

Date: November 09, 2004

To: Lavie Dealers

Re: iBrowse™ operation

Dear Dealer,

This document describes operational issues related to using the new iBrowse™ module.

1. Preface

iBrowse™, TimeKeeper's Internet gateway, enables accessing Attendance & Job Costing information via the Internet/Intranet. Following are iBrowse™'s main features:

- Entering and editing Attendance and Job Costing information for individual employees on a daily/periodical basis
- Generating Attendance and Job Costing reports via the internet browser.
- Monitoring and editing options for managers and supervisors (e.g. monitoring employees in remote sites).

2. Technology

In developing iBrowse™, the most current, "state-of-the-art" technologies were used:

- N-Tier technology - iBrowse™ is a multi-tier (n-tier) application with a business object layer (BOL) and a data access layer (DAL).
- User level: Support for MS Internet Explorer 5.0 browser (or later release), HTML & DHTML pages, XML & XSL reports
- Web server level: Windows 2000 OS, web pages: ASP pages in IIS environment, objects triggering using COM+
- Data transactions are saved within MS-SQL2000 tables.

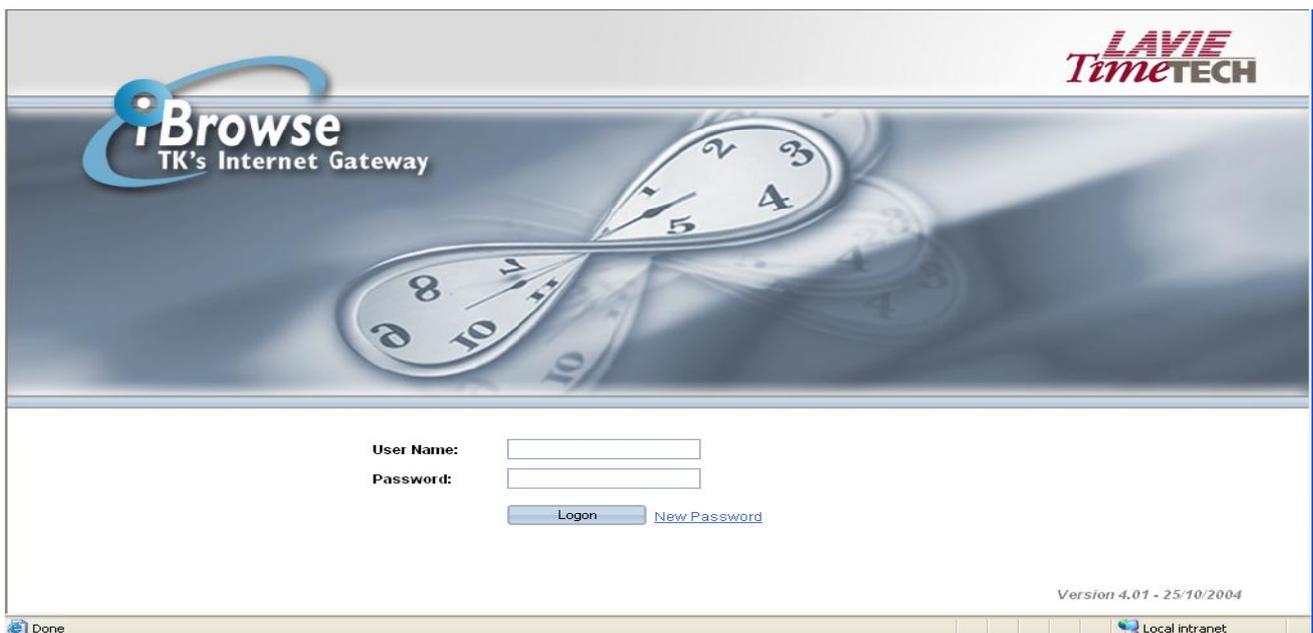


Figure 1 – iBrowse™'s login screen

3. Application introduction

3.1 - Daily edits screen

The screenshot displays the 'Daily Edits' screen in the iBrowse TimeTECH application. The interface includes a navigation bar with tabs for 'Daily Edits', 'Period Edits', 'Period Sheet', 'Reports', 'Employee', 'Scheduler', 'Help', and 'Logoff'. The main content area is divided into several sections:

- Header:** Employee ID '1006 BURNS DAVE' and Date '11/09/2004' (Tuesday).
- Attendance Table:** A table with columns 'Report', 'Absence Code', 'In', and 'Out'. It contains five rows of 'Attendance' records with 'In' times of 08:00 and 'Out' times of 18:30.
- Job Costing Table:** A table with columns 'Order', 'Process', 'Duration', and 'Deleted'. It contains one row for 'Refrigerator (RF100)' with 'Process' 'Assembly' and 'Duration' '09:30'.
- Summary Panel:** Located on the right, it shows 'TK Total' (10:30), 'TC Total' (09:30), and 'Variance' (01:00).
- Buttons:** 'Add Task Line' and 'Send Updates' are located at the bottom of the main area.

