

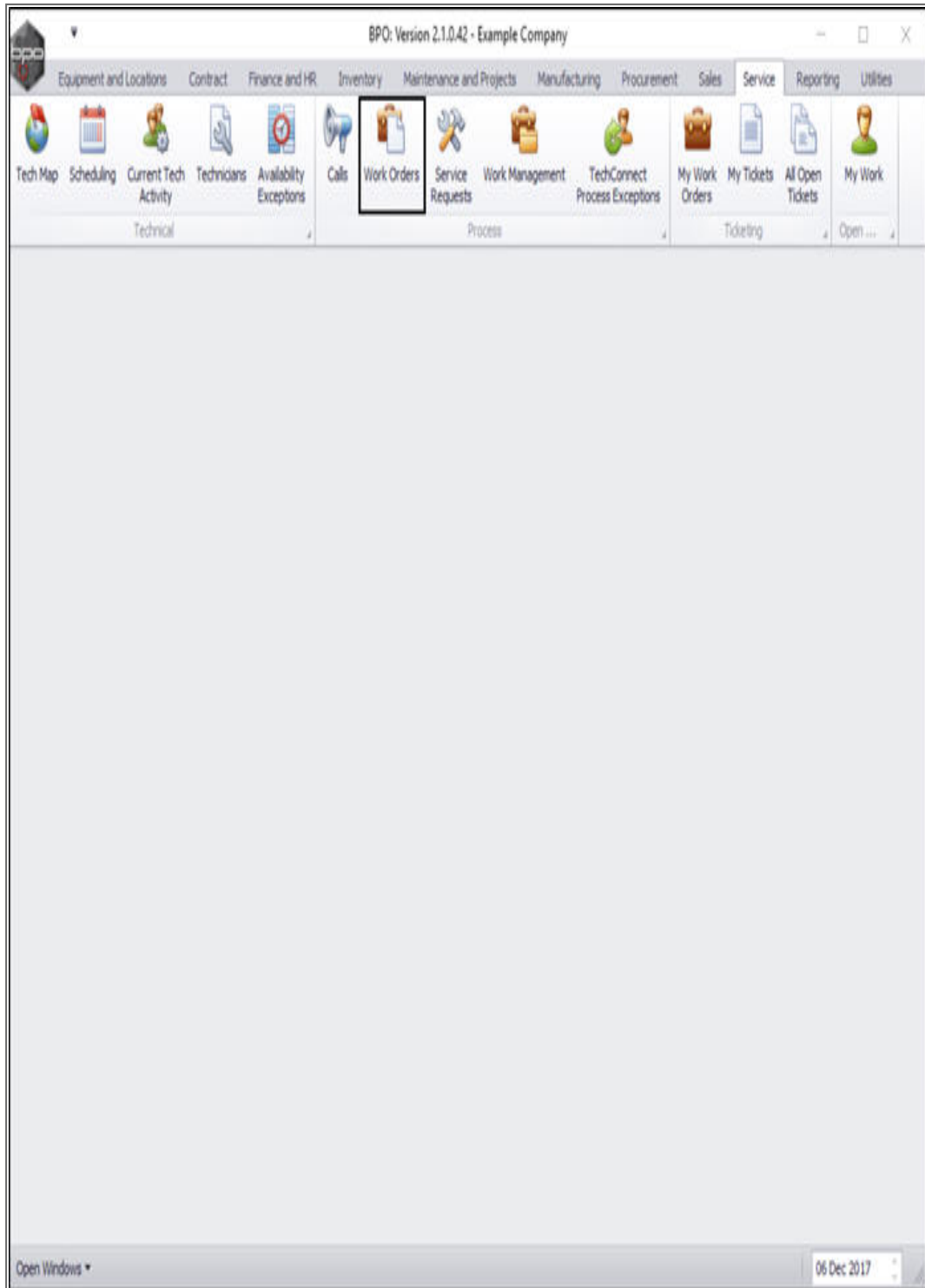
We are currently updating our site; thank you for your patience.

