

Quick Start of WO system

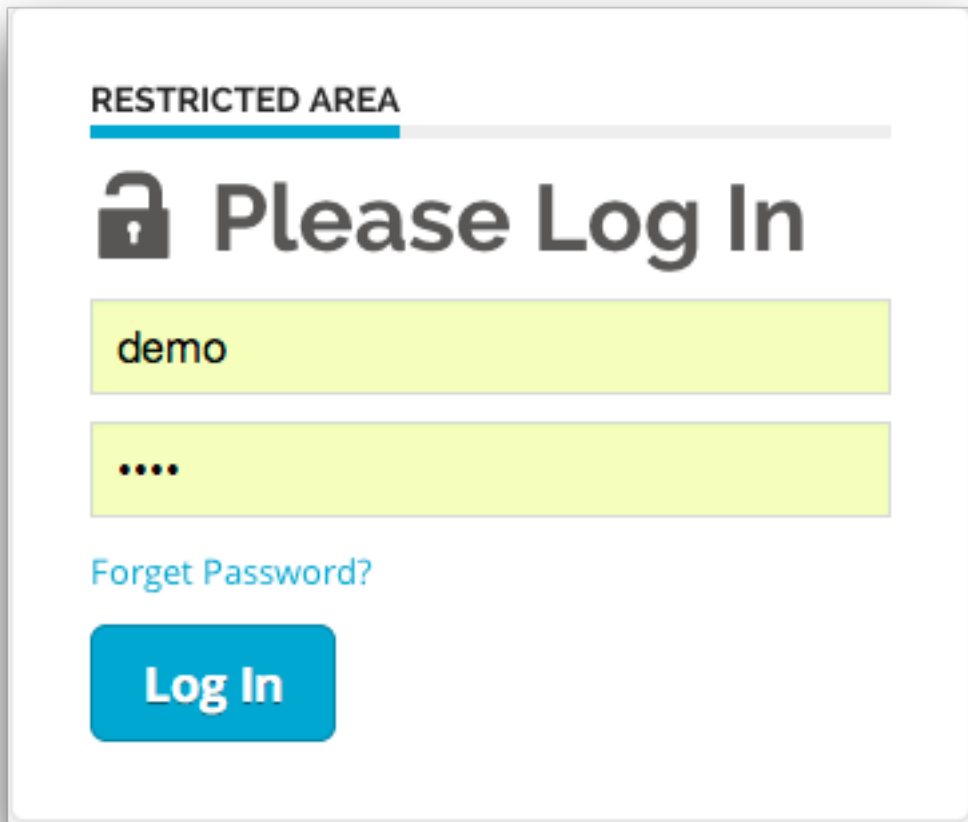
Version History	1
STEP 1: LOG IN	2
STEP 2: ADD PRODUCT GROUP	3
STEP 3: ADD PRODUCT	5
STEP 4: CREATE WORK ORDER	7

VERSION HISTORY

Revision	Date	Author	Comments
1.0.0	2013-12-01	Will JIANG	Coming
1.1.0	2014-01-25	Will JIANG	use new template

Online html Version : <http://support.nexpcb.com/hc/en-us/articles/201093218-How-to-get-a-professional-PCB-stencil->

Just four steps to launch up your own WO system.



