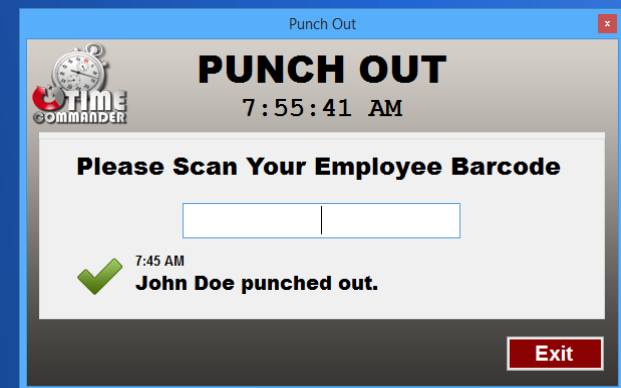
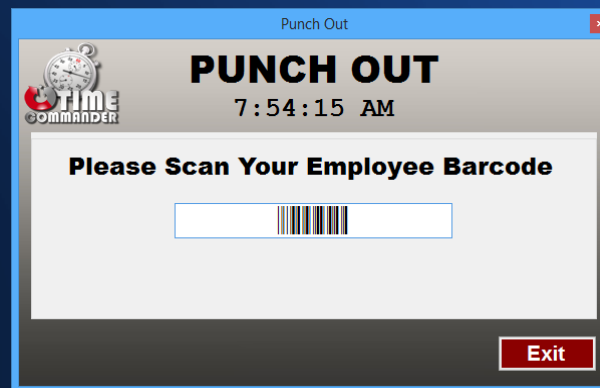
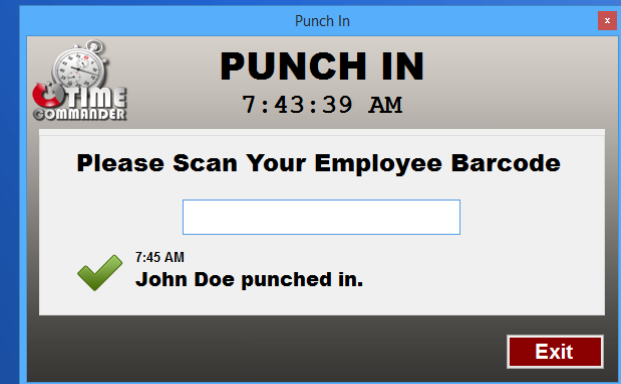
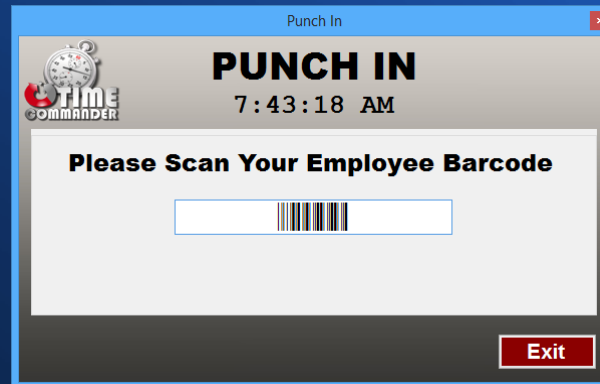


Time Commander Overview

- 1) Clock in / Clock out
- 2) Tracking jobs
- 3) Setup
- 4) Administrative functions
- 5) Reports

