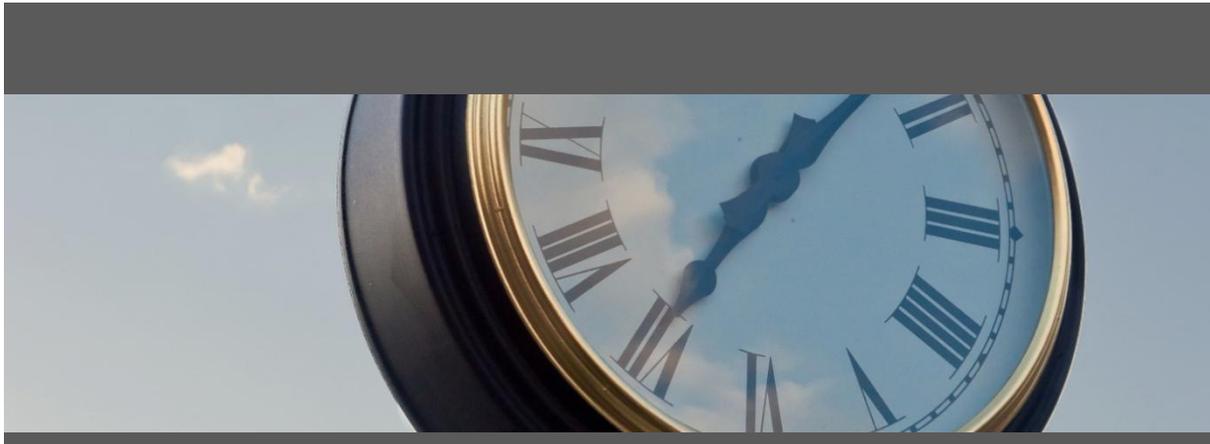




SOLUTION MANAGEMENT

Time Capture – Team Leader Guide

Barcode, Touch Screen and Mouse/Keyboard compatible



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**Ostendo
Partner**

OPENING THE TIME CAPTURE PROGRAM

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

Launch Time Capture from **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 Edit Views.

Permission to access these is managed by Ostendo - User Security & Options.

Time Capture 12.2

Time Capture 1:18:50 PM Back

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License expires 10/12/2021

Supervisor Console ▶
Manage Assignments ▶

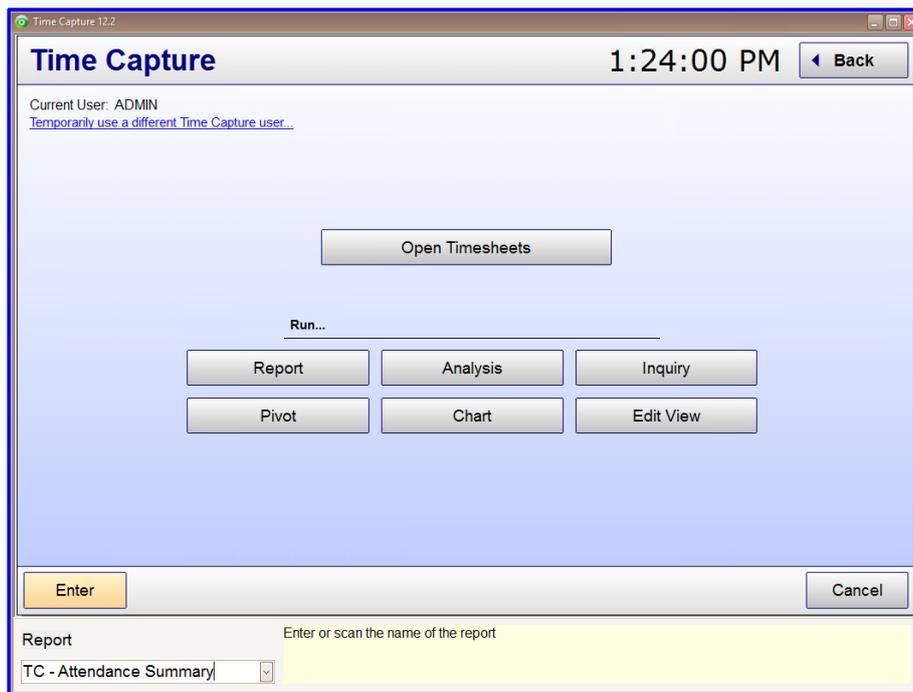
Login ▶

Version: 12.2 Developed by Solution Management Ltd

Enter Cancel

Employee Name or Number Enter or scan the name or number of the employee you want to view



