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About TimeTracker

With TimeTracker you can:

- ✓ keep track of how much time you spend on customers' jobs and office tasks
- ✓ keep track of how much material you use
- ✓ keep track of time sheets for payroll
- ✓ update the actual quantities and costs of services
- ✓ view who's in, who's out, who's on break, who's working - in real time

TimeTracker helps you:

- ✓ manage time sheets
- ✓ control production
- ✓ improve productivity
- ✓ reduce costs
- ✓ fine-tune estimated times and costs

You can track tasks and update their progress easily:

- ✓ by scanning barcodes, or
- ✓ with a few mouse-clicks

TimeTracker Windows

TimeTracker has two main windows: Track and History

- A. In the **Track window**, you start, pause, and finish tasks and track material quantities:

The screenshot shows the 'Track' window with a sidebar on the left and a main task list table. The sidebar includes options for 'My Workday', 'Start a New Task', and 'List'. The main table lists tasks for three operators: Tim, Anna, and Brad.

Operator	Task	Started	Status	When	Time Work...	Matl Used	Task Note	Job-Item	Customer
Tim	MY DAY	08:30 11/28	OUT	17:09 11/29	8:05				
	Large Press: 4 Color F	09:00 11/28/	Finished	15:10 11/28/	5:40			2429-1 Ascot Inc.	
	Meeting	08:30 11/29/	Finished	09:00 11/29/	0:30				
	Large Press: 4 Color F	15:20 11/29/	Finished	17:30 11/29/	2:10			2356-1 ABC Company	
					3 Tasks	8:20			
Anna	MY DAY	08:30 11/29	OUT	17:00 11/29	8:00				
	Meeting	08:30 11/29/	Finished	09:00 11/29/	0:30				
	Design: By Hour	09:10 11/29/	Finished	13:20 11/29/	3:15			2373-1 ABC Company	
	Fold: Auto 2 Folds	11:30 11/29/	Finished	11:41 11/29/	0:11			2434-1 Apex Realtors	
	Customer Service	11:57 11/29/	Finished	12:11 11/29/	0:14				
	Customer Service	13:25 11/29/	Finished	14:00 11/29/	0:35				
	Design: By Hour	14:10 11/29/	Finished	14:50 11/29/	0:40			2376-1 ABC Company	
	Customer Service	15:00 11/29/	Finished	15:30 11/29/	0:30				
Design: Newsletter	15:30 11/29/	Finished	17:00 11/29/	1:15			Logo reso	2430-1 ABC Company	
					8 Tasks	7:10			
Brad	MY DAY	08:30 11/29	OUT	17:00 11/29	8:00				
	Meeting	08:30 11/29/	Finished	09:00 11/29/	0:30				
	Printer: Printer - Blacl	09:11 11/29/	Finished	10:15 11/29/	1:04			2379-1 ABC Company	
Printer: Printer - Blacl	10:20 11/29/	Finished	11:30 11/29/	0:50			2435-1 ABC Company		

- B. In the **History window**, you review the workday and close it and review reports:

The screenshot shows the 'History' window with a sidebar on the left and a main 'Review Time Sheet' table. The sidebar includes options for 'Close the Day', 'Reports on Closed Tasks', 'Time Sheets by', 'Tracked vs Charged by', and 'Tasks in History by'. The main table shows time tracking data for Tim, Anna, Brad, and Melissa on 11/29/2016.

Operator	DAY IN	Day Start	Day End	Day Span	Paused Time	Worked Time	Job Time	Office Time	TOTAL Time	Regular Time	Over Time	No-Pay Time	Other Time
Tim	11/28/2016	08:30	17:09	08:39	-0:34	8:05	5:40		5:40	5:40			
	11/29/2016					8:05	2:10	0:30	2:40	2:40			
						8:05	7:50	0:30	8:20	8:20			
Anna	11/29/2016	08:30	17:00	08:30	-0:30	8:00	5:21	1:49	7:10	7:10			
						8:00	5:21	1:49	7:10	7:10			
Brad	11/29/2016	08:30	17:00	08:30	-0:30	8:00	2:58	3:10	6:08	6:08			
	11/30/2016						1:46		1:46	1:46			
						8:00	4:44	3:10	7:54	7:54			
Melissa	11/29/2016	08:30	17:00	08:30	-0:30	8:00	6:05	1:50	7:55	7:55			
						8:00	6:05	1:50	7:55	7:55			
						32:05	24:00	7:19	31:19	31:19			

Track Window and Menus

Window tabs

Operator: Click to select a name from the list.

