



User Guide

Shop Floor
V21.1.0200

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EFI PrintStream | V21.1.0200 Shop Floor User Guide

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Table of Contents

Introduction	7
Overview	7
Contact Information	7
Scanners and Touch Screens	8
Overview	8
Shop Floor: Barcode Scanner	8
WASP	8
Symbol Cobra	8
Adaptus	9
Shop Floor: Touch Screens	9
MicroTouch by 3M	9
Barcode Gun vs. Wand: Pros and Cons	10
Barcode Gun	10
Wand Barcode	10
2014 PrintStream Transaction Recording	11
MR Shop Floor	11
Logon to Shop Floor	12
Additional Screen Display Options with Employee List	16
Temporarily Adding an Employee to a Workstation	17
Screen Displays	19
Shop Floor Allows the Use of Barcode Scanners	20
Selecting a Job	22
Print Activity Logon with Make Ready, Run and Wash Up Displayed	25
Print a Work Order / Ticket	32
Job/Activity Priorities	38
Lead Required Activity Option	40
Activity Questions	40
End and Set Activity Complete	42
Override Hours on Update/End Activity	44
Cancel Activity	45
Activity Collects Machine ID	47
Going on a Break	48
View or End Your Work	51

End Your Work	52
Additional Data Collection.....	53
Activity Requires Production Counts.....	53
Entering Material Use Records	54
Data Capture Option: Events	59
Turnover Feature.....	60
Note the Five Ways to Finish the Record:.....	61
Edit Employee Punches.....	62
Ending Shifts	73
Shift Report.....	73
Data Capture Option: Gang Activities	74
Enter Machine Click Counts to Calculate Production Counts	76
Multiple Machine Log On.....	79
Set Up	79
MR Shop Supervisor Machine Setup.....	79
System Results.....	80
Messages	82
Reviewing Messages.....	83
Sending Message to a User.....	84
Print a Barcode Using Print 128 Program	85
Barcode are Scanned off Work Tickets/Orders	86
Shop Floor Setup	87
Allow Multiple Logons	87
Supervisor Workstation Controls	90
Processing Tab	91
Employee Tab.....	93
Materials Tab	97
Colors Tab	99
Reporting and Display Tab.....	101
MR Shop Supervisor Set-up Time Rates & New Employees	102
Master Files – Employee.....	102

MR Shop Supervisor	103
Employee Shifts	104
Standard Shifts and Breaks	105
Specify Shift Total	105
Create Workstations	106
Link Employees to Cost Centers	107
Create Supervisors	109
List of Employees.....	110
Assign Employee Privileges	110
Setup Activity Questions.....	112
Shop Create Machines.....	114
Create Machines that Capture Clicks	115
Error Tracking Report.....	117
Setup Error Tracking Report.....	118
Employee Reports.....	119
Shift Summary and Weekly Punches	119
Edit Employee Records	124
Time Sheet Data Entry – Job Costing.....	125
Basic Entry	125
Red Job Number Field	126
Enlarging the Screen.....	127
Job Activities and All Activities Lists.....	127
Costing Transactions Tab	128
Timesheet Punches Tab	128
Negative Adjustment.....	129
Time Sheet – Setup & View Options	130
MR Timecard Entry Overview.....	132
Time Card Entry Screen.....	133
Timecard Entry.....	136
Job Is Complete and Activity is Complete	143
MR Shop Floor Enhancements New to PrintStream 2014	147
Shop Supervisor New Features	163
MR Shop Floor Reporter	172



New Workstation Icons 173

Timesheet Enhancements in PrintStream 2014..... 174

 Work Date Default to Today's Date..... 174

 Edit All Transactions in One Area..... 175

Introduction

Overview

This guide aids users in gaining a better understanding of the Shop Floor. It provides information about scanner and touch screen, selecting jobs, collecting shift information, printing shift reports, basic entry functions, and so much more.

Contact Information

EFI Support

US Phone:	855.334.4457 (first select option 3, then press option 8, then press option 1)
US Fax:	415.233.4157
US E-mail:	printstream-support@efi.com

Regular Service Desk hours are 8:00 AM to 7:00 PM Central Time, Monday – Friday. Outside of these hours, you may leave a voice mail message and an on-call support representative will be paged. Response time is based on the severity of the issue.

Note For problems involving infrastructure (i.e., computers, networks, operating systems, backup software, printers, third-party software, etc.), contact the appropriate vendor. EFI cannot support these types of issues.

EFI Professional Services

US Phone:	651.365.5321
US Fax:	651.365.5334
E-Mail:	ProServices@efi.com

Scanners and Touch Screens

Overview

This is a selection of example scanners and touch screens to help give you some idea of what technology EFI PrintStream or our customers have used or recommended in the past. EFI PrintStream does not endorse one product over the other and is not in the business of selling or reselling scanners, touch screens and related peripherals. This does not however mean that EFI PrintStream leaves to fend for yourselves in this arena; if you need assistance with compatibility, protocols, or advice with standards, methodologies, etc. EFI PrintStream resources can be leveraged and made available to you.

EFI PrintStream recommends collaborating with a local dealer that will work with you to achieve your desired results. We suggest that you partner with an organization that is willing to roll up its sleeves to find solutions that fit in the context of your operations. The folks that manage your operations should be able to “test drive” products in order to make the right decisions.

If your company is a member of the PrintStream user group, polling the users is another avenue to which you have access. Discover what products and technologies fellow members are currently utilizing, and what dealers and manufacturers are providing the best solutions and best value.

Shop Floor: Barcode Scanner

WASP

- WASP Model No: UF-101E
- 100237 - WASP CCD KBD WEDGE SCANNER

http://www.systemid.com/images/products/wasp_ccd_lg.jpg



Vendor: System Warehouse ID (888) 648.4452.

<http://www.systemid.com/index.asp>

Symbol Cobra

The Symbol Cobra LS1902T, Symbol LS1902 KB WEDGE KIT SCAN - model # SMB-LS1902T-I000-3000S or the Symbol IS1908 (lower price)



Symbol Cobra™ LS1902T

Product Information

- Decoded
- triggered scanner

<http://www.cdw.com/shop/products/default.aspx?EDC=312201>

Adaptus

3800g General Purpose Linear Image Scanner:



http://www.handheld.com/Site.aspx/na/en/product_center/hardware/?product=136

Shop Floor: Touch Screens

MicroTouch by 3M



Some of our customers use a touch screen product called MicroTouch by 3M.

<http://www.3m.com/3mtouchsystems/>

Barcode Gun vs. Wand: Pros and Cons

Barcode Gun

The user holds the barcode gun in their hand and needs to grip the handle to press the barcode trigger.

Advantage – the barcode scan can be done from a short distance; it is easier to shoot a barcode that may be printed on a card or sheet close to the monitor. It is also a “nonabrasive” process, meaning the scanning does not wear on standard barcodes, requiring they be reprinted due to wear when the barcodes become unreadable.

Disadvantage – the user must have a firm grip on the gun which generally is held with the same hand that is used to perform touch screen or keyboard commands, requiring that the gun be set down to free the hand for these other tasks. The second disadvantage is that the wrong barcode could be scanned if the aim is not accurate.

Wand Barcode

Advantage – the wand is held in the hand between thumb and forefinger like a pen where other fingers on the same hand are free to press keys on the keyboard or the touch screens without the need to set down the pen. Because of the close proximity of the scan which requires touching the barcoded material, there may be less chance of shooting the wrong barcode because of the angle of projection on the bar code gun devices.

Disadvantage - the barcode scan has to be done in close proximity to the barcode – often meaning the barcode itself is physically touched during the swipe. This can have an “abrasive” effect on the barcode and may require frequent reprinting of standard barcodes (e.g., barcodes for non-chargeable activities and barcodes represented on the ‘Standard Command Sheet’ in the Print128 program).

Best way of testing the accuracy of the two devices is as follows:

Open Microsoft Word and just start “blasting” away at different barcodes with a barcode gun device. Scan as quickly as possible and then look at the resulting text in the word document.

Read the list of text and check the accuracy of each scan. This will show how accurate and fast the scans are. Now repeat the exercise with the wand and check the accuracy and speed of the wand method.

2014 PrintStream Transaction Recording

MR Shop Floor

MR Shop Floor is a program that works well with PrintStream's MR Scheduler, but using the MR Scheduler is not a requirement to using the system. MR Shop Floor and MR Shop Supervisor programs have replaced the older versions of Shop Floor Classic and Shop Floor BC.

Note If your PrintStream application still has the Shop Floor Classic and Shop Floor BC programs in the menu bar, they should be replaced by MR Shop Floor and MR Shop Supervisor. Please contact your PrintStream Account Manager for assistance. The older versions, Shop Floor Classic and Shop Floor BC, should be removed from all menus. NEVER run two different shop floor versions on the same database at the same time.

WARNING: Server Disclaimer when using Shop Floor.

NEVER 'shutdown' or 'restart' the Server if users are still logged into PrintStream or the Shop Floor module.

Instructions

First:

All users should log out of all current Shop Floor jobs.

Second:

All users should log off Shop Floor (select end shift). All Shop Floor workstations should be closed.

Note If this procedure is not followed, PrintStream cannot be responsible for inaccurate Shop Floor data.

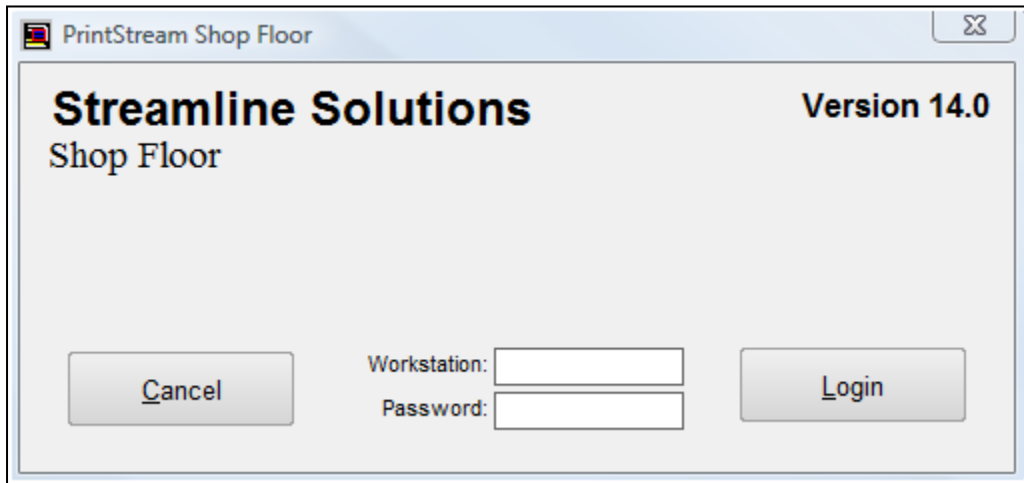
Logon to Shop Floor

To logon, select the Shop Floor icon; program name = MRSHOPFLOOR.EXE.

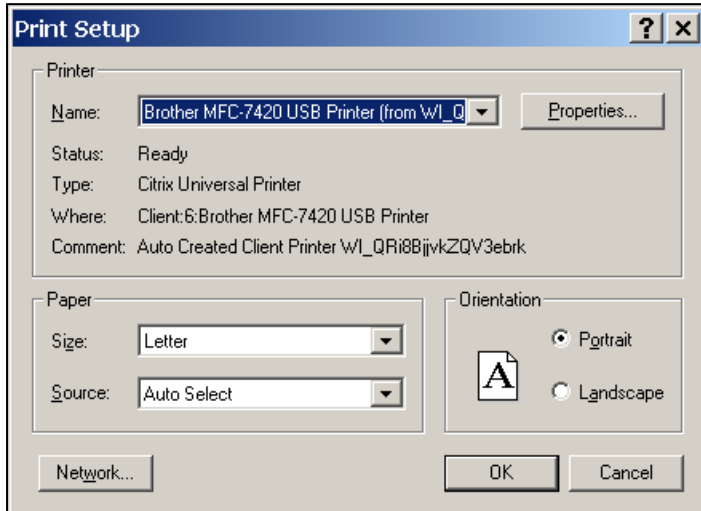


[Click here to play clip](#)

Enter the Workstation Login and Password. Click **OK**.



Select the printer for printing your shift summary reports, if prompted.

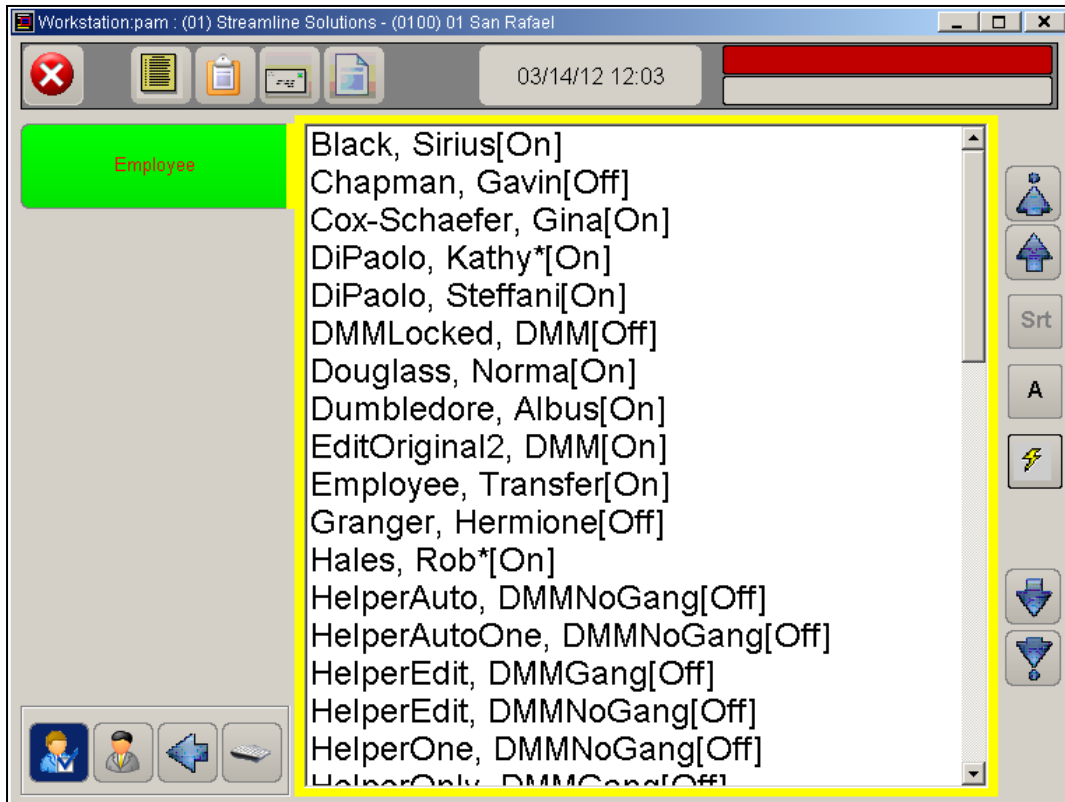


Select Your Name or Scan Your ID.

Scan Only Login

[Click here to play clip](#)

If the workstation is configured to allow the employee to sign on by scan only and they forget their badge, the system will not allow an employee to sign on. MR Shop Floor requires a supervisor login before the employee can enter their ID. The reason for this feature is to prevent unauthorized access to the system.



This switch is found in the workstation's supervisor access icon.



Click this icon then select option for "Work Station Options" then login using your supervisor login.

Under the Employee tab, click the box 'Employee Login by BADGE SCAN only' option to set this functionality. Pressing the Scanner button in the lower left corner of the workstation now gives the following sequence of screens.

Supervisor Employee Code required:

Your ID :										
1	2	3	4	5	6	7	8	9	0	BS
Q	W	E	R	T	Y	U	I	O	P	
A	S	D	F	G	H	J	K	L	#	Enter
Z	X	C	V	B	N	M	Space		Clear	

Supervisor Password required:

Password:										
1	2	3	4	5	6	7	8	9	0	BS
Q	W	E	R	T	Y	U	I	O	P	
A	S	D	F	G	H	J	K	L	#	Enter
Z	X	C	V	B	N	M	Space		Clear	

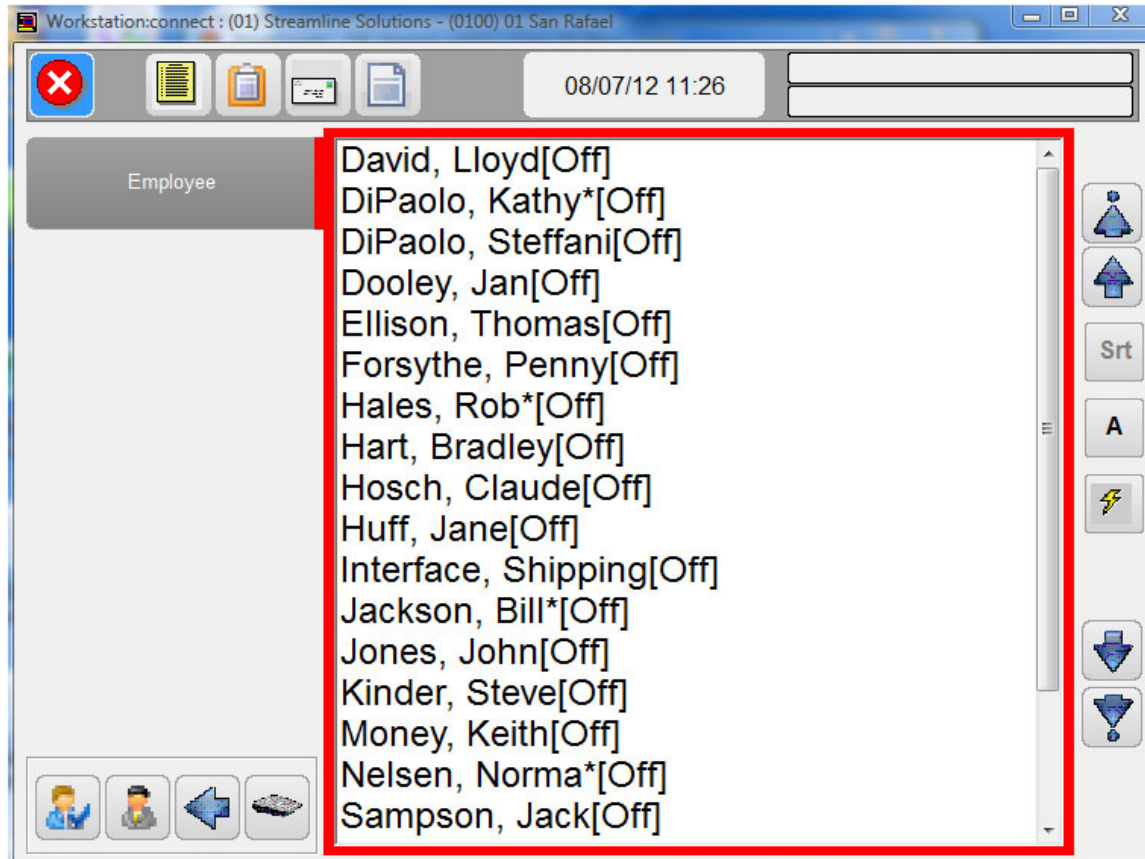
Employee Code required (must be preceded by: **E:** e.g., **E:1002**):

Scanner In:										
1	2	3	4	5	6	7	8	9	0	BS
Q	W	E	R	T	Y	U	I	O	P	
A	S	D	F	G	H	J	K	L	#	Enter
Z	X	C	V	B	N	M	Space		Clear	

Selecting Your Name Manually

[Click here to play clip](#)

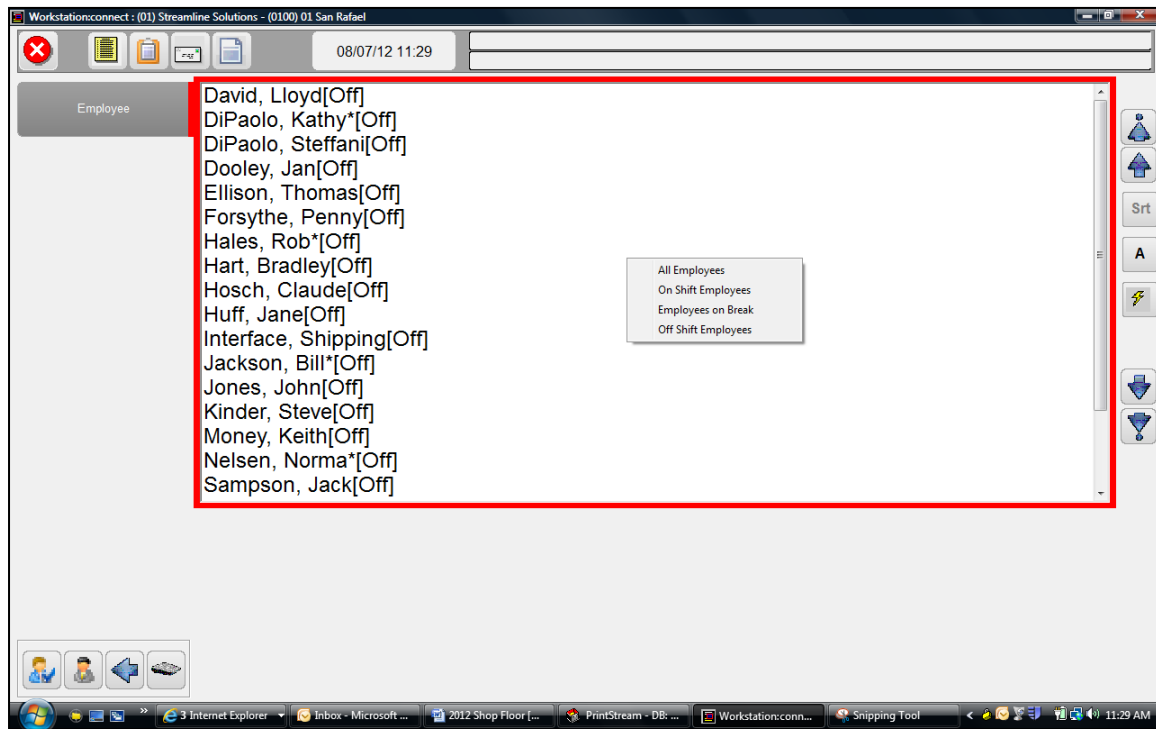
Highlight your name on the employee list. The asterisk (*) next to the employee's name denotes a supervisor.



Note If you do not see your name in the list, use the arrows on the right to scroll up or down the list. If you still do not see your name, verify that you are logged into the correct Shop Floor workstation. In the example above, the workstation is identified as Workstation: Connect.

Additional Screen Display Options with Employee List

You have the ability to right-click in the employee list for more options and displays.



All Employees – displays all employees assigned to the workstation.

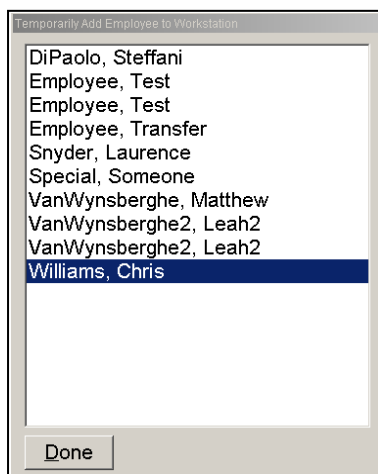
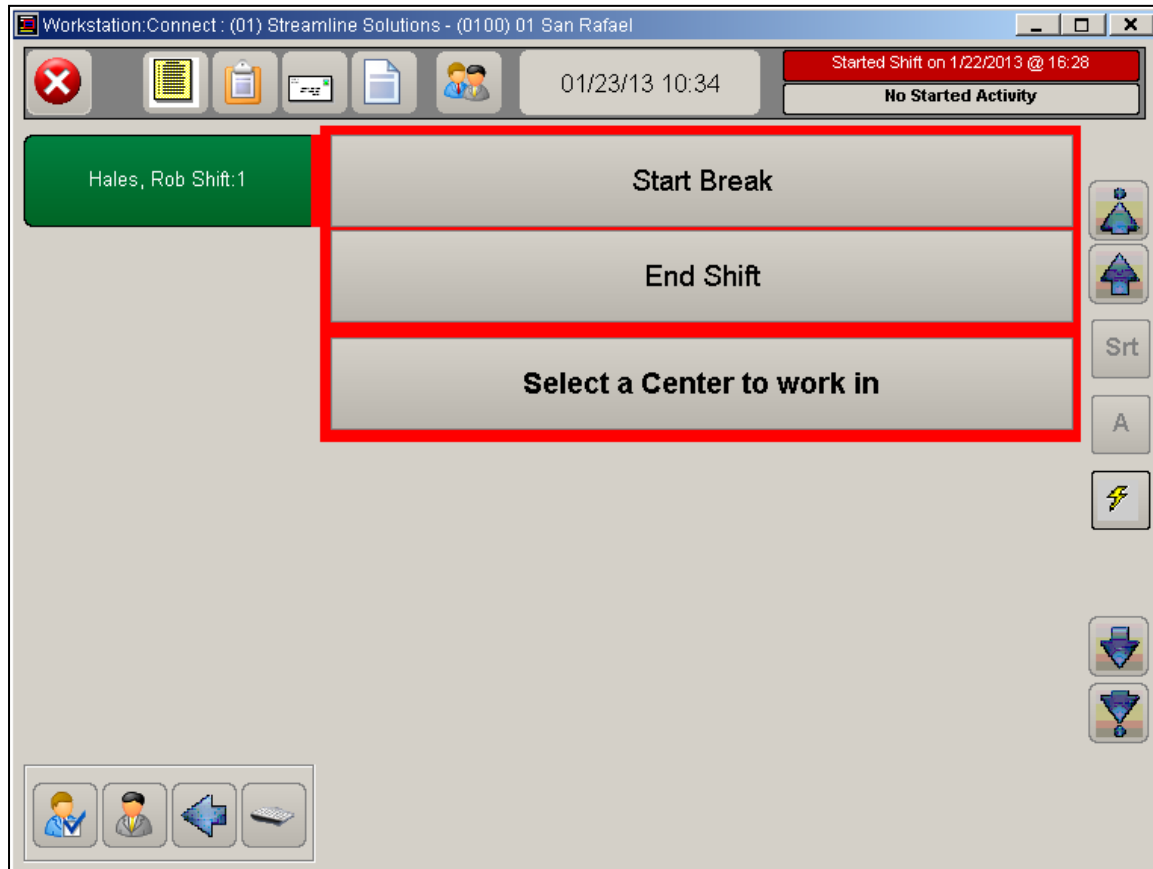
On Shift Employees – displays all employees currently signed on.

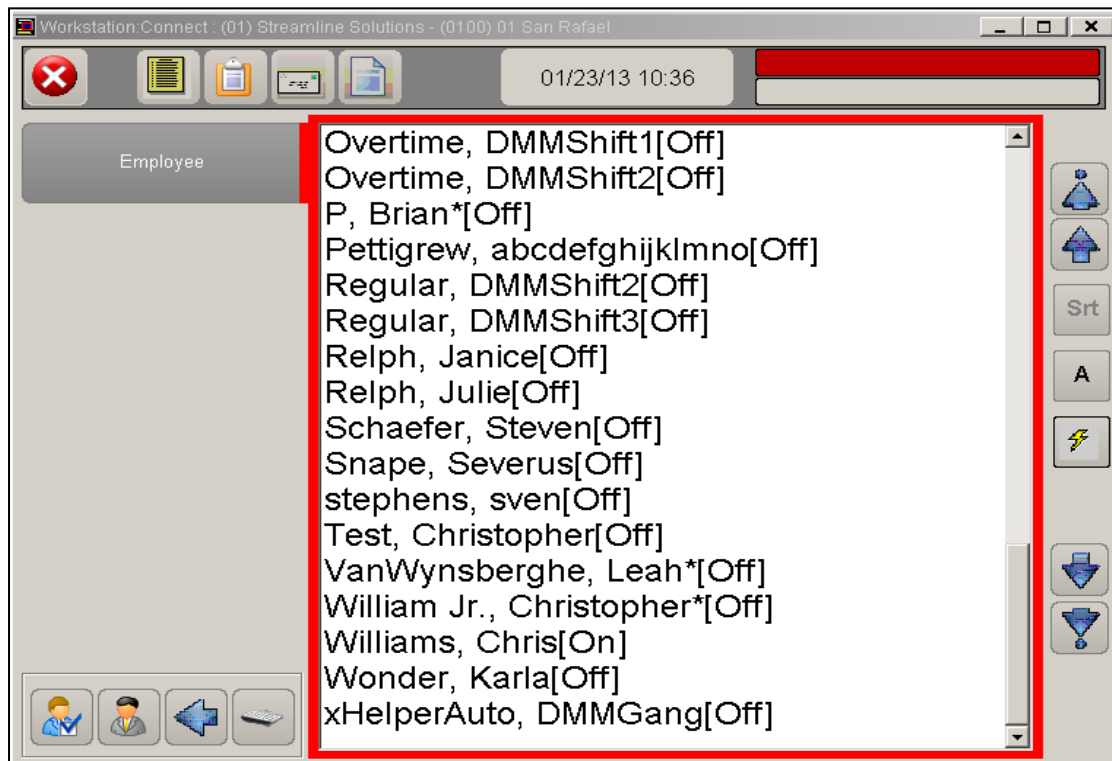
Employees on Break – displays all employees currently on break.

Off Shift Employees – displays all employee currently signed off.

Temporarily Adding an Employee to a Workstation

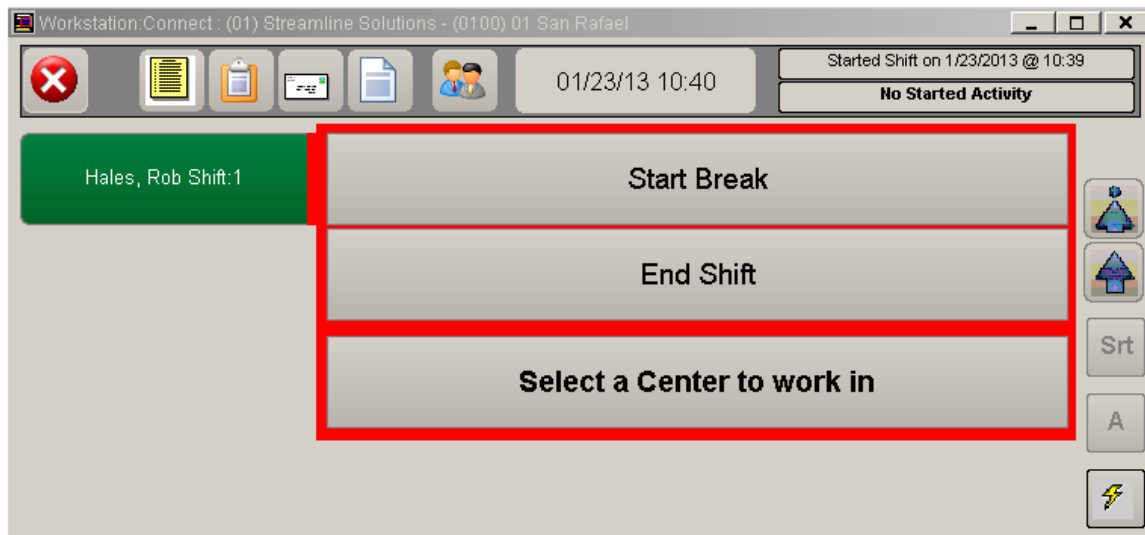
A supervisor can temporarily add an employee onto a workstation to which they are not assigned. The supervisor logs on (although they do not have to start their shift) and clicks the Employee box. A screen will display with employees not on the workstation. An employee (just one at a time) can be highlighted and added to the workstation. They will not be able to be accessed once you log off the workstation and back on. You will have to add them again. This is just to give the ability to add a person “on the fly” who may be working in this area. Please add them to the workstation through MR Shop Supervisor if they will need more permanent access.





Start Shift

In 2014 the Start Shift button has been removed from the login process. Employees will automatically have their Shift Started after selecting their name from the employee listing.



Screen Displays

Arrows on the right side of the screen facilitate scrolling up and down displayed lists.

The SRT button allows you to sort lists like the job listing by ascending and descending order

The button labeled 'A' allows a variety of font sizes in the display.

The Lightning Icon Refreshes the Employee Listing.

The middle top of the screen displays date and time; when an employee is selected the beginning of their shift also displays.

To return to the previous screen, select the left pointing arrow.

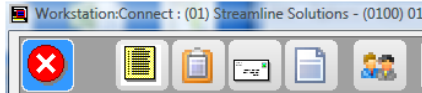
To return to the Employee screen, select the first icon in the left bottom corner.

To return to the Employee Home screen, select the second icon in the left bottom corner.

Xs in upper left corners close Shop Floor Workstation. Icons displayed across the top of the window will be summarized below, but explained in greater detail later in this document.

