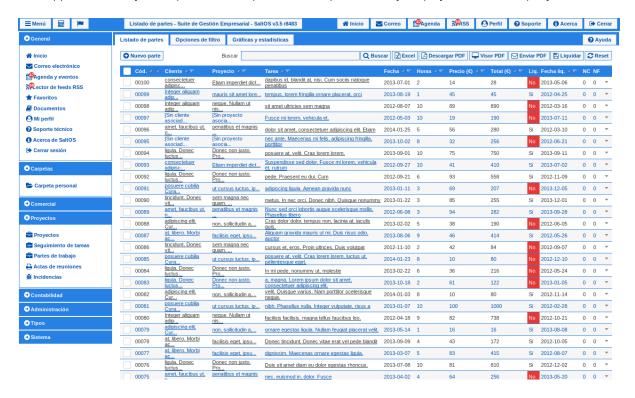
# **Working Parties**

This application lets you keep track of all parts of work performed by employees in the company.



## List of working parts

In the working parts list you will find the most important pillars of registration:

- Ref.: Numeric code that identifies the job.
- Customer: For customer has done the job.
- Project: Name of the project on which it will load the work
- Task: Descriptive name of the work performed.
- Date: The date the work was performed.
- Hours (\*): Hours were taken to complete the work.
- Price (\*): Price hour depending on the job category.
- Total (\*): Total amount of work done.
- Liq.: Determines whether the part is liquidated. The unsettled parts are marked with a red background.
- Date liq .: Settlement date of the party.
- NC: Number of comments entered on this part.
- NF: Number of files linked this part.

(\*) At the end of listing the sum of these columns is included, note that the result only includes the visible columns per page.

Remember: The events can be arranged by dragging them to the user folder you want.

#### **Listing Options**

On each record. You can perform a series of actions that are represented by the following icons:

- Q 🖋 🛍 Check / Edit / Delete Record.
- This action will lead to the creation of a new record using data selected.
- Download PDF with log data. (más info sobre PDF)
- Show data through-PDF Viewer.
- Prepare an email with the selected record attached as PDF file.

This list also features the following:

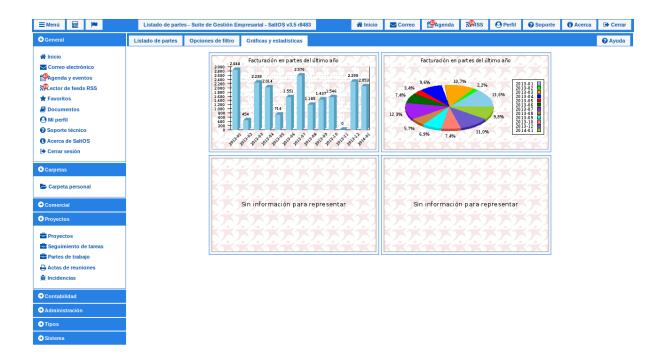
- 🗓 Export the list of all the working parts to a file with Excel format.
- Download the selected file format parts. PDF.
- $\blacksquare$  Display the selected format parts. PDF on screen.
- Prepare a mail with the selected parts attached as PDF files.
- 🖺 Liquid selected parts indicating the date hereof.

#### **Filter Options**

For more information about the filter options listed in the ayuda general.

#### **Options graphs and statistics**

In this tab you can see statistics about parties performed the last year and the top 10 most active customers.

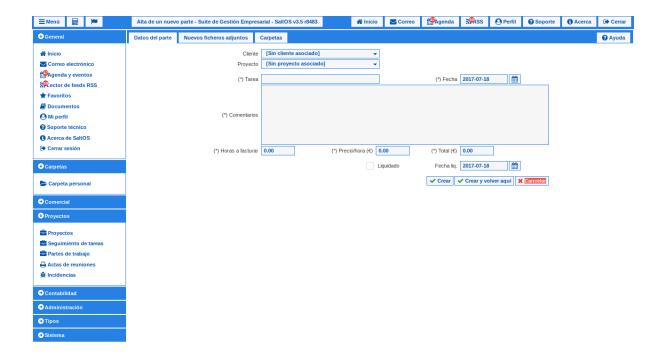


## Form working parts

This is the application of parties working with it can add, modify and view all data on expenditures classified in different tabs: main data, attachments, maturity, data on the registry modifications and assignments to folders.

## Tab Details of work

In this tab you can view and modify the main data part. Here we relate all information fields.



- Customer: To link the client for whom the work is done.
- **Project:** To link the project that included this work.
- Name (\*): Descriptive name of the research.
- Date (\*): Date of work.
- Comments (\*): To add data or important notes related work.
- Hours (\*): Hours have been used to perform the work.
- Price (\*): Unit price.
- Total (\*): Total amount of work performed, calculated by the application field.
- Liquidated: Selector to determine if the part is liquidated.
- Date Liq .: Settlement date of the party.
- (\*) Required when creating or modifying a part Campos.

## **Comments Tab**

For more information about the filter options listed in the ayuda general.

### **Attachments tab**

For more information about the filter options listed in the ayuda general.

#### **New comments tab**

For more information about the filter options listed in the ayuda general.

## **New Files Tab**

For more information about the filter options listed in the ayuda general.

## **Registry Data Tab**

For more information about the filter options listed in the ayuda general.

#### **Tab Folders**

For more information on Folder Options ayuda general.