

FIRST STEPS

**It takes
5 minutes to
plan your
production!**



prodio™

www.getprodio.com



Start today!

Thank you for choosing Prodio!

Within the next few weeks we will try to do everything to help you get better control over your production, increase efficiency and finally get more free time.

This is the easiest to use tool to manage your production, and it will only take a few minutes to implement, as long as drinking a cup of coffee.

There are many different types of manufacturing businesses with their own specifics, so if you have any questions and need help in tailoring Prodio software to suit your industry better, don't hesitate to contact us on the chat or call:

00 48 692 450 8-15, and we will be happy to help.

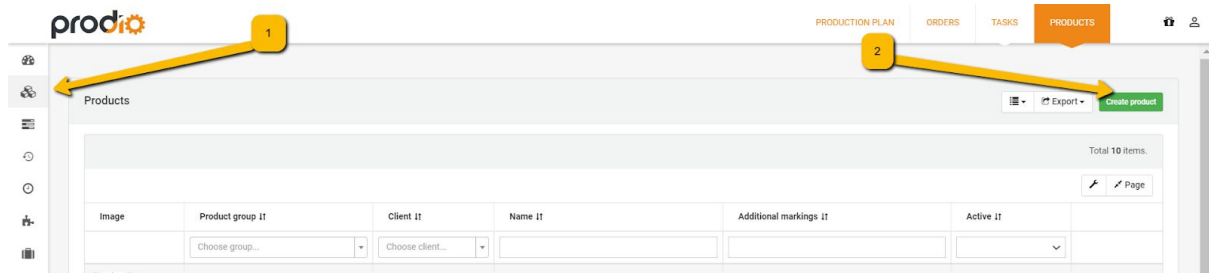
See you on the productive side of production!

Marek Mrowiec CEO Prodio

1. Add a product and try production technology.

1.1. Open product view.

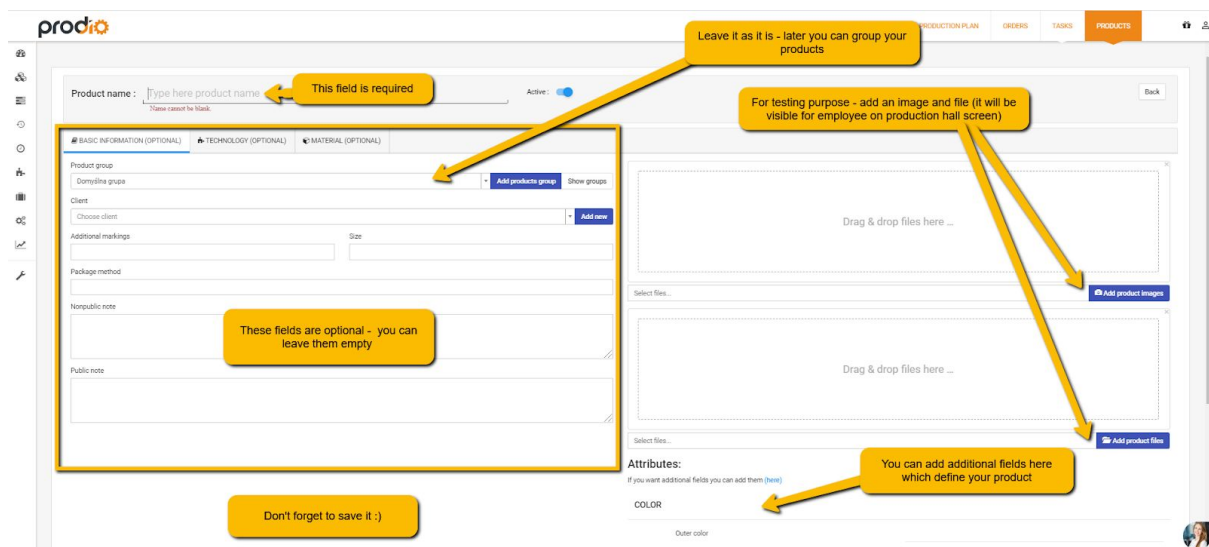
In the left hand menu choose “Products”, next “Add a product”



1.2. Create a new product.

It is enough to complete the name of the product and click Add at the bottom.

The most recommended step is to write something which you produce -- it is also good to add a photo and other attachments (ex. PDF), to check later how they are seen by workers at the production hall.



