

DWDS

**Time
Tracking**





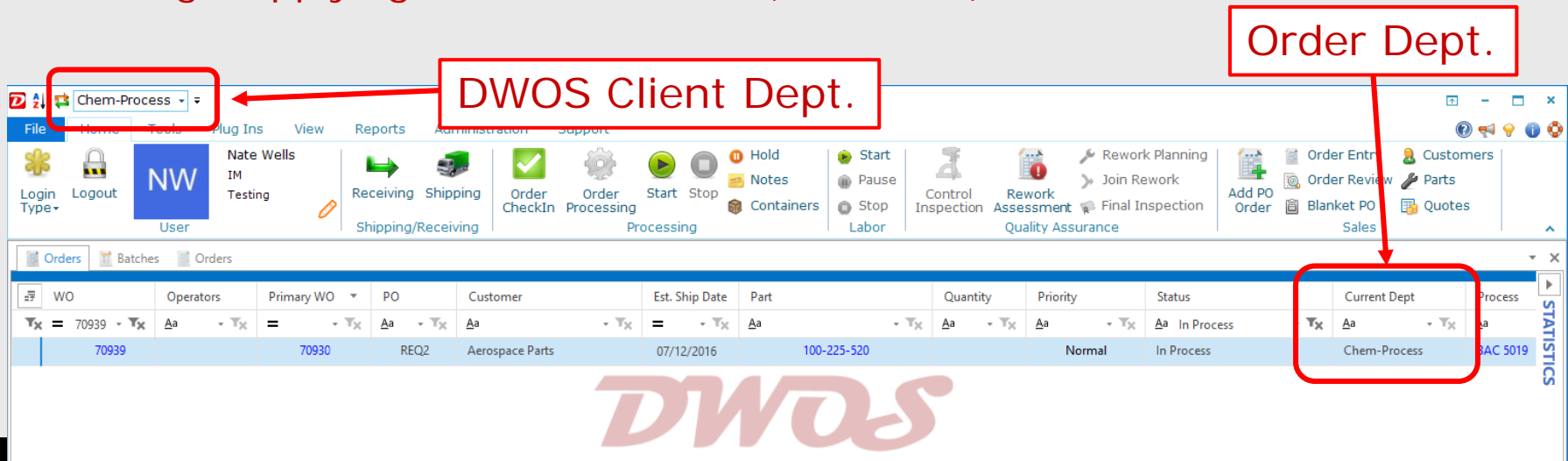
Time Tracking Features

- The DWOS Time Tracking Feature allows Users to apply, edit, and review Processing and Labor time applied to In-Process Work Orders
- Enable Time Tracking from Administration > Settings > Workflow > *Use time tracking for Processes (checkbox)*
- View individual time by selecting Work Orders in Order Entry, or sort and filter Time tracking data by date range and Customer in the DWOS Time Tracking Report

DWOS

Time Tracking Features

- Order status must be *In Process* or *Pending Inspection* to start timers
- Timers will automatically stop when
 - * Order work status changes
 - * All Process questions have been answered
 - * Inspections for a Process have been completed
 - * Order is put into Rework Assessment
- DWOS Client Department setting and Order department must be the same to begin applying time to an Order (see below)



The screenshot shows the DWOS software interface. A red box highlights the 'Chem-Process' dropdown menu in the top left corner, with an arrow pointing to it from a label 'DWOS Client Dept.'. Another red box highlights the 'Current Dept' field in the order table, with an arrow pointing to it from a label 'Order Dept.'. The order table shows a row for 'Aerospace Parts' with a status of 'In Process' and a department of 'Chem-Process'.

WO	Operators	Primary WO	PO	Customer	Est. Ship Date	Part	Quantity	Priority	Status	Current Dept
70939	Aa	70930	REQ2	Aerospace Parts	07/12/2016	100-225-520		Normal	In Process	Chem-Process



Manage Processing and Labor hours for all DWOS Orders

- Operators can Start, Pause, and Stop Time Tracking (for the highlighted order) from the DWOS WIP Screen

The screenshot shows the DWOS 16.1.2.2 interface. The top navigation bar includes File, Home, Tools, Plug Ins, View, Reports, Administration, and Support. The main toolbar contains various icons for system functions like Login, Logout, and Order Processing. Two specific buttons are highlighted with red boxes: 'Start Stop Processing' and 'Start Pause Stop Labor'. Below the toolbar is a table of orders with columns for WO, Operators, PO, Customer, Est. Ship Date, Part, Quantity, Priority, Status, Current Dept, Process, Process By, and Next Depart. The row for WO 70926 is highlighted in blue. At the bottom, a status bar shows 'Count = 493' and 'Sum = 12422560'.

