



PROTEUS MMX TRAINING MANUAL –
PERSONNEL & LABOR CRAFTS

EAGLE TECHNOLOGY, INC.



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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 Rate 2	Currency
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.



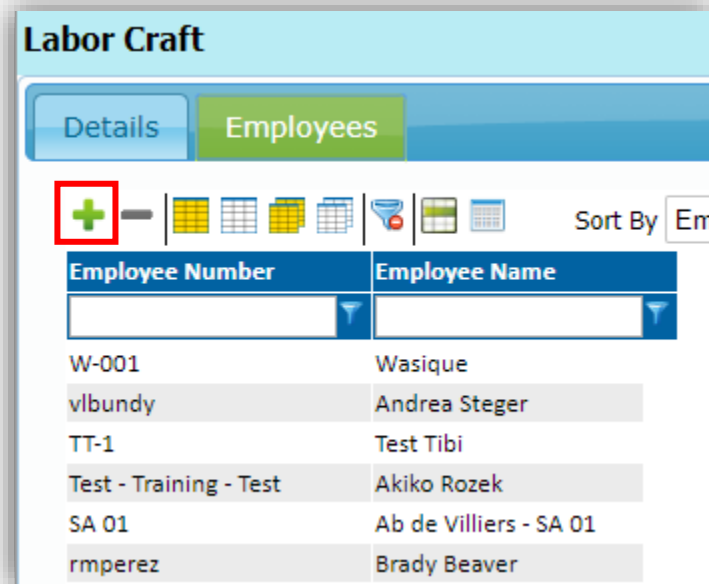
The screenshot shows a software window titled "Labor Craft" with a sub-header "UMB Day Jan". The window has two tabs: "Details" (selected) and "Employee". The "Details" tab contains several input fields for labor craft information:

- Labor Craft Code: UMB Day Jan
- Description: UMB Day Jan
- Labor Craft Rate 1: (empty)
- Labor Craft Rate 2: (empty)
- Labor Craft Rate 3: (empty)
- Labor Craft Rate 4: (empty)
- Labor Craft Rate 5: (empty)
- Requester Contact Information: (empty)
- REF # / REFERENCE #: (empty)
- UserField 1: (empty)
- UserField 2: (empty)
- UserField 3: (empty)
- UserField 4: (empty)
- UserField 5: (empty)

A box labeled "Details Tab" is overlaid on the bottom center of the form.

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:

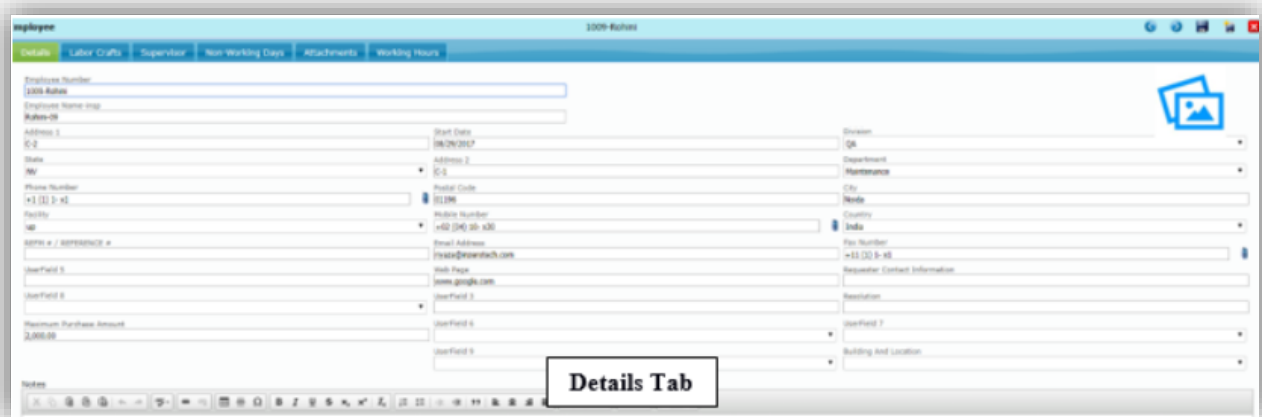
- Employee Number
- Employee Name
- Start Date
- Address 1
- Address 2
- City
- State
- Zip Code
- Phone Number
- Fax Number
- Mobile Number
- Email Address
- Web Page
- Facility
- Division
- Department

