

Time Tracker User Manual

Introduction

Time Tracker is designed to track time that each staff member spends on a job or task. The times can be stored in a variety of accounting packages. This document shows Time Tracker being used with Infusion.

Time Tracker allows for the collection and recording of the clock in/out details of staff as well as the allocation of time to the jobs being worked on.

Key benefits and features of the Time Tracker and an accounting program like Infusion:

- 1 Fast and easy clock in/out process for staff using a touch screen
- 2 All jobs that are active in Infusion automatically appear in Time Tracker, no need to set up jobs in a second program.
- 3 Eliminates the need for labour on job cards to be calculated and then entered into Infusion, minimising human error.
- 4 Time Tracker can also calculate hours for your payroll department as staff can not clock in without selecting a job to clock onto.
- 5 You can see in real time what job each staff member is on, for how long and any other jobs worked on today direct from your PC
- 6 As soon as a staff member clocks off a job that time is transferred through to Infusion, no more waiting for cards to be calculated and time entered.
- 7 Easy to set-up and track jobs in Infusion allowing Jobs to be managed in one place.
- 8 Dynamically resizes screen to allow for up to 20 staff members
- 9 Easily report on time spent at work by each staff member during a specified period direct from Infusion
- 10 Easily report on time spent on each job for specified period direct from Infusion
- 11 Time can be deducted automatically for lunch breaks
- 12 Provides for sub-jobs which are not available in Infusion - useful when you need to know how long certain parts of a job take.

Time Tracker Main Screen

In this example there are 4 staff members.

Active jobs that have been worked on by Alwyn M are displayed on the right hand side.

Below the Stop button the screen displays the clocked time for the selected staff member for that day.

Jobs are removed from the list by closing them in Infusion.

The screenshot shows a software window titled "Main" with a blue header bar. On the left, there are four rectangular buttons representing staff members: "Allan W", "▶Alwyn M" (highlighted in a darker grey), "▶Test A", and "Test B". On the right, a "Recent Jobs" table lists tasks and their durations. Below the table are two buttons: "Find Other" and "Stop". At the bottom right, it displays "Alwyn M. 8.55 hours today." and "Press F10 for settings." at the bottom left.

Recent Jobs	
14591 CASH SALE WELD JOCKEY WHEEL TO HORSE FLOAT	0h:06m:25s
14588 GRAHAM LOWE WAIKATO LTD MANUFACTURE AND FIT BODY TO 8 WHEELER	1.00 hours
14583 REVOLUTION POSTDRIVERS MAKE 4 OFF AUGER KITS MK2	2.24 hours
14557 SPRAYTECH NZ 80 OFF 50 LITRE TOP HATS	4.81 hours
14474 REVOLUTION POSTDRIVERS MAKE 4 POST CAPS	0.39 hours

The list screen shown below allows for the selection of a Job that a staff member has not worked on previously

Recent Jobs		
14593	GLENBROOK MACHINERY CO.	3 HOOPS FOR LARGE HORSEFLOAT
14592	REVOLUTION POSTDRIVERS	Ø 90 MM ROCK SPIKE 2 OFF
14591	CASH SALE	WELD JOCKEY WHEEL TO HORSE FLOAT
14589	CASH SALE	GUILLOTINE, ROLL & PRESS SCREEN
14588	GRAHAM LOWE WAIKATO LTD	MANUFACTURE AND FIT BODY TO 8 WHEELER
14587	BREEZECRAFT LTD	GUILLOTINE & PRESS 2MM PLATE
14586	CASH SALE	SUPPLY 3MM CHECKER PLATE & BOLTS
14585	VICTOR INDUSTRIES	200 LARGE SHELLS
14584	REVOLUTION POSTDRIVERS	MAKE 4 OFF AUGER KITS FOR EXTENDA MASTS
14583	REVOLUTION POSTDRIVERS	MAKE 4 OFF AUGER KITS MK2

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The screen below asks the staff member to confirm the changes selected

Confirm Start	
Start work on	
Employee	Alwyn M
Job ID	14593
Customer	GLENBROOK MACHINERY CO.
Job	3 HOOPS FOR LARGE HORSEFLOAT
Sub Job	
Job 14591 will be stopped.	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

The Infusion Job screen shown below shows entries made by Time Tracker.

