



# ActivEntry

## User Manual

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# Contents

<b>About this guide</b> .....	<b>5</b>
Intended audience .....	5
Organization.....	5
Related documents .....	5
Contacting Infor.....	6
<b>Chapter 1   Login Screen</b> .....	<b>7</b>
<b>Chapter 2   Settings</b> .....	<b>8</b>
Form .....	7
View .....	9
Actions .....	26
<b>Chapter 3   Master Data</b> .....	<b>27</b>
Employee Update .....	27
RMS User Update .....	31
Inventory Update .....	33
<b>Chapter 4   Component Issue Update</b> .....	<b>35</b>
Component Issue Display .....	36
Component Issue Run .....	37
<b>Chapter 5   Transaction Entry</b> .....	<b>38</b>
Downtime .....	42
Scrap and Reject .....	44
Transaction History.....	46
Quantity History.....	47
Barcode Print.....	48
Lot number Entry.....	50
Post Processing.....	51

<b>Chapter 6   Supervisor View .....</b>	<b>53</b>
Employee Efficiency .....	54
Supervisor Transaction History .....	55
Supervisor Display Options .....	56

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## About this guide

This guide describes how to use Trans4m ActivEntry Module.

## Intended audience

## Organization

This table shows the chapters of the guide:

Section	Description

## Related documents

You can find the documents in the product documentation section of the Infor Xtreme Support portal, as described in "Contacting Infor" on page 5.

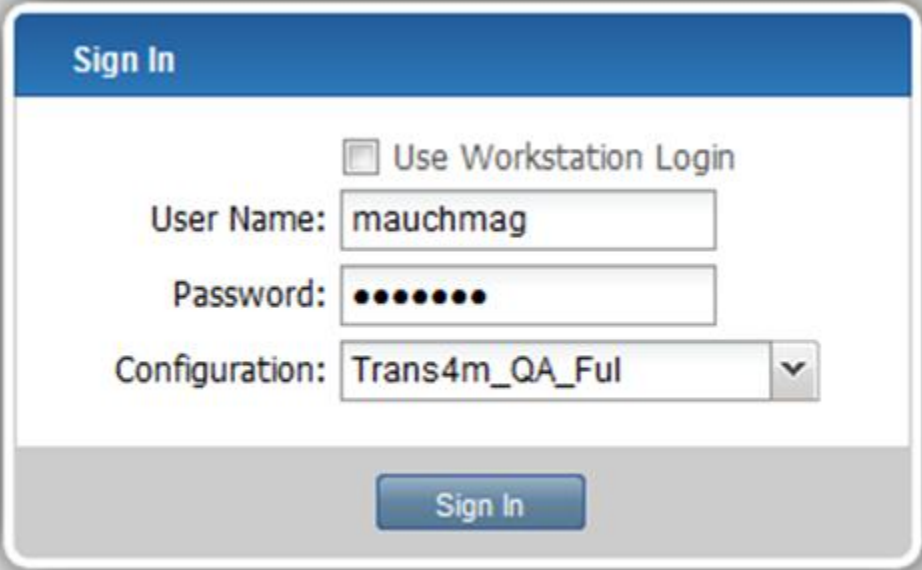
## Contacting Infor

If you have questions about Infor products, go to the Infor Xtreme Support portal at [www.infor.com/inforxtreme](http://www.infor.com/inforxtreme).

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

If you have comments about Infor documentation, contact [documentation@infor.com](mailto:documentation@infor.com).





A screenshot of a 'Sign In' dialog box. The dialog has a blue header bar with the text 'Sign In'. Below the header, there is a checkbox labeled 'Use Workstation Login' which is currently unchecked. Underneath the checkbox are three input fields: 'User Name:' containing the text 'mauchmag', 'Password:' containing ten black dots, and 'Configuration:' containing the text 'Trans4m\_QA\_Ful' and a dropdown arrow. At the bottom of the dialog is a blue button labeled 'Sign In'.

Sign In

☐ Use Workstation Login

User Name: mauchmag

Password: ●●●●●●●●●●

Configuration: Trans4m\_QA\_Ful ▼

Sign In

## Chapter 2 Settings

# 2

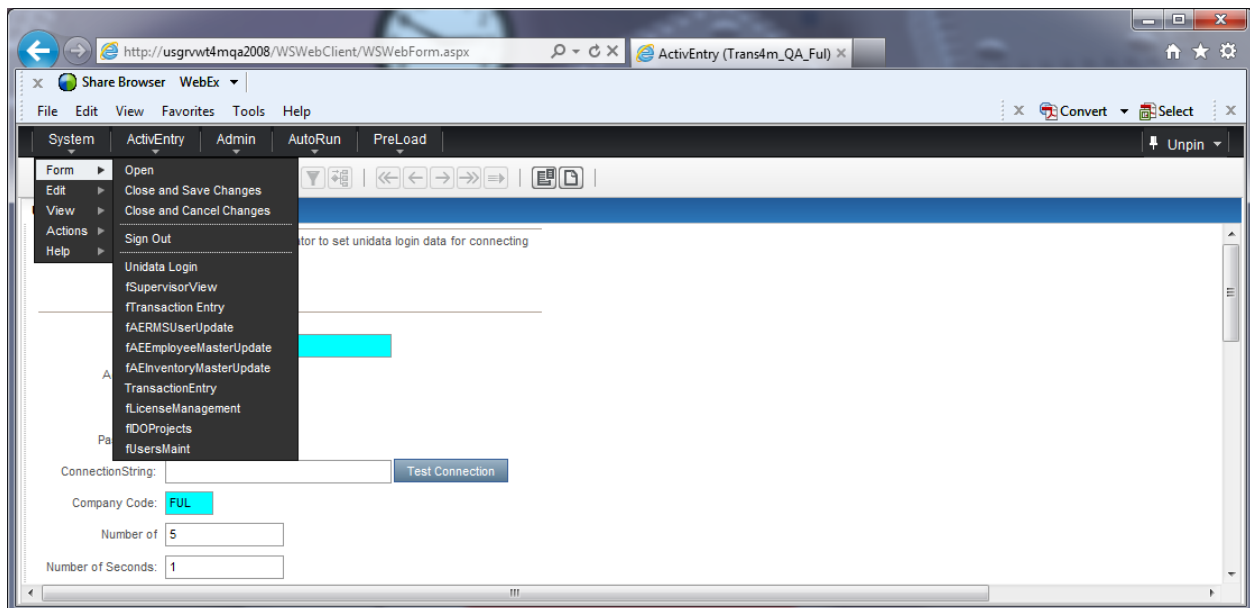
This Screen provides User Settings to the ActivEntry Web application.

Click on System

Form:

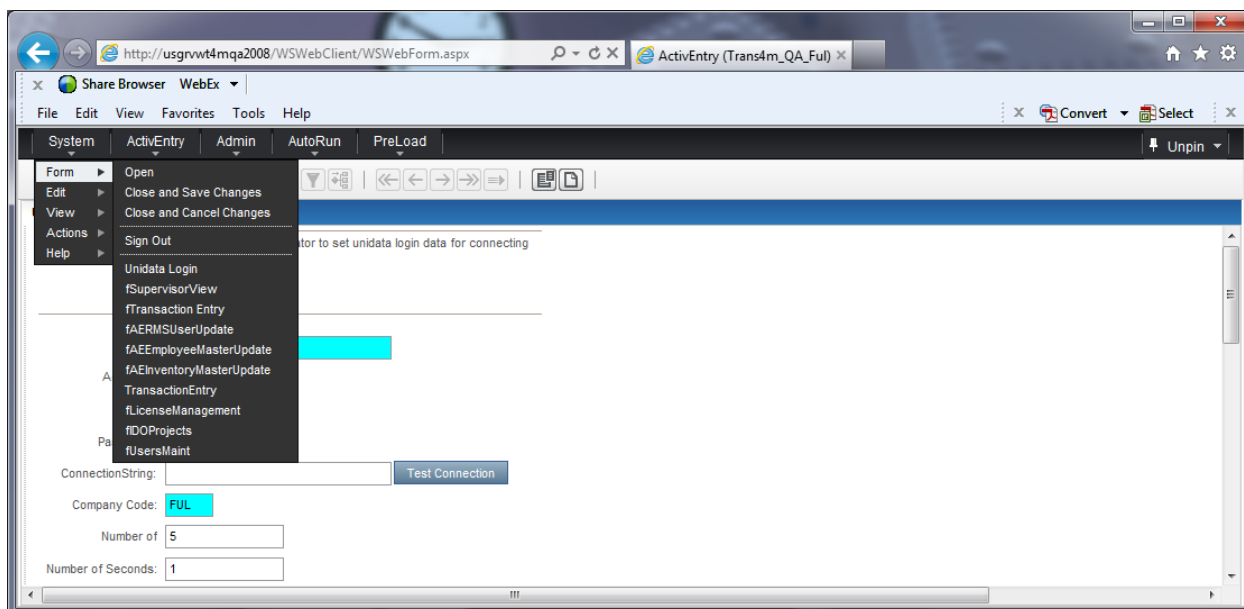
To open a Form.

Click System- Form- Open



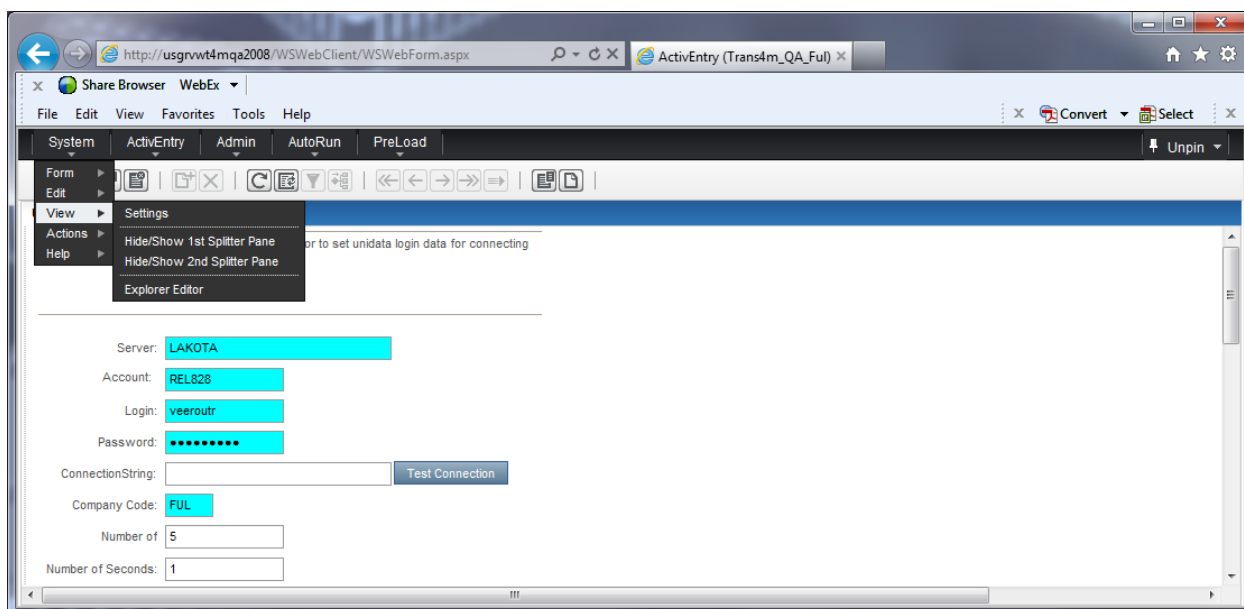


Sign Out: Click System – Form- Sign-out.



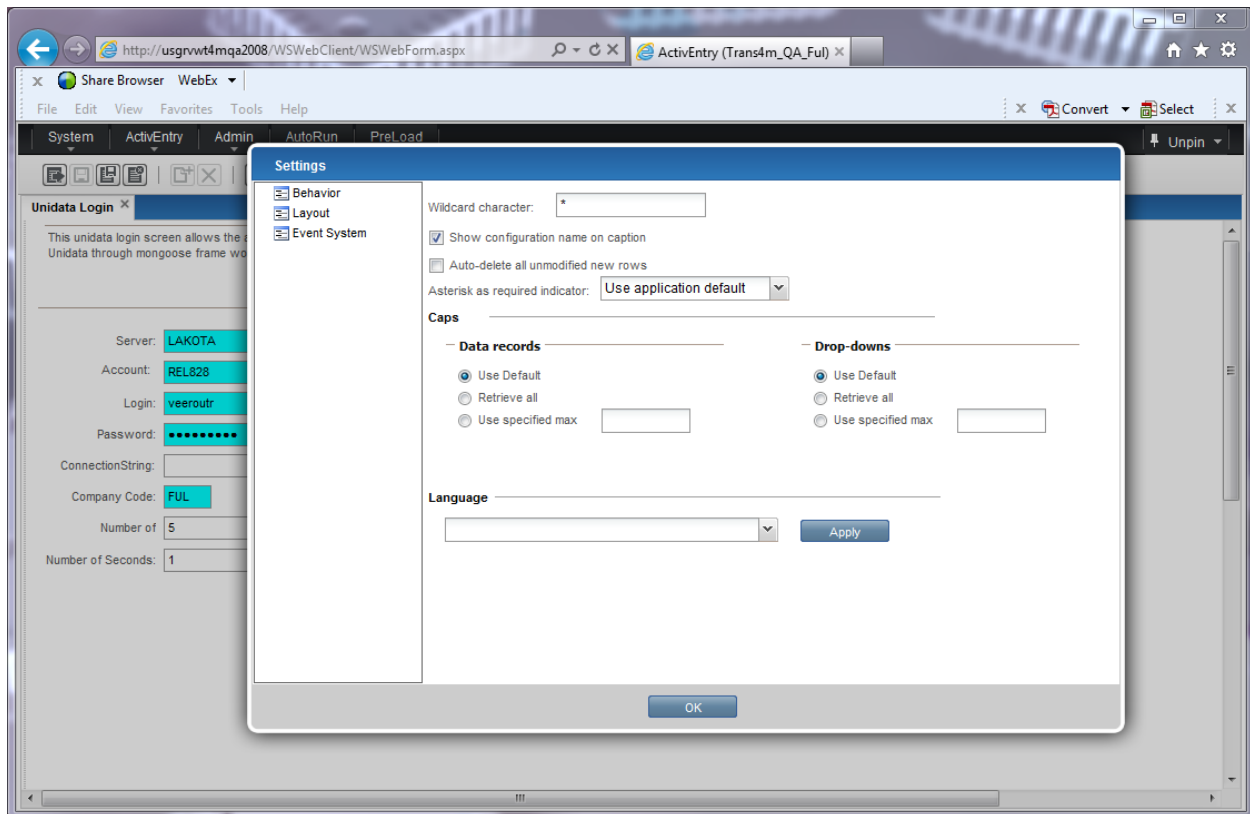
View

Click System – View – Settings



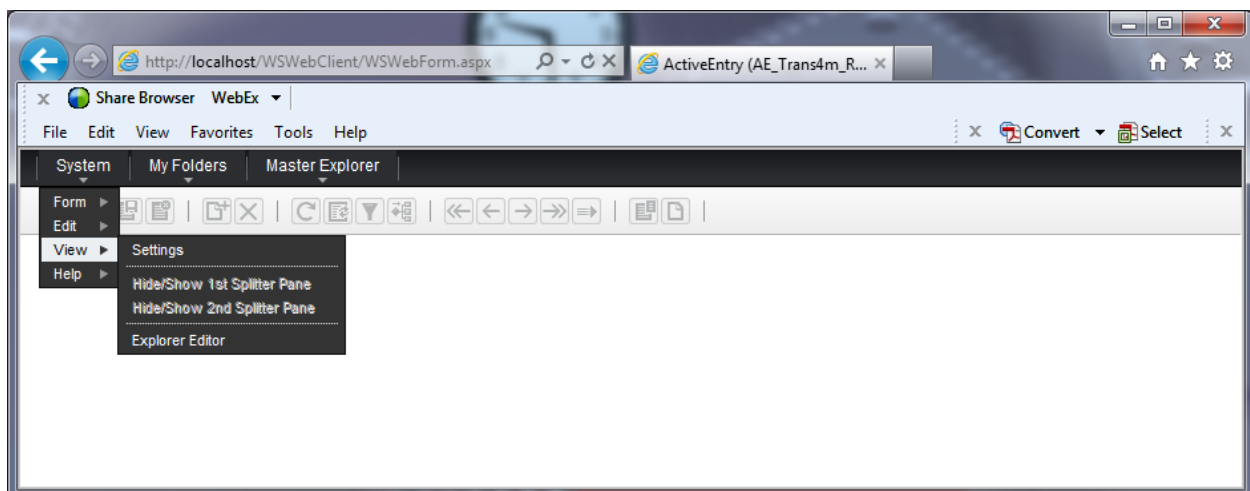
## Settings

Allows to set various settings.

