

User Notes for JobSpan Scheduling

These notes are intended for users of the system and mainly focus on the use of the planning board. The configuration of the system and maintenance will be handled by the System Administrator.

The System Administrator should have setup the machines to use and given each user a permission and default configuration.

General

Users

Although the system does not prevent this, it is recommended that only a single “Master Planner” is defined. This user acts as the System Administrator and can change anything including settings for other users.

In addition users can be defined as a “Restricted Planner” where they can only view and change certain machines, or as “Read Only” which is self explanatory.

Again the system does not prevent this, but only one “Master Planner” or “Restricted Planner” should make changes to the planning board at any one time. If this rule is not followed, changes made could conflict and the database become inconsistent.

Whilst ever attempt has been made to allow actions such as refresh to work throughout the system, there may be times when changes made by another user are not reflected. If the user encounters unexpected behaviour (such as a configuration change not being shown) then they should log out and login again.

Saving Changes

When operating the planning board, all information is stored in memory. This allows the user to make any changes without committing these back to the database. The system will operate consistently based on the latest changes for this user only, until they either opt to save permanently or abandon by logging out or closing the session. Other users will only view the saved data.

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Loading Jobs

Pre Sched Report

This report is the recommended method for loading jobs/forms (each form is handled as a sub-job).

The user can select the machine and reporting date and then run the report which results in the following:

1. A list of all jobs (excluding 'C'losed) is generated that have been updated in the last X days from the report date. X by default is 60 days, but this is configurable
2. This list is then filtered to only include jobs/forms for the selected machine (excluding 'C'ompleted operations), where the form due date is less than or equal to the report date
3. The resulting list is then sorted by due date and job/form number
4. The list is then displayed, with the first column indicating the state of the job (note that placing the cursor over the symbol or row/column will display a text description), with the following values:
 - a. " " - Not previously loaded and computed
 - b. "!" - Not previously loaded and not computed (displayed only, expected later)
 - c. "***" - Previously loaded and re-computed
 - d. " " - Previously loaded and not re-computed
 - e. "*" - Previously loaded and re-computed
5. The next two columns are enabled or disabled according to the state above, allowing selection to load or unload jobs
6. The next seven columns show information about the job/form and the remaining columns are linked to tracking operations (an advanced feature)

The user can select the action to take and then use the Load/Unload button to perform the action. This will update the planning board directly.

Load Jobs

This is accessed from the Loading option on the left hand menu. It is intended for advanced users only and allows individual jobs (and their sub-jobs) to be loaded.

Note jobs that are selected for loading are placed into a temporary queue. They get loaded onto the planning board either by selecting the Load Plan option or the next time the user logs in.

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Task Placement

Linked Tasks

When a job is loaded the system will load each task in order for each configured machine and generate links between the tasks. This link subsequently prevents (for example) the 'print' task being moved before the 'guillotine' task.

Task State

For newly loaded jobs, the system will try and place the task automatically. The task will be assigned the Auto Placed state which by default is shown as yellow. Once a task has been moved, or the plan saved the task state will change to Normally Positioned with a default of green. Once time has been reported against the operations for the task the state will change to Completed with a default of grey. It is also possible to create Reservations by pointing at an area on the planning board and dragging to create the appropriate time block, these are shown by default as cyan.

There are also colours for the job tracking stages and if time has been reported these will override the Normally Positioned tasks.

Note the default colours can be changed per user (see later under Configure). It should also be noted that preparation or set-up time will be shown in another colour block.

Archiving/Deleting

Each time the planning board is loaded a number of checks are performed to remove completed tasks and closed jobs. A task that has had time reported against its operations will change to Completed and remain visible for up to Y hours (move left of the Now Line). Y is defined in header.jsp using "setKeepHours".

The user may also override the state of a particular task in order to mark it as completed. This must be done for reservations.

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Buttons

Configure

This allows the user to customise their view of the planning board. It is possible for each user to have different colours defined, which machines are displayed, etc. although the System Administrator may control this. Once set-up this will mainly be used to change the scale of the plan. There are several settings: 8 hours/div will provide a view of 60 days (including scrolling); 2 hours/div a span of 15 days; 30 minutes/div a span of 4 days; 10 minutes/div a span of 2 days; 2 minutes/div a span of 12 hours; Day View a span of 24 hours; Week View a span of 7 days; Month View a span of 28 days.

Changing the view

If using the specific times per division, Zoom In and Zoom Out buttons will be displayed allowing quick changes to the view. If the Day, Week or Month views are used then Day, Week and Month buttons are displayed.

In addition scrolling arrows are displayed. These will scroll forwards or backwards the appropriate amount of time for the view being displayed. In general the double arrow will move a complete time frame forwards or backwards, for example in the Week view they will jump a complete week. The single arrow will jump to the next period displayed (about three quarters of the displayed screen).

Vertical/Horizontal

These buttons change the way the planning board is viewed, vertical or horizontal plan.

Maximise/Restore

Maximise will change the view to full screen for the plan and Restore changes back to the normal view.

Refresh

This will reload the planning board stored in memory.

Save

This saves the changes to the database. The options allow just the machines displayed to be saved, or all information to be stored. There is

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also an option to save the shut information (generally shut periods that have been opened).

Undo

Currently undo just reverses the last change made.

Find

This can be used to locate a specific job. Each tab provides a different list of jobs.

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Other Controls

Drag and drop

To use drag and drop, highlight a specific task by point and clicking on it using the left mouse button. Once selected a grey box will be displayed. The task can now be dragged to place it and a confirmation message displayed. You must be in the appropriate view mode (scale) to cover the period required. To move into the scroll area, drag the task to the right-hand side if in horizontal view, or to the bottom if in vertical view.

Double click - Tasks

To view or edit task information, double click on the task. This will open a window showing a number of tabs: View shows how the task was planned and where it fits into the job route. Further information can be displayed about the operations, sub-jobs and job. Edit allows certain information to be changed such as start date and time, task duration, etc. It can also be used to override the status or to move the task to another machine. Track shows the progress of the sub-job through the job tracking stages. Links is currently not used but will show the links between tasks. Report shows general information and is not intended for end users.

Left click - Machines

To view or edit machine information, click on the machine name. This will open a new window showing the Shuts, Links to other machines, Reports that can be run and general Information which is not intended for end users.

Moving to a specific date

To change to a specific date on the planning board, move the cursor over the date in the top left-hand corner. The cursor will change to a hand and a left click will open a calendar. Select the required date and the plan will change to that date.

Opening a shut period

Shut periods for machines are shown in grey. To open the period move the cursor over the block and double click the mouse. A confirmation message will be displayed.