



SHOWCASE

SHOP BOARD

USER MANUAL

UPDATED
OCT 13, 2026

The shop schedule, step by step — jobs, Deliver by, QR stickers, quoting, load and Rippling hours.

SALES

SHOP MANAGER

PURCHASING

SHOP CREW

ADMIN



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Showcase Board user manual · Oct 13, 2026 · e02599e · the live version with search is on the board under Help

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WHO SHOULD READ WHAT

SALES Sections 1–5, 7 and 10.	SHOP MANAGER Sections 1–6, 8 and 9.	PURCHASING Sections 1–3, 9 and 13.	SHOP CREW Section 6, and clocking in on Rippling (9).
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ADDRESS <https://board.showcaseequipment.us>

PICTURES come from a practice copy with sample jobs, so names and numbers won't match the live board.

1 THE BOARD IN ONE PAGE

The Showcase Board is the shop schedule. Every customer order is one **job card**. Sales picks when it has to **deliver by**; the board lines the jobs up by that date, works out when each one gets through the shop, and warns you before anything ships late.

EVERY JOB MOVES THROUGH SEVEN STAGES



Design and **Order** are lead time in working days, before the job reaches the floor. **Cut, Weld, Paint, Assemble** use shop hours. Paint comes **before** assembly. **Ship** is a 3-working-day buffer after assembly for crating and loading; its last day is the planned ship date.

HOW THE BOARD DECIDES THE DATES

RULE	WHAT IT MEANS FOR YOU
Deliver-by date sets the order	The job due soonest is worked first. Nobody has to sort the list. A job dragged by hand keeps its spot (🔴➡️).
Shop capacity is fixed	The shop has a set number of hours per week (240 h = 6 men × 40 h). Work is filled into the days in order until the hours run out.
Two jobs share the floor	One job gets at most half the shop on any day, so two jobs are always moving side by side.
Lead time comes first	Cutting can't start until Design and Order days have passed (unless they are marked complete).
Hours come from Rippling	The crew clocks in on a job's PO and stage. The first hours on a stage mark it started.
Re-planned all the time	Every change re-plans the whole board at once, and again every night at 1:10 am so the dates follow the calendar.
It learns	When a job ships, what each stage really took teaches its machine type. The next estimate is closer.

THE PAGES

PAGE	USE IT TO
Board	Every open job in order on a timeline, with the headline numbers on top.
Load	Shop hours per week by stage, and which stage is the bottleneck.
Calendar	Appointments, deliveries and Deliver-by dates by month.
How long?	A ship date for an order before it's sold, and who it would bump.
Hours	Hours read from Rippling, and any that didn't match a job.
Shipped	Closed jobs with their actual shop hours.
Help	This manual. Open to anyone; search box on top.
Admin	Logins, machine types, Rippling, settings (admins only).

2 GETTING STARTED

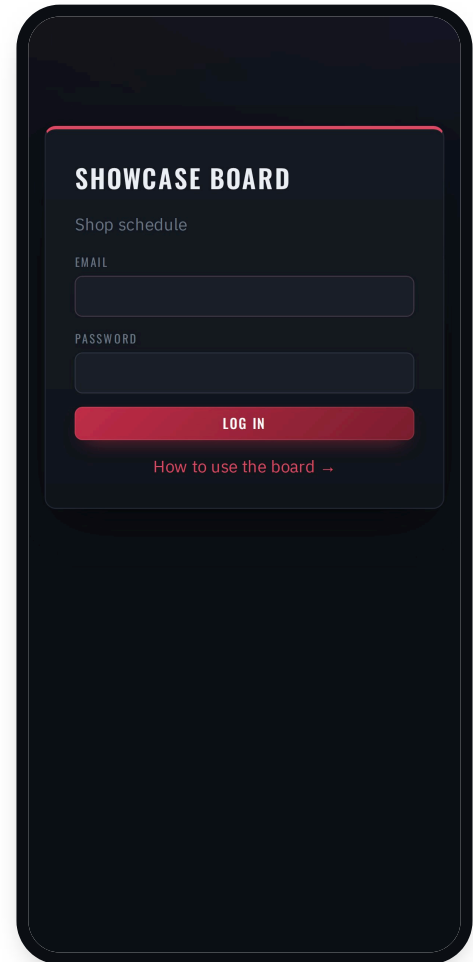
LOG IN

- 1 Open the board in Chrome or Edge:
`https://board.showcaseequipment.us`
- 2 Type your **email** and **password** and click **LOG IN**.
- 3 You stay logged in for **30 days** on that computer or phone.

NO LOGIN YET? Ask Andy. Each person gets their own — every change is recorded under the name of whoever made it.

LOG OUT, DARK / LIGHT

LOG OUT is top right. The  /  button switches between the dark and light look.



Login page (phone)

WHO CAN DO WHAT

ROLE	TYPICAL PERSON	CAN DO
admin	Andy	Everything, including Admin (logins, machine types, Rippling, settings).
sales	Sales	New jobs, Deliver-by dates, details, stages, drag on the board, ship, calendar.
manager	Shop manager	Everything sales can, plus hours.
purchasing	Wayne	View the board, hours. Gets the parts-ordering reminders.
viewer	Shop PC / TV, office	Look only.

