

RIMSS

WinNetStar

Time Tracking System

## Time Tracking System

The WinNetStar Time Tracking system is included as part of the Employee module. The system allows for Manual Time Slip Entry as well as a feature called Quick Time Entry, where employees clock in/out on various tasks including directly to Repair Order Service Issues. There is also a full Time Entry List where administrative users with proper authority can review and/or modify previously entered time slips.

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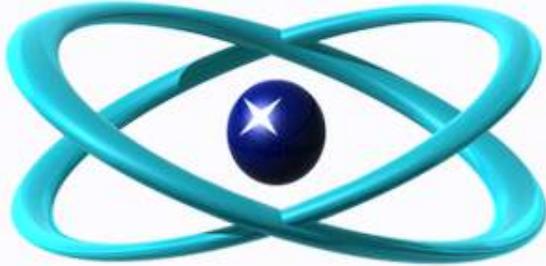
# 1. MANUAL TIME SLIP ENTRY

File View Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental PM Core Tracking Reports Web Links Window

Easy Navigator

RIMSS WinNetStar

- Employees Home
- New ▶
  - 1405 Employee
  - 1410 Time Slip
  - 1415 Quick Time Entry Ctrl+Q
- Find ▶
- User Defined Fields
- Support Lists ▶



**RIMSS** WinNetStar  
Advanced Enterprise System

**Manual Time Slip Entry**

File View Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental PM Core Tracking Reports Web Links Window

RIMSS WinNetStar New Time Slip

Save Save and Close Save and New Void

Time Slip #

Employee

Task Repair Order  Type  Category

Repair Order 0

Service Issue

Op Code

Date/Time In

Date/Time Out

Total Hours

Notes

Here is what a brand new Manual Time Slip Entry looks like when initially opened. The grayed out fields cannot be modified by the user (note: some fields are not required if the Task Type is not a Repair Order). Next.....

RIMSS.WinNetStar v7.0.0.285 Enterprise:The Enterprise Company:ZZZ-20090106-JDC Location:111

File View Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental PM Core Tracking Reports Web Links Windows

RIMSS WinNetStar New Time Slip

Save Save and Close Save and New Void

Time Slip # 0

Employee

Task

Repair Order

Service Issue

Op Code

Date/Time In

Date/Time Out

Total Hours

Notes

Name	Refer... ID	Service Technician
DALE TEAGUE	105	False
JOE SMITH	106	True
DEREK CLOW	107	True
TOM JARRETT	108	True
BILL YOUNG	109	False
Chris Coleman	123	False
Travis Lee		False
Tim Vogelsong	268	True
Bob Smith		False
John Smith		False
ABC TEST 1 EMPLOYEE		False

pe

Category

Select an Employee from the list to start a new Time Slip. If the Employee is clocked in on another Time Slip entry, then that slip will have to be closed before you can save a new slip. Also, if the Task Type is a Repair Order, then the employee must be designated as a Service Technician in order to create an entry for a Repair Order. Next.....

RIMSS.WinNetStar v7.0.0.285 Enterprise:The Enterprise Company:ZZZ-20090106-JDC Location:111

File View Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental PM Core Tracking Reports Web Links Windows

RIMSS WinNetStar New Time Slip

Save Save and Close Save and New Void

Time Slip # 0

Employee DALE TEAGUE

Task Repair Order Type Paid Category TEST CATEGORY

Repair Order

Service Issue

Op Code

Date/Time In

Date/Time Out

Total Hours

Notes

**Time Entry Tasks Lookup**

Drag a column header here to group by that column

Task Name	Inactive	Task Description	Last Modified By	Task Category	Task Type	Last Modified Date	Task Category
Repair Order	False	Open Repair Orders	derek	TEST CATEGORY	Paid	12/15/2009	102
Admin	False	Admin Tasks	derek	TEST CATEGORY	Paid	12/15/2009	102
Jury Duty	False	Jury Duty	derek	TEST CATEGORY	Paid Time Off	12/15/2009	102
Repair Order 2	False	Repair Order	SuperUser	TEST CATEGORY 2	Paid	12/16/2009	105
Repair Order 3	False	Repair Order	SuperUser	TEST CATEGORY 2	Paid	12/16/2009	105

After the employee is selected, select the Task Type from the Time Entry Task Lookup. These Tasks can be created using the Time Entry Task Support List (see section 4). The Repair Order Task is a system defined task that cannot be changed or deleted by the user. It is used to apply time to Open Repair Order Service Issues. Next.....

Save Save and Close Save and New Void

Time Slip # 0  
 Employee DALE TEAGUE  
 Task Repair Order Type Paid Category TEST CATEGORY  
 Repair Order 0

RO Service Issues Lookup

Op Code  
 Date/Time  
 Date/Time  
 Total Hours  
 Notes

Drag a column header here to group by that column

Document Number	RO Date	RO Status	Service Issue	Customer Name	Make	Stock Number	Wholegood Description	Year
	25 1/27/2009	Open	1:desc	Cash Customer	MF		MF RX-1500 MOWER	
	26 1/27/2009	Open	1:ddd	Cash Customer	AC	AC 103	ALLIS CHALMERS TRACT...	
	26 1/27/2009	Open	2:PERFORM ...	Cash Customer	AC	AC 103	ALLIS CHALMERS TRACT...	
	26 1/27/2009	Open	3:PERFORM ...	Cash Customer	AC	AC 103	ALLIS CHALMERS TRACT...	
	27 1/27/2009	Open	1:ddd	Unified Gove...	AC	AC 103	ALLIS CHALMERS TRACT...	
	27 1/27/2009	Open	2:Warrant D...	Unified Gove...	AC	AC 103	ALLIS CHALMERS TRACT...	
	27 1/27/2009	Open	3:PERFORM ...	Unified Gove...	AC	AC 103	ALLIS CHALMERS TRACT...	
	69 7/8/2009	Open	1:asdasdasd	JDC Enterpri...	MF	1312,31231	123123123123	2000
	76 9/15/2009	Open	1:CUSTOMER	Derek Clow	MF	999999263	JDC TRACTOR	
	82 10/28/2009	Open	1:TEST WAR...	Derek Clow		123999	New KJB Tractor	

If the Repair Order Task is selected, the Repair Order field must be populated. Click the “...” button to see all open Repair Order Service Issues that can be selected. Only Open Repair Orders for this Location will show in the list. Next.....