Figure 2 – Daily Edits screen

The daily editing screen consists of the following elements:

- **Header** – Details regarding the **employee** & the **processed date**. By default, the current date is the displayed date. In addition, the employee/user is able to select dates using the calendar (limited to profile configuration restrictions).
- **Attendance** – **In/Out punches** (the no of In/Out pairs is specified within the profile configuration), **absence codes** & **breaks** duration.
- **Job costing** – **Start Job/End Job** or **Duration** (see profile configuration, Costing Tab for defining the work mode) & **Job costing levels** (e.g. order, batch, process etc).

When entering a Job Costing transaction, the employee can select the required activity (e.g. process) from the **relevant job table** (e.g. the entire process list) or selecting the relevant Activity (e.g. process) from the MRU (Most Recently Used items) list. The **MRU list** is a personalized list (i.e. it is based on the last selections that each employee has selected). Consequently, it frequently saves time! The employee is able to cancel costing records, by using the **cancel key**, or add costing record in order to assign several job costing records per day, using **adding costing records key**. In addition, **update** key (i.e. updating data) is available on screen.

- **Monitoring data** – iBrowse™ calculates and displays **total attendance**, **total costing** and **attendance-costing variance**. This information is important, as most of the organizations using iBrowse™ (with Job Costing enabled) require that there is no attendance-costing variance.

- E-signature (optional) – After editing the daily transactions, the employee may approve his daily activities by checking “**employee e-signature**” (i.e. EDS) box. In addition, supervisors may approve their employees daily hours by checking **supervisor’s e-signature** (SDS) box

3.2 – Period editing screen

Figure 3 – Period Edits screen

The period editing screen consists of the following elements:

Header

- Details regarding the **employee & processed dates**. The employee is able to select date range using the calendar (i.e. from date... to date).
- The **Records to display** option enables the supervisor to choose the type of records to display i.e. in order to simplify the signature process. The supervisor may select one of the following options (a) All records for all employees (b) All records / employees that require supervisor’s sign off (c) Only records that require supervisor’s sign off (d) Only changed records that require supervisor's sign-off.
- **Display pay period** enables choosing the required pay-period. The employee may select one of the following options (a) Current pay period (b) Previous pay period (c) A period before the previous pay period. Note that permission for editing previous pay-periods is enabled/disabled within the profile configuration.



Periodical transactions layout

- **The following will be displayed on a daily basis:** In/Out punches, absence codes, Start Job/End Job or Duration, Job costing levels (e.g. order, batch, process etc). **Errors, exceptions & manually updated records** will be displayed according to TimeKeeper's rules. This feature is configured in "iBrowse™ profile configuration".
- In order to edit a daily record, click it (once) and enter the changes. The relevant record will be marked (see example: 2.4.2001 in Figure 3).
- Using the periodical layout, **supervisors** may view other employees' data in a convenient way (i.e. getting a quick overview). Each supervisor can monitor and edit the group for which he is responsible.
- **E-signature** – After editing the daily transactions, the employee (and his supervisor) may approve his daily activities by checking **employee e-signature (EDS)** box or **supervisor's e-signature (SDS)** using the period layout. The (optional) e-signature option is configured within "iBrowse™ profile configuration".

Buttons

- Add Line – Append a daily record.
- Send Updates – Send updated data i.e. update the database.
- Sign all – Approve all daily records & daily assignments. If a supervisor is logged in, then the **SDS** will be signed. If a "standard user" is logged in, then the **EDS** will be signed.

3.3 – Period Sheet

Employee : 1006 BURNS DAVE
 Display pay period: Previous From Date: 10/25/2004 Till Date: 11/07/2004

Employee : 1006 BURNS DAVE From Date : 10/25/2004 Till Date : 11/07/2004

Date	Day	Abs Code	IN/OUT1	IN/OUT2	On Call1	EDS SDS	Reg	OT 125%	OT 150%	Deff	Date
10/25/2004	Mo		08:00 18:30			<input checked="" type="checkbox"/>		0.00	1.30	0.00	10/25/2004
10/26/2004	Tu		08:00 18:30			<input checked="" type="checkbox"/>		0.00	1.30	0.00	10/26/2004
10/27/2004	We		08:00 18:30			<input type="checkbox"/>		0.00	1.30	0.00	10/27/2004
10/28/2004	Th		08:00 18:30			<input type="checkbox"/>		0.00	1.30	0.00	10/28/2004
10/29/2004	Fr		08:00 18:30			<input type="checkbox"/>		0.00	1.30	0.00	10/29/2004
11/01/2004	Mo		08:00 18:30			<input type="checkbox"/>		0.00	1.30	0.00	11/01/2004
11/02/2004	Tu		08:00 18:30			<input type="checkbox"/>		0.00	1.30	0.00	11/02/2004
11/03/2004	We		08:00 18:30			<input type="checkbox"/>		0.00	1.30	0.00	11/03/2004
11/04/2004	Th		08:00 18:30			<input type="checkbox"/>		0.00	1.30	0.00	11/04/2004
11/05/2004	Fr		08:00 18:30			<input type="checkbox"/>		0.00	1.30	0.00	11/05/2004

Buttons: Send Updates Summary Sign All

Figure 4 – Period Sheet Edits

The Period Sheet screen consists of the following elements:

Header

- Details regarding the **employee & processed dates**. The employee is able to select a date range using the calendar (i.e. from date... to date).
- The **Records to display** option enables the supervisor to choose the type of records to display i.e. in order to simplify the signature process. The supervisor may select one of the following options (a) All records for all employees (b) All records / employees that require supervisor's sign off (c) Only records that require supervisor's sign off (d) Only changed records that require supervisor's sign-off.
- **Display pay period** enables choosing the required pay-period. The employee may select one of the following options (a) Current pay period (b) Previous pay period (c) A period before the previous pay period. Note that permission for editing previous pay-periods is enabled / disabled within the profile configuration.
- **Period selection** is available by date range or by period.

Periodical transactions layout

- **The following will be displayed on a daily basis:** In/Out punches, absence codes.
- A **yellow transaction** indicates that edits have been made to the original punches, i.e. user adjustments. This is the iBrowse™ audit option. By pressing the **A** button, a second row displaying the original punches, will open beneath the original row.
- Using the periodical layout, **supervisors** may view other employees' data in a convenient way (i.e. getting a quick overview). Each supervisor can monitor and edit the group for which he is responsible.
- **E-signature** – After editing the daily transactions, the employee (and his supervisor) may approve his daily activities by checking **employee e-signature (EDS)** box or **supervisor's e-signature (SDS)** using the period layout. The e-signature option is configured within "iBrowse™ profile configuration", while it's triggering is optional.

Buttons

- **Send Updates** – Send updated data i.e. update the database.
- **Sign all** – Approve all daily data. If a supervisor is logged in, then the **SDS** will be signed. However, if a "standard user" is logged in, then the **EDS** will be signed.
- **Summary** - In addition to the daily summaries display, the employee can generate a pay-period summary. The pay-period summary is based on TimeKeeper's data and available to display on screen by clicking "summary" button:

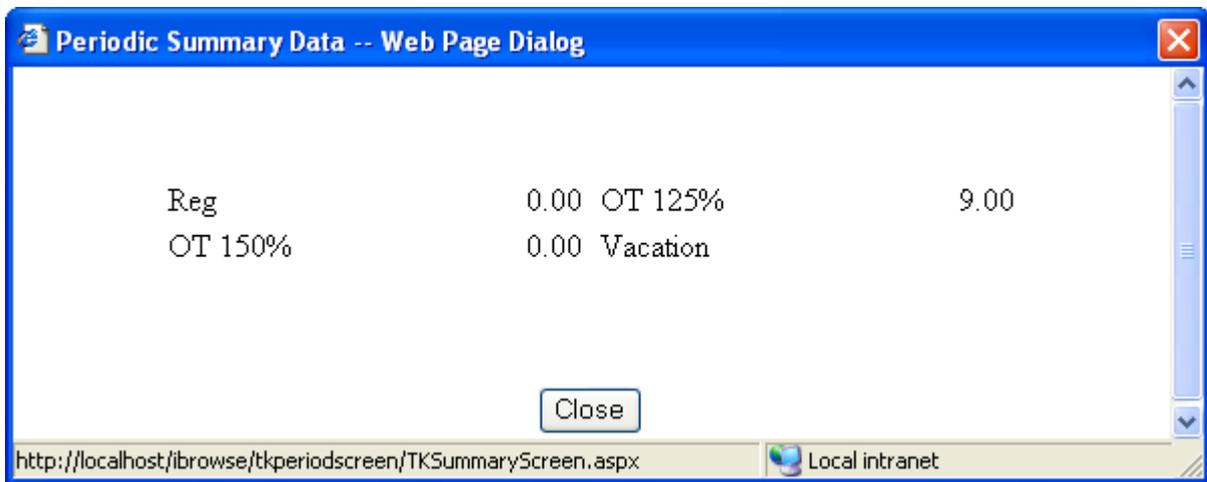


Figure 5 – Pay-Period Summary

3.4 – Reports



Figure 6 – Select report

3.4.1 Attendance report (per period)

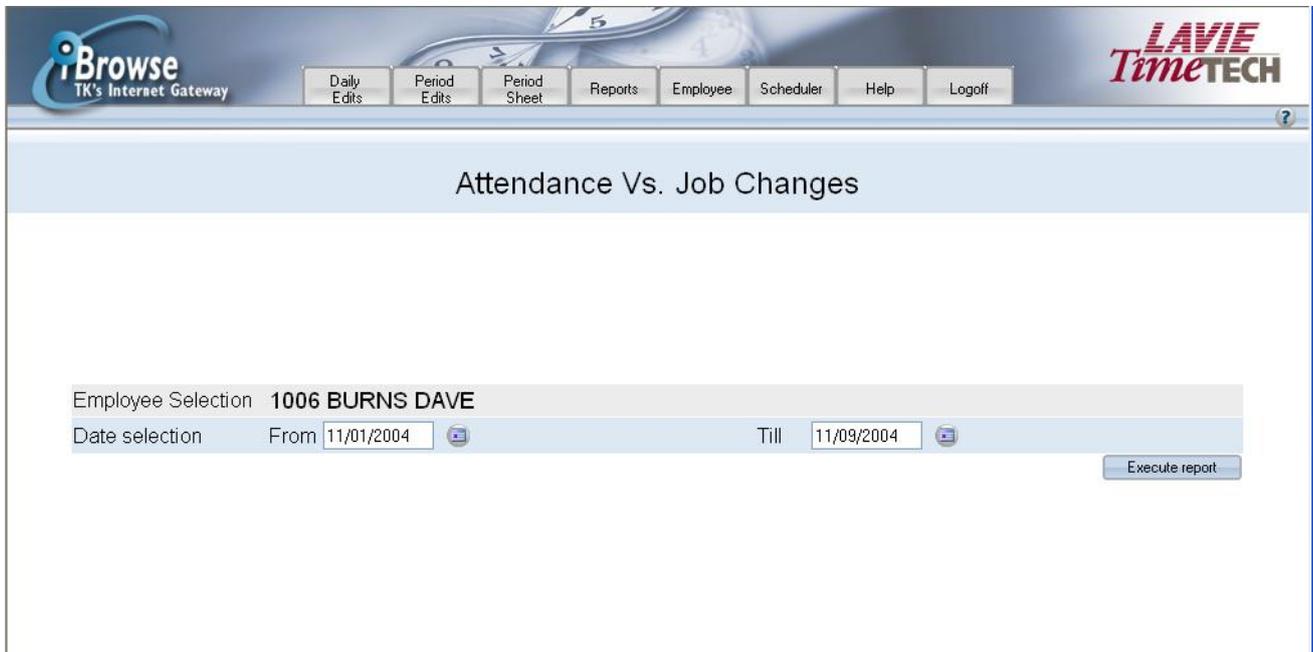


Figure 7 – Attendance report Select Screen



General

- The Attendance & Costing report will be produced according to a date range (selectable).
- The Attendance & Costing report is based on Timekeeper's data. The program accesses TK's database and retrieves the required data.
- The report can be produced to screen and/or to a printer.

Layout

- Header – Report's name and employee identifier.
- Costing transactions per date format – All costing transactions will be displayed on a daily basis i.e. the number of lines per day depends on the number of Job Costing transactions the employee had entered.
- Line content – **Attendance information:** Date, In/Out, total paid and overtime. **Costing information:** Levels index i.e. order, batch, process etc (according to TimeCosting's configuration), start job, end job, duration and variance.
- A summary line will follow each date, designating job costing totals and costing-attendance variance.

3.4.2 Attendance and costing report (per period)

TK DEMO SYSTEM																
3 - TC Attendance Vs. Job Changes For 11/01/2004 Till 11/09/2004																
Site		1 *		Department		5 Painting		Employee		1006 BURNS DAVE						
Attendance Data										Jobs						
Date	Activity Day Type	Entry	Exit	Entry	Exit	Total Attenda	Paid Hours	Paid Absence	Rec Status	Work Order	Name	AREA	Name	Start	End	Ne Dc
11/01/2004	Mo	8.00	18.30			10.30	9.30		2	100	Refrigerator (RF100)			9.00	17.00	
11/02/2004	Tu	8.00	18.30			10.30	9.30		2	100	Refrigerator (RF100)			8.30	17.00	
11/03/2004	We	8.00	18.30			10.30	9.30		2	100	Refrigerator (RF100)			8.00	18.00	
11/04/2004	Th	8.00	18.30			10.30	9.30		2	100	Refrigerator (RF100)			8.30	17.00	
11/05/2004	Fr	8.00	18.30			10.30	9.30		2	100	Refrigerator (RF100)			8.00	16.00	
11/08/2004	Mo	8.00	18.30			10.30	9.30		2	100	Refrigerator (RF100)			8.00	18.30	
11/09/2004	Tu	8.00	18.30			10.30	9.30		2	100	Refrigerator (RF100)			8.00	18.30	
total for Report						73.30	66.30									

