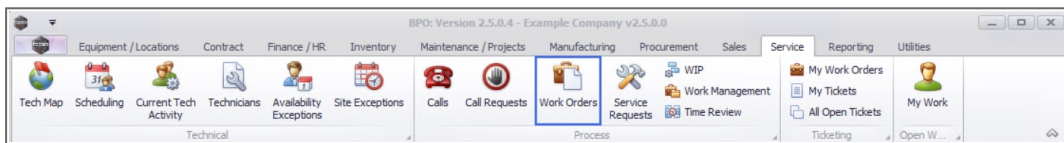


We are currently updating our site; thank you for your patience.

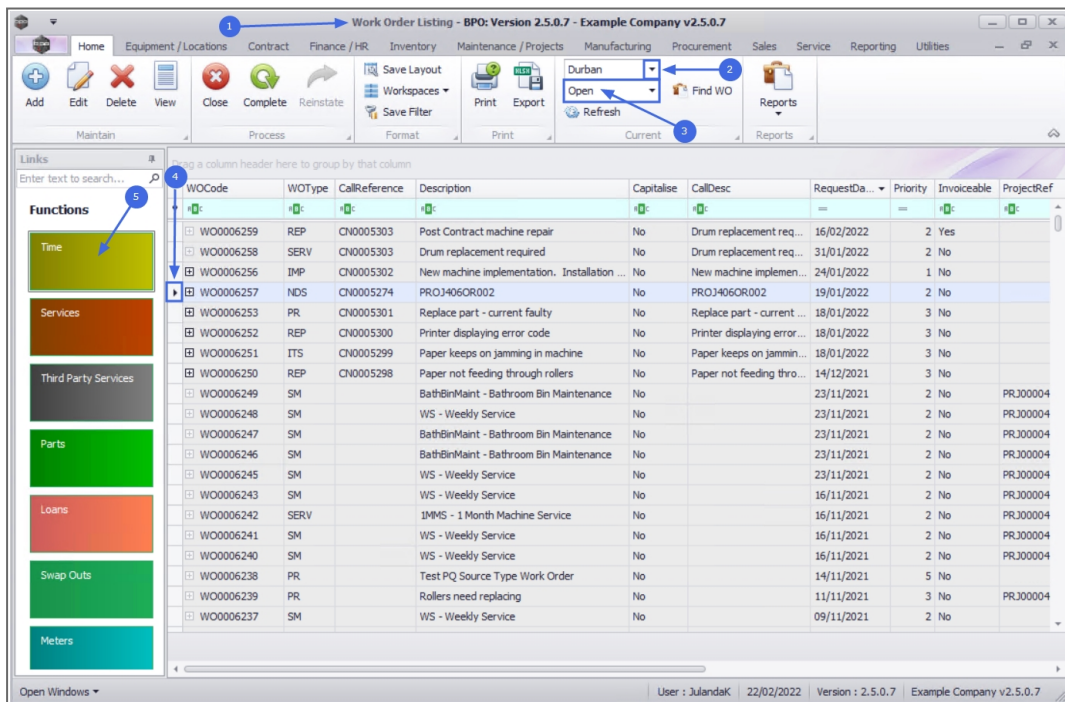
SERVICE

WORK ORDERS – TIME BOOKING

Ribbon Access: Service > Work Orders



1. The **Work Orders Listing** screen will be displayed.
2. Select the **Site** where the work order was raised.
 - The example has **Durban** selected.
3. Set the **Status** to **Open**.
4. Click on the **row** of the **work order** you wish to book time for.
5. Click on the **Time** tile.



