ContractorWeb .NET

User Guide

Version 5.7.139
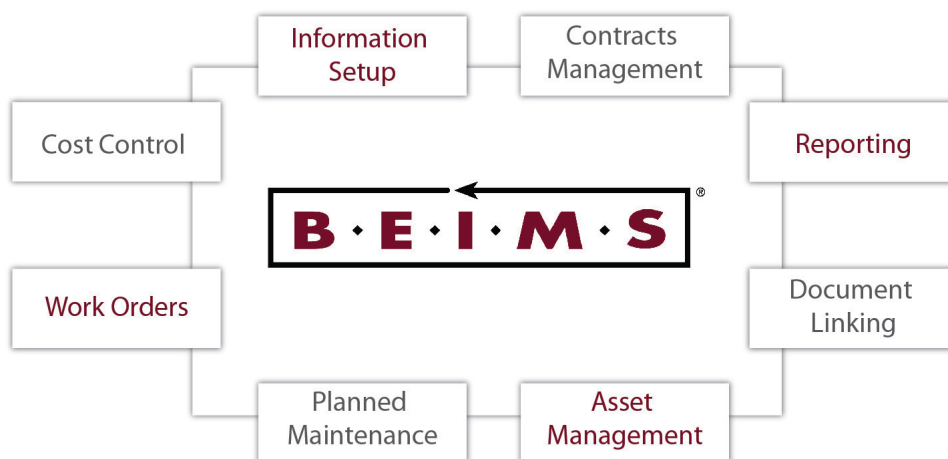
Information Setup — Contracts Management — Reporting — Document Linking — Asset Management — Planned Maintenance — Work Orders — Cost Control

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Version	Date	Author	Comments
1.0	09 Nov 2012	Georgina Walker & Peter Vats	First Release. PV – Proof Read.

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1. INTRODUCTION

The ContractorWeb .NET (CWEB) is an web based, add-on module for the core BEIMS product. It provides a convenient and flexible means for contractors to access and sign off Work Orders (jobs) allocated to them from BEIMS. They can easily view, print, or update the status of jobs via the Web. Changes through the Web instantly update information within BEIMS. Realtime web functionality to benefit both your business and your contractors.

The primary objectives of the ContractorWeb .NET Module are:

- Give contractors online access to receive and manage their jobs via internet
- Instant access to information while in the field, now available on on Ipad, Android Tablets and Computers.
- Automatically communicate to maintenace the progress of jobs performed by contractors.
- Provide management with the tools to demonstrate to accreditation authorities the organisation has an effective and reliable process to coordinate and manage contractors.
- Save time for staff and to provide upto date information on jobs.
- Reduce double entry of information.
- To integrate ContractorWeb seamlessly with your BEIMS software.

1.1 Using this manual

There are two main components of ContractorWeb suite of software.

- 'ContractorWeb .NET' (CWEB) is for the contractors.
- 'ContractorWeb .NET Admin' (CWEBADM) is for the client administrators.

Each component has a User Guide with explanations on how to use all ContractorWeb screens. The manual also provides comprehensive information on the functions required to run the ContractorWeb Software.

1.2 What do I need?

Users require a minimum understanding of the Windows operating system and reasonable keyboard skills.

1.3 General Features

BEIMS ContractorWeb has many in built features to enhance and simplify everyday use. Some of these features include:

Feature	Function
Windows User Interface:	Allows the use of a mouse.
Hot Keys:	Reduces keyboard strokes.
Online Help:	Explains the screen or function and how to use the screens.
Online Updates:	The system is always up to date and reports reflect the current status of data.
Multi User:	Access to data is available at many terminals.
Password Control:	Increases CWEB security with user definable access levels.

1.4   Where do I get help for BEIMS ContractorWeb?

For further clarification on any aspect of BEIMS ContractorWeb, the following options are available.

Within the ContractorWeb .NET software, the 'Help' header on the Menu Bar gives an option to view the 'User Manual'.

Figure 1: The ContractorWeb Menu Bar showing the main option drop downs available.

For any other operational problems, contact Mercury Computer Systems BEIMS Support:

> Telephone +61 3 9672 6161
> Fax   +61 3 9602 2595
> E-mail   support@beims.com
> Internet   www.beims.com

1.5   Accessing BEIMS ContractorWeb (CWEB)

The ContractorWeb (CWEB) add-on is accessed by selecting the BEIMS option from your start bar, then selecting the option ContractorWeb .NET.   The CWEB login screen will then appear.
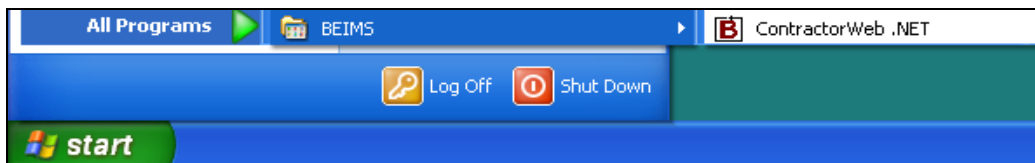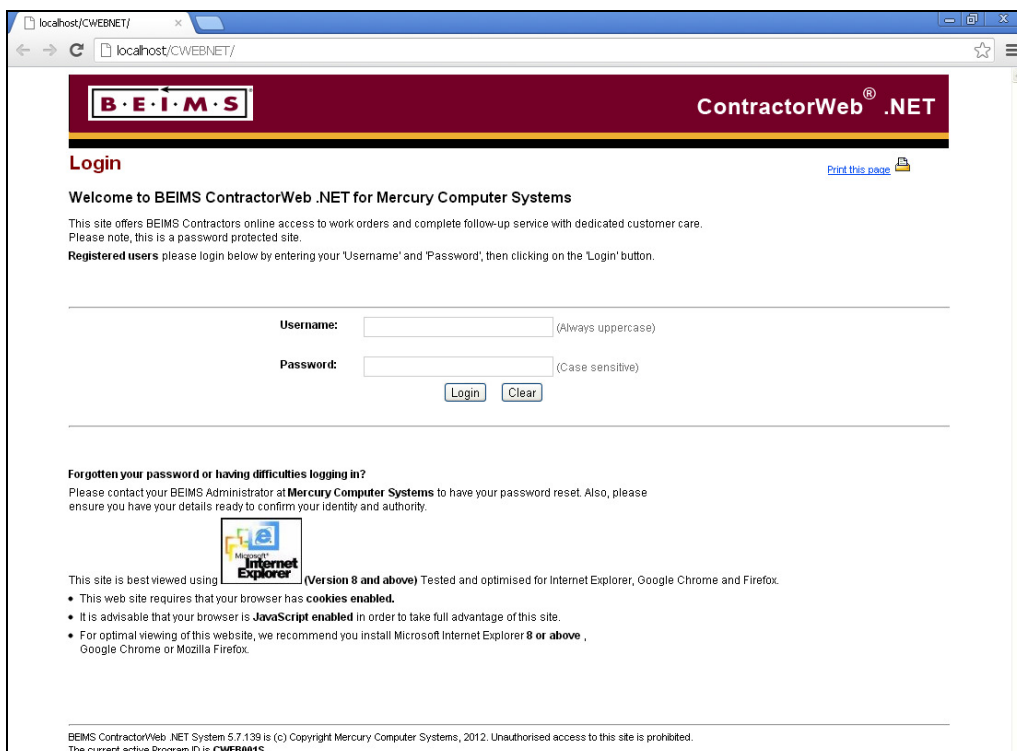

Figure 2: Start menu access to ContractorWeb .NET

Figure 3:   The ContractorWeb .NET login screen.

Field Descriptions

Field Name	Description
Username	The username relates to the person logging into the CWEB application. The username is setup in BEIMS using the screen 'Contacts – General' (ISS042S) and filling in the ContractorWeb tab.
Password	The password field requires entry of the user's password. The password details are setup in the 'ContractorWeb' tab on the Contracts – General screen in BEIMS.

Sample of the BEIMS 'Contacts – General' screen (ISS042S) displaying the ContractorWeb tab. This user would have the ability to login to CWEB as the ContractorWeb settings are setup. They would see all jobs issued to the supplier Sparkle Cleaning Services.

Figure 4:   The Contacts – General screen (ISS042S) with the ContractorWeb Tab displayed.

The BEIMS Contact - General, Personal tab, Profile field, determines what functions are available to the user once they have logged into CWEB. The user 'ROBJEN' has the Profile 'CWEBUSER profile. The Profiles screen (ISS002S) image shows some of the security settings available to a user with the 'CWEBUSER profile'.

Figure 5: The Contacts – General screen showing the Profile field (bottom of screen). The Profile screen (ISS002S) showing security settings for the 'CWEB: ContractorWeb .NET' module.

2. MAIN MENU SCREEN (CWEB002S)

Main Menu is the first screen displayed on login to BEIMS ContractorWeb (CWEB). This screen is the main screen for access to all CWEB functions.
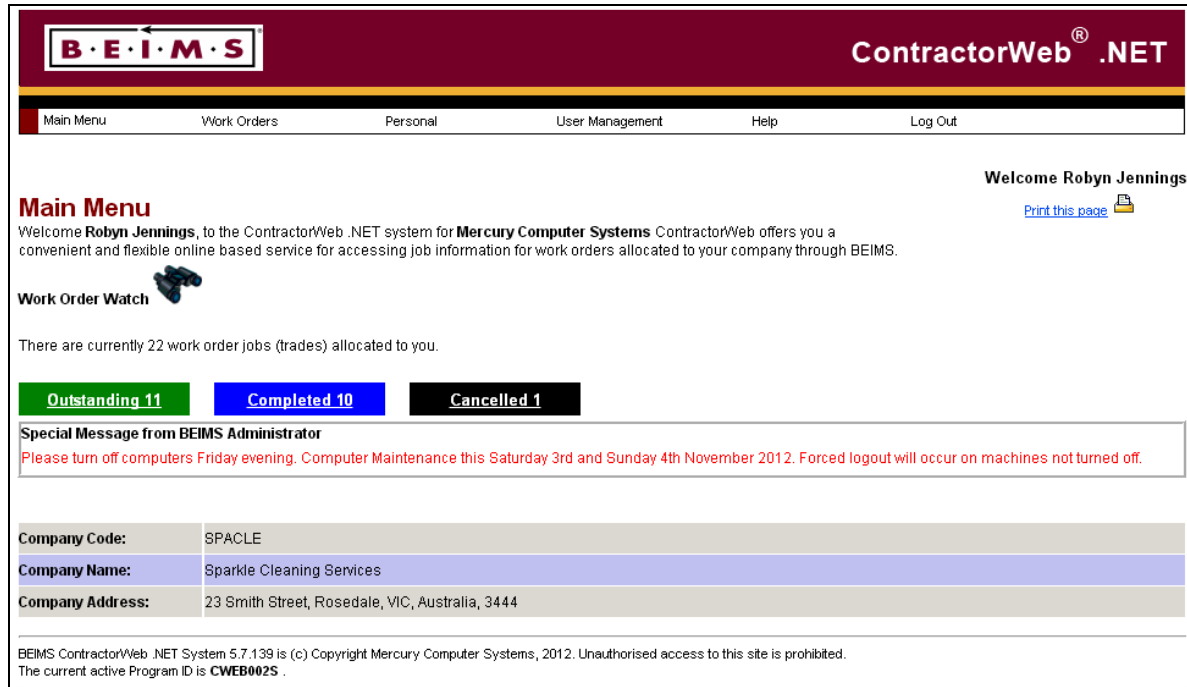

Figure 6:   The CWEB Main Menu Screen.

Useful information on the main menu screen includes: user login name, company details, special message from BEIMS Administrator and the Work Order Watch summary feature. At the bottom of the screen contractors are also given technical information on ContractorWeb version and current 'Screen ID'.

The '**Work Order Watch**' feature consists of three colour coded buttons summarising the current count and current status of all work orders (jobs) allocated to the contractor company. Above screen shot shows 'Sparkle Cleaning Services' has 9 Outstanding Jobs, 10 Completed Jobs and 1 Cancelled Job.

Clicking on any of these buttons will instantly jump to the Work Order List screen (CWEB003S).

On clicking an option from the CWEB 'Menu Bar', access to various functions are available from drop down lists.
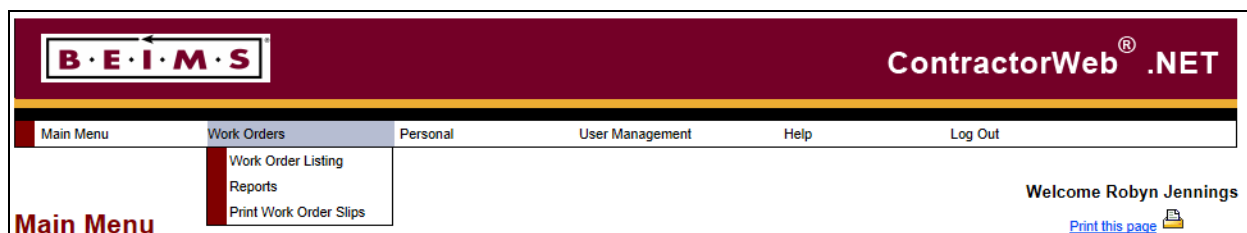

Figure 7:   The CWEB 'Menu Bar' displaying 'Work Orders' drop down list

Menu Bar selections:

Header Name	Functions available	
Main Menu	*Selection of this function will return to the main menu screen.*	
Work Orders	Drop down list :	Work Order Listing Reports Print Work Order Slips
Personal	Drop down list:	Update My User Details Change My Password Update My Company Details
User Management	Drop down list:	Edit User Details Add New User Edit Tradesperson Details Add New Tradesperson Details
Help	Drop down list:	User Manual About
Logout	*Selection of this function will log the current user out of CWEB.*	

3.   WORK ORDER LISTING (CWEB003S)

The Work Order Listing screen is accessed from the Main Menu Tool bar Work Orders>Work Order Listing.
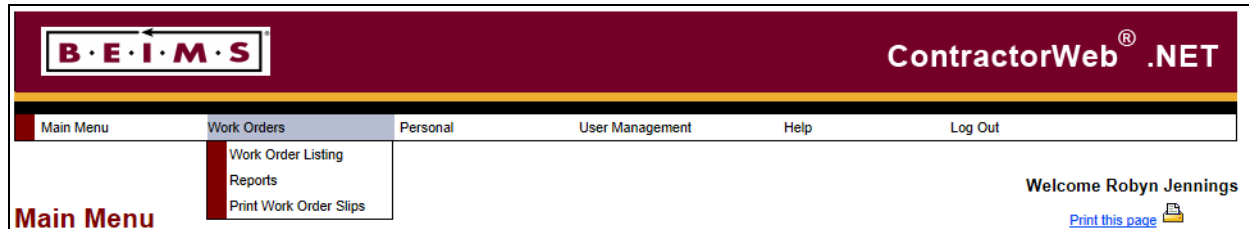

Figure 8:   The CWEB Menu Bar displaying 'Work Orders' drop down list.