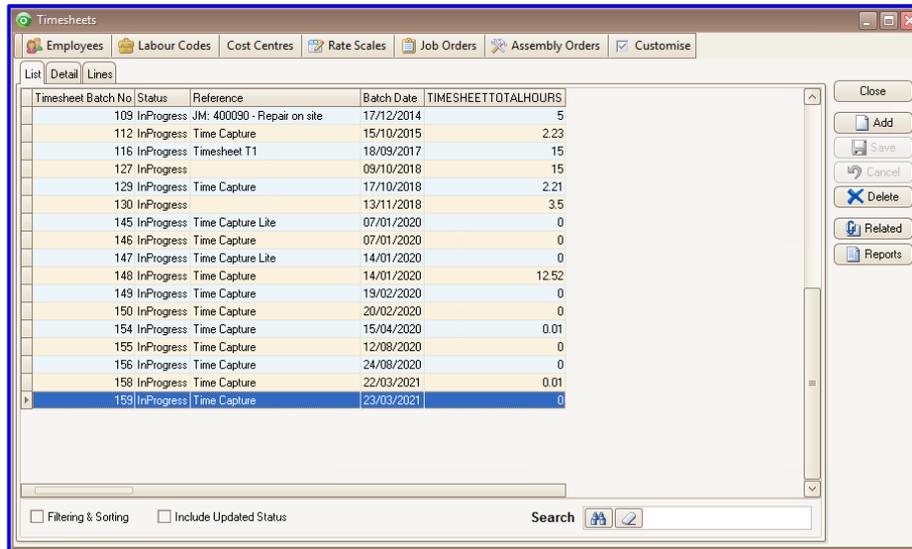


When clicking on the Report button, reports which are loaded under labour in Ostendo will be displayed. Select the report in the bottom left selection box & click enter.

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**.

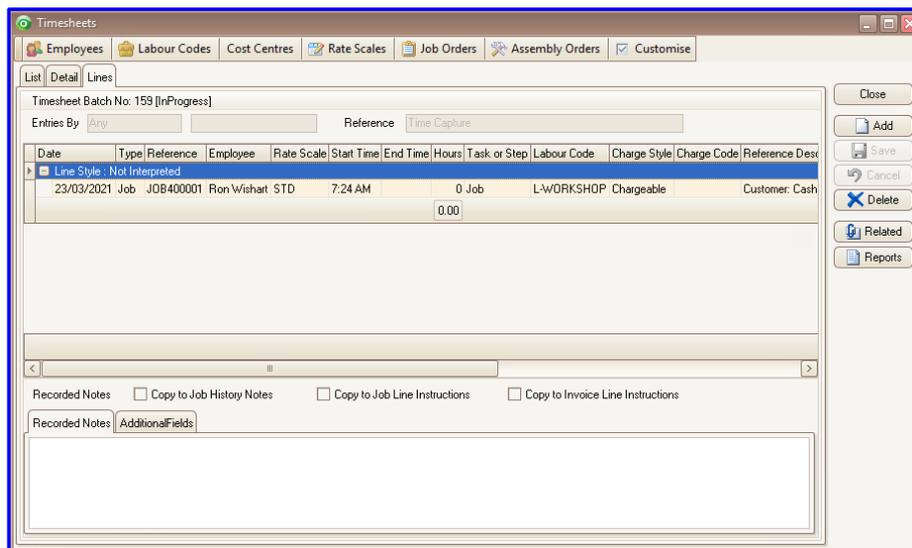
Note: Your Ostendo user security will need to be set to allow you to have access to Timesheets.



