

# *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.

```
User: JEANNINE          Menu: WMCV1          Date: 9/15/07

===== > WAREHOUSE MANAGEMENT <=====
|||||||
THE    ||      1. Work With Receiving Requests
DAC    ||      2. Work With Replenishment Requests
SYSTEM ||      3. Work With Locations
|||||||      4. Create Replenishment Requests (Batch)
|||      5.
|||      6. Location Management Tools
|||      7. Define Pick Regions
|||      8. Define Warehouse Areas

19. Inventory          M E N U   C A L L S          21.
22.                   20. Purchasing                20. Sign Off
23.                   23. Dac Main Menu              90. Sign Off
=====
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==>
```

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.

```
GSHLEFR  CHANGE  Creative Data Research          2/20/01 11:18:20
                        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
```

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			
Area :	B	Area B - Tobacco	
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 . . . . .			
Tote/Box Type . . . . .		(T/B)	
Separate Pick By Tote/Box . . . .		(Y/N)	
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.
- 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).
  - 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.
  - 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.
  - Press <Enter> when data entry is complete.

CVKAE1R	CHANGE	Creative Data Research	2/21/01	9:12:31
Edit Additional Area Information				
Warehouse 1				
Area :	B	Area B - Tobacco		
Type changes, press Enter.				
Tote Cube Size (Inches)	.	3100.0	Pallet Cube Limit (Feet)	
Default Item Cube (Inches)		86.4	Pallet Stop Limit	.
Order Constant (Minutes)	.	.600		
Aisle Factor (Minutes)	.			
Tote Factor (Minutes)	.	.220		
Line Item Factor (Minutes)	.	.100		
Piece Factor (Minutes)	.	.065		
Quantity Break/limit	.			
Weight Break/limit	.			
Tote/Box Type	.	B (T/B)		
Separate Pick By Tote/Box	.	Y (Y/N)		
F3=Exit				
CONFIRM: Y (Y/N)				

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

GSHLEFR	CHANGE	Creative Data Research	2/21/01 9:15:28
		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

===== > B I L L I N G   S Y S T E M <=====
=====
|||||
THE   ||      1. Work With Orders (Current)
DAC   ||      2. Work With Orders (History)
SYSTEM ||      3. Verify Customer Orders
|||||      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
|||||     M E N U   C A L L S
19. Loading Control      20. Billing Files Maint.  21. Billing Reports
22. Remote Orders       23. Dac Main Menu       90. Sign Off
=====
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Selection or command
==>
```

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

```
User: JEANNINE          Menu: LCCV1          Date: 9/21/07

===== > L O A D   C O N T R O L <=====
=====
|||||
THE   ||      1. Work with Load Controls
DAC   ||      2. Print Unreturned Regions
SYSTEM ||      3. Work with Tote Charge Exemptions
|||||      4. Route Recap Reports
|||||      5. Print Load Manifest
|||||      6. Update Picker Performance
|||||      7. Print Picker Performance
|||||      8. Print Driver Manifest
|||||      9. Tote Return Entry
|||||     10. Inquire On Hand
|||||     M E N U   C A L L S
19.          20. Billing Menu          21.
22.          23. Dac Main Menu       90. Sign Off
=====
==>
```

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



GSHNPVR	ENTER	Creative Data Research, Inc.	9/21/07 13:20:02
		Picker Performance Edit	
Type choices, press Enter.			
Invoice Number			
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.

GSHMEFR	CHANGE	Creative Data Research, Inc.	9/21/07 13:40:16			
		Edit Picker Performance				
Invoice Number						
436						
Type options, press Enter.						
?	Region	Area	Description	Picker	Lines	Total Qty
	A1	1	Cigarettes	MARK	14	119
	A2	2	Tobacco		2	76
F3=Exit						

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.

GSHMEFR	CHANGE	Creative Data Research, Inc.			9/21/07 13:41:33	
Edit Picker Performance						
Invoice Number 437						
Type options, press Enter.						
?	Region	Area	Description	Picker	Lines	Total Qty
	A1	1	Cigarettes	MARK	14	118
	A2	2	Tobacco	DAVID	2	80
F3=Exit						
CONFIRM: Y (Y/N)						

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

GSHNFVR	ENTER	Creative Data Research, Inc.			9/21/07 13:42:30	
Picker Performance Edit						
Type choices, press Enter.						
Invoice Number 437						
F3=Exit						

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.

