Infor Factory Track Implementation Guide

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Contents

About This Guide

This guide describes the implementation process and sequence for Infor Factory Track. For more information about configuring Factory Track tables, see the *Factory Track Online Help*

About Infor Factory Track

Infor Factory Track is a comprehensive manufacturing, labor, and attendance operations and collection system. The application directly integrates to your ERP system, streaming up-to-date information directly to and from the shop floor. Infor Factory Track comprises two fully-integrated modules:

- Infor Time Track
- Infor Warehouse Mobility

Related documents

You can find the documents in the product documentation section of the Infor Xtreme Support portal, as described in Contacting Infor.

- *Bartender for Infor Factory Track Configuration Guide*
- *Infor Factory Track Guide to Technology*
- *Infor Factory Track Installation Guide*
- *Infor Factory Track Product Overview*
- *Infor LN for Infor Factory Track Integration Guide*

Contacting Infor

If you have questions about Infor products, go to Infor Concierge at https://concierge.infor.com/ and create a support incident.

If we update this document after the product release, we will post the new version on the Infor Support Portal. To access documentation, select **Search > Browse Documentation**. We recommend that you check this portal periodically for updated documentation.

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

Implementing Factory Track

1

To begin implementing Infor Factory Track at your site, you must first create administrator profiles. The subsequent implementation steps will depend upon which configuration of Factory Track modules you are implementing. These module configurations are possible:

Time Track:
For implementation instructions, see "Implementing Time Track" on page 13.

Warehouse Mobility:
For implementation instructions, see "Implementing Warehouse Mobility" on page 23.

Warehouse Mobility with Time Track:
For implementation instructions, see "Implementing Warehouse Mobility with Time Track" on page 27.

Verifying views and testing your connection

To ensure that your integration to the ERP is set up correctly, you must verify that views have been generated and test your connection.

Verifying views

1 Open the Site Parameters form.
2 In the Form Component Views section, verify that a date and time is displayed in the **Last Generated** field next to each view button. If a date and time are not displayed next to one of the buttons, select that button.

Testing your connection

1 Open the Site Parameters form.

2 On the **LN Communication** tab, click **Test Connection**.

Administrator user profiles

You must create “super user” profiles for users who will administer the system, such as the IT administrator, the implementation consultant, and project leader.

Creating a super user profile

To create a super user profile:

Note: You should create unique super user profiles for all users who will administer the system. Users should not use the SA account after the initial installation.

1. Open the Users form.
2. Specify the profile details, such as the user ID and password.
3. Assign the profile to the FactoryTrackBase module using the **User Modules** button.
4. Select the **Super User** check box.
5. Save the profile.

   See the *Users* topic in the Infor Factory Track online help for more information about creating user profiles.

Implementing Time Track

2

To implement only the Time Track module, you must complete these tasks:

- Confirm groups
- Confirm group authorizations
- Create user profiles
- Configure site parameters
- Configure global parameters
- Set up tables and forms in sequence
- Configure the Tasks form
- Configure Time Track tables
- Configure transaction parameters

Confirming groups

Use the Groups form to confirm that these groups are defined:

- Administrator
- Supervisor
- TeamLeader
- TTHomePage
- User

If the applicable groups are not defined, or there are other groups defined in their place, such as Kiosk User instead of User, contact Infor customer service. Do not delete any additional groups that may also be defined.

Confirming group authorizations

Use the Groups form to confirm that each group is authorized to use the appropriate objects.

To confirm group authorizations:

1. Open the Groups form.
2. Select a group from the grid.
3. Click the **Group Authorizations** button.
4. Verify that the appropriate objects and authorizations are listed. Each group should have access to the DashboardTransactions object.
   a. If you receive access permission errors when attempting to open a form, ensure that the form is listed in the Object Name column. If the form is not listed, contact customer service.
5. Repeat these steps for each group.

   See the *Object Authorizations for Group* topic in the Infor Factory Track online help for more information.

Creating user profiles

Create user profiles for employees who will use Infor Factory Track web-based forms and mobile transactions.

To create a user profile:

1. Open the Users form.
2. Specify the user ID.
3. Clear the **Super User** check box.
4. Optionally, specify a first and last name.
5. Create a password based on the security requirements of the site.
6. In the **Editing Permissions** field, select **Basic** for administrators, and select **None** for all other users.
7. Assign the profile to the FactoryTrackBase module using the **User Modules** button.
8. Assign the profile to these additional modules based on your needs:

   FactoryTrackTimeEntryTrans:
   Allows access to Time Sheet forms.

   FactoryTrackTTTrans:
   Allows access to all forms that are exclusively Time Track forms.

9. Save the profile.

   See the *Users* topic in the Infor Factory Track online help for more information about creating user profiles.

Configuring site parameters

You must define parameters for communicating with the ERP server and test the connection.

To configure site parameters:

1. Open the Site Parameters form.
2. Specify this information:

   Payroll Code
   Optionally, specify a payroll code. Payroll codes identify each record as originating from a particular site.

   ERP Code
   Specify an ERP code. Typically, a site code for Infor Factory Track is specified in the underlying ERP software. The ERP code specified on the Site Parameters form must match the Infor Factory Track site code specified in the ERP.

   ERP Shift
   Specify an ERP shift code. The code specifies a Working Time Table (WTT), which is a generic 24/7 calendar specified in the ERP system.

   Allow Offset Posting
   Select this check box to automatically zero out frozen posts by posting an offsetting negative value; for example, a frozen post of 4 hours will be offset by a post of -4 hours. Clear **Allow Offset Posting** to display an ERP error in response to frozen posts.

