TCS Shop Time Manual

Setup a Program Icon (one or more machines)

1. Right Click on desktop and select New Shortcut
2. Browse to locate Shoptime.EXE in the \WINBOAT folder on your server.
3. Give it any name you want then continue with the Supervisor settings

Supervisor Settings

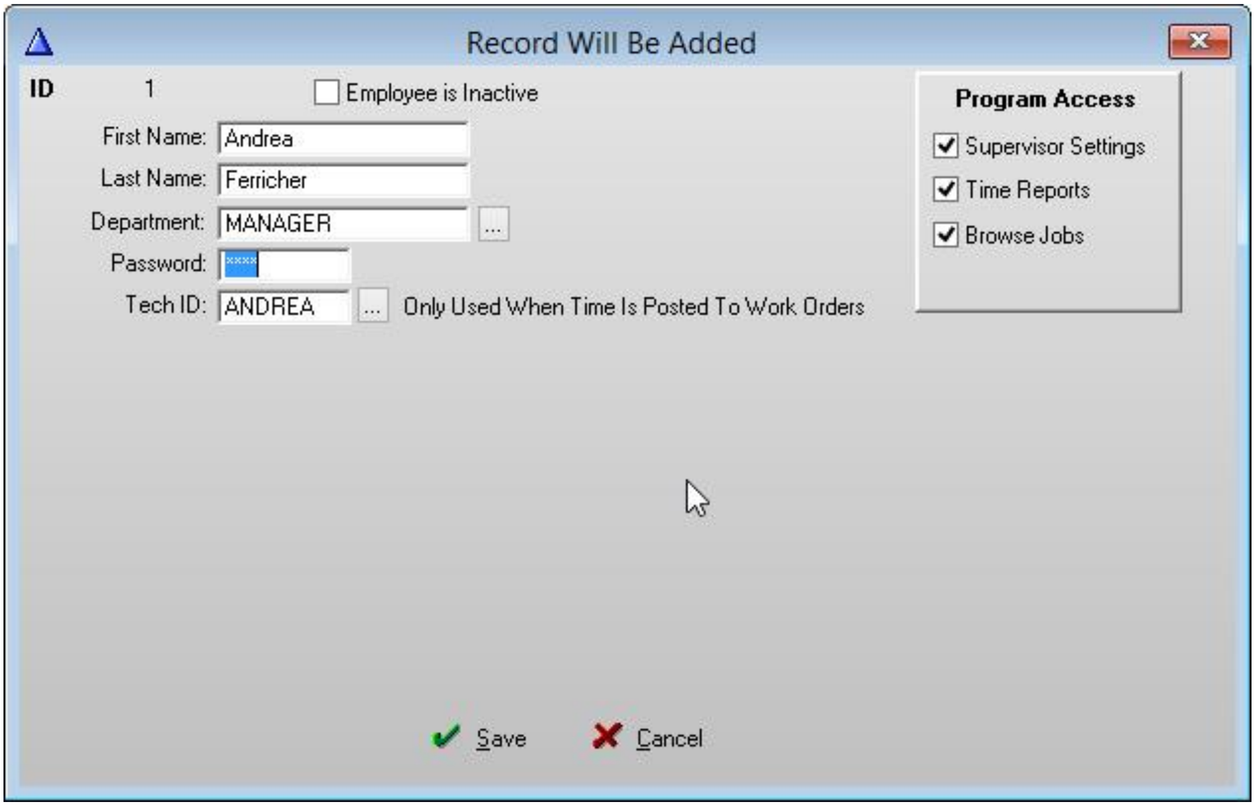
1. Click on Supervisor Settings, then click on Employees, Click Add. Setup your Supervisor first. Check the boxes Supervisor Settings, Time Reports and Browse Jobs.

    a. Enter First and Last Names. Choose a Department by clicking the … box. It will then bring up a default box with a few standard Departments filled in. If there is a department not listed that you would like to use click the Add button, enter the information, Save it then select it.

    b. Choose a password. It has to be a minimum of 4 characters long and a maximum of 6 characters long. It can be alpha or numeric.