Icon position from left to right:

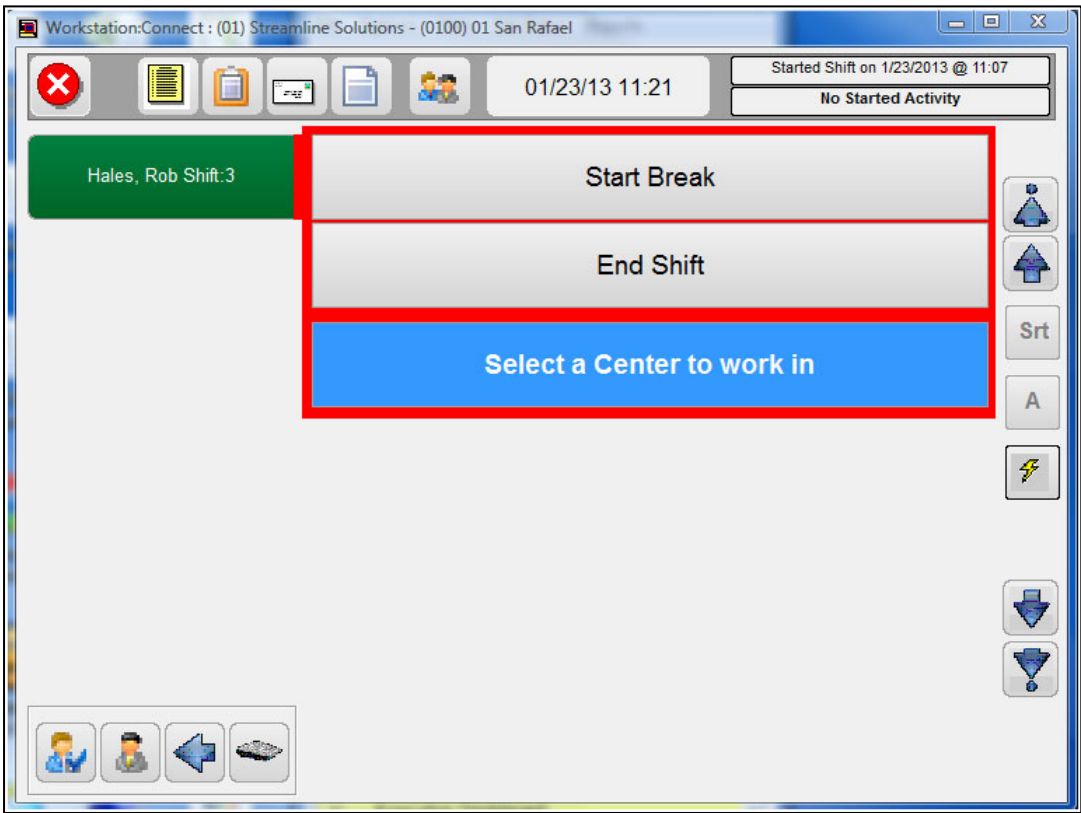
- 1 – **red circle x** – click this to close this shop floor workstation and end the session.
- 2 – **Letter icon** – this icon activates after an employee is selected and allows access to reports.
- 3 – **Clipboard icon** – this icon allows the employee to view/print the Job Ticket.
- 4 – **Envelope icon** – click this to send a message to this workstation about a job.
- 5 – **White Letter icon** – click this icon to get access to the Adjust Punches screen.
- 6 – **People icon** – supervisor's and workstation setting functions are behind this icon.



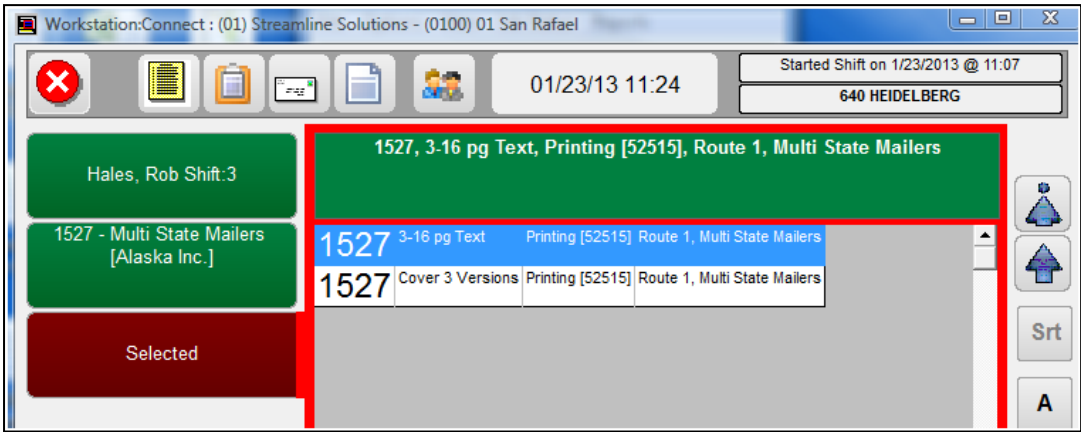
Shop Floor Allows the Use of Barcode Scanners

MR Shop Floor allows the use of barcode scanners; scanning the barcodes on the print or mail Work Order captures Cost Center, Job #, and activity code. Inventory codes can be scanned for material usage and revision codes for Work Order Revisions.

Note Shop Floor also works with touch screen monitors, a keyboard, and a mouse.
Select a Cost Center to Work in: Barcode Method.

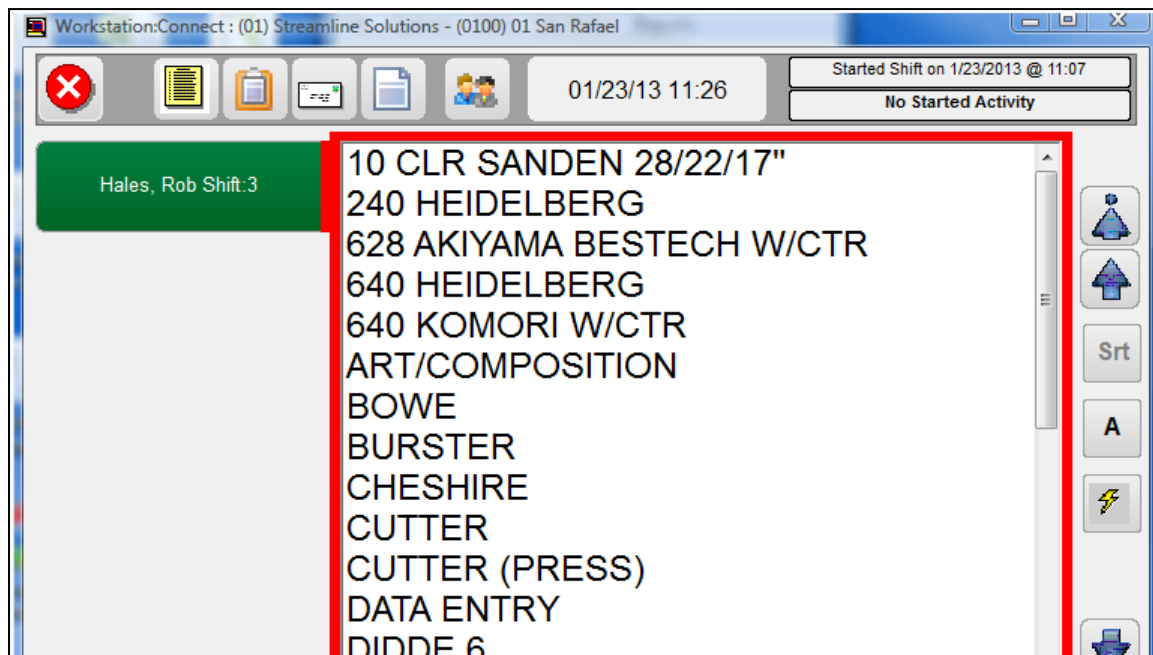
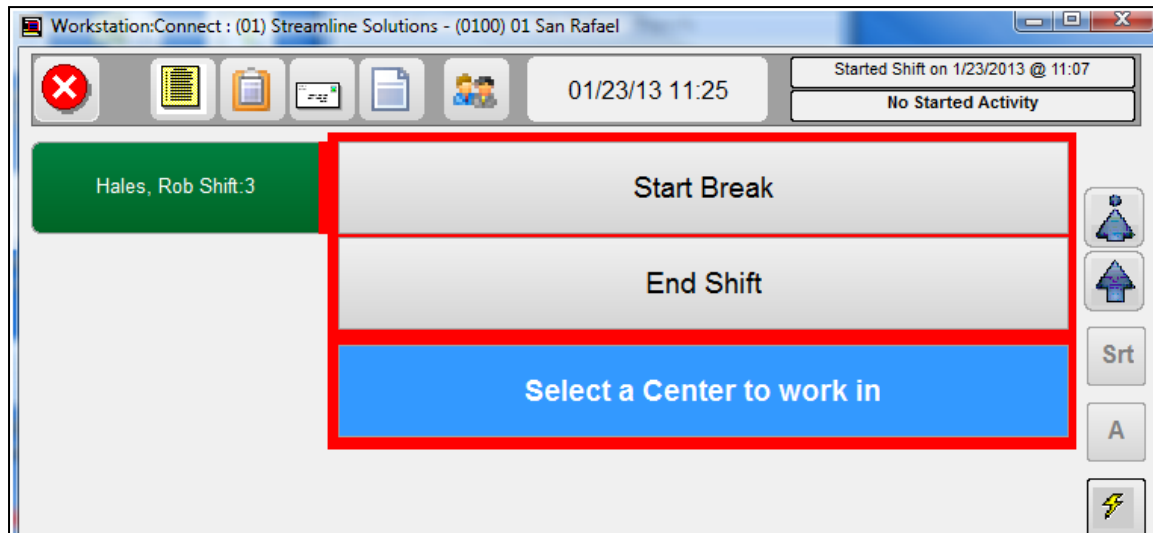


Once you have selected your name, the screen above will display. Scan the barcode on the Work Order for the activity you are performing. Your scan will automatically record job number and activity. Select the activity you are about to work on, and then click the **Selected** button.

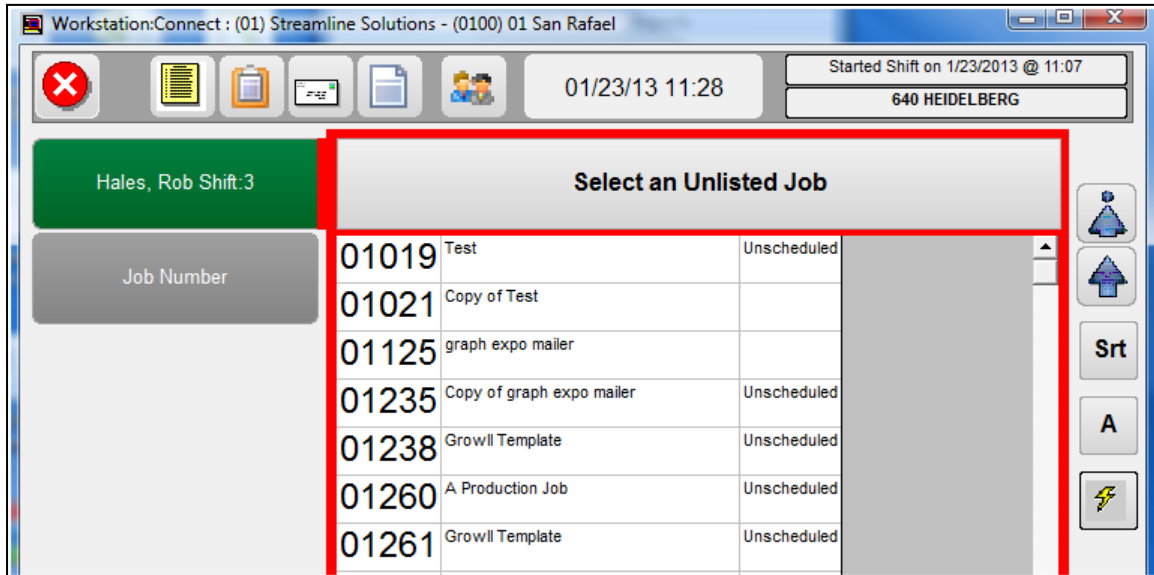


Select a Cost Center to Work in: Manual Method.

If you are not using the barcode option, click the **Select a Center to work in** button and select from the list of available cost centers.

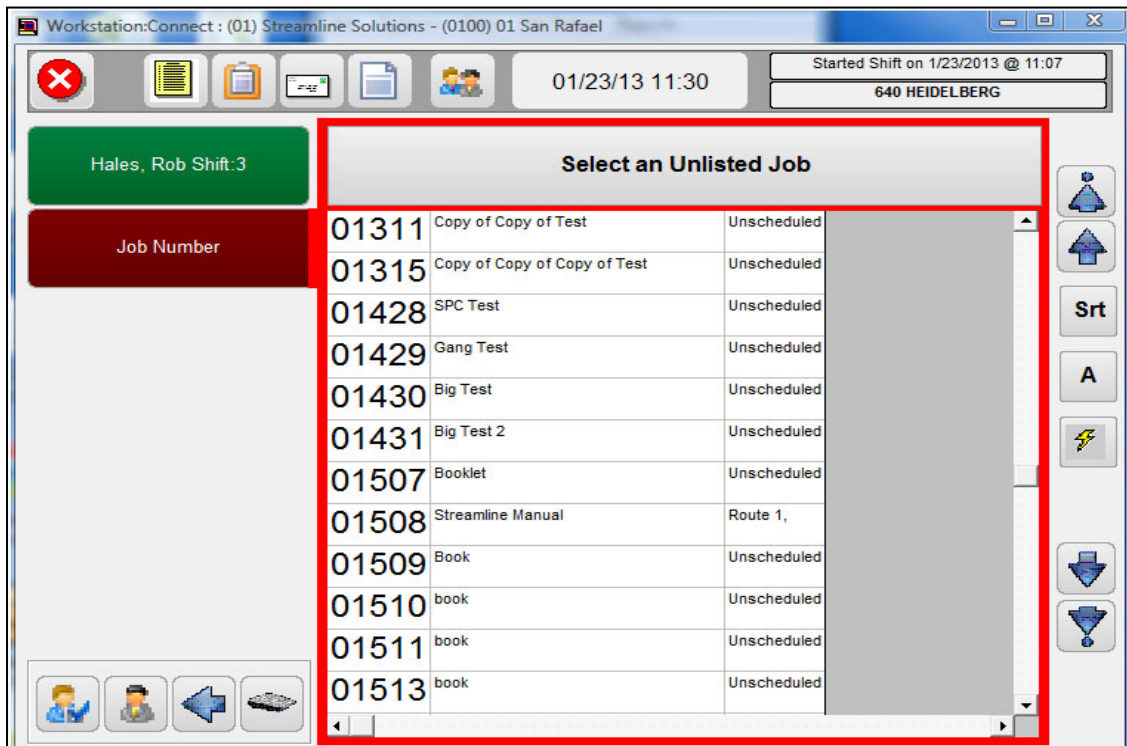


Highlight the desired cost center. The current job list will display.



Selecting a Job

Select a job by highlighting the job number & description. This list displays all open jobs whose estimated activities are performed in this cost center. The job list includes a column to indicate if the job has been scheduled or not; and if scheduled, contains the route description as defined in MR Scheduler. If the scheduled job has multiple routes, each route is listed as a separate line in the list. The route number only appears if the workstation is set to use scheduled activities. Otherwise, the display will show just the estimate activities with a column entry of **Scheduled** or **Unscheduled**. Refer to the release notes on MR Scheduler for more information. Click the job number that you want to work on then click the Job Number button at the left to select the job.



The button labeled **Select an Unlisted Job** allows the employee to key in any job number.

Job Number			
Input # : <input type="text"/>			
7	8	9	
4	5	6	Clear
1	2	3	
0	.	Del	

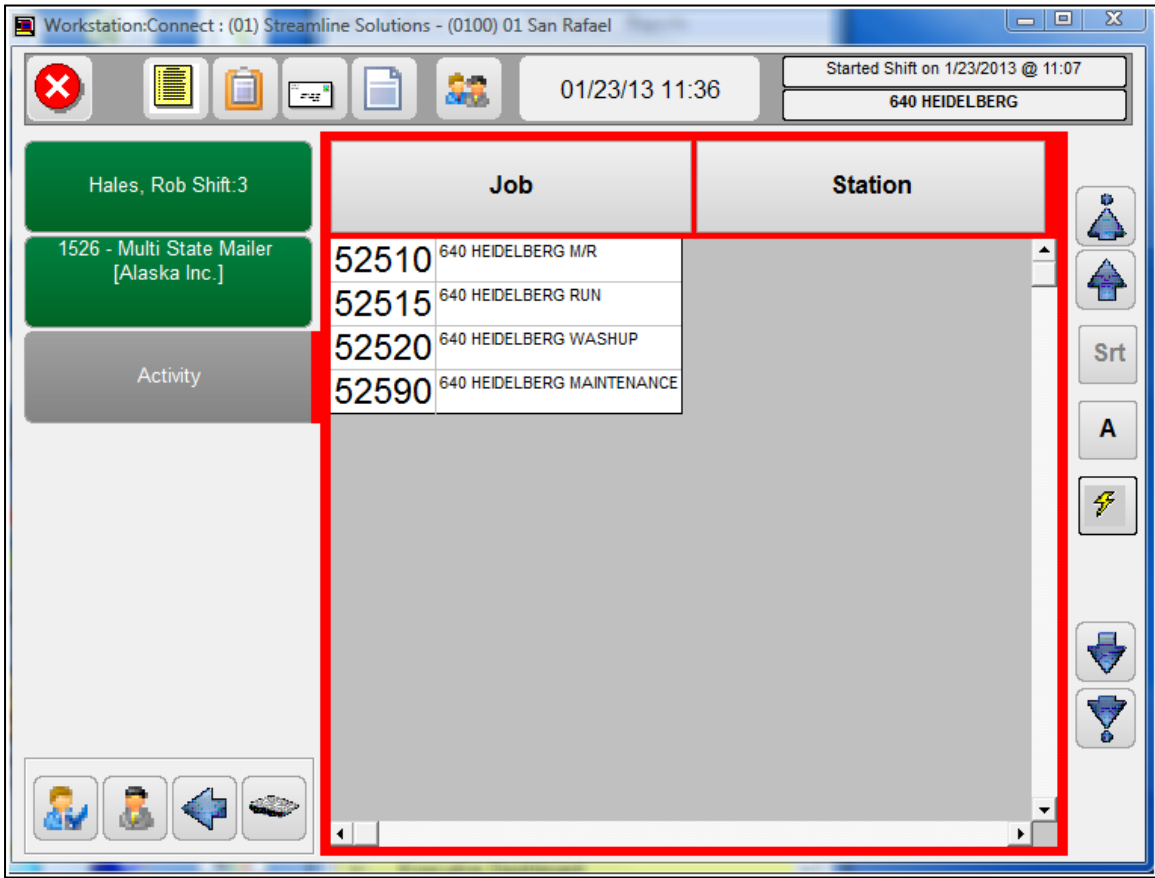
Select the Activity from **Job Activities** or **Station Activities**.

Highlight the activity to be worked on. Click the **Selected** button to begin recording time processing the selected activity on the job.

Note Activities selected from the **Job** list were planned for the job and are part of its current work instructions. **Station** activities are any activities performed in this cost center.

The activities list also includes an added column to indicate the component for which you are selecting the activity for.

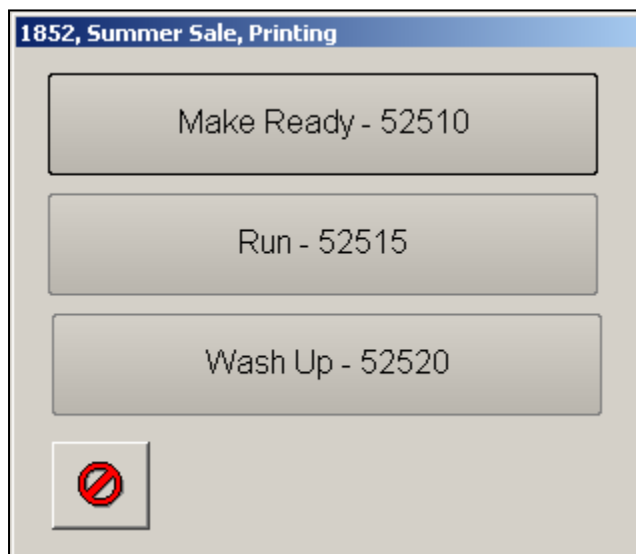
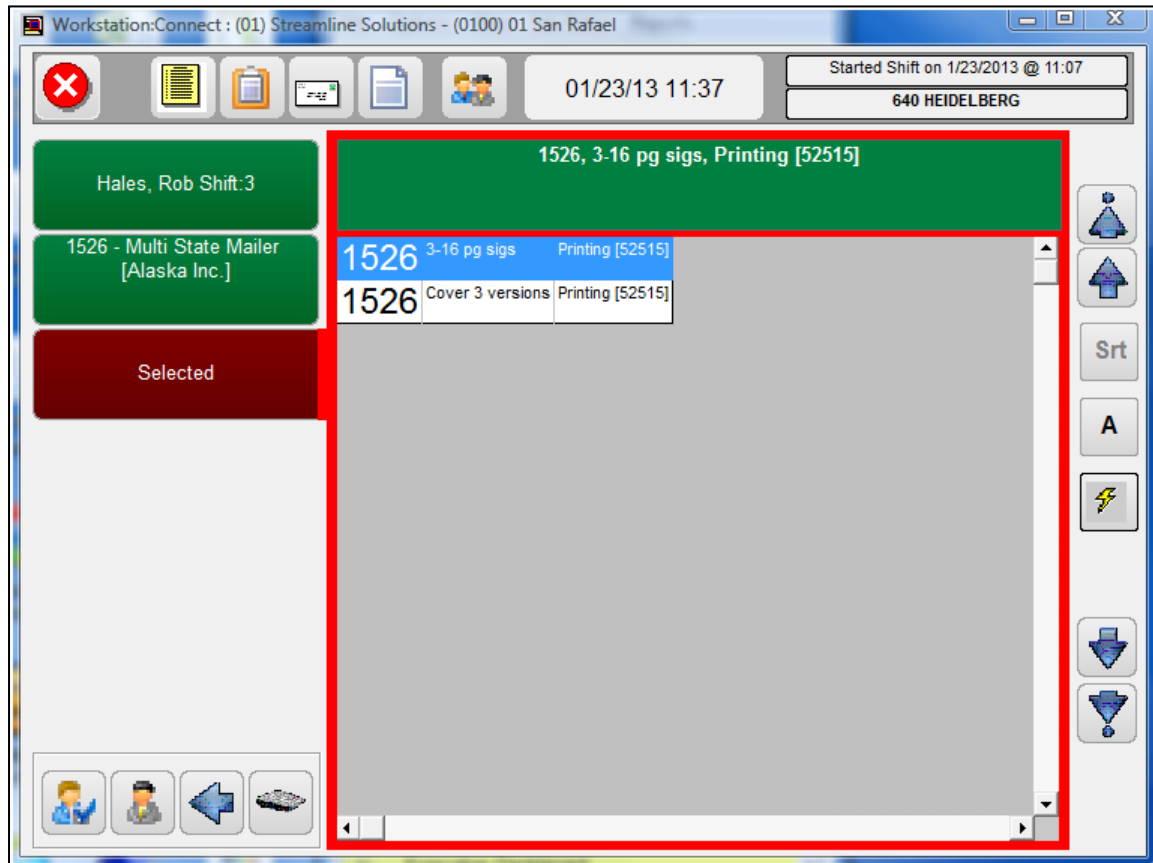
The option to record production time against an activity which was not planned for a job exists to account for possible variation in production techniques, unplanned work, and rework.



In addition, this system can be used to collect production data for work which is not directly related to production on jobs. Cost Centers can hold activities such as maintenance, meetings, and wait time (wait for approval, wait for paper, wait for proof or sample, etc.). Time can be recorded against these activities on jobs created to collect such data.

Print Activity Logon with Make Ready, Run and Wash Up Displayed

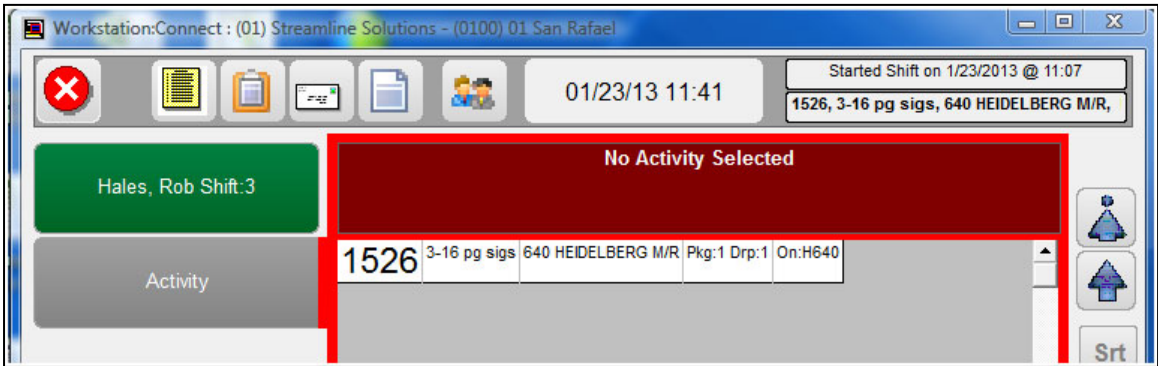
A print processing activity now allows selection of separate transaction recording for Make Ready, Run and Wash Up. This applies only to Print processes.



Click **Make Ready** – logs on

Then **Your Started Activities**

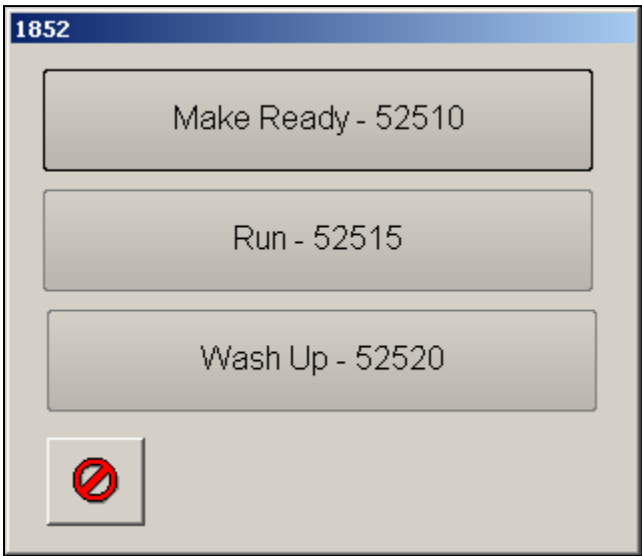
Displays **Make Ready** activity.



Shop Floor WIP report shows Make Ready.

Cost Center	Job Number	Machine	Activity	Description	Employee	Started	Status	Process
5:640 HEIDELBERG [01-0100]	1526	H640	52510	640 HEIDELBERG M/R	Hales, Rob[222]	1/23/2013 11:38:23	Running	0

Log off Make Ready activity. The activity selection screen pops up immediately.



Click **Run** – logs on

Log Off displays main activity:

Collect Data for

1527, 3-16 pg Text, Printing, Pkg:1 Drp:1, On:H640, 52515

Package and Drop	Machine	Counts	Material	Events
Current Net	0	Start	11:44	Expected Count 53161 Expected Hours 65.7
+ or -		End	11:46	
New Net	0	Net Hours	0.03	
Gross	0	Tot Hours	0.03	
Comments				
Keyboard				
Charge Type				
<input checked="" type="radio"/> Normal <input type="radio"/> Author <input type="radio"/> Rework				
	Update	End	Turnover	End and Set Activity Complete
				Cancel

Brings you back to activity selection screen:

1852

Make Ready - 52510

Run - 52515

Wash Up - 52520

Click **Wash Up** – logs on

Adjust Punches shows expected transactions:

Adjust Punches

Punches for Shift: **Last** [Shift Summary Report](#) [Save Punch Changes](#) [Select Different Printer](#)

Date	Shift	Time	Type
01/23/2013	3	11:07	Start

Click on row to Delete then press >> [Delete](#)

Add Punch

Date: 1/23/2013 ☐ Start Shift
☐ On Clock Break
☐ Off Clock Break
Time: ☐ Restart Shift
☐ End Shift

[Add Punch Row](#)

Job Activities [Save Activity Changes](#)

Job	Chrg Type	Activity	Start Date	Time	Gross Qty	Net Qty	End Date	Time
1526	Normal	3-16 pg sigs, 640 HEIDELBERG M/R, Pkg:	01/23/2013	11:38	4	4	01/23/2013	11:42
1527	Normal	3-16 pg Text, Printing, Pkg:1 Drp:1, On:H	01/23/2013	11:44	1000	1000	01/23/2013	11:46

[Done](#) Please note: An audit trail is recorded for punch adjustments including who made them.

Your Started Activities displays **Wash Up** activity:

Workstation:Connect : (01) Streamline Solutions - (0100) 01 San Rafael

01/23/13 11:48 Started Shift on 1/23/2013 @ 11:07
1527, 3-16 pg Text, 640 HEIDELBERG WASH

No Activity Selected

Hales, Rob Shift:3

Activity

1527	3-16 pg Text	640 HEIDELBERG WASHUP	Pkg:1 Drp:1	On:H640
------	--------------	-----------------------	-------------	---------

[Srt](#)

Log Off displays Wash up activity:

Collect Data for

1527, 3-16 pg Text, 640 HEIDELBERG WASHUP, Pkg:1 Drp:1, On:H640

Package and Drop

Machine

Counts

Material

Events

Current Net

0

Start

11:47

Remaining Count

-999

+ or -

End

11:48

Remaining Hours

-0.03

New Net

0

Net Hours

0.02

Gross

0

Tot Hours

0.02

Comments

Keyboard

Charge Type

Normal

Author

Rework

Update

End

Turnover

End and Set Activity Complete

Cancel

Adjust Punches

Displays expected activity descriptions

Adjust Punches

Punches for Shift : Last

Shift Summary Report

Save Punch Changes

Select Different Printer

Date	Shift	Time	Type
01/23/2013	3	11:07	Start

Click on row to Delete then press>>

Delete

Add Punch

Date: 1/23/2013

Shift:

Time:

Start Shift

On Clock Break

Off Clock Break

Restart Shift

End Shift

Add Punch Row

Job Activities

Save Activity Changes

Job	Chrg Type	Activity	Start Date	Time	Gross Qty	Net Qty	End Date	Time
1526	Normal	3-16 pg sigs, 640 HEIDELBERG M/R, Pkg:	01/23/2013	11:38	4	4	01/23/2013	11:42
1527	Normal	3-16 pg Text, Printing, Pkg:1 Drp:1, On:H	01/23/2013	11:44	1000	1000	01/23/2013	11:46
1527	Normal	3-16 pg Text, 640 HEIDELBERG WASHUP	01/23/2013	11:47	4	4	01/23/2013	11:48

Done

Please note: An audit trail is recorded for punch adjustments including who made them.

Shift Summary Report displays expected activity descriptions:

Streamline Solutions

Shop Floor Shift Summary Report

Printed : 1/23/2013 11:51:34AM
 For : LS

Job	Customer / Job Description	Activity	Activity Desc	Start	Stop	Time	Type	Qty	Waste	Stat	Comments
Employee : 222 Hales, Rob				Shift : 3							
Date : Wednesday January 23 2013				Dept : Main Department							
Start Shift				11:07		Start		ok			
Activity Processing											
1526	Alaska Inc. / Multi State Mailer	52510	3-16 pg sigs:640 HEIDELBERG	11:38	11:42	0:04	Normal	4	ok		
1527	Alaska Inc. / Multi State Mailers	52515	3-16 pg Text:Printing Pkg:1 Dtp:1 On:H840	11:44	11:46	0:02	Normal	1,000	ok		
1527	Alaska Inc. / Multi State Mailers	52520	3-16 pg Text:640 HEIDELBERG WASHUP	11:47	11:48	0:01	Normal	4	ok		
Additional Punches											
Shift was not Ended											
Total Shift Time :				On Clock Time :				Breaks - On Clock :			
								Breaks - Off Clock :			
Materials Used											
#	Job	Customer / Job Description	Code	Material Description		Type	MatlQty	Location			

MR Shop Supervisor Timesheet Records as expected:

Hales, Rob (222)

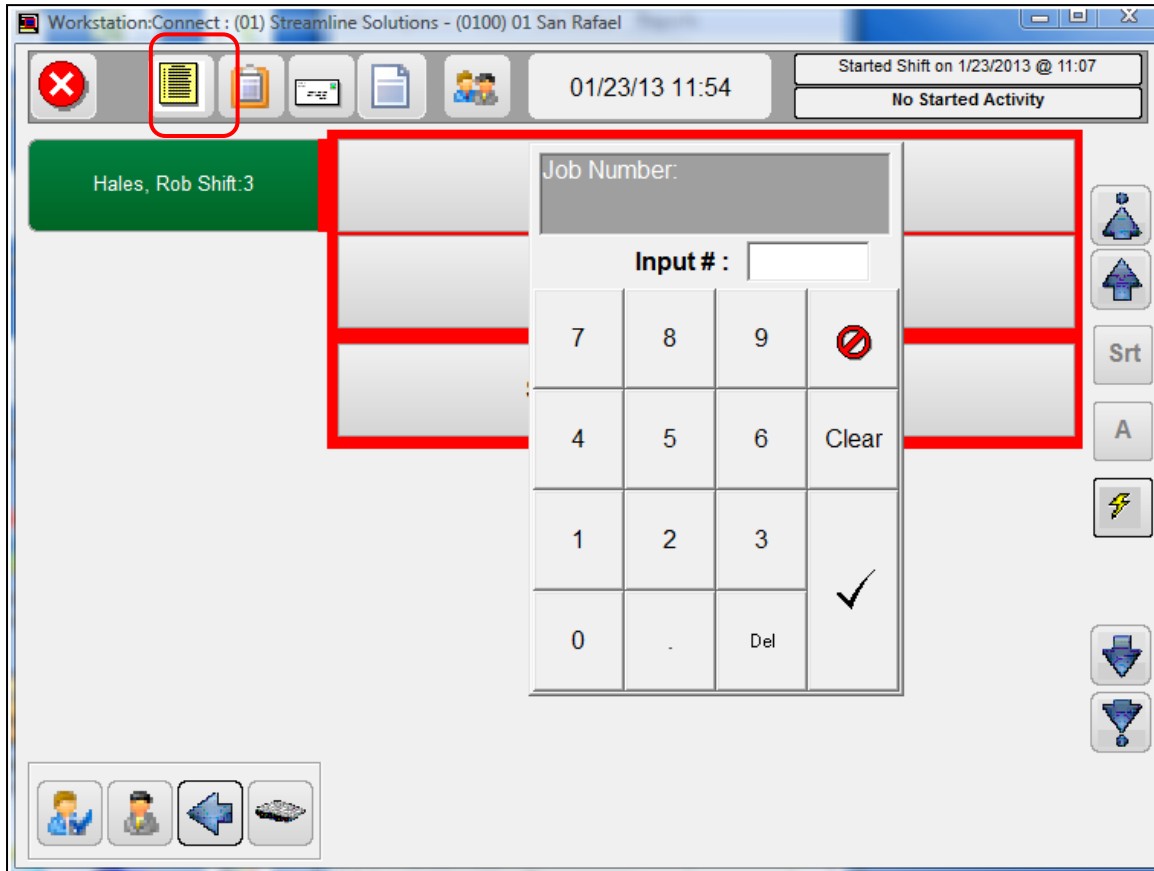
All Records
Timesheet Records

Start Date: 1/16/2013
End Date: 1/23/2013

Active	Cost Center	Job Num...	Shift Num...	Date	Start Time	End Time	Imp. Qty	Type	Matl Qty	Item Num
Start Shift			3	1/23/2013	11:07					
Inactive	640 HEIDELBERG	1526	3	1/23/2013	11:38	11:42	4	Normal		
Inactive	640 HEIDELBERG	1527	3	1/23/2013	11:44	11:46	1,000	Normal		
Inactive	640 HEIDELBERG	1527	3	1/23/2013	11:47	11:48	4	Normal		

Print a Work Order / Ticket

Clicking the third (clipboard) icon from the left in the tool bar will bring up a window to enter a job number for the combined work order/work ticket (if activated in your PrintStream application) or a series of questions to select the type of work order or work ticket needed.



