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# Instructions for Operation and Admin

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Process Time Tracker

## Contents

Contents.....	2
1 Quick Guide.....	4
1.1.1 Loading admin page.....	4
1.1.2 Adding a job .....	4
1.1.3 Users .....	4
1.1.4 Clocking On and Off .....	4
2 Usage Guide .....	5
2.1 Locations .....	5
2.1.1 Adding Scanner Locations .....	6
2.1.2 Deleting Locations.....	6
2.2 Routes .....	7
2.2.1 Adding new routes.....	8
2.2.2 Editing routes .....	8
2.2.3 Renaming Route.....	8
2.2.4 Deleting routes.....	8
2.3 Adding jobs .....	8
2.3.1 Adding a job manually.....	8
2.3.2 Adding a job with CSV files.....	9
2.4 Managing users.....	10
2.4.1 Adding users.....	10
2.4.2 Deleting users .....	10
2.5 Products .....	11
2.5.1 Add product .....	11
2.6 Stoppage Reasons.....	12
2.6.1 Adding stoppage reason .....	12
2.7 Work hours .....	13
2.7.1 Lunch Period Times (configuration option at install).....	13
2.8 Time sheets .....	14
2.9 Clocking On and Off .....	15
2.9.1 Clocking On and Off in App .....	15
2.9.2 Failure to clock off.....	18
2.9.3 Viewing currently clocked on users .....	18

2.10	Recording stoppages.....	19
2.11	Current jobs .....	20
2.11.1	System overview .....	20
2.12	Job Record.....	21
2.12.1	Updating job details .....	21
2.12.2	Delete job.....	22
2.12.3	Duplicating a record.....	22
2.12.4	Marking a Job as Complete .....	22
2.12.5	Stoppages Log .....	22
2.12.6	Work Log .....	22
2.12.7	Work Log Record .....	24
2.13	Reviewing timesheets .....	25
2.14	Station server connection .....	25
2.15	Record Quantity Completed (configuration option at install) .....	26
2.15.1	Recording Quantity .....	26
2.15.2	Reviewing Quantity Records .....	26
3	Trouble shooting.....	27
3.1	Work time or duration negative .....	27
3.2	Add Jobs with CSV “No Request” message .....	27
3.3	QR code not present when linked clicked .....	27

## 1 Quick Guide

This Process Time Tracker records the amount of time a job spends at different stages of production, for example, how long a product is worked on at the welding location and then at the painting location.

### 1.1.1 Loading admin page

To load the admin pages in a browser, on a network connected to the server, navigate to:

`<Server IP Address>/timelogger/pages/overview_client.php`

replacing '`<Server IP Address>`' with the relevant IP address for the server set up on the network.

### 1.1.2 Adding a job

On the Add Jobs page jobs can be added manually or by uploading a CSV file containing information for multiple jobs.

To add jobs manually enter the details required for the job and press the 'Add job' button.

If adding jobs using a CSV file first create a CSV file with the relevant headers, a template of which can be downloaded from the Add Jobs page. Browse for the file and press the 'Upload file' button. A list of jobs will be displayed including any jobs that could not be added, with the reason it was not added.

If a Job ID is not entered one will be generated automatically and displayed.

### 1.1.3 Users

On the Users page users can be added, deleted and their QR code downloaded. To add a user, enter their name into the input box and press the 'Add User' button, a unique ID will be generated as well as a QR code which should be downloaded and printed.

### 1.1.4 Clocking On and Off

A user can clock onto or off a job using the app. This is done by selecting a location from the dropdown menu, which will display locations specified through the web interface, and then using the camera view displayed in the app to scan a user QR code and a job QR code. The current status of the job at the selected location (work in progress, stage complete, or (job) complete) should be chosen from the dropdown.

Once the details entered are correct, press the send button to submit them. The server will determine whether the user is clocking on or off, and an appropriate message will be displayed at the bottom of the app.

## 2 Usage Guide

### 2.1 Locations

Each production area should have a location name associated with it, for example welding, assembly or painting.

Multiple scanners (phone or tablets) can have the same location name so that, for example, if a large area of the factory floor is being utilised for welding, with more than one scanner named welding, the staff can clock on through one unit and clock out of another.

Alternatively each user can carry a phone or tablet with them and select what location they are clocking on or off from.

**DigitME2 Process Time Tracker** v2.12

Overview | Add Job | Users | Work Hours | Clocked On Users | Time Sheets | Routes | **Scanners** | Products | Problems

**Active Scanner Stations**

Scanner Station Name	Last Seen	Version
Assembly		
Painting		
Shipping		
Welding		

**Add New Scanner Location**

New Location Name  50/50

Add New Location Name

**Existing Scanner Location Names**

Scanner Location Name	Delete Location Name
Assembly	Delete Location Name
Painting	Delete Location Name
Shipping	Delete Location Name
Welding	Delete Location Name

Resources: User Manual

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**DigitME2 Process Time Tracker**

Overview | Add Job | Users | Work Hours | Clocked On Users | Time Sheets | Routes | **Scanners** | Products | Problems

**Active Scanner Stations**

Scanner Station Name	Last Seen	Version
Assembly	2022-10-05 14:20:08	App_V1.1
Welding	2022-10-05 14:20:06	App_V1.1

**Add New Scanner Location**

New Location Name  50/50

Add New Location Name

**Existing Scanner Location Names**

Scanner Location Name	Delete Location Name
Assembly	Delete Location Name
Painting	Delete Location Name
Shipping	Delete Location Name
Welding	Delete Location Name

Figure 1: Scanners Page & Scanners Page with Active Scanner Stations

When the app (mobile or tablet) has scanner locations selected then it will show under active scanner stations.