Figure 8– Attendance & Costing report

3.5 – Employee Master (New functionality introduced in iBrowse R4*)

The screenshot displays the Employee Master File interface. At the top, there is a navigation bar with tabs for Daily Edits, Period Edits, Period Sheet, Reports, Employee (selected), Scheduler, Help, and Logoff. Below this, the search criteria are: Employee Number (1006), Last Name (BURNS), First Name (DAVE), and Mid Init. A 'Search' button is located to the right. Below the search bar, there are four tabs: General, Contact Info, Benefits / Costing, and Scheduling. A yellow callout box points to these tabs with the text 'Tabs displayed according to the Employee Screen Designer settings'. Below the tabs is a table of data fields:

Plant	1	TimeTECH
Site	1	*
Department	5	Painting
Payroll Table	2	Ceridian Payroll Interface
Pay Period Type	2	Bi-Weekly
Contract	10	Hourly 0830-1700 Support
Badge Number	41	
Absence Code	0	Active

A yellow callout box points to this table with the text 'Data Fields'. At the bottom of the form are buttons for 'Send Updates', 'Clear', and 'Deleted Employee'. The interface also includes a 'Done' button and a 'Local intranet' link.

Figure 9 – Employee Master File

The Employee Master editing screen consists of the following elements:

- **Employee details – Employee Number & Name** (including Search Button). By default, the system displays the first employee allowed to display/editing for the current user. The "Search" button allows the user (iBrowse user) to select employee for viewing/editing employee master.

Employee Master Tabs – The tabs displayed in the iBrowse-employee-master are completely identical to the Employee-tabs in TimeKeeper. The tabs are user-group-specific.

- **Employee Master Data Fields** – In this section you can Add/Edit Employee Details (e.g. Plant, Site, Department, Contract, or any other employee master data). Note that you will not be able to use the "load table" function (as in TimeKeeper) for creating new plants/sites/departments etc.

Buttons:

- **Send Updates** – Send updated data i.e. "Save Record".
- **Clear** – Clear all the fields (for adding a new Employee).
- **Delete Employee** – Delete Employee from Employee Master.

Creating a new employee

There are two ways to create a new employee: **(a) Creating a new employee using the "CLEAR" button to Clear all settings** - Once all the settings are cleared, specify the "new" employee number and employee details **(b) Copying an existing employee** – This option is available by changing the employee number and entering the "new" employee details.

3.6 – Web Scheduler (New functionality introduced in iBrowse R4*)

The screenshot shows the 'Scheduler' screen in the iBrowse system. At the top, there is a navigation bar with buttons for 'Daily Edits', 'Period Edits', 'Period Sheet', 'Reports', 'Employee', 'Scheduler', 'Help', and 'Logoff'. The 'Scheduler' button is highlighted. Below the navigation bar, there are several controls: a 'Group No.' dropdown menu set to '1 - Ed's People', a 'Sort' dropdown menu set to 'Scd.group\Emp. #', a 'Date' field set to '11/08/2004', and a 'Display' button. The main content is a table with columns for days of the week (11/08 Mo, 11/09 Tu, 11/10 We, 11/11 Th, 11/12 Fr, 11/13 Sa, 11/14 Su) and rows for individual employees. Each row contains the employee's name, base phone number, and scheduled times for each day. At the bottom of the table, there are buttons for 'Update Records', 'Copy Group', and 'Copy Employee'. The interface also shows a 'Done' button and a 'Local intranet' logo.

