MFG-04 Manage Work Areas

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step guide of how to manage work areas in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the process of managing work areas. Manage Work Areas provides the tools and processes necessary to define, organize, and maintain specific operational spaces within a plant or facility. Effective management of work areas ensures optimal resource allocation, streamlined workflows, and the flexibility to adapt to changing operational requirements.

Create Work Areas

To manage work areas in NCFS, please log in to the NCFS portal with your credentials to access the system. There are 10 steps to complete this process.

Step 1. Begin from the Home page, or click the **Home** icon.

Step 2. On the Home page, select **Supply Chain Execution**.

Step 3. Within the Supply Chain Execution tab, select **Work Definition**.

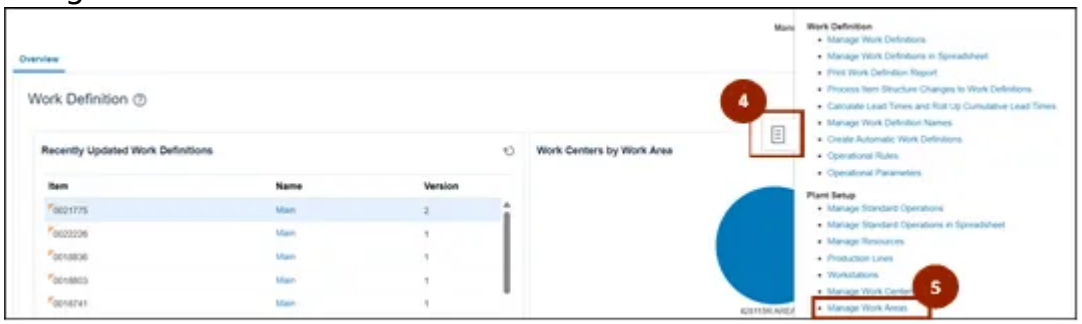
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Step 4. From the Work Definition page, click the **Task** icon.

Step 5. Select **Manage Work Areas** under Plant Setup in the Task menu.

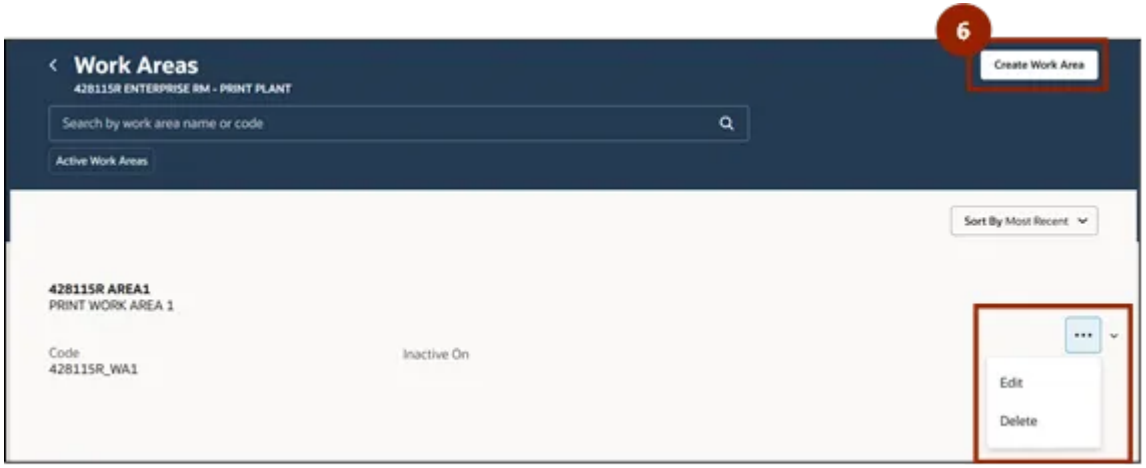
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Step 6. On the Work Areas page, select **Create Work Area**.

Note: Select the **ellipsis** icon and select **Edit** or **Delete** to edit an existing Work Area.

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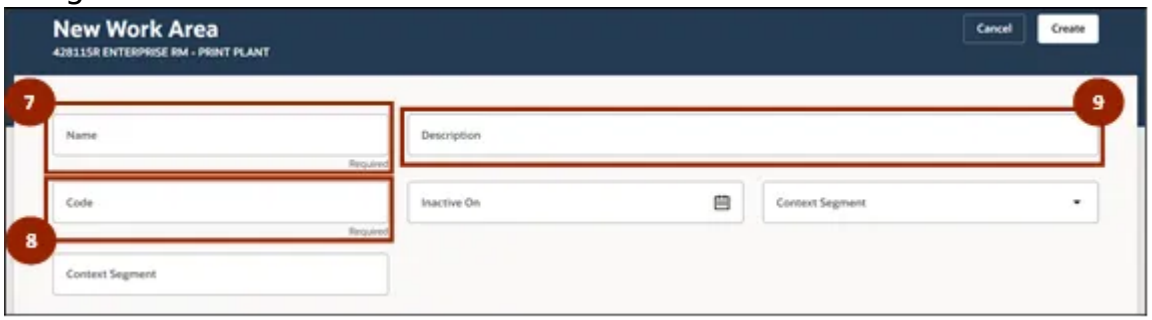


Step 7. Enter a **unique name** for the Work Area in the Name field.

Step 8. Enter a **unique code** for the Work Area in the Code field.

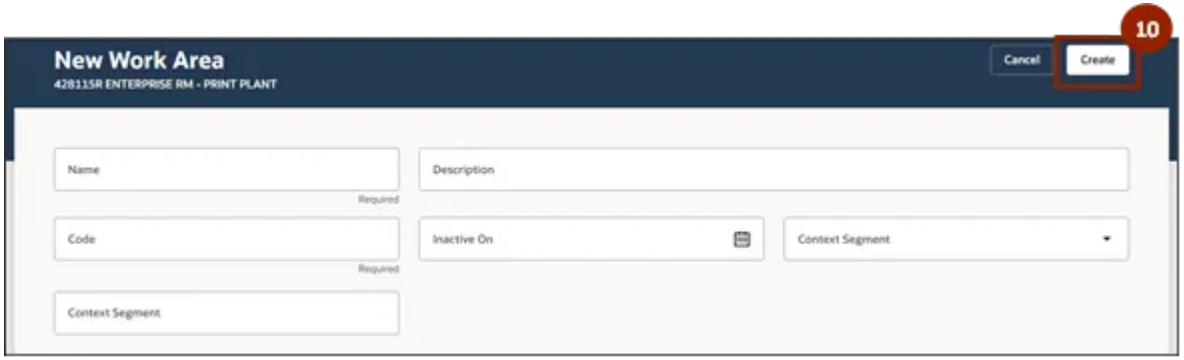
Step 9. Enter a **description** of the Work Area in the Description field.

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Step 10. Select **Create** to complete the process.

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Wrap-Up

NCFS users use the steps in this QRG to navigate to the Manage Work Areas page and create new work areas or update existing work areas.

Additional Resources

- Virtual Instructor Led Training (vILT)
  - MFG103: Create and Maintain Manufacturing Master Data
- Web-based Training (WBT)
  - MFG100: Introduction to NCFS Manufacturing
  - MFG101: The Journey Through NCFS Manufacturing

First Published

Mon, 11/17/2025

Last Updated

Mon, 11/17/2025

Printable PDF