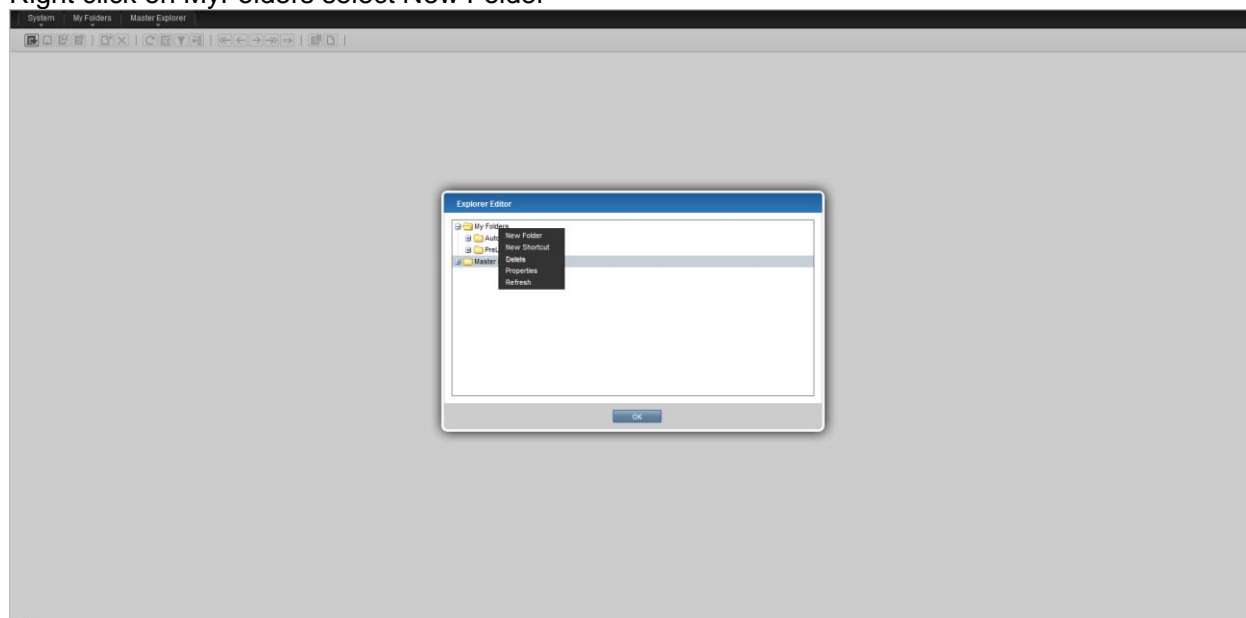


## Menu Creation:

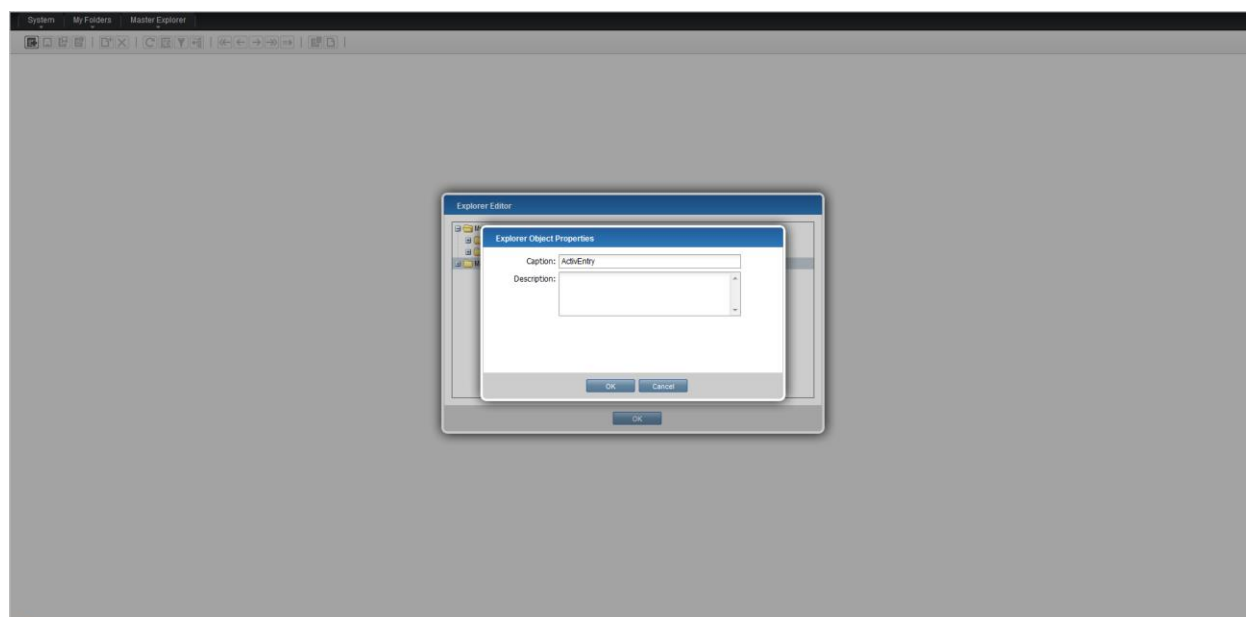
Click System – View – Explorer Editor



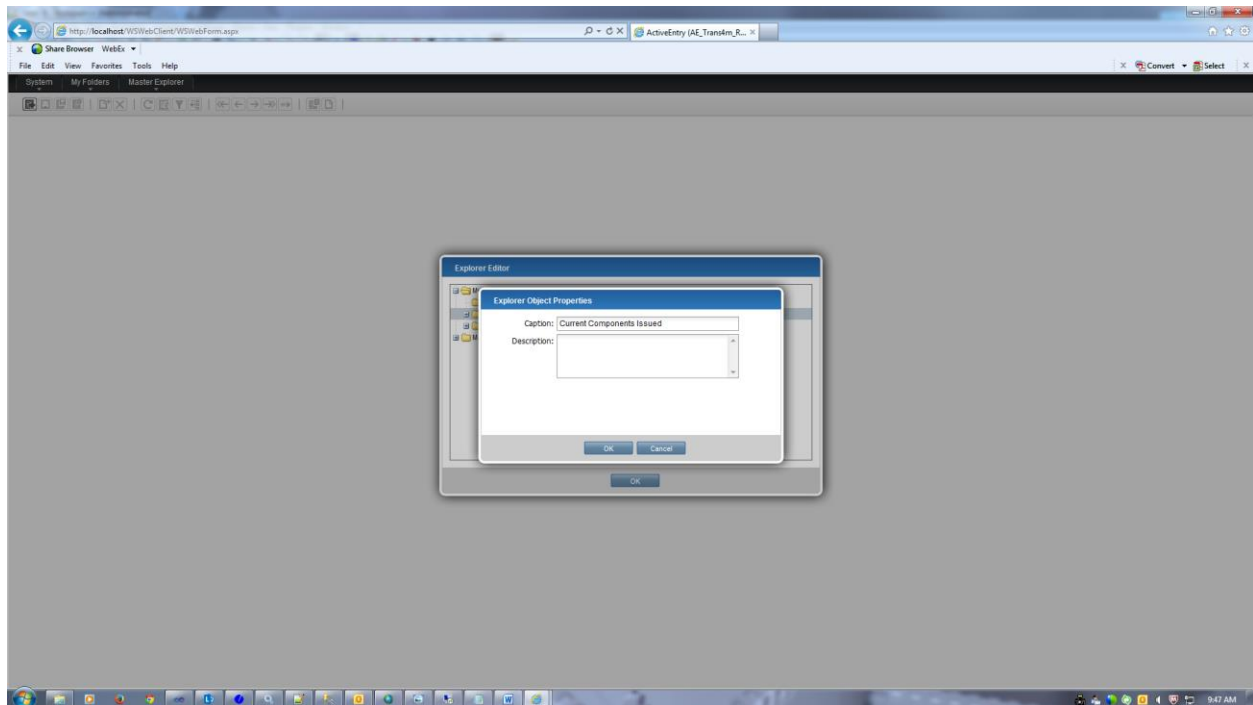
Right click on MyFolders select New Folder



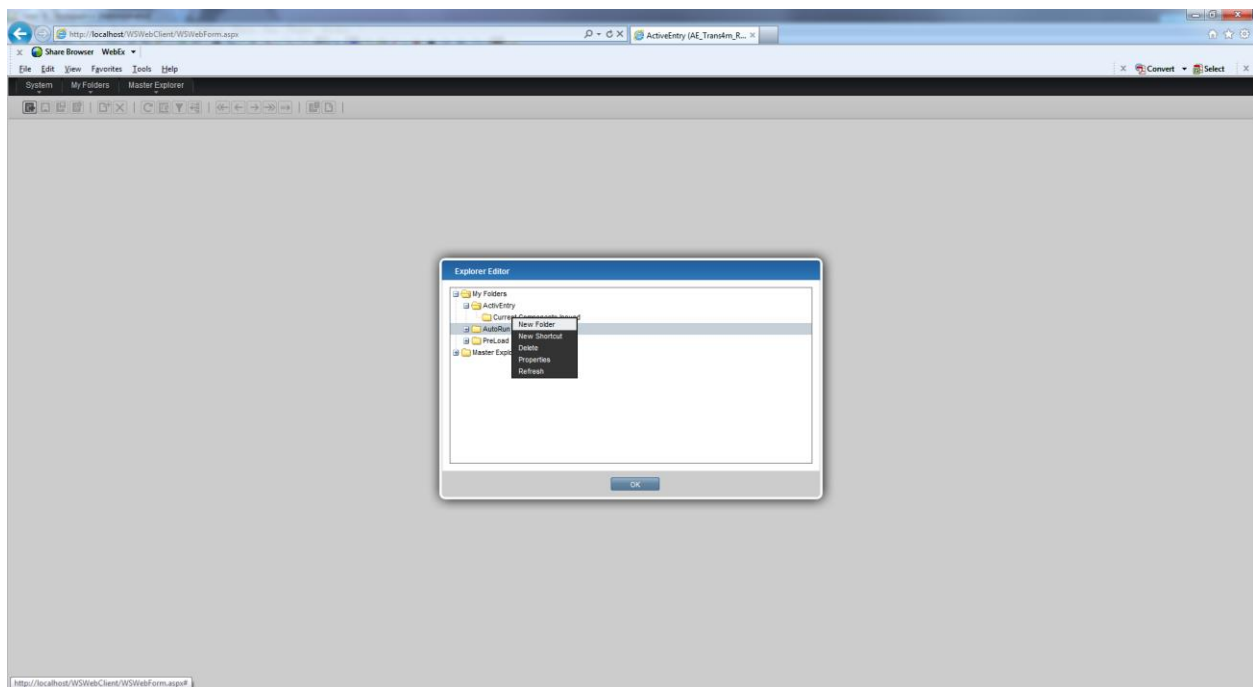
Name it as ActivEntry.

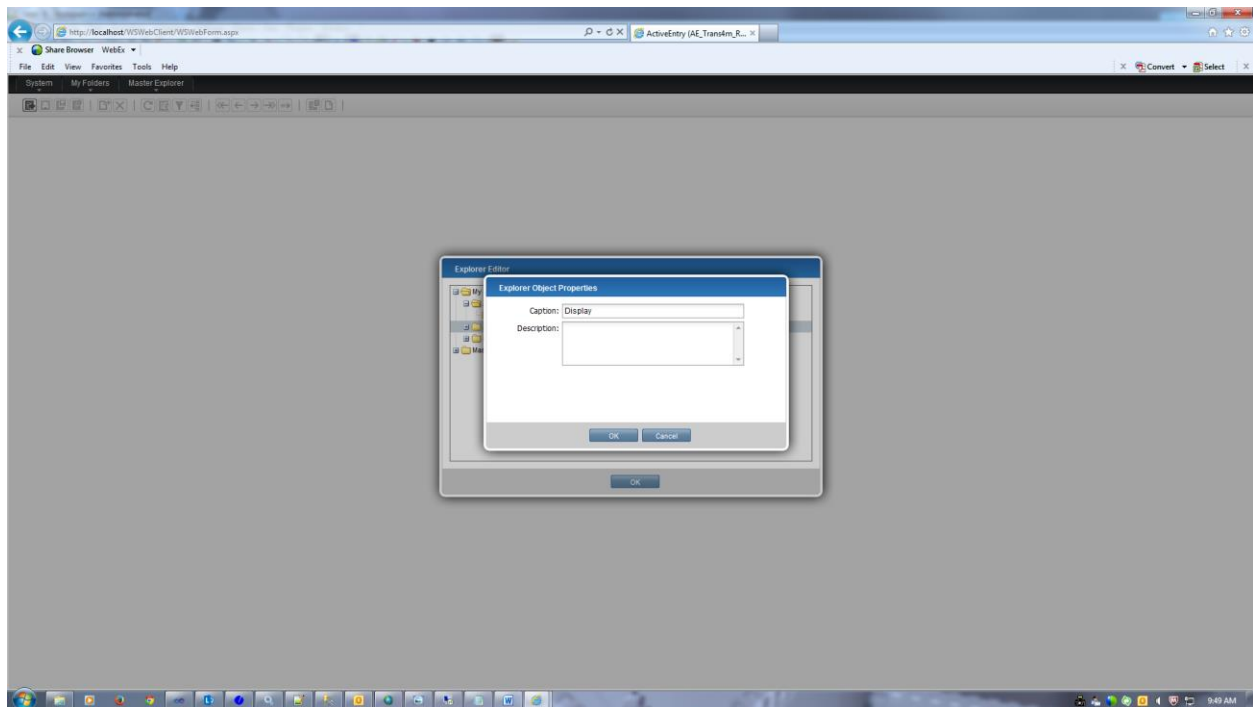


Under ActivEntry Folder right click and create a new Folder and name it as Current Components Issued

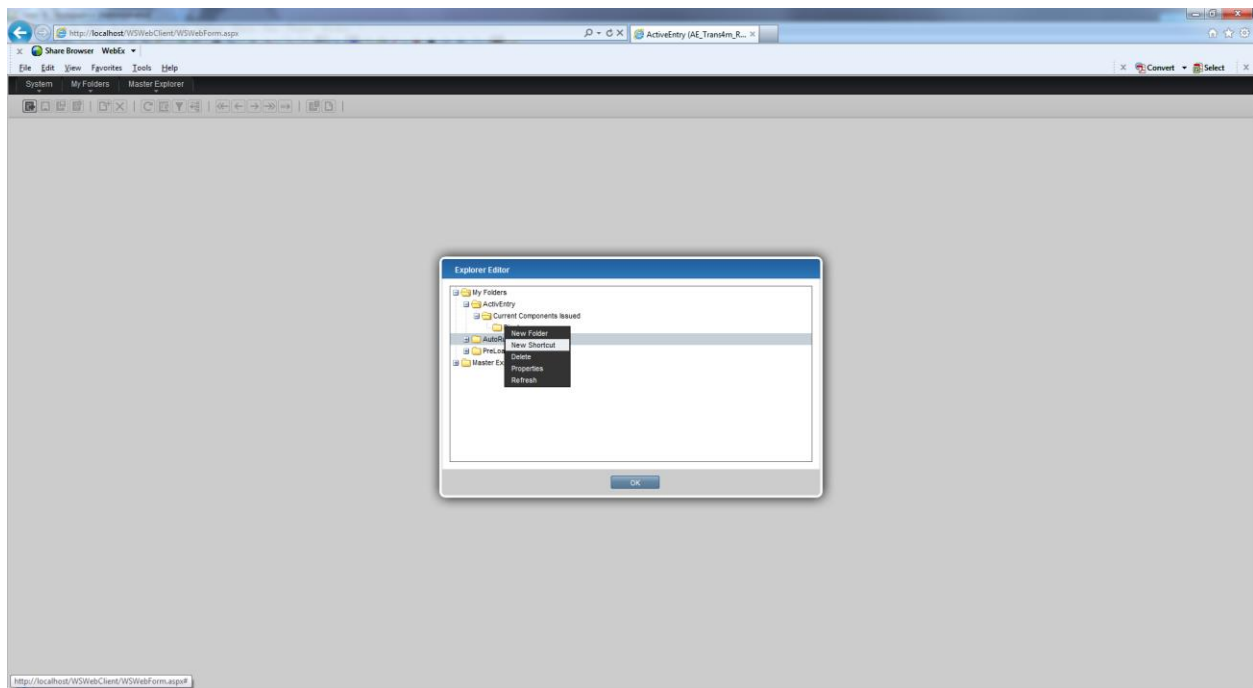


Under Current Components Issued folder right click and create a new Folder and name it as Display.

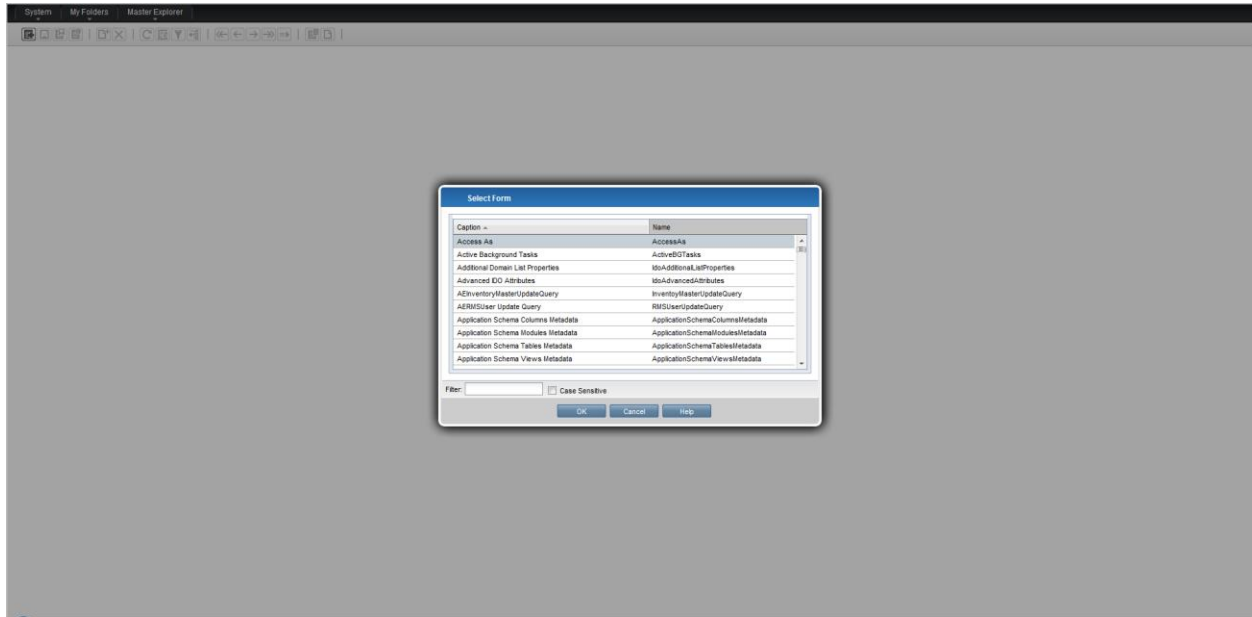




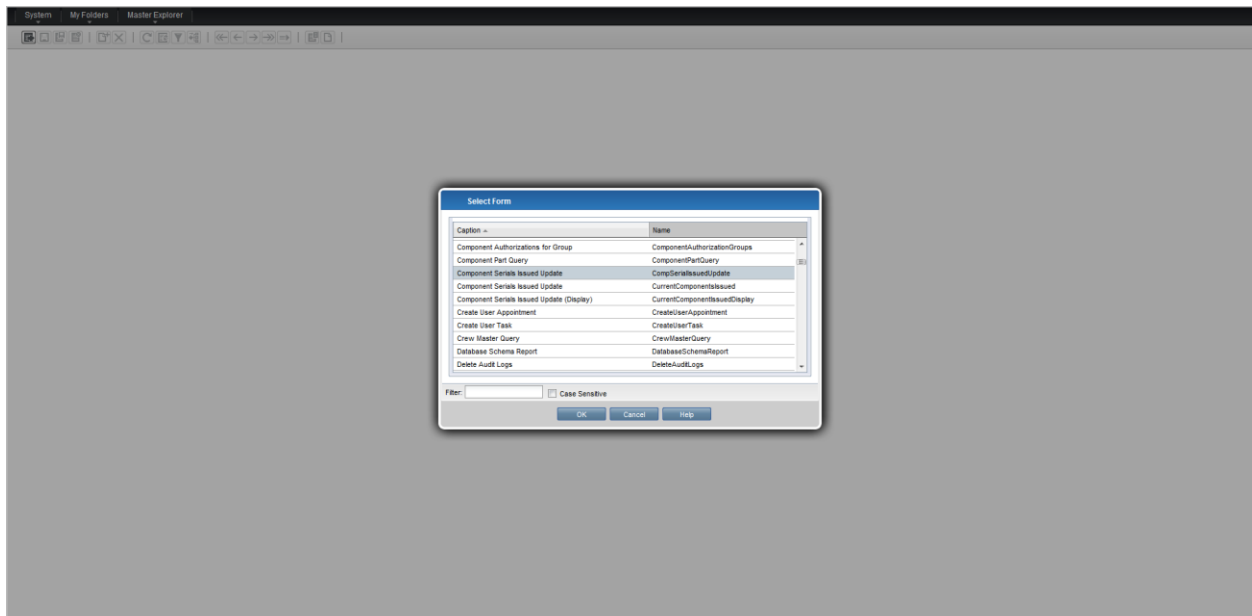
Under Display folder right click and select New Shortcut.



