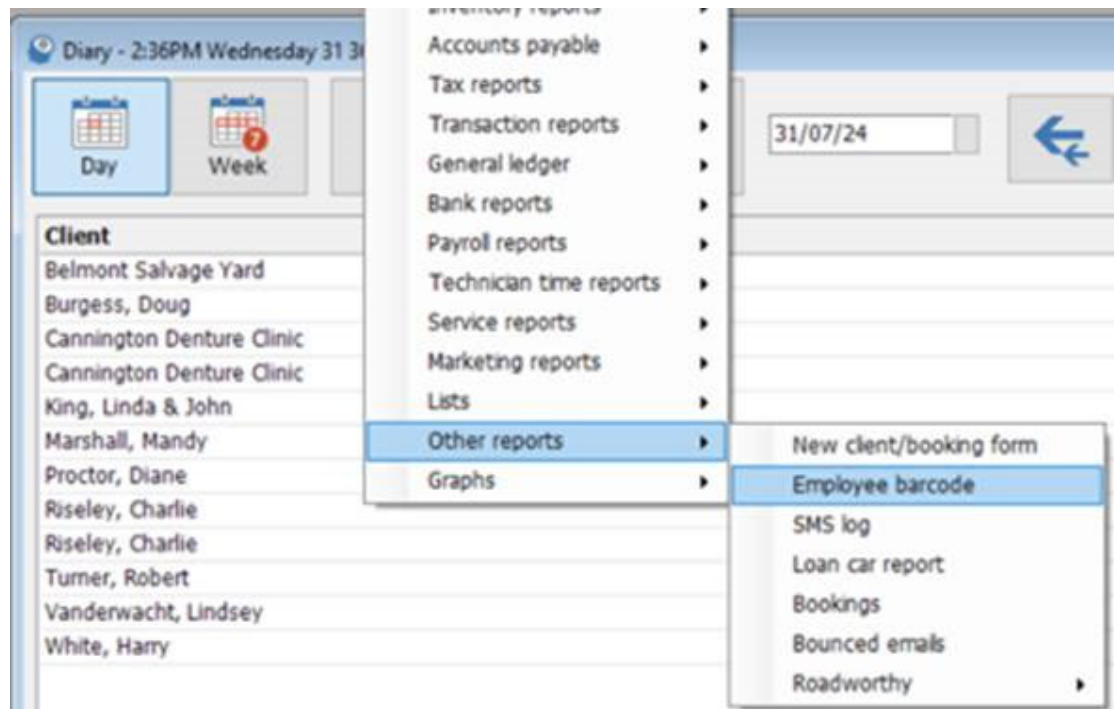


## Time Tracking

**Overview:** This function allows the operator to track the actual time worked by each technician on individual jobs. The technician can log on from both the labour allocation screen or directly from the job card, Automation provides the user with a barcode option, requiring the technician to scan a unique printed barcode from the technicians list and job card. The clocked time is displayed in the labour allocation table on job close when time tracking is used.

**Time Tracking, Logging On And Off.** An employee record must be created for a technician to log on / off of jobs, If a barcodes are the preferred method of identifying a technician you must print these from the report provided – Select reports / Other Reports / Technician Barcodes.

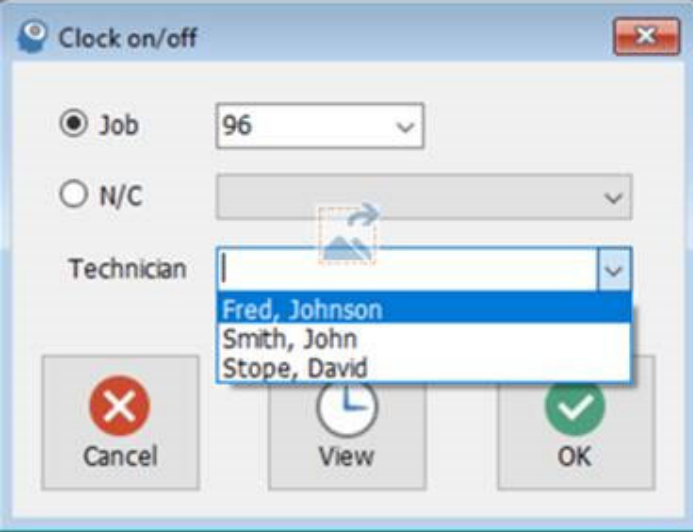
A unique barcode will be printed for each employee, it is suggested that you cut out and laminate the code



To log onto a job, select either the F11 key or click on activities, point and click on the clock on / off job function from the menu list. It is possible to log a technician on and off a job from anywhere within the program. Simply press the F11 key or Activities / Clock on / off function. Using this function from forms other than the job card will require you to enter the job number via the keyboard or scanning the job barcode

The select or scan technician form allows technicians to log on / off of selected jobs, two fields are displayed, job number and technician. If you are using barcodes point at the barcode on the bottom of the job card and scan, the job number is recorded, next scan the technician's bar code a message is displayed showing the date and time the technician logged on or off a job complete the process by clicking OK. If you are not using a scanner type the job number into the Job # field, tab to the technician selection and click on the button to the right, the technicians list is now in view, highlight the technician you wish to log on / off and select OK (F12).

