DAC User Guide

Picker Productivity

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Picker Productivity

Picker Productivity, an optional DAC module, is used to better manage the picking process by:

- Breaking pick lists according to the cube size, quantity or weight limit designated for the items of a warehouse area.
- Estimating the number of totes or boxes needed for picking the items of a designated area for a specific order.
- Estimating picking times which are printed on pick lists, the Label Summary report when case labels are used, and the Picker Performance Report.
- Tracking pickers' performance by reporting the number of items picked, average lines per order picked, and average quantity picked per order.

Picking time is based on *standard minutes* which are calculated to the thousandth decimal place, and equal the sum of the following values:

- The number of totes multiplied by the tote factor.
- The number of aisles multiplied by the aisle factor.
- The number of line items multiplied by the line item factor.
- The number of pieces per line item multiplied by the piece factor.
- The order constant.

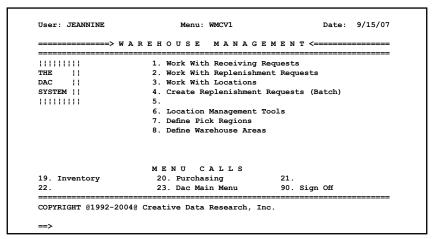
The following tasks must be completed before using the Picker Productivity applications:

- Add employee records for pickers. Refer to Working With Employee Records of the Customer File Maintenance document for additional information.
- Add warehouse area records. Refer to Adding Warehouse Area Records of the Warehousing document for additional information.
- Add additional area information. Refer to Adding Additional Area Information below.
- Edit the **Warehouse Area** field of location records as necessary. Refer to Editing Location Records of the Warehousing document for additional information.
- Add pick region information as necessary. Refer to Editing Pick Region Records of the Warehousing document for additional information.
- Enter *YES of the **Update Route Summary** field and 5 for the **Version Option** field of the SYS032 (Pick Options) default system option. Refer to the DAC Default System Options document for additional information.

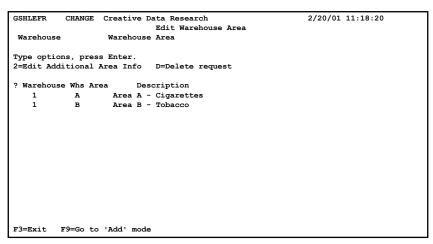
Refer to Working With Load Control of the Billing document for information about using the Work With Load Control screen to monitor the picking process.

Adding Additional Area Information

Before the Picker Productivity module can be used, warehouse area records must be added, and values must be entered for additional warehouse area record fields as described below. Refer to Adding Warehouse Area Records of the Warehousing document for additional information for information about adding area records.



1. Select option 8 (Define Warehouse Areas) from the Warehouse Management screen. The Edit Warehouse Area (Change) screen appears with a list of previously defined warehouse areas.



2. Enter 2 (Edit Additional Area Info) in the selection column of the desired area, and press <Enter>. The Edit Additional Area Information screen appears.

```
CVKAE1R
          CHANGE Creative Data Research
                                                         2/20/01 11:19:14
                     Edit Additional Area Information
Warehouse 1
        В
               Area B - Tobacco
Area :
Type changes, press Enter.
Tote Cube Size (Inches)
                                    Pallet Cube Limit (Feet)
Default Item Cube (Inches)
                                    Pallet Stop Limit . .
Order Constant (Minutes) . .
Aisle Factor (Minutes) . . .
Tote Factor (Minutes)
Line Item Factor (Minutes)
Piece Factor (Minutes) . .
Quantity Break/limit . . .
Weight Break/limit .
(T/B)
F3=Exit
```

- 3. If totes are used for picking items in the area, enter data for the following fields:
 - Tote Cube Size (7.1,n) the size in cubic inches of the totes used for picking.
 - **Default Item Cube** (7.1,n) the default size in cubic inches of the items assigned to the locations of the area. The value entered for this field is used only if no cubic size can be calculated for the item using the item's dimensions. Refer to Entering Dimensions In Item Records of the Item File Maintenance document for additional information.

The values entered for the above fields are used to determine the number of totes required to pick an order, and the number of tote labels printed. They can also be used to limit the number of items placed in a tote when picking orders in the area. See **Quantity Break/limit** and **Weight Break/limit** fields below for information about limiting the items placed in a tote by quantity and weight.

- 4. If cases are used for picking orders in the area, enter data for the following fields:
 - Pallet Cube Limit (7,n) the maximum volume in cubic feet which a pallet can hold.
 - Pallet Stop Limit (7,n) the maximum number of delivery stops for which a pallet can be loaded.

The values entered for the above fields are used to determine the number of cases required for picking, and for printing case labels by pallet lots.

- 5. Enter data for the following fields to calculate the time for picking items located in the area:
 - Order Constant (5.3,n) the time in minutes required to prepare for picking, such as obtaining pick lists and totes.
 - **Aisle Factor** (5.3,n) the time in minutes associated with travel down an aisle. This value is multiplied by the number of aisles that picker is required to travel.
 - **Tote Factor** (5.3,n) the time in minutes associated with handling a tote. This value is multiplied by the number of totes required.
 - Line Item Factor (5.3,n) the time in minutes associated with a single line item of an order. This value is multiplied by the number of line items picked.

- **Piece Factor** (5.3,n) the time in minutes associated with a single piece of an order line item. This value is multiplied by the number of pieces per line item. Values may not be required for all of the above fields in order to calculate the picking time for a particular warehouse area. For example, no value is entered for the **Tote Factor** field when totes are not used to pick items of an area.
- 6. To limit the number of items placed in a tote when picking orders in the area, enter values for the following fields as necessary:
 - Quantity Break/limit (7,n) the maximum number of items placed in a tote.
 - Weight Break/limit (7,n) the maximum total weight of the items placed in a tote.

The values entered for the above fields, as well as the **Tote Cube Size** field, are used to designate where pages "break" when printing pick lists only when Y is entered for the **Separate Pick By Tote/Box** field (see below).

