SaberNet® DCS 2.0

GTK Client User Manual

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ABOUT THIS GUIDE

This user guide is current with the details of operation for SaberNet® DCS client V2.X. This guide was designed for users who are new to using SaberNet ® DCS.

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INTRODUCTION

Without an accurate collection of labor data your company's business decisions can only be based on estimates and speculation.

Introducing SaberNet® DCS, an open source labor data collection system built on a new generation of information technology tools. Through highly efficient bar code and desktop inputs, SaberNet® DCS empowers your company to rapidly capture labor data and gives you continuous visibility into your operations. This insight allows you to react to changing business conditions, giving you a powerful competitive advantage. You will gain real visibility into the profitability of individual jobs, projects, and departments and also determine accurate labor efficiencies, enabling you to quickly uncover savings opportunities.

Features:

➔ Single swipe clock-in allows employees to rapidly clock in at a door terminal.

➔ Single swipe lunch / break allows you to suspend and resume an activity using a single bar code.

➔ Instant activity switching allows an employee to immediately end one task and begin another.

Other features include:

➔ One employee on multiple jobs (job ganging)

➔ Multiple employees on one job

➔ Job management is performed with integrated prioritized work queues and job completion. This gives management seamless control over the shop floor and works well in lean manufacturing/process environments.

➔ Web enabled front end (SaberNet®) allows you to quickly reference what every employee in your organization is currently doing from your browser.

➔ Remote access from anywhere in the world allows multiple facilities to work together on a single, secure system.

➔ Runs as either a stand-alone application (autonomous) or it can tie into an ERP/CRM/MIS or payroll system to fit your needs.

➔ 2 modes of operation: shop floor automated (bar-codes and scanners) and desktop standalone (mouse and keyboard).

➔ Powerful reporting can be generated with Crystal Reports.

SABERNET DCS OVERVIEW

Purpose

SaberNet® DCS is a real-time labor data collection system. Its purpose is to:

➔ Allow organizations to easily gather data on the amount of time their members spend on various, jobs, projects, or tasks.

➔ To provides managers and executives with summarized labor data that can be used to track efficiencies, improve costing, improve billing, and any other function that can be enhanced with accurate labor data.

Components

The SaberNet® DCS application is made up of 4 component applications:

1. GTK Client

   The SaberNet® DCS Client is the primary interface. This application is installed onto an individual PC (or can be implemented in a thin-client environment) and is operated through bar code input, mouse input, or both.

2. WAP Client

   The SaberNet® DCS WAP Client is designed to be used on mobile devices.

3. Web Administration

   The SaberNet® DCS Web component is used primarily by administrators and managers to maintain DCS data. This functionality includes creating, editing, viewing & maintaining:

   ➔ Employees, Shifts & Departments

   ➔ Time Records

   ➔ Time Reports

   ➔ Production Jobs

   ➔ Items

   ➔ Indirect Activities

   ➔ Various Default Settings

4. Server

   The SaberNet® DCS Server is responsible for communicating with the database and sending out events to keep all of the clients updated.

SABERNET DCS SCREENS

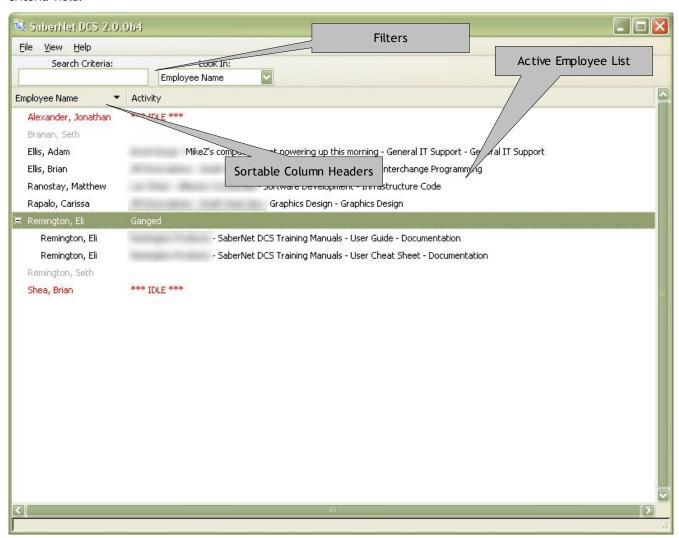**Active Employee Screen**

The 'Active Employee Screen' is the home page of the DCS application. It displays a list of all of the active employees and the current job or activity that they are clocked onto.

