efi *PrintStream*®

User Guide

Shop Floor
V21.1.0200

Table of Contents

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 relate 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 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

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)

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 MircoTouch 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**.
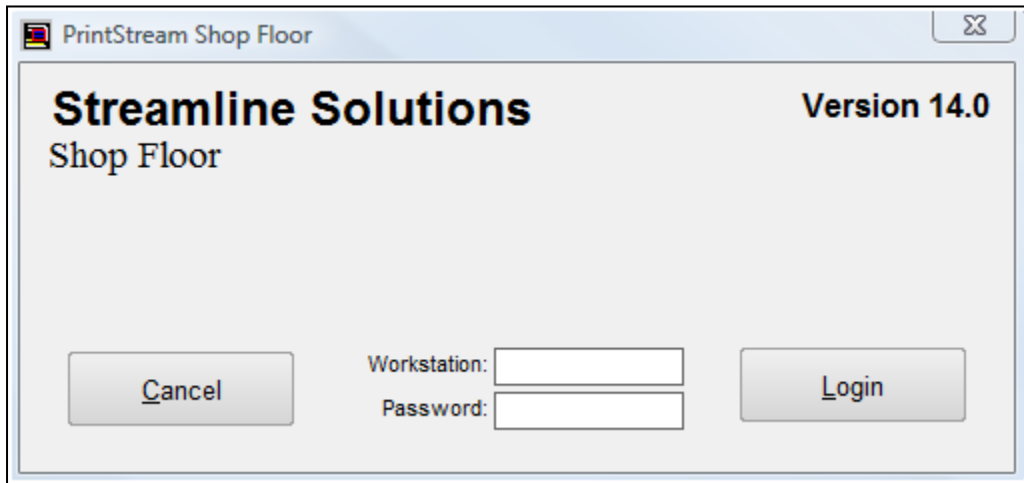
Select the printer for printing your shift summary reports, if prompted.
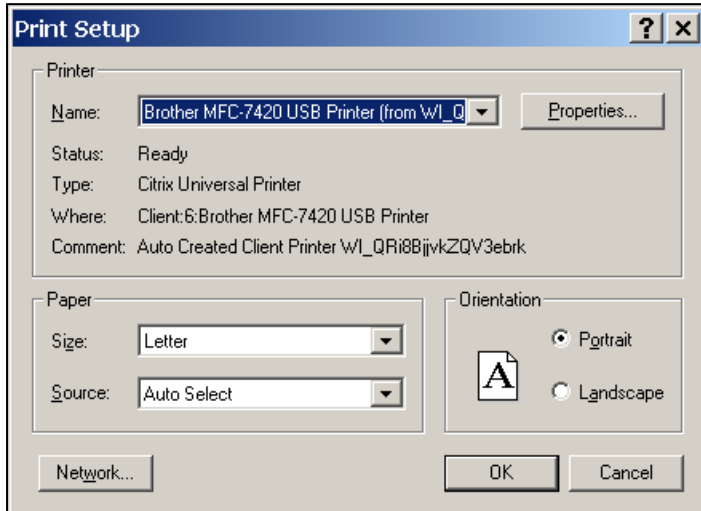
Select Your Name or Scan Your ID.

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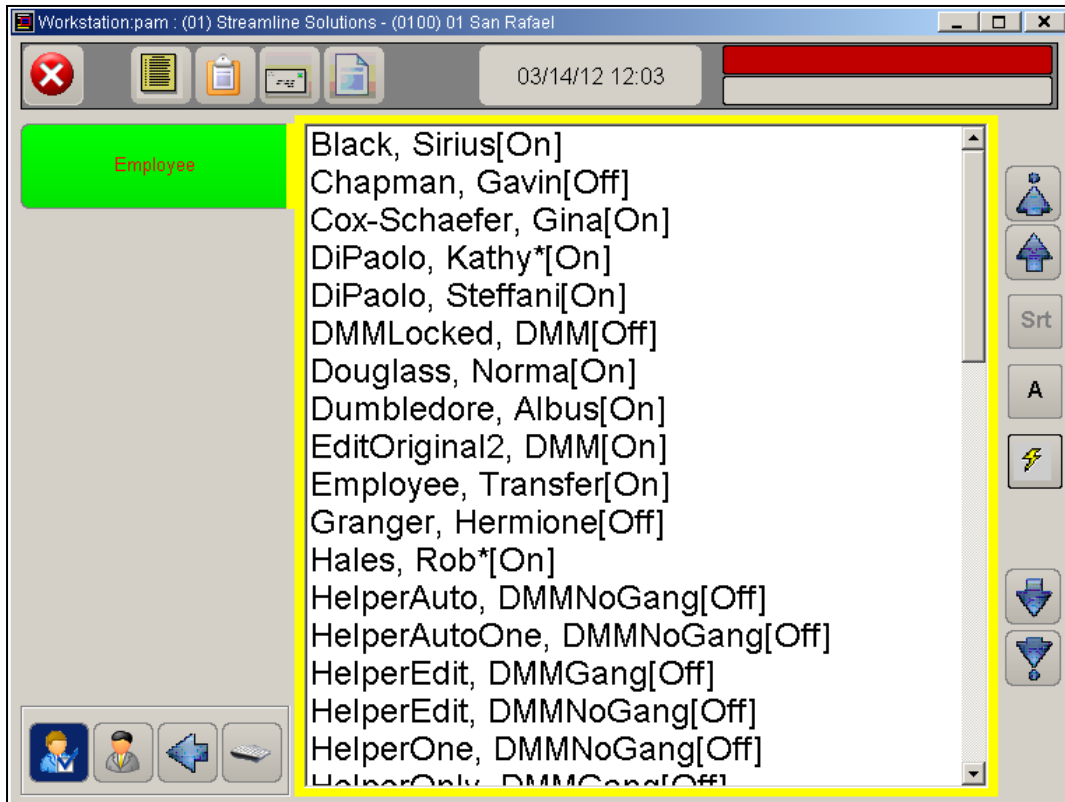
This switch is found in the workstation's supervisor access icon.

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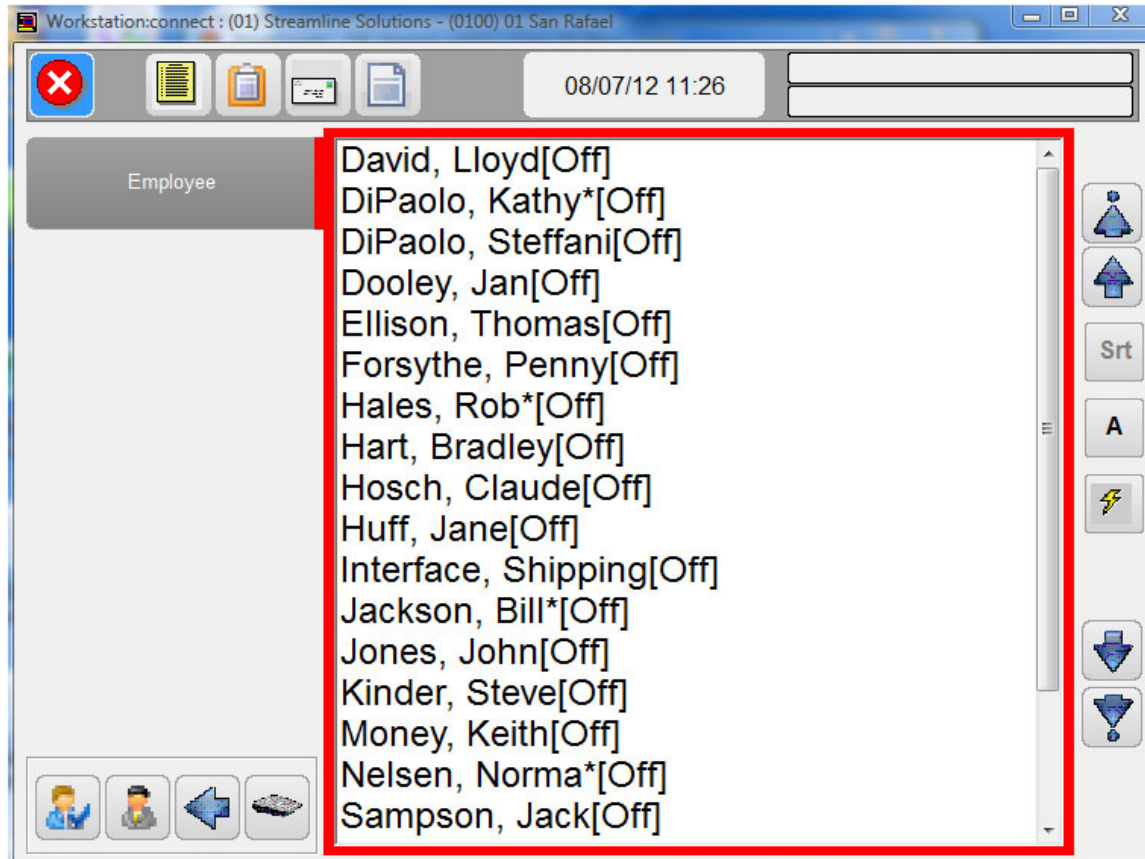
| Note | If you do not see your name in the list, use the arrows on the right to scroll up or down the list. If you still do not see your name, verify that you are logged into the correct Shop Floor workstation. In the example above, the workstation is identified as Workstation: Connect. |

Additional Screen Display Options with Employee List

You have the ability to right-click in the employee list for more options and displays.
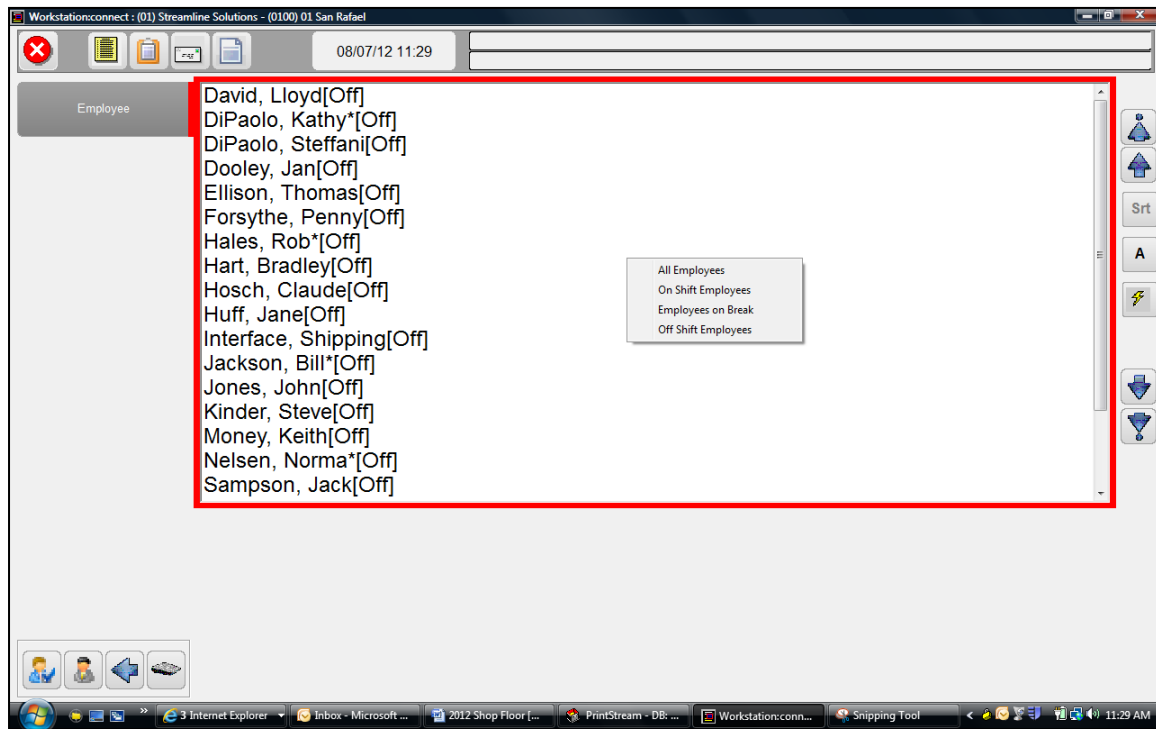
**All Employees** – displays all employees assigned to the workstation.

**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.
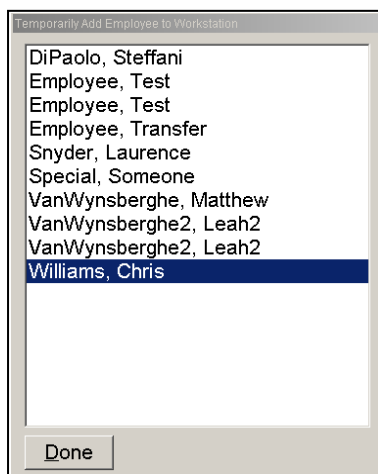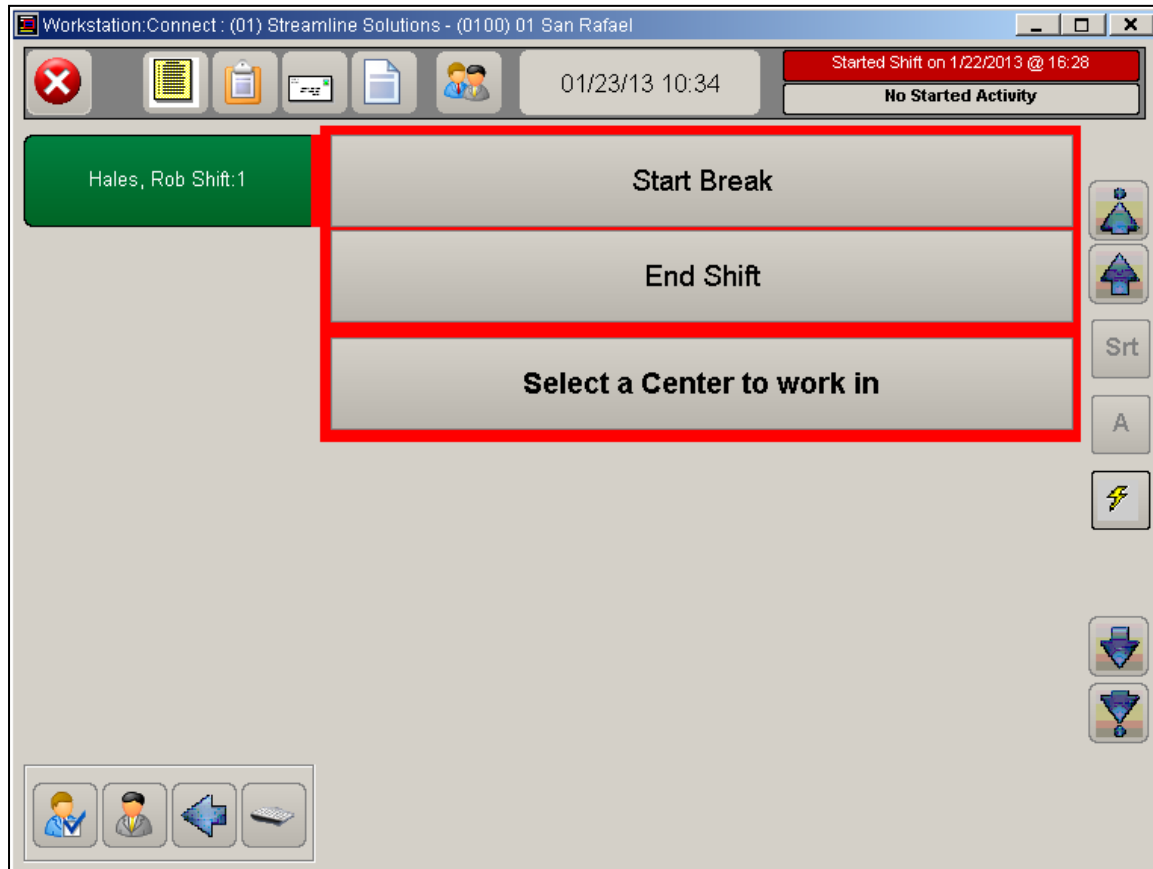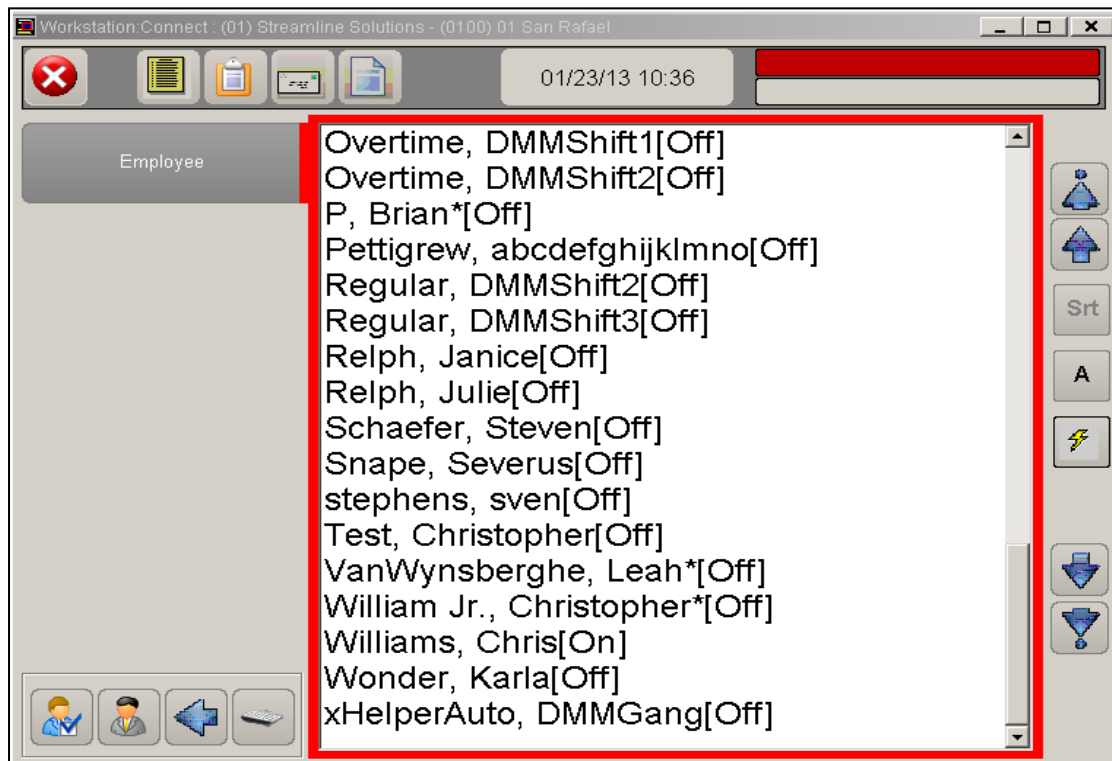
Start Shift

