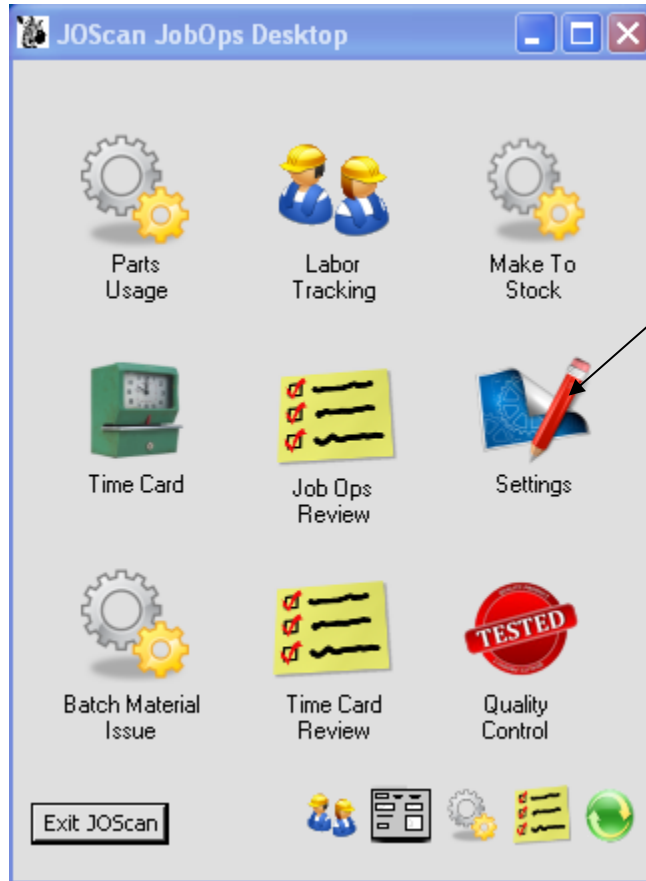
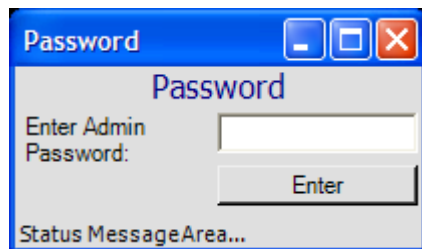


## JobOps JOScan Setup Guide

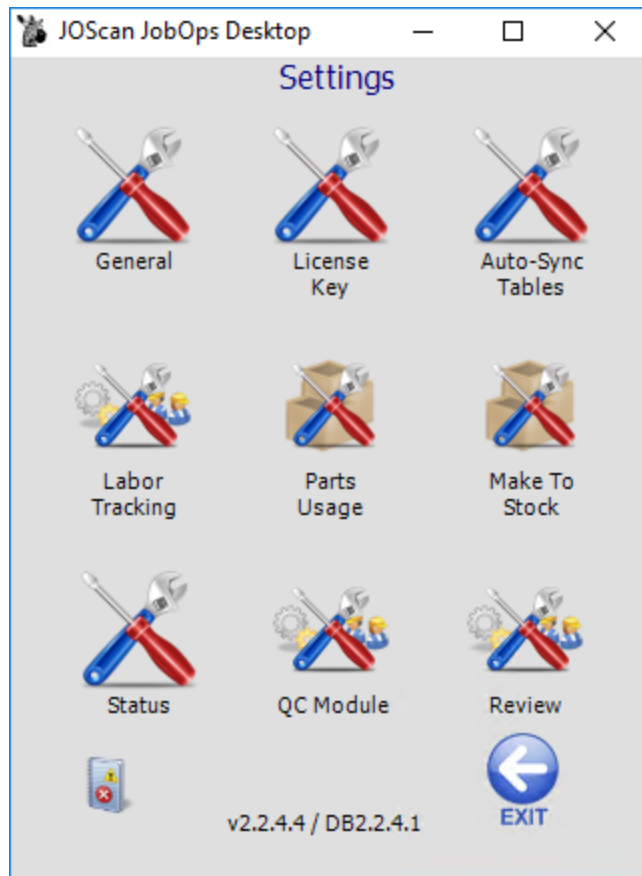
Enter setup by clicking "Settings" on the main menu.



Enter Admin password when prompted. (Default is 147)

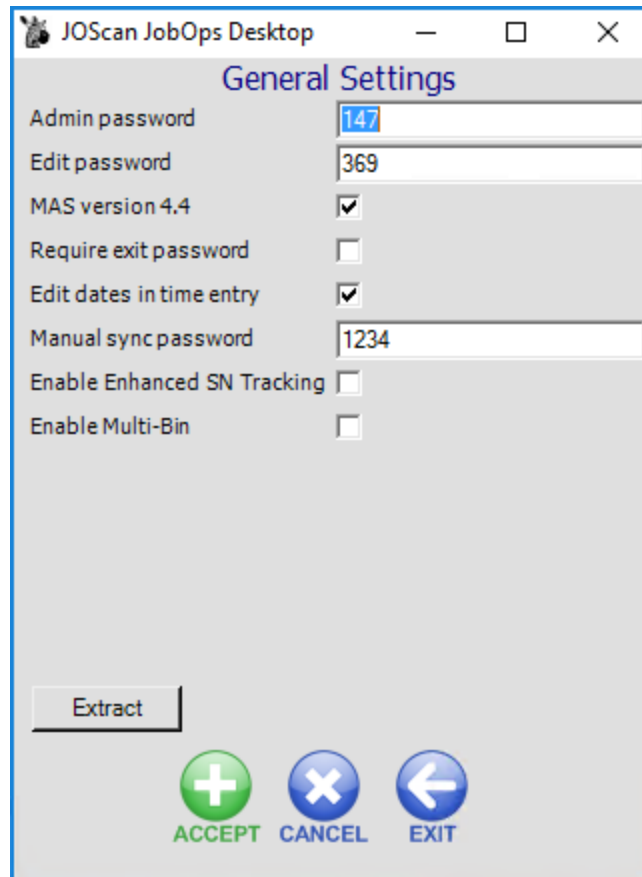


There are multiple menu settings for each module in JOScan. Specific option descriptions for each module is described below.



If any settings have been changed, "Accept" in all screens and "Exit" your way out of Settings. If you "Cancel" out of any screens, any changes will be discarded. You MUST Exit JOScan and restart the program for the new settings to take effect.

## General Settings



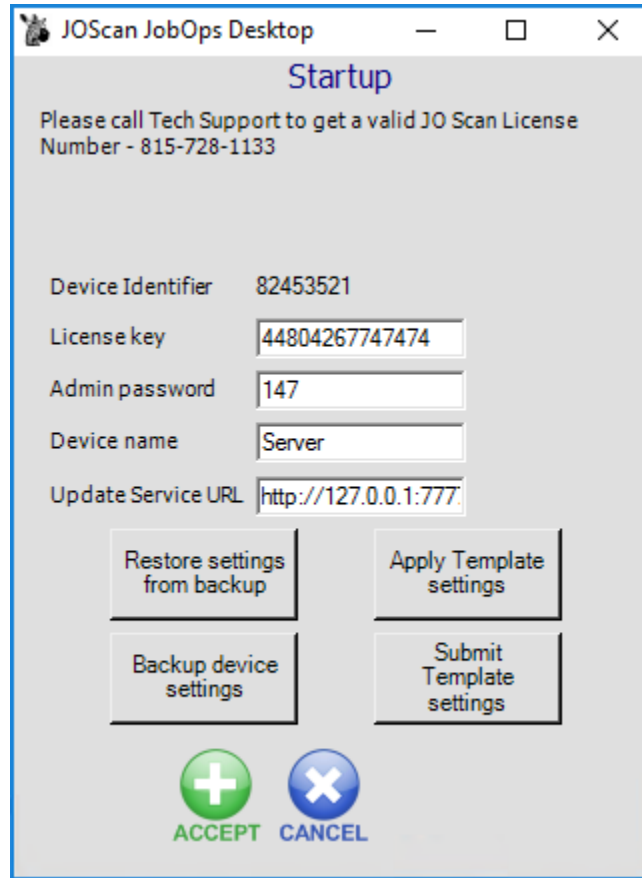
- Admin Password – This password is for entering setup screens or exiting the program. Default is 147.
- Edit Password – Whenever you edit a scanned transaction in JOScan, you will be prompted for an Edit Password. This is where you assign it. Default is 369.
- MAS Version 4.4 – ALWAYS CHECK THIS
- Require exit password – with box checked you will not be able to exit JOScan unless you know the admin password.
- Edit Dates in Time entry – ALWAYS CHECK THIS
- Manual Sync Password – password assigned to the manual sync icon on the main screen. the manual sync icon allows you to force a sync from MAS to JOScan if you are missing data or need to update the database.
- Enable Serial Tracking – enhanced Serial Number Tracking will be enabled if selected. See later in this document what and how this feature works.
- Enable Multi-Bin – ACS Enhanced MB is required. you can turn on MB features by checking this box. (also see sync tables to ensure full functionality)