Employee	Base	Phone No.	11/08 Mo	11/09 Tu	11/10 We	11/11 Th	11/12 Fr	11/13 Sa	11/14 Su						
1110 MASTERS STEVE	20	201-555-6321	16:00	24:00	16:00	24:00	08:00	16:00	08:00	16:00	24:00	16:00	24:00	:	:
1122 PERRICELLI JOANNE	31	212-555-5400	07:00	15:00	07:00	15:00	07:00	15:00	07:00	15:00	07:00	15:00	:	:	:
1129 CARTIER SHIRLEY	31	973-555-9866	07:00	15:00	07:00	15:00	07:00	15:00	07:00	15:00	07:00	15:00	:	:	:
1131 ROCCA LUISA	31	201-555-5265	07:00	15:00	07:00	15:00	07:00	15:00	07:00	15:00	07:00	15:00	:	:	:
1133 SMITH JOSEPH	31	212-555-6983	07:00	15:00	07:00	15:00	07:00	15:00	07:00	15:00	07:00	15:00	:	:	:
1136 FAZIO MERCEDES	31	905-555-2156	07:00	15:00	07:00	15:00	07:00	15:00	07:00	15:00	07:00	15:00	:	:	:
1138 BAIG SAIRA	31	212-555-9863	07:00	15:00	07:00	15:00	07:00	15:00	07:00	15:00	07:00	15:00	:	:	:
1140 PUGLIESE NICHOLAS	31	212-555-3321	07:00	15:00	07:00	15:00	07:00	15:00	07:00	15:00	07:00	15:00	:	:	:
1141 HILLMAN JAKE	31	212-555-3269	07:00	15:00	07:00	15:00	07:00	15:00	07:00	15:00	07:00	15:00	:	:	:
1142 CURRAN NANCY	31	212-555-8979	07:00	15:00	07:00	15:00	07:00	15:00	07:00	15:00	07:00	15:00	:	:	:
1144 SAMPAT ORLANDO	31	973-555-3216	07:00	15:00	07:00	15:00	07:00	15:00	07:00	15:00	07:00	15:00	:	:	:
1146 HUSTON GRACE	31	201-555-9867	07:00	15:00	07:00	15:00	07:00	15:00	07:00	15:00	07:00	15:00	:	:	:
1599 ZHAO RUJIN	31	973-555-5897	07:00	15:00	07:00	15:00	07:00	15:00	07:00	15:00	07:00	15:00	:	:	:

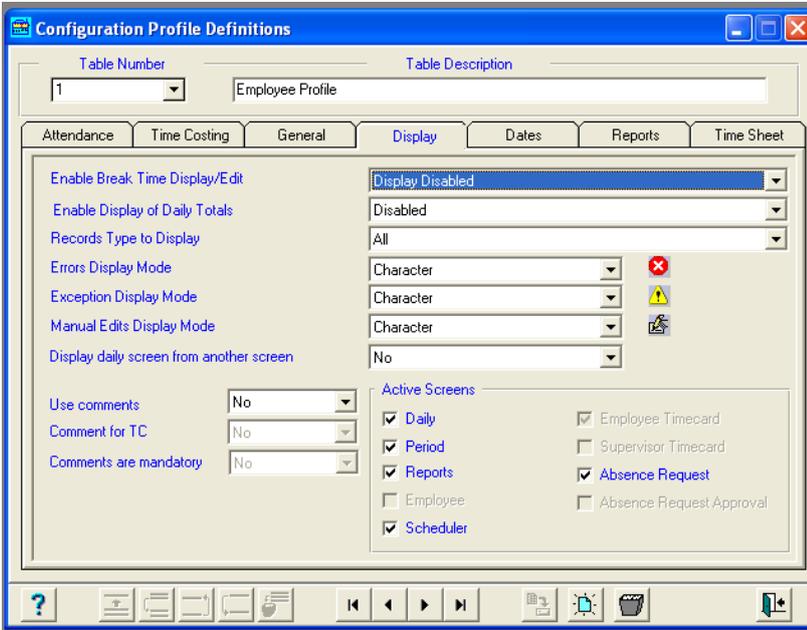
Figure 10 – Scheduler screen

The Scheduler screen consists of the following elements:

- **Group No** – TSM Group number
- **Sort** – Select a standard sort (i.e. Schedule Group\Employee number OR Schedule Group\Employee Name OR Schedule Group\Department\Seniority\Employee) or a flexible sort defined in sort Profiler (BLDSORT)
- **Date** – Date for week selection.
- **Display** – For loading the data for the selected Group/Week.

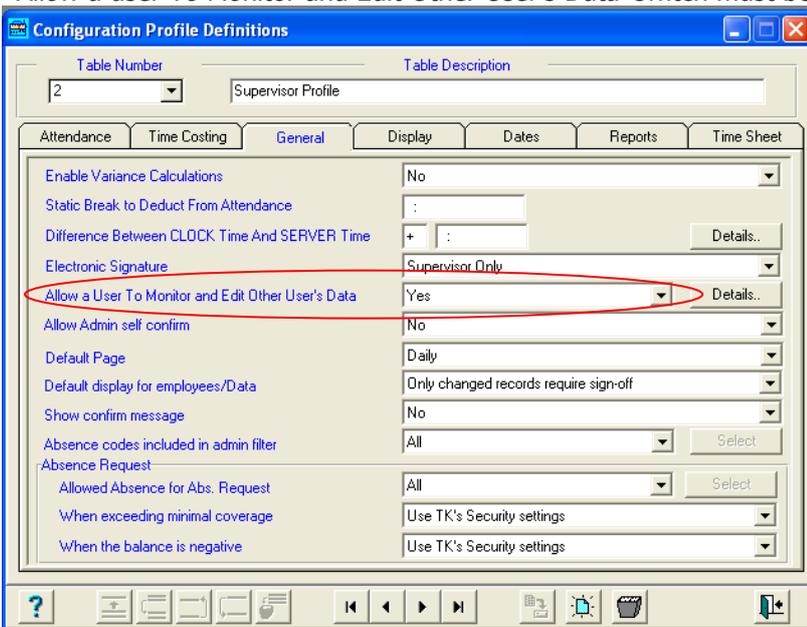
Enabling the Web Scheduler:

In order to enable Web Scheduler, check the Scheduler box in iBrowse Configuration Profile Definitions:



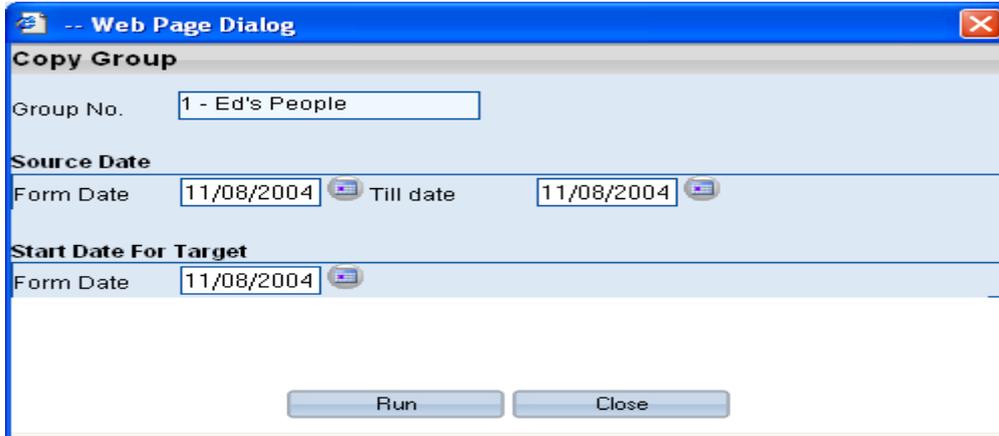
Note: *Employee that has access to iBrowse-scheduler (I.e. as an employee and not as Supervisor), will be view only his/her own details in a read-only mode.*

In order to grant a supervisor the option of changing employees TSM schedule: 'Allow a user To Monitor and Edit Other User's Data' switch must be enabled:



Buttons:

- **Updates Records** – "Save Record".
- **Copy Group** – Allows copying from one group details to another group:

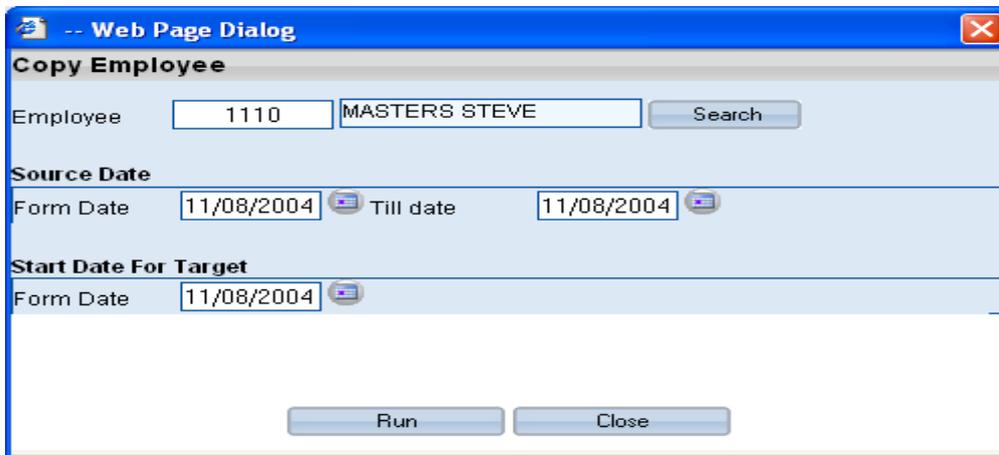


The screenshot shows a web page dialog box titled "-- Web Page Dialog" with a close button in the top right corner. The dialog is titled "Copy Group". It contains the following fields and controls:

- Group No.:** A text input field containing "1 - Ed's People".
- Source Date:** A section containing two date pickers: "Form Date" (11/08/2004) and "Till date" (11/08/2004), with a small calendar icon next to each.
- Start Date For Target:** A section containing one date picker: "Form Date" (11/08/2004), with a small calendar icon next to it.
- Buttons:** Two buttons at the bottom: "Run" and "Close".

