Prohub Time & KPI Recorder

Entering Activities Guide

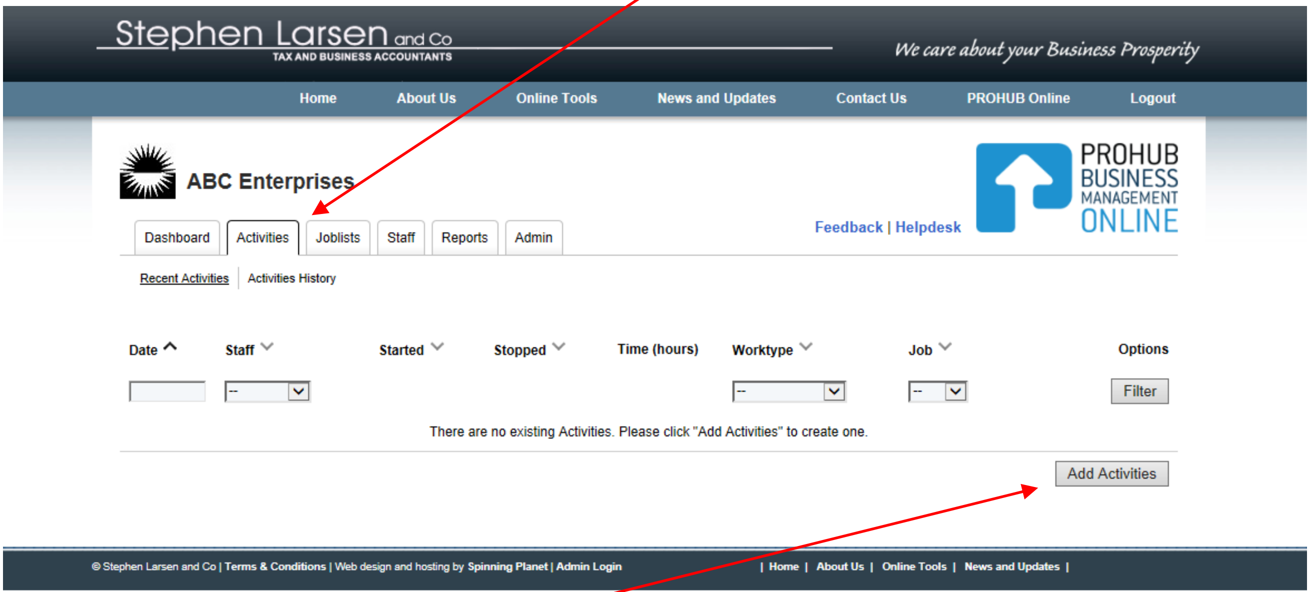
Version 1.1

For more information and other guides please visit www.stephenlarsenandco.co.nz

Prohub Time & KPI Recorder – Entering Activities Guide

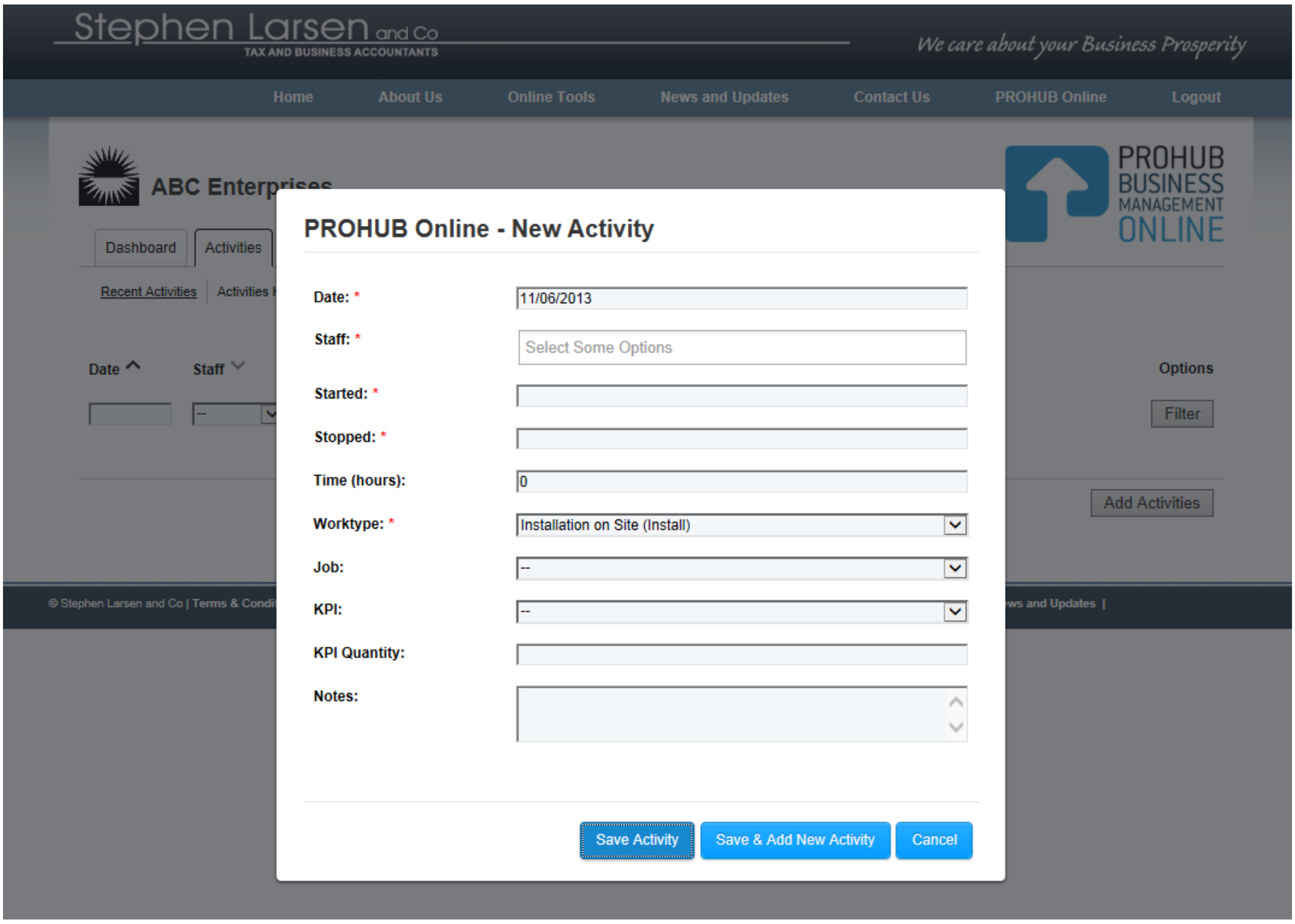
Before you can enter Team Members Activities you must have completed the set-up stages first. If you haven't done this then go back to the Setup Guide and follow the steps in that guide.

To enter Activities you simply click on the Activities Tab.



