

Time Capture - Lite



Time Entry for:

- Attendance & Job Time
- Shop Floor Data Collection
- Barcode, Touch Screen and Mouse/Keyboard compatible

User Guide

Developed for use with :



Main User Screen

1. **Log in** - Select your name in the bottom-left box shown or scan your employee number barcode.

Time Capture Lite 10:40:44 a.m. Back

Developed by Solution Management Ltd About

Enter Version: 1.0 RC2

Employee Name or Number Enter or scan your employee name or number

2. Click the **'Clock In'** button on the following screen
3. Select the Job Order number in the bottom-left box, or scan your Job Order number barcode.

Time Capture Lite 10:47:25 a.m. Back

Employee Jane Steel Clock In Clock Out

Timesheet Lines

Reference	Description	Status

Start Job Start Assembly Resume Hold Finish

Enter Cancel

Assembly Order Number Enter or scan the assembly order number

WO200012

- Select the Labour Code in the same box as before, or scan your Labour Code barcode.
- Click 'Back' to go back to the main screen, ready for the next person to use.

Time Capture Lite
10:53:17 a.m.
Back

Employee

Jane Steel

Clock In
Clock Out

Timesheet Lines

Reference	Description	Status
WO200013	Front Wheel and Steering Assembly	Active
WO200012	Rear Wheel Assembly	On Hold

Start Job
Start Assembly
Resume
Hold
Finish

Enter
Cancel

- When the job is finished, log in as previously shown and click 'Finish' as shown above.

CLOCK OUT AT THE END OF THE DAY

At the end of the day ensure you '**Clock Out**'

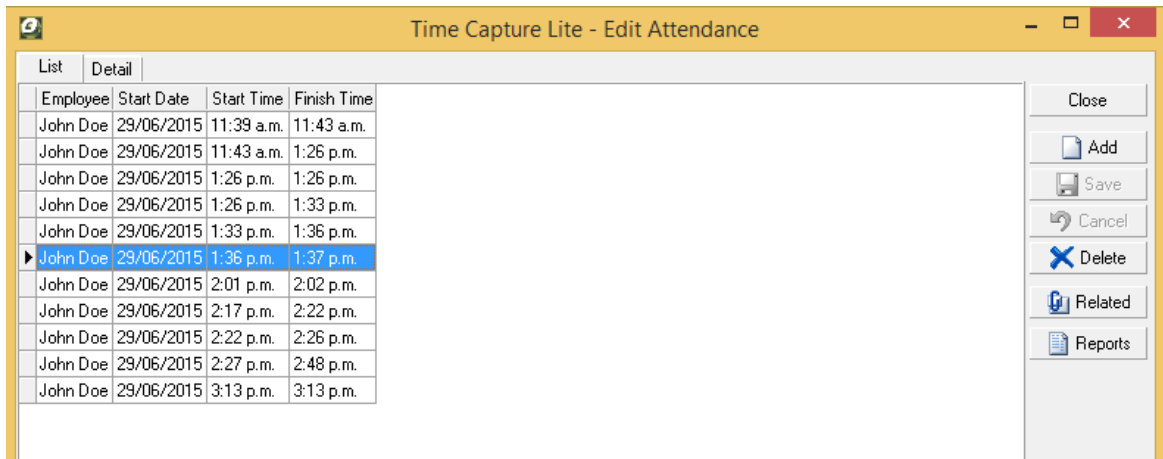
Any jobs you are working on will be placed on HOLD at the same time as you 'Clock Out'

If you are finishing a job at the end of the day ensure you click 'Finish' before 'Clock Out'

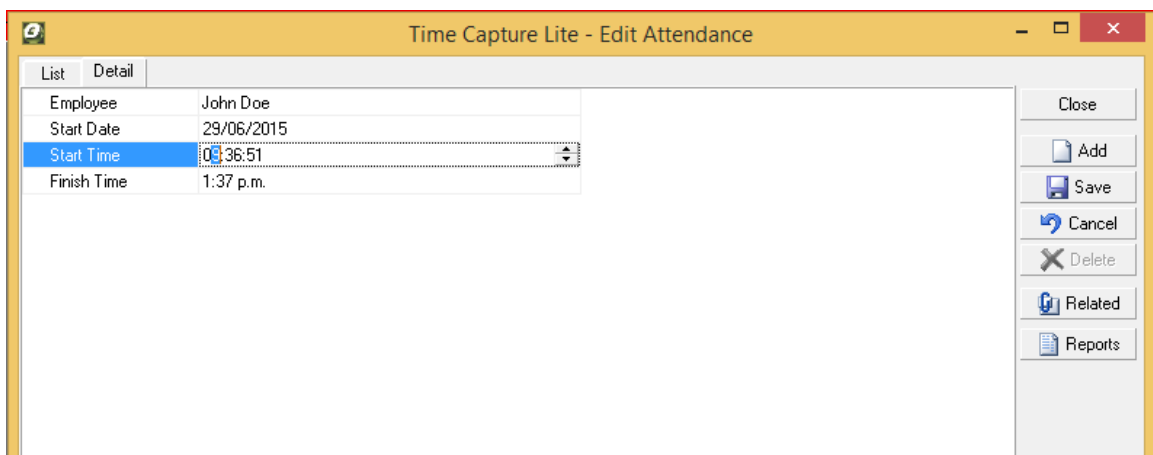
Editing Attendance

With Time Capture Lite it's possible for supervisors with access, to add or edit attendance times

