Time Capture

Time Entry for:

- Attendance , Job & Assembly Time

- Shop Floor Data Collection

- Barcode, Touch Screen and Mouse/Keyboard compatible

Administrator's User Guide

Developed for use with :

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ACCESS CONTROL

All users have access to the Login screen below. Where there is a terminal per department an Ostendo user for that department would be set up with Ostendo security access only to run Time Capture. Eg an Ostendo user called "Production".

By default access to assignment management and quality assurance approval features is restricted to users who are logged into Ostendo on an administrator account. To allow non-administrator users to access these features they need to be set up through the "Time Capture – Configure Users" edit view (Accessed from the "Edit View" menu under the "Custom" menu in Ostendo or the Supervisor Console).
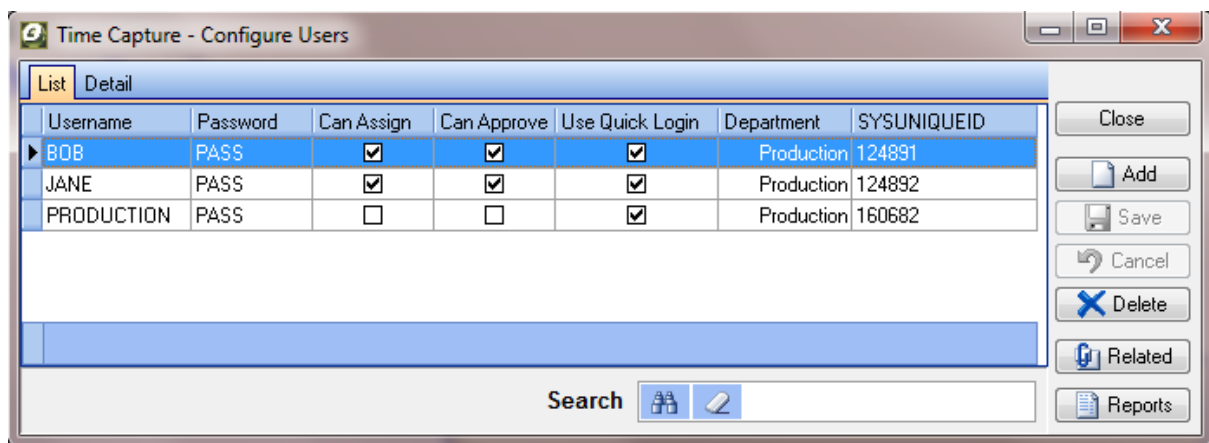
To specify a user simply click 'Add', enter their Ostendo username, a password, and tick the rights you want the user to have.

When a user on an Ostendo login attempts to use a feature the login does not have rights to, like assigning work, the following prompt will appear.
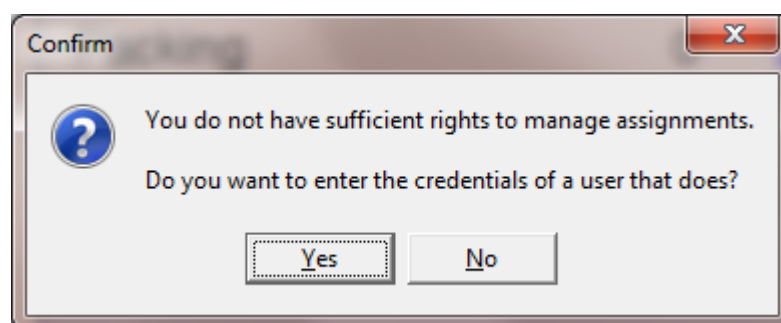
Shop Floor/ factory workstation logins are usually set up with only essential access permissions.

The "Use Quick Login" will provide a button for each user in a department.

A Team Leader can enter his/her credentials and assign work to staff on the factory computer with out compromising data security.

TIME CAPTURE SETTINGS

To access Time Capture settings click the "Supervisor Console" button on the Time Capture login screen. You must have sufficient rights within Ostendo to run the "Time Capture – Edit Settings" edit view for the settings to appear.

