

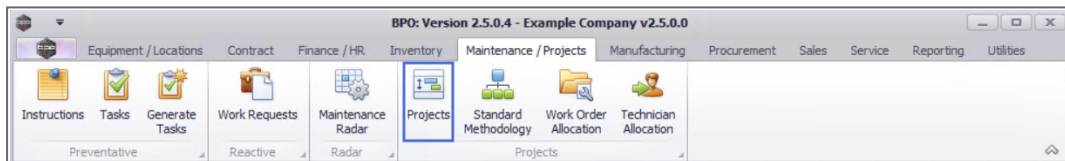
PROJECTS

PROJECTS – PROJECT TIME REPORT

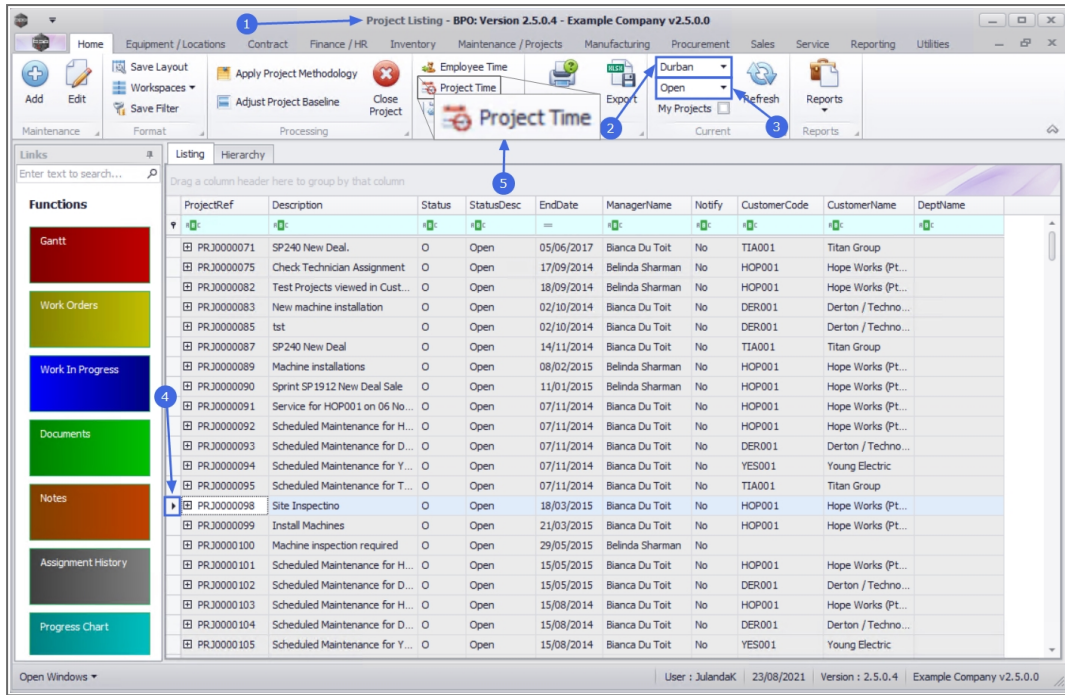
This process allows the Project Leader or Manager the facility to generate a Project Time Report that will list time logged against the project for each employee and work order.

The Time Report will enable you to monitor the progress of the project and to estimate for any delays.

