



Scanning Manual

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Logging into Per4ma (Time Clerk)

- 1) Open the Google Chrome internet browser
- 2) Type in <u>www.per4ma.org</u> or open Per4ma from the bookmark (shortcut)



- 3) Type in your user login details:
 - a. Username Your username as provided by your system administrator or Dizani Consultant
 - b. Password Your password as provided by your system administrator or Dizani Consultant
 - c. Company This is the name of your company

User	admin
Password	
Company	dizani
	Login
F	

d. Then click: Login





Printing Operator name tags

- 1) Open the office list using the navigation panel on the left
- 2) Click on the **Operator** input to open the list of operators for that office

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	Lounge		Reports	lige / Golilina					
T	Alpine	< .	Reports						
		<		-				10	
		<	Everifine	Summary by	Summany by	Detailed	Summary by	Support by	
			Summary	Office Type	Section Type	Workelement	Comments	Plan No.	
			1	<u>_</u>	<u>_</u>	1	3	S	
I			Lost time	Lost time	Absentee	Overtime	Scrap	Lost time by	
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			Summary	Scrap Timeline	Lost time Timeline	Workelement	Summary	TT Adjustment	
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			CARINE			- Alfredd			
I			Exceptions	Standards	Target Time Adjustments	Operator			
			1 million						
I			Inputs						
I					-7				
I			1	2					
I			Section List	Operator	Section Types				
			I <mark>≻</mark>						

- 3) Find the required operator (You can search for their name in the search bar)
- 4) Click on the print icon



5) Click on the **Print** button below the barcode





Printing work tickets

- 1) Open to the workcentre that you want to print work tickets for using the navigation panel
- 2) Click on Workticket Print icon





3) Select the workelement that you want to print worktickets for by typing in the name of the workelement and clicking on the **Find** button. If you don't know the code for the workelement, you can just click on the **Find** button and it will show all workelements.

Bravo K	Bravo / Lounge / Gomma / Seaming / Line 9 / WE Detail Print
Lounge	
Gomma	
Break - Out	Search Workelement Find
Cardboard Laminating	
CNC	
Fabric Cutting	Work Element
FOAM	
NULL:	Stationary Continuous Label
Pasta	Continuous Laber
Seaming	Print Order Ratched Operations
Line 1	bactice operations
Line 2	lob Number
Line 4	
Line 5	lob Quantity
Line 7	
Line8	Batch Quantity
Line 10	
Une11 Une12	
D/Needle -Prep	
V.A.Machine Plat Machine - Prep	
Gauging: Prep	Print Label Excel
Fibre Bags Sewing	
Silo	
Sprayshop	
Uphoistery	

4) Once you have clicked on the **Find** button it will open a list of all workelements, click on the workelement that you want to print tickets for

-		
Carlos contra a successor a	Activate Operator	Activate Operator
Search Workel	Alice II 5Pce Cubes	Alice II 5Pce Cubes
	Alice II 5Pce Table Panels	Alice II 5Pce Table Panel
	Amelia Daybed Arm Panel	Amelia Daybed Arm Panel
And the Property of	Amelia Daybed Back Cushion	Amelia Daybed Back Cush
Work Element	Amelia Daybed Back Panels	Amelia Daybed Back Panels
	Amelia Daybed Seat Panels	Amelia Daybed Seat Pnls
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	Astrid 2211 MKII Chr Seat Panels	Astrid 2211 MKII Chr Seat
Print Orden	Astrid MKII 2211 2div Inbacks	Astrid MKII 2211 2div IB
Frinc Order	Astrid MKII 2211 Chair Inbacks	Astrid MKII 2211 Chr IB
	Athens 2div arm panels	Athens 2dlv arm panels
Job Number	Athens 2div inback	Athens 2div inback
Job Warnber	Athens 2div seat panels	Athens 2div seat panels
	Athens chair arm panel	Athens chair arm panel
Job Quantity	Athens chair inback	Athens chair inback
Job Quartary	Athens chair seat panels	Athens chair seat panels
	Benson 321 2dv Arm Panels	Benson 321 2dv Arm Panels
Batch Quantity	Benson 321 2dv IB Panels	Benson 321 2dv IB Panels
	Benson 321 2dv Seat Panels	Benson 321 2dv Seat Panel
	Benson 321 3dv Arm Panels	Benson 321 3dv Arm Panels
	Benson 321 3dv Inback Panels	Benson 321 3dv IB Panels
	Benson 321 Chair IB panels	Benson 321 Chair IB panel
	Benson 321 Chair Seat Panels	Benson 321 Chair Seats
	Benson 321 Chair Arm Panels	Benson 321 Chr Arm Panels
	Benson 321 3dv seat panels	Benson 3213dv seat panel



