

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.

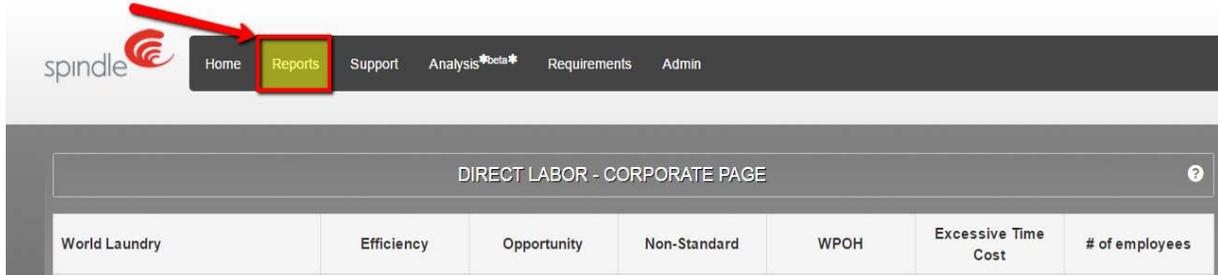
Should the time exceed 24 hours, you will need to contact Spindle Support at spindlesupport.zendesk.com to generate a ticket for assistance.

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.

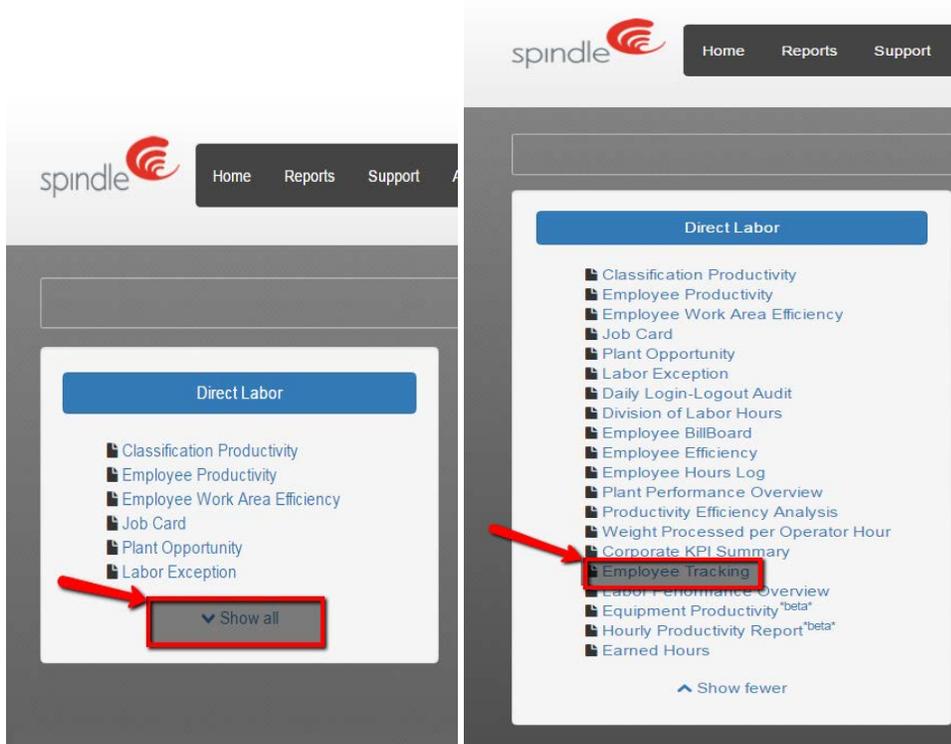
Running the Employee Tracking report

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

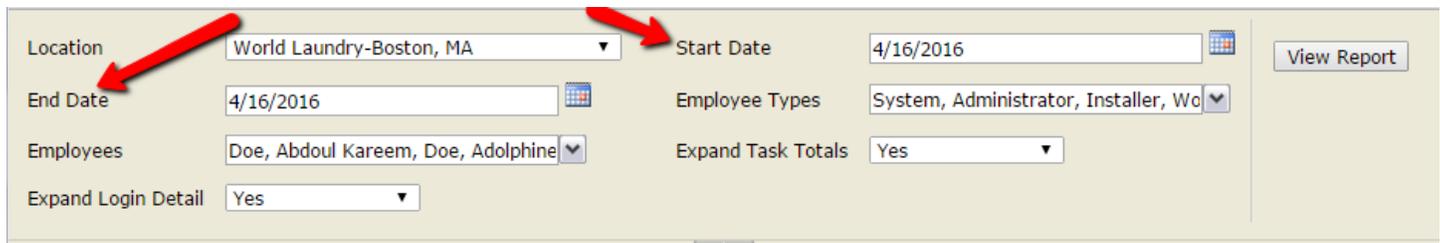
- 1) On the home page for SpindleLIVE click on Reports to open the SpindleLIVE reports menu.