## Time Tracking

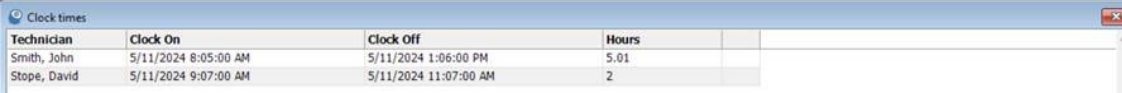


The 'Clock on/off' dialog box is shown. It has a title bar with a close button. Inside, there are three radio buttons: 'Job' (selected), 'N/C', and 'Technician'. The 'Job' radio button is selected, and its value is '96'. The 'N/C' radio button is unselected. The 'Technician' radio button is unselected, and its dropdown menu is open, showing a list of names: 'Fred, Johnson', 'Smith, John', and 'Stope, David'. At the bottom, there are three buttons: 'Cancel' (with a red X icon), 'View' (with a clock icon), and 'OK' (with a green checkmark icon).

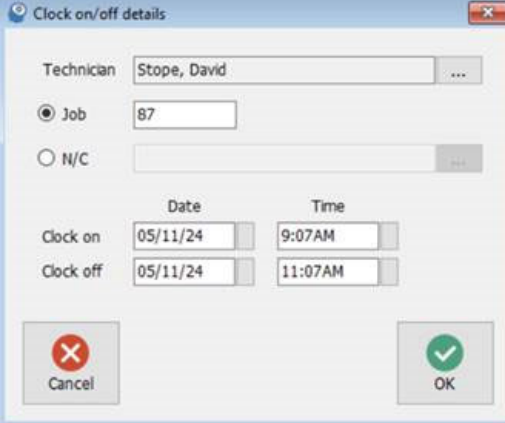
When clocking On / Off of jobs a message is displayed informing the user who has clocked onto or off of a job and at what time. If you are using a barcode scanner, scan the code and select enter, there is no need to open the technicians list.

**Note:** It is not possible for a technician to be logged onto two jobs, if you try to log a technician onto a job twice a prompt will request that you log off from the original job.

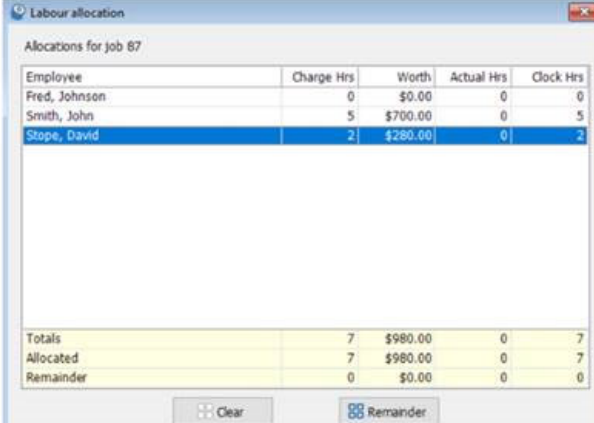
**Time Tracking / Viewing & Editing:** To view, edit or delete time tracking, select F11 or Activities / Log on / off job function. Enter the job number point and click on view, the clock times are displayed, if you wish to delete an entry highlight the line and select the delete function from the bottom of the screen. To edit an entry point and double click on the line or highlight the record and select edit (F2) from the bottom menu bar.



Technician	Clock On	Clock Off	Hours
Smith, John	5/11/2024 8:05:00 AM	5/11/2024 1:06:00 PM	5.01
Stope, David	5/11/2024 9:07:00 AM	5/11/2024 11:07:00 AM	2



The 'Clock on/off details' dialog box is shown. It has a title bar with a close button. Inside, there are three radio buttons: 'Job' (selected), 'N/C', and 'Technician'. The 'Job' radio button is selected, and its value is '87'. The 'N/C' radio button is unselected. The 'Technician' radio button is unselected, and its dropdown menu is open, showing a list of names: 'Fred, Johnson', 'Smith, John', and 'Stope, David'. At the bottom, there are three buttons: 'Cancel' (with a red X icon), 'View' (with a clock icon), and 'OK' (with a green checkmark icon).



