

7/11/2025

# Presence360 ERP User Manual- Manufacturing Module

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## 1. Overview

Presence360 is an intelligent, modular, and scalable ERP platform designed to digitize and streamline every aspect of your enterprise operations—from finance and procurement to inventory, compliance, and asset management. Built for organizations aiming for efficiency, transparency, and real-time decision-making, Presence360 empowers your teams with automation, analytics, and secure digital workflows.

We envisioned a platform that could digitally transform how work is executed, tracked, and billed—especially in organizations with complex operations. Presence360 was born out of five core beliefs that shaped its foundation. First, digitization should be practical and field-ready, extending beyond head offices to include remote sites and on-ground teams. Second, time is capital; a delay in approvals or measurements today can lead to project setbacks and cost overruns tomorrow. Third, transparency builds trust, particularly when multiple stakeholders such as contractors, departments, and finance teams are involved. Fourth, data should drive decisions, which is why real-time dashboards, audit trails, and intelligent alerts are integral to the platform. Lastly, we believe in sustainability through simplification—by eliminating paper, reducing manual interventions, and enabling remote accessibility, we help organizations save time, cut costs, and operate more efficiently.

## 2. Getting Started with Presence360

You are all set to simplify, speed-up and smarten-up your work.

Before you begin, make sure your administrator adds you as a user and grants all, and any, of the appropriate permissions as per your role and scope of work.

Contact your administrator if you don't know your credentials.

## 3. Presence360 Login

### Go to Presence360 ERP Login Page

- Open your web browser and visit the official ERP URL:  
<https://auth.thepresence360.com/login>

### Enter Your Registered Email ID

- In the **Email/Username** field, type your registered email address.
- Make sure there are no typos or extra spaces.

### Enter Your Password

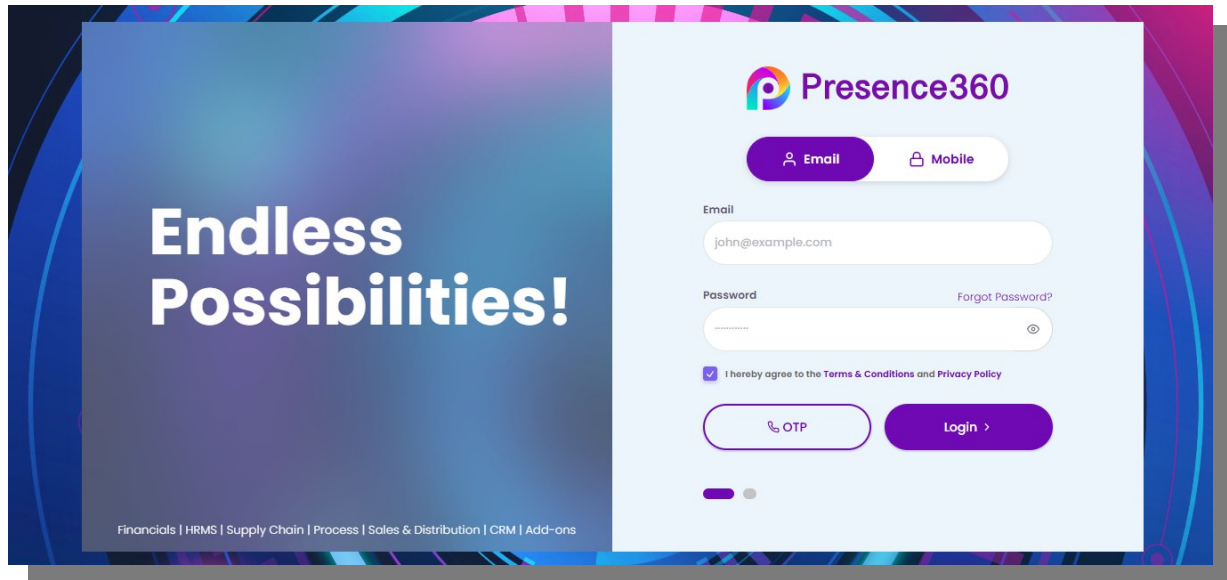
- Type the password associated with your account.
- Click the “eye” icon if you want to view the password while typing.

### Click on the ‘Login’ Button

- Press the **Login** or **Sign In** button to access your dashboard.

