

**Vendor Timekeeper –
Quick Reference Guide:
Labor, Equipment, and Material**

Table of Contents

Track Software.....	5
Launch Track.....	5
Log in to the Track application	5
First-time login to the Track application	5
Track Internal Messages	6
Understand Personal Information Options	7
Schedules	8
View schedule for labor resources	8
Assign an auto-allocation to labor resources	8
Labor Resources.....	10
Add or delete a labor group	10
Assign or remove labor resources to or from a labor group	10
Edit personal information for a labor resource	10
Activity for labor resources	11
View missing IN or OUT time.....	11
Request an override of hours.....	12
Submit other costs exception.....	13
Recalculate hours and costs	14
Recalculate hours and Costs (Calc Net)	14
Recalculate hours and costs for one or more labor resources	14
Recalculate hours and costs for all resources listed	15
Recalculate hours and costs within a date range	15
Display the Calculation Details	16
Equipment.....	17
Add a new equipment.....	17
Add equipment hours and other costs	17
Locate an equipment.....	18
Assign a schedule to an equipment	19
View an equipment schedule	20
Assign an equipment to an operator	20
Assign an auto-allocation for equipment	21

Material Charges.....	22
Add material charges.....	22
Receipt - Purchase for Jobs	22
Cost - From Inventory	23
Item Rate defined in Contract.....	23
Allocations	24
Allocate labor hours and costs.....	24
Shortcut keys for the Allocate Labor screen.....	26
Use a template	27
Quick allocation of labor hours and costs	28
Quick allocation of labor hours and costs by a labor resource	29
Allocate, edit, or delete the equipment hours and other costs.....	30
Shortcut keys for Allocate Equipment Hours/Other Costs screen	32
Allocate material charges	33
Shortcut keys for Allocate Material Charges screen.....	35
Run Not Allocated Reports	36
Acceptance.....	37
Accept labor hours and costs.....	37
Accept equipment hours and other costs.....	38
Accept material charges	39
Run Not Accepted Reports	40
Manage Timesheets	41
Understand the Allocation Detail Manager screen	41
Allocation Detail Manager Links.....	42
Report Status checkboxes.....	43
Reports	44
Run a Pre-Defined Report	44
Add, run, or delete saved report criteria	44
Schedule a Report Delivery Option.....	45
View hours and costs for Project Management.....	46
Track Imports and Exports	47
Download and open an Import Template	47

Analyze or import a file (Track Imports)47

Track Software

Launch Track

- › Launch an Internet browser window.
- › Enter the **URL** provided by Track Coordinator into the address bar.
- › Press the **Enter** key on the keyboard to open the Track Log In screen.

Log in to the Track application

- › Enter a username into the **Username** text box.
- › Enter a password into the **Password** text box.
- › **NOTE:** If using the single sign-on feature, leave the Password text box empty then proceed to the next step.
- › Select the language from the **Language** drop-down list if the default language is incorrect. Otherwise, proceed to the next step.
- › Select the database from the **Data Source** drop-down list if the default database is incorrect. Otherwise, proceed to the next step.
- › Click the **Submit** button to open the Track main window.

First-time login to the Track application

If it is the first time a user has logged into Track, then the Password Maintenance screen opens.

The user needs to change the password. Remember that passwords are case sensitive.

- › Enter a new password into the **New Password** text box.
- › Enter the same password into the **Confirm Password** for confirmation.
- › Click the **Submit** link to open Track main window.

Track Internal Messages

- › **Sort messages:** Click the **From**, **Subject**, or **Rec. Date** column header to sort the messages accordingly. The Sort icon next to the column name indicates ascending or descending order. The records return to their natural state when records are not sorted, and the Sort icon is not displayed.
- › **Read a message:** Click a message in the **Subject** column to open a message in a Send/Read dialog box.
- › **Cancel the messaging or close the Send/Read Message dialog box:** Click the **Close** icon to cancel the messaging or to close the Sent/Read Message dialog box.
- › **Delete messages:** Click the checkbox on the line item to select a specific message or click the checkbox at the column header to select all checkboxes display on the selected page. Click the **Delete** button. The delete confirmation pop-up message appears. Click **OK** to delete a selected message.
- › **Compose a message:** Click the **Compose New Message** to open the Send/Read Message dialog box. Select Track username from the **To** drop-down list. Type a subject in the **Subject** text box. Type a message in the **Message** text box. Click **Send Mail** to send a message to a selected Track user.
- › **Print a message:** While reading a selected message in the Send/Read Message dialog box, click **Print**. The Print dialog box appears. To print, select a printer and other options accordingly.
- › **Reply to a message:** While reading a selected message in the Send/Read Message dialog box, click **Reply**. Type a message into the **Message** text box. Click **Send Mail**. The pop-up message appears, displaying that the message is sent successfully. Click **Ok** to close the Send/Read Message dialog box and return to Track Homepage.
- › **View by Page icons and Page Size drop-down list:** While viewing a list of internal messages, click **First Page**, **Previous Page**, **Next Page**, or **Last Page** icon to view a list of messages accordingly. The number of messages and pages are located at the top of the internal message page. Select the number option from the **Page size** drop-down list.

Understand Personal Information Options

- › **Last Name:** Enter or change the user's last name.
- › **First Name:** Enter or change the user's first name.
- › **Organization:** Enter an assigned the user's organization.
- › **Email Address:** Enter an e-mail address which is used for scheduled reporting distributions or alerts notifications.
- › **Notify me by email:** Select the **Notify me by email** checkbox to receive alerts sent to the email address that is entered in the Email Address text box.
- › **Employee ID:** Enter or change the user's employee ID.
- › **Confirm Employee ID:** Re-enter the user's employee ID.
- › **Format Preference:** Select the format preference to display different number, date, and time formats.
- › **Default Order Type:** Select a default order type for allocations.
- › **Exception Requests:** Select the **Exception Requests** checkbox so the Track Coordinator or supervisors can receive alerts when they have exception requests to process.
- › **Pending Authorizations:** Select the **Pending Authorization** checkbox to receive alerts when there are allocations to authorize.
- › **Pending Acceptance:** Select the **Pending Acceptance** checkbox to receive alerts when there are unaccepted allocations to accept.
- › **Unallocated Costs:** Select the **Unallocated Costs** checkbox to receive alerts when there are unallocated hours to allocate.
- › **Other Cost Assignments:** Select the **Other Cost Assignments** checkbox to receive alerts when other cost assignments are within three days of expiration.
- › **Primary Area for unauthorized alerts:** Select the appropriate checkboxes to identify the unauthorized alert as Primary for one or more Area IDs. Other accessible Area IDs is identified as Other.
- › **Primary Area for exception request alerts:** Select the appropriate checkboxes to identify the alert as Primary for one or more Exception Handlers. Other accessible Exception Handlers is identified as Other.

Schedules

View schedule for labor resources

- › Click the **Schedule** menu link or select **Schedule > View Schedules > Labor Schedule** to open the Daily Scheduled Resources screen.
- › If applicable, select a location from the **Location** drop-down list located at the menu bar.
- › Select an organization from the **Organization** drop-down list.
- › The **All Groups** option in the Group drop-down list is selected by default. Select a labor group from the **Group** drop-down list. Otherwise, proceed to the next step.
- › Enter a date into the **Date** text box or select a date from the calendar to display the labor schedule in the grid.
- › Click the **Show/Hide** link to see the labor resources that do not have activities on the selected date.
- › Hover a mouse pointer over the **schedule graph** to display the tool-tip, detailing the schedule name and the timing.
- › If a labor resource has an auto-allocation, the schedule graph will be a different color. The details of the auto-allocation assignment will display as a tool-tip when a mouse pointer hovers over the graph.

