

WORK ORDER MANAGEMENT WORKFLOW

WHAT IS A WORK ORDER?

A Work Order is an official production request created by the Sales Team based on customer requirements. It contains generator specifications, quantity, delivery timeline, and project details required to start the production workflow.



WORK ORDER FLOW SUMMARY



Work Order Management

Manage and track all customer work orders from a single dashboard. The Sales Team can create, update, and monitor order progress based on customer requirements.

- Click the Add Work Order button to create a new customer order.

UPG

ULTRA POWER GENERATORS

Dashboard

Manage

Assembly and Products

Orders and Sales

HW Manager Home

Work Orders

Purchase and Stock

Quality Assurance

Analytical Reports

Vendors

Content Management

Workflow

Calendar

Rajat Panjeta

Home / Hwpmns / Work Orders / Index

Work Orders

Showing 1-2 of 2 items.

ID	Order No	Name/Company Name	Product	Quantity	Est Cost	Sale Price	Margin	State	Actions
3	20260527100003	Ankit	Smart Door Lock Controller w...	1	AED 0	AED 7,000	AED 7,000 (100.0%)	Inprogress	
2	20260527100001	toxsl	Smart Door Lock Controller w...	1	AED 0	AED 18,300	AED 18,300 (100.0%)	Pending	

Select Product

Choose the required generator product from the available product list to create a new work order. The selected product will be used for production planning, inventory checks, and component requirements.

- Select the product based on customer requirements.
- View available product models and specifications.

UPG

ULTRA POWER GENERATORS

Dashboard

Manage

Assembly and Products

Orders and Sales

Purchase and Stock

Quality Assurance

Analytical Reports

Vendors

Content Management

Workflow

Calendar

Rajat Panjeta

Home / Hwpms / Work Orders / Select Product

?

Select Product to Create Work Order

Choose a Product from the list below and click the **Select** button to proceed with creating a new Work Order.

Showing 1-6 of 6 items.

ID	Title	Model	Selling Price	Type	State	Actions
37	Smart Door Lock Controller with 12 volt Adapt...	SHL100W2R1S1A		Smart Home Solutions	Production	Select
35	Electronic Rim Lock 12V DC for Doors & Cabi...	SHRL110		Smart Home Solutions	Production	Select
34	Smart Lock Controller With Electronic Solenoi...	SHL110_WRSB_SL		Smart Home Solutions	Production	Select
33	Electronic Solenoid Lock 12V DC for Doors & ...	SHSL110		Smart Home Solutions	Production	Select
26	Smart XS Fingerprint and RFID	XS100_FIN_01		Smart Industry Solutions	Production	Select
24	Smart Lock Controller With Electronic Rim Lo...	SHL110_WRSB_RL		Smart Home Solutions	Production	Select

Work Order Successfully Generated

The work order has been successfully created and is now available for review. Users can view complete order details including product specifications, quantity, estimated costing, and workflow status.

- View complete work order information and summary details.
- Work orders can only be cancelled before Finance Team action.
- Once reviewed by Finance, the work order moves to the next approval stage.



ULTRA POWER GENERATORS

Dashboard

Products

Work Orders

Work Order Report

Workflow

Calendar

Pradeep

Home / Hwprms / Work Orders / 20260527100005 - Infotech Exp

20260527100005 - Infotech Exp

PendingNot Starred

ID	5	Order No	20260527100005
Product	Cummins Open Type Diesel Generator	Quantity	10
Delivery Cost	AED 100	Selling Price / per item (included gst)	AED 5,000
Other Cost		Total Cost	AED 50,100
Delivered On		Created On	2026-05-27 07:00:39 PM
Created By	Pradeep		

User Actions

Cancel

FINANCE TEAM WORKFLOW



You have access to review and take action on Work Orders submitted by the Sales Team.

