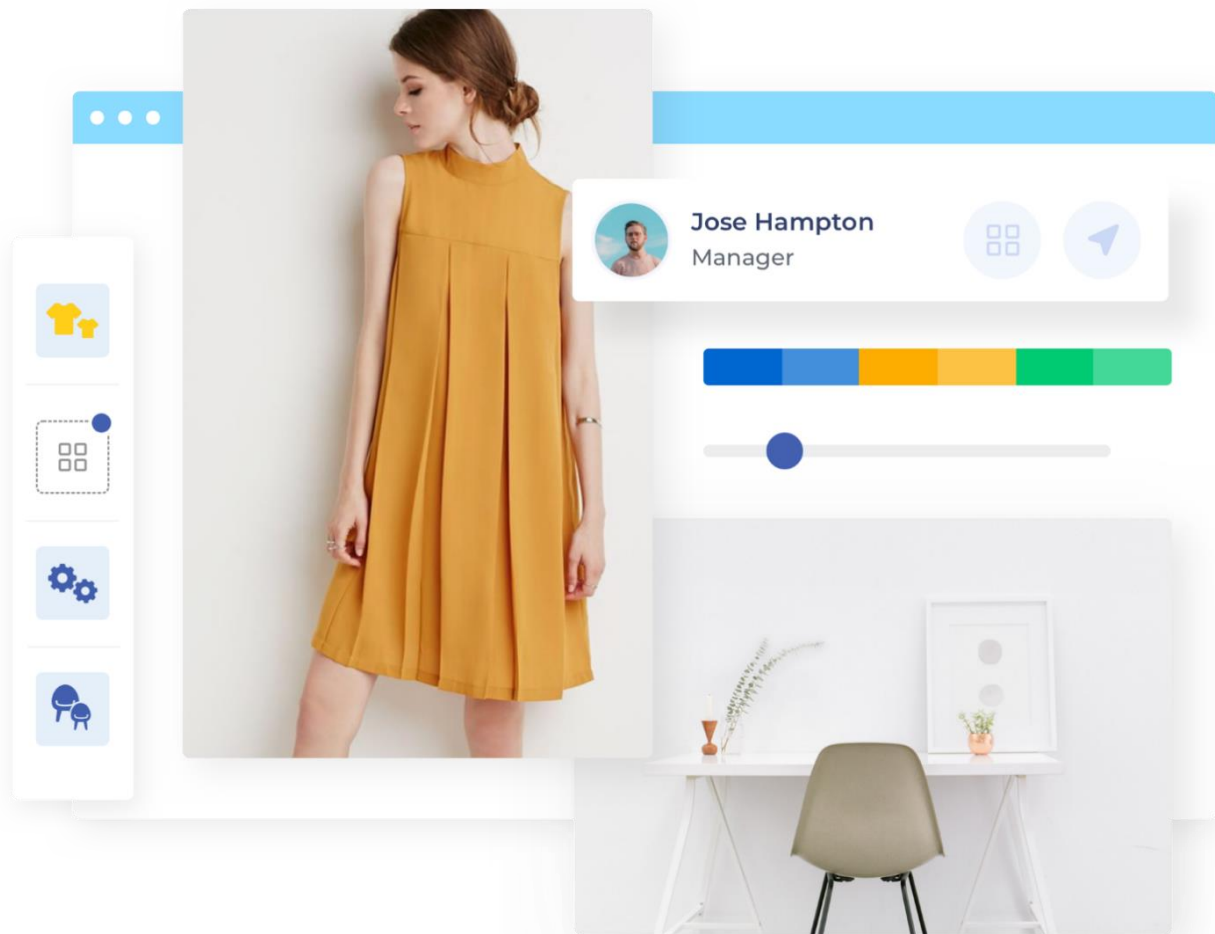


**WHITE PAPER****TRIMIT SHOP FLOOR BC16**

This document contains information about the Shop Floor functionality in TRIMIT for Business Central W1 BC16.5

Version: BC16.5.1045

Date: 16-10-2020

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INTRODUCTION

TRIMIT Shop Floor is TRIMIT's Time Registration module.

With TRIMIT Shop Floor, you can enter time spend on specific Tasks that are related to Production Orders, but you are also able to register Time of Arrival and Time of Departure as well as Time Absence.

The user needs a specific TRIMIT License including the TRIMIT Shop Floor application and needs to install the **TRIMIT Shop Floor app** specifically alongside the **TRIMIT Basic app**.

With **TRIMIT Shop Floor** you have an application that:

- Has limitless possibilities
- Dialog-oriented (customized by the company)
- On-line handling of Time Registration
- Employee Time Registration can only be edited and not deleted by the Employee.

On-line Time Registration does not mean that data is directly transmitted to a Payroll System. But for every entered Time Registration, the type of time (Normal worktime, Overtime, Time of Absence, etc.) is determined and this is stored in the table **6038403 Time Transactions**, from where the Time Transactions can be checked and adjusted before you could transfer them to a Payroll System by using customization.

Where an Employee is referred to as *his* or *he* also *she* and *her* is applicable.

The functionality described is the functionality in **TRIMIT for Business Central W1 BC16**.

The pictures in this White Paper are based on the demo database for **TRIMIT Business Central W1 BC16**, which is based on Microsoft Dynamics 365 Business Central 2020 release wave 1, in the demo company **CRONUS TRIMIT W1 Ltd.** (based on CRONUS International Ltd. of Microsoft Dynamics 365 Business Central).

COMPONENTS

TRIMIT Shop Floor contains the following objects:

The tables	6038400	<i>trm Day Profile</i>
	6038401	<i>trm Shop Floor Employee</i>
	6038402	<i>trm Employee Group</i>
	6038403	<i>trm Time Transactions</i>
	6038404	<i>trm Shop Floor Groups</i>
	6038405	<i>trm Shop Floor Reasons</i>
	6038406	<i>trm Terminal Line</i>
	6038407	<i>trm Terminal Header</i>
	6038408	<i>trm Day Profile Suppl Setup</i>
	6038410	<i>trm FM Check Buffer</i>
	6038412	<i>trm Task</i>
	6038413	<i>trm Datajournal Header</i>
	6038414	<i>trm Datajournal Lines</i>
	6038415	<i>trm Selection Group</i>
	6038416	<i>trm Rotation Group</i>
	6038417	<i>trm Rotation Lines</i>
	6038418	<i>trm Datacapture Teams</i>
	6038419	<i>trm Active Task</i>
	6038430	<i>trm Datacapture Setup</i>
The pages	6038400	<i>trm Day Profiles</i>
	6038401	<i>trm Day Profile Card</i>
	6038402	<i>trm Employee Groups TRIMIT</i>
	6038403	<i>trm Employee Group Card</i>
	6038404	<i>trm Authority List</i>
	6038405	<i>trm Shop Floor Reasons</i>
	6038406	<i>trm Shop Floor Reason Card</i>
	6038407	<i>trm Shop Floor Employees</i>
	6038408	<i>trm Shop Floor Employee Card</i>
	6038409	<i>trm Rotation List</i>
	6038410	<i>trm Rotation Header</i>
	6038411	<i>trm Rotation Subpage</i>
	6038412	<i>trm Terminal List</i>
	6038413	<i>trm Terminal Header</i>
	6038414	<i>trm Terminal Line</i>
	6038415	<i>trm Terminal Line Param</i>
	6038416	<i>trm Time Transactions</i>
	6038417	<i>trm Time Transaction Card</i>
	6038418	<i>trm Selection Groups</i>
	6038419	<i>trm Selection Groups Card</i>
	6038420	<i>trm Shop Floor Groups</i>

6038421	<i>trm Day Profiles Suppl Setup</i>
6038422	<i>trm Task</i>
6038423	<i>trm DataJournalHeader</i>
6038424	<i>trm DataJournalLines</i>
6038426	<i>trm Shop Floor Teams</i>
6038427	<i>trm Active Task</i>
6038428	<i>trm Shop Floor Teams Create</i>
6038430	<i>trm Shop Floor Setup Card</i>
6038431	<i>trm Shop Floor Empl. Stat</i>
6038432	<i>trm FM Check Employee Arrival</i>
6038433	<i>trm FM Check Transactions</i>
6038440	<i>trm Terminal Login</i>
6038441	<i>trm Terminal Menu</i>
6038450	<i>trm Dialog – Select Task No.</i>
6038451	<i>trm Dialog – Conf Selectd Task</i>
6038452	<i>trm Dialog – Finish Task</i>
6038453	<i>trm Dialog – Absence Reg</i>
6038454	<i>trm Dialog – Scrapping</i>
6038455	<i>trm Dialog – Password</i>
6038456	<i>trm Dialog – Change WrkCenter</i>
6038457	<i>trm Dialog – Reason Selection</i>
6038458	<i>trm Dialog – Group Selection</i>
6038459	<i>trm Dialog – Correct Date/Time</i>
6038460	<i>trm Dialog – FM Check</i>
6038461	<i>trm Dialog – Empl. Totals</i>
6038462	<i>trm Dialog – Maintain Trans</i>
6038463	<i>trm Dialog – Copy Day Profile</i>
6038464	<i>trm Dialog – Select Prod.Order</i>
6038465	<i>trm Dialog – Finish Prod.Order</i>
6038466	<i>trm Dialog – Multiple Task</i>
6038467	<i>trm Dialog – Choose Task</i>
6038468	<i>trm Dialog – Maintain Trans2</i>
6038479	<i>trm Show Day Profiles</i>
6038480	<i>trm Active Task Factbox</i>
6038481	<i>trm Day Statistics Factbox</i>

The reports	6036812	<i>trm Day Profile</i>
	6038400	<i>trm Create Reasons</i>
	6038401	<i>trm Check Differences</i>
	6038402	<i>trm Show/Correct Balance</i>
	6038411	<i>trm Time Specification</i>
	6038413	<i>trm Insert Absence</i>
	6038424	<i>trm Update Task Nos.</i>
	6038427	<i>trm Create Rotations</i>

6038428 *trm Authority Issue*

6038429 *trm Authority List*

The codeunits

6038400	<i>trm Shop Floor Handling</i>
6038401	<i>trm Shop Floor Events</i>
6038409	<i>trm FM Check Differences</i>
6038410	<i>trm Register Absent</i>
6038411	<i>trm Show/Correct Totals</i>
6038412	<i>trm Create Reasons</i>
6038413	<i>trm Call Shop Floor Terminal</i>
6038430	<i>trm Finish Prod. Orders</i>

SETUPS FOR SHOP FLOOR

This chapter contains information regarding the setups and basic data that you need for working with **TRIMIT Shop Floor**.

PRODUCTION SETUP

In the **Production Setup** (found via **Tell me Production Setup**) there are specific parameters that needs to be set when using **TRIMIT Shop Floor**:

Production Setup

General

GLOBAL DIMENSIONS

Brand Code Inheritance
Season Code Inheritance
JOB NO.
Job No. Production Order Inheritance

PRODUCTION POSTING

Use Production Order No. for Posting Yes
Posting Doc. No. Time Entries Per Production Order
Posting Doc. No. Matr. Entries Per Production Order
Base Calendar Code SERVICE

Production Setup

Registration

PROD. ORDER LINES

Time for Regeneration of Related Production... Online

FINISHING

Material Consumption Method Manual
Outstanding Material by Finishing Reset
Time for Related Order Posting By Sales Order Posting
Close Inventory Production Orders at Finishi...
Close Order Production Orders at Finishing ...
Automatically Archive Production Orders at ...

JOURNAL TYPES

General Journal Template for Production Or... PRODUCTION
Production Journal Batch DEFAULT

APPROVE PARAMETERS

Approve Increased Material Consumption Ask if Finished more than Planned (Default No)
Approve Reduced Material Consumption Ask if Finished less than Planned (Default No)
Approve Change of Released Production Or... Ask if the Production Order is Released (Default No)
Approve Finishing Production Order Ask if Finished Quantity is larger than Planned (Default No)

Information and Prices

Unit Cost Check No Check

AVAILABILITY CHECK

Availability Check Production None

TIME REGISTRATION

Production Time Registration With Day Profile (Shop Floor)
Time Registration Calculation Start/End Time- >Operation Time
Time Rounding Precision 0,00001
Time Description on Production Journal Line ... Operation Description

BASE CALENDAR CODE

With this Parameter, you can choose which **Base Calendar** you want to use for your Day Profiles, to determine what the working- and non-working days are.

If this **Base Calendar Code** states that a day is non-working, then this will overwrite the Day Profile on any level.

This Parameter is applicable for the TRIMIT Base Application ánd for the TRIMIT Shop Floor Application.

If no **Base Calendar Code** has been filled, the **Base Calendar Code** in the **Company Information** will be taken to determine the usual non-working days (like i.e. the National Holidays).

GENERAL JOURNAL TEMPLATE FOR PRODUCTION ORDER POSTING

In this Parameter, you need to enter the name of the **General Journal Template** that will be used when a Production Journal Line is posted. When posting the Production Journal Line, the values of Source Code and Reason Code of the Template are used.

PRODUCTION TIME REGISTRATION

The setting of this Parameter determines how Production Time is entered into or processed in the system. You can choose between the following two options:

Without Day Profile	The actual production time is entered manually into the Production Journal Lines without regarding the Day Profile. I.e. without calculating with pauses.
With Day Profile (Shop Floor)	The actual production time is entered automatically into the Production Journal Lines. The actual time comes from the TRIMIT Shop Floor module where pauses will be deducted based on the Day Profile.

NOTE

Day Profile is the setup of working hours during a day of the week.

This Parameter should be set to *With Day Profile (Shop Floor)* if you want to make use of the functionality of **TRIMIT Shop Floor** otherwise the Pauses will not be considered.

More details regarding all Parameters can be found in the **White Paper – TRIMIT Setups**

TIME REGISTRATION CALCULATION

In an Operation you can use a **M/C Factor** (Machine/Capacity Factor) to determine the factor between the Operation Time and the Machine Time. With this Parameter, you can determine which Time you register: The Operation Time by an Employee or the Machine Time.

You can choose between the following two options:

Start/End Date->Operation Time	The Time you want to post for consumption is the Operation Time. The Machine Time will then be calculated based on the Operation Time * M/C Factor.
Start/End Date->Machine Time	The Time you want to post for consumption is the Machine Time. The Operation Time will then be calculated based on the Machine Time * M/C Factor.

TIME ROUNDING PRECISION

In this Parameter, you can enter the Rounding Precision for Time in hours.

If this Parameter is not filled, the system will calculate with 0,00001.

TIME DESCRIPTION ON PRODUCTION JOURNAL LINE

This Parameter determines which text will be filled into the **Description** when a Production Journal Line with **Type** set to *Time Record* is created.

You can choose between the following six options:

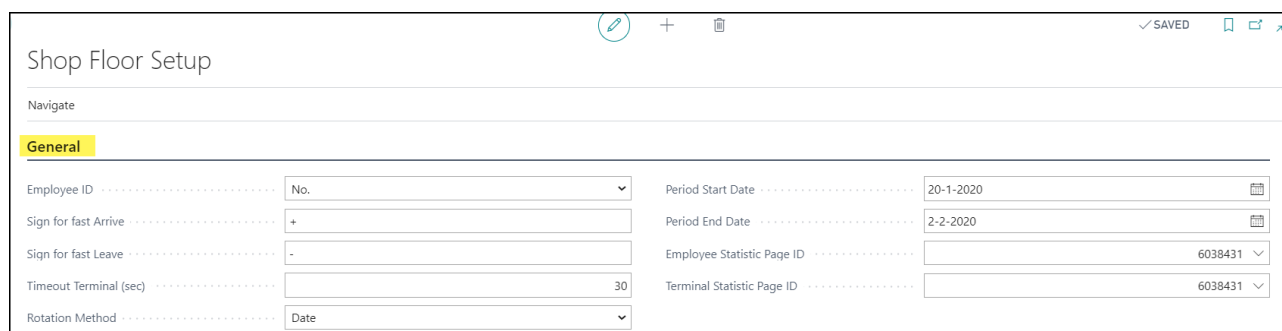
None	No text will be entered automatically based on this Parameter.
Item No.	The Description will automatically be updated with the Item No. from the Production Line if the Production Order No. is filled.
Item Description	The Description will automatically be updated with the Item Description from the Production Line if the Production Order No. is filled.
Operation No.	If the Operation No. is filled it will automatically be copied to the Description .

Operation Description	If the Operation No. is filled the Description will automatically be updated with the Description of the Operation No.
Series Description	If the Production Series is filled, the Description will automatically be updated with the Description of the Production Series .

SHOP FLOOR SETUP

In the **Shop Floor Setup** (found via **Tell me Shop Floor Setup**) you can maintain the specific Shop Floor Parameters.

FASTTAB GENERAL



DESCRIPTION OF THE FIELDS:

EMPLOYEE ID

This Parameter determines how employees need to check-in to the **Terminal** to register time.

You can choose between the following four options:

No.	Employees will only need to enter their Employee No.
ID Card	Employees will only need to enter their ID Card code
No. + ID Card	Employees need to enter their Employee No. or their ID Card code.
ID Card + No.	Employees need to enter their ID Card code or their Employee No.

NOTE

The difference between the option *No. + ID Card* and *ID Card + No.* is the sorting for checking if the entered value is right for the Terminal Login.

SIGN FOR FAST ARRIVE

In this Parameter you can enter a sign (like the plus-sign "+") as a short key to be entered on the Terminal to tell the system that the employee has arrived.

SIGN FOR FAST LEAVE

In this Parameter you can enter a sign (like the minus-sign "-") as a short key to be entered on the Terminal to tell the system that the employee has left.

TIMEOUT TERMINAL (SEC)

In this Parameter, you can enter the quantity of seconds before the Terminal Menu will close automatically after you have received a message, that it will close.

ROTATION METHOD

This Parameter determines how different shifts will be rotated.

You can choose between the following two options:

Date	I.e. Day, Evening and Night in a three-week rotation
Period	A period can be setup per Department with a Start/End date, with even a possibility to specify it even further per Employee.

PERIOD START DATE

In this Parameter you can enter the **Start Date** for the Foremen's check, and it will be used as default for the **Start Date** of the **FM Check Differences** report (Foremen Check Differences report)

PERIOD END DATE

In this Parameter you can enter the **End Date** for the Foreman's check, and it will be used as default for the **End Date** of the **FM Check Differences** report

EMPLOYEE STATISTIC PAGE ID

In this Parameter you can enter the Number of the Page for the Employee Statistics.

I.e. **6038431 Shop Floor Empl. Statistics** (Caption = Employee Statistics)

TERMINAL STATISTIC PAGE ID

In this Parameter you can enter the Number of the Page for the Terminal Statistics.

I.e. **6038431 Shop Floor Empl. Statistics** (Caption = Employee Statistics)

NOTE

The Page ID's should be considered as a starting point for the Statistics. Page **6038431 Shop Floor Empl. Statistics** can be considered as a starting point for customization. But perhaps this is all the user needs.

FASTTAB TASK REGISTRATION

Task Registration		
Journal for Task Registration	Production Journal ▼	Retain Work Center by Task End ☐
New Journal Per	Per Day ▼	Check Work Center Manning ☒
Quantity Registration	By Operation ▼	

DESCRIPTION OF THE FIELDS:

JOURNAL FOR TASK REGISTRATION

With this Parameter you can determine to which Journal registered time on Tasks should be written.

You can choose between the following two options:

Production Journal	The registered time will be written directly to a Production Journal , in which Lines will be related to Operations of Production Orders
Data Journal	The registered time will be written in a Data (Shop Floor) Journal and don't need to have a direct connection to an Operation.

NEW JOURNAL PER

With this Parameter you can determines when a new **Journal Batch Name** must be created.

You can choose between the following nine options:

Per Day	Per Day Name will be YYYY-MM-DD, i.e. 2016-01-28
Week M -> S	Per Week from Monday to Sunday Name will be YYYY + "-W-" + WW, i.e. 2016-W-04
Week T -> M	Per Week from Tuesday to Monday Name will be YYYY + "-W-" + WW, i.e. 2016-W-04
Week W -> T	Per Week from Wednesday to Tuesday Name will be YYYY + "-W-" + WW, i.e. 2016-W-04
Week T -> W	Per Week from Thursday to Wednesday Name will be YYYY + "-W-" + WW, i.e. 2016-W-04
Week F -> T	Per Week from Friday to Thursday Name will be YYYY + "-W-" + WW, i.e. 2016-W-04
Week S -> F	Per Week from Saturday to Friday Name will be YYYY + "-W-" + WW, i.e. 2016-W-04
Week S -> S	Per Week from Sunday to Saturday Name will be YYYY + "-W-" + WW, i.e. 2016-W-04
Per Month	Per Month Name will be YYYY + "-M-" + MM i.e. 2016-M-01

QUANTITY REGISTRATION

In this Parameter you can determine what the Quantities represent that you can enter when registering time. You can choose between the following two options:

By Operation	The quantities represent the number of times you executed the Operation
By Produced Quantity	The quantities represent the number of 'produced' products for a Production Order.

NOTE

If you choose *By Produced Quantity*, the time for the operation will simply be calculated based on the time you started a Task and the time you ended a Task.

RETAIN WORK CENTER BY TASK END

A checkmark in this Parameter will keep the Work Center in memory even if you end a Task, if other Tasks will also be executed on the same Work Center.

CHECK WORK CENTER MANNING

A checkmark in this Parameter will check if there aren't more employees working on the same operation that would exceed the **Maximum Manning** of the Work Center.

FASTTAB COUNTERS

Counters	
Counter 1	
Counter 1 Type:	General
Transfer Counter 1 To:	None
Transfer Counter 1 Factor:	0,00
Counter 2	
Counter 2 Type:	General
Transfer Counter 2 To:	None
Transfer Counter 2 Factor:	0,00
Counter 3	
Counter 3 Type:	General
Transfer Counter 3 To:	None
Transfer Counter 3 Factor:	0,00
Counter 4	
Counter 4 Type:	General
Transfer Counter 4 To:	None
Transfer Counter 4 Factor:	0,00
Counter 5	
Counter 5 Type:	General
Transfer Counter 5 To:	None
Transfer Counter 5 Factor:	0,00
Counter 6	
Counter 6 Type:	General
Transfer Counter 6 To:	None
Transfer Counter 6 Factor:	0,00
Counter 7	
Counter 7 Type:	General
Transfer Counter 7 To:	None
Transfer Counter 7 Factor:	0,00
Counter 8	
Counter 8 Type:	General
Transfer Counter 8 To:	None
Transfer Counter 8 Factor:	0,00
Counter 9	
Counter 9 Type:	General
Transfer Counter 9 To:	None
Transfer Counter 9 Factor:	0,00
Counter 10	
Counter 10 Type:	General
Transfer Counter 10 To:	None
Transfer Counter 10 Factor:	0,00

DESCRIPTION OF THE FIELDS:

The Counters 1 – 10 will be used on the report for **Time Registration** and in the Statistics.

These 10 Counters represent 10 different Time Types - which will be filled based on the **Shop Floor Reasons** - that can be used for Statistics.

COUNTER 1 – 10 TYPE

In these Parameters you can choose the **Type** of the hours that will be shown.

You can choose the following three options:

General	The quantity will be calculated regardless the content of Time Supplement and Time Deduction in the Shop Floor Reason.
Overtime	The quantity will only be calculated if the Time Supplement and Time Deduction of the Shop Floor Reason is specified as <i>Overtime</i> and if the hours are outside the normal working hours of a Day Profile.
Time Off in Lieu	The quantity will only be calculated if the Time Supplement and Time Deduction of the Shop Floor Reason is specified as <i>Time Off in Lieu</i> and if the hours are outside the normal working hours of a Day Profile.

TRANSFER COUNTER 1 – 10 TO

In these Parameters you can choose if the time of this Line should also be included in the totals of the four options that you can choose.

You can choose the following four options:

None	The time should not be included – this is the default option.
Basis Time	The time should be included in the Basis Time
Overtime	The time should be included in the Overtime
Time Off in Lieu	The time should be included in the Time Off in Lieu Time

TRANSFER COUNTER 1 – 10 FACTOR

In these Parameters you can enter a factor that can be used if you selected **Transfer Counter 1 – 10** <> *None*. The default is 0 which will be calculated as if it is 1.

I.e. **Transfer Counter 1** is *Basis Time* and the **Transfer Counter Factor** would be 0,5. This means, that if you would register 3 hours on Counter 1, it will become only 1,5 hours of *Basis Time*.

FASTTAB COUNTER CAPTIONS

Counter Captions			
Counter 1 Caption		2	
Counter 2 Caption		2	
Counter 3 Caption		2	
Counter 4 Caption		0	
Counter 5 Caption		0	
Counter 6 Caption		0	
Counter 7 Caption		0	
Counter 8 Caption		0	
Counter 9 Caption		0	
Counter 10 Caption		0	

COUNTER CAPTION 1 – 10

You can enter the **Caption** for the Counters 1 – 10.

By drill-down on the field, you can enter the **Caption per Language Code**

CAPTION CLASS CAPTIONS WORK DATE: 6-9-2020			
✓ SAVED			
Search + New Edit List Delete Open in Excel			
Language Code ↑		User Defined Caption	
→	ENU	:	Holiday
	NLD		Vakantie

NAVIGATE

Navigate		
 Day Profile	 Day Profile Different	 Company Information

Via **Day Profile** you can enter the overall Day Profile that will be used if you are working with TRIMIT Shop Floor – but you can also specify the **Day Profile** on a lower level: **Employee Group** or even for a specific **Employee**.

The **Day Profile** of the Shop Floor Setup will be applicable for all **Employees**, unless you enter a specific **Day Profile** for his **Employee Group** or for the **Employee** himself.

See [Navigate/Day Profile](#) for more details.

Day Profile Different will overrule the **Day Profile** of the Shop Floor Setup.

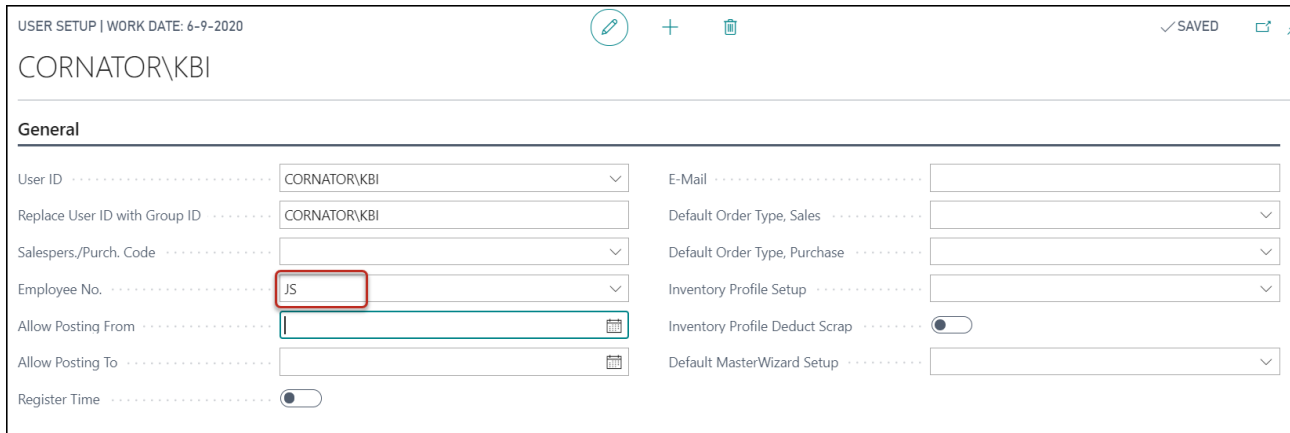
I.e. The normal working hours on a Monday are from 8:00 to 16:00. But for Whit Monday the **Total Hours** are Zero.

See [Navigate/Day Profile Different](#) for more details.

Company Information will simply show the Company Data that also can be found via **Tell me Company Information**

USER SETUP

Via **Tell me User Setup**, click **Card**, you can enter the User Setup.



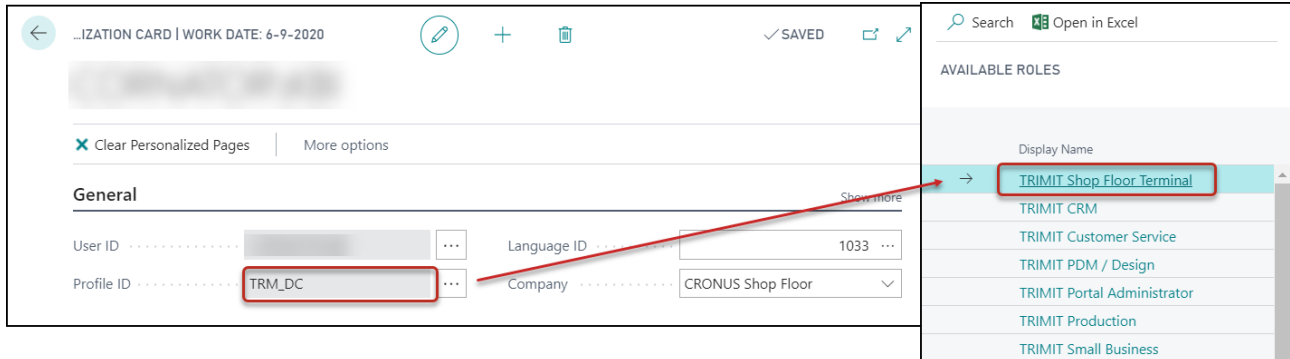
EMPLOYEE NO.

This is the corresponding **Employee No.** of this User.

This is however not mandatory for using **TRIMIT Shop Floor** but could be used for customization regarding exporting Time Registration to a Payroll System.

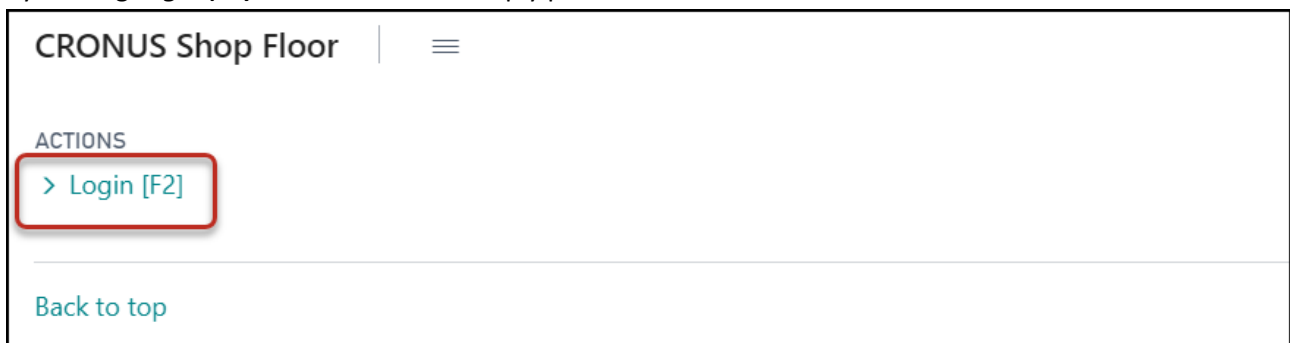
USER PERSONALIZATION

By using the **User Personalization** (via **Tell me User Personalization**) you can determine what the **Profile ID** is in which the user will start TRIMIT.



There is a specific **Profile ID** for users that only needs to register Time spend via the **TRIMIT Shop Floor Terminal**.

In that case the User will get a very simply Role Center so he can login to the **TRIMIT Shop Floor Terminal** by clicking **Login (F2)** in the **Actions** or simply press the **F2**.



EMPLOYEE GROUP

Employee Groups are the number of periods in each company there are decisive for how many different groups of Employees you need (for example: day shifts, evening shift, night shift, etc.).

All Employees who will use **TRIMIT Shop Floor** needs to be connected to an Employee Group.

You can attach specific **Day Profiles** to an **Employee Group**.

You can find the **Employee Groups** via **Tell me Employee Groups**.

EMPLOYEE GROUPS WORK DATE: 6-9-2020			
Search	Card	Day Profile	Open in Excel
Code ↑		Description	
DAY	:	07:00 - 15:30	
EVENING		15:15 - 23:45	
NIGHT		23:30 - 07:10	
W:OVERTIME		Work on the Weekend - Overtime	
W:TIME OFF		Work on the Weekend - Time Off	

Another reason that can affect the number of Employee Groups, is the integration to a Payroll System.

The Card (by clicking **Card**) of the **Employee Group** looks as follows:

EMPLOYEE GROUP WORK DATE: 6-9-2020		✓ SAVED	
DAY			
Day Profile		More options	
Arrival/Departure			
Code	DAY	Dialog Time (Seconds)	2,000
Description	07:00 - 15:30	Authority	...
Turbo Arrive/Leave	No	Filter Reason Group Code	...
Task Time			
Total Time Registration	No	Allow Multiple Tasks	☒
Start Task by Arrive	No	End Task Codeunit	0 ...
Default Task No.	0	Select Task Codeunit	0 ...
End Task by Multiple Tasks	☐	Multiple Tasks Page	0 ...
Finish Production Order	☐	Multiple Tasks Codeunit	0 ...

DESCRIPTION OF THE FIELDS:

CODE

Unique **Code** for this **Employee Group**.

