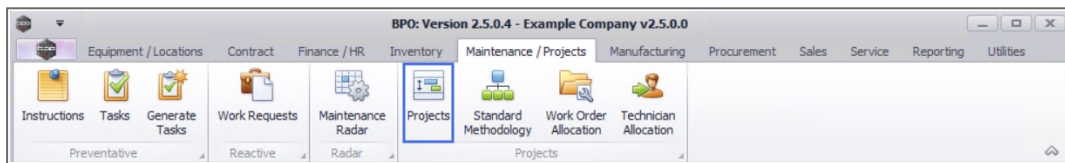


# PROJECTS

## PROJECTS – LABOUR TIME

This process is used to log labour time per technician.

*Ribbon Access: Maintenance / Projects > Projects*

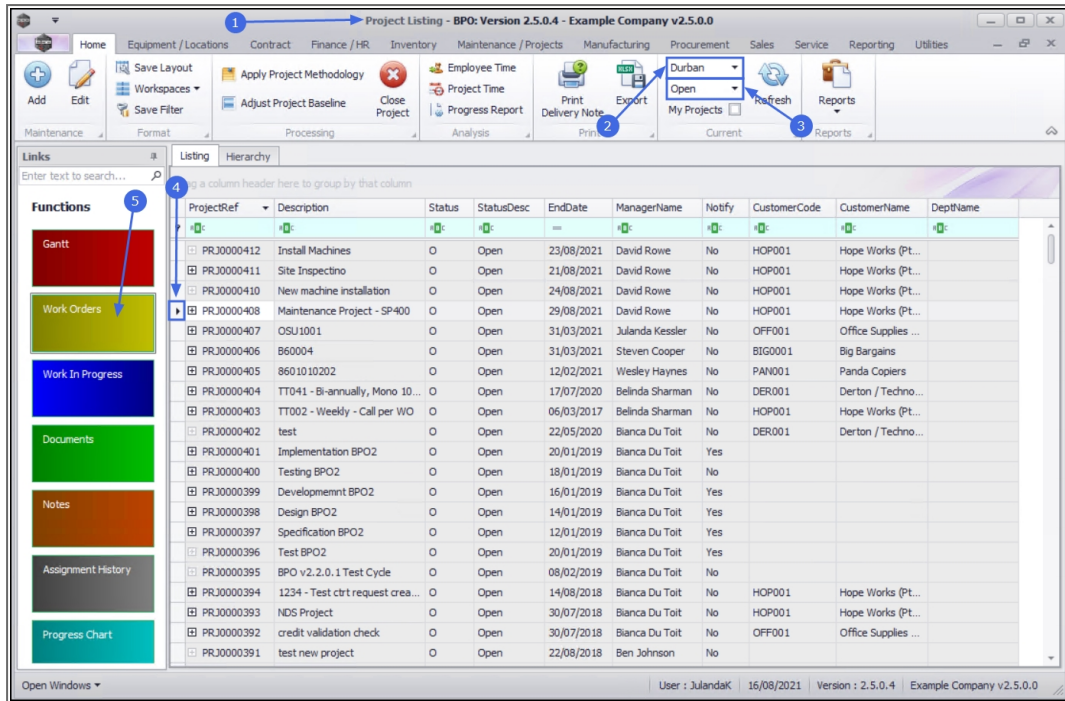


1. The **Project Listing** screen will be displayed.
2. Select the **Site** where the project can be located.
  - The example has **Durban** selected.
3. Ensure that the **Status** has been set to **Open**.

