

Scanning Manual

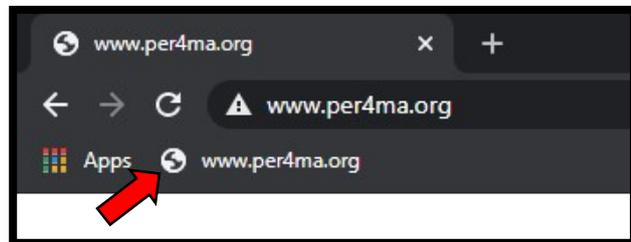
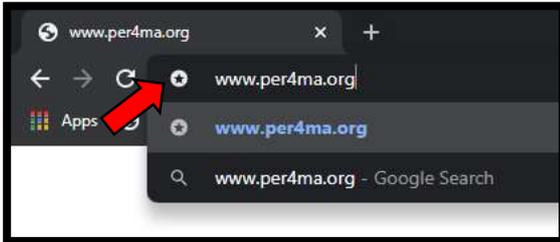
INDEX

Contents

Logging into Per4ma (Time Clerk).....	2
Printing Operator name tags	3
Printing work tickets	4
Worktickets Allocation to Operators	8
Unscanned tickets.....	8
Worktickets Allocation.....	10
Worktickets use and time management.....	10
Capturing of Workticket.....	11
Scanning Downtime	13
Creating the late arival reasons on main company screen:.....	14
Scanning late arival (only once approved by manager).....	16
Scanning early departure (only once approved by manager)	17
Line Close Procedure (Scanner)	17

Logging into Per4ma (Time Clerk)

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



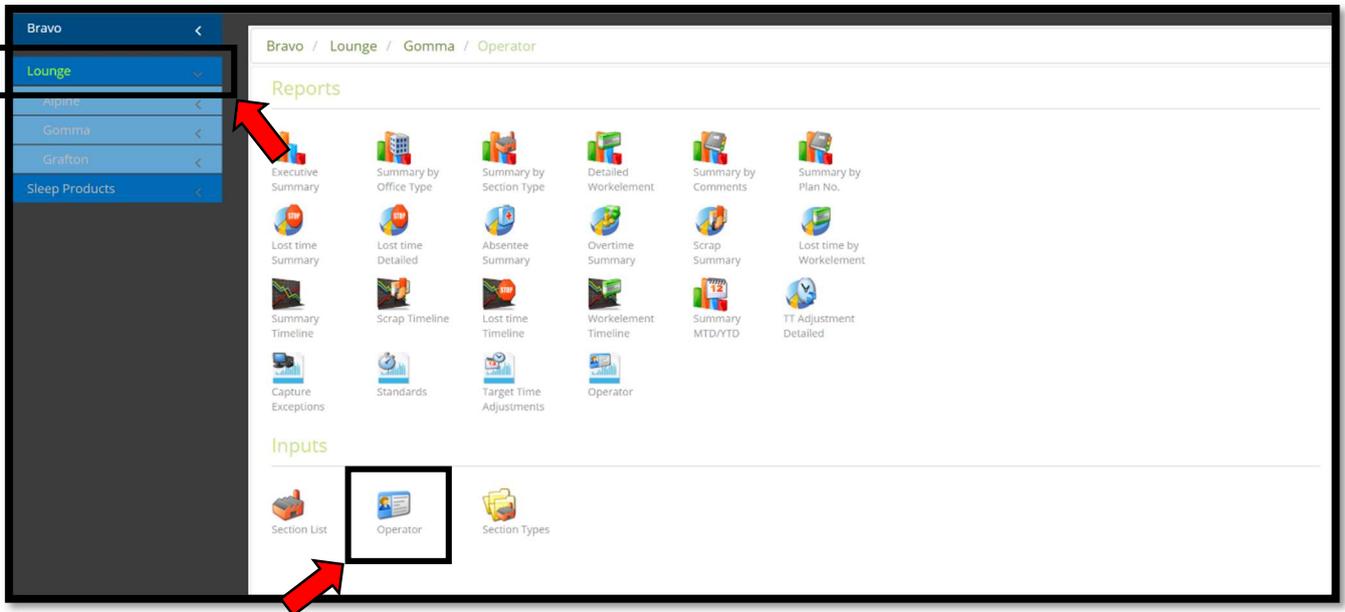
- 3) Type in your user login details:
 - a. Username – Your username as provided by your system administrator or Dizani Consultant
 - b. Password – Your password as provided by your system administrator or Dizani Consultant
 - c. Company – This is the name of your company

A screenshot of the Per4ma login page. The page features a large green and white logo with a stylized 'P' in the background. In the foreground, there is a login form with three input fields: 'User' containing 'admin', 'Password' containing '.....', and 'Company' containing 'dizani'. Below the form is a blue 'Login' button. Red arrows point to the 'User' field and the 'Login' button. The word 'PER4MA' is written in large, green, stylized letters at the bottom of the page.