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



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

- In this image **Durban** has been selected.

| ID | Name | fdWOCODE | fdDescription | fdRequestDate | fdWOType | fdPriority | fdInvoiceable |
|----|-----------|----------|---------------|---------------|----------|------------|---------------|
| 0 | All Sites | | | | | | |
| 1 | Durban | | | | | | |
| 2 | Pretoria | | | | | | |

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

| fdWOCODE | fdDescription | fdRequestDate | fdWOType | fdPriority | fdInvoiceable |
|-----------|---------------------------------------|---------------|----------|------------|---------------|
| WO0001552 | Post Contract Machine Repair | 24 Nov 2017 | REP | 2 | Yes |
| WO0001551 | OS000222 | 23 Nov 2017 | NDR | 2 | No |
| WO0001550 | BB01010202 | 22 Nov 2017 | NDS | 2 | No |
| WO0001549 | Copier | 22 Nov 2017 | NDS | 2 | No |
| WO0001547 | BB0004 | 22 Nov 2017 | NDS | 2 | No |
| WO0001546 | SP1912_NDS_2 - Network configuration | 18 Nov 2017 | IT | 2 | No |
| WO0001545 | SP1912_NDS_1 - Machine installation | 17 Nov 2017 | NDS | 2 | No |
| WO0001544 | 1818-1-1 - Check network requirements | 18 Nov 2017 | INST | 2 | No |
| WO0001543 | SP1912_NDS_2 - Network configuration | 18 Nov 2017 | IT | 2 | No |
| WO0001542 | SP1912_NDS_1 - Machine installation | 17 Nov 2017 | NDS | 2 | No |
| WO0001541 | TES6.2 - Work Order 10 | 04 Dec 2017 | SERV | 2 | No |
| WO0001540 | TES6.1 - Work Order 9 | 03 Dec 2017 | SERV | 2 | No |
| WO0001539 | TES5.2 - Work Order 8 | 01 Dec 2017 | SERV | 2 | No |
| WO0001538 | TES5.1 - Work Order 6 | 30 Nov 2017 | SERV | 2 | No |
| WO0001537 | TES4.2 - Work Order 6 | 27 Nov 2017 | SERV | 2 | No |
| WO0001536 | TES4.1 - Work Order 5 | 26 Nov 2017 | SERV | 2 | No |
| WO0001535 | TES3.2 - Work Order 4 | 24 Nov 2017 | SERV | 2 | No |
| WO0001534 | TES3.1 - Work Order 3 | 23 Nov 2017 | SERV | 2 | No |
| WO0001533 | TES2.2 - Work Order 2 | 21 Nov 2017 | SERV | 2 | No |
| WO0001532 | TES2.1 - Work order 1 | 20 Nov 2017 | SERV | 2 | No |
| WO0001531 | TES6.2 - Work Order 10 | 21 Dec 2017 | SERV | 2 | No |
| WO0001530 | TES6.1 - Work Order 9 | 20 Dec 2017 | SERV | 2 | No |

