

# **PROJECTS**

## **PROJECTS - EMPLOYEE TIME SHEET**

You to generate a Time Sheet for an employee for a specified period.

**Ribbon Access:** Maintenance / Projects > Projects

•	BPO: Version 2.5.0.4 - Example Company v2.5.0.0											_ <b>D</b> X	
	Equipment	t / Locations	Contract i	Finance / HR	Inventory	Maintenance /	Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities
	Ì		Ê		I	-		2					
Instructions	Tasks	Generate Tasks	Work Requests	Maintenance Radar	Projects	Standard Methodology	Work Order Allocation	Technician Allocation					
Pre	Preventative Rea			Radar		Proje	ects	4					$\diamond$

- 1. The *Project Listing* screen will be displayed.
- 2. Click on *Employee Time*.

		ntract Finance / HR Inver	ntory	Maintenance / P			curement		0	Utilities	- 8
dd Edit	Daces T	Project Methodology t Project Baseline Close Project	Proj	oloyee Time ject Time gress Report	Print Delivery Note	Export My Pro	•	Sv	eports		
aintenance "Forma	t 4	Processing 4	Ana	alysis 🔺	Print	4	Current	A Re	ports 4		
nks #	Listing Hierarchy	(			2						
nter text to search P	Drag a column hoads	er here to group by that column								1	
Functions			Chathan	Chat - David	E- ID-1-		M-115.	C at a second	C. strengtheres	Destillants	1
Functions	ProjectRef	Description	Status	StatusDesc	EndDate	ManagerName	Notify	CustomerCode	CustomerName	DeptName	
Gantt	<b>♀</b> # <b>□</b> ⊂	A C		n 🗖 c		n 🗖 c	* <b>0</b> ¢	NDC		* <b>0</b> ¢	_
	▶   PRJ0000071	SP240 New Deal.	0	Open Open	05/06/2017	Bianca Du Toit	No	TIA001	Titan Group		
		Check Technician Assignment	0			Belinda Sharman	No	HOP001	Hope Works (Pt		
Work Orders		Test Projects viewed in Cust	0	Open	18/09/2014	Belinda Sharman	No	HOP001	Hope Works (Pt		
work Orders		New machine installation	0	Open	02/10/2014	Bianca Du Toit	No	DER001	Derton / Techno		
		tst SP240 New Deal	0	Open	02/10/2014	Bianca Du Toit	No	DER001	Derton / Techno		
		Machine installations	0	Open	14/11/2014	Bianca Du Toit	No	TIA001	Titan Group		
Work In Progress		Sprint SP 1912 New Deal Sale	0	Open	08/02/2015	Belinda Sharman Belinda Sharman	No	HOP001 HOP001	Hope Works (Pt		
		Sprint SP1912 New Deal Sale Service for HOP001 on 06 No		Open	11/01/2015			HOP001 HOP001	Hope Works (Pt		
		Service for HOP001 on 06 No Scheduled Maintenance for H		Open	07/11/2014	Bianca Du Toit	No	HOP001 HOP001	Hope Works (Pt		
Documents	PRJ0000092  PRJ0000093	Scheduled Maintenance for H		Open	07/11/2014	Bianca Du Toit	No	DER001	Hope Works (Pt Derton / Techno		
		Scheduled Maintenance for U	-	Open Open	07/11/2014	Bianca Du Toit Bianca Du Toit	No	YES001	Young Electric		
		Scheduled Maintenance for T							-		
Notes		Scheduled Maintenance for 1 Site Inspectino	0	Open	07/11/2014	Bianca Du Toit Bianca Du Toit	No	TIA001 HOP001	Titan Group Hope Works (Pt		
		Install Machines	0	Open	18/03/2015 21/03/2015	Bianca Du Toit Bianca Du Toit	No	HOP001 HOP001	Hope Works (Pt Hope Works (Pt		
		Machine inspection required	0	Open	29/05/2015	Belinda Sharman	No	HOPOUI	Hope Works (Pt		
Assignment History		Scheduled Maintenance for H	-	Open	15/05/2015	Bianca Du Toit	No	HOP001	Hope Works (Pt		
and a start of the		Scheduled Maintenance for D	-	Open	15/05/2015	Bianca Du Toit	No	DER001	Derton / Techno		
		Scheduled Maintenance for D	-	Open	15/08/2013	Bianca Du Toit	No	HOP001	Hope Works (Pt		
Durana Chart		Scheduled Maintenance for D		Open	15/08/2014	Bianca Du Toit	No	DER001	Derton / Techno		
Progress Chart	E PRJ0000104	Scheduled Maintenance for Y		Open		Bianca Du Toit	No	YES001	Young Electric		
Contraction of the second second	E PRJ0000105	screduled maintenance for f	0	open	15/08/2014	Dianca DU Tolt	NU	123001	roung electric		

4. The *Time Sheet Reports* screen will be displayed.



### **DETAIL TIME SHEET REPORT**

- **Start Date:** Type in or click on the down *arrow* to select the start date using the calendar function, for the time sheet you would like to request.
- End Date: Type in or click on the down *arrow* to select the end date using the calendar function for the time sheet you would like to request.
- **Employee:** Click on the *search button* to select the name of the employee whose time sheet you would like to request.
- Summary: Do <u>not</u> check this box for generating a Detail Time Sheet.
- 5. Click on OK.

