

Installation

Aproda Equipement and Tools Solution



Page 1: General Information

Aproda ASMS Setup Wizard		2 X
£03		
Welcome to Machine Setup Wizard		
This menu will initialize the setup of the A	proda Machine Solution	
Let's go!		
Choose Next to specify Machine Settings.		
	Back Next	Finish

Figure: Page 1 of the assisted setup

Click **NEXT** to go to the next page





Aproda ASMS Setup Wiza	ırd	~ ×
Set up Machine Solution.		
No. Series		
Item Template		
Business Type		
Business Type Workflow		
Machine Setup		
Inventory Setup		
Rental - Unit of Measure		
Item Category		
Counters		
	Back Next	Finish

Figure: Page 2 of the assisted setup

Choose Machine setup





No. Series

In Microsoft Dynamics 365 BC the user must setup No. Series for machines.

1. Step: Search \rightarrow No. Series

2 ×
Administration

Figure: No. Series searches

2. Step: Enter at least 6 number series for the different item entities in ASMS

No. Se	eries										
Q	AMSRS >	< + N	ew 💀 Edit List	📋 Delete 🛛 Na	vigate 🛛 🕫 Op	en in Excel	Related	Fewer options			
	Code 1		Description			Starting No.		Ending No.	Last Date Used	Last No. Used	
	ANB		AMSRS - Suppl. Item	ns		AT0001		-	_	_	
	ANBTYP		AMSRS - Suppl. Iten	n Types		ATT0001		_	_	_	
	ART		AMSRS - Item			A000001		_	_	_	
	комр		AMSRS - Componer	its		K000001		_	_	_	
	MACH		AMSRS - Machine			M0001		_	_	_	
\rightarrow	MACHTYP	:	AMSRS - Machine Ty	/pe		MT0001		_	_	_	

Figure: No. Series list

The code for the number series and the number series lines can be set to what is required.





Item Templates

In this table an item template must be created for each item type. This makes sure that the correct item type and No. Serie is taken when an item is created.

- 1. Step: Search \rightarrow Item Templates
- 2. Step: Click new



Figure: Item Template list

3. Step: Fill out the fields Item No. Series and Item Typ

♣ Dimensions	py Template Rel	ated Fewer	options		
General					
Code · · · · · · · · · · · · · · · · · · ·	MACH		No. Series	MACH	\ \
Description	Machine				
ltem >					STK



Item Templates

3. Step: Fill out the fields Item No. Series and Item Type

🎝 Dimensions 🛛 🗎	Copy Template	Related Fe	wer options			
General						
Code · · · · · · · · · · · ·	MACH		No. Se	ries · · · · · · · · · · ·	МАСН	
Description	Machine					
ltem >						ST

Figure: Item Template card

Repeat these steps for all 6 Item Types. It is allowed to create more than 1 item template for a specific item type. This way the user can have different no. series per item type.





Business Type Workflow

For each Business Type, the user can enter different workflows. These flows will be shown on the role center.

Wor	kflow Mar	nage					6			9	10	1	<mark>12</mark> ⊠
	1 Workflow ID↑		2 Description	3 Description FR	4 Post Shipment	5 Post Invoice	Testfiel Sales Header	7 Workflow Control	8 next Workflow Step	Signed Order Confir	Order Conf. from Amount (LCY)	Order Time Registr	Show Custo Comm
	1		Entered	Executé				Manual	3		0,00		\checkmark
	2		Pre Payment	Paiemet d'avance	No	No	~	Prepayment			0,00		
	3		Released procurement	Liberé	No	No	\checkmark	Purchase	7	\checkmark	7.600,00		\checkmark
	4		Back oder	Retard	No	No		Backlog			0,00		
	5		Released sales	Disponible	No	No		Inventory			0,00		\checkmark
\rightarrow	6	÷	Preperation		No	No		Manual			0,00		\checkmark
	7		Supply Chain	Livraison possible		No		Warehouse Ship			0,00		\checkmark
	8		Shipped	Livré	No	Yes		Shipment	4		0,00		~

Figure: Workflow Step Setup

No.	Field	Description	No.	Field	Description
1	Workflow ID	Workflow step ID	7	Workflow Control	Defines the next workflow step
	Description	Description of the workflow step	8	Next Workflow step	Defines which step should happen next
	Description FR	Description of the workflow step in French	9	Signed Order Confirmation	Eine automatische Unterzeichnung der AB erstellen
	Post Shipment	Post the warehouse shipment	10	Order Conf. from Amount (LCY)	As of this amount the user must create an order confirmation
5	Post Invoice	Post the sales invoice		Order Time Registration	Defines if the user needs to register his time on the order
6	Test fields Sales Header	Defines if certain fields on the sales header will be tested	12	Show customer comments	Defines if the system will automatically show customer comments