**Extract**

- Extract time Type – when you extract the Time from Time card it will extract either Actual or adjusted
  - Actual – actual time tracked from review screen
  - Adjusted – the rounded time from review screen after rounding rules are applied
- Extract Type
  - Combined – if you are using the JobOps Data collector select this option
  - Split – if you are using labor import or parts import select this option
- Combined Extract Path – this is where if you have selected Combined for extract type the data file will be extracted to. Includes Time Card, Labor Tracking and Material Issues
- The following 3 Extract paths – if you have selected Split for extract type
  - Labor Extract Path – path to extract Labor to
  - Parts extract Path – path to extract Parts to
  - Time Extract Path – path to extract Time Card to
- MTS Extract Path – Path to where Make to Stock Closings will be extracted to.

### 3 – License Key

Correction to contact info for a license key – 330.645.9959 or [support@scanco.com](mailto:support@scanco.com)



JOScan JobOps Desktop

**Startup**

Please call Tech Support to get a valid JO Scan License Number - 815-728-1133

Device Identifier 82453521

License key 44804267747474

Admin password 147

Device name Server

Update Service URL http://127.0.0.1:777

Restore settings from backup

Apply Template settings

Backup device settings

Submit Template settings

ACCEPT CANCEL

- Device Identifier – If you need to re-register JOScan, you will need to supply this ID to SCANCO
- License Key – Supplied by SCANCO. Key will change depending on registered options.
- Admin Password – This password is for entering setup screens or exiting the program. Default is 147.
- Device Name – This will be the machine name by default. It can be changed depending on how you want transactions labeled in MAS
- Update Service URL – contact Scanco Support for HTTP address and setup instructions – this field is where your client profile will look for auto upgrading your client software automatically

# Auto save/restore settings

## General Info

- Both Desktop and Mobile clients have got ability to store their settings on SQL server\
- Table responsible for saving Settings is “DeviceConfiguration”
- One of ID’s in this table is used for Template settings
- Version of JOScan that supports Auto Save/Restore settings is 2.2.3.3
- Before usage Desktop Client, Mobile Client and IIS files are needed to be installed from 2.2.3.3 folder or above
- IIS files now contain new Service called “UpdateService” and it’s responsible for transporting settings between Clients and SQL server. UpdateService can use same port as SyncService or PushService
- New Auto save/restore settings functionality supports saving settings for each device and Template settings.
- Template settings – settings that were saved from one of devices and can be easily applied for any other device

## Save settings Desktop client

- Make sure that device is installed and registered
- Go to [Settings] → [License Key]
- Make sure that “Update Service URL” field is filled with correct UpdateService URL

JOScan JobOps Desktop

**Startup**

Please call Tech Support to get a valid JO Scan License Number - 815-728-1133

Device Identifier 46879482

License key



Admin password

Device name

Update Service URL

Restore settings from backup      Apply Template settings

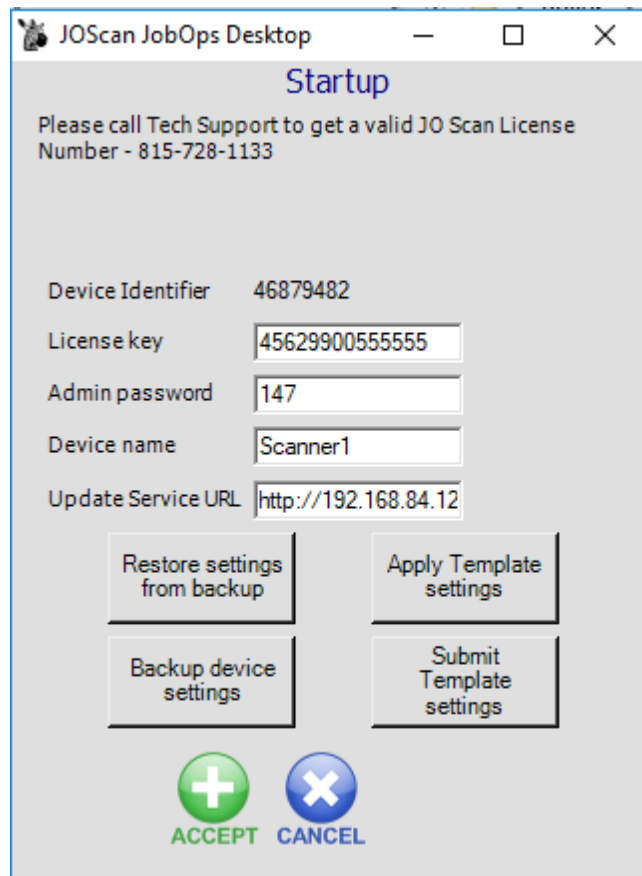
Backup device settings      Submit Template settings

- On a screenshot above “Restore Settings from backup” button → Load settings from SQL server for this particular device and apply them. JOScan is going to be restarted after settings are applied. If no settings were save to SQL server from this Particular Device – default settings (settings that are on device right after it’s just registered first time) will be applied.
- “Back up device settings” → Save all current device settings to SQL server. That settings can be reapplied for this device later by hitting “Restore Settings from backup” button.

## Save Restore Template settings

- Make sure that device is installed and registered
- Go to [Settings] → [License Key]
- Make sure that “Update Service URL” field is filled with correct UpdateService URL



JOScan JobOps Desktop

**Startup**

Please call Tech Support to get a valid JO Scan License Number - 815-728-1133

Device Identifier 46879482

License key 45629900555555

Admin password 147

Device name Scanner1

Update Service URL http://192.168.84.12

Restore settings from backup      Apply Template settings

Backup device settings      Submit Template settings

ACCEPT CANCEL

- 4. “Apply Template settings” button → get settings from SQL server template and apply all that settings to current device. Template settings can be applied on any device. JOScan is going to be restarted after Template settings are applied.
- 5. “Submit Template Settings” → Saves Current device settings into SQL server Template → Can be applied on any other device.

## Mobile Client Auto Save/Restore settings Notes

- • All steps described above are same for mobile client.
- • All described functionality works for Mobile Client and for Direct and Sync mode of Desktop Client
- 3

## Desktop Client Auto Update

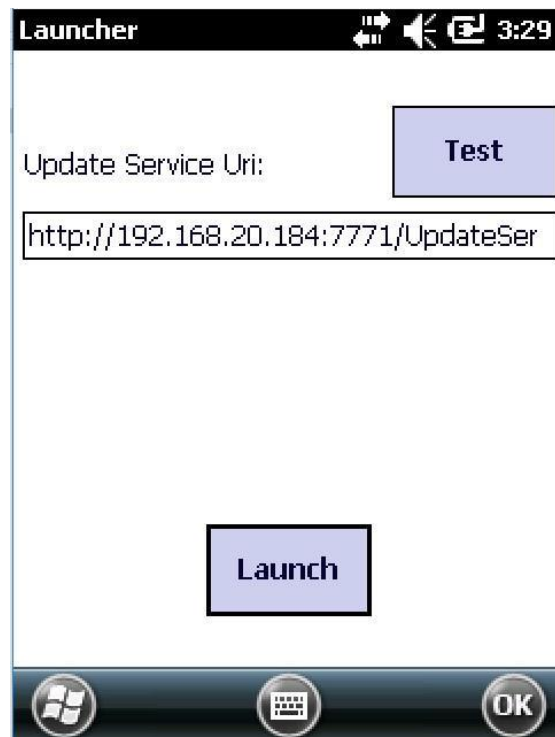
- IIS files now contain new Service called “UpdateService” – please make sure that it’s installed
- Please note that Auto Update is present in 2.2.3.3 version – that Auto Update will work with only above versions
- be sure that IIS configured to use proper MIME type for msi files: [\*.\*msi → application/octet-stream]