   Allow Repost
   Select this check box to allow edited transactions to repost to the ERP system. Clear this check box to display an ERP error in response to reposted transactions.

   Use Global Posting
   Select this check box to specify how to prevent posting of records sharing a specific employee number and report date combination when one or more records contains an error. For example, an employee posts a group of four records in which the third record contains an error. Select this check box to block posting of all four records. Clear this check box to post records 1, 2, and 4, and to block only record 3.

   Post Start End Times to ERP
   Select this check box to report shift start and end times to ERP even when those times occur on separate days. Clear this field to always report shift start and end times on the same day in accordance with the configuration settings of the shift.

   Seconds Before Timeout
   Specify the number of seconds before the connection request from the application client times out. Even if the client request times out, the ERP will continue to process the request, so ensure that you allot enough time for the ERP to finish processing the request.

   Encoding
   Specify which encoding type to use in XML file statements when connecting to the ERP.

3. Click **Save**.

Configuring global parameters

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

To configure global parameters:

1. Open the Global Parameters form.
2. Specify this information:

   Starting Menu for Warehouse Mobility
   Specify a menu node to use to build the scanner menu.

   Parent of Start Menu
   Specify the parent node of the start menu.

   Kanban implemented
   Select this check box to allow users to scan a Kanban number in place of scanning an item number and its stock point characteristics.

   Kanban Label
   Specify a label ID for Kanban labels. This field is only displayed if the **Kanban implemented** parameter is selected.

   Handling units in use
   Select this check box to use handling units.

   ERP Lot is Supplier Lot
   Select this check box to automatically use the supplier lot number as your lot number.

   EAN code in use
   Select to allow users to scan European Article Numbers in place of item numbers. When users scan a European Article Number, the corresponding item number will be displayed on the scanner.

   ICS code in use
   Select to allow users to scan Item Code System numbers in place of item numbers. When users scan an Item Code System number, the corresponding item number will be displayed on the scanner.

   TT module is implemented
   Select this check box.

3. Click **Save**.

Setting up tables and forms in sequence

Because Factory Track tables and forms are dependent upon each other, you must set them up in the correct sequence during implementation. See the online help for more information about configuring specific tables or forms.

Set up the tables and forms in this sequence:

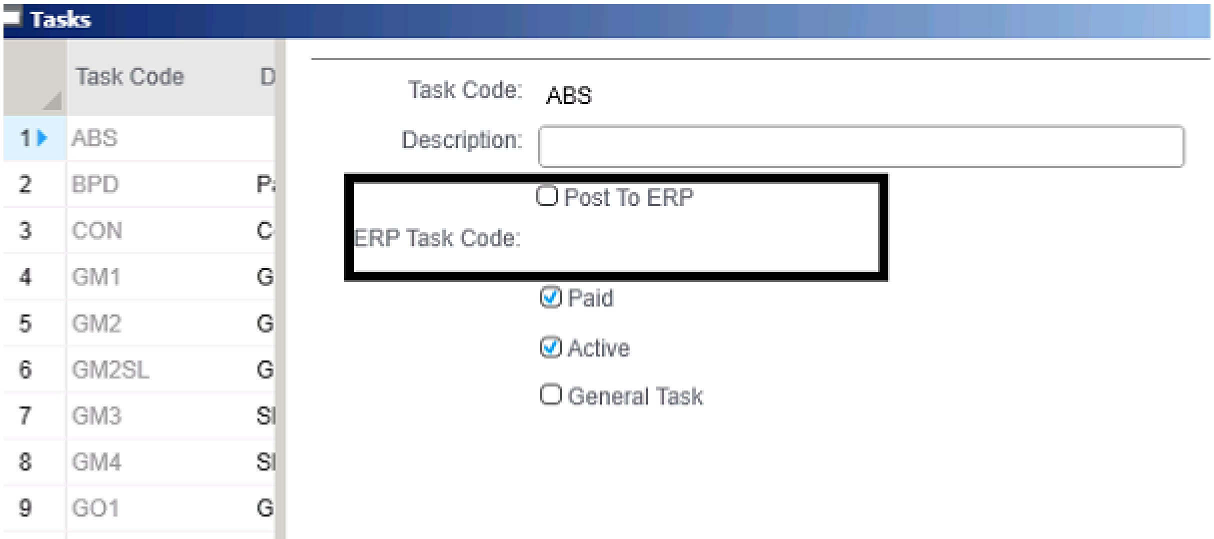
1. Create and configure facilities.

2 Create and configure departments.
3 Configure premium codes.
4 Configure time off groups.
5 Configure site holidays.
6 Configure facility holidays.
7 Configure indirect tasks. See "Configuring the Tasks form" on page 17.
8 Configure absence codes. See "Configuring the Absences form" on page 18.
9 Set up payroll schedules.
10 Configure reduction sets.
11 Configure shifts. See "Configuring the Shifts form" on page 19.
12 If applicable, configure shift patterns and generate a shift pattern calendar.
13 Add supervisors and administrators to work groups.
14 Configure employee types. See "Configuring employee types" on page 20.
15 Optionally, configure badges.
16 Configure employees.
17 Configure transaction parameters. See "Configuring transaction parameters" on page 21.
18 Specify a default selection criteria for the Hours Summary, Elapsed Time Summary, and Payroll Summary forms.
19 Optionally, specify alternate selection criteria for the Hours Summary, Elapsed Time Summary, and Payroll Summary forms.

Configuring the Tasks form

To configure the Tasks form:

1 Open the Tasks form.



2 Select or clear the **Post to ERP** field for each task code to specify whether time recorded with that code will post to the ERP system.

