

Web-based Timecard

This option is mainly intended to be used by white-collar employees who work in projects as well as employees who do not work on the company premises on a daily basis and can therefore not record attendance and work order/project.



Subsequent Reporting of Recording

The program is run in a web browser and is connected to MONITOR's database. This means that as soon as you click "Save" your recording will be saved in MONITOR, a so-called online reporting.

You open the website in question and log on using your employee number and password. You then decide which week you want to report. The reporting is based on the schedule to which you are linked in MONITOR. Then you add time records for each day regarding attendance/absence and work order/indirect work. You can only create a new reporting, it is not possible to modify already made reporting records.

What Can Be Reported?

The user can – via manufacturing order number, report number and project number – search for work items to report. Indirect work created in MONITOR can also be reported and linked to a project. Absence, flex time and overtime can be reported as well as other additions such as travel time, daily allowance, car allowance, etc. These additions can also be linked to a project in order to get good follow up information. It is possible to partial report recording items during the day if you for example are out on several assignments during the same day.

You can also report material belonging to the operations on which you are working. You can report linked material that has been added to the preparation in MONITOR and also add new material rows. For new material rows you can enter a price, and if no price is entered the part's standard price will be loaded.

In the reporting section you will find a box that you check when the operation is finished.

Under the Manufacturing Order Comments tab you can write comments that can be displayed later on in the post-calculation for the order under the Order text tab.



In the example above, Monday is greyed out since it has already been saved. During Tuesday three time records have been reported including three hours of overtime. Absence has been reported for Wednesday. During Thursday an indirect work linked to a project has been reported. An addition, car allowance, has also been added and linked to the project.

Extended reporting can be performed for each time record under the E button.

If reporting is made against manufacturing order you can add and report material. You will find a search function that is used to find existing material in the part register in MONITOR. You can use the drag and drop function to copy a row from the search result into the order's material list.