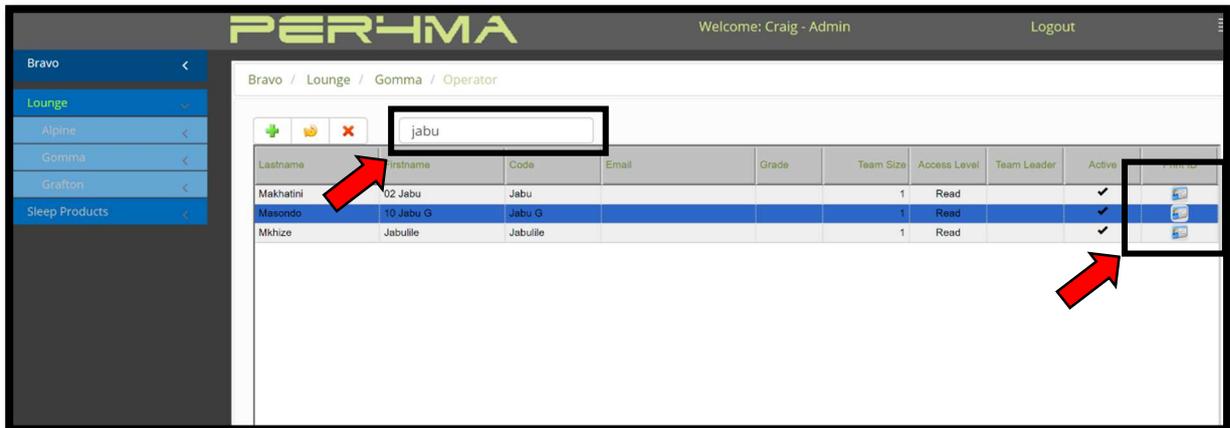
- d. Then click: Login

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



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

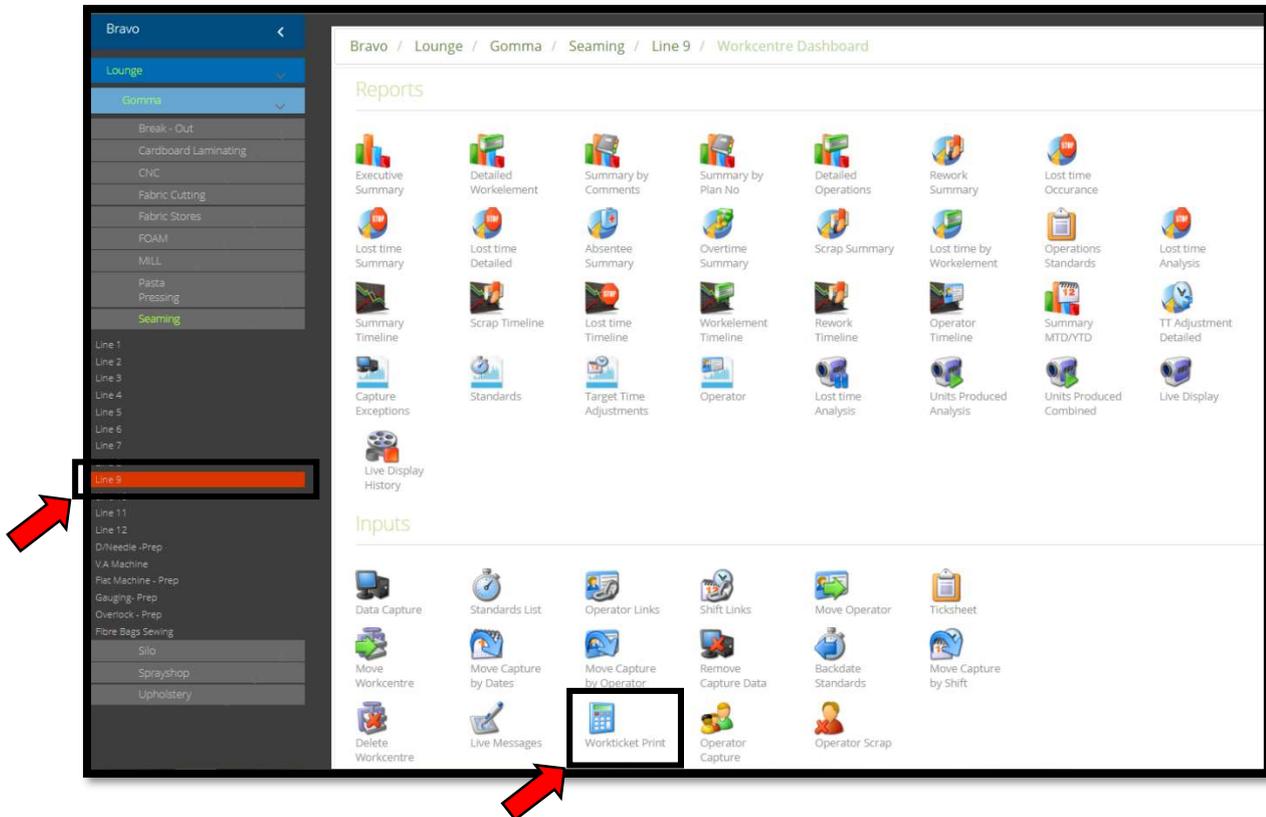


- 5) Click on the **Print** button below the barcode

