

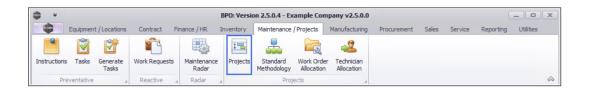
## **PROJECTS**

## **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*.



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Functions	ProjectRef	Description	Status	StatusDesc	EndDate	ManagerName	Notify	CustomerCode	CustomerName	DeptName	/
	9 allc	REC	REC	REC	=	REC	#DC	REC.	RDC	RDC	
Gantt	PRJ0000071	SP240 New Deal.	0	Open	05/06/2017	Bianca Du Toit	No	TIA001	Titan Group	-	
	E PR30000075	Check Technician Assignment	0	Open	17/09/2014	Belinda Sharman	No	HOP001	Hope Works (Pt		
		Test Projects viewed in Cust		Open	18/09/2014	Belinda Sharman	No	HOP001	Hope Works (Pt		
Work Orders		New machine installation	0	Open	02/10/2014	Bianca Du Toit	No	DER001	Derton / Techno		
		tst	0	Open	02/10/2014	/2014 Bianca Du Toit No DER001		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	PRJ0000092	Scheduled Maintenance for H	0	Open	07/11/2014	Bianca Du Toit	No	HOP001	Hope Works (Pt		
Documents	PRJ0000093	Scheduled Maintenance for D	0	Open	07/11/2014	Bianca Du Toit	No	DER001	Derton / Techno	)	
	PRJ0000094	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	▶ 🗄 PRJ0000098	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		
	➡ PRJ0000100	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	PR30000104	Scheduled Maintenance for D	0	Open	15/08/2014	Bianca Du Toit	No	DER001	Derton / Techno		
	PRJ0000105	Scheduled Maintenance for Y	0	Open	15/08/2014	Bianca Du Toit	No	YES001	Young Electric		

- 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.



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From Date	01/01/2015 -											
To Date	<u>31/</u> 12/2015 •											
Open Windows -							User : JulandaK	23/08/2	021 Vers	ion: 2.5.0.4	Example Co	ompany v2.5.0.0 //.

- 6. The *Project 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.
- 8. Click on *Close* to return to the *Project Time Report* screen.



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V					From Date:	01/01/2015				
					To:	31/12/2015				
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			Contracted Time :	.00						
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			Utilised Current Peri	iod: .00						
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9. Click on *Back* to return to the Project Listing screen.

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To Date 31/12/2015 -									
Open Windows 🕶					User : JulandaK	23/08/2021	Version : 2.5.0.4	Example Company	v2.5.0.0

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