Guide to Using

Job Tracking

By GraphiTech Computer Systems

Notes

Contents

Overview

What's Inside

The Millennium Job Tracking system is a State-of-the-Art, Windows compatible program designed to be run on either a single workstation or networked system.

Reports are available for Early Morning CSR's, Job Location, Job Listings, Work Order/Pick Slip, Employee Time Card data, Job Location, Past Due Jobs Report and Daily Posting Activity. With Real Time Tracking of Jobs, you have instant knowledge of entire plant activity, right at your fingertips.

The program utilizes the same Database as found in our Professional Estimator, Job Costing and TermSys programs.

Job Tracking Workstation

A small Windows based computer is used for Data Collection and may be any current version of the Windows Operating System, XP through Windows 10.

Windows 10: If using a Win 10 system with Touch Screen capability, the user will be able to touch icons such as Start and End Shift, Lunch and Break for data entry, otherwise a mouse click may be required to access these 4 itens. The Bar Code Scanner may be used for normal Job Tracking, as described below.

Global Mode: The "Global Mode" is a dedicated data collection workstation in which any user may quickly enter job specific information such as Employee Number, Operation Codes and/or Job Numbers. The station may be set up for a single Bar Code Scanner (using Real-Time) or with multiple scanners if used in Batch mode (not Real-Time). Data entry can be either local (keyboard) or through the use of a remote bar code scanner .

Individual Mode: The Individual Mode is used in those environments where the operator is almost always near the computer and generally is the only person using the Job Tracking application on that computer. This application is not dedicated and may be minimized as desired in order to work on other applications. If using a scanner, the user must be certain to have the application showing on the screen and have the focus (ie, the bar at top of application must be highlighted).

Bar Code Scanner: The GraphiTech Millennium Job Tracking system is shipped with a single Bar Code

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Scanner. The Scanner may be used with both the Global Mode as well as in the Individual Mode. It is recommended that when using the Individual Mode, you only use the scanner at the workstation. However, if you are using the application in Global Mode, you may use the scanner up to 1200 feet from your Work Station.

Network

Any network may be used, from a simple Peer to Peer to a dedicated server.

In order to run in a network environment, the user must first obtain a license for use in a network. Once that is done, any number of workstations may be plugged into the server.

Installation of Millennium Job Tracking

To load Millennium Job Tracking, insert the CD into your drive and close the door.

If the CD includes other programs from GraphiTech, you will be presented with a menu of items from which to select your choice.

If the CD contains only one application, it will start the loading process automatically. If it does not load however, click START followed by RUN. Type the drive letter followed by the word SETUP (for example D:SETUP) and hit the enter key.

Always accept the Default procedures unless you are extremely familiar with how you wish to have the program loaded.

WARNING: If at any time during the installation, you see a message that states "the file you wish to install is older than what you already have. Do you wish to keep your existing file?" Answer this question with a YES.

Create a Desktop Icon

1. An icon may be created for your desktop by the following method.
2. Click Start or the Windows icon lower left.
3. Select Programs or All Apps and click GraphiTech MILLENNIUM.
4. Click Millennium Job Tracking from drop down menu item.
5. Left Click Millennium Job Tracking and drag to desktop.

Technical Support

If you need further assistance, please call our technical support hotline at 800-634-TECH (8324). Send written documentation of problems to support@graphitech.com and either Scott or Nelson will receive the document. Or visit our Web site at https://graphitech.com for the latest news, updates, questions and answers on our FAQ page.

Quick Start

Start Program

To start the program, click on the icon you previously created or select Start (lower left) and click on the GraphiTech Millennium Job Tracking application.

The first screen that appears is shown in Figure 1 below. This is where employees may add various jobs and operations to the Job Tracking system.


Figure 1 – First Screen

Defaults

But before you start, you will need to first load Defaults. See Figure 2.

The reason for adding the Default screen is to allow for those situations in which you only want to scan a job number or perhaps only a job number and an employee code.

In other words, this station is sitting in pre-press and we don't need to enter that department and operation every time we see a job float by our station.

Figure 2 - Defaults
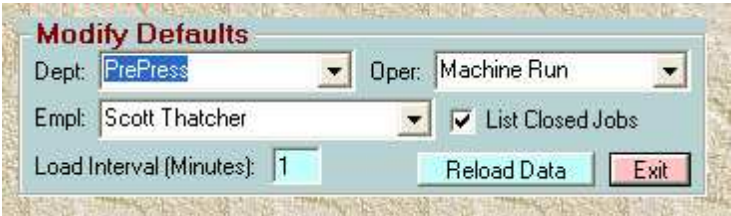
Individual Mode

Let's start out by using the Individual Mode. Click on File at top left and at bottom of menu select "Job Tracking" followed by clicking "Individual Mode". The Individual Mode allows us to work on other applications while still permitting data collection. We only need to click in the Job Tracking window (so it has the focus of our attention) and start entering data by keyboard or by bar code scanner.

