

LABOUR HOURS ACTIVITIES



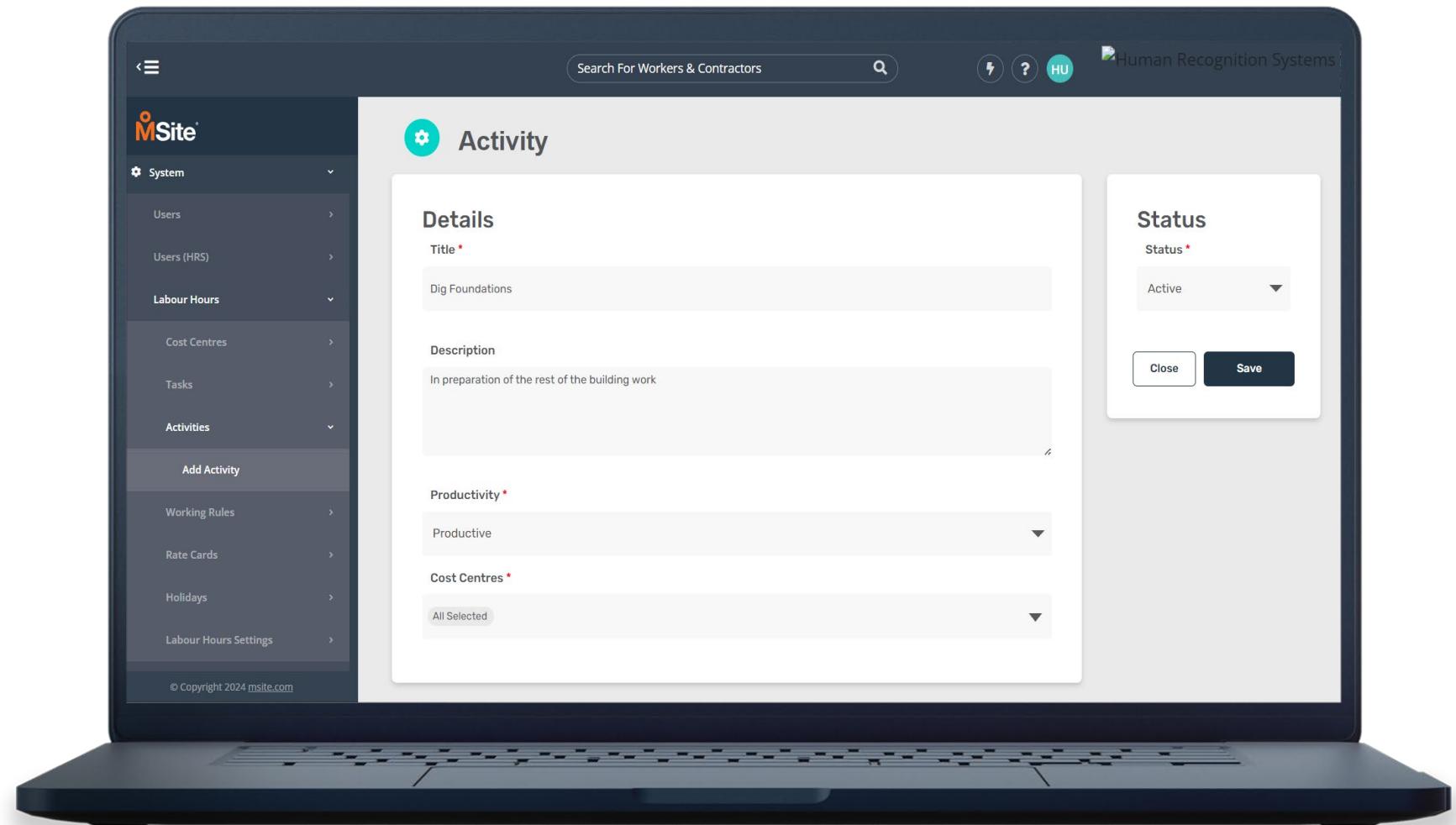
LABOUR HOURS ACTIVITIES

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.





Be Safe. Be Productive. Be One.