It is worth checking: Add production technology

Why is it important to use production technology:

- for products with production technology at the stage of planning work, all the machines automatically load on the production plan
- you can mark orders which are waiting for the previous operation to be completed

- it is possible to compare worker's efficiency and production norms and standards in production technology
- you can use estimated lead time and operation occupancy
- you can add precisely information / files to particular operations.

When editing a product we move onto production technology, add machines/ operations to a product with optional descriptions and save them.

The screenshot shows the 'prodio' product editing interface. At the top, there's a 'Product name' field with a placeholder 'Type here product name' and an 'Active' toggle. Below this are tabs for 'BASIC INFORMATION (OPTIONAL)', 'TECHNOLOGY (OPTIONAL)', and 'MATERIAL (OPTIONAL)'. The 'TECHNOLOGY' tab is selected. It contains a 'Product group' dropdown, a 'Client' dropdown, and an 'Additional markings' field. A yellow callout box points to the 'TECHNOLOGY' tab with the text 'Let's click here to edit technology'. Below the tabs, there's a section for 'Assign hourly norm for specified machine' with a table of 'Machine/Operation' (Cutting, Folding, Painting) and 'Optional fields' (Performance standard, Operation parameters, Tags, Ending machine). A yellow callout box points to the 'Optional fields' section with the text 'Only these parameters will be visible on Cutting machine'. Another yellow callout box points to the 'Ending machine' column with the text 'Marking ending machine allows statuses to changed automatically. That's the final stage, when your product is ready.' At the bottom, there are 'Save and stop' and 'Save' buttons, with a yellow callout box pointing to them with the text 'Remember to save your work'.

2. Add the first production order.

2.1. Open an order template.

In the left hand menu choose "Orders", next "Add an order".

The screenshot shows the 'prodio' Orders page. The left-hand menu has 'Orders' selected, indicated by a yellow callout box with the number '1'. The top navigation bar has 'ORDERS' selected, indicated by a yellow callout box with the number '2'. The main content area shows a table of orders with columns: ID, Status, Days left, Product, Client, Product group, External Order Number, Done/Total, Done Tasks/Total Tasks, Date suggest, Size, and Actions. The table is currently empty, showing 'Showing 1-10 of 12 items'.

2.2. Create an order.

The screenshot shows the 'Quick Add Order' form in the PRODUCTION PLAN software. Five yellow callout boxes with numbers 1 through 5 point to specific fields: 1 points to the 'External Order Number' field, 2 points to the 'Date suggest' field, 3 points to the 'Product' dropdown menu, 4 points to the 'Total' field, and 5 points to the 'Create Order' button. The form includes sections for Client, Products, and Notes, along with buttons for 'Add new', 'Add next product', 'Add order files', and 'Add order images'.

Create the first production order in the system. It is enough to complete only 4 boxes:

1. Number of order for the customer / you can also mark it as your internal order.
2. Estimated due date – when the order must be ready (and the software will count the days)
3. Product, (you can choose from the list or create a new product by writing its name and clicking enter).
4. the number of pieces to be made.
5. Click **Save the order**.