Example 1: Suppose you are sitting at your work station and a job comes to you that requires your input (such as scanning, ripping, etc.). You have previously set up the

Figure 3 – Individual Mode
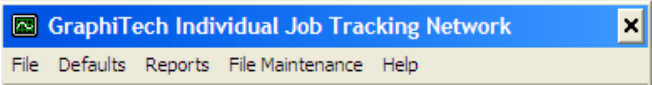
Default Screen to look like the example in Figure 2 (your info, not ours) and your Job Tracking application is showing on your computer in Individual mode. (See above for description of Individual Mode and Figure 3 showing top strip to indicate you are running as an Individual). The actual screen should appear as shown Figure 1 above but with the title as shown in Figure 3 (May appear different depending on version of software).

Back to our example. The job shows up in your In Basket. A Work Order is attached that shows you information similar to the Work Order shown in Figure 4. You pick up your scanner and scan the Job Number top left, or manually enter an 8 digit number.

Note that in this example, we only need to scan the Job Number! The Default Screen contains the other information.

Figure 4 – Work Order

The Job Tracking software now displays your name, along with Job Number, Operation and Time on the display. At any time you may also look at the Reports section to view several reports but the one that is most useful to Job Tracking software is the Location report followed by the CSR report.

Let's assume the customer calls Barbara (office manager) who answers the phone. The customer asks if their job has started work yet so Barbara brings up her Job Tracking software and clicks on Reports. She then selects Location and enters the Customers Name or Job Number or uses the drop down list. Instantly she tells the customer it just started in Pre Press a few minutes ago. Since the customer needed to know if they had time to make some AAs (Author Alterations), Barbara now has quickly determined that this time, the customer can bring in the changes with only minimal impact, if any, to the quoted price.

Bar Code Font Missing: If the Bar Code font is missing when printing the Work Order/Pick Slip (usually supplied with Word), see the Troubleshooting Guide.

Global Mode

Example 2: You operate a Miehle 2 Color press and you have the Bar Code scanner located near you while the software is running in Global Mode on a computer about 50 feet from your location. (Global means the software is dedicated on a small tablet or computer and may accept remote scanning of bar codes in real time).

You have set up the Defaults with similar information as shown in Figure 2 except in your case, the Department, Operation and Name would be based on your parameters.

When the Job is given to you, all you need to do is scan the the Operation Code (may be attached to the press or located on a wall or table in laminated sleeve), along with the Job Number to load to the system. Obviously you could also scan just the Job Number which would then use all of the Default information, rather than a specific operation.

Once you do that, anyone needing to know where the job is will instantly see that you are working on the job at your work station (Miehle 2 Color) and you are washing up the press, for exmple.

Example 3: In Example 2 we are looking at just needing the Department/Operation followed by the Job Number. In this example, all we need is the Employee Badge Code and the Job Number. The Default will then become whatever Department and Operation we set up in the Default screen.

Example 4: This last example requires that we enter all three items of information. In other words, we have a scanner located strategically in the center of the Department (say Bindery for example). We have previously set up the Default screen but in general it will not be used because we plan to enter all the information through our scanner. Any employee in the plant can use the scanner but generally it is part of a network and only those employees within that Department would be using the Scanner.

When the job appears at our location, we scan our Badge Number, then the Department/Operation Code Number and finally the Job Number.

General Information

Hierarchy: The sequence to be followed in all cases is as follows: (1) Scan Employee Badge Number. (2) Scan appropriate Department/Operation Code. (3) Scan Job Number off of Work Order.

Note that any of these scans may be skipped and if they are, the Default will take the place of the skipped scan.

Last Code Scanned: The Job Number must be the last code scanned. It is used as the trigger to post information to the database and display it on your Job Tracking software. If entering the Job Number manually, always use 8 digits because the program is designed to trigger the posting of data when it "sees" an 8 digit number.

Remove Job from Display: As soon as you enter your Employee Number or a new Job Number, the last job you entered is removed from the display. And as soon as you scan the Job Number, that Job is then displayed.

Configure Bar Code Scanner: The Bar Code Scanner is configured by GraphiTech to work immediately, right out of the box. The small USB device that is part of the Bar Code Scanner is connected to your computer's USB port. If necessary, you may need to also plug in the scanner to charge the battery.

Once the scanner's USB device is plugged in and your computer recognizes it (solid blue light), you can simply use the Bar Code Scanner to input whatever you need to enter.

Reports

Job Location

Probably the second most important aspect of the Millennium Job Tracking application is the location of any job in the plant.

Generally speaking, the application resides on one of management's computers and is often placed in "Individual Mode". By having the program reside on a computer not used for scanning, you will not lose any scanned data when running reports, entering maintenance items, etc.

If you select the Customer, any jobs associated with that customer will appear in the Jo No. List to the right. If only one job is available for that customer, then the location will be deisplayed immediately.

