2003-109 - Update Incorrect Job time records.

Overview:

This document explains how to edit incorrect Job times. Job times must be edited in both the 'Process Control' window and the 'Employee Time Clock' window. It is crucial that any editing to Employee Time Clock record or the Process Control records must NOT be attempted on the day of the issue.

Option 1 – To edit via the *Jobs/Scheduling* **tab in the Opto ribbon**

Step 1. Open the *Job* tab in the Opto ribbon, and **click** on the "Edit Job Ticket" icon. Enter the job number or **press** <F2> to select the job that requires time to be deleted or modified from the popup list.

	Edit Job Ticket							
Job No: Sub No: Type: Due Date:	Part Code:		Part Descript	tion:				Ø
1188 - 1 - PR 31/05/2018	ASSB0001005		Machine G	uard Plates				
Req Issue Date: 24/05/18 Sched Date:	Lead Time:	5						
Details More Info Sub Assembly Material Cost	QMS Nesting Attachme	nts Cor	mpare					
Qty Req: Stock: Prod: Over Run:	Client Code: FERRET		(J	NO DESP. DB IS ACTIVI	ATCHES E - STAR	TED
4 0 4	Client Ord No: PO:FE11772	2		Click	EACH	Lev: 1	Rev:	
Show Orig WC Show Lead Time (Days)							-	
WC Workcenter Work	Description	Setup	Process /	T/Time	Charge	Cost	Lead	Pro HRS M
30 WELDING gjhkhjkhulkjhjkljlkjlkjn	nlkj	.50	150.00	601	2.0000	1.4000	0	.00

Step 2. Dbl-click In the "Process" column, to open the 'Process Control' window. This displays all the names, dates and times of that job ticket for the workcenter. For this example there is only 1 employee on the process sheet and the employee has forgotten to clock off a job.

		t	Process Control			
Job Ticket: 1188-1 <u>Client Code:</u> Part Code:	Workcenter: Finished: 30 W FERRET ASSB0001005		Step Fin Used Time 1 Yes Ves FAI: Nesting No:	Sch Start Date: Sch Finish Date	Time Est: 601 Time Used: 660	Qty Req: 4
			Part Description:	Machine Guar	d Plates	
Details Sched				_		
Emp Emp	Name A/S Step	p Start Date Finish Date	S-Time F-Time Used	L - WC	EMP Cha	arge NT 11/2 DT Qt
15 001001	100233	20/02/15 20/02/15	00.00.00 17.00.00 000			

Click in the date or start/finish time that needs correcting and type in the correct information.

Process Control											
Job Ticket: Workcenter: Finished: 1188-1 30 W Image: Compared to the second	Step Fin Used Time Sch Start Date 1 Yes Image: Start Date Image:	Time Est: Qty Req: 4									
Client Code: FERRET Part Code: ASSB0001005	FAI: Nesting No: Sch Finish Dat	Time Used: 600 Qty Reject: 0									
Part Description: Machine Guard Plates											
Emp Emp Name A/S Step Start Date Finish Date 15 Gordon GUESS 20/02/19 20/02/19	S-Time F-Time Used L - W 06:00:00 16:00:00 600 0 .0	C EMP Charge NT 11/2 DT Qt 000 .0000 .0000 600 0 0									

Press <F9> to save and close the window.

Option 2 - To edit via the Resources tab in the Opto ribbon

Step 1. Open the *Resources* tab in the Opto ribbon, **click** on the 'Show Employee Times' icon and **click** on the required date to generate the window. The Employee Time window displays the records for all the employees that were clocked on for the required date.

