

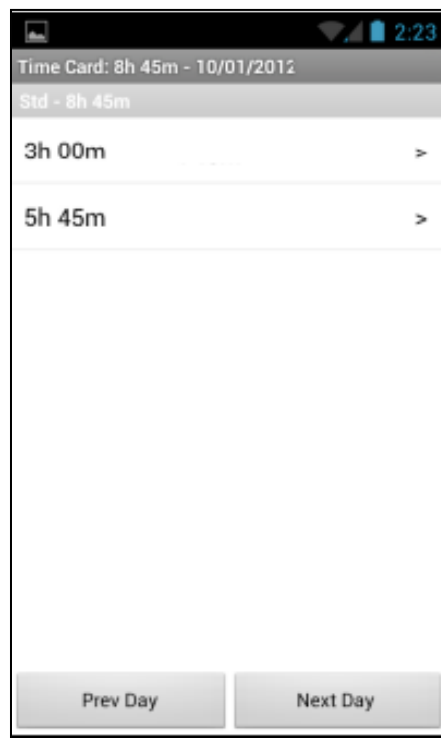
Timecard Management

Managing your Team's & Technician's Labor Hours

The Work Order Network gives you complete control and visibility into how your Technicians are capturing labor time while out in the field. Before understanding how to approve, edit, manage, and export timecards, it is essential to have a basic understanding of how your technician's labor hours are being captured. Please review the timecard sections contained in the Technician Mobile User Guides for [Android](#) or [iOS](#).

Your technician's labor time is tracked in two ways:

- (1) Time is automatically tracked when a Work Order is Started and Stopped from their mobile device
 - a. Should be the standard means for how time is recorded
- (2) Time can be added manually to a specific day
 - a. Typically added at the end of the day to account for time recorded while in route



Viewing and Editing Timecards

(1) Go to the User Tab -> Timecards ->Team Timecard section

The screenshot shows the 'Healthy Foods' application interface. The top navigation bar includes 'Work Orders', 'Assets', 'User', 'Store', 'Our Company', 'Reports', 'Materials', 'Financial', and 'WO Network'. The 'User' tab is active, and a dropdown menu is open, showing options like 'Team Summary', 'On-Call', 'Escalation', 'TimeCard', 'My TimeCard', 'My Password', 'Manage Users', 'Manage All Users', 'Logged In Users', 'Reassign Users', 'Vacation Schedules', 'Manage Teams', 'Role Administration', and 'Organizations'. The 'TimeCard' option is highlighted, and a sub-menu is visible with 'Team TimeCard' selected. The main area shows 'Team Time Sheets' for the 'SoCal Team' with a table of employee timecards for the week of 2/3 to 2/9.

Name	Tue	Wed	Thu	Fri	Sat
Greg Roufa - Admin	08:00	07:00			
Total	08:00	07:00			
Joe Torque					
jose, pastor					
Mike Manager					
Molloy, Jack					
Ryan Floersch					
Ryan Tech					

(2) You will be presented with a list of technicians and employees assigned to the “team” selected at the top right corner of the screen. To adjust an employee’s Timecard, Click on the employee’s name you wish to edit.

The screenshot shows the 'Team Time Sheets' page for the 'SoCal Team'. The page includes navigation links for 'Previous Week' and 'Next Week'. The main table displays timecard details for the week of 2/3 to 2/9. The table has columns for Name, Code, Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The data is as follows:

Name	Code	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Greg Roufa - Admin	REG			08:00	07:00			
	Total			08:00	07:00			
Joe Torque	OT					01:00		
	REG		03:00			08:00		
	Total		03:00			09:00		
jose, pastor	Total							
Mike Manager	Total							
Molloy, Jack	Total							

(3) You will be taken into the details screen of the employee’s timecard. If you wish to edit time recorded from a previous day, click on the specific day at the top of the column.

The screenshot shows the 'Time Card for Joe Torque' page. The page includes navigation links for 'Previous Week' and 'Next Week'. The main table displays timecard details for the week of 2/3 to 2/9. The table has columns for Code, Total, Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The data is as follows:

Code	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat
OT	01:00					01:00		
REG	11:00		03:00			08:00		

- (4) You will be taken into the time records for the day you selected. To adjust a time, click on the line item you wish to adjust.

Edit Time Card Joe Torque | Back |

| Approve |

Double-click a row to edit Time Record.

Thu 02/07/2013 | Add WO Time | Add Time |

Code	WO#	Location	Work Description	Duration
OT				01:00
REG				08:00

| Delete | | Edit |

- (5) A pop-up window will appear where you can make the adjustments to the timecard.

