

WORK TASKS! COMPLETE A WORK TASK

OPTION 1: COMPLETE A WORK TASK FROM A TIME ENTRY

DIRECTIONS:



Time Entry

1a

Time Entry



1b

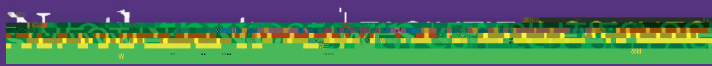
Time Entry

Generate (+)

1a



Work Task: Add a Time Entry



O&M TECHNICIANS & SUPERVISORS WORK TASKS! COMPLETE A WORK TASK

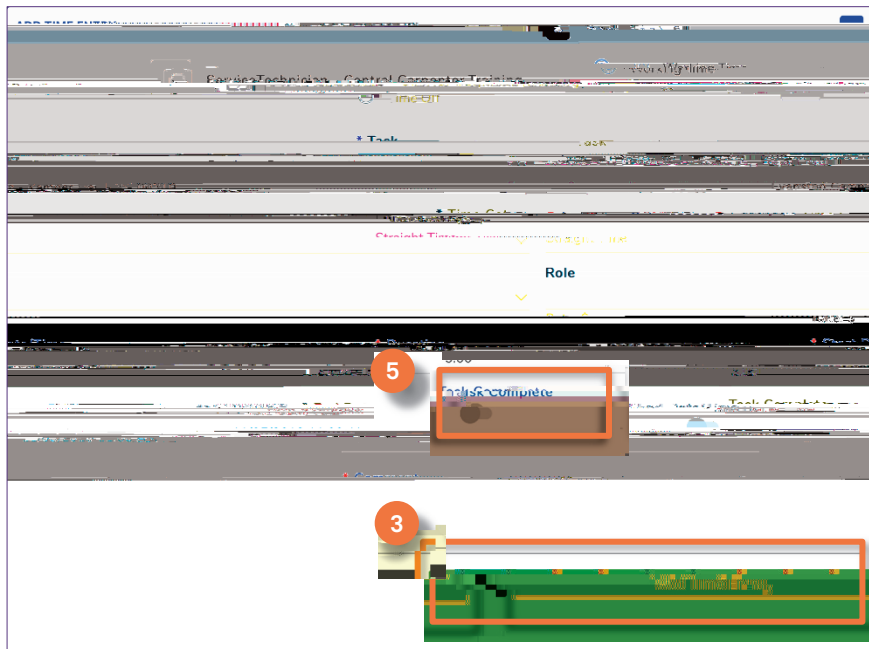
DIRECTIONS:



3 Add Time Entry

IMPORTANT

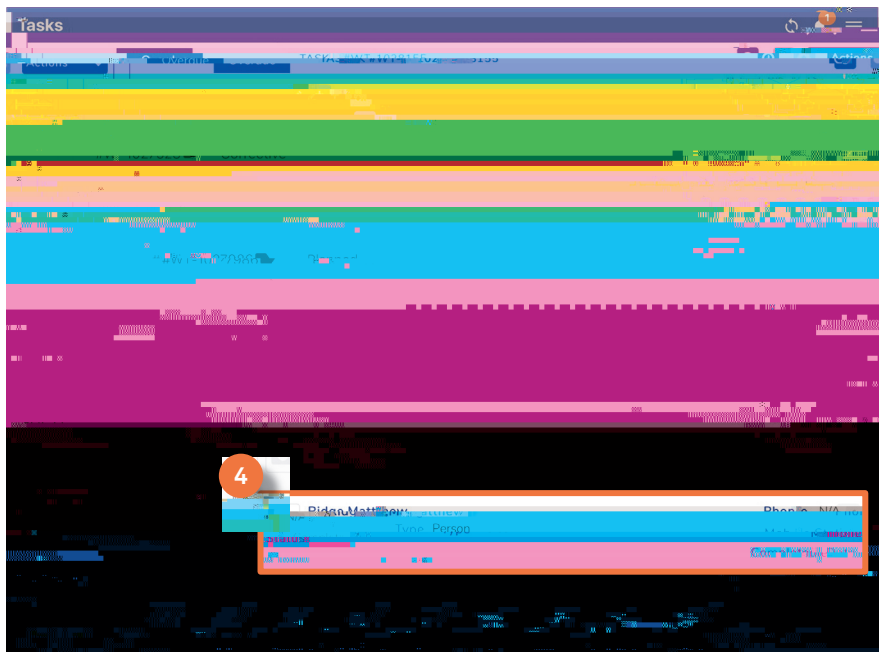
Remember to

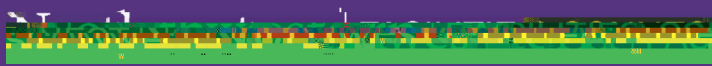


Time Entry

Work Task Details

4 Remember to Complete and Save Data Entry





OPTION 2: COMPLETE A WORK

DIRECTIONS:

Er _____ Res _____ in _____
 Ta _____ Ac _____ Mer _____
 1 _____ Ac _____ Mer _____

Time
Work