File HOME CONTACTS	RESOURCES	INVENTORY	QUO	TES PU	IRCHASING	G ORDE	RS JOI	BS/SCHEDULING	G INVO	ICING
New Save Cut Clipboard	New/Edit Workcenter	Workcenter Efficien View WC Totals View WC Capacity centre	icy	New/Ec Employ	lit 📑	Employee N Print Clock Job Batch	fanagemer Times Emp	Show Emp	ployee Time	Job Batch
		Employe	ee Ti	me						• ×
Clock Details Job Details WC Details										
									÷	۹ <u>۹</u>
◀ January 2012 ►	Drag a column I	header here to grou	p by t	hat column						
Su Mo Tu We Th Fr Sa	Emp Emplo	oyee Name Div	Grp	Start Date	Fin Date	Start Time	Fin Time	Work T	Job T %	
8 9 10 11 12 13 14	1 Robert JC	DNES 1	10	30/01/12	30/01/12	6:20:18	17:02:00	9.76	0.00	0.00
15 16 17 18 19 20 21	2 Larry Mo	reton 0001	30	30/01/12	30/01/12	6:20:26	8:26:07	2.09	0.00	0.00
22 23 24 25 26 27 28	3 Susan PA	INTER 0001	10	30/01/12	30/01/12	6:20:34	8:26:01	2.09	0.00	0.00
29 30 31 1 2 3 4	4 lan CAPT	AIN 0001	30	30/01/12	30/01/12	6:20:40	8:25:55	2.09	0.00	0.00
5 6 7 8 9 10 11	5 Lisa LEW	INS 0001	20	30/01/12	30/01/12	6:20:46	8:25:50	2.08	0.00	0.00
loday	6 Bronwyn	BROWN 0001	10	30/01/12	30/01/12	6:20:56	8:25:44	2.08	0.00	0.00
	7 Wilbur W	ESTWARD 0001	50	30/01/12	30/01/12	6:21:01	8:25:31	2.08	1.78	85.77
	8 Colin COA	ASTLY 0001	36	30/01/12	30/01/12	6:21:08	8:25:17	2.07	1.78	86.25
	9 Bob BOU	NDARY 0001	33	30/01/12	30/01/12	6:21:13	8:25:06	2.06	1.79	86.68
	10 Henry HA	VENLY 0001	50	30/01/12	06/05/14	6:21:18	9:38:12	3.39	3.11	91.71
	11 Joel JOH	NSTONE 0001	36	30/01/12	30/01/12	6:21:26	15:32:07	8.34	8.09	96.99
	12 Wendy W	ELLINGTON 0001	10	30/01/12	30/01/12	6:21:32	15:31:56	8.34	0.00	0.00
	13 Gregory	GRANGE 0001	30	30/01/12	30/01/12	6:21:38	15:31:43	8.33	8.14	97.70
	14 Edward E	INGLISH 0001	36	30/01/12	30/01/12	6:21:43	15:31:32	8.33	8.15	97.81
	16			30/01/12	30/01/12	6:21:54	15:31:13	8.32	0.00	0.00
	17 Bruce BL	ACK 0001	30	30/01/12	30/01/12	6:22:39	15:30:57	8.64	8.48	98.18
	18 Norman N	IURRIS 1	30	30/01/12	30/01/12	6:22:08	15:30:42	8.64	8.48	98.16
	Cnt: 17							88.73	49.80	
	<									>
Employee Search Complete : 17 Results										

Step 2. Dbl-click on the line of the employee whose record requires editing to display the 'Employee Time Clock' record for the selected day.

	Employee Tim Start & Finish												
	Emp No:	18		Norman NOF	RIS	times for tr	art: 06:30:0	0 05:3	30:00	Normal	9.00		
	Start Date:	30/0	1/2012	Sta	t Time: 06:22	:08 Usual Fin	ish: 15:30			Over:	.00	÷	
	Finish Date:	30/0	1/2012	Finis	h Time: 15:30	:42	[Finish tim for the jo	ies ab	Finish Dat	e		
	Details Au	dit						$\overline{}$	_			_	
	Jobs	WC		WC Desc	Client	Part Code	St Time	Fi Time	Lun	Qty Rej	ect Leave	U	
	1096-1	30	WELDING	;	BRIS_ENG	ASSB1002	06:31:22	15:30:22	30	1	0		
					Proc	ess Control							
<u>Jo</u>	b Ticket:	Workce	nter:		Finished: Ste	p Fin Used Time Yes	Sch Star	: Date:	Time	Est: Qi	ty Req:		1 🚔
	ent Code: B	RIS_EN	G		FAI:	Nesting No:	Sch Finis	h Date	: Time Us	ed: Qty	Done:	(D
Pa	rt Code: A	SSB100	2		Edit Tim	<u> </u>			54	41 Qty	Reject:	(D
Í						Part Descript	ion: The Far	ntastic Asse	embly				
Det	tails Sched					(
E	mp Emp Na	ame	A/S Ste	p Start Date	Finish Date S-1	lime F-Time U	sed L -	WC	EMP	Charge	NT 11	/2 DT	Qt
	18 Norman M	IORRI	1	13/10/11	13/10/11 13:	55:30 22:56:36	541 0	.3333	.4000	1.0000	540	0	1

Dbl-click on the required job ticket number to open the 'Process Control' window. **Click** on the time to be edited and enter the correct time. **Press** <F9> to save and close the window.

Edit the same time in the Employee Time Clock window and **press** <F9> to save.