

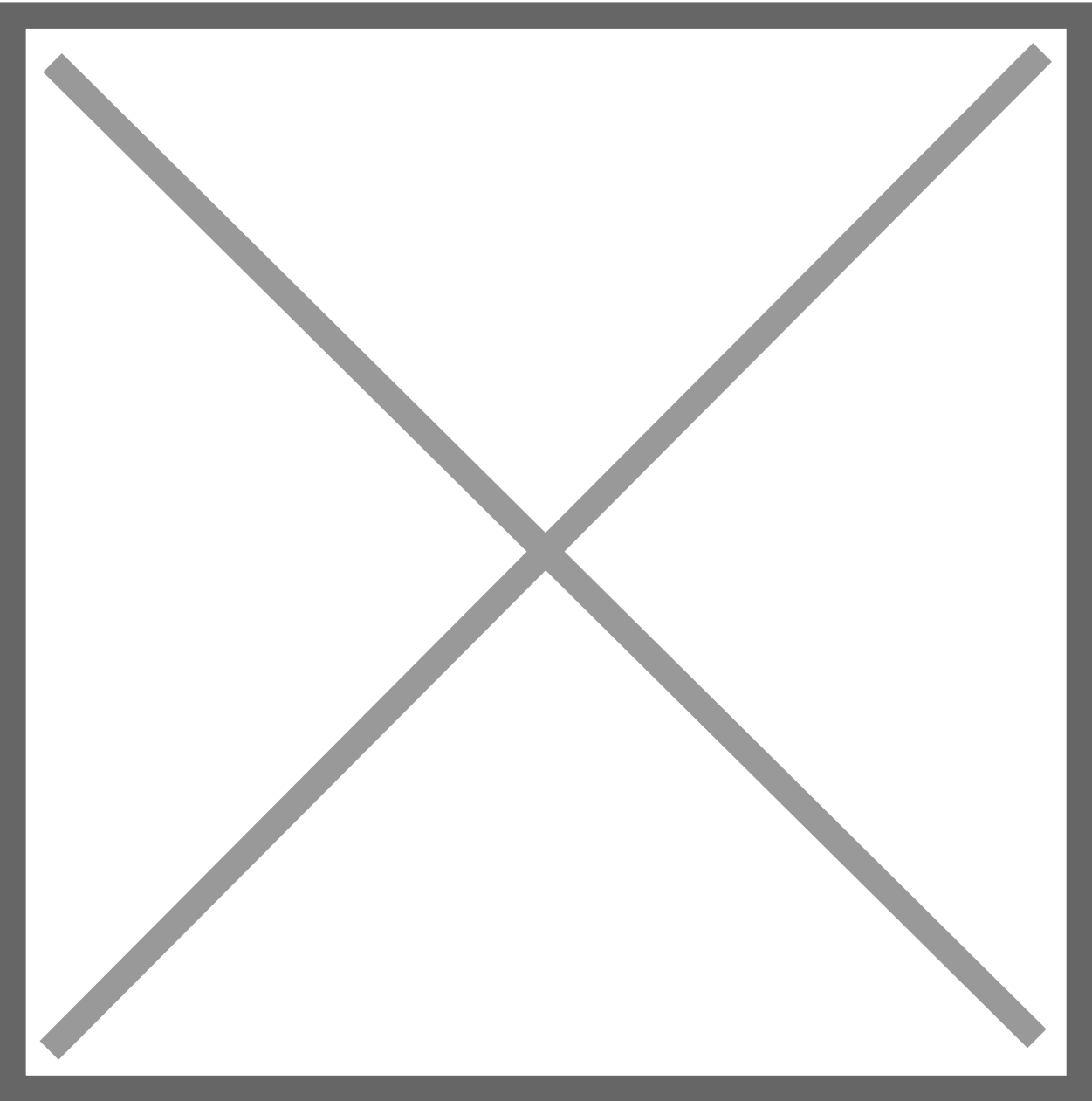
Job Schedule

- [Audit Log](#)
- [Resource add to Task activity](#)
- [Resource Schedule](#)
- [Audit Log](#)

Audit Log

The **Audit Log** records any changes made to task activities and captures the following details:

1. Job number
2. Task description
3. Activity sell budget
4. Previous production percentage
5. Updated production percentage
6. Previous invoiced percentage
7. Updated invoiced percentage
8. User who made the change
9. Date and time the change occurred

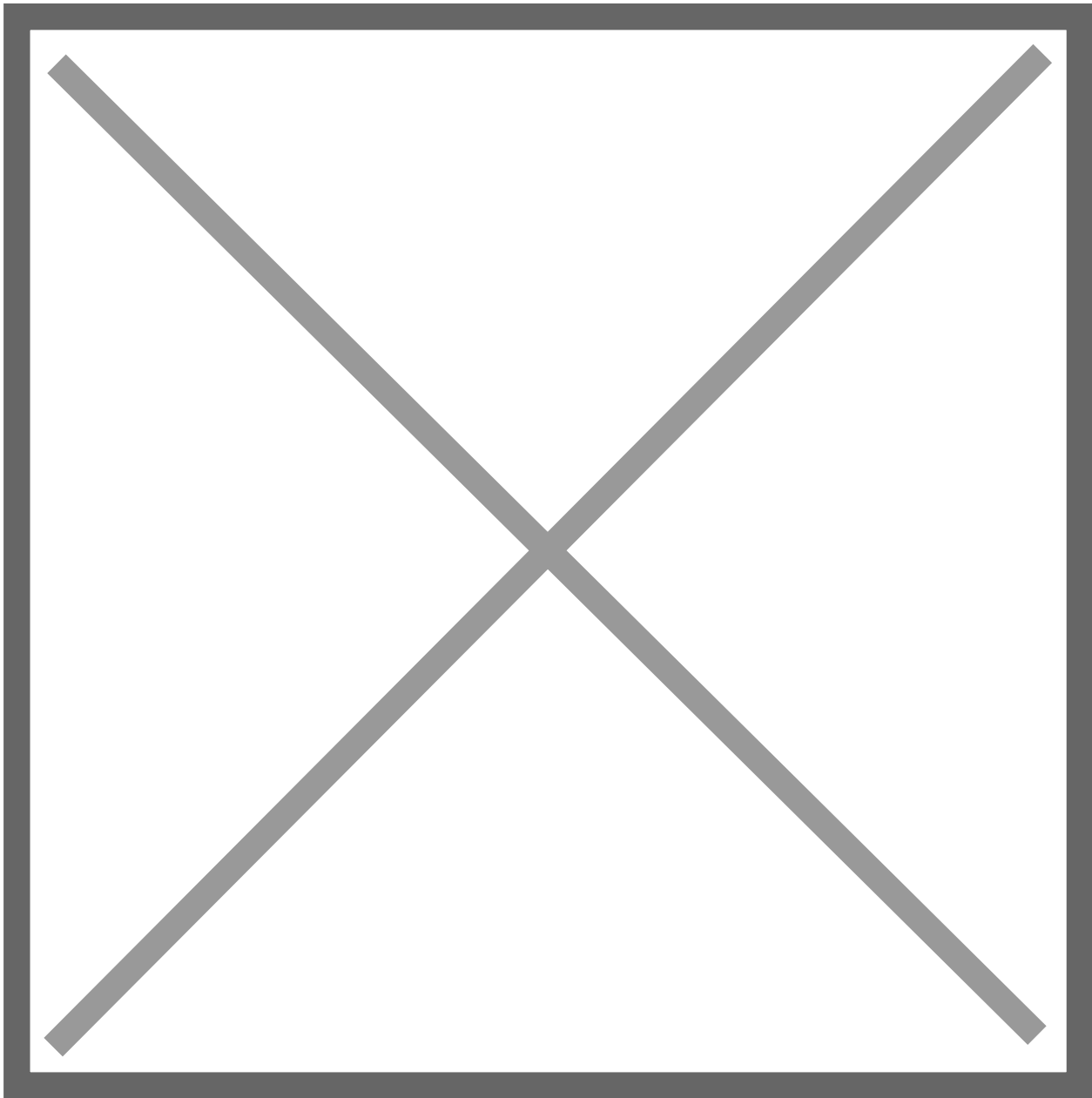


Resource add to Task activity

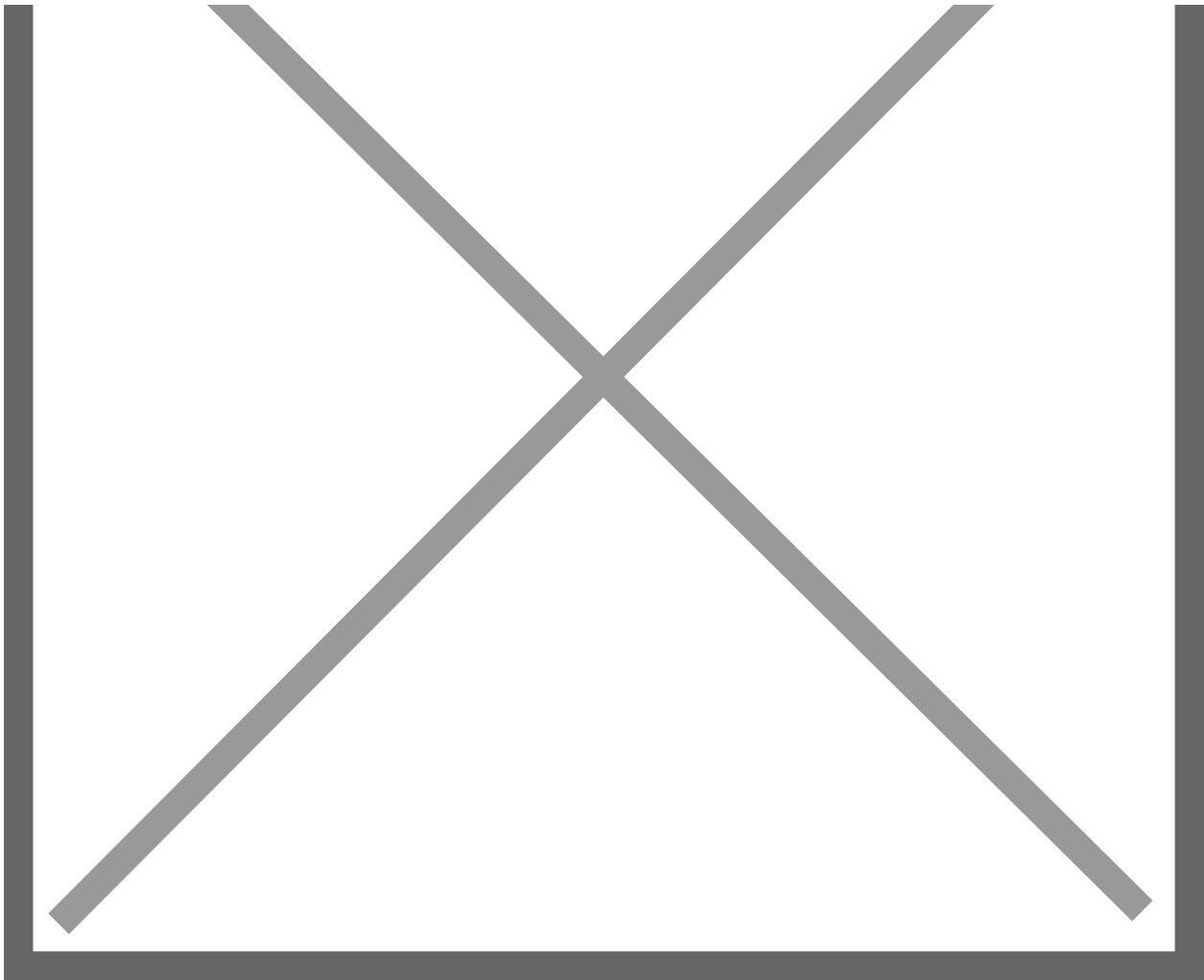
Video training manual 2021 - [Click Here](#)

Resource is linked to a task activity.