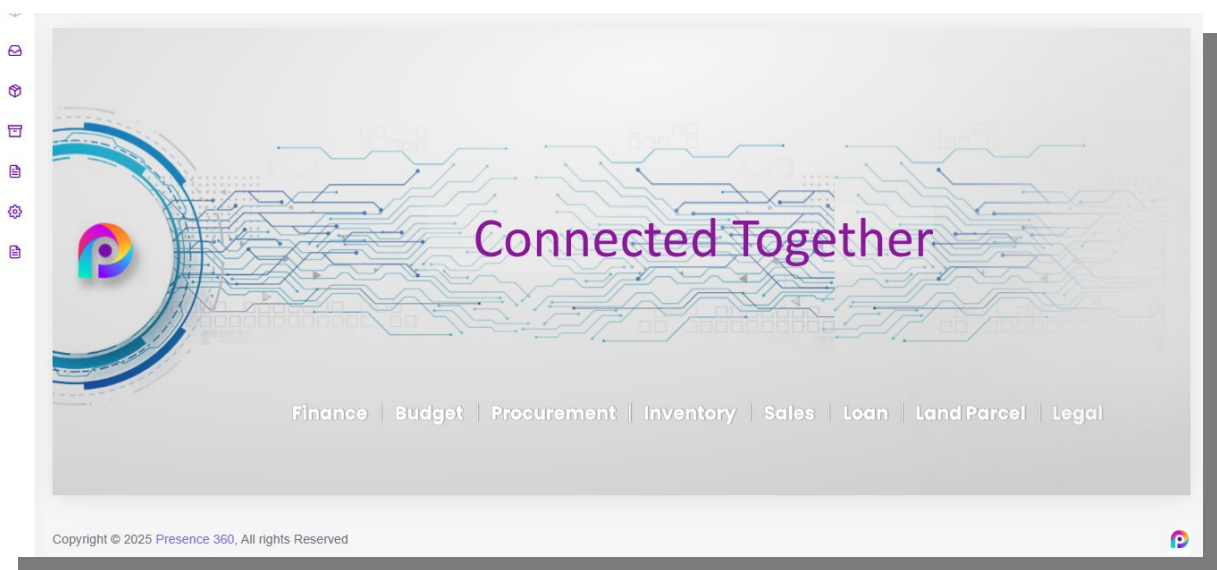
### Two-Factor Authentication

- If 2FA is active, you will receive an OTP via email or SMS.
- Enter the OTP to complete verification.



### Access Granted

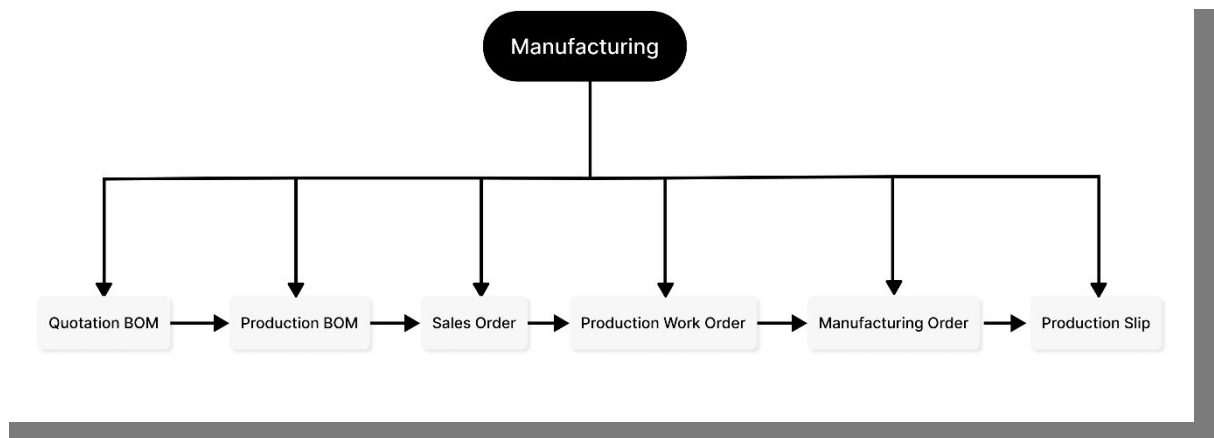
- Upon successful login, you will be directed to your personalized dashboard with access based on your assigned role (Admin, Finance, Procurement, etc.).



## 4. Manufacturing Module

The **Manufacturing Module** in Presence360 ERP streamlines and digitizes the entire production process—from planning and raw material consumption to finished goods tracking. It helps organizations manage production orders, optimize resources, track material usage, and ensure product quality and traceability..

Flow Chart of Manufacturing Module:



### 4.1. BOM Configuration

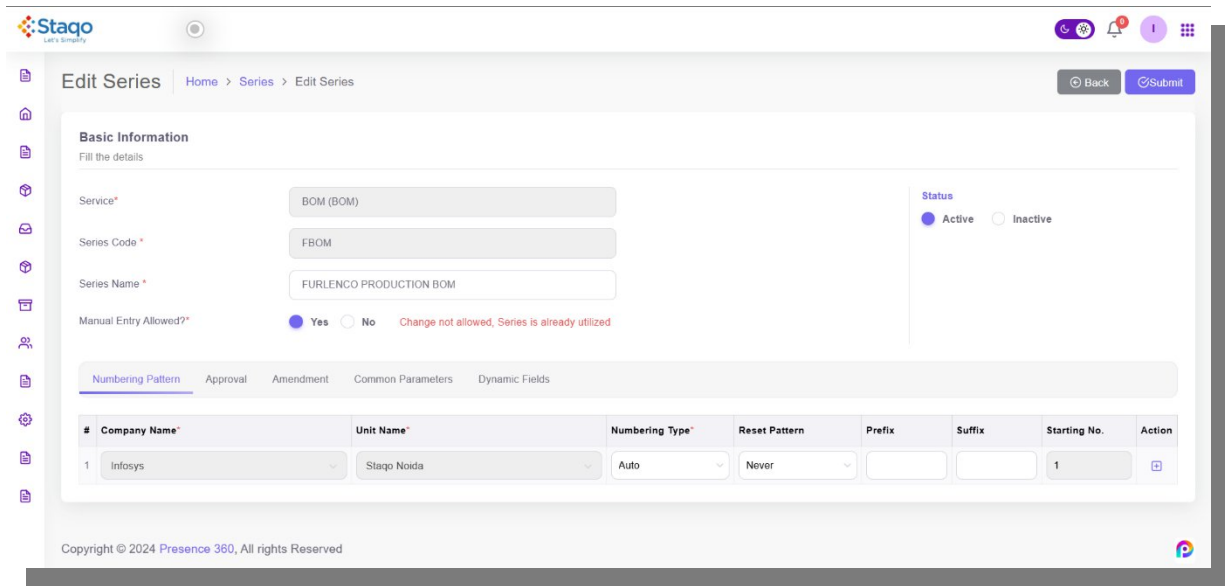
To create or manage a BOM:

- Go to **Manufacturing Module > Production BOM**
- Click **Add New BOM**
- Fill in the fields:
  - Basic Information: Series, BOM No., BOM Date, Reference No
  - Product Details: Product Code, Product Name, UOM, Product Type, Production Route, Safety Buffer (%), Customizable.
- Save and mark the BOM as **Active** for use in Work Orders

#### Add Remarks

- Upload document

- Add final remarks



| # | Company Name* | Unit Name*  | Numbering Type* | Reset Pattern | Prefix | Suffix | Starting No. | Action |
|---|---------------|-------------|-----------------|---------------|--------|--------|--------------|--------|
| 1 | Infosys       | Stago Noida | Auto            | Never         |        |        | 1            |        |

The Series acts as the foundational setup for controlling document behavior across modules. It is used to define key configurations such as Numbering Pattern, Approval Workflow, and Amendment Rules.

All transactions or records under a respective module (like BOM, Purchase, Sales, etc.) rely on an active series to function properly. Without an assigned and active series, the respective module will not operate, as the system cannot generate document numbers or apply necessary workflows.

Hence, defining the Series is a mandatory step for initiating and managing processes in any module.

## 4.2. Quotation BOM

The Quotation BOM enables:

- Accurate price estimation for multi-component offerings
- Configurable product structures during pre-sales
- Clear visibility of parts, sub-parts, and services offered in a quotation
- Smooth transition from sales quote to production BOM upon order confirmation

### 4.2.1. Create a Quotation BOM

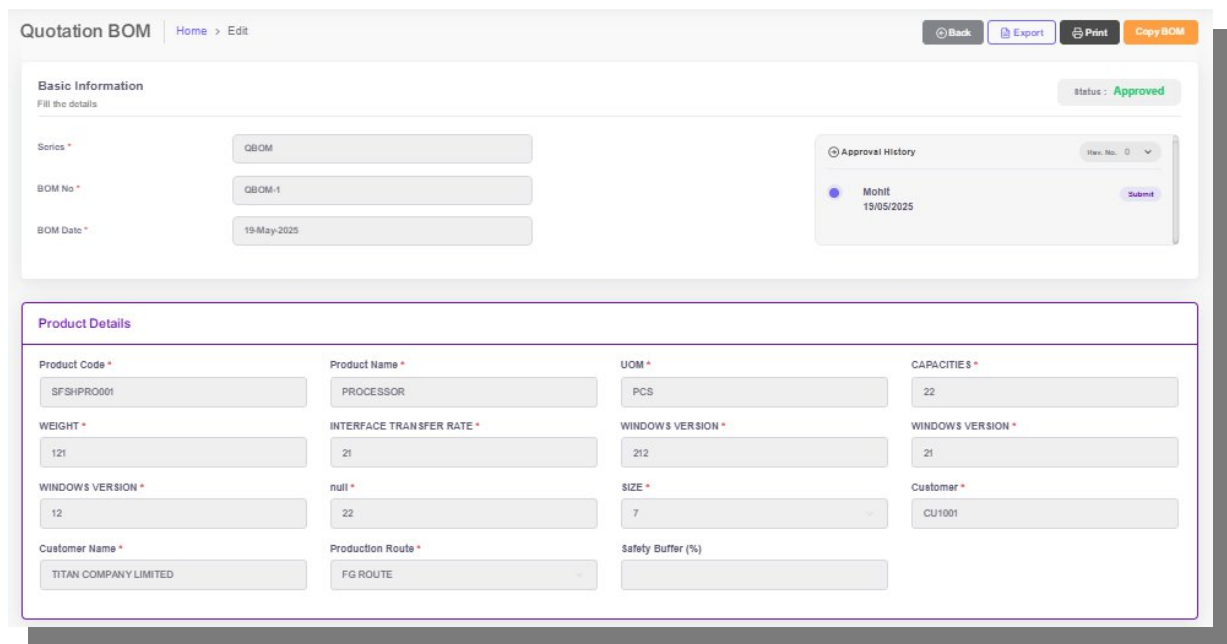
- Navigate to: **Manufacturing > Quotation BOM**
- Click **Add New**
- Basic Information: Series, BOM No. BOM Date

- Product Details: Product Code, Product Name, UOM, Customer, Customer Name, Production Route, Safety Buffer (%)

### Add Remarks

- Upload document
- Add final remarks

The Series acts as the foundational setup for controlling document behavior across modules. It is used to define key configurations such as Numbering Pattern, Approval Workflow, and Amendment Rules.