### 2.1.1 Adding Scanner Locations

Scanner locations are the location names that the app will use. To add additional location names:

- Using the navigation bar navigate to the Scanners page.
- Enter the location name into the New Location Name text box.
- Click Add New Location Name. If this succeeds the Existing Scanner Location Names table gets updated with the newly added Location Name with the Delete Location Name button beside that.

### 2.1.2 Deleting Locations

Extra location names may be deleted from the system.

- Using the navigation bar navigate to the Scanners page.
- Press the 'Delete Location Name' button beside the desired Location Name from the Existing Scanner Location Names table. Once this is complete the Existing Scanner Location Names table gets updated without the Location that was deleted.

## 2.2 Routes

A Route is a list of stations and their order of usage that a product follows to reach its completed state. For example, a part might be processed at a CNC station, assembly station and a painting station in that order. Such a part's route could be called 'Main\_Production\_Route' and would be as follows:

**DigitME2 Work Tracking System**

Overview | Add Job | Users | Work Hours | Clocked On Users | Time Sheets | Routes | S

### Routes

Load Existing Route: Main Production Route

Route Name: Main Production Route

Route Description: Cutting, Welding, Painting, Assembly, QC, Shipping

Add Route Stage: Assembly

Append to list

Delete last stage

Save this route

Delete this route

Resources: User Manual

Figure 2: Routes Page

A route may be built up by adding the names of locations. Locations are specified on the Scanners page.

By using routes the current production stage recorded for the job, as shown on the Overview page, will display the current stage in the route that a job has progressed to. The current production stage will not show any locations that are not on the route or activity on previous stations in the route after it has progressed beyond it.

If the requireStageComplete configuration option was selected at installation an entry in the time log must be marked as stage complete at a location before the current production stage will indicate the next stage in the route. (By default this option is not selected)

Notes:

-Routes are an optional feature and do not have to be used for the system to function fully and correctly.

-Route names are case sensitive.

### 2.2.1 Adding new routes

- Enter the name of the new route in the 'Route Name' box.
- Choose the name of the location to be added to the route from the 'Add Route Stage' dropdown and press 'Append to list' button.
- Add all locations required in the order they are to be visited.
- Press 'Save this route' before navigating away from the page or changing route name selection.

### 2.2.2 Editing routes

- Select route to be edited from 'Load Existing Route' dropdown.
- To add a location, select from the 'Add Route Stage' dropdown and press 'Append to list'.
- To change a Route's order locations must be removed accordingly using 'Delete last stage' button and then added in the required order. Route locations can only be removed using the last stage button.
- Press 'Save this route' before navigating away from page or changing route name selection.

### 2.2.3 Renaming Route

- Select route to be renamed from 'Load Existing Route' dropdown.
- Enter the new name of the route in the 'Route Name' box.
- Press 'Save this route' before delete the old route name from the current routes

### 2.2.4 Deleting routes

- Select route to be deleted from 'Load Existing Route' drop down.
- Press 'Delete this route' before navigating away from the page or changing route name selection

## 2.3 Adding jobs

Figure 3: Add New Jobs Page

### 2.3.1 Adding a job manually

- Enter job details:
  - all input fields are optional
  - if a Job ID is not entered one will generate automatically and display in the Job ID input box once the job has been created



- a Job ID can only be made up of letter, numbers and underscores. It must also not start with any of the prefixes the system uses which are 'Job\_', 'user\_', 'stpg\_' and 'prtd\_'.
- changing a Route Description on this page will change the actual route unless a new route name is entered.
- Press 'Add Job Details' before navigating away from the page.
- Download and print the QR code, this can also be done from this job's Record page, accessible from the current job's table. It is advised that when printed QR codes should be no smaller than 15mm.

### 2.3.2 Adding a job with CSV files

- Create CSV following the format described below.
- Populate all details required for the jobs into the CSV file.
- On the Add New Jobs page, on the right-hand side, press the 'Browse...' button, select the new CSV file and press 'Upload File'.
- The jobs will be displayed including any jobs that could not be added with the reason it was not added.
- Format

The headings for the CSV file are:

jobId,expectedDuration,description,routeName,dueDate,totalChargeToCustomer,unitCount,totalParts,productId,priority,customerName

These **exact headings** must be used, they are case sensitive, their order does not matter. Headers must be on row 1, immediately followed by data and no other data information should be included below jobs.

The values entered in the CSV file must meet the conditions:

- jobId- 20 characters or less, made up of letters, numbers and underscores. It must also not start with any of the prefixes the system uses which are 'Job\_', 'user\_', 'stpg\_' and 'prtd\_'.
- expectedDuration- given in the form HH:MM
- description- 200 characters or less
- routeName- an existing route when adding jobs from a CSV file
- dueDate- in the form YY/MM/DD or YYYY/MM/DD or YY-MM-DD or YYYY-MM-DD
- totalChargeToCustomer- as ££.pp pounds & pence or pounds ££ and cannot be negative
- unitCount- cannot be negative
- totalParts- cannot be negative
- productId- existing product
- priority- number 0-4 (None-0, Low-1, Medium-2, Hight-3, Urgent-4)
- customerName- 50 characters or less

