
 - **Expected Quantity** - How much of the finished product one should expect to make as a result of this Production Order.
 - **Baking Time** (optional) - For baked goods only, enter the baking time.
 - **Time for Production (Minutes)** (optional) - The amount of "real-world" time needed to complete the Production Order.
 - **Oven Temp** (optional) - For baked goods only, enter the oven temperature, in Fahrenheit.
 - **Date Created** - This field will auto-populate with the date the template was created, upon saving.
 - **Do Not Adjust Raw Materials** - Turn this on if you do not want inventory to change when using this Production Order.

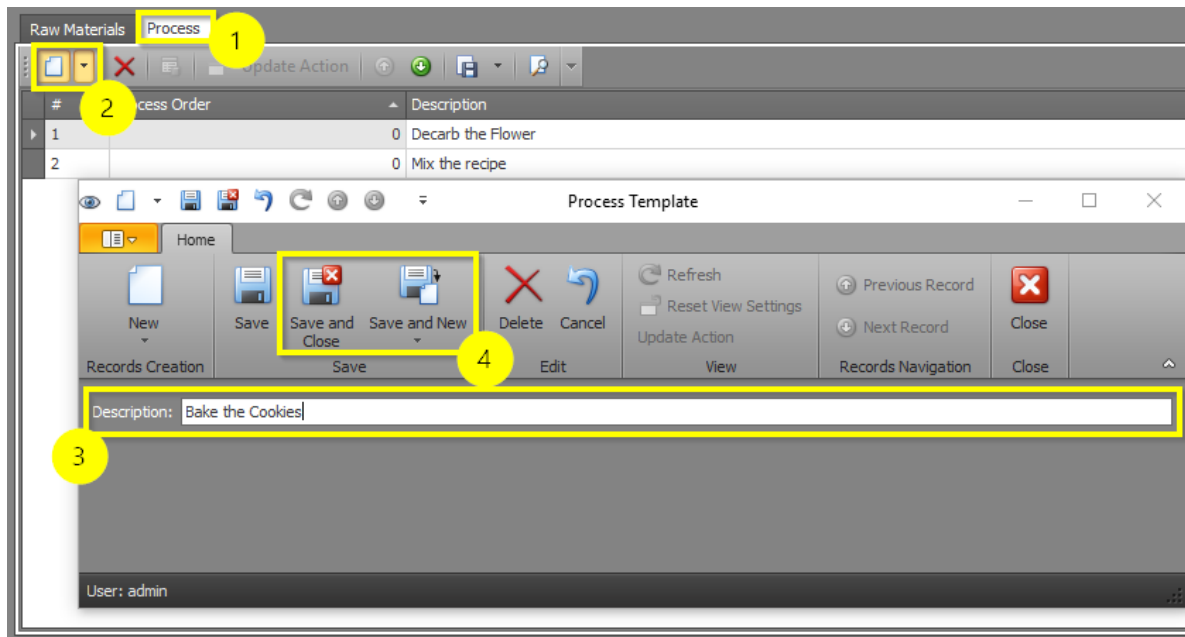
- **Employee** - This field will auto-populate with the user who created the template.
 - **Active** - Turn this on when you are ready for the Production Template to be used.
 - **Category** - Choose the Category for which the new product will belong.
 - **Material Costs** - This will automatically calculate and populate once Raw Materials are entered.
- **Step 3** - Just like a Production Order, a Production Template needs to know what **Raw Materials** are being used to produce the new product. Choose the Raw Materials used for the production process by clicking on a new entry and finding the product in the **Inventory Lot**. Make sure to also enter the **Quantity** used in the production. When you are through, select **Save and Close** or **Save and New**, if you need to enter more Raw Materials.



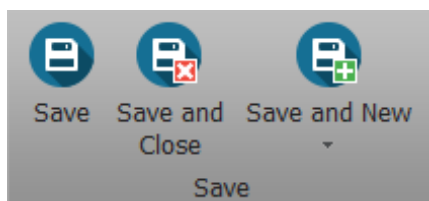
- **Step 4 (optional)** - If you would like to document the specific steps for how to produce this product (e.g., the steps in a cookie recipe), go to the

Process tab and click the **New** button to add your first step. Enter text for the first step in the **Description** field and click **Save and Close** or **Save and New** to add another step. Repeat as many times as needed to document all of the steps for the process.

Your completed steps will be listed in the **Process** section and can be printed for employees to reference.



- Step 5 - Click one of the **Save** buttons.



You have created a Production Template that can be chosen when creating a new Production Order.

