



LABOUR HOURS ACTIVITIES



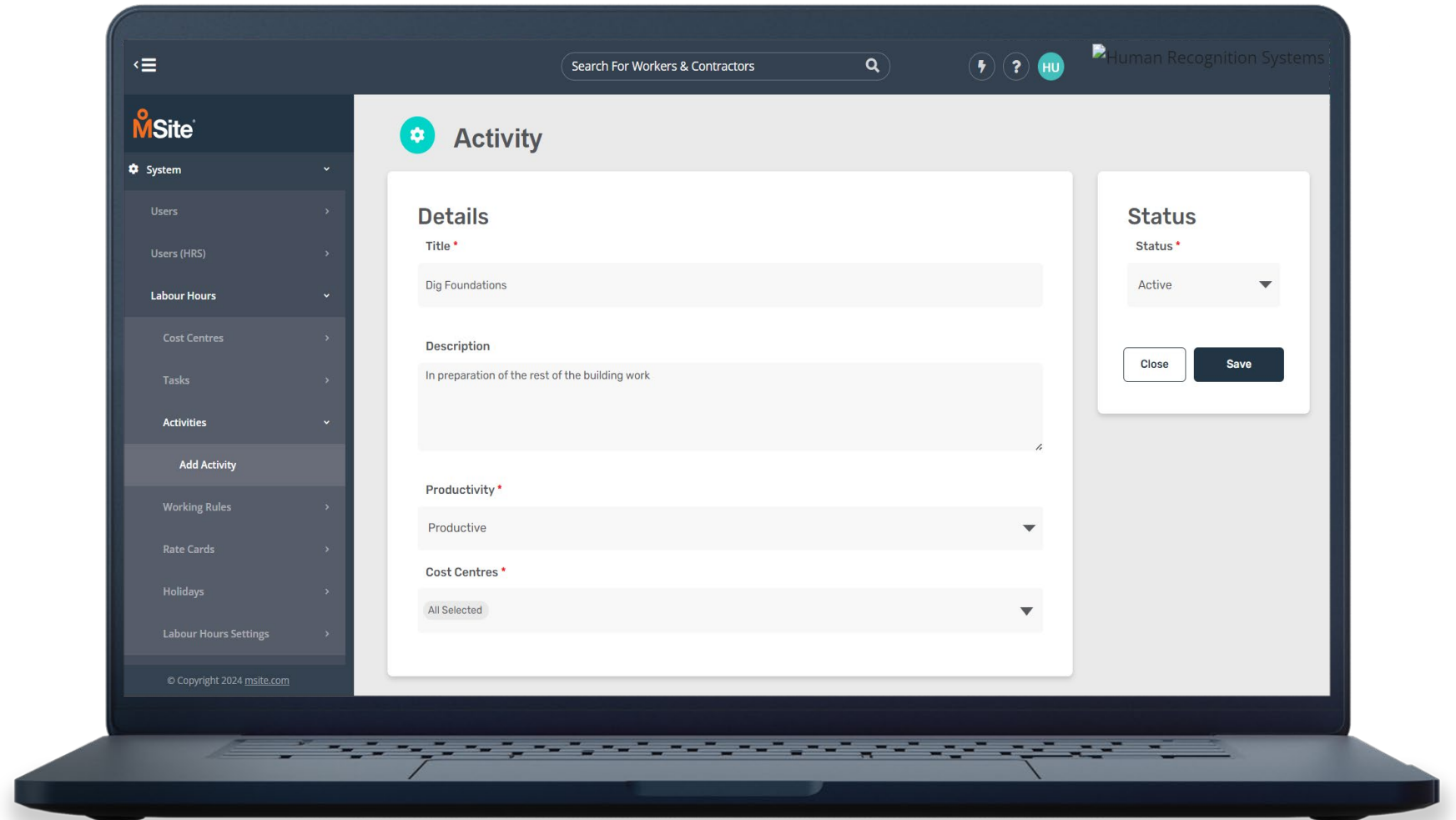
Be Safe. Be Productive. **Be One.**

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Activities

The activity relates to specific tasks set, In this example, digging foundations.

- In the **MSite Toolbar** on the left, select:
 - **System ➡ Labour Hours ➡ Activity ➡ Add Activity**
- Add a Title and Description to the **Activity**
- Set it as **Productive** or **Non-Productive** & assign this task to the relevant cost centre.
- Then set the **Status** as **Active** or **Inactive** on the right-hand side of the screen.



The screenshot shows the MSite web application interface on a laptop. The left sidebar contains the MSite logo and a navigation menu with items: System, Users, Users (HRS), Labour Hours, Cost Centres, Tasks, Activities, Add Activity, Working Rules, Rate Cards, Holidays, and Labour Hours Settings. The main content area is titled 'Activity' and contains a form with the following sections:

- Details**
 - Title ***: Dig Foundations
 - Description**: In preparation of the rest of the building work
- Productivity ***: Productive
- Cost Centres ***: All Selected

On the right side of the form, there is a **Status** section with a dropdown menu set to 'Active' and two buttons: 'Close' and 'Save'.



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