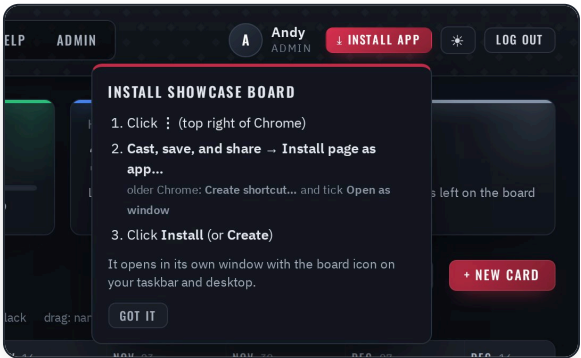
Anyone logged in can use **How long?**. The shop crew needs no login — they use the QR stickers (section 6).

INSTALL THE APP

Installed, the board opens in its own window with its own icon on the desktop and taskbar. It's the same live board; updates arrive by themselves.

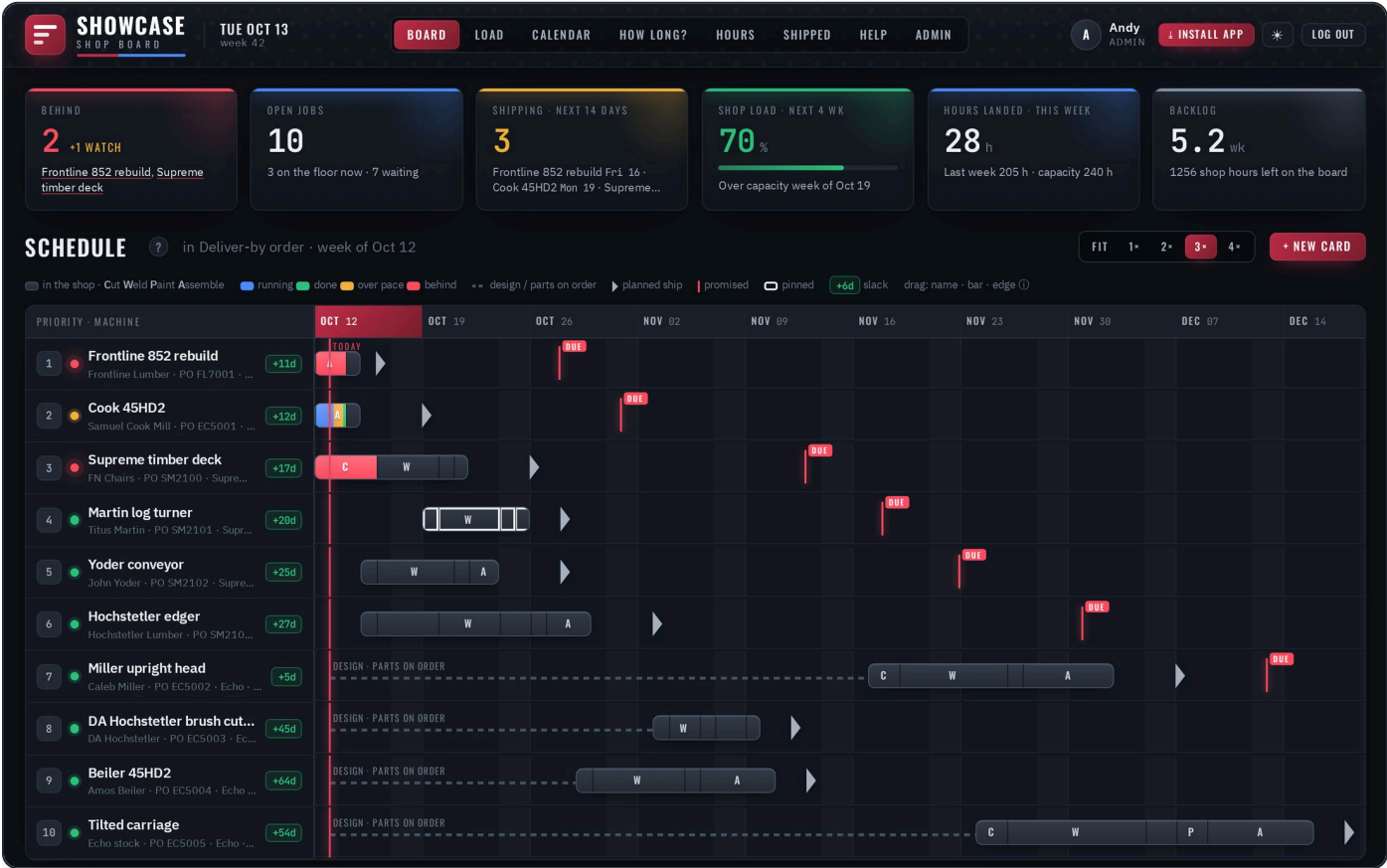
Click **INSTALL APP** top right and confirm — one click in Chrome and Edge. If a browser can't, the button shows these steps instead:

DEVICE	STEPS
Chrome (PC)	: → Cast, save, and share → Install page as app... → Install . Older Chrome: Create shortcut... → tick Open as window.
Edge (PC)	... → Apps → Install this site as an app .
iPhone	Safari: Share → Add to Home Screen .
Android	Chrome: : → Add to Home screen → Install .