All columns headers can be clicked on to re-sort the list.

The list of employees and jobs can be filtered by choosing the column of data to 'look in' and typing into the 'search criteria' field.
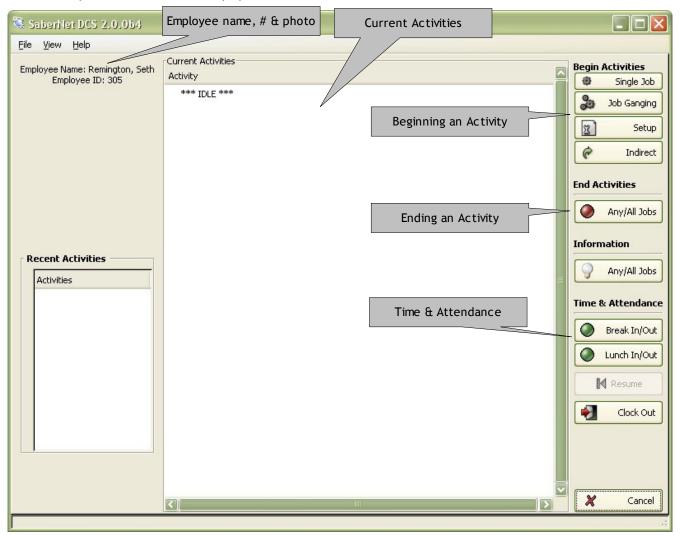
Selected Employee Screen

The selected employee screen is the main screen for an employee to begin & end jobs, clock on/off lunch and breaks, and clock out.

The left column displays the employee name, employee number and employee photo (if configured). The "Recent Activities" box displays the last few production jobs clocked onto and can be double clicked to begin the job again.

The center column display the jobs/activities that the employee are current clocked onto.

The right column provides 'Begin Activities' buttons to begin a <Single Job>, begin <Job Ganging>, begin a <Setup> job, or begin an <Indirect> activity. There is a single button to end <Any/All Jobs>. The 'Time & Attendance' buttons allow you to <Break In/Out>, <Lunch In/Out>, <Resume> an activity after a break or lunch, and to <Clock Out>. The <Cancel> button takes you back to the 'Active Employee Screen'.
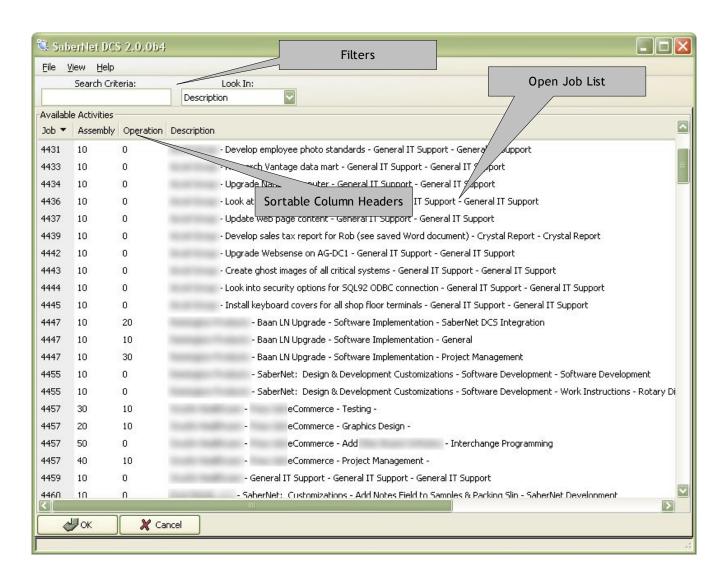
Single Job Selection Screen

The 'Single Job Selection Screen' provides you with a list of all open jobs.

All columns headers can be clicked on to re-sort the list.

The list of jobs can be filtered by choosing the column of data to 'look in' and typing into the 'search criteria' field.