```
User: JEANNINE          Menu: BLCV1          Date: 10/21/11

===== > B I L L I N G   S Y S T E M <=====
=====
|||||||
THE    ||          1. Work With Orders (Current)
DAC    ||          2. Work With Orders (History)
SYSTEM ||          3. Verify Customer Orders
|||||||          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
                   M E N U   C A L L S
19. Loading Control    20. Billing Files Maint.    21. Billing Reports
22. Remote Orders     23. Dac Main Menu          90. Sign Off
=====
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Selection or command
==>
```

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.

```
User: JEANNINE          Menu: LCCV1          Date: 10/21/11

===== > L O A D   C O N T R O L <=====
=====
|||||||
THE    ||          1. Work With Load Controls
DAC    ||          2. Update Driver For Route
SYSTEM ||          3. Down Load Ship Right Data
|||||||          4. Route Recap Reports
                    5. Print Load Manifest
                    6. Update Picker Performance
                    7. Print Picker Performance
                    8. Print Driver Manifest
                    9. Tote Return Entry
                   10. Inquire On Hand
                   M E N U   C A L L S
19.          20. Billing Menu          21. Time
22.          23. Dac Main Menu        90. Sign Off
=====
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==>
```

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

```

GSP7PVR  ENTER  CDR Customer Conference      10/21/11 13:53:57
                Prompt Route Recap Report

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).

```

GSP7PVR  ENTER  CDR Customer Conference      10/21/11 14:27:19
                Prompt Route Recap Report

Type choices, press Enter.

                Enter Route Number Press F6

Delivery Route 100

F3=Exit  F6=Print

CONFIRM: Y (Y/N)

```

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

## Route Recap Report 2

CDR Customer Conference			Route Recap 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. 100										
2	4959	BIG JOHN'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	DIANNE'S GROCERY	48					81.00		
7	4952	SNYDER'S STOP & GO		7	79	216259	125.15	326.25		
Route Totals 100			48	52	310	906507	524.60	17934.00		
Final totals			48	52	310	906507	524.60	17934.00		
** END OF REPORT **										

## Route Region Summary

Creative Data Research, Inc.	Route Region Summary			JEANNINE	GSOGPFR	9/21/07 16:50:39 Page	1
	Pieces	Lines	Cube ft.	Totes	Boxes	Hours	
Route Number 200							
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	

Creative Data Research, Inc.	Route Region Summary			JEANNINE	GSOGPFR	9/21/07 16:50:39 Page	2
	Pieces	Lines	Cube ft.	Totes	Boxes	Hours	
Route Number 210							
Region A1 CIGARETTES	215	21	8.90		8	.23	
Region A2 TOBACCO	124	4	6.20	6		.13	
Route Number 210	339	25	15.10	6	8	.37	

Creative Data Research, Inc.	Route Region Summary			JEANNINE	GSOGPFR	9/21/07 16:50:39 Page	3
	Pieces	Lines	Cube ft.	Totes	Boxes	Hours	
Route Number 500							
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 Summary			JEANNINE	GSP6PFR	9/21/07 16:50:39 Page	1
	Pieces	Lines	Cube ft.	Totes	Boxes	Hours	
Region A1 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 A1 CIGARETTES									
Route Number 200									
0	446	KINGS GROCERY			4	7776.00	4.50		
Route Number 200			119		4	7776.00	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		

  

Creative Data Research, Inc.		Region Route Summary			JEANNINE	CVJFPFR	9/21/07 16:50:39	Page	3
Stop#	Inv #	Customer Name	Cases	Totes	Boxes	Cube in.	Cube ft.		
Region A1 CIGARETTES									
Route Number 500									
0	445	BIG P MINI MART			4	7862.40	4.55		
0	447	LIL SHORT STOP - OCEAN SPRINGS			4	9072.00	5.25		
0	448	LIL SHORT STOP - VANCELEVE			4	9072.00	5.25		
0	449	OCEAN SPRINGS QUICK STOP			4	7689.60	4.45		
Route Number 500			461		16	33696.00	19.50		
Region A1 CIGARETTES			795		28	56851.20	32.90		

  

Creative Data Research, Inc.		Region Route Summary			JEANNINE	CVJFPFR	9/21/07 16:50:39	Page	4
Stop#	Inv #	Customer Name	Cases	Totes	Boxes	Cube in.	Cube ft.		
Region A2 TOBACCO									
Route Number 200									
0	446	KINGS GROCERY		3		6566.40	3.80		
Route Number 200			76	3		6566.40	3.80		

  