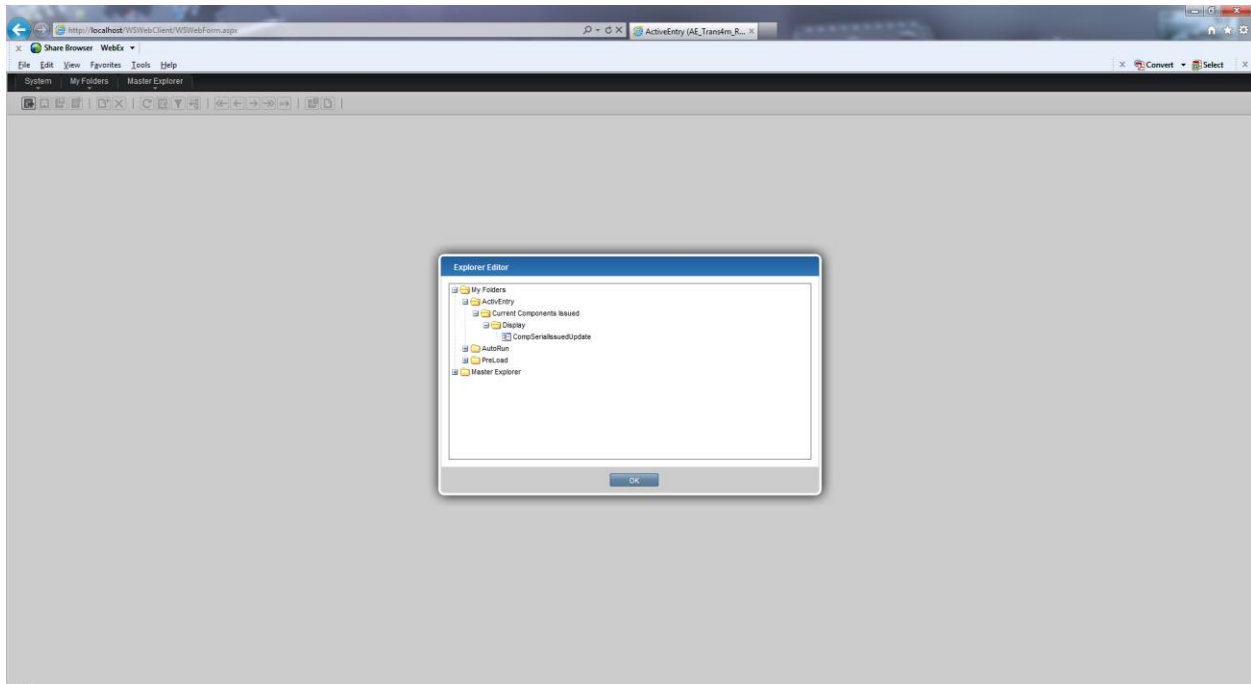
## Select Form Screen Displays



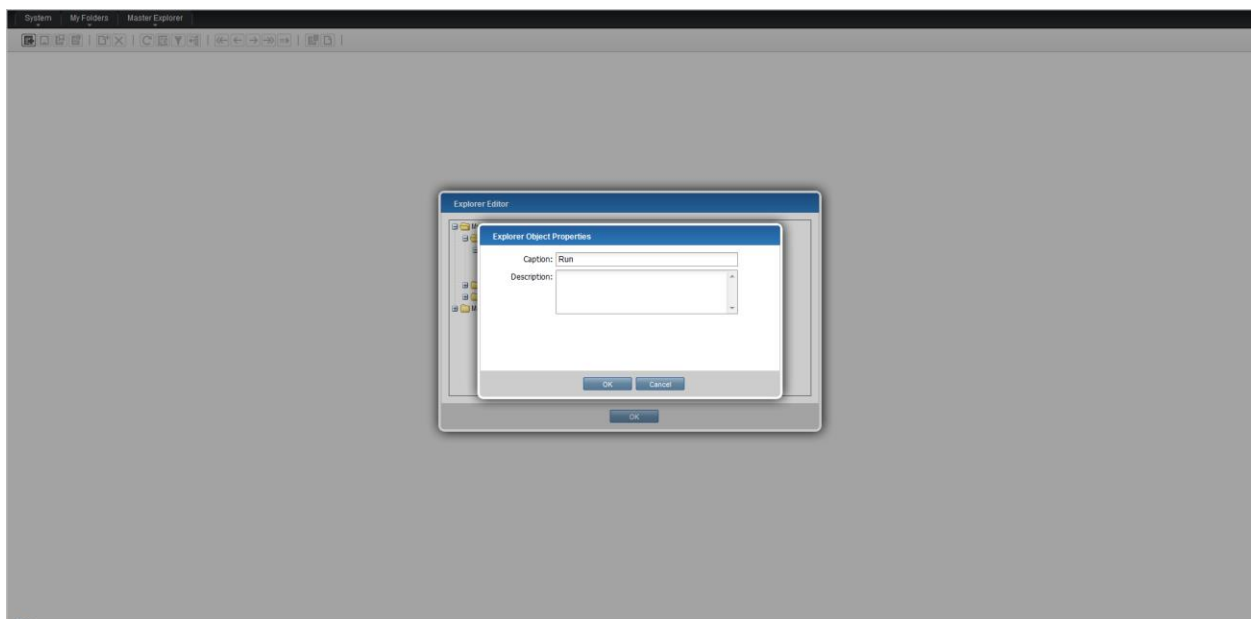
Select form Name CompSerialIssuedUpdate and press ok button.



Under MyFolders should look like below mentioned screen.

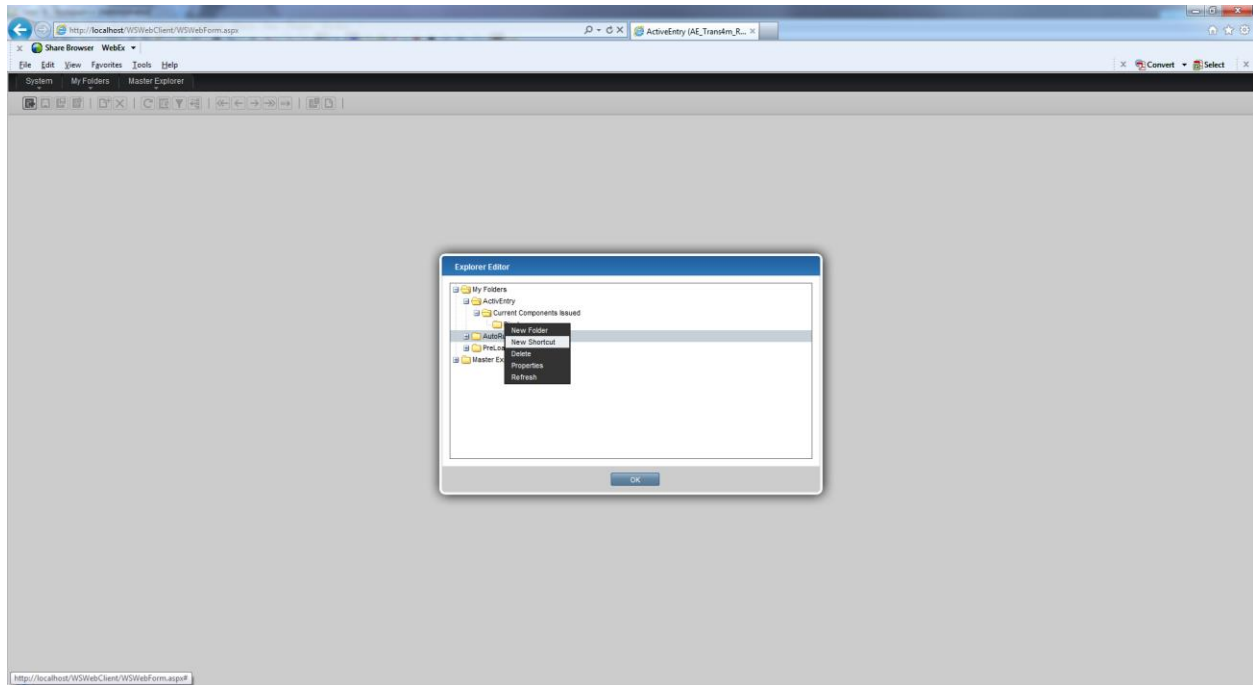


Under Current Components Issued folder right click and create a new Folder and name it as Run.



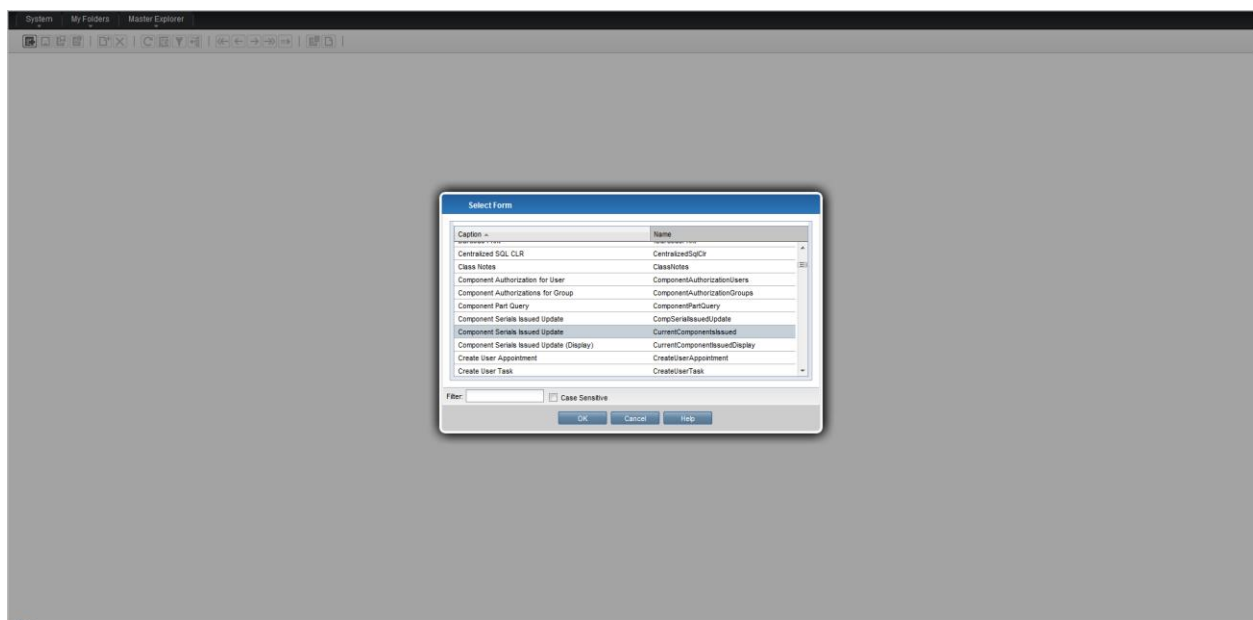
## Settings

Under Run folder right click and select New Shortcut.



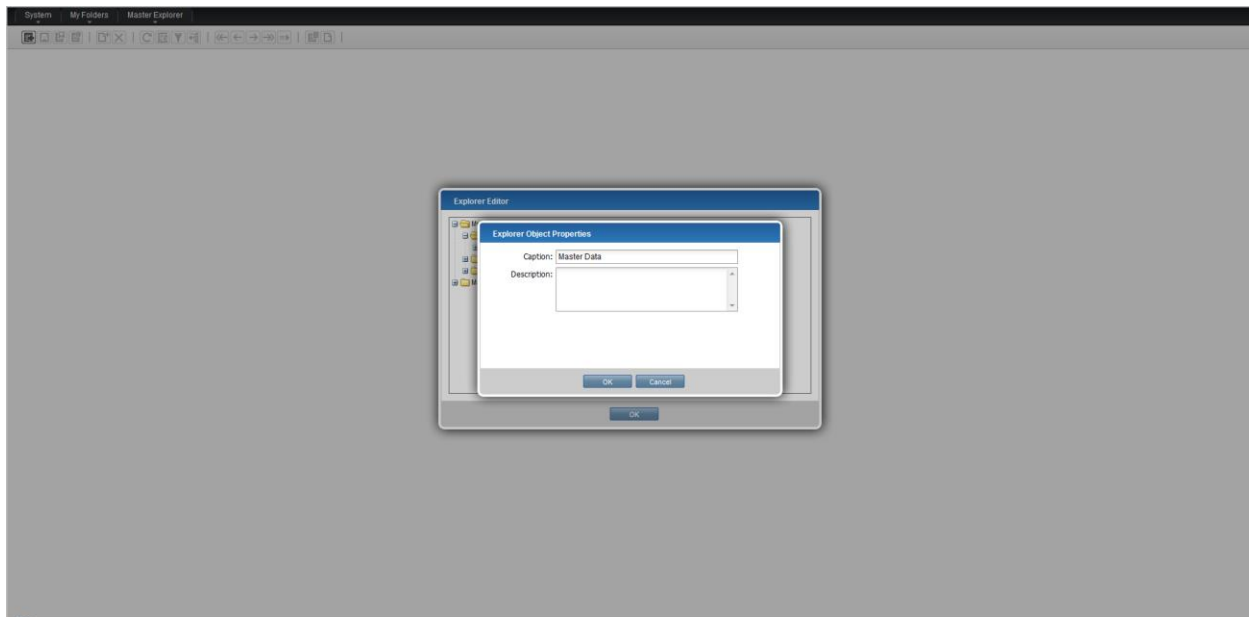
Select Form Screen Displays

Select form Name CurrentComponentsIssued and press ok button.

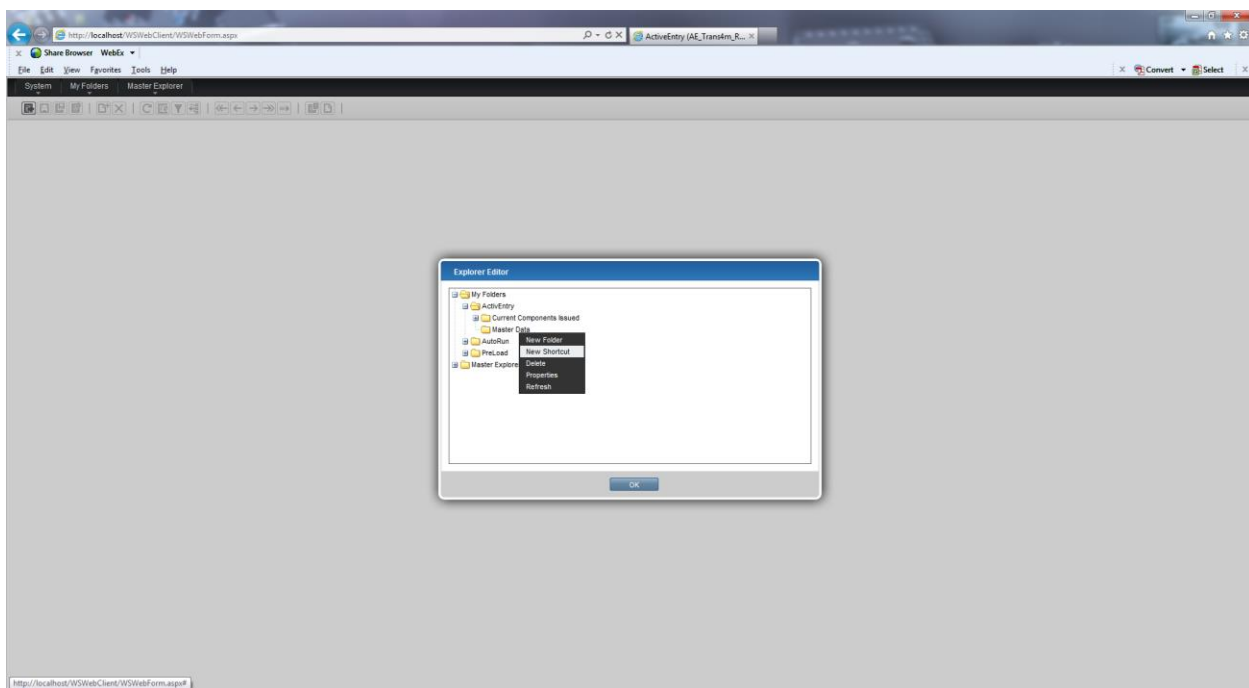




Under ActivEntry Folder right click and create a new Folder and name it as Master Data.

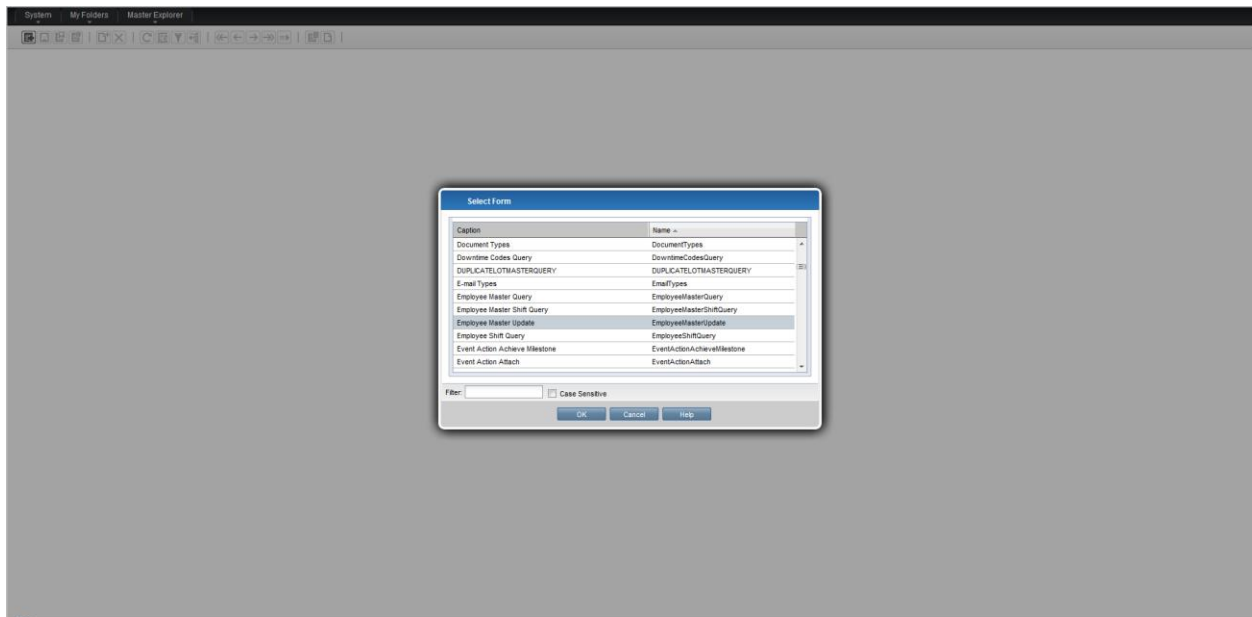


Under Master folder right click and select New Shortcut.



## Select Form Screen Displays

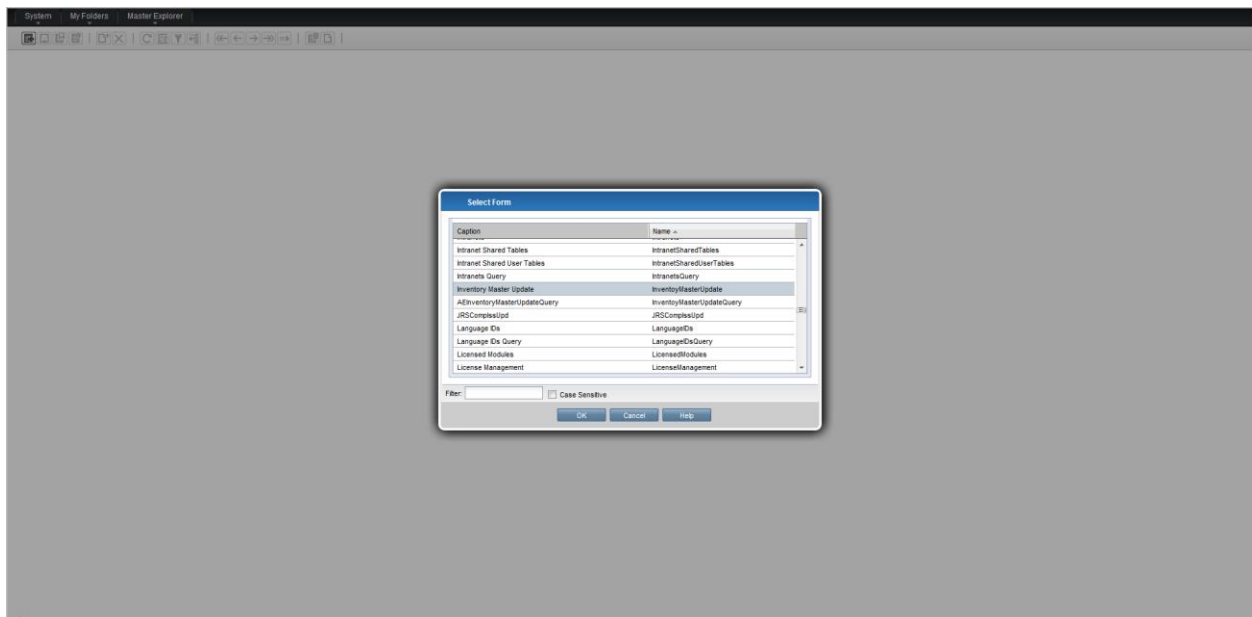
Select form Name EmployeeMasterUpdate and press ok button.