3 The **ERP Task Code** field is only available if **Post to ERP** is selected. In the **ERP Task Code** field for each task code, specify the code under which task hours will post to the ERP system. The specified code must be valid and active in the ERP system for the hours to post successfully. If you leave this field blank, task hours will not post to the ERP system.

Configuring Time Track tables

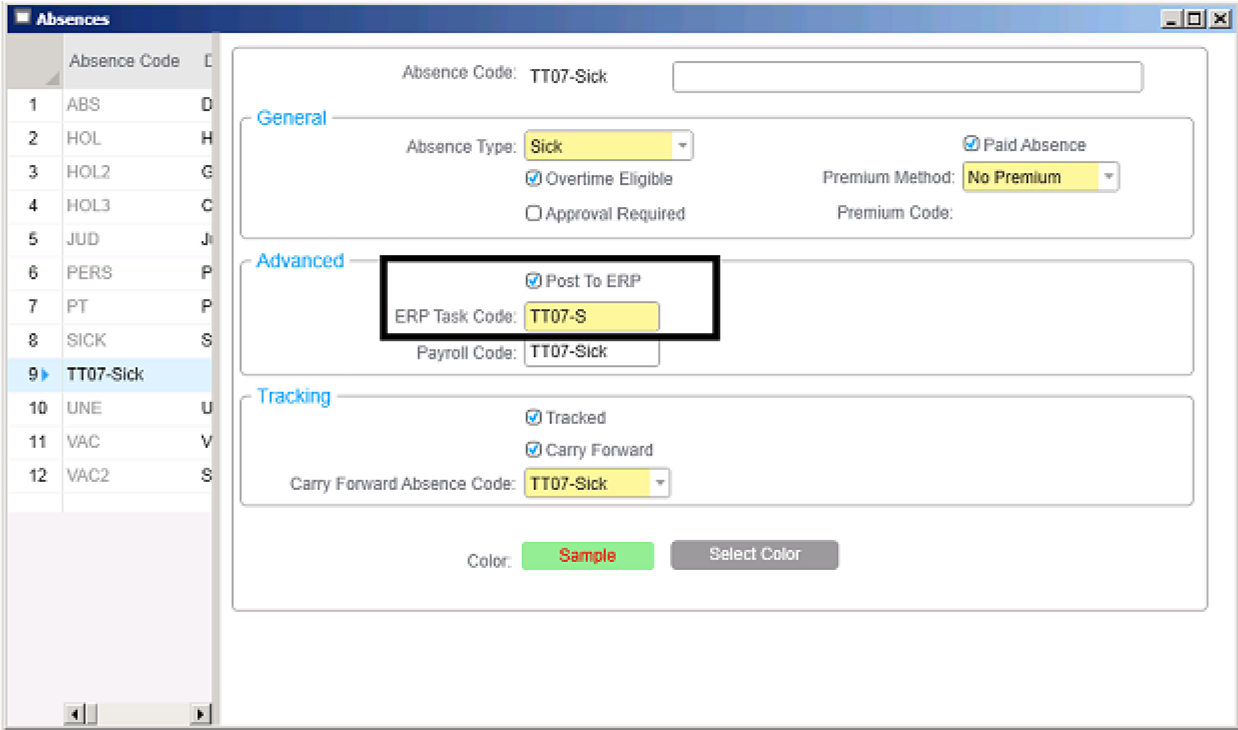
To implement Time Track, you must configure a few time and attendance tables.

Configuring the Absences form

To configure the Absences form:

1 Open the Absences form.

2 Select or clear the **Post to ERP** field for each absence code to specify whether time recorded with that code will post to the ERP system.

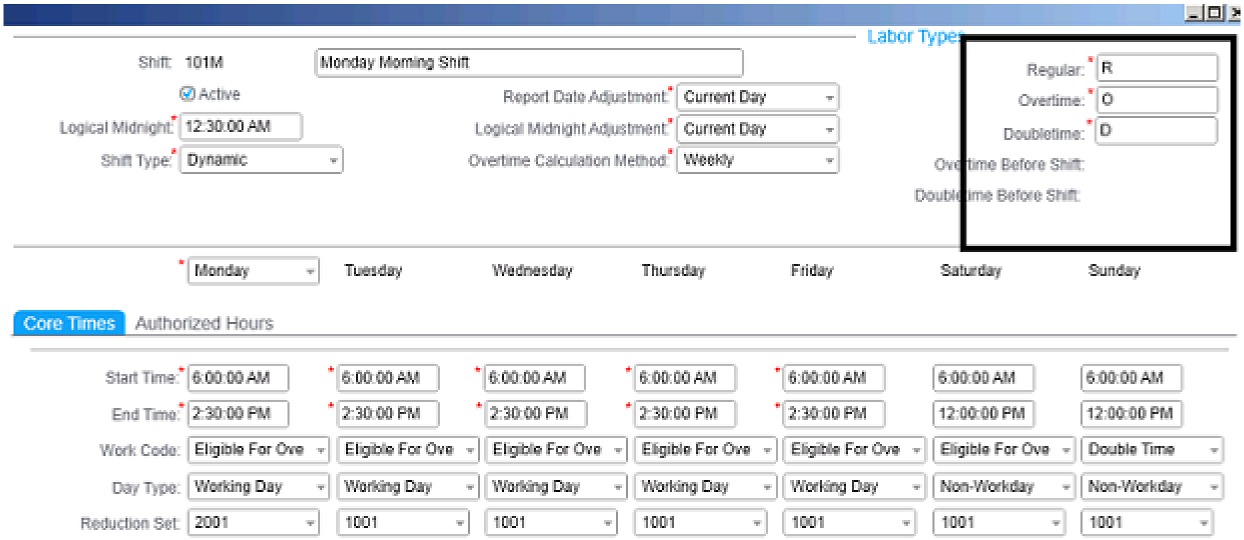


3 The **ERP Task Code** field is only available if **Post to ERP** is selected. In the **ERP Task Code** field for each absence code, specify the code under which absence hours will post to the ERP system. The specified code must be valid and active in the ERP system for the hours to post successfully. If you leave this field blank, absence hours will not post to the ERP system.