RIMSS.WinNetStar v7.0.0.285 Enterprise:The Enterprise Company:ZZZ-20090106-JDC Location:111

File View Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental PM Core Tracking Reports Web Links Windows

RIMSS WinNetStar New Time Slip

Save Save and Close Save and New Void

Time Slip # 0

Employee DALE TEAGUE

Task Repair Order

Repair Order 26

Service Issue 2:PERFORM ENGINE DIAGNOSTICS

Op Code

Date/Time

Date/Time

Total Hours

Notes

Type Paid

Category TEST CATEGORY

Op Code Lookup

Drag a column header here to group by that column

Inactive	Code	Short Name	Description	Customer Std Hours	Warranty Std Hours	Internal Std Hours	Created By Location	Rate Code
False	20-100	POWERTRAIN	ENGINE DIESEL	0	0	0	CSS Enterp...	
False	20-900-142	DRIVE LINES	DAMPER, VIBRATION, DRI...	0.70	0.70	0.70	CSS Enterp...	
False	01-100	Type A Oregon PDI		6.00	0	0	CSS Enterp...	
False	BX24 50HR	50HR	KUBOTA BX24 50 HR	1.00	1.00	1.00	ZZZ-20090...	
False	999	999	999	0	0	0	ZZZ-20090...	DCT1
False	NEW-OVER...	NEW-OVERRIDE	NEW-OVERRIDE	10.00	10.00	10.00	ZZZ-20090...	
False	NEW-NO O...	NEW-NO	NEW-NO	10.00	10.00	10.00	ZZZ-20090...	
False	SC	SERVICE CALL	ON THE ROAD SERVICE CALL	10.00	10.00	10.00	20081029-J...	
False	ROT1	ROTATE TIRES 4		1.00	1.00	1.00	ZZZ-20090...	
False	AC	AIR CONDITIONING	CHECK AND CHARGE AIR ...	1.25	1.25	1.25	20081029-J...	DCT1
False	300	300OC	300 Op Code	2.00	2.00	2.00	ZZZ-JDC-SE...	
False	OIL CHANGE	OIL CHANGE		1.12	1.12	1.12	Tractor City...	

For a Repair Order Task Type, an Op Code is required. Note that the Op Code must have a predefined Rate Code in order to save the Time Slip. Click the "..." button to see all enterprise wide Op Codes that can be selected. Next.....

RIMSS.WinNetStar v7.0.0.285 Enterprise:The Enterprise Company:ZZZ-20090106-JDC Location:111

File View Company CPM Suppliers Employees Banking Fixed Assets Inventory Service Wholesalers Rental PM Case Tracking Reports Web Links Windows

Easy Navigator

RIMSS WinNetStar

Save Save as

Time Slip #

Employee

Task

Repair Order

Service Issue

Op Code

Date/Time In

Date/Time Out

Total Hours

Notes

### Op Code Lookup

Drag a column header here to group by that column

Inactive	Code	Short Name	Description	Customer Std Hours	Warranty Std Hours	Internal Std Hours	Created By Location	Rate Code
False	100	LABOR	Standard Labor	0	0	0	Tractor City...	
False	REMAN PUMP	REMAN PUMP		20.00	0	0	CSS Enterp...	
False	654321098...	Maintenance	Maintenance	0	0	0	20081029-J...	
False	123456789...	Perform A-...	Perform A-PM Inspection	0	0	0	20081029-J...	
False	Screen Repair	Screen Repair		0.20	0	0	CSS Enterp...	
False	S Injector U...	Used S Size...		1.00	1.00	1.00	CSS Enterp...	
False	S Injector N...	Labour on ...		1.00	1.00	1.00	CSS Enterp...	
False	NEW1	NEW1	NEW1	1.00	1.00	1.00	ZZZ-20090...	DCT1
False	NEW1	NEW1	NEW1	1.00	1.00	1.00	ZZZ-20090...	DCT1
False	25-200						erp...	
False	01-150						erp...	
False	20-999	LOF	LUBE, OIL, FILTER SERVICE	0	0	0	CSS Enterp...	
False	20-100	POWERTRAIN	ENGINE DIESEL	0	0	0	CSS Enterp...	
False	20-900-142	DRIVE LINES	DAMPER, VIBRATION, DRI...	0.70	0.70	0.70	CSS Enterp...	
False	01-100	Type A Ore...		6.00	0	0	CSS Enterp...	
False	BX24 50HR	50HR	KUBOTA BX24 50 HR	1.00	1.00	1.00	ZZZ-20090...	
False	999	999	999	0	0	0	ZZZ-20090...	DCT1
False	NEW-OVER...	NEW-OVER...	NEW-OVERRIDE	10.00	10.00	10.00	ZZZ-20090...	
False	NEW-NO O...	NEW-NO	NEW-NO	10.00	10.00	10.00	ZZZ-20090...	
False	SC	SERVICE CALL	ON THE ROAD SERVICE CALL	10.00	10.00	10.00	20081029-J...	
False	ROT1	ROTATE TI...		1.00	1.00	1.00	ZZZ-20090...	
False	AC	AIR CONDI...	CHECK AND CHARGE AIR ...	1.25	1.25	1.25	20081029-J...	DCT1
False	300	300OC	300 Op Code	2.00	2.00	2.00	ZZZ-JDC-SE...	
False	OIL CHANGE	OIL CHANGE		1.12	1.12	1.12	Tractor City...	

If an Op Code is selected that doesn't have a predefined Rate Code, next.....

[Inactive] = 'False' Edit Filter

Easy Navigator

RIMSS WinNetStar New Time Slip

Save Save and Close Save and New Void

Time Slip # 0

Employee DALE TEAGUE

Task Repair Order Type Paid Category TEST CATEGORY

Repair Order 26

Service Issue

Op Code

Date/Time In

Date/Time Out

Total Hours 0.0000

Notes

Then this message will pop up when attempting to save the Time Slip Entry. Next.....

Op Code with missing Rate Code

 This Op Code does not have an associated Rate Code so you cannot select it.

OK

RIMSS.WinNetStar v7.0.0.285 Enterprise:The Enterprise Company:ZZZ-20090106-JDC Location:111

File View Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental PM Core Tracking Reports Web Links Windows

RIMSS WinNetStar New Time Slip

Save Save and Close Save and New Void

Time Slip # 0

Employee DALE TEAGUE

Task Repair Order

Repair Order 26

Service Issue 2:PERFORM ENGINE DIAGNOSTICS

Op Code AC

Date/Time In

Date/Time Out

Total Hours

Notes

Type Paid

Category TEST CATEGORY

< December > < 2009 >

S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Today Clear

You can now save the Time Slip Entry:

1. With no Date/Time In or Out, or
2. With only a Date/Time In, or
3. With both the Date/Time In and Out completed.

If a "Date/Time In" is entered, then the "Date/Time Out" must be greater than (or equal to) the "Date/Time In" before the save will succeed. Next.....

RIMSS.WinNetStar v7.0.0.285 Enterprise:The Enterprise Company:ZZZ-20090106-JDC Location:111

File View Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental PM Core Tracking Reports Web Links Windows

Easy Navigator RIMSS WinNetStar New Time Slip

Save Save and Close Save and New Void

Time Slip #	0		
Employee	DALE TEAGUE		
Task	Repair Order	Type Paid	Category TEST CATEGORY
Repair Order	26		
Service Issue	2:PERFORM ENGINE DIAGNOSTICS		
Op Code	AC		
Date/Time In	12/29/2009 12:00 AM		
Date/Time Out			
Total Hours	0.0000		

Notes

When adding the Date/Time, the date and time values can be increased or decreased with the arrow keys or by typing in the values directly. Next.....

