

MANUFACTURING

PRODUCTION - VIEW, ADD LABOUR TIME

You can log labour time via the **Production** screen. A II labour time is logged against the **work order** linked to the production.

Ribbon Access: *Manufacturing > Production*

	¥					BPO: Version 2.1.0.68 - Exan	nple Company							\times
V I	equipment and Loca	itions	Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities		
Production	Products Produ	uction												
	Master	4												
Open Wind	lows *											22 Nov	2018	0 11

The *Production* listing screen will display.

VIEW LABOUR TIME FROM THE PRODUCTION LISTING SCREEN.

SELECT PRODUCTION RUN

• Click on the *expand* button in the row of the *production run* where you wish to *view* the logged labour time.

laa cali Dele	te Close	View Save Layout	Workspaces Prir	nt Export	Refresh i	Reports					
Maintena	nce	a Form	at "	View "a	Cur "	Re 🦼					
ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	Completion
E PROD0000030	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2	
	SP1818	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3	
	Az4DB	A4 Drawing Book	Bianca Du Toit	28 Feb 2017	08:10:52	01 Mar 2017	08:10:52	01 Jan 1900	00:00:00	1	
	ACR 11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2	
E PROD0000035	ACR 11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1	
E PROD0000036	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2	
	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2	
E PROD0000040	ACR 11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2	
	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08: 44 :47	01 Jan 1900	00:00:00	1	
	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1	
PROD0000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1	
	ACR11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1	
PROD0000046	Az4DB	A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:45:56	03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	1	
E PROD0000049	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2	
PROD0000050	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2	
E PROD0000052	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2	
E PROD0000069	Az4DB	A4 Drawing Book	Belinda Sharman	28 Nov 2017	12:16:29	29 Nov 2017	12:16:29	01 Jan 1900	00:00:00	1	
E PROD0000070	Az4DB	A4 Drawing Book	Abigail Milne	28 Nov 2017	13:38:10	29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2	
E PROD0000038	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2	
E PROD0000075	2020-147Y	Yellow toner SP2020	Abigail Milne	19 Nov 2018	13:50:41	20 Nov 2018	13:50:41	01 Jan 1900	00:00:00	10	
E PROD0000076	SP 18 18	Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6	
E PROD0000077	Az4DB	A4 Drawing Book	Abigail Milne	22 Nov 2018	09:49:10	23 Nov 2018	09:49:10	01 Jan 1900	00:00:00	1	
	Az4DB	A4 Drawing Book	Tammy Du Toit	01 Apr 2018	09:00:00	01 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2	

The *Production Work Orders* frame will open.

SELECT WORK ORDER

• *Double click* anywhere in the *row* of this work order.



Home Equip	te Close V	iew Contract Finan Save Layout	Workspaces Pr	Maintenan	ce and Projec	cts Manufacturii	ng Procureme	nt Sales Se	rvice Report	ting Utilities	- 8
Maintena	ince	4 Form	at "	View "a	Cur "	Re 4					
ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedOty	Completion
E PROD0000030	ACR 11111	Acer Copier	Judith Mudzenni	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2	
E PROD0000032	SP1818	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3	
E PROD0000033	Az4DB	A4 Drawing Book	Bianca Du Toit	28 Feb 2017	08:10:52	01 Mar 2017	08:10:52	01 Jan 1900	00:00:00	1	
E PROD0000034	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2	
E PROD0000035	ACR 11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1	
E PROD0000036	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2	
E PROD0000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2	
E PROD0000040	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2	
E PROD0000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1	
E PROD0000043	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1	
E PROD0000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1	
E PROD0000045	ACR 11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1	
E PROD0000046	Az4DB	A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:45:56	03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	1	
E PROD0000049	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2	
E PROD0000050	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2	
E PROD0000052	DR111111	Drum 1	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2	
E PROD0000069	Az4DB	A4 Drawing Book	Belinda Sharman	28 Nov 2017	12:16:29	29 Nov 2017	12:16:29	01 Jan 1900	00:00:00	1	
E PROD0000070	Az4DB	A4 Drawing Book	Abigail Milne	28 Nov 2017	13:38:10	29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2	
	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2	
	2020-147Y	Yellow toner SP2020	Abigail Milne	19 Nov 2018	13:50:41	20 Nov 2018	13:50:41	01 Jan 1900	00:00:00	10	
E PROD0000076	SP1818 🗡	Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6	
Production Wo	ork Orders										
۹ WOCode	Description			SiteName WOT	ype Status	StatusDescription	n Priority Wo	orkPriority Re	questDate R	equestTime 1	invoiceable
• WO0001706	Created for p	roduction batch - 1800	0000003 🔨	Durban MN	0	Open	2	0.00 19	Nov 2018 1	3:52:34	No
10	_										+

