

# Support Center Making Edits in RCTE

**REVISION NUMBER: 2.0** 



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### **Overview**

From time to time you will need to make edits to an Employees time or counts. Changes such as these will need to be made in Spindle Admin. Under Spindle Admin you'll have the ability to make these changes in Retrospective Time/Count Editing or RCTE. You will need Administrative or Manager Access to make these changes.

When changes to Employees hours are required because of reasons such as a missed punch, the first thing you will need to do is print out an Employee Tracking report. This report is available on SpindleLIVE. This report will provide you with all of the information you will need to properly make your edits to an Employees counts. The Employee tracking report will breakdown the login to the exact lane and classification.

When changes to Employees counts are required, as with changing login hours, you will need to print out an Employee Tracking report which is available on SpindleLIVE

If the changes are not made to where the employee was logged, the productivity reports you run later will not reflect these changes properly. The change will go under an equipment piece, lane or classification where the user was not logged in or logged in during that timeframe.

Should corrections get made incorrectly, you can always go back and put the time or counts in if the following conditions apply:

- 1. The time in hours for the day do not exceed 24 hours
- 2. The edit made to counts puts the same number of counts back to the same equipment piece, lane or classification from where they were originally removed.

Should the time exceed 24 hours, you will need to contact Spindle Support at <u>spindlesupport.zendesk.com</u> to generate a ticket for assistance.

Over the next few pages you will find instructions for running the Employee Tracking Report, reading the Employee Tracking report, and making your edits in RCTE.



# **Running the Employee Tracking report**

Please follow the steps below to run the Employee Tracking report on SpindleLIVE

1) On the home page for SpindleLIVE click on Reports to open the SpindleLIVE reports menu.

spindle	Home	Reports	Support	Analysis <sup>‡beta</sup> ‡	Requirement	s Admin			
				DIRECT	LABOR - CC	RPORATE PAG	E		9
World Laundry			Efficien	су Ор	portunity	Non- <mark>Standard</mark>	WPOH	Excessive Time Cost	# of employees

2) Click on show all to expand the reports menu and then click on Employee Tracking.

2	spindle Home Reports Suppor
spindle Home Reports Support #	Direct Labor
Direct Labor	<ul> <li>Classification Productivity</li> <li>Employee Productivity</li> <li>Employee Work Area Efficiency</li> <li>Job Card</li> <li>Plant Opportunity</li> <li>Labor Exception</li> <li>Daily Login-Logout Audit</li> </ul>
<ul> <li>Classification Productivity</li> <li>Employee Productivity</li> <li>Employee Work Area Efficiency</li> <li>Job Card</li> <li>Plant Opportunity</li> <li>Labor Exception</li> </ul>	<ul> <li>Division of Labor Hours</li> <li>Employee BillBoard</li> <li>Employee Hours Log</li> <li>Plant Performance Overview</li> <li>Productivity Efficiency Analysis</li> <li>Weight Processed per Operator Hour</li> <li>Corporate KPI Summary</li> <li>Employee Tracking</li> <li>Eaport enformance Overview</li> <li>Equipment Productivity<sup>rbeta*</sup></li> <li>Hourty Productivity Report<sup>*beta*</sup></li> <li>Eamed Hours</li> </ul>
	Show fewer

3) On the reports Menu, select the start date and end date.

Location	World Laundry-Boston, MA	Start Date	4/16/2016	View Report
End Date	4/16/2016	Employee Types	System, Administrator, Installer, Wo	
Employees	Doe, Abdoul Kareem, Doe, Adolphine	Expand Task Totals	Yes	
Expand Login Detail	Yes			



# **Running the Employee Tracking report**

4) Next select the employee for which you are changing the hours or counts.

Location	World Laundry-Boston, MA	<ul> <li>Start Date</li> </ul>	4/16/2016	View Report
End Date	4/16/2016	F over Types	System, Administrator, Installer, Wo	
Employees	Doe, Abdoul Kareem, Doe, Adolphine	Expand Task Totals	Yes	
Expand Login Detail	Yes			

5) Next select Yes for Expand Login Detail and also for Expand Task Totals. This will open the area containing the information you are looking for when the report is generated.

Location	World Laundry-Boston, MA	Start Date	4/16/2016	View Report
End Date	4/16/2016	Employee Types	System, Administrator, Installer, Wo	
Employees	Doe, Abdoul Kareem, Doe, Adolphine	Expand Task Totals	Yes 🔹	
Expand Login Detail	Yes 🔹			

6) Finally click View Report to generate the report.

Location	World Laundry-Boston, MA	Start Date	4/16/2016	View Report
End Date	4/16/2016	Employee Types	System, Administrator, Installer, Wo	1
Employees	Doe, Abdoul Kareem, Doe, Adolphine	Expand Task Totals	Yes	
Expand Login Detail	Yes 🔻			
				-



### **Reading the Employee Tracking report**

Now that you have run the Employee Tracking report, you will be able to see all of your employee's movements within Spindle for the time period selected when running the report. In this section, we will break down how to find the Equipment, Lane and Classification the employee was logged into for the time you need to make your edit.

The Employee Tracking report lists the Employee Name, Task, Standard hours, Non-standard hours, the start time and stop time.

