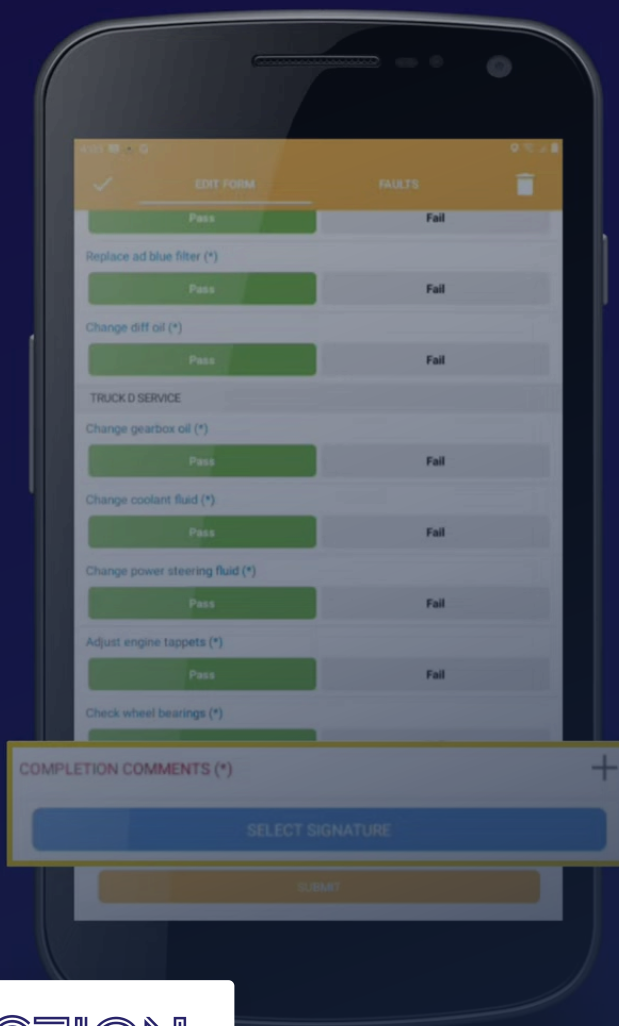




KYNECTION
KNOWLEDGE IN MOTION

FEATURE GUIDE

KYNECTION • ASSET MANAGEMENT (GEAR) • PART 4 OF THE MAINTENANCE MODULE

Record Labour and Manage *Timesheet Data*

Labour recorded against a maintenance job also populates timesheet data, which is why accuracy here matters more than anywhere else in the workflow. This guide covers submitting the service and entering labour correctly.

3 CHAPTERS

1 MIN 18 SEC

MAINTENANCE

MOBILE USERS • MECHANICS

FEATURE GUIDE • 1 MIN 18 SEC

What this feature covers

Three stages, six steps: closing the service form, opening the labour tab, and entering a labour record with the times the timesheet needs.

CH 01	Submit the service and open Labour	00:00–00:32
	Expenses are added before the job is completed, not after. The labour and parts tabs sit on the job screen.	

CH 02	Add a labour record	00:32–00:52
	One job can carry several labour records. Each one is a block of time that lands on a timesheet.	

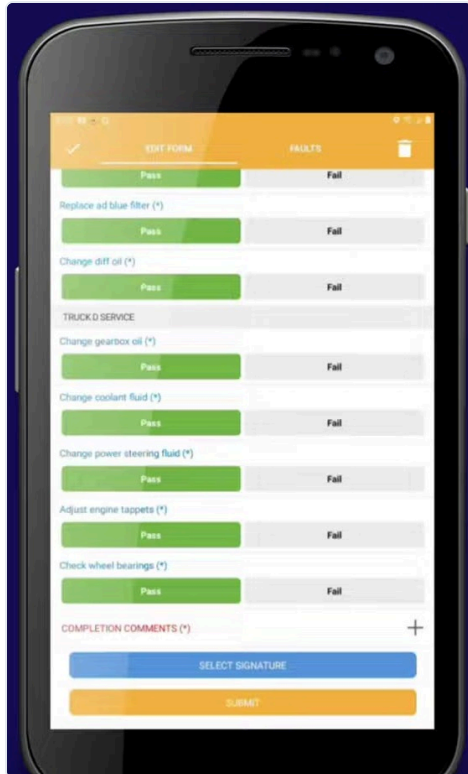
CH 03	Set the date, time and duration	00:52–01:18
	Date first, then the exact start time, then how long the job took. Add Labour saves the block.	

- **The rule that matters.** Labour records must be in order, with no gaps and no overlapping times. Start a job at 1:30pm and work an hour, and the next job's labour record starts at 2:30pm.
- **First record sets the shift.** The first labour record completed for the shift creates the shift start time for timesheets.
- **Apple devices differ.** On Apple devices the start time pre-fills with the date and time, which you can edit if needed. On other devices you set it yourself.

