

TimExpress JobTraK User Guide



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SYSTEM SUMMARY

JobTraK work order tracking is designed for your employees to conveniently track their time throughout the workday, on single and multiple jobs and to automatically record their time into the system for reporting purposes. Tracking time, work orders, scheduling and payment of employees is streamlined to save time and expense. The system is divided into two (2) sections Shop Floor work order tracking and Time & Attendance. The systems are integrated so that each part enhances the other. “Direct” employees will use the Shop Floor portion of the system and “Indirect” employees will use the Time & Attendance portion of the system. The system will route them to the correct input screen automatically. Time is tracked, checked, and automatically imported into the payroll system when payroll is run.

In addition to the basic system functions, the data collected from this reporting system provides for the output of a variety of displays and printed reports that facilitate the analysis of job and operations cost. All transactions are archived to provide an in-depth history that can be analyzed to improve cost estimates in quoting special jobs.

The setup of the system should be carefully planned to provide for the quality of the information generated and for the system to work smoothly with your existing work routines.

Features, Procedures and Notes

Break down of time – If an employee works on a single work order all day all the employee time for that day is applied against that work order. An employee may concurrently work on different jobs throughout the day, each job starting and stopping at different or the same time. The work order tracking system keeps track of these changes and “splits” the time among the active processes for each employee. If 3 jobs are worked on for one hour each job is “charged” for 20 minutes of the employees time. After the job is completed a precise cost for the workstation and employee time can be generated through the reports section.

Payroll Interfacing – Once the employees’ time is in the system a report can be printed that shows each employees time for the period selected. Changes or adjustments can be easily made. If the Solution-IV payroll is used, the time is directly imported into the system when the payroll is run.

All open job-steps are displayed where the system is accessed. It is important to “End” job steps immediately on completion of each step to assure accurate time distribution to jobs.

IMPORTANT:

Please read carefully through the department, workstation and process steps prior to setting them up.

Time and Work Order Entry

The touch screen and barcode interfaces allow the employees to quickly enter data. Scanning work orders and employee badges and not entering them manually helps to eliminate data entry errors. This is also a more efficient method and minimizes the time required to execute time keeping routines.

Touch Screen

Using a touch screen eliminates the need for employees to “know how to use a computer”. They simply select the correct button from the screen. All interaction is simplified and quick.

The touch screen is a graphical interface. This will reduce training time for new employees on the use of the system. Since they can “see” their choices and the system leads them to the next selection the learning curve is minimal.

Started	Order#	Description

Barcode Scanning

Error Free - Barcode scanning is a virtually error free method of entering data. Simply scan the work order barcode and the Work Order tracking system begins to track data related to that work order.

Speed - Barcode scanning also speeds entry of data. No keyboard to punch numbers into, no need to remember the work order number or employee ID number.

CODE FILE MAINTENANCE AND SETUP

Employees

Navigation: Employees

“Direct” type employees are the employees whose work is directly related to a work order. They perform specific tasks for the process to produce a product. (i.e. graphics designer, printer, etc.) If they are assigned as direct employees they will be using the shop floor portion of the system and checking into and out of jobs.

“Indirect” type employees do not directly produce an item. They can work on the shop floor but do not work directly on the items being produced. (i.e. supervisor, secretary, etc.)

The screenshot shows a window titled "Employee Maintenance" with the following fields and values:

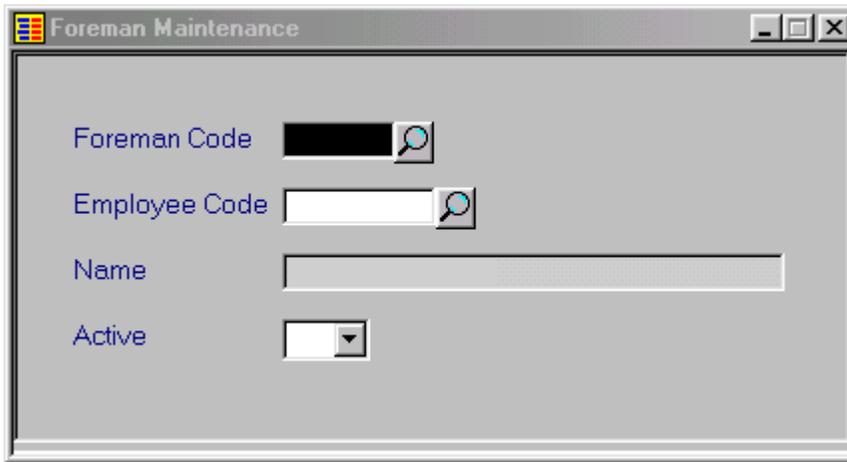
Employee Code	000000001	Eugene M. Paterson
Foreman	SHOP	Curt Sandberg
Schedule	SHIFT1	Shift 1
Earning Code	REG	Regular
OverTime Code	OVER	Overtime
Type	Direct	
Address	23 7th Ave.	
City, St, Zip	Trenton NJ	08633
Home Phone	209 333-9999	SSN 222-00-0333

FIELD	Comments
<u>Employee Code</u>	Enter a 10-digit employee ID number. To view all employees, click on the  magnifying glass icon to the right of the field.
Schedule	Here you may choose a schedule to assign to the employee. To view all schedules, click on the  magnifying glass icon to the right of the field.
Earning Code	Here you may choose an earning code to assign to the employee. To view all earnings types, click on the  magnifying glass icon to the right of the field.
Overtime Code	Here you may choose an overtime earning code to assign to the employee. To view all earnings types, click on the  magnifying glass icon to the right of the field.
Type	Specify the type of employee this is: <ul style="list-style-type: none"> • Direct – Works directly on item production • Indirect – Does not work directly on item production (See notes above for a further explanation)

Foremen

Navigation: File Maintenance/Foreman

The foreman code allows you to sort employees by the supervisory personnel they are assigned to. Codes may 1-6 digits and should be descriptive of the department or area they are assigned to. The employee assigned to this code may be changed when necessary.



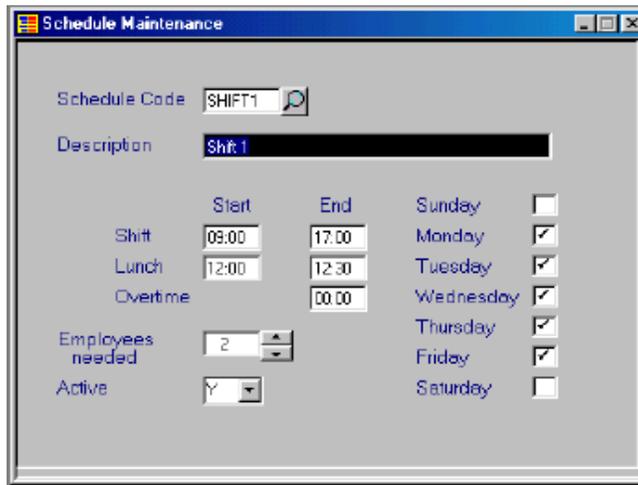
FIELD	Comments
<u>Foreman Code</u>	Enter a foreman Code. You may enter a maximum of 6 characters, both numbers and letters. The code must be unique - you cannot have the same code twice. You can set up as many codes as you like. Use codes that are easy to remember and describe the foreman Type, for example: for Shop floor enter SHOP. To view all foremen, click on the  magnifying glass icon to the right of the field.
<u>Employee Code</u>	Enter the 10-digit employee ID number to assign to this foreman code . To view all employees, click on the  magnifying glass icon to the right of the field.
Active	Specify if the foreman is active: <ul style="list-style-type: none"> • Y – Code is active • N – Code is not active (When the code is inactive it will not show up as a selection choice.)

Schedules

Navigation: File Maintenance/Schedule

Schedules can be setup with standard workweek time only or to include overtime as well. If overtime is included with the schedule any employees assigned to that schedule will be checked out at the end of the regular hours and then checked back in for the overtime portion of the schedule at the pay rate specified in the employees setup. This will happen regardless of the business parameters setup for the Auto Check In/Out feature.

