



*PPS:*  
*PulseNet Production System*

Powerful Tools for Better Performance



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# Contents

<b>Introduction</b> .....	1	Assign an Employee Type.....	26
What is PPS.....	1	Add a New Employee Type.....	26
Using this guide.....	2	Update Employee Employment Information.....	27
<b>Network and Database Settings</b> .....	3	Terminate an Employee.....	27
<b>Using the Production Control Window</b> .....	5	Reinstate a Terminated Employee.....	28
Set or Modify the Company Information.....	6	Manage Employee Shifts.....	29
Managing Customers.....	7	Assign a Shift.....	29
Add a New Customer.....	7	Delete a Shift.....	30
Modify a Customer.....	7	Modify a Shift Name.....	31
Managing Departments.....	8	Manage Employee Language Preference.....	32
Add a New Department.....	8	Make SmartCards.....	33
Modify a Department.....	9	Manage Schedules.....	35
Managing Cost Centers.....	10	Add a New Schedule.....	35
Add a New Cost Center.....	10	Modify or Delete a Schedule.....	36
Modify a Cost Center.....	11	Manage Monitoring Stations.....	37
Managing Tasks.....	12	Add a New Device to PPS Monitor.....	37
Add a New Task.....	12	Get the Monitoring Station IP Address.....	37
Modify a Task.....	13	Add a New Monitoring Station.....	37
Production Items.....	14	Properties Tab Set Up.....	38
Add New Items.....	14	Adjust the Setups Tab.....	39
Delete Items.....	15	Bulk Fold Setups Tab.....	41
Modify Items.....	15	Tasks Tab: Assigning tasks to a Device.....	42
Item Groups.....	16	Status Tab: Adjusting the Poll and Read Intervals.....	42
Create a New Item Group.....	17	<b>Other Settings and System Tools</b> .....	43
Modify an Item Group.....	17	Budgeted, Non-productive Time Set Up.....	44
Setting Task Collection Method.....	17	Production Shift Set Up.....	46
Task Parameters.....	19	<b>PPS Message Centers</b> .....	47
Daywork Tasks Collection Method Measurement Parameters.....	20	Managing Message Centers.....	48
Managing Employees.....	21	Add a New Message Center.....	48
Add a New Employee.....	21	Name the New Message Center.....	49
Set Employee Production Levels*.....	23	Add Monitoring Stations to a Message Center.....	49
Manage Employee Titles.....	24	Delete a Message Center.....	50
Assign a Title.....	24	<b>PPS Monitor</b> .....	52
Add a New Title.....	25	Access PPS Monitor.....	52
Manage Employee Types.....	25		

Monitor PPS Devices.....	52	Reports of Interest.....	76
PPS Device Types.....	53	Earned Hours, Measured Hours, and Percent Efficiency.....	76
Time Clock.....	53	Daywork Hours.....	76
DayWork and Manual Count.....	53	Non-Productive Hours Used and Allowed.....	76
Pacing Device.....	54	Available Work Hours.....	76
Device Properties.....	55	Total Earned Hours.....	77
Update A Device.....	56	Overall Effectiveness.....	77
Modify a Device.....	57	Daily Operator Performance Summary.....	77
Show or Hide Inactive Devices.....	57	Productivity Tasks.....	77
Removing a Device (Deactivate).....	58	Daywork Tasks.....	79
Activate a Device.....	58	Non-Productive Time.....	79
Adjusting PPS Monitor Settings.....	58	Daily Plant Production Summary.....	79
Set the Default Polling and Read Interval.....	59	Correcting Reports.....	80
Set the Automatic Restart Timer.....	60	Edit or Delete a Work History Record.....	81
View Current PPS Monitor		Add a Work History Record.....	82
Record Processing Data.....	61	Pieces and Pounds Report by Item.....	83
Change the Record Process Interval.....	61	<b>Support: Get Additional Help</b> .....	84
<b>Using PPS Monitor Stations</b> .....	62	<b>Hardware Requirements</b> .....	85
Logging In.....	63	Database PC Hardware Requirements.....	85
Log into a Manual or Daywork Task.....	63	PPS Application PC.....	85
Task Selection (Manual and Daywork Tasks).....	63	<b>PPS PC Installation Process</b> .....	86
Swipe options (gestures).....	64	Network Cards Set Up.....	86
Manual Entry.....	64	PPS Network Adapter Settings.....	86
Touchscreen with a Team Station.....	65	PPS Network Settings.....	87
Logging into a Team Station.....	65	Set the TCP/IP Settings.....	87
Logging into Bulk Fold Team Stations.....	66	Disable the Firewall.....	88
Logging Off a Task.....	66	Database Setup.....	89
Daywork Task.....	66	Install PPS Monitor.....	90
Manual Task.....	66	Restore the Database from a Backup.....	90
Automatic Tasks.....	66	Update Windows Registry.....	92
Managing Performance.....	67	Test Database Connection.....	92
Mend and Stain Counts.....	67	Install the DHCP Sever.....	94
Maintenance Request.....	67	<b>Index</b> .....	i
No Work.....	67		
Favorites.....	67		
Replacing a PPS Monitor Touchscreen.....	68		
<b>Other Software</b> .....	69		
BulkFold Communications Module.....	69		
<b>Reports</b> .....	71		
Key Terms.....	71		
Access.....	71		
Setting Your Reports Date and Shift Parameters.....	73		

# Introduction

## What is PPS

The Softrol PulseNet Production System (PPS) is an integrated hardware and software system that collects, calculates, and reports productivity information necessary to effectively manage and control textile rental production operations and industrial laundries. The PPS system

- enables data acquisition from the plant operations floor,
- tracks operator performance at each workstation,
- collects real time machine and labor load production information,
- automates the work measurement data processing tasks,
- produces productivity labor reports,
- reduces labor, and
- increases profits.

Softrol developed the PPS system; therefore the system integrates many of Softrol's existing technologies with SmartCard identification cards. The system uses networked PPS modules located at workstations throughout the

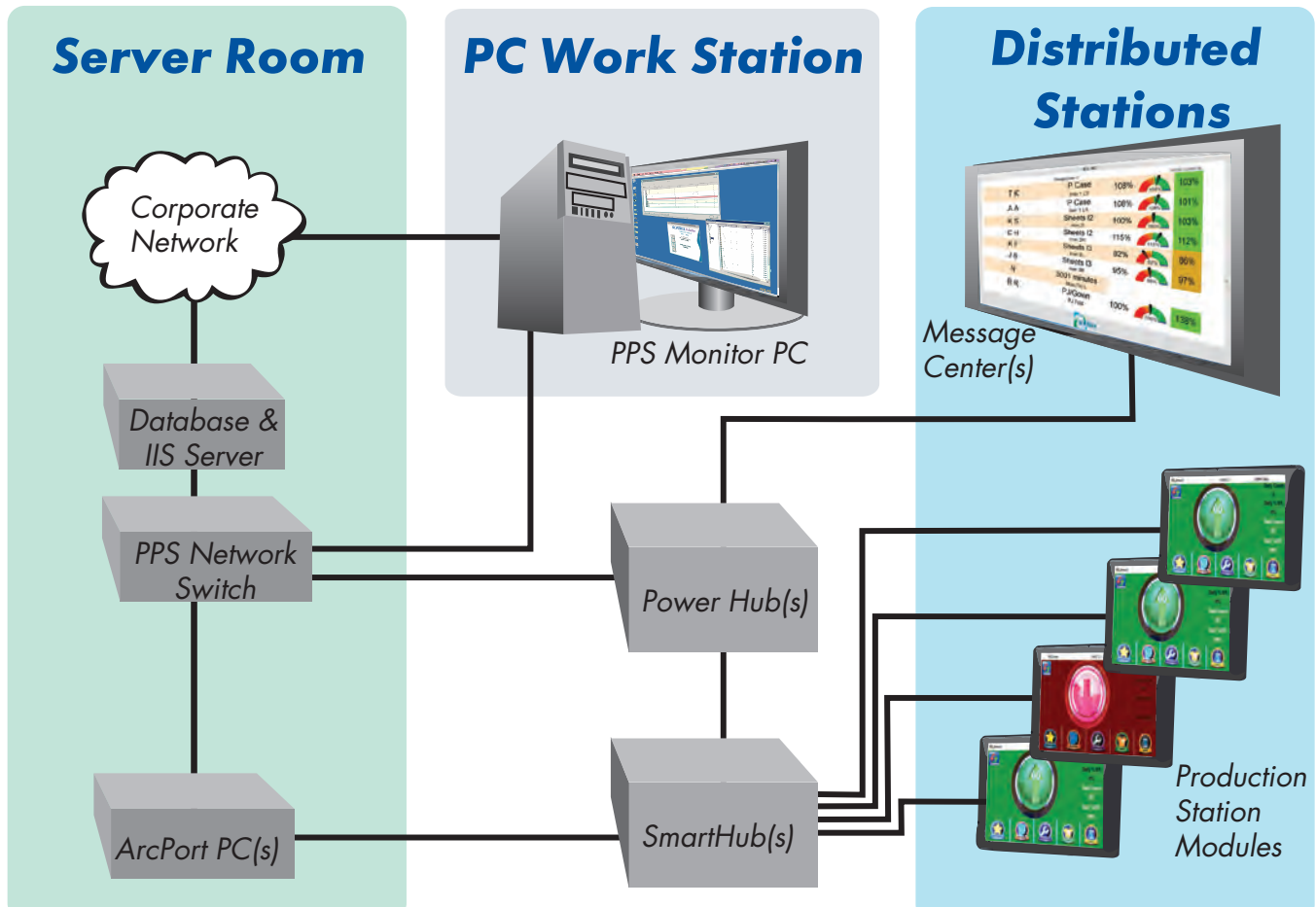


Figure 1. System Overview. Accessible over the corporate network, the system reports real-time production information gathered from modules located at the plants productivity centers.

plant. These modules communicate over a dedicated network sending real-time production information for reporting and production control (see Figure 1). The system notifies management about production lags and maintenance issues in real time allowing for quick resolution.

Workers log into the workstation PPS module using their SmartCards. The system recognizes the worker and makes tasks available to them based on the cost center associated with the monitoring station. While the worker performs the task (manual and daywork tasks excluded), the system continually updates the worker about their performance and productivity based on their time and piece counts (see Figure 2).

PPS collects the production information from the plant floor and displays it on the message centers allowing management to respond quickly to production issues. Since the real-time data is being collected and managed at each individual PPS monitored station, the system operates continuously even in the event of a PC or network interruption. Management can always view detailed reports from any networked connected device with a web browser.




*Figure 2.* Workers at a roller press. The workstation is set up for either five individuals to work side-by-side logged into their own PPS monitor (photo is of a workstation using classic monitors instead of touchscreen) or logged into a group task using the Team Station. This group is logged into the Team Station performing a three-person task.

## Using this guide

Softrol typically installs a turn-key system, where all you need to do is learn how to make modifications and use the reporting tools in PPS. Recently some plants have taken on the task of installing their own system. This guide is designed to aid both in the setup and maintenance of the PPS Monitor Software.

# Network and Database Settings

If Softrol technicians installed your system, this step is complete and you can skip it. If you need to update or set up the network and database settings for the first time, it is recommended that you get the assistance of a Softrol PPS support professional before proceeding. To access the network and database settings:

1. Locate and open the PPS Monitor software  on the PPS Workstation PC (If you need to setup the PPS Workstation see Appendix B).
2. Enter your **User ID** and **Password** (provided during system installation) then click **OK**.

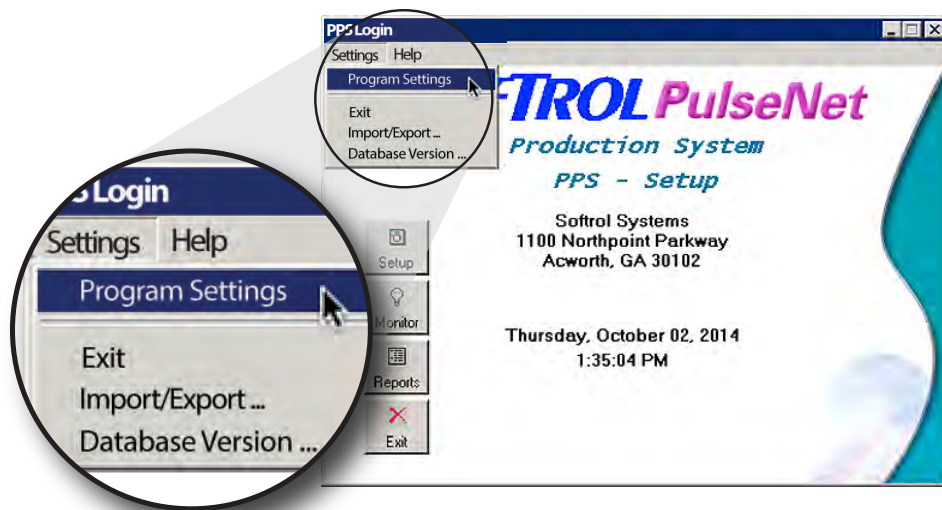


Figure 3. PPS Program Settings.

3. Click **Settings> Program Settings** in the top menu to open the *PPS Program Settings* dialog (see Figure 3).
4. Click the **Properties** tab.
5. Provide the location for the **Reports login Web Page**.
6. Provide a password in the **Shutdown Password** field to prevent unauthorized shutdown of the monitor program.
7. Ignore **Enable Cart Build options** and **Cart build Only Install** unless your plant tracks cart check-in and checkout.
8. Check the box for **Auto Start Monitor Program at this Workstation** if this is the main PPS workstation computer. In the event of a power failure or system reboot this will assure that the PPS Monitor program starts automatically when the system comes back up.
9. Check the **Enable Output When in Maint Mode** to turn on the indicator light when the system is in maintenance mode.
10. Check **Use Bulk Fold single Scanner** to use only the audit scanner for bulk fold.

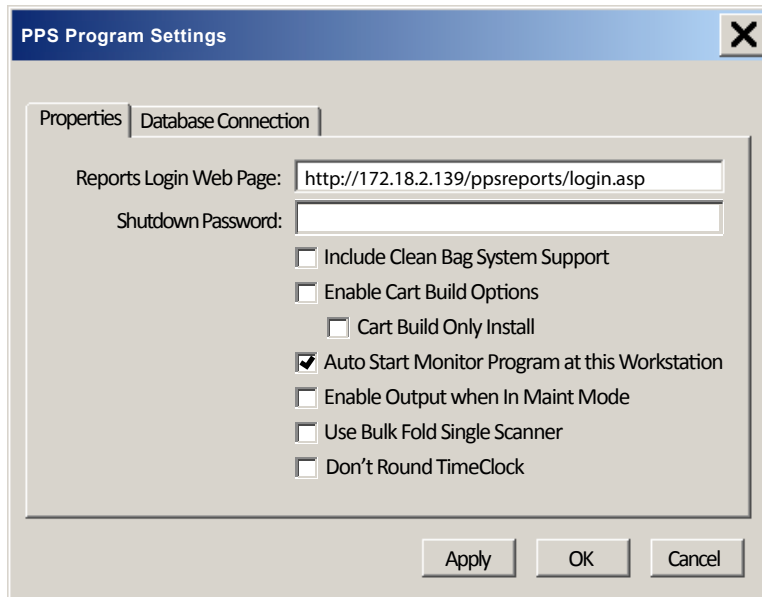


Figure 4. PPS Program Settings: Properties dialog.

11. Check **Don't Round Time Clock** to prevent the system from rounding off the employee start and end times.
12. Click **Apply** (see Figure 4).
13. Select the **Database Connection** tab (see Figure 5).
14. Provide the database **Server Address** (most often 192.168.100.254), **Database Name** (PPS), and the **Driver** location (provided by your IT department).
15. Click **Apply**.
16. Click **OK**.

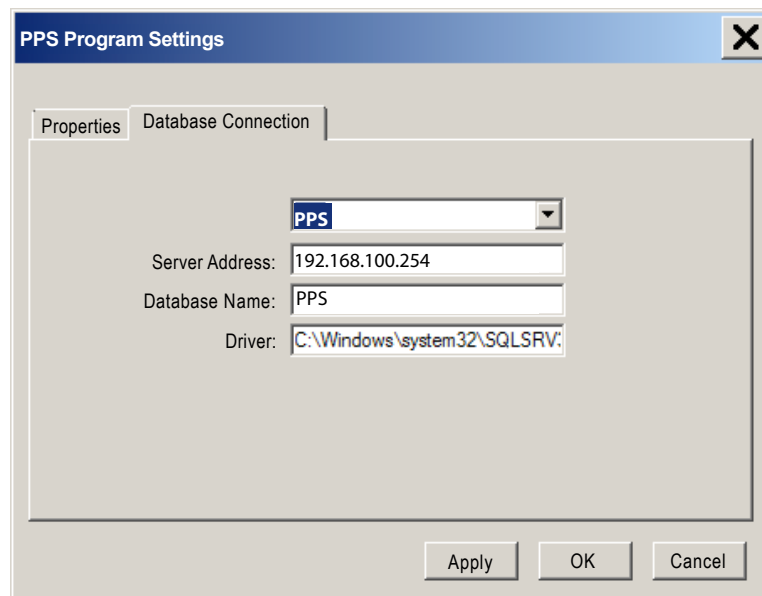


Figure 5. PPS Program Settings: Database Connection tab.



# Using the Production Control Window

You use the *Softrol-Production Control* window to define the company information, customers, cost centers, departments, employees, monitoring stations, and tasks (see Figure 6). You will use this portion of the program to set up your system and manage it.

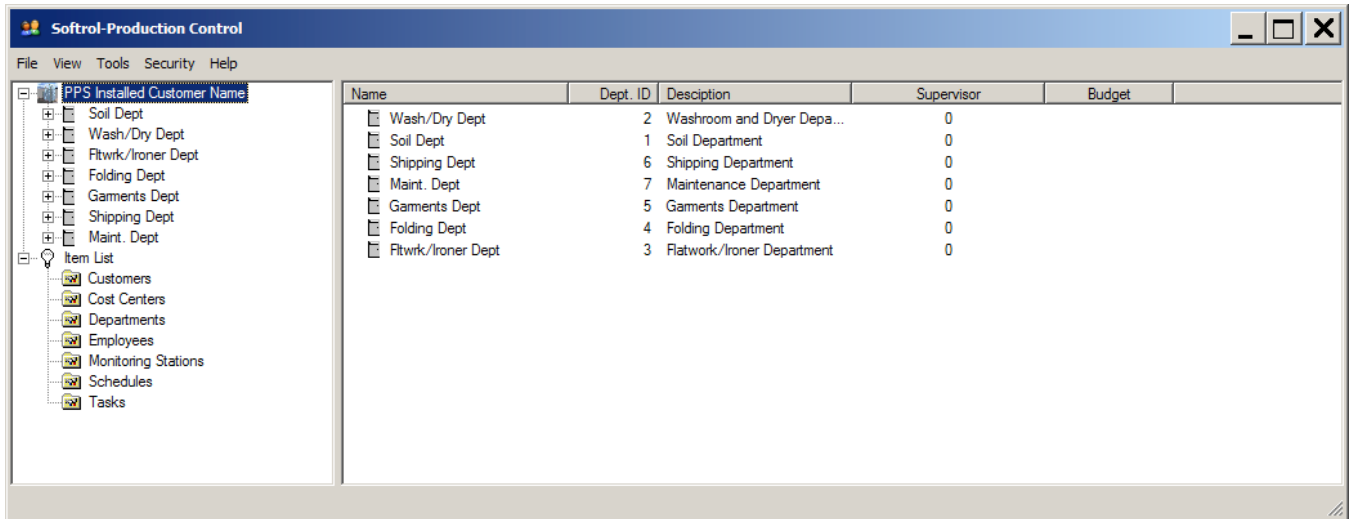


Figure 6. *Softrol-Production Control Setup* interface.

The frame on the left side of the window gives you the option to view your system based on *department* or *items*:

- **Department:** PPS associates each cost center, piece of equipment, monitoring station, employee, and task with a department. Using the department view you can easily see these relationships by selecting and expanding the departments.
- **Items:** The item view separates the components into groupings. The term *items*, in the PPS system, refers to the individual components that make up a PPS System: departments, customers, cost centers, employees, monitoring stations, schedules, and tasks. Selecting an item grouping allows you to see all of the items for that type in the frame to the right. For our purposes we will use the *Item List* view.\*

To begin: Click the **Setup** up button on the *PPS Monitor Setup* home screen (see Figure 7).

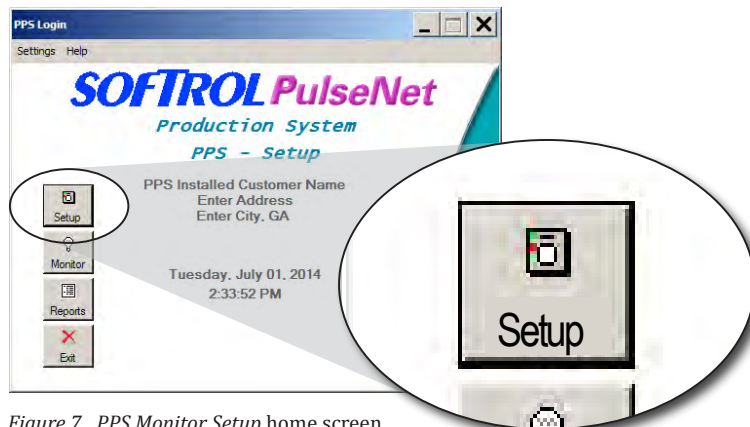


Figure 7. *PPS Monitor Setup* home screen.

## Set or Modify the Company Information

Each department belongs to a company and/or a division. You access and edit this information at the top of the department view. To set or modify the company information:

1. Click the top item in the list on the left to highlight it. This is the company information.
2. Right-click the highlighted text and select **Properties** (see Figure 8).

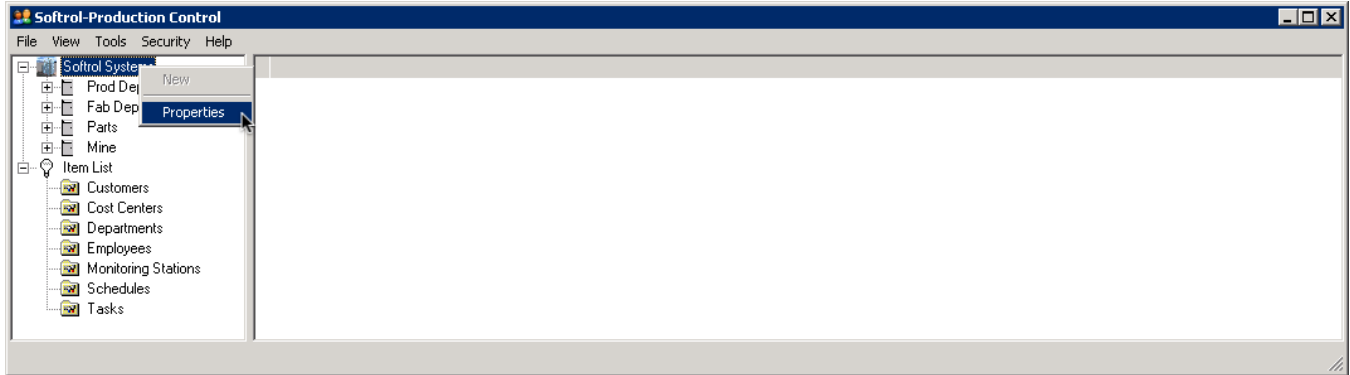


Figure 8. Softrol-Production Control Setup dialog: Set the Company Information

3. Complete or change the company information and click **OK** (see Figure 9).

 A screenshot of the 'Company Maintenance' dialog box. The title bar says 'Company Maintenance'. At the top, there is a 'Company ID' field with the value '1'. Below this is a 'Properties' tab. The 'Properties' section contains several text input fields: 'Name' (containing 'PPS Installed Customer Name'), 'Address 1' (containing 'Enter Address'), 'Address 2' (empty), 'Address 3' (empty), 'City' (containing 'Enter City'), 'State' (containing 'GA'), and 'Zip' (empty). At the bottom of the dialog are three buttons: 'Apply', 'OK', and 'Cancel'.

Figure 9. Company Information dialog.

## Managing Customers

Very few plants track productivity by customer. If your plant tracks by customer, you can manage them using the Setup dialog. Although you may not track productivity based on customer, each plant will have one customer, “Unassigned.”

### Add a New Customer

To add a new customer:

1. Expand the **Item List**.
2. Click the **Customers** folder to highlight it.
3. Right-click the highlighted **Customers** folder, and select **New** to open the *Customer Maintenance* dialog (see Figure 10).

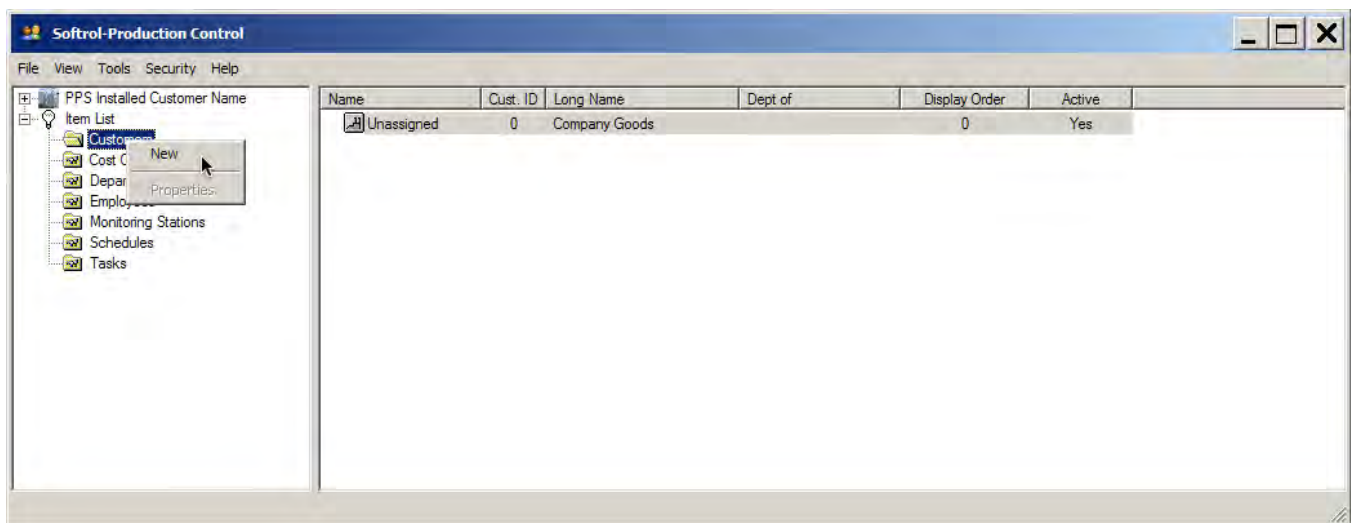


Figure 10. Right-click **Customers**, and select **New**.

4. Enter a unique numeric **Customer ID**.
5. Complete the **Name** and **Display Order** fields (see Figure 12).

### Modify a Customer

You can change the **Short Name**, **Name**, **Display Order**, and **Activation** for a customer. You can't remove or delete a customer from the system, but you can deactivate them. Deactivating them prevents them from appearing in future reports and on PPS devices. Your system will always have one default customer, “Unassigned.” You cannot modify the unassigned customer.

1. Expand the **Items List** and click **Customers**.
2. Find the customer in the list on the right, and double-click.
3. Modify the information and click **OK** (see Figure 12).

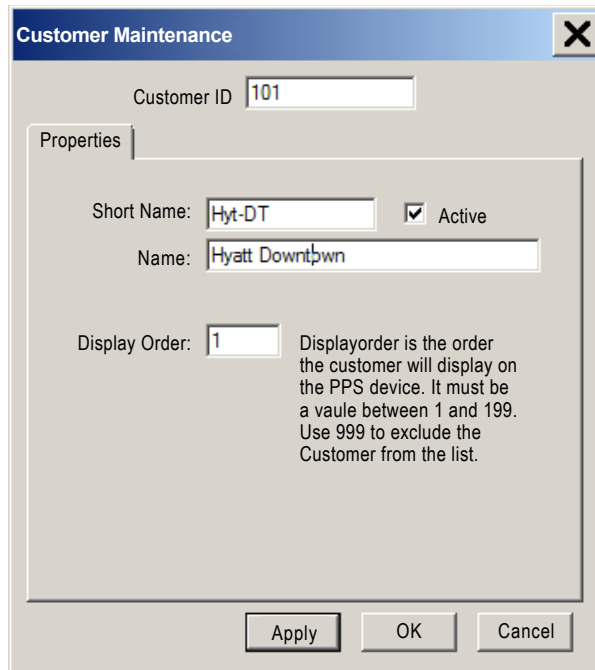


Figure 12. Customer Maintenance dialog.

## Managing Departments

Your plant is divided into logical departments such as soil, wash aisle, and finishing. You can add or edit the departments using the *Department* dialog. Once created you cannot delete or deactivate a department.

### Add a New Department

1. From the **Items List** select **Departments** to highlight it.
2. Right-click and select **New** (See Figure 11).

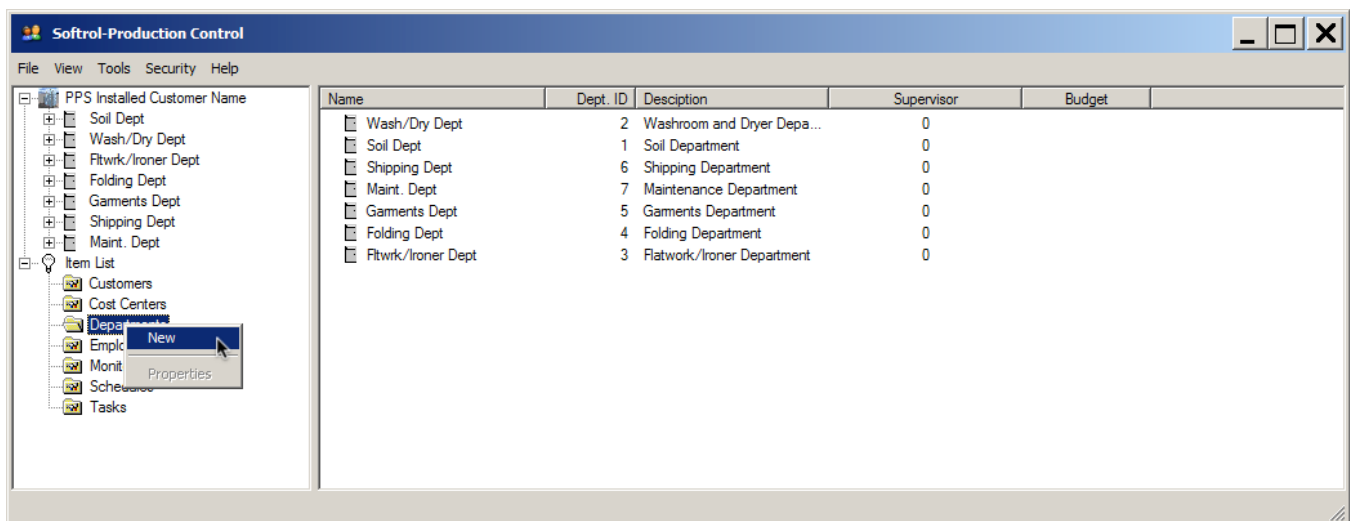


Figure 11. Setup: New Department.

3. Add a **Short Name** (25 character limit) and **Description**.
4. Click the button **>>** to the right of the **Supervisor** field to select the department supervisor. Note: PPS does not currently support the supervisor functionality, you can leave this set to the default.
5. Specify the list order for this department by setting the **Order Number**.
6. Enter the **Budget Code** (not required).
7. Click **OK**.

Figure 13. Department: New Department dialog.

## Modify a Department

To change a department's information:

1. Click the **Setup** button in *PPS Monitor*.
2. Expand the **Item Lists**.
3. Select the **Departments** folder.
4. Double-click the department you wish to edit in the frame on the right.
5. Make your changes using the *Departments* dialog (see Figure 13).
6. Click **OK**.

## Managing Cost Centers

A cost center in PPS is each area of activity in a department. It may be one touchscreen monitor attached to a single-lane ironer, or it may be the five touchscreens attached to a multi-lane ironer. Each cost center is staffed by employees with very specific tasks that produce output. PPS measures the employee output along with the production times to create the output. As your plant changes, you may find the need to add or modify a cost center.

### Add a New Cost Center

1. From the **Items List** highlight **Cost Centers** by clicking.
2. Right-click the highlighted **Cost Center** list item and click **New** (See Figure 14).