Workday Commands

Task Commands

Task Lists

Tasks

Double-click to open Task window to enter Task Note. Task Note is used only in TimeTracker and is not displayed anywhere else in Printer's Plan.

Right-Click Menu

- Pause
- Resume
- Finish
- Finish Task but not Service
- Open Task
- Open Order / Start Service
- View Schedule
- View Service Inventory
- Delete Task...
- Select All Tasks Ctrl+A
- Print
- Export
- Refresh the List F5

Operator	Task	Start	End	Status	Order	Time	Notes
Anna	MY DAY	08:30	12/05/2016	IN		2:24	
	Design: Brochure	09:00	12/05/2016	Finished	10:00 12/05/2016	1:00	2378-1 A
	Design: Newsletter	10:00	12/05/2016	Working		0:55	Logo resolu 2437-1 A
				2 Tasks		1:55	
Brad	MY DAY	08:30	12/05/2016	IN		2:15	

Task Window: Design: Newsletter

Order 2437-1: ABC Company

Started: 10:00:00 AM Monday, December 05, 2016

Finished: 10:46:00 AM Monday, December 05, 2016

Time Worked: 0:56 (Paused then Resumed)

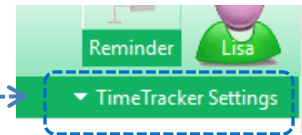
Material Used: []

Time Group: Regular

Task Note: Logo resolution bad. Had to get a better one.

Customizing TimeTracker

Click **TimeTracker Settings** and make selections in the following windows.



Options for All Computers

Passwords:

Passwords can be 1 to 20 characters in length. They are case-sensitive and may include punctuation marks and/or numbers. Leave them blank if you do not want password-protection.

Start and End Times:

TimeTracker will use this information to set the earliest/ latest times to start/ finish tasks. Leave them blank if you do not want to force times.

Mark the Service as To-Do:

If Yes is selected (recommended), the status of a job Service will be changed to "To-Do" in Scheduler even if the status may have been "Done".

Assign the Operator Who Started the Task:

If Yes is selected (recommended), the operator who started the task is assigned to the Service.

Show Job Service Note:

The note assigned to the Service in the Specs window of the job pops up when the task is started.

Mark the Service as Done:

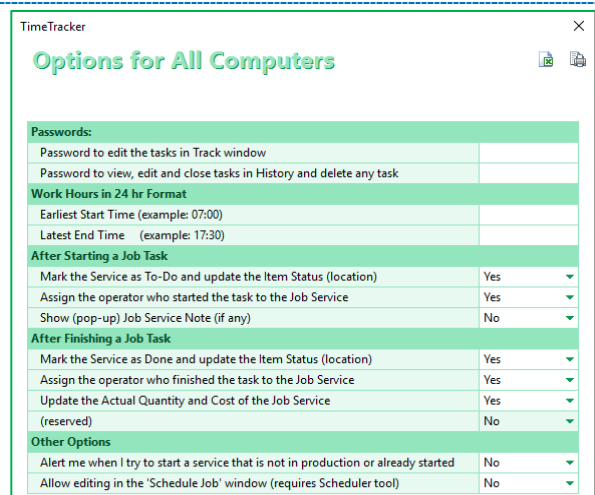
If Yes is selected (recommended), the status of a job Service will be changed to "Done" in Scheduler.

Assign the Operator Who Finished the Task:

If Yes is selected (recommended), the operator who finished the task is assigned to the Service regardless of who started the task.

Update the Actual Quantity and Cost:

If Yes is selected, the Actual Quantity and Cost of the Service are immediately updated based on the tracked time or material. If No is selected, you can still update the quantities and costs of selected Services in the "History / Close the Day" section. *(Updating the Actual Quantity and Cost of a Service does not change the Chargeable Quantity and Price of the Service.)*



Alert me when I try to start a Service...:

TimeTracker pops up an alert message if the Service has already been started by another operator or if it is in one of the "Not in Production" locations in Scheduler.

Allow Editing in the 'Schedule Job' Window:

If Yes is selected, the 'View Schedule' window opens in the Edit mode and all functions of this window are available. If No is selected, the window opens in non-edit mode, for preview only. (See the *Right-Click Menu* under "*Track Window and Menus*" to learn how to open the Schedule window.)