1. Select: Custom – Edit Views – Time Capture Lite - Edit Attendance
2. Enter the Employee name
3. Enter the date range for times you wish to alter then press OK
4. Double click the attendance session you wish to alter



5. Adjust the fields as necessary and press save

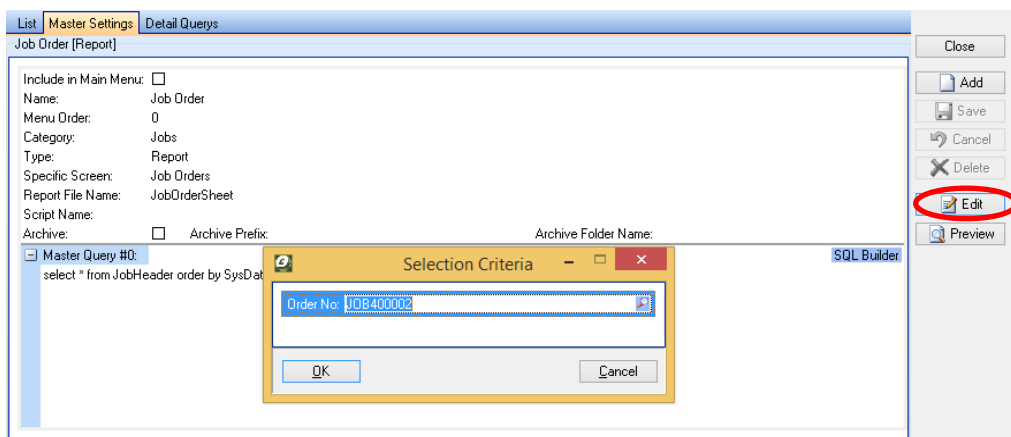


Adding Custom Barcodes to Job or Assembly Orders

1. Open up the Report and View Developer .
File – Reporting Configuration – Report and View Developer
2. Find the custom report for your orders (Filters may help here). Assembly Orders will be in the ‘Assembly’ Category, ‘Assembly Order’ Name and ‘Company’ Level. Job Orders will be in the ‘Jobs’ Category, ‘Job Order’ Name and ‘Company’ Level as shown below and double-click it.

