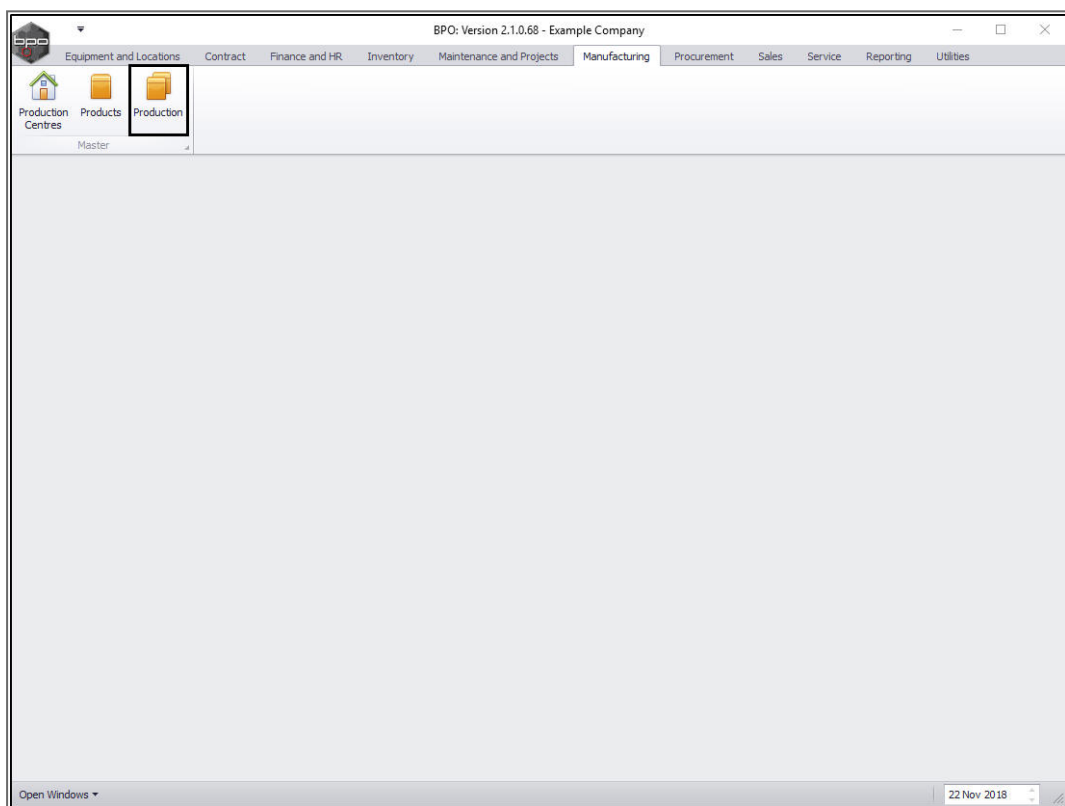


MANUFACTURING

PRODUCTION – VIEW, ADD LABOUR TIME

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

Ribbon Access: *Manufacturing > Production*

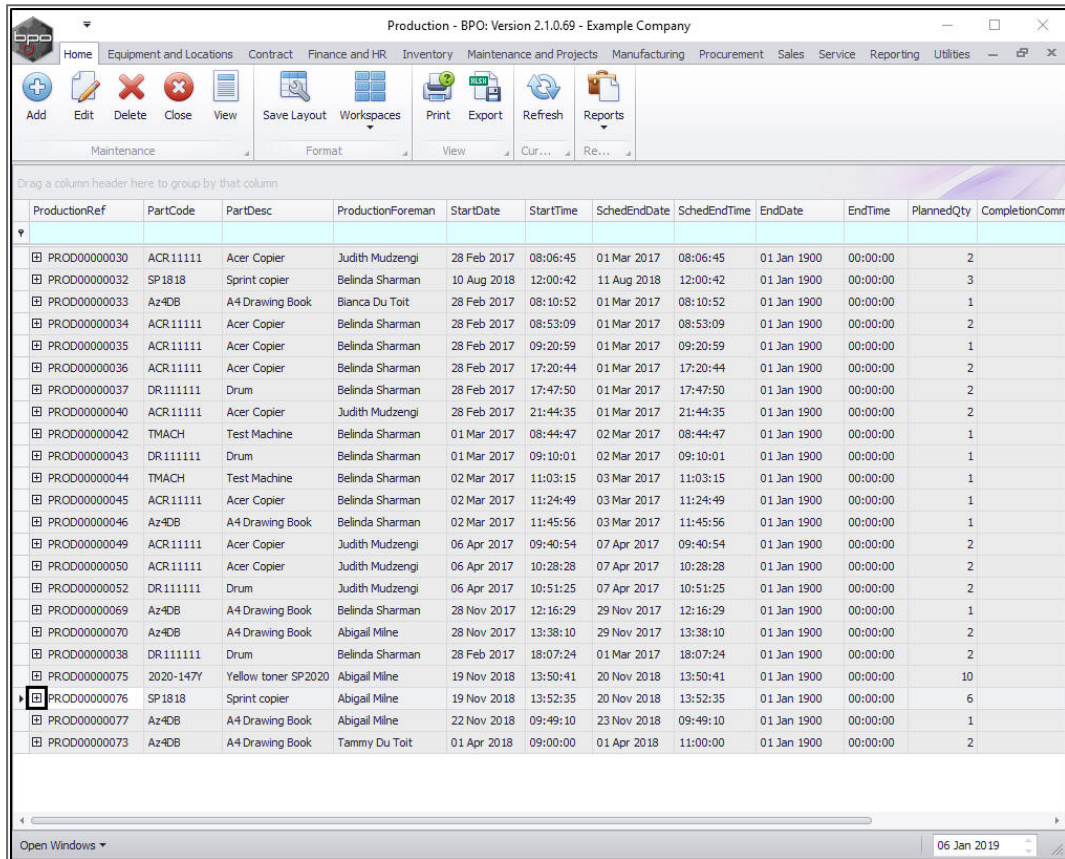


The **Production** listing screen will display.

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.