Office Tasks

You can track up to 24 types of office tasks.

When a task is no longer used, hide it by adding a tilde mark (~) in front of the name. Do NOT delete or rename an office task if you have used it in the past.

ID	Office Tasks	Sort
100	Customer Service	1
101	Meeting	2
102	Maintenance	3
103	Sales	4

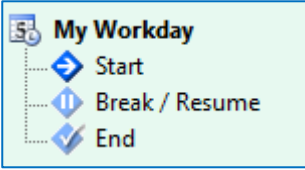
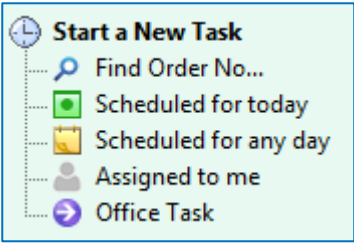
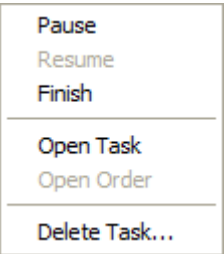
Time Groups

You can assign a Time Group to a task. (See "*Track Window and Menus*" to learn how to assign a Time Group to a task.) You may rename a Time Group. To hide a Group, add a tilde (~) mark in front of the name.

ID	Time Groups	Sort
0	Regular	1
1	Overtime	2
2	No-Pay	3
3	Out	4

Using TimeTracker – Starting, Tracking, Finishing Tasks

The activities listed below can also be accomplished by scanning barcodes. See the BarcodeSupport guide for instructions. Note: BarcodeSupport is an optional tool.

In Order:	Do:
To start Your Workday	<ol style="list-style-type: none">1. Select Your Name.2. Click Start. 
To start a Job Service (or an Office Task)	<ol style="list-style-type: none">1. Select Your Name.2. Click one of the following options and then select a Job Service (or a task from the Office Task list).3. Double-click the task, or click Start (or OK on the Office Task list). 
To pause	<ol style="list-style-type: none">1. Right-click a Task.
To resume	<ol style="list-style-type: none">2. Select a command from the following menu.
To finish	

NOTE: If your name/photo is already on the screen, skip the “Select Your Name” step.

Task Detail Window – Review/Edit

To review or edit a task, right-click the task and select **Open Task**, or just double-click the Task to open it.

To edit a task, you must first finish it and then open the finished task.

Click **Edit Date Time** to enable editing.

Note: This function can be password-protected. (See TimeTracker Settings > Options.)

Task Detail (TimeID: 43 EmpNo: 2)

Anna Click to change the operator. **Finished**

Design: Newsletter

Order 2430-1: ABC Company Click to change the date and/or time.

Edit Date Time	Started	3:30:00 PM	Tuesday , November 29, 2016
	Finished	5:00:00 PM	Tuesday , November 29, 2016

Time Worked: **1:15** Time Paused **0:15** Enter Time Worked. The time entered may not exceed the time between the Started and Finished times. If it is less, the remaining time will be Time Paused.

Material Used:

Time Group: Regular

Task Note: Logo resolution is not good. Had to get another copy.

Using TimeTracker – Closing the Day

- At the end of the day, everyone finishes or pauses his/her unfinished task(s) and finishes his/her day in the Track window.

Note: If a task is not finished yet, “pause” the task. The operator should “finish” his/her day regardless. The next day, the operator starts his/her day and resumes the task.

- Then, one person closes the day. “Closing the day” means moving the finished tasks from Tracking to History.

To close the day, click the History tab and complete the steps under **Close the Day**.

Review Time Sheet
 There are Task(s) in Progress. Please Pause or Finish them before closing the day.

Operator	DAY IN	Day Start	Day End	Day Span	Paused Time	Worked Time	Job Time	Office Time	TOTAL Time	Regular Time	Over Time	No-Pay Time	Other Time
Tim	11/28/2016	08:30	17:09	08:39	-0:34	8:05	5:40		5:40	5:40			
	11/29/2016						2:10	0:30	2:40	2:40			
Anna	11/29/2016	08:30	17:00	08:30	-0:30	8:00	4:06	1:49	5:55	5:55			
						8:00	4:06	1:49	5:55	5:55			
Brad	11/29/2016	08:30	17:00	08:30	-0:30	8:00	2:58	3:10	6:08	6:08			
	11/30/2016						1:46		1:46	1:46			
Melissa	11/29/2016	08:30	17:00	08:30	-0:30	8:00	6:05	1:50	7:55	7:55			
						8:00	6:05	1:50	7:55	7:55			
						32:05	22:45	7:19	30:04	30:04			

If you see this note, go back to the Track window to Pause or Finish the Task(s) in progress.

