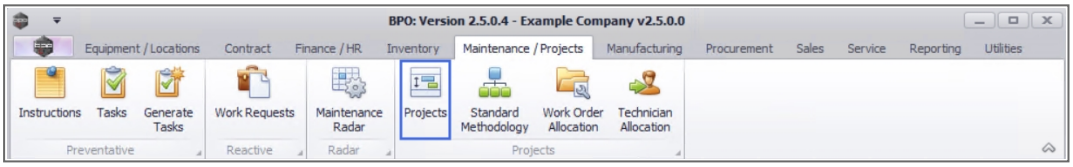
PROJECTS

PROJECTS – TIME BOOKINGS

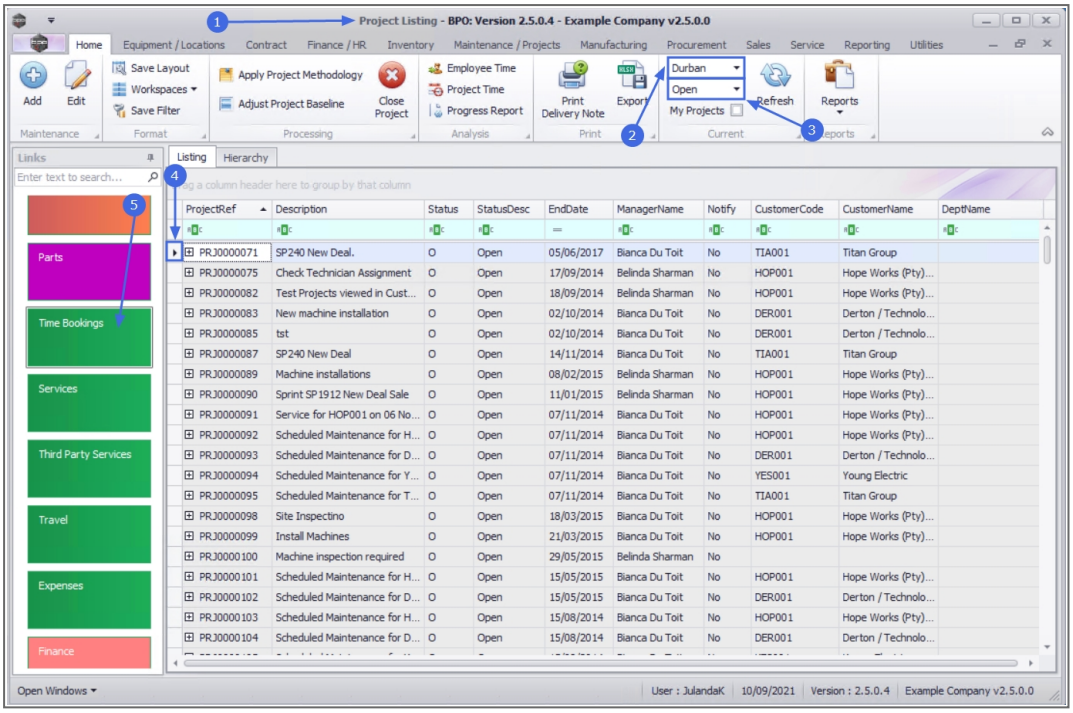
From the Time Booking Tile you can view the time that has been logged for each work order. You will also be able to see the Technician who logged time against the Work Order and how the time was allocated for the work order.

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.

CO3 Technologies (Pty) Ltd © Company Confidential

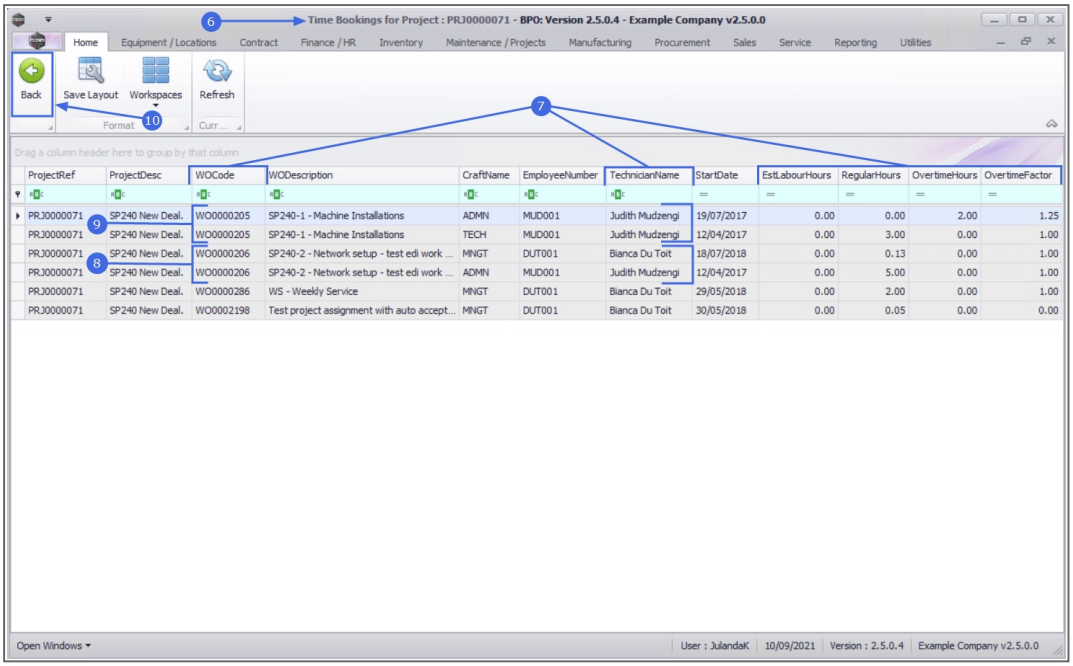


6. The ***Time Bookings for Project : [****project ref number****]*** screen will be displayed.

> 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.

CO3 Technologies (Pty) Ltd © Company Confidential



MNU.058.061

CO3 Technologies (Pty) Ltd © Company Confidential