



Jobsheet overview

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Web:	https://timedock.com
Email:	info@timedock.com
International:	(+64) 9 444 1384
Local phone:	(09) 444 1384

TimeDock jobs allow you to optionally allocate time against a *maximum of two* work items:

1. *Project* or *Task*
2. *Activity*

Work type	Description
Project	<p>A project is a one-time work item. For example a carpenter may begin a new project and call it <i>NEW HOUSE 1</i>. He can then scan workers In/Out for this project, thereby allocating employee time to it. Once the project is marked as complete he can no longer apply workers' time to it.</p> <p>Click here to learn more about projects.</p>
Task	<p>A task is a many-times work item. For example a carpenter may have a task setup as <i>RUBBISH CLEANUP</i>. This task is performed multiple times on different worksites. <i>Tasks</i> are different to <i>Activities</i> in that many employees can be working on the same task but each can be performing a different <i>Activity</i> at the same time. For example on our construction site we are all working on the task <i>RUBBISH CLEANUP</i> but only one person was doing the activity <i>SWEEPING</i> while the rest of us were performing activity <i>FILLING BIN</i>.</p> <p>Unlike projects, tasks are not dispatched to devices. They must first be scanned by the device using the TimeDock <i>Mobile App</i> to start the instance of the task, which creates a new instance/line on the <i>Jobsheet</i> each time. Time is accrued against each task instance rather than consolidating against a single instance.</p> <div data-bbox="568 1720 1385 1928" style="background-color: #e0e0e0; padding: 10px;"><p>Note: Tasks can only be used by scanning the task QR code with the TimeDock <i>Mobile App</i> and are not intended for use with the <i>TimeTablet</i> device.</p></div> <p>Click here to learn more about tasks.</p>

Activity

An activity is a way of catagorising the *type of work* to be done. For example a carpenter may select from a choice of activity codes such as *DIGGING, PLANNING* or *CONSTRUCTING*, or any code as entered by the account administrator.

[Click here to learn more about activities.](#)