

Video Time Study

Operating Manual

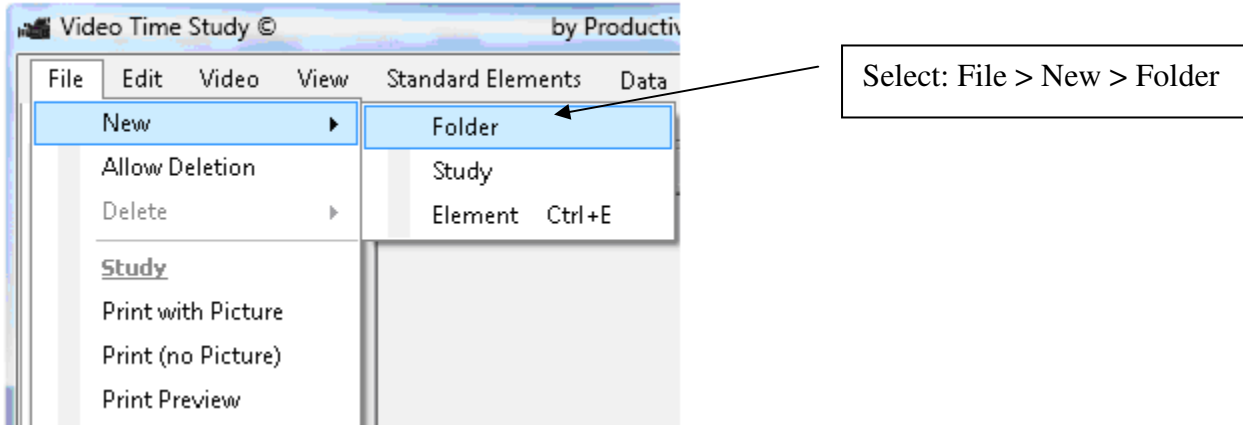
By

Productivity Concepts Inc.

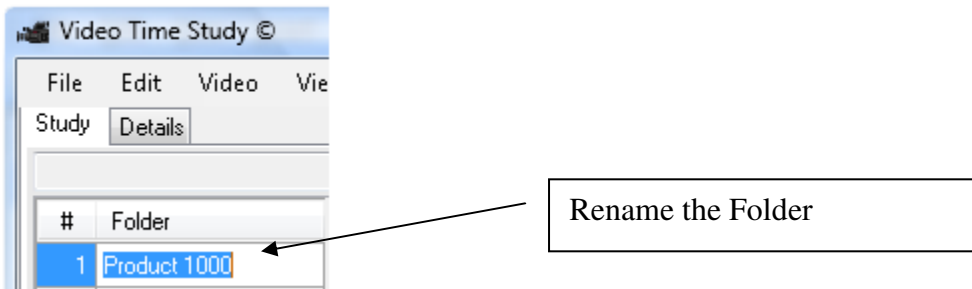
productivityconcepts.net

New Records

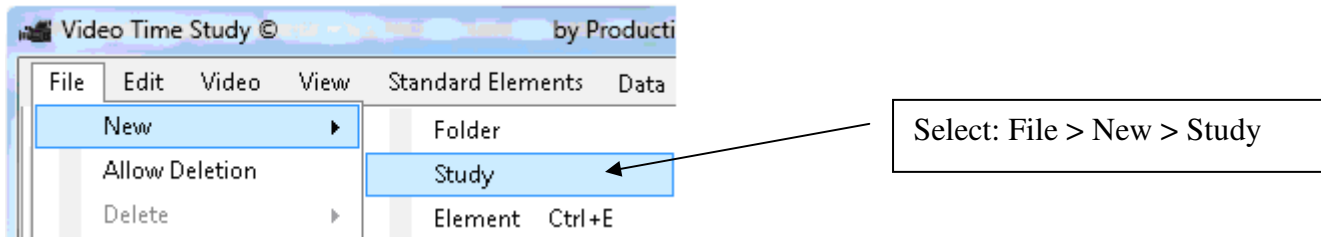
Create a new Folder



By default a new folder will be named "New Folder"
Rename it as needed



Create a new Study within the selected folder

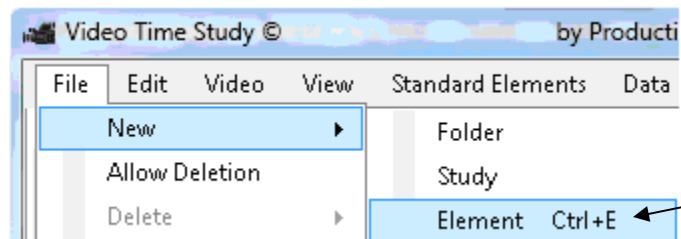


By default a new Study will be named "New Study"
Rename it as needed

Rename the Study and enter study Code if applicable

Study #	Description	Minutes
1	Cut skins	0.000

Create a new Element within the selected study



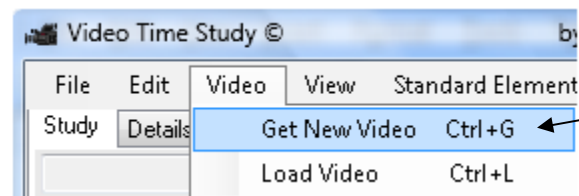
Select: File > New > Element
or type Ctrl+E