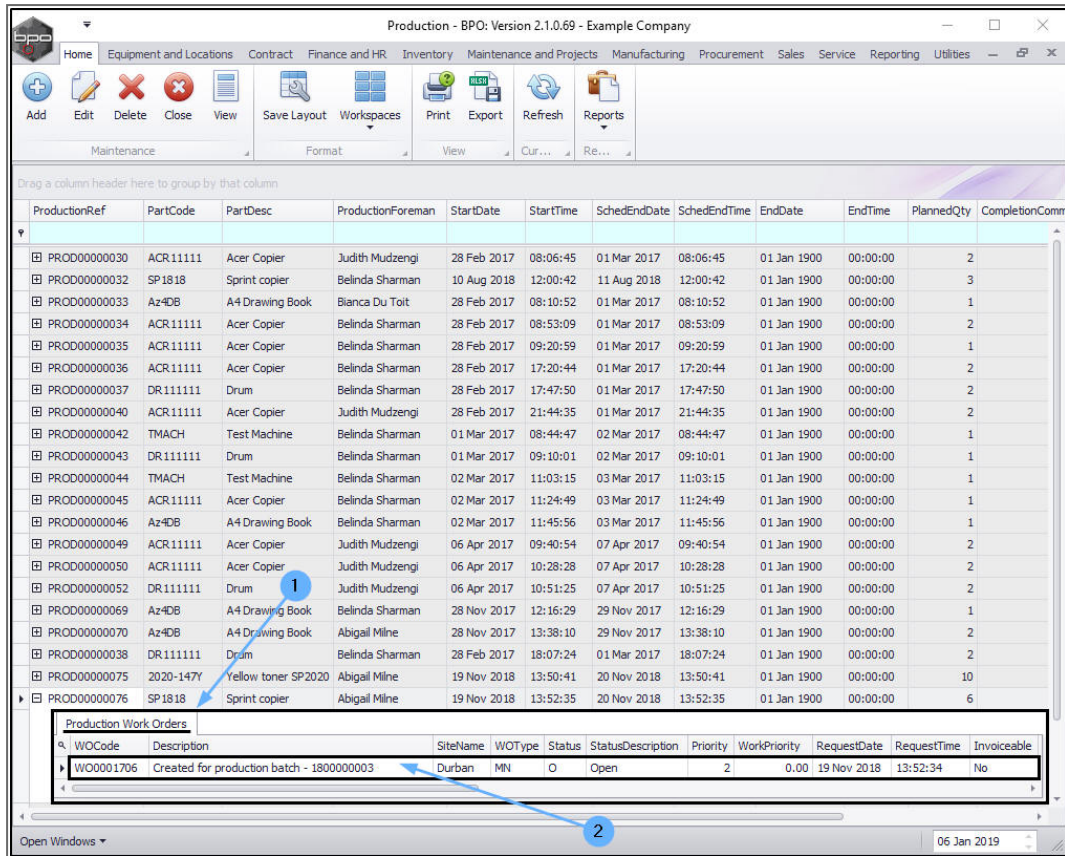


ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComm
PROD00000030	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2	
PROD00000032	SP1818	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3	
PROD00000033	Az4DB	A4 Drawing Book	Blanca Du Toit	28 Feb 2017	08:10:52	01 Mar 2017	08:10:52	01 Jan 1900	00:00:00	1	
PROD00000034	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2	
PROD00000035	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1	
PROD00000036	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2	
PROD00000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2	
PROD00000040	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2	
PROD00000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1	
PROD00000043	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1	
PROD00000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1	
PROD00000045	ACR11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1	
PROD00000046	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	
PROD00000049	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2	
PROD00000050	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2	
PROD00000052	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2	
PROD00000069	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	
PROD00000070	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	
PROD00000038	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2	
PROD00000075	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	
PROD00000076	SP1818	Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6	
PROD00000077	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	
PROD00000073	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.



The screenshot displays the 'Production - BPO: Version 2.1.0.69 - Example Company' window. The main table lists production orders with columns: ProductionRef, PartCode, PartDesc, ProductionForeman, StartDate, StartTime, SchedEndDate, SchedEndTime, EndDate, EndTime, PlannedQty, and CompletionComm. A blue arrow labeled '1' points to the 'ProductionRef' column header. Below the main table, a 'Production Work Orders' section is visible, showing a table with columns: WOCode, Description, SiteName, WOType, Status, StatusDescription, Priority, WorkPriority, RequestDate, RequestTime, and Invoiceable. A blue arrow labeled '2' points to the 'WOCode' column header in this section.

ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComm
PROD00000030	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2	
PROD00000032	SP1818	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3	
PROD00000033	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	
PROD00000034	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2	