Configuring the Shifts form

To configure the Shifts form:

1 Open the Shifts form.

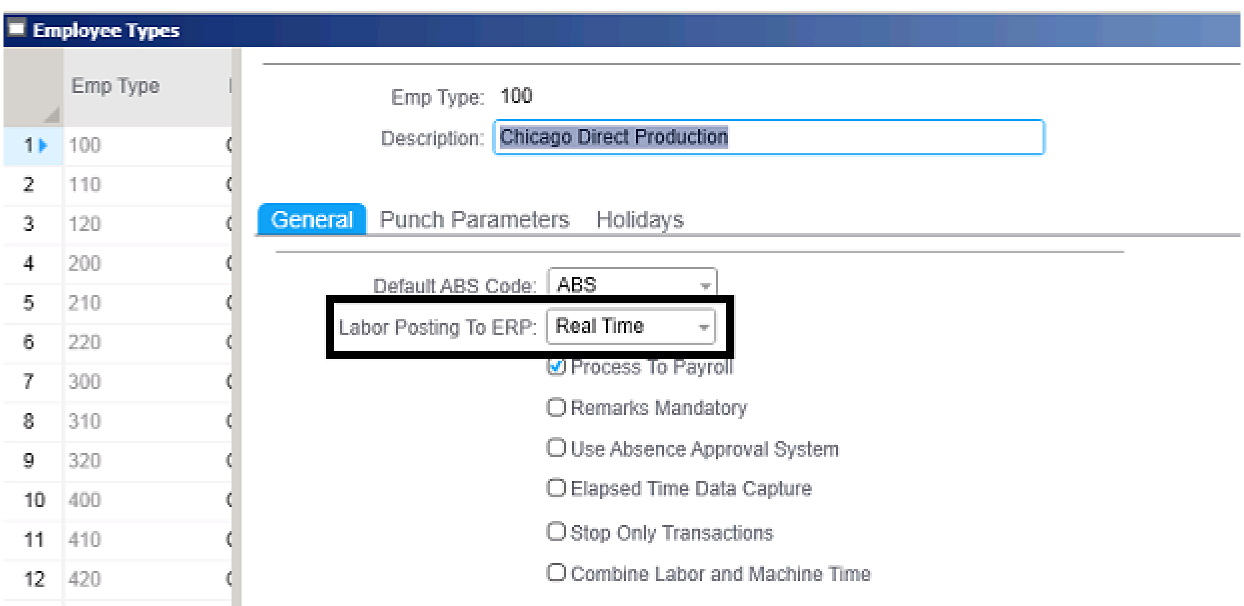


2 In the Labor Type section, specify the codes under which regular, overtime, and double time hours will post to the ERP system.

Configuring employee types

To configure employee types:

1 Open the Employee Types form.



2 In the **Labor Posting to ERP** field on the **General** tab, specify when or whether labor hours will post to the underlying ERP. The default value is **Real Time**, which posts labor when a job stops,

when an hours record is processed, or when you click **Save**. **After Processing** posts hours only when an hours record is processed. **Do Not Post** never posts recorded hours to the underlying ERP.

Configuring transaction parameters

Use the Transaction Set Maintenance form to configure parameters for individual transactions. For more information about configuring transaction parameters, see the *Transaction Set Maintenance* topic in the online help.

Configure parameters for these transactions:

- TT Break In and Out
- TT Clock In and Out
- TT Integration
- TT Job Booking
- TT Lunch In and Out
- TT Time and Attendance

Implementing Warehouse Mobility

3

To implement only the Warehouse Mobility module, you must complete these tasks:

- Confirm groups
- Confirm group authorizations
- Create user profiles
- Configure site parameters
- Configure global parameters
- Set up tables and forms in sequence
- Configure transaction parameters
- Set up label printing

Confirming groups

Use the Groups form to confirm that these groups are defined:

- Administrator
- WMBase
- LNWMInventory
- LNWMProduction
- LNWMNonTT

If the applicable groups are not defined, or there are other groups defined in their place, contact Infor customer service.

Confirming group authorizations

Use the Groups form to confirm that each group is authorized to use the appropriate objects.

To confirm group authorizations:

1. Open the Groups form.
2. Select a group from the grid.
3. Click the **Group Authorizations** button.
4. Verify that the appropriate objects and authorizations are listed. Each group should have access to the DashboardTransactions object.
   a. If you receive access permission errors when attempting to open a form, ensure that the form is listed in the Object Name column. If the form is not listed, contact customer service.
5. Repeat these steps for each group.

   See the *Object Authorizations for Group* topic in the Infor Factory Track online help for more information.

Creating user profiles

Create user profiles for employees who will use Infor Factory Track web-based forms and mobile transactions.

