

1 What are Work Type Activities?

These are short descriptions of the work that you do. They are used for two things:

- To let Engineers (and work planners) know what needs to be done on a job
- To record how Engineers spend their time on jobs

2 What Activities do you enter into Repair Shop?

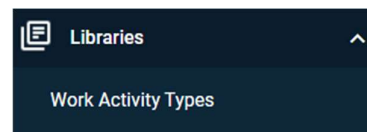
It is your choice which activities you enter into Repair Shop, they need to mirror what you do. We would advise that you break them down into enough detail that people understand what needs to be done but not so much that each job has dozens of activities against it. Typical activities for Electro-Mechanical work might include:

- Inspection (this is mandatory – the system needs it to manage the flow of a job)
- Overhaul
- Motor Winding
- Machining
- Testing

These activities will be chosen when creating a quote to calculate the costs of what needs to be done and will be selected by the Engineer on their timesheet to record what they have completed.

3 How do I enter my Work Activity Types?

- Log in with the Admin ID you have been provided with
- Go to the 'Libraries' menu and select 'Work Activity Types'
- Hit the 'Add new record' button
- Enter your chosen short 'Code' and description
- You will also add Shop-work, Training, Holiday and activities not directly for Jobs
- Tick the box to say whether it is chargeable (Job related) or not (Shop-work etc.)
- Hit the 'Save' button when done



Home Work Activity Types X

Save Refresh the current data

+ Add new record X Cancel changes

	CODE	DESCRIPTION	CHARGEABLE	NOTES
			☐ All	
X	TESTING	Testing of Equipment after Repair	☒	
X	DIAG	Diagnostic	☒	
X	EMERG	Emergency Repair	☒	
X	HOLIDAY	Holiday	☐	