

# Jobman Time and Attendance

---

## Contents

Introduction .....	1
Customer Relationship Management .....	2
Job Control .....	2
Check Lists .....	3
Job Tasks .....	4
Job Bar Chart .....	4
Calendars .....	5
Monthly .....	5
Target .....	5
Reports .....	6
Time and Attendance .....	6
Touchscreen .....	6
Time Sheets .....	7
Staff Attendance Maps .....	8
Agenda Screens .....	8

## Introduction

Jobman's Time and Attendance is a combination of several modules from "Jobman Classic" that address key constraints experienced by many manufacturing companies that struggle with the outdated, time consuming, very inaccurate time cards and other associated systems like excel spread sheet, diary's and time clocks.

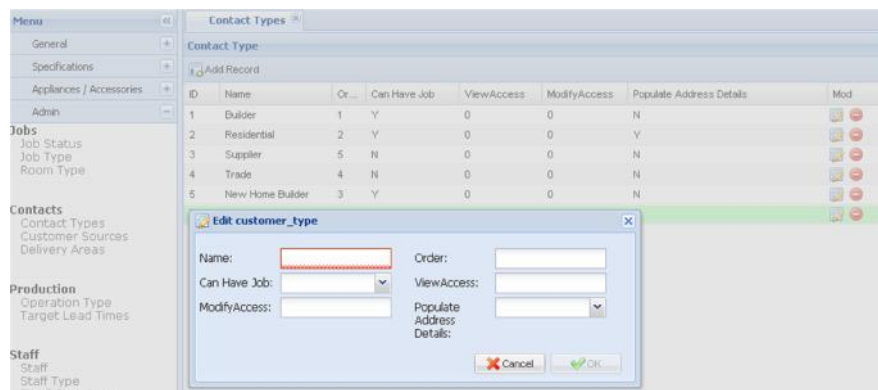
Today's technologies and the event of cheaper hardware have removed many of the prohibitive factors associated with employing this type of system. Jobman has embraced the latest of these technologies that are recognised as being the way forward for small and large organisations.

Time and attendance by Jobman offers companies the option of hosting solutions or onsite installations on a compatible server that can also be purchased setup for Australian customers.

Jobman's operating system is your Chrome or Safari browser so it has all of the related benefits. We believe it to be a very comprehensive introductory level system that offers great value for money.

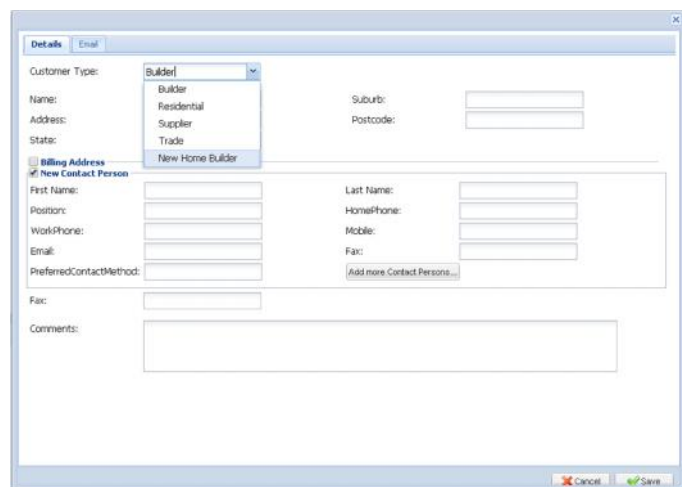
## Customer Relationship Management

Create as many customer /contact types as you like and define variables about that contact in the Contact type editor.



Add customer details according Type; also add as many points of contact for that customer.

Send emails from email tab to notify person internally of new contact.



## Job Control

Features of the Job Book are.

- Automatic sequential job numbers starting from last entered Job Number.
- Assign from drop down list contact that gets a Job Number.
- Job Contact
- Job Status which is automatically updated from [Touch Screens](#) , [Check Lists](#) of [Time Sheets](#).
- Major Job details populated from contact screen.
- Job Notes
- [Check Lists](#)
- Job Schedule
- Job Correspondence. Keep all Job relevant data in the one place by emailing from Jobman and pasting any return emails that are of importance into this section. Also has the ability to create email templates.
- Work Orders. Create full Sub Jobs for larger Jobs that you want to break up.
- Job Tasks.