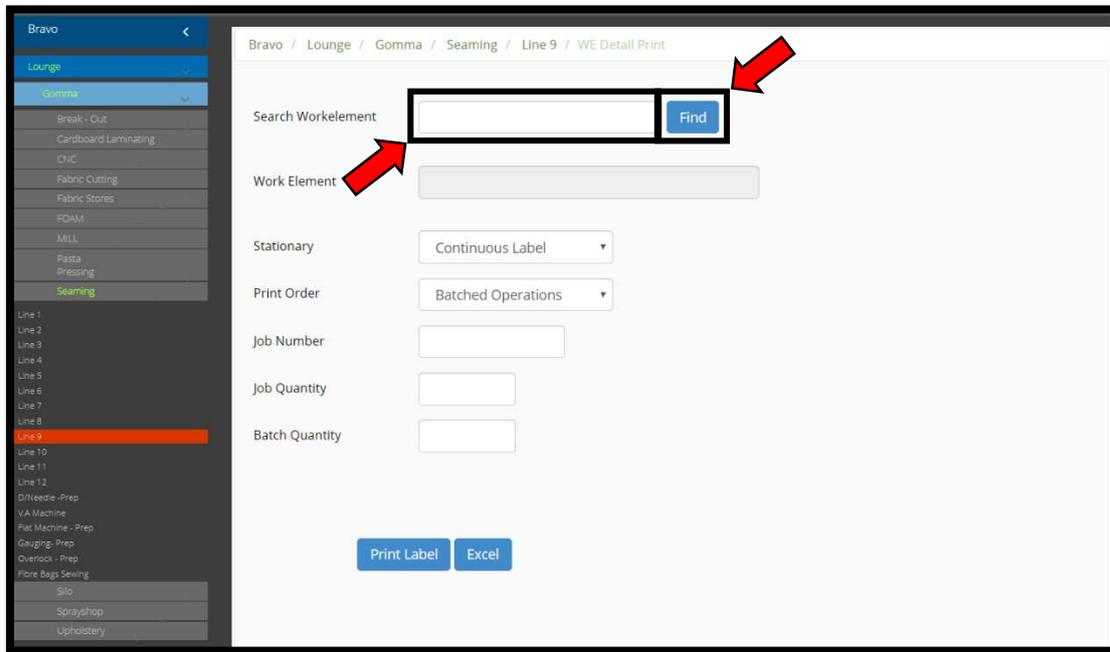


Printing work tickets

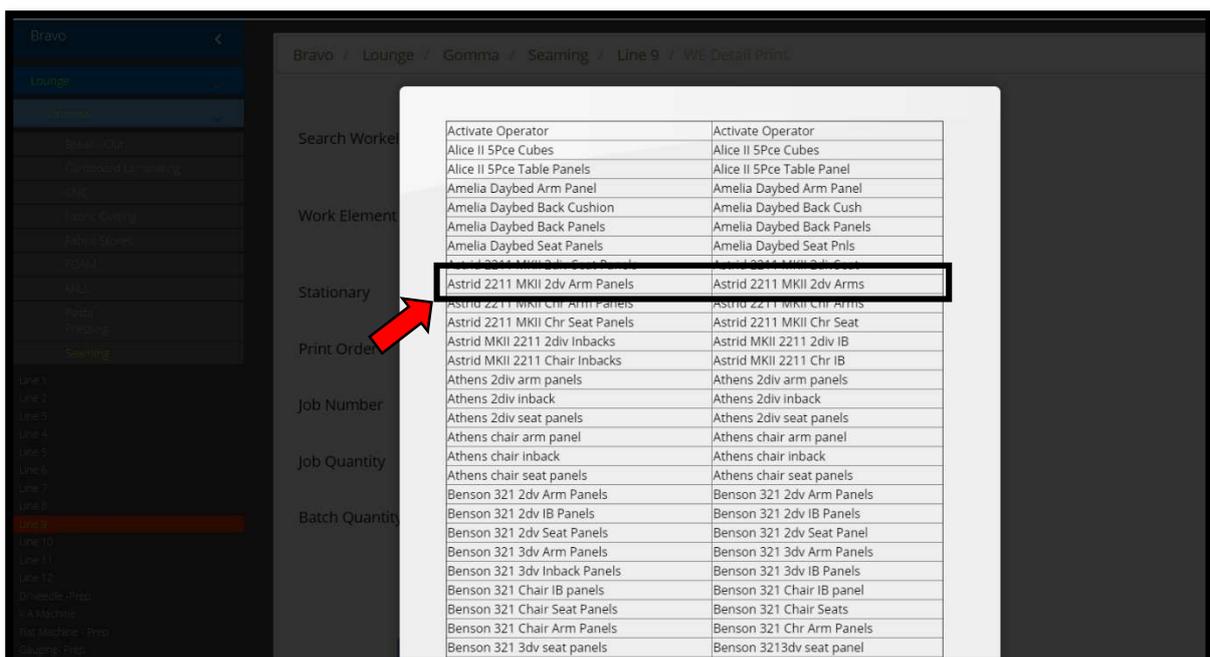
- 1) Open to the workcentre that you want to print work tickets for using the navigation panel
- 2) Click on **Workticket Print** icon