WORLD	En World	nployee Trac Laundry-Miami 1/16/2014 thru 4/16/	king Mix E, FL 2014		
Employee/Task ≑	Total Hours ⊖	Standard Hours	Non- Standard ≑ Hours		
⊡ Doe, Alexis	8:24	7:52	0:31		
Ŧ	Equipment/Task To	tals			
Lunch	0:31		0:31		
Truck Loading	7:52	7:52			
	🗄 Login/Logout Deta	il		Start Time	Stop Time
End Shift				4/16/2014 12:25 AM	4/16/2014 4:00 PM
Truck Loading # 2 Lane 1	12 Truck Loading Industrial	4:00		4/16/2014 4:00 PM	4/16/2014 8:01 PM
Lunch			0:31	4/16/2014 8:01 PM	4/16/2014 8:32 PM
Truck Loading # 2 Lane 1	12 Truck Loading Industrial	3:51		4/16/2014 8:32 PM	4/17/2014 12:24 AM

Locate the location and start and stop time for the time period you will need to make your edit. For example we need to remove 1 hour and 24 minutes of time from Truck Loading # 2 Lane 1 Stage carts because Alexis Doe missed her log out at 10:00 PM on April 16<sup>th</sup>.

WORLD	En World I 4	nployee Trac Laundry-Miami /16/2014 thru 4/16/	king Mix E, FL 2014		
Employee/Task 🕏	Total Hours ≑	Standard Hours	Non- Standard ≑ Hours		
⊡ Doe, Alexis	8:24	7:52	0:31		
	Equipment/Task Tot	als			
Lunch	0:31		0:31		
Truck Loading	7:52	7:52			
	🗄 Login/Logout Deta	il		Start Time	Stop Tim
End Shift				4/16/2014 12:25 AM	4/16/2014 .00 PM
Truck Loading # 2 Lane 1	12 Truck Loading Industrial	4:00		4/16/2014 4:00 PM	4/16/2014 8:01 PM
Lunch			0:31	4/16/2014 8:01 PM	4/ 2014 8:32 PM
Truck Loading # 2 Lane 1	12 Truck Loading Industrial	3:51		4/16/2014 8:32 PM	4/17/2014 12:24 AM

Information contained in this document is subject to change without notice.



## **Reading the Employee Tracking report**

Once you have located the time where the missed punch or missing counts occurred you will need to find the classification they were logged into during this time. This is important so the count or time gets add/removed from the correct classification. For our example Alexis Doe was logged into "12 Truck Loading Industrial" at the time of her missed punch at 10:00pm

WORLD	Em World L 4/	ployee Trac aundry-Miami 16/2014 thru 4/16/	cking Mix E, FL 2014		
Employee/Task 🗟	Total Hours ≑	Standard Hours	Non- Standard ≑ Hours		
⊡Doe, Alexis	8:24	7:52	0:31		
E	Equipment/Task Tota	ls			
Lunch	0:31		0:31		
Truck Loading	7:52	7:52			
	Elegin/Logout Detail			Start Time	Stop Time
End Shift				4/16/2014 12:25 AM	4/16/2014 4:00 PM
Truck Loading # 2 Lane 1	12 Truck Loading Industrial	4:00		4/16/2014 4:00 PM	4/16/2014 8:01 PM
Lunch			0:31	4/16/2014 8:01 PM	4/16/2014 8:32 PM
Truck Loading # 2 Lane 1	12 Truck Loading Industrial	3:51		4/16/2014 8:32 PM	4/17/2014 12:24 AM

Take note of this information and proceed to Spindle Admin – Retrospective Count Time Editing (RCTE) to make the edits.



### **RCTE Editing**

Now that you have read the Employee Tracking report and you know where your employee was logged in when they either missed their log out or missed some counts, you are ready to make your corrections. In this section, we will break down how to make edits to the Equipment, Lane and Classification the employee was logged into.

- Note: For your convenience we have separated editing Automated and Manual counts. Once you get to Step 5 please refer to the section that applies to the type of task that you are editing.
  - 1) Click the Spindle Admin Icon on the desktop of your Spindle PC to open Spindle Admin.
  - 2) Enter your username and password. As a reminder, you will need to have Administrative and Manager Privileges to make corrections in RCTE. If "Retrospective Time Count Editing" is not available in the list you will need to contact you plant manager for further assistance.
  - 3) Once logged into Spindle Admin, click on Retrospective Time/Count Editing

spindle	Administration - Direct Labor Tracking	Application	LOGOUT
AdminUser AdminUser - You are logged	I in with Administrator privileges.		
	1. Equipment Certifications     2. Equipment     3. Users     4. Equipment Certification Mapping     5. Report Groups     6. Classification Report Group Mappings     7. Classification Report Group Mappings     8. Equipment Classification Groups     9. Classification Mappings     10. Lanes     11. System Options     12. Assign Users To Lanes     13. Manual Count     14. Retrospective CountTime Editing System     15. Work Plan	Select Retrospective Count/Time Editing	

4) Select the Employee for which you need to make your edits

e >> Retrospectiv	e Count/Time	Editing System			

5) Select the date for which you need to make your edits

			in a mine	Ealting	Syster	n	LOGO
ne >> Retrospective Count/Time Editing 5	System						
Searth Department: [Sover	V Useri (Dans)Nera	Effective Date:	05/34/2554 05/33/2554 05/32/2554 05/13/2554	Cear Filters			Tetal Mours: 215914
Shift Turve: 1.159:00 FM			05/36/2654 05/06/2654 05/06/2654 05/07/2654				NexiStandard Hours: 0:00:0 NexProductive Hears: 0:00:3
Time Stark Time Stop Equips	we/ld/line	Lane Clevell	05/06/2654 05/06/2654 05/06/2654	Depairie HHCMH(33	Churt	Descention Target Count	Discounted Earned Hours

Now that you have located the employee and date you need to edit, you can begin making your edits. In the next section we will go over modifying the records based on whether the task is Automated or Manual.



