3) What to do when you are about to start work on an activity in Projeqtor?

When you are ready to start work on your work, work task, work activity or work item in Projeqtor you always need to do the following things:

1. Make sure you have corectly opened and are looking at the right work.

2. Make sure you have entered your validated start date and validated end date.

3. Make sure you have read the description of your scheduled work.

4. Make sure you have read any new or existing notes or activity stream.Â

5. First, change the **Status** to an appropriate status of what you are about to do.Â Always use the dropbox field to select the most appropriate status and do not use the automated function of

   For examplie if you are to start the work, select **in progress**

   and press the SAVE button.

   You must always press the SAVE button when changing a status.

   1. If you are not sure of what status you should select, refer to the status explanation by clicking here.

   2. If you encounter problems, you can change status depending on specific circumstances.Â For an explanation on the different statuses and what they mean, click here - What do the activity status - activity statuses mean in Projeqtor?

   3. Please note, depending on your user rights, you may not have access to all the statuses available to use depending on the project.

   4. If there are no problems, continue to work on the activities.

6. Start working on the work you have to do and monitor and keep an eye on the time you are working on the activity.Â This is very important.Â Remember to use your slack shift work codes for accuracy (if required or advised by your manager or supervisor).

   1. 6. While working you can always change the status accordingly and this is important to ensure the proper record logs are kept.
   2. 6. While working you can always make or add additional notes or activity streams for yourself, other workers, your manager or supervisor.
      1. 6.2. When making a note or activity stream for another worker you need to inform of the note especially if it is for them.Â There are two ways to notify them you have made a note.
         1. 6.2.1 Use the **Send Notification by Email** Feature.Â Click here on how to use this.
         2. 6.2.1 Use the **Slack manual method** function.

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1. 6.2.1.2. After typing a note or activity stream note, the system will generate an id reference for the note.

2. 6.2.1.2 Manually highlight the text of "the note #xxxx in Activity #xxxx".
3. 6.2.1.2 Copy the highlighed part.Â Use Ctrl+C or right-click on your mouse and select copy.
4. 6.2.1.2 Open Slack and go to the channel or direct message of the worker.
5. 6.2.1.2 Create a normal message in Slack, using the slack procedures to do so and paste the the copied information in the message part before sending the slack message.

3. 6. While working you may be required to add an attachment.Â To add an attachment to your work click here for the instructions.

7. During and when you have finished working on an activity, you will need to enter your allocated hours in the Real Time Allocation Hours section. For instructions of how to add your real work hours click here.

1. 7. In the **Real Work Allocation**

   you will be required to enter the exact hours that you worked on the specific activity.Â Even if the activity spans over numerous days, you are still required to enter the exact number of hours you worked on that specific activity on that specific day.Â This calculates the number of hours left remaining on the activity.

2. 7. When you click onthe **Real Work Allocation** you will need to find the activity by scrolling up and down on the specific date and then enter the hours of real work on that specific activity.Â DO NOT FOGET TO PRESS the SAVE button.

8. If things change on the activity for any reason, for example, you need more information, or you do not have enough time or resources to complete the work you can always change the status accordingly and this is important to ensure the proper record logs are kept.
   1. Remember when changing a status, always select the most suitable status from the dropfield and press SAVE button after changing the status.

9. Continuing work on the work you have until you have finished the work in full.Â Once you have finished the work in full you need to do the following:
   1. 9. Change the status to **DONE. Â** Remember when changing a status, always select it from dropfield and press SAVE button after changing the status.
      1. 9.1. In theÂ **TreatmentÂ** sub-heading section

         where it displays the label **Results**,

         type a detailed record of what you did to complete the work, item, task or activity.Â This is what your manager, or supervisors checks and reads to ensure that you have done what is required.Â Writing the word "completed" or "done" is not acceptable as you are asked and required to write in detail what you did and the result that was achieved in doing the activity.
   2. 9. Notify your leader, manager, or supervisor by sending them the notification.Â Click here on the two ways you can send a notification note.
      1. 9.2. Your supervisor will check the work, validate it and mark it as completed

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or it has problems.

1. 9.2.1 If you are informed of your work has a problem you may be asked to redo the work or a new activity may be created for you to do.

3. 9. Finalise your real work allocation hours on your timesheet.

10. Your work for this work item, task or activity is done and you can begin the whole process again.

Attached files:

Unique solution ID: #1312
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