The Work Order Listing is a pivotal screen in the ContractorWeb module. It displays an informative list of work orders allocated to the contractor's trade groups. It is also the main access point for users to navigate to individual work order (jobs) requiring update or review.
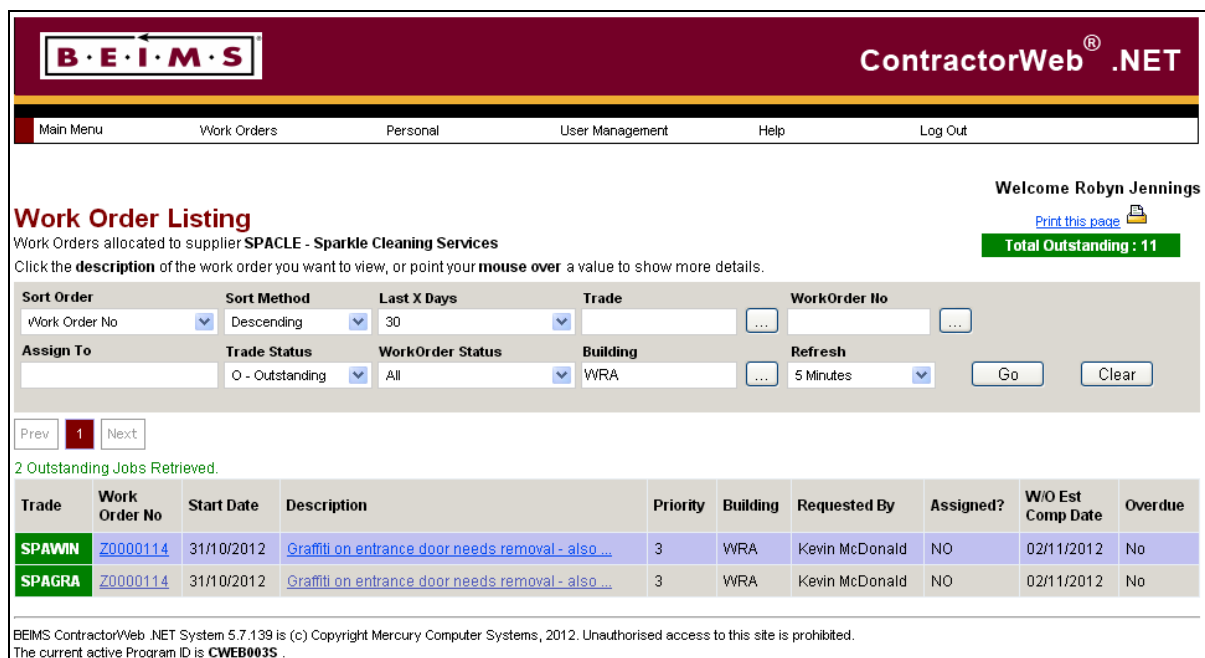

Figure 9:   The Work Order Listing screen.

*To navigate to a particular work order, click the hyperlink of either the **work order number** or the **work order description**, of the work order you wish to view.*

The screen has extensive filtering options to allow contractors to review the list based on their requirements.

The colour coded indicator in the top right corner gives a **TOTAL** figure of all jobs for a selected trade status. The valid 'trade status' selections are Completed , Cancelled , Outstanding or All (a combination of the three statuses). For easy notification and recognition, the colour coding of trade status is continued throughout CWEB screens.

A 'hover' feature gives users the ability to view extra data content of a field in the grid. Below the tradesperson assigned to the job has contact phone and full name displayed when hovering (move

mouse over the field) the 'Assigned' person. Many of the grid columns offer the ability to see helpful information by hovering over a selected field.

Figure 10, 11 and 12: The Work Order Listing Screen displays extra information when a cursor hovers over a selected field. Figures show examples for 'Assigned' 'Description' and 'Building'.

3.1   Filter Options

The screen has extensive filtering options to allow contractors to review the list based on their requirements. Many filtering options are available for contractors to hone the details displayed on the list. Under the buttons [Prev] [1] [Next] is a count of the data returned from the filter selections. In the example below filtering reduced the list (from the original 'Total Outstanding: 11' - as indicated top right corner) to '**2 Outstanding Jobs Retrieved**'. The filtering is always a subset of the TOTAL amount indicated in top right corner.

Figure 13:   The Work Order Listing Screen filtered to show 'Jobs' where trade status is OUTSTANDING and Building Code is WRA. The order of the list is in Descending Start Date.

Filter Options

Field Name	Description
Sort Order	A **sort order** can be set using the dropdown list provided. The line items in the grid will be sorted by the option selected. Some of the sort order options include: Work Order No, Building, Start Date, Requested By, and Priority.
Sort Method	A **sort method** can be set using the dropdown list provided. Two sort methods are available: ascending or descending. This method will be applied to the 'sort order' selection.
Last X Days	This field allows contractors to view jobs that should have started in the 'last x days'. The list will be filtered to only display jobs that were due to start in the last x days (also includes future dated jobs). A drop down list has valid options to select.
Trade	A trade can be set using the lookup option provided. A contractor may have many trade skills e.g. Electricians, Plumbers. A supervisor may want to filter the list to only view jobs allocated to the Electricians but no other trade.
Work Order No	Lookup option to select a single Work Order.
Assign To	Key Word Search field. Enter a string and if this string exists within the data in column 'Assigned' then the record will be listed. It must be an EXACT match, 'A' is not the same as 'a'. Upper and Lower case are not exact matches. Thus searching for 'Neil' would return any person with the data of 'Neil' in their name e.g. 'John Neil' or 'Susie O'Neil' but not 'neil Smith' (as the n is lower case).
Trade Status	A **Trade Status** can be set using the drop down list: This will filter the list by current trade status. Valid entries are O-Outstanding, C-Completed, X-Cancelled or All (includes O,C and X).
Work Order Status	Selecting a specific building will filter the list to show only Work Orders.
Building	Lookup for Building. Selecting a specific building will filter the list to show only Work Orders that have the selected Building Code.
Refresh	A **refresh rate** can be set using the dropdown list provided. Setting the refresh rate tells CWEB how often it should look for any new Work Orders that have been allocated and adds them to the list.
Go	Select <GO> to force an instant **refresh** of data which will add any new Work Orders to the list.
** Clear	Select <CLEAR> to reset filters back to system default settings. A refresh is also done immediately after the <CLEAR>.

** The filter options selected by an individual user are automatically saved for that user. This enables a user to keep their settings without the need to update filter options on login to CWEB OR each time the screen is displayed. Use the <CLEAR> button to return to default filter settings.

4.   WORK ORDER DETAILS (CWEB004S)

The Work Order Details page displays comprehensive information about an individual work order. Users can view, update or add information pertaining to the job progression.

At setup stage the BEIMS Administrator and CWEB Administrator determine the fields and actions available to contractors on the Work Order screen. (All examples in this chapter have ALL options displayed).

The Work Order Detail screen is accessed from the *Work Order List (CWEB003S)* by selecting the hyperlink of either the **work order no** or D**escription,** of the work order line item you wish to view.

Trade	Work Order No	Start Date	Description	Priority	Building	Requested By	Assigned?	W/O Est Comp Date	Overdue
SPAGRA	Z0000114	31/10/2012	Graffiti on entrance door needs removal - also ...	3	WRA	Kevin McDonald	Peter Collins	02/11/2012	No
SPAWIN	Z0000114	31/10/2012	Graffiti on entrance door needs removal - also ...	3	WRA	Kevin McDonald	NO	02/11/2012	No
SPACLE	Z0000113	02/11/2012	Graffiti on walls of level 1 carpark. Also on l...	4	WCT	David Western	Peter Collins	25/10/2012	7 days

Figure 14:   The Work Order List (CWEB003S) showing hyperlink options.

The Work Order Details screen allows entry and/or updates for:

- Tradesperson Assignments
- Tradesperson Times (CWEB011S)
- Materials Used (CWEB013S)
- Action Taken
- Trade Completion Details
- Linked Documents

Welcome Robyn Jennings

Work Order Details

Work Order Z0000114 - TRADE OUTSTANDING

Requested By	Kevin McDonald		**Requested Date/Time**	31/10/2012 11:23
Phone	9999 2729		**Required Start Date**	31/10/2012 11:23
Email			**Est Comp Date**	02/11/2012 13:24
Asset No			
Site	WD	Western Development Trust	More...
Department	BS	Building Services	
Building	WRA	Western Residential Apartments	More...
Floor	01	Level 1	
Room			
Job Type	T	Tenant Work	
Job Sub Type	CL	Cleaning	
Priority	3	2 days, Response time	
Expense Code	4700	Cleaning Services	
Cost Centre	1300	Building Services	
Work Order Status	O	Outstanding	
Trade Code	SPAGRA	Sparkle Graffiti Removal	
Comments			
Description	Graffiti on entrance door needs removal - also windows need cleaning as eggs thrown onto glass		
Extra details			

Tradesperson Assignment for Trade SPAGRA : Sparkle Graffiti Removal

- PETCOL : Peter Collins : 9877 6677 : Outstanding

Tradesperson [▼] [Assign]

Tradesperson Times

[Unassign]

Open Tradesperson Timesheet

Material Used

Material issued to this Work Order

Action Taken

Asset No [ ]
* Service Date [ ] 🗓 (dd/mm/yyyy)
History Type [▼]
* Action Details

[ ]

Trade Completion Details

Trade Status [O - Oustanding ▼]
Arrival Date [ ] 🗓 (dd/mm/yyyy)   **Arrival Time** [ ] (HH:mm)
Comp/Cancel Date [ ] 🗓 (dd/mm/yyyy)   **Comp/Cancel Time** [ ] (HH:mm)

Linked Documents - Available to view

Uploader	File Name	Category	Upload Date	

Linked Documents - Not Available to view

Uploader	File Name	Category	Upload Date	

Select a file: **(Note: Upload functionality only supported on iOS6 or above. Video uploads not supported)**

[Choose File] No file chosen

[Upload] *** Category:** [▼]

[Save] [Cancel]

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The current active Program ID is **CWEB004S** .

Figure 15:   The Work Order Details Screen with ALL settings available.

Where extra information is available for a particular field the More… hyperlink can be selected and a popup window will display more information.

For example, pressing More… hyperlink next to Building will show maps and information about that building.

Figure 16:   The Work Order Details screen showing More… option.

Figure 17:   The Work Order Details screen showing building details after selecting Building More… option.

4.1   Tradesperson Assignments

To assign a Tradesperson to the work order, select a valid Tradesperson from the dropdown list. If the Tradesperson is not already assigned the Assign button will be available. Select <ASSIGN> to assign the tradesperson. The <UNASSIGN> button will be highlighted if the tradesperson is already assigned. Select <UNASSIGN> to cancel/unassign the tradesperson assignment. It is optional to have tradespersons assigned to a work order.

Once assigned, the tradesperson's name, phone if available and the status of the assignment will be displayed next to the tradesperson.

Valid assignment statuses include

Cancelled	(X)	
Completed	(C)	
Outstanding	(O)	
In Progress	(I)	(pocketBEIMS status)
On Hold	(H)	(pocketBEIMS status)
Accepted	(A)	(pocketBEIMS status)

Figure 18:   The Work Order Details screen, Tradesperson Assignments showing tradespersons available and the status of tradesperson already assigned.

4.2   Tradesperson Times (CWEB011S)

To enter (or view) times for a tradesperson, select the hyperlink Open Tradesperson Timesheet on the Work Order Screen.

Figure 19:   The Work Order Details screen Tradesperson Times option showing the hyperlink for Open Tradesperson Timesheet.

Selecting the hyperlink will bring up the Tradesperson Times screen. There is a CWEB administrator setting to not allow Tradesperson times to be entered for Completed/Cancelled work orders. If this is set, a similar message to the following will be displayed.
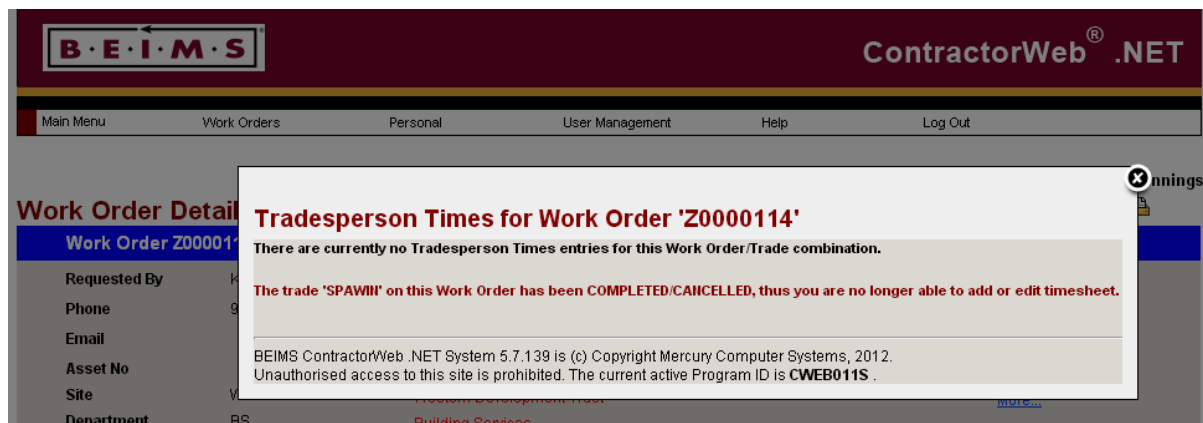
Figure 20: The Work Order Details screen warning message: Occurs when administrator settings do not allow tradesperson times to be entered for a completed/cancelled work order.

If contractor is able to enter tradesperson times the following screen will be displayed on selection of the Open Tradesperson Timesheet hyperlink.

Figure 21: The Tradesperson Times entry screen.

Field Descriptions

Field Name	Description
Work Order	Work Order Number is a display only. It represents the Work Order to which the tradesperson hours will be allocated.
Trade Code	Trade Code is a display only. It represents the Trade/Skill for the tradesperson whose hours are to be entered. A tradesperson may have multiple skills (i.e. Electrician and Foreman). The Trade Code should be the skill used by the tradesperson for this job.

Field Name	Description
Tradesperson	Mandatory field selected from a drop down list of trades people. Select the Tradesperson who worked on this job. Only tradespersons for the trade code will be available for selection.
Work Date	Mandatory field to enter the date the work was performed. The calendar icon is mouse operated although entry via keyboard is an option. Enter date in dd/mm/yyyy format.
Charge Type	A mandatory field to enter the charge type for the labour hours. Two charge types are available 'C' (Charge Out Rate) or 'I' (Internal Rate).
Normal Hours	The number of normal hours worked is entered in this field. The time must be in decimal format. E.g. 3 hrs 15 min = 3.25 hrs (i.e. 3 + 15/60).
Time & Half Hours	The number of time and half hours worked (overtime) is entered in this field. The time must be in decimal format. E.g. 3 hrs 15 min = 3.25 hrs (i.e. 3 + 15/60).
Double Hours	The number of double time hours worked (overtime) is entered in this field. The time must be in decimal format. E.g. 3 hrs 15 min = 3.25 hrs (i.e. 3 + 15/60).
Extra Amount	Extra charges applicable to the work order for this tradesperson are entered in this field. For example (Travel Time, Expenses, Loadings etc). This is a flat figure and not an hourly rate.
⊗	To close the screen, select the icon ⊗ in top right corner.
Save	Selection of the SAVE button will save details on the screen.
Clear	Selection of CLEAR button will clear contents of data entry ready for a new entry. CLEAR does not do a SAVE.

4.3 Materials Used (CWEB013S)

To enter (or view) material/store issue costs against a work order, select the hyperlink Material issued to this Work Order, visible on the Work Order Screen.

Material Used

Material issued to this Work Order

Figure 22:   The Work Order Details screen Material Used option showing the hyperlink for Material issued to this Work Order.

Selecting the hyperlink will bring up the 'Materials Used for this Work Order' screen. There is a CWEB administrator setting to not allow 'Materials Used' to be entered for Completed/Cancelled work orders. If this is set, a similar message to the following will be displayed.
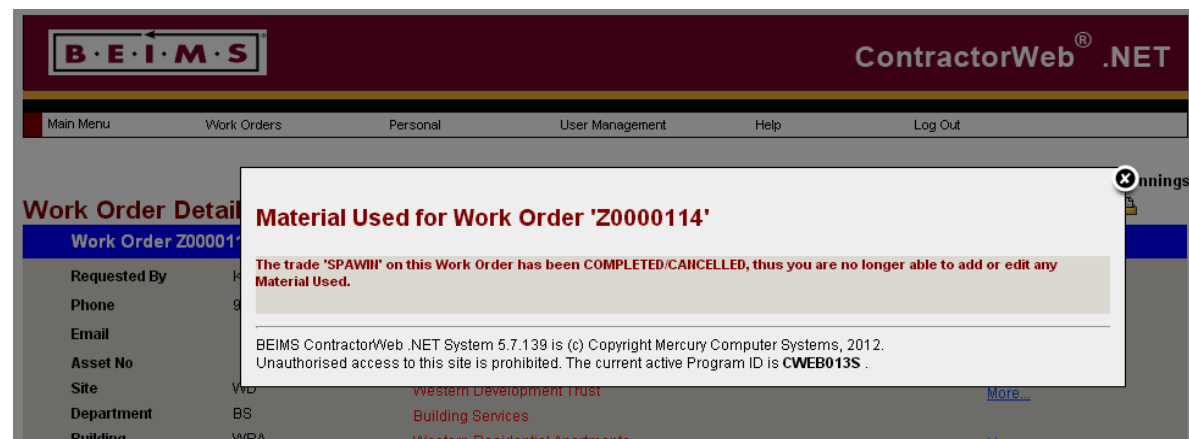
Figure 23:   The Work Order Details screen warning message: Occurs when administrator settings do not allow Materials used to be entered for a completed/cancelled work order.