To create a user profile:

1. Open the Users form.
2. Specify the user ID.
3. Clear the **Super User** check box.
4. Optionally, specify a first and last name.
5. Leave the password fields blank, unless your site has special needs.
6. In the **Editing Permissions** field, select **Basic** for administrators, and select **None** for all other users.
7. Assign the administrator profiles to the FactoryTrackBase, FactoryTrackMetrics, and FactoryTrackWMTrans modules using the **User Modules** button. Assign other users to the FactoryTrackWMTrans module.
8. Save the profile.

   See the *Users* topic in the Infor Factory Track online help for more information about creating user profiles.

Configuring site parameters

You must define parameters for communicating with the ERP server and test the connection.

To configure site parameters:

1. Open the Site Parameters form.

2 In the **ERP Shift** field, specify an ERP shift code. The code specifies a Working Time Table (WTT), which is a generic 24/7 calendar specified in the ERP system.

Configuring global parameters

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

To configure global parameters:

1 Open the Global Parameters form.

2 Specify this information:

Starting Menu for Warehouse Mobility
Specify a menu node to use to build the scanner menu.

Parent of Start Menu
Specify the parent node of the start menu.

Kanban implemented
Select this check box to allow users to scan a Kanban number in place of scanning an item number and its stock point characteristics.

Kanban Label
Specify a label ID for Kanban labels. This field is only displayed if the **Kanban implemented** parameter is selected.

Handling units in use
Select this check box to use handling units.

ERP Lot is Supplier Lot
Select this check box to automatically use the supplier lot number as your lot number.

EAN code in use
Select to allow users to scan European Article Numbers in place of item numbers. When users scan a European Article Number, the corresponding item number will be displayed on the scanner.

ICS code in use
Select to allow users to scan Item Code System numbers in place of item numbers. When users scan an Item Code System number, the corresponding item number will be displayed on the scanner.

TT module is implemented
Clear this check box.

3 Click **Save**.

Setting up tables and forms in sequence

Because Factory Track tables and forms are dependent upon each other, you must set them up in the correct sequence during implementation. See the online help for more information about configuring specific tables or forms.

Set up the tables and forms in this sequence:

1. Add supervisors and administrators to work groups.
2. Optionally, configure badges.
3. Configuring transaction parameters. See "Configuring transaction parameters" on page 26.

Configuring transaction parameters

Use the Transaction Set Maintenance form to configure parameters for individual transactions. For more information about configuring transaction parameters, see the *Transaction Set Maintenance* topic in the online help.

Setting up label printing

Many transactions in Infor Factory Track support barcode label printing. You can print labels from Factory Track Mongoose forms and mobile scanner transactions.

To set up label printing:

1. Create label formats using the BarTender application. See the *Bartender for Infor Factory Track Configuration Guide* for more information.
2. Establish connections with the BarTender application using the Label Interface form. See the *Configuring Label Printing Connections* topic in the online help for more information.
3. Define label formats using the Label Formats form. See the *Defining Label Formats* topic in the online help for more information.
4. Optionally, add additional information fields to barcode labels using the Label Print Extensions form. See the *Adding Additional Fields to Barcode Labels* topic in the online help for more information.
5. Configure printers using the Label Printer Configuration form. See the *Configuring Printers* topic in the online help for more information.
6. Specify label formats and printers for transactions using the Transaction Warehouse Order Type Print Parameters form. See the *Configuring Label Printing Settings for Specific Transactions, Warehouses, and Order Types* topic in the online help for more information.

Implementing Warehouse Mobility with Time Track

4

To implement the Warehouse Mobility and Time Track modules, you must complete these tasks in this sequence:

- Confirm groups
- Confirm group authorizations
- Create user profiles
- Configure site parameters
- Configure global parameters
- Set up tables and forms in sequence
- Configure the Tasks form
- Configure Time Track tables
- Configure transaction parameters
- Set up label printing

Confirming groups

Use the Groups form to confirm that these groups are defined:

- Administrator
- Supervisor
- TeamLeader
- TTHomePage
- User
- WMBase
- LNWMInventory
- LNWMProduction
- TTWMTrans

If the applicable groups are not defined, or there are other groups defined in their place, such as Kiosk User instead of User, contact Infor customer service.

Confirming group authorizations

Use the Groups form to confirm that each group is authorized to use the appropriate objects.

To confirm group authorizations:

1. Open the Groups form.
2. Select a group from the grid.
3. Click the **Group Authorizations** button.
4. Verify that the appropriate objects and authorizations are listed. Each group should have access to the DashboardTransactions object.
   a. If you receive access permission errors when attempting to open a form, ensure that the form is listed in the Object Name column. If the form is not listed, contact customer service.
5. Repeat these steps for each group.

   See the *Object Authorization for Group* topic in the online help for more information.

Creating user profiles

Create user profiles for employees who will use Infor Factory Track web-based forms and mobile transactions.

To create a user profile:

1. Open the Users form.
2. Specify the user ID.
3. Clear the **Super User** check box.
4. Optionally, specify a first and last name.
5. Leave the password fields blank, unless your site has special needs.
6. In the **Editing Permissions** field, select **Basic** for administrators, and select **None** for all other users.
7. Assign the administrator profiles to the FactoryTrackBase, FactoryTrackMetrics, FactoryTrackTTTrans, FactoryTrackWMTrans, and FactoryTrackTTTrans modules using the **User Modules** button. Assign other users to the FactoryTrackWMTrans and FactoryTrackWMTTTrans module, as well as any other desired modules.
8. Save the profile.

   See the *Users* topic in the Infor Factory Track online help for more information about creating user profiles.

Configuring site parameters

You must define parameters for communicating with the ERP server and test the connection.

