



Version 5.9

Personnel Reports

Manual

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Author: **AEgilmez**



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1 Concept

FORCAM FORCE™ is capable of documenting personnel activities at workplaces and operations, displaying them in tabular form and reporting them back to higher-level ERP systems as an activity type of the operations. The reports provide a general overview of logon data of individuals and thus allow exact costing transparency.

The report **Personnel Online Activity** is a real-time display of persons currently logged on to a workplace or order/operation. It contains information on the person, their logon type (workplace or order/operation) and the time since logon. Thus, this report provides a dynamic overview of the logon time and location of persons.

The report **Personnel Workplace Log** lists the operating states for each operation, workplace and person over a period of time.

The report **Personnel Activity Log** displays the logon and usage period for selected persons for operation phases as a sum and in detail.

This manual describes the function and structure of the reports mentioned above.

- ❗ For configuration of reports and further information about the FORCAM FORCE™ reporting module, see the Performance Analysis manual.

2 Personnel Online Activity

Path: Performance Analysis > Reporting > Reports > Personnel Online Activity

The report **Personnel Online Activity** lists persons who are currently logged on to corresponding orders/operations and workplaces. The display is in real time, i.e. as soon as a person logs off, he is no longer listed (after updating the report). Newly logged on persons will be added automatically.

Personnel Online Activity							
Labor Number: -		Workplace: -				Report Settings	
Labor Number	Last Name	First Name	Login Type	Workplace	Workplace Description	Order/Operation	Logged on since
00000008	PERMAN	THOMAS	OP	90340	MB04	1001727/0020	19-Dec-2017 14:36
00000008	PERMAN	THOMAS	WP	90520	MV02		19-Dec-2017 14:37
00000007	PERMAN	THOMAS	WP	90340	MB04		19-Dec-2017 14:36
00000007	PERMAN	THOMAS	OP	90340	MB04	1001727/0020	19-Dec-2017 14:36

Fig. 1: Structure of the report Personnel Online Activity

- (1) Selectable filters of the report:
 - Personnel number:
Selection of one or more persons whose logon data is to be listed
 - Workplace:
Selection of one or more workplaces whose logged-in persons are to be listed
- (2) Information about the logged-in person:
In addition to the first and last name, each person is also displayed with the Personnel number.
- (3) Login type:
The Login Type column specifies whether a person is logged on to an operation or a workplace. If a person first logs on to a workplace and then logs on to the operation that is on it, both logons are displayed. If the person only logs off from the operation, he is still logged on to the relevant workplace. The following login types are available:
 - WP (workplace)
 - OP (operation)
- (4) Workplace details (if logged in):
Name and description are displayed for each workplace.
- (5) Order/operation details (if logged in):
The corresponding number is displayed for each order/operation.
- (6) Date and time:
The time column specifies since when a person has been logged on to the order/operation or workplace.

3 Personnel Workplace Log

Path: Performance Analysis > Reporting > Reports > Personnel Workplace Log

The report Personnel Workplace Log lists the operating states for each operation per workplace and person over a period of time. Only past data up to the current time are logged and displayed.

Labor Number: - Workplace: - Time: 12/12/2017 S - 19/12/2017 FS5									
Workplace	First Name	Last Name	Start Time	End Time	Logon Duration [hh:mm:ss]	Weighted Duration [hh:mm:ss]	Order	Operation	Operating State
90340			14-Dec-2017 12:40	14-Dec-2017 12:41	00:01:32	00:01:32	1001727	0020	Setup
90340			14-Dec-2017 12:41	14-Dec-2017 12:50	00:08:19	00:04:09	1001727	0020	Setup
T1712001			14-Dec-2017 12:41	14-Dec-2017 12:45	00:03:19	00:01:39	3001	0010	Setup
T1712001			14-Dec-2017 12:45	14-Dec-2017 12:50	00:05:00	00:02:30	3001	0010	Planned break
90340			14-Dec-2017 12:50	14-Dec-2017 13:00	00:10:00	00:05:00	1001727	0020	Planned break
T1712001			14-Dec-2017 12:50	14-Dec-2017 12:53	00:03:27	00:01:43	3001	0010	Setup
T1712001			14-Dec-2017 12:53	14-Dec-2017 12:54	00:01:01	00:00:30	3001	0010	Undefined stoppage
T1712001			14-Dec-2017 12:54	14-Dec-2017 13:15	00:20:30	00:10:15	3001	0010	Production