- 7. Enter one of the following values for the **Tote/Box Type** (1,a) field:
 - *T* the number of totes used when picking an order in the area appears as the value of the **Tot** field of the load control record that is created.
 - *B* the number of boxes (or bundles) used when picking an order in the area appears as the value of the **Bndl** field of the load control record that is created. Refer to Working With Load Control of the Billing document for additional information.
- 8. Enter *Y* (yes) for the **Separate Pick By Tote/Box** (1,a) field to designate that separate pages of pick lists are printed according to the limits calculated using the one of the values entered for the **Tote Cube Size**, **Quantity Break/limit**, or **Weight Break/limit** fields described above. Of the three values, the first limit reached is the one used by the system.
- 9. Press <Enter> when data entry is complete.

```
2/21/01 9:12:31
CVKAE1R
           CHANGE Creative Data Research
                        Edit Additional Area Information
Warehouse 1
                  Area B - Tobacco
Type changes, press Enter.
Tote Cube Size (Inches)
                                 3100.0 Pallet Cube Limit (Feet)
                                   86.4 Pallet Stop Limit .
Default Item Cube (Inches)
Order Constant (Minutes) . .
                                    . 600
Aisle Factor (Minutes) . . .
Tote Factor (Minutes) . . .
                                    .220
Line Item Factor (Minutes) .
Piece Factor (Minutes) . . .
                                    .065
Quantity Break/limit . . .
Weight Break/limit . . . .
Tote/Box Type . . . . . . . . . . . . . . . . . B (T/B)
Separate Pick By Tote/Box . . . . Y (Y/N)
                                                                    CONFIRM: Y (Y/N)
```

10. Press <Enter> when prompted to confirm. The Edit Warehouse Area screen appears.

```
GSHLEFR CHANGE Creative Data Research
Edit Warehouse Area

Warehouse Warehouse Area

Type options, press Enter.
2=Edit Additional Area Info D=Delete request

? Warehouse Whs Area Description
1 A Area A - Cigarettes
1 B Area B - Tobacco

F3=Exit F9=Go to 'Add' mode

CONFIRM: Y (Y/N)
```

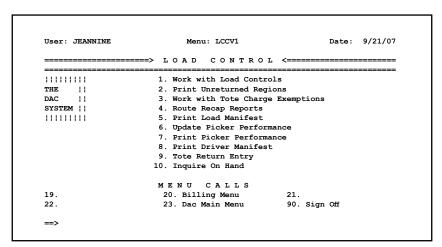
- 11. Press <Enter> when prompted to confirm.
- 12. Continue adding additional area information as previously described, or press <F3> to exit. The Warehouse Management screen appears.

Updating Picker Performance Records

Picker performance records are created automatically after pick documents are printed, and the pickers who pulled items using the pick lists is entered on the Work With Load Control screen. The instructions below describe how to update the picker data if corrections must be made.

```
User: JEANNINE
                               Menu: BLCV1
                                                             Date: 9/21/07
                   ===> BILLING SYSTEM <==
111111111
                         1 Work With Orders (Current)
                        2. Work With Orders (History)
THE ||
DAC ||
                        3. Verify Customer Orders
SYSTEM | |
                        4. Select Orders For Picking
111111111
                        5. Select Orders For Invoicing
                        6. Select Orders For Posting
                        7. Select Orders For Reprint(Invoices)
                        8. Select Orders For Re-Pick
                         9. Price Inquiry By Customer
                        10. Work With Rebate Payables
                        11. Copy Order from History to Current
                        MENU CALLS
20. Billing Files Maint. 21. Billing Reports
19. Loading Control
22. Remote Orders
                         23. Dac Main Menu
                                                    90. Sign Off
COPYRIGHT @1992-2007@ Creative Data Research, Inc.
Selection or command
```

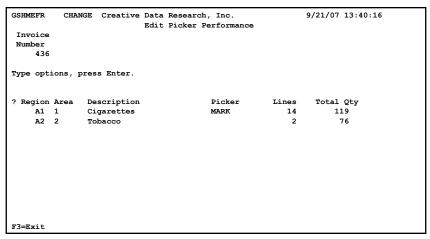
1. Select option 19 (Loading Control) from the Billing System screen. The Load Control screen appears.



2. Select option 6 (Update Picker Performance) from the Load Control screen. The Picker Performance Edit screen appears.

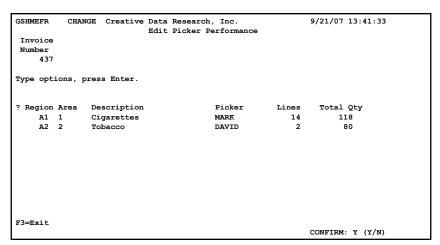
GSHNPVR	ENTER	Creative	Data Research, Picker Performa	9/21/07 13:20:02
Type choice	es, pres	s Enter.		
Invoice Nur	mber			
F3=Exit				

3. Enter the desired invoice order number for the **Invoice Number** (7,n) field, press <Field Exit>, and press <Enter>. The Edit Picker Performance screen appears.

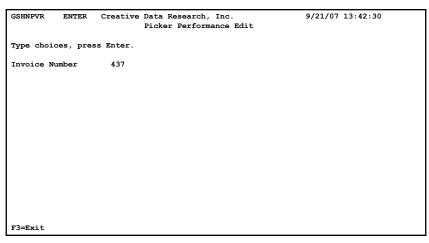


Pickers' employee codes appear on the Edit Picker Performance screen if they are previously entered using the Work With Load Controls application. Refer to Working With Load Control of the Billing document for additional information.

4. Enter the employee code of the pickers in the **Picker** (6,a) field of the desired picker performance records as necessary, and press <Enter> when data entry is complete.



5. Press <Enter> when prompted to confirm. The Picker Performance Edit screen appears.

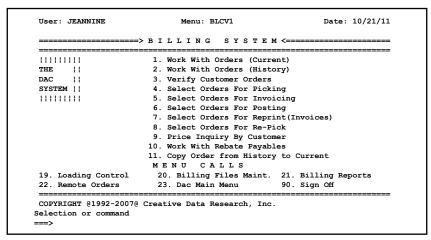


6. Repeat the steps above to continue updating picker performance records, or press <F3> to exit. The Load Control screen appears.

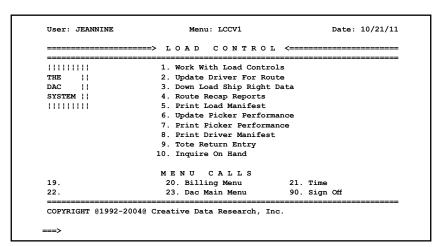
Printing Route Recap And Region Reports

The instructions below describe printing the Route Recap Report that is used to determine the truck size required for a route. Contact CDR support personnel for additional information about these three pick region reports (illustrated below) which can be automatically printed when Picker Productivity is used:

- Route Region Summary report displays a picking time estimate by pick region for individual delivery routes. The report can be used to determine how many pickers are assigned to each region.
- Region Summary report also displays a picking time estimate by pick regions as a whole. The report can also be used to determine picker assignments.
- Region Route Summary report displays picker performance data at the detail level of customer and invoice.



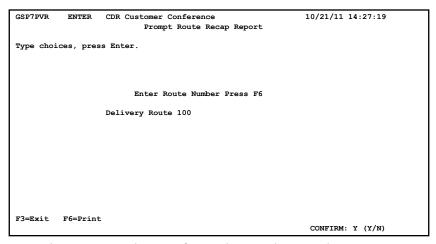
1. After all the load control records of a delivery route are updated, select option 19 (Loading Control) from the Billing System screen. The Load Control screen appears.