Clock in / Clock out



Tracking jobs



- Scan employee
- Select job
- Scan operation

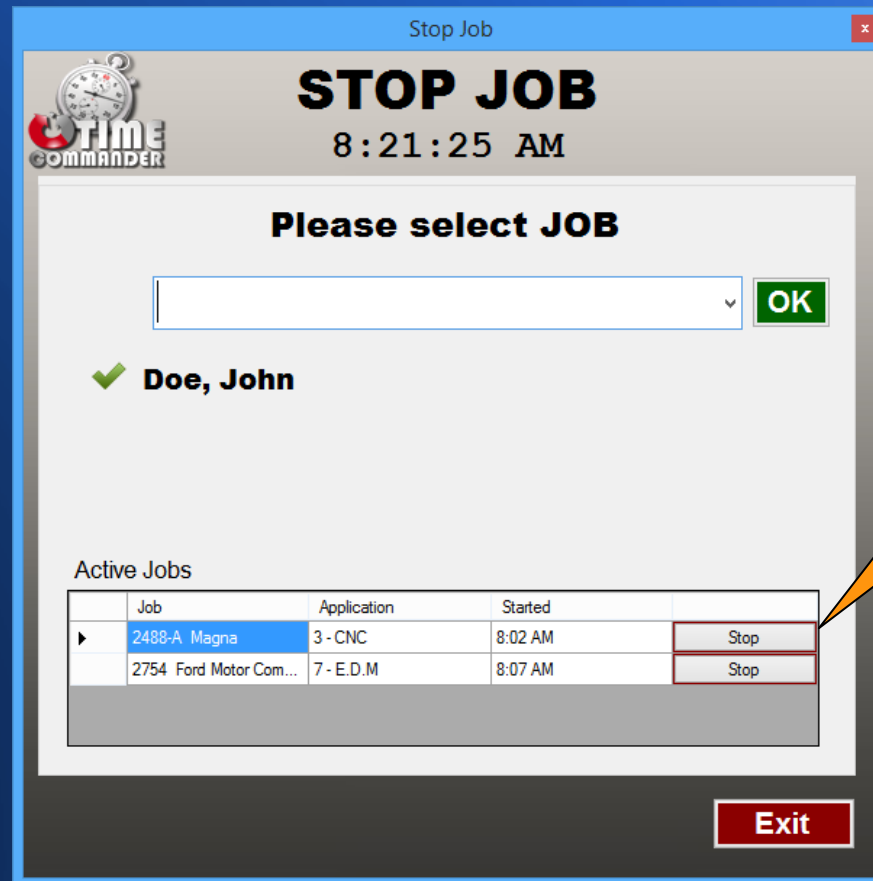


Start multiple jobs per employee (if needed)

Tracking jobs



➔ Scan employee



Click job to stop

Administration

- Administrative functions are password protected.



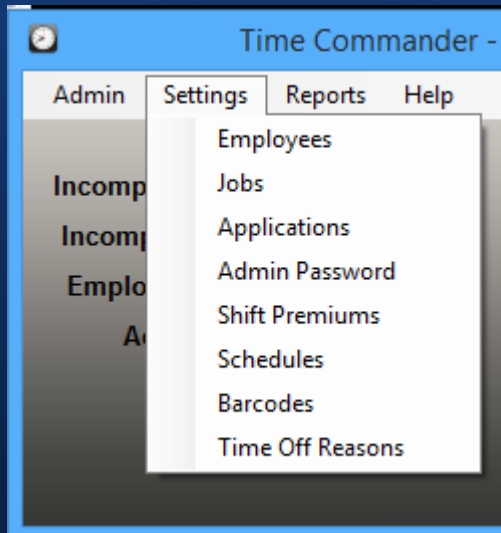
Administrative Dashboard

- Menu options to fully manage the system.
- Quick view of key information such as # of employees clocked in, active operations and items that need attention (numbers are in red).
- Click any of the numbers to see those details.



Settings

Manage:



- Employees (including shift details).
- Jobs and the budgeted hours by operation.
- Listing of valid operations (applications).
- Setup standard work schedules to apply to employees.
- Print barcodes for employees or operations (used for scanning).

Administrative functions

- Time Card Administration let's you manage anything related to punch in/out times.