Step 1: Log in

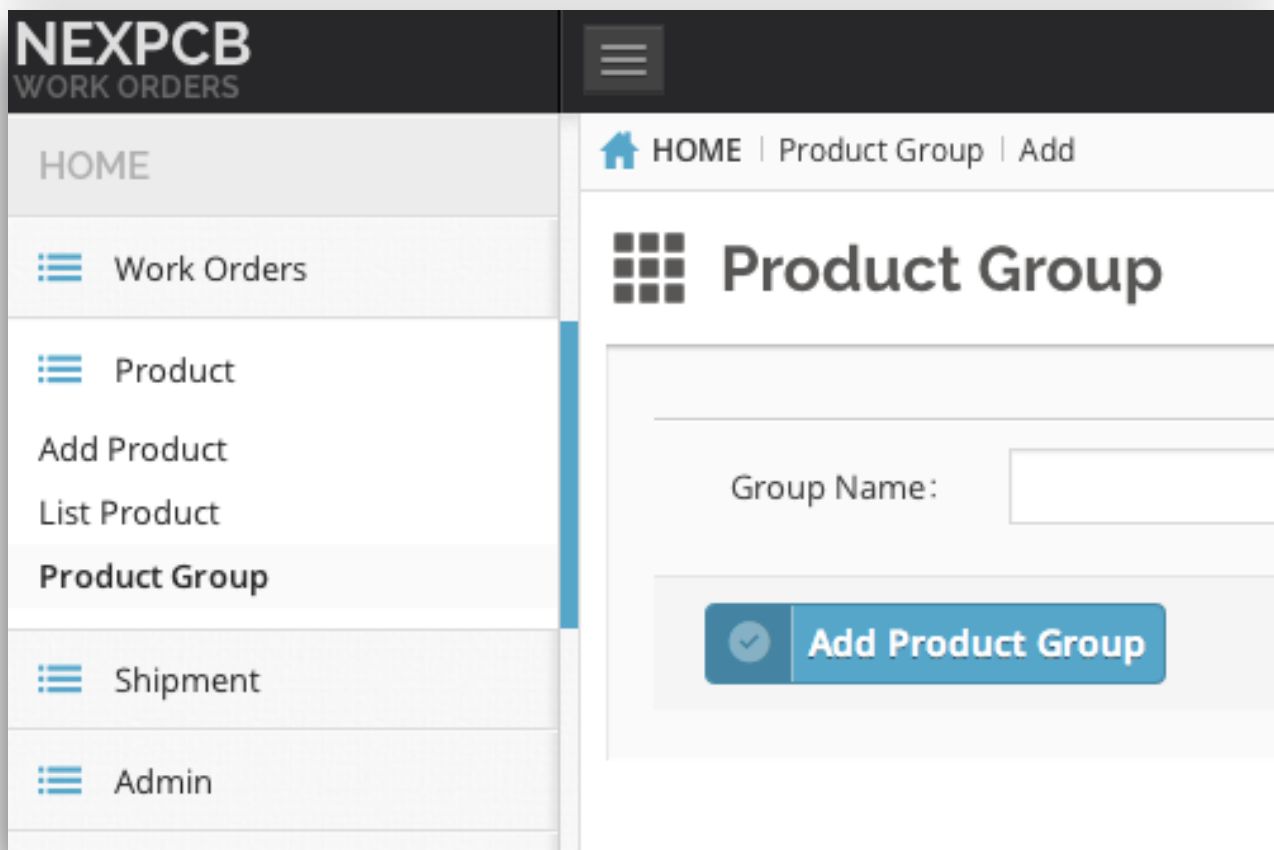
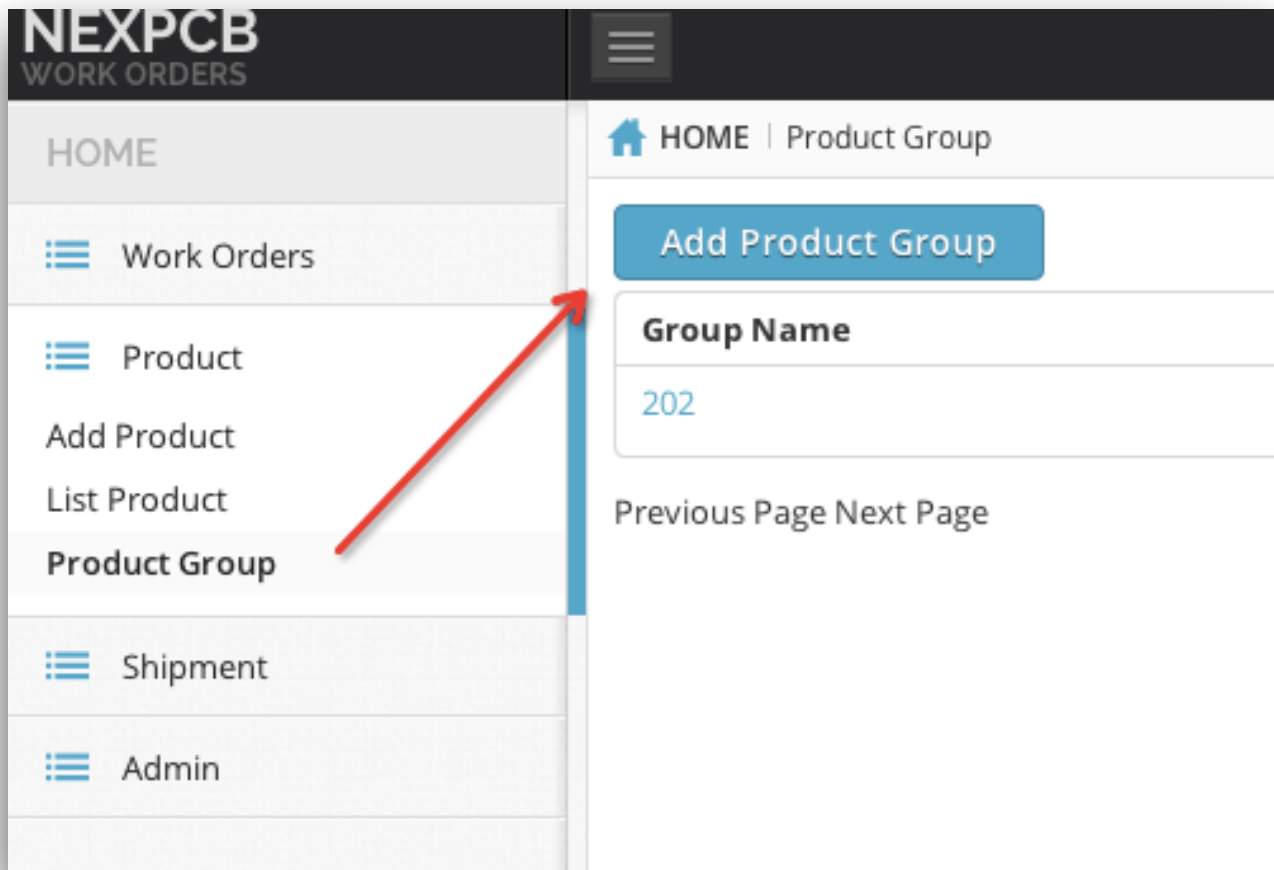
After you sign in, the home page is the Overview of all the work orders. Left side of the page is the main parts of the WO system: [Work Orders\(WO\)](#), [Product](#), [Shipment](#), [Admin](#).