**Quotation BOM** | Home > Edit

Back Export Print Copy BOM

**Basic Information**  
Fill the details

Status: Approved

Series \* QBOM

BOM No \* QBOM-1

BOM Date \* 19-May-2025

**Approval History**

Mohit  
19/05/2025

**Product Details**

Product Code \* SF5HPRD001

Product Name \* PROCESSOR

UOM \* PCS

CAPACITIES \* 22

WEIGHT \* 121

INTERFACE TRANSFER RATE \* 21

WINDOWS VERSION \* 212

WINDOWS VERSION \* 21

WINDOWS VERSION \* 12

Customer \* null

SIZE \* 7

Customer \* CU1001

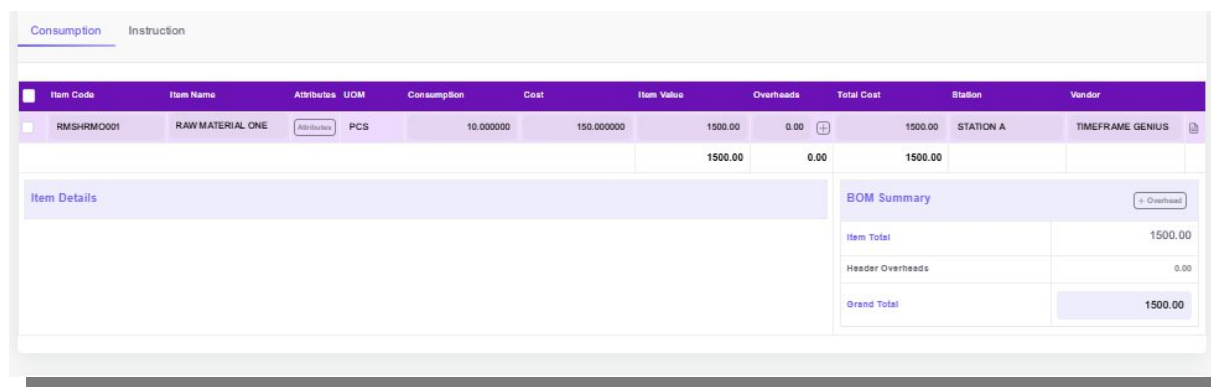
Customer Name \* TITAN COMPANY LIMITED

Production Route \* FG ROUTE

Safety Buffer (%)

The **Quotation BOM** screen is designed to define the Bill of Materials specific to customer quotations. It captures key product details such as **Product Code**, **Product Name**, **UOM**, **Customer Name**, **Production Route**, and **Safety Buffer (%)**.

Below that, under the **Consumption** tab, users can add individual components with detailed attributes like **UOM**, **Consumption**, **Cost**, **Item Value**, **Total Cost**, **Station**, and **Vendor**. The right-hand panel provides a real-time **BOM Summary**, including the total cost and any added overheads. This structured layout allows for precise estimation and planning before converting the quotation BOM into a Production BOM.



**Consumption** | Instruction

| Item Code  | Item Name        | Attributes | UOM | Consumption | Cost       | Item Value | Overheads | Total Cost | Station   | Vendor           |
|------------|------------------|------------|-----|-------------|------------|------------|-----------|------------|-----------|------------------|
| RM5HRM0001 | RAW MATERIAL ONE | Attributes | PCS | 10.000000   | 150.000000 | 1500.00    | 0.00      | 1500.00    | STATION A | TIMEFRAME GENIUS |
|            |                  |            |     |             |            | 1500.00    | 0.00      | 1500.00    |           |                  |

**Item Details**

**BOM Summary**

Item Total 1500.00

Header Overheads 0.00

Grand Total 1500.00

#### 4.2.2.Convert to Production BOM (Post-Order)

- **Create Quotation BOM** - Begin by creating the Quotation BOM, where key details like Product, Customer, UOM, and Production Route are defined. In this stage, you specify the preliminary raw material consumption for quotation and cost estimation purposes.
- **Move to Production BOM** - Once the Quotation BOM is finalized, proceed to create the Production BOM. You can directly pull reference from the Quotation BOM, which auto-fetches all relevant data like product info, components, and base consumption values — saving time and ensuring consistency.
- **Define Raw Material Consumption** - In the Production BOM, refine the exact consumption quantities of each raw material to be used during actual production.
- **Assign Stations** - For better production control and tracking, define the station-wise consumption. This ensures that each material is consumed at the correct stage of the production process.
- **Link Vendors (Optional)** - You also have the flexibility to assign vendors for each raw material. This helps in aligning procurement plans with the production BOM.

#### 4.3. Production BOM

##### Navigate to BOM Setup

- Go to: Manufacturing Module > BOM Master

##### Create New BOM

- Click on “Create New BOM”
- Enter Basic Details
  - BOM Name / Code
  - BOM Date
  - Finished Product – Select from item master
  - Product Code
  - Product Name
  - UOM
  - Production Type
  - Production Route
  - Safety Buffer (%)
  - Customizable
  - Output Quantity – Usually “1” unit

##### Add Components

Add each raw material or component:

- Select item from inventory
- Enter required quantity
- Choose UOM
- Enter optional wastage percentage