Department Code:
Settings can be per department. This saves staff having to select their usual Job Task and labour code. If you do not need different settings for each department leave this setting as <default>.

Timesheet Reference:
This is the reference which will be recorded in the Ostendo Timesheet.

Default to Employee Dept. Step :
An example is : If an Assembly Step of Paint has department Paint set up against it and the employees in the paint department all have a default department of Paint the following will happen ; Employee from Paint department scans an Assembly order and the step will be prefilled with Paint ready for starting the work.

Job Task, Assembly Step, Labour Code, Rate Scale, Charge Style and Non Charge Code Policy :

These fields specify how the default values will be handled, the values are:

- **Always Ask:** The question will always be asked, with the default answer being the associated default value.
- **Use default if available:** If the associated default value for the question is a valid answer, it will be used as the answer and the next question will be asked. If it is not valid, a message will appear and the user will need to answer the question manually.
- **Use default or first available:** Behaves the same as 'Use default if available' except if the default value isn't valid it will automatically use the first valid input, typically the first task or step appearing on a job or assembly.

Mode:

The mode options help streamline Time capture to the way you use Ostendo. Options include :

Only Jobs : Staff will only be able to start time against Jobs

Only Assemblies : Staff will only be able to start time against assemblies

Prefer Jobs : By default the first selection will be for jobs. Assembly time can also be started.

Prefer Assemblies : By default the first selection will be for Assemblies. Job time can also be started

Both Jobs & Assemblies : The current work will be used to determine the next entry.

Enable Multiday Work:

By default Time Capture will only manage timesheet lines that were started on the current date, reflective of the most typical company setup where employees do not work over multiple days. This is in place to stop timesheet lines that an employee forgot to finish from being carried forward through multiple days. If your company has employees or machines which genuinely work across dates then enabling multiday work will set Time Capture to correctly manage all timesheet lines, regardless of when they were started. When enabling multiday work it is important to properly check that all employees are finishing their jobs and at the correct time, as Time Capture will carry timesheet lines forward day-by-day as if the employee was still working on that job 24/7.

Labour Code Entry :

"Any Labour Code" or "Only the Employees Labour codes" are the options available. If only labour codes set against the employee are to be available when they start time against a job then select this option.

Parallel Work Policy ; Options are as follows :

Allow : Parallel work or recording time against two jobs at the same time is allowed.

Hold Existing Work : When a new job is started, existing work is placed on hold.

Finish Existing Work : When a new job is started, existing work is finished.

Block : Only one job can be worked on at any one time.

Clock out Policy : Options are as follows :

Hold All Work : When clocking out all work is placed on hold

Finish All Work : When clocking out all work is finished

Block if any work is in progress : When clocking out the operator must finish his jobs before he can clock out.

Show Time Remaining : When this is ticked the difference between the planned/budgeted time and the actual time taken to date will be displayed. The time remaining is colour coded : Green = More than 10% of planned time left. Orange = Less than 10% of planned time left. Red = The job is now over budget.

As an administrator you will have access to the following Edit Views : Custom – Edit Views

Or if you have set up your access correctly you will have access from the Supervisor Console.

Name	Type	
Time Capture - Edit Attendance	Edit View	
Time Capture - Edit Manual Breaks	Edit View	
Time Capture - Configure Breaks	Edit View	
Time Capture - Configure Settings	Edit View	
Time Capture - Edit Work	Edit View	
Time Capture - Configure Manual Breaks	Edit View	
Time Capture - Configure Department Settings	Edit View	
Time Capture - Configure Users	Edit View	

Time Capture - Edit Attendance :
This view can be used to correct attendance records if an employee has forgotten to clockin or out.

Time Capture - Edit Attendance	
List Detail	
Employee Name	Bob Drum
Start Date	26/05/2012
Start Time	11:28 a.m.
Finish Date	26/05/2012
Finish Time	2:47 p.m.
Nonbreak Hours	3.31

Time Capture - Edit Manual Breaks :
This view can be used to correct attendance records if an employee has forgotten to clockin or out

**Time Capture – Configure Manual Breaks :**
Allows manual breaks to be configured. This would be where staff record they are on a break in Time Capture.
See the section on breaks.

