RIMSS

WinNetStar

Time Tracking System

## **Time Tracking System**

The WinNetStar Time Tracking system is included as part of the Employee module. The system allows for Manual Time Slip Entry as well as a feature called Quick Time Entry, where employees clock in/out on various tasks including directly to Repair Order Service Issues. There is also a full Time Entry List where administrative users with proper authority can review and/or modify previously entered time slips.

1.	MANUAL TIME SLIP ENTRY	3
2.	QUICK TIME ENTRY	17
3.	TIME SLIP LIST (FIND TIME SLIP)	31
4.	TIME ENTRY SUPPORT LISTS	36
5.	REPAIR ORDER PROCESSING (using TIME ENTRY)	40
6.	EDIT RULES (WHEN TIME SLIPS CAN BE EDITED)	45

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for a R	epair Order. Next	0						,				

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_	Repair Order 2	False	Repair Order	SuperUser	TEST CATEGORY 2	Paid	12/16/2009	105	
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A	fter the fir	st Manual T	ime Slip Er	ntry was	saved, here v	ve are try	ring to sav	ve a new Ma	nual Tim	e Slip				
Er	ntry for the	e same Emp	loyee. Sin	ce an "O	PEN" Timesli	p exists f	or this en	nployee, this	message	e will p	оор			
u	p indicatin	g there alrea	ady is an o	pen time	e slip. It mus	t be close	d (clocke	d out) befor	e a new o	one ca	n			
b	e created (	See Section	3 "Time S	lip List").	End Manua	al Time Sl	p Entry							

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						Current D	ate: Tuesday, [	December 29	), 2009 Cu	urrent Time: 10:	26:09 AM		14			
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e	<u>V</u> iew Con	npany <u>C</u> RN	1 <u>S</u> upplie	rs <u>E</u> mploy	rees <u>B</u>	anking <u>F</u> ixed Assets <u>I</u> n	ventory <u>S</u> e	ervice <u>W</u> holegoo	ds <u>R</u> enta	I PM	Core Trad	cking <u>R</u> e	ports W	eb Links 🦷	Window
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>	111	Bob Smith	49	Admin	0			1	False	12/8/2	12:0	12/8/2009	12:06 AM	0.1000	False
	111	DEREK C	9	Admin	0				False	12/17/	12:3	12/17/2	12:32 PM	0.0333	False
	111	DEREK C	11	Admin	0				False	12/17/	2:18 PM	12/17/2	2:30 PM	0.2000	False
	111	TOM JA	13	Repair O	86	1:1 WARR DESC	NEW OP	NEW OP CODE	True	12/17/	2:33 PM	12/17/2	2:39 PM	0.1000	False
	111	DEREK C	16	Repair O	86	1:1 WARR DESC	999	999	True	12/17/	4:41 PM	12/17/2	4:50 PM	0.1500	False
	111	BILL YO	17	Admin	0				False	12/17/	4:57 PM	12/17/2	4:58 PM	0.0167	False
	111	DEREK C	52	Repair O	76	1:CUSTOMER	999	999	False	12/27/	12 <mark>:</mark> 0	12/27/2	1:00 PM	13.0000	False
	111	Bob Smith	48	Jury Duty	0				False	12/27/	12 <mark>:</mark> 0	12/27/2	12:04 AM	0.0667	False
	111	Bob Smith	50	Repair O	0				False	12/28/	12:0	12/29/2	12:00 AM	24.0000	False
	111	DEREK C	51	Repair O	82	1:TEST WARRANTY	NEW1	NEW1	False	12/28/	12:0	12/28/2	1:00 PM	13.0000	False
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Here is the Time Slip Entry in the entry list for the Quick Time Entry just Clocked Out. Next .....

<u>V</u> iew Co <u>m</u>	pany <u>C</u> RM	<u>Suppliers</u>	Employees	Banking	Eixed Assets	Inventory	Servic	e <u>W</u> holegoods	<u>R</u> ental	PM	Core Tracking	Reports	Web Links	Windo
RIMSS WinNetSt	tar Time Slip	List 🛛 Repai	r Order List	Service Repa	air Order - 82	Timeslip - 53								
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Date/Time Out	12/29/2009 11	:25 AM				<b>•</b>								
Total Hours	0.8167													
Notes														_
		Here is	the Quick	Гime Slip v	vhen openeo	d from the	list. Tł	ne administra	tor can n	nake a	any			
		necessa	iry changes	s to this sli	p unless it h	as been vo	ided o	r if it is a Repa	ir Order	type,	the			
		corresp	onding Re	bair Order	has been Clo	osed or Set	ttled. I	Next						