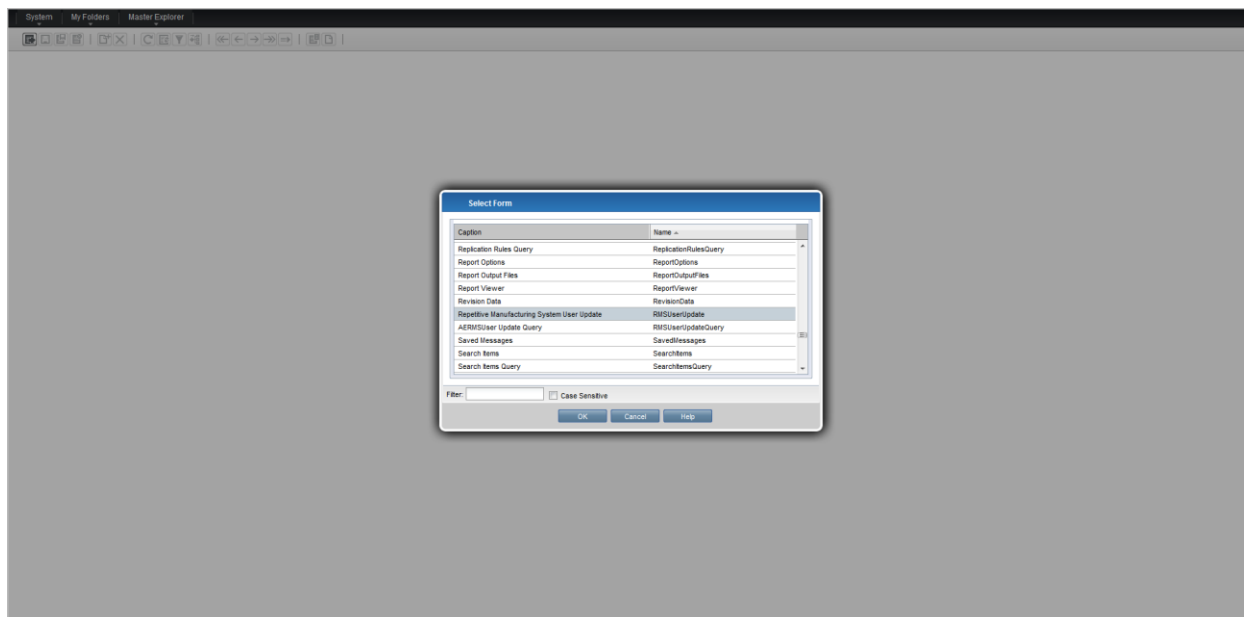
Under Master folder right click and select New Shortcut.

## Select Form Screen Displays

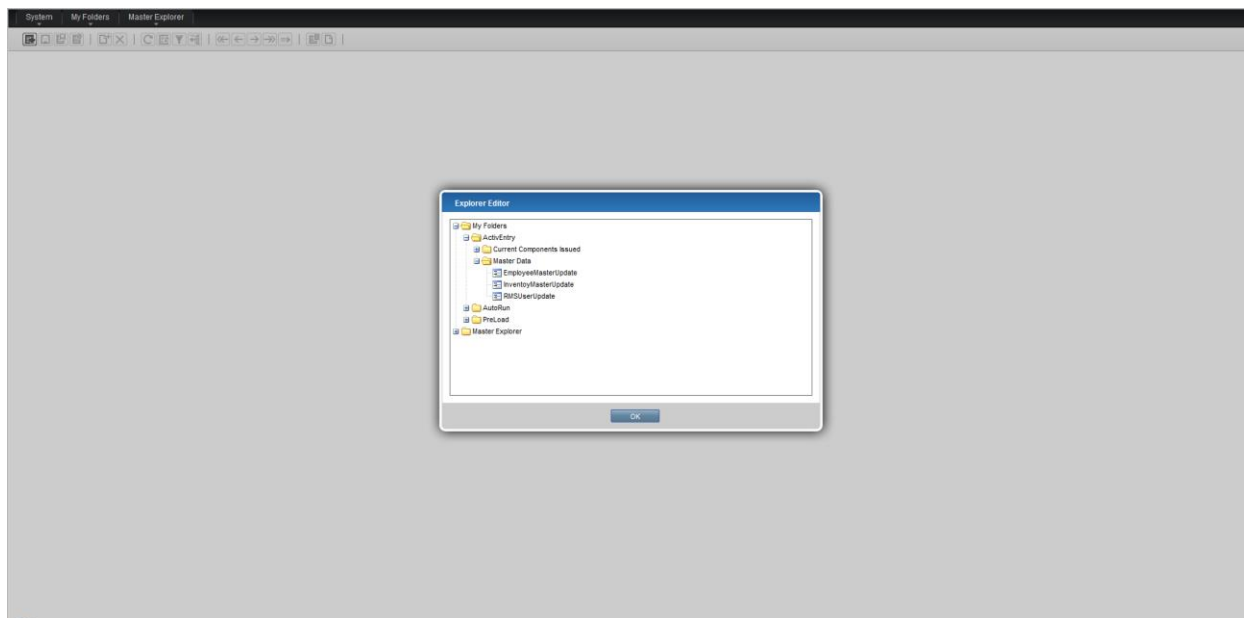
Select form Name InventoyMasterUpdate and press ok button.



Under Master folder right click and select New Shortcut.  
Select Form Screen Displays  
Select form Name RMSUserUpdate and press ok button.



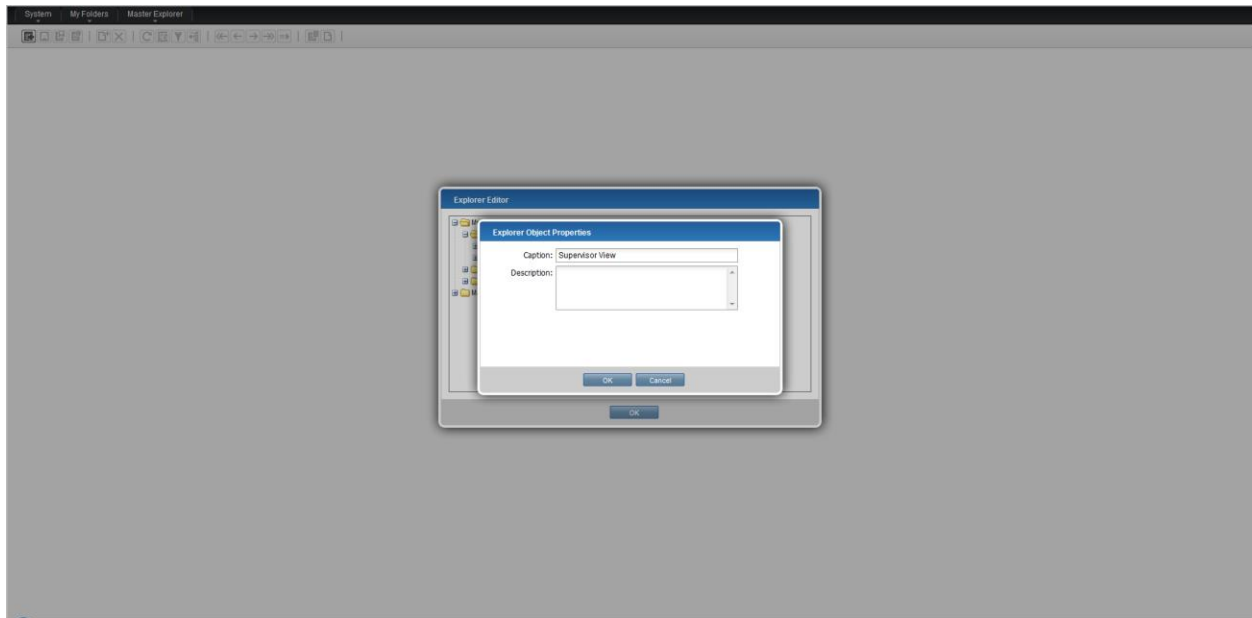
Under MyFolders should look like below mentioned screen.



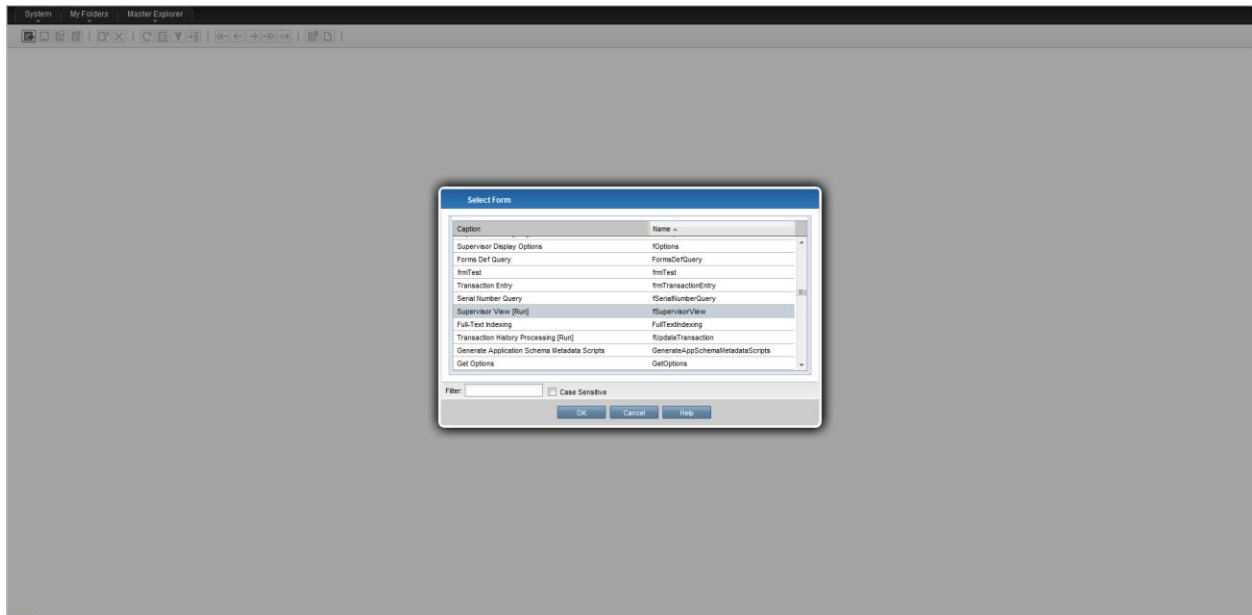
Under ActivEntry Folder right click and create a new Folder and name it as Supervisor View.

## Settings

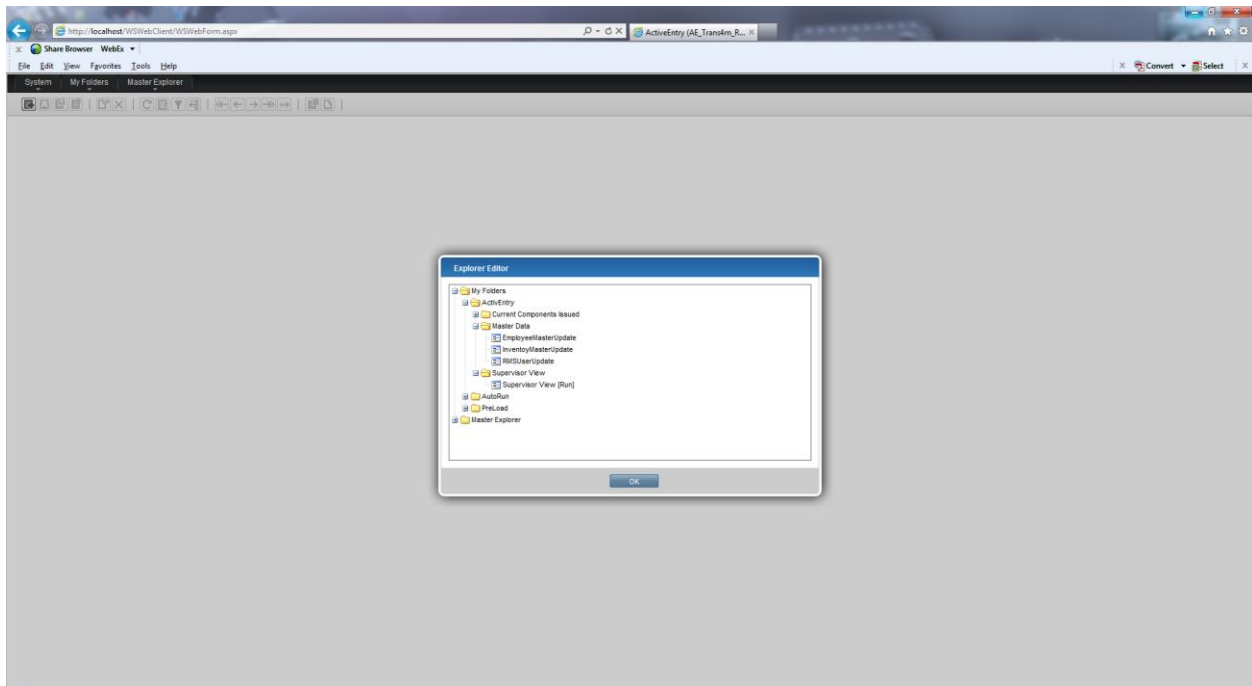
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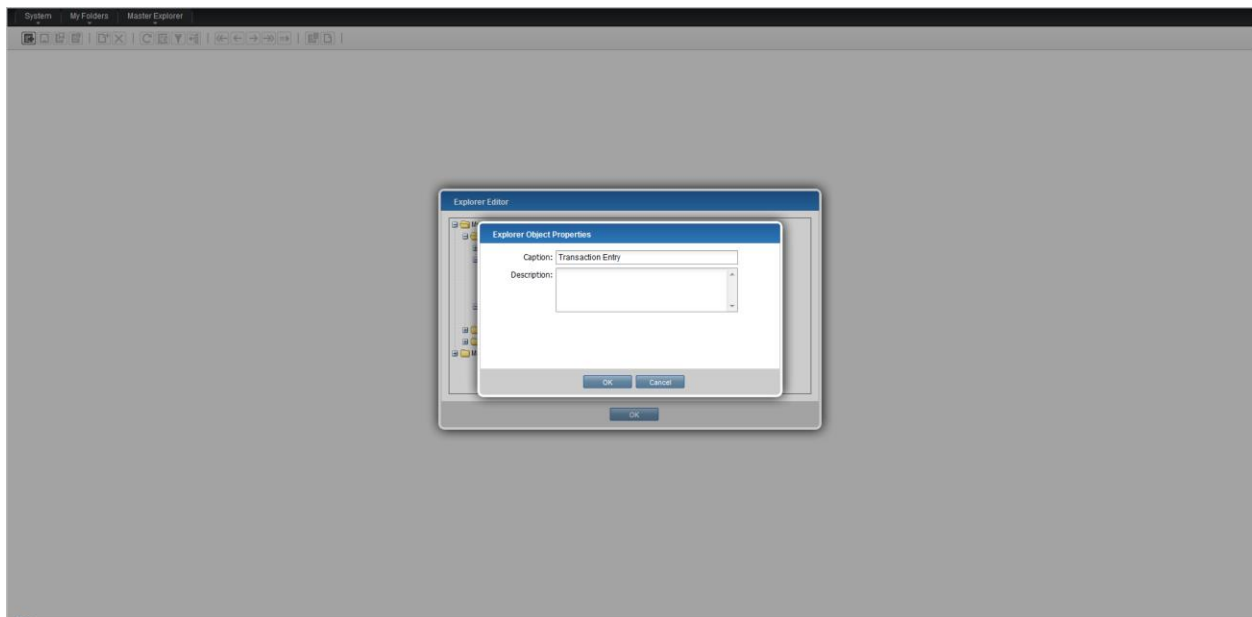
Under Supervisor View folder right click and select New Shortcut.  
Select Form Screen Displays  
Select form Name fSupervisorView and press ok button.



Under MyFolders should look like below mentioned screen.



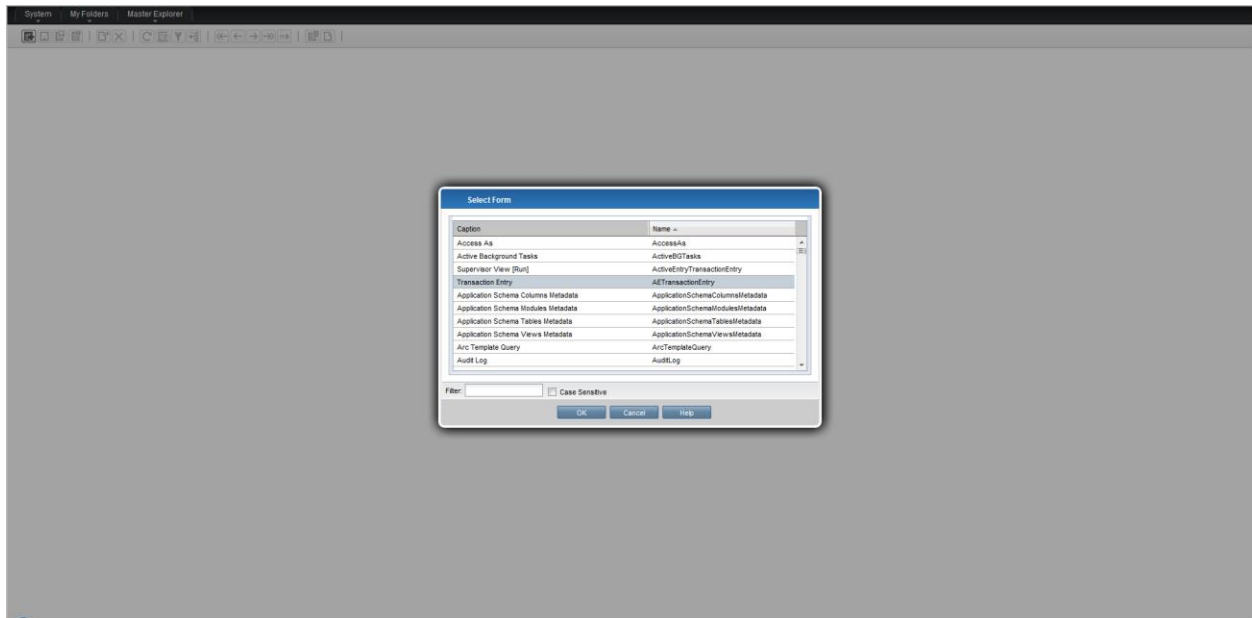
Under ActiveEntry Folder right click and create a new Folder and name it as Transaction Entry.



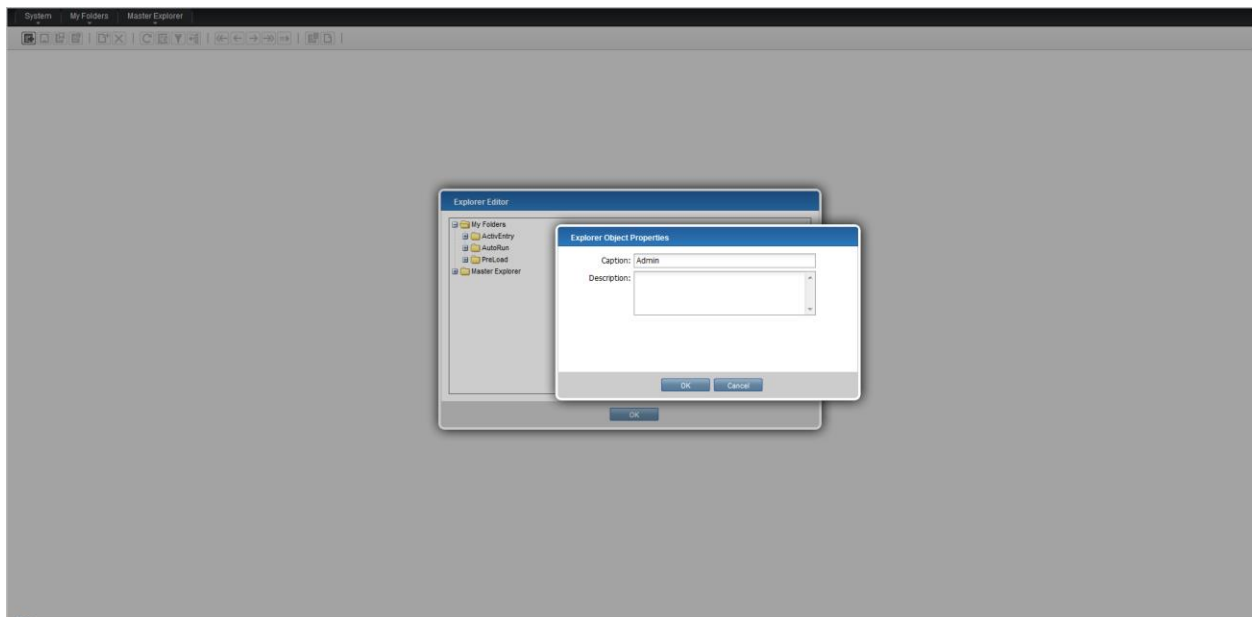
Under Transaction Entry folder right click and select New Shortcut.  
Select Form Screen Displays

## Settings

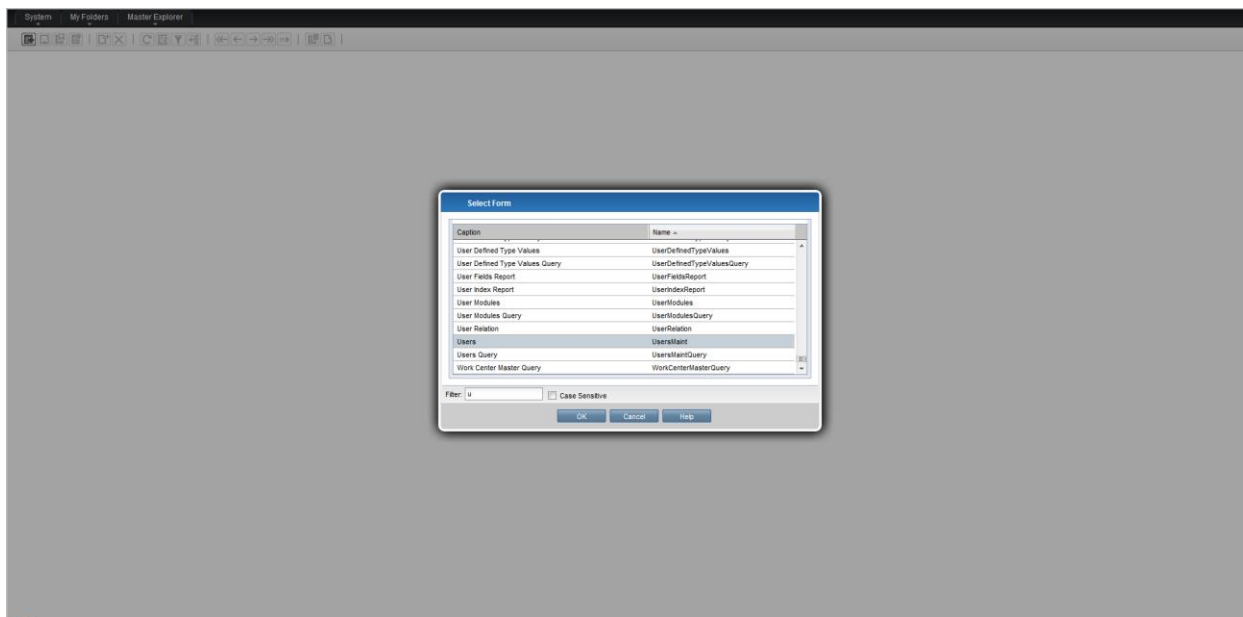
Select form Name AETransactionEntry and press ok button.



