

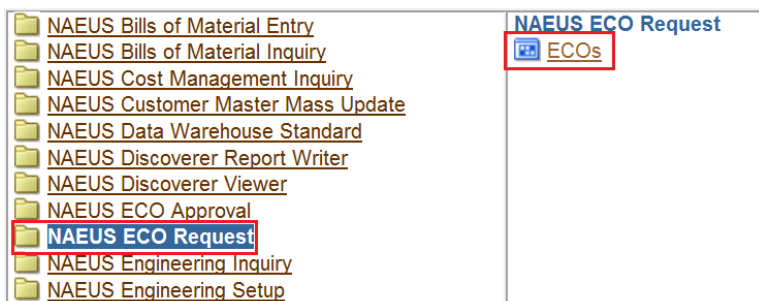
Document Name: ECO Processing		
Brand Specific (if applicable):	<input checked="" type="checkbox"/> Bergen	<input checked="" type="checkbox"/> Gardner Bender <input checked="" type="checkbox"/> King Innovation
Channel Specific (if applicable):	<input checked="" type="checkbox"/> Retail	<input checked="" type="checkbox"/> Pro D <input checked="" type="checkbox"/> Ind OEM <input checked="" type="checkbox"/> Rec OEM <input type="checkbox"/> B2B
Department Owner:	Process Category: Engineering	
Process Owner:	Document Creator: Katie Comfort	
	Version #: 1	Revision Date:

OVERVIEW: This document will show how to process an ECO, attach a document in the paperclip and check who needs to approve an ECO

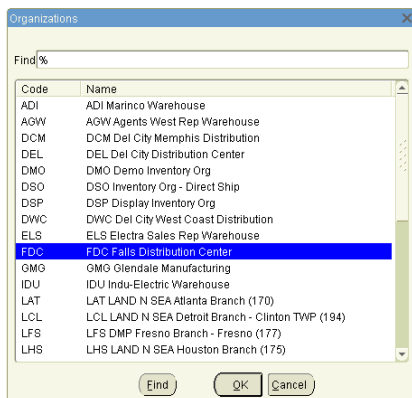
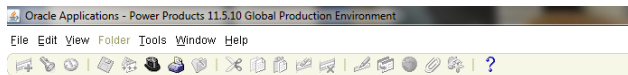
PROCESS STEPS:

After logging into Oracle > NAEUS ECO Request > ECOs

Navigator



Select the Org (Where manufactured/purchased) > OK



The ECO Number is auto-generated. DO NOT POPULATE THIS!

Fill in the ECO Type, Requestor Name (last name, first name), ECO Department (same as the Org the ECO is being created in), Reason, Priority will auto-populate to "High" and the Approval List. The Approval List is classified by Brand_Org_Type. It is important to select the appropriate Approval List to ensure the appropriate parties receive the ECO notification.

If you have questions about the Approval List, ASK!

The screenshot shows the 'Engineering Change Orders (FDC)' form. Fields include: ECO (EF14.141), Type (New Item), Creation Date (10.OCT.2014 15:44:50), Status (Open), Requestor (Jensen, Brittany), ECO Department (FDC Falls Distribution Center), Reason (NEW ITEM), Priority (High), and Approval List (DOC_SPEC). A table of Approval Lists is shown below, with 'G_FDC_ACT' selected. The 'OK' button is highlighted with a red box.