WO	Operators	PO	Customer	Est. Ship Date	Part	Quantity	Priority	Status	Current Dept	Process	Process By	Next Depart
70930	AK, NW, RP	REQ2	Aerospace Parts	07/12/2016	100-225-520	225	Normal	In Process	Chem-Process	BAC 5019		NDT
70929	AK	REQ2	Aerospace Parts	07/08/2016	115-76053	4	Normal	In Process	Chem-Process	ETCH AL 1		NDT
70928		123456	March Coatings	07/08/2016	GM-123	25	Normal	Shipping	Shipping	Shipping		None
70927		123456	March Coatings	07/08/2016	GM-123		Normal	In Process	Chem-Process	March Coatings Process		None
70926	AK	123456	March Coatings	07/08/2016	GM-123	4975	Normal	In Process	Chem-Process	March Coatings Process		None
70924		REQ2	Aerospace Parts	06/27/2016	124248541-88	10000	Normal	Changing Departments	Sales	AMS 2700 (Rev C) Passivation Process	06/23/2016	Chem-Pro
70922		REQ2	Aerospace Parts	06/23/2016	TEST PART AAA	1	Normal	In Process	Masking2	WI 400-3 (4) Masking	06/21/2016	None
70921		REQ2	Aerospace Parts	06/24/2016	TEST PART AAA	6	Normal	Hold	Grinding	On Hold	06/22/2016	None
70920			Aerospace Parts	06/24/2016	_SURFIN PART 212	150	Normal	In Process	Assembly	AAAA	06/22/2016	None
70917		228822-84	March Coatings	06/22/2016	8212152-25	10	Normal	Changing Departments	Sales	Loading Station	06/16/2016	Load/Unlo
70912		REQ2	Aerospace Parts	06/17/2016	100-225-520	1500	Normal	Shipping	Shipping	Shipping		None
70911		REQ2	Aerospace Parts	06/17/2016	100-225-520	1500	Normal	Shipping	Shipping	Shipping		None



The Operators column in the WIP Screen displays all users currently applying Labor hours to each order. Add this column on the WIP Screen by selecting *Operators* in the field chooser.

Field Chooser

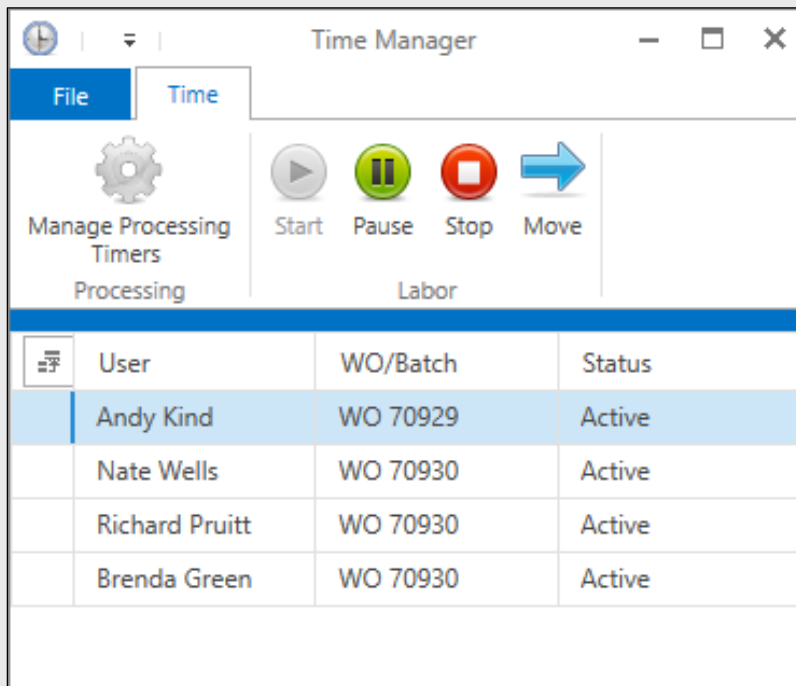
	WO	Operators	PO	Customer
	70930	AK, NW, RP	REQ2	Aerospace Parts
	70929	AK	REQ2	Aerospace Parts
	70928		123456	March Coatings
	70927		123456	March Coatings
	70926	AK	123456	March Coatings