3. Plan work at the production hall.

3.1. Go to the list of orders and start planning.

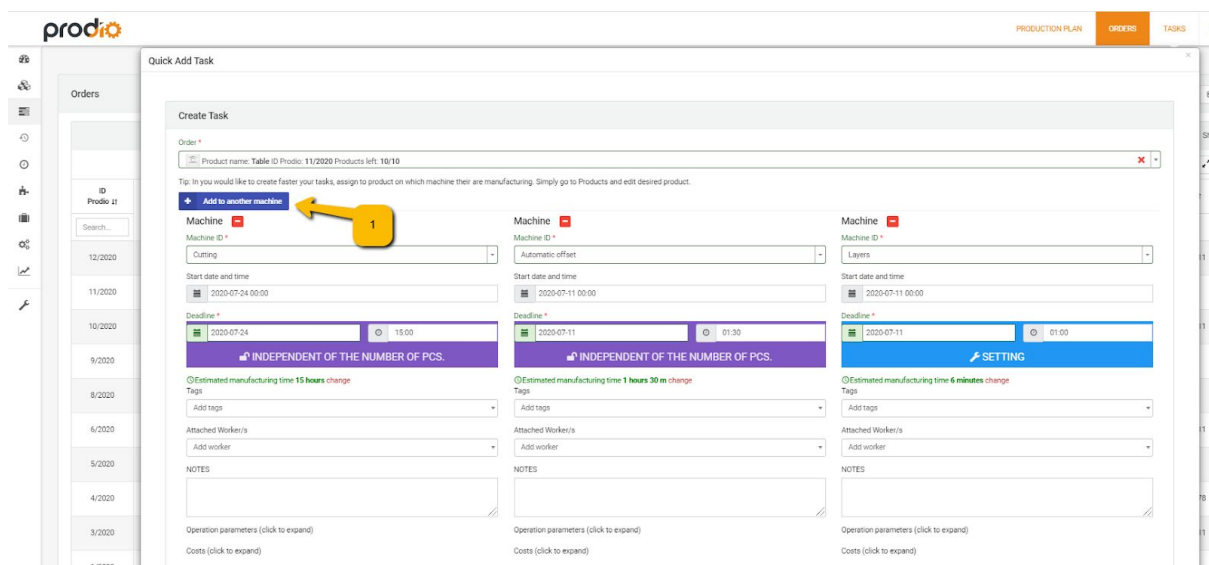
The screenshot shows the 'Orders' list in the PRODUCTION PLAN software. Two yellow callout boxes with numbers 1 and 2 point to specific elements: 1 points to the 'Create order' button in the top right corner, and 2 points to the 'View' button in the actions column of the first row. The table displays various order details including ID, Profile, Status, Days left, Product, Client, Product group, External Order Number, Done/Tasks, Date suggest, and Actions.

ID	Profile	Status	Days left	Product	Client	Product group	External Order Number	Done/Tasks	Date suggest	Size	Actions
12/2020	Q	Planned	7	Lucy plane	TRMB	Commercial Airplanes	Wlaxne	25/100 0/10	2020-08-02	2836/11	View, Update, Delete, Duplicate, Plan, Print
11/2020	Q	New	-6	Table	Pilots	Domyšina grupa	Wlaxne	25/100 0/10	2020-07-25		
10/2020	Q	In production	0	Lucy plane	AirCraft	Commercial Airplanes	13/333	80/40 50%	2020-07-31		
9/2020	Q	In production	-6	Table	Pilots	Domyšina grupa	Wlaxne	25/100 0/10	2020-07-25		
8/2020	Q	In production	-8	Chair	BestaFly	Inside	Own	25/100 0/50	2020-07-29		
6/2020	Q	In production	-2	Lucy plane	BestaFly	Commercial Airplanes	1607/2020	25/100 0/150	2020-07-29		

On the list of orders we find the order we added and next click the gear symbol and choose “Plan”.

Afterwards choose machines/operations, which the product is going to go through in order to be made – you can also add some comments to test how they are displayed ex. to pay attention at the quality control of some operation.

If you earlier added a product with its production technology now everything should load automatically 😊 Finally we click **Add**.



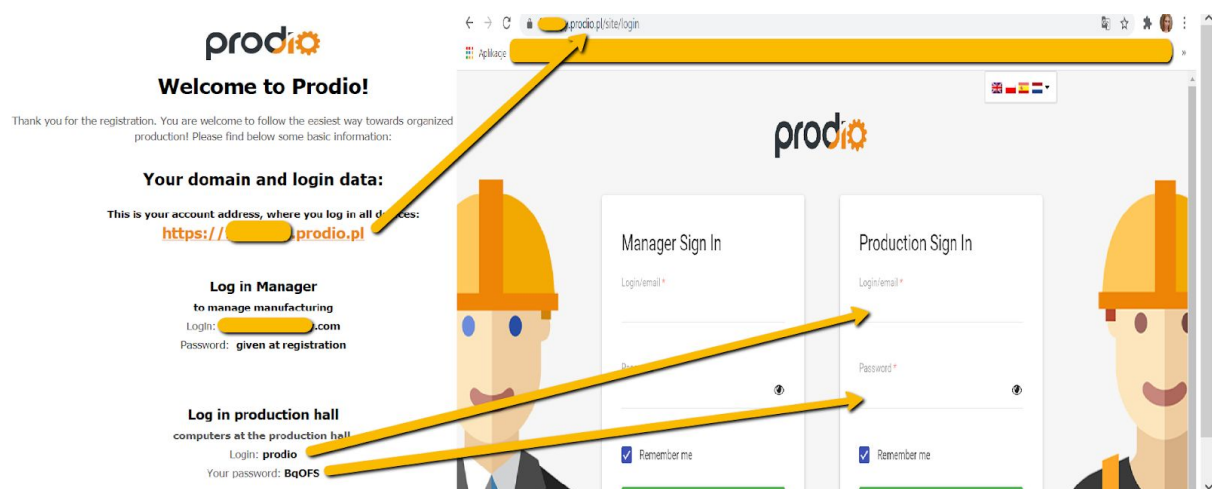
Don't forget to save tasks!