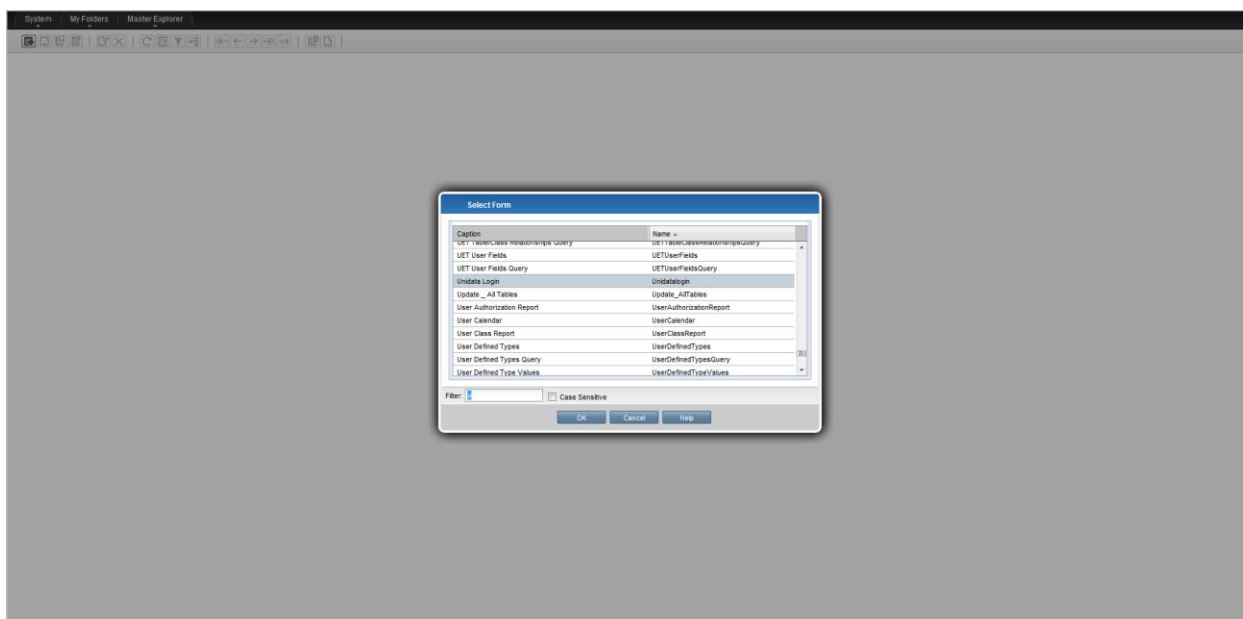
Right click on MyFolders select New Folder  
Name it as Admin.



Under Admin folder right click and select New Shortcut.  
Select Form Screen Displays  
Select form Name UsersMaint and press ok button.

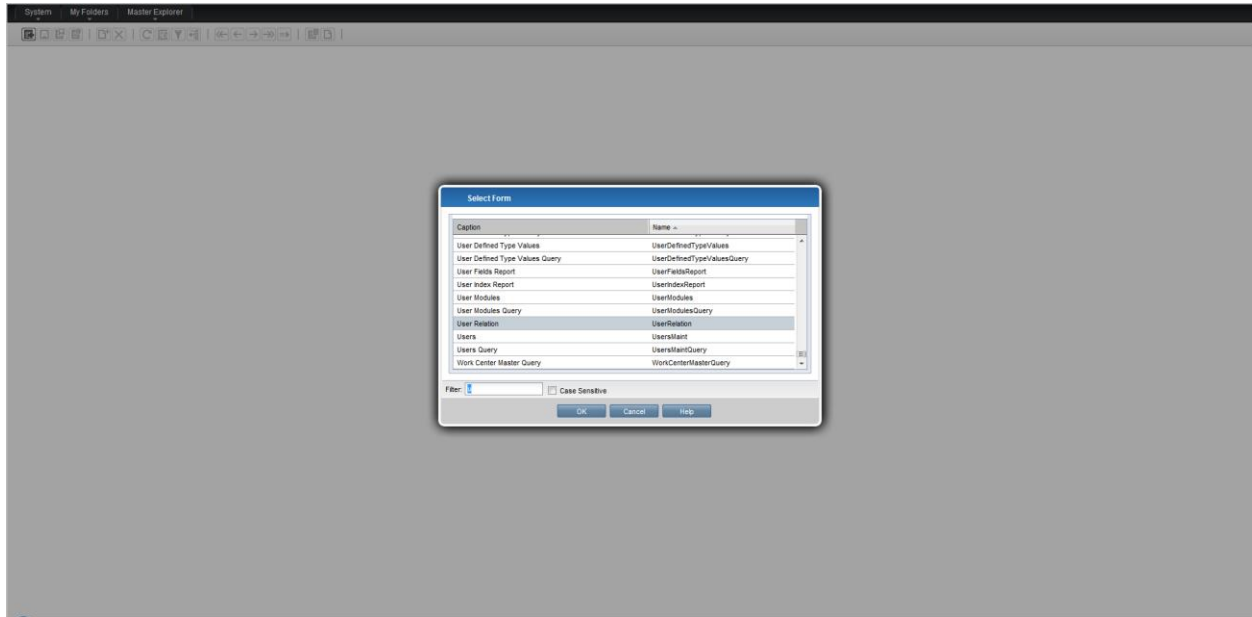


Under Admin folder right click and select New Shortcut.  
Select Form Screen Displays  
Select form Name UnidataLogin and press ok button.

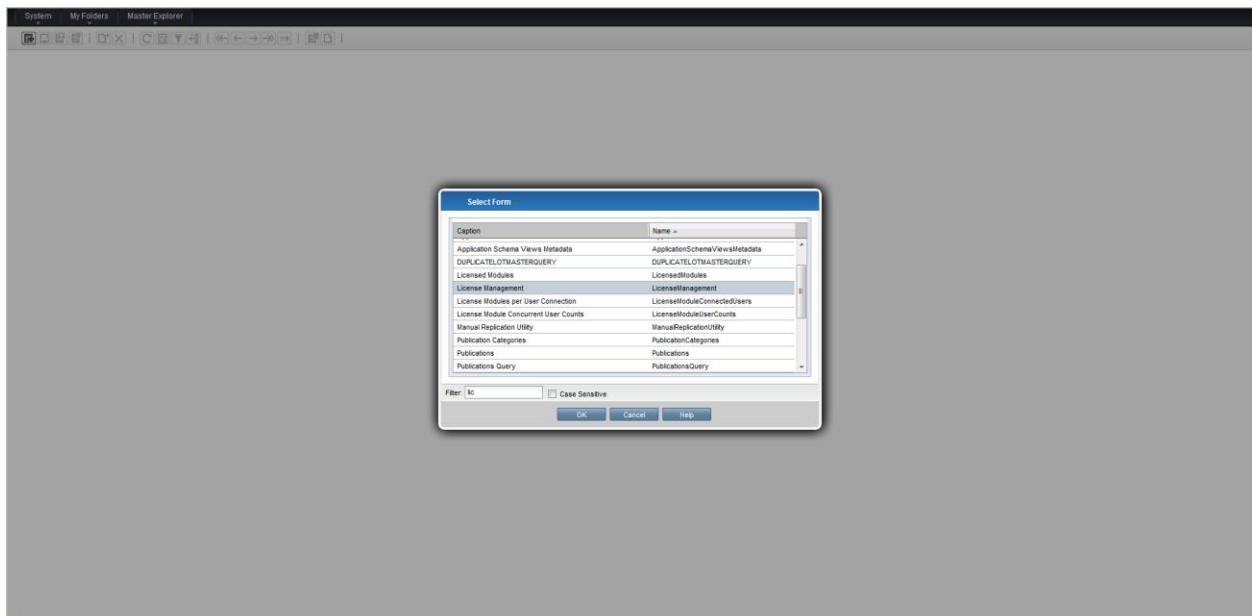


## Settings

Under Admin folder right click and select New Shortcut.  
Select Form Screen Displays  
Select form Name UserRelation and press ok button.

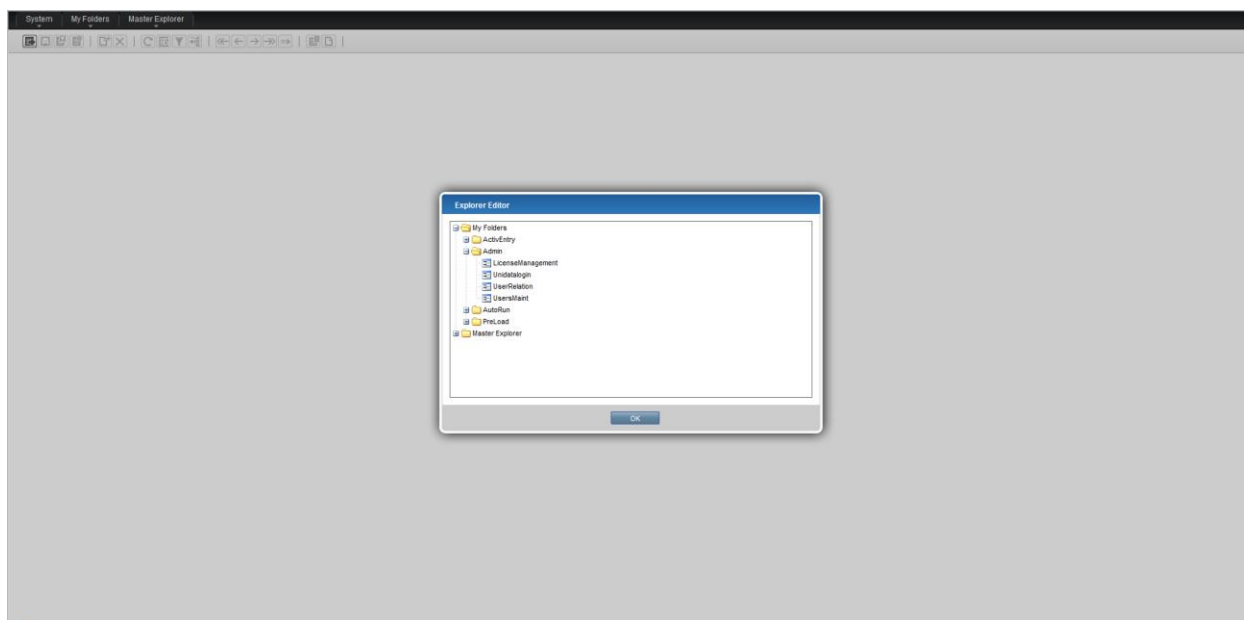


Under Admin folder right click and select New Shortcut.  
Select Form Screen Displays  
Select form Name LicenseManagement and press ok button.





Under MyFolders should look like below mentioned screen.

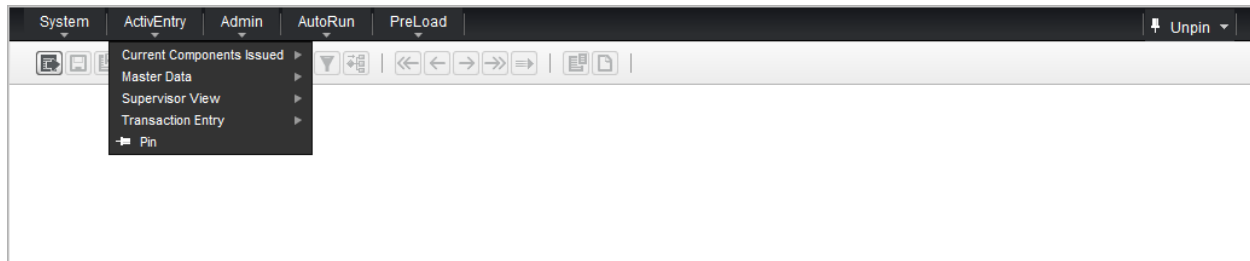


Under My Folders Preload right click new Shortcut.  
Here you can add any form you like. It will be displayed each time when the application loads.

Pin : Under My Folders Select Pin to view as Menu Style.

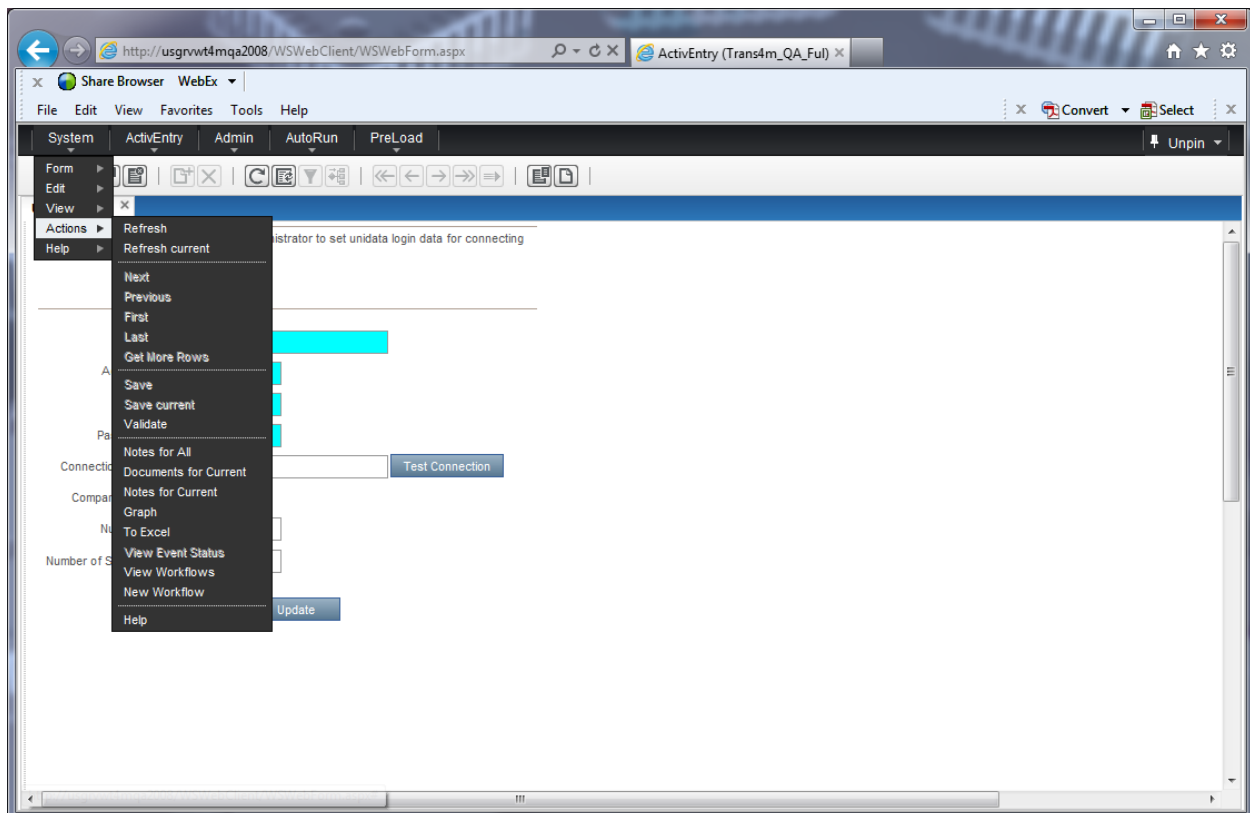


## Settings



Unpin: Click on unpin located right corner to display original settings.

Actions: Allows various options like Refresh, Save, Next, Previous, First, Last Records



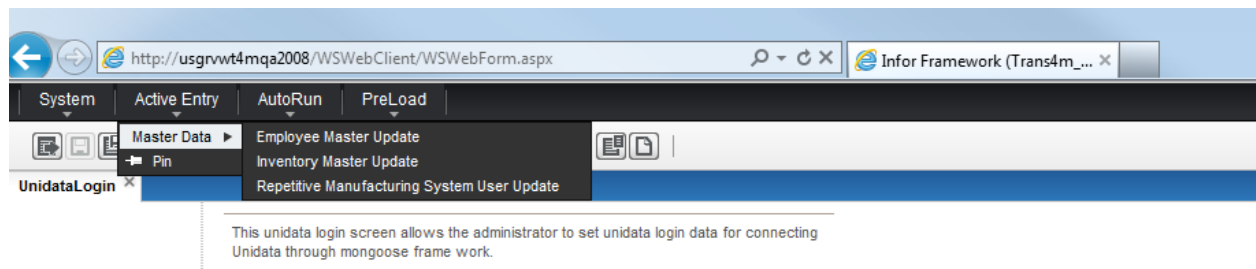
## Chapter 3 Master Data

# 3

### Employee Master Update

This screen is used to provide action authorization for the employees and supervisors that are set up to use ActiveEntry.

