

# TIMESCAN

## Example scanning workflows

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### Workflow-1 (3 scans/shared user login)

Create Resources

Create Employees (no default resource)

Create Projects

#### *-Timesheet entry-*

Scan Employee (GEORGE), Scan resource (DISCSANDER), Scan Project (JOB001) << [scan in any order]

**Result:** Start tracking time for George working on project JOB001, tracking overhead costs for the Disc Sander.

Scan Employee (GEORGE), Scan resource (DISCSANDER), Scan Project (JOB001) << [scan in any order]

**Result:** Stop tracking time for George working on project JOB001, tracking overhead costs for the Disc Sander.

### Workflow-1a (2 scans/employee login)

Create Resources

Create Employees (no default resource)

Create Projects

Set all Employees to Scan Other Users = No

Each user must login in as their own username

#### *-Timesheet entry-*

Logged in as GEORGE...

Scan resource (DISCSANDER), Scan Project (JOB001) << [scan in any order]

**Result:** Start tracking time for George working on project JOB001, tracking overhead costs for the Disc Sander.

Scan resource (DISCSANDER), Scan Project (JOB001) << [scan in any order]

**Result:** Stop tracking time for George working on project JOB001, tracking overhead costs for the Disc Sander.

## Workflow-2 (2 scans/shared user login)

Create Resources (for machines or overheads)

Create Employees (no default resource)

Create Projects

### *-Timesheet entry-*

Scan Employee (GEORGE), Scan Project (JOB001) << [scan in any order]

**Result:** Start tracking time for George working on project JOB001.

Scan Employee (GEORGE), Scan Project (JOB001) << [scan in any order]

**Result:** Stop tracking time for George working on project JOB001.

*You can also track factory machine time or equipment overheads using this workflow by scanning an additional project and resource combination to start and stop tracking time, Timescan will track both timesheets at the same time*

## Workflow-2a (1 scan/employee login)

Create Resources (for machines or overheads)

Create Employees (no default resource)

Create Projects

Set all Employees to Scan Other Users = No

Each user must login in as their own username

### *-Timesheet entry-*

Logged in as GEORGE...

Scan Project (JOB001)

**Result:** Start tracking time for George working on project JOB001.

Scan Project (JOB001) << [scan in any order]

**Result:** Stop tracking time for George working on project JOB001.

*You can also track factory machine time or equipment overheads using this workflow by scanning an additional project and resource combination to start and stop tracking time, Timescan will track both timesheets at the same time*

### Workflow-3 (2 scan - default resource/shared user login)

Create Resources

Create Employees - allocate a Default resource

Create Projects

#### *-Timesheet entry-*

Scan Employee (GEORGE), Scan Project (JOB001) << [scan in any order]

**Result:** Start tracking time for George working on project JOB001, tracking overhead costs for the Default Resource.

Scan Employee (GEORGE), Scan Project (JOB001) << [scan in any order]

**Result:** Stop tracking time for George working on project JOB001, tracking overhead costs for the Default Resource.

*Default resource can be overridden with a 3rd scan in the this workflow*

### Workflow-3a (1 scans - default resource/employee login)

Create Resources

Create Employees - allocate a Default resource

Create Projects

Set all Employees to Scan Other Users = No

Each user must login in as their own username

#### *-Timesheet entry-*

Logged in as GEORGE...

Scan Project (JOB001) << [scan in any order]

**Result:** Start tracking time for George working on project JOB001, tracking overhead costs for the Default Resource.

Scan Project (JOB001) << [scan in any order]

**Result:** Stop tracking time for George working on project JOB001, tracking overhead costs for the Default Resource.

*Default resource can be overridden with a 3rd scan in the this workflow*

## Workflow-4 (1 scan/shared user login)

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Create Projects

*-Timesheet entry-*

Scan Project (JOB001)

**Result:** Start tracking time for Administrator working on project JOB001, (tracking overhead costs for the Default Resource if this is set).

Scan Project (JOB001)

**Result:** Stop tracking time for George working on project JOB001, (tracking overhead costs for the Default Resource if this is set).

*You can also use this workflow to track employees using the time-clock feature to record start and stop time for employees. Create a unique PROJECT code for the employee, scan this code to start tracking payroll time clock information. Scan this barcode again to stop tracking time-clock information, no costs are calculated, only hours.*