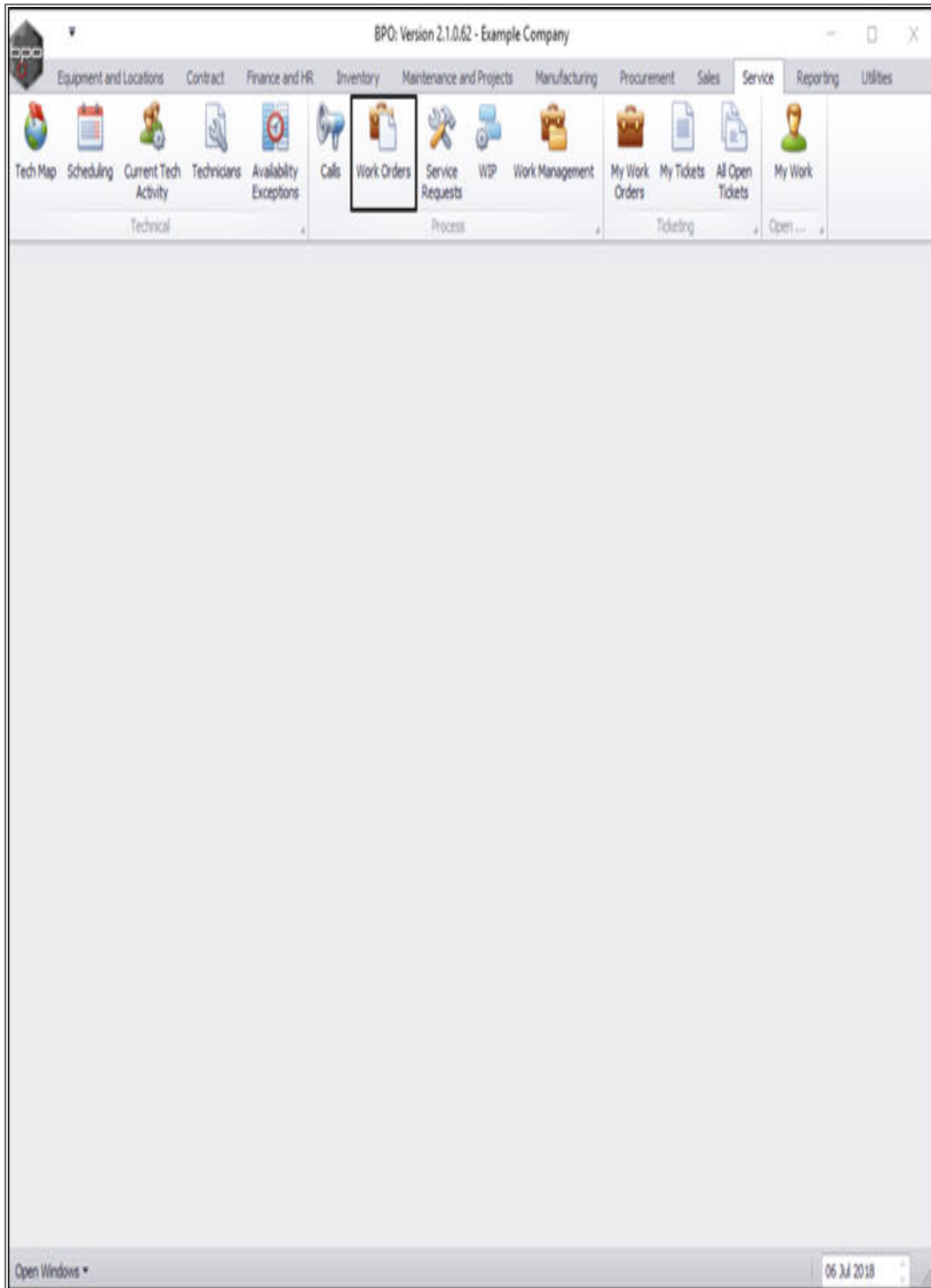


SERVICE

WORK ORDERS – ADD EMPLOYEE TIME

This process is used to log labour time per technician.

Ribbon Access: *Service > Work Orders*



SELECT THE WORK ORDER

- The ***Work Order Listing*** screen will be displayed.
- Click on the ***row selector*** in front of the ***work order*** that you wish to ***assign labour time*** to.
- Click on the ***Time*** tile.

