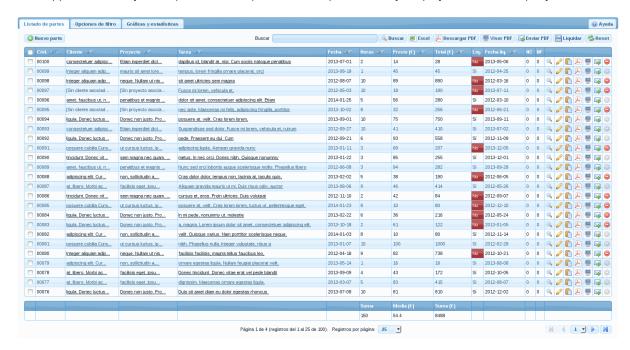
Working Parties

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:

- ■
 □: Check / Edit / Delete Record.
- 1: This action will lead to the creation of a new record using data selected.
- P: Download PDF with log data. (más info sobre PDF)
- 9: Show data through-PDF Viewer.
- W: Prepare an email with the selected record attached as PDF file.

This list also features the following:

- <a>e Export the list of all the working parts to a file with Excel format.
- P: Download the selected file format parts. PDF.
- 🖳 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.

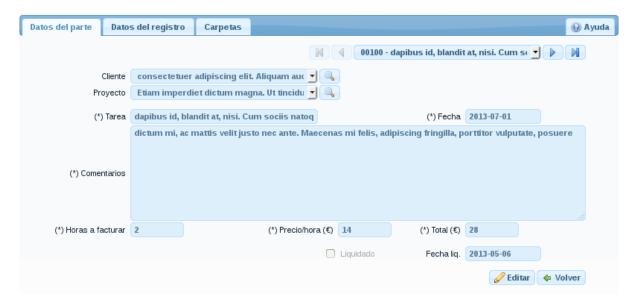


Form working parts

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.