Enter the job number and click the black checkmark button or hit enter on your keyboard.



Select Report Options:

Quote No: 1814.99 Job No: 1527 Job Qty: 50000

Select Components

Components
<input checked="" type="checkbox"/> Cover 3 Versions
<input checked="" type="checkbox"/> 3-16 pg Text
<input checked="" type="checkbox"/> 9 x 12 Envelope
<input checked="" type="checkbox"/> Brochure
<input checked="" type="checkbox"/> Utah Letter
<input checked="" type="checkbox"/> Arizona Letter
<input checked="" type="checkbox"/> California Letter
<input checked="" type="checkbox"/> California Booklet
<input checked="" type="checkbox"/> Arizona Booklet
<input checked="" type="checkbox"/> Utah Booklet

Select Report Sections

Summary

<input checked="" type="checkbox"/> Components	<input checked="" type="checkbox"/> Paper and Material
<input checked="" type="checkbox"/> Bound Components	<input checked="" type="checkbox"/> Assembly and Packaging
<input checked="" type="checkbox"/> Mfg Items	<input checked="" type="checkbox"/> Buyout Summary

Detail

<input checked="" type="checkbox"/> Data Processing	<input checked="" type="checkbox"/> Assembly and Packaging
<input checked="" type="checkbox"/> Pre-Press	<input checked="" type="checkbox"/> Packages
<input checked="" type="checkbox"/> Print Components	<input checked="" type="checkbox"/> Drops
<input checked="" type="checkbox"/> Other Components/Buyouts	<input checked="" type="checkbox"/> Postage
	<input checked="" type="checkbox"/> Shipping

Other Options

<input checked="" type="checkbox"/> Print Bar Codes	<input checked="" type="checkbox"/> Print First & Last Mail Date
<input checked="" type="checkbox"/> Print Scripts	<input checked="" type="checkbox"/> Print Shipping Notes
<input checked="" type="checkbox"/> Print Modifiers	
<input checked="" type="checkbox"/> Print Mail Modifier Questions?	
<input checked="" type="checkbox"/> Print Formula Modifier Questions?	

Report Type

☒ Work Ticket ☐ Report by Package [Select Packages](#)

Department/Cost Center

Enter Report # Valid ranges: (650 - 699) or (750 - 799)

[Design Report](#) ☐ View DataSet [Print Ticket](#) [View Ticket](#) [Cancel](#)


The combined work order/work ticket provides several selection options:

Select Components – deselect the components not to be included in the combined work order/work ticket.

Select Report Sections – deselect the sections of the estimating tree not to be included in the combined work order/work ticket.

Detail – deselect the details not to be included in the combined work order/work ticket.


Other Options – choose other options by deselecting the options that are not needed.





Job # 4068	Job #		Work Ticket	Rev #	Job # 4068							
Page 1 of 3												
Previous Job #	Customer	Nelson Fundraisers		Revision	0							
Exact Repeat	5331 W. Jackson Drive		Printed	9/10/2009 9:07:44 AM								
Quote #			1st Mail	9/30/2009								
Quote Amount	\$1,821.60		Last Mail	9/30/2009								
Custom PO #	Contact	SEWARD, NE 68434		Part Number								
Over/Unders	Phone #	402-641-2992		Order Date	9/9/2009 New Job							
Sales person	CSR	Estimator		Printer								
Norma Nelson	Norma Nelson	Norma Nelson										
Job Title Shop Floor Docs												
Job Details Personalized 8.5 x 11 letter and insert with PII4C brochure into #10 OE												
Job Summary												
Components												
No.	Component Name/Version	Order Items	Quantity	Component Type	Flat Size	Finished Size	Item #/Code	Letters to.../Comment/Insert Notes				
1	Pers. Letter		10,000	Inventory			76408					
							Letter #11					
2	Brochure		10,000	Printed	8.5 x 11	8.5 x 11	73954					
	1 form x 2 pgs, 2up Perfect 4/4, Output Fin, Dylux Proof/Neon, Final Trim, MBO Fold						Centura Glass #11					
3	#10 OE		10,000	Inventory			76409					
							#10 OE #11					
Papers												
#	Component	Material Description / Color	Basis Wt	M/Wt	Item #/Code	Sheets	Pounds	Parent Size	Cut to	Out	Vendor ACC# / Name	Price/Per
1	Brochure	Nelson Uncoated Offset #11 White	80	36.04	73954 Centura Glass #11	5,425	196	19.5	19.5 x 11	1		60.00 /100 lbs
Assembly and Packaging												
Assembly and Packaging: Activity Description						Details		Net Qty		Hours		
INSERT, METER, SORT #10 2pcs								10,000		4.42		
Buyouts - Summary												
#	Component	Buyout Description	Qty	Vendor	Vendor Info							
1		PURCHASE LIST	10,000	Lib R Us	Measure: 100							

Job Details



Data Processing**DP Notes**

#	Data Processing: Activity Description	Packages	Quantity	Hours	Activity Code / Task ID	Task Barcode
1	PROGRAMMING		1	1.00	340 11 #: 015661	

Job # 4068	Job #		Work Ticket	Rev #	Job # 4068
Page 2 of 3					

#	Date Processing/Activity Description	Packages	Quantity	Hours	Activity Code / Task ID	Task Barcode
2	BARCODE QUALIFY	Rgs 1	10,000	0.67	34038 #:115469	
3	MERGE/PURGE	Rgs 1	10,000	0.67	34033 #:115469	
4	OUTPUT TO LASER TAPE/DISK	Rgs 1	10,000	0.67	36016 #:115470	
5	PURCHASE LIST	Rgs 1	10,000	0.00	31005 #:115471	


Prepress

Pre-Press Notes							
#	Pre-press Activity Description	Category	Component	Quantity	Hours	Activity Code / Task ID	Task Barcode
1	Output Film	CLR Flat	Brochure	1	0.83	43010 #:115475	
2	Dylux Proof	16 x 21	Brochure	1	0.27	42010 #:115476	


Print Components

Press Notes							
#	Component Name	Order Items	Qty	Type	Flat Size	Finished Size	
1	Brochure		10,000	Printed	8.5 x 11	8.5 x 11	
1 forms x 2 pgs, 2up Perfect, 44: Output Film Dylux Proof, Xelkon Final Trim MBO Fold							
Paper/ Material Description - (Vendor Product Code:)		Inventory ID	Material Qty	Parent Size	Cut To	#Cut	Source
Xelkon Uncoated Offset 80#		Centura Gloss 60#	5,425	19.5	19.5 x 11	1	Source
Press		Imposition	#Up				
Xelkon		Perfect	2				
Front Proc Black, Proc Cyan, Proc Mag, Proc Yellow							
Back Proc Black, Proc Cyan, Proc Mag, Proc Yellow							
Side	Forms	Pages	#Up	Plates	Gross Qty	M/R Waste	Run Waste
Front	1	2	2	4	5,371	220	51
					5,100	0.50	0.17
						0.00	0.00
Side	Forms	Pages	#Up	Plates	Gross Qty	M/R Waste	Run Waste
Back	1	2	2	4	5,100	0	0
					5,100	0.00	0.00
						0.00	0.00
						0.00	0.00



Plate Making



Printing



Section Finishing

Section Finishing Activity Description	Other Information	Gross Qty	Waste	Net Qty	Hours	Activity / Task ID	Task Barcode
Final Trim	Brochure	5,100	0	5,100	0.68	59015 115478	
MBO Fold	Brochure	10,200	200	10,000	1.70	58015 115477	

Other Components / Buyouts/ Variable Print Etc.

Job # 4068

Job #


Work Ticket

Rev #

Job # 4068

Page 3 of 3

#	Component Name	Qty	Type	Flat Size	Finished Size
1	Pers. Letter	10,000	Inventory		
		Inventory ID	Inventory Code	Revision No	Inventory Barcode
Letter 4068		76408	Letter 4068		

Section Finishing

Section Finishing/Activity Description	Other Information	Gross Qty	Waste	Net Qty	Hours	Activity / Task ID	Task Barcode
LASER SETUP	1 Up	1	0	1	0.25	64005 #:115413	
LASER 8 1/2x11 LETTER	1 Up	10,000	0	10,000	5.00	64011 #:115414	

Duplex, One, 11

#	Component Name	Qty	Type	Flat Size	Finished Size
2	#10 OE	10,000	Inventory		
		Inventory ID	Inventory Code	Revision No	Inventory Barcode
#10 OE4068		76409	#10 OE 4068		

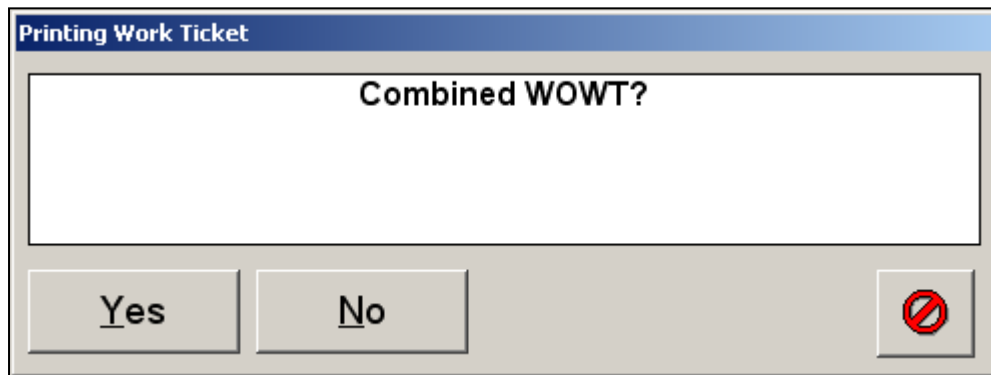
Assembly and Packaging

Notes

INSERT, METER, SORT #10 2pc8	Pkgs:1	10,000	0	10,000	4.42	83012 #:115412	
------------------------------	--------	--------	---	--------	------	-------------------	---

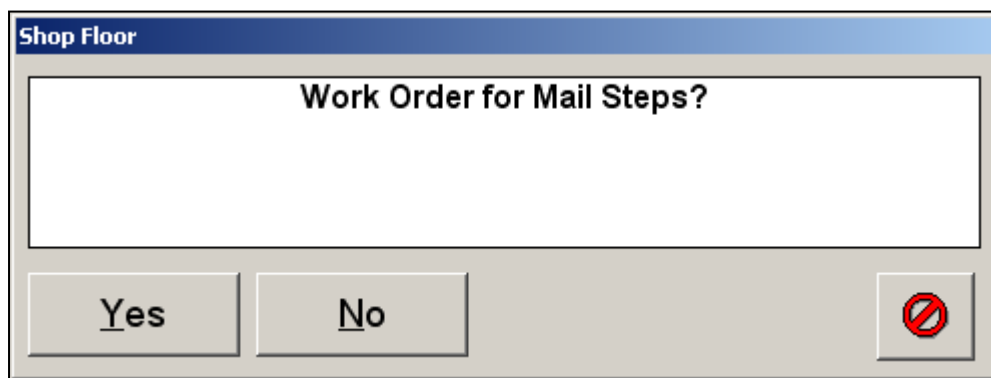
Packages

#	Package Name	Pkg Qty	Component/Version	Item #	Inventory Code	Qty	Package Barcode/Notes
1	Pkg. 1	10,000					
	Common Pers. Letter		76408	Letter 4068	10000	Letter 4068	
	Common Brochure		73954	Centra Gloss 60#	10000	Centura Gloss Bk 60#	
	Common #10 OE		76409	#10 OE 4068	10000	#10 OE4068	



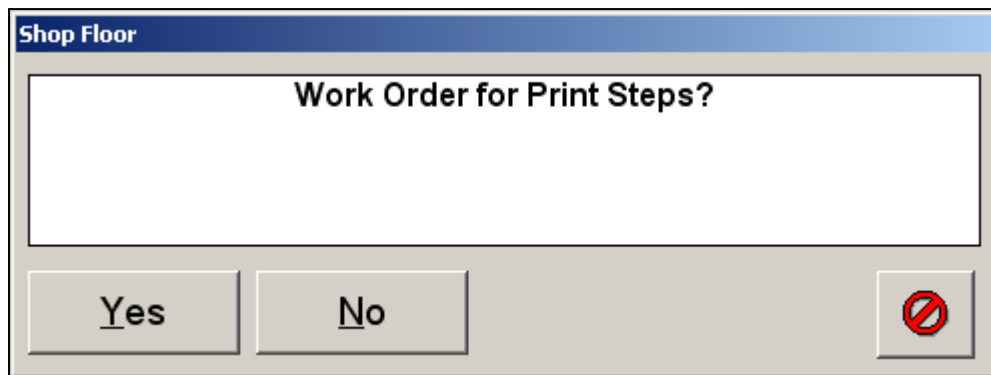
A dialog box titled "Printing Work Ticket" with a blue header bar. The main area contains the text "Combined WOWT?". At the bottom, there are two buttons labeled "Yes" and "No", and a red prohibition icon (a circle with a diagonal line) on the right.

Clicking **Yes** or **No** will display the job number input screen. **Yes** will then display the selection screen for the combined work order/work ticket as detailed above. Clicking **No** will prompt you with these questions:



A dialog box titled "Shop Floor" with a blue header bar. The main area contains the text "Work Order for Mail Steps?". At the bottom, there are two buttons labeled "Yes" and "No", and a red prohibition icon (a circle with a diagonal line) on the right.

Yes will print the work order mail steps only. **No** will display the following message:

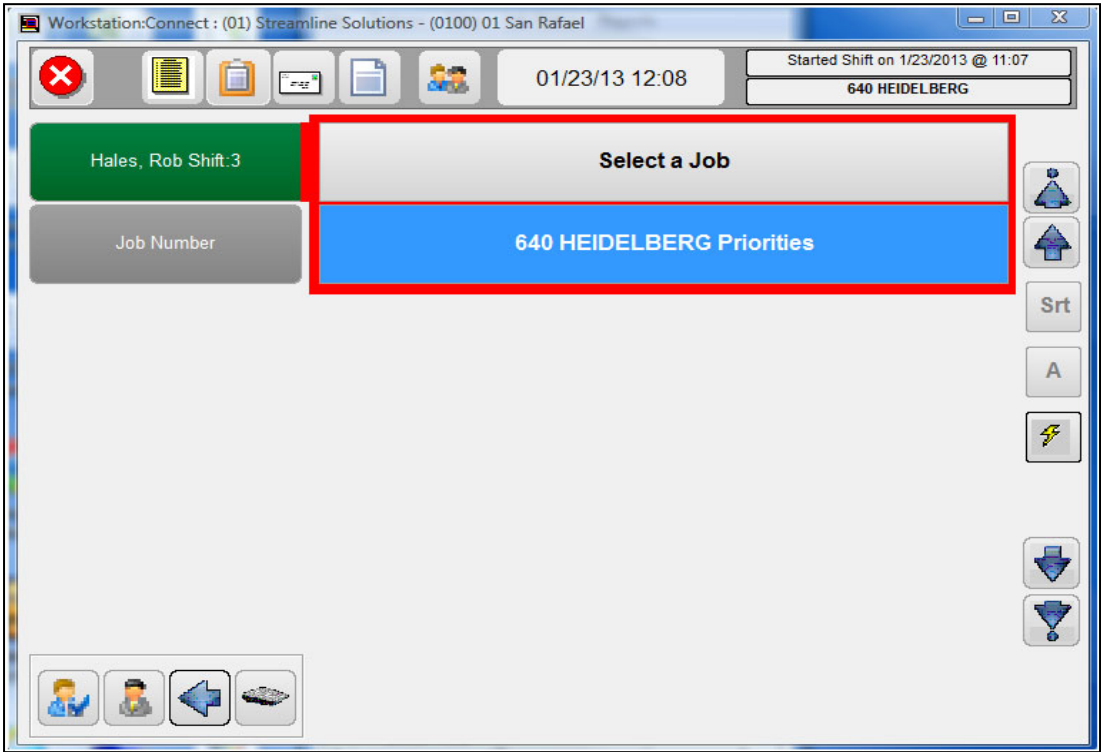


A dialog box titled "Shop Floor" with a blue header bar. The main area contains the text "Work Order for Print Steps?". At the bottom, there are two buttons labeled "Yes" and "No", and a red prohibition icon (a circle with a diagonal line) on the right.

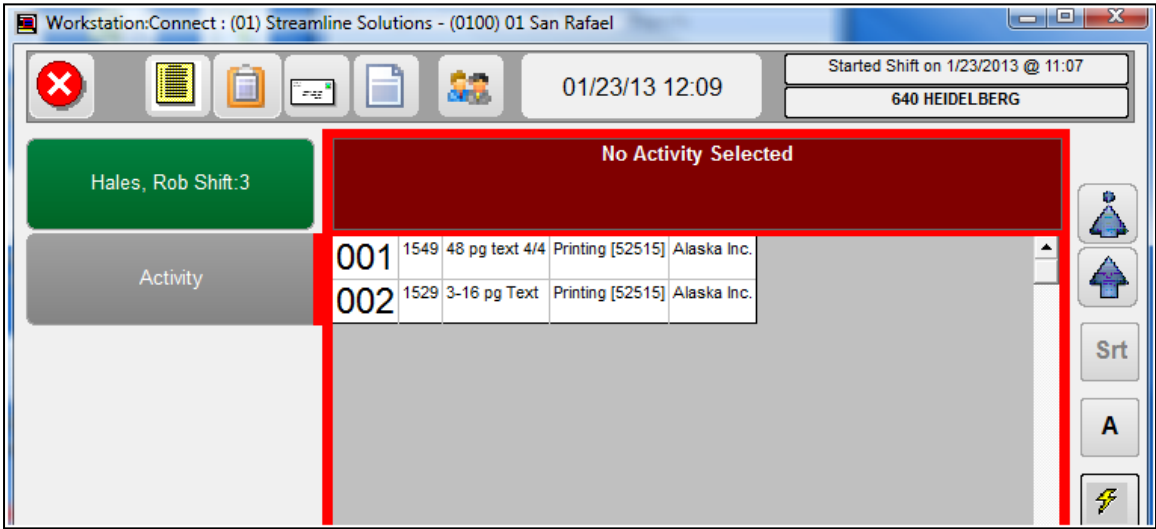
Yes will print the work order print steps. **No** will close and return to the main screen.

Job/Activity Priorities

Jobs and/or activities can be prioritized using the MR Scheduler or in the Supervisor Controls – Task Assignments area of MR Shop Floor. When this is done, you will see a button labeled **<cost center name> Priorities**. This button appears after the cost center has been selected. This button will only display if activities have been assigned to **All Employees**.



Selecting this button will provide a list of activities in the specified cost center that have been prioritized. These activities can then be selected to work on within Shop Floor.



After Cost Center, Job and Activity are selected:

Workstation:Connect : (01) Streamline Solutions - (0100) 01 San Rafael

01/23/13 12:11

Started Shift on 1/23/2013 @ 11:07

640 HEIDELBERG

Hales, Rob Shift:3

Selected

001	1549	48 pg text 4/4	Printing [52515]	Alaska Inc.
002	1529	3-16 pg Text	Printing [52515]	Alaska Inc.

Srt

A

The last step for any Shop Floor user is to highlight the specific activity, and then click the **Selected** button.

Final Steps in Affirming Start of Work on Activity:

What happens next depends on the combination of activity code and employee settings. Settings specific to each activity code may require additional data about the package, drop, machine, inventory and/or problems involved in production. Employees designated as leads or logged in as a lead (where activity does not have lead required) will make these additional data entries.

Lead Required Activity Option

Activity Questions

Following are scenarios of how Shop Floor will operate depending on the selection in the field in Activity Questions in Shop Supervisor.

Setup Activity Questions														
Load Selected Activities		<input checked="" type="checkbox"/> Labor		<input type="checkbox"/> Material	<input type="checkbox"/> Sub Contract	Activities that are		<input type="checkbox"/> Chargeable	<input type="checkbox"/> Non-Chargeable	<input checked="" type="checkbox"/> Use Spread Sheet Format		Save	Export Grid	
Dept	Cost Center	Act Code	Description	Lead Req'd	Count Req'd	Package	Drop	Machine	Cust Inv	Paper	Raw Matis	Finished Goods	Spoilage	All
05 PRINTING	640 HEIDELBERG	52510	640 HEIDELBERG M/R	✓										✓
05 PRINTING	640 HEIDELBERG	52515	640 HEIDELBERG RUN	✓						✓	✓			✓
05 PRINTING	640 HEIDELBERG	52520	640 HEIDELBERG WASHUP	✓										✓
05 PRINTING	640 HEIDELBERG	52590	640 HEIDELBERG MAINTENANCE											✓
05 PRINTING	640 KOMORI W/CTR	52310	640 KOMORI MAKE READY	✓										✓
05 PRINTING	640 KOMORI W/CTR	52315	640 KOMORI RUN	✓						✓	✓			✓
05 PRINTING	640 KOMORI W/CTR	52320	640 KOMORI WASHUP	✓										✓
05 PRINTING	640 KOMORI W/CTR	52390	640 KOMORI MAINTENANCE											✓
05 PRINTING	CUTTER (PRESS)	59015	CUTTER RUN	✓										✓
05 PRINTING	DIDDE 6	53010	DIDDE 6 M/R	✓										✓
05 PRINTING	DIDDE 6	53015	DIDDE 6 RUN	✓						✓	✓			✓
05 PRINTING	DIDDE 6	53020	DIDDE 6 WASHUP	✓										✓
05 PRINTING	DIDDE 6	53090	DIDDE 6 MAINTENANCE											✓
05 PRINTING	Emboss	55001	Emboss	✓										✓
05 PRINTING	ITEK	51510	ITEK M/R	✓										✓
05 PRINTING	ITEK	51515	ITEK RUN	✓						✓	✓			✓
05 PRINTING	ITEK	51520	ITEK WASHUP	✓										✓
05 PRINTING	ITEK	51590	ITEK MAINTENANCE											✓

1. If the **Lead Req'd** activity option is selected, this message appears when a Helper attempts to log into the activity before a Lead.

Activity Processing

A lead Operator must have started this activity first

Ok


2. If **Lead Req'd** is **not** selected, the first message below will appear. Clicking **Yes** will allow the helper employee to proceed with logging into the transaction as a lead (e.g., input package/drop or other required information). Clicking **No** results in the cancellation of the activity login (see the second message).

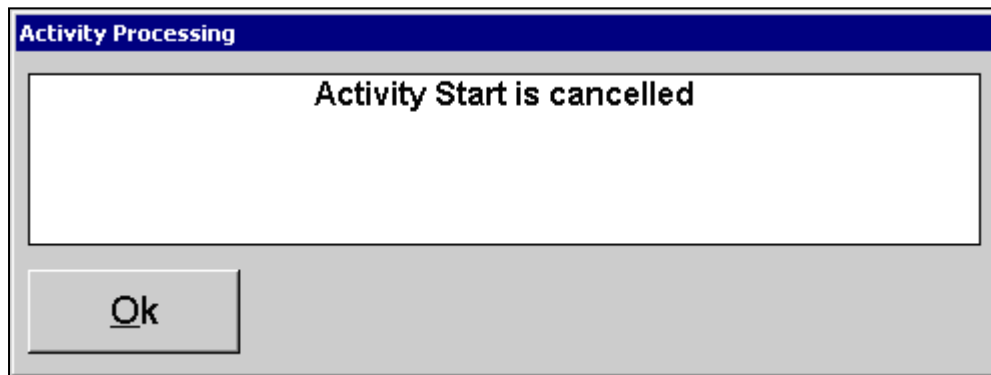
Activity Start

Are you the Lead Operator controlling Counts?

Yes

No





Once a lead has begun work on the activity, simply selecting the activity, and then the **OK** button, begins recording time against the activity.

If the activity permits work to be started by anyone, or if you are a lead starting the activity, you will then see one of the following screens:

Record Charge Type record transactions with one of the following Charge Types (these charge types will display in Job Cost Reports):

Normal: Regular job/charges

Author: Customer error after job is in production.

(Re-Run or unplanned work: customer's expense)

Rework: Your company's mistake after job is in production.

(Re-Run or unplanned work: your expense)

Affirm the correct charge type for the activity, and then select the **Start** button. Time is now recording.

End and Set Activity Complete

At the activity level, there is now an option as to whether or not to display the **End and Set Activity Complete** button on the Update/End activity window. See MR Shop Supervisor on the **Allow Complete** activity question.

If the **Allow Completion** option is set here, the button displays:

[illegible]

End Activity Screen shows **End and Set Activity Complete** when Allow Completion is set under Activity Questions screen above.

Collect Data for

1527, 3-16 pg Text, Printing, Pkg:1 Drp:1, On:H640, 52515

Package and Drop

Machine

Counts

Material

Events

Current Net

0

Start

12:16

Remaining Count

52157

+ or -

End

12:20

Remaining Hours

65.65

New Net

0

Net Hours

0.07

Gross

0

Tot Hours

0.07

Comments

Keyboard

Charge Type

☒ Normal
☐ Author
☐ Rework

Update

End

Turnover

End and Set Activity Complete

Cancel


If **Allow Completion** is not set, **End and Set Activity Complete** button does not display:

Dept	Cost Center	Act Code	Description	Machine	Cust Inv	Paper	Raw Mats	Finished Goods	Spoilage	Allow Comp	Ask Hours	Req Mat	Allow Ship
05 PRINTING	640 HEDELBERG	52510	640 HEDELBERG M/R										
05 PRINTING	640 HEDELBERG	52515	640 HEDELBERG RUN										
05 PRINTING	640 HEDELBERG	52520	640 HEDELBERG WASHUP			✓	✓			✓			
05 PRINTING	640 HEDELBERG	52590	640 HEDELBERG MAINTENANCE							✓			

End Activity Screen:

Collect Data for

1527, 3-16 pg Text, 640 HEIDELBERG M/R, Pkg:1 Drp:1, On:H640, 52

Package and Drop	Machine	Counts	Material	Events
Current Net	<input type="text" value="0"/>	Start	<input type="text" value="12:26"/>	Remaining Count -1003 Remaining Hours -0.05
+ or -	<input type="text"/>	End	<input type="text" value="12:26"/>	
New Net	<input type="text" value="0"/>	Net Hours	<input type="text" value="0.01"/>	
Gross	<input type="text" value="0"/>	Tot Hours	<input type="text" value="0.01"/>	
Comments <input type="text"/>				
<div>Keyboard</div>				
Charge Type <input checked="" type="radio"/> Normal <input type="radio"/> Author <input type="radio"/> Rework				
	Update	End	Turnover	Cancel

Override Hours on Update/End Activity

If the Supervisor Workstation Control setting of **Allow Direct Time Entry** or the activity question is set to **Ask Hours**, the **Start** and **End** time fields on the End Activity window are activated and the operator can overwrite the calculated Start and End time.

Note The override hours must appear after the shift start of the employees shift to appear in the Shift Summary Report.

Supervisor Workstation Control

Application Settings and Options

ProcessingEmployeeMaterialsColorsReporting and Display

☒ Allow Unscheduled Job Recording

☒ Use Scheduling if available for Job

☐ Use only valid next steps set by scheduling

☐ Non Job activities are not allowed

☒ Allow Direct Time entry

Shop Supervisor – Activity Questions (Ask Hours selected)

Setup Activity Questions

Load Selected Activities

☒ Labor☐ Material☐ Sub Contract

Activities that are☐ Chargeable☐ Non-Chargeable

☒ Use Spread Sheet Format

SaveExport

Dept	Cost Center	Act Code	Description	Machine	Cust Inv	Paper	Raw Mats	Finished Goods	Spoilage	Allow Compl	Ask Hours	Req Matl
03 DP	DATA ENTRY	32011	DATA ENTRY - KEYING							<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
03 DP	DP ADMIN	30010	DP SET UP							<input checked="" type="checkbox"/>		

End Activity screen, Start and End time can be edited here.

Collect Data for

1517, No Component, DATA ENTRY - KEYING, Pkg:1 Drp:1, 32011

Package and Drop

Machine

Counts

Material

Events

Current Net0

+ or -

New Net0

Gross0

Start16:27

End18:42

Net Hours2.25

Tot Hours2.25

Expected Count1000

Expected Hours4.17

Comments

Keyboard

Charge Type

☒ Normal☐ Author☐ Rework

Update

End

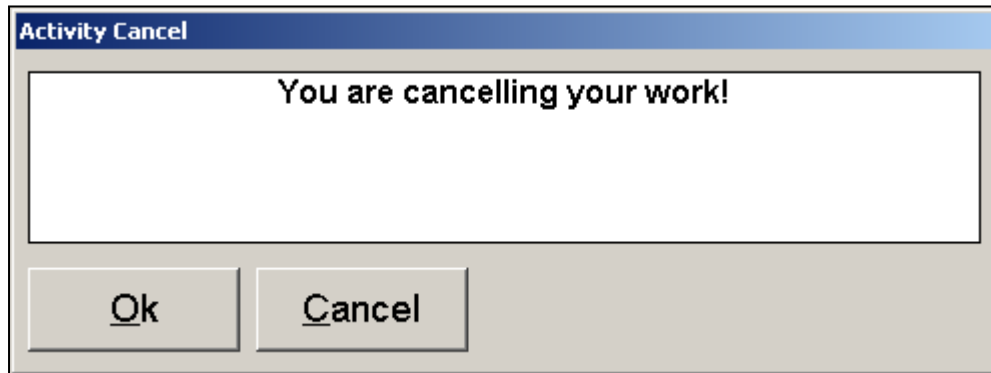
Turnover

End and Set Activity Complete

Cancel

Cancel Activity

An option has been provided to cancel an activity that has been selected unintentionally. By selecting the **Cancel** button on bottom right of end/update activity screen, the operator can cancel any work that has been done on the activity. A confirmation is required.



Note There is a new feature in PrintStream 2014 that can be set to disallow canceling an activity that has been running more than five minutes. This is detailed at the end of this document under the section "What's New in PrintStream 2014."

Activity Collects Package and Drop Data

Collect Data for

1527, 3-16 pg Text, Printing [52515]

Package and Drop

Machine

Counts

Material

Events

Package

Drop

001:California Mail
002:Arizona Mailer
003:Utah Mailer
004:California Mail

001:All

Charge Type

☒ Normal ☐ Author ☐ Rework

Start

This setting is for print and mailing activities, which can be tied to packages and drops. Package and drop data entries are required. Note that the **Start** button will remain grey until a package/drop combination is chosen. Once the **Start** button is selected, time is recording against the activity.

Setup Activity Questions

Load Selected Activities

☒ Labor ☐ Material ☐ Sub Contract

Activities that are ☐ Chargeable ☐ Ngn-Chargeable

☒ Use Spread Sheet Format

Save

Export Grid

Dept	Cost Center	Act Code	Description	Lead Req'd	Count Req'd	Package	Drop	Machine	Cust Inv	Paper	Raw Mats	Finished Goods	Spoilage	All
08 MAILING	INSERTER	83010	INSERTER SET UP	✓					✓			✓		✓
08 MAILING	INSERTER	83011	INSERT, METER, SORT #10	✓		✓	✓							✓
08 MAILING	INSERTER	83012	INSERT, METER, SORT #10 2pcs	✓		✓	✓							✓
08 MAILING	INSERTER	83013	INSERT, METER, SORT #10 3pcs	✓		✓	✓							✓
08 MAILING	INSERTER	83014	INSERT, METER, SORT #10 4pcs	✓		✓	✓							✓
08 MAILING	INSERTER	83015	INSERT, METER, SORT #10 5pcs	✓		✓	✓							✓
08 MAILING	INSERTER	83016	INSERT, METER, SORT #10 6pcs	✓		✓	✓							✓
08 MAILING	INSERTER	83021	INSERT, METER, SORT 6x9 1pc	✓		✓	✓							✓
08 MAILING	INSERTER	83022	INSERT, METER, SORT 6x9 2pcs	✓		✓	✓							✓
08 MAILING	INSERTER	83023	INSERT, METER, SORT 6x9 3pcs	✓		✓	✓							✓
08 MAILING	INSERTER	83024	INSERT, METER, SORT 6x9 4pcs	✓		✓	✓							✓
08 MAILING	INSERTER	83025	INSERT, METER, SORT 6x9 5pcs	✓		✓	✓							✓

The charge type for the activity can be affirmed, or altered.