Adding Time to Employee Timecards

- (1) Go to the User Tab -> Timecards ->Team Timecard section

Healthy Foods

Work Orders | Assets | **User** | Store | Our Company | Reports | Materials | Financial | WO Network

Team Time Sheets | Team: SoCal Team

<< Previous Week | TimeCard | Next Week >>

2013 Time Sheet

Name	Code	Tue	Wed	Thu	Fri	Sat
Greg Roufa - Admin	REG	08:00	07:00			
	Total	08:00	07:00			

- (2) You will be presented with a list of technicians and employees assigned to the “team” selected at the top right corner of the screen. To add time to an employee’s Timecard, Click on the employee’s name.

Team Time Sheets | Team: SoCal Team

<< Previous Week | Next Week >>

2013 Time Sheet for 2/3 to 2/9

Name	Code	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Greg Roufa - Admin	REG			08:00	07:00			
	Total			08:00	07:00			
Joe Torque	OT					01:00		
	REG		03:00			08:00		
	Total		03:00			09:00		
iose, pastor	Total							
Mike Manager	Total							
Mollov, Jack	Total							

- (3) You will be taken into the details screen of the employee's timecard. Click on the day you wish to add time.

Work Orders | Assets | **User** | Store | Our Company | Reports | Materials | Financial | WO Network

Time Card for Joe Torque

Click on the name of a day to add, edit or remove time for that day.

| Approve | | UnApprove |

<< Previous Week Next Week >>

2013 Time Sheet for 2/3 to 2/9

Code	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat
OT	01:00					01:00		
REG	11:00		03:00			08:00		

- (4) You can add new time to an employee's timecard in two ways. By selecting "Add WO Time" you can associate the added time with a particular work order. By selecting "Add Time" you can labor hours without associating the time to any specific Work Order.

Work Orders | Assets | **User** | Store | Our Company | Reports | Materials | Financial | WO Network

Edit Time Card Joe Torque | Back |

| Approve |

Double-click a row to edit Time Record.

Wed 02/06/2013 Add WO Time Add Time

Code	WO#	Location	Work Description	Duration
No entries of this type				

| Delete | | Edit |

Approving Timecards

- (1) Go to the User Tab -> Timecards -> Team Timecard section

Healthy Foods

Work Orders | Assets | **User** | Store | Our Company | Reports | Materials | Financial | WO Network

Team Time Sheets | Team: SoCal Team

<< Previous Week Next Week >>

2013 Time Sheet

Name	Tue	Wed	Thu	Fri	Sat
Greg Roufa - Admin					
Joe Torque					
jose_pastor					
Mike Manager					
Molloy, Jack					
Ryan Floersch					
Ryan Tech					
	08:00	07:00			
	08:00	07:00			

- (2) You will be presented with a list of technicians and employees assigned to the “team” selected at the top right corner of the screen. To approve an employee’s Timecard, Click on the employee’s name.

Team Time Sheets		Team SoCal Team						
<< Previous Week		Next Week >>						
2013 Time Sheet for 2/3 to 2/9								
Name	Code	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Greg Roufa - Admin	REG			08:00	07:00			
	Total			08:00	07:00			
Joe Torque	OT					01:00		
	REG		03:00			08:00		
	Total		03:00			09:00		
jose_pastor	Total							
Mike Manager	Total							
Molloy, Jack	Total							

- (3) You will be taken into the details screen of the employee’s timecard. To approve their Timecard, press the “Approve” button at the top of the screen. This will lock the employee’s timecard from any additional edits.

Time Card for Joe Torque								
Click on the name of a day to add, edit or remove time for that day.								
Approve UnApprove								
<< Previous Week		Next Week >>						
2013 Time Sheet for 2/3 to 2/9								
Code	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat
OT	01:00					01:00		
REG	11:00		03:00			08:00		

Exporting Timecard Data into Excel

- (1) Go to the “Our Company” Tab and select “Imports/Exports”

Healthy Foods		Work Orders Assets User Store Our Company Reports Materials Financial WO Network						
Import/Export Spreadsheets		Settings						
		Knowledge Base						
		Custom Fields						
Users		Doc Admin						
Users						Import	Export	
Teams						Import	Export	
Roles						Import	Export	
Roles - Charges Statuses						Import	Export	
Roles - AP Status Financial						Import	Export	
Organizations						Import	Export	
Vacations						Import	Export	
Warranty Templates						Import	Export	
Time Cards 2009						Import	Export	

- (2) In the top section labeled “Users” click on the export button for the line labeled “Time Cards 2009”



Import/Export Spreadsheets		
Users		
Users	Import	Export
Teams	Import	Export
Roles	Import	Export
Roles - Charges Statuses	Import	Export
Roles - AP Status Financial	Import	Export
Organizations	Import	Export
Vacations	Import	Export
Warranty Templates	Import	Export
Time Cards 2009	Import	Export

(3) Select a "Start-Date" and "End-Date" and then press Export