

TIMECARD PROGRAM

INTRODUCTION

The Timecard program has been written to supplement CAFAM data entry where the man-hours spent on a Job and Task are captured by a process of clocking on and clocking off. The process requires the User to

- a) log-on using their Clock Number
- b) entering their assigned pin number
- c) bar-code scanning or typing the Job no
- d) and scanning or typing the task number

Helpful drop-down screens are provided to search on the Job Number and Tasks open on that Job.

The process of clocking on to the next Job automatically clocks the User off the previous one. There is no need to clock off until the end of the day

Users who have not clocked off a Job are barred from clocking on the next day. This safeguard ensures that the Job/Task is not incorrectly assigned excessive man-hours. The remedy here is to use the CAFAM program by Editing the Time Card on the Employee to manually clock him/her off (see screen shot on Page 3)

SETTING-UP

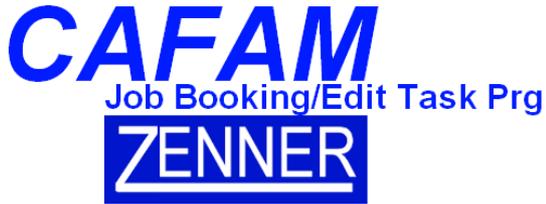
1. Every employee using the program will need to be set-up in the CAFAM program using TIME JOB > EMPLOYEE DETAILS
Where a Clock Number and Pin No. is assigned
2. In UTILITIES > SETTINGS & PARAMETERS, turn on "Y" the value BEGIN_END = Time-Card prompt for 'BEGIN/END' Time so that the real time clock on/off is displayed
3. The Task card validation file for the TimeCard program is automatically created by CAFAM whenever Tasks are added within OPEN/EDIT JOB No.
4. For tasks and Worksheets created in ACFT RECS by the Forecast Process, click on the option "LINK THIS W/SHEET TO BILLING TASK FILE" (see screen shots Page 4 – Setting Up)
5. It is recommended that your Job numbers are opened so that Validation of Task is set to "Y". You can make this the default setting in Setting and Parameters. This ensures that both Parts and Time issued to a Job are only issued to a valid Task No.

Please contact us on support@cafam.net for any further information on this program

This program is marketed separately and costs **£1,490**+vat available only on the full Network version of CAFAM

Thank You
01JAN2017

TIMECARD PROGRAM



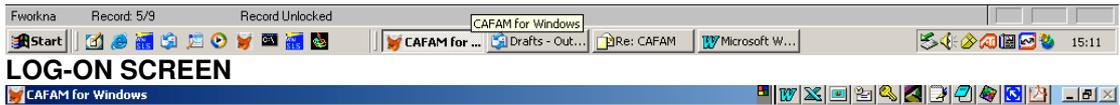
Log on Pin

Today is 30/09/2005

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Logon requires Employee ID and Pin.
ID is scanned from Card (or can be typed)
Pin can only be Typed



LOG-ON SCREEN



Time Card Entry

Name: BILL

Last Entry: 30/09/2005 30004 /AT7-717160CLN10000-1R-DRAI G-8WDB 50880/C1

Time ON: 16.22

Time OFF: 0.00 Man-Hours: 0.00

Clock On to

Proj ID	Job No	Descr
	50880/C1	30005 /AT7-791164CHK11000-1LTURB

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- 1) Scan in Job No
- 2) Scan in Task and Press Enter for "CLOCK ON BUTTON"



TIME CARD CLOCK ON SCREEN

CAFAM

Job Booking/Edit Task Prg

Job Booking/Edit Task Prg

Time Card Entry

Name: BILL BARTON

Last Entry: 25/10/2005 10003 /RH RADIUS ROD ACTUATOR OVE G-JURA 41024/HA

Time ON: 19.11

Time OFF: 0.00 Man-Hours: 0.00

LAST JOB NOT CLOCKED-OFF

Clock On to

Proj ID Job No Descr

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Record: 7/7 Record Unlocked

Start | Inb... Outlook Exp... | CAFAM for Windo... | Command Prompt | Microsoft Word | 07:31