### **Modifying Time for Automated Tasks**

After you have found the employee you wish to modify, click "Edit" next to the task that you wish to modify. In the "duration" section, it is prepopulated with the time format 00:00:00 and this format needs to be maintained.

spino	dle	ē		Retr	ospe	ctive (	Count/Tir	ne E	diting	Syste	em		LOGOUT
Home >> Re	etrospective (	Count/Time Ed	iting Syste	m									
	Search De	partment: All		✓ User: In++,Rayn	nond	✓ Eff	ective Date: 9/27/20	16 🗸 🖸	ear Filters				
Start Time: 5: End Shift Time: 1:	:00:00 AM :29:00 PM											Tota Star Non Non	l Hours: 9:36:26 dard Hours: 9:05:05 Standard Hours: 0:00:00 Productive Hours: 0:31:21
		Equipment/Jo	b/Status		Lane	Classific	ation		Duration HH:	:MM:SSD	Count	Target Count	Earned Hours
			-			-		1					
► Task	k (System)	Soil - Misc #1			1	Manual				0:00:15			0:21:25
Edit Task	k (System) k (System)	Soil - Misc #1 Washfloor #1			1	Manual Wash/Extract	/Dry			0:00:15 3:00:27	2,286	679.65	0:21:25
Edit Task     Edit Task     Edit Task	k (System) k (System) k (System)	Soil - Misc #1 Washfloor #1 Washfloor #1			1 2	Manual Wash/Extract Wash/Extract	/Dry /Dry			0:00:15 3:00:27 6:04:23	2,286	a25.45 9411-6	0:21:25
Edit     Task       Edit     Task       Edit     Task       Edit     Task       Edit     Stat	k (System) k (System) k (System) tus (System)	Soil - Misc #1 Washfloor #1 Washfloor #1 Lunch			1 2	Manual Wash/Extract Wash/Extract	/Dry /Dry			0:00:15 3:00:27 6:04:23 0:31:21	2,286	1679.68 7871.69	0:21:25

#### Adding Time

If adding time, modify the hours, minutes, and seconds accordingly for selected task. For example, if adding 5 minutes to a task, the duration field should display 00:05:00.

#### **Removing Time**

When removing time, the process will be almost identical to adding time. However, a – (negative) sign needs to be added to the field. As an example, if removing 5 minutes from a task, the duration field should display -00:05:00.

	Equipment/Task	Lane		Classification	Duration HH:MM:SS Count Target Count
Edit Task	Washfloor #1	✓ 1	~	Wash/Extract/Dry	· 01:00:00 -1553
	Equipment/Task	Lane		Classification	Duration H MLSS CountCount Earned Hours
Edit Manual Task	Select	✓ Select	~	Select	/ 00:00:00
	Status	Duration H	H:MN	4:55	
Edit Status	Select	✓ 00:00:00		Modify the t	ime by putting the time
	Save All			in HH:MM:S	SS format and adding a
				– (negative	sign) if removing time
				(	

• Note: The Discounted Target Count is automatically populated based on the time that is added or removed. This is not a modifiable field.

After all of the time/count changes have been made, click Save All. The changes will automatically adjust the proper records.

	Equipment/Task	Lane	Classification	Duration HH:MM:SS Count	Target Count
Edit Task	Washfloor #1 🗸 🗸	1 ~	Wash/Extract/Dry	-01:00:00	-1553
	Equipment/Task	Lane	Classification	Duration HH:MM:SS CountCount	Earned Hours
Edit Manual Task	Select 🗸	Select 🗸	Select	/ 00:00:00	
	Status	Duration HH:M	M:55		
Edit Status	Select 🗸	00:00:00			
	Save All	Click Save A	Il to save all changes		
			an to bave an enanged		



# **Modifying Counts for Automated Tasks**

After you have found the employee you wish to modify, click "Edit" next to the task that you wish to be modified.

spin	dle	ē		Reti	rospe	ctive (	Count/Tir	ne Editin	g Syste	em		LOGOUT
<u>Home</u> >> R	etrospective	Count/Time Ed	iting Syst	em								
Start Time: 5 End Shift Time: 1	Search De 5:00:00 AM 1:29:00 PM	apartment: All		User: Rayr	mond	✓ Ef	fective Date: 9/27/20	16 V Clear Filters			Total Stanc NonS NonP	Hours: 9:36:26 lard Hours: 9:05:05 tandard Hours: 0:00:00 roductive Hours: 0:31:21
Dr. Tax	ek (Sustem)	Equipment/Jo	b/Status		Lane	Classific	ation	Duration	HH:MM:SSD 0:00:15	Count	Target Count	Earned Hours
Edit Tas	sk (System)	Washfloor #1			1	Wash/Extract	/Dry		3:00:27	2,286	079.65	
Edit Tas	sk (System)	Washfloor #1			2	Wash/Extract	/Dry		6:04:23	4,445	7471-44	
Edit Sta	itus (System)	Lunch			1				0:31:21			
Edit Task Edit Manual Task Edit Status	Equipment/Task Select Equipment/Task Select Status Select	~	Lane Select V Lane Select V Duration HH:M 00:00:00	Classification Select Classification Select M:SS		~	Duration HH:MM:SS 00:00:00 Duration HH:MM:SS 00:00:00	Count Target Cour	it     			

#### **Adding Counts**

To add a count, enter the number of what should be added. For example, an employee accidentally missed 100 pieces, enter 100.