Creative Data Research, Inc.		Region Route Summary			JEANNINE	CVJFPFR	9/21/07 16:50:39	Page	5
Stop#	Inv #	Customer Name	Cases	Totes	Boxes	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	CVJFPFR	9/21/07 16:50:39	Page	6
Stop#	Inv #	Customer Name	Cases	Totes	Boxes	Cube in.	Cube ft.		
Region A2 TOBACCO									
Route Number 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 - VANCELEVE		3		5875.20	3.40		
0	449	OCEAN SPRINGS QUICK STOP		3		5529.60	3.20		
Route Number 500			284	12		24537.60	14.20		
Region A2 TOBACCO			484	21		41817.60	24.20		
Final totals			1279	21	28	98668.80	57.10		
** END OF 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

===== > B I L L I N G   S Y S T E M <=====
|||||||
THE    ||
DAC    ||
SYSTEM ||
|||||||

1. Work With Orders (Current)
2. Work With Orders (History)
3. Verify Customer Orders
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
M E N U   C A L L S
19. Loading Control
22. Remote Orders
20. Billing Files Maint.
23. Dac Main Menu
21. Billing Reports
90. Sign Off

=====
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Selection or command
==>
```

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

```
User: JEANNINE          Menu: LCCV1          Date: 9/21/07

===== > L O A D   C O N T R O L <=====
|||||||
THE    ||
DAC    ||
SYSTEM ||
|||||||

1. Work with Load Controls
2. Print Unreturned Regions
3. Work with Tote Charge Exemptions
4. Route Recap Reports
5. Print Load Manifest
6. Update Picker Performance
7. Print Picker Performance
8. Print Driver Manifest
9. Tote Return Entry
10. Inquire On Hand

M E N U   C A L L S
19.
22.
20. Billing Menu
23. Dac Main Menu
21.
90. Sign Off

==>
```

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

GSHPFVR	ENTER	Creative Data Research, Inc.	9/21/07 14:32:48
		Picker Performance Report	
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

Creative Data Research, Inc.		Picker Performance Report			JEANNINE	GSHOPFR	9/21/07 14:50:46	Page 1
From 9/21/07 to 9/21/07					AVE	AVE		
		Orders	Lines	Quantity	LPO	QPO	Minutes	
Employee DAVID	DAVID MAGEE							
Warehouse Area 1	Cigarettes	5	65	580	13	116	41	
Warehouse Area 2	Tobacco	4	8	252	2	63	19	
Warehouse Area 4	Candy/Grocery	1	12	48	12	48		
Warehouse Area 9	General Msde	1	1	4	1	4		
Employee HARLAN	HARLAN WILLIAMS							
Warehouse Area 2	Tobacco	3	6	200	2	66	15	
Warehouse Area 9	General Msde	1	4	12	4	12		
Employee MARK	MARK STEWART							
Warehouse Area 1	Cigarettes	7	77	743	11	106	52	
Warehouse Area 2	Tobacco	5	10	360	2	72	26	
Warehouse Area 4	Candy/Grocery	1	13	39	13	39		
Warehouse Area 9	General Msde	2	5	19	2	9		
** END OF REPORT **								



# 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

```

                                     Sign On
                                     System . . . . . : S1099999
                                     Subsystem . . . . . : QINTER
                                     Display . . . . . : QPADEV0001

User . . . . .
Password . . . . .
Program/procedure . . . . .
Menu . . . . .
Current library . . . . .
```

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

```

                                Clock In/Out
Task 10 Region Pick
Region
Employee

Order
Whs Area

F3=Exit
```

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>.

```

                                Clock In/Out
Task 10 Region/Order Pick
Region A1
Employee HARLAN
HARLAND WILLIAMS

Order      555
Whs Area 1

F3=Exit

                                CONFIRM: Y (Y/N)
```

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.

```

          Clock In/Out
Task 10 Region/Order Pick
Region A1
Employee

Order
Whs Area

F3=Exit
```

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.

```

          .
This task is active.
Do you want to end it?

N
```

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.