Name	Description
G_FDC_ACT	GB FDC Active (Reactivate)
G_FDC_DRAW	GB FDC DRAWING CHANGES
G_FDC_PRE	GB FDC PrProd
G_FDC_SC	GB FDC Status Change (DMB, O/WI, OBS)
G_GMG_ACT	GB GMG Active (Reactivate)
G_GMG_BID	GB GMG BOM and/or Drawing change
G_GMG_FRE	GB GMG PrProd
G_GMG_SC	GB GMG Status Change (DMB, O/WI, OBS)
G_PMG_ACT	GB PMG Active (Reactivate)
G_PMG_BID	GB PMG BOM and/or Drawing
G_PMG_PRE	GB PMG PrProd
G_PMG_SC	GB PMG Status Change (DMB, O/WI, OBS)

Enter the ECO Description. It is important to enter a detailed description so everyone knows what they are approving

The screenshot shows the 'Engineering Change Orders (FDC)' form with the 'Description' field filled with the text: 'Add description of ECO here (Creating new items as PreProd, Changing item status to Active/OBS, etc)'. The 'OK' button from the previous screenshot is still visible.

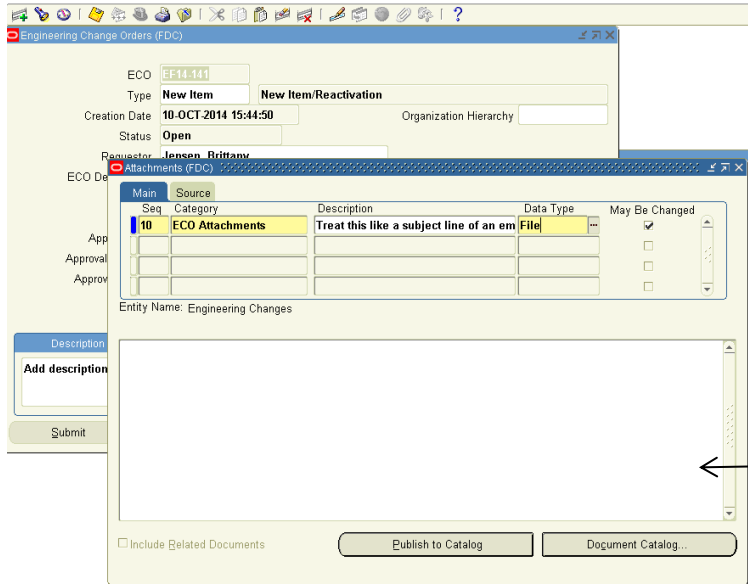
You must enter the Item(s) into the Revised Item tab. Failure to do so will result in your ECO not implementing. If you are creating a brand new item, enter PREPROD as the item so there is something in the Item field. If the items are already in Oracle you may add them. If this is for a BOM (Bill of Material) change > Components

Item	Alternate	Item Rev	Description	Routing Rev	Effective Date
OSHHOLIDAYDSP20					10-OCT-2014 15:53:43

This will allow you to Add, Change or Disable items in the BOM through Oracle. Enter the appropriate action, item and quantity. After everyone has approved the ECO and it implements overnight, the BOM will automatically update through Oracle. Once completed, X out of the screens to return to the ECO

Action	Component	Op Seq	Item Seq	UOM	Quantity
Add	OSHHOLIDAYDSP20				1

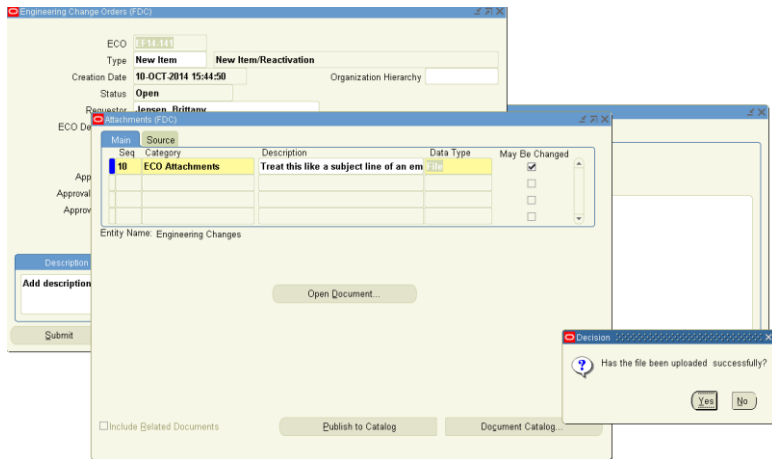
Depending on the ECO Type certain forms will need to be attached. Click on the Paperclip icon