The screenshot shows the 'Timesheets' application window with a list of timesheet entries. The table has columns for Timesheet Batch No, Status, Reference, Batch Date, and TIMESHEETTOTALHOURS. The following table represents the data shown in the screenshot:

| Timesheet Batch No | Status | Reference | Batch Date | TIMESHEETTOTALHOURS |
|--------------------|------------|-----------------------------|------------|---------------------|
| 109 | InProgress | JM: 400090 - Repair on site | 17/12/2014 | 5 |
| 112 | InProgress | Time Capture | 15/10/2015 | 2.23 |
| 116 | InProgress | Timesheet T1 | 18/09/2017 | 15 |
| 127 | InProgress | Time Capture | 09/10/2018 | 15 |
| 129 | InProgress | Time Capture | 17/10/2018 | 2.21 |
| 130 | InProgress | Time Capture | 13/11/2018 | 3.5 |
| 145 | InProgress | Time Capture Lite | 07/01/2020 | 0 |
| 146 | InProgress | Time Capture | 07/01/2020 | 0 |
| 147 | InProgress | Time Capture Lite | 14/01/2020 | 0 |
| 148 | InProgress | Time Capture | 14/01/2020 | 12.52 |
| 149 | InProgress | Time Capture | 19/02/2020 | 0 |
| 150 | InProgress | Time Capture | 20/02/2020 | 0 |
| 154 | InProgress | Time Capture | 15/04/2020 | 0.01 |
| 155 | InProgress | Time Capture | 12/08/2020 | 0 |
| 156 | InProgress | Time Capture | 24/08/2020 | 0 |
| 158 | InProgress | Time Capture | 22/03/2021 | 0.01 |
| 159 | InProgress | Time Capture | 23/03/2021 | 0 |

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).



The screenshot shows the 'Timesheets' application window with a detailed view of a timesheet line. The 'Entries By' field is set to 'Any' and the 'Reference' is 'Time Capture'. The table below shows the details of the selected line:

| Date | Type | Reference | Employee | Rate Scale | Start Time | End Time | Hours | Task or Step | Labour Code | Charge Style | Charge Code | Reference Desc |
|------------|------|-----------|-------------|------------|------------|----------|-------|--------------|-------------|--------------|-------------|----------------|
| 23/03/2021 | Job | JOB400001 | Ron Wishart | STD | 7:24 AM | | 0 | Job | L-WORKSHOP | Chargeable | | Customer: Cash |

Below the table, there are checkboxes for 'Recorded Notes', 'Copy to Job History Notes', 'Copy to Job Line Instructions', and 'Copy to Invoice Line Instructions'. There is also a section for 'Recorded Notes' and 'Additional Fields'.

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 that 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).

| Order | Task | Assigned / Approval | Employee | Status |
|--|--|---------------------|----------|----------|
| WO200106 <i>PC Supreme 3.2 Ghz 120Gb HD 1024Mb 17inch i</i> | Assembly <i>Assemble the Ostendo PC Supren</i> | 1 - | Bob Drum | Assigned |
| WO200104 <i>Stair 1</i> | QA <i>Run and Test the Assembled PC</i> | 0 - | | |
| WO200103 <i>PC Supreme 3.2 Ghz 120Gb HD 1024Mb 17inch i</i> | Packing <i>Pack the PC and Accessories</i> | 0 - | | |
| WO200102 <i>Beds Type B</i> | | | | |
| WO200101 <i>Beds Type A</i> | | | | |
| WO200100 <i>Urinals Type B Level 2</i> | | | | |

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Order Task **Assignment** + Assign New Employee

Employee: Bob Drum Assigned: 11:38 AM Tuesday, 23 March 2021
Status: Assigned Responded: - Remove Assignment

Enter Cancel

Employee Name: Enter or scan the name of the employee to assign

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.



Time Capture
2:22:13 PM
◀ Back

Kevin Whitehead
Start Break
Start Job
Start Assembly

Clock In
Clock Out
History & Notes

| • Order | Task or Step | Status | Description | Time Rem. |
|----------|--------------|----------|---------------------------|-----------|
| ■ 400011 | Job | Assigned | Ovehead Signage New World | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Detail
Notes
ActionLog
Work History

Refresh
Page 1 of 1

| | |
|----------------------------|--|
| Order Number 400011 | Task or Step Job |
| Labour Code - | Rate Scale - |
| Non-Charge - | Status Assigned 17/04/2021 at 2:21 PM |
| Time Allocated - | Time Used - |

▶ Start

|| Hold

✖ Decline

Once a task has been assigned to an employee the task will be listed on the main screen as above.

Starting an assignment will prompt for some further details such as labour code and then start a work entry, marking the assignment as **Accepted**. 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.