Employee Number	Employee Name	Email Address	Maximum Purchase Amount	Facility	Start Date	Address 1	Address 2
2001-Rohini(nadish)	Rohini-01(nadish)	nadisha@inzerotech.com	3,000.00 up		07/12/2017	sec-4	50
2002-Rohini(rahul)	Rohini-02(rahul)	knadish474@gmail.com	2,000.00 up				
2003-Rohini(zahid)	Rohini-03(zahid)	zahid@inzerotech.com	5,000.00 up				
2004-Rohini(306)	Rohini-04	zanidipa306@gmail.com	6,000.00 up				
2005-Rohini	Rohini-05		up				
2006-Rohini	Rohini-06		up				
2007-Rohini	Rohini-07	nadisha@inzerotech.com	up				
2008-Rohini	Rohini-08	nadisha@inzerotech.com	10,000.00 up		08/10/2017	12	11
2009-Rohini	Rohini-09	nyaza@inzerotech.com	2,000.00 up		08/29/2017	C-2	C-4
2010-Rohini	Rohini-10		up		08/29/2017	12	C-02
Emp-1016	Rohini-16	knadish474@gmail.com	3,000.00 up		09/04/2017	sec-4 noida	12

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



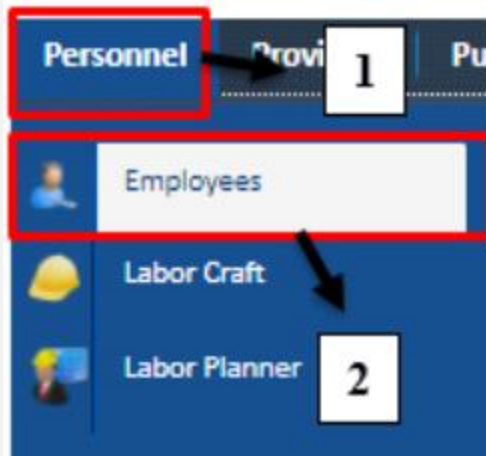
3. WORKING HOURS

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

Sort By Employee Number Sort Ord

Employee Number	Employee Name-insp	Email Address	Maximum Purchase Amount
1001-Rohini(nazish)	Rohini-01(nazish)	nazisha@inzerotech.com	1,000
1002-Rohini(rahul)	Rohini-02(rahul)	knazish474@gmail.com	2,000
1003-Rohini(zahid)	Rohini-03(zahid)	zahidi@inzerotech.com	5,000
1004-Rohini(306)	Rohini-04	zahidiqbal306@gmail.com	6,000
1005-Rohini	Rohini-05		
1006-Rohini	Rohini-06		
1007-Rohini	Rohini-07	nazisha@inzerotech.com	
1008-Rohini	Rohini-08	nazisha@izkerotech.com	10,000
1009-Rohini	Rohini-09	riyaza@inzerotech.com	2,000

3

Details Labor Crafts Supervisor Non-Working Days Attachments Working Hours

5

Working Hours

	Start Time		Stop Time
<input checked="" type="checkbox"/> Sun	3:00 PM	-	7:00 PM
<input checked="" type="checkbox"/> Mon	3:00 PM	-	7:00 PM
<input checked="" type="checkbox"/> Tue	3:00 PM	-	7:00 PM