PROD00000035	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1	
PROD00000036	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2	
PROD00000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2	
PROD00000040	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2	
PROD00000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1	
PROD00000043	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1	
PROD00000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1	
PROD00000045	ACR11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1	
PROD00000046	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	
PROD00000049	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2	
PROD00000050	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2	
PROD00000052	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2	
PROD00000069	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	
PROD00000070	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	
PROD00000038	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2	
PROD00000075	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	
PROD00000076	SP1818	Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6	

WOCode	Description	SiteName	WOType	Status	StatusDescription	Priority	WorkPriority	RequestDate	RequestTime	Invoiceable
WO0001706	Created for production batch - 1800000003	Durban	MN	O	Open	2	0.00	19 Nov 2018	13:52:34	No

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

SELECT THE TIME TILE

- Click on the **Time** tile.

Maintain WO - Ref WO0001706 - BPO: Version 2.1.0.69 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout Print

Maintain Format Print

Links
Enter text to search...

Functions

- Time
- Services
- Third Party Services
- Parts
- Loans
- Swap Outs
- Meters
- Expenses

Description Created for production batch - 1800000003

Requestor Abigail Milne

WO Type Manufacturing

Priority 2

Request Date 19 Nov 2018 13:52:34

Status ☐ Open

Billable ☐

Capitalise ☐

Work Order Item

Functional Location ☐ Equipment ☐

Item Bothas Hill

Comment

Links

RefType	ReferenceType	ReferenceNo
CALL	Call Reference	
PMNG	Project Reference	

Schedule

Assigned To Abigail Milne

Assigned By Abigail Milne

Scheduled Start 19 Nov 2018 13:52:35

Scheduled End 20 Nov 2018 13:52:35

Actual Start 19 Dec 2018 12:00:00

Actual End 19 Dec 2018 12:00:00

Delay Comments Currently on Schedule

Rectification Code

Rectification Comments

Completion Date 19 Dec 2018 12:00:00

Meters

Open Windows

06 Jan 2019

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.

Time bookings for WO Code WO0001706 - BPO: Version 2.1.0.69 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Back Save Layout Export Refresh

Processing Format Print Cur...