Easy Navigator

RIMSS WinNetStar New Time Slip

Save Save and Close Save and New Void

Time Slip #	0
Employee	DALE TEAGUE
Task	Repair Order
Repair Order	26
Service Issue	2:PERFORM ENGINE DIAGNOSTICS
Op Code	AC
Date/Time In	12/29/2009 7:33 AM
Date/Time Out	
Total Hours	0.0000

Type Paid

Category TEST CATEGORY

Notes

ADD NOTES HERE IF YOU WANT

Here is Manual Time Slip Entry with a "Date/Time In" only. Notes can be added to each Time Slip as well. Next.....

RIMSS.WinNetStar v7.0.0.285 Enterprise:The Enterprise Company:ZZZ-20090106-JDC Location:111

File View Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental PM Core Tracking Reports Web Links Windows

Easy Navigator RIMSS WinNetStar New Time Slip

Save Save and Close Save and New Void

Time Slip # 0

Employee DALE TEAGUE

Task Repair Order

Repair Order 26

Service Issue 2:PERFORM ENGINE DIAGNOSTICS

Op Code AC

Date/Time In 12/29/2009 7:33 AM

Date/Time Out

Total Hours 0.0000

Notes  
ADD NOTES HERE IF YOU WANT

Type Paid Category TEST CATEGORY

Employee is not a Service Technician

 You cannot assign a Repair order task to this employee because they are not set up as a Service Technician in the Employee Master.

OK

When saving this Time Slip entry for a Repair Order task, the Employee originally selected was not designated as a Service Technician, so the Slip cannot be saved until a suitable Employee is selected. Next.....

RIMSS.WinNetStar v7.0.0.285 Enterprise:The Enterprise Company:ZZZ-20090106-JDC Location:111

File View Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental PM Core Tracking Reports Web Links Windows

RIMSS WinNetStar New Time Slip

Save Save and Close Save and New Void

Time Slip # 0

Employee TOM JARRETT

Task

Name	Refer... ID	Service Technician
DALE TEAGUE	105	False
JOE SMITH	106	True
DEREK CLOW	107	True
TOM JARRETT	108	True
BILL YOUNG	109	False
Chris Coleman	123	False
Travis Lee		False
Tim Vogelsong	268	True
Bob Smith		False
John Smith		False
ABC TEST 1 EMPLOYEE		False

Repair Order

Service Issue

Op Code

Date/Time In

Date/Time Out

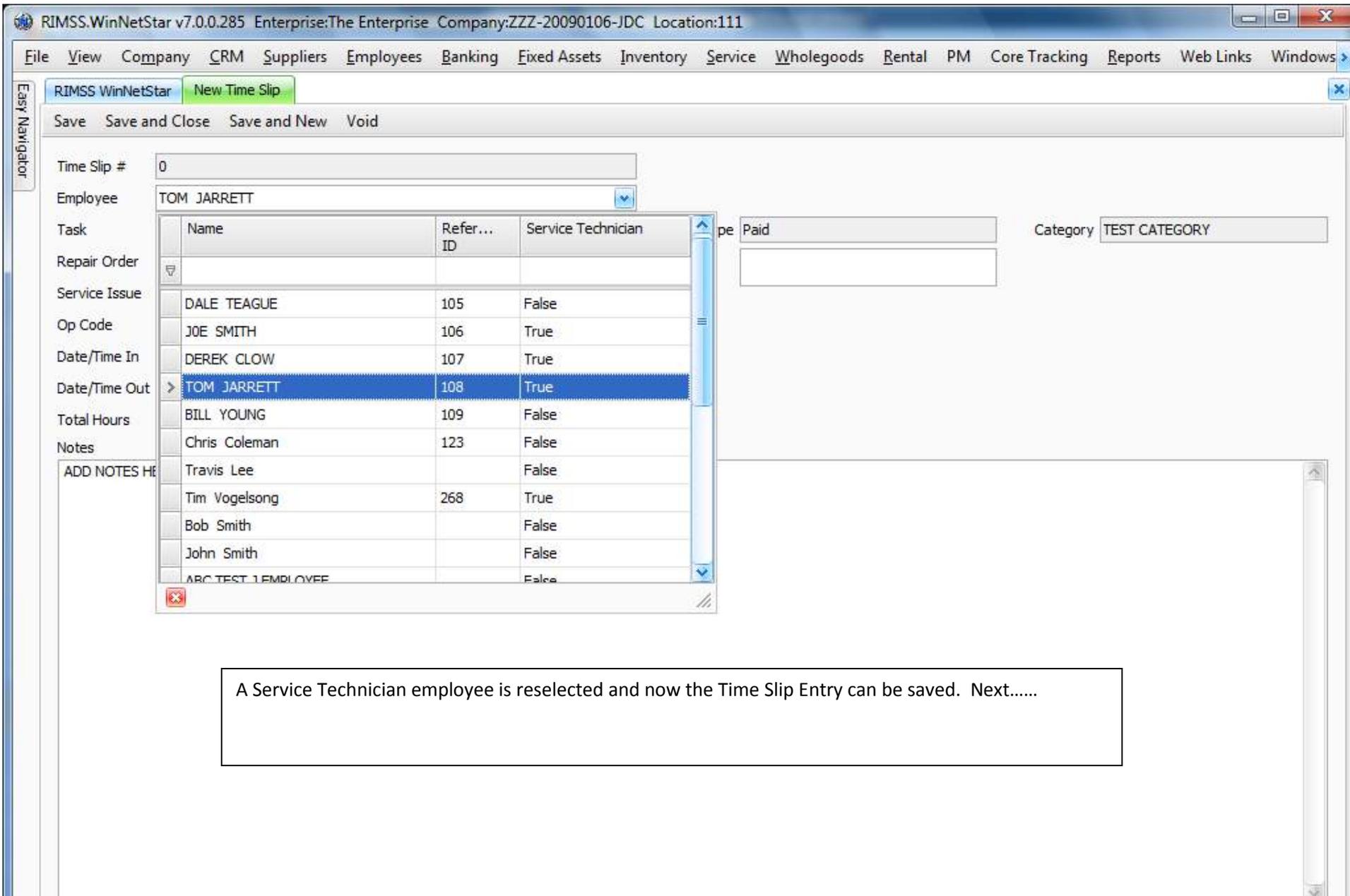
Total Hours

Notes

ADD NOTES HERE

pe Paid

Category TEST CATEGORY



A Service Technician employee is reselected and now the Time Slip Entry can be saved. Next.....