Time Commander - Time Card Administration

Flagged Entries
 Still Clockd In
 Search

Search
Employee
--- ALL ---

From 8/24/2015 To 8/29/2015

Search

	Employee	Date	Scanned In	Scanned Out	Clocked In	Clocked Out	Adj.	Total Time	Comments		
▶	Antaya, Shawn	Thu, Aug 27, 2015	5:40 PM	5:41 PM	5:45 PM	5:30 PM		0.00			
	Antaya, Shawn	Thu, Aug 27, 2015	5:41 PM	5:42 PM	5:45 PM	5:30 PM		0.00			
	Antaya, Shawn	Fri, Aug 28, 2015	-	-	7:45 AM	7:30 PM	0.50	11.75	worked through lunch		
	Gelinas, Mike	Fri, Aug 28, 2015	7:31 AM	-	7:45 AM	-		0.00			
	Antaya, Shawn	Fri, Aug 28, 2015	7:50 AM	-	8:00 AM	-		0.00			
	Doe, John	Sat, Aug 29, 2015	7:43 AM	7:55 AM	7:45 AM	7:45 AM		0.00			
	Doe, John	Sat, Aug 29, 2015	8:01 AM	-	8:15 AM	-		0.00			

Add Time Card

Done

Click the pencil icon to edit or the bin to delete.

Administrative functions

- Job Times Administration let's you manage anything related to job and operation times.

Time Commander - Job Times Administration

















Incomplete Entries
 Still Clocked In
 Search

Search

Employee: --- ALL ---

Job: --- ALL --- Application: --- ALL ---

From: 8/24/2015 To: 8/29/2015 Search

	Employee	Job	Application	Date	Started	Stopped	Total Time	Comments	
▶	Antaya, Shawn	2557-A Magna	11 - Estimating	Thu, Aug 27, 2015	5:41 PM	5:42 PM	0.02		 
	Antaya, Shawn	2684-B Flex N Gate	10 - Trucking	Fri, Aug 28, 2015	7:32 AM	-	0.00		 
	Gellinas, Mike	2644-A Flex N Gate	15 - IT	Fri, Aug 28, 2015	7:32 AM	-	0.00		 
	Antaya, Shawn	2488-A Magna	11 - Estimating	Fri, Aug 28, 2015	7:50 AM	-	0.00		 
	Antaya, Shawn	2629-A Flex N Gate	15 - IT	Fri, Aug 28, 2015	7:51 AM	-	0.00		 
	Antaya, Shawn	2526-C Rochling	10 - Trucking	Fri, Aug 28, 2015	7:51 AM	-	0.00		 
	Doe, John	2488-A Magna	3 - CNC	Sat, Aug 29, 2015	8:02 AM	-	0.00		 
	Doe, John	2754 Ford Motor Company	7 - E.D.M	Sat, Aug 29, 2015	8:07 AM	-	0.00		 

Add Entry

Done

Click the pencil icon to edit or the bin to delete.

Administrative functions

- Time Off Administration let's you manage days or hours employees are off of work, including vacation, sickness, ...

The screenshot shows a software window titled "Time Off Administration". Inside, there is a "Time Off" section with the following elements:

- Employee:** A dropdown menu showing "Doe, John".
- Date:** A date picker showing "Saturday, August 29, 2015".
- Table:** A table with the following columns: Reason, Hours, Paid, Count For O/T, and Comments. The table body is currently empty.
- Form Fields:**
 - Reason:** A dropdown menu with "SICK" selected. The dropdown list also shows "--- Please Choose ---", "HOLIDAY", and "VACATION".
 - Hours:** A text input field containing "8.00".
 - Comments:** A text input field containing "SICK".
 - Options:** Two checkboxes: "Paid" and "Count towards O/T", both of which are currently unchecked.
- Buttons:** An "Add" button at the bottom left and a "Done" button at the bottom right.

Reports

- Reports included are (in Excel format):
 - Jobs Report – job details including budgeted and actual times by operation and employee.
 - Time Card Report – details by employee of clock in and out.
 - Payroll Report – weekly payroll summary.
 - Transaction Report – details of each scan and transaction by employee.
- All reports can be filtered by relevant fields such as jobs, operations, employees, date range, etc.

Summary

- Simple to use software.
- Installs on any Windows based PC.
- Barcode scanner reduces errors and expedites data entry.
- See promotional brochure for benefits and contact info.

Thank you!

Contact

- JDL Technical Services – Distribution Partner
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- www.JDLTech.ca
- 519-919-7391

- Time Commander was developed by Sentier Systems of Windsor, Ontario. They are top specialists in developing tracking software.