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.
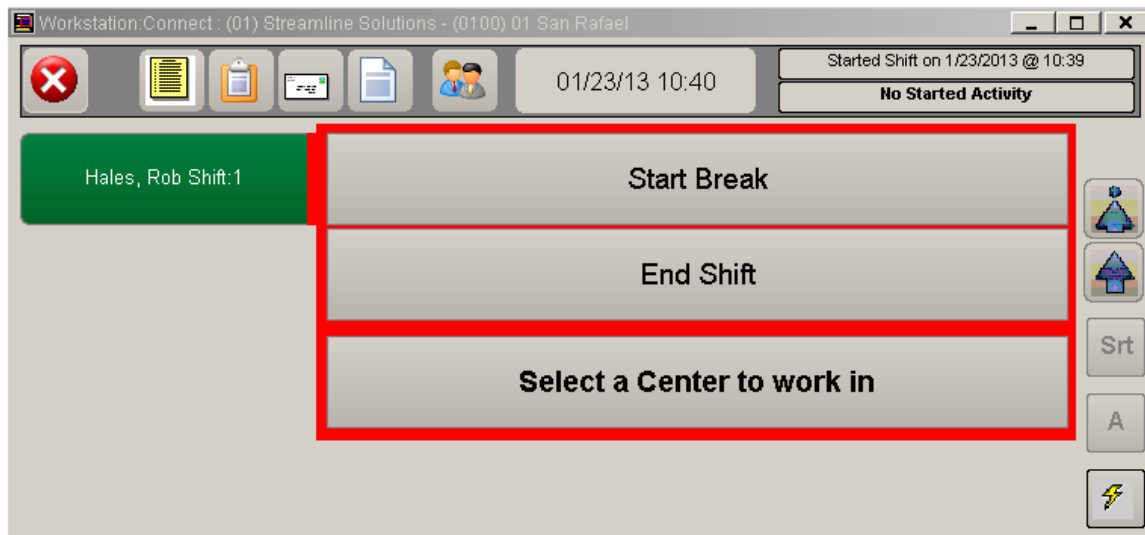
Screen Displays

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.
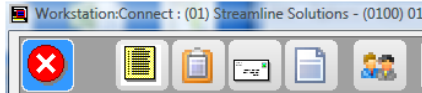
Shop Floor Allows the Use of Barcode Scanners

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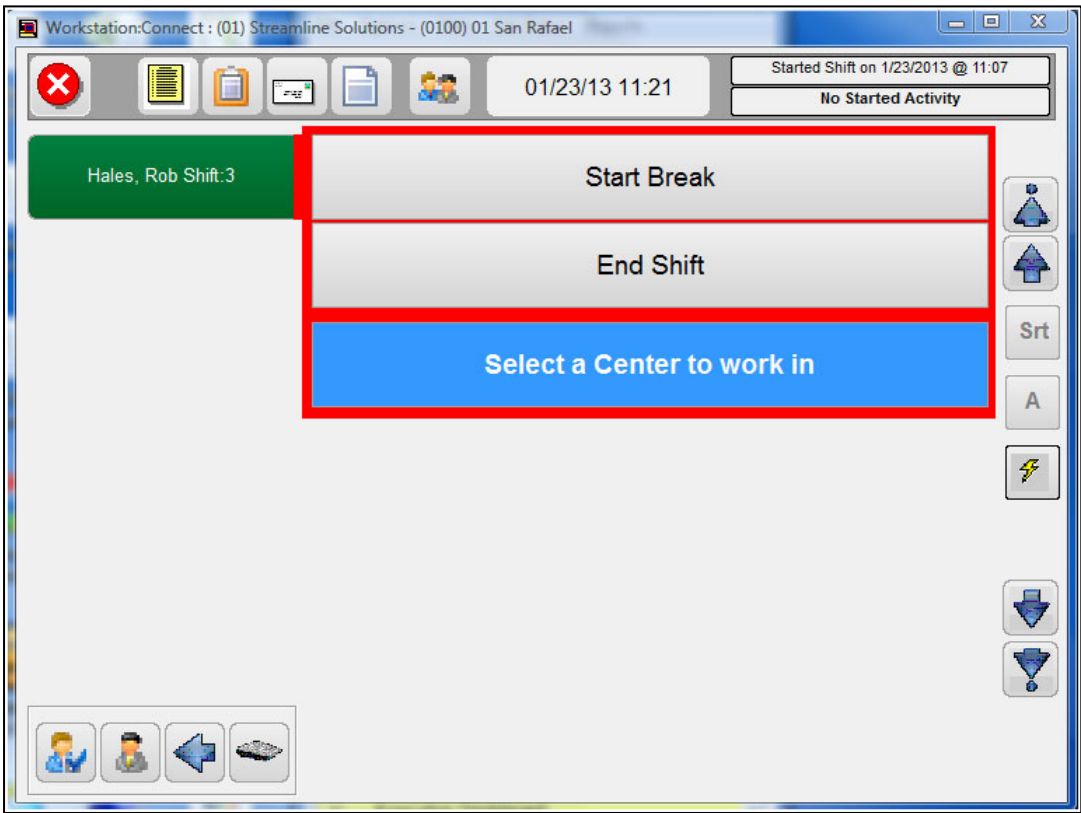
Once you have selected your name, the screen above will display. Scan the barcode on the Work Order for the activity you are performing. Your scan will automatically record job number and activity. Select the activity you are about to work on, and then click the **Selected** button.
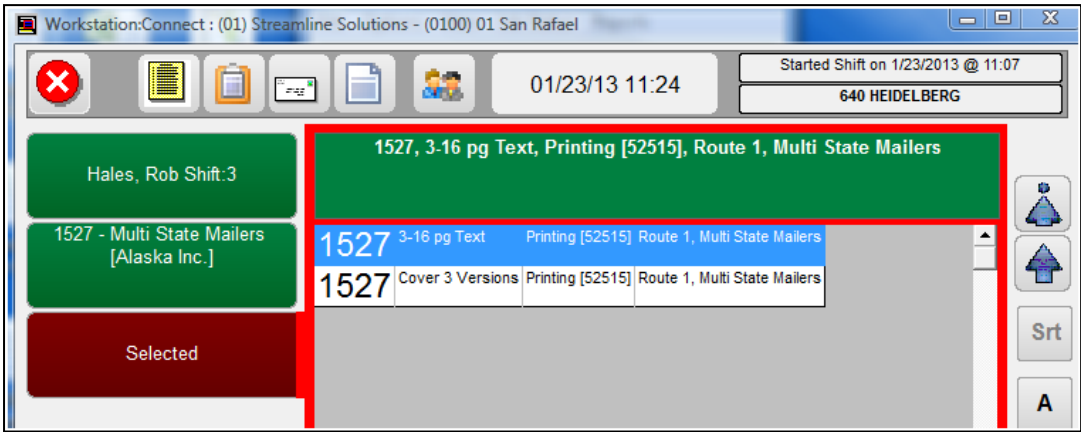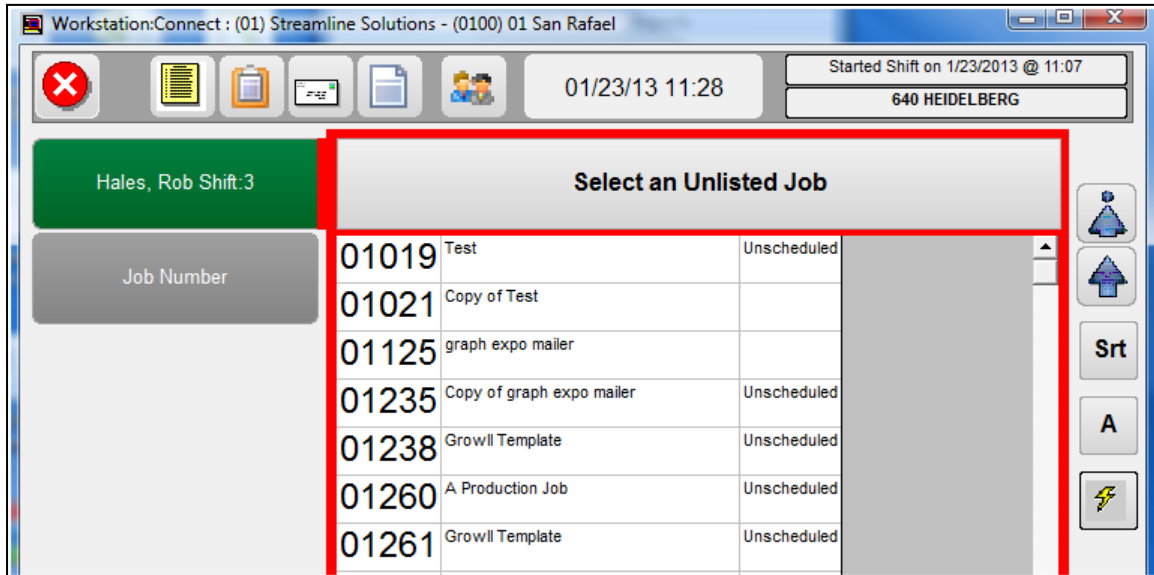
Select a Cost Center to Work in: Manual Method.

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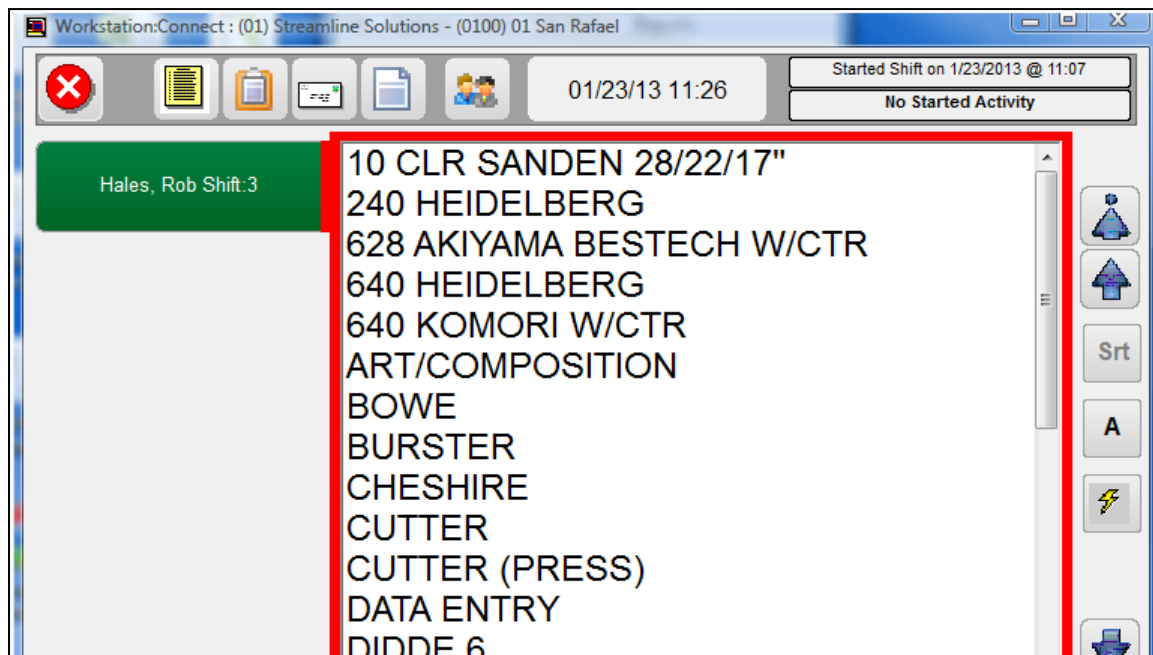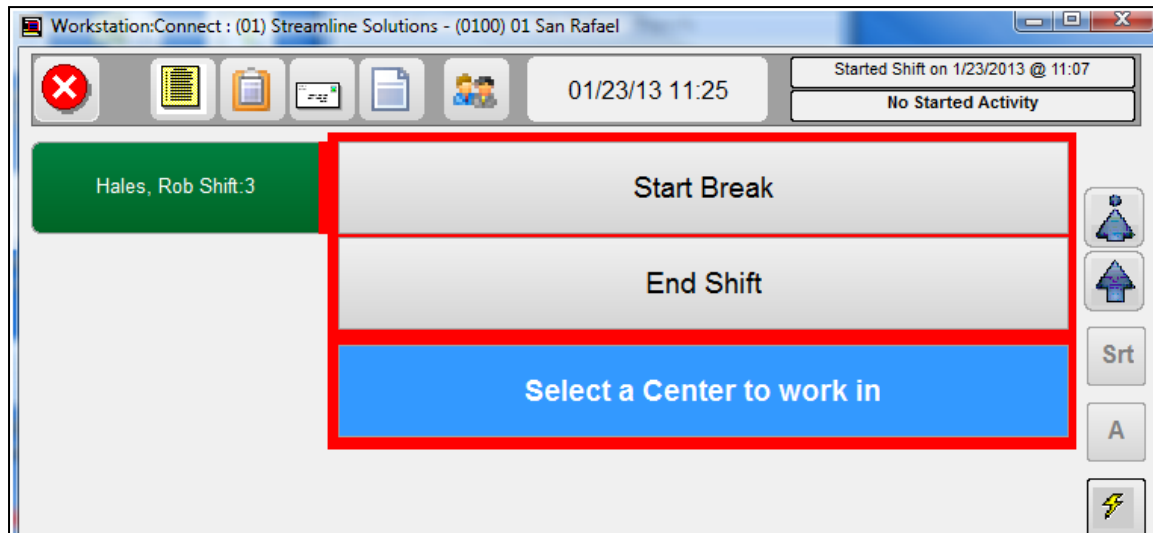
Highlight the desired cost center. The current job list will display.

