





Time Records

The *Time Records* area allows you to view 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 *Date / Times* section of the list will display date / time information for Travel Start, Start Task, and Left Task for each job task. You can retrieve the location of the resource / contractor at the times logged by selecting the icon below. This will display the location on Google Maps:

 Start Task	 Left Task
 15/11/2019 12:50	 15/11/2019 12:51

If you wish to edit any of the date / time information, you can select the following icon and save the changes:



You can also apply rate cards to these hours in order to calculate costs.

The *Add Time Record* button at the top-right of the page will display a pop-up of jobs for you to select in order to add a new time record. Once you select a job, another pop-up will be displayed for you to populate with the new time record information:

Add Time Record ✕

Job No. 269

TaskNo

Resource

Visit Status

Travel Start

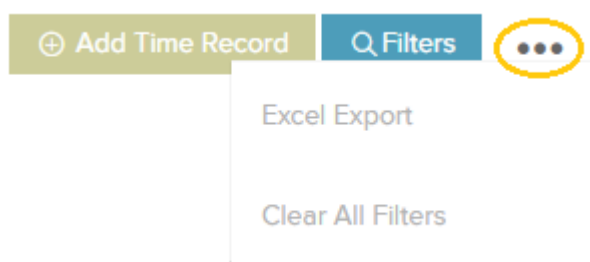
Start Task

Left Task

Arrive Home

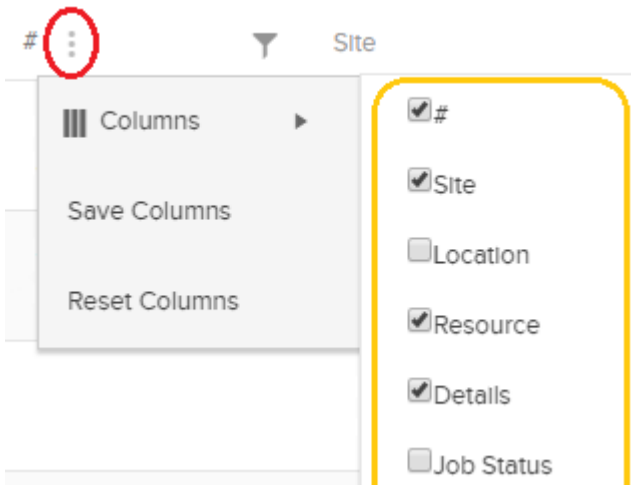
Note

Next to the *Add Time Record* button is the *Filters* button. Selecting this will display filtering options that can be applied to the *Time Records* list. The three dots next to this button will display the option to export the *Time Records* list as an Excel sheet, and another option to remove any filters that have been applied to the list.



The grid can be sorted by selecting a columns heading. You can

also choose which columns you wish to display in order to see the information you want as shown below:



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 as follows:

Costs	
Total	
0.00	 Costed
50.78	 Costed
50.21	 Costed
0.00	 

Selecting the icon above will open a pop-up where you can choose the rate card that you wish to apply:

Rate Card:

Standard ▾
 (please select)
 Electrician
 Special
 Standard

				Out of Office Hours Rate			Total	
	Rate	Hours	Costs	Rate	Hours	Costs	Hours	Costs
Travelling	12.00	0.00	0.01	16.00	0.00	0.00	0.00	0.01
On Site	12.00	0.02	0.19	16.00	0.00	0.00	0.02	0.19
	12.00	0.02	0.20	16.00	0.00	0.00	0.02	0.20
Call Out			50.00			0.00		50.00
Total Costs			50.20			0.00		50.20

Within the list of *Time Records*, you can edit the cost/rate card by selecting the pencil icon again if there any changes to be made.

By selecting the + symbol next to the pencil, *Costed* will reflect the status of the rate card being applied. Once selected, you cannot edit the rate card further:

