

Labor Tracker Reports Overview

Menu Item	Sub Menu Item	Options	Features
Print Setup Reports	Print Customers	<ul style="list-style-type: none"> Customers Selectable individually or ALL Preview or Print 	<ul style="list-style-type: none"> Customers Selectable individually or ALL Preview or Print
Print Scan Fields	Print Micro Task Codes	<ul style="list-style-type: none"> Micro Tasks Selectable individually or ALL Preview or Print 	<ul style="list-style-type: none"> Micro Tasks Selectable individually or ALL Preview or Print
	Print Indirect Codes	<ul style="list-style-type: none"> Indirect Codes Selectable individually or ALL Preview or Print 	<ul style="list-style-type: none"> Indirect Codes Selectable individually or ALL Preview or Print
	Print Action Codes	<ul style="list-style-type: none"> Action Codes Selectable individually or ALL Preview or Print 	<ul style="list-style-type: none"> Action Codes Selectable individually or ALL Preview or Print
Print Labor Analysis	Print Employee Labor Analysis	<p>Bucket (Available/Selected) Selectivity by:</p> <p>Employees:</p> <ul style="list-style-type: none"> – Supervisor – Department – Status – Shift <p>(Yields List of Employees)</p> <p>Work Orders:</p> <ul style="list-style-type: none"> – Customer – Item – Contact – Display Closed Work Orders Y/N <p>(Yields List of Work Orders Available/Selected which yield List of Employees dependent upon those selections)</p> <p>Scan Fields:</p> <ul style="list-style-type: none"> – Micro Task – Indirect – Action <p>(Yields List of Employees)</p> <p>Cardex Search for Selections</p>	<ul style="list-style-type: none"> Detailed Analysis Labor Summary Analysis Employee Summary Analysis ✓ Print Daily Total (Y/N) ✓ Print Dollars (Y/N) <p><u>Records Selection</u></p> <ul style="list-style-type: none"> ➤ Labor Records ➤ Flat Indirect ➤ Indir No Pay Exp ➤ Indir Pay Exp ➤ Flat Rate Record ➤ Action Records ➤ Time Records <ul style="list-style-type: none"> • From – To Date Range • Preview or Print

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Menu Item	Sub Menu Item	Options	Features
	Print WO Labor Analysis	Bucket (Available/Selected) Selectivity by: Employees: – Supervisor – Department – Status – Shift (Yields List of Work Orders) Work Orders: – Customer – Item – Contact – Display Closed Work Orders Y/N (Yields List of Work Orders Available/Selected which yield List of Work Orders dependent upon those selections) Scan Fields: – Micro Task – Indirect – Action (Yields List of Work Orders) Cardex Search for Selections	<ul style="list-style-type: none"> • Detailed Analysis • Labor Summary • Work Order Summary Order By: – Labor/Date/Emp – Emp/Date/Time Include: ✓ Labor (Y/N) ✓ Indirect (Y/N) ✓ Action (Y/N) ✓ Flat (Y/N) <ul style="list-style-type: none"> • From – To Date Range • Preview or Print
	Print Micro Task Analysis	Bucket (Available/Selected) Selectivity by: Employees: – Supervisor – Department – Status – Shift (Yields List of Micro Tasks) Work Orders: – Customer – Item – Contact – Display Closed Work Orders Y/N (Yields List of Work Orders Available/Selected which yield List of Micro Tasks dependent upon those selections) Scan Fields: – Micro Task – Indirect – Action (Yields List of Micro Tasks) Cardex Search for Selections	<ul style="list-style-type: none"> • Detailed Analysis • Summary Analysis • Print Dollars (Y/N) <ul style="list-style-type: none"> • From – To Date Range • Preview or Print

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Menu Item	Sub Menu Item	Options	Features
	Print Indirect Labor Analysis	Bucket (Available/Selected) Selectivity by: Employees: – Supervisor – Department – Status – Shift (Yields List of Indirect Codes) Work Orders: – Customer – Item – Contact – Display Closed Work Orders Y/N (Yields List of Work Orders Available/Selected which yield List of Indirect Codes dependent upon those selections) Scan Fields: – Micro Task – Indirect – Action (Yields List of Indirect Codes) Cardex Search for Selections	<ul style="list-style-type: none"> • Detailed Analysis • Summary Analysis • Print Dollars (Y/N) • From – To Date Range • Preview or Print
	Print Customer Analysis	Bucket (Available/Selected) Selectivity by: Employees: – Supervisor – Department – Status – Shift (Yields List of Customers) Work Orders: – Customer – Item – Contact – Display Closed Work Orders Y/N (Yields List of Work Orders Available/Selected which yield List of Customers dependent upon those selections) Scan Fields: – Micro Task – Indirect – Action (Yields List of Customers) Cardex Search for Selections	<ul style="list-style-type: none"> • Detailed Analysis • Summary Analysis • Print Dollars (Y/N) • From – To Date Range • Preview or Print

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Menu Item	Sub Menu Item	Options	Features
	Print Item Analysis	Bucket (Available/Selected) Selectivity by: Employees: – Supervisor – Department – Status – Shift (Yields List of Items) Work Orders: – Customer – Item – Contact – Display Closed Work Orders Y/N (Yields List of Work Orders Available/Selected which yield List of Items dependent upon those selections) Scan Fields: – Micro Task – Indirect – Action (Yields List of Items) Cardex Search for Selections	<ul style="list-style-type: none"> Detailed Analysis Summary Analysis Print Dollars (Y/N) From – To Date Range Preview or Print
	Print Labor/Employee Balancing Report	Bucket (Available/Selected) Selectivity by: – Department – Status – Shift Cardex Search for Selections Sort By: <ul style="list-style-type: none"> Employee Code (Asc) Employee Code (Desc) Employee Name (Asc) Employee Name (Desc) Hire Date (Asc) Hire Date (Desc) 	Sort By: <ul style="list-style-type: none"> Emp Code Emp Name Break On <ul style="list-style-type: none"> Supervisor Department Page Break (Y/N) From – To Date Range Preview or Print
	Print Employee Standard Efficiency	Bucket (Available/Selected) Selectivity by: – Department – Status – Shift Cardex Search for Selections	<ul style="list-style-type: none"> Employee Detail Employee Summary Direct Summary Date Summary From – To Date Range Preview or Print