No schedule is required for an employee to use the system. If no schedule is attached to an employee their time is still tracked but when generating reports no early or tardy reporting can be made on that employees time.



FIELD	Comments
<u>Schedule Code</u>	Enter a Schedule Code. You may enter a maximum of 6 characters, both numbers and letters. The code must be unique - you cannot have the same code twice. You can set up as many codes as you like. Use codes that are easy to remember and describe the Schedule Type, for example: for Shift 1 enter SHFT1. To view all schedules, click on the  magnifying glass icon to the right of the field.

Description	Enter a description of the schedule. You may enter a maximum of 35 characters, both numbers and letters.
Start/End Times	Enter the starting and ending time of the schedule for each event.
Overtime	If there is overtime on this schedule specify when the overtime ends. The overtime will automatically start when the regular schedule ends. (See notes above)
Employees Needed	N/A – For future use with Scheduling Module.
Days of the Week	Specify which days of the week the schedule is active. A <input checked="" type="checkbox"/> checkmark in the box designates the schedule is active that day.
Active	Specify if the schedule is active: <ul style="list-style-type: none"> • Y – Code is active • N – Code is not active (When the code is inactive it will not show up as a selection choice.)

DEPARTMENTS – WORKSTATIONS - PROCESSES

Setup of the departments, workstations and processes is the most critical for the effective use of the system. Although the system will handle an unlimited number of each type only 10 will fit on the touch screen at one time. (an extra touch will enable an employee to select the 11th department.) If more than 10 departments, workstations or processes are entered, care should be taken to arrange them so that they appear with the 10 most used first. (I.e. 1-Prnt, 2-Bind, etc.) After the employee selects the department only the workstations assigned to that department will show as choices on the next selection touch screen. After the employee selects the workstation only the processes assigned to that workstation will show as choices on the next selection screen.

Note: A department, workstation or process may only be deleted if it has not been used by the system yet. After it has been used it may only be inactivated.

Hints and examples for department, workstation and process setup.

The system is setup to automatically select an option if it is the only option. For certain processes this feature can be used to essentially automate the touch screen.

Example 1: Department code: 1-QPRT with only 1 workstation assigned.

Workstation code: Q-PRT with only 1 process assigned.

Process code: Q-PRT

This would only require an employee to select the 1-QPRT department and then the workstation and process would automatically be selected (the only options under that department and workstation).

Example 2: Department code: 2-BIND with ony1 workstation assigned.

Workstation code: Z-BIND with 4 processes assigned.

Process code: 1-STPL

2-GLUE

3-PNCH

4-FLDR

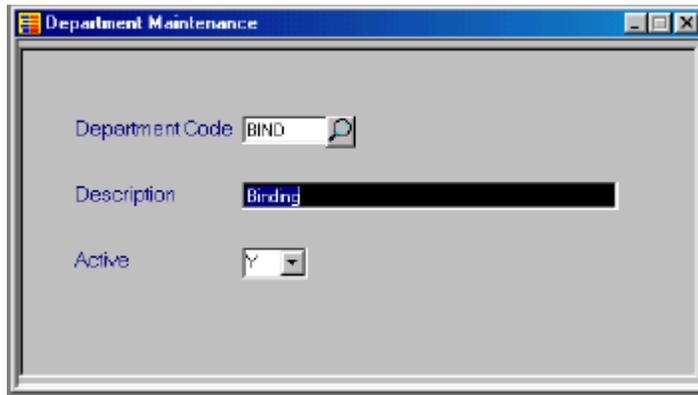
This would require an employee to select the 2-BIND department and then the workstation

would automatically be selected, (the only option under that department) then the employee would select the process from the 4 options shown.

Departments

Navigation: File Maintenance/Departments

Departments are the top tier in the selection and reporting process. Prior to entering the departments care should be taken to determine the grouping of all departments, workstations, and processes. See note above. It would be a good idea to write out in outline form the hierarchy you will use before entering the data.