Business Type Workflow

These workflow steps are shown in the role center



Figure: Role Center





Machine setup

Main setup for ASMS

1. Step: Search \rightarrow Machine setup

Tell me what you want to do	2 X
machine set	
Go to Pages and Tasks	
> Machine Setup	Administration
Didn't find what you were looking for? Try expl	oring

Figure: Search Machine Setup





Machine setup

2. Step: Fill out the fields

	-	
Machine Setup		
🕵 Rental - Unit of Measure 🛛 🥵 Rental Types 🖉 Init Module Related Fewer options		
No. Series		
Quote Machine Nos	Warranty Entry Nos	\sim
Quote Supplementary Part Nos	~	
Artikel		
Period Item Sales Factbox · · · · · · · · · · · · · · · · · · ·	V Default Price List	\sim
Machine Transfer		
Machine Transfer Template	V Machine Journal Batch 7 STANDARD	~
Rental		
Base Calendar for Rental		\sim

Figure: Search Machine Setup

No.	Field	Description
1	Quote Machine Nos.	Defines the number series that is used for the creation of quotes
2	Quote Supplementary Part Nos.	Defines the number series that is used for the creation of quotes
3	Warranty Entry Nos.	Defines the number series that is used for the creation of Warranty
4	Period Item Sales Factbox	Define the time period that is used by the sales factbox
5	Default Price List	Defines the default price list that is used by the system
6	Machine Transfer Template	Defines the template that is used for machine transfers between warehouse locations
7	Machine Journal Batch	Defines the journal batch that is used for machine transfers between warehouse locations
8	Base Calendar Rental	Defines the base calendar that is used for rentals (main difference machines can be rented during holidays.)





Rental Unit of Measure

The system allows the user to specify special units of measure for rental. These UOMs can be setup in the table Rental UOM

1. Step: Search \rightarrow Machine setup

Tell me what you want to do	2 X
rental u	
On current page (Machine Setup)	
Rental Types Set up Rental Types	
Rental - Unit of Measure Set up Rental units of Measure	
Didn't find what you were looking for? Try exploring	

Figure: Search Rental Unit of measure





Rental Unit of Measure

2. Step: Setup rental units of measure

Rental	UOM						√ Gespeichert		Ľ	2
∕⊃ s	uchen 🕂 Neu	🐯 Liste bear	beiten	أ Löschen	🖽 In Exce	öffnen			∇	≣
Rental Unit of Measure 1				2 Calcu	lation Days	Invoice Interval 3	Period Length	4)	
\rightarrow	M1-T		:		1	Total	Day			
	M2-W				5	Total	Week			
M3-M					22	Total	Month			
	M4-2M				44	Month	2 Months			

Figure: Search Rental Unit of measure

No.	Feld	Description
1	Rental Unit of Measure	The code of the unit of measure
2	Calculation Days	How many days should be calculated
3	Invoice Interval	Invoice interval
4	Period Length	Length of the period





Rental Types

The system allows the user to specify special units of measure for rental. These UOMs can be setup in the table Rental UOM

1. Step: Search \rightarrow Rental types



Figure: Search Rental types





Rental Types

2. Step: Setup rental types

Rental Types) C	2
✓ Search + New	🐯 Edit List	📋 Delete 🛛 🖷 Open in Excel	Ŷ	
Code 1		Description 2	Rental Item 3	
FULL-RENTAL		Full rental		
LOANERS		Loan machines		
RENTAL		Rental machines		

Figure: Search types

No.	Field	Description
1	Code	The code of rental type
2	Description	Description of the rental type
3	Rental Item	Can be uses when there is a specific item that needs to be used





Item Category

The item categories are used to inherit default values from the category onto the item records.

1. Step: Search \rightarrow Item categories

Tell me what you want to do		ZX
item categ		
Go to Pages and Tasks		
> Item Categories	Administration	Д

Figure: search item categories

2. Step: Select new

✓ Item Categories										
	🔎 Search	+ New	🐯 Edit List	📋 Delete	🖉 Edit	🛱 View				
	A 6-	L.	Description		D	intin FDC				

