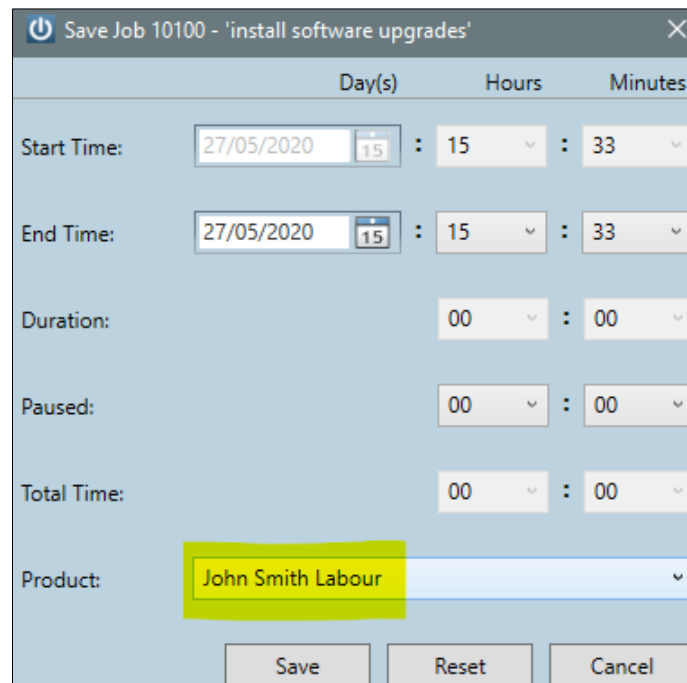
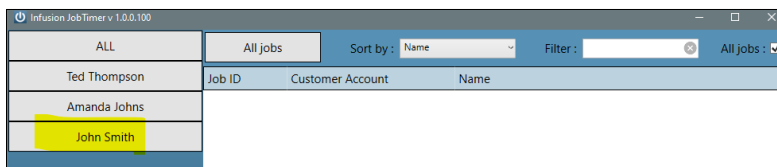


# Infusion Job Timer User Support Manual

## Setup of Staff:

- In Infusion:
- Create a new Product code for a current Staff member, e.g.:
  - Code: JSL
  - Description: John Smith Labour
  - In the Settings tab select “Staff” as the Job Management Type
- In the Staff module open this Staff Member and in the Product Map tab double click the Labour code(s) in the “Available Labour Codes” list so it appears in the “Selected Labour Codes” section.
- In the Details section make sure you have “Activate for Schedule” selected.

Now when you open the Job Timer you should have the Staff Member show up in the Staff List on the left and when you save their Job Task you should be able to choose the required Labour code from the drop-down list:



## How to use the Application

Main Selection Buttons (Left column):

- All – will display a list of all Jobs or all Timers (so not filtered on any Staff members)
- Staff Button (eg. Ted Thompson) – will display all Jobs or Timers for Ted Thompson

## Filter Options

- **All Jobs / Timers** toggle button (the text toggles each time you push it) at the top of the screen. Select this to toggle between a list of All Jobs or Timers
- **Sort By** drop down box – select the desired option from the dropdown list to sort the displayed list by Name, Customer or Job ID)
- **Filter** text box – type in text about the Job to narrow down which jobs get displayed in the main window. Data in all three columns will be used
- **All Jobs** check box – When unchecked, only Jobs assigned to the selected Staff Member will show in the Jobs view. When checked all Jobs for all Staff Members will display

**NOTE:** If the All Jobs/Timers toggle button displays **All Jobs** then it's the Timers that are being displayed. If its text is "Timers" then you are in the Jobs view. You click *that* text to get *that* view.