Assign an auto-allocation to labor resources

- › Click the **Schedule** menu link on the menu bar to open the Daily Scheduled Resources screen.
- › From the schedule grid, click the **checkboxes** next to the labor resources.
- › From the Add Auto-Allocation area, enter the auto-allocation dates range into the **From** and **To** text boxes or select the dates from the calendars.
- › Select an order type from the **Order Type** drop-down list to display the Levels' text box names.
- › Enter each Level's information into the appropriate text boxes.
- › Enter additional information into the **Extra** text box, if applicable.
- › Select an area ID from the **Area ID** drop-down list.
- › Click **Assign** to assign the selected cost objects to the selected labor resources.

- › To unassign an auto-allocation from the labor resources, click the **checkboxes** next to the labor resources with the Assignment pattern. From the Add Auto-Allocation area, click **Unassign** to remove the cost objects from the selected labor resources.
- › **NOTE:** Auto-allocations require the user to click on the labor resource on the Allocations screen to apply the allocation. Resources that are not selected will not receive an auto-allocation assignment.

Labor Resources

Add or delete a labor group

- › Select **Settings > Labor > Groups** or select **Resources > Add Resources > Labor Group** to open the Labor Group - Assign Labor screen.
- › If applicable, select a location from the **Location** drop-down list located at the menu bar.
- › Select an organization from the **Organization** drop-down list.
- › Enter a new labor group name into the **Create New Group** text box.
- › Click **Add** to save the new labor group to the Group drop-down list.
- › To delete a labor group, select a labor group from the **Group** drop-down list. Click the **Delete** link. The pop-up message appears. Click **OK** to delete the selected labor group and transfer the labor resources back to the Not In a Group list box.

Assign or remove labor resources to or from a labor group

- › Select **Settings > Labor > Groups** or select **Resources > Add Resources > Labor Group** to open the Labor Group - Assign Labor screen.
- › If applicable, select a location from the **Location** drop-down list located at the menu bar.
- › Select an organization from the **Organization** drop-down list.
- › Select a labor group from the **Group** drop-down list.
- › From the **Not In a Group** list box, click one or more resources.
- › Click **Add** to transfer the selected labor resources to the Group Members list box.
- › To remove a labor resource from a labor group, click one or more resources from the **Group Members** list box. Click **Remove** to transfer the selected labor resources back to the Not In a Group list box.

Edit personal information for a labor resource

- › Click the **Activity** menu link at the menu bar to open the Labor Hours screen.
- › If applicable, select a location from the **Location** drop-down list located at the menu bar.
- › Select an organization from the **Organization** drop-down list.
- › From the Labor Listing, select a labor resource to highlight the line item.
- › Click the **Edit Resource** link to open the Labor Information screen.

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- › **NOTE:** Alternatively, click the **Resource** menu link to open the View Resources screen. From the Resource Listing, click a labor resource's name to open the Labor Information screen.
 - › From the Labor Information screen, select a labor group from the **Group** drop-down list.
 - › Enter a new labor resource's personal identification into the **PID** text box.
 - › If a labor resource has the hours prorated, then select **Salaried**, **Salaried Non-Exempt** or **Wage** button as a flag for the prorate function.
 - › Enter any risk attributes and user-defined information in the **Risk Attributes** and **User-Defined Fields and Values** grids.
 - › Click the **Save** button to save the modifications.
 - › **NOTE:** Click the **Assign Agreement & Skill** link to open the Agreement and Skill Assignment screen. See [Assign agreement and skill to a labor resource](#) topic for more information.

Activity for labor resources

- › Click the **Activity** menu link or select **Activity > Labor Hours > Labor Activity** to open the Labor Hours screen.
- › If applicable, select a location from the **Location** drop-down list located at the menu bar.
- › Select an organization from the **Organization** drop-down list.
- › Click the **Refresh** checkbox to refresh the Labor Hours screen.
- › Select **Active**, **Inactive**, or **Both** button to display the labor resources with active, inactive, or both status.
- › Click **Show/Hide** to display all resources from the organization, regardless of activity for the selected date.
- › If a date range is selected, click the **Expand** icon to open the listing of the detailed hours.
- › If there is a date range selected instead of a single date, the Scheduled, On-Site, and Net Time are the grand total of the listed hours.

View missing IN or OUT time

- › Click the **Activity** menu link or select **Activity > Labor Hours > Labor Activity** to open the Labor Hours screen.
- › If applicable, select a location from the **Location** drop-down list located at the menu bar.

- › Select an organization from the **Organization** drop-down list.
- › Select a labor group from the **Group** drop-down list.
- › From the Labor Listing, click a labor resource to highlight the line item.
- › Click the **In/Out** link to open the Resource In/Out screen or click the **Labor Details** link to open the Labor Details screen.
- › The IN/OUT events are ordered by either the time captured by Access Control System (ACS) or if entered manually.
- › If an IN time is missing an OUT time, contact the Track Coordinator to clear the missing OUT time 24-hour format (HH:MM:SS).
- › If an OUT time is missing an IN time, contact the Track Coordinator to clear the missing IN time 24-hour format (HH:MM:SS).

Request an override of hours

- › Click the **Activity** menu link or select **Activity > Labor Hours > Labor Activity** to open the Labor Hours screen.
- › If applicable, select a location from the **Location** drop-down list located at the menu bar.
- › Select the organization from the **Organization** drop-down list.
- › Enter a date into the **From** and **To** text boxes or select the dates using the calendars.
- › From the Labor Listing, click one or more **checkboxes** next to the labor resources to highlight the line items.
- › Click the **Request Override** link to open the Override Hours screen.
- › Click a labor resource name to enable the ST Ext, OT Ext, DT Ext, R4 Ext, R5 Ext, R6 Ext, and Comment text boxes, Override Reason and Exception Handler drop-down lists.
- › Enter the hours into the appropriate text boxes.
- › Select an override reason from the **Override Reasons** drop-down list.
- › Enter additional comment into the **Comment** text box, if applicable.
- › Select the exception handler name from the **Exception Handler** drop-down list.
- › Click the **Process Override** button to submit the request for the override.
- › Repeat steps to enter request override information for another labor resource.
- › **NOTE:** Clicking the **Request Override** link at the Labor Hours (Activity) screen will open the Override Hours screen where the user may request the override hours for selected labor resources. However, accessing the Override Hours screen through the

Exception/Override Request menu option will allow the user to view a list of override requests by filter search, view the override request or history, and accept or reject the override requests.

Submit other costs exception

- › Select **Activity > Labor Hours > Other Costs Exception** to open the Labor Other Costs Exception screen.
- › If applicable, select a location from the **Location** drop-down list located at the menu bar.
- › Select an organization from the **Organization** drop-down list.
- › Select a group from the **Group** drop-down list.
- › Enter the date into the **Date** text box or select a date from the calendar.
- › From the Labor Other Cost Exception grid, click one or more checkboxes to select labor resources, or click the **Check All** link to select all of the labor resources displayed on the selected page.
- › Click **Submit** to award other costs to the selected resources regardless of the activity. From the Labor Details screen, the other costs exception will appear as the extra charge overrides on the Expense Entry Form.

Recalculate hours and costs

Recalculate hours and Costs (Calc Net)

- › To achieve accurate net hours, verify the following items are completed.
- › Ensure the pay formula is correctly assigned at the organization, labor group or individual resource level.
- › Labor resource should have an agreement and skill assignment.
- › Labor resource must have a schedule.
- › If any change is made to pay formula, schedule, skill, agreement, or labor group, after hours have been calculated automatically or manually, then the labor resource must have their time recalculated to incorporate the changes.
- › If a pay formula is calculating cumulative hours for a week or cycle or when there is a change to hours during the period that has already been calculated, such as an override or exception resolution, then all days following the override must be recalculated to correct the cumulative hours for the week or cycle.
- › If the **Calc Net** link is used when the **Show/Hide** option is selected and the labor resources with no activity are being displayed, then the labor resources' On-Site and Net Time will be 0.00. This calculated record cannot be removed. Even though the hours are zero (0), it will appear that all resources were on-site that day. To avoid this situation, ensure the **No Current Activity** message is not displayed under the **Scheduled** column before recalculating all resources listed.
- › Click the **Show Details of Calculations** checkbox to see the details of the calculation logic in a separate window.

