

SERVICE

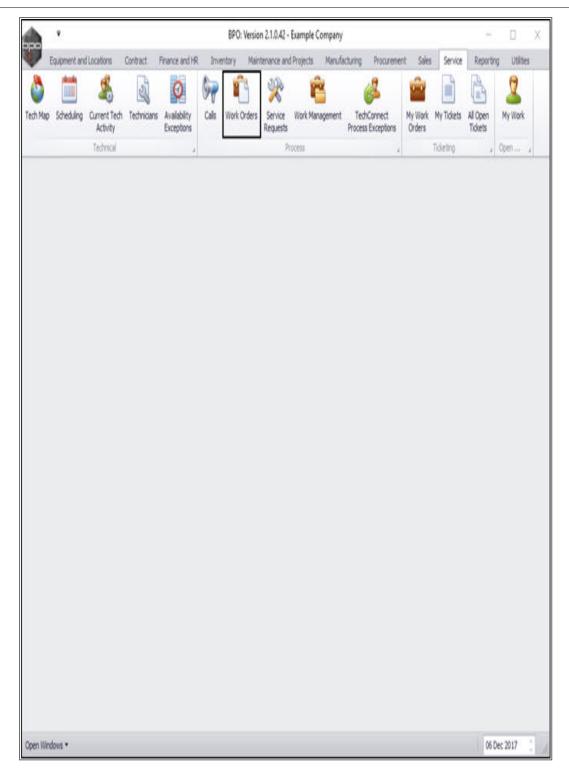
WORK ORDERS - ADD LABOUR TIME

A work order holds all details with regard to the work done. All transactions concerning this work, including **labour time** are logged against the work order.

Ribbon Access: Service > Work Orders



Work Orders - Add Labour Time



- The *Work Order Listing* screen will be displayed.
- Select the *site*.



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| unctions | • | | | x | | 1 | | | | |
| | W00001552 | Post Contract Machine Repair. | 24 Nov 2017 | 0 | PR.30000078 | SubProject 2 | REP | 2 | Yes | |
| Tine | W00001551 | 05000222 | 23 Nov 2017 | 0 | PR.30000288 | 05000222 | NOR | 2 | No | |
| | W00001550 | 5501010202 | 22 Nov 2017 | 0 | PR.30000287 | 8801010202 | ND5 | 2 | No | |
| | · W00001549 | Copier | 22 Nov 2017 | 0 | PR.30000286 | Copier | NDS | 2 | No | |
| Services | · W00001547 | 880004 | 22 Nov 2017 | 0 | | | NDS | 2 | No | |
| | E W00001546 | SP1912_ND5_2 - Network configuration | 18 Nov 2017 | 0 | PR.30000285 | Sprint SP 19 | Π | 2 | No | |
| | E W00001545 | SP1912_ND5_1 - Machine installation | 17 Nov 2017 | 0 | PR.30000285 | Sprint SP 19 | NOS | 2 | No | |
| Third Party Services | B W00001544 | 1818-1-1 - Check network requirements | 18 Nov 2017 | 0 | PR.30000283 | Site Inspectino | INST | 2 | No | |
| | E W00001543 | SP1912_NDS_2 - Network configuration | 18 Nov 2017 | 0 | PR.30000280 | Sprint SP 19 | Π | 2 | No | |
| | 🗄 W00001542 | SP1912_NDS_1 - Machine installation | 17 Nov 2017 | 0 | PR.30000280 | Sprint SP 19 | ND5 | 2 | No | |
| Parts | W00001541 | TES6.2 - Work Order 10 | 04 Dec 2017 | 0 | PR30000279 | Implementa | SERV | 2 | No | |
| | B W00001540 | TES6.1 - Work Order 9 | 03 Dec 2017 | 0 | PR.30000279 | Implementa | SERV | 2 | No | |
| | WO0001539 | TES5.2 - Work Order 8 | 01 Dec 2017 | 0 | PR.30000278 | Testing BPO2 | SERV | 2 | No | |
| WARKS . | 🗄 WO0001538 | TESS.1 - Work Order 6 | 30 Nov 2017 | 0 | PR.30000278 | Testing BPO2 | SERV | 2 | No | |
| Loans | 🗄 W00001537 | TES4.2 - Work Order 6 | 27 Nov 2017 | 0 | PR30000277 | Developme | SERV | 2 | No | |
| | WO0001536 | TES4.1 - Work Order 5 | 26 Nov 2017 | 0 | PR30000277 | Developme | SERV | 2 | No | |
| | W00001535 | TES3.2 - Work Order 4 | 24 Nov 2017 | 0 | PR30000276 | Design BPO2 | SERV | 2 | No | |
| Swap Outs | 🗄 W00001534 | TES3.1 - Work Order 3 | 23 Nov 2017 | 0 | PR.30000276 | Design BPO2 | SERV | 2 | No | |
| | 🗄 WO0001533 | TES2.2 - Work Order 2 | 21 Nov 2017 | 0 | PR.30000275 | Specificatio | SERV | 2 | No | |
| | W00001532 | TES2.1 - Work order 1 | 20 Nov 2017 | 0 | PR.30000275 | Specificatio | SERV | 2 | No | |
| Meters | W00001531 | TES6.2 - Work Order 10 | 21 Dec 2017 | 0 | PR30000273 | Implementa | SERV | 2 | No | |
| | B W00001530 | TES6.1 - Work Order 9 | 20 Dec 2017 | 0 | PR.30000273 | Implementa | SERV | 2 | No | |
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• In this image *Durban* has been selected.