## Main Window

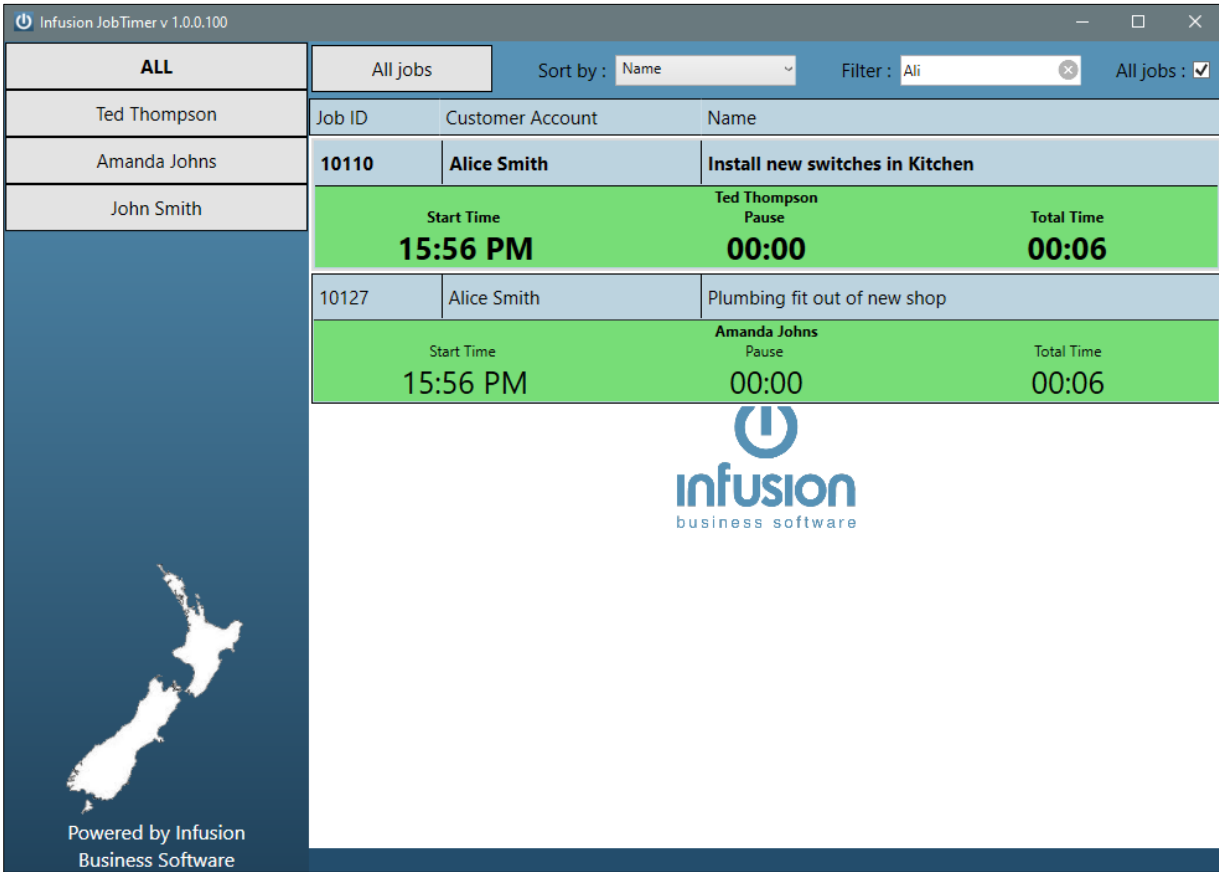
Based on the main selection buttons and the filters the main window will display a list of Jobs and currently in progress job tasks:

### Example 1:

In the following view, we have selected the "All" button in the left-hand menu and in the Filter text box typed "Ali". This results in a list of Jobs and current timers for any customers with the letters "Ali". We can see that two different Staff Members have just started working on tasks associated with two different Jobs for Alice Smith.

ALL	Timers	Sort by: Name	Filter: Ali	All jobs: <input checked="" type="checkbox"/>
Ted Thompson	Job ID	Customer Account	Name	
Amanda Johns	10110	Alice Smith	Install new switches in Kitchen	
John Smith	Start Time		Ted Thompson	Total Time
	15:56 PM		Pause	00:00
	10118	Alice Smith	Supply and Installation of Gazebo	
	10122	Alice Smith	Lawnmower Service - one-off	
	10123	Alice Smith	Fit-out of Shop 52, Main Street, Oamaru	
	10127	Alice Smith	Plumbing fit out of new shop	
	Start Time		Amanda Johns	Total Time
	15:56 PM		Pause	00:00
	10128	Alice Smith	Arrange Consents for building project	

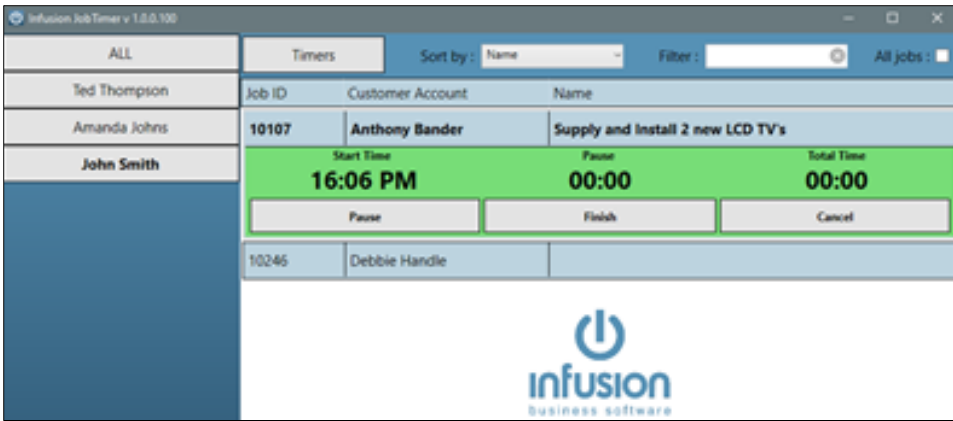
If we click the **Timers** button, then we filter out the list so it only shows the Jobs with a Timer attached:



**Example 2:**

Here is a view of Jobs either assigned to John Smith or Jobs where John Smith has a Timer running to track a Job task in progress. To get this view we first select John Smith on the left-hand menu then click **All Jobs**. Note that “Timers” is now displayed due to how text on the button always toggles when you click it. Finally, the “All Jobs” check box on the right has been unchecked so we only see Jobs associated with John Smith.

We can see that John Smith is currently working on Job 10107. Job 10246 is also assigned to him but he isn't currently working on it.



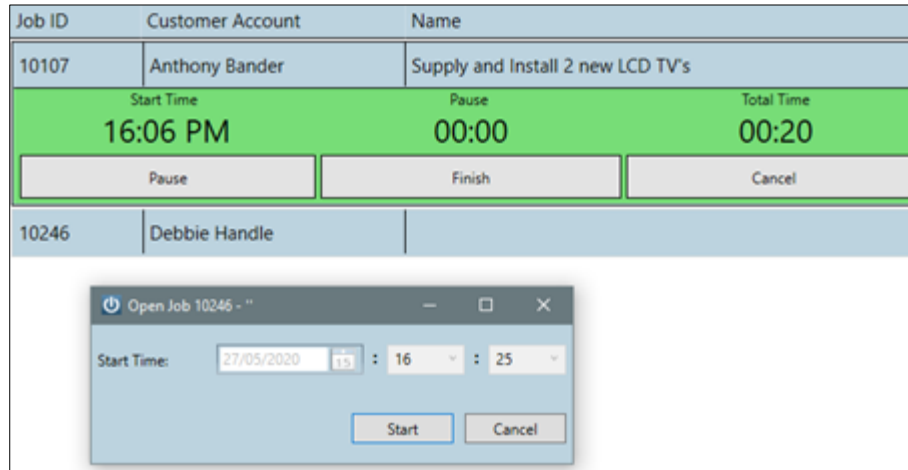
## Starting a New Timer

For John Smith to add start a timer for a Job, he does the following:

Select John Smith from the left-hand menu

Clicks anywhere in the Job row of the Job he wants to start work on.

Select the **Start** button on the dialog box that pops up:



If John starts a Timer against another Job the first Timer is paused (and shows with a red background) while the new timer shows as being in progress:

Job ID	Customer Account	Name
10107	Anthony Bander	Supply and Install 2 new LCD TV's
Start Time		
16:06 PM	Pause	Total Time
00:00	00:22	
Run	Finish	Cancel
10246	Debbie Handle	
Start Time		
16:25 PM	Pause	Total Time
00:00	00:03	
Pause	Finish	Cancel

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business software

## Finishing a Timer

To complete adding time to a Job:

Select the Finish button on the timer you wish to finish

Click the save button.

Save Job 10107 - 'Supply and Install 2 new LCD TV's'

	Day(s)	Hours	Minutes
Start Time:		16	: 06
End Time:		16	: 30
Duration:		00	: 24
Paused:		00	: 00
Total Time:		00	: 24
Product:	Labour - John Smith		
Notes:	Installed TV onsite		

Save Reset Cancel

The Job will now show inside the Job in Infusion:

Manage Job - 10107

Customer A/c: 1006 Terms: Cash Sale Only	Opened By: STAFF	On: 05/05/2022	Project Id:
Name: Anthony Bander	Assigned To: AJ	Bin:	Start: 01/05/2022
Address: 172 Hilltop Drive Dunedin	Sold By:	Hours:	Time:
Phone: 03 9356573	Order No.:		Duration: 0000:00
Fax: 03 8553106	Type: Delivery		Due: 30/05/2022
Mobile: 021 620102	Status: Active		Time:
Email:	Price Level: Retail		Finish Time:
Cust. Items ID:			

Location: Christchurch Title: Supply and Install 2 new LCD TV's

Date	Code	Description	Quantity	Cost (Excl GST)	Sell Rate	Disc %	Extend	A	B	O
27/05/2020	JS	Labour - John Smith	0.40	37.50	85.00		34.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27/05/2020								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

with the Notes being written to the Tech Notes tab in Infusion.