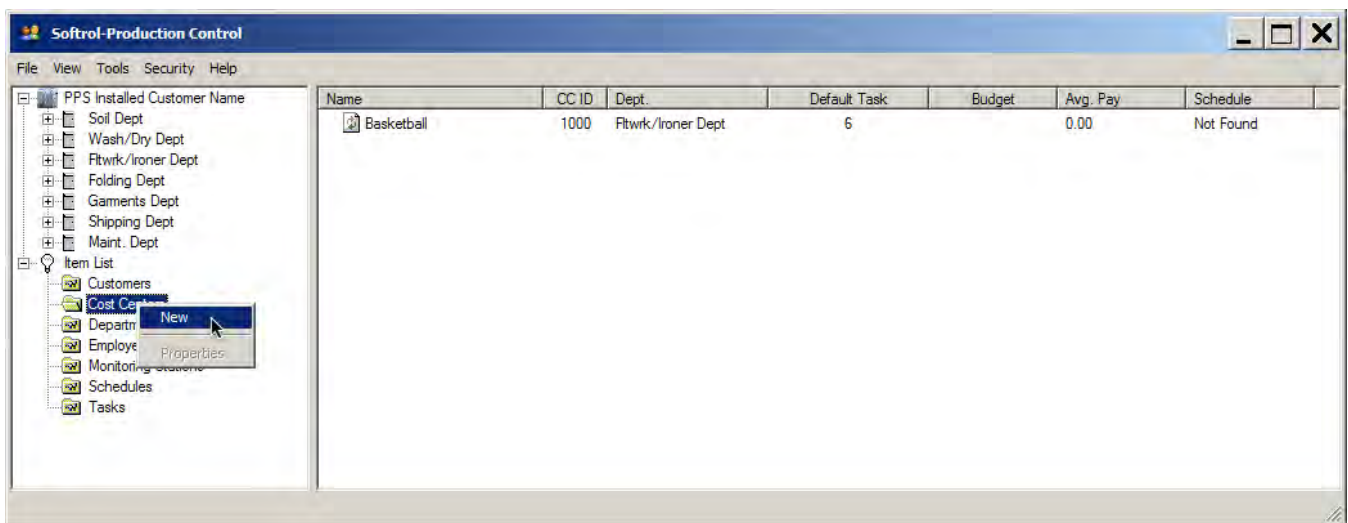


Figure 14. Setup: New Cost Center.

3. Click the button **>>** to the right of **Department** to select a department for the cost center. For more information on Departments see *Managing Departments* on page 8.
4. Enter a **Short Name** and **Description**.
5. Add the **Default Task** by clicking the button **>>** to the right of the field. For more information on tasks see *Managing Tasks* on page 12.
6. Add the **Schedule\*** by clicking the button **>>** to the right of the field. For more information on schedules see *Manage Schedules* on page 35.
7. Complete the remaining fields and click **OK** (see Figure 15).

\*At this time the Schedule feature is not used in PPS you may leave this to the default.

Figure 15. Setup: New Cost Center dialog.

## Modify a Cost Center

To change a Cost Center's information:

1. Click the **Setup** button in *PPS Monitor*.
2. Expand **Item Lists**.
3. Click **Cost Centers**.
4. Double-click the cost center in the list to the right (see Figure 16).
5. Make your changes in the *Cost Center* dialog (see Figure 15).
6. Click **OK**.

Name	CC ID	Dept.	Default Task	Budget	Avg. Pay	Schedule
Test/Rep CC	1004	Prod Dept	199	0.00	0.00	Not Found
PC App CC	1003	Prod Dept	199	0.00	0.00	Not Found
My CC	1012	Mine	199	0.00	0.00	Not Found
Misc Prod CC	1005	Prod Dept	199	0.00	0.00	Not Found
Misc Part CC	1011	Parts	199	0.00	0.00	Not Found
Misc Fab CC	1010	Fab Dept	199	0.00	0.00	Not Found
Con Assem CC	1002	Prod Dept	199	0.00	0.00	Not Found
CNC VF4 CC	1008	Fab Dept	199	0.00	0.00	Not Found
CNC VF3 CC	1007	Fab Dept	199	0.00	0.00	Not Found
CNC VF2 CC	1006	Fab Dept	199	0.00	0.00	Not Found
Revice CC	1009	Fab Dept	199	0.00	0.00	Not Found

Figure 16. Setup: Modify a cost center.

## Managing Tasks

Each cost center has one or more tasks. A task is the specific activity you will monitor and measure at the cost center. Use the *Tasks* dialogs to create new and modify existing tasks.

### Add a New Task

1. Open PPS Monitor, click the **Setup** button, expand the **Items List**, and highlight **Tasks** by clicking.
2. Right-click the highlighted **Tasks** folder and select **New** (see Figure 17) to open the *Cost Center Tasks* dialog (see Figure 18).

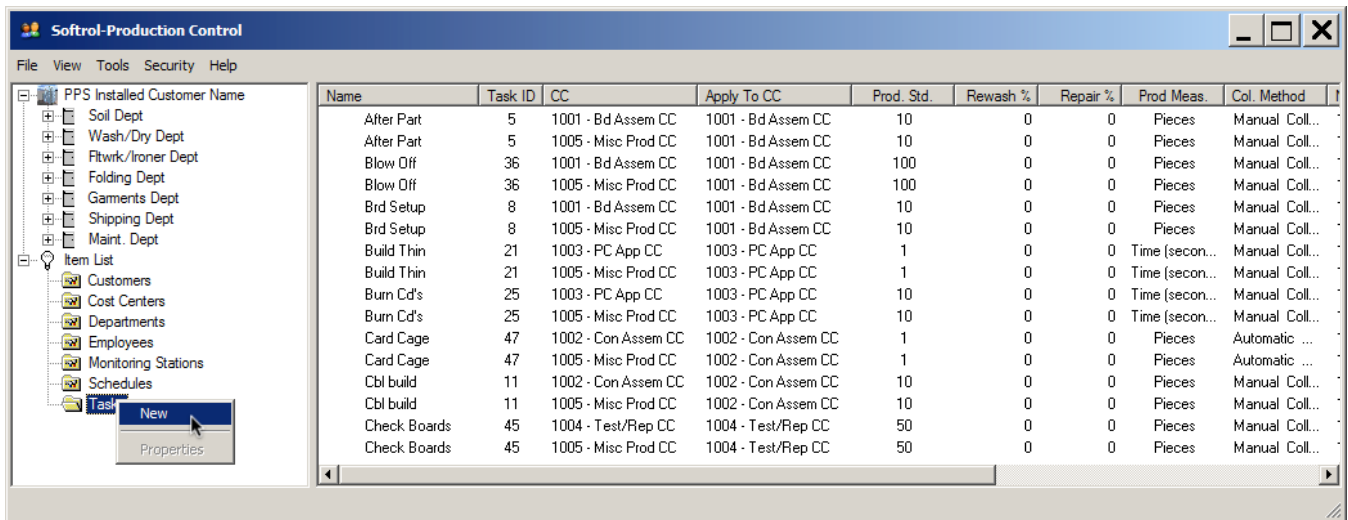


Figure 17. Setup: New Task.

3. Enter a **Task ID**, or click the **Auto Num** checkbox (recommended) for a system generated ID.
4. Enter a **Short Name** and **Description**.
5. Add the **Cost Center Id** by clicking the button **>>** to the right of the field. For more information on Cost Centers see page 10.
6. Add the **Item Code** by clicking the button **>>** to the right of the field. For more information see *Production Items* on page 14.
7. Set the **Company Task Code** if the company uses a different code for the task than used here.
8. Add the **Collection Method** by clicking the button **>>** to the right of the field. For more information on collection methods see page 17.
9. Set the **Apply Work To Cost Center** field to a different cost center ID if employees can log into daywork tasks for other cost centers from the same PPS work center monitor. Select the cost center for the task by clicking the button **>>** to the right of the **Apply Work To Cost Center** field.
10. Set the task parameters. For more information on task parameters see page 19.
11. Click **OK**.



**Cost Center Task**

**(0/0)**

Properties

Task ID:   Auto Num. Cost Center ID:  >>

Short Name:  Item Code:  >>

Description:

Company Task Code:

Collection Method:  >>

Apply Work to Cost Center:  >>

Prod Standard:  /hour Production Pieces per Machine Count:

Number of Operators:  Rewash Percent:  % Repair Percent:  %

Discard Percent:  %

Enable Auto Machine Off  Missed Pieces starts Machine Off time to Increment. Must be greater than 3. A zero will disable this feature

Prod. Measure:  >> Unit Weight:  LBS/Piece

Apply OK Cancel

Figure 18. Setup: New Cost Center Task dialog.

## Modify a Task

To change a Cost Center Task's information:

1. Click the **Setup** button in *PPS Monitor*.
2. Expand **Item Lists**.
3. Click **Tasks**.
4. Double-click the task in the list to the right.
5. Make your changes in the *Cost Center Tasks* dialog.
6. Click **OK**.

## Production Items

Some tasks result in *production items* or a group of production items. Typical production items include: yellow napkins, white napkins, black napkins, brown mats, or white fitted sheets. These items may then belong to item groups: napkins, mats, or sheets. While setting up your tasks you can also create and modify items and item groups (PPS Reports doesn't currently utilize item groups).

To access the *Production Items* dialog:

1. Open PPS Monitor, click the **Setup** button, expand **Item List**, and select **Tasks**.
2. Double-click a task in the right pane, or right-click **Tasks** and select **New** to open the **Cost Center Tasks** dialog.
3. Click the button **>>** to the right of the **Item Code** field.

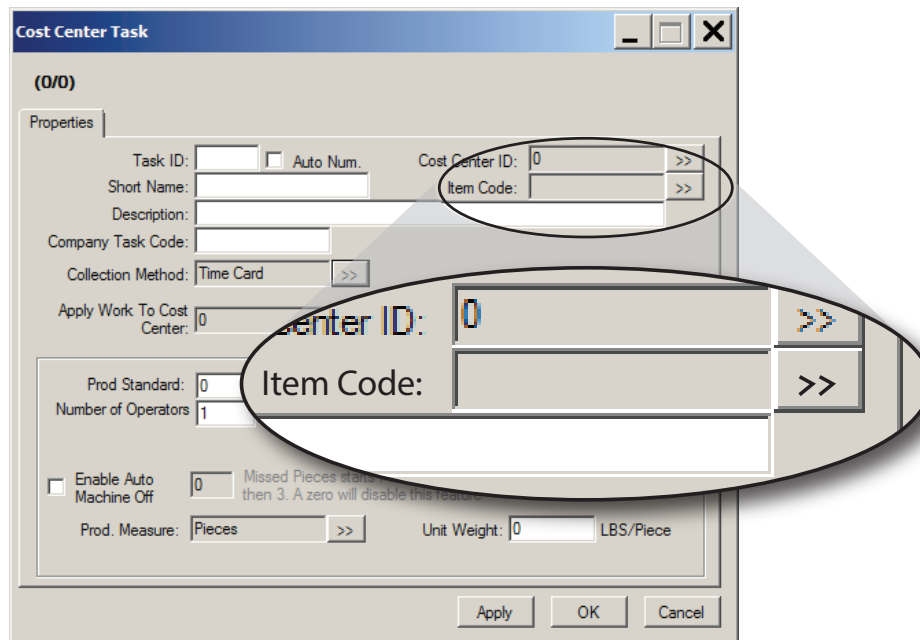


Figure 19. Cost Center Task: Item Code field.

## Add New Items

To create new items:

1. Click **New** from the *Production Items* dialog (see Figure 20).
2. Complete the fields giving the item a unique **Item Code**.
3. Click **Save**.

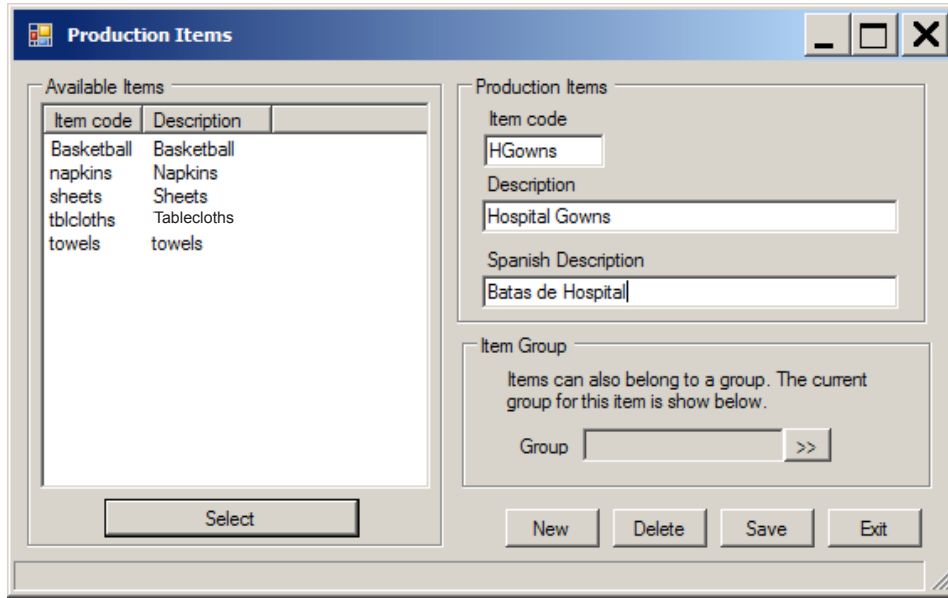


Figure 20. Production Items: New item.

### Delete Items

To delete items:

1. Select the item in the *Production Items* dialog (see Production Items on page 14).
2. Click the **Delete** button.
3. Click **OK** in the confirmation dialog.

### Modify Items

To modify an item:

1. Click to select an item in the *Production Items* dialog (see Production Items on page 14).
2. Modify the description fields (you cannot change the **Item Code**).
3. Click **Save**.

## Item Groups

Although PPS does not currently use the item group designation in its reports, you can set them up in anticipation of a future update that will allow you to filter your report results based on item groups. You can add your production items to item groups:

1. Expand **Item List**, select **Tasks**, double-click a task in the right pane, or right-click **Tasks** and select **New**.
2. Click the button **>>** to the right of the **Item Code** field on the *Production Items dialog*.

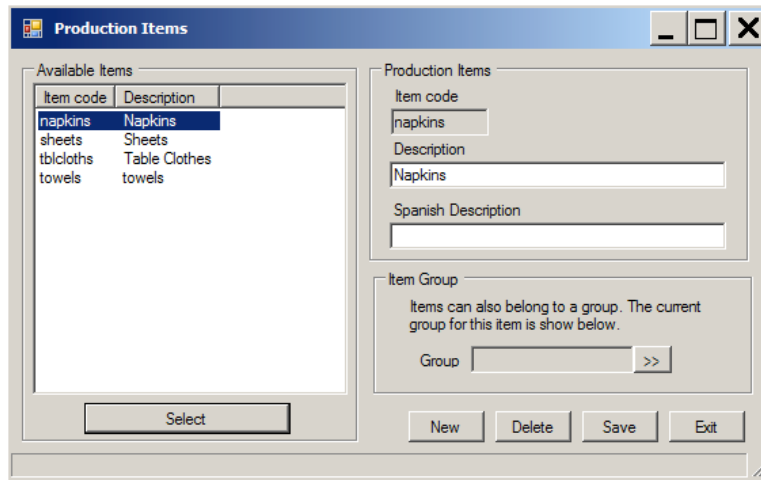


Figure 21. Cost Center Task: Item Group field.

3. Select the item that you would like to assign a group in the **Available Items** list.
4. Click the button **>>** to the right of **Group** in the *Item Group* section to the right.
5. Select a group in the **Available Items** list.
6. Click **Select**.
7. Click **Save** on the *Production Items dialog*.

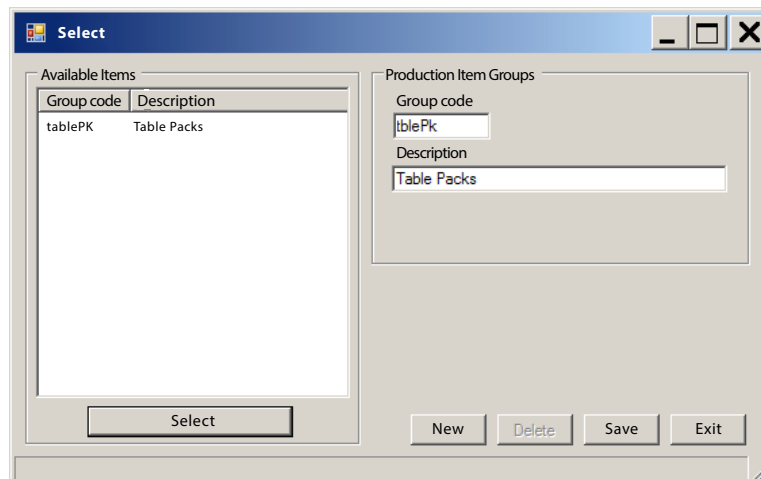



Figure 22. Cost Center Task: Item Group dialog.


## Create a New Item Group

If you don't see the group you need in the item group selection dialog you can add a new group from the *Productions Items* dialog:

1. Select an item in the *Available Items* list.
2. Click the button  to the right of **Group** in the *Item Group* section to the right.
3. Click the **New** button on the *Select* dialog.
4. Enter a unique **Group Code** and **Description**.
5. Click **Save** (see Figure 22. Cost Center Task: Item Group dialog. on page 16).


## Modify an Item Group

You can only modify the item group's description. To modify an item group's description navigate to the *Productions Items* dialog:

1. Select an item in the *Available Items* list.
2. Click the button  to the right of **Group** in the *Item Group* section to the right.
3. Change the item **Description**.
4. Click **Save**.

## Setting Task Collection Method

When creating tasks you will need to define how the system gets the production information for the task. You will select the method from the *Cost Center Tasks* dialog:

1. Click the **Setup** button in *PPS Monitor*, expand **Item Lists**, and click **Tasks**.
2. Create a new task by right-clicking and selecting **New**, or double-click an existing task to modify an existing task (for more information see Add a New Task on page 12).
3. Click the button  to the right of the **Collection Method** field (see Figure 23).

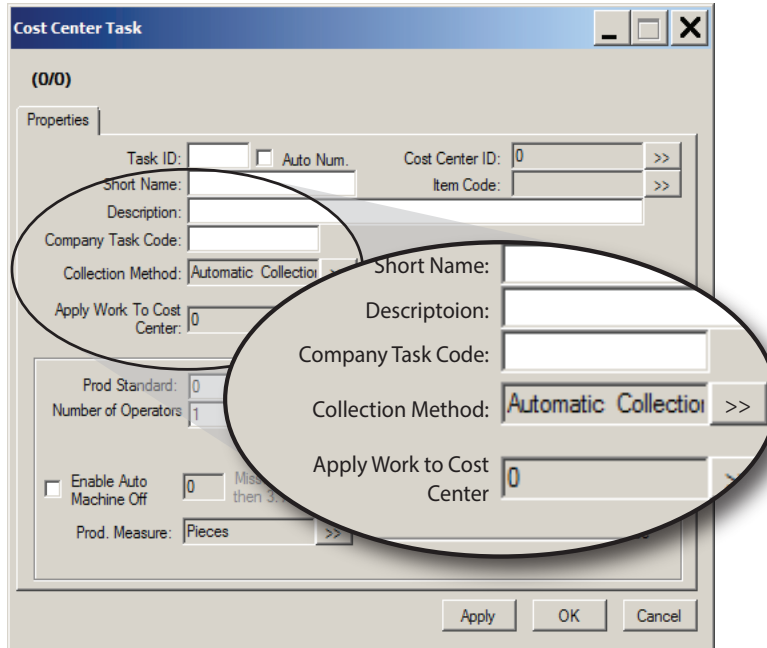


Figure 23. Setup: Cost Center Task dialog Collection Method setup.

4. Click your collection method in the *Select* dialog window:
  - **Automatic Collection:** the system keeps track of the item counts by interfacing with the equipment's counters.
  - **Manual Collection:** the worker provides the task completion counts when logging off of the task.
  - **Day Work Task:** the task is measured in hours worked.
  - **Time Card:** The task functions as a time clock to log employee's start and finish work times.
5. Click **Select** (see Figure 24).

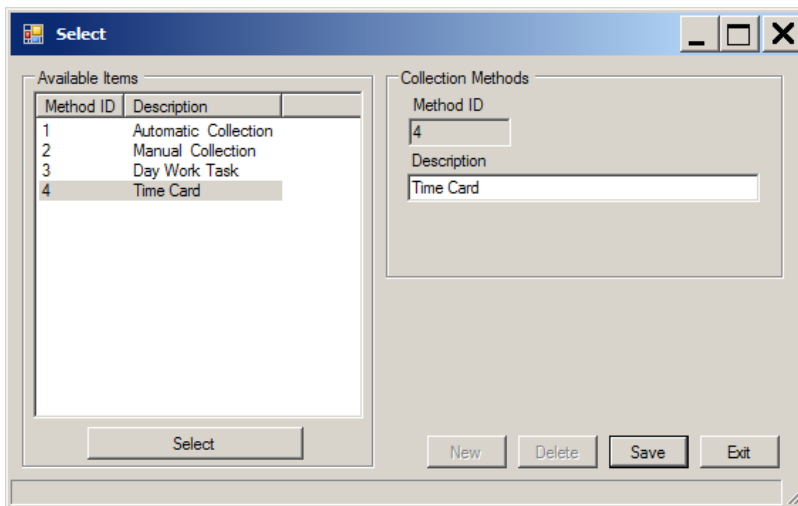


Figure 24. Collection Methods Select dialog.

## Task Parameters

Depending on your **Collection Method** selection, you have different options in the measurement parameters section of the *Cost Center Task* dialog. If you selected **Day Work Task** see Daywork Tasks Collection Method Measurement Parameters on page 20. If you selected any of the other collection methods you have several options for your measurement parameter settings.

- **Production Standard:** the number of times the employee should complete the task per hour.
- **Number of Operators:** the number of employees assigned to a task.
- **Production Pieces per Machine count:** The number of completed items for each cycle of the counter.
- **Rewash Percent:** the normal percentage of items needing rewashed.
- **Discard Percent:** the normal percentage of items thrown out.
- **Enable Auto Machine Off:** this automatically logs an employee off a task after the designated elapsed time without activity. To enable this behavior, check the box and set the number of missed tasks to three or more.
- **Unit Weight:** This is the weight of a finished product. Adding a weight into this field designates that this is a finished product. The weight should reflect the weight of the finished item. This may be a single item or a bundle of items.
- **Production Measure:** click the button **>>** to the right of the field to select the unit of measurement for the task: pieces, pounds, time, or bundles.

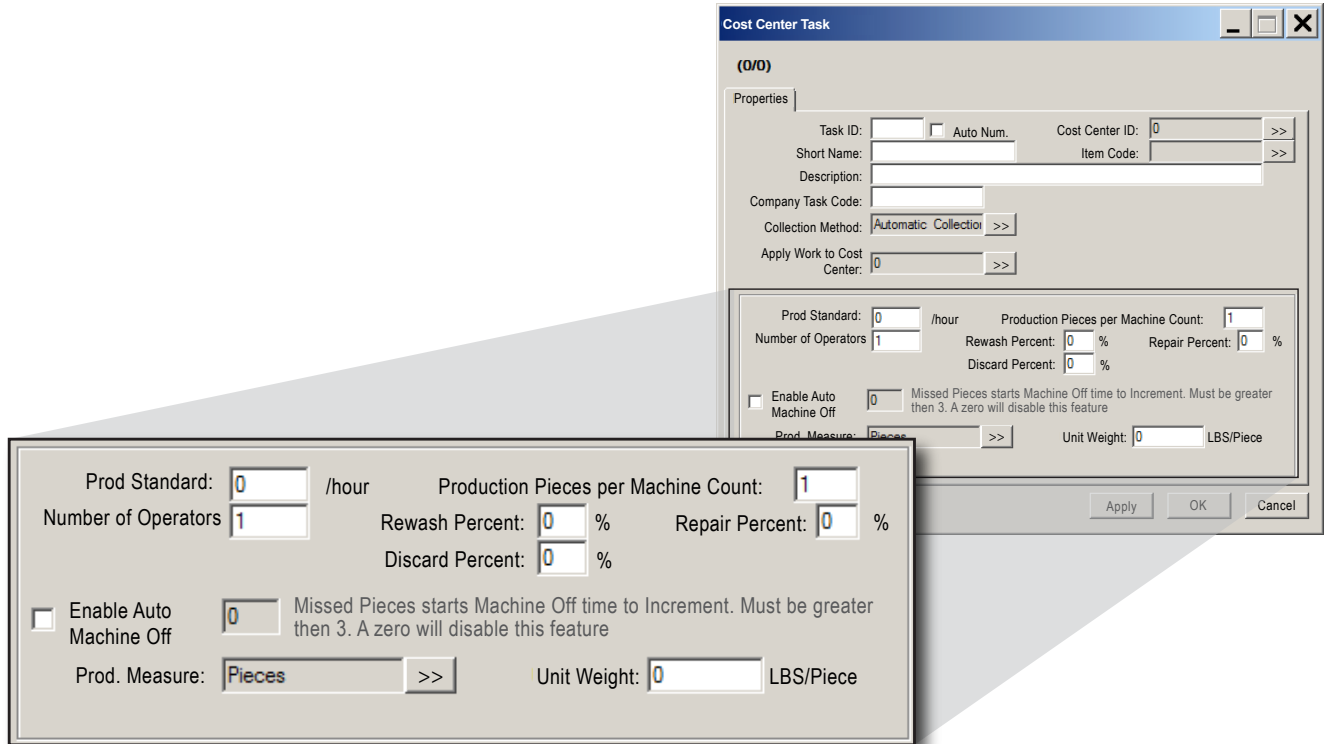


Figure 25. Cost Center Task measurement parameters options.

### Daywork Tasks Collection Method Measurement Parameters

When you select the **Collection Method** “Day Work Task,” you have an extra field in the properties tab (Budgeted Hours), and only one option (Include in Earned Hours) in the Measurement Parameters section (see Figure 26).

- **Budgeted Hours:** this is the amount of time allowed for this task in hours.
- **Include in Earned Hours:** Check this box to include the time spent on this task in the employees earned hours worked (for more information about earned hours see Key Terms on page 71).

The screenshot shows a window titled "Cost Center Task" with a sub-header "(1001/1) Wave Sldr". The "Properties" tab is active, displaying the following fields:

- Task ID: 1
- Short Name: Wave Sldr
- Description: Wave Solder
- Company Task Code: (empty)
- Collection Method: Day Work Task
- Apply Work to Cost Center: 1001
- Cost Center ID: 1001
- Item Code: Boards
- Budgeted Hours: 0
- Include in Earned Hours:

Buttons at the bottom include "Apply", "OK", and "Cancel".

Figure 26. Cost Center Task measurement parameters options for Day Work Task collection method.



## Managing Employees

As your staff changes you will need to add new employees, modify information, and deactivate employees that leave.

### Add a New Employee

1. From the **Items List** highlight **Employees** by clicking.
2. Right-click and select **New** (See Figure 27) to open the *Employee Details* dialog.

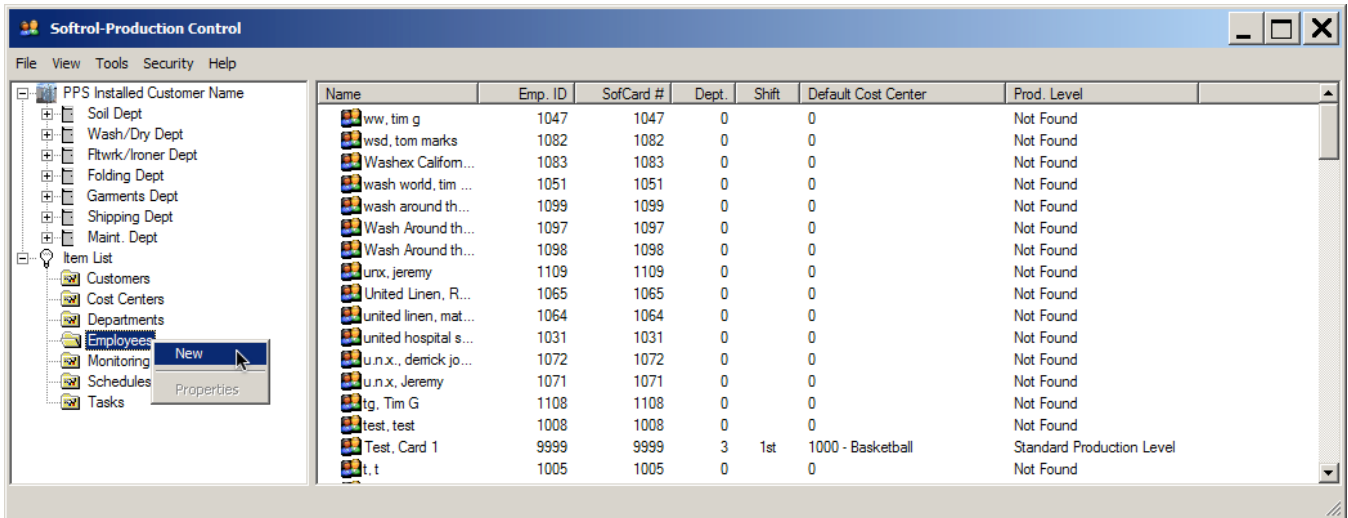


Figure 27. Setup: New Employee.

3. Enter a unique numeric **Employee ID**. The system automatically copies the employee ID to the **Badge Number** Field (see Figure 28).
4. Modify the **Badge Number** if necessary.
5. Enter the **First and Last Name**.

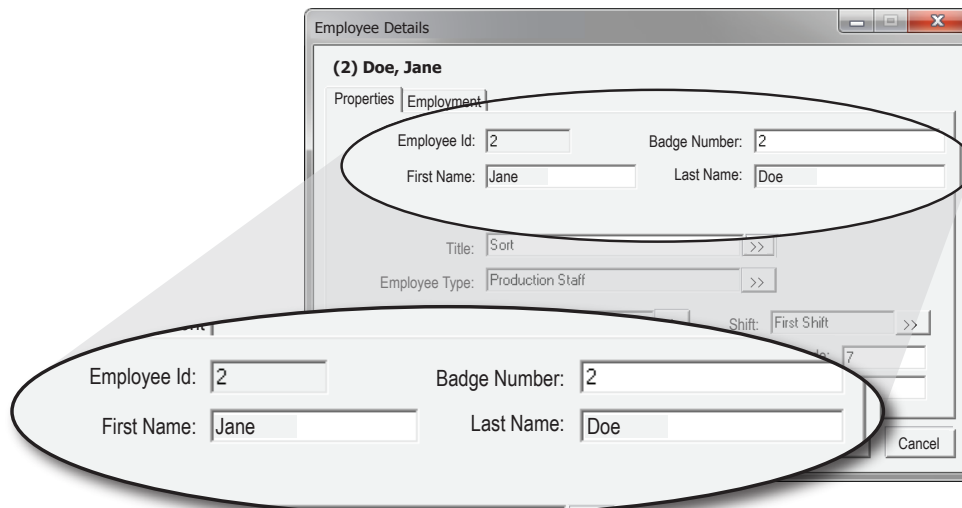


Figure 28. Employee Details Dialog: Employee Names and IDs.

6. Click the buttons **>>** next to the remaining fields to set their values (see Figure 29).  
For more information on:
  - **Titles** see Manage Employee Titles on page 24.
  - **Employee Type** see Manage Employee Types on page 25.
  - **Department** see Managing Departments on page 8.
  - **Default Cost Center** see Managing Cost Centers on page 10;
  - **Shifts** see Manage Employee Shifts on page 29.

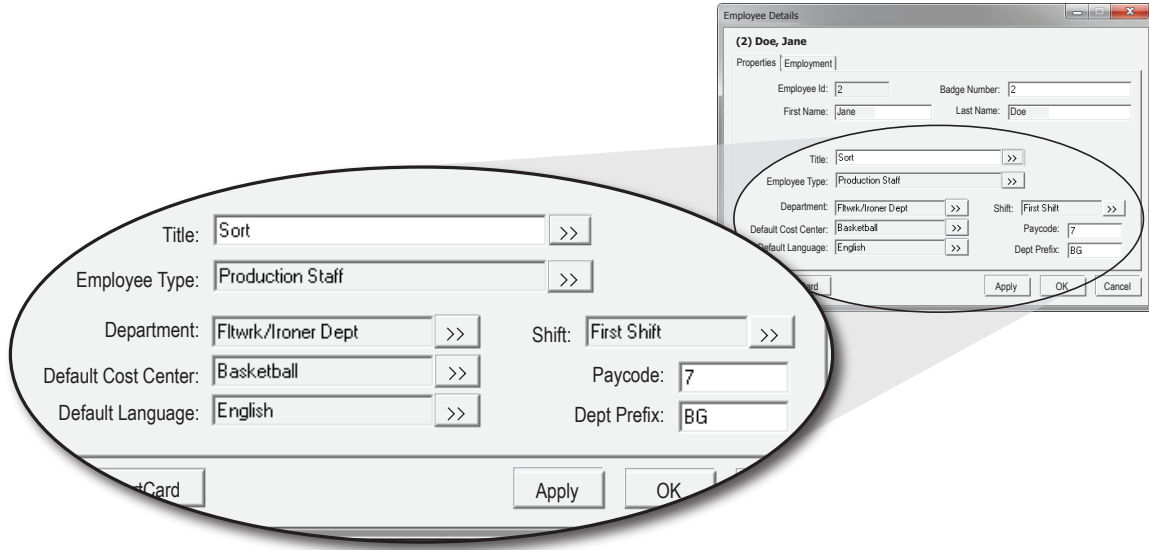


Figure 29. Employee Details Dialog.

7. Click the **Employment** tab. Complete the fields as required by your plant (all optional) For more information on Production Levels see page 23.
8. Press **Apply** to add the new employee to the database.
9. Click **OK** to exit the dialog and save any unsaved information.