- Select the *status*.
 - This must be set to **Open**.

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| Time | W00001552 | Post Contract Machine Repair. | 24 Nov 2017 | x | | 1 | REP | 1 | Yes | |
| | W00001551 | 05000222 | 23 Nov 2017 | 0 | PR.30000288 | 05000222 | NOR | | No | |
| | E W00001550 | B801010202 | 22 Nov 2017 | 0 | PR.30000287 | 8601010202 | NOS | | No | |
| Participant | · W00001549 | Copier | 22 Nov 2017 | 0 | PR.)0000286 | Copier | NOS | | No | |
| Services | W00001547 | 880004 | 22 Nov 2017 | 0 | | | NDS | | No | |
| | W00001546 | SP1912_ND5_2 - Network configuration | 18 Nov 2017 | 0 | PR.30000285 | Sprint SP19 | | | No | |
| NAME OF BRIDE | W00001545 | SP1912_ND5_1 - Machine installation | 17 Nov 2017 | 0 | PR.30000285 | Sprint SP19 | | | No | |
| Third Party Services | 0 W00001544 | 1818-1-1 - Check network requirements | 18 Nov 2017 | 0 | PRJ0000283 | Site Inspectino | | | No | |
| | · W00001543 | SP1912_NDS_2 - Network configuration | 18 Nov 2017 | 0 | PR.30000280 | Sprint SP19 | | | No | |
| | · W00001542 | SP1912_NDS_1 - Machine installation | 17 Nov 2017 | 0 | PR.30000280 | Sprint SP19 | | | No | |
| Parts | W00001541 | TE56.2 - Work Order 10 | 04Dec 2017 | 0 | PR.30000279 | Implementa | | | No | |
| 1.000 | W00001540 | TES6.1 - Work Order 9 | 03 Dec 2017 | 0 | PRJ0000279 | Implementa | | | No | |
| | W00001539 | TESS.2 - Work Order 8 | 01 Dec 2017 | 0 | PR30000278 | Testing 8PO2 | SERV | | No | |
| Loans | · W00001538 | TES5.1 - Work Order 6 | 30 Nov 2017 | 0 | PR.30000278 | Testing BPO2 | SERV | - | No | |
| 9705 | · WO0001537 | TE54.2 - Work Order 6 | 27 Nov 2017 | 0 | PR.30000277 | Developme | SERV | | No | |
| | W00001536 | TES4.1 - Work Order 5 | 26 Nov 2017 | 0 | PRJ0000277 | Developme | SERV | | No | |
| THE REAL PROPERTY AND INCOME. | W00001535 | TES3.2 - Work Order 4 | 24Nov 2017 | 0 | PRJ0000276 | Design BPO2 | SERV | | No | |
| Swap Outs | B W00001534 | TES3.1 - Work Order 3 | 23 Nov 2017 | 0 | PR30000276 | Design BPO2 | SERV | | No | |
| | · WO0001533 | TE52.2 - Work Order 2 | 21 Nov 2017 | 0 | PR.30000275 | Specificatio | | | No | |
| | W00001532 | TE52.1 - Work order 1 | 20 Nov 2017 | 0 | PR.30000275 | Specificatio | | | No | |
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- Click on the *row selector* in front of the *work order* that you wish to *log labour time* for.
- Click on the *Time* tile.