- 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.



- 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



- 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 / Lounge / Gomma / Seaming / Line 9 / WE Detail Print

Search Workelement Find

Work Element Astrid 2211 MKII 2dv Arm Panels

Stationary **Continuous Label** ▼

Print Order **Batched Operations** ▼

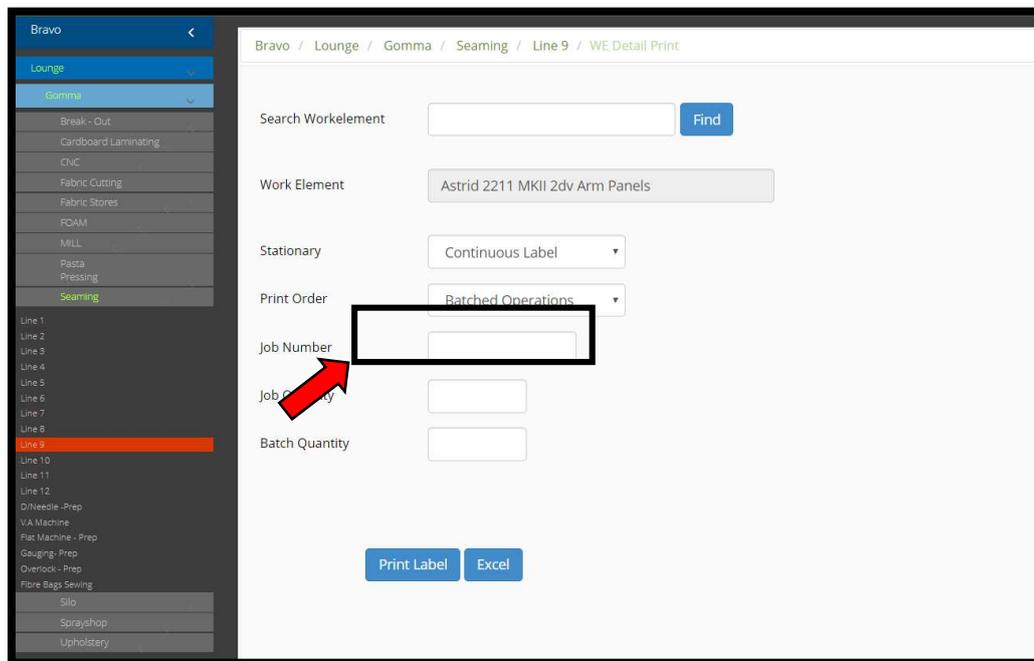
Job Number

Job Quantity

Batch Quantity

Print Label Excel

- 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 / Lounge / Gomma / Seaming / Line 9 / WE Detail Print

