

Labour Module

The Web Work Labour Module is used to add new users and employees and to enter Timecards into the Web Work system. This Chapter describes how to use the Web Work, Labour module.

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12.1 Overview of the Labour Module

The Labour module is used to enter and query Labour records.

All users of the Web Work system must be entered into the Labour module if they need a login identity. Users can be set up as employees or as requesters. Any person that will be assigned work or track should be entered into the Labour module for reporting purposes. The employee ID field is used throughout Web Work to identify the individual and is also used as a login id to Web Work.

Click on LABOUR on the Side Bar Menu module listing on the left hand side of the screen to access the Labour Module. When you enter the Labour module you will be in Query mode as shown in the screen below:

The screenshot shows the 'Labour Module' query interface. At the top, there is a navigation bar with 'Operations Resources Tools Help' and 'Labour Module'. On the left, a sidebar menu lists various modules: Maintenance, Assets (with sub-items Equipment and Route Reading), Location, Labour (highlighted), Inventory, Purchasing, Admin, Proj Mgmt, My Calendar, Help, and Logoff. The main content area contains a form with the following fields: Employee ID, Last Name, First Name, Title, Is Employee (radio buttons for Yes, No, All), Address 1, City, State, Country, Zip, Phone, Fax, URL, Email, Email Notification, Craft, Hourly Rate, Hire Date, Work Location, Department, lab1, lab2, lab3, lab4, and Data Division. A 'query' button is located at the bottom left, and search icons are at the bottom right.

The Module Option Menu drop downs contain the various features available in the Labour module.

Operations Resources Tools Help Labour Module



Web Work includes “help files” for all field names. To access these help files, click on the field name. A popup window will open displaying help for the field selected.

12.2 Creating Labour Records

New Labour records must be created for every person that will be “used” in Web Work. This includes persons to whom work is assigned, managers, requesters and users of the Web Work system. Checking the “Is Employee” check box for each applicable labour record can identify if you are in the employee listing – these people will show up on lists filter to employees – useful for assigning work orders, issuing, etc. Un-checking the “Is Employee” check box for each applicable labour record will identify the person as a requester or a contact – a person who is identified on work orders for contact purposes, but that doesn't actually do work on the work orders.




All users must have permissions setup for them before they can LOGIN to the Web Work system. User permissions are setup in the Admin module and are explained in detail in the Admin Module chapter of this manual.

12.2.1 Adding New Labour Records

To add a new labour record (from the main Labour screen):

- Click on OPERATIONS in the Module Option Menu at the top of the screen and select New Labour


OR

- Click on the  new icon at the lower right corner of the Labour screen. The screen mode will change to NEW.
- Enter information into SOME or ALL of the fields displayed on the screen. For information on field contents click on any field label – this will open a popup help window for that field.

Operations	Resources	Tools
New Labour		
Labour Query		
Print Selected Labour		
Duplicate Labour		
Delete Labour		
Search Additional Info		




Note: The blue-shaded fields (including Employee ID, Last Name, First Name and Rate) are the only required fields, all other fields are optional.

- Click on the  save icon at the bottom right hand side of the screen to save the record. You will then be in Edit mode.

12.2.2 Editing Labour Records

To edit / modify an existing labour record (from the main Labour screen):


- Recall an existing Labour record using a query (see Queries chapter for more details)
- Change the data in the fields as required.
- Click on the  save icon at the bottom right hand side of the screen to save the record.

12.2.3 Duplicating Labour Records

To duplicate an existing labour record:

- Recall an existing Labour record using a query (see Queries chapter for more details), on the screen in EDIT mode
- Click on OPERATIONS in the Module Options Menu and select Duplicate Labour from the drop down.
- Fill in the New Labour Record Employee ID, First Name and Last Name



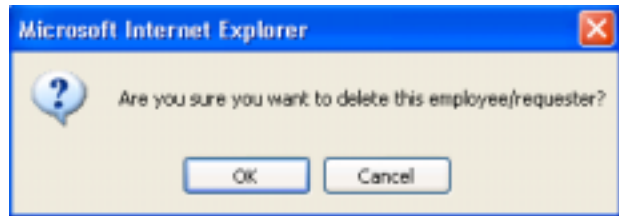
- Click on the  duplicate icon to duplicate this record and create the new one.

12.2.4 Deleting Labour Records

You can delete a labour record from the database if you make an error when creating the record. This functionality is NOT intended for use when an employee LEAVES your organization, and deleting labour records can 'orphan' work or assets assigned to that individual

To delete a labour record:

- Recall an existing Labour record using a query (see Queries chapter for more details), on the screen in EDIT mode
- Click on OPERATIONS in the Module Options Menu and select Delete Labour from the drop down.
- A popup window will ask you to confirm that you wish to delete this record.
- Click OK to confirm and delete the labour record from the database.