CLOCK OFF BARRED AS PREVIOUS DAY CLOCK OFF HAD NOT BEEN PERFORMED

CAFAM for Windows

File Edit Run Help

Highland Airways Network: Y

CAFAM System-Main Menu JD- 26/10/2005

Stores Acft Rec Flt Times Time/Job Billing Utilities Customenu Exit

CAFAM System

Name	BILL BARTON	Clock	C4	Grade	1.000 - ME
Date	25/10/2005	Card No	N/A	Begin:	19:11 End: 0:00
A'craft	Job No.	Task No/Description	Norm	O/T1	O/T2
			[Time Spent	HRS &	MINS]
G-SFPB	41027/HA	10002 /DESALINATION WASH REQ'D	0.05	0.00	0.00
G-JURA	41024/HA	10002 /INSPECTION OF NOSE LANDIN	0.02	0.00	0.00
G-SFPB	41027/HA	10002 /DESALINATION WASH REQ'D	0.01	0.00	0.00
G-JURA	41024/HA	10003 /RH RADIUS ROD ACTUATOR OV	0.00	0.00	0.00

EDITING PREVIOUS ITEMS

OK Cancel

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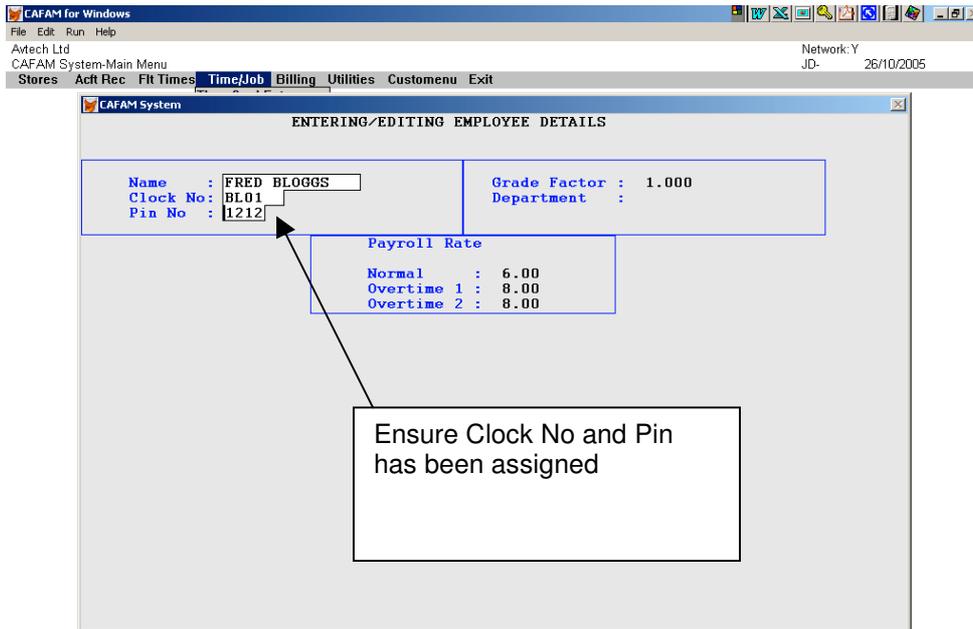
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Record: 7/7 Record Unlocked

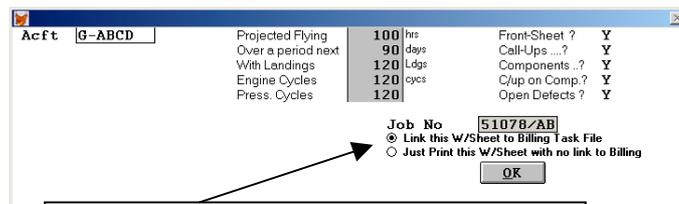
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REMEDY IS TO EDIT THIS EMPLOYEE IN CAFAM TIME CARD AND ENTER THE "END" TIME (IE CLOCK-OFF TIME)

