



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.

The screenshot shows the 'WORK ORDERS' application interface. On the left, a sidebar contains a 'Menu' icon and several navigation options: 'Dashboard', 'Calendar', 'Map', 'Work Orders' (highlighted), 'Assets', 'Parts & Purchase Orders', and 'My Requests'. The 'Work Orders' dropdown menu is open, showing options: 'Work Orders', 'WO Labor', 'PM/PdM', 'Stacking Groups', 'Projects-Events', 'Budgets', and 'My Requests'. The main content area has a header with 'WORK ORDERS' and 'Help' and 'Profile' links. Below the header, there are buttons for '+ New', 'Delete', 'More ...', and 'Print/Report'. A toolbar includes 'Refresh - OFF', 'Columns', 'View', 'No View - Default', 'Search', 'Advanced Filters', and 'Summary'. A table displays work orders with columns: 'Work Order #', 'Title', 'WO Status', and 'Priority'. The table shows one item: '0000000009' with title 'Test for ace', status 'In Progress', and priority 'Medium'. The table is on 'Page 1 of 1 (1 items)' with a 'Page size' of '20'. A 'Create Filter' link is at the bottom of the table.

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.

^ LABOR				⊕ ADD EMPLOYEE LABOR	⊕ ADD EXTERNAL LABOR
First Name	Last Name	Hour(s)			
Brett	Hewitt	1			
Brett	Hewitt	1			
Brett	Hewitt	1			

Add Labor

Select User(s): * 👤 Select Me: 👤 No users selected

Start Date:

End Date:

Hours:

Reg/OT:

Cost Center:

Description:



- 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.

