

LABOUR HOURS TASKS

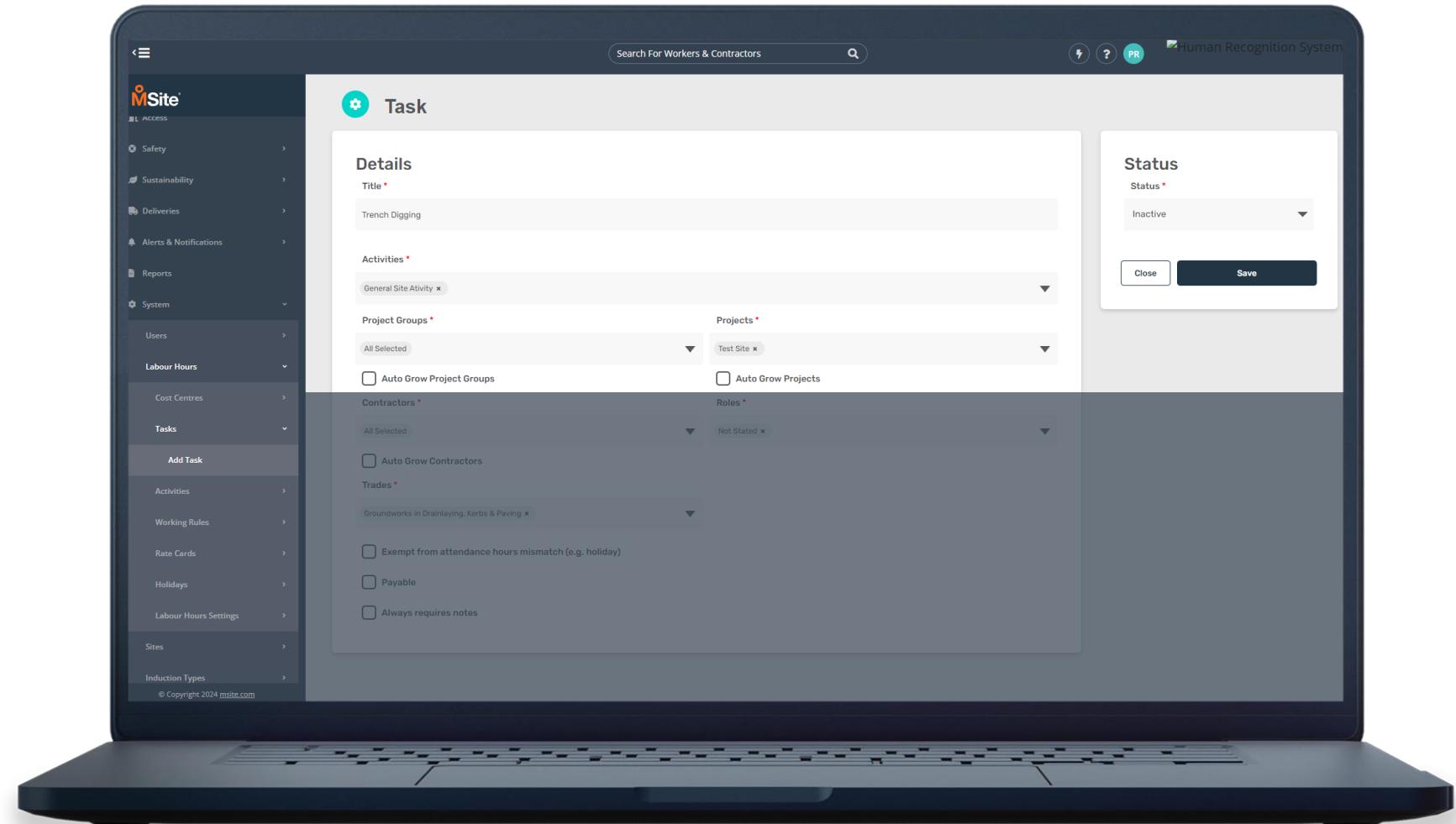


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Tasks

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**.