	Time Sheet Repo	rts - BPO: Version 2.5.0.4	- Example Comp	any v2.5.0.0						x
Home Equipment / Locations Contract	Finance / HR Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	- 8	×
Ok Back										
Processing 5										$\sim$
Start Date 01/01/2017 -										
End Date 31/12/2017 *										
Employee Bianca Du Toit P										
Summary 🔲										
Open Windows 🕶				User : JulandaK	16/08/20	021 Versi	ion : 2.5.0.4	Example Cor	npany v2.5.0.	.0

9. The *Detail Time Sheet Report* for the employee will display in the *Preview* screen.



- From here you can make cosmetic changes to the report as well as View, Print, Export or Email the Time Sheet.
- 11. Click on *Close* to return to the *Time Sheet Reports* screen.

10					• 🔞	
	<b>Detail Time She</b>	et Report	From Date: 0	)1/01/2017	To :	31/12/2017
Project Ref	Project Desc	WO Code	WO Desc	Date	Hours	Comments
Bianca	Du Toit					
PRJ0000165	12345 - New machine installation	W00000969	12345 - New machine installation	07/07/2017 00:00:00	1.00	time logging for the project time sheet repo
		W00001480	TT002 - Weekly - Call per WO	01/08/2017 00:00:00	.00	Some work done as per the client. Need to pack.
PRJ0000098	SiteInspectino	W00000475	1818-1-1 - Check network requirements	20/08/2017 00:00:00	24.00	Work done as required
PRJ0000098	SiteInspectino	W00000475	1818-1-1 - Check network requirements	21/08/2017 00:00:00	24.00	Work done as required
PRJ0000098	SiteInspectino	W00000475	1818-1-1 - Check network requirements	22/08/2017 00:00:00	1.76	Work done as required
PRJ000085	tst	W00000250	tst	06/09/2017 00:00:00	.31	test resolving call whilst the database is no longer available
		W00000973	2M5 - 2 month service	06/09/2017 00:00:00	.12	test
		W00000802	Test auto apply task to work order	06/09/2017 00:00:00	.01	test
		W00000955	Prior calls list for location	06/09/2017 00:00:00	65	work done as required
		W00000955	Prior calls list for location	07/09/2017 00:00:00	24.00	work done as required
		W00000955	Prior calls list for location	08/09/2017 00:00:00	24.00	work done as required
		W00000955	Prior calls list for location	09/09/2017 00:00:00	24.00	work done as required
		W00000955	Prior calls list for location	10/09/2017 00:00:00	24.00	work done as required
		W00000955	Prior calls list for location	11/09/2017 00:00:00	16.10	work done as required
		W00001380	Contract Service Test v2.1.0.5	12/09/2017 00:00:00	24.00	work done as required by the client
		W00001380	Contract Service Test v2.1.0.5	13/09/2017	24.00	work done as required by the client

#### SUMMARY TIME SHEET REPORT

- 4. The *Time Sheet Reports* screen will be displayed.
  - **Start Date:** Type in or click on the down *arrow* to select the start date using the calendar function for the time sheet you would like to request.
  - End Date: Type in or click on the down *arrow* to select the end date using the calendar function for the time sheet you would like to request.
  - Employee: Click on the *search button* to select the name of the employee whose time sheet you would like to request.

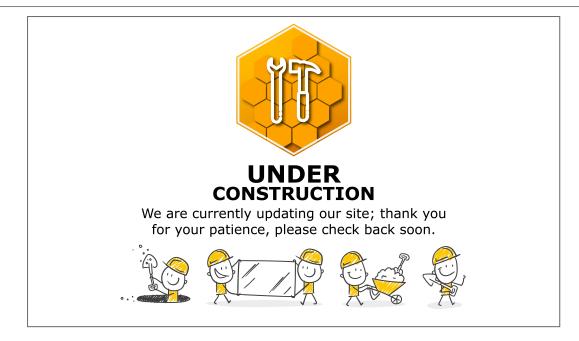


- **Summary:** Ensure that this field has been selected to generate the summary report.
- 5. Click on OK.

		4	)	> Time	Sheet Repo	rts - BPO: Version 2.5.0.4	- Example Com	pany v2.5.0.0						x
	Home	Equipment / Location	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales S	ervice Reporting	Utilities	-	8	×
Ok	Back													
Proces		5												\$
TTOCCO.														-
		01/01/2017 -												
	d Date	31/12/2017 -												
Em	ployee	Bianca Du Toit	Q											
Sun	nmary	$\checkmark$	_											
		mary 🗸	r											
	Suii	imary 🗸	1											
Open W	indows 🕶							User : JulandaK	16/08/2021	Version : 2.5.0.4	Example Co	mpany v2.	5.0.0	11.

- 14. The *Summary Time Sheet Report* will display in the Preview screen.
- From here you can make cosmetic changes to the report as well as
  *View*, *Print*, *Export* or *Email* the Time Sheet.
- 16. Click on *Close* to return to the *Time Sheet Reports* screen.





#### **Related Topics**

• Projects - Labour Time

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