Search Workelement Find

Work Element Astrid 2211 MKII 2dv Arm Panels

Stationary Continuous Label

Print Order Batched Operations

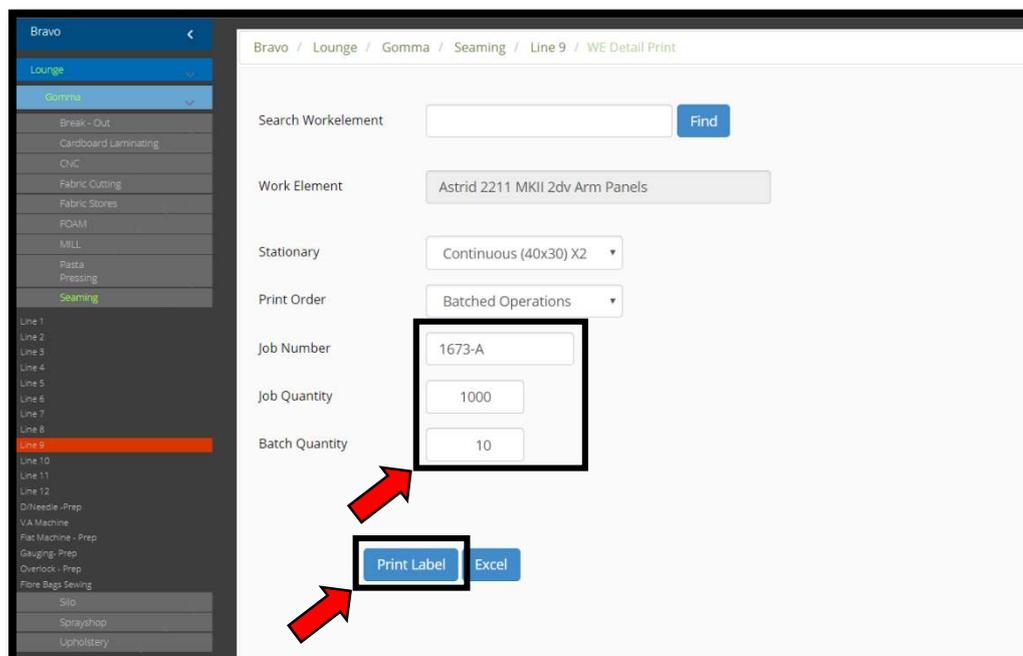
Job Number

Job Quantity

Batch Quantity

Print Label Excel

- 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 / Lounge / Gomma / Seaming / Line 9 / WE Detail Print

Search Workelement Find

Work Element Astrid 2211 MKII 2dv Arm Panels

Stationary Continuous (40x30) X2

Print Order Batched Operations

Job Number 1673-A

Job Quantity 1000

Batch Quantity 10

Print Label Excel

- 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.

Unscanned tickets

- 1) Run a daily report on unscanned worktickets.

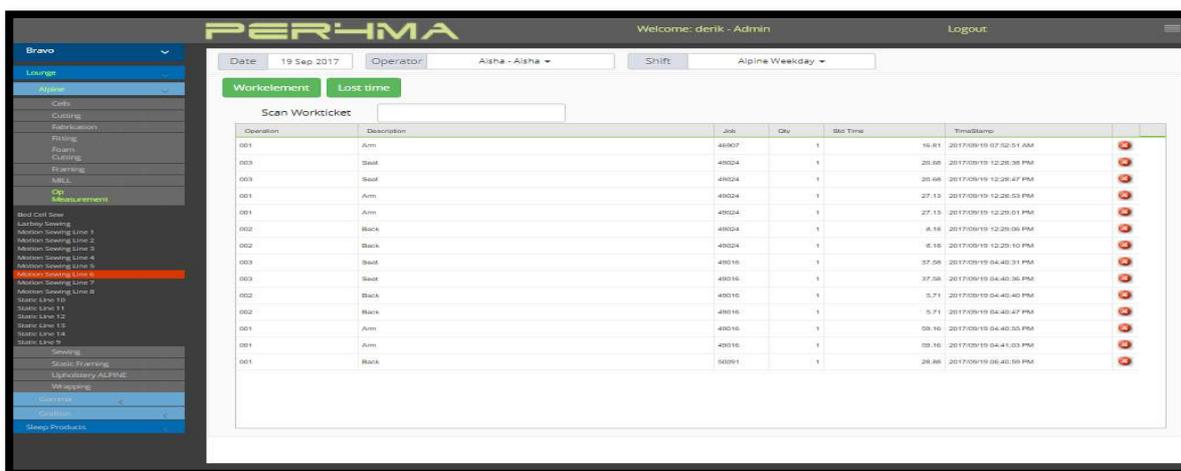


- 2) Highlight the tickets that are still in WIP
- 3) Identify the tickets that should have been scanned
- 4) Manager approves the retro scanning of the tickets in question
- 5) Go to the line in question in PER4MA

6) Click on Operator Capture



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



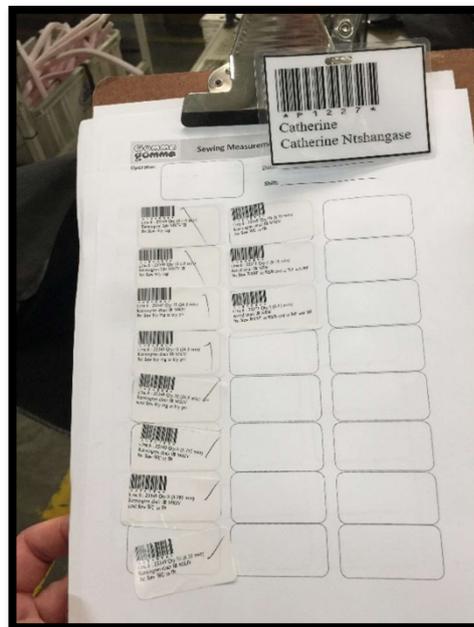
10) For unscanned lost time complete all the above steps but select lost time instead of workelement.