The *Maintain WO - Ref* [] screen will be displayed.

SELECT THE TIME TILE

• Click on the *Time* tile.



		Maintain W	O - Ref WO0001	706 - BI	PO: Ve	ersion 2.1.0.69	- Example	Company				-		
Home Equipment ar	nd Locations Contract	Finance and HR	Inventory Mai	intenanc	e and	Projects Ma	nufacturing	Procurement	Sales	Service	Reporting	Utilities	-	8
	E													
ve Back Save Layo	ut Print													
aintain Format	Print													
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r text to search P	Description	Created for produ 180000003	iction batch -	* *		RefType	Referen	сеТуре	Re	ferenceNo				
mations					I	CALL	Call Refe	rence						
nctions						PMNG	Project P	leference						
Time				*										
	Requestor	Abigail Milne		- *										
	WO Type	Manufacturing		• *	۲ ^s	chedule :								
Services	Priority	2		*		Ass	igned To	Abigail Milne			• *			
	Request Date	19 Nov 2018	▼ 13:52:34	\$		Ass	signed By	Abigail Milne			•			
	Status	0 - Open				Schedu	led Start	19 Nov 2018	•	13:52:35	‡ *			
Third Party Services	Billable					Schee	luled End	20 Nov 2018	+	13:52:35	* *			
	Capitalise					Act	ual Start	19 Dec 2018	•	12:00:00	-			
Parts	Work Order Item	1100			-	-	dur Start	10 0 2010		12.00.00	-			
	Functional Loca	tion @	Equipment			A	ctual End	19 Dec 2018	•	12:00:00	•			
	Tunctonal Loca		cquipment O			Delay Co	omments	Currently on Sci	lequie		-			
Loans	Item	Bothas Hill	j.	0 + *							-			
	-				-	Rectificat	tion Code				•			
	Comment			-		Rec	tification							
Swap Outs						Co	omments							
						_								
						Comple	tion Date	19 Dec 2018	•	12:00:00	Ŧ			
Meters														
Expenses														
														_
ers														

The *Time Bookings for WO Code []* screen will open.

VIEW TIME BOOKINGS

• Here you can view the *Time Bookings* (if any) logged against this work order.





RETURN TO PRODUCTION LISTING SCREEN

- 1. Click on the **Open Windows** drop-down **arrow** to display the
- 2. Active windows menu and select to return to the
- 3. *Production* listing screen.





LOG LABOUR TIME FROM THE PRODUCTION LISTING SCREEN

SELECT PRODUCTION RUN

• In the *Production* listing screen, click on the *expand* button in the row of the *production run* where you wish to *add* labour time.



