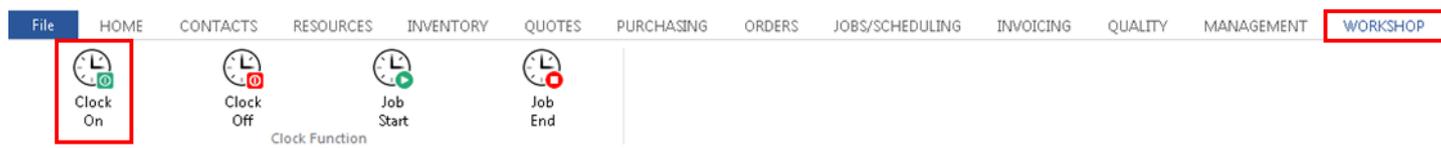


2012-101 - Clock On & Off - Single Job Start/Finish

Overview:

This document explains the process for using the Clock in the **Workshop** tab so that employees can record their time and attendance on a daily basis as well as clock onto and off of single jobs. This option is operated by using a standard keyboard or computer mouse. For Barcode scanning options please contact the Opto Support Desk.

An employee clocks on at the start of shift. **Click** on the **Workshop** tab from the ribbon and select the Clock On icon to display the clock on window.

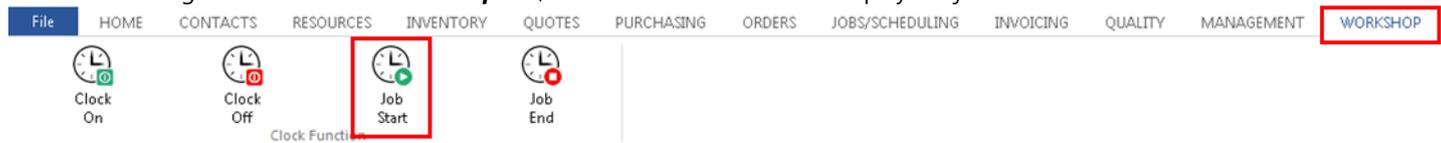


Enter the employee number in the "Emp No" field or **press** <F2> and select from the pop-up list and **click** OK. **Press** <TAB> to generate the employee's details and the date and start time. **Click** on the F9 button or **press** <F9> on the keyboard to save.

The 'Clock On' dialog box contains the following fields and controls:

- Emp No: 25 (dropdown)
- Employee Name: FRED FERRIS (text box)
- Date: 24/01/2018 (text box)
- Start Time: 09:42:11 (text box)
- First Start Details: 24/01/2018 (text box), 09:36:26 (text box)
- Buttons: Enter, F2, Save, Close, and a numeric keypad (0-9, CL).
- A large F9 button is positioned to the right of the date and start time fields.

Clock onto a Single Job - From the **Workshop** tab, **click** on 'Job Start' icon to display the job start window.



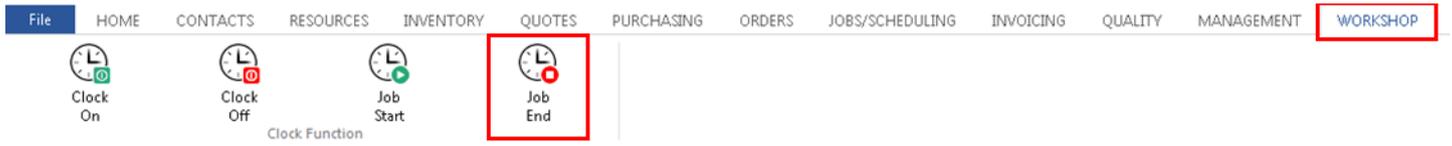
Enter the employee number in the "Emp No" field or **press** <F2> and select from the pop-up list and **click** OK. **Press** <TAB> to generate the employee details and the start date and time. The user will have advanced to the "Workcenter" field, enter Workcenter number or **press** <F2> and select from the pop-up list and **click** OK. In the "Current Job" field, **press** <F2> and select the relevant job ticket number from the pop-up list and **click** OK.

The 'Job Start' dialog box contains the following fields and controls:

- Emp No: 25 (dropdown)
- Employee Name: FRED FERRIS (text box)
- Workcenter: 30 (dropdown), WELDING (text box)
- Current Job: 1146-1 (dropdown)
- Work Status: N (dropdown), NORMAL (text box)
- Part: ASSB1002 (text box), The Fantastic Assembly (text box)
- Client: STOCK (text box), FOR STOCK (text box)
- Date: 16/04/2064 (text box)
- Start Time: 09:46:11 (text box)
- Buttons: Enter, Back, F2, Save, Close, and a numeric keypad (0-9, -, CL, N, A).
- A large F9 button is positioned to the right of the date and start time fields.
- Checkbox: AUTO Pick - first Process Starts , or selected Process

Note: The <F2> list will ONLY display Active Job Tickets. In the "Work Status" field, enter either <N> for normal or <A> for assisting (this is important as cost structure may be different). **Click** on the F9 button or **press** <F9> to save details.

Employee clocks off a Single Job - **Click** on the Job End option to display the Job End screen.



Enter the employee number in the "Emp No" field or **press** <F2> and select from the pop-up list and **click** OK and then **press** <TAB> to generate the job/work details.

Press <TAB> to move to the completed field, change the status to yes if the job process is complete and **click** on the Save button or **press** <F9> on the keyboard to save.

The 'Job End' window displays the following information:

- Emp No: 25, Employee Name: FRED FERRIS
- Line No: 1, Job Qty Total: 7, Qty Done: 1, Reject: 0, Work Status: N, Completed: No
- Start: 24/01/2018 09:46:11, End: 24/01/2018 10:03:42, Worked Time: 18 mins
- Client: STOCK, FOR STOCK, Part: ASSB1002, ASSB1002
- Job No: 1146-1, WC: 30, WC Desc: WELDING, Start Date: 24/01/2018, Start Time: 09:46:11

Job No	WC	WC Desc	Start Date	Start Time	St
1	1146-1	30 WELDING	24/01/2018	09:46:11	

Employee Clocks Off at the end of shift - **Click** on the 'Clock Off' option to display the 'Clock Off' window. Enter the employee number in the "Emp No" field or **press** <F2> and select from the pop-up list, **click** OK. **Press** <TAB> to generate the details and **click** on the Save button or **press** <F9> on the keyboard to save.

The 'Clock Off' window displays the following information:

- Emp No: 25, Employee Name: FRED FERRIS
- Finish Date: 24/01/2018, Finish Time: 10:06:05