Grouping of the Employees is mandatory for **TRIMIT Shop Floor**, so you need to create at least one **Employee Group**.

DESCRIPTION

Description for this **Employee Group**.

TURBO ARRIVE/LEAVE

This field indicates if an Employee assigned to this Employee Group should be able to Turbo Arrive/Leave.

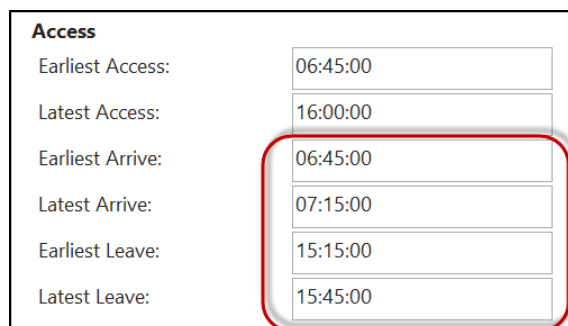
Turbo Arrive/Leave is the possibility to in/out-stamp the Employee without being confronted with the Terminal Menu.

You can choose between the following five options:

No	Turbo Arrive/Leave will not be used.
Automatic	Turbo Arrive/Leave will take place without interaction of the Employee. This will apply for Arriving and for Leaving.
With Confirmation	The employee will be asked whether he wants to register Arriving or Leaving
Arrive (Aut)	Turbo Arrive will take place without interaction of the Employee
Leave (Aut)	Turbo Leave will take place without interaction of the Employee

The automatism takes place if the Employee will arrive between the **Earliest Arrive** and **Latest Arrive** of the Day Profile connected to the Employee Group.

The automatism takes place if the Employee will leave between the **Earliest Leave** and **Latest Leave** of the Day Profile connected to the Employee Group.



Access	
Earliest Access:	06:45:00
Latest Access:	16:00:00
Earliest Arrive:	06:45:00
Latest Arrive:	07:15:00
Earliest Leave:	15:15:00
Latest Leave:	15:45:00

DIALOG TIME (SECONDS)

Specifies how many Seconds any Dialog page (message) from the system must remain on the screen for reading.

AUTHORITY

In this field you can enter a code of an Authority.

In several processes you can setup that only Employees of an Employee Group with a specific **Authority** can select/use specific codes/processes.

I.e. to register *Overtime* or for using specific *Shop Floor Reasons* for being late/early/absence.

FILTER REASON GROUP CODE

There are individual **Shop Floor Reasons** for irregular Time Registrations possible that can be divided into Reason Groups. This grouping on Reasons can be filtered so that Employees in certain Employee Groups can only choose from Reasons linked to specific Reason Groups.

See [Shop Floor Groups](#)

TOTAL TIME REGISTRATION

If you select *No*, it is possible to register fragments of time during a working day.

If you select *Yes*, an Employee needs to register the whole time during a working day (according to the applicable Day Profile)

START TASK BY ARRIVE

If an Employee of this Employee Group registers that he *Arrives*; should the system then automatically start a Task?

You can choose between the following three options:

No	No Task will automatically start at the moment the <i>Arrive</i> is registered.
Specify Task No.	You need to enter a Task No. that should start the moment the <i>Arrive</i> is registered.
Last Task No.	The Last Task No. that the Employee was working on will automatically start the moment the <i>Arrive</i> is registered.

DEFAULT TASK NO.

This field can hold the **Default Task No.** that should start automatically if **Start Task by Arrive** is set to *Specify Task No.*

END TASK BY MULTIPLE TASKS

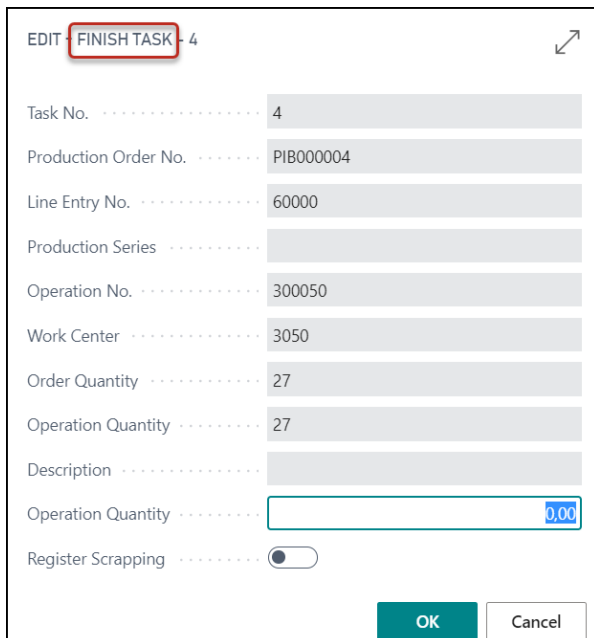
A checkmark in this field means that if an Employee *Starts* a Task – while the previous Task has not been *Ended* – the previous Task can automatically be registered as *End Task*.

It will therefore influence the Dialog an Employee will get in this case.

EXAMPLES

If an Employee *Starts* a Task although he has not *Ended* his previous Task, **Allow Multiple Tasks** is set to *No* and **End Task by Multiple Tasks** is set to *No*, a Dialog opens to *End* the previous started Task.

After that, the Terminal Menu will close and the Employee needs to login again to *Start* the Task he wanted to work on:



If an Employee *Starts* a Task although he has not *Ended* his previous Task, **Allow Multiple Tasks** is set to *No* and **End Task by Multiple Tasks** is set to *Yes*, a Dialog opens with the previous opened Task so he can *End* this Task.

After that the Terminal Menu will close and the Employee needs to login again to *Start* the Task he wanted to work on:

EDIT - MULTIPLE TASK - JS - 10000

Task No.	Finished Operation Quantity	Scrapped Operation Qty.	Reason No.	Prod. Order No.	Finished Status
→ 5	0	0		PIB000004	
	0	0		PIB000005	
Accum. Total Pre-calc.Time		0,00	Accum. Scrapped		0,00
Total Total Pre-calc.Time		0,00	Total Scrapped		0,00

Close

If an Employee *Starts* a Task although he has not *Ended* his previous Task, **Allow Multiple Tasks** is set to *Yes* and **End Task by Multiple Tasks** is set to *No* or *Yes*, a Dialog opens to select the Task he will be working on. In that case, the Employee will have two **Active Tasks**.

EDIT - SELECT TASK NO.

Enter Task No.

0 ...

OK

Cancel

FINISH PRODUCTION ORDER

A checkmark in this field means that if an Employee *Ends* a Task (Operation of a Production Order) he also will be asked if he wants to Finish the Production Order based on the Quantity Finished.

It will therefore influence the Dialog an Employee will get in this case.

ALLOW MULTIPLE TASKS

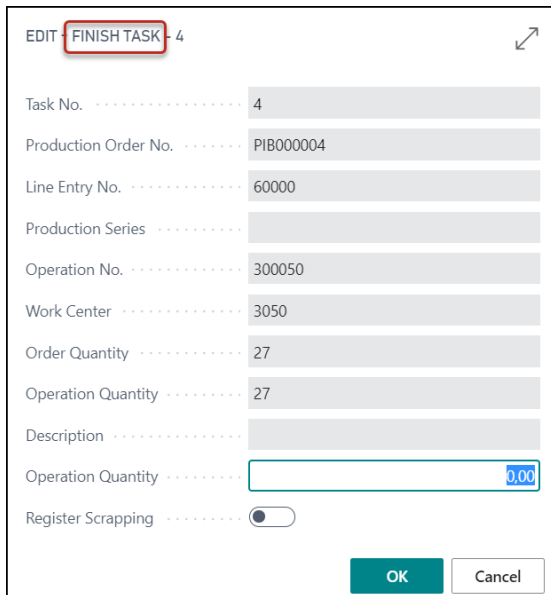
A checkmark in the field means, that an Employee can work on different Tasks at the same time.

If no checkmark has entered the Employee always needs to register the *End* of one Task, before he can *Start* another Task.

See [Start Task by Arrive](#) for the consequences of this Field when *Starting* a Task.

EXAMPLES

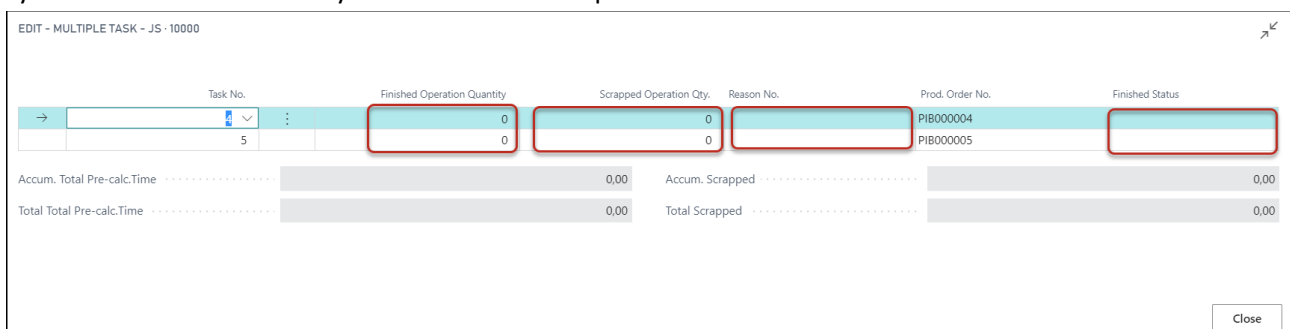
If **Allow Multiple Tasks** is set to *No* and an Employee want to *End* a Task, he will get the following **Finish Task** page:



If **Allow Multiple Tasks** is set to *Yes* and **End Task by Multiple Tasks** is set to *No*, an Employee has *Started* several Tasks, and wants to *End* a Task, he will get the following page to choose the Task he wants to *End*, before he can enter the **Finish Task** page:



If **Allow Multiple Tasks** is set to *Yes* and **End Task by Multiple Tasks** is set to *Yes*, and Employee has *Started* several Tasks, and wants to *End* a Task, he will get the following page in which he can *End* both Tasks at the same time. It is however necessary to enter some of the fields on the Line of the Task; otherwise the system does not know that you want to *End* the specific Task.



In this case for both **Tasks 4 and 5** the same **End Time** will be registered.

END TASK CODEUNIT

Here you can enter a **Codeunit** that should be executed if the Employee registers the *End* of a Task.

SELECT TASK CODEUNIT

Here you can enter a **Codeunit** that should be executed if the Employee selects a Task to work on (*Starts* a Task).

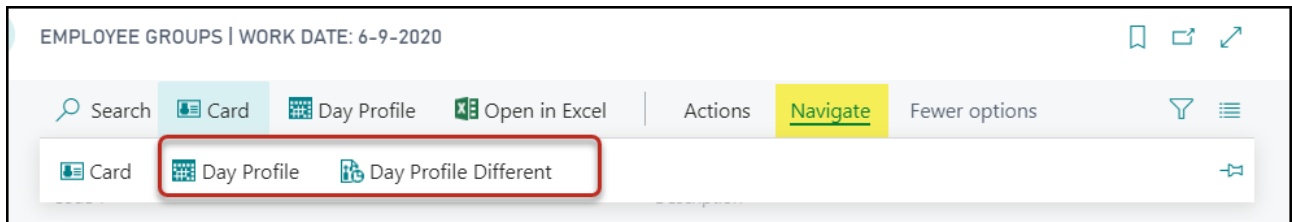
MULTIPLE TASKS PAGE

Here you can enter a **Page** that should be opened if the Employee would *Start* several Tasks at the same time. Usually this would be a Dialog.

MULTIPLE TASKS CODEUNIT

Here you can enter a **Codeunit** that should be executed if the Employee would *Start* several Task at the same time.

NAVIGATE OF EMPLOYEE GROUP



DAY PROFILE

You can enter a Day Profile for an **Employee Group** via click *Navigate*, click **Day Profile**.

A Day Profile entered on an **Employee Group** will overrule the Global Day Profile of the **Shop Floor Setup**.

Day Profiles are descriptions of a given Working Day, including information on working hours, breaks, time allowance and overtime management.

You can also access them via **Tell me Global Day Profiles**.

DAY | WORK DATE: 6-9-2020

Day Profiles

Search + New Edit List Delete Card Supplement Setup Open in Excel Actions Navigate Fewer options

Views: All

Filter list by: DAY

Day Profile Filter: Standard

Weekday ↑	Start Working Day	End Working Day	Hours Total	Capacity Total	Start Pause 1	End Pause 1	Start Pause 2	End Pause 2	Start Pause 3	End Pause 3	Start Pause 4	End Pause 4	Start Pause 5	End Pause 5	Earliest Access	Latest Access	Earliest Arrive	Latest Arrive	Earliest Leave	Latest Leave
Monday	07:00:00	15:30:00	7.75	465.00	09:00:00	09:15:00	12:00:00	12:30:00							06:45:00	16:00:00	06:45:00	07:15:00	15:15:00	15:45:00
Tuesday	07:00:00	15:30:00	7.75	465.00	09:00:00	09:15:00	12:00:00	12:30:00							06:45:00	16:00:00	06:45:00	07:15:00	15:15:00	15:45:00
Wednesday	07:00:00	15:30:00	7.75	465.00	09:00:00	09:15:00	12:00:00	12:30:00							06:45:00	16:00:00	06:45:00	07:15:00	15:15:00	15:45:00
Thursday	07:00:00	15:30:00	7.75	465.00	09:00:00	09:15:00	12:00:00	12:30:00							06:45:00	16:00:00	06:45:00	07:15:00	15:15:00	15:45:00
Friday	07:00:00	13:45:00	6	360.00	09:00:00	09:15:00	12:00:00	12:30:00							06:45:00	14:15:00	06:45:00	07:15:00	13:00:00	14:00:00
Saturday			0	0.00																
Sunday			0	0.00																

DESCRIPTION OF THE FIELDS:

WEEKDAY

Select one of the Weekdays: *Monday, Tuesday, Wednesday, Thursday, Friday, Saturday or Sunday*.

START WORKING DAY

This field shows when the Working Day begins at the normal time sheets. This field will usually be empty on weekends, national holidays and days where it is not expected that the employee is at work.

END WORKING DAY

This field shows when the Working Day ends at the normal time sheets. This field will usually be empty on weekends, national holidays and days where it is not expected that the employee is at work.

HOURS TOTAL

Will be calculated based on **Start Working Day/End Working Day** and deduction of the **Pauses**.

CAPACITY TOTAL

Will be calculated based on **Hours Total** * 60.

There is however a field in the **Basic Setup** table called **Time Unit** that can be set to *Centi Minutes* or *Clock Minutes*. By default, it will be set to *Clock Minutes*. In case you would have set this in *Centi Minutes*, the **Capacity Total** would be calculated based on **Hours Total** * 100.

START PAUSE / END PAUSE 1 – 5

Here you can enter for up to five different Pauses the Start Time and End Time during a normal Working Day on this **Weekday**.

EARLIEST ACCESS / LATEST ACCESS

Here you can enter the Earliest and the Latest time of Access for this Working Day.

This means that if an Employee wants to get into to Terminal before the **Earliest Access** or after the **Latest Access**, he will get a message.

EARLIEST ARRIVE / LATEST ARRIVE

Here you can enter the Earliest and the Latest time of Arrival for this Working Day.

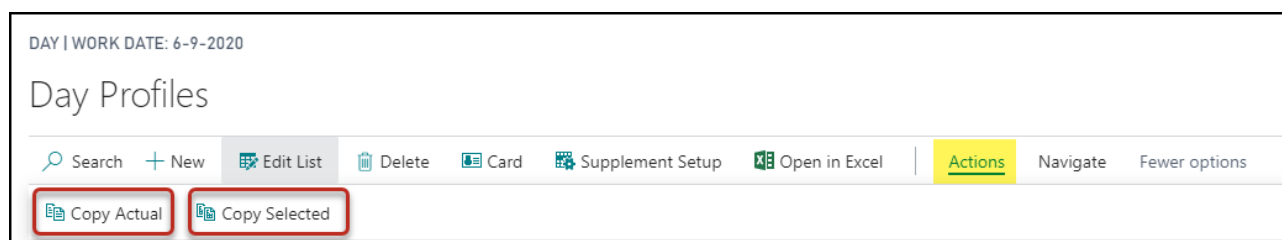
This means that if an Employee wants to arrive outside this period on a day, he/she must specify why he/she is too early or too late.

EARLIEST LEAVE / LATEST LEAVE

Here you can enter the Earliest and the Latest time of Leave for this Working Day.

This means that if an Employee wants to leave outside this period on a day, he/she must specify why he/she is too early or too late.

ACTIONS OF DAY PROFILES



The screenshot shows the 'Day Profiles' interface for the work date 6-9-2020. At the top, there is a search bar and a '+ New' button. Below these are several action buttons: 'Edit List', 'Delete', 'Card', 'Supplement Setup', 'Open in Excel', 'Actions' (highlighted in yellow), 'Navigate', and 'Fewer options'. At the bottom, there are two buttons: 'Copy Actual' and 'Copy Selected', both of which are highlighted with red boxes.

When you need to create many Day Profiles for several days, this can be done in this way:

First create a simple day (for example, Monday). Then copy this day to Tuesday; again to Wednesday etc.

COPY ACTUAL

EDIT - COPY DAY PROFILE - EMPLOYEE GROUP - MONDAY - DAY

Date
Weekday Monday
Code DAY
Employee No.

OK Cancel

You can enter a specific **Date** to which you want to copy the actual Day Profile to.

You can enter a specific **Weekday** to which you want to copy the actual Day Profile to

You can enter a specific **Code** of an Employee Group to which you want to copy the actual Day Profile to.

You can enter a specific **Employee No.** to which you want to copy the actual Day Profile to.

COPY SELECTED

EDIT - COPY DAY PROFILE - EMPLOYEE GROUP - MONDAY - DAY

Code DAY
Employee No.

OK Cancel

You can select several weekdays at the same time of the current Day Profile to be copied.

You can enter a specific **Code** of an Employee Group to which you want to copy the selected days to.

You can enter a specific **Employee No.** to which you want to copy the selected days to.

CARD

DAY | WORK DATE: 6-9-2020

Day Profiles

Search + New Edit List Delete Card Supplement Setup Open in Excel Actions Navigate Fewer options

If you click **Card**, you will open the Card for the Line of the Day Profile:

DAY PROFILE | WORK DATE: 6-9-2020

+

✓ SAVED

Employee Group · Monday · DAY

Copy Actual

Supplement Setup

Actions

Navigate

Fewer options

General

Weekday

Monday

Hours Total

7.75

Start Working Day

07:00:00

Capacity Total

465.00

End Working Day

15:30:00

Breaks >

Datacapture >

Supplement >

Transfer Counter >

FASTTAB BREAKS

Breaks

PAUSE 1	PAUSE 6
Start Pause 1	Start Pause 6
End Pause 1	End Pause 6
Pause Deduction 1	Pause Deduction 6
PAUSE 2	PAUSE 7
Start Pause 2	Start Pause 7
End Pause 2	End Pause 7
Pause Deduction 2	Pause Deduction 7
PAUSE 3	PAUSE 8
Start Pause 3	Start Pause 8
End Pause 3	End Pause 8
Pause Deduction 3	Pause Deduction 8
PAUSE 4	PAUSE 9
Start Pause 4	Start Pause 9
End Pause 4	End Pause 9
Pause Deduction 4	Pause Deduction 9
PAUSE 5	
Start Pause 5	
End Pause 5	
Pause Deduction 5	

You can enter up to 9 different Pauses.

START PAUSE 1 – 9

The Start Time of the Pause.

END PAUSE 1 – 9

The End Time of the Pause.

PAUSE DEDUCTION 1 – 9

This field determines if this Pause will only be deducted from the time you use on a Task, or if it also will be deducted from the work time for a Payroll System.

You can choose between *Payroll + Task*, *Payroll* or *Task*.

FASTTAB SHOP FLOOR

Shop Floor	
Day Type	Fixed Hours
Minimum Basis Time	0
Start Working Day, Day Before	☐
Allow 24 Hours Leave	☐
Default Time Supplement	Standard
Set FM Check	☐
OVERTIME	
Overtime in Basis Time	☐
Minimum Overtime	0
Time off in Basis Time	☐
Flextime in Basis Time	☐
ACCESS	
Earliest Access	15:00:00
Latest Access	23:55:00
Earliest Arrive	15:00:00
Latest Arrive	15:30:00
Earliest Leave	23:30:00
Latest Leave	23:55:00
ROUNDING	
Rounding Direction Arrive	Nearest
Rounding Precision Arrive	
Rounding Direction Leave	Nearest
Rounding Precision Leave	
HOLIDAY	
Holiday Time	

DESCRIPTION OF THE FIELDS:

DAY TYPE

In this field you specify which Day Type this Day Profile will include. The Day Types are very important because it determines how summarized time calculations should be handled by the system.

You can choose between the following six options:

Flextime	For employees with flexible working hours.
Fixed Hours	For employees with fixed working hours.
Floating Time	For employees with changing working hours. I.e. cleaning persons. With this Type the system will not ask for Reasons of Absence.
Flexible Start Time	For employees with flexible working hours, but fixed End Time.
Flexible End Time	For employees with a flexible End Time, but fixed working hours.
Group Change	The system will ask the user to select the Employee Group. (i.e. weekend overtime for time off in lieu)

A special functionality attached to *Floating Time*.

When this is selected and the field **Allow 24-Hours Leave** is Yes, it also means that exactly 24 hours should be registered.

MINIMUM BASIS TIME

In this field, you specify a quantity of normal hours that must be registered before time can be considered as *Overtime*, *Flextime* or *Time off in Lieu*.

The company has for example a policy that the time an employee is late, should be phased out in paid overtime, this field will contain the employee's normal hours.

Comes an employee 2 hours too late, the first two overtime hours will not be honored as such.

EXAMPLE

An employee must work from. 07:00-15:30. Basis Time = 7,75 hour (excluding breaks).

He arrives late-at 09:45: as the reason he chose time off.

He leaves later-at 19:00: here he also chooses for time off.

If the **Minimum Basis Time** is filled, a calculation will be executed:

Time started too late: -2.5 hours (since the break from 09:00 - 09:15 is not returnable).

Time left too late: + 3.5 hours. In fact, the employee has 1 hour of overtime which through Reason choice is accrued to the time off. (Of course, it could just as well be Overtime or Flextime).

Technically, the employee in the above example has "moved" his Working Day from 07:00 - 15:30 to 09:45 - 18:00. This can cause problems around a special time allowance, since these allowances are controlled by time. If, for example it is determined to get a time allowance from 15:30 - 18:00 in the example here (because it is the normal period for Overtime), this allowance may be suppressed when Basis Time is 'delayed'.

NOTE

This field is insignificant if the **Day Type** is set to *Floating Time*.

START WORKING DAY, DAY BEFORE

With a checkmark in this field it would be possible that Time Registration on a specific Date would be the registration for the next Working Day.

I.e.: Starting at 23:50 on 15-01-15 would be Working Day 16-01-16 because the Employee already Started/Ended (or Arrived/Left) on 15-01-15.

ALLOW 24 HOURS LEAVE

By setting this field to *Yes*, the employee will be able to stamp leave, no matter if a 24-hour shift is located. However, the system will allow a maximum of 23: 59: 59,999 hours same day.

Therefore, the maximum time between *Arrive* and *Leave* cannot exceed the 24 hours.

By setting this field to *No*, the employee can only leave between the *Earliest Access/Latest Access*.

DEFAULT TIME SUPPLEMENT

With this field you can decide which Time Type should be used when registering time.

You can choose between the following five options:

Standard	According to Supplement
Basis Time	As Basic Time
Flextime	As Flextime
Overtime	As Overtime
Time off in Lieu	As Time off in Lieu

SET FM CHECK

With this field, you can get this day shown on Foreman (FM) controls, although there is no deviation on that day. Used primarily for Saturday/Sunday where the Employee should not give reasons for arriving/leaving too early/late.

This field can also be set if you want all days checked, although there is no deviation.

OVERTIME IN BASIS TIME

In this field, you specify how Overtime will be totaled and is calculated up for a Payroll system:

Yes: Overtime and more Basis Time as required will be assigned as Overtime and could be paid including special surcharges for Overtime.

MINIMUM OVERTIME

Minimum Overtime in Hours shall mean the minimum in this way:

I.e. An employee is working 10 minutes (0,1666 hour) over. But according to the agreement must be settled for 0,5 hours (30 minutes), therefore set the Minimum Overtime = 0,5

Note that the system will settle the 0,1666 hours as 0,5 hours.

TIME OFF IN BASIS TIME

In this field, you can specify if **Time Off** can be registered in the Basis Time. Otherwise a correction on your Basis Time will take place.

FLEXTIME IN BASIS TIME

In this field, you can specify if **Flextime** can be registered in the Basis Time. Otherwise a correction on your Basis Time will take place.

ROUNDING DIRECTION ARRIVE

When an Employee registers that he arrives, you can determine if it should be rounded per **Rounding Precision Arrive** and how this arrival time should be rounded.

You can choose between the following three options:

Nearest	Round up/down to the nearest Rounding Precision Arrive
Up	Round up to the nearest Rounding Precision Arrive
Down	Round down to the nearest Rounding Precision Arrive

ROUNDING PRECISION ARRIVE

Here you can enter the Time for rounding of the time of arrival.

I.e. 00:15:00 if it should be rounded to every 15 minutes.

Therefore, with a **Start Working Day** of 8:05 and an Arrival Time 8:08 will be rounded *Nearest* to 8:05, *Up* to 8:20 and down to 8:05

ROUNDING DIRECTION LEAVE

When an Employee registers that he leaves, you can determine if it should be rounded per **Rounding Precision Leave** and how this arrival time should be rounded.

You can choose between the following three options:

Nearest	Round up/down to the nearest Rounding Precision Arrive
Up	Round up to the nearest Rounding Precision Arrive
Down	Round down to the nearest Rounding Precision Arrive

ROUNDING PRECISION LEAVE

Here you can enter the Time for rounding of the time of leave.

I.e. 00:15:00 if it should be rounded to every 15 minutes.

Therefore, with an **End Working Day** of 16:05 and a Leave Time 16:07 will be rounded *Nearest* to 16:05, *Up* to 16:20 and down to 16:05

HOLIDAY TIME

This field represents the quantity of hours for a Holiday registered day.

If not filled, the Employee needs to register the exact hours per day he is on Holiday.

FASTTAB SUPPLEMENT

With **Supplement** you can determine how extra time – besides the normal working hours – should be registered.

Supplement						
Manage						
Supplement Type	Supplement Start	Supplement End	Supplement Counter	Counter Type	Comment	
→ Based on Time						

DESCRIPTION OF THE FIELDS:

SUPPLEMENT TYPE

You can choose between the following two options:

Based on Time	The Supplement Start and Supplement End needs to be entered as time. I.e. 08:00:00
Based on Hours	The Supplement Start and Supplement End needs to be entered as decimal. I.e. 8,5

SUPPLEMENT START

This is the **Start** time/hours for this Supplement to be registered.

SUPPLEMENT END

This is the **End** time/hours for this Supplement to be registered.

SUPPLEMENT COUNTER

Here you can select which of the **Counter 1 – 10** should be filled for this type of Supplement.

COUNTER TYPE

The **Type** of the **Supplement Counter** will be shown automatically based on the **Counter Type** in the **Shop Floor Setup** therefore it can be *General*, *Overtime* or *Time Off in Lieu*.

COMMENT

In this field you can enter your own **Comment** for this Supplement Line.

FASTTAB TRANSFER COUNTER

Transfer Counter					
TRANSFER COUNTER 1		TRANSFER COUNTER 4		TRANSFER COUNTER 7	
Counter Maximum 1	0	Counter Maximum 4	0	Counter Maximum 7	0
Counter 1 rest transfer	v	Counter 4 rest transfer	v	Counter 7 rest transfer	v
Counter Minimum 1	0	Counter Minimum 4	0	Counter Minimum 7	0
TRANSFER COUNTER 2		TRANSFER COUNTER 5		TRANSFER COUNTER 8	
Counter Maximum 2	0	Counter Maximum 5	0	Counter Maximum 8	0
Counter 2 rest transfer	v	Counter 5 rest transfer	v	Counter 8 rest transfer	v
Counter Minimum 2	0	Counter Minimum 5	0	Counter Minimum 8	0
TRANSFER COUNTER 3		TRANSFER COUNTER 6		TRANSFER COUNTER 9	
Counter Maximum 3	0	Counter Maximum 6	0	Counter Maximum 9	0
Counter 3 rest transfer	v	Counter 6 rest transfer	v	Counter 9 rest transfer	v
Counter Minimum 3	0	Counter Minimum 6	0	Counter Minimum 9	0
				TRANSFER COUNTER 10	
				Counter Maximum 10	0
				Counter Minimum 10	0

DESCRIPTIONS OF THE FIELDS:

COUNTER MAXIMUM 1 – 10

In these fields you can enter the **Maximum** hours (in decimals) that can be registered by an Employee per Working Day.

COUNTER REST TRANSFER 1 – 9

If the total hours registered on Counter 1 (2 – 9) exceed the **Counter Maximum** you can transfer these crossing to a next Counter.

COUNTER MINIMUM 1 – 10

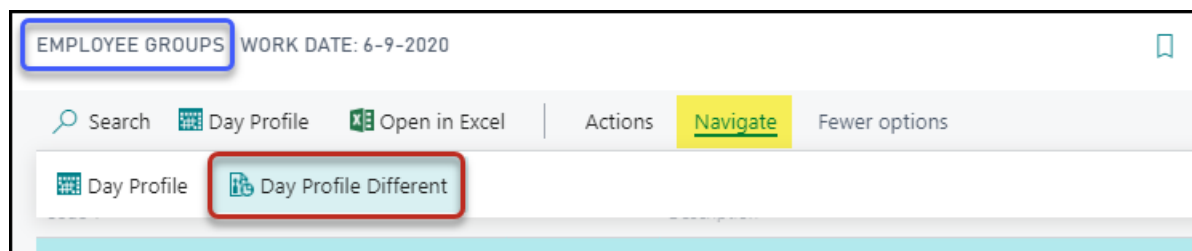
In this field, you specify the minimum number of hours to be paid in decimal hours.

Counter Minimum shall mean the minimum in this way:

I.e. An employee is working 10 minutes (0,1666 hours) over. But according to the agreement must be settled for 0,5 hours, therefore set the Minimum Overtime = 0,5

Note that the system will settle the 0,1666 min as 0,5 hours.

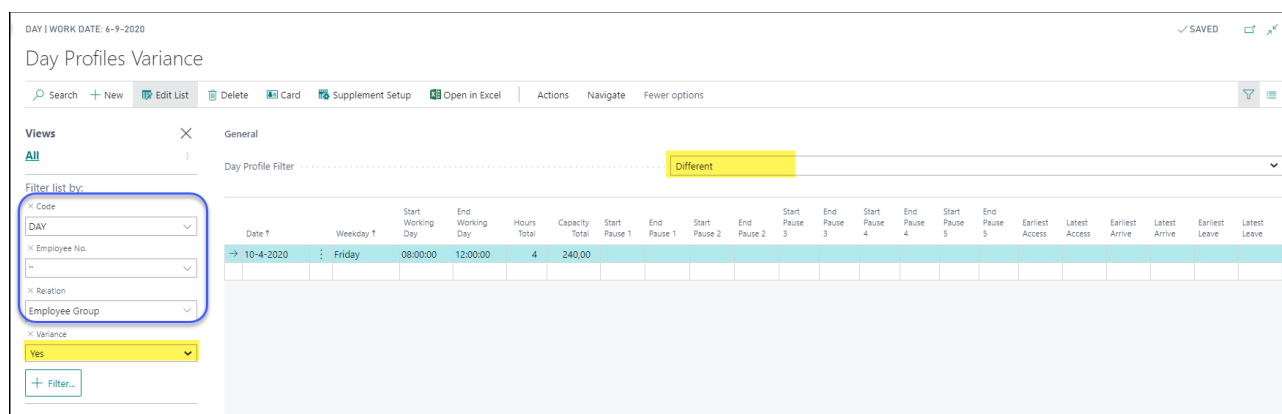
NAVIGATE / DAY PROFILE DIFFERENT OF EMPLOYEE GROUP



By using **Day Profile Filter Different**, you can enter specific differences in comparison with the normal Day Profile.

I.e. on Good Friday Employees of the **Employee Group Day** only need to work from 8:00 to 12:00 and will get half a day off as *National Holiday*.

If the Employee would still register time outside these hours, it will be considered as *Overtime*.



ACTIONS/CALCULATE DAY PROFILE OF EMPLOYEE GROUP

EMPLOYEE GROUPS | WORK DATE: 6-9-2020

Search Day Profile Open in Excel Actions Navigate Fewer options

Calculate Day Profile

This Action will show you the Day Profile for the current week – based on the Working Day -based on the entered **Day Profile** and the **Day Profile Different**.