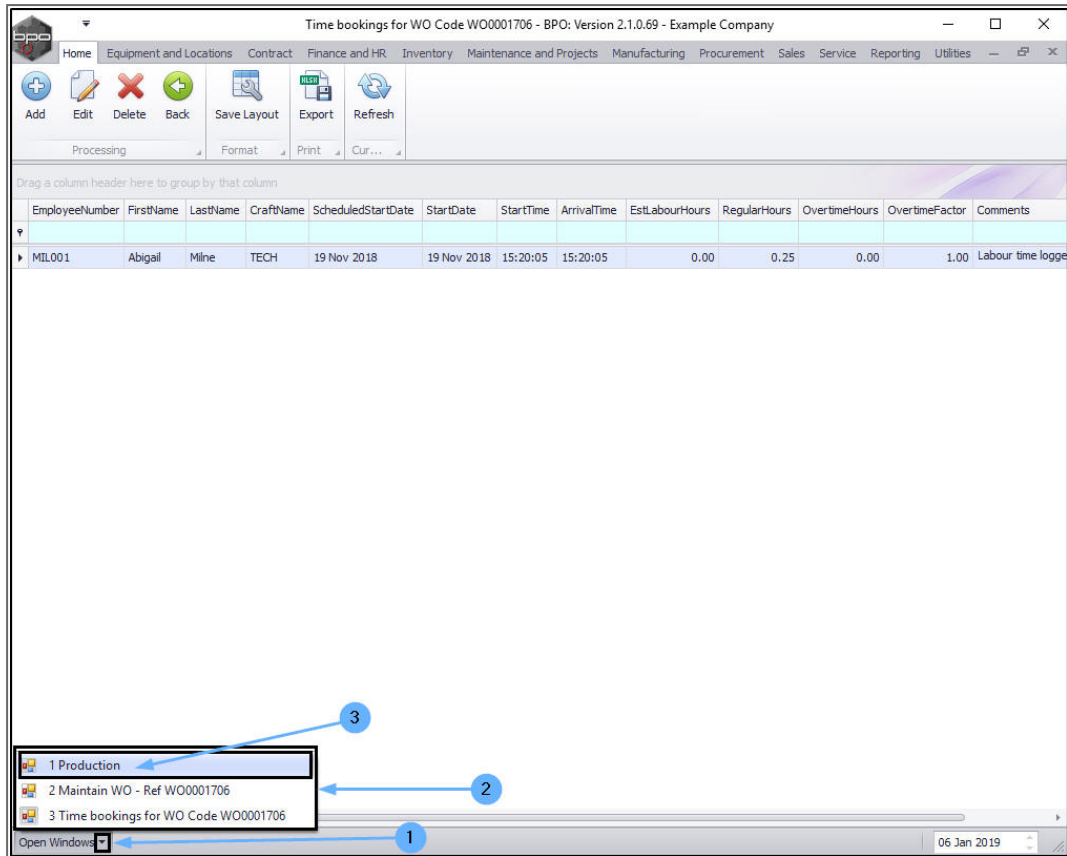
Drag a column header here to group by that column

EmployeeNumber	FirstName	LastName	CraftName	ScheduledStartDate	StartDate	StartTime	ArrivalTime	EstLabourHours	RegularHours	OvertimeHours	OvertimeFactor	Comments
MIL001	Abigail	Milne	TECH	19 Nov 2018	19 Nov 2018	15:20:05	15:20:05	0.00	0.25	0.00	1.00	Labour time logged

Open Windows 06 Jan 2019

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.

Production - BPO: Version 2.1.0.68 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Close View Save Layout Workspaces Print Export Refresh Reports

Maintenance Format View Cur... Re...

Drag a column header here to group by that column

ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments	ActualQty
PROD000000032	SP1818	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3		
PROD000000033	Az4D8	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		
PROD000000034	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2		
PROD000000035	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1		
PROD000000036	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2		
PROD000000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2		
PROD000000040	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2		
PROD000000041	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1		
PROD000000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1		
PROD000000043	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1		
PROD000000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1		
PROD000000045	ACR11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1		
PROD000000046	Az4D8	A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:45:56	03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	1		
PROD000000049	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2		
PROD000000050	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2		
PROD000000052	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2		
PROD000000069	Az4D8	A4 Drawing Book	Belinda Sharman	28 Nov 2017	12:16:29	29 Nov 2017	12:16:29	01 Jan 1900	00:00:00	1		
PROD000000070	Az4D8	A4 Drawing Book	Abigail Milne	28 Nov 2017	13:38:10	29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2		
PROD000000038	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2		
PROD000000075	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		
PROD000000076	SP1818	Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6		
PROD000000077	Az4D8	A4 Drawing Book	Abigail Milne	22 Nov 2018	09:49:10	23 Nov 2018	09:49:10	01 Jan 1900	00:00:00	1		
PROD000000073	Az4D8	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		

Open Windows 22 Nov 2018

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

SELECT WORK ORDER

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

Production - BPO: Version 2.1.0.68 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Close View Save Layout Workspaces Print Export Refresh Reports

Maintenance Format View Cur... Re...