#### **Removing Counts**

To remove a count, enter the negative number of what should be removed. For example, an employee accidentally logged 1,000 pieces instead of 100, enter -900.



**Retrospective Count/Time Editing System** 

LOGOUT

Home >> Retrospective Count/Time Editing System

tart Time: 5: nd Shift Time: 1:	00:00 AM 29:00 PM										Total   Stand NonSt NonPr	Hours:         9:36:26           and Hours:         9:05:05           andard Hours:         0:00:00           oductive Hours:         0:31:21
		Equipment/Jo	b/Statu	5	Lane	Classific	ation	Duration H	I:MM:SSD	Count	Target Count	Earned Hours
Tas	k (System)	Soil - Misc #1			1	Manual			0:00:15			0:21:25
Edit Tasl	k (System)	Washfloor #1			1	Wash/Extract,	/Dry		3:00:27	2,286	1876.68	
Edit Tasi	k (System)	Washfloor #1			2	Wash/Extract,	Dry		6:04:23	4,445	1411.46	
Edit Stat	tus (System)	Lunch							0:31:21	ĺ		
	Equipment/Task		Lane	Classification			Duration HH:MM:SS Cou	ntTarget Count				
t Task	Washfloor #1	~	1	Wash/Extract/Dr	Ŷ	~	00:00:00	0				
	Equipment/Task		Lane	Classification			Duration HH:MM:SS Cou	ntCos. mod Hours				
t Manual Task	Select	~	Select	✓ Select		~	00:00:00					
	Status		Duration HH:	MM:SS								
-	Select	×	00:00:00					E	+	at into the	appropriato co	unt

use the – (negative) sign



After all of the time/count changes have been made,	, click Save All. The changes	will automatically adjust	t the prope
records.			

	Equipment/Task	Lane	Classification	Duration HH:MM:SS Count Target Count
Edit Task	Washfloor #1 🗸 🗸	1 ~	Wash/Extract/Dry V	-01:00:00 -1553
	Equipment/Task	Lane	Classification	Duration HH:MM:SS CountCount Earned Hours
Edit Manual Task	Select 🗸	Select 🗸	Select V	00:00:00
	Status	Duration HH:M	M:SS	
Edit Status	Select 🗸	00:00:00		
	Save All			
	s	elect Save Al	I to save all changes	

### **Modifying Time for Manual Tasks**

The update button for manual tasks are not visible next to the task that you'd like to edit. You must click the arrow next to the tasks and the classifications that were processed on that lane will populate. Here you will click the "Edit" button next to the classification you wish to modify.

Note: If there are no classifications visible, this means that an employee did not enter any counts or scans for any manual tasks while in that lane. In this instance, you will have to manually populate the fields in the lower portion of RCTE.

ondle	CC .	Reti	rospective Coun	t/Time Editing Syste	em		LOGOU
e >> Retrospect	tive Count/Time Ed	User: Ingram. Tara	Effective Date: 8/30/2016	Clear Filters			
						Total 8	Hours: 9:14:45
Time: 12:00:00 AM hift Time: 11:59:00 PM						Total / Standi NonSc NonPr	Hours: 9:14:45 and Hours: 7:33:56 tandard Hours: 0:34:00 reductive Hours: 1:06:49
Time: 12:00:00 AM hift Time: 11:59:00 PM	Equipment/Jo	ob/Status	Lane Classification	Duration 181:MNLSSD	Count	Total I Standi NonSt NonPn Target Count	Hours: 9:14:45 and Hours: 7:33:56 reductive Hours: 0:34:00 reductive Hours: 1:06:49
Task (System)	Equipment/30 Shipping - Mac #1	ob/Status	Lane Classification	Overation HEAMASSO 0:00:01	Count	Total i Standi NonSc NonPn Target Count	Hours: 9:14:45 and Hours: 7:33:56 raductive Hours: 1:06:49 Earneed Hours
Task (System)	Equipment/3 Shipping - Mac #1 Shipping - Mac #1	ob/Status	Lane Classification 1 Manual 3 Manual	Duration 1853445500 0:060:01 0:056:01	Count	Total I Stand NonSt NonPr Target Count	Hours: 9:14:45 and Hours: 7:33:56 candard Hours: 0:34:00 reductive Hours: 1:06:49 Earned Hours 0:37:09
Task (System) Task (System)	Equipment/30 Shipping - Mac #1 Shipping - Mac #1 Shipping - Mac #1 Stop	ob/Status	Lane Classification 1 Menual 3 Manual	Ouration 1812/141-5520 0100-03 0156137	Count	Total I Stand NonSt NonPr Target Count	Hours: 9:14:45 and Hours: 7:33:56 candard Hours: 0:34:00 reductive Hours: 1:06:49 Earmed Hours 0:37:09
Time: 12:00:00 AM hift Time: 11:59:00 PM Task (System) Task (System) Start	Equipment/30 Shipping - Mac =1 Shipping - Mac =1 Shipping - Mac =1 Stop ssliftcation	ob/Status Geents	Lane Classification I Menual J Manual Direction Earned Hours	Ouration 1813/1445500 0100101 0136-37	Count	Total I Stand NonSt NonPr Target Count	Hours: 9114:45 and Hours: 7:33:56 andard Hours: 0134:00 roductive Hours: 1:05:49 Enneed Hours 0:37:09