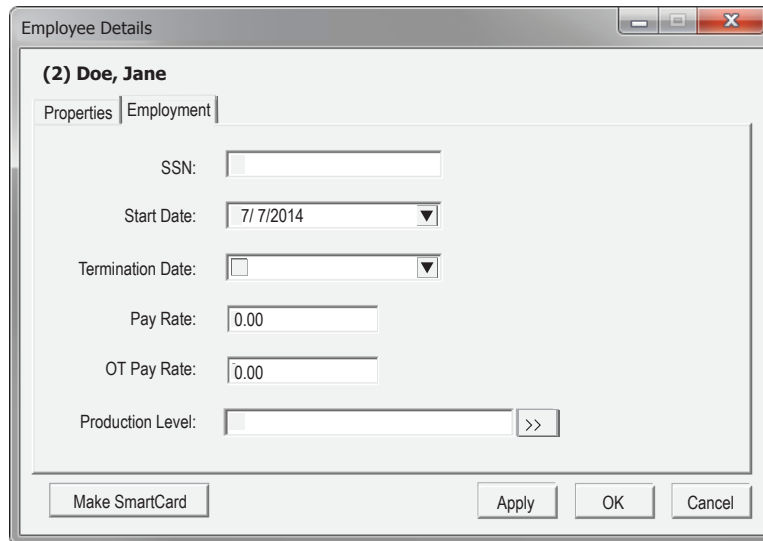


Figure 30. Employee Details Dialog: **Employment** tab.

## Set Employee Production Levels \*

You expect different levels of performance from employees based on their length of employment and skill levels. To ensure that you evaluate the employee's performance accurately you need to set their production level. To set an employee's production level:

1. Click the button **>>** to the right of the **Production Level** field located on the *Properties* tab of the *Employee Details* dialog.
2. Select the employee's production level from the **Available Items** list:
  - Training;
  - Standard; and
  - Intermediate.
3. Click **Select**.

\* Employee Production Levels are not currently supported in PPS. You may choose to set them for your own records.

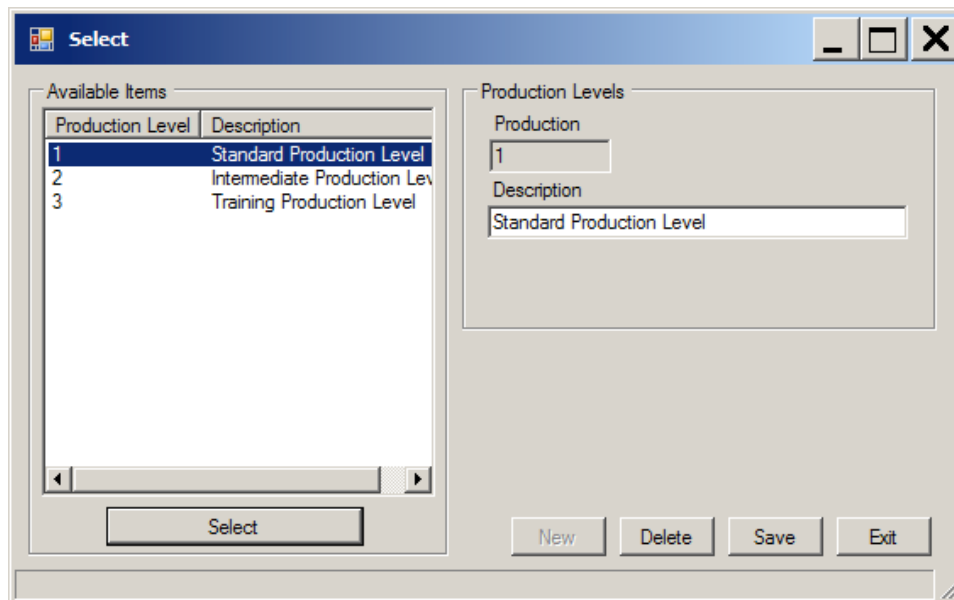


Figure 31. Employee Details Dialog: **Employment** tab.

## Manage Employee Titles

PPS doesn't currently use the titles data. You may wish to include them for your own records. You can add new employee titles or assign a title to an employee using the *Employee Title Select* dialog box.

1. From the **Items List** highlight **Employees** by clicking.
2. Right-click and select **New** (see Figure 33) or double-click an existing employee if you would like to change the employee's title. This opens the *Employee Details* dialog (see Figure 29 on page 22).
3. Click the button **>>** to the right of the **Title** field on the *Employee Details* dialog. This opens the *Title Selection* dialog window (see Figure 32).

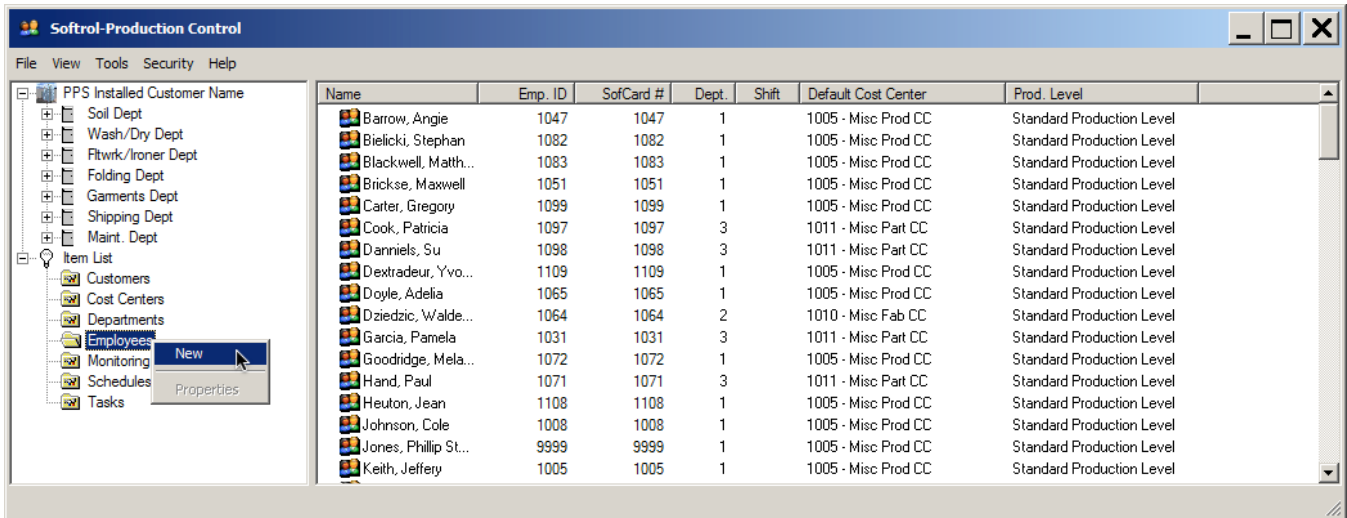


Figure 33. Setup: New Employee.

## Assign a Title

To assign a title:

1. Select a title in the **Available Items** list.
2. Press **Select**.

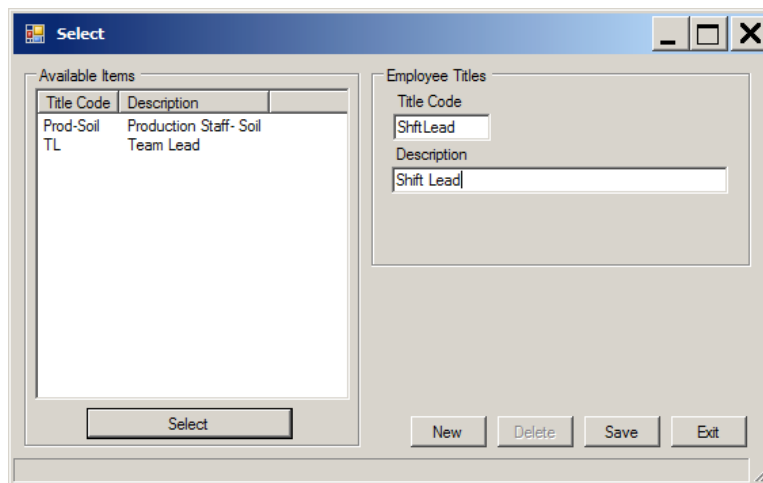


Figure 32. Select Title Dialog.

## Add a New Title

You can create a new title using the *Title Selection* dialog (see Figure 32).

1. Click **New**.
2. Give the new title a unique **Title Code**.
3. Complete the **Description** field.
4. Click **Save**.
5. Click **Exit** to leave the dialog without assigning the title.

If you would like to assign the new title to the current or new employee:

1. Select the new title in the **Available Items** list.
2. Click **Select**.

## Manage Employee Types

PPS doesn't currently use the Types data, but you may want to set them for your own records. An employee type indicates their function such as maintenance, driver, production, and clerical. You can add or assign an employee type using the *Employee Type Select* dialog box.

1. Highlight **Employees** in the **Items List** by clicking.
2. Right-click and select **New** (see Figure 34), or double-click an existing employee to change the employee's type. This opens the *Employee Details* dialog (see Figure 29 on page 22).
3. Click the button **>>** to the right of the **Type** field on the *Employee Details* dialog. This opens the *Type Selection* dialog window (see Figure 35).

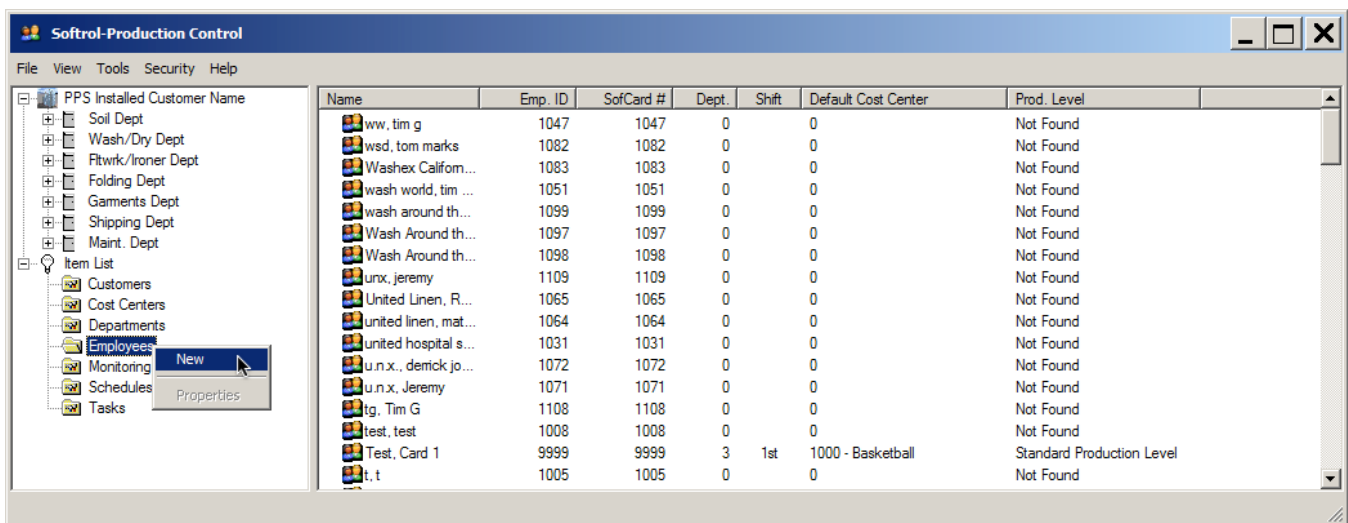


Figure 34. Setup: New Employee.

## Assign an Employee Type

To assign an employee type:

1. Click to highlight a type in the **Available Items** list.
2. Press **Select** (see Figure 35).

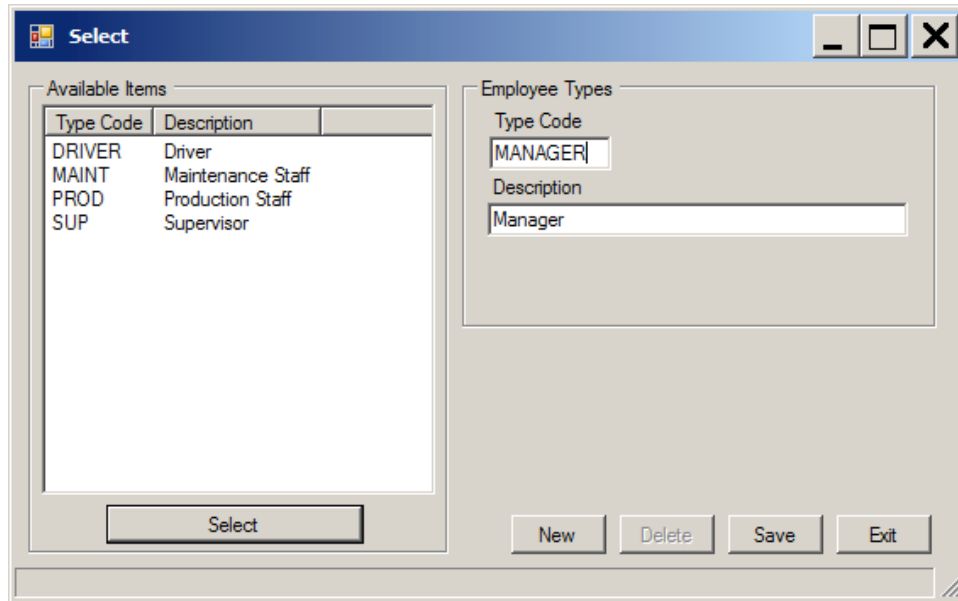


Figure 35. Select Type Dialog.

## Add a New Employee Type

You can also create a new employee type using the *Select* dialog box (Figure 35).

1. Click **New**.
2. Give the new title a unique **Type Code**.
3. Complete the **Description** field.
4. Click **Save**.
5. Click **Exit** to leave the dialog without assigning the type.

If you would like to assign the new type to the current or new employee:

1. Click the type in the **Available Items** list.
2. Click **Select**.

## Update Employee Employment Information

Within PPS you can include the employees personal information. This optional information is located on the **Employment** tab of the *Employee Detail* dialog window.

1. Open *PPS Monitor*, click the **Setup** button, expand the **Item Lists**, and click **Employees**.
2. Double-click an employee record in the list on the right (see Figure 36) to open the *Employee Details* dialog (see Figure 37).

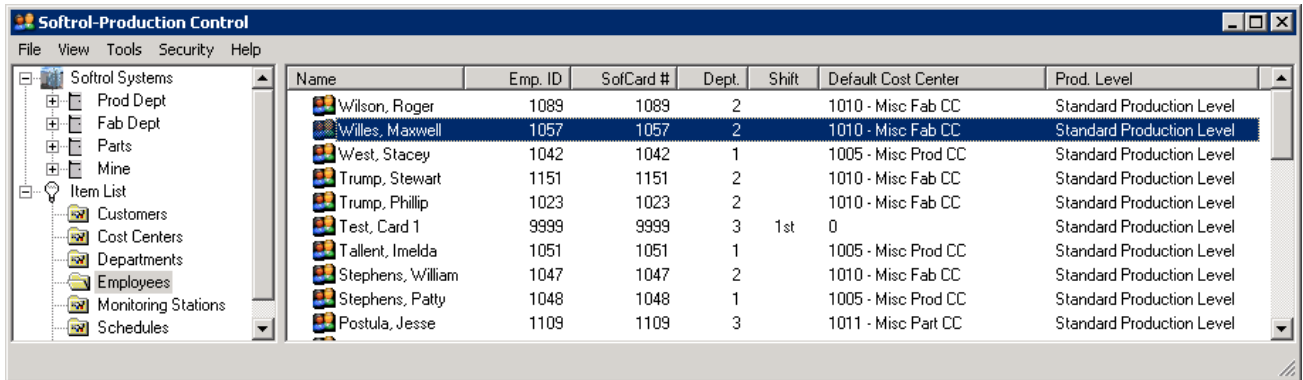


Figure 36. Setup: Select an employee.

3. Click the **Employment** tab.
4. Enter or change any data and click **Apply** then **OK**.

## Terminate an Employee

Although you can't delete an employee from the system, you can deactivate them by setting a termination date.

1. Click to check the checkbox inside the **Termination Date** field. The system defaults to the current date.
2. Click the down arrow to open the calendar tool to set a different date if needed (see Figure 37).

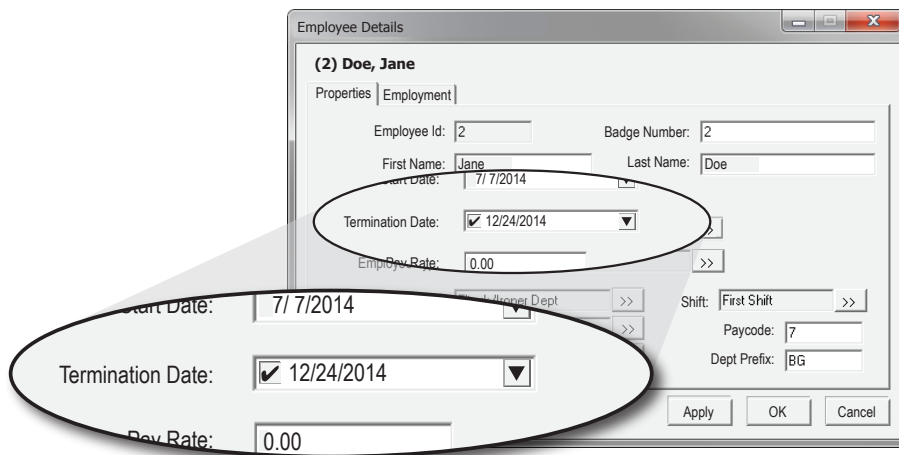


Figure 37. Employee Details Dialog: **Employment** tab terminate an employee.

## Reinstate a Terminated Employee

If you bring an employee back after termination you can reactivate their old account by removing the check from the **Termination Date** field.

1. Open *PPS Monitor*, click the **Setup** button, expand the **Item Lists**, and click **Employees**.
2. Click **View** from the main menu and select **All Items** (see Figure 38).
3. Locate the employee you wish to reinstate in the list on the right and double-click their name.
4. Uncheck the **Termination Date** field.
5. Reset the **View** menu back to **Active Items**.

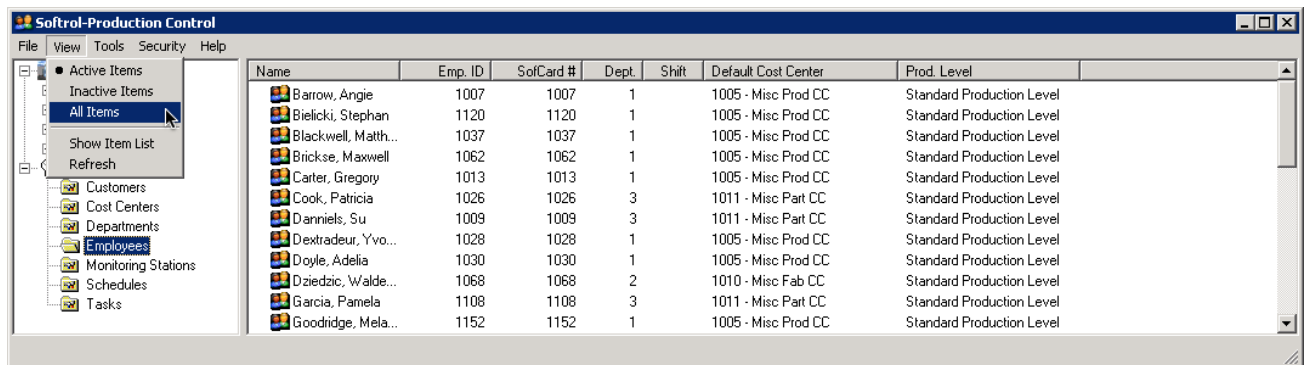


Figure 38. Softrol-Production Control **View** menu options.



## Manage Employee Shifts

PPS Reporting uses shifts to filter your reporting data. It is very important that an employee's shift is reflected properly in PPS, for their production is reported and credited to their shift regardless of when they complete it. You can assign an employee's shift from the *Employee Type Select* dialog box.

1. Open *PPS Monitor*, click the **Setup** button, expand the **Item Lists**, and click **Employees**.
2. Right-click and select **New** (see Figure 39) or double-click an existing employee if you would like to change the employee's shift. This opens the *Employee Details* dialog.
3. Click the button **>>** to the right of the **Shift** field on the *Employee Details* dialog. This opens the *Shift Selection* dialog window (see Figure 40).

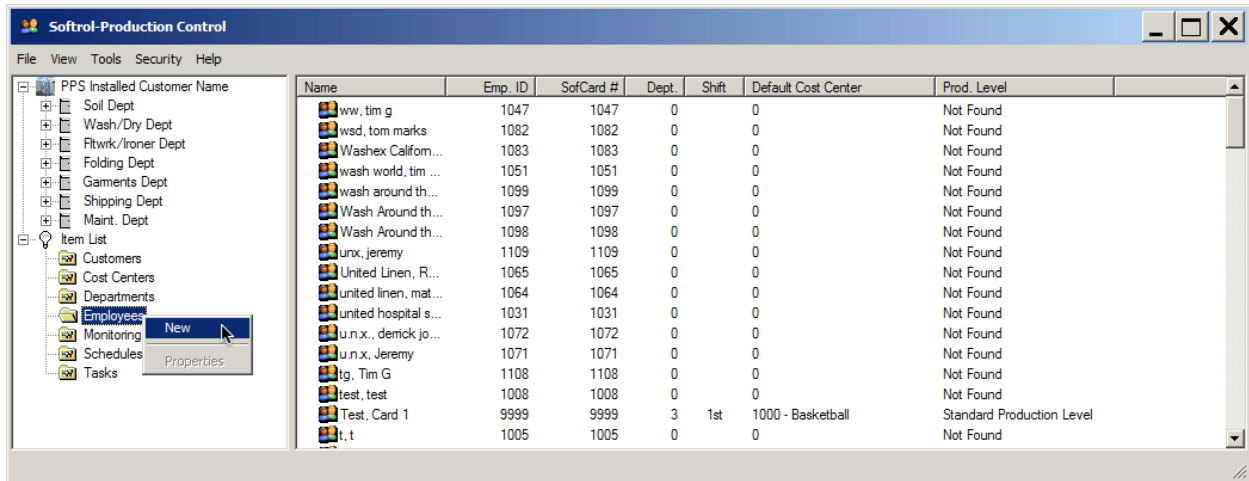


Figure 39. Setup: New Employee.

## Assign a Shift

To assign a shift:

1. Select a shift in the **Available Items** list.
2. Press **Select**.

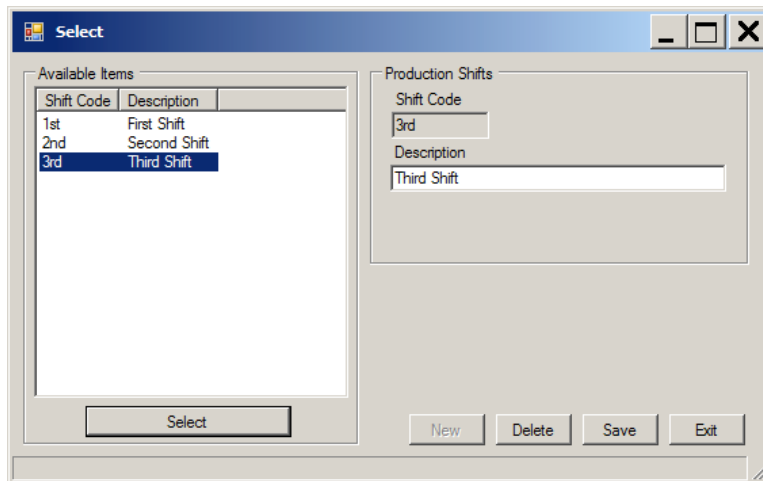


Figure 40. Select Shift Dialog.

### Delete a Shift

Deleting shifts can have adverse affects on your system. **It is not recommended that you delete shifts.** You can rename them to indicate that your plant doesn't use them without impacting your system. If you decide to delete the shifts:

1. Open **PPS Monitor**, click **Setup**, expand the **Item List**, and highlight **Employees**.
2. Right-click **Employees**, and select **New**.
3. Click the button **>>** to the right of the **Shift** text box to open the *Select* dialog. (see Figure 41)

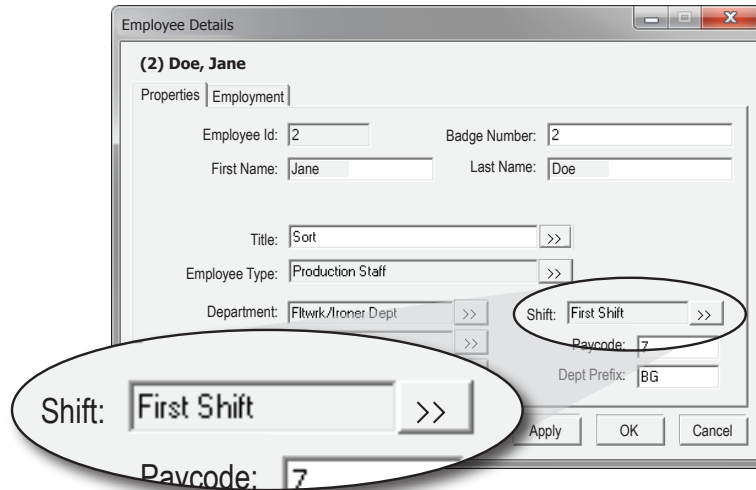


Figure 41. Shift Text field and selection button.

4. Click to highlight the shift you wish to delete in the *Select Shift* dialog.
5. Click **Delete** (see Figure 42).
6. Select **Yes** in the confirmation dialog.

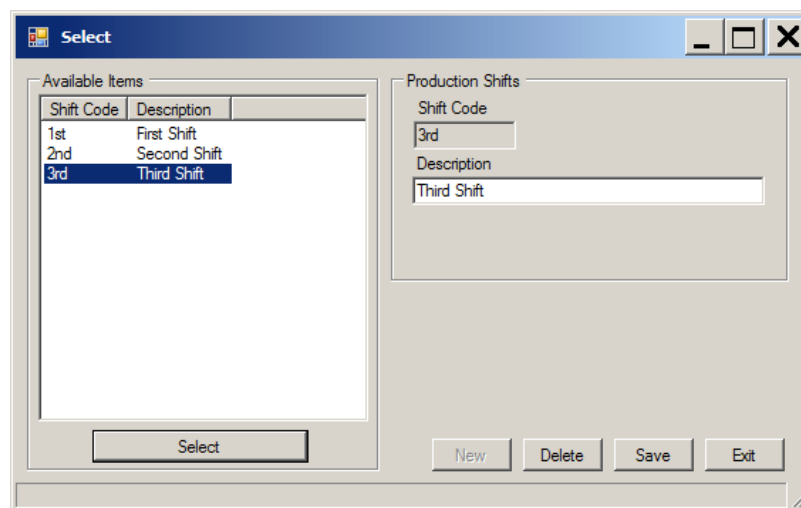



Figure 42. Select Shift Dialog.

### *Modify a Shift Name*

You can modify the shift names without fear of causing problems. If your plant uses a different naming convention for shifts you can change them in the **Select Shift** dialog.:

1. Open **PPS Monitor**, click **Setup**, expand the **Item List**, and highlight **Employees**.
2. Right-click **Employees**, and select **New**.
3. Click the button  to the right of the *Shift* text box to open the *Select* dialog (see Figure 41).
4. Click to highlight the shift you wish to modify in the *Select Shift* dialog.
5. Change the **Description** (see Figure 42).
6. Click **Save**.
7. Click **Exit** to close the dialog.

## Manage Employee Language Preference

If an employee needs system prompts in Spanish, you can change the default language preference for the employee.

1. From the **Items List** select **Employees**.
2. Right-click and select **New** (see Figure 43) or double-click an existing employee if you would like to change an existing employee's language preference. This opens the *Employee Details* dialog.

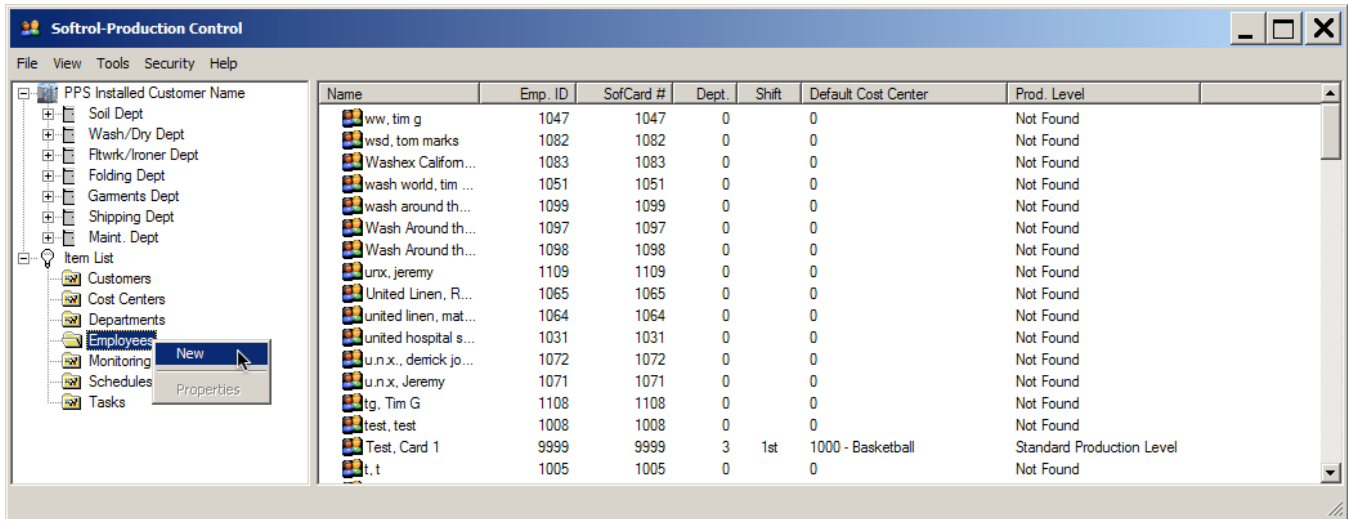


Figure 43. Setup: New Employee.

3. Click the button **>>** to the right of the **Default Language** field on the *Employee Details* dialog. This opens the *Language IDs Selection* dialog window (see Figure 44).
4. Select a language in the **Available Items** list.
5. Press **Select**.
6. Save your changes by clicking **OK**.

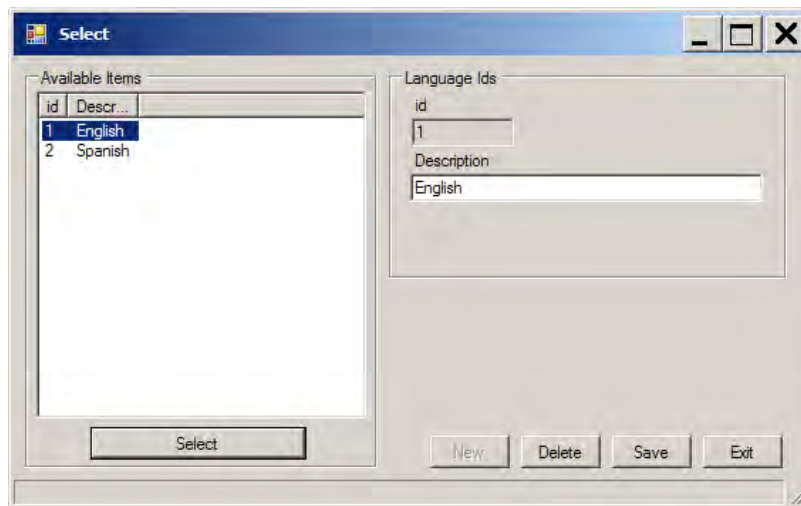


Figure 44. Select Default Language Dialog.

## Make SmartCards

Each employee needs their own unique SmartCard. To make a new or replacement SmartCard:

1. Open PPS Monitor, expand the **Items List** and right-click the employee in the list to the right.
2. Select the **Make Employee SmartCard** option in the menu to access the *Create SmartCard* dialog (see Figure 45).

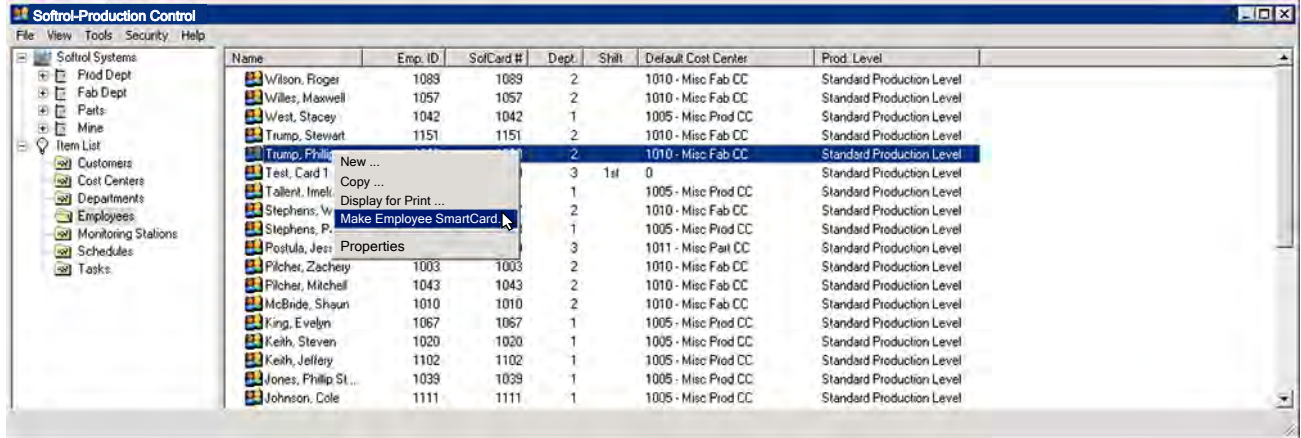


Figure 45. Setup Employees: Make a SofCard for an existing employee.

3. Click the **Settings** tab.
4. Verify your settings:
  - **Type of Writer:** OmniKey
  - **Communications Port:** USB
  - **Baud Rate:** 9600 (the system does not use this setting for USB card writers; value is unimportant).
  - **RFID:** checked.
5. Plug the card reader/writer into an available USB port on the Workstation PC.

