CM - Time and material capture

KL Support - 2017-03-14 - Campaign Managment (CM)

AT A GLANCE:

01. Select tools

02. Select popup app

03. Enter job number

04. Enter time entry details

05. Select save

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01. SELECT TOOLS

From within Axiom, select the tools cog from the top right of the screen.

02. SELECT POPUP APP

From the drop down list select popup app.

03. ENTER JOB NUMBER

Enter the job number required.

The client, title and status will automatically populate. Check this is the required job.

04. ENTER TIME ENTRY DETAILS

The date will automatically populate, select the activity from the drop down list.

Select the required time and materials to be added to the job.

Add any required notes.

05. SELECT SAVE

Select save from the base of the window.

Note: The pop up app can be left open throughout the day when working across multiple jobs.

SEE ATTACHMENT BELOW:

Attachments

- 04_WL017_A_TimeEntry_QRG_1.0.pdf (23.17 KB)