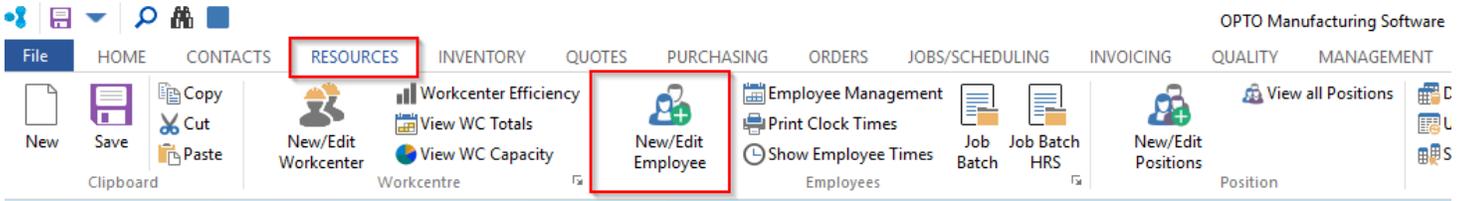


Employee Window

To Access the 'Employee Details' Window

From the OPTO ribbon, select the 'Resources' tab and **click** on the 'New/Edit Employees' icon. The 'Employee Details' window in OPTO is used to enter/access all the employee information such as contact details, and position, security settings and internal password, QA issues, etc.



Details Tab

General information including Employee Name, Address, Email Addresses, Position, and Shifts. Also access to attachments and the individual employee calendar.

The 'Employee' window displays the following information:

Emp No: 1 | Employee Name or Surname: JONES | Given Name: Robert | Middle Name: B | Initial: | Current Shift: Shift 1 | 1

Details | More Info | Security | Emp Sched | Pictures | Notes | QMS

Group Pos: 10 | ADMINISTRATION | Is Active

Emp Start Date: 26/02/10 | 10037 | Sales Team: | Lunch - Auto

Position: 1001 | Managing Director | Smoko - Auto

Acting Position: | Multi On Only / Multi On & Off

Password: ●●● | Div: 1 | COMPANY ONE | Rounding

Round 15 Min · > | | < | Web Despatch

N	Day	--<<<	Early Start	Std Start	Std Finish	Late Finish	-->>>	Break	Norm Time	Over Time
1	MONDAY	5	00:00:00	07:00:00	15:06:00	00:00:00	5	.50	7.60	3.00
2	TUESDAY	5	00:00:00	07:00:00	15:06:00	00:00:00	5	.50	7.60	3.00
3	WEDNESDAY	5	00:00:00	07:00:00	15:06:00	00:00:00	5	.50	7.60	3.00
4	THURSDAY	5	00:00:00	07:00:00	15:06:00	00:00:00	5	.50	7.60	3.00
5	FRIDAY	5	00:00:00	07:00:00	15:06:00	00:00:00	5	.50	7.60	3.00
6	SATURDAY	0	00:00:00	00:00:00	00:00:00	00:00:00	0	.00	.00	.00
7	SUNDAY	0	00:00:00	00:00:00	00:00:00	00:00:00	0	.00	.00	.00

Address: 1 Bellbird Court, Mt Cotton, QLD. 4165

Other Details: Email Office: sheridan@itmsystems.com.au | SMTP PW: | Email Private: | Phone No: 3300 6368 | Mobile No: 0417 075 152

SubCont Supplier

More Info Tab

There an area for Comment, as well as options to attach files and set-up access to Purchasing limits and accounts, workcenter access and job information.

Employee

Emp No: 1 Employee Name or Surname: JONES Given Name: Robert Middle Name: B Initial: Current Shift: Shift 1

Details More Info Security Emp Sched Pictures Notes QMS

Comments:

File Attachments

	Description	Filename
1		

Limit Purchasing to these Accounts

Acc Code	Account Description
----------	---------------------

Limit Work to these Workcenters

WC	Workcenter Description
----	------------------------

Current Job

Last Job/Date

1125-7*1

Start Time: 12:12:56

Max Purchase Amount:

Current Jobs Multi

	Jobs	WC	Nesting No	Step
1				

Emp Sched Tab

This tab displays all the current jobs scheduled for the employee, the client code, Workcenter and due dates of the job.