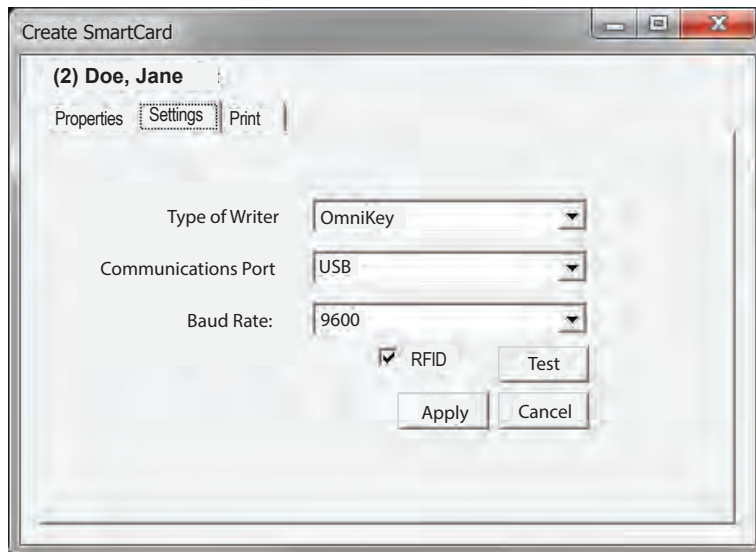


Figure 46. Create SmartCard Dialog: Settings.

6. Insert the card into the USB card reader (see Figure 47). Keep the gold square facing up. You can see the readers logo and the gold square at the same time.
7. Click **Write** on the *Create SofCard* dialog **Properties** tab.
8. Verify that you have successfully written the card by clicking the **Read** button.
9. If your plant uses a card printer you can customize the look of each card. See the documentation accompanying your printer for complete instructions.
10. Close the dialog window.
11. You can also make a generic card. Select **Tools > Generic Card** on the *PPS Monitor Setup* window. Follow the same procedures for the generic as you do for the employee cards.

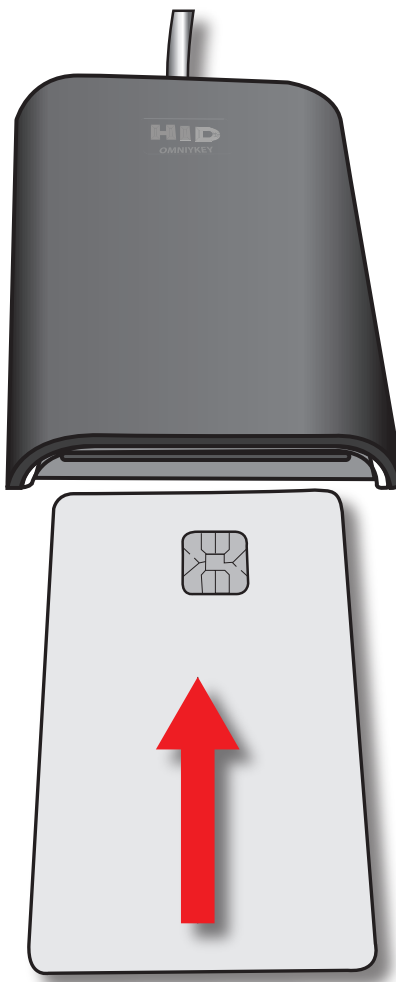


Figure 47. Insert the SmartCard into the card reader/writer.

## Manage Schedules

PPS doesn't currently use the schedule designation in its reporting, instead shift information is managed through the PPS Report's Administration Options: Production Shifts page (See Production Shift Set Up on page 46). You can just leave the default as is, or you may want to set them up in anticipation of future functionality.

Your plant may maintain several different schedules. You can find the schedules by opening *PPS Monitor*, expanding **Item List**, and clicking on **Schedules** (see Figure 48).

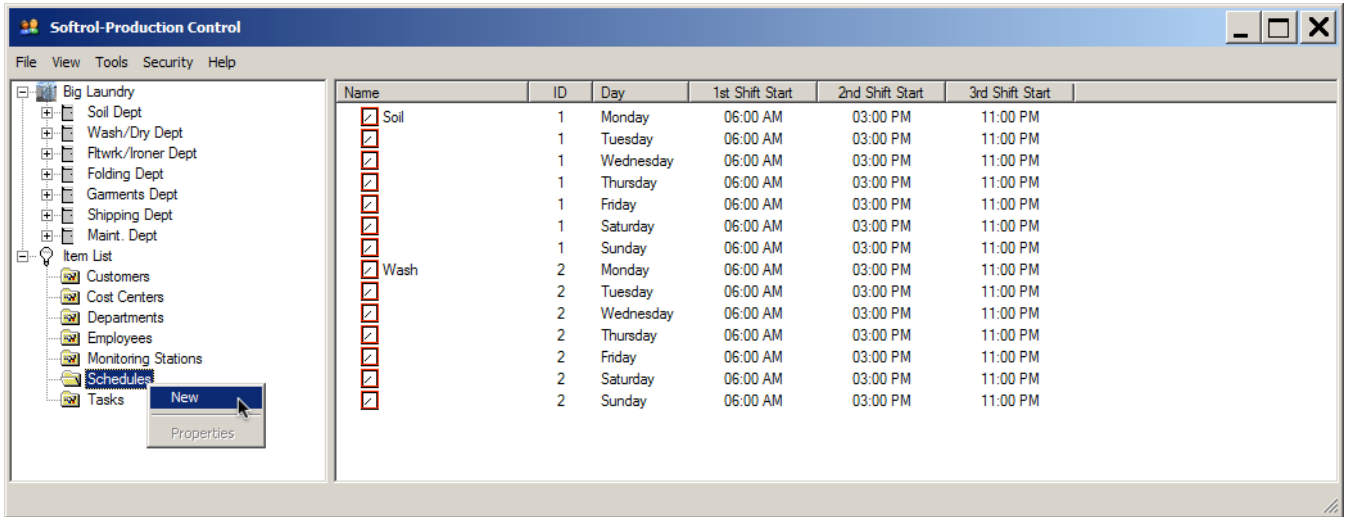


Figure 48. Setup Schedules. Right-click to add a new schedule.

## Add a New Schedule

To create a new schedule:

1. Open *PPS Monitor*, click **Setup**, expand **Item List**, highlight **Schedules** by clicking it.

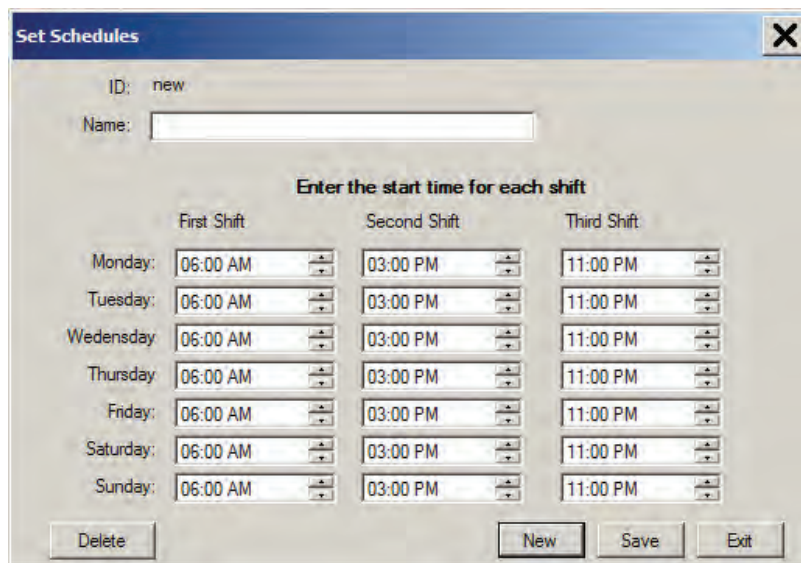


Figure 49. Set Schedules dialog box.

2. Right-click the highlighted **Schedules** item and select **New** to open the *Set Schedules* dialog box (see Figure 49).
3. Give the schedule a name.
4. Set the start times for each shift for each day.

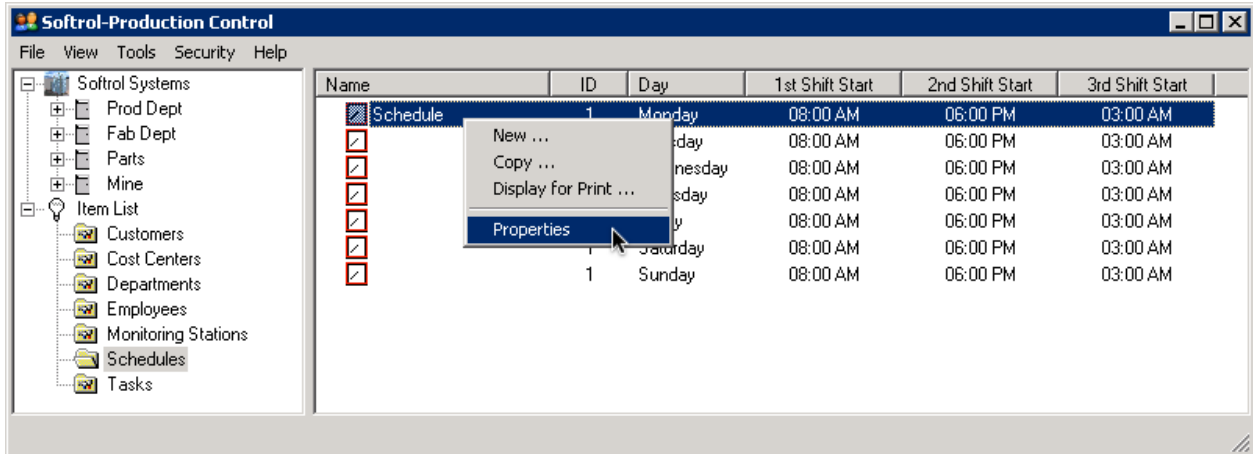


Figure 50. Modify or delete a schedule by right-clicking the schedule (or one of its elements) and selecting Properties.

5. Click **Save**.
6. Click **New** to add another schedule, or **Exit** to close the dialog.

### Modify or Delete a Schedule

You can delete or modify a schedule by opening *PPS Monitor*, click **Setup**, expand **Item List**, and select **Schedules**.

1. Right-click an element on the schedule you want to modify or delete.
2. Select **Properties** (see Figure 50).
3. Make changes followed by **Save** to modify a schedule.
4. Click **Delete** to permanently remove a schedule.

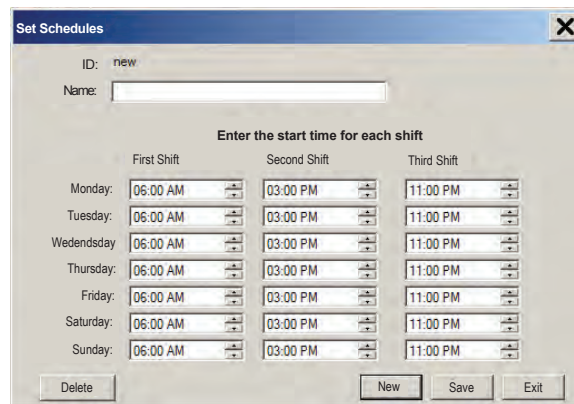


Figure 51. Set Schedules dialog box.



## Manage Monitoring Stations

Each PPS setup is slightly different, and your plant may only have a couple monitoring stations or several dozen. Softrol installers may have set up your PPS monitoring stations initially. They configured the monitoring stations specifically for your plant. If you order a replacement monitoring station (touchscreen) it will need configured for your system. The replacement monitor includes configuration instructions, or you can download the instructions directly from the Softrol Support website (Support.Softrol.com). This section focuses strictly on adding and managing monitoring stations within the PPS Monitor workstation PC. This section does not cover the details for hardware installation

### Add a New Device to PPS Monitor

Once a PPS device is installed you need to add it to the PPS Monitor program.

#### Get the Monitoring Station IP Address

Your monitoring stations communicate with the PPS Workstation PC through the local network. The PPS Workstation needs to know the network address for each PPS device. The PPS Monitor Stations use a static IP address. To add a PPS device to the network you need to know the devices IP address and the address for its ARCNET network.

When powered on, you can find the IP address for each monitor in the lower left hand corner of the screen (see Figure 52). Record this number for later use.

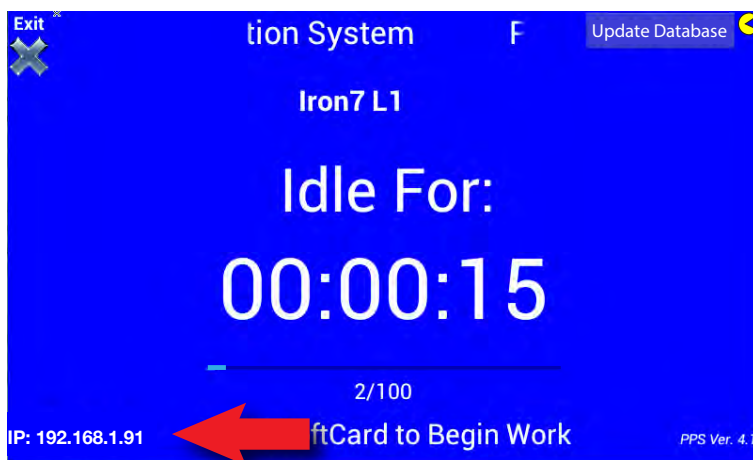



Figure 52. The IP address is located in the lower left corner of the monitor screen.

### Add a New Monitoring Station

To add a new monitoring station:

1. Open PPS Monitor on the PPS Workstation PC .
2. Click the **Setup** button.
3. Enter your user password.
4. Expand the **Items** list and click **Monitoring Stations** to select it.

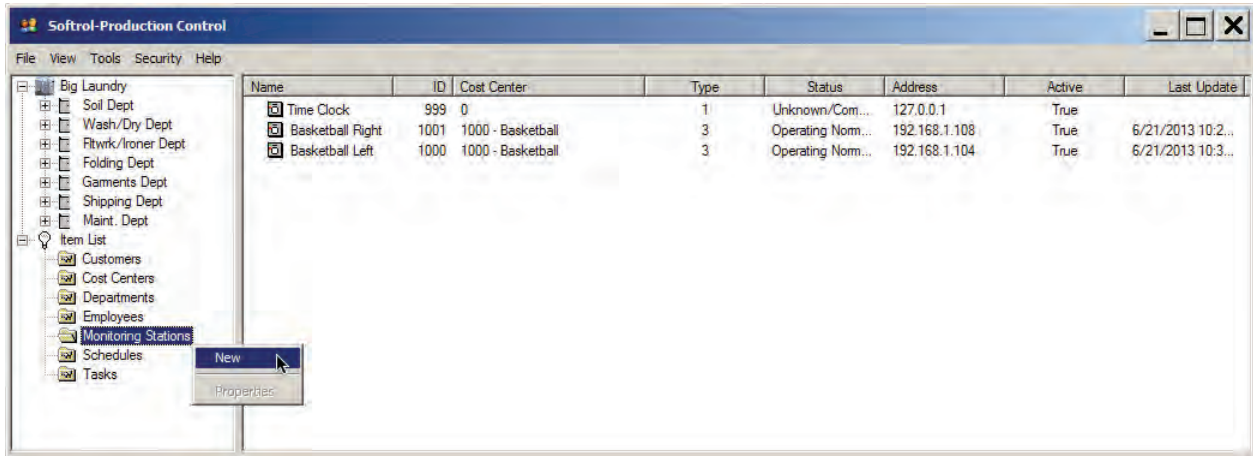


Figure 53. Select and then right-click **Monitoring Stations** and select **New**.

5. Right-click the selected **Monitoring Stations** in the Items List (see Figure 53).
6. Click **New** to open a blank **PPS Device** dialog (see Figure 54).

### Properties Tab Set Up

On the *Properties* tab you define the basics for a new monitoring station.

1. Provide a descriptive name in the **Name** field.
2. Click to check the **Touchscreen** checkbox (for most new installs).
3. Make sure **Active** is checked.
4. Enter the **IP Address** for the device.
5. Enter a **Network Address** (touchscreen only).

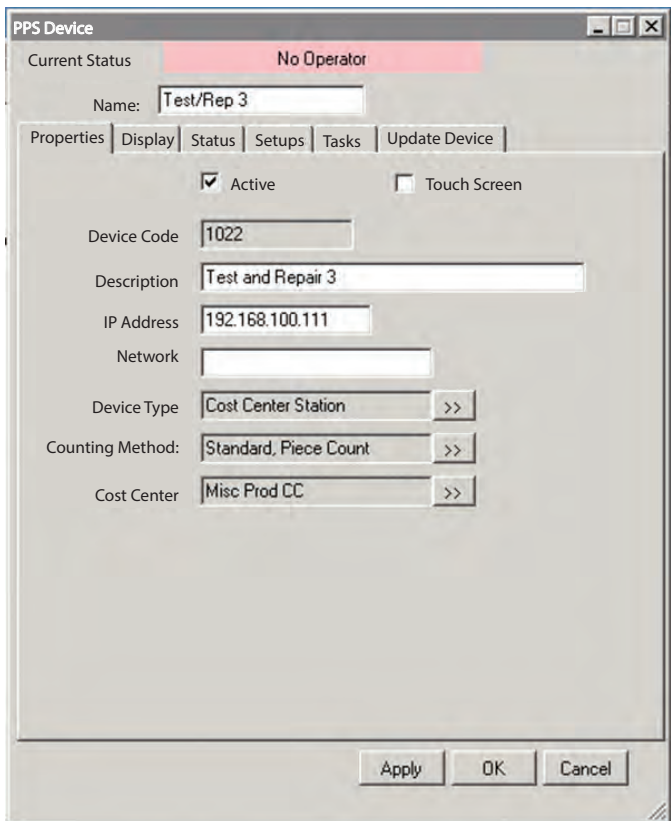


Figure 54. PPS Device dialog: Properties tab.

6. Click the button **>>** to the right of **Device Type** to access the *Device Type* selection dialog (see Figure 55). For more information on the available device types see PPS Device Types on page 53.
7. Click to select a device type in the **Available Items** list.

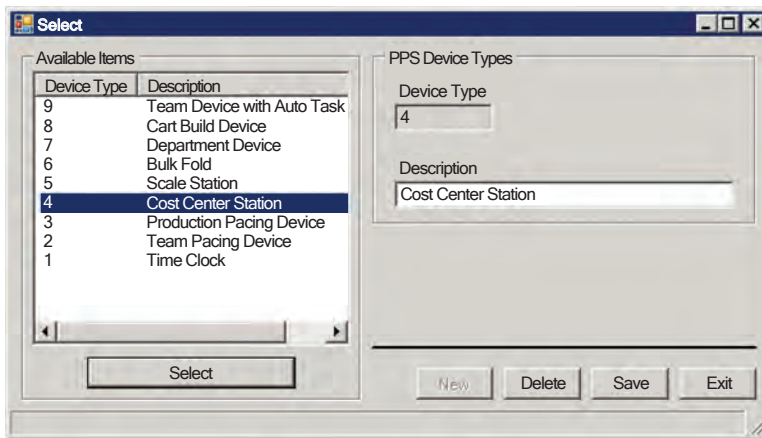


Figure 55. PPS Device Type Selection dialog.

8. Click **Select** to return to the *PPS Device* dialog.
9. Repeat Steps six through eight to set the **Counting Method** and the **Cost Center**. For more information about Counting Methods see Setting Task Collection Method on page 17.
10. Click **Apply** to validate your settings and to create the device in the system.

### Adjust the Setups Tab

Once you have created a new device you can set further details about the device. The *Setups* tab configures the device behaviors (see Figure 56).

1. Check the **Mend** and/or **Stain** checkboxes if you would like to include the items sent for mending or stain removal in the employee's production counts.
2. Check **Prompt for customer during task selection** if your plant tracks product by customer.
3. Check **Allow Machine Off time to increment if no activity for task** to log the time between the last task count and the auto task shutoff as non-operation time for the machine.
4. Check **Record Machine counts when No Badge Inserted** if you would like to record production counts even if the employee didn't insert their card.
5. Set the number of minutes the device should sit idle before automatically ending the task.
6. Set the number of seconds before PPS errors when the number of operators does not match the task requirements.
7. Set the **Minimum Input Count Pulse Width** when you want to ensure that the main counter counts only whole items. If pressing aprons for example, the system will sense a long pulse for the body of the

apron and possibly two or more short pulses caused by apron strings or straps. By giving this field a value greater than zero the system ignores the shorter bursts.

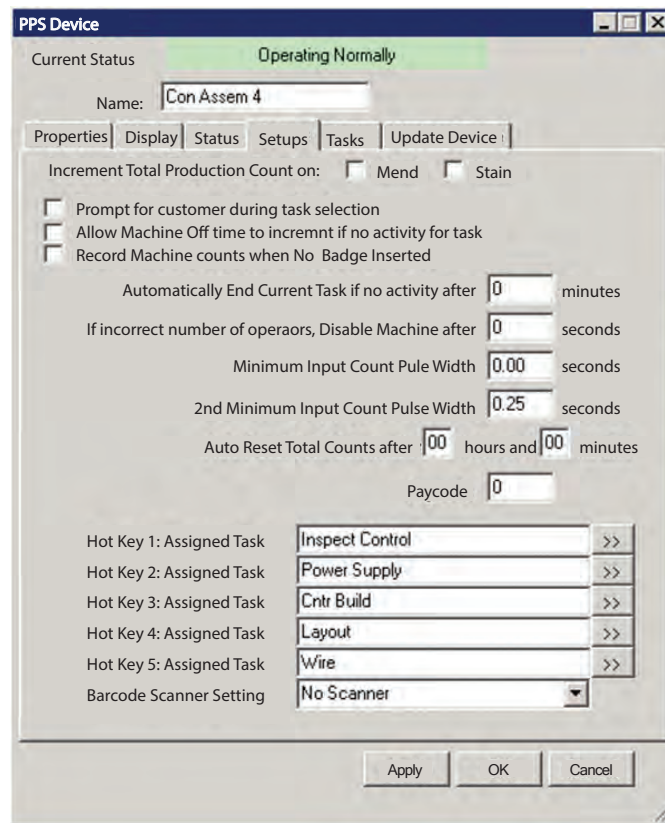


Figure 56. PPS Device dialog: Setups tab.

8. Set the **2nd Minimum Input Count Pulse Width** to prevent inaccurate counts in your stain and mend counts due to multiple pulses caused by apron strings and straps.
9. Set the hour and minute fields of the **Auto Reset Total Counts** option to clear the touchscreen of an employee's production counts after a given period of time. This prevents the following error: if no other worker logs into a station between the time that the previous worker logs out and that worker logs back into the same station (even several hours later or the next day) the station mistakenly credits the operator with their old counts. Giving the task an expiration prevents the error.
10. Ignore **Paycode** unless using the payroll features of PPS (rare).
11. Use the **Hot Keys** to set task shortcuts on the device. These tasks appear when a user taps the Favorites icon on the PPS touchscreen device.
12. Select a **Barcode Scanner Setting** option if the station uses a scanner. Your options include:
  - No Scanner,
  - Scan is a Mend,
  - Scan is a Stain,
  - Scan is a Piece Count, or
  - Define your own.
13. Click **Apply**.

### Bulk Fold Setups Tab

If you designate the monitoring station as a bulk fold station, you will have different setup options (see Figure 57). The Setups tab has fewer fields. You can get explanations for the first four options in Adjust the Setups Tab on page 39. The bulk fold method has two additional options:

#### Task Credited for Audit Count

Click the Select  button to select a pre-configured task for the bulk fold auditor. This task is frequently named, "Audit" and it counts each barcode scan against a standard count.

#### Select Card Slot for Audit Count Credit

The drop-down allows you to assign the auditor to another slot on the Team Station. The default is slot eight unless you select a different option.

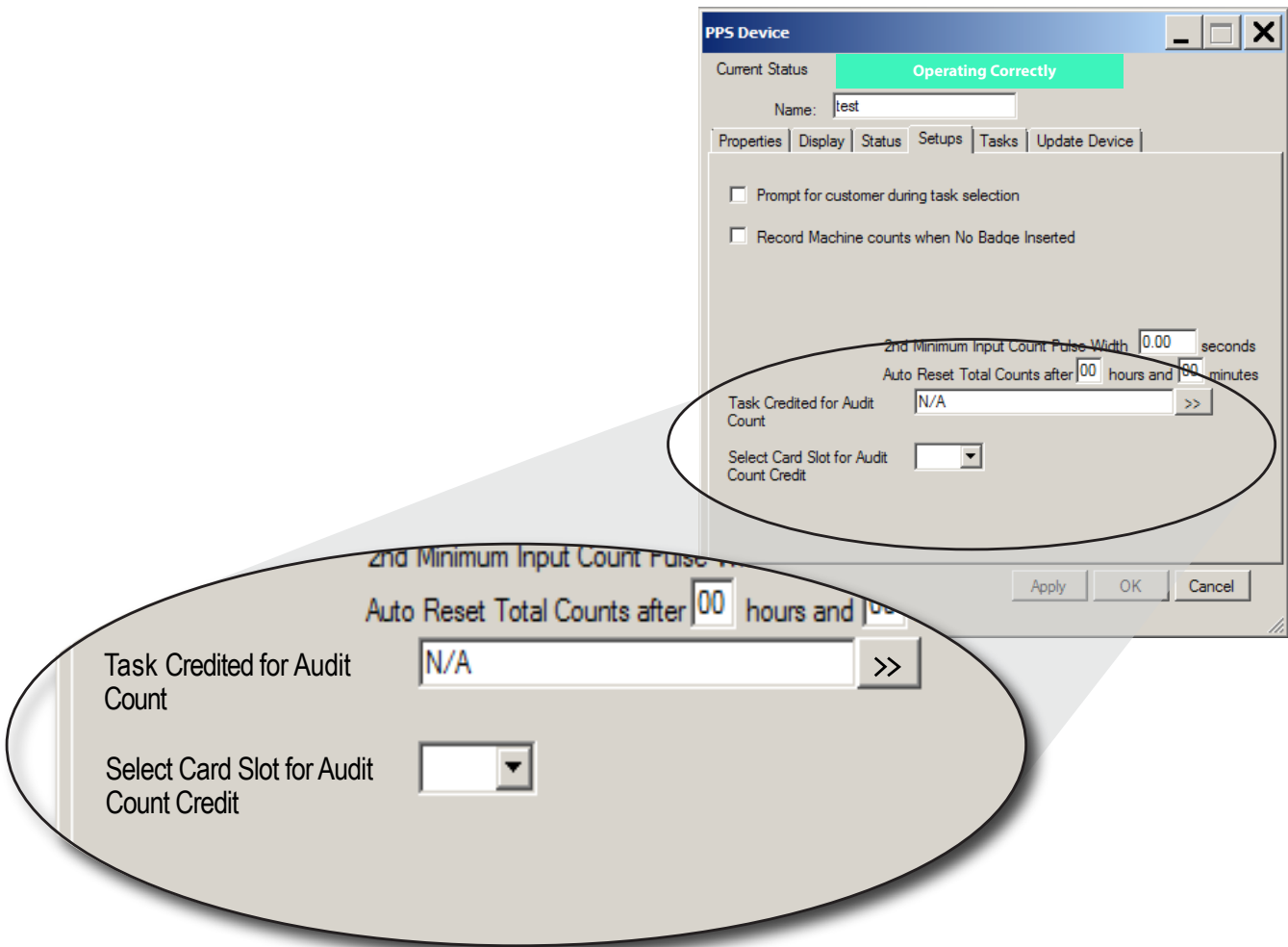


Figure 57. PPS Device dialog: Setups tab for a bulk fold station.

### Tasks Tab: Assigning tasks to a Device

Predefined earlier in the process (see Managing Cost Centers on page 10), each task is specific to a cost center. The **Tasks** tab of the *PPS Device* dialog contains a list of the available tasks for the device in that cost center. By default the system makes all of the cost center's tasks available on the monitoring station. You can limit the tasks available at a specific workstation by:

1. Check the **Selected Items Only** checkbox.
2. Place a check in the boxes of the tasks you would like to make available on the device.
3. Click the **Apply** button.

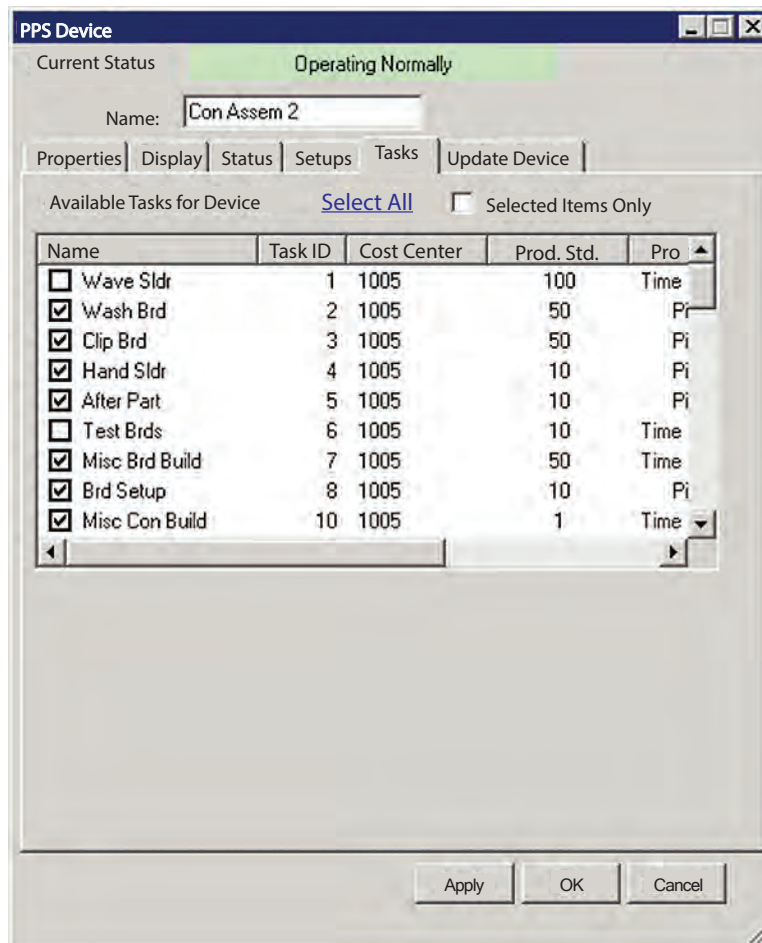


Figure 58. PPS Device dialog: Tasks tab.

### Status Tab: Adjusting the Poll and Read Intervals

The **Status** tab provides information about the device's communication history and the PPS version information. You can set how often PPS asks for status data (operator, task, status) using the **Poll Interval**. And you can set how often the application attempts to gather production data using the **Read Interval** setting. Using the PPS Monitor Status Screen's Settings tab you can set the default values for every device, but this allows you to change the intervals for this device only.

# Other Settings and System Tools

You have almost completed your PPS configuration. The developers moved some configuration and maintenance tasks off the application and placed them within your reports options. Moving these activities here allows you to access these settings and tasks from any computer that can access reports. To access these configuration settings:

1. Open reports by clicking the **Reports** button (see Figure 59) in PPS Monitor (or use the URL provided to you).

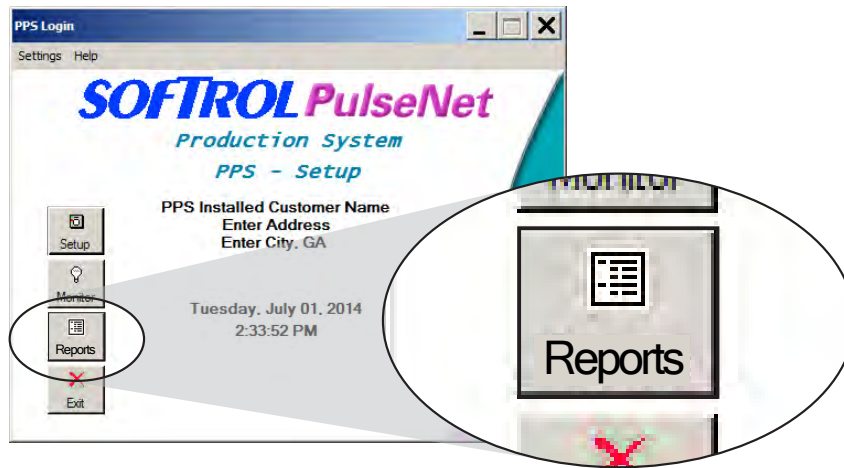


Figure 59. PPS Monitor Setup home screen: Reports Button.

2. Scroll to the bottom of the *Reports Home* page
3. Locate the heading for **Administrator Options** (see Figure 60).

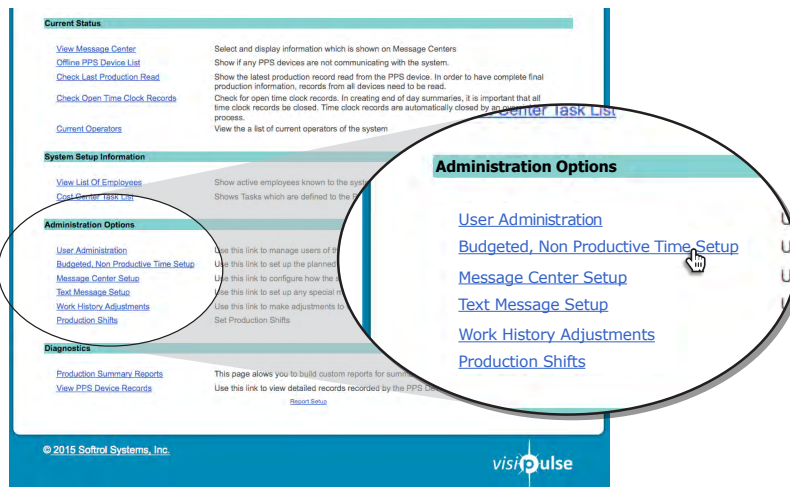


Figure 60. Administration Options.