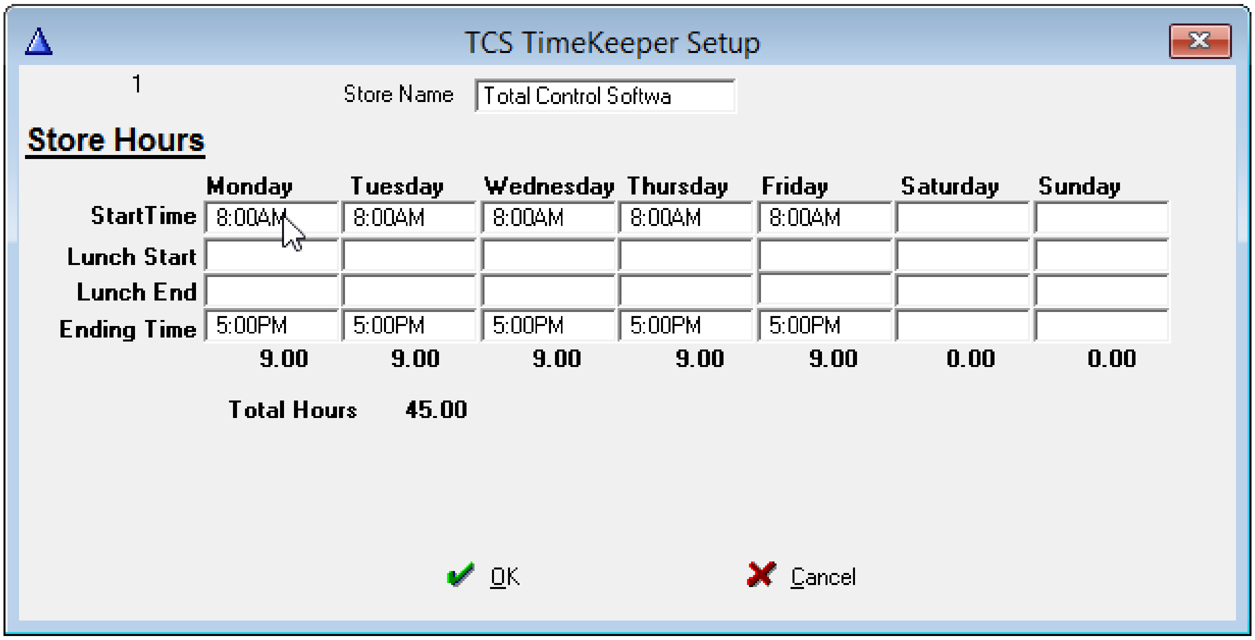
    c. Choose a Tech ID by using the … box. If the tech is not listed in the box you will need to go into the Parts Service & Inventory program, click on Service, then click on Techs and add the Tech.

    d. Now save the Employee record.



e. Continue to add Employees until they are all added. Make sure to only check the boxes for Time Reports or Browse Jobs if they apply to that employee. If you do not want them to have access to the Time Report then do not check that box. If you do not want them to have access to the Browse Jobs then do not check that box either. This will then only allow then to clock into and out of a job or Time for the day.

2. Click on Supervisor Settings, Then click on Timekeeper Settings. Select your Administrator and click login. Enter your supervisor password and click ok. Enter your dealership name and store hours. Then click save.