YOUR ROLE ACCESS



Role

Finance Team

You can

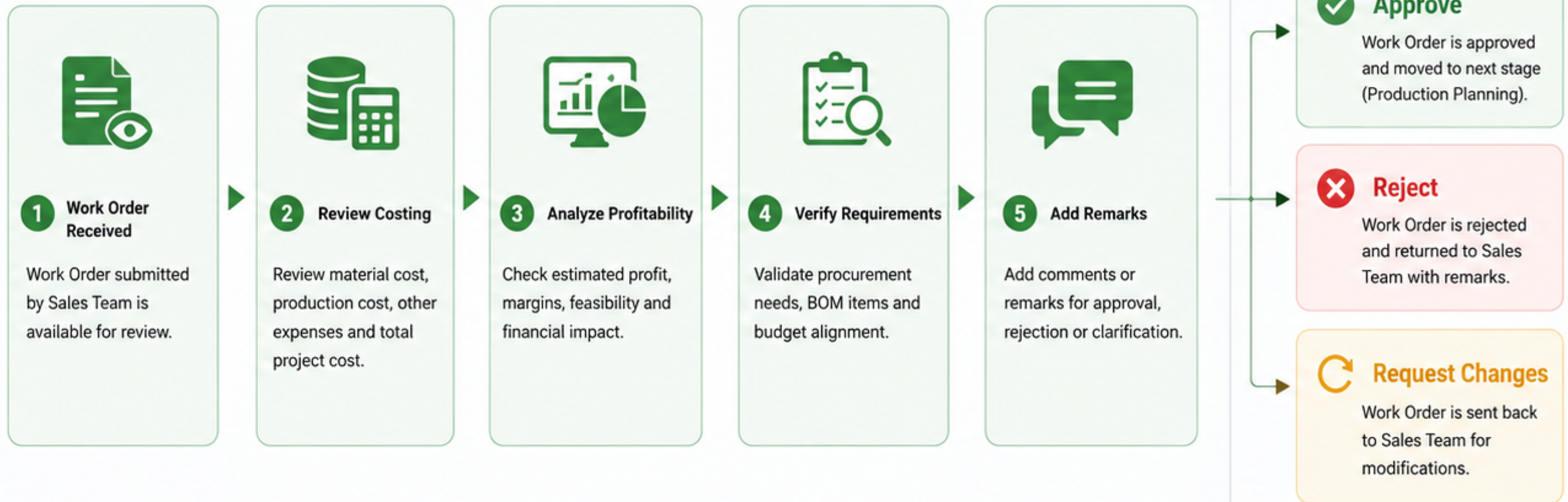
- ✓ View Work Orders submitted by Sales Team
- ✓ Review Costing & Profitability
- ✓ Check Procurement & Material Requirements
- ✓ Approve or Reject Work Order
- ✓ Add Remarks / Comments
- ✓ Send back for clarification (if required)



Objective

Ensure the Work Order is financially feasible and meets the company profit & cost policies.

HERE IS START FINANCE TEAM WORK FLOW



ABOUT THIS WORKFLOW

The Finance Team ensures every Work Order is financially viable, properly costed and aligned with the company's policies before moving it to the Production Planning stage.



NEXT STEP

Once approved, the Work Order will be sent to Production Planning Team.

Finance Work Order Management

The Finance Team can review all submitted work orders from the centralized work order list. Each order includes costing details, estimated profit/loss summary, and production requirements for approval review.

- View complete work order details and costing information.
- Approve or reject work orders based on internal feasibility.



Dashboard

Products

Work Orders

Analytical Reports

Workflow

Calendar

Ankit Dhiman

Home / Hwpms / Work Orders / Index

Work Orders

Showing 1-4 of 4 items.

ID	Order No	Name/Company Name	Product	Quantity	Est Cost	Sale Price	Margin	State	Actions
5	20260527100005	Infotech Exp	Cummins Open Type Diesel ...	10	AED 15,000	AED 50,100	AED 35,100 (70.1%)	Pending	
4	20260527100004	Ankit	Smart Door Lock Controller ...	10	AED 0	AED 80,000	AED 80,000 (100.0%)	Inprogress	
3	20260527100003	Ankit	Smart Door Lock Controller ...	1	AED 0	AED 7,000	AED 7,000 (100.0%)	Inprogress	
2	20260527100001	toxsl	Smart Door Lock Controller ...	1	AED 0	AED 18,300	AED 18,300 (100.0%)	Rejected	

Work Order Review & Approval

Review the complete work order details including product specifications, estimated costing, component requirements, and production information before taking action.

- Verify the work order feasibility and internal costing summary.
- Click Approve to move the order to Production Planning.
- Click Reject to return or close the work order request.