## Budgeted, Non-productive Time Set Up

During the course of the day employees have time that is not accounted for by a productivity task. This time may include, paid breaks, time to transition between the time clock and the cost center, or bathroom breaks. So that this normal downtime doesn't interfere with the employees' efficiency percentage, you can allow for this downtime. The following example is for demonstration purposes. You will enter values based on your local labor codes and plant policies. When entering this screen for the first time it will appear with "No Settings Entered," as in Figure 61.

Figure 61. Budget, Non-Productive Time Set Up: initial screen.

From the **Administration Options** section of the *Reports Home* page:

1. Click the menu option, **Budgeted, Non-productive Time Set Up**.
2. Enter the first block of time by entering the **To** time. The **From** time is already set at 0.0 hours.
3. Enter the number of minutes of idle time you will allow during this first block of time.
4. Click **Add** (See Figure 62).
5. Continue adding blocks of time until you have covered all the possible scenarios.

Figure 62. Budget, Non-Productive Time Set Up: Set the first block of allowed idle time.



6. Remove blocks by clicking the **Remove Record** hyper link.
7. Apply the changes to existing clock records by adjusting the date in the **Update Time Clock Records** box and clicking **Submit**.
8. Exit the page. The new settings take effect for new employee clock records without any further action required.

**Record Added**

The screen allows you to enter the time allowance of non-productive or idle time for an employee. This time is based on the number of hours the employee works during a shift.

Work Hour Range		<a href="#">Refresh</a>	
From: <small>(Greater Than or Equal To)</small>	To: <small>(Less Than)</small>	Non-Productive Time Allowance	
0.0 hours	3.0 hours	3 minutes	<a href="#">Remove Record</a>
3.0 hours	4.0 hours	20 minutes	<a href="#">Remove Record</a>
4.0 hours	7.0 hours	20 minutes	<a href="#">Remove Record</a>
7.0 hours	8.0 hours	40 minutes	<a href="#">Remove Record</a>
8.0 hours	11.0 hours	40 minutes	<a href="#">Remove Record</a>
11.0 hours	12.0 hours	60 minutes	<a href="#">Remove Record</a>
12.0 hours		60 minutes	

minutes

**Update Time Clock Records.**

To update current time clock records to the non-Productive Budget settings above enter the start date for the time clock records and then press the Submit button

<b>From:</b>	<input type="text" value="1/1/2015"/>
<input type="button" value="Submit"/>	

Figure 63. Budget, Non-Productive Time Set Up: Multiple records.

## Production Shift Set Up

PPS uses the production shifts to set time parameters on many of the reports. Your plant needs to have three shifts set up. Even if your plant doesn't have three shifts, the system requires that you include them. When setting up your shifts:

- Set times for all three shifts covering a full 24 hour period.
- Use the end time of each shift as the start time for the next shift.
- Do not leave any gaps between shifts.
- Do not overlap shifts.
- Shifts can have different lengths.
- Use the format HH:MM AM or PM when entering time.

To set up your shifts:

1. Open PPS Reports> Administrator Options> Production Shifts.
2. Adjust your shift start and stop times.
3. Click the **Update** button.

### Production Shift Admin

Use this page to alter the production shift times

Shift Code	Description	Start Time	End Time
1st	First Shift	5:00 AM	6:00 PM
2nd	Second Shift	6:00 PM	2:00 AM
3rd	Third Shift	2:00 AM	5:00 AM

**NOTE:**  
Times should be entered in as HH:MM AMPM format.

1. Between the three shifts the entire day must be covered with no gaps.
2. The end of one shift should be the same as the start of the next.
3. Shifts cannot overlap.

Figure 64. Production Shift Admin.

## PPS Message Centers

Your plant will have one or more message centers. These message centers consist of a large screen monitor and a small computer (mounted behind the monitor). The message centers receive real-time information from the PPS Monitor application running on the PPS workstation PC. If the PPS Monitor application is not running, the message centers cannot display current information.

The message centers display the information about each PPS workstation monitor in the production environment (see Figure 65). This information is displayed in table format with each row representing a workstation monitor. The message center displays eight workstations at a time and automatically cycles through the remaining stations eight at a time.

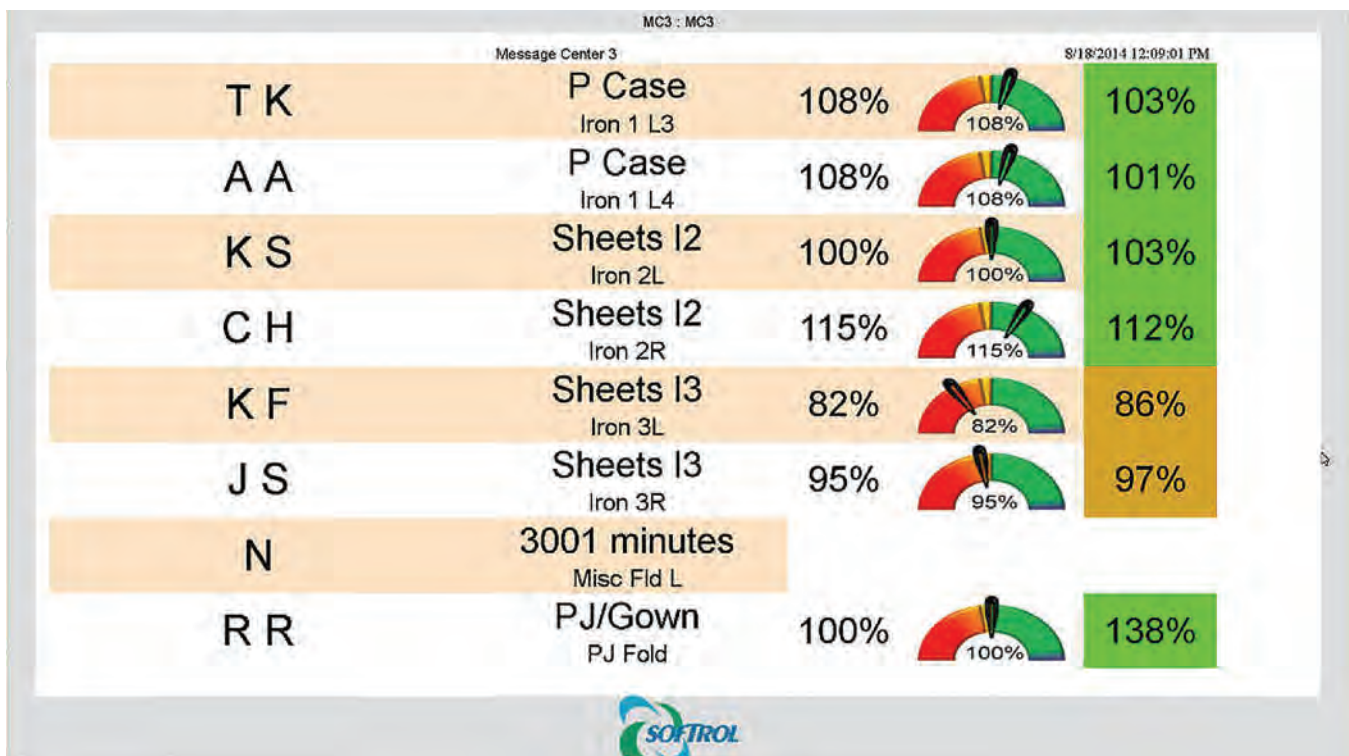


Figure 65. Message Center Screen.

At the top of the screen you can find the message center ID and the date and time of the last data refresh. The remainder of the screen contains the productivity information in table format for each workstation. Each row contains the real-time status for each workstation. From left to right the data includes:

- the logged in employee's name (initials only, first name and last initial, or first initial and last name),
- current task and workstation,
- current task efficiency,
- current task efficiency meter, and
- current daily efficiency (based on all of the employee's activity for the day without regard to task or workstation).

The system displays green for employees working at normal production speeds or higher, gold for employees working slightly under standard production speeds, and red for under performing employees.

## Managing Message Centers

The PPS Message Centers have evolved to become the standardized version discussed previously. Of course you can purchase customizations for your message centers by contacting your regional Softrol Sales Representative. The following instructions allow you manage message centers based on the new standardized version.

You will manage your message centers from the Administration Options: Message Center Setup on the *PPS Reports Home* page (see Other Settings and System Tools on page 43 for information about accessing the Message Center Setup page). When accessing these pages you will find many fields that go unexplained in this instruction set. The fields support older message centers and customizations. You will only need to complete the fields outlined here.

### Add a New Message Center

To add a new message center navigate to PPS Reports using your browser or using the Reports button in the PPS Monitor Settings application.

1. Click the **Message Center Setup** link under Administration Options to open the *Message Center Admin* page.
2. Click **Add a new record** (see Figure 66).

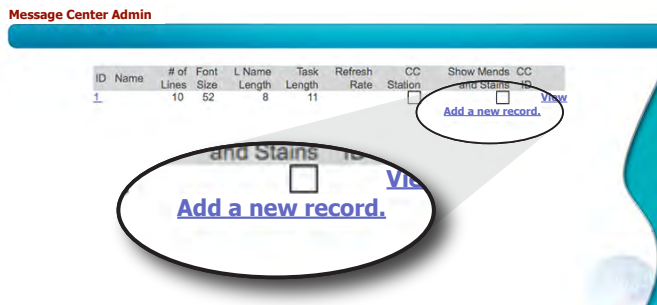


Figure 66. Message Center Admin: Add a new Record.

3. Give the message center a unique numerical ID.
4. Ignore all the other fields on this page and press the **Insert Message Center** at the bottom of the form ( see Figure 67).

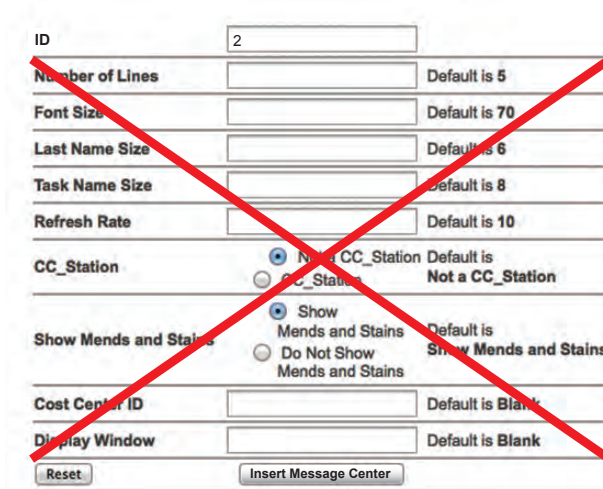


Figure 67. Message Center Admin: Add a new Record form.

## Name the New Message Center

You can stop at just creating the message center, but you may wish to give it a different name. Typically people refer to message centers by their numerical ID, but some plants choose to give them a name for easier identification. The name field isn't available when creating a message center, so you have to go back into the edit screen to add the name after you create the message center.

1. Open PPS Reports> Administrator Options> Message Center Setup.
2. Click the message center **ID** to which you would like to add a name.
3. Enter a name into the **Name** field.
4. Verify that the **Action** field is set to "Update."
5. Click the **Update** Button (see Figure 68).

**Message Center Edit**

ID	1
Name	Production
Number of Lines	10
Font Size	52
Last Name Size	8
Task Name Size	11
Refresh Rate	
CC_Station	<input checked="" type="radio"/> Not CC_Station (default) <input type="radio"/> CC_Station
Show Mends and Stains	<input type="checkbox"/> Show Mends and Stains (default) <input checked="" type="checkbox"/> Do Not Show Mends and Stains
Cost Center ID	
Display Window	
Map Address	
Action	Update
	<input type="button" value="Reset"/> <input type="button" value="Update"/>

Figure 68. Message Center Edit: Name a Message Center.

## Add Monitoring Stations to a Message Center

You can add as many monitoring stations to a message center that you would like. The system will page through them eight at a time every 20 seconds. To add a monitoring station:

1. Open PPS Reports> Administrator Options> Message Center Setup.
2. Click the Message Center **ID** to which you would like to add monitor stations.
3. Locate the monitoring stations you would like to add in the list at the bottom of the page.
4. Click the checkboxes to the left of each monitoring station entry you wish to include.

5. Verify that the **Action** field is set to "Update."
6. Click the **Update** Button (see Figure 69).

Sel	Name	Description	IP Address	Device Code
<input checked="" type="checkbox"/>	Brd Assem 1	Board Assembly 1	192.168.100.106	1000
<input checked="" type="checkbox"/>	Brd Assem 2	Board Assembly 2	192.168.100.112	1001
<input checked="" type="checkbox"/>	Brd Assem 3	Board Assemble 3	192.168.100.113	1014
<input checked="" type="checkbox"/>	Brd Assem 4	Board Assemble 4	192.168.100.103	1015
<input checked="" type="checkbox"/>	Brd Assem 5	Board Assemble 5	192.168.100.101	1016
<input type="checkbox"/>	Con Assem 1	Control Assembly 1	192.168.100.104	1003
<input type="checkbox"/>	Con Assem 2	Control Assemble 2	192.168.100.102	1019
<input type="checkbox"/>	Con Assem 3	Control Assemble 3	192.168.100.105	1020
<input type="checkbox"/>	Con Assem 4	Control Assemble 4	192.168.100.107	1021
<input type="checkbox"/>	PC App	PC Applications	192.168.100.108	1017
<input type="checkbox"/>	Test/Rep 1	Test/ Repair 1	192.168.100.110	1004
<input type="checkbox"/>	Test/Rep 2	Test and Repair 2	192.168.100.109	1018
<input type="checkbox"/>	Test/Rep 3	Test and Repair 3	192.168.100.111	1022

Figure 69. Message Center Edit: Add monitor stations to a message center.

## Delete a Message Center

You can delete a message center by:

1. Open PPS Reports: Administrator Options: Message Center Setup.
2. Click the Message Center **ID** you wish to remove.
3. Change the **Action** field to "Delete."
4. Click the **Update** button (Figure 70).

ID: 1

Name:

Number of Lines: 10

Mac Address:  -  -  -  -  -

Action: Delete

Update


Figure 70. Message Center Admin: Delete a message center.

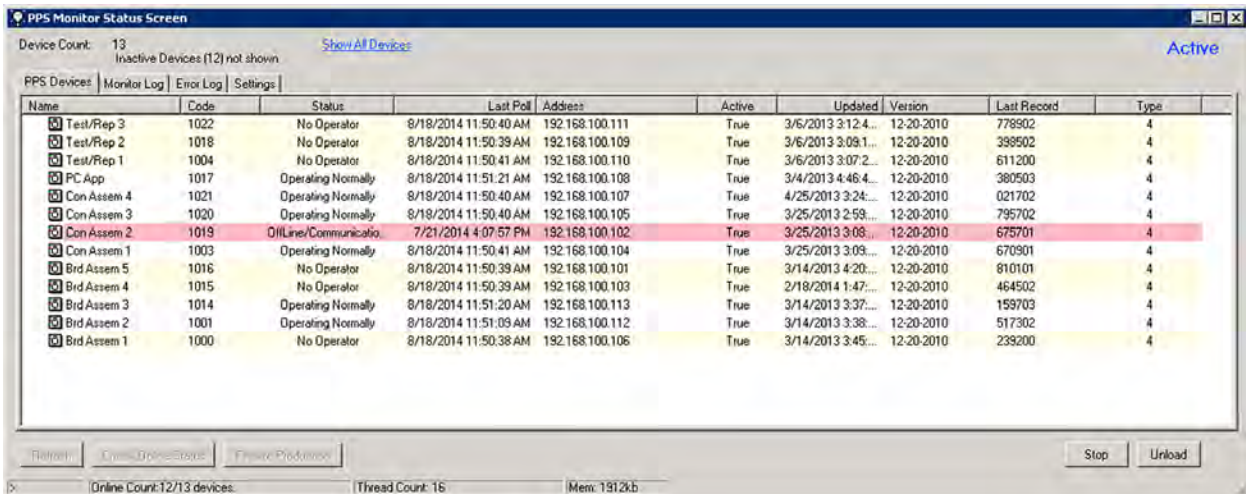


# PPS Monitor

Located on the PPS Workstation computer, the PPS Monitor application communicates information between the PPS devices, the database, and the message centers. You need to keep this application running for the PPS System to function properly. Although your PPS system can continue to gather data at the individual PPS monitoring stations, the system can't save the data to the database without the PPS Monitor application running. The PPS Monitor application also allows you to manage and monitor your PPS system.

## Access PPS Monitor

PPS Monitor is located on the PPS Workstation. The application is running at all times on the PPS Workstation (See Figure 71). If it is shut down the system continues to gather and collect data at the individual monitor stations, but the message center(s) will not get current data and the database will not update. Once the PPS Monitor application becomes available again, communications is restored and the message center(s) and database receive fresh data. If the application is not running, locate and double-click the PPS Monitor shortcut on the desktop , or open it using the Start menu: **Start> All Programs> Softrol> PPS Monitor**.



The screenshot shows the 'PPS Monitor Status Screen' window. At the top, it displays 'Device Count: 13' and 'Inactive Devices (12) not shown'. Below this is a table with columns: Name, Code, Status, Last Poll, Address, Active, Updated, Version, Last Record, and Type. The table lists various devices such as 'Test/Rep 3', 'Con Assem 4', and 'Brd Assem 5'. The status of each device is indicated in the 'Status' column, with some rows highlighted in red to indicate issues like 'Offline/Communicatio...'. At the bottom of the window, there are buttons for 'Refresh', 'Cross-Connectors', 'Refresh Profiles', 'Stop', and 'Unload'. The status bar at the very bottom shows 'Online Count: 12/13 devices', 'Thread Count: 16', and 'Mem: 1312kb'.

Name	Code	Status	Last Poll	Address	Active	Updated	Version	Last Record	Type
Test/Rep 3	1022	No Operator	8/18/2014 11:50:40 AM	192.168.100.111	True	3/6/2013 3:12:4...	12-20-2010	778902	4
Test/Rep 2	1018	No Operator	8/18/2014 11:50:39 AM	192.168.100.109	True	3/6/2013 3:09:1...	12-20-2010	398502	4
Test/Rep 1	1004	No Operator	8/18/2014 11:50:41 AM	192.168.100.110	True	3/6/2013 3:07:2...	12-20-2010	611200	4
PC App	1017	Operating Normally	8/18/2014 11:51:21 AM	192.168.100.108	True	3/4/2013 4:46:4...	12-20-2010	380503	4
Con Assem 4	1021	Operating Normally	8/18/2014 11:50:40 AM	192.168.100.107	True	4/25/2013 3:24:...	12-20-2010	021702	4
Con Assem 3	1020	Operating Normally	8/18/2014 11:50:40 AM	192.168.100.105	True	3/25/2013 2:59:...	12-20-2010	795702	4
Con Assem 2	1019	Offline/Communicatio...	7/21/2014 4:07:57 PM	192.168.100.102	True	3/25/2013 3:08:...	12-20-2010	675701	4
Con Assem 1	1003	Operating Normally	8/18/2014 11:50:41 AM	192.168.100.104	True	3/25/2013 3:09:...	12-20-2010	670901	4
Brd Assem 5	1016	No Operator	8/18/2014 11:50:39 AM	192.168.100.101	True	3/14/2013 4:20:...	12-20-2010	810101	4
Brd Assem 4	1015	No Operator	8/18/2014 11:50:39 AM	192.168.100.103	True	2/18/2014 1:47:...	12-20-2010	464502	4
Brd Assem 3	1014	Operating Normally	8/18/2014 11:51:20 AM	192.168.100.113	True	3/14/2013 3:37:...	12-20-2010	159703	4
Brd Assem 2	1001	Operating Normally	8/18/2014 11:51:03 AM	192.168.100.112	True	3/14/2013 3:38:...	12-20-2010	517302	4
Brd Assem 1	1000	No Operator	8/18/2014 11:50:38 AM	192.168.100.106	True	3/14/2013 3:45:...	12-20-2010	239200	4

Figure 71. PPS Monitor Status Screen.

## Monitor PPS Devices

The *PPS Monitor Status Screen* defaults to the **PPS Devices** tab (see Figure 71). From this tab you can see the status of all of your PPS devices. Each device is represented as a row. For each device you see several properties:

- Name- the device name,
- Code- the unique identifying number,
- Status- one of 8 possible status types (See Table 1 for a complete list of statuses.),
- Last poll- the last date and time the system received data from the device,
- Address- the network IP address,
- Active- two options: active and nonactive,
- Updated- the last software update on the device,
- Version- the current version of the software on the device,
- Last Record- the ID of the last record received from the device, and
- Type- nine possible types (see PPS Device Types on page 53 for a complete list of types).



Table1.

Status Codes and Required Actions

Code	Description	Color	Required Action
0	Unknown/ Communications Error	Red	Touchscreen is off-line or has failed to correctly respond to requests for data. To correct this: <ul style="list-style-type: none"> <li>• Verify that the Ethernet cable is connected.</li> <li>• Ethernet cable is damaged or cut. Disconnects are likely place for damage.</li> <li>• Hub port has gone bad. Try a new port.</li> <li>• If multiple boxes are off-line then check for hub failure.</li> </ul>
1	Operating Normally	White	None
2	Diagnostic Mode	Red	None.
3	Setup Mode	Red	Touchscreen is currently in setup mode. Exit out of setup mode.
4	No Work Condition	Red	Employee hit the “No Work button” This status remains until the employee removes their card or signs into a task.
5	Maintenance Mode	Yellow	Maintenance tag selected.
6	No Operator	Yellow	No SmartCard detected.
7	Alarm/Error	White	Damaged PPS Monitoring Station. Repair or replace touchscreen.
8	Change Customer or Task	White	An employee just inserted a card or selected a task.

## PPS Device Types

Your plant may use the classic style, the new touchscreen, or a combination of both classic and touchscreen. Although different in appearance, either device is capable of serving many different functions. The device’s configuration settings determine its type. You can configure them into three types: time clock, daywork, or a standard pacing device.

### Time Clock

When designated as a time clock the device tracks the employee’s time. The system recognizes an employee’s on or off clock status when they insert their card. The device then updates the database with either a start or end time.

### DayWork and Manual Count

A device designated for daywork tasks allows employees to insert their card and select one of the predefined daywork tasks. When the employee reinserts their card into that same touchscreen (or any other PPS device), it automatically logs them off of their previous task and records their time on that task.

The same touchscreen can also manage manual count tasks. Like the daywork task, the system logs them into the manual task of their choice. After beginning a manual count task, when they insert their SmartCard again, the system logs them out of the task and prompts them for their count.

## Pacing Device

Although they may also support daywork and manual tasks, production pacing devices track an individuals or a teams productivity at a task at a specific workstation. These devices may have an external four or eight card reader attached to allow simultaneous logins by team members. They also interface with some production equipment to monitor counts. The device communicates with the individual or team letting them know if they fall below production goals. This allows them to adjust their speed to maintain standards.

Configurations on Team Stations may block the start of tasks that require a set number of people to log into the device. Others default to tasks based on the number of employees logged into the touchscreen and adjusts the production rates accordingly.

Table2.

PPS Device Types

Type	Description	Examples
1	Time Clock: Records start and end work times for employees.	
2	Team Pacing Device: Automatic count collection using a four or eight card reader to record team production rates. Restricts tasks based on the number of cards inserted into the Team Station.	Multi-lane ironer, soil sort belt with hamper dumper, any task where more than one person performs the task
3	Production Pacing Device: The standard configuration supports automatic or manual counts and daywork tasks.	Mat roller, towel folder, single person tasks.
4	Cost Center Station: A touchscreen configured for daywork and manual tasks only.	Repairs, maintenance, janitorial, garment quality control, no work
5	Scale Station: Single or team production device that attaches to a scale. This device type measures productivity based on weight of the products processed.	Soil lift station, Clean lift station, soil cart station, clean cart weight station
6	Bulk Fold: For use with barcode scanners and software on the PC to measure and audit the manual fold area.	Bulk fold and tie station
7	Department Device: Set up for one task based on number of users. Uses tasks 1–8 only, disabling the hot keys and counts on stain and mend.	Automated sorting system
8	Cart Build Device: Used to track cart production, the device uses a Team Station, barcode scanners, and touchscreen. As operators scan the barcodes for completed cart builds the device credits their production counts.	
9	Team Device: Same as a team pacing device, but it automatically switches between tasks 1–8 based on the number of operators.	Multi-lane ironer, soil sort belt with hamper dumper, any task where more than one person

## Device Properties

You can manage the device settings directly from the PPS Monitor Status Screen. It is important to note that any changes you make do not actually apply until you update the device. See *Update A Device* on page 56 for more details on updates and initializing devices.

If you plan to make changes to the device configuration settings, stop PPS Monitor prior to entering the device properties. To access the PPS device properties window:

1. Click the **Stop** button on the *PPS Monitor Status Screen*.
2. Right-click the device you would like to modify.
3. Select **Properties** from the fly-out window (see Figure 72) to open the *PPS Device* dialog window.

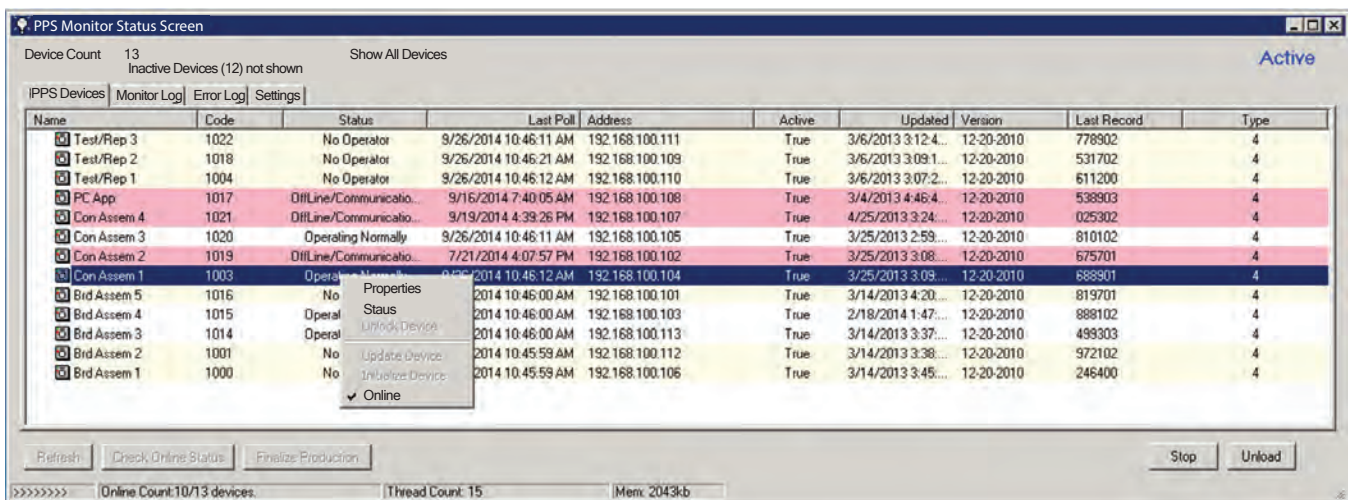


Figure 72. PPS Monitor Status Screen: Settings.

4. Make your changes\* and click **Apply** to save the changes.
5. Use the **Update Device** tab to send the changes to the device (see *Update A Device* on page 56).
6. Click **OK** to exit the dialog.
7. Click **Start**.

\*The *PPS Device* dialog window is the same window that is used in system setup. For a complete description of the tabs, fields, and functionality see *Add a New Device to PPS Monitor* on page 37.

## Update A Device

Once you've made all of your changes, you need to update the device. Before updating the device you need to stop PPS Monitor by clicking the **Stop** button at the bottom of the *PPS Monitor Status Screen* (see *Figure 73*). Switch to the **Update Device** tab. The tab contains two options: **Update Device** or **Initialize Device**.

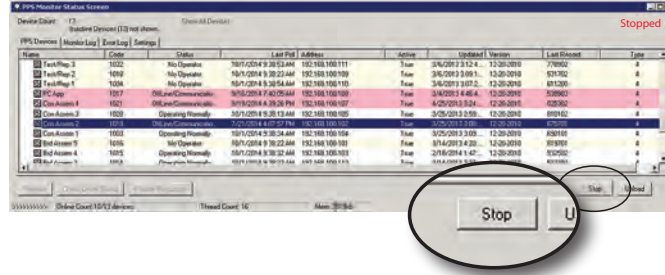


Figure 73. PPS Monitor Status Screen: Click **Stop** before updating or initializing a PPS device.

- **Initialize Device:** Initializing a device removes all of the devices previous settings and rewrites the settings. Only do this when the device is not in use. **Initializing a device while it is in use deletes all of the production data from the box.** You can't recover this lost data.
- **Updated Device:** When using this option you select which settings get updated by checking the boxes next to the individual items. You can safely update a device while it is in use; although, changes don't take effect until the operator ends the current task.

For a new device:

1. Stop PPS Monitor.
2. Select **Initialize Device**.
3. Click **Begin** (see *Figure 74*).

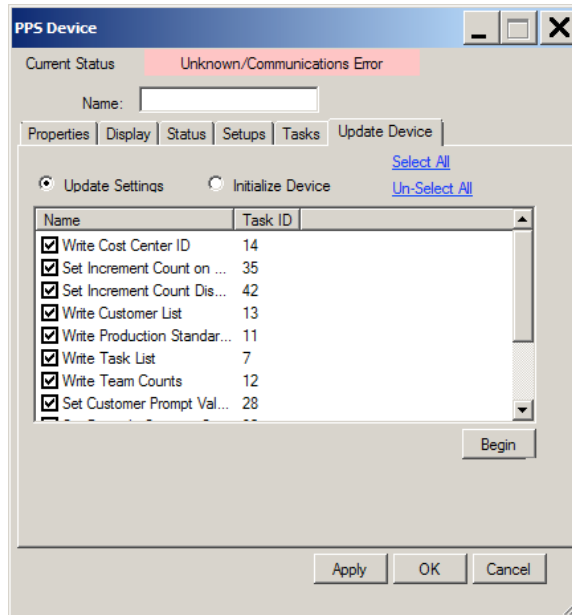


Figure 74. PPS Device dialog: Update Device tab.

## Modify a Device

Once a device is added to the system you can modify all of its settings directly from the **PPS Monitor Status Screen**.

1. Click **Stop** on the *PPS Monitor Status Screen* (see *Figure 73* on page 56).
2. Right-click the device you would like to modify.
3. Select **Properties** from the fly-out menu (see *Figure 75*).

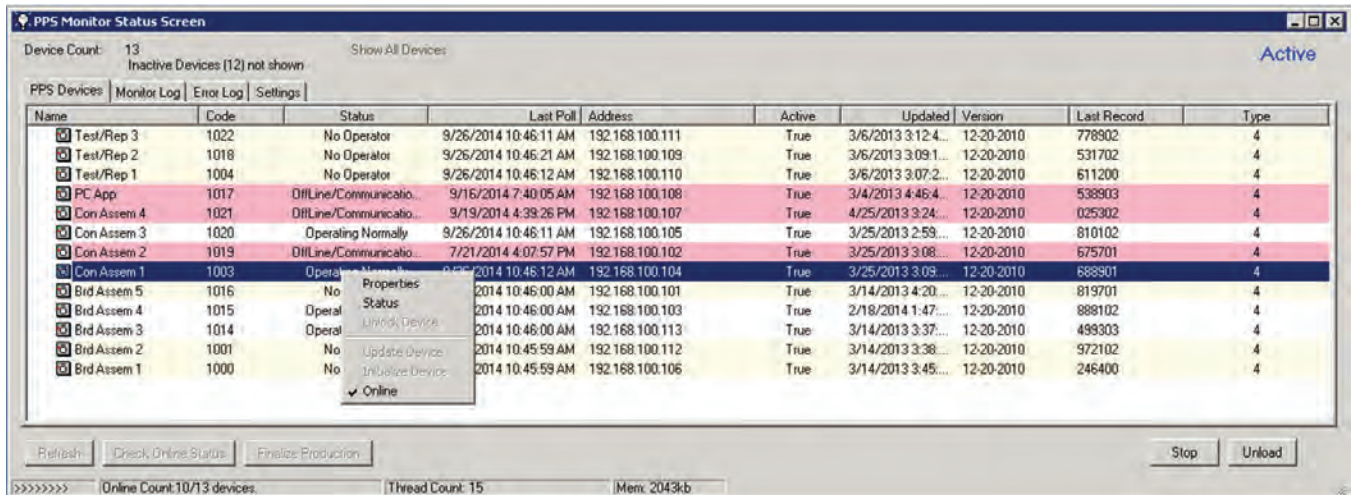


Figure 75. Right-click a device and select **Properties**.

4. Make and apply your changes (for more information about the available options see *Add a New Device to PPS Monitor* on page 37).
5. Select the **Update Device** tab.
6. Select **Update Device** and uncheck any settings you do not want to update. (If you use the **Initialize** option the system will rewrite all of the settings, any unsaved data on the device is lost. Do not use the **Initialize** option if the device is in use).
7. Click **Begin**. The PPS System sends the updates. If the system is in use, the settings will not take effect until the operator changes tasks or logs out of the device.
8. Once the update completes, click **OK** to close the dialog box.

## Show or Hide Inactive Devices

You can choose to show or hide inactive devices.