Worktickets Allocation

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

Worktickets use and time management

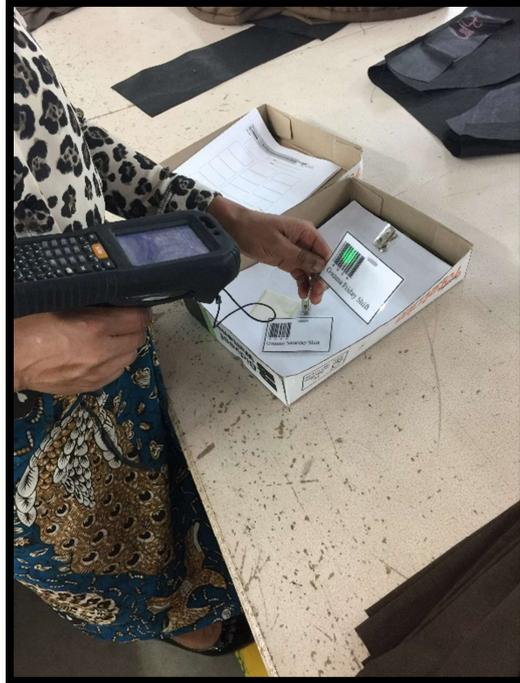
When the work of the work ticket has been completed, peel off the sticker and place it on the Workticket sheet



- 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

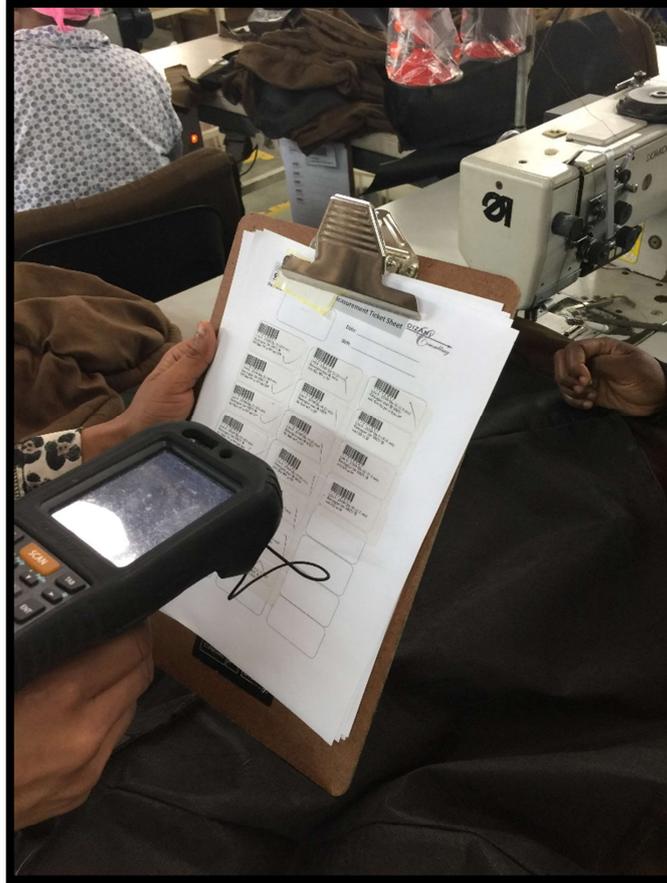
- 1) At the start of the shift, scan the shift code (overtime shift if applicable)



- 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,



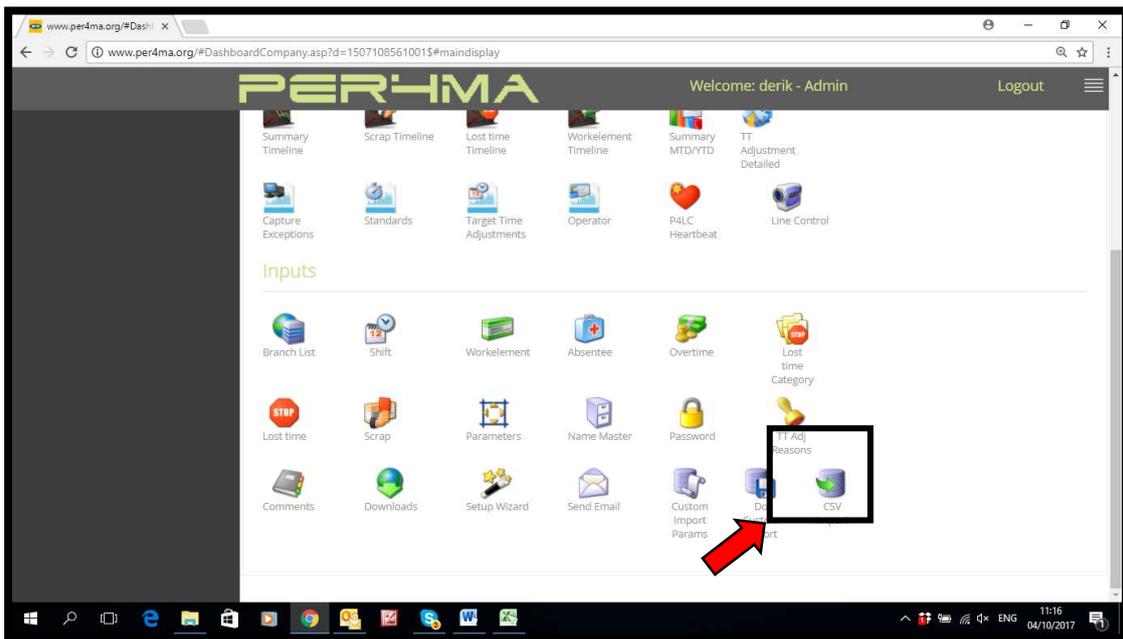
- 1) Scan the barcode for the downtime reason (this will activate the downtime for that particular operator)