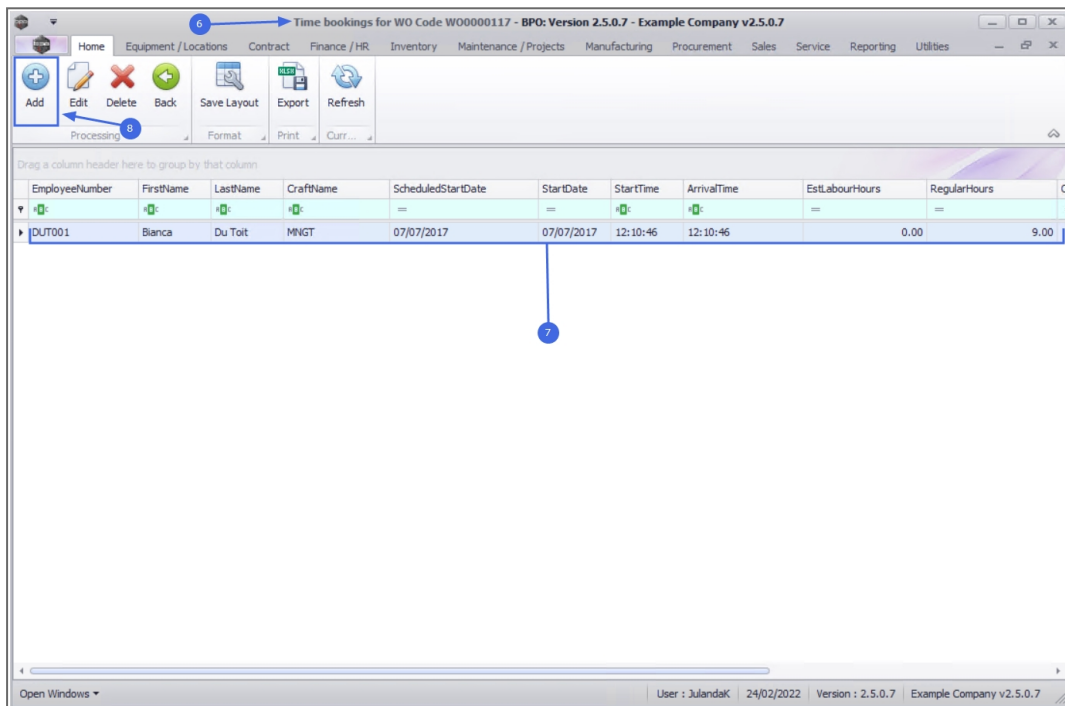
6. The **Time bookings for WO Code** [work order code] screen will be displayed.
7. Time that has already been logged for the work order will be listed in the data grid.

ADD NEW TIME BOOKING

8. Click on **Add**.



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



9. 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:**¹ 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:**² 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.

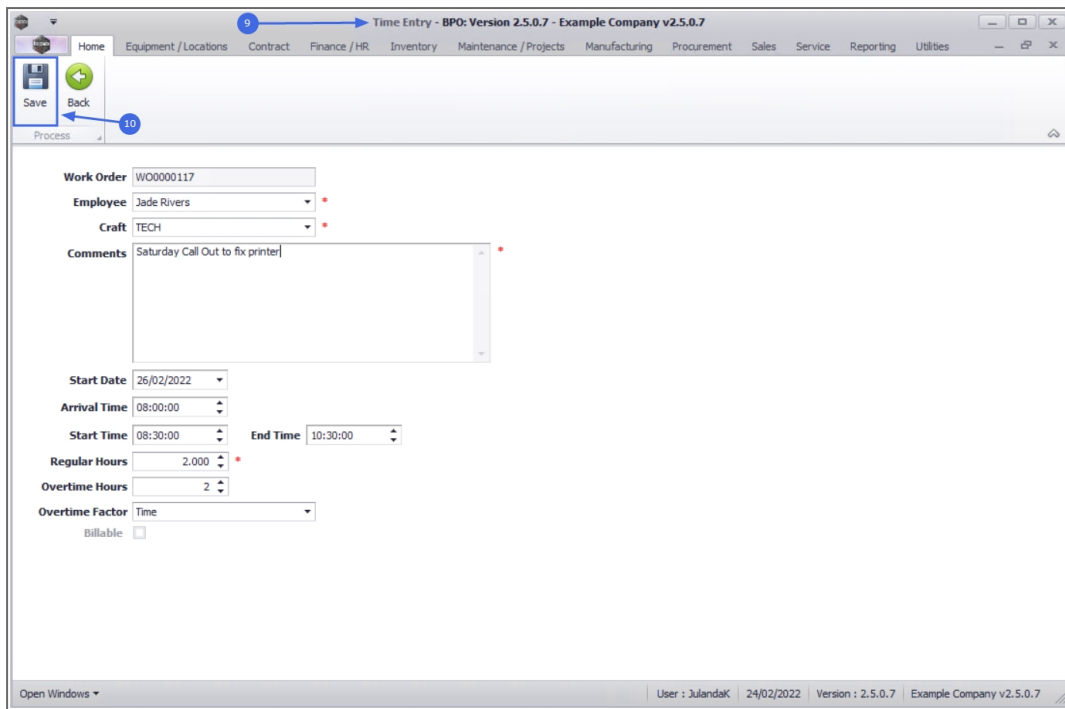
¹The time you arrive at your destination