### **Adding Time**

If adding time, modify the hours, minutes, and seconds accordingly for selected task. For example, if adding 5 minutes to a task, the duration field should display 00:05:00.

	Equipment/Task		Lane	C	assification		Duration HH:MM:SS Count	Target Count	
Edit Task	Select	Ý	Select	¥ 5	ielect	Ý	00:00:00		
	Equipment/Task		Lane	Cl	assification		Duration HH:MM:SS CountCou	int Earned Hours	
Edit Manual Task	Shipping - Misc #1	×	3	V P	oly Bag Garments	×	00:10:00		
	Status		Duration H	H:MM:S	5				
Edit Status	Select	×	00:00:00						Modify the time by putting the
	Save Al								time in HH:MM:SS format.

#### **Removing Time**

When removing time, the process will be almost identical to adding time. However, a – (negative) sign needs to be added to the field. As an example, if removing 5 minutes from a task, the duration field should display -00:05:00.

	Equipment/Task		Lane	Classification	Duration HH:MM:SS Count	unt Target Count
dit Task	Select	v	Select	✓ Select	✓ 00:00:00	
	Equipment/Task		Lane	Classification	Duration HHI MMISS Count	untCount Earned Hours
idit Manual Task	Shipping - Misc #1	~	3	V Poly Bag Garments	✓ -00(10)00	
	Status		Duration H	H:MM:55		
Edik Status	Select	v	00:00:00			Modify the time by putting the time
	Save All					in HH:MM:SS format and adding a – (negative sign) if removing time.

• Special Notes:

Information contained in this document is subject to change without notice. P a g  $\ensuremath{\mathsf{e}}$ 



- The Discounted Earned Hours is automatically populated based on the time that is added or removed. This is not a modifiable field.
- If the Duration field is greyed out, the classification you are attempting to edit is a Barcode Classification to which only counts may edits, refer to the Section entitled Modifying Time for Barcode tasks for more information

After all of the time changes have been made, click Save All. The changes will automatically adjust the proper records.

	Equipment/Task		Lane	Classification	Duration HH: MM: SS (	Count	Target Count
Edit Task	Select	¥	Select V	V Select V	00:00:00	5 S	
	Equipment/Task		Lane	Classification	Duration HHIMMISS (	CountCount	Earned Hours
Edit Manual Task	Shipping - Misc #1	×	3 V	Poly Bag Garments	-00(10)00	1	
	Status		Duration HH:N	MM:55	(d) (d)		
Edit Status	Select	×	00:00:00	Soloct Save All to			
	Save Al			save all changes			
	No.			save an enanges			

### **Modifying Counts for Manual Tasks**

The update button for manual tasks are not visible next to the task that you'd like to edit. You must click the arrow next to the tasks and the classifications that were processed on that lane will populate. Here you will click the "Edit" button next to the classification you wish to modify.

Note: If there are no classifications visible, this means that an employee did not enter any counts or scans for any manual tasks while in that lane. In this instance, you will have to manually populate the fields in the lower portion of RCTE.

ne >> Retrospect	ive Count/Time Editing Syste						
Search	Department: Sorting Viser:	em Ingram, Tara 🗸 🗸	Effective Date: 8/30/2016 V	r Filters		Total Ho Standard	vursi 9:14:43
							0 190013- 71.331.30
Shift Time: 11:59:00 PM						NonStan	dard Hours: 0:34:00 Juctive Hours: 1:06:49
ift Time: 11:59:00 PM	Equipment/Job/Status	Lane	Classification	Duration HH:MN:SSD	Count	NonStan NonProd	Idard Hours: 0:34:00 Iuctive Hours: 1:06:49
ft Time: 11:59:00 PM Task (System)	Equipment/Job/Status Shipping - Misc #1	Lane 1	Classification Manual	Duration IIH:MH:SSD 0:00:01	Count	NonStan NonProd Target Count	Idard Hours: 0:34:00 Juctive Hours: 1:05:49 Earned Hours
Task (System)	Equipment/Job/Status Shipping - Misc #1 Shipping - Misc #1	Lane t 3	Classification Menual	Ouration HEBMNESSO 0:00-01 0:56:37	Count	NonStan NonProd Target Count	Earned Hours: 0:34:00 fuctive Hours: 1:06:49 Earned Hours

#### **Adding Counts**

To add a count, enter the number of what should be added. For example, an employee accidentally missed 100 pieces, enter 100.

