Configuring the aACE Job Shop App

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This guide explains how to set up the Job Shop app. It is intended for system administrators.

The Job Shop app helps your team members monitor information about open jobs, clock their time, and submit material usage. It is designed to be installed on a shared iPad mounted in a common area where each user on your team can access it.

Multiple devices running the Job Shop App can be deployed throughout your facilities; users can log into any device without causing data conflicts. For an example of how the app can help your team, read our feature highlight (https://www.aacesoft.com/resources/save-time-improve-accuracy-in-time-and-materials-tracking-with-aace-job-shop-app).

Note: This app is designed for an iPad mini, but will also work on a full-sized iPad. It will *not* work on an iPhone or iPod touch because the workflow and interfaces were designed for a shared device rather than a personal device.

Before You Start

The system administrator needs to complete the following:

1. Configure aACE for mobile apps (https://aace6.knowledgeowl.com/help/configuring-aace-for-mobile-apps).
2. Specify a unique PIN for each team member that will use the app.
   Note: This PIN is stored in the team member record's Payroll ID field (located on the Human Resources view). The PIN must be at least four digits. If an actual Payroll ID is longer than four digits, the last four digits will be used.
3. Obtain the app by emailing a request to aACE Support ₀, then deploy it on the needed devices.
4. In aACE, set up a generic 'user' for the Job Shop App:
   - Create an app-specific Team Member record that has a recognizable name (e.g. "Job Shop App") and has the Type field set as "Resource".
     Note: If you will have multiple devices running this app, create a generic 'user' for *each* device (e.g. "Job Shop1 App", "Job Shop2 App", etc).
   - Add these team member(s) to a User Group that is set with the 'management' Data Group.
     Note: These app-specific team members will not regularly log into aACE from a desktop. You can prevent unauthorized use by removing all menu options and

module access privileges for this group.
- Login for each generic user to update the default password.
5. Enable the "Update Running Time Clock Entries" schedule: System Admin > System Preferences > Automation Schedules. This will allow time tracked in the Job Shop App to be visible in the Co-Workers module.
6. Inform team members of their PIN for logging into the Job Shop App.

Configuring the App

The first time you open the app on a device, the app will display the Settings screen for configuration:

- **aACE Server Address** — Enter the IP or DNS alias for your aACE server. If you do not know this address, please consult your IT specialist.
- **aACE File Name** — Enter the name of the aACE Mobile file hosted on your server. Note: Unless your system has been renamed, this should be "aACE Mobile".
- **aACE Account Name and Password** — Enter the aACE login credentials for the generic user accounts or the actual team members who will use the app. Note: If you have multiple devices running the app, each generic 'user' must have an account name and password (e.g. "Jobshop1.App", "Jobshop2.App", etc).

Tap the popover button (▪▪▪) and tap Configure App. This will download default settings and the needed transaction and master data from aACE.

Using the App

After you finish configuring the app, tap Done to start the initial data sync and begin [using the app](https://aace6.knowledgeowl.com/help/using-the-aace-job-shop-app).

Actions Menu

The Actions menu has additional options for managing data.

The app stores data temporarily, then transfers it back to aACE as the central repository. Only data that has changed in the app or in aACE is transferred. This helps maximize the speed of the app. After extended usage, there may be discrepancies in the data time stamps (e.g. data that exists in aACE, but doesn't show up in the app). Resetting the data can quickly create a new baseline of accurate records.

- **Configure** — Verifies the server connection, resets the app data, downloads any needed settings from your aACE Mobile file, and refreshes all master data, followed by all transaction data. This may take a significant amount of time if you are storing a large amount of transaction and master data in your app.
- **Done** — Refreshes the transaction data and opens the app for use.
- **Refresh Transaction Data** — Syncs all transaction data on demand (see below for details).
  Note: Transaction data is refreshed regularly during normal use of the app, but irregularities may occur due to the nature of syncing. If you notice issues with the data, you can troubleshoot by tapping the Refresh link to get a clean update from aACE.
- **Refresh Master Data —** Syncs all master data (see below for details).
  Note: Master data is only updated when the app is initially configured or when you manually refresh it. This streamlines the data being synced between the app and aACE. If your team updates any relevant master data in aACE, manually refresh master data in the app to retrieve the latest data.
- **Reset App** — Wipes all data from the app. After this reset, you must re-configure the app.
  Note: Resetting data clears out information that isn't being used, which helps maintain the app's responsiveness.

Job Shop App Transaction Data

- Jobs in Open status
- Tasks in Pending and Incomplete status
- Serial balances
- Manufacturer lot balances

Job Shop App Master Data

- Team members
- Line item codes in Active status
- Office bins in Active status

Job Shop App Specific Settings

These settings can help optimize app performance for your organization:

- **Refresh data on login** — Select this option when users access the app frequently and job data changes often (e.g. new jobs are created or existing jobs are updated).
- **Refresh data every __ hours** — Select this option when jobs are created in advance and

do not change before they are scheduled to begin. This means data can be refreshed less often (e.g. once a day — every eight hours; twice a day — every four hours).

The refresh occurs on a device when A) a user logs in to the app on that device, and B) the specified time has elapsed.

Syncing Job Shop Data

Data is synced (http://aace6.knowledgeowl.com/help/considerations-and-peripherals-for-mobile-apps#DataSync) between the Job Shop App and aACE at various intervals, depending on the data type:

- Time Clock start / stop — Uploaded to aACE immediately when you start or stop time (from any mobile device or desktop)
- Material Costs — Uploaded to aACE immediately when applied
- Timesheets, Serials, Lots — Downloaded from aACE at login
- Jobs, Tasks — Downloaded from aACE according to your app settings (described above)
- Line Item Codes, Team Members — Downloaded from aACE on demand (e.g. Refresh Master Data)