UPG

ULTRA POWER GENERATORS

Dashboard

Products

Work Orders

Analytical Reports >

WorkflowCalendarDark ModeUser ProfileAnkit Dhiman

Home / Hwpm's / Work Orders / 20260527100005 - Infotech Exp

?

20260527100005 - Infotech Exp

PendingNot Starred

ID

5

Product

Cummins Open Type Diesel Generator

Delivery Cost

AED 100

Other Cost

Delivered On

Created By

Pradeep

Order No

20260527100005

Quantity

10

Selling Price / per item (included gst)

AED 5,000

Total Cost

AED 50,100

Created On

2026-05-27 07:00:39 PM

User Actions

ApproveReject

DescriptionAssemblies [0]Supply Requests [0]Files [0]Activities [1]

PRODUCTION TEAM WORKFLOW



You have access to manage production activities and request components from the Purchase Team based on Work Order requirements.

YOUR ROLE ACCESS



Role

Production Team

You can

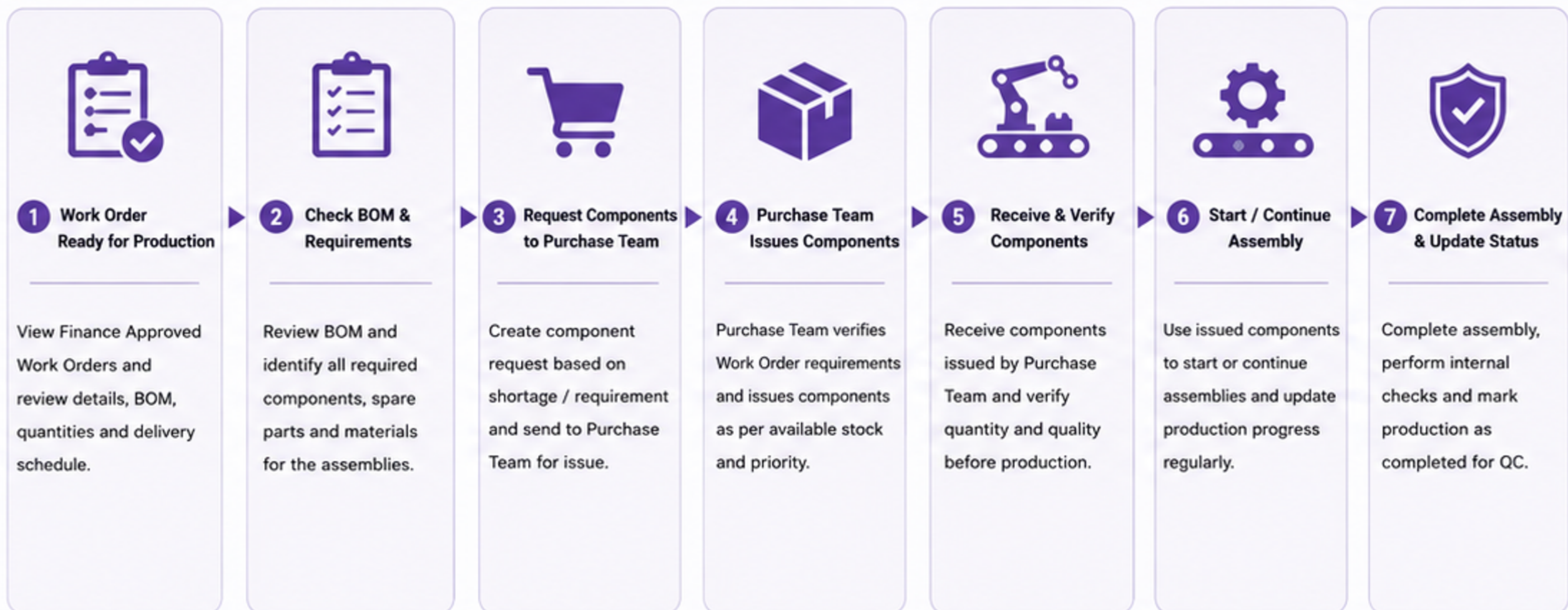
- ✓ View Approved Work Orders
- ✓ Plan Production & Assemblies
- ✓ Check BOM & Material Requirements
- ✓ Request Components from Purchase Team
- ✓ Track Component Issue Status
- ✓ Update Assembly Progress
- ✓ Complete Production
- ✓ Send Back for Missing Components (if required)



Objective

Ensure on-time production by securing required components and completing assemblies as per quality standards.