4. See what a production hall can see and register production!

4.1. Log in as production

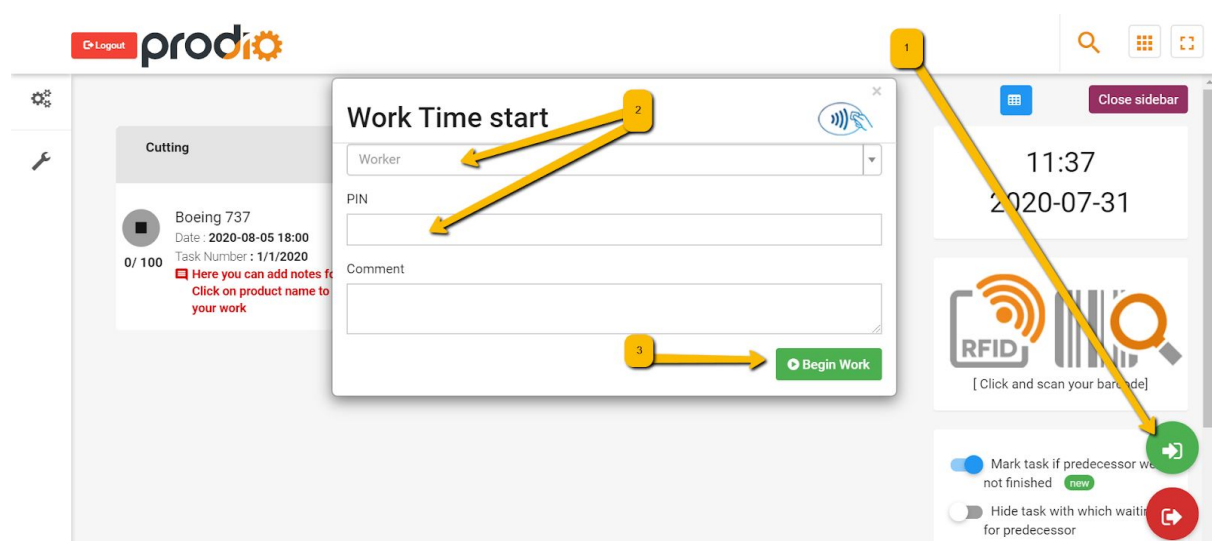
Open a **different browser / incognito mode**, to simulate computer at the production hall.

Your domain to log in, login and the password you should received in the email, directly after registration. Using the same address you can log in on your mobile phone or any different device.



4.2. „Check in” at work!

“Check in” when you came to work.



4.3. Register the start of production.

Choose an order you want to work on.

The screenshot displays the prodio application interface, which is used for managing production tasks. The interface is divided into several sections:

- Header:** Includes a "Logout" button, the "prodio" logo, and a search bar.
- Left Sidebar:** Contains a "Close sidebar" button and a "Mark task if predecessor works" button.
- Main Content Area:**
 - Cutting Task Card:** Displays details for a task assigned to a machine. The task is for a "Boeing 737" with a date of "2020-08-05 18:00" and a task number of "1/1/2020". It includes a progress indicator "0/100" and a note: "Here you can add notes for your workers. Click on product name to start recording your work". A yellow callout box points to the task card with the text: "All production tasks assigned to this machine will be listed here. Employees take tasks from the top".
 - Product Attachments:** A section showing a photo of two people holding a sign that says "HELLO!". A note indicates: "Photos / graphics added to product, will be display here. ...instead of it we add prehistoric photo of our founders :)".
 - Product Attributes:** A section for adding product attributes.
 - Order Attributes:** A section for adding order attributes.
- Bottom Section:** A "Select yourself" section with a search bar and a list of workers. A yellow callout box points to the "Caroline Test" worker with the number "1". Below this is a table with the following data:

Selected worker: Caroline Test	
Task number	1/1/2020
Product	Boeing 737
Machine/Operation	Cutting
Notes for task	Here you can add notes for your workers. Click on product name to start recording your work
Task created at	2020-07-31 11:22:03
Done	0/100
Progress in time	Not planned
PIN	

A yellow callout box points to the "PIN" field with the number "2". To the right of the table is a large green "START" button, with a yellow callout box pointing to it with the number "3".