1. Click the **Stop** button on the *PPS Monitor Status Screen*.
2. Click the text **Show All Devices** or **Hide Inactive Devices** in the top-center-left of the window.
3. Click the **Start** button.

## Removing a Device (Deactivate)

The PPS system does not allow you to remove a device from the PPS Monitor system. Once added you can set the device to inactive on the *PPS Monitor Status Screen*.

1. Click the **Stop** button.
2. Right-click on the device you would like to remove and select **Properties** from the fly-out menu (see Figure 75).
3. Uncheck the **Active** checkbox.
4. Click **Apply** and then **OK** to close the dialog box.
5. Click the **Refresh** button in the lower left corner of the *PPS Monitor Status Screen*.
6. Click the **Start** button.

## Activate a Device

If you want to change the status of an inactive device:

1. Click the **Stop** button.
2. Click **Show Inactive Devices**.
3. Right-click on the device you would like to activate and select **Properties** from the fly-out menu (see Figure 75).
4. Select the **Properties** tab (if not already selected).
5. Click to check the **Active** checkbox.
6. Click **Apply** and then **OK** to close the dialog box.
7. Click the **Refresh** button in the lower left corner of the *PPS Monitor Status Screen*.
8. Click the **Start** button.

## Adjusting PPS Monitor Settings

Using the PPS Monitor Settings tab you can set global parameters for polling and read intervals, set automatic restart, set logging options, display options, and set up the message center IP address. To access the settings options press the **Settings** tab on *PPS Monitor Status Screen* (see Figure 76).

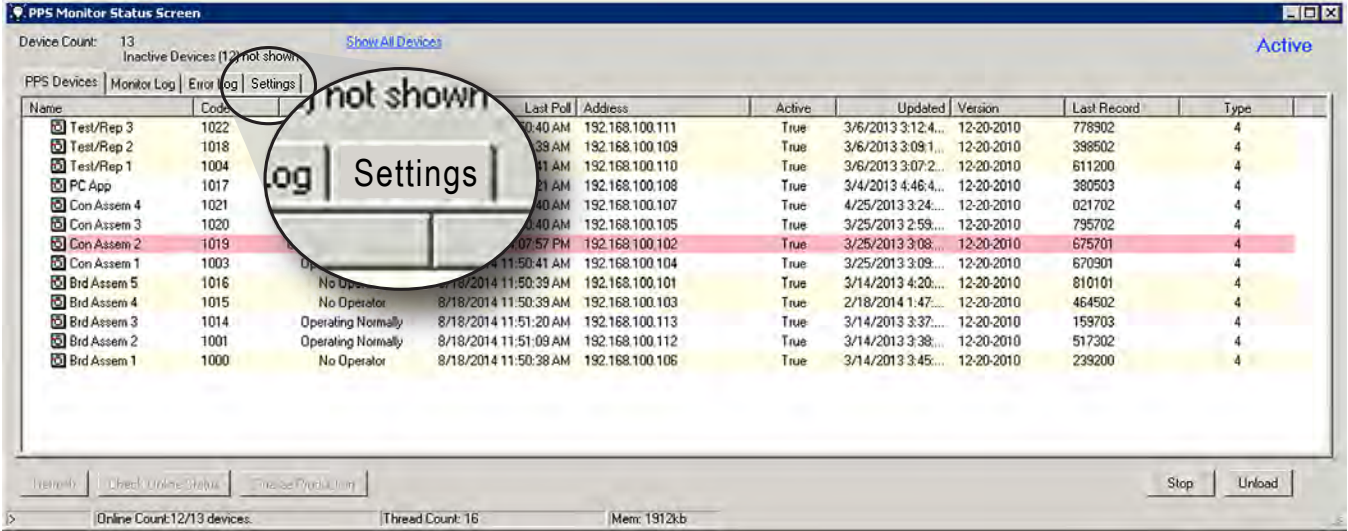


Figure 76. PPS Monitor Status Screen: Settings.

### Set the Default Polling and Read Interval

Although you can modify the default polling and read intervals for each device (see *Status Tab: Adjusting the Poll and Read Intervals* on page 42), you can also set default values in PPS Monitor.

The **Poll Interval** is how frequently the system is going to ask the devices for updated statuses. This is information such as, who is logged into the device and what task he or she is doing. The default is 60 seconds.

The **Default Device Read Interval** is how frequently the system goes to the device and pulls detailed production data from the device. This is data such as counts and duration. The default is 360 seconds.

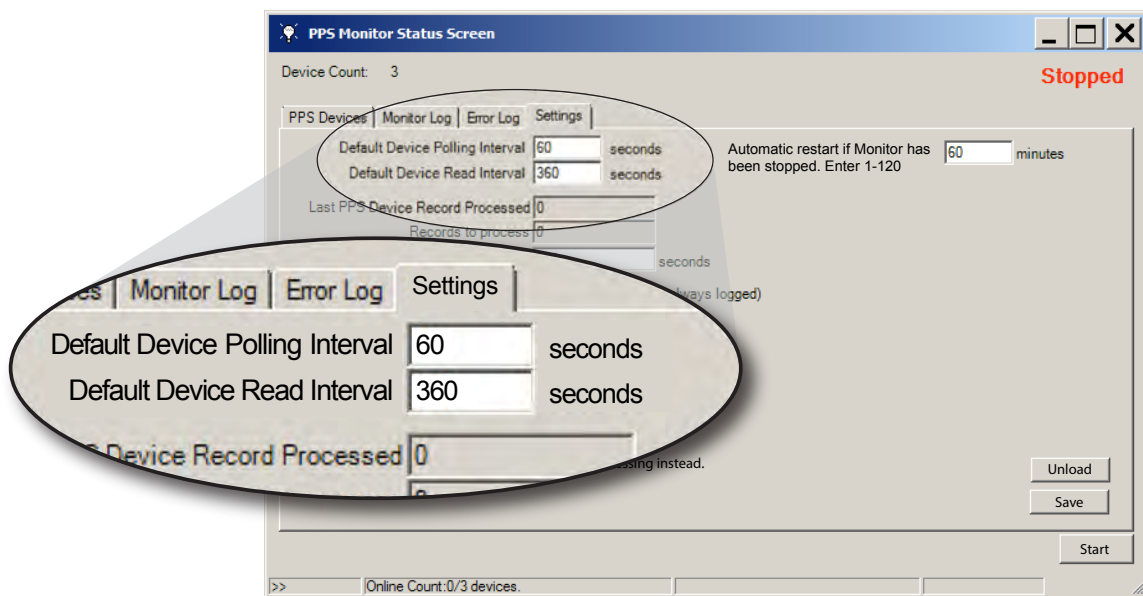


Figure 77. PPS Monitor Status Screen: Settings. Changing the default device polling and read intervals.

To change the defaults:

1. Select the **Settings** tab on PPS Monitor Status Screen.
2. Click the **Stop** button.
3. Change the number of seconds for either interval (see Figure 77).
4. Click **Save**.
5. Click **Start**.

## Set the Automatic Restart Timer

Adjusting the PPS Settings or the device settings requires that you stop (unload) PPS to apply or make the changes. You may forget to click the **Start** button when you finish. An entry of zero is not allowed in the **Automatic Restart** field, but you can set values up to 120 minutes. If you use a value of 15 minutes or less, the system will retain your value. If you use a value greater than 15 minutes, on restart the system will reset the value back to the 15 minute default. To change the automatic restart:

1. Change the number of minutes in the **Automatic Restart** field (see Figure 78).
2. Click **Save**.

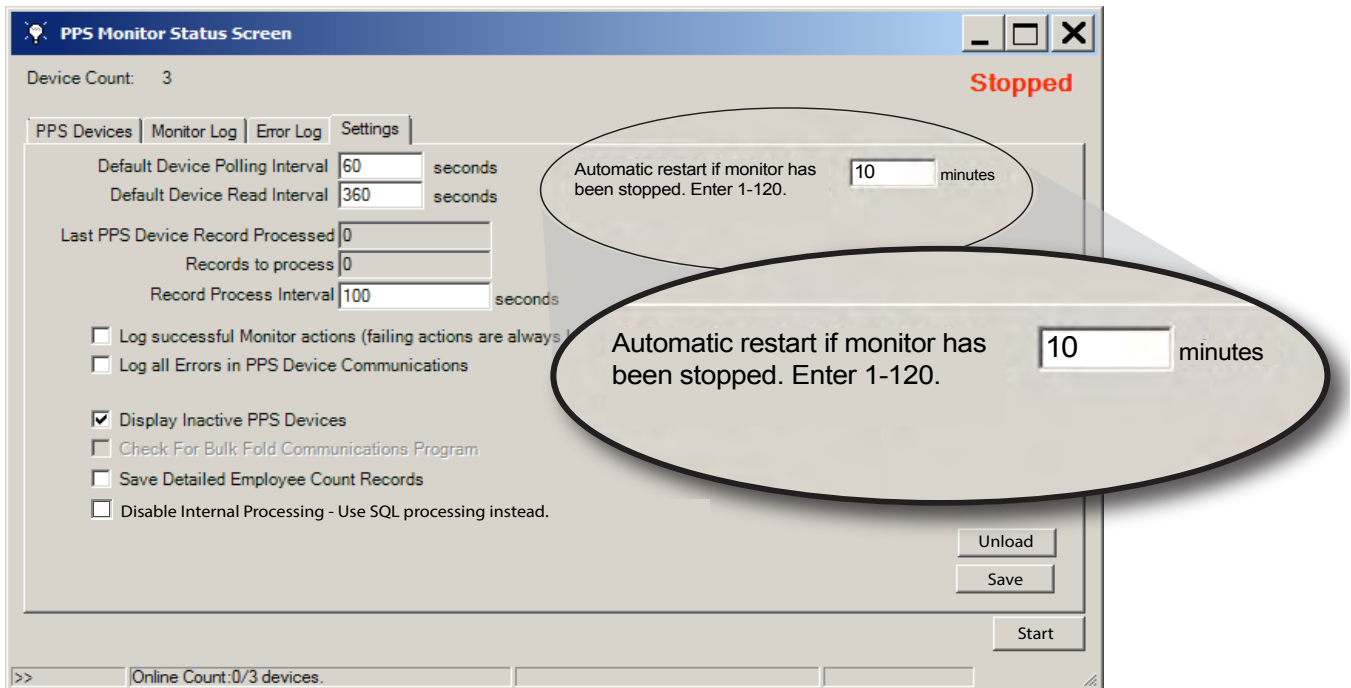


Figure 78. PPS Monitor Status Screen: Automatic Restart.



## View Current PPS Monitor Record Processing Data

PPS Monitor retrieves production data from the monitor stations based on the **Read Interval** ( see Set the *Default Polling and Read Interval* on page 59). It gathers the data and writes it to the database. You can view the last record processed, how many records need processed, and the interval in seconds that PPS Monitor attempts to write the records (see Figure 79).

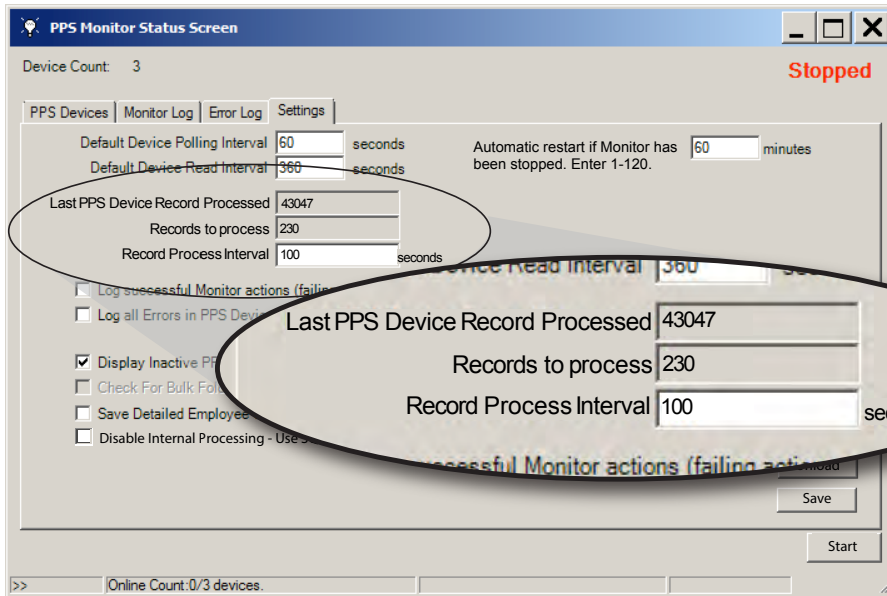


Figure 79. PPS Monitor Status Screen: Record Processing.

## Change the Record Process Interval

To change the Record Process Interval:

1. Click the **Stop** button.
2. Change the **Record Process Interval**.
3. Click **Start**.

## Using PPS Monitor Stations

The workers use the PPS Touchscreen monitor stations to record and monitor their performance (see Figure 80). When an employee, or employees, log into a station and select a task, the station monitors their performance. Depending on the workstation and the touchscreen configuration settings, the monitoring station either gathers information automatically from the monitored equipment (pacing device), asks for counts when a task completes (manual tasks), or simply logs duration spent on the task (daywork tasks).



Figure 80. PPS Monitor Station.

Each work center with pacing devices have either one touchscreen for each worker or one touchscreen with a *Team Station*. A cost center may support the options to work as a team or individually. The Team Station allows up to four or eight employees to log into the same monitoring station. Team Stations restrict the task selections based on the number of workers logged into the station.



Figure 81. PPS Team Station

## Logging In

The procedure for logging on to a PPS touchscreen is the same for all PPS touchscreen workstations. The monitor station displays the idle screen while it waits for a worker to log in. The worker inserts their card, and the system gives them choices of tasks based on the cost center and their authorizations, or the system immediately logs them into an automatic task.

### Log into a Manual or Daywork Task

When logging into a PPS touchscreen monitor station for a manual or daywork task:

1. Insert a SmartCard into the card slot on the left side of the PPS device (see Figure 82).
2. Wait for the monitor station to read the card (follow system prompts).
3. Select your task (see Task Selection (Manual and Daywork Tasks) on page 63).
4. Remove the card only when instructed to do so after selecting a manual or daywork task.



Figure 82. PPS Monitor Station with SmartCard inserted.

### Task Selection (Manual and Daywork Tasks)

The system restricts task selection based on the monitoring station designation (daywork/manual, time clock, or automatic ), and the cost center. Once a worker inserts their card, the system displays all of the cost center's tasks in a vertical and a horizontal tiled list (see Figure 83).

## Swipe options (gestures)

The screen displays task tiles in a horizontal and vertical orientation. To select a task:

1. Insert your SmartCard.
2. Leave the card in the touchscreen while it generates your task options.
3. Using your finger, swipe up and down or left and right to scroll the list.
4. Tap the task tile with the desired task.
5. Wait for the system prompt before removing the card.

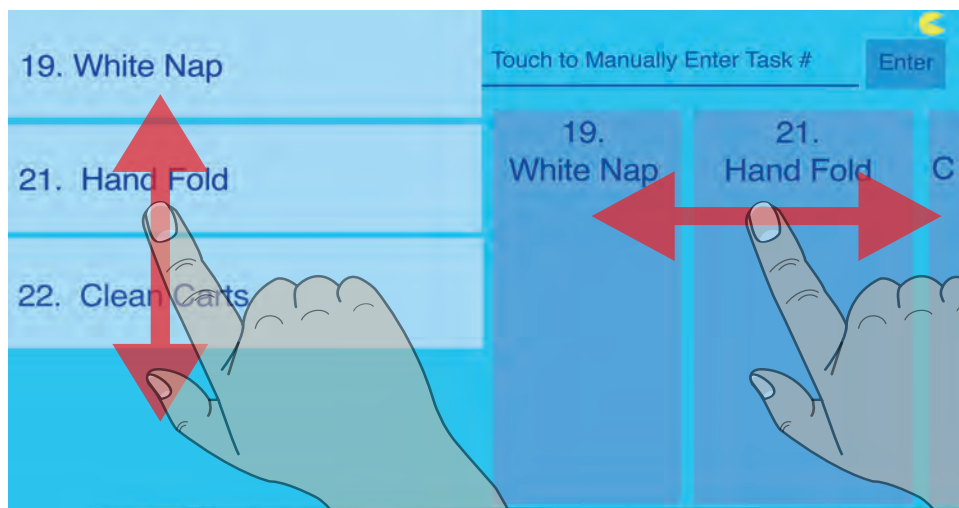


Figure 83. Touchscreen: Swipe the tiles to scroll.

## Manual Entry

If you know the task number you can tap the text, “Touch to Manually Enter Task #” to bring up the touchscreen keyboard. Input the task number and tap the **Enter** button (see Figure 84).

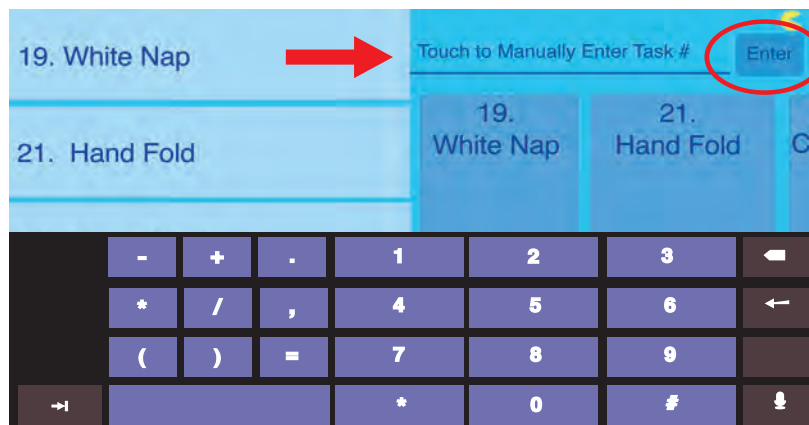


Figure 84. Tap “Touch to Manually Enter Task #” to bring up the keyboard and enter a task number.

## Touchscreen with a Team Station

Most Team Station boxes serve a specific task, and workers logging into these monitoring stations automatically log into the stations specified task with no other interaction needed. As workers come and go from the work center, the monitoring station auto adjusts the current task selection based on the number of cards in the Team Station. For example, the soil sort Team Station contains three SmartCards. The monitoring station automatically logs all three workers onto a soil sort task that requires three workers. If another worker joins the three by inserting their SmartCard, the monitoring station automatically logs off the original three workers from the three person task and logs all of the workers onto a four person task. When a worker removes their card, the system adjusts to the task based on the number of remaining workers. If a worker removes the SmartCard in position one, the system logs off everyone until a card is inserted back into position one.



Figure 85. PPS Monitor Station with Team Station

Touchscreen monitoring stations that use Team Station boxes do not use RFID card reading technology; therefore the touchscreen installation should prevent workers from using the RFID card slot on the left side of the touchscreen. Instead of the RFID card reader slot on the touchscreen, workers insert their SmartCards into the Team Station. You can get Team Stations that accommodate up to four or eight workers at a time. Softrol can accommodate larger teams using two touchscreen monitoring stations with two Team Stations.

## Logging into a Team Station

Logging into a Team Station only requires that the employees insert their SmartCards into one of the slots in the Team Station. The system requires that slot number one contain a card before it reads any other card in the other slots (see Figure 86). Workers leave their cards in the station while they work.

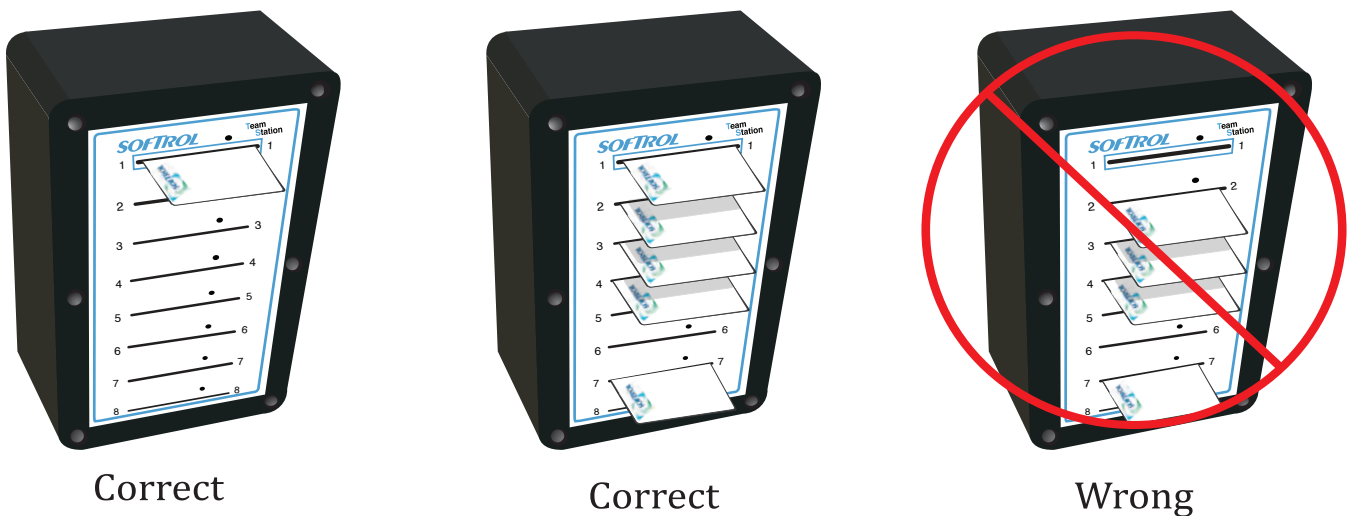
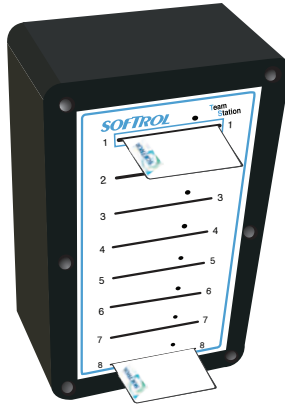


Figure 86. Team Station SmartCard placement. The correct team stations both have a SmartCard in slot one. The configuration of the remaining slots doesn't matter as long as there is a card in slot one. The wrong configured Team Station does not have a card in slot one. The system will not read the other cards until there is a card in slot one.

## Logging into Bulk Fold Team Stations

Team Stations for a bulk fold machine requires a slightly different card configuration before the monitoring station can start the bulk fold task. The system does not start the task until workers insert their SmartCards into slots one and eight (see Figure 87). The system requires that at least one feeder to insert their card into slot one. The system defaults to slot eight for the receiver or auditor position. This is the minimum requirements for a bulk fold task, but you can have multiple workers on the feed side.

You can, if needed, change the slot for the auditor. For information about configuring the bulk fold monitoring station and changing the slot used by the auditor see Bulk Fold Setups Tab on page 41.



### Correct

Figure 87. Bulk Fold team station correct card arrangement.

## Logging Off a Task

Logging off a task depends on the type of task: daywork, manual, or automatic. Always follow system prompts, and do not remove your SmartCard before the system says it is okay to do so.

### Daywork Task

You can end, or log off a daywork task by inserting your SmartCard into any PPS device. The system reads the card and automatically logs you off the current task. The system then prompts you to either remove your card or select a new task. If the monitoring station is an automatic monitoring station, the station ends the current daywork task and logs you onto its designated task. A monitoring station used as a time clock ends the task, and logs the employee out (no longer on the clock).

### Manual Task

Like the daywork task, you can log out of a manual task using any PPS monitoring station except monitoring stations with a Team Station or time clock monitoring stations. Inserting a SmartCard into a team station or a time clock will end the task, but the count defaults to zero. When you insert your SmartCard into a manual/daywork designated monitoring station the system prompts you for the task count. Failing to provide a count results in a count of zero. Once the system ends the task, it prompts for a new task or for you to remove your card.

### Automatic Tasks

To end an automatic task, pull your card out of the touchscreen or Team Station. No further action is necessary. The system may also automatically log off a worker that remains idle to long (see Adjust the Setups Tab on page 39).

## Managing Performance

Once logged into the monitoring station the system begins monitoring performance. Each task has parameters established for the acceptable production rates in the setup configuration (see Task Parameters on page 19). When the worker, or team of workers produce at or above acceptable production rates, the touchscreen monitor display turns green (see Figure 88). If production slips below acceptable levels the display turns red to inform the worker to pick up their pace (see Figure 89).

The screen color only applies to the current task. A worker can show red on the current task but still have a satisfactory daily efficiency rating. The worker can see their daily efficiency on the right side of the touchscreen monitor. The Daily Count and Daily Efficiency totals do not include counts and efficiency from the current task.



Figure 88. PPS Monitor Station. Satisfactory production level turns the screen green.



Figure 89. PPS Monitor Station. Unsatisfactory production level turns the screen red.

## Mend and Stain Counts

If your plant tracks stain and mend counts, workers can tap the Stain or Mend icons when they pull an item from their work stream for these purposes. You may want to acknowledge the piece count for items pulled for stains or mending. See Adjust the Setups Tab on page 39 for more information about enabling stain and mend counts.

## Maintenance Request

Pressing the Maintenance icon on the touchscreen stops production and, if configured, sends a message to maintenance stating the machine needs immediate repair.

## No Work

This icon, when pressed, sends a message to management that the work center doesn't have any product.

## Favorites

The Favorites icon is a shortcut to a list of common tasks for that monitoring station. To set up the favorites see Adjust the Setups Tab on page 39.



Figure 90. Interactive icons on the PPS touchscreen.

## Replacing a PPS Monitor Touchscreen.

Occasionally you will have the need to replace a PPS station touchscreen. Each touchscreen needs set up on your network, the current PPS software installed, and configured for your purposes. Softrol includes the *PPS Touchscreen Installation Guide* with a replacement device. You can also download the instructions from the Softrol PPS Support Website <http://support.softrol.com/CustSites/Pulse/MANUAL-PPSX-INSTALLATION.pdf>

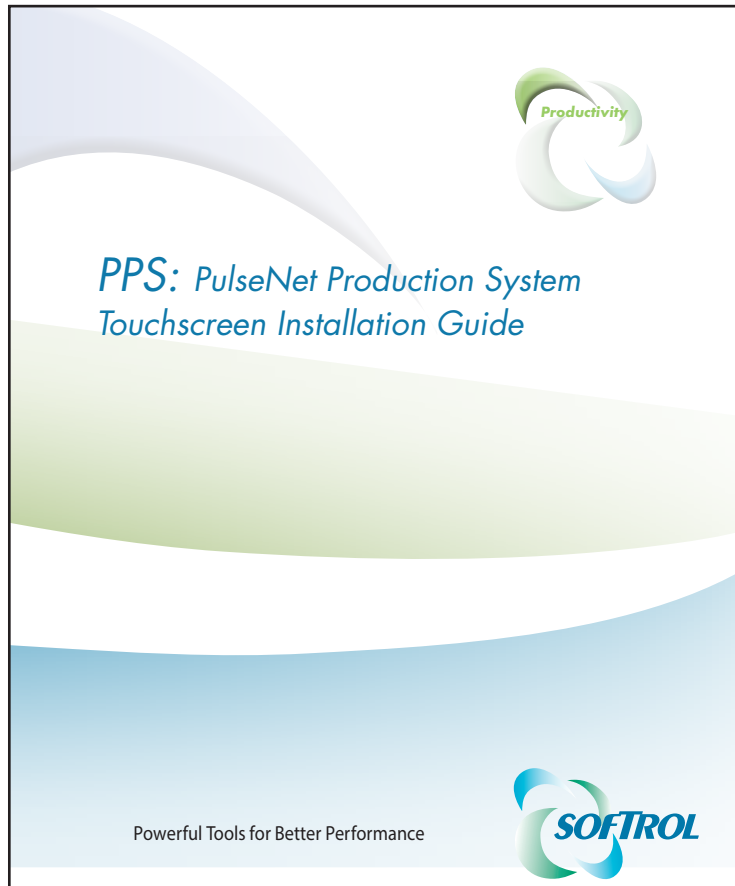


Figure 91. PPS Touchscreen Installation Guide



## Other Software

The PPS system consists of many different software and hardware components. Some of these additional programs you may never need to access, and others only rarely. Not all systems use or need all of the following software programs. These additional programs include software to manage bulk-fold systems, email alerts, multi-team stations, and maintenance alerts.

### BulkFold Communications Module

This software application is necessary to manage most bulk fold systems. A typical bulk fold setup contains a number of stations with barcode scanners and an audit station at the end with a barcode scanner. The application takes the scan data from the stations, processes it, and updates the database and the PPS monitoring station with the data. If the software is not running, the database doesn't receive the data, and the system will not report accurate data (see Figure 92).

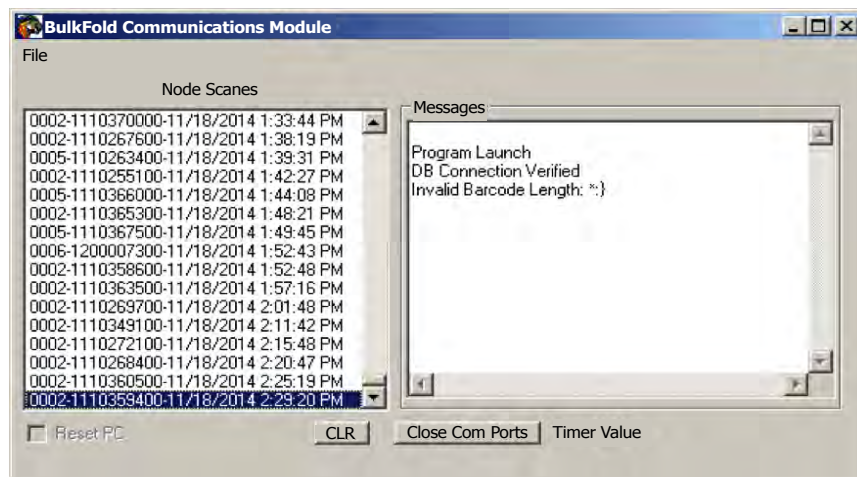


Figure 92. The BulkFold Communications Module.

## Email Alerts

Softrol activates the email alert system on most every system. The email alert application checks the database every five minutes to verify communications. The system logs successful communications between the database and the PPS devices, and if a touchscreen has not responded to data requests for an hour or more (as designated in the application), the email alert system sends out an email message to all of the emails listed in the application.

It is important that the Email Alert application remain active. When Softrol support gets an email update, they check the system to determine the cause of the communication break. A Softrol support technician can fix many problems remotely.

**If you would like additional email accounts added to the alerts list, contact Softrol Support.**

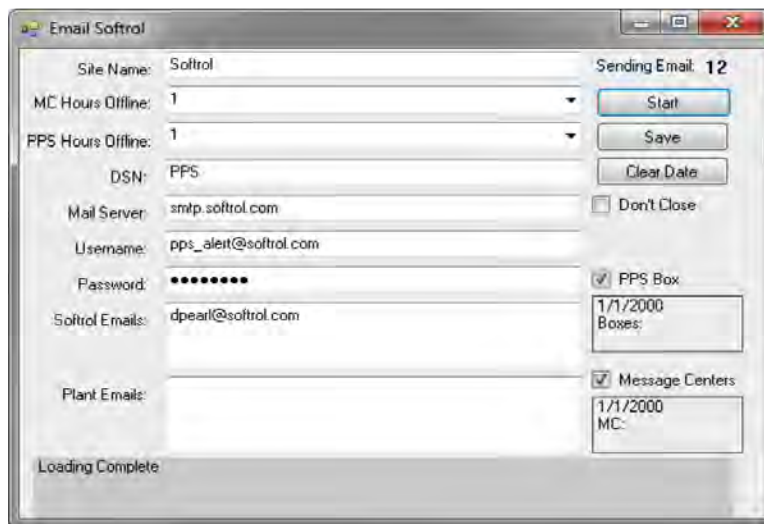


Figure 93. The Email Alert module.

# Reports

The reports included with PPS gives you the information you need to improve processes and increase your bottom line. You can gather data and quantify labor, equipment usage, and production information using PPS Reports. PPS Reports gathers information in real-time for:

- operator performance: compare performance against standards, track non-productive and idle time; and
- production quantities (calculated pounds and counted pieces) and efficiencies gathered through task information.

You can monitor automatic, manual, daywork, team tasks, employees, cost centers, machine operation and work histories from a single source.

## Key Terms

Before accessing reports, it is important that you understand the meaning of a few key terms:

- *Idle time*: time not measured within a task parameter, yet the employee is on paid time.
- *Earned hours*: An employee's time is reported in hours earned to determine their efficiency. The earned hours value is based on quantity of product produced and not the time spent on a task. If the task's production rate is 60 pieces an hour, then the employee gets one minute of credit for each piece completed. If they produced 90 pieces they earn 1.5 hours.
- *Measured hours*: An employee's actual time spent on a task.

## Access

You can access the reports using the workstation PC or using a web browser from any PC connected to the plant's network.

- From the workstation PC, open PPS Monitor and click the reports button (see Figure 94). This will launch the default Internet browser.
- From any other computer on the plant's network, type the URL provided to you during install. The URL points to the web server: <http://<Sever IP address>/ppsreports/login.asp>

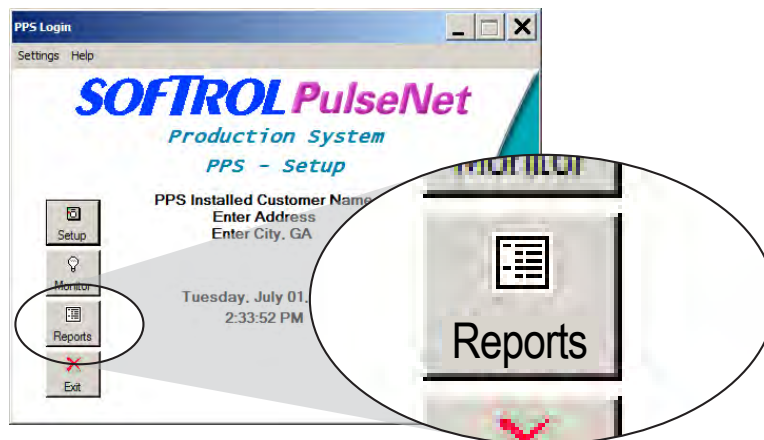


Figure 94. PPS Monitor home screen: Reports

Complete the login using the user name and password supplied to you during the installation. If you do not have login information contact Softrol Support (see Support: Get Additional Help on page 84).