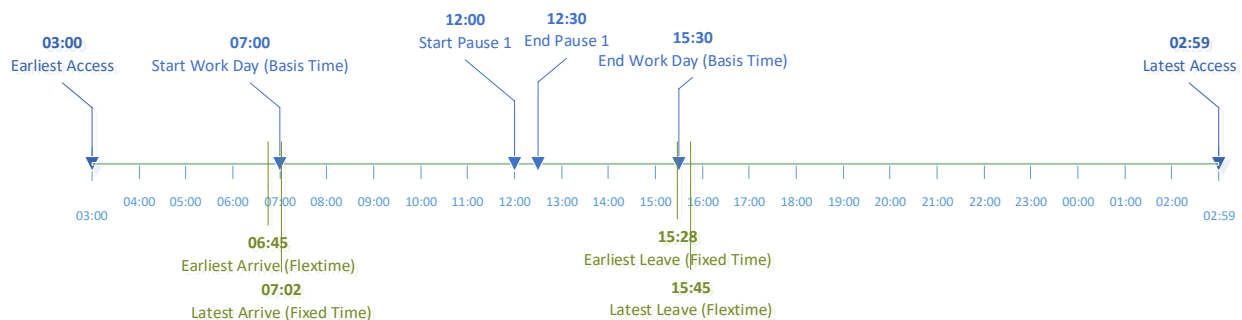
based on Work Date 06-09-2020

EDIT - SHOW DAY PROFILES

Weekday	Earliest Access	Earliest Arrive	Start Working Day	Latest Arrive	Earliest Leave	End Working Day	Latest Leave	Latest Access
Monday	31-8-2020 06:45	31-8-2020 06:45	31-8-2020 07:00	31-8-2020 07:15	31-8-2020 15:15	31-8-2020 15:30	31-8-2020 15:45	31-8-2020 16:00
Tuesday	1-9-2020 06:45	1-9-2020 06:45	1-9-2020 07:00	1-9-2020 07:15	1-9-2020 15:15	1-9-2020 15:30	1-9-2020 15:45	1-9-2020 16:00
Wednesday	2-9-2020 06:45	2-9-2020 06:45	2-9-2020 07:00	2-9-2020 07:15	2-9-2020 15:15	2-9-2020 15:30	2-9-2020 15:45	2-9-2020 16:00
Thursday	3-9-2020 06:45	3-9-2020 06:45	3-9-2020 07:00	3-9-2020 07:15	3-9-2020 15:15	3-9-2020 15:30	3-9-2020 15:45	3-9-2020 16:00
Friday	4-9-2020 06:45	4-9-2020 06:45	4-9-2020 07:00	4-9-2020 07:15	4-9-2020 13:00	4-9-2020 13:45	4-9-2020 14:00	4-9-2020 14:15
Saturday								
Sunday								

Close

Example of a Day Profile:



- 24-hour shift between Access at the earliest and at the latest.
- It is not possible to work over a 24-hour shift.

SHOP FLOOR GROUPS

You can access the **Shop Floor Groups** via **Tell me Shop Floor Groups**.

SHOP FLOOR GROUPS | WORK DATE: 6-9-2020

✓ SAVED

Search + New Edit List Delete Open in Excel

Filter

Filter Type: None

Type ↑	Code ↑	Description
Authority	1	Manager (Authority 1)
Authority	2	Employee (Authority 2)
Scrap	01	Bad Materials
Scrap	02	Machine Failure
Message	01	Come and see me
→ Message	02	Discuss design

Message

In the **Shop Floor Groups** you can enter four different **Types** (tables with special Codes):

Authority	A field in the Employee Group
Scrap	Reasons for Scrap
Reason Group	A field in the Shop Floor Reason to group the Reasons for <i>starting late</i> or <i>leaving early</i>
Message	A Message that an Employee can send to the E-Mail Recipient of the Shop Floor Setup – usually the Foreman/Manager

NOTE

Although option *Message* is still in, it can not be used anymore in TRIMIT Shop Floor BC16.

SELECTION GROUP

Selection Groups are an opportunity to put the Employees on the correct (Employee Group -) Day Profile depending at what time the Employee works.

Rotation and **Selection Groups** cannot work at the same time, so you need to determine which of the two methods for setting the **Employee Group** per day/time of the day will be applicable.

With the **Selection Group** you can determine automatically for an Employee for which **Employee Group** he works (day shift, evening shift, night shift, etc. or perhaps seasonal work controlled by the Date the hours are entered) on specific hours within a day.

You can access the **Selection Group** via **Tell me Selection Groups**.

SELECTION GROUPS WORK DATE: 6-9-2020				✓ SAVED	🔖	📄	🔗
🔍 Search	+ New	🔧 Edit List	🗑 Delete	✎ Edit	👁 View	📊 Open in Excel	🔍
Selection Groups ↑	From Date ↑	Description					
→ DAY_EVE	:	From Day to Evening to Night					
EVE_NIGHT		From Evening to Night to Day					
NIGHT_DAY		From Night to Day to Evening					

DESCRIPTION OF THE FIELDS:

SELECTION GROUPS

Code for the Selection Groups

FROM DATE

You can enter a **From Date** from which this **Selection Group** is Valid.

The **Selection Group** and the **From Date** are in the primary key. This means that you can setup several **Selection Group** 1 lines with different **From Date**. This can be used i.e. for seasonal work.

DESCRIPTION

You can enter a Description for this Selection Group + From Date combination.

Via click **Edit** you can open the Card of the Selection Groups, where FastTab **General** contains the fields already described above.

SELECTION GROUPS | WORK DATE: 6-9-2020








DAY_EVE

General

Selection Groups
DAY_EVE

Description
From Day to Evening to Night

From Date

FASTTAB FROM -> TO

From -> To

1. GROUP

1. From
05:00:00

1. To
09:59:59

1. Group
DAY

2. GROUP

2. From
10:00:00

2. To
23:59:59

2. Group
EVENING

3. GROUP

3. From
00:00:00

3. To
04:59:59

3. Group
NIGHT

4. GROUP

4. From

4. To

4. Group

5. GROUP

5. From

5. To

5. Group

6. GROUP

6. From

6. To

6. Group

7. GROUP

7. From

7. To

7. Group

8. GROUP

8. From

8. To

8. Group

DESCRIPTION OF THE FIELDS:

1. – 8. FROM

The start time from which the **1. Group** shall apply in relation to a work time registration.
The **From**, must not be greater than the corresponding **To**.

1. – 8. TO

The end time from which the **1. Group** shall apply in relation to a work time registration.
The **To**, must not be smaller than the corresponding **From**.

1. – 8. GROUP

This field specifies the **Employee Group** to be used in conjunction with a time registration, which fall within the corresponding interval.

ROTATION

When **Rotations** are setup, you can choose the **Rotation** on the Employee.

Rotation and **Selection Groups** cannot work at the same time, so you need to determine which of the two methods for setting the **Employee Group** per day/time of the day will be applicable.

Rotation can be used for a more permanent switch between shifts (Employee Groups) in comparison to the Selection Groups which are based on timeframes per day.

You can access the **Rotation** via **Tell me Rotation Header**.

ROTATION HEADER WORK DATE: 23-1-2020		
Search	+ New	Manage
		Open in Excel
Code ↑		Description
DEN-2W	:	DAY - EVENING - NIGHT per 2 Weeks
DEN-30D		DAY - EVENING - NIGHT per 30 Days
DEN-W		DAY - EVENING - NIGHT per Week
END-W		EVENING - NIGHT - DAY per Week
NDE-W		NIGHT - DAY - EVENING per Week

Via click **Manage**, click **Edit** you can open the card.

If in the **Shop Floor Setup** the field **Rotation Method** is set to *Date*:

ROTATION WORK DATE: 23-1-2020				
				✓ SAVED
DEN-2W				
New	More options			
Code	DEN-2W	Description	DAY - EVENING - NIGHT per 2 Weeks	
Rotation Lines	Manage			
	Date ↑	Weekday	Employee Group	
→	1-1-2020	Wednesday	DAY	
	2-1-2020	Thursday	DAY	
	3-1-2020	Friday	W:TIME OFF	
	4-1-2020	Saturday	EVENING	
	5-1-2020	Sunday	EVENING	
	6-1-2020	Monday	EVENING	
	7-1-2020	Tuesday	EVENING	
	8-1-2020	Wednesday	W:OVERTIME	
	9-1-2020	Thursday	NIGHT	

If in the **Shop Floor Setup** the field **Rotation Method** is set to *Period*:

Rotation				
				✓ SAVED
New				
More options				
Code	PERIOD	Description	Rotation per Period	
Rotation Lines	Manage			
	From Date ↑	To Date ↑	Employee No. ↑	Employee Group
	1-1-2020	10-1-2020		DAY
	13-1-2020	23-1-2020		EVENING
	25-1-2020	2-2-2020		NIGHT
	5-2-2020	14-2-2020		DAY
	17-2-2020	26-2-2020		EVENING
	1-3-2020	10-3-2020		NIGHT

DESCRIPTION OF THE FIELDS:**CODE**

The unique **Code** for this Rotation.

DESCRIPTION

You can enter the **Description** for this Rotation

DATE (ONLY IF PARAMETER IS SET TO DATE)

You need to enter the **Date**

WEEKDAY (ONLY IF PARAMETER IS SET TO DATE)

The **Weekday** will be shown based on the **Date**.

FROM DATE (ONLY IF PARAMETER IS SET TO PERIOD)

You need to enter the **From Date** for the period of this Employee Group (Shift).

TO DATE (ONLY IF PARAMETER IS SET TO PERIOD)

You need to enter the **To Date** for the period of this Employee Group (Shift).

EMPLOYEE (ONLY IF PARAMETER IS SET TO PERIOD)

You can enter the Rotation for specific Employees, when entering an **Employee No.** in this field.

EMPLOYEE GROUP

You need to enter an **Employee Group** to which this **Date** belongs to.

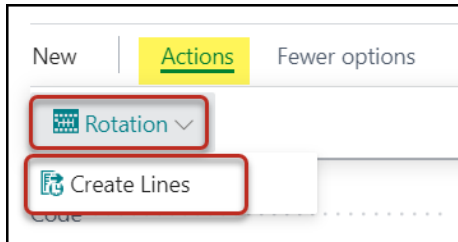
NOTE

If you start with setting up **Rotation** make sure you will have all the dates in; therefore, every year you might have to enter the dates again.

That is why we created the report to create these dates for you based on predefined settings.

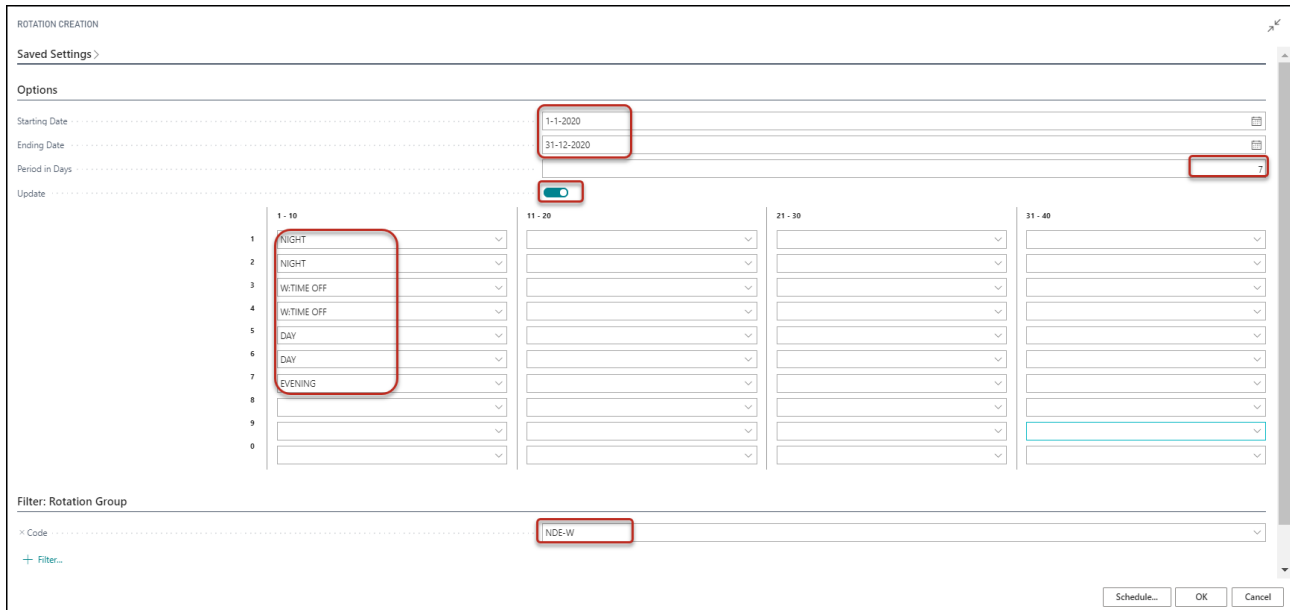
You can find this functionality via click **Navigate**, click **Create Run** or via the Navigation pane [Rotation Creation](#)

ACTIONS / ROTATION / CREATE LINES



The screenshot shows a menu with three options: 'New', 'Actions' (highlighted in yellow), and 'Fewer options'. Below 'Actions', there are two sub-options: 'Rotation' (with a calendar icon) and 'Create Lines' (with a document icon). Both sub-options are highlighted with red boxes.

With this Action, you can create the **Lines** of the **Rotation** in a batch. I.e.:



The screenshot shows the 'ROTATION CREATION' dialog box. It has a 'Saved Settings' section and an 'Options' section. In the 'Options' section, there are fields for 'Starting Date' (1-1-2020), 'Ending Date' (31-12-2020), 'Period in Days' (7), and an 'Update' checkbox (checked). Below these fields is a table with columns for different rotation periods: 1 - 10, 11 - 20, 21 - 30, and 31 - 40. The first column (1 - 10) is highlighted with a red box and contains the following values: NIGHT, NIGHT, W/TIME OFF, W/TIME OFF, DAY, DAY, EVENING. The 'Filter: Rotation Group' field is set to 'NDE-W'. At the bottom right, there are buttons for 'Schedule...', 'OK', and 'Cancel'.

DESCRIPTIONS OF THE FIELDS:

STARTING DATE

In this field you need to enter the **Start Date** from which the Lines of the Rotation will be created.

ENDING DATE

In this field you need to enter the **End Date** to which the Lines of the Rotation will be created

PERIOD IN DAYS

You need to enter a quantity of days in which the Rotation would take place. This also influences the number of Days you need to fill in the fields below.

I.e. **Period in Days** is 7, then you only need to fill the fields for 1 – 7, if you would have a monthly Rotation of 30 days, the field **Period in Days** should be set to 30 and you need to fill the fields for 1 – 30.

UPDATE

A checkmark means that already created Lines can be overwritten. If no checkmark has been entered, existing Lines will not be changed.

On the Filter **Rotation Group**, you need to select the **Rotation** for which you want the Lines to be created.

You need to click **OK** so the Lines will be created. The example above will then result in:

ROTATION | WORK DATE: 6-9-2020

DEN-W

New Actions Fewer options

General

Code DEN-W Description DAY - EVENING - NIGHT per Week

Rotation Lines Manage

Date ↑	Weekday	Employee Group
→ 1-1-2020	Wednesday	DAY
2-1-2020	Thursday	DAY
3-1-2020	Friday	EVENING
4-1-2020	Saturday	EVENING
5-1-2020	Sunday	NIGHT
6-1-2020	Monday	W:TIME OFF
7-1-2020	Tuesday	W:TIME OFF
8-1-2020	Wednesday	DAY
9-1-2020	Thursday	DAY
10-1-2020	Friday	EVENING
11-1-2020	Saturday	EVENING
12-1-2020	Sunday	NIGHT
13-1-2020	Monday	W:TIME OFF
14-1-2020	Tuesday	W:TIME OFF
15-1-2020	Wednesday	DAY
16-1-2020	Thursday	DAY

SHOP FLOOR REASONS

Shop Floor Reasons are used for Time Registration and differences in Time Registration in comparison to the normal work time of a Working Day.

They are divided into several groups for different situations (**Type of the Shop Floor Reason**)

You can access the **Shop Floor Reasons** via **Tell me Shop Floor Reasons**.

Based on the experience of TRIMIT users and our knowledge of Payroll in Denmark that we maintained as well in the past, TRIMIT has created a whole list of Reasons that are commonly used and for several **No.** specific follow-up actions have been created in the AL code.

We can only advice to adopt these default **Shop Floor Reasons** and afterwards change the Descriptions in your own language; but keep the Numbers as they are!!

Of course, you can create your own Shop Floor Reasons as well; but this will also imply customization for handling these specific Shop Floor Reasons.

With **Filter Type = None** all the **Shop Floor Reasons** will be shown:

SHOP FLOOR REASONS | WORK DATE: 6-9-2020

✓ SAVED

Search + New Edit List Delete Edit View Open in Excel

Filter

Filter Type None

Type ↑	No.	Text	Time Change	Time Supplement	Time Deduction	Set FM Check
→ Absent	10	Unpaid Leave	Basis Time	None	None	None
Absent	20	Sickness	Basis Time	Absence	None	None
Absent	21	Sickness, Injured	Basis Time	Absence	None	None
Absent	25	Maternity leave	Basis Time	Absence	None	None
Absent	30	Childs Sickness	Basis Time	Absence	None	None
Absent	40	Time off in lieu of overtime	Basis Time	Basis Time	Overtime	None
Absent	50	Time off	Basis Time	Basis Time	Time off in lieu	None
Absent	60	Flexible Off	Basis Time	Basis Time	Flextime	None
Absent	80	Holiday	Basis Time	Holiday	None	None
Absent	84	Holiday Days Off	Basis Time	Absence	None	None
Arrived Early	10	Unpaid Leave	Basis Time	None	None	None
Arrived Early	40	Overtime for Payment	Actual Time	Overtime	None	None
Arrived Early	50	Overtime for Later Time Off	Actual Time	Time off in lieu	None	None

And the Card of a **Shop Floor Reason** looks like (by clicking **Edit**):

URE REASON | WORK DATE: 23-1-2020





 SAVED
 

10 · Unpaid Leave

General

No. 10

Authority

▼

Type Absent

Set FM Check ☒

Text Unpaid Leave

Correct Date/Time ☐

Reason Group

▼

Amount by Absence ☐

Employee Group

▼

Statistics ☐

Arrive/Leave

Time Change Basis Time

Rounding Direction Nearest

Time Supplement None

Rounding Precision

▼

Time Deduction None

DESCRIPTION OF THE FIELDS:

NO.

The **Number** for this Reason

TYPE

The **Type** determines for which situations the **Shop Floor Reasons** can be used while registering Time.

You can choose between the following nine options:

Arrived	Specific reasons for arrival
Left	Specific reasons for leaving
Absence	Specific reasons for absence
Arrived Early	Specific reasons for arriving earlier as the Start Working Day of the applicable Day Profile
Arrived Late	Specific reasons for arriving later as the Start Working Day of the applicable Day Profile
Left Early	Specific reasons for leaving earlier as the End Working Day of the applicable Day Profile
Left Late	Specific reasons for leaving later as the End Working Day of the applicable Day Profile
Arrived Again	Specific reasons for arriving again after an employee left during a normal Working Day
Group Change	Specific reasons for changing the Employee Group

TEXT

A **Description** for this Reason.

This is the text that you want to provide to the employee for guidance in the choice of the correct reason.

REASON GROUP

A **Reason Group** can reduce the number of Reasons that an Employee can choose in specific situations.

It can therefore be entered on an **Employee Group**, so only a certain number of Reasons are available for that **Employee Group**.

EMPLOYEE GROUP

Used to specify an Employee Group that must be used when this Reason is selected (i.e. weekend Setup).

AUTHORITY

If you only want Employees with a specific **Authority** being able to use this Reason, you need to enter the **Authority** here.

(An **Authority** can be connected to an Employee Group).

SET FM CHECK

With this field, you can get this time shown on Foreman (FM) controls, even if there is no deviation on that day. Used i.e. for Saturday/Sunday where the Employee should not give Reason for arriving/leaving too early/late.

This field can also be set if you want all days checked, although there is no deviation.

If this field is Yes, you will see it on the Report [FM Check Differences](#)

CORRECT DATE/TIME

Yes opens a Dialog for changing the time for the Registration.

If No, you are not able to change the time for the Registration.

AMOUNT BY ABSENCE

Only if you have a checkmark in this fields, the hours will be included in the Time Transactions.

STATISTICS

With this field, you can determine if this Reason should be taken into the statistics.

It is NOT possible to date compress Time Transactions marked for statistics.

TIME CHANGE

You can select which type of Time the **Time Change** should be assigned to.

You can choose between the following four options:

Actual Time	Time will not be adjusted
Basis Time	The Time will be adjusted to the normal Working Day. <i>Arrive to Start Working Day, Leave to End Working Day</i>
Core Time	The Time will be adjusted to the Latest Arrive and Earliest Leave
Flextime	The system comes up with a table and asks for the time this time needs to be adjusted to. Therefore, it is the Employee who thus specifies the time

TIME SUPPLEMENT

The positive time difference between the actual time and the time at which this Reason has been chosen, can in this field be transmitted as various supplements.

You can choose between the following seven options:

None	Time is not transferred
Basis Time	Time difference is transferred to Basis Time
Flextime	Time difference will be transferred to Flextime
Holiday	Time difference will be transferred to Holiday Time
Overtime	Time difference will be transferred to Overtime
Time off in Lieu	Time difference will be transferred to Time off in Lieu
Absence	Time difference will be transferred to Absence Time
Counter 1 - 10	Time difference will be transferred to Special Counters 1 to 10

TIME DEDUCTION

For negative time difference between the actual time and the time at which this Reason has been chosen, can in this field be transmitted as various Supplements. The options are the same as for **Time Supplement**.

ROUNDING DIRECTION

When an Employee registers time for a specific **Shop Floor Reason**, you can determine if it should be rounded per **Rounding Precision** and how this time should be rounded.

You can choose between the following three options:

Nearest	Round up/down to the nearest Rounding Precision
Up	Round up to the nearest Rounding Precision
Down	Round down to the nearest Rounding Precision

ROUNDING PRECISION

Here you can enter the Time for rounding of the time for a **Shop Floor Reason**.

I.e. 00:15:00 if it should be rounded to every 15 minutes.

Therefore Time 0:23 will be rounded *Nearest* to 0:30, *Up* to 0:30 and down to 0:15

CREATE REASONS

Via **Tell me Create Reasons** you can create all the default **Shop Floor Reasons**:



This function creates standard reasons if these have not been created. Do you want to continue?

You need to click **Yes**, so the Shop Floor Reasons will be created.



Finished

After all default reasons have been created, you get a message and need to click **OK**.

You can see the result in **Tell me Shop Floor Reasons**.

The created **Shop Floor Reasons** are:

For **Type = Absence**

Filter							
Filter Type Absence							
Type ↑ ▼	No.	Text	Time Change	Time Supplement	Time Deduction	Set FM Check	
→ Absent	10	Unpaid Leave	Basis Time	None	None	☒	
Absent	20	Sickness	Basis Time	Absence	None	☒	
Absent	21	Sickness, Injured	Basis Time	Absence	None	☒	
Absent	25	Maternity leave	Basis Time	Absence	None	☒	
Absent	30	Childs Sickness	Basis Time	Absence	None	☒	
Absent	40	Time off in lieu of overtime	Basis Time	Basis Time	Overtime	☒	
Absent	50	Time off	Basis Time	Basis Time	Time off in lieu	☒	
Absent	60	Flexible Off	Basis Time	Basis Time	Flextime	☐	
Absent	80	Holiday	Basis Time	Holiday	None	☒	
Absent	84	Holiday Days Off	Basis Time	Absence	None	☒	

For **Type = Arrived Early**

Filter							
Filter Type Arrived Early							
Type ↑ ▼	No.	Text	Time Change	Time Supplement	Time Deduction	Set FM Check	
→ Arrived Early	10	Unpaid Leave	Basis Time	None	None	☒	
Arrived Early	40	Overtime for Payment	Actual Time	Overtime	None	☒	
Arrived Early	50	Overtime for Later Time Off	Actual Time	Time off in lieu	None	☒	
Arrived Early	60	Flexible Time	Actual Time	Flextime	None	☐	

For **Type = Arrived Late**

Filter							
Filter Type Arrived Late							
Type ↑ ▼	No.	Text	Time Change	Time Supplement	Time Deduction	Set FM Check	
→ Arrived Late	10	Unpaid Leave	Actual Time	None	None	☒	
Arrived Late	20	Sickness	Actual Time	Absence	None	☒	
Arrived Late	30	Childs Sickness	Actual Time	Absence	None	☒	
Arrived Late	40	Time off in lieu of overtime	Basis Time	None	Overtime	☒	
Arrived Late	50	Time off	Basis Time	None	Time off in lieu	☒	
Arrived Late	60	Time off in lieu of flexible	Basis Time	None	Flextime	☐	
Arrived Late	80	Holiday	Actual Time	Holiday	None	☒	
Arrived Late	84	Holiday Days Off	Actual Time	Absence	None	☒	
Arrived Late	90	Forgot to punch in	Basis Time	Basis Time	None	☒	

For **Type = Left Early**

Filter							
Filter Type Left Early							
Type ↑ ▼	No.	Text	Time Change	Time Supplement	Time Deduction	Set FM Check	
→ Left Early	10	Unpaid Leave	Actual Time	None	None	☒	
Left Early	20	Sickness	Actual Time	Absence	None	☒	
Left Early	21	Sickness, Injured	Actual Time	Absence	None	☒	
Left Early	30	Childs Sickness	Actual Time	Absence	None	☒	
Left Early	40	Time off in lieu of overtime	Basis Time	None	Overtime	☒	
Left Early	50	Time off	Basis Time	None	Time off in lieu	☒	
Left Early	60	Time off in lieu of flexible	Basis Time	None	Flextime	☐	
Left Early	80	Holiday	Actual Time	Holiday	None	☒	
Left Early	84	Holiday Days Off	Actual Time	Absence	None	☒	

For Type = Left Late

Filter							
Filter Type Left Late							
Type ↑ ▼	No.	Text	Time Change	Time Supplement	Time Deduction	Set FM Check	
→ Left Late	10	Unpaid Leave	Basis Time	None	None	☒	
Left Late	40	Overtime for Payment	Actual Time	Overtime	None	☒	
Left Late	50	Overtime for Later Time Off	Actual Time	Time off in lieu	None	☒	
Left Late	60	Flexible Time	Actual Time	Flextime	None	☐	
Left Late	90	Forgot to punch out	Basis Time	Basis Time	None	☒	

For Type = Arrived Again

Filter							
Filter Type Arrived Again							
Type ↑ ▼	No.	Text	Time Change	Time Supplement	Time Deduction	Set FM Check	
→ Arrived Again	10	Arrived Again	Actual Time	None	None	☒	

For Type = Change Group

Filter							
Filter Type Group Change							
Type ↑ ▼	No.	Text	Time Change	Time Supplement	Time Deduction	Set FM Check	
→ Group Change	1	W:TIME OFF	Basis Time	None	None	☐	
Group Change	2	W:OVERTIME	Basis Time	None	None	☐	
Group Change	10	Day Shift	Basis Time	None	None	☐	
Group Change	20	Evening Shift	Basis Time	None	None	☐	
Group Change	30	Night Shift	Basis Time	None	None	☐	

W:TIME OFF stands for Time Off in the Weekend

W:OVERTIME stands for Overtime in the Weekend

These five **Shop Floor Reasons** with **Type Group Change**, are related to the **Employee Groups** for different Shifts and special Time Off and Overtime in the Weekend.

Based on your own **Employee Groups** you could have many more **Shop Floor Reasons** for the **Type Group Change**.

AUTHORITY

Authorities are used to provide Employees permission to use specific **Shop Floor Reasons** that he otherwise would not be able to use. Therefore, if you setup the **Authorities**, you also need to fill the corresponding field in the **Employee Groups** or in specific **Terminal Lines**.

You can create **Authorities** via **Tell me Authority** or via the **Shop Floor Groups** with **Type Authority**

To make use of the **Authorities**, you need to fill them in the **Employee Group** and in the **Shop Floor Reasons**.

AUTHORITY | WORK DATE: 23-1-2020

✓ SAVED

🔍 Search

➕ New

✎ Edit List

🗑 Delete

🔄 Issuing

📄 Open in Excel

More options

🔍

☰

Code ↑	Description	Description 2	Description 3
→ 1	Manager (Authority 1)		
2	Employee (Authority 2)		

DESCRIPTION OF THE FIELDS:

CODE

The unique **Code** for the Authority, which must be an integer.

DESCRIPTION 1, 2 AND 3

You can enter **Descriptions** to describe this **Authority**.

ISSUING

This report will create specific Integer **Authority Codes** per Employee based on a specific **Authority** which can be used for specific Time Registrations based on the **Authority** field setting in i.e. **Day Profile** or **Shop Floor Reason**.

For this report, you need to enter a **Date for use**;

Only on this day the created **Authority Code** can be used.

AUTHORITY ISSUE



Print Settings >

Options

Date for Use 25-8-2020 

Filter: Authority

Filter: Authority 1 ...

Filter: Shop Floor Employee

× No. ET ▼

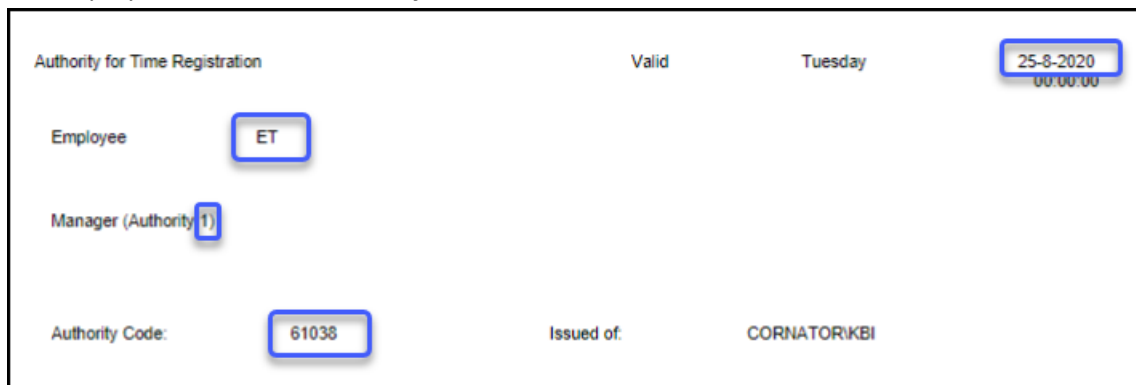
+ Filter...

Send to... Print Preview Cancel

This report will show the **Shop Floor Employees** and gives the specific **Codes** an Employee needs to enter. I.e.: to use **Shop Floor Reason Overtime for Payment** the Employee **ET** needs to have **Authority 1**.

If the Employee does not have this **Authority 1**, he can ask his Foreman/Manager and if they agree, the Foreman/Manager can create the unique **Authority Code**, so the Employee is able to select this specific **Shop Floor Reason**:

I.e. Employee **ET** can use **Authority Code 61038**



Authority for Time Registration

Valid Tuesday 25-8-2020 00:00:00

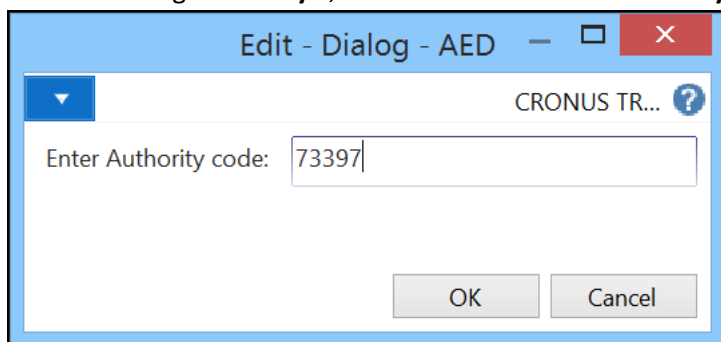
Employee ET

Manager (Authority 1)

Authority Code: 61038 Issued of: CORNATOR\KBI

EXAMPLE

If **Shop Floor Reason 84 Holidays Day Off** would have **Authority 1**, and Employee wants to use this Reason, without having **Authority 1**, he needs to enter the **Authority Code** before it is accepted:



Edit - Dialog - AED

CRONUS TR...

Enter Authority code: 73397

OK Cancel

NOTE

The **Authority** will be written in the table **Shop Floor Groups (6038404)** with **Type = Authority**

Based on the process described above, it is very important to determine the Permissions for User-ID's. Not everyone should have access to the **Authority** and be able to create these unique **Authority Code**.

TERMINAL MENU SETUP

TERMINAL HEADER WORK DATE: 23-1-2020					
Search + New Manage Open in Excel					
Menu ↑	Description	Description 2	Message by Turbo Arrive	Message by Turbo Leave	
COMPACT	Compact Terminal Menu	Arrival/Departure/Task Start/Task End	Welcome	Goodbye	
DEFAULT	Default Extensive Terminal Menu	For Production Tasks and Absences			

Terminal Menu setup consists of a Header, as well as Lines.

The Lines define the Menu Items the Employee must have available for Time Registration.

You could create **Terminal Menu's** per Employee and fill it into the Employee Card, but in practice, there will often be a Terminal Menu per i.e. Shop Floor Employees and Office Employees – although you still need to fill the **Terminal Menu** on the Employee.

