



QUICK REFERENCE GUIDE JOB TIMES

MEGABUS HELPLINE

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HOW TO CONFIGURE AND PROCESS JOB TIMES

Introduction

This guide demonstrates how to add technicians, job types and labour categories to your system so that you can include job times on your work orders and invoices and use job time reports to display useful information such as technician efficiency and utilisation and the accuracy of your job time estimates.

Add Technicians

- From the Marlin GTX menu, select **System > System Files > People > Technician**.

| Code | Name | Active |
|------|--------------|--------|
| AA | Adam Adamson | Yes |
| AL | Adam Little | Yes |
| CO | Carl O'Neill | Yes |

- To add a new technician, click on the Add icon.

Add Technician

Details | Technician Rates | Audit Log | Maintainers

Code *

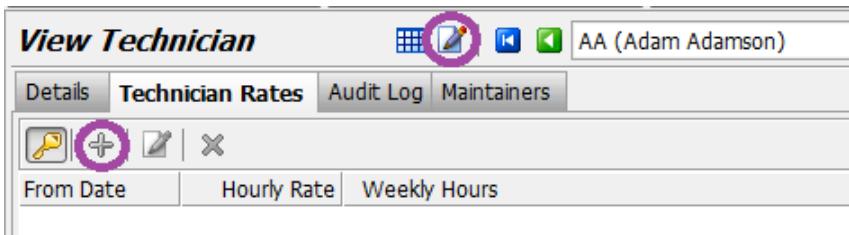
Name

Active

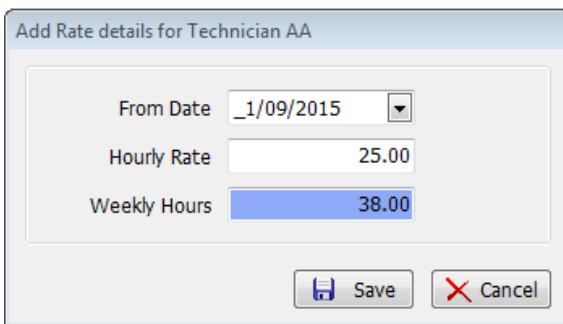
- Enter the information, tick the Active checkbox to make the technician available and click on the Save icon.



- Select the Technician Rates tab, click on the key icon and enter the password to view the rates.



- To add a new rate, click on the Edit mode icon at the top and then on the Add icon.



- Enter the appropriate information and click on the Save icon. (Note: if this employee's rate will change in future, add another rate with the new start date and new rate).

Add Job Types

Note: Before creating Job Types, confirm that you have a unique, unstocked Labour Product Code setup for each Job Type that you will create.

- From the Marlin GTX menu, select **System > System Files > Vehicle Service Jobs > Job Types**.

| Code | Name | Use Service Profile |
|--------|-------------------------|---------------------|
| ZLAAIR | AIR CONDITIONING LABOUR | No |
| ZLABEL | ELECTRICAL LABOUR | No |

- To add a new Job Type, click on the Add icon.

Edit Job Type ZLAMEC (MECHANICAL LABOUR)

Details Statistics Audit Log Maintainers

Code * ZLAMEC

Name MECHANICAL LABOUR

Discount Product

Job Type Group

Labour Product ZLAMEC MECHANICAL LABOUR

Use Service Profile

- Enter the appropriate information and then click on the Save icon. The Labour Product is the labour product code that you setup for this job type.

Add Labour Categories

- From the Marlin GTX menu, select **System > System Files > Vehicle Service Jobs > Labour Category**.

Labour Category Maintenance

| Code | Name |
|------|---------------|
| CST | CUSTOMER WORK |
| INT | INTERNAL WORK |

- To add a new Labour Category, click on the Add icon.

Edit Labour Category WAR (WARRANTY WORK)

Details Audit Log Maintainers

Code * WAR

Name * WARRANTY WORK

- Enter the appropriate information and click on the Save icon.

Include Job Times on Work Orders and Invoices

- Complete the details in the top section of a Work Order or Invoice as normal.
- Click on the **Add New Line** icon and select **Add Job**.