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Menu Item	Sub Menu Item	Options	Features
Graph Reports	Graph Actual vs Estimate Time & Cost		Graph Options: <ul style="list-style-type: none"> • 3 – 2D Bar Graph • 4 – 3D Bar Graph • 6 – Line Graph • 7 – Log/Lin Graph • 8 – Area Graph • 9 – Scatter Graph • 10 – Polar Graph Full Screen Graph Option Cost/Time vs Code/Value
	Graph Actual or Estimate Time & Cost		Graph Options: <ul style="list-style-type: none"> • 1 – 2D Pie Graph • 2 – 3D Pie Graph • 3 – 2D Bar Graph • 4 – 3D Bar Graph • 6 – Line Graph • 7 – Log/Lin Graph • 8 – Area Graph • 9 – Scatter Graph • 10 – Polar Graph Full Screen Graph Option Cost or Time, Code or Value and Actual or Estimate
Print Exception Analysis	Print Scrap Analysis	Bucket (Available/Selected) Selectivity by: <ul style="list-style-type: none"> – Department – Status – Shift Selects a List of Employees Cardex Search for Selections	<ul style="list-style-type: none"> • Employee Detail • Employee Summary • Direct Summary • Grand Summary • From – To Date Range • Preview or Print

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Menu Item	Sub Menu Item	Options	Features
	Print Action Analysis	Bucket (Available/Selected) Selectivity by: Employees: – Supervisor – Department – Status – Shift (Yields List of ActionCodes) Work Orders: – Customer – Item – Contact – Display Closed Work Orders Y/N (Yields List of Work Orders Available/Selected which yield List of Action Codes dependent upon those selections) Scan Fields: – Micro Task – Indirect – Action (Yields List of Action Codes) Cardex Search for Selections	Order By: <ul style="list-style-type: none"> • WO/Date • WO/Action/Date • WO/Action/Emp/Date • WO/Action/Micro Task/Date • Micro Task/Action/Date • Action/Emp/Date • Action/Micro Task/Date • From – To Date Range • Preview or Print
	Print Notes Analysis	Bucket (Available/Selected) Selectivity by: – Department – Status – Shift Selects a List of Employees Cardex Search for Selections	<ul style="list-style-type: none"> • From – To Date Range • Preview or Print
Labor Management Reporting	WIP Report	Bucket (Available/Selected) Selectivity by: – Customer – Item – Contact – Start Date Range – Due Date Range – Close Date Range – Display Open WO (Y/N) – Display Closed WO (Y/N) Selects a List of Work Orders Cardex Search for Selections	<ul style="list-style-type: none"> • Detailed Analysis • Summary Analysis • Preview or Print

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Menu Item	Sub Menu Item	Options	Features
	Print / View WO Schedule	Bucket (Available/Selected) Selectivity by: <ul style="list-style-type: none"> – Customer – Item – Contact – Start Date Range – Due Date Range – Close Date Range – Display Open WO (Y/N) – Display Closed WO (Y/N) Selects a List of Work Orders Cardex Search for Selections	Lists of Work Orders can be: <ul style="list-style-type: none"> – Add – Edit – Delete – Renumber Calculate Priority function Sort Order <ul style="list-style-type: none"> • Order by Priority • Order by Employee • Order by Due Date • Order by W/O Preview or Print
	Print Labor Routing Analysis	<ul style="list-style-type: none"> • Micro Tasks Selectable individually or ALL • WO Selectable individually or ALL • Preview or Print 	Display: <ul style="list-style-type: none"> ✓ Complete (Y/N) ✓ Incomplete (Y/N) ✓ Break on New Labor (Y/N) <ul style="list-style-type: none"> • From – To Date Range • Preview or Print
Print Labor Bar Codes	Print Scan Control Sheet	Print Picture (Y/N)	
	Print Scan Field Barcodes	<ul style="list-style-type: none"> • Drop-down list for Scan Field to Print • Codes Available Selectable individually or ALL 	<ul style="list-style-type: none"> • Preview or Print
Print Work Order Bar Code Sheet		Bucket (Available/Selected) Selectivity by: <ul style="list-style-type: none"> – Customer – Item – Contact – Start Date Range – Due Date Range – Close Date Range – Display Open WO (Y/N) – Display Closed WO (Y/N) Selects a List of Work Orders Cardex Search for Selections	<ul style="list-style-type: none"> • Work Orders Available Selectable individually or ALL • Selectable Number of Copies • Layout Selections • Preview or Print
Print Work Order Master List		Bucket (Available/Selected) Selectivity by: <ul style="list-style-type: none"> – Customer – Item 	Sort by: <ul style="list-style-type: none"> – WO Code – Start Date

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Menu Item	Sub Menu Item	Options	Features
		<ul style="list-style-type: none"> - Contact - Start Date Range - Due Date Range - Close Date Range - Display Open WO (Y/N) - Display Closed WO (Y/N) <p>Selects a List of Work Orders Cardex Search for Selections</p>	<ul style="list-style-type: none"> - Due Date - Close Date <p>Ascending/Descending</p> <p>Include Routing (Y/N)</p> <p>New Page for Each Work Order (Y/N)</p> <p>Preview or Print</p>