

Labour Bookings (Add – Edit from works)

This article describes how to Add Labour Bookings from Works. The booked Resource (Staff Member) will receive the Job Labour Booking on their mobile device via their Skedulo X App.

NOTE: To receive a Job Labour Booking the Staff Member must have downloaded and setup the Skedulo X App on their Mobile Device. See SKX-1204a

To Add Labour Bookings from Works;

Adding Labour Bookings are done from the LABOUR BOOKINGS Subnav of a WORKS: Window.

Quick Flow;

Works > LABOUR BOOKINGS Subnav > [Add Resource] > Select Resource(s) > Start Date/Time End Date/Time > [Add] > [Send to Staff]

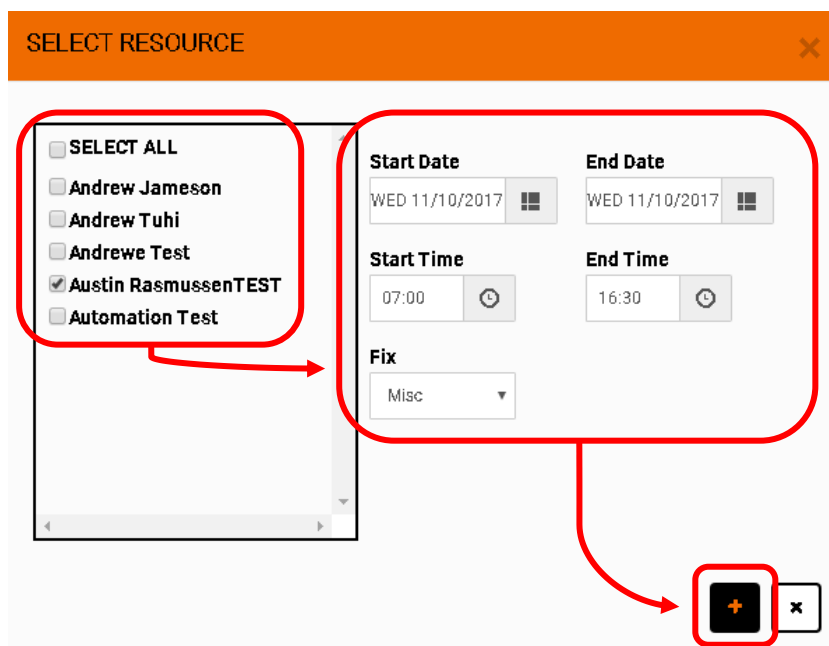
1. Press on the WORKS Tab to display the Works Library, then Select and Press on a Works to open and display the WORKS: Window





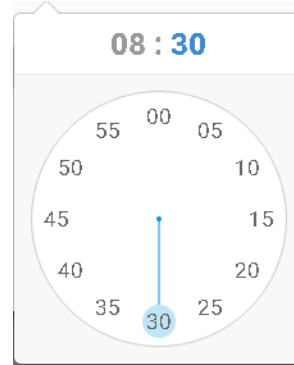
2. From the WORKS Window, Press the **LABOUR BOOKINGS** Subnav to expand, then Press the **[Add Resource]** button  to open the SELECT RESOURCE Window



3. From the SELECT RESOURCE Window, Select the **Resource(s)**, **Start Date/Time** and **End Date/Time**, then Press the **[Add]** button  to return to the Labour Bookings Subnav



For the Date, Time Pickers of the SELECT RESOURCE Window, when the Month  is pressed it displays a calendar which can be navigated forwards and backwards to select a date, and when the Time  is pressed it displays the Time Hours Picker and on selecting an Hour, the Time Minutes Picker displays.




Month Picker with 3rd as an example

Time Picker with 8:30 as an example

The selected resources will display as lines in the body of the LABOUR BOOKINGS Subnav

LABOUR BOOKINGS									
BOOKINGS									
STAFF NAME	RESPONSE	FIX	BOOKING DATE			BOOKING TIME			
			FROM	TO	DAYS	START	FINISH	ESTIMATED	
Austin RasmussenTEST		Misc	TUE 28/11/2017	TUE 28/11/2017	1	10:30	11:00	0.5	

- To send the Labour Booking out to the Resource(s) mobile device, from the LABOUR BOOKING Subnav, Press the **[Send to Staff]** button 




The sent Resource(s) lines will display tick boxes ready to display the Resource(s) response

STAFF NAME	RESPONSE	FIX	BOOKING DATE			BOOKING TIME			
			FROM	TO	DAYS	START	FINISH	ESTIMATED	
Andrew Test	<input type="checkbox"/>	Services	TUE 30/05/2017	TUE 30/05/2017	1	07:00	16:30	9.5	
Austin RasmussenTEST	<input type="checkbox"/>	Services	TUE 30/05/2017	TUE 30/05/2017	1	07:00	16:30	9.5	

NOTE: When a Resource [Accepts Job] or [Declines Job] from the Skedulo App, the RESPONSE column displays an icon of the User's choice. **✓ = Accept, X = Decline.** For a Project, each day is a Job and if multiple days issued, and the User declines one day, a % displays **% = Days Accepted / Days Declined.** Pressing on the Resources line opens to display the individual days response



NOTE: You need to Close and Open the Window, or refresh the Window to see any Acceptances or Declines 

NOTE: Labour Bookings Display (Labour Bookings Tab and Labour Bookings Subnav);

- Future Bookings – Show All
- Today's Bookings – Show All
- Booking's Not Accepted – Show All (up to 5 days after Booking Date)
- Booking's Declined – Show All (up to 5 days after Booking Date)
- Bookings Completed – Don't Show (after Today's Bookings)