Line Details

| Product | Des | |
|---------|-----|--|
| PRODUCT | | |

- Add Remark Line F2
- Add Sale Line Shift+F9
- Add Job
- Add Claim
- Add Trade-In
- Add Sales Reference
- Insert Work Order
- Insert Package F8


- Key in, or use the drop down lists, to enter the relevant details of the job and add a technician.

Upon saving, a grey job header line will appear on the invoice or work order, including the Job Type description, Job Summary and Technician(s) you selected. It will also show that '0m' (0 minutes) have been applied to the job.

Below the job header line will be a line item for the Job Type you selected, including quantity and pricing details.

| Product | Description | Quantity | (Inc) Sell | Amount |
|---------------------------------------|-------------------|----------|------------|--------|
| ELECTRICAL LABOUR: Rewire box trailer | Technician: AA | 0m | | |
| ZLABLE | ELECTRICAL LABOUR | 2.00 | 104.50 | 209.00 |

- Add additional product lines as appropriate for this job.
- Repeat the process above to include multiple jobs on a work order or invoice.

Clicking on the Show Details  icon (at right end of job header line) displays the technician(s) working on the job.

| Technician | Name | Time Recorded | | Adjust |
|------------|--------------|---------------|--------------------------|--------|
| AA | Adam Adamson | 0m | <input type="checkbox"/> | |

- Tick the red clock checkbox if you wish to start the auto timer for a technician. The elapsed minutes will be displayed in the Time Recorded column. Untick the checkbox when you wish to stop the clock for that technician.
- Alternatively, click on the icon in the Adjust column to manually enter or change the total time the technician has spent on the job.

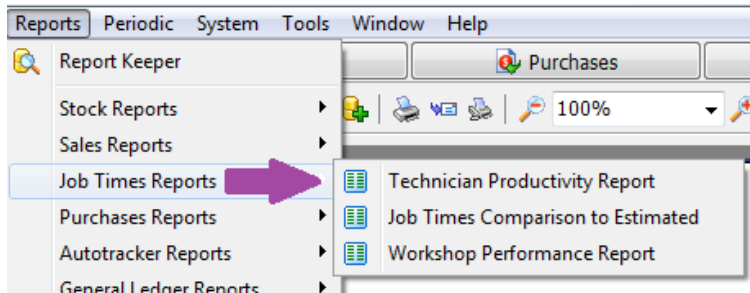
You can also adjust job times in the Planner on the 'Jobs' tab. Click on the Adjust icon on a job to access the auto clock or enter hours manually, without opening the work order or invoice.

| Job | Planner ID | Description | Vehicle | Customer | Labour Category | Status | Technicians | In | Out | Time Recorded | Time Charged | Adjust |
|-----|------------|-----------------------------|-------------------------|-----------------------|-----------------|--------|-------------|-------|-------|---------------|--------------|--------|
| 35 | 2439 | AIR CONDITIONING LABOUR:... | 000TVY HOLDEN STATESMAN | MISS CHRISTYLEE TIDEY | CUSTOMER WORK | Open | AA | 09:00 | 11:00 | 0m | 1h 0m | |

| Job Technician Time Details | | | | |
|--|--------------|---------------|--------------------------|--------|
| AIR CONDITIONING LABOUR: Service Air Cond. Technician: AA 0m | | | | |
| Technician | Name | Time Recorded | | Adjust |
| AA | Adam Adamson | 0m | <input type="checkbox"/> | |

Job Times Reports

- From the Marlin GTX menu, select **Reports > Job Times Reports** and you will see that there are three reports available. Note that these reports should be generated for a period of at least one week to be meaningful.