- Review Time Sheet:** Operators’ work hours for the day are listed. Right-click on the list to print or export the information.
- Review Office Tasks:** Office tasks that are finished are listed. To edit a task, right-click and select **Open Task** or double-click the task.
- Review Job Tasks:** Job tasks that are finished are listed. To edit a task, right-click and select **Open Task** or double-click the task.
- Update Job Services:** If you have not set up TimeTracker to update the Actual Time and Quantities of Services automatically (see TimeTracker Options), you can update them selectively in this window.
 Each row represents one Service. If more than one operator have worked on the same Service, or one operator started and finished more than one task for the same Service, the time and quantity displayed for the Service is equal to the sum of all the tasks finished for the Service.

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To update times and quantities of Services, select the Services you want to update, and click **Update Now**.

Update Job Services
 Select Service(s) you want to update and click: Update Now.
 - This step updates the Actual Quantities and Costs of selected Job/Services.
 - This list includes the Services tracked and finished since the last 'Closing'.

Job-It...	Category	Service	Operator	Task Count	Time Trac...	Time Actual	Time Char...	Actual vs Track	Charge vs Track	Qty Trac...	Qty Actual	Qty Char...	Actual Q vs Tracked	Charge vs Tracked
2380-1	<input checked="" type="checkbox"/>	Bind	Melis	1	1:25	1:25	1:15	=	-11.8%		30	30		
2426-1	<input checked="" type="checkbox"/>	Pad	Melis	1	1:55	1:55	1:30	=	-21.7%	30,000	30,000			
2428-1	<input checked="" type="checkbox"/>	Printe	Brad	1	0:12	0:12	0:14	=	16.7%	500	500			
2429-1	<input checked="" type="checkbox"/>	Large	Tim	1	5:40	5:40	5:26	=	-4.1%	5,655	5,655			
2430-1	<input checked="" type="checkbox"/>	Desig	Anna	1	1:30	1:30	1:20	=	-11.1%	2	2			
2434-1	<input checked="" type="checkbox"/>	Fold	Melis	2	1:26	1:26	1:05	=	-24.4%	5,000	5,000			
2435-1	<input checked="" type="checkbox"/>	Printe	Brad	1	0:50	0:50	0:56	=	12.0%	3,000	3,000			
	<input checked="" type="checkbox"/>	Num1	Brad	1	0:38	0:38	0:37	=	-2.6%	1,000	1,000			
2436-1	<input checked="" type="checkbox"/>	Printe	Brad	1	1:46	1:46	1:24	=	-20.8%	4,500	4,500			
				16	24:15	24:15	23:13			4,614	4,614			

- Close Tasks:** Finished tasks and finished "My Day"s are listed. Tasks that have been paused do not appear in this view. Select the tasks, including the "My Day"s, you want to close. Skip this step to close all. Then, click **Close Tasks Now**.

Close Tasks
 Select the Tasks you want to close and click: Close Tasks Now.
 - IMPORTANT: Do not close Job Tasks that may be resumed.

Operator	Task	Started	Status	When	Time Work...	Matl Used	Task Note	Job-Item Customer
Tim	MY DAY	08:30 11/28/21	OUT	17:09 11/29/21	8:05			
	<input checked="" type="checkbox"/> Large Press: 4 Color Pre	09:00 11/28/21	Finished	15:10 11/28/21	5:40			2429-1 Ascot Inc.
	<input checked="" type="checkbox"/> Meeting	08:30 11/29/21	Finished	09:00 11/29/21	0:30			
	<input checked="" type="checkbox"/> Large Press: 4 Color Pre	15:20 11/29/21	Finished	17:30 11/29/21	2:10			2356-1 ABC Company
	3 Tasks				8:20			
Anna	MY DAY	08:30 11/29/21	OUT	17:00 11/29/21	8:00			
	<input checked="" type="checkbox"/> Meeting	08:30 11/29/21	Finished	09:00 11/29/21	0:30			
	<input checked="" type="checkbox"/> Design: By Hour	09:10 11/29/21	Finished	13:20 11/29/21	3:15			2373-1 ABC Company
	<input checked="" type="checkbox"/> Fold: Auto 2 Folds	11:30 11/29/21	Finished	11:41 11/29/21	0:11			2434-1 Apex Realtors
	<input checked="" type="checkbox"/> Customer Service	11:57 11/29/21	Finished	12:11 11/29/21	0:14			
	<input checked="" type="checkbox"/> Customer Service	13:25 11/29/21	Finished	14:00 11/29/21	0:35			
	<input checked="" type="checkbox"/> Design: By Hour	14:10 11/29/21	Finished	14:50 11/29/21	0:40			2376-1 ABC Company
	<input checked="" type="checkbox"/> Customer Service	15:00 11/29/21	Finished	15:30 11/29/21	0:30			