Fig. 2: Structure of the report Personnel Workplace Log

(1) Selectable filters of the report:

- Personnel number:
Selection of one or more persons whose logon data is to be listed on active operations
- Time:
Selection of a period for which the logon data of a person is to be listed for active operations.
- Workplace:
Selection of one or more workplaces whose logged-in persons are to be listed on active operations

(2) List of selected workplaces:

Each workplace is specified with the corresponding workplace name and executed order/operation.

(3) Information on logged-in persons:

A logged-in person is displayed with first and last name for each operating state.

(4) Period during which the operating states for each operation, workplace and person are to be listed:

The entire logged-in time is indicated by a start and end time and corresponds to an interval.

(5) Information on logon/weighted duration in format [hh:mm:ss]:

The logon duration specifies how long the person was logged on to the workplace in one operation.

From a financial point of view, the weighted duration is the time during which the person actually worked at a workplace in this operation. From a cost-technical point of view, the time distribution for a multi-machine operation is mapped using the weighted duration.

If the logon duration is equal to the weighted duration, the person was working exclusively on this logged-in workplace and operation. If the person has logged on to another workplace and an active operation, the weighted duration specifies in each case how much of the logged-on time of this person is booked as cost time for the individual operating states of the operation. The calculation of the weighted duration depends on the time distribution model used (usually a linear time distribution)

(6) Order/operation details:

The corresponding number is displayed for each order/operation.

(7) Operating state existing at the workplace during the specified period

Path: Performance Analysis > Reporting > Reports > Personnel Activity Log

The Activity Log **Details** specifies the information of the activity log sum. Here, logon intervals and durations for each person are listed. The system also displays the workplace, order/operation, material and the corresponding operation phase.

Fig. 3: Structure of the report Personnel Activity Log

- (1) Selectable filters of the report:
 - Personnel number:
Selection of one or more persons whose logon data is to be listed on active operations
 - Time:
Selection of a period for which the logon data of a person is to be listed for active operations
 - Workplace:
Selection of one or more workplaces whose logged-in persons are to be listed on active operations
- (2) Operation phases that occurred during the specified time and at which the person was logged on

Personnel Activity Log

- (3) Information on logon/weighted duration in format [hh:mm:ss] for all selected persons as sum:
 The logon duration specifies how long the persons were logged on to the workplace in one or more operations.
 From a financial point of view, the weighted duration is the time during which the person actually worked at a workplace in this operation. From a cost-technical point of view, the time distribution for a multi-machine operation is mapped using the weighted duration.
 If the logon duration is equal to the weighted duration, the persons were working exclusively on this logged-in workplace. If the persons have logged on to another workplace and an active operation, the logon duration is unequal to the weighted duration.
- (4) Period of a phase over which operating states for each operation, workplace and person are to be listen:
 The entire logged-in time is indicated by a start and end time and corresponds to an interval.
- (5) Information on logon/weighted duration in format [hh:mm:ss] per person:
 The proportion is calculated form the number of operations on which a person is logged on at the same time (factor 1:n, where n is the number of parallel active operations on which the person is logged on).
 Example: Person A logs on the operation 110. The proportion is 100%, because the person is only logged in here. One minute later, person A logs on to operation 210. The proportion is 50% in each case, since now two operations are logged in parallel (1:2).
- (6) Information on logged-in persons:
 A logged-in person is displayed with first and last name for each operating state.
- (7) List of workplace, order/operation, material and operation phase:
 The corresponding number is displayed for each column in this group.
 The operation phase specified occurred on the corresponding operation during the period.

5 Annex

Table 1: Abbreviations and Terms used

Abbreviation/Term	Description
hh:mm:ss	Time format according to ISO 8601 (Example: 13:48:22)
Multi-Report	Compilation of several individual reports
OP	Operation
WP	Workplace

Table 2: Document Conventions

Konvention	Beschreibung
Bold type	The names of buttons and options are printed in bold type.
Path	Each indicated path relates to the navigator.

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