Recalculate hours and costs for one or more labor resources

- › Click **Activity** to open the Labor Hours screen.
- › Select a location, organization and/or labor group from the appropriate drop-down lists.
- › Enter a date into the **From** text box or select a date from the calendar to display the available labor resources with hours.
- › From the Labor Listing, click on one or more checkboxes on a line item to select the labor resources.

- › Click the **Calc Net** link to display the Calculate for All Resources Listed and Show Details of Calculations checkboxes and the Proceed and Cancel links.
- › Click the **Proceed** link to recalculate hours for the selected labor resources.

Recalculate hours and costs for all resources listed

- › Ensure the **Show/Hide** option is not selected when running the calculation for all resources on the screen. Running the recalculation hours to the labor resources with no activity will make it appear that these labor resources are on-site even though the On-Site and Net Time will be 0.00. This calculated record cannot be removed.
- › The **Calculate for All Resources Listed** feature will only calculate the hours listed per page. Remember to calculate the hours on each page. From the Labor Hours screen, enter a date into the **From** text box to display the available labor resources with hours or select a date from the calendar.
- › From the Labor Listing, click the **Calc Net** link to display the Calculate for All Resources Listed and Show Details of Calculations checkboxes and the Proceed and Cancel links.
- › Click the **Calculate for All Resources Listed** checkbox.
- › Click the **Proceed** link to recalculate all resources listed on the selected page.
- › If there are hours listed on other pages, click the **Next Page** button to display the labor resources with hours.
- › Repeat steps to recalculate the hours listed on the selected page.

Recalculate hours and costs within a date range

- › Only the labor resources with expanded hours listed will have their hours recalculated.
- › From the Labor Hours screen, enter the date range into the **From** and **To** text boxes or select the dates from the calendars to display the available labor resources with hours.
- › From the Labor Listing, click the **Expand** icons to open the detailed events for each day for each resource to be recalculated.
- › Click the **Calc Net** link to display the Calculate for All Resources Listed and Show Details of Calculations checkboxes and the Proceed and Cancel links.
- › Click the **Calculate for All Resources Listed** checkbox.
- › Click the **Proceed** link to recalculate the hours and costs within the expanded hours listing.

Display the Calculation Details

- › The Calc Net Details dialog box is used to check the functionality of a pay formula or help explain the results of the calculations.
- › Only one resource can be selected at a time for this functionality. From the Labor Listing, click a **checkbox** to select a labor resource or click a resource name to highlight the resource.
- › Click the **Show Details of Calculations** checkbox.
- › Click the **Proceed** link to open the CalcNet Details dialog box, displaying the calculation details.

Equipment

Add a new equipment

- › Select **Resources > Add Resources > Add Equipment** to open the New Equipment screen.
- › If applicable, select a location from the **Location** drop-down list located at the menu bar.
- › Select an organization from the **Organization** drop-down list.
- › Select an equipment group from the **Group** drop-down list.
- › Select an equipment type from a **Type** drop-down list.
- › Enter the new equipment's unique identification number into the **VIN/Unique ID** text box.
- › If a new equipment has On Site Operating, On Site Idle, or On Site status, then enter the start and end date into the **Start Date** and **End Date** text boxes. Alternatively, select the dates from the calendars.
- › Enter the new equipment's description into the **Other Description** text box, if applicable.
- › From the User-Defined Fields grid, enter the information into the appropriate **Value** text boxes. If the user-defined field is required, then it is mandatory to enter the information into its Value text box.
- › Click **Add** to save and display the new equipment in the Equipment Listing.
- › To edit, click the **Edit** icon on a line item to enable Other Description text box, the Status drop-down list, and the UDFields Value text boxes. Make the changes then click the **Update** icon to save the modifications.
- › **NOTE:** For security purposes, equipment cannot be deleted if it is in use. While editing equipment, select the **Deactivate** status from the **Status** drop-down list to disable the selected equipment.

Add equipment hours and other costs

- › Select **Activity > Equipment Hours** to open Equipment Hours screen.
- › If applicable, select a location from the **Location** drop-down list located at the menu bar.
- › Select an organization from the **Organization** drop-down list.
- › Select an agreement from the **Agreement** drop-down list.
- › The **All Groups** option in the Group drop-down list is selected by default. Select a specific equipment group from the **Group** drop-down list. Otherwise, proceed to the next step.

- › The **All Types** option in the Type drop-down list is selected by default. Select a specific equipment type from the **Type** drop-down list to display its equipment in the Equipment list box. Otherwise, proceed to the next step.
- › Select an equipment from the **Equipment** list box to highlight it.
- › Enter a date from the **Timesheet Date** text box or select a date from the calendar.
- › Enter an equipment start time into the **IN Time (HHMM)** text box, using the 24-hour format.
- › Click **Today** or **Tomorrow** button corresponding to the equipment start time.
- › Enter an equipment end time into the **Out Time (HHMM)** text box, using the 24-hour format.
- › Click **Today** or **Tomorrow** button corresponding to the equipment end time.
- › If the equipment event is an idle time, click the **Idle Time** checkbox.
- › Click **Submit** to save and display the equipment event in the Equipment IN/OUTs grid.
- › The equipment hours cannot be edited. To delete existing hours, the allocations that have been entered must be deleted. From the Equipment IN/OUTs grid, click the **Delete** icon on a line item to delete the selected equipment hours.
- › To add other equipment costs, click the **Input Other Equipment Costs** button to enable the text boxes in the Other Equipment Costs grid and the Add Other Equipment Costs button. Enter the other equipment costs in the appropriate text boxes. Click the **Add Other Equipment Costs** button to save and display other equipment costs in the Other Equipment Costs grid.
- › To edit, click the **Edit** icon on a line item, at the Equipment Other Costs grid, to enable the Amount text box. Make the changes then click the **Update** icon save the modifications.

Locate an equipment

- › Select **Resources > Available Resources > Locate Equipment** to open the Locate Equipment screen.
- › If applicable, select a location from the **Location** drop-down list located at the menu bar.
- › Select an organization from the **Organization** drop-down list.
- › Select an equipment group from the **Group** drop-down list.
- › Select an equipment type from a **Type** drop-down list.

- › Select a search type from the **Search In** drop-down list.
- › Entries in the Search Text text box is not case sensitive. Enter specific texts in the **Search Text** text box.
- › Click **Find** to display equipment meeting the search criteria in the Equipment Listing.

Assign a schedule to an equipment

- › Select **Schedule > Assignment > Equipment Schedule** to open the Equipment Schedule screen.
- › If applicable, select a location from the **Location** drop-down list located at the menu bar.
- › Select an organization from the **Organization** drop-down list.
- › Select an agreement from the **Agreement** drop-down list.
- › The **All Groups** option in the Group drop-down list is selected by default. Select a specific equipment group from the **Group** drop-down list. Otherwise, proceed to the next step.
- › The **All Types** option in the Type drop-down list is selected by default. Select a specific equipment type from the **Type** drop-down list to display its equipment in the Equipment list box. Otherwise, proceed to the next step.
- › Select one or more equipment from the **Equipment** list box.
- › Since this is an equipment schedule, the **Shift** drop-down list is a read-only field, displaying the **Equipment** option.
- › Select an equipment schedule name from the **Schedule Name** drop-down list.
- › Enter the assigned start date into the **Start Date** text box or select the date from the calendar.
- › The **End Date** text box will default to ten years from the selected start date. Assign an end date or proceed to the next step.
- › Click **Assign** to save and display the assigned schedule in the Equipment Schedule Listing.
- › **NOTE:** The assigned schedule cannot be edited. Thus, create a new schedule assignment to reset the start and end dates.
- › From the Equipment Hours screen, the selected equipment with a schedule will automatically receive the appropriate IN/OUT activity.