The **Terminal Menu** setup determines how the Terminal Menu will look like for an Employee. The Lines of the Terminal Menu will be shown as Actions of the Terminal Menu itself.

Terminal Menu

New

Actions

Fewer options

Arrive [1]

Leave [2]

Start Task [3]

End Task [4]

Multiple Task [5]

Team Table [6]

Change Work Center [7]

Statistics [59]

Misc. v

Choice

Name

Status

Date

Time

Message [55]

Absent [50]

Correct Group [51]

Correct Time [52]

New Password [53]

Actions are Lines in "Terminal Header"

You can find the setup for the Terminal Menu via **Tell me Terminal Header** and then click **Manage**, click **Edit**.

FASTTAB GENERAL

TERMINAL HEADER | WORK DATE: 23-1-2020

SAVED

DEFAULT

General

Menu

DEFAULT

Description

Default Extensive Terminal Menu

Description 2

For Production Tasks and Absences

Extended Task Dialog

MESSAGES

Message by Turbo Arrive

Message by Turbo Leave

DESCRIPTION OF THE FIELDS:

MENU

The unique Code for this Terminal Menu.

DESCRIPTION AND DESCRIPTION 2

You can enter **Description** and **Description 2** for this Terminal Menu.

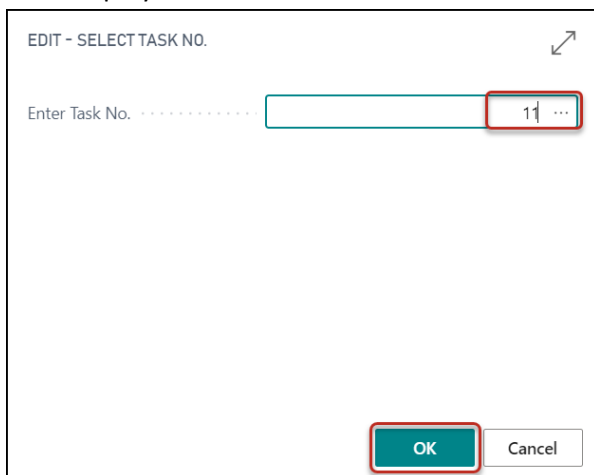
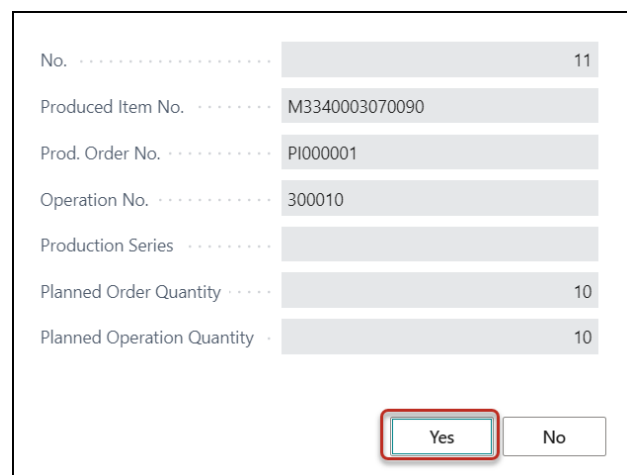
EXTENDED TASK DIALOG

A checkmark in this fields means, that the Employee – after selecting a **Task** that he wants to work on – get the information of that Task and must confirm that it is the right Task he selected.

If no checkmark was entered in this fields, the Employee will not see the specific **Task** information and the system assumes it is the right Task.

i.e.

If an Employee selects a Task

He will also get the Task Information.

And needs to confirm with **Yes** to start/end the Task or with **No** if it is not the correct Task.

The Dialog above on the right side, will not be shown if the field **Extended Task Dialog** is not ticked.

MESSAGE BY TURBO ARRIVE

This message text will be shown to the Employee if he enters the Terminal Menu and the field **Turbo Arrive/Leave** in the Employee Group has been set to a value <> **No**.

The text can be created with a different number of variable elements that can be inserted in this text.

The following variables can be used:

- \ = (Backslash) gives a line break in the screenshot
- %1 = Employee No.
- % 2 = Employee Name
- % 3 = Employee Initials
- % 4 = Work Center of the active Task
- % 5 = Task Number of the active Task

MESSAGE BY TURBO LEAVE

This message text will be shown to the Employee if he leaves the Terminal Menu and the field **Turbo Arrive/Leave** in the Employee Group has been set to a value <> *No*.

The text can be created with a different number of variable elements that can be inserted in this text.

The following variables can be used:

- \ = (Backslash) gives a line break in the screenshot
- %1 = Employee No.
- % 2 = Employee Name
- % 3 = Employee Initials
- % 4 = Work Center of the active Task
- % 5 = Task Number of the active Task

FASTTAB TERMINAL LINES

You can create the **Terminal Lines** which represent specific processes: i.e. *Arrive, Leave, Start Task*, etc. These processes will then also be shown as Actions in the Terminal Menu itself.

If you click on **Parameters** in the Line Action Pane, you can see the specifications of a Terminal Line.

Terminal Line							
		Manage					
New Line		Delete Line		Parameters			
Hide			Execute	Quick Number	Menu Text	Return To	Authority
→	☐		Arrive	1	Arrive	Login	
	☐		Leave	2	Leave	Login	
	☐		Start Task	3	Start Task	Login	
	☐		End Task	4	End Task	Login	
	☐		Absent	50	Absent	Login	
	☐		New Password	53	New Password	Login	
	☐		Correct Group	51	Correct Group	Menu	
	☐		Correct Time	52	Correct Time	Menu	
	☐		Change Work Center	7	Change Work Center	Menu	
	☐		Multiple Tasks	5	Multiple Tasks	Login	
	☐		Message	55	Message	Login	
	☐		Team Table	6	Team Table	Login	
	☐		Statistics	59	Statistics	Menu	

You need to create a **Terminal Line** first (in the above shown page) before you can go to the **Parameters**.

... PARAMETERS | WORK DATE: 6-9-2020
✎
+
🗑
✓ SAVED
🔗

DEFAULT · 10000

General

Quick Number
Menu Text
Execute
Return To
Hide ☒

DIALOG
Dialog Text
Dialog Text 2
Dialog Time Sec.
AUTHORITY
Password ☒
Authority

Execute Custom

Execute Custom
Execute Run Type
Execute Object ID
Execute Link
Request Page ☒

Loop

Menu Pre-Selection
Menu Post-Selection ...

DESCRIPTION OF THE FIELDS:

QUICK NUMBER

You can enter a **Quick Number** (Shortcut) for this specific Terminal Line.

This means that an Employee only needs to enter this **Quick Number** to enter/start Time Registration.

There are already several **Quick Numbers** determined by TRIMIT by default that are related to the content of the **Execute** field:

- | | | | |
|----------------------|---|-----------------|----|
| - Arrive | 1 | - Absent | 50 |
| - Leave | 2 | - Correct Group | 51 |
| - Start Task | 3 | - Correct Time | 52 |
| - End Task | 4 | - New Password | 53 |
| - Multiple Tasks | 5 | - Message | 55 |
| - Team Table | 6 | - Statistics | 59 |
| - Change Work Center | 7 | | |

This means, that if you enter these specific **Execute/Quick Numbers**, the **Menu Text** will automatically be filled. You should not change this, because TRIMIT will react on these specific **Execute/Quick Numbers**. It is hard coded in the AL Code.

For you own **Execute Custom** you can only choose any number between 10 and 49.

MENU TEXT

This field specifies the **Text** the Employee will see for this **Quick Number** in the Terminal Menu for your own **Quick Numbers**.

For the default **TRIMIT Quick Numbers** the **Menu Text** has no meaning, because it is hard coded in the **Page Actions** of the page **6038441 trm Terminal Menu**. I.e.:

```

TerminalMenu.Page.al x
src > TerminalMenu.Page.al > Page 6038441 "trm Terminal Menu"
0 references
604  action(Arrive1)
605  {
606      ApplicationArea = Basic;
607      Caption = 'Arrive [1]';
608      Image = Delegate;
609      Promoted = true;
610      Visible = Enable1;
611
612      trigger OnAction()
613      begin
614          PreSelection(1);
615      end;
616  }
0 references
617  action(Leave2)
618  {
619      ApplicationArea = Basic;
620      Caption = 'Leave [2]';
621      Image = ChangeTo;
622      Promoted = true;
623      Visible = Enable2;
624
625      trigger OnAction()
626      begin
627          PreSelection(2);
628      end;
629  }

```

Therefore, if you need these actions in your local language, you need to change it in the translation sheet yourself!

EXECUTE

This field determines the kind of Action that will happen.

You can choose between the following options:

Custom
Arrive
Leave
Start Task
End Task
Absent
New Password
Correct Group
Correct Time
Change Work Center
Multiple Tasks
Message
Team Table
Statistics

Custom	See an example below.
Arrive	The Employee can register that he has arrived.
Leave	The Employee can register that he has left.
Start Task	The Employee can register that he started a Task and needs to enter the Task No. he will be working on.
End Task	The Employee can register that he ended a Task and needs to enter the Task No. he ended.
Absent	The Employee can register that he was absent and need to select the Shop Floor Reason for his absence.
New Password	The Employee can change his Password for the Terminal Login.
Correct Group	The Employee can change the Employee Group for the last entered Time Transaction, but he is also able to change the Employee Group before <i>Arrive</i> , therefore other checks will take place when he is <i>Arriving</i> regarding the determination for too late or too early
Correct Time	The Employee can change Data and Time of an existing Time Transaction
Change Work Center	The Employee can change Work Center of an existing Time Transaction
Multiple Task	The Employee can say that he is working on Multiple Tasks at the same time
Message	The Employee can enter a Message to be send to the E-Mail Recipient
Team Table	The Employee can see and manage the Members of the Team
Statistics	The Employee can see the Statistics of his Time Registrations based on the field Employee Statistic Page ID in the Shop Floor Setup .

Custom is an **Execute** that can be setup completely by the users of TRIMIT Shop Floor by customization. Based on the rest of the fields on a **Terminal Line** it could i.e. show all the Tasks via the page **trm 6038422 Task** or it could simply be a Link to a word document that explains how to work with the Terminal Menu and how to register Time.

RETURN TO

After the Employee has chosen the **Execute** in the **Terminal Menu** where should the program return to? You can choose between the following two options:

Login	The program will close the Terminal Menu and will return to the Login page.
Menu	The program will stay in the Terminal Menu.

For specific values of field **Execute** you can only choose the option *Menu*:
Correct Group, Correct Date/Time or Correct Work Center.

HIDE

If you don't want to see this **Terminal Line** in the Terminal Menu, you need to enter a checkmark in this field.

If the Employee however knows the **Quick Number** of this **Terminal Line**, he can choose it.

If **Execute** is *Custom*, you can create the **Quick Numbers 10 – 49**.

In the page of the **Terminal Menu** however only 20 *Custom* Lines can be shown.

Because of this, the system will set the field **Hide** for the **Quick Numbers 30 – 49** automatically to *Yes*, but you can change it.

Keep in mind however that only 20 *Custom Lines* can be shown in the page.

DIALOG TEXT / DIALOG TEXT2

Here you can enter a **Text** that will be shown in a Dialog after the Employee choose this specific **Quick Number**.

The text can be created with a different number of variable elements that can be inserted in this text.

The following variables can be used:

- \ = (Backslash) gives a line break in the screenshot
- %1 = Employee No.
- % 2 = Employee Name
- % 3 = Employee Initials
- % 4 = Work Center of the active Task
- % 5 = Task Number of the active Task

DIALOG TIME SEC.

In this field, you specify a quantity of seconds between 0 (not displayed) and 5 with intervals of 0.1 sec, wherein a Dialog appears in connection with the successful execution of the Terminal Line.

PASSWORD

Here you can specify whether the **Terminal Line** can only be used after the Employee has entered the **Terminal Menu Password** of the Employee Card.

AUTHORITY

If you only want Employees from an Employee Group with a specific **Authority** being able to choose this Terminal Line, you can enter an **Authority** in this field.

EXECUTE CUSTOM

Only if the field **Execute** is filled with *Custom* you can enter the **Execute Custom** field.

You can choose between the following six options:

Standard
Page
Codeunit
Report
XMLPort
Link

Standard	Will be filled for the standard TRIMIT Execute Quick Numbers
Page	You want a page to be opened
Codeunit	You want a Codeunit to be executed
Report	You want to run a report
XMLPort	You want to execute an XML Port
Link	You want to open a Link

EXECUTE OBJECT ID

Based on the **Execute Custom** you can select an Object ID from a specific Type (*Page, Codeunit, Report or XMLPort*)

REQUEST PAGE

This field determines for the chosen **Execute Object ID** if the Request Page should be opened.
I.e. you could have a Codeunit for which the necessary filters are already set in the Codeunit itself.

EXECUTE RUN TYPE

With this field, you can determine how a window or report should be executed.

You can choose between the following two options:

RUN	Window works as an independent entity which subsequently must be closed.
RUNMODAL	The window must be closed before you can move on in the system, it will most often be XMLPORT.RUNMODAL used for data capture, otherwise easily risk having many Windows opened on the terminals

EXECUTE LINK

If the **Execute Custom** is set to *Link*, you can enter a link here to any document on your PC.
Keep in mind that the name of the Link cannot exceed the 80 characters.

MENU PRE-SELECTION

In this field you can specify which **Terminal Line** will be called before the current Terminal Line is started.
I.e.: Employee is usually working on Tasks through the day. When he leaves, he needs to register that he ends the Task he is working on. Therefore, he could enter the 4 (*End Task*) in the **Menu Pre-Selection** for Terminal Line 2 (*Leave*) and create a workflow for entering the data.

MENU POST-SELECTION

In this field you can specify which **Terminal Line** will be called after the current Terminal Line is started.
I.e.: Employee is usually working on Tasks through the day. When they arrive, they will start a Task immediately after that. Therefore, you could enter the 3 (*Start Task*) in the **Menu Post-Selection** for Terminal Line 1 (*Arrive*) and creating a workflow for entering the data.

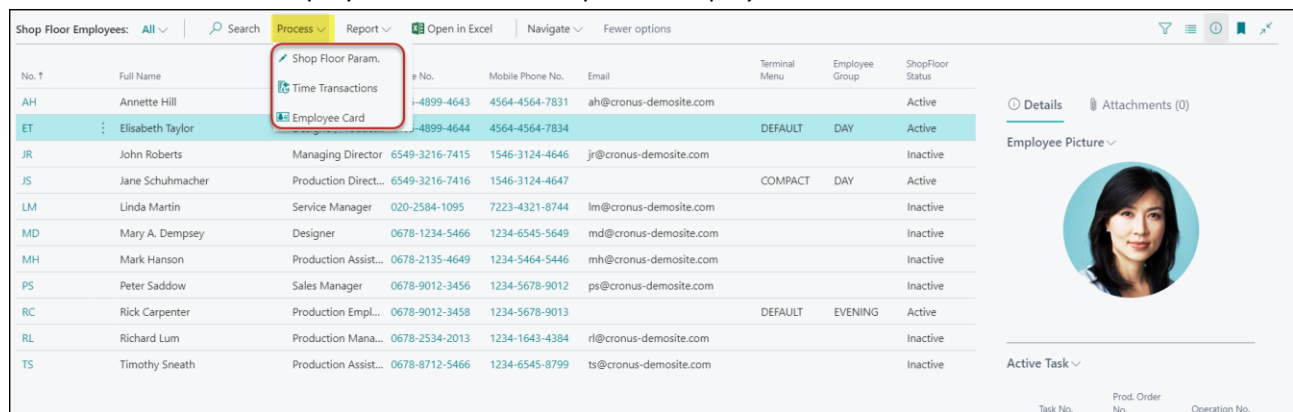
SHOP FLOOR EMPLOYEE

If an **Employee** (that has been created before via the regular Employees) should be able to enter the Time Registration via **TRIMIT Shop Floor** you also need to enter the special **Shop Floor Parameters**.

NOTE

The **Shop Floor Parameters** will be stored in a special table **6038401 trm Shop Floor Employee** and not in the normal table **5200 Employee** because of the special TRIMIT license that is needed to work with **TRIMIT Shop Floor**.

You can maintain the Employees via **Tell me Shop Floor Employees**



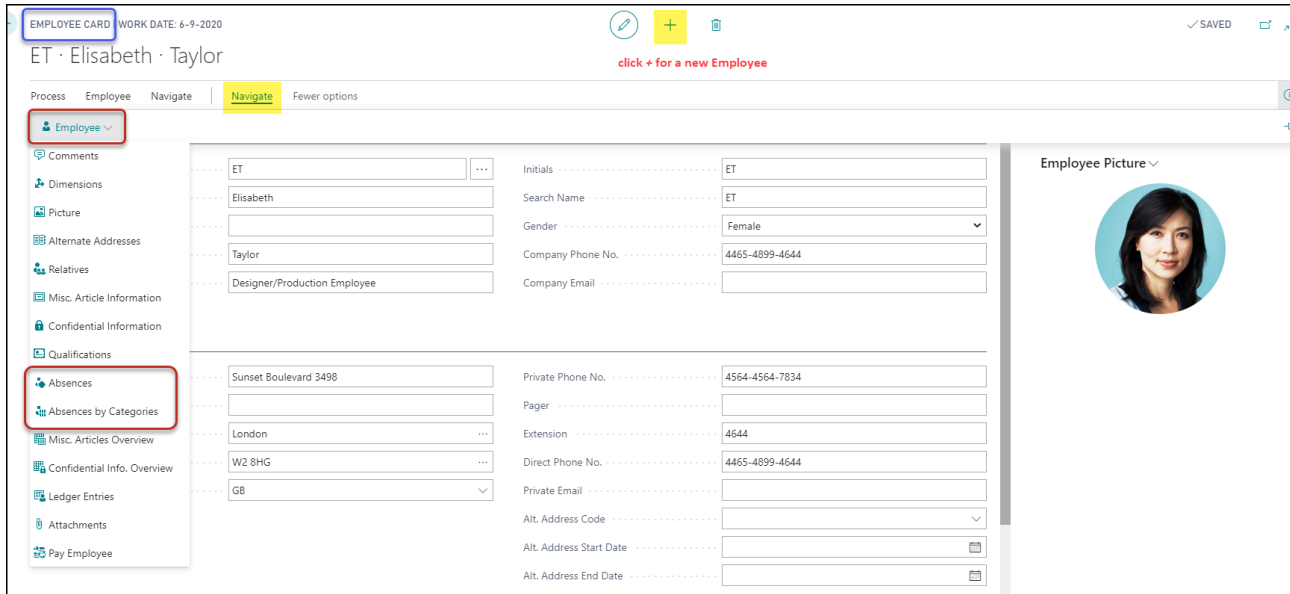
No.†	Full Name	Job Title	Employee No.	Mobile Phone No.	Email	Terminal Menu	Employee Group	ShopFloor Status
AH	Annette Hill		4899-4643	4564-4564-7831	ah@cronus-demosite.com			Active
ET	Elisabeth Taylor		4899-4644	4564-4564-7834		DEFAULT	DAY	Active
JR	John Roberts	Managing Director	6549-3216-7415	1546-3124-4646	jr@cronus-demosite.com			Inactive
JS	Jane Schuhmacher	Production Direct...	6549-3216-7416	1546-3124-4647		COMPACT	DAY	Active
LM	Linda Martin	Service Manager	020-2584-1095	7223-4321-8744	lm@cronus-demosite.com			Inactive
MD	Mary A. Dempsey	Designer	0678-1234-5466	1234-6545-5649	md@cronus-demosite.com			Inactive
MH	Mark Hanson	Production Assist...	0678-2135-4649	1234-5464-5446	mh@cronus-demosite.com			Inactive
PS	Peter Sadow	Sales Manager	0678-9012-3456	1234-5678-9012	ps@cronus-demosite.com			Inactive
RC	Rick Carpenter	Production Empl...	0678-9012-3458	1234-5678-9013		DEFAULT	EVENING	Active
RL	Richard Lum	Production Mana...	0678-2534-2013	1234-1643-4384	rl@cronus-demosite.com			Inactive
TS	Timothy Sneath	Production Assist...	0678-8712-5466	1234-6545-8799	ts@cronus-demosite.com			Inactive

Via click **Process**, click **Employee Card** you can open the standard Business Central page **5200 Employee Card**. In this card, you are also able to create new Employees by clicking **+** in the top of the page.

If you click **Shop Floor Param** the TRIMIT page **trm 6038408 Shop Floor Employee, Card** will be opened; This is mandatory if the Employee needs to register his time by using **TRIMIT Shop Floor**.

But you first need to create the standard Business Central Employee, before you can enter the Shop Floor Parameters.

EMPLOYEE CARD (PAGE 5200) – STANDARD BUSINESS CENTRAL



EMPLOYEE CARD WORK DATE: 6-9-2020

ET · Elisabeth · Taylor

click + for a new Employee

Process Employee Navigate **Navigate** Fewer options

Employee

Comments

Dimensions

Picture

Alternate Addresses

Relatives

Misc. Article Information

Confidential Information

Qualifications

Absences

Absences by Categories

Misc. Articles Overview

Confidential Info. Overview

Ledger Entries

Attachments

Pay Employee

ET Elisabeth Taylor

Initials ET

Search Name ET

Gender Female

Company Phone No. 4465-4899-4644

Company Email

Private Phone No. 4564-4564-7834

Pager

Extension 4644

Direct Phone No. 4465-4899-4644

Private Email

Alt. Address Code

Alt. Address Start Date

Alt. Address End Date

Employee Picture

NOTE

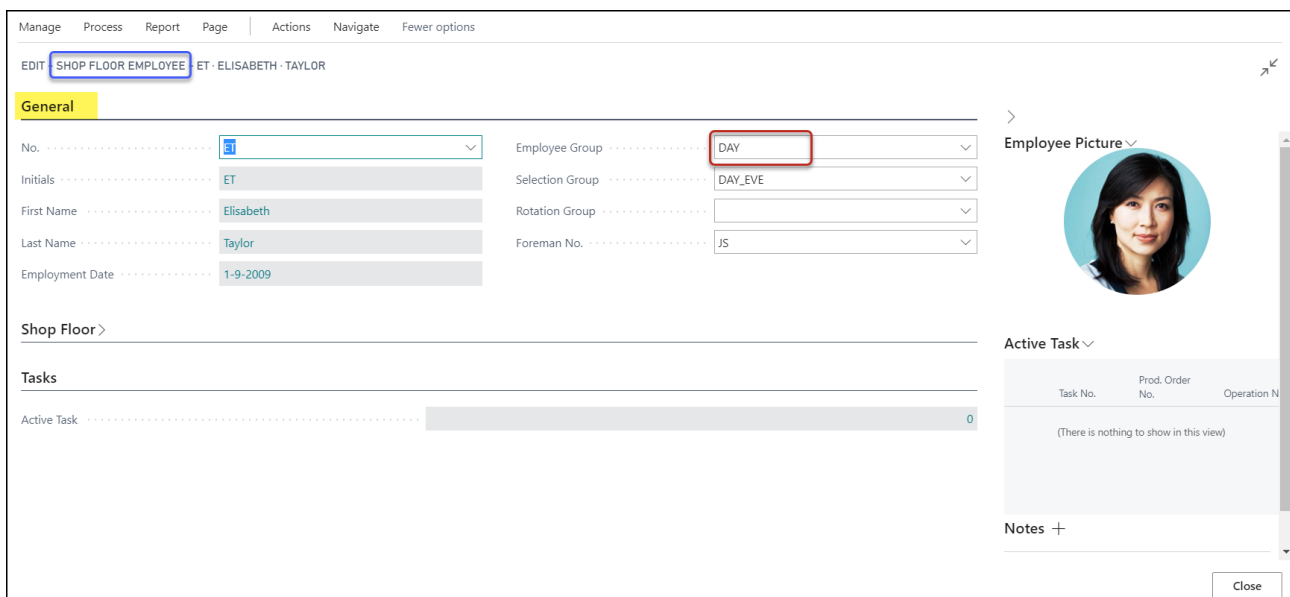
The **Absences** and **Absences by Categories** in this page 5200 under *Navigate/Employee*, show the standard Business Central registration of absences, and will NOT show the absences registered via **TRIMIT Shop Floor**, therefore they should not be used when using **TRIMIT Shop Floor** for your Time Registration.

SHOP FLOOR EMPLOYEE CARD (PAGE 6038408) – TRIMIT SPECIFIC

Before the Employee can use **TRIMIT Shop Floor** several conditions must be met:

- Employee must be set up as an Employee in page **Employee Card (5200)**
- **Shop Floor Status** must be set to **Active** in page **Shop Floor Employee Card (6038408)**
- Employee must have an **Employee Group** in page **Shop Floor Employee Card (6038408)**
- Employee must have a **Terminal Menu** in page **Shop Floor Employee Card (6038408)**

FASTTAB GENERAL



Manage Process Report Page Actions Navigate Fewer options

EDIT SHOP FLOOR EMPLOYEE ET · ELISABETH · TAYLOR

General

No. 51

Initials ET

First Name Elisabeth

Last Name Taylor

Employment Date 1-9-2009

Employee Group DAY

Selection Group DAY_EVE

Rotation Group

Foreman No. JS

Employee Picture

Shop Floor >

Tasks

Active Task 0

Active Task

Task No. Prod. Order No. Operation N

(There is nothing to show in this view)

Notes +

Close

DESCRIPTIONS OF THE FIELDS:

NO., INITIALS, FIRST NAME, LAST NAME AND EMPLOYMENT DATE

These fields come from the standard Business Central Employee and can be filled/created via page **5200 Employee Card**.

You are not able to change them in this page **6038408 Shop Floor Employee, Card**.

If you click on one of these fields the page **Employee List (5201)** will be opened, from where you can get into the page **5200 Employee Card** to change this data.

EMPLOYEE GROUP

This field is mandatory if working with **TRIMIT Shop Floor**.

An Employee must be connected to an **Employee Group** which specifies the Work Shift he is working in.

See [Employee Group](#) for more details regarding the Employee Group.

SELECTION GROUP

The **Selection Group** specifies the different time ranges an Employee can work in and for which **Employee Group** it then will be.

See [Selection Group](#) for more details regarding the Selection Group.

ROTATION GROUP

The **Rotation Group** is important if the Employee is working in several different Shifts and determines the schedule for switching Shifts during a specific period.

See [Rotation](#) for more details regarding the Rotation Group.

NOTE

Keep in mind that you should not have a **Selection Group** and a **Rotation Group**.

You need to determine which type of changing Work Shifts (Employee Groups) you want to use.

FOREMAN NO.

The **Foreman No.** is an Employee that can check the entered Time Registration of an Employee and is able to correct Time Registration: his Manager or Chief.

FASTTAB SHOP FLOOR

Shop Floor	
Shop Floor Status	Active
Terminal Menu	DEFAULT
Terminal Menu Password	
Employee Password	
Permanent Terminal(s)	
Register Absence	☒
Set FM Check	☒
ID Card	
Message 1	Make sure you schedule your holiday
Message 2	before July and inform HR.
No. of Sending out	2

DESCRIPTION OF THE FIELDS:

SHOP FLOOR STATUS

With this field you determine if the Employee is *Active* or *Inactive* for using **TRIMIT Shop Floor**.

TERMINAL MENU

In this field you need to select the **Terminal Menu** that the Employee will check-in to. It determines also the possibilities of registering Time. It is mandatory if this employee should be working with **TRIMIT Shop Floor**. See [Terminal Menu Setup](#) for more details.

TERMINAL MENU PASSWORD

In this field, you can enter a **Password** which the Employee must use, to be able to select specific **Terminal Menu Lines** (Actions) in the Terminal Menu.

In the individual **Terminal Menu Lines** of Terminal Menu, you can enter a checkmark in the field **Password**. In that case the Employee needs to enter the **Terminal Menu Password** in order to use the specific **Terminal Menu Line** (Menu Item).

EMPLOYEE PASSWORD

In this field, you can enter a **Password** which the Employee must use to login to the **Terminal Menu** and being able to register Time by using the **TRIMIT Shop Floor** functionality

PERMANENT TERMINAL(S)

In this field, you can setup the Terminal Number(s) (User-ID's) on which an Employee can work and that are close to the place that he executes his work.

The idea is that on specific Terminals (PC's or Handheld devices) on the Shop Floor the **Terminal Login** for TRIMIT Shop Floor is always open and Employees can simply login with their own **Employee No.** to register time spend on i.e. Tasks.

For these specific Terminals, you should create specific **Users** that will only be used to login on these specific Terminals and in TRIMIT they will have the default profile for *TRM_DC TRIMIT Shop Floor*.

If the field **Permanent Terminal (s)** has been filled, the Employee can only login to the **Terminal Menu** if this specific Terminal has been accessed with this **Permanent Terminal (s)**.

REGISTER ABSENCE

In this field, you can specify if an Employee should also register **Absence**.

EXAMPLE

If an Employee has left on *09-07-20* and was sick for a few days and arrives again on *15-07-20* the field **Register Absence** determines what he needs to do after the said he arrived in the Terminal Menu.

If **Register Absence** is *No*, he does not need to register why he was not working on *10, 13* and *14-07-20*.

If **Register Absence** is *Yes*, he needs to register why he was not working on *10, 13* and *14-07-20*:

The following page will open where the Employee needs to enter/confirm the **Start/End Date** after which he needs to select the **Shop Floor Reason** for his Absence.

EDIT - ABSENCE REGISTRATION

Start Date

End Date

ABSENT

No. ↑	Text
10	Unpaid Leave
→ 20	Sickness
21	Sickness, Injured
25	Maternity leave
30	Childs Sickness
40	Time off in lieu of overtime
50	Time off
60	Flexible Off
80	Holiday
84	Holiday Days Off

SET FM CHECK

With this field, you can get this Employee shown on Foreman (FM) control reports, although there is no deviation on that day in comparison to the normal working hours.

This field can also be set per **Employee Group** and **Shop Floor Reason**.

ID CARD

In this field, you can enter an **Employee ID Card Number** that needs to be used, i.e. for barcode reading. This might be necessary based on the field **Employee No.** in the **Shop Floor Setup**.

See [Employee ID](#)

MESSAGE 1

In this field, you can specify a message for an Employee with max. 40 characters.

This field is used only in connection with **TRIMIT Shop Floor** and shown on the screen when the Employee logs in to the Terminal Menu of **TRIMIT Shop Floor**.

MESSAGE 2

If the 40 characters of **Message 1** is not enough you can enter a second message line.

NO. OF SENDING OUT:

This field specifies how many times in total the Employee is made aware of the Message entered in the fields **Message 1** and **Message 2** when logging in to the Terminal Menu.

This field will automatically be decreased (to zero) every time the Message has been shown to the Employee.

EXAMPLE

Datacapture

Datacapture Status	Active	Set FM Check	☐
Terminal Menu	DEFAULT	ID Card	
Terminal Menu Password		Message 1	Make sure you schedule your holiday
Employee Password		Message 2	before July and inform HR.
Permanent Terminal(s)		No. of Sending out	2
Register Absence	☒		

This means that if this Employee logs in to the Terminal, he will see the message:

 You have received the following message:

Make sure you schedule your holiday before July and inform HR.

Please confirm.

Only if he clicks **Yes**, the **No. of Sending out** will be decreased to 1.

Therefore, he will see this Message one more time again.

If he however clicks **No**, the **No. of Sending out** will remain 2.

FASTTAB TASKS

Tasks

Active Task	0
-------------	---

The number shown in **Active Task** will show the number of Tasks the Employee is working on.

These are the Tasks that an Employee has started, but not ended yet.

You can drill-down to the list of these Active Tasks.

NAVIGATE

Manage Process Report Page Actions **Navigate** Fewer options

 Shop Floor

 Statistics

 Time Transactions
  Day Profile
  Day Profile Different
  Active Task

Shop Floor

Employee	Foreman No.
Taylor	
1-9-2009	

TIME TRANSACTIONS

This will show an overview of all the registered Time Transactions of the Employee (that are not Task related).

DAY PROFILE

As you can setup **Day Profiles** for **General Shop Floor** and for **Employee Groups**, you are also able to setup specific Day Profiles for an Employee. This will overrule the **Day Profile** of **Shop Floor** and the **Employee Group** of the Employee.

See [Day Profile](#) for more details.

DAY PROFILE DIFFERENT

As you can setup **Day Profile Different** for **Shop Floor** in General and for **Employee Groups**, you are also able to setup specific Day Profile Different for an Employee. This will overrule the **Day Profile Different** of **Shop Floor** and the **Employee Group** of the Employee.

See [Navigate/Day Profile Different of Employee Group](#) for more details.

ACTIVE TASK

This will show a list of the Active Tasks the Employee is working on; for which the Employee has registered that he *Started* the Task but has not *Ended* the Task.