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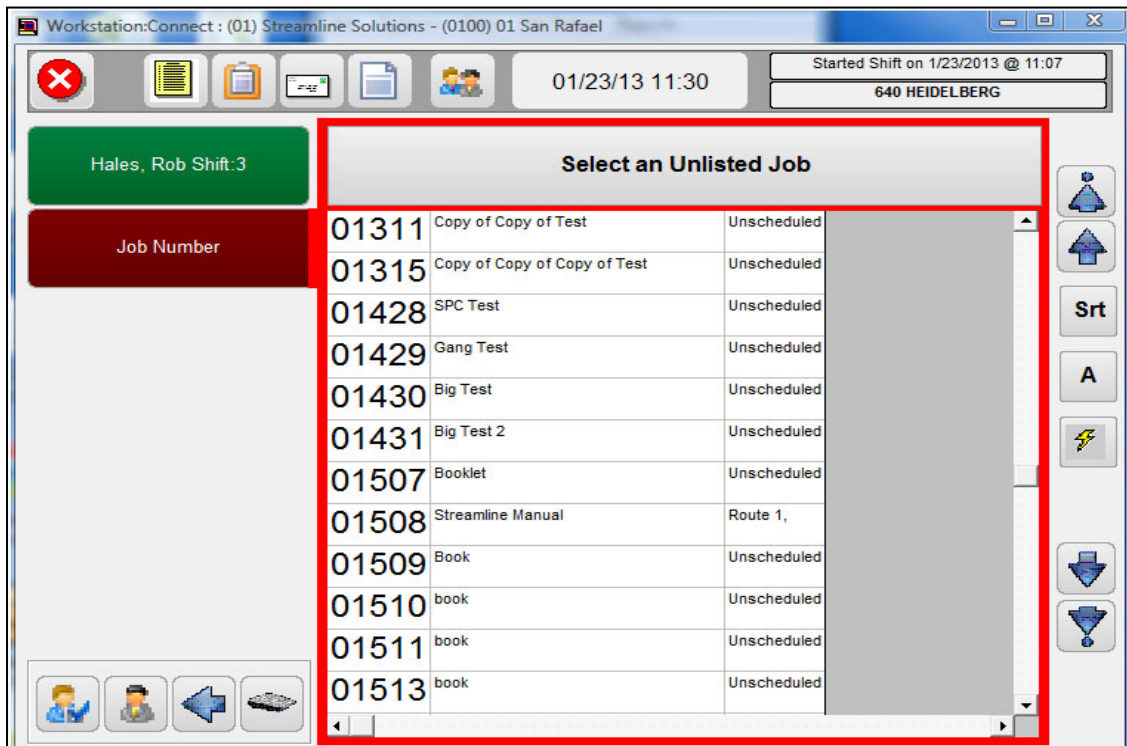
The button labeled **Select an Unlisted Job** allows the employee to key in any job number.

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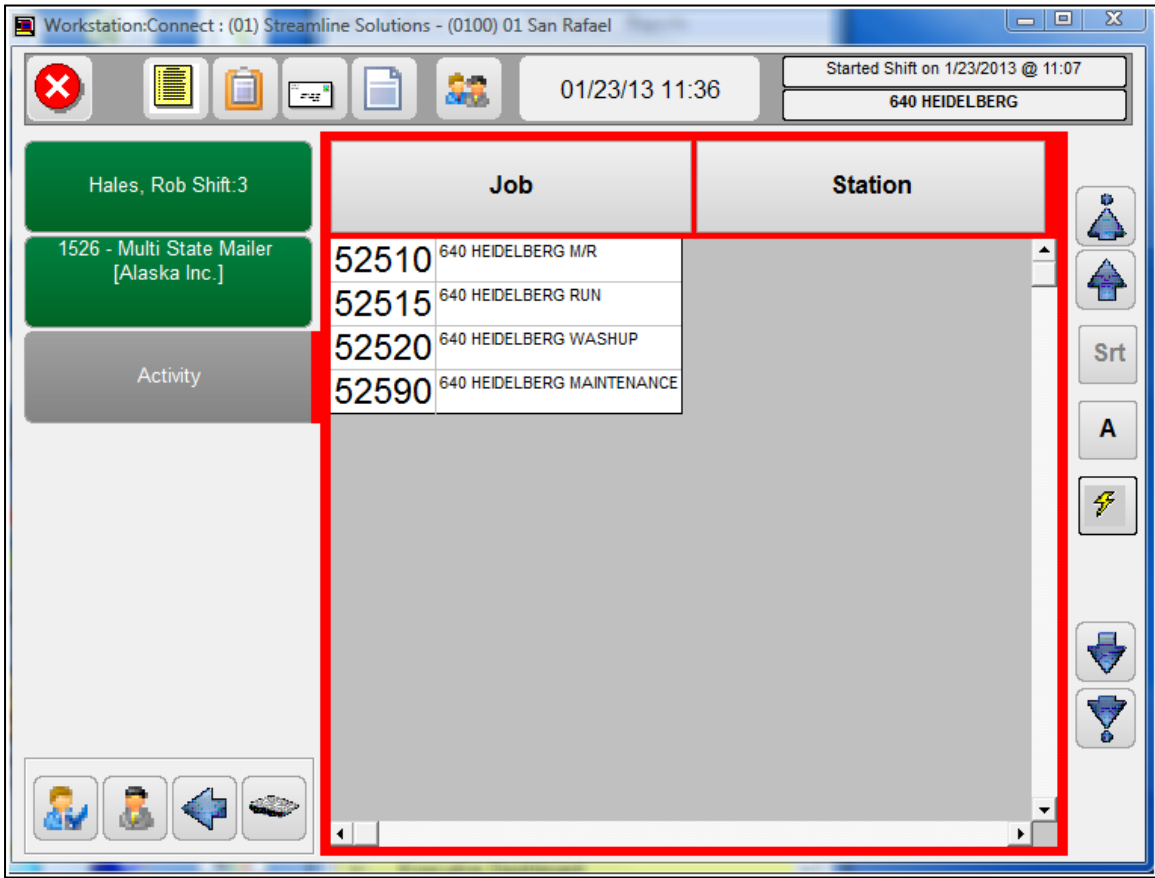
In addition, this system can be used to collect production data for work which is not directly related to production on jobs. Cost Centers can hold activities such as maintenance, meetings, and wait time (wait for approval, wait for paper, wait for proof or sample, etc.). Time can be recorded against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

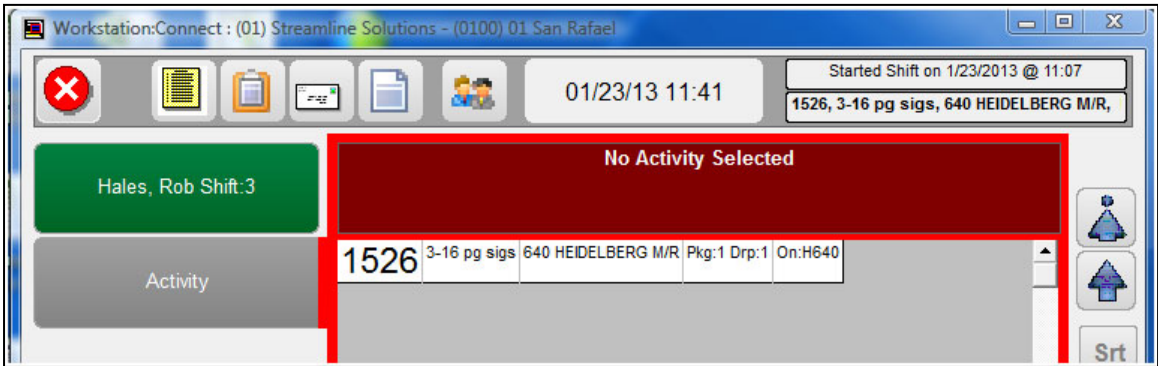# Print Activity Logon with Make Ready, Run and Wash Up Displayed

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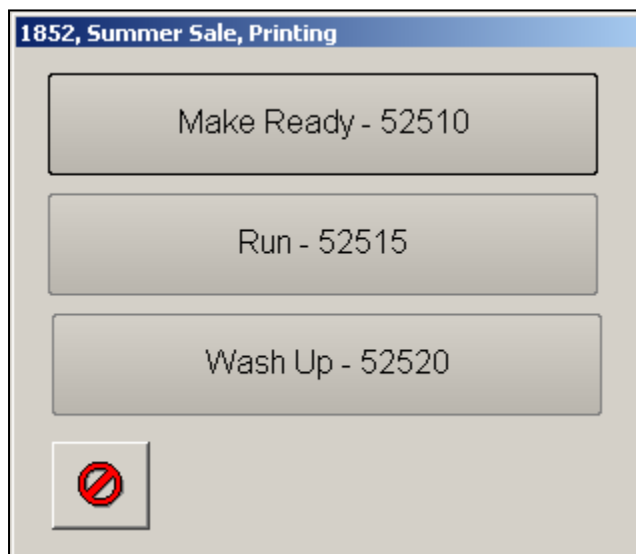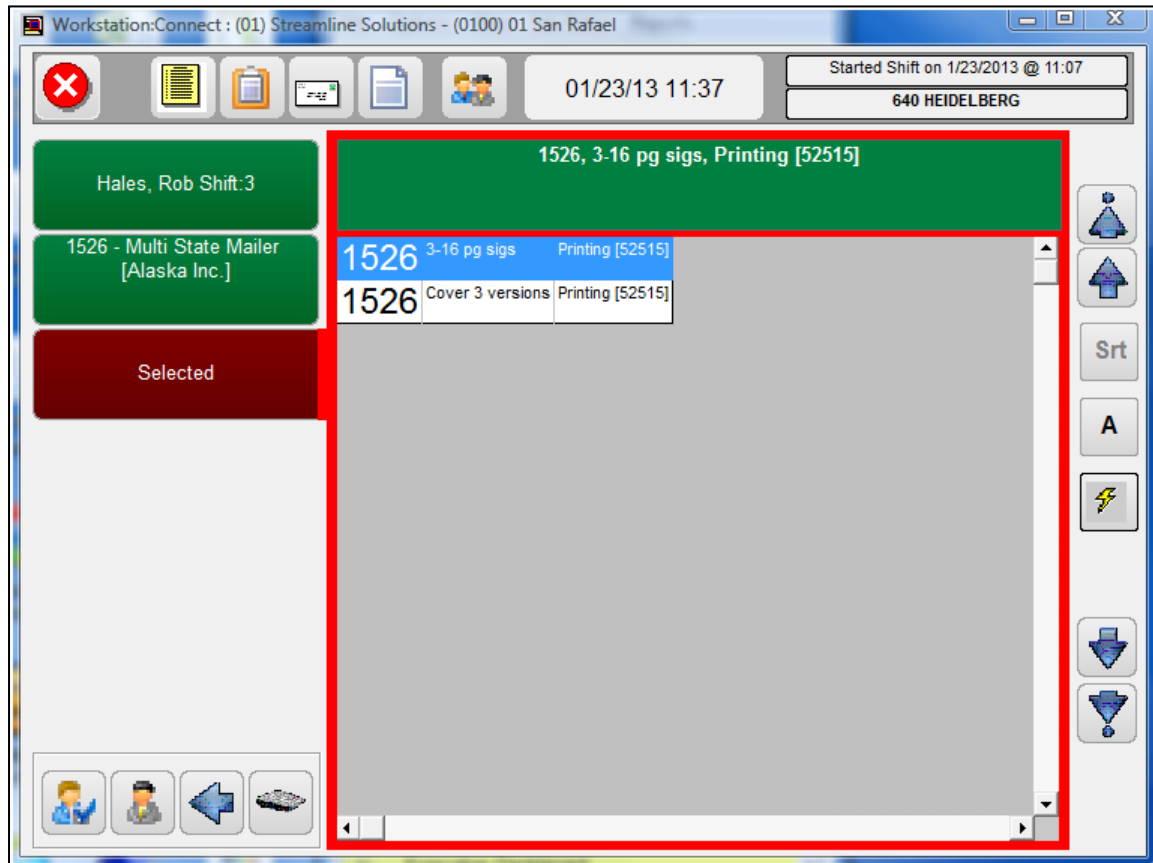
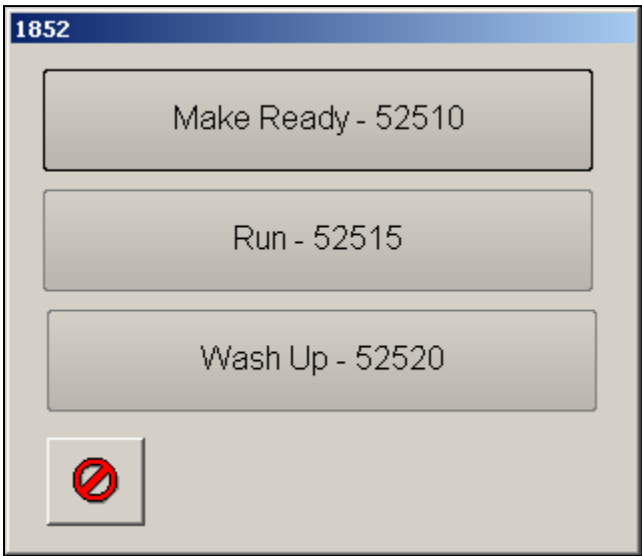Click **Make Ready** – logs on

Then **Your Started Activities**

Displays **Make Ready** activity.

Shop Floor WIP report shows Make Ready.

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

Click **Run** – logs on

Adjust Punches shows **Make Ready** transaction.

Shop Floor WIP report displays main activity:

Your Started Activities displays main activity:

Log Off displays main activity:

Brings you back to activity selection screen:

Click **Wash Up** – logs on

Adjust Punches shows expected transactions:

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

Log Off displays Wash up activity:

Adjust Punches

Displays expected activity descriptions

Shift Summary Report displays expected activity descriptions:

MR Shop Supervisor Timesheet Records as expected:

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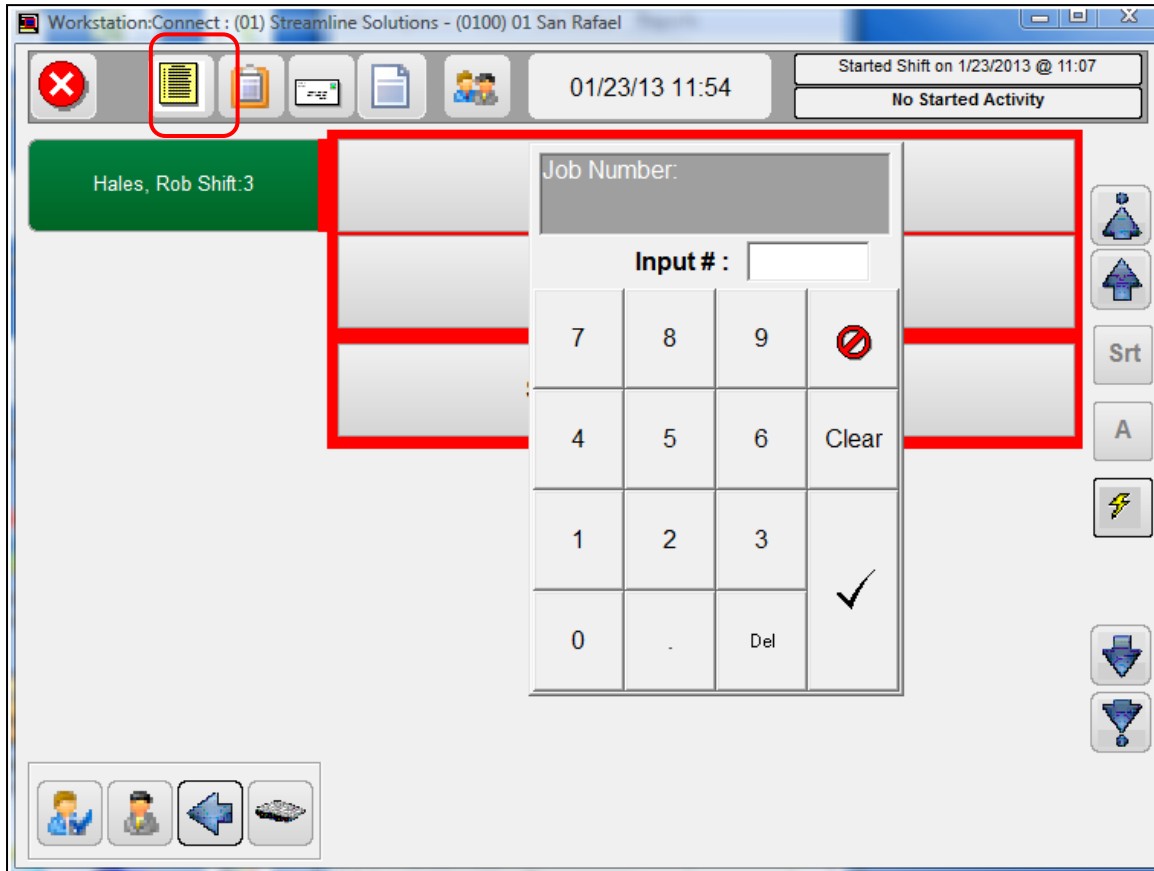
Enter the job number and click the black checkmark button or hit enter on your keyboard.