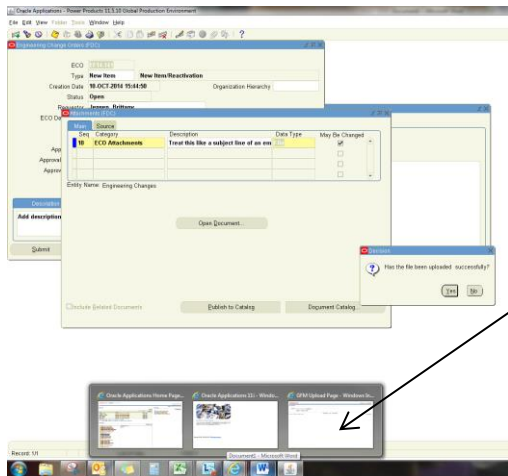
* If you're adding notes, you can choose "Long Text" as the Data Type and enter text in this field.

The Category will always be "ECO Attachments" (SHORTCUT – type ECO in the Category field then Tab. This will auto-populate the Category). The Description should be treated like the subject line of an email (New Item Set Up form, Financial Justification Form, Drawing, BOM Changes, etc). The Data Type will be "File" to attach a file.

NOTE: DO NOT ANSWER THE QUESTION BOX THAT POPS UP YET!!!

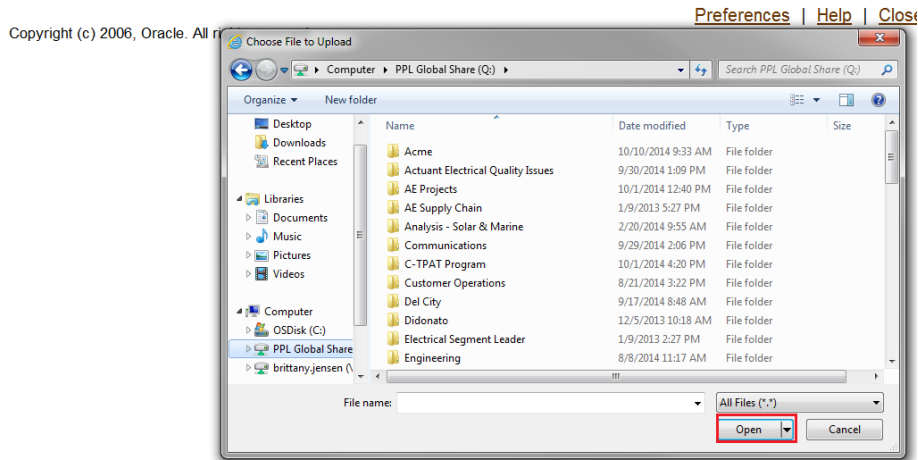
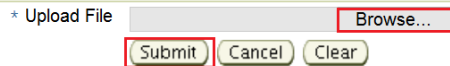


You must first upload your file. There will be another Internet Explorer window that pops up