Describe the Element

#	Element Description
1	Sort skins

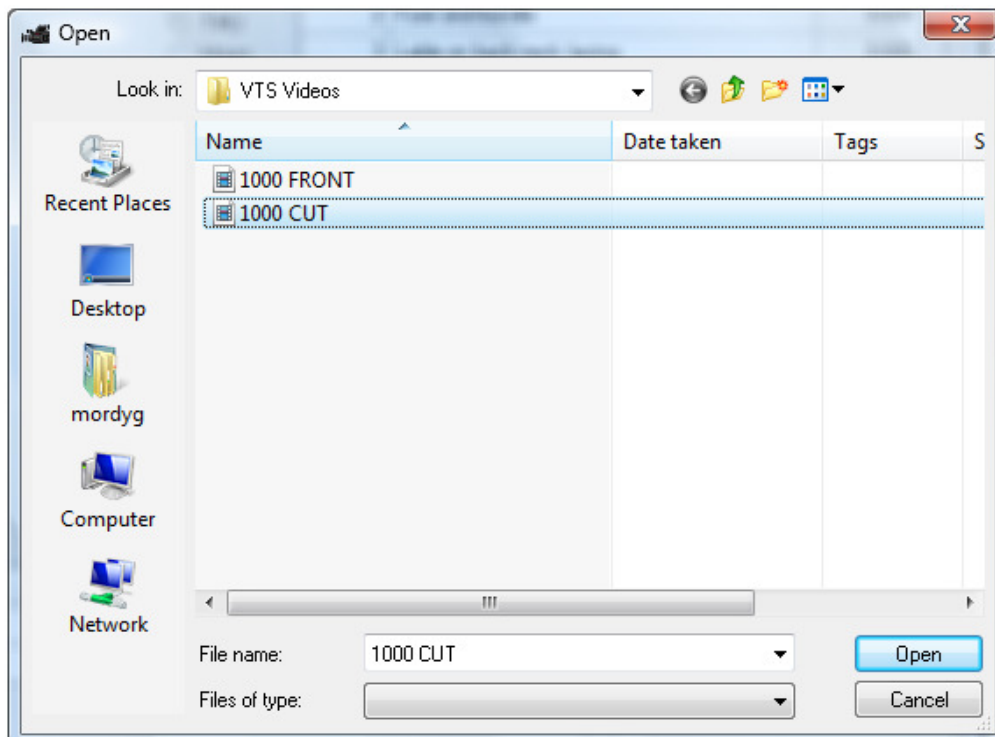
Loading a Video

Get a new Video

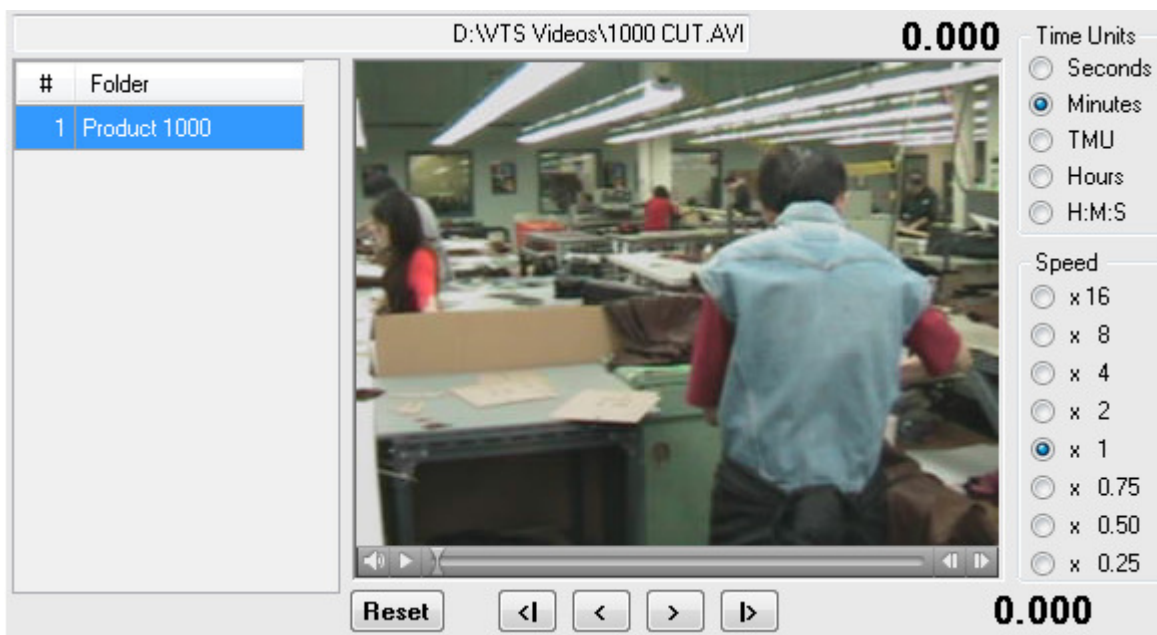


Select: Video > Get New Video
or type Ctrl+G

Select the Video File and click Open



The Video will appear in the video box



Study The Video

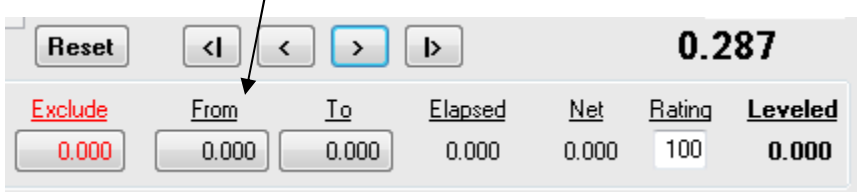
Click on the Play Foreword button to start playing the video
The button will turn into a stop button



Click on the Stop Button to stop at the point where you wish to start the study



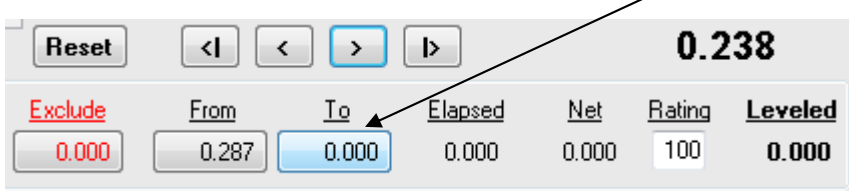
Click on the From button to capture the starting point of the timed element



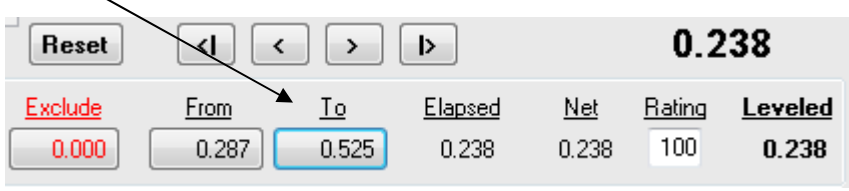
The From Button will capture the starting time of the element and the timer will be set to zero