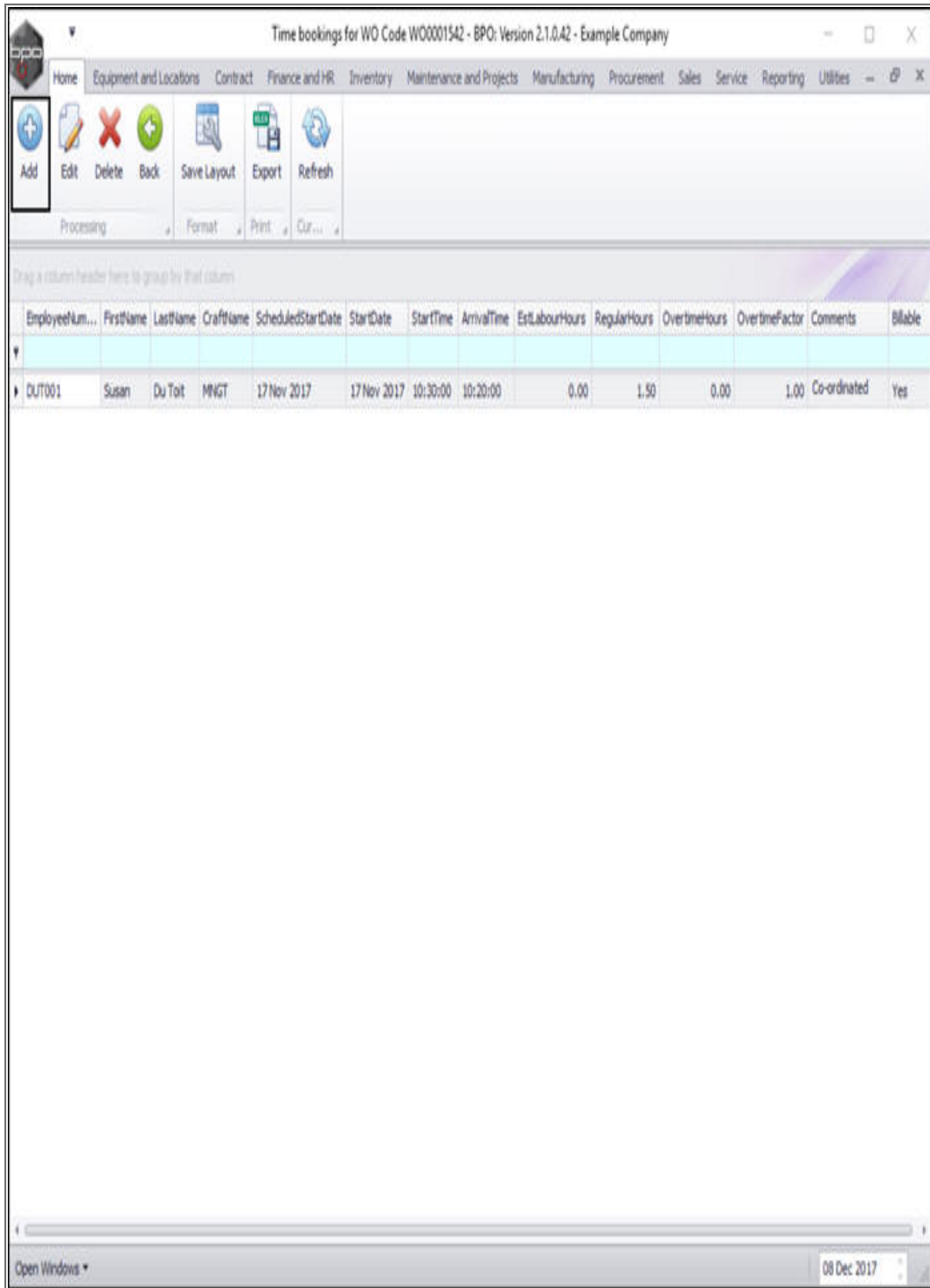
- Click on the **row selector** in front of the **work order** that you wish to **log labour time** for.
- Click on the **Time** tile.

The screenshot shows the 'Work Order Listing - BPO: Version 2.1.0.42 - Example Company' window. The interface includes a menu bar, a toolbar with various actions like Add, Edit, Delete, View, Close, Complete, Reinstall, Save Layout, Workspaces, Save Filter, Print, Export, Find WO, and Reports. Below the toolbar is a 'Links' section with a search bar and a 'Functions' sidebar containing several colored tiles: Time (yellow-green), Services (orange), Third Party Services (grey), Parts (green), Loans (red), Swap Outs (light green), Meters (teal), and Expenses (light blue). The main area displays a table of work orders with columns for fdWOCode, fdDescription, fdRequestDate, fdStatus, fdProjectRef, fdProjectDesc, fdWOType, fdPriority, fdInvoiceable, and fdBatchNo. The 'Time' tile in the sidebar is highlighted with a white border, and the first row of the table is also highlighted.