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

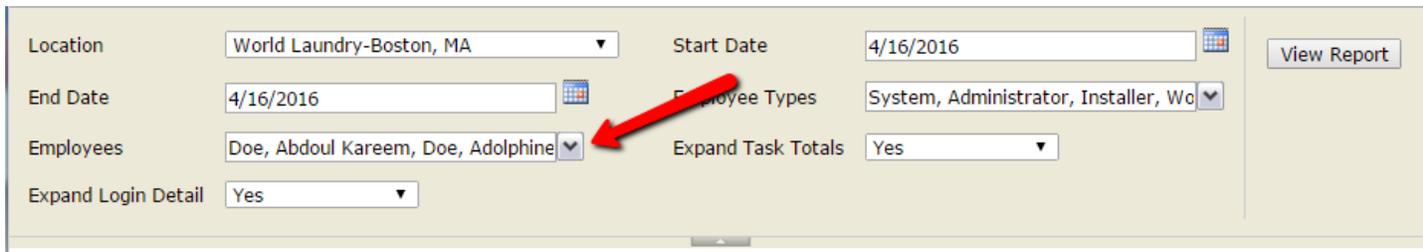


- 3) On the reports Menu, select the start date and end date.



Running the Employee Tracking report

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



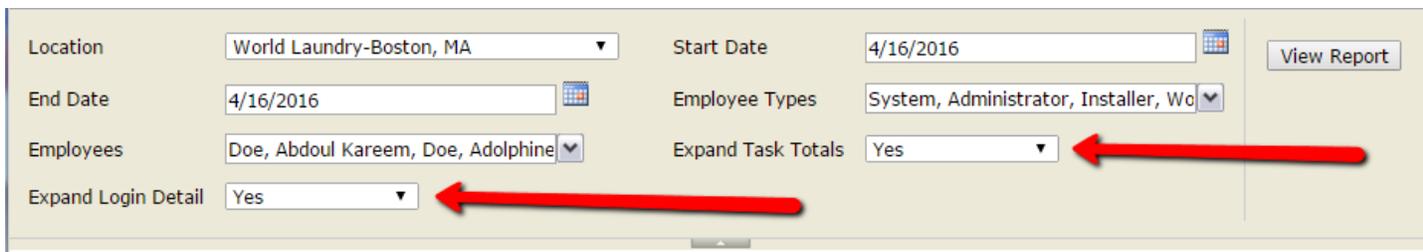
Location: World Laundry-Boston, MA Start Date: 4/16/2016 View Report

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

- 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.