2. Select option 4 (Route Recap Reports) from the Load Control screen. The Prompt Route Recap Report screen appears.

GSP7PVR ENTER CDR Customer Conference Prompt Route Recap Report	10/21/11 13:53:57
Type choices, press Enter.	
Enter Route Number Press F6	
Delivery Route	
F3=Exit F6=Print	

3. Enter the route code for the Delivery Route field, and press <F6> (Print).



4. Press <Enter> when prompted to confirm. The Load Control screen appears.

Route Recap Report 2

CDR Custome	er Conferenc	e Route Rec	ap Report 2		JEANNINE	DMAHPFR	10/21/11	9:44:18 Page	1
Stop #	Inv #	Customer Name	Cases	Totes	Boxes	Cube in.	Cube ft.	Weight	
Route No. 3	100								
2	4959 BIG J	OHN'S QUICK STOP #1		15	85	249436	144.35	6703.75	
3	4954 THREE	RIVERS CHEVRON		15	72	218073	126.20	2197.75	
4	4951 BOB'S	SHELL		15	74	222739	128.90	8625.25	
6	4993 DIANN	E'S GROCERY	48					81.00	
7	4952 SNYDE	R'S STOP & GO		7	79	216259	125.15	326.25	
		Route Totals 100	48	52	310	906507	524.60	17934.00	
Final total	ls		48	52	310	906507	524.60	17934.00	
** END OF	REPORT **								

Route Region Summary

Creative Data Research, Inc.	Route Re	gion Summa	ry	JEAI	NNINE GSO	GPFR	9/21/07 16:50:39	Page	1
Route Number 200	Pieces	Lines	Cube ft.	Totes	Boxes	Hours			
Region A1 CIGARETTES	119	14	4.50		4	.13			
Region A2 TOBACCO	76	2	3.80	3		.08			
Route Number 200	195	16	8.30	3	4	. 22			

Route Re	egion Summa	ry	JEAN	NNINE GSO	GPFR	9/21/07	16:50:39	Page	2
Pieces	Lines	Cube ft.	Totes	Boxes	Hours				
215	21	8.90		8	.23				
124	4	6.20	6		.13				
339	25	15.10	6	8	.37				
	Pieces 215	Pieces Lines 215 21 124 4	Pieces Lines Cube ft. 215 21 8.90 124 4 6.20	Pieces Lines Cube ft. Totes 215 21 8.90 124 4 6.20 6	Pieces Lines Cube ft. Totes Boxes 215 21 8.90 8 124 4 6.20 6	Pieces Lines Cube ft. Totes Boxes Hours 215 21 8.90 8 .23 124 4 6.20 6 .13	Pieces Lines Cube ft. Totes Boxes Hours 215 21 8.90 8 .23 124 4 6.20 6 .13	Pieces Lines Cube ft. Totes Boxes Hours 215 21 8.90 8 .23 124 4 6.20 6 .13	Pieces Lines Cube ft. Totes Boxes Hours 215 21 8.90 8 .23 124 4 6.20 6 .13

Creative Data Research, Inc.	Route Re	gion Summa	ry	JEAI	NNINE GSC	GPFR	9/21/07 16:50:39 Page	3
Route Number 500	Pieces	Lines	Cube ft.	Totes	Boxes	Hours		
Region A1 CIGARETTES	461	51	19.50		16	.52		
Region A2 TOBACCO	284	8	14.20	12		.32		
Route Number 500	745	59	33.70	12	16	.83		
Final totals	1279	100	57.10	21	28	1.42		
** END OF REPORT **								

Region Summary

Creative Data Research, Inc.	Region S	-					9/21/07 16:50:39 Page	
	Pieces	Lines	Cube ft.	Totes	Boxes	Hours		
Region Al CIGARETTES	795	86	32.90		28	. 93		
Region A2 TOBACCO	484	14	24.20	21		. 60		
Final totals	1279	100	57.10	21	28	1.53		
** END OF REPORT **								

Region Route Summary

Creative Data Research, Inc.	Region Route Summary	JEANNINE	CVJFPFR 9/21	./07 16:50:39 Page 1
Stop# Inv # Customer Name	Cases Totes	Boxes Cube in	. Cube ft.	
Region Al CIGARETTES				
Route Number 200 0 446 KINGS GROCERY		4 7776.0	00 4.50	
Route Number 200	119	4 7776.0	00 4.50	

Creative Data Research, Inc.	Region Route Summary	JEANNINE (CVJFPFR 9/21,	/07 16:50:39 Page 2
Stop# Inv # Customer Name	Cases Totes	Boxes Cube in.	Cube ft.	
Region A1 CIGARETTES				
Route Number 210				
0 440 GAS-N-SHOP #6		4 8553.60	4.95	
0 441 JR FOOD MART - ABITA		4 6825.60	3.95	
Route Number 210	215	8 15379.20	8.90	

Creativ	ve Data Research, Inc.	Region Route Summary		JEANNINE CVJFPF	R 9/21/0	7 16:50:39 Page	3
Stop#	Inv # Customer Name	Cases	Totes Boxes	Cube in. Cu	be ft.		
Regi	on A1 CIGARETTES						
Route N	Number 500						
0	445 BIG P MINI MART		4	7862.40	4.55		
0	447 LIL SHORT STOP - OC	CEAN SPRINGS	4	9072.00	5.25		
0	448 LIL SHORT STOP - VA	ANCLEVE	4	9072.00	5.25		
0	449 OCEAN SPRINGS QUICE	K STOP	4	7689.60	4.45		
Route N	Number 500	461	16	33696.00	19.50		
Regi	ion A1 CIGARETTES	795	28	56851.20	32.90		

Region Route Summary		JEANNINE CVJFPFR	9/21/07 16:50:39 Page	4
Cases To	otes Boxes	Cube in. Cube	ft.	
	3	6566.40	.80	
76	3	6566.40	. 80	
	Cases To	Cases Totes Boxes	Cases Totes Boxes Cube in. Cube 3 6566.40 3	Cases Totes Boxes Cube in. Cube ft.

Creative Data Research, Inc.	Region Route Summary		JEANNINE CV	JFPFR 9,	/21/07 16:50:39 Page	5
Stop# Inv # Customer Name	Cases	Totes Bo	exes Cube in.	Cube ft.		
Region A2 TOBACCO						
Route Number 210						
0 440 GAS-N-SHOP #6		3	5529.60	3.20		
0 441 JR FOOD MART - ABITA		3	5184.00	3.00		
Route Number 210	124	6	10713.60	6.20		

Creative	Data Research, Inc.	Region Route Summary			JEANNINE CV	JFPFR 9/21/	07 16:50:39 Page	6
Stop#	Inv # Customer Name	Cases	Totes	Boxes	Cube in.	Cube ft.		
Region	n A2 TOBACCO							
Route Num	aber 500							
0	445 BIG P MINI MART		3		6912.00	4.00		
0	447 LIL SHORT STOP - OCEAN	SPRINGS	3		6220.80	3.60		
0	448 LIL SHORT STOP - VANCLE	EVE	3		5875.20	3.40		
0	449 OCEAN SPRINGS QUICK STO)P	3		5529.60	3.20		
Route Num	mber 500	284	12		24537.60	14.20		
Region	a A2 TOBACCO	484	21		41817.60	24.20		
Final tot	cals	1279	21	28	98668.80	57.10		
** END OF	F REPORT **							