| fdWOCode | fdDescription | fdRequestDate | fdStatus | fdProjectRef | fdProjectDesc | fdWOType | fdPriority | fdInvoiceable | fdBatchNo |
|-----------|---------------------------------------|---------------|----------|--------------|----------------|----------|------------|---------------|-----------|
| WO0001552 | Post Contract Machine Repair. | 24 Nov 2017 | 0 | PRJ0000078 | SubProject 2 | REP | 2 | Yes | |
| WO0001551 | OS000222 | 23 Nov 2017 | 0 | PRJ0000288 | OS000222 | NDR | 2 | No | |
| WO0001550 | BB01010202 | 22 Nov 2017 | 0 | PRJ0000287 | BB01010202 | NDS | 2 | No | |
| WO0001549 | Copier | 22 Nov 2017 | 0 | PRJ0000286 | Copier | NDS | 2 | No | |
| WO0001547 | BB0004 | 22 Nov 2017 | 0 | | | NDS | 2 | No | |
| WO0001546 | SP1912_NDS_2 - Network configuration | 18 Nov 2017 | 0 | PRJ0000285 | Sprint SP19... | IT | 2 | No | |
| WO0001545 | SP1912_NDS_1 - Machine installation | 17 Nov 2017 | 0 | PRJ0000285 | Sprint SP19... | NDS | 2 | No | |
| WO0001544 | 1818-1-1 - Check network requirements | 18 Nov 2017 | 0 | PRJ0000283 | Site Inspectio | INST | 2 | No | |
| WO0001543 | SP1912_NDS_2 - Network configuration | 18 Nov 2017 | 0 | PRJ0000280 | Sprint SP19... | IT | 2 | No | |
| WO0001542 | SP1912_NDS_1 - Machine installation | 17 Nov 2017 | 0 | PRJ0000280 | Sprint SP19... | NDS | 2 | No | |
| WO0001541 | TES6.2 - Work Order 10 | 04 Dec 2017 | 0 | PRJ0000279 | Implementa... | SERV | 2 | No | |
| WO0001540 | TES6.1 - Work Order 9 | 03 Dec 2017 | 0 | PRJ0000279 | Implementa... | SERV | 2 | No | |
| WO0001539 | TESS.2 - Work Order 8 | 01 Dec 2017 | 0 | PRJ0000278 | Testing BPO2 | SERV | 2 | No | |
| WO0001538 | TESS.1 - Work Order 6 | 30 Nov 2017 | 0 | PRJ0000278 | Testing BPO2 | SERV | 2 | No | |
| WO0001537 | TES4.2 - Work Order 6 | 27 Nov 2017 | 0 | PRJ0000277 | Developme... | SERV | 2 | No | |
| WO0001536 | TES4.1 - Work Order 5 | 26 Nov 2017 | 0 | PRJ0000277 | Developme... | SERV | 2 | No | |
| WO0001535 | TES3.2 - Work Order 4 | 24 Nov 2017 | 0 | PRJ0000276 | Design BPO2 | SERV | 2 | No | |
| WO0001534 | TES3.1 - Work Order 3 | 23 Nov 2017 | 0 | PRJ0000276 | Design BPO2 | SERV | 2 | No | |
| WO0001533 | TES2.2 - Work Order 2 | 21 Nov 2017 | 0 | PRJ0000275 | Specificato... | SERV | 2 | No | |
| WO0001532 | TES2.1 - Work order 1 | 20 Nov 2017 | 0 | PRJ0000275 | Specificato... | SERV | 2 | No | |
| WO0001531 | TES6.2 - Work Order 10 | 21 Dec 2017 | 0 | PRJ0000273 | Implementa... | SERV | 2 | No | |
| WO0001530 | TES6.1 - Work Order 9 | 20 Dec 2017 | 0 | PRJ0000273 | Implementa... | SERV | 2 | No | |
| WO0001529 | TESS.2 - Work Order 8 | 18 Dec 2017 | 0 | PRJ0000272 | Testing BPO2 | SERV | 2 | No | |