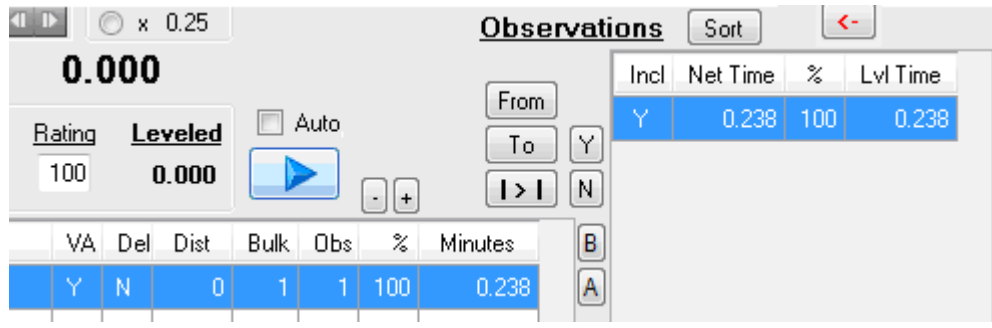
When you reach the end of the element Stop again and then click on the To Button



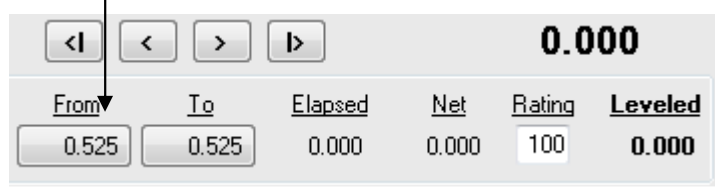
The To Button will capture the ending time of the element



Click on the Add button to add your captured time in a new observation line



The from button now mark the last stop position



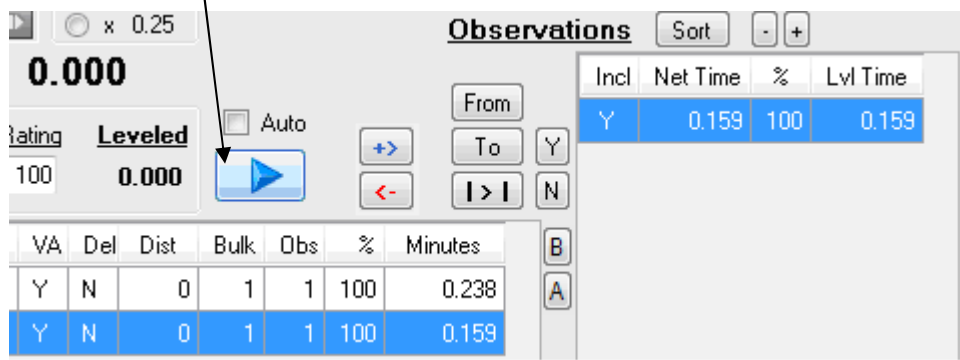
Press Ctrl+E to add a new element and describe the new element

#	Element Description
1	Sort skins
2	Get one skin to cutting table

Time the next element and click on the "To" button



Click on the "Add" button and add the time to a new observation record the time value is also added to the element time



Now click on element number 1 and study it again

Reset	<	<	>	>	0.253		
<u>Exclude</u>	<u>From</u>	<u>To</u>	<u>Elapsed</u>	<u>Net</u>	<u>Rating</u>	<u>Leveled</u>	
0.000	0.684	0.684	0.000	0.000	100	0.000	

Click on the To button

Reset	<	<	>	>	0.253		
<u>Exclude</u>	<u>From</u>	<u>To</u>	<u>Elapsed</u>	<u>Net</u>	<u>Rating</u>	<u>Leveled</u>	
0.000	0.684	0.937	0.253	0.253	100	0.253	

Exclude a section from the study by timing it via the red “From” and “To” buttons and then capturing the Time by clicking on the red “>” button. You can capture multiple segments to be included by simply adding the segments to the Excluded value. The Excluded value can be set to zero by clicking the “Exclude” button, It will be set automatically to zero when the “Add” button is clicked.

Captured Time									
<u>From</u>	<u>To</u>	<u>Exclude</u>	<u>From</u>	<u>To</u>	<u>Elapsed</u>	<u>Net</u>	<u>Rating</u>	<u>Leveled</u>	
0.686	0.695	>	0.009	0.684	0.695	0.011	0.002	100	0.002

Click the Add button and add a second observation to element one

As you can see, element one time is the average of the two observations

◀ ▶		⊙ x 0.25	Observations				Sort	-	+
0.000			<u>From</u>	<u>To</u>	<u>Y</u>	<u>Incl</u>	<u>Net Time</u>	<u>%</u>	<u>Lvl Time</u>
<u>Rating</u>	<u>Leveled</u>	<input type="checkbox"/> Auto	<u>From</u>	<u>To</u>	<u>Y</u>	Y	0.238	100	0.238
100	0.000	<input checked="" type="checkbox"/>	<u>From</u>	<u>To</u>	<u>Y</u>	Y	0.253	100	0.253
			<u>From</u>	<u>To</u>	<u>N</u>	N			
			<u>From</u>	<u>To</u>	<u>N</u>	N			
VA	Del	Dist	Bulk	Obs	%	Minutes			
Y	N	0	1	2	100	0.245			
Y	N	0	1	1	100	0.159			

You can continue building as many study elements and as many observations as you wish within each element

If an observation is not a good one for whatever reason you can mark it with an “N” and exclude it from the average time of the element

Mark an observation with “N” by highlighting the observation and clicking on the “N” button

The screenshot shows the 'Observations' panel with a table of data. The table has columns: Incl, Net Time, %, and Lvl Time. The first row is highlighted in blue and contains the values: N, 0.238, 100, 0.238. The second row contains: Y, 0.253, 100, 0.253. Below the table, there are buttons for 'Y' and 'N'. An arrow points from the text above to the 'N' button.

Incl	Net Time	%	Lvl Time
N	0.238	100	0.238
Y	0.253	100	0.253

In order to re include the observation in the element, highlight the observation and click the “Y” button

The screenshot shows the 'Observations' panel with a table of data. The table has columns: Incl, Net Time, %, and Lvl Time. The first row is highlighted in blue and contains the values: Y, 0.238, 100, 0.238. The second row contains: Y, 0.253, 100, 0.253. Below the table, there are buttons for 'Y' and 'N'. An arrow points from the text above to the 'Y' button.