<u>FIELD</u>	Comments
<u>Department Code</u>	Enter a Department Code. You may enter a maximum of 6 characters, both numbers and letters. The code must be unique - you cannot have the same code twice. You can set up as many codes as you like. Use codes that are easy to remember and describe the Department, for example: for the copy department, enter COPY. To view all departments, click on the  magnifying glass icon to the right of the field.
Description	Enter a description of the department. You may enter a maximum of 35 characters, both numbers and letters.

Active	<p>Specify if the department is active:</p> <ul style="list-style-type: none"> • Y – Code is active • N – Code is not active <p>(When the code is inactive it will not show up as a selection choice.)</p>
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Workstations

Navigation: File Maintenance/Workstations

Workstations are the center tier in the selection and reporting process. Prior to entering the workstations care should be taken to determine the grouping of all departments, workstations, and processes. See note above. It would be a good idea to write out in outline form the hierarchy you will use before entering the data.

The screenshot shows a window titled "Work Station Maintenance" with the following fields and values:

- Work Station Code: COMP1
- Description: Graphics Design Computer
- Cost Per Hour: 10.00
- Overhead Cost: 5.00
- Department: DESIGN (with a dropdown menu showing "Design and Make Ready")
- Active: Y

FIELD	Comments
<u>Workstation Code</u>	<p>Enter a Workstation Code. You may enter a maximum of 6 characters, both numbers and letters. The code must be unique - you cannot have the same code twice. You can set up as many codes as you like. Use codes that are easy to remember and describe the Workstation, for example: for a color copier enter CLRCPY. To view all workstations, click on the  magnifying glass icon to the right of the field.</p>

Description	Enter a description of the workstation. You may enter a maximum of 35 characters, both numbers and letters.
Cost per hour	Enter the cost per hour of this workstation. This is the direct cost of the machine. (i.e. lease, mortgage cost / hours per month maximum run time.)
Overhead Amount	Enter the overhead cost amount of this workstation. This is the indirect cost of the machine. It should include a portion of the entire overhead of the company or plant.
<u>Department Code</u>	Enter a Department Code to assign this workstation to. To view all departments, click on the  magnifying glass icon to the right of the field.
Active	Specify if the workstation is active: <ul style="list-style-type: none"> • Y – Code is active • N – Code is not active (When the code is inactive it will not show up as a selection choice.)

Processes

Navigation: File Maintenance/Processes

Processes are the bottom tier in the selection and reporting process. Prior to entering the processes care should be taken to determine the grouping of all departments, workstations, and processes. See note above. It would be a good idea to right out in outline form the hierarchy you will use before entering the data and also to consider which task you may wish to group as one process and which task will be considered a single process.

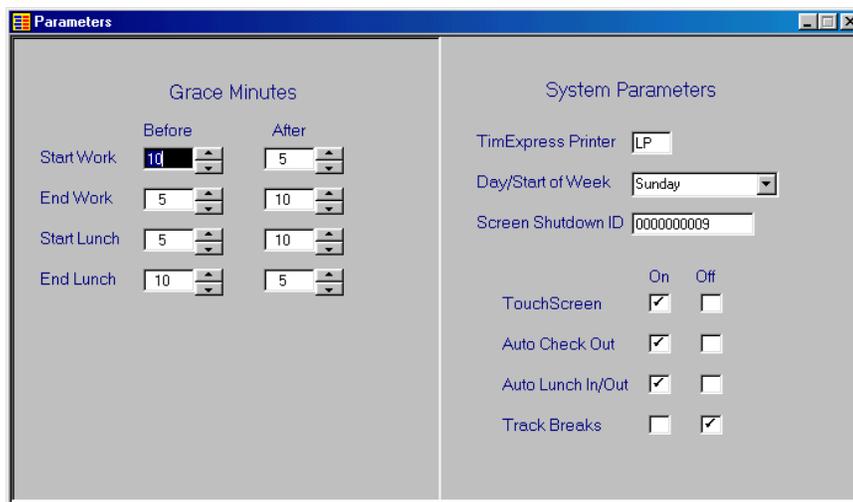
The screenshot shows a window titled "Process Maintenance" with a blue header bar. Inside the window, there are four labeled fields: "Process Step" with a text input and a magnifying glass icon; "Description" with a long text input; "Work Station" with a text input and a magnifying glass icon; and "Active" with a dropdown menu.