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| Time | | | W00001552 | Post Contract M | achine Repair. | 24 Nov 2017 | 0 | PR.30000078 | SubProject 2 | REP | - 2 | Yes | |
| INC | | | W00001551 | 05000222 | | 23 Nov 2017 | 0 | PR.)0000288 | 05000222 | NOR | | No | |
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| 100.000 | | | W00001549 | Copier | | 22 Nov 2017 | 0 | PR.)0000286 | Copier | NOS | | No | |
| Services | | | W00001547 | 880004 | | 22 Nov 2017 | 0 | | | NDS | | No | |
| | | | W00001546 | | Network configuration | 18 Nov 2017 | 0 | PRJ0000285 | Sprint SP19 | | | No | |
| | | | W00001545 | SP1912_NDS_1 | Machine installation | 17 Nov 2017 | 0 | PRJ0000285 | Sprint SP19 | | | No | |
| Third Party S | enices | | W00001544 | | k network requirements | 15 Nov 2017 | 0 | PRJ0000283 | Site Inspecting | | | No | |
| | | | W00001543 | SP1912_NDS_2 | Network configuration | 18 Nov 2017 | 0 | PRJ0000280 | Sprint SP19 | Π | | No | |
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| Parts | | | W00001541 | TES6.2 - Work O | | 04 Dec 2017 | 0 | PR.J0000279 | Implementa | SERV | | No | |
| | | | W00001540 | TES6.1 - Work O | rder 9 | 03 Dec 2017 | 0 | PR.30000279 | Implementa | SERV | 2 | No | |
| | | | WO0001539 | TESS.2 - Work O | rder 8 | 01 Dec 2017 | 0 | PR.30000278 | Testing 8P02 | SERV | 2 | No | |
| Loares | | | W00001538 | TESS. 1 - Work O | irder 6 | 30 Nov 2017 | 0 | PRJ0000278 | Testing BPO2 | SERV | 2 | No | |
| | | | W00001537 | TES4.2 - Work O | irder 6 | 27 Nov 2017 | 0 | PR.30000277 | Developme | SERV | 2 | No | |
| | | | W00001536 | TES4.1 - Work O | rder 5 | 25 Nov 2017 | 0 | PR.30000277 | Developme | SERV | 2 | No | |
| | | | W00001535 | TES3.2 - Work O | rder 4 | 24 Nov 2017 | 0 | PR.30000276 | Design BPO2 | SERV | 2 | No | |
| Swap Outs | | | W00001534 | TES3.1 - Work O | irder 3 | 23 Nov 2017 | 0 | PR.30000276 | Design BPO2 | SERV | 2 | No | |
| | | | WO0001533 | TES2.2 - Work O | vder 2 | 21 Nov 2017 | 0 | PR.30000275 | Specificatio | SERV | 2 | No | |
| 0/0.0 | | | W00001532 | TES2.1 - Work of | rder 1 | 20 Nov 2017 | 0 | PR.30000275 | Specificatio | SERV | 2 | No | |
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The *Time bookings for WO Code []* screen will be displayed.

• Click on **Add**.

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The *Time Entry* screen will be displayed.

- Work Order: This will be auto populated according to the work order <u>initially</u> selected.
- **Employee:** This will be auto populated with the name of the person currently creating the labour time log. You can click on the drop arrow and select a different employee from the menu if required.



| Work Order WO000 Employee Sarah Craft Comments Start Date 11Dec Start Time 09:30: Arrival Time 09:30: | W00001542 Sarah Mider 11 Dec 2017 • 09:30:53 ‡ End T | Prance and HR II | nventory Mainte | nance and Projects | Manufacturing | Procurement | Sales Service | Reporting | Utilities | - 1 |
|--|---|------------------|-----------------|--------------------|---------------|-------------|---------------|-----------|-----------|-----|
| e Back oorss , Work Order WO000 Employee Sarah 1 Craft Comments Start Date 110er Start Time 09:30: Arrival Time 09:30: | Sarah Mider 11 Dec 2017 • 09:30:53 ‡ End T | | | * | | | | | | |
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• **Craft:** Click on the drop-down arrow to display the craft menu list. Click on the craft you wish to add to



this time entry log.