Drag a column header here to group by that column

ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments	ActualQty
PROD000000032	SP1818	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3		
PROD000000033	Az4D8	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		
PROD000000034	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2		
PROD000000035	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1		
PROD000000036	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2		
PROD000000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2		
PROD000000040	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2		
PROD000000041	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1		
PROD000000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1		
PROD000000043	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1		
PROD000000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1		
PROD000000045	ACR11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1		
PROD000000046	Az4D8	A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:45:56	03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	1		
PROD000000049	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2		
PROD000000050	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2		
PROD000000052	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2		
PROD000000069	Az4D8	A4 Drawing Book	Belinda Sharman	28 Nov 2017	12:16:29	29 Nov 2017	12:16:29	01 Jan 1900	00:00:00	1		
PROD000000070	Az4D8	A4 Drawing Book	Abigail Milne	28 Nov 2017	13:38:10	29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2		
PROD000000038	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2		
PROD000000075	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		
PROD000000076	SP1818	Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6		
PROD000000077	Az4D8	A4 Drawing Book	Abigail Milne	22 Nov 2018	09:49:10	23 Nov 2018	09:49:10	01 Jan 1900	00:00:00	1		

Production Work Orders

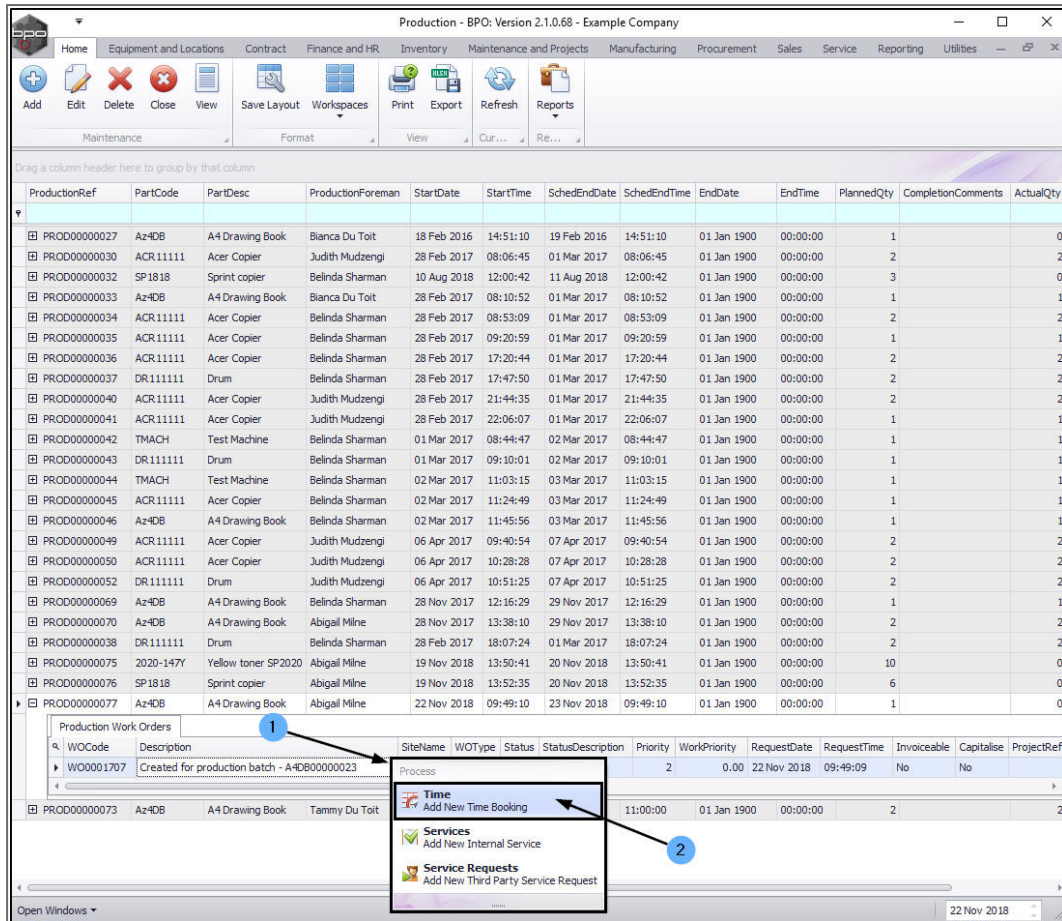
WOCode	Description	SiteName	WOType	Status	StatusDescription	Priority	WorkPriority	RequestDate	RequestTime	Invoiceable	Capitalise	Project
WO0001707	Created for production batch - A4D800000023	Durban	MN	O	Open	2	0.00	22 Nov 2018	09:49:09	No	No	