STATISTICS

Manage Page

VIEW - EMPLOYEE STATISTICS - ET - ELISABETH - TAYLOR

General

Employee

Elisabeth Taylor

Actual Period

06-07-20..12-07-20

Statistics

	BEFORE	ACTUAL PERIOD	AFTER	TOTAL	
Basis Time	0	2,17111	0	2,17111	
Flextime	0	0	0	0	
Overtime	0	0	0	0	
Holiday Time	0	0	0	0	
Time off in lieu	0	0	0	0	
Time of Absence	0	11,57889	15,5	27,07889	
Counter 1	0	0	0	0	
Counter 2	0	0	0	0	
Counter 3	0	0	0	0	
Counter 4	0	0	0	0	
Counter 5	0	0	0	0	
Counter 6	0	0	0	0	

Close

The **Statistics** will show the registered Time via **TRIMIT Shop Floor**.

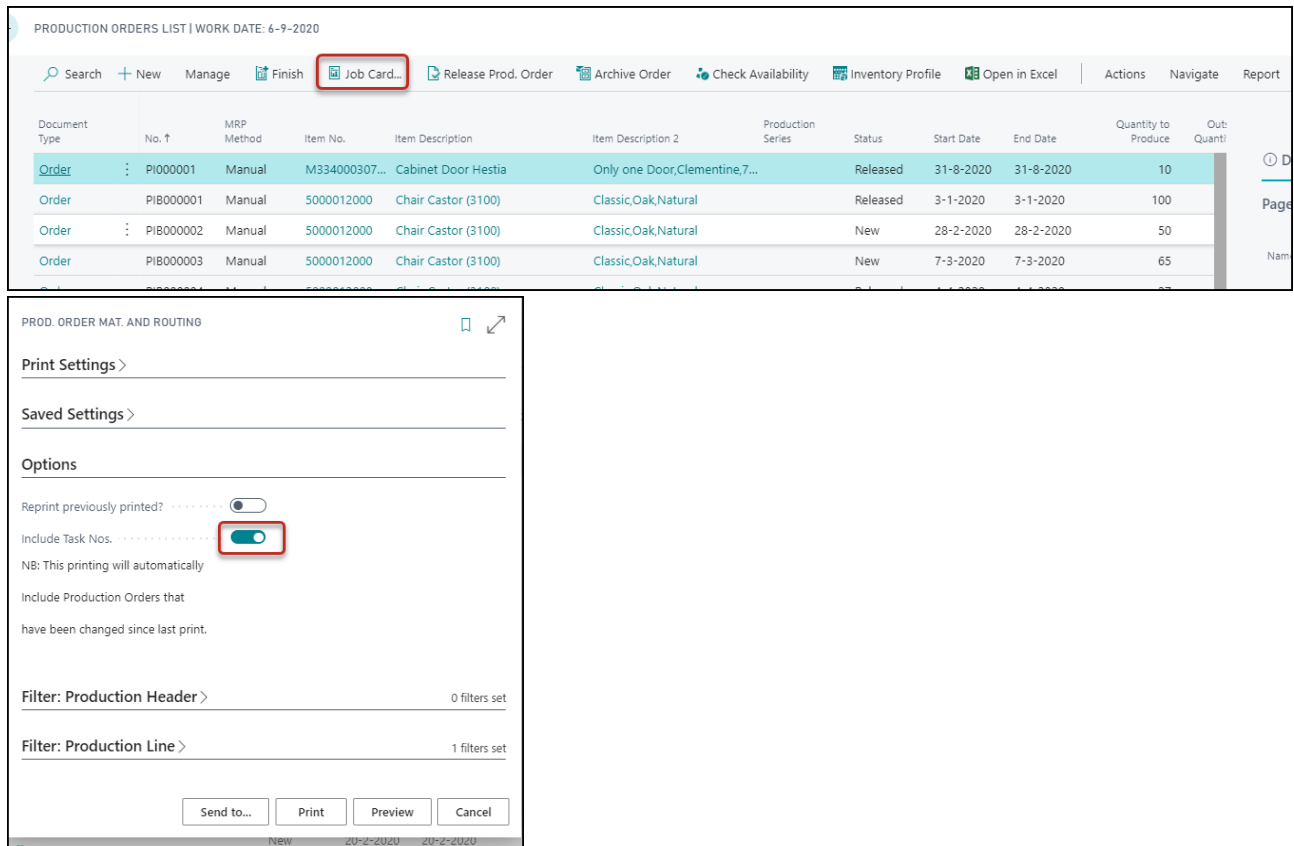
The **Actual Period** is determined via **Period Start Date** and **Period End Date** in the **Shop Floor Setup**.

The different Lines are determined by the setup of the Terminal Menu Lines with specific types.

TASKS

To work on specific Operations of TRIMIT Production Orders by using **TRIMIT Shop Floor**, you need to create Tasks.

Creating Tasks, based on Operations, can be done via the TRIMIT Production Order (via **Tell me Production Orders List**, click **Job Card** and enter a checkmark in **Include Task Nos.**



The screenshot shows the TRIMIT Production Orders List interface. The top navigation bar includes buttons for Search, New, Manage, Finish, Job Card... (highlighted with a red box), Release Prod. Order, Archive Order, Check Availability, Inventory Profile, Open in Excel, Actions, Navigate, and Report. Below the navigation bar is a table of production orders. The table has columns for Document Type, No., MRP Method, Item No., Item Description, Item Description 2, Production Series, Status, Start Date, End Date, Quantity to Produce, and Out: Quanti. The table contains several rows of data, including orders for Cabinet Door Hestia and Chair Castor (3100).

Below the table is a dialog box titled "PROD. ORDER MAT. AND ROUTING". The dialog has sections for Print Settings, Saved Settings, and Options. In the Options section, there is a toggle switch for "Include Task Nos." which is currently turned on (highlighted with a red box). Below this toggle is a note: "NB: This printing will automatically include Production Orders that have been changed since last print." At the bottom of the dialog are buttons for Send to..., Print, Preview, and Cancel.

In that case, per Production Order Line with an **Operation** or a (Machine) **Setup** a Task Number will be created which can be seen via **Tell me Task**.

You can however also create the Tasks manually. Please keep in mind, that they need to be related to Production Order Lines, otherwise registering Time on these Tasks will have no specific financial consequences.

And creating Tasks manually will not change the parameter **Last Task No.** in the **Shop Floor Setup**, which can lead to errors next time you create Tasks based on Production Orders.

TASK | WORK DATE: 6-9-2020

🔍 Search

+ New

📋 Edit List

🗑 Delete

📄 Open in Excel

More options

🔼

☰

No. 1	Employee No.	Description	Prod. Order No.	Produced Item No.	Planned Order Quantity	Prod. Order Line No.	Operation No.	Pre-Calculated Time per Unit	Planned Operation Quantity	Quantity Registration	Start Date	End Date	Status	Work Center
→ 1	:		PIB000001	5000012000	100	60000	300050	0,16667	100	☒	3-1-2020	3-1-2020		3050
2			PIB000002	5000012000	50	60000	300050	0,16667	50	☒	28-2-2020	28-2-2020		3050
3			PIB000003	5000012000	65	60000	300050	0,16667	65	☒	7-3-2020	7-3-2020		3050
4			PIB000004	5000012000	27	60000	300050	0,16667	27	☒	4-4-2020	4-4-2020		3050
5			PIB000005	5000012000	10	60000	300050	0,16667	10	☒	23-1-2020	23-1-2020		3050
6			PIB000006	5000033020	10	60000	300050	0,16667	10	☒	23-1-2020	23-1-2020		3050
7			PIB000006	5000033020	10	80000	300060	0,16667	10	☒	23-1-2020	23-1-2020		3060
8			PI000001	M3340003070090	10	20000	O300010	0,03333	1	☐	31-8-2020	31-8-2020		3010
9			PI000001	M3340003070090	10	30000	300010	0,01667	10	☒	31-8-2020	31-8-2020		3010
10			PI000001	M3340003070090	10	50000	300120	0,16667	10	☐	31-8-2020	31-8-2020		3060
11			PI000001	M3340003070090	10	60000	300010	0,00167	10	☒	31-8-2020	31-8-2020		3010
12			PI000001	M3340003070090	10	80000	300120	0,16667	10	☐	31-8-2020	31-8-2020		3060

DESCRIPTION OF THE FIELDS:

NO.

Unique Number of the Task

EMPLOYEE NO.

You can enter a specific **Employee No.** but it will not prevent other Employees to work on this Task as well.

DESCRIPTION

You can enter a specific **Description** for this Task.

PROD. ORDER NO.

The Number of the **TRIMIT Production Order** for which this Task has been created.

PRODUCED ITEM NO.

The **Item No.** of the **TRIMIT Production Order**.

PLANNED ORDER QUANTITY

The **Quantity To Produce** of the **TRIMIT Production Order**; the quantity of the **Produced Item No.** that needs to be produced.

PROD. LINE NO.

The **Production Line Number** of the Operation or (Machine) Setup for which this Task has been created.

OPERATION NO.

The **Operation No.** of the **Prod. Line No.** for which this Task has been created.

PRECALCULATED TIME PER UNIT

The **Quantity per** of the **Prod. Line No.** (which is in Minutes) transformed to Hours.

Therefore, if **Quantity per** would be 15 the **Precalculated Time per Unit** would be 0,25.

But in detail:

Quantity per * Part Item Quantity * Cutting Quantity / 60

and rounded based on the field **Unit Cost Rounding Precision** of the Inventory Setup.

PLANNED OPERATION QUANTITY

The **Operation Quantity** will be 1 if the Task is related to an (Machine) Setup.

The **Operation Quantity** will be the **Order Quantity** if the Task is related to an Operation.

QUANTITY REGISTRATION

This field marks if you need to register not only the Time you spend on a Task, but also the Quantity you have worked on.

START DATE

The **Start Date** of the **Prod. Line No.**

END DATE

The **End Date** of the **Prod. Line No.**

STATUS

The **Status** can be changed manually.

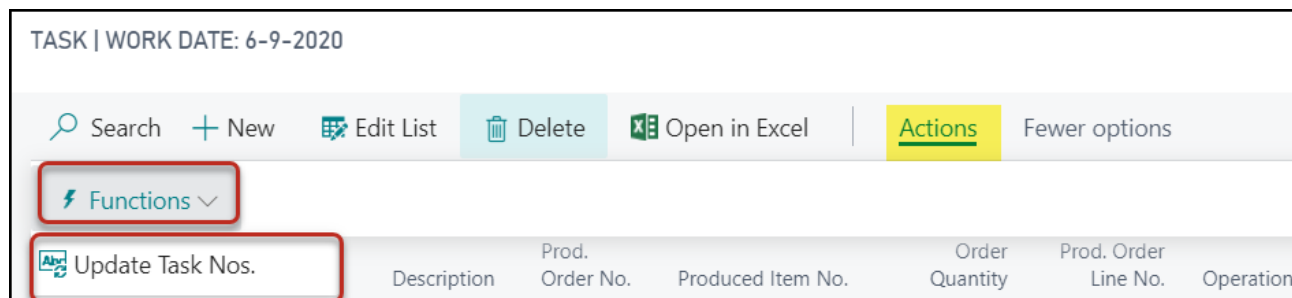
You can choose between the following four options:

Empty	It is a new Task
Planned	The Task is planned
Released	The Task is released
Finished	The Task is finished

WORK CENTER

The **Work Center** of this Task – the Work Center of the **Prod. Line No.**

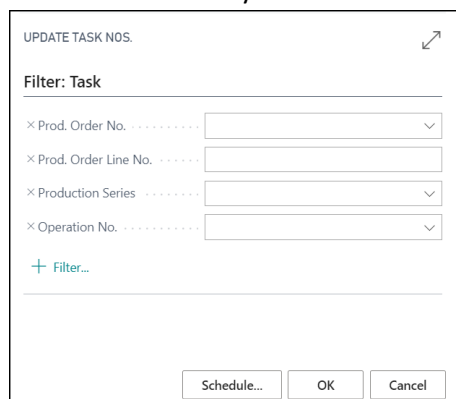
UPDATE TASK NOS.



The screenshot shows the TRIMIT interface with the title 'TASK | WORK DATE: 6-9-2020'. Below the title is a toolbar with buttons: Search, + New, Edit List, Delete, Open in Excel, and Actions. The 'Actions' button is highlighted in yellow. A dropdown menu is open under 'Actions', showing 'Functions' and 'Update Task Nos.'. The 'Update Task Nos.' option is highlighted with a red box. Below the menu is a table with columns: Description, Prod. Order No., Produced Item No., Order Quantity, Prod. Order Line No., and Operation.

With this Action you can update the data in the **Task Nos.** based on the information of the related **TRIMIT Production Orders** and Operation/Setup Lines.

You can filter on any field of the **Task** to determine which **Tasks** should be updated.



The screenshot shows the 'UPDATE TASK NOS.' dialog box. It has a title bar with the text 'UPDATE TASK NOS.' and a close button. Below the title bar is a section labeled 'Filter: Task'. It contains four dropdown menus: 'Prod. Order No.', 'Prod. Order Line No.', 'Production Series', and 'Operation No.'. Each dropdown menu has a search icon and a dropdown arrow. Below the dropdown menus is a '+ Filter...' button. At the bottom of the dialog box are three buttons: 'Schedule...', 'OK', and 'Cancel'.

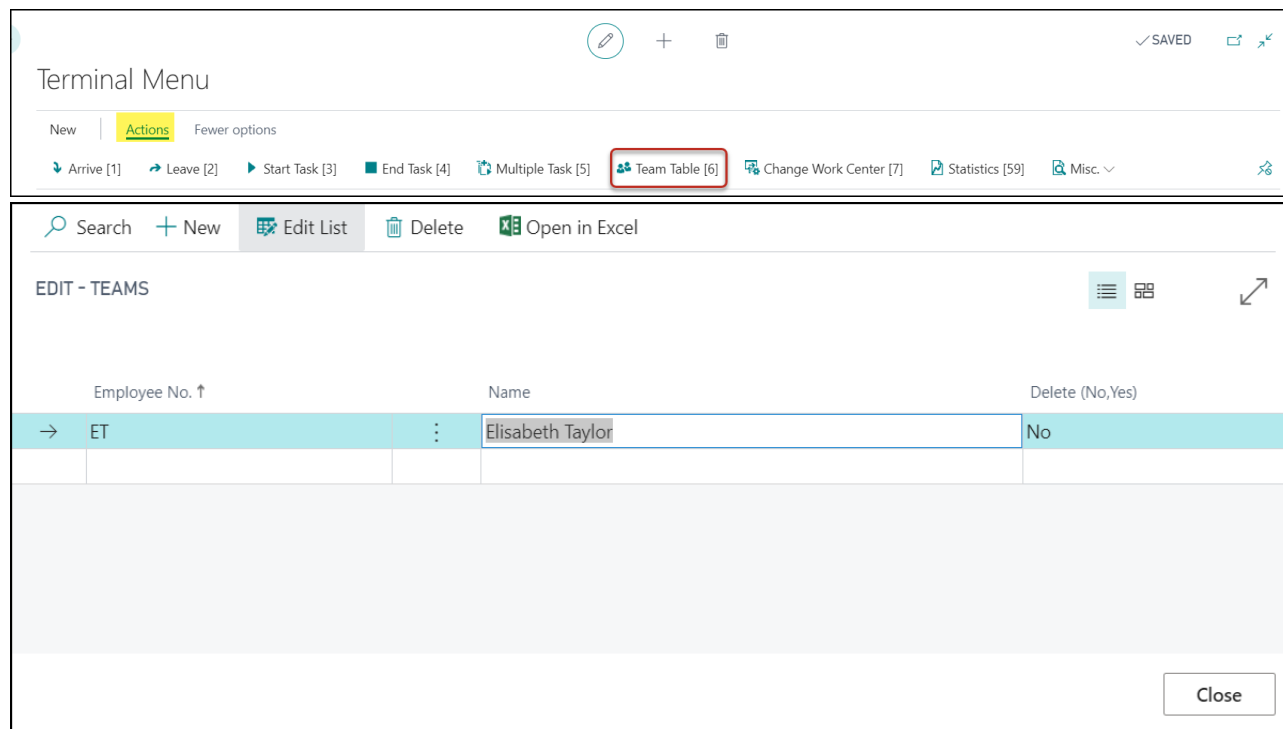
SHOP FLOOR TEAMS

You can create a **Shop Floor Team** in the **Terminal Menu** which means, that all Members will work on the same Tasks at the same time.

Precondition to add members to a team: they must have arrived.

I.e. Employees *RC* and *ET* have reported that they have *Arrived* and will be working on the same Task.

In that case Employee *RC* can create a Team with *ET* via **Team Table [6]** and will then automatically be the **Team Leader** for the Team:



The screenshot shows the 'Terminal Menu' interface. In the 'Actions' menu, 'Team Table [6]' is highlighted. Below, the 'EDIT - TEAMS' window is open, displaying a table with the following data:

Employee No. ↑	Name	Delete (No, Yes)
→ ET	Elisabeth Taylor	No

DESCRIPTION OF THE FIELDS:

EMPLOYEE NO.

Member of the Team different from the Team Leader

NAME

Will be filled based on the **Employee No.** with the name of the Employee

DELETE (NO, YES)

Will be removed from the page; This is an internal field that will be set.

After creating the Team by selecting the Members the **Team Leader** who created the Team can start a Task.

In that case the same Task will also be registered as *Started* for all the other members of the Team.

If the **Team Leader** now will *End* the Task, it will also be *Ended* for all the other member of the Team.

If he however also registers **Produced Quantity**, this quantity will only be posted on the **Team Leader**. The other members of the Team will have *0 (Zero)*.

EXAMPLE

RC and ET will work together on the same Task and therefore a Team has been created for which RC is the Team Leader. You can see this via **Tell me Shop Floor Teams**

SHOP FLOOR TEAMS WORK DATE: 23-1-2020					
Search  Open in Excel 			 		
Team Leader ↑		Employee No. ↑		Name	
RC	:	ET		Elisabeth Taylor	

If RC now logs in to the Terminal Menu and starts a Task, this Task is also *Started* for ET.

Terminal Menu

[New](#)
[Actions](#)
[Fewer options](#)

[Arrive \[1\]](#)
[Leave \[2\]](#)
[Start Task \[3\]](#)
[End Task](#)

Menu

Choice

EDIT - SELECT TASK NO.

Enter Task No.

3 ...

OK Cancel

You can see this via **Tell me Multiple Task**

MULTIPLE TASK WORK DATE: 23-1-2020												
ET · 10000												
Employee No. ↑	Task No.	Description	Started Date	Started Time	Work Center	Planned Order Quantity	Planned Operation Quantity	Finished Operation Quantity	Scrapped Operation Qty.	Reason No.	Prod. Order No.	Finished Status
→ ET	3		25-8-2020	16:31:11	3050	65	0	0	0		PIB000003	
RC	3		25-8-2020	16:31:11	3050	65	0	0	0		PIB000003	

If RC and ET now have finished the Task, it must be RC to register this.

←

Terminal Menu

↓ Arrive [1]

→ Leave [2]

▶ Start Task [3]

■ End Task [4]

🔄 Mul

Menu

Choice

Status

Work Center

3050

Task Status

3

EDIT - FINISH TASK - 3

Task No.

3

Production Order No.

PIB000003

Line Entry No.

60000

Production Series

Operation No.

300050

Work Center

3050

Order Quantity

65

Operation Quantity

65

Description

Operation Quantity

65,00

Register Scrapping

☐

OK

Cancel

You can see the result now via **Tell me Multiple Task** this will now be empty.

Multiple Task

Employee No.	Task No.	Description	Started Date	Started Time	Work Center	Planned Order Quantity	Planned Operation Quantity	Finished Operation Quantity	Scrapped Operation Qty.	Reason No.	Prod. Order No.	Finished Status
(There is nothing to show in this view)												

And in the **Production Journal** (via **Tell me Production Journal**) you can see **RC** and **ET** in the **Journal Batch Name** of the actual Windows Date you **Ended** the Task.

PRODUCTION JOURNAL | WORK DATE: 23-1-2020

2020-08-25

Post

Actions

Fewer options

General

Journal Batch Name

2020-08-25

Clear by Posting

☐

Type

Time Registration

Release

No

Time Registration

Yes

Material Consumption

No

Finishing

No

Production Journal Lines of Time

Posting Date	Task No.	Production Order No.	Employee No.	Employee Name	Employee Group	Operation Quantity	Start Date	Start Time	End Time	Operation Time (Hours)	Finishing Status	Scrapped Quantity
→ 25-8-2020	3	PIB000003	RC	Rick Carpenter	EVENING	65	25-8-2020	16:31:11	16:38:07	0,11542	Partly Finish...	0
25-8-2020	3	PIB000003	ET	Elisabeth Taylor	EVENING	0	25-8-2020	16:31:11	16:38:07	0,11542	Partly Finish...	0

ACTIVE TASKS

Via **Tell me Multiple Task** you can get an overview of all the Tasks that have been started by Employees but have not ended yet.

MULTIPLE TASK WORK DATE: 6-9-2020											
ET · 10000											
Employee No. ↑	Task No.	Description	Started Date	Started Time	Work Center	Planned Order Quantity	Planned Operation Quantity	Finished Operation Quantity	Scrapped Operation Qty.	Reason No.	Prod. Order No.
→ ET	3		15-7-2020	11:01:50	3050	65	0	0	0		PIB000003
RC	3		15-7-2020	11:01:50	3050	65	0	0	0		PIB000003

TIME REGISTRATION PROCESS

A Time Registration system will usually wait until an Employee enters his Employee Number followed by perhaps a Password. Technically this is handled via the table **6038407 trm Terminal Header**.

In **TRIMIT Shop Floor**, there is a special page awaiting the Employee input: **6038440 trm Terminal Login**

EDIT - TERMINAL LOGIN


Employee
Password

OK Cancel

MANUAL TIME REGISTRATION

Besides using **TRIMIT Shop Floor** functionality in full by using the **Terminal Login** which opens the specific **Terminal Menu**, you are also able to enter the Time Registration manually.

As an alternative to registration on Terminals in the production department, time registration can be entered by Human Resource Department or Financial Department in case of i.e. *Arrive, Leave and Absence*. The method for this is: go the **Shop Floor Employee** (via **Tell me**) select the right **No.** and click **Process**, click **Time Transactions**.

SHOP FLOOR EMPLOYEES | WORK DATE: 23-1-2020

Search
Process
Report
Open in Excel
Navigate
Fewer options

Shop Floor Param.
Time Transactions
Employee Card

No. ↑	Full Name	Job Title	Phone No.	Mobile Phone No.	Email
AH	Annette Hill	Secretary	4465-4899-4643	4564-4564-7831	ah@cronus-demosite.com
ET	Elisabeth Taylor	Designer/Produ...	4465-4899-4644	4564-4564-7834	
JR	John Roberts	Managing Direc...	6549-3216-7415	1546-3124-4646	jr@cronus-demosite.com
JS	Jane Schuhmacher	Production Dire...	6549-3216-7416	1546-3124-4647	

NOTE

Manual registration of Time spend on Tasks can be entered via the **Production Order** or **Production Collecting Order** itself as Time Consumption or by using the **Production Journal**.

Correction Date	Correction Time	Work Date	Weekday	Transaction Type	Transaction Text	Employee Transaction	Where-Used Calculation	Reason Type	Reason No.	FM Check	Comment	Day Statistics
8-7-2020	12:00:00	7-7-2020	Tuesday	Arrived Late	Time off	☒	☒	Arrived Late	50	☒		Employee No. JS
9-7-2020	14:03:11	8-7-2020	Wednesday	Left Late	Forgot to punch out. Correct Date/...	☒	☒	Left Late	10	☒		Work Date 7-7-2020
10-7-2020	13:26:37	9-7-2020	Thursday	Arrived Late	Time off	☒	☒	Arrived Late	50	☒		Transactions 1
10-7-2020	15:00:00	9-7-2020	Thursday	Left Late	Unpaid Leave	☒	☒	Left Late	10	☒		Adjustment No
												TIME SPECIFICATION
												Basis Time 0
												Overtime 0
												Flextime 0
												Time off in lieu 0
												ABSENCE TIME
												Absence Time 0
												Holiday Time 0
												COUNTERS

To create a new Time Transaction, you can simply go to the next empty Line.

You need to enter the **Correction Date** and **Correction Time** after which the system can give you a selection for the correct **Reason No.** of the entry; exactly as in the case of registering via the Terminal Menu.

Because Manual Registration also includes the absence registration.

DESCRIPTION OF THE FIELDS:

CORRECTION DATE

Correction Date must be entered for this Time Transaction.

It is the actual Date of the Working Day for this Time Registration.

CORRECTION TIME

Correction Time must be entered for this Time Transaction.

It is the actual Time for this Time Registration.

EMPLOYEE TRANSACTION

This fields will get a checkmark automatically if the Time Transaction has been created via the **Terminal Menu** by the Employee. Therefore, it will stay blank if the Transaction has been entered manually.

A Time Transaction with a checkmark can NOT be deleted with a normal TRIMIT Customer License; only with a TRIMIT Developers License.

HANDLING OF CORRECTION DATE/TIME

Based on the checks of the system, the fields **Work Date**, **Weekday**, **Transaction Type**, **Transaction Text**, **Where-Used Calculation**, **Reason Type** and **Reason No.** will be filled.

If the Employee has not yet reported he *Arrived* for this specific **Correction Date**, you need to choose:

i

☒ Arrived
 ☐ Absent

OK

Cancel

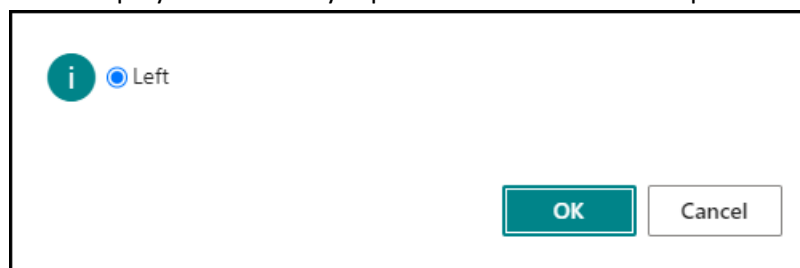
Choosing *Arrived* means:

- System checks if **Correction Time** is within **Earliest/Latest Arrive** of the applicable Day Profile.
 - o If so: **Work Date** is set to **Correction Date**, **Weekday** is based on **Work Date**, **Transaction Type** is set to *Arrived*
 - o If not, but **Correction Time** is within **Earliest/Latest Access** you need to choose the **Shop Floor Reason** for arriving *Later/Earlier*. After that the **Work Date** is set to **Correction Date**, **Weekday** is based on **Work Date**, **Transaction Type** is set to *Arrived Earlier/Arrived Later*, **Transaction Text** is filled with the Description of the chosen **Shop Floor Reason**, **Reason Type** is filled based on chosen **Shop Floor Reason** which is filled in **Reason No.**
 - o If not and **Correction Time** is outside **Earliest/Latest Access**, you will get an error message.

Choosing *Absent* means:

- o The Employee will be the whole day *Absent* and the hours for absence will be calculated based on the Start/End Time of the specific Working Day of the applicable Day Profile.
- o You need to specify the **Shop Floor Reason** for his absence. After that the **Work Date** is set to **Correction Date**, **Weekday** is based on **Work Date**, **Transaction Type** is set to *Absence*, **Transaction Text** is filled with the Description of the chosen **Shop Floor Reason**, **Reason Type** is filled based on chosen **Shop Floor Reason** which is filled in **Reason No.**

If the Employee has already reported he *Arrived* for this specific **Correction Date**, you need to confirm:



Choosing *Left* means:

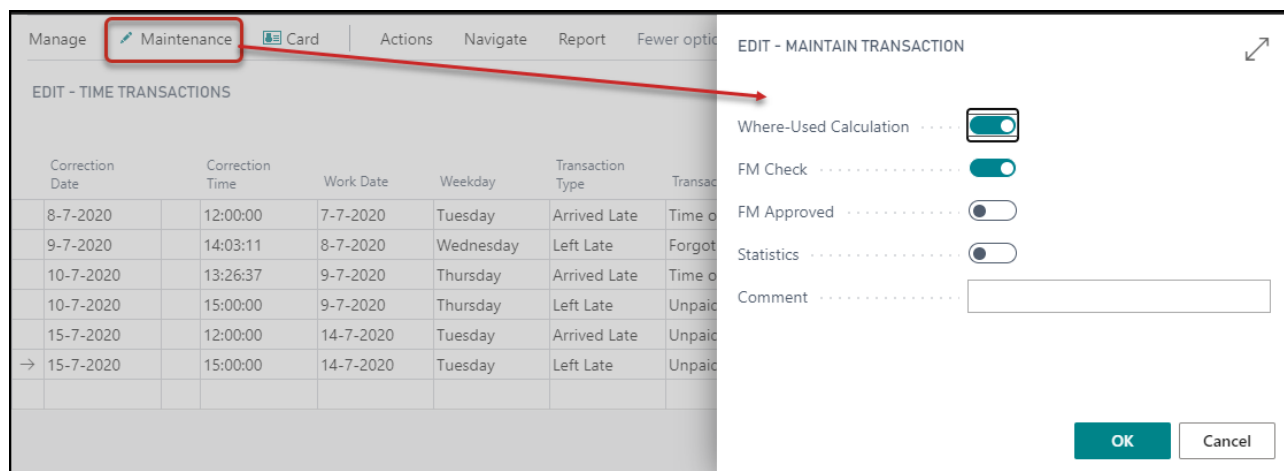
- System checks if **Correction Time** is within **Earliest/Latest Leave** of the applicable Day Profile.
 - o If so: **Work Date** is set to **Correction Date**, **Weekday** is based on **Work Date**, **Transaction Type** is set to *Left*.
 - o If not, but **Correction Time** is within **Earliest/Latest Access** you need to choose the **Shop Floor Reason** for leaving *Later/Earlier*. After that the **Work Date** is set to **Correction Date**, **Weekday** is based on **Work Date**, **Transaction Type** is set to *Left Earlier/Left Later*, **Transaction Text** is filled with the Description of the chosen **Shop Floor Reason**, **Reason Type** is filled based on chosen **Shop Floor Reason** which is filled in **Reason No.**
 - o If not and **Correction Time** is outside **Earliest/Latest Leave** you will get an error message.

The system can in all situations determine a difference between the **Correction Date** and **Work Date**

Correction Date	Correction Time	Work Date	Weekday	Transaction Type	Transaction Text	Employee Transaction	When... Used Calcu...	Reason Type	Reason No.	FM Check	Comment
8-7-2020	12:00:00	7-7-2020	Tuesday	Arrived Late	Time off	☒	☒	Arrived Late	50	☒	
9-7-2020	14:03:11	8-7-2020	Wednesday	Left Late	Forgot to punch out. Correct Date/...	☒	☒	Left Late	10	☒	
10-7-2020	13:26:37	9-7-2020	Thursday	Arrived Late	Time off	☒	☒	Arrived Late	50	☒	
10-7-2020	15:00:00	9-7-2020	Thursday	Left Late	Unpaid Leave	☒	☒	Left Late	10	☒	
15-7-2020	12:00:00	14-7-2020	Tuesday	Arrived Late	Unpaid Leave	☐	☒	Arrived Late	10	☒	
15-7-2020	15:00:00	14-7-2020	Tuesday	Left Late	Unpaid Leave	☒	☒	Left Late	10	☒	

This can happen i.e. if there is a Night Shift that is overlapping Midnight. In that case leaving can be on **Correction Date 15-07-20** (the actual date) but the **Work Date** is then set to **14-07-20** (it is leaving for the Working Day 14-07-20).

MAINTENANCE



The screenshot shows the 'Maintenance' tab selected in the top navigation bar. Below it is a table titled 'EDIT - TIME TRANSACTIONS' with columns: Correction Date, Correction Time, Work Date, Weekday, Transaction Type, and Transaction. The table contains several rows of data, including a row with a right-pointing arrow in the first column. To the right of the table is a sidebar titled 'EDIT - MAINTAIN TRANSACTION' with various settings: 'Where-Used Calculation' (checked), 'FM Check' (checked), 'FM Approved' (unchecked), 'Statistics' (unchecked), and a 'Comment' text field. At the bottom of the sidebar are 'OK' and 'Cancel' buttons. A red arrow points from the 'Maintenance' tab to the sidebar.

WHERE-USED CALCULATION

A checkmark in this field means that the Time will be included in the calculated Time. It will automatically be set to Yes.

FM CHECK

Foreman Check Yes means that this Time Registration Line will be included in the reports for a Foreman to check.

Default for this field is based on the **FM Check** field of the **Shop Floor Reason**.

FM APPROVED

A checkmark in this field means, that the **Foreman** has approved this Time Registration Line.

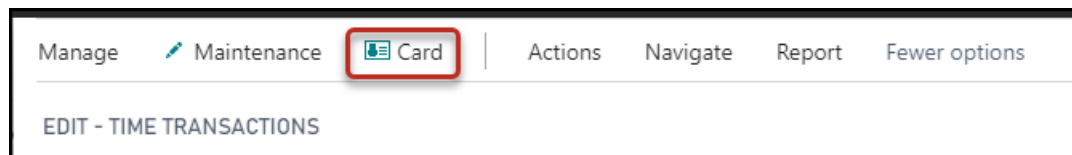
STATISTICS

A checkmark in this field means, that the time of the Time Transaction will be included in the Statistics. Default for this field is based on the **Statistics** field of the **Shop Floor Reason**.

COMMENT

You can enter a free Comment for this Line.