Employee

Emp No: 1 Employee Name or Surname: JONES Given Name: Robert Middle Name: B Initial: Current Shift: Shift 1

Details More Info Security Emp Sched Pictures Notes QMS

Display Emp Jobs 1 Display Pos

Sch Curr Jobs	Curr Job No	WC	Client Code	Job Description	Due Date	Dummy
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Picture Tab

This tab enables the user to attach a photo of the employee and also a copy of their signature.

Employee

Emp No: 1 Employee Name or Surname: JONES Given Name: Robert Middle Name: B Initial: Current Shift: Shift 1

Details More Info Security Emp Sched **Pictures** Notes QMS

Employee Picture Location
L:\130_ITMS\PICS\MAN.JPEG

Employee Signature Location
L:\130_ITMS\PICS\SIGNATURE.PNG

Print Dims
Weight: Height:

Security Tab

This tab has all the security setting for the different functions within OPTO.

Employee

Emp No: 1 Employee Name or Surname: JONES Given Name: Robert Middle Name: B Initial: Current Shift: Shift 1

Details More Info **Security** Emp Sched Pictures Notes QMS

Signature Purchase
 Change Client Code
 Change Supplier Code
 Show Financial History (Clients)
 Show Financial History (Suppliers)
 [3] Hide Despatch Amount
 Change Part Code
 Delete Parts
 Change Parts Stock
 Create New Part Code
 Create New Material Code
 Password Despatch (Production)
 Password Despatch (Client Order)
 Password Material Delivery
 Update - Parts (Utility)
 Update - Material (Utility)
 Add NCR or ECR
 QA - NCR/ECR (Complete)
 [3] Quote Fast Markup (Override)
 Release Client Orders

Check - Clock Time
 Check - Jobs
 Despatch Awaitin: Add Transport
 Change Revision Tick in Parts
 Change Material Code
 Delete Material
 Change Material Stock
 Lock/Unlock Parts for Editing
 Save Changes to Locked Parts
 Substitute Items
 Update Parts Cost Price
 Allow Part Sell Price change (setup Param Client)
 Show Supplier Total
 Show Client Total Show Pick Date (Cit Callup)
 Use Div for selected Reports
 Point Of Sale Access
 Change Due Date in Order Book
 Purchase Restrict
 Stock Take Restrict

Send Production Order -> History
 Back from History <- Production Order
 Cancel - Production Order
 Send Client Order -> History
 Back from History <- Client Order
 [3] Credit Orders and Purchase, Orders Only
 Cancel - Client Order Return Goods
 Create Invoice Change Credit, Desp Stop
 Show Job Cost Screen ON-Hold (Cit)
 Edit History Order Book ON-Hold (Prd)
 Change Part Production Stop
 Show All Doc's (Incl. - No Public Access)

Emp Cost: \$ / Min .6666 \$ / Hr 40.00
 Supervising: \$ / Min .0000 \$ / Hr .00
 Charge: \$ / Min 1.0000 \$ / Hr 60.00
 Rating: 1 Qualifications apply
 Budget:

Notes Tab

This enables 'Notes' to be recorded in relation to this employee, these notes may be in relation to Performance Appraisals, Workplace

Procedures, Training, etc.

The screenshot shows the 'Employee' form with the 'Notes' tab selected. The form contains the following fields: Emp No: 1, Employee Name or Surname: JONES, Given Name: Robert, Middle Name: B, Initial: (empty), Current Shift: Shift 1. Below the form, there are tabs for Details, More Info, Security, Emp Sched, Pictures, Notes, and QMS. The Notes tab is active, showing a table with the following data:

1	Not...	Date	Category	Sub-Category	Emp	Notes Info	Act	Done
1	10264	01/07/13	666	31	2	bdhhafluehyf	No	

QMS Tab

This tab displays all the Quality Assurance issue that the employee has responsibility to action and/or resolve.

The screenshot shows the 'Employee' form with the 'QMS' tab selected. The form contains the following fields: Emp No: 1, Employee Name or Surname: JONES, Given Name: Robert, Middle Name: B, Initial: (empty), Current Shift: Shift 1. Below the form, there are tabs for Details, More Info, Security, Emp Sched, Pictures, Notes, and QMS. The QMS tab is active, showing a table with the following data:

Track...	Date	Category	Sub-Category	Emp	QA Info	Comp
----------	------	----------	--------------	-----	---------	------