Open Windows

22 Nov 2018

ADD TIME BOOKING

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

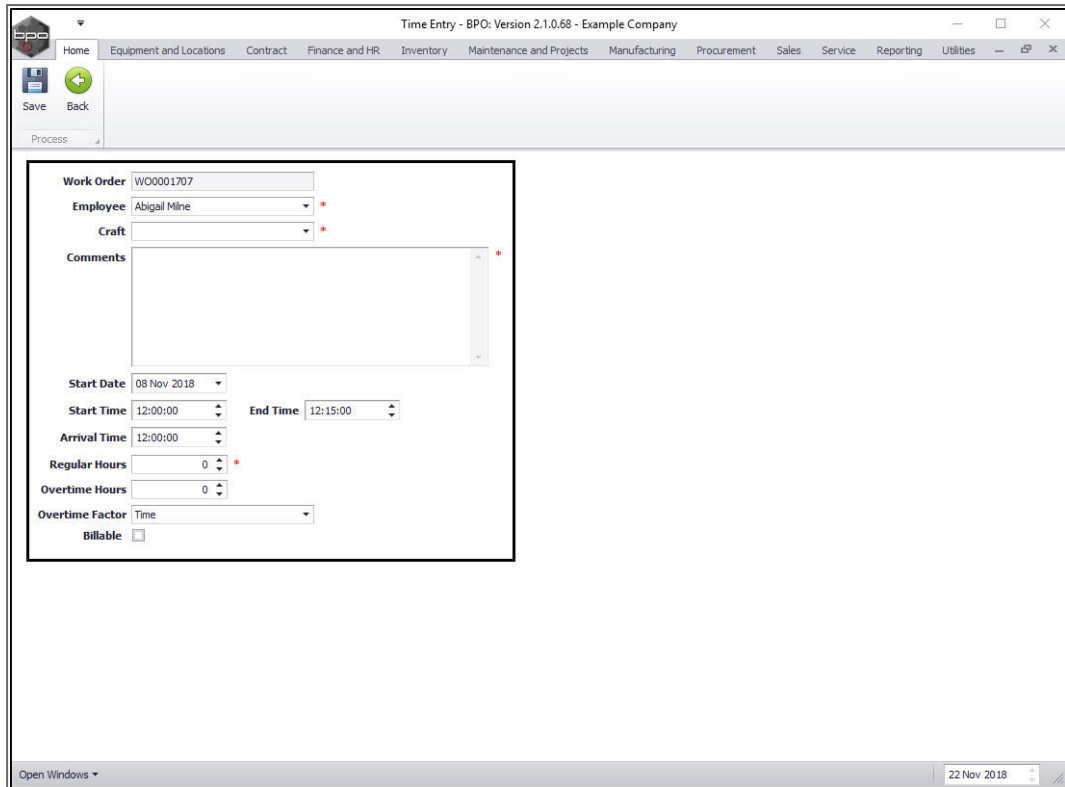


The **Time Entry** screen will open.

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 is billable.



Time Entry - BPO: Version 2.1.0.68 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back