RIMSS WinNetStar v7.0.0.285 Enterprise-The Enterprise Company:ZZZ-20090106-IDC Location:111

File View Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental PM Core Tracking Reports Web Links Windows

Easy Navigator RIMSS WinNetStar New Time Slip

Save Save and Close Save and New Void

Time Slip # 0

Employee TOM JARRETT

Task Repair Order

Repair Order 0

Service Issue

Op Code

Date/Time In

Date/Time Out

Total Hours

Notes

Type

Category

Existing Open Timeslip

 An Open Timeslip already exists for this employee. You must close that time slip before adding a new one.

OK

After the first Manual Time Slip Entry was saved, here we are trying to save a new Manual Time Slip Entry for the same Employee. Since an "OPEN" Timeslip exists for this employee, this message will pop up indicating there already is an open time slip. It must be closed (clocked out) before a new one can be created (See Section 3 "Time Slip List"). End Manual Time Slip Entry.....

## 2. QUICK TIME ENTRY



The screenshot shows the RIMSS WinNetStar v7.0.0.285 application window. The title bar reads "RIMSS.WinNetStar v7.0.0.285 Enterprise:The Enterprise Company:ZZZ-20090106-JDC Location:111". The menu bar includes File, View, Company, CRM, Suppliers, Employees, Banking, Fixed Assets, Inventory, Service, Wholegoods, Rental, PM, Core Tracking, Reports, Web Links, and Windows. The Employees menu is open, showing options: Employees Home, New (with a right-pointing arrow), Find (with a right-pointing arrow), User Defined Fields, and Support Lists (with a right-pointing arrow). A sub-menu is open under 'New', listing: 1405 Employee, 1410 Time Slip, 1415 Quick Time Entry (highlighted in blue with the keyboard shortcut Ctrl+Q), and an additional right-pointing arrow. The main window area displays the RIMSS WinNetStar logo, which consists of a stylized blue atom with a central blue sphere and two intersecting blue rings. Below the logo, the text "RIMSS WinNetStar" is written in a large, bold, blue font, with "WinNetStar" in a slightly smaller font. Underneath that, "Advanced Enterprise System" is written in a smaller, black font.

**Quick Time Entry**

Select from Main Employee Menu, or hit Ctrl Q from any place in the application. Next .....

RIMSS.WinNetStar v7.0.0.285 Enterprise:The Enterprise Company:ZZZ-20090106-JDC Location:111

File View Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental PM Core Tracking Reports Web Links Windows

Easy Navigator RIMSS WinNetStar

**Quick Time Entry**

**Enter Employee ID and press the <Enter> key**

Employee Name

Task

RO#

Service Issue

Op Code

Notes

Current Date: Tuesday, December 29, 2009 Current Time: 10:26:09 AM

RI ar em

Here is the main Quick Time Entry screen. The first field is the Employee ID field which is a masked field (i.e. cannot see the characters when typing). Next .....

RIMSS.WinNetStar v7.0.0.285 Enterprise:The Enterprise Company:ZZZ-20090106-JDC Location:111

File View Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental PM Core Tracking Reports Web Links Windows

Easy Navigator RIMSS WinNetStar Employee List

Add New Refresh Print Layouts

System ID Ref ID Name Fetch

Drag a column header here to group by that column

Inactive	Employee ID	Employee Name	Job Title	Home Phone Number
False	105	DALE TEAGUE		
False	106	JOE SMITH		
False	107	DEREK CLOW	Service Technician	
False	108	TOM JARRETT		
False	109	BILL YOUNG		
False	123	Chris Coleman		
False		Travis Lee		
False	268	Tim Vogelsong		
False		Bob Smith		
False		John Smith		
False		ABC TEST J EMPLOYEE		(503) 905-0002 210
False	413	Rene St-Georges		
False		John D Doe Mr.		(865) 999-2508 111
False	449	Service Tech1		
False	450	JOE SMITH		
False	452	Bill Romper		
False		Service Clerk		
False		Carl Albor		
False		Service Tech2		

For reference, here is the Employee list from the system showing the respective Employee ID's. Next .....

**Quick Time Entry**

Enter Employee ID and press the <Enter> key

\*\*\*|

Employee Name

Task

RO#

Service Issue

Op Code

Notes

**Clock In** **Clock Out**

Current Date: Tuesday, December 29, 2009 Current Time: 10:28:00 AM

An Employee would enter his/her ID into the first field (for this example we are using 107).  
Next .....

RIMSS.WinNetStar v7.0.0.285 Enterprise:The Enterprise Company:ZZZ-20090106-JDC Location:111

File View Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental PM Core Tracking Reports Web Links Windows >

Easy Navigator RIMSS WinNetStar

**Quick Time Entry**

Enter Employee ID and press the <Enter> key

\*\*\*\*

Employee Name DEREK CLOW

Task | ...

RO# ...

Service Issue

Op Code ...

Notes

**Clock In** **Clock Out**

Current Date: Tuesday, December 29, 2009 Current Time: 10:33:24 AM

star  
system

After the Employee ID 107 is entered and the user hits enter, the Employee Name is displayed and the form is ready for the Task Type. Next .....

Quick Time Entry

Enter Employee ID and press the <Enter> key

Employee Name: DEREK CLOW

Task: [ ]

Time Entry Tasks Lookup

Drag a column header here to group by that column

Task Name	Inactive	Task Description	Last Modified By	Task Category	Task Type	Last Modified Date	Task Category
Repair Order	False	Open Repair Or...	derek	TEST CATEGORY	Paid	12/15/2009	102
Admin	False	Admin Tasks	derek	TEST CATEGORY	Paid	12/15/2009	102
Jury Duty	False	Jury Duty	derek	TEST CATEGORY	Paid Time Off	12/15/2009	102
Repair Order 2	False	Repair Order	SuperUser	TEST CATEGORY 2	Paid	12/16/2009	105
Repair Order 3	False	Repair Order	SuperUser	TEST CATEGORY 2	Paid	12/16/2009	105

Similar to the Manual Time Entry, a Task Type must be selected for the Time Entry. Select the Task Type from the Time Entry Task Lookup box (see Section 4, Support Lists on how to add additional Tasks). Next .....

Easy Navigator

RIMSS WinNetStar

Quick Time Entry

Enter Employee ID and press the <Enter> key

Employee Name: DEREK CLOW

Task: Repair Order

RO#: 27

RO Service Issues Lookup

Drag a column header here to group by that column

Document Number	RO Date	RO Status	Service Issue	Customer Name	Make	Stock Number	Wholegood Description	Year
26	1/27/2009	Open	1:ddd	Cash Customer	AC	AC 103	ALLIS CHALMERS TRACT...	
26	1/27/2009	Open	2:PERFORM ...	Cash Customer	AC	AC 103	ALLIS CHALMERS TRACT...	
26	1/27/2009	Open	3:PERFORM ...	Cash Customer	AC	AC 103	ALLIS CHALMERS TRACT...	
27	1/27/2009	Open	1:ddd	Unified Gove...	AC	AC 103	ALLIS CHALMERS TRACT...	
27	1/27/2009	Open	2:Warrant D...	Unified Gove...	AC	AC 103	ALLIS CHALMERS TRACT...	
27	1/27/2009	Open	3:PERFORM ...	Unified Gove...	AC	AC 103	ALLIS CHALMERS TRACT...	
69	7/8/2009	Open	1:asdasdasd	JDC Enterpri...	MF	1312,31231	123123123123	2000
76	9/15/2009	Open	1:CUSTOMER	Derek Clow	MF	999999263	JDC TRACTOR	
82								

If the Repair Order Type is selected, then a Repair Order (by Service Issue) must be selected from the RO Service Issue Lookup box. Next .....

