



LABOUR HOURS TASKS



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

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Tasks

Set **tasks** or roles being conducted on site which may have individual rates assigned to them. For example, trench digging or brick laying.

- In the **MSite Toolbar** on the left, select:
 - **System** ➡ **Labour Hours** ➡ **Tasks** ➡ **Add Task**
- Add a **Title**, What **Activities** the Task relates to.
- Then select what **Project Group** & **Projects** the task is assigned to & whether to set Auto Grow for **Project Groups** & **Projects**.

The screenshot shows the MSite 'Add Task' form. The left sidebar contains the MSite logo and a navigation menu with items like Safety, Sustainability, Deliveries, Alerts & Notifications, Reports, System, Users, Labour Hours, Cost Centres, Tasks, Add Task, Activities, Working Rules, Rate Cards, Holidays, Labour Hours Settings, Sites, and Induction Types. The main form area is titled 'Task' and has a search bar at the top. The form fields are as follows:

- Title:** Trench Digging
- Activities:** General Site Activity
- Project Groups:** All Selected
- Projects:** Test Site
- Contractors:** All Selected
- Trades:** Groundworks in Draining, Kerbs & Paving
- Auto Grow Project Groups:** ☐
- Auto Grow Projects:** ☐
- Auto Grow Contractors:** ☐
- Exempt from attendance hours mismatch (e.g. holiday):** ☐
- Payable:** ☐
- Always requires notes:** ☐
- Status:** Inactive

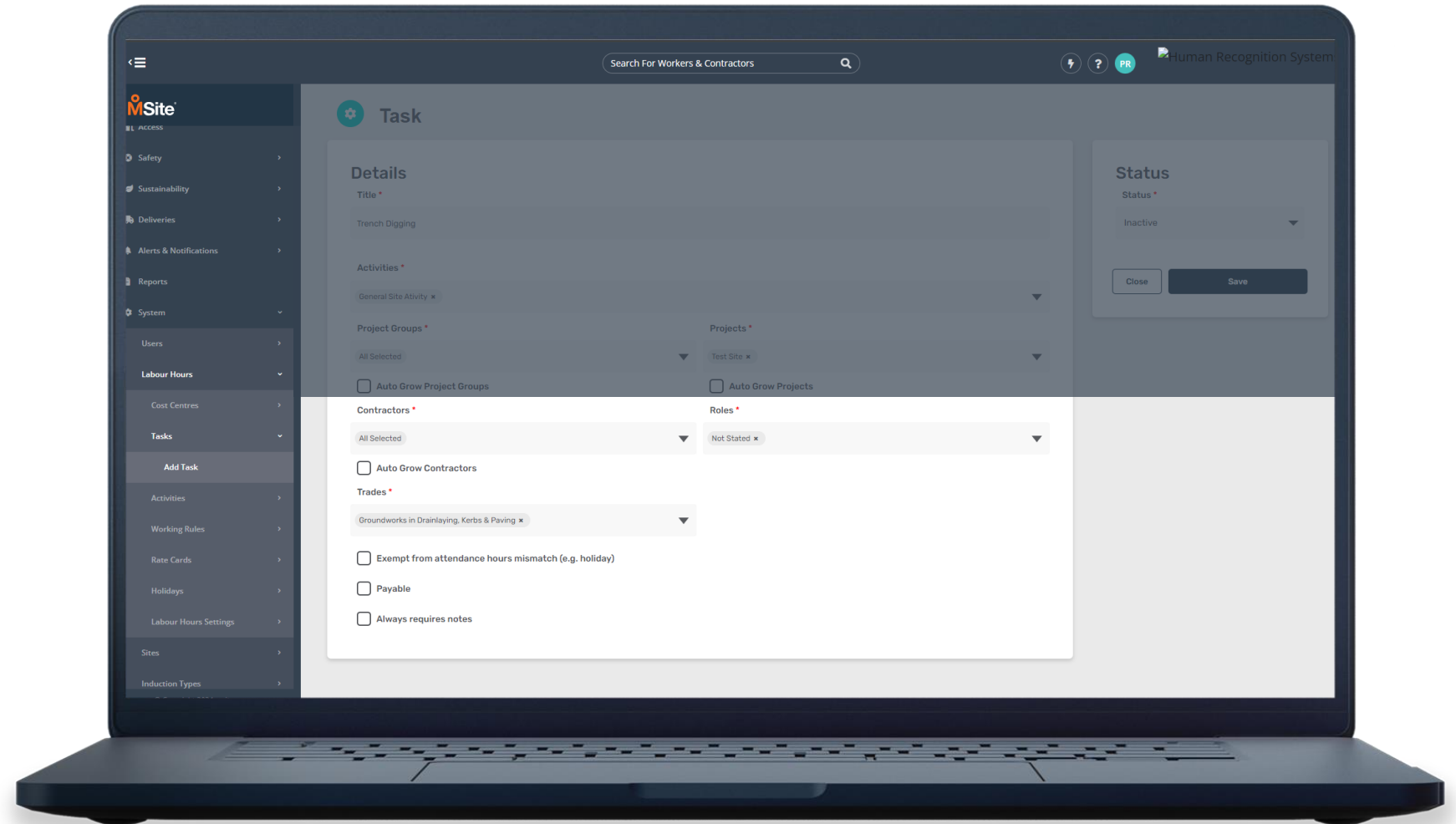
Buttons for 'Close' and 'Save' are located at the bottom right of the form.

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You have the option to configure individual settings for each task, such as deciding if it should be marked as **payable** or if it **always requires notes**, offering full customisation for each specific task.

- Choose which **Contractor & Roles** the **Task** is assigned to.
- Select the **Auto Grow Contractors** option if required, then specify what **Trades** the **Task** can apply to.
- Next, select whether the task is **Exempt from attendance hours mismatch**, **Payable** or **Always requires notes**.
- Then set the status as **Active** or **Inactive** & select **Save**.





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