²The actual time work started

- **End Time:**¹ 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](#)

10. Click on **Save** when you have completed Booking the Time.

¹The time work was completed

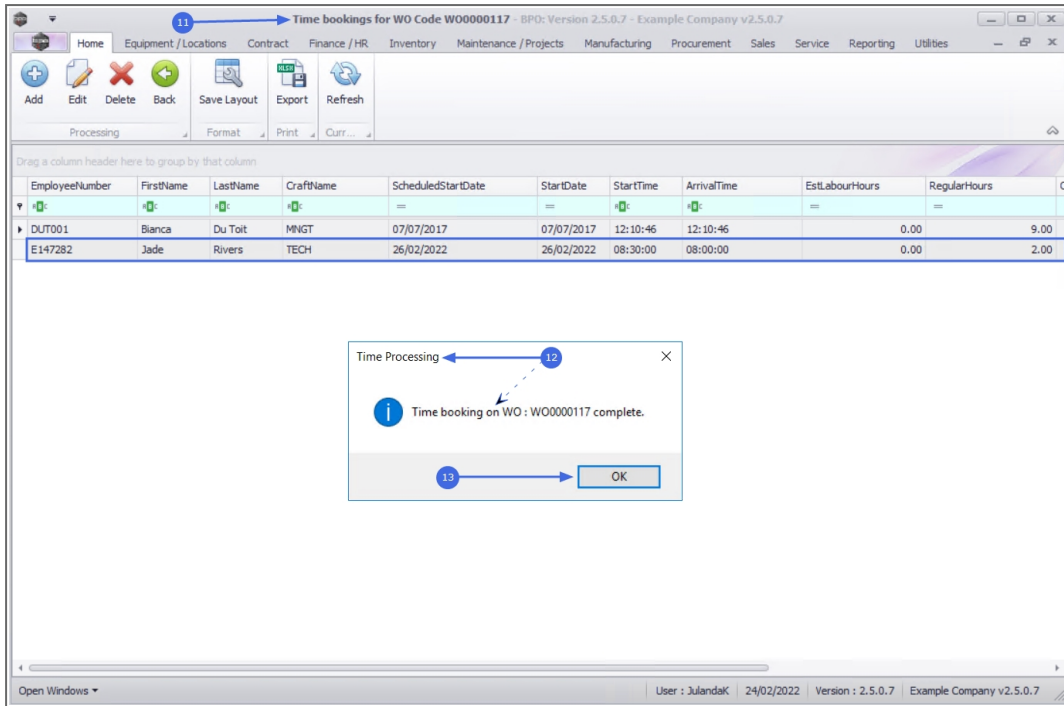


11. You will return to the updated **Time bookings for WO Code** screen.



Note that the Time Booking you have saved will display on the data grid in the background.

