

Time Records

Time Records and GPS/Location allows you to view, create and edit hours submitted by resources/contractors from the app or online portal.

It displays information such as when they started travelling, when they arrived at the site, and when they left the site. The location of these events is also available by selecting the icon beside the time information.

Costs can be calculated with the Time Records if rate cards have been created. In the Costs section of the list you can select a rate card.

The main list can be filtered and exported to Excel.

The Add button reveals a pop up with a list of Jobs to select for a new time Record.

Total hours and costs can be adjusted by clicking on the pencil icon.

Costs can then be Costed by clicking on the + icon.

The screenshot shows a web application interface for Time Records. At the top, there are several filter dropdown menus: 'Open / Closed' (set to '<Open / Closed>'), 'Reactive / Planned' (set to '<Reactive / Planne>'), 'Cost Status' (set to '<Cost Status>'), 'Contract' (set to '<Contract>'), and 'Site' (set to '<Sites>'). Below these are more filters for 'Resource' (set to '<Resource>'), 'Team' (set to '<Teams>'), 'Location' (set to '<Locations>'), 'Sub Location' (set to '<SubLocations>'), 'Regions' (set to '<Regions>'), and 'Site Type' (set to '<Site Types>'). On the right side of the filter area, there are buttons for 'More' (with a magnifying glass icon) and 'Add' (with a plus icon), and a three-dot menu icon.

The main data table has the following columns: #, Site, Resource, Details, Visit Status, Dates / Times (with sub-columns for Travel Start, Start Task, and Left Task), Hours (with a sub-column for Total), and Costs (with a sub-column for Total). The first row shows record #620, Site 'Head Office', Resource 'Electrical Ltd', Details 'sdffsdffsdf', Visit Status 'Completed Instructed', Travel Start '24/08/2016 10:43', Start Task '05/09/2016 11:45', Hours '289.03', and Costs '0.00'. The second row shows record #646, Site 'Head Office dining room', Resource 'Harold Lloyd', Details 'paintt walls', Visit Status 'Left Task Complete', Travel Start '08/09/2016 17:07', Start Task '08/09/2016 17:07', Hours '0.00', and Costs '0.00'. Red boxes highlight the '289.03' and '0.00' values in the first row, and the pencil icons next to them.

#	Site	Resource	Details	Visit Status	Dates / Times			Hours	Costs
					Travel Start	Start Task	Left Task	Total	Total
620 620-001	Head Office	Electrical Ltd	sdffsdffsdf	Completed Instructed	24/08/2016 10:43	05/09/2016 11:45	289.03	0.00	
646 646-002	Head Office dining room	Harold Lloyd	paintt walls	Left Task Complete	08/09/2016 17:07	08/09/2016 17:07	0.00	0.00	