#### Access instructions



From the ActiveEntry option on the **TRANS4M** Navigator menu tree, select Employee Master Update. The following screen will appear:

#### Employee Master Update

	Employee Identification	Employee Full Name
1 >	101	1 1
2	111	STELLA A. HOUMEYER
3	123	123 123
4	132	DWAYNE LANDER
5	136	SHEILA DRMBURGER
6	222	TERRY L. SEA
7	333	333 333
8	363	3636 36
9	456	456 456
10	545	545 545
11	600	MATT AHEARN
12	700	ROSS PETHE
13	787	787 787
14	789	789 789
15	800	SCOTT TOLLAFIELD

Employee Identification:  1 1

☒ Supervisor Flag

**Supervisor Display Options**

☐ Current Shift
 ☐ Current Week  
☐ Current Day
 ☐ Date Range

Start Date:   
End Date:

Minutes Between Refresh:

**Basic Transaction Entry Options**
☒ Allow Change To Updated Transactions  
☒ Allow Shift Change  
☒ Allow Time Change

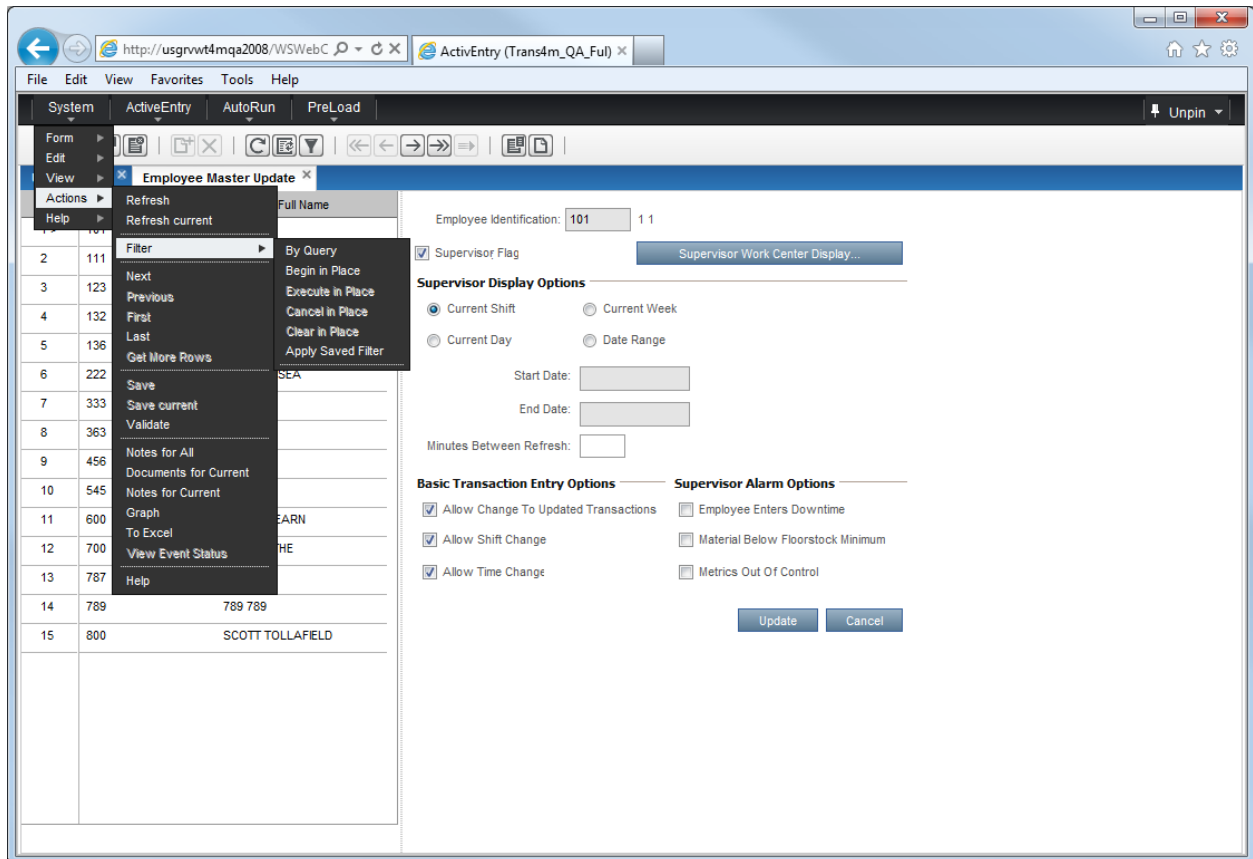
**Supervisor Alarm Options**
☐ Employee Enters Downtime  
☐ Material Below Floorstock Minimum  
☐ Metrics Out Of Control

## Find Query

You will be able to find employee Identification Ids by right clicking on Employee identification field. Query form will be displayed.

## Filter

You will be able to filter Repetitive Manufacturing Administration by selecting System –Action-Query from the menu bar. On simply clicking filter icon on the top of menu bar.



[←](#)
[↻](#)
[http://usgrvwt4mqa2008/WSWebClient/WSWebForm.aspx](#)
🔍
🔄
✕
Infor Framework (Trans4m\_... ✕)

System
Active Entry
AutoRun
PreLoad

🖨
📄
📄
📄
📄
✕
🔄
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UnidataLogin ✕
Employee Master Update ✕
AEEmployeeMasterQuery (Retrieving Filter) ✕

Primary Criteria

Additional Criteria

Employee Id

▼

=

like

>

<

<>

OK

Cancel

Clear

Refresh

Results

	Employee Id	Employee Full Name
1 >	00001	Pobstj, Judy Tester
2	0001	Hect, J Julie
3	0002	Test, Test
4	0003	Test, Test 3
5	0005	Test 5, Test 5
6	0006	Test, Test 6
7	0007	Test 7, Test 7
8	001	Blow, Joe Q
9	00111	Pobstj, Judy Tester
10	002	Dowagerprincess, Jane Alice
11	00240	Tilden, Barb
12	003	Soon, Delete Me
13	036	Duck, Asd Lee
14	1	Ok, Martin Is Great
15	100	King, David Paul
16	1000	Johnson, Kathy L
17	10000	Pobstj, Judy Tester
18	1001	Vanduke, John William

---

## Field definitions

### Employee Identification

Enter the employee number as established in the Labor Reporting module and the Employee Master Update function.

### Supervisor Flag

You would check this box if the employee is authorized for supervisor privileges. The options that follow (with the exception of the *Basic Transaction Entry Options*) are only available if the user has been authorized for supervisor privileges.

### Supervisor Display Options

Assign the default time range to display. If *Date Range* is selected, then a date range selection (Start Date and End Date) is required.

**Minutes between Refresh:** Enter the number of minutes for ActivEntry to refresh the Supervisor's Report screen and analyze the reporting against the limits established from the Application Maintenance screen. E-mails may be sent out upon every refresh, so it may be desired that this value be set to a relatively long period. A supervisor can also refresh manually, when desired.

### Basic Transaction Entry Options

**Allow Change to Updated Transaction:** Check this option to give the employee change authority after a transaction has been updated.

**Allow Change Shift:** Check this option to allow the employee to report as if he/she were on a different shift than that assigned on the Employee Master.

**Allow Change Time:** Check this option to allow this employee to override the system generated time for the transaction being reported. Typically, this option is selected so that an employee can enter ending times as the present time (i.e., "now"); otherwise, the system uses elapsed time calculations.

### Supervisor Work center Display

Select the work centers for which the employee/supervisor should have reported information displayed. All work centers from the WORK\_CENTER\_MASTER file will display in this area. If none of the work centers are selected (highlighted), then they are all available to this employee; otherwise, only those work centers that are highlighted will be available.

### Supervisor Alarm Options

Select those options of which the supervisor should be notified. E-mails for these alarms may be sent to the e-mail address set up for this user under System Users Update within RMS Administration.

**Employee Enters Downtime:** Check this option to notify the supervisor of the work center whenever an employee enters downtime.

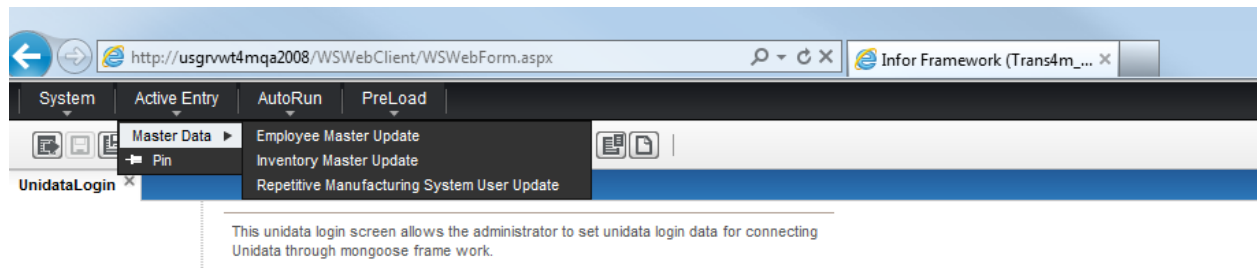
**Material below Floor stock Minimum:** Check this option to notify the supervisor if the quantity of material in the floorstock location for the routed operation is below the minimum (future use).

**Metric Out Of Control:** Check this option to notify the supervisor if the reported quantities exceed either the low or high limits established in the Application Maintenance screen.

## RMS User Update

This screen is used to link the **TRANS4M** User login to the Labor Reporting Employee Master. (In this way, the e-mail address on the **TRANS4M** user is linked to the labor reporting employee.)

### Access instructions



From the ActivEntry option on the menu tree, select Repetitive Manufacturing System User Update. The following screen will appear:

### User Update

	User Logon	User Name
1 >	ADVPLAN	Advance Planning
2	A EJ	Kyle Maurer
3	AHEARNM	Matt Ahearn
4	AKENSA	Ann Aikens
5	ALFANOB	Brenda Alfano
6	ANKLEYB	Bill Ankley
7	ATCHISOK	Kelley Atchison
8	BADRINAJ	Jayanthi Badrinath
9	BAR	Test User
10	BATEMANT	Tom Bateman
11	BELLK	Kristi Bell
12	BETZM	Michael Betz
13	BISSELLT	Tamsen Bissell
14	BOREKB	Becky Borek
15	BROCCARD	Dave Broccardo
16	BROWND	Dawn Brown
17	BROWNP	Paul Brown
18	BUSEC	Claudia Buse
19	CHARNEYE	Elona Charney
20	CIRILLOS	Shannon Cirillo
21		

User Logon:  Advance Planning

Employee Identification:  789, 789

ActivEntry Group:

---

## Field definitions

### User Logon

You will be able to select from users that are already set up under the Repetitive Manufacturing Administration module and the System Users Update function. Selecting a user here also makes that user an ActivEntry transaction entry user.

### Employee Identification

The employee number established for this user in the Labor Reporting module and the Employee Master Update Function.

### ActivEntry Group

You may associate a user with other users through ActivEntry Groups. All users within a group will receive e-mails for supervisory alarms. The group is entered from the System Users Update function in Repetitive Manufacturing Administration. This is the same e-mail group as that set up for the Purchasing Requisition System.

## Find Query

You will be able to find employee Identification Ids by right clicking on Employee identification field. Query form will be displayed.

## Filter

You will be able to filter Repetitive Manufacturing Administration by selecting System –Action-Query from the menu bar. On simply clicking filter icon on the top of menu bar.

	User Logon	User Name
1 >	ADVPLAN	Advance Planning
2	AEJ	Kyle Maurer
3	AHEARNM	Matt Ahearn
4	AIKNSA	Ann Aikens
5	ALFANOB	Brenda Alfano
6	ANKLEYB	Bill Ankley
7	ATCHISOK	Kelley Atchison
8	BADRINAJ	Jayanthi Badrinath
9	BAR	Test User
10	BATEMANT	Tom Bateman
11	BELLK	Kristi Bell
12	BETZM	Michael Betz

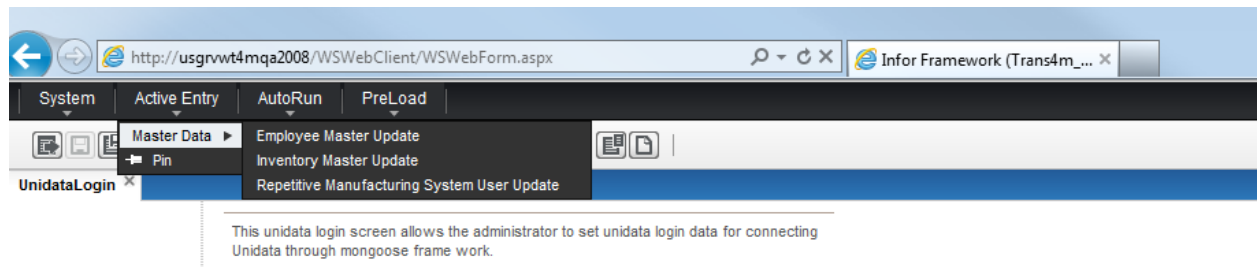
User Logon:	ADVPLAN	Advance Planning
Employee Identification:	0001	JULIE J. HECT
ActiveEntry Group:	JRS	
		<input type="button" value="Update"/> <input type="button" value="Cancel"/>



# Inventory Master Update

The entries on this screen are used by ActiveEntry to select barcode labels for a specific part (these may be inventory or shipping labels). When production is reported in ActiveEntry, the system will print these labels by default for the reported container.

## Access instructions



From the ActiveEntry option on the **TRANS4M** Navigator menu tree, select Inventory Master Update. The following screen will appear:

## Inventory Master Update

The screenshot shows the 'Inventory Master Update' form. On the left is a table with two columns: 'Part Number' and 'Part Description'. The table contains 16 rows of data. On the right is a form with various input fields. The 'Part Number' field is set to '&100' and the 'Part Description' field is set to 'SAMPLE PART'. The 'Barcode Forms Definition' dropdown is set to 'BOX.ZEBRA.ZMASK\_F' and the 'Barcode Template Identification' dropdown is set to '0000020513'. Below these are several 'UserDefined' fields: PLATFORM (11), STD PACK (12), krmdate (1/13/1968), Shipment Scanning Lot Validation (14), PROMPTS (15), PROMPT6 (16), PROMPT7 (17), PROMPT8 (18), PROMPT9 (19), PROMPT10 (2), and RPS PO Part X-Ref (21). At the bottom right are 'Update' and 'Cancel' buttons.

Part Number	Part Description
1 >	&100 SAMPLE PART
2	&PARTCOLOR green part
3	0 THIS IS THE PART DESCRIPTION
4	0-70-0001 Dust Cap
5	0-70-0004 Dust Cap Vinyl Blue
6	0-70-0005 Dust Cap Vinyl Green
7	0-70-0006 Dust Cap Vinyl Blue
8	0-70-0024 Dust Cap Yellow w/Slot
9	0-70-0030 Dust Cap-Module(Red)Feed
10	0-70-0031 Caplug Red (FLVV)
11	0-70-0032 Caplug Red (FSU)
12	0-70-0033 Caplug
13	0-70-0034 Caplug Fill U137
14	0-70-0035 Caplug Vent U137
15	0-70-0044 VC-687-16 vnl gray
16	0-70-0045 VC-687-16 vnl gray

## Processing instructions

The part that you select must be a valid Inventory Master Part number. If you are not using the default templates, you must also enter a valid template for the Inventory and ARCS barcode labels.

For the **Barcode Forms Definition** field, enter the inventory/lot barcode label that is used on the part for manufacturing. For the **Barcode Template Identification**, enter the barcode template established in ARCS that has the part number as its identification (this is done in Barcode Template Update). Note that there must be a part release established in ARCS/Order Processing in order to correctly establish the barcode template update.

Click the **Update** button to save your changes and exit, or click the **Cancel** button to exit without saving any changes.

### Find Query

You will be able to find employee Identification Ids by right clicking on Employee identification field. Query form will be displayed.

### Filter

You will be able to filter Repetitive Manufacturing Administration by selecting System –Action-Query from the menu bar. On simply clicking filter icon on the top of menu bar.

### Move Next - Move Previous

The screenshot shows the Infor Framework web application interface. The browser address bar displays <http://usgrvwt4mq2008/WSWebClient/WSWebForm.aspx>. The application has a menu bar with 'System', 'Active Entry', 'AutoRun', and 'PreLoad'. Below the menu bar is a toolbar with various icons. The main content area is titled 'Repetitive Manufacturing System User Update'. It features a table with the following data:

	Part Number	Part Description
1 >	&100	SAMPLE PART
2	&PARTCOLOR	green part
3	0	THIS IS THE PART DESCRIPTIO
4	0-70-0001	Dust Cap
5	0-70-0004	Dust Cap Vinyl Blue
6	0-70-0005	Dust Cap Vinyl Green
7	0-70-0006	Dust Cap Vinyl Blue
8	0-70-0024	Dust Cap Yellow w/Slot
9	0-70-0030	Dust Cap-Module(Red)Feed
10	0-70-0031	Caplug Red (FLVV)
11	0-70-0032	Caplug Red (FSU)
12	0-70-0033	Caplug

Below the table, there are several input fields and dropdown menus. The 'Part Number' field is set to '&100' and the 'SAMPLE PART' dropdown is selected. The 'Barcode Forms Definition' dropdown is set to 'BOX ZEBRA ZMASK\_F' and the 'Barcode Template Identification' dropdown is set to '0000020513'. The 'UserDefined' section contains several input fields: PLATFORM (11), STD PACK (12), krmdate (1/13/1968), Shipment Scanning Lot Validation (14), PROMPT5 (15), PROMPT6 (16), PROMPT7 (17), PROMPT8 (18), PROMPT9 (19), PROMPT10 (2), and RPS PO Part X-Ref (21). The 'Update' and 'Cancel' buttons are at the bottom right.

### Refresh

The screenshot shows the Infor Framework web application interface. The browser address bar displays <http://usgrvwt4mq2008/WSWebClient/WSWebForm.aspx>. The application has a menu bar with 'System', 'Active Entry', 'AutoRun', and 'PreLoad'. Below the menu bar is a toolbar with various icons. The main content area is titled 'Repetitive Manufacturing System User Update'. It features a table with the following data:

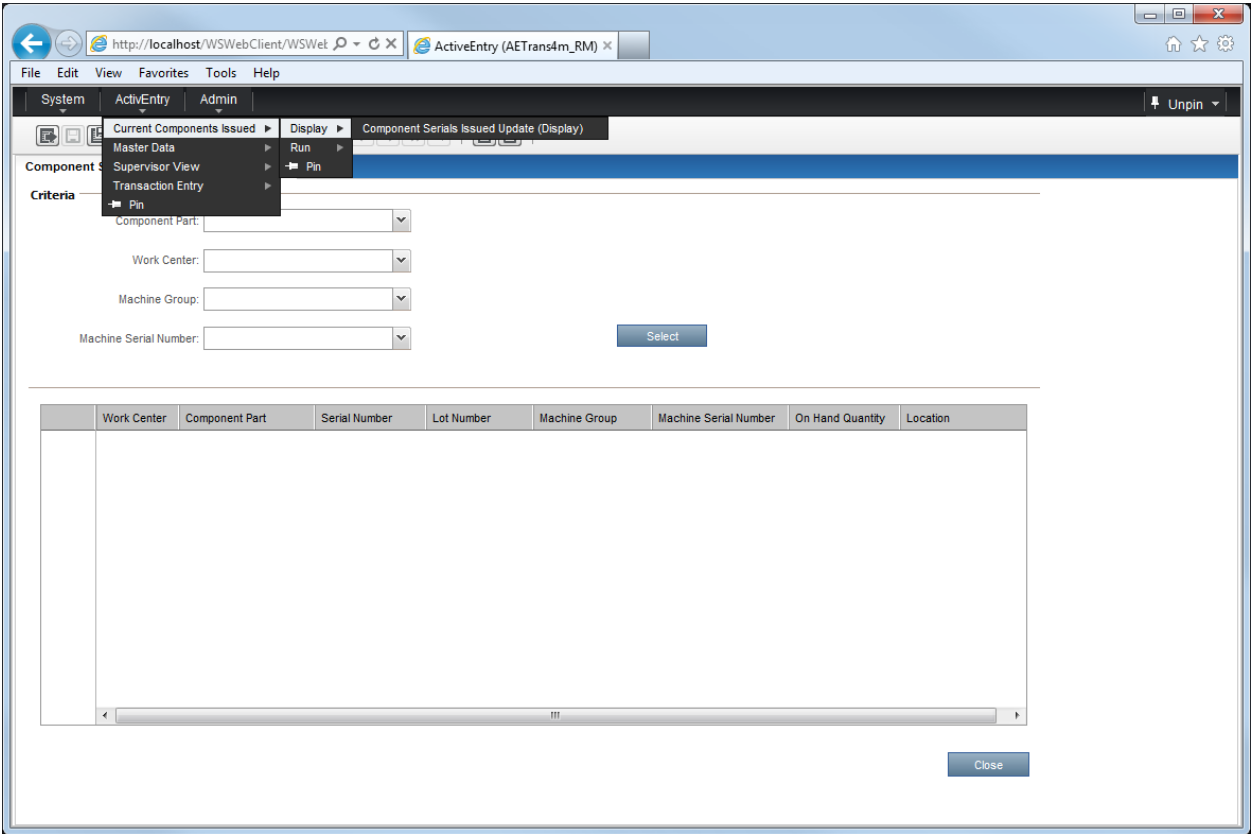
Part Number	Part Description
&100	SAMPLE PART

The 'Part Number' field is set to '&100'. The 'Refresh' button is highlighted in the toolbar.