Figure: select new item category





Item Category

3. Step: Fill out the category card

ANR-100					
★ Delete					
General					
Code · · · · · · · · · · · · · · · · · · ·	ANB-100	Rental Depreciation b		1	
Description	Scissor lift table	Default Location Code	BLAU	18	\sim
Description FRS	Table élévatrice à ciseaux 3	Def. Gen. Prod. Postin	HANDEL	19	~
Parent Category	ANB 4	Def. Inventory Postin	FERTIG	20	\sim
Reserve	Optional 5 ~	Def. Tax Group Code		21	~
Item Tracking	6~	Def. Costing Method	FIFO	22	```
Product Posting Grou	7~	Def. VAT Prod. Postin		23	~
Base Unit of Measure	8	Depreciation Rental R		24	0,00
Number of Items	9 2	Prevent Negative Inv	Default	25	```
Department Code	10~	Stockout Warning	Default	26	``
Project Code	11~	Replenishment System	Purchase	27	```
No Commission	12 1	Reordering Policy		28	```
No Bonus	13	Maint. Contract Disc		29	
Item Discount Group	14~	Show in Customer Inf		30	
Cost Internal Charge %	150	Item Discount Group		31	\sim
Rental Depreciation o		Def Type (Item)	Inventory	32	

No.	Field	Description
1	Code	Specifies the code for this item category
2	Description	Specifies the description for this item category
3	Description FRS	Specifies the French description for this item category
4	Parent Category	Specifies the parent category for this item category
5	Reserve	Specifies the reservation policy for this item category
6	Item Tracking	Specifies the item tracking policy for this item category
7	Product Posting Group Rental	Specifies the Product Posting Group Rental for this item category
8	Base Unit of Measure	Specifies the Base Unit of Measure for this item category
9	Number of Items	Shows the number of items that are linked to the item category
10	Department Code	Specifies the default Department code for this item category
11	Project Code	Specifies the default project for this item category
12	No Commission	Specifies if items in this item category are eligible for commissions
13	No Bonus	Specifies if items in this item category are eligible for bonusses
14	Item Discount Group	Specifies the Item Discount group for items in this item category
15	Cost Internal Charge %	Specifies the Cost Internal Charge % for this item category
16	Depreciation Rental Return %	Specifies the Depreciation Rental Return % for this item category
17	Rental Depreciation on Comp.	Specifies if Rental components are depreciated for items within this item category
18	Rental Depreciation below zero	Specifies the Rentals can be depreciated below zero for this item category
19	Default location	Specifies the default location for this item category
20	Def. Gen. Prod. Posting Group	Specifies the default general product posting group for this item category
21	Def. Inventory Posting Group	Specifies the inventory posting group for this item category
22	Def. Tax Group Code	Specifies the default tax group code for this item category
23	Def. Costing Method	Specifies the default costing method for this item category
24	Def. VAT Prod. Posting Group	Specifies the default VAT product posting group for this item category
25	Prevent Negative Inventory	Specifies the if negative inventory is allowed for items in this item category
26	Stockout Warning	Specifies the default stockout warning for this item category
27	Replenishment System	Specifies the default replenishment system for this item category
28	Reordering Policy	Specifies the reordering policy for this item category
29	Maint. Contract Disc. Allowed	Specifies the discount is allowed, when an item in this item category has a maintenance contract
30	Show in Customer Info Report	Specifies if the items in this item category are shown on the customer info report
31	Item Discount Group	Specifies the default item discount group for this item category
32	Def Type (Item)	Specifies the default item type for this item category



Base calender

In the base calendar table, it is possible to create different calendars. With the ASMS solution, a new field is added for pensum.

1. Step: Search \rightarrow Base Calender

CH · CH Basis Kalender	ſ	
Actions Related		
General		
Code · · · · · · · · · CH	Customized Changes No	
Name · · · · · · · · CH Basis Kalender	Pensum % · · · · · · · · · ·	0,00

Figure: base calender





Cause of absence

The different causes of absence are available for direct entry on the time sheets of the employees. Each of the causes of absence need to be entered as work type as well.

Best practice: The work types and causes of absence get the same code e.g., 8-H Holidays. The column editable field needs to be set.

1. Step: Search \rightarrow Cause of absence

Caus	ses of Absence											√ Saved	, כי א
Q	Search + New	🐯 Edit	List 📋 Delete	🕮 Open in Excel									7 =
	Code 1	C	escription		Total Absence (Base)	Unit of Measure Code	1 Work Type Code	Job No.	Job Task No.	2 Editable	Lead in Days	Timesheet Reporting	Input by Resource
	8-H	н	oliday		300	TAG	8-H			\checkmark		Holiday	
	9-VK	C	prrection Holidays		0	STUNDE	9-VK			\checkmark		Holiday	
	9-WA	C	orrection Time		0	STUNDE	9-WA			\checkmark			

Figure: cause of absensce

	Field	Description
1	Work Type Code	The linked work type code
2	Editable Field	Shows if the column is editable in the time sheets





Work types

1. Step: Search – work types

In the table work types, the user can setup the different work types.