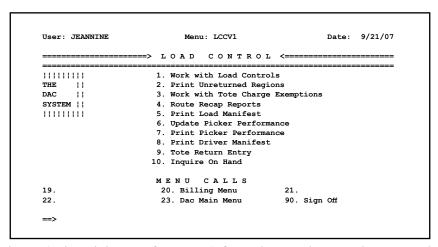
Printing A Picker Performance Report

The instructions below describe printing the Picker Performance Report for employees by warehouse areas for a specific date range. The report details:

- Quantity of items picked from specific warehouse areas for each picker
- Average lines per order picked for an area.
- Average quantity per order picked for an area.
- Minutes estimated to pick the items (if the necessary data order constant, aisle factor, etc. is defined).

```
User: JEANNINE
                              Menu: BLCV1
                                                           Date: 9/21/07
                ====>BILLING SYSTEM <==
111111111
                       1. Work With Orders (Current)
THE ||
DAC ||
                       2. Work With Orders (History)
                       3. Verify Customer Orders
SYSTEM !!
                       4. Select Orders For Picking
                       5. Select Orders For Invoicing
111111111
                       6. Select Orders For Posting
                       7. Select Orders For Reprint (Invoices)
                       8. Select Orders For Re-Pick
                       9. Price Inquiry By Customer
                      10. Work With Rebate Payables
                      11. Copy Order from History to Current
MENU CALLS
                        20. Billing Files Maint. 21. Billing Reports
19. Loading Control
22. Remote Orders
                       23. Dac Main Menu
                                                   90. Sign Off
COPYRIGHT @1992-2007@ Creative Data Research, Inc.
```

1. Select option 19 (Loading Control) from the Billing System screen. The Load Control screen appears.



2. Select option 7 (Print Picker Performance) from the Load Control screen. The Picker Performance Report screen appears.

GSHPPVR ENTER Creative Data Research, Inc. Picker Performance Repo	9/21/07 14:32:48 ort
Type choices, press Enter.	
Start Date End Date	
Purge Records After Print Y/N N	
F3=Exit F6=Print	

- 3. Enter a range of dates for the **Start Date** and **End Date** (6,n) fields based on the dates that pick documents were printed.
- 4. Enter *Y* for the **Purge Records After Print** (1,a) field to purge picker performance records.
- 5. Press <F6> (Print), and press <Enter> when prompted to confirm. The Load Control screen appears.

Picker Performance Report

ttes o Grocery	Orders 5	Lines 65	Quantity 580	AVE LPO	AVE QPO	Minutes				
ttes			580	13						
0			580	13						
	4				116	41				
Grocery		0	252	2	63	19				
	1	12	48	12	48					
l Msde	1	1	4	1	4					
LIAMS										
0	3	6	200	2	66	15				
l Msde	1	4	12	4	12					
r										
ttes	7	77	743	11	106	52				
0	5	10	360	2	72	26				
Grocery	1	13	39	13	39					
l Msde	2	5	19	2	9					
t	D. Msde Tuttes D. Grocery	3 1 Msde 1 1 T 1 T 1 T 1 T 1 T 1 T 1 T 1 T 1 T	3 6 1 Msde 1 4 2 2 2 2 3 5 10 6 6 6 6 6 6 7 7 7 7 7 7 7 7 7 7 7 7 7	3 6 200 1 Msde 1 4 12 2 2 3 5 7 77 743 5 5 10 360 6 6 6 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	3 6 200 2 1 Msde 1 4 12 4 2 2 2 2 3 3 6 200 2 4 4 5 5 10 360 2 6 6 6 6 6 6 7 7 7 7 7 7 7 7 7 7 7 7 7	3 6 200 2 66 1 Msde 1 4 12 4 12 Steel 7 77 743 11 106 5 10 360 2 72 Grocery 1 13 39 13 39	3 6 200 2 66 15 1 Msde 1 4 12 4 12 2 tes 7 77 743 11 106 52 3 5 10 360 2 72 26 6 Grocery 1 13 39 13 39	3 6 200 2 66 15 1 Msde 1 4 12 4 12 2 tes 7 77 743 11 106 52 3 5 10 360 2 72 26 Grocery 1 13 39 13 39	3 6 200 2 66 15 1 Msde 1 4 12 4 12 2 tes 7 77 743 11 106 52 3 5 10 360 2 72 26 6 Grocery 1 13 39 13 39	3 6 200 2 66 15 1 Msde 1 4 12 4 12 2 tes 7 77 743 11 106 52 3 5 10 360 2 72 26 4 Grocery 1 13 39 13 39

Time Clock

The Time Clock applications are primarily used to track picking times for listing in the Time Clock Report.

Before a picker begins using the time clock, verify that *CLOCKCLP* (**LIBL*) is entered for **Initial program to call** of their user profile.

The instructions below describe how a picker signs on, clocks in and clocks out. After clocking in, a time clock entry is created for the picker, and the corresponding load control record is updated with the picker's ID.

Also included are instructions for supervisors about correcting time clock entries, and printing time clock reports. The Time Clock Report is based on time clock entries, and the No Clock Entry Report is an exception report is based on the load control records for which no picker ID is entered.

Pickers: Signing On

To sign on the system, 1) enter your user ID for the **User** field and press <Tab>, and 2) enter your password for the **Password** field and press <Enter>. Note: The characters entered for the password do not appear on the Sign On screen.

If the *User* ... *does not exist* message or *Password not correct for user profile* message appears, contact the DAC system administrator for the correct user ID or password.

If the *Next not valid sign-on attempt varies off device* message appears, do not attempt to sign on the system again. Contact your supervisor, the DAC system administrator, or CDR support personnel for assistance.

After signing on, the Clock In/Out screen appears.

```
Clock In/Out
Task 10 Region Pick
Region
Employee

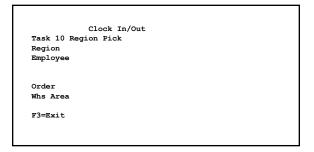
Order
Whs Area
F3=Exit
```

Pickers: Using The Time Clock

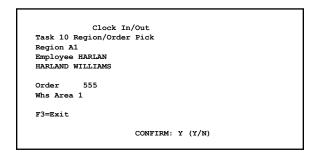
An employee can be clocked in to do only one picking task at a time. The system will stop tracking the time of the current picking task when a picker clocks in to begin a new task.

The instructions below include information about using the time clock to end the timing of the current task when a new task will not be started. This occurs when pickers complete their last pick of the day, and prior to taking a break between picking tasks.

To Clock In



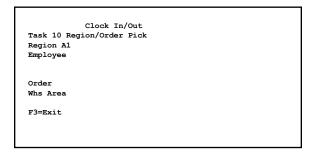
- 1. Enter your employee number or code for the **Employee** (6,a) field, and press <Tab>.
- 2. Enter the invoice number as it appears on the pick document for the **Order** (7,n) field, and press <Tab>.
- 3. Enter the region code as it appears on the pick document for the **Region** (2,a) field, and press <Enter>.