12. When you receive the **Time Processing** message to confirm;
 - **Time booking on WO : [work order code] complete.**
13. Click on **OK**.

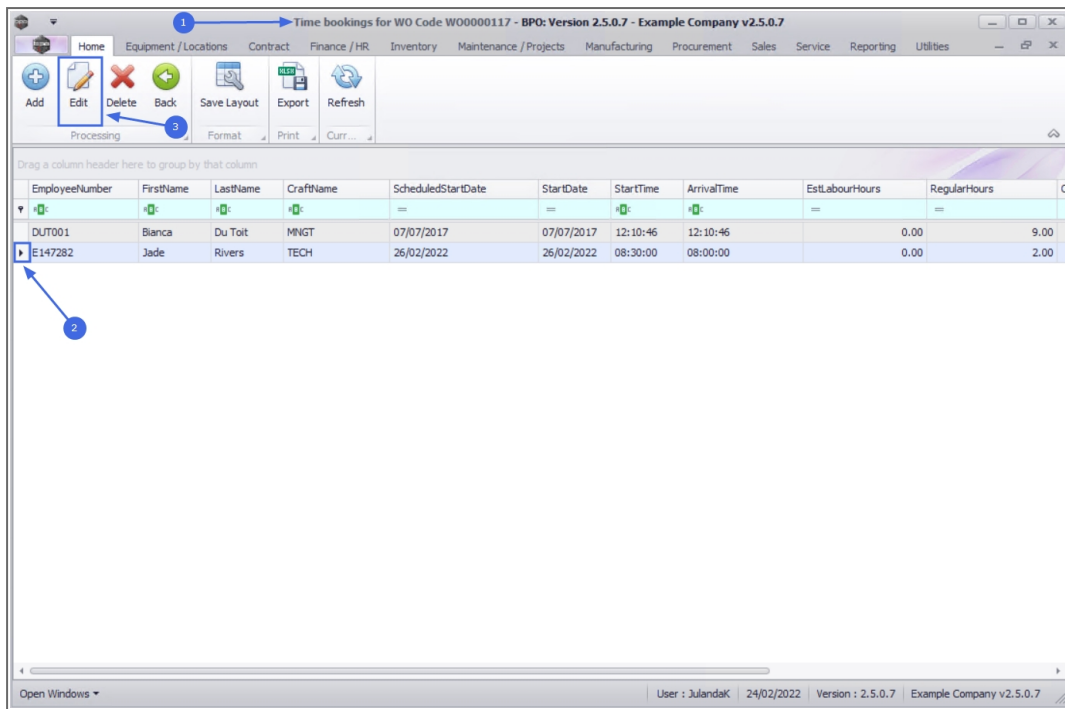


EDIT TIME BOOKING

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



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



Time bookings for WO Code W00000117 - BPO: Version 2.5.0.7 - Example Company v2.5.0.7


EmployeeNumber	FirstName	LastName	CraftName	ScheduledStartDate	StartDate	StartTime	ArrivalTime	EstLabourHours	RegularHours
DUT001	Bianca	Du Toit	MNGT	07/07/2017	07/07/2017	12:10:46	12:10:46	0.00	9.00
E147282	Jade	Rivers	TECH	26/02/2022	26/02/2022	08:30:00	08:00:00	0.00	2.00

User : JulandaK | 24/02/2022 | Version : 2.5.0.7 | Example Company v2.5.0.7

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

EmployeeNumber	FirstName	LastName	CraftName	ScheduledStartDate	StartDate	StartTime	ArrivalTime	EstLabourHours	RegularHours
DUT001	Bianca	Du Toit	MNGT	07/07/2017	07/07/2017	12:10:46	12:10:46	0.00	9.00
E147282	Jade	Rivers	TECH	26/02/2022	26/02/2022	08:30:00	08:00:00	0.00	2.00

6. The **Time Entry** screen will be displayed.
7. Make the necessary changes to the time entry.

 Refer to the [Time Entry](#) screen above for information on how to update the screen.

