

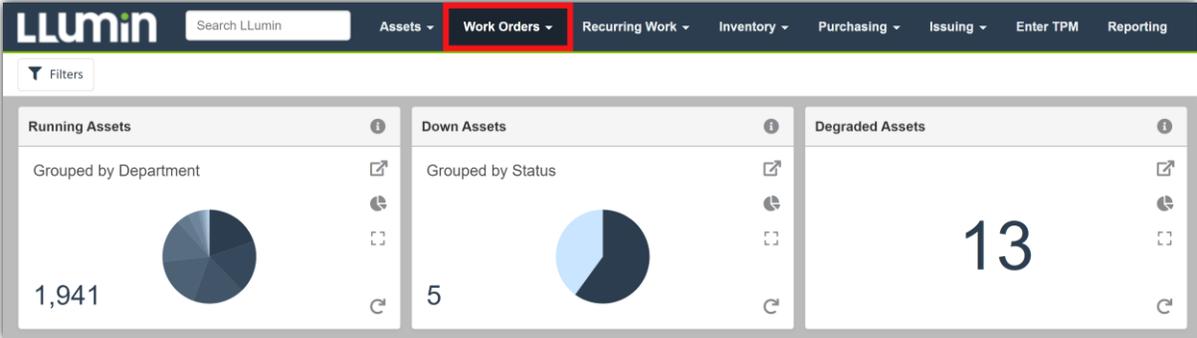
How to Add Time to a Work Order

Work Orders in LLumin help you track labor time and downtime associated with the status of work on your assets. This guide explains how to log who performed the labor, the duration of the work, and additional details.

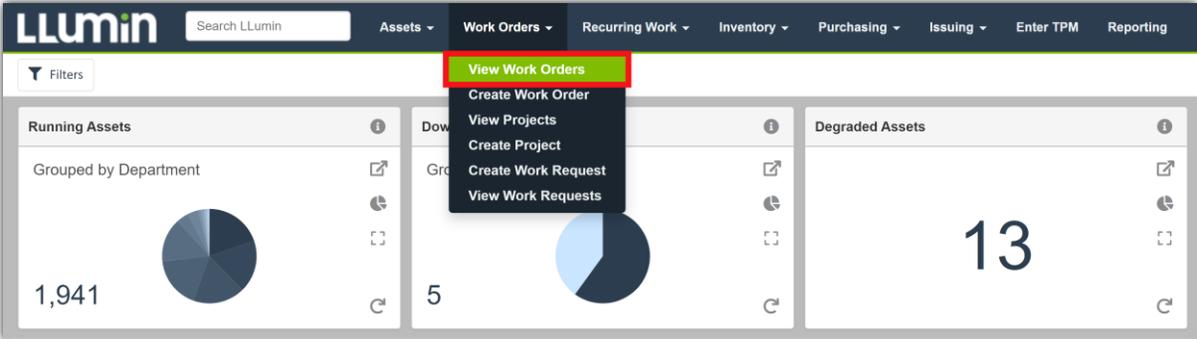
Instructions

To add time to a Work Order, perform the following steps:

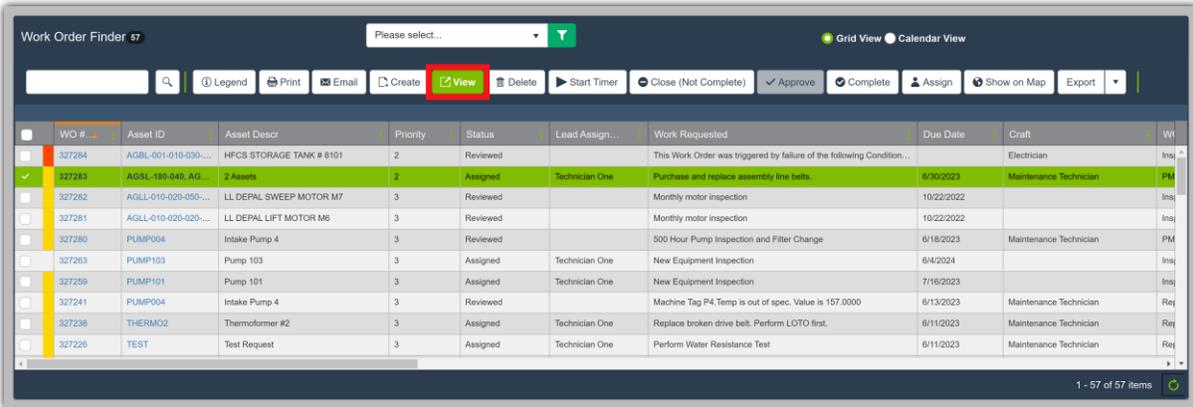
1. Navigate to the **Work Orders** drop-down menu on the menu bar.