View an equipment schedule

- › Select **Schedule > View Schedules > Equipment Schedule** to open the Daily Scheduled Equipment screen.
- › If applicable, select a location from the **Location** drop-down list located at the menu bar.
- › Select an organization from the **Organization** drop-down list.
- › Select an agreement from the **Agreement** drop-down list.
- › The **All Groups** option in the Group drop-down list is selected by default. Select a specific equipment group from the **Group** drop-down list. Otherwise, proceed to the next step.
- › The **All Types** option in the Type drop-down list is selected by default. Select a specific equipment type from the **Type** drop-down list to display a listing of equipment in the schedule grid. Otherwise, proceed to the next step.
- › Enter a date into the **Date** text box or select a date from the calendar. All available equipment for the selected organization, agreement, group, and/or type will be displayed in the grid. Any equipment with a schedule for the selected date will display a graph representing the schedule.
- › **NOTE:** If the equipment has an auto-allocation, the details of the auto-allocation assignments will be displayed as a tool-tip when hovering the mouse over the graph.

Assign an equipment to an operator

- › Select **Schedule > Assignment > Equipment Operator** to open the Equipment Operator screen.
- › If applicable, select a location from the **Location** drop-down list located at the menu bar.
- › Select an organization from the **Organization** drop-down list.
- › Select an agreement from the **Agreement** drop-down list.
- › Select an equipment type from the **Type** drop-down list.
- › Select an equipment from the **Equipment** list box.
- › Select a labor group from the **Group** drop-down list.
- › Select a labor resource from the **Operator Name** drop-down list.
- › Enter the assigned start date into the **Start Date** text box or select the date from the calendar.

- › The **End Date** text box will default to ten years from the selected start date. Enter an end date or proceed to the next step.
- › Click **Assign** to assign the selected equipment to the selected labor resource and display the assignment in the Equipment Operators Listing.
- › **NOTE:** All equipment assigned to an operator will automatically receive the appropriate IN/OUT activity and allocations based on the activity and allocations of the Labor Resource. The automatically generated activity and allocations will require the user to select the equipment on the Activity and the Allocations screens.

Assign an auto-allocation for equipment

- › Select **Schedule > View Schedule > Equipment Schedule** to open the Daily Scheduled Equipment screen.
- › If applicable, select a location from the **Location** drop-down list located at the menu bar.
- › Select an organization, agreement, group, and/or equipment type from the appropriate drop-down lists.
- › From the grid, select the equipment by clicking the **checkboxes** next to the equipment unique ID.
- › From the Add Auto-Allocation area, enter the auto-allocation dates range into the **From** and **To** text boxes or select the dates from the calendars.
- › Select an order type from the **Order Type** drop-down list to display the Levels' text box names.
- › Enter each Level's information into the appropriate text boxes.
- › Enter additional information into the **Extra** text box, if applicable.
- › Select an area ID from the **Area ID** drop-down list, if applicable.
- › Enter the number of hours for the selected work order into the **Hours** text box.
- › Click **Assign** to assign the selected cost object to the selected equipment.
- › To unassign an auto-allocation from the equipment, click the **checkboxes** next to the equipment with the Assignment pattern. From the Add Auto-Allocation area, click **Unassign** to remove the cost objects from the selected equipment.
- › **NOTE:** Auto-allocations require the user to click on the equipment on the Allocations screen to apply the allocation. Equipment that is not selected will not receive allocations for the selected date.

Material Charges

Add material charges

- › Select **Activity > Material Used** to open the Material Used screen.
- › If applicable, select a location from the **Location** drop-down list located at the menu bar.
- › Select an organization from the **Organization** drop-down list.
- › Select an agreement from the **Agreement** drop-down list.
- › Select a material group from the **Group** drop-down list.
- › Select a material item from the **Item** list box to highlight it.
- › Enter a date into the **Timesheet Date** text box or select a date from the calendar.
- › **NOTE:** All fields require an entry.
- › Enter the material charges description into the **Charges Description** text box.
- › Select the item rate from the **Item Rate** drop-down list, if available. If it is greyed out, it means the agreement determines the item rate structure. See options for data entry for each item rate structure below.

Receipt - Purchase for Jobs

- › **NOTE:** If the receipt is required for the material allocation feature is enabled, the receipt must be attached when adding the material charges. Refer **Enable or disable the Receipt is required for material allocation feature** in the Track User Documentation for more information.
- › Select the **Receipt - Purchase for Jobs** option from the **Item Rate** drop-down list.
- › Enter the price of the selected item into the **Unit Price** text box.
- › Enter a unit, such as each, into the **Unit** text box.
- › Enter a quantity amount into the **Quantity** text box.
- › Enter a tax amount into the **Tax** text box. Because the Tax text box is a required field, enter a zero (**0**) into the **Tax** text box if the tax amount is undefined.
- › Enter the receipt reference number into the **Receipt Reference #** text box.
- › Click the **Select** button to upload the receipt reference file, if applicable. Once selected, the file name is displayed in the text box.
- › Click **Add** to save and display the material charges in the Material Charges Listing.

- › **NOTE:** If the receipt reference file was uploaded, click the receipt reference number to open the dialog box, displaying the receipt information. If there is not a receipt reference file, clicking the receipt reference number will open the dialog box, displaying the message, "Invoice does not exist."

Cost - From Inventory

- › Select **Cost - From Inventory** from the **Item Rate** drop-down list.
- › Enter the price of the selected item into the **Unit Price** text box.
- › Enter a unit, such as each, into the **Unit** text box.
- › Enter a quantity amount into the **Quantity** text box.
- › Click **Add** to save and display the material charges in the Material Charges Listing.

Item Rate defined in Contract

- › **NOTE:** If a material item has a pre-defined rate, defined by the contract, then it is only required to enter the charges description and the quantity amount.
 - › Select a material item from the **Item** list box to highlight it.
 - › Enter a date into the **Timesheet Date** text box or select a date from the calendar.
 - › Enter the material charges description into the **Charges Description** text box. If the material charges description is undefined, enter N/A which stands for not applicable.
 - › Enter a quantity amount into the **Quantity** text box.
 - › Click **Add** to save and display the material charges in the Material Charges Listing.
- › To edit, click the **Edit** icon on a line item to enable the Desc., Receipt, Price, Unit, Qty., or Tax text boxes. Make the changes where applicable then click the **Update** icon to save the modifications.

Allocations

Allocate labor hours and costs

- › Click the **Allocations** menu link to open the Allocate Labor screen.
- › If applicable, select a location from the **Location** drop-down list located at the menu bar.
- › Select an organization from the **Organization** drop-down list.
- › The **All Groups** option in the Group drop-down list is selected by default. Select a specific labor group from the **Group** drop-down list or proceed to the next step.
- › Enter the date into the **Date** text box to display the labor resources with available hours and extra charges or select a date from the calendar.
- › Click a labor resource name from the **Resources** list box to display the selected labor resource's hours and extra charges that have not been allocated in the Available grid.
- › Select an order type from the **Order Type** drop-down list.
- › **NOTE:** The cost objects are displayed as text boxes by default. Before continuing with the allocations, click the **Drop Down List?** button to enable the cost object drop-down list feature. If the **Show Descriptions for Cost Objects** function is enabled, then Track will display cost object IDs and descriptions in the cost object drop-down lists.
- › Enter the cost object information into the appropriate text boxes. If the subcontract feature is used, refer to [Subcontract](#) for more information.
- › Enter the cost object information into the appropriate text boxes.
- › Enter the available hours into the **S/T**, **O/T**, **D/T**, **R4**, **R5**, and **R6** text boxes where applicable.
- › If applicable, enter the extra charges into the **E/C (USD)** text box and select its extra charges code from the **E/C Code** drop-down list.
- › Make changes where appropriate to the selection for the **Area**, **Agreement**, **Skill Type**, **Group**, **Shift**, and **GL Account** drop-down lists.
- › Enter additional information into the **Extra** text box, if applicable.

