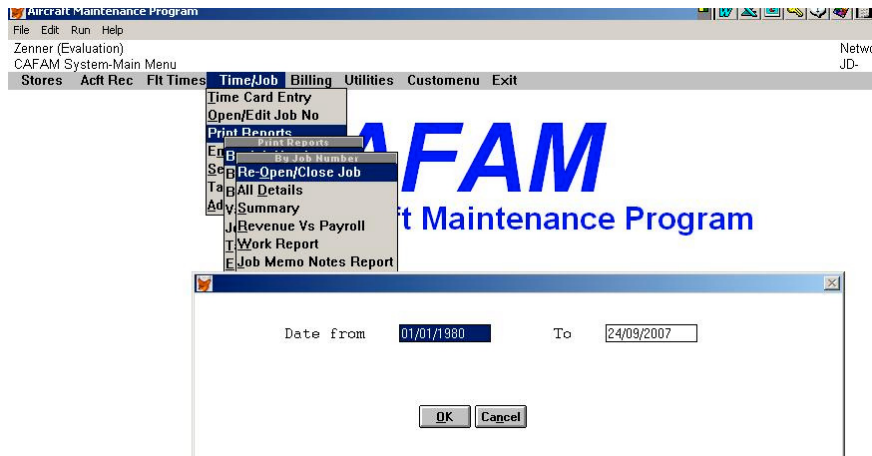


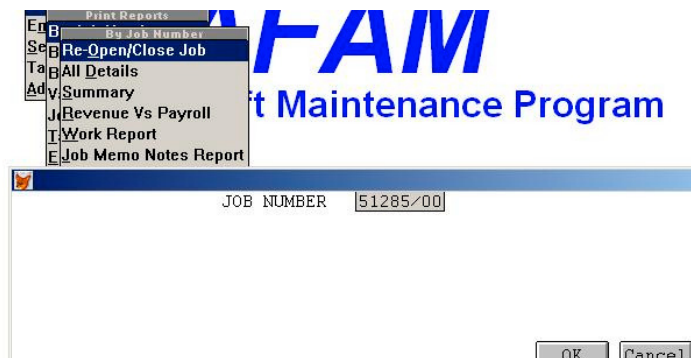
RE-OPENING LINES OF TIME CARD ENTRIES

To Edit Time Card entries, the line worked by the employee must be “open”. Remember, It is feasible to selectively close of Time Card lines so that they are no longer seen as W.I.P (Work in Progress), a process that could be used to control Staged Invoiced Jobs. Thus to Open such lines that were deemed no longer W.I.P., the following steps should be adopted:

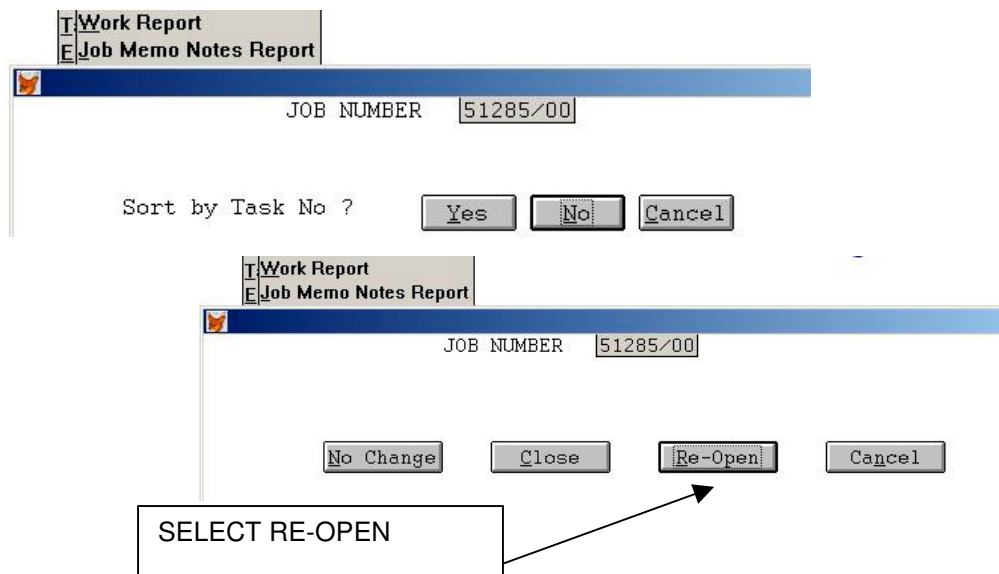
1. SELECT THE DATE RANGE (if applicable)



2. ENTER THE JOB NUMBER:



3. CURSOR THROUGH AS REQUIRED..



4. REPORT WILL BE PRINTED / PREVIEWED:

Zenner (Evaluation) CAFAM System 24/09/2007			HOURS BOOKED TO JOB Hours on Job No : 51285/00 Date from: 01/01/1980 To: 24/09/2007			Page 1
DATE	NAME	DESCRIPTION	NORMAL	O /TIME 1	O /TIME 2	CLOSED
Job No 51285/00	Aircraft	YL-MAR				
11.08.04	HAWKINS DEAN	01001 /50 HR CHECK	4.00	0.00	0.00	N
12.06.05	BILL	01001 /50 HR CHECK	1.00	0.00	0.00	N
03.08.07	BILL	01001 /50 Hr check	0.00	0.07	0.00	N
SUB TOTAL			5.00	0.07	0.00	
FINAL TOTAL			5.00	0.07	0.00	

NOTE THE CLOSED IS NOW SET TO "N"

This will now allow you to Edit the Time Card Entry. Remember, you can also re-"CLOSE" these lines using these same steps (by selecting "CLOSE") once you have completed the Edit.

-end -