Figure 5 – Location Report

If more than one job is available for that customer, then select one of the Job No's from the drop down list.

A small scroll bar is available to the right of the last job location should you need to see where the job was previously.

This one report alone can easily save 10 or more hours every week in just locating where a job is when a customer calls.

Printed Past Due / Location Report

Both of the following reports are obtained by clicking on the Reports menu of On Screen Location

Red Bar: The Past Due Report identifies the status of each job in the plant so that at a quick glance you can determine if a job is running late by looking at the Red Bar.

Blue Bar: A Blue Bar indicates that the job is running well and is not behind schedule.

Yellow Bar: The Yellow Bar indicates jobs that have less than 20% time remaining to completion. These are jobs that need to be monitored.

White Bar: The White Bar indicates that the job either may have just started or may not have started yet. Usually this type of report shows up when the beginning and ending dates are the same. Even any Activity would have the same date, thus looking at the Job Location Report might provide better info as to the status of this type of job.

Figure 6A – Past Due Report

Figure 6B – Job Location Report

Morning CSR Report (Production Meetings)

This report is quickly prepared and is given to each CSR (Customer Service Representative) in the plant.

In Figure 6, you can select a report that includes only Open Jobs, Only Closed Jobs or Both.

If you want a report for all CSR's, leave the CSR field blank. If you want just a single report, select the CSR desired.

Click Print to generate the desired report shown in Figute 7.

A future report will show a more detailed listing for the printed report in Landscape mode. In addition, all jobs that have exceeded their due date will be printed in red for easy recognition.

Figure 7 – CSR On Screen Report Generator

CSR PRODUCTION REPORT

Current Date: 12/10/19   Both Open and Closed Job Listings Sorted in Order They Were Posted   Current Time: 11:17:11 AM
Page No. 1 of 1

Johnny Topnotch

Job Number	Date	Due	Client	Description	Location	S
00001001	11/04/19	12/11/19	Joe's Landscaping	2/0 LETTERHEADS	Chief 15, Chief MR	O
00001002	11/01/19	11/12/19	GraphiTech Computer Syste	16 PAGE NEWSLETTERS BLACK	PrePress, Using Customer De	O
00001003	11/15/19	12/16/19	Jackie's Designs	FLYER, 8 UP	Xerox, Versant, Lunch	O
00001004	11/04/19	12/09/19	GraphiTech Computer Syste	32 page booklet plus Cover, 4/4.	fo Xerox, Versant, Lunch	O
00001033	12/09/19	12/30/19	GraphiTech Computer Syste	4 page brochure, saddle stitched	4/ PrePress, Using Customer	O

CSR PRODUCTION REPORT

Current Date: 12/10/19   Both Open and Closed Job Listings Sorted in Order They Were Posted   Current Time: 10:57:23 AM
Page No. 1 of 1

Johnny Topnotch

Job Number	Date	Due	Client	Description	Location	Phone	Cost	Hours	S
00001001	11/04/19	12/11/19	Joe's Landscaping	2/0 LETTERHEADS	Chief 15, Chief MR	800-634-8324	$125.50	1.1	O
00001002	11/01/19	11/12/19	GraphiTech Computer Syste	16 PAGE NEWSLETTERS BLACK	PrePress, Using Customer De	800-634-8324	$1,200.00	23.5	O
00001003	11/15/19	12/16/19	Jackie's Designs	FLYER, 8 UP	Xerox, Versant, Lunch	555-555-5555	$1,500.00	12.0	O
00001004	11/04/19	12/09/19	GraphiTech Computer Syste	32 page booklet plus Cover, 4/4.	fo Xerox, Versant, Lunch	800-634-8324	$5,827.22	28.6	O
00001033	12/09/19	12/30/19	GraphiTech Computer Syste	4 page brochure, saddle stitched	4/ PrePress, Using Customer	622-4327	$497.00	12.0	O

Figure 8 – Printed 80 & 132 Column CSR Report

Job Listings Report

This report is useful for determining which jobs are still in progress.

From an Accounting standpoint, it becomes very easy to determine if any jobs have left the plant without being invoiced.

In addition, this report can be used as a cross reference for any existing job reporting methods you may currently be using.

Figure 9 – On Screen Listing of Jobs

The printed report below contains identical information to that of the on-screen report.

Figure 10 – Printed Job Listing Report

Employee Time Card

The Employee Time Card is simply a means for providing an attendence list for each employee.

If management desires, the employee can simply use the touch screen "Start Shift" to indicate when they started work for their shift.

As soon as they touch the "Start Shift, a request is made for their employee number.

