Infor Factory Track WFM Shop Floor Administration Guide

Important Notices

Trademark Acknowledgements

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About this guide

The Administration Guide provides information related to managing and maintaining the WFM Shop Floor transactions in the Factory Track application.

See the *Infor Factory Track Installation Guide* for instructions on functionality of the Factory Track application. See the *Factory Track online help* for more information on the Factory Track application.

Intended audience

This guide is useful for the Infor and Partner Pre-Sales and Implementation Teams for setting up the Shop Floor module in WFM for Factory Track.

Contacting Infor

If you have questions about Infor products, go to the Infor Xtreme Support portal.

If we update this document after the product release, we will post the new version on this website. We recommend that you check this website periodically for updated documentation.

If you have comments about Infor documentation, contact documentation@infor.com.

Introduction

This user guide provides information about the WFM functionality that is integrated with Factory Track application to enable users:

- To track the work hours of employees when performing labor, team or workset operation.
- To track indirect tasks for the work order operations generated by the third-party ERP system.

WFM overview

Infor Workforce Management (WFM) is a comprehensive solution that helps companies around the world to align the workforce management processes for improving business requirements. The solution addresses all important workforce management requirements that include planning, time and attendance, workforce mobility, employee transaction manager, performance management, and compliance. WFM also comprises of scheduling and deploying the workforce, tracking the nature and amount of employee's working hours, and managing the total labor cost. WFM works with the HR team and payroll systems to automate the processes and provides support to control and optimize labor costs to ensure productivity and compliance.

Setting Global Parameters

Use the Global Parameters form to configure parameters that apply to all the Infor Factory Track transactions and forms.

To configure Global Parameters:

1. Form> Open> Global Parameters
2. Specify this information:

   Check Employee Clock in Status

   If this check box is selected, the Employee Authentication form validates the employee clock in status in WFM to process the attendance status. The application does not allow the employee to log hours until the employee clocks in for the day.

   Employee Session idle time (in seconds)

   If this check box is selected and the idle time is expressed in seconds. The employee login session ends in the application based on the time that is set. However, this is applicable for a Generic user only. Also, the existing mongoose session idle logic remains the same and the mongoose session ends based on the web client time out setup.

   Time Code for Work order Run record

   If this check box is selected, the time code is displayed along with the End Run transaction to post labor hours for a work order operation.

   Time Code for Work order Set up

   If this check box is selected, the time code is displayed on WFM along with the End Setup labor transaction.

   PIN Required

   If this check box is selected, the employees are required to specify a PIN when signing in as a generic user.

3. Click **Save**.

Master Data Download from ERP System

The data is updated using Web Services:

- Work Centers
- Employees
- Indirect task codes
- Reason codes
- Work orders

Note: The above data are updated automatically when Infor WFM is modified.

The transient data is updated using the Web Service Calls from Infor WFM:

- Work Orders

The User maintenance activities can be performed using the FT Users form.

Data Sync Control Form

Use this form to synchronize data from WFM to Factory Track. The Data Sync Control form is the form used to submit a request to perform the synchronization of the data. You can select the types of data that must be synchronized in this run. This form can also be used to view the results of the synchronization and to initiate the various stages of the process.

Use this form to download these data from WFM:

- Work Centers
- Employees
- Tasks
- Reason codes
- Jobs (Work Order/Operations)

See *Data Sync Control* topic in *Factory Track Online Help* for more information.

Load Orders from WFM

Use this form to download orders from the ERP (WFM) system.

Loading Orders from the WFM System

Use the Load Orders from WFM form to download orders from the WFM system into the FT application. The orders can be downloaded manually or the application can be configured to automatically download the orders.

To download orders from the WFM system manually:

1 Open > Load Orders From WFM. The related site is defaulted.

2 Specify this information:

Days Prior

The number of days that is specified must be prior to the current date, for downloading the orders. This data is downloaded based on the date range provided on the form.

Days into Future

The number of days that is specified must be after the current date, to download orders. This data is downloaded based on the date range provided on the form.

3 Click **Process**. The number of successfully downloaded orders is displayed.

Users

Use this form to register users to the application. A user ID is required for each user who logs on to the application.

You can also specify this information:

- Passwords required to log on to the application.
- Workstation IDs can be specified for logging in to the application.
- Email addresses can be used to send notifications for the automated tasks to the user and automated prompts can also be used to send the notification. The users can respond through the external email using Send External Prompts.
- Default language specification to be used for automated emails
- Editing permissions that determine whether users can enter design mode to create or customize forms
- Security authorizations for the user at a form level or at a component level
- Groups to which the user belongs and security authorizations for that group. You can easily copy group authorizations from another user by clicking **Copy Groups From User**.
- Additional information about login and password expiration, including whether users are allowed to sign in remotely
- Source control login information for the user
- Additional information about the user that the application requires.
- When you add a new user, the **Email Address** tab is not available unless you have saved the new user record.
- Use the **Source Control** tab to register user login credentials for the source control system. This is required only if the user have access to files that are controlled using a source control system.