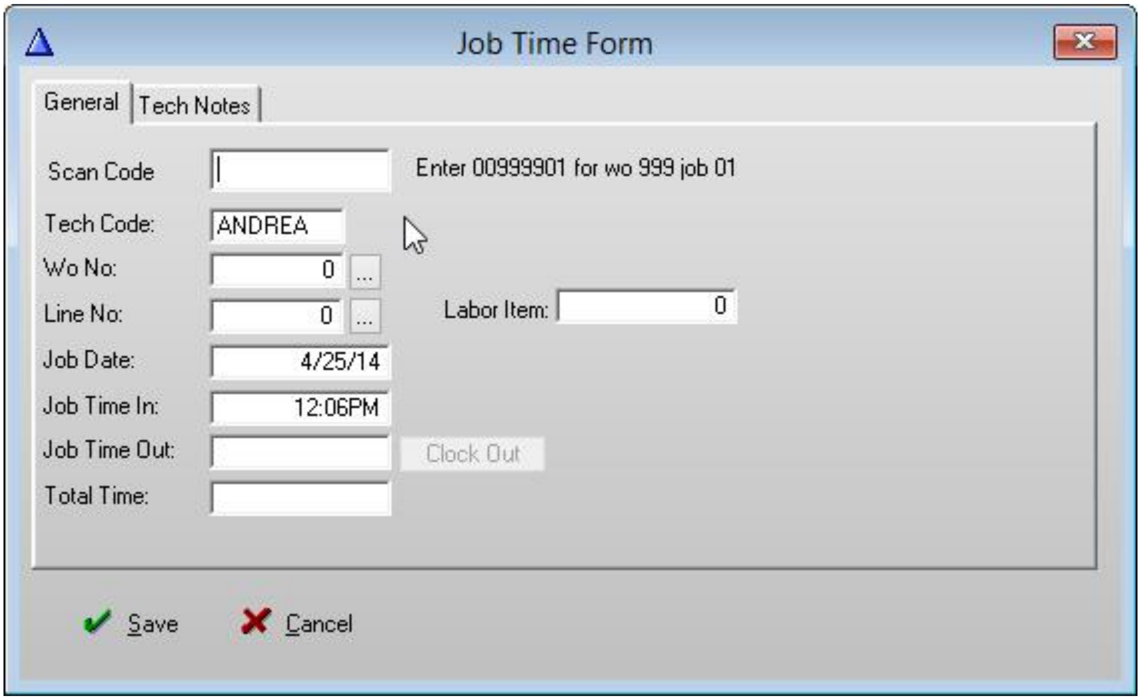


TCS Time Keeper / The Time Clock

3. Click on the Time Clock, it will then bring up the TCS TimeKeeper box where you will see all the Employees you just setup. This is where each employee is going to click on to Clock in, clock out and clock in and out of jobs to record time.

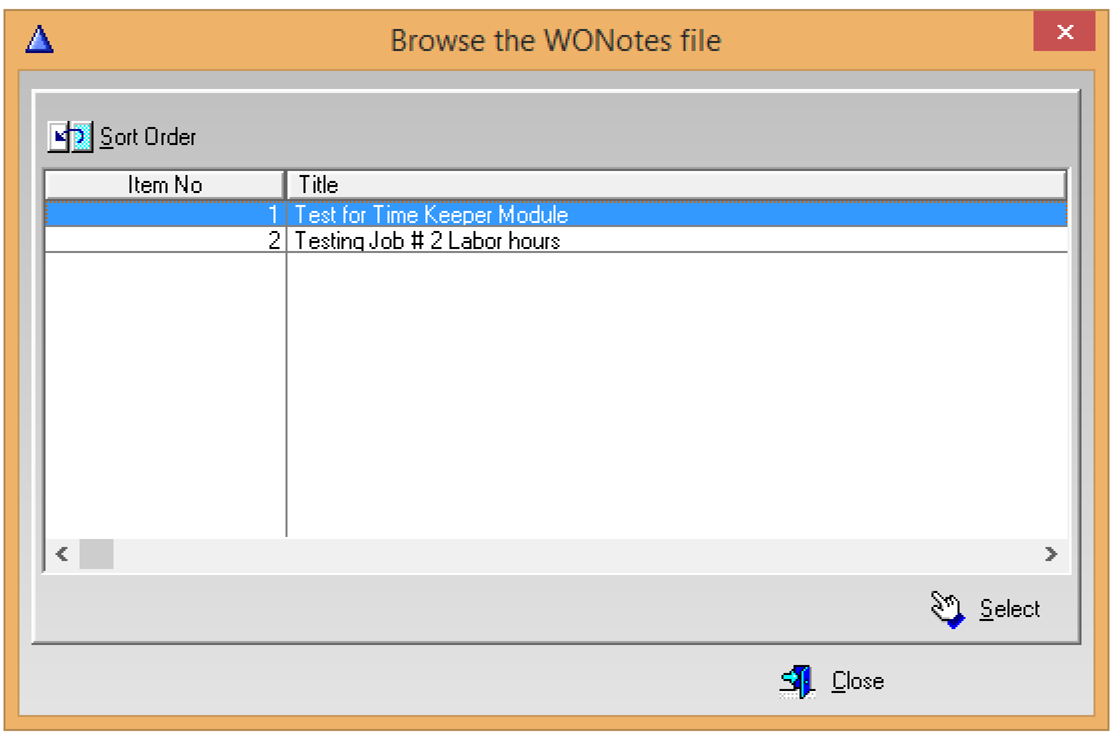
    a. Now click on your employee and then click the Clock In button. Enter that employees password. This employee is now clocked in for the day (not a job, that is next) clock in your other employees.