Incl	Net Time	%	Lvl Time
Y	0.238	100	0.238
Y	0.253	100	0.253

In order to mark the specific observation as “Best Practice” and also use it as the observation shown in the created movie, highlight the observation and click the “B” button.

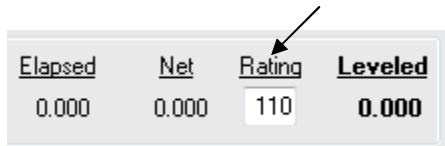
Click the “A” button to mark the clip as an audio clip to be added as an overlay for narration etc..

The screenshot shows the 'Observations' panel with a table of data. The table has columns: Incl, Net Time, %, and Lvl Time. The first row is highlighted in blue and contains the values: Y, 0.238, 100, 0.238. The second row contains: Y, 0.253, 100, 0.253. Below the table, there are buttons for 'Y', 'N', 'B', and 'A'. Two arrows point from the text above to the 'B' and 'A' buttons.

Incl	Net Time	%	Lvl Time
Y	0.238	100	0.238
Y	0.253	100	0.253

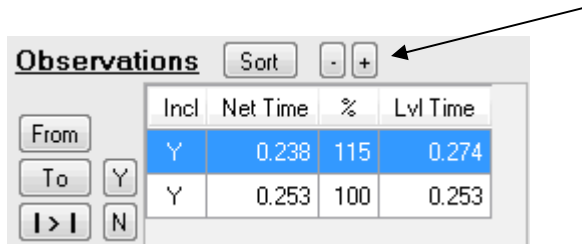
The effort rating is set to 100% by default

You can change it any time by entering another number to the effort rating value



<u>Elapsed</u>	<u>Net</u>	<u>Rating</u>	<u>Levelled</u>
0.000	0.000	110	0.000

You can also change the effort rating after the observation is captured by clicking on the “+” or the “-“ buttons located above the observation records. The value will change and will also change the values in the element record.

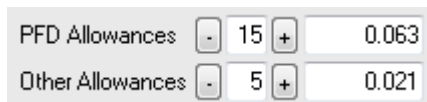


Observations [Sort] [-] [+] [From] [To] [Y] [I>I] [N]

Incl	Net Time	%	Lvl Time
Y	0.238	115	0.274
Y	0.253	100	0.253

The PFD And other allowances are set to your defaults from the settings

You can increase or decrease the amount by clicking on the “+” or “-“ respectively.



PFD Allowances	-	15	+	0.063
Other Allowances	-	5	+	0.021

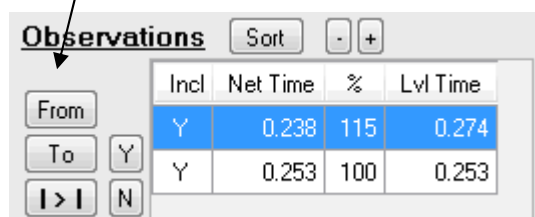
If an element is a Bulk element (i.e. a few products are done at the same time) and the study is on one element at a time, mark the element as a bulk element by clicking on the “+” or “-“ under the element records. This will adjust the value of the element accordingly.



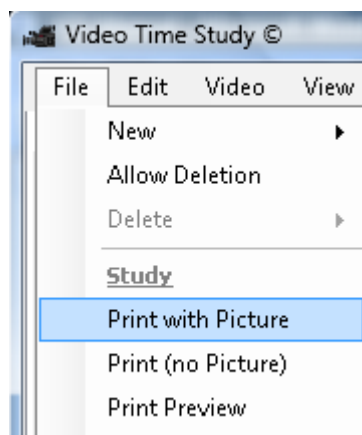
VA	Del	Dist	Bulk	Obs	%	Minutes
Y	N	0	5	2	107	0.053
Y	N	0	1	1	100	0.159

100% 0 [-] [+] [-] [+] 0.212

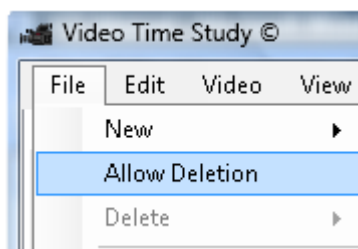
The From or To buttons next to the Observation records will take you back to the beginning or the end of the observation that is highlighted.



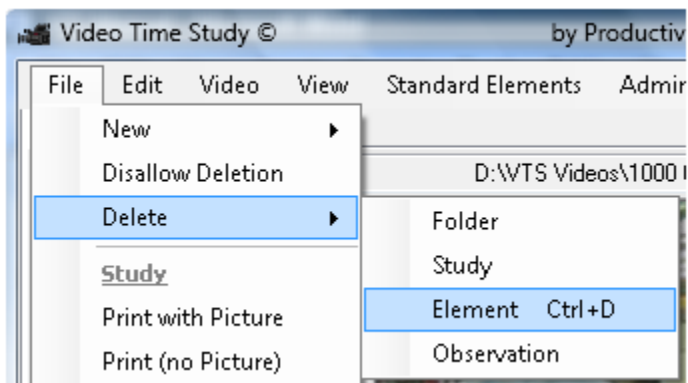
Select Print with picture to print a report with the current frame as the picture or select Print (no picture) in order to save ink and space.



The Delete menu item is disabled by default in order to prevent mistaken deletions. In order to delete a record select Allow Deletion to enable the Delete menu item.

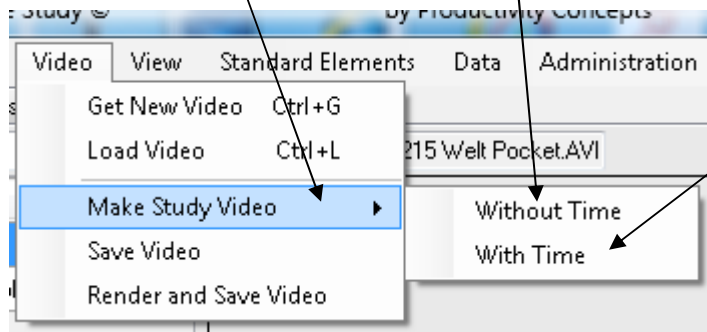


Once the Delete menu item is enabled you can delete any selected Folder, Study, Element or Observation. Deletion of any item will also delete all the items in the sublevels that belong to the deleted item.