Select Report Options:

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

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

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

Detail – deselect the details <u>not</u> 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 2 of 3

#	Data Processing:Activity Description	Packages	Quantity	Hours	Activity Code / Task ID	Task Barcode
2	BARCODE QUALIFY	Pkgs 1	10,000	0.67	34038 #:115666	‖‖‖‖
3	MERGE/PURGE	Pkgs 1	10,000	0.67	34033 #:115669	‖‖‖‖
4	OUTPUT TO LASER TAPE/DISK	Pkgs 1	10,000	0.67	36016 #:115670	‖‖‖‖
5	PURCHASE LIST	Pkgs 1	10,000	0.00	31005 #:115611	‖‖‖‖

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 #:115615	‖‖‖‖
2	Dylux Proof	16 x 21	Brochure	1	0.27	42010 #:115616	‖‖‖‖

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,4/4,-Output Film ,Dylux Proof ,Xeikon ,Final Trim ,MBO Fold

Paper/ Material Description - (Vendor ProductCode:)	Inventory ID	Material Qty	Parent Size	Cut To	#Out	Source
Xeikon Uncoated Offset 80#	Centura Gloss 60#	5,425	19.5	19.5 x 11	1	

Press	Imposition	#Up
Xeikon	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	MR Waste	Run Waste	Net Qty	MR Hrs	Run Hrs	W/U Hrs	P/M Hrs	Plate Making	Printing
Front	1	2	2	4	5,371	220	51	5,100	0.50	0.17	0.00	0.00		‖‖‖
Back	1	2	2	4	5,100	0	0	5,100	0.00	0.00	0.00	0.00		‖‖‖

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 115616	‖‖‖
MBO Fold	Brochure	10,200	200	10,000	1.70	58015 115611	‖‖‖

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 D	Task Barcode
LASER SETUP	1 Up	1	0	1	0.25	64005 #:115613	‖‖‖‖‖
LASER 8 1/2 x 11 LETTER	1 Up	10,000	0	10,000	5.00	64011 #:115614	‖‖‖‖‖
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 OE 4068	76409	#10 OE 4068		‖‖‖‖‖
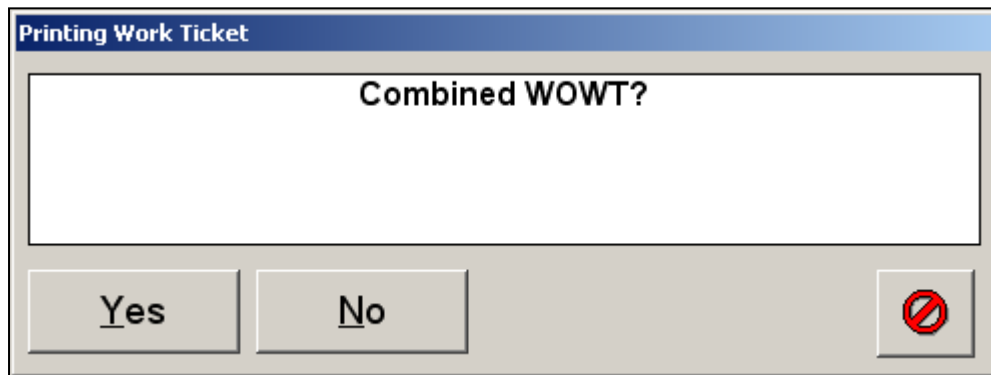
Assembly and Packaging

Notes							
INSERT, METER, SORT #10 2pce		Pkgs:1	10,000	0	10,000	4.42	83012 #:115613 ‖‖‖‖‖
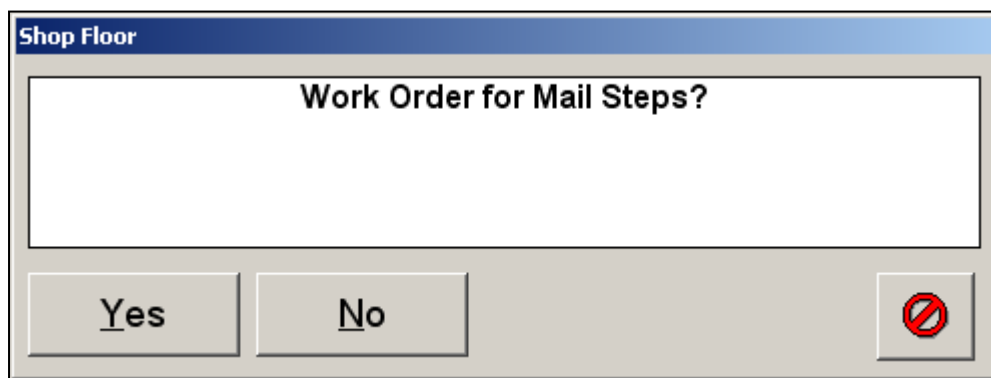
Packages

#	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	Centura Gloss 60#	10000	Centura Gloss Bk 60#
			Common #10 OE	76409	#10 OE 4068	10000	#10 OE 4068
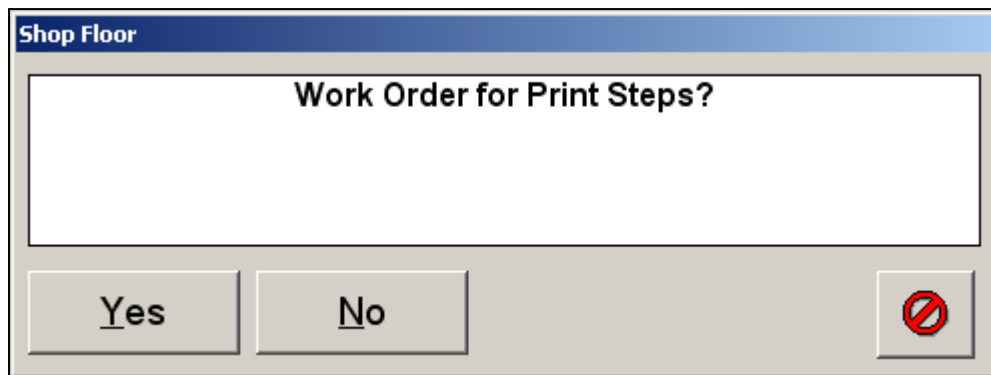
Printing Work Ticket

Combined WOWT?

Yes   No   🚫

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:

Shop Floor

Work Order for Mail Steps?

Yes   No   🚫

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

Shop Floor

Work Order for Print Steps?

Yes   No   🚫

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**.
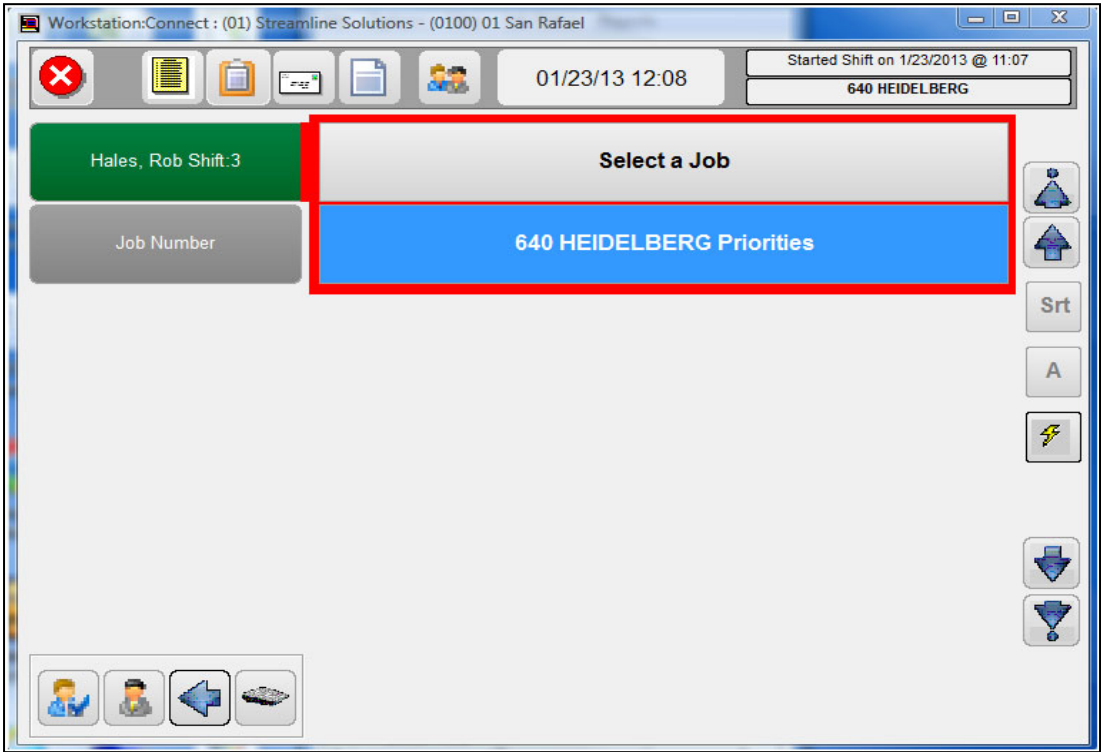
Selecting this button will provide a list of activities in the specified cost center that have been prioritized. These activities can then be selected to work on within Shop Floor.
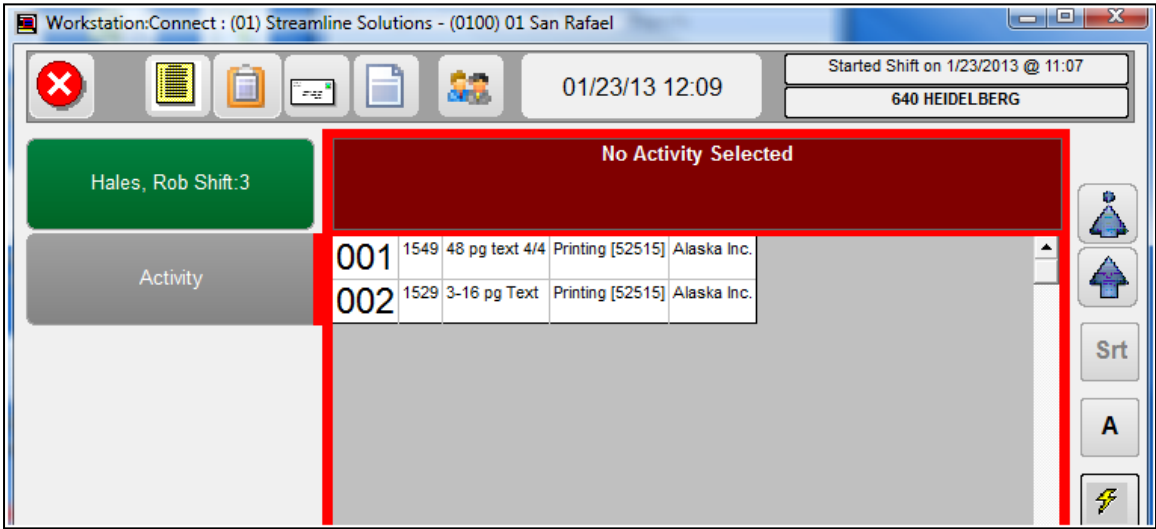
After Cost Center, Job and Activity are selected:

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.

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

2. If **Lead Reqd** is <u>not</u> 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 Processing

Activity Start is cancelled

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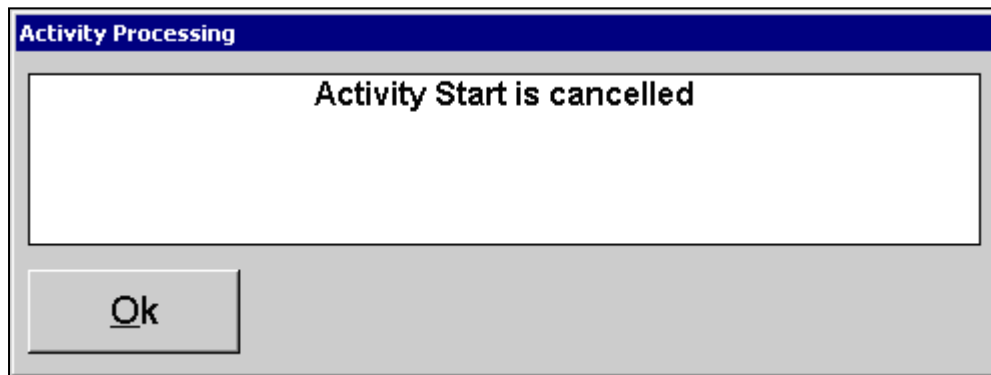
Once a lead has begun work on the activity, simply selecting the activity, and then the **OK** button, begins recording time against the activity.

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:

Collect Data for

1527, 3-16 pg Text, Printing [52515], Route 1, Multi State Mailers

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

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:

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

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

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	0	Start	12:26	Remaining Count -1003
+ or -		End	12:26	Remaining Hours -0.05
New Net	0	Net Hours	0.01	
Gross	0	Tot Hours	0.01	

Comments

Keyboard

Charge Type
○ Normal   ○ Author   ○ 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

Shop Supervisor – Activity Questions (Ask Hours selected)

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

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.

Activity Cancel
You are cancelling your work!

Ok   Cancel

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

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.

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.

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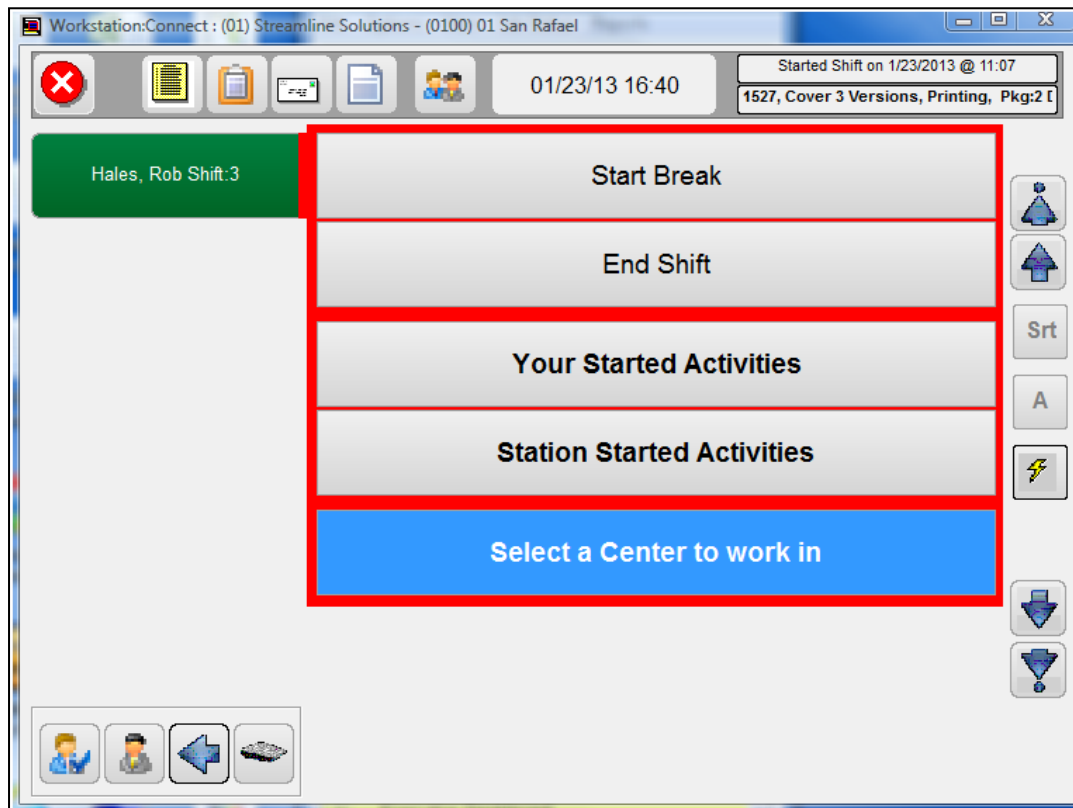
If the activity requires a count, the following screen will appear. You have the option to enter your current production count. This will keep track of your production count before your break. You are not required to enter any production count unless you are ending work on the activity.

