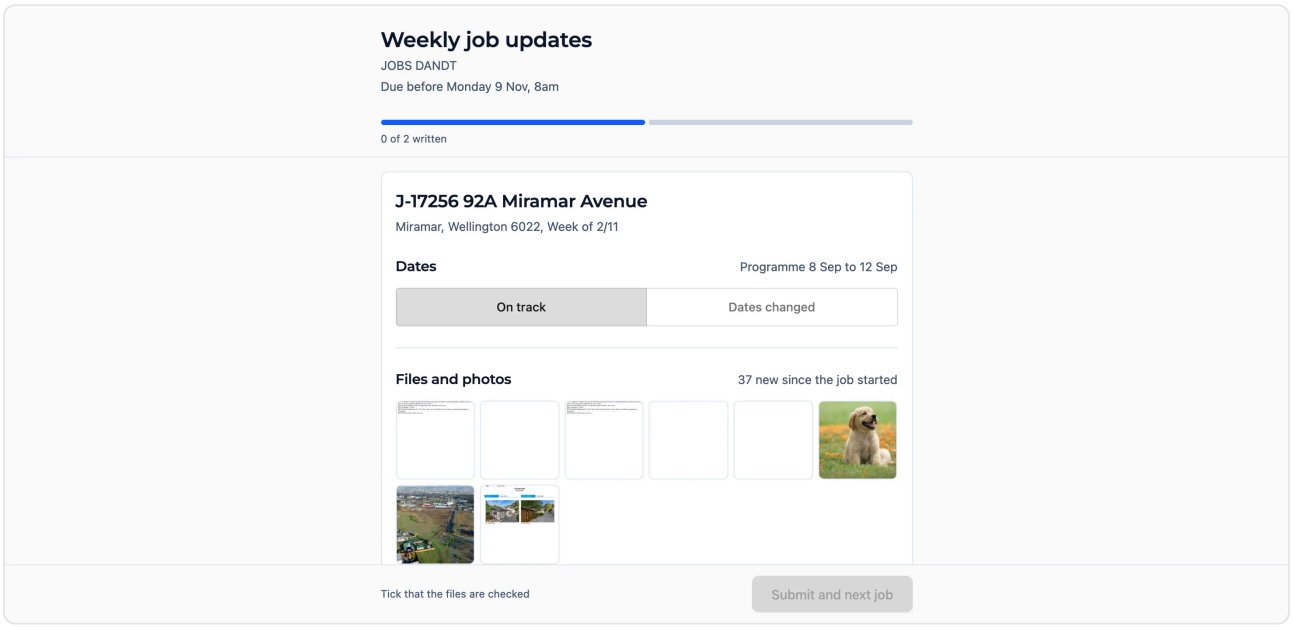
Ngā Whakahōutanga Mahi ā-Wiki

EST. 9 MINUTE READING TIME

Kia mōhio mai: I whakamāoritia aunoatia tēnei whārangi mai i te reo Ingarihi taketake, koia tonu te putanga whaimana. Pānuitia ki te reo Ingarihi

Kia kotahi te wā ia wiki i te wā e tuwhera ana tētahi mahi, ka tono a *EDEN* ki te kaiwhakahaere kaupapa me te rangatira pae mahi e whakahaere ana i taua mahi mō tētahi whakahōutanga poto. Ka whakaū koe kei te tōtika tonu ngā rā o te mahi, ka tirotiro i ngā kōnae me ngā whakaahua ka taea e te kaipupuri whare, te kaiinihua me te loss adjuster (kaiwhakarite ngaronga) te kite, ā, ka tuhi i ngā mahi i mahia i te pae mahi i taua wiki. Ka tāpirihia e *EDEN* ki te whakaahuatanga mahi i raro i tētahi upoko pērā i a `Job Update Week of 23/11`, ā, ka puta atu i te īmēra kōkiritanga ka whai ake. Kāore he take kia takiuru koe: kei roto i te karere kuputuhi me te īmēra e tukuna atu ana ki a koe tētahi hononga ki tōu ake whārangi, e whakaatu ana i ia mahi whai whakahōutanga hei whakaoti māu. Ka taea hoki te huaki mai i Ngā Mahi Whaiwhai mā te `Write update`.