Process

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 0

Overtime Hours 0

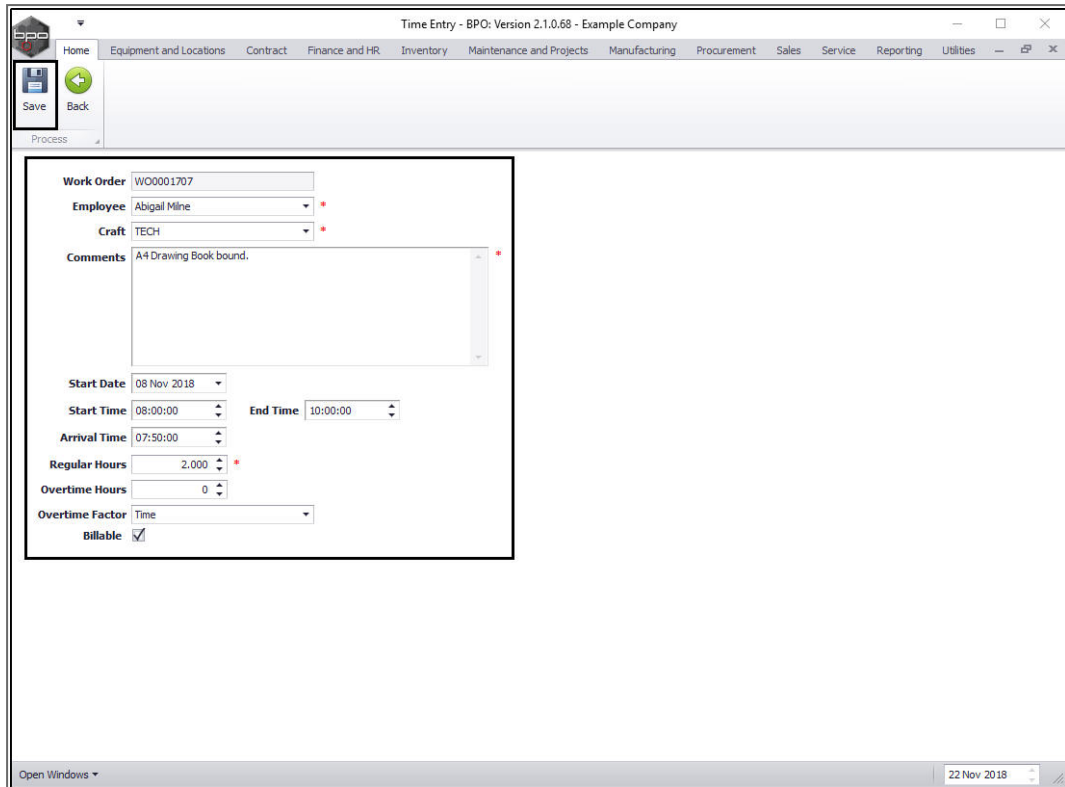
Overtime Factor Time

Billable ☐

Open Windows 22 Nov 2018

SAVE TIME BOOKING

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



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**.

Production - BPO: Version 2.1.0.68 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Close View Save Layout Workspaces Print Export Refresh Reports

Maintenance Format View Cur... Re...

Drag a column header here to group by that column

ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments	ActualQty
PROD000000027	Az408	A4 Drawing Book	Bianca Du Toit	18 Feb 2016	14:51:10	19 Feb 2016	14:51:10	01 Jan 1900	00:00:00	1		0
PROD000000030	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2		2
PROD000000032	SP1818	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3		0
PROD000000033	Az408	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		1
PROD000000034	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2		2
PROD000000035	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1		1
PROD000000036	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2		2
PROD000000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2		2
PROD000000040	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2		2
PROD000000041	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1		1
PROD000000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1		1
PROD000000043	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1		1
PROD000000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1		1
PROD000000045	ACR11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1		1
PROD000000046	Az408	A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:45:56	03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	1		1
PROD000000049	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2		2
PROD000000050	ACR11111	Acer Copier					10:28:28	01 Jan 1900	00:00:00	2		2
PROD000000052	DR111111	Drum					10:51:25	01 Jan 1900	00:00:00	2		2
PROD000000069	Az408	A4 Drawing Book					12:16:29	01 Jan 1900	00:00:00	1		1
PROD000000070	Az408	A4 Drawing Book					13:38:10	01 Jan 1900	00:00:00	2		2
PROD000000080	DR111111	Drum					18:07:24	01 Jan 1900	00:00:00	2		2
PROD000000075	2020-147Y	Yellow toner SP2020					13:50:41	01 Jan 1900	00:00:00	10		0
PROD000000076	SP1818	Sprint copier					13:52:35	01 Jan 1900	00:00:00	6		0
PROD000000077	Az408	A4 Drawing Book	Abigail Milne	22 Nov 2018	09:49:10	23 Nov 2018	09:49:10	01 Jan 1900	00:00:00	1		0
PROD000000073	Az408	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		2

Time Processing

Time booking on WO : WO0001707 complete.

OK

Open Windows

22 Nov 2018

MNU.051.010

