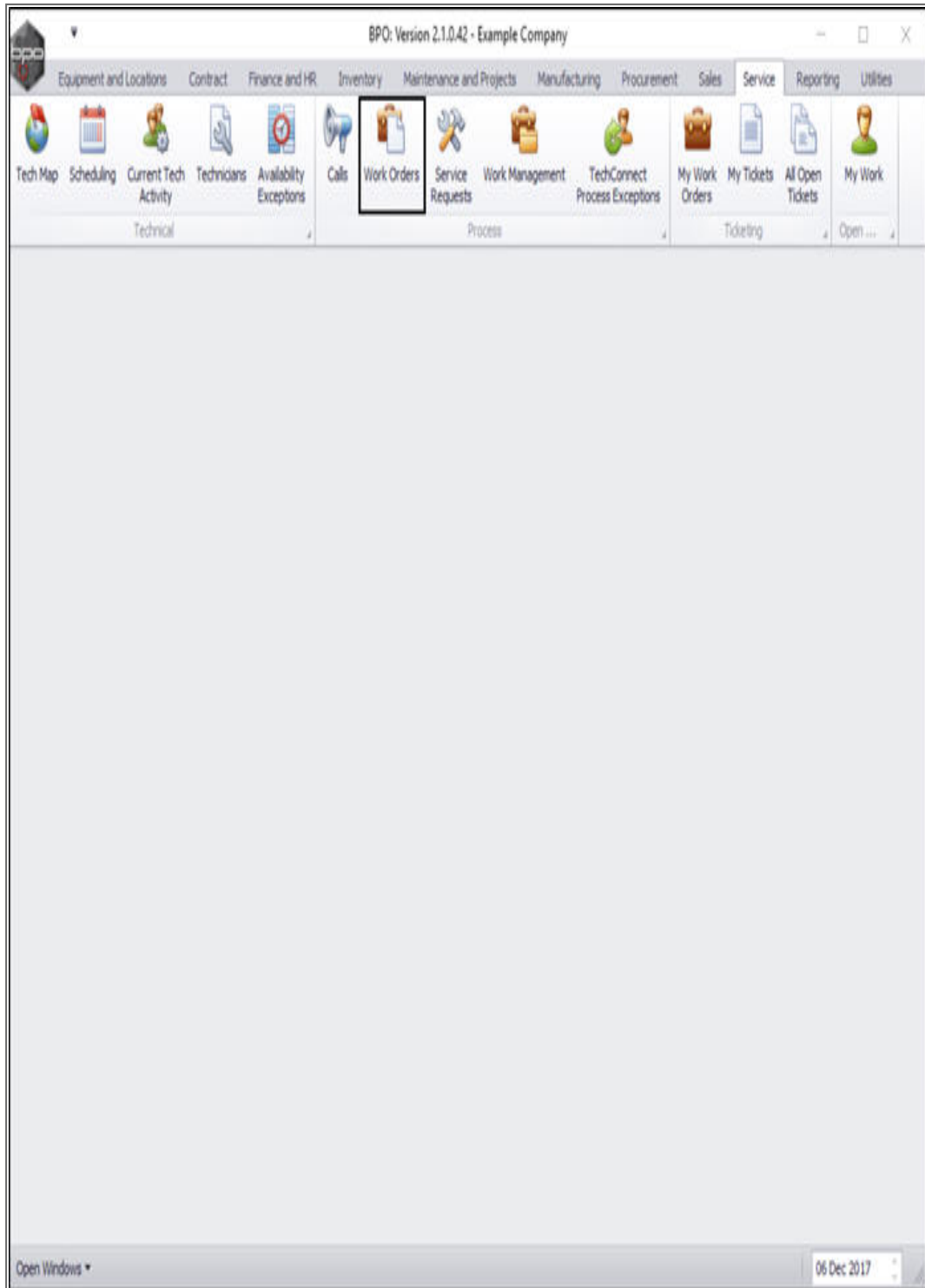We are currently updating our site; thank you for your patience.