To configure site parameters:

1 Open the Site Parameters form.

2 Specify this information:

Payroll Code
Optionally, specify a payroll code. Payroll codes identify each record as originating from a particular site.

ERP Code
Specify an ERP code. Typically, a site code for Infor Factory Track is specified in the underlying ERP software. The ERP code specified on the Site Parameters form must match the Infor Factory Track site code specified in the ERP.

ERP Shift
Specify an ERP shift code. The code specifies a Working Time Table (WTT), which is a generic 24/7 calendar specified in the ERP system.

Allow Offset Posting
Select this check box to automatically zero out frozen posts by posting an offsetting negative value; for example, a frozen post of 4 hours will be offset by a post of -4 hours. Clear **Allow Offset Posting** to display an ERP error in response to frozen posts.

Allow Repost
Select this check box to allow edited transactions to repost to the ERP system. Clear this check box to display an ERP error in response to reposted transactions.

Use Global Posting
Select this check box to specify how to prevent posting of records sharing a specific employee number and report date combination when one or more records contains an error. For example, an employee posts a group of four records in which the third record contains an error. Select this check box to block posting of all four records. Clear this check box to post records 1, 2, and 4, and to block only record 3.

Post Start End Times to ERP
Select this check box to report shift start and end times to ERP even when those times occur on separate days. Clear this field to always report shift start and end times on the same day in accordance with the configuration settings of the shift.

Seconds Before Timeout
Specify the number of seconds before the connection request from the application client times out. Even if the client request times out, the ERP will continue to process the request, so ensure that you allot enough time for the ERP to finish processing the request.

Encoding
Specify which encoding type to use in XML file statements when connecting to the ERP.

3 Click **Save**.

Configuring global parameters

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

To configure global parameters:

1 Open the Global Parameters form.
2 Specify this information:

Starting Menu for Warehouse Mobility
Specify a menu node to use to build the scanner menu.

Parent of Start Menu
Specify the parent node of the start menu.

Kanban implemented
Select this check box to allow users to scan a Kanban number in place of scanning an item number and its stock point characteristics.

Kanban Label
Specify a label ID for Kanban labels. This field is only displayed if the **Kanban implemented** parameter is selected.

Handling units in use
Select this check box to use handling units.

ERP Lot is Supplier Lot
Select this check box to automatically use the supplier lot number as your lot number.

EAN code in use
Select to allow users to scan European Article Numbers in place of item numbers. When users scan a European Article Number, the corresponding item number will be displayed on the scanner.

ICS code in use
Select to allow users to scan Item Code System numbers in place of item numbers. When users scan an Item Code System number, the corresponding item number will be displayed on the scanner.

TT module is implemented
Select this check box.

3 Click **Save**.

Setting up tables and forms in sequence

Because Factory Track tables and forms are dependent upon each other, you must set them up in the correct sequence during implementation. See the online help for more information about configuring specific tables or forms.

Set up the tables and forms in this sequence:

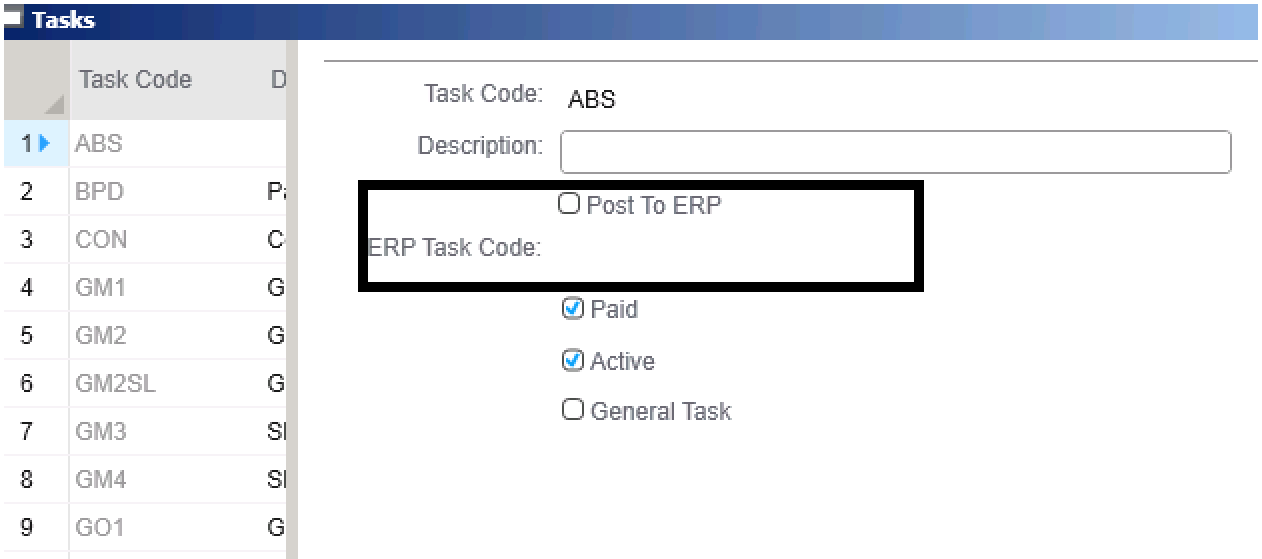
1 Create and configure facilities.

