

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

# **PROJECTS**

## **PROJECTS - LABOUR TIME**

This process is used to log labour time per technician.

Ribbon Access: Maintenance / Projects > Projects

<b>\$</b>					BPO: Versi	on 2.5.0.4 - Examp	ple Comp	any v2.5.0.0					_ <b>D</b> X
	Equipmen	t / Locations	Contract F	inance / HR	Inventory	Maintenance / Proj	jects N	1anufacturing	Procurement	Sales	Service	Reporting	Utilities
	Ì	Ť	<b>1</b>		1=	-		2					
Instruction	ns Tasks	Generate Tasks	Work Requests	Maintenance Radar	Projects		ork Order llocation	Technician Allocation					
P	reventative		Reactive	Radar	4	Projects		4					$\Diamond$

- 1. The **Project Listing** screen will be displayed.
- 2. Select the **Site** where the project can be located.
  - The example has **Durban** selected.
- 3. Ensure that the **Status** has been set to **Open**.

Note that you can only log time on a project that is open.

- 4. Click on the **row** of the **project** that you wish to log labour time to.
- 5. Click on the **Work Orders** tile.



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Functions		Description	Status	StatusDesc	EndDate	ManagerName	Notify	CustomerCode	CustomerName	DeptName	
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Summe	PRJ0000412	Install Machines	0	Open	23/08/2021	David Rowe	No	HOP001	Hope Works (Pt		
	PRJ0000411	Site Inspectino	0	Open	21/08/2021	David Rowe	No	HOP001	Hope Works (Pt		
and orders	▼ ⊕ PRJ0000410	New machine installation	0	Open	24/08/2021	David Rowe	No	HOP001	Hope Works (Pt		
Work Orders	▶ E PRJ0000408	Maintenance Project - SP400	0	Open	29/08/2021	David Rowe	No	HOP001	Hope Works (Pt		
		OSU1001	0	Open	31/03/2021	Julanda Kessler	No	OFF001	Office Supplies		
		B60004	0	Open	31/03/2021	Steven Cooper	No	BIG0001	Big Bargains		
Work In Progress		8601010202	0	Open	12/02/2021	Wesley Haynes	No	PAN001	Panda Copiers		
		TT041 - Bi-annually, Mono 10		Open	17/07/2020	Belinda Sharman	No	DER001	Derton / Techno		
		TT002 - Weekly - Call per WO	0	Open	06/03/2017	Belinda Sharman	No	HOP001	Hope Works (Pt		
Documents	PRJ0000402	test	0	Open	22/05/2020	Bianca Du Toit	No	DER001	Derton / Techno		
	➡ PRJ0000401	Implementation BPO2	0	Open	20/01/2019	Bianca Du Toit	Yes				
		Testing BPO2	0	Open	18/01/2019	Bianca Du Toit	No				
Notes		Developmemnt BPO2	0	Open	16/01/2019	Bianca Du Toit	Yes				
Notes		Design BPO2	0	Open	14/01/2019	Bianca Du Toit	Yes				
		Specification BPO2	0	Open	12/01/2019	Bianca Du Toit	Yes				
	PRJ0000396	Test BPO2	0	Open	20/01/2019	Bianca Du Toit	Yes				
Assignment History	PRJ0000395	BPO v2.2.0.1 Test Cyde	0	Open	08/02/2019	Bianca Du Toit	No				
		1234 - Test ctrt request crea	0	Open	14/08/2018	8/2018 Bianca Du Toit	No HOP001		Hope Works (Pt		
		NDS Project	0	Open	30/07/2018	Bianca Du Toit	No	HOP001	Hope Works (Pt		
Progress Chart		credit validation check	0	Open	30/07/2018	Bianca Du Toit	No	OFF001	Office Supplies		
	PRJ0000391	test new project	0	Open	22/08/2018	Ben Johnson	No				

- 6. The **Work Orders for Project Ref [**project ref number**]** screen will be displayed.
- 7. Click on the **row** of the **Work Order** you wish to log labour time for.
- 8. Click on the **Time** tile.



