

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

PROJECTS

PROJECTS - TIME BOOKINGS

From the Time Booking Tile you can view the time that has been logged for each work order. You will also be able to see the Technician who logged time against the Work Order and how the time was allocated for the work order.

Ribbon Access: Maintenance / Projects > Projects

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	E	Equipment	/Locations	Contract F	inance / HR	Inventory	Maintenance	/ Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities
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Instr	uctions	Tasks	Generate Tasks	Work Requests	Maintenance Radar	Projects	Standard Methodology	Work Order Allocation	Technician Allocation					
	Prev	ventative		Reactive	Radar	4	Proje	ects						\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. Select the **Status** for the project whose time bookings you wish to view.
 - The example has **Open** selected.
- 4. Click on the **row** of the project you wish to view time for.
- 5. Click on the **Time Bookings** tile.



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5	ProjectRef 🔺	Description	Status	StatusDesc	EndDate	ManagerName	Notify	CustomerCode	CustomerName	DeptName
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Parts	▶ E PRJ0000071	SP240 New Deal.	0	Open	05/06/2017	Bianca Du Toit	No	TIA001	Titan Group	
		Check Technician Assignment	0	Open	17/09/2014	Belinda Sharman	No	HOP001	Hope Works (Pty)	
		Test Projects viewed in Cust	0	Open	18/09/2014	Belinda Sharman	No	HOP001	Hope Works (Pty)	
Time Bookings		New machine installation	0	Open	02/10/2014	Bianca Du Toit	No	DER001	Derton / Technolo	
Time bookings		tst	0	Open	02/10/2014	Bianca Du Toit	No	DER001	Derton / Technolo	
		SP240 New Deal	0	Open	14/11/2014	Bianca Du Toit	No	TIA001	Titan Group	
		Machine installations	0	Open	08/02/2015	Belinda Sharman	No	HOP001	Hope Works (Pty)	
Services		Sprint SP1912 New Deal Sale	0	Open	11/01/2015	Belinda Sharman	No	HOP001	Hope Works (Pty)	
		Service for HOP001 on 06 No	0	Open	07/11/2014	Bianca Du Toit	No	HOP001	Hope Works (Pty)	
		Scheduled Maintenance for H	0	Open	07/11/2014	Bianca Du Toit	No	HOP001	Hope Works (Pty)	
Third Party Services		Scheduled Maintenance for D	0	Open	07/11/2014	Bianca Du Toit	No	DER001	Derton / Technolo	
		Scheduled Maintenance for Y	0	Open	07/11/2014	Bianca Du Toit	No	YES001	Young Electric	
		Scheduled Maintenance for T	0	Open	07/11/2014	Bianca Du Toit	No	TIA001	Titan Group	
Travel		Site Inspectino	0	Open	18/03/2015	Bianca Du Toit	No	HOP001	Hope Works (Pty)	
		Install Machines	0	Open	21/03/2015	Bianca Du Toit	No	HOP001	Hope Works (Pty)	
	■ PR30000100	Machine inspection required	0	Open	29/05/2015	Belinda Sharman	No			
Expenses		Scheduled Maintenance for H	0	Open	15/05/2015	Bianca Du Toit	No	HOP001	Hope Works (Pty)	
CAPCINCO		Scheduled Maintenance for D	0	Open	15/05/2015	Bianca Du Toit	No	DER001	Derton / Technolo	
		Scheduled Maintenance for H	0	Open	15/08/2014	Bianca Du Toit	No	HOP001	Hope Works (Pty)	
		Scheduled Maintenance for D	0	Open	15/08/2014	Bianca Du Toit	No	DER001	Derton / Technolo	
Finance			-	-						

6. The **Time Bookings for Project :** [project ref number] screen will be displayed.

Note that this is a View only screen and no changes can be made to the information listed here.

- 7. From this screen you will be able to view the time that has been logged for each work order, the Technician who logged time against the Work Order as well as how the time was allocated for the work order.
- 8. You will also be able to see where different Technicians worked on the same Work Order,
- 9. or where the same Technician attended to a work order on different dates.
- 10. Click on **Back** to return to the Project Listing screen.



Projects - Time Bookings

	Home	Equipment / Loc	ations Con	tract Finance / HR Inventory Ma	aintenance / P	rojects Manufac	cturing Procure	ment Sale:	s Service	Reporting U	tilities	- 8 >
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	ProjectRef	ProjectDesc	WOCode	WODescription	CraftName	EmployeeNumber	TechnicianName	StartDate	EstLabourHours	RegularHours	OvertimeHours	OvertimeFactor
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	PRJ0000071	SP240 New Deal.	WO0000205	SP240-1 - Machine Installations	ADMN	MUD001	Judith Mudzengi	19/07/2017	0.00	0.00	2.00	1.2
	PRJ0000071	SP240 New Deal.	WO0000205	SP240-1 - Machine Installations	TECH	MUD001	Judith Mudzengi	12/04/2017	0.00	3.00	0.00	1.0
	PRJ0000071	SP240 New Deal.	WO0000206	SP240-2 - Network setup - test edi work	MNGT	DUT001	Bianca Du Toit	18/07/2018	0.00	0.13	0.00	1.0
	PRJ0000071	SP240 New Deal.	WO0000206	SP240-2 - Network setup - test edi work	ADMN	MUD001	Judith Mudzengi	12/04/2017	0.00	5.00	0.00	1.0
	PRJ0000071	SP240 New Deal.	WO0000286	WS - Weekly Service	MNGT	DUT001	Bianca Du Toit	29/05/2018	0.00	2.00	0.00	1.0
	PRJ0000071	SP240 New Deal.	WO0002198	Test project assignment with auto accept	MNGT	DUT001	Bianca Du Toit	30/05/2018	0.00	0.05	0.00	0.0
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	PK30000071											
	A3000071											
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