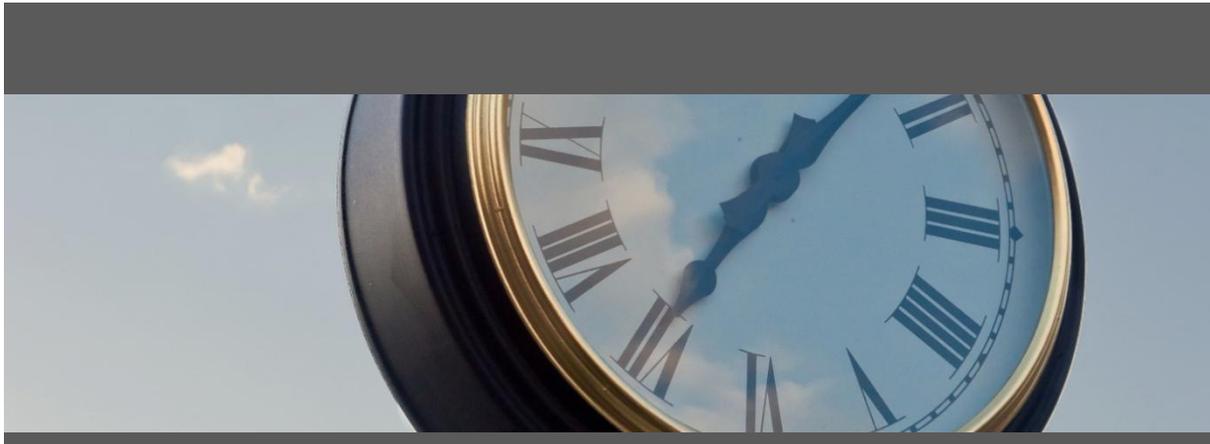




SOLUTION MANAGEMENT

Time Capture – Administrator’s User Guide

Barcode, Touch Screen and Mouse/Keyboard compatible



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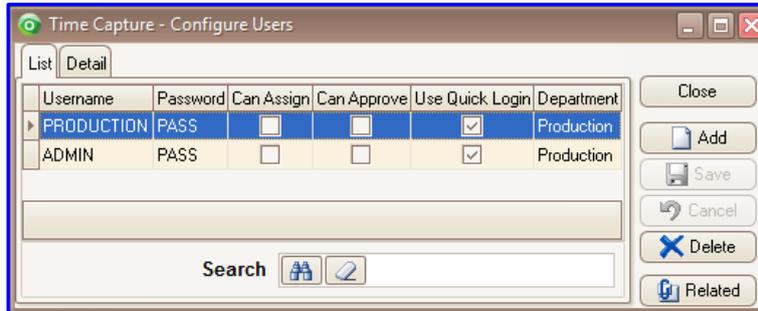
Brisbane
76 Brunswick St.,
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**Ostendo
Partner**

ACCESS CONTROL

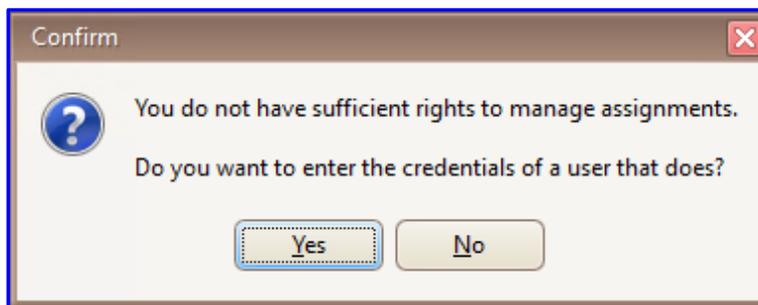
All users have access to the Login screen below. Where there is a terminal per department an Ostendo user for that department would be set up with Ostendo security access only to run Time Capture eg an Ostendo user called 'Production'.

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 their credentials and assign work to staff on the factory computer without 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.