Figure 11A - Start Shift

Figure 11B - Lunch

The employee may use the bar code scanner and simply scan their badge, or they can manually enter their 2 digit employee code.
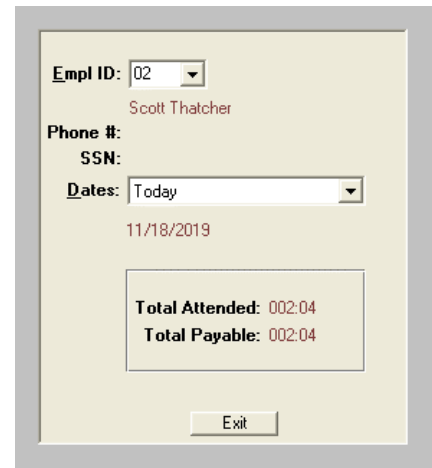
Figure 12 – Time Card Attendence

Likewise, if the employee desires a break or Lunch, they can also simply touch the appropriate icon, enter their employee number and their activity is automatically recorded.

At the end of their shift, again touch the "End Shift" icon, enter the employee code and their time in attendance will be recorded.

Note that when the employee starts either a lunch or break, the activity will remain on the display until they start a new job or continue with an old one.

Figure 13 – Start Shift in Job Tracking Screen

Note also that whenever one of the four icons is touched, the employee has only 5 seconds to enter their employee number or the screen will revert back to the Global input screen This ensures that the screen will not be disabled for long periods of time.

Printed Work Order

This report is actually located under File Maintenance because it is created using the Work Order creation.

Figure 14 – Work Order/Pick Slip

Daily Activity Report (Posted)

The Daily Activity Report allows you to see the entire days worth of activity in the plant. This is primarily an audit tool in order to determine if data was entered incorrectly and who may have entered the data.

The first screen shows the on-screen report with truncated fields for Employee and Location.

The second screen represents the printed report and uses the full name and location.

Figure 15 – On Screen Daily Activity

Figure 16 –Printed Daily Activity

Department/Operation Codes

After you have entered the desired Departments and Operations, you will need to print out an Operation Sheet for each Department that was entered. These Operation Codes may be placed near the Work Center (usually sleeved in plastic or laminated).

Employees may easily scan the appropriate operation code for each job.

Figure 17 – Operation Code Selection Screen

Figure 18 – Operation Bar Codes

Employee Badges

Once you have entered your employees into the system, you then have the ability to create Badges for each one. This will enable each employee to use the scanner to enter their Employee Number.

The screen that is used for creating the Bar Coded Badges is shown in Figure 19. The
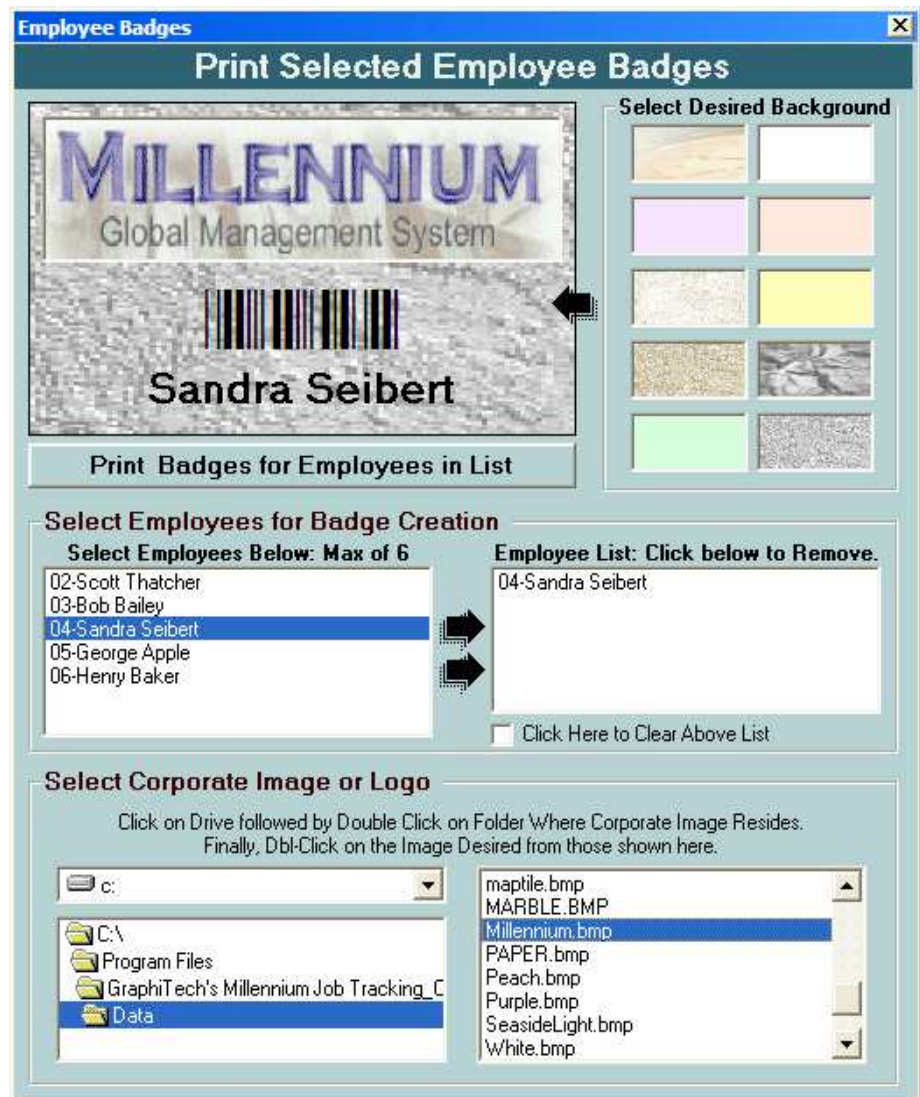
Figure 19 – Employee Badges