The following screen is displayed on selection of the Material issued to this Work Order hyperlink.

Figure 24:   The Materials Used entry screen.

Field Descriptions

Field Name	Description
Work Order	Work Order Number is a display only. It represents the Work Order to which the store costs are to be allocated.
Date Entered	Date entered is display only and defaults to today's date.
Trade Code	Trade Code is a display only. It represents the Trade/Skill for the tradesperson. A tradesperson may have two skills and hours are entered against the skill used for the job.
Date Issued	Mandatory field to enter the date the materials were removed from the store. The calendar icon is mouse operated although entry via keyboard is an option. Enter date in dd/mm/yyyy format.
Catalogue No	Optional field for entry of the item catalogue number.
Description	Mandatory field to enter a description of the materials used.
Quantity	Mandatory field for entry of the Quantity of materials used.
Unit Cost ($)	Optional entry for cost per item. If entered the Qty and Unit cost figures will be extended to calculate the Value ($) and GST ($) fields. I.e. Quantity x Unit Cost = Value. (Default GST percentage (%) is based on the GST setting in BEIMS control)
Value ($)	Value ($) of materials used by the tradesperson for this work order. The field may have a default dollar figure calculated by Qty and Unit Cost. This default can be altered. The 'Value' can also be entered manually.
GST ($)	The total GST ($) on the 'Value'. The field may default using (value x 'default BEIMS Percentage (%)'). The GST amount can also be entered manually.
Status	This field indicates whether the item is an (I)ssue or a (R)eturn. A drop down list to select the status of the materials is available. Items that have status of 'Returned' will show as a negative value in reports.
Person's Name	Name of person receiving the goods.
Comments	An optional field for a brief comment on the store issue.
✖	To close the screen, select the icon ✖ in top right corner.
Save	Selection of the SAVE button will save the details on the screen.

4.4   Action Taken

'Action Taken' section of the Work Order Details screen, is designed to enable contractors to enter details about work performed. The Asset No can also be modified if required.

Figure 25:   The Action Taken section on the Work Order Details Screen.

Field Descriptions

Field Name	Description
Asset No	An optional field for entry/update of the asset number the work relates to.
Service Date (dd/mm/yyyy)	Service date is a mandatory field for entry of the date the work was done. A calendar icon allows selection of date using the mouse.
History Type	Optional field for entry of History Type Code. History Type code is generally used to classify the fault.
Action Details	Details on the description of work done to rectify or complete the job. This is additional to the work order description or extra text as they describe what NEEDS to be done. There is no limit to the amount of text which can be input in Action Details field.

4.5   Trade Completion Details

'Trade Completion Details' section of the Work Order Details screen is designed to enable users to enter Trade completion/cancel and arrival details.

Figure 26:   The Trade Completion Details on the Work Order Details Screen.

Field Descriptions

Field Name	Description
Trade Status	Mandatory field selected from the drop down list. This field should indicate the status of the trade on the work order. There are three valid entries, O-Outstanding, C-Completed or X-Cancelled. If more than one trade exists on the work order, confirm you have the correct trade (listed next to the

Field Name	Description
	tradesperson assignment).
Arrival Date (dd/mm/yyyy)	The date on which the trade arrived to perform the work.
Arrival Time (HH:mm)	The time of day (24 hour) the trade arrived to perform the work.
Comp/Cancel Date (dd/mm/yyyy)	The date the trade selected completed or cancelled their work. If blank then the trades work remains outstanding. This field is only available for entry if the Trade Status is set to X or C.
Comp/Cancel Time (HH:mm)	The time of day when the trade was either completed or cancelled. This field is only available for entry if the Trade Status is set to X or C.

4.6   Linked Documents

This feature allows contractors to attach/link documents to a work order. Other staff within the organisation can then view the attached documents if they exist under the 'Linked Documents – Available to view' list. Any sort of document can be attached: Invoices, Location instructions, maps, photographs finished work etc.

The procedure to link a document consists of three steps:
1.   Choose File
2.   Select Category (mandatory)
3.   Upload File

Figure 27:   The Linked Documents section on the Work Order Details Screen with file and category entered.

The diagram below shows step 1 and 2 completed, the final step would be to Upload file.

Figure 28:   The Linked Documents section on the Work Order Details Screen with file and category chosen.

Field Descriptions

Field Name	Description
Choose File	Select a file from the computer drive that you wish to link to this work order.
* Category:	Mandatory field to indicate the category to allocate this document. The drop down list will give a list of categories to choose from. The categories are defined in the BEIMS document link module.
Upload	Once the file and category are entered, select UPLOAD to load the file to the predefined directory (setup by the CWEB Administrator). The filename will then be saved with a prefix of WorkOrderNumber_yyyymmddhhmmss in the 'Linked Documents - Available to view' area. Clicking on the hyperlink will enable you to view the document.

After uploading the file the hyperlink is available to click and view the document.

Figure 29: The Linked Documents section on the Work Order Details Screen after <UPLOAD> completed.

Contractors do not have access to delete a document once it is uploaded – only BEIMS administrators can delete the documents.

Figure 30: The Delete hyperlink message.

5. REPORTS (CWEB030S)

The Reports screen is accessed from the Main Menu Tool bar Work Orders>Reports.
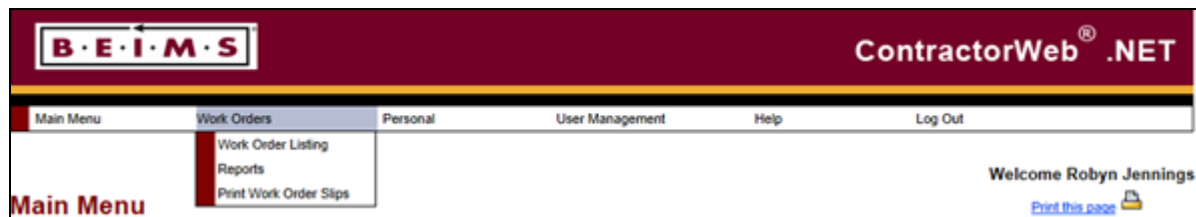
Figure 31: The CWEB Menu Bar displaying 'Work Orders' drop down list.

The report option enables contractors to print reports relating to their jobs. The reports produce job information including status, cost, staffing and statistical information. The extensive selection parameters enable contractors to refine data to produce a report with data specific to their current requirements.

The four types of reports available from the 'reports' drop down are:

- Contractor Trade Status Report
- Contractor Trade Statistics Report
- Contract Cost Report
- Days Left Before Overdue Report

Figure 32: The Work Order>Reports menu displaying report selections.

5.1 Contract Trade Status Report (CWEB031R)

The Contractor Trade Status Report provides information on the status of trades for jobs allocated to your company.

Some sample uses for this report:

- Reviewing work allocated to a trade group (Plumbers, Electricians etc)
- Listing outstanding work for trade(s)
- Checking location of work for trade
- Checking priority of outstanding work
- Reviewing type of work completed in last week
- Reviewing when jobs are due to start

The **layout** of the report remains consistent but the data reported can be refined based on user selection criteria.

Layout/format of the report includes:

- *Work Order Information*: Number, Status, Description, Start Date, Completion/Cancel Date, Priority, Department, Building, Floor and Room.
- *Trade Code Information*: Trade Code, Overdue (Yes or blank), Status (Outstanding, Completed or Cancelled) and Completion/Cancel Date.
- *Tradesperson Information* (Displayed if labour hours entered): Tradesperson Name, Work Date, Hours, Assignment Status, Assigned Date Time, Arrival Date Time and Completion Date Time.

Selection Parameters:

- *Sort Order* (The order the data is listed on report): Asset Number, Building, Department, Job Type, Job Sub Type, Priority, Project, Site, Trade, Work Order No and Work Order Status.
- *Selection Fields*: Site, Department, Building, Job Type, Job Sub Type, Project, Priority, Trade, Asset, Trade Status
- *Selection Date range*: All Dates, WO Date Requested, Work Order Completed/Cancelled Date, Trade Completed/Cancelled Date, WO Start Date and WO Estimated Completion Date.

A report screen selection and the report SAMPLE based on:

- Sort order: TRADE (sort order will list a header for change of trade)
- Selection fields: All Trade Status (Outstanding, Completed and Cancelled)
- Selection Date: WO Start Date range 29/10/2012 to 01/11/2012 (inclusive).

Figure 33: The Contract Trade Status Report Screen

Figure 34: A SAMPLE of the Contractor Trade Status Report

5.2   Contractor Trade Statistics Report (CWEB032R)

The Contractor Trade Statistics Report provides information on the statistics of your company trades that are assigned to work orders.

Some sample uses for this report:

- Totals number of jobs allocated to a trade
- Average time to complete work
- Total number of completed jobs in period of time
- Hours taken to complete work by urgency
- Individual time taken to complete job for trade

The **layout** of the report remains consistent but the data reported can be refined based on user selection criteria.

Layout/format of the report includes:

- *Work Order Information*: Number, Status, Description, Start Date, Completion/Cancel Date, Estimated Completion Date, Date Requested
- *Trade Code Information*: Trade Code, Trade Status (Outstanding, Completed or Cancelled), Actual Hours
- *Statistical summary for selected sort order*: Summary totals of statistics. Number of completed, outstanding and cancelled trades. Summary of total hours taken and average hours taken for completed trades.
- *Overall statistics:* Gives grand totals of statistical information.

Selection Parameters:

- *Sort Order* (The order the data is listed on report): Building, Department, Job Type, Job Sub Type, Priority, Project, Site, Trade, Work Order No and Work Order Status.
- *Selection Fields*: Site, Department, Building, Job Type, Job Sub Type, Project, Priority, Trade, Trade Status
- *Selection Date range*: All Dates, Work Order Date Requested, Work Order Completed/Cancelled Date, Trade Completed/Cancelled Date, WO Start Date and WO Estimated Completion Date.

A sample report screen and report where the sort order is PRIORITY, Building 'WCT' (Western Commercial Tower), Trade Status (Completed and Cancelled), Trade Completed/Cancel Date Range from the 26/10/2012 up to and including 03/11/2012.

Figure 35:   The Contractor Trade Statistic Report screen.

User Name	ROBJEN			Mercury Computer Systems						Page	1
Report Id	CWEB032R V5.7.102									Print Date	5/11/2012

Building code = WCT, Completion date time >= 26/10/2012 , Completion date time <= 3/11/2012 , Supplier code = SPACLE, Trade complete status = C

-------------- Work Order ----------------			Trade	Trade		Date	Start	WO Comp./	Est. Comp.	Actual
Number	Status	Description	Code	Status	Department	Requested	Date	Cancel Date	Date	Hours

Priority: 1

Z0000109	C	Extra clean of board room areas, bathroom facilities and ki	SPACLE	Completed	JPM	23/10/2012	31/10/2012	31/10/2012	31/10/2012	1.50

**Statistics for
Priority: 1**

Number of completed trades	1	Summary of Completed Trades:		
Number of outstanding trades	0	Total Hours Taken	1.50	
Number of cancelled trades	0	Average Hours Taken	1.50	
Total Trades	1			

User Name	ROBJEN			Mercury Computer Systems						Page	2
Report Id	CWEB032R V5.7.102									Print Date	5/11/2012

Building code = WCT, Completion date time >= 26/10/2012 , Completion date time <= 3/11/2012 , Supplier code = SPACLE, Trade complete status = C

-------------- Work Order ----------------			Trade	Trade		Date	Start	WO Comp./	Est. Comp.	Actual
Number	Status	Description	Code	Status	Department	Requested	Date	Cancel Date	Date	Hours

Priority: H

P0000298	C	Cleaning contract of Western range of buildings ** See ex	SPACLE	Completed	WPM	30/10/2012	30/10/2012	30/10/2012	30/10/2012	0.00
P0000304	C	Cleaning contract of Western range of buildings ** See ex	SPACLE	Completed	WPM	26/10/2012	26/10/2012	26/10/2012	26/10/2012	4.00
P0000306	C	Cleaning contract of Western range of buildings ** See ex	SPACLE	Completed	WPM	27/10/2012	27/10/2012	27/10/2012	27/10/2012	3.50
P0000310	C	Cleaning contract of Western range of buildings ** See ex	SPACLE	Completed	WPM	29/10/2012	29/10/2012	29/10/2012	29/10/2012	3.00

**Statistics for
Priority: H**

Number of completed trades	4	Summary of Completed Trades:		
Number of outstanding trades	0	Total Hours Taken	10.50	
Number of cancelled trades	0	Average Hours Taken	2.60	
Total Trades	4			

User Name	ROBJEN			Mercury Computer Systems						Page	3
Report Id	CWEB032R V5.7.102									Print Date	5/11/2012

Building code = WCT, Completion date time >= 26/10/2012 , Completion date time <= 3/11/2012 , Supplier code = SPACLE, Trade complete status = C

-------------- Work Order ----------------			Trade	Trade		Date	Start	WO Comp./	Est. Comp.	Actual
Number	Status	Description	Code	Status	Department	Requested	Date	Cancel Date	Date	Hours

Overall Statistics:

Total Completed Trades	5	Summary of Completed Trades:		
Total Outstanding Trades	0	Overall Total Hours Taken	12.00	
Total Cancelled Trades	0	Overall Average Hours Taken	2.40	
Grand Total Trades	5			

Figure 36: A SAMPLE of the Contractor Trade Statistic Report (page 1 to 3)

5.3   Contractor Cost Report (CWEB033R)

The Contractor Cost Report provides information on costs for Work Orders allocated to the contractor. Costs include both stores and labour costs that are entered via CWEB OR BEIMS.

Some sample uses for this report:

- Labour hours spent on contracted work (useful for reviewing contracted hours vs payment)
- Summary of hours to bill client
- Confirming times are entered for tradesperson
- Listing costs for a project

The **layout** of the report remains consistent but the data reported can be refined based on user selection criteria.
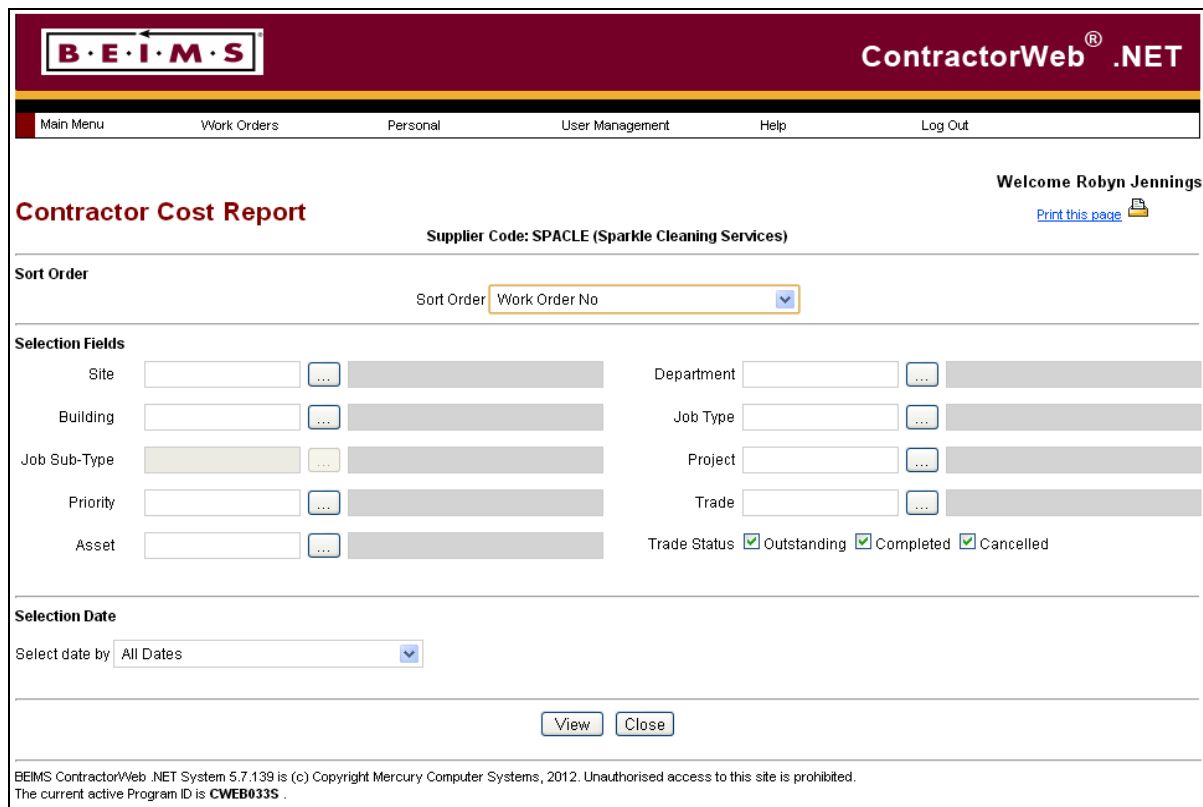
Layout/format of the report includes:

- *Work Order Information*: Number, Status, Description, Start Date, Department, Domain, Job Type, Job Sub Type, Building, Floor, Asset no, Room, Cost Centre, Expense Code and Budget ($)
- *Job Cost Information*: Stores and Labour cost details

Selection Parameters:

- *Sort Order*   (The order the data is listed on report): Asset, Building, Department, Job Type, Job Sub Type, Priority, Project, Site, Trade, Work Order No and Work Order Status.
- *Selection Fields*: Site, Department, Building, Job Type, Job Sub Type, Project, Priority, Trade, Asset, Trade Status
- *Selection Date range*: All Dates, Work Order Date Requested, Work Order Completed/Cancelled Date, Trade Completed/Cancelled Date, WO Start Date and WO Estimated Completion Date.

