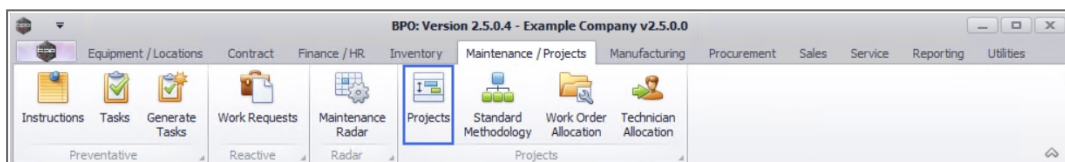


PROJECTS

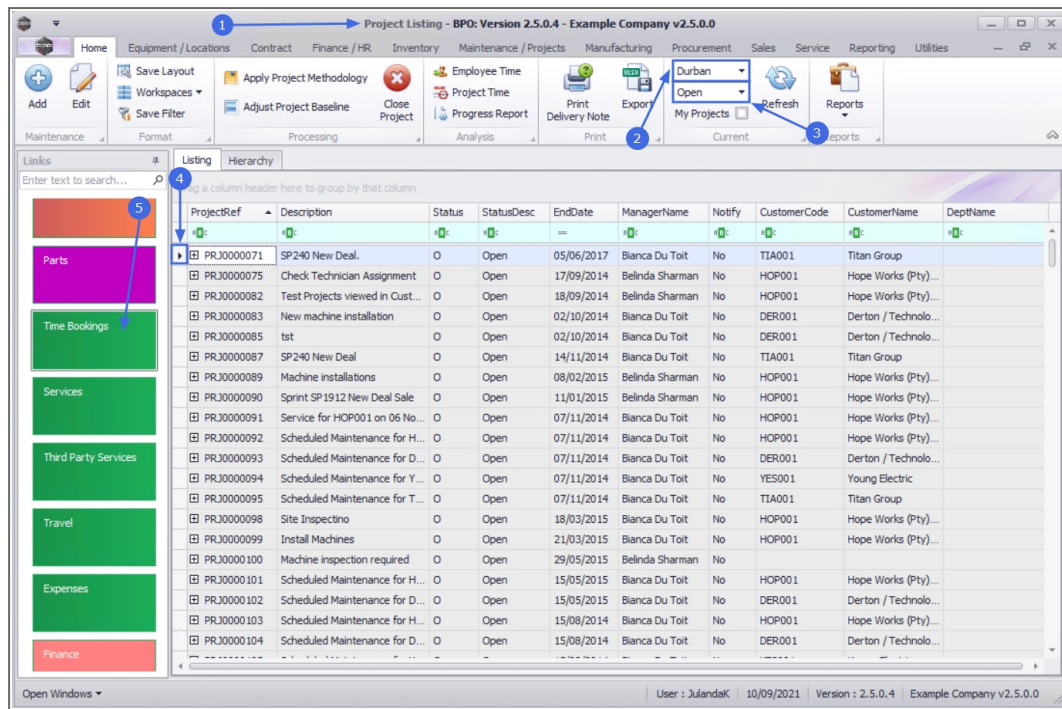
PROJECTS – TIME BOOKINGS

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*



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.



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.

Time Bookings for Project : PRJ0000071 - BPO: Version 2.5.0.4 - Example Company v2.5.0.0

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Back Save Layout Workspaces Refresh

Format Curr...

Drag a column header here to group by that column

ProjectRef	ProjectDesc	WOCode	WODescription	CraftName	EmployeeNumber	TechnicianName	StartDate	EstLabourHours	RegularHours	OvertimeHours	OvertimeFactor
PRJ0000071	SP240 New Deal.	WO0000205	SP240-1 - Machine Installations	ADMIN	MUD001	Judith Mudzengi	19/07/2017	0.00	0.00	2.00	1.25
PRJ0000071	SP240 New Deal.	WO0000205	SP240-1 - Machine Installations	TECH	MUD001	Judith Mudzengi	12/04/2017	0.00	3.00	0.00	1.00
PRJ0000071	SP240 New Deal.	WO0000206	SP240-2 - Network setup - test edi work ...	MINGT	DUT001	Bianca Du Toit	18/07/2018	0.00	0.13	0.00	1.00
PRJ0000071	SP240 New Deal.	WO0000206	SP240-2 - Network setup - test edi work ...	ADMIN	MUD001	Judith Mudzengi	12/04/2017	0.00	5.00	0.00	1.00
PRJ0000071	SP240 New Deal.	WO0000286	WS - Weekly Service	MINGT	DUT001	Bianca Du Toit	29/05/2018	0.00	2.00	0.00	1.00
PRJ0000071	SP240 New Deal.	WO0002198	Test project assignment with auto accept...	MINGT	DUT001	Bianca Du Toit	30/05/2018	0.00	0.05	0.00	0.00

Open Windows

User : JulandaK 10/09/2021 Version : 2.5.0.4 Example Company v2.5.0.0

MNU.058.061