## 2.4 Managing users

**DigitME2 Process Time Tracker** v2.12

Overview | Add Job | **Users** | Work Hours | Clock On Users | Time Sheets | Routes | Scanners | Products | Problems

### Add New Users

New user name  50/50 Add user

### Existing Users

☒ Sort by when users were added ☐ Sort alphabetically

User Name	User ID	QR Code	Delete user
Felix	user_0006	<a href="#">Download QR code</a>	<button>Delete user</button>
Emily	user_0005	<a href="#">Download QR code</a>	<button>Delete user</button>
David	user_0004	<a href="#">Download QR code</a>	<button>Delete user</button>
Charlotte	user_0003	<a href="#">Download QR code</a>	<button>Delete user</button>
Bob	user_0002	<a href="#">Download QR code</a>	<button>Delete user</button>
Alice	user_0001	<a href="#">Download QR code</a>	<button>Delete user</button>

Resources: [User Manual](#)



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Figure 4: Manage Users Page

### 2.4.1 Adding users

- Enter the user name to be displayed for the employee.
- Press 'Add user', a user ID will be assigned automatically by the system.
- Download and print QR code using generated link or Existing Users table.  
It is advised that when printed QR codes should be no smaller than 15mm.

### 2.4.2 Deleting users

- Confirm that they are not clocked on.
- In the existing users table locate the user.
- Press the 'Delete user' button on the relevant row.

Notes:

-Clock on events of deleted users in Works Logs will be listed as 'User Deleted'.

## 2.5 Products

DigitME2 Process Time Tracker v2.12

Overview | Add Job | Users | Work Hours | Clock On Users | Time Sheets | Routes | Scanners | **Products** | Problems

**Add New Product**

New Product ID

**Existing Products**

Product ID	Current Job	QR Code	Delete Product
Case_Assembly		<a href="#">Download QR code</a>	<input type="button" value="Delete Product"/>
Frame_Assembly		<a href="#">Download QR code</a>	<input type="button" value="Delete Product"/>

Resources: [User Manual](#)

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Figure 5: Products Page

Products can be used if a particular job is to be run repeatedly so that a new QR code does not have to be printed each time. A QR code for a product can be used like a job QR code, however, all the time logged will be placed on that product's Current Job.

When adding jobs select the product from the drop down or enter it into the CSV file. When a new job is added for a product it is set as its Current Job, consequently a product can only have a single job being worked on at a time, the previous job should be complete before adding another.

### 2.5.1 Add product

- Enter the ID for the product; it can only be made up of letters, numbers and underscores.
  - Press 'Add Product' and a QR code download link should appear.
  - Download and print QR code using generated link or Existing Products table.
- It is advised that when printed QR codes should be no smaller than 15mm.

Notes:

-Products are an optional feature and do not have to be used for the system to function fully and correctly.

## 2.6 Problem Reasons

Reason ID	Name	QR Code	Delete Problem
stpg_0001	Breakdown	<a href="#">Download QR code</a>	Delete Reason
stpg_0009	Lack of fuel	<a href="#">Download QR code</a>	Delete Reason
stpg_0008	Material unavailable	<a href="#">Download QR code</a>	Delete Reason

Figure 6: Problem Reasons Page

The Problems functionality can be used to log the time, location and reason for problems on a job. A list of problems recorded for a job can be viewed on a job's record page. A problem can be recorded at a scanner using a problem reason QR code from a set located at the scanner and a job QR code or on a job's record page.

### 2.6.1 Adding problem reason

- Enter a name for the problem reason.
  - Press 'Add Reason', a Problem ID will be assigned automatically by the system.
  - Download and print QR code using generated link or Existing Problem Reasons table.
- It is advised that when printed QR codes should be no smaller than 15mm.

Notes:

-Problems are an optional feature and do not have to be used for the system to function fully and correctly.

## 2.7 Work hours

Figure 7: Work Hours Page

Work hours are used so that the time workers spend outside normal operating hours on a particular job can be recorded as 'Overtime'. The amount of overtime spent on a job is shown on the Overview page table and on the job's record page. If a day is not normally a work day, the start and end times should be set to 00:00. In this case, any time on that day will be considered overtime.

### 2.7.1 Lunch Period Times (configuration option at install)

If the addLunchBreak configuration option was selected at installation (by default not selected) then times for a lunch period can be selected on this page. If a user clocks on before the lunch period starts and only clocks off after lunch, a break will be added for the defined lunch period. Adding a break will split the entry in two separate entries in the time log the first ending at the start of lunch and the second entry starting at the end of lunch.

If in addition to addLunchBreak trimLunch configuration option is also selected then any work time is prevented from being added to jobs during lunch. If a user clocks off during lunch the time recorded will be altered to the start of lunch. Similarly if a user clocks on during the lunch period this will be altered to start at the end of the lunch. Finally if a user clocks on and off during lunch they will be recorded as clocking off at the same time they clocked on so that zero time will be added to the job.

Notes:

-The system does not support a 24 Hr operating schedule.

-It is recommended to only make changes to these settings when no users are clocked on.

## 2.8 Time sheets

The system can produce timesheets for users. This will show the total time spent on jobs for each day in the selected time period. The generated table of times can be downloaded as a CSV file.