Work Order Listing - BPO: Version 2.1.0.62 - Example Company

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

Add Edit Delete View Close Complete Reinitiate Save Layout Workspaces Save Filter Print Export Refresh Find WO Reports

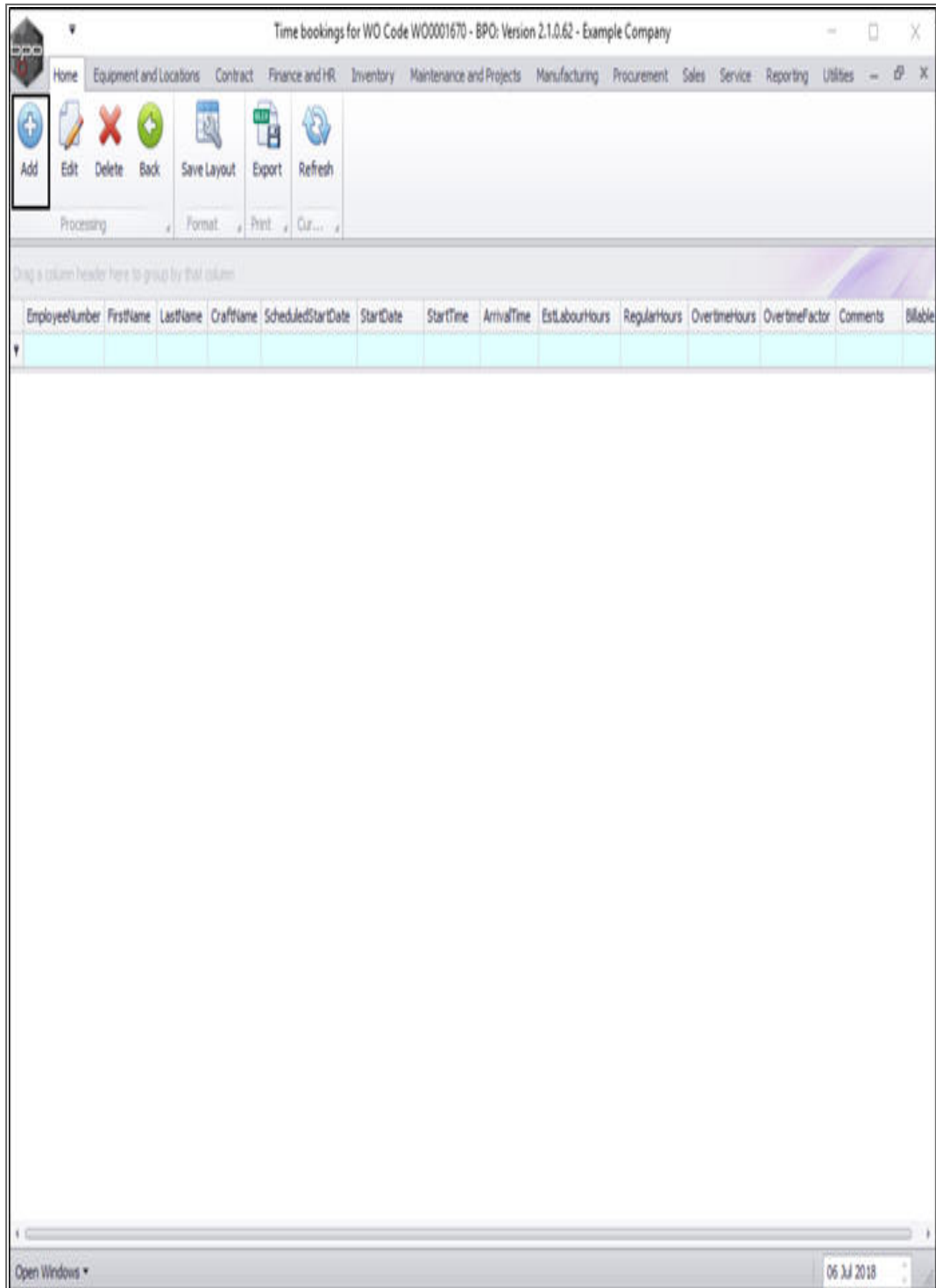
Links
 Enter text to search...
 Functions
 Time Services Third Party Services Parts Loans Swap Outs Meters Expenses