CARD



The screenshot shows the 'Card' tab selected in the top navigation bar. Below it is a table titled 'EDIT - TIME TRANSACTIONS' with columns: Correction Date, Correction Time, Work Date, Weekday, Transaction Type, and Transaction. The table contains several rows of data, including a row with a right-pointing arrow in the first column.

Since it is only a small part of the table fields that are displayed in the worksheet of the Time Transactions List, there is an opportunity, via click **Card** to see all fields. They are however not editable in this card, that needs to be done via the Worksheet:

PAGE 67 OF 102

EDIT - MAINTAIN TRANSACTION

Basis Time	0.00	0.00
Flextime		0.00
Overtime		0.00
Time off in lieu		0.00
Absence Time		0.00
Holiday Time		0.00
Counter 1 Caption		0.00
Counter 2 Caption		0.00
Counter 3 Caption		0.00
Counter 4 Caption		0.00
Counter 5 Caption		0.00
Counter 6 Caption		0.00
Counter 7 Caption		0.00
Counter 8 Caption		0.00
Counter 9 Caption		0.00
Counter 10 Caption		0.00

OK
Cancel

ACTIONS / RECALCULATE DATE

Manage
Maintenance
Card
Actions
Navigate
Report
Fewer options

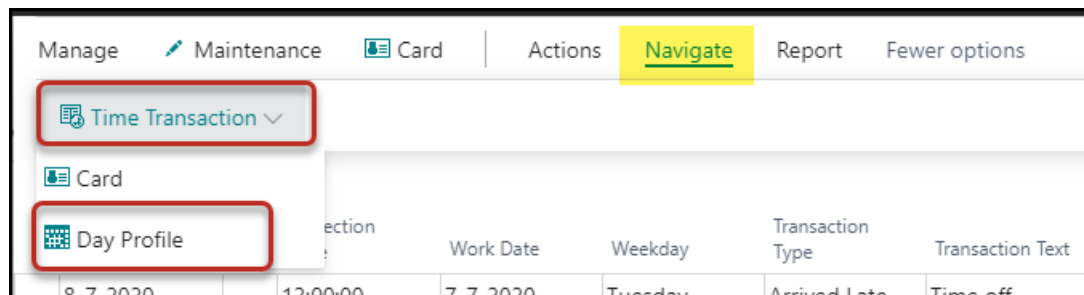
User Defined
Functions

Maintenance
Maintain Counters
Recalculate Date

Correction Date	Weekday	Transaction Type	Transaction Text
8-7-2020	Tuesday	Arrived Late	Time off
9-7-2020	Wednesday	Left Late	Forgot to punch ou

The system will recalculate the different Times and Counters for the Date you are standing on.

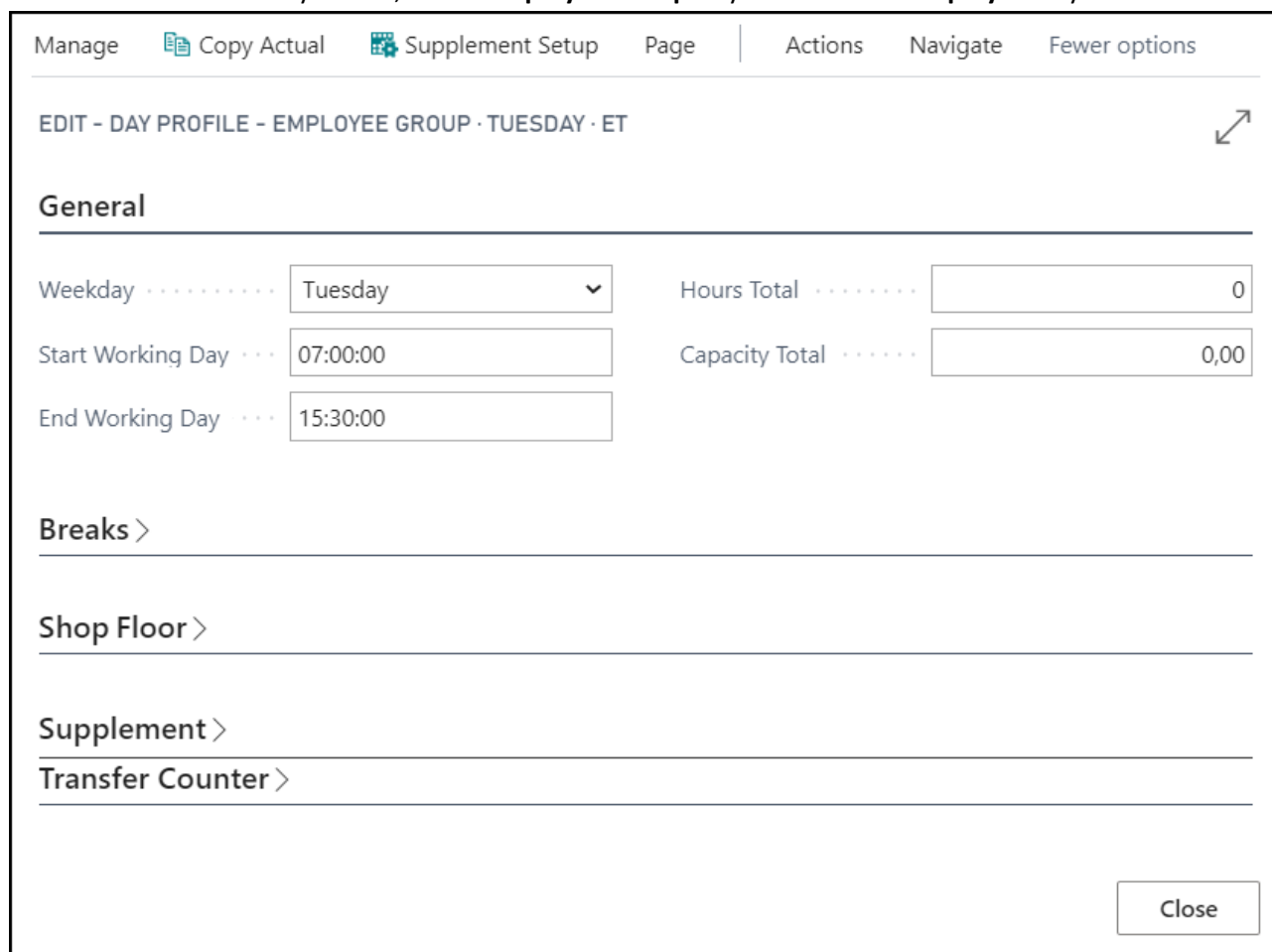
NAVIGATE / DAY PROFILE



Transaction	Work Date	Weekday	Transaction Type	Transaction Text
8-7-2020	12:00:00	7-7-2020	Tuesday	Arrived Late

This **Day Profile** will show you the details of the applicable Day Profile for the current Working Day of the Transaction Line.

It can be the **General** Day Profile, or the **Employee Group** Day Profile or the **Employee** Day Profile.



General

Weekday Tuesday ▾ Hours Total 0

Start Working Day ... 07:00:00 Capacity Total 0,00

End Working Day ... 15:30:00

Breaks >

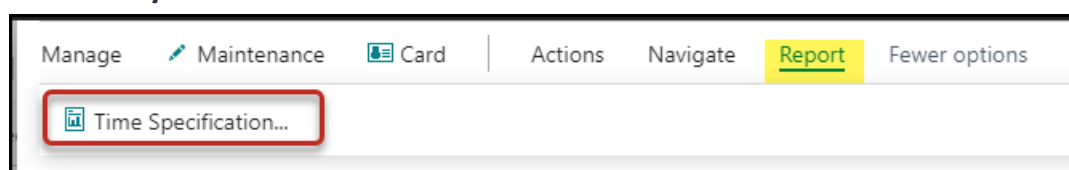
Shop Floor >

Supplement >

Transfer Counter >

Close

REPORT / TIME SPECIFICATION



Time Specification...

This will print an overview of the Time Specification for the current Employee and Day.

Time Specification
CRONUS Shop Floor

31-7-2020 00:00:00

Page 2

CORNATORIKBI

Where-Used	Number:	ET	Name:	Elisabeth Taylor						Employee
Calculation	Work Date	Employee Group	Corr. Date	Time	Transaction Type	Transaction Text		Report	Statistics	Transaction
True	09-07-20	EVENING	09-07-20	15:30:00	Left	Forgot to punch out, Correct Date/Time		True	False	True
True	10-07-20	DAY	10-07-20	07:00:00	Absent	Sickness		True	False	True
Basis Time	:	2,17111	Counter 1	:	0	Counter 6	:		0	
Flexitime	:	0	Counter 2	:	0	Counter 7	:		0	
Holiday Time	:	0	Counter 3	:	0	Counter 8	:		0	
Overtime	:	0	Counter 4	:	0	Counter 9	:		0	
Time off in lieu	:	0	Counter 5	:	0	Counter 10	:		0	
Absent	:	6								
True	09-07-20	EVENING	09-07-20	15:30:00	Left	Forgot to punch out, Correct Date/Time		True	False	True
True	10-07-20	DAY	10-07-20	07:00:00	Absent	Sickness		True	False	True
Basis Time	:	2,17111	Counter 1	:	0	Counter 6	:		0	
Flexitime	:	0	Counter 2	:	0	Counter 7	:		0	
Holiday Time	:	0	Counter 3	:	0	Counter 8	:		0	
Overtime	:	0	Counter 4	:	0	Counter 9	:		0	
Time off in lieu	:	0	Counter 5	:	0	Counter 10	:		0	
Absent	:	6								
TOTALS			The Period:		08-07-20..12-07-20					
Basis Time	:	4,34222	Counter 1	:	0	Counter 6	:		0	
Flexitime	:	0	Counter 2	:	0	Counter 7	:		0	
Holiday Time	:	0	Counter 3	:	0	Counter 8	:		0	
Overtime	:	0	Counter 4	:	0	Counter 9	:		0	
Time off in lieu	:	0	Counter 5	:	0	Counter 10	:		0	
Absent	:	12								

TIME REGISTRATION VIA TERMINAL MENU

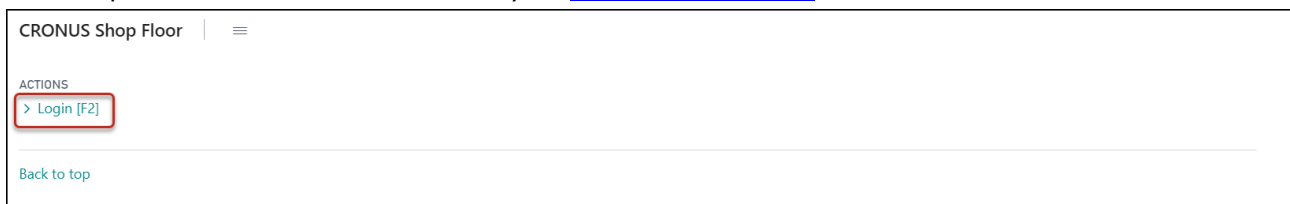
Time Registration entered by the Employee through the Terminal Menu will get the actual system date (not the Business Central Work Date) as the **Work Date** for the registration and the actual time as the Time for registering. This cannot be changed in the Terminal Menu itself besides by using specific **Shop Floor Reasons**.

You can change however *Arrival*, *Leave* and *Absent* the way it has been described in [Manual Time Registration](#) and the Start/End Time of a Task in the **Production Journal** before Posting.

Time calculations on the Employee will be conducted online and instantly when registering Time spend. The only exception to this is the handling of *Overtime*, which the system can only calculate after the Employee has registered that he *Left*. This is because you can setup in the Day Profile that a minimum normal hours should be registered, before there can be an *Overtime*. The same applies for *Time off in Lieu*. For the same reason it will also be calculated and updated on *Leave*-transaction.

You can open the Login page for the **Terminal Menu** via the specific Role Center **TRM_DC TRIMIT Shop Floor** by clicking **Login [F2]** or simply by pressing **F2**.

It is also possible to set the Role Center in your [User Personalization](#)



CRONUS Shop Floor | ≡

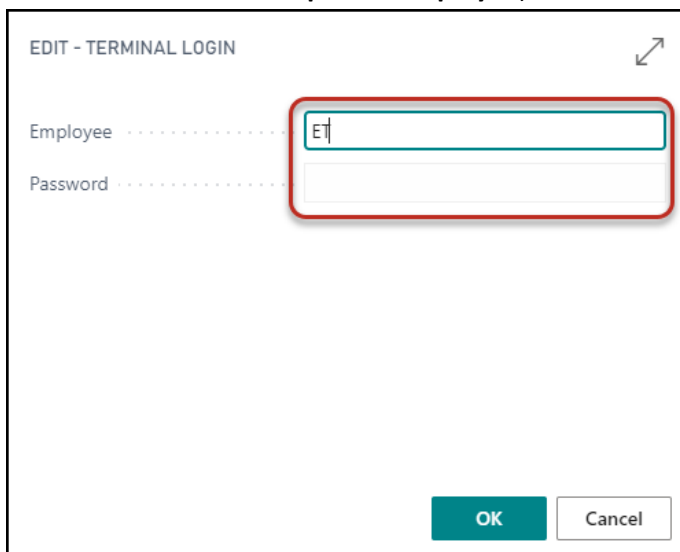
ACTIONS

> Login [F2]

Back to top

You are also able to open the Login page for the **Terminal Menu** via **Tell me Terminal Login**.

The **Terminal Login** page will open, and the Employee needs to enter his Code (and or ID based on the parameter **Employee ID** in the **Shop Floor Setup**) and perhaps a Password (if the field **Employee Password** has been filled in the **Shop Floor Employee**).



EDIT - TERMINAL LOGIN

Employee ET

Password

OK Cancel

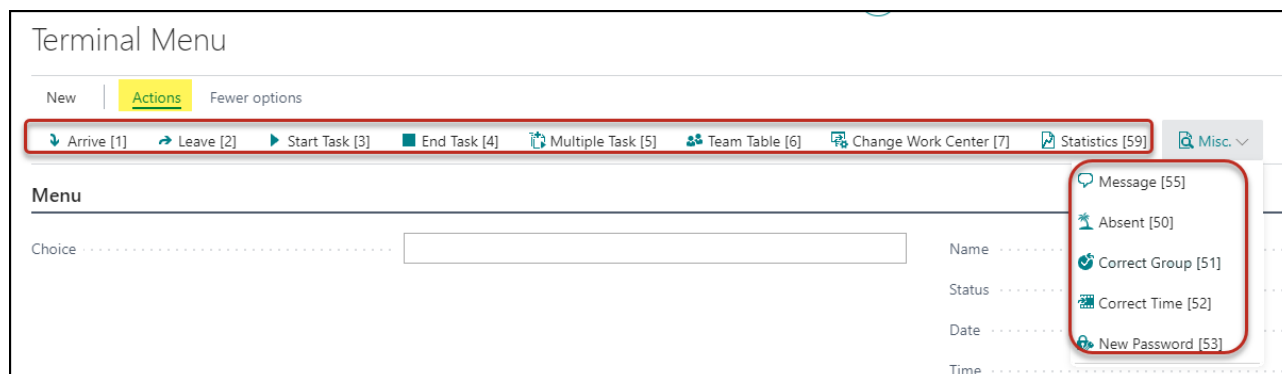
For the **Employee** the **Shop Floor Employee** fields needs to be filled and the **Password** will be checked with the field **Employee Password** of the **Employee**.

See [Employee Card \(6038408\)](#) for the details.

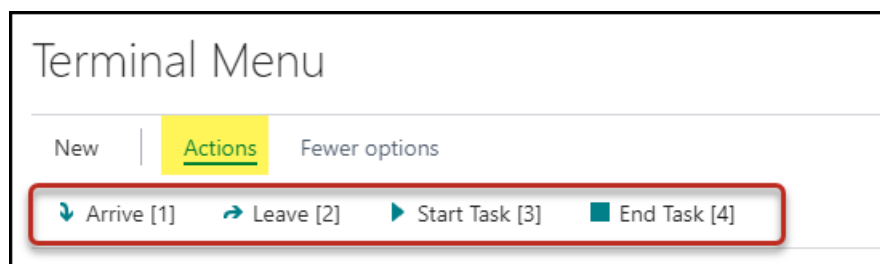
Based on the field of **Terminal Menu** in the **Shop Floor Employee**, the shown Actions in the **Terminal Menu** will be determined based on the **Terminal Menu Lines**.

See [FastTab Terminal Lines](#) for the details

I.e. the **DEFAULT** looks like:



I.e. the **COMPACT** looks like:



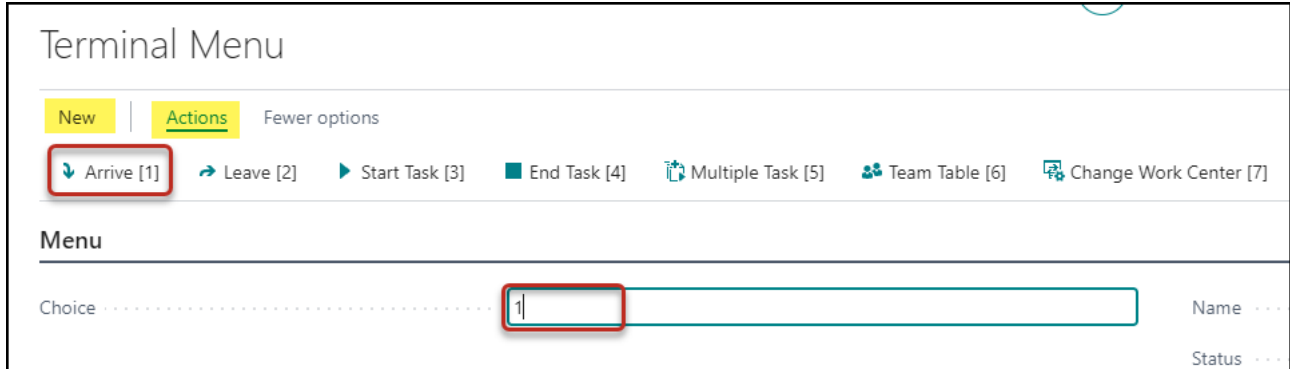
There are already several **Quick Numbers** determined by TRIMIT by default that can be used:

- | | | | |
|----------------------|---|-----------------|----|
| - Arrive | 1 | - Absent | 50 |
| - Leave | 2 | - Correct Group | 51 |
| - Start Task | 3 | - Correct Time | 52 |
| - End Task | 4 | - New Password | 53 |
| - Multiple Tasks | 5 | - Message | 55 |
| - Team Table | 6 | - Statistics | 59 |
| - Change Work Center | 7 | | |

For the actions **Arrive [1]**, **Leave [2]** and **Absent [50]** the same kind of rules apply as described earlier for [Handling of Correction Date/Time](#) but there are some differences; instead of checking the **Correction Date** and **Correction Time**, the system will check the actual System Date and the actual Time of the registration.

ARRIVE [1]

You can click **Arrive [1]**, or simply enter the number **1** in the field **Choice**

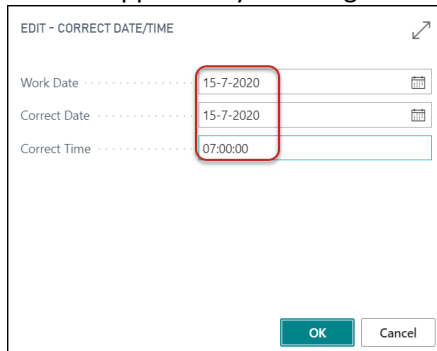


The screenshot shows the 'Terminal Menu' interface. At the top, there are tabs for 'New' and 'Actions'. Under 'Actions', there are several options: 'Arrive [1]', 'Leave [2]', 'Start Task [3]', 'End Task [4]', 'Multiple Task [5]', 'Team Table [6]', and 'Change Work Center [7]'. The 'Arrive [1]' option is highlighted with a red box. Below the menu, there is a 'Menu' section with a 'Choice' field. The number '1' is entered in this field, which is also highlighted with a red box. To the right of the 'Choice' field, there are labels for 'Name' and 'Status'.

Should be used at the beginning of the Working Day. The system will check if the previous Time Transaction was a *Leave*; otherwise it is not possible to *Arrive* again. If the Employee already reported that he arrived, he will get a message.

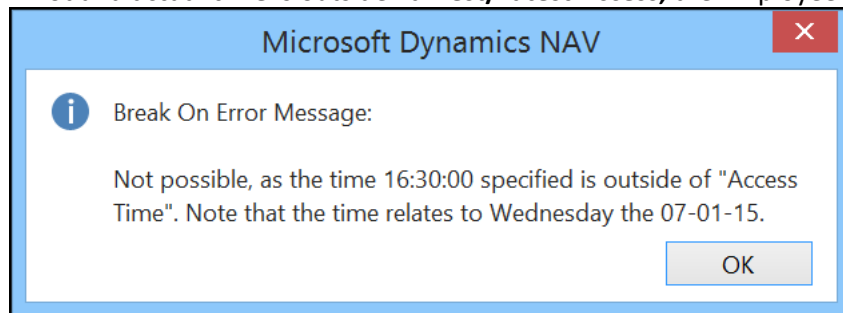
System also checks if the **actual time** is within **Earliest/Latest Arrive** of the applicable Day Profile.

- If so, **Work Date** is set to current (system) date and **Transaction Type** is set to *Arrived*.
- If not, but **actual time** is within **Earliest/Latest Access** the Employee needs to choose the **Shop Floor Reason** for arriving *Later/Earlier*. After that the **Work Date** is set to current system date and **Transaction Type** is set to *Arrived Earlier/Arrived Later*.
 - o If i.e. the Employee chose **Shop Floor Reason 90 Forgot to punch in**, you can get the opportunity to change the Work Date and Time:



The screenshot shows a dialog box titled 'EDIT - CORRECT DATE/TIME'. It has three input fields: 'Work Date' with the value '15-7-2020', 'Correct Date' with the value '15-7-2020', and 'Correct Time' with the value '07:00:00'. Each field has a calendar icon to its right. At the bottom of the dialog, there are 'OK' and 'Cancel' buttons.

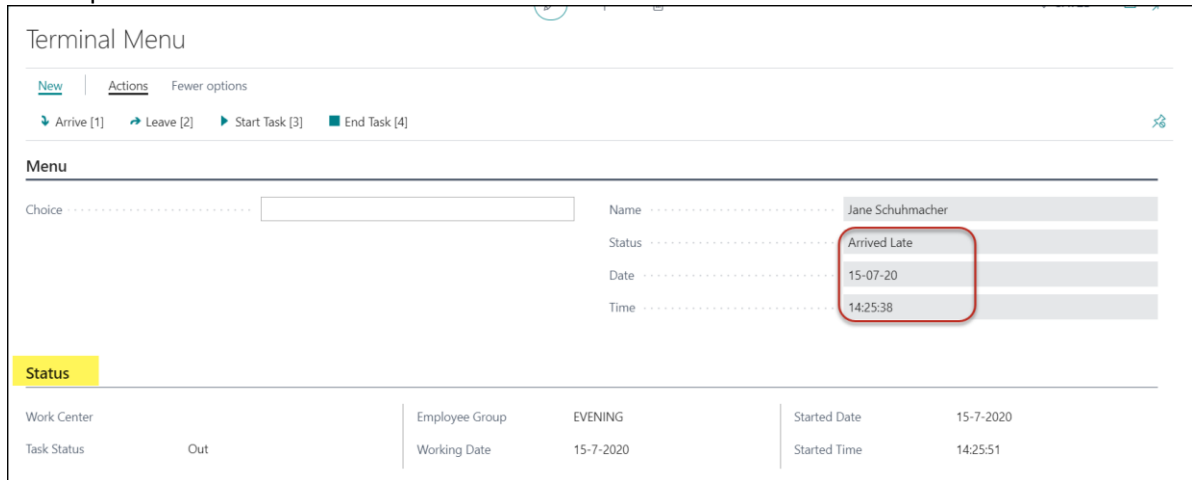
- If not and **actual time** is outside **Earliest/Latest Access**, the Employee will get an error message. I.e.



The screenshot shows a 'Microsoft Dynamics NAV' dialog box with a blue header and a red close button. The main content area has a blue information icon and the text 'Break On Error Message:'. Below this, it says 'Not possible, as the time 16:30:00 specified is outside of "Access Time". Note that the time relates to Wednesday the 07-01-15.' At the bottom right, there is an 'OK' button.

- Based on the field **Return to** of the Terminal Menu Line for **1 Arrive**, the system will stay in the Terminal Menu or goes back to the Terminal Login.

- If the arrival has been accepted and the Employee logs in again; he will see that the fields have been updated and the Line in the FastTab **Status** will show the current status details:



Terminal Menu

New | Actions | Fewer options

Arrive [1] | Leave [2] | Start Task [3] | End Task [4]

Menu

Choice Name Jane Schuhmacher

Status Arrived Late

Date 15-07-20

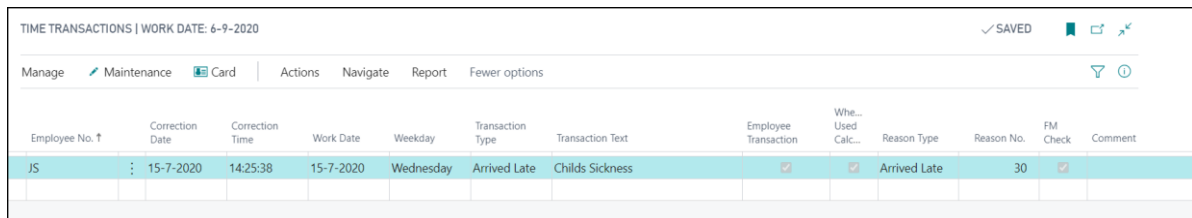
Time 14:25:38

Status

Work Center Employee Group EVENING Started Date 15-7-2020

Task Status Out Working Date 15-7-2020 Started Time 14:25:51

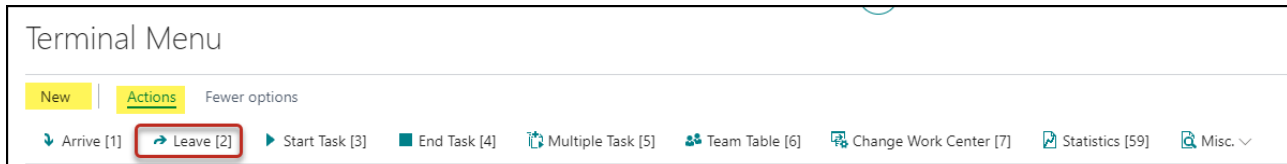
And a **Time Transaction** has been created in the system, i.e.:



Employee No. ↑	Correction Date	Correction Time	Work Date	Weekday	Transaction Type	Transaction Text	Employee Transaction	Whe... Used Calc...	Reason Type	Reason No.	FM Check	Comment
JS	15-7-2020	14:25:38	15-7-2020	Wednesday	Arrived Late	Childs Sickness	✓	✓	Arrived Late	30	✓	

LEAVE [2]

You can click **Leave [2]**, or simply enter the number 2 in the field **Choice**.



Terminal Menu

New | Actions | Fewer options

Arrive [1] | Leave [2] | Start Task [3] | End Task [4] | Multiple Task [5] | Team Table [6] | Change Work Center [7] | Statistics [59] | Misc. v

Should be used at the end of the Working Day. The system will check if the Employee has reported an *Arrive* without a *Leave* earlier, otherwise it is not possible to *Leave* again. If the Employee already reported that he left, he will get a message.

System checks if **actual time** is within **Earliest/Latest Leave** of the applicable Day Profile.

- If so, **Work Date** is set to **actual date**, **Transaction Type** is set to *Left*.
- If not, but **actual time** is within **Earliest/Latest Access** the Employee needs to choose the **Shop Floor Reason** for leaving *Later/Earlier*. After that the **Work Date** is set to current date and **Transaction Type** is set to *Left Earlier/Left Later*.
- If not and **actual time** is outside **Earliest/Latest Leave** the Employee will get an error message.
- If the Employee wants to leave, but did not already *End* the Task he was working on, the system will ask him to end the Task and he needs to enter the details for ending the Task; just as if he would have clicked on **End Task [4]**.

The system can in all situations determine a difference between the **Correction Date** and **Work Date** for the Time Transactions.

EDIT - TIME TRANSACTIONS											
Correction Date	Correction Time	Work Date	Weekday	Transaction Type	Transaction Text	Employee Transaction	When... Used Calculu...	Reason Type	Reason No.	FM Check	Comment
8-7-2020	12:00:00	7-7-2020	Tuesday	Arrived Late	Time off	☒	☒	Arrived Late	50	☒	
9-7-2020	14:03:11	8-7-2020	Wednesday	Left Late	Forgot to punch out, Correct Date/...	☒	☒	Left Late	10	☒	
10-7-2020	13:26:37	9-7-2020	Thursday	Arrived Late	Time off	☒	☒	Arrived Late	50	☒	
10-7-2020	15:00:00	9-7-2020	Thursday	Left Late	Unpaid Leave	☒	☒	Left Late	10	☒	
15-7-2020	12:00:00	14-7-2020	Tuesday	Arrived Late	Unpaid Leave	☐	☒	Arrived Late	10	☒	
15-7-2020	15:00:00	14-7-2020	Tuesday	Left Late	Unpaid Leave	☐	☒	Left Late	10	☒	

This can happen i.e. if there is a Night Shift that is overlapping Midnight. In that case leaving can be on **Correction Date 15-07-2020** (the actual date) but the **Work Date** is then set to **14-07-2020** (it is leaving for the Working Day 14-07-2020).

ABSENT [50]

You can click **Absent [50]**, or simply enter the number 50 in the field **Choice**.

Terminal Menu

New
Actions
Fewer options

Arrive [1]
Leave [2]
Start Task [3]
End Task [4]
Multiple Task [5]
Team Table [6]
Change Work Center [7]
Statistics [59]
Misc. v

Menu >

Status

Work Center 3050
Employee Group DAY
Task Status 10
Working Date 15-7-2020

Message [55]
Absent [50]
Correct Group [51]
Correct Time [52]
New Password [53]

The Employee will be the whole day absent and the hours for absence will be calculated based on the Start/End Time of the specific Working Day (actual date) of the applicable Day Profile.

The Employee needs to specify the **Shop Floor Reason** for his absence.

START TASK [3]

You can click **Start Task [3]**, or simply enter the number 3 in the field **Choice**.

Terminal Menu

New
Actions
Fewer options

Arrive [1]
Leave [2]
Start Task [3]
End Task [4]
Multiple Task [5]
Team Table [6]
Change Work Center [7]
Statistics [59]
Misc. v

With the Action **Start Task [3]** the Employee can choose a Task No. that he will be working on.

EDIT - SELECT TASK NO.

Enter Task No.

OK
Cancel

The actual time will become the **Start Time** for Task and can also be seen under the FastTab **Status**:

Terminal Menu

New
Actions
Fewer options

Arrive [1]
Leave [2]
Start Task [3]
End Task [4]
Multiple Task [5]
Team Table [6]
Change Work Center [7]
Statistics [59]

Menu >

Status

Work Center	3050	Employee Group	DAY	Started Date	15-7-2020
Task Status	3	Working Date	15-7-2020	Started Time	14:48:15

The number of **Task Status** is the number of the active Task.

An Employee can work on multiple Tasks – if that is allowed based on the fields of the applicable **Day Profile**. In that case the FastTab **Status** could look like:

Terminal Menu

New
Actions
Fewer options

Arrive [1]
Leave [2]
Start Task [3]
End Task [4]
Multiple Task [5]
Team Table [6]
Change Work Center [7]
Statistics [59]

Menu >

Status

Work Center	3050	Employee Group	DAY	Started Date	15-7-2020
Task Status	Multiple Tasks (2)	Working Date	15-7-2020	Started Time	14:52:34

The number behind the *Multiple Tasks* represent the number of active Tasks.

The details you see are however from the last started Task.

END TASK [4]

You can click **End Task [4]**, or simply enter the number **4** in the field **Choice**.

Terminal Menu

New
Actions
Fewer options

Arrive [1]
Leave [2]
Start Task [3]
End Task [4]
Multiple Task [5]
Team Table [6]
Change Work Center [7]
Statistics [59]
Misc. v

With the Action **End Task [4]** the Employee can register not only that he ended the Task but also the quantity he has done and if there was scrap involved.

If he is working on multiple Tasks, he needs to choose the Task he wants to end (see [.EXAMPLES](#))

EDIT - FINISH TASK - 5

Task No. 5

Production Order No. PIB000005

Line Entry No. 60000

Production Series

Operation No. 300050

Work Center 3050

Order Quantity 10

Operation Quantity 10

Description

Operation Quantity 8,00

Register Scrapping ☒

OK

Cancel

The information of the applicable Task will be shown, and the **Operation Quantity** can be filled.

If a checkmark will be entered for **Register Scrapping** a new page will open after clicking **OK**:

EDIT - SCRAPPING

Quantity [type 0 to stop scrapping] 2,00

Reason 01

OK

Cancel

And the **Quantity** for Scrap can be entered and the **Reason**.

After clicking **OK**, the above page will be shown again, and you need to confirm the **Quantity 0 (Zero)** by clicking **OK** again.

It could be that some parts became scrap for reason A and other parts became scrap for reason B, etc.