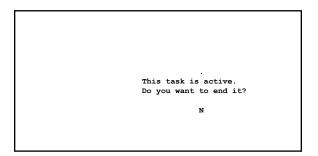
4. Press <Enter> to confirm. The timing of the picking task begins, and timing of a previously started task ends.

To Clock Out

The instructions below describe using the time clock to end the timing of the current task when a new task will not be started. This occurs when pickers take a break between picking tasks, and when they complete their last pick of the day.



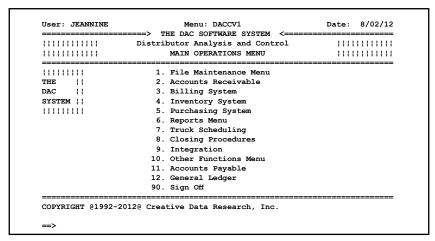
- 1. Enter your employee number or code for the **Employee** (6,a) field, and press <Tab>.
- 2. Re-enter the invoice number which was last entered for the **Order** (7,n) field, and press <Tab>.
- 3. Re-enter the region code which was last entered for the **Region** (2,a) field, and press <Enter>. The *This task is active. Do you want to end it?* message appears.



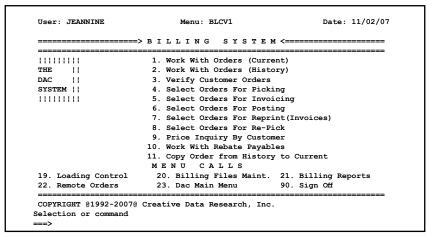
4. Enter *Y* and press <Enter>. The timing of the picking task ends.

Supervisors: Working With Time Clock Entries

The instructions below describe using the Work With Time Clock screen to correct time clock entries.



1. Select option 3 (Billing System) from the Main Operations Menu screen. The Billing System screen appears.



2. Select option 19 (Loading Control) from the Billing System screen. The Load Control Screen appears.

```
Menu: LCCV1
                                                         Date: 11/02/07
          ======> LOAD CONTROL <======
1111111111
                      1. Work with Load Controls
THE
                      2. Print Unreturned Regions
DAC
      11
                      3. Work with Tote Charge Exemptions
SYSTEM | |
                      4. Route Recap Reports
                      5. Print Load Manifest
111111111
                      6. Update Picker Performance
                      7. Print Picker Performance
                      8. Print Driver Manifest
                       9. Tote Return Entry
                     10. Inquire On Hand
                      MENU CALLS
                       20. Billing Menu
                                                21. Time
                       23. Dac Main Menu
                                                90. Sign Off
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
```

3. Select option 21 (Time) from the Load Control screen. The Time Clock Menu screen appears.

```
User: JEANNINE
                            Menu: TIMECV1
                                                         Date: 11/02/07
              =====>T I M E C L O C K M E N U<===
111111111
                      1. Work with Time Clock
                      2. Clock IN/ Clock OUT
THE ||
                      3. Time Clock Report
SYSTEM ||
111111111
                      MENU CALLS
19.
                       20.
                                                 90. Sign Off
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
```

4. Select option 1 (Work With Time Clock). The Work With Time Clock screen appears.

```
DISPLAY Creative Data Research, Inc.
                                                                     11/02/07 14:52:40
                                 Work with Time Clock
Employee Order Region Task Date Time
                                         0:00:00
Type options, press Enter.
2=Edit
          9=Clock Out an Active Entry
  Emp# Employee Name Order Reg Clock In Time
HARLAN HARLAND WILLIAM 544 A1 11/02/07 14:51:37 /
                                                                            0:00:00
  HARLAN HARLAND WILLIAM
                                 550 A1 11/02/07 13:40:47 / 11/02/07 13:41:00
         HARLAND WILLIAM
MARK STEWART
MARK STEWART
MARK STEWART
MARK STEWART
                                 555 A3 11/02/07 10:42:37 / 11/02/07 13:30:05
  HARLAN HARLAND WILLIAM
                                 440 A1 9/22/07 15:48:05 / 9/22/07 16:58:59
544 D1 11/02/07 14:52:38 / 0:00:00
  HARLAN HARLAND WILLIAM
  MARK
                                 555 A1 11/02/07 12:56:15 / 11/02/07 13:33:45
                                 445 A1 9/22/07 17:00:13 / 9/22/07 17:13:44
                                 441 A1 9/22/07 15:48:59 / 9/22/07 15:50:02
F3=Exit F4=Search F10=Clock IN/OUT
```

5. To clock out an employee, enter 9 (Clock Out an Active Entry) in the selection column of the desired entry (see below).

```
DISPLAY Creative Data Research, Inc.
                                                                                                       11/02/07 14:52:40
                                                Work with Time Clock
Employee Order Region Task Date Time
                                                              0:00:00
Type options, press Enter.
2=Edit
              9=Clock Out an Active Entry
? Emp#
              Employee Name
                                          Order Reg Clock In Time
                                                                                                Clck Out Time
                                                                                                                               Sts
   HARLAN HARLAND WILLIAM 544 A1 11/02/07 14:51:37 /
                                                                                                                 0:00:00
                                                 550 A1 11/02/07 13:40:47 / 11/02/07 13:41:00
   HARLAN HARLAND WILLIAM
  HARLAN HARLAND WILLIAM 550 A1 11/02/07 13:40:47 / 11/02/07 13:40:00 HARLAN HARLAND WILLIAM 440 A1 9/22/07 15:48:05 / 9/22/07 16:58:59 MARK MARK STEWART 544 D1 11/02/07 14:52:38 / 0:00:00 MARK MARK STEWART 445 A1 9/22/07 12:56:15 / 11/02/07 13:33:45 MARK MARK STEWART 445 A1 9/22/07 17:00:13 / 9/22/07 17:13:44 MARK MARK STEWART 445 A1 9/22/07 17:00:13 / 9/22/07 17:13:44 MARK MARK STEWART 441 A1 9/22/07 17:00:13 / 9/22/07 17:5:50:00
F3=Exit F4=Search F10=Clock IN/OUT
```

Press <Enter>.

```
CVEVDFR DISPLAY Creative Data Research, Inc. 11/02/07 14:54:45

Work with Time Clock

Employee Order Region Task Date Time Sts
0:00:00

Type options, press Enter.
2=Edit 9=Clock Out an Active Entry

? Emp# Employee Name Order Reg Clock In Time Clck Out Time Sts
HARLAN HARLAND WILLIAM 544 Al 11/02/07 14:51:37 / 0:00:00 A
HARLAN HARLAND WILLIAM 550 Al 11/02/07 13:40:47 / 11/02/07 13:41:00 C
HARLAN HARLAND WILLIAM 555 A3 11/02/07 10:42:37 / 11/02/07 13:30:05 C
HARLAN HARLAND WILLIAM 440 Al 9/22/07 15:48:05 / 9/22/07 16:58:59 C
MARK MARK STEWART 544 D1 11/02/07 14:52:38 / 11/02/07 14:54:45 C
MARK MARK STEWART 555 A1 11/02/07 12:56:15 / 11/02/07 17:33:35 C
MARK MARK STEWART 545 A1 19/22/07 17:00:13 / 9/22/07 17:13:44 C
MARK MARK STEWART 445 A1 9/22/07 15:48:59 / 9/22/07 15:50:02 C
```

The time clock entry appears with a C (Complete) status and the clock out time.