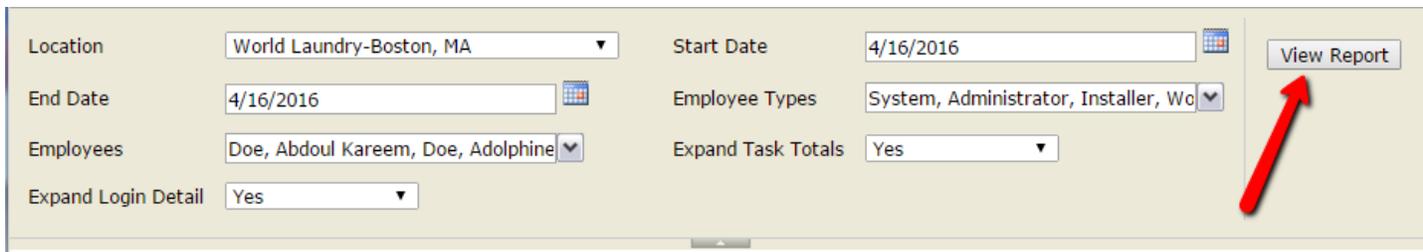
Location: World Laundry-Boston, MA Start Date: 4/16/2016 View Report

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

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.

 **Employee Tracking**
World Laundry-Miami Mix E, FL
4/16/2014 thru 4/16/2014

| Employee/Task | Total Hours | Standard Hours | Non-Standard Hours | Start Time | Stop Time |
|--------------------------|-----------------------------|----------------|--------------------|--------------------|--------------------|
| ☐ Doe, Alexis | 8:24 | 7:52 | 0:31 | | |
| ☐ Equipment/Task Totals | | | | | |
| Lunch | 0:31 | | 0:31 | | |
| Truck Loading | 7:52 | 7:52 | | | |
| ☐ Login/Logout Detail | | | | | |
| 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 16th.

 **Employee Tracking**
World Laundry-Miami Mix E, FL
4/16/2014 thru 4/16/2014

| Employee/Task | Total Hours | Standard Hours | Non-Standard Hours | Start Time | Stop Time |
|--------------------------|-----------------------------|----------------|--------------------|--------------------|--------------------|
| ☐ Doe, Alexis | 8:24 | 7:52 | 0:31 | | |
| ☐ Equipment/Task Totals | | | | | |
| Lunch | 0:31 | | 0:31 | | |
| Truck Loading | 7:52 | 7:52 | | | |
| ☐ Login/Logout Detail | | | | | |
| 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 |

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



Employee Tracking World Laundry-Miami Mix E, FL 4/16/2014 thru 4/16/2014

| Employee/Task | Total Hours | Standard Hours | Non-Standard Hours | | |
|--------------------------|-----------------------------|----------------|--------------------|--------------------|--------------------|
| ☐ Doe, Alexis | 8:24 | 7:52 | 0:31 | | |
| ☑ Equipment/Task Totals | | | | | |
| Lunch | 0:31 | | | 0:31 | |
| Truck Loading | 7:52 | 7:52 | | | |
| ☑ Login/Logout Detail | | | | | |
| End Shift | | | | Start Time | Stop Time |
| | | | | 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.

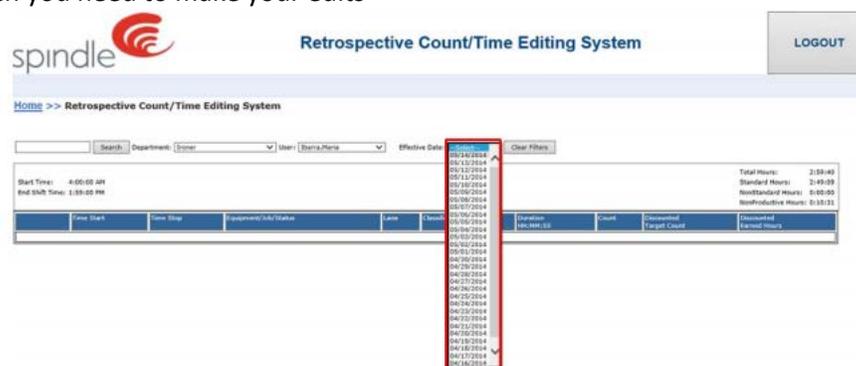
- Note: For your convenience we have separated editing Automated and Manual counts. Once you get to Step 5 please refer to the section that applies to the type of task that you are editing.
- 1) Click the Spindle Admin Icon on the desktop of your Spindle PC to open Spindle Admin.
 - 2) Enter your username 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 your plant manager for further assistance.
 - 3) Once logged into Spindle Admin, click on Retrospective Time/Count Editing