Click Browse and search for the file > Open > Submit

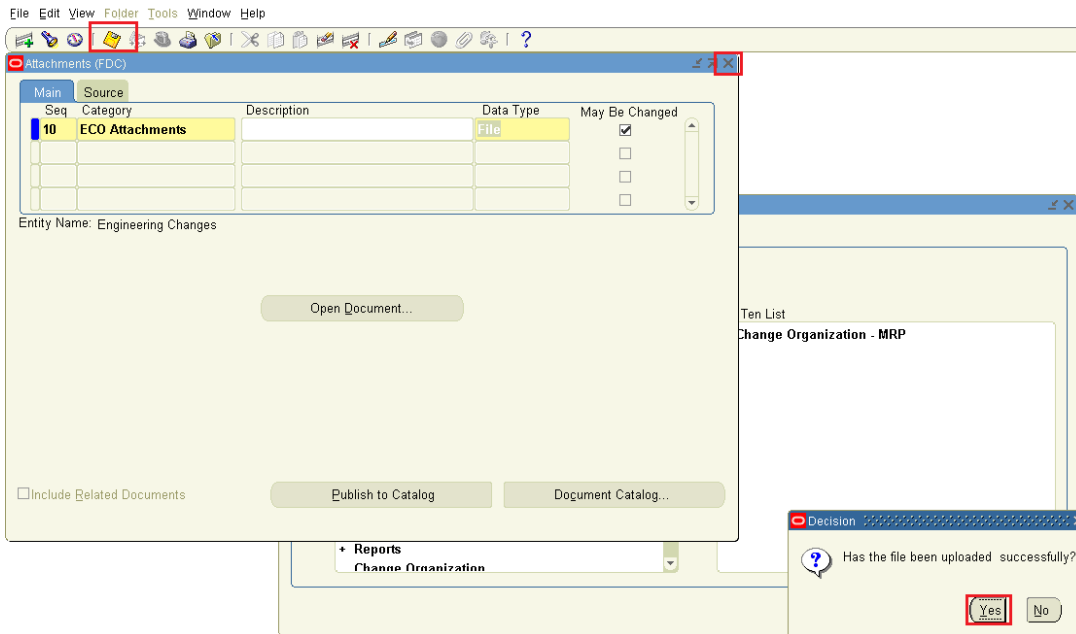
File Upload



Click on the Oracle icon to return to the ECO



Click "Yes", Save (yellow disk icon) and close this window



***Tip: To delete an attachment > Delete icon> Document and Attachment

The screenshot shows the 'Attachments (FDC)' window with a table containing one row with 'Seq' 20. Below the table, the 'Entity Name' is 'Engineering Changes'. A decision dialog box is open, asking 'Delete only attachment or delete both document and attachment?'. The 'Document and Attachment' button is highlighted with a red box.

Seq	Category	Description	Data Type	May Be Changed
20				<input checked="" type="checkbox"/>

Entity Name: Engineering Changes

Decision: Delete only attachment or delete both document and attachment?
Document and Attachment Cancel Attachment

Click Submit

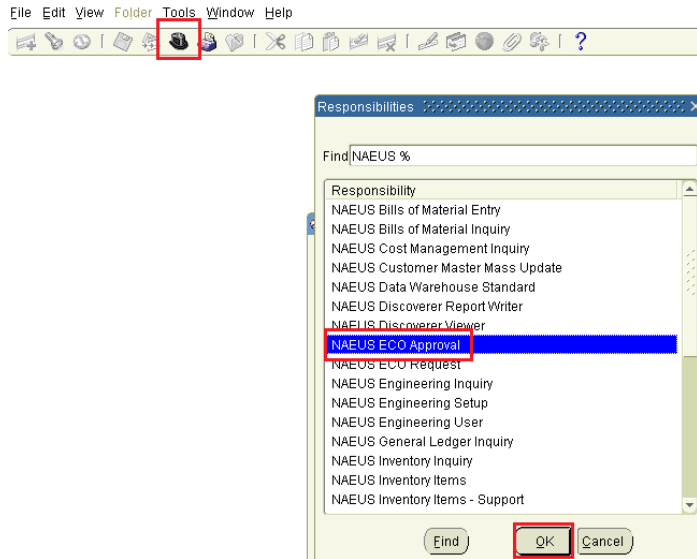
****Remember to write down the ECO Number!**

The screenshot shows the 'Engineering Change Orders (FDC)' window with the following fields:

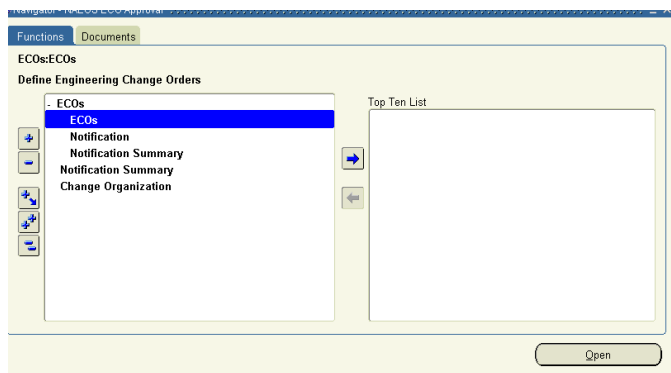
- ECO: EF14-141
- Type: New Item (New Item/Reactivation)
- Creation Date: 10-OCT-2014 15:44:50
- Status: Open
- Requestor: Jensen, Brittany
- ECO Department: FDC Falls Distribution Center
- Reason: NEW ITEM (New Item)
- Priority: High (High)
- Approval List: G_FDC_ACT
- Approval Process: Voting Approval Process
- Approval Status: Not submitted for approval

Buttons at the bottom: Submit, Transfer, Copy, ECO Revisions, Revised Items

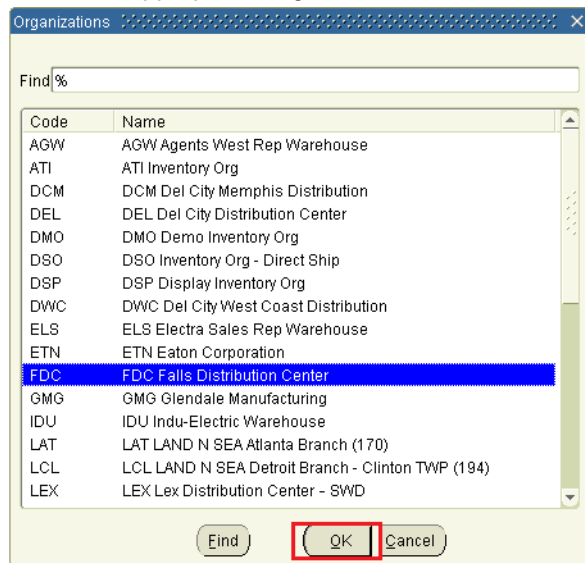
To view who needs to approve the ECO, you'll need to change Responsibilities (Top Hat Icon) > NAEUS ECO Approval > OK