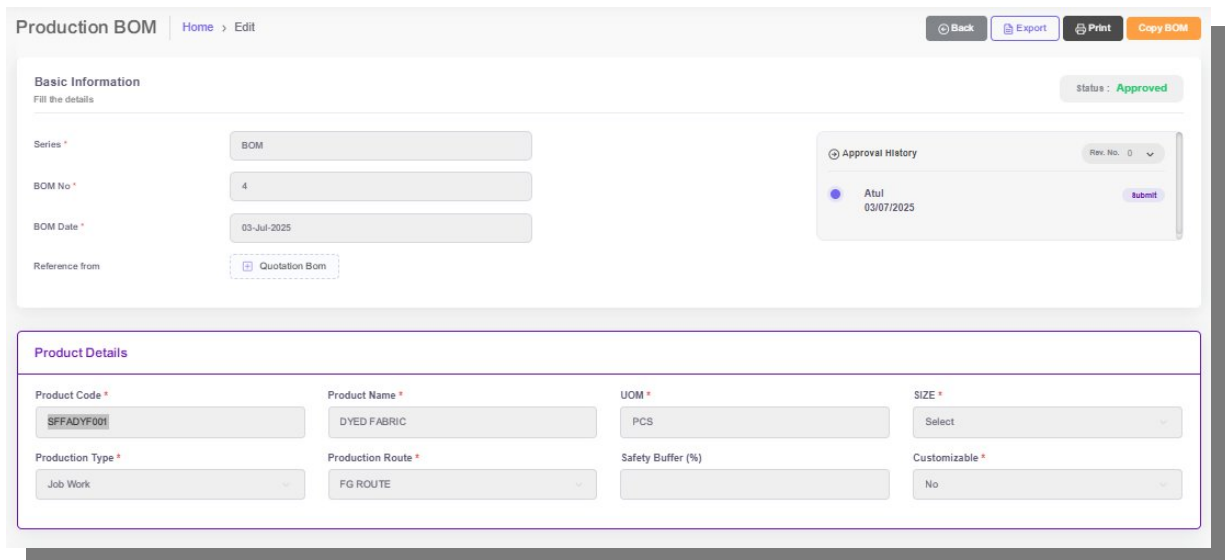
##### Add Remarks



- Upload document
- Add final remarks

### Submit and Activate

- Save the BOM
- Mark as Active to make it available for work orders



**Production BOM** | Home > Edit

Buttons: Back, Export, Print, Copy BOM

**Basic Information**  
Fill the details

Status: Approved

Series \* : BOM

BOM No \* : 4

BOM Date \* : 03-Jul-2025

Reference from : Quotation BOM

**Approval History**

Rev. No. 0

Atul 03/07/2025 Submit

---

**Product Details**

Product Code \* : SFFADYF001

Product Name \* : DYED FABRIC

UOM \* : PCS

SIZE \* : Select

Production Type \* : Job Work

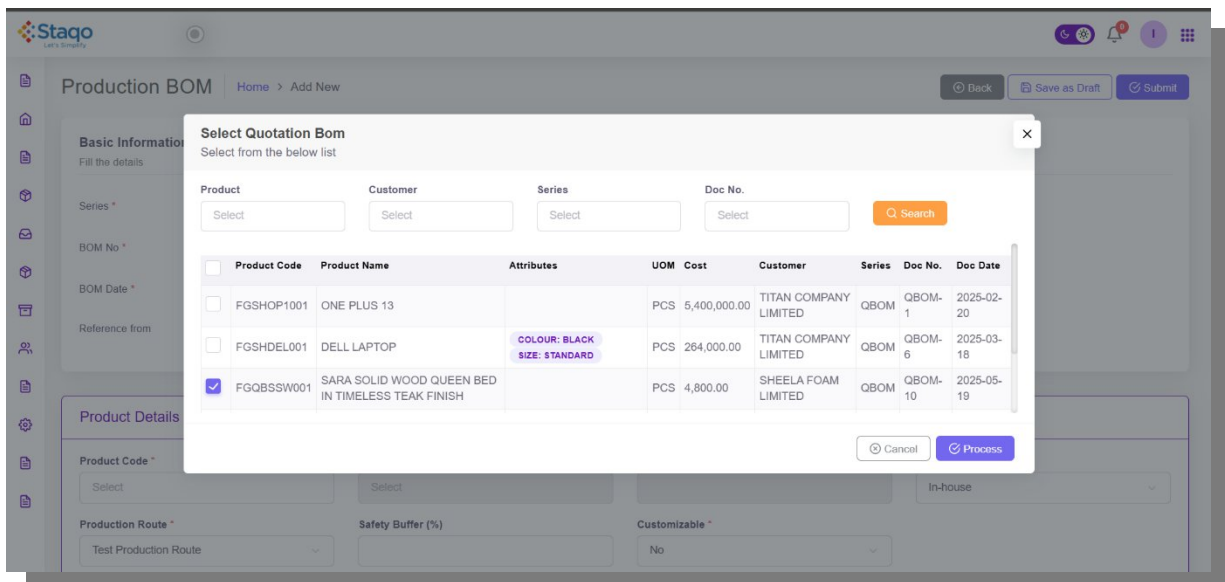
Production Route \* : FG ROUTE

Safety Buffer (%) :

Customizable \* : No

The "Reference From" section on the screen includes a button that allows you to pull data from existing documents such as Quotation BOMs. By selecting a reference document, the system auto-fetches all relevant details (like product code, customer, attributes, cost, etc.) into the new Production BOM.

This feature ensures consistency, saves time, and reduces manual effort by enabling users to quickly create new entries based on already available reference data.



**Stago** | Home > Add New

Buttons: Back, Save as Draft, Submit

**Basic Information**  
Fill the details

Series \* : Select

BOM No \* : Select

BOM Date \* : Select

Reference from : Select

**Product Details**

Product Code \* : Select

Product Name \* : Select

Production Route \* : Test Production Route

Safety Buffer (%) :

Customizable \* : No

**Select Quotation BOM**  
Select from the below list

| Product                             | Customer     | Series  | Doc No.                         |  |              |                       |         |         |            |
|-------------------------------------|--------------|---|---------------------------------|--|--------------|-----------------------|---------|---------|------------|
| Select                              | Select       | Select  | Select                          | <span style="color: orange;">Search</span> |              |                       |         |         |            |
| <input type="checkbox"/>            | Product Code | Product Name                                      | Attributes                      | UOM  | Cost         | Customer              | Series  | Doc No. | Doc Date   |
| <input type="checkbox"/>            | FGSHOP1001   | ONE PLUS 13                                       |                                 | PCS  | 5,400,000.00 | TITAN COMPANY LIMITED | QBOM-1  | QBOM-1  | 2025-02-20 |
| <input type="checkbox"/>            | FGSHDEL001   | DELL LAPTOP                                       | COLOUR: BLACK<br>SIZE: STANDARD | PCS  | 264,000.00   | TITAN COMPANY LIMITED | QBOM-6  | QBOM-6  | 2025-03-18 |
| <input checked="" type="checkbox"/> | FGQBSSW001   | SARA SOLID WOOD QUEEN BED IN TIMELESS TEAK FINISH |                                 | PCS  | 4,800.00     | SHEELA FOAM LIMITED   | QBOM-10 | QBOM-10 | 2025-05-19 |

Buttons: Cancel, Process

The system allows you to directly create a **Production BOM** by pulling data from an existing **Quotation BOM**. When a Quotation BOM is selected, it is taken as a reference and all related data such as product details, attributes, UOM, cost, and customer information are auto-fetched.