The actual work time will be calculated based on the Time Registration of the **Start Task** and the **End Task**, and a Line will be created in the **Production Journal** or **Data Journal** (based on the parameter **Journal for Task Registration** in the Shop Floor Setup)

Via **Tell me Production Journal (or Data Journal Lines)** you can see the result in the **Journal Batch Name** of the day you registered the Start/End Task.

PRODUCTION JOURNAL | WORK DATE: 6-9-2020

2020-07-15

Post Actions Fewer options

General

Journal Batch Name: 2020-07-15 Time Registration: Yes

Clear by Posting: No Material Consumption: No

Type: Time Registration Finishing: No

Release: No

Production Journal Lines of Time Manage Line Distribute Time Fewer options

Posting Date	Task No.	Production Order No.	Employee No.	Employee Name	Emplo... Group	Operation Quantity	Start Date	Start Time	End Time	Operation Time (Hours)	Finishing Status	Scrapped Quantity
15-7-2020	5	PIB000005	RC	Rick Carpenter	DAY	8	15-7-2020	14:52:26	14:55:02	0,04345	Partly Finish...	0
15-7-2020	5	PIB000005	RC	Rick Carpenter	DAY	2				0,00	Partly Finish...	2

Before posting the **Production Journal** you can also see the results of the **Operation Quantity** and the **Scrap Quantity** in the **Production Order No.** of the Task via **Tell me Production Orders List**.

PIB000005

Finish Job Card... Release Prod. Order Archive Order Check Availability Update Unit Cost Item Tracking Lines Inventory Profile Actions Navigate Report Fewer options

General PIB000005 Order 5000012000

Lines Manage More options

Type	No.	Description	Description 2	Part Item No.	Location Code	Quantity per	Unit of Measure Code	Unit Cost Total	Related Order No.	Calculated Consumption Qty.	Outstanding Quantity	Quantity to Consume	Quantity Consumed	Production Entries Operation Quantity	Production Entries Scrapped Quantity	Work Center
Item	M300501200000	Chair Seat	ClassicOak.W...		BLUE	1	PCS	15,11		10	10	10	0	0	0	
Item	M30100120F	Chair Legs	ClassicOak.Fr...	FRONT	BLUE	2	PCS	1,70		20	20	20	0	0	0	3
Item	M30100120B	Chair Legs	ClassicOak.B...	BACK	BLUE	2	PCS	3,40		20	20	20	0	0	0	3
Item	M30200120	Chair Top Peace	ClassicOak		BLUE	1	PCS	1,12		10	10	10	0	0	0	3
Item	M30300120	Chair Bar	ClassicOak		BLUE	3	PCS	2,46		30	30	30	0	0	0	3
→ Operation	300050	Mount			BLUE	10	MIN	4,30		100	40	40	60	8	0	3050

But you need to click **Post** in the **Production Journal** before this **Operation Quantity**, **Production Time (Hours)** and **Scrapped Quantity** will be posted to the General Ledger, and you can see the results in the **Production Order No.** of the specific Tasks.

After Posting the **Production Order No.** will look like:

PRODUCTION ORDER | WORK DATE: 6-9-2020

PIB000005

Finish Job Card... Release Prod. Order Archive Order Check Availability Update Unit Cost Item Tracking Lines Inventory Profile Actions Navigate Report Fewer options

Description 4: Outstanding Quantity (Base) 10

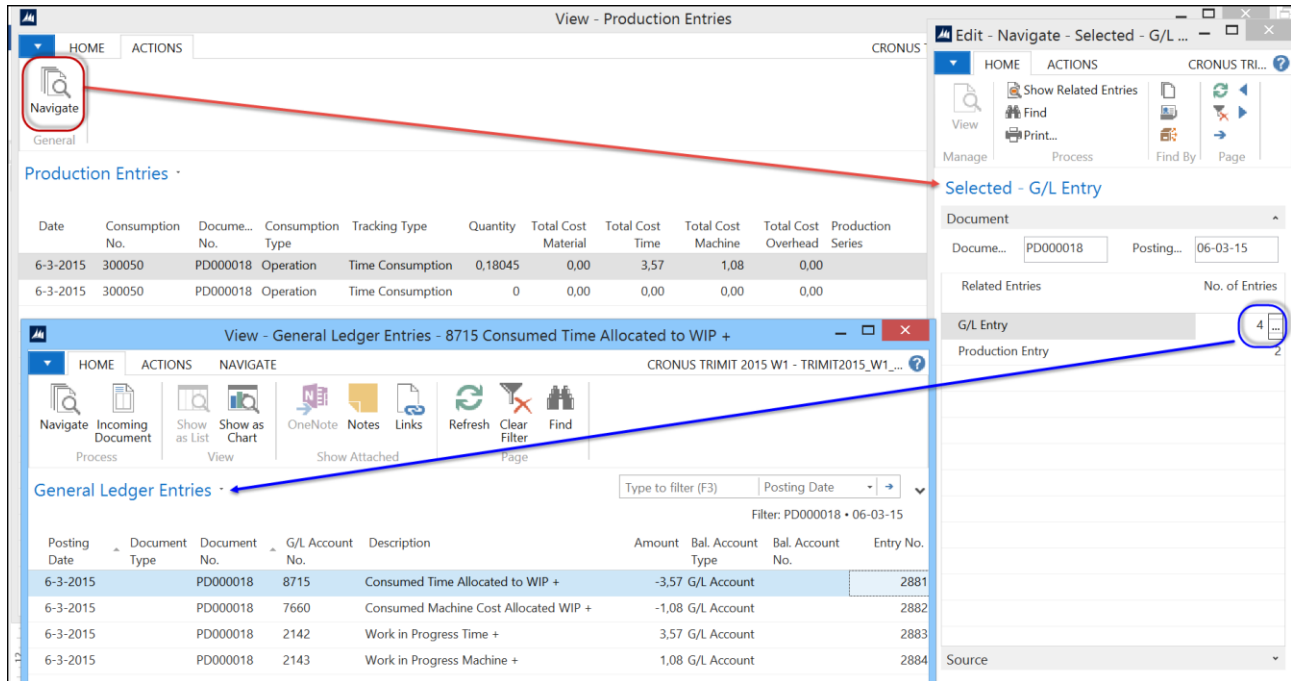
Description 5: Quantity Reported Finished 0

Lines Manage More options

Type	Description	Description 2	Part Item No.	Location Code	Quantity per	Unit of Measure Code	Unit Cost Total	Related Order No.	Calculated Consumption Qty.	Outstanding Quantity	Quantity to Consume	Quantity Consumed	Production Entries Operation Quantity	Production Entries Scrapped Quantity	Work Center	Ven. No.
Item	Chair Seat	ClassicOak.W...		BLUE	1	PCS	15,11		10	10	10	0	0	0		
Item	Chair Legs	ClassicOak.Fr...	FRONT	BLUE	2	PCS	1,70		20	20	20	0	0	0	3001	
Item	Chair Legs	ClassicOak.B...	BACK	BLUE	2	PCS	3,40		20	20	20	0	0	0	3001	
Item	Chair Top Peace	ClassicOak		BLUE	1	PCS	1,12		10	10	10	0	0	0	3001	
Item	Chair Bar	ClassicOak		BLUE	3	PCS	2,46		30	30	30	0	0	0	3001	
→ Operation	Mount			BLUE	10	MIN	4,30		100	37,393	37,393	62,607	8	0	3050	

Keep in mind that the **Production Time (Hours)** of the **Production Journal** is in hours, but the **Quantity Consumed** in the **Production Order Line** is in minutes!!

And via click **Navigate**, click **Production Entries** you can see the consequences:



Production Entries

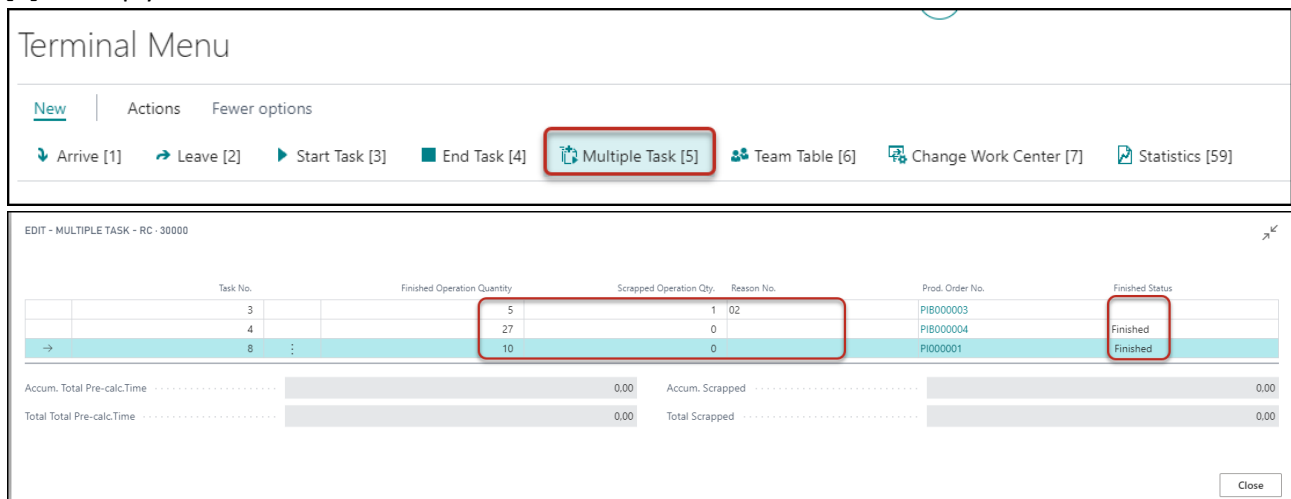
Date	Consumption No.	Docume... No.	Consumption Type	Tracking Type	Quantity	Total Cost Material	Total Cost Time	Total Cost Machine	Total Cost Overhead	Production Series
6-3-2015	300050	PD000018	Operation	Time Consumption	0,18045	0,00	3,57	1,08	0,00	
6-3-2015	300050	PD000018	Operation	Time Consumption	0	0,00	0,00	0,00	0,00	

General Ledger Entries

Posting Date	Document Type	Document No.	G/L Account No.	Description	Amount	Bal. Account Type	Bal. Account No.	Entry No.
6-3-2015	PD000018	8715		Consumed Time Allocated to WIP +	-3,57	G/L Account		2881
6-3-2015	PD000018	7660		Consumed Machine Cost Allocated WIP +	-1,08	G/L Account		2882
6-3-2015	PD000018	2142		Work in Progress Time +	3,57	G/L Account		2883
6-3-2015	PD000018	2143		Work in Progress Machine +	1,08	G/L Account		2884

MULTIPLE TASK [5]

If an Employee has started multiple Tasks, he can easily register he **Ended** the Tasks via click **Multiple Task [5]** or simply enter the number 5 in the field **Choice**.



Terminal Menu

New | Actions | Fewer options

Arrive [1] | Leave [2] | Start Task [3] | End Task [4] | **Multiple Task [5]** | Team Table [6] | Change Work Center [7] | Statistics [59]

EDIT - MULTIPLE TASK - RC - 30000

Task No.	Finished Operation Quantity	Scrapped Operation Qty.	Reason No.	Prod. Order No.	Finished Status
3	5	1	02	PIB000003	
4	27	0		PIB000004	Finished
8	10	0		PI000001	Finished

Accum. Total Pre-calcTime 0.00 Accum. Scrapped 0.00

Total Total Pre-calcTime 0.00 Total Scrapped 0.00

Close

In that case, he can enter the **Finished Operation Quantity**, **Scrapped Operation Qty.** and **Reason No.** (if applicable because of Scrap) and **Finished Status** (empty or Finished) per Task and with clicking **OK**; all Tasks will now be registered as **Ended** which then can be seen in the **Production Journal** or the **Data Journal**.

PRODUCTION JOURNAL | WORK DATE: 6-9-2020

2020-07-15

Post | Actions Fewer options

General

Journal Batch Name: 2020-07-15

Clear by Posting: ☐

Type: Time Registration

Release: No

Time Registration: Yes

Material Consumption: No

Finishing: No

Production Journal Lines of Time | Manage | Line | Distribute Time | Fewer options

Posting Date	Task No.	Production Order No.	Employee No.	Employee Name	Employee Group	Operation Quantity	Start Date	Start Time	End Time	Operation Time (Hours)	Finishing Status	Scrapped Quantity
15-7-2020	3	PIB000003	RC	Rick Carpenter	DAY	6	15-7-2020	14:48:06	15:25:31	0.09171	Partly Finished	1
15-7-2020	4	PIB000004	RC	Rick Carpenter	DAY	27	15-7-2020	15:25:04	15:25:31	0.00598	Finished	0
15-7-2020	8	PI000001	RC	Rick Carpenter	DAY	10	15-7-2020	15:25:13	15:25:31	0.00029	Finished	0

TEAM TABLE [6]

You can click **Team Table [6]**, or simply enter the number 6 in the field **Choice**.

Terminal Menu

New | Actions Fewer options

Arrive [1] Leave [2] Start Task [3] End Task [4] Multiple Task [5] **Team Table [6]** Change Work Center [7] Statistics [59]

Via **Team Table [6]** you can maintain the other Employees that are working on the same Tasks as you are. This also means, that if the Employee starts a Task, the same Task will also be started for the other Team Members.

See [Teams](#) for more details.

CHANGE WORK CENTER [7]

You can click **Change Work Center [7]**, or simply enter the number 7 in the field **Choice**.

Terminal Menu

New | **Actions** Fewer options

Arrive [1] Leave [2] Start Task [3] End Task [4] Multiple Task [5] Team Table [6] **Change Work Center [7]** Statistics [59] Misc. v

If the Employee has started a Task – an Operation from a specific Production Order – the Task is assigned to a specific **Work Center** – based on the Production Order Line.

With the Action **Change Work Center [7]** the Employee can change the Work Center for the Active Task.

EDIT - CHANGE WORK CENTER

Enter a work center no. 305d

OK Cancel

You can see the result in the FastTab **Status** where the **Work Center** will be changed.

Terminal Menu				
New Actions Fewer options				
Arrive [1]	Leave [2]	Start Task [3]	End Task [4]	Multiple Task [5]
Team Table [6]	Change Work Center [7]	Statistics [59]		
Menu >				
Status				
Work Center	3050	Employee Group	DAY	Started Date 15-7-2020
Task Status	10	Working Date	15-7-2020	Started Time 16:18:05

CORRECT GROUP [51]

You can click **Correct Group [51]**, or simply enter the number 51 in the field **Choice**.

Terminal Menu				
New Actions Fewer options				
Arrive [1]	Leave [2]	Start Task [3]	End Task [4]	Multiple Task [5]
Team Table [6]	Change Work Center [7]	Statistics [59]	Misc. v	
Menu >				
Status				
Work Center	3050	Employee Group	DAY	Started Date
Task Status	10	Working Date	15-7-2020	Started Time

Message [55]
 Absent [50]
Correct Group [51]
 Correct Time [52]
 New Password [53]

The Employee can change the **Employee Group**, based on the **Selection Group** on the **Shop Floor Employee**.

EMPLOYEE GROUPS	
Code ↑	Description
DAY	07:00 - 15:30
→ EVENING	15:15 - 23:45
NIGHT	23:30 - 07:10
W:OVERTIME	Work on the Weekend - Overtime
W:TIME OFF	Work on the Weekend - Time Off

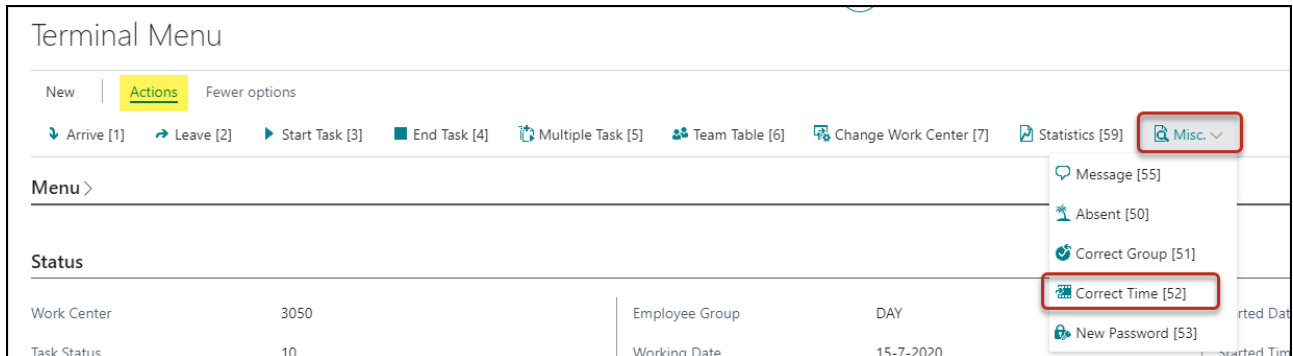
You can see the result in the FastTab **Status** where the **Employee Group** will be changed.

Status				
Work Center	3050	Employee Group	EVENING	Started Date 15-7-2020
Task Status	10	Working Date	15-7-2020	Started Time 16:51:00

This also means, that the normal working hours – and therefore the determination of *Early/Late Leave* can change, based on the **Day Profile** of the changed **Employee Group**.

CORRECT TIME [52]

You can click **Correct Time [52]**, or simply enter the number 52 in the field **Choice**.



Terminal Menu

New | **Actions** | Fewer options

Arrive [1] | Leave [2] | Start Task [3] | End Task [4] | Multiple Task [5] | Team Table [6] | Change Work Center [7] | Statistics [59] | **Misc. v**

Menu >

Status

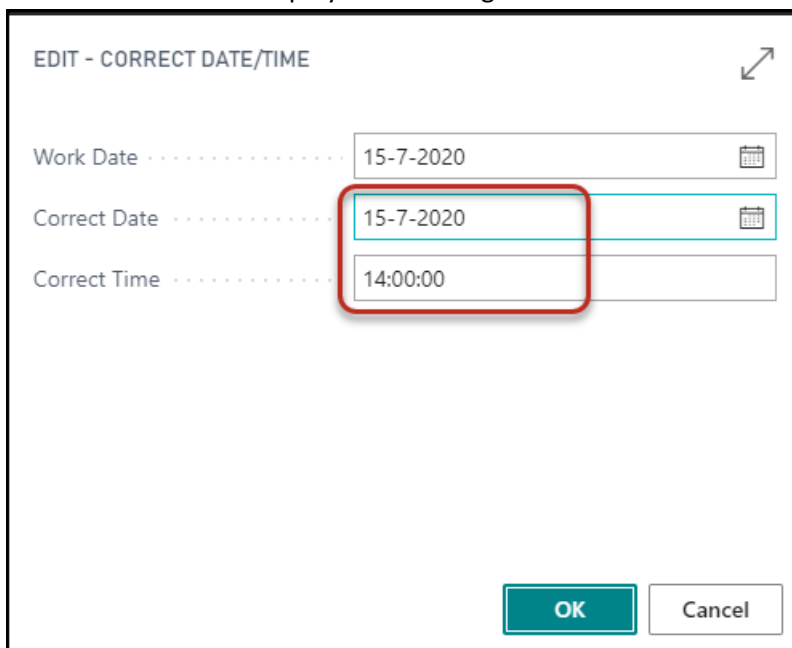
Work Center 3050 | Employee Group DAY | Started Date

Task Status 10 | Working Date 15-7-2020 | Started Time

Misc. v dropdown:

- Message [55]
- Absent [50]
- Correct Group [51]
- Correct Time [52]**
- New Password [53]

With this Action the Employee can change the 'actual' Date and Time:



EDIT - CORRECT DATE/TIME

Work Date 15-7-2020

Correct Date 15-7-2020

Correct Time 14:00:00

OK Cancel

You can see the result in the FastTab **Status**, where the **Started Time** of a Task i.e. will be changed.



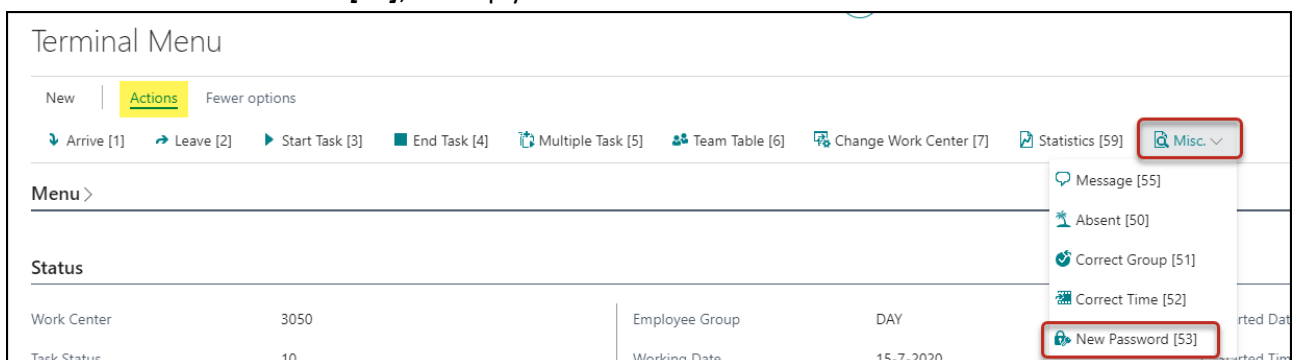
Status

Work Center 3050 | Employee Group EVENING | Started Date 15-7-2020

Task Status 10 | Working Date 15-7-2020 | Started Time 14:00:00

NEW PASSWORD [53]

You can click **New Password [53]**, or simply enter the number 53 in the field **Choice**.



Terminal Menu

New | **Actions** | Fewer options

Arrive [1] | Leave [2] | Start Task [3] | End Task [4] | Multiple Task [5] | Team Table [6] | Change Work Center [7] | Statistics [59] | **Misc. v**

Menu >

Status

Work Center 3050 | Employee Group DAY | Started Date

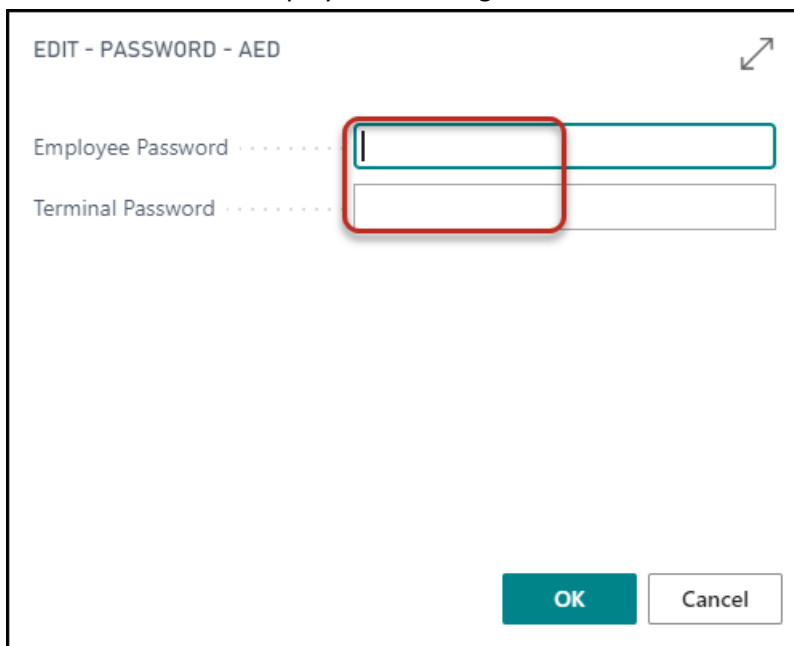
Task Status 10 | Working Date 15-7-2020 | Started Time

Misc. v dropdown:

- Message [55]
- Absent [50]
- Correct Group [51]
- Correct Time [52]
- New Password [53]**

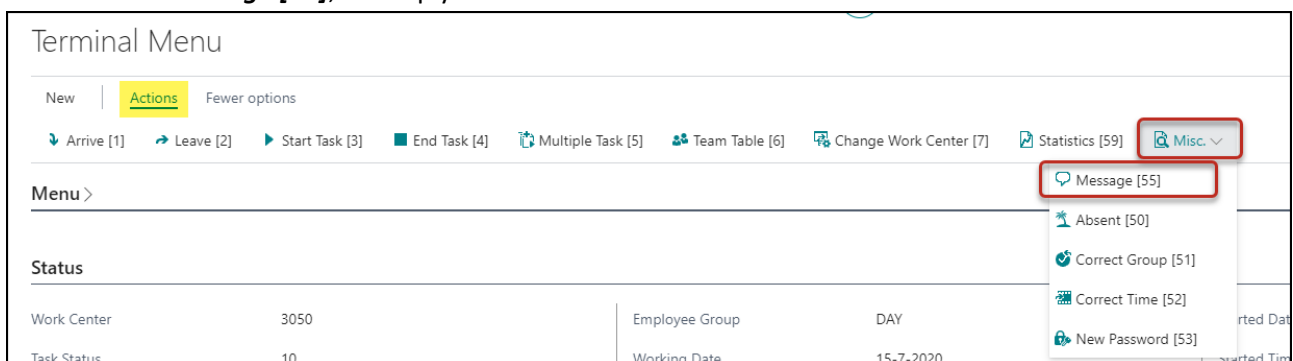
Perhaps not an action that you should take lightly in a Terminal Menu Line!

With this action the Employee can change his Passwords:

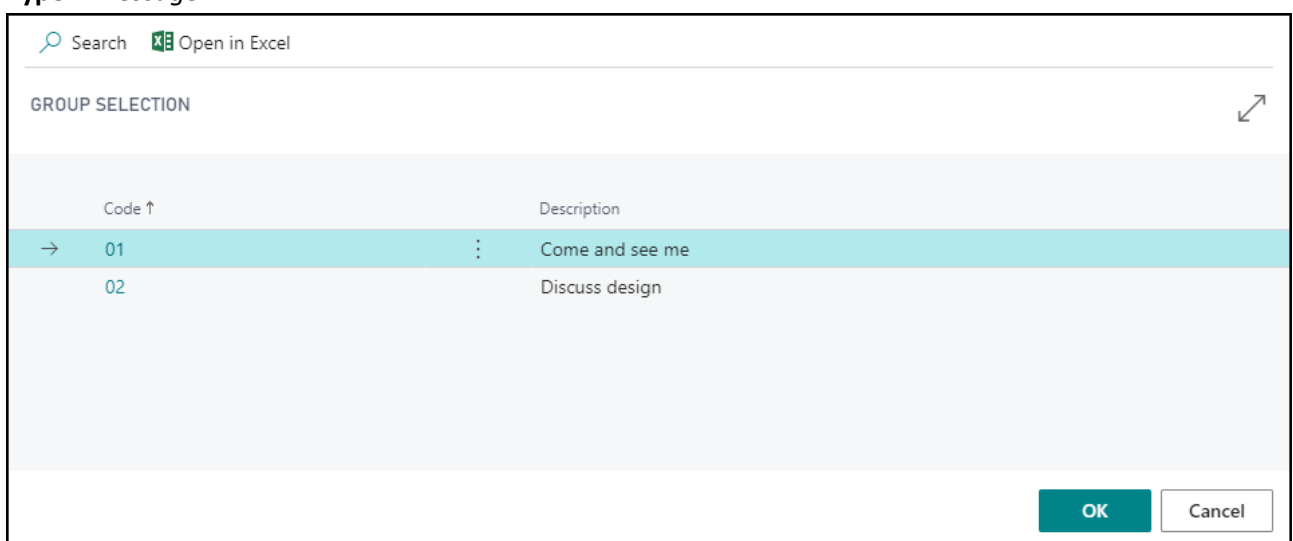


MESSAGE [55]

You can click **Message [55]**, or simply enter the number 55 in the field **Choice**.



With this Action the Employee can select one of the predefined Messages in the **Shop Floor Group** with **Type = Message**.



Code ↑	Description
→ 01	Come and see me
02	Discuss design

The selected message will become a **Time Transaction** for the Employee. I.e.:

TIME TRANSACTIONS WORK DATE: 6-9-2020													
Manage Maintenance Card Actions Navigate Report Fewer options													
Employee No. ↓	Correction Date	Correction Time	Work Date	Weekday	Transaction Type	Transaction Text	Employee Group	Freeze Emplo... Group	Employee Transaction	Where-Used Calcul...	Reason Type	Reason No.	FM Check
RC	16-7-2020	08:43:35	15-7-2020	Wednesday	Message	Come and see me	EVENING					0	
RC	15-7-2020	10:50:30	15-7-2020	Wednesday	Arrived Late	Time off	EVENING				Arrived Late	50	
JS	15-7-2020	18:00:00	15-7-2020	Wednesday	Left Late	Forgot to punch out. Correct Date/Tim...	EVENING				Left Late	60	
JS	15-7-2020	14:25:38	15-7-2020	Wednesday	Arrived Late	Child Sicknes...	EVENING				Arrived Late	30	

STATISTICS [59]

You can click **Statistics [59]**, or simply enter the number 59 in the field **Choice**.

Terminal Menu

New Actions Fewer options

Arrive [1] Leave [2] Start Task [3] End Task [4] Multiple Task [5] Team Table [6] Change Work Center [7] Statistics [59]

This Action will show an overview of hours registered by the Employee where the **Actual Period** is determined by the parameters **Period Start Date** and **Period End Date** in the **Shop Floor Setup**:

ManagePage

VIEW - EMPLOYEE STATISTICS - ET - ELISABETH - TAYLOR

General

Employee

Elisabeth Taylor

Actual Period

06-07-20..12-07-20

Statistics

	BEFORE	ACTUAL PERIOD	AFTER	TOTAL	
Basis Time	0		2.17111	0	2.17111
Flextime	0		0	0	0
Overtime	0		0	0	0
Holiday Time	0		0	0	0
Time off in lieu	0		0	0	0
Time of Absence	0		6	15.5	21.5
Counter 1	0		0	0	0
Counter 2	0		0	0	0
Counter 3	0		0	0	0
Counter 4	0		0	0	0
Counter 5	0		0	0	0

Close

FM CHECK EMPLOYEE ARRIVE

In this page (via **Tell me FM Check Employee Arrive**) the Foreman can check if the Employees have arrived already.

FM CHECK EMPLOYEE ARRIVAL | WORK DATE: 23-1-2020

✓ SAVED

Search

Edit List

Open in Excel

Filters

Check Date

25-8-2020

Check Time

16:57:30

Show

Arrived

Limit Foreman No.

No. ↑	First Name	Last Name	Brand Code	Active Task
→ ET	Elisabeth	Taylor	—	0
JS	Jane	Schuhmacher	—	0
RC	Rick	Carpenter	—	0

DESCRIPTION OF THE FIELDS:

CHECK DATE

Will be compared with the field **Work Date** (Working Day) of a Time Transaction on which an Employee has *Arrived*.

CHECK TIME

Will be compared with the **Time** of a Time Transaction on which the Employee has *Arrived*.

SHOW

You can choose between the following four options:

Empty	You should choose one of the other three options
Arrived	This will show the arrived Employees related to the Limit Foreman No. on the Check Date/Check Time
Should have Arrived	This will show the Employees related to the Limit Foreman No. that not have arrived yet on the Check Date/Check Time
All	This will show all Employees related to the Limit Foreman No, Arrived or not.

LIMIT FOREMAN NO.

This will only show the Employees that have this specific **Foreman No.** entered in the **Shop Floor Employee Card**.

FM CHECK DIFFERENCES

In this page (via **Tell me FM Check Difference**) the Foreman can check any irregularities regarding *Arrive* and *Leave*.

I.e. Employee has forgotten to register a specific Day because he had a Day Off, or he has arrived later or left earlier according to the applicable Day Profile or he registered *Overtime*.

EDIT - FM CHECK

Limit Foreman No. JS

Foreman Name Jane Schuhmacher

Limit Employee No. ET

Employee Name Elisabeth Taylor

Start Date 6-7-2020

End Date 12-7-2020

OK Cancel

Start Date and **End Date** will default be filled by the **Period Start Date** and **Period End Date** of the **Shop Floor Setup** but can be changed.

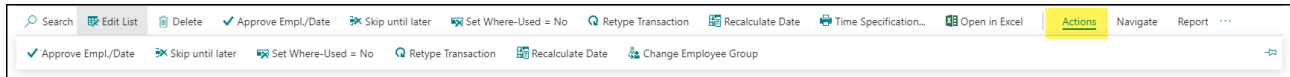
Based on the entered Filters a Worksheet is created with Lines based on the *Arrivals/Leaves* of the Employee that have not been approved yet by the Foreman.

You can change these entries in the Worksheet via the Actions in the Ribbons.