```
User: JEANNINE          Menu: DACCv1          Date: 8/02/12
=====
> THE DAC SOFTWARE SYSTEM <=====
||||||| Distributor Analysis and Control |||||
||||||| MAIN OPERATIONS MENU |||||
=====
||||||| 1. File Maintenance Menu
THE    || 2. Accounts Receivable
DAC    || 3. Billing System
SYSTEM || 4. Inventory System
||||||| 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
=====
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==>
```

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

```
User: JEANNINE          Menu: BLCv1          Date: 11/02/07
=====
> B I L L I N G   S Y S T E M <=====
||||||| 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
||||||| M E N U   C A L L S
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: 11/02/07

======> L O A D   C O N T R O L <=====
=====
|||||||      1. Work with Load Controls
THE      ||      2. Print Unreturned Regions
DAC      ||      3. Work with Tote Charge Exemptions
SYSTEM   ||      4. Route Recap Reports
|||||||      5. Print Load Manifest
|||||||      6. Update Picker Performance
|||||||      7. Print Picker Performance
|||||||      8. Print Driver Manifest
|||||||      9. Tote Return Entry
|||||||     10. Inquire On Hand

                          M E N U   C A L L S
19.                          20. Billing Menu          21. Time
22.                          23. Dac Main Menu        90. Sign Off
=====
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==>

```

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<=====
=====
|||||||      1. Work with Time Clock
THE      ||      2. Clock IN/ Clock OUT
DAC      ||      3. Time Clock Report
SYSTEM   ||
|||||||

                          M E N U   C A L L S
19.                          20.
22.                          23.          21.
                               90. Sign Off
=====
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==>

```

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

```

CVEVDFF  DISPLAY Creative Data Research, Inc.          11/02/07 14:52:40
                        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      Click Out Time      Sts
HARLAN HARLAND WILLIAM   544    A1 11/02/07 14:51:37 /          0:00:00    A
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 10:42:37 / 11/02/07 13:30:05    C
HARLAN HARLAND WILLIAM   440    A1  9/22/07 15:48:05 /  9/22/07 16:58:59    C
MARK    MARK STEWART     544    D1 11/02/07 14:52:38 /          0:00:00    A
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

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).

```

CVEVDFR    DISPLAY Creative Data Research, Inc.                11/02/07 14:52:40
                                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    Click Out Time    Sts
HARLAN  HARLAND WILLIAM  544    A1 11/02/07 14:51:37 /      0:00:00    A
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 10:42:37 / 11/02/07 13:30:05    C
HARLAN  HARLAND WILLIAM  440    A1 9/22/07 15:48:05 / 9/22/07 16:58:59    C
9 MARK  MARK STEWART        544    D1 11/02/07 14:52:38 /      0:00:00    A
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

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    Click Out Time    Sts
HARLAN  HARLAND WILLIAM  544    A1 11/02/07 14:51:37 /      0:00:00    A
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 10:42:37 / 11/02/07 13:30:05    C
HARLAN  HARLAND WILLIAM  440    A1 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 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

F3=Exit  F4=Search  F10=Clock IN/OUT

```

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    Click Out Time    Sts
HARLAN  HARLAND WILLIAM  544    A1 11/02/07 14:51:37 /      0:00:00    A
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 10:42:37 / 11/02/07 13:30:05    C
HARLAN  HARLAND WILLIAM  440    A1 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 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

F3=Exit  F4=Search  F10=Clock IN/OUT

```

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 . . . . . : 10
Clock Start Date . . . . . : 11/02/07
Clock Start Time . . . . . : 14:52:38

Type changes, press Enter.

Route Number . . . . .
Warehouse Area . . . . . 9
Pick Region . . . . . D1
Invoice Number . . . . . 544
Clock End Date . . . . . 110207
Clock End Time . . . . . 14:54:45
Clock Total Time . . . . . 2.11
Clock Status . . . . . C
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 . . . . . : 10
Clock Start Date . . . . . : 11/02/07
Clock Start Time . . . . . : 14:52:38

Type changes, press Enter.

Route Number . . . . .
Warehouse Area . . . . . 9
Pick Region . . . . . D1
Invoice Number . . . . . 544
Clock End Date . . . . . 110207
Clock End Time . . . . . 14:56:45
Clock Total Time . . . . . 4.11
Clock Status . . . . . C
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 confirm. The Edit Time Clock Entry KEY SCREEN screen appears.

```

CVEXE1R  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

F3=Exit  F9=Go to 'Add' mode
Record changed.

```

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    Sts
                                0:00:00

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

? Emp#   Employee Name   Order  Reg Clock In Time      Clock Out Time      Sts
HARLAN HARLAND WILLIAM   544    A1 11/02/07 14:51:37 / 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 10:42:37 / 11/02/07 13:30:05 C
HARLAN HARLAND WILLIAM   440    A1  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 14:56:45 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

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 . . . . . 10
Clock Start Date . . . . . 11/02/07
Clock Start Time . . . . . 10:42:37

Type changes, press Enter.