Multiple Job Selection (Job Ganging) Screen

The 'Multiple Job Selection Screen' allows you to choose multiple jobs to clock onto at once. The top half of the screen displays the list of available jobs. The bottom half of the screen displays the list of selected current jobs. The up and down arrows move jobs from the available to current list or vice versa.

All columns headers can be clicked on to re-sort the list.

The list of jobs can be filtered by choosing the column of data to 'look in' and typing into the 'search criteria' field.

The <OK> button logs you onto the selected jobs. The <Cancel> button returns you to the 'Selected Employee' screen.

Job Completion Screen

The 'Job Completion' screen appears when completing a job. The screen provides fields which allow you to enter piece counts, enter notes about the job, and mark the job completed. When completing multiple jobs at once, the 'Job Completion' screen allows you to specify the percentage of time worked on each of the jobs.

To save the data, click the <OK> button. To return to the previous screen, click the <Cancel> button.

Indirect Activity Screen

The 'Indirect Activity' screen displays a list of all defined indirect activities.

All columns headers can be clicked on to re-sort the list.

The list of jobs can be filtered by choosing the column of data to 'look in' and typing into the 'search criteria' field.
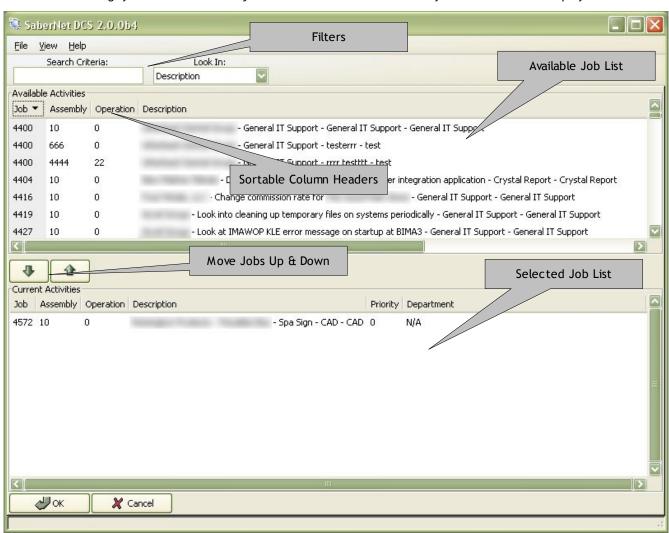
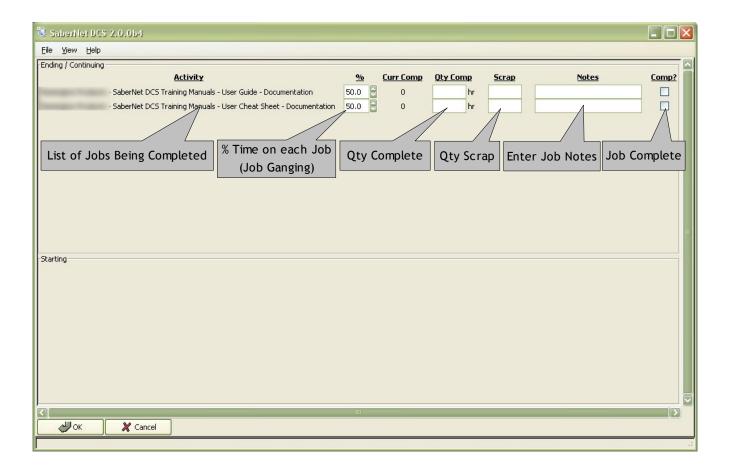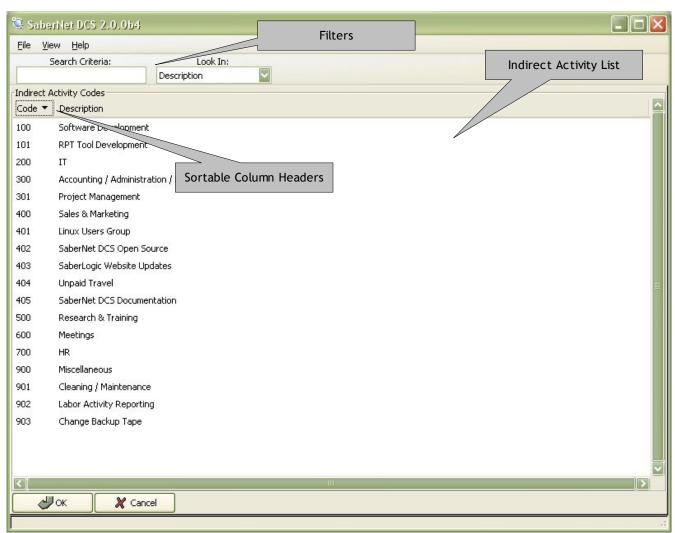The <OK> button logs you onto the selected indirect activity. The <Cancel> button returns you to the 'Selected Employee' screen.

