

The PC-Topp.NET Personnel Terminal

Quick Reference

◆ **The functions of the program**

The Personnel Terminal is used for entering the personnel's work time. Using this terminal, operators can log in and log out on a machine or change a machine while their work hours are entered for statistical evaluation.

Below, you can see the screen after starting the Personnel Terminal. (In our example, nobody has logged in yet, the machine table in the lower part of the screen is empty).

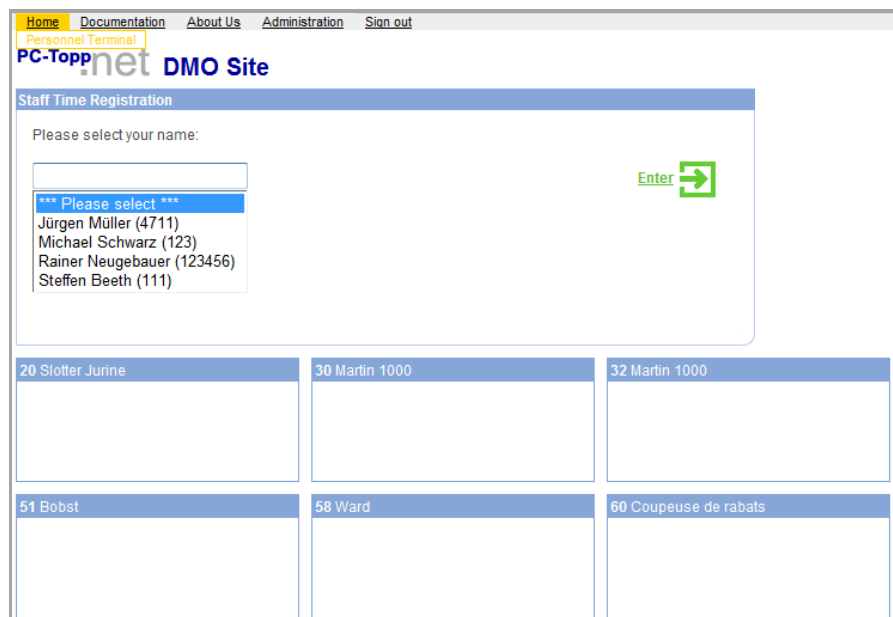


Fig. 1: The Personnel Terminal screen

The most important features of the Personnel Terminal:

Come

1. Select the desired name and confirm

The message "Welcome, Mrs. / Ms. / Mr."... + the selected name is displayed with a list of machines available in the plant.

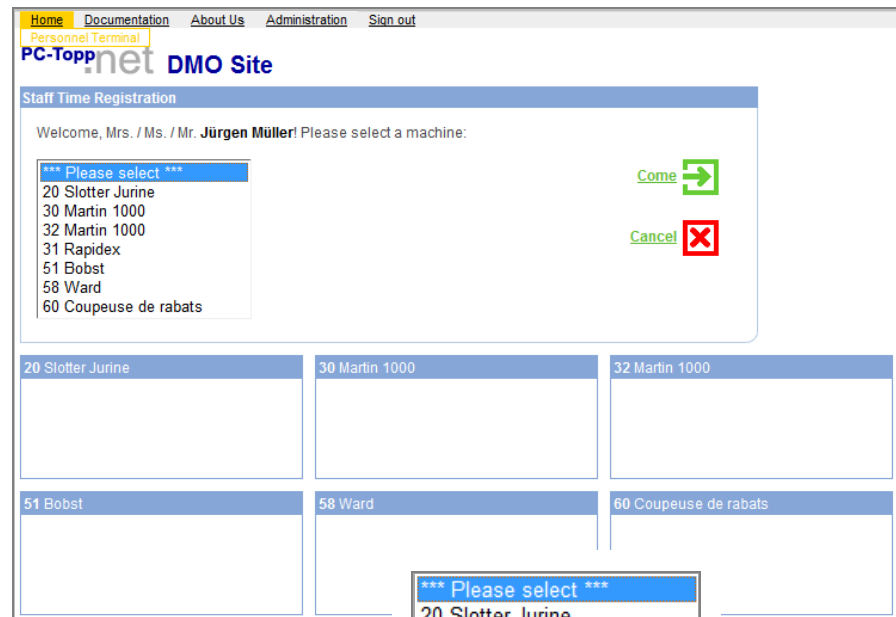
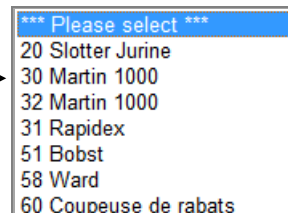
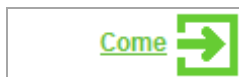


Fig. 2

2. Select a machine and confirm
3. Click "Come"



The desired name is displayed in the machine table under the selected machine (here: 30 Martin 1000), together with the current time:

20 Slotter Jurine	30 Martin 1000 Jürgen Müller 01:18 -	32 Martin 1000
51 Bobst	58 Ward	60 Coupeuse de rabats

Fig. 3: Since 7:48, the selected personnel member works on machine 30 Martin 1000

Leave

1. Click the desired staff member in the machine table or select it in the popup list.

The screen below is displayed:

20 Slotter Jurine	30 Martin 1000	32 Martin 1000
	Jürgen Müller 01:18 -	

Fig. 4



2. Click "Leave"

The name of the staff member in question disappears from the machine table. (The log out time is not displayed).

Change Machines



1. Click the desired staff member in the machine table
2. Click "Go to a different machine"
3. Select a machine (e.g. Bobst) and confirm

The screen below is displayed:

20 Slotter Jurine	30 Martin 1000	32 Martin 1000
41 Bobst Steffen Beeth 07:59 -	58 Ward	60 Coupeuse de rabats

Image 1 : From 7:59 on, the personnel member in question works on machine Bobst.