proteus mmx

PROTEUS MMX TRAINING MANUAL – PERSONNEL & LABOR CRAFTS

EAGLE TECHNOLOGY, INC.

eagle
TECHNOLOGY

CONTENTS

LABOR CRAFTS

1. OVERVIEW

The **Labor Craft** page in the **Personnel** Functional Area is used to record and continually maintain all classifications of maintenance personnel by a specific craft, skill level, or function. Through this page, labor crafts are also associated with employees.

The fields listed in the Record Navigator are:

- Labor Craft Code
- Description
- Rate 1
- Rate 2
- Rate 3
- Rate 4
- Rate 5

Labor Craft Code	Description	Labor Craft Rate 1	Labor Craft Rate1 Currency	Labor Craft Rate 2	Labor Craft Rate2 Currency	Labor Craft Rate
umb						
JMB Day Eng	UMB Day Engineer	0.00		0.00		
JMB Day Jan	UMB Day Janitorial	0.00		0.00		
JMB Utility Mntc	UMB Day Utility	0.00		0.00		

Record Navigator (Labor Craft)

The Labor Craft designates a single craft or skill level. Implement a numbering scheme that best meets the needs of the department. For example:

MECH01	Mechanic, entry level
HVAC02	Heating/Air Conditioning Technician, expert
ELEC03	Electrician, supervisor
OC01	Outside Contractor

2. DETAILS

The Details Tab consists of only labor craft fields. These fields are:

- Labor Craft Code
- Description
- Rate 1
- Rate 2
- Rate 3
- Rate 4
- Rate 5

There may be up to five (5) different labor rates for each employee, such as regular time, overtime, and double time. Conversely, each rate could be assigned to a shift. For example: use Rate 1 as first shift, Rate 2 as second shift, Rate 3 as third shift, Rate 4 as time and a half, and Rate 5 as double time or holiday time.

Each employee may be assigned to multiple labor crafts. Each labor craft will likely have more than one employee assigned to it.

Work Orders use labor rate along with hours worked to calculate maintenance costs. Labor crafts are also assigned to tasks and used to link labor and tasks on a work order. For generic-type tasks, all employees should be assigned a general labor craft.
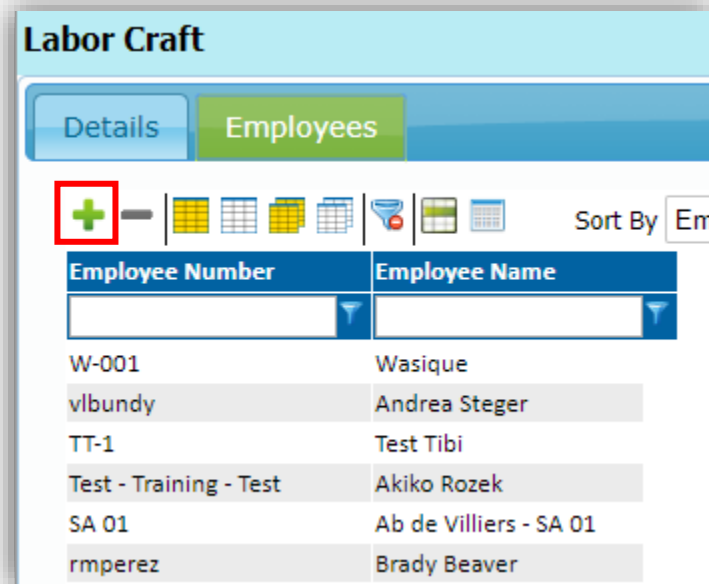

Details Tab

3. EMPLOYEES

The Employees Tab consists of a field to add employees to an existing or newly created labor craft. Many employees can be assigned to a single labor craft.

TO ADD AN EMPLOYEE TO A LABOR CRAFT:

1. Open *Labor Crafts* from the *Personnel* Functional Area.
2. Under the Employees tab, select *Add* and select an Employee from the pop-up.
3. Confirm your selection.

EMPLOYEES

1. OVERVIEW

The **Employees** page in the **Personnel** area is used to record and continually maintain all personal employee information. Each employee that is to use Proteus MMX should have their information entered in this section. This page is also used to associate existing labor crafts to employees.