**Job**

Job Num: 0001 Value: \$0.00 N/A: ☐ Contact: Jobman - (Hilton) Show Person: Aaron Crees Job Status: Design

Parent Job Num: Site Address: 123 Test st Suburb: Testville Postcode: 6000 State: WA Rooms: Kitchen

Project Name: Hilton Project Manager: Aaron Crees Delivery Area: North Job Type: Renovation

Job Notes: This is a test job for demonstration purposes. Delivery Date: 24 Nov 2014 Client Ref:

Checklist Job Schedule

Job Corro Work Orders Job Tasks Change Log

**Job Corro**

Add Record Filter by:

ID	Job Number	Corro Type	DateTime	Staff	Customer	JobVariationID	Mod
1	0001	Client	26 Sep 2014 1:58 pm	Aaron Crees	0	0	

Re: Hilton 0001 Hi Aaron, As discussed you wanted to go for the stone tops not postformed. Should you have any questions please see me. Kind regards, Aaron Crees

## Check Lists

Check Lists are one of the most important procedural practices a business of any type can setup. The dates are automatically generated from the Lead Times component of Jobman and can be modified and updated on the fly or set by different Job Types. This sheet is updated by the Time Sheets or Touch Screen or Target Calendar components of Jobman.

**Job Checklist**

Job Number: 0001 Copy targets to work orders Copy ticked operations to work orders

**Design**

Plan Printed ☒ Target Date 26 Sep 2014 Actual Date 25 Sep 2014 % 100 Staff Aaron Crees N/A ☐

Site Measured ☒ Target Date 30 Sep 2014 Actual Date 29 Sep 2014 % 100 Staff Aaron Crees N/A ☐

**Quote**

Drawing Completed ☒ Target Date 3 Oct 2014 Actual Date 26 Sep 2014 % 100 Staff Aaron Crees N/A ☐

**Signup**

Client Approval ☐ Target Date 6 Oct 2014 Actual Date % Staff N/A ☐

Deposit Paid ☐ Target Date Actual Date % Staff N/A ☐

**Check Measure**

Check Measure ☐ Target Date Actual Date % Staff N/A ☐

**Drafting**

Draft ☐ Target Date 9 Oct 2014 Actual Date % Staff N/A ☐

**Ordering**

Order Board and Edging ☐ Target Date Actual Date % Staff N/A ☐

Cancel Save

## Job Tasks

- Operation times can be set automatically to give a rough idea of how long a standard operation should take but having the ability to adjust prior to the operation taking place can mean all the difference between the job getting completed on time or not.

Job Task

Job: Hilton

Parent Task: 0

Name: Site Measured

Operation: Site Measured

Job Status: Design

Required by:

Estimated Duration: 3:00

% Complete:

Lock status: Unlocked

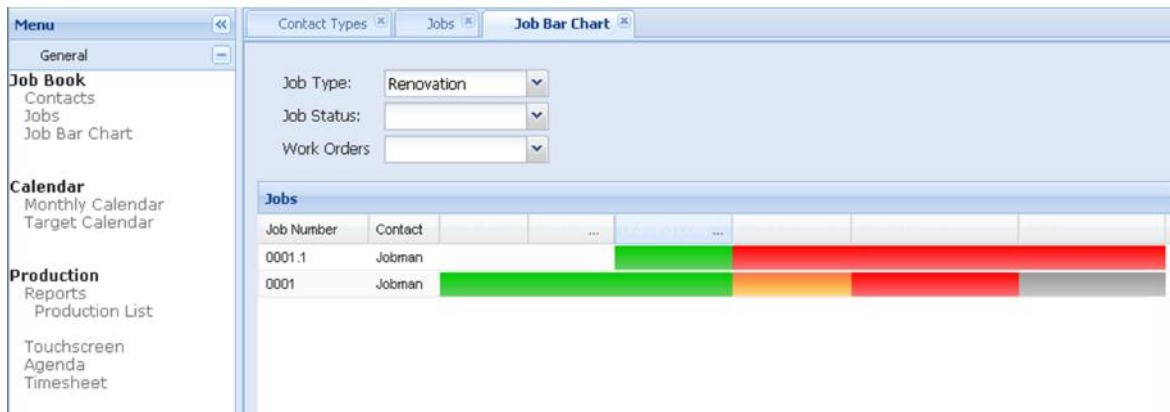
Notes:

Cancel Save

Name	Duration	Status
Plan Printed	2:00	0
Site Measured	48:00	0
Draft	4:45	0

## Job Bar Chart

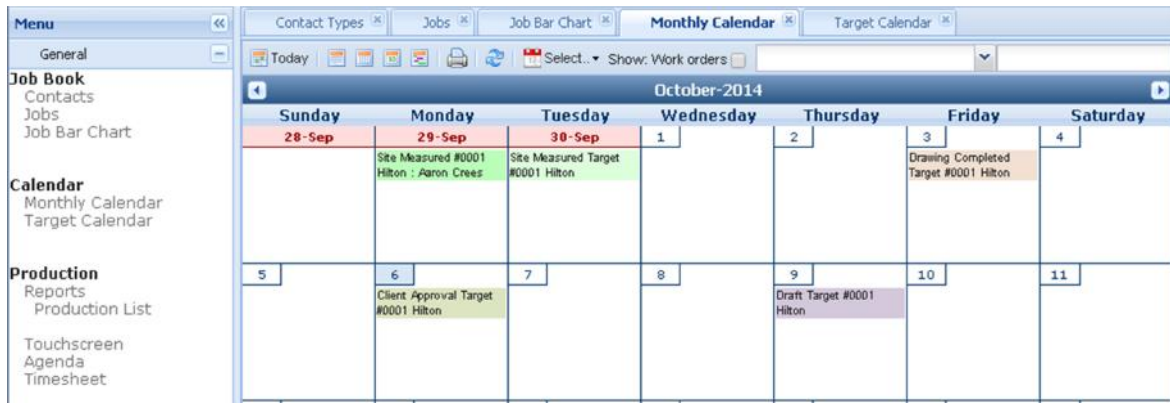
It's great to see at a snap shot how the jobs are tracking. If it's all green you can play golf on Sat. If it's in the Red, you might want to cancel golf?



## Calendars

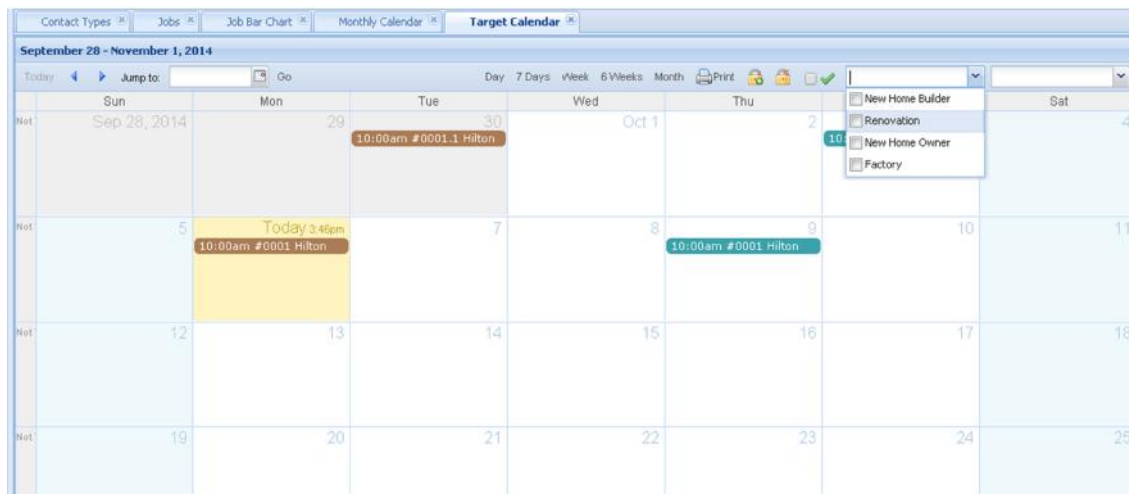
### Monthly

See everything that is going on and where the jobs are meant to be at.



