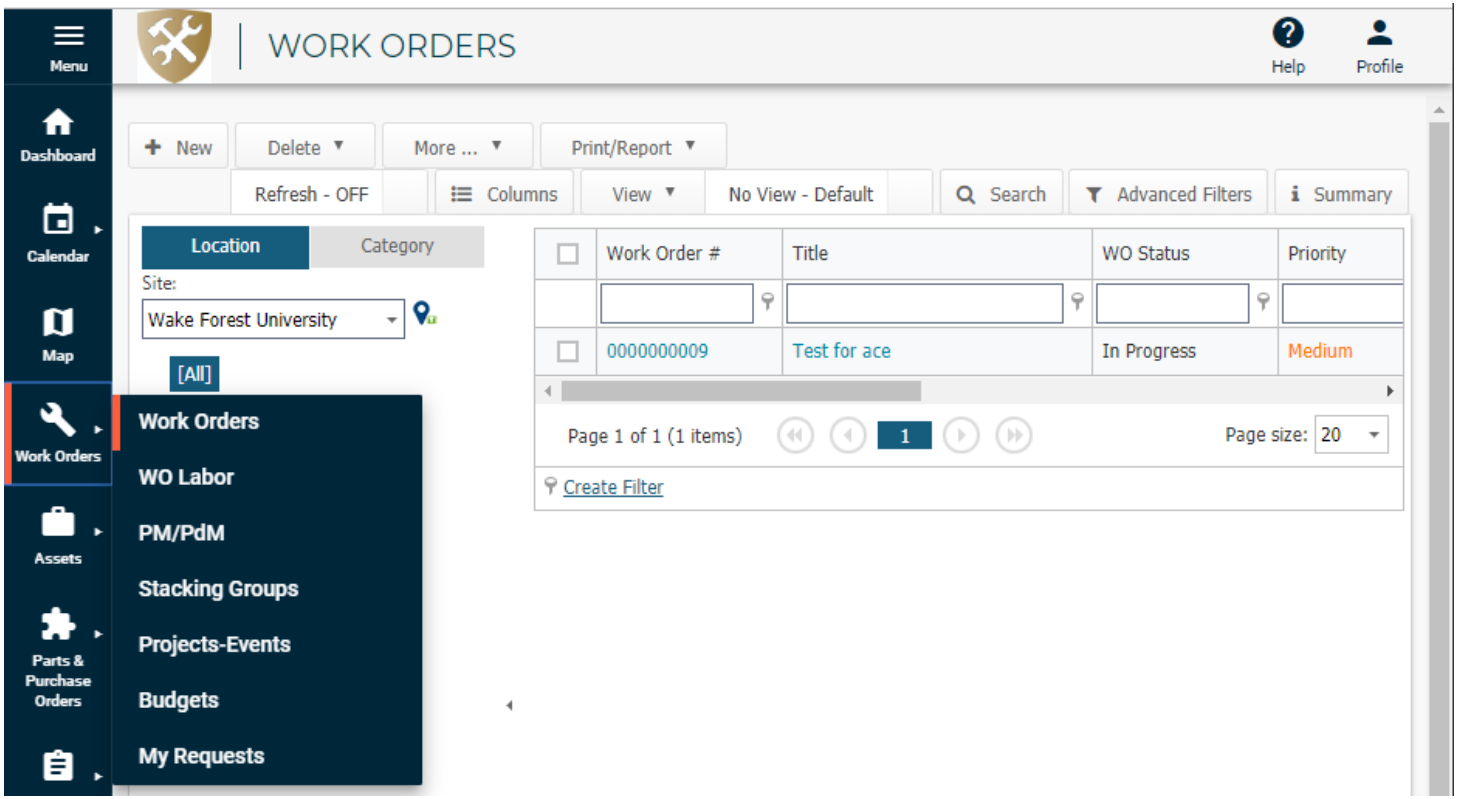
How to Add Labor to a Work Order

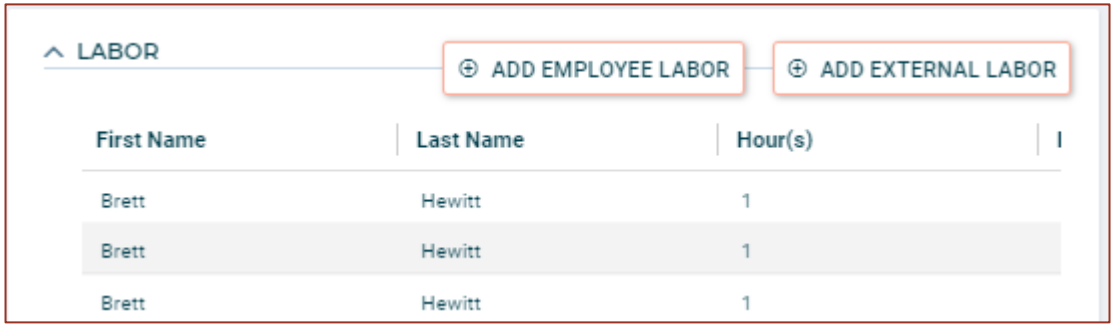
- Click on the **Work Orders** menu icon, select **Work Orders**, and then click the work order you would like to edit.



All fields with a "*" are required fields

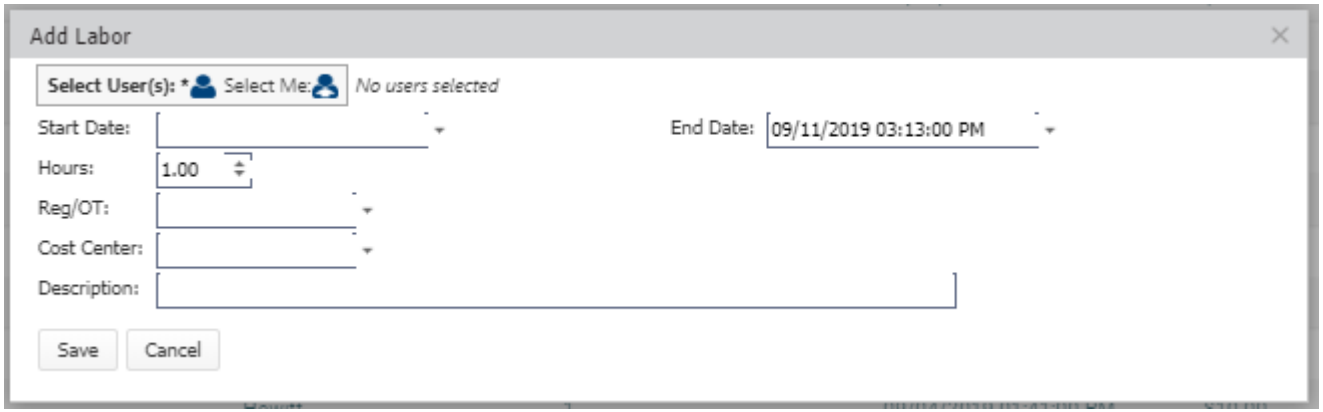
ADDING LABOR

The Labor section allows you to create labor transactions for your employees as well as external workers. **Note: The Labor section will not show on the work order form until the work order is saved.*



Adding Employee Labor

- Click the **Add Employee Labor** button. The Add-Edit Labor form will appear in a pop-up.
- Select the User you are entering labor for by clicking the Select User icon ( ) and choosing the user from the select user window or click the Select Me icon ( ) to automatically select yourself.
- Leave start date blank. If **Start Date** is populated hours must be entered equal to the time elapsed.
- The **End Date** will automatically be populated with the current date and time, but can be adjusted as needed.
- The **Hours** field will calculate based on the start and end dates entered or you may enter the hours manually if start date is left blank.
- Choose the type of labor in the **Reg/OT** field.



- The **Sub total($)** field will calculate based on the Hours field and the Wage that was entered in the user's profile.

- Enter a **Description** if necessary.
- Click **Save** to record the labor entry.

Adding External Labor

- Click the **Add External Labor** button.
- The Add-Edit External Labor form will appear in a pop-up.
- Enter the appropriate information into the **Company Name**, **Job Title**, **First Name**, and **Last Name** fields.
- Record when the labor began in the **Start Date** field or leave the Start Date blank to manually enter time.
- The **End Date** will automatically be populated with the current date and time, but can be adjusted as needed.
- The **Hours** field will calculate based on the start and end dates entered.
- Enter the **Wage**. The total cost of the labor will automatically calculate once the record has been saved. You may enter a cost equal to the cost of the labor and hours of 1 if the total hours and labor rate are unknown.
- Type a **Description** if necessary.
- Click **Save** to record the labor entry.