MANAGE WORK AREAS

MFG

QUICK REFERENCE GUIDE

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step guide of **how to manage work areas** in the North Carolina Financial System (**NCFS**).

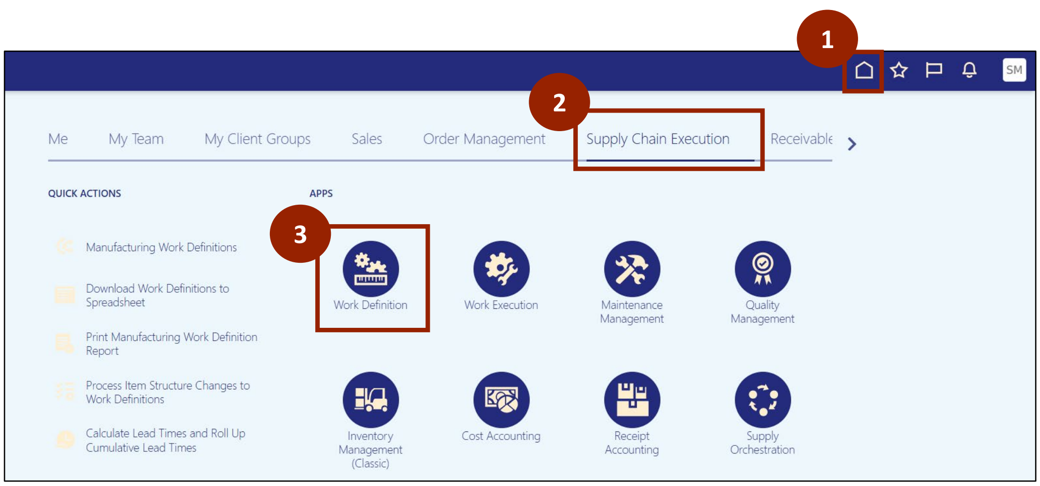
Introduction and Overview

This QRG covers the process of ***managing work areas***. Manage Work Areas provides the tools and processes necessary to define, organize, and maintain specific operational spaces within a plant or facility. Effective management of work areas ensures optimal resource allocation, streamlined workflows, and the flexibility to adapt to changing operational requirements.

Create Work Areas

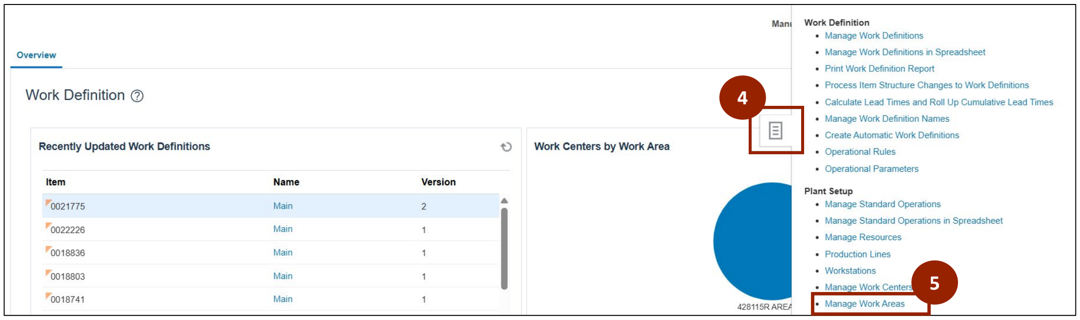
To manage work areas in NCFS, please log in to the NCFS portal with your credentials to access the system.

1. Begin from the ***Home*** page, or click the **Home** icon.
2. On the ***Home*** page, select **Supply Chain Execution.**
3. Within the **Supply Chain Execution** tab, select **Work Definition.**