- › If **Premium Rate Adders** are being used, select the appropriate rate adder(s) for this allocation.
- › Click the **Submit** button to allocate and display the allocation of the selected labor resource in the grid. Hours and costs that have not been allocated are displayed in the Available grid. Hours and costs that have been allocated are displayed in the Allocated grid.

Shortcut keys for the Allocate Labor screen

Shortcut Keys	Descriptions
Alt+O	Organization drop-down list
Alt+G	Group drop-down list
Alt+F	Date text box
Alt+T	Select Template feature
Alt+R	Resource list box
Alt+Y	Order Type drop-down list
Alt+1	Level One text box
Alt+2	Level Two text box
Alt+3	Level Three text box
Alt+4	Level Four text box
Alt+7	S/T text box
Alt+8	O/T text box
Alt+9	D/T text box
Alt+0	E/C text box
Alt+A	Area drop-down list
Alt+E	Agreement drop-down list
Alt+K	Skill Type drop-down list
Alt+P	Group drop-down list
Alt+H	Shift drop-down list
Alt+X	Extra text box
Alt+S	Submit
Alt+W	Enable Drop-down List or Text Box feature
Alt+U	Update (while editing allocation)
Alt+Z	Cancel (while editing allocation)

Use a template

- › Clicking the **Allocations** menu link will open the Allocate Labor screen.
- › If applicable, select a location from the **Location** drop-down list located at the menu bar.
- › Select an organization from the **Organization** drop-down list.
- › Select a group from the **Group** drop-down list.
- › Enter a timesheet date into the **Date** text box or select a date from the calendar.
- › Click the **Select Template** button to open the Templates screen.
- › Click a template name in the **Template Name** list box to highlight it.
- › Click the **Use Template** link to enable the selected template and return to the Allocate Labor screen.
- › Click the labor resource from the **Resources** list box to allocate the hours using the selected template.
- › Once the allocation is completed, ensure that the selected template is turned off if no longer using. From the Allocate Labor screen, click the **Select Template** button to open the Templates screen. Click a template name in the **Template Name** list box to highlight it. Click the **Stop Using** link to turn off the template feature and return to the Allocate Labor screen.
- › To edit the allocation, click the **Edit** icon from the allocation grid. Adjust the hours and costs in the appropriate text boxes and/or update the area ID, agreement, skill type, labor group, shift, GL account in the appropriate drop-down list. Click the **Update** button to save the changes.
- › To delete a template, click the **Select Template** button to open the Templates screen. Click a template name from the **Template Name** list box to highlight it and enable the Delete Template link. Click the **Delete Template** link to delete the selected template.

Quick allocation of labor hours and costs

- › Select **Allocations > Allocations > Quick Allocation** to display the Quick Allocation - Labor screen.
- › If applicable, select a location from the **Location** drop-down list located at the menu bar.
- › Select an organization from the **Organization** drop-down list.
- › Select a labor group from the **Group** drop-down.
- › Enter a timesheet date into the **Date** text box or select a timesheet date by using the calendar. From the Allocate Labor grid, the labor resources with the available hours and costs, for the selected organization, group, and timesheet date, are displayed.
- › Select the order type from the **Order Type** drop-down list.
- › Enter the cost object information into the appropriate text boxes.
- › **NOTE:** If the **Show Descriptions for Cost Objects** function is enabled, then enter the cost object ID into the cost object text box to enable the drop-down list and populate cost object listing. Track will display cost object IDs and descriptions in the cost object drop-down list.
- › Enter an area ID into the **Area ID** text box or select an area ID from the drop-down list.
- › Select the shift or GL account from the **Shift** or **GL Account** drop-down list, if applicable.
- › For each labor resource, enter the following information:
 - › If all available hours are to be allocated to one job, the user can enter any number greater than the amount available to ensure all hours are allocated regardless of hour type. For example, entering 99 will allocate all available hours without over allocating. Enter the total number of hours into the **Hours** text box.
 - › Select the appropriate type of hours (S/T, OT, D/T, R4, R5, or R6) from the **Type** drop-down list.
 - › Enter the extra charges into the **E/C** text box.
 - › If applicable, enter an activity code into the **Actv. Code** text box or select the activity code from the drop-down list.
 - › Verify the agreement and skill by hovering the mouse pointer over their text box/drop-down list to display a tool-tip with the current assignment. Enter an agreement or skill into the **Contract** or **Skill** text box. Alternatively, select an

agreement or skill from its drop-down list. The selected agreement or skill will override the pre-assigned information. Proceed to the next step.

- › Enter additional information into the **Extra** text box, if applicable.
- › Click **Submit** to allocate the hours and costs.

Quick allocation of labor hours and costs by a labor resource

- › Select **Allocations > Allocations > Quick Allocation By Resource** to display the Quick Allocation By Resource screen.
- › If applicable, select a location from the **Location** drop-down list located at the menu bar.
- › Select an organization from the **Organization** drop-down list.
- › Select a labor group from the **Group** drop-down.
- › Enter a timesheet date into the **Date** text box or select a date from the calendar.
- › Select one or more labor resources in the **Resources** list box to highlight the names.
- › Click the **Populate Grid** button to display the available hours and costs in the Allocate Labor grid.
- › Select the order type from the **Order Type** drop-down list.
- › Enter the cost object information into the appropriate text boxes.
- › **NOTE:** If the **Show Descriptions for Cost Objects** function is enabled, then enter the cost object ID into the cost object text box to enable the drop-down list and populate cost object listing. Track will display cost object IDs and descriptions in the cost object drop-down list.
- › Enter an area ID into the **Area ID** text box or select an area ID from the drop-down list.
- › Select the shift or GL account from the **Shift** or **GL Account** drop-down list, if applicable.
- › For each labor resource, enter the following information:
 - › If all available hours are to be allocated to one job, the user can enter any number greater than the amount available to ensure all hours are allocated regardless of hour type. For example, entering 99 will allocate all available hours without over allocated. Enter the total number of hours into the **Hours** text box.
 - › Select the appropriate type of hours (S/T, OT, D/T, R4, R5, or R6) from the **Type** drop-down list if needed.
 - › Enter the extra charges into the **E/C** text box.

- › If applicable, enter an activity code into the **Actv. Code** text box or select an activity code from the drop-down list.
- › Verify the agreement and skill by hovering the mouse pointer over their text box/drop-down list to display a tool-tip with the current assignment. Enter an agreement or skill into the **Contract** or **Skill** text box. Alternatively, select an agreement or skill from its drop-down list. The selected agreement or skill will override the pre-assigned information. Proceed to the next step.
- › Enter additional information into the **Extra** text box, if applicable.
- › Click **Submit** to allocate the hours and costs.