### Update process

- Place new version of “VBScan.msi” and “Content.xml” files into IIS folder instead of old files: C:\inetpub\joscan\Updates\desktop\
- Start JOScan Application ☞ PopUp Window will suggest you to update client.
- Hit “Ok” to start update ☞ .msi installer will start
- When .msi installer is started close JOScan application
- Go through .msi install process to update Client
- In the end of update System may ask you to reboot machine

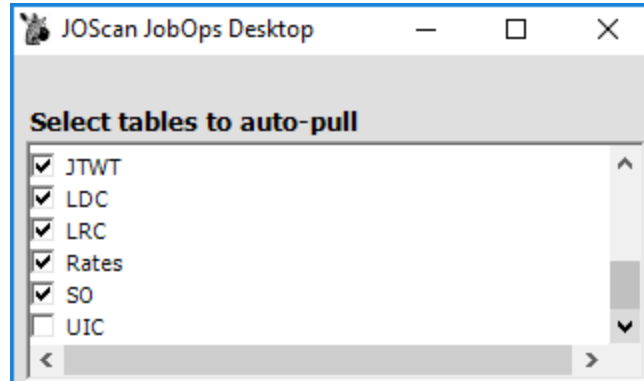
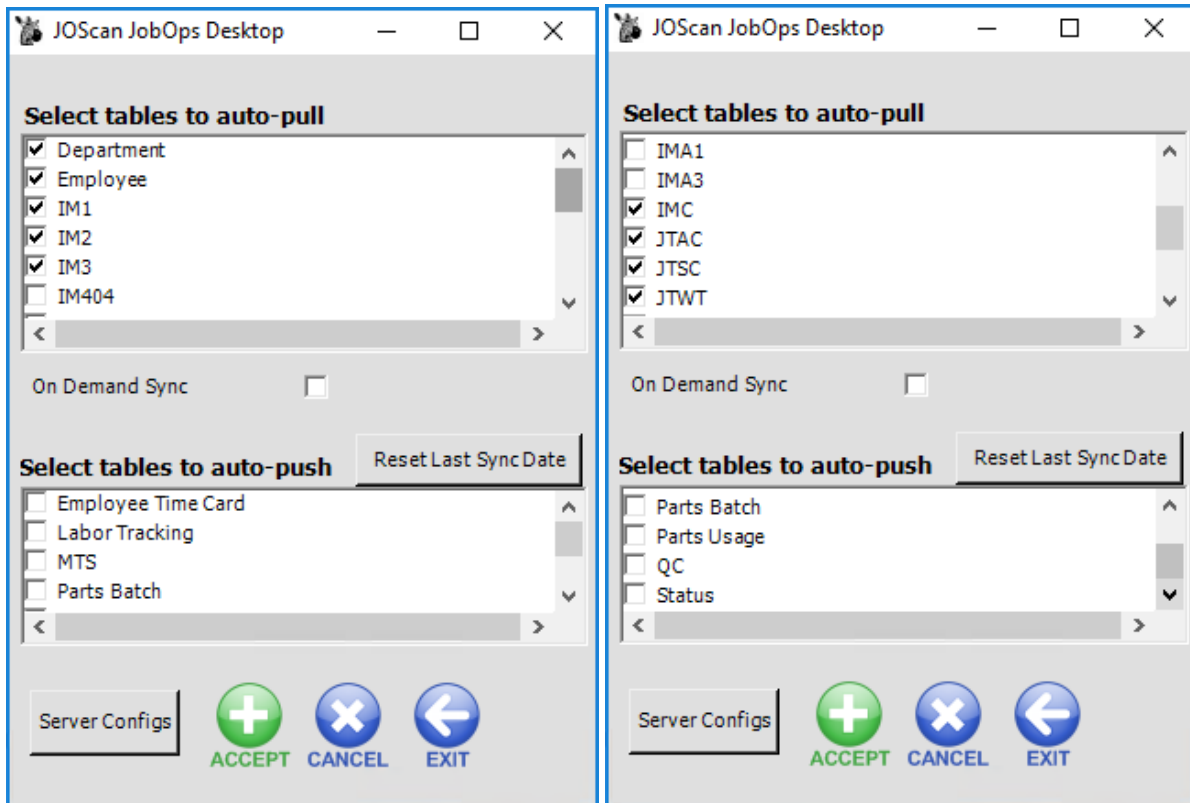
## Mobile Client Auto Update

- Place new version of “MobileClient.cab” and “Content.xml” files into IIS folder instead of old files: C:\inetpub\joscan\Updates\mobile\
- On Mobile Device ☞ Start Launcher ☞ Make sure right Url to Update Service is configured
- If Right Url is configured – after Launcher is started it’ll automatically find new version and ask if you want to update ☞ Click Yes to start Update
- After update is finished JOScan Mobile will be started





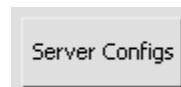
## Auto-Sync Tables Config



- Select tables to auto-pull – Check all boxes that you want this installation to automatically pull from MAS. This will sync the checked tables so that JOScan will validate the fields during scanning with or without network/internet connectivity.
  - IM1, IM2, IM3, IMC, Department - JO Department, Employee - JO Employee, JTAC - JO Activity Code, JTSC - JO Status Code, JWT - JO JT\_WorkTicket, SO - SO\_SalesOrderDetail.
  - IMA1, IMA3 and IM404 would need to be checked if you are using ACS Multi-Bin
  - By default, all boxes are checked except UIC. This is checked only when under issue prompt is enables in Material Settings.
  - Time interval to pull data is set in "General Setting" – Pull Sleep Time.

- Select tables to auto-push – Check all boxes that you want this installation to automatically push into SQL to go into MAS. This will sync the checked tables so that JOScan will only send the data in the fields you scanned.
  - By default , no tables are selected to automatically send data back to MAS.
  - If you want any scanned tables to send back to MAS automatically then check only the ones you want to send.
  - Time interval to send back is set in "General Setting" – Push Sleep Time.
- Reset Last Sync Date – ADMIN use only.
- On Demand Sync – check this box if you want to have JOScan prompt you for specific Work Tickets. Instead of syncing the whole WT database it will prompt you to load them manually. This would be used if you have a limited bandwidth for Data to sync.

## Server Configs

A screenshot of a Windows-style dialog box titled "JOScan JobOps Desktop" with a blue header bar. The main title is "Server Review Setup". The dialog is divided into two sections: "Auto Sync" and "Auto Process".  
Under "Auto Sync":

- Interval Type: A dropdown menu showing "Hour".
- Interval Option: An empty text input field.
- Time Between Syncs: A text input field containing the number "5".

  
Under "Auto Process":

- Auto Process: An unchecked checkbox.
- Auto Process Interval: A dropdown menu showing "Hour".
- Auto Process Option: An empty text input field.
- Time Dilution: A dropdown menu showing "None".
- Decimal Precision: A text input field containing the number "3".
- Enable Multi-Bin: An unchecked checkbox.
- Default Warehouse: A text input field containing "000".

  
At the bottom of the dialog are three circular buttons: a green button with a white plus sign labeled "ACCEPT", a blue button with a white 'X' labeled "CANCEL", and a blue button with a white left-pointing arrow labeled "EXIT".

## Auto Sync

This is the section that controls the frequency of the mirror FROM Sage to WOScan SQL

Auto Sync	
Interval Type	Hour
Interval Option	
Time Between Syncs	5

### Interval type

- Hour – SQL will mirror every hour on the hour FROM Sage to SQL (12PM, 1PM, 2PM, etc)
- Time – if you pick time SQL will mirror FROM Sage to SQL every XX minutes. Example if you want every 15 minutes you pick time and in Interval Options field you enter “15”.
- Specific – you enter a Specific time of day and it will sync only twice at that specific time. Formatted in HH:MM.

### Interval Option

- If Interval type is Time – this is the number of minutes between syncs it will run. Example if you want every 15 minutes put 15 minutes here.
- If Interval type is Specific – enter that specific time you want it to sync 2 times a day. Formatted in HH:MM.

## Auto Process

If you want to turn on the ability for WOScan to verify and Process any records in Review screen this is where you turn it on. (Prerequisite – check the boxes of transactions you want to send in the previous screen)

This is the section that controls the frequency of the Work Order Review screen where it Verity's and Processes it automatically.