Te whakahōutanga ā-wiki mō tētahi mahi, ka tīmata ki ōna rā me ngā kōnae hōu.

Ā te Wā ka Tonoa Koe

Ka pātai a *EDEN* mō ia mahi i te rā o te wiki i hangaia ai, nō reira ka puta mai tētahi mahi i hangaia i te Rātū i ia Rātū. Ko tētahi mahi i hangaia i te Rāhina, i te Rāhoroi, i te Rātapu rānei, ka puta kē i te Rāmere, e whai wā ai koe i te mutunga wiki i mua i te tukunga o ngā īmēra kōkiritanga o te Rāhina. Ko te tono ka taka ki tētahi hararei tūmatanui ka nekehia ki te rā mahi i mua atu, ā, kāore he mea e puta i te wā o te katinga mahi pērā i te Kirihimete. Ka whiwhi koe i tētahi karere kuputuhi kotahi me tētahi īmēra kotahi i te ata o te tono, e whakaingoa ana i ngā mahi kua tae ki te wā, ā, me whakaoti te whakahōutanga i mua i ngā īmēra kōkiritanga i te 8am o te Rāhina e whai ake nei.

Ka pātai a *EDEN* ki ngā tāngata e whakahaere ana i te mahi, takitahi i te wā kotahi, i runga i te raupapa o te mahi: ko te kaiwhakahaere kaupapa i te tuatahi, kātahi ko te kaitirotiro pae mahi, kātahi ko te kaiwhakahaere ā-rohe, hāunga mēnā kua whakaritea kētia te mahi. Ka pātaitia te tangata tuatahi i te rā pātai, ā, ki te kore tētahi e tuhi i mua i te ata o te rā o muri mai ka pātaitia hoki te tangata whai muri, ā, pērā tonu. Ka taea e te tangata kua pātaitia kētia te tuhi, mā te mea tuatahi o koutou ka tuku e kapi ai te mahi mō taua wiki, ā, ka kite ērā atu nā wai i tuhi, āhea hoki.

Tuhipoka: mehemea kāore anō kia tuhia te whakahōutanga a tētahi mahi i te tukunga o ngā īmēra kōkiritanga o te Rāhina, ka waihotia taua mahi e *EDEN* ki waho i aua īmēra kia tuhia rā anō e tētahi, ā, ka whakamōhiotia tonutia te

regional manager me tā mātou tīma hauora me te haumaru. Ina tuhia te whakahōutanga, ka tukuna te īmēra i pupuritia i te tukunga o te ata e whai ake nei me ngā mea katoa mai i te īmēra whakamutunga.

Te Kōwhiri ko Wai ka Pātaitia

Mā te kaiwhakahaere mahi e whakarite ko wai ka pātaitia ki te whārangi Ngā Tautuhinga o te mahi, i raro i **Ngā Tāngata**, i te wāhanga **Ngā Whakahōunga ā-Wiki**. Mā te `Ask for a weekly update` e whakakā, e whakaweto rānei te pātai ā-wiki mō taua mahi. Kei raro iho ko ngā kaiwhakahaere kaupapa, ngā kaitirotiro pae mahi me ngā kaiwhakahaere ā-rohe o te mahi i runga i te raupapa e pātaitia ai rātou: tangohia te tohu taki i tētahi tangata kia waiho ia ki waho (hei tauira, he kaitirotiro pae mahi kāore e whakamahi ana i a *EDEN*), ā, whakamahia ngā pere hei nuku i tētahi tangata ki runga, ki raro rānei. Ka hono atu te tangata kua whiwhi hōu i tētahi o aua tūranga ki te pito o te rārangi, kua oti te taki. Mā te whakaweto i tētahi mahi ka mutu hoki te pātai o tēnei wiki, nā reira kāore he tangata e whāia, ā, kāore he mea e puritia mō taua mahi.