Time Manager

The Time Manager allows management to stop and start timers for all logged in Users

(this feature requires the *TimeTrackingManager* security permission in DWOS)



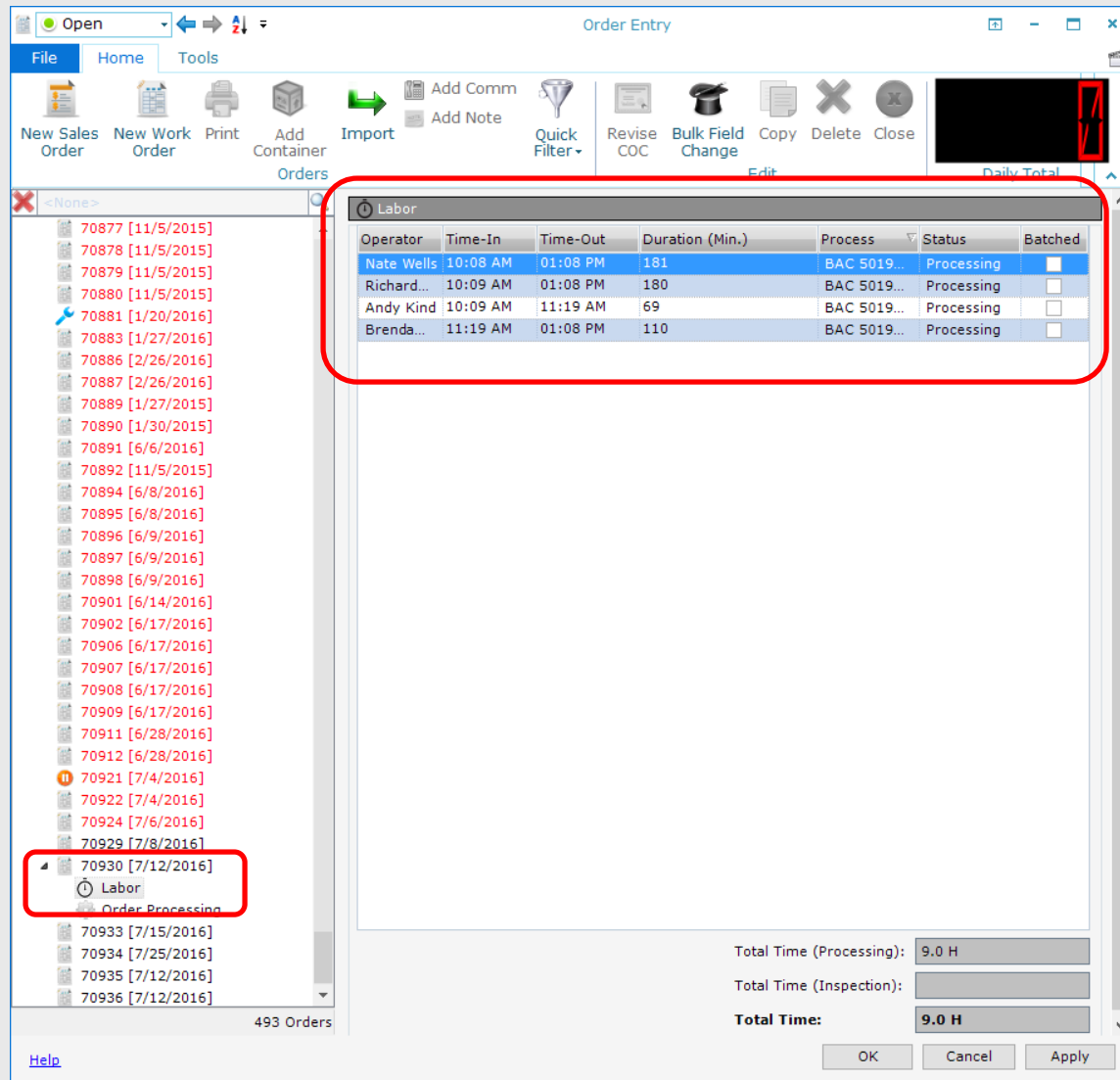
- Starts Labor timer for selected order
- Pauses Labor timer for selected order
- Stops Labor timer for selected order
- Transfer Labor time to another DWOS User
- Manage Processing times

Order Entry

Time Tracking data may also be viewed from Order Entry. Under each Order is a *Labor* icon. Selecting this icon displays all labor and processing time (including inspection time) for each order. Each time transaction will be displayed as a line item showing Operator, Time-In, Time-Out, Duration, Process, Status, and Batch status.

