PRINTER'S PLAN

POWER TOOLS

TimeTracker

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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:

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

Track Window and Menus

Window tabs

Operator: Click to select a name from the list.

Workday Commands

Task Commands

Task Lists

Track | History | ▼ Task List

Anna

🗓 **My Workday**
◇ Start
⏸ Break / Resume
✓ End

🕐 **Start a New Task**
🔍 Find Order No...
▣ Scheduled for today
📋 Scheduled for any day
👤 Assigned to me
➡ Office Task

📁 **List**
➡ All Tasks
○ Tasks In Progress
○ Tasks Paused
○ Tasks Finished
○ My Tasks Only
○ Who's In, Who's Out?

All Tasks

Operator	Task
👤 **Anna**	◇ MY DAY
	✓ Design: By Hour
	✓ Design: Newsletter
	↻ Customer Service
👤 **Dave**	◇ MY DAY
	▶ Printer: Printer - Color
👤 **Melissa**	◇ MY DAY
	▶ Pad: NCR Padding

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

Anna	◇ MY DAY	08:30 12/05/20	IN		2:24		
	✓ Design: Brochure	09:00 12/05/20	Finished	10:00 12/05/20	1:00		2378-1 A
	▶ Design: Newsletter	10:00 12/05/20	Working		0:55	Logo resolu	2437-1 A
					2 Tasks	**1:55**	
Brad	◇ MY DAY	08:30 12/05/	IN		2:15		

👤 **Anna**   **Working**

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. - - - ->
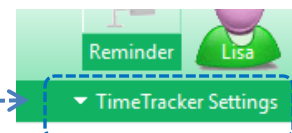
Options for All Computers

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.

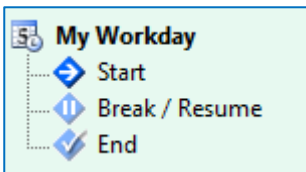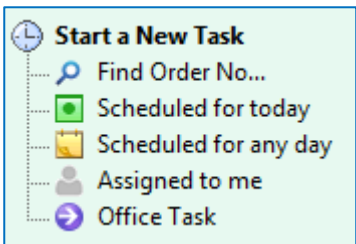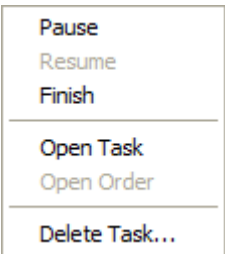| ID	Office Tasks	Sort
100	Customer Service	1
101	Meeting	2
102	Maintenance	3
103	Sales	4

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

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	1. Select **Your Name.** 2. Click **Start.**
To start a Job Service (or an Office Task)	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 **To resume** **To finish**	1. Right-click a Task. 2. Select a command from the following menu.

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

Finished

Click to change the operator.

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 |
| Material Used | | |

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.

| Time Group | Regular |
| Task Note | Logo resolution is not good. Had to get another copy. |

✓ OK   ✗ Cancel

Using TimeTracker – Closing the Day

1. 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.

2. 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**.

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

1. **Review Time Sheet:** Operators' work hours for the day are listed. Right-click on the list to print or export the information.

2. **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.

3. **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.

4. **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.

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

5. **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**.

Using TimeTracker – Reports

The TimeTracker reports reside in the History window.

Click to print the report.

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

Click to select an individual operator.

Click to select a date range.

Select a report.

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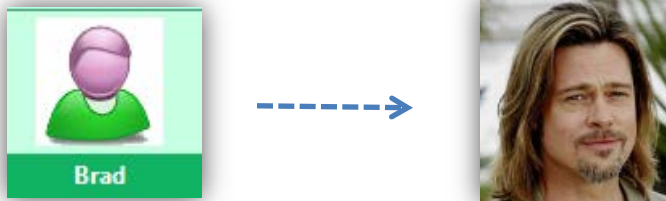
2. Name the file with the employee's number. Example: 2.bmp
3. Move the file into the Photos folder in the Printer's Plan directory on your server. (If the Printer's Plan directory does not include a folder named Photos, create one.)