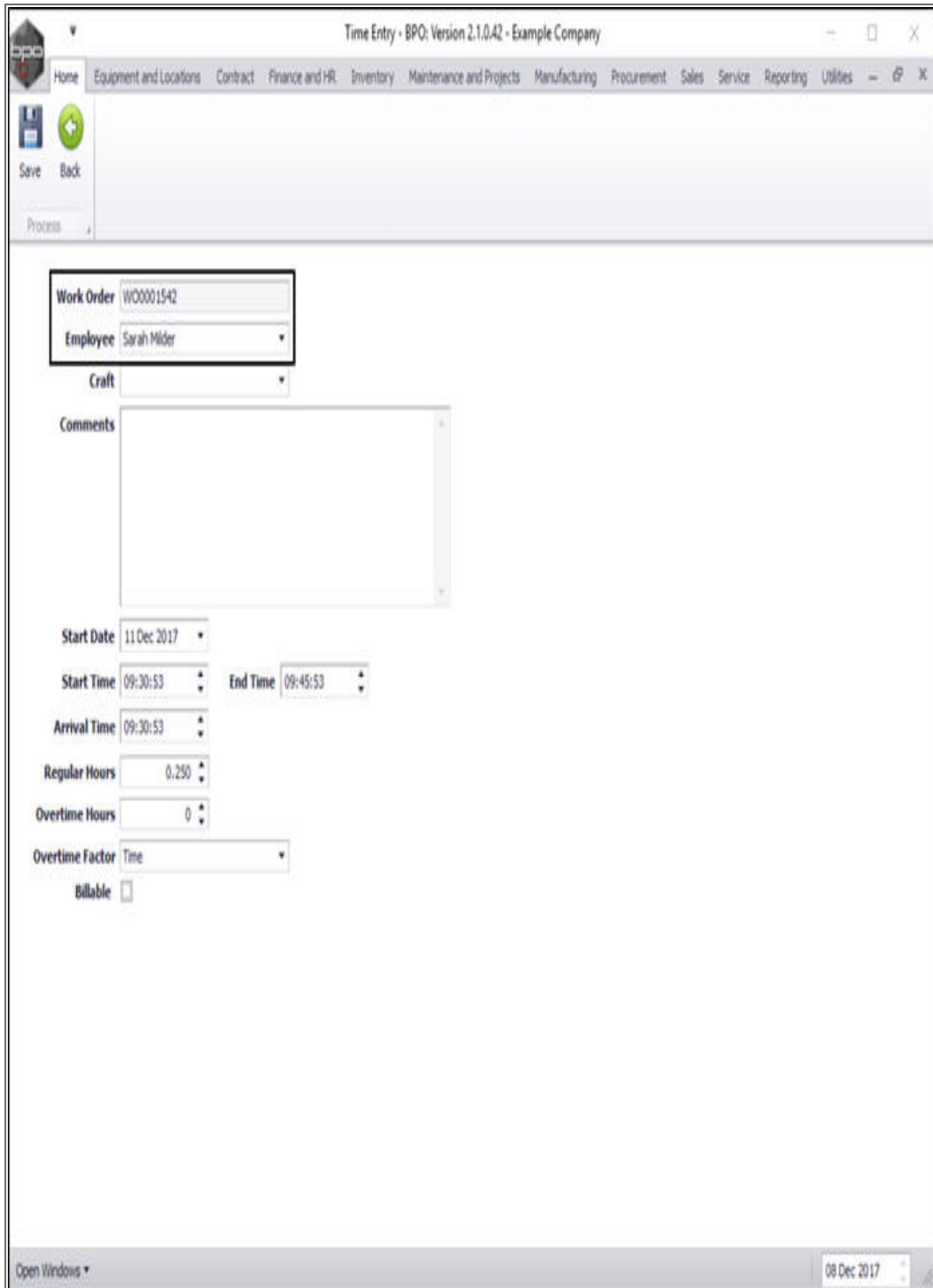
The **Time bookings for WO Code []** screen will be displayed.

- Click on **Add**.



The **Time Entry** screen will be displayed.

- **Work Order:** This will be auto populated according to the work order initially 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.



Time Entry - BPO: Version 2.1.0.42 - Example Company

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

Save Back

Process

Work Order W00001542

Employee Sarah Milder

Craft

Comments

Start Date 11 Dec 2017

Start Time 09:30:53 End Time 09:45:53

Arrival Time 09:30:53

Regular Hours 0.250

Overtime Hours 0

Overtime Factor Time

Billable

Open Windows 08 Dec 2017

- **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 previously selected employee will be listed in the menu.

Time Entry - BPO: Version 2.1.0.42 - Example Company

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

Save Back

Process

Work Order: WO0001542

Employee: Theo Peterson

Craft: [dropdown]

Comments:

| ID | Name | ID |
|----|------|----|
| 2 | ACMN | 2 |
| 11 | DES | 11 |

Start Date: [dropdown]

Start Time: 09:39:51 End Time: 09:54:51

Arrival Time: 09:39:51

Regular Hours: 0.250

Overtime Hours: 0

Overtime Factor: Time

Billable:

Open Windows

08 Dec 2017

- **Comments:** In this text box, type a brief description of what the work order entailed.