procedure does require that you first create a BMP file of your logo or Company Name and place it into the Data folder of Job Tracking (usually located at **C:\Program Files (x86)\GraphiTech's Millennium Job Tracking\Data**).

The Background images (10 of them at top of Figure 19) may be selected to add more definition (borders) to the badges.

Once you select the Employees you want from the Badge Creator program and have selected both the Background Screen and the Corporate Logo, you are ready to print out your badges. In some cases you may want to use a heavier stock such as 9 or 10 pt or 110 Index. Also be sure to check to be certain the Bar Code is scannable!

Figure 20 illustrates what you receive when you print out the Badges. These may easily be cut and placed into badge type sleeves for your employees to use when entering their employee numbers.

Figure 20 – Several Examples of Printed Employee Badges

File Maintenance

Password (Access) Code

The Password to gain entrance to File Maintenance is 11111. It may be changed to a different code but please remember that if you forget what the code is, the only way we have of retrieving that code is by having you send in the database and we run it through a thorough decrypting routine.

After you enter the password, do not hit enter but rather just click on one of the areas you wish to review

Department Codes

A Department Code is the first 2 digits of a 5 digit code. The last 3 digits are the operation. All 5 are used to describe both

the department and the operation for purposes of locating a job in the plant.

Entering values for the Department are straight forward. It is recommended that each 2 digit code remain squential, i.e., one number after another.

Much of the information requested is actually used for our Job Costing program so if you are unsure of the cost center at this time, you can just skip it. The principal information required is the name of the Department and it's Department ID.

Figure 21 –Maintenance Access
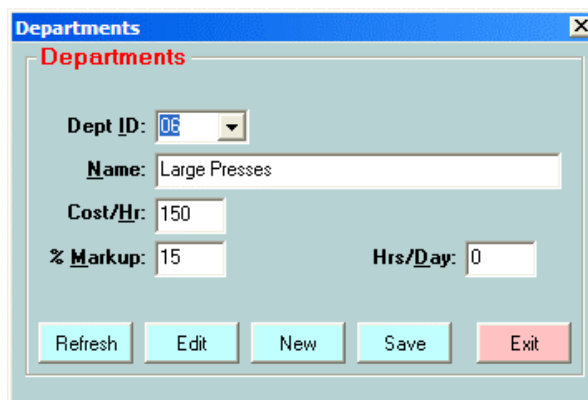
Figure 22 –Departments

Operation Codes

The Operation Codes are entered after you have created the Departments above. To enter Operation Codes, first select the Department. This will trigger the selection of oeprations for that Department.

In Figure 18, we see the Department as Web Presses. This triggers the operations for that Department and, since they have already been entered previously, operation 003 has been selected and named as "Wash".

Figure 23 - Operations

The % Cost also is not required since once again that information is used in our Job Costing program.

If you have no operations showing, simply click "New", enter the first 3 digit code (which should be 001) followed by the name of the first operation.

Employees

Employees are entered through this screen. To add, simply click on New and your cursor is placed into the Name cell. After entering the details of the employee, click "Save" and the list at top will repopulate with the new employee.

If you want to eliminate an employee, you can simply rename the old employee to the new employee. (Note that you may only wish to enter name and employee number. Please follow numbering convention from 02-99 for employee numbers). To Edit an employee, click Edit, make changes and save when finished.

Figure 24 - Emplyees

Break Codes

These codes should not be changed.

They represent special operations that are performed automatically.

As soon as the program sences one of these codes being entered or scanned, it automatically removes the employee from the list and repopulates the list with a Miscellaneous Department (88) and the appropriate Operation , such as "Start Shift".

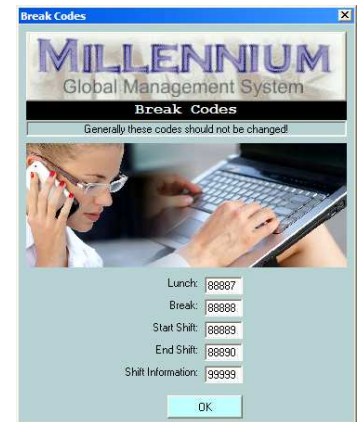You can find these codes under the Operatrions screen by selecting the Misc. Department Number 88.