FIELD	Comments
<u>Process Code</u>	Enter a Process Code. You may enter a maximum of 6 characters, both numbers and letters. The code must be unique - you cannot have the same code twice. You can set up as many codes as you like. Use codes that are easy to remember and describe the process, for example: for brochure design enter BDESGN. To view all processes, click on the  magnifying glass icon to the right of the field.
Description	Enter a description of the process. You may enter a maximum of 35 characters, both numbers and letters.
<u>Workstation Code</u>	Enter a Workstation Code to assign this process to. To view all workstations, click on the  magnifying glass icon to the right of the field.
Active	Specify if the process is active: <ul style="list-style-type: none"> • Y – Code is active • N – Code is not active (When the code is inactive it will not show up as a selection choice.)

SYSTEM SETUP

Navigation: File Maintenance/TimExpress Parameters

Care should be taken when choosing the Auto Check In/Out, Auto Lunch In/Out and the Track break settings. The system will use these choices to activate certain screen choices and buttons. (I.E. Tracking breaks requires 2 more buttons on the screen. Start Break & End Break). Also if the auto settings are not activated and an employee forgets a swipe the system does not know the status of that employee.



System Parameters

FIELD	Comments
<u>TimExpress Printer</u>	Enter the default printer for TimExpress reports.
<u>Day/Start of Week</u>	Enter the workweek start date. This is used for reporting purposes.
Shut-Down ID	This is the ID number that will allow shut down of the Touch Screen.

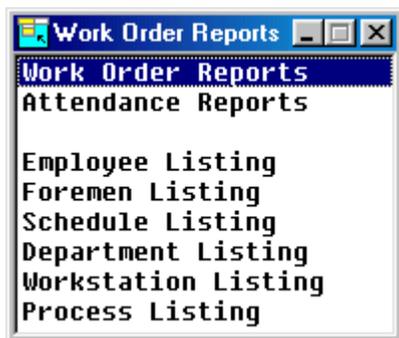
Touch Screen	Turn on/off the Touch Screen functionality. If this is off screen buttons will have the appropriate keyboard value listed to allow employees to use a keyboard for the functions.
Auto Check Out	Turn on/off the functionality to have TimExpress automatically check employees out at the end of workday, if you only want employees to punch in.
Auto Lunch In/Out	Turn on/off the functionality to have TimExpress automatically check in and out for lunch breaks.
Track Breaks	Turn on/off the functionality to have the system track breaks.

Grace Minutes

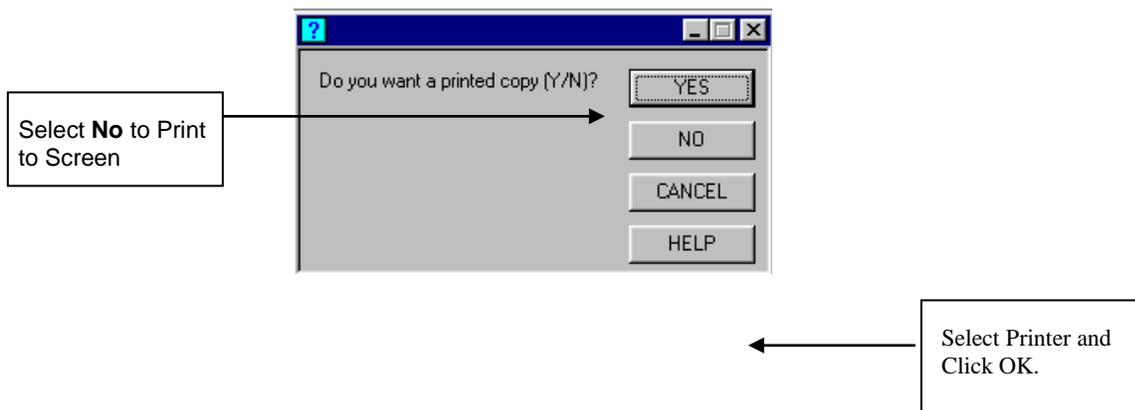
<u>FIELD</u>	Comments
Before and After Grace Minutes	Enter the different grace periods for each event. For example if when an employee punches in for work at 8:09 and you don't want to dock their pay you can set up 10 grace minutes and the system will roll back their time to 8:00.