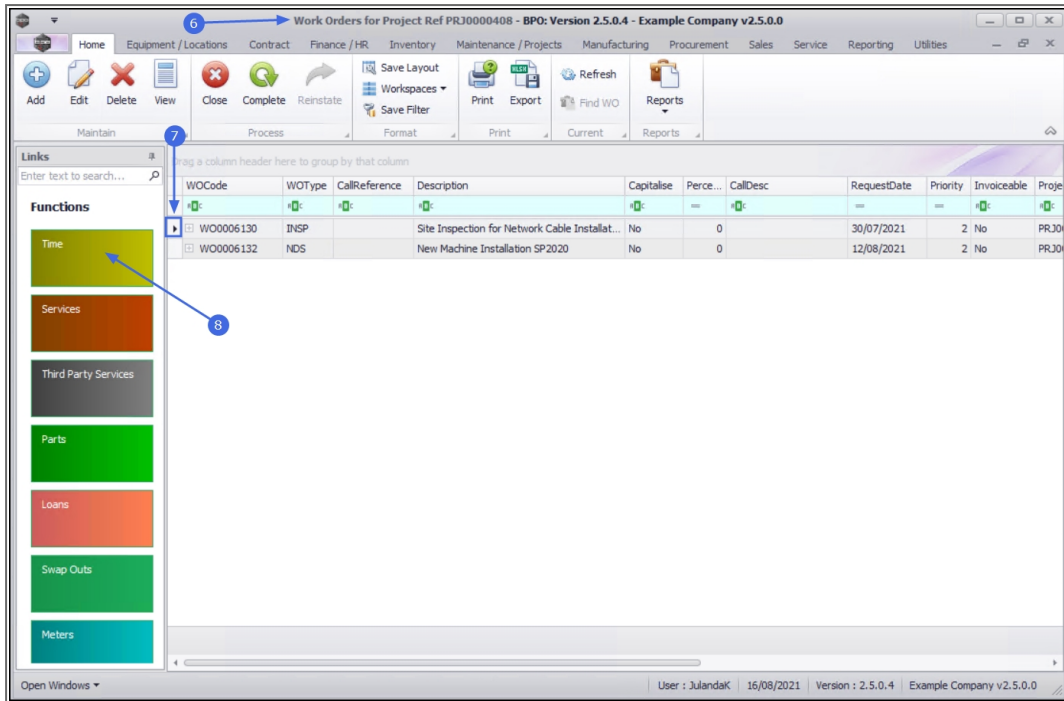


Note that you can only log time on a project that is open.

4. Click on the **row** of the **project** that you wish to log labour time to.
5. Click on the **Work Orders** tile.



6. The **Work Orders for Project Ref [project ref number]** screen will be displayed.
7. Click on the **row** of the **Work Order** you wish to log labour time for.
8. Click on the **Time** tile.



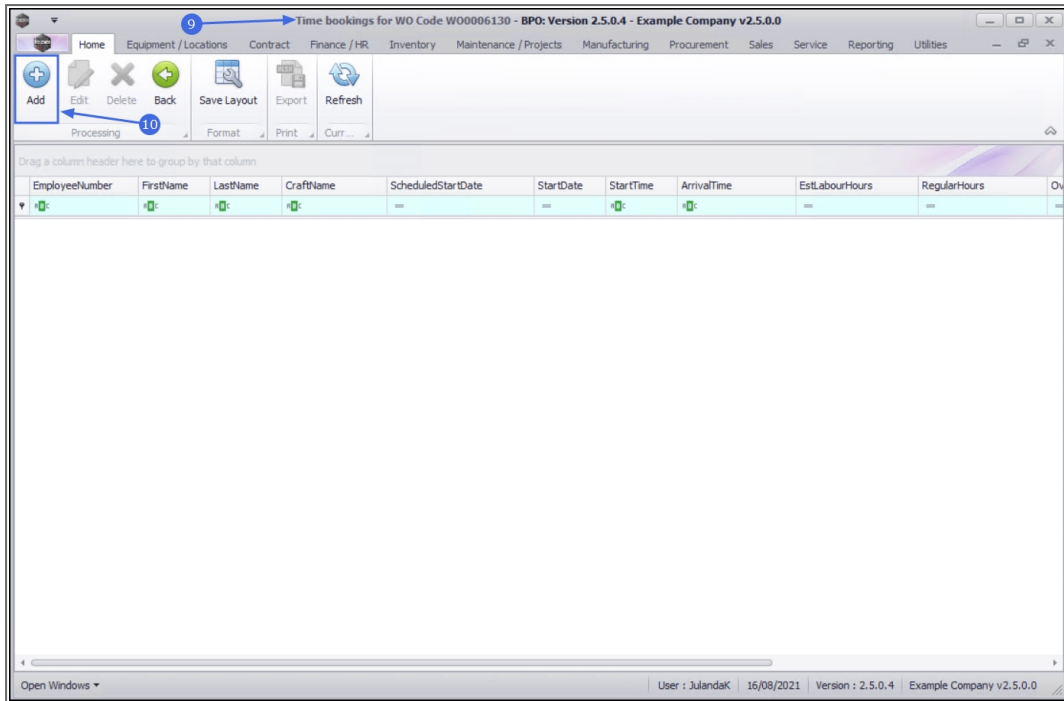
9. The **Time bookings for WO Code [work order number] screen** will be displayed.