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)**

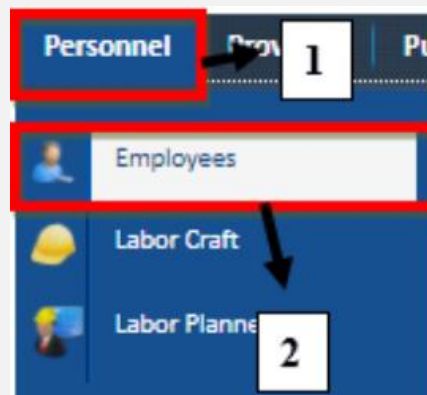
The screenshot shows the Labor Planner interface. At the top, there are four drop-down menus labeled Facility, Location, Week (with '28' selected), and Shift. A red box labeled '1' encompasses these menus and the search bar below them. The search bar contains the number '1'. A red box labeled '2' is around the search bar. In the top right corner, there is a print icon (a printer) with a red box labeled '3' and an arrow pointing to it. Below the filters is a table with the following data:

Name	Labor Craft	Avail. Hours	PH	Non-Working Days	Hours Remaining	Shift Hours	Work Day
EagleMPDX		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 Reynolds	Technic Multiskilled craft-1	45	0%	2	45	9	07:30 - 16:30
Howard Reynolds	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			
Андрей Владимирович Александров		56	0%	0	56	8	00:15 - 08:15

5. IMAGE UPLOAD ICON (EMPLOYEES)

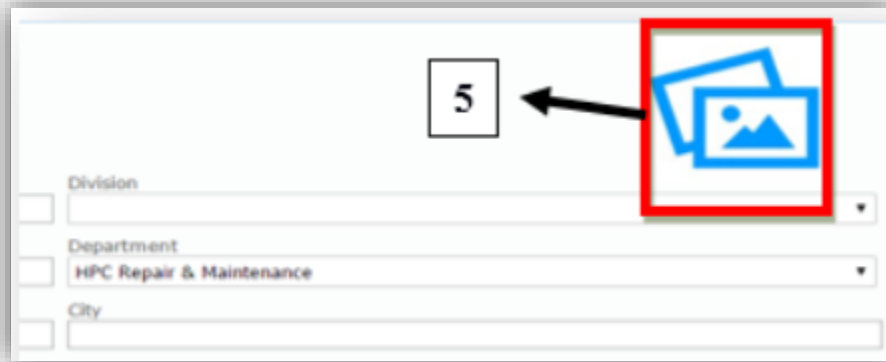
This feature gives you the ability to upload an image of the employee, directly from the Detail page. To access this feature, you must:

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



A screenshot of the Employee list table. The 'Edit' icon (a pencil) is highlighted with a red box and labeled '4'. The table has columns for Employee Number, Employee Name-insp, Email Address, and Maximum Purchase Amount. The row for '1004-Rohini(306)' is highlighted with a red box. An arrow points from this row to the 'Image' icon (a camera) in the table header, which is labeled '3'.

Employee Number	Employee Name-insp	Email Address	Maximum Purchase Amount
1001-Rohini(nazish)	Rohini-01(nazish)	nazisha@inzerotech.com	1,000
1002-Rohini(rahul)	Rohini-02(rahul)	knazish474@gmail.com	2,000
1003-Rohini(zahid)	Rohini-03(zahid)	zahidi@inzerotech.com	5,000
1004-Rohini(306)	Rohini-04	zahidiqbal306@gmail.com	6,000
1005-Rohini	Rohini-05		
1006-Rohini	Rohini-06		
1007-Rohini	Rohini-07	nazisha@inzerotech.com	
1008-Rohini	Rohini-08	nazisha@izkerotech.com	10,000
1009-Rohini	Rohini-09	riyaza@inzerotech.com	2,000
1010-Rohini	Rohini-10	knazish474@gmail.com	3,000
Emp-1016	Rohini-16		



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

Work Orders [Close]

Sort By [] Sort Order []