****Notice****

Time-In and Time-Out fields can be edited to correct Operator errors in Time Tracking.



The screenshot shows the 'Order Entry' application window. The left pane displays a list of orders, with order 70930 [7/12/2016] selected and expanded to show a 'Labor' icon. The right pane displays a detailed table of labor transactions for this order, which is highlighted with a red box. The table includes columns for Operator, Time-In, Time-Out, Duration (Min.), Process, Status, and Batched. Below the table, summary statistics are shown: Total Time (Processing): 9.0 H, Total Time (Inspection): [blank], and Total Time: 9.0 H. The interface also features a menu bar (File, Home, Tools) and a toolbar with various icons for actions like 'New Sales Order', 'Print', and 'Import'.

Operator	Time-In	Time-Out	Duration (Min.)	Process	Status	Batched
Nate Wells	10:08 AM	01:08 PM	181	BAC 5019...	Processing	<input type="checkbox"/>
Richard...	10:09 AM	01:08 PM	180	BAC 5019...	Processing	<input type="checkbox"/>
Andy Kind	10:09 AM	11:19 AM	69	BAC 5019...	Processing	<input type="checkbox"/>
Brenda...	11:19 AM	01:08 PM	110	BAC 5019...	Processing	<input type="checkbox"/>



Time Tracking Reports

To view historical data, select Time Tracking under the Reports tab. First select a range of dates, or use the icons for Today, Last Month, or Year To Date. Next select a single customer or all customers to view Time Tracking data.

A screenshot of the 'Report Options' dialog box for a 'Time Tracking Report'. The dialog has a title bar with a close button. On the left is an icon of a report with a pie chart. The main area contains the following fields and options:

- From Date:** A date picker set to 06/01/2016.
- To Date:** A date picker set to 06/30/2016.
- Three blue underlined links: [Today](#), [Last Month](#), and [YTD](#).
- An unchecked checkbox labeled 'Single Customer'.
- A dropdown menu showing 'A BIG BOX MFG.'.
- A checked checkbox labeled 'All Customers'.
- At the bottom right are 'OK' and 'Cancel' buttons.



Time Tracking Reports

Time Tracking_06.29.2016.9.22.23_314 - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW QuickBooks TEAM DS2Admin

Clipboard Font Alignment Number Styles Cells Editing

C3 User: DWOS

Time Tracking								
From Date: 6/1/2016			Company: DS2					
To Date: 6/30/2016			User: DWOS					
			Date: 6/29/2016 9:22:24 AM					
WO	Customer	Completed Date	PO	Part Quantity	Revenue	Labor Time (Hrs.)	Processing Time (Hrs.)	
67837	Star Aerospace	NA	999	18	262.8	5.2	10.4	
67838	Star Aerospace	NA	156	24	240	11.7	22.4	
67839	Aerospace Parts	NA	478	4	125	10.1	20.4	
67840	Aerospace Parts	NA	123456	2	6	12.2	20.4	
67847	Aerospace Parts	NA	654	5	2175	2.0	5.4	
67850	Aerospace Parts	NA	080	4	1740	4.3	6.4	
67856	Aerospace Parts	NA	154654	2	150	6.5	7.0	
67858	Aerospace Parts	NA	11164	3	159.3	7.1	8.9	
67868	Aerospace Parts	NA	955	2	0	4.5	6.5	
67875	Aerospace Parts	NA	154	4	159.3	11.6	13.5	
67876	Aerospace Parts	NA	442	3	150	9.0	11.5	
67877	Aerospace Parts	NA	178	2	30	3.0	4.6	
67881	Metal Tech	NA	11245	3	420	4.5	4.8	
67887	AAR Precision Systems	NA	12545	24	13512	1.5	3.4	
67889	Metal Tech	NA	12615	21	945	6.5	7.5	
67890	Metal Tech	NA	23515	16	2240	4.5	5.3	
67892	Metal Tech	NA	44879	12	544.8	8.4	9.5	
67895	TIFC	8/4/2014	84787	15	1816.8	1.9	2.6	
67896	TIFC	NA	18981	4	451	8.2	11.2	
67901	Weyland Corp.	NA	48978	45	6930	3.5	4.7	
67907	AAR Precision Systems	NA	45412	21	352	4.0	5.2	

Time Tracking

EDIT 100%