REPORT MENU

The following reports can be printed from **TimExpress**:



When printing reports in **TimExpress** if no printer is setup in the **TimExpress** parameters you have the option to view on the screen or print:



Work Order Reports

Navigation: File Maintenance/Work Order Reports

All reports have both a summary and a detail option. Several filtering options are given as well as any range of valid dates.

The screenshot shows a window titled "Standard Reports" with the following fields and controls:

- Report Type:** A dropdown menu with "Cost" selected.
- Date Range:** A dropdown menu with "Completed/Started" selected.
- Start/End Dates:** Two text boxes containing "08/19/01" and "08/25/01".
- Work Order:** A text box with "All" and a search icon.
- Customer:** A text box with "All" and a search icon.
- Item:** A text box with "All" and a search icon.
- Employee:** A text box with "All" and a search icon.
- Dept:** A text box with "All" and a search icon.
- Workstation:** A text box with "All" and a search icon.
- Process:** A text box with "All" and a search icon.
- Detail On:** A checked checkbox.
- Buttons:** "Reset" and "Print" buttons.

FIELD	Comments
Report Type	Select the report type by using the drop down arrow: <ul style="list-style-type: none"> • Cost • Progress • Active
Date Range	Select the Date Range for your report:

	<ul style="list-style-type: none"> • Today • Yesterday • This Week • Last Week • This Month • Last Month • Custom - enter specific Start and End Dates
Additional option	Additional selection option for reports dates.
Work Order	You may enter a work order number for a specific work order you want to print the report for. To view all work orders, click the  magnifying glass icon to the right of the field. The system default is All to print the report for all work orders.
Customer	You may enter a customer code number for a specific customer you want to print the report for. To view all customers, click the  magnifying glass icon to the right of the field. The system default is All to print the report for all customers.
Item	You may enter an item code for a specific inventory item you want to print the report for. To view all items in inventory, click the  magnifying glass icon to the right of the field. The system default is All to print the report for all items.
Employee	You may enter an employee ID number for a specific employee you want to print the report for. To view all employees, click the  magnifying glass icon to the right of the field. The system default is All to print the report for all employees.
Schedule	You may enter schedule for a specific schedule you want to print the report for. To view all schedules, click the  magnifying glass icon to the right of the field. The system default is All to print the report for all schedules.

Earning Code	You may enter an earning type you want to print the report for. To view all earnings types, click the  magnifying glass icon to the right of the field. The system default is All to print the report for all earnings types.
Detail On	When the detail box is checked <input checked="" type="checkbox"/> , details of the individual processes will be printed.

Cost Report (Detail)

Cost report – Gives a break down of the workstation time and employee time spent on each process for a work order. This is then summarized at the end as a total cost of work order and average cost per item produced. (I.E. \$500 total cost on 1000 color copies: .50 per item)

TM-RORDC1 08/27/01	Order Cost Report - Detail Lightspeed Distributors (GIM)	Page: 1 02:43 PM
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Order Number	Line	Quantity	Item	Started	Completed	
0000000122	1	400	4 COL0 - 4 Color Brochure	08/25/01	08/25/01	
Process: DESIGN - Design Graphics and Setup				Start 08/25/01 7:28	Complete 08/25/01 12:39	Work Station Total Time 4.68 Hrs
Emp1: 000000002 - Jim Patton						Employee Split Time 4.68 Hrs
WorkStation: COMP1 - Graphics Computer						\$Cost\$ \$63.18 \$145.08 Overhead \$135.72
Process Cost Per Unit:				\$.86	Process Total	\$343.98
Process: 4BRTRI - 4 Color Brochure Tri-fold				Start 08/25/01 12:39	Complete 08/25/01 14:03	Work Station Total Time 1.40 Hrs
Emp1: 000000002 - Jim Patton						Employee Split Time 1.40 Hrs
WorkStation: 4COL0R - 4 color printing press						\$Cost\$ \$18.90 \$189.00 Overhead \$144.20
Process Cost Per Unit:				\$.88	Process Total	\$352.10
Total Running Hrs				WorkStations	Employees	
Running Cost				6.08	6.08	
Overhead				\$334.08	\$82.08	
Total				\$279.92		
Total Cost:				\$614.00	\$82.08	