2 Create and configure departments.
3 Configure premium codes.
4 Configure time off groups.
5 Configure site holidays.
6 Configure facility holidays.
7 Configure indirect tasks. See "Configuring the Tasks form" on page 31.
8 Configure absence codes. See "Configuring the Absences form" on page 32.
9 Set up payroll schedules.
10 Configure reduction sets.
11 Configure shifts. See "Configuring the Shifts form" on page 33.
12 If applicable, configure shift patterns and generate a shift pattern calendar.
13 Add supervisors and administrators to work groups.
14 Configure employee types. See "Configuring employee types" on page 34.
15 Optionally, configure badges.
16 Configure employees.
17 Configure transaction parameters. See "Configuring transaction parameters" on page 35.
18 Specify a default selection criteria for the Hours Summary, Elapsed Time Summary, and Payroll Summary forms.
19 Optionally, specify alternate selection criteria for the Hours Summary, Elapsed Time Summary, and Payroll Summary forms.

Configuring the Tasks form

To configure the Tasks form:

1 Open the Tasks form.



2 Select or clear the **Post to ERP** field for each task code to specify whether time recorded with that code will post to the ERP system.

3 The **ERP Task Code** field is only available if **Post to ERP** is selected. In the **ERP Task Code** field for each absence code, specify the code under which task hours will post to the ERP system. The specified code must be valid and active in the ERP system for the hours to post successfully. If you leave this field blank, task hours will not post to the ERP system.

Configuring Time Track tables

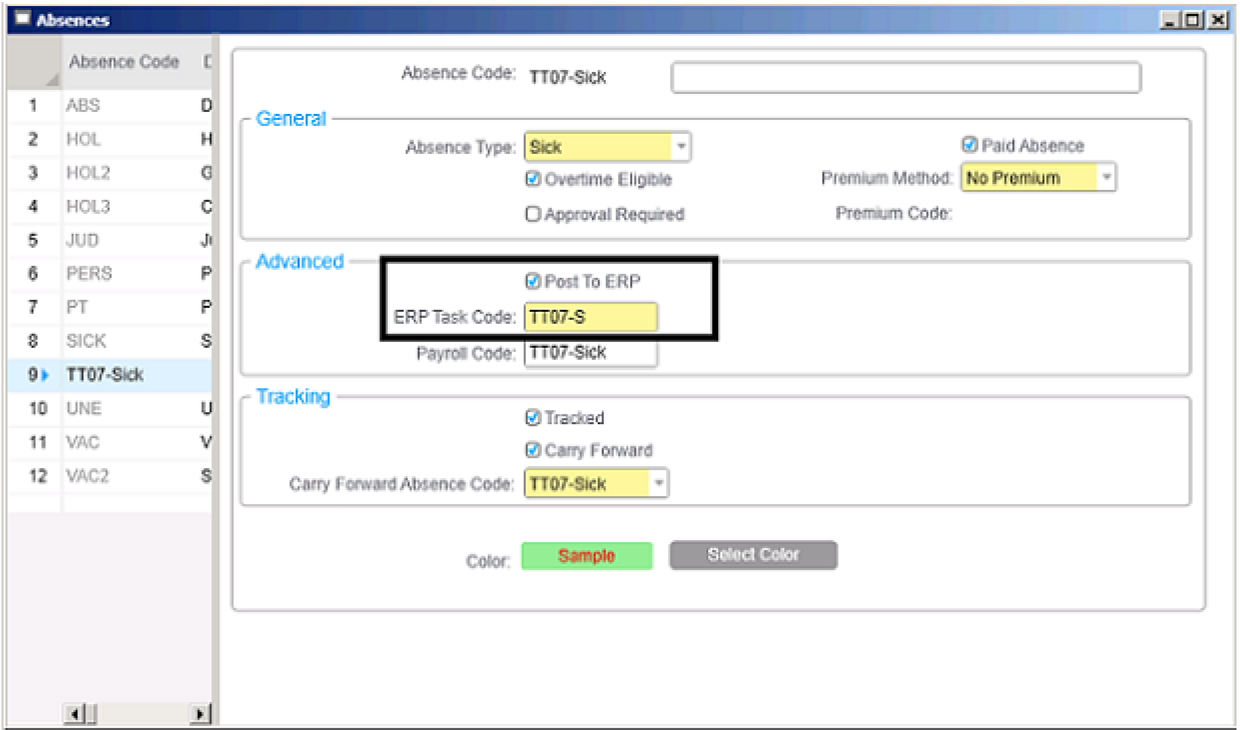
To implement Time Track, you must configure a few time and attendance tables.

Configuring the Absences form

To configure the Absences form:

1 Open the Absences form.

2 Select or clear the **Post to ERP** field for each absence code to specify whether time recorded with that code will post to the ERP system.