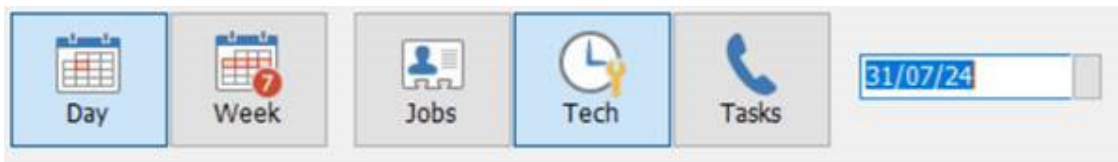
Employee	Charge Hrs	Worth	Actual Hrs	Clock Hrs
Fred, Johnson	0	\$0.00	0	0
Smith, John	5	\$700.00	0	5
Stope, David	2	\$280.00	0	2
Totals	7	\$980.00	0	7
Allocated	7	\$980.00	0	7
Remainder	0	\$0.00	0	0

## Time Tracking

**Time Tracking, Labour Allocations:** The clocked hours by technician are displayed in the labour allocation screen. If you wish to edit the actual hours point and click on the value and overtyp

Click on the button to the right of the fields to change the data displayed. It is also possible to allocate labour to alternate technicians by selecting the button to the right of the Technician field, highlighting the replacement technician and selecting OK (F12) from the bottom of the technicians list. To save changes made to the clock on / off details select OK (F12) on close

**Clocked Time View:** Automation also displays clocked labour allocations by technician on the Allocated / Clocked time screen, to access this function select the time clock icon from the top left-hand corner of the diary screen



Select the fourth icon to the right to display the Allocated / Clocked time screen. On the lower grid the following is displayed

Technician	6am	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	Total	
Donald Burrows																9.75	
Des Sanders																4.5	
Norm Smith																4.75	
Kelly Harrison																	
Robert Oman																5.5	
John Denny																	
Sean Howard																9.75	
Scott Perry																9.75	
Ross Hare																5.5	
Job	NC	2546	2558	2566	2568												Total
Clocked time	4.5	4.75	9.75	20.75	9.75												49.5

The top grid provides the user with a graphical and statistical representation of clocked time allocated to each technician for the day. Each job has a unique colour code, the job numbers and allocated total time is displayed in the lower grid. If a technician has clocked on / off multiple jobs during the day each job is represented by a colour coded bar to the right of his name in the time column.

**Clocked Time View, Accessing Job Details:** To view job details point and double click on the job number displayed in the lower grid, this action opens the booking form, from this display it is possible to view the job by selecting the job card button located on the bottom left-hand side of the display.

## Time Tracking

**Clocked Log On, Viewing:** It is possible to view the last log on time and job number by technician from the labour allocation screen. To display this data, select the Labour allocation icon from the top of the diary screen. Details of the last log on (the job a technician is currently assigned to) is recorded at the bottom of the labour allocation screen.

Technician	Scott - k Kittel	Peter Maltby	Daniel - D's Seen	Mick - M	Andrew - a Brook	Hans Hauth	Total
Available hours	8	8	4	7.6	8	0	35.6
Allocated hours	0	0	0	0	0	0	0
Remaining hours	8	8	4	7.6	8	0	35.6
Last clock on/off		On job#11987 at 6:20am		On job#11960 at 6:22am		On job#11987 at 6:20am	

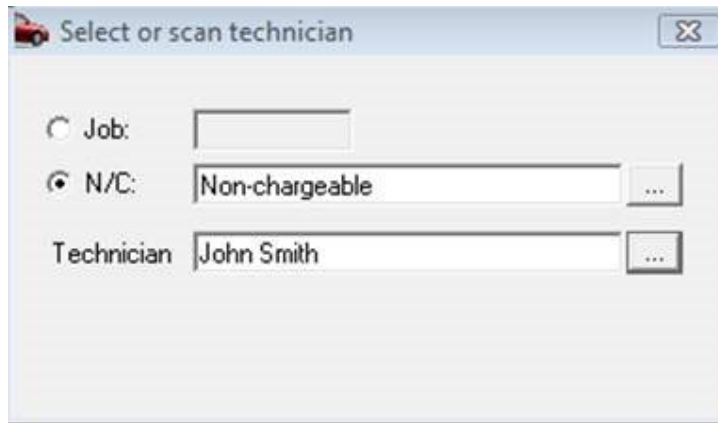
**Non-Chargeable Items, Creating:** To create a new non-chargeable item select lists / non chargeable items. To create a new item select new from the bottom of the display, enter the name of the item and save using OK (F12).

Non-chargeable items
Non-chargeable item
Cleaning
Coffee Break
Non-chargeable

## Time Tracking

**Non-Chargeable Time, Allocating:** Automation allows the operator to track the amount of time technicians are allocated to non-chargeable tasks. The allocation is summarised separately from chargeable allocations in a technician's productivity report.