Allocate, edit, or delete the equipment hours and other costs

- › Select **Allocations > Allocations > Equipment Hours/Costs** to open the Allocate Equipment Hours/Other Costs screen.
- › If applicable, select a location from the **Location** drop-down list located at the menu bar.
- › Select an organization from the **Organization** drop-down list.
- › Select an agreement from the **Agreement** drop-down list.
- › The **All Groups** option in the Group drop-down list is selected by default. Select a specific equipment group from the **Group** drop-down list. Otherwise, proceed to the next step.
- › The **All Types** option in the Type drop-down list is selected by default. Select a specific equipment type from the **Type** drop-down list to display its equipment unique IDs in the Equipment list box.
- › Enter a timesheet date into the **Allocation Date** text box to display the equipment with the available hours and other costs in the Equipment list box.
- › Select an equipment unique ID from the **Equipment** list box to display its available hours in the Hours Allocation grid and its other equipment costs in the Other Costs Allocation grid.
- › Select an order type from the **Order Type** drop-down list.
- › Enter the cost objects information into the **Level One, Two, Three** and/or **Four** text boxes, where applicable.
- › **NOTE:** The cost objects are displayed as text boxes by default. Before continuing with the allocations, click the **Drop Down List?** button to enable the cost object drop-down

list feature. If the **Show Descriptions for Cost Objects** function is enabled, then Track will display cost object IDs and descriptions in the cost object drop-down lists.

- › Enter additional information into the **Extra** text box, if applicable.
- › Select an area ID and GL account from the **Area** and **GL Account** drop-down lists, if applicable.
- › From the Hours Allocation grid, enter the number of available hours into the **Allocated Base (Hrs)**, **Allocated Over (Hrs)**, and/or **Allocated Idle (Hrs)** text boxes.
- › From the Other Costs Allocation grid, enter the amount of the available other costs into the **Allocated** text boxes.
- › Click the **Allocate** button to allocate and display the allocated equipment hours and other costs in the Allocation Detail grid.
- › To edit the allocation, click the **Edit** icon on a line item to enable the **Base (Hrs)**, **Over (Hrs)**, or **Idle (Hrs)** text boxes. Make changes to the number of equipment hours into the appropriate text boxes. Click the **Update** icon to save the modifications.
- › To delete the allocation, click the **Delete** icon on a line item. The pop-up message appears. Click **OK** to delete the selected allocated equipment hours and/or other costs and display the available equipment hours and/or other costs back into the Hours Allocation grid.
- › **NOTE:** If equipment is assigned to a labor resource, allocating the labor resource will automatically generate the allocations for the equipment. The user must select the equipment to have the allocations display in the grid. If equipment has been auto-allocated through the schedule, the user must select the equipment to have the allocations display in the grid.

Shortcut keys for Allocate Equipment Hours/Other Costs screen

Shortcut Keys	Descriptions
Alt+O	Organization drop-down list
Alt+E	Agreement drop-down list
Alt+F	Allocation Date text box
Alt+X	Extra text box
Alt+A	Area drop-down list
Alt+G	Group drop-down list
Alt+P	Type drop-down list
Alt+R	Equipment list box
Alt+Y	Order Type drop-down list
Alt+1	Level One text box
Alt+2	Level Two text box
Alt+3	Level Three text box
Alt+4	Level Four text box
Alt+7	Allocated Base (Hrs) text box
Alt+8	Allocated Over (Hrs) text box
Alt+9	Allocated Idle (Hrs) text box
Alt+C	Allocated Other Costs text box
Alt+S	Allocate button (submit allocations)
Alt+U	Update (while editing allocations)
Alt+Z	Cancel (while editing allocations)

Allocate material charges

- › Select **Allocations > Allocations > Material Charges** to open the Allocate Material Charges screen.
- › If applicable, select a location from the **Location** drop-down list located at the menu bar.
- › Select the organization from the **Organization** drop-down list.
- › Select an agreement from the **Agreement** drop-down list.
- › The **All Groups** option in the Group drop-down list is selected by default. Select a specific material group from the **Group** drop-down list to display its material items in the Item list box.
- › Enter a timesheet date into the **Allocation Date** text box to display the material items with the available charges in the Item list box.
- › Click a material item from the **Item** list box to highlight it and display its available charges information in the grid.
- › Select the order type from the **Order Type** drop-down list.
- › Enter the cost objects information into the **Level One, Two, Three** and/or **Four** text boxes, where applicable.
- › **NOTE:** The cost objects are displayed as text boxes by default. Before continuing with the allocations, click the **Drop Down List?** button to enable the cost object drop-down list feature. If the **Show Descriptions for Cost Objects** function is enabled, then Track will display cost object IDs and descriptions in the cost object drop-down lists.
- › Enter additional information into the **Extra** text box, if applicable.
- › Select an area ID and GL account from the **Area** and **GL Account** drop-down lists, if applicable.
- › From the grid, enter the number of the available material quantity or the charges amount into the **Quantity to Allocate** text box.
- › Click the **Allocate** button to allocate and display the allocated material charges in the Material Charges Allocation Detail grid.
- › To edit the allocation, click the **Edit** icon on a line item to enable the Area ID, Extra Field, and Quantity text boxes. Make the changes then click the **Update** icon to save the modifications.

- › To delete the allocation, click the **Delete** icon on a line item. The pop-up message appears. Click **OK** to delete the allocated material charges and display the available material charges back into the grid.

Shortcut keys for Allocate Material Charges screen

Shortcut Keys	Descriptions
Alt+O	Organization drop-down list
Alt+E	Agreement drop-down list
Alt+F	Allocation Date text box
Alt+X	Extra text box
Alt+A	Area drop-down list
Alt+G	Group drop-down list
Alt+R	Item list box
Alt+Y	Order Type drop-down list
Alt+1	Level One text box
Alt+2	Level Two text box
Alt+3	Level Three text box
Alt+4	Level Four text box
Alt+7	Quantity to Allocate text box
Alt+S	Allocate button (submit allocations)
Alt+U	Update (while editing allocations)
Alt+Z	Cancel (while editing allocations)

Run Not Allocated Reports

- › Select **Allocations > Not Allocated Reports > Labor, Equipment, or Material** to open the appropriate screen.
- › If applicable, select a location from the **Location** drop-down list located at the menu bar.
- › Select an organization from the **Organization** drop-down list.
- › From the **Labor Hours Not Allocated** screen, the **All Groups** option in the Group drop-down list is selected by default. If applicable, select the group from the **Group** drop-down list.
- › For all screens, enter the timesheet date range into the **From** and **To** text boxes or select the dates from the calendars.
- › Click **View** to display the labor hours and extra charges, equipment hours and other costs, or material charges, pending allocation, in the Report Detail grid. If all hours and costs have been allocated, a message will be displayed, indicating there are no records to display.
- › From the **Labor Hours Not Allocated** screen, click the **hours or extra charges** link at the Report Detail grid, to open the Allocate Labor screen.
- › From the **Equipment Hours/Other Costs Not Allocated** screen, click the **timesheet date** link at the Report Detail grid, to open the Allocate Equipment Hours/Other Costs screen.
- › From the **Material Charges Not Allocated** screen, click the **timesheet date** link at the Report Detail grid, to open the Allocate Material Charges screen.
- › Always click **View** to refresh the screen.

