



SOLUTION MANAGEMENT

Time Capture Lite – User Guide

Barcode, Touch Screen and Mouse/Keyboard compatible



Time Entry for:

- Attendance & Job Time
- Shop Floor Data Collection



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**Ostendo
Partner**

Time Capture Lite

Time Capture Lite is free with Ostendo.

This software is built within the Ostendo scripting tools and is designed as a first step in replacing office data entry from manual timesheets.

Functions include :

- Time entry by Job number and labour code
- Time entry by Assembly Order number and labour code
- Attendance recording
- Barcode scanning shortcuts.

The full version of Time Capture has additional features including :

- Assembly Step & Job Task selection
- Default settings by Department
- Break management
- Labour attendance and utilisation reporting

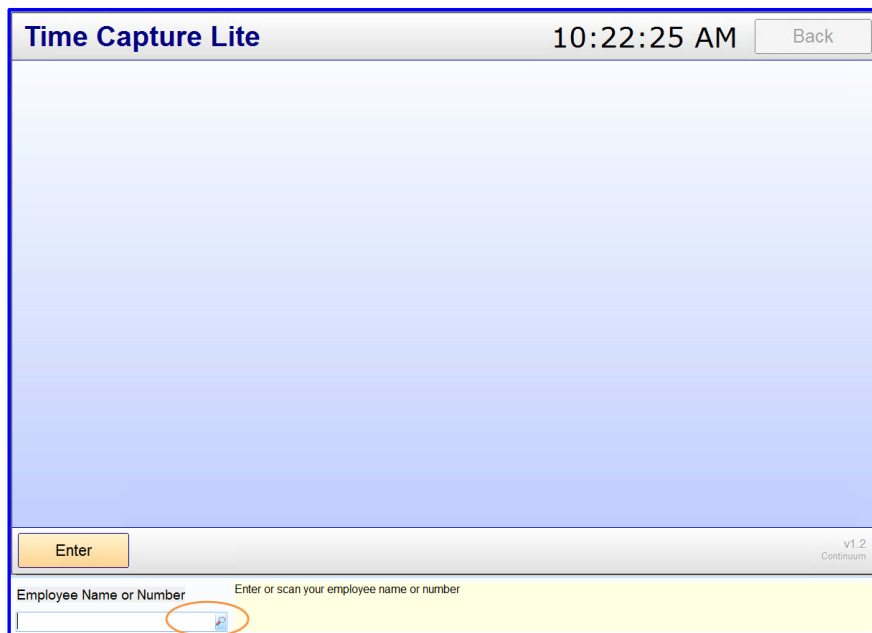
Contact Solution Management if you are ready to look at the full Time Capture Version.

Support@solutionm.com.au

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To use Time Capture Lite

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



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.



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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 and click **Finish**.

CLOCK OUT AT THE END OF THE DAY

At the end of the day ensure you **Click Out**.

Any jobs you are working on will be placed on HOLD at the same time as you **Click Out**.

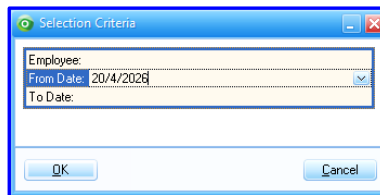
If you are finishing a job at the end of the day, ensure you click **Finish** before **Click Out**.