Setting	Value
Department Code	Production
Timesheet Reference	Time Capture
Default Job Task	Job
Default Assembly Step	Assembly
Default to Empl. Dept. Step	<input checked="" type="checkbox"/>
Default Labour Code	LAB-ASSEMBLY
Default to Empl. Labour Code	<input type="checkbox"/>
Default Rate Scale	STD
Default Charge Style	Chargeable
Default NonCharge Code	
Job Task Policy	Always ask
Assembly Step Policy	Always ask
Labour Code Policy	Always ask
Rate Scale Policy	Use default if available
Charge Style Policy	Use default if available
NonCharge Code Policy	Use default if available
Mode	Only Jobs
Enable Multiday Work	<input type="checkbox"/>
Labour Code Entry	Any labour code
Parallel Work Policy	Allow
Clock Out Policy	Hold all work
Show Time Remaining	<input checked="" type="checkbox"/>
Clock In Questions	Covid-19

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; an employee from Paint department scans an Assembly order, 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:

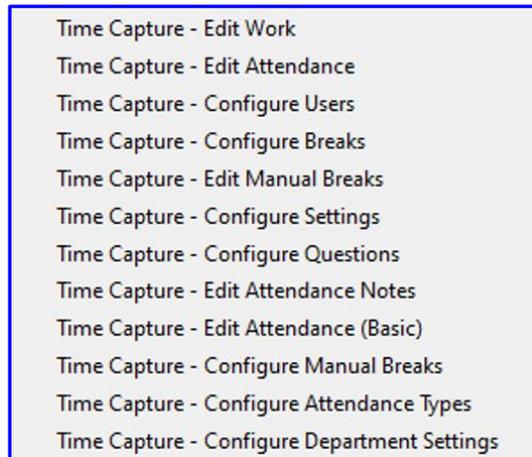
- Green** = More than 10% of planned time left.
- Orange** = Less than 10% of planned time left.
- Red** = Job is now over budget.



EDIT VIEWS

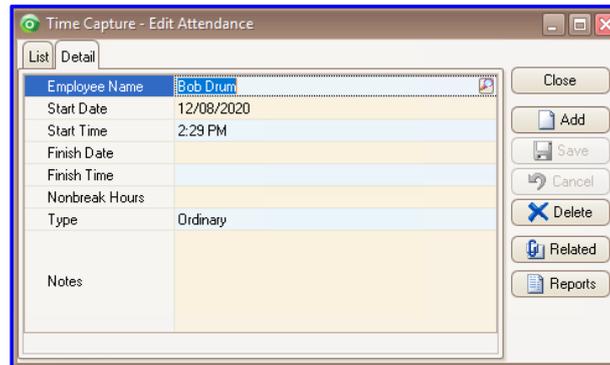
As an administrator you will have access to the following Edit Views: **'Custom -> Edit Views'**

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



Time Capture - Edit Attendance:

This view can be used to correct attendance records if an employee has forgotten to **'Clock In'** or **'Clock Out'**.

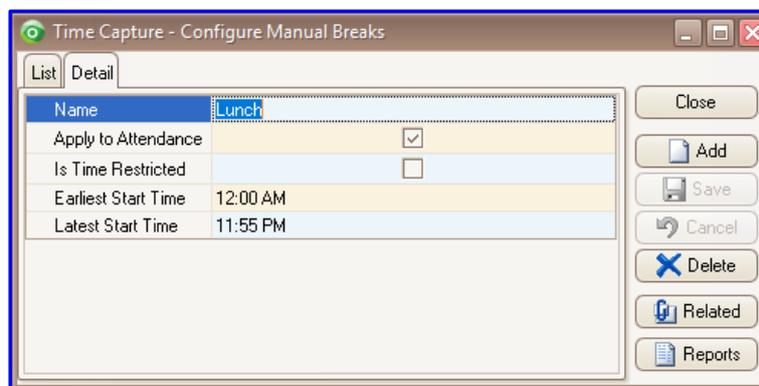


Time Capture - Edit Manual Breaks:

This view can be used to correct attendance records if an employee has forgotten to **'Clock in'** or **'Clock out'**.