Activity Collects Machine ID

Any activity can require the ID of the machine the activity was performed on. Machines are created per cost center in Shop Floor Supervisor. Select the machine.

The example illustrates machine selection when only the machine is being identified. A feature designed to count 'clicks' for duplicating equipment are explained at the end of this document.

Collect Data for

1527, 3-16 pg Text, Printing [52515]

Package and Drop

Machine

Counts

Material

Events

Machine Details

Start Click

Current Click

Up/Across

Form Length

Cost Cent

Dept

☐ Printing Duplex

Gross Count

Keyboard


H640 - 640 Heidelberg

Charge Type

☒ Normal

☐ Author

☐ Rework



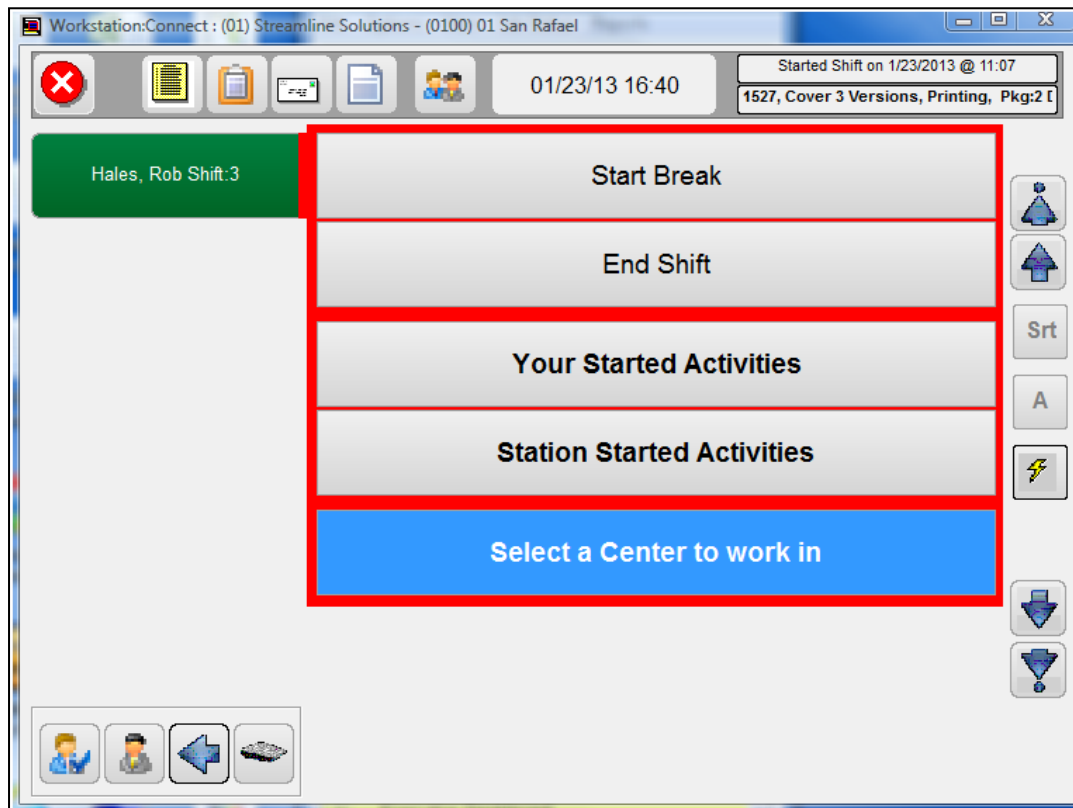
Start

Once the **Start** button is selected, time is recording against the activity.

The charge type for the activity can be affirmed, or altered.

Going on a Break

Scan or highlight your name. Select **Start Break**.



If the activity requires a count, the following screen will appear. You have the option to enter your current production count. This will keep track of your production count before your break. You are not required to enter any production count unless you are ending work on the activity.

To remain on the activity, with no time recording, select **Update**.

Production counts do not update reports until an employee's work on the activity is ended in Shop Floor. A negative number can be entered which will subtract from accumulated production counts.

If the activity you are on when taking a break is designated to allow the recording of inventory usage, you can chose to enter what you have used before the break. The example illustrated allows raw material usage to be entered for the activity Press running. If the activity is designed to collect data for an error tracking report you can make these entries as well. Neither entry is mandatory when selecting **Update**. A Shop Floor workstation may set up to require material entries for all activity codes that record material usage when ending the activity.



To remain on the activity, with no time recording, select **Update**.

Collect Data for

1527, Cover 3 Versions, Printing, Pkg:2 Drp:1, On:H640, 52515

Package and Drop Machine Counts Material Events

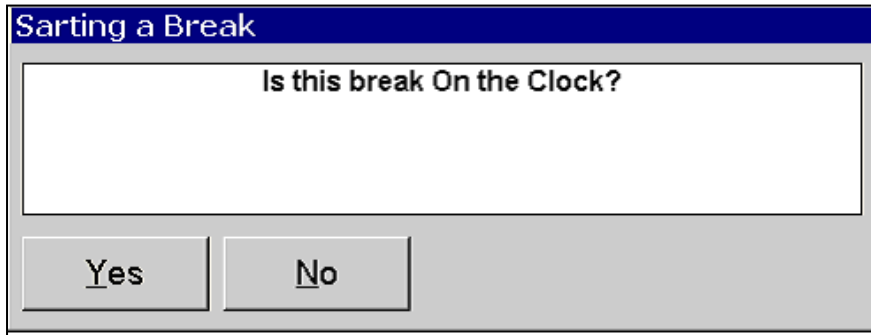
Select Material Type

Compd	Inv Code	Description	Location	Avail. Qt	Allocatic	Prev. Iss

Charge Type
☒ Normal ☐ Author ☐ Rework

Once **Start Break** or **Update** is selected, the following message will ask whether your break should be recorded on the clock or off the clock.

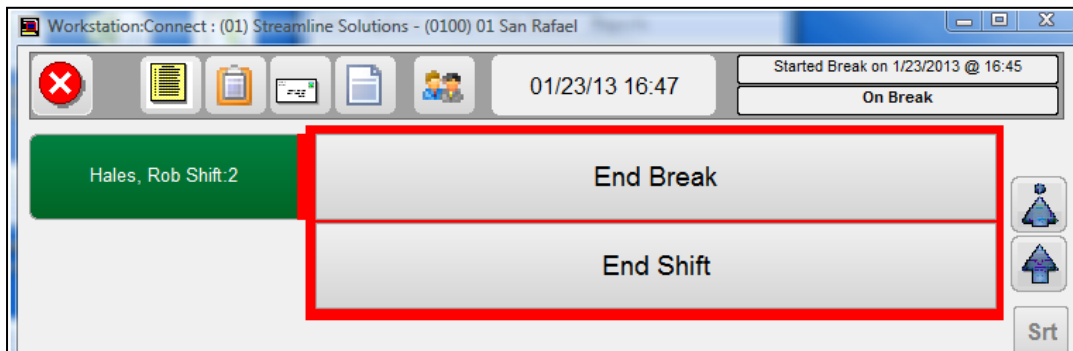


Breaks On the Clock and Off the Clock will collect time and display as such on your shift report.

There is a new feature in PrintStream 2014 that can be set to avoid this question. The settings and what they do is covered in detail at the end of this document in the "What's New in PrintStream 2014" section.



The Shop Floor workstation employee list will display each employee's current status.

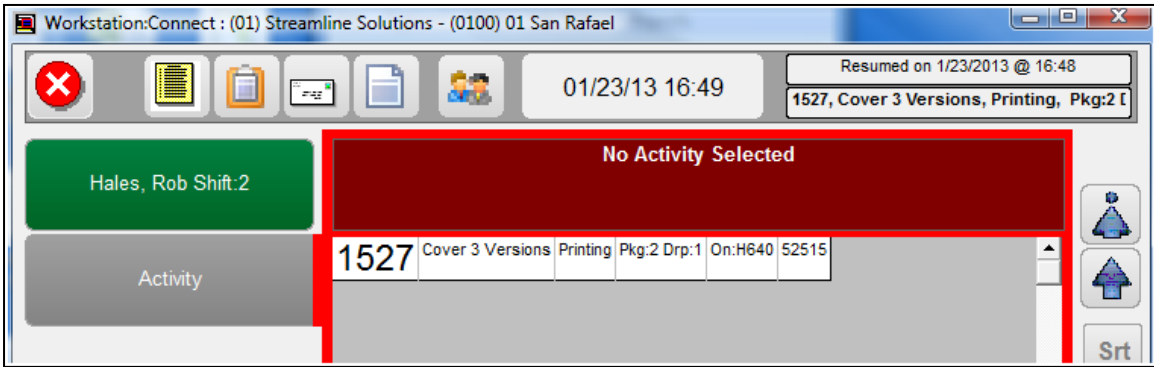
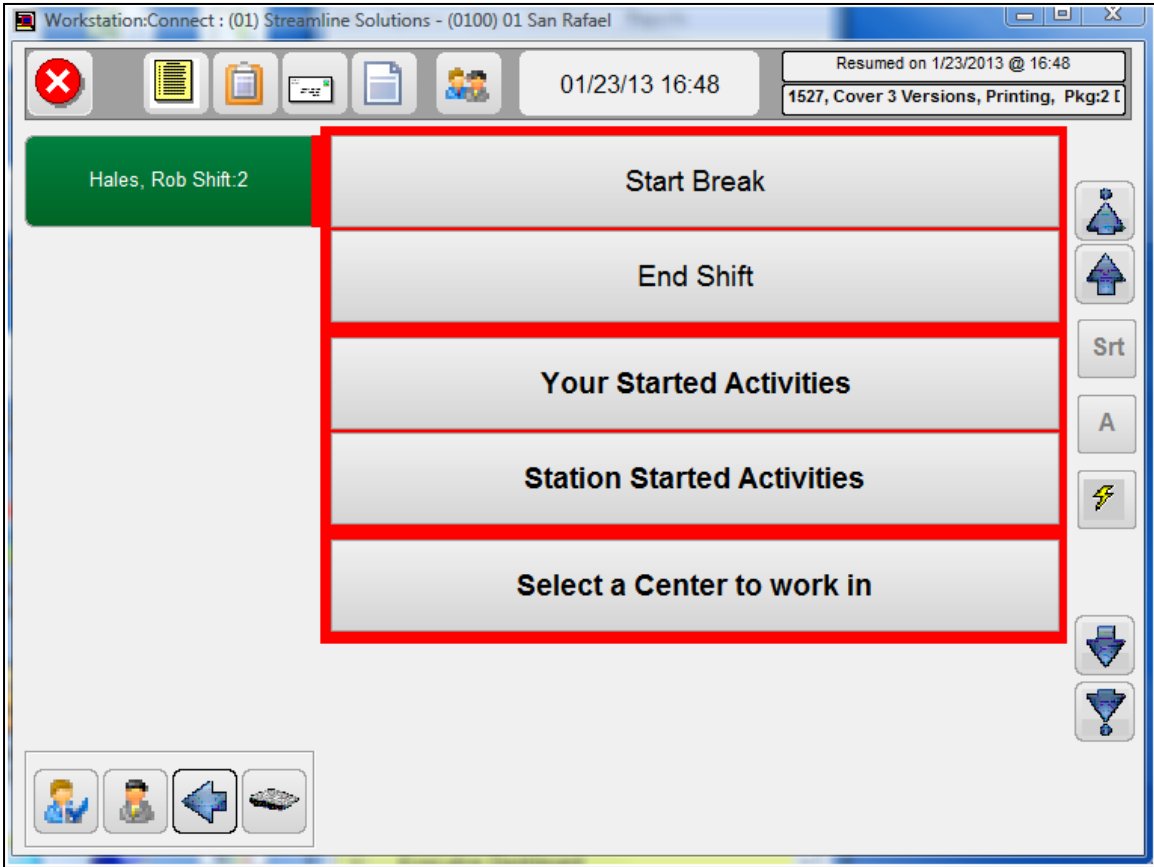


To end your break, scan your barcode or select your name, then select **End Break**. Time will begin recording again on the activity you were performing before the break.

Note In MR SHOP SUPERVISOR there is a set up that allows one to standardize break times so no logging in and out of the system is needed. Please refer to MR Shop Supervisor for further details on how this function works.

View or End Your Work

You can see a list of all the activities you are currently recording time against by scanning or selecting your name. Select the button **End Your Started Activities**.



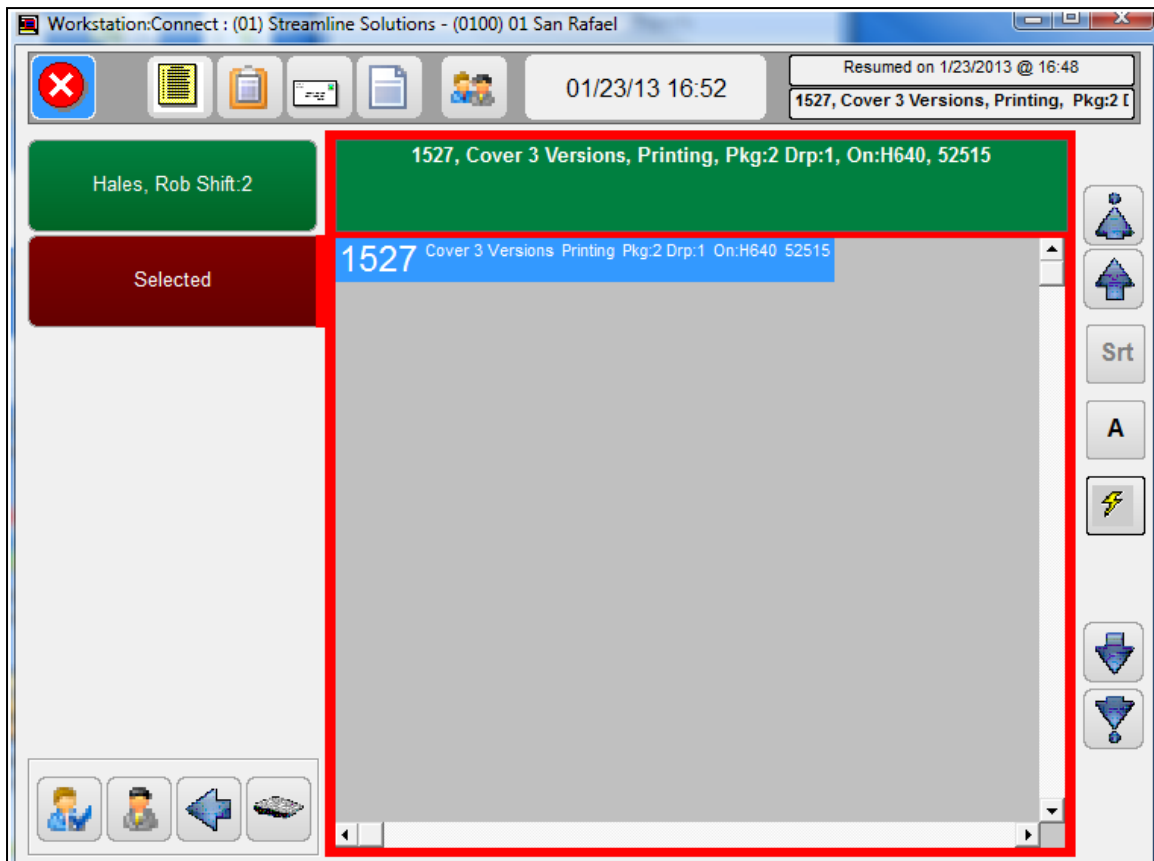
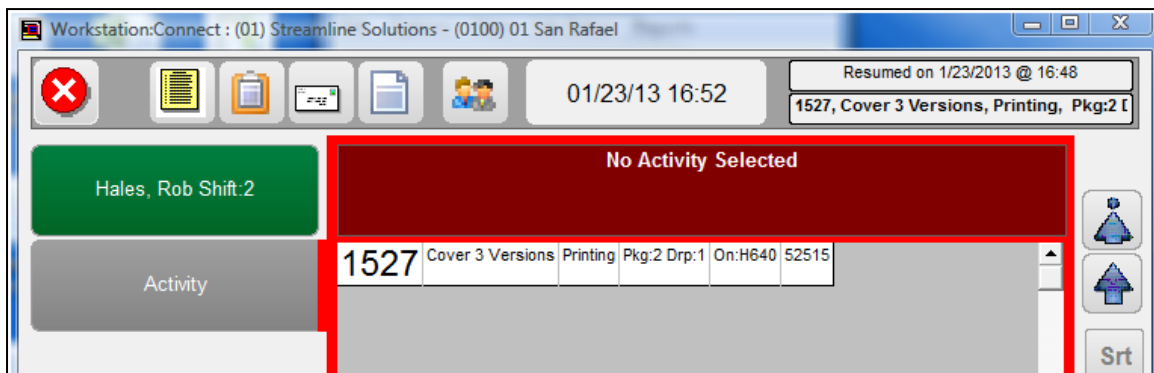
End Your Work

To end work using a barcode scanner, scan the activity on your work instructions. To end manually, select the button **End Your Started Activities**. Highlight the activity, and then click **OK**. If the activity requires no additional data, time recording will stop. The view will return to the employee list for this Shop Floor workstation.

Supervisors can set activities complete by right-clicking a displayed job activity. This closes the activity and relieves the schedule if appropriate.

A supervisor (and only a supervisor) can right click an activity in the display of job activities. They will be prompted with a question on whether they should set this complete. Clicking **Yes** will do so.

Setting the activity complete will close the activity in Estimating. It will also remove the activity from the MR Scheduler scheduling grid.




Additional Data Collection

Tabbed entry fields labeled **Counts**, **Material**, and **Events** may be highlighted, if the activity collects production counts, and/or records materials usage, and/or collects process-improvement data (Events).

Activity Requires Production Counts

Collect Data for 1527, Cover 3 Versions, Printing, Pkg:2 Drp:1, On:H640, 52515

Package and Drop	Machine	Counts	Material	Events
Current Net	0	Start	16:48	Expected Count 16125 Expected Hours 3.33 Efficiency: 2488.1%
+ or -	10000	End	16:53	
New Net	10,000	Net Hours	0.08	
Gross	10,000	Tot Hours	0.08	
Comments				
Keyboard				
Charge Type <input checked="" type="radio"/> Normal <input type="radio"/> Author <input type="radio"/> Rework				
	Update	End	Turnover	End and Set Activity Complete
				Cancel

The activity Printing Cover requires production counts. Counts are entered in the **+ or -** field. Numbers in the **New Net** and **Gross** fields can be edited; net cannot exceed gross.

The number in the **New Net** field will be used for production count. A negative number can be entered; such an entry will subtract from accumulated production counts in reports.

If the activity is designated to collect spoilage, the difference between New Net and Gross will be counted as spoilage. The same percentage of production time will also be recorded as spoilage.

A comments field holds 20 characters and displays on the Billing Worksheet and shift report.

Entering Material Use Records

Activity codes can be designated to allow recording of any of the four inventory types. This record deducts from inventory counts, and posts usage to the job.

Collect Data for

1527, Cover 3 Versions, Printing, Pkg:2 Drp:1, On:H640, 52515

Package and Drop

Machine

Counts

Material

Events

Select Material Type

Compo	Inv Code	Descripti	Location	Avail. Qt	Allocatid	Prev. Iss

Select the appropriate inventory type: Paper, Raw Materials, Finished Goods, or Customer Inventory.

In this example raw material use is recorded. Enter the inventory item number. Enter the quantity and save.

If the item resides in multiple locations, each location plus the current quantity can be accessed via a drop-down list. Cartons can be broken to issue less than a full carton. Items must have available quantity to make these records unless the item is setup to not track quantities; this designation is made in Master Files Inventory. This feature is used to record consignment items.

Inventory records made in shop floor deduct from inventory and post usage to the job. Inventory should be transferred to the production area and not issued to the job. This would double the actual usage if usage is being recorded in shop floor.

Collect Data for

Raw Matl. for: 1527, Cover 3 Versions, Printing, Pkg:2 Drp:1, On:H640, 52515

Inventory ID

Code

48

CARTON-1145

12 x 18 x 11 Carton

Locations:

☒ 1.1.1.1, Skid: 2592, Qty: 250.

Save Item

Pull from location(s)

50

Available:

250



1	2	3	4	5	6	7	8	9	0	BS	
Q	W	E	R	T	Y	U	I	O	P	Tab	
A	S	D	F	G	H	J	K	L	Other Chars.	Enter	
Z	X	C	V	B	N	M	Space	.			

Collect Data for

1527, Cover 3 Versions, Printing, Pkg:2 Drp:1, On:H640, 52515

Package and Drop Machine Counts Material Events

Select Material Type


 

Component	Inv Code	Description	Location	Avail. Qty.	Allocation	Prev. Issued
Cover 3 Versions	CARTON-1145	12 x 18 x 11 Carton	1.1.1.1		50	

Clear Selection Recalc using Gross

Charge Type

☒ Normal ☐ Author ☐ Rework





 Update End Turnover End and Set Activity Complete Cancel

A second option for selecting inventory is accessed by the drop-down arrow below "or job inventory" which reveals a list of all items linked to the job.

1695, letter[63369], LASER 8 1/2x11 LETTER, Pkg:1 Drp:1, On:HP1

Package and Drop Machine Counts Material Events

Select Material Type or Job Inventory

INV NUM

letter
Outer envelope
test item
Job Inventory

Charge Type

☒ Normal ☐ Author ☐ Rework

Multiple inventory records can be entered against any activity designated to collect material usage. These records can be edited until the Shop Floor record is ended. Correct errors in material usage for completed Shop Floor entries in Inventory Manager > Returns.


Material usage records can be made mandatory using a control accessed through the **Supervisor Functions** button. This is explained further in the Supervisor Controls at the end of this document.

Barcode Scan of Inventory Item Identifies Both Inventory Type and Item Number


When manually keying material usage in Shop Floor, the user first selects an inventory type and then selects the item number. There is a validation to insure that the item number matches the selected inventory type. The same process had been occurring for bar code scanning. The user first selected the inventory type and then scanned the item number. This feature improves the programming so that the item number can be scanned off the work order without the need to identify the inventory type.

The transaction below is being completed. This activity is defined to allow material usage of raw materials.

1402, FG, Random Alternates

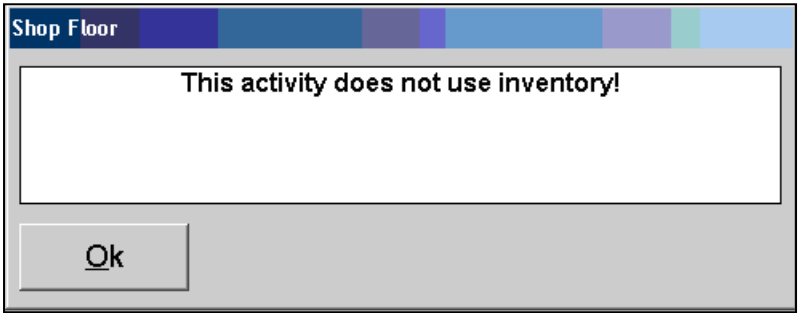
Package and Drop	Machine	Counts	Material	Events
Current Net	<input type="text" value="0"/>	Start	<input type="text" value="10:43"/>	Expected Count 100000 Expected Hours 25.0
+ or -	<input type="text"/>	End	<input type="text" value="11:28"/>	
New Net	<input type="text" value="0"/>	Net Hours	<input type="text" value="0.75"/>	
Gross	<input type="text" value="0"/>	Tot Hours	<input type="text" value="0.75"/>	
Comments <input type="text"/>		Keyboard		
Charge Type <input checked="" type="radio"/> Normal <input type="radio"/> Author <input type="radio"/> Rework				
	Update	End	Turnover	Cancel

Scanning the inventory code for raw material #59966 off the work order brings you to the count entry screen. You do not have to first indicate this was a raw material. The program determines that this item is a valid inventory type for this activity and opens right to the count entry screen. You need not be in the Material tab when scanning the inventory item. The program recognizes that the entry scanned was an inventory item and displays appropriately. The program will accept the scanning of any raw material bar code – i.e., it does not need to be part of the job. This matches the manual keying functioning.

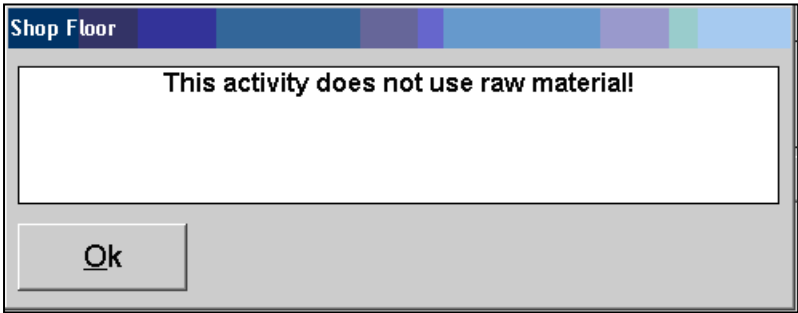
Job Material for: 1401, OSE, Random Alternates										
Inventory ID		Code								
59966		042408AAdmm3587								
031708 ME RM Create										
Location		T.03.1, Skid: 4289, Qty: 10,050.								Item Total
										0
10 Cartons Available @		1,000		Cartons Used		0		Open		
50 Loose Pieces Available		Used		0		Cartons				
1	2	3	4	5	6	7	8	9	0	BS
Q	W	E	R	T	Y	U	I	O	P	Tab
A	S	D	F	G	H	J	K	L	Other Chars.	Enter
Z	X	C	V	B	N	M	Space	.		

Note that the program continues to have validations that the scanned inventory type is appropriate. The activity must be defined in MR Shop Supervisor for the specific inventory types desired. If the item is defined only for customer inventory, a disallow message will be generated if an inventory item of a different type is scanned.

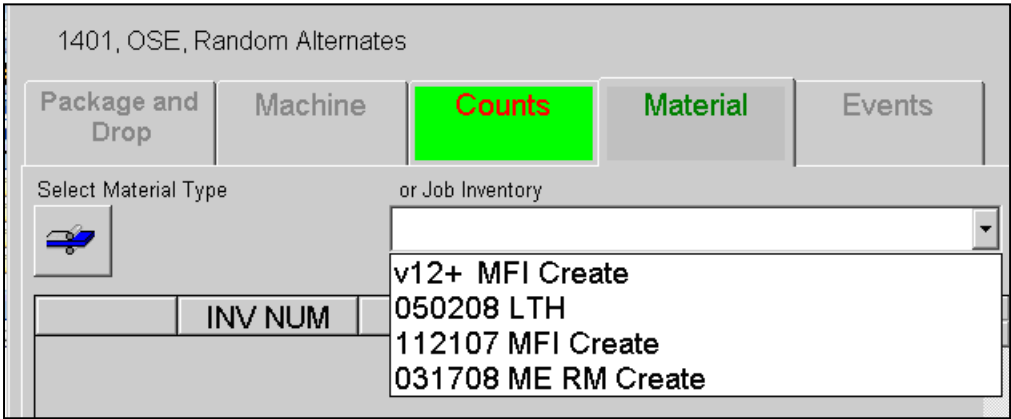
Disallow Message resulting from attempt to scan an inventory item when the activity is not defined with inventory types.



Disallow Message resulting from attempt to scan an inventory item is not a valid inventory type for that activity.



Note also that bar code scanning of the inventory item only works for material usage of defined inventory types. In the screen shot below the activity is defined to allow raw material inventory usage. Inventory items in the **Job Inventory** drop-down list cannot be successfully scanned unless they are raw materials.



New material usage functioning added in PrintStream 2014 has two basic changes:

1. The operator will be able to select multiple skids to pull from at one time.
2. The operator will no longer need to open cartons to get the count they want. The operator will simply enter the pull quantity and the program will automatically open cartons when appropriate.

These functions require a control be set in the **Material** tab in the supervisor functions of the Shop Floor workstation. Complete details can be found at the end of this document in the section "What's New in PrintStream 2014."

Data Capture Option: Events

If the **Events** Tab is highlighted, a list of issues which could impact production for your current activity will display. Select the tab to make this optional entry, whose purpose is to collect comments from operators about this specific activity on this specific job. You have the option to choose one or more descriptions from this list, enter comments, quantities and time.

This data is retrieved by the [Report on Error Tracking](#), available in the MR Shop Floor Supervisor module.

Collect Data for

1551, LASER FORMS, Pkg:1 Drp:1, On:HP1, 64010

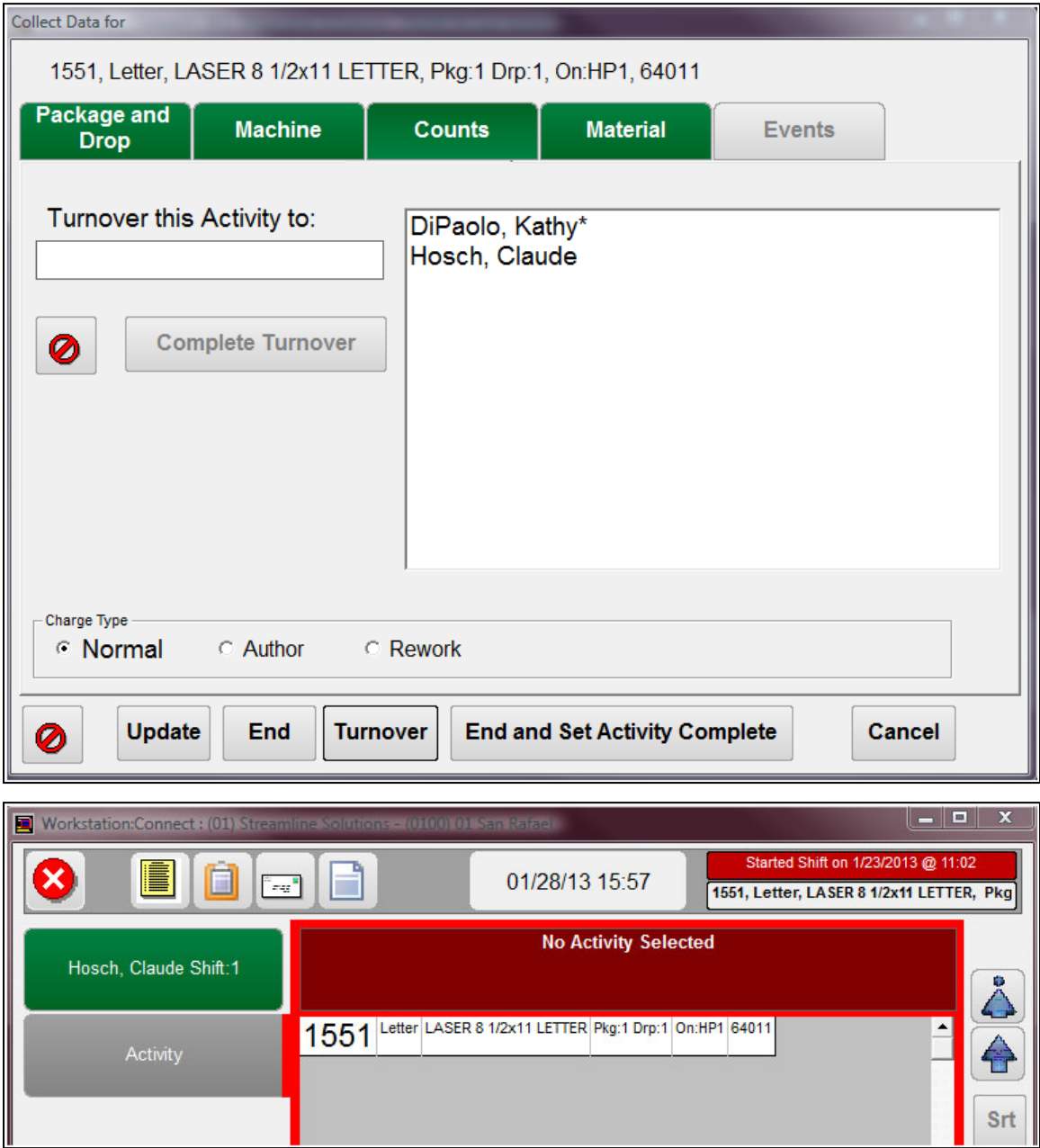
Package and Drop	Machine	Counts	Material	Events
				<p>Events</p> <p>Machine Down - Repair</p> <p>Event Description: tech rep needs to clean fuser roll</p> <p>Event Hrs: .5</p> <p>Event Count: </p> <p>Update Event</p>

Charge Type

☒ Normal
 ☐ Author
 ☐ Rework

Turnover Feature

Select **Turnover** to finish your work on an activity and hand it off to a coworker. This is useful to simplify the change of operators during breaks and shift changes. Turnover allows you to designate the activity as now being performed by the new worker, as long as that employee is currently active (i.e., shift started, not on break) in the same cost center.



This activity now appears under **End Your Started Activities** for the employee to whom the activity was turned over.

Note the Five Ways to Finish the Record:

The screenshot shows a dialog box titled 'Charge Type'. It contains three radio buttons: 'Normal' (which is selected), 'Author', and 'Rework'. Below the radio buttons is a row of seven buttons: a button with a red circle and a diagonal line (prohibited sign), 'Update', 'End', 'Turnover', 'End and Set Activity Complete', and 'Cancel'.

Update: employee remains on the activity; records entered do not update reports.

End: employee concludes work on the task; records entered do update reports.

Turnover: Select **Turnover** to finish your work on an activity and hand it off to a co-worker.

End and Set Activity Complete: employee concludes work on the task; records entered do update reports. Activity is removed from list of job steps for that cost center. Activity is tagged as complete (with completion date) in Customer Support, the List Schedulers and the Mail Order Entry Scheduling Screens. In MR Scheduler, activity will drop off activity list if the job is rescheduled or rolled forward.