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



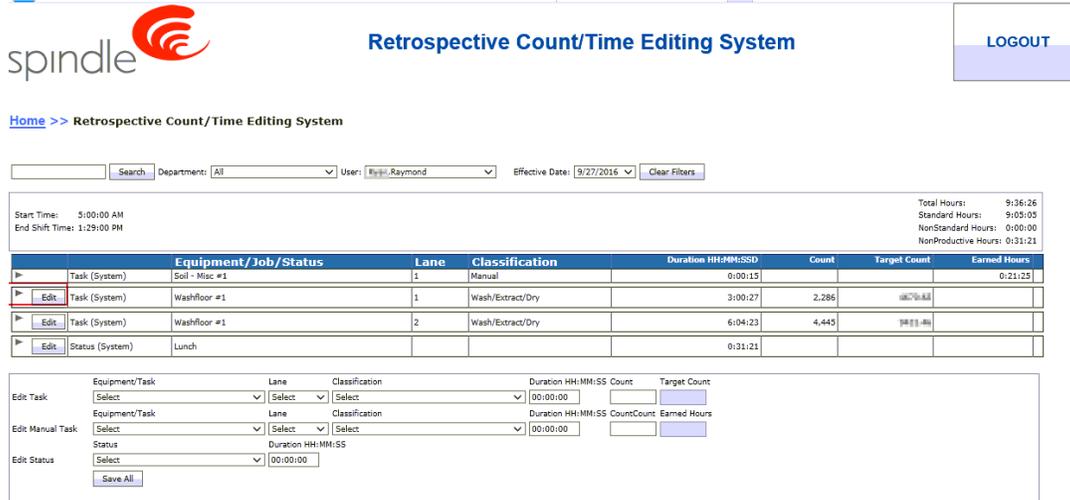
- 5) Select the date for which you need to make your edits



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.

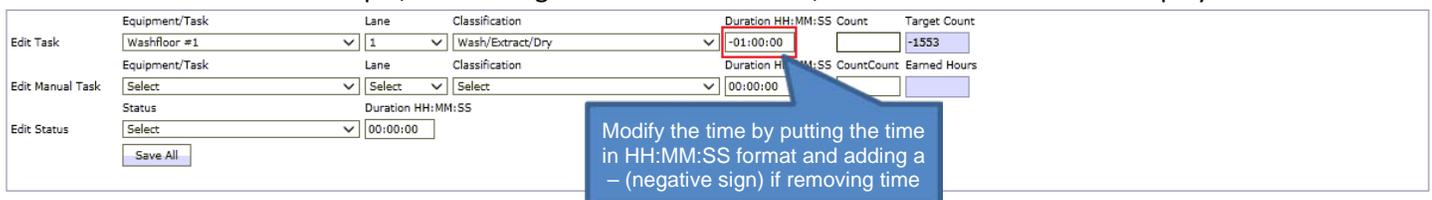


Adding Time

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.

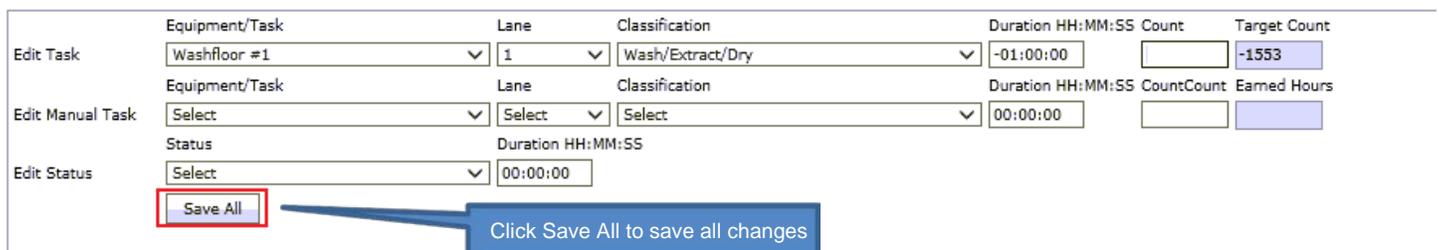
Removing Time

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.