Time Capture - Configure Manual Breaks	
List Detail	
Name	Morning Tea
Apply to Attendance	☑

Time Capture – Configure Breaks :

Allows automatic breaks to be configured. This would be where staff record they are on a break in Time Capture. See the section on breaks.
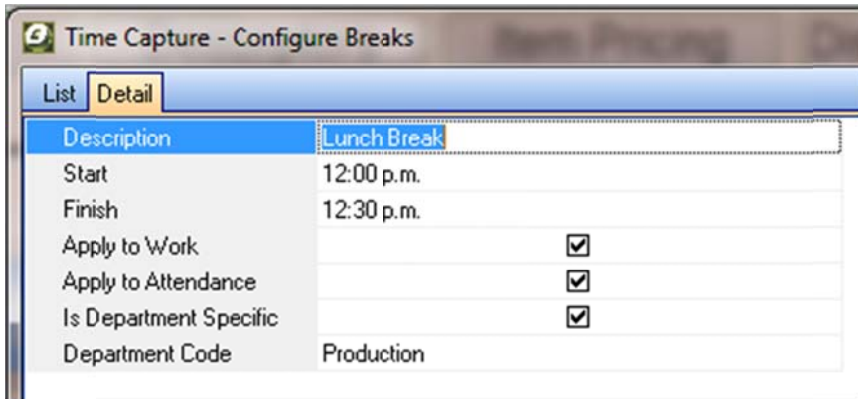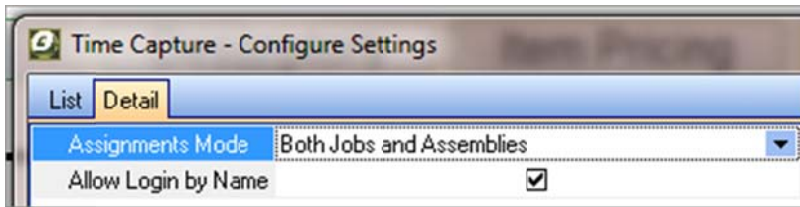

Time Capture – Configure Settings :

Allows global settings for Assignments and login to be set.

If Login by name is unticked then login by employee number will be required.**Time Capture - Configure Users :**
Allows staff to be given permission to Assign staff and approve work. See Access Control on page 2

Allow Login by Name:

By default this setting is enabled, and allows employees to log in either by entering or selecting their name, or by entering their employee number. Disabling this setting restricts login to only employee numbers.

Automatic Breaks

Automatic breaks are set in the Configure Breaks Edit View.

When an automatic break is set like lunch then 30 minutes will be automatically deducted from Attendance, Job and Assembly times for any employee working on site.

Manual Breaks

Manual breaks allow staff to record the actual start and finish time for a break.

Current work is put on hold automatically and can be resumed by clicking on the "Return from Break" button below :

Manual Breaks can be edited using the Edit View – "Edit Manual Breaks"

MACHINE TIME

A different labour code can be created for machines and the labour code additional field "Exclude from Deductions" set to "True". This will ensure the time for this labour code is not split with other entries for the same employee and break deductions are not applied.

SHORT CUT BARCODES

Print from Labour – Reports – Time Capture – Shortcut Barcodes

Shortcuts

‖‖‖ @@ (Clear input)	‖‖‖ @CANCEL	‖‖‖ @EXIT
‖‖‖ @CLOCKIN		‖‖‖ @CLOCKOUT
‖‖‖ @STARTJOB		‖‖‖ @STARTASSEMBLY
‖‖‖ @STARTBREAK		‖‖‖ @RETURN
‖‖‖ @SELECTFIRST		‖‖‖ @RESUME
‖‖‖ @SELECTSECOND		
‖‖‖ @SELECTTHIRD		‖‖‖ @HOLD
‖‖‖ @SELECTFOURTH		‖‖‖ @FINISH
‖‖‖ @SELECTFIFTH		
‖‖‖ @NEXTPAGE		‖‖‖ @PREVIOUSPAGE