Worl	k Types																	√ Saved	
Q	Search	+ New		🐯 Edit List	📋 Delete	🖽 Open in	n Excel		1	2	3				4	5	6	7	<mark>_8</mark> ≡
	Code 1			Description			Unit of Measure Code	plan value is actual value	ls Expen	Cost per UoM MS APD	Expen Rapid Input	Blocked	Gen. Prod. Posting Group	Extra Time	No Is- Time	Not Direct	Unit Cost Not Edita	Adjustments	Holiday Time
\rightarrow	1-W		3	Working ho	urs		STUNDE			0.00				0.00					
	7-B			Gasoline Co	sts		STK		\checkmark	0,00				0,00					
	7-D			Expenses Di	nner		SCHACHTEL		\checkmark	0.00			SERVICES	0.00					
	7-F			Expenses Fo	od		STK		1	0,00			SERVICES	0,00					
	8-D			Doctor Paid			STUNDE			0,00				0,00					
	8-DU			Doctor Unp	aid		STUNDE			0,00				0,00					
	8-H			Holidays			STUNDE			0,00				0,00					
	8-V			Vacation			STUNDE			0,00				0,00					
	9-VK			Vacation Ad	ljustment		STUNDE			0,00				0,00				\checkmark	
	9-WA			Work time A	Adjustment		STUNDE			0,00				0,00				V	

Figure: work types

No.	Field	Description
1	Is Expenses	The work type can be used to enter expenses
2	Cost per Uom MS APD	Default cost for expenses (e.g., 0.70 per KM)
3	Expenses Rapid Input	Expenses Rapid Input supports the user to quickly enter these expenses. This type should not be used for expenses that need an explanation.
4	No Target Time	This work type is not within the normal total working time of an employee, e.g., Unpaid Holiday days.
5	Not Direct	Specifies if the work type is available in the time sheets
6	Cost not editable	If this Boolean is set, the user won't be able to adjust the cost.
7	Adjustments	This work type is used to enter correction and starting balances
8	Holiday time	This work type is used to enter holiday stating balances



User Setup

1. Step: Search – user setup

In the user setup the time sheet administrators can be set. These administrators are able to see all the registered time sheets. They can also make adjustments on time sheets.

Jser Setup							
✓ Search + New	🐯 Edit List	📋 Delete 🛛 🕫 O	pen in Excel				
User ID ↑	Allow Posti From	ing Allow Posting To	Register Time	Time Sheet Admin.			
> •	:		\checkmark	\checkmark			
ANY PARAM			\checkmark	\checkmark			
ACM/001000			\checkmark	\checkmark			

Figure: user types





Jobs setup

1. Step: Search – jobs setup

For the time sheet registration some setups need to be done on the jobs setup in Business Central.



Figure: job setup

No.	Field	Description
1	Work Type Travel allow. MS APD	Defines the work type for travel allowances
2	Travel allowance Item MS APD	Defines the item number for travel allowances
3	Time Sheet Approval MS APD	Defines if Time Sheets need approval
4	Job Journal Templ. Name MS APD	Defines the journal template name that is used
5	Job Journal Batch Name MS APD	Defines the journal batch name that is used
6	Post Job Jnl. Lin. dir. MS APD	Set post job lines directly
7	Time Sheet closed until MS APD	Sets the date of time sheet that are closed
8	Time Reg. Fir. Job Task MS APD	When this option is set, the system will automatically select the first
		Job Task as recommendation on the time sheet
9	Fill Des. fr. Work Type MS APD	The description is by default filled with the work type description
10	Absence Management MS APD	Specifies if absence management is activated
11	Input Goodwill MS APD	Specifies if users can register good will
12	Input Add. Text in Time Entry	Specifies if additional text is available on the time sheets
13	Direct-Filter on Work Type	Specifies if the work type is shown in the detail time registration
14	Factbox Selection	Sets the period that is used for the fact box (generally month)





Resources setup

1. Step: Search – resource setup

To be able to enter time sheets, some setup needs to be done on the resource setup.