5) Select the printing **Stationary** (There are 4 options – *Continuous* and *Continuous x 2* are for label printers, while *A4 65* and *A4 25* print out as A4 pages with either 25 or 65 labels per page)

Bravo K	Bravo / Lounge / Gomma	/ Seaming / Line 9 / WE Detail Print
Lounge 🐰		
Break - Out Cardboard Laminating	Search Workelement	Find
Enic Fabric Cutting Fabric Stores	Work Element	Astrid 2211 MKII 2dv Arm Panels
MILL Pasta Pressing	Stationary	Continuous Label
Seaming	Print Order	Batched Operations 🔹
Line 1 Line 2 Line 3 Line 4	Job Number	
Line 5 Line 6 Line 7	Job Quantity	
Line 8 Line 9 Line 10 Line 11 Line 12	Batch Quantity	
D/Needle -Prep V.A.Machine Flat Machine - Prep		
Gauging: Prep Overlock - Prep Fibre Bags Sewing	Print Lab	Del Excel
Silo Spraýshop Upholstery		



6) Select the Print Order (Sequential prints the tickets as Step 1, Step 2, Step 3 – Step 1, Step 2, Step 3 and so on. Batched groups each all tickets and prints as Step 1, Step 1 – Step 2, Step 2 – Step 3, Step 3 and so on. If the worktickets move with the job, you want to select Sequential. If the worktickets stay at each operator's station, you want to select Batched)

Bravo 🕻	Bravo / Lounge / Gomma / Seaming / Line 9 / WE Detail Print
Lounge 🧓	
Gomma	
Break - Out	Search Workelement Find
Cardboard Laminating	
CNC	
Fabric Cutting	Work Element Astrid 2211 MKII 2dv Arm Panels
Fabric Stores	
FOAM	
MILL	Stationary Continuous Label
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Pressing	
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Line 1	
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Line 4	
Line 5	
Line 6	Job y v
Line 8	•
Line 9	Batch Quantity
Line 10	
Line 11	
D/Needle -Prep	
V.A Machine	
Flat Machine - Prep	
Gauging- Prep Overlock - Prep	Print Label Excel
Fibre Bags Sewing	
Silo	
Sprayshop	
Upholstery	

7) Type in the job number (unique job number), job quantity (total quantity to produced for the job) and batch quantity (if jobs are produced in batches)

Bravo 🖌	Bravo / Lounge / Gom	ma / Seaming / Line 9 / WE Detail Print
Lounge 🗸 🗸		
Gomma		
Break - Out	Search Workelement	Find
Cardboard Laminating		
CNC		
Fabric Cutting	Work Element	Astrid 2211 MKII 2dv Arm Panels
Fabric Stores		
FOAM .		
Daeta	Stationary	Continuous (40x30) X2 🔹
Pressing		
Seaming	Print Order	Batched Operations 🔹
Line 1		
Une 2 Une 3	Job Number	1673-A
Line 4		
Line 5	lob Quantity	1000
Line 7	,,	
Line 8	Batch Quantity	10
Line 10	battin quantity	10
Line 11		
Une 12 D/Needle -Prep		
V.A Machine	•	
Hat Machine - Prep Gauging- Prep	Martine and	
Overlock - Prep	Print	Label Excel
Fibre Bags Sewing		
Sorauchon		
Uphalstery		

- 8) Click Print Label
- 9) Repeat steps 3 to 8 for all of the workelements that you need to print worktickets for





Worktickets Allocation to Operators

- 1) Sort worktickets by unique job numbers, and workstation if you have batched operations
- 2) Place the worktickets with the job card or leave them at the operator's workstation
- 3) When an operator completes an operation or batch of operations, they need to either remove a label (if using label printers) and attach it to their tracking sheet. If using A4 worktickets then they need to demarcate that work has been completed on the A4 page.
- 4) The team leader or data capturer will then scan these worktickets at the predetermined intervals using the wireless scanner.
- 5) Once a job has been completed, the team leader or the data capturer needs to collect all of the worktickets that have not been scanned.

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- Unscanned tickets
 - 1) Run a daily report on unscanned worktickets.