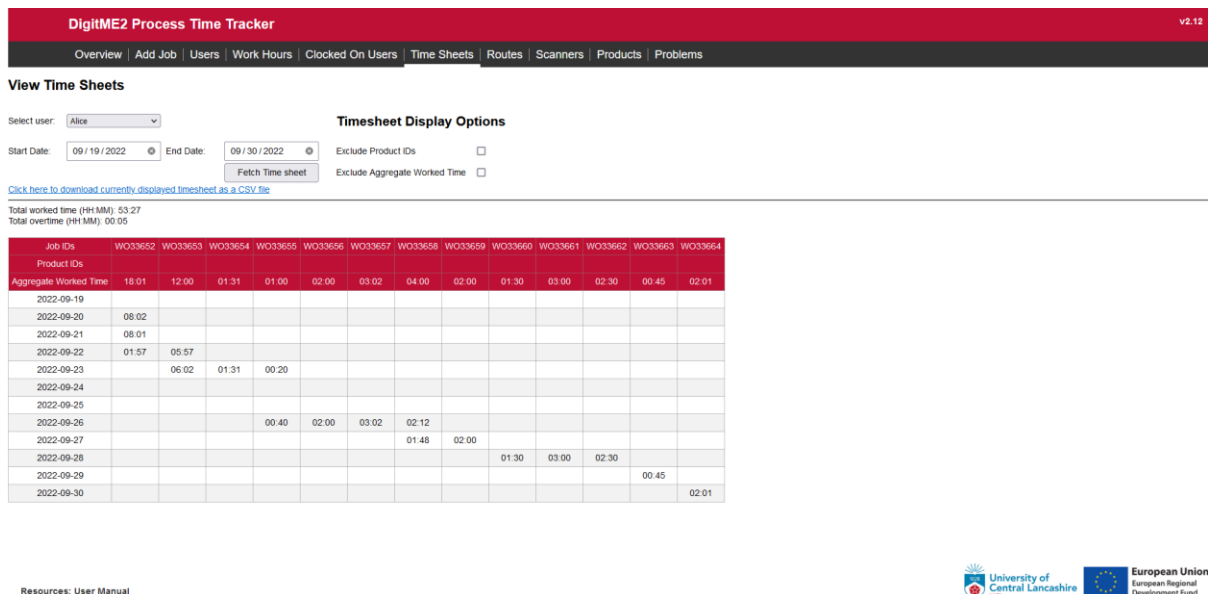


Figure 8: Timesheet generation

To generate a timesheet for a user:

- Select a user from the select user dropdown menu
- Select start and end dates that the timesheet will be generated for
- Click fetch time sheet
- Additionally Timesheet Display Options can be used to exclude Product IDs & Aggregate Worked Time columns by clicking in the Exclude Product IDs checkbox and Exclude Aggregate Worked Time checkbox.

### View Time Sheets

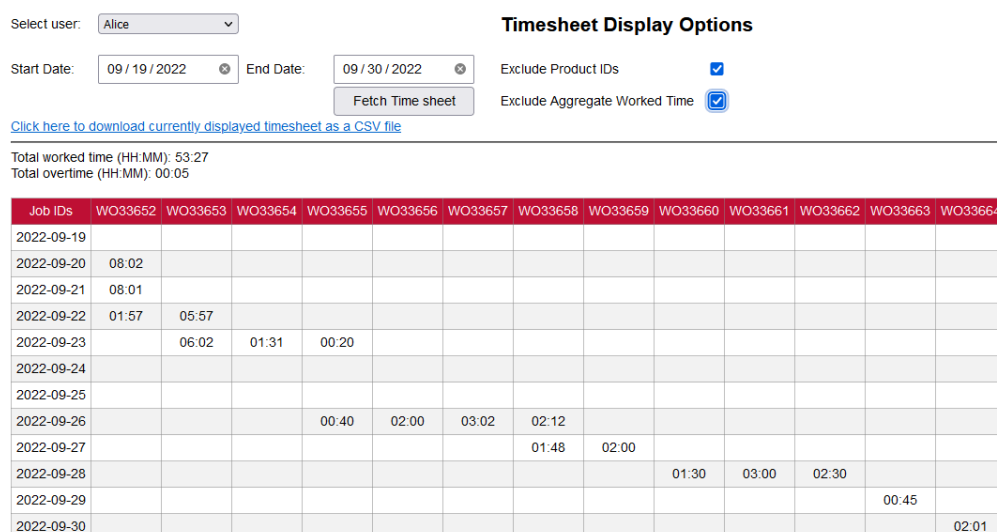


Figure 9: Timesheet generation with Timesheet Display Options

## 2.9 Clocking On and Off

### 2.9.1 Clocking On and Off in App

#### 2.9.1.1 Select a Station

If not using the App as a static station select the correct station from the drop down.

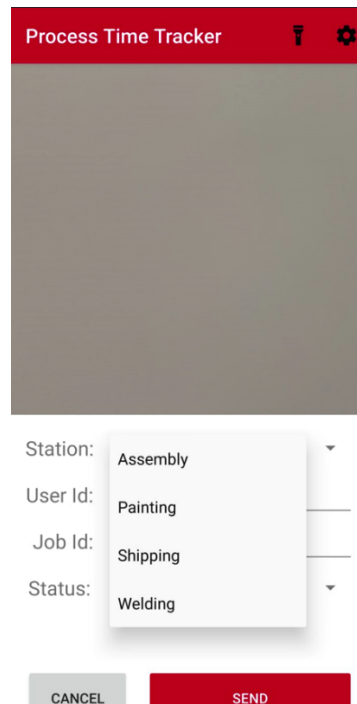


Figure 10- Selecting Station

#### 2.9.1.2 Scan or Enter User Id

Using the camera code scanner or by entering the code manually to fill the User Id field. If entering manually then the 'user\_' prefix does not need to be enter, only the 4 digit number e.g. '0052' has to be entered.