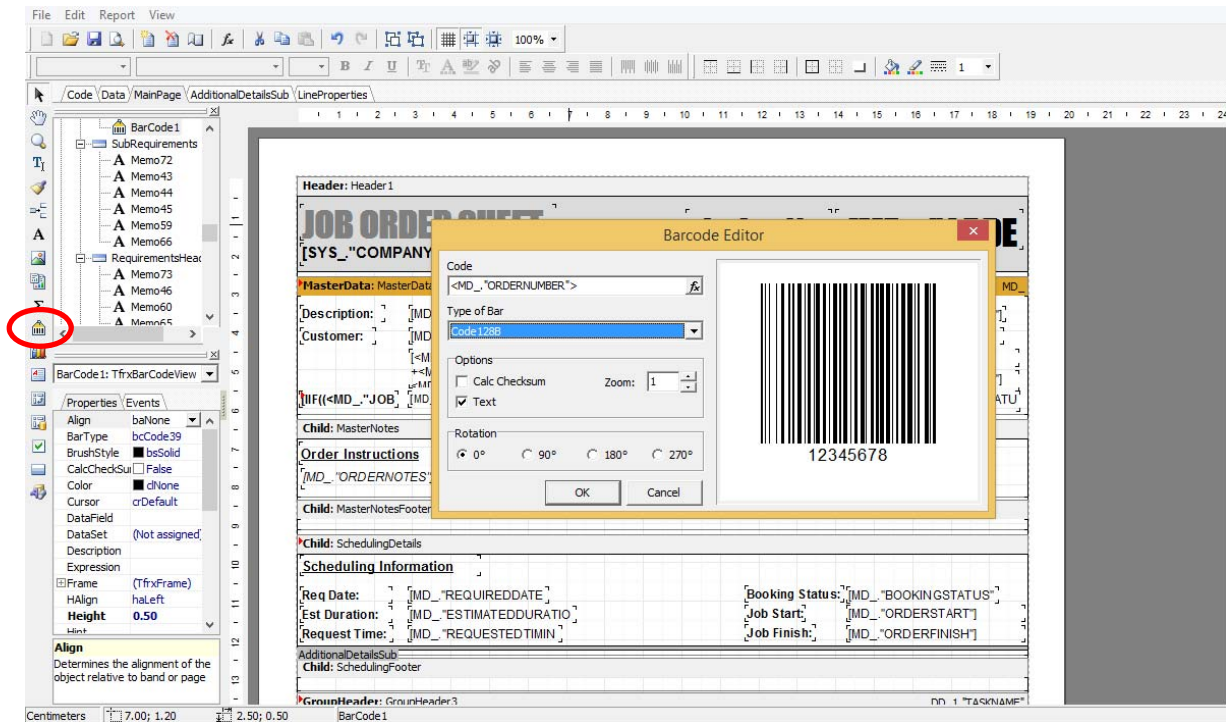
Category	Name	Type	Level	Menu Order	Master SQL
Jobs	Job Order	Report	Company	0	select * from JobHeader order by SysDateCreated
Jobs	Job Order	Report	System	0	select * from JobHeader order by SysDateCreated
Jobs	Job Order Pick (by Task)	Report	System	2	select * from JOBHEADER order by ORDERNUMBER
Jobs	Job Order Listing (by Customer)	Report	System	4	select * from JobHeader order by Customer, SysDateCreated
Jobs	Job Order Listing (by Job Type)	Report	System	5	select * from JobHeader order by JobType, SysDateCreated
Jobs	Job Order Listing (by Req Date)	Report	System	6	select * from JobHeader order by RequiredDate, SysDateCreated
Jobs	Job Order Listing (by Start Date)	Report	System	7	select * from JobHeader where BOOKINGSTATUS = 'Booked
Jobs	Analysis - Job Orders	Analysis	System	0	Select * from JOBHEADER...
Jobs	Analysis - Job Order Lines	Analysis	System	1	select * from JobHeader ...
Jobs	Analysis - Job Order Issues	Analysis	System	5	Select * from JOBLINEISSUES...
Jobs	Chart - Open Job Orders	Chart	System	10	select JobType as "JobType", CUSTOMERTYPE as "Custom
Jobs	Pivot - Job Orders	Pivot	System	20	select ...
Jobs	Inquiry - Open Job Orders	Inquiry	System		select ORDERNUMBER as "Order_Number", ORDERSTATU
Jobs	Inquiry - Open Job Orders with Notes	Inquiry	System		select ORDERNUMBER as "Order_Number", ORDERSTATU
Jobs	DC Inquiry - Job Order	Inquiry	System		select ordernumber as "Order Number", customer as "Custom

3. From the menu on the right side of the screen, click the edit button
4. In the popup, enter the Order number for a standard Order as it will be used to position the barcode






5. In the report editor click the barcode object tag on the left side menu, then click where you would like the barcode positioned on the Order.
6. In the popup enter the code where the Order Number is from, most likely `<MD_."ORDERNUMBER">`

7. Change the Type of Barcode to Code128B as shown below and press OK



8. Resize or reposition the barcode into a suitable area then click save and exit.

**All Job/Assembly Orders will now have a barcode generated
(Example Below)**

JOB ORDER SHEET		 JOB400002
Solution Management Limited		
Description:	Computer Network Setup	Order Status: InProgress
Customer:	Seven Wonders Ltd 15A Explore Lane Rotorua Rotorua	Order Date: 18/12/2007
		Job Type: Standard
		Job Category:
		Tracking Code:
BackupRestore	Task Est Duration: 2 Hours Task Seq: 30	 LAB-SERVICE
Task Description: Test the Backup & Restore		
1) Perform a complete backup and then test the restore function 2) Check that tapes/disks are being cycled 3) Check that there is off-site storage		
Line #	Code Type	Code
10	Labour Code	LAB-SERVICE
		Description
		On-Site Service Labour
		Unit
		Hours
		Qty
		2
WindowsTraining	Task Est Duration: 12.5 Hours Task Seq: 40	 LAB-SERVICE
Task Description: Train User On Windows		
Line #	Code Type	Code
10	Labour Code	LAB-SERVICE
		Description
		On-Site Service Labour
		Unit
		Hours
		Qty
		12.5

Shortcut Barcodes

Download the following short cut barcodes sheet from the Time Capture Lite section.

<http://www.ostendo.info/datascreens>

Shortcuts



@@ (Clear input)



@CANCEL



@EXIT



@CLOCKIN



@CLOCKOUT



@STARTJOB



@STARTASSEMBLY



@STARTBREAK



@RETURN



@SELECTFIRST



@RESUME



@SELECTSECOND



@HOLD



@SELECTTHIRD



@SELECTFOURTH



@FINISH



@SELECTFIFTH



@NEXTPAGE



@PREVIOUSPAGE



Y



N



O