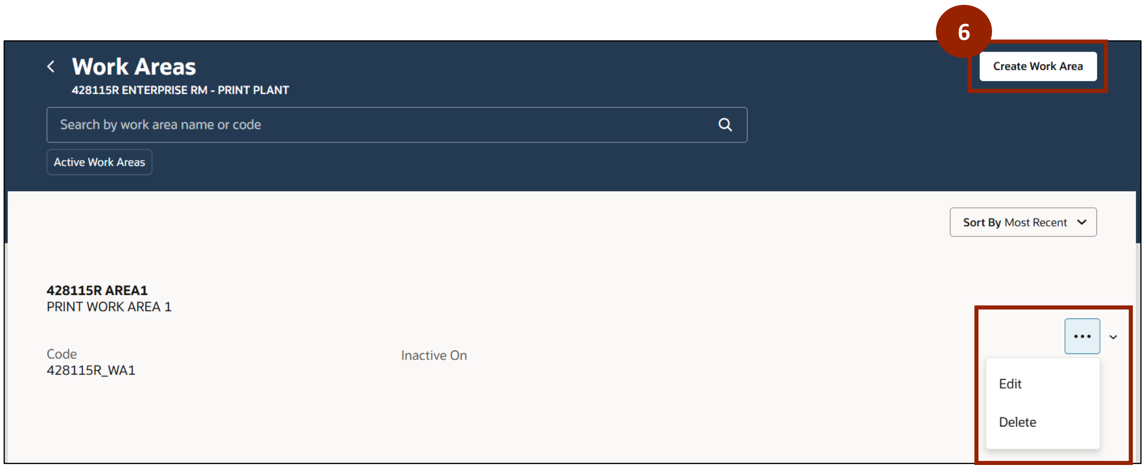
4. From the ***Work Definition*** page, click the **Task** icon.

5. Select **Manage Work Areas** under *Plant Setup* in the *Task* menu.

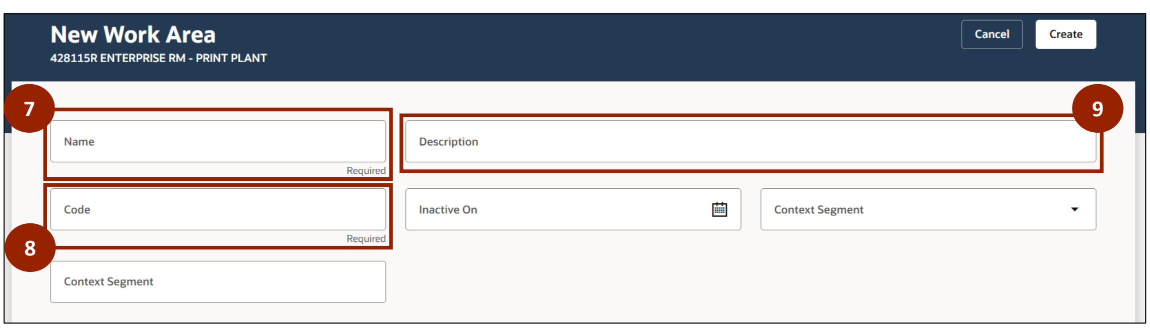


6. On the ***Work Areas*** page, select **Create Work Area.**

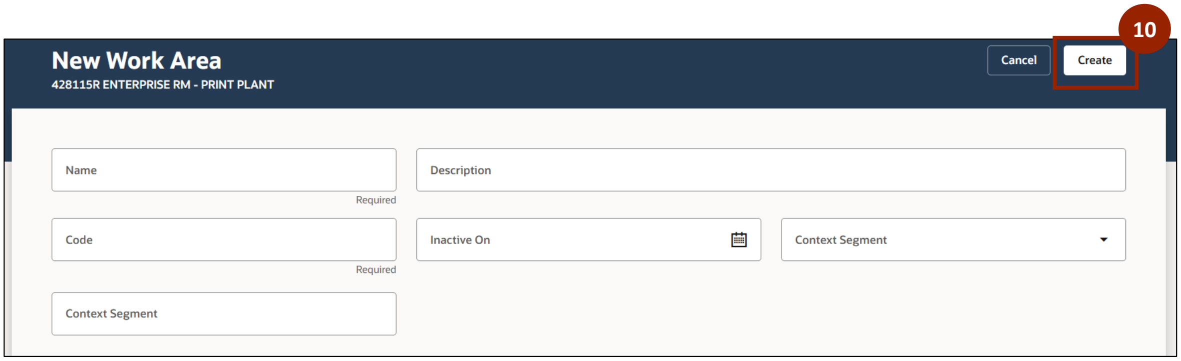
Note: Select the **ellipsis** icon and select *Edit* or *Delete* to edit an existing Work Area.



7. Enter a **unique name** for the Work Area in the *Name* field.
8. Enter a **unique code** for the Work Area in the *Code* field.
9. Enter a **description** of the Work Area in the *Description* field.



10. Select **Create** to complete the process.



Wrap-Up

NCFS users use the steps in this QRG to navigate to the Manage Work Areas page and create new work areas or update existing work areas.

Additional Resources

Virtual Instructor Led Training (vILT)

- MFG103: Create and Maintain Manufacturing Master Data

Web-based Training (WBT)

- MFG100: Introduction to NCFS Manufacturing
- MFG101: The Journey Through NCFS Manufacturing