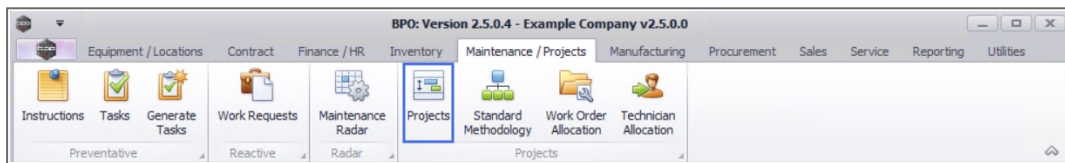# PROJECTS

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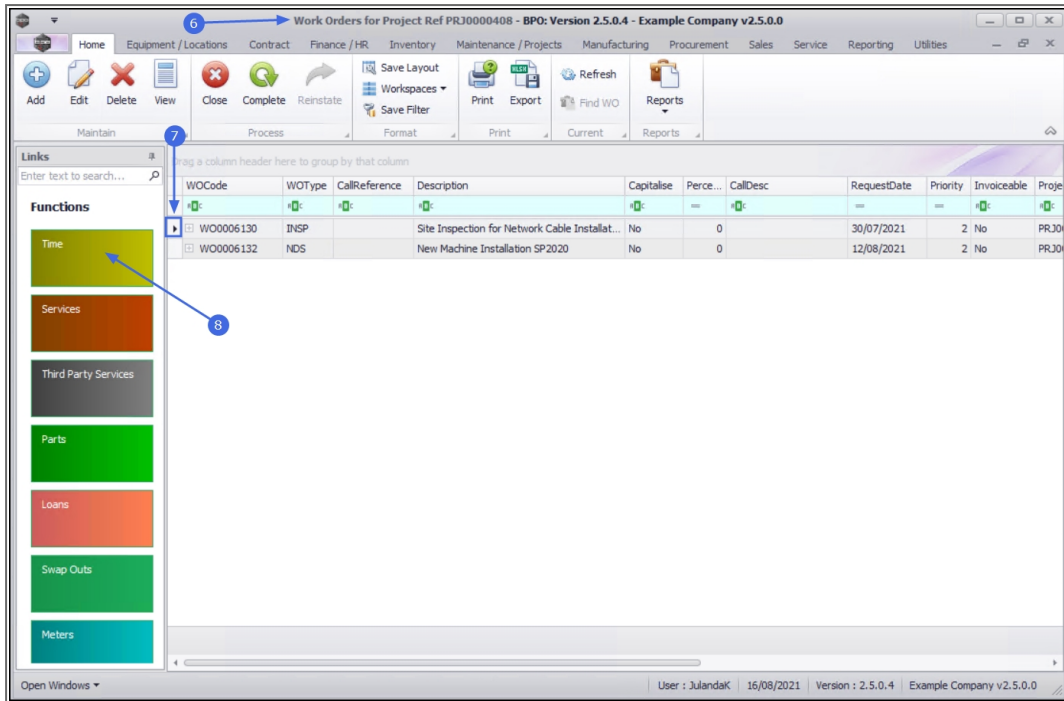
> ✏️ **Note** that you can only log time on a project that is open.

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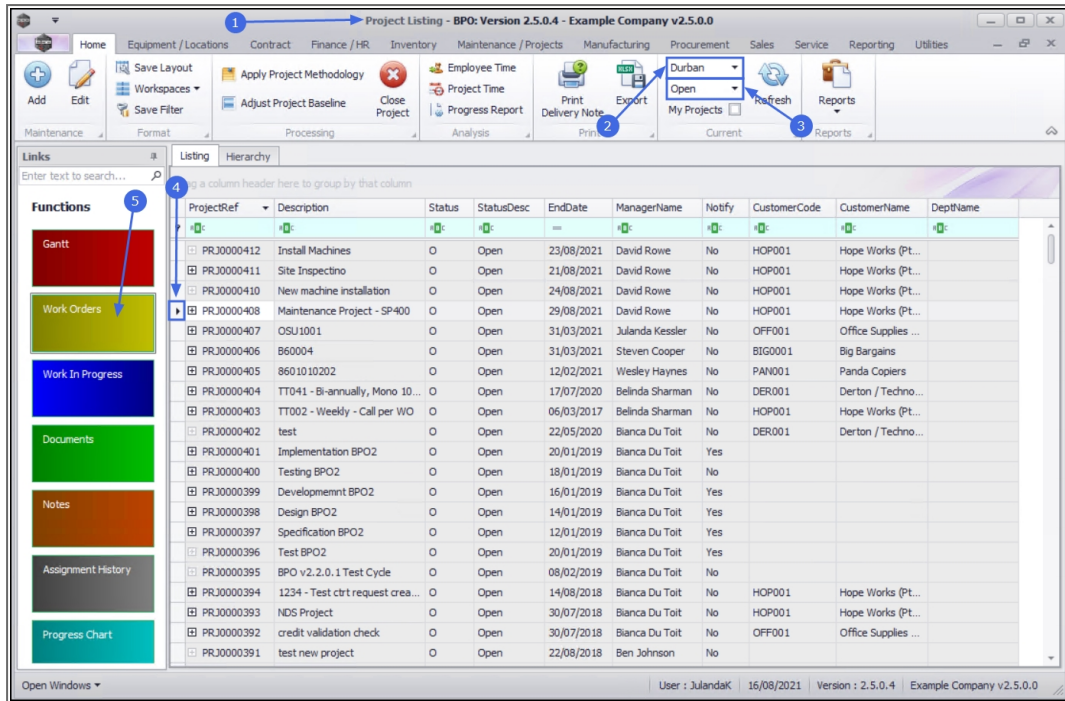
6. The *Work Orders for Project Ref [project ref number]* screen will be displayed.