Then click on Add Activities

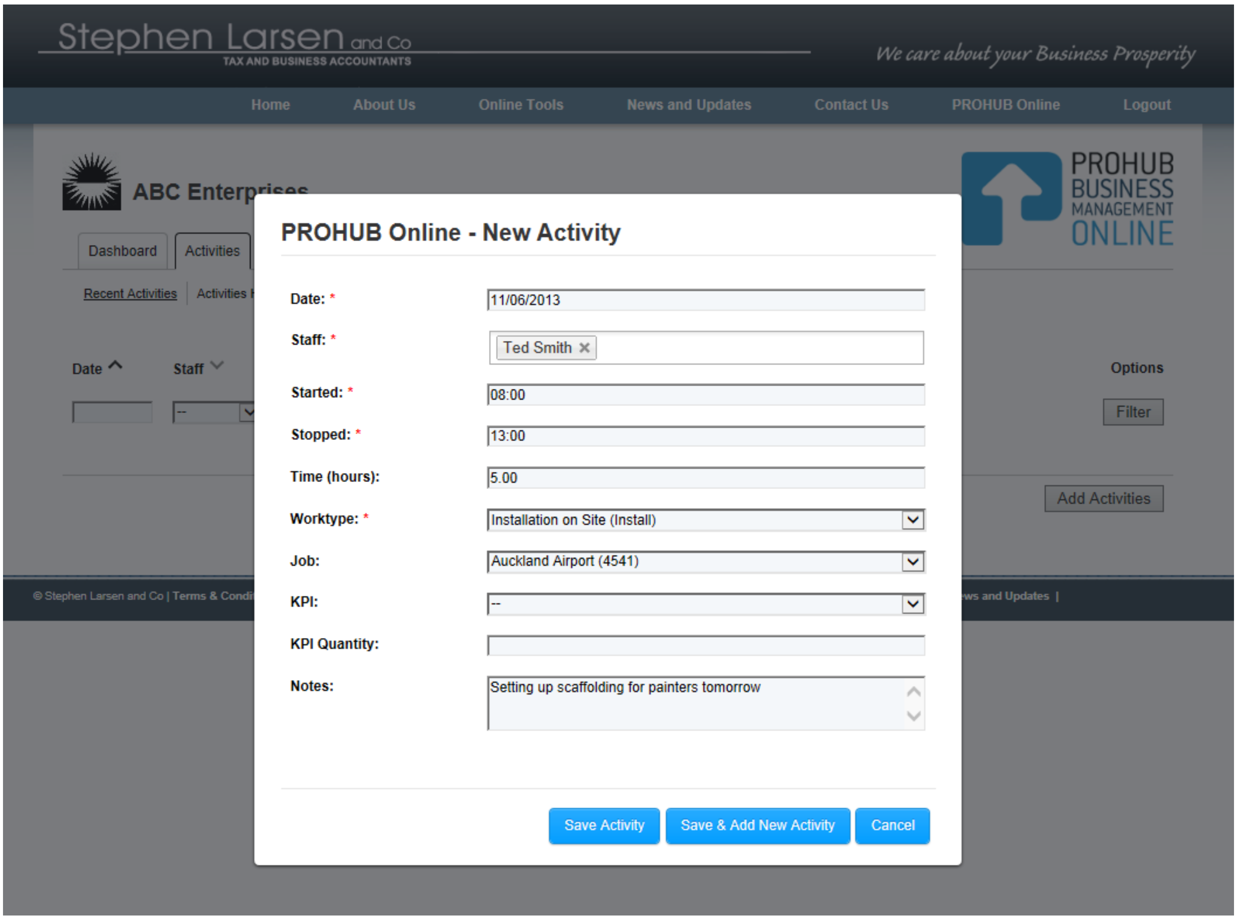
You now have a window like this appear.



Now you can start to enter each Team Members Activities. Follow these steps.

1. Select the date your Team Member did an Activity
2. Choose the Team member from the Staff field
3. Enter the Start Time – note this has to be entered in 24 hour time
4. Enter the Stopped Time – note this has to be entered in 24 hour time
5. Now choose the work type that the Team Member did in this time
6. Now can choose a Job that the Team Member worked on if you wish – note this is not compulsory
7. Now can choose a KPI that the Team Member did in this time if you wish – note this is not compulsory
8. You can enter the quantity of KPI's the Team Member did in this time if you wish – note this is not compulsory
9. You can add notes re this activity – you may get these from the Team Members Time Sheet

Below is how a completed window may look:



Now you can either click on Save Activity if you have no more activities to enter or you can click Save & Add New activity if you have another Activity to enter.

Now your data will appear on the Activities Tab and will also start to record data on the dashboard.