It is similar to the time log screen but allows you to plan the resource for specific days



Resource linked to a task search tab

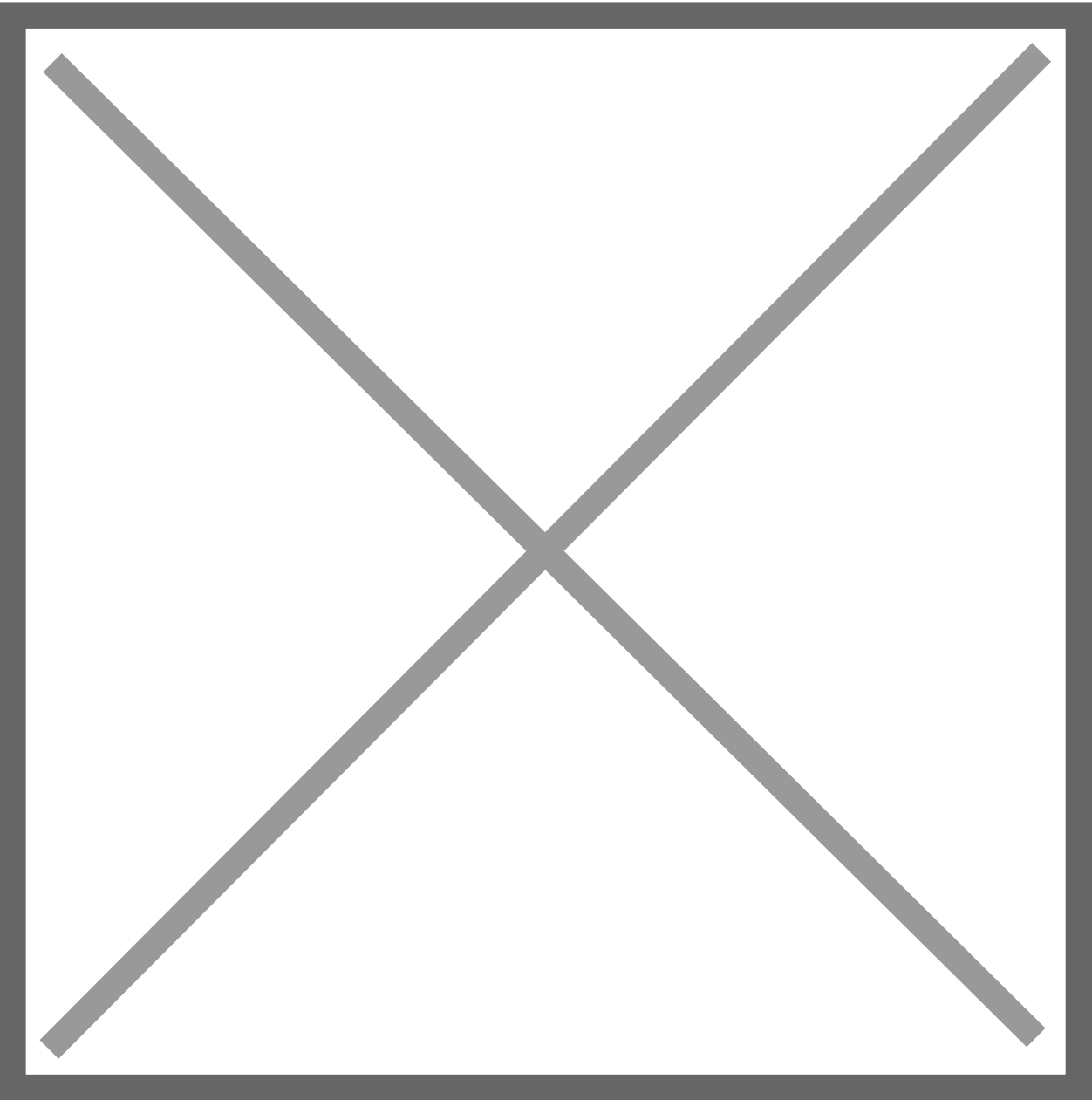


Creating Resources from Team Members

Click on the Create Task Resources button to create employees to Task resource time sheets.

If records exist for that day, leave them there and create new records for missing days.