- **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.



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.



[Home >> Retrospective Count/Time Editing System](#)

Search Department: All User: Raymond Effective Date: 9/27/2016 Clear Filters

Start Time: 5:00:00 AM End Shift Time: 1:29:00 PM Total Hours: 9:36:26 Standard Hours: 9:05:05 NonStandard Hours: 0:00:00 NonProductive Hours: 0:31:21

| | Equipment/Job/Status | Lane | Classification | Duration HH:MM:SS | Count | Target Count | Earned Hours |
|--------|----------------------|----------------|----------------|-------------------|---------|--------------|--------------|
| ▶ | Task (System) | Soil - Misc #1 | 1 | Manual | 0:00:15 | | 0:21:25 |
| ▶ Edit | Task (System) | Washfloor #1 | 1 | Wash/Extract/Dry | 3:00:27 | 2,286 | |
| ▶ Edit | Task (System) | Washfloor #1 | 2 | Wash/Extract/Dry | 6:04:23 | 4,445 | |
| ▶ Edit | Status (System) | Lunch | | | | | 0:31:21 |

Edit Task: Equipment/Task [Select] Lane [Select] Classification [Select] Duration HH:MM:SS [00:00:00] Count [] Target Count []
 Edit Manual Task: Equipment/Task [Select] Lane [Select] Classification [Select] Duration HH:MM:SS [00:00:00] Count [] Earned Hours []
 Edit Status: Status [Select] Duration HH:MM:SS [00:00:00]
 Save All

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.



[Home >> Retrospective Count/Time Editing System](#)

Search Department: All User: Raymond Effective Date: 9/27/2016 Clear Filters

Start Time: 5:00:00 AM End Shift Time: 1:29:00 PM Total Hours: 9:36:26 Standard Hours: 9:05:05 NonStandard Hours: 0:00:00 NonProductive Hours: 0:31:21

| | Equipment/Job/Status | Lane | Classification | Duration HH:MM:SS | Count | Target Count | Earned Hours |
|--------|----------------------|----------------|----------------|-------------------|---------|--------------|--------------|
| ▶ | Task (System) | Soil - Misc #1 | 1 | Manual | 0:00:15 | | 0:21:25 |
| ▶ Edit | Task (System) | Washfloor #1 | 1 | Wash/Extract/Dry | 3:00:27 | 2,286 | |
| ▶ Edit | Task (System) | Washfloor #1 | 2 | Wash/Extract/Dry | 6:04:23 | 4,445 | |
| ▶ Edit | Status (System) | Lunch | | | | | 0:31:21 |

Edit Task: Equipment/Task [Washfloor #1] Lane [1] Classification [Wash/Extract/Dry] Duration HH:MM:SS [00:00:00] Count [0] Target Count []
 Edit Manual Task: Equipment/Task [Select] Lane [Select] Classification [Select] Duration HH:MM:SS [00:00:00] Count [] Earned Hours []
 Edit Status: Status [Select] Duration HH:MM:SS [00:00:00]
 Save All

Enter a count into the appropriate count field. Make sure if removing counts you use the – (negative) sign

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

| | | | | | | |
|------------------|--------------------------------|-------------------------------|------------------------------------|--------------------------------|--------------------|-----------------------|
| Edit Task | Equipment/Task Washfloor #1 | Lane 1 | Classification Wash/Extract/Dry | Duration HH:MM:SS -01:00:00 | Count [] | Target Count -1553 |
| Edit Manual Task | Equipment/Task Select | Lane Select | Classification Select | Duration HH:MM:SS 00:00:00 | Count/Count [] | Earned Hours [] |
| Edit Status | Status Select | Duration HH:MM:SS 00:00:00 | | | | |

Save All [Callout: Select Save All 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.