Install app with the steps open

3 READING THE BOARD

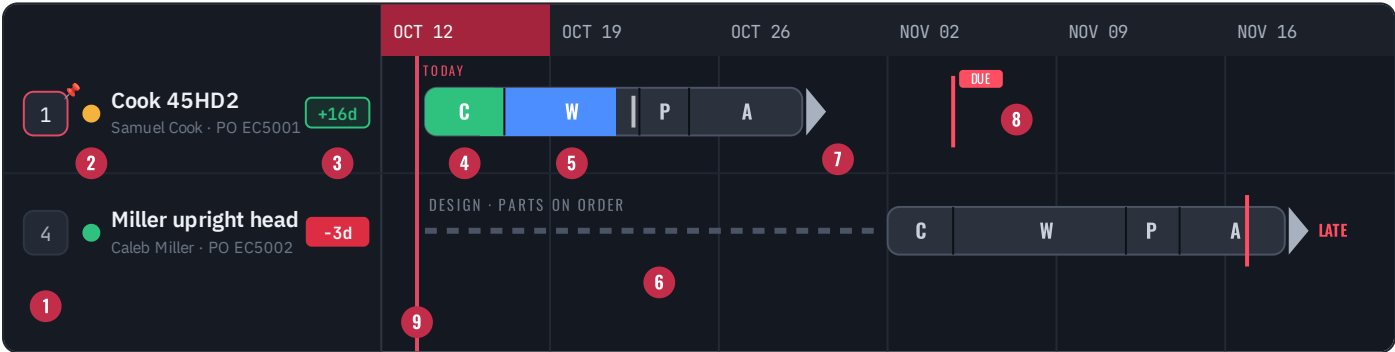


The Board page. Headline tiles on top, jobs below in Deliver-by order.

THE HEADLINE TILES

BEHIND Jobs flagged red, by name. "+N watch" = jobs that are amber.	OPEN JOBS Jobs on the board. "On the floor" = a shop stage under way.	SHIPPING - NEXT 14 DAYS Jobs planned to ship in the next two weeks.
SHOP LOAD - NEXT 4 WK Planned hours ÷ capacity. Amber over 85 %, red over 100 %.	HOURS LANDED - THIS WEEK Hours since Monday, and last week's total.	BACKLOG Shop hours still to do, in weeks of capacity.

ANATOMY OF A ROW



#	PART	WHAT IT TELLS YOU
1	Position	Order of work, by Deliver-by date. A and red outline = placed by hand (section 5).
2	Status dot	Green on track · amber watch it · red behind (pulses). Red jobs also show in the Behind tile.
3	Slack	Days between planned ship and Deliver by: +16d room to spare, +2d tight (0–3), -3d late. "—" = no date.
4	Shop bar	The job's time in the shop. Letters: C ut W eld P aint A ssemble. Thin lines are hand-offs.
5	Hours fill	Share of a stage's hours landed: blue running green done yellow over pace red behind.
6	Runway	Dotted line = Design and/or Parts on order still open. Red if they should have started.
7	Flag ▶	Planned ship day. If it's after Deliver by, LATE is written beside it.
8	DUE marker	The Deliver-by date promised to the customer.
9	Today line	Red vertical line; this week is highlighted in the header; weekends shaded.

STRIPES Amber stripes = a stage should have started and hasn't. Red stripes = more than 3 working days late, past its planned end, or over its hours. A stage **outlined in white** has pinned dates.

ZOOM, REFRESH, DETAILS

- **Zoom** **FIT** fits the schedule to the screen; **1×** — **4×** set the day width. Remembered per computer.
- **Hover** any bar, stage or marker for exact dates and hours.
- **Auto-refresh** every 20 seconds; holds off while you drag or type.

4

NEW JOBS & WORKING WITH JOBS

I ADD A NEW JOB

- 1 On the Board click **+ NEW CARD**.
- 2 Name the job the way you say it (e.g. "Cook 45HD2"), add the **Customer**, pick the **Brand** — Echo, Supreme or Frontline.
- 3 Pick **Deliver by**: a date, or click **4 WK** ... **12 WK**.
- 4 Read the check under it: **✓ Fits** with days to spare, or **✗ N days short** with the earliest the shop can do it, and which jobs would move later.
- 5 Tick the **Units** if you know them (optional — makes the estimate sharper).
- 6 Click **CREATE CARD**. A job that's short can still be saved; it shows red on the board.

New card — Deliver by with the live check

I PO NUMBERS

The board issues the PO when the card is created — nobody types it. Each brand counts up on its own and a number is never used twice, even if its job is deleted.

BRAND	PO
Supreme	SM2100, SM2101, ...
Echo	EC5001, EC5002, ...
Frontline	FL7001, FL7002, ...