A sample Contractor Cost report screen and report listing where sort order Work Order Number, Trade Status (Completed, Outstanding and Cancelled), All dates.

Figure 37:   The Contractor Trade Statistic Report screen

Figure 38:   A SAMPLE PAGE of the Contractor Cost Report (page for WO Z0000110)

5.4   Days Left Before Overdue Jobs Report (CWEB034R)

The Days Left Before Overdue Jobs Report, provides information on all trades assigned to a Work Order including figures pertaining to Overdue and Days Until Overdue, thus enabling contractors to determine prioritise the urgency of outstanding work.
Some sample uses for this report:

- Determining when jobs are due to start
- Reviewing Overdue work by priority
- Review time before jobs *become* overdue

The **layout** of the report remains consistent but the data reported can be refined based on user selection criteria.

Layout/format of the report includes:

- *Work Order Information*: Number, Description, Priority, Request Date, Estimated Completion Date, Department, Building, Floor, Room
- *Trade Overdue Information*: Overdue (Completed, Cancelled, NO and YES) and Days Until Overdue (reviewings todays date and estimated complete date and trade status)

Selection Parameters:

- *Sort Order* (The order the data is listed on report): Building, Department, Job Type, Job Sub Type, Priority, Project, Site, Trade, Work Order No and Work Order Status.
- *Selection Fields*: Site, Department, Building, Job Type, Job Sub Type, Project, Priority, Trade, Trade Status
- *Selection Date range*: All Dates, Work Order Date Requested, Work Order Completed/Cancelled Date, Trade Completed/Cancelled Date, WO Start Date and WO Estimated Completion Date.

A sample report screen and report listing where sort order Trade, Trade Status (Completed, Outstanding and Cancelled), Estimated Completion Date 01/11/2012 up to and including 4/11/2012.

Figure 39:   The Days Left Before Overdue Jobs Report screen

Figure 40:   A SAMPLE of the Days Left Before Overdue Jobs Report

6. PRINT WORK ORDER SLIPS (CWEB035S)

The Print Work Order Slips screen is accessed from the Main Menu Tool bar Work Orders>Reports.

Figure 41:   The CWEB Menu Bar displaying 'Work Orders' drop down list.

The Print Work Order Slips screen enables contractors to print Work Order Slip(s), save to PDF or send to Excel.

A list of all Work Orders allocated to the contractor is displayed on the screen. A contractor can select to print any Work Order Slip from the list. Ticking the box will select the Trade/Work Order combinations required for printing. The <Select All> check box automatically checks all Work Orders in the displayed list (reselecting check box will de-select options).

Figure 42:   The Print Work Order Slips screen with a Work Order checked for printing

After choosing the Work Orders required for printing, select either

> <Print selected Work Orders> for viewing work order slip with option to print or save to PDF
> OR
> <Export to Excel> to send selected Work Orders to an Excel Listing.

6.1   Export to Excel

Selecting to Export to Excel will save the work order selection to excel format. An option will appear to save the .xls list
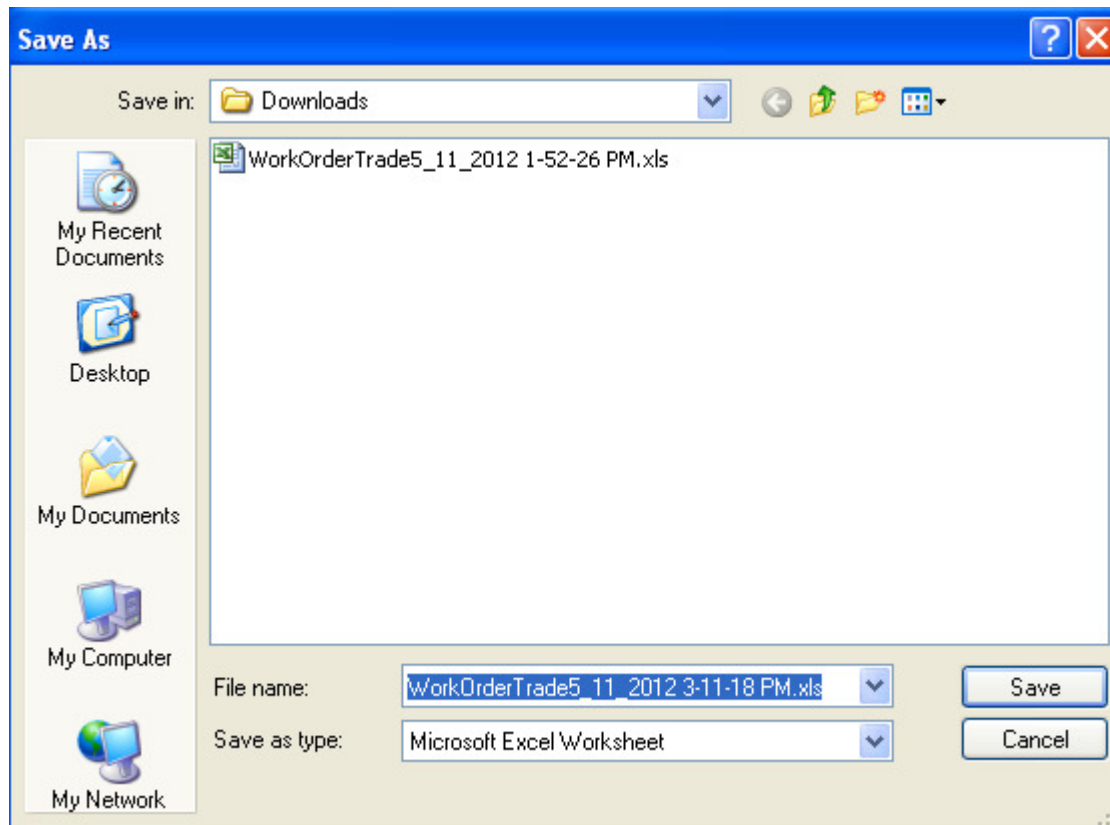

Figure 43:   Exported to Excel

The <Save> button will save document with the name and location displayed. The saved document is listed at the bottom of the screen as an icon. To view the contents of the excel report click on this icon.

Figure 38:   Icon showing report is saved.

Figure 44:   A SAMPLE of Work Order Slip in the excel spread sheet.

6.2   Print Selected Work Orders (CWEB036S)

The <Print Selected Work Orders> option displays a screen showing all Work Orders/Trade combinations that will be printed. A contractor may have more than one trade working on a job (work order).
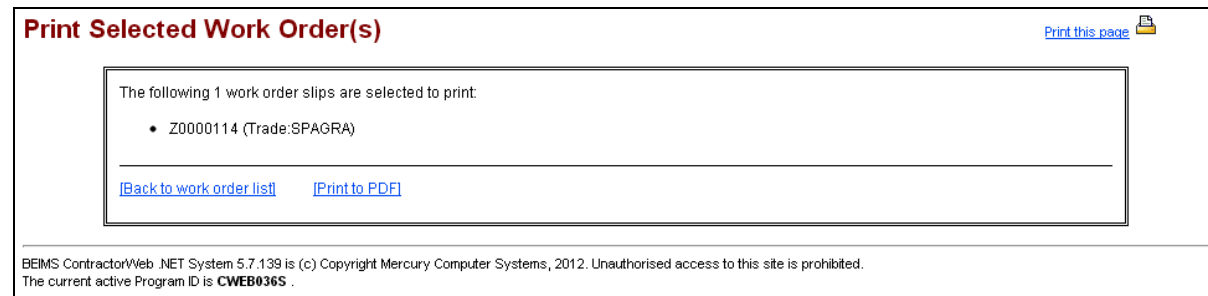

Figure 45:   Print Selected Work Order(s) screen

Selection of the [Print to PDF] will display work orders in the format they will be printed. PDF listings can be saved or printed using the buttons displayed (as per example below - bottom right corner).
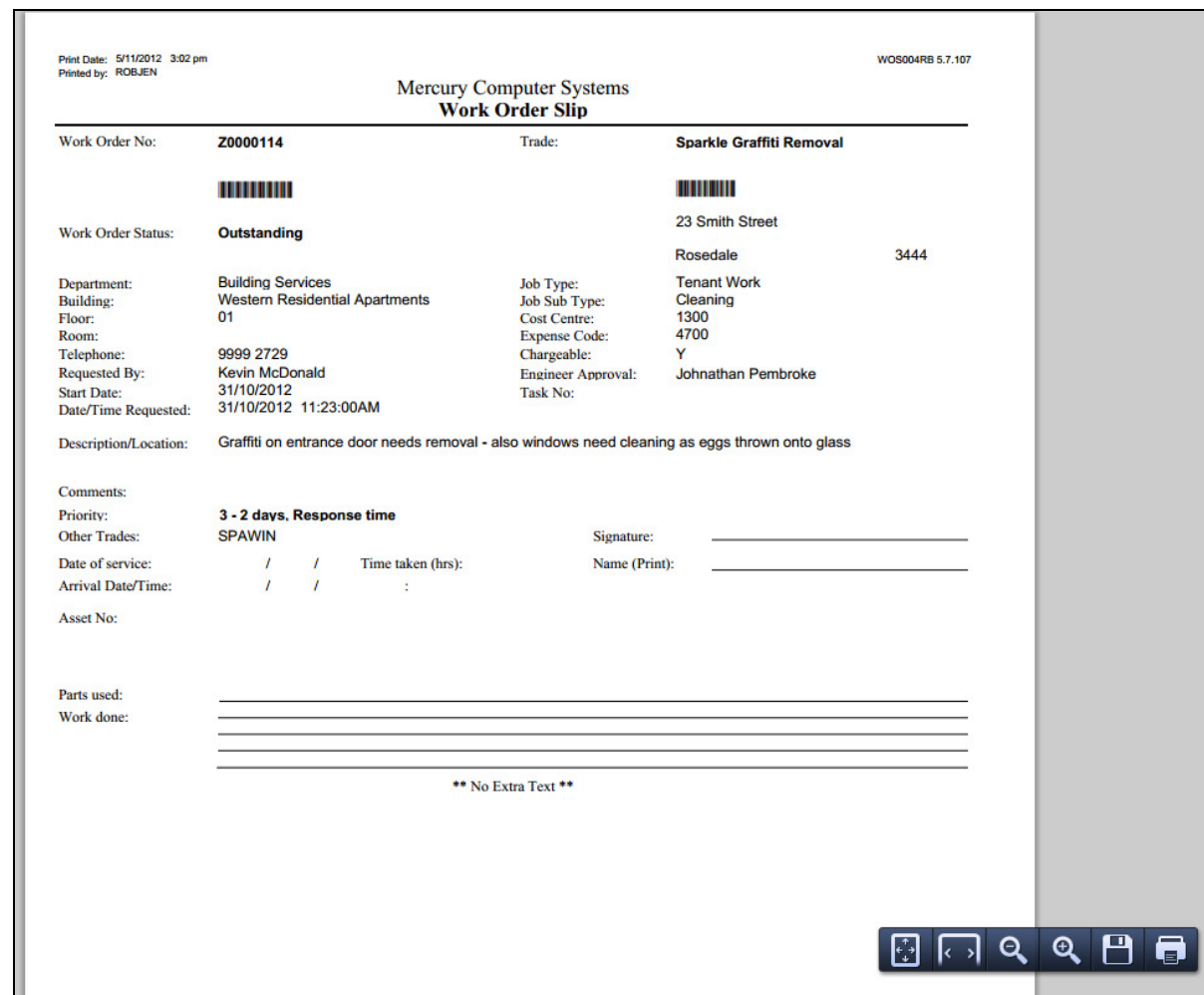
Figure 46:   A SAMPLE Work Order Slip 'List' ready to print/save.

7.   UDATE MY USER DETAILS (CWEB012S)

The Update My User Details screen is accessed from the Main Menu Tool bar Personal>Update My User Details.
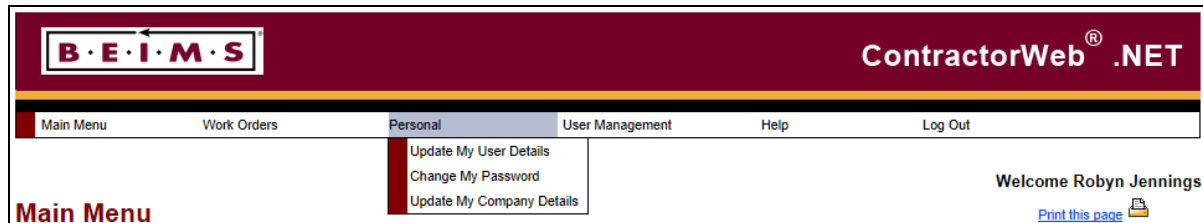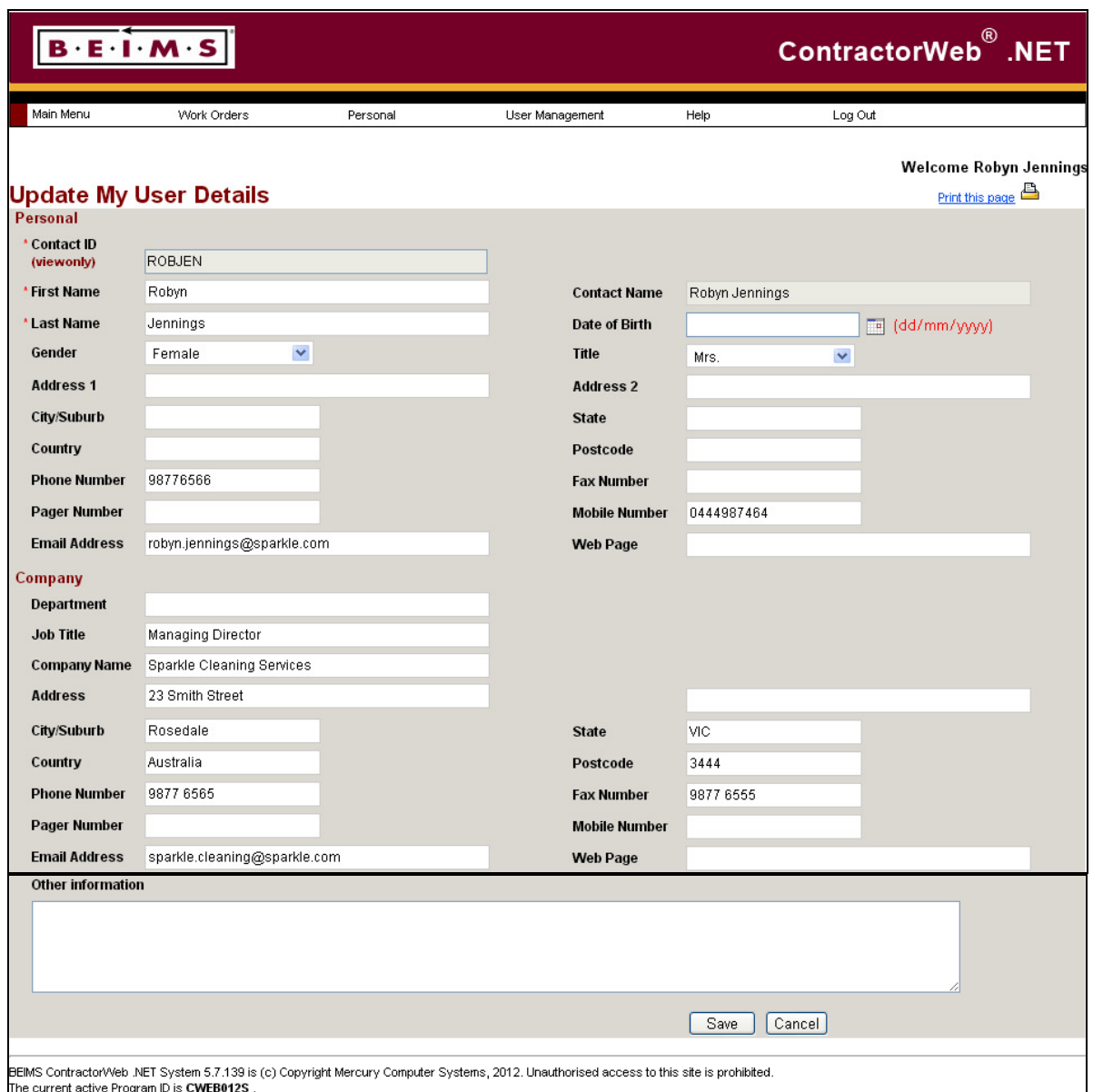

Figure 47:   The CWEB Menu Bar displaying the 'Personal' drop down list.

