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.

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**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.