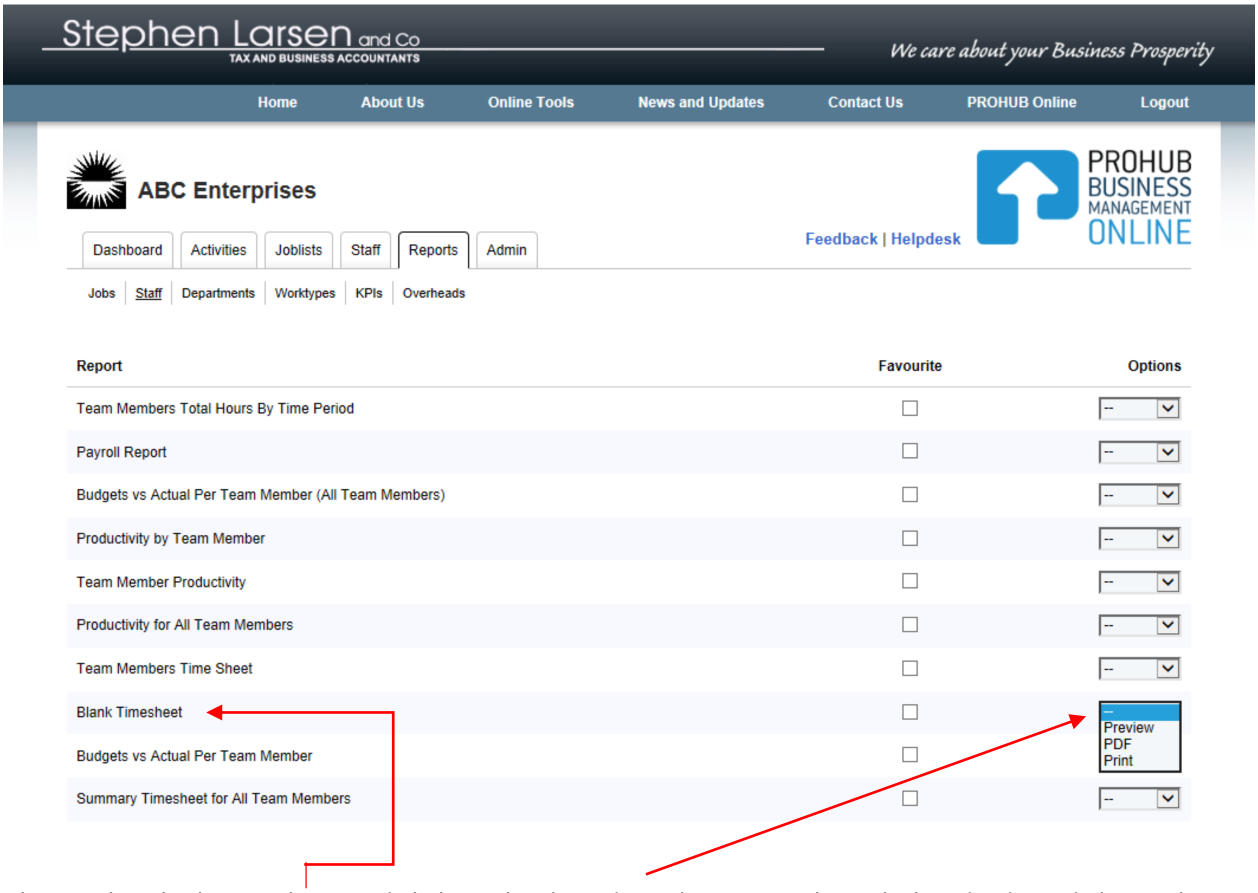
If you have Admin rights you will be able to edit your data entry.

For data that is older than 3 days click on the Activities History tab to see that.

What is the best way to get data from your Team members?

Every business will be different but the best way will most likely be to get your Team Members to fill out their Time Sheets. In the Reports Menu you can print off blank Time Sheets for your Team Members.

To do this go to the Reports Tab and then click on the Staff Tab and you will get this window.



Choose the Blank Timesheet and click on the drop down button on the right hand side and choose how you want to print them off and do this.

Some businesses may allow their staff to log-in themselves and enter their own times. Whatever you choose we strongly recommend that one person in the business is made responsible to check that everybody's time's are entered.