    b. Once everyone is clocked in for the day, you can now clock them into work orders to record time worked on a job. Highlight the Employee, now click the Jobs button. Enter their password and click ok. It will ask you, Do you want to start a job? Click yes.



c. Go to the Field called Wo No. Click the … box. This will bring up a list of all your active work orders. Find the work order you need to begin logging time for and highlight it and click the select button.

d. Now where it says Line No click the … box,



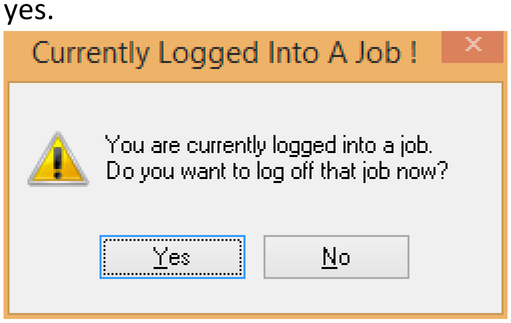
e. You can see on the example above that there are two job problems on this work order. Each Tech must already have an existing labor item created on the work order in order to start time clocked into that job.

f. Now click on the Item No you need to log in time for and click the select button. Now click the Save button. It has now clocked you into this work order and will record time clocked in to the “Actual” Hours Field of the work order itself.

g. Multiple Techs can clock into the same work order and the same job.