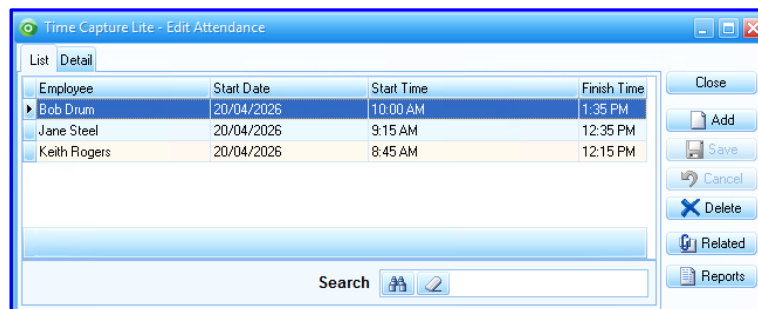
Editing Attendance

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

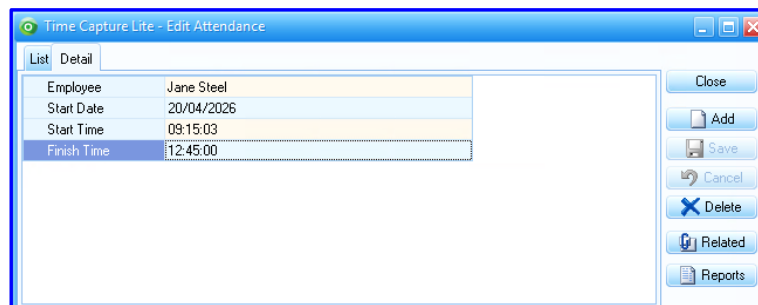
1. Select: **Custom** -> **Edit Views** -> **Time Capture Lite - Edit Attendance**.



2. Enter the appropriate data into the respective data fields.
3. Click the 'OK' button.



4. Navigate to the appropriate record and either double click or click on the 'Detail' tab.

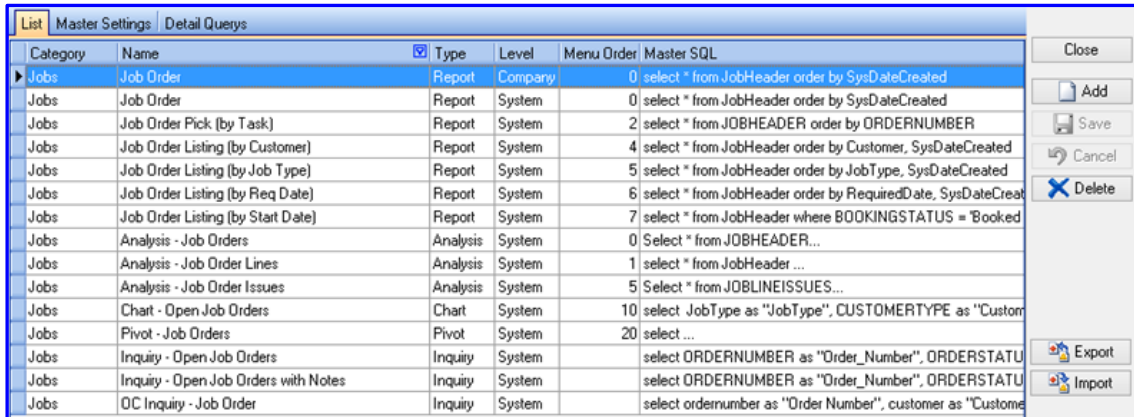


5. Adjust the fields as necessary and click the 'Save' button.



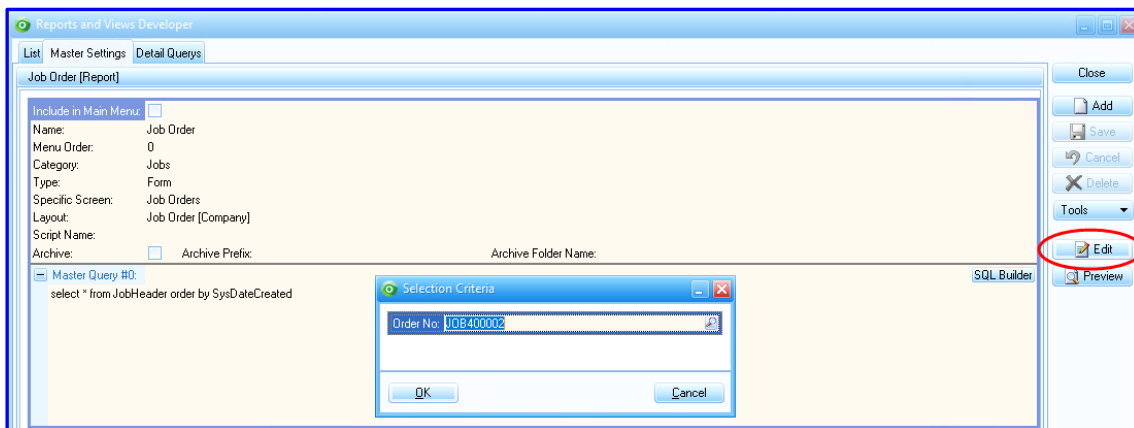
Adding Custom Barcodes to Job or Assembly Orders

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.



