Adding a Work Description – Clock off Job

Overview:

This function enables the user at the shop floor- clock off, to add a description of work carried out at a workcenter onto the Job Cost Summary. On the shop floor, each Workcenter may be required to make a note of what work was completed at the time of clocking off. This function is not available for multi-clock employees.

NOTE: This function should be implemented in consultation with OPTO.

To Set-Up this Function

From the OPTO ribbon, select the 'Jobs/Scheduling' tab and **click** the drop menu arrow icon in the bottom right of the schedule menu (circled below).



Click in the [3] Not used, Enter Job Text, Req. And Job Text box and, press <F9> to save.

Parameters - CLOCK								
Single Clock Multi Clock								
Automatically End Job when Starting New Job								
[2] Hide Client Code (Job End)								
[3] Not used , Enter Job Text , Req. and Job Text								
[2] Show Setup Time (user need to enter)								
 Highlight Non-Clocked On Employees 								
Non-Clocked On Time 0 sec								
Refresh Time 5 sec								
Create QA Issue if Qty Rejected								
If Job Completed - NO Job Batch Entry								
Use Sunday in Calender								
[2] Add Job Time to existing Clock Record								
[2] No Productive (in Barcode) Supervisor only								
 [2] Use Employee - Wc Only (selected in Emp) 								
[2] Disable Work Status (Job Start)								
[2] Disable Work Status (Job End)								
[2] Disable Completed (Job End)								
[2] If Process Completed - No JOB START								
[2] Show Est/Rem Time at JOB START %Red								
[2] Print Job Ticket Label when Last Process Starts								
✓ [3] AUTO Pick - first Process Starts, or selected Process								
[2] Use Employee Division								

- Clarification of Tick Box
- Un-Ticked = not used
- Ticked = Required description text
- Solid White = Optional to enter text



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As the single clock user clocks off a job, they can enter a brief work description in the **Work Desc** field (circled below).

mn No:	Employee Nar	ne:							
1 -	Robert JONE	S				Enter	1	2	3
ine No: Ity Done:	1	Job Qty Total 3	Start:	Date 19/07/2018	Time 08:39:20	Back	4	5	6
Reject:	0	Prev 0	End:	19/07/2018	08:39:55	F2	7	8	9
Completed:	No -	Remaining 3		Worked Time:	1 mins		0		CL
Client: BEAVE Part: ASSB1	R 🗸	Beaver Manufa ASSB100-2	acturing Co	,	F9	Save Close	N Yes	A	
Job No	WC	WC De	ESC	Start Date	Start Time St				
1130 1		Arcenter r (en	iged)	13/01/2010	00.33.20				

This information will be available in the 'Job Cost Summary' when the **Job Cost – Employee** box is ticked.

HOME CONTACTS RESOURCES INVENTORY QUOTES PURCHASING ORDERS JOBS/SCHEDULING INVOICING QUALITY N	MANAGEMENT WORKSHOP	ADMINIST
Image: Solution of the construction	Allocations tory Orders Factory Order Factory Order Factory Order	Parts Auto Order
Image: State (Factory Order) Order No: Job Type Dir. Client Code 1170 PR 1 TMS Job Control: PART 200 INV NSTK ONE SUB-PART & WC1 Production Steps Despatch, Invoices and History Transfer View the Costing Use individual toh © Set Status To Complete Uver This Job These individual toh © Set Status To Complete Uver This Job These individual toh © Set Status To Complete Uver This Job These individual toh © Set Status To Complete Uver This Job C U R R E N T Job - 1170 Order Amount: S00 C U R R E N T Job - 1170 Despatch Iver Cost: S00 Material Cost: S00 Haterial Cost: NO DESPATCHES Part Stock Cost: S00 Profit: S00 Of Cost: S00 Verk ObscriptL Est thill Used (H) Cost Cost: S00 Job Cost - Employee Job Cost - Employee Job Cost - Employee Job Cost - Employee Job Cost - Employee Job Cost - Employee Job Cost - Employee Job Cost - Employee	□ □ 0 □) = \$.00 0 □) = \$.00 0 □) = \$.00 0 □) = 0 0 □ Estimated Time: \$.055.0 □ Diff: \$.055.0 □ Diff: \$.055.0 □ 0 0.00 \$.00 □ 0 0.00 \$.00 □ 0 0.00 \$.00 □ 0 0.00 \$.00 □ 0 0.00 \$.00	3 2 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3

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The Work Description for the Workcenter is displayed on the job cost summary prior to invoicing.

Client ITMS Software Services Pty Ltd Job 1170 Description Part 200 INV_NSTK One Sub-Part & WC1 Quote Due Date 28/10/2018 Qty JOB IS CURRENT Total of 4 Job Tickets Emp Larry Moreton Sta Operation Eworkcenter + Imp layes Sta CILARGE B - (Charge + (Owr Time * Markup)) JOB Cost - Charge:- Cost Used Hours Est Hours Mat Mark Charge A Mat Mark Charge B Labour Cost .00 .00 5855.00 .00 .00 .00 Material Cost .00 .00 x 1.50 .00 .00 .00 Profit (Gross) .00	iTMS Software last printed: 12/02/	-HelpFileSys 19 time:15	tem :37 user:	орто					
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MATERIAL EST:-

Work center 2 (char

3720.00

5855.00

.00

.00

Description	Material Code	Qty	Each/P	Total Price
SS Tube 5mm x 2400 x 65mm dia	OPTOBE-77201111	3600.0000	62.5000	225000.0000
Stainless Steel Joiner 50mm	OPT0001111	26400.0000	10.0000	264000.0000
Stainless Steel Washer 12mm	SSW121111	24000.0000	.4500	10800.0000
Material 101 INV NSTK use and buy each	OPTO01	4800.0000	35.0000	168000.0000
Total				667800.0000

.00

.00 180.00

669600.00

1053900.00

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