Note If an activity is accidentally flagged **End and Set Activity Complete** in error or if you need to re-run the job for any reason, simply re-scan the activity from the Work order, or manually enter the job number after selecting 'Select an Unlisted Job. Select the appropriate activity from the list of 'Station Activities.'

Cancel: A new option has been provided to cancel an activity that has been selected unintentionally. By selecting the **Cancel** button on bottom right of end/update activity screen, the operator can cancel any work that has been done on the activity. A confirmation is required.

From Shop Floor – ALL operators will have access to the **Edit Employee Punches** button.

Workstation:Connect : (01) Streamline Solutions - (0100) 01 San Rafael

01/28/13 15:59

Started Shift on 1/28/2013 @ 15:49

No Started Activity

Hales, Rob Shift:3

Start Break

End Shift

Select a Center to work in

Assign Employee Privileges

Code	Name	Auto-Continue	One at a Time	Lead	Gang	Edit Xcts	Edit Qty
222	Hales, Rob	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

This employee has the Xcts privilege and can Add a Punch – in this case an Off Clock Break. Fill in the fields – select the Tab key to highlight the Add Punch Row.

Adjust Punches

Employee Punches for Shift : **Last** ▼

Date	Shift	Time	Type
09/10/2009	1	11:46	Start
09/10/2009	1	12:25	On Clk Break
09/10/2009	1	12:26	Restart

Click on row to Delete then press>> **Delete**

Add Punch

Date: 9/10/2009 ☐ Start Shift
☐ On Clock Break
☒ Off Clock Break
Shift: 1 ☐ Restart Shift
Time: 12:47 ☐ End Shift

Add Punch Row

Save Punch Changes

Job Activities

Job	Chrg Type	Activity	Start Date	Time	Gross Qty	Net Qty	End Date	Time
4068	Normal	Pers. Letter, LASER SETUP,	09/10/2009	12:25	2	2	09/10/2009	12:30

Save Activity Changes

Click the **Add Punch Row** and the punch will be added.

Adjust Punches

Employee Punches for Shift : **Last** ▼

Date	Shift	Time	Type
09/10/2009	1	11:46	Start
09/10/2009	1	12:25	On Clk Break
09/10/2009	1	12:26	Restart
09/10/2009	1	12:47	Off Clk Break

Click on row to Delete then press>> **Delete**

Add Punch

Date: 9/10/2009 ☐ Start Shift
☐ On Clock Break
☒ Off Clock Break
Shift: ☐ Restart Shift
Time: ☐ End Shift

Add Punch Row

Save Punch Changes

Job Activities

Job	Chrg Type	Activity	Start Date	Time	Gross Qty	Net Qty	End Date	Time
4068	Normal	Pers. Letter, LASER SETUP,	09/10/2009	12:25	2	2	09/10/2009	12:30

Save Activity Changes

Done

Please note: An audit trail is recorded for punch adjustments including who made them.

Punches can also be edited – just click the field to edit the data.

Note Start Shift and End Shift punches cannot be edited. This would have to be done by a Supervisor in the MRShopSupervisor program for obvious reasons.

Adjust Punches

Employee Punches for Shift :

Last

Date	Shift	Time	Type
09/10/2009	1	11:46	Start
09/10/2009	1	12:25	On Clk Break
09/10/2009	1	12:26	Restart
09/10/2009	1	12:47	Off Clk Break

Click on row to Delete then press>>

Delete

Save Punch Changes

Add Punch

Date: 9/10/2009

Shift:

Time:

Start Shift

On Clock Break

Off Clock Break

Restart Shift

End Shift

Add Punch Row

Job Activities

Save Activity Changes

Job	Chrg Type	Activity	Start Date	Time	Gross Qty	Net Qty	End Date	Time
4068	Normal	Pers. Letter, LASER SETUP,	09/10/2009	12:25	2	2	09/10/2009	12:30

Done

Please note: An audit trail is recorded for punch adjustments including who made them.

An operator with the Xcts privilege can also Delete a Punch. Click the punch then the **Delete** button.

DELETE PUNCH

DELETE punch at 12:47?

Yes

No

Note Start Shift and End Shift punches cannot be deleted. This must be done by a supervisor from the MR Shop Supervisor program.

Adjust Punches

Employee Punches for Shift: **Last** ▼

Date	Shift	Time	Type
09/10/2009	1	11:46	Start
09/10/2009	1	12:25	On Clk Break
09/10/2009	1	12:26	Restart

Click on row to Delete then press>> **Delete**

Add Punch

Date: 9/10/2009

Shift:

Time:

☐ Start Shift
☐ On Clock Break
☒ Off Clock Break
☐ Restart Shift
☐ End Shift

Add Punch Row

Save Punch Changes

Job Activities

Job	Chrg Type	Activity	Start Date	Time	Gross Qty	Net Qty	End Date	Time
4068	Normal	Pers. Letter, LASER SETUP,	09/10/2009	12:25	2	2	09/10/2009	12:30

Save Activity Changes

Done

Please note: An audit trail is recorded for punch adjustments including who made them.

An operator with the Xcts privilege can also edit their Job Activities transactions. They can edit Start Date, Start Time, Gross Qty, Net Qty, End Date, and End Time.

Adjust Punches

Employee Punches for Shift: **Last** ▼

Date	Shift	Time	Type
09/10/2009	1	11:46	Start
09/10/2009	1	12:25	On Clk Break
09/10/2009	1	12:26	Restart

Click on row to Delete then press>> **Delete**

Add Punch

Date: 9/10/2009

Shift:

Time:

☐ Start Shift
☐ On Clock Break
☒ Off Clock Break
☐ Restart Shift
☐ End Shift

Add Punch Row

Save Punch Changes

Job Activities

Job	Chrg Type	Activity	Start Date	Time	Gross Qty	Net Qty	End Date	Time
4068	Normal	Pers. Letter, LASER SETUP,	09/10/2009	12:25	1	1	09/10/2009	12:30

Save Activity Changes

Here the gross quantity and net quantity for this setup transaction have been edited from two (2) displayed in the previous screenshot to one (1) displayed directly above.

Employees who do not have the Edit Xcts privilege set in the Employee Privileges area in MR Shop Supervisor can view punches and Job Activities but cannot edit any of the transactions or punches. Employees are not able to delete or add punches. All shop floor employees can print the Shift Summary Report.

NPT (nonproductive time) CODES ADDITION AND EDITING

NPT codes are set up in the Job Status menu of the PrintStream menu bar.

PrintStream - DB: X:\GenericData\Stream_12_3\GenericMulti_12_3\dosrun\ - Cmp: 01 Plant: 0100

FileOptionsViewJob StatusReports

Search for Job to Review/SetCtrl+S

Review/Set Individual JobCtrl+J

Update Status Code Definitions

Update Non-Productive Code Definitions

Production Warehouse Export

Administrators

Menu and Change Data

Administrators

Master File

Inventory (Basic Transactions)

Inventory (Advanced/Warehouse)

Maintain Non-Productive Codes

Code	Description	Active
NP1	Non Productive Code #1	<input checked="" type="checkbox"/>
NP2	Non Productive Code #2	<input checked="" type="checkbox"/>
NP3	Inactive Non-Productive Code	<input type="checkbox"/>
NP4	Cleanup Machine Area	<input checked="" type="checkbox"/>
NP5	Awaiting job Material/Paperwork	<input checked="" type="checkbox"/>

Enter new Code and Description and Check/Uncheck active. Press Add when finished

Code

Description

☒ Active

Done

Save Changes

Non-Productive Codes

Examples of Non-productive time:

- General Cleanup around machine
- Paperwork prep for new job
- Time Awaiting Customer Approval

The Shift Summary report most clearly displays what has happened on this shift.

1. The Shift started at 11:10
2. Activity processing started at 11:16. This generated NPT Code N05 from 11:10 to 11:16.
3. An on clock break was then entered from 11:34 to 11:35

Shop Floor Shift Summary Report											
										Printed : 9/18/2007	11:36:32AM
										For :	
Job	Customer / Job Description	Activity	Activity Desc	Start	Stop	Time	Type	Qty	Waste	Stat	Comments
Employee : TESTALBU Albus, Dumbledore				Shift : 3							
Date : Tuesday September 18 2007				Dept : Control Department							
Start Shift				11:10			Start			ok	
41550	Activity Processing DMM Test Compan / 0113 STEve Update Test		9562 DMM #3 Insert	11:16	00:00	0	Normal	200		ok	
Additional Punches											
N05-Sweep/Cleanup Machine Area				11:10	11:16	0:06	NPT			ok	
Break - ON Clock				11:34	11:35	0:01	Brk			ok	
Still Working - Shift has not been ended				11:36			-----			ok	
Total Shift Time : 0:26				On Clock Time : 0:26				Breaks - On Clock : 0:07			
								Breaks - Off Clock : 0:00			

Ability to Add/Edit/Delete NPT codes in MR Shop Supervisor

Punches are edited through the MR Shop Supervisor Timesheet Records display. If the punches entries are double-clicked, the **Adjust Punches** screen appears.

All Records		Timesheet Records	
Week ending:		<input type="text" value="9/23/2007"/>	<input type="button" value="Print"/> <input type="button" value="Cancel"/> <input type="button" value="Save"/>
	Punch Total	Bonus	Punches
Sun 9/16/2007	0.0		
Mon 9/17/2007	0.0		
Tue 9/18/2007	0.0	S-11:10	B-11:10 R-11:16 B-11:34 R-11:35
Wed 9/19/2007	0.0		
Thu 9/20/2007	0.0		
Fri 9/21/2007	0.0		
Sat 9/22/2007	0.0		
Sun 9/23/2007	0.0		
Mon 9/24/2007	0.0		
Totals	0.0	0.0	

Date	Shift	Time	Type
09/10/2009	1	11:46	Start
09/10/2009	1	12:25	On Clk Break
09/10/2009	1	12:26	Restart
09/10/2009	1	12:42	Start: Cleanup Machine Area

Click on row to Delete then press>>

Add Punch

Date:
☐ Start Shift
☒ On Clock Break
☐ Off Clock Break

Shift:
☐ Restart Shift
☐ End Shift

Time:

Break Type

Job	Chrg Type	Activity	Start Date	Time	Gross Qty	Net Qty	End Date	Time
4068	Normal	Pers. Letter, LASER SETUP,	09/10/2009	12:25	2	2	09/10/2009	12:30

Please note: An audit trail is recorded for punch adjustments including who made them.

Note first of all that NPT codes now display with a **Type** entry that includes the NPT code description. It is therefore easily distinguishable from the standard on clock break.

- Can change the times and edit the NPT code punch.
- Change gets communicated to the Shift Summary reports and Edit employee punches feature of Shop Floor.

Date	Shift	Time	Type
9/18/2007	3	11:10	Start
9/18/2007	3	11:10	Start:Sweep/Cleanup Machine Area
9/18/2007	3	11:20	End:Sweep/Cleanup Machine Area
9/18/2007	3	11:34	On Clk Break
9/18/2007	3	11:35	Restart

Add Punches
Date: 9/18/2007
Shift:
Time:
☐ Start Shift
☐ On Clock Break
☐ Off Clock Break
☐ Restart Shift
☐ End Shift

Add Punch Row

Click on row to Delete then press>>
Delete

Done

Can delete NPT codes:

Adjust Punches

Current Punches

Date	Shift	Time	Type
9/18/2007	3	11:10	Start
9/18/2007	3	11:20	End:Sweep/Cleanup Machine Area
9/18/2007	3	11:34	On Clk Break
9/18/2007	3	11:35	Restart

Add Punches

Date: 9/18/2007

Shift:

Time:

☒ Start Shift

☐ On Clock Break

☐ Off Clock Break

☐ Restart Shift

☐ End Shift

Add Punch Row

Click on row to Delete then press>>

Delete

Done

Add an NPT code. Need to first enter an on clock break. This results in a new drop-down field appearing – **Break Type**

Adjust Punches

Employee Punches

Save Punch Changes

Date	Shift	Time	Type
09/18/2007	3	11:10	Start
09/18/2007	3	11:20	End:Sweep/Cleanup Machine Area
09/18/2007	3	11:34	On Clk Break
09/18/2007	3	11:35	Restart

Add Punch

Date: 9/18/2007

Shift: 3

Time: 11:15

☐ Start Shift

☒ On Clock Break

☐ Off Clock Break

☐ Restart Shift

☐ End Shift

Break Type

Regular Break

Add Punch Row

Click on row to Delete then press>>

Delete

Job Activities

Save Activity Changes

Job	Chrg Type	Activity	Start Date	Time	Gross Qty	Net Qty	End Date	Time
-----	-----------	----------	------------	------	-----------	---------	----------	------

This allows selection of a standard on clock break or an NPT Code.

Adjust Punches

Employee Punches

Save Punch Changes

Date	Shift	Time	Type
09/18/2007	3	11:10	Start
09/18/2007	3	11:20	End:Sweep/Cleanup Machine Area
09/18/2007	3	11:34	On Clk Break
09/18/2007	3	11:35	Restart

Add Punch

Date: 9/18/2007

Shift: 3

Time: 11:15

☐ Start Shift

☒ On Clock Break

☐ Off Clock Break

☐ Restart Shift

☐ End Shift

Break Type

[Regular Break]

[Regular Break]

N01:Non-Productive Code #1 DMM

N02:Non-Productive Code #2 DMM

N03:Non-Productive Code #3 DMM

N04:Non Productive Code Inactive D

N05:Sweep/Cleanup Machine Area

N06:Prepare Postal Documents

Job Activities

Save Activity Changes

Job	Chrg Type	Activity	Start Date	Time	Gross Qty	Net Qty	End Date	T
-----	-----------	----------	------------	------	-----------	---------	----------	---

Maintain Non-Productive Codes

Code	Description	Active
N01	Non-Productive Code #1 DMM	<input checked="" type="checkbox"/>
N02	Non-Productive Code #2 DMM	<input checked="" type="checkbox"/>
N03	Non-Productive Code #3 DMM	<input checked="" type="checkbox"/>
N04	Non Productive Code Inactive D	<input type="checkbox"/>
N05	Sweep/Cleanup Machine Area	<input checked="" type="checkbox"/>
N06	Prepare Postal Documents	<input checked="" type="checkbox"/>

Adjust Punches

Employee Punches

Save Punch Changes

Date	Shift	Time	Type
09/18/2007	3	11:10	Start
09/18/2007	3	11:20	End:Sweep/Cleanup Machine Area
09/18/2007	3	11:34	On Clk Break
09/18/2007	3	11:35	Restart

Add Punch

Date: 9/18/2007

Shift: 3

Time: 11:15

☐ Start Shift

☒ On Clock Break

☐ Off Clock Break

☐ Restart Shift

☐ End Shift

Break Type

N05:Sweep/Cleanup Machine Area

Add Punch Row

Job Activities

Save Activity Changes

Job	Chrg Type	Activity	Start Date	Time	Gross Qty	Net Qty	End Date	Time
-----	-----------	----------	------------	------	-----------	---------	----------	------

Click on row to Delete then press>>

Delete

Click **Add Punch Row** – punch gets added.

Adjust Punches

Employee Punches Save Punch Changes

Date	Shift	Time	Type
09/18/2007	3	11:10	Start
09/18/2007	3	11:15	Start:Sweep/Cleanup Machine Area
09/18/2007	3	11:20	End:Sweep/Cleanup Machine Area
09/18/2007	3	11:34	On Clk Break
09/18/2007	3	11:35	Restart

Add Punch

Date: 9/18/2007 ☐ Start Shift
☒ On Clock Break
☐ Off Clock Break
Time: ☐ Restart Shift
☐ End Shift

Break Type
N05:Sweep/Cleanup Machine Area

Add Punch Row

Click on row to Delete then press>> Delete

Job Activities Save Activity Changes

Job	Chrg Type	Activity	Start Date	Time	Gross Qty	Net Qty	End Date	Time
-----	-----------	----------	------------	------	-----------	---------	----------	------

Ability to Add/Edit/Delete NPT codes in MR Shop Floor (Edit Employee Punches)

Adjust Punches display in MR Shop Floor distinguish NPT punches from standard on clock breaks.

Adjust Punches

Employee Punches Save Punch Changes

Date	Shift	Time	Type
09/18/2007	3	11:10	Start
09/18/2007	3	11:15	Start:Sweep/Cleanup Machine Area
09/18/2007	3	11:25	End:Non-Productive Code #2 DMM
09/18/2007	3	11:34	On Clk Break
09/18/2007	3	11:35	Restart
09/18/2007	3	11:50	On Clk Break
09/18/2007	3	11:58	Restart

Add Punch

Date: 9/18/2007 ☒ Start Shift
☐ On Clock Break
☐ Off Clock Break
Time: ☐ Restart Shift
☐ End Shift

Add Punch Row

Click on row to Delete then press>> Delete

Job Activities Save Activity Changes

Job	Chrg Type	Activity	Start Date	Time	Gross Qty	Net Qty	End Date	Time
-----	-----------	----------	------------	------	-----------	---------	----------	------

Edit start punch of NPT code to 11:12 and of second break to 11:48 (this employee has **Edit Xcts** setting).

Adjust Punches

Employee Punches

Save Punch Changes

Date	Shift	Time	Type
09/18/2007	3	11:10	Start
09/18/2007	3	11:12	Start:Sweep/Cleanup Machine Area
09/18/2007	3	11:25	End:Non-Productive Code #2 DMM
09/18/2007	3	11:34	On Clk Break
09/18/2007	3	11:35	Restart
09/18/2007	3	11:48	On Clk Break
09/18/2007	3	11:58	Restart

Add Punch

Date: 9/18/2007

Shift:

Time:

☒ Start Shift

☐ On Clock Break

☐ Off Clock Break

☐ Restart Shift

☐ End Shift

Add Punch Row

Result – punch changes save

Adjust Punches

Employee Punches

Save Punch Changes

Date	Shift	Time	Type
09/18/2007	3	11:10	Start
09/18/2007	3	11:12	Start:Sweep/Cleanup Machine Area
09/18/2007	3	11:25	End:Non-Productive Code #2 DMM
09/18/2007	3	11:34	On Clk Break
09/18/2007	3	11:35	Restart
09/18/2007	3	11:48	On Clk Break
09/18/2007	3	11:58	Restart

Add Punch

Date: 9/18/2007

Shift:

Time:

☒ Start Shift

☐ On Clock Break

☐ Off Clock Break

☐ Restart Shift

☐ End Shift

Add Punch Row

Can also add a NPT code as in MR Shop Supervisor

Adjust Punches

Employee Punches

Save Punch Changes

Date	Shift	Time	Type
09/18/2007	3	11:10	Start
09/18/2007	3	11:12	Start:Sweep/Cleanup Machine Area
09/18/2007	3	11:25	End:Non-Productive Code #2 DMM
09/18/2007	3	11:34	On Clk Break
09/18/2007	3	11:35	Restart
09/18/2007	3	11:48	On Clk Break
09/18/2007	3	11:58	Restart

Add Punch

Date: 9/18/2007

Shift: 3

Time: 12:05

☐ Start Shift

☒ On Clock Break

☐ Off Clock Break

☐ Restart Shift

☐ End Shift

Break Type

N03:Non-Productive Code #3 DMM

Add Punch Row

Click on row to Delete then press>>>

Delete

Job Activities

Save Activity Changes

Job	Chrg Type	Activity	Start Date	Time	Gross Qty	Net Qty	End Date	Time
-----	-----------	----------	------------	------	-----------	---------	----------	------

Adjust Punches

Employee Punches Save Punch Changes

Date	Shift	Time	Type
09/18/2007	3	11:12	Start:Sweep/Cleanup Machine Area
09/18/2007	3	11:25	End:Non-Productive Code #2 DMM
09/18/2007	3	11:34	On Clk Break
09/18/2007	3	11:35	Restart
09/18/2007	3	11:48	On Clk Break
09/18/2007	3	11:58	Restart
09/18/2007	3	12:05	Start:Non-Productive Code #3 DMM

Add Punch

Date: 9/18/2007 ☐ Start Shift ☒ On Clock Break ☐ Off Clock Break

Shift: ☐ Restart Shift ☐ End Shift

Time:

Break Type: N03:Non-Productive Code #3 DMM

Add Punch Row

Click on row to Delete then press>> Delete

Job Activities Save Activity Changes

Job	Chrg Type	Activity	Start Date	Time	Gross Qty	Net Qty	End Date	Time
-----	-----------	----------	------------	------	-----------	---------	----------	------

Ending Shifts

Workstation:Connect : (01) Streamline Solutions - (0100) 01 San Rafael

01/28/13 16:06

Started Shift on 1/28/2013 @ 15:49

No Started Activity

Hales, Rob Shift:3

Start Break

End Shift

Select a Center to work in

Srt

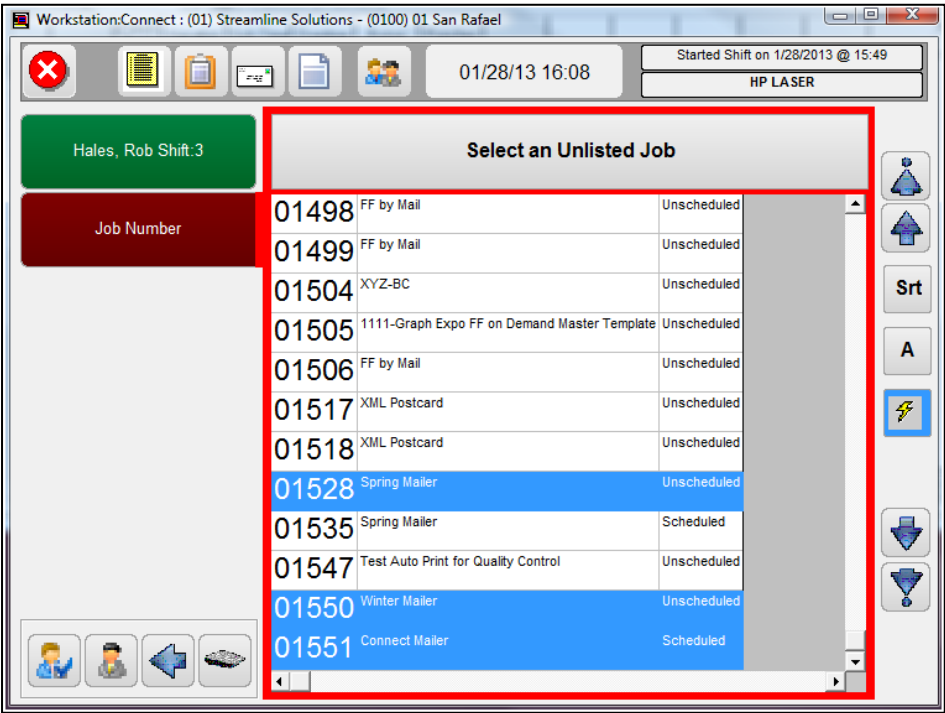
A

To end work for the shift, select or scan your name. If you are not currently recording time on any job, simply select the button labeled **End Shift**. If you are currently recording time on a job, a button labeled **End Your Started Activities** will appear. Select this button, then highlight the activity that is ending and press the **OK** button. A message will ask for affirmation that work is ending on the activity. Or, entry fields will highlight to collect additional data required by the activity. End work. Press the **OK** button. Then select **End Shift**.

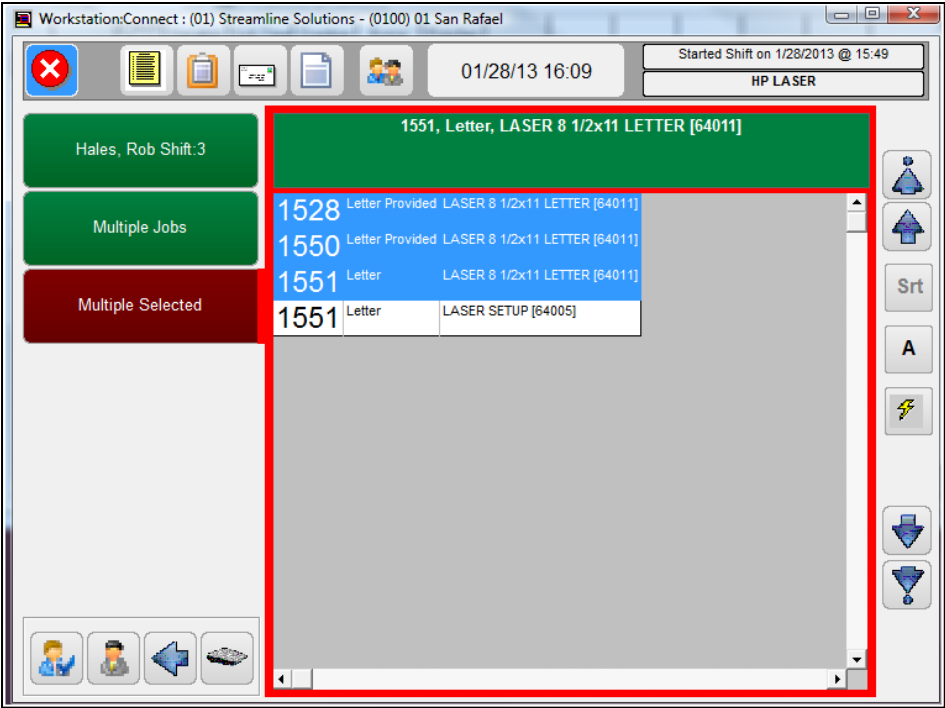
Shift Report

After you end your shift, your workstation may be set up to print your individual shift report. This may be optional, or may be automatic based on the supervisor workstation setting behind the lock icon in the application options reporting and display tab.

Data Capture Option: Gang Activities



You may be able to record work on multiple tasks and/or multiple jobs simultaneously; this capability is assigned, per employee, in MR Shop Floor Supervisor (see Employee Privileges). To log into multiple jobs and/or activities, hold down the CTRL key on your keyboard and highlight each job/activity that you want to select, and then select **Multiple Selected**.



You may also be to proportion your time over the multiple activities selected. Once you have affirmed your selection of multiple job activities, a prompt will ask: "Are these Activities Ganged?"

Activity Start

Are these Activities Ganged?

Yes

No

If you select **No**, then Shop Floor will collected one hour of labor for each activity for each hour you are recording time on the activity. You may end your work on any of the selected activities at any time, regardless of your status on the other selected activities.

If you select **Yes**, a window will appear to proportion time to each selected activity. Enter a specified % for each activity or select the **Equally** radio button and click **Done**.

You are now collecting a portion of an hour of labor for each activity for each hour you are recording time on the activity. Total % of all activities must equal 100; no activity can collect zero percent (you will not be allowed to end work on activities which collect zero time.) You must end work on all ganged activities simultaneously.

Note Also see the description of the Auto Gang options in the Supervisor Workstation settings section.

Ganging Multiple Jobs

☐ UsingSpecified Percentage ☒ Equally ☐ Based on Quantity

Job	Activity	Quantity	Percent
1528	Letter Provided, LASER 8 1/2x125,000	33.33	
1550	Letter Provided, LASER 8 1/2x125,000	33.33	
1551	Letter, LASER 8 1/2x11 LETTE	100,000	33.34

A

Keyboard

Enter Machine Click Counts to Calculate Production Counts

Machine ID can also be used to enter 'click' counts. Such machines require additional data when they are created in Shop Floor Supervisor BC. This data includes the maximum number up (a larger number up/across cannot be entered) and a definition of what length constitutes a click.

Collect Data for

1551, Letter, LASER 8 1/2x11 LETTER [64011]

Package and Drop

Machine

Counts

Material

Events

Machine Details

Start Click

Current Click

Up/Across

Form Length

Cost Cent

Dept

N/A

☐ Printing Duplex

↑

↑

↓

↓

DMMCut - DMM Finite Cutter
DMMFolder - DMM Finite Folder
HP1 - HP laser machine 1
HP2 - HP laser machine 2
HP3 - HP laser machine 3

Gross Count

Keyboard

Charge Type

☒ Normal ☐ Author ☐ Rework

Start

Select the machine, then the **Start** button. Time is now recording against the activity.

980-003, 980, letter, LASER 8 1/2x11 LETTER On:N

Package and Drop

Machine

Counts

Material

Events

Machine Details

Start Click

Current Click

Up/Across

Form Length

Cost Cent

Dept

100,100

100,500

1

HP XXXX - HP Laser #2
HP1 - HP laser machine 1

↑

↑

↓

↓

☐ Printing Duplex
Gross Count

Keyboard

Charge Type

☒ Normal ☐ Author ☐ Rework

Start

To end the record, enter the current machine click count. This machine will display the current click number as the starting click the next time records are created. Enter the number up/across.

1695, letter[63369], LASER 8 1/2x11 LETTER [64011], Shopfloor Documentation

Package and Drop	Machine	Counts	Material	Events
------------------	---------	--------	----------	--------

Machine Details

Start Click

Current Click

Up/Across

Form Length

Cost Cent	Dept	100,100	100,500	1	11
-----------	------	---------	---------	---	----

HP XXXX - HP Laser #2

HP1 - HP laser machine 1

↑

↑

↓

↓

☐ Printing Duplex

Gross Count

400

Keyboard

Charge Type

☒ Normal

☐ Author

☐ Rework

Start

Enter the form length. In this example, the machine “Clicks – charge per click” has been defined as 1 click = 11”. Thus, 400 1up 11” clicks = 400.

1695, letter[63369], LASER 8 1/2x11 LETTER [64011], Shopfloor Documentation

Package and Drop	Machine	Counts	Material	Events
------------------	---------	--------	----------	--------

Machine Details

Start Click

Current Click

Up/Across

Form Length

Cost Cent	Dept	100,100	100,500	1	11
-----------	------	---------	---------	---	----

HP XXXX - HP Laser #2

HP1 - HP laser machine 1

↑

↑

↓

↓

☒ Printing Duplex

Gross Count

200

Keyboard

Charge Type

☒ Normal

☐ Author

☐ Rework

Start


Selecting duplex halves the production count; 2 clicks are required for each duplex.

Increasing the number up multiplies the production count; 2up per click means that each click produced two finished pieces.

Decreasing the form length increases the production count. In the above example, if the form length were 5.5", two pieces could be processes for each click used. Increasing the form length decreases the production count.

1695, letter[63369], LASER 8 1/2x11 LETTER, Pkg:1 Drp:1, On:HP				
Package and Drop	Machine	Counts	Material	Events
Current Net	<input type="text" value="0"/>	Start	<input type="text" value="13:16"/>	Expected Count 1100 Expected Hours 0.6
+ or -	<input type="text"/>	End	<input type="text" value="13:21"/>	
New Net	<input type="text" value="0"/>	Net Hours	<input type="text" value="0.08"/>	
Gross	<input type="text" value="400"/>	Tot Hours	<input type="text" value="0.08"/>	

The figure in the Gross Count field automatically fills the Gross field to for the production count for this record. Enter the same number or a smaller number in the + or - field for the net count for the record. Job Cost and Production reports use the net count figure. If the activity is designated to collect spoilage, the difference between net and gross (including a prorated percentage of the time collected) is automatically designated as spoilage in reports.

1695, letter[63369], LASER 8 1/2x11 LETTER, Pkg:1 Drp:1, On:HP				
Package and Drop	Machine	Counts	Material	Events
Current Net	<input type="text" value="0"/>	Start	<input type="text" value="13:16"/>	Expected Count 1100 Expected Hours 0.6 Efficiency: 197.2%
+ or -	<input type="text" value="300"/>	End	<input type="text" value="13:21"/>	
New Net	<input type="text" value="300"/>	Net Hours	<input type="text" value="0.08"/>	
Gross	<input type="text" value="400"/>	Tot Hours	<input type="text" value="0.08"/>	
Comments <input type="text"/>			<input type="button" value="Keyboard"/>	
Charge Type <input checked="" type="radio"/> Normal <input type="radio"/> Author <input type="radio"/> Rework				
	<input type="button" value="Update"/>	<input type="button" value="End"/>	<input type="button" value="Turnover"/>	<input type="button" value="End and Set Activity Complete"/>
<input type="button" value="Cancel"/>				

Net count cannot exceed gross count. Once net is entered, all options to end the record activate.

Multiple Machine Log On

The intent of this new option is to permit multiple activities to be logged onto a single machine (without ganging). Previously, a user was disallowed logging onto a machine that was already in use. The only exception was if the employee was set up with ganging privileges. In that case they were asked if they were ganging with the other activity. The answer **Yes** allowed them to log on as a ganged activity. If the answer was **No** then they were again disallowed the ability to log on.

There are situations where an employee is working on two activities at the same time on a single machine, but without ganging. For example, they may be finishing addressing on Job #123 and start the setup of another job #456. However, the employee privilege functioning for **One at a Time** must be maintained. This new option allows the multiple logons to be controlled at a machine level on top of the employee privilege level.

