

We are currently updating our site; thank you for your patience.

# **PROJECTS**

## **PROJECTS - EMPLOYEE TIME SHEET**

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

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

<b>\$ T</b>	BPO: Version 2.5.0.4 - Example Company v2.5.0.0												_ <b>D</b> X
	Equipmen	t / Locations	Contract i	Finance / HR	Inventory	Maintenance / F	Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities
	Ì	1	1		1=			2					
Instructions	Tasks	Generate Tasks	Work Requests	Maintenance Radar	Projects	Standard Methodology	Work Order Allocation	Technician Allocation					
Pre	ventative		Reactive	Radar	4	Projec	cts	4					$\Diamond$

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

Home Equipme Galaxies Constraints (Constraints) Home Equipme Save L Worksg Save F Save F Forma	ayou pace	ut 📑 Apply F	tract Finance / HR Inver Project Methodology Project Baseline Close Project Processing 4	💰 Emp	Maintenance / F loyee Time ect Time gress Report alysis	Projects Mai Print Delivery Note Print	Durba	n • njects	Refresh Re	ice Reporting	Utilities		2
iks #	L	isting Hierarchy				2							_
ter text to search P	Dr												
Functions		ProjectRef	Description	Status	StatusDesc	EndDate	ManagerName	Notify	CustomerCode	CustomerName	DeptName		
	۴	n 🗖 c	n 🖬 c	8 <b>0</b> 0	R C	-	n 🗖 c	×∎c	n 🗖 c	n 🗖 c	a 🗖 c		
Gantt	Þ	PRJ0000071	SP240 New Deal.	0	Open	05/06/2017	Bianca Du Toit	No	TIA001	Titan Group			
		PRJ0000075	Check Technician Assignment	0	Open	17/09/2014	Belinda Sharman	No	HOP001	Hope Works (Pt			
		PRJ0000082	Test Projects viewed in Cust	0	Open	18/09/2014	Belinda Sharman	No	HOP001	Hope Works (Pt			
Work Orders		PRJ0000083	New machine installation	0	Open	02/10/2014	Bianca Du Toit	No	DER001	Derton / Techno			
		PRJ0000085	tst	0	Open	02/10/2014	Bianca Du Toit	No	DER001	Derton / Techno			
			SP240 New Deal	0	Open	14/11/2014	Bianca Du Toit	No	TIA001	Titan Group			
Work In Progress			Machine installations	0	Open	08/02/2015	Belinda Sharman	No	HOP001	Hope Works (Pt			
			Sprint SP1912 New Deal Sale	0	Open	11/01/2015	Belinda Sharman	No	HOP001	Hope Works (Pt			
			Service for HOP001 on 06 No	0	Open	07/11/2014	Bianca Du Toit	No	HOP001	Hope Works (Pt			
Documents			Scheduled Maintenance for H	0	Open	07/11/2014	Bianca Du Toit	No	HOP001	Hope Works (Pt			
Documenta			Scheduled Maintenance for D	0	Open	07/11/2014	Bianca Du Toit	No	DER001	Derton / Techno			
			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			
Notes			Site Inspectino	0	Open	18/03/2015	Bianca Du Toit	No	HOP001	Hope Works (Pt			
			Install Machines	0	Open	21/03/2015	Bianca Du Toit	No	HOP001	Hope Works (Pt			
			Machine inspection required	0	Open	29/05/2015	Belinda Sharman	No					
Assignment History			Scheduled Maintenance for H	0	Open	15/05/2015	Bianca Du Toit	No	HOP001	Hope Works (Pt			
			Scheduled Maintenance for D	0	Open	15/05/2015	Bianca Du Toit	No	DER001	Derton / Techno			
			Scheduled Maintenance for H	0	Open	15/08/2014	Bianca Du Toit	No	HOP001	Hope Works (Pt			
Progress Chart			Scheduled Maintenance for D	0	Open	15/08/2014	Bianca Du Toit	No	DER001	Derton / Techno			
			Scheduled Maintenance for Y	0	Open	15/08/2014	Bianca Du Toit	No	YES001	Young Electric			

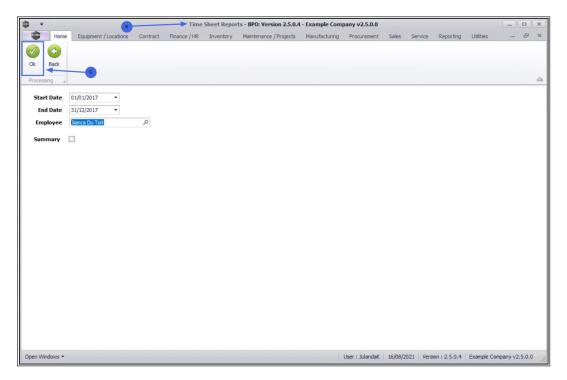
Help v2024.5.0.7/1.0 - Pg 1 - Printed: 21/08/2024



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.





- 9. The **Detail Time Sheet Report** for the employee will display in the **Pre-view** screen.
- 10. 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.

毘   🖿 🗎		100 % 🔻 🔍	< ◆ ▶         • • • • [		• 🕴	
10						
	31/12/2017					
Project Ref	Project Desc	WO Code	W0 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 g back.
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
PRJ0000085	tst	W00000250	tst	06/09/2017 00:00:00	.31	test resolving call whilst the database is no longer available
		W00000973	2MS - 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	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	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.



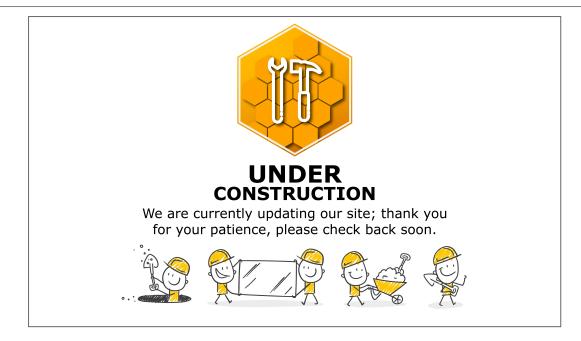
- **Employee:** Click on the **search button** to select the name of the employee whose time sheet you would like to request.
- **Summary:** Ensure that this field has been selected to generate the summary report.
- 5. Click on OK.

terret t	4		Time	Sheet Repor	ts - BPO: Version 2.5.0.4	- Example Com	pany 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													\$
Start Date End Date	01/01/2017 · 31/12/2017 ·													
Employee	Bianca Du Toit	Q,												
		7												
Summary		_												
	nmary 🗸													
•														
Open Windows 🔻						1	User : JulandaK	16/08/202	1 Versio	on: 2.5.0.4	Example Cor	npany 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

MNU.058.043