

JOB RELEASE GUIDELINES

Best practices for releasing jobs with material, protecting the master schedule, and keeping shop control accurate and self-adjusting.

1. CORE JOB RELEASE RULES

1 Do Not Release Without Allocated Material



Only release jobs when all components are fully allocated. Releasing without material distorts allocation and compromises schedule integrity.

2 Review Est Job Cost Before Release



In Job > Job Control Panel > Release Jobs, review Est Job Cost Inquiry first. If costs look unreasonable, correct the job and update estimated costs before release.

3 Job Release Updates the Master Schedule



When a delayed job is released, the Job Finish date is automatically forward scheduled from the Released date to provide a realistic supply date.

4 Release Saves Time



Release makes it easy to know exactly when jobs can start without manually investigating whether purchased components or subassemblies are ready.

5 Perfect for Multi-Level Jobs



Releasing only when material is fully allocated causes subassembly jobs to complete in the right order so higher-level jobs can be released correctly.

6 Released Date = Actual Start Date



The Planned Start date is original planning. The Released date is captured as the actual start date for analysis purposes.

2. MATERIAL ALLOCATION & SHORTAGES

A Allocation Runs in Batch



Each time the Job Control Panel is opened, stock on hand is batch allocated to all open jobs: Released jobs first in Planned Start order, then New jobs in Planned Start order.

B Do Not Release When Shortage Is Indicated



A red Shortage icon means one or more components are not fully allocated. Release must be delayed.

C Use Material Allocation Inquiry



Click the Material shortage icon to see which components are not fully allocated. Use Stock Status to view projected supply and demand; from the Projected tab you can drill down to PO Schedule or Job Schedule for the source event.

D Never Ignore the Shortage Warning



Releasing anyway lets the released job steal material from non-released jobs and compromises the rescheduling function.

3. OPERATING PRACTICES

1 Release Multiple Times Per Day



Job release is not a once-a-day process. In high-volume multi-level environments, release jobs throughout the day as subassemblies are completed.

2 Print Travelers at Release



Each release batch can print job travelers for newly released jobs so documents are timely and include current schedule dates.

3 Use MRP for the Master Schedule



Shop control is designed to work with an MRP-generated master schedule, not manual planning.

4 Accurate Inventory Is Required



Successful job release depends on reliable inventory and BOM accuracy. Real-time material issuing is essential.

5 Do Not Manually Reschedule New Jobs



New-status job dates are part of the inter-connected master schedule. Rescheduling happens automatically when jobs are released.

4. COMMON QUESTIONS

Can shop control be used without MRP?



No. MRP is required to create the coordinated master schedule.

Can shop control be used without accurate inventory?



No. Accurate inventory and real-time issuing are required for job release and MRP net demand calculations.

Can job release be bypassed?



No. Job release is mandatory because it determines which jobs can start and updates finish dates when release is delayed.

Is it harmful to release jobs without material?



Yes. It causes released jobs to steal material from non-released jobs and undermines rescheduling.

When multiple levels exist, should all jobs be released at once?



No. Release only when material is fully allocated so jobs are released in proper order.



Best practice: Release jobs only when material is fully allocated, review estimated costs before release, and let job release keep your master schedule realistic and self-adjusting.