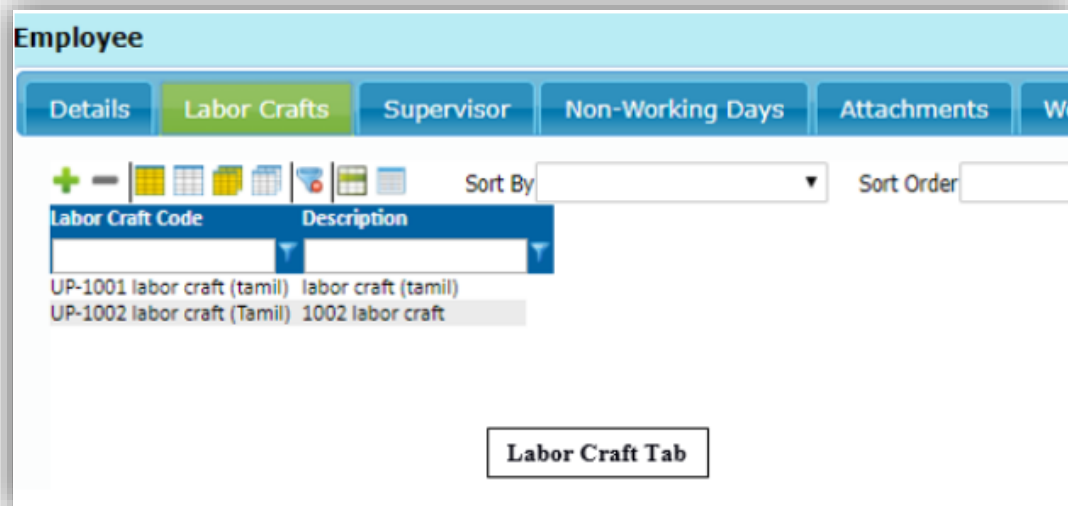
Job Number	Work Order Number	Start Date	Activation Date	Required Date
[]	[]	[]	[]	[]

No Data To Display

[<<] [] Records/Page 15 [] [] [] Goto Page [] Page 0 Of 0 0 Item(s) in 0 Pages

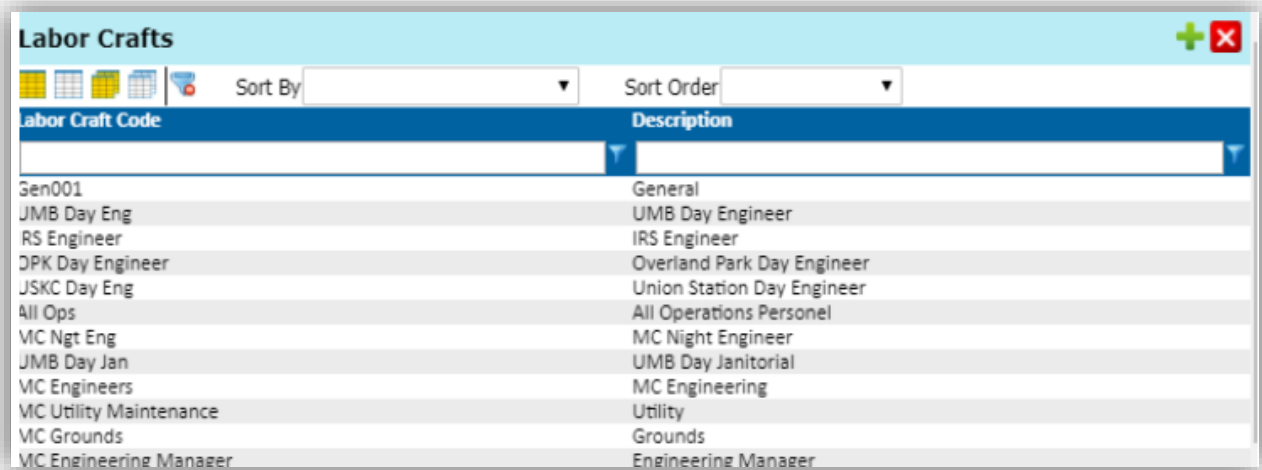
7. LABOR CRAFTS

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 select a Labor Craft from the pop-up.
3. Confirm your selection and select the **Add** icon