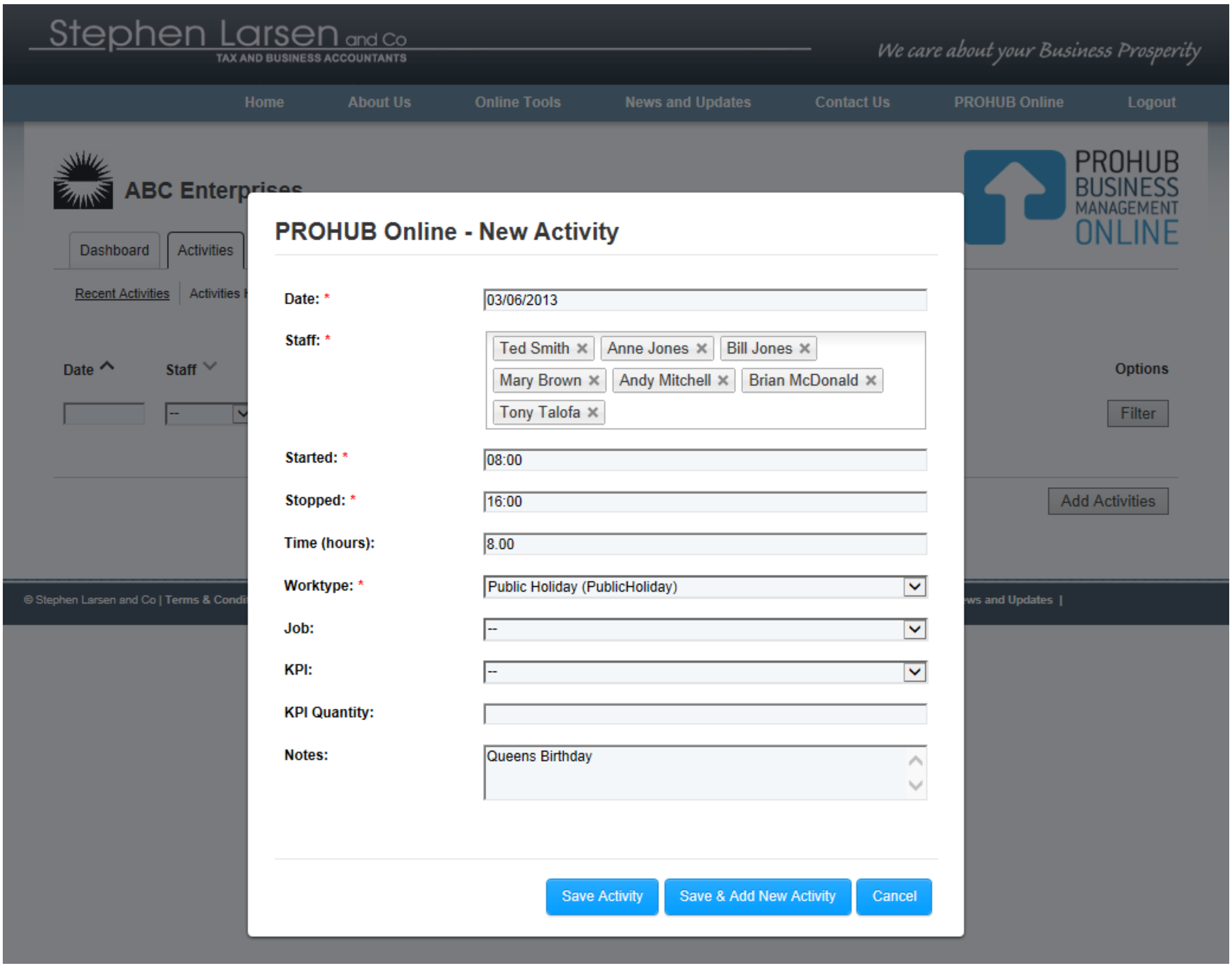
Entering Public Holidays data

To ensure that system works and reports correctly on your Team Members productivity you must enter data for your staff when they have a Public Holiday.

Follow these steps:

1. Go to the Activities Tab and click Add Activities
2. Enter the date of the Holiday
3. Choose all of the Team Members as shown below
4. Enter the Started and Stopped Time so that the Time calculates to 8 hours
5. Enter the Worktype as Public Holiday
6. In the Notes out what the Public Holiday is
7. Click Save Activity

This will now enter a Public Holiday for all the staff you have chosen.



Entering Annual Leave or Sickpay Days data

To ensure that system works and reports correctly on your Team Members productivity you must enter data for your staff when they take Annual Leave or have a Sickpay Day.

Follow these steps:

1. Go to the Activities Tab and click Add Activities
2. Enter the date of the Holiday
3. Choose the Team Members as shown below
4. Enter the Started and Stopped Time so that the Time calculates to 8 hours
5. Enter the Worktype as either Annual Leave or Sick pay depending on what type of day it is
6. Click Save Activity