Auto Process	
Auto Process	<input type="checkbox"/>
Auto Process Interval	Hour
Auto Process Option	
Time Dilution	None
Decimal Precision	3
Enable Multi-Bin	<input type="checkbox"/>
Default Warehouse	000

Auto Process – check this box to turn it on

Auto Process Interval

- Hour – SQL will mirror every hour on the hour FROM Sage to SQL (12PM, 1PM, 2PM, etc)
- Time – if you pick time SQL will mirror FROM Sage to SQL every XX minutes. Example if you want every 15 minutes you pick time and in Interval Options field you enter “15”.
- Specific – you enter a Specific time of day and it will sync only twice at that specific time. Formatted in HH:MM.

#### Auto Process Interval

- If Interval type is Time – this is the number of minutes between syncs it will run. Example if you want every 15 minutes put 15 minutes here.
- If Interval type is Specific – enter that specific time you want it to sync 2 times a day. Formatted in HH:MM.

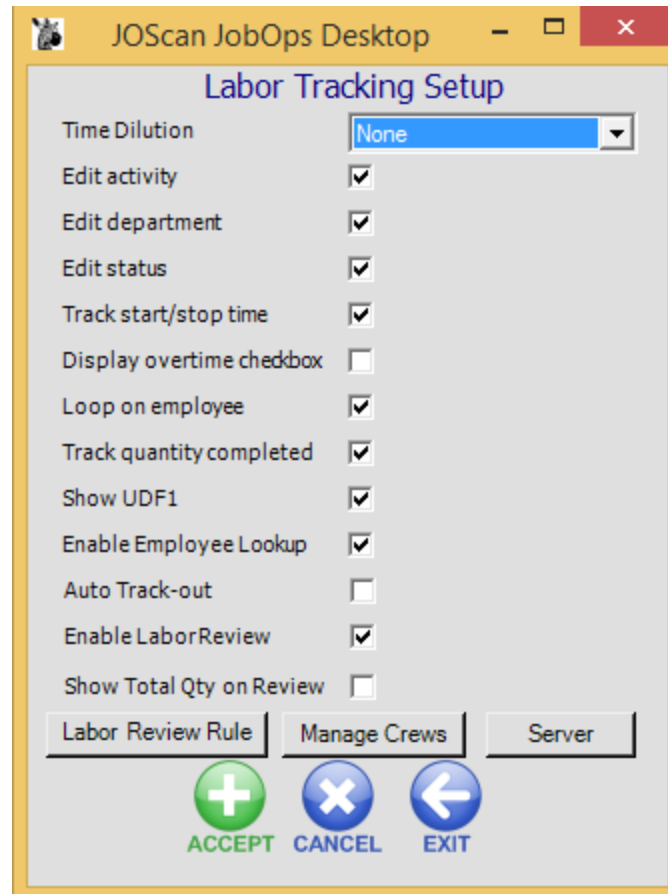
Time dilution – not used

Decimal precision – not used

Enable Multi-Bin – not used

Default Warehouse – not used

## Labor Tracking Settings



- Time Dilution
  - a. None – selecting this option no dilution will be performed. If a user tracks into 3 Work Ticket's for one hour you will get 1 hour on all 3 Work Ticket's.
  - b. Split - selecting this option, time will be diluted evenly across Multiple Work Tickets you put in the batch. (you enter the same batch numbers on all WT's you want labor diluted over) You can track into as many as you want and the total time tracked will evenly distribute across them all. How it dilutes is it takes the first start time of any tack in and that is your start time for all WT's, then it takes last stop time and that is the last time for all WT's. it takes that total time and divides it by the number of WT's in that batch. this option you have to track out of each WT individually if you want to change status or qty or anything.
  - c. Batch – Selecting this option you will track into Multiple Work Ticket's at once. (you enter the same batch numbers on all WT's you want labor diluted over) you can have as many WT's in a batch as you want. How it dilutes is it takes the first start time of any tack in and that is your start time for all WT's, then it takes last stop time and that is the last time for all WT's. During track out you HAVE TO enter a qty completed. How it dilutes is it adds up the completed qty on all WT's. it then takes that total time from the first start and last stop time and divides it by the total qty completed for all WT's in that

batch to get the ratio then multiplies that time back to each WT's by the Qty Completed on each WT.

- d. Split Auto Out- selecting this option, time will be diluted evenly across Multiple Work Tickets you put in the batch. (you enter the same batch numbers on all WT's you want labor diluted over) You can track into as many as you want and the total time tracked will evenly distribute across them all. How it dilutes is it takes the first start time of any tack in and that is your start time for all WT's, then it takes last stop time and that is the last time for all WT's. it takes that total time and divides it by the number of WT's in that batch. this option you only have to track out of one WT and it will track you out of all of them automatically. You cannot change status or qty.
- Edit Activity – Check this box if you want to be able to edit/change the Activity Code during Labor Tracking
  - Edit Department – Check this box if you want to be able to edit/change the employees department during Labor Tracking
  - Edit Status – Check this box if you want to be able to change the status the step during Labor Tracking
  - Track Start/Stop Times – Check this box if you want to track in and out of Work Tickets in Labor Tracking Entry. If it is not checked, you will enter total time.
  - Display overtime checkbox – If you want the user to be able to override a labor transaction to go to overtime, check this box.
  - Loop on Employee – Check this box and Labor Tracking Entry will loop on the employee number. If it is not checked, it will remember the employee number and loop on the Work Ticket Number
  - Track Quantity Complete - Check this box if you want to track quantities completed in Labor Tracking Entry.
  - Show UDF1 – This will turn on the ability to show the UDI field on each step of a Work Ticket if they are being used.
  - Enable Employee Lookup – with this box check the magnifying glass next to employee number fields are turned on. Uncheck to remove ability to lookup employee numbers.
  - Auto Track out – by checking this you track into one Work Ticket to start working on it. when you are done you track into the next Work Ticket and you will be tracked out of the other one automatically. (you do not need to track out, the system will do it for you.)
  - Enable Labor Review – check this box to turn on the rules for review screens
  - Show total Qty on Review – on labor screen it will total up all Qty completed in that column. It works on filtered options on that screen as well.

## Labor Review Rules

The screenshot shows a dialog box titled "JOScan JobOps Desktop" with a blue title bar and standard window controls (minimize, maximize, close). The dialog has a light gray background and contains the following settings:

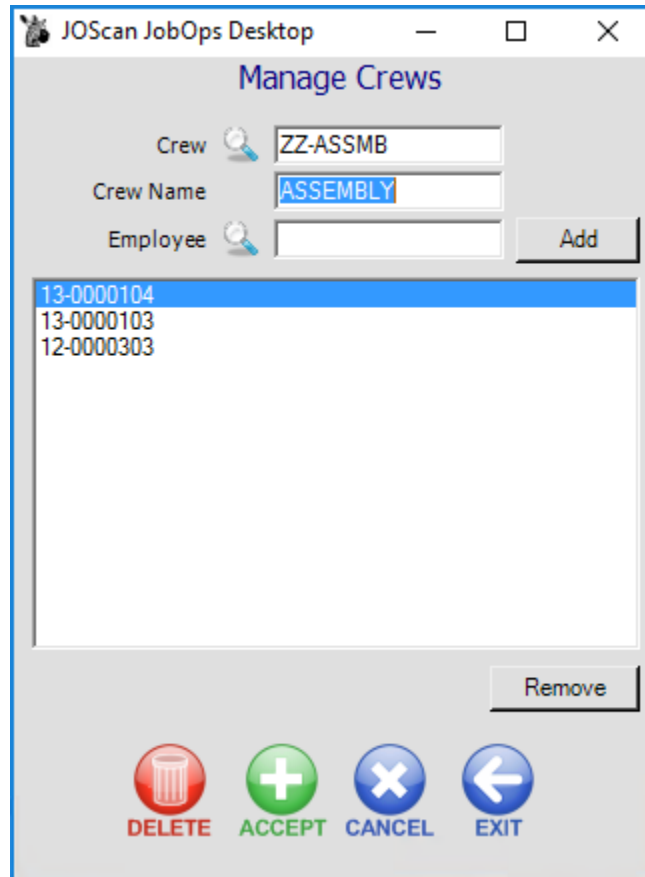
- Overlapping Time:** An unchecked checkbox.
- Track Out Time:** A checked checkbox.
- Time Threshold Value:** A text input field containing the number "2".
- Gap Between Records:** A text input field containing the number "15".

At the bottom of the dialog, there are three circular buttons: a green button with a white plus sign labeled "ACCEPT", a blue button with a white 'X' labeled "CANCEL", and a blue button with a white left-pointing arrow labeled "EXIT".