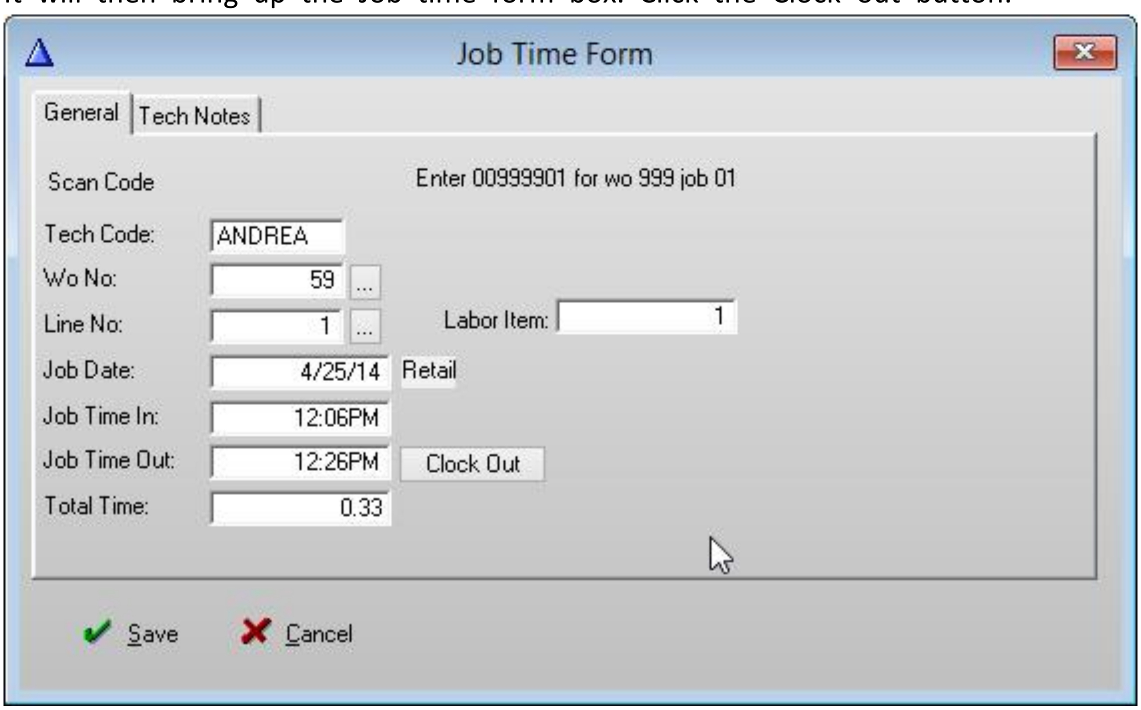
h.

i. Once you are finished with the Job you will need to clock out of that job so that you can clock in to the next job. Go back to The Time Clock, click on your Employee name, click the Jobs button. Enter your password. It will tell you that you are currently logged into a job. Do you want to log off that job now? Click yes.

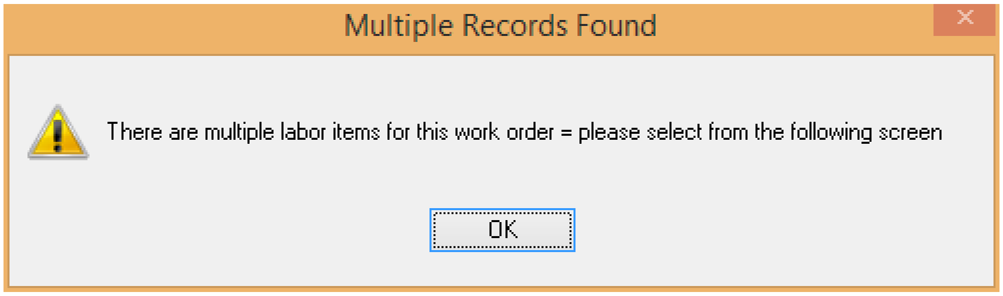


j.

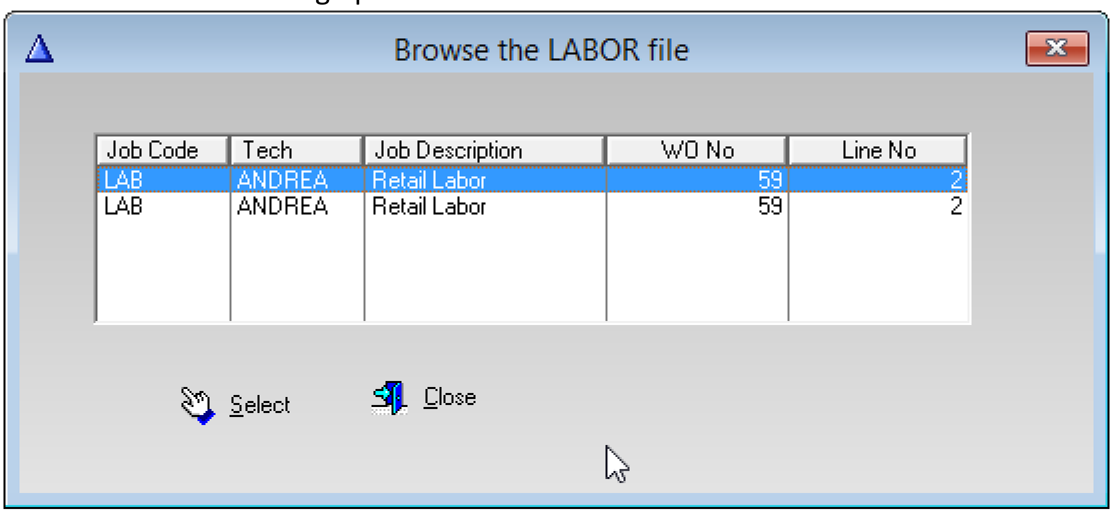
k. It will then bring up the Job time form box. Click the Clock out button.



