✅ ChecklistGuro

MRP User Training Checklist

System Access & Setup

Verifies user accounts are created and properly configured within the MRP system.

Username

Write something...

Password

Write something...

Employee ID

Enter a number...

Role Assignment

☐ Planner

☐ Buyer

☐ Production Manager

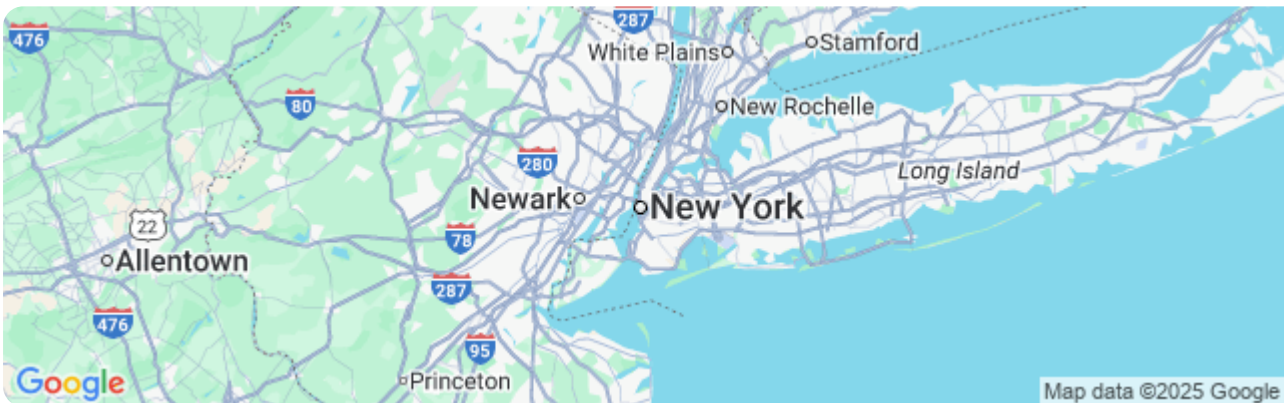☐ Administrator

Module Access

- ☐ Material Master
- ☐ Production Planning
- ☐ Inventory Management
- ☐ Purchasing

Account Creation Date

Enter date...

Work Location

📍 Set My Current Location

Navigation & Interface Basics

Covers navigating the system, understanding the interface elements, and accessing core modules.

Username

Write something...

Brief System Orientation Notes

Write something...

Primary Module Access

☐ Material Master

☐ Production Planning

☐ Inventory Management

☐ Sales Order Processing

Common Navigation Icons

☐ Dashboard

☐ Reports

☐ Help

Last Login Date

Enter date...

Material Master Data Entry & Maintenance

Focuses on entering, updating, and maintaining material information within the system.

Material Code

Write something...

Material Description

Write something...

Unit of Measure

Enter a number...

Lead Time (Days)

Enter a number...

Safety Stock Level

Enter a number...

Notes/Special Instructions

Write something...

Material Type

☐ Raw Material

☐ Finished Goods

☐ Component

☐ Other

Bill of Materials (BOM) Understanding & Review

Explains the structure of BOMs and how to review them accurately.

BOM Purpose and Scope Explanation

Write something...

BOM Revision Number

Enter a number...

BOM Status (Active, Inactive, Draft)

☐ Active

☐ Inactive

☐ Draft

Notes on BOM Changes/Updates

Write something...

Quantity per Assembly

Enter a number...

Attach BOM Drawing/Diagram (if applicable)

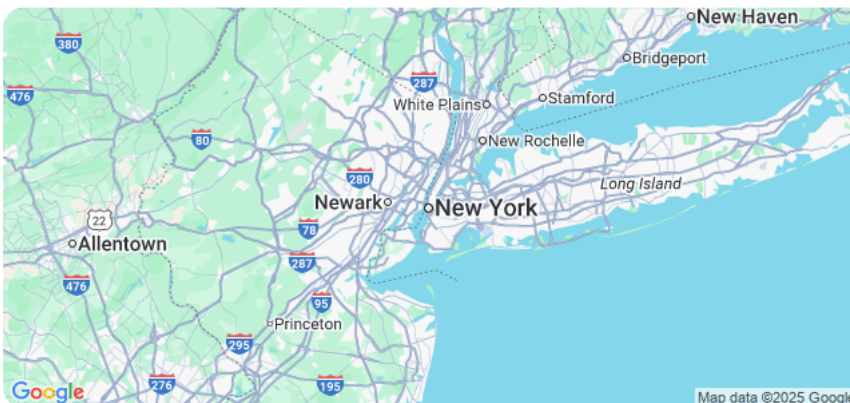⬆ Upload File

Unit of Measure

☐ Each

☐ Kilograms

☐ Liters

Inventory Management Procedures

Covers processes for receiving, issuing, and tracking inventory within the system.

Receiving Quantity

Enter a number...

Receiving Date

Enter date...

Receiving Location

📍 Set My Current Location

Lot Number (if applicable)

Enter a number...

Notes on Receiving (damage, discrepancies)

Write something...

Issue Type (e.g., Production, Sales Order)

☐ Production

☐ Sales Order

☐ Internal Use

Issue Quantity

Enter a number...

Issue Date

Enter date...

Receiver Signature

Production Planning & Scheduling

Guides users through the process of creating and managing production schedules.

Production Start Date

Enter date...

Planned Production Quantity

Enter a number...

Actual Production Quantity

Enter a number...

Planned Shift Start Time

Production Status

☐ Planned

☐ In Progress

☐ Completed

☐ Delayed

☐ Cancelled

Production Line

☐ Line 1

☐ Line 2

☐ Line 3

Production Notes/Comments

Write something...

Demand Planning & Forecasting

Covers basic principles of demand planning and using forecasting tools within the MRP system.

Historical Sales Data (Last 12 Months)

Enter a number...

Seasonal Index

Enter a number...

Market Trend Analysis Notes

Write something...

Influencing Factors (e.g., Promotions, Competitor Activity)

- [ ] Promotions
- [ ] Competitor Activity
- [ ] Economic Conditions
- [ ] New Product Launch
- [ ] Regulatory Changes

Forecasted Demand (Next Month)

Enter a number...

Forecast Revision Date

Enter date...

Assumptions & Rationale for Forecast

Write something...

Forecasting Method Used

☐ Moving Average

☐ Exponential Smoothing

☐ Regression Analysis

☐ Qualitative Judgment

Reporting & Analysis

Demonstrates how to generate reports and analyze data for informed decision-making.

Report Type

☐ Inventory Valuation Report

☐ Production Performance Report

☐ Material Usage Report

☐ On-Hand Quantity Report

Start Date

Enter date...

End Date

Enter date...

Minimum Quantity Threshold

Enter a number...

Selected Locations

☐ Location A

☐ Location B

☐ Location C

Variance Limit (%)

Enter a number...

Troubleshooting & Support Resources

Provides information on common issues and where to find support.

Common Error Messages & Solutions

Write something...

Knowledge Base Articles

☐ Article 1: Material Master Data Issues

☐ Article 2: Production Schedule Errors

☐ Article 2: Inventory Discrepancies

Screenshot of Error (if applicable)

⬆ Upload File

Help Desk Ticket Number (if applicable)

Enter a number...

Support Contact Person/Team

☐ Tier 1 Support

☐ Tier 2 Support

☐ Subject Matter Expert

Detailed Description of Issue

Write something...

Security & Data Integrity

Reinforces best practices for system security and data accuracy.

User Access Levels Reviewed & Approved?

☐ Yes

☐ No

☐ Pending Review

Number of Unauthorized Access Attempts (Last Month)

Enter a number...

Last Data Backup Performed

Enter date...

Data Encryption Methods Used

Write something...

Access Control Lists (ACLs) Verified?

☐ Yes
☐ No
☐ N/A

Password Complexity Policy Enforcement Confirmed?

Write something...