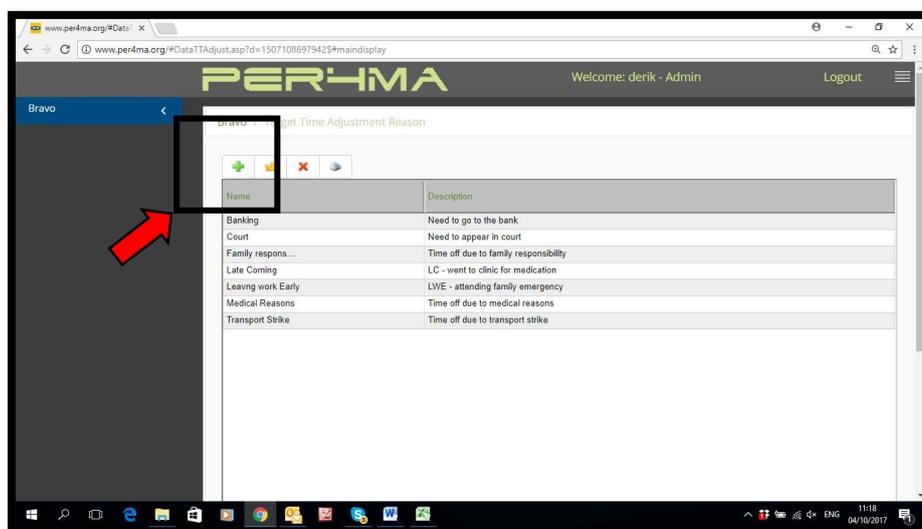
***In the event that the operator incures downtime right at the very commencement of the shift – the “activate operator” label should be scanned before the downtime reason label.**

Creating the late arival reasons on main company screen:

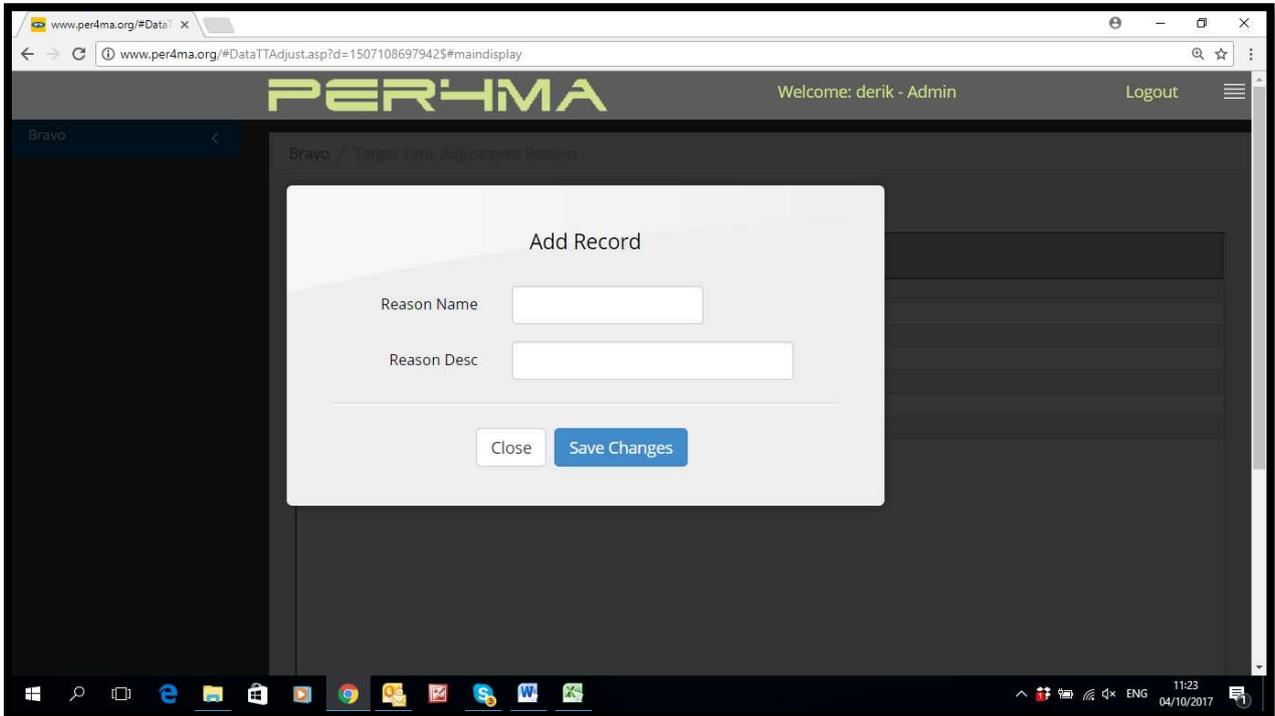
- 1) Click on TT Adj reasons



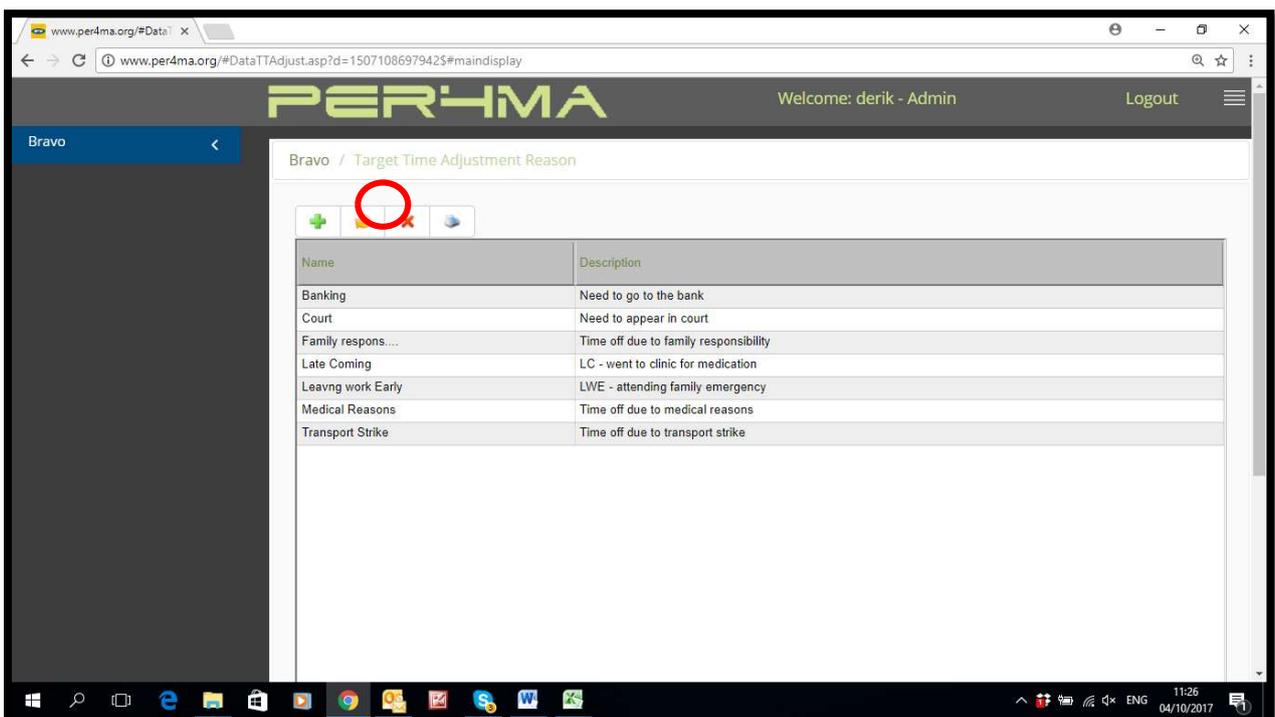
- 2) Click on the + to add reasons



3) Complete the detail and click on save changes

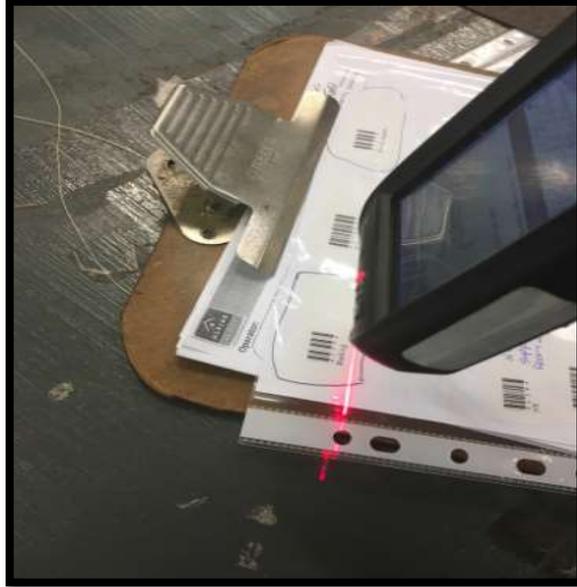


4) To print the lable: highlite the reason and click on the printer icon



Scanning late arrival (only once approved by manager)

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



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