l. You can see that it has now recorded hours worked on this job and it will reflect those hours in the work order. Click save on the Job Time Form box. It will ask you if you want to start a job. Click yes. If you have more than one labor item on a work order and you select the work order then the job with multiple labor items for 1 tech it will pop up the below box.

m. 

n. Click ok. It will then bring up the Browse Labor File.

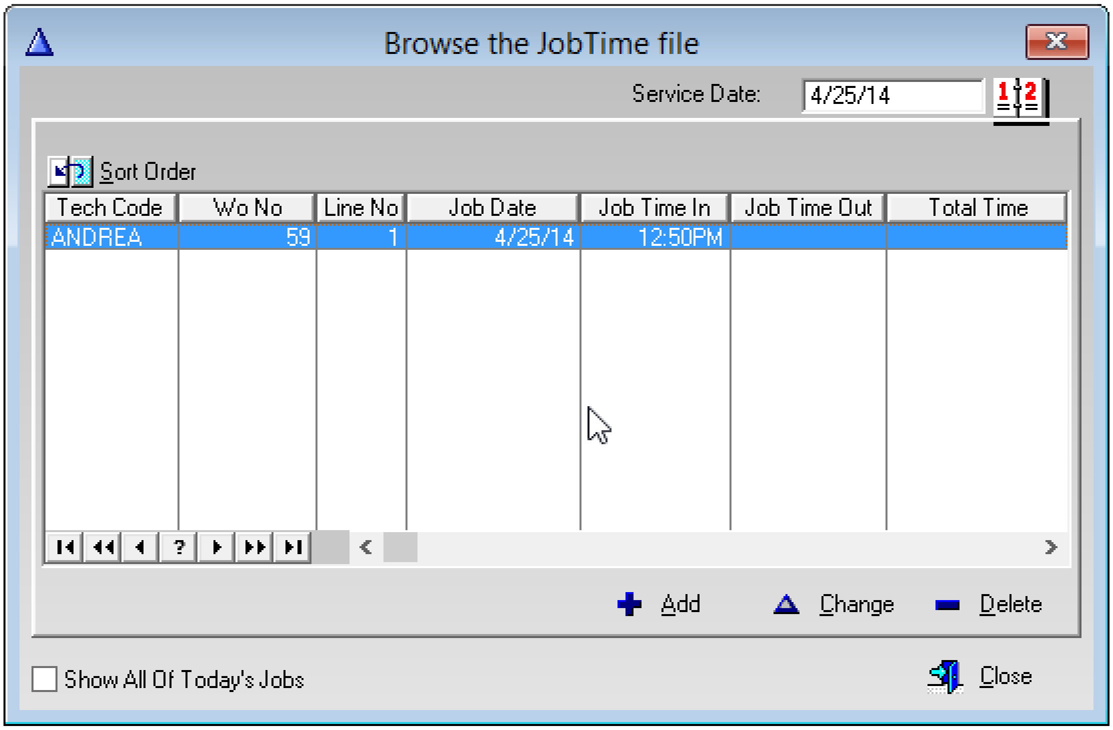
o. 

p. Listed in this box are the multiple labor items for the tech chosen. Choose which labor item you would like to record time for and click the select button.

q. To Clock out for the day Click on The Time Clock, highlight the Employee and click the Clock Out button. Enter their password then click the Clock out button. They are now clocked out for the day.

