

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

## PROJECTS

### PROJECTS – PROJECT TIME REPORT

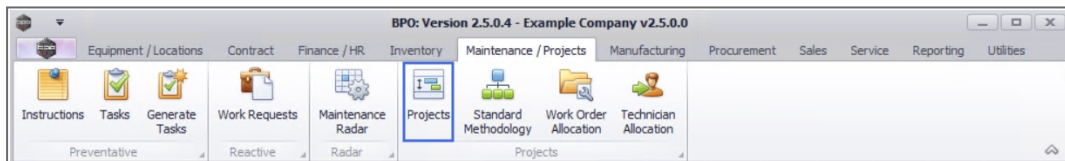
This process allows the Project Leader or Manager the facility to generate a Project Time Report that will list time logged against the project for each employee and work order.

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

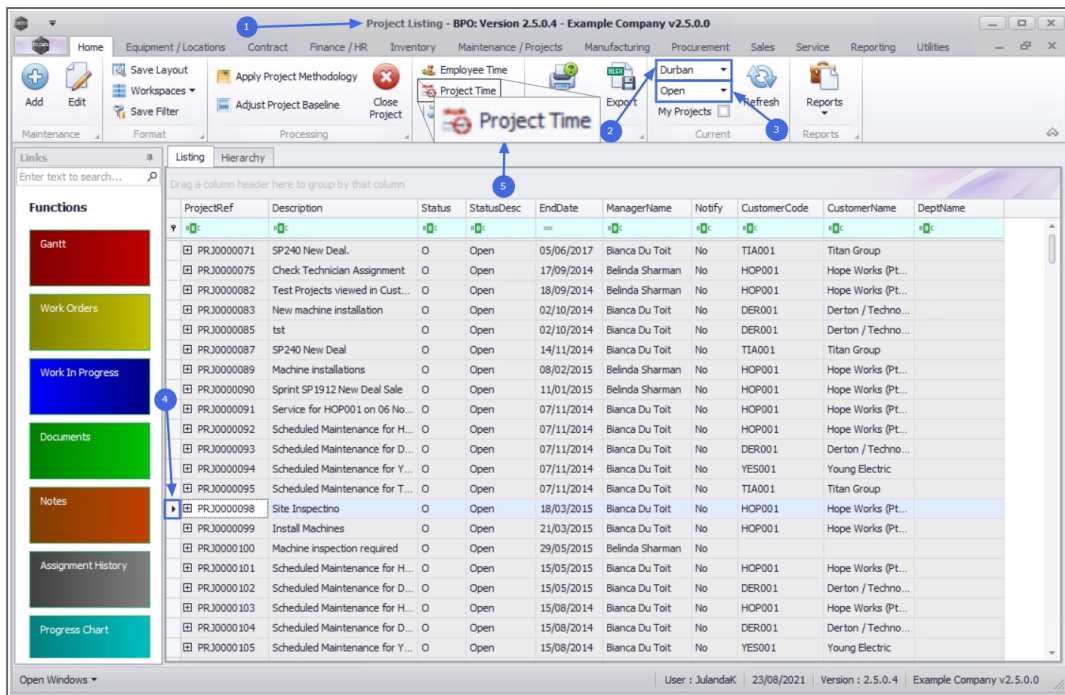
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**Ribbon Access:** Maintenance / Projects > Projects

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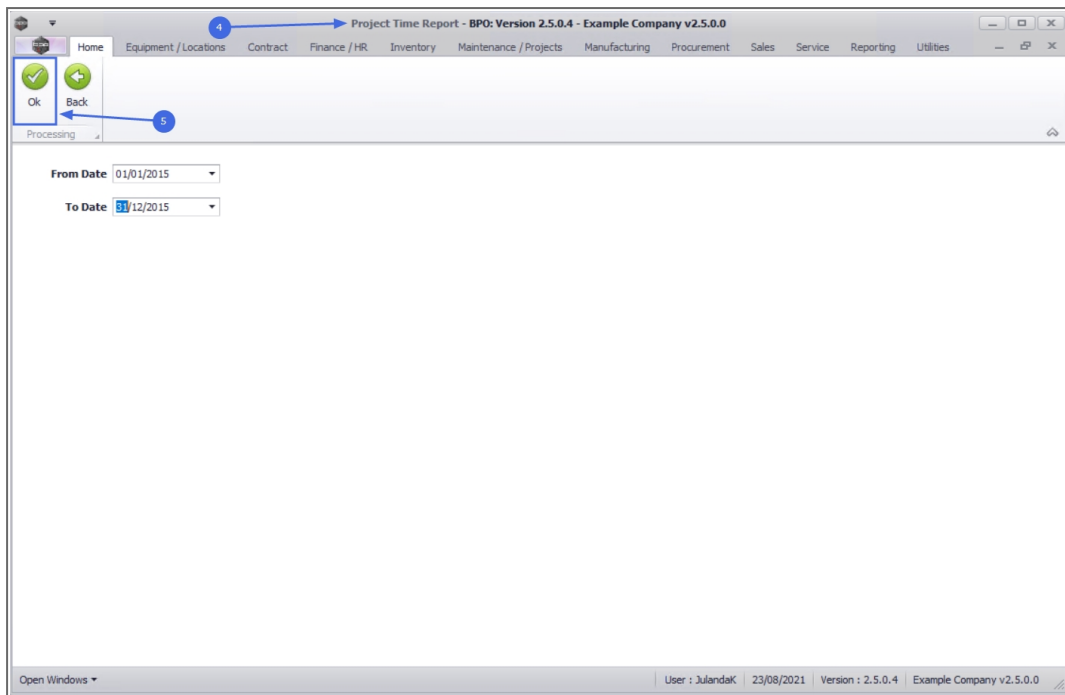
1. The **Project Listing** screen will be displayed.
2. Select the **Site** where the project can be located.
  - The example has **Durban** selected.
3. Select the **Status** for the project.
  - The example has **Open** selected.
4. Click on the **row** of the project you wish to generate the report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