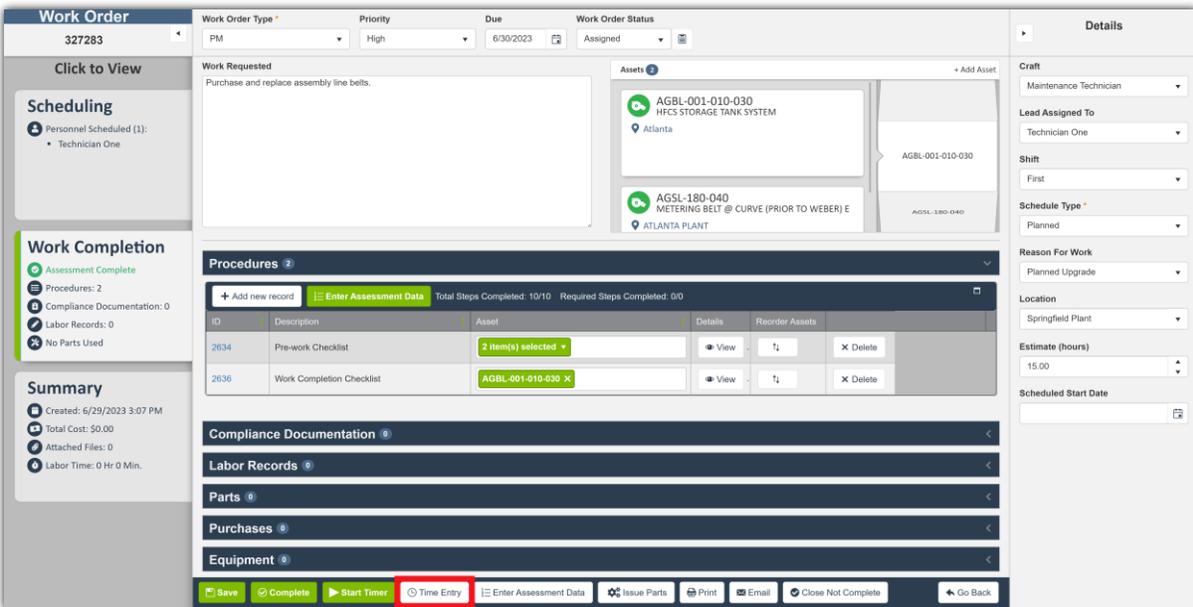
2. Select **View Work Orders**.



- In the Work Order Finder, select the Work Order you want to add time to.
- Click **View** near the top to open the Work Order.



- Once the Work Order is open, select **Time Entry** at the bottom.



6. On the Edit Labor Time screen, you can adjust the following:
 - **Performed By:** The person who performed the work (required).
 - **Labor Time:** The duration of the work performed (required).
 - **Start:** The date the work began (required).
 - **Asset:** The asset(s) worked on.
 - **Procedure:** The procedure followed.
 - **Time Type:** The pay rate for the work performed (required).
 - **Enter Downtime:** The period the asset was down.
 - **Comments:** Any notes regarding the work.
 - **Add a File:** Any related files to associate with the labor.

7. Select **Save** near the bottom to submit the time.

Enter Time On Work Order 327283

Performed By *
Technician One

Labor Time *
1 Hrs. 0 Mins.

Start *
8/22/2023 12:35 PM

Asset
AGBL-001-010-030 - HFCS STORAG...

Procedure
Work Completion Checklist

Time Type *
Regular

Mechanical 1h 0m 0s

Comments
Work was completed with no issues.

Add a File Attach Existing File

Save Cancel

NOTE: If the pre-work checklist hasn't been completed, you will be required to complete it before entering labor time.

Using the Labor Records grid

Time can also be added to a Work Order using the Labor Records grid:

1. When viewing a Work Order, go to **Work Completion > Labor Records**.
2. Click **Create**.

The screenshot displays the 'Work Order' interface for work order 327465. The top navigation bar includes 'Work Order Type' (Repair), 'Due' (5/23/2024), and 'Work Order Status' (Assigned). The left sidebar contains sections for 'Scheduling' (Personnel Scheduled: 1), 'Work Completion' (Procedures: 0, Compliance Documentation: 0, Labor Records: 1, Parts: 2 Used, Work Requests: 1), and 'Summary' (Created: 5/15/2024 2:12 PM, Total Cost: \$144.34, Attached Files: 0, Cause Of Failure, Labor Time: 2 Hr 15 Min.). The main content area shows 'Work Completion' with expandable sections for 'Procedures', 'Compliance Documentation', 'Labor Records', 'Parts', 'Purchases', and 'Equipment'. The 'Labor Records' section is expanded, showing a grid with columns: Performed By, Asset, Labor Hours, Labor Cost, Repair Comments, Start Date, and Time Type. A '+ Create' button is highlighted in red. Below the grid, there is a table with one record:

Performed By	Asset	Labor Hours	Labor Cost	Repair Comments	Start Date	Time Type
Technician One	0107-00320	2:15	\$123.75	Replaced filters, flush...	2/13/2024 11:01 AM	Regular

3. Complete the required fields.
4. Click **Save**.

Modifying an Existing Labor Record

1. In the Labor Records grid, locate the record you want to modify.
2. Select the record and click **View** to open it.

This screenshot shows the 'Work Completion' section with the 'Labor Records' grid expanded. The '+ View' button is highlighted in red. The grid shows the same record as the previous screenshot, but with a green checkmark in the first column, indicating it is selected.

Performed By	Asset	Labor Hours	Labor Cost	Repair Comments	Start Date	Time Type
Technician One	0107-00320	2:15	\$123.75	Replaced filters, flush...	2/13/2024 11:01 AM	Regular

3. Make any necessary changes to the record.
4. Click **Save**.