The Update My User Details screen enables the *login user* to update their existing personal and company information.

Figure 48:   The Update My User Details screen.

Field Descriptions

Field Name	Description
Personal Data	
Contact ID	This field is display only and represents the login user's personal code to login to ContractorWeb .NET . The data for this person can be accessed via the 'Contacts – General' (ISS042S) screen in BEIMS.
First Name	A mandatory field to enter First Name.
Contact Name	View only field which combines First Name and Last Name to display entire name.
Last Name	A mandatory field to enter Surname.
Date of Birth	The persons date of birth in dd/mm/yyyy format.
Gender	The gender of the person. This is an optional field selected from a drop down list. If entered the valid options are 'Male' or 'Female'.
Title	The title of the person. This is an optional field selected from a drop down list. If entered the valid options are 'Dr', 'Miss', 'Mr.', 'Mrs.', 'Ms.' or 'Prof.'
Address 1	The first line of the person's home Address.
Address 2	The second line of the person's home Address.
City/Suburb	The City/suburb of the person's home Address.
State	The State of the person's home Address.
Country	The Country of the person's home Address.
Postcode	The Postcode of the person's home Address.
Phone Number	The Phone Number to contact the person.
Fax Number	The Fax Number to contact the person.
Pager Number	The persons Pager Number.
Mobile Number	The persons Mobile Phone Number.
Email Address	The persons Email Address. More than one address may be entered.
Web Page	An optional field for entry of a Web Page.
Company Data	

Field Name	Description
Department	For the specified company, the Department the person works.
Job Title	The Job Title of the person within the company.
Company Name	The Company Name this person works for. In the case of CWEB it is generally the contractor company.
Address	The first line of the company address.
Address 2	The second line of the company Address.
City/Suburb	The City/suburb of the company Address.
State	The State of the company Address.
Country	The Country of the company Address.
Postcode	The Postcode of the company Address.
Phone Number	The Company Phone Number.
Fax Number	The Fax Number of the company.
Pager Number	The Pager Number of the company.
Mobile Number	The Mobile Phone Number of the company.
Email Address	The Company Email Address.
Web Page	The Web Page of the company.
Other information	An optional field for details pertaining to this person.
Save	Select <SAVE> to save changes made to data on this screen.
Cancel	Select <CANCEL> to exit screen without saving changes. On exit the MAIN MENU screen will be displayed.

8. CHANGE MY PASSWORD (CWEB014S)

The Change My User Password screen is accessed from the Main Menu Tool bar Personal>Change My Password.
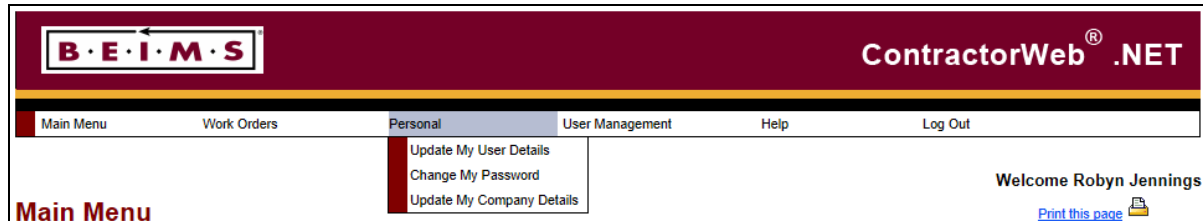

Figure 49: The CWEB Menu Bar displaying the 'Personal' drop down list.

The 'Change My Password' option allows the login user to change their password. For security purposes, the current password must be entered, and be valid, to allow the user to change their password.
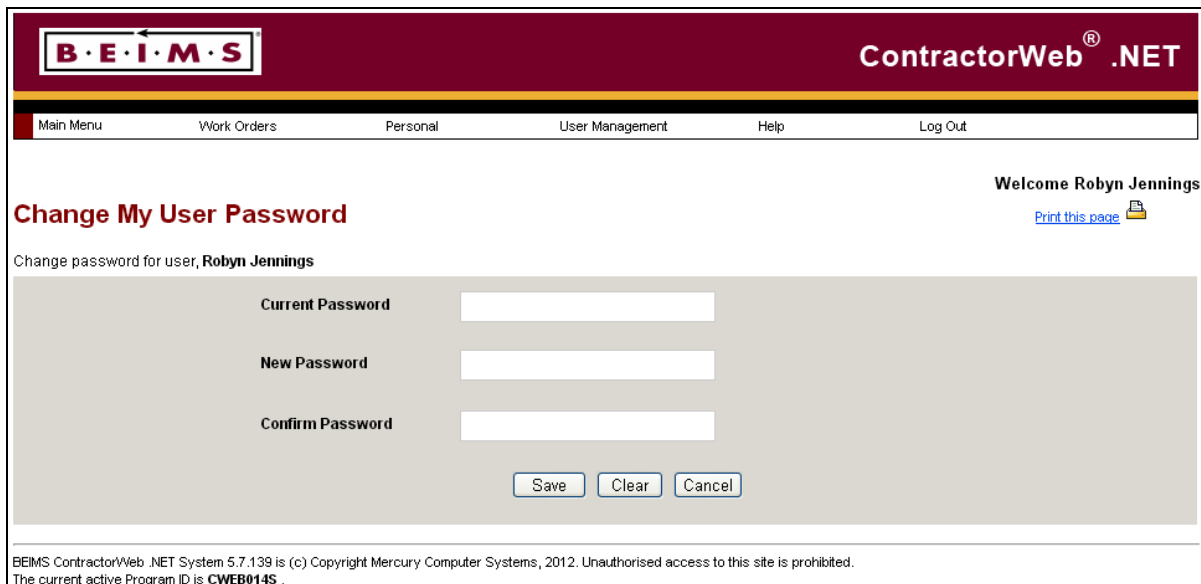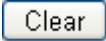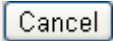
Figure 50: The Change My User Password Screen

Field Descriptions

Field Name	Description
Current Password	Enter your current password. For security reasons, '……' will be displayed when typing your password AND you can only continue to change the password if you enter your current password correctly.
New Password	Enter details of the new password.
Confirm Password	Confirm details of the new password by re-entering new password.
Save	Select <SAVE> to save changes made on this screen.

Field Name	Description
Clear	Select <CLEAR> to clear data entry without saving changes. The screen will remain visible ready to re-enter changes.
Cancel	Select <CANCEL> to exit screen without saving changes. On exit the MAIN MENU screen will be displayed.

9. UPDATE MY COMPANY DETAILS (CWEB016S)

The Update My Company Details screen is accessed from the Main Menu Tool bar Personal>Update My Company Details.
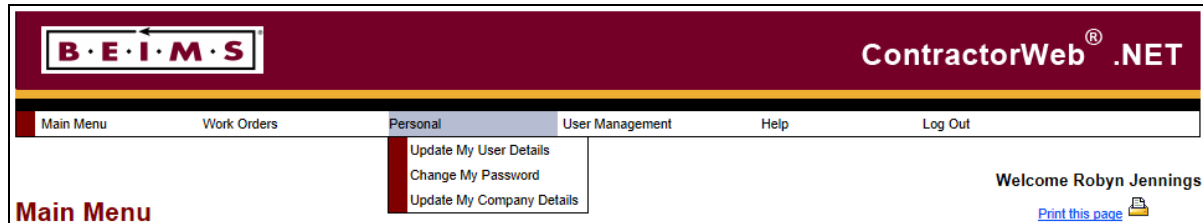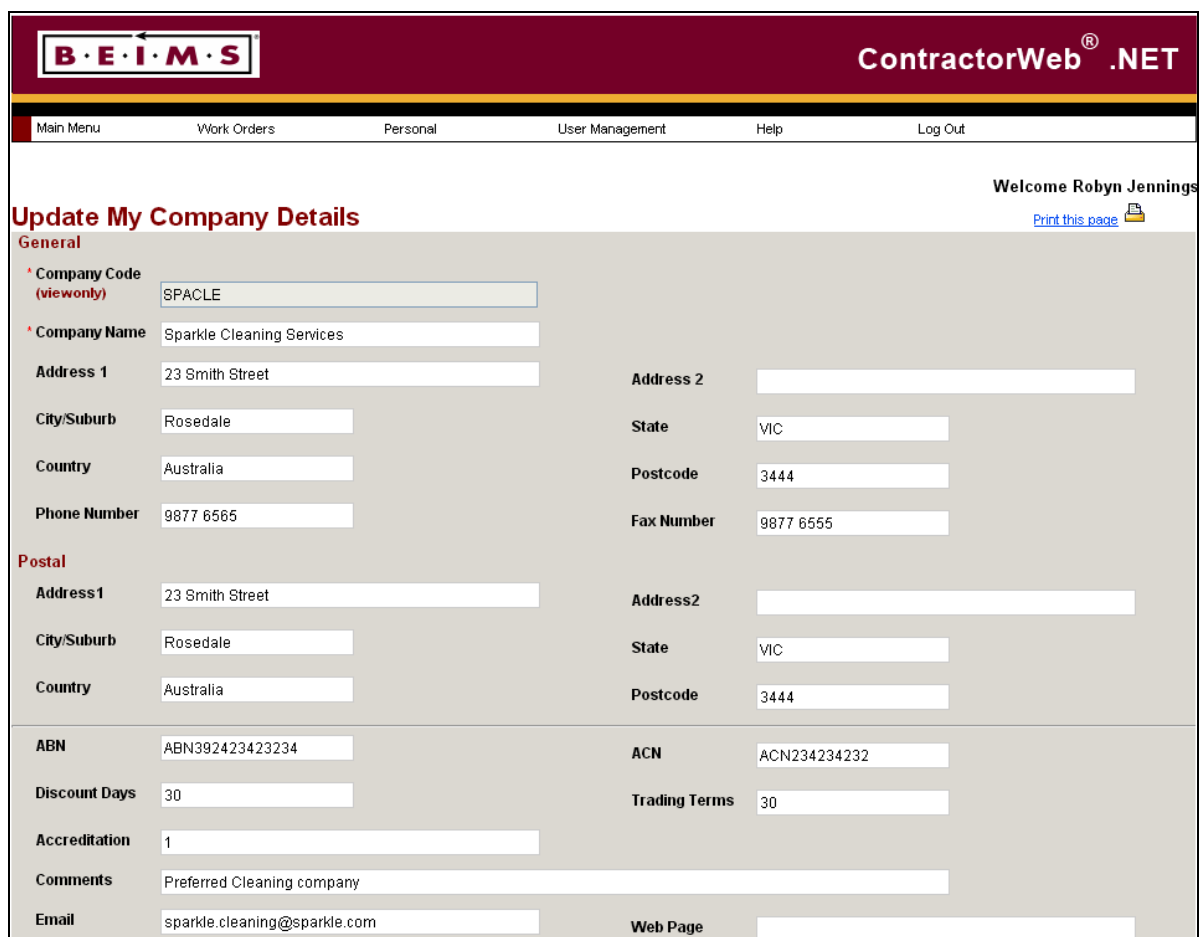

Figure 51:   The CWEB Menu Bar displaying the 'Personal' drop down list.

The Update My Company Details screen allows the login user to update their company details. Changing this screen will update data in the Supplier Details screen in BEIMS. All new 'Users' added through ContractorWeb .NET for this company, will get these company details by default. Be aware, these company details may also be used for billing and invoicing, therefore details on this screen may be people/numbers/information related to different departments to that you are from. Thus changing these details should be done with caution.

Figure 52:   The Update My Company Details screen.

Field Descriptions

Field Name	Description
General Data	
Company Code	A unique code to identify the contractor company. This is a view only field. The data for this company can be accessed via the 'Supplier Details' (ISS006S) screen in BEIMS.
Company Name	The contractors company name. This is a mandatory field.
Address 1	The first line of the company address.
Address 2	The second line of the company Address.
City/Suburb	The City/suburb of the company Address.
State	The State of the company Address.
Country	The Country of the company Address.
Postcode	The Postcode of the company Address.
Phone Number	The Company Phone Number.
Fax Number	The Fax Number of the company.
Postal Data	
Address 1	The first line of the company postal address.
Address 2	The second line of the company postal address.
City/Suburb	The City/suburb of the company postal address.
State	The State of the company postal address.

Field Name	Description
Country	The Country of the company postal address.
Postcode	The Postcode of the company postal address.
General Company Details	
ABN	The ABN number for this company.
ACN	The Australian Company Number (ACN) for this company.
Discount Days	This is used to indicate the number of days you have to pay an invoice in which to receive a discount.
Trading Terms	The maximum number of days for payment of invoices (eg 7, 14, 30 or 60 days)
Accreditation	Your company's accreditation details (eg ISO9000, AS3900 etc)
Comments	An unlimited entry field for comments on this company.
Email	Company email address.
Web Page	Company web page details.
Contact One Data	
Contact Name	Contact Name for a person in the company.
Department	Department details for the contact person (1).
Phone	Phone number for the contact person (1).
Mobile	Mobile phone number for the contact person (1).
Pager	Pager number for the contact person (1).
Contact Two Data	
Contact Name	A second contact in the company.
Department	Department details for the contact person (2).
Phone	Phone number for the contact person (2).
Mobile	Mobile phone number for the contact person (2).
Pager	Pager number for the contact person (2).

10.   EDIT USER DETAILS (CWEB018S)

The Edit User Details screen is accessed from the Main Menu Tool bar Personal>Edit User Details.
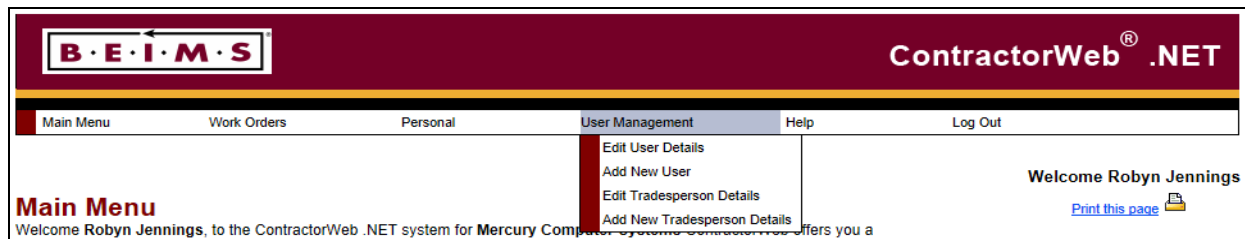

Figure 53:   The CWEB Menu Bar displaying the 'User Management' drop down list.