- Overlapping Time – if a employee is tracked in to more than Work Order and they in and out tracks overlap, the labor record line will turn RED
- Track Out Time – if you have punched in and not punched out of a labor record the line will turn Blue
- Time Threshold Value – if you have tracked in and out of a Work Order and that records time exceeds this value the labor record line will turn Yellow. (Time in hours – example if the value is 2 and you track in longer than 2 hours on any given labor record that line will be Yellow)
- Gap Between Records – if you track out of one Work Order and track into another Work Order and the gap in minutes is great than this value the labor record line will be Orange. (Time in Minutes – example if your value is 15 and you track out of a Work Order at 10:00AM and track into another one at 10:30AM this line will be Orange due to the time between records is greater than 15.)



## Manage Crews



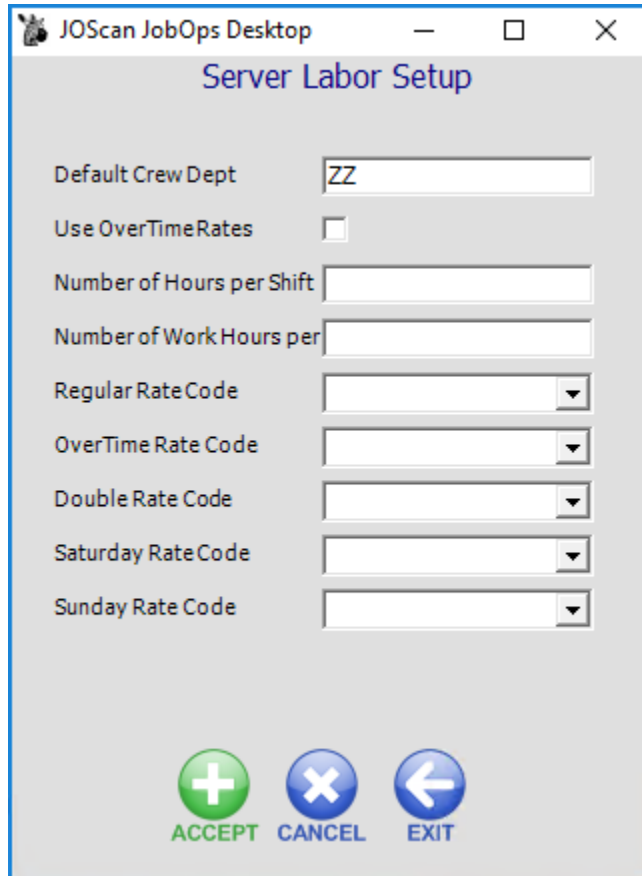
This section allows you to create crews so they can be tracked like employees during labor tracking. All review screens and looks will show the crew, however the crew will explode all the employees in that crew when labor is “processed”.

### To Create a Crew

- Enter the crew name in the CREW field WITHOUT the department (up to 7 char)
- Enter the visible Crew Name
- Then either enter or lookup employees you want in your Crew. Add them as desired
- Repeat for all Crews.



## Server Labor Setup



JOScan JobOps Desktop

### Server Labor Setup

Default Crew Dept

Use OverTimeRates

Number of Hours per Shift

Number of Work Hours per

Regular Rate Code

OverTime Rate Code

Double Rate Code

Saturday Rate Code

Sunday Rate Code

Default Crew Dept – default is ZZ – if you want to change it to anything you can.

EVERYTHING else on this screen please contact Scanco for specific details. This portion requires a SOW to configure to customer needs.

## Parts Usage Settings

The screenshot shows the 'Parts Usage Setup' dialog box with the following settings:

- Display chargeable checkb
- Default chargeable to chec
- Multiple warehouses
- Show qty of zero
- Display production UOM
- Default warehouse
- Filter By Warehouse
- Accept item numbers once
- Loop on item
- Note Bin/Location
- Allow Purchased Items
- Single Step Scan
- Allow Over Issue Rqd Qty
- OverIssuePassword
- Prompt on Under Issue

Buttons: ACCEPT (green +), CANCEL (blue X), EXIT (blue ←)

The second screenshot shows a scrollable section with the following settings:

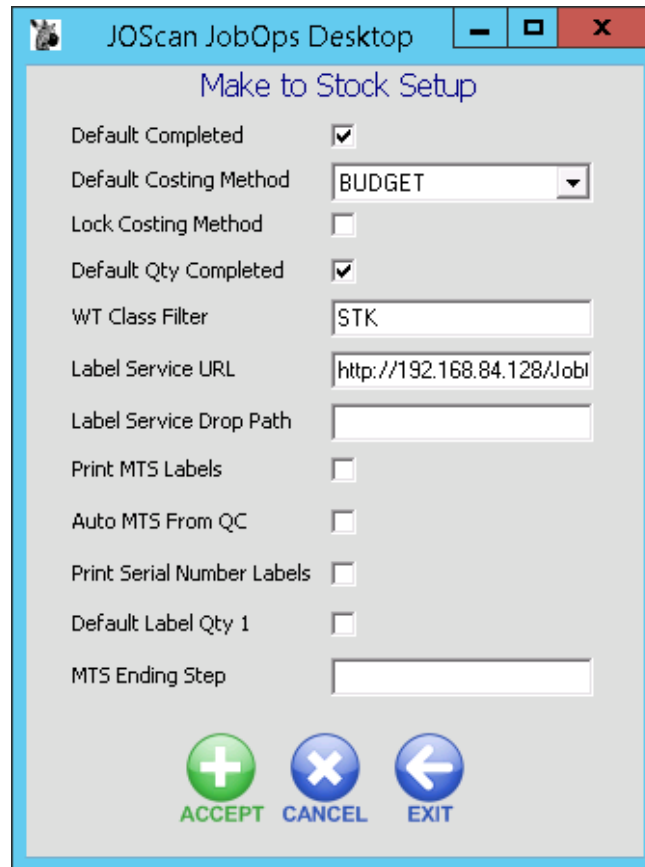
- Hide Auto Issue
- Auto Issue - Zero Quantity
- Auto Issue - Cap Quantity
- Default Auto Issue Qty

Buttons: ACCEPT (green +), CANCEL (blue X), EXIT (blue ←)

- Display Chargeable Checkbox – Check this box if you want your users to be able to make a part chargeable during parts usage.
- Default Chargeable to Checked – If you checked the Display Chargeable Checkbox, this will default all parts chargeable no matter what the Work tickets says they are.
- Multiple Warehouses - Check this box if you have multiple warehouses in MAS. It will allow you to change warehouses during scanning.
- Show Qty of Zero – If this box is checked, you will see any Lot or Serial Lookups that have a Qty of 0 (zero). Unchecked you will not see any lot/serial items with a Qty of zero.

- Display Production UOM – (with additional purchase of Production UOM option) You can replace the standard unit of measure from the Work Ticket with a Production unit of measure created with a UDF in CI\_Item
- Default Warehouse - Allows you to assign a default warehouse for this gun if it does not already have one.
- Filter By Warehouse – if you check this all the lookups will filter material able to issue by the default warehouse selected in previous option.
- Accept item numbers once – Check this box if you do not want your user to scan the same item number more than once on any scan not sent from the gun to JobOps. All material transactions need to stay on the gun to validate.
- Loop On Item – If this box is checked, Material Entry will loop on the Item Number instead of looping on Work Ticket Number.
- Note Bin/Location – this adds ability to scan a bin location during material issue of where you issued the parts from. Data only goes back to SQL not MAS.
- Allow Purchased Items – checking this box enables a check box and cost field in material Issue to allow the purchasing of an item, adding it to the WT and entering a cost if needed.
- Single Step Scan – enable this option to scan just the WT# and the items will automatically be selected in numerical order on each scan. Scan WT# first item comes up. Enter a QTY. scan WT# again and the second item will come up, etc.
- Allow over issue – check this box to prompt a client they are issuing more than the Required Qty. un-checked does not prompt.
- Over issue password – blank does nothing. When you enter a password it will not prompt you are over issuing it will not allow you to over issue unless user knows the password.
- Prompt on Under Issue – checking this box will enable a pop up box during material issues if you are issuing less than required QTY you will have to select a reason code to allow it.
- Hide Auto Issue – check this box to remove icon from Material Issue Screen
- Auto issue – Zero Quantity – if you select this in Auto issue it will issue all parts with a quantity issued = 0 only. Anything already issued will be skipped.
- Auto Issue – Cap Quantity – when auto issuing it will capped qty issued at qty required. (Applicable if you have issued Qty against a part already.)
- Default Auto Issue Qty – check this if you want to auto populate the parent order Qty = issued parent qty