Correcting Clock Out Times

```
CVEVDFR DISPLAY Creative Data Research, Inc. 11/02/07 14:54:45

Work with Time Clock

Employee Order Region Task Date Time Sts
0:00:00

Type options, press Enter.
2=Edit 9=Clock Out an Active Entry

? Emp# Employee Name Order Reg Clock In Time Clck Out Time Sts
HARLAN HARLAND WILLIAM 544 Al 11/02/07 14:51:37 / 0:00:00 A
HARLAN HARLAND WILLIAM 550 Al 11/02/07 13:40:47 / 11/02/07 13:41:00 C
HARLAN HARLAND WILLIAM 555 A3 11/02/07 10:42:37 / 11/02/07 13:30:05 C
HARLAN HARLAND WILLIAM 440 Al 9/22/07 15:48:05 / 9/22/07 16:58:59 C
MARK MARK STEWART 544 D1 11/02/07 14:52:38 / 11/02/07 14:54:45 C
MARK MARK STEWART 555 A1 11/02/07 12:6:15 / 11/02/07 13:34:40 C
MARK MARK STEWART 445 Al 9/22/07 17:00:13 / 9/22/07 17:13:44 C
MARK MARK STEWART 445 A1 9/22/07 15:48:59 / 9/22/07 15:50:02 C
```

1. Enter 2 (Edit) in the selection column of the desired entry, and press <Enter>. The Edit Time Clock Entry Details screen appears.

```
CVEXE1R
         CHANGE Creative Data Research, Inc.
                                                     11/02/07 15:04:02
                     Edit Time Clock Entry Details
Employee Number . . . :
                         MARK
Clock Task . . . . . . :
                         11/02/07
Clock Start Date . . . : Clock Start Time . . . :
Type changes, press Enter.
Route Number . . . . . .
Warehouse Area . . . . .
Clock End Date . . . . .
                        110207
Clock End Time . . . . . .
                        14:54:45
Start Mileage . . . . .
End Mileage . . . . . .
F3=Exit F11=Delete F12=Key screen
```

2. Enter new values, as necessary, for the **Clock End Date** (MMDDYY), **Clock End Time** (HH:MM:SS) and **Clock Total Time** (total minutes to the hundredths) fields of the screen, and press <Tab> after each entry.

```
CVEXE1R
          CHANGE Creative Data Research, Inc.
                                                         11/02/07 15:14:17
                       Edit Time Clock Entry Details
Employee Number . . . :
                          MARK
Clock Task . . . . . . :
Clock Start Date . . . : 11/02/07
Clock Start Time . . . : 14:52:38
Type changes, press Enter.
Route Number . . . . . .
Warehouse Area . . . . .
Pick Region . . . . . .
Invoice Number . . . . .
                               544
. 36:4!
4.11
C
Clock Total Time . . . . .
Clock Status . . . . . . . . Start Mileage . . . . . .
End Mileage . . . . .
F3=Exit F11=Delete F12=Key screen
```

3. Press <Enter> when data entry is complete, and press <Enter> when prompted to to confirm. The Edit Time Clock Entry KEY SCREEN screen appears.

```
CVEXEIR CHANGE Creative Data Research, Inc. 11/02/07 15:49:41
Edit Time Clock Entry KEY SCREEN

Type choices, press Enter.

Employee Number . . . . MARK
Clock Task . . . . . . 10 Code
Clock Start Date . . . . 110207 Date
Clock Start Time . . . . 14:52:38 HH:MM:SS
```

4. Press <F3> to exit. The Work With Time Clock screen appears.

Correcting Clock In Times

```
CVEVDFR
                DISPLAY Creative Data Research, Inc.
                                                                                             11/05/07 8:47:11
                                            Work with Time Clock
Employee Order Region Task Date Time
                                                        0:00:00
Type options, press Enter.
2=Edit
             9=Clock Out an Active Entry
? Emp# Employee Name
                                     Order Reg Clock In Time
                                                                                       Clck Out Time
                                      544 A1 11/02/07 14:51:37 / 11/02/07 14:56:37
550 A1 11/02/07 13:40:47 / 11/02/07 13:41:00
   HARLAN HARLAND WILLIAM
   HARLAN HARLAND WILLIAM
                                          555 A1 11/02/07 13:40:47 / 11/02/07 13:41:00
555 A3 11/02/07 10:42:37 / 11/02/07 13:30:05
440 A1 9/22/07 15:48:05 / 9/22/07 16:58:59
544 D1 11/02/07 14:52:38 / 11/02/07 14:56:45
555 A1 11/02/07 12:56:15 / 11/02/07 13:33:45
445 A1 9/22/07 17:00:13 / 9/22/07 17:13:44
   HARLAN HARLAND WILLIAM
  HARLAN HARLAND WILLIAM
MARK MARK STEWART
MARK MARK STEWART
MARK MARK STEWART
                                            441 A1 9/22/07 15:48:59 / 9/22/07 15:50:02
            MARK STEWART
F3=Exit F4=Search F10=Clock IN/OUT
```

1. Enter 2 (Edit) in the selection column of the incorrect entry, and press <Enter>. The Edit Time Clock Entry Details (Change) screen appears.

```
CVEXE1R
          CHANGE Creative Data Research, Inc.
                                                         11/05/07 9:04:48
                       Edit Time Clock Entry Details
Employee Number . . . :
                           HARLAN
Clock Task . . . . . . :
Clock Start Date . . . :
                           11/02/07
Clock Start Time . . . :
                          10:42:37
Type changes, press Enter.
Route Number . . . . . .
Warehouse Area . . . . .
Pick Region . . . . . .
Invoice Number . . . . .
                               555
                          110207
Clock End Date . . . . .
                          13:30:05
Clock End Time . . . . .
Clock Total Time . . . .
                           167.46
Clock Status . . . . . .
Start Mileage . . . . .
End Mileage . . . .
F3=Exit F11=Delete F12=Key screen
```

2. Press <F12> (Key screen). The Edit Time Clock Entry KEY SCREEN (Change) screen appears.

```
CVEXEIR CHANGE Creative Data Research, Inc. 11/05/07 9:07:40
Edit Time Clock Entry KEY SCREEN

Type choices, press Enter.

Employee Number . . . . HARLAN
Clock Task . . . . . 10 Code
Clock Start Date . . . 110207 Date
Clock Start Time . . . . 10:42:37 HH:MM:SS
```