8. Click on **Save** when done.

Time Entry - BPO: Version 2.5.0.7 - Example Company v2.5.0.7

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back

Process

Work Order: WO0000117

Employee: Jade Rivers

Craft: TECH

Comments: Saturday Call Out to fix printer

Start Date: 26/02/2022

Arrival Time: 08:00:00

Start Time: 08:30:00 End Time: 12:30:00

Regular Hours: 2

Overtime Hours: 2

Overtime Factor: Time

Billable

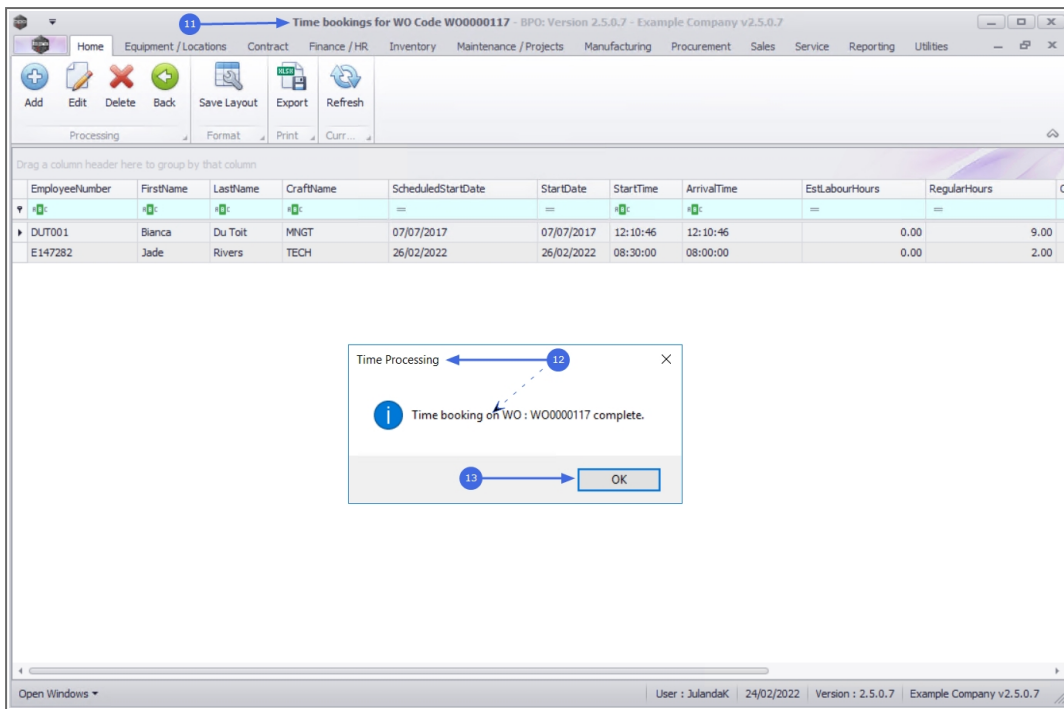
Open Windows User: JulandaK 24/02/2022 Version: 2.5.0.7 Example Company v2.5.0.7

11. You will return to the updated **Time bookings for WO Code** screen.



Note that the Time Booking you have saved will display on the data grid in the background.

12. When you receive the **Time Processing** message to confirm;
- **Time booking on WO : [work order code] complete.**
13. Click on **OK**.