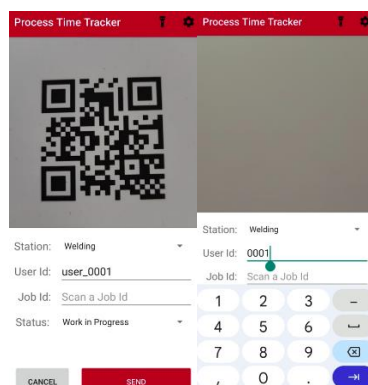


Figure 11- Scanning (left) and manually entering (right) User ID

### 2.9.1.3 Scan or Enter Job Id

Using the camera code scanner or by entering the code manually to fill the Job Id field. Any prefix MUST be included

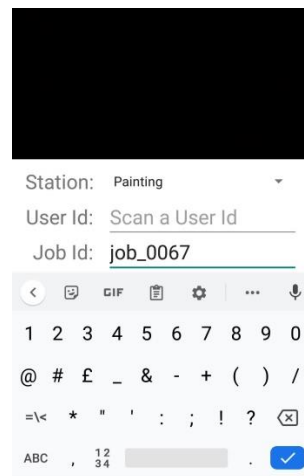


Figure 12- Manually entering Job Id code

### 2.9.1.4 Select Status

If clocking off a job select a job status from the three available options. (When clocking on job status will always automatically be set to work in progress no matter what is selected)

Work in progress- All work has NOT been finished at the current stage of production.

Stage Complete- All work has been finished at the current stage of production. (if server configuration option requireStageComplete is set to true then the routes current stage will not progress until the previous stage has an entry marked Stage Complete)

Complete- All work has been finished on the job.

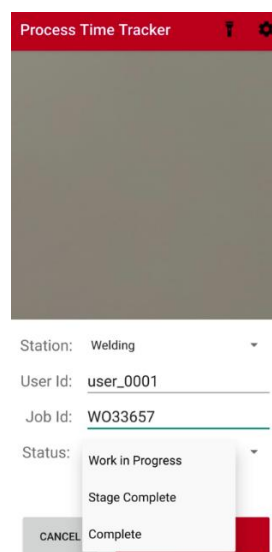


Figure 13- Selecting Work Status



### 2.9.1.5 Send and Wait for response

Once the details entered are correct press the send button to submit it and wait for confirmation message which will indicate if you clocked on or off.



Figure 14- Clocked ON (left) and Clocked OFF (right)

### 2.9.1.6 Enter Quantity Complete

If the 'Record Quantity Complete' app settings option is switched on and the user has just clocked off a pop up will be shown asking them to enter the number of units complete while they were clocked on.

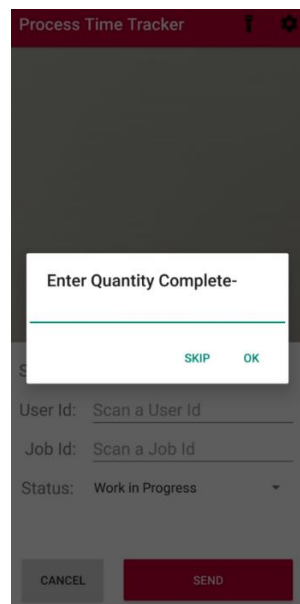


Figure 15- Quantity Complete Dialogue Box

### 2.9.2 Failure to clock off

If a user fails to clock off they will automatically be clocked off at midnight and recorded as clocking off at the same time as they clocked on so that the duration for the record will be shown as 00:00. In the event of an automatic clock off at midnight no time will be added to the Total Worked Time for the job and the Job Status at station for this record will be recorded as 'Unknown'.

### 2.9.3 Viewing currently clocked on users

To view users currently clocked on and which jobs they are working on, navigate to the 'Clocked On Users' page.

Users can be individually clocked off jobs by admin from this page by pressing the 'Clock Off' button for that user. The work status in the log will be recorded as "Unknown" when clocked off by admin in this way.

DigitME2 Process Time Tracker							
v2.12							
Overview   Add Job   Users   Work Hours   Clocked On Users   Time Sheets   Routes   Scanners   Products   Problems							
Currently Clocked On Users							
Job ID	Product ID	User Name	Location	Clocked On	Clock Off		
W033892	Frame_Assembly	Charlotte	Painting	13:24:37	Clock Off		
W033781	Case_Assembly	Felix	Painting	13:25:17	Clock Off		

Figure 16: Current Users Page

## 2.10 Recording stoppages

The app is also capable of recording stoppages, using the QR codes downloaded from the add stoppages screen (see section 2.6). To do this first use the app to scan a stoppage QR code, as shown in Figure



Figure 17 scan stoppage QR code

When the stoppage QR code is scanned, the User ID field of the app changes to show the stoppage description, and the status field changes to offer “unresolved” and “resolved” as options.

Scan the job ID QR code and then select the status of the stoppage (unresolved or resolved). Once all the details are correct, press send to send the stoppage data to the server.

When a stoppage is recorded by the server, the app will display a small message indicating that this has occurred, shown in Figure . Recording a stoppage will not clock users off. This must be done separately.

The stoppage will be displayed on the overview table and on the job details page. Multiple stoppages may be recorded, including from the same location. Each “resolved” stoppage will resolve one corresponding issue on the details page.



