



JOYCE JAGGER

THE EMBROIDERY COACH

Instructions For Working with Embroidery Machine Scheduler in Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD
1	Which	Order		Customer	Due	Quan	Quan			Goods	Hoop	Number	Stitch	Numb.	Total	Machine	Run time	Set up	Hoop Load	No Colo	Color Chang	No.	Trim	Thread Break	Hooping	Unpack	Applique	Applique	Total Job	total job
2	Mac	Date	Job #	Name	Date	PO	Run	Item	Design Name	Here	Size	Heads	Count	Runs	Runs	Speed	Each	Time	Inload	Time	Change	Time	Trims	Time	Time	Time	Pieces	Set time	Minutes	Hours
3	A1	4/29	183025	FMK	5/6	144	12	caps	WICZ cap front	4/29/2018	caps	2	11932	6.00	6.00	650.00	18.36	15	6	4	4.008	34	16.932	6	7.04	3.20		0	165.12	2.75
4	A2	5/3	WS2075594m	STA	5/25	200	200	caps navy orange	Sabers	5/5/2018	caps	8	64000	25.00	25.00	650.00	98.46	15	100	1	4.175	10	20.75	100	28.16	53.33		0	2,729.62	45.49
5	B1	5/3	183201	AKS	5/5	92	52	Vansport polo	Coke	5/5/2018	12 cm	8	3951	6.50	7.00	750.00	5.27	15	26	1	1.169	14	7.553	28	28.16	13.87		0	142.76	2.38
6	B2	5/3	504161	AKP	5/25	9	9	polos	John Smith Racing	5/13/2018	15 cm	2	7571	4.50	5.00	750.00	10.09	15	4.5	3	2.505	3	1.1205	5	7.04	2.40		0	85.64	1.43
7	B3	5/5	151289	AKP	5/24	18	18	Tshirts	Coffee House	5/17/2018	15 Cm	8	7182	2.25	3.00	750.00	9.58	30	9	6	3.006	6	1.1205	12	28.16	4.80		0	112.01	1.87
8	B4	5/5	289510-1	Green Lawn Ca	5/23	3	3	polos	Green Lawn Care	5/16/2018	12 cm	2	2219	1.50	2.00	750.00	2.96	15	1.5	1	0.334	1	0.1245	2	7.04	0.80		0	31.92	0.53
9	B5	5/9	289068-2	SIF	5/23	5	5	football jerseys	Impact Project	5/16/2018	12 cm	2	3163	2.50	3.00	750.00	4.22	15	2.5	1	0.501	1	0.2075	3	7.04	1.33		0	40.90	0.68
10	B6	5/12	183598	MLDP	5/18	13	13	jackets	MLDP	5/25/2018	15 cm	8	24432	1.63	2.00	750.00	32.58	15	6.5	3	1.002	9	1.21388	8	28.16	3.47		0	125.03	2.08
11	B7	5/12	183598	Guthrie	5/18	13	13	jackets	Guthrie	5/25/2018	12 cm	8	7563	1.63	2.00	750.00	10.08	15	6.5	4	1.336	6	0.80925	8	28.16	3.47		0	79.97	1.33
12		5/13	183385	BAE	5/20	10	10	Carhartt Bags	BAE	5/17/2018	12 cm	8	7562	1.25	2.00	750.00	10.08	15	5	4	1.336	6	0.6225	8	28.16	2.67		0	78.28	1.30
13		5/17	E202275	Lockheed	5/27	24	24	polos	Lockheed	5/27/2018	12 cm	8	3272	3.00	3.00	750.00	4.36	15	12	1	0.501	7	1.743	12	28.16	6.40		0	82.49	1.37
14		5/17	WS2090914m	NYSTG-Ruf	5/27	45	45	caps	NYSTG		caps	8	3951	5.63	6.00	750.00	5.27	15	22.5	1	1.002	14	6.53625	24	28.16	12.00		0	128.81	2.15

- Column A - Machine name or number that the job will be done on.
- Column B - Date you received the order.
- Column C - Job Number-Whatever numbering system you have.
- Column D - Customer Name
- Column E - Date Job is due
- Column F - Purchase Order Quantity
- Column G - Number of items to be run at that particular time
- Column H - Name or Type of Items
- Column I - Design Name
- Column J - Date you received the items from the distributor
- Column K - Hoop size or Type
- Column L - Number of machine heads the job will be run on
- Column M - Stitch count of design
- Column N - Number of Runs
- Column O - Total number of Runs - not always the same if you have an uneven amount & need to have an extra run

- Column P - Machine Speed
- Column Q - Run time each run
- Column R - Set Up Time
- Column S - Loading and Unloading items into the machine
- Column T - No. of Color Changes - you will change this number to reflect the no. of color changes in your design from your design sheet
- Column U - Color Change time - This will add the total color change time when you add the No. of Color Changes in Column T.
- Column V - No. of Trims - you will change this number to reflect the no. of trims in your design from your design sheet
- Column W - Trim Time - This will add the total trim time when you add the No. of Trims in Column V.
- Column X - Thread Break Time - you do not change this number. It has a formula built in for x amount of thread breaks per run. This is just a time safety factor.
- Column Y - Hooping Time - This is for the person that is hooping and running the machine at the same time. This accounts for 2 runs hooped per head prior to starting the machine runs. If you have a separate person hooping, you will not use this column.
- Column Z - Unpack Time - This is for the operator that has to do her own unpacking. If you have someone else doing the unpacking, you will not use this column.
- Column AA - Applique pieces - If you are adding pieces for an applique, you will add the number of applique pieces per item.
- Column AB - Applique Set Time - This is the time that it takes to add your applique pieces to the garment during the sewing time. This will automatically fill in when you add the number of pieces to Column AA.
- Column AC - Total Job Time in Minutes.
- Column AD - Total Job Time in Hours.