Before the employees can access Proteus MMX, the Administrator should:

1. Set up the employee in **Personnel > Employees**
2. Assign a User Login that is established and configured through **Rights > Users**

The fields listed in the Record Navigator are:

- Employee Number
- Employee Name
- Start Date
- Address 1
- Address 2
- City
- State
- Zip Code
- Phone Number
- Fax Number
- Mobile Number
- Email Address
- Web Page
- Facility
- Division
- Department

Record Navigator (Employees)

2. DETAILS

The Details Tab consists of an employee's personal and contact information. The fields on this page are:

- Employee Number
- Employee Name
- Start Date
- Division
- Department
- Address 1
- Address 2
- City
- State
- Zip Code
- Country
- Phone Number
- Mobile Number
- Fax Number
- Email Address
- Facility
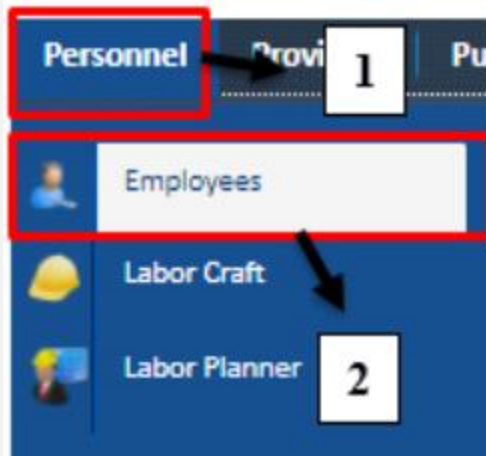- Web Page

Details Tab
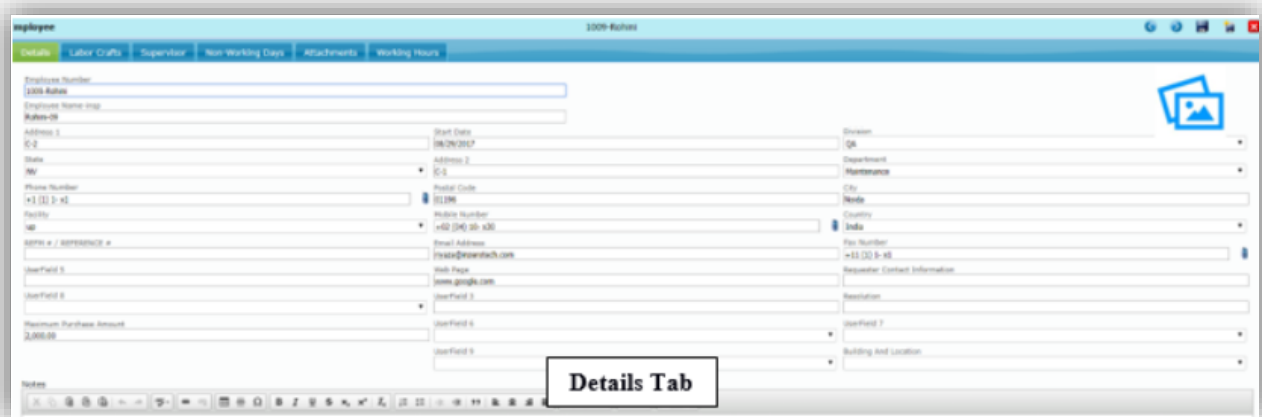
3. WORKING HOURS

This function gives you the ability to track the schedule of individual employees. You're able to view days of the week the employee works, you can also view the **Start Time** & **Stop Time** of each of those days. At the bottom of the page, there's a field name **"Total available hours per week:",** this field gives you the sum number of hours an employee works a week.

Proteus MMX gives you the ability to alter the days and hours of work for an employee. You can do this by:

1. Going to the **Personnel** module
2. Clicking on **Employees,** from the drop-down menu
3. Selecting an employee's record from the **Employees Navigator**
4. Clicking on the **Edit** icon
5. Clicking on the **Work Hours** tab (located to the right; next to the **Attachments** tab)

Once you've reached the Work Hours interface, you can configure the days of work by marking or unmarking the checkboxes, located to the left of the listed days. You can configure the hours of work, by clicking the clock icon, located to the right of the entry field. A pop-up will appear, enabling you to configure the work hours.

4. LABOR PLANNER

The Labor Planner gives you an overview of all employees and their associated labor crafts. It also shows you fields such as Available Hours, Non-Working Days, Hours Remaining, Shift Hours, and Work Day.