Figure 18 Stoppage Breakdown ON (left) and Stoppage Breakdown OFF (right)

## 2.11 Current jobs

### 2.11.1 System overview

- On the system Overview page all jobs in the system can be viewed in table form.
- Jobs can be sorted, searched and filtered using start/end date, search text, completed and priority etc.
- Under Display options use the top two check boxes to select which jobs to highlight. If 'Highlight jobs with close/overdue deadline' is checked, use the 'Close deadline day count' to highlight jobs with deadlines within the specified number of days.
- Subsequent check boxes select which columns to include in the table.
- Stoppages column shows the reason and location of the last two unresolved stoppages.
- To access a jobs record page and logs, click on the relevant row in the table.
- The display options selection can be retained using the last check box. This will cause the overview table column selection to be stored and used next time the overview page is loaded.

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[Overview](#)
[Add Job](#)
[Users](#)
[Work Hours](#)
[Clock On Users](#)
[Time Sheets](#)
[Routes](#)
[Scanners](#)
[Products](#)
[Problems](#)

**Current Jobs**  
☒ Show Controls

**Sorting options**  
☒ Sort by when jobs were added (newest first)  
☐ Sort by when jobs were added (oldest first)  
☐ Sort by when jobs are due (soonest first)  
☐ Sort by when jobs are due (latest first)  
☐ Sort alphabetically by job ID  
☐ Sort by priority  
☒ Show urgent jobs first

**Search jobs**  
☒ Display jobs created within selected time period  
 Start date:   
 End date:   
☐ Display jobs due within selected time period  
 Start date:   
 End date:   
☐ Display time worked within selected time period  
 Start date:   
 End date:   
☐ Exclude jobs unworked in this selected time period  
 Search Phrase:   
☐ Only show urgent jobs  
☒ Show Pending Jobs  
☒ Show Work In Progress Jobs  
☒ Show Completed Jobs

**Display options**  
 Close to due date count:   
☒ Highlight jobs with close/overdue deadline  
☒ Highlight Priority  
☒ Show product ID  
☒ Show customer Name  
☒ Show description  
☒ Show number of units  
☒ Show total parts  
☒ Show current status  
☒ Show stage of production  
☒ Show job created timestamp  
☒ Show due date  
☒ Show expected duration  
☒ Show total worked time  
☒ Show total overtime  
☒ Show job efficiency  
☒ Show stoppages  
☒ Show Notes  
☒ Show Quantity Completed  
☐ Retain Display Options

**Key**  

Overdue

Close to Overdue

Urgent

High Priority

Medium Priority

Low Priority

Job ID	Product ID	Customer Name	Description	Number of Units	Total Parts	Job Status	Production Stage	Job Added	Job Due	Expected Duration (HH:MM)	Total Worked Time (HH:MM)	Total Overtime (HH:MM)
WO33665		Wandas Wonders	Custom moulds	5	5	Work in Progress	Cutting	2022-10-02 10:27:02	2022-10-14	55:30	07:30	00:02

Figure 19: Overview Page

Job ID	Product ID	Description	Number of Units	Job Status	Production Stage	Job Added	Job Due	Expected Duration (HH:MM)	Total Worked Time (HH:MM)	Total Overtime (HH:MM)	Efficiency (m)
Job_0000000000000005			0	Pending		2019-04-18 13:58:12	2019-04-27	00:00	00:00	00:00	
Job_0000000000000002	Product_B		0	Work in Progress		2019-04-18 13:49:39	2019-04-27	00:00	00:52	00:00	0.0000
Job_0000000000000003	Product_C		0	Work in Progress		2019-04-18 13:49:47	2019-04-27	00:00	01:56	00:03	0.0000
Job_0000000000000006			0	Pending		2019-04-18 13:58:19	2019-04-29	00:00	00:00	00:00	
Job_0000000000000001	Product_A		0	Work in Progress		2019-04-18 13:49:28	2019-04-29	00:00	07:48	01:20	0.0000
Job_0000000000000008			0	Pending		2019-04-18 14:02:49	2019-04-29	00:00	00:00	00:00	
Job_0000000000000007			0	Pending		2019-04-18 13:58:23	2019-04-29	00:00	00:00	00:00	
Job_0000000000000004			0	Pending		2019-04-18 13:51:52	2019-04-29	00:00	00:00	00:00	

Figure 20: Jobs table with jobs close to overdue and priority

Job ID	Product ID	Description	Number of Units	Job Status	Production Stage	Job Added	Job Due	Expected Duration (HH:MM)	Total Worked Time (HH:MM)	Total Overtime (HH:MM)	Efficiency (m)
Job_0000000000000005			0	Pending		2019-04-18 13:58:12	2019-04-27	00:00	00:00	00:00	
Job_0000000000000002	Product_B		0	Work in Progress		2019-04-18 13:49:39	2019-04-27	00:00	00:52	00:00	0.0000
Job_0000000000000003	Product_C		0	Work in Progress		2019-04-18 13:49:47	2019-04-27	00:00	01:56	00:03	0.0000
Job_0000000000000006			0	Pending		2019-04-18 13:58:19	2019-04-29	00:00	00:00	00:00	
Job_0000000000000001	Product_A		0	Work in Progress		2019-04-18 13:49:28	2019-04-29	00:00	07:48	01:20	0.0000
Job_0000000000000008			0	Pending		2019-04-18 14:02:49	2019-04-29	00:00	00:00	00:00	
Job_0000000000000007			0	Pending		2019-04-18 13:58:23	2019-04-29	00:00	00:00	00:00	
Job_0000000000000004			0	Pending		2019-04-18 13:51:52	2019-04-29	00:00	00:00	00:00	

Figure 21: Jobs table ordered by due date and sub sorted by priority

## 2.12 Job Record

From a job's record page, the details of the page can be viewed and edited, the list of stoppages can be viewed, a stoppage can be recorded and a log of time spent clocked onto the job can be viewed.