## ADD LABOUR TIME

10. Click on **Add**.



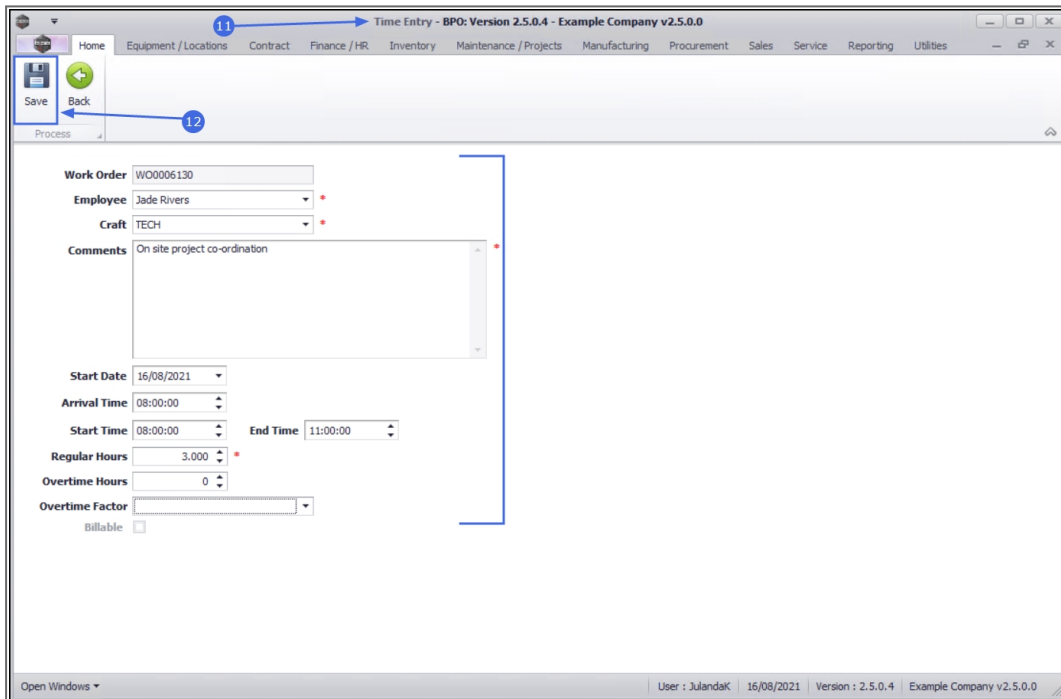
Short cut key: **Right click** to display the **Process** menu list. Click on **Add**.



11. "The Time Entry screen will be displayed. Work Order: The work order field will auto populate with the work order number selected. Employee: The employee field will populate with the name of the person currently logged onto the system. Click on the down arrow to select an alternative person from the drop-down list, if required. Craft: Click on the down arrow to select the craft that needs to be assigned to the time entry, from the drop-down list. Note that the Craft selection available from the list will depend on the crafts linked to the employee selected. Comments: Click in the text box to type comments relating to the work done on the work order. Note that the minimum length of the Comments field is 20 characters. Start Date: The start date will default to the current date. Click to type in or click on the down arrow to use the calendar function to select an alternative date. Arrival Time: The arrival time will default to the system time at the time of logging time. Click to type in or use the arrow indicators to adjust the time to the correct arrival time. Start Time: This field will default to the system time at

the time of logging time. There may be a delay between the arrival and actual time work was started. Click to type in or use the arrow indicators to adjust the time to the actual time work was started. End Time: This field will increment with 20 minutes from the start time. Click to type in or use the arrow indicators to adjust the end time to the actual time the work was completed. Regular Hours: The regular hours will be calculated when the start and end times have been entered. Click to type in or use the arrow indicators to adjust the regular hours, if required. Overtime Hours: Click to type in or use the arrow indicators to record the overtime hours worked. Overtime Factor: Click on the down arrow to select the overtime factor related to the overtime worked. Billable: This field is not available when logging time. To set the time as billable or non-billable refer to Time Review - Review Time" on page 2