The screenshot displays the NexPCB Work Orders interface. On the left, a sidebar menu lists categories: Work Orders, Product, Shipment, and Admin, each with sub-items. The main area features a 'HOME | Overview' breadcrumb, a prominent 'Create New Work Order' button, and a table of recent work orders.

WO	Subject
11	1
10	a
9	a
8	a
7	a
6	a
5	a
4	a

Step 2: Add Product Group

It's important to create the product library for your products before Create New Work Order. Just Click [Product Group](#) in [Product Part](#).



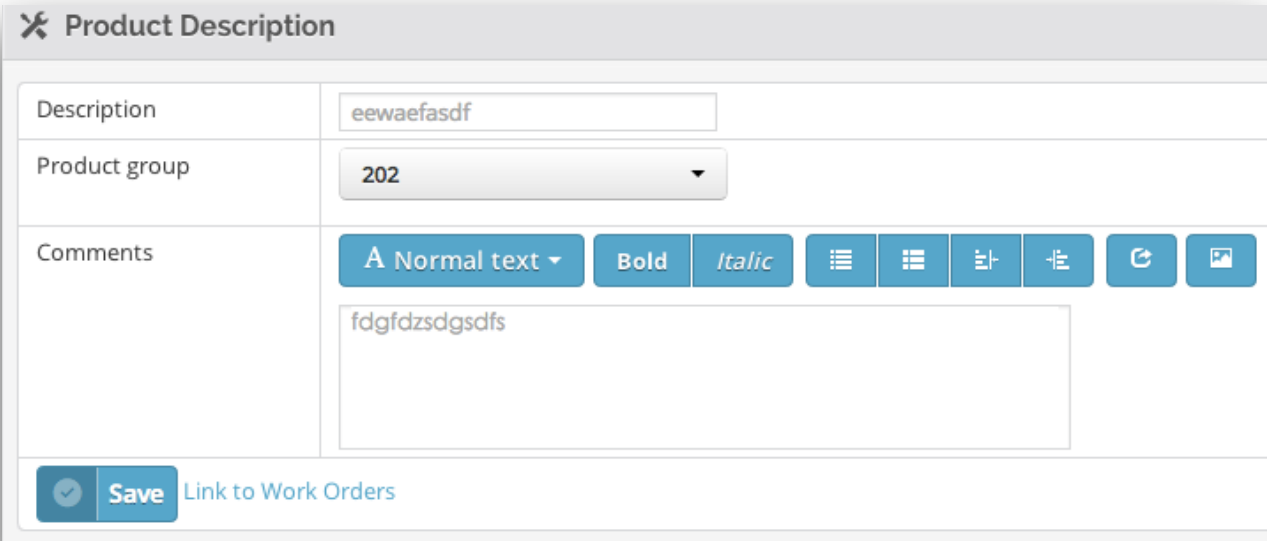
Then add the Groups name via click [Add Product Group](#) link, and add the [Group Name](#).

You can click the [Product Group](#) again to list all the Group Names you have added.

Step 3: Add Product

a) Add Product Name

Just click [Add Product](#) link and add the Description of your product quick and simple.



The screenshot shows a form titled "Product Description" with the following fields and controls:

- Description:** A text input field containing the placeholder text "eewaefasdf".
- Product group:** A dropdown menu currently showing "202".
- Comments:** A rich text editor area containing the placeholder text "fdgfdzsdgdfs". Above the text area is a toolbar with buttons for:
 - Text format: "A Normal text" (with a dropdown arrow)
 - Text style: "Bold" and "Italic"
 - List: Bulleted list, Numbered list, and Indented list
 - Other: Undo, Redo, and Image upload
- Footer:** A "Save" button with a checkmark icon and a "Link to Work Orders" link.

Click [Add Product](#) button

b) Add Version Flag

Set the version flag and upload product's files for each version.

✕ **Product Version**

Version	Comment
0.02	
0.01	ff

Version	<input type="text"/>
Comment	<div style="display: flex; gap: 5px; margin-bottom: 5px;"> A Normal text ▾ Bold Italic ☰ ☰ ☰ ☰ ↻ 🖼️ </div> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>

✓
Add Version Flag

c) Add File

Add several files, related to the specific product version to manufacture.