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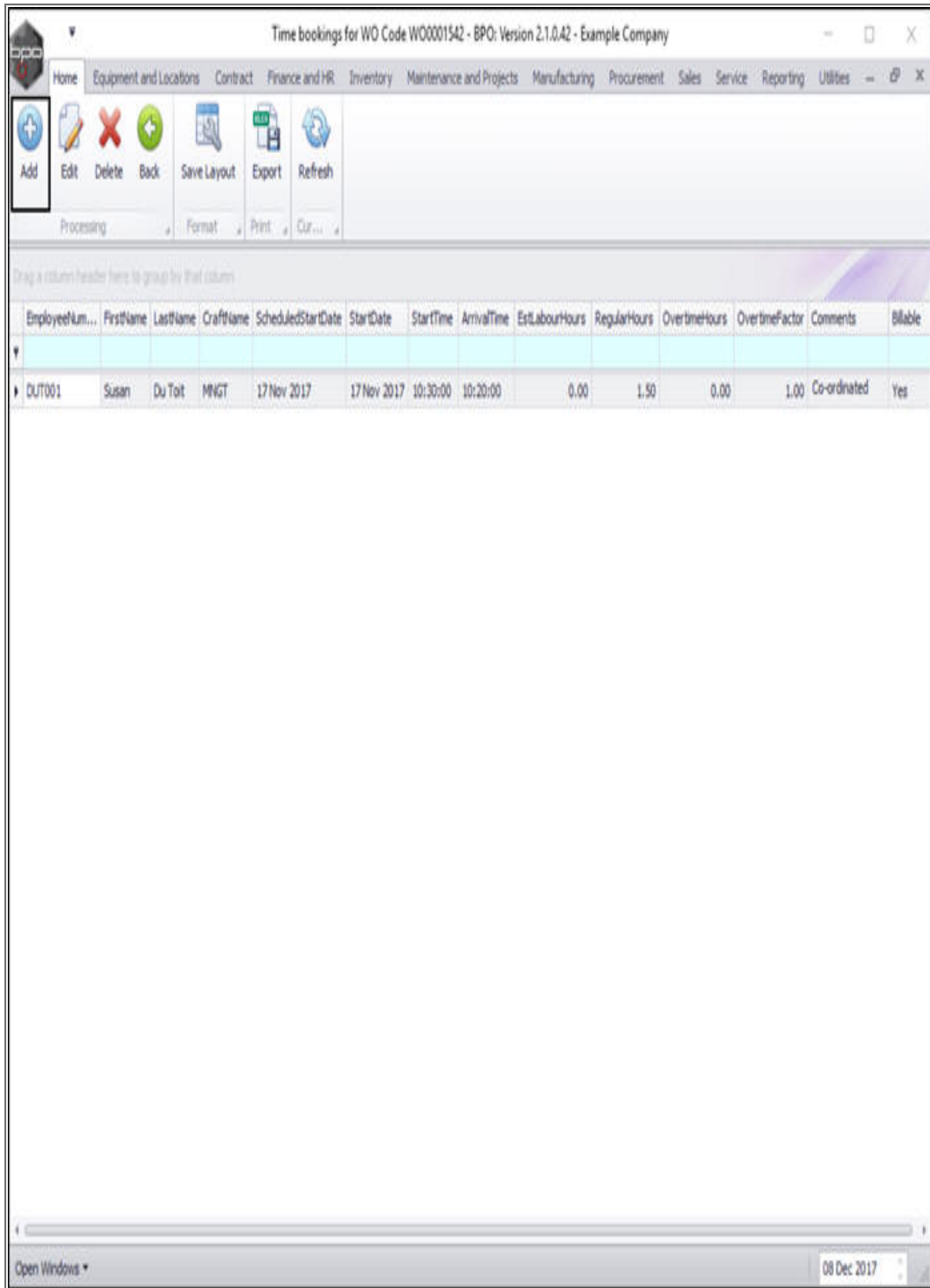
- Select the **status**.
  - This must be set to **Open**.

- 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 **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.

- **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.

- **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.