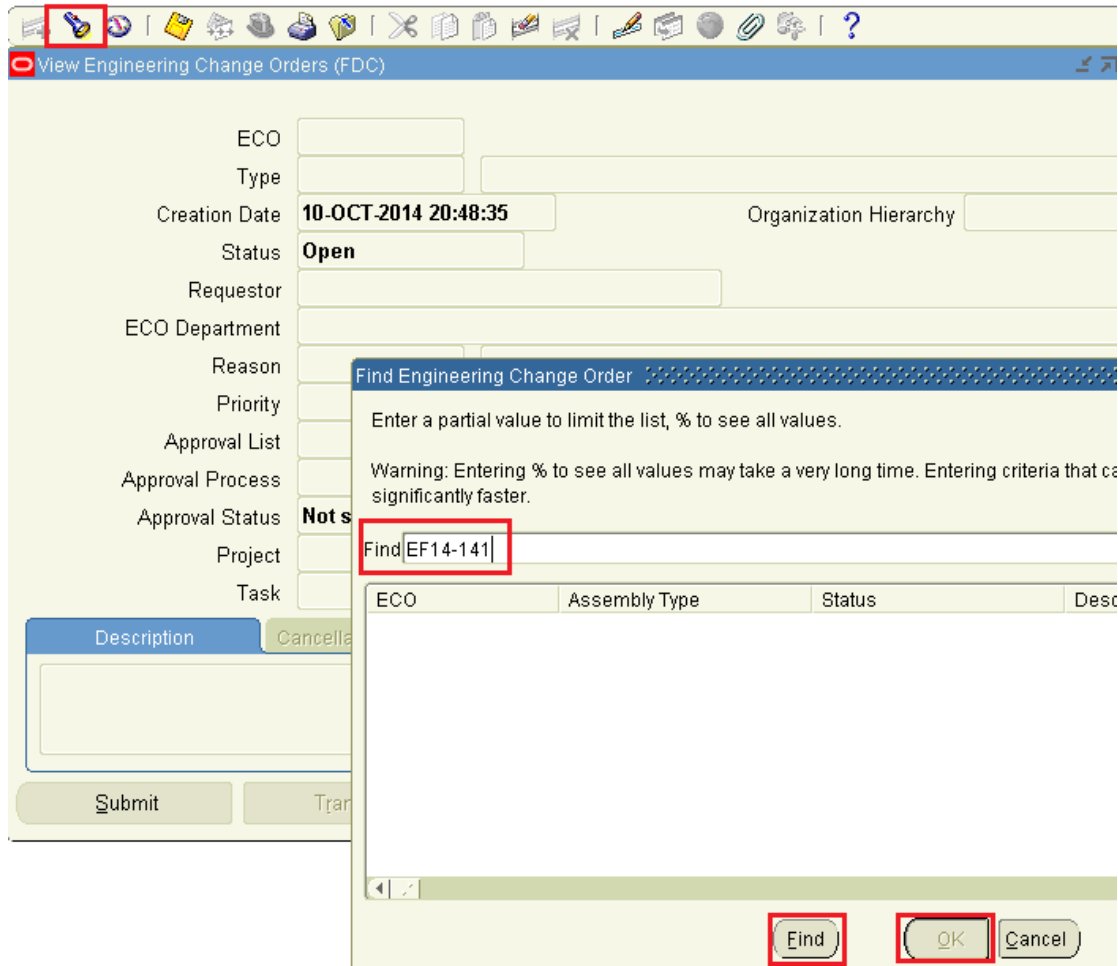
Double click on ECO > ECO



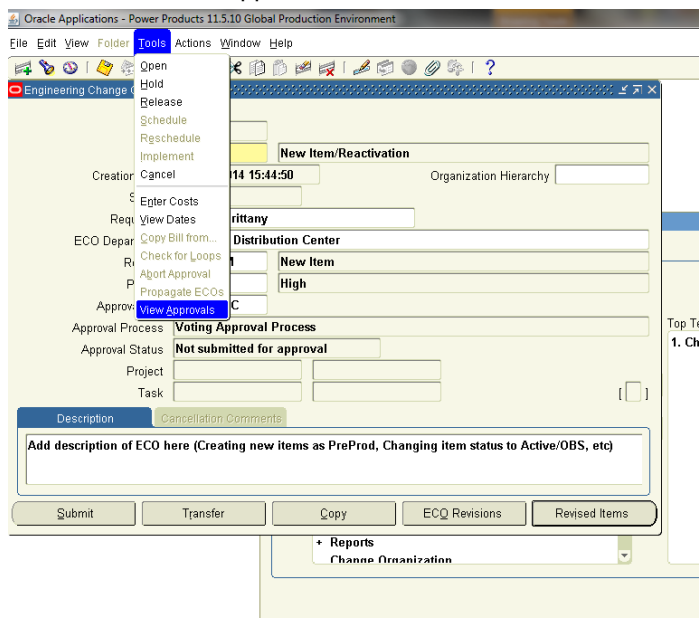
Select the appropriate Org > OK



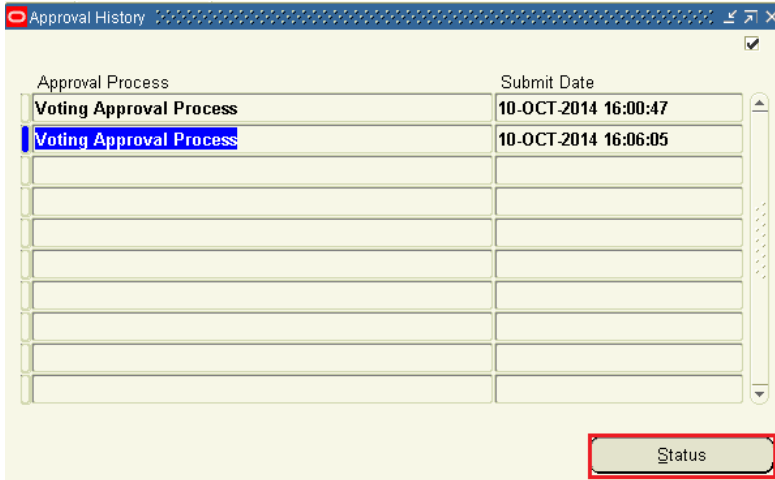
Click on the Search Icon (Flashlight) > Enter the ECO Number > Find > OK



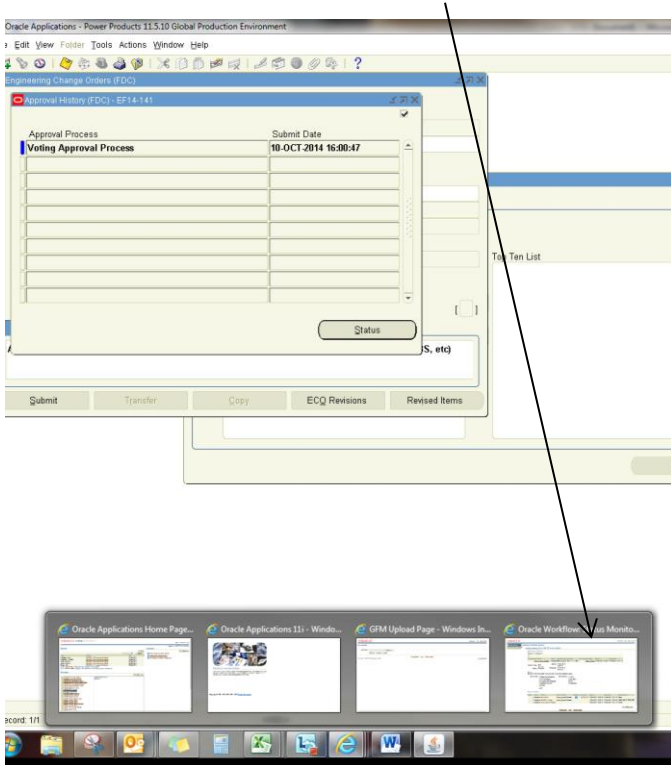
Click Tools > View Approvals



The Approval History screen will pop up > Status



A new Oracle Workflow screen in Internet Explorer will appear, click on it



Click Participant Responses

Activity History

Participant Responses

Monitor Responses

Notification List: ECO_APP, I

[View Process Hierarchy](#)

[Expand All](#) | [Collapse All](#)

⊕

Focus	Process Name
	Voting Approval Proces

Workflow Type **ECO**
Approval
Status **Complete**

Uncheck the Closed Notification box > Go

You will be able to see who still needs to approve the ECO and who has already approved the ECO

Search

Set activity filters and select the "Go" button to view corresponding results.

Response Notifications

FYI Notifications

Closed Notifications

Notification List

Activity	Notification Subject	Recipient	Comment	Notification Response
Vote Yes/No	ECO EF14-139 Approval Notification	Kleisath, Shannon		Yes
Vote Yes/No	ECO EF14-139 Approval Notification	George, Tim		Yes
Vote Yes/No	ECO EF14-139 Approval Notification	Miller, Becky		
Vote Yes/No	ECO EF14-139 Approval Notification	Jensen, Brittany		
Vote Yes/No	ECO EF14-139 Approval Notification	Key, Eric		Yes