START PRODUCTION FLOW



ACTIONS BY PRODUCTION



Send Request to Purchase

Raise component request with required quantity and priority.



Follow Up

Track request status and follow up with Purchase Team for issue.



Send Back / Escalate

If components are not available or insufficient, send back or escalate the request.

PRODUCTION FLOW SUMMARY



NEXT STEP

After completing assembly, Work Order will be sent to QC Team for testing and quality verification.



KEY POINTS

- Production starts only after Finance approval.
- Component requests are raised based on actual BOM requirements.
- Purchase Team issues components after verifying Work Order needs.
- Timely component issue ensures smooth production and on-time delivery.

Production Work Order List

The Production Team can view all finance-approved work orders from the production dashboard. These work orders are ready for production planning, material verification, and assembly preparation.

- View approved work orders assigned for production.
- Check product quantity, delivery timeline, and production priority.
- Open work order details to start production planning.

UPG

ULTRA POWER GENERATORS

Dashboard

Assembly and Products

Work Orders

Purchase and Stock

Quality Assurance

Analytical Reports

Search

Workflow

Calendar

Raj

Home / Hwpms / Work Orders / Index

Work Orders

Showing 1-2 of 2 items.

ID	Order No	Name/Company Name	Product	Quantity	Est Cost	Sale Price	Margin	State	Actions
4	20260527100004	Ankit	Smart Door Lock Controller wit...	10	AED 0	AED 80,000	AED 80,000 (100.0%)	Approved	
3	20260527100003	Ankit	Smart Door Lock Controller wit...	1	AED 0	AED 7,000	AED 7,000 (100.0%)	Inprogress	

Work Order Details

Review complete work order information including product specifications, BOM requirements, material availability, and assembly planning before starting production activities.

- Verify required components and production requirements.
- Check inventory availability and material status.
- Continue with material request and production workflow.

UPG

ULTRA POWER GENERATORS

Dashboard

Assembly and Products

Work Orders

Purchase and Stock

Quality Assurance

Analytical Reports

Workflow

Calendar

Raj

Home / Hwpm / Work Orders / 20260527100004 - Ankit

20260527100004 - Ankit

Approved

Not Starred

Availability Requests

Clone

ID	4	Order No	20260527100004
Product	Smart Door Lock Controller with 12 volt Adapter	Quantity	10
Delivery Cost	AED 2,200	Selling Price / per item (included gst)	AED 5,000
Other Cost	AED 800	Total Cost	AED 80,000
Delivered On	2026-05-28	Created On	2026-05-27 05:19:01 PM
Created By	Rajat Panjeta		

User Actions

Move To Inprogress

Availability

Description

Assemblies [0]

Supply Requests [0]

Files [0]

Activities [2]

Product Stock Summary

Insufficient stock. Available 0 units, need 10 more units.

Inventory Availability & QA Request

Review inventory availability and assembly status before sending completed production items for quality inspection. The Production Team can verify required materials and initiate testing process.

- Check component and assembly availability status.
- Verify production completion and inventory readiness.
- Click Send QA Request to forward assemblies for QC testing.

UPG

ULTRA POWER GENERATORS

Dashboard

Assembly and Products

Work Orders

Purchase and Stock

Quality Assurance

Analytical Reports

Workflow

Calendar

Raj

Home / Work Orders / 20260527100004 / Availability Report

Availability Report: 20260527100004

Product Stock Summary

Ready for Delivery! System has 10 units in stock, required 10 units.

ID	Serial Number	Product	State	Created On	Actions
216	68FE7107A838	Smart Door Lock Controller with 12 volt Adapter	Sold	2026-04-16 10:59:01	Sold
217	E08CFED6887C	Smart Door Lock Controller with 12 volt Adapter	Sold	2026-04-16 11:02:38	Sold
226	20260037-00000226	Smart Door Lock Controller with 12 volt Adapter	New	2026-05-27 18:09:03	Send QA Request
227	20260037-00000228	Smart Door Lock Controller with 12 volt Adapter	New	2026-05-27 18:09:03	Send QA Request
228	20260037-00000230	Smart Door Lock Controller with 12 volt Adapter	New	2026-05-27 18:09:03	Send QA Request
229	20260037-00000232	Smart Door Lock Controller with 12 volt Adapter	New	2026-05-27 18:09:03	Send QA Request
230	20260037-00000234	Smart Door Lock Controller with 12 volt Adapter	New	2026-05-27 18:09:03	Send QA Request
231	20260037-00000236	Smart Door Lock Controller with 12 volt Adapter	New	2026-05-27 18:09:03	Send QA Request
232	20260037-00000238	Smart Door Lock Controller with 12 volt Adapter	New	2026-05-27 18:09:03	Send QA Request
233	20260037-00000240	Smart Door Lock Controller with 12 volt Adapter	New	2026-05-27 18:09:03	Send QA Request
234	20260037-00000242	Smart Door Lock Controller with 12 volt Adapter	New	2026-05-27 18:09:03	Send QA Request