Acceptance

Accept labor hours and costs

- › Select **Allocations > Acceptance > Labor** or click the **Acceptance** button from the Allocate Labor screen to open the Accept Labor Hours/Costs screen.
- › If applicable, select a location from the **Location** drop-down list located at the menu bar.
- › The **All Groups** option in the Group drop-down list is selected by default. Select a specific labor group from the **Group** drop-down list. Otherwise, proceed to the next step.
- › Enter a timesheet date into the **Date** text box or select a date from the calendar.
- › Click the **Go** link to display the labor hours and costs that have not been allocated in the Hours and Costs Not Allocated grid. If the Hours and Costs Not Allocated grid displays zero hours and other costs, proceed to the next step.
- › In order for a labor resource's hours and other costs to be accepted, all available hours and costs for the selected date must be allocated. All labor resources that have been fully allocated will be displayed in the Acceptance Detail grid.
- › From the Acceptance Detail grid, click the **checkbox** on a line item to select the labor hours and other costs, or select all of the line items that appear on the selected page by clicking the **Check All** link.
- › Click the **Accept/Unaccept Item** link to accept the selected labor hours and other costs. The message, "Success: The accepting/rejecting of the items was successful." is displayed, and the accepted line item is shaded.
- › To unaccept allocations, deselect the **checkbox** on a line item to remove the check mark, or deselect all of the line items that appear on the selected page by clicking the **Uncheck All** link. Click **Accept/Unaccept Item** link to unaccept the selected labor hours and/or other costs. The selected line item is unaccepted and returns to its original appearance.
- › Always click **Go** to refresh the screen.
- › **NOTE:** When the user clicks the **Accept/Unaccept Item** link, all items checked will become accepted or remain accepted. All items not checked will become unaccepted or remain unaccepted.

Accept equipment hours and other costs

- › Select **Allocations > Acceptance > Equipment** or click the **Acceptance** link from the Allocate Equipment Hours/Other Costs screen to open the Accept Equipment Hours/Other Costs screen.
- › If applicable, select a location from the **Location** drop-down list located at the menu bar.
- › Select an organization from the **Organization** drop-down list.
- › Select an agreement from the **Agreement** drop-down list.
- › The **All Groups** in the Group drop-down list is selected by default. Select a specific equipment group from the **Group** drop-down. Otherwise, proceed to the next step.
- › Enter a timesheet date into the **Timesheet Date** text box or select a date from the calendar.
- › Click the **Show Allocations** link to display the equipment hours and other costs that have not been allocated in the Hours/Other Costs Not Allocated grid. The equipment hours and other costs that are ready for acceptance are displayed in the Equipment Hours/Other Costs Listing.
- › From the Equipment Hours/Other Costs Listing, click the **checkbox** on the line item to select the equipment hours and other costs.
- › Click the **Acceptance/Unaccept Items** link to accept the selected equipment hours and costs. The message, "Accepted all groups equipment hours/cost successfully!" is displayed, and the accepted line item is shaded.
- › To accept all equipment hours and costs for all groups click on the **Accept All Groups Charges** link. The message, "Accepted all groups equipment hours/cost successfully!" is displayed, and the accepted line items are shaded.
- › To unaccept or reject allocations, deselect the **checkbox** on a line item to remove the check mark. Click the **Acceptance/Unaccept Items** link to unaccept the selected equipment hours and costs. The selected line item is unaccepted and returns to its original appearance.
- › Always click **Show Allocations** to refresh the screen.
- › **NOTE:** If one or more allocations for the equipment have been authorized and assigned a timesheet reference number, the allocations for equipment cannot be unaccepted until the specific timesheet has been voided.

Accept material charges

- › Select **Allocations > Acceptance > Material** or click the **Acceptance** link from the Allocate Material Charges screen to open the Accept Material Charges screen.
- › If applicable, select a location from the **Location** drop-down list located at the menu bar.
- › Select an organization from the **Organization** drop-down list.
- › Select an agreement from the **Agreement** drop-down list.
- › The **All Groups** in the Group drop-down list is selected by default. Select a specific material group from the **Group** drop-down. Otherwise, proceed to the next step.
- › Enter a timesheet date into the **Timesheet Date** text box or select a date from the calendar.
- › Click the **Show Allocations** link to display the material charges that have not been allocated in the Charges Not Allocated grid. The material charges that are ready for acceptance are displayed in the Accepted Material Costs Listing.
- › From the Accepted Material Costs Listing, click the **checkbox** on a line item to select the material charges.
- › Click the **Acceptance/Unaccept Item** link to accept the selected material charges. The message, "Charges successfully accepted." is displayed and the accepted line item is shaded.
- › To accept all material charges for all groups, click the **Accept All Groups Charges** link. The message, "Charges successfully accepted." is displayed and the accepted line items are shaded.
- › To unaccept or reject the allocations, deselect the **checkbox** on a line item to remove the check mark. Click the **Acceptance/Unaccept Item** link to unaccept the selected material charges. The selected line item is unaccepted and returns to its original appearance.
- › Always click **Show Allocations** to refresh the screen.
- › **NOTE:** If one or more allocations for material items have been authorized and assigned a timesheet reference number, the allocations for material charges cannot be unaccepted until the specific timesheet has been voided.

Run Not Accepted Reports

- › Select **Allocations > Not Accepted Reports > Labor, Equipment, or Material** menu option to open the selected menu option Not Accepted screen.
- › If applicable, select a location from the **Location** drop-down list located at the menu bar.
- › Select an organization from the **Organization** drop-down list.
- › From the **Labor Hours Not Accepted** screen, the **All Groups** option in the Group drop-down list is selected by default. If applicable, select the group from the **Group** drop-down list.
- › From all screens, enter the timesheet date range into the **From** and **To** text boxes or select the dates from the calendars.
- › Click **View** to display the allocated labor hours and extra charges, allocated equipment hours and other costs, or allocated material charges that have not been accepted in the Report Detail grid.
- › From the **Labor Hours Not Accepted** screen, click the **hours or extra charges** link from the Report Detail grid, to open the Accept Labor Hours/Costs screen.
- › From the **Equipment Hours/Other Costs Not Accepted** screen, click the **timesheet date** link from the Report Detail grid, to open the Accept Equipment Hours/Other Costs screen.
- › From the **Material Charges Not Accepted** screen, click the **timesheet date** link from the Report Detail grid, to open the Accept Material Charges screen.
- › Always click **View** to refresh the screen.

Manage Timesheets

Understand the Allocation Detail Manager screen

The screenshot shows the Allocation Detail Manager interface. At the top, there is a header bar with the title 'Allocation Detail Manager' and a red circle '1' pointing to the 'To' date field. Below the header, there are filters for 'Organization' (AAA Chemicals) and 'From' (9/1/2016) to 'To' (9/26/2016) dates, with a red circle '2' pointing to the 'Organization D/L' link. A row of report status checkboxes (Ready, Printed, Authorized, Awaiting Cost, Awaiting D/L, Completed, Void) is shown, with a red circle '3' pointing to the 'Void' checkbox. Below this is a grid of timesheet data with columns: Ref #, Organization, Area, Supervisor, Date, Status, # Lines, and ERP Status. Red circles '4' through '7' point to the selection checkboxes, the Status column, the # Lines column, and the ERP Status column respectively. The grid contains five rows of data for various employees and dates.

Ref #	Organization	Area	Supervisor	Date	Status	# Lines	ERP Status
51062	AAA Chemicals	01	Andrews, Robert	20160922	Void	1	
51061	AAA Chemicals	01	Joseph, Vernon	20160922	Void	1	
51060	AAA Chemicals	01	Adams, Roger	20160921	Authorized	1	Ready to Send
51059	AAA Chemicals	01	Hudson, Vallerie	20160921	Void	1	
51058	AAA Chemicals	01	Bob, Billy R	20160921	Authorized	1	Ready to Send

1. Select or deselect the checkbox located between the date text boxes to enable or disable the **To** text box.
2. Some links are enabled once the Allocation Detail Manager screen opens. However, some links will enable once an item in the Allocation Detail grid is selected. Refer to [Understand the Allocation Detail Manager links](#) for more information.
3. The **Report Status** checkboxes are located at the top of the Allocation Detail grid. The timesheets displayed in the Allocation Detail grid will depend on the selected checkboxes. Refer to [Understand the Report Status checkboxes](#) for more information.
4. Click a checkbox on a line item to select a timesheet. Select or deselect the checkbox at the column header select or deselect all timesheets.
5. The **Status** column displays timesheet's current status.
6. The **# Lines** column displays the number of items on the selected timesheet.
7. The **ERP Status** column displays timesheets that are ready to send to the ERP system or have already been sent. If a timesheet has **Awaiting Cost** or **Awaiting D/L** status, then the **Ready to Send** status is displayed. The **Sent** status indicates that the timesheet has been completed and already sent to the ERP system, such as SAP.