Order No. 0000000122 Line: 1	Total Cost:	\$696.08
Items: 4 COL0 - 4 Color Brochure		
Number Units: 400		
Cost Per Unit: \$1.74		
Status: Complete		

Progress Report (Detail)

Progress report – Similar to the cost report but shows only the processes and time for a work order.

TM-RORDP1 08/27/01	Progress Report - Detail Lightspeed Distributors (GIM)	Page: 1 02:58 PM
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Order Number	Line	Quantity	Item	Start	Complete
0000000122	1	400	4 COLO - 4 Color Brochure	08/25/01	08/25/01

Process: DESIGN - Design Graphics and Setup	Start	Complete	Work Station	Employee
Empl: 000000002 - Jim Patton	08/25/01	08/25/01	Total Time	Split Time
WorkStation: COMP1 - Graphics Computer	7:28	12:39	4.68	4.68 Hrs

Process: 4BRTRI - 4 Color Brochure Tri-fold	Start	Complete	Work Station	Employee
Empl: 000000002 - Jim Patton	08/25/01	08/25/01	Total Time	Split Time
WorkStation: 4COLOR - 4 color printing press	12:39	14:03	1.40	1.40 Hrs

	-----	WorkStations	Employees
Total Running Hrs		6.08	6.08

Active Report (Detail)

Active report – Shows the work orders being worked on at this time in the system.

TM-RORDA1 08/27/01	Active Order Report - Detail Lightspeed Distributors (GIM)	Page: 1 03:00 PM
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Order Number	Line	Item	Start
0000000125	1	LETTER - Letterhead	08/25/01

Process: COPY - Copy Process	Start	Complete	Work Station	Employee
Empl: 000000002 - Jim Patton	08/25/01	0:00	Total Hrs	Split Time
WorkStation: COPY - Copy machine	14:03	0:00	2.95	2.95 Hrs

Process: GLUE - Glueing Process	Start	Complete	Work Station	Employee
Empl: 000000001 - Eugene M. Paterson	08/25/01	0:00	Total Hrs	Split Time
WorkStation: GLUE - Glue pages	15:18	0:00	1.70	1.70 Hrs

	-----	WorkStations	Employees
Total Running Hrs		4.65	4.65

Time & Attendance Reports

Navigation: Reports/Attendance Reports

The screenshot shows a window titled "Reports" with the following fields and controls:

- Report Type:** A dropdown menu currently set to "Attendance".
- Date Range:** A dropdown menu set to "This Week", with "Start" and "End" date fields showing "08/19/01" and "08/25/01" respectively.
- Employee:** A search field with a magnifying glass icon and the text "All".
- Schedule:** A search field with a magnifying glass icon and the text "All".
- Earning Code:** A search field with a magnifying glass icon and the text "All".
- Buttons:** "Reset" and "Print" buttons are located at the bottom right of the window.

<u>FIELD</u>	Comments
Report Type	<p>Select the report type by using the drop down arrow:</p> <ul style="list-style-type: none"> • Attendance • Variations • Absent • History Comparison
Date Range	<p>Select the Date Range for your report:</p> <ul style="list-style-type: none"> • Today • Yesterday

	<ul style="list-style-type: none"> • This Week • Last Week • This Month • Last Month • Custom - enter specific Start and End Dates
Employee	You may enter an employee ID number for a specific employee you want to print the report for. To view all employees, click the  magnifying glass icon to the right of the field. The system default is All to print the report for all employees.
Schedule	You may enter schedule for a specific schedule you want to print the report for. To view all schedules, click the  magnifying glass icon to the right of the field. The system default is All to print the report for all schedules.
Earning Code	You may enter an earning type you want to print the report for. To view all earnings types, click the  magnifying glass icon to the right of the field. The system default is All to print the report for all earnings types.