Route Number . . . . .
Warehouse Area . . . . . 9
Pick Region . . . . . A3
Invoice Number . . . . . 555
Clock End Date . . . . . 110207
Clock End Time . . . . . 13:30:05
Clock Total Time . . . . . 167.46
Clock Status . . . . . C
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.

```
CVEXE1R    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

F3=Exit  F9=Go to 'Add' mode
```

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

```
CVEXE1R  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

F3=Exit  F9=Go to 'Change' mode
```

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.

```
CVEXE1R  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

F3=Exit  F9=Go to 'Change' mode
```

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

```
CVEXE1R  ADD      Creative Data Research, Inc.      11/05/07  9:22:53
                        Edit Time Clock Entry Details

Employee Number . . . . . HARLAN
Clock Task . . . . . 10
Clock Start Date . . . . . 11/02/07
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  ADD      Creative Data Research, Inc.      11/05/07  9:22:53
                        Edit Time Clock Entry Details

Employee Number . . . . . : HARLAN
Clock Task . . . . . : 10
Clock Start Date . . . . . : 11/02/07
Clock Start Time . . . . . : 13:22:37

Type changes, press Enter.

Route Number . . . . .
Warehouse Area . . . . .
Pick Region . . . . . : A3
Invoice Number . . . . . : 555
Clock End Date . . . . . : 110207
Clock End Time . . . . . : 13:30:37
Clock Total Time . . . . . : 480
Clock Status . . . . . : C
Start Mileage . . . . .
End Mileage . . . . .

F3=Exit  F12=Key screen

```

7. Press <Enter>.

```

CVEXE1R  ADD      Creative Data Research, Inc.      11/05/07  9:46:50
                        Edit Time Clock Entry Details

Employee Number . . . . . : HARLAN
Clock Task . . . . . : 10
Clock Start Date . . . . . : 11/02/07
Clock Start Time . . . . . : 13:22:37

Type changes, press Enter.

Route Number . . . . .
Warehouse Area . . . . .
Pick Region . . . . . : A3
Invoice Number . . . . . : 555
Clock End Date . . . . . : 110207
Clock End Time . . . . . : 13:30:37
Clock Total Time . . . . . : 480.00
Clock Status . . . . . : C
Start Mileage . . . . .
End Mileage . . . . .

F3=Exit  F12=Key screen

CONFIRM: Y (Y/N)

```

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

```

CVEXE1R  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

F3=Exit  F9=Go to 'Change' mode
Record added.

```

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

```

CVEVDFR  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      Clock Out  Time   Sts
HARLAN  HARLAND WILLIAM  544  A1 11/02/07 14:51:37 / 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  440  A1 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 14:56:45  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

F3=Exit  F4=Search  F10=Clock IN/OUT

```

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

Employee Number . . . . . HARLAN
Clock Task . . . . . 10
Clock Start Date . . . . . 11/02/07
Clock Start Time . . . . . 10:42:37

Type changes, press Enter.

Route Number . . . . .
Warehouse Area . . . . . 9
Pick Region . . . . . A3
Invoice Number . . . . . 555
Clock End Date . . . . . 110207
Clock End Time . . . . . 13:30:05
Clock Total Time . . . . . 167.46
Clock Status . . . . . C
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          Menu: DACCV1          Date: 8/02/12
=====
> THE DAC SOFTWARE SYSTEM <=====
||||||| Distributor Analysis and Control |||||
||||||| MAIN OPERATIONS MENU |||||
=====
|||||||
THE || 1. File Maintenance Menu
DAC || 2. Accounts Receivable
SYSTEM || 3. Billing System
||||||| 4. Inventory System
||||||| 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
=====
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==>
```

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
=====
> B I L L I N G   S Y S T E M <=====
|||||||
THE || 1. Work With Orders (Current)
DAC || 2. Work With Orders (History)
SYSTEM || 3. Verify Customer Orders
||||||| 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
||||||| M E N U   C A L L S
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
=====
> L O A D   C O N T R O L <=====
|||||||
THE || 1. Work with Load Controls
DAC || 2. Print Unreturned Regions
SYSTEM || 3. Work with Tote Charge Exemptions
||||||| 4. Route Recap Reports
||||||| 5. Print Load Manifest
||||||| 6. Update Picker Performance
||||||| 7. Print Picker Performance
||||||| 8. Print Driver Manifest
||||||| 9. Tote Return Entry
||||||| 10. Inquire On Hand
|||||||
||||||| M E N U   C A L L S
19. 20. Billing Menu 21. Time
22. 23. Dac Main Menu 90. Sign Off
=====
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==>
```