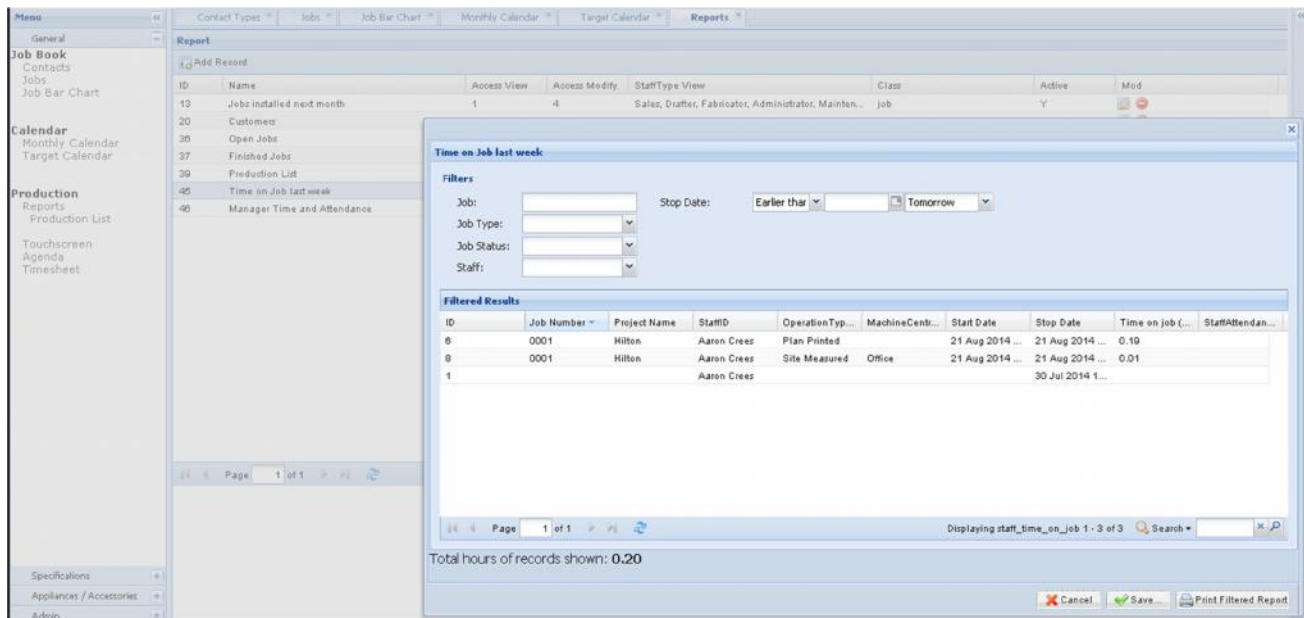
### Target

This is great for any one in a management role. See where jobs are at and the targets that have been set. Filter by Job Type or by operation like installs for the week or day and print if required.



## Reports

Being able to filter Job numbers against staff members and operations for reporting is what it is all about. Jobman has a set of reports that you can customise and save as new reports.



## Time and Attendance

### Touchscreen

The heart and soul of Time and Attendance is when you can capture time spent on jobs in real time from everyone via web enabled devices like tablets that can run Google Chrome so that regardless of where you are. Suited for factory workers and staff alike. Staff's legal operations in staff setup screen can limit what staff can record as an operation.

Operations	Labels				
<b>Login Details</b>	Staff PDI:				
Not logged in.	<input type="text"/>				
<b>Job Details</b>	Job Number:				
No job to display.	<input type="text"/>				
	Work Order Number:				
	<input type="text"/>				
	Labour Centre:				
	<input type="text"/> ▼				
	Operation:				
	<input type="text"/> ▼				
	Percent Complete:				
	<input type="text"/> ▼				
<b>Operation Details</b>					
Staff Name	Labour Centre	Operation	Task	%	Date
<b>Save</b>					
<b>Job Statistics</b>					