Kua whakawetohia ngā mahi i hangaia i mua i te tīmatanga o ngā whakahōunga ā-wiki, ā, ka taea e te kaiwhakahaere mahi tētahi te whakakā i taua wāhi tonu.

Te Tuhi i te Whakahōutanga

Ka huaki te whārangi ki te mahi tuatahi kua tae ki te wā. Mā tētahi pae kei runga rawa e whakaatu e hia o āu mahi kua oti te tuhi, ā, mā te pae i raro e whakaatu he aha tonu ngā mea hei whakautu mō te mahi kei mua i a koe. Mā te `Submit and next job` e tuku te whakahōutanga me te huaki i te mahi e whai ake nei, ā, mō te mahi whakamutunga ka whakaaturia ko `Submit`.

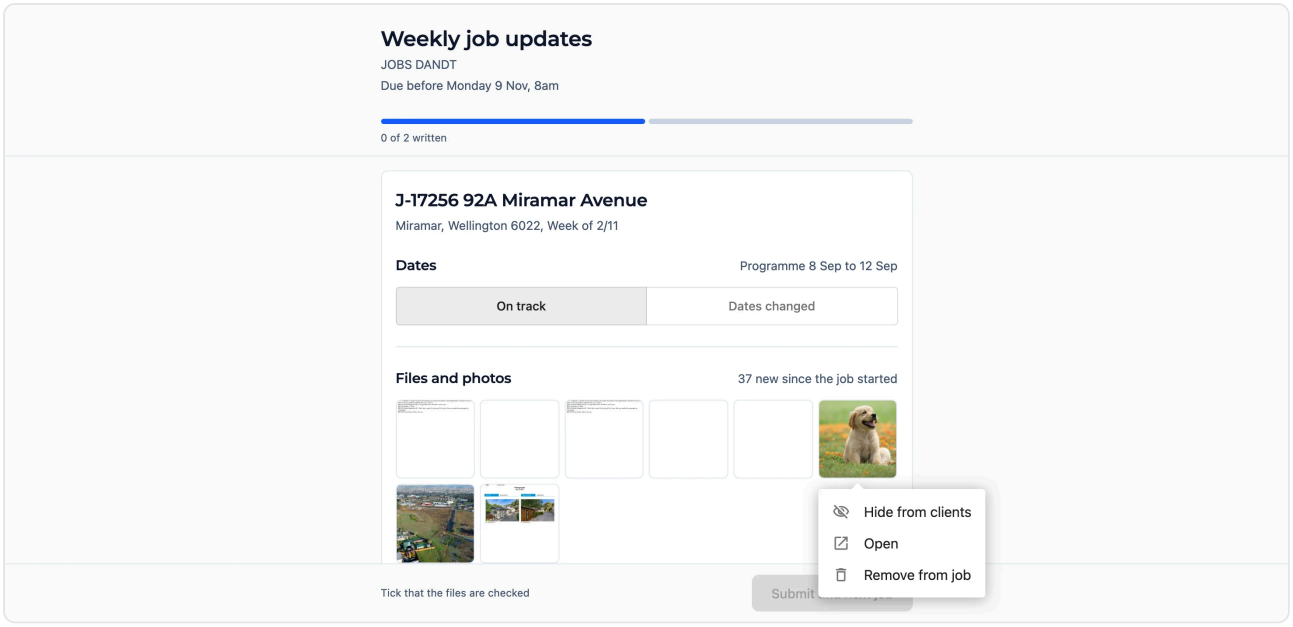
Ngā Rā

Ka whakaatu te whārangi i te hōtaka, te tīmatanga tuatahi me te whakaotinga whakamutunga i roto i te scope of works (whānuitanga o ngā mahi) o te mahi. Pēhia te `On track` mēnā kei te tōtika tonu aua rā. Pēhia te `Dates changed` ki te kore, kā tahi ka kōwhiri i te rā whakaoti hōu (me te tīmatanga hōu, ina kāore anō ngā mahi kia tīmata), ā, ka homai he take mō te huringa. Ka neke ngā tūemi kāore anō kia oti i roto i te scope of works kia hāngai tonu: ko tētahi tūemi kāore anō kia tīmata ka nekehia e ōrite ana te maha o ngā rā, ko tētahi tūemi kei te haere tonu ka pupuri i tōna tīmatanga ā ka mutu tōmuri ake, tōmua ake rānei, ā, ko te tūemi whakamutunga ka mutu i te rā i kōwhiria