	Equipment/Task		Lane	4	Classification	Du	ration HH:N	MISS Count	Target Count	
Edit Task	Select	Ŷ	Select	¥	Select	✓ 00	:00:00			
	Equipment/Task		Lane		lassification	Dur	ration HH:M	MISS CountCoun	t Earned Hours	
Edit Manual Task	Shipping - Misc #1	~	3	Y	Poly Bag Garments	✓ [00]	100:00	100	0:44:46	
	Status		Duration I	HH:MM:	55					
Edit Status	Select	~	00:00:00							Enter the count in the count field
120032340	Save All									to add counts to the user.

#### **Removing Counts**

To remove a count, enter the negative number of what should be removed. For example, an employee accidentally logged 1,000 pieces instead of 100, enter -900.

										snindla
	Equipment/Task		Lane		Classification		Duration HH:MM	:S5 Count	Target Count	
Edit: Task	Select	~	Select	v	Select	~	00:00:00		26	
Contraction of the second	Equipment/Task		Lane		Classification		Duration HH:MM	:S5 CountCour	t Earned Hours	
Edit Manual Task	Shipping - Misc #1	¥	3	¥	Poly Bag Garments	~	00:00:00	-100	-0:44:46	
Children a	Status		Duration H	H:MM	155					
Edit Status	Select	. ¥	00:00:00							Enter the count with a -
	Save All									(negative sign) in the count field to remove counts from the user.

If the Counts field is greyed out, the classification you are attempting to edit is a Barcode Lane Classification to which only time may be edited, refer to the Section entitled Modifying Counts for Barcode tasks for more information

After all of the count changes have been made, click Save All. The changes will automatically adjust the proper records.

	Equipment/Task		Lone	Classificatio	n		Duration HH:MM	S5 Count	Tary	rget Count
Edit Task	Select	~	Select *	Select		¥	00:00:00		100	12
	Equipment/Task		Lane	Classificatio	n		Duration HH:MM	S5 Count	Count Earn	med Hours
Edit Manual Task	Shipping - Misc #1	×	3	Poly Bag 0	arments	~	00:00:00	-100	-0:-	:44:46
	Status		Duration HH:	4M:55		-				
Edit Status	Select	×	00:00:00	2010/10	Select Save All	-0				
	Save All				save all change					

### Modifying Time for Bar Code Scan Tasks

Updating Time for Bar Code Scanning tasks is the same as editing Time for Manual tasks with one exception, you will need to change the classification to the classification where the user was logged in. To do this you still must click the arrow next to the tasks and the classifications that were the bar code scans were processed and the bar code scans on that lane will populate. Here you will click the "Edit" button next to the first classification in the list. The one exception is when editing time you must select the classification where the user was logged in to perform the bar code task rather than using the bar code classification. This information could be obtained from the Employee Tracking Report, but typically the classification will be called Hand Fold as in the images below.

Note: If there are no classifications visible, this means that an employee did not enter any counts or scans for any manual tasks while in that lane. In this instance, you will have to manually populate the fields in the lower portion of RCTE.

oinc		Retrosp	ective Count/Tin	ne Editing Syster	m		LOGOUT
<u>e</u> >> Ret	Search Department: Fold V User	tem	Effective Date: 8/30/2016	Clear Filters			
Time: 12:0 hift Time: 11:5	00:00 AM 99:00 PM					Total Ho Standar NonStar	ours: 9:12:17 rd Hours: 8:02:24 ndard Hours: 0:00:00
Time: 12:0 hift Time: 11:5	20-00 AM 59-00 PM					Total Ho Standar NonStar NonProc	oursi 9:12:17 d Hours: 8:02:24 ndard Hours: 0:00:00 ductive Hours: 1:09:53
Time: 12:0 hift Time: 11:5	0:00 AN 99:00 PM Equipment/Job/Statu	s Lane	Classification	Duration HH:HH:SSD	Count	Total Ho Standar NonStar NonProc Torget Count	Hours: 912117 d Hours: 8102:24 ndard Hours: 0.00.00 ductive Hours: 1:09:53 Earned Hours
Time: 12:0 hift Time: 11:5 Task (5	59:00 AM 59:00 PM Equipment/Job/Statu System) Bulk Faid #2	s Lane S	Classification	Duration HH:HH:SSD 8:02:24	Count	Total Hi Standar NonStar NonProc Torget Count	eurs: 9:12:17 d Hours: 8:02:24 ndard Hours: 0:00:00 ductive Hours: 1:09:53 Earned Hours 8:10:05
Time: 12:0 hift Time: 11:5 Task (! P Start	20:00 АМ 59:00 РИ Equipment/Job/Statu System) Bulk Fold #2 Stop	s Lane s Duration	Classification Manual	Duration HH3491555D 8:02:24	Count	Total Ho Standar NonStar NonProc Target Count	Burs: 9(12)17 rd Hours: 8:02:24 ndard Hours: 0:00:00 ductive Hours: 1:09:53 Earned Hours 8:10:05
Time: 12:0 hift Time: 11:5 Task (! Del Start	20:00 AM 59:00 PM Equipment/Job/Statu System) Bulk Fold #2 Stop Classification	s Lane S Ouration Counts	Classification Manual	Duration HI(3491:55D 8:02:24	Count	Total Ho Standar NonSca NonProc Target Count	000751 912117 rd Hours: 8:02:24 ndard Hours: 0:00:00 ductive Hours: 1:09:53 Earned Hours 8:10:05
Time: 12:0 hift Time: 11:3 Task (! Del Start Edit	50:00 AM 59:00 PM System) Bulk Faid =2 Stop Classification Fold Aprons (Colored)	5 Lane 5 Ourston Counts 1000	Classification Manual Earned Hours 01:41:21	Duration HH54955559 8:02:24	Count	Total H Standar NonStar NonPro	ours: 9:12:17 d Hours: 8:02:24 ndard Hours: 0:00:00 ductive Hours: 1:09:53 Earned Hours 8:10:05
Time: 12:0 hift Time: 11:3 Task (f Del Start Edit Edit	00:00 AM 59:00 PM System) Bulk Fald #2 Stop Classification Fold Aprona (Colored) Bag Wk Bar Tud	s Lane 5 Duration Counts 1800 1800	Classification Manual Earned Hours 01(41/2) 03:29:19	Duration HH34455D 8r02124	Count	Total H Standar NonStar NonPro	00751 9112:17 d Hours: 8:02:24 ndard Hours: 0:00:00 ductive Hours: 1:09:53 Earned Hours: 8:10:05

