



SOLUTION MANAGEMENT

# Time Capture Features Guide

Barcode, Touch Screen and Mouse/Keyboard compatible

## Time Entry for Attendance, Job and Production Times



Time Capture is ideal for collecting real time labour data from the factory floor. This efficient method of shop floor data collection provides accurate job cost monitoring and profit reporting.

**Time Capture** 10:37:45 a.m. Back

**Jane Steel** Start Break Start Job Start Assembly

Clocked in at 10:19 a.m. Clock Out View Previous Work

Order	Task or Step	Status	Description	Time Rem.
WO200023	Assembly	Started 10:37 a.m.	1800-2191: Front Wheel and Steering Assembly	<b>44:43</b>

Detail Notes ActionLog Refresh Page 1 of 1

Order Number	WO200023	Task or Step	Assembly
Labour Code	LAB-GENERAL	Rate Scale	STD
Non-Charge	Chargeable	Status	In progress since 10:37 a.m. Monday
Time Allocated	45 hours	Time Used	16 minutes

Resume Hold Finish

Enter Cancel

TIME CAPTURE

**Time Capture**

Jane Steel Start Break

Clock In Clock Out View Previous Work

Order	Task or Step	Status
WO200023	Assembly	On Hold

Attendance

Description	Time Rem.
1800-2191: Front Wheel and Steering Assembly	<b>44:41</b>

Job Time Remaining

*“Quick, easy and accurate way to track and record labour”*

Glyn Hammond  
C-Qip Company  
Accountant

**Core Features:**

- Record attendance start and end times
- Automatic or manual lunch break deductions
- No more manual entry for your attendance records
- No more time wasted decoding handwriting
- No more manually editing lunch break times
- Jobs can be pre-assigned by supervisors
- Record time for jobs by task and labour code
- Time tracking against machines
- Ostendeo compatible

**User Options:**

- Mouse and keyboard for the office environment
- Barcode scanner for the shop floor
- Touch screen for sanitised environments, such as in the food industry

**Payroll:**

- Files can be exported for most payroll systems
- Comes with standard reports to help you measure and improve your labour efficiency



The screenshots illustrate the software's capabilities:

- Assign Staff:** A table showing task assignments for 'Assembly of 1800-2190' to 'Jane Steel' with a status of 'Accepted'. It includes navigation for 'Page 1 of 1' and a button to 'Assign New Employee'.
- Manual Breaks:** A control panel with buttons for 'Start Break', 'Start Job', 'Clock Out', and 'View Previous Work'. Below is a table with columns 'Task or Step', 'Status', and 'Description'. One entry shows 'Assembly' as 'On Hold' for '1800-2191: Front Wheel and S Assembly'. A large 'On Break' overlay displays 'Morning Tea Break' and a 'Return from Break' button.
- Barcode Scanning Options:** Two barcode images with the text '@STARTJOB' and '@STARBREAK' respectively.

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