CLOCK IN

Bar Code Mode

→ Scan the <Clock in / Select Yourself> bar code on your employee badge. The system will immediately clock you in and return to the 'Active Employee' screen for the next transaction. The employee name is displayed in red and is marked as ***IDLE***.   This one-scan clock in allows many employees to quickly clock in without wasting time at the terminal.

Mouse Input Mode

→ Double-click your name on the employee screen. Your name is displayed in red and is marked as ***IDLE***.

NOTE: Be aware that employees cannot clock in manually to terminals that are configured to hide employee names that are not clocked in.

BEGINNING A SINGLE JOB / ACTIVITY

Bar Code Mode

➜ Scan the <Clock in / Select Yourself> bar code to identify yourself. This opens the 'Employee Current Activities Screen'.

➜ If you have your production jobs printed out (often called a "Traveler" or "Operation Note") with bar codes, the employee can simply scan a 'Begin' job bar code to begin that activity. DCS automatically goes back to the 'Active Employee' screen and switches the employee from ***IDLE*** to the job that was scanned.

Mouse Input Mode

➜ Double-click the name on the employee screen to select. This takes you to the 'Employee Current Activities' screen.

➜ Click on the <Start Production Activity> button. The employee is presented with a list of all the open jobs. This list can be sorted by clicking on any of the column headers. If there are too many jobs to easily find the job you need, you have the ability to filter the list. First, simply choose the column of data you wish to use to filter with and then enter text. The list will filter as characters are entered.

➜ To begin a job, the employee can either double-click on the job name or single-click the job name and then press the <OK> button. Notice that DCS automatically goes back to the employee list and switches the employee from activity 'Idle' to the job that was scanned.

ENDING AN SINGLE JOB / ACTIVITY

Bar Code Mode

➔ Scan the "Clock in / Select Yourself" bar code to identify yourself. This takes you to the 'Employee Current Activities' screen.   You will notice that now there is now an entry under 'Current Activities' for the job the employee is currently clocked onto.

➔ Scan the 'End' bar code. This takes you to the 'End Activity' screen which allows the employee to enter piece counts, enter notes about the job, and mark the job completed.

➔ Click the <OK> button. DCS automatically goes back to the active employee list and switches the employee to '*** IDLE ***'.

NOTE: You can configure the behavior of the 'End Activity' bar code to automatically clock the employee off a job and return them to the employee list as IDLE. See "Automatic Job Switching".

Mouse Input Mode

➔ Double-click the name on the employee screen to select. This takes you to the 'Employee Current Activities' screen. You will notice that now there is now an entry under 'Current Activities' for the job the employee is currently clocked onto.

➔ Press the <End Activity> button. This takes you to the 'End Activity' screen which allows the employee to enter piece counts, enter notes about the job, and mark the job completed.

➔ Click the <OK> button. DCS automatically goes back to the active employee list and switches the employee to '*** IDLE ***'.

AUTOMATIC JOB SWITCHING

If you do not intend on entering piece counts, entering notes, or marking a job completed, then going to the 'End Activity' screen is an unnecessary step. For that reason, DCS includes automatic job switching. Using this feature, an employee that is currently clocked onto one job can clock onto another job in the same manner and DCS automatically handles ending the first job and beginning the second.

Bar Code Mode

➔ Scan the <Clock in / Select Yourself> bar code to identify yourself.

➔ Scan the job printout for the new job you wish to begin.

➔ DCS ends the previous job, begins the new job, and returns to the employee list.

Mouse Input Mode

➔ Double-click the name on the employee screen to select.