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**.

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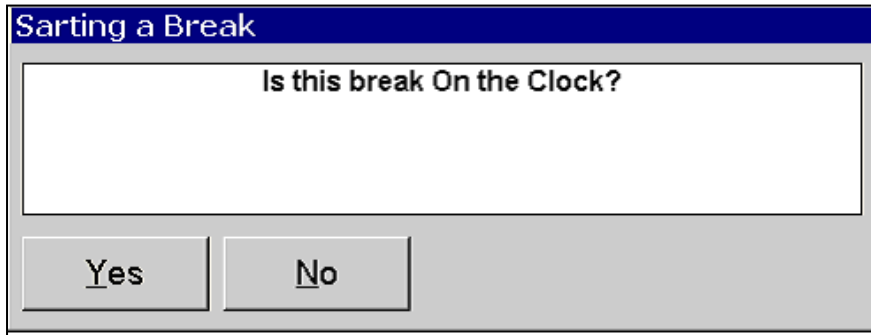
Breaks On the Clock and Off the Clock will collect time and display as such on your shift report.

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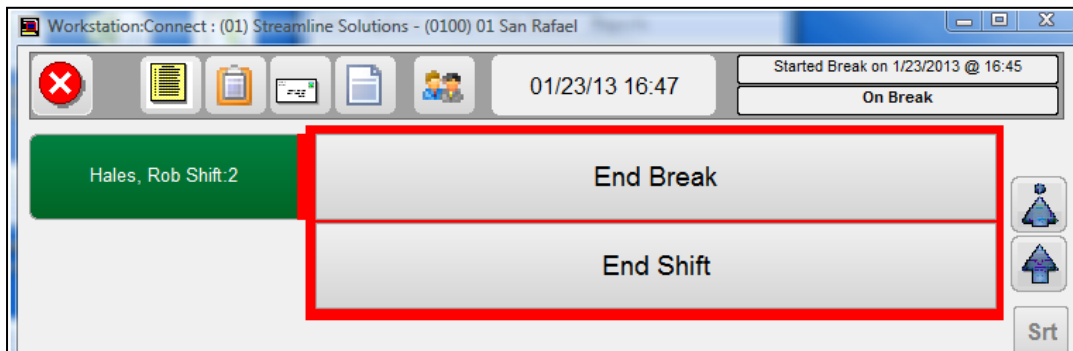
To end your break, scan your barcode or select your name, then select **End Break**. Time will begin recording again on the activity you were performing before the break.

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**.
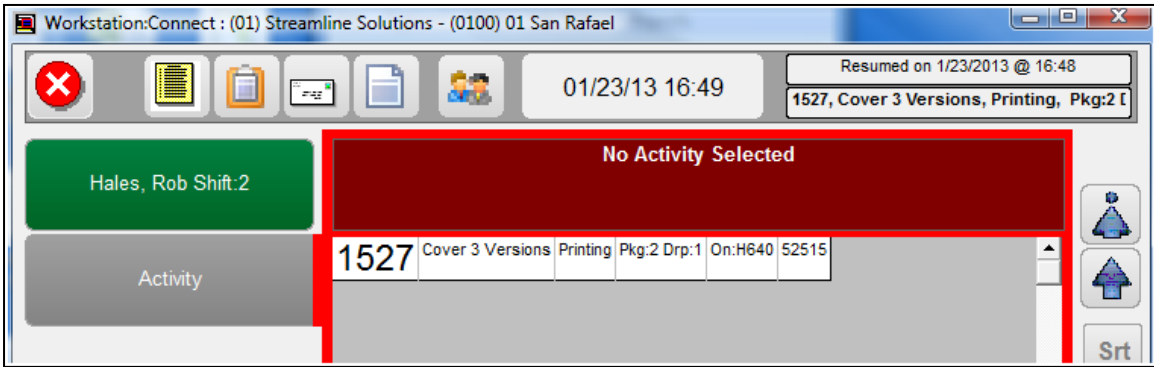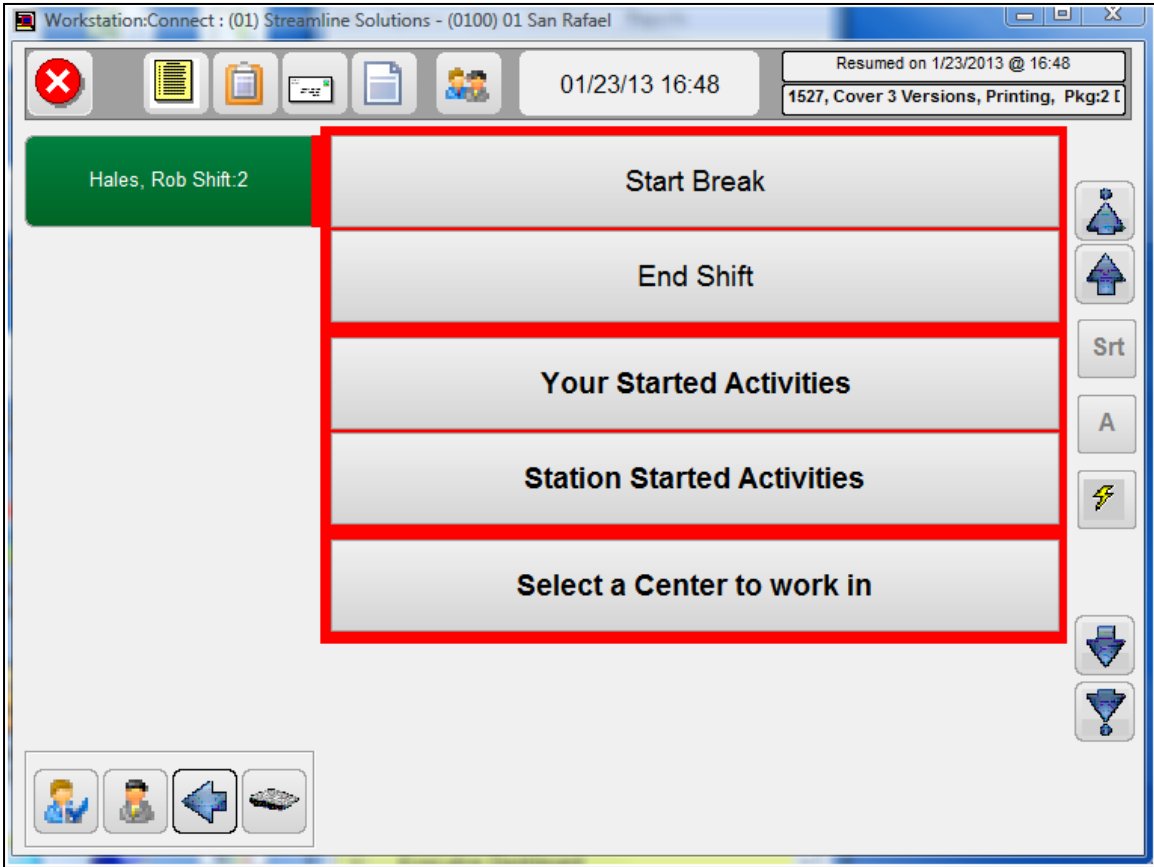
End Your Work

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.
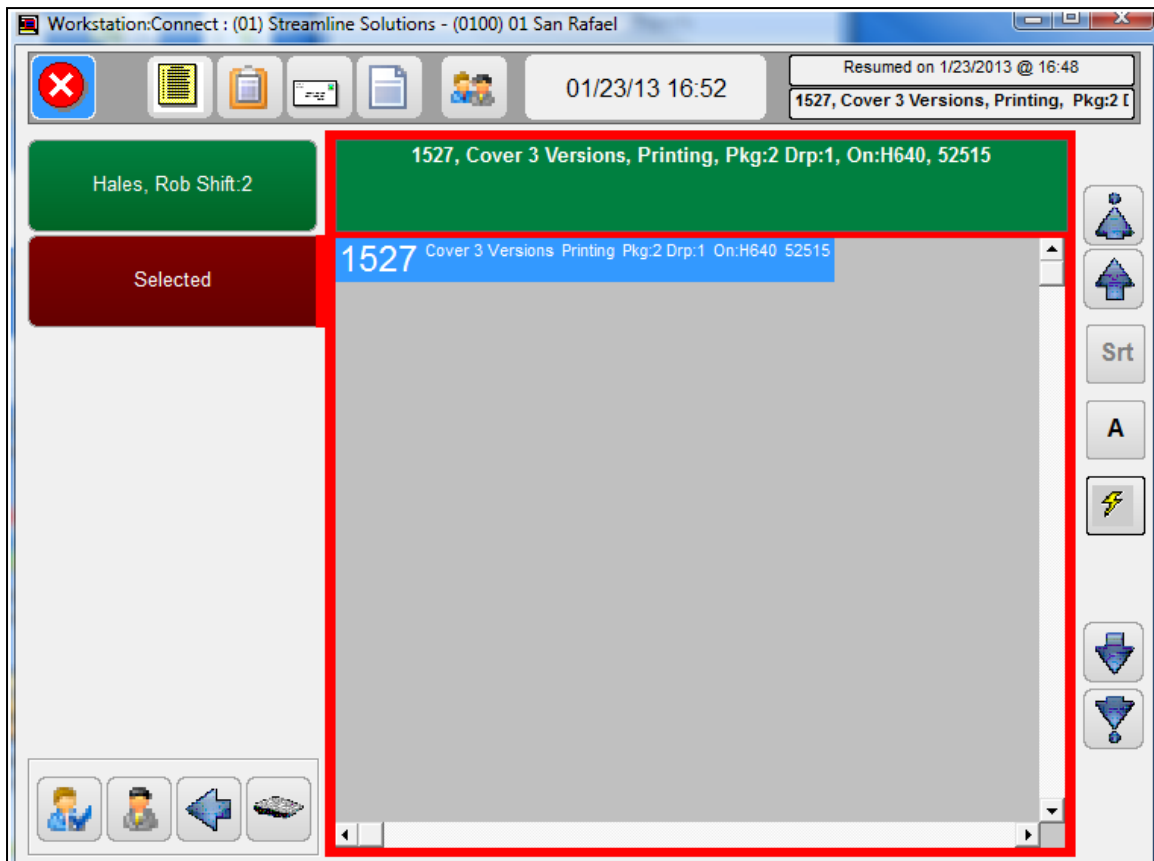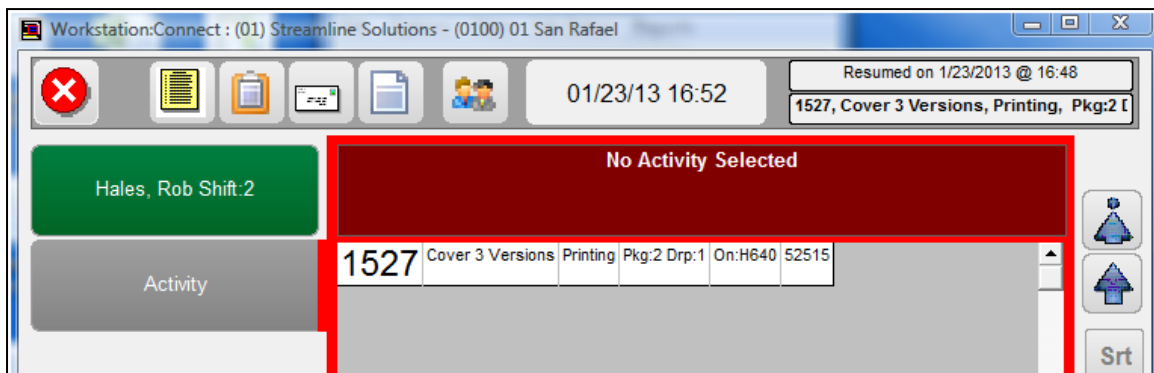
Additional Data Collection

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

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.

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.

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.

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.

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.

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.
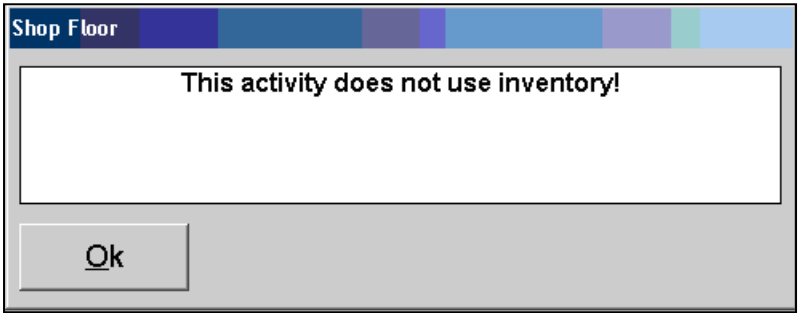
Disallow Message resulting from attempt to scan an inventory item is not a valid inventory type for that activity.
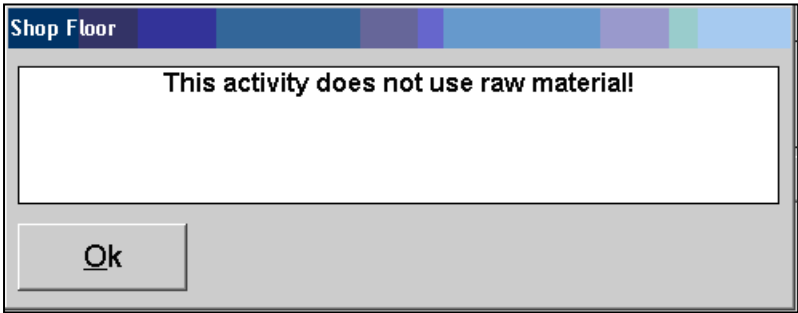
Note also that bar code scanning of the inventory item only works for material usage of defined inventory types. In the screen shot below the activity is defined to allow raw material inventory usage. Inventory items in the **Job Inventory** drop-down list cannot be successfully scanned unless they are raw materials.
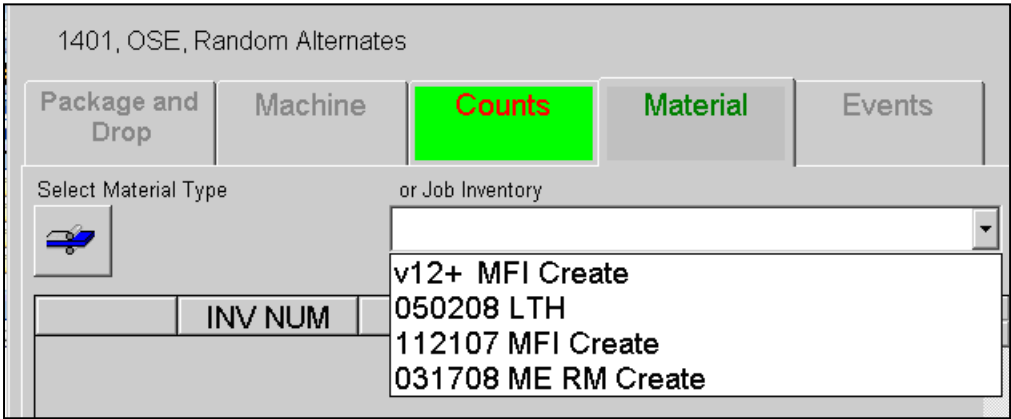
New material usage functioning added in PrintStream 2014 has two basic changes:

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.