1	2	3
4	5	6
7	8	9
Clear	0	-
<b>Enter</b>		

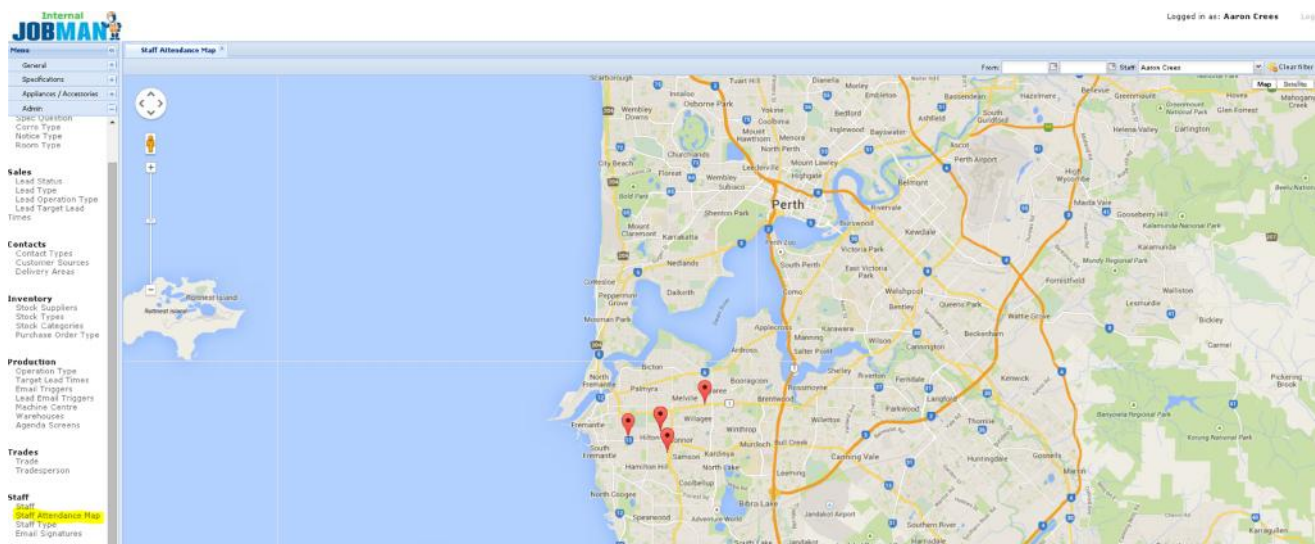
**Start**  
**Pause**  
**Finished**

**15:50 Monday 6 October 2014**



## Staff Attendance Maps

Jobman has incorporated Google Maps so that your staff's onsite location of what they are doing can be recorded via their smart phones which automatically records it into their Time Sheet (above). The ability to filter Staff member ('s) name and date ranges is also very powerful. This feature solves many issues related to staff being on the road and recording of their time on Jobs.



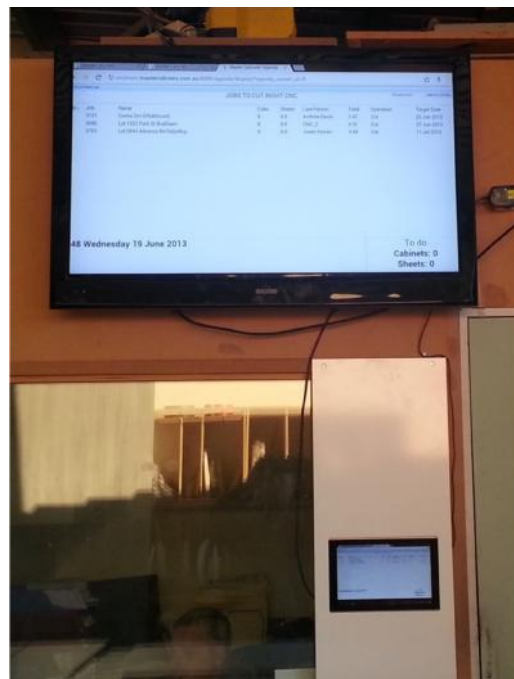
## Agenda Screens

Can also be purchased at an additional charge.

The ability for staff to see the next job that they are expected to work on either via a tablet or connected TV (pictured right) via mini HDMI cable can remove staff wondering around looking for their line manager for the next Job.

Also messages can be recorded so that the person commencing the operation can be informed of special instructions. Agenda Screen functionality allows as many screens as you wish to create within your organisation reporting on as many scenarios as you wish.

Once the operation has been completed 100% then it will disappear from this screen and appear on the next if this is setup. Agenda Screen succession can be setup to run many facets of your organisation.



This completes a brief outline of what Jobman's Essential package involves. If this is something that would suit you please call Aaron on 041 456 3304.

*For further enquiries please contact [sales@jobman.com.au](mailto:sales@jobman.com.au)*