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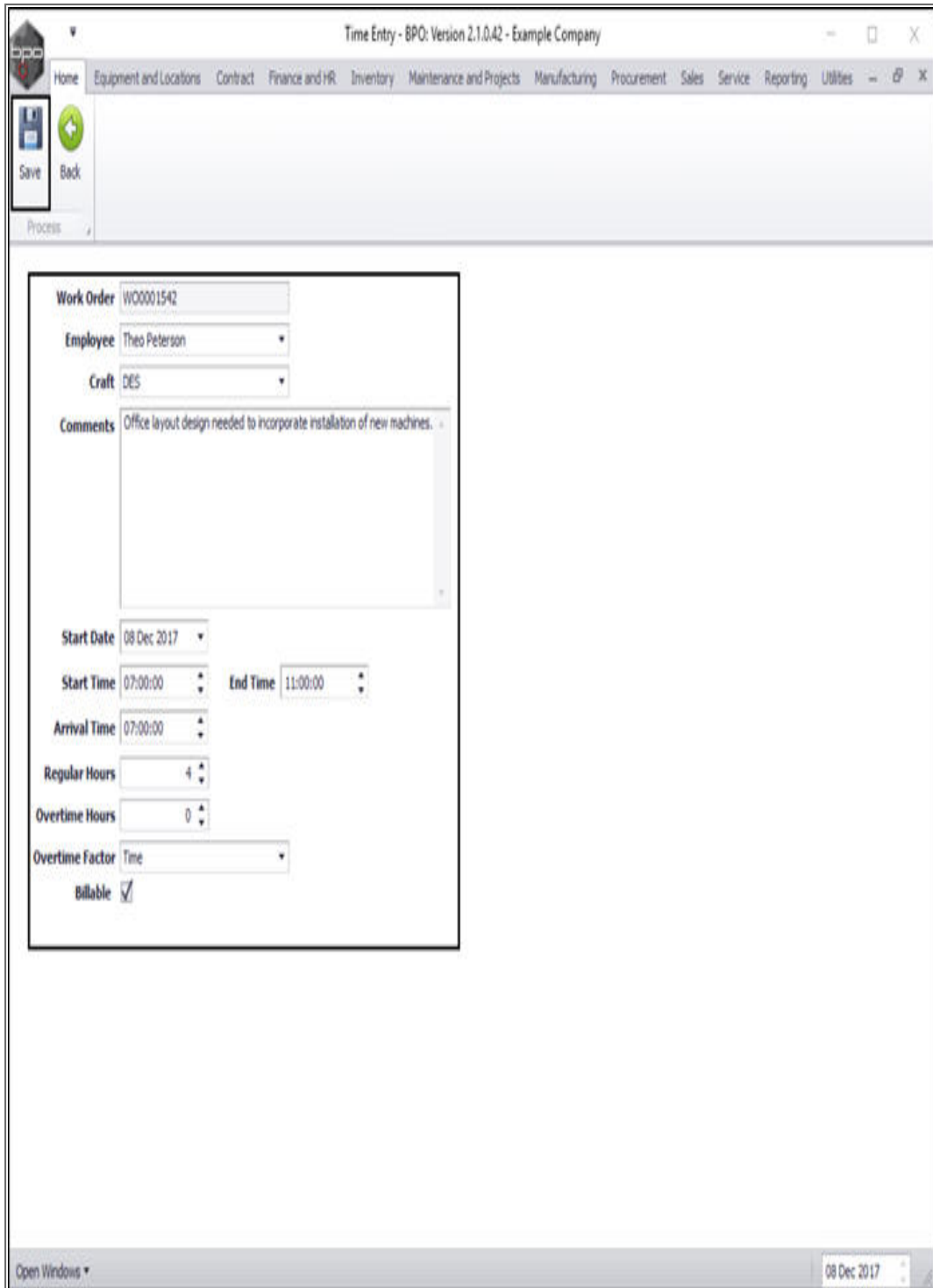
- When you have finished adding the time entry details, click on **Save**.

- 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.

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