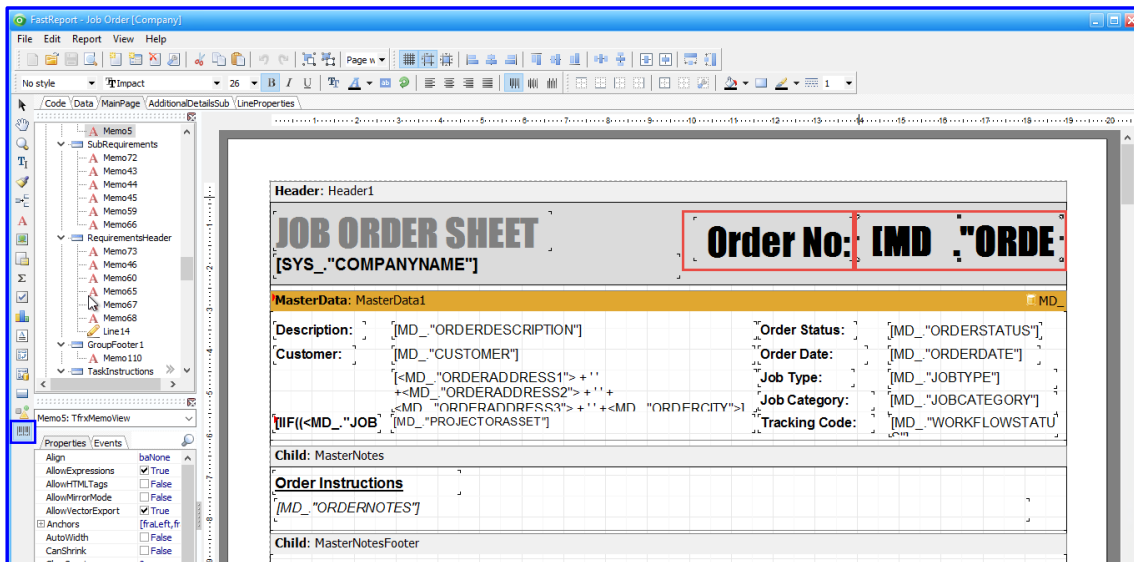
Category	Name	Type	Level	Menu Order	Master SQL
Jobs	Job Order	Report	Company	0	select * from JobHeader order by SysDateCreated
Jobs	Job Order	Report	System	0	select * from JobHeader order by SysDateCreated
Jobs	Job Order Pick (by Task)	Report	System	2	select * from JOBHEADER order by ORDERNUMBER
Jobs	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	QC Inquiry - Job Order	Inquiry	System		select ordernumber as "Order Number", customer as "Custome

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.



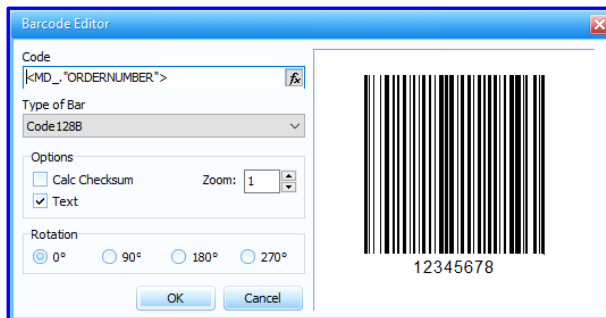
5. Either click the magnifying glass and navigate to the order number or type in the order number into the data field.
6. Click the 'OK' button.