Selecting to Edit User Details will display a list of all staff for the same company as the company of the current user who is logged in.
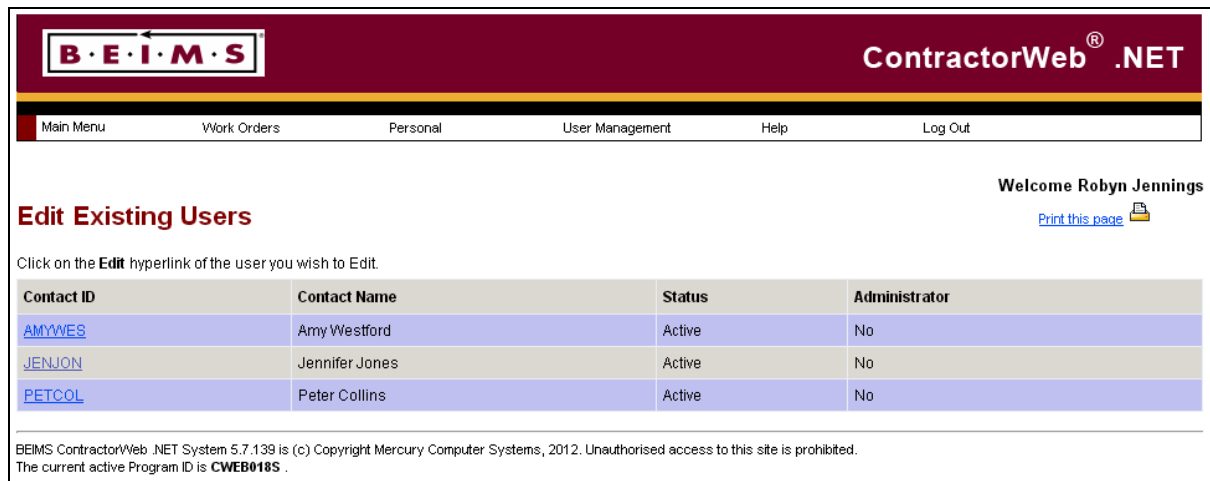

Figure 54:   The 'Edit Existing Users' list screen.

To navigate to a particular user, click the hyperlink (in the 'Contact ID' column), of the person you wish to edit/view. This will display the selected person's details to the screen (Edit User Details – CWEB019S).

10.1   Edit User Details (CWEB019S)

The Edit User Details Screen (CWEB019S) will be displayed enabling update of details for the selected user.
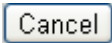

Figure 55:   The 'Edit User Details' screen.

Field Descriptions

Field Name	Description
Personal Data	
Contact ID	This field is display only and represents personal code of the user who is displayed on the screen. The data for this user can be accessed via the 'Contacts – General' (ISS042S) screen in BEIMS.

Field Name	Description
First Name	A mandatory field to enter Users First Name.
Contact Name	View only field which combines First Name and Last Name to display entire name.
Last Name	A mandatory field to enter Users Surname.
Active	A mandatory field to indicate that status of this person. Valid entries from the drop down list include Active or Inactive. Active indicates the user is still available to login to ContractorWeb. If the user is no longer at the company or no longer allowed to use ContractorWeb etc the status would be set to Inactive.
Password	A mandatory field to enter the user password. If setting up a new user a password is required, even if only temporary.
Profile	The profile you wish to allocate to this person. The profile will determine the screens available to the person when using ContractorWeb .NET. If no profile is entered the user will not have access to the ContractorWeb .NET screens. They may be able to login but they will not be able to do anything. The actual Profile Options are originally entered and setup on the Profiles Screen (ISS002S) in BEIMS.
Gender	The gender of the person. This is an optional field selected from a drop down list. If entered the valid options are 'Male' or 'Female'.
Title	The title of the person. This is an optional field selected from a drop down list. If entered the valid options are 'Dr', 'Miss', 'Mr.', 'Mrs.', 'Ms.' or 'Prof.'
Date of Birth	The persons date of birth in dd/mm/yyyy format.
Address	Two entry fields for the person's home Address.
City/Suburb	The City/suburb of the person's home Address.
State	The State of the person's home Address.
Country	The Country of the person's home Address.
Postcode	The Postcode of the person's home Address.
Phone Number	The Phone Number to contact the person.
Fax Number	The Fax Number to contact the person.
Pager Number	The persons Pager Number.

Field Name	Description
Mobile Number	The persons Mobile Phone Number.
Email Address	The persons Email Address. More than one address may be entered.
Web Page	An optional field for entry of a Web Page.
Company Data	
Department	Within the specified company, the Department the person works in.
Job Title	The Job Title of the person within the company.
Company Name	The Company Name this person works for. In the case of CWEB it is generally the contractor company.
Address	The first line of the company address.
Address 2	The second line of the company Address.
City/Suburb	The City/suburb of the company Address.
State	The State of the company Address.
Country	The Country of the company Address.
Postcode	The Postcode of the company Address.
Phone Number	The Company Phone Number.
Fax Number	The Fax Number of the company.
Pager Number	The Pager Number of the company.
Mobile Number	The Mobile Phone Number of the company.
Email Address	The Company Email Address.
Web Page	The Web Page of the company.
Other information	An optional field for details pertaining to this person.
Save	Select <SAVE> to save changes made to data on this screen.
Cancel	Select <CANCEL> to exit screen without saving changes. On exit the Edit Existing Users (CWEB018S) screen will be displayed.

11.   ADD NEW USER (CWEB021S)

The Add New User screen is accessed from the Main Menu Tool bar Personal>Add New User
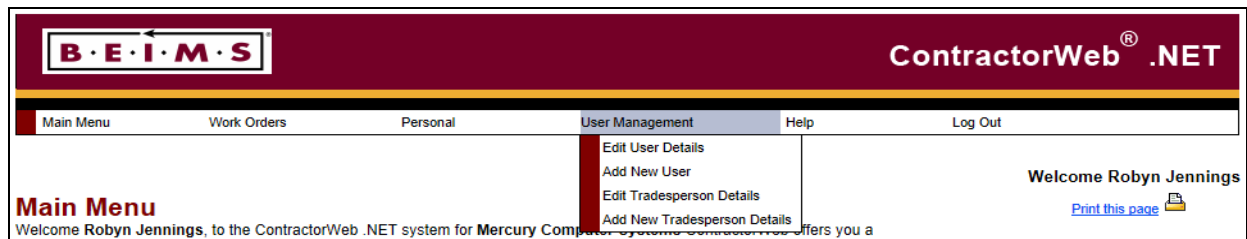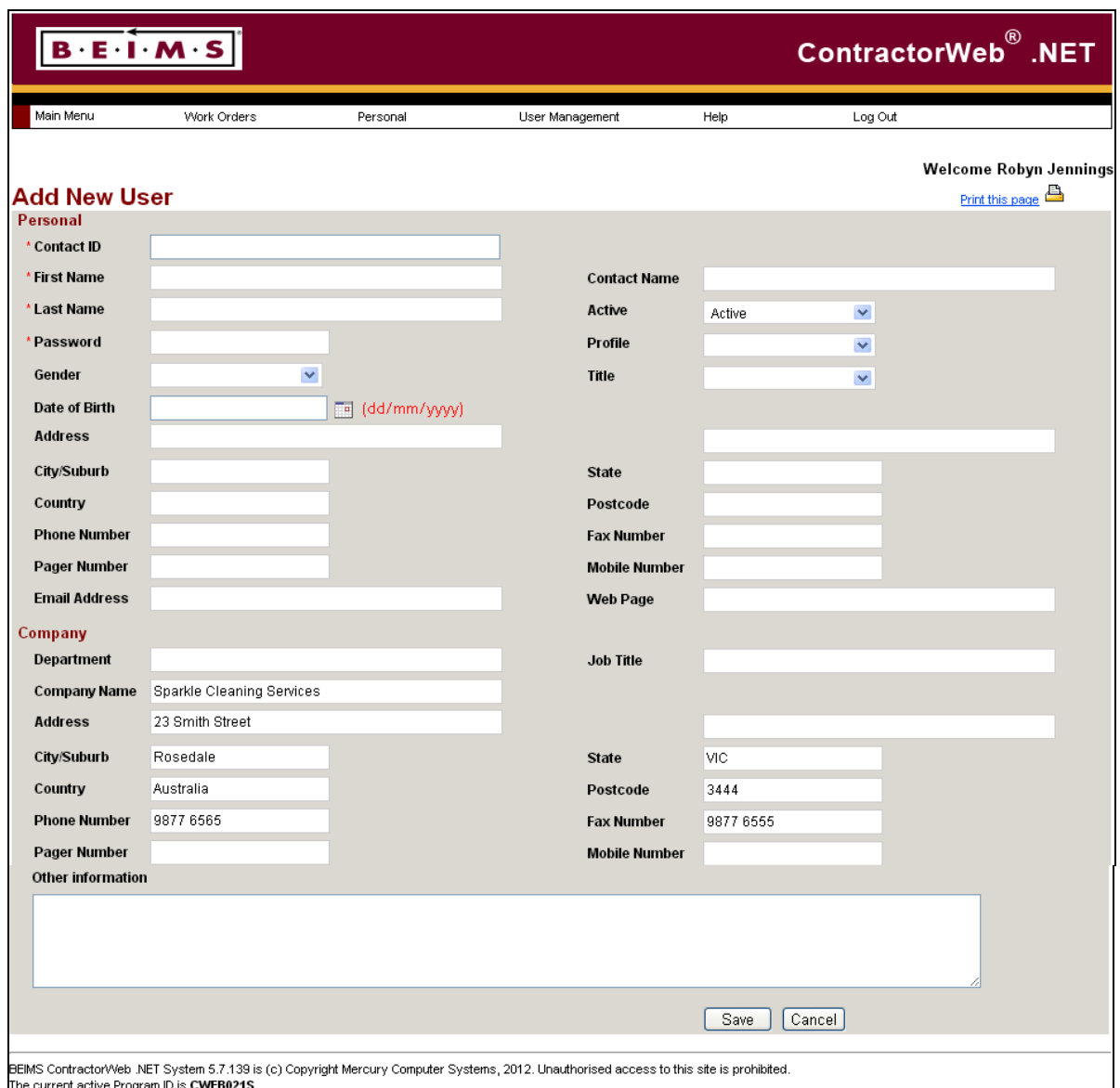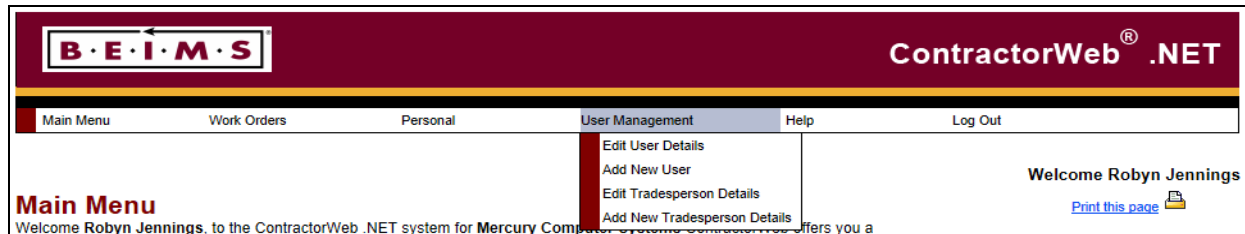

Figure 56:   The CWEB Menu Bar displaying the 'User Management' drop down list.

Selecting the Add New User Details will display the screen ready for input of New User details.

Figure 57:   The 'Add New User' screen.

Field Descriptions

Field Name	Description
Personal Data	
Contact ID	This field is mandatory and requires entry of a unique code to identify the user. Data for this user can also be accessed via the 'Contacts – General' (ISS042S) screen in BEIMS.
First Name	A mandatory field to enter Users First Name.
Contact Name	View only field which combines First Name and Last Name to display entire name.
Last Name	A mandatory field to enter Users Surname.
Active	A mandatory field to indicate that status of this person. Valid entries from the drop down list include Active or Inactive. Active indicates the user is still available to login to ContractorWeb. If the user is no longer at the company or no longer allowed to use ContractorWeb etc the status would be set to Inactive.
Password	A mandatory field to enter the user password. If setting up a new user a password is required, even if only temporary.
Profile	The profile you wish to allocate to this person. The profile will determine the screens available to the person when using ContractorWeb .NET. If no profile is entered the user will not have access to the ContractorWeb .NET screens. They may be able to login but they will not be able to do anything. The actual Profile Options are originally entered and setup on the Profiles Screen (ISS002S) in BEIMS.
Gender	The gender of the person. This is an optional field selected from a drop down list. If entered the valid options are 'Male' or 'Female'.
Title	The title of the person. This is an optional field selected from a drop down list. If entered the valid options are 'Dr', 'Miss', 'Mr.', 'Mrs.', 'Ms.' or 'Prof.'
Date of Birth	The persons date of birth in dd/mm/yyyy format.
Address	Two entry fields for the person's home Address.
City/Suburb	The City/suburb of the person's home Address.
State	The State of the person's home Address.
Country	The Country of the person's home Address.
Postcode	The Postcode of the person's home Address.

Field Name	Description
Phone Number	The Phone Number to contact the person.
Fax Number	The Fax Number to contact the person.
Pager Number	The persons Pager Number.
Mobile Number	The persons Mobile Phone Number.
Email Address	The persons Email Address. More than one address may be entered.
Web Page	An optional field for entry of a Web Page.
Company Data	
Department	For the specified company, the Department the person works.
Job Title	The Job Title of the person within the company.
Company Name	The Company Name this person works for. In the case of CWEB it is generally the contractor company.
Address	The first line of the company address.
Address 2	The second line of the company Address.
City/Suburb	The City/suburb of the company Address.
State	The State of the company Address.
Country	The Country of the company Address.
Postcode	The Postcode of the company Address.
Phone Number	The Company Phone Number.
Fax Number	The Fax Number of the company.
Pager Number	The Pager Number of the company.
Mobile Number	The Mobile Phone Number of the company.
Email Address	The Company Email Address.
Web Page	The Web Page of the company.
Other information	An optional field for details pertaining to this person.
Save	Select <SAVE> to save data entered on this screen.
Cancel	Select <CANCEL> to exit this screen without saving changes. On exit the Main Menu (CWEB002S) screen will be displayed.

12.   EDIT TRADESPERSON DETAILS (CWEB023S)

The Edit Tradesperson Details screen is accessed from the Main Menu Tool bar Personal>Edit Tradesperson Details

Figure 58:   The CWEB Menu Bar displaying the 'User Management' drop down list.