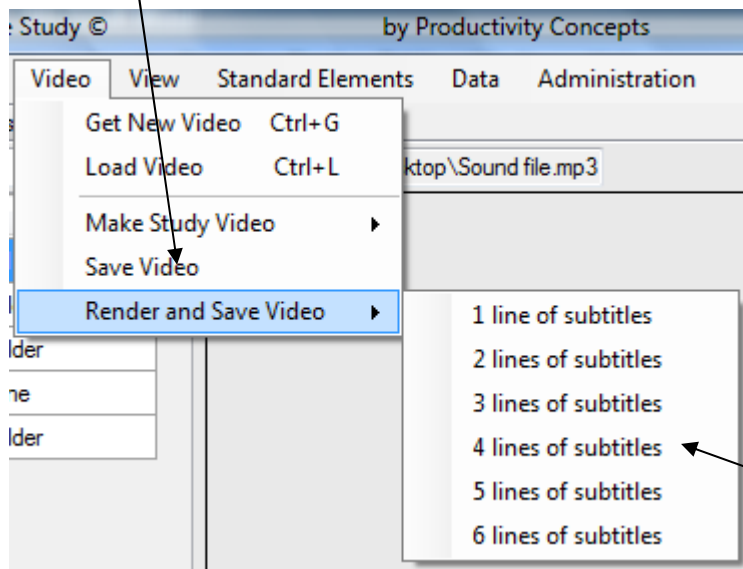


Creating a Video

Select “Make Study Video” > “Without Time” or “Make Study Video” > “With Time”.
A video will be created with all the observations marked with “B” included.



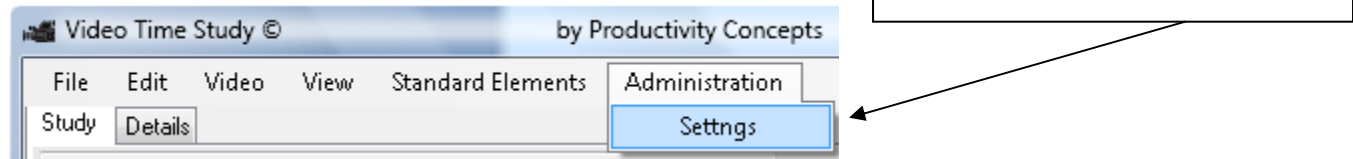
Select “Save Video” to perform a quick save of a referenced video. This video will only work on the current computer as only references to the clips are saved.



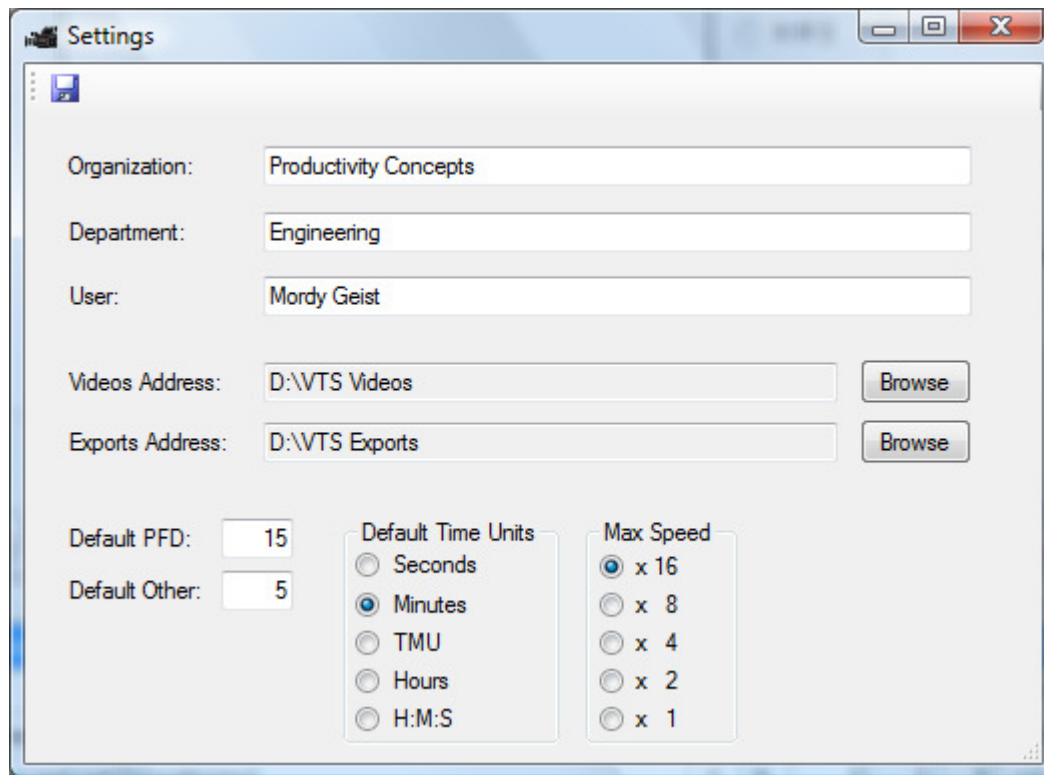
In order to create a self contained video, select “Render and Save Video” with the desired number of subtitle lines. Select your preferred Export format. The fastest rendering is the “Movie to Hinted Movie” format.

Administration

Set Administration Defaults



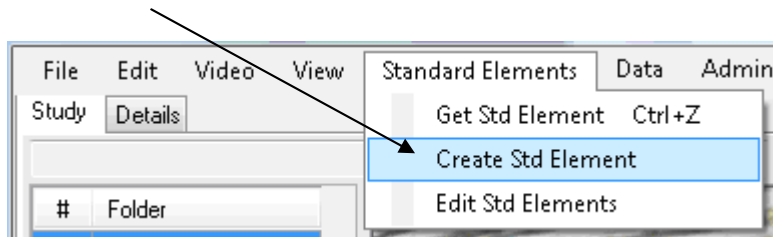
Set the defaults and then click on the “Save button” to save and go back to the main screen. The Max Speed should be set base on your computer ability to perform at high speed as well as on the file format and compression rate. You should perform some tests to determine the maximum possible speed.