SETTING UP



EMPLOYEE DETAILS SCREEN



Select this option for Forecast Data to transfer into the TimeCard validation file for the Job no being used

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FORECAST AND PRINT W/SHEET SCREEN

CAFAM for Windows
 File Edit Run Help
 Avtech Ltd
 CAFAM System-Main Menu
 Stores Acft Rec Flt Times **Time/Job** Billing Utilities Customenu Exit

Network: Y
 JD- 26/10/2005

CAFAM System

Job No 51285/00 Acft YL-MAR Start Date 09/08/2004
 Account ALB100 Status JOB REOPEN Est. End Date
 Customer ALBA Labour Rates PerFile Edit
 Cust O/n VERBAL Release JAA Fixed Price 0.00
 Details 50 HR INS Parts Disc Code
 Project ID
 Validate Task ? Y
 Est. Hrs Reqd ? N
 Date Closed

P/No
 Desc
 S/No

Set Validate Task to "Y"

OK Cancel

Fworkma Record: 434/439 Record Unlocked

Start Inbox - Outlook Exp... CAFAM for Windo... Command Prompt Microsoft Word 08:01

OPEN/EDIT JOB NUMBER

CAFAM for Windows
 File Edit Run Help Browse
 Avtech Ltd
 CAFAM System-Main Menu
 Stores Acft Rec Flt Times Time/Job Billing **Utilities** Customenu Exit

Network: Y
 JD- 26/10/2005

- Repair Files
- Archive/Prune Files
- Amend User/Passwrds
- Settings & Parameters**
- Control Files

Set Various Parameters and Links

Menu	Descr	Item	Value	Reference
ACFT RECS	Forecasts-No of extra Pages/Lines	F/CPAGES	0/00	
FLT OPS	Delay Minutes to trigger Delay code	DELAY_MINS	5	
FLT OPS	Allow Duplicate FIR Nos on same day	DUPLC_FLTS	N	
FLT OPS	Validate Flight Nos Yes/No	VALDT_FLTS	Y	
FLT OPS	Increment T/Log No by suffix per day	SUFFX_TLOG	N	
FLT OPS	Remove CAUTION prompt if FROM/TO is same	REMOV_CAUTN		
FLT TIMES	[Y]=Tech Log, [F]=Flight times+M=Mins	YES20PS	FM	
TIME/JOB	Time-Card prompt for 'BEGIN/END' Time	BEGIN_END	Y	
TIME/JOB	Enter Time-Card Times in Decimal Hrs	DECIML_HR	Y	
TIME/JOB	Write W/Shop PD from Open Job Number	W/SHOP2PD	Y	ZENNER (
TIME/JOB	Write W/Shop SD from Open Job Number	W/SHOP2SD	Y	
TIME/JOB	Use Project ID to control Job No entry	PRJ_VALID	N	
TIME/JOB	Est Hrs Over-Run by HR/??%	EST_O/RUN	1/10	
TIME/JOB	Last Job Number used	LAST_JOBNO	50879/C1	
TIME/JOB	Last W/Shop Tracking No.	WS_TRACKNG	10000	
TIME/JOB	Timecard-Make Cross-ref Mandatory ?	XREF_MAND	N	
TIME/JOB	Override W/shop - always print EASA form	WS_ORIDE	N	
BILLING	Use only valid tasks in Time/Job entry	TSK_VALID	N	
BILLING	Open Job No. as Quote first	WO_QUOTE	N	
BILLING	Estimate Hrs reqd for Tasks ?	EST_VALID	N	
BILLING	Work Orders Task Number to start from	WQS_TSKNO	10001	

Set to Y

Fconfrn Record: 56/59 Record Locked

Start Inbox - Outlook Exp... CAFAM for Windo... Command Prompt Microsoft Word 08:02

SETTINGS & PARAMETERS