



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	44:43

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

[Enter](#) [Cancel](#) [Resume](#) [Hold](#) [Finish](#)



### 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	44:41

### Job Time Remaining

*"Quick, easy and accurate way to track and record labour"*

Glyn Hammond

C-Quip Company

Accountant

[www.solutionm.com.au](http://www.solutionm.com.au)  
[www.solutionm.co.nz](http://www.solutionm.co.nz)

Auckland  
 9 Huron St.,  
 Takapuna,  
 Auckland 0622  
 +64 9 446 1204

Melbourne  
 L3, 19 Bank Pl.,  
 Melbourne,  
 VIC 3000  
 1800 764 058

Brisbane  
 76 Brunswick St.,  
 Fortitude Valley,  
 QLD 4006  
 +61 497 100 500

**Ostendo  
 Partner**

**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 ✓
- Ostendo compatible ✓

**User Options:**

- Mouse and keyboard for the office environment ✓
- Barcode scanner for the shop floor ✓
- Touch screen for sanitized 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 ✓

Task	Assigned / Approval	Employee	Status
Assembly	1	Jane Steel	Accepted

Page 1 of 1

Assignment Assign New Employee

Assigned 10:18 a.m. Monday, 12 January 2015

*Assign Staff*

Start Break Start Job

Clock Out View Previous Work

Task or Step	Status	Description
Assembly	On Hold	1800-2191: Front Wheel and S... Assembly

**On Break**

Morning Tea Break

Return from Break

*Manual Breaks*

@STARTJOB

@STAR TBREAK

*Barcode Scanning Options*

Improve your Global Competitiveness - book a free assessment today



[www.solutionm.com.au](http://www.solutionm.com.au)  
[www.solutionm.co.nz](http://www.solutionm.co.nz)

SOLUTION MANAGEMENT