Ready to Ship

- After successful QA approval, the production inventory is marked as ready for dispatch and transferred to the Logistics Department for shipment planning and customer delivery.
- View QA approved assemblies and shipment status.
 - Verify dispatch quantity and delivery requirements.
 - Mark inventory as Ready to Ship for logistics processing.

UPG

ULTRA POWER GENERATORS

Dashboard

Assembly and Products

Work Orders

Purchase and Stock

Quality Assurance

Analytical Reports

Workflow

Calendar

Raj

Search

Clone

Label

PDF

Hold the camera to the image

ID	227	Serial Number	20260037-00000228
Product	Smart Door Lock Controller with 12 volt Adapter	Type	Added
Work Order Id	20260527100004 - Ankit	Started On	2026-05-27 06:09:03 PM
Completed On		Created On	2026-05-27 06:09:03 PM
Created By	Raj		

User Actions

Ready To Ship

Description

Inspections [1]

Activities [3]

Showing 1-1 of 1 item.

ID	Title	Measured Value	Temp	Humidity	Voltage	Type Id	State	Created On	Created By	Actions
3	Hardware Test	10	90.00	60.00	220.00	Manual	Passed	2026-05-27 06:20:57 PM	Shivansh Sharma	

YOUR ROLE ACCESS



Role

QC Team

YOU CAN

- ✓ View Ready Assemblies
- ✓ Perform Quality Inspections
- ✓ Run Functional & Performance Tests
- ✓ Record Test Results
- ✓ Approve / Reject Assemblies
- ✓ Send to Logistics (If Pass)
- ✓ Send Back to Production (If Fail)
- ✓ Generate QC Reports



OBJECTIVE

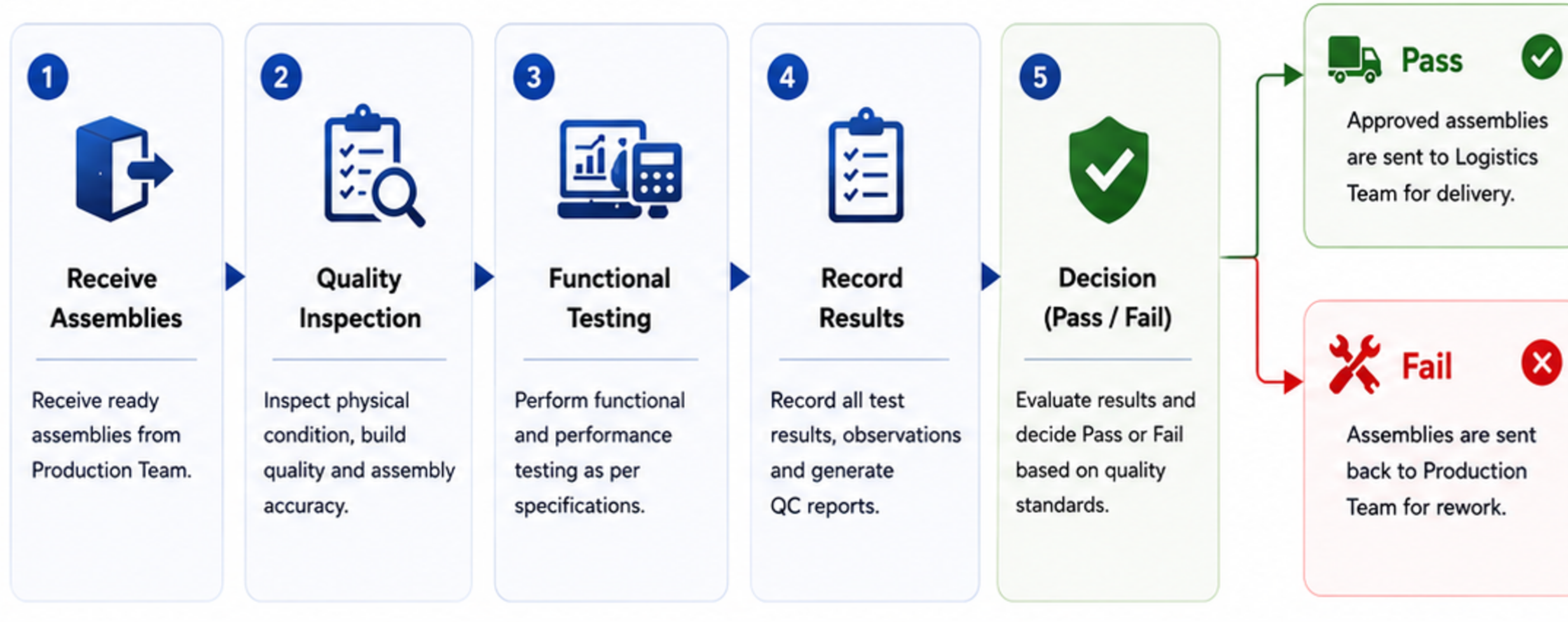
Ensure every assembly meets quality standards before it is sent to Logistics.