READ AS Screens are captured from the walkthrough video on this page at the timestamp shown on each step. Values such as job numbers, equipment codes and dates are demonstration data.

Submit the service and open Labour

Expenses are added before the job is completed, not after.
The labour and parts tabs sit on the job screen.

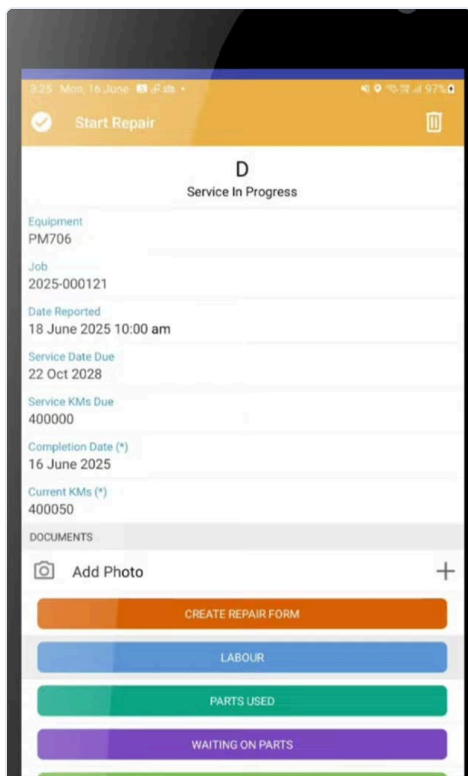


STEP 1 • 00:05 IN THE VIDEO

Submit the completed service form

The service form is complete once the headers change to blue. Add a signature and any additional comments, then select **Submit** to complete the service.

CHAPTER 01 • STEP 1 OF 2



STEP 2 • 00:16 IN THE VIDEO

Open the Labour tab

The maintenance module records labour and parts expenses against equipment while capturing the mechanic's hours for timesheets. If configured, add labour and parts **before** completing the job. Select the **Labour** tab to begin.

CHAPTER 01 • STEP 2 OF 2

Add a labour record

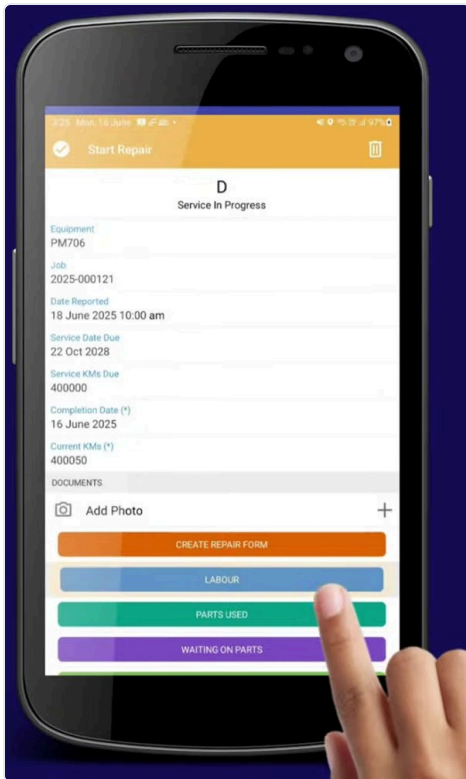
One job can carry several labour records. Each one is a block of time that lands on a timesheet.

STEP 1 • 00:26 IN THE VIDEO

Tap the plus icon

Tap the plus icon to add a new labour record for the job. You can add multiple records if needed, for example where work was split across the day.

