

Adding a Work Description – Clock off Job

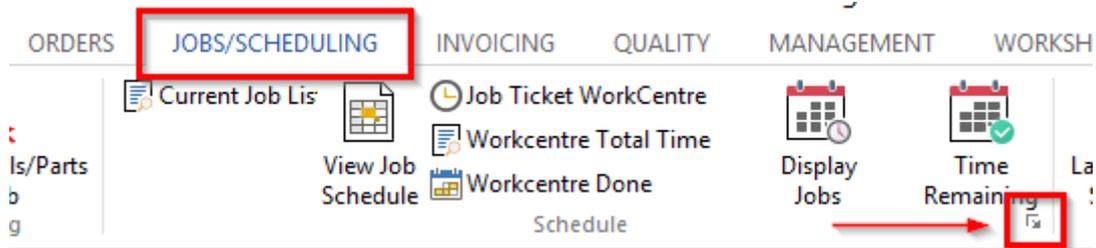
Overview:

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.

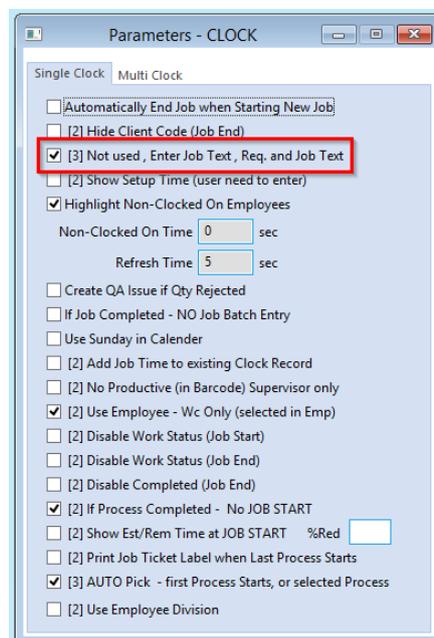
NOTE: This function should be implemented in consultation with OPTO.

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).

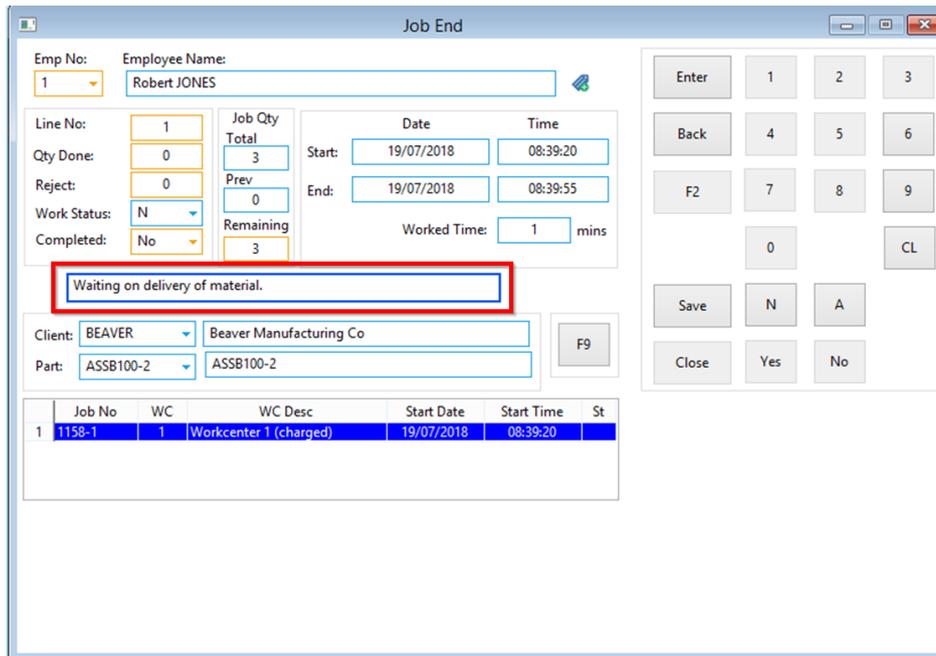


Click in the **[3] Not used, Enter Job Text, Req. And Job Text** box and, **press <F9>** to save.