Easy Navigator

RIMSS WinNetStar

Quick Time Entry

Enter Employee ID and press the <Enter> key

Employee Name: DEREK CLOW

Task: Repair Order

RO#: 27

Service Issue: 1:ddd

Op Code:

Op Code Lookup

Drag a column header here to group by that column

Inactive	Code	Short Name	Description	Customer Std Hours	Warranty Std Hours	Internal Std Hours	Created By Location	Rate Code
False	S Injector N...	Labour on ...		1.00	1.00	1.00	CSS Enterp...	
False	NEW1	NEW1	NEW1	1.00	1.00	1.00	ZZZ-20090...	DCT1
False	NEW OP C...	NEW OP C...	NEW	1.00	1.00	1.00	ZZZ-20090...	DCT1
False	25-200	BRAKES	DEAD DRUM	0	0	0	CSS Enterp...	
False	01-150	PDI	type A washington PDI	6.00	0	6.00	CSS Enterp...	
False	20-999	LOF	LUBE, OIL, FILTER SERVICE	0	0	0	CSS Enterp...	
False								
False								

And an Op Code (with a predefined Rate Code) must be selected as well. Select from the Op Code Lookup box (note: you can see which Op Codes have predefined Rate Codes in the list here). Next .....

**Quick Time Entry**

**Enter Employee ID and press the <Enter> key**

\*\*\*\*

Employee Name DEREK CLOW

Task Repair Order

RO# 27

Service Issue 1:ddd

Op Code NEW OP CODE

Notes Can add here

**Clock In** **Clock Out**

Current Date: Tuesday, December 29, 2009 Current Time: 10:35:40 AM

After the information is entered in the Quick Time Entry form, the user will hit the "Clock In" button to clock in. Next .....

RIMSS.WinNetStar v7.0.0.285 Enterprise:The Enterprise Company:ZZZ-20090106-JDC Location:111

File View Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental PM Core Tracking Reports Web Links Windows

RIMSS WinNetStar Time Slip List

Add New Refresh Show All Print Restore Layout Layouts

Employee Category Task  Display Open Timeslips Only

Period: Last 30 Days Custom Date Range: From: 11/29/2009 To: 12/29/2009 Fetch

Drag a column header here to group by that column

Location Name	Employee	Timeslip ID	Task Name	Doc #	Service Issue	Op Code	Op Code	RO Settled	Date In	Time In	D... Out	Time Out	Total Hours	Is Void
111	Bob Smith	48	Jury Duty	0				False		12:00 AM		12:00 AM	0.0000	False
111	Bob Smith	49	Admin	0				False		12:00 AM		12:00 AM	0.0000	False
111	Bob Smith	50	Repair Order 2	0				False		12:00 AM		12:00 AM	0.0000	False
111	DEREK CLOW	9	Admin	0				False	12/17/2009	12:30 PM	12/...	12:32 PM	0.0333	False
111	DEREK CLOW	11	Admin	0				False	12/17/2009	2:18 PM	12/...	2:30 PM	0.2000	False
111	TOM JARRETT	13	Repair Order	86	1:1 WA...	NEW O...	NEW O...	True	12/17/2009	2:33 PM	12/...	2:39 PM	0.1000	False
111	DEREK CLOW	16	Repair Order	86	1:1 WA...	999	999	True	12/17/2009	4:41 PM	12/...	4:50 PM	0.1500	False
111	BILL YOUNG	17	Admin	0				False	12/17/2009	4:57 PM	12/...	4:58 PM	0.0167	False
111	DEREK CLOW	52	Repair Order	76	1:CUST...	999	999	False	12/27/2009	12:00 AM	12/...	1:00 PM	13.0000	False
111	DEREK CLOW	51	Repair Order	82	1:TEST ...	NEW 1	NEW 1	False	12/28/2009	12:00 AM	12/...	1:00 PM	13.0000	False
111	TOM JARRETT	47	Repair Order	26	2:PERF...	AC	AIR CO...	False	12/29/2009	7:33 AM	⊗	12:00 AM	0.0000	False
111	DEREK CLOW	53	Repair Order	27	1:ddd	NEW O...	NEW O...	False	12/29/2009	10:36 AM	⊗	12:00 AM	0.0000	False

Here is the Time Slip Entry in the entry list for the Quick Time Entry just created. Note that there is no Clock Out time yet defined for this entry. Next .....

Easy Navigator

RIMSS WinNetStar Time Slip List Timeslip - 53

Save Save and Close Save and New Void

Time Slip #	53
Employee	DEREK CLOW
Task	Repair Order
Repair Order	27
Service Issue	
Op Code	NEW OP CODE
Date/Time In	12/29/2009 10:36 AM
Date/Time Out	
Total Hours	0.0000

Type Paid

Category TEST CATEGORY

Notes

Can add here

If I open the Quick Time Entry slip from the list, it looks just like a Manual Time Slip. Next .....

RIMSS.WinNetStar v7.0.0.285 Enterprise:The Enterprise Company:ZZZ-20090106-JDC Location:111

File View Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental PM Core Tracking Reports Web Links Windows >

Easy Navigator RIMSS WinNetStar

**Quick Time Entry**

Enter Employee ID and press the <Enter> key

\*\*\*\*

Employee Name DEREK CLOW

Task

RO#

Service Issue

Op Code

Notes Can add here

**Clock In** **Clock Out**

Current Date: Tuesday, December 29, 2009 Current Time: 11:25:06 AM

star system

If we do another Quick Time Entry for the employee with an "OPEN" timeslip, the only option we have is to Clock Out (and change or add to the Notes). Next .....