e koe. Ki te kore te huringa e māmā pērā, mā te `Adjust each item` e whakarārangi mai ngā tūemi kāore anō kia oti kia taea ai e koe te whakarite i tōna ake tīmatanga me tōna whakaotinga mō ia mea.

Ka pānui ngā kiritaki i ngā rā hou i roto i te whakahōutanga, hei tauira `Expected finish 19 Dec (was 12 Dec).`, engari kore rawa i te take, ka noho tonu tērā ki tō mātou tīma i roto i te hītori o te mahi.

Ngā Kōnae me ngā Whakaahua

Ka whakaatu te whārangi i ia kōnae me ia whakaahua i tāpirihia ki te mahi mai i te whakahōutanga o mua, ā, ka taea e ngā kiritaki te kite i te katoa ki te kore koe e huna i tētahi. Pēhia tētahi kōnae ki te kōwhiri i `Hide from clients`, `Show to clients`, `Open`, `Remove from job` rānei. Ka whakakiwihia te tae o tētahi kōnae kua hunahia, ā, ka tohua ki te `Hidden`. Mā `Add photos` e tuku ake ngā whakaahua o tēnei wiki mai i tō waea, ā, kia oti i a koe te tirotiro, tohua a `Checked`. Ka whakaaturia e tētahi mahi he roa tōna hītori ngā mea hou rawa i te tuatahi, me `Show all` mō te toenga.



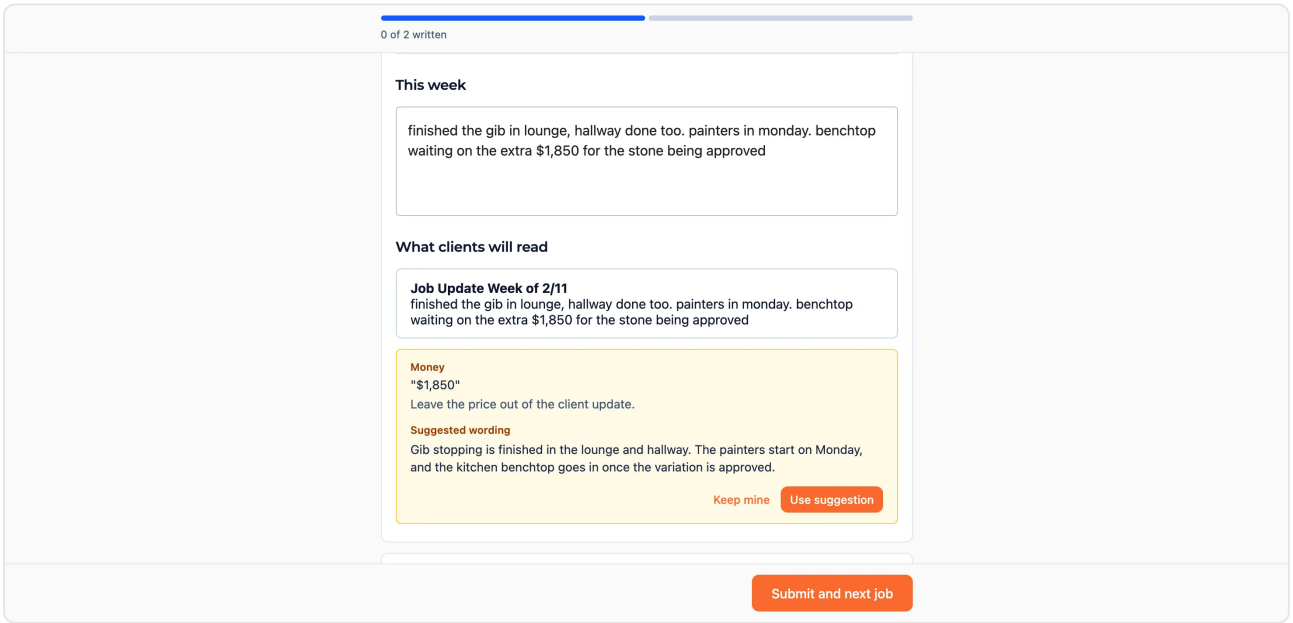
Kia mōhio: ka noho huna tonu tētahi kōnae kua hunahia i te hunga katoa ka uru mai ki te mahi ā muri ake nei hoki, ā, ka taea tonu e tō mātou tīma te kite. Mā `Remove from job` e tango te kōnae i te mahi mō te katoa.