➔ Click the >Start Production> button. Select the next job from the work queue and

➔ Click the <OK> button. DCS ends the previous job, begins the new job and you are automatically returned to the 'Active Employee' screen.

BEGINNING MULTIPLE JOBS / ACTIVITIES (JOB GANGING)

SaberNet® DCS support a feature called Job Ganging, which means to be clocked onto multiple jobs at the same time.

Bar Code Mode

➔ Scan the <Clock in / Select Yourself> bar code to identify yourself.

➔ With the mouse, click the <Start Job Ganging> button.

➔ Start scanning all of the bar codes for the jobs that you wish to work on at once. You will see the jobs move from the 'Available Activities' section on the top half of the screen down to the 'Current Activities' section at the bottom half of the screen.

➔ With the mouse, click the <OK> button. You are automatically returned to the 'Active Employee' screen.

Mouse Input Mode

➔ Double-click the name on the employee screen to select.

➔ Click the <Start Job Ganging> button.

➔ Using the mouse, select the jobs to gang by either double-clicking on them or single-clicking them and then pressing the 'Up' and 'Down' buttons. You will see the jobs move from the 'Available Activities' section on the top half of the screen down to the 'Current Activities' section at the bottom half of the screen. This list can be sorted by clicking on any of the column headers. If there are too many jobs to easily find the job you need, you have the ability to filter the list. First, simply choose the column of data you wish to use to filter with and then enter text. The list will filter as characters are entered.

➔ Click the <OK> button. You are automatically returned to the 'Active Employee' screen.

NOTE: On the 'Active Employee' screen you will now notice their are two (or more) entries for the employee - one for each job. This may seem a bit unusual at first, but there is a good reason why it is set up that way. If you are a supervisor at a site with hundreds of DCS users, you may from time to time want to see everybody who is working on a particular job. You can easily get this information at the terminal by clicking on the 'Activity' column header and the employee list will be grouped by activity. When somebody is ganged on multiple jobs, they will need to show up in multiple groups when sorted by activity.

ENDING MULTIPLE JOBS / ACTIVITIES (JOB GANGING)

Bar Code Mode

➔ Scan the <Clock in / Select Yourself> bar code to identify yourself.

➔ With the mouse, click the <End Activity> button.

➔ Scan all of the bar codes for the jobs that you wish to end at this time. You will see the jobs move from the the 'Current Activities' section at the bottom half of the screen up to the 'Available Activities' section on the top half of the screen.

➔ With the mouse, click the <OK> button and you will be taken to the 'End Activities' screen which allows you to specify the % of time spent on all of the ganged jobs, enter piece counts, enter notes about the job, and mark the job as completed. The system defaults to an even % split across the different jobs. These can be changed as needed and DCS will tell you if the percentages do not equal 100%.

➔ With the mouse, click the <OK> button. DCS automatically goes back to the 'Active Employee' screen and switches you to '*** IDLE ***' or leaves you on the jobs that you did not end.

Mouse Input Mode

➔ Double-click the name on the employee screen to select yourself.

➔ Click the <End Activity> button.

➔ Select the jobs to end by either double-clicking on them or single-clicking them and then pressing the 'Up' and 'Down' buttons. You will see the jobs move from the the 'Current Activities' section at the bottom half of the screen up to the 'Available Activities' section on the top half of the screen.

➔ Click the <OK> button and you will be taken to the 'End Activities' screen which allows you to specify the % of time spent on all of the ganged jobs, enter piece counts, enter notes about the job, and mark the job as completed. The system defaults to an even % split across the different jobs. These can be changed as needed and DCS will tell you if the percentages do not equal 100%.

➔ Click the <OK> button. DCS automatically goes back to the 'Active Employee' screen and switches you to '***IDLE***' or leaves you on the jobs that you did not end.

BEGINNING SET-UP JOBS

SaberNet® DCS supports setups on production jobs. This is likely going to be most useful in manufacturing implementations, but it could conceivably be used in the service industry, perhaps as a way of measuring the non-billable time involved to acquire a production job. Setups should work identical to production jobs in every way except for ganging, as you cannot gang setup jobs currently.

Bar Code Mode

➔ Scan the <Clock in / Select Yourself> bar code to identify yourself.