### **Adding Time**

If adding time, modify the hours, minutes, and seconds accordingly for selected task. For example, if adding 5 minutes to a task, the duration field should display 00:05:00.

										spindla	
1	Equipment/Task		Lane		Classification		Duration HH: MM:S	SS Count	Target Count		
Edit Task	Select	~	Select	~	Select	~	00:00:00	1			
	Equipment/Task		Lane		Classification		Duration HH:MM:S	55 CountCour	t Earned Hours		
Edit Manual Task	Bulk Fold #2	¥	5	~	Hand Fold	~	01:00:00				
	Status		Duration H	HH:M	4:55						
Edit Status	Select	¥	00:00:00								
	Save All									Modify the time by putting the time in HH:MM:SS format.	

### **Removing Time**

When removing time, the process will be almost identical to adding time. However, a – (negative) sign needs to be added to the field. As an example, if removing 5 minutes from a task, the duration field should display -00:05:00.

	Equipment/Task		Lane	Classification	Duration HH:MM:SS Count Target Count
Edit Task	Select	~	Select 🗸	Select	00:00:00
	Equipment/Task		Lane	Classification	Duration HH:MM:SS CountCount Earned Hours
idit Manual Task	Bulk Fold #2	Y	5 V	Hand Fold	✓ -b1:00:00
	Status		Duration HH:M	M:55	Modify the time by putting the time
dit Status	Select	~	00:00:00		in UNA CC supervised a data a
	Save All				III THEMMISS IOFINAL AND AUDING A –
					(hegative sign) if removing time.

• You will not be able to change time on any Bar Code Classification.

After all of the time/count changes have been made, click Save All. The changes will automatically adjust the proper records.

1	Equipment/Task		Lane		Classificatio	n	Duration Hi	4:MM:SS	Count	Target Count
Edit Task	Select	~	Select	×	Select	~	00:00:00			
	Equipment/Task		Lane		Classificatio	an	Duration HH	1:MM:55	CountCoun	t Earned Hours
Edit Manual Task	Bulk Fold #2	Y	5	Y	Hand Fold	~	01:00:00			
	Status		Duration i	HH:MS	1:55					
Edit Status	Select	¥	00:00:00	)	_	Select Save All to save				
	Save Al				=	all changes				



### **Modifying Counts for Bar Code Scan Tasks**

Updating Counts for bar code scan tasks is the same as editing counts for manual tasks with one exception. When editing counts for bar code scans you cannot add counts to the classification where the user was logged in to perform the bar code scanning task. The count can be added or removed from the bar code classification located below the task once the down arrow is clicked by clicking the edit button found to the left of the bar code classification name.

Note: If there are no classifications visible, this means that an employee did not enter any counts or scans for any manual tasks while in that lane. In this instance, you will have to manually populate the fields in the lower portion of RCTE.