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Save and Close Save and New Void Time Slip # 53 Employee DEREK CLOW Task Repair Order Z Repair Order Z Con add a "Date/Time Out" to calculate the Total Hours for this slip (the "Date/Time Out" must be greater than or equal to the Date/Time In). Next	RIMSS WinNet	Star Time Slip List Time	slip - 53										
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Task       Repair Order       Image: Type       Paid       Category       TEST CATEGORY         Repair Order       27       Image: Type       Paid       Category       TEST CATEGORY         Service Issue       Image: Type       Image: Type       Image: Type       Paid       Category       TEST CATEGORY         Op Code       NEW OP CODE       Image: Type       Test Category       Test CATEGORY       Image: Type       Test Category       Test Category <td< td=""><td>Employee</td><td>DEREK CLOW</td><td></td><td></td><td>~</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></td<>	Employee	DEREK CLOW			~								
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Here is the entry in the list again but now it is has Date/Time Out information. End Time Entry List .....

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	Admin	False	Admin Tasks	derek	TEST CATEGORY	Paid	12/15/2009	102
	Jury Duty	False	Jury Duty	derek	TEST CATEGORY	Paid Time Off	12/15/2009	102
	Repair Order 2	False	ime Entry Tasks can be crea	ated or modified as	necessary (except	the Renair Oder ta	sk which	105
	Repair Order 3	False	a system defined task).	stea of mounted as	inecessaly (except	Tack Next		105
1	0 😣	False	a system denned task). Ca	itegories can be ass	agned to any Entry	TASK. NEXT		0
			Time Entry Task			Ok		
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sy Na	Add New Refresh	Print Restore La	yout					
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	Admin	False	Admin Tasks	derek	TEST CATEGORY	Paid	12/15/2009	102
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	e 😣	False		derek		Paid	12/29/2009	0

Task		Ok
Description		Cancel
Type	Paid	
Category	Paid	
category	Paid Time Off	
	Non-Paid Time Off	

A Time Entry Task can also have different types to indicate Paid or Non-Paid time. End Time Entry Support Lists.

## 5. REPAIR ORDER PROCESSING (using TIME ENTRY)

ave Save ar	nd Close Save and New Void			
ime Slip #	<b>87</b>			
mployee	TOM JARRETT	~		
ask	Repair Order		Type Paid	Category TEST CATEGORY
epair Order	76			
ervice Issue				
)p Code	AC			
ate/Time In	12/29/2009 7:33 AM	~		
ate/Time Out		~		
otal Hours	0.0000			

I have a Time Slip posted to a Repair Order that has not been Clocked Out. Next.....

Repair Order

Processing

General Info	Service Issue	s Items Labor	Notes	Attachr	ments										
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	in header here to	group by that colur	nn												
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Settleme	Memo			bervice wi					Ser	vice Type					
Customer	Name and	d Address				Wholegood I	nformation					_			
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Add	ress 1 1	.09 Jackso	n Hill Lane		***	Make	MF		Lic. Plate S	tate					
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	Items		Labor	Subtotal	Tax	Deductible	Total	1	axable	Non-Taxabl	e Sub	ototal			
Customer	\$	\$6.70	\$1,725.00	\$1,731.7	70 \$0.00	\$0.00	\$1,731.70		\$0.00	\$1,731.7	0 \$1	,731.70			
Warranty	\$	\$0.00	\$0.00	\$0.0	0 \$0.00	\$0.00	\$0.00		\$0.00	\$0.0	0	\$0.00			
Total	4	\$0.00 \$6.70	\$0.00	\$0.0	70 \$0.00	\$0.00 \$0.00	\$0.00		\$0.00 ¢0.00	\$0.0	0 n ¢1	\$0.00			
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## 6. EDIT RULES (WHEN TIME SLIPS CAN BE EDITED)

Time Slips can be modified from the Time Slip List except:

- When they are applied to a Closed Repair Order (the Repair Order can be reopened and then the Time Slip can be adjusted)
- When they are applied to a Settled Repair Order (since there is no way to Unsettle a Repair Order, these time slips cannot be modified, and the Repair Order cannot be voided in this case as well).
- Note: In addition to being changed, a Time Slip Entry cannot be Voided if posted to a Closed or Settled RO

A Repair Order cannot be Voided if there is a Time Entry posted to it.