WCode	Description	PartCode	SerialNo	PartDesc	CallReference	CallDesc	ProjectRef	ProjectDesc
WO0001671	Machine faulty, loan unit requested.	SP2020	2020-103056	SP2020 Sprin...	CH0000567	Machine fault...		
WO0001670	Machine repair required, loan unit reques...	SP2020	888888	SP2020 Sprin...				
WO0001669	Rollers need replacing.	1020-478	478-1011	Staple Unit			PRJ0000095	Scheduled f
WO0001668	SP240 New Deal.						PRJ0000071	SP240 New
WO0001667	Drum Requested	2020-856	2020-2222	Drum				
WO0001665	Early Service Request - machine jamming.	SP2020	2020-8081	SP2020 Sprin...				
WO0001664	Toner check and clean required	SP2020	2020-103053	SP2020 Sprin...	CH0000566	Toner require...		
WO0001663	Copier to be repaired	SP1919	19-12345	SP1919 Sprin...				
WO0001661	Created for production batch -							
WO0001660	Created for production batch -							
WO0001659	Toner required	SP2020	2020-103053	SP2020 Sprin...	CH0000566	Toner require...		
WO0001658	ndr10				CH0000565	ndr10		
WO0001657	Contract Closure - CO0000008	SP2020	2020-787878	SP2020 Sprin...				
WO0001656	Test				CH0000564	Test		
WO0001655	---New Deal Sale 111				CH0000563	New Deal Sel...		
WO0001654	nds4				CH0000562	nds4		
WO0001653	Contract Closure - CO0000010	SP19-123456	1912-10702	SP19-12 Col...				
WO0001649	Contract Closure - CO0000054	SP2020	2020-606060	SP2020 Sprin...				
WO0001648	Contract Closure - CO0000059	SP2020	2020-102044	SP2020 Sprin...				
WO0001647	NDR				CH0000561	NDR		
WO0001646	Test logging a call - listing should auto ref...	1458-96523	51932413546	K147 Kyocer...	CH0000560	Test logging ...		
WO0001644	TES6.2 - Work Order 10						PRJ0000291	Implementa
WO0001643	TES6.1 - Work Order 9						PRJ0000291	Implementa
WO0001642	TES5.2 - Work Order 8						PRJ0000290	Implementa

Open Windows ▾ 06 Jul 2018

ADD LABOUR TIME

- The *Time bookings for WO Code []* screen will be displayed.
- Click on *Add*.



- The **Time Entry** screen will be displayed.

- **Work Order:** This will auto populate with the work order number selected in the previous step.
- **Employee:** This will auto populate with the person currently logged on to the system. You can click on the drop-down arrow and select an alternative person if required.
- **Craft:** Click on the drop-down arrow and select from the menu the craft to be assigned to this time entry.
 - **Note:** The Craft selection available will depend on the crafts linked to the employee selected in the previous step.
- **Comments:** Type in a description of the labour involved connected to this time entry.
- **Comments:** Type in a description of the labour involved which resulted in this time entry.
- **Start Date:** This will auto populate with the current date. Either type in, or click on the drop-down arrow and use the calendar function to select an alternative date if required.
- **Start Time:** This will auto populate with the current time. Either type in, or use the directional arrows to select an alternative start time if required.
- **End Time:** This will auto populate with the current time plus 15 minutes . Either type in, or use the directional arrows to select an alternative end time if required, (this can be edited later).
- **Arrival Time:** This will auto populate with the current time. Either type in, or use the directional arrows to select an alternative arrival time if required. (This could differ from the start time. For example, a

technician could arrive on site at **08.00**hrs. She has to wait **30** minutes for all of the client employees to log off the system before she can initiate repairs. Thus the **Arrival Time** will be **08:00** and the **Start Time** will be **08:30**).

- **Regular Hours:** This will auto calculate as the start and end times are added.
- **Overtime Hours:** Either type in, or use the directional arrows to select alternative overtime hours if required.
- **Overtime Factor:** Either type in, or click on the drop-down arrow and select from the menu an alternative overtime factor if required.
- **Billable:** Click on this check box if this labour time is to be billed.