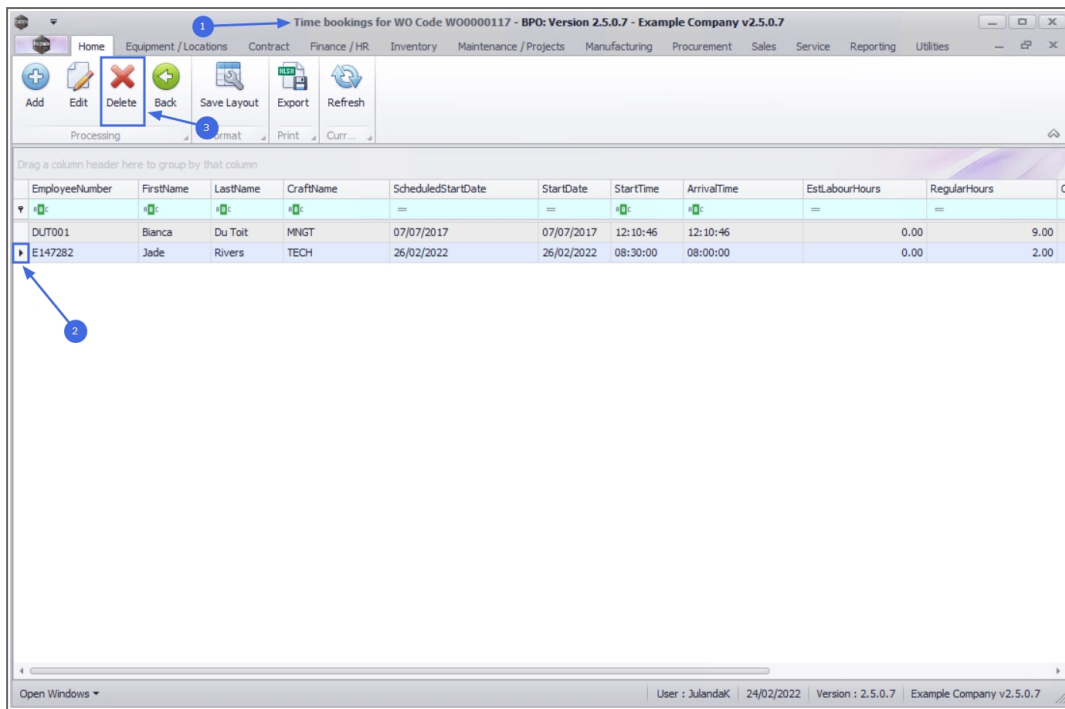


DELETE TIME BOOKING

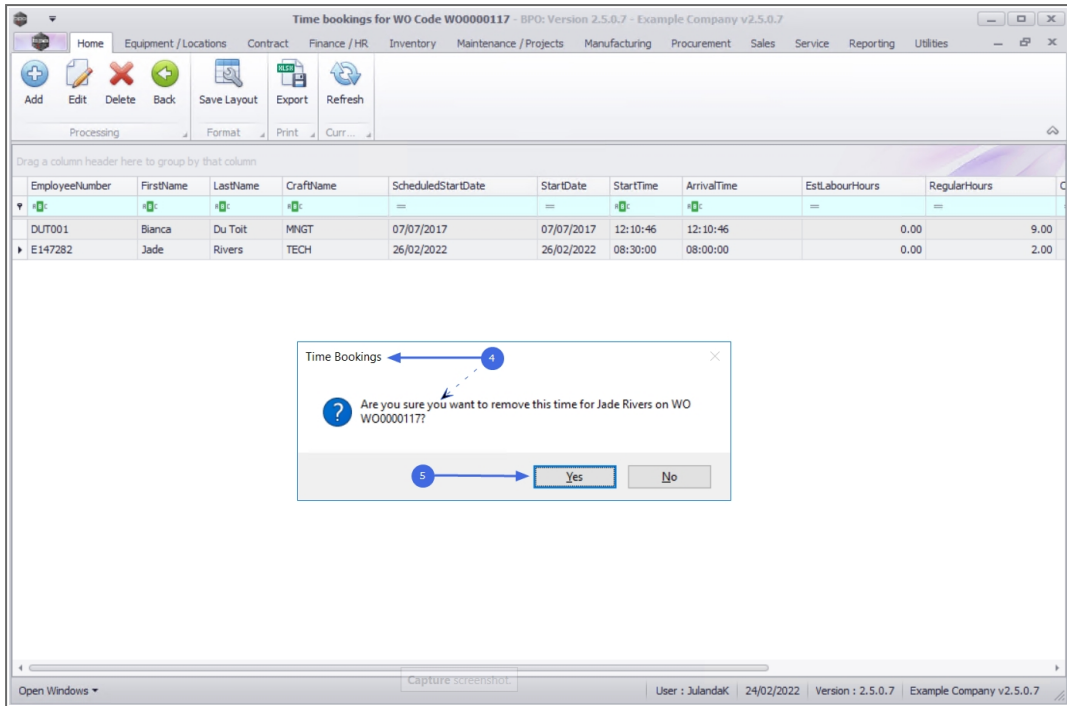
1. From the **Time bookings for WO Code** [work order code] screen,
2. Click on the **row** of the time booking you wish to delete.
3. Click on **Delete**.