✕ **Product Attachments**

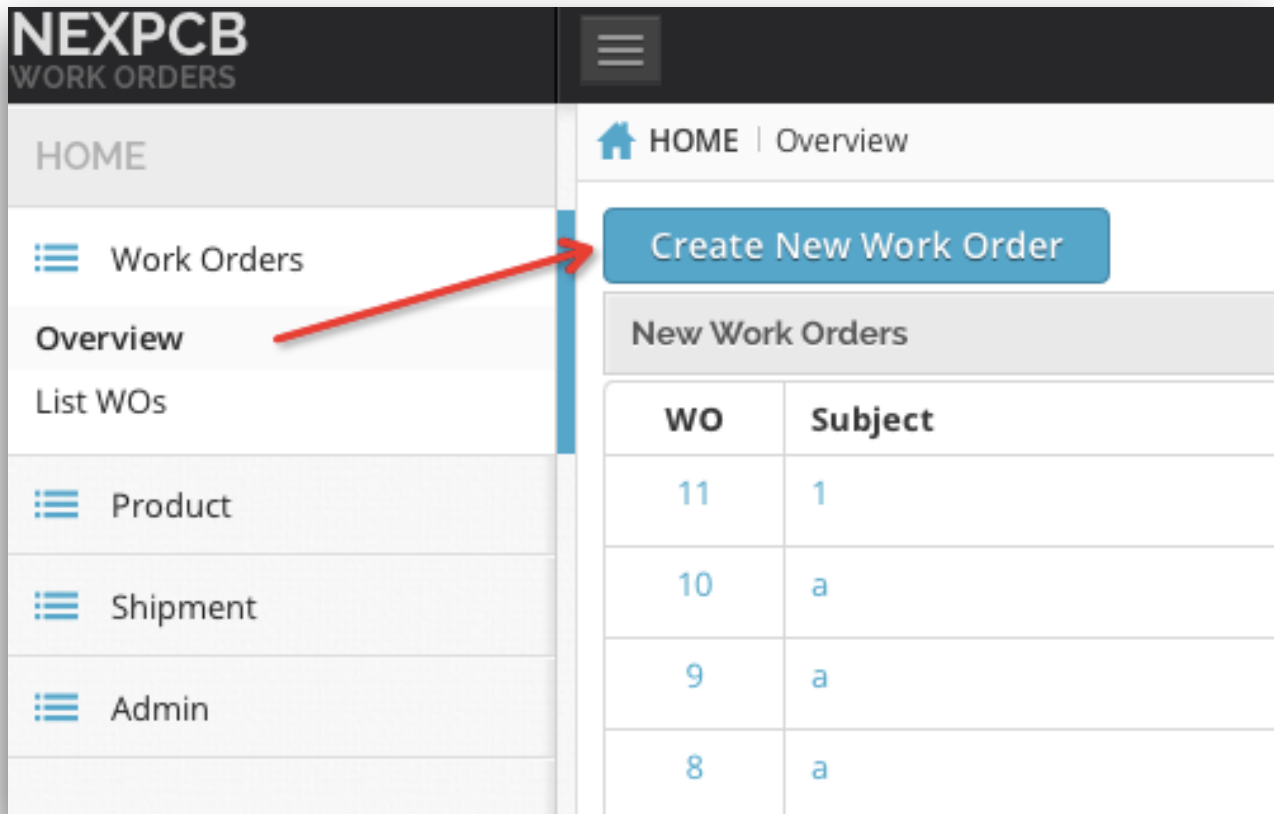
Name	Type
241	Schema and Layout
abc	Schema
aa	Test program

Type	<div style="background-color: #f0f0f0; padding: 5px; border-radius: 3px;"> Schema ▲ </div>
Version	<div style="background-color: #f0f0f0; padding: 5px; border-radius: 3px;"> Please Select Version ▲ </div>
Name	<input type="text"/>
Attachments	<div style="display: flex; justify-content: space-between; align-items: center;"> 选择文件 未选择文件 Upload </div>

✓
Add File

Step 4: Create Work Order

Click the [overview](#) link under [Work Orders](#) part, and click [Create New Work Order](#) button.



Click [Save](#) button when you have done.

The screenshot shows the 'NEXPCB WORK ORDERS' interface. On the left is a navigation menu with 'HOME', 'Work Orders', 'Overview', 'List WOs', 'Product', 'Shipment', and 'Admin'. The main area is titled 'HOME | Overview | Add' and contains a form with the following fields:

Create date	1/10/2014 7:49:42 AM
Subject	<input type="text"/>
Type	Production
Prio	Critical
Product	Please Select Product
Product version	Please Select Product Version
Num units	<input type="text"/>
Description	<input type="text"/>
Shipping instructions	<input type="text"/>

At the bottom of the form is a blue 'Save' button with a checkmark icon.

Congratulation!
The work order is created, and the team of NexPCB will create your design. You can just focus on the market and the design now!