Attendance Report

Navigation: File Maintenance/Attendance Reports

TI-RATTN1		Attendance Report				
04/10/01		Date Range: 04/10/2001 - 04/10				
Employee Code	Name	Phone	Start Date	En		
-----	-----	-----	-----	-----		
0000000001	Leon Somera11	610-555-1212	01/01/68YY			
		Break		**Lunch**	**Br	
Date	Start	Leave	Return	Leave	Return	
04/10/01YY	10:10	0:00	0:00	0:00	0:00	
Exception:Not Scheduled for Tuesday; Missing Punch						

Missing Attendance

TI-RATTNM
08/23/01

Missing Attendance
TimExpress Ver.1 (TM1)
Date Range: 08/23/2001 - 08/23/2001

Page: 1
07:58 PM

Employee
Code

Name

0000000010 Curt Sandberg

Absent Date

Schedule

08/23/01 DY1 Day shift 1

History Comparison

This report compares the current time record and shows all single swipe records that make up that record.

TI-RATTNH
08/27/01

History/Attendance Report
Lightspeed Distributors (GIM)
Date Range: 08/19/2001 - 08/25/2001

Page: 1
03:14 PM

Employee Code	Name	Phone	Start Date	End Date	Schedule	Earnings
0000000001	Eugene M. Paterson	209 333-9999	10/19/99		ALL1	REG
			Lunch			
			Leave	Return	End Work	Total Hrs Type
			08/25/01 7:30	12:00 12:45	16:00	7.75 REG
History:	Action	Actual Time	Origination	Date added	Change Oper.	Date
	Check In	07:30	View Chg	08/25/01	C00	08/27/01
	Start Lunch	12:00	View Chg	08/25/01	C00	08/27/01
	End Lunch	12:30	View Chg	08/25/01	C00	08/27/01
	Check Out	16:00	View Chg	08/25/01	C00	08/27/01
	08/25/01	16:00		0:00	0:00	17:00 1.00 OVER
History:	Action	Actual Time	Origination	Date added	Change Oper.	Date
	Check In	16:00	Overtime	08/25/01		
	Check Out	17:00	Overtime	08/25/01		

Schedule Listing Report

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TI-RSCHED1
08/23/01

Schedule Listing
TimExpress Ver.1 (TM1)

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Schedule Code	Description	** Days **	Active
DY1	Day shift 1	SMTWTFS XXXXX	Y

Employees Needed: 3

	** Start **	** End **
Work	8:00	16:30
Lunch	12:00	12:30
Overtime		0:00

Department Listing Report

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TM-RDEPT1
08/23/01

Department Listing
Curt Sandberg & Associates

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Department Code	Description	Active
BIND	Binding	Y
COPY	Copy	Y
GRAPHX	Graphics and file ready	Y
PRINT	Printing	Y

Workstation Listing Report

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Schedule Listing Report

TM-RWKST1
08/27/01

Work Station Listing
Curt Sandberg & Associates

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Work Station	Step	Description	*** Cost ***		Active
			Per Hour	Overhead	
2COLOR	2	Color printing press	105.00	95.00	Y
	2BRBI	2 Color Brochure Bi-fold			Y
	2BRTRI	2 Color Brochure Tri-fold			Y
4COLOR	4	color printing press	135.00	103.00	Y
	4BRBI	4 Color brochure Bi-fold			Y
	4BRTRI	4 Color Brochure Tri-fold			Y

Process Listing Report

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TM-RWKPS1
08/23/01

Process Step Listing
TimExpress Ver.1 (TM1)

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Dept	Work Station	Step	Description	Active
BIND	Binding			Y
	GLUE	Bind and Glue		Y
		GLUE	Glue	Y
	PUNCH	Hole punch and install		Y
		CPUNCH	Center punch manuals	Y
		LPUNCH	Left punch manuals	Y
		RPUNCH	Right punch manuals	Y
	STAPLE	Staple		Y
		STAPLE	Staple	Y