Time and Expense Categories

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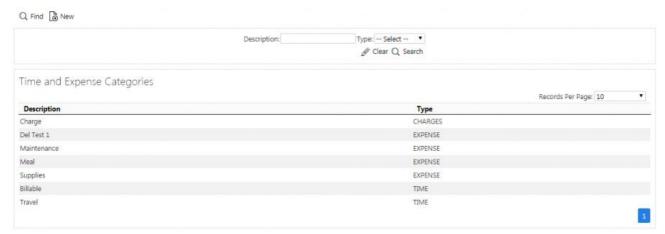
This screen allows you to maintain the Time and Expense categories within the system. When enabled, these are used by the driver to enter time and expense information against a job during the processing of the job, in addition to all the job-related information on the job.

You can use this screen to view, create and edit T&E Categories.

You can filter data by:

- Description the description to be displayed when used.
- Type a drop-down list of Time or Expense.

Once you have entered the criteria, click **Search**. The screen will display a table of all the matching data. Any plain text boxes will match data that contains what you enter as the criterion.



T&E Categories Search Panel and Results table

Each category found is displayed on a single line in the results table.

The results table has the following columns:

- Description the category description to be displayed when used.
- *Type* The type of the category, either Time or Expense.

1.1 New Categories

You can create new categories by pressing the provided **New** button at the top of the screen.



New Category Pop-up

You can enter the following details:

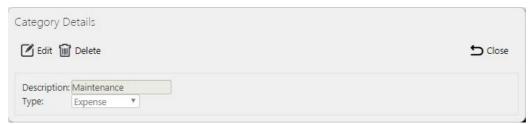
- Description the description to be displayed when used.
- Type a drop-down list of Time or Expense.

When changes are complete, you can click **Save** to save the changes, or **Close** to close the pop-up without saving the changes.



1.2 View/Edit Categories

You can view and edit the categories by clicking the **Select** button against the line in the table. The screen will display a pop-up showing all the details of the category.



View/Edit Category Pop-up

You can edit the category by clicking the provided **Edit** button.

You can edit the following fields:

- Description the description to be displayed when used.
- Type a drop-down list of Time or Expense.

When changes are complete, you can click **Save** to save the changes. If you don't want to save your changes, you can click **Cancel** to stop editing, or **Close** to close the pop-up without saving the changes.

You can click the **Delete** button to delete the category - the screen will ask you to confirm before the category is deleted.