The screenshot shows a software window titled "Job Enquiry" for Job ID 14588 - GRAHAM LOWE WAIKATO LTD - MANUFACTURE AND FIT BODY TO 8 WHEEL. The interface includes a sidebar with menu options like Details, Contacts, Costs, Invoices, etc. The main area displays a table of transactions with columns for Date, Cost Code, Description, Qty, Total Cost, Total Sell, and checkboxes for A and B. Two entries are visible for the date 07/08/2008, both with a description of LABOUR. The first entry has a quantity of 0.001, a total cost of 0.037, and a total sell of 0.077. The second entry has a quantity of 1.001, a total cost of 35.040, and a total sell of 70.084. Both entries have a green checkmark in the 'A' column. At the bottom of the window, there are buttons for Edit, Delete, Authorise All, and Authorise None.

Date	Cost Code	Description	Qty	Total Cost	Total Sell	A	B
07/08/2008	LAB;01.AM	LABOUR	0.001	0.037	0.077	<input checked="" type="checkbox"/>	<input type="checkbox"/>
07/08/2008	LAB;01.AM	LABOUR	1.001	35.040	70.084	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Set-Up

To open the set-up screen press F10 and enter your password.

Database Location Select the Infusion Data folder. This folder is usually called Data and holds all of the Infusion database files. The Check button process will fail if the OLE DB Provider is not installed correctly.

Names/Users To determine the names to be displayed on the main Time Tracker screen they must be listed in the User area. An Infusion Code field is provided to ensure that the time is associated with the correct product code.

Add the names of the employees to appear on the main screen of the Time Tracker. The Infusion Code value must match an entry in the Products table, Product Code field. **The Group type must be LABOUR or STAFF.** The Labour or Staff must be in the Group field – not the Job Mgmt Type field.

There are no other settings required in the Infusion Products tables.

To save each new record - tab to the next line. This will move the entry down and create a new blank line at the top of the list for your next entry and save the new record at the same time.

Display Single User When ticked only the current user will be displayed on the main screen. This is designed for work situations where each user has a computer. A valid Windows Login name must be provided for each User.

See All Users This allows selected Users to see all users on their main screen. This also requires a valid Windows Login. If a valid Windows Login is not found then all Users will be displayed.

Admin Password for Users In addition to the Admin Password that was entered when the program was first run, additional admin passwords can be allocated to individual users. These passwords will only work for the specified Windows Login name.

Require Windows Login name This tick box is used to enforce the use of a Windows Login for the program to run.

Auto Deduct Lunch Break When selected a 30 minute lunch break will be deducted when the job remains open throughout the specified time range. If a Job is stopped within the specified time period then no adjustment (deduction) will be made.

Show Products Button. This can be used to check that the connection to the Infusion Products table is working correctly. Untick the "Show only 'LABOUR' and 'STAFF' to see all items in the Products table.

Automatic Clock Out Time Provided at least one machine is still running then any Jobs that are still open at this time will be closed. Useful for staff members who forget to clock off before leaving work.

Sub Jobs

Since Infusion does not provide for Sub Jobs the facility exists in Time Tracker. The following explains how to set this up.

In the Infusion job tech notes add the Sub Job details as per the following example

```
Sub Jobs  
Job A Yes  
Job B No  
Job C  
Job D yes  
End Of Sub Jobs
```

The first and last lines must be exactly as specified above. Each job must be specified on a separate line.

This will display Job A and Job D in the Time Tracking System. The yes/no at the end of each job indicates that the Job is active. If it isn't specified, the sub job is considered inactive.

Anything after the 'End Of Sub Jobs' line is ignored by the Time Tracking System.

Also the whole block must be under 256 characters or else all of the sub jobs will be ignored.

Screen Saver – The selected user is unselected after 6 seconds of inactivity.

Installation Information

For the OLE DB Provider – on a Vista machine
Must be installed as Administrator.

1. Open Command Prompt as Administrator (Locate in Start menu, Right-click and Run as Administrator)
2. enter command: `msiexec -i "<path to msi file>"`
3. When installer dialog appears, install as per normal but select the option to install for Everyone.

How the Program Works

When a staff member opens a Job the details are recorded in an Access database. The details are only recorded to Infusion when the Job is stopped.

Thus the Time2Track program can be stopped and restarted without the risk of losing data.

The Access Database:

- Stores the settings associated with each User as well as
 - Passwords
 - Times
 - Infusion data path
- Is usually stored in the Infusion Data Folder. This means that it should be backed up automatically with the Infusion data.
- The location of the database is specified (on XP machines) in `C:\Documents and Settings\username\Application Data\Time2Track\Settings.config`. This file can be opened in Notepad.

For further information contact Barry Were at Datasolve Ltd.