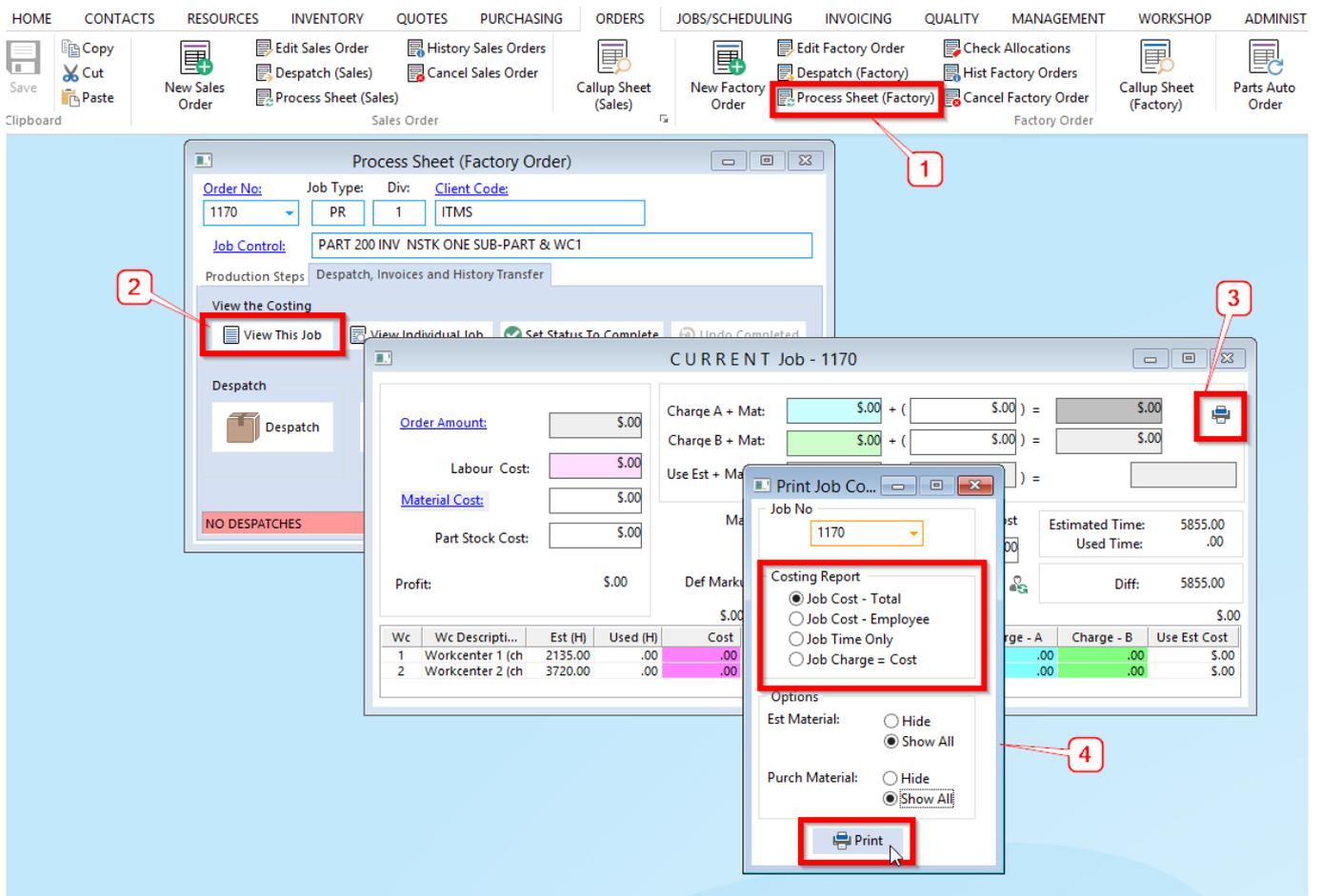


- Clarification of Tick Box
- Un-Ticked = not used
- Ticked = Required description text
- Solid White = Optional to enter text

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



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



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

ITMS Software - Help File System

last printed: 12/02/19 time: 15:37 user: OPTO

| | | |
|---------------|---------------------------------------|-------------------|
| 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 |

COST = Workcenter + Employee
*CHARGE B = (Charge + (Over 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 |
| Material Cost | .00 | | | x 1.50 | .00 | x 1.50 | .00 |
| Total Cost | .00 | | | | | | |
| Profit (Gross) | .00 | .00% | | | | | |
| Excl Gst Amount | .00 | | | | .00 | | .00 |
| Budget Amount | | | | | | | |
| Incl Gst Amount | .00 | | | | | | |

| Desp No | Desp Amount | Desp Date | Inv No |
|---------|-------------|-----------|--------|
| Total | \$.00 | | |

LABOUR WORKCENTER:-

| Wc | Description | Est | Used | Cost | Q-Rate | Quote | C-Rate | Charge A | Charge B |
|----|---------------------|---------|------|------|--------|------------|--------|----------|----------|
| 1 | Work center 1 (char | 2135.00 | .00 | .00 | 180.00 | 384300.00 | .00 | .00 | .00 |
| 2 | Work center 2 (char | 3720.00 | .00 | .00 | 180.00 | 669600.00 | .00 | .00 | .00 |
| | Total | 5855.00 | .00 | .00 | | 1053900.00 | | .00 | .00 |

MATERIAL EST:-

| Description | Material Code | Qty | Each/P | Total Price |
|--|-----------------|-----------|---------|-------------|
| SS Tube 5mm x 2400 x 65mm dia | OPTOBE-77201111 | 36.00000 | 62.5000 | 22500.0000 |
| Stainless Steel Joiner 50mm | OPTO001111 | 264.00000 | 10.0000 | 26400.0000 |
| Stainless Steel Washer 12mm | SSW121111 | 2400.0000 | .4500 | 1080.0000 |
| Material 101 INV NSTK use and buy each | OPTO01 | 4800.0000 | 35.0000 | 168000.0000 |
| Total | | | | 667800.0000 |