This feature significantly reduces manual entry and speeds up the process of generating accurate Production BOMs, ensuring consistency and saving time during production planning.

Consumption

Instruction

| Item Code                           | Item Name          | Attributes                                | UOM | Consumption | Cost       | Item Value | Overheads | Total Cost | Station   | Vendor                                |
|-------------------------------------|--------------------|---|-----|-------------|------------|------------|-----------|------------|-----------|---------------------------------------|
| <input type="checkbox"/> RSMHRMO001 | RAW MATERIAL ONE   | <input type="button" value="Attributes"/> | PCS | 10.000000   | 100.000000 | 1000.00    | 0.00      | 1000.00    | STATION A | <input type="button" value="Select"/> |
| <input type="checkbox"/> RSMHRMT001 | RAW MATERIAL TWO   | <input type="button" value="Attributes"/> | PCS | 20.000000   | 200.000000 | 4000.00    | 0.00      | 4000.00    | STATION B | <input type="button" value="Select"/> |
| <input type="checkbox"/> RSMHRMT002 | RAW MATERIAL THREE | <input type="button" value="Attributes"/> | PCS | 30.000000   | 110.000000 | 3300.00    | 0.00      | 3300.00    | STATION C | <input type="button" value="Select"/> |
|                                     |                    |   |     |             |            | 8300.00    | 0.00      | 8300.00    |           |                                       |

Item Details

BOM Summary

Item Total

8300.00

Header Overheads

0.00

Grand Total

8300.00

Remarks

Upload Document

Choose Files

No file chosen

Accept only .PNG, .JPEG, .JPG, .XLS, .DOCX, and .PDF and not more than 5MB in size

Final Remarks

Enter Remarks here...

## 4.4. Production Work Orders

A Work Order helps:

- Initiate and monitor production based on planned or sales demand
- Allocate raw materials, labor, and machinery
- Record production output and track progress
- Ensure quality control, compliance, and traceability
- Automate inventory and costing updates post-production

**Navigate to the Work Order Screen**

- Go to: Manufacturing Module > Production Work Orders
- Click on “Add New” to begin creating a new work order

### Enter Basic Information

Fill in the following fields to define the work order:

- Series – Select the applicable document series
- Document No. – Auto-generated or manually entered work order number
- Document Date – Date the work order is being created
- Location – Main plant or warehouse where production will occur
- Reference From – Link triggering document to Sales Order or another

### Enter Product Details

Under the product section, provide the following information:

- Item Code – System-generated or selected from item master
- Item Name – Name of the product to be manufactured
- Attributes / UOM – Unit of measure and item specifications
- Quantity – Quantity to be produced
- Customer – (Optional) If linked to a Sales Order
- Sales Order No. (SO No.) – Reference number for linked Sales Order
- Location – Specific warehouse or sub-location for output

### Add Remarks and Attachments

- Upload Document – Attach any relevant files (e.g., drawings, guidelines)
- Final Remarks – Enter any special instructions, quality control notes, or production comments

### Analyze the Sales Order

If the work order is linked to a sales order:

- Navigate to: Basic Information > Reference From > Sales Order
- Select the required Sales Order
- Click on the “Analyze” tab
- Review:
  - Total Quantity Ordered
  - Available Stock
  - Pending Quantity for Production

Production Work Orders
Home > Add New

Back
Save as Draft
Submit

Basic Information
Fill the details

Series \*PWO

Document No. \*13

Document Date \*07/11/2025

Location \*MOTHER DAIRY

Reference fromSale Order

Product Details
Fill the details

DeleteAdd Items

|              | Item Code | Item Name | Attributes | UOM | Quantity | Customer | SO No. | Location |
|--------------|-----------|-----------|------------|-----|----------|----------|--------|----------|
| Item Details |           |           |            |     |          |          |        |          |

Remarks

Upload Document

Choose FilesNo file chosen

Accept only .PNG, .JPEG, .JPG, .XLS, .DOCX, and .PDF and not more than 5MB in size

Final Remarks

Enter Remarks here...

The **Production Work Order (PWO)** screen is used for planning and initiating production activities. It includes key fields like **Series**, **Document No.**, **Document Date**, and **Location**, along with a section to define **Product Details** such as item, attributes, quantity, and customer. A key feature on this screen is the **"Reference From"** option, which allows you to generate a Production Work Order by directly referencing a **Sales Order**. This helps in streamlining production planning by auto-fetching relevant product and customer details from the sales order, reducing manual data entry and ensuring data accuracy.

Stago
Let's simplify

Production Work Orders
Home > Add New

Back
Save as Draft
Submit

Basic Information
Fill the details

Series \*

Document No. \*

Document Date \*

Location \*

Reference from

Product Details
Fill the details

Item Code

Item Name

Attributes

UOM

Quantity

Customer

SO No.

Location

Item Details

Select Sale Order
Select from the below list

Show Attributes

Series

Doc No.