# Chapter 4    Current Component Issued



## Menu



# Current Components Issued

## Display

http://localhost/WSWebClient/WSWebClient/ActiveEntry (AETrans4m\_RM) x

File Edit View Favorites Tools Help

System ActiveEntry Admin Unpin

Component Serials Issued Update (Display) x

Criteria

Component Part: SERCOMP-10 AI serialized component - 10

Work Center: 102 ASSEMBLY LINE B

Machine Group: MG1 MACHINE GROUP 1

Machine Serial Number: MG1

Select

	Work Center	Component Part	Serial Number	Lot Number	Machine Group	Machine Serial Number	On Hand Quantity	Location
1 >	102	SERCOMP-10	5181	000000518	MG1	MG1	10	

Close

# Current Components Issued

## Run

http://localhost/WSWebClient/W

ActiveEntry (AETrans4m\_RM)

File Edit View Favorites Tools Help

System ActiveEntry Admin

Unpin

Component Serials Issued Update(Run)

Criteria

Component Part: SERCOMP-10

AI serialized component - 10

Work Center: 100

Assembly

Machine Group: MG1

MACHINE GROUP 1

Machine Serial Number: MG1

Select

	Serial Number	Lot Number	On Hand Quantity	Location
★ 1	5171	000000517	10	
★ 2 >	5181	000000518	10	

OK

Cancel

## Chapter 5 Transaction Entry

# 5

### Transaction Entry

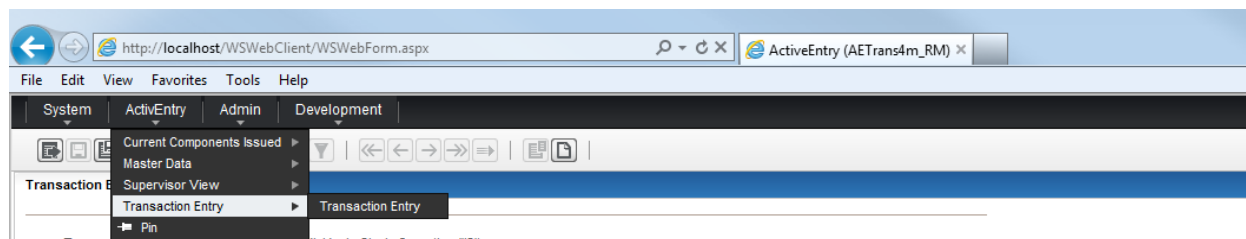
The transaction entry area is used to enter production-related information, including downtime and indirect labour transactions. From the sub screens, you may also report machine downtime, report scrap or rejected parts, view quantity history, print barcodes, and perform other related functions.

Multiple employees may be logged on simultaneously. When an employee number is changed, the data will also change to display the information associated with that employee number. Until their individual entries are "updated", all employees remain active.

**WARNING!** Do **not** change part numbers once the **Add** button has been clicked, unless you want to change the part number on **all** entries since the last update.

**Note:** You cannot change a transaction type code until after you have updated the current code.

#### Access instructions



From the ActiveEntry option on the **TRANS4M** Navigator menu tree, select Transaction Entry. The following screen will appear:

# Transaction Entry Main

Transaction Entry Main

Transaction Type: IS Individual - Single Operation ('IS')

Shift: 1 TEST

Employee: 600 MATT AHEARN

Work Center: 100 Operation Schedule Assembly

Part Number: 139198A Structure by Part BRASS BRACKET ASSEMBLY

Operation: ASSEMBLE Series Identification: ASSEMBLY OPERATION

Revision Level: A Indirect Code:

Machine: MG1 Tool: TG1 TOOL GROUP 1

Detail | Down Time | Scrap and Reject | Quantity History | Barcode Label Print | Lot Number Entry | Edit Transaction

Start Time: 08:00 End Time: 13:15 Time Elapsed Time: 05:15

Quantity: 0 Total Quantity: 10 Remaining Quantity: 0

Add Downtime Codes: 1 Quantity Non-Conforming: 2

Downtime Elapsed Time: 00:45 Percent Non-Conforming: 20.00%

Suspend Individual - Single Operation ('IS') Change Update Cancel

---

## Field definitions

### Transaction Type

Select, from the drop-down list, the appropriate transaction type for the Part/Routing being removed:

IS: Individual Single Operation (Non-process Work Center). This is the default value.

CS: Crew Single Operation (Non-process Work Center).

IM: Individual Multiple Operations (Non-process Work Center).

CM: Crew Multiple Operations (Non-process Work Center).

II: Individual Indirect Labor (requires indirect code set-up).

CI: Crew Indirect Labor (requires indirect code set-up).

IT: Individual Time (Process Work Center).

CT: Crew Time (Process Work Center).

IQ: Individual Quantity (Process Work Center).

CQ: Crew Quantity (Process Work Center).

### Transaction Header

Select the shift during which the labor was performed from the **Shift** field. For the first entry of the day, the shift is grayed out, and no entry is permitted—The shift being updated is based upon the operator prior to reporting, or when an employee is entered. If any entries have been performed for the day, then the shift can only be changed by using an employee identification that has not yet reported for the day.

Enter your employee number in the **Employee** field.

Enter the work center for which IT/CT transactions are being reported in the **Work Center** field.

The **Operations Schedule** button presents a list box of the operation schedules by work center.

Enter the part number in the **Part Number** field. Click the **Structure by Part** button to view the components of this part.

Select the operation for which production is being reported in the **Operation** field.

Select machine and/or tool numbers (if being reported) in the **Machine** and **Tool** fields, respectively.

Additional values may be entered at the Detail level. The time format is determined by the Labor Reporting control record. Entries in hours and minutes follow the structure,

"HH:MM" (where H=hour and M=minutes), while fractional entries represent fractions of an hour to the hundredth place (e.g., 14.00 to 14.50 represents 2:00 PM to 2:30 PM). For the Detail level:

Enter the start time (if prompted) in the **Start** field (the default start time is the beginning time for the shift).

Enter the stop time in the **Stop** field, or click on the **"T"** button for the current time.

Enter the quantity being reported in the **Quantity** field.

ActivEntry will calculate the Elapsed Time and accumulate the Total Quantity. If time entry is not allowed, this field defaults to increments of 15 minutes and the End Time is updated to reflect the proper interval.



---

## Processing instructions

Click **Add** to send the current quantity and efficiencies to the Supervisor View screen. Each subsequent addition will change quantities and efficiencies for that part. Click **Update** to update the records and generate the inventory transactions. Updates represent the "final" quantity and efficiency. (The supervisor may still reverse and correct these values from the Supervisor View screen.)

There are several sub screens that may be accessed from this main Transaction Entry screen. Data on these sub screens create their inventory transactions only after the **Update** button has been selected from this main screen:

Downtime screen

Scrap and Reject screen

Edit Transaction screen

Quantity History screen

Barcode Label Print screen

Lot Number Entry screen

**Note:** Some Transaction Entry subscreens do not clear when you exit Transaction Entry.

**TRANS4M** will not simply remove any existing scrap, reject, and/or downtime data from the *JORDAN\_LBR\_DATA\_cc* record, as this data relates to previous "Add" actions. This is a legitimate *JORDAN\_LBR\_DATA\_cc* record that has not had any *WIP-BATCH-HEADER/DETAIL* records created yet. Clicking the **Add** button and then clicking **Cancel** will leave a *JORDAN\_LBR\_DATA\_cc* record for the next time you enter ActivEntry. Once you click the **Update** button, the *WIP-BATCH-HEADER/DETAIL* records will be created and the *JORDAN\_LBR\_DATA\_cc* record will no longer populate the ActivEntry fields.

If you click on the **Downtime** button, the following screen will display:

# Downtime

Transaction Entry

Transaction Type: IS Individual - Single Operation ('IS')

Shift: 1

Employee: 600

Work Center: 100

Part Number: 139198A

Operation: ASSEMBLE

Revision Level: A

Machine: MG1

TEST

MATT AHEARN

Assembly

BRASS BRACKET ASSEMBLY

ASSEMBLY OPERATION

TOOL GROUP 1

Down Time History

	Downtime Code	Description	Start Time	End Time	Elapsed Time
★ 1 >	100	DOWNTIME 100	12:00	12:45	00:45

Suspend Individual - Single Operation ('IS') Change Update Cancel

## Processing instructions

From this screen, you would report down time for a machine when running a part. You first select the code associated with this down time report from a valid list (rtclick on the downtime code, to find the code list). A description for this code shows in the *Description* column. You would then enter the start and stop times for the machine down time, and the elapsed time will show in the *Elapsed* column. The time format is determined by the Labor Reporting control record. Entries in

---

hours and minutes follow the structure, "HH:MM" (where H=hour and M=minutes), while fractional entries represent fractions of an hour to the hundredth place (e.g., 14.00 to 14.50 represents 2:00 PM to 2:30 PM).

Click the **OK** button to complete reporting down time for this machine and return to the main transaction entry screen. Click the **Cancel** button to exit this screen without saving the reported down time. Transactions will be created for this data when clicking on the Update button, located on the main Transaction Entry screen. From the main *Transaction Entry* screen, clicking on the **Scrap and Reject** button will yield the following display:

# Scrap and Reject

Transaction Entry

Transaction Type: IS Individual - Single Operation ('IS')

Shift: 1

Employee: 600

Work Center: 100

Part Number: 139198A

Operation: ASSEMBLE

Revision Level: A

Machine: MG1

TEST

MATT AHEARN

Assembly

BRASS BRACKET ASSEMBLY

ASSEMBLY OPERATION

Indirect Code:

Tool: TG1

TOOL GROUP 1

Detail Down Time Scrap and Reject Quantity History Barcode Label Print Lot Number Entry Edit Transaction

Scrap and Reject

	Type	Quantity	Location	Code
★ 1	Scrap	1	100	100
★ 2 >	Reject	1	CONSIGN	SCRAP

Total Rejected Quantity: 1

Rejected Percentage: 10.00%

Total Scrap Quantity: 1

Scrap Percentage: 10.00%

Suspend Individual - Single Operation ('IS') Change Update Cancel

The *Scrap/Reject* screen allows you to report scrap and/or reject quantities against a part number.

## Field definitions

### Type

This is where you define the type of defect being reported: either a scrap or a reject part.

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### Quantity

This column is where you enter the quantity of parts that are to be scrapped/rejected.

### Location

This column is where you enter the location for the rejected parts. Scrapped parts are considered to be removed from the flow of usable parts, and thus no longer have an associated location.

### Code

This column lists the reason codes you have established (within the *Repetitive manufacturing* area) for scrapping and/or rejecting parts

### Total Rejected Quantity:

This is the total number of rejected parts for all reject types entered until the entire transaction has been updated. If these are rejected parts you are entering, this field will be populated automatically with the total number of rejected parts.

### Rejected Percentage:

If the parts reported are reject parts, this field will be populated automatically with the percentage of rejected parts. This is the percentage of the total parts for all labor reported from transaction entry (the **Total Quantity** field on the main *Transaction Entry* screen).

### Total Scrap Quantity:

This is the total number of scrapped parts for all scrap types entered until the entire transaction has been updated. If the parts reported are scrap parts, this field will be populated automatically with the total number of scrapped parts.

### Scrap Percentage:

If the parts reported are scrap parts, this field will be populated automatically with the percentage of scrapped parts. This is the percentage of the total parts for all labor reported from transaction entry (the **Total Quantity** field on the main *Transaction Entry* screen).

### Processing instructions

From the Type column, select the type of part being reported: a scrapped part or rejected part. Also enter the quantity and location of these parts, and select the appropriate code from the list of reason codes. These reason codes are not coded into the system, but are rather established within the *Repetitive Manufacturing* area and defined by your company. This provides flexibility for defining scrap/reject reason codes that are unique to your production process.

Click the **OK** button to complete reporting scrap for this machine and return to the main transaction entry screen. Click the **Cancel** button to exit this screen without saving the reported scrap. Transactions will be created for this data when clicking on the Update button, located on the main Transaction Entry screen.

From the main *Transaction Entry* screen, clicking on the **Edit Transactions** button will yield the following display:

**Note:** The Employee Master must have the **Allow Change to Update Transactions** box marked with a check in order for this process to be available.

# Transaction History

The screenshot shows the 'Transaction Entry' window in the ActiveEntry software. The window has a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar. Below the toolbar, there are tabs for 'System', 'ActiveEntry', and 'Admin'. The 'ActiveEntry' tab is selected.

The main form contains the following fields:

- Transaction Type: **IS** (Individual - Single Operation ('IS'))
- Shift: **1**
- Employee: **600**
- Work Center: **100** (Operation Schedule)
- Part Number: **139198A** (Structure by Part)
- Operation: **ASSEMBLE** (Series Identification: **ASSEMBLY OPERATION**)
- Revision Level: **A**
- Machine: **MG1** (Tool: **TG1** (TOOL GROUP 1))

Below the form, there is a tabbed interface with the following tabs: **Detail**, **Down Time**, **Scrap and Reject**, **Quantity History**, **Barcode Label Print**, **Lot Number Entry**, and **Edit Transaction**. The **Quantity History** tab is selected.

The 'Transaction History' table displays the following data:

	Transaction	Date	Shift	Employee	Work Center	Part Number	Operation	Lot Number	Quantity	Start Date
1 >	IS	04/12/2013	1	600	101	139198A	ASSEMBLE	000001231	15	04/12/2013
2	IS	04/12/2013	1	600	101	139198A	ASSEMBLE		21	04/12/2013
3	IS	04/12/2013	1	600	101	139198A	ASSEMBLE	000001235	3	04/12/2013
4	IS	04/12/2013	1	600	101	139198A	ASSEMBLE	000001236	5	04/12/2013
5	IS	04/12/2013	1	600	101	139198A	ASSEMBLE	000001239	10	04/12/2013
6	ID	04/12/2013	1	600	101	139198A	ASSEMBLE	000001239		04/12/2013

At the bottom of the window, there are buttons for 'Suspend', 'Individual - Single Operation ('IS')', 'Change', 'Update', and 'Cancel'.

**Note:** This screen is used to change quantities after an update has occurred. You will only be able to change these quantities if you have been granted access to this area for that purpose; otherwise, it only displays the transaction entered as a result of previous activity.

## Processing instructions

Once all of the entries are complete, click on the Update button to update the system with your changes. ActiveEntry will create a Labor Reporting Reversal entry to reverse the original entry and a new Labor Reporting Entry for the corrected information.

Selecting to update the system or to cancel the changes will return you to the main *Transaction Entry* screen. Click on the **Quantity History** button from the main *Transaction Entry* screen, and the following screen will display:

## Quantity History

The screenshot shows the ActiveEntry (AETrans4m\_RM) web application. The main form is titled "Transaction Entry" and contains various input fields for transaction details. The "Quantity History" tab is selected, displaying a table with two rows of data.

**Transaction Entry Form Fields:**

- Transaction Type: IS (Individual - Single Operation ('IS'))
- Shift: 1
- Employee: 600
- Work Center: 100
- Part Number: 139198A
- Operation: ASSEMBLE
- Revision Level: A
- Machine: MG1
- TEST
- MATT AHEARN
- Assembly
- BRASS BRACKET ASSEMBLY
- ASSEMBLY OPERATION
- TOOL GROUP 1

**Quantity History Table:**

	Quantity
★ 1	5
★ 2 >	5

**Buttons:** Suspend, Individual - Single Operation ('IS'), Change, Update, Cancel

From this screen, you may view the quantities entered using the **Add** button since the last time the transaction entry area was updated. Click on the **OK** button to exit and return to the main *Transaction Entry* screen.

Click on the **Barcode Label Print** button from the main *Transaction Entry* screen, and the following screen will display:

## Barcode Print

The screenshot shows the 'Barcode Label Print' screen within the ActiveEntry application. The browser address bar shows 'http://localhost/WSWeb' and the application title is 'ActiveEntry (AETrans4m\_RM)'. The main menu includes File, Edit, View, Favorites, Tools, and Help. The sub-menu includes System, ActiveEntry, and Admin. The 'Transaction Entry' window is open, displaying various fields for transaction details. Below this, the 'Barcode Label Print' sub-window is active, showing 'Barcode Printing Details' and 'Additional User Defined Barcode Label Fields'.

**Transaction Entry**

Transaction Type: **IS** Individual - Single Operation ('IS')

Shift: **1** TEST

Employee: **600** MATT AHEARN

Work Center: **100** Operation Schedule Assembly

Part Number: **139198A** Structure by Part BRASS BRACKET ASSEMBLY

Operation: **ASSEMBLE** Series Identification: ASSEMBLY OPERATION

Revision Level: **A** Indirect Code:

Machine: **MG1** Tool: **TG1** TOOL GROUP 1

**Barcode Label Print**

**Barcode Printing Details**

Part Number: **139198A**

Lot Number: **000001245**

Total Quantity: **5**

Standard Pack: **1**

Barcode Print Queue: **008** INTERMEC

**Additional User Defined Barcode Label Fields**

PARAM10:

PARAM11:

PARAM12:

Use ARCS Barcode Template: ☐ Barcode Template Print

**Buttons:** OK, Cancel, Suspend, Individual - Single Operation ('IS'), Change, Update, Cancel



---

## Field definitions

### Part Number

This field displays the part number for the barcode label to be printed.

### Lot Number

This field displays the lot number (where applicable) for the barcode label to be printed.

### Quantity to Print on Label

Use this field to enter the quantity that will be printed on the barcode label.

### Barcode Print Queue

This is the queue for the barcode label printer that should print these labels. The default printer queue corresponds to the printer that was set up from the *Application Maintenance* screen, but you may select another queue from the combo box. The list also gives brief printer descriptions for all listed queues.

### Additional User Defined Barcode Label Fields

These three (3) fields allow users to enter text that will print on the barcode label generated by this process. The text is human-readable and is limited only by the dimensions allotted to these fields on the barcode label.

These barcode labels are generally used on containers that hold parts in inventory until they are used in another manufacturing process or shipped in another container. The user-defined fields allow additional information about the goods to be printed on such labels. To print labels used for other purposes (e.g., shipping), it is recommended that users select to print an ARCS barcode label.

### Print ARC barcode label

Check this box to print an ARC barcode label, in addition to the default inventory label printed through this process. The specific labels will either be **TRANS4M**'s standard default labels, or the labels established in the *ActivEntry Inventory Master Update*.

Click on the **Lot Number Entry** button from the main *Transaction Entry* screen, and the following screen will display:

# Lot Number Entry

Transaction Entry

Transaction Type: IS Individual - Single Operation (IS)

Shift: 1

Employee: 600

Work Center: 100

Part Number: 139198A

Operation: ASSEMBLE

Revision Level: A

Machine: MG1

TEST

MATT AHEARN

Assembly

BRASS BRACKET ASSEMBLY

ASSEMBLY OPERATION

Series Identification:

Indirect Code:

Tool: TG1

TOOL GROUP 1

	Part Number	Revision	Lot Number
★ 1	139198A		000001247
★ 2	139198AF		LAF2
★ 3	139198AL		LAL1
★ 4	139198AP		LAP2
★ 5 >	139198AR		LAR1

Part Structure Display

Parent Oper Component

139198A

0010

139198AF

139198AL

139198AP

139198AR

New Lot Number

Load Lot Numbers

OK

Cancel

Suspend

Individual - Single Operation (IS)

Change

Update

Cancel

The **Lot Entry** button is only available if the part being reported has been set up as a lot tracked part. This status is assigned from the *Material Requirements Planning Update* area of **TRANS4M** (within the *Bill of Materials* module). The screen above is used to link component part lot numbers with the lot number of the parent part being reported. The display of the part structure is available with the IS, CS, and IQ transactions.