3. Press <F9> (Go to 'Add' mode). The Edit Time Clock Entry KEY SCREEN (Add) screen appears.

```
CVEXEIR ADD Creative Data Research, Inc. 11/05/07 9:12:32
Edit Time Clock Entry KEY SCREEN

Type choices, press Enter.

Employee Number . . . . HARLAN
Clock Task . . . . . 10 Code
Clock Start Date . . . . 110207 Date
Clock Start Time . . . . 10:42:37 HH:MM:SS
```

4. Enter new values for the Clock Start Date (MMDDYY) and Clock Start Time (HH:MM:SS) fields of the screen, and press <Tab> after each entry.

```
CVEXEIR ADD Creative Data Research, Inc. 11/05/07 9:22:12
Edit Time Clock Entry KEY SCREEN

Type choices, press Enter.

Employee Number . . . . HARLAN
Clock Task . . . . . 10 Code
Clock Start Date . . . . 110207 Date
Clock Start Time . . . . 13:22:37 HH:MM:SS
```

5. Press <Enter>. The Edit Time Clock Entry Details (Add) screen appears.

```
11/05/07 9:22:53
CVEXE1R
                  Creative Data Research, Inc.
                        Edit Time Clock Entry Details
Employee Number . . . :
                           HARLAN
                           11/02/07
Clock Start Date . . . :
Clock Start Time . . . :
                           13:22:37
Type changes, press Enter.
Route Number . .
Warehouse Area . . . . .
Pick Region . . . . . .
Invoice Number . . . . .
Clock End Date . . . . .
Clock End Time . . . . .
                            0:00:00
Clock Total Time . . . .
Clock Status . . . . . .
Start Mileage . . . . .
End Mileage . . . .
F3=Exit F12=Key screen
```

- 6. Enter data for the following fields, and press <Tab> after each entry:
 - Warehouse Area (6,a) the warehouse area within which the picker worked.
 - Pick Region (2,a) the pick region within which the picker worked.
 - Invoice Number (7,n) the invoice number of the order picked.
 - Clock End Date (MMDDYY) the date on which the picking task ended.
 - Clock End Time (HH:MM:SS) the time at which the picking task ended.
 - Clock Total Time (6.2,n) the total minutes to the hundreths taken to complete the task.

```
CVEXE1R
                 Creative Data Research, Inc.
                                                         11/05/07 9:22:53
                       Edit Time Clock Entry Details
Employee Number . . . :
                           HARLAN
Clock Task . . . . . . :
                           10
                           11/02/07
Clock Start Date . . . :
Clock Start Time . . . :
                           13:22:37
Type changes, press Enter.
Route Number . . . . . .
Warehouse Area . . . . .
Pick Region . . . . . .
Invoice Number . . . . .
                           555
Clock End Date . . . . .
                           110207
Clock End Time . . . . .
                           13:30:37
Clock Total Time . . . . .
                           480
Clock Status . . . . . .
                           С
Start Mileage
End Mileage
F3=Exit F12=Key screen
```

7. Press <Enter>.

```
11/05/07 9:46:50
CVEXE1R
                  Creative Data Research, Inc.
                        Edit Time Clock Entry Details
                            HARLAN
Employee Number . . . :
Clock Task . . . . . . :
Clock Start Date . . . :
Clock Start Time . . . :
                            11/02/07
                            13:22:37
Type changes, press Enter.
Route Number . . . . . . . . .
Warehouse Area . . . . .
Pick Region . . . . . .
Invoice Number . . . . .
                                555
110207
                           13:30:37
Clock Total Time . . . . .
                            480.00
                            С
Clock Status . . . . . .
Start Mileage
End Mileage
F3=Exit F12=Kev screen
                                                            CONFIRM: Y (Y/N)
```

8. Press <Enter> to confirm. The Edit Time Clock Entry KEY SCREEN (Add) screen appears.

```
CVEXEIR ADD Creative Data Research, Inc. 11/05/07 9:47:21
Edit Time Clock Entry KEY SCREEN

Type choices, press Enter.

Employee Number . . . . HARLAN
Clock Task . . . . . . 10 Code
Clock Start Date . . . . 110207 Date
Clock Start Time . . . . 10:42:37 HH:MM:SS
```

9. Press <F3> to exit. The Work With Time Clock screen appears with a new entry.

```
CVEVDER DISPLAY Creative Data Research, Inc. 11/05/07 9:48:47

Work with Time Clock

Employee Order Region Task Date Time Sts
0:00:00

Type options, press Enter.
2=Edit 9=Clock Out an Active Entry

? Emp# Employee Name Order Reg Clock In Time Clck Out Time Sts
HARLAN HARLAND WILLIAM 544 A1 11/02/07 14:55:37 / 11/02/07 14:56:37 C
HARLAN HARLAND WILLIAM 550 A1 11/02/07 13:40:47 / 11/02/07 13:41:00 C
HARLAN HARLAND WILLIAM 555 A3 11/02/07 13:22:37 / 11/02/07 13:30:37 C
HARLAN HARLAND WILLIAM 555 A3 11/02/07 10:42:37 / 11/02/07 13:30:05 C
HARLAN HARLAND WILLIAM 555 A3 11/02/07 15:48:05 / 9/22/07 16:58:59 C
MARK MARK STEWART 554 D1 11/02/07 14:52:38 / 11/02/07 13:33:345 C
MARK MARK STEWART 555 A1 11/02/07 12:56:15 / 11/02/07 13:33:45 C
MARK MARK STEWART 445 A1 9/22/07 17:00:13 / 9/22/07 17:13:44 C
MARK MARK STEWART 441 A1 9/22/07 15:48:59 / 9/22/07 15:50:02 C
```

10. Enter 2 (Edit) in the selection column of the incorrect entry, and press <Enter>. The Edit Time Clock Entry Details (Change) screen appears.

```
CVEXE1R CHANGE Creative Data Research, Inc.
                                                            11/05/07 10:23:34
                        Edit Time Clock Entry Details
                            HART.AN
Employee Number . . . :
Clock Task . . . . . :
Clock Start Date . . . . :
Clock Start Time . . . . :
                            10
                            11/02/07
                            10:42:37
Type changes, press Enter.
Route Number . . . . . .
A3
Invoice Number . . . . .
                                555
Clock End Date . . . . .
                            110207
                            13:30:05
Clock End Time . . . . .
Clock Total Time . . . . .
                             167.46
Clock Status . . . . . .
Start Mileage . . . . .
End Mileage . . . . .
F3=Exit F11=Delete F12=Key screen
```

- 11. Press <F11> (Delete) and press <Enter> to confirm. The Edit Time Clock Entry KEY SCREEN (Change) screen appears with the *Record deleted* message.
- 12. Press <F3> to exit. The Work With Time Clock screen appears without the incorrect entry.