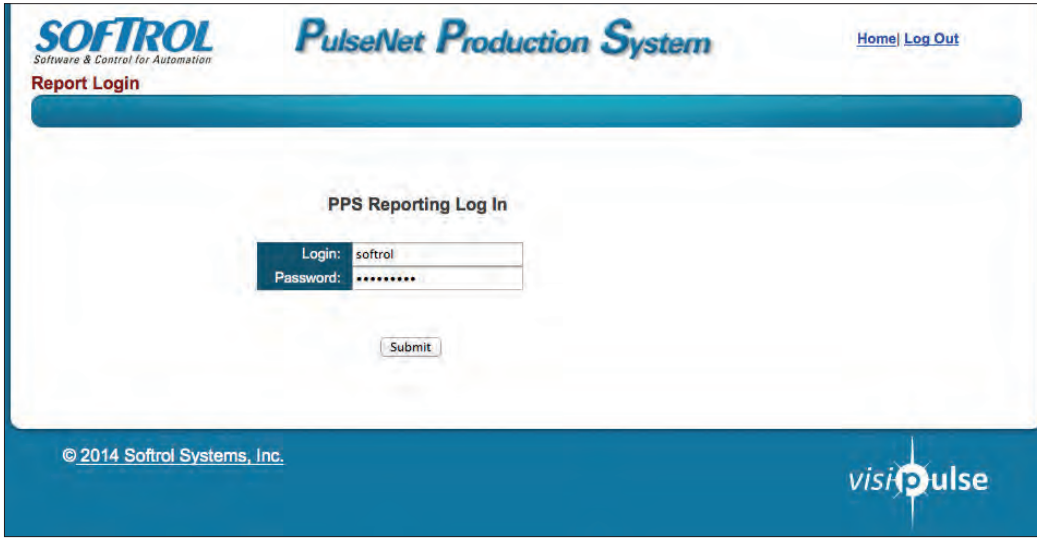


Figure 95. PPS Reports Login page.

Once logged into PPS Reports you'll find many options for organizing and viewing your production data. The reports sections used most often include the Plant Level Reports, Dept/Cost Center Reports, and Operator Reports (see Figure 96).



Figure 96. The PPS Reports menu.

## Setting Your Reports Date and Shift Parameters

When you open a report, the system prompts you for date and shift information along with some other parameters that change for each report (see Figure 97). The selection of date and shift sets date and time parameters on your returned data. PPS Reports gathers the data based on the work performed by the employees assigned to a shift.

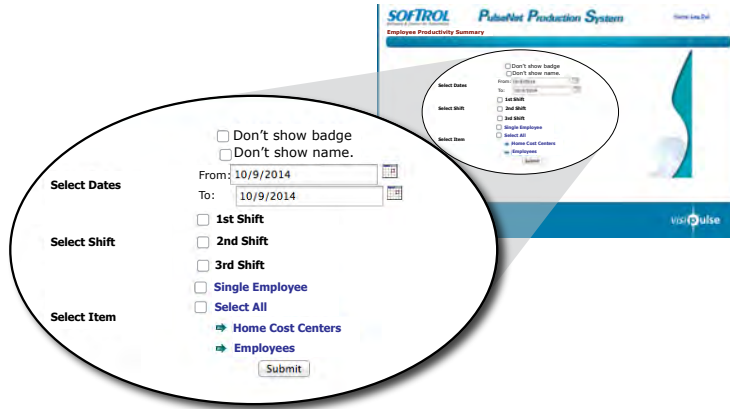


Figure 97. PPS Reports date and shift selections.

### Selecting Dates

Your PPS Reports date selection defaults to the current date. You can modify it to another date, or you can select a span of dates. A day in PPS spans from the beginning of first shift to the beginning of first shift the following day. Notice in Figure 98 that each day starts at 4 AM and ends at 4 AM on the following calendar day. Each plant sets their shifts based on their actual shifts. Although some plants only have one or two shifts the system requires that you designate three non-overlapping shifts with no gaps. The three shifts when combined add up to exactly 24 hours.

When you select a date in PPS Reports, you get the data back based on the plants operating day. An employee's productivity is reflected in the report for the day that their time record started. If an employee clocks in after midnight but before the start of first shift their time is attributed to the previous day. This can impact your reports if your employees tend to clock in early on first shift.

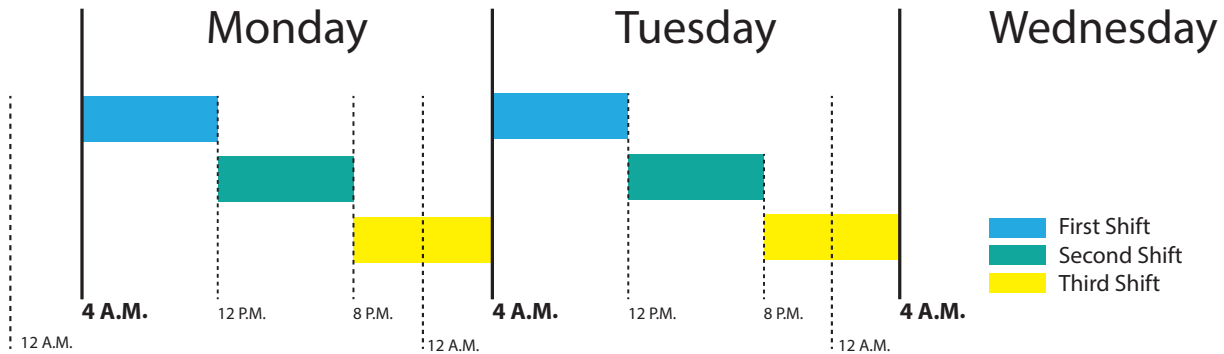


Figure 98. The definition of a day in PPS Reports is the 24 hour period following the beginning of first shift to the end of third shift. Each day includes three non-overlapping shifts with no gaps.

### Selecting Shifts

You must select at least one shift when generating a report. By selecting a shift or shifts you:

- Limit the data based on employee shift assignment. Each employee is designated a shift in the system. Regardless of when they did the work, any productivity for an employee is assigned to their designated shift.
- Set a start time for your reports. The begin time of the earliest shift you selected on the first day of your date selection becomes your report's start time.
- Set an end time for your reports. The end time of the last shift you selected on the last day of your date selection becomes your report's end time.

PPS Reports only gives productivity information based on the employees entire time worked; the data included may include more than you expect or less than you expect.

For example, you want to capture data for first and second shifts on a particular Monday. In Figure 46 the light blue highlight represents the data collected for the report. In this example first shift starts at 4:00 A.M. and second shift ends at 8:00 P.M.. The report pulls the data for all employees assigned to first and second shifts that worked during the time span of the two shifts.

Jon and Debbie both normally work first shift, but on this particular Monday they both worked third shift. George, normally on third shift, worked first shift. Debbie arrived a couple minutes early, and Jon arrived late. Because Debbie is designated a first shift employee and a small portion of her time occurred during the times established by the first and second shift selection, all of Debbie's productivity is included in the report. Because none of his clocked hours occurred during first or second shift, Jon's productivity is excluded from the report. Because George is assigned to third shift, his productivity is excluded from the report regardless that all of his productivity occurred during first and second shift.

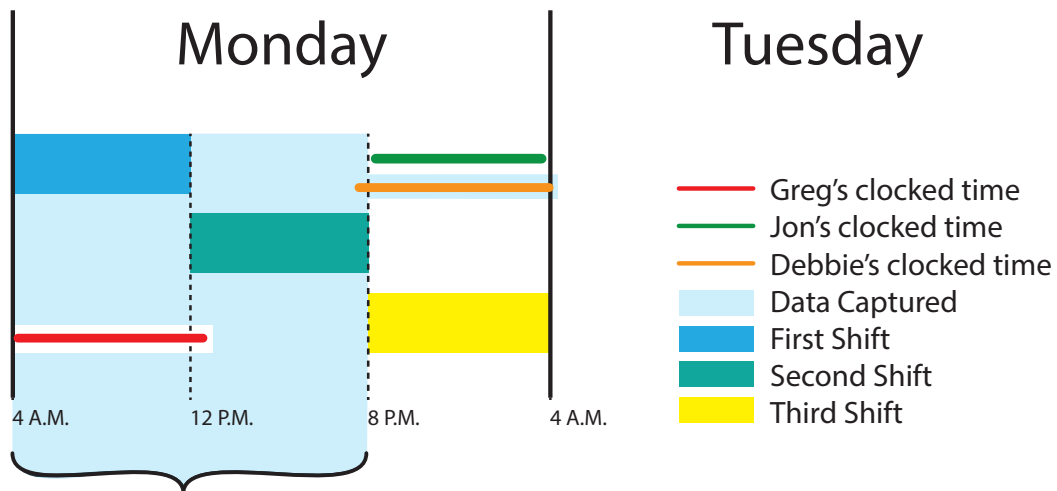


Figure 99. One day selected for first and second shifts.

To include Jon's productivity in the report you can either expand your shift selection to include third shift or you can expand your date selection to include Tuesday. Notice in Figure 100 that Jon's data is included because it falls between the start of the first shift on Monday and the end of the second shift on Tuesday.

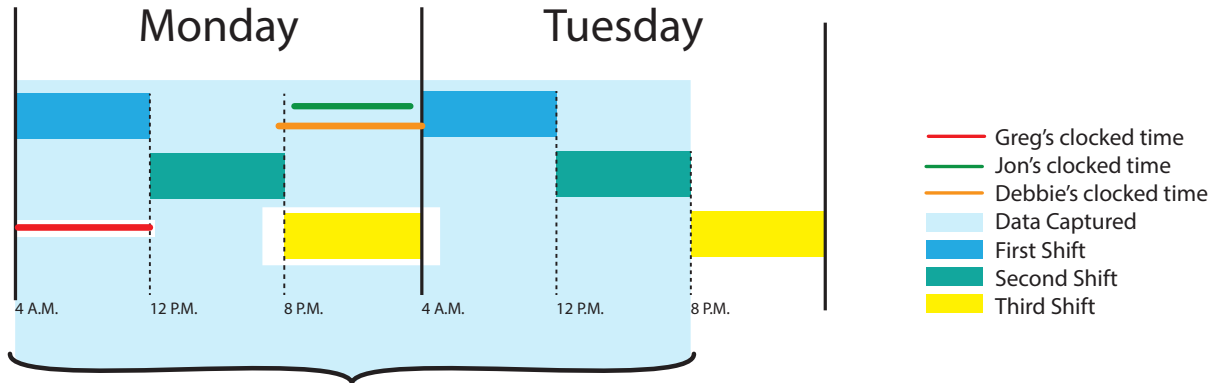


Figure 100. Two days selected for first and second shifts.

## Reports of Interest

PPS Reports contains many reporting options. We encourage you to explore them all, but most PPS users find that the *Employee Productivity Summary*, *Daily Operator Performance Summary*, and *Daily Plant Production Summary* fits most of their needs.

### Employee Productivity Summary

The **Employee Productivity Summary**, located under the *Operator Reports* section of the PPS Reports menu, offers a one line summary of each employee's performance for the dates and shifts selected (see Figure 101). You can drill down to detailed employee records for breakdowns of each employees productivity.

#### Earned Hours, Measured Hours, and Percent Efficiency

The columns under the green headings include *Earned Hours*, *Measured Hours*, and the *Percentage of Efficiency* for each employee.

**Earned Hours:** The Earned Hours column is calculated using the piece counts. If the system has the task defined to produce a certain quantity per hour, then that quantity equals one earned hour.

**Measured Hours:** Measured hours is calculated by subtracting non-productive time from the Clock Hours (non-productive time equals Non-Productive Allowed minus Non-Productive Hours). This is actual time the employee spent actively logged into tasks during the reporting period.

**Percent Efficiency (% Eff):** Divide Earned Hours by the Measured Hours to calculate the percent efficiency. This is the employee's efficiency for the time period. This does not take into account any daywork tasks performed.

#### Daywork Hours

An employee earns daywork hours (yellow heading) for tasks that don't result in a measurable end product. Examples of daywork tasks include cleaning the floor and maintenance tasks. Daywork hours do not calculate into employee **Percent Efficiency** (green heading) values, but they do apply to the **Overall Effectiveness** (blue heading) value.

#### Non-Productive Hours Used and Allowed

The **Non-Productive Hours** column (red) is the actual non-productive time used (If the employee didn't use all of their non-productive hours the value can appear as a negative number). This is the amount of time the employee spent on the clock without logging into a task. The other column, **Non-Productive Hours Allowed**, is the number of non-productive time allowed during the entire reporting date span. To set your non-productive hours allowed see Budgeted, Non-productive Time Set Up on page 44.

#### Available Work Hours

The **Available Work Hours** is the **Measured Work Hours** excluding the **Non-productive Allowed** time. This value is used with the **Total Earned Hours** to calculate the **Overall Effectiveness** (blue section).



## Total Earned Hours

The **Total Earned Hours** includes the **Earned Hours** (green section) and any **Daywork Hours** earned (yellow section). This value is used with the **Available Work Hours** to calculate the **Overall Effectiveness** (blue section).

## Overall Effectiveness

The **Total Earned Hours** divided by the **Available Work Hours** gives you the **Overall Effectiveness**. This percentage allows you to quickly see your top performers.

<a href="#">Back</a>		Employee Productivity Summary								Shift 1,2,3	
Report Date: 01/16/2014 To 01/20/2014										Date: 1/27/2014	
Badge	Name	Earn. Hrs	Meas Hrs	% Eff	Daywork Hrs	Non-Prod Hrs	Clock Hrs	Non-Prod Allowed	Avail Work Hrs	Total Earn Hrs	Overall Effectiveness
<a href="#">80491</a>	BENTON, T	10.73	9.67	111		-0.49	9.68	(0.50)	9.18	10.73	117
<a href="#">81338</a>	BRADLEY, W	13.94	23.88	58		-1.20	23.68	(1.00)	22.68	13.94	61
<a href="#">81369</a>	BRUNTON, J	9.23	13.90	66		-0.70	13.70	(0.50)	13.20	9.23	70
<a href="#">80991</a>	CASTEEL, B	4.71	9.98	47		-0.49	9.99	(0.50)	9.49	4.71	50
<a href="#">81101</a>	GOLDEN, D	36.49	34.50	106	1.48	-1.36	36.62	(2.00)	34.62	37.97	110
<a href="#">80648</a>	HAHN, J	39.40	35.73	110	1.98	-1.95	37.76	(2.00)	35.76	41.38	116
<a href="#">80390</a>	HALE, R	19.92	17.87	111	11.95	0.85	32.67	(2.00)	30.67	31.87	104
<a href="#">80895</a>	HALL, W	17.66	17.35	102	14.48	-1.92	31.91	(2.00)	29.91	32.14	107
<a href="#">80591</a>	HARRISON, K	39.10	39.38	99		-1.99	39.39	(2.00)	37.39	39.10	105
<a href="#">80624</a>	HAWK, D	50.45	49.05	103		-2.49	49.06	(2.50)	46.56	50.45	108
<a href="#">81241</a>	JOHNSON, N			0	32.95	-1.95	33.00	(2.00)	31.00	32.95	106
<a href="#">80819</a>	KVASNICKA, K			0	43.28	-2.43	43.35	(2.50)	40.85	43.28	106
<a href="#">81440</a>	LEASURE, M	31.23	45.88	68		2.51	50.89	(2.50)	48.39	31.23	65
<a href="#">81235</a>	LITTLE, A	47.48	44.37	107	2.52	-2.41	46.98	(2.50)	44.48	50.00	112
<a href="#">81073</a>	LONG, A	3.61	3.53	102	0.47	0.08	4.58	(0.50)	4.08	4.08	100
<a href="#">81233</a>	LOUTZENHISER, L	50.00	49.03	102		-2.49	49.04	(2.50)	46.54	50.00	107
<a href="#">81219</a>	LUTTRELL, Y	46.84	44.15	106	2.62	-2.39	46.88	(2.50)	44.38	49.46	111
<a href="#">81207</a>	RODHE, G	30.74	42.02	73		3.00	47.02	(2.00)	45.02	30.74	68
<a href="#">80509</a>	RUSH, D	26.11	26.20	100	1.50	-1.44	27.76	(1.50)	26.26	27.61	105
<a href="#">80899</a>	THOMPSON, J	28.14	27.90	101		13.08	42.98	(2.00)	40.98	28.14	69
<a href="#">81278</a>	VASH, M	43.11	45.68	94		7.36	55.54	(2.50)	53.04	43.11	81
<a href="#">81100</a>	WHITE, E	35.64	35.05	102	1.95	-1.91	37.09	(2.00)	35.09	37.59	107
<a href="#">81395</a>	WHITE, T	17.39	26.33	66		1.68	26.15	(1.50)	24.65	17.39	71

Figure 101. Employee Productivity Summary report.

## Daily Operator Performance Summary

The badge numbers to the left on the *Employee Productivity Summary* provide you with links to detailed reports about each employee. Clicking the badge number\* brings you to the *Daily Operator Performance Summary* (see Figure 102). The *Daily Operator Performance Summary* gives the same information as the *Employee Productivity Summary*, but it contains greater detail about the operator's activities and performance. The colored rows in this report map back to the matching colored columns in the *Employee Productivity Summary*.

\* You can also access this report directly from the main menu.

## Productivity Tasks

The **Productivity Task** section maps back to the green columns on the *Employee Productivity Summary* report. This section breaks down the employee's productivity by each task they logged. You can see exactly what tasks and counts contributed to the task efficiency score.

Daily Operator Performance Summary							Shift 1,2,3	
<a href="#">Back</a>						<a href="#">Home</a>	<a href="#">Next Day</a>	
Report Date: 10/6/2014 3:06:56 AM To 10/10/2014 12:52:16 PM						Date: 10/23/2014		
SMITH, Jon (7)		Softcard# 80648		Home CC# 1000		<a href="#">Time Clock</a>	<a href="#">Work Hist</a>	<a href="#">Graph</a>
Cost Center	Task	#Occ	Std	Qty	Ern Hrs	Meas Hrs	% Eff	
<b>Productive Tasks</b>								
(1000) Soil CC	(1) SoilSort 1 (7)	5	1000	2,173	2.17	0.35	620.9	
(1000) Soil CC	(2) SoilSort 2 (7)	8	2000	7,982	3.99	2.97	134.5	
(1000) Soil CC	(3) SoilSort 3 (7)	10	3000	27,947	9.32	7.38	126.2	
(1000) Soil CC	(4) SoilSort 4 (7)	8	4000	44,809	11.20	11.15	100.5	
(1000) Soil CC	(5) SoilSort 5 (7)	5	5000	28,152	5.63	5.50	102.4	
(1000) Soil CC	(6) SoilSort 6 (7)	2	6000	0	0.00	0.02	0.0	
(1000) Soil CC	(7) SoilSort 7 (7)	2	7000	49,592	7.08	8.37	84.7	
Productive Tasks Total					<b>160,655</b>	<b>39.39</b>	<b>35.74</b>	<b>110.2</b>
<b>Daywork Tasks</b>								
(1011) Misc Prod	(115) Lunch	4			1.98			
Productive Task Total						<b>1.98</b>		
<b>Non-Productive Time</b>								
	Idle Time					0.06		
	Non-Prod Allowed					(2.00)		
Non-Productive Time Total							<b>-1.94</b>	
<b>Overall Effectiveness</b>								
						Clock Hours	37.78	
						Non-prod Allowed	(2.00)	
						<b>Available Work Hours</b>	<b>35.78</b>	
						Earned Hours	39.39	
						Daywork Hours	1.98	
						<b>Total Earned Hours</b>	<b>41.37</b>	
						<b>Overall Effectiveness</b>	<b>115.62</b>	
<b>Report Total for Productive Tasks</b>						M Hrs	E Hrs	% Eff
						<b>35.73</b>	<b>39.40</b>	<b>110.3</b>
<b>Report Total for Daywork Tasks:</b>						M Hrs		
						<b>1.98</b>		
<b>Report Total for Non-Productive Time:</b>								
	Idle Time					<b>0.06</b>		
	Mach Off					<b>0.00</b>		
	Non-Prod Allowed					<b>(2.00)</b>		
	<u>Total</u>					<b>-1.94</b>		
<b>Plant Time Allocation</b>								
	Clock Hrs	Non-Prod Allowed	Avail. Hrs	Ern Hrs	Daywork Hrs	Alloc. Hrs	% Alloc.	
	37.78	(2.00)	<b>35.78</b>	39.40	1.98	<b>41.38</b>	<b>115.64</b>	
<a href="#">Back</a>								

Figure 102. Daily Operator Performance Summary report.

## Daywork Tasks

The **Daywork Tasks** section breaks down the daywork tasks logged by the employee during the reporting period. The totals for the daywork tasks maps to the daywork tasks on the *Employee Productivity Summary*.

## Non-Productive Time

The **Non-productive Time** is time an employee spends that is not associated with a task. The total non-productive time is reduced by the non-productive time allowed.

## Daily Plant Production Summary

The *Daily Plant Production Summary* provides production information based on production items. You can generate your report by date range, shifts, departments, and cost centers. If you don't select any departments the system includes all departments and their cost centers by default. The report gives you information on the items, number of pieces, measured hours, earned hours, and department efficiencies.

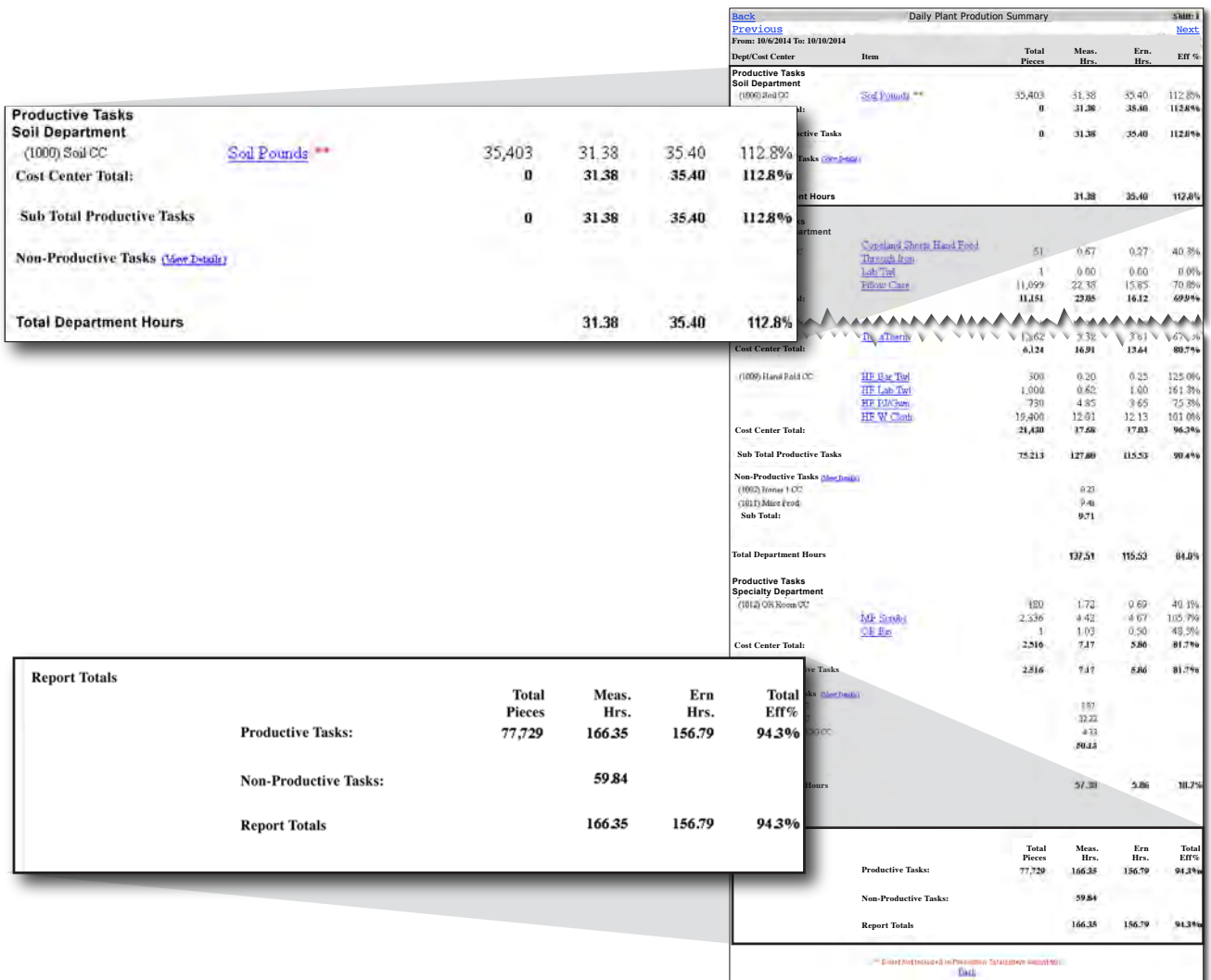


Figure 103. Daily Plant Production Summary. Each department is broken out to show individual production rates. The report gives combined report totals at the bottom of the page.



Clicking Keith's name generates a breakdown of his activities during the reporting period in the *Daily Operator Performance Summary* (see Figure 105). The report shows that Keith logged three instances of the task during the reporting period. Clicking on the Work History link at the top right of the report allows you to see the details.

Action	Device	Day	Date	Start	Stop	Shift	Work Task	Mach Off (secs/hrs)	Ern Hrs	Meas Hrs	Task Hrs	Count
<a href="#">edit</a>	1033	Wed	10/22	3:44:17 PM	3:45:27 PM	1	(138) Set Up Mat Carts	0 / 0.00	5.00	0.02	0.0	100
<a href="#">edit</a>	1033	Wed	10/22	3:45:52 PM	3:59:06 PM	1	(42) Roll Mats	0 / 0.00	0.35	0.23	0.2	35
<a href="#">edit</a>	1033	Fri	10/24	10:05:05 AM	10:05:24 AM	1	(42) Roll Mats	0 / 0.00	0.06	0.00	0.0	6
<a href="#">edit</a>	1024	Fri	10/24	10:06:33 AM	10:08:13 AM	1	(9) Count Garments	0 / 0.00	0.44	0.03	0.0	100
<a href="#">edit</a>	1024	Fri	10/24	10:08:49 AM	12:46:33 PM	1	(129) Training	0 / 0.00	0	2.63	2.6	9464*
<a href="#">edit</a>	1024	Fri	10/24	12:46:46 PM	1:33:01 PM	1	(129) Training	0 / 0.00	0	0.78	0.8	2775*
<a href="#">edit</a>	1033	Fri	10/24	1:33:07 PM	2:59:24 PM	1	(42) Roll Mats	0 / 0.00	2.45	1.43	1.4	245
<a href="#">edit</a>	1033	Fri	10/24	3:02:04 PM	3:19:08 PM	1	(42) Roll Mats	0 / 0.00	0.61	0.28	0.3	61
<a href="#">edit</a>	1033	Fri	10/22	3:19:09 PM	3:27:15 PM	1	(138) Set Up Mat Carts	0 / 0.00	5.00	0.13	0.1	100
<a href="#">edit</a>	1033	Fri	10/24	3:27:22 PM	3:54:23 PM	1	(42) Roll Mats	0 / 0.00	0.95	0.45	0.5	95
<a href="#">edit</a>	1033	Fri	10/24	3:54:24 PM	3:54:24 PM	1	(138) Set Up Mat Carts	0 / 0.00	0.00	0.00	0.0	0
<a href="#">add</a>	Missing Time = 0.09 hrs. Efficiency: 248.5%							0 / 0.00	14.86	5.98	5.90	12,981

Figure 106. Daily Plant Production Summary. Expanding the item gives details about who and exactly what tasks they completed to contribute to the numbers.

The Work History page shows that Keith logged times of 8, 1, and 0 minutes for the three occurrences of the task (see Figure 106). It is impossible that Keith did the amount of work reported in the 9 minutes reported. After investigating the situation you may find that either the time reported is incorrect or the count provided is incorrect. You can correct this by clicking the edit link in the **Action** column (see Figure 106).

### Edit or Delete a Work History Record

From the Work History view, you can see the specific details of an employee's activities. You can also edit or delete these invalid entries. To correct or delete the entries:

1. Click the **Edit** button to the left of the invalid entry to open the *Work History Update* screen (see Figure 106).
2. Make the needed changes to the start and stop times, total counts, or click **Delete Record** to remove the record all together.
3. Click **Save**.

Field	Value
Id	298065
Employee ID / Department	804738 / 1
Customer ID	0
Task	(138) Set Up Mat Carts
Task Hours	0.0
Start time	10/22/2014 mm/dd/yyyy 3:44:17 PM hh:mm am/pm
Stop Time	10/22/2014 mm/dd/yyyy 3:45:17 PM hh:mm am/pm
Shift	1
Total Count	100 Production Std. 20 Earned Hours 5.00
Machine Off Time	0 seconds
<a href="#">Delete Record</a>	<input type="button" value="Save"/>

Figure 107. Edit a work history or time clock entry. Change Dates, times, and counts to correct employee mistakes.

### Add a Work History Record

If an employee forgets to log into a task, or they log into the wrong task, you can add the record. The add dialog lists all of the available unlogged time From the *Daily Operator Performance Summary* report for the employee you wish to add the record:

1. Click **Work History**.
2. Click **Add** in the bottom left corner of the screen (see Figure 106) to open the add dialog (see Figure 108).
3. Select the row with the **Start Time** you wish to use. You can modify the start time if you would like.
4. Enter the task **Duration**.
5. Select either a **Daywork** or **Manual Entry** task (only select one or the other).
6. Enter a **Count** for manual entry tasks.
7. Click **Submit**.

Open Times for:  6:00:00 AM to 7:28:31 AM  
 To view another date press Change:  9:43:50 AM to 9:58:30 AM  
 10:00:00 AM to 3:00:00 PM

---

**Add task for: 10/28/2014**  
**(804670), Gulnara**

Customer	Start Time: hh:mm am/pm	Duration (Min.)	Select Daywork or Manual Entry Task Select one only	Count*
Unassigned ▾	<input type="text" value="06:00 AM"/>	<input type="text" value="88"/>	Daywork <input type="text"/> Manual Entry <input type="text"/>	<input type="text"/>
Unassigned ▾	<input type="text" value="09:44 AM"/>	<input type="text" value="14"/>	Daywork <input type="text"/> Manual Entry <input type="text"/>	<input type="text"/>
Unassigned ▾	<input type="text" value="10:23 AM"/>	<input type="text" value="277"/>	Daywork <input type="text"/> Manual Entry <input type="text"/>	<input type="text"/>

\* Include a count for Manual Entry Tasks

Figure 108. Add a work history entry.

## Pieces and Pounds Report by Item

The *Pieces and Pounds Report by Item* is a top level report that only gives you quantities based on production. No employee data is included in the report. You can see the number of pieces and the pounds for each item based on your time, shift, department, and cost center selections. At the bottom of the report you can get total counts and weights for the reporting period (see Figure 109).

<a href="#">Back</a>		Pieces And Pounds Report by Item							1st
Report Date: 10/28/2014 To 11/4/2014									
Item	Task Name	Customer	Mend Cnt	Stain Cnt	Disc Cnt	Dry Wt	Pieces	Total Pounds	
Black Apron	Apron Black								
	BlackApron	Company Goods	0	0	0	0.4	419	178	
<b>Sub Total:</b>			<b>0</b>	<b>0</b>	<b>0</b>		<b>419</b>	<b>178</b>	
COLOR Apron	Apron Color								
	ColorApron	Company Goods	0	0	0	0.4	245	104	
<b>Sub Total:</b>			<b>0</b>	<b>0</b>	<b>0</b>		<b>245</b>	<b>104</b>	
White Apron	Apron White								
	WhiteApron	Company Goods	0	0	0	0.4	1,428	607	
<b>Sub Total:</b>			<b>0</b>	<b>0</b>	<b>0</b>		<b>1,428</b>	<b>607</b>	
HF Wash C	Wash Cloth Hand fold								
	HF Wash C	Company Goods	0	0	0	0.1	6,250	469	
<b>Sub Total:</b>			<b>0</b>	<b>0</b>	<b>0</b>		<b>6,250</b>	<b>469</b>	
Wash Cloths	Wash Cloths								
	Wash Cloths	Company Goods	0	0	0	0.1	2,350	176	
<b>Sub Total:</b>			<b>0</b>	<b>0</b>	<b>0</b>		<b>2,350</b>	<b>176</b>	
HF Wipers	Wipers - Hand Fold								
	1 HF Wipers	Company Goods	0	0	0	0.1	0	0	
<b>Sub Total:</b>			<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	
<b>Report Totals:</b>			<b>0</b>	<b>0</b>	<b>0</b>		<b>88,004</b>	<b>25,889</b>	

Figure 109. Pieces and Pounds report.

# Support: Get Additional Help

If you find yourself in the need for help with the process, you have several support options:

## Web Support

Visit the Softrol Support website ( [support.softrol.com](http://support.softrol.com)) to get current documentation. With your support login you will find:

- Product manuals,
- FAQ, and
- Update downloads.