- **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.

Time Entry - BPO: Version 2.1.0.42 - Example Company

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

Save Back

Process

Work Order: WO0001542

Employee: Theo Peterson

Craft: DES

Comments: Office layout design needed to incorporate installation of new machines.

Start Date: 08 Dec 2017

Start Time: 07:00:00 End Time: 11:00:00

Arrival Time: 07:00:00

Regular Hours: 4.000

Overtime Hours: 0

Overtime Factor: Time

Billable:

Open Windows 08 Dec 2017

- **Regular Hours:**
 - i. **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.

Time Entry - BPO: Version 2.1.0.42 - Example Company

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

Save Back

Process

Work Order: WO0001542

Employee: Theo Peterson

Craft: DES

Comments: Office layout design needed to incorporate installation of new machines.

Start Date: 08 Dec 2017

Start Time: 07:00:00 End Time: 11:00:00

Arrival Time: 07:00:00

Regular Hours: 4.000

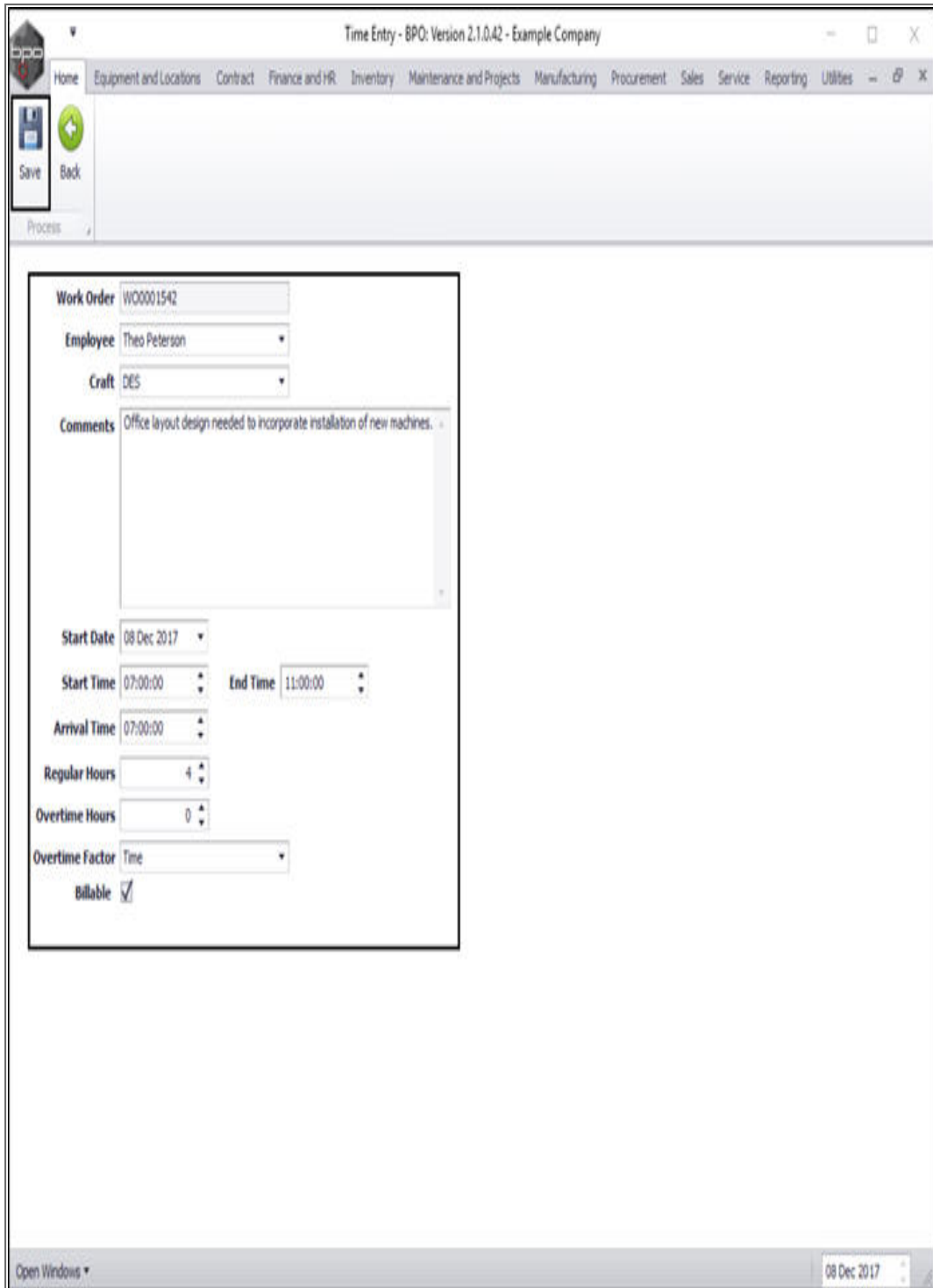
Overtime Hours: 0

Overtime Factor: Time

Billable:

Open Windows 08 Dec 2017

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



Time Entry - BPO: Version 2.1.0.42 - Example Company

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

Save Back

Process

Work Order: WO0001542

Employee: Theo Peterson

Craft: DES

Comments: Office layout design needed to incorporate installation of new machines.

Start Date: 08 Dec 2017

Start Time: 07:00:00 End Time: 11:00:00

Arrival Time: 07:00:00

Regular Hours: 4

Overtime Hours: 0

Overtime Factor: Time

Billable

Open Windows 08 Dec 2017

- 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**.

The screenshot shows a software window titled "Time bookings for WO Code W00001542 - BPO: Version 2.1.0.42 - Example Company". The window has a ribbon menu with tabs: Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. The ribbon includes buttons for Add, Edit, Delete, Back, Save Layout, Export, and Refresh. Below the ribbon is a table with the following columns: EmployeeNum..., FirstName, LastName, CraftName, ScheduledStartDate, StartDate, StartTime, ArrivalTime, EstLabourHours, RegularHours, OvertimeHours, OvertimeFactor, Comments, and Billable. The table contains two rows of data:

| EmployeeNum... | FirstName | LastName | CraftName | ScheduledStartDate | StartDate | StartTime | ArrivalTime | EstLabourHours | RegularHours | OvertimeHours | OvertimeFactor | Comments | Billable |
|----------------|-----------|----------|-----------|--------------------|-------------|-----------|-------------|----------------|--------------|---------------|----------------|---------------|----------|
| DUT001 | Susan | Du Toit | MNGT | 17 Nov 2017 | 17 Nov 2017 | 10:30:00 | 10:20:00 | 0.00 | 1.50 | 0.00 | 1.00 | Co-ordinated | Yes |
| TAD009 | Theo | Peterson | DES | 08 Dec 2017 | 08 Dec 2017 | 07:00:00 | 07:00:00 | 0.00 | 4.00 | 0.00 | 1.00 | Office layout | Yes |

Overlaid on the table is a "Time Processing" dialog box with a blue information icon and the text "Time booking on WO : W00001542 complete." and an "OK" button.

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

Time bookings for WO Code W00001542 - BPO: Version 2.1.0.42 - Example Company

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

Add | Edit | Delete | Back | Save Layout | Export | Refresh

Processing | Format | Print | Cut...

Drag a column header here to group by that column

| EmployeeNum... | FirstName | LastName | CraftName | ScheduledStartDate | StartDate | StartTime | ArrivalTime | EstLabourHours | RegularHours | OvertimeHours | OvertimeFactor | Comments | Billable |
|----------------|-----------|----------|-----------|--------------------|-------------|-----------|-------------|----------------|--------------|---------------|----------------|---------------|----------|
| DUT001 | Susan | Du Toit | MNGT | 17 Nov 2017 | 17 Nov 2017 | 10:30:00 | 10:20:00 | 0.00 | 1.50 | 0.00 | 1.00 | Co-ordinated | Yes |
| TAD009 | Theo | Peterson | DES | 08 Dec 2017 | 08 Dec 2017 | 07:00:00 | 07:00:00 | 0.00 | 4.00 | 0.00 | 1.00 | Office layout | Yes |

Open Windows | 08 Dec 2017

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