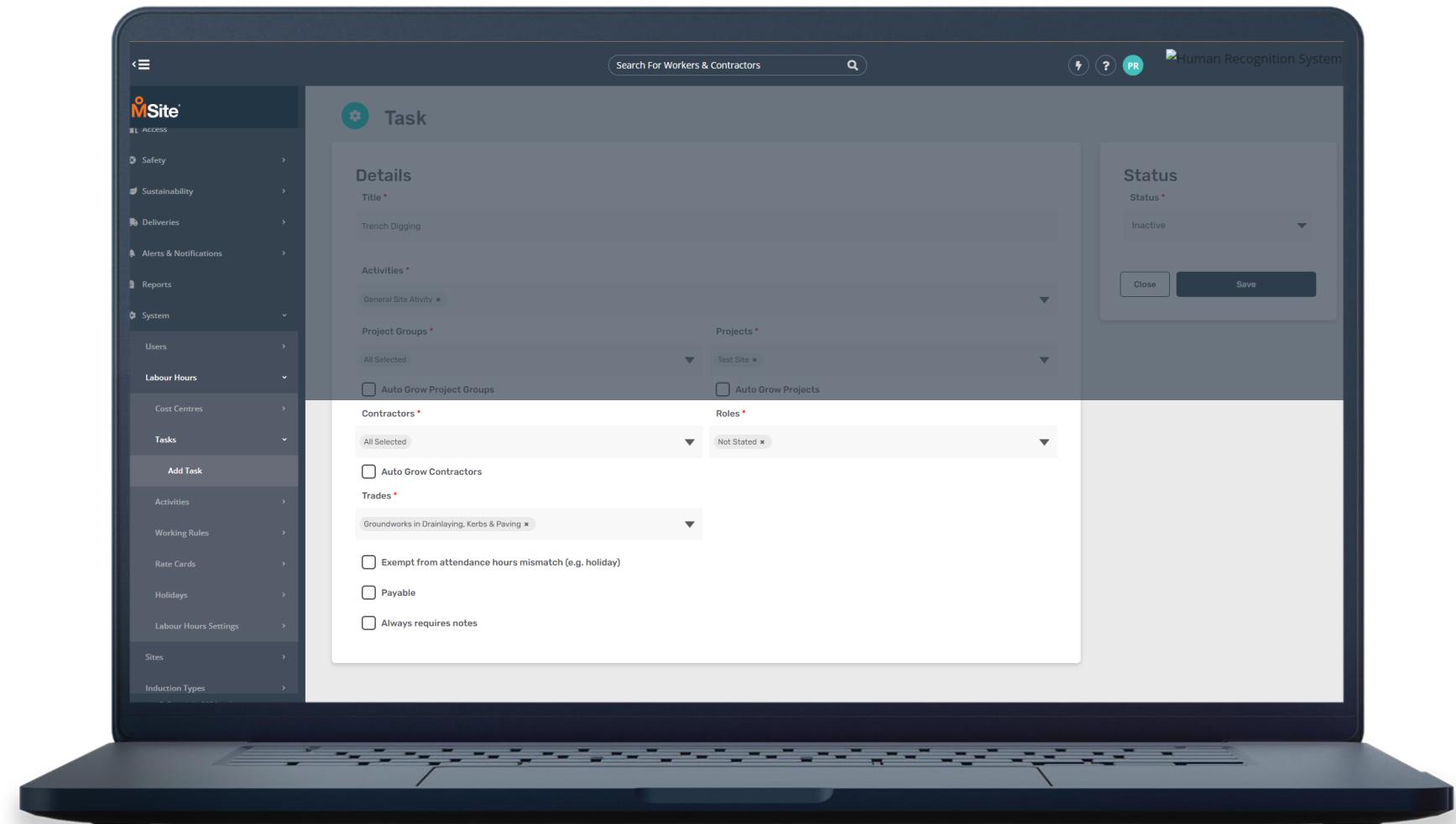


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Tasks

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**.





Be Safe. Be Productive. Be One.