Selecting to Edit Tradesperson Details will display a list of staff belonging to the same company as the current user login.   The information on the list includes the unique number to identify the person, their name, all skills that person has and whether they are current staff.
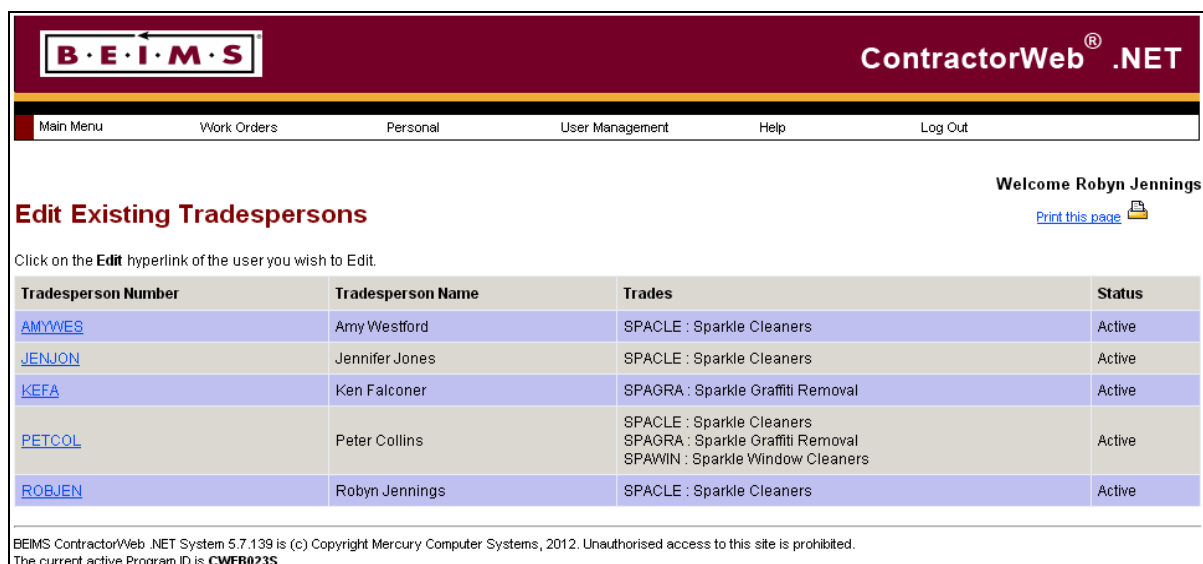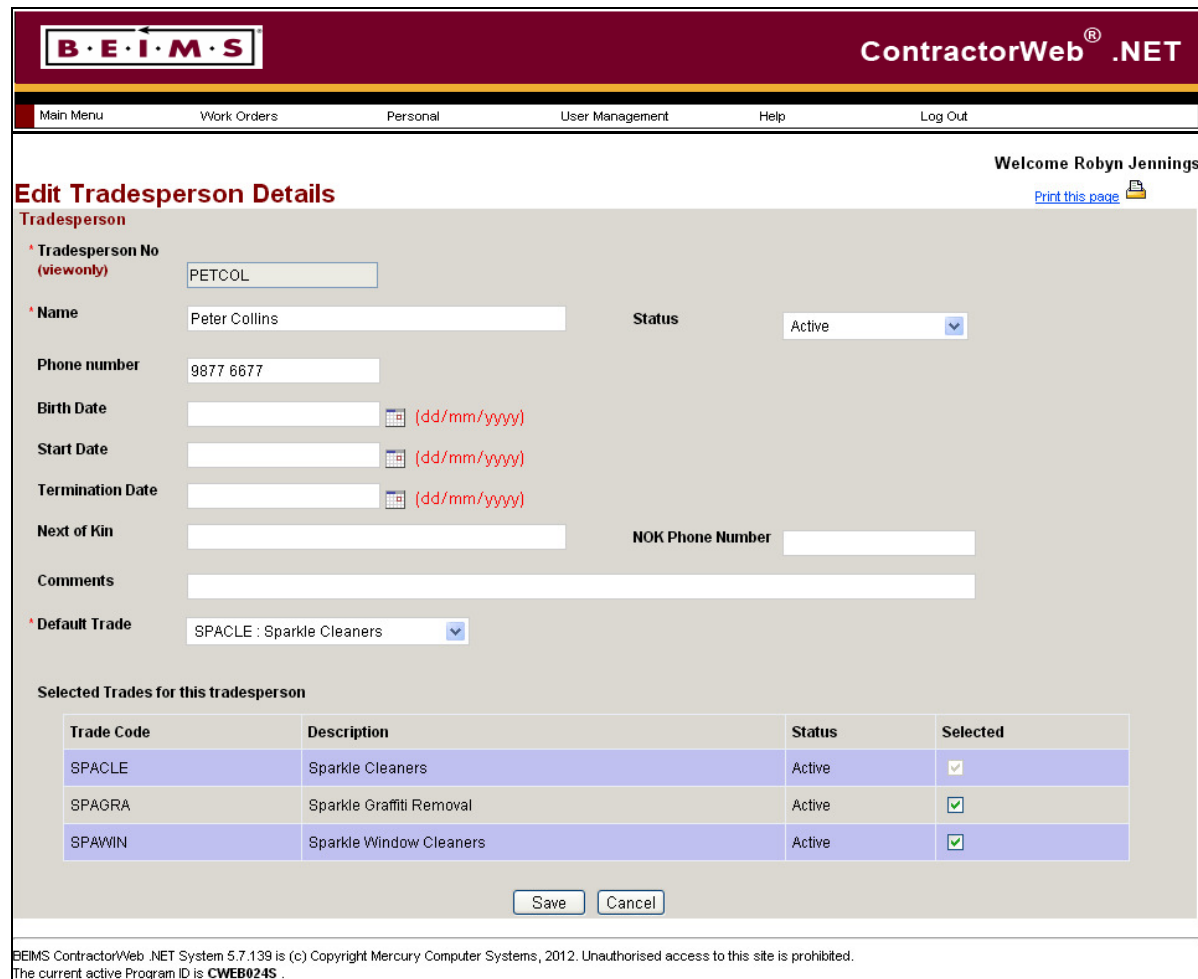
Figure 59:   The Edit Existing Tradespersons list screen

To navigate to a particular tradesperson, click the hyperlink (in the 'Tradesperson Number' column), of the person you wish to edit/view. This will display the selected tradesperson's details to the screen (Edit Tradesperson Details – CWEB024S).

12.1   Edit Tradesperson Details (CWEB024S)

The Edit Tradesperson Details Screen (CWEB024S) will be displayed enabling update of details for the selected tradesperson.

Figure 60:   The Edit Tradesperson Details screen

Field Descriptions

Field Name	Description
Tradesperson No	This field is display only and is a unique code to identify the tradesperson. Data for this tradesperson can also be accessed via the 'Tradesperson Details Screen' (ISS021S) screen in BEIMS (Charge Rates and other information) are available on the BEIMS screen.
Name	A mandatory field to enter Tradesperson's Name.
Status	A mandatory field to indicate that status of this person. Valid entries from the drop down list include Active or Inactive. Active indicates the tradesperson is still available to work on jobs. If the tradesperson is no longer at the company or no longer available to work on jobs etc the status would be set to inactive.

Field Name	Description
Phone Number	The tradesperson contact phone number (can be a mobile)
Birth Date	The tradespersons birth date. The calendar function can be used to select a date. If entered date must be in dd/mm/yyyy format.
Start Date	The date the tradespersons started employment at the company. The calendar function can be used to select a date. If entered date must be in dd/mm/yyyy format.
Termination Date	The termination date of employment at this company for the tradespersons. The calendar function can be used to select a date. If entered date must be in dd/mm/yyyy format.
Next of Kin	The Next of Kin details (In case of emergency) for the tradesperson.
NOK Phone Number	The Next of Kin Phone Number for the tradesperson, this can be a mobile.
Comments	Any relevant comments pertaining to this tradesperson. E.g. Special work requirements.
Default Trade	A mandatory field to enter the default/main Trade/Skill for this tradesperson. The drop down list will list available skills/trades for this tradesperson. Only those skills/trades available for the company will be listed.
Selected Trades for this tradesperson	Should the tradesperson have more than one skill/trade, the checkbox under 'Selected' in the trade/skill list can be ticked. Any ticked 'Trade Codes' indicate this tradesperson is skilled to do this type of trade work. The default trade is also in this list although greyed out.
Save	Select <SAVE> to save data entered on this screen.
Cancel	Select <CANCEL> to exit this screen without saving changes. On exit the Edit Existing Tradespersons (CWEB023S) screen will be displayed.

13. ADD NEW TRADESPERSON DETAILS (CWEB026S)

The Add New Tradesperson Details screen is accessed from the Main Menu Tool bar Personal>Add New Tradesperson Details
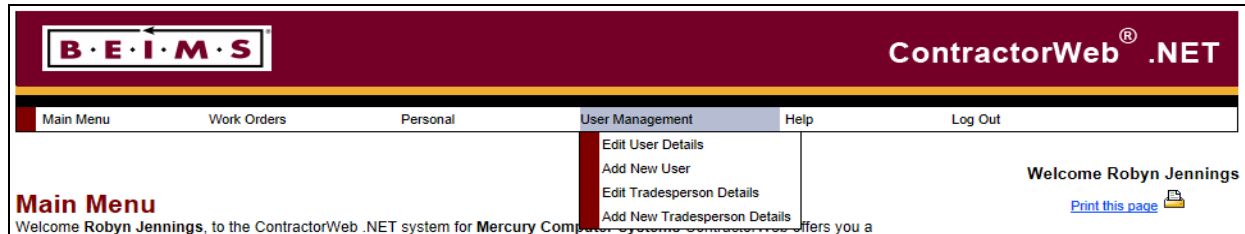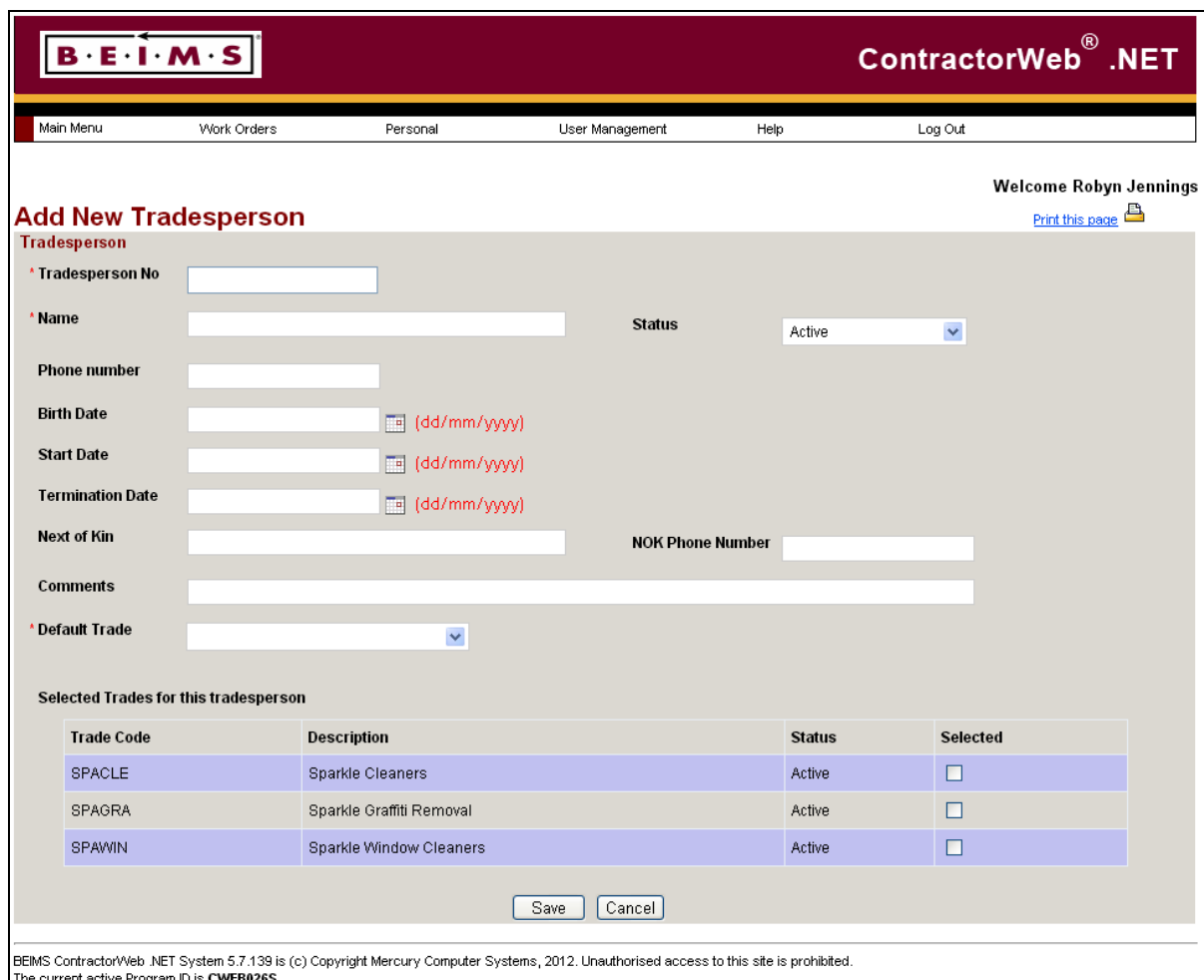
Figure 61:   The CWEB Menu Bar displaying the 'User Management' drop down list.

Selecting the Add New Tradesperson Details will display the screen ready for input of New Tradesperson Details.

Figure 62:   The 'Add New Tradesperson' Screen.

Field Descriptions

Field Name	Description
Tradesperson No	This field is mandatory and requires entry of a unique code to identify the tradesperson. Data for this tradesperson can also be accessed via the 'Tradesperson Details Screen' (ISS021S) screen

Field Name	Description
	in BEIMS (Charge Rates and other information) are available on the BEIMS screen.
Name	A mandatory field to enter Tradesperson's Name.
Status	A mandatory field to indicate that status of this person. Valid entries from the drop down list include Active or Inactive. Active indicates the tradesperson is still available to work on jobs. If the tradesperson is no longer at the company or no longer available to work on jobs etc the status would be set to inactive.
Phone Number	The tradesperson contact phone number (can be a mobile)
Birth Date	The tradespersons birth date. The calendar function can be used to select a date. If entered date must be in dd/mm/yyyy format.
Start Date	The date the tradespersons started employment at the company. The calendar function can be used to select a date. If entered date must be in dd/mm/yyyy format.
Termination Date	The termination date of employment at this company for the tradespersons. The calendar function can be used to select a date. If entered date must be in dd/mm/yyyy format.
Next of Kin	Next of Kin details (In case of emergency) for the tradesperson.
NOK Phone Number	The tradesperson's, Next of Kin Phone Number, this can be a mobile.
Comments	Enter any relevant comments pertaining to this tradesperson. E.g. Special work requirements.
Default Trade	A mandatory field to enter the default/main Trade/Skill for this tradesperson. The drop down list will list available skills/trades for this tradesperson. Only those skills/trades available for the company will be listed.
Selected Trades for this tradesperson	Should the tradesperson have more than one skill/trade, the checkbox under 'Selected' in the trade/skill list can be ticked. Any ticked 'Trade Codes' indicate this tradesperson is skilled to do this type of trade work. The default trade is also in this list although greyed out.
Save	Select <SAVE> to save data entered on this screen.
Cancel	Select <CANCEL> to exit this screen without saving changes. On exit the Main Menu (CWEB002S) screen will be displayed.

14.   USER MANUAL

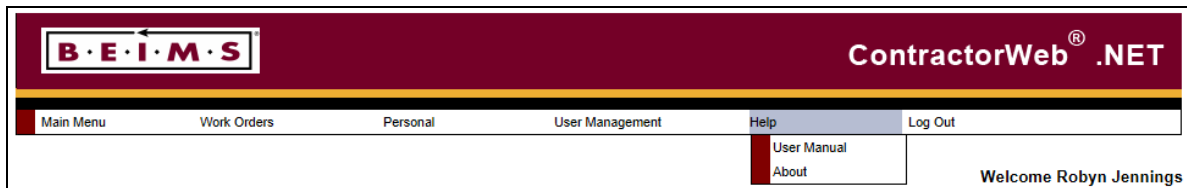The User Manual screen is accessed from the Main Menu Tool bar Help>User Manual

Figure 63:   The CWEB Menu Bar displaying the 'Help' drop down list.

The User Manual gives full explanations for all ContractorWeb .NET screens and fields.   Sample reports, screen shots help users to relate the details back to the product.   A Table of Contents including screen ID's and page numbers is available in the manual.