🕀 🍃 🗙	View Close Comple	act Finar	nce / HR Inve	ntory Maintenance / Projects Manufac			ny v2.5.0.0				
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	▶ E WO0006130	INSP		Site Inspection for Network Cable Installat	No	0		30/07/2021	2	No	PR
Time	WO0006132	NDS		New Machine Installation SP2020	No	0		12/08/2021	2	No	PR
Parts											
Loans											
Swap Outs											

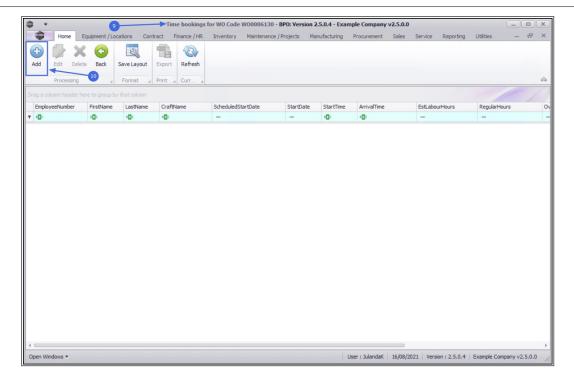
 The Time bookings for WO Code [work order number] screen will be displayed.

### **ADD LABOUR TIME**

10. Click on Add.

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





11. "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: 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: 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.End Time: 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" on page 2

12. When you have completed adding the details, click on Save.

Home Ex Back Process Work Order Employee	Jade Rivers	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales Se	ervice Reporting	Utilities	-	₽ X
Save Back Process Work Order	WO0006130 Jade Rivers											
Work Order	WO0006130 Jade Rivers		_									
	Jade Rivers											$\Diamond$
Employee												
			• •									
Craft	TECH		- *									
Comments	On site project co-on	dination			* *							
Start Date	16/08/2021 •											
Arrival Time	08:00:00 🗘											
Start Time	08:00:00 🗘	End Time	11:00:00	¢								
Regular Hours	3.000 🗘	•										
Overtime Hours	0 🗘											
Overtime Factor	[		•									
Billable												



#### EDIT LABOUR TIME

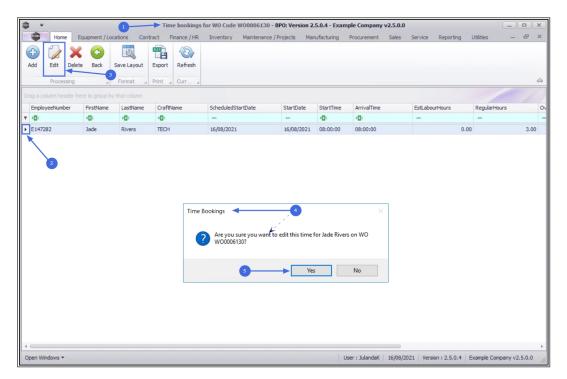
- 1. From the Time Bookings for WO Code [work order number] screen,
- 2. Click on the **row** of the work order you wish to edit time for.
- 3. Click on Edit.

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

- 4. You receive the Time Bookings message to confirm;
  - Are you sure you want to edit this time for [employee

name] on WO [work order number]?

5. Click on Yes.



- 6. The **Time Entry** screen will be displayed.
- 7. Make the required adjustments to the time entry and click on **Save**.



	6			Time Entry -	BPO: Version 2.5.0.4 - Ex	ample Company	v2.5.0.0						
Home E	Equipment / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	8 X
Save Back	7												~
Work Order	WO0006130												
Employee	Jade Rivers		•										
Craft	TECH		•										
Employee Craft Comments	On site project co-or	dination			*								
Start Date	16/08/2021 -												
Arrival Time	08:00:00 🗘												
Start Time	08:00:00 🗘	End Time	11:00:00	\$									
Regular Hours	3.000 🗘	•											
Overtime Hours	0 🗘												
Overtime Factor		J	•										
Billable													

#### MNU.058.007

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