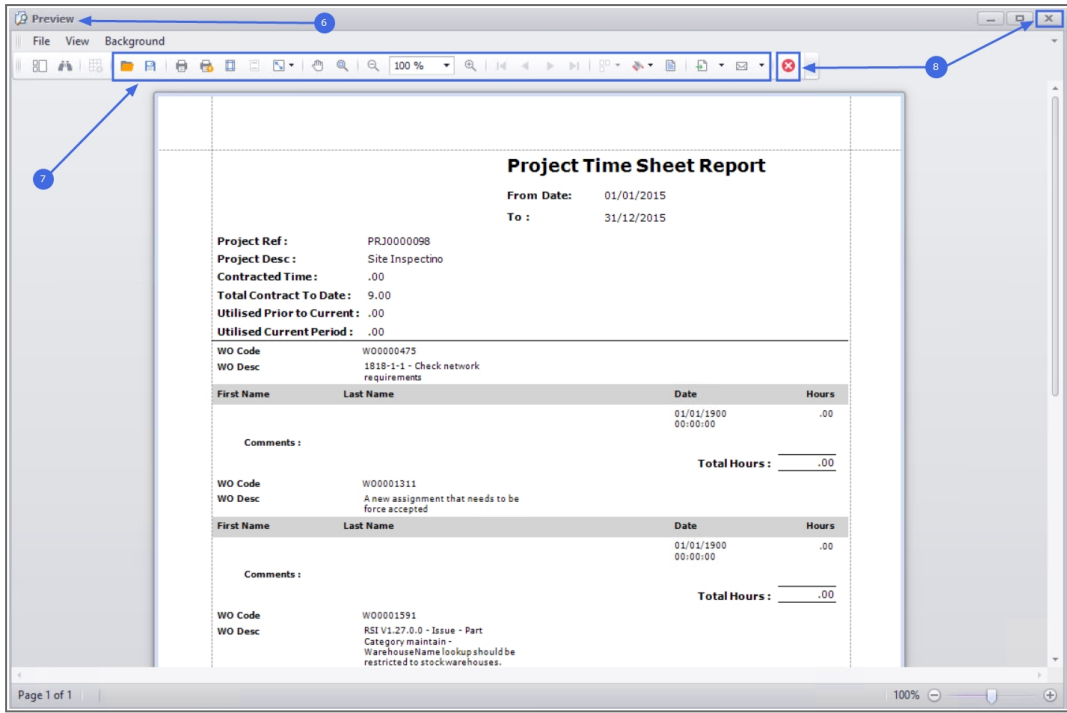
4. The **Project Time Report** screen will be displayed.

- **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.

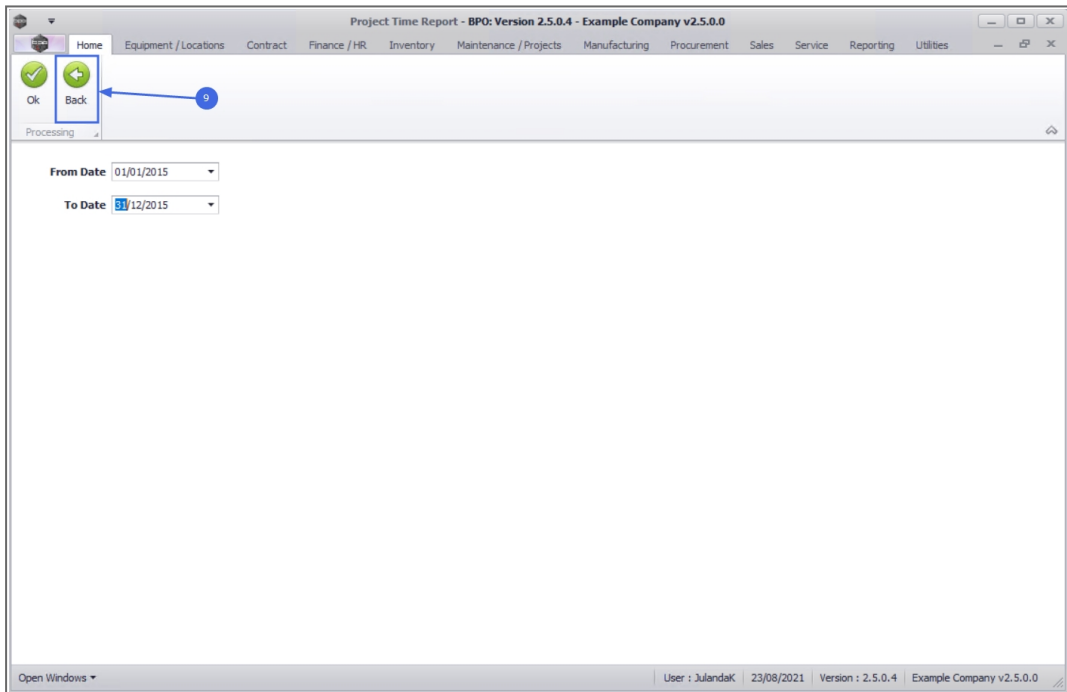
5. Click on **OK**.



6. The **Project Time Sheet Report** will display in the **Preview** screen.
7. 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.



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



MNU.058.045