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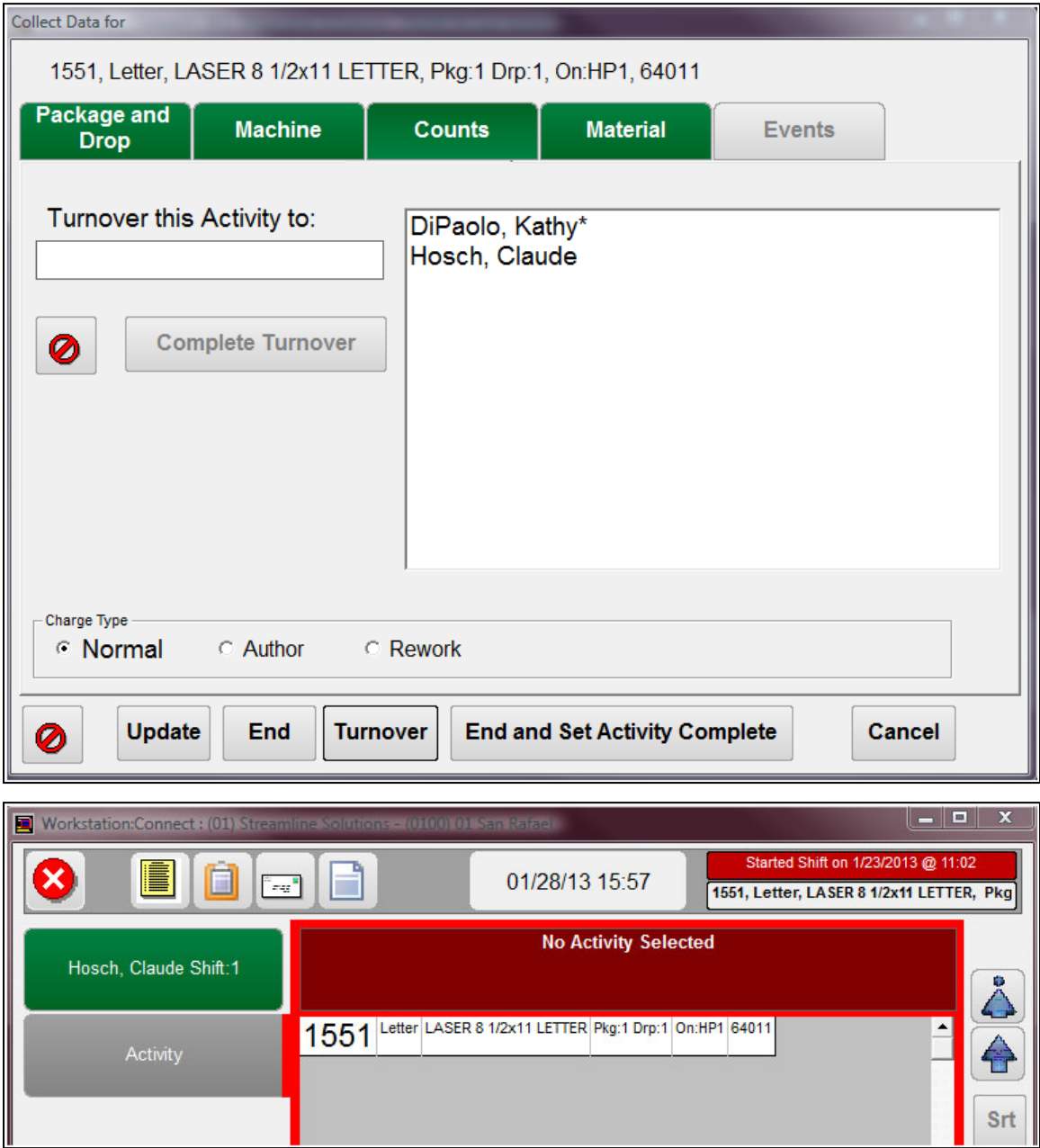
This activity now appears under **End Your Started Activities** for the employee to whom the activity was turned over.

Note the Five Ways to Finish the Record:

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.

Edit Employee Punches

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.

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

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]

Add Punch

Date: 9/10/2009   ○ Start Shift
                  ○ On Clock Break
Shift: [   ] ◉ Off Clock Break
                  ○ Restart Shift
Time: [   ]   ○ End Shift

[Save Punch Changes]

[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

Save Punch Changes

Add Punch

Date: 9/10/2009   ○ Start Shift
                    ○ On Clock Break
Shift: [   ]   ● Off Clock Break
                    ○ Restart Shift
Time: [   ]   ○ End Shift

Add Punch Row

Save Activity 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

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

Save Punch Changes

Add Punch

Date: 9/10/2009   ○ Start Shift
                    ○ On Clock Break
Shift: [   ]   ● Off Clock Break
                    ○ Restart Shift
Time: [   ]   ○ End Shift

Add Punch Row

Save Activity 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

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.

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

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.

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.

Can delete NPT codes:

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

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

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

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.

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

Result – punch changes save

Can also add a NPT code as in MR Shop Supervisor

Ending Shifts

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
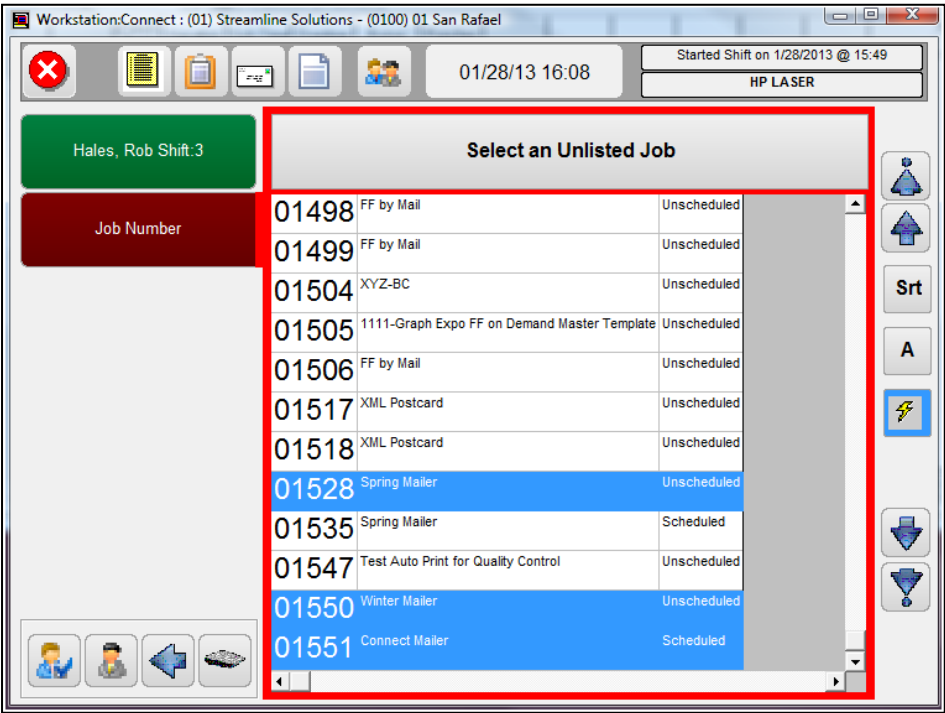
You may be able to record work on multiple tasks and/or multiple jobs simultaneously; this capability is assigned, per employee, in MR Shop Floor Supervisor (see Employee Privileges).To log into multiple jobs and/or activities, hold down the CTRL key on your keyboard and highlight each job/activity that you want to select, and then select **Multiple Selected**.
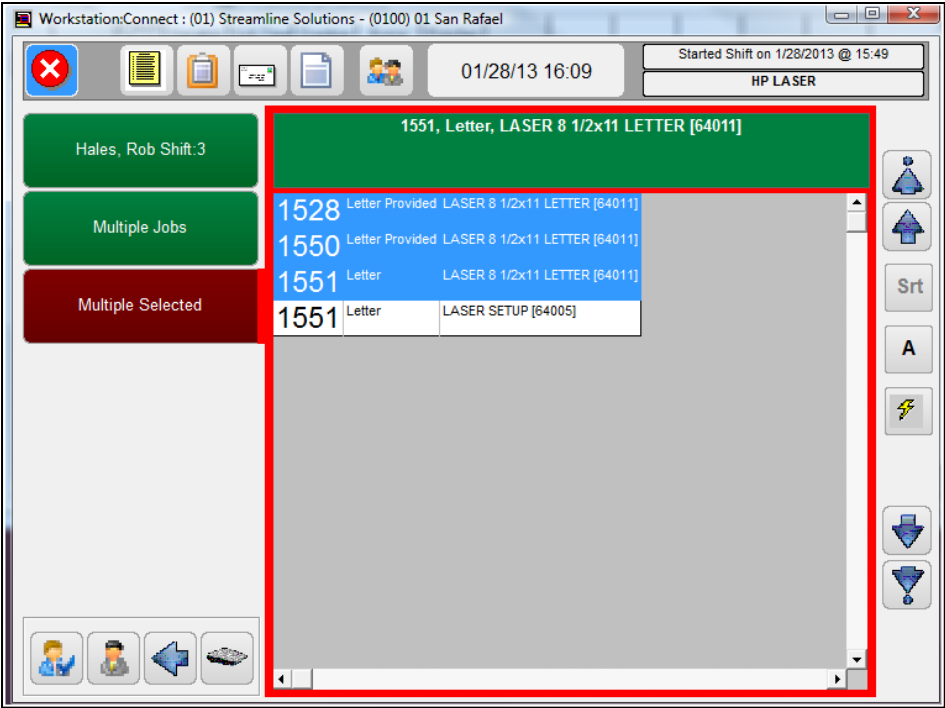
You may also be to proportion your time over the multiple activities selected. Once you have affirmed your selection of multiple job activities, a prompt will ask: "Are these Activities Ganged?"

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.

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.

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

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││ Machine ││ Counts  ││Material ││ Events  │          │
│  │  Drop   ││         ││         ││         ││         │          │
│                                                                   │
│  Machine Details    Start Click    Current Click   Up/Across   Form Length │
│  ┌────────┐┌──────┐  ┌─────────┐    ┌─────────┐    ┌──────┐    ┌──────┐  │
│  │Cost Cent││ Dept │  │100,100  │    │100,500  │    │1     │    │11│   │  │
│                                                                   │
│  ┌──────────────────────────────────────┐  ┌──┐   ☐ Printing    │
│  │HP XXXX - HP Laser #2                   │  │⬆ │     Duplex      │
│  │HP1 - HP laser machine 1                │  └──┘                 │
│  │                                        │  ┌──┐   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││ Machine ││ Counts  ││Material ││ Events  │          │
│  │  Drop   ││         ││         ││         ││         │          │
│                                                                   │
│  Machine Details    Start Click    Current Click   Up/Across   Form Length │
│  ┌────────┐┌──────┐  ┌─────────┐    ┌─────────┐    ┌──────┐    ┌──────┐  │
│  │Cost Cent││ Dept │  │100,100  │    │100,500  │    │1     │    │11    │  │
│                                                                   │
│  ┌──────────────────────────────────────┐  ┌──┐   ☑ Printing    │
│  │HP XXXX - HP Laser #2                   │  │⬆ │     Duplex      │
│  │HP1 - HP laser machine 1                │  └──┘                 │
│  │                                        │  ┌──┐   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	0	Start	13:16	Expected Count 1100
+ or -		End	13:21	Expected Hours 0.6
New Net	0	Net Hours	0.08	
Gross	400	Tot Hours	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	0	Start	13:16	Expected Count 1100
+ or -	300	End	13:21	Expected Hours 0.6
New Net	300	Net Hours	0.08	
Gross	400	Tot Hours	0.08	Efficiency: 197.2%

Comments [   ]   Keyboard

Charge Type
⦿ Normal   ○ Author   ○ Rework

🚫	Update	End	Turnover	End and Set Activity Complete	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**

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?
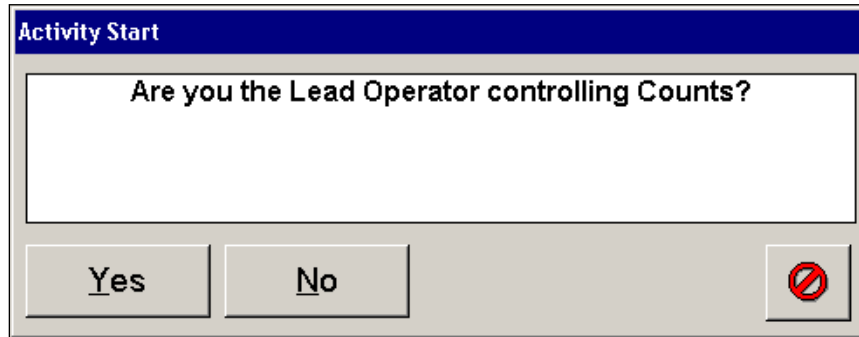
Activity Start

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).

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).

Shop Floor

Xerox 6180 #2 is already in use

[Ok]

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

Shop Floor

Xerox 6180 #2 is already in use.
Are you ganging work on Xerox 6180 #2?

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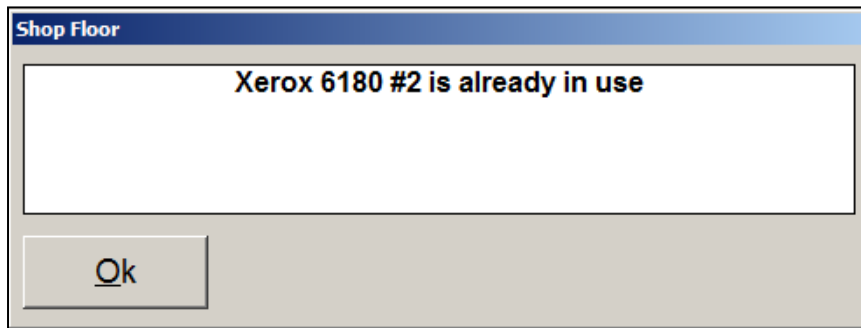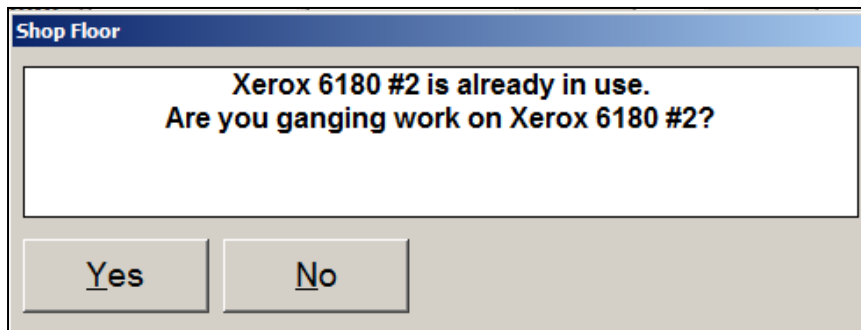
        iii. If they answer **Yes** then they will be logged onto the transaction on the machine. If they answer **No** then they will be disallowed the login.

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.

Shop Floor

Xerox 6180 #2 is already in use.
Do you intend to start multiple activities on Xerox 6180 #2?

Yes   No

    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).

Shop Floor

Xerox 6180 #2 is already in use.
Are you ganging work on Xerox 6180 #2?

Yes   No

Shop Floor

Xerox 6180 #2 is already in use.
Do you intend to start multiple activities on Xerox 6180 #2?