Resources Setup	No.	Field	Description
Resources setup	1	Time Sheet Nos.	Defines the number series that is used for the creation Time Sheet
	2	Time Sheet First Weekday	Specifies the first weekday to use on a time sheet. The default is
Numbering			Monday.
	3	Time Sheet by Job Approval	Specifies whether time sheets must be approved on a per job basis
Resource Nos. · · · · · · RESS · Time Sheet First Week Monday 2 ·			by the user specified for the job.
Time Sheet Nos. · · · · · · ARBZEITTAB 1 · Time Sheet by Job Ap · Never 3 · ·	4	Default work Type Code	Specifies the value of the Default Work Type Code field.
	5	Standard Resource UoM	Specifies the value of the Standard Resource UoM field.
	6	Template Directory Hol. Plan.	Specifies the value of the Template Directory Hol. Plan. field.
Time Sheet	7	Templatename Current Year	Specifies the value of the Template-name Current Year field.
	8	Templatename next() Year	Specifies the value of the Template-name next() Year field.
Default Work Type Co 1-W 4 V Templatename Curren 7			
Standard Resource Uo 5 Templatename next() 8			
Template Directory H 6			

Figure: Resource setup





Work hour template

1. Step: Search – work hour template

You can use the Work-Hour Template page to set up templates that contain the typical working hours in your company. For example, you set the set of the se

	1	IIUUI		\mathbf{U}	V V -	- SURWOCHE	50-Stunden-Woche			0 0	0	0	0	0 0	50	
						36HWOCHE	36-Stunden-Woche			8 8	8	8	4	0 0	36	
						40HWOCHE	40-Stunden-Woche			8 8	8	8	8	0 0	40	
k-Hour Templates														√ Sav	ed 🛄 🗖	í "ť
Search + New		Edit List	🖥 Delete 🛛 🕅 Onen in F	vcel	Action	e Eewer o	options								∇	/ :=
Search New		s contrast (Action	is rewere	ptions								u	
				Consi												
Code î		Description		Pensum		Monday	Tuesday	Wed	nesday	Thursday	Fric	lay	Saturday	Sunday	Total per \	Week
30HWOCHE	:	30-Stunden-W	loche			6	6		6	6		6	0	0		30
						-			-	-		-	•	-		
36HWOCHE		36-Stunden-W	'oche			8	8		8	8		4	0	0		36
40HWOCHE		40-Stunden-W	loche			8	8		8	8		8	0	0		40
						0	-		-	Ŭ		-	Ŭ			
	k-Hour Templates Search + New Code ↑ 30HWOCHE 40HWOCHE	k-Hour Templates Search + New E Code † 30HWOCHE : 36HWOCHE 40HWOCHE	k-Hour Templates Search + New Edit List Code Description 30HWOCHE 30-Stunden-W 36HWOCHE 40-Stunden-W	k-Hour Templates Search + New	k-Hour Templates Search + New	K-Hour Templates Search + New The Edit List Delete Defection Action Code ↑ Description Consi Pensum 30HWOCHE : 30-Stunden-Woche	Search + New	Search + New	Search + New Image: Construction of the second	Search + New R Edit List Image: Delete Image: Delete Consi Code ↑ Description Consi Pensum Monday Tuesday Wednesday 30HWOCHE 30-Stunden-Woche 6 <td>Code ↑ Description Consi Monday Tuesday Wednesday Thursday 30HWOCHE 30-Stunden-Woche 6 6 6 6 6 30HWOCHE 30-Stunden-Woche 8 8 8 8 8 k-Hour Templates Image: Consi Pensum Monday Tuesday Wednesday Thursday 30HWOCHE 30-Stunden-Woche 6 6 6 6 30HWOCHE 30-Stunden-Woche 8 8 8 8 30HWOCHE 40-Stunden-Woche 8 8 8 8 30HWOCHE 30-Stunden-Woche 8 8 8 8 40HWOCHE 40-Stunden-Woche 8 8 8 8</td> <td>Code ↑ Description Consi Pensum Monday Tuesday Wednesday Thursday Frid 30HWOCHE 30-Stunden-Woche 6 6 6 6 7 200HWOCHE 30-Stunden-Woche 6 6 6 7<!--</td--><td>Construction Construction Sewinder-Woche Solunder-Woche Solution Solution<</td><td>Construction Construction <th< td=""><td>Construction Construction Construction Monday Tuesday Wednesday Thursday Friday Saturday Saturday 30HWOCHE 30-Stunden-Woche 6 6 6 0 0 0 30HWOCHE 30-Stunden-Woche 6 6 6 0 0 0 Search + New Image: Edit List Image: Delete Actions Fewer options Saturday Saturday Sold Processor Constinue Monday Tuesday Wednesday Thursday Friday Saturday Sunday 30HWOCHE 30-Stunden-Woche 6 6 6 6 0 0 0 40HWOCHE 8 8 8 8 8 0 0 0</td><td>Search + New</td></th<></td></td>	Code ↑ Description Consi Monday Tuesday Wednesday Thursday 30HWOCHE 30-Stunden-