Selecting the User Manual option will jump to the ContractWeb .NET User Guide.
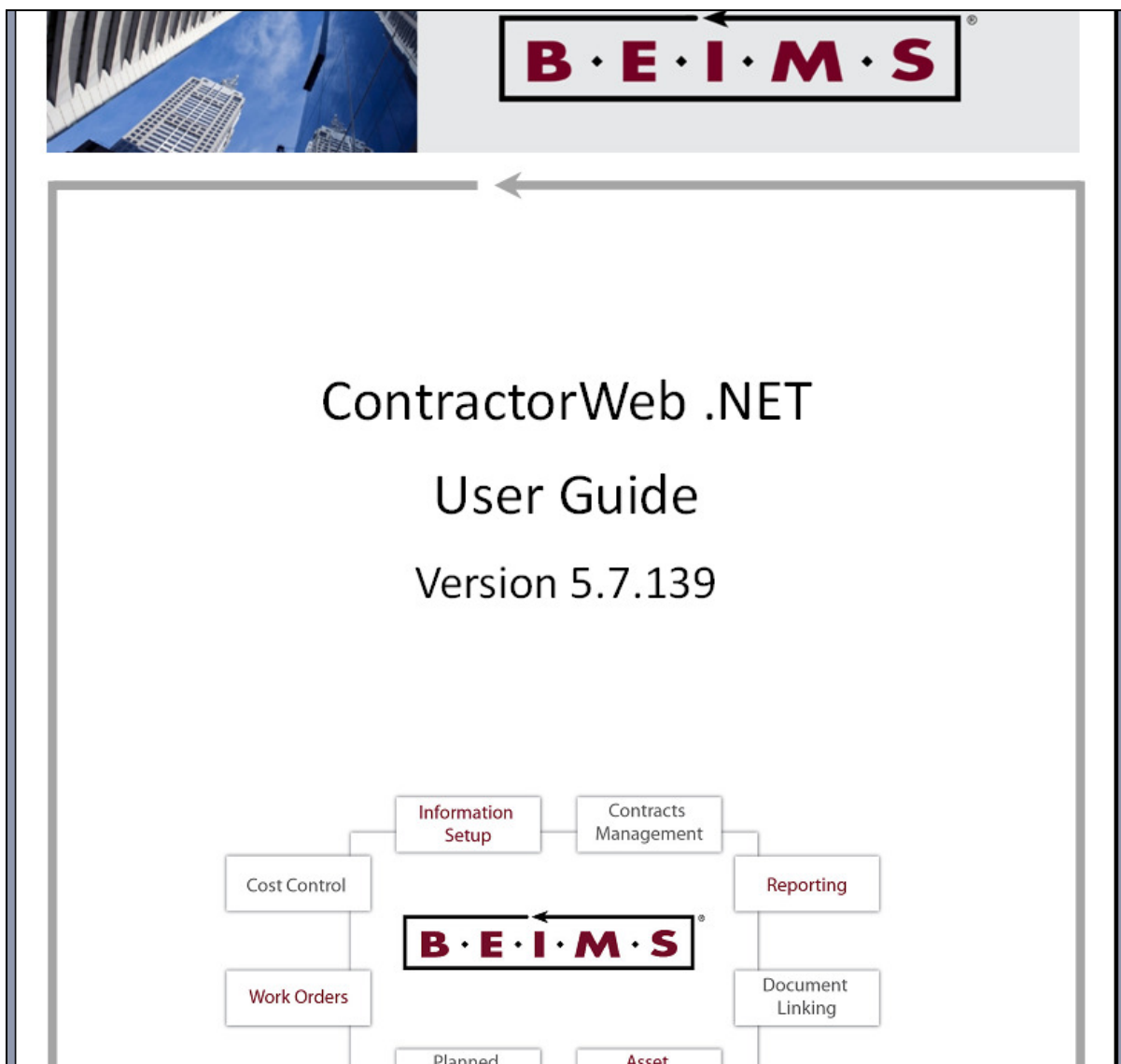
Figure 64:   The ContractorWeb .NET (CWEB) 'User Manual' first page

The User Manual is available to print or save to disk or scroll through for help. The buttons displayed will enable users to review the document.

Figure 65:   The 'User Manual' pop up selections

15.   ABOUT (CWEB028S)

The About screen is accessed from the Main Menu Tool bar Help>About
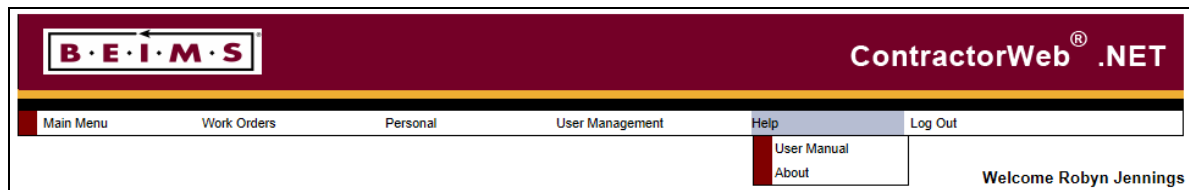
Figure 66:   The CWEB Menu Bar displaying the 'Help' drop down list.

The screen gives users technical information about the ContractorWeb .Net product including database connections and database versions, version numbers of the ContractorWeb product and other information useful for support and technical staff.
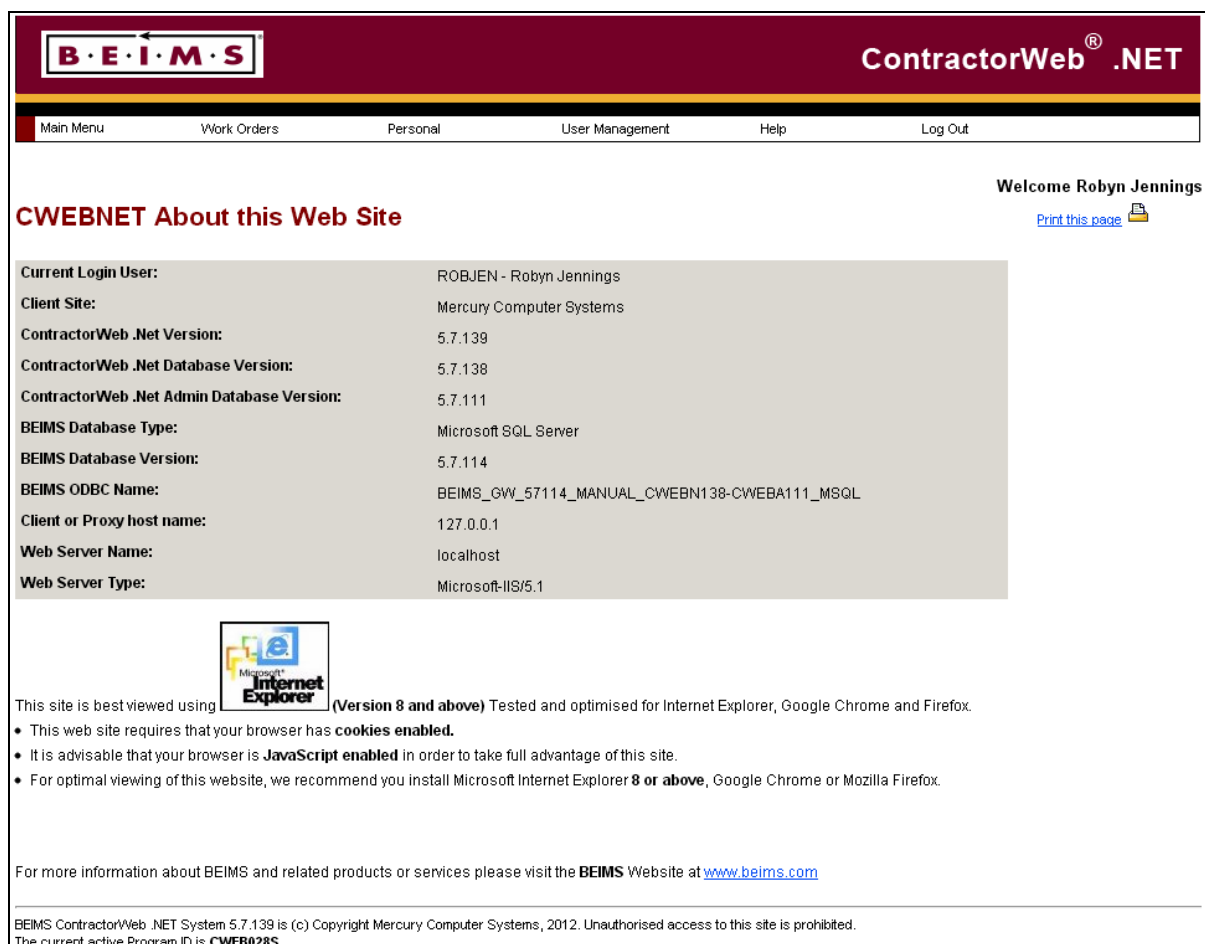
Figure 67:   The 'CWEBNET About this Web Site' screen.

16. LOG OUT

The Logout screen is accessed directly from the Main Menu Tool bar 'Logout' option
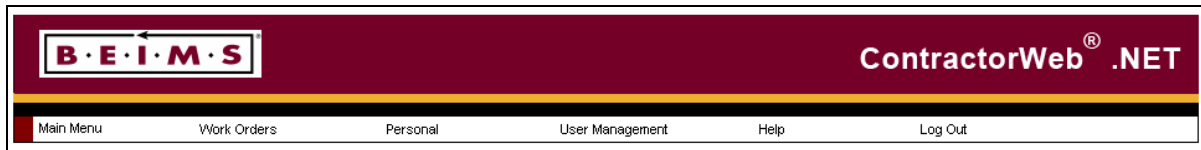
Figure 68: The CWEB Menu Bar displaying the 'Logout' option.

On selection of the logout function, users will return to the login screen with the message **'You have logged out successfully'.**
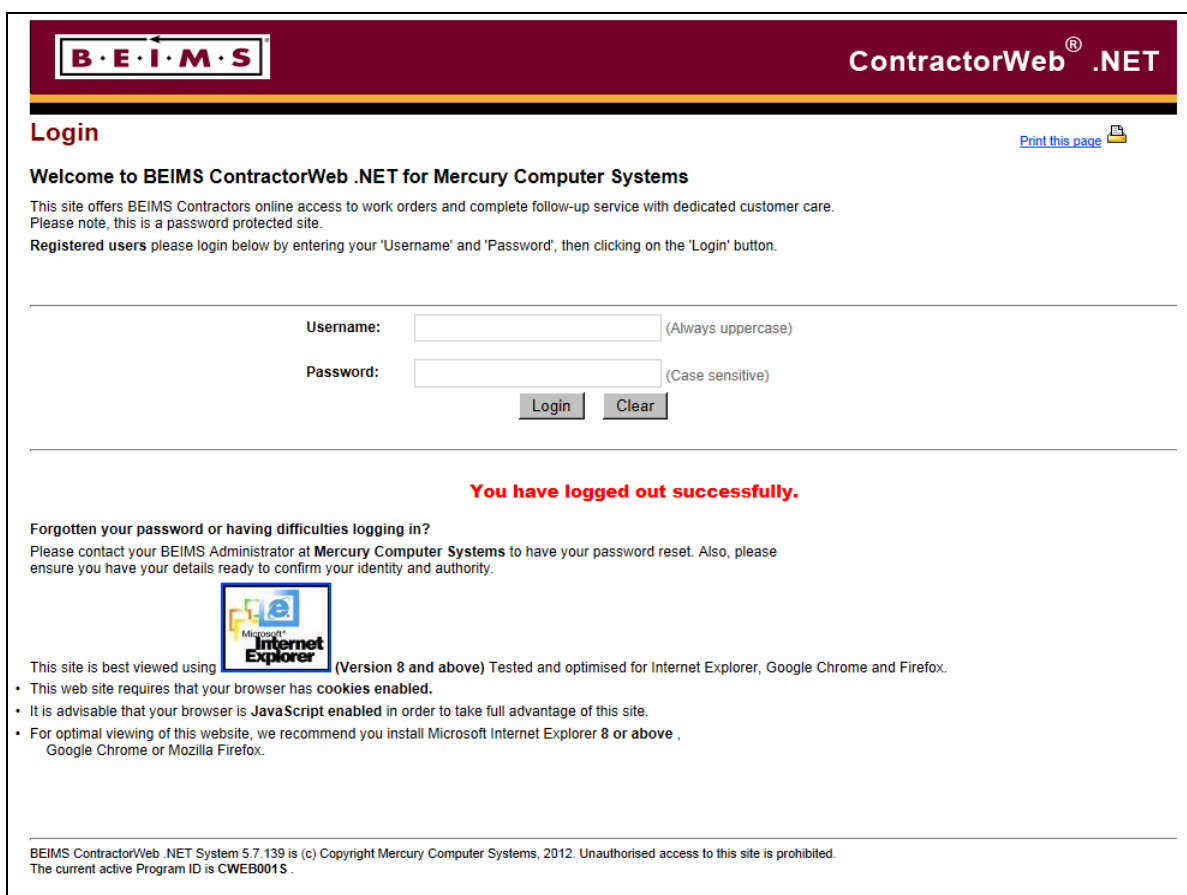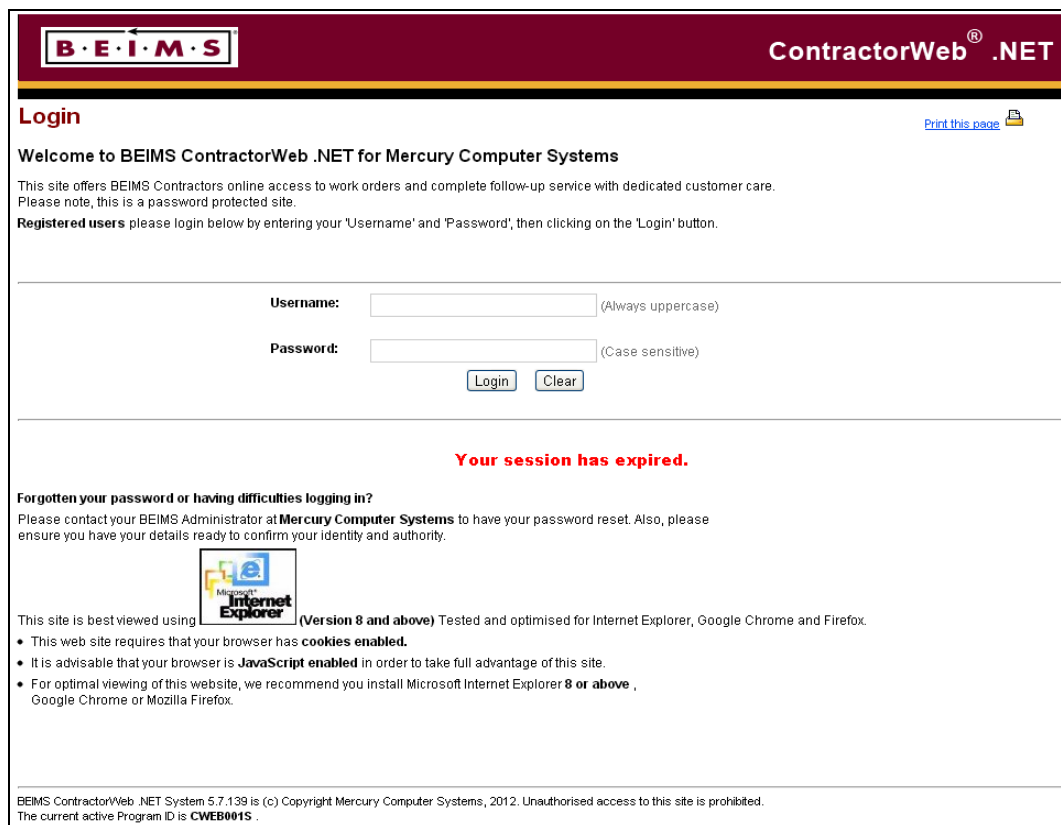
Figure 69: The login screen after a successful LOGOUT from ContractorWeb .NET

Other reasons a user may be logged out are the expiration of the web session or a forced logout. Both a forced logout and expiration of session may cause unsaved data on the displayed screen to be lost if it was not saved. Please confirm data is as expected on login back to ContractorWeb.

Expiration of web session occurs after a set period of time and no activity has occurred on the web site in this time. A forced logout can occur when two people login with same user login and request the other login be logged out OR an administrator forces a logout for specific users. Sample screen messages in both these instances are listed below.

Figure 70:   The login screen after a user login 'Session Expired' in ContractorWeb .NET

Figure 71:   The login screen after a 'Forced Logout' from ContractorWeb .NET