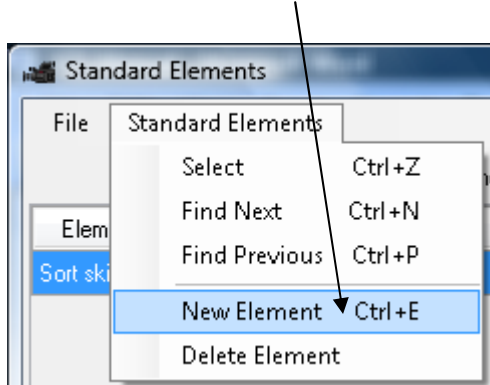
Standard Elements

Create an element

Standard Elements are elements that are stored in the system and can be inserted into a study when needed. You can create a standard element from an existing element by highlighting the element and selecting “Create Std Element”.



You can also create a standard element manually by selecting the “Edit Std Element” and goto the edit screen and then select “New Element”.



Describe the new element

Element Description	Units	Unit
Move small part 3"	0	

Insert or change the time value

Enter the value you wish to insert and click on the “Insert Time” button.

Insert Time

The value will be inserted to the time field.

Units	Unit Name	VA	Del	Dist	Bulk	Obs	%	Minutes
0		Y	N	0	1	1	100	0.310

Find a standard element

Enter a key word or words you wish to find and click “Next”
 Each click will highlight the next matching element.

Find Previous Next

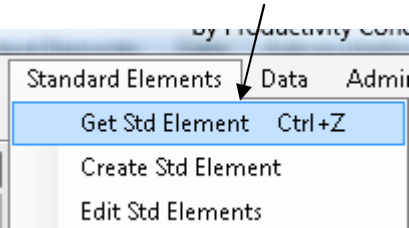
Element Description	Units	Unit Name
Move small part 3"	0	
S12-7A> Get scissors, cut thread, aside scissors "Accurate"	15	Inches
S12-7N> Get scissors, cut thread, aside scissors "Normal"	25	Inches
Sew - machine time (prep next part for positioning)	5	Size (1-5)
Move large box	13	Centimeters

Insert a Standard Element

Highlight the line you wish to insert an element to.

#	Element Description	VA	Del	Dist	Bulk	Obs	%	Minutes
1								0.000
2								0.000
3								0.000

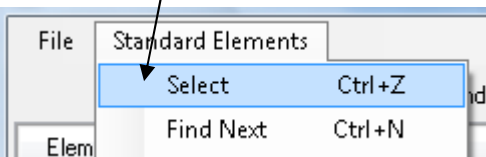
Select “Get Std Element” from the Standard Elements menu.



The Standard Elements screen will appear.
 Select the standard element you wish to insert .

Element Description	Units	Unit Name
Sew 16" on single needle - Top stitch	0	

Select “Select” from the Standard Elements menu.



The selected standard element will be copied to the selected line in the main screen.

#	Element Description	VA	Del	Dist	Bulk	Obs	%	Minutes
1								0.000
2	Sew 16" on Single needle - Top stitch	Y	N	0	1	1	100	0.282
3								0.000

Create Standard Data formula

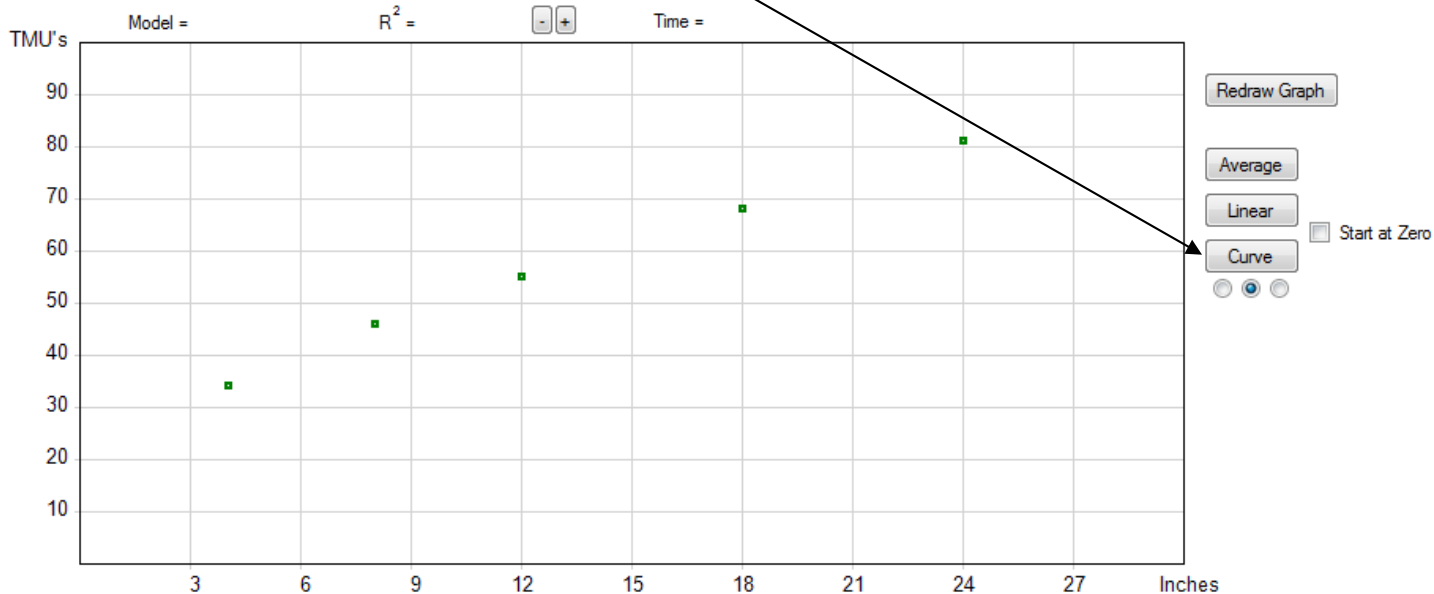
Click on the "Standard Data" Tab

File Standard Elements			
Elements Standard Data			
Find S12-7N> Get scissors, cut thread, aside scissors "N		Previous	Next
Element Description	Units	Unit Name	VA
S12-7A> Get scissors, cut thread, aside scissors "Accurate"	15	Inches	Y
S12-7N> Get scissors, cut thread, aside scissors "Normal"	25	Inches	Y
Sew - machine time (open next part for positioning)	5	Size (1-5)	Y