Entering Time from the Past Against a Job

To enter time into a Job prior to the current Date / Time:

Select the Staff member and click the Job that you wish to log their hours against

Choose the Date in the past for when the task was started.

Infusion JobTimer v 1.0.0.100

ALL Timers Sort by: Name Filter: All jobs:

Staff	Job ID	Customer Account	Name
Ted Thompson			
<b>Amanda Johns</b>	10109	Dan Gables	Rewire Bedroom Lights and new Plug in Wall
John Smith	10110	Alice Smith	Install new switches in Kitchen
	10111	Anthony Bander	House Extension - 172 Smith Street, Northwood
	10112	Kevin Stenway	Repair undersink valve
	10116		service on Lawn Mower
	10117		memory to Office Workstation
	10124		Pedicure Room
	10127		new shop
	10128	Alice S	change Consents for building project
	10129	Martin	extend garage as per quote
	10130	Colin Edinghouse	service rocking char
	10187	Jim's Household Cleaners Limited	Jimbo!
	10220	Edward Harvey	a job for Eddie.. about the freezer

Open Job 10112 - 'Repair undersink val...'

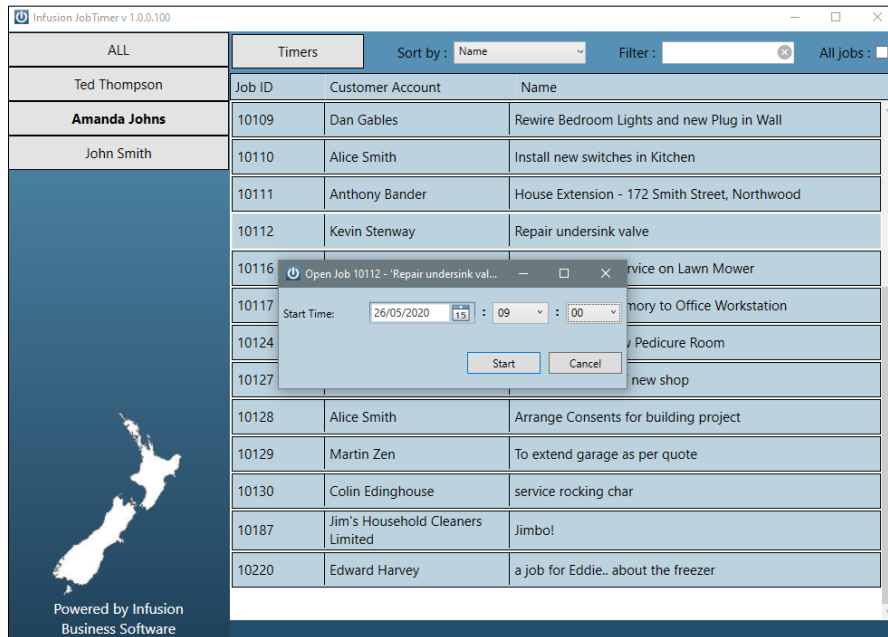
Start Time: 26/05/2020 15 : 16 : 35

May 2020

Mo	Tu	We	Th	Fr	Sa	Su
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Powered by Infusion

Select the Start Time:



Click the Start button.

Select the Finish button and enter the End Time.

The time will appear against the Job in Infusion (4 hours for the 26<sup>th</sup> of May):

The screenshot shows the 'Manage Job - 10112' window. The job details include Customer A/c 1037, Name Kevin Stenway, and Address 265 Cameron Drive, Christchurch. The job is assigned to staff member AJ. The schedule table below shows the following entries:

Date	Code	Description	Quantity	Cost (Excl GST)	Sell Rate	Disc %	Extend	A	B	O
30/10/2019	1165	Under Sink Shut Off Valve Galvanised	1.00		150.00		150.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20/05/2020	AJ	Labour - Amanda Johns	0.02	37.50	85.00		1.70	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26/05/2020	AJ	Labour - Amanda Johns	4.00	37.50	85.00		340.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27/05/2020								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Other Features

You can have different instances of the Time Clock application running at the same time.

You can disable the ability to edit start and end times per instance of the application.

You can restrict a Time Clock to a Schedule Centre so that only Staff who belong to that centre are listed in the application.

Please contact support for additional help with setting up, or read the “Time Clock Installation and Setup” document.

#### RULES FOR USING THE TIME CLOCK

- A timer cannot span days, in other words, the task must start and end on the same day.
- Although you can leave a timer running overnight when you save a task, the end date must be wound back to the same date as the starting date.
- You *can* have multiple timers started for a job. That is, several staff members can start timers on the same job.