Enter your job information into the scheduler as soon as the order comes in. **DO NOT wait for the date that the order is to be run.** When you are inputting the information, make sure that you go over the entire Job Order sheet to see if there are any questions and check to see that all of the information is there. If any information is missing or wrong, go back to Customer Service or the original source, (may be your customer) and have then make it right. **DO NOT start the job without this clarification.** Get all of the information needed before it is to go to the machine operator. It should be done that day that the order comes in to increase speed & efficiency.

Working with the Spreadsheet

Basic Commands

- Control C = Copy

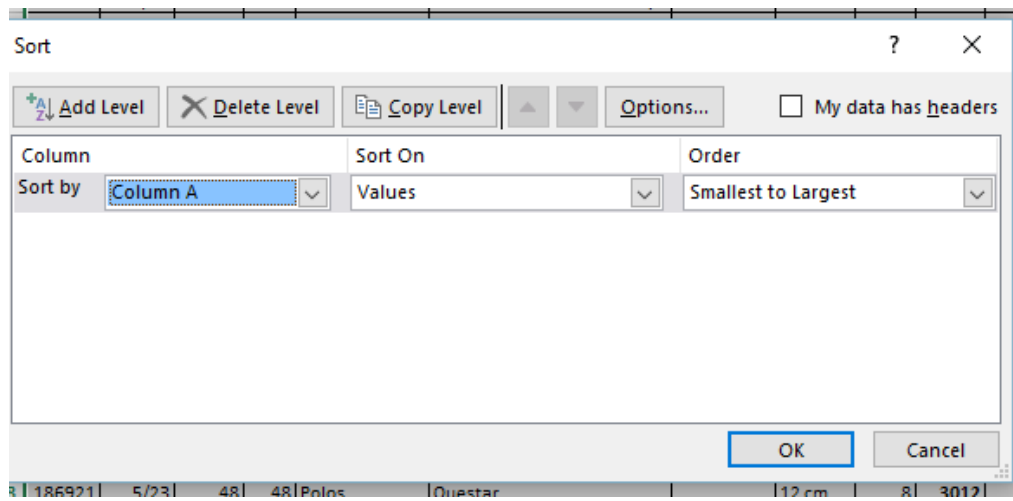
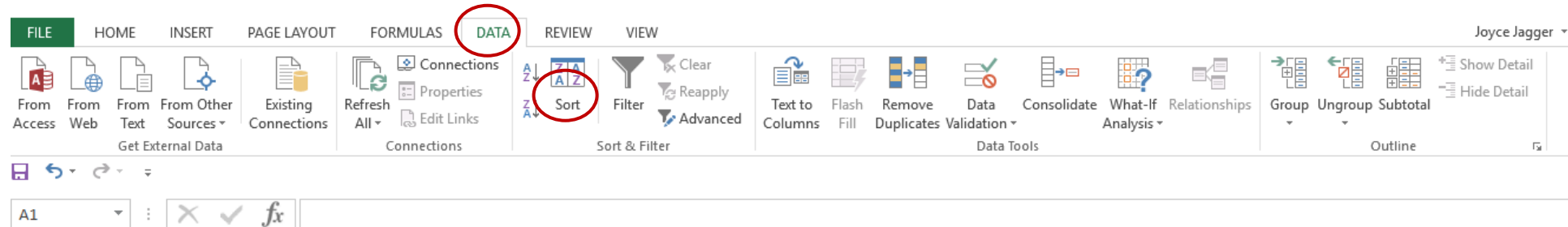
- Control V = Paste
- Control A = Select all information on the sheet

To ADD MORE LINES - Select the rows, starting with the Job number column. Select the row from A to AA across. Right click and select INSERT, This will add another row. Make sure all of the rows and columns are highlighted.

To COPY FORMULAS INTO NEW ROW- Highlight the row starting with the Number of Heads in Column I to Column AA - Press Control C for Copy and then go down to the next row or any blank row and press Control V to paste the information into that row.

If you want to sort the file, make sure that you have a PO number and Date number columns filled in. When you have more than one line taken up for a Job Order, make sure the PO Number and Date number columns are filled in before you try to sort it.

TO SORT YOUR COLUMNS - Press Control A then then go to Data-Then Select Sort-This will bring up the menu below



In the Column Section, Sort by Column A and Click OK. This will sort it by Job Order No.

If you want to sort it by Date Due, type it Column E to Sort it. This will give you all of the jobs in order by Due Date.