spindle Retrospective Count/Time Editing System

Home >> Retrospective Count/Time Editing System

Start Time: 12:00:00 AM End Shift Time: 11:59:00 PM

| Equipment/Job/Status | Lane | Classification | Duration HH:MM:SS | Count | Target Count | Earned Hours |
|----------------------------------|------|----------------|-------------------|-------|--------------|--------------|
| Task (System) Shipping - Misc #1 | 1 | Manual | 0:00:01 | | | |
| Task (System) Shipping - Misc #1 | 3 | Manual | 0:36:37 | | | 0:37:09 |

| Classification | Counts | Earned Hours |
|-------------------|--------|--------------|
| Poly Bag Garments | 83 | 00:37:09 |

[Callout: Edit button highlighted]

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.

| | | | | | | |
|------------------|--------------------------------------|-------------------------------|-------------------------------------|-------------------------------|--------------------|---------------------|
| Edit Task | Equipment/Task Select | Lane Select | Classification Select | Duration HH:MM:SS 00:00:00 | Count [] | Target Count [] |
| Edit Manual Task | Equipment/Task Shipping - Misc #1 | Lane 3 | Classification Poly Bag Garments | Duration HH:MM:SS 00:10:00 | Count/Count [] | Earned Hours [] |
| Edit Status | Status Select | Duration HH:MM:SS 00:00:00 | | | | |

Save All [Callout: 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.

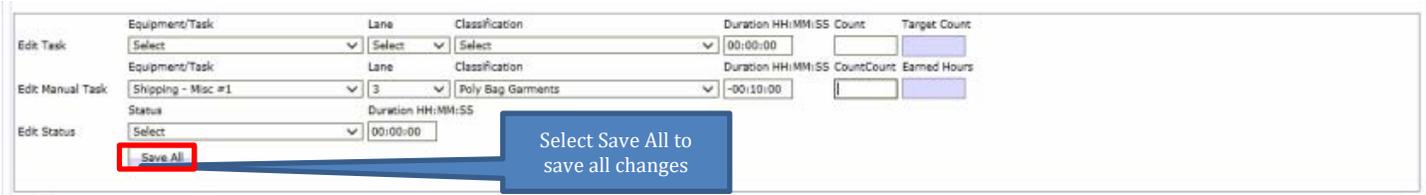
| | | | | | | |
|------------------|--------------------------------------|-------------------------------|-------------------------------------|--------------------------------|--------------------|---------------------|
| Edit Task | Equipment/Task Select | Lane Select | Classification Select | Duration HH:MM:SS 00:00:00 | Count [] | Target Count [] |
| Edit Manual Task | Equipment/Task Shipping - Misc #1 | Lane 3 | Classification Poly Bag Garments | Duration HH:MM:SS -00:10:00 | Count/Count [] | Earned Hours [] |
| Edit Status | Status Select | Duration HH:MM:SS 00:00:00 | | | | |

Save All [Callout: Modify the time by putting the time in HH:MM:SS format and adding a – (negative sign) if removing time.]

- Special Notes:**

- **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.



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.

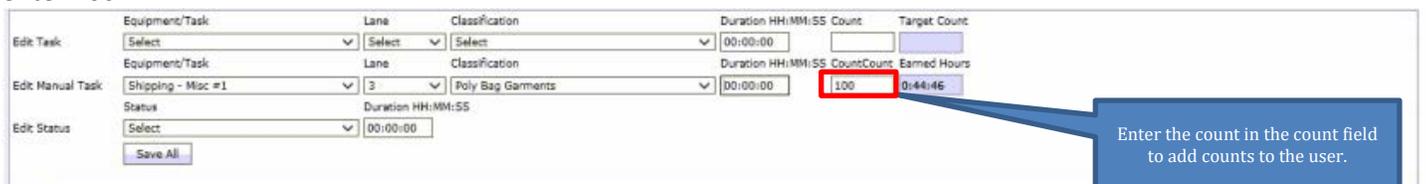


| Equipment/Job/Status | Lane | Classification | Duration HH:MM:SS | Count | Target Count | Earned Hours |
|----------------------------------|------|----------------|-------------------|-------|--------------|--------------|
| Task (System) Shipping - Misc #1 | 1 | Manual | 0:00:01 | | | |
| Task (System) Shipping - Misc #1 | 3 | Manual | 0:56:37 | | | 0:37:09 |

| Classification | Counts | Earned Hours |
|-------------------|--------|--------------|
| Poly Bag Garments | 83 | 00:37:09 |