Printing Time Clock Reports

The instructions below describe using the Print Time Clock Report screen to print the Time Clock Report and the No Clock Entry Report.

```
User: JEANNINE
                                                              Date: 8/02/12
                      => THE DAC SOFTWARE SYSTEM <=
1111111111111
                    Distributor Analysis and Control
                                                                1111111111111
1111111111111
                           MAIN OPERATIONS MENU
                                                                1111111111111
111111111
                         1. File Maintenance Menu
THE ||
DAC ||
                        2. Accounts Receivable
                         3. Billing System
                         4. Inventory System
111111111
                         5. Purchasing System
                         6. Reports Menu
                         7. Truck Scheduling
                         8. Closing Procedures
                         9. Integration
                       10. Other Functions Menu
                       11. Accounts Payable
                       12. General Ledger
                       90. Sign Off
COPYRIGHT @1992-2012@ Creative Data Research, Inc.
```

1. Select option 3 (Billing System) from the Main Operations Menu screen. The Billing System screen appears.

```
User: JEANNINE
                              Menu: BLCV1
                                                           Date: 11/05/07
                  ===>BILLING SYSTEM<===
 111111111
                        1. Work With Orders (Current)
THE
                        2. Work With Orders (History)
DAC
                        3. Verify Customer Orders
SYSTEM ||
                        4. Select Orders For Picking
                        5. Select Orders For Invoicing
                        6. Select Orders For Posting
                        7. Select Orders For Reprint(Invoices)
                        8. Select Orders For Re-Pick
                        9. Price Inquiry By Customer
                       10. Work With Rebate Payables
                       11. Copy Order from History to Current
                                 CALLS
                        MENU
19. Loading Control
                         20. Billing Files Maint. 21. Billing Reports
22. Remote Orders
                         23. Dac Main Menu
                                                  90. Sign Off
COPYRIGHT @1992-2007@ Creative Data Research, Inc.
Selection or command
```

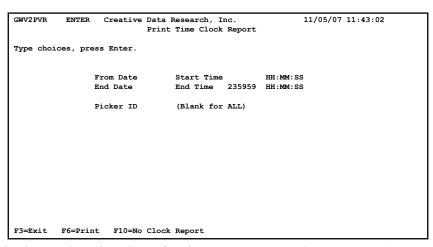
2. Select option 19 (Loading Control) from the Billing System screen. The Load Control Screen appears.

```
User: JEANNINE
                          Menu: LCCV1
                                                    Date: 11/05/07
111111111
                    1. Work with Load Controls
THE ||
DAC ||
                    2. Print Unreturned Regions
                    3. Work with Tote Charge Exemptions
SYSTEM | |
                    4. Route Recap Reports
111111111
                    5. Print Load Manifest
                    6. Update Picker Performance
                     7. Print Picker Performance
                    8. Print Driver Manifest
                     9. Tote Return Entry
                    10. Inquire On Hand
                    MENU CALLS
                     20. Billing Menu
19.
                                            21. Time
                     23. Dac Main Menu
                                            90. Sign Off
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
```

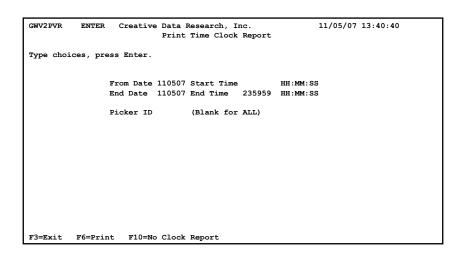
3. Select option 21 (Time) from the Load Control screen. The Time Clock Menu screen appears.

```
User: JEANNINE
                                                         Date: 11/05/07
                            Menu: TIMECV1
                    =>TIME CLOCK MENU<=
111111111
                      1. Work with Time Clock
THE ||
DAC ||
                       2. Clock IN/ Clock OUT
                      3. Time Clock Report
SYSTEM ||
111111111
                       MENU CALLS
19.
                        20.
                                                 21.
                                                 90. Sign Off
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
```

4. Select option 3 (Time Clock Report). The Print Time Clock Report screen appears.

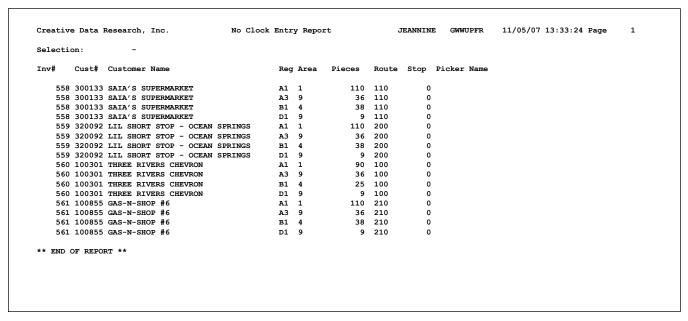


5. Enter beginning and ending dates for the **From Date** and **End Date** (MMDDYY) fields, and press <Tab> after each entry.

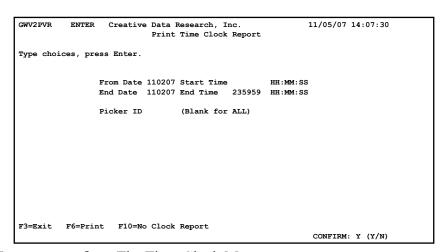


6. To print the No Clock Entry Report, press <F10> and <Enter> to confirm; otherwise continue with step 7 to print the Time Clock Report.

No Clock Entry Report



- 7. To limit the information contained in the Time Clock Report, data can be entered for any of the following optional fields, and pressing <Tab> after each entry:
 - Optional: **Start Time** (HHMMSS) the time at which the picking tasks began on the beginning date.
 - Optional: **End Time** (HHMMSS) the time at which the picking tasks ended on the ending date. The default value of *235959* should not be cleared if a different value is not required.
 - Optional: **Picker ID** (6,a) the employee number or code of a specific picker.
- 8. Press <F6> (Print) to print the Time Clock Report.



9. Press <Enter> to confirm. The Time Clock Menu screen appears.

Time Clock Report

Picker	ID HARLAN	HARLAND	WILLI	AMS										
Task 1	Invoice Area	a Reg	Route	Stop	Start	Time	End	Time	Minutes	Pieces	Cust#	Customer Name		
10	550 1	A1	500		11/02/07	13:40:47	11/02/07	13:41:00	.21	110	320091	LIL SHORT STOP	- VANCLEVE	
10	544 1	A1	120		11/02/07	14:51:37	11/02/07	14:56:37	300.00	50	770031	TAYLOR'S MINI	MART	
10	555	A3			11/02/07	13:22:37	11/02/07	13:30:37		36	100004	SNYDER'S STOP	⊊ GO	
Picker	ID HARLAN	*TOTALS	5 *						780.21	196				
Picker	ID MARK	MARK ST	EWART											
Task 1	Invoice Area	a Reg	Route	Stop	Start	Time	End	Time	Minutes	Pieces	Cust#	Customer Name		
10	555 1	A1			11/02/07					90		SNYDER'S STOP		
10	544 9	D1	120		11/02/07	14:52:38	11/02/07	14:56:45	4.11	9	770031	TAYLOR'S MINI	MART	
Picker	ID MARK	*TOTALS	5 *						41.61	99				
Final	totals								821.82	295				