The PO is also the job's code in Rippling (section 9). Older jobs keep the PO they had. Only an admin can correct a PO.

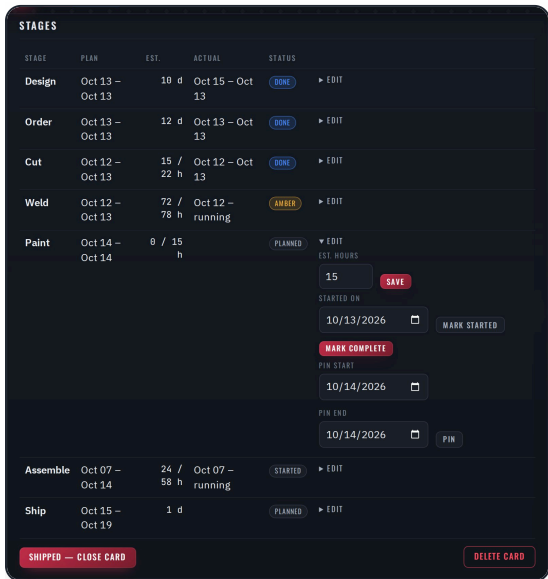
I NO UNITS PICKED?

The board uses the average of that brand's machine types that have shipped at least 3 times, or the shop default if there are none yet. The card says the estimate is rough.

I OPEN A JOB

Click a job's name anywhere. On top: Deliver by, the planned ship date and the slack. Below: **Stages**, **Units**, **Details**, the Rippling line, **Hours** and **History** (every change, who and when).

Top of a card



Stages with edit opened

UPDATE A STAGE

Click **edit** on its row:

BUTTON	DOES
Save (hours / days)	Changes the estimate.
Mark started	Records the start (defaults to today).
Mark complete	Closes it today; the next stage moves up.
Reopen	Undoes a complete.
Pin / Unpin	Fixes or frees the stage's dates.

USUALLY AUTOMATIC Shop stages start when the first hours land, and the crew taps Start / Done on the QR sticker. Mark **Design** and **Order** complete when drawings are done and parts are in — until then cutting waits.

UNITS AND SERIAL NUMBERS

In **Units**: edit description, serial, max blade or weight and click **SAVE**; **×** removes one; **Add unit** adds one. Serials are automatic: `MODEL-YY-NNN` , e.g. `45HD2-26-004` .

SHIP A JOB

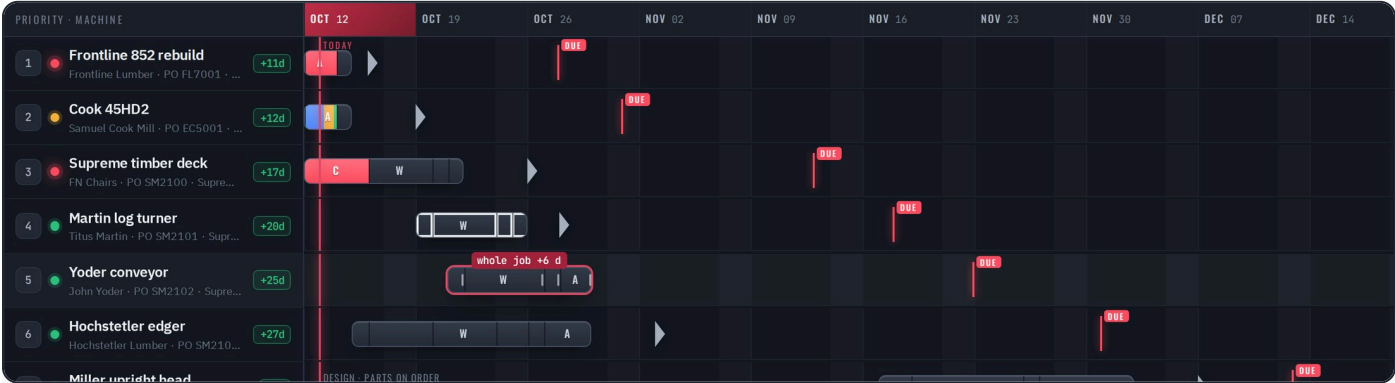
- 1
- Open the job → **SHIPPED — CLOSE CARD** → confirm.
- 2
- It moves to **Shipped**, its Rippling code is marked SHIPPED, and its actual hours and days teach its machine types. Shipped by mistake? Shipped → open it → **REOPEN CARD** .

DELETE **DELETE CARD** removes the job **and its hours** for good — only for jobs entered by mistake. Its PO is not reused.

JOB NOT OPENED A red bar "Job not opened yet" means the job folder, machine code and Fusion design aren't set up. Andy clicks **MARK OPENED** .

5 MOVING THINGS ON THE BOARD

The board plans everything itself. When you know better, drag — whatever you drag is **pinned** and the rest plans around it.



Dragging a bar — the tag shows how many days it moves.