Set Up

MR Shop Supervisor Machine Setup

New option → **Allow Multiple Logons**

Setup Machines

Cost Center
640 [Plant 100 LASER]

Machine
Xerox 6180 #2 [Xerox 6180 #2]

Identification
Xerox 6180 #2

Description
Xerox 6180 #2

Current Click
102000

Maximum Click
999999999

Inches per Click
11.0

Clicks per Hour
8000

Maximum Up
24

\$\$ per Hour
10.00

☒ Allow Multiple Logons

Automation Options

- ☐ Xerox Free-Flow
- ☐ PDI Auto-Click
- ☐ Shop Floor Scanner

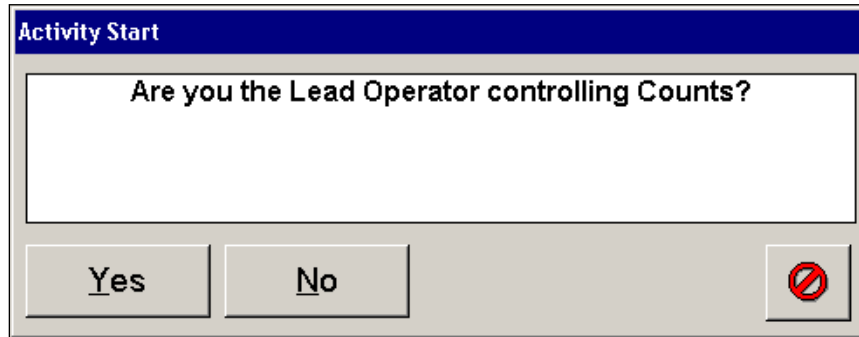
Press
(None)

Done Save Machine.Recnum:24

System Results

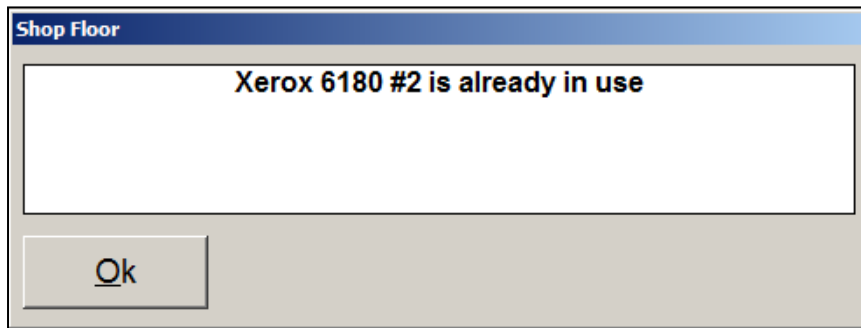
MR Shop Floor goes thru a series of checks of settings when an employee logs onto a transaction.

1. Are you the Lead Operator controlling Counts?

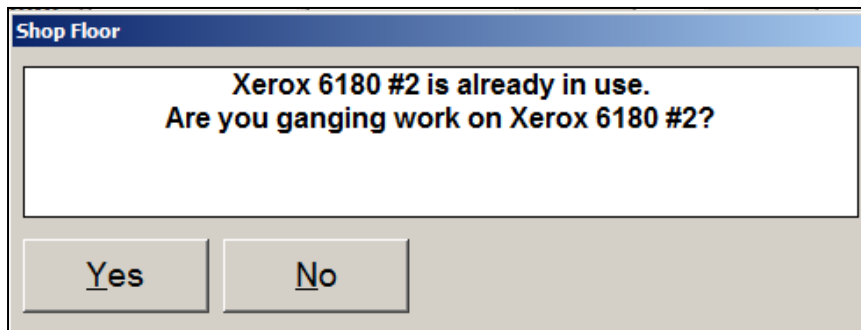


This determines whether the employee is acting as a Lead. If the answer is **No** then the employee acts as a helper (i.e., they can only log onto activities already logged on by a lead and do not collect Job Costing data).

2. After answering that you are a lead, you can log in information before starting. In this case you can log in the machine if the workstation/activity is so defined. **When you do so the program looks to see if the machine is set to allow multiple logons**
 - a. If the machine does **not** allow multiple logons, then the program tries to determine if this employee is defined to gang work (this is determined by the Employee Privilege setting).
 - i. If the employee is **not** defined for ganging, then they will be disallowed the login (i.e., they cannot logon a second transaction on this machine).



- ii. If the employee **is** defined for ganging, then they will be asked if they are ganging work.



- iii. If they answer **Yes** then they will be logged onto the transaction on the machine. If they answer **No** then they will be disallowed the login.

- b. If the machine **does** allow multiple logons, then the program tries to determine if this employee is defined to gang work (this is determined by the Employee Privilege setting).
 - i. If the employee is **not** defined for ganging, then they will be asked if they are attempting to start a multiple activity (i.e., non-ganged) on this machine
 - ii. Answering **Yes** will allow the logon to a second activity on this machine.
 - iii. Answering **No** will disallow the logon and return to the machine selection screen.

A screenshot of a Windows-style dialog box titled "Shop Floor". The dialog has a blue header bar with the title. The main area is white and contains the text: "Xerox 6180 #2 is already in use." followed by "Do you intend to start multiple activities on Xerox 6180 #2?". At the bottom, there are two buttons: "Yes" and "No". The "Yes" button has a small underline under the 'Y'.

- iv. If the employee is defined for ganging, then they will be asked if they want to gang this second activity.
- v. Answering **Yes** will allow the logon to continue as a ganged activity.
- vi. Answering **No** will bring up the question about running multiple activities (and will process as above).

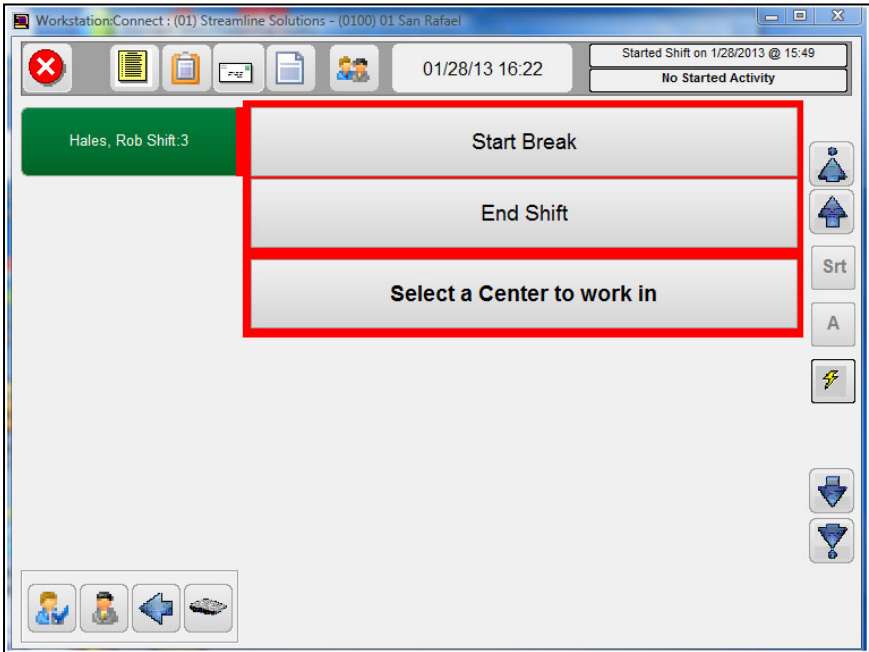
A screenshot of a Windows-style dialog box titled "Shop Floor". The dialog has a blue header bar with the title. The main area is white and contains the text: "Xerox 6180 #2 is already in use." followed by "Are you ganging work on Xerox 6180 #2?". At the bottom, there are two buttons: "Yes" and "No". The "Yes" button has a small underline under the 'Y'.

A screenshot of a Windows-style dialog box titled "Shop Floor". The dialog has a blue header bar with the title. The main area is white and contains the text: "Xerox 6180 #2 is already in use." followed by "Do you intend to start multiple activities on Xerox 6180 #2?". At the bottom, there are two buttons: "Yes" and "No". The "Yes" button has a small underline under the 'Y'.

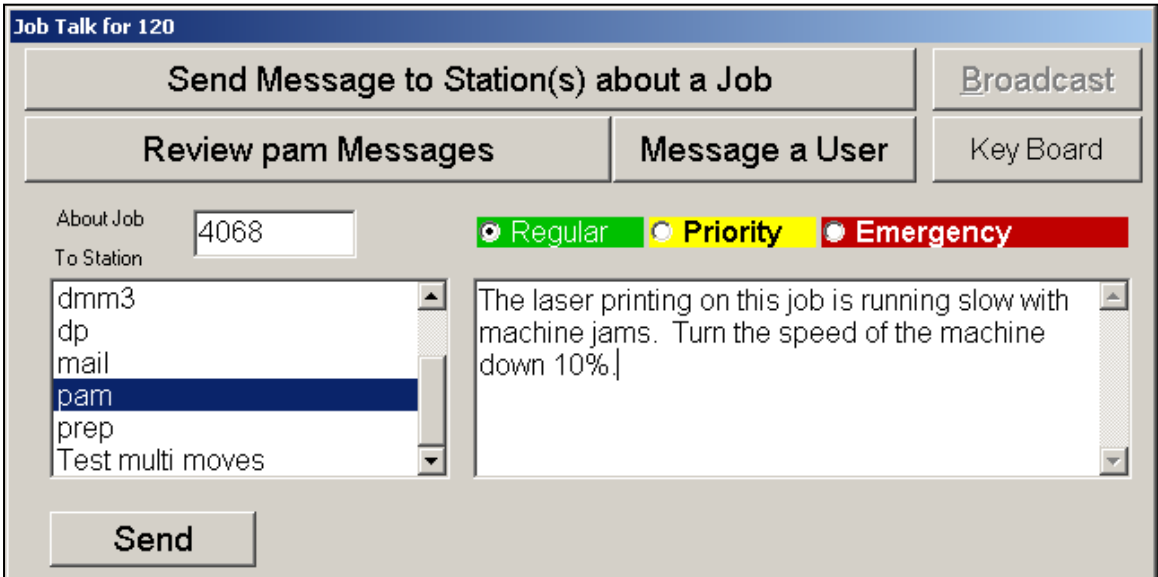
Messages



Messages can be created using the **envelope** icon at the top of the window. Employees select this button anytime, while working on a job, to enter a note. These messages can be directed to a particular Shop Floor workstation and a particular job.



To send a message, the job number must be entered in the **About Job** field. Send button is not activated until a Job Number has been entered.



Reviewing Messages

You can now review messages for any workstation. On the message entry screen (above) select the workstation name from the list and press the **Review <workstation name> Messages** button. You also have the ability to **Forward** the message to another user or workstation.

Job Talk for 120

Send Message to Station(s) about a Job Broadcast

Review pam Messages Message a User Key Board

From User: 120 sent: 9/10/2009 14:43 Undelivered **Regular**

Category: Shopfloor Job: 4068:Shop Floor Docs

The laser printing on this job is running slow with machine jams. Turn the speed of the machine down 10%.

Next Previous Message Received Forward Print

Exit

Note In the Message Entry screen, any workstation can be highlighted which will allow the messages for that workstation to appear and be manipulated.

Messages for whole workstation can be reviewed by clicking **Review Messages** button.

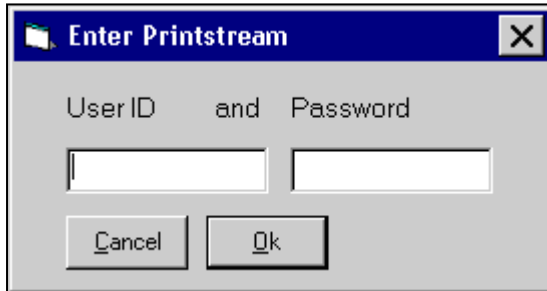
Messages stay in the **Inbox** unless the **Message Received** button is clicked.

If a message is sent to two workstations, marking it **Received** in one workstation does not remove it from the other.

Messages can be forwarded by clicking the **Forward** button. This will bring up the Message Entry Screen (previous page) with the message text displaying. The message can be changed or added to and given a different priority. A forwarded message is in reality a second sending of a message. It looks identical to a new message and there is nothing to indicate it has been forwarded.

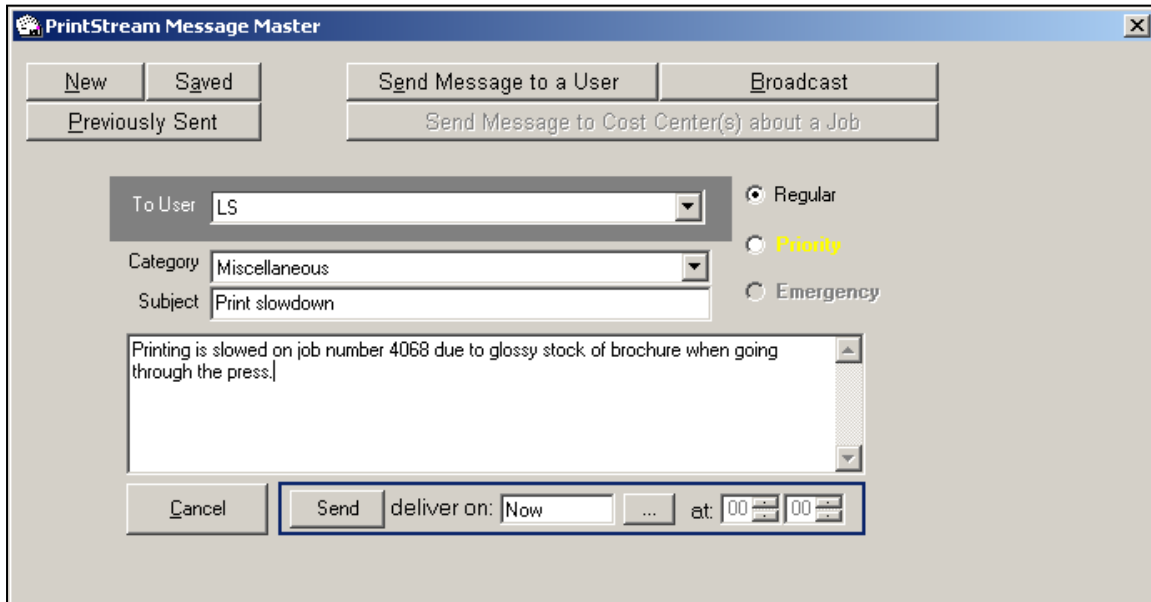
Sending Message to a User

Select the **Message a User** button to send a message to a specific user. Enter your PrintStream User ID and Password.



A small dialog box titled "Enter Printstream" with a close button (X) in the top right corner. It contains two input fields labeled "User ID" and "Password" with the text "and" between them. Below the input fields are two buttons: "Cancel" and "Ok".

The next employee to select this job in the Shop Floor workstation(s) to which the message was sent will see the message when the job is selected.

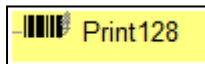


A larger dialog box titled "PrintStream Message Master" with a close button (X) in the top right corner. It features several buttons at the top: "New", "Saved", "Send Message to a User", "Broadcast", "Previously Sent", and "Send Message to Cost Center(s) about a Job". Below these buttons, there is a "To User" dropdown menu with "LS" selected, a "Category" dropdown menu with "Miscellaneous" selected, and a "Subject" text field with "Print slowdown". To the right of these fields are three radio buttons: "Regular" (selected), "Priority" (highlighted in yellow), and "Emergency". Below the subject field is a large text area containing the message: "Printing is slowed on job number 4068 due to glossy stock of brochure when going through the press." At the bottom, there is a "Cancel" button, a "Send" button, and a "deliver on:" section with a "Now" button, an ellipsis button, and a time selection field showing "00:00".

This note feature is also available from the PrintStream Menu Bar and from the PrintStream MR Scheduler, using the menu item **Messaging**.

Print a Barcode Using Print 128 Program

The employee ID barcode represents an E: followed by the employee code (up to 8-digits, alpha and/or numeric) entered in Master Files – Employee (EXAMPLE below = E:12345678). To print an employee barcode (or other barcode) locate and click the Print 128 module.



Enter the Employee code in the appropriate field and select **Print** then **Done**.

If you would like to print several employee codes on 1-page enter the employee code and select **Print...** then enter the next employee code and select **Print...** continue process until complete then select **Done**. After selecting **Done**, the page(s) will automatically print to your default printer. You can also print all the employee barcodes for a shop floor workstation by selecting a workstation then press the button that says **Workstation Employees**.

 A screenshot of the "Barcode Print Utility" dialog box. It contains several input fields and buttons. On the left is a vertical toolbar with buttons: "Print", "Clear", "New Page", "Print Standard Command Sheet", "Font Size" (with "Small" and "Large" radio buttons), and "Done". The main area has two columns of input fields. The left column includes "Employee Identification [E:EMPLOYEE CODE]", "Work Order Barcode [#:SCHEDFIL.RECNUM]", "Package # P:", "Drop # D:", "Machine [M:MACHINE.RECNUM]", "Print a barcode exactly", and "Command C:". The right column includes "Inventory Code [I:PAPSIZE.CODE]", "Inventory Location L:STKLOCHD('RECNUM')", "Inventory Skid Id S:STKROLLS('RECNUM')", "RequestID Q:SCHEDFIL('RECNUM')", "PickID P:PICK('PICK_ID')", "PO # : O:ORDERINF('NO')", and "Scheduled Task # : T:SCHEDFIL('RECNUM')". Below these are two dropdown menus: "Select Cost Center" and "Select Workstation". At the bottom are four "Print" buttons: "Cost Center Machines [M:MACHINE.RECNUM]", "Workstation Employees [E:EMPLOYEE CODE]", "Cost Center Activity Codes A:JOBPROC('CODE')", and "Workstation Cost Centers [@:CC Code]". On the far right are three more input fields: "Job No J:ESTIMATE('JOB_NUMBER')", "Activity Code A:JOBPROC('CODE')", and "Prod Batch B:Prod_Batch('Batch_ID')".

Print 128 can be used to create barcodes for several Shop Floor entries.

Also, please note that there has been an area added in PrintStream 2014 where machine numbers and all cost center activity codes can be printed. This allows the machine number to be scanned instead of manually selected in the **Machine** tab in Shop Floor when logging into an activity that requires the machine number. There is more detail of this new function at the end of this document in the section "What's New in PrintStream 2014."

Barcode are Scanned off Work Tickets/Orders

To print a barcode next to each activity on the Print Work Ticket:









The Print Work Ticket requires the following reports in your database reports folder: PrintWTBarCode.rpt & PrintWTSectionsBarCode.rpt. The choice to issue a Print Work Ticket with barcodes is made each time a Print Work Ticket is created.

Two fonts (Bc128ab.ttf and Bc128abt.ttf) must be copied and pasted into each workstation's Fonts folder (Start > Settings > Control Panel > Fonts Folder). These fonts can be found in the Stream\Setups\Fonts folder included with this release.

To print a barcode next to each activity or component on the Mail Work Order: contact your EFI PrintStream Support contact, who will dial into your site to activate the necessary report.

(formats table: CUSTOMER_REPORT = WOMAINWBC

DEFAULT REPORT = WOMain).

Rev.		PRODUCTION COPY	
			
ALL DEPARTMENTS <small>Department/Work Order</small>	1695 <small>Job#</small>	Rev. 2 <small>Work Order Rev.</small>	7/8/2008 <small>Print Date</small>
1,100 <small>Drop Quantity</small>	ALL <small>Package#</small>	All Packages <small>Package Name</small>	
7/3/2008 <small>Due Date</small>	ALL <small>Drop#</small>	All Drops <small>Drop Name</small>	
ABC Company <small>Customer (Account # 0000)</small>		House Account <small>Salesrep</small>	
Shopfloor Documentation Qty: 1100		CSR <small>Estimate</small>	
<small>Job Name (Part of Prod):</small>			
Components			
<small>Component/Version</small>	<small>Item #</small>	<small>Inventory Code/Description/ Comments</small>	<small>Quantity</small> <small>Insert Note</small> <small>Overs To</small>
letter/ Common	63369	63369 letter	1,100
			
envelope/ Common	63249	63249 outer envelope	1,100
			
insert/ Common	3012	3012 insert item	100
			
New Component/ Common	231	J123086001001 Job Inventory	1,000
			
Data Processing			
<small>Process Description</small>	<small>Quantity</small>	<small>Time</small>	<small>Act. Code</small> <small>Std. Speed</small>
DP SET UP	1	0.67	30010 2
			
DATA ENTRY - KEYING	1	0.00	32011 240
			
Component Processing			

Shop Floor Setup

Shop Floor workstations, activity data collection choices, and employee cost center and data collection assignments are made in the MR Shop Supervisor module. (Some of those controls can be overridden, per Shop Floor workstation, by the Supervisor function inside each Shop Floor workstation.)

Allow Multiple Logons

The intent of this option is to permit multiple activities to be logged onto a single machine (without ganging). Previously, a user was disallowed logging onto a machine that was already in use. The only exception was if the employee was set up with ganging privileges. In that case they were asked if they were ganging with the other activity. The answer **Yes** allowed them to log on as a ganged activity. If the answer was **No** then they were again disallowed the ability to log on.

There are situations where an employee is working on two activities at the same time on a single machine, but without ganging. For example, they may be finishing addressing on Job #123 and start the setup of another job #456. However, the employee privilege functioning for **One at a Time** must be maintained. This new option allows the multiple logons to be controlled at a machine level on top of the employee privilege level.

MR Shop Supervisor Machine Setup

New option **Allow Multiple Logons**

Setup Machines

Cost Center
640 [HP LASER] New Machine

Machine
HP1 [HP laser machine 1]

Identification
HP1 ☒ Active ☐ Not Active

Description
HP laser machine 1

Current Click Maximum Click Inches per Click Clicks per Hour

Maximum Up \$\$ per Hour ☒ Allow Multiple Logons

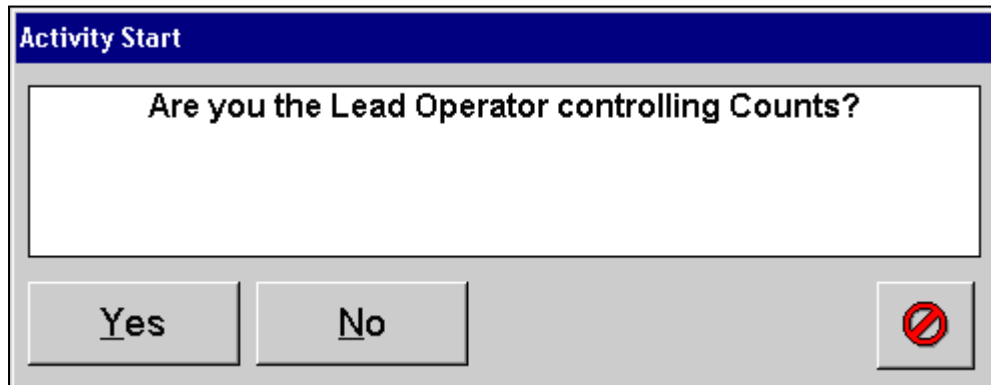
Automation Options
☐ Xerox Free-Flow
☐ PDI Auto-Click
☒ Shop Floor Scanner

Press
(None)

Done Save Machine.Recnum:1


MR Shop Floor goes through a series of checks of settings when an employee logs onto a transaction.

Are you the Lead Operator controlling Counts?



Activity Start

Are you the Lead Operator controlling Counts?

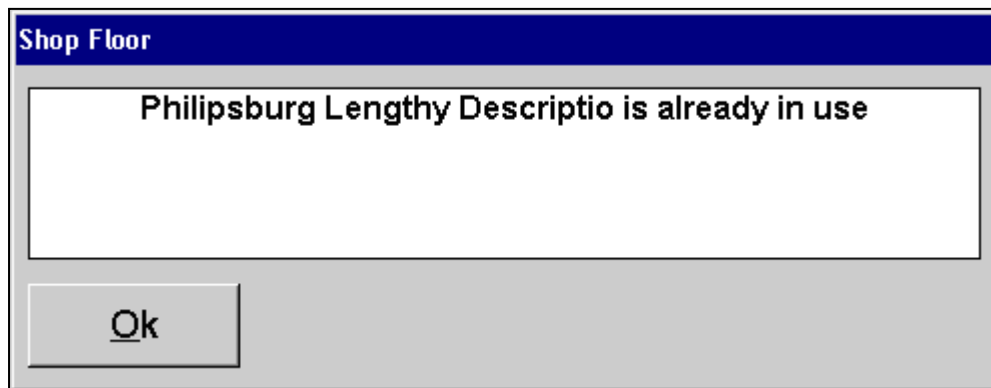
Yes No 

This determines whether the employee is acting as a Lead. If the answer is **No** then the employee acts as a helper (i.e., they can only log onto activities already logged on by a lead and do not collect Job Costing data).

After answering that you are a lead, you can log in information before starting. In this case you can log in the machine if the workstation/activity is so defined. When you do so the program looks to see if the machine is set to allow multiple logons.

If the machine does not allow multiple logons, then the program tries to determine if this employee is defined to gang work (this is determined by the Employee Privilege setting).

If the employee is not defined for ganging, then they will be disallowed the login (i.e., they cannot logon a second transaction on this machine).

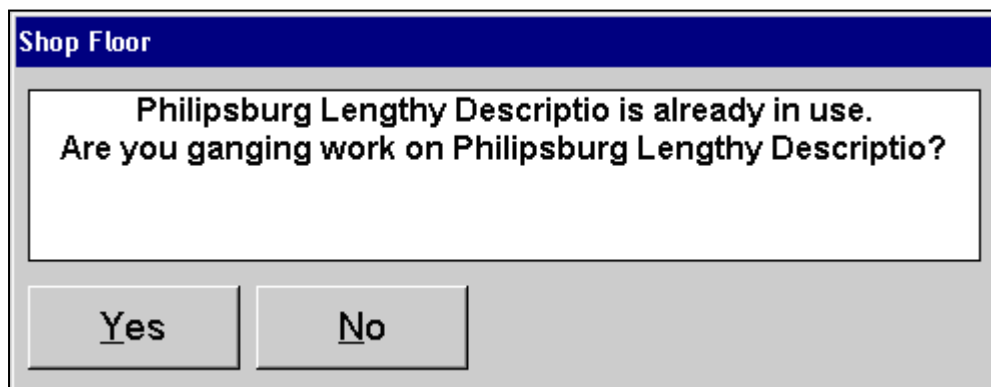


Shop Floor

Philipsburg Lengthy Descriptio is already in use

Ok

If the employee is defined for ganging, then they will be asked if they are ganging work.



Shop Floor

Philipsburg Lengthy Descriptio is already in use.
Are you ganging work on Philipsburg Lengthy Descriptio?

Yes No

If they answer **Yes** then they will be logged onto the transaction on the machine. If they answer **No** then they will be disallowed the login.

If the machine does allow multiple logons, then the program tries to determine if this employee is defined to gang work (this is determined by the Employee Privilege setting).

If the employee is not defined for ganging, then they will be asked if they are attempting to start a multiple activity (i.e., non-ganged) on this machine.

- Answering **Yes** will allow the logon to a second activity on this machine.
- Answering **No** will disallow the logon and return to the machine selection screen.

The screenshot shows a dialog box titled "Shop Floor" with a blue header. The main text area contains the message: "Master Mailer4 is already in use. Do you intend to start multiple activities on Master Mailer4?". At the bottom, there are two buttons: "Yes" and "No".

If the employee is defined for ganging, then they will be asked if they want to gang this second activity.

- Answering **Yes** will allow the logon to continue as a ganged activity.
- Answering **No** will bring up the question about running multiple activities (and will process as above).

The screenshot shows a dialog box titled "Shop Floor" with a blue header. The main text area contains the message: "Master Mailer4 is already in use. Are you ganging work on Master Mailer4?". At the bottom, there are two buttons: "Yes" and "No".

The screenshot shows a dialog box titled "Shop Floor" with a blue header. The main text area contains the message: "Master Mailer4 is already in use. Do you intend to start multiple activities on Master Mailer4?". At the bottom, there are two buttons: "Yes" and "No".

Supervisor Workstation Controls

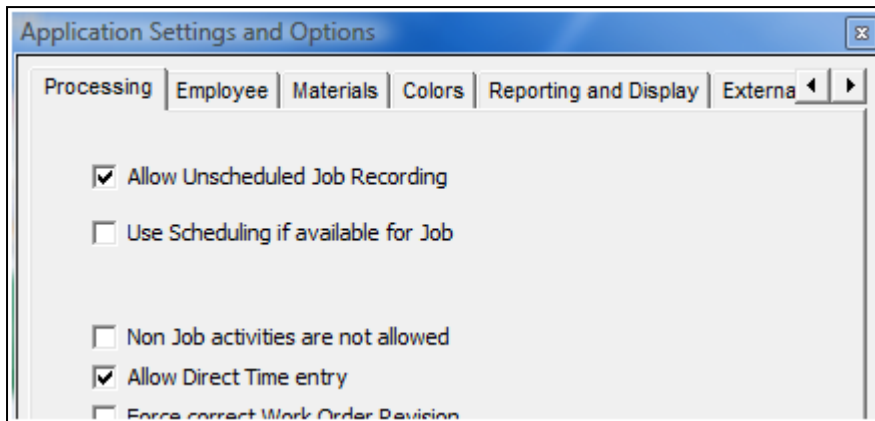


At the top of the Shop Floor Workstation there is a people icon. This option is for supervisors it is only available when an employee setup as a supervisor has selected his name on a shop floor workstation.

Every new Shop Floor Workstation must open this control once.

To open this control, login as a supervisor and click the people icon and select Workstation Options, enter your Employee code (Master Files Employee) and then select **Enter**. Enter your Supervisor password (set up in MR Shop Supervisor > File > Setup > Workstations, Emps, Depts > Employees to Supervisors tab) and then select **Enter**. If your name is already selected or scanned, only your Supervisor password is required.

There are now six tabs to this option screen. What had been the Processing Options tab is now spread between three tabs: **Processing**, **Employee**, **Material**, **Colors**, **Reporting and Display**, and **External References**.



You can return to the workstation's shop floor entry screens by selecting **Cancel** or **OK**.

Processing Tab

Application Settings and Options

Processing | Employee | Materials | Colors | Reporting and Display | External

☒ Allow Unscheduled Job Recording

☐ Use Scheduling if available for Job

☐ Non Job activities are not allowed

☒ Allow Direct Time entry

☐ Force correct Work Order Revision

☐ Use FAST Bar Code Input

☐ Auto Gang Employee Transactions

☒ Update Ganging % at transaction end

☐ Breaks are Not Allowed

☐ Do Not display expected process hours

☐ Plug expected quantity in Net Count

☐ Do Not Verify Actions

☐ POD processing is allowed

☐ Use Lot Bar Code Input

☒ Verify 95% Quantity for End Task

Flash Seconds = 0 (0 for no Flash)

Refresh Empls. Seconds = 0 (0 for no Refresh)

Time Out Seconds = 0 (0 for no Time Out)

Barcode Rate = 0.0 (.5 to .05)

Ok Cancel

Allow Unscheduled Job Recording allows jobs that have not been scheduled to display in the list of available cost center jobs of job/activities. This corresponds to the old Shop Floor job list display.

Note This option must be checked when using MR Shop Floor without using MR Scheduler. Otherwise no jobs will appear in the list of available cost center jobs because there are no jobs which are scheduled in MR Scheduler.

Use Scheduling if Available for Job – checking this option and leaving the **Allow Unscheduled Job Recording** unchecked would allow only scheduled jobs/activities to appear in the Shop Floor lists of available jobs. The basic concept is that the only job/activities displaying in Shop Floor are activities scheduled in MR Scheduler. Activities added by the scheduler (i.e., not in the estimate) will appear in Shop Floor with this option checked. Activities assigned to a different cost center by the scheduler will appear in Shop Floor under the reassigned cost center. If **both** the **Allow Unscheduled Job Recording** option and **Use Scheduling if Available for Job** option are checked, then unscheduled jobs will display estimate job/activities in Shop Floor and scheduled jobs will display only scheduled job/activities.

Use only valid next steps set by scheduling reviews the relationships in the job of parallel and sequential processing, setting a flag indicating the steps that can validly be performed based on the schedule and step completions set by shop floor. There's a report available from the scheduler or menu bar showing what the system thinks those steps are.

Non Job Activities are not allowed if checked dictates that only activities included on the job are available for selection.

Allow Direct Time Entry allows the operator to directly enter times.

Force Correct Work Order Revision requires scan of revision code to ensure that correct work order is used.

Use Fast Barcode Input is *specialized programming*. Contact EFI PrintStream Support to use.

Auto Gang Employee transactions:

1. If this is checked, the **Update Ganging % at Transaction end** will also automatically be checked.
2. This enables the ability to add transactions to a **ganging batch** for appropriately defined employees. An appropriately defined employee is one with the 'gang' employee privilege checked in the Employee Privileges screen.
3. A **ganging batch** starts with the first transaction logged on. Subsequent transactions can then be logged on which are added to the **ganging batch** behind the scenes. Subsequent transactions outwardly appear to process like any standard transaction – i.e., there is nothing unusual when logging on to indicate it is added to the batch.
4. The batch ends when the operator selects a transaction to log off. This will highlight all the transactions and start the process of logging them all off. A Ganging Multiple Jobs percentage definition screen will appear to assign percentages to the activities in the batch.

Update Ganging % at Transaction End

5. This is new programming designed to allow an operator to assign ganging percentages when logging off the transactions. Previously this was allowed only as the ganged activities were logged on.

Breaks are Not Allowed allows the removal of the break buttons from the Shop Floor displays. This also required adjustment in how the Shop Floor dealt with NPT codes associated with the Contiguous Time functioning in v12. If a transaction starts after the contiguous time setting, it would normally bring up a screen which allowed the entry of an NPT code which is a variation of an on-clock break. Since this option revolves around recording breaks as non-chargeable codes, the **Breaks are not Allowed** setting, if checked, will now bring up non-chargeable activity codes in the cost center, rather than NPT codes.

Do Not Display Expected process hours – when logging off a transaction in Shop Floor, there is now an entry for **Expected Count**. This lists the expected count for this transaction as defined by the estimate (if the Shop Floor transaction is based on Unscheduled Job recording) or by the scheduled record (if the Shop floor transaction is based on the scheduled record). In addition, the display may show an entry for **Expected Hours**. This is again based on hours as defined by the estimate (if the Shop Floor transaction is based on Unscheduled Job recording) or by the scheduled record (if the Shop floor transaction is based on the scheduled record). The display of this entry is controlled by the **Do Not display expected process hours** workstation setting. If this setting is checked, the **Expected Hours** do not display; if checked, they do.

Plug expected quantity in Net Hours is new to PrintStream 2014. This control auto fills the expected count in the **Net Hours** field. This function is covered in detail at the end of this document in the section "What's New in PrintStream 2014."

Do Not Verify Actions is specialized programming. Contact EFI PrintStream Solutions for more information.

POD processing is allowed....

