Time Capture

Time Entry for:

- Attendance & Job Time

- Shop Floor Data Collection

- Barcode, Touch Screen and Mouse/Keyboard compatible

Team Leader's User Guide

Developed for use with :

For more information contact your Ostendo Partner or

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OPENING THE TIME CAPTURE PROGRAM

Time Capture is held within the Ostendo program as a Custom Data Screen.

Launch Time Capture from Custom – Custom Data Screen – Time Capture

The main Time Capture screen will be launched when you click on this button.

Click on the "Supervisor Console" button top right to access Time Sheets, reports, analysis views, charts and and Edit Views. Permission to access these is managed by Ostendo - User Security & Options.
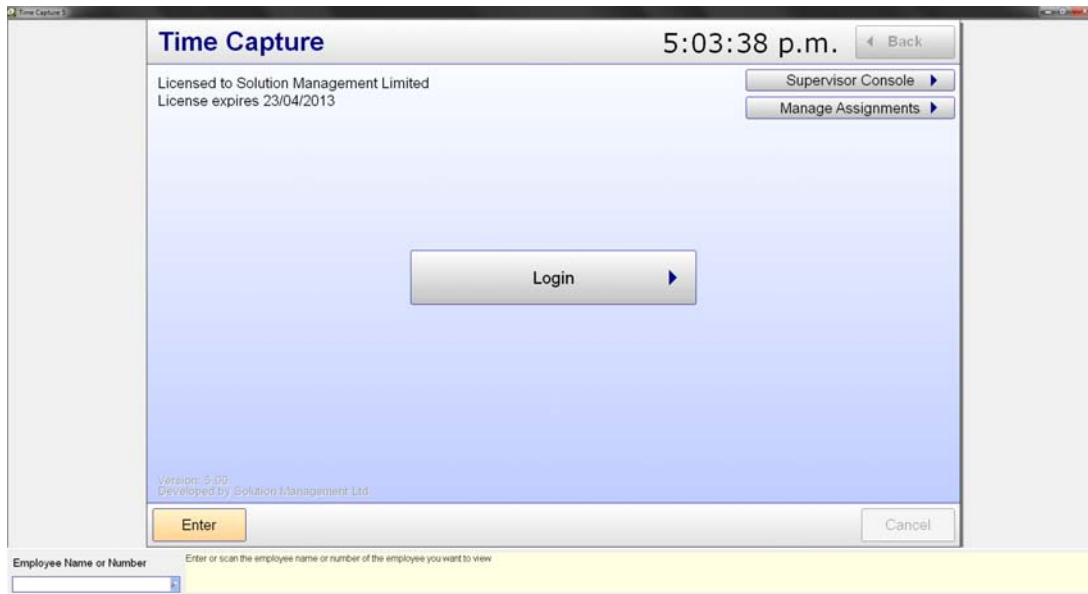
Team Leaders and Supervisors can be set up to assign staff to work and approve work by an Administrator with access to the Custom - Edit View - Time Capture Configure Users
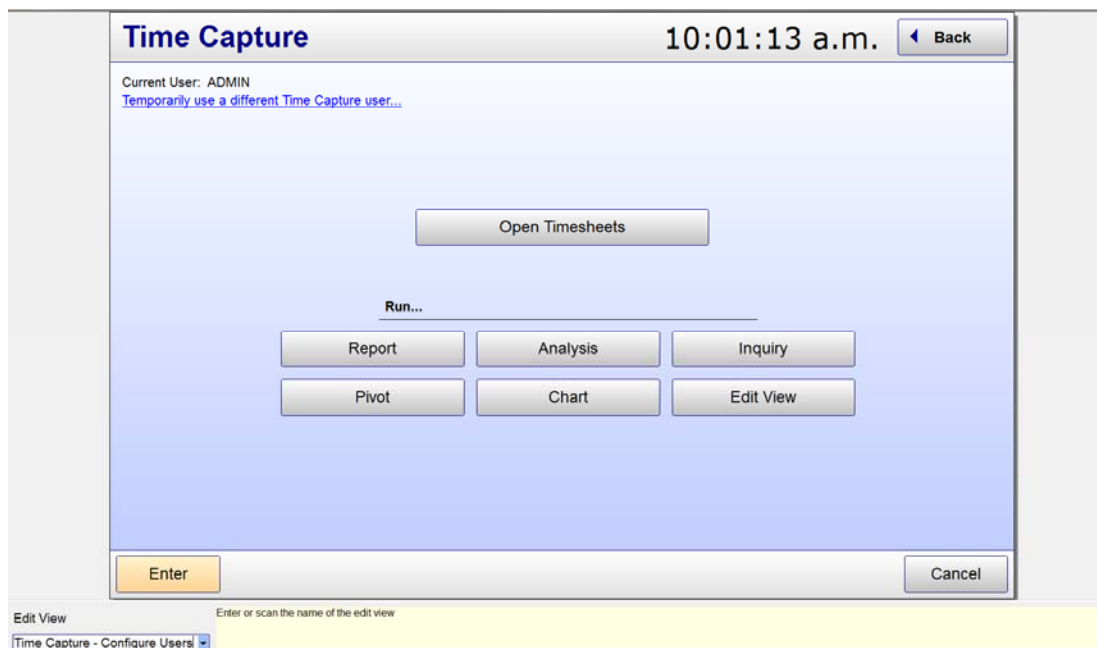