Figure 25 – Break Codes

Archive Jobs

There are two types of Archives. See Figure 20.

Figure 26 - Archive

The Temporary Archive simply identifies the job as being ready to Invoice but doesn't actually remove it from the list (although you will not see it listed if you search the jobs). It can be easily returned to a non-archived status as shown in Figure 21.
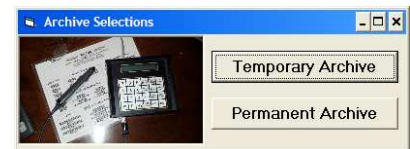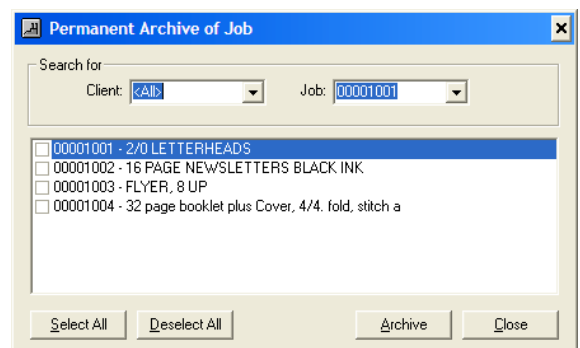

Figure 27 – Temporary Archive   *Figure 28 – Permanent Archive*

The Permanent Archive is just that. Once done, it cannot be undone. The data associated with the job is not removed however so, in an emergency, you could re-enter the job through the Work Order and you would then be able to recover the data associated with the Job.

Product Codes

Product Codes are entered by just typing into the white area of the input screen. Once you save the information, it will populate the list for scrolling if you desire.

To Delete a product, click on the item and a check mark will appear next to the items you wish to be deleted.

Figure 29 – Product Codes

Product Codes can be found in the Work Order Printout as well as in the Work Order creation as shown in Figure 26.
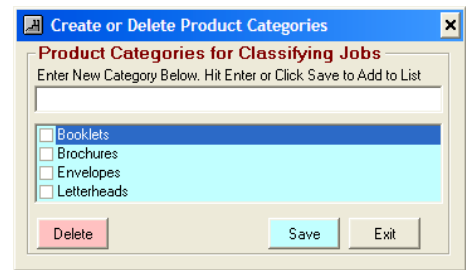
Revise Job Number

When you need to change the starting Job Number, this is where it is done. All Job Numbers are 8 digit Numeric and may not contain anything but numeric values.

If you try to enter a Job Number lower than what is shown, you will be warned that it may cause duplicate jobs to appear in your data which would result in incorrect data.

Note that the new Job Number will be accepted if it is all Numeric and

Figure 30 – Revise Job Number

regardless of whether it is above or below the existing number.

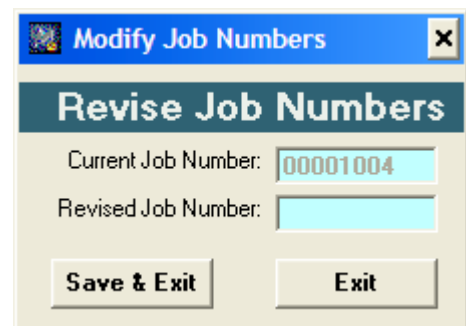The Number entered should be 1 less than the number you wish to have show up on your next order.

Modify Password

The initial Password is 11111. This permits access to your File Maintenance area.

To change the Password, enter the one that is current and follow that by entering the new password twice.

Once done, the new password takes effect immediately and will be required to access File Maintenance.
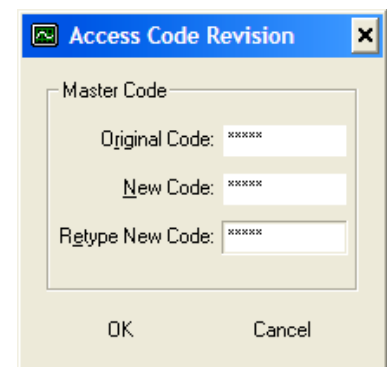

Figure 31 – Access Code Revision

Work Orders

The Work Order screen is used to enter all Jobs in the absence of our Estimating program which handles Work Orders automatically.

Edit: If you wish to edit a Job, use the drop down list to select a Job. This populates the screen. Next hit the Edit button at top of screen and when finished making your changes, click on the Save button.

Figure 32 – Work Order/Pick Slip Creation

New: To create a new job, click the New button. The Screen wll clear, fill out the dates and the next Job Number and be ready to enter the next job. When complete, click the Save Button.

Delete: Enter the Job Number you wish to Delete. It should be the only white block available for data entry. Once you have the correct job showing, click the Delete button. You will be asked if you're sure you wish to delete this job. If so, click Yes, otherwise click No.