QC TEAM WORKFLOW

QC Team receives ready assemblies from Production, performs quality checks and testing to ensure product meets company standards.

QC PROCESS FLOW



Outcome: Only tested and approved assemblies (Pass) are forwarded to Logistics for final delivery.



KEY POINTS



Each assembly is checked for quality and performance.



All inspections and tests are recorded for traceability.



Only assemblies that PASS quality are sent to Logistics.



Failed assemblies are sent back to Production for rework.

QC ACTIONS

- Quality Checklist
- Test Reports
- Pass / Fail Status
- Remarks & Photos
- Send to Logistics
- Send Back to Production
- QC Reports

QC Work Order List

The QC Team can view all completed production work orders that are pending quality inspection and testing before dispatch approval.

- View production-completed work orders awaiting QC review.
- Check assembly status, quantity, and production details.
- Open work order details to start inspection and testing.

UPG

ULTRA POWER GENERATORS

Dashboard

Work Orders

Quality Assurance

Home / Hwpms / Work Orders / Index

Showing 1-3 of 3 items.

ID	Order No	Name/Company Name	Product	Quantity	Est Cost	Sale Price	Margin	State	Actions
4	20260527100004	Ankit	Smart Door Lock Controller wit...	10	AED 0	AED 80,000	AED 80,000 (100.0%)	Inprogress	
3	20260527100003	Ankit	Smart Door Lock Controller wit...	1	AED 0	AED 7,000	AED 7,000 (100.0%)	Inprogress	
2	20260527100001	toxsl	Smart Door Lock Controller wit...	1	AED 0	AED 18,300	AED 18,300 (100.0%)	Rejected	

Inspection & Quality Report

Review completed assemblies, verify inventory details, and perform quality inspection based on operational and safety standards.

- Check assembly condition and testing requirements.
- Add inspection remarks and quality observations.
- Submit the inspection report for final QC decision.

UPG

ULTRA POWER GENERATORS

Dashboard

Work Orders

Quality Assurance

Workflow

Calendar

Shivansh Sharma

Home / Hwpmns / Stock Inspections / Add

Stock Inspections

ADD

Title *

Temp

Voltage

Started On

×

Select date & time...

Measured Value

Humidity

Type Id

Manual

Completed On

×

Select date & time...

Description

B

U

I

Ⓢ

A:

—

T!

+

:

Characters : 0

Save

QC Pass / Fail Status

After inspection and testing, the QC Team can mark the work order as Pass or Fail based on quality verification results.

- Mark Pass to move assemblies to Logistics Department.
- Mark Fail to return assemblies for production rework.
- Update final QC status and testing remarks.

UPG

ULTRA POWER GENERATORS

UPG

ULTRA POWER GENERATORS

Dashboard

Work Orders

Quality Assurance

Workflow

Calendar

Shivansh Sharma

Home / Hwpmns / Stock Inspections / Hardware Test

?