Add New Refresh Show All Print Restore Layout Layouts

Employee  Category  Task   Display Open Timeslips Only

Period: Last 60 Days Custom Date Range: From: 10/30/2009 To: 12/29/2009 Fetch

Drag a column header here to group by that column

Location Name	Empl...	Timeslip ID	Task Name	Doc #	Service Issue	Op Code	Op Code Short Name	RO Settled	Date In	Time In	Date Out	Time Out	Total Hours	Is Void
111	Bob Smith	49	Admin	0				False	12/8/2...	12:0...	12/8/2009	12:06 AM	0.1000	False
111	DEREK C...	9	Admin	0				False	12/17/...	12:3...	12/17/2...	12:32 PM	0.0333	False
111	DEREK C...	11	Admin	0				False	12/17/...	2:18 PM	12/17/2...	2:30 PM	0.2000	False
111	TOM JA...	13	Repair O...	86	1:1 WARR DESC	NEW OP ...	NEW OP CODE	True	12/17/...	2:33 PM	12/17/2...	2:39 PM	0.1000	False
111	DEREK C...	16	Repair O...	86	1:1 WARR DESC	999	999	True	12/17/...	4:41 PM	12/17/2...	4:50 PM	0.1500	False
111	BILL YO...	17	Admin	0				False	12/17/...	4:57 PM	12/17/2...	4:58 PM	0.0167	False
111	DEREK C...	52	Repair O...	76	1:CUSTOMER	999	999	False	12/27/...	12:0...	12/27/2...	1:00 PM	13.0000	False
111	Bob Smith	48	Jury Duty	0				False	12/27/...	12:0...	12/27/2...	12:04 AM	0.0667	False
111	Bob Smith	50	Repair O...	0				False	12/28/...	12:0...	12/29/2...	12:00 AM	24.0000	False
111	DEREK C...	51	Repair O...	82	1:TEST WARRANTY	NEW1	NEW1	False	12/28/...	12:0...	12/28/2...	1:00 PM	13.0000	False
111	TOM JA...	47	Repair O...	26	2:PERFORM ENGINE DIA...	AC	AIR CONDITION...	False	12/29/...	7:33 ...	12/29/2...	12:00 AM	0.0000	False
111	DEREK C...	53	Repair O...	27	1:ddd	NEW OP ...	NEW OP CODE	False	12/29/...	10:3...	12/29/2...	11:25 AM	0.8167	False

Here is the Time Slip Entry in the entry list for the Quick Time Entry just Clocked Out. Next .....

Save Save and Close Save and New Void

Time Slip #	53			
Employee	DEREK CLOW			
Task	Repair Order	Type	Paid	
Repair Order	27		Category	TEST CATEGORY
Service Issue				
Op Code	NEW OP CODE			
Date/Time In	12/29/2009 10:36 AM			
Date/Time Out	12/29/2009 11:25 AM			
Total Hours	0.8167			

Notes

Can add here

Here is the Quick Time Slip when opened from the list. The administrator can make any necessary changes to this slip unless it has been voided or if it is a Repair Order type, the corresponding Repair Order has been Closed or Settled. Next .....

### 3. TIME SLIP LIST (FIND TIME SLIP)

The screenshot shows the RIMSS WinNetStar v7.0.0.285 software interface. The title bar indicates the company is 'The Enterprise' with ID 'ZZZ-20090106-JDC' and location '111'. The menu bar includes 'File', 'View', 'Company', 'CRM', 'Suppliers', 'Employees', 'Banking', 'Fixed Assets', 'Inventory', 'Service', 'Wholegoods', 'Rental', 'PM', 'Core Tracking', 'Reports', 'Web Links', and 'Windows'. The 'Employees' menu is open, showing options: 'Employees Home', 'New', 'Find', 'User Defined Fields', and 'Support Lists'. The 'Find' option is selected, and a sub-menu is displayed with '1450 Employee' and '1455 Time Slip'. The '1455 Time Slip' option is highlighted. The main window area contains the RIMSS WinNetStar logo, which features a stylized blue atom with a central blue sphere and two intersecting blue rings. Below the logo, the text 'RIMSS WinNetStar' is displayed in a large, bold, blue font, with 'Advanced Enterprise System' written in a smaller, black font underneath. In the bottom-left corner, there is a red-bordered box containing the text 'Find Time Slip Entry' in red.

Easy Navigator

RIMSS WinNetStar Time Slip List

Add New Refresh Show All Print Restore Layout Layouts

Employee  Category  Task   Display Open Timeslips Only

Period: Last 60 Days Custom Date Range: From: 10/30/2009 To: 12/29/2009 Fetch

Drag a column header here to group by that column

Loc... Name	Empl... Name	Timeslip ID	Task Name	Doc #	Service Issue	Op Code	Op Code Short Name	RO Settled	Date In	Time In	Date Out	Time Out	Total Hours	Is Void
> 111	Bob Smith	49	Admin	0				False	12/8/2009	12:00 AM	12/8/2...	12:0...	0.1000	False
111	DEREK C...	9	Admin	0				False	12/17/2009	12:30 PM	12/17/...	12:3...	0.0333	False
111	DEREK C...	11	Admin	0				False	12/17/2009	2:18 PM	12/17/...	2:30 ...	0.2000	False
111	TOM JA...	13	Repair O...	86	1:1 WARR DESC	NEW OP ...	NEW OP CODE	True	12/17/2009	2:33 PM	12/17/...	2:39 ...	0.1000	False
111	DEREK C...	16	Repair O...	86	1:1 WARR DESC	999	999	True	12/17/2009	4:41 PM	12/17/...	4:50 ...	0.1500	False
111	BILL YO...	17	Admin										0.0167	False
111	DEREK C...	52	Repair O...										3.0000	False
111	Bob Smith	48	Jury Duty										0.0667	False
111	Bob Smith	50	Repair O...										4.0000	False
111	DEREK C...	51	Repair O...										3.0000	False
111	TOM JA...	47	Repair O...	26	2:PERFORM ENGINE DIAG...	AC	AIR CONDITION...	False	12/29/2009	7:33 AM	⊗	12:0...	0.0000	False
111	DEREK C...	53	Repair O...	27	1:ddd	NEW OP ...	NEW OP CODE	False	12/29/2009	10:36 AM	⊗	12:0...	0.0000	False

Here is the Time Slip List that shows all entries based on pre-selection criteria. The list includes both Manual and Quick Time Slip entries. The list can be organized like all other lists within WinNetStar. Double-click on a line to open the specific Time Slip Entry. Next .....

Easy Navigator

RIMSS WinNetStar Time Slip List Timeslip - 53

Save Save and Close Save and New Void

Time Slip # 53

Employee DEREK CLOW

Task Repair Order

Repair Order 27

Service Issue

Op Code NEW OP CODE

Date/Time In 12/29/2009 10:36 AM

Date/Time Out

Total Hours 0.0000

Type Paid

Category TEST CATEGORY

Notes

Can add here

Here is a Time Slip that was opened. Note that this slip has not been clocked out yet. Next .....

Easy Navigator

RIMSS WinNetStar Time Slip List Timeslip - 53

Save Save and Close Save and New Void

Time Slip #	53
Employee	DEREK CLOW
Task	Repair Order
Repair Order	27
Service Issue	
Op Code	NEW OP CODE
Date/Time In	12/29/2009 10:36 AM
Date/Time Out	12/29/2009 11:00 AM
Total Hours	0.4

Type Paid

Category TEST CATEGORY

Notes

Can add here

We can add a "Date/Time Out" to calculate the Total Hours for this slip (the "Date/Time Out" must be greater than or equal to the Date/Time In). Next .....