and and a			P	roduction - B	PO: Version a	2.1.0.68 - Examp	le Company					I X
Home Eq.	ipment and Loc	ations Contract	Finance and HR I	nventory M	laintenance a	nd Projects M	anufacturing	Procurement	Sales S	Service Rep	orting Utilities —	8
Add Edit Dele	te Close	View Save Layout	Workspaces Print	nt Export	Refresh	Reports						
Maintena	ince	Form	at "	View 🦼	Cur "	Re "						
ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments	ActualQ
PROD0000032	SP 18 18	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3		
E PROD0000033	Az4DB	A4 Drawing Book	Bianca Du Toit	28 Feb 2017	08:10:52	01 Mar 2017	08:10:52	01 Jan 1900	00:00:00	1		
E PROD0000034	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2		
E PROD0000035	ACR 11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1		
E PROD0000036	ACR 11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2		
E PROD0000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2		
E PROD0000040	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2		
E PROD0000041	ACR 11111	Acer Copier	Judith Mudzengi	28 Feb 2017	22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1		
E PROD0000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1		
E PROD0000043	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1		
E PROD0000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1		
E PROD0000045	ACR11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1		
E PROD0000046	Az4DB	A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:45:56	03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	1		
E PROD0000049	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2		
E PROD0000050	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2		
E PROD0000052	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2		
E PROD0000069	Az4DB	A4 Drawing Book	Belinda Sharman	28 Nov 2017	12:16:29	29 Nov 2017	12:16:29	01 Jan 1900	00:00:00	1		
E PROD0000070	Az4DB	A4 Drawing Book	Abigail Milne	28 Nov 2017	13:38:10	29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2		
E PROD0000038	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2		
E PROD0000075	2020-147Y	Yellow toner SP2020	Abigail Milne	19 Nov 2018	13:50:41	20 Nov 2018	13:50:41	01 Jan 1900	00:00:00	10		
E PROD0000076	SP 18 18	Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6		
E PROD0000077	Az4DB	A4 Drawing Book	Abigail Milne	22 Nov 2018	09:49:10	23 Nov 2018	09:49:10	01 Jan 1900	00:00:00	1		
	Az4DB	A4 Drawing Book	Tammy Du Toit	01 Apr 2018	09:00:00	01 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2		

1. The *Production Work Orders* frame will open.

SELECT WORK ORDER

2. *Right-click* anywhere in the *row* of the work order.



							Production - E	3PO: Version	2.1.0.68 - Examp	le Company				-	1 ×
0	Home	Equipr	ment and Lo	cations	Contract	Finance and HR	Inventory	Maintenance a	nd Projects M	anufacturing	Procurement	Sales S	Service Rep	orting Utilities –	. & x
4		×	8		2		🕒 🔁	5	1						
Add	Edit	Delete	Close	View	Save Layout	Workspaces	Print Export	Refresh	Reports						
						•			•						
	Mai	ntenanc	e	1	Form	at "	View 🦼	Cur "	Re "						
Pro	ductionRef	1	PartCode	PartD	esc	ProductionForem	an StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments	ActualQt
٩															
± ۴	RODOOOO	032	SP 18 18	Sprint	copier	Belinda Sharman	10 Aug 2018	3 12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3		
æ F	RODOOOO	033	Az4DB	A4Dr	awing Book	Bianca Du Toit	28 Feb 2013	08:10:52	01 Mar 2017	08:10:52	01 Jan 1900	00:00:00	1		
æ F	RODOOOO	034	ACR 11111	Acer (Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2		
Ŧ	ROD0000	035	ACR 11111	Acer (Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1		
Œ F	RODOOOO	036	ACR 11111	Acer (Copier	Belinda Sharman	28 Feb 2017	7 17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2		
Œ F	RODOOOO	037	DR111111	Drum		Belinda Sharman	28 Feb 2017	7 17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2		
æ F	ROD0000	040	ACR 11111	Acer (Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2		
Œ F	RODOOOO	041	ACR 11111	Acer (Copier	Judith Mudzengi	28 Feb 2017	7 22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1		
Œ F	RODOOOO	042	TMACH	Test	4achine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1		
Œ F	ROD0000	043 1	DR111111	Drum		Belinda Sharman	01 Mar 2017	7 09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1		
Œ F	RODOOOO	044	TMACH	Test	1achine	Belinda Sharman	02 Mar 2013	7 11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1		
Œ F	RODOOOO	045	ACR 11111	Acer (Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1		
Œ F	RODOOOO	046	Az4DB	A4Dr	awing Book	Belinda Sharman	02 Mar 2017	7 11:45:56	03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	1		
Œ F	RODOOOO	049	ACR 11111	Acer (Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2		
Đ F	ROD0000	050	ACR 11111	Acer (Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2		
Œ F	RODOOOO	052	DR111111	Drum		Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2		
Œ F	ROD0000	069	Az4DB	A4 Dr	awing Book	Belinda Sharman	28 Nov 201	7 12:16:29	29 Nov 2017	12:16:29	01 Jan 1900	00:00:00	1		
Œ F	RODO000	070	Az4DB	A4Dr	awing Book	Abigail Milne	28 Nov 201	7 13:38:10	29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2		
E F	RODO000	038 1	DR11111	Drum		Belinda Sharman	28 Feb 2017	7 18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2		
Œ F	RODO000	075	2020-14 Y	Yellow	toner SP2020	Abigail Milne	19 Nov 2018	3 13:50:41	20 Nov 2018	13:50:41	01 Jan 1900	00:00:00	10		
Œ F	RODOOOO	076	SP 18 18	Sprint	copier	Abigail Milne	19 Nov 2018	3 13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6		
• 🗆 F	RODOOOO	077	Az4DB	A4 Dr	awing Book	Abigail Milne	22 Nov 2018	3 09:49:10	23 Nov 2018	09:49:10	01 Jan 1900	00:00:00	1		
	Producti	on Work	Orders												
	< WOCo	de	Description	n			SiteName WC	Type Status	StatusDescriptio	n Priority Wo	orkPriority Re	questDate F	RequestTime	Invoiceable Capitalise	Project
	► W000	01707	Created fo	or producti	on batch - A4D8	B00000023	Durban MN	0	Open	2	0.00 22	Nov 2018 0	09:49:09	No No	
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ADD TIME BOOKING