To access, click on the relevant entry in the table on the system overview page.

DigitME2 Process Time Tracker

Overview | Add Job | Users | Work Hours | Clocked On Users | Time Sheets | Routes | Scanners | Products | Problems

Job Record

Job ID

WO33680

Current Status

Work in Progress

Product

Main Production Route

Production Route Name

Painting

Production Route Stage

39/50

Customer Name

Paris & Co.

Description

Jetpack harness parts

Number of units

179/200

Total Parts

53

Due Date

10 / 06 / 2022

Expected Duration

23:15

Total Worked Time

05:20

Total Overtime

00:00

Charge to Customer (£)

100

Priority

Medium

Job Created

2022-09-29 10:27:00

Notes:

Mark Job Complete

Delete Job

Duplicate Job

Save Changes

Download job QR code

Stoppages:

Select Location...

Select a reason...

Description

Add Stoppage

Location Name	Reason	Description	Date	Time	Status
Welding	Breakdown	Machine stopped	2022-10-05	13:31:03	resolved

Work Log

Figure 22: Job Record Page

### 2.12.1 Updating job details

To update details, amend the required information and press 'Save'

before navigating away from page.

#### 2.12.1.1 Changing job ID

If the job ID is changed the QR code will also change and will need to be reprinted.

### 2.12.2 Delete job

Deleting a job will permanently delete all records of a job including work log and stoppages log.

### 2.12.3 Duplicating a record

Duplicating a record will save any changes to the current job and copy all user changeable values to a new job with an automatically generated ID (this can be changed). Values such as worked times, stoppages stage and status will not be moved across to the duplicate.

### 2.12.4 Marking a Job as Complete

To mark a job as complete the 'Mark Job Complete' button can be pressed on the job details page and reversed if necessary to mark the job as in progress again by pressing the same button. A job will also be marked as complete if the 'Stage complete' button on the front of a scanner is pressed when clocking of the last stage in a route.

### 2.12.5 Stoppages Log

The stoppages log lists the location, reason, time and date of all recorded stoppages for the individual job.

To record stoppages select a station, reason and press 'Add Stoppage'.

Marking a stoppage as resolved can be used for internal purposes and will hide this stoppage from being displayed on the overview page.

### 2.12.6 Work Log

**Work Log**

☐ Display records between start and end dates ☐ Collapse Records **Add New Work Log Record**

Start date:  mm / dd / yyyy End date:  mm / dd / yyyy

Worked time in the selected date range 09:05  
Overtime in the selected date range 00:00  
[Click here to download the currently displayed table as CSV](#)

Location Name	User Name	Record Date	Start Time	Finish Time	Duration (HH:MM)	Overtime (HH:MM)	Job Status	Quantity
Assembly	David	2022-10-04	13:01:55	17:00:03	03:58	00:00	Work in Progress	
Assembly	David	2022-10-04	10:55:49	12:00:04	01:04	00:00	Unknown	
Painting	Charlotte	2022-10-03	08:02:03	08:26:47	00:24	00:00	Stage Complete	
Painting	Charlotte	2022-09-30	16:53:25	17:00:14	00:06	00:00	Work in Progress	
Welding	Bob	2022-09-30	09:50:11	11:21:29	01:31	00:00	Stage Complete	
Cutting	Alice	2022-09-28	09:53:25	11:53:32	02:00	00:00	Stage Complete	

Resources: User Manual

Figure 23: Work Log on Job Record Page

The work log displays a list of all the entries of users clocked on to the individual job including the location, date, durations, clock on time and clock off time.

The job status at a station, at time of clock off, is by default "Work in Progress" but can be marked as "Stage Complete" when clocking off at a scanner. If a user fails to clock off and so is clocked off when clocking on another job, at midnight or by admin the status of the job for this log will be recorded as 'unknown'.

The link directly above the table will download a csv file of the table currently displayed.

### 2.12.6.1 Collapse Records

Collapsing a job's work log will shrink the table so entries for each individual station are reduced to a single row, the total duration and overtime spent at that station can be viewed with the last status recorded at the station.

### 2.12.6.2 Add New Work Log

When the operator forgets to clock on for a job, we can add the work log for that job using 'Add New Work Log' button at the Job Record Page.

By pressing the 'Add New Work Log' button at the Job Record Page, new Work Log Record Page will be opened with the empty records. Users and Scanner Locations can be selected using the dropdowns in that page, with date and start time.

Along with the above details end time can also be given for work that already finished, and Job status can be selected from the dropdown.

-The Quantity Complete is fully optional, can be left empty.