7. Click on the *row* of the *Work Order* you wish to log labour time for.

8. Click on the *Time* tile.

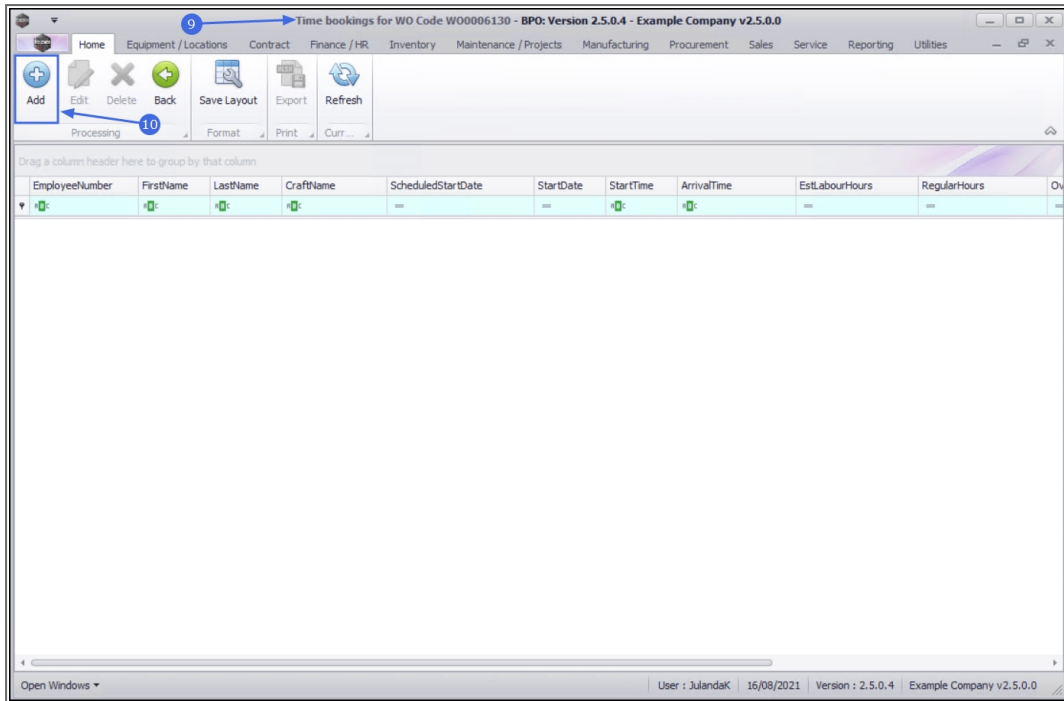9. The *Time bookings for WO Code [work order number] screen* will be displayed.

ADD LABOUR TIME

10. Click on *Add*.

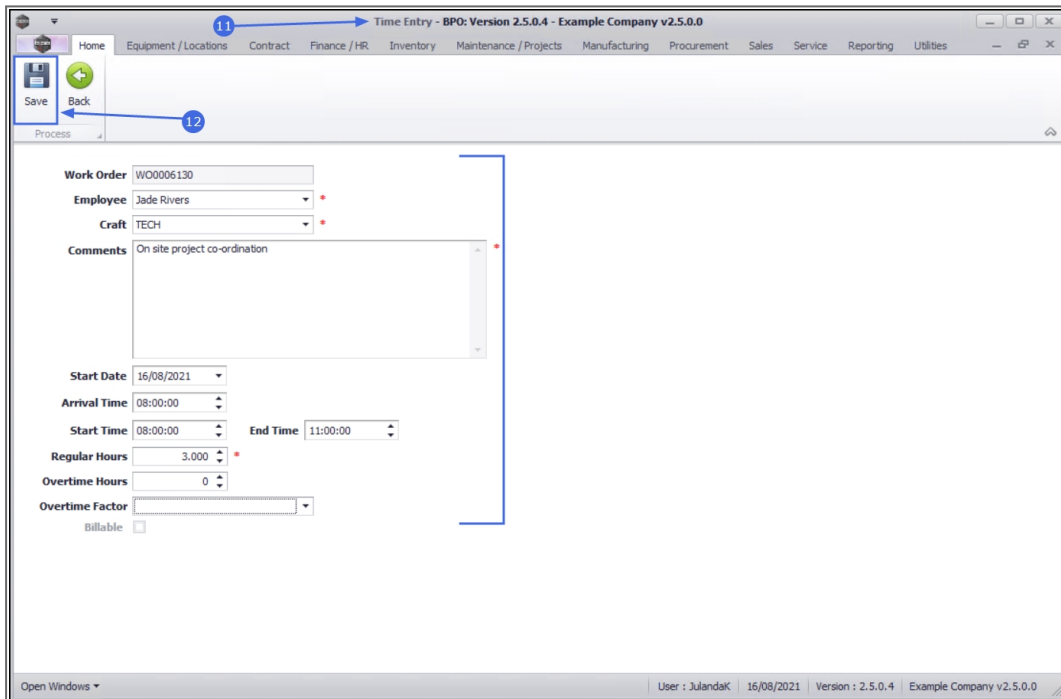> Short cut key: *Right click* to display the *Process* menu list. Click on *Add*.

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*.

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*.

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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*.

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

MNU.058.007