- 1. A *Process* menu will pop up.
- 2. Click on *Time* Add New Time Booking.



View, Add Labour Time Booking

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0	Home	Equip	ment and Lo	ocations	Contract	Finance and HR	Inventory I	laintenance	and Projects N	lanufacturing	Procurement	Sales S	Service Rep	orting Utilities -	- 8
Add	Edit	X Delete	close	View	Save Layout	Workspaces	Print Export	Refresh	Reports						
	Mai	ntenan	ce	4	Form	at "	View 🦼	Cur 4	Re 🦼						
Pro	ductionRef		PartCode	PartD	esc	ProductionForema	n StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments	Actual
9															
E F	ROD00000	027	Az4DB	A4Dr	awing Book	Bianca Du Toit	18 Feb 2016	14:51:10	19 Feb 2016	14:51:10	01 Jan 1900	00:00:00	1		
E F	RODO0000	030	ACR 11111	Acer	Copier	Judith Mudzengi	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2		
E F	RODO000	032	SP 18 18	Sprin	copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3		
E F	RODODOD	033	Az4DB	A4 Dr	awing Book	Bianca Du Toit	28 Feb 2017	08:10:52	01 Mar 2017	08:10:52	01 Jan 1900	00:00:00	1		
E F	RODODOD	034	ACR 11111	Acer	Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2		
Ð F	RODO0000	035	ACR 11111	Acer	Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1		
⊞ F	RODO0000	036	ACR 11111	Acer	Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2		
± F	RODOCOO	037	DR 111111	Drum		Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2		
Ð F	ROD00000	040	ACR 11111	Acer	Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2		
Ð F	RODOOOO	041	ACR11111	Acer	Copier	Judith Mudzengi	28 Feb 2017	22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1		
E F	RODO0000	042	TMACH	Test	Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1		
E F	RODO0000	043	DR111111	Drum		Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1		
Ð F	RODO000	044	TMACH	Test	Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1		
E F	RODO0000	045	ACR 11111	Acer	Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1		
± F	ROD00000	046	Az4DB	A4 Dr	awing Book	Belinda Sharman	02 Mar 2017	11:45:56	03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	1		
E F	RODOOOO	049	ACR 11111	Acer	Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2		
⊞ F	ROD00000	050	ACR 11111	Acer	Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2		
E F	RODOCOO	052	DR111111	Drum		Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2		
Ð F	RODO000	069	Az4DB	A4Dr	awing Book	Belinda Sharman	28 Nov 2017	12:16:29	29 Nov 2017	12:16:29	01 Jan 1900	00:00:00	1		
Đ P	RODODOD	070	Az4DB	A4 Dr	awing Book	Abigail Milne	28 Nov 2017	13:38:10	29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2		
Œ F	RODO0000	038	DR111111	Drum		Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2		
Đ P	ROD0000	075	2020-147Y	Yellov	toner SP2020	Abigail Milne	19 Nov 2018	13:50:41	20 Nov 2018	13:50:41	01 Jan 1900	00:00:00	10		
⊞ F	RODO0000	076	SP 18 18	Sprin	t copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6		
	ROD00000	077	Az4DB	A4 Dr	awing Book	Abigail Milne	22 Nov 2018	09:49:10	23 Nov 2018	09:49:10	01 Jan 1900	00:00:00	1		
	Production WOCon WOCon WO000	on Wor de 01707	k Orders Description Created fo	n or product	ion batch - A4DI	300000023	SiteName WC	Type Status	StatusDescripti	on Priority Wo	orkPriority Re 0.00 21	equestDate F 2 Nov 2018 (RequestTime 09:49:09	Invoiceable Capitalise	e Projecti
E C		073	A 74DB	MAD	awing Book	Tammy Du Toit	Add New T	īme Bookina		11:00:00	01 Jap 1900	00:00:00			
				ATU	uning book	runny bu ruit	Add New I	nternal Servi tequests	ce rivice Request	2	01 Jan 1300	00.00.00	2		
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The *Time Entry* screen will open.