DRAG	WHAT HAPPENS	SHOWS AS
A job's name up or down	Changes its priority; it stays at that spot	 on its number
A job's bar left or right	Moves all its unstarted shop stages that many days	Stages outlined in white
The right edge of a stage	Makes that stage longer or shorter	That stage outlined in white

UNDO IT

Open the job and click **RESET TO AUTO** (top of the card). It goes back to Deliver-by order and the board's own stage dates.

WHO CAN DRAG Sales, managers and admins. Viewers and the shop PC see the board but can't move it.

6

SHOP FLOOR QR STICKERS

Each job gets a QR sticker. Anyone in the shop scans it with a phone camera and taps **Start** or **Done** for their stage — no login.

PRINT A STICKER (OFFICE)

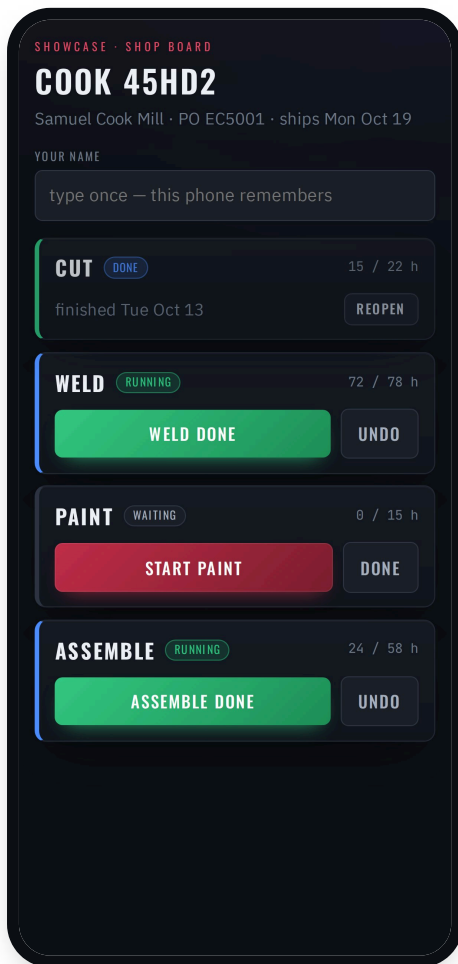
- 1 Open the job → **QR STICKER** (top right).
- 2 **PRINT**. Only the sticker prints.
- 3 Stick it on the machine, the cart or the traveler.

USE IT (SHOP)

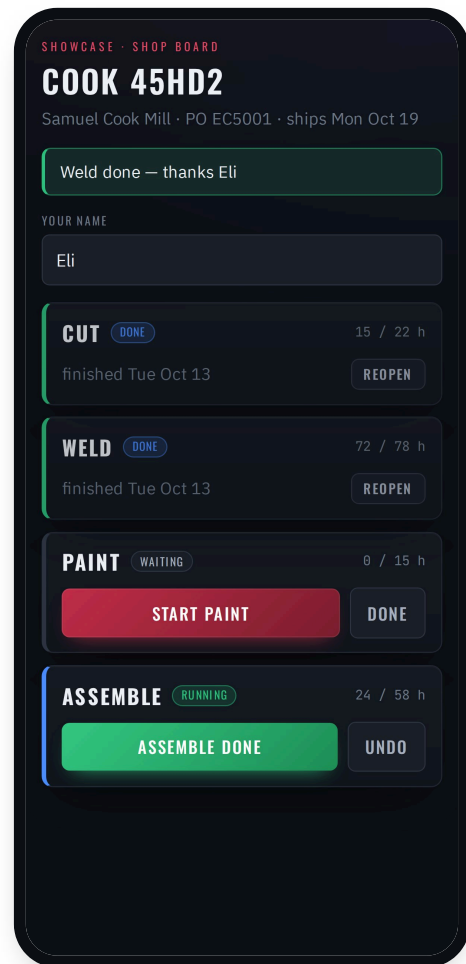
- 1 Point the phone camera at the sticker and tap the link.
- 2 Type your **name** the first time; the phone remembers it.
- 3 Find your stage — Cut, Weld, Paint or Assemble.
- 4 Tap **Start** when you begin, **Done** when it's finished.
Wrong one? **Undo**.



The sticker



After scanning



After a tap

WHO DID IT Every tap goes into the job's History as "*name* (scan)".

LOST STICKER It only opens Start / Done on that job's four shop stages. If one walks off: QR sticker → **NEW CODE**; the old one stops working.

7 HOW LONG? — QUOTING

SHOWCASE
SHOP BOARD

TUE OCT 13
week 42

BOARD LOAD CALENDAR **HOW LONG?** HOURS SHIPPED HELP ADMIN

A Andy ADMIN **INSTALL APP** * LOG OUT

HOW LONG TO BUILD THIS?

? earliest ship date if the order went on the board now, behind everything already on it

UNITS IN THE ORDER

- ☒ 45HD2 head (Echo - 173 h)
- ☐ Board edger (Supreme - 140 h)
- ☐ Brush cutter (Echo - 54 h - est.)
- ☐ Conveyor 218 (Supreme - 94 h)
- ☐ Frontline 852 rebuild (Frontline - 118 h)
- ☐ Log turner (Supreme - 72 h)
- ☐ Tilted carriage 4HB (Echo - 350 h - est.)
- ☐ Timber deck 2-strand (Supreme - 91.5 h)
- ☐ Upright head (Echo - 250 h - est.)