Time Entry - BPO: Version 2.1.0.62 - Example Company

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

Save | Back

Process

Work Order: W00001670

Employee: Belinda Sharman

Craft:

Comments:

Start Date: 06 Jul 2018

Start Time: 13:34:05 | End Time: 13:49:05

Arrival Time: 13:34:05

Regular Hours: 0.250

Overtime Hours: 0

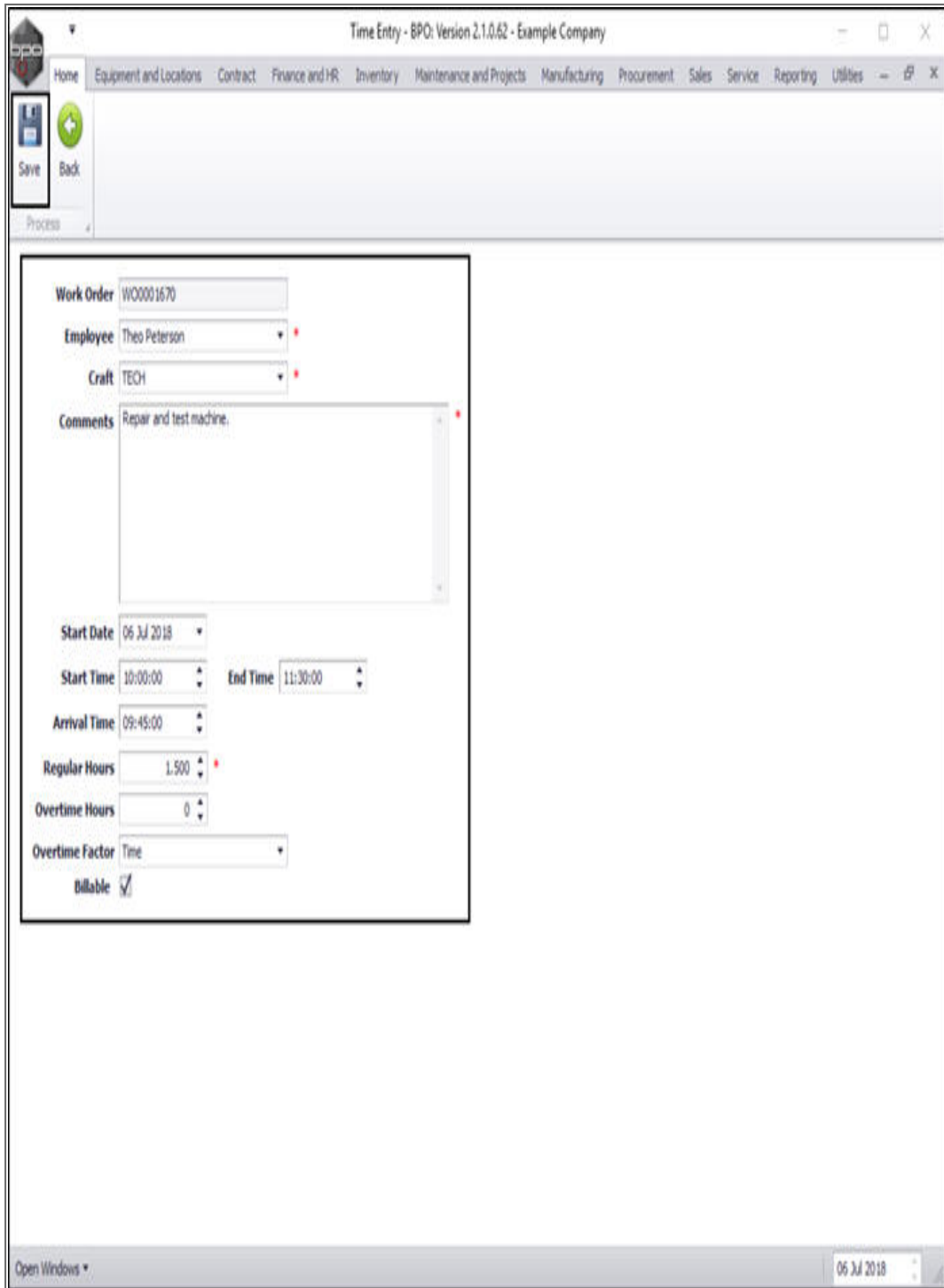
Overtime Factor: Time

Billable:

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SAVE LABOUR TIME

- When you have finished adding the labour time details, click on **Save**.



Time Entry - BPO: Version 2.1.0.62 - Example Company

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

Save Back

Process

Work Order WO0001670

Employee Theo Peterson

Craft TECH

Comments Repair and test machine.