The outcome could look like this:

Search Edit List Delete Approve Empl./Date Skip until later Set Where-Used = No Retype Transaction Recalculate Date Time Specification... Open in Excel Actions														
EDIT - DIFFERENCES ARRIVED/DEPARTED														
Working Date	No. and Name	Employee Group	Weekday	Correction Date	Correction Time	Transaction Type	Transaction Text	Comm...	Where-Used Calculation	Report	Statistics	Employee Transaction	TT Entry No.	TT Entry No. (Empl)
→ 24-8-2020	ET Elisabeth Taylor	DAY	Monday	24-8-2020			** MISSING **						0	0
25-8-2020	ET Elisabeth Taylor	EVENING	Tuesday	25-8-2020	16:29:38	Arrived Late	Unpaid Leave						100	0
25-8-2020	ET Elisabeth Taylor	EVENING	Tuesday	25-8-2020			Leave not specified						0	0
24-8-2020	JS Jane Schuhmacher	DAY	Monday	24-8-2020			** MISSING **						0	0
25-8-2020	JS Jane Schuhmacher	EVENING	Tuesday	25-8-2020	16:36:31	Arrived Late	Unpaid Leave						100	0
25-8-2020	JS Jane Schuhmacher	EVENING	Tuesday	25-8-2020			Leave not specified						0	0
24-8-2020	RC Rick Carpenter	EVENING	Monday	24-8-2020			** MISSING **						0	0
25-8-2020	RC Rick Carpenter	EVENING	Tuesday	25-8-2020	16:29:09	Arrived Late	Unpaid Leave						100	0
25-8-2020	RC Rick Carpenter	EVENING	Tuesday	25-8-2020			Leave not specified						0	0

ACTIONS



APPROVE EMPL./DATE

This will *Approve* all the Lines for the **Work Date** that you are standing on.

The approved Transactions will then be removed from the Worksheet and will not appear again in another run of this Worksheet.

SKIP UNTIL LATER

The current Transaction will be removed from the Worksheet. But in a next run for this Worksheet they will appear again.

SET "WHERE-USED" = NO

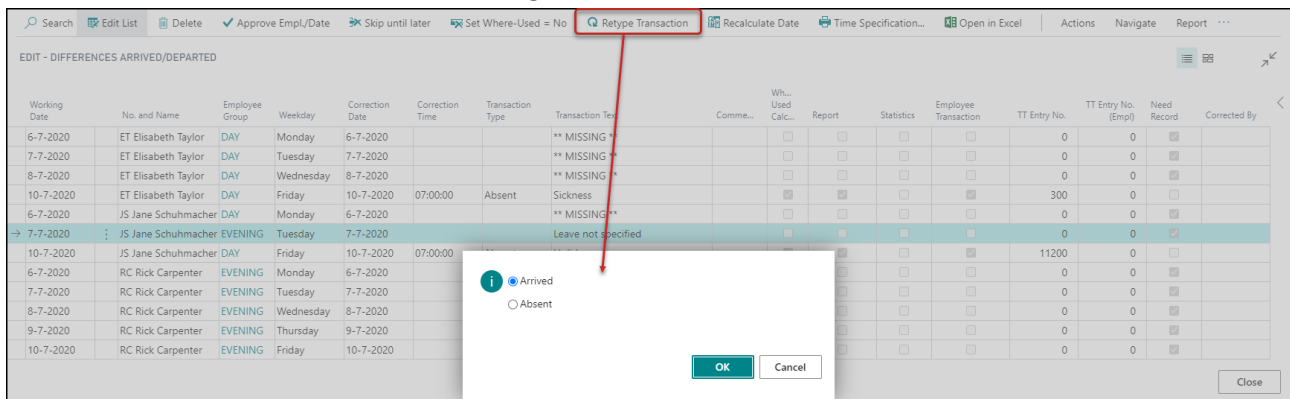
The field **Where Used** in the Time Transaction will be set to *No*, and the Time Transaction will be removed from the overview of the FM Check Differences and will not be taken in account anymore to all the calculated quantities of registered Time.

After setting this Time Transaction to *No* and re-opening the page you will not see this Time Transaction anymore.

RETYPE TRANSACTION

You can change the data of the Transaction.

i.e. On a Transaction with **Transaction Type Arrived Late** the Foreman can determine that it should be another **Reason** or that it even should be registered as *Absent*.



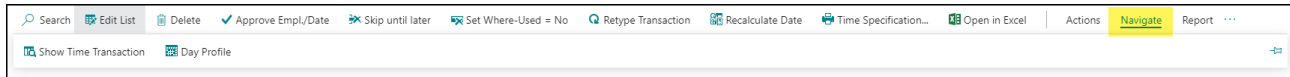
RECALCULATE DATE

This will get the Transactions of the Date of the current Transaction again into the Worksheet; something might have changed.

CHANGE EMPLOYEE GROUP

You can change the **Employee Group** for the current Transaction.

NAVIGATE



The NAVIGATE menu bar includes the following options: Search, Edit List, Delete, Approve Empl/Date, Skip until later, Set Where-Used = No, Retype Transaction, Recalculate Date, Time Specification..., Open in Excel, Actions, **Navigate**, and Report. Below the menu bar, there are two sub-menus: Show Time Transaction and Day Profile.

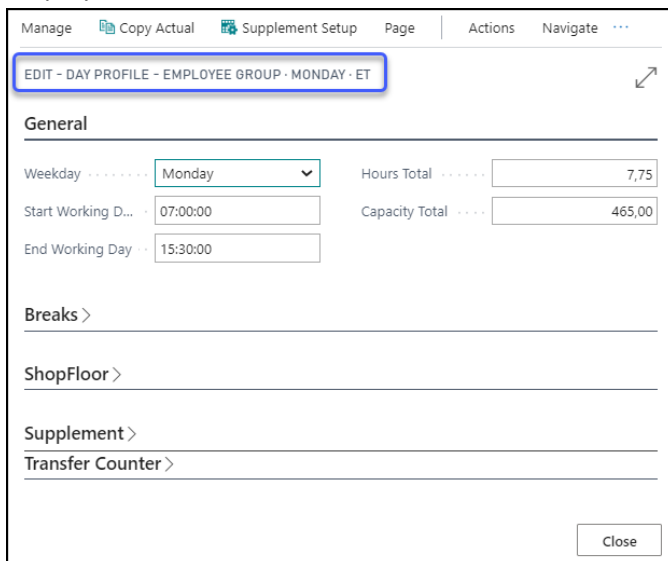
SHOW TIME TRANSACTION

This will show the data of the actual Time Transaction

DAY PROFILE

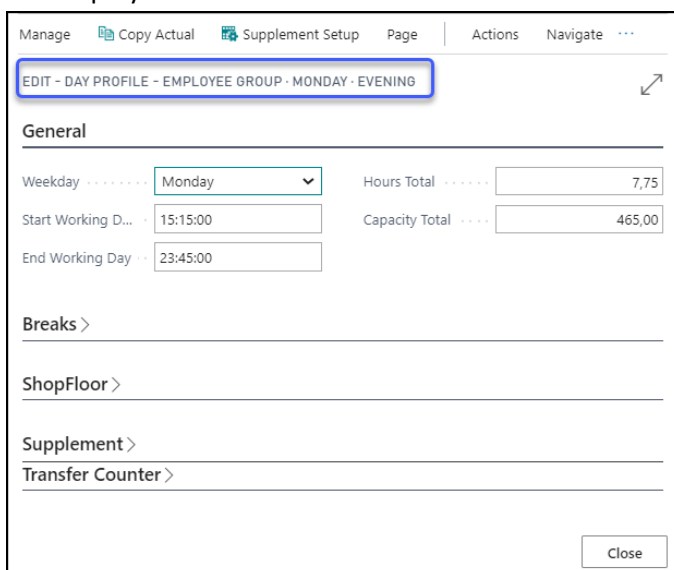
This will show the appropriate **Day Profile** for this Transaction based on the **Employee Group, Weekday** and **Employee**.

You will see the *Weekday* and *Employee* in the top of the page if there is a specific Day Profile for the Employee.



The DAY PROFILE form shows the following details for the selected profile: **EDIT - DAY PROFILE - EMPLOYEE GROUP - MONDAY - ET**. The **General** section includes: Weekday (Monday), Hours Total (7,75), Start Working Day (07:00:00), Capacity Total (465,00), and End Working Day (15:30:00). Below the General section are expandable sections for Breaks, ShopFloor, Supplement, and Transfer Counter. A Close button is located at the bottom right.

You will see the *Weekday* and *Employee Group* in the top of the page if there is not a specific Day Profile for the Employee.



The DAY PROFILE form shows the following details for the selected profile: **EDIT - DAY PROFILE - EMPLOYEE GROUP - MONDAY - EVENING**. The **General** section includes: Weekday (Monday), Hours Total (7,75), Start Working Day (15:15:00), Capacity Total (465,00), and End Working Day (23:45:00). Below the General section are expandable sections for Breaks, ShopFloor, Supplement, and Transfer Counter. A Close button is located at the bottom right.

REPORT

Search	Edit List	Delete	Approve Empl./Date	Skip until later	Set Where-Used = No	Retype Transaction	Recalculate Date	Time Specification...	Open in Excel	Actions	Navigate	Report
Time Specification...												

TIME SPECIFICATIONS

This will give you the opportunity to print the data of the buffer that is built for the **FM Check Differences**:

TIME SPECIFICATION

Print Settings >

Filter: Shop Floor Employee

X No. ET

X Foreman No.

+ Filter...

Filter: Time Transaction

X Work Date 07-07-20..13-07-20

X Where-Used Calculation ...

X Statistics

X FM Check

+ Filter...

Filter: Integer >

Send to...

Print

Preview

Cancel

The report could look like:

Time Specification

CRONUS Shop Floor

31-7-2020 00:00:00

Page 2

CORNATORIKBI

Where-Used	Number:	ET	Name:	Elisabeth Taylor						Employee
Calculation	Work Date	Employee Group	Corr. Date	Time	Transaction Type	Transaction Text		Report	Statistics	Transaction
True	09-07-20	EVENING	09-07-20	15:30:00	Left	Forgot to punch out, Correct Date/Time		True	False	True
True	10-07-20	DAY	10-07-20	07:00:00	Absent	Sickness		True	False	True
Basis Time	:	2,17111	Counter 1	:	0	Counter 6	:	0		
Flexitime	:	0	Counter 2	:	0	Counter 7	:	0		
Holiday Time	:	0	Counter 3	:	0	Counter 8	:	0		
Overtime	:	0	Counter 4	:	0	Counter 9	:	0		
Time off in lieu	:	0	Counter 5	:	0	Counter 10	:	0		
Absent	:	6								
True	09-07-20	EVENING	09-07-20	15:30:00	Left	Forgot to punch out, Correct Date/Time		True	False	True
True	10-07-20	DAY	10-07-20	07:00:00	Absent	Sickness		True	False	True
Basis Time	:	2,17111	Counter 1	:	0	Counter 6	:	0		
Flexitime	:	0	Counter 2	:	0	Counter 7	:	0		
Holiday Time	:	0	Counter 3	:	0	Counter 8	:	0		
Overtime	:	0	Counter 4	:	0	Counter 9	:	0		
Time off in lieu	:	0	Counter 5	:	0	Counter 10	:	0		
Absent	:	6								
TOTALS			The Period:		08-07-20..12-07-20					
Basis Time	:	4,34222	Counter 1	:	0	Counter 6	:	0		
Flexitime	:	0	Counter 2	:	0	Counter 7	:	0		
Holiday Time	:	0	Counter 3	:	0	Counter 8	:	0		
Overtime	:	0	Counter 4	:	0	Counter 9	:	0		
Time off in lieu	:	0	Counter 5	:	0	Counter 10	:	0		
Absent	:	12								

FM SHOW/CORRECT BALANCE

In this page (via **Tell me FM Show/Correct Balance**), the Foreman can see and correct the balance of the Employee regarding three Time Transaction Types.

You need to enter the **Employee No.** for which you want to see the Balance.

EDIT - SELECT EMPLOYEE NO.

Enter an Employee No.
ET

OK Cancel

You will see the balance for the selected Employee for the Time Types:

Time off in Lieu, Flextime and Holiday Time

EDIT - TOTALS FOR EMPLOYEE ET

If Totals are incorrect, enter Correct Totals.

Enter an Employee No. ET
Flextime 0,00 ...

Name Elisabeth Taylor
Holiday Time 0,00 ...

Time Off in Lieu 0,00 ...

OK Cancel

It is also in this page, in which you need to increase the **Holiday Time** available every year.

I.e. on 01-01-20 an Employee gets 25 days (= 200 hours) of Holiday Time.

In that case you need to increase the Holiday Time with 200.

In the Time Transactions of the Employee you can see this change as well with a special **Transaction Type Balance Adjustment** and a special **Transaction Text Balance Adjustment**.

TIME TRANSACTIONS WORK DATE: 6-9-2020													
Manage Maintenance Card Actions Navigate Report Fewer options													
Employee No. #	Correction Date	Correction Time	Work Date	Weekday	Transaction Type	Transaction Text	Employee Group	Freeze Empl. Group	Employee Transaction	When... Used Calcul...	Reason Type	Reason No.	FM Check
ET	9-7-2020	15:30:00	9-7-2020	Thursday	Left	Forgot to punch out, Correct Date/...	EVENING				Left Late	90	
ET	10-7-2020	07:00:00	10-7-2020	Friday	Absent	Sickness	DAY				Absent	20	
ET	13-7-2020	07:00:00	13-7-2020	Monday	Absent	Sickness	DAY				Absent	20	
ET	14-7-2020	07:00:00	14-7-2020	Tuesday	Absent	Sickness	DAY				Absent	20	
ET	6-9-2020	09:45:43	6-9-2020		Balance Adjustment	Balance Adjustment	DAY					0	
JS	8-7-2020	12:00:00	7-7-2020	Tuesday	Arrived Late	Time off	EVENING				Arrived Late	50	
JS	9-7-2020	14:03:11	8-7-2020	Wednesday	Left Late	Forgot to punch out, Correct Date/...	EVENING				Left Late	10	
JS	10-7-2020	07:00:00	10-7-2020	Friday	Absent	Holiday	DAY				Absent	80	
JS	10-7-2020	13:26:37	9-7-2020	Thursday	Arrived Late	Time off	EVENING				Arrived Late	50	
JS	10-7-2020	15:00:00	9-7-2020	Thursday	Left Late	Unpaid Leave	EVENING				Left Late	10	

TIME TRANSACTIONS

In this page (**Tell me Time Transactions**) you can see all the Time Transactions that are not related directly to a Task.

It can also be opened via the **Shop Floor Employees List/Card (Process, Time Transactions)**.

←

TIME TRANSACTIONS | WORK DATE: 6-9-2020

✓ SAVED

Manage

Maintenance

Card

Actions

Navigate

Report

Fewer options

→

ET

:

9-7-2020

15:30:00

9-7-2020

Thursday

Left

Forgot to punch out. Correct D...

EVENING

☐

☒

☒

Left Late

90

☒

ET

10-7-2020

07:00:00

10-7-2020

Friday

Absent

Sickness

DAY

☐

☒

☒

Absent

20

☒

ET

13-7-2020

07:00:00

13-7-2020

Monday

Absent

Sickness

DAY

☐

☒

☒

Absent

20

☒

ET

14-7-2020

07:00:00

14-7-2020

Tuesday

Absent

Sickness

DAY

☐

☒

☒

Absent

20

☒

ET

6-9-2020

09:45:43

6-9-2020

Balance Adjustment

Balance Adjustment

DAY

☐

☐

☒

0

☐

JS

8-7-2020

12:00:00

7-7-2020

Tuesday

Arrived Late

Time off

EVENING

☐

☒

☒

Arrived Late

50

☒

JS

9-7-2020

14:03:11

8-7-2020

Wednesday

Left Late

Forgot to punch out. Correct D...

EVENING

☐

☒

☒

Left Late

10

☒

JS

10-7-2020

07:00:00

10-7-2020

Friday

Absent

Holiday

DAY

☒

☒

☒

Absent

80

☒

JS

10-7-2020

13:26:37

9-7-2020

Thursday

Arrived Late

Time off

EVENING

☐

☒

☒

Arrived Late

50

☒

JS

10-7-2020

15:00:00

9-7-2020

Thursday

Left Late

Unpaid Leave

EVENING

☐

☒

☒

Left Late

10

☒

JS

13-7-2020

07:00:00

13-7-2020

Monday

Absent

Holiday

DAY

☒

☒

☒

Absent

80

☒

JS

14-7-2020

07:00:00

14-7-2020

Tuesday

Absent

Sickness

DAY

☒

☒

☒

Absent

20

☒

JS

15-7-2020

14:25:38

15-7-2020

Wednesday

Arrived Late

Childs Sickness

EVENING

☐

☒

☒

Arrived Late

30

☒

JS

15-7-2020

18:00:00

15-7-2020

Wednesday

Left Late

Forgot to punch out. Correct D...

EVENING

☐

☒

☒

Left Late

60

☒

RC

15-7-2020

10:50:30

15-7-2020

Wednesday

Arrived Late

Time off

EVENING

☒

☒

☒

Arrived Late

50

☒

Day Statistics

Employee No.

ET

Work Date

9-7-2020

Transactions

1

Adjustment

No

TIME SPECIFICATION

Basis Time

2,17111

Overtime

0

Flextime

0

Time off in lieu

0

ABSENCE TIME

Absence Time

0

Holiday Time

0

COUNTERS

For more details; see [Manual Time Registration](#) in which the fields and actions in the page are described in detail.

DATA JOURNAL LINES

Only if the parameter **Journal for Task Registration** in the **Shop Floor Setup** is set to *Data Journal*, the Time Registration regarding Tasks will get into the Shop Floor Journal Lines which can be shown via **Tell me Data Journal Lines**.

← DATA JOURNAL LINES | WORK DATE: 6-9-2020
 ✓ SAVED
📄
🔍

Journal Batch Name TRIMIT

Manage 🔍

Employee No.	Working Date	Employee Group	Weekday	Task No.	Start Date	Start Time	End Time	Finished Operation Qty.	Scrapped Operation Qty.	Scrap Reason Code	Pre-Calc. Time/Units	Pre-Calc. Time/Qty.	Production Time	Net %
→	:			0				0	0		0	0	0.00	0.00

The only reason to use the **Data Journal Lines** instead of the **Production Journal Lines** is because you don't want the production orders to be updated with the registered time as consumed time on operations. I.e. if you only want to use TRIMIT Shop Floor to be able to integrate with an external Wage/Salary system; which would be customization.

PRODUCTION JOURNAL

Only if the parameter **Journal for Task Registration** in the **Shop Floor Setup** is set to *Production Journal*, the Time Registration regarding Tasks will get into the Date Journal Lines which can be shown via **Tell me Production Journal**.

PRODUCTION JOURNAL | WORK DATE: 6-9-2020

2020-07-15

Post Actions Fewer options

General

Journal Batch Name: 2020-07-15

Clear by Posting: ☐

Type: Time Registration

Release: No

Time Registration: Yes

Material Consumption: No

Finishing: No

Production Journal Lines of Time Manage Line Distribute Time Fewer options

Posting Date	Task No.	Production Order No.	Employee No.	Employee Name	Employee Group	Operation Quantity	Start Date	Start Time	End Time	Operation Time (Hours)	Finishing Status	Scrapped Quantity
→ 15-7-2020	3	PIB000003	RC	Rick Carpenter	DAY	6	15-7-2020	14:48:06	15:25:31	0.09171	Partly Finished	1
15-7-2020	4	PIB000004	RC	Rick Carpenter	DAY	27	15-7-2020	15:25:04	15:25:31	0.00598	Finished	0
15-7-2020	8	PI000001	RC	Rick Carpenter	DAY	10	15-7-2020	15:25:13	15:25:31	0.00029	Finished	0

Time registered on a specific Task will be written in special **Journal Batch Name** of the *Working Day* of the registration.

Based on the **Start Task** and **End Task** registration via the Terminal Menu, the system will calculate the **Start Time**, **End Time** and **Operation Time (Hours)**.

Based on the **Operation Quantity** and the quantity that needs to be produced, the system will decide if **Finishing Status** should be *Partly Finished* or *Finished*.

This Procedure is described in detail in [End Task \[4\]](#)

REPORTS

TIME SPECIFICATION

Via **Tell me** *Time Specification* you can print a report regarding the registered time based on the following filters:

TIME SPECIFICATION



Print Settings >

Filter: Shop Floor Employee

× No. ET

× Foreman No.

+ Filter...

Filter: Time Transaction

× Work Date 07-07-20..13-07-20

× Where-Used Calculation ..

× Statistics

× FM Check

+ Filter...

Send to...

Print

Preview

Cancel

Time Specification

CRONUS Shop Floor

31-7-2020 00:00:00

Page 2

CORNATORIKBI

Where-Used	Number:	ET	Name:	Elisabeth Taylor						Employee
Calculation	Work Date	Employee Group	Corr. Date	Time	Transaction Type	Transaction Text		Report	Statistics	Transaction
True	09-07-20	EVENING	09-07-20	15:30:00	Left	Forgot to punch out, Correct Date/Time		True	False	True
True	10-07-20	DAY	10-07-20	07:00:00	Absent	Sickness		True	False	True
Basis Time	:	2,17111	Counter 1	:	0	Counter 6	:		0	
Flexitime	:	0	Counter 2	:	0	Counter 7	:		0	
Holiday Time	:	0	Counter 3	:	0	Counter 8	:		0	
Overtime	:	0	Counter 4	:	0	Counter 9	:		0	
Time off in lieu	:	0	Counter 5	:	0	Counter 10	:		0	
Absent	:	6								
True	09-07-20	EVENING	09-07-20	15:30:00	Left	Forgot to punch out, Correct Date/Time		True	False	True
True	10-07-20	DAY	10-07-20	07:00:00	Absent	Sickness		True	False	True
Basis Time	:	2,17111	Counter 1	:	0	Counter 6	:		0	
Flexitime	:	0	Counter 2	:	0	Counter 7	:		0	
Holiday Time	:	0	Counter 3	:	0	Counter 8	:		0	
Overtime	:	0	Counter 4	:	0	Counter 9	:		0	
Time off in lieu	:	0	Counter 5	:	0	Counter 10	:		0	
Absent	:	6								
TOTALS			The Period:		08-07-20..12-07-20					
Basis Time	:	4,34222	Counter 1	:	0	Counter 6	:		0	
Flexitime	:	0	Counter 2	:	0	Counter 7	:		0	
Holiday Time	:	0	Counter 3	:	0	Counter 8	:		0	
Overtime	:	0	Counter 4	:	0	Counter 9	:		0	
Time off in lieu	:	0	Counter 5	:	0	Counter 10	:		0	
Absent	:	12								

AUTHORITY ISSUE

Via **Tell me Authority Issue** you can create specific **Authority Codes** that an Employee can use if a Time Registrations needs an **Authority** and the Employee does not have that **Authority**.

AUTHORITY ISSUE

Print Settings >

Options

Date for Use 16-7-2020

Filter: Authority

× Code 1

+ Filter...

Filter: Datacapture Employee

× No. ET

+ Filter...

Send to...

Print

Preview

Cancel

Authority for Time Registration		Valid	Thursday	16-7-2020 00:00:00
Employee	ET			
Manager	(Authority 1)			
Authority Code:	65932	Issued of:	CORNATOR\KBI	

AUTHORITY LIST

Via **Tell me Authority List** you can get a report of all the specific Authorities you have created

AUTHORITY LIST



Print Settings >

Filter: Shop Floor Groups

× Code

+ Filter...

Send to...

Print

Preview

Cancel

Authority List CRONUS Shop Floor		26. August 2020 Page 1 CORNATOR\KBI
Code	Description	
1	Manager (Authority 1)	
2	Employee (Authority 2)	

PERIODIC ACTIVITIES

INSERT ABSENCE

Via **Tell me Insert Absence** you can batch create Time Registration for absences, i.e. for a National Holidays or Company Closures.

EXAMPLE

01-01-20 is New Year, on which all Employees will be absent with **Reason 89 National Holiday**.

In theory every Employee can enter it themselves.

But you can use the **Insert Absence** to do it for all of them at once:

INSERT ABSENCE

From Date 1-1-2020

To Date 1-1-2020

Reason for Absence 89 ...

Filter: Shop Floor Employee

× No. ET|JS|RC

☒ Brand Code

× Season Code

+ Filter...

Schedule...

OK

Cancel

If you look now in the **Time Transactions** and filter on the **Work Date 01-01-20** you will see the Transactions, you created:

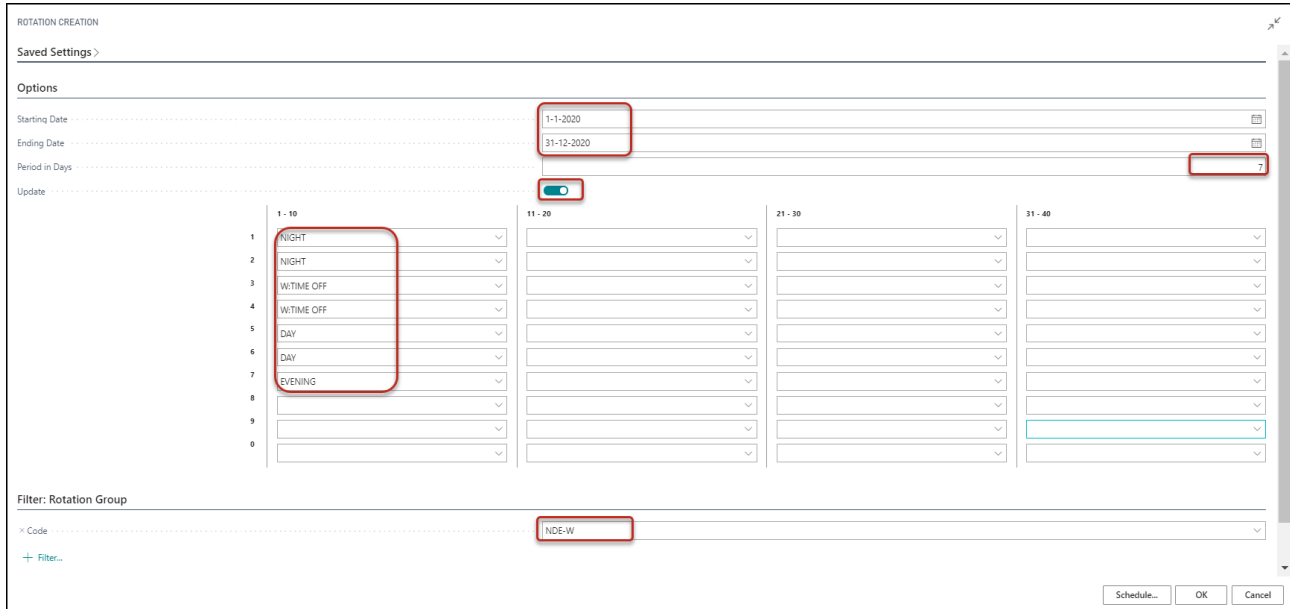
TIME TRANSACTIONS WORK DATE: 6-9-2020												
Manage Maintenance Card Actions Navigate Report Fewer options												
Employee No.	Correction Date	Correction Time	Work Date ↑	Weekday	Transaction Type	Transaction Text	Em... Tran...	Wh... Used Calc...	Reason Type	Reason No.	FM Che...	Comm
ET	1-1-2020	07:00:00	1-1-2020	Wednesday	Absent	National Holiday		☒	Absent	89	☐	
JS	1-1-2020	07:00:00	1-1-2020	Wednesday	Absent	National Holiday		☒	Absent	89	☐	
RC	1-1-2020	15:15:00	1-1-2020	Wednesday	Absent	National Holiday		☒	Absent	89	☐	

ROTATION CREATION

Via **Tell me Rotation Creation** you can create the Lines for the **Rotation Groups**.

See [Rotation](#) as well for manually creating the Rotation Groups.

Example below could be applicable if the parameter **Rotation Method** in the **Shop Floor Setup** is set to **Date**.

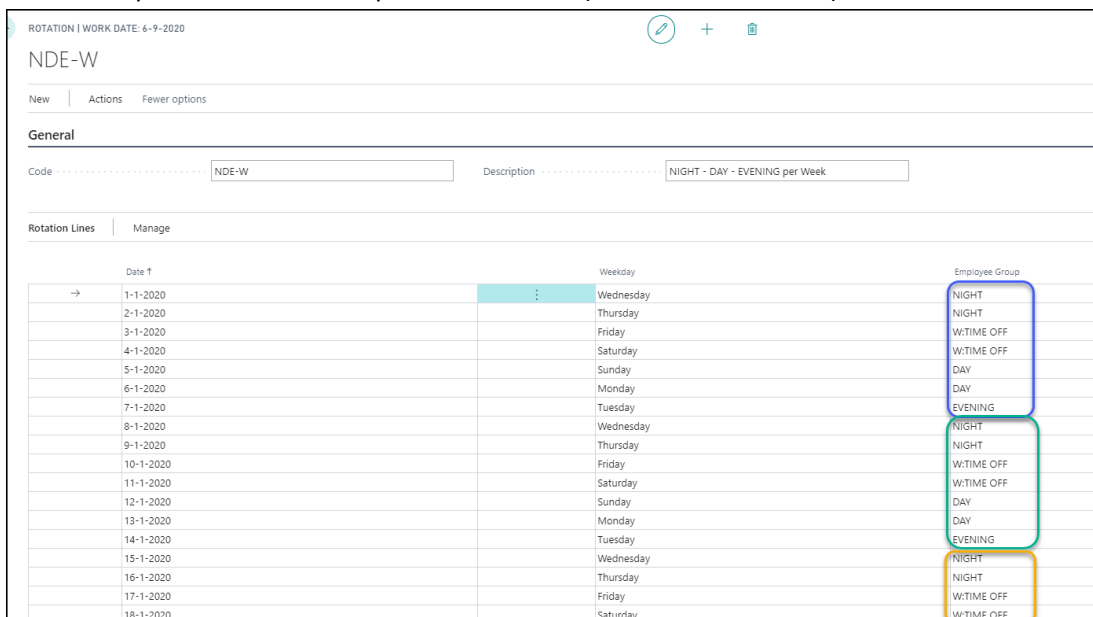


For the entered period between the **Starting Date** and **Ending Date** you can determine how many days the Rotation will take before it starts again with the first Shift (Employee Group).

Therefore, if **Period in Days** is 7, you need to enter the Shifts for 1 – 7 in the fields below.

On the FastTab **Rotation Group** you need to select the **Code** of the Rotation Group for which you want to create the Lines.

The consequences of the example above will be (via **Tell me Rotation**):



Date ↑	Weekday	Employee Group
1-1-2020	Wednesday	NIGHT
2-1-2020	Thursday	NIGHT
3-1-2020	Friday	W:TIME OFF
4-1-2020	Saturday	W:TIME OFF
5-1-2020	Sunday	DAY
6-1-2020	Monday	DAY
7-1-2020	Tuesday	EVENING
8-1-2020	Wednesday	NIGHT
9-1-2020	Thursday	NIGHT
10-1-2020	Friday	W:TIME OFF
11-1-2020	Saturday	W:TIME OFF
12-1-2020	Sunday	DAY
13-1-2020	Monday	DAY
14-1-2020	Tuesday	EVENING
15-1-2020	Wednesday	NIGHT
16-1-2020	Thursday	NIGHT
17-1-2020	Friday	W:TIME OFF
18-1-2020	Saturday	W:TIME OFF

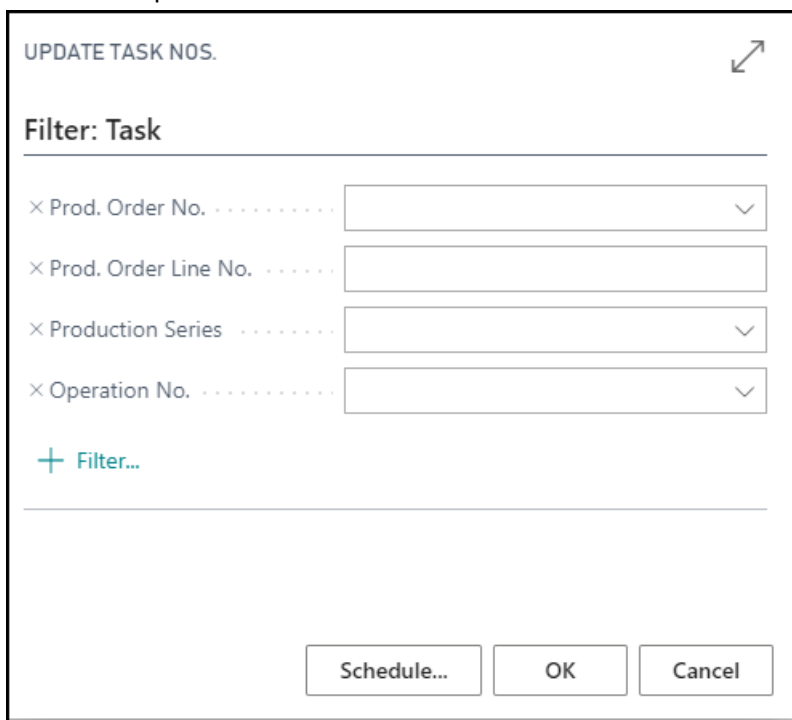
AUTHORITY ISSUE

Via **Tell me Authority Issue** you can print the codes that Employees need to enter for specific Time Transactions

See [Authority Issue](#)

UPDATE TASK NOS.

Via **Tell me Update Task Nos.** you can update the data of the Task Nos. based on the related Production Order and Operation.



This might be necessary if you have created Tasks based on a Production Order, and afterwards have changed the Quantity that needs to be produced, or the Consumption of the Operation.