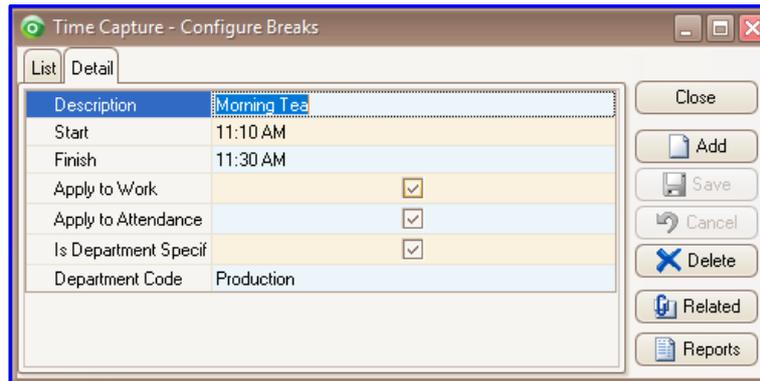
Time Capture - Configure Manual Breaks:

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



Time Capture – Configure Breaks:

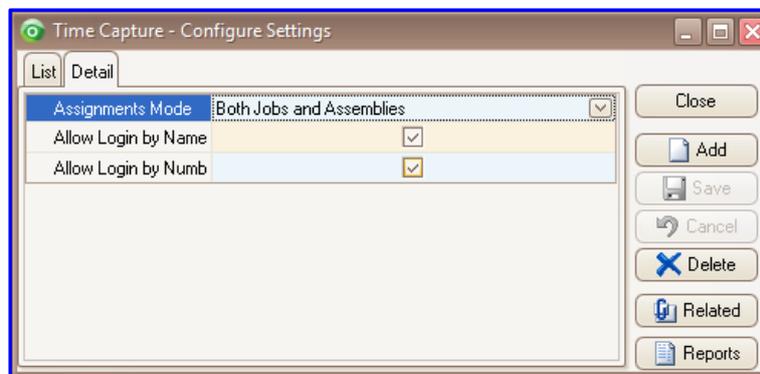
Allows automatic breaks to be configured. This would be where staff record that they are on a break in Time Capture. See the section on breaks.



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.



Allow Login by Name or Allow Logon by Number:

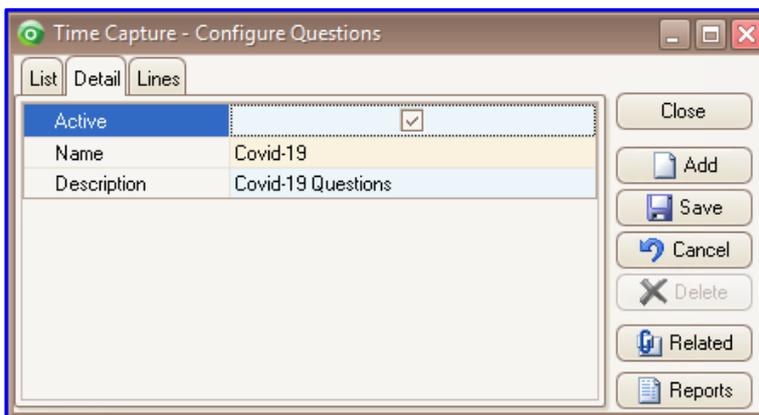
By default, this setting is enabled, and allows employees to log in either by entering or selecting their name, or by entering their employee number. Disabling this setting restricts login to only employee numbers.

Time Capture - Configure Users:

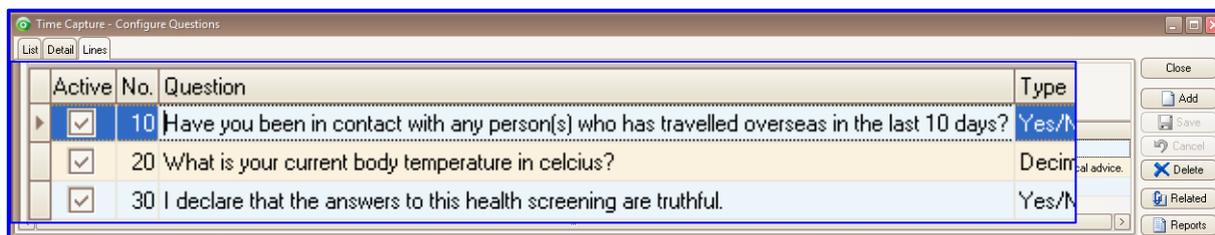
Allows staff to be given permission to Assign staff and approve work. See Access Control on page 2

Time Capture - Configure Questions:

A set of Questions now can be asked at clock in time. Set the questions first then assign the Question Name in the Configure Department setting screen (see page 3).