4.4. Register the end of production.

Choose the order you were working on and register as completed.

The screenshot shows the 'Registration of done work' interface. It includes a sidebar for selecting a worker (Caroline Test), a main area for entering details like 'Done (pcs)' (100) and 'Finished product', and a table for recording task data. A red 'STOP' button is prominent. Numbered arrows indicate the sequence: 1 points to the worker selection, 2 to the 'Done' input, 3 to the 'PIN' field, and 4 to the 'STOP' button.

Enter number of incompatible items	
No. done parts	9 / 100, Total for order: 0 / 100
Start time	2020-07-31 11:48:41
Task number	1/1/2020
Product	Beeing 737
Machine/Operation	Cutting
Notes for task	Here you can add notes for your workers. Click on product name to start recording your work
Task created at	2020-07-31 11:22:03
Done	9/100

Repeat a few times, to collect example data for your production 😊

NOTE: It is much more convenient to use key fobs and RFID reader (then you don't have to choose yourself on the list nor give your PIN number).

Let us know that you wish to test this solution and we will be happy to send you necessary equipment for testing 😊

You can see how it's working here:

<https://getprodio.com/guides/rfid/>

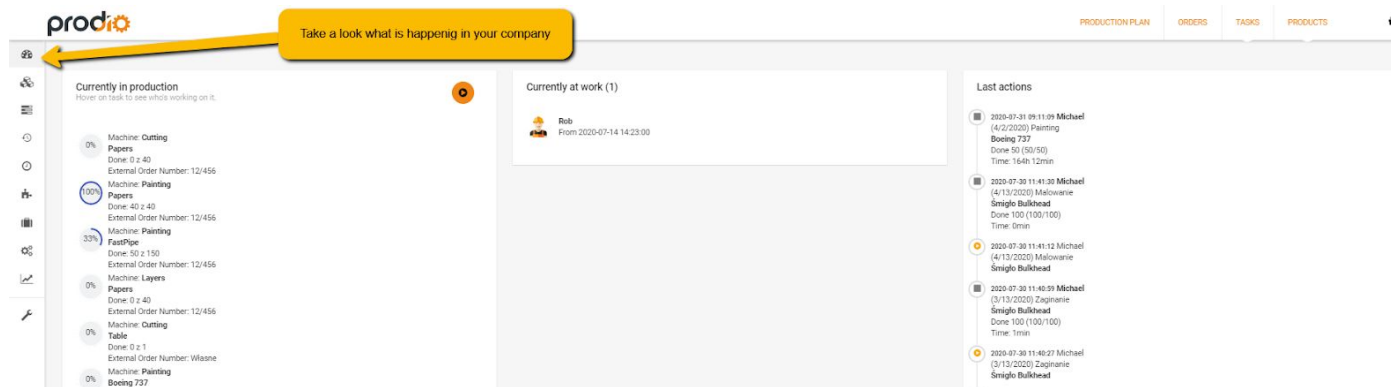
or watch a tutorial here:

<https://youtu.be/SChYtMwaQMc>

5. Check the data registered at production

5.1. Have a look at the production dashboard

Go back to your manager account (to the browser window, where you had it opened).