Allocation Detail Manager Links

- › **Create New Report:** Creates a new timesheet with an assigned unique timesheet reference number. This function is an alternative method for creating a timesheet in the Authorization Central screen. Ensure your business practice before creating a new timesheet.
- › **Print Report:** Displays a report for the selected timesheet in a PDF file format in a new window. The selected timesheet can be saved or printed.
- › **Display Report:** Displays an interactive report for the selected timesheet in a new window.
- › **Sign Report:** Changes the selected timesheet's status to Authorized.
- › **Void:** Voids a selected timesheet.
- › **History:** Opens the dialogue box and displays the selected timesheet history, including timesheet's status, date and time stamp of each completed status, and Track login name who completed each activity. Use the history audit feature to track the life cycle of each timesheet.
- › **Previous Status:** Changes the selected timesheet status back to its previous report status. The user cannot change a report status if a timesheet has a Void status.
- › **Next Status:** Changes the selected timesheet status to the next report status. The user cannot change a report status if a timesheet has a Void status.
- › **Organization D/L:** Opens the Organization Allocation Detail Manager window and enables the organization download feature, creating three pre-configured tab-delimited text files for each selected allocation detail report. This feature is only available to export reports with the Authorized or Awaiting D/L status.

Report Status checkboxes

- › Click on each checkbox to display the timesheets according to the selected status checkbox. The report status is displayed in the Allocation Detail grid's Status column.
- › **Ready:** Displays timesheets that are ready to print, with a Ready To Print status.
- › **Printed:** Displays printed timesheets, with a Printed status, that are ready to be authorized.
- › **Authorized:** Displays authorized timesheets, with the Authorized status.
- › **Awaiting Cost:** Displays authorized timesheets that are ready for the cost detail extract or awaiting an automated interface process.
- › **Awaiting D/L:** Displays authorized timesheets that are ready for the organization download.
- › **Completed:** Displays completed timesheets.
- › **Void:** Displays voided timesheets.
- › **NOTE:** If using the Authorization Central for authorization, there should never be any timesheets with a status of **Ready** or **Printed**. These statuses are only used when creating and printing reports for manual authorization signatures. This functionality is rarely used.

Reports

Run a Pre-Defined Report

- › Click the **Reporting** menu link to open the Reports screen.
- › There are two areas on the reports screen: Base Criteria and the Extended Criteria.
- › From the **Base Criteria** area, select a report category from the **Report Category** drop-down list to enable its pre-defined report listing in the Select Report drop-down list, if desired.
- › Select a pre-defined report from the **Select Report** drop-down list to display additional selection options in the Extended Criteria area.
- › From the **Extended Criteria** area, select additional options from the drop-down lists and/or enter information into the text boxes.
- › Unless the selected pre-defined report requires a date range, the **To** text box will be disabled. Select a date or a date range from the **From** and **To** text boxes or select the dates from the calendars.
- › Choose the database that a report is running against by selecting the **Use Track Database** or **Use Archive Database** option from the drop-down list.
- › From the Select Display Option area, select the report display option by clicking **PDF**, **Excel**, **Rich Text**, **MS Word**, or **Crystal Report** button.
- › Click the **Display Report** link to open the pre-defined report according to the selected display option.

Add, run, or delete saved report criteria

- › This functionality is used for scheduling reports to be delivered via email or as a shortcut to run favorite reports quickly.
- › Click the **Reporting** menu link to open the Reports screen.
- › From the **Base Criteria** area, select a report category from the **Report Category** drop-down list, if desired.
- › Select a pre-defined report from the **Select Report** drop-down list to display additional selection options.
- › From the **Extended Criteria** area, select additional options from the drop-down lists and/or enter information into the text boxes.
- › Click the **Add** link to enable the Load Report Criteria text box.

- › Enter a new report name into the **Load Report Criteria** text box.
- › Click **Save** to save and display the new report criteria in the Load Report Criteria drop-down list.
- › To run a report using the report criteria, select a report name from the **Load Report Criteria** drop-down list. The saved criteria for the selected report is displayed. Select an appropriate option to display the report.
- › To delete a saved report, select a report name from the **Load Report Criteria** drop-down list. Click **Delete** to remove the selected report name from the Load Report Criteria drop-down list.

Schedule a Report Delivery Option

- › Click the **Reporting** menu link to open the Reports screen.
- › Select a report from **the Load Report Criteria** drop-down list. See **Add, run, or delete saved report criteria** for instructions to add a report to the drop-down list.
- › Click the **Report Delivery Option** link to open the Please Select Report Delivery Options dialog box.
- › Daily schedule requires the hours and/or minutes entry. Track user will receive an email with the selected report according to the assigned day with hours and/or minutes.
 - › Click the **Expand** icon to open the Daily (Select Time) area.
 - › Enter the number of hours or minutes into the **Hour** and **Minute** text boxes or click the up and down arrow icons to assign more or fewer hours and minutes.
 - › Click **OK** to save the daily report schedule option and close the Please Select Report Delivery Options dialog box.
- › Weekly schedule requires the hours and/or minutes for the selected day of the week. Track user will receive an email with the selected report according to the assigned day with hours and/or minutes.
 - › Click the **Expand** icon to open the Weekly (Select Day and Time) area.
 - › Select a day from the **Day of Week** drop-down list.

- › Enter the number of hours or minutes into the **Hour** and **Minute** text boxes or click the up and down arrow icons to assign more or fewer hours and minutes.
- › Click **OK** to save the weekly report schedule option and close the Please Select Report Delivery Options dialog box.

View hours and costs for Project Management

- › Select **Reporting > View Projects** to open the Project Management screen.
- › If applicable, select a location from the **Location** drop-down list located at the menu bar.
- › Select an organization from the **Organization** drop-down list.
- › Enter a date or a date range into the **From** and **To** text boxes or select the dates from the calendars.
- › Click **View** to display the records in the Project List.
- › Click **Show/Hide Cost** to display or hide Total Cost located at the top right corner of the Project List.
- › Enter the search criteria into the **Search For** text box.
- › Select the type of search by clicking the **Level 1**, **Level 2**, or **Area** button.
- › Click **Go** to display the records accordingly.
- › **NOTE:** Other filter options on each column header may also be used to limit the data displayed.
- › Click the **Expand All** link to open all of the line items, displaying detailed labor, equipment, or material. Once clicked, the link name changes to **Collapse All**.
- › Click the **Expand** icon on a line item to open and display detailed labor, equipment, or material.

Track Imports and Exports

Download and open an Import Template

- › Select **Settings > Utilities > Track Import** to display the Track Imports screen.
- › Click the **Import Templates** link to download the importtemplates.zip.
- › Locate the **importtemplates.zip** then extract all the import templates.
- › Open one of the import templates with **Excel**.

Analyze or import a file (Track Imports)

- › Select **Settings > Utilities > Track Import** to display the Track Imports screen.
- › Select an import file type from the **Import Types** drop-down list.
- › Select the delimiter option from the **Delimiters** drop-down list.
- › Click the **Analyze** checkbox.
- › Click the **Select File** button to locate and select the file to import.
- › Click the **Import** link to analyze the selected file.
- › To view a log file, click the **LogFile** link on a line item at the File Imports grid to open the screen and display the selected imported file information. If the analyzed file does not have any error or if the file is imported successfully, the message should display “Import completed successfully.”
- › To import a file, repeat steps with the **Analyze** checkbox unchecked. If the file is analyzed with no errors, click the **Import** link to import the selected file.