Yes   No

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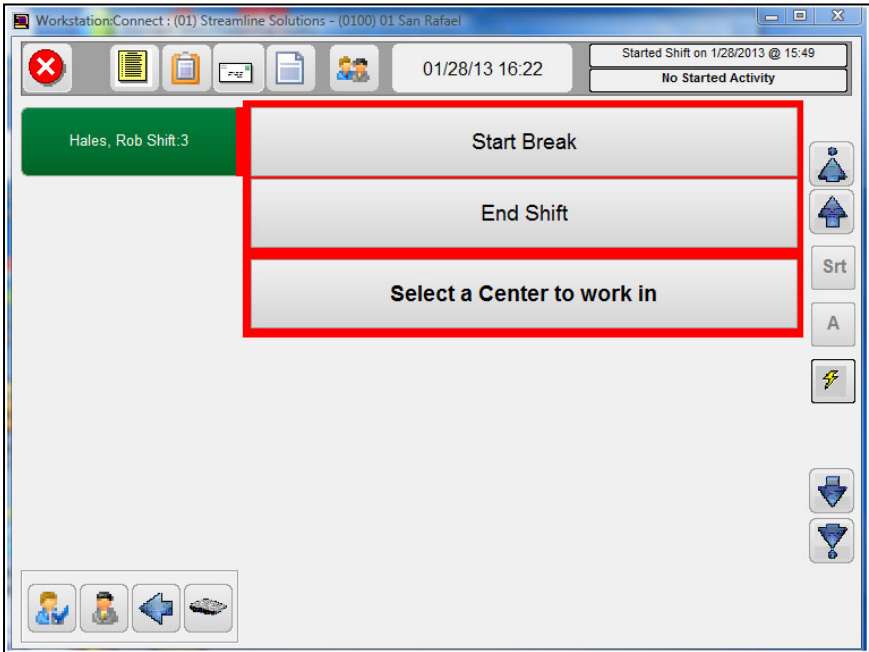
To send a message, the job number must be entered in the **About Job** field. Send button is not activated until a Job Number has been entered.
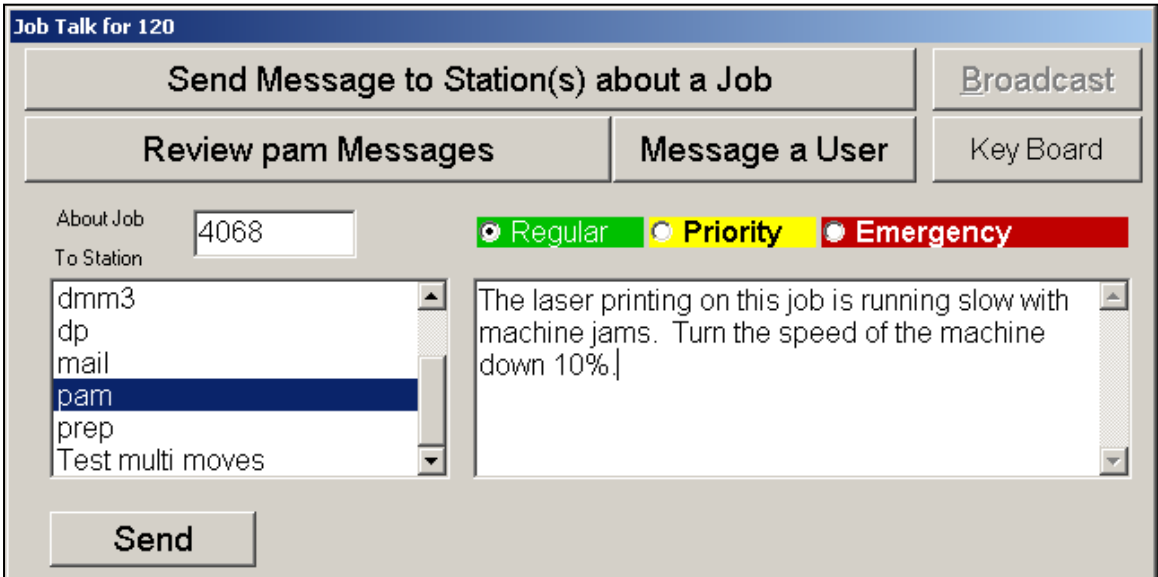
Reviewing Messages

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.
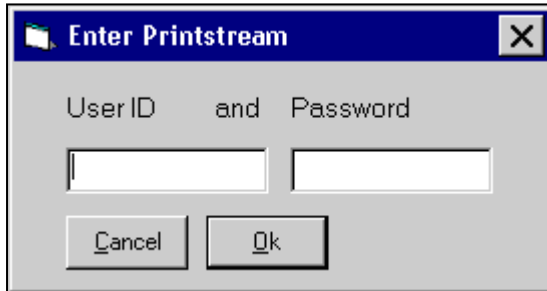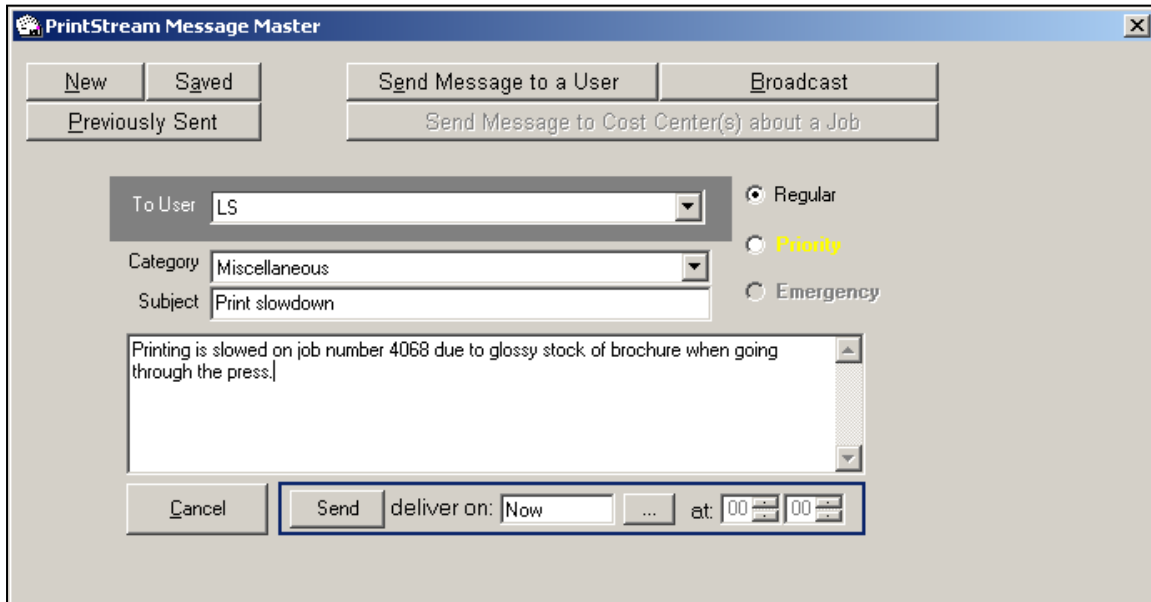
Sending Message to a User

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

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.

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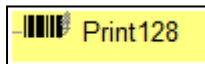
Enter the Employee code in the appropriate field and select **Print** then **Done**.

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**.

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).

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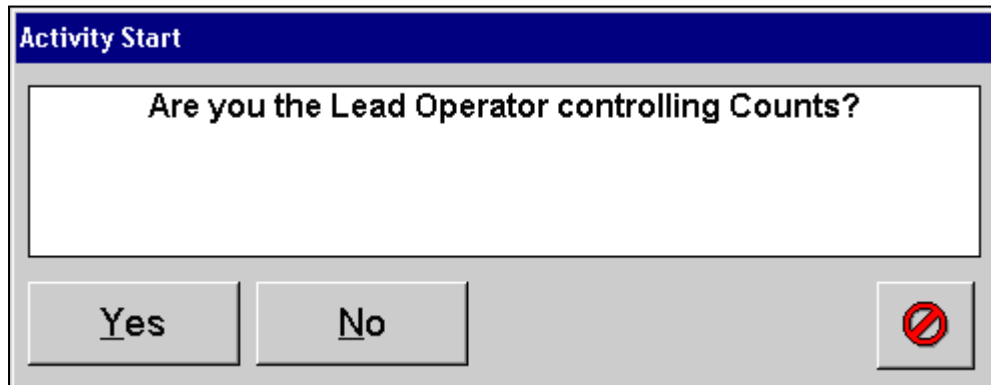
MR Shop Floor goes through a series of checks of settings when an employee logs onto a transaction.

Are you the Lead Operator controlling Counts?

Activity Start

Are you the Lead Operator controlling Counts?
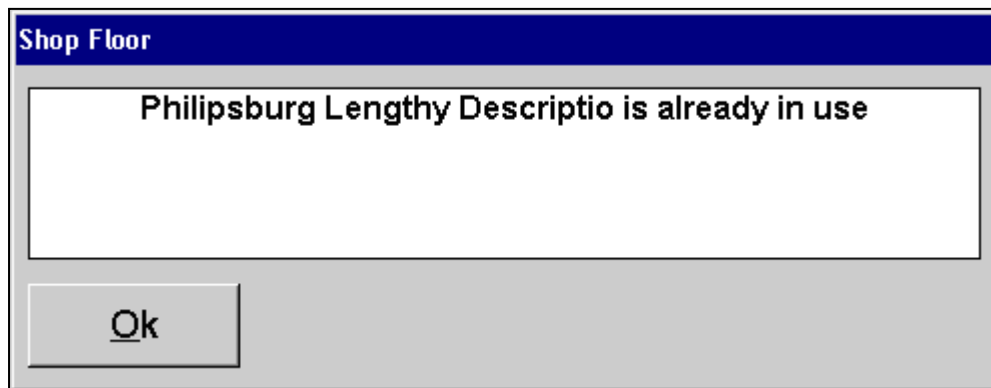
Yes   No   🚫

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).
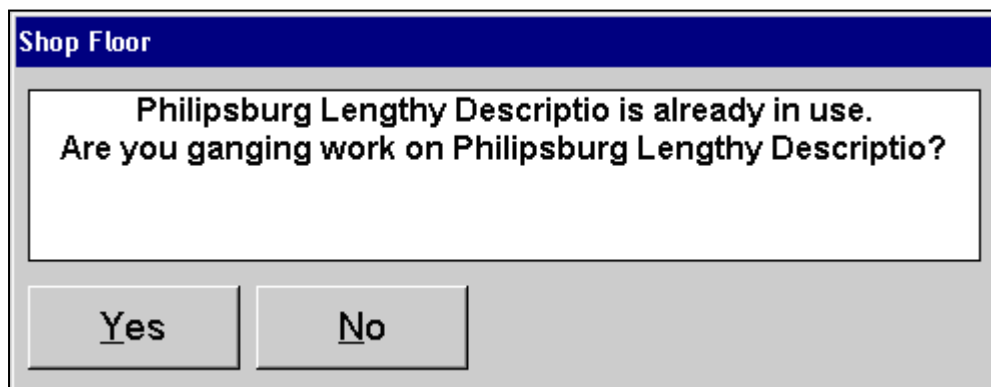
Shop Floor

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.

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).

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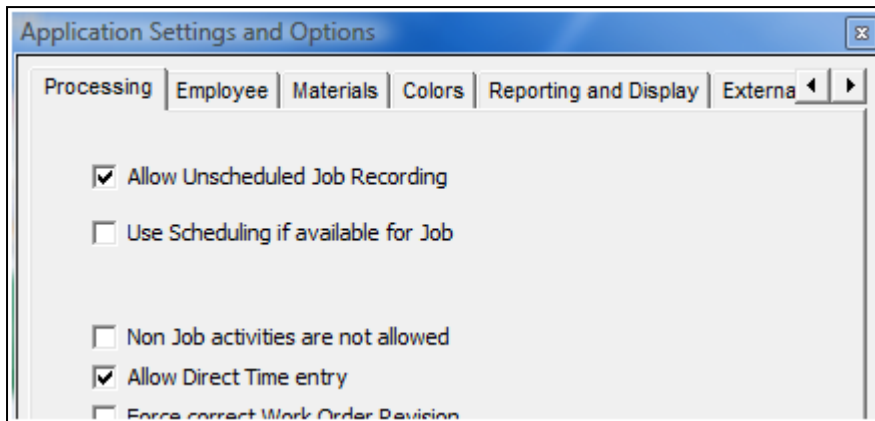
You can return to the workstation's shop floor entry screens be selecting **Cancel** or **OK**.

Processing Tab

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

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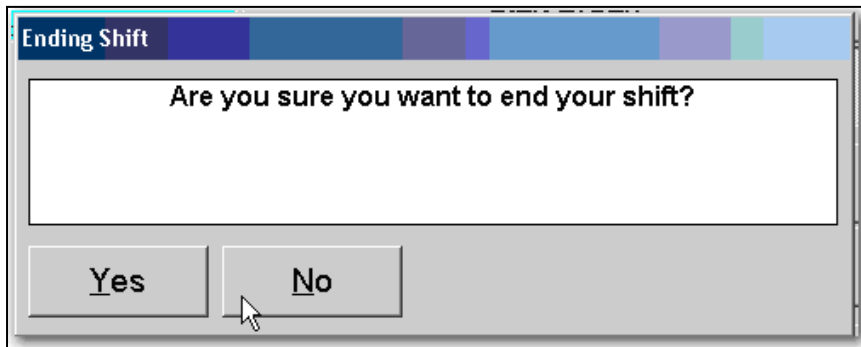
Request Component requires the operator to indicate the component being processed when an unlisted job/station activity is selected.

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.
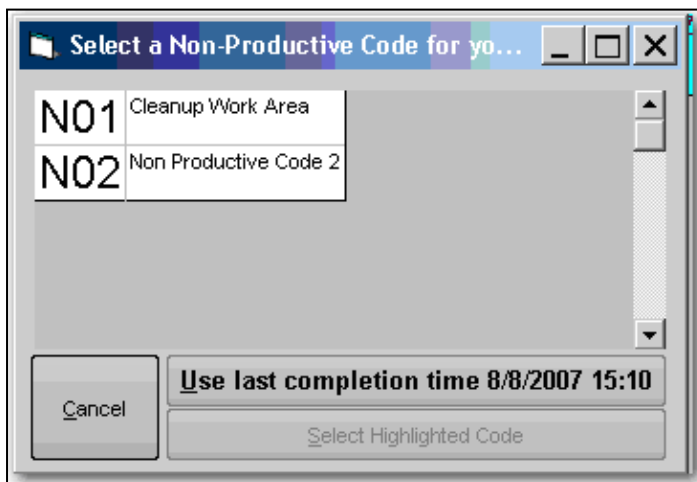
If they click **Cancel** – it will bring them back to the selection of the activity.
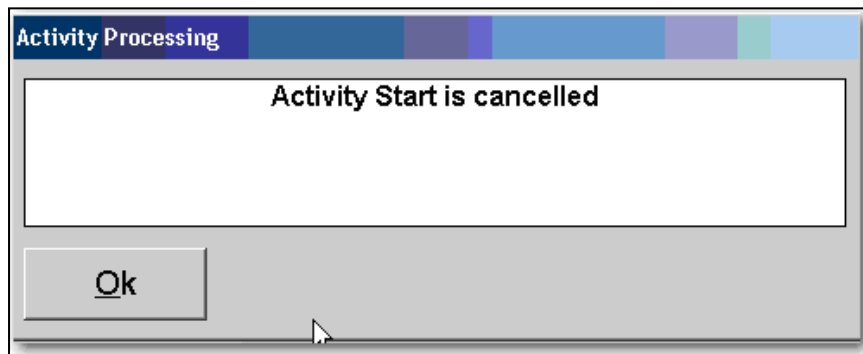
If they select a Non Productive Code – they will be asked to select a Cost Center.
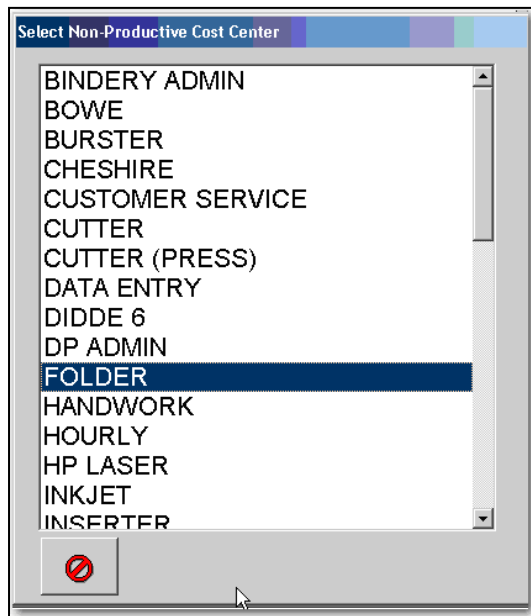
If the operator starts a new activity within the grace period, it will not ask for a nonproductive code.

