Data Centre - Master Guideline

Purpose :

1. To have a centralise place to refer all the paper, edging and label
2. To control all the label position are same across all the similar items
3. To record all the changes and material sourcing for paper and edging

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Data Centre - Master Guideline

Master Finishing List

Excel file contains the following information
1. Sheet 1
   a. Paper Name
   b. Paper Short Name
   c. Paper Code
   d. Edging and T Moulding Code
   e. Paper State
2. Sheet 2 : Changelog

Guideline Labelling and Position Requirement

PDF file contains the following information
1. Label Artwork (Artwork is not to scale)
2. Label Position

Sheet 1

	A	B	C	D	E	F	G	H
1							Edging a =	edging thickness 0.4mm
2	**Master - Finishing List**						Edging b =	edging thickness 0.8mm or 1.0mm
3	*Update : 15 Sep 2023*						Edging c =	edging thickness 1.5mm or 2.0mm
4								
5	Colour	Short Name	Colour Code	State	Edging (a)	Edging (b)	Edging (c)	T Moulding

Sheet 2

	A	B	C	D	E	F	G	H
1	Project Type	Wrike Task Hyperlink	Task Description	Material Name	Material Type / Thickness	Old Code	New Code	Effective Date
2	Raw Material Sourcing	https://www.wrike.com/open.htm?id=1d	Rematch Knotty Oak PVC Edging	Knotty Oak	Edging a (0.4mm)	SJ8 1061-XH	SJ R2797 (B)	17 Apr 2023
3	Changes Request	https://www.wrike.com/open.htm?id=06	Change PU White Paper Code	PU White	400 PU	101-10	07 Jun 2023
4	Changes Request	https://www.wrike.com/open.htm?id=11	Change PC Black Paper Code	PC Black	300 PU	1178-11A-MC	3000-3A	20 Jul 2023
5	Changes Request	https://www.wrike.com/open.htm?id=11	Rematch Warm Grey Oak 0.4mm PVC Edging	Warm Grey Oak	Edging a (0.4mm)	SJ 01037-XH	SJ G2998-XH (EM18)	17 Aug 2023
6	Changes Request	https://www.wrike.com/open.htm?id=11	Rematch Concrete 0.4mm PVC Edging	Concrete	Edging a (0.4mm)	SJ 2880 / SJ G3032-DJ	SJ G3108-DJ (A)	17 Aug 2023
7	Changes Request	https://www.wrike.com/open.htm?id=06	Rematch PU White PVC Edging	PU White	Edging b (0.8mm)	SJ 530T	WH7268 (R)	17 Aug 2023

How Synergy update Factories on the changes?

- When there is Change Request triggered to change label artwork and/or position, Synergy House (Operation PIC) will send email to inform all the skateholder with the changelog stated in the email.
- Factory must change their hardcopy of the documents

Example Label Artwork (not to scale)

Example Label Position

Only applicable to PDF softcopy

TABLE OF CONTENTS

Click / Tap label name in Table of Contents can navigate to the label artwork faster

Bookmarks

Click the bookmarks to navigate to the label artwork faster

How to access to the files?

Soft Copy (PDF / Excel)

Hyperlink in Wrike Data Centre

Login Page
Wrike
Master Guideline

Screenshot example:

Hyperlink in BP

Located beside the QR code.
Font colour is Blue

Screenshot example:

MASTER FINISHING LIST QR CODE
BOARD GRADE :   BOM

Printed Documents

QR Code in BP

Master Finishing List

Located in BOM page (bottom right)

Guideline Labelling and Position Requirement

Located in Label page (bottom right)