## Processing instructions

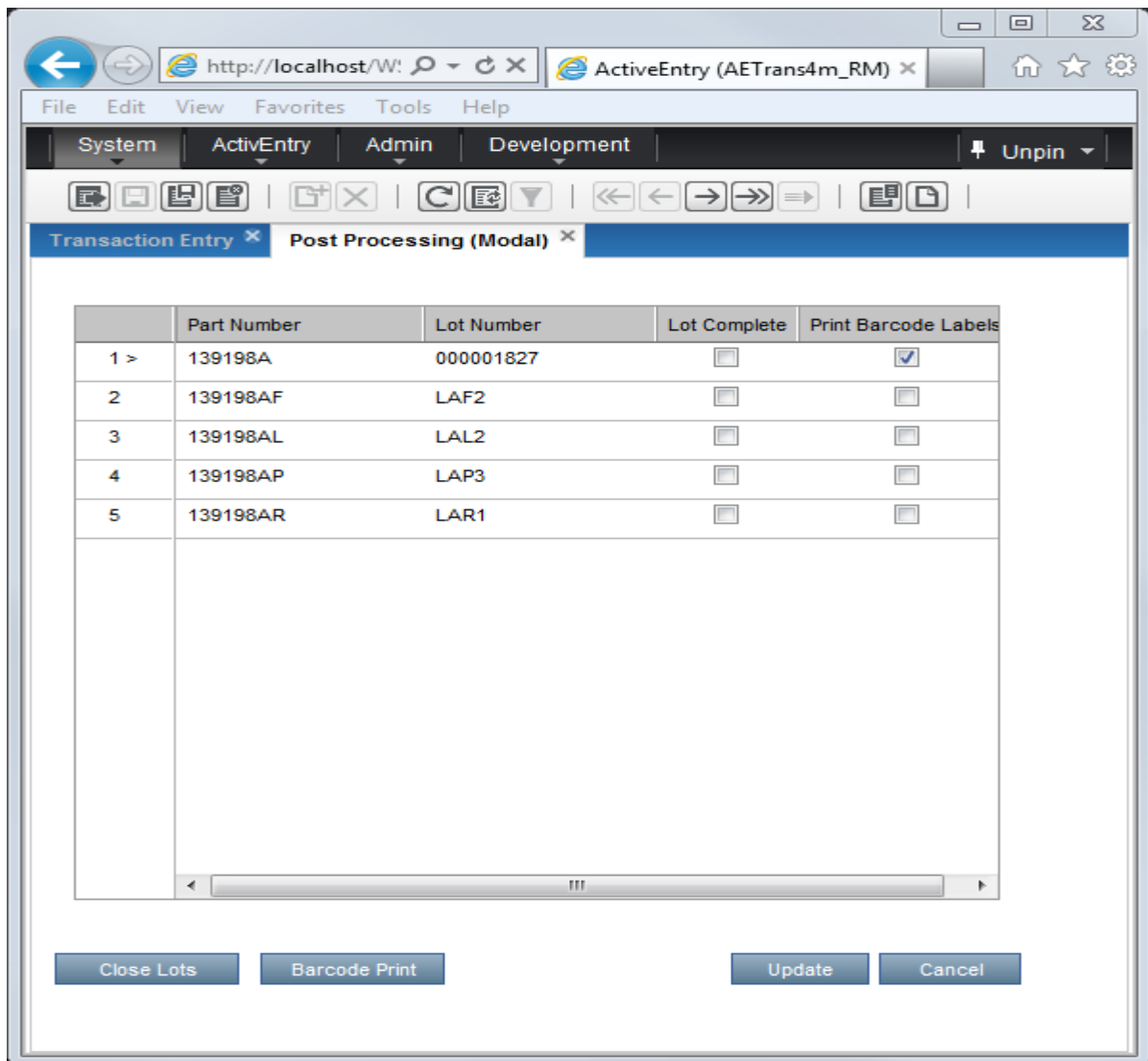
Click the **New Lot Number** button to create a new lot number for the parent part. Click the **Load Lot Numbers** button to load the component lot numbers.

This lot number entry area may be accessed at the end of a shift, rather than in the midst of a production run. Clicking on the **Update** button from the main *Transaction Entry* screen will also display this screen for lot tracked parts.

**Note:** For each lot, the lot activity status must be open and the lot quality status must be selected. These fields, while not mandatory on the lot entry screens, are necessary for ActivEntry to function.

If you wish to save your changes and update the system, click the **Update** button. To exit the screen without saving your changes, click the **Cancel** button. If you select to update the system, the following screen will appear:

## Post Processing



	Part Number	Lot Number	Lot Complete	Print Barcode Labels
1 >	139198A	000001827	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	139198AF	LAF2	<input type="checkbox"/>	<input type="checkbox"/>
3	139198AL	LAL2	<input type="checkbox"/>	<input type="checkbox"/>
4	139198AP	LAP3	<input type="checkbox"/>	<input type="checkbox"/>
5	139198AR	LAR1	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Close Lots, Barcode Print, Update, Cancel

---

### Processing instructions

This screen summarizes the parent part and component lot numbers. You may choose to print barcodes from this screen, just as you may select to print barcodes from the *Barcode Entry* area, by checking the **Print Barcode Labels** box. Clicking on the **Barcode Print** button will print barcodes for the parts that have the **Print Barcode Labels** box checked.

If you are finished with lots associated with parts you have produced, you may close the lots by checking the **Lot Complete** box for that lot number. Clicking on the **Close Lots** button will close the lots whose **Lot Complete** boxes are checked.

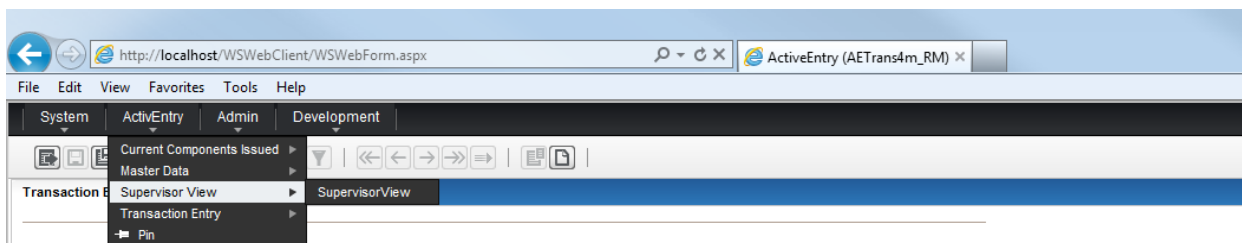
To update the system with your changes and perform the marked tasks, click the **Update** button. To exit this screen without saving changes or performing these tasks, click the **Cancel** button.

## Chapter 6 Supervisor View

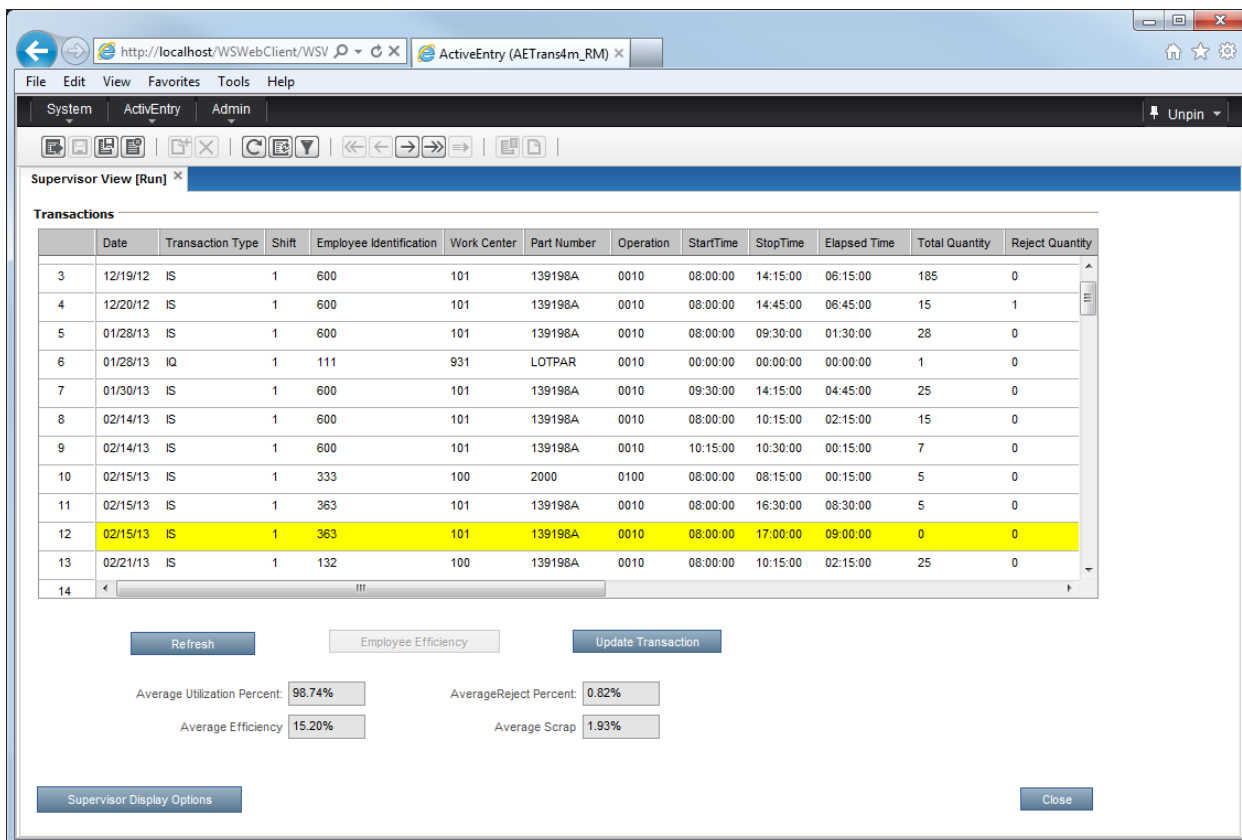
# 6

This screen is used by those employees designated as supervisors in ActivEntry Employee Master Update. It is used to select which portions of the labor reporting information should display and be made available for updates (if required).

### Access instructions



From the ActivEntry option on the **TRANS4M** Navigator menu tree, select Supervisor View. The following screen will appear:



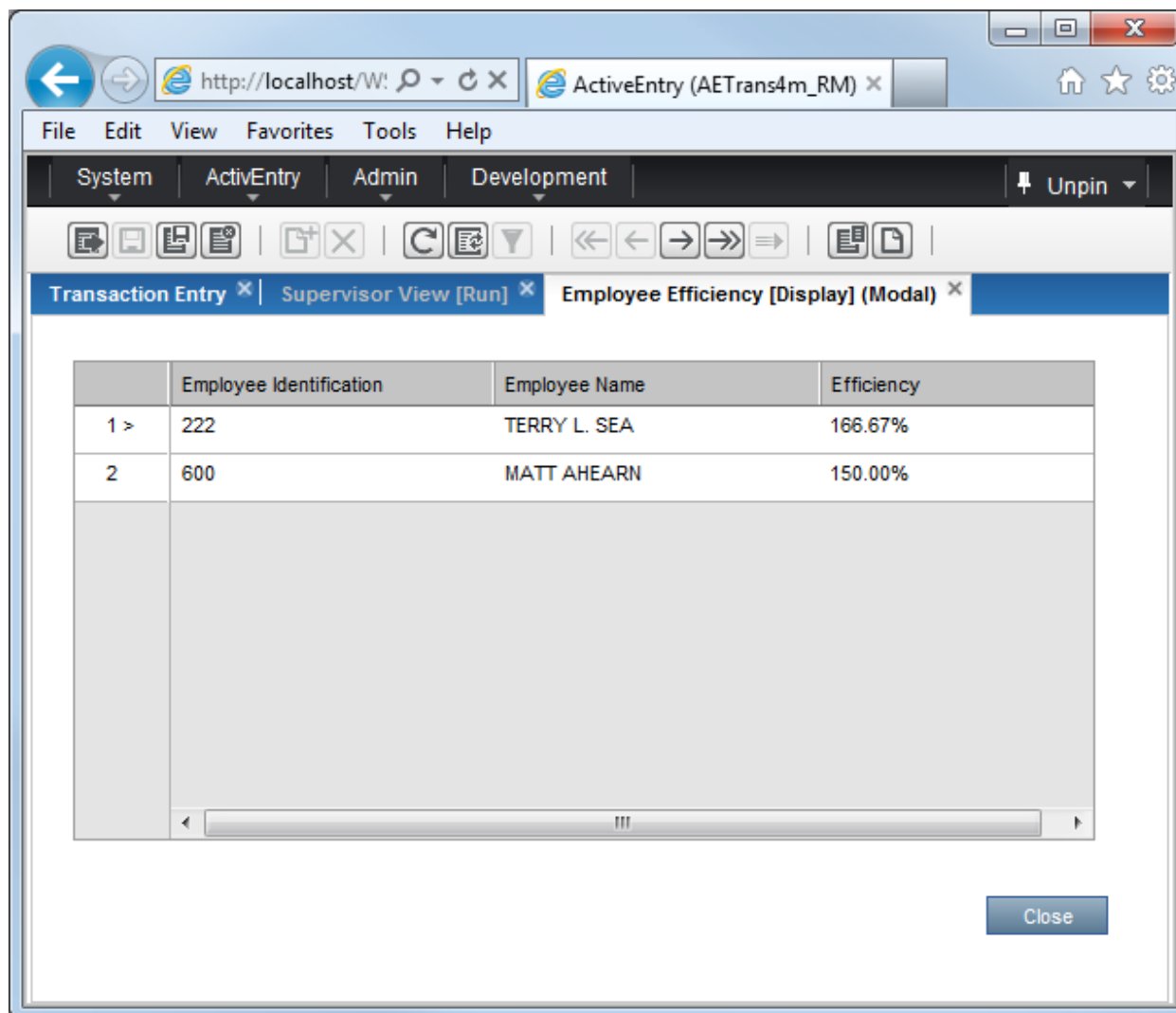
From the main supervisor screen, all the transactions associated with Supervisor Display Options selected on the Employee Master will display. Items that are outside tolerance levels for the defined metrics will display in yellow. Click on the **Supervisor Display Options** button to redefine which information should display here.

The last two (2) columns represent internal transaction and data identification. The WBDH Record Key is the labor transaction, while the JID Record Key is the corresponding data in ActivEntry. The WBDH key is not created until the data has been updated. The WBDH key will display the text, "Multiple", when a transaction has been adjusted, because the original transaction is reversed and then rewritten with corrected data.

### Processing instructions

Click on the **Refresh** button to update the screen with any new information entered within the time range selected. Clicking on the **Employee Efficiency** button will display the following screen:

## Employee Efficiency



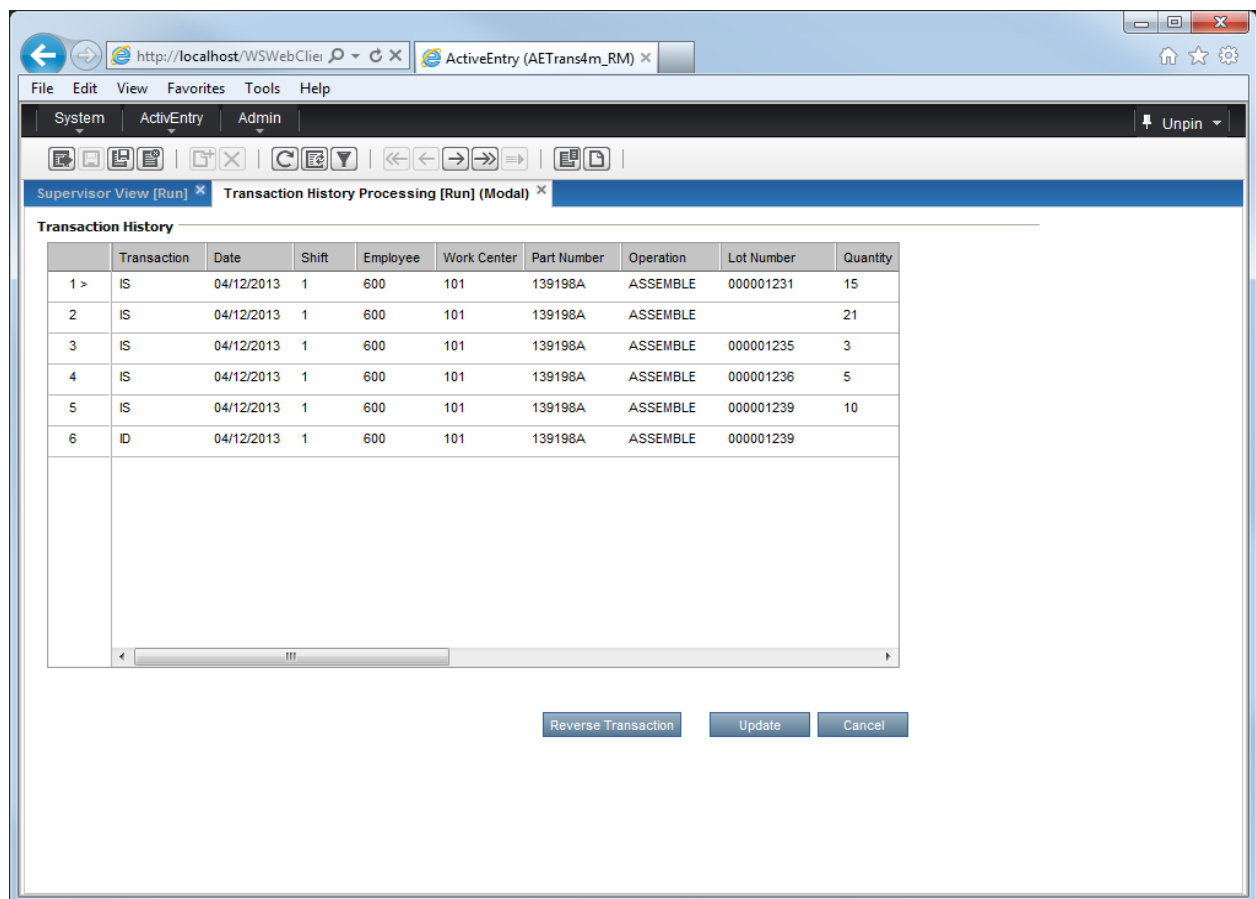
**Note:** This screen is only available when "Current Shift" is the time setting on the Supervisor Display Options.

This screen displays the efficiency of the employees that have entered transactions for the current shift. Close the window to return to the main supervisor view. From that main screen, click on the **Update Transaction** button to display the following screen:

### Processing instructions

From the main supervisor view, click on the **Update Transaction** button to display the following screen:

## Supervisor Transaction History



This screen displays the transaction history for the time interval specified.

### Processing instructions

Click the **Update** button to update the system and return to the main *Supervisor View* screen.  
Click on the **Cancel** button to exit the screen without updating the system.

From the main supervisor view area, click on the **Supervisor Display Options** button to display the following screen:

## Supervisor Display Options

The screenshot shows a web browser window with the URL `http://localhost/WSWebClient`. The browser has two tabs: `ActiveEntry (AETrans4m_RM)` and `Supervisor View [Run]`. The `Supervisor View [Run]` tab is active, and the `Supervisor Display Options [Run] (Modal)` dialog box is open. The dialog box contains the following fields and options:

- Employee Identification:  MATT AHEARN
- ☒ Supervisor Flag
- Supervisor Display Options**
  - ☐ Current Shift ☐ Current Week
  - ☐ Current Day ☒ Date Range
  - Start Date:
  - End Date:
  - Minutes Between Refresh:
- Basic Transaction Entry Options**
  - ☒ Allow Change To Updated Transactions
  - ☒ Allow Shift Change
  - ☒ Allow Time Change
- Supervisor Alarm Options**
  - ☒ Employee Enters Downtime
  - ☒ Material Below Floorstock Minimum
  - ☒ Metrics Out Of Control
- 

The display options may be changed temporarily for the current session; however, future sessions will default back to the options established on the Employee Master Update screen.



## Field definitions

### Supervisor Display Options

**Current Shift:** Select this button to display all transactions for the current shift.

**Current Day:** Select this button to display all transactions for the current day.

**Current Week:** Select this button to display all transactions for the current week.

**Date Range:** Select this button to display all transactions for the given date range. If this option is selected, the date range must be defined using the **Start** and **End** fields located directly beneath these options.

**Minutes between Refresh:** Specify the time interval that will pass before the transactions displayed are refreshed.

Select the work centers for which the employee/supervisor should have reported information displayed. All work centers from the WORK\_CENTER\_MASTER file will display in this area.

### Basic Transaction Entry Options

**Allow Change To Updated Transactions:** Check this option to give the employee change authority after a transaction has been updated.

**Allow Shift Change:** Check this option to allow the employee to report as if he/she were on a different shift than that assigned on the Employee Master. Generally, this option is left unchecked.

**Allow Time Change:** Check this option to allow this employee to override the system generated time for the transaction being reported. Typically, this option is selected so that an employee can enter ending times as the present time (i.e., "now"); otherwise, the system uses elapsed time calculations.

### Supervisor Alarm Options

**Employee Enters Downtime:** Check this option to notify the supervisor of the work center whenever an employee enters downtime.

**Material Below Floor Stock Minimum:** Check this option to notify the supervisor if the quantity of material in the floor stock location for the routed operation is below the minimum (future use).

**Metrics Out Of Control:** Check this option to notify the supervisor if the reported quantities exceed either the low or high limits established in the Application Maintenance screen.