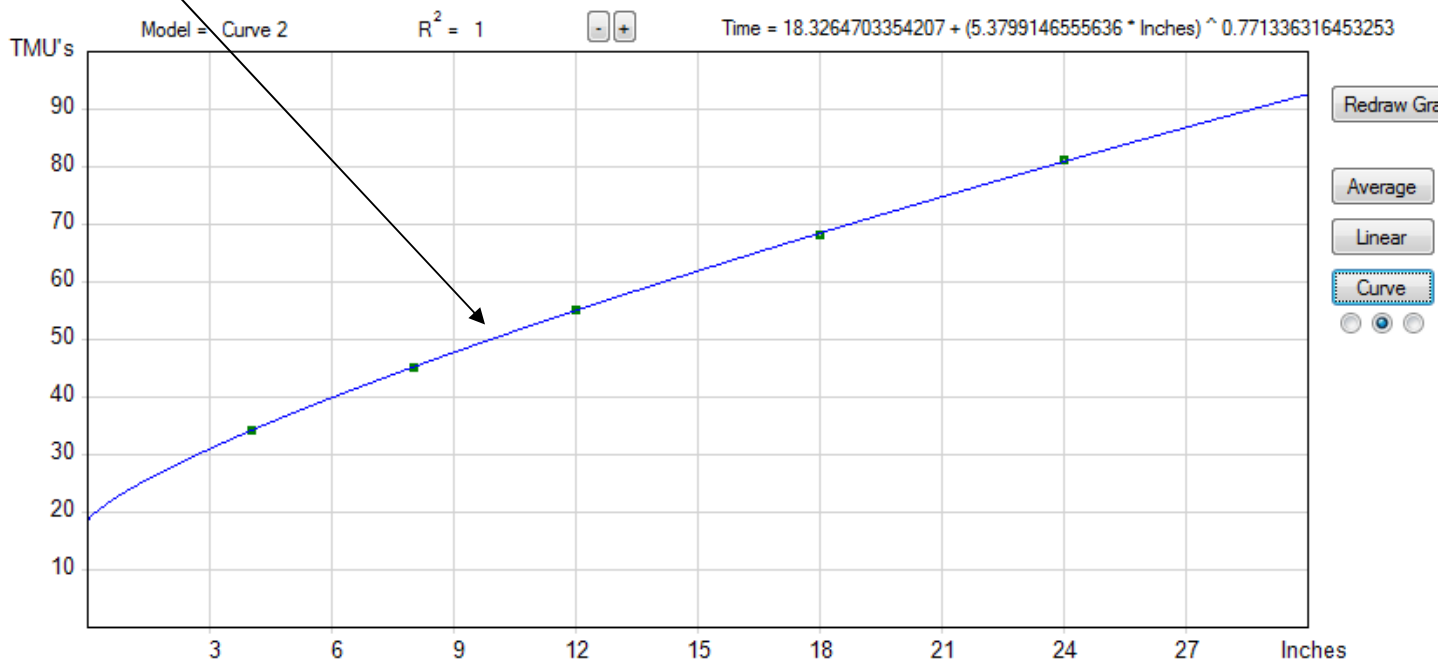
Enter the data points, Units and Net Time (in this case Inches and TMU's respectively)

Elements Standard Data				
Description: S12-7N> Get scissors, cut thread, aside scissors "Normal"				
Date	Comments	Units	Net Time	Rating
16/06/2009...		4	34	100
16/06/2009...		8	46	100
16/06/2009...		12	55	100
16/06/2009...		18	68	100
16/06/2009...		24	81	100

Click on the model you wish to use (in this case “Curve”)



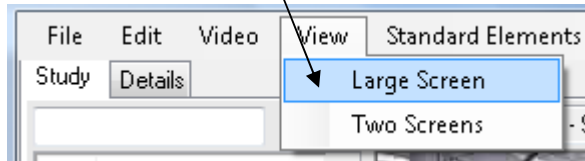
The model line is calculated and displayed on the chart, the formula is displayed as well.



Large Screen

You can perform video studies on a larger screen. This will mostly be used for reviewing videos with others. This screen is not connected to the data base and cannot be used for the purpose of building a study.

Selecting the “Large Screen” item from the “View” menu will take you to the Large Screen window.

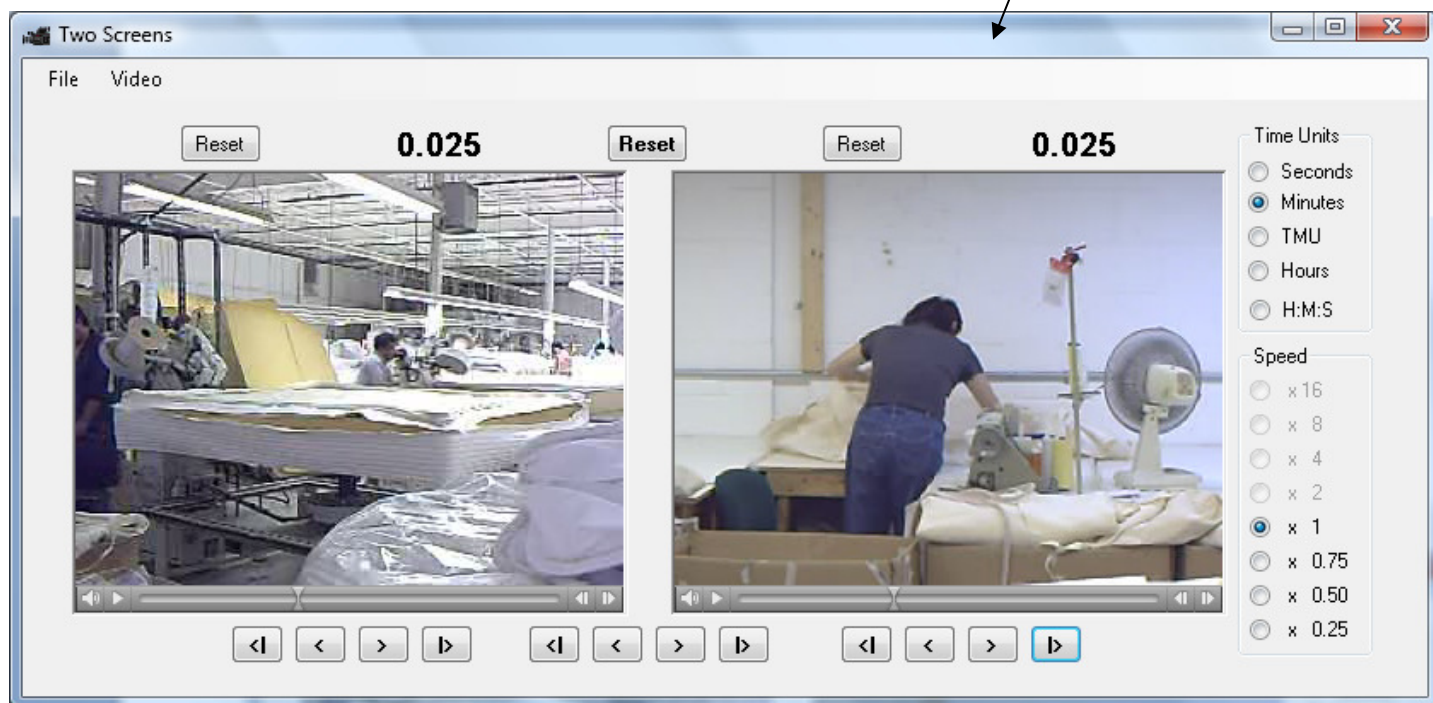
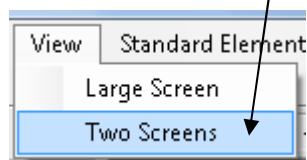


Two Screens

You can perform video studies on Two screens simultaneously. This will mostly be used for comparing operations from different videos.

This screen is not connected to the data base and cannot be used for the purpose of building a study.

Selecting the “Two Screens” item from the “View” menu will take you to the Two screens window.



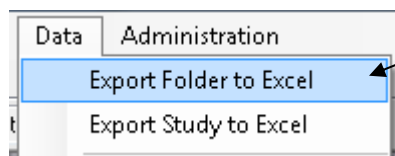
Exporting Data to Excel

You can export an entire folder or a single study to an Excel file.

Note: Make sure you set the destination “Export Address” in the Settings window.

Exporting a Folder to Excel

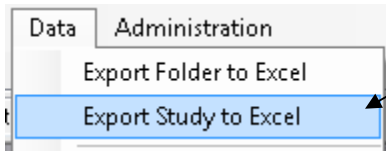
Highlight the desired Folder and select “Export Folder to Excel” from the “Data” Menu.



You will find the Excel file in the destination folder that you have set in the Settings window.

Exporting a Study to Excel

Highlight the desired Study and select “Export Study to Excel” from the “Data” Menu.



You will find the Excel file in the destination folder that you have set in the Settings window.

Transferring data from one VTS to another VTS program

Transferring the data consists of two separate components:

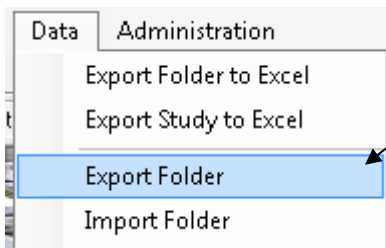
- 1 The Video
- 2 The Folder or Study data

To transfer the video file, simply copy the file to the “VTS Video” file on the destination computer.

In order to transfer a Folder or a study data, you will have to first export the data from the source computer to a file, then transfer the file to the destination computer and import the file into the VTS program.

Exporting a Folder to a transfer file

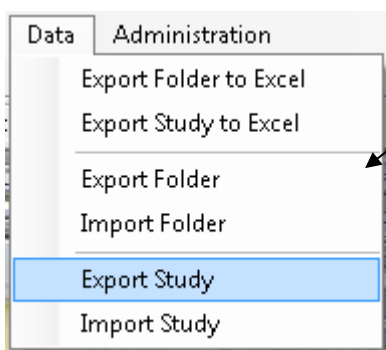
Highlight the desired Folder and select “Export Folder” from the “Data” Menu.



You will find the file in the destination folder that you have set in the Settings window.

Exporting a Study to a transfer file

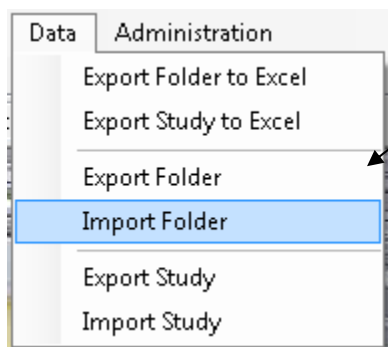
Highlight the desired Study and select “Export Study” from the “Data” Menu.



You will find the file in the destination folder that you have set in the Settings window.

Importing a Folder from a transfer file

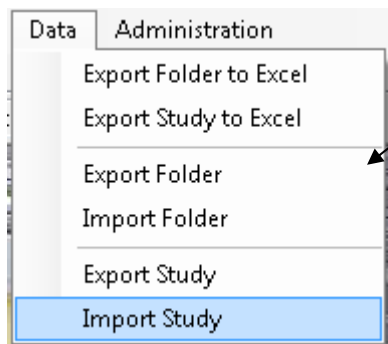
Select “Import Folder” from the “Data” Menu.



Navigate to the location and select the desired file.

Importing a Study from a transfer file

Highlight the Folder you wish to import the study to, and select “Import Study” from the “Data” Menu.



Navigate to the location and select the desired file.