**Data Processing of Labor Hours**

Every time a worker starts or ends a job, or checks out for a break or lunch, they are required to scan the **Job Number**, **Sequence**, and **Status**.  
The **Status** can be one of the following: **"Start"**, **"End"**, or **"End Partially"**.

* **"Start"** is scanned when beginning a job.
* **"End Partially"** is scanned when a worker checks out for a break, lunch, or at the end of the day while the job is still incomplete.
* **"End"** is scanned only when the job has been fully completed.

**Worker Time Data Portal User Guide**

**Step 1: Choose a Date Range**

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* Use the calendar to pick a **Start Date** and an **End Date**. This defines the range of data you want to view or process.
* Click **“Check Raw Data”** to preview the original data and proceed to **Section A**.
* Click **“Start Data Processing”** to begin processing the data based on your selected date range and proceed to **Section B**.

📌 Tip: The start date must be before or equal to the end date. If not, you’ll see a warning message.

**Section A: Check Raw Data**

**Dropdown**: Use it to view specific data

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* A table will appear displaying all scan records within the selected date range.
* Use the **Worker** and **Date** dropdown menus to filter and view specific data.
* Click the **"Download"** button in the top-right corner to export the raw data as an Excel file.
* Click **"Back"** at the bottom to return to the previous step.

**Section B: Start Data Processing**

* 1. **Data Process —— Stage 1**

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Step 3: Continue to Stage2

Step 2: Upload the cleaned file

Step 1: Download the file

**Remark**: Use it to check if there’s anything wrong with the data

* A table will appear displaying the **Start** and **End/End Partially** input records separately.
* Use the Worker and Date dropdown menus to select and view specific data.
* The **Remark** column will automatically show notes such as:

 *"Missing End Partially"* or *"Missing Start"* – when scanning status codes were omitted but filled in automatically by the system.

 *"Missing Job\_Number"* or *"Missing Sequence"* – indicating incomplete data that requires manual review and correction.

* Click the **"Download"** button in the top-right corner to export the data as an Excel file.
* **Review and correct** all rows with non-empty remarks, then **upload the cleaned file** back into the system.
* Click **"Continue"** to proceed to the next step.

1. **Data Processing —— Stage 2**

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Step 3: Continue to Stage2

Step 2: Upload the cleaned file

**Comment**: Use it to check if there’s anything wrong with the data

Step 1: Download the file

* A table will appear with **Start and End records combined** into a single entry for each work period.
* Use the **Worker** and **Date** dropdown menus to select the data you wish to view.
* The **Comment** column will automatically populate with notes such as:

 *"Missing Start"* or *"Missing End"* – indicating that either the start or end entry is missing.

 *"Break Time Included"* or *"Lunch Included"* – suggesting the worker may have forgotten to “End Partially” during a break or lunch.

 A comment ending with an *asterisk (****\*****)* indicates that the **work duration is unusually long** and may require **further review or verification.**

* Click the **"Download"** button in the top-right corner to export the data as an Excel file.
* **Review and correct** all rows with non-empty comments, then **upload the cleaned file** back into the system.
* Click **"Continue"** to get the final output.

1. **Final Output**

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**Daily Summary**: Download the final output by day

**Weekly Summary**: Download the final output by week

**Start Over**: Use it to start all over again

* The result is ready for download, including **worker number**, **working durations** and **units completed**.
* Click **“Daily Summary”** to download the final data **summarized by day**/

Click **“Weekly Summary”** to download data **summarized by week**.

* You can also view the data directly on the platform using the **Worker** and **Date** dropdown menus to filter the records.
* Click **“Start Over”** to return to the beginning and start a new data processing cycle.