12. When you have completed adding the details, click on **Save**.



The screenshot shows a software window titled "Time Entry - BPO: Version 2.5.0.4 - Example Company v2.5.0.0". The interface includes a navigation menu at the top with options like Home, Equipment / Locations, Contract, Finance / HR, Inventory, Maintenance / Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu, there are "Save" and "Back" buttons. The main form area contains the following fields:

- Work Order: WO0006130
- Employee: Jade Rivers
- Craft: TECH
- Comments: On site project co-ordination
- Start Date: 16/08/2021
- Arrival Time: 08:00:00
- Start Time: 08:00:00
- End Time: 11:00:00
- Regular Hours: 3.000
- Overtime Hours: 0
- Overtime Factor: (dropdown menu)
- Billable:

A blue bracket on the right side of the form groups the Employee, Craft, Comments, Start Date, Arrival Time, Start Time, End Time, Regular Hours, Overtime Hours, Overtime Factor, and Billable fields. A blue circle with the number "12" and an arrow points to the "Save" button.

## EDIT LABOUR TIME

1. From the **Time Bookings for WO Code [work order number]** screen,
2. Click on the **row** of the work order you wish to edit time for.
3. Click on **Edit**.



Short cut key: **Right click** to display the **Process** menu list. Click on **Edit**.

4. You receive the **Time Bookings** message to confirm;
  - **Are you sure you want to edit this time for [employee name] on WO [work order number]?**
5. Click on **Yes**.

The screenshot shows a software window titled "Time bookings for WO Code W00006130 - BPO: Version 2.5.0.4 - Example Company v2.5.0.0". The window has a menu bar with options like Home, Equipment / Locations, Contract, Finance / HR, Inventory, Maintenance / Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu bar is a toolbar with icons for Add, Edit, Delete, Back, Save Layout, Export, and Refresh. A table is displayed with columns: EmployeeNumber, FirstName, LastName, CraftName, ScheduledStartDate, StartDate, StartTime, ArrivalTime, Est.LabourHours, and RegularHours. The first row of data is highlighted in blue, with a blue arrow pointing to it labeled '2'. A confirmation dialog box titled "Time Bookings" is overlaid on the table, containing the question "Are you sure you want to edit this time for Jade Rivers on WO W00006130?". The dialog has "Yes" and "No" buttons, with a blue arrow pointing to the "Yes" button labeled '5'. A blue arrow labeled '4' points to the question text in the dialog. A blue arrow labeled '1' points to the "Edit" button in the toolbar. A blue arrow labeled '3' points to the "Edit" button in the context menu that appears over the selected row.

EmployeeNumber	FirstName	LastName	CraftName	ScheduledStartDate	StartDate	StartTime	ArrivalTime	Est.LabourHours	RegularHours
E147282	Jade	Rivers	TECH	16/08/2021	16/08/2021	08:00:00	08:00:00	0.00	3.00

6. The **Time Entry** screen will be displayed.
7. Make the required adjustments to the time entry and click on **Save**.

Time Entry - 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

Save Back

Process

Work Order: WO0006130

Employee: Jade Rivers \*

Craft: TECH \*

Comments: On site project co-ordination \*

Start Date: 16/08/2021

Arrival Time: 08:00:00

Start Time: 08:00:00 End Time: 11:00:00

Regular Hours: 3.000 \*

Overtime Hours: 0

Overtime Factor: [dropdown]

Billable:

Open Windows | User: JulandaK | 16/08/2021 | Version: 2.5.0.4 | Example Company v2.5.0.0

MNU.058.007