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.

| | | | | | | |
|------------------|--------------------------------------|-------------------------------|-------------------------------------|-------------------------------|-----------------------|------------------------------|
| Edit Task | Equipment/Task Select | Lane Select | Classification Select | Duration HH:MM:SS 00:00:00 | Count [Greyed Out] | Target Count [Greyed Out] |
| Edit Manual Task | Equipment/Task Shipping - Misc #1 | Lane 3 | Classification Poly Bag Garments | Duration HH:MM:SS 00:00:00 | Count -100 | Earned Hours 0:44:46 |
| Edit Status | Status Select | Duration HH:MM:SS 00:00:00 | | [Save All] | | |

Enter the count with a - (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.

| | | | | | | |
|------------------|--------------------------------------|-------------------------------|-------------------------------------|-------------------------------|-----------------------|------------------------------|
| Edit Task | Equipment/Task Select | Lane Select | Classification Select | Duration HH:MM:SS 00:00:00 | Count [Greyed Out] | Target Count [Greyed Out] |
| Edit Manual Task | Equipment/Task Shipping - Misc #1 | Lane 3 | Classification Poly Bag Garments | Duration HH:MM:SS 00:00:00 | Count -100 | Earned Hours 0:44:46 |
| Edit Status | Status Select | Duration HH:MM:SS 00:00:00 | | [Save All] | | |

Select Save All to save all changes

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.

Retrospective Count/Time Editing System
LOGOUT

Home >> Retrospective Count/Time Editing System

Search Department: Fold User: Lauer Martinez, Edita Effective Date: 8/30/2016 Clear Filters

Start Time: 12:00:00 AM End Shift Time: 11:29:00 PM

| | |
|----------------------|---------|
| Total Hours: | 9:12:17 |
| Standard Hours: | 8:02:24 |
| NonStandard Hours: | 0:00:00 |
| NonProductive Hours: | 1:09:53 |

| Task (System) | Equipment/Job/Status | Lane | Classification | Duration HH:MM:SS | Count | Target Count | Earned Hours |
|---------------|-----------------------|------|----------------|-------------------|-------|--------------|--------------|
| [Start] | Bulk Fold #2 | 5 | Manual | 8:02:24 | | | 8:10:05 |
| [Edit] | Fold Aprons (Colored) | | | | 1000 | | 01:41:21 |
| [Edit] | Bag W/ Bar Tow | | | | 18000 | | 03:39:19 |
| [Edit] | Bag FW Shop 18X18 | | | | 24000 | | 02:49:24 |

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.

| | | | | | | |
|------------------|--------------------------------|-------------------------------|-----------------------------|-------------------------------|-------------|--------------|
| Edit Task | Equipment/Task Select | Lane Select | Classification Select | Duration HH:MM:SS 00:00:00 | Count | Target Count |
| Edit Manual Task | Equipment/Task Bulk Fold #2 | Lane 5 | Classification Hand Fold | Duration HH:MM:SS 01:00:00 | Count/Count | Earned Hours |
| Edit Status | Status Select | Duration HH:MM:SS 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.

| | | | | | | |
|------------------|--------------------------------|-------------------------------|-----------------------------|--------------------------------|-------------|--------------|
| Edit Task | Equipment/Task Select | Lane Select | Classification Select | Duration HH:MM:SS 00:00:00 | Count | Target Count |
| Edit Manual Task | Equipment/Task Bulk Fold #2 | Lane 5 | Classification Hand Fold | Duration HH:MM:SS -01:00:00 | Count/Count | Earned Hours |
| Edit Status | Status Select | Duration HH:MM:SS 00:00:00 | | | | |