Ribbon Access: *Maintenance / Projects > Projects*



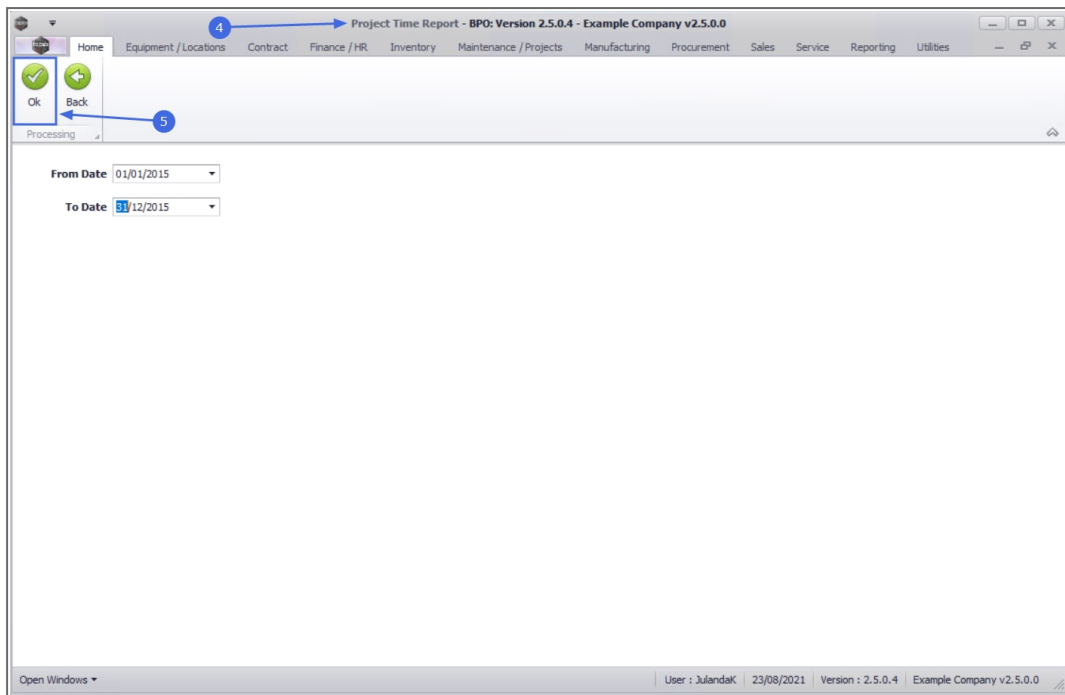
1. The **Project Listing** screen will be displayed.
2. Select the **Site** where the project can be located.
 - The example has **Durban** selected.
3. Select the **Status** for the project.
 - The example has **Open** selected.
4. Click on the **row** of the project you wish to generate the report for.
5. Click on **Project Time**.



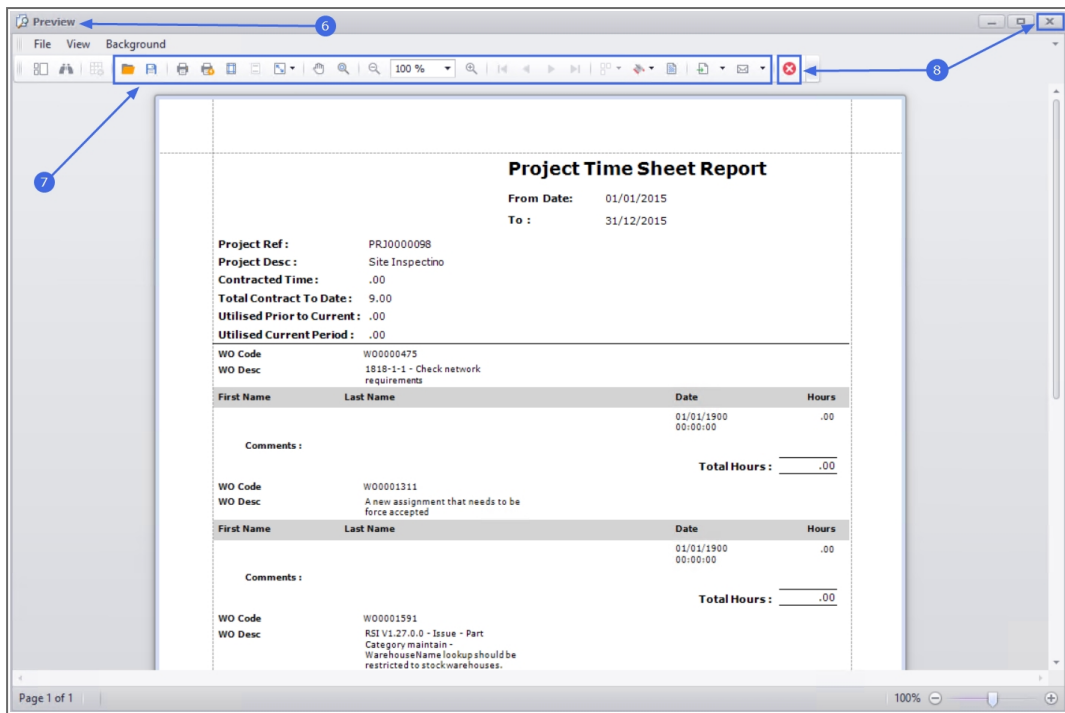
4. The **Project Time Report** screen will be displayed.