PUT IT AT PRIORITY # (BLANK = AFTER EVERYTHING)

2

CALCULATE

SHIPS FRIDAY NOV 13, 2026

SHOP START Thu Oct 29

SHOP HOURS 173 h

BASIS learned from 4 shipped machines

STAGE	FROM	TO
Design	Oct 15	Oct 28
Order	Oct 13	Oct 28
Cut	Oct 29	Oct 29
Weld	Oct 30	Nov 04
Paint	Nov 05	Nov 05
Assemble	Nov 06	Nov 10
Ship	Nov 11	Nov 13

WHO SLIPS IF WE TAKE IT

JOB	SHIPS NOW	WOULD SHIP	SLIPS	PROMISED
Beiler 45HD2	Fri Nov 13	Mon Nov 16	+3d	Jan 16

Nothing was added to the board. Create the card when the sale is real.

How long? — ship date and who slips

- 1 Click **How long?**.
- 2 Tick the units. "(est.)" = that type hasn't shipped 3 times yet.
- 3 Priority #: blank = behind everything; a number = what if it jumps the line.
- 4 **CALCULATE**.

You get the earliest ship date, shop start, hours, each stage's dates, and **Who slips if we take it** — every job that moves later, by how many days, and any that would go late.

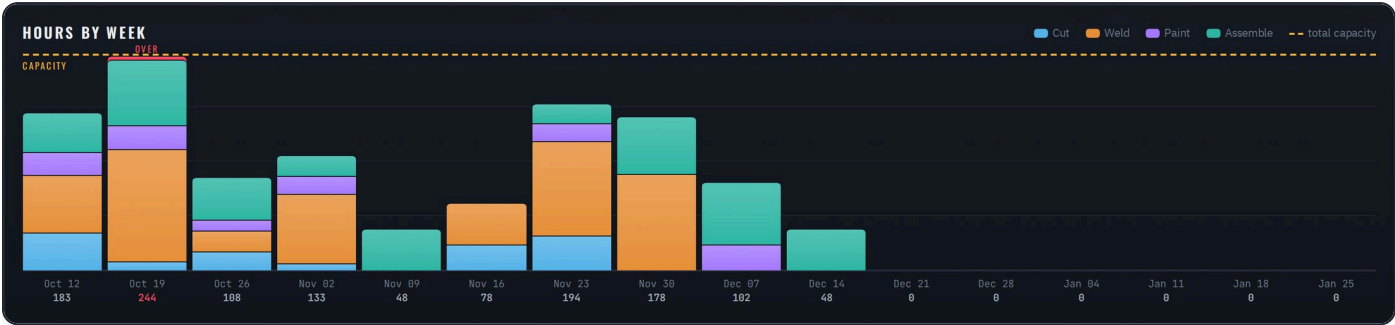
TIP The New card form does the same check live against the Deliver-by date (section 4). How long? is for "what if" before there's a date.

NOTHING CHANGES How long? only simulates.

8 SHOP LOAD & BOTTLENECK



Top tiles — the bottleneck, then each stage against its crew



Hours by week by stage; dashed line = shop capacity

EACH STAGE AGAINST ITS CREW																
STAGE	OCT 12	OCT 19	OCT 26	NOV 02	NOV 09	NOV 16	NOV 23	NOV 30	DEC 07	DEC 14	DEC 21	DEC 28	JAN 04	JAN 11	JAN 18	JAN 25
Cut 40 h	44	10	22	8		30	40									
Weld 100 h	66	130	24	80		48	110	112								
Paint 30 h	27	28	12	21			20		30							
Assemble 70 h	46	76	50	24	48		24	66	72	48						

Shade = share of that stage's crew hours; red = more work than the crew can do that week. Crew hours are set in Admin → Settings.

Each stage against its crew — red = more work than that crew can do that week

- **Bottleneck** = the stage over its crew most often in the next 8 weeks — where overtime or moving a man pays off.
- One stage red while others are light → move a man that week. Everything red → the board is over-sold.
- Crew hours per stage are set in Admin → Settings (section 12).

9 HOURS & RIPPLING

I HOW HOURS GET ONTO THE BOARD

- 1 A new job is created → the board adds its PO to Rippling's **PO** list right away (e.g. `SM2100 · Hochstetler edger`).
- 2 The crew clocks in on the Rippling app or kiosk and picks **PO** and **Stage** (Cut, Weld, Paint, Assemble, Design).
- 3 Every 15 minutes the board reads the clocked time and puts it on that job and stage. The first hours on a stage mark it started.
- 4 When the job ships, its PO in Rippling is renamed `SHIPPED — ...` so nobody clocks onto it.

ONE PLACE ONLY Hours are clocked in Rippling and only read by the board. While Rippling is connected the board won't take an imported file or typed hours, so nothing is ever counted twice. Payroll stays entirely in Rippling.