Example of Questions to be asked:



	Type	Reject If Below	Reject If Above	Rejection
10 days?	Yes/No		0	
	Decimal	36.1	37.2	Your body
	Yes/No	1		

bove	Rejection Message
0	
37.2	Your body temperature is outside the normal range. Please go home and seek medical advice.

There are two options selection for 'Type'

- Decimal This allow you to define a range with either lower and / or upper limits. If the value entered is outside the defined range the 'Rejection Message' will be displayed.
- Yes/No The following values can be entered in the 'Reject If Below' and / or 'Reject If Above' field.
 - 1 = Accepted
 - 0 = Rejected



BREAKS

Automatic Breaks

Automatic breaks are set in the Configure Breaks Edit View.

Description	Start	Finish	Apply to Work	Apply to Attendance	Is Department Specific	Department Code
Morning Tea	11:10 AM	11:30 AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Production

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:

Time Capture 3:54:19 p.m. [Back](#)

Bob Drum [Start Break](#) [Start Job](#) [Start Assembly](#)

Clocked in at 3:12 p.m. [Clock Out](#) [View Previous Work](#)

Order	Task or Step	Status	Description
JOB400005	Job	On Hold	Cut Down Trees

On Break

[Return from Break](#)

Page 1 of 1

Detail

Order Number -	Task or Step -	Resume
Labour Code -	Rate Scale -	Hold
Non-Charge -	Status -	Finish

[Enter](#) [Cancel](#)

Manual Breaks can be edited using the Edit View – '[Edit Manual Breaks](#)'.



MACHINE TIME

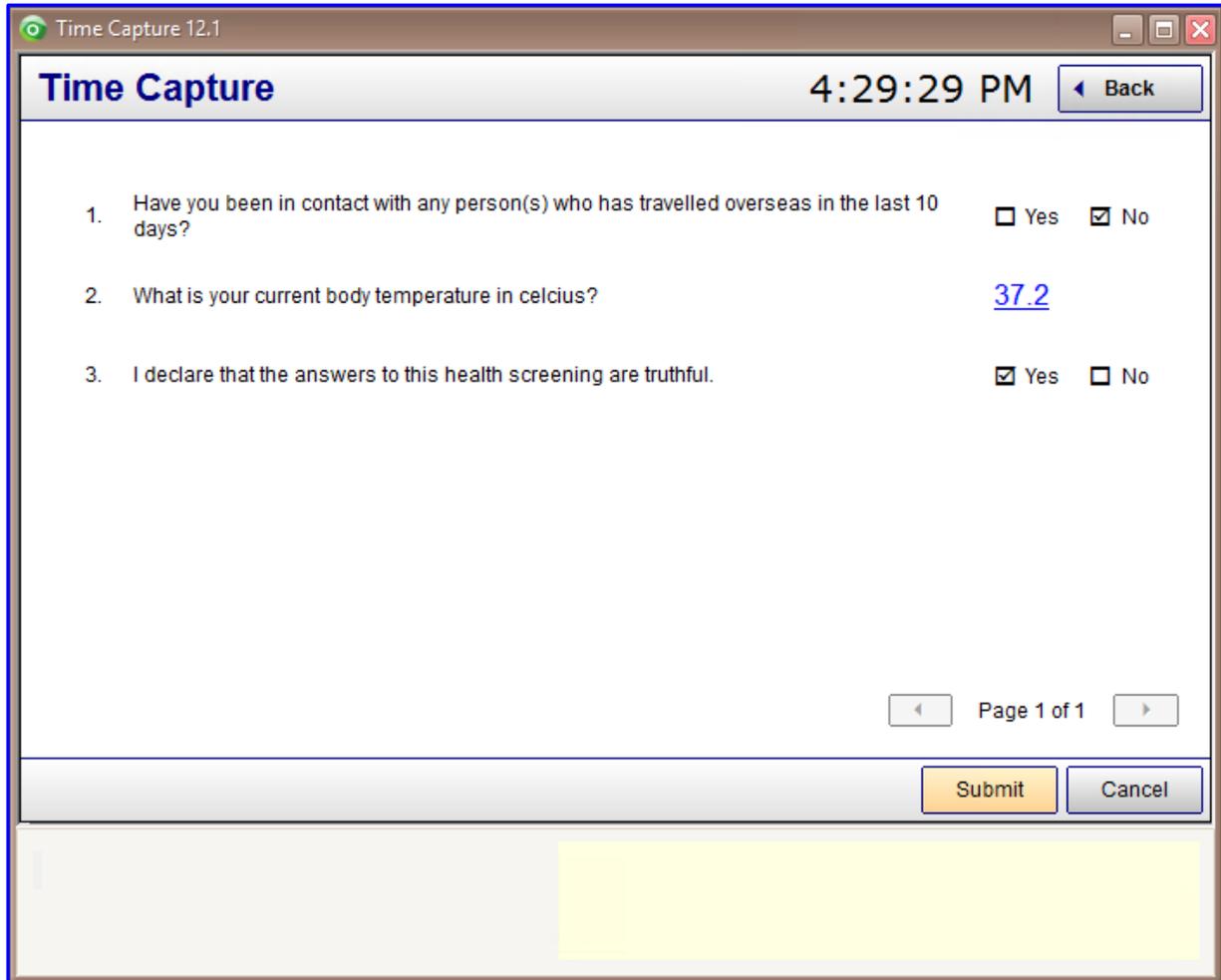
A different labour code can be created for machines and the labour code additional field '**Exclude from Deductions**' set to '**True**'. This will ensure the time for this labour code is not split with other entries for the same employee and break deductions are not applied.