Start Date 06 Jul 2018

Start Time 10:00:00 End Time 11:30:00

Arrival Time 09:45:00

Regular Hours 1.500

Overtime Hours 0

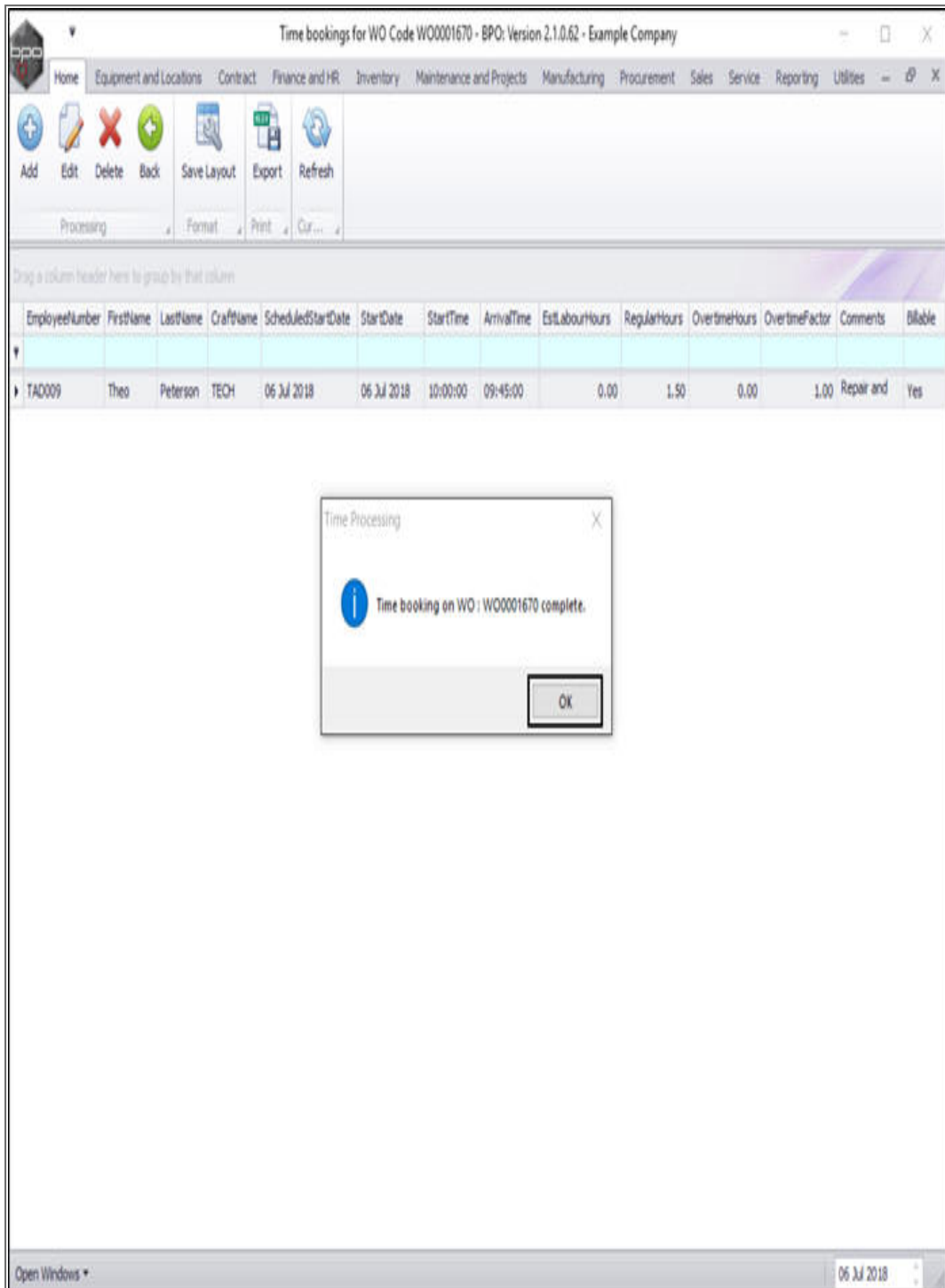
Overtime Factor Time

Billable

Open Windows 06 Jul 2018

- You will return to the ***Time bookings for WO Code []*** screen, where you can view the newly created labour time.

- A **Time Processing** message box will pop up informing you that;
 - **Time booking on WO: [] complete.**
- Click on **OK**.





MNU.072.005