Figure 11 – Scheduler Copy Group screen

- **Copy Employee** – Allow copying the employee's Schedule to another date:



The screenshot shows a web page dialog box titled "-- Web Page Dialog" with a close button in the top right corner. The dialog is titled "Copy Employee". It contains the following fields and controls:

- Employee:** A text input field containing "1110" and another text input field containing "MASTERS STEVE", followed by a "Search" button.
- Source Date:** A section containing two date pickers: "Form Date" (11/08/2004) and "Till date" (11/08/2004), with a small calendar icon next to each.
- Start Date For Target:** A section containing one date picker: "Form Date" (11/08/2004), with a small calendar icon next to it.
- Buttons:** Two buttons at the bottom: "Run" and "Close".

Figure 12 – Scheduler Copy Employee screen

Operating the scheduler:

Scheduling can be done in one of the following alternatives:

- Manual Entry in the main screen (simply modify the Scheduled IN/ Scheduled OUT time)
- Use "Additional Details" for modifying the second Scheduled IN/ Scheduled OUT (= split shift) and/or schedule an absence; assign different department, contract or TableN reference.

Figure 14 – Scheduler screen

Group No.	Employee	Base	Phone No.	11/08 Mo	11/09 Tu	11/10 We	11/11 Th	11/12 Fr	11/13 Sa	11/14 Su					
1110	MASTERS STEVE	20	201-555-6321	16:00	24:00	16:00	24:00	08:00	16:00	16:00	24:00	16:00	24:00	:	:
1122	PERRICELLI JOANNE	31	212-555-5400	07:00	15:00	07:00	15:00	07:00	15:00	07:00	15:00	:	:	:	:
1129	CARTIER SHIRLEY	31	973-555-9866	07:00	15:00	07:00	15:00	07:00	15:00	07:00	15:00	:	:	:	:
1131	ROCCA LUISA	31	201-555-5265	07:00	15:00	07:00	15:00	07:00	15:00	07:00	15:00	:	:	:	:
1133	SMITH JOSEPH	31	212-555-6983	07:00	15:00	07:00	15:00	07:00	15:00	07:00	15:00	:	:	:	:
1136	FAZIO MERCEDES	31	905-555-2156	07:00	15:00	07:00	15:00	07:00	15:00	07:00	15:00	:	:	:	:
1138	BAIG SAIRA	31	212-555-9863	07:00	15:00	07:00	15:00	07:00	15:00	07:00	15:00	:	:	:	:
1140	PUGLIESE NICHOLAS	31	212-555-3321	07:00	15:00	07:00	15:00	07:00	15:00	07:00	15:00	:	:	:	:
1141	HILLMAN JAKE	31	212-555-3269	07:00	15:00	07:00	15:00	07:00	15:00	07:00	15:00	:	:	:	:
1142	CURRAN NANCY	31	212-555-8979	07:00	15:00	07:00	15:00	07:00	15:00	07:00	15:00	:	:	:	:
1144	SAMPAT ORLANDO	31	973-555-3216	07:00	15:00	07:00	15:00	07:00	15:00	07:00	15:00	:	:	:	:
1146	HUSTON GRACE	31	201-555-9867	07:00	15:00	07:00	15:00	07:00	15:00	07:00	15:00	:	:	:	:
1599	ZHAO RUJIN	31	973-555-5897	07:00	15:00	07:00	15:00	07:00	15:00	07:00	15:00	:	:	:	:

"Additional Details" Button

Figure 14 – Scheduler screen

By pressing on **edit icon**, the following window will pop up:

Figure 15 – Additional Details screen

Days	Entry	Exit	Entry2	Exit2	Department	Abs	Contract	Break
Mo	07:00	15:00	:	:				
Tu	07:00	15:00	:	:				
We	07:00	15:00	:	:				
Th	07:00	15:00	:	:				
Fr	07:00	15:00	:	:				
Sa	:	:	:	:				
Su	:	:	:	:				

Figure 15 – Additional Details screen

In the "Additional Details" screen, you may Add/Edit the employee's schedules (Identical to the "famous" F6 option in TimeKeeper's TSM browser).

Operating the scheduler – changing the weekly schedule (using bases) and Bands

- In order to change the entire weekly schedule (to a pre-defined weekly template), assign a base by clicking on the "base" field:

- You may also use the "Bands" for selecting the proper shift (by double clicking on the day).



Note: Job scheduling is not available through the Web Scheduler.



Note: Totals (Hours/\$) are not available in Web-scheduler.