Tēnei Wiki

Tuhia ngā mahi i oti i te pae mahi i tēnei wiki, ngā mea ka whai ake, me ngā mea katoa e tatari ana ki tētahi atu. Ka nui noa atu ētahi rerenga kōrero māmā noa iho.

Ngā Kōrero ka Pānuitia e ngā Kiritaki

Kei raro i āu kupu ko te whakahōutanga pēnei i tōna āhua ka puta i te whakaahuatanga o te mahi, me tōna pane me ngā huringa rā. Kia oti i a koe te patopato, ka taki a *EDEN* i ngā kupu, ā, ka tautohu i ngā mea katoa kāore e tika ana kia kōrerohia ki te kiritaki: he utu, he whakapaunga moni rānei, he whakapae ki te rangatira o te whare, ki te kamupene inihua, ki te adjuster (kaiwhakatau kerēme), ki tētahi kaikirimana o raro rānei, ngā take kaimahi, tari rānei, tētahi atu kiritaki, he rā rānei kāore e rite ana ki ngā rā i hoatu e koe. Ka tuku hoki i tētahi putanga mahea ake o āu kupu. Mā `Use suggestion` e whakakapi ki tērā, ā, mā `Keep mine` e waiho āu kupu kia pērā tonu. Kāore he mea e tukuna kia pēhi rā anō koe i a `Submit`.



Mēnā kua whakawetohia e koe ngā tūtohu tuhituhi i roto i te pūtuhi o *EDEN*, ka tīpoka te whārangi i te tūtohu, ā, ka pupuri i āu kupu.

I runga i Ngā Whai Ake

He tīwae **Whakahōunga ā-wiki** kei te pepa Ngā Whaiwhai e whakaatu ana i te tūnga o ia mahi: ko `Due`, me `With SF` me `With RM` rānei ina heke te pātai ki raro i te raupapa o te mahi, ko `Written` me te tangata nāna i tuhi, te rā o te pātai whai muri, ko `Missed` me `Email held`, ko `Off` rānei mō tētahi mahi kua whakawetohia i roto i ōna tautuhinga. He ira karaka tō te mahi e puritia ana, ā, ka noho ki **Me aro atu** kia tuhia rā anō tōna whakahōunga. Ka whakaaturia e te pae taha te whakahōunga whakamutunga i tuhia, he hononga `Job settings` mō tētahi mahi kua whakawetohia, me `Write update` mō te tangata kua pātaitia kētia i te wā kāore anō kia tuhia te mea o tēnei wiki. Ka puta ia pātai, ia mahuetanga me ia whakahōunga kua tuhia ki te **Hītori** o te mahi.

Ka tiakina e tētahi kaiwhakahaere mahi ngā rā katinga i raro i ⋮ me `Weekly update pauses` i te pito runga o te ripanga. Kāore he mea e pātaia ana, e puritia ana rānei i ngā rā e hipokina ana e tētahi whakatārewatanga.

Mēnā kāore tētahi mea o konei e rite ana ki tāu e kite nei, tukua mai he īmēra ki a mātou ki support@samconsulting.co.nz.