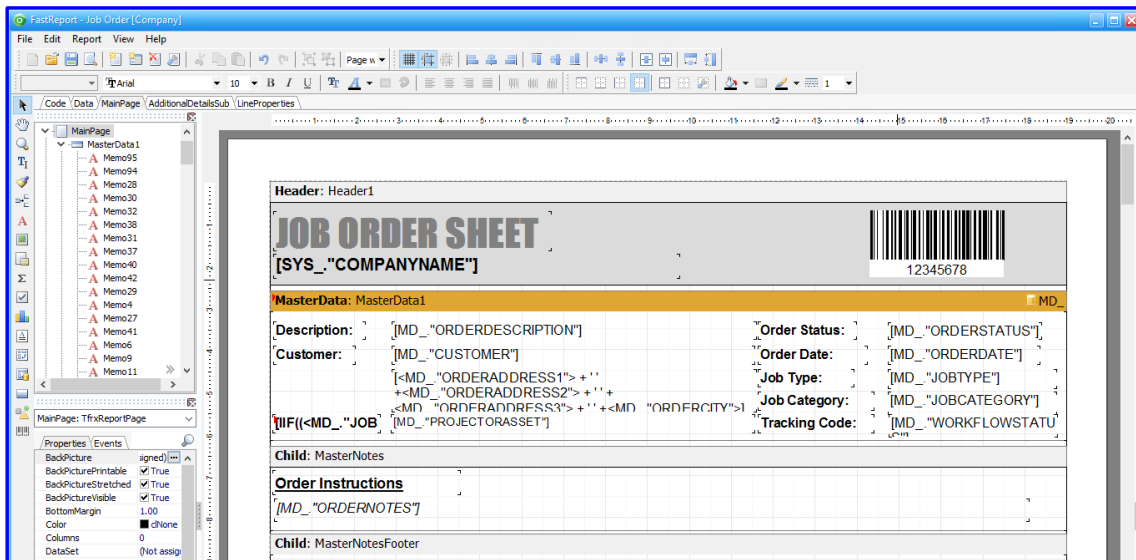
In the report editor:

7. Delete the 'Order No:' and '[MD_."ORDERNUMBER"]' fields on the report.
8. In the report editor click the barcode object tag (bounded in blue) on the left side menu.
9. Click the 'Code128B' option.
10. Click where you would like the barcode positioned on the Order.





11. In the 'Code' data entry field enter the code where the Order Number is from, most likely '<MD_."ORDERNUMBER">.
12. Ensure the 'Type of Bar' is 'Code128B'.
13. Click the 'OK' button.





14. 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					
Solution Management		JOB400002			
Description:	Computer Network Setup	Order Status: InProgress			
Customer:	Seven Wonders Ltd 15A Explore Lane Rotorua Rotorua	Order Date: 06/04/2026			
		Job Type: Standard			
		Job Category:			
		Tracking Code:			
Scheduling Information					
Req Date:	07/02/2008	Booking Status: Not Booked In			
Est Duration:	20.5 (Hours)				
Request Time:					
Resources Required					
Task	Resource Type	Resource Name			
NetworkConnect	Employee	John Redmond			
AntivirusInstall	Employee	Keith Rogers			
BackupRestore	Employee	Bob Drum			
WindowsTrainin	Employee	Terry Jones			
NetworkConnect					
Seq	Description				
10	Connecting to the Network				
Duration:	3 Hours				
Line #	Code Type	Code	Description	Unit	Qty
10	Task Bill Code	PCTONETWORK	Task Bill for connecting a PC to a Local Area	Each	3
	Component Type	Component Code	Component Description	Unit	Qty Req



Shortcut Barcodes

Download the following short cut barcodes sheet from solutionm.com.au

Shortcuts - Time Capture Lite

 @CLOCKIN	 @CLOCKOUT
 @CANCEL	
 @STARTJOB	 @STARTASSEMBLY
 @@ (Clear input)	 @EXT
 @RETURN	
 @RESUME	
 @HOLD	
 @FINISH	



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