## Make to Stock



**JOScan JobOps Desktop**

**Make to Stock Setup**

Default Completed

Default Costing Method

Lock Costing Method

Default Qty Completed

WT Class Filter

Label Service URL

Label Service Drop Path

Print MTS Labels

Auto MTS From QC

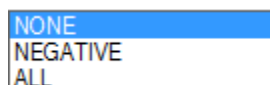
Print Serial Number Labels

Default Label Qty 1

MTS Ending Step

**ACCEPT** **CANCEL** **EXIT**

- Default Completed – if checked the MTS screen will have the “completed” field checked by default. This is if you are closing completed WT more frequently it will be checked by default. It can be over-ridden on screen if not complete.
- Default Costing Method – if partial you can default a partial costing method automatically. It can be over-ridden on screen if desired
- Lock Costing Method – if you pick a partial costing method this feature will lock it so you can’t change it on the entry screen at all.
- Default Qty Completed – defaults Qty to Sales Order/Work Ticket Qty
- WT Class Filter – this will filter out and WTC you want to see in MTS closing. Enter multiples but putting , (comma) between WTC’s with no spaces
- Label Service URL – Enter the path to the web service that will trigger the label being copied to the Label Service Drop Path
- Label Service Drop Path – this is where the TXT file is copied/dropped to for Bartender to print
- Print MTS Labels – turns on label printing option on device

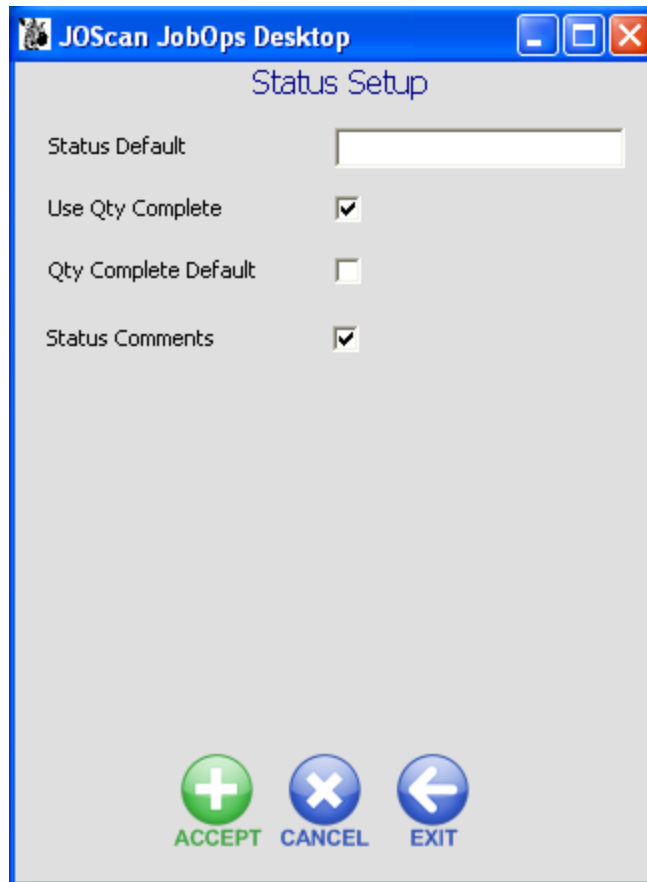


NONE  
NEGATIVE  
ALL

- None – will nto print any labels

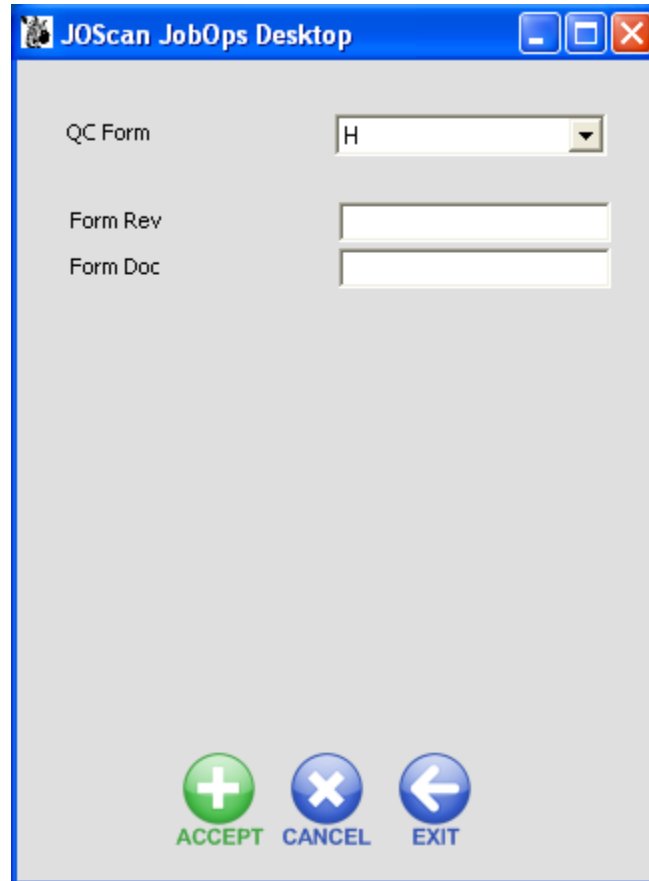
- Negative – currently not available
- All – print labels for all MTS closings
- Auto MTS from QC – during QC transaction screen it will auto generate a completion for the Work Ticket QC'd against and the Qty on that record. (Works only with certain form codes and requires additional setup.)
- Print Serial Number Labels – Works with Enhanced Serial Tracking Option. Prints Certification labels from QC during MTS closings. (Works only with certain form codes and requires additional setup.)
- Default Label Qty 1 – with this box checked it only prints one label no matter the MTS Entry Qty. with it unchecked it prints Qty of the MTS Entry
- MTS Ending Step – if you turn on Auto MTS from WC and you enter a Step number here. when you do a QC transaction on that exact step it will auto create a MTS closing record for that WT/Qty.

## Status Settings



- Status Default – if you enter a status value in this box on every status scan it will populate the value of this default instead of showing what the step currently is.
- Use QTY Complete - Check this box if you want to track Qty Complete during a status change.
- Qty Complete Default – check this box with Use Qty Complete check box to not only track Qty but default the value with the Parent Item Qty by default.
- Status Comment – ability to enter a 60 character comment for status's

## QC Module



The screenshot shows a desktop application window titled "JOScan JobOps Desktop". The window has a blue title bar with standard Windows window controls (minimize, maximize, close). The main area is light gray and contains three input fields on the left side:

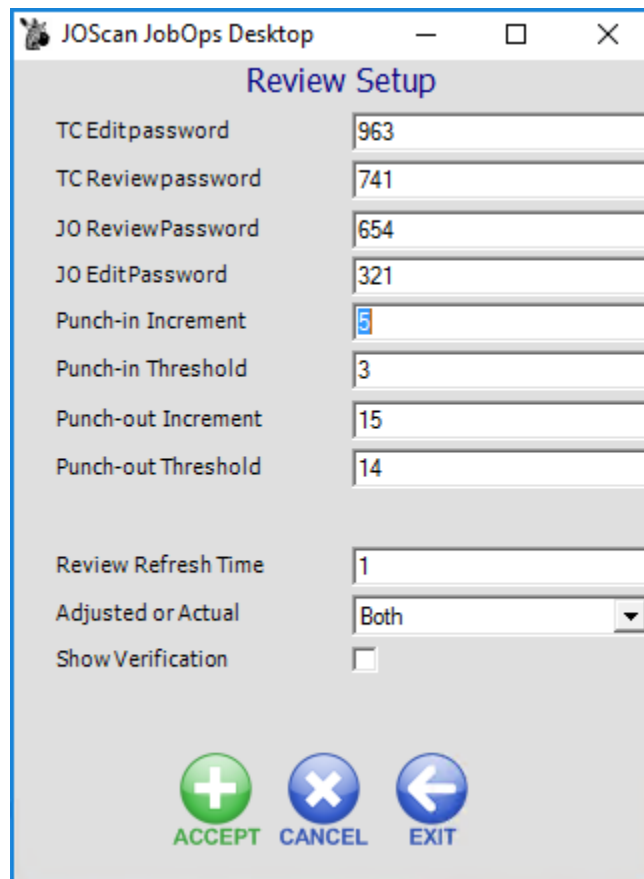
- "QC Form" with a dropdown menu currently showing "H".
- "Form Rev" with an empty text input field.
- "Form Doc" with an empty text input field.