Use Lot Bar Code Input

Verify 95% Quantity for End Task if this option is selected and the user enters a quantity that is less than 95% of the expected quantity they will see a warning that the quantity is less than the overall expected quantity.

Flash Seconds enter the amount of seconds between each flash. Flash is a background color that highlights the focus of what needs to be done next in each shop floor screen and is there to help guide a new employee through the login and logout process. Setting this value to zero, turns off the flash feature.

Refresh Employee Seconds This controls the employee refresh time on the workstation. This keeps the employee logins across multiple data collection stations which are running the same shop floor login synchronized. If no refresh is needed this value should be set to zero.

Time Out Seconds – the **Time Out Seconds** setting revolves around the situation where an operator logs in, but then gets distracted and does not proceed with further processing. The concern is that another employee will come to the workstation and start processing under the other employee name. The solution is to exit off the employee's screen if they do not start processing within a certain number of seconds; hence, the **Time Out Seconds** setting. Note that a setting of zero disables this functioning.

Barcode Rate – a setting on how fast the hardware (barcode scanner) reads. An operator can swipe a barcode very quickly or slowly. This setting should impact how fast you can swipe. If it is set too high (or low) then the barcode cannot be read.

Xerox Freeflow Folder Definitions is *specialized programming*. Contact EFI PrintStream Support to use.

Employee Tab

Application Settings and Options

Processing Employee Materials Colors Reporting and Display External

☐ Allow all Cost Center access to any Work Station employee

☒ Supervisor is a Lead Operator

☐ Ask if Lead is responsible for counts

☐ Ask Lead if they want to run the step in an alternate Cost Center

☐ Employee login by BADGE SCAN only

☐ Ask if another Transaction is desired or Employee remains active if FAST Bar Code input is used

☐ Verify End Shift with a message

☐ Request Component

☒ Require contiguous employee times or non-productive code entry

Grace minutes =

☐ Automatically use last Date/Time if inside of grace period

☐ All Breaks are On Clock

☐ All Breaks are Off Clock

☐ Only Supervisor can cancel after 5 minutes

Allow all Cost Center access to any Work Station employee was designed to simplify shop floor workstation setup. If an employee is assigned to any of the cost centers assigned to the shop floor workstation, then the employee gets the entire list of cost centers to record transactions.

Supervisor is a Lead Operator makes each supervisor responsible for collecting additional data on activities so designated.

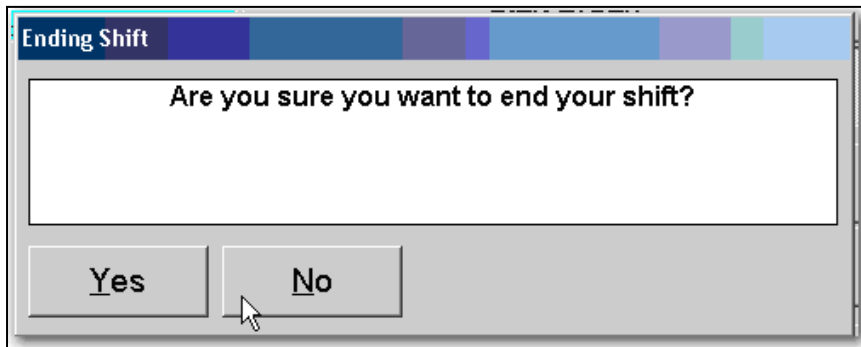
Ask if Lead is responsible for counts creates a popup dialog box which allows lead operators to decide whether they are responsible for additional data on activities so designated.

Ask Lead if they want to run the step in an alternative cost center was created to simplify changing the job from one cost center to another, such as a job estimated on one press which gets produced on another press. This selection will create a dialog box which allows the work to be performed in an alternate cost center.

Employee Login by BADGE SCAN only disables mouse and keyboard entries for employee identification. If this is selected, whenever an employee forgets his or her bar-coded badge, the system will not allow the employee to sign on. MR Shop Floor requires a supervisor login before the employee can enter his/her ID. The reason for this feature is to prevent unauthorized access to the system.

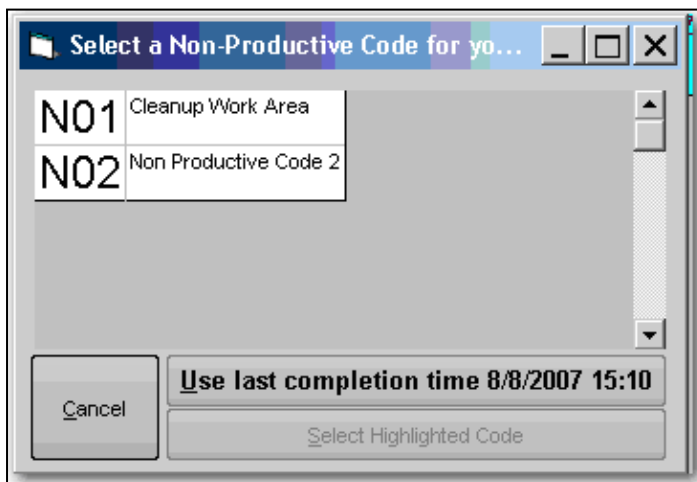
Ask if another Transaction is desired is the control that provides a popup question when an employee's transaction is finished whether the employee desires another transaction. If this control is not active, the list of Shop Floor workstation employees displays when an employee completes a Shop Floor transaction making it necessary for the employee to again select or scan his or her name.

Verify End Shift with a message: PLEASE use caution when turning this off. The End Shift Confirmation is there because if you accidentally end your shift, then come back in, the shift reports may not show all of your data for the day. If **Verify End Shift with a message** is checked, when a user ends their shift, they will see:

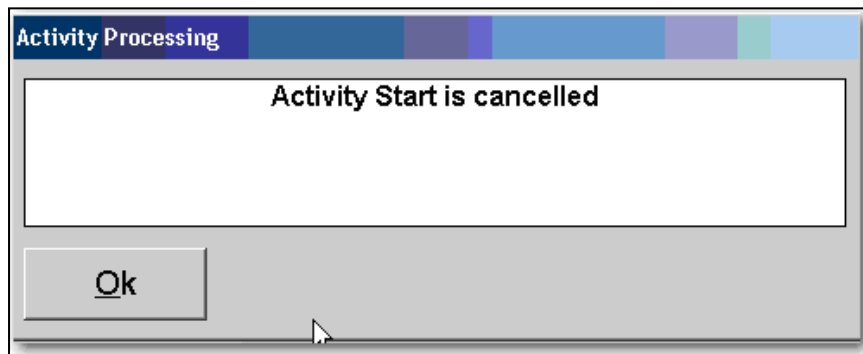


Request Component requires the operator to indicate the component being processed when an unlisted job/station activity is selected.

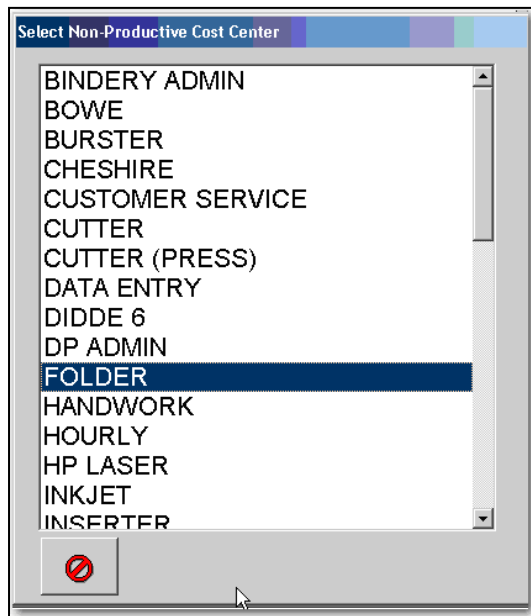
Require Contiguous Employee Time or non-productive code entry: This is for companies that wish to require that their operators account for all of their time WITHOUT using nonproductive activity codes (those activities created in MF Reports and considered Station Activities). These Non Productive Time Codes, or NPT codes, only appear on the Shift Summary Report and the Efficiency Reporter found on the main menu under Reports. These will not appear in job cost reports or labor reports. IF you wish to have the employee time appear in job cost or labor reports, you must use an activity code. When an employee starts a new activity and the grace period has passed from when the employee ended the last activity, the Shop Floor program checks the immediately preceding time period to see if it is **unaccounted for** time. If so then the "Select a Non-Productive Code for your missing ..." entry screen appears. The screen allows either the assigning of the unaccounted for time to the current activity using the last completion time from the last activity or the assignment of a Non Productive Time (NPT) code to that time.



If they click **Cancel** – it will bring them back to the selection of the activity.



If they select a Non Productive Code – they will be asked to select a Cost Center.



If the operator starts a new activity within the grace period, it will not ask for a nonproductive code.

Why use this method?

Consider a typical shift from 9:00 am to 5:00 pm. An employee may be logged onto Shop Floor transactions for only 5 hours during that span. Another hour might be recorded as breaks. The remaining two hours of that shift is **unaccounted for**. Examples of this **unaccounted for** time are:

- Time between the start of a shift and the start of the first Shop Floor transaction.
e.g., the employee logs on the shift at 9:00, but does not start an activity until 9:20. The time between 9:00 and 9:20 is unaccounted for.
- Time between the completion of a Shop Floor transaction and the start of a new transaction.
e.g., the employee completes activity #1 at 10:00 and starts activity #2 at 10:25. The time between 10:00 and 10:25 is unaccounted for.
- Time between a break and the start of a Shop Floor transaction.
e.g., the employee has a break from 10:30 and 10:45 before starting a new transaction at 11:20. The time between 10:45 and 11:20 is unaccounted for.
- Time between the completion of the last Shop Floor transaction and the end of the shift.
e.g., the employee completes activity #4 at 4:30 and logs off the shift at 5:00. The time between 4:30 and 5:00 is unaccounted for.

The '**Require Contiguous employee times or non-productive code entry**' option allows a new transaction being logged the ability to assign "gap" time before it to the current transaction or to a non-productive code.

Gap: a period of time before a transaction (e.g., another transaction, the end of a break, the start of the shift). If the gap exceeds the time setting of the **Grace Minutes**, then a screen appears when you log onto the new transaction. It allows you to either assign the gap to the current transaction (i.e., the start time of the current transaction will be the end time of the last action) or to assign the gap time to a user- defined NPT code. "Gaps" less than the grace minutes defined do not produce this selection screen.

Automatically use last Date/Time if inside of grace period:

- If less than the **Grace minutes** defined:
 - Assigns time to the current transaction.
 - Does not allow the option of an NPT (nonproductive time) code.
 - Current transaction will start at the end of the last action
- Gaps greater than (over/greater) the grace period:
 - Assign the start time to the current transaction
 - OR
 - Assign to an NPT code

All Breaks are On Clock and **All Breaks are Off Clock** – these two controls are new to PrintStream 2014. If the **All Breaks are On Clock** OR **All Breaks are Off Clock** are checked, the message "Is this Break on the clock?" will be eliminated when the employee starts a break.

If the **All Breaks are On Clock** is selected, the functioning is that when the employee clicks Start Break, the workstation returns to the employee list and the punches will show the break with a designation of **B**. The message "Is this Break on the clock?" is NOT displayed.

If the **All Breaks are Off Clock** is selected, the functioning is that when the employee clicks Start Break, the workstation returns to the employee list and the punches will show the break with a designation of **X**. The message "Is this Break on the clock?" is NOT displayed.

This new feature is covered in complete detail at the end of this document in the section "What's New in PrintStream 2014."

Materials Tab

Application Settings and Options

Processing | Employee | **Materials** | Colors | Reporting and Display | External

☒ Record Drop

☒ Record Material Use

☒ Record Package

☒ Record Machine

☐ Log transactions to Print Flow

☐ Force material entry when recording

☒ Use Simple Material Recording

☒ Use Auto Material Recording

Ok Cancel

Record Drop, Record Package:

This will require that all activities, in all cost centers, at this Shop Floor workstation, must designate which package and which drop is going to be processed.

Record Material Use:

This will enable fields which allow the recording of inventory use. All four inventory types – customer, finished goods, raw materials and paper – will be represented by buttons. Select the button to open entry fields which record material use.

Record Machine:

This will require that all activities, in all cost centers, at this Shop Floor workstation, which have machines identified, must designate which machine was used to do the work. Machines must first be identified, per cost center, in MR Shop Floor Supervisor.

Force Material entry when recording:

Employees will be unable to end their Shop Floor activity unless material entry is recorded with this option checked.

Use Simple Material Recording and Use Auto Material Recording

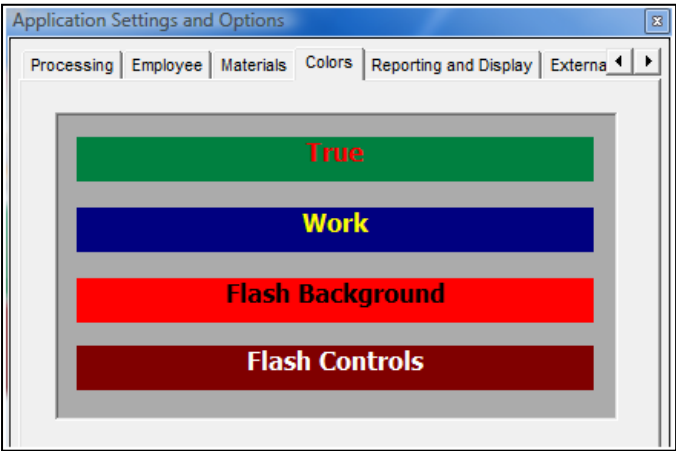
These feature are new in PrintStream 2014 and work together.

The new material usage functioning has three basic changes:

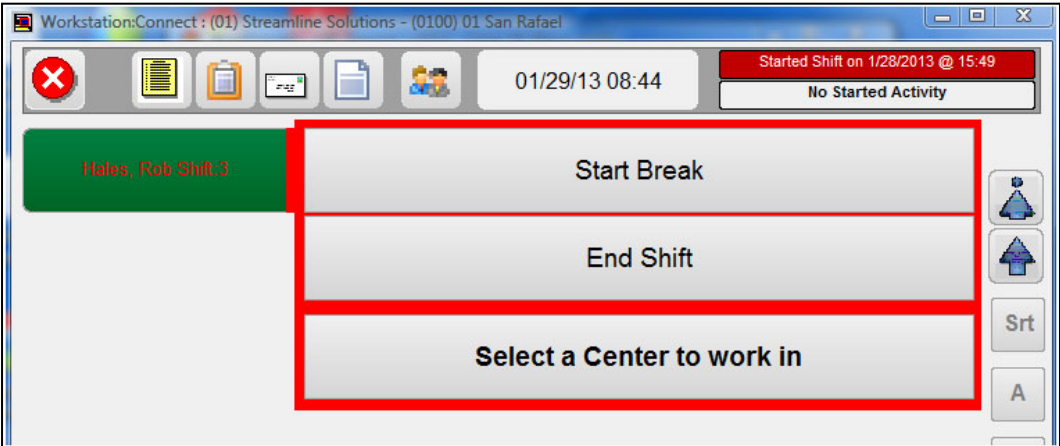
1. Eliminates the need to select material type.
2. The operator will be able to select multiple skids to pull from at one time from a list of all skids of this material.
3. The operator will no longer need to open cartons to get the count they want. The operator will simply enter the pull quantity and the program will automatically open cartons when appropriate.

This new function is detailed in greater depth at the end of this document under the section “What’s New in PrintStream 2014.”

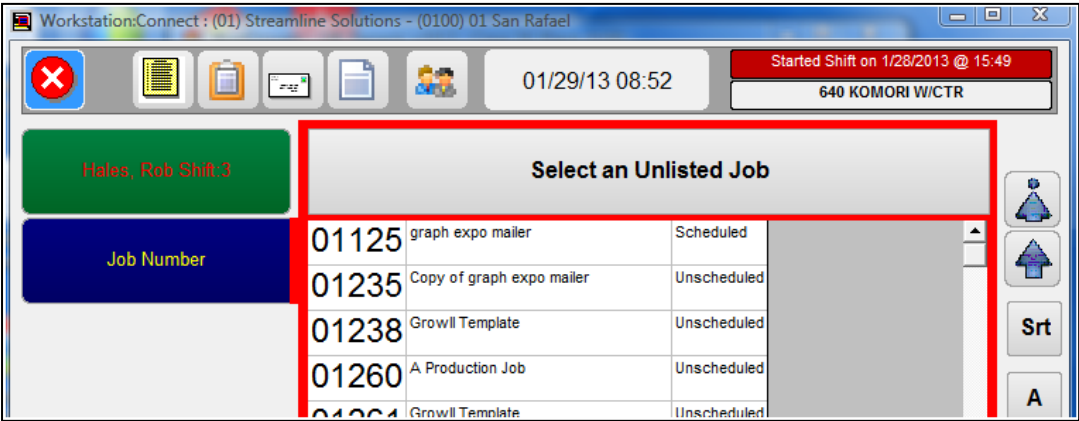
Colors Tab

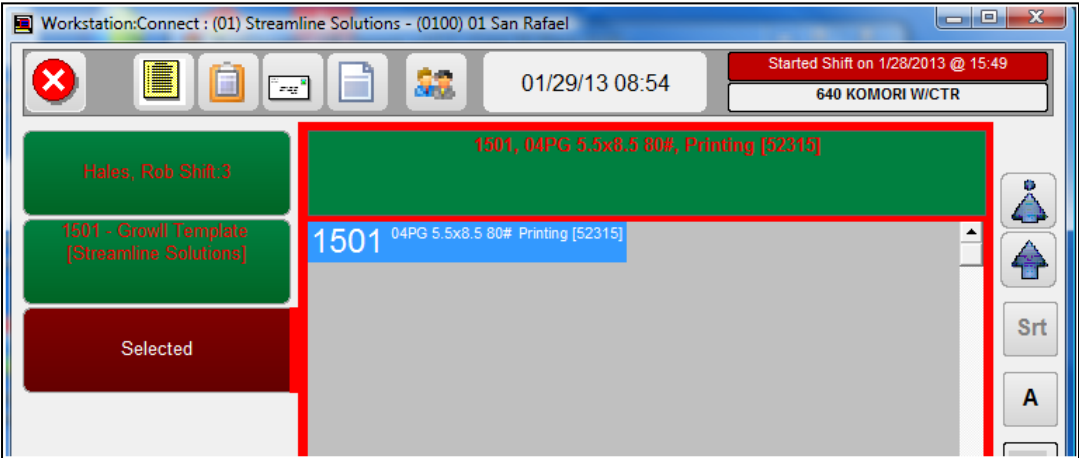


Click top field <True> to change the back color (background), right-click to change the fore color (text). In the example below, dark green was selected as the back color and orange was selected as the fore color. Red was selected as the Flash Background color. Two new color options have been added here. Flash Background controls the color of the flashing background that can be activated and deactivated on each workstation. Flash Controls is the color for the new control buttons that have been added to the UI.



Click second field <Work> to change the back color (background), right-click to change the fore color (text). In the example below, dark blue was selected as the back color and yellow was selected as the fore color.





Collect Data for

1501, 04PG 5.5x8.5 80#, Printing, Pkg:1 Drp:1, On:640 Komori, 52

Package and Drop	Machine	Counts	Material	Events
Current Net	0	Start	08:55	Expected Count 816 Expected Hours 0.17
+ or -		End	08:55	
New Net	0	Net Hours	0.01	
Gross	0	Tot Hours	0.01	
Comments				
Keyboard				
Charge Type				
<input checked="" type="radio"/> Normal <input type="radio"/> Author <input type="radio"/> Rework				
	Update	End	Turnover	End and Set Activity Complete
				Cancel

Reporting and Display Tab

Shift Report:

Defines option to auto print shift report at shift end. Selecting Employee Option generates a message asking employee if they want to print.

Include Activity Code in Activity Displays:

Allows the activity code to display next to the activity description in the display of available activities.

Include Version in Activity Displays:

Allows the inventory item number to display next to the component name in the display of available activities.

Maximum Column Height and Minimum Column Height:

Control the height of the display column for job related data in Shop Floor.

Setup Printers for Shop Floor reports

You can now set a default printer for each of the following reports:

- Shift Summary
- Item Tags and Labels
- Shipping Reports

MR Shop Supervisor Set-up Time Rates & New Employees

Master Files – Employee

STEP 1: To enter or edit **Time Rates**, open Master Files Employee, and then select **options** and **Define Time Rates**. Or, open Master Files Reports Module. Select the **Time Rates** icon, and then the **Add** button and enter:

Rate: enter number 1 up to number 9.

Description: enter a unique description (E.g., Regular Time, Overtime, Double Time)

Factor: acts as a multiplier in some Job Cost Reports when **Time Rate Factor** is an option

Select **Normal**, or **Overtime**, and then **Save**.

STEP 2: To enter or edit employee information open **Master Files Employee Module**. Select **Add** and enter: (mandatory fields are in bold)

Branch Code: enter # or use up/down arrows to scroll

Department Code: enter # or use up/down arrows to scroll

Employee Code: unique code; maximum 8 digits; field is alpha-numeric and all caps*

First Name: accepts capitals and lower case

Last Name: accepts capitals and lower case

Payroll #: optional – not used in PrintStream reports

Employee #: optional – not used in PrintStream reports

Standard Hours/Day: enter normal length of employee's workday, excluding overtime

Productivity %: enter % of those hours the employee is expected to actively produce; standard hours X productivity % = 100% productivity in labor reports.

Default Time Rate: see **Step 1**: rates must be entered before employee is entered to choose the default time rate for the employees.

Hourly Rate: unburdened hourly rate of pay per hour.

Cost: fully burdened hourly cost, including benefits; used when "Employee Labor Rate" option is chosen in Work in Progress, Machine Sheet Transaction & Labor Details Reports.

Employees can be designated **Active** or **Inactive**. Inactive employees remain in the database for historical reports, but are not available in Shop Floor or Timesheets to create new records.

Employees must be added before their records can be entered in Timesheets, Time Cards and MR Shop Floor; these programs must be reopened to see newly added employees.

*Previous versions of this program accepted lower case letters. Alpha employee IDs must be all caps to create barcodes accepted by Shop Floor.

Employee Master File

File Options Help

Status	Employee Code	First Name	Last Name
A	1	Chris	Williams
A	110	Transfer	Employee
A	190	Kathy	DiPaolo
A	2	John	Jones
A	3	Bill	Jackson
A	545	Brian	P
A	77	sven	stephens
A	7897979	Steffani	DiPaolo
A	8	Claude	Hosch
A	99	Someone	Special
A	DMMHAG	DMMGang	xHelperAuto
A	DMMHAN	DMMNoGang	HelperAuto
A	DMMHADN	DMMNoGang	HelperAutoOne
A	DMMHEG	DMMGang	HelperEdit
A	DMMHEN	DMMNoGang	HelperEdit
A	DMMHG	DMMGang	HelperOnly
A	DMMHN	DMMNoGang	HelperOnly
A	DMMHON	DMMNoGang	HelperOne
A	DMMHSUP	DMM	HelperSupervisor
A	DMMLAG	DMMGang	LeadAuto
A	DMMLAN	DMMNoGang	LeadAuto
A	DMMLAON	DMMNoGang	LeadAutoOne
A	DMMLEG	DMMGang	LeadEdit
A	DMMLEN	DMMNoGang	LeadEdit

01 Streamline SolutionsPlant: 0100

Branch : 01 Main Branch

Department : 01 Main Department

Employee Code : 2

First Name : John

Last Name : Jones

Payroll No : 2

Employee Number : 2100

Standard Hours/Day : 8

Productivity Percent : 80

Employee Active ☒

Employee can be set as inactive if there are no active Shopfloor records and Employee Ended Shift

Default Time Rate : 1 Shift 1 Reg. Time

Hourly Rate : 15

Cost : 20

Add Save Cancel

MR Shop Supervisor

Shop Floor has been modified to have a better interface with the Multi-Routing Scheduler module. Due to this new interface, **MR Shop Floor** and **MR Shop Supervisor** programs have replaced the older versions of Shop Floor Classic and Shop Floor BC.

Note If your PrintStream application still has the Shop Floor Classic and Shop Floor BC programs in the menu bar, they should be replaced by MR Shop Floor and MR Shop Supervisor. Please contact your PrintStream Account Manager for assistance. The older versions, Shop Floor Classic and Shop Floor BC, should be removed from all menus. NEVER run two different shop floor versions on the same database at the same time.

WARNING: Do not use the previous versions of Shop Floor (ShopFloor2.exe) in the same database that you use MR Shop Floor. Opening the MR Shop Supervisor program runs a utility which adds new fields and tables to the database. Workstation, cost center, employee and activity code settings are imported from the previous version.

You may not find MR Shop Floor and MR Shop Supervisor in your Menus & Users program. Contact EFI PrintStream support to add these programs to the database license file; at this time the earlier Shop Floor programs (ShopFloor2.exe & ShopSupervisor2BC.exe) will be removed from the license file.

If this is the first time you are opening any Shop Floor program, contact you EFI PrintStream Production Support contact for a universal user Login/Password.

Employee Shifts

[Click here to play clip](#)

File > Setup > Define Employee Shifts

Defining shifts allows a single employee to be assigned to multiple shifts.

The **Define Employee Shifts** screen has always had three (3) sets of shift-related fields. In MR Shop Floor, each shift is stored in a separate set. e.g., Shift 1 data is stored in the first set of shift-related fields; Shift 2 data is stored in the second set of shift-related fields; and Shift 3 data is stored in the third set of shift-related fields.

Note Shift data is stored in the correct set of fields regardless of where it is entered. Example: If you enter data in the first set of fields with a shift number of 2, it will be stored in the second set of fields.

Employee	Shift	Bonus (Mins)	Early	IN	OUT	Late	Early	IN	OUT	Late	Early	IN	OUT	Late	Shift	Bonus (Mins)	Early	IN	OUT	Late	Early	IN	OUT	Late	Shift	Bonus (Mins)	Early	IN	OUT	Late	
Allen, Nicholas	1	0	15	0600	0700	15	15	0915	1000	15	15	1030	1800	15																	
Black, Sirius																															
Carpino, Michael																															
Chapman, Gavin																															
DiPaolo, Kathy																															
DiPaolo, Stefani																															
Dumbledore, Albus	1	0	15	0950	1700	15																									
EditOriginal2, DMM																															
Employee, Transfer																															
Granger, Hermione																															
HelperAuto, DMMNoGang																															
HelperAutoOne, DMMNoGang																															
HelperEdit, DMMGang															2	0	15	0800	1500	0											
HelperEdit, DMMNoGang																															
HelperOne, DMMNoGang																															
HelperOnly, DMMGang	1	0	15	0900	1700	15																									
HelperOnly, DMMNoGang	1	0	15	0900	1700	15																									
HelperSupervisor, DMM	1	0	15	0900	1700	15																									
Horch, Claude																															
Jackson, Bill																															

Shift = enter 1, 2 or 3; the employee's records will carry time rates 1, 2, or 3 in Job Cost Reports

Bonus = If a number is entered into the bonus field this number is added onto the end of an employee shift. For example: actually works 7.45 hours bonus is set up as 15, employee will show work time of 8 hours.

Early = The number of minutes early an employee can start the shift (as compared to 'In' time) which will result in the Timesheet punches and Shift Summary report listing the start time as the defined 'In' time.

In = normal shift start. This time is compared to actual start time on the daily shift report.

Out = normal shift end. This time is compared to the actual end time on the daily shift report.

Late = The number of minutes late an employee can end the shift (as compared to 'Out' time) which will result in the Timesheet punches and Shift Summary report listing the end time as the defined 'Out' time.

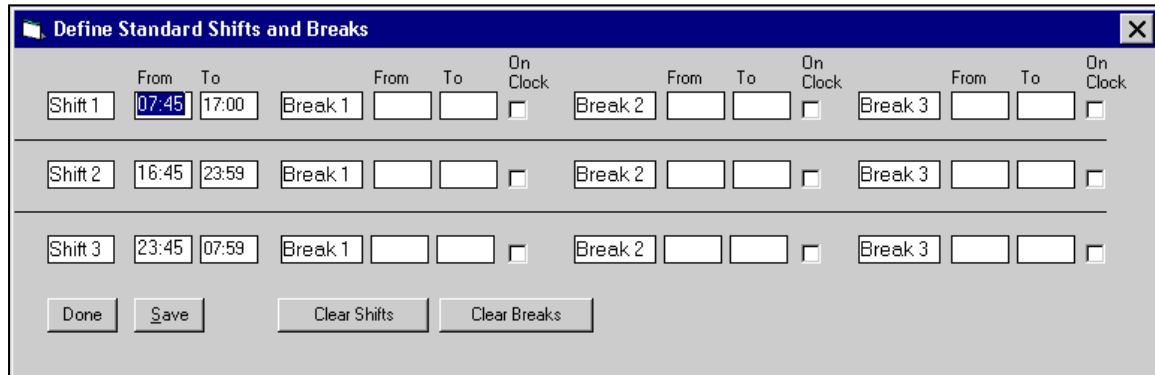
Each shift area has a field to designate a specified time for the employee to clock in and out for up to three separate timeframes.

Standard Shifts and Breaks

File > Setup > Define Employee Shifts>Define standard shifts and breaks

You can define standard shift and break times. *If you define default shift times*, you do not have to define a shift for each employee. When the employee logs on to Shop Floor, the system will check to see if there is a shift defined for the employee, if not, it will use the default shift based on the system time.

Standard Break times can be defined and employees will no longer need to log out of shop floor on breaks. These break times will automatically be considered when shift time is calculated.



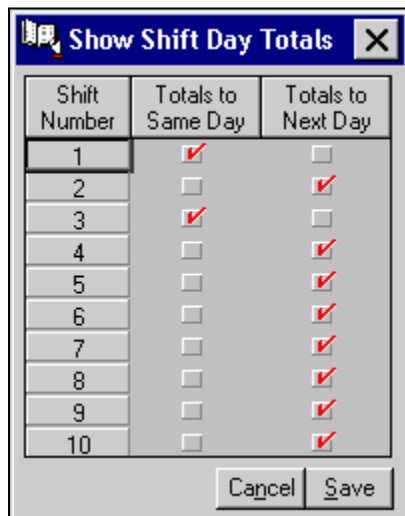
The dialog box titled "Define Standard Shifts and Breaks" contains three rows for Shift 1, Shift 2, and Shift 3. Each row has fields for "From", "To", and "On Clock" for the shift, and three sets of "Break 1", "Break 2", and "Break 3" fields, each with "From", "To", and "On Clock" sub-fields. The "On Clock" fields are checkboxes. At the bottom are buttons for "Done", "Save", "Clear Shifts", and "Clear Breaks".

Shift	From	To	Break 1 From	Break 1 To	Break 1 On Clock	Break 2 From	Break 2 To	Break 2 On Clock	Break 3 From	Break 3 To	Break 3 On Clock
Shift 1	07:45	17:00			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
Shift 2	16:45	23:59			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
Shift 3	23:45	07:59			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>

Specify Shift Total

File > Setup > Define Employee Shifts> Specify shift total day

This feature allows you to define how the shift total will be calculated. You can indicate for any given shift whether it totals to same day or next day, for time reporting.



The dialog box titled "Show Shift Day Totals" contains a table with 10 rows (Shift Numbers 1-10) and two columns: "Totals to Same Day" and "Totals to Next Day". Each cell contains a checkbox. At the bottom are buttons for "Cancel" and "Save".

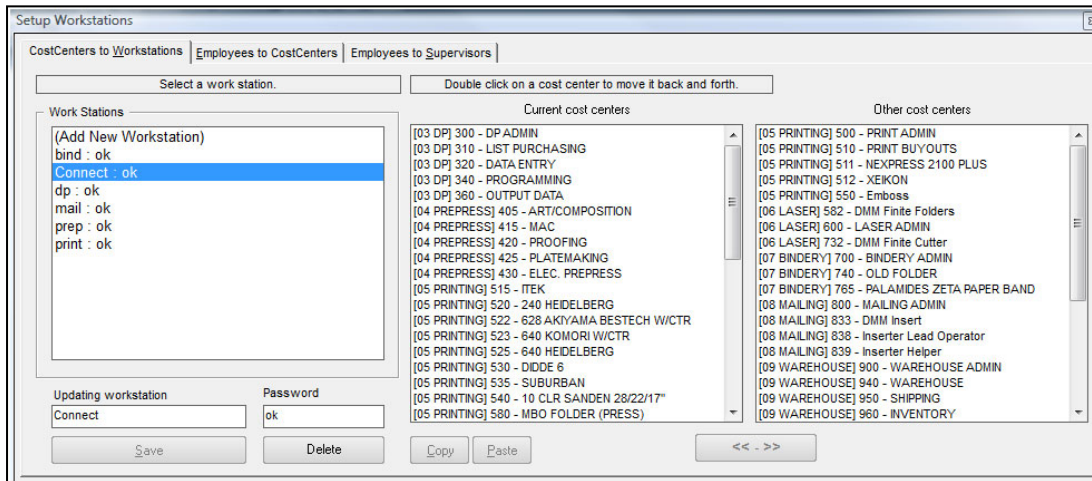
Shift Number	Totals to Same Day	Totals to Next Day
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Create Workstations

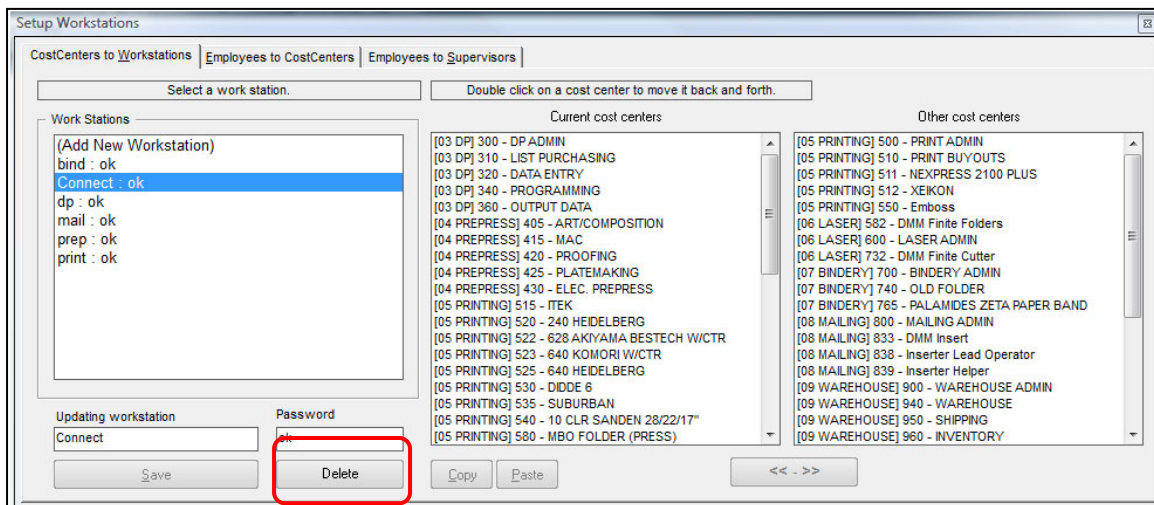
[Click here to play clip](#)

File > Setup > Workstations, Employees, Departments > Cost centers to Workstations:

Shop Floor workstations are opened by the workstation name and password set up under the **Cost Centers to Workstations** tab. All Cost Centers in the database will display in the two columns on the right. The Cost Centers to Workstations tab has been enhanced to include the Department and Cost Center number at the beginning of each cost center description. Furthermore, the cost centers now appear in the **Current Cost Centers** or **Other Cost Centers** columns grouped by Department Number to list department cost centers together for easier linking. Another enhancement in this screen is the ability to right-click a group of Cost Centers in a Department and select the whole group of Cost Centers for that department. The Highlighted group can be added to or removed from the Current Cost Center list by clicking the arrows. You can also highlight the cost centers using the Shift or Ctrl keys (in the same manner as in Excel for selecting multiple rows, columns or cells) and then clicking the arrow button at the bottom to move the selection from one column to the other. To move only one cost center, you can still use the double-click method. Another new feature is the ability to copy all the Cost Centers assigned to a workstation to another workstation. To do this highlight the workstation that you want to copy the cost centers from then click the **COPY** button then click the workstation in the far left column that you want to copy the cost centers to and then click **PASTE**. Remember to save your changes when you are done.



