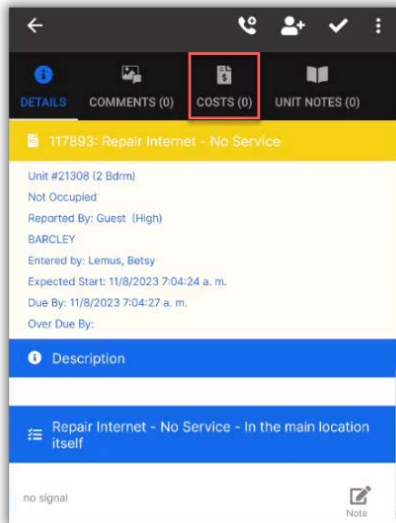
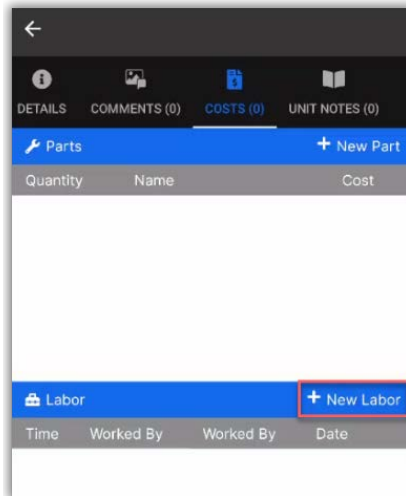


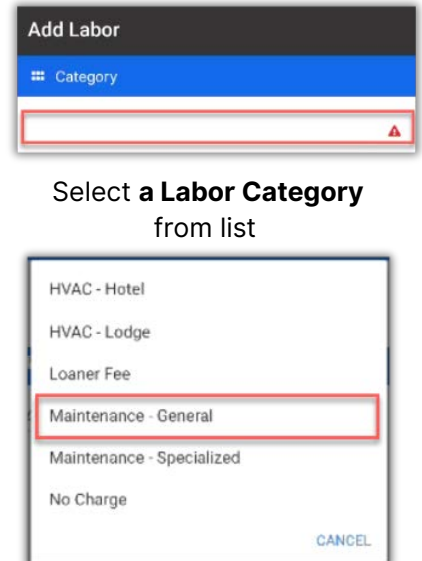
Step 1. Tap on **Costs**.



Step 2. Select **New Labor**.



Step 3. Click on **Category**.



Select a **Labor Category** from list

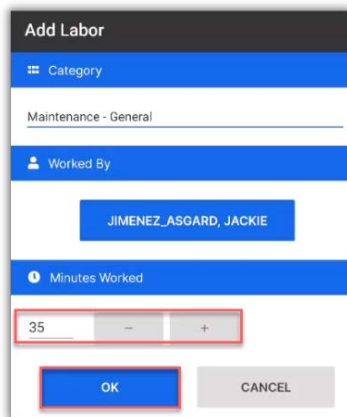
- HVAC - Hotel
- HVAC - Lodge
- Loaner Fee
- Maintenance - General**
- Maintenance - Specialized
- No Charge

CANCEL

Step 4. **Worked By** defaults to your name.



Minutes Worked will auto populate based on the start time. To make adjustments use **-/+** or **Enter Manually**.

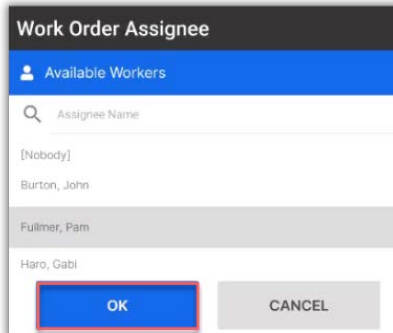


Tap **OK**.

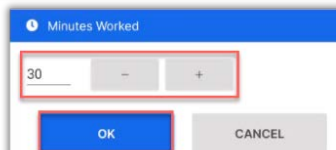


If a team member assisted and you need to record their work time.

- Tap on **+New Labor**
- Select appropriate **Category**
- Tap on your name, choose the correct name from the list of **Available Workers**
- Tap **OK**

Add **Minutes Worked**.
Tap **OK**.



Step 5. Labor is Date Stamped.



Press and Hold to **Edit** or **Remove** Labor Entry.