The screenshot displays the 'Labour Codes' application window. The main area is titled 'Detail' and shows the configuration for a labour code named 'ROBOTIC WELDING'. The 'Unit' is set to 'Hours'. The 'Description' is 'Robotic Welding' and the 'Status' is 'Active'. The 'Standard Rate' is \$120.00 and the 'Standard Cost' is \$80.00. The 'Exclude from Deductions' field is highlighted in blue and set to 'True'. Other settings include 'Daily Capacity in Hours' set to 0, 'This Code is Scheduled' unchecked, and 'Sales Warranty Applies' unchecked. The interface includes navigation buttons (List, Detail), a toolbar with 'Close', 'Add', 'Save', 'Cancel', 'Delete', 'Related', and 'Reports', and a 'Notes' section at the bottom with tabs for General Notes, Sales Notes, Job Notes, Purchase Notes, Assembly Notes, and Messages.



CLOCK IN QUESTIONS

If the user upon logging on has failed your questions Time Capture will not allow them to clock in.



The screenshot shows a web browser window titled "Time Capture 12.1". The main content area is titled "Time Capture" and displays a questionnaire with three questions. The time shown in the top right corner is 4:29:29 PM. A "Back" button is located next to the time. The questions are:

1. Have you been in contact with any person(s) who has travelled overseas in the last 10 days? Yes No
2. What is your current body temperature in celcius? 37.2
3. I declare that the answers to this health screening are truthful. Yes No

At the bottom right of the questionnaire area, there are navigation buttons: a left arrow, "Page 1 of 1", and a right arrow. Below the questionnaire, there are two buttons: "Submit" (orange) and "Cancel" (grey). A large yellow rectangular area is visible at the bottom of the window, likely representing a redacted section or a placeholder.



A report of the answers is available via Labour -> Reports -> Time Capture – Questions and Answers. Below is an example of this report.

Questions and Answers

Report Parameters
From Date **18/01/2021**
Only Rejected **No**

Covid-19 - Covid-19 Questions
Production Department
Keith Rogers
18/01/2021 09:38:00

1. Have you been in contact with any persons who has travelled from overseas in the last 14 Days?
No
2. What is your current body temperature in celcius?
37.2
3. I dedare that the answers to this health screening are truthful.
Yes

Ron Wishart
18/01/2021 09:35:54

1. Have you been in contact with any persons who has travelled from overseas in the last 14 Days?
No
2. What is your current body temperature in celcius?
37
3. I dedare that the answers to this health screening are truthful.
Yes



Shortcuts

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