nnc		Retrospe	ective Count/Tir	ne Editing Systen	n		LOGOL
>> Re	Search Decomment: Fold	er Martines, Erlita 🗸 🗸	Effective Date: 8/30/2016 V	Class Elters			
	and a second sec						
me: 12: ft Time: 11:	00:00 AM 39:00 PM		551 U.S.Y			Total H Standa NonSta NonPro	ours: 9:12:17 nd Hours: 8:02:24 indard Hours: 0:00:00 ductive Hours: 1:09:53
me: 12: ft Time: 11:	00:00 АМ 59:00 РМ Equipment/Job/Status	Lane	Classification	Duration HH3494:SSD	Count	Total H Standa NonSca NonPro Target Count	ours: 9:12:17 d Hours: 8:02:24 indard Hours: 0:00:00 ductive Hours: 1:09:53 Earned Hours
me: 12: ft Time: 11: Task	00:00 AN 59:00 AN Equipment/Job/Status (System) Bulk Foid = 2	Lane 5	Classification	Duration HH34H5SD 8:02;24	Count	Total H Standa NonSta NonPro Target Count	oursi 9:12:17 nd Hours: 8:02:24 Indard Hours: 0:00:00 ductive Hours: 1:09:53 Earned Hours 8:10:05
ne: 12: ft Time: 11: Task 2 Start	00-00 AM 59:00 PM Equipment/Job/Status (System) Bulk Fold = 2 Stop	Lane 5 Duration	Classification Menual	Duration HH:HH:SSD 8:02:24	Count	Total H Standa NonSta NonPro Target Count	International States St
ne: 12: ft Time: 11: Task a Start	00:00 AM 59:00 PM Equipment/Job/Status (System) Bulk Fails = 2 Stop Classification	Lanie 5 Guration	Classification Manual	Duration IHEMM:SSD 8/02/24	Count	Total H Standø NonSta NenPro Tørget Count	ours: 9:12:17 nd Hours: 8:02:24 indard Hours: 0:00:00 ductive Hours: 1:09:53 Earned Hours 8:10:05
me: 12: ft Time: 11: Task Start	00:00 AN 59:00 PM Equipment/Job/Status (System) bulk Pale =2 Stop Classification Fold Apring (Colored)	Lane 5 Oursties 1000	Classification Menual Earned Hours 01:41:21	Duration 11134045550 8:02(24	Count	Total H Stande NonSca NonPca Terget Count	outs: 9:12:17 nd Hours: 8:02:24 Indard Hours: 0:00:00 ductive Hours: 1:09:53 Earned Hours 8:10:05
me: 12: Time: 11: Task Start Edit Edit	00:00 AM 59:00 PM Equipment/Job/Status (System) Bulk Feld = 2 Stop Classification Feld Aprons (Colored) Bag WE Bar Twi	Lane 5 Ourstine Counts 1000	Classification Manual Earned Hours 01:43:21 03:39:19	Duration HH4MH5S5D 8;02:24	Count	Total H Standa NonSta NonPro Tranget Count	ours: 9:12:17 nd Hours: 8:02:24 Indard Hours: 0:00:00 ductive Hours: 1:09:53 B:10:05

#### **Adding Time**

To add a count, enter the number of what should be added. For example, an employee accidentally missed 100 pieces, enter 100.

	Equipment/Task		Lane		Classification		Duration HH:N	MI:55 Count	Target Count	
Edit Task	Select	Ŷ	Select	¥	Select	Ý	00:00:00			
	Equipment/Task		Lane		Classification		Duration HH:N	MISS CountCou	nt Earned Hours	
Edit Manual Task	Shipping - Misc #1	~	3	Y	Poly Bag Garments	~	00:00:00	100	0:44:46	
	Status		Duration	HH:MM	:55					
Edit Status	Select	~	00:00:00							Enter the count in the count field
	Save All									to add counts to the user.

#### **Removing Time**

To remove a count, enter the negative number of what should be removed. For example, an employee accidentally logged 1,000 pieces instead of 100, enter -900.

	Equipment/Task		Lane	Classification	Duration HH:MM	1:55 Count	Target Count
Edit: Task	Select	~	Select N	/ Select	♥ 00:00:00	8	
	Equipment/Task		Lane	Classification	Duration HH:MM	1:55 CountCount	ant Earned Hours
Edit Manual Task	Shipping - Misc #1	¥	3	Poly Bag Garments	✓ [p0:00:00	-100	-0:44:46
	Status		Duration HH:	4M:55			
Edit Status	Select	. <b>Y</b>	00:00:00				Enter the count with a
	Save All						(negative sign) in the count field to remove counts from the user

You will not be able to change Counts on the Classification where the user was logged in for Barcode Tasks

After all of the count changes have been made, click Save All. The changes will automatically adjust the proper records.

	Equipment/Task		Lone	3	Classification		Duration HH: MM: SS	Count	Target Count
Edit Task	Select	~	Select	×	Select	۷	00:00:00		10 12
	Equipment/Task		Lane	1	Classification		Duration HH:MM:SS	CountCount	Earned Hours
Edit Manual Task	Shipping - Misc #1	¥	3	×	Poly Bag Garments	×	00:00:00	-100	-0:44:46
	Status		Duration HH	4:MM	155				
Edit Status	Select	×	00:00:00		Soloct Source All to				
	Save Al				save all changes				



### Glossary

Automated Task – A task where the counts are obtained electronically. The types of these counts would be but not limited to, a pushbutton, counter, end cycle, or database share.

Barcode Task – A task where the counts are accumulated from Spindle Barcode Label Scans.

Barcode Classification – The classification scanned from the barcode classification sheet prior to scanning Spindle Barcode Label. This is the typically used for Hand or Bulk fold tasks.

Discounted Earned Hours – Should the user have a discount percentage, the earned hours for the manual task will be reduced by the amount set for the user in Spindle Admin. The adjusted target is listed here.

Discounted Target Count – Should the user have a discount percentage, the target count on the classification will be reduced by the amount set for the user in Spindle Admin. The adjusted target is listed here.

Earned Hours – Manual classifications counts are calculated as earned time. Time is calculated by the target per hour. For example, if the target is 100, each count would be the equivalent of 36 seconds of earned time. If a count of 100 was entered (100% of the target), the operator would be credited 1 hour of earned time.

Manual Task – A task where the counts receive earned hours. Most of the time, these counts are entered manually at the login station using a keypad or scanned using a barcode scanner. These counts can also be entered manually in RCTE.

RCTE – Retrospective Time Count Editing System. This is the area in Spindle Admin where counts and/or time can be adjusted.