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) <u>or</u> 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

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."
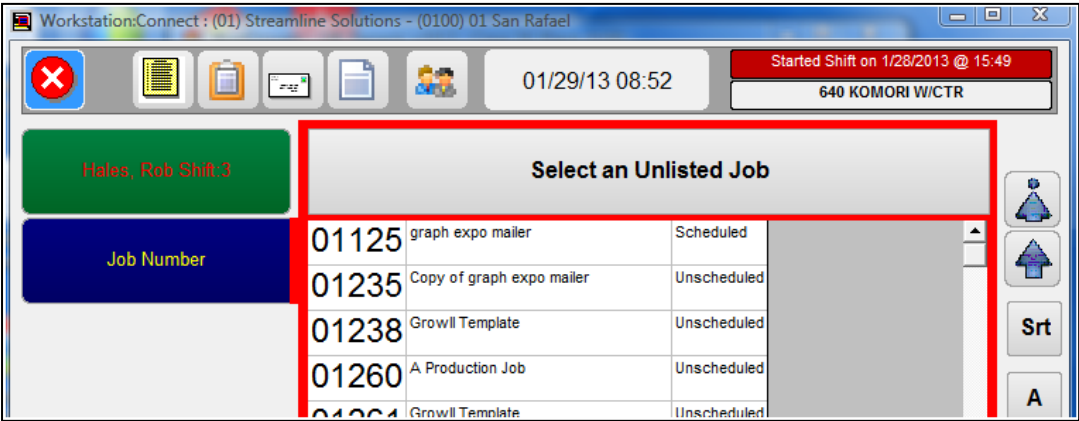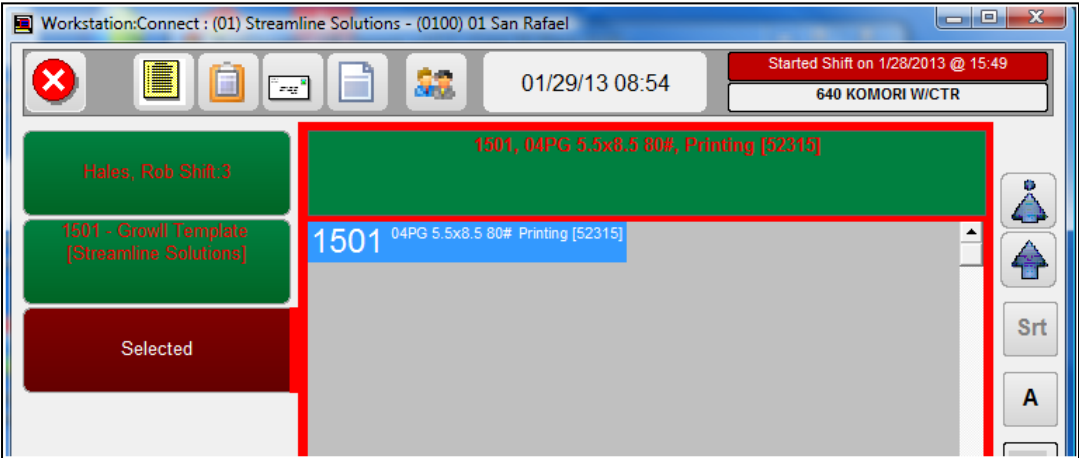
Colors Tab
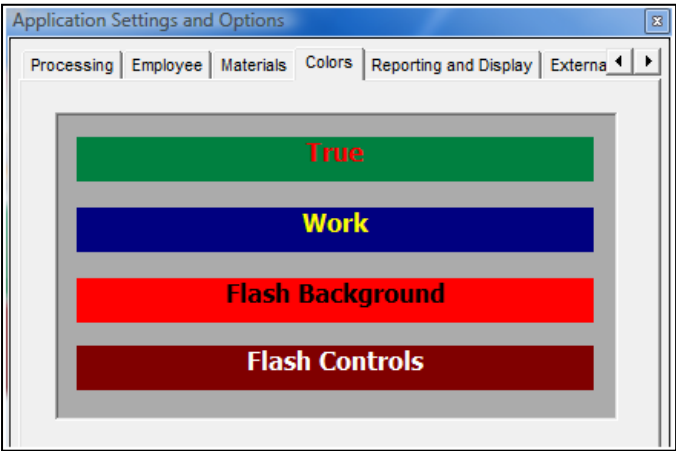
Click top field <True> to change the back color (background), right-click to change the fore color (text). In the example below, dark green was selected as the back color and orange was selected as the fore color. Red was selected as the Flash Background color. Two new color options have been added here. 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.
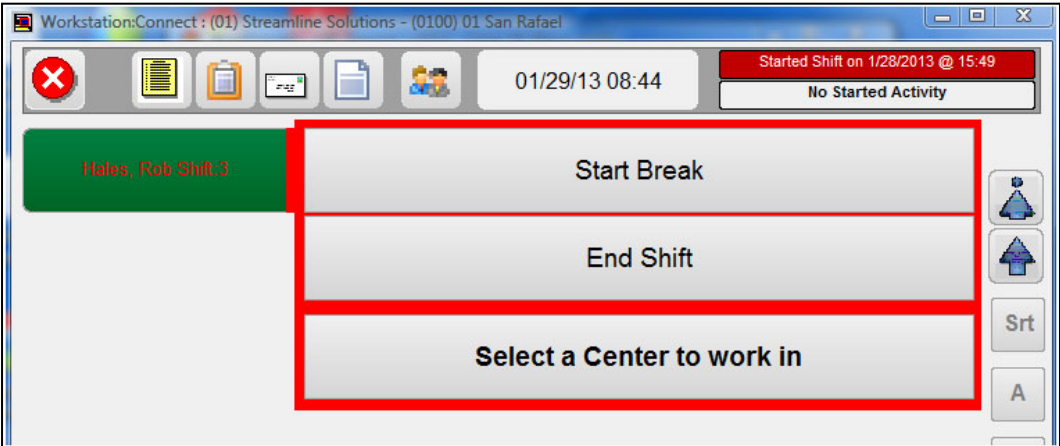
Click second field <Work> to change the back color (background), right-click to change the fore color (text). In the example below, dark blue was selected as the back color and yellow was selected as the fore color.

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.

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.

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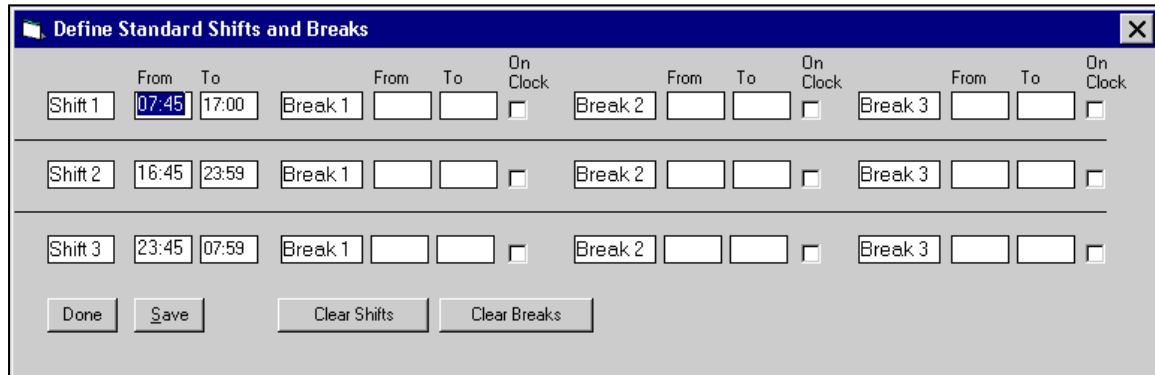
Each shift area has a field to designate a specified time for the employee to clock in and out for up to three separate timeframes.

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.

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.

Create Workstations

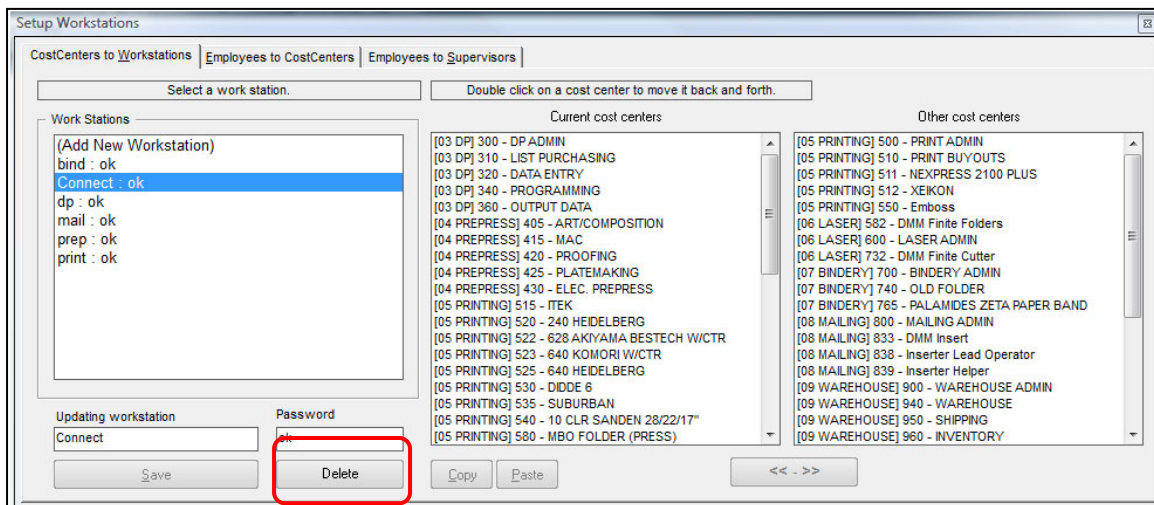**File > Setup > Workstations, Employees, Departments > Cost centers to Workstations:**

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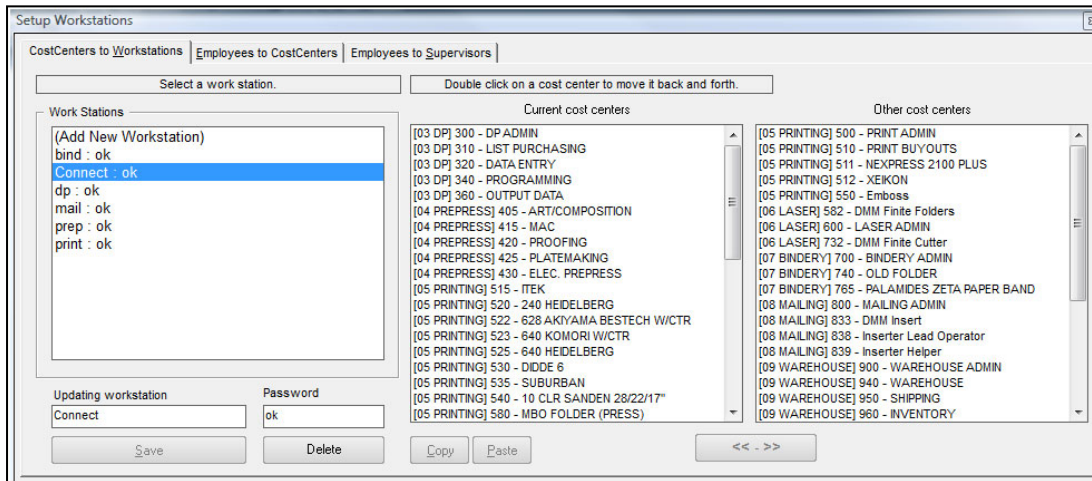
Use the **Delete Workstation** button to remove any Shop Floor Workstation that is no longer needed.

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.

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.
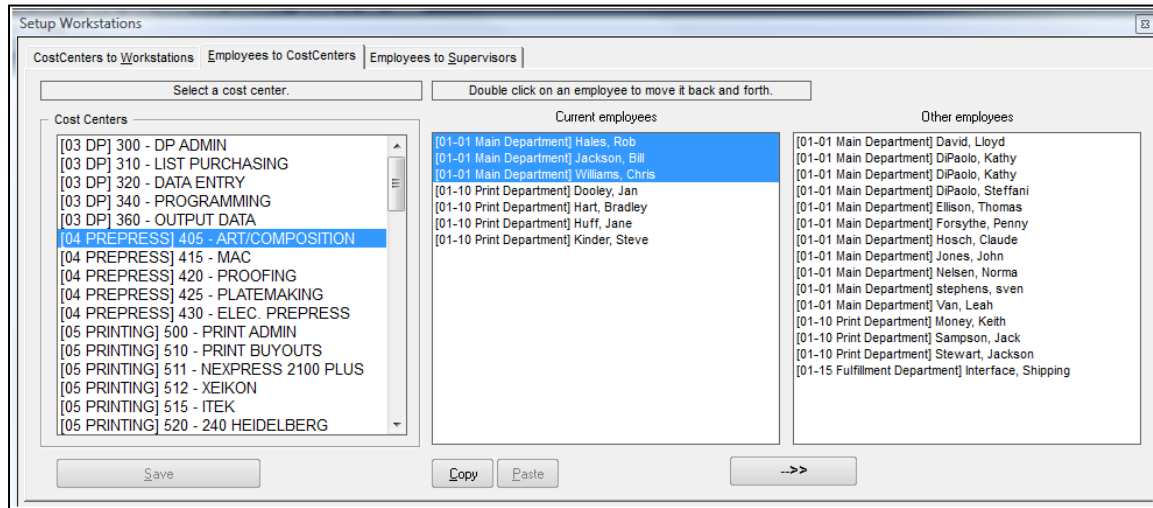
Employees assigned to a cost center can now be copied from one cost center to another cost center. To do this, click the cost center to copy the employees from and then highlight the employees to copy or right-click to select all the employees by department. Once the employees have been highlighted click 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.

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.

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.

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.

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, <u>requires</u> employees defined in Employee Privileges as a Lead to act as leads on this activity. If unchecked, <u>allows</u> employees who are <u>not</u> 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

<u>Requires</u> an employee acting as a helper to enter a quantity for this activity.

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.

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.

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 ÷ 14 X 11 X 1 ÷ 1 = 49,068 total forms

11" Form Calculation Using 11" per click: 62,450 ÷ 11 X 11 X 1 ÷ 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.

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.

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.

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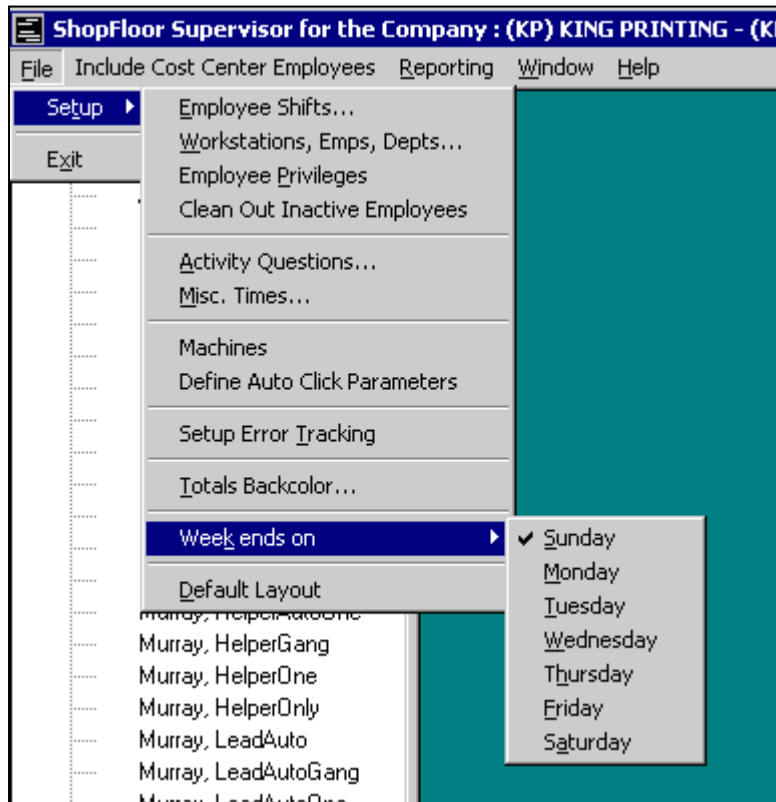
At least one 'Event' must be added per activity in order to track that activity. Select **Add** and then enter the **Description of Event**. The remaining three columns are optional measures used in the Error Tracking report.

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:

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