Note: Only the crafts accredited to the <u>previously</u> <u>selected employee</u> will be listed in the menu.



| Phone Equipment and Locations. Langact Phance and the Inventory Maintenance and Projects. Manufacturing: Procurement. Sales Service Reporting Utalites — 47 | | ٧ | | | | | | Time Entry | - BPO: Version 2.1.0.42 - Ex | mple Company | | | | | | ۵ |) |
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• **Comments:** In this text box, type a brief description of what the work order entailed.



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| Work Order | W00001542 | | | | | | | | | | | | |
| Employee | Theo Peterson | ļ. | ٠ | | | | | | | | | | |
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• **Start Date:** Click on the drop-down arrow and use the calendar function to select the relevant start date.



- **Start Time:** Either type in or use the arrow indicators to select the correct start time.
- Arrival Time: Either type in or use the arrow indicators to select the correct arrival time.
- End Time: Either type in or use the arrow indicators to select the correct end time.



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| | Cra | ft DES | | | ncorporate installa | | | | | | | | | | | |
| | Start Tim | te 08 Dec 2017 se 07:00:00 se 07:00:00 | 7 • | End Tin | me 11:00:00 | : | | | | | | | | | | |
| 1 | Regular Hou | Arrest Artestant | .000 : | | | | | | | | | | | | | |
| | vertime Hou | | 0 \$ | | | | | | | | | | | | | |
| Ov | ertime Facto | or Time | 154 | | • | | | | | | | | | | | |
| | Billable | : 🗹 | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Open V | Vindows * | | | | | | | | | | | | 08 Dec | 2017 | 1 | |



• Regular Hours:

- *Either*, the system will calculate the difference between the Start Time and End Time entered in the previous step and will display the correct time taken accordingly.
- ii. Or, you can simply type in the time taken to complete the task without filling in the Start, End or Arrival Time.
- **Overtime Hours:** If overtime was booked, then type in or use the arrow indicators to select the amount of overtime in hours.
- **Overtime Factor:** Click on the drop-down arrow to select an overtime factor if relevant e.g. 'Normal Sunday Rate' or 'Overtime 2'.
 - Note: Select 'Time' if the hours worked were 'regular' hours.
- **Billable:** Click on this check box if this particular work order is billable.
 - Note: Manual work order labour is not billable. Client billable work should be logged by raising a call.



| <u>ه</u> . | | | | Time Entry | v - BPO: Version 2.1.0.42 - Exa | ample Company | / | | | | ×. | ٥ | | X |
|-----------------|---------------------|------------|----------------------|---------------|---------------------------------|---------------|-------------|-------|---------|-----------|-----------|------|----|---|
| Home Equip | pment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities | - | ŧ, | Х |
| 80 | | | | | | | | | | | | | | |
| Save Back | | | | | | | | | | | | | | |
| Process / | | | | | | | | | | | | _ | | |
| Work Order | WO0001542 | | | | | | | | | | | | | |
| Employee | Theo Peterson | | • | | | | | | | | | | | |
| Craft | DES | | ٠ | | | | | | | | | | | |
| Comments | Office layous ueary | n needed w | incorporate instalia | DOM OF NEW IN | iadhnes | | | | | | | | | |
| Start Date | 08 Dec 2017 • | | | | | | | | | | | | | |
| Start Time | 07:00:00 | End Tr | ime 11:00:00 | : | | | | | | | | | | |
| Arrival Time | 07:00:00 | | | | | | | | | | | | | |
| Regular Hours | | | | | | | | | | | | | | |
| Overtime Hours | | 1 | | | | | | | | | | | | |
| Overtime Factor | | | ÷ | | | | | | | | | | | |
| Billable | X | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| Dpen Windows * | | | | | | | | | | | 08 Dec | 2017 | - | i |

• When you have finished adding the time entry details, click on *Save*.