- 2) Highlite the tickets that are still in WIP
- 3) Identify the tickets that should have been scanned
- 4) Manager approves the retro scanning of the tickes in question
- 5) Go to the line in question in PER4MA





6) Click on Operator Capture

i		RH	MA			Welcome: derik	- Admin	Logout	1
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99	-			100					
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Bed Cell Sew Lazboy Sewing	Timeline		Timétine	Timeline	Timetine	MID/YID	Detailed		
Motion Sewing Line 1	-	9					1		
Motion Sewing Line 3	Capture Exceptions	Standards	Target Time Adiosaments	Operator	Lost time Analysis	Units Produced	Live Display		
Motion Sewing Line 4 Motion Sewing Line 5						Analysis			
Mattern Sewing Line 6									
Motion Sewing Line 8									
Static Line 10 Static Line 11		An	-	-9	(Mar)	1 Alexandre			
Static Line 12 Static lane 13	3	0	20	20					
State Line 14	Data Capture	Standards List.	Operator Links	Shift Links	Operator	Titosheet			
Static Line 9 Serving	1	63	N		A.				
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Uphokiery ALPINE	Workcentrie	by Dates	by Operator	Campion Dana	Standards	Capture by Shin			
Wapping			(Marcola)						
Common of the			111	S					
Colline 2	Workcentre	Data capturez	Print Print	Capture					
Sleep Products				M					
	-								

- 7) Select the date, operator and shift in question
- 8) Click on the open field in order for the curser to flash
- 9) Then scan the outstanding ticket for that operator

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10) For unscanned lost time complete all the above steps but select lost time instead of workelement.

Worktickets Allocation

1) Pick up required work tickets from administrator and hand over to Seemstress with the work

Worktickets use and time management

When the work of the work ticket has been compelted, peel off the sticker and place it on the Workticket sheet



- 1) When they have 1 workticket left, call supervisor so that you can be given a new job
- 2) If for some reason the seemstress has stopped working, call time keeper so that you can be put into downtime.





Capturing of Workticket

1) At the start of the shift, scan the shift code (overtime shift if applicable)



2) When called by operator, scan the operator tag





3) Scan the Workticket



4) Repeat steps 2 and 3 for each Worktickets





Scanning Downtime

1) When there is a downtime on one of the operators, scan the operator barcode,



1) Scan the barcode for the downtime reason (this will activate the downtime for that particular operator)





*In the event that the operator incures downtime right at the very commencement of the shift – the "activate operator" label should be scanned before the downtime reason label.

Creating the late arival reasons on main company screen:

1) Click on TT Adj reasons

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	Summary Timeline	Scrap Timeline	Lost time Timeline	Workelement Timeline	Summary MTD/YTD	TT Adjustment Detailed			
	Capture Exceptions	Standards	Target Time Adjustments	Operator	P4LC Heartbeat	Line Control			
	Branch List	Shift	Workelement	Absentee	Overtime	Lost time Category			
	Lost time	Scrap	Parameters	Name Master	Password	TT Adj Reasons			
	Comments	Downloads	Setup Wizard	Send Email	Custom Import Params	De CSV			
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2) Click on the + to add reasons

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← → C 🛈 www.per4ma.org/#DataTTAdj	ust.asp?d=1507108697942\$#maindisplay		Q	☆ :
F	Per-M	A Welcome: derik - Admin	Logout	Ê
Bravo 🤇	erave / m get Time Adjustment Reas			
	Name	Description		
	Banking	Need to go to the bank		
	Court	Need to appear in court		
	Family respons	Time off due to family responsibility		
	Late Coming	LC - went to clinic for medication		
	Leaving work Early	LWE - attending family emergency		
	Medical Reasons	Time off due to medical reasons		
# 🔎 🗆 😋 🗮 🖨	D 🗿 🕵 🛛 😪 🖤	<u>***</u>	//c ⊄× ENG 04/10/201	7 🕏



3) Complete the detail and click on save changes

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Reason Desc			
Close Save Changes			l
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4) To print the lable: highlite the reason and click on the printer icon





Scanning late arival (only once approved by manager)

- 1) Scan the shift
- 2) Scan the operator
- 3) Scan the reason for late arival





Scanning early departure (only once approved by manager)

- 1) Scan the operator
- 2) Scan the reason for early departure



Line Close Procedure (Scanner)

- 1) Pick-up all used Work Ticket sheets from the Seemstresses
- 2) Confirm all the work tickets have been scanned (you will require each seemstress barcode to do so)
- 3) Scan all work tickets that are not scanned
- 4) File all work ticket sheets in an A4 (By line, by work date)
- 5) All Used work ticket sheets must be kept for minimum 1 month