To allocate a technician to a non-chargeable task select the F11 key from any screen, manually enter or scan the barcode for the unique non-chargeable item. Barcodes are printed at the bottom of the technician's barcode report.



To allocate a technician to a non-chargeable task select the N/C option, click on the button to the right of the N/C field select the task, next select the technician you wish to allocate. A prompt will display the status of the selection. Non-chargeable time is represented by a grey time bar on the clocked time view screen; the total amount of hours for the day allocated to non-chargeable activities is displayed under the NC job type grid

Job	NC	2546	2558	2566	2568
Clocked time	4.5	4.75	9.75	20.75	9.75

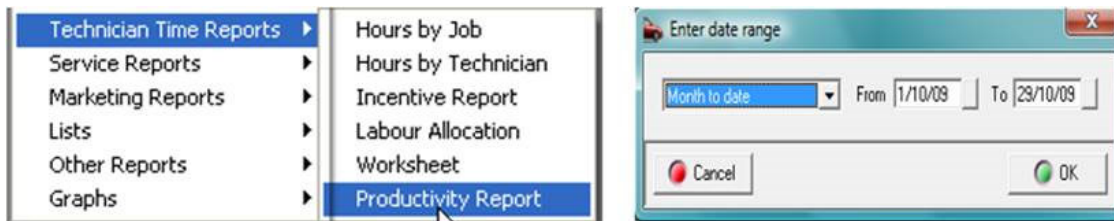
Hovering your cursor over the technician's allocation for non-chargeable labour from the tech time view will display the task he is currently logged onto.

Technician	5am	6am	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	Total
Smith, John																		
Johnson, Fred																		10.75

Making A Cup Of Tea

**Productivity Reporting:** The productivity report displays all clocked labour allocations by technician / job for a selected day. Chargeable and non-chargeable times are totalised by each and all technicians. To access this report, select reports / technician time reports / productivity report – enter the date / dates you wish to view and proceed by selecting OK (F12).

## Time Tracking



**Note:** The productivity report can be run for any date range or period

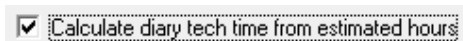
<b>Des Sanders</b>		Hours Available	8.00
Job #	Clocked On	Clocked Off	Time
NC	10:31 am	3:04 pm	4.55
2546	4:10 pm	6:11 pm	2.02
		<b>Total</b>	<b>6.57</b>
		Chargeable	2.02
		Non-chargeable	4.55
		Not allocated	1.43
		<b>Total</b>	<b>8.00</b>
Hours Available		24.00	% Total
Chargeable		6.68	28%
Non-chargeable		4.55	19%
Not allocated		12.77	53%

Technician's allocations by job allocation summary

**Labour Allocation Table:** The labour allocation table is displayed at the top of the diary screen; values can be calculated in two ways.

- 1) Total technician hours available minus the allocated total value from the technician's allocation screen.
- 2) Total technicians time available minus the total estimated time for all jobs on the viewed day.

Automaton defaults to calculate via the labour allocation screen, if you wish to change the calculation to the second option select File / Settings / Database Settings, click in the checkbox of the following option:



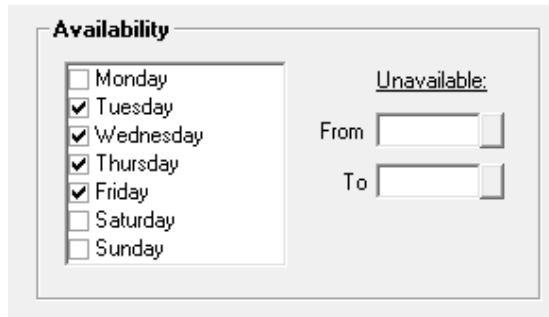
Save your selection by exiting setting with OK (F12).

Tech	Avail.	Alloc.	Remain
Time	8	2.25	5.75

The table displayed at the top of the diary screen records available / allocated and hours remaining according to the selection.

## Time Tracking

**Technician hours available:** Automation allows you to record days or periods when a technician is not available. If for instance an apprentice attends classes on a Monday you can record from the employee form that he is not available on that day of the week. When this option is selected the employees, daily hours will not be added to the available total for that day.



The screenshot shows a web form titled "Availability". On the left, there is a list of days of the week with checkboxes: Monday (unchecked), Tuesday (checked), Wednesday (checked), Thursday (checked), Friday (checked), Saturday (unchecked), and Sunday (unchecked). To the right of this list, under the heading "Unavailable:", there are two input fields labeled "From" and "To", each with a small calendar icon to its right.

Availability is calculated by the total daily hours and days the technician is available. To select a period i.e.: holidays point and click on the box to the right of the unavailable fields, select the dates from the calendar. Daily hours will not be added to the total hours available in the period displayed.