5.2. Check work history and achieved efficiency

Here you can check your work history

Order number	Task number	Product	Machine/Operation	Worker	Quantity	Start Time	Stop Time	Operation type	Worked Time	Estimated Work Time	Efficiency	Note	Tags
13/2020	4/13/2020	Smiglo Bulkhead	Malowanie	Michael	100.0	2020-07-30 11:41:12	2020-07-30 11:41:30		00:00:18	03:20:00	20000 66666.67% (30)	(not set)	
13/2020	3/13/2020	Smiglo Bulkhead	Zaginienie	Michael	100.0	2020-07-30 11:40:27	2020-07-30 11:40:59		00:00:32	05:00:00	11250 156250% (20)	(not set)	
13/2020	2/13/2020	Smiglo Bulkhead	Wzmocnienie zrywki	Michael	100.0	2020-07-30 11:30:05	2020-07-30 11:40:18		00:10:13	02:00:00	387.28 11174.55% (50)	(not set)	
13/2020	1/13/2020	Smiglo Bulkhead	Wycinanie	Michael	100.0	2020-07-30 11:22:30	2020-07-30 11:25:36		00:03:06	02:30:00	1935.48 14838.71% (40)	(not set)	
10/2020	5/10/2020	Lucy plane	Cutting1	Lucas	(not set)	2020-07-29 09:06:53	(not set)		51:11:15		0	(not set)	
4/2020	3/4/2020	Doors	Automatic offset	Thomas	(not set)	2020-07-29 08:56:02	(not set)		51:22:06		0	(not set)	
5/2020	2/5/2020	Hybrid	Painting	Michael	(not set)	2020-07-28 15:18:12	(not set)		68:59:56		0	(not set)	
2/2020	4/2/2020	Boeing 737	Painting	Zachary	3.0	2020-07-24 13:03:12	(not set)		167:14:56	00:09:00	0.02 0.09% (20)	(not set)	Waiting
2/2020	4/2/2020	Boeing 737	Painting	Michael	50.0	2020-07-24 12:59:15	2020-07-31 09:11:09		164:11:54	02:30:00	0.3 1.52% (20)	(not set)	Waiting
8/2020	1/8/2020	Chair	Cutting	Zachary	50.0	2020-07-24 12:33:49	2020-07-27 11:20:04		70:46:15		0.71	(not set)	
Summary:					503.0				574:00:31	15:29:00	3377.38		

5.3. See order summary

prodio

PRODUCTION PLAN ORDERS TAGS PRODUCTS

Display grouped by external order number Check to display cancelled and finished order Show only outdated orders

ID Status ID Date ID Product ID Client ID Product group ID External Order Number Done/Total Done Tasks/Total Tasks Date suggest ID Size ID Actions

Search... Choose product... Choose client... Search... Search... Search... Search...

13/2020 13/2020 Single Bulkhead Beersfly Single 30/07/2020 100/100 100% 4/4 2020-08-05 1m

12/2020 12/2020 Lucy plane TRNB Commercial Airplanes Wlaane 0/10 0/4 2020-08-02 28x26x11

Planned

Status	Task Number	Machine ID	Deadline	Done/Total	Tags	NOTES
	4/12/2020	Painting 1	2020-07-29	0/10		
	3/12/2020	Wings settings 1	2020-07-29	0/10	Production	
	2/12/2020	Wings settings 1	2020-07-29	0/10	Production	
	1/12/2020	Cutting1	2020-07-27	0/10		

Optional attributes

Operation cost (# of tasks:4)

Machine	Time	Time planned	Labor cost	Quantity
Summary	0	0	PLN0.00	

Material cost

Source	Used Material Qty	Quantity acc. technology	Costs	Planned production cost
Summary			Total cost 0 Price per pcs 0	

Labor cost of 1 pcs. -

Average total production time of 1 piece 9@1min 9:00

+

6. Answers to most frequently asked questions.

6.1. Products

In the category product I don't have parameters specific to my industry ex. "processing temperature", is it possible to add them?

Yes, it is. To each product you can add any number of additional fields.

How to do it: go to left hand menu in Settings, next choose "Additional boxes". Choose a green button "Add an attribute" and write an extra parameter you need (you can add any number of additional boxes). New boxes will appear for all new products and for those which have already been added.

Is it possible to change default units in which the efficiency is measured?

Yes, it is.

Go to left hand menu in "Settings", next "Main settings" and there you can mark a desired efficiency unit.

I have many similar products to add, is it possible to speed it up?

Yes, it is. Use a product duplicate function.

On the list of products click an icon "Duplicate" – at the far end on the right side, and the software will create a copy of the product. Next you change only the data which needs changing.

What are groups of products for and do they have to be filled?

Groups of products are useful when, ex. as a marketing agency you offer prints on things, make pens, etc. then you can use products duplicate function.

On the list of products click an icon “Duplicate” – at the far end on the right side, and the software will create a copy of the product. Next you change only the data which needs changing.

Is it possible to product connect software for numerical machine tool and CAD drawings?

Yes, it is.

We produce machines / injection molds which consist of many elements – how to add them to the software?