Current Jobs

4. To Browse current jobs just click on Current Jobs. It will then bring up the Login Required box. You must select an employee that has access to view the current jobs. Highlight the Employee and click the login button. Enter the password. It will then show you any jobs that are currently open for today.

a. 

b. From here you can also clock out of a job or create a job.

Time Reports

5. You must have an Employee setup with the box checked in order to View Time Reports. Click on the Time Reports button. Then click on **Total Time Report**. It will bring up the login required box, highlight the Supervisor employee and click login. Enter the password.
   - Now click the New button, give the report a name and click ok. Highlight each field on the left and then click the add button. It will add those fields to the right hand box. Use the up and down arrows to sort the fields in any order that you wish for them to appear on your report. Make sure to Highlight Total Hours on the right and then click the box Total above the Cancel button.

   a. Click the Next button. Click on Defined Your Own Custom Sort Order. Now click the Define Sort order button. Sort your report by Employee ID and then by W Date. Click the ok button. Now click the next button.

   b. Check the Box under Emp Name to display identifier in heading. Also check the box Group Totals Averages. Now click the ok button.

   c. Now click the select button. Enter your date range and click close. Now click yes you want to preview.

Run: 4/25/14
1:16PM

Time Report

Emp Name	WD ate	Department	Machine ID	Semploy ID	Is Done	Time In:	Time Out	Total Hrs
Ferricher Andrea								
Ferricher Andrea	4/25/14	MANAGER	1	1	1	12:00PM	12:42PM	0.69
Ferricher Andrea	4/25/14	MANAGER	1	1	0	12:50PM		
					1			0.69
Ferricher Matt								
Ferricher Matt	4/25/14	SALES	1	2	1	12:01PM	12:42PM	0.68
					1			0.68
					2			1.37

d. As you can see above it shows each tech, hours clocked in and totals. It will not give you a time out on this report until the Employee is clocked out for the day.

e. Now click on the Time Reports button and click on **Jobs Time Report**. Click on the Supervisor login and click log in. Enter the password.

f. Click New, give the report a name and click ok. Now highlight each field on the left and click the add button to add them to the right. Use the up and down arrows to move them around in the order in which you want them to appear on the report. Highlight Total Time and click the Total box above the cancel button.

g. Click the Next button. Click on Defined Your Own Custom Sort Order. Now click the Define Sort order button. Sort your report by Tech Code and then by Wo No then by Job Date. Click the ok button. Now click the next button.

h. Check the Box under Tech Code to display identifier in heading. Also check the box Group Totals Averages. Now click the ok button.

i. Now click the select button. Enter your date range and click close. Now click yes you want to preview.

Jobs Time Report

Date: Date/Time 4/25/14 / 13:24:00

Tech Code	Wo No	NAME	Line No	Job Date	Job Time In	Job Time Out	Total Time
ANDREA							
ANDREA	59	Andrea	1	4/25/14	12:06PM	12:26PM	0.33
ANDREA	59	Andrea	2	4/25/14	12:32PM	12:42PM	0.16
ANDREA	59	Andrea	2	4/25/14	12:32PM	12:32PM	0.01
ANDREA	59	Andrea	1	4/25/14	12:50PM		
							0.50
MATT							
MATT	59	Matthew	1	4/25/14	12:21PM	12:42PM	0.35
							0.35
							0.85

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j. As you can see it breaks down each job, hours logged and totals for each tech.

If you have any questions about the Time Keeper Module please don't hesitate to call the office.