Technician Productivity Report

Time Recorded between 01/07/2015 and 03/09/2015 - Time in Hours

| Technician | Name | Charged (1) | Recorded (2) | Paid (3) | No Recorded (3-2) | Charging % (1/3 x 100) | Efficiency % (1/2 x 100) | Productivity % (2/3 x 100) |
|---------------|---------------|--------------|--------------|----------------|-------------------|------------------------|--------------------------|----------------------------|
| AA | Adam Adamson | 10.30 | 14.57 | 352.86 | 338.29 | 3 | 71 | 4 |
| AL | Adam Little | 10.00 | 11.00 | 352.86 | 341.86 | 3 | 91 | 3 |
| SB | Steve Bridges | 10.65 | 10.48 | . | -10.48 | . | 102 | . |
| TM | Trevor Martin | 28.00 | 29.72 | 352.86 | 323.14 | 8 | 94 | 8 |
| Totals | | 58.95 | 65.77 | 8115.71 | 8049.94 | 1 | 90 | 1 |

This report shows the percentage of each technician's total hours that are charged out, as well as the percentage of their job time hours charged out, and their job time hours as a percentage of their total hours.

Job Times Comparison to Estimated

Time Recorded between 01/07/2015 and 03/09/2015 - Time in Hours

| Job Type | Name | Total Jobs | % of Total | Average Hours Per Job | | | Charged | % Recovered |
|---------------|-------------------------|------------|------------|-----------------------|----------|--------------|---------|-------------|
| | | | | Estimated | Recorded | % Over/Under | | |
| ZLAAIR | AIR CONDITIONING LABOUR | 2 | 6 | 1.38 | 0.59 | -57 | 1.38 | 235 |
| ZLABEL | ELECTRICAL LABOUR | 25 | 76 | 1.89 | 2.03 | 7 | 1.73 | 85 |
| ZLAMEC | MECHANICAL LABOUR | 4 | 12 | 3.00 | 3.38 | 13 | 3.13 | 92 |
| ZLAMIN | MINIMUM LABOUR CHARGE | 2 | 6 | 0.63 | 0.17 | -74 | 0.50 | 303 |
| Totals | | 33 | | | | 4 | | 90 |

This report provides you with an at a glance view of how accurate your job time estimates are versus actual job times.

Workshop Performance Report

Time Recorded between 01/07/2015 and 03/09/2015 - Time in Hours

| Technician | Name | Labour Category | Sales | Cost | GP\$ | Hours | Avg Sales/Hours | Avg Cost/Hours | Avg GP/Hours | Unbilled Hours | Efficiency % |
|---------------|---------------|----------------------|----------------|----------------|----------------|--------------|-----------------|----------------|--------------|----------------|--------------|
| AA | Adam Adamson | CUSTOMER WORK | 1044.06 | 364.25 | 679.81 | 14.57 | 71.66 | 25.00 | 46.66 | 4.27 | 71 |
| Totals | | | 1044.06 | 364.25 | 679.81 | 14.57 | 71.66 | 25.00 | 46.66 | 4.27 | 71 |
| AL | Adam Little | CUSTOMER WORK | 1045.00 | 280.50 | 764.50 | 11.00 | 95.00 | 25.50 | 69.50 | 1.00 | 91 |
| Totals | | | 1045.00 | 280.50 | 764.50 | 11.00 | 95.00 | 25.50 | 69.50 | 1.00 | 91 |
| SB | Steve Bridges | CUSTOMER WORK | 1041.43 | . | 1041.43 | 10.48 | 99.37 | . | 99.37 | . | 102 |
| Totals | | | 1041.43 | . | 1041.43 | 10.48 | 99.37 | . | 99.37 | . | 102 |
| TM | Trevor Martin | CUSTOMER WORK | 2926.00 | 683.56 | 2242.44 | 29.72 | 98.45 | 23.00 | 75.45 | 1.72 | 94 |
| Totals | | | 2926.00 | 683.56 | 2242.44 | 29.72 | 98.45 | 23.00 | 75.45 | 1.72 | 94 |
| Totals | | CUSTOMER WORK | 6056.49 | 1328.31 | 4728.18 | 65.77 | 92.09 | 20.20 | 71.89 | 6.82 | 90 |

This report shows the cost of each technician versus the revenue they are generating to determine their efficiency.

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