Add New Refresh Show All Print Restore Layout Layouts

Employee  Category  Task   Display Open Timeslips Only

Period: Last 60 Days Custom Date Range: From: 10/30/2009 To: 12/29/2009 Fetch

Drag a column header here to group by that column

Loc... Name	Empl... Name	Timeslip ID	Task Name	Doc #	Service Issue	Op Code	Op Code Short Name	RO Settled	Date In	Time In	Date Out	Time Out	...	Is Void
>	111	Bob Smith	49	Admin	0			False	12/8/2009	12:00 AM	12/8/2009	12:06 AM	0.1...	False
	111	DEREK C...	9	Admin	0			False	12/17/2009	12:30 PM	12/17/2...	12:32 PM	0.0...	False
	111	DEREK C...	11	Admin	0			False	12/17/2009	2:18 PM	12/17/2...	2:30 PM	0.2...	False
	111	TOM JA...	13	Repair O...	86	1:1 WARR DESC	NEW OP ...	True	12/17/2009	2:33 PM	12/17/2...	2:39 PM	0.1...	False
	111	DEREK C...	16	Repair O...	86	1:1 WARR DESC	999	True	12/17/2009	4:41 PM	12/17/2...	4:50 PM	0.1...	False
	111	BILL YO...	17	Admin	0			False	12/17/2009	4:57 PM	12/17/2...	4:58 PM	0.0...	False
	111	DEREK C...	52	Repair O...	76	1:CUSTOMER	999	False	12/27/2009	12:00 AM	12/27/2...	1:00 PM	13...	False
	111	Bob Smith	48	Jury Duty	0			False	12/27/2009	12:00 AM	12/27/2...	12:04 AM	0.0...	False
	111	Bob Smith	50	Repair O...	0			False	12/28/2009	12:00 AM	12/29/2...	12:00 AM	24...	False
	111	DEREK C...	51	Repair O...	82	1:TEST WARRANTY	NEW1	False	12/28/2009	12:00 AM	12/28/2...	1:00 PM	13...	False
⊕	111	TOM JA...	47	Repair O...	26	2:PERFORM ENGINE DIAG...	AC	False	12/29/2009	7:33 AM	⊗	12:00 AM	0.0...	False
	111	DEREK C...	53	Repair O...	27	1:ddd	NEW OP ...	False	12/29/2009	10:36 AM	12/29/2...	11:00 AM	0.4...	False

Here is the entry in the list again but now it is has Date/Time Out information. End Time Entry List .....

#### 4. TIME ENTRY SUPPORT LISTS



The screenshot shows the RIMSS WinNetStar v7.0.0.285 software interface. The title bar indicates the company is 'The Enterprise' and the location is '111'. The menu bar includes options like File, View, Company, CRM, Suppliers, Employees, Banking, Fixed Assets, Inventory, Service, Wholegoods, Rental, PM, Core Tracking, Reports, Web Links, and Windows. The 'Employees' menu is open, showing options: Employees Home, New, Find, User Defined Fields, and Support Lists. The 'Support Lists' submenu is also open, showing 'Time Entry Tasks' and 'Time Entry Categories'. The main window displays the RIMSS WinNetStar logo, which consists of a stylized blue atom with a central blue sphere and two intersecting blue rings. Below the logo, the text reads 'RIMSS WinNetStar Advanced Enterprise System'. A red-bordered box in the bottom left corner contains the text 'Time Entry Support Lists'.

Add New Refresh Print Restore Layout

Time Entry Category allows a user to create groups or classifications of time for reporting purposes. You may edit or inactivate any of the descriptions by double clicking the line you wish to edit or you may add new descriptions by selecting the "Add New" menu item above.

Drag a column header here to group by that column

Category	Inactive	Last Modified By	Last Modified Date
> Service	False	SuperUser	11/9/2009
Off	False	SuperUser	11/9/2009
Admin	False	SuperUser	11/9/2009
Off-2	False	SuperUser	11/9/2009
Service-2	False	SuperUser	11/9/2009
Admin-2	False	SuperUser	11/9/2009
Paid Time Off	False	dale	11/11/2009
123 - Test Category			
Service-3			
Admin-3	False	carl	12/14/2009
TEST CATEGORY	False	derek	12/15/2009
TEST CATEGORY 1	False	SuperUser	12/16/2009
TEST CATEGORY 2	False	SuperUser	12/16/2009
test	False	SuperUser	12/16/2009
test test	False	SuperUser	12/16/2009
⊗	False	derek	12/29/2009

Categories are used to group Time Entry Tasks. Categories can be created or modified as necessary and assigned within the Time Entry Tasks. Next .....

**Category Add**

Category

Inactive

Add New Refresh Print Restore Layout

Drag a column header here to group by that column

Task Name	Inactive	Task Description	Last Modified By	Task Category	Task Type	Last Modified Date	Task Category
Repair Order	False	Open Repair Orders	derek	TEST CATEGORY	Paid	12/15/2009	102
Admin	False	Admin Tasks	derek	TEST CATEGORY	Paid	12/15/2009	102
Jury Duty	False	Jury Duty	derek	TEST CATEGORY	Paid Time Off	12/15/2009	102
Repair Order 2	False						105
Repair Order 3	False						105
	False						0

Time Entry Tasks can be created or modified as necessary (except the Repair Oder task which is a system defined task). Categories can be assigned to any Entry Task. Next .....

**Time Entry Task**

Task

Description

Type

Category

Category

- Service
- Off
- Admin
- Off-2
- Service-2
- Admin-2

Add New Refresh Print Restore Layout

Drag a column header here to group by that column

Task Name	Inactive	Task Description	Last Modified By	Task Category	Task Type	Last Modified Date	Task Category
Repair Order	False	Open Repair Orders	derek	TEST CATEGORY	Paid	12/15/2009	102
Admin	False	Admin Tasks	derek	TEST CATEGORY	Paid	12/15/2009	102
Jury Duty	False	Jury Duty	derek	TEST CATEGORY	Paid Time Off	12/15/2009	102
Repair Order 2	False	Repair Order	SuperUser	TEST CATEGORY 2	Paid	12/16/2009	105
Repair Order 3	False	Repair Order	SuperUser	TEST CATEGORY 2	Paid	12/16/2009	105
	False		derek		Paid	12/29/2009	0

**Time Entry Task**

Task

Description

Type

Category 

- Paid
- Paid Time Off
- Non-Paid Time Off

A Time Entry Task can also have different types to indicate Paid or Non-Paid time. End Time Entry Support Lists.

## 5. REPAIR ORDER PROCESSING (using TIME ENTRY)

Easy Navigator

RIMSS WinNetStar Time Slip List Timeslip - 47

Save Save and Close Save and New Void

Time Slip #	47			
Employee	TOM JARRETT			
Task	Repair Order	Type	Paid	
Repair Order	76		Category	TEST CATEGORY
Service Issue				
Op Code	AC			
Date/Time In	12/29/2009 7:33 AM			
Date/Time Out				
Total Hours	0.0000			
Notes	ADD NOTES HERE IF YOU WANT			

I have a Time Slip posted to a Repair Order that has not been Clocked Out. Next.....

