

## **PROJECTS**

## **PROJECTS - TIME BOOKINGS**

From the Time Booking Tile you can view the time that has been logged for each work order. You will also be able to see the Technician who logged time against the Work Order and how the time was allocated for the work order.

## 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 whose time bookings you wish to view.
  - The example has **Open** selected.
- 4. Click on the *row* of the project you wish to view time for.
- 5. Click on the *Time Bookings* tile.



♥ Home Equip	ment / Locations Con	tract Finance / HR Invento	ing <b>-BPC</b> ory Ma	intenance / Pro	. <b>0.4 - Example</b> ojects Manuf	E Company v2.5.0	.0 ment	Sales Service	Reporting Utilitie	s – 6
d Edit	kspaces • Filter	Project Methodology (Cose the Project Baseline Close Project	Employee Time Project Time Progress Report		Print Delivery Note	Export My Pro	n • •	Refresh Re	eports	
ntenance ( Eon	mat	Processing	Ana	alveis	Print		Ourrent	3.	norts	
· ·	Listing Hierarch			1						
r text to search		ar hara ta araun hu that caluma								1/
5	ProjectD of	Description	Ctable	StatusDees	EndDate	ManagerName	Notify	CustomerCode	Customerhame	Depthame
Y		In C		alle	=	Manager Name	allo	rac		IDepuvalite
	FI PR 10000071	SP240 New Deal.	0	Open	05/06/2017	Bianca Du Toit	No	TTA001	Titan Group	-
Parts	E PR 10000075	Check Technician Assignment	0	Open	17/09/2014	Belinda Sharman	No	HOP001	Hope Works (Ptv)	
		Test Projects viewed in Cust	0	Open	18/09/2014	Belinda Sharman	No	HOP001	Hope Works (Ptv)	
		New machine installation	0	Open	02/10/2014	Bianca Du Toit	No	DER001	Derton / Technolo	
Time Bookings		tst	0	Open	02/10/2014	Bianca Du Toit	No	DER001	Derton / Technolo	
		SP240 New Deal	0	Open	14/11/2014	Bianca Du Toit	No	TIA001	Titan Group	
	E PRJ0000089	Machine installations	0	Open	08/02/2015	Belinda Sharman	No	HOP001	Hope Works (Pty)	
Services		Sprint SP 1912 New Deal Sale	0	Open	11/01/2015	Belinda Sharman	No	HOP001	Hope Works (Pty)	
	PRJ0000091	Service for HOP001 on 06 No	0	Open	07/11/2014	Bianca Du Toit	No	HOP001	Hope Works (Pty)	
		Scheduled Maintenance for H	0	Open	07/11/2014	Bianca Du Toit	No	HOP001	Hope Works (Pty)	
Third Party Services		Scheduled Maintenance for D	0	Open	07/11/2014	Bianca Du Toit	No	DER001	Derton / Technolo	
		Scheduled Maintenance for Y	0	Open	07/11/2014	Bianca Du Toit	No	YES001	Young Electric	
		Scheduled Maintenance for T	0	Open	07/11/2014	Bianca Du Toit	No	TIA001	Titan Group	
Travel		Site Inspectino	0	Open	18/03/2015	Bianca Du Toit	No	HOP001	Hope Works (Pty)	
		Install Machines	0	Open	21/03/2015	Bianca Du Toit	No	HOP001	Hope Works (Pty)	
	E PR30000100	Machine inspection required	0	Open	29/05/2015	Belinda Sharman	No			
Evpances	➡ PRJ0000101	Scheduled Maintenance for H	0	Open	15/05/2015	Bianca Du Toit	No	HOP001	Hope Works (Pty)	
Сарспаса	➡ PRJ0000102	Scheduled Maintenance for D	0	Open	15/05/2015	Bianca Du Toit	No	DER001	Derton / Technolo	
		Scheduled Maintenance for H	0	Open	15/08/2014	Bianca Du Toit	No	HOP001	Hope Works (Pty)	
		Scheduled Maintenance for D	0	Open	15/08/2014	Bianca Du Toit	No	DER001	Derton / Technolo	
			-	-						

6. The *Time Bookings for Project : [project ref number]* screen will be displayed.

Note that this is a View only screen and no changes can be made to the information listed here.

- 7. From this screen you will be able to view the time that has been logged for each work order, the Technician who logged time against the Work Order as well as how the time was allocated for the work order.
- 8. You will also be able to see where different Technicians worked on the same Work Order,
- 9. or where the same Technician attended to a work order on different dates.
- 10. Click on *Back* to return to the Project Listing screen.



## Projects - Time Bookings

\$	Ŧ		6	Time Bookings for Project : PF	230000071 -	BPO: Version 2.5.	.0.4 - Example Co	mpany v2.5.0	0.0				х
	Home	Equipment / Loc	ations Cont	ract Finance / HR Inventory Ma	intenance / P	rojects Manufa	cturing Procure	ment Sale:	Service	Reporting U	tilities	- 8	×
Back	Save Layo	ut Workspaces	Refresh										
		10	0.00										~
	4	ormat 🔰 🦼	Cutton a										
			that column									1	
Pro	jectRef	ProjectDesc	WOCode	WODescription	CraftName	EmployeeNumber	TechnicianName	StartDate	EstLabourHours	RegularHours	OvertimeHours	OvertimeFact	tor
۹ 🗉		R C	R <mark>B</mark> C	4 <b>0</b> 4	REC	REC	REC	=	=	=	-	-	
PR	30000071	SP240 New Deal.	WO0000205	SP240-1 - Machine Installations	ADMN	MUD001	Judith Mudzengi	19/07/2017	0.00	0.00	2.00	1	1.25
PR	J0000071 💙	SP240 New Deal.	WO0000205	SP240-1 - Machine Installations	TECH	MUD001	Judith Mudzengi	12/04/2017	0.00	3.00	0.00	1	1.00
PR	J0000071 👝	SP240 New Deal.	WO0000206	SP240-2 - Network setup - test edi work	MNGT	DUT001	Bianca Du Toit	18/07/2018	0.00	0.13	0.00	1	1.00
PR	30000071 🔍	SP240 New Deal.	WO0000206	SP240-2 - Network setup - test edi work	ADMN	MUD001	Judith Mudzengi	12/04/2017	0.00	5.00	0.00	1	1.00
PR	30000071	SP240 New Deal.	WO0000286	WS - Weekly Service	MNGT	DUT001	Bianca Du Toit	29/05/2018	0.00	2.00	0.00	1	1.00
PR	J0000071	SP240 New Deal.	WO0002198	Test project assignment with auto accept	MINGT	DUT001	Bianca Du Toit	30/05/2018	0.00	0.05	0.00	0	0.00
Open	Windows 🔻						U	ser : JulandaK	10/09/2021 V	ersion : 2.5.0.4	Example Comp	any v2.5.0.0	

MNU.058.061