ADD TIME BOOKING DETAILS

- Work Order: This will auto populate with the work order number initially selected in the Production screen.
- **Employee Name**: This will populate with the employee currently logged on to the system.
 - You can click on the drop-down arrow and select an alternative employee if required.
- **Craft Name**: Click on the drop-down arrow and select the craft that you wish to log this time against.
- Start Date: This will auto populate with the current date.



- You can either type in or click on the drop-down arrow and use the calendar function to select an alternative date if required.
- **Start Time and Arrival Time**: These will default to the current time.
 - You can either type in or use the directional arrows to select an alternative start time and/or arrival time if required.
- End Time: This will be set to 15 minutes after the default start time.
 - You can either type in or use the directional arrows to select an alternative start time and/or arrival time if required.
- **Regular hours**: If the Start and End Times are entered, the system will calculate this, otherwise type in the amount.
- **Overtime Hours**: Type in any overtime hours, if applicable.
- **Overtime Factor**: Click on the drop-down arrow and select from the list, the overtime description (e.g. Normal Sunday Rate), if applicable.
- **Comments**: Type in the work done for the hours logged.
- **Billable**: Click on this check box if this labour time <u>is</u> billable.



	Ŧ				Time Entry	- BPO: Version 2.1.0.68 - Ex	ample Company							×
	Home Eq	upment and Locations	Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	×—	₽ x
H														
Save	Back													
Pro	ess "													
	Work Order	WO0001707												
	Employee	Abigail Milne		• •										
	Craft	:		• •										
	Comments					- *								
	Start Date	08 Nov 2018 •												
	Start Time	12:00:00 🗘	End Time	12:15:00	\$									
	Arrival Time	12:00:00 🛟												
	Regular Hours	s 0 ‡	•											
0	vertime Hours	s 0 🗘												
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	Billable													
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SAVE TIME BOOKING

• When you have finished adding the labour time details to this screen, click on *Save*.



. .							Time Entry	- BPO: Versio	n 2.1.0.68 - Ex	ample Company							×
Home	Equipm	ent and Locat	ions	Contract	Finance a	and HR	Inventory	Maintenanco	e and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	8 —	8
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Start Start Arrival	Date 0 Time 0 Time 0	8 Nov 2018 8:00:00 7:50:00	•	End Time	10:00:00	• ‡											
Regular H	lours	2.000	¢.	1													
Overtime H	lours	0	\$														
Overtime Fa	actor Ti	me			*												
Bill	able 🗸	1															
)pen Windows 🔻															22 Nov	2018	÷

You will return to the *Production* screen.

- A *Time Processing* message box will pop up advising the following:
 - ° Time booking on WO: [] complete.
- Click on OK.