**Work Log**

☐ Display records between start and end dates ☐ Collapse Records **Add New Work Log Record**

Start date:  End date:

Worked time in the selected date range 11:04  
Overtime in the selected date range 00:02  
[Click here to download the currently displayed table as CSV](#)

Location Name	User Name	Record Date	Start Time	Finish Time	Duration (HH:MM)	Overtime (HH:MM)	Job Status	Quantity
---------------	-----------	-------------	------------	-------------	------------------	------------------	------------	----------

Figure 24: Work Log on Job Record Page With Add New Work Log Button

**DigitME2 Process Time Tracker**

Overview | Add Job | Users | Work Hours | Clocked On Users | Time Sheets | Routes | Scanners | Products | Problems

**Work Log Record**

Station Name	User Name	Record Date	Start Time	Finish Time	Duration (HH:MM)	Overtime(HH:MM)	Job Status at Station	Quantity
--------------	-----------	-------------	------------	-------------	------------------	-----------------	-----------------------	----------

Job ID WO33661

Station

UserName

Date

Start Time

End Time

Duration(HH:MM) 00:00

Overtime(HH:MM) 00:00

Job Status at Station

Quantity Complete

---

**Insert Break**

Start Time  End Time

Resources: User Manual

Figure 25: Empty Work Log Record page for adding New Work Log

## 2.12.7 Work Log Record

DigitME2 Process Time Tracker

Overview | Add Job | Users | Work Hours | Clock On Users | Time Sheets | Routes | Scanners | Products | Problems

**Work Log Record**

Station Name	User Name	Record Date	Start Time	Finish Time	Duration (HH:MM)	Overtime(HH:MM)	Job Status at Station	Quantity
Assembly	David	2022-10-04	13:01:55	17:00:03	03:58	00:00	workInProgress	

Job ID

WO33659

Station

Assembly

UserName

David

Date

10 / 04 / 2022

Start Time

01 : 01 : 55 PM

End Time

05 : 00 : 03 PM

Duration(HH:MM)

03:58

Overtime(HH:MM)

00:00

Job Status at Station

Work in Progress

Quantity Complete

Save Changes

Delete

**Insert Break**

Start Time

End Time

Insert

Resources: User Manual

DigitME2 Process Time Tracker

Overview | Add Job | Users | Work Hours | Clock On Users | Time Sheets | Routes | Scanners | Products | Problems

**Work Log Record**

Job ID

WO33659

Station

Assembly

UserName

David

Date

10 / 04 / 2022

Start Time

02 : 55 : 49 AM

End Time

Duration(HH:MM)

00:00

Overtime(HH:MM)

00:00

Job Status at Station

Unknown

Quantity Complete

Save Changes

Delete

**Insert Break**

Start Time

End Time

Insert

Resources: User Manual

Figure 25: Work log event page for a closed and open record

To view and edit an individual work log record click on its (uncollapsed) row in the work log table on the job's record page.

When changing start or end times make sure the user was not clocked onto any other job at this time as the system will not prevent this. Changing the status of the log will not change the current status of the job, even if the log record being edited is the most recent.

### 2.12.7.1 Manually Inserting a Break

Manually adding a break will split the recorded time into two separate logs, the first ending at the start of the break and the second starting at the end of the break.

Notes:

-Both Duration and Overtime are rounded down to closest minute.



## 2.13 Reviewing timesheets

To review the amount of time a user has spent clocked onto jobs:

- Navigate to the 'Time Sheets' page
- Select the user from the drop down menu
- Enter the date range to be viewed
- Press the 'Fetch Time Sheet' button.

Total timed worked and overtime worked will only be displayed if users are not allowed to clock onto multiple jobs.

## 2.14 Station server connection

For Instructions on setting and changing the app server IP please see 'Work\_Tracking App\_Instructions.pdf' in the software folder 'Work\_Tracking\_Software', a copy of which should be included in Home folder on your server.

## 2.15 Record Quantity Completed (configuration option at install)

The quantity of units completed can be recorded when clocking off and then reviewed in the jobs Time Log. Recording quantity is a configuration option that can be selected at install and in app settings; see installation and app instructions, a copy of which should be included in 'Work\_Tracking\_Software' folder on your server, for information on how to select configuration options.

### 2.15.1 Recording Quantity

When clocking off at a scanner, after presenting the two QR codes, if the user was successful in clocking off the screen will prompt them to enter a quantity. Using the keypad or keyboard the user should enter the quantity of units completed while clocked on followed by pressing enter. If the user does not want to enter a quantity then they can press enter without inputting a quantity value.

#### 2.15.1.1 Multi User Clock Off

If multiple user clocking has been selected as a configuration option the user will only be prompted to enter a quantity completed if a single user is scanned and they are clocking off.

Notes:

-If there is a significant delay between key presses the scanner will timeout at this point the user has already clocked off and so no more action needs to be taken.

### 2.15.2 Reviewing Quantity Records

The number of units completed can be reviewed in the Work Log on the jobs Record page. By default the work log will show all individual records, if the "Collapse Record" option is selected it will shrink the table so entries for each individual station are reduced to a single row with the total number quantity completed at that station. When records are collapsed the additional column titled outstanding will be displayed which show the number of units for the job minus the number completed giving the number of units still to be completed at that station (this will not be displayed if a date range is being used). The quantity completed while clocked on can be edited on the logs record page by clicking on the entry in the work log while not collapsed.

## 3 Troubleshooting

### 3.1 Work time or duration negative

If a work time or duration is negative this indicates that users are not automatically being clocked off at midnight. The database uses an event called autoClockOff, which must be ENABLED. Contact DigitME2 for assistance.

### 3.2 Add Jobs with CSV “No Request” message

- Close and restart the browser

### 3.3 QR code not present when linked clicked

- Notify admin.
- Check that ‘Image’ and ‘qrcode’ libraries are installed on the server.