➔ Scan a setup bar code. You will be automatically clocked onto the set-up job and you will return to the 'Active Employee' screen.

Mouse Input Mode

➔ Double-click your name on the employee screen to select yourself.

➔ Click <Setup> button and select the job you wish to setup from the list.

➔ Click the <OK> button. You are automatically returned to the 'Active Employee' screen.

NOTE: You can also double-click the job from the set-up list and eliminate the need to click <OK>.

ENDING SET-UP JOBS

Bar Code Mode

➔ Scan the <Clock in / Select Yourself> bar code to identify yourself.

➔ Scan the setup bar code. You will automatically be clocked off of the set-up job and you will return to the active employee list marked as *** IDLE ***.

Mouse Input Mode

➔ Double-click your name on the employee screen to select yourself.

➔ Click <End Activity> button. You will return to the active employee list marked as *** IDLE ***.

ALTERNATE: You can automatically end a set-up job by simply beginning a production job, another set-up job or an indirect activity.

BEGINNING AN INDIRECT ACTIVITY

Indirect activities are statically defined, generic activities that an employee can clock onto. Often, these activities will be used to capture labor overhead.

Bar Code Mode

➔ Scan the <Clock in / Select Yourself> bar code on your badge to identify yourself. You are taken to the 'Employee Activity' screen.

➔ Scan the indirect activity you wish to begin. You are automatically returned to the 'Active Employee' screen.

NOTE: Since these will not change as often as production jobs, you may decide to post a pre-printed sheet with all of the available indirect activities.

Mouse Input Mode

➔ Double-click your name on the employee screen. You are taken to the 'Employee Activity' screen.

➔ Click on the <Start Indirect Activity> button and pick an activity from the resulting list.

➔ Click the <OK> button. You are automatically returned to the 'Active Employee' screen.

NOTE: You can also double-click the indirect activity from the list and eliminate the need to click <OK>.

ENDING AN INDIRECT ACTIVITY

Bar Code Mode

➜ Scan the <Clock in / Select Yourself> bar code to identify yourself. You are taken to the 'Employee Activity' screen.

➜ Scan the indirect activity you wish to end. DCS automatically takes you back to the 'Active Employee' screen and switches you to '*** IDLE ***'.

Mouse Input Mode

➜ Double-click your name on the employee screen. You are taken to the 'Employee Activity' screen.

➜ Click on the <End Activities> button. You are automatically returned to the 'Active Employee' screen and marked as *** IDLE ***.

ALTERNATE: You can automatically end an indirect activity by simply beginning a production job, a set-up job or another indirect activity.

LUNCH & BREAK HANDLING

Lunch and break handling in DCS is another area that has been highly optimized for maximum throughput. Both functions work in a toggle on/off manner. In addition, when you come back from a break or lunch, DCS remembers the jobs/activities you were previously on and will automatically resumes those activities.

Bar Code Mode

➔ Scan the <Lunch in / Lunch out> bar code to identify yourself and clock onto lunch.

Mouse Input Mode

➔ Double-click your name on the employee screen.

➔ Click the <Lunch In/Out> button.

...and after you return from lunch...

Bar Code Mode

➔ Scan the <Lunch in / Lunch out> bar code to identify yourself and clock off lunch.

Mouse Input Mode

➔ Double-click your name on the employee screen.

➔ Click the <Resume> button.

NOTE: Clocking onto/off of breaks follow the exact same procedure clocking onto/off of lunch.

CLOCK OUT

Bar Code Mode

➔ Scan the 'Clock Out' bar code on the employee badge and DCS will automatically end all jobs and clock the employee out. You are returned to the 'Active Employee' screen.

Mouse Input Mode

➔ Double-click your name on the employee screen. You are taken to the 'Employee Activity" screen.

➔ Click the <Clock Out> button. You are returned to the 'Active Employee' screen.

APPENDIX

Color Codes

The SaberNet® DCS client uses the following colors on the active employee screen to help you to easily identify 'who' is doing 'what' at any given time.

- ➔ IDLE = Red

- ➔ Production Jobs = Black

- ➔ Setup Jobs = Green

- ➔ Indirect Activities, Breaks, & Lunch = Blue

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Version 2, June 1991

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