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

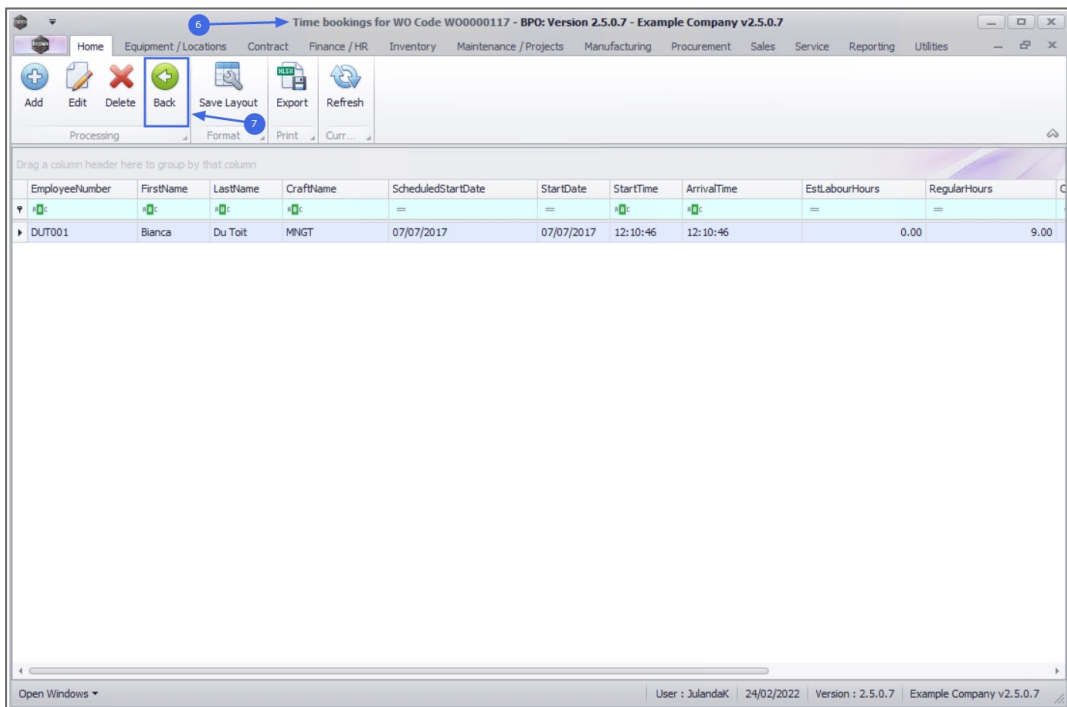


4. When you receive the **Time Bookings** screen to confirm;
 - **Are you sure you want to remove this time for [technician name] on WO [work order code]?**
5. Click on **Yes**.