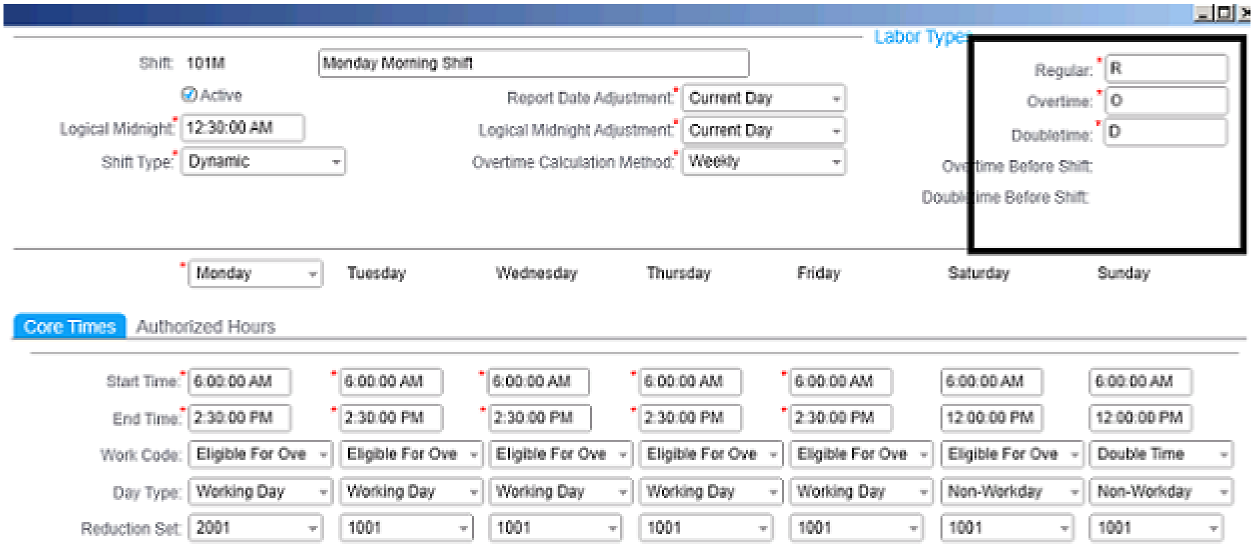


3 The **ERP Task Code** field is only available if **Post to ERP** is selected. In the **ERP Task Code** field for each absence code, specify the code under which absence hours will post to the ERP system. The specified code must be valid and active in the ERP system for the hours to post successfully. If you leave this field blank, absence hours will not post to the ERP system.

Configuring the Shifts form

To configure the Shifts form:

1 Open the Shifts form.

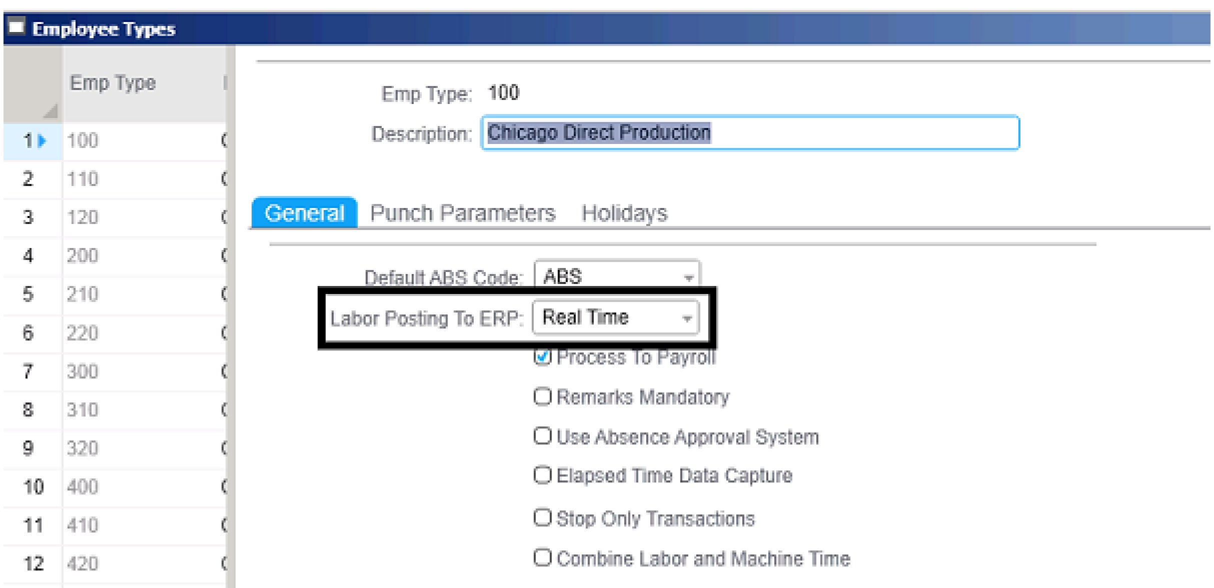


2 In the Labor Type section, specify the codes under which regular, overtime, and double time hours will post to the ERP system.

Configuring employee types

To configure employee types:

1 Open the Employee Types form.



2 In the **Labor Posting to ERP** field on the **General** tab, specify when or whether labor hours will post to the underlying ERP. The default value is Real Time, which posts labor when a job stops,

when an hours record is processed, or when you click **Save**. After Processing posts hours only when an hours record is processed. Do Not Post never posts recorded hours to the underlying ERP.

Configuring transaction parameters

Use the Transaction Set Maintenance form to configure parameters for individual transactions. For more information about configuring transaction parameters, see the *Transaction Set Maintenance* topic in the online help.

Setting up label printing

Many transactions in Infor Factory Track support barcode label printing. You can print labels from Factory Track Mongoose forms, Shop Floor touch-screen forms, and mobile scanner transactions.

To set up label printing:

1. Create label formats using the BarTender application. See the *Bartender for Infor Factory Track Configuration Guide* for more information.
2. Establish connections with the BarTender application using the Label Interface form. See the *Configuring Label Printing Connections* topic in the online help for more information.
3. Define label formats using the Label Formats form. See the *Defining Label Formats* topic in the online help for more information.
4. Optionally, add additional information fields to barcode labels using the Label Print Extensions form. See the *Adding Additional Fields to Barcode Labels* topic in the online help for more information.
5. Configure printers using the Label Printer Configuration form. See the *Configuring Printers* topic in the online help for more information.
6. Specify label formats and printers for transactions using the Transaction Warehouse Order Type Print Parameters form. See the *Configuring Label Printing Settings for Specific Transactions, Warehouses, and Order Types* topic in the online help for more information.