Use the **Delete Workstation** button to remove any Shop Floor Workstation that is no longer needed.



Link Employees to Cost Centers

[Click here to play clip](#)

File > Setup > Workstations, Employees, Departments > Employees to Cost Centers: All active employees entered in Master Files Employee can be linked to specific cost centers. The Plant, Branch and Department have been added to the front of each employee in the **Employees to Cost Centers** tab when setting up workstations in Shop Supervisor.

Setup Workstations

CostCenters to Workstations | **Employees to CostCenters** | Employees to Supervisors

Select a cost center. Double click on an employee to move it back and forth.

Cost Centers

- [03 DP] 300 - DP ADMIN
- [03 DP] 310 - LIST PURCHASING
- [03 DP] 320 - DATA ENTRY
- [03 DP] 340 - PROGRAMMING
- [03 DP] 360 - OUTPUT DATA
- [04 PREPRESS] 405 - ART/COMPOSITION**
- [04 PREPRESS] 415 - MAC
- [04 PREPRESS] 420 - PROOFING
- [04 PREPRESS] 425 - PLATEMAKING
- [04 PREPRESS] 430 - ELEC. PREPRESS
- [05 PRINTING] 500 - PRINT ADMIN
- [05 PRINTING] 510 - PRINT BUYOUTS
- [05 PRINTING] 511 - NEXPRESS 2100 PLUS
- [05 PRINTING] 512 - XEIKON
- [05 PRINTING] 515 - ITEK
- [05 PRINTING] 520 - 240 HEIDELBERG

Current employees

- [01-01 Main Department] Hales, Rob
- [01-01 Main Department] Jackson, Bill
- [01-01 Main Department] Williams, Chris
- [01-10 Print Department] Dooley, Jan
- [01-10 Print Department] Hart, Bradley
- [01-10 Print Department] Huff, Jane
- [01-10 Print Department] Kinder, Steve

Other employees

- [01-01 Main Department] David, Lloyd
- [01-01 Main Department] DiPaolo, Kathy
- [01-01 Main Department] DiPaolo, Kathy
- [01-01 Main Department] DiPaolo, Steffani
- [01-01 Main Department] Ellison, Thomas
- [01-01 Main Department] Forsythe, Penny
- [01-01 Main Department] Hosch, Claude
- [01-01 Main Department] Jones, John
- [01-01 Main Department] Nelsen, Norma
- [01-01 Main Department] Stephens, Sven
- [01-01 Main Department] Van, Leah
- [01-10 Print Department] Money, Keith
- [01-10 Print Department] Sampson, Jack
- [01-10 Print Department] Stewart, Jackson
- [01-15 Fulfillment Department] Interface, Shipping

Save Copy Paste -->

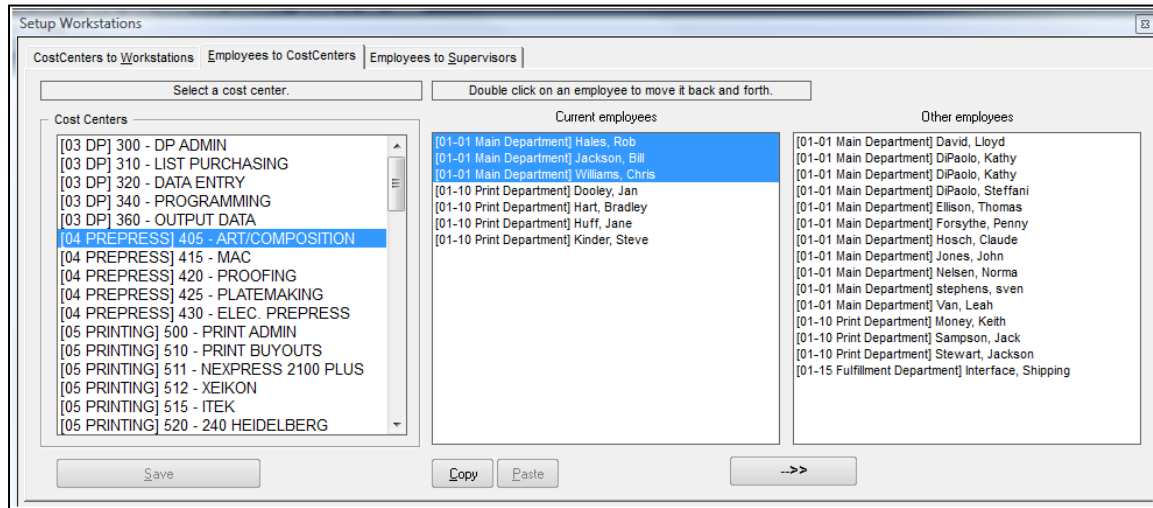
☐ Use Spread Sheet Format [04 PREPRESS] 405 - ART/COMPOSITION Cost Center Employees Displayed Export Grid

Cost Center	Work Station	Department	Employee	Supervisor
ART/COMPOSITION	Connect	04 PREPRESS	Dooley, Jan	Hales, Rob
			Hales, Rob	No Supervisor Specified
			Hart, Bradley	Hales, Rob
			Huff, Jane	Hales, Rob
			Jackson, Bill	No Supervisor Specified
			Kinder, Steve	Hales, Rob
			Williams, Chris	No Supervisor Specified
	prep	04 PREPRESS	Dooley, Jan	Hales, Rob
			Hales, Rob	No Supervisor Specified
			Hart, Bradley	Hales, Rob
			Huff, Jane	Hales, Rob
			Jackson, Bill	No Supervisor Specified
			Kinder, Steve	Hales, Rob

Display: Work Station Dept. Cost Center Employee Supervisor

An enhancement was added in PrintStream 2014 where employees to or from the **Other Employees** column could be moved to or from the **Current Employees** column in mass numbers by right-clicking the Employee Branch to select all employees in that branch. You can then use the arrow keys to move between **Current Employees** and **Other Employees**. You can also still use the Shift and Ctrl keys on the keyboard to highlight a set of employees to move to the other column. This works in either direction. By using the Shift or Ctrl keys to highlight the employees (as in any Excel function for selecting cells), the highlighted employees can then be moved by clicking the arrow button at the bottom of the screen. The net result is that the Setup Workstation screen now allows the user to link multiple employees or cost centers at one time. Previously entries were added

one at a time. For single entry moves, double-clicking the name will still move the employee from side to side. Save your changes by clicking the **Save** button.



Employees assigned to a cost center can now be copied from one cost center to another cost center. To do this, click the cost center to copy the employees from and then highlight the employees to copy or right-click to select all the employees by department. Once the employees have been highlighted click the **Copy** button, then click the cost center in the column on the far left to copy to and then click the **PASTE** button all highlighted employees will be copied to the new cost center selected.

Employees are only active in those Shop Floor Workstations which are linked to their Cost Centers. Employees will only see the Cost Centers to which they are linked. This can be overridden using controls inside each specific Shop Floor Workstation.

Create Supervisors

[Click here to play clip](#)

File > Setup > Workstations, Employees, Departments > Employees to Supervisors:

Supervisors are created by giving them logon names and passwords. Highlight the supervisor name, and then double-click to assign or remove employees from any supervisor. A **Save** button will appear to save this linkage. Supervisors must supervise at least themselves to have this status. Employees can only be assigned to one supervisor; assigning them to a second supervisor will cause the first link to disappear. Employees are now listed grouped by branch, department order. You can select all the employees in a branch, department by right-clicking the branch or department. Employees can then be moved in either direction from current to other employees using the arrow keys.

Setup Workstations

CostCenters to Workstations | Employees to CostCenters | **Employees to Supervisors**

Check supervisors. Double click on an employee to move it back and forth.

Employees and Supervisors

- Ellison, Thomas
- Forsythe, Penny
- Hales, Rob logon:Rob**
- Hart, Bradley
- Hosch, Claude
- Huff, Jane
- Interface, Shipping
- Jackson, Bill logon:bill
- Jones, John
- Kinder, Steve
- Money, Keith
- Nelsen, Norma logon:norma
- Sampson, Jack

Logon Name: Rob Password: **

Save Clear Copy Paste -->>

Current employees

- [01-10 Print Department] Dooley, Jan
- [01-10 Print Department] Hart, Bradley
- [01-10 Print Department] Huff, Jane
- [01-10 Print Department] Kinder, Steve
- [01-10 Print Department] Money, Keith
- [01-10 Print Department] Sampson, Jack
- [01-10 Print Department] Stewart, Jackson

Other employees

- [01-01 Main Department] David, Lloyd
- [01-01 Main Department] DiPaolo, Kathy
- [01-01 Main Department] DiPaolo, Kathy
- [01-01 Main Department] DiPaolo, Steffani
- [01-01 Main Department] Ellison, Thomas
- [01-01 Main Department] Forsythe, Penny
- [01-01 Main Department] Hales, Rob
- [01-01 Main Department] Hosch, Claude
- [01-01 Main Department] Jackson, Bill
- [01-01 Main Department] Jones, John
- [01-01 Main Department] Nelsen, Norma
- [01-01 Main Department] Stephens, Sven
- [01-01 Main Department] Van, Leah
- [01-01 Main Department] Williams, Chris
- [01-15 Fulfillment Department] Interface, Shipping

☐ Use Spread Sheet Format Hales, Rob logon:Rob Employee/Supervisor Relationships Displayed Export Grid

Supervisor	Employee	Work Station	Department	Cost Center
Hales, Rob	Dooley, Jan	Connect	04 PREPRESS	ART/COMPOSITION
				ELEC. PREPRESS
				MAC
			05 PRINTING	10 CLR SANDEN 28/22/17"
				240 HEIDELBERG
				DIDDE 6
		prep	04 PREPRESS	ART/COMPOSITION
				ELEC. PREPRESS
				MAC
		print	05 PRINTING	10 CLR SANDEN 28/22/17"
				240 HEIDELBERG
	Hart, Bradley	Connect	04 PREPRESS	ART/COMPOSITION
				ELEC. PREPRESS

Display: Work Station Dept. Cost Center Employee Supervisor

Employees can now also be copied from one supervisor to another by clicking the supervisor to copy from and then selecting from the current employees assigned then click the **COPY** button. Then select another supervisor and click the **PASTE** button the employees will be copied to the new supervisor. Remember to save your changes when you are done.

Note A supervisor will have an * [asterisk] at the end of their name in the Shop Floor workstation's employee list screen. A supervisor login is automatically deleted when all the employees have been unassigned.

Note Shop Supervisor now also has a new reporting tool for all workstation setup options. The tool appears at the bottom of each of the three shop floor setup screens. The tool allows you to sort the information in various ways and to then print the reports or export them to Excel. See the new features section at the end of this manual for more details.

List of Employees

Supervisors can use their assigned logon/password to open Shop Supervisor. They will see a list of all the employees. Selecting any employee name will allow the supervisor to review or print current and past records.

Shop Supervisor

Kvalen, Julie (JULIE)

Employees:

- Carpino, Michael
- Kvalen, Julie
- Kvalen, Kiki
- Pollard, Cole
- Pollard, Linda

Start Date: 4/6/2004 End Date: 5/13/2004 Refresh

Active	Cost Center	Job Num...	Shift Num...	Date	Start Time	End Time
Start Shift			1	4/6/2004	11:07:11	
Inactive	HP LASER	660	1	4/6/2004	14:08:12	09:56:54
Inactive	HP LASER	665	1	4/7/2004	15:20:46	15:21:23
End Shift			1	4/21/2004		09:57:02
Inactive	STAHL FOLDER	719	1	5/11/2004	16:21:00	15:50:00
Start Shift			1	5/11/2004	16:25:36	
Inactive	STAHL FOLDER	719	1	5/12/2004	16:21:03	15:50:22
Inactive	STAHL FOLDER	719	1	5/12/2004	16:21:03	15:50:22
Active	HP LASER	678	1	5/13/2004	16:06:08	

Assign Employee Privileges

[Click here to play clip](#)

File > Setup > Employee Privileges:

Responsibility for collecting data beyond production time and charge type is assigned to users in this window.

Assign Employee Privileges

Code	Name	Auto-Continue	One at a Time	Lead	Gang	Edit Xcts
190	DiPaolo, Kathy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7897979	DiPaolo, Steffani	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
110	Employee, Transfer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DMMHAN	HelperAuto, DMMNoGang	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DMMHAON	HelperAutoOne, DMMNoGang	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DMMHEG	HelperEdit, DMMGang	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DMMHEN	HelperEdit, DMMNoGang	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DMMHON	HelperOne, DMMNoGang	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DMMHG	HelperOnly, DMMGang	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DMMHN	HelperOnly, DMMNoGang	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DMMHSUP	HelperSupervisor, DMM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Hosch, Claude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Jackson, Bill	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Jones, John	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DMMI AG	LeadAuto, DMMGang	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save

Auto-Continue

This option allows the "Would you like another transaction?" message to appear as the employee logs on or off a function. Clicking **Yes** allows continuation without logging in again. This feature also requires that the MR Shop Floor workstation be set to **Ask if another Transaction is desired**.

One at a Time

The employee can work on only one activity at any time, i.e., they cannot log onto two activities at once and they cannot log onto a second activity while logged onto a first.

Lead

Shop Floor collects drops/packages, machine, production counts, material use and events which records data only from employees who are designated **Leads**. This is to insure that teams working on a particular job activity do not double, triple, etc., production quantity.

Leads can also designate an activity as complete, causing the activity to drop off the list of necessary job steps in Shop Floor. In the Milestone Scheduler, activities designated complete display a status tag of **Closed**, plus the date. In the MR Scheduler, activities designated complete will not display scheduled in unscheduled or rescheduled jobs, and will not **Post and Roll Forward**.

Employees who are not designated **Leads** cannot begin an activity. An employee designated as a lead has to start the activity. This control can be altered per activity in the Activity Questions setup window.

Gang

This control permits the employee the ability to log into more than one activity at a time. When an employee has the gang association and chooses a second or third activity, the system will prompt the employee to enter the percentage of the time working on each activity. All 'ganged' activities must combine to total 100%.

Note An employee is not allowed to be designated as both **One at a Time** and 'Gang'. Ganging by definition requires multiple activities. Checking **One at a Time** will remove a previous 'Gang' designation.

Edit Xcts

This privilege allows users to edit their punches/job transactions directly from the Shop Floor workstation. All operators will be able to access the Edit Employee Punches screen from Shop Floor in order to view their punches and job transactions. However, only employees set up in Shop Supervisor with the privilege of Edit Xcts checked will be able to edit their punches or job transactions.

Edit Qty

Selecting this option will allow the employee to change the quantity on any job transaction directly from the Shop Floor workstation. This only allows the user to change the quantity. They cannot change any of the other information under the employee punches and job transaction area.

Setup Activity Questions

File > Setup > Activity Questions:

[Click here to play clip](#)

Individual activities may be designated to collect data beyond production time and charge type. These settings are made in the Activity Questions window.

Dept	Cost Center	Act Code	Description	Lead Req	Count Req	Package	Drop	Machine	Cust Inv	Paper	Raw Mats	Finished Goods	Spoilage	Alt
05 PRINTING	SUBURBAN	53515	SUBURBAN RUN	✓						✓	✓			✓
05 PRINTING	SUBURBAN	53520	SUBURBAN WASHUP	✓										✓
05 PRINTING	SUBURBAN	53590	SUBURBAN MAINTENANCE											✓
05 PRINTING	XEKON	51210	XEKON M/R	✓										✓
05 PRINTING	XEKON	51215	XEKON RUN	✓										✓
06 LASER	DMM Finite Cutter	73201	DMM Finite Cutter	✓										✓
06 LASER	DMM Finite Folders	58201	DMM Finite Fold #1	✓										✓
06 LASER	HP LASER	64005	LASER SETUP	✓				✓						✓
06 LASER	HP LASER	64010	LASER FORMS	✓				✓		✓				✓
06 LASER	HP LASER	64011	LASER 8 1/2x11 LETTER	✓				✓		✓		✓		✓
06 LASER	HP LASER	64012	LASER #10 OGE	✓				✓		✓		✓		✓
06 LASER	HP LASER	64013	LASER 6x9 OGE	✓				✓		✓		✓		✓
06 LASER	HP LASER	64014	LASER 9x12 OGE	✓				✓		✓		✓		✓
06 LASER	HP LASER	64016	PRINT LASER LABELS	✓				✓		✓		✓		✓
06 LASER	HP LASER	64020	LASER MANUALS	✓										✓
07 BINDERY	BINDERY ADMIN	70095	BINDERY ABSENCE											✓
07 BINDERY	BINDERY ADMIN	70098	BINDERY ADMIN/OTHER											✓
07 BINDERY	BINDERY ADMIN	70099	BINDERY NO WORK											✓
07 BINDERY	BOWE	72510	BOWE SET UP	✓										✓
07 BINDERY	BOWE	72511	TRIM,SLIT,NEST,Z-FOLD 1up 14"	✓										✓
07 BINDERY	BOWE	72512	TRIM,SLIT,NEST,Z-FOLD 2up 14"	✓										✓
07 BINDERY	BOWE	72513	BURST, TRIM & SLIT	✓										✓
07 BINDERY	BOWE	72514	BURST, TRIM & INTERSTACK	✓										✓
07 BINDERY	BURSTER	72010	SET UP BURSTER	✓										✓
07 BINDERY	BURSTER	72012	BURST, TRIM 1up TO 11"	✓										✓

The activity questions screen has some new changes. First all activities are grouped first by the department they belong to and second by the cost center they are linked to. This makes it easier to see all the activities related to a department or cost center. Also the procedure for setting the settings for each activity has been enhanced. You can now right click a department and will be ask the following questions.

Set **Department On** for Department (department name appears here)

OR

Set **Department OFF** for Department (department name appears here)

If you select **Department On**, all of the activities associated with that department will be highlighted. You can then go through and check all the settings for the first activity in that department. After doing that if you right click one of the activities columns that you turned on or off you will see these options.

Set (column Name) On for Department (Department name appears here)

OR

Set (Column Name) Off for Department (Department name appears here)

If you choose to set on then the setting will be added to every activity that is highlighted for that department. If you chose to set off then the setting will be removed from every activity that is highlighted for that department.

Activity codes with 'Activity Questions' changes will highlight in yellow until saved.

Lead Required

If checked, requires employees defined in Employee Privileges as a Lead to act as leads on this activity. If unchecked, allows employees who are not defined in Employee Privileges as a Lead (i.e., "Helpers") to act as leads on this activity. The "helper" will be asked "Are you the Lead Operator controlling Counts?" as they log on the activity. See Shop Floor section of this document for examples.

Count Required

Requires an employee acting as a helper to enter a quantity for this activity.

Note This quantity displays on the Shift Summary report, but is not passed to other job costing reports. Only Lead counts pass to job costing reports.

Package Number

Requires employees to enter which package is being worked on *before* starting work on the job.

Drop Number

Requires employees to enter which drop is being worked on *before* starting work on the job

Machine

Requires employees to enter which machine the activity is performed on. Machines are identified per Cost Center; see below for instruction on setting up machines.

Customer Inv.

Enables optional recording of customer inventory usage; entries made here will deduct from inventory and record usage against the job.

Paper

Enables optional recording of paper inventory usage; entries made here will deduct from inventory and record costs against the job.

Raw Materials

Enables optional recording of raw materials inventory usage; entries made here will deduct from inventory and record costs against the job.

Finished Goods

Enables optional recording of finished goods inventory usage; entries made here will deduct from inventory and record costs against the job.

Record Spoilage

When this is checked, MR Shop Floor will subtract net count entered from gross count

entered; this difference will be recorded as spoilage for materials, and also for labor time. Spoilage labor time is calculated using the same percentage as material spoilage. In order to collect spoilage, an activity must also collect Run Rate.

Allow Completion

Allows an employee acting as a lead to mark the activity "complete" (using the **End and Set Activity Complete** button) when logging off this activity.

Note Clicking this button removes the activity from the MRShopFloor display of job steps for that cost center. Activity is tagged as complete (with completion date) in Customer Support, the Milestone Scheduler and the Mail Estimating Order Entry Scheduling Screens. In MR Scheduler, activity will drop off activity list if the job is rescheduled or rolled forward.

Ask Hours

Allows an employee acting as a lead to override the automatically generated start and end time entries in MR Shop Floor and instead directly enter these times. The operator can also enter a desired transaction time in the 'Net Hours' field. Previously, the operator could enter an illogical entry in the 'Net Hours' field (e.g., they could enter 80 instead of 8.0 hours). The programming has a validation that produces a disallow error message if the 'Net Hours' entry is not less than 24 hours. This matches the functioning of the Timesheet program. This option works in conjunction with a Supervisor Workstation Control setting within the Shop Floor module.

Shop Create Machines

File > Setup > Machines.

Machines are entered by cost center; cost centers can have one or multiple machines. Any activity in the cost center that collects machine data can accept records against one of the cost center's machines.

To create a machine ID, select the cost center from the drop-down display. Select **New Machine**. Enter machine **Identification** and **Description**; both will display in MR Shop Floor. Description can be edited; Identification cannot. This machine ID can now be created in the Print 128 program to create a barcode for each machine number/ID to enable scanning the machine ID instead of selecting it from the drop-down list in the Machine tab. Enter **Maximum Number Up**; this restricts users from entering a larger number up than the machine can process. Select **Save** to complete the machine setup.

Automation options for Xerox Free-Flow, PDI Auto-Click and Shop Floor Scanner are available. The PDI Auto-Click feature in the program works with a vendor to automate machine count entries through a production data interface system. **See document 'PDI – Shop Floor Auto Counts Add-On Feature_DRAFT' dated 12/17/2009 for database setup instructions.**

The Machine Sheet Transaction report uses the Identification field. Although this field will accept more characters, the report truncates any ID which exceeds the column width. This width ranges between 4-10 characters, depending on the width of the characters. The Machine Productivity Report uses the **Description** field, and displays a larger number of characters.

Newly created machines default to **Active**, and will display, per cost center, in MR Shop Floor. Select **Not Active** to remove the machine from MR Shop Floor and prevent the creation of new records using the machine. Inactive machines will continue to display in reports.

The drop-down list in the **Machine** field will display all machines that have been created for the selected Cost Center, regardless of their active status.

Setup Machines

Cost Center
830 [INSERTER]

Machine
PB 9x12 [Pitney Bowes 9x12 (3)]
PB6x9 [Pitney Bowes 6x9 (4)]
Ph 6x9 [Philipsburg 6x9]
Ph 9x12 [Philipsburg 9x12]

☒ Active
☐ Not Active

New Machine Save

Create Machines that Capture Clicks

Additional entry fields in the machine setup window are designed to collect data unique to laser printing. Production counts are recorded as the number of 'clicks' used. To activate this function, additional fields must be filled out when creating the machine.

Setup Machines

Cost Center
640 [HP LASER]

Machine
HP2 [HP laser machine 2]

Identification
HP2

Description
HP laser machine 2

☒ Active
☐ Not Active

Current Click 0	Maximum Click 999999999	Inches per Click 11.0	Clicks per Hour 5500
--------------------	----------------------------	--------------------------	-------------------------

Maximum Up
4

\$\$ per Hour
50.00

☒ Allow Multiple Logons

Automation Options

- ☐ Xerox Free-Flow
- ☐ PDI Auto-Click
- ☒ Shop Floor Scanner

Press
(None)

Done Save Machine.Recnum:28

Current Click

Is the starting click count on the machine. This will update as employees record additional clicks in MR Shop Floor.

Maximum Click

Is the maximum number of clicks that can be recorded against this machine. MR Shop Floor will not accept entries above the 'Maximum Click'.

Inches per Click

Describes how many inches are lasered before one click is used.

Clicks per Hour

Number of clicks the machine can do in an hour.

To record production counts using click counts, employees enter the ending click count, the number up and the form length. Starting click count is subtracted from ending click count to calculate the number of clicks. The form length entered is divided by 'Inches per Click' to determine what production count is created for the specific piece size by the number of clicks used. If the item was run multiple up, the production count is multiplied by the number up. If the piece was printed on both sides, the production count is divided in half.

Or the system can automatically read click information from the location specified in "Specify Auto Click Parameter".

The formula PrintStream uses to calculate production count:

Current Click minus Start Click divided by Form Length multiplied by Inches per Click multiplied by number-up divided by number of sides printed equals production count.

If current click is 62,450 and the start click is zero = 62,450 clicks divided by 14 (for 14") to get number of inches multiplied by Inches per Click (set at 11" for this laser printer) multiplied by number up divided by number of sides (for duplexed forms, this would be two) will give you the production count.

14" Form Calculation Using 11" per click: $62,450 \div 14 \times 11 \times 1 \div 1 = 49,068$ total forms

11" Form Calculation Using 11" per click: $62,450 \div 11 \times 11 \times 1 \div 1 = 62,450$ total forms

Define Auto Click Parameters

File>Set Up> Define Auto Click Parameters

Auto Click Parameters are defined to automatically pull counts from the machine. Machines need to be interfaced via an outside vendor's hardware and software in order to obtain clicks directly from the machine.

Enter the network server name, data set on machine where click information is stored, and User Id/Password for accessing the machine and Save. These parameters are specific to OLEDB and a database server using SQL Server to store the counts from the outside vendor.

The machine will need to be defined in the Setup Machines screen.

The image displays two screenshots of the 'Define Auto Click Parameters' dialog box. The left screenshot shows the input fields for Server, Data Set, User Id, and Password, along with Cancel and Save buttons. The right screenshot shows the 'Automation Options' section with three checkboxes: Xerox Free-Flow (unchecked), PDI Auto-Click (checked), and Shop Floor Scanner (unchecked).

For more information on auto-click setup, please refer to the online document 'PDI-Shop Floor Auto Counts Add-on Feature.'

Error Tracking Report

Reporting > Report on Error Tracking

This report allows the tracking of user-defined events which impact production. Reporting is per activity. The report can be queried for one or all jobs, customers, activities, employees and charge types within a date range.

Statistical Event Tracking Report

From Job No: TEST - GAVIN ☐ All Jobs

To Job No: TEST - GAVIN

For Cust: ☐ All Customers

☐ All Activities

Activity Code	Description
64011	LASER 8 1/2x11 LETTER
64016	PRINT LASER LABELS
83011	INSERT, METER, SORT #10
83316	DMM Event Tracking

☐ All Employees

Employee Code	Name
190	Kathy DiPaolo
7897979	Steffani DiPaolo
110	Transfer Employee
DMMHAN	DMMNoGang HelperAuto
DMMHAON	DMMNoGang HelperAutoOn
DMMHEG	DMMGang HelperEdit
DMMHEN	DMMNoGang HelperEdit
DMMHON	DMMNoGang HelperOne

Date from: Date to:

Charge Type

☒ Chargeable ☒ Non-Chargeable ☒ Authors

☒ Don't show transactions without events

Preview/Print Cancel

Setup Error Tracking Report

File > Setup > Setup Error Tracking

To add an activity to the Error Tracking Report, select the **Add** button and enter the activity code number into the **Activity Code** column, and then save. The top portion of the screen, **List of Trackable Activities**, contains all activities that have been designated to track production events.

Setup Event Tracking Report

List of Trackable Activities

	Activity Code	Activity Description	Activity Cost Center
1	64011	LASER 8 1/2x11 LETTER	640
2	64016	PRINT LASER LABELS	640
3	83011	INSERT, METER, SORT #10	830
4	83316	DMM Event Tracking	833

**To select list of events for the activity
select row (click on row number)*

Add **Save** **Close**

List of Events for the selected Activity 83011

	Description Of Event	Number of Min Estimated to Fix this Problem	Standard Charge For Customer for Fixing this Problem	Description of the type of measurement
1	machine jam	10.00	0.00	

Add **Save** **Close**

To define trackable events for an activity, first select the activity by row number. When selected, the background field for the activity description will turn blue and the title 'List of Events for the selected Activity' will display the selected activity code number. The bottom portion of the screen is used to define **Events** for the selected activity. In this field, one or more repeatable production issues are defined for tracking.

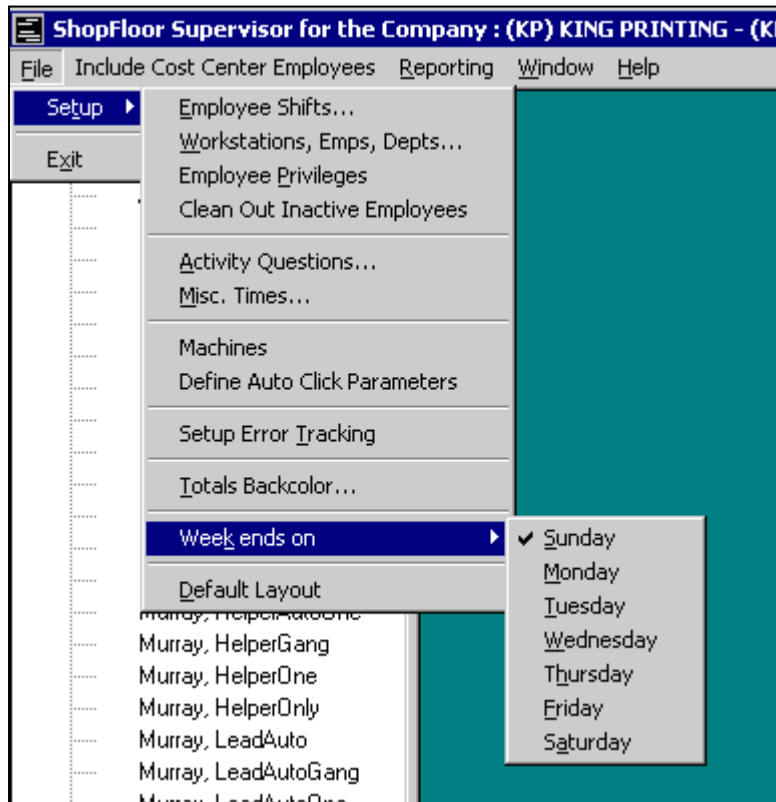
At least one 'Event' must be added per activity in order to track that activity. Select **Add** and then enter the **Description of Event**. The remaining three columns are optional measures used in the Error Tracking report.

Any number of events can be created per activity. To view an activity's list of events, select the row number to the left of the activity code; the events associated with that activity will display.

Employee Reports

Shift Summary and Weekly Punches

Various reports can be run depending on the set up and selection. Reports that are run by a “Week ending selections” reflect the set up done in **File -> Setup -> Week ends on** setting.



Examples of the variety of reports that can be run:

Lovegood, Luna (TESTLUNA)														
All Records		Timesheet Records												
Week ending: 1/23/2005		<input type="button" value="Print"/> <input type="button" value="Cancel"/> <input type="button" value="Save"/>												
		Punch Total	Overtime	Vacation	Sick	Personal	Bereave	JuryDuty	Bonus	Punches				
Sun	1/16/2005	1.00								S-10:00	E-11:00			
Mon	1/17/2005	2.00								S-10:00	E-12:00			
Tue	1/18/2005	3.00								S-10:00	E-13:00			
Wed	1/19/2005	4.00								S-10:00	E-14:00			
Thu	1/20/2005	5.00								S-10:00	E-15:00			
Fri	1/21/2005	6.00								S-10:00	E-16:00			
Sat	1/22/2005	7.00								S-10:00	E-17:00			
Sun	1/23/2005	8.00								S-10:00	E-18:00			
Mon	1/24/2005	9.00								S-10:00	E-19:00			
Totals		35.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					

Click printer button gets report below. Lists 9 days (7 expected days plus day before & day after), TOTALS FOR ONLY 7 days.