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

```
User: JEANNINE          Menu: TIMECV1          Date: 11/05/07

===== >T I M E   C L O C K   M E N U<=====
|||||||
THE   ||          1. Work with Time Clock
DAC   ||          2. Clock IN/ Clock OUT
SYSTEM ||        3. Time Clock Report
|||||||

                                M E N U   C A L L S
19.                                20.
22.                                23.          21.
                                90. Sign Off
=====
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==>
```

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

```
GWV2PVR  ENTER  Creative Data Research, Inc.          11/05/07 11:43:02
                                Print Time Clock Report

Type choices, press Enter.

                                From Date      Start Time      HH:MM:SS
                                End Date      End Time    235959  HH:MM:SS

                                Picker ID      (Blank for ALL)

F3=Exit  F6=Print  F10=No Clock Report
```

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

```
GWV2PVR  ENTER  Creative Data Research, Inc.          11/05/07 13:40:40
                                Print Time Clock Report

Type choices, press Enter.

                                From Date 110507 Start Time      HH:MM:SS
                                End Date 110507 End Time    235959  HH:MM:SS

                                Picker ID      (Blank for ALL)

F3=Exit  F6=Print  F10=No Clock Report
```

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

Creative Data Research, Inc.			No Clock Entry Report		JEANNINE	GWUPFR	11/05/07 13:33:24	Page	1
Selection:			-						
Inv#	Cust#	Customer Name	Reg Area	Pieces	Route	Stop	Picker Name		
558	300133	SAIA'S SUPERMARKET	A1 1	110	110	0			
558	300133	SAIA'S SUPERMARKET	A3 9	36	110	0			
558	300133	SAIA'S SUPERMARKET	B1 4	38	110	0			
558	300133	SAIA'S SUPERMARKET	D1 9	9	110	0			
559	320092	LIL SHORT STOP - OCEAN SPRINGS	A1 1	110	200	0			
559	320092	LIL SHORT STOP - OCEAN SPRINGS	A3 9	36	200	0			
559	320092	LIL SHORT STOP - OCEAN SPRINGS	B1 4	38	200	0			
559	320092	LIL SHORT STOP - OCEAN SPRINGS	D1 9	9	200	0			
560	100301	THREE RIVERS CHEVRON	A1 1	90	100	0			
560	100301	THREE RIVERS CHEVRON	A3 9	36	100	0			
560	100301	THREE RIVERS CHEVRON	B1 4	25	100	0			
560	100301	THREE RIVERS CHEVRON	D1 9	9	100	0			
561	100855	GAS-N-SHOP #6	A1 1	110	210	0			
561	100855	GAS-N-SHOP #6	A3 9	36	210	0			
561	100855	GAS-N-SHOP #6	B1 4	38	210	0			
561	100855	GAS-N-SHOP #6	D1 9	9	210	0			
** END OF 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.

GWV2PVR	ENTER	Creative Data Research, Inc.	11/05/07 14:07:30
		Print Time Clock Report	
Type choices, press Enter.			
From Date 110207		Start Time	HH:MM:SS
End Date 110207		End Time 235959	HH:MM:SS
Picker ID		(Blank for ALL)	
F3=Exit F6=Print F10=No Clock Report			
CONFIRM: Y (Y/N)			

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

## Time Clock Report

Creative Data Research, Inc. Time Clock Report JEANNINE GWV3PFR 11/05/07 11:31:57 Page 1

Selection: 11/02/07 0:00:00 - 11/02/07 23:59:59

Picker ID HARLAN HARLAND WILLIAMS

Task	Invoice	Area	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 - VANCELEVE
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	400		11/02/07	13:22:37	11/02/07	13:30:37	480.00	36	100004	SNYDER'S STOP & GO
Picker ID HARLAN *TOTALS*											780.21	196	

Picker ID HARLAN \*TOTALS\*

Picker ID MARK MARK STEWART

Task	Invoice	Area	Reg	Route	Stop	Start	Time	End	Time	Minutes	Pieces	Cust#	Customer	Name
10	555	1	A1	400		11/02/07	12:56:15	11/02/07	13:33:45	37.50	90	100004	SNYDER'S	STOP & GO
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\*

Final totals

821.82                      295

\*\* END OF REPORT \*\*