12.3 Important Labour Fields

Several fields in the Labour records are important for use in other modules within Web Work:

- Email: In order for the person to receive emails (auto generated or manual) from the Web Work system, they must have a valid email in the system.
- Email notifications: in order to receive system auto-generated emails, this checkbox must be checked for the individual record.
- Craft: Associate the person to a craft (trade) to make it easier to assign work to individuals based on their craft.
- Hourly rate: Enter an hourly rate to be used for labour cost and chargebacks on workorders.
- Department: If using a department separator, individuals will only see work within the department to which they are assigned.
- Data Division: If data divisions are turned on, labour records will only be available to those in the same division, and a person in a particular division can only see items in that same division.

12.4 Labour - Additional Info

The Labour Additional Info feature allows you to add other relevant information for the labour record that is not captured by the Labour main screen. Examples include training certificates, emergency contacts, medical conditions, height and weight, work permits or restrictions, driver's license etc. Once entered, you can perform queries on the specifications entered.

12.4.1 Adding Additional Info to a Labour Record

To add Additional Information about an employee/requester to a labour record:


- Retrieve an existing labour record using a query, on the main Labour screen in Edit mode.
- Click on RESOURCES on the Module Option Menu and select Additional Info from the drop down menu.





OR

- Click on the Additional Info tab on the labour screen




- The Labour Additional Information screen (specifications) will show a listing of any existing information for this record.
- Click on  new icon to add a new 'specification attribute' or information line.



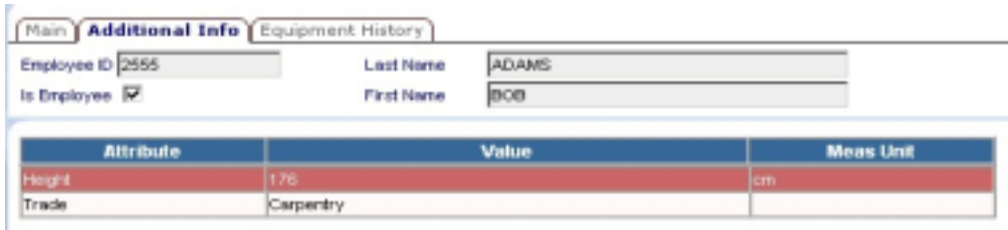
- Complete the fields in the Labour Additional Info popup (shown below):
- Click on the  button to open the Add Labour Additional Info screen.
- Enter an Attribute (eg: HEIGHT)
- Enter a Value (eg: 186)
- Enter Other Info (eg: cm)
- Click on the  save icon to save this information or the close icon to close the window without saving.

12.4.2 Editing Labour Additional Info


To edit Labour Additional Info / Specification (from the additional info screen):

- Highlight and click on the item in the additional info table that you wish to modify.
- The Labour Additional Info Edit window will open, as above in the ADD example.
- Modify the information you wish to change by typing in the fields.
- Click on the  save icon to save the changes to the record

12.4.3 Deleting Labour Additional Info




Attribute	Value	Meas Unit
Height	176	cm
Trade	Carpentry	

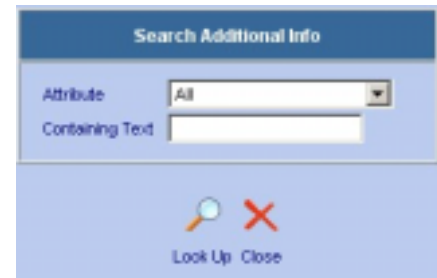
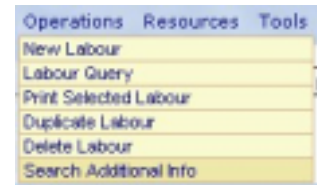
- To delete Labour Additional Info (from the additional info screen)
- Highlight and click on the item in the additional info table that you wish to delete.
- The Labour Additional Info Edit window will open, as above in the ADD example.
- Click on the  delete icon to remove the additional info item.

12.4.4 Searching Additional Info

The search additional info feature in Web Work permits you to query the Web Work database to locate labour records with similar attributes.

To search labour records for additional info with similar attributes:

- Click on OPERATIONS from the Module Option Menu at the top of the screen, and select Search Additional Info from the drop down menu.
- The Search Additional Info screen will open.
- Select the Attribute you wish to search on – this drop down list is populated from data that exists in your database, Location Specifications, so you will only see data that is valid for your Specifications.
- Enter the searching criteria into the Containing Text field or leave it blank if you want to search only by the Attribute.
- Click on the  lookup icon.
- Result of your search will show in the standard labour query list.




12.5 Performing Labour Queries

Find the Labour record(s) you are looking for quickly and easily using Web Work's query by example feature. For more information on Query by Example see the QUERIES chapter of this manual.

To perform a query in the Labour module:

- Click on OPERATIONS in the Module Option Menu at the top of the screen, and select Labour Query (in any mode)

OR

- Click on the  new query icon in the lower right corner of the screen (this icon may or may not be available based on the mode you are in)
- While in Query mode, the MODE indicator in the lower left of the screen will indicate "query".