Print: This will produce the Work Order/Pick slip shown in Figure 14.

Customer and Contact Files

The customer file used with all Millennium products is identified as shown in Figure 27.

Within the Customer File, there are provisions for the basic Account Name, as well as for Multiple Contacts and Notes.

When entering a new customer, use a 6 digit numeric code if possible since that is what is used when importing from QuickBooks and it makes it easier to determine what the next number should

Figure 33 – Customers and Contacts

be. The sample customer files have been set up using only a 2-digit code however.

Two areas are of specific interest with regard to the Customer File. They are the Tax Code and the Cost Penalty.

Tax Code: The Tax code is one or two characters and depends on the codes used with QuickBooks. For simple creation of tax when creating an invoice, use a 1 for Yes and a 0 for no. This applies only if you are using QuickBooks and have imported your customers (See Figure 28). If matching your QuickBooks data, use a two character sequence such as FL or GA, etc.

Cost Penalty: Here you may specify a positive or negative value that will be a multiplier times the total costs. It basically is placed into the MarkUp cell of the Professional Estimator Worksheet and is only used in that program. For the purposes of Job Tracking, it isn't required.

Notes may be added to each customer and are used for informational purposes only.

Customer Import from QuickBooks

A quick method for populating your customer file within the Millennium Job Tracking software is to import your customers from QuickBooks.

Before attempting to import your customers however, you will need to create a QuickBooks Export File which is dome from within QuickBooks.

Once in QuickBooks, click on the header called File and look for Utilities or Export. After you click on the word Export, you will be asked which item you wish to export. Click on the item called Customers.

Name It Customer: Next you will be asked to name the export file. This is best when you identify it as the word "**Customer**". When importing to Job Tracking, you will be asked to search for any files called "Customer".

Be sure you place the "Customer" export into the Data folder of Job Tracking. This is done so that persons on the Network do not have physical access to your accounting data.

The Job Tracking Data folder can be found by looking under the menu item In Job Tracking called File and then Path.
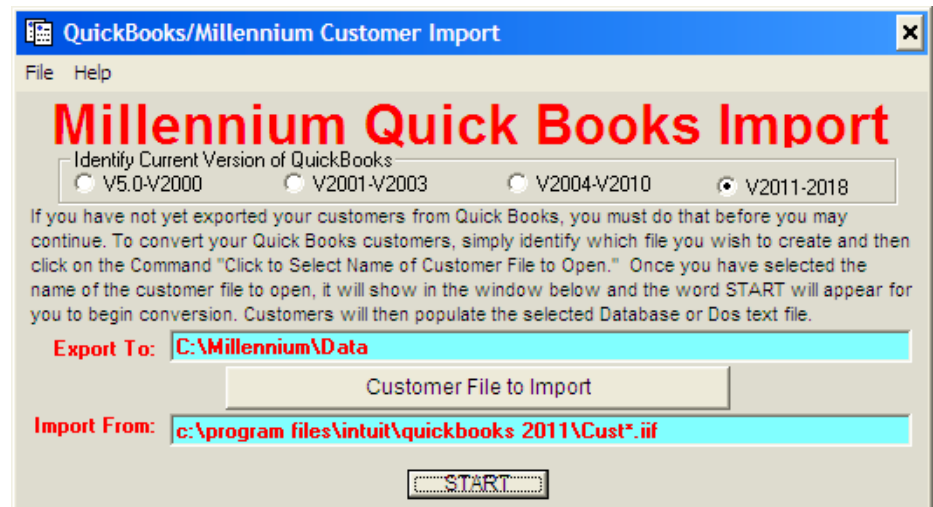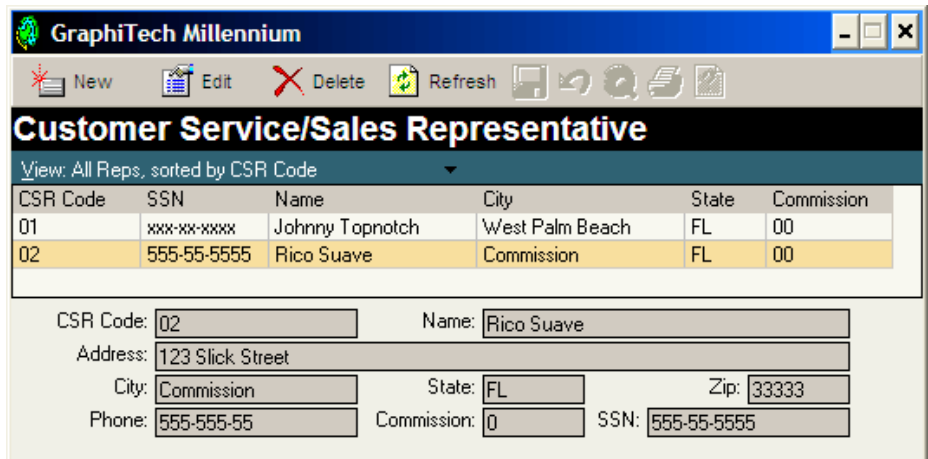

Figure 34 – QuickBooks Customer Import

Customer Service Representative (CSR)

The CSR is very important when it comes to Job Tracking since they are the one who is generally responsible for maintaining good relationships with the customer.