Save All

Modify the time by putting the time in HH:MM:SS format and adding a – (negative 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.

| | | | | | | |
|------------------|--------------------------------|-------------------------------|-----------------------------|-------------------------------|-------------|--------------|
| Edit Task | Equipment/Task Select | Lane Select | Classification Select | Duration HH:MM:SS 00:00:00 | Count | Target Count |
| Edit Manual Task | Equipment/Task Bulk Fold #2 | Lane 5 | Classification Hand Fold | Duration HH:MM:SS 01:00:00 | Count/Count | Earned Hours |
| Edit Status | Status Select | Duration HH:MM:SS 00:00:00 | | | | |

Save All

Select Save All to save all changes

Modifying Counts for Bar Code Scan Tasks

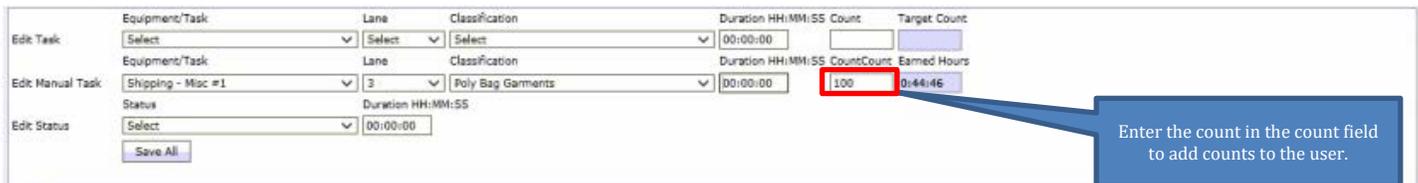
Updating Counts for bar code scan tasks is the same as editing counts for manual tasks with one exception. When editing counts for bar code scans you cannot add counts to the classification where the user was logged in to perform the bar code scanning task. The count can be added or removed from the 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.



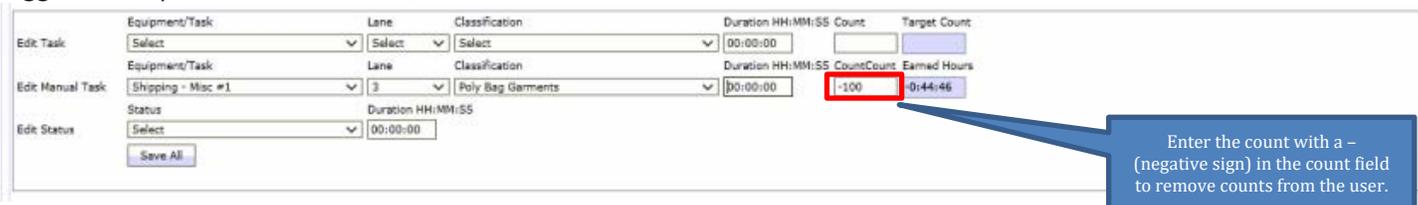
Adding Time

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



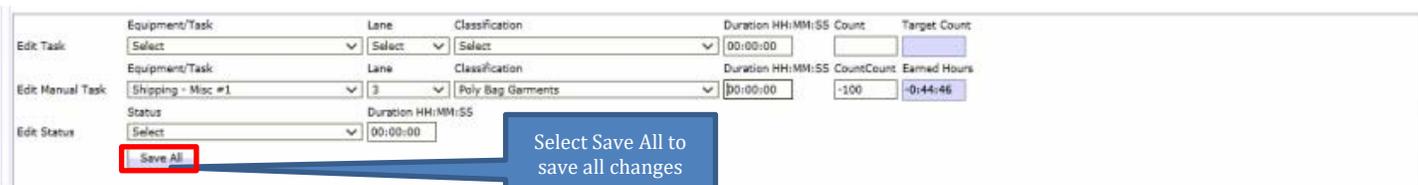
Removing Time

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.



- 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.



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.