CHAPTER 02 • STEP 1 OF 2

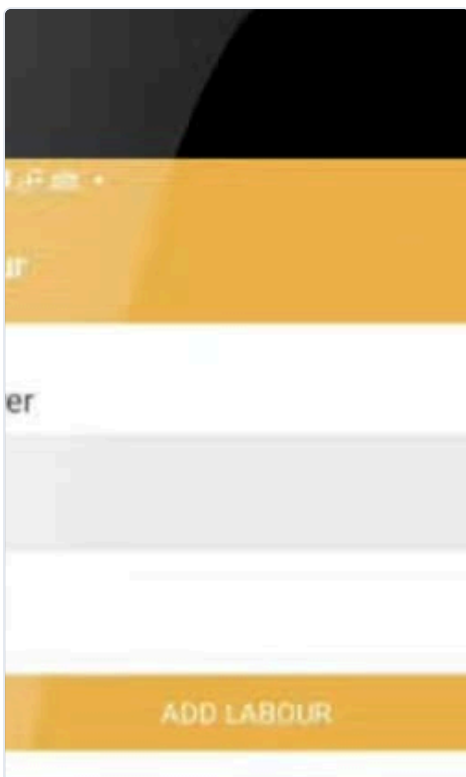


STEP 2 • 00:37 IN THE VIDEO

Check the staff member and open Start Time

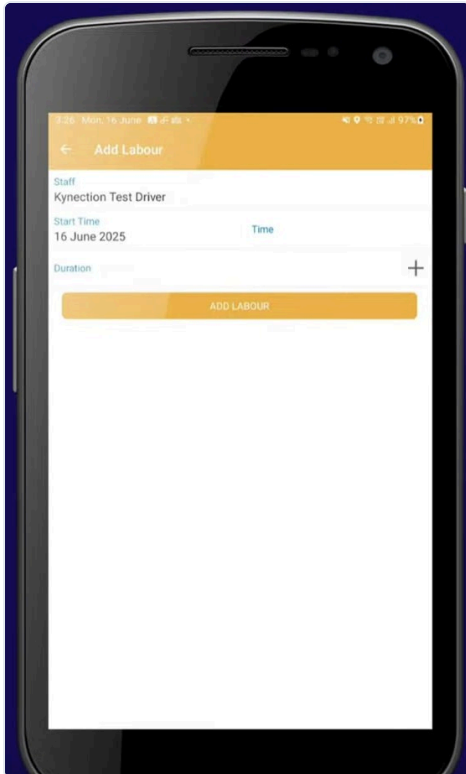
The record opens against the logged-in staff member. It is very important to record accurate times, as this data converts to your timesheet. Tap **Start Time** to set the date.

CHAPTER 02 • STEP 2 OF 2



Set the date, time and duration

Date first, then the exact start time, then how long the job took. Add Labour saves the block.

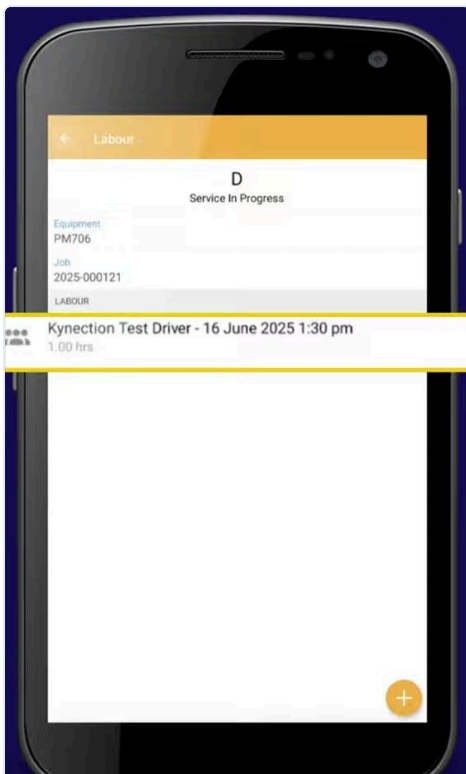


STEP 1 • 00:52 IN THE VIDEO

Pick the date and the exact start time

The **Start Time** field opens a calendar to select the date. Once the date is set, add the exact start time by tapping the field.

CHAPTER 03 • STEP 1 OF 2



STEP 2 • 01:10 IN THE VIDEO

Set the duration and add the labour

Select **Duration** to record how long you worked on the job, then tap **Add Labour**. The saved record appears against the job. Use the back arrow to return to the job screen.

CHAPTER 03 • STEP 2 OF 2

Where to go next

Labour is in. Parts and closing out the job come next.

NEXT UP - PART 5

Log parts and finalise jobs

<https://www.kynection.com.au/knowledge-base/asset-management/part-5-how-to-log-parts-and-finalise-jobs-with-the-kynection-mobile-app/>

BACK TO PART 3

Complete service workflows and submit service forms

<https://www.kynection.com.au/knowledge-base/asset-management/part-3-how-to-complete-services-workflows-submit-service-forms-in-the-kynection-mobile-app/>

ASSET MANAGEMENT KNOWLEDGE BASE

Every guide in the maintenance module, including equipment records, service setup and the scheduler

<https://www.kynection.com.au/knowledge-base/asset-management/>

MORE IN THIS MODULE

PART 01 Managing your maintenance workflow (module overview)

</knowledge-base/asset-management/part-1-managing-your-maintenance-workflow-with-the-kynection-mobile-app/>

PART 02 Complete maintenance jobs and schedule fault repairs

</knowledge-base/asset-management/part-2-how-to-complete-maintenance-jobs-schedule-fault-repairs-using-the-kynection-mobile-app/>

PART 03 Complete service workflows and submit service forms

</knowledge-base/asset-management/part-3-how-to-complete-services-workflows-submit-service-forms-in-the-kynection-mobile-app/>

PART 05 Log parts and finalise jobs

</knowledge-base/asset-management/part-5-how-to-log-parts-and-finalise-jobs-with-the-kynection-mobile-app/>

PART 06 Schedule faults and allocate repairs

</knowledge-base/asset-management/part-6-how-to-schedule-faults-and-allocating-repairs-with-the-kynection-mobile-app/>