Using TimeTracker – Reports

The TimeTracker reports reside in the History window.

Click to select an individual operator.

Click to print the report.

Click to export the report. (You must have the Export tool to export a report.)

Click to select a date range.

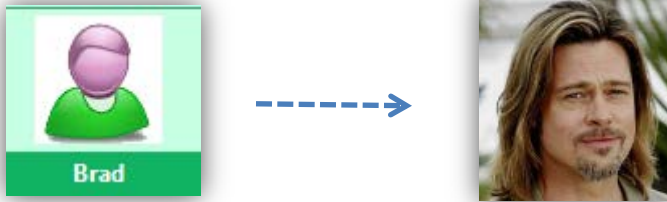
Select a report.

Operator	Category	Service	Job-Item	Task Count	Time Tracked	Time Actual	Time Charge	Actual vs Track	Charge vs Track	Qty Tracked	Qty Actual	Qty Charge	ActualQ vs Tracked	ChargeQ vs Tracked
Tim	<input checked="" type="checkbox"/>	Large P 4 Color Press	2356-1	1	2:10	2:10	2:24	=	10.8%	177	177			
	<input checked="" type="checkbox"/>	Large P 4 Color Press	2429-1	1	5:40	5:40	5:26	=	-4.1%	5,655	5,655			
				2	7:50	7:50	7:50			5,832	5,832			
Anna	<input checked="" type="checkbox"/>	Design By Hour	2373-1	1	3:15	3:15	3:00	=	-7.7%					
	<input checked="" type="checkbox"/>	Design By Hour	2376-1	1	0:40	0:40	1:00	=	50.0%					
	<input checked="" type="checkbox"/>	Design Newsletter	2430-1	1	1:30	1:30	1:20	=	-11.1%	2	2			
				3	5:25	5:25	5:20			2	2			
Brad	<input checked="" type="checkbox"/>	Printer Printer - Black	2374-3	1	0:14	0:14	0:09	=	-35.7%	250	250			
	<input checked="" type="checkbox"/>	Printer Printer - Black	2379-1	1	1:04	1:04	1:18	=	21.9%	4,000	4,000			
	<input checked="" type="checkbox"/>	Printer Printer - Black	2435-1	1	0:50	0:50	0:56	=	12.0%	3,000	3,000			
	<input checked="" type="checkbox"/>	Printer Printer - Black	2436-1	1	1:46	1:46	1:24	=	-20.8%	4,500	4,500			
	<input checked="" type="checkbox"/>	Printer Printer - Color	2428-1	1	0:12	0:12	0:14	=	16.7%	500	500			
	<input checked="" type="checkbox"/>	Printer Number 1	2435-1	1	0:38	0:38	0:37	=	-2.6%	1,000	1,000			
				6	4:44	4:44	4:38			13,250	13,250			
<input checked="" type="checkbox"/>	Pad	NCR Padding	2426-1	1	1:55	1:55	1:30	=	-21.7%	30,000	30,000			
<input checked="" type="checkbox"/>	Bind	BookMaker Fold+Stitch	2379-1	1	1:30	1:30	1:35	=	5.6%	500	500			
<input checked="" type="checkbox"/>	Bind	Coil bind	2380-1	1	1:25	1:25	1:15	=	-11.8%	30	30			
				5	6:16	6:16	5:25			35,530	35,530			
				16	24:15	24:15	23:13			54,614	54,614			

Staff Photos

You can replace the icon that represents an operator with another picture or a photo of the person. See the following:

1. Save the picture or the photo as a bitmap file, size: 64 x 64 pixels.



2. Name the file with the employee's number. Example: 2.bmp
3. Move the file into the Photos folder in the Printer's Plan directory on your server. (If the Printer's Plan directory does not include a folder named Photos, create one.)