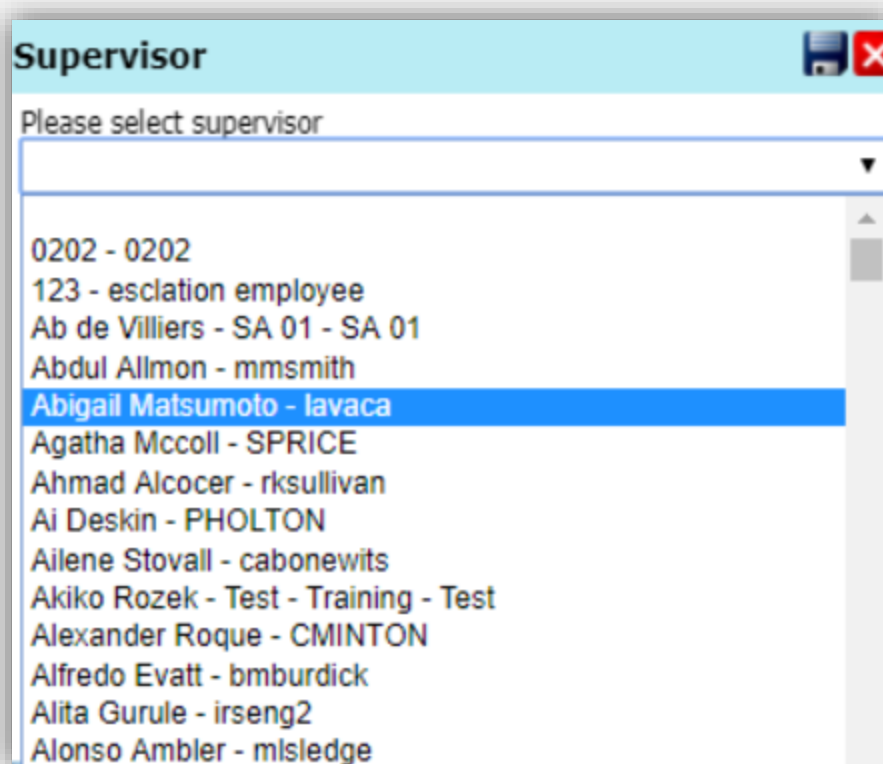
8. SUPERVISORS

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:

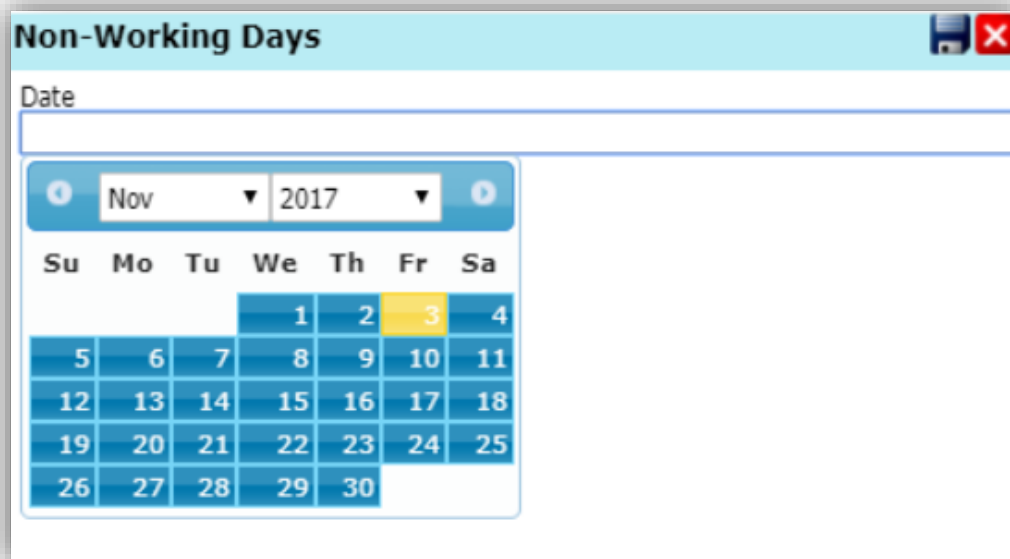
1. Open the **Employees** page from the **Personnel** Functional Area.
2. Under the Supervisor tab, select **Add** and select a name from the drop-down list.
3. Confirm your selection and select the **Save** icon.



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.