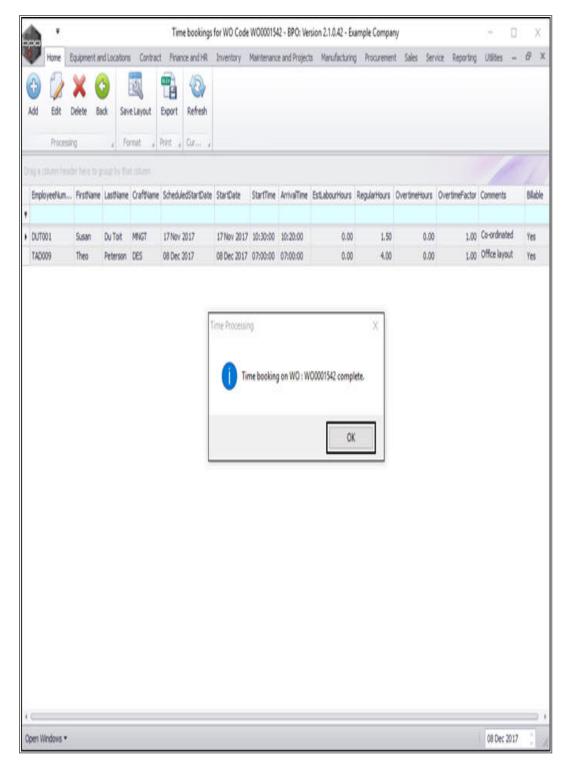
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|-------------|-----------------|------------|--------------|----------------------|---------------|-------------------------------|---------------|-------------|-------|---------|-----------|-----------|---|---|
| Home | Equipment and L | ocations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities | | 0 |
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| e Back | | | | | | | | | | | | | | |
| rocelis , | | | | | | | | | | | | | | |
| OCESS / | | | | | _ | | _ | _ | - | - | - | - | - | |
| Work Or | der W000015 | 42 | | | | | | | | | | | | |
| Emplo | yee Theo Pete | rson | | | | | | | | | | | | |
| C | raft DES | | | | | | | | | | | | | |
| Comme | nts Office lay | out design | needed to it | incorporate installa | tion of new m | achines. + | | | | | | | | |
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| | ime 07:00:00 | | | al manufactoria | 1.1 | | | | | | | | | |
| Regular Ho | and become | 4: | | | | | | | | | | | | |
| Overtime He | | 0 : | | | | | | | | | | | | |
|)vertime Fa | | | | | | | | | | | | | | |
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| | 181 | | | | | | | | | | | | | |

- You will return to the *Time bookings for WO Code []* screen.
- A *Time Processing* message box will pop up informing you that;



• Time booking on WO: [] complete.

Click on OK.





• You can now *view* the newly added time booking in this screen.

| * | ¥ | | | | | | Tim | t booking | s for WO Code | W000015 | 42 - 8PO: Ve | rsion 2.1.0.42 - E | ample Compa | ny | | | ۵ | X |
|-------|--------|-------------|--------|----------|----------|------|-----------------|------------|---------------|-----------|---------------|--------------------|--------------|--------------|------------------|--------------|-----|---------|
| Ü | Home | Equipmer | nt and | Location | s Contr | áct | Finan | e and HR | Inventory | Maintenan | ce and Projec | ts Manufacturin | g Procuremen | nt Sales S | ervice Reporting | Utites | | Ø) |
| Add | | X Delete | Bad | c Sa | e Layout | 8 | e B oport | Refresh | | | | | | | | | | |
| | imhei | | | | | | | 500 cm - 3 | | | | | | | | | | |
| Emplo | yeeNum | FirstN | arre L | astName | CraftNar | ne S | cheduk | dStartDate | startDate | StartTime | ArrivalTime | EstLabourHours | RegularHours | OvertimeHour | s OvertmeFacto | Comments | | Bilable |
| DUTO |)1 | Susan | C |)u Toit | MNGT | 1 | 7 Nov 1 | 1017 | 17 Nov 2017 | 10:30:00 | 10:20:00 | 0.00 | 1.50 | 0,1 | |) Co-ordinal | _ | Yes |
| TADOO | 19 | Theo | F | eterson | DES | 0 | 8 Dec 2 | 017 | 08 Dec 2017 | 07:00:00 | 07:00:00 | 0.00 | 4.00 | 0. | 00 1.0 | Office layo | sut | Yes |
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