- **From Date:** Type in or click on the down **arrow** to select the date you wish to request the report from.
- **End Date:** Type in or click on the down **arrow** to select the date you wish to request the date to.

5. Click on **OK**.



6. The **Project Time Sheet Report** will display in the **Preview** screen.
7. From here you can make cosmetic changes to the report as well as **View, Print, Export** or **Email** the Time Sheet.
8. Click on **Close** to return to the **Project Time Report** screen.



Project Time Sheet Report

From Date: 01/01/2015
To : 31/12/2015

Project Ref: PRJ0000098
Project Desc: Site Inspectno
Contracted Time: .00
Total Contract To Date: 9.00
Utilised Prior to Current: .00
Utilised Current Period: .00

WO Code: W00000475
WO Desc: 1818-1-1 - Check network requirements

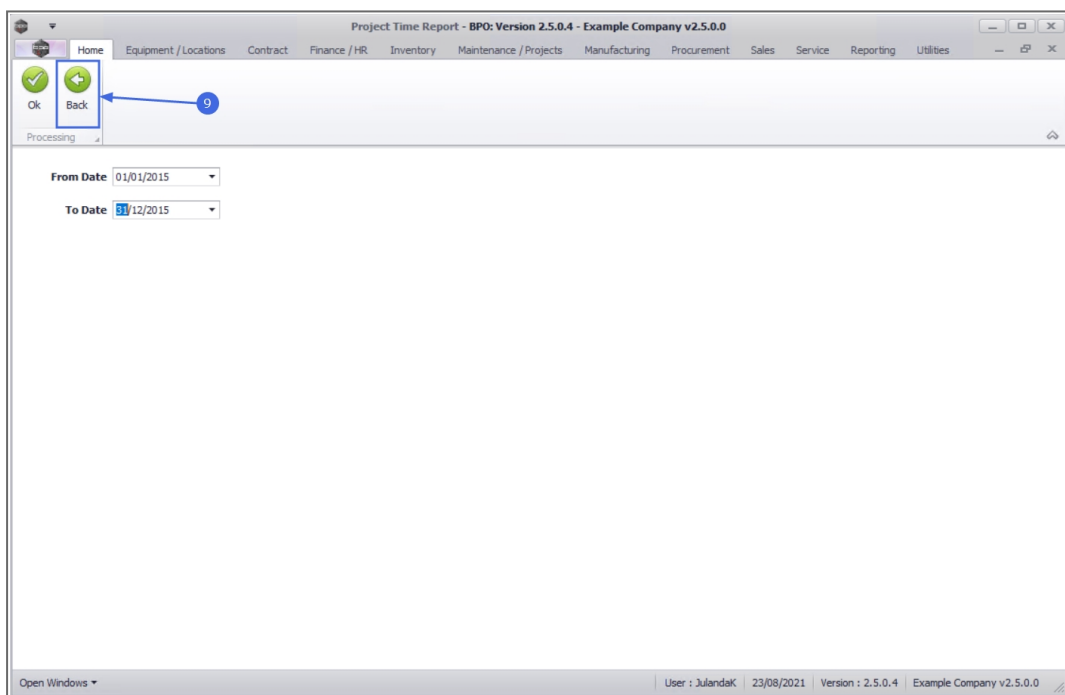
First Name	Last Name	Date	Hours
		01/01/1900 00:00:00	.00
Comments :			
			Total Hours : .00

WO Code: W00001311
WO Desc: A new assignment that needs to be force accepted

First Name	Last Name	Date	Hours
		01/01/1900 00:00:00	.00
Comments :			
			Total Hours : .00

WO Code: W00001591
WO Desc: RSI V1.27.0.0 - Issue - Part Category maintain - WarehouseName lookup should be restricted to stock warehouses.

9. Click on **Back** to return to the Project Listing screen.



Project Time Report - BPO: Version 2.5.0.4 - Example Company v2.5.0.0

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

Processing

From Date: 01/01/2015
To Date: 31/12/2015

Open Windows

User : JulandaK | 23/08/2021 | Version : 2.5.0.4 | Example Company v2.5.0.0

MNU.058.045