## Telephone Support

Call 1-877- 241-7679 for Softrol's technical support. Site License Number may be necessary to receive support.

## Email

[support@softrol.com](mailto:support@softrol.com)

## Hardware Repair

A Return Merchandise Authorization (RMA) is required to return a part for repair or credit. To request an RMA call 1-888-763-8765 (888-SOFTROL) ext. 122 or email [rma@softrol.com](mailto:rma@softrol.com).

## Parts

For replacement parts contact Softrol's Parts Department between the hours of 8:30 a.m. and 5:30 PM EST at 1-888-763-8765 (888-SOFTROL) ext. 110 or email [parts@softrol.com](mailto:parts@softrol.com).

## Site License

Site Licenses are available for all Softrol's automation and information networks. Please contact Softrol Support [support@softrol.com](mailto:support@softrol.com) or call 1-888-765-8765 (888-SOFTROL) ext.128



# Hardware Requirements

Besides the Touchscreens, SmartHubs, Power Hubs, Team Stations, Message Centers and cables the PPS system requires two PCs to operate. The minimum hardware requirements for the PCs is as follows:

## Database PC Hardware Requirements

Required: 1

Minimum system requirements:

- 2.4 GHz or greater server class machine (rack mountable if desired)
- Two 100GB drives or larger (to support RAID 1 mirrored drives)
- RAID 1 capable (mirrored drives)
- 8GB of memory
- DVD/CD-RW optical drive
- 2 Ethernet connections 100Mbps or better
- LCD monitor (minimum 1280x1024 resolution)
- 8 port Ethernet workgroup switch
- Local network cabling and connections

Operating systems and software:

- Microsoft Windows 2008 Server or later
- Microsoft SQL Server 2008 Release 2 or later.
- Open Office
- PDF printer

## PPS Application PC

Required: 1

Minimum system requirements:

Hardware Platform:

- 2.0 GHz processor PC
- Min 4 GB RAM
- Min 100 GB disk space
- DVD/CD-RW optical drive
- 2 Ethernet connections 100Mbps or better
- LCD monitor (minimum 1280x1024 resolution)
- Local Network Cabling and Connections

Operating systems and software:

- Microsoft Windows 7 (32bit, or 64bit)

# PPS PC Installation Process

The following details the process for installing a PPS workstation computer. See Appendix A for software and hardware requirements.

## Network Cards Set Up

Label the network cards on the outside of the cabinet. Name one “PPS Network,” and label the other “Corp Network.”

Change the name of the network connections:

1. Click **Start> Control Panel> Network and Sharing Center>Change Adapter Settings**
2. Right-click each adapter and select **Rename**.

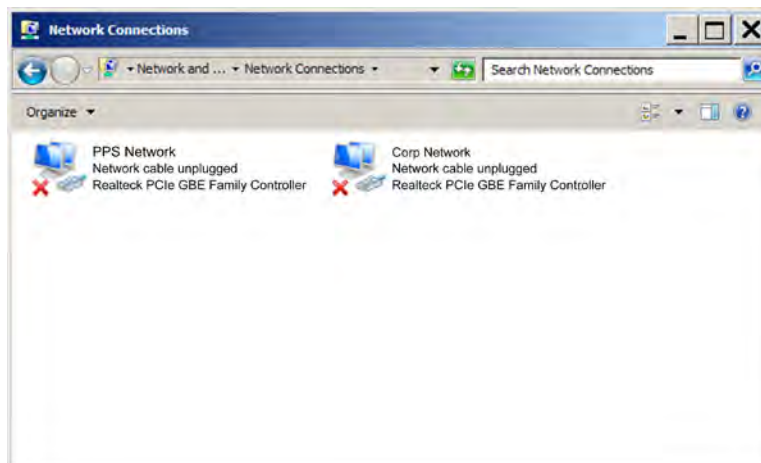


Figure 110. Network Settings. Rename each adapter to match the label on the device.

3. Rename each adapter to match the corresponding cabinet labels: PPS Network, Corp Network (see Figure 110).

## PPS Network Adapter Settings

1. Right-click the PPS Network adapter and select **Properties**.
2. Click to select the **Networking** tab.
3. Uncheck **Internet Protocol Version 6 (TCP/IPv6)**.
4. Click to highlight **Internet Protocol Version 4 (TCP/IPv4)**.
5. Click the **Properties** button.
6. Select **Obtain IP address automatically**.
7. Click **OK** to apply the settings and close the **Properties** dialog.

## PPS Network Settings

You need to change the settings for the PPS Network.

### Set the TCP/IP Settings

1. Right-click the PPS Network Adapter
2. Click **Properties**.
3. Click to highlight **Internet Protocol Version 4 (TCP/IPv4)**.
4. Click **Properties**.
5. Select **Use the following IP address**.
6. Set the **IP address** to: 192.168.100.100
7. Set the **Subnet mask** to: 255.255.255.0
8. Leave the gateway and other fields blank.
9. Click **OK**.
10. Click **OK** to accept the changes and close the dialog.

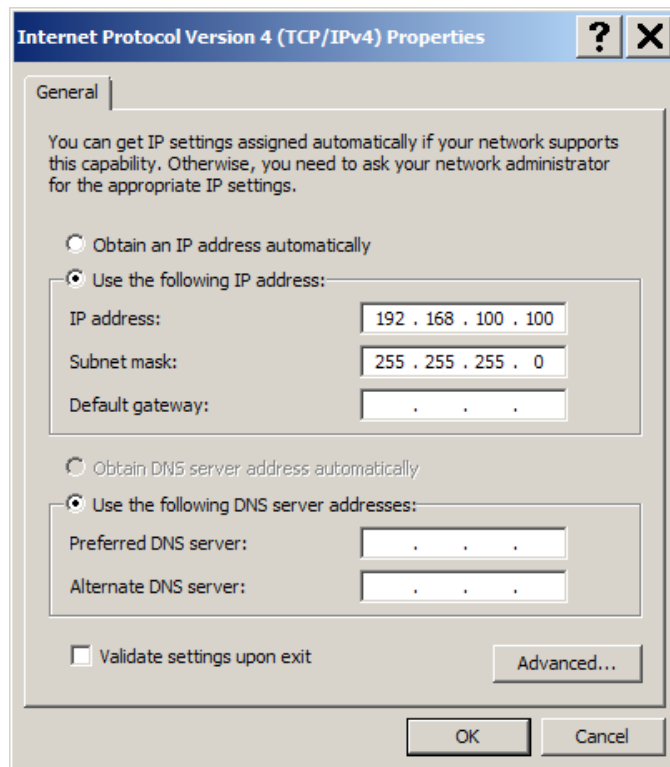


Figure 111. PPS Network TCP/IP settings.

## Disable the Firewall

1. Right-click the PPS Network Adapter.
2. Click **Properties**.
3. Click the **Advanced** tab (see Figure 112).
4. Click the **Settings** button in the **Windows Firewall** section.

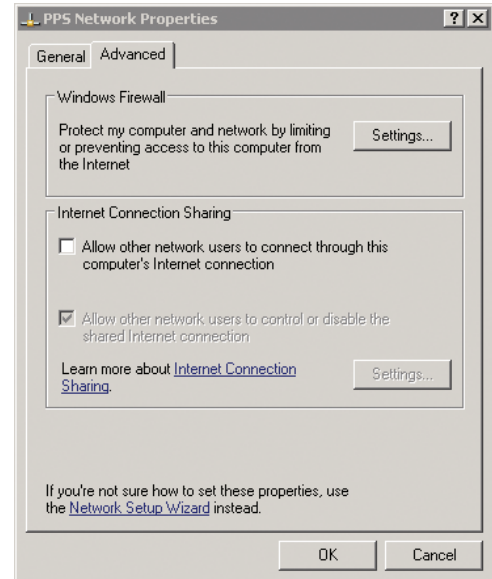


Figure 112. PPS Network Properties Advanced tab.

5. Select **Off** on the **General** tab, ignoring the Window's recommendations.
6. Click **OK** to close the *Windows Firewall* dialog.
7. Click **OK** to close the *PPS Network Properties* dialog.

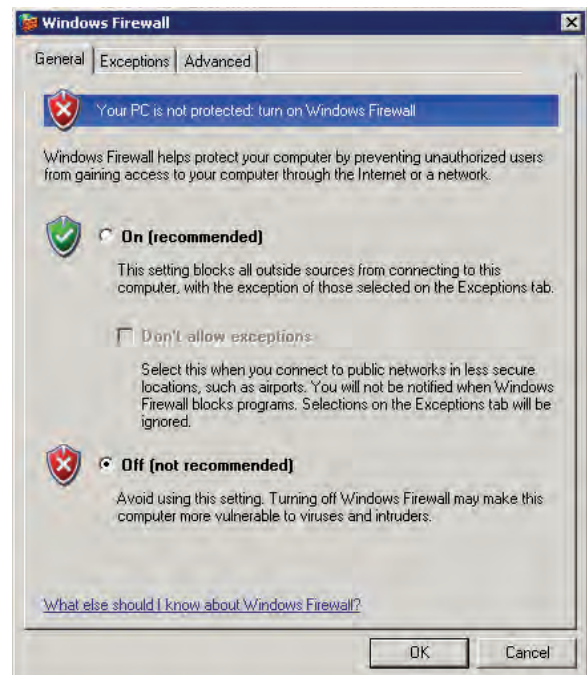


Figure 113. PPS Network Windows Firewall settings.

## Database Setup

You need to set up PPS as a user on SQL Server.

1. Open Microsoft SQL Server Management Studio.
2. Log in using the default administrator login and password (set up during install).
3. Expand the **Security** folder in the Object Explorer panel.
4. Right-click on the **Logins** folder and select **New> Login**.
5. Set the **Login name** to: “pps”
6. Set the Password fields to: “pps”
7. Click **OK**.
8. Create a directory (folder) on the root drive (usually the “D” drive) and name it “Database.”

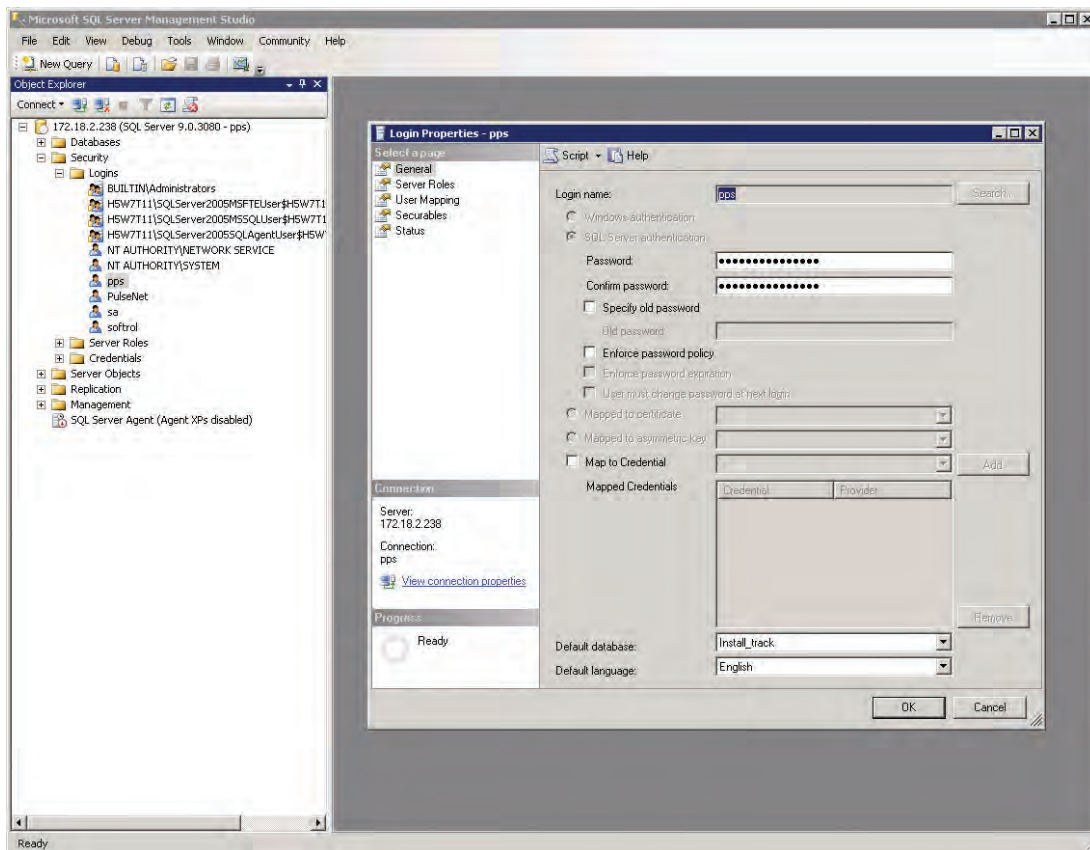


Figure 114. Microsoft SQL Server Management Studio. Create a new login with login name “pps” and password “pps”

## Install PPS Monitor

You will need to get the most recent version of PPS Monitor from the Softrol Support site. Contact Softrol for more information about downloading and installing the most recent version of the application. Once installed, place a shortcut on the desktop to PPSMon.exe.

## Restore the Database from a Backup

When you installed PPS Monitor the installer placed a database backup on the hard drive. You will now use the Restore features of Microsoft SQL Server Management Studio to create a new database from a backup.

1. Open Microsoft SQL Server Management Studio.
2. Right-click the **Database** folder in *Object Explorer*.
3. Select **Restore Database**.
4. Type “PPS” in the **To database** field of the *Restore Database* dialog (see Figure 115).
5. Select **From device**.
6. Click the button to the right of the **From device** field.

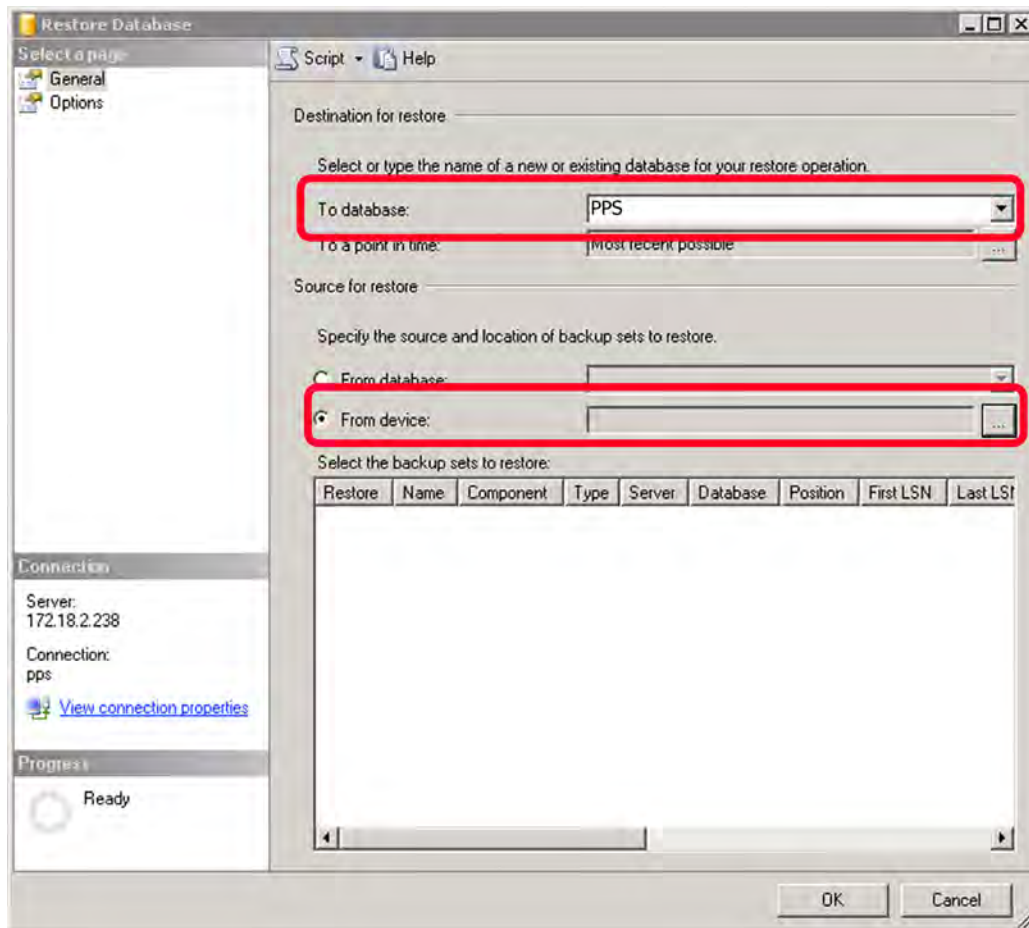


Figure 115. The Restore Database dialog.

7. Select **File** from the **Backup media** options (see Figure 116).
8. Click the **Add** button.
9. Navigate to D:\Softrol\PPS Monitor\Database and select the file pps\_ititial.bak.
10. Click **OK** on the *Specify Backup* dialog.

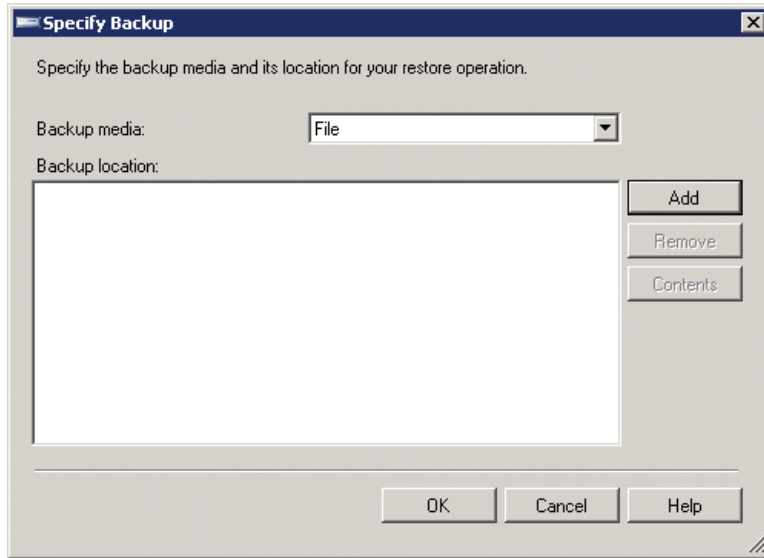


Figure 116. Specify Backup dialog.

11. Click the checkbox on the Restore Database dialog for the database you wish to restore from backup (see Figure 117).

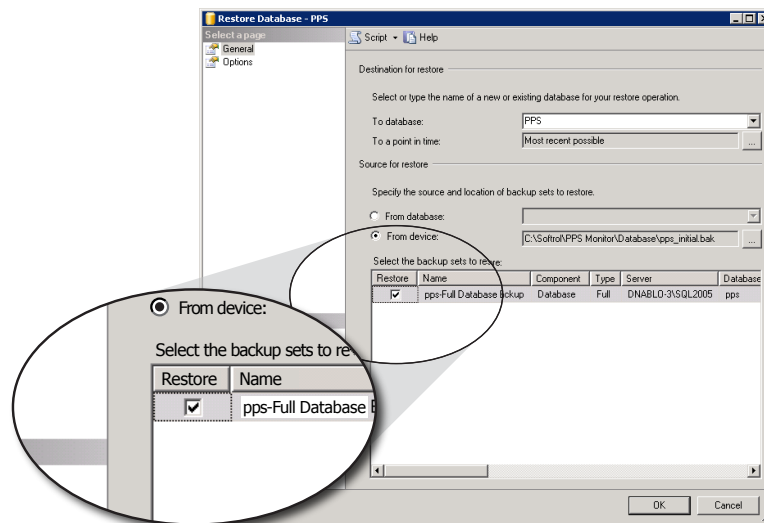


Figure 117. Restore Database restore checkbox.

12. Click **Options** in the **Select a Page** section of the dialog (see Figure 118).
13. Verify that each entry in the Restore Database files as section point to D:\Database
14. Click the “...” button to the right of each entry in the **Restore database files as** section.
15. Navigate to and select the D:\Database directory you created earlier.
16. Switch back to the **General** page.
17. Click **OK**. SQL Server will create the new database from the backup.

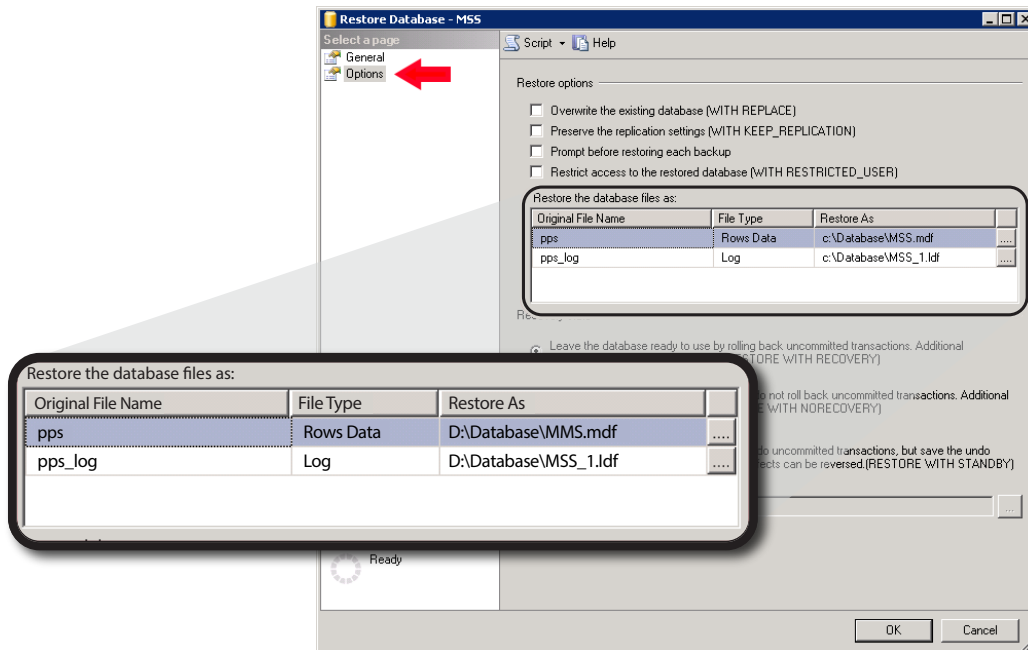


Figure 118. Restore Database options tab.

## Update Windows Registry

The Windows Registry needs updated. To update the registry:

1. Navigate to C:\Softrol\PPS Monitor\vb6Control
2. Double-click the file named **VB6Controls.reg** (for a detailed explanation of why this registry update is necessary, search the MS Knowledge Base for article q318597)

## Test Database Connection

Verify that you have a connection to the database:

1. Open the PPS Monitor application and select the **Settings> Program Settings** menu prior to logging in.
2. Select the **Database Connection** tab (see Figure 119).



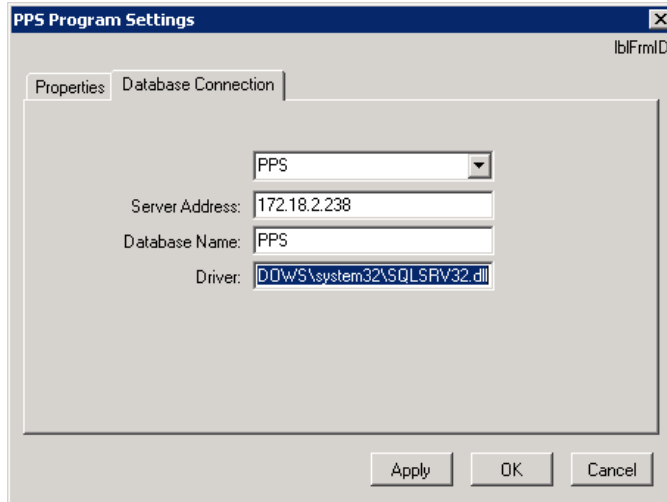


Figure 119. PPS Program Settings: Database Connection.

3. Change the **Server Address** to the IP address of the database server.
4. Click **OK**.
5. Continue logging in to PPS Monitor (use the user ID and password supplied to you during the install).
6. Click **OK** when prompted to update the database.
7. Reopen the PPS Program Settings.
8. Select the **Properties** tab (see Figure 120).
9. Set the **Reports Login Web Page** to: `http://<IP address>/ppsreports/login.asp` Replace IP Address with the reports server IP address ( usually 192.168.100.254).
10. Set the **Starting IP Address** to: 192.168.100.1
11. Set the **Sub Net Mask** to: 255.255.255.0

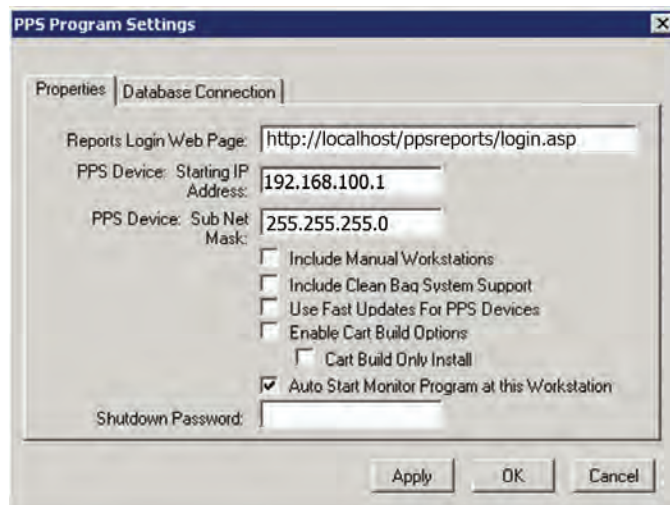


Figure 120. PPS Program Settings: Properties.

12. Click to check **Auto Start Monitor Program at this Workstation.**
13. Set a Shutdown Password. This password will keep unauthorized personnel from shutting down the PPS Monitor application. Leaving it blank will allow anyone with access to the computer to turn off PPS Monitor. It is recommended that you provide a password.
14. Click **OK.** Install Card Reader software

Navigate to D:\Documents and Settings\PPS User\Desktop\SETUP FILES\03\_CardReaderSoftware and double-click the SETUP.EXE file. This installs Smart Toolz; the required drivers for the card reader.

## Install the DHCP Server

1. Navigate to C:\Documents and Settings\PPS User\Desktop\SETUP FILES\05\_DHCP
2. Right-click the folder and select **Copy.**
3. Navigate to the root drive, C:\
4. Right-click and select **"Paste."**
5. Right-click the new 05\_DHCP folder and select **"Rename."**
6. Rename the folder "DHCP"
7. Open the renamed folder.
8. Locate the executable dhcpsvr.exe and right-click
9. Select **"Run as."**
10. Select **"Administrator,"** provide the administrator password, and click **OK** (see Figure 121).
11. Select **"Yes"** when asked, "Do you want to install it as a service?"

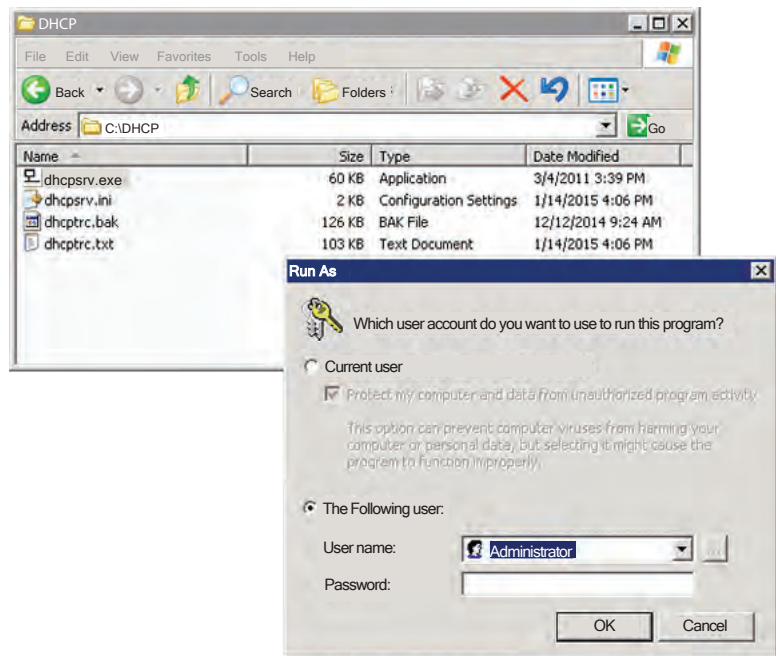


Figure 121. DHCP.SRV.EXE Run as administrator.

**A**

Auto Machine Off 19  
Automatic Restart Timer 60

**B**

Budgeted Hours 20  
BulkFold Communications Module  
69  
Bulk Fold Team Stations 66

**C**

Collection Methods  
Day Work Tasks Collection  
Method Measurement  
Parameters 20

Task 17

Company Information  
Set or Modify 6

Cost Centers 10, 12  
Add 10  
Modify 11

Customers  
Add 7  
Deactivate 7  
Modify 7  
New 7

**D**

Database 3  
Connection 4  
Driver 4  
Name 4  
Server Address 4  
Settings 3

Database PC Hardware  
Requirements 85

DayWork Count 53  
Department 5  
Add 8  
Modify 9

Discard Percent 19

**E**

Earned hours 71  
Email Alerts 70  
Employee Productivity Summary  
76

Employees 21  
Add 21  
Employment Information 27  
Language Preference 32  
Production Levels 23  
Shifts 29  
Assign 29

Terminate an Employee 27  
Titles 24  
Add New 25  
Assign 24

Types 25  
Add New 26  
Assignment 26

**F**

Favorites 67

**H**

Hardware Requirements 85

**I**

Idle time 71  
Install Card Reader software 94  
Install PPS Monitor 90  
Install PPSM Software 94  
Install the DHCP Sever 94  
Introduction 1

**L**

Language Preference 32

**M**

Maintenance Request 67  
Managing Performance 67  
Manual Count 53  
Manual or Daywork Task  
Log in 63  
Task Selection 63

Measured hours 71  
Mend and Stain Counts 67

Modify a Device 57  
Monitoring Stations 37  
Add a New Device to PPS  
Monitor 37  
Add a New Monitoring Station  
37  
Adjusting the Poll and Read  
Intervals 42

Assigning tasks 42  
Assigning tasks to a Device 42  
IP Address 37  
Properties Tab 38  
Setups Tab 39  
Using 62  
Logging In 63

**N**

Network 3  
Database Setup 89  
Firewall 88  
Settings 3  
TCP/IP Settings 87

Network Cards 86  
No Work 67

**P**

Pacing Device 54  
Poll Interval, Default 59  
Poll Intervals, Device Level 42  
PPS

Definition 1

PPS Application PC 85

PPS Devices 52  
Activate 58  
Deactivate 58  
Inactive 57  
Initialize 56  
Modify 57  
Monitor 52  
Properties 55  
Status Codes 53  
Types 53  
DayWork 53  
Manual Count 53  
Pacing 54  
Time Clock 53

Update 56

PPS Message Centers 47  
 PPS Monitor 3, 52  
   Access 52  
   Inactive Devices 57  
   Initialize Device 56  
   Record Processing Data 61  
     Record Process Interval 61  
  
   Settings 58  
     Automatic Restart Timer 60  
     Default Polling and Read  
     Interval 59  
  
   Status Codes 53  
   Update Device 57

PPS Monitor Stations 62  
 PPS Monitor Status Screen 52, 56  
 PPS Network Adapter Settings 86  
 PPS PC Installation Process 86  
 PPS Program Settings 3  
 PPS Touchscreen monitor stations  
   62  
 PPS Workstation PC 3  
 Production Control Window  
   Using 5

Production Items 14  
   Add 14  
   Delete 15  
   Item Groups 16  
     Modify 17  
     New 17  
  
   Modify 15

Production Levels 23  
 Production Measure 19  
 Production Pieces per Machine  
   count 19  
 Production Standard 19  
 Program Settings 3  
 PulseNet Production System 1

## R

Read Interval, Default 59  
 Read Intervals, Device Level 42  
 Record Processing Data 61  
 Record Process Interval 61  
 Reports 71  
   Access 71  
   Add a Work History Record 82  
   Correcting Reports 80  
   Daily Operator Performance  
     Summary 77  
   Daily Plant Production

Summary 79  
 Date and Shift Parameters 73  
 Daywork Hours 76  
 Earned Hours 76  
 Edit or Delete a Work History  
   Record 81  
 Effectiveness 76  
 Measured Hours 76  
 Overall Effectiveness 77  
 Pieces and Pounds Report by  
   Item 82  
  
 Restore the Database from a  
   Backup 90  
 Rewash Percent 19

## S

Schedules 35  
   Add 35  
   Modify or Delete 36  
  
 Shifts 29  
   Delete 30  
   Modify Shift Name 31

SmartCards 33  
   Make 33

Softrol-Production Control 5  
 Status Codes 53  
 Support 84  
   Email 84  
   Hardware Repair 84  
   Parts 84  
   Site License 84  
   Telephone Support 84  
   Web Support 84

## T

Tasks 12  
   Add 12  
   Day Work  
     Budgeted Hours 20  
     Collection Method  
     Measurement Parameters  
     20  
     Include in Earned Hours 20

Logging In  
   Manual Entry 64

Logging Off 66  
   Automatic Tasks 66  
   Daywork Task 66  
   Manual Task 66

Modify 13  
 Parameters 19  
 Setting Task Collection Method  
   17  
  
 Team Station. 62  
   Logging into 65  
  
 Test Database Connection 92  
 Time Clock 53  
 Titles 24  
   Add a New 25  
  
 Touchscreen 62  
 Touchscreen with a Team Station  
   65

## W

Windows Registry 92

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1/23/2015	1	First version



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