At the bottom of the window, there are three circular buttons:

- A green button with a white plus sign labeled "ACCEPT".
- A blue button with a white 'X' labeled "CANCEL".
- A blue button with a white left-pointing arrow labeled "EXIT".

- QC Form - the default form code is B – the other form codes are for specialized processes. If any form meets your standard you can use it. if you desire a custom form, please call SCANCO for a quote.
- QC Field Name – UDF field you can change name to on Form Code B Only – commonly used as Comment
- Form Code Rev and Doc values are if you need these values for ISO or specific certification requirements.

## Review



JOScan JobOps Desktop

### Review Setup

TC Editpassword	963
TC Reviewpassword	741
JO ReviewPassword	654
JO EditPassword	321
Punch-in Increment	5
Punch-in Threshold	3
Punch-out Increment	15
Punch-out Threshold	14
Review Refresh Time	1
Adjusted or Actual	Both
Show Verification	<input type="checkbox"/>

ACCEPT CANCEL EXIT

- TC Review Password – password needed to get into Time Card Review Screen (available with purchase of Employee Schedule Module)
- TC Edit Password - this password is for editing the schedule tab for the Employee Schedule Module screen. (available with purchase of Employee Schedule Module)
- JO Review Password – password needed to get into Work Order Review Screen
- JO Edit Password – once in the Work Order Review screen if you want to edit the values this is the password.
- Punch-in Increment – For employee Schedule Rounding Rule – the increment of time the system will round up for during a punch-in track.
- Punch-in Threshold – For employee Schedule Rounding Rule – the amount of time to go by before the rounding will round up.
- Review fresh time – in minutes how often you want Shop Floor Monitor Screen or Work Order Review Screen to refresh its data
- Punch-out Increment – For employee Schedule Rounding Rule – the increment of time the system will round down for during a punch-out track.
- Punch-out Threshold – For employee Schedule Rounding Rule – the amount of time to go by before the rounding will round down



- Review Refresh Time – Shop Floor Monitor screen – this is the amount of time it will refresh automatically to update data on that screen
- Adjusted or Actual – in time Card Review – this will limit the columns of the Times you track in time Card. The choice you pick is what you CAN edit.
  - Adjusted – you can edit only the rounded column
  - Actual – you can edit only the actual column
  - Both
- Show Verification – when you check this it adds a second verification check box in Review Screen for a second level of processing.

## Time Card Review – Employee Schedule Setups

Review

File

Employee Time Card Schedule

Record Count: 21

	Employee Number	Last Name	First Name	Group	Shift	Start Shift	Start Lunch	End Lunch	End Shift
	11-0000100	Worker	Joe	Alpha	1	06:00	10:00	10:30	14:30
	11-0000101	SHAW	ARTHUR N	Bravo	2	14:00	18:00	18:30	22:20
	11-0000200	JENKINS	ALLEN R	Charlie	3	22:00	02:00	02:30	06:30
	11-0000204	DANIELSON	SARAH			06:00	10:00	10:30	14:30
	11-0000205	TRANH	KIM			08:00			17:00
▶	12-0000101	WILSON	SUSAN						
	12-0000201	KELLY	SHERI J						
	12-0000301	LARSON	TODD						
	12-0000302	JACKSON	THERESA						
	12-0000303	FRANK	UNSET						

Process Tab Reload Data Save Changes

Review

File

Employee Time Card Schedule

Record Count: 21

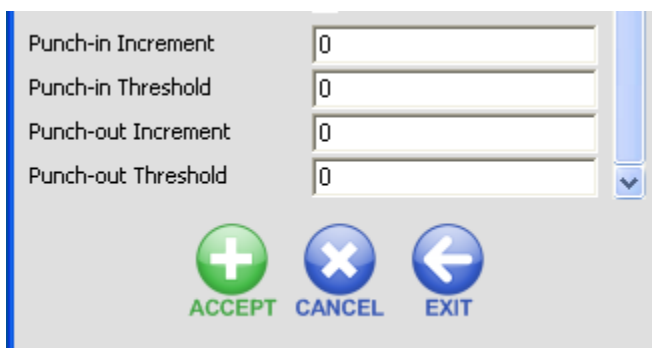
	Start Lunch	End Lunch	End Shift	M	T	W	T	F	S	S	Type	Rate Code	Exempt Status
	00	10:30	14:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Auto Lunch Punch		
	00	18:30	22:20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Punch Empl		
	00	02:30	06:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Punch Empl w/ Auto Lunch Punch		
	00	10:30	14:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Auto Punch		
			17:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor		
▶				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Process Tab Reload Data Save Changes

- Employee number, Last Name and First Name all come from MAS – either JobOps Employees or Payroll Employee Maintenance.
- Group – this is an open field for you to enter a group name. On the review dashboard these groups will be available for additional filtering.
- Shift – what shift employee is scheduled to work. This is for informational or filtering needs.
- Start Shift – The time employee is scheduled to start

- Start Lunch – “not mandatory” however you can enter a lunch time for informational purposes for reference or you can enter this for auto lunch punch employees. The time between start lunch and end lunch will be deducted from their payroll time.
- End lunch – “not mandatory” See Start Lunch for details
- End Shift – The time the employee is schedule to end work.
- M, T, W, T, F, S, S – are the days of the week the employee will work were you want the rounding rules to round their start and stop times. (PLEASE NOTE: employee start time will round to scheduled start time no matter the rounding rule. Any track in after that will assume rounding rule. )
- Type- what type of punch employee you want to set them up as.
  - Auto Lunch Punch – if an employee is punched in over the scheduled lunch time we will auto lunch punch him out for that time and they do not need to punch out. (rounding Rules Apply with this selection)
  - Punch Employee – they need to track in and out for lunch. (rounding Rules Apply with this selection)
  - Punch Empl w/Auto Lunch Punch – you tell the employee they need to punch in and out for lunch but you will auto lunch punch them anyway. (rounding Rules Apply with this selection)
  - Contractor – no rounding rules and no lunch punches – you get what you punch
  - Auto Punch – if you r person is salary and you don’t want them to punch in and out. You can enter them in as an Auto punch and you can auto punch their scheduled times automatically.
- Rate code – you can assign or over-ride a rate code for an employee – informational only
- Exempt Status – you can assign an exempt status to an employee – informational only
  
- Reload Data – if you make any edits on the screen and you want to reset your changes to the last save – click reload and it will reset everything back to last save point.
- Save Changes – saves any changes made in this screen.

To setup rounding rules for schedule it is by device – Go to settings – Review – you need to setup every terminal for the round rules you want. They can be different by terminal or the same throughout your facility.



Punch-in Increment	0
Punch-in Threshold	0
Punch-out Increment	0
Punch-out Threshold	0

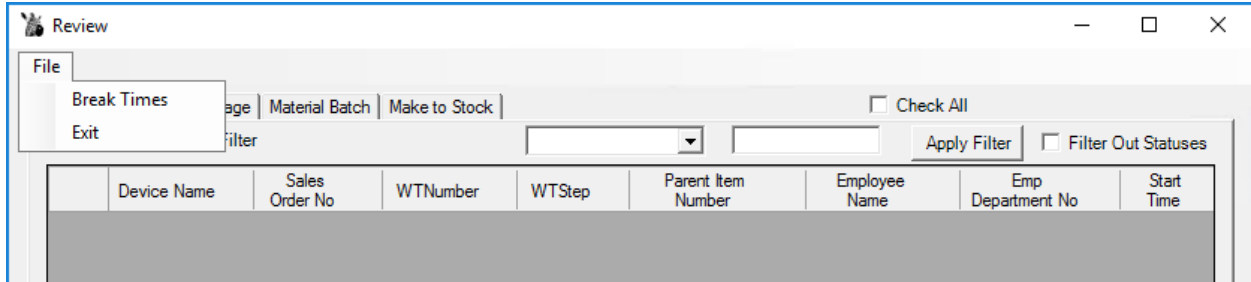
+ X ←  
ACCEPT CANCEL EXIT

(Below are available with purchase of Employee Schedule Module) - setting apply to only if employee Type is "Auto Lunch Punch", "Punch Employee" or "Punch Employee w/Auto Lunch Punch"

- Punch-In Increment – Punch in Increment is the increment of time where a round punch will round to
- Punch-In Threshold – Punch in threshold is the increment of time where a round punch will start to round to the punch in increment.  
(Example: 10 minute Increment and a 6 minute Threshold – at 6 minutes up to 10 minutes the employee punch in time will round to the next 10 minute increment.)
- Punch-out Increment – Punch out Increment is the increment of time where a round punch will round to
- Punch-out Threshold – Punch out threshold is the increment of time where a round punch will start to round to the punch in increment.
- (Example: 15 minute Increment and a 14 minute Threshold – at 14 minutes up to 15 minutes the employee punch in time will round to the proceeding 15 minute increment.)