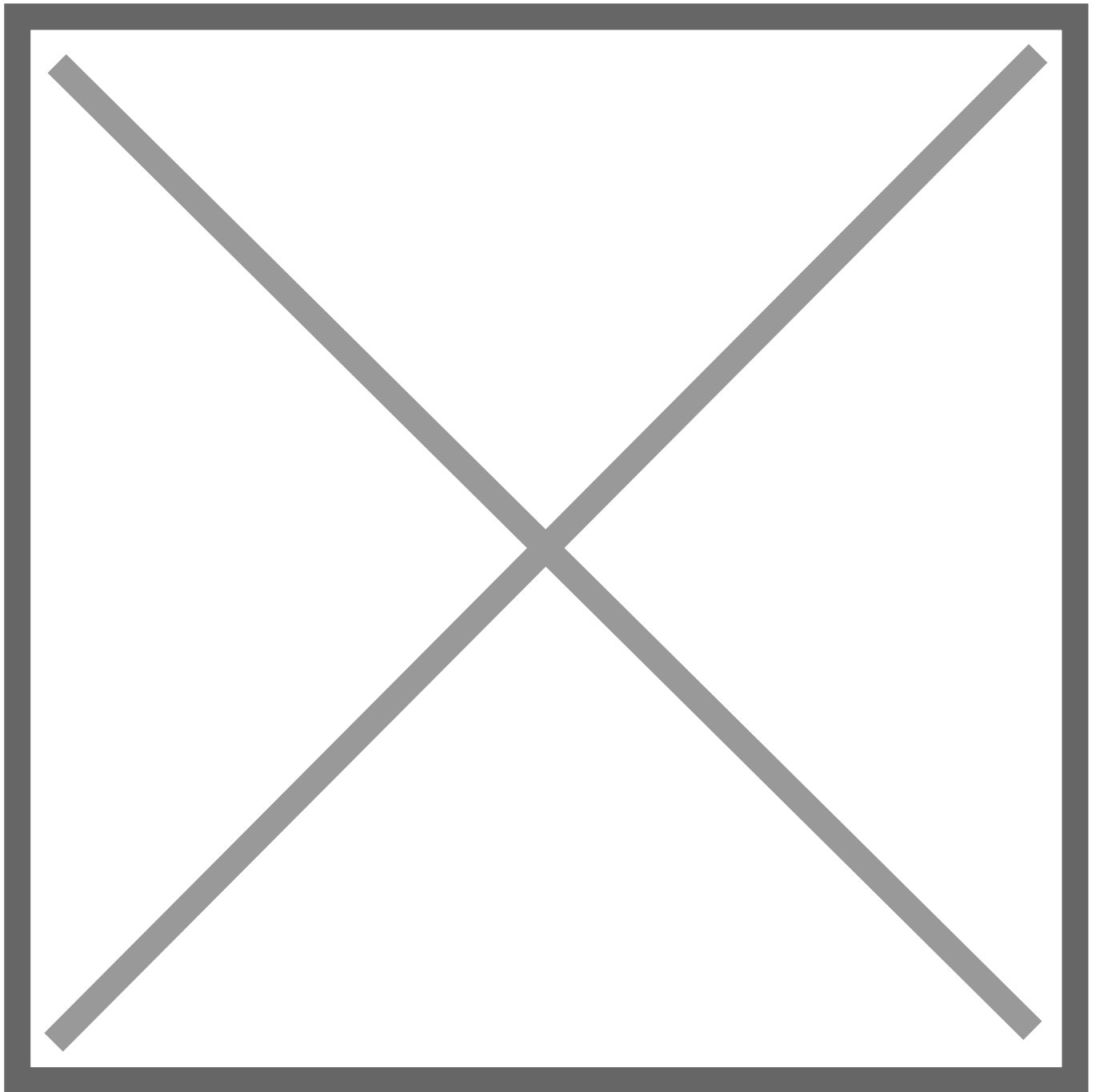
If the record is outside of the date range, leave them.



Resource Schedule

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Resources or staff members are allocated to a Task activity which in turn is assigned to a job.



Audit Log

The audit log , logs any changes made to any of the task activities and records the following information .

- 1.The job number
- 2.The task description
- 3.The activity sell budget
- 4.The production percentage previous
- 5.The production percentage new change
- 6.The invoiced percentage previous
- 7.The invoice percentage new change
- 8.The user who changed it
- 9.The date and time the change occurred