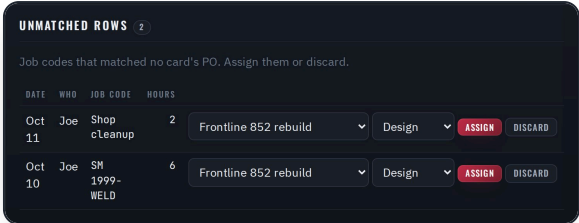
Each card shows its Rippling status: **In Rippling** ✓, or a red line with the reason (the board keeps retrying). The Hours page shows the last read and has **READ RIPPLING NOW**.

I OLD JOB CODES

Codes made by hand in the old form still count: PO, a dash, the stage — `4471-WELD`, `SM2073-CUT`, `4471-ASM`, `4471-PAINT`, `4471-DESIGN`. Spaces and capitals don't matter.

I UNMATCHED ROWS

Time whose code matched no job — picked no PO, or an old code with a typo. For each: pick the job and stage → **ASSIGN**, or **DISCARD** (shop cleanup etc.). Each shift shows up once, never again on the next read.



DATE	WHO	JOB CODE	HOURS				
Oct 11	Joe	Shop cCleanup	2	Frontline 852 rebuild	Design	ASSIGN	DISCARD
Oct 10	Joe	SM 1999- WELD	6	Frontline 852 rebuild	Design	ASSIGN	DISCARD

Unmatched rows

I BEFORE RIPPLING IS CONNECTED

Hours → choose the Rippling CSV export → **IMPORT**.
Importing the same file twice doesn't double anything.
Managers can also add hours on a job's page.

10 CALENDAR

The screenshot displays the 'SHOWCASE SHOP BOARD' interface. At the top, there's a navigation bar with links: BOARD, LOAD, CALENDAR (highlighted), HOW LONG?, HOURS, SHIPPED, HELP, and ADMIN. The user is logged in as 'Andy ADMIN'. The main section is the 'OCTOBER 2026' calendar. It features a header with navigation buttons: < PREV, TODAY, and NEXT >. Below the header is a form to add new events with fields for DATE (10/13/2026), TIME (9:30), WHAT (Visit Titus Martin - head binding), and KIND (Appointment). The calendar grid shows dates from 28 to 31. Events are color-coded: blue for appointments, green for deliveries, and red for ship dates. Examples include 'Visit Titus Martin - head binding' (blue), 'Steel delivery - Kreher' (green), and 'Ship: Frontline 852 rebuild' (red).

Calendar — blue appointments, green deliveries, red Deliver-by dates

- 1 In the bar on top set **Date**, optional **Time**, **What**, **Kind** → **ADD**.
- 2 Remove with the small ✕. **< PREV** **TODAY** **NEXT >** change the month.

Deliver-by dates appear by themselves; click one to open the job.

11 SHIPPED JOBS & LEARNING

SHIPPED	CARD	CUSTOMER	PO	PROMISED	SHOP HOURS
Oct 13, 2026	Weaver timber deck	Weaver Sawmill	SM2104	Oct 10	69

Shipped — closed jobs with their actual shop hours

- 1 Each machine type holds default Cut / Weld / Paint / Assemble hours and Design / Order days.
- 2 A new job copies them from its units (or the brand average if none are picked).
- 3 When it ships, what each stage really took — Rippling hours, and working days for Design and Order — is averaged into its types.
- 4 After **3 shipped** of a type its "est." tag drops: the numbers are learned, not guessed.

GARBAGE IN Learning is only as good as the PO and Stage the crew picks when they clock in.

12 ADMIN

PEOPLE

NAME	EMAIL	ROLE	ACTIVE	DIGEST	NEW PASSWORD	
Andy	andy@example.com	admin	☒	☒	unchanged	SAVE
John	john@example.com	sales	☒	☒	unchanged	SAVE
Shop PC	shop@example.com	viewer	☒	☒	unchanged	SAVE
Wayne	wayne@example.com	purchasing	☒	☒	unchanged	SAVE

ADD A LOGIN

NAME	EMAIL	PASSWORD	ROLE	
			admin	ADD

admin: everything · sales: edit the board · manager: edit the board + hours · purchasing: hours · viewer: read only

People — logins, roles, active, digest, password reset

I GIVE SOMEONE A LOGIN

- 1 Admin → Add a login: name, email, a password (8+ characters), role → ADD.
 - 2 Send them the board address, their email and the password.
- Reset a password — type a new one on their row → Save.
 - Someone leaves — untick Active → Save. Their history stays.

I MACHINE TYPES

One row per kind of unit: name, brand, model code (used in serials), Design / Order days, Cut / Weld / Paint / Asm hours. Untick On to hide one. A green number = learned from that many shipped; **est.** = still a guess.

RIPPLING

- 1 Melvin creates the API token in Rippling.
- 2 Paste it under **Admin** → **Rippling** → **SAVE & TEST**.
- 3 **SYNC NOW** — the PO and Stage lists appear in Rippling with every open job.

The token is never shown again (only its last 4 characters).

DISCONNECT stops the sync.