## Additional Setup Options

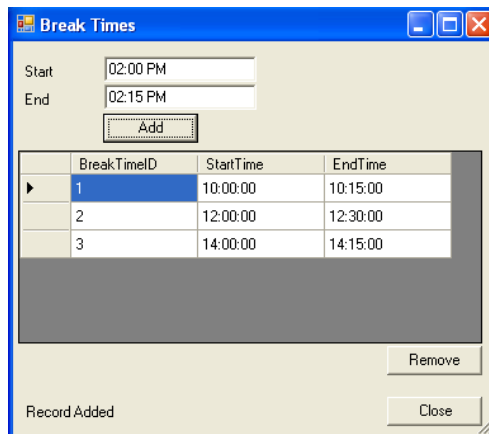
### Auto Lunch or Break punches for Labor Tracking



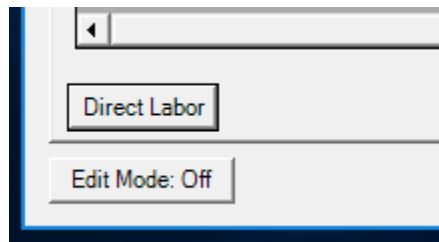
Open up WorkTicket Review – Click on File – Break times

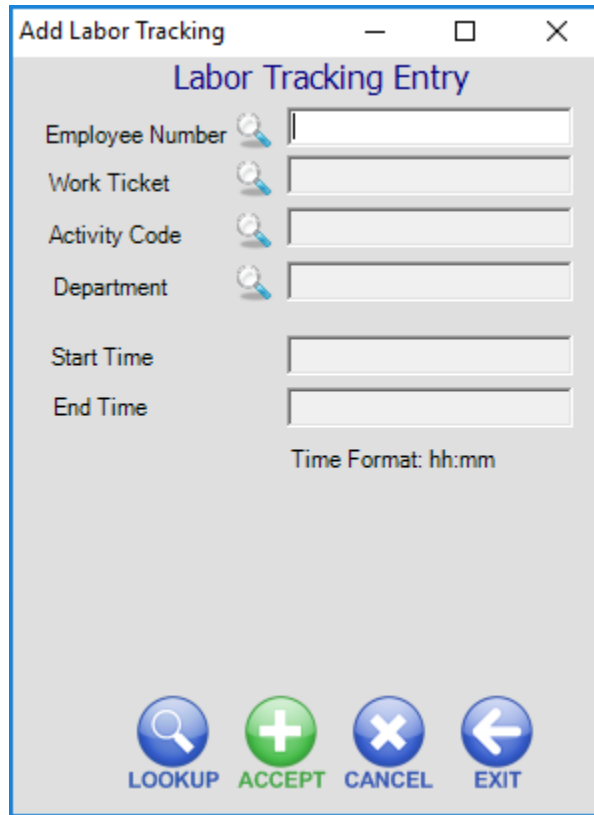
In this screen you can enter any Breaks or Lunch times you want auto deducted from the Labor record.

Example from below: if you track in at 8:00AM and track out at 5:00PM you will have all three deducted from the total labor track. NOTE – you have to be tracked OVER that time for it to deduct. If you track in at 8AM and Track out at 10:05 it WILL NOT deduct.



### Direct Labor





Add Labor Tracking

### Labor Tracking Entry

Employee Number

Work Ticket

Activity Code

Department

Start Time

End Time

Time Format: hh:mm

LOOKUP ACCEPT CANCEL EXIT

If you want to enter a direct labor entry without employee having to track in and out you can enter it here.

## Time Card Review – Live Dashboard Settings

Review

File

Employee Time Card | Schedule

Record Count: 3    Group: [ ]     Rounded Time     Actual Time     All Time

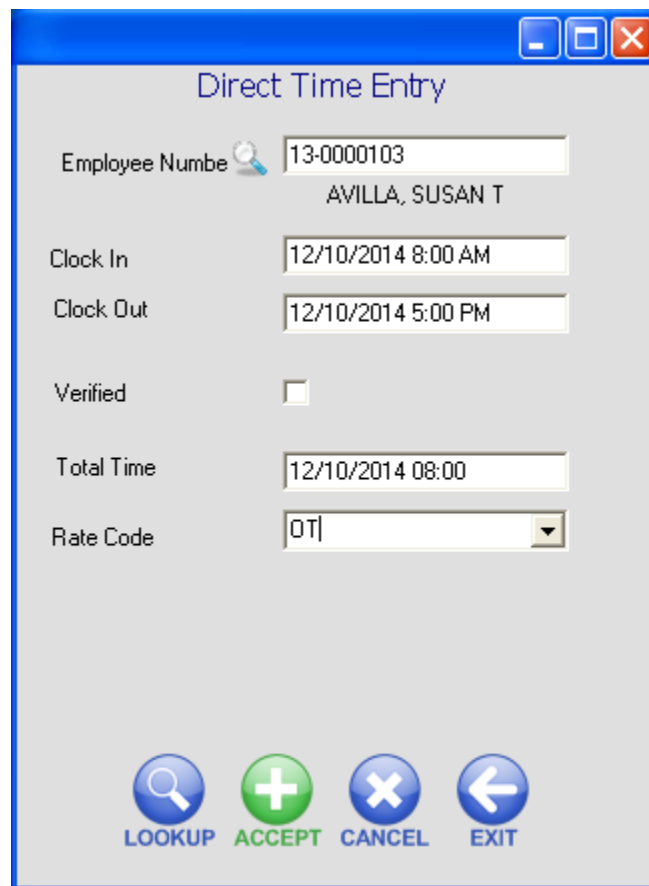
	Employee Name	Group	Work Date	Clock In (A)	Clock In (R)	Clock Out (A)	Clock Out (R)	Is Verified	Rate Code	EntryType
▶	Worker, Joe		12/10/2014	23:22	23:20			<input type="checkbox"/>	▼	T
	SHAW, ARTHUR N		12/10/2014	23:22	23:20			<input type="checkbox"/>	▼	T
	JENKINS, ALLEN R		12/10/2014	23:22	23:20			<input type="checkbox"/>	▼	T

Direct Time Entry    Auto Punch


Process Tab    Reload Data    Save Changes

- Group – click Drop Box to the right of this title and pick the group you want to filter this screen with. Comes from Employee Schedule Tab
- Rounded Time – only shows you rounded times that rounding rules have been applied to if configured
- Actual Time – actual time Employee punches in at
- All Time – shows both Actual and Rounded Times in the grids
- Process Tab – will process all “Is Verified” labor records to SQL and removes them from the review screen
- Reload Data – if you make any edits on the screen and you want to reset your changes to the last save – click reload and it will reset everything back to last save point.
- Save Changes – saves any changes made in this screen.

Direct Time Entry



Direct Time Entry

Employee Number  13-0000103  
AVILLA, SUSAN T

Clock In 12/10/2014 8:00 AM

Clock Out 12/10/2014 5:00 PM

Verified

Total Time 12/10/2014 08:00

Rate Code OT

LOOKUP ACCEPT CANCEL EXIT

- Employee Number – enter or scan employee you want to enter a direct time punch for.
- Clock in & Clock Out
  - if you want to enter a start and stop time for direct time enter it in these 2 fields.  
PLEASE NOTE – formatting of fields
- Verified – in order to process labor for payperiod you have to verify your time. you can do it in advance by checking it here or do it in the Time card Review screen as well.
- Total Time
  - if you want to enter a total time increment for direct time enter it here. PLEASE NOTE – formatting of fields
- Rate Code - you can assign or over-ride a rate code for an employee – informational only

## Auto Punch





The image shows a software dialog box titled "Auto Punch". It features two date input fields, both containing "12/10/2014". Below these fields are two buttons labeled "Punch" and "Cancel".

- Auto punch will auto punch all employee in the schedule tab set to auto punch the exact scheduled times for the date range you enter here.
- Designed for people that don't punch in and out you can auto enter their daily punch times in automatically.