Figure 35 – CSR Input

During the morning meetings, the CSR Early Morning Report provides the CSR with all the necessary information to keep track of all their jobs, where that job is located and if it is on time.

Entering data to the file is straight forward with capabilities including New, Edit, Delete and Refresh.

One item not needed is the Commission. And for purposes of running the CSR Early Morning Report, the only items really needed are the CSR Code, Name and possibly Phone.

Delete Activity Files

The Daily Activity Report is created from files that contain one month's worth of data See Reports Section, Figure 15-16). Although it would take several years for these files to become a nuisance, the Delete Activity Files program located in File Maintenance can be used to delete any unnecessary files by simply checking the files you want to delete. Figure 36 illustrates how this procedure looks.

Figure 36 – Delete Activity Files

Troubleshooting

Bar Code Font Missing: If after printing your Work Order/Pick Slip you discover that the Bar Code font is not available, please follow the instructions shown below.

1. Place the CD in your drive and locate the 3 of 9 TTF font.

2. Open the Windows 10 Start Icon and type Control Panel or just the first 3-4 letters.

3. Click on Control Panel

4. Click on Appearance and Personalization menu heading

5. Click on Fonts

6. Copy the 3of9 font from CD to Fonts folder

7. Load your Job Tracking Software and Print the Work Order

Network Not Working: When attempting to change the path of the program in order to enable utilization of the same database, the program keeps switching back to the local folder. Note that this program requires you to obtain a Network License before you are able to access a common network database. The procedure is to obtain the newtrok license for the server and then link each station to the servewr's database.

Database Needs Repair: Occasionally, you might find yourself in need of a Database Repair. Although it's preferable to have a recent backup of your data files, there are time when just a simple repair will do what's needed.

To start, locate where your Database resides. If you are running a single user workstation (ie you haven't opted for the network version), you will find the Database and Repair Kit in the following folder**: C:\Program Files (x86)\GraphiTech's Millennium Job Tracking\Data**. Dbl Click on DBRepair.exe and click on the "Use Local Data Folder". Be sure it reads similar to the link show above in Bold. Sometimes you might see an extra data in the path so if you do, be sure to remove it. When ready, click on Proceeed.

The same procedure used above is also used for the network except you want to be on the server when you perform the Repair.

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Glossary of Terms

BMP

A BMP file is one that is easily created using the Screen Capture on your computer (Alt-PrintScreen) and then placing the image into a Paint program followed by saving it as a BMP image. Always place your images into the Data Folder of GraphiTech's Millennium Job Tracking which is located in Program Files (x86).

Shift and Break Codes

The Start or End Shift, Lunch or Break Codes may be activated by either touching the icon (if using a touch screen) or by Scanning the bar code shown on the Sample Bar Code Sheet. Later versions of this software also allow the user to press Function Keys to activate these functions. F5=Start Shift, F6=End Shift, F7=Lunch and F8=Break.

Hierarchy

The Hierarchy (or the order of entering data) must be such that the last code scanned is the Job Number. The Job Number is the trigger for posting all data to the Database.

Network

If you will be using the software in a Local Area Network (LAN), you will need to purchase the Network option. A single user system does not require a network and may be run from a single computer.

Global Mode

The Job Tracking application is used in a dedicated manner. In other words, no other applications may run at the same time since the application is waiting for input from the scanner which may be several hundred feet away.

Individual Mode

A means of collecting data on a Workstation where other activity may be performed, such as scanning, word documents, etc. To activate the Job Tracking software, simply click on the application and scan or enter the desired codes.

Bar Code Scanner

The Scanner used with Job Tracking reads Code 3 of 9 Bar Codes. The life of the battery means that it can be in use on a daily basis without the need of re-charging. To charge the scanner, connect the USB cable from the scanner to the computer.

Job Tracking

A means of tracking jobs throughout the plant, either in Batch Mode or in Real-Time. GraohiTech's Job Tracking can be set up either way but generally is used in Real-Time.

Index

R

Remove Job from Display 6
Reports 1, 5, 7, 8, 24
Revise Job Number 20

S

SETUP 2
Support 2

T

Tax Code 22
Temporary Archive 19
Time Card 1, 11
Troubleshooting 5, 25

W

WARNING 2
Windows 10 1, 25
Work Order 1, 4–6, 4–6, 4–6, 12, 19–21, 19–20, 19–21,
    25
Workstation 1–2, 1–2, 1–2, 25