RIPPLING

NOT CONNECTED

Every new job's PO is added to Rippling's PO list; the crew picks PO + Stage when they clock in. Hours are read back every 15 minutes. Shipped jobs are renamed "SHIPPED — ..." in Rippling (never deleted).

RIPPLING API TOKEN (FROM MELVIN)

paste here

SAVE & TEST

PO NUMBERS

BRAND + FIRST NUMBER (EACH BRAND COUNTS UP; NUMBERS ARE NEVER REUSED)

Echo=EC5001,Supreme=SM2100,Frontline=FL7001

SAVE

Admin → Rippling

PO NUMBERS

Echo=EC5001,Supreme=SM2100,Frontline=FL7001 — brand, letters, first number. Raising a first number skips ahead; numbers already issued are never reused.

SETTINGS

SETTING	MEANING
Shop hours per week	Total capacity (240 = 6 men × 40).
Saturdays are workdays	Tick if the shop runs Saturdays.
Amber when over pace by %	A running stage turns amber when hours run this far ahead of time (20 %).
Hours per week by stage	Each crew: cut=40,weld=100,paint=30,assemble=70. Drives the Load page.
Design / ordering reminder	Days before shop start the reminder emails go out (40 / 30).
Default design / order days, stage hours	Used when there's no history at all.
Postmark token, From, Digest recipients	Email (section 13).

The delivery buffer (3 working days between assembly and Deliver by) is the `ship_buffer_days` setting — ask Andy to change it.

API TOKENS, RECENT CHANGES

API tokens connect other programs (such as Claude) to the board; shown once when created. **Recent changes** lists the last 50 changes on the board.

13 REMINDERS & EMAIL

CURRENTLY OFF Email is switched off until Andy says the board is fully set up.

EMAIL	WHEN	TO	SAYS
Design reminder	40 days before shop start	Admins	Design, ordering pages and DXFs are due.
Ordering reminder	30 days before shop start	Purchasing	Parts on the ordering list should be on order.
Behind alert	The morning a job turns red	Sales + managers	Deliver by vs planned, and which stage.
Monday digest	Mondays 6:05 am	Digest ticked	Shipping this week · behind · starting in the shop.

Checked every morning at 6:00. Each one is sent once per job. Mail comes from `board@showcaseequipment.us` and links straight to the job.

14 THE BOARD'S ADDRESS

The board is at <https://board.showcaseequipment.us> (padlock, secure). The old address <http://91.99.186.141> forwards there by itself, so old bookmarks and QR stickers printed before the move keep working.

I IF YOU USED THE BOARD BEFORE THE MOVE — ONCE

- 1 Open the board (old icon or address forwards).
- 2 **Log in again.** Logins are tied to the address.
- 3 If you installed the app from the old address: in its window ⋮ → **Uninstall Showcase Board**, then click **↓ INSTALL APP** on the board — now one click.
- 4 On a phone that scans stickers: type your name once more.

15 TROUBLESHOOTING

SYMPTOM	LIKELY CAUSE	FIX
"Wrong email or password"	Typo, or login switched off	Retype. Still no? An admin resets it / ticks Active.
Can't drag / no + New card	Role is viewer or purchasing	Ask an admin if you need to edit.
A job won't move up	Its Deliver by is later, someone pinned another job above it, or Design/Order are open	Check the 🚫s; Reset to auto; mark Design and Order complete when done.
New job says "N days short"	Shop is full before that date	Save it anyway (shows red) and talk to the customer, or drag it up if it really comes first.
Card: "Not in Rippling"	Rippling refused or was down	The reason is on the card; the board retries every 15 min. Admin → Rippling → Sync now.
Hours missing on a job	Crew picked no PO, or a wrong old code	Hours → Unmatched rows → Assign. Remind the crew to pick PO and Stage.
"Hours come from Rippling..."	Tried to import or type hours while connected	Fix the time in Rippling; the board picks it up within 15 min.
Job red but looks fine	A stage over its hours or past its end, or ships after Deliver by	Hover the red part for the reason.
Sticker "no longer valid"	A new code was issued	Print the job's current sticker.
Old bookmark asks to log in	The address changed to board.showcaseequipment.us	Log in once more; bookmark the new address.
Board shows old info / won't load	Asleep, offline, or updating (~1 min)	Refresh after a minute. Still down? Tell Andy.

16 QUICK REFERENCE

NEW JOB

1. + New card
2. Name, customer, brand
3. Deliver by (or 4–12 wk)
4. Read ✓ fits / ✗ short
5. Units if known → Create card

SHOP CREW

1. Clock in on Rippling: PO + Stage
2. Scan the sticker
3. Start when you begin, Done when finished
4. Wrong one? Undo

MOVE THINGS

1. Name up/down = priority 
2. Bar sideways = move job
3. Stage right edge = stretch
4. Card → Reset to auto = undo

COLOURS

-  running
-  done · on track
-  over pace · watch
-  behind · late
-  slack

PO NUMBERS

Supreme **SM2100...** · Echo **EC5001...** · Frontline **FL7001...**
Issued by the board — never typed.

HELP

Login, role or password: Andy.
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