12.6 Viewing Equipment History

The Web Work Equipment History feature shows the history of the equipment that an employee has been assigned as the operator of. This is a VIEW ONLY feature – operator changes are made in the EQUIPMENT module.

To view Equipment History:

- Open an existing labour record. For information on how to perform a labour query to locate the record you want to find, see the performing labour queries section of this manual.

- Click on RESOURCES on the Module Option Menu at the top of the screen and select Equipment History from the drop down menu.



OR

- Click on the Equipment History TAB



The Equipment History screen will show equipment modification history where this individual has either become the new operator, or was removed as the operator as a piece of equipment.

A screenshot of the 'Equipment History' screen. At the top, there are three tabs: 'Main', 'Additional Info', and 'Equipment History'. Below the tabs, there are input fields for 'Employee ID' (containing 'ABC DE'), 'Date', and another field containing 'DE ABC'. Below these fields is a table with the following data:

Modify Date	Equip	Status Old/New	Operator Old/New	Location Old/New
3/15/2002	00000077	OPERATING STR	ABC DE ABC DE	Q2 Q2
3/6/2002	00000077	OPERATING OPERATING	TERO ABC DE	Q2 Q2
1/17/2002	testmike2	OPERATING OPERATING	ABC DE	
1/8/2002	ICE-001	INSPECT OPERATING	ABC DE ABC DE	CAFE CAFE
1/3/2002	00000114	OPERATING INSPECT	ABC DE	BD01


Click on the MAIN tab to return to the Main Labour screen.

12.7 Printing Labour Records

There are two ways to print labour records. You can print an individual labour record or multiple labour records that you have selected and retrieved.

12.7.1 Printing Individual Labour Records

To print only the labour record that is open on the screen:

- Click on the  print icon at the bottom right hand side of the screen.
- The selected record will open in a new browser window.
- Follow the procedure for your operating system to print the document from here (eg: Windows – select, File, Print)

12.7.2 Printing Multiple Labour Records

To print a batch of labour records:

- Perform a labour query to open the desired labour records. See Labour Queries for more information on performing labour queries.
- Click on OPERATIONS on the Module Option Menu at the top of the screen and select Print Selected Labour from the drop down menu.
- The selected records will open in a new browser window. Follow the procedure for your operating system to print the document from here (eg: Windows – select, File, Print)

12.8 Labour - Reports

There are various Standard Labour reports that come with Web Work. Further you may create your own, custom reports using the Report Writer (to create custom reports, refer to the Report Writer chapter).

There are two methods of generating the STANDARD reports – QUERY filtered reports, or standard, Non-filtered reports. It is important to understand the difference between the two as it will have a substantial impact on the results of your reports.

QUERY filtered reports will apply the query you have run on the screen to the report that you are running. For example, if you have done a query on the screen to show all labour with a craft of "CARP" – you end up with your query result set (eg: 50 of 500 total labour records are craft "CARP"). You retrieve your query results into the labour module and it would show 1/50 or similar in the MODE indicator in the bottom left side of the screen. ANY standard report you now run will be filtered to only report on those 50 labour records! If one of those reports had a conflicting criteria (say CRAFT=ELEC) , then the obvious result would be a report with 0 records showing (as the query contains only CRAFT=CARP there will be NO records of CRAFT=ELEC)

NON-filtered reports will run using all information in the database (in our example, the entire 500 record database).

12.8.1 Running standard reports without QUERY filter

Ensure that you are in the labour module, in QUERY mode, and that you are NOT working with any subset/query results of the labour database.

- Click on TOOLS on the Module Option Menu and select Reports from the drop down menu. The Report Select Window will show up, listing available Labour reports.
- Click on any of the available reports. Any of the reports will consider [ALL](#) available records from the database.
- If you wish to print the Labour report to the printer, click on the File pull down menu and select print to proceed with printing.



12.8.2 Running standard reports with filters

- Run your query and return the result set to the Labour module – you should now be in EDIT mode with the mode indicator showing edit (recno/queryrecords).
- Click on TOOLS on the Module Option Menu and select Reports from the drop down menu. The Report Select Window will show up, listing available Labour reports.
- Click on any of the available STANDARD reports. Any of the reports will consider only the results of your current query on the report. (NOTE: Queries NEVER apply to report writer reports)
- If you wish to print the Labour report to the printer, click on the File pull down menu and select print to proceed with printing.

12.9 Links

You can view existing links or create new links using the Links feature. For labour records, you may wish to upload copies of certificates, link to a map to someones house, upload employee id pictures, etc. You may link documents, websites, drawings, pictures or any media the computer recognizes.

You can also create links for the Labour module – perhaps to your HR/Payroll application, or to a government labour standards site, etc.

Web Work links are discussed in full detail in the LINKS chapter, please refer there for more information.