View, Add Labour Time Booking

	Ŧ						Produe	ction - B	PO: Version	2.1.0.68 - Exam	ple Company				-	1 ×
0	Home	Equipmen	it and Lo	cations	Contract	Finance and HR	Invent	ory M	laintenance a	and Projects	Manufacturing	Procurement	Sales	Service Rep	orting Utilities —	- B- 3
Add	Edit	X Delete	Close	View	Save Layout	Workspaces	Print i	Export	Refresh	Reports						
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	olumn head															1
Produ	uctionRef	Par	tCode	PartDe	esc	ProductionForem	an Star	tDate	StartTime	SchedEndDat	e SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments	ActualQt
E PR	20000000	027 Az4	DB	A4 Dra	awing Book	Bianca Du Toit	18 F	eb 2016	14:51:10	19 Feb 2016	14:51:10	01 Jan 1900	00:00:00	1 1		
E PR	20D000000	030 ACF	211111	Acer C	Copier	Judith Mudzengi	28 F	eb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2		
E PR	ROD00000	032 SP1	818	Sprint	copier	Belinda Sharman	10 /	lug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3		
H PR	ROD000000	033 Az4	DB	A4 Dra	awing Book	Bianca Du Toit	28 F	eb 2017	08:10:52	01 Mar 2017	08:10:52	01 Jan 1900	00:00:00	1		
E PR	ROD000000	034 ACF	211111	Acer C	Copier	Belinda Sharman	28 F	eb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2		
E PR	20D000000	035 ACF	211111	Acer C	Copier	Belinda Sharman	28 F	eb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1		
⊕ PR	ROD000000	036 ACF	811111	Acer C	Copier	Belinda Sharman	28 F	eb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2		
⊕ PR	ROD000000	037 DR:	111111	Drum		Belinda Sharman	28 F	eb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2		
⊕ PR	20000000	040 ACF	R11111	Acer C	Copier	Judith Mudzengi	28 F	eb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2		
⊞ PR	ROD000000	041 ACF	811111	Acer C	Copier	Judith Mudzengi	28 F	eb 2017	22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1		
E PR	ROD000000	042 TM/	ACH	Test M	lachine	Belinda Sharman	011	4ar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1		
⊕ PR	ROD000000	043 DR:	111111	Drum		Belinda Sharman	011	Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1		
E PR	ROD000000	044 TM/	АСН	Test M	lachine	Belinda Sharman	021	4ar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1		
E PR	10000000	045 ACF	811111	Acer C	Copier	Belinda Sharman	021	4ar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1		
E PR	ROD000000	046 Az4	DB	A4 Dra	awing Book	Belinda Sharman	021	4ar 2017	11:45:56	03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	1		
E PR	ROD000000	049 ACF	211111	Acer C	Copier	Judith Mudzengi	06 /	pr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2		
⊕ PR	ROD000000	050 ACF	811111	Acer C	Copier	Time Processin	g			×	10:28:28	01 Jan 1900	00:00:00	2		
⊕ PR	ROD000000	052 DR:	111111	Drum							10:51:25	01 Jan 1900	00:00:00	2		
⊕ PR	ROD000000	069 Az4	DB	A4 Dra	awing Book	Time	booking	on WO	: WO00017	07 complete.	12:16:29	01 Jan 1900	00:00:00	1		
E PR	ROD000000	070 Az4	DB	A4 Dra	awing Book						13:38:10	01 Jan 1900	00:00:00	2		
E PR	ROD00000	038 DR	111111	Drum					5		18:07:24	01 Jan 1900	00:00:00	2		
E PR	ROD00000	075 202	0-147Y	Yellow	toner SP2020					OK	13:50:41	01 Jan 1900	00:00:00	10		
E PR	ROD00000	076 SP1	818	Sprint	copier		_			1. 0%	13:52:35	01 Jan 1900	00:00:00	6		
E PR	ROD00000	077 Az4	DB	A4 Dra	awing Book	Abigail Milne	221	lov 2018	09:49:10	23 Nov 2018	09:49:10	01 Jan 1900	00:00:00	1		
E PR	ROD00000	073 Az4	DB	A4 Dra	awing Book	Tammy Du Toit	014	pr 2018	09:00:00	01 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2		
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