**Repair Order  
Processing**

Save Save and Close Save and New Save and Print Repair Order Save and Print Warranty Order Void Capture Signature

General Info Service Issues Items Labor Notes Attachments

Add New Labor Bill Standard Hours Bill Actual Hours

Drag a column header here to group by that column

Service Issue	Technician	Op Code	Description	Rate Code	Std. Hours	Actual Hours	Billed Hours	Rate	Hourly or Fixed
CUSTOMER	DEREK CLOW	300	300OC	DCTEST1	2.0000	1.0000	1.0000	\$100.00	Fixed
CUSTOMER	DEREK CLOW	999	999	DCTEST1	0	13.0000	13.0000	\$125.00	Hourly

Drag a column header here to group by that column

Time Slip #	Service Issue	Technician	Op code	Description	Date In	Time In	Date Out	Time Out	Total	Notes	Last M...
52	1:CUSTOMER	DEREK CLOW	999	999	12/27/2009	12:00 AM	12/27/2009	1:00 PM	13.0000		derek
47	1:CUSTOMER	TOM JARRETT	AC	AIR CONDI...	12/29/2009	7:33 AM		12:00 AM	0.0000	ADD NOTES ...	derek

In the Repair Order, it shows the Open Time Slip under the Labor Tab. Next.....

Easy Navigator

RIMSS WinNetStar Time Slip List Timeslip - 47 Repair Order List **Service Repair Order - 76**

Save Save and Close Save and New Save and Print Repair Order Save and Print Warranty Order Void

**General Info** Service Issues Items Labor Notes Attachments

Document Type	Repair Order	Doc. #	76	Inv. #	69	Mfg Crd Inv. #	0	Completion Status	Closed
Initiation Date	9/15/2009	Customer PO #	MYPOISHERE	Salesman:	TOM JARRETT	Cust. Inv. Status		War. Inv. Status	
Settlement Date		Service Writer		Service Type					
Memo									

Customer Name and Address

Name	Derek Clow		
Address 1	109 Jackson Hill Lane		
Address 2			
City	Boerne		
State	TX	Zip Code	78001
Primary Contact	Clow, Derek (321) 332-8800		

Wholegood Information

WG ID	(263) 999999263		
Make	MF	Lic. Plate State	
Model	2625	Lic. Plate #	
Description	JDC TRACTOR	Color	
Year		Mile/Hours In	0.0
Serial #	999999263	Miles/Hours Out	0.0

Hide Customer Information (F9)

F2-Find Customer F6-Add Wholegood **F8-Settle Invoice**

	Items	Labor	Pre-Tax Subtotal	Tax	Deductible	Total	Taxable	Non-Taxable	Pre-Tax Subtotal
Customer	\$6.70	\$1,725.00	\$1,731.70	\$0.00	\$0.00	\$1,731.70	\$0.00	\$1,731.70	\$1,731.70
Warranty	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Internal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$6.70</b>	<b>\$1,725.00</b>	<b>\$1,731.70</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,731.70</b>	<b>\$0.00</b>	<b>\$1,731.70</b>	<b>\$1,731.70</b>

Subtotal Tax Group ST GROUP1

The Repair Order is Closed so that no more Parts/Labor can be posted to it. Next....

Easy Navigator

Save Save and Close Save and New Void

Time Slip #	47
Employee	TOM JARRETT
Task	Repair Order
Repair Order	76
Service Issue	
Op Code	AC
Date/Time In	12/29/2009 7:33 AM
Date/Time Out	
Total Hours	0.0000

Type	Paid	Category	TEST CATEGORY
<b>CLOSED RO</b>			

Notes

ADD NOTES HERE IF YOU WANT

If we open the Time Slip to clock out. The Time Slip entry is not editable. (note: The Quick Time Entry will still update Time Entries like this one). Next.....

File View Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental PM Core Tracking Reports Web Links Windows >

RIMSS WinNetStar Time Slip List Repair Order List Service Repair Order - 76

Save Save and Close Save and New Save and Print Repair Order Save and Print Warranty Order Void

General Info Service Issues Items Labor Notes Attachments

Document Type: Repair Order Doc. #: 76 Inv. #: 69 Mfg Crd Inv. #: 0 Completion Status: Closed

Initiation Date: 9/15/2009 Customer PO #: MYPOISHERE Salesman: TOM JARRETT

Settlement Date: Service Writer: War. Inv. Status: Service Type:

Memo:

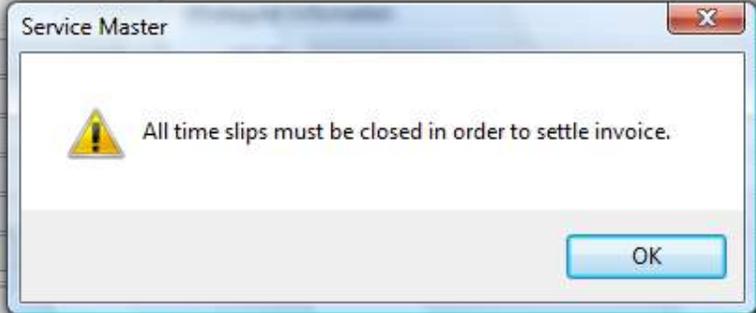
Customer Name and Address

Name: Derek Clow  
 Address 1: 109 Jackson Hill Lane  
 Address 2:  
 City: Boerne  
 State: TX Zip Code: 78001  
 Primary Contact: Clow, Derek (321) 332-8800

Hide Customer Information (F9)

F2-Find Customer F6-Add Wholegood F8-Settle Invoice

	Items	Labor	Pre-Tax Subtotal	Tax	Deductible	Total	Taxable	Non-Taxable	Pre-Tax Subtotal
Customer:	\$6.70	\$1,725.00	\$1,731.70	\$0.00	\$0.00	\$1,731.70	\$0.00	\$1,731.70	\$1,731.70
Warranty	\$0.00								
Internal	\$0.00								
Total	\$6.70								



But if we tried to Settle the RO with an open Time Entry, this message will pop up indicating there are open Time Slips.

To remedy the situation:

1. Set the Completion Status to "Open" for the RO in question
2. Open the Time Slip and give it a Date/Time Out, then save
3. Reset the Completion Status to "Closed" for the RO and then Settle.
4. Note: now both the Time Slip and RO cannot be edited or voided

End.

## 6. EDIT RULES (WHEN TIME SLIPS CAN BE EDITED)

Time Slips can be modified from the Time Slip List except:

- When they are applied to a Closed Repair Order (the Repair Order can be reopened and then the Time Slip can be adjusted)
- When they are applied to a Settled Repair Order (since there is no way to Unsettle a Repair Order, these time slips cannot be modified, and the Repair Order cannot be voided in this case as well).
- Note: In addition to being changed, a Time Slip Entry cannot be Voided if posted to a Closed or Settled RO

A Repair Order cannot be Voided if there is a Time Entry posted to it.