When clicking on the Report button, reports which are loaded under labour in Ostendo will be displayed.

Select the report in the bottom left selection box & click enter.

REVIEWING AND ADJUSTING EMPLOYEE TIME

The reviewing and adjusting of employee time on jobs is done through the Ostendo timesheet system. Ostendo timesheets can be accessed by clicking the "Open Timesheets" button. Or from the Ostendo menu – Labour – Timesheets.

Note: Your Ostendo user security will need to be set to allow you to have access to Timesheets.
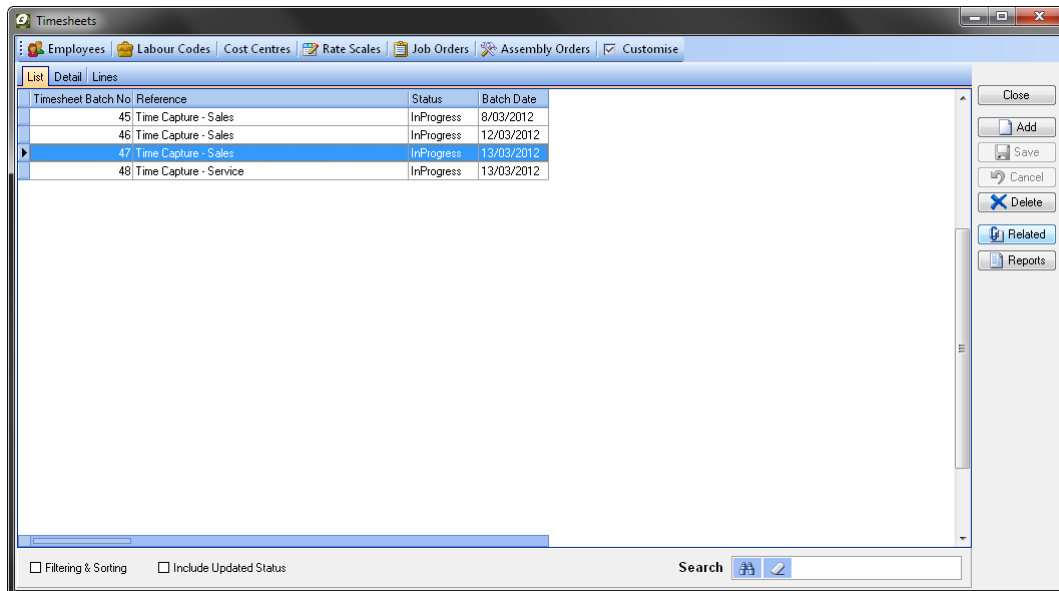
Ostendo timesheets are created on a per-day and optionally per-department basis, and hold entries (called timesheet lines) for all work done for that day (and department).
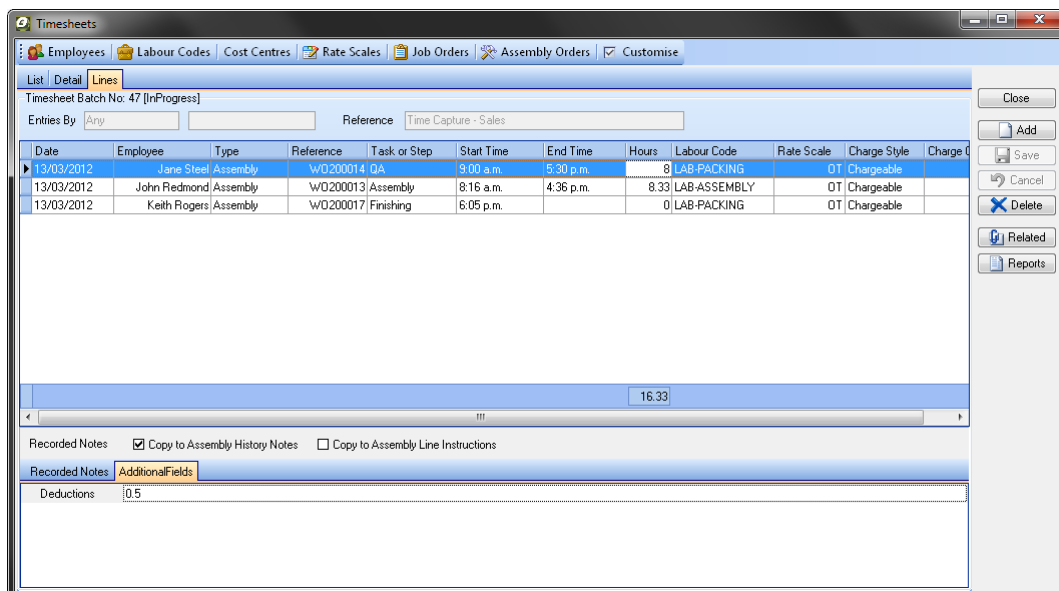
To edit the start or finish time of an entry simply select the timesheet line and click in the appropriate start time or end time cell to begin editing, hours worked will be automatically calculated from the entered start and finish time. If the employee spent time not working on the task during the start-finish interval, such as taking a break for lunch, the amount of time they spent is referred to as a deduction and this value can be specified in hours in the 'Deductions' additional field on 'Additional Fields' tab, as shown above. Deductions are automatically subtracted from the hours calculated based on the finish and start time.

MANAGING EMPLOYEE ASSIGNMENTS

Managing assignments enables you as Team Leader to allocate work for your staff in advance. When staff clock in they will immediately see what jobs they have been assigned and be able to start work on their jobs straight away. Note you need to be set up to allow you to assign work to staff.

The managing of employee assignments is done from within Time Capture, and can be accessed by clicking the 'Manage Assignments' button. (Top right on the Login Screen)

To manage assignments for tasks simply select the assembly or job order from the left-most column, and then the specific task or step for that order in the centre column. After selecting an order and a task the assignments for that task will be listed together with their current status in the right-most column.

Once a task has been assigned to an employee that employee will then see the task listed on the main screen after they login, they then have the opportunity to either start or decline the assignment. Starting an assignment will prompt for some further details such as labour code and then start a work entry, marking the assignment as accepted and removing it from their list. If an employee declines an assignment it will be marked as 'Declined' and removed from their list. Declined assignments are visible from the assignment management screen.