At the moment we are working on the functionality of the products consisting of many elements. And we know how important it is to implement such possibility as soon as possible. On the other hand, there are tool shops which use Prodio and they store successfully products with thousands of elements, where it is possible to calculate total time needed for production of a given product.

How they do it?

The screenshot shows the Prodio software interface. A yellow arrow points to the 'Display grouped by external order number' toggle switch, which is currently turned on. The interface includes a sidebar with navigation icons, a top navigation bar with 'PRODUCTION PLAN', 'ORDERS', 'TASKS', and 'PRODUCTS', and a main content area with a table of orders. The table has columns for ID, Prodio ID, Status, Days left, Product, Client, Product group, Done/Total, and Actions. Two orders are visible, both for 'Table' products, with status 'Planned' and 'In production' respectively.

ID	Prodio ID	Status	Days left	Product	Client	Product group	Done/Total	Actions
11/2020		Planned	-7	Table	Pilots	Domyślna grupa	0/10	
9/2020		In production	-7	Table	Pilots	Domyślna grupa	0/10	

1) As products they add particular elements of products they set the name of given device / injection mold (and sometimes as a group of products they set the name of a device).

2) In the order, as an external order number, they give the name of the whole device.

3) Above the list of orders they use a switch “Group by the external order number”.

At the moment we are working on the simple tree of products, which will be a free option to all active accounts.

6.2. Orders and planning of work

Is it possible to use the name of operations ex. packaging instead of the name of machines?

Yes, it is. The term machine in Prodio is very general and you should view it as the name of list for which you are going to allocate work at the production hall.

Can I create a product directly from the order level, instead of going to a bookmark Products?

Yes, you can add a product directly while creating a new order.

How to do it: while adding an order in the box “Name of product” write the name of newly added product and press ENTER – a product will be created automatically. Later you can add to this product extra information / photos or technology.

How can I change the order of machines at the production plan?

How to do it: go to the left hand menu in Settings, then choose “Machines/ operations” and on the list – in the column Order, drag machines up and down to change their position.

Can I use in the production technology twice the same machine/operation? And if yes, how can I distinguish them to make things clear at the production plan?

Yes, it is possible to use the same machines, even without a limit.

A tip: If you have a product, which ex. has a preliminary CNC machine processing, then goes to hardening, to go back to the same CNC machine for finishing processing, you can set in the system TAGs such as “Preliminary processing” and “Finishing processing” and assign them in your production technology.

6.3. Registration of production at the production hall.

Can I change the login and the password for the production hall?

Yes, you can. In manager’s dashboard go to Settings (left hand menu), Production panels and there change the login and the password

How many computers can be there at the production hall and is it possible to display different machines on different computers?

There isn’t a limit of computers at your production hall, you can even have more computers than workers – ex. by putting a table at each mounting table. What works best, is placing computers accordingly to a plan, so the employees won’t have to walk too far, ex. one computer at each end of the production hall. You can decide which machines will display each computer. First create a few views (so for each computer you will have a different login and a password), in Settings -> Production panels, next to each panel assign machines (Settings -> Machines -> Edition and there you choose a dashboard).

How can I check the RFID system?

Let us know if you desire to test it and we will send you a free testing set – an installation is so easy, that it takes less than 1 minute.

What's the difference between manager and production accounts?

Production account is used to display a production plan at the production hall. It is not possible to create/modify settings, products or orders from this account. It offers very comfortable base for RFID system, and enables registration of working time, “check ins” and “check outs”.

Is registration of “check ins” and “check outs” obligatory in the system?

No, it isn't. You can decide about it. If you don't want to use the registration system, because you already have a different one you can skip it. Although we encourage you to use registration of working time, because it is an optimal solution (you can compare time spent on operations with total working time, etc.)

Which computer works best at the production hall?

It is enough to have any laptop or a PC with an updated version of Google Chrome / Mozilla Firefox browser and an access to Wi-Fi network.

6.4. Data analysis

Can I download working history into Excel?

Yes, you can. You can download as csv.file a complete history of operations from production at any time and open it in Excel for your own analysis or to archive it.

What can I do if an employee made a mistake while completing production data?

It is not a problem – from manager's level you can correct times and number of pieces made. To do it go to the bookmark Work history, click the blue order number in the second column.

What happens with data if you delete an account?

If for some reason you decide to stop using Prodio, after some time your account will be deleted from the system without a possibility of restoring it. So if you want to have all data collected while using Prodio, export it to Excel file or as CSV.