Stock Inspection

Pending

Not Starred

ID

3

Measured Value

10

Humidity

60.00

Type Id

Manual

Completed On

Inventory

20260037-00000228

Title

Hardware Test

Temp

90.00

Voltage

220.00

Started On

Created On

2026-05-27 06:20:57 PM

Created By

Shivansh Sharma

User Actions

Pass

Fail

InProgress

Complete

Files [0]

Feeds [1]

YOUR ROLE ACCESS



Role

Logistics Team

YOU CAN

- ✓ Receive QC Approved Assemblies
- ✓ Plan Dispatch & Delivery
- ✓ Manage Packing & Documentation
- ✓ Assign Transport & Shipments
- ✓ Track Deliveries
- ✓ Confirm Delivery to Customer



OBJECTIVE

Ensure safe delivery of quality approved products to customers on time.



LOGISTICS TEAM WORKFLOW

Logistics Team receives QC approved assemblies from Production and ensures safe delivery to the customer.



From Production

QC approved assemblies are received from Production Team.



To Logistics

Assemblies along with required documents are handed over for delivery process.

LOGISTICS PROCESS FLOW

1



Receive from QC Team

Receive QC approved assemblies along with documents (QC Report, Packing List, Work Order).

2



Packing & Preparation

Pack assemblies safely with proper materials, labels and handling instructions.

3



Documentation

Prepare and verify all shipping documents (Invoice, E-Way Bill, Challan, Packing List, Delivery Note).

4



Dispatch Planning

Plan dispatch, select transport vendor and schedule pickup based on delivery date.

5



Shipment & Tracking

Dispatch shipment and update tracking information for real-time visibility.

6



Delivery to Customer

Ensure safe delivery at customer site as per committed schedule.

7



Delivery Confirmation

Obtain POD (Proof of Delivery) and confirm delivery in the system.

LOGISTICS ACTIONS



Packing Management



Dispatch Planning



Shipment Tracking



Delivery Confirmation



POD (Proof of Delivery)



Customer Communication



Reports & History



Outcome: Assemblies are delivered safely to the customer on time with complete documentation and confirmation.

END TO END FLOW SUMMARY



Production

(Ready Assemblies)



QC

(Quality Check - Pass)



Logistics

(Dispatch & Delivery)



Customer

(Delivered)



GOAL

Deliver the right product to the right customer at the right time with complete safety and quality.

Logistics Work Order List

The Logistics Team can view all QC-approved work orders that are ready for shipment and customer delivery. Users can access complete order and dispatch information from the work order list.

- View all ready-to-ship work orders and delivery status.
- Open work order details using the view action.
- Track dispatch quantity and pending deliveries.



Search



Workflow



Calendar



Hamza

- Dashboard
- Assembly and Products
- Work Orders
- Analytical Reports

Home / Hwpms / Work Orders / Index



Work Orders										
Showing 1-1 of 1 item.										
ID	Order No	Name/Company Name	Product	Quantity	Est Cost	Sale Price	Margin	State	Actions	
1	20260527100001	Infotech Exp	Cummins Open Type Diesel Ge...	10	AED 18,000	AED 25,100	AED 7,100 (28.3%)	Inprogress		

Delivery & Dispatch Details

Review shipment information, delivery quantity, and dispatch requirements before marking inventory as delivered to the customer.

- Verify dispatch items and delivery details.
- Mark inventory as delivered after shipment completion.
- Update final delivery status for production tracking.



UPG

ULTRA POWER GENERATORS

☰

Workflow

Calendar

🌙



Hamza ▾

🏠 Dashboard

⚙️ Assembly and Products >

📋 Work Orders

📊 Analytical Reports >

Home / Hwpm's / Work Orders / 20260527100001 - Infotech Exp

?

20260527100001 - Infotech Exp

Inprogress

Not Starred ★

✎

🗑

ID	1	Order No	20260527100001
Product	Cummins Open Type Diesel Generator	Quantity	10
Delivery Cost	AED 100	Selling Price / per item (included gst)	AED 2,500
Other Cost		Total Cost	AED 25,100
Delivered On		Created On	2026-05-27 06:55:08 PM
Created By	Admin		

User Actions

Deliver

Description

Assemblies [10]

Supply Requests [2]

Files [0]

Activities [1]