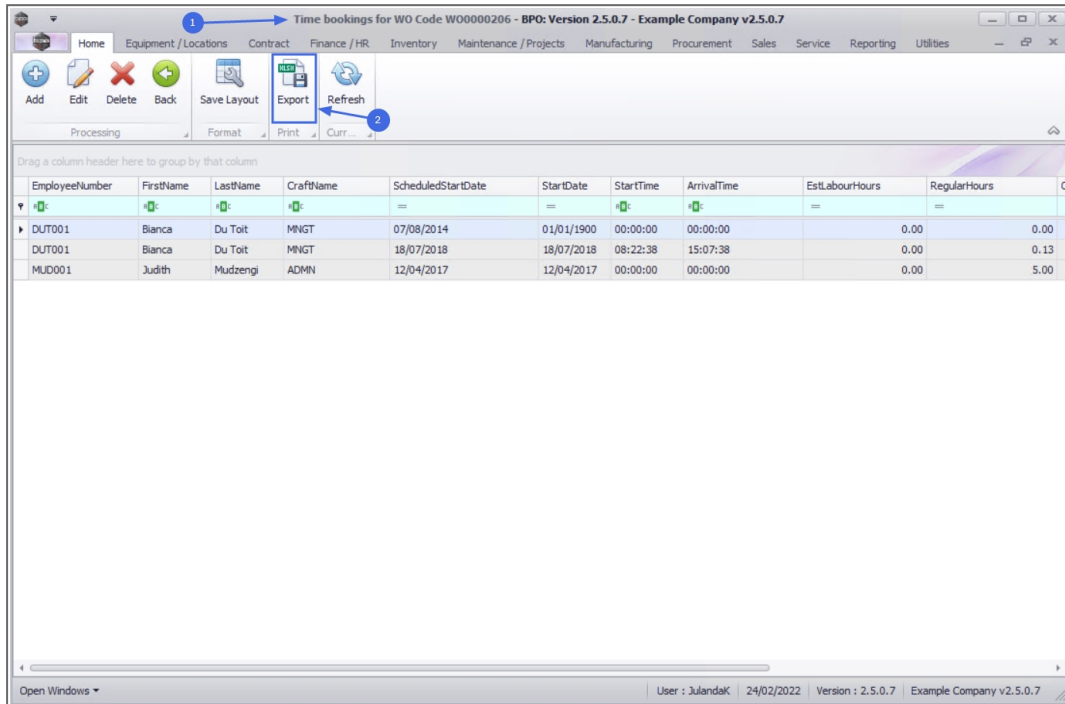
6. The time booking has been removed from the **Time bookings for WO Code** screen.

7. Click on **Back** to return to the **Work Order Listing** screen.



EXPORT

1. From the **Time booking for WO Code** [work order code] screen,
2. Click on **Export**.



3. The list of time booking for the work order will be exported to an **Excel Spreadsheet**.
4. **Edit** and **Save** the document in Excel as required.
5. **Close** the spread sheet to return to BPO.

Time bookings for WO Code WO0000206_24-Feb-2022_02-55-38 - Excel

Julanda Kessler

File Home Insert Page Layout Formulas Data Review View Help Team Tell me what you want to do

Clipboard Font Alignment Number Styles Cells Editing

EmployeeNumber	First Name	Last Name	Craft Name	Scheduled Start Date	Start Date	Start Time	Arrival Time	Est Labour Hours	Regular Hours	Overtime Hours	Overt
1	DUT001	Bianca	Du Toit	MNGT	07/08/2014	01/01/1900	00:00:00	00:00:00	0.00	0.00	0.00
3	DUT001	Bianca	Du Toit	MNGT	18/07/2018	18/07/2018	08:22:38	15:07:38	0.00	0.13	0.00
4	MUD001	Judith	Mudzengi	ADMN	12/04/2017	12/04/2017	00:00:00	00:00:00	0.00	5.00	0.00
5											
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24											

Sheet

Ready Accessibility: Good to go

Related References

- [Time Review - Review Time](#)

MNU.072.010