

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

PROJECTS

PROJECTS - PROJECT TIME REPORT

This process allows the Project Leader or Manager the facility to generate a Project Time Report that will list time logged against the project for each employee and work order.

The Time Report will enable you to monitor the progress of the project and to estimate for any delays.

Ribbon Access: Maintenance / Projects > Projects



- 1. The **Project Listing** screen will be displayed.
- 2. Select the **Site** where the project can be located.
 - The example has **Durban** selected.
- 3. Select the **Status** for the project.
 - The example has **Open** selected.
- 4. Click on the **row** of the project you wish to generate the report for.
- 5. Click on **Project Time**.



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Functions	ProjectRef	Description	Status	StatusDesc	EndDate	ManagerName	Notify	CustomerCode	CustomerName	DeptName	/
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Gantt		SP240 New Deal.	0	Open	05/06/2017	Bianca Du Toit	No	TIA001	Titan Group	-	
	E PRJ0000075	Check Technician Assignment	0	Open Open	17/09/2014 18/09/2014	Belinda Sharman	n No	HOP001	Hope Works (Pt		
		Test Projects viewed in Cust				Belinda Sharman		HOP001	Hope Works (Pt		
Work Orders		New machine installation	0	Open	02/10/2014	Bianca Du Toit	No	DER001	Derton / Techno		
		tst	0	Open	02/10/2014	Bianca Du Toit No DER001 Derton		Derton / Techno			
	PRJ0000087	SP240 New Deal	0	Open	14/11/2014	Bianca Du Toit	No	TIA001	Titan Group		
Work In Progress	PRJ0000089	Machine installations	0	Open	08/02/2015	Belinda Sharman	No	HOP001	Hope Works (Pt		
		Sprint SP1912 New Deal Sale	0	Open	11/01/2015	Belinda Sharman	No	HOP001	Hope Works (Pt		
	PRJ0000091	Service for HOP001 on 06 No	0	Open	07/11/2014	Bianca Du Toit	No	HOP001	Hope Works (Pt		
Documents		Scheduled Maintenance for H	0	Open	07/11/2014	Bianca Du Toit	No	HOP001	Hope Works (Pt		
Documents		Scheduled Maintenance for D	0	Open	07/11/2014	Bianca Du Toit	No	DER001	Derton / Techno		
	PRJ0000094	Scheduled Maintenance for Y	0	Open	07/11/2014	Bianca Du Toit	No	YES001	Young Electric		
	▼ E PRJ0000095	Scheduled Maintenance for T	0	Open	07/11/2014	Bianca Du Toit	No	TIA001	Titan Group		
Notes	▶ 🖽 PRJ0000098	Site Inspectino	0	Open	18/03/2015	Bianca Du Toit	No	HOP001	Hope Works (Pt		
	PRJ0000099	Install Machines	0	Open	21/03/2015	Bianca Du Toit	No	HOP001	Hope Works (Pt		
	PRJ0000100	Machine inspection required	0	Open	29/05/2015	Belinda Sharman	No				
Assignment History		Scheduled Maintenance for H	0	Open	15/05/2015	Bianca Du Toit	No	HOP001	Hope Works (Pt		
		Scheduled Maintenance for D	0	Open	15/05/2015	Bianca Du Toit	No	DER001	Derton / Techno		
		Scheduled Maintenance for H	0	Open	15/08/2014	Bianca Du Toit	No	HOP001	Hope Works (Pt		
Progress Chart		Scheduled Maintenance for D	0	Open	15/08/2014	Bianca Du Toit	No	DER001	Derton / Techno		
		Scheduled Maintenance for Y	0	Open	15/08/2014	Bianca Du Toit	No	YES001	Young Electric		

- 4. The **Project Time Report** screen will be displayed.
 - From Date: Type in or click on the down arrow to select the date you wish to request the report from.
 - End Date: Type in or click on the down arrow to select the date you wish to request the date to.
- 5. Click on OK.



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	5												\$
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- 6. The **Project Time Sheet Report** will display in the **Preview** screen.
- From here you can make cosmetic changes to the report as well as View, Print, Export or Email the Time Sheet.
- 8. Click on **Close** to return to the **Project Time Report** screen.



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9. Click on **Back** to return to the Project Listing screen.

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