You can access the Labor Planner in Proteus MMX, by following these steps:

1. Go to the **Personnel** module
2. Click on **Labor Planner**

Once you've accessed the Labor Planner, you'll have the option to utilize drop-down menus to narrow your search results for Facility, Location, Week, and Shift **(1).** You can also utilize the Search Bar, located under the drop-down menus, to find a specific employee **(2).** To print the Labor Planner, you will simply press the **Print** icon located in the top-right corner of the page. **(3)**
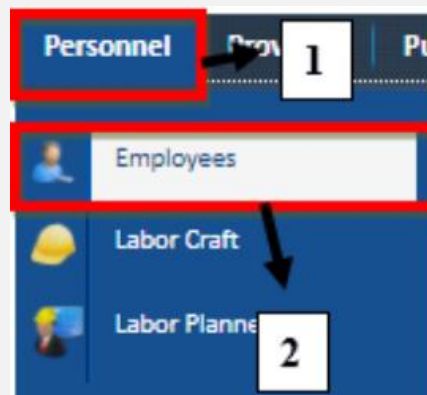

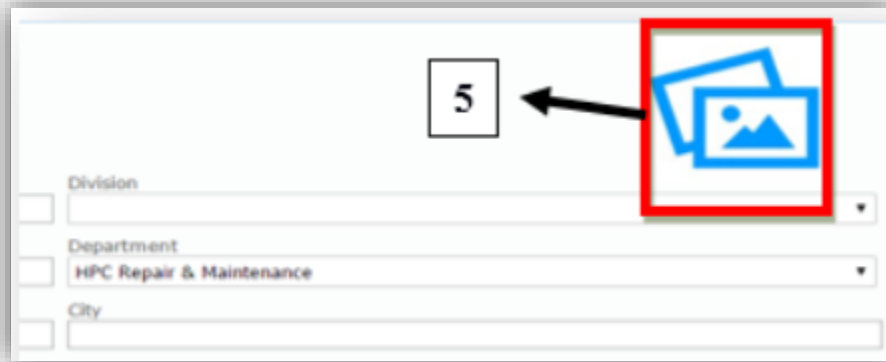| Name	Labor Craft	Avail. Hours	PM	Non-Working Days	Hours Remaining	Shift Hours	Work Day
EagleMMX		56	0%	0	56	8	00:15 - 08:15
Emily Connor	Technic Multiskilled craft-1	63	0%	0	63	9	07:30 - 16:30
Emily Connor	Technic Multiskilled craft-2	63	0%	0	63	9	07:30 - 16:30
Howard Reynalds	Technic Multiskilled craft-1	45	0%	2	45	9	07:30 - 16:30
Howard Reynalds	Technic Multiskilled craft-2	45	0%	2	45	9	07:30 - 16:30
John Smith	Technic Multiskilled craft-1	33	37%	2	20	9	07:30 - 16:30
Ramesh Ramchand	Technic Multiskilled craft-1			0			
Андрее Владислав Алексеевич		56	0%	0	56	8	00:15 - 08:15

5. IMAGE UPLOAD ICON (EMPLOYEES)

This feature gives you the ability to upload an image of the employee, directly from the Detail page. To access this feature, you must:

1. Go to the **Personnel** module drop-down
2. Select **Employees**
3. Select an employee's record
4. Click the **Edit** icon
5. Scroll to the right, to locate the **Image** icon

6. RELATED INFORMATION

WORK ORDERS:

The Work Orders link consists of a read-only listing of the work orders and schedules that have the selected employee assigned to a task. The fields on this page are:

- Job Number
- Work Order Number
- Start Date
- Activation Date
- Required Date

7. LABOR CRAFTS

The Labor Crafts Tab consists of a location to add labor crafts to an employee. Multiple labor crafts can be added a single employee. The fields on this page are Labor Craft Code and Description.
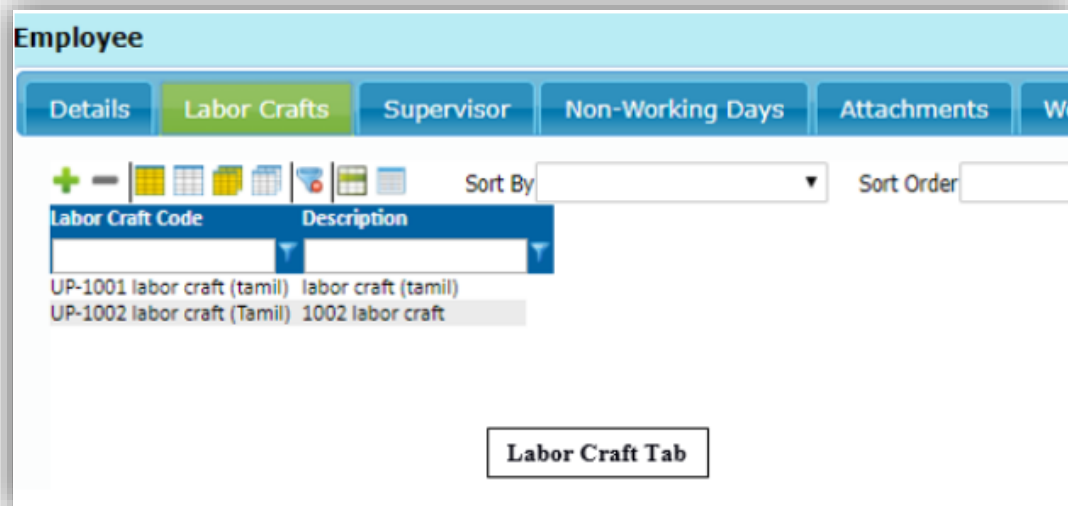
TO ADD A LABOR CRAFT TO AN EMPLOYEE:

1. Open the **Employees** page from the **Personnel** Functional Area.
2. Under the Labor Crafts tab, select **Add** and selec.t a Labor Craft from the pop-up.
3. Confirm your selection and select the **Add** icon
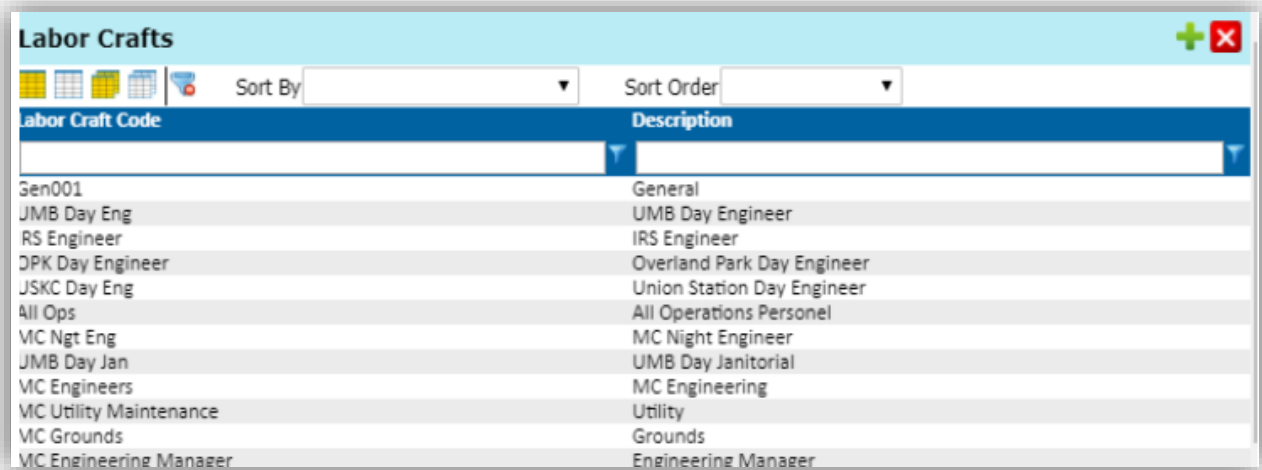
8. SUPERVISORS

The Supervisors tab allows the user to assign a supervisor to the selected employee. The available supervisor list comes from the employees already entered into the system.

Note: Employees can only have one Supervisor.

TO ADD A SUPERVISOR TO AN EMPLOYEE:

1. Open the *Employees* page from the *Personnel* Functional Area.
2. Under the Supervisor tab, select **Add** and select a name from the drop-down list.
3. Confirm your selection and select the *Save* icon.
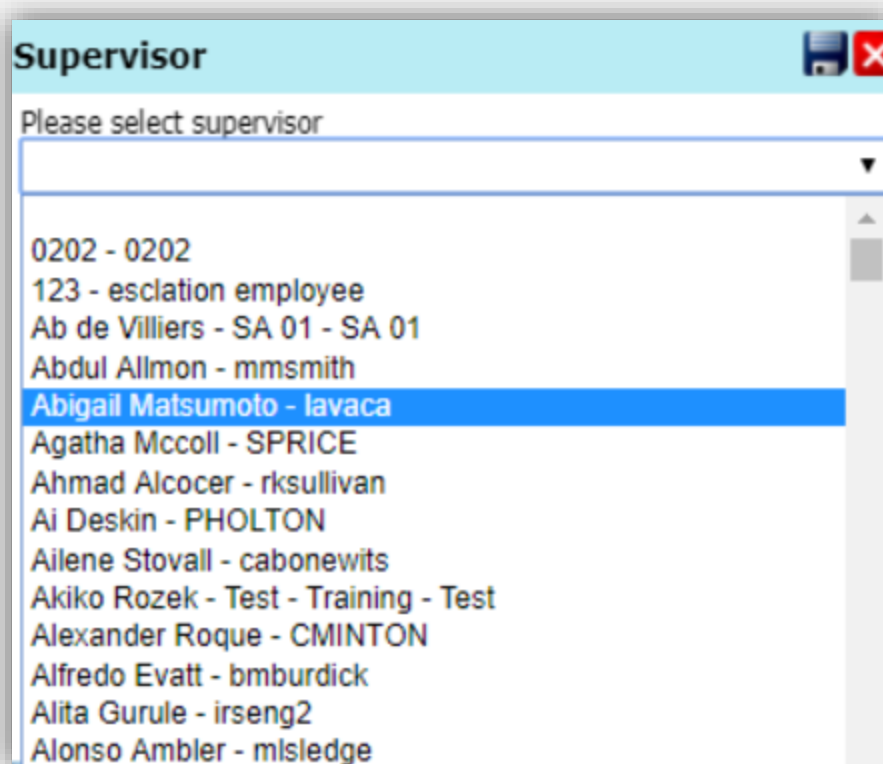
9. NON-WORKING DAYS

The Non-Working Days Tab allows the user to select specific non-working days for this employee. By default, the Company Non-Working Days that are set up in Settings will reschedule the entire work order if it falls on a non-working day. However, the Employee Non-Working Days will change the start date of the labor/tasks specific to that employee if it falls on his/her non-working day if the Work Order is assigned to the associate.

If a day is highlighted, it is marked as a non-working day. To change the status of a day, simply select the date.
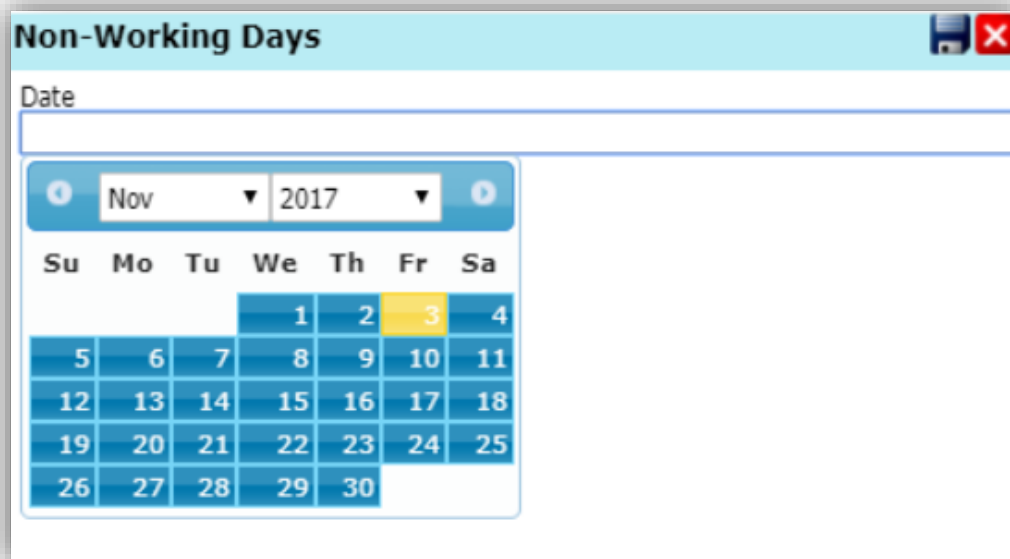
10. ATTACHMENTS

The Attachments tab allows the user to attach documents associated with the new or current user.

To add an attachment, on the **Attachments** tab, select the *green (+) sign* **(1).** Find the file you want to attach (just like adding an attachment to an email). If the attachment is in the current attachment folder, you can click the *Attach (Paperclip)* icon in the top left of the window. If it is not in the current folder, you can select *Choose File* **(2),** which allows you to search any drive/folder and add a file to the asset attachments. Select the file to be attached, then select the *Upload* icon **(3).** The attachment will be uploaded to the asset attachments, and appear in the attachments folder in the future. Any type of file can be attached to an asset. It can be viewed if the person trying to view the attachment has the proper tool to view the file type on their specific device. There is no limit to the number of attachments on an asset. An asset attachment is automatically added to the work order associated with the asset.