

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. This will display the location on Google Maps.

If you wish to edit any of the date / time information, you can select the 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.

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.

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.

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

Within the list of *Time Records*, you can edit the cost/rate card by selecting the 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.