Customer

Item

Clear

|                          | Series | Doc No. | Doc Date   | Customer              | Item Code  | Item Name         | UOM | Quantity | Location     |
|--------------------------|--------|---------|------------|-----------------------|------------|-------------------|-----|----------|--------------|
| <input type="checkbox"/> | SO     | 1       | 20/02/2025 | TITAN COMPANY LIMITED | FGSHOP1001 | ONE PLUS 13       | PCS | 10.00    | MOTHER DAIRY |
| <input type="checkbox"/> | SO     | 4       | 04/03/2025 | TITAN COMPANY LIMITED | FGSHFG0001 | FINISHED GOOD ONE | PCS | 20.00    | MOTHER DAIRY |
| <input type="checkbox"/> | SO     | 5       | 04/03/2025 | TITAN COMPANY LIMITED | FGSHFG0001 | FINISHED GOOD ONE | PCS | 10.00    | MOTHER DAIRY |
| <input type="checkbox"/> | SO     | 6       | 04/03/2025 | TITAN COMPANY LIMITED | FGSHPU001  | PUMA SHOES        | PCS | 100.00   | MOTHER DAIRY |

Cancel
Analyze

#### 4.5. Manufacturing Orders

A **Manufacturing Order (MO)** in Presence360 ERP is a formal instruction to start the production of a specific quantity of a product, based on a pre-defined **Bill of Materials (BOM)**. It controls and tracks the entire production process—right from raw material planning and consumption to finished goods output, labor tracking, and cost calculation.

##### Navigate to the Manufacturing Order Module

- Go to: Manufacturing > Manufacturing Order
- Click on “Add New” to create a new manufacturing order entry

##### Enter Basic Information

- Fill in the essential fields to define the order:
- Series – Select the appropriate document series
- Document No. – Auto-generated or manually entered
- Document Date – Date of order creation
- Location – Main production site
- Sub-Location – Specific unit or floor (if applicable)
- Product Name – The item to be manufactured

##### Link to Production Work Order (PWO)

In the Production Work Order section, enter or verify the following:

- PWO Series – The predefined series for work orders
- PWO No. – The specific work order number linked to this manufacturing order
- SO Series – Sales Order series (if the MO is based on a sales requirement)
- SO No. – Corresponding Sales Order number
- Customer – The client linked to the order (auto-filled if tied to SO)

##### Add Remarks and Attachments

- Upload Documents – Attach any technical drawings, QC guidelines, or client references
- Final Remarks – Add any production notes, special instructions, or comments for internal teams

For creating Manufacturing order you can also take reference from the key feature on the below mentioned screen i.e. – “Reference From” which allow you to create manufacturing order. By directly referencing a sales order. This helps in streamlining production planning by auto-fetching relevant product and customer details from the sales order, reducing manual data entry and ensuring data accuracy.

Manufacturing order
Home > Edit
Back
Print

Basic Information
Fill the details
Status: Approved

Series \*
WO
Document No. \*
5
Document Date \*
15-May-2025
Location \*
MOIDA
Sub Location \*
BOTANICAL GARDEN
Product Name \*
PROCESSOR (SF5HPRO001)
Reference from
Production Work Order

Approval History
Rev No. 0
Atul 05/05/2025
Submit

Orders
Consumption

| Series                                    | Doc No. | Doc Date   | Location | Product Code | Product Name | Attributes | UOM | Qty     | Customer              | Order No. | Action |
|---|---------|------------|----------|--------------|--------------|------------|-----|---------|-----------------------|-----------|--------|
| <input type="checkbox"/> PWO-WITH-STATION | 4       | 15/05/2025 | MOIDA    | SF5HPRO001   | PROCESSOR    | Attributes | PCS | 20.0000 | TITAN COMPANY LIMITED | SO-15     |        |

Item Details

Category: NA
Sub Category: SUB HARDWARE
HSN: 273910

Specifications: CAPACITY: 32
WEIGHT: 121
INTERFACE TRANSFER RATE: 24
WINDOWS VERSION: 212
WINDOWS VERSION: 21
WINDOWS VERSION: 12
na: 22

Attributes: SIZE: 7

Remarks

Upload Document
Choose Files
No file chosen
Accept only JPG, JPEG, JNG, XLS, DOCX, and PDF and not more than 5MB in size

Final Remarks
Order Remarks here...

## 4.6. Production Slip

The **Production Slip** is used to record the execution of a Manufacturing Order (MO) at the shop floor level. It captures the production details including shift, location, and goods movement, and links back to the originating MO for seamless traceability and stock updates.

### Enter Basic Details

Fill in the initial information for the production slip:

- Document No. – Auto-generated or manually entered ID
- Document Date – The date of production activity
- Location – Main plant or production site
- Sub-Location – Specific area, unit, or floor (if applicable)

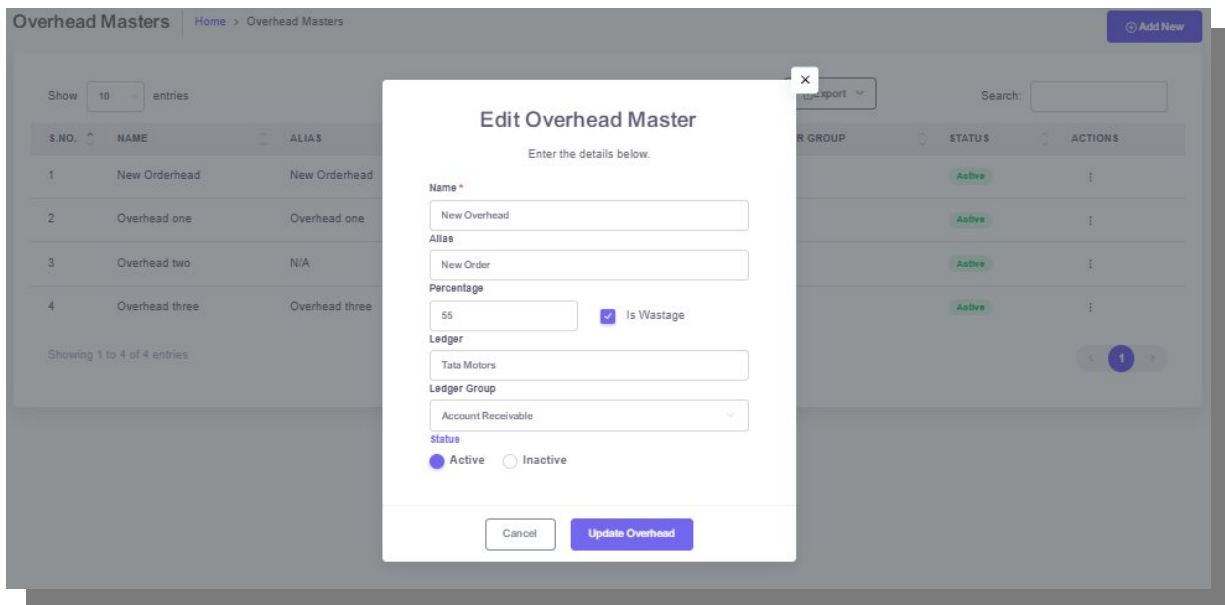


## 4.7. Masters

### 4.7.1.Overhead

Navigate: Manufacturing Module > Masters > Overhead

- Navigate to: Manufacturing > Masters > Overhead
- Click on “Add New”
- Enter the Overhead Name and Alias
- Specify the Percentage and tick the box if it is wastage
- Add Ledger and Ledger group
- Lastly, select the status- Active inactive
- Click on “Add Overhead” tab



**Edit Overhead Master**  
Enter the details below.

Name \*  
New Overhead

Alias  
New Order

Percentage  
55 ☒ Is Wastage

Ledger  
Tata Motors

Ledger Group  
Account Receivable

Status  
☒ Active ☐ Inactive

| S.NO. | NAME           | ALIAS          |
|-------|----------------|----------------|
| 1     | New Overhead   | New Orderhead  |
| 2     | Overhead one   | Overhead one   |
| 3     | Overhead two   | N/A            |
| 4     | Overhead three | Overhead three |

Showing 1 to 4 of 4 entries

### 4.7.2.Stations

#### Create a Station

- Navigate to: **Manufacturing > Masters > Stations**
- Click on “**Create**”
- Enter the following details:
  - Name- The official name of the station (e.g., Assembly Line 1, QC Zone A)
  - Alias: - A short code or alternate name for internal reference
  - Is Consumption? :- Enable this option if raw materials are consumed at this station
  - Status:- Set the station as Active or Inactive based on usage



Edit Station
Home > Stations > Edit
Back Delete Update

Edit Station  
Update the details

Name \* FURLENCO FINISHING

Alias FF

Is Consumption? ☒

Status ☒ Active ☐ Inactive

### 4.7.3.Sections

Navigate to: **Manufacturing > Masters > Sections**

For Product Section Master

#### Basic Information

- Name – Unique name of the product section
- Description – Brief details about the purpose or function of the section
- Status – Set the section as Active or Inactive based on its current usage

#### 2. Product Section Details

- Name – Sub-section or specific operation within the section (e.g., Cutting, Moulding)
- Description – Description of the task or process involved
- Station – The production station where the operation takes place
- Action – Edit or delete entries as needed

Product Section
Home > Product Sections > Edit
Back Delete Update



Edit Product Section  
Update the details below:

Name \* FURLENCO PLANT

Description tp

Status ☒ Active ☐ Inactive

Product Section Details

| S.No | Name           | Description | Station          | Action   |
|------|----------------|-------------|------------------|--|
| 1    | FURLENCO PLANT | tp          | FURLENCO CUTTING |   |

#### 4.7.4. Production Route

Navigate to: **Manufacturing > Masters > Production Route**

##### Fields to be filled:

- Name: A unique name for the production route (e.g., Route-A, Mattress Line-1)
- Description: A brief explanation of the route's purpose or product type it supports
- Safety Buffer (%): A percentage-based buffer to accommodate delays, QC, or rework within the route
- Status: Set as Active or Inactive based on usage and availability

##### Routing Rules & Conditions

- All stations—except those at the final level—must have a parent station.
- Each parent station must exist in the immediate next level as a valid station.
- The final level must contain only one station.
- The last-level station should not be assigned a parent.

Production Route

Home > Production Route > Edit

Back Submit

Basic Information

Fill the details

Name \*

FG ROUTE

Description

Safety Buffer(%)

Status

☒ Active
 ☐ Inactive













1. All stations, except the last level, must have a parent.

2. Every parent must exist as a station in the subsequent level.

3. The last level must have only one station.

4. The last level should not have a parent.

Process

| # | Station*  | Parent Station | Consumption                         | Q/A                      | Action  |
|---|-----------|----------------|-------------------------------------|--------------------------|---|
| 1 | Level 1   |                |                                     |                          |   |
|   | STATION A | STATION B      | <input checked="" type="checkbox"/> | <input type="checkbox"/> |   |
| 2 | Level 2   |                |                                     |                          |   |
|   | STATION B | STATION C      | <input checked="" type="checkbox"/> | <input type="checkbox"/> |   |
| 3 | Level 3   |                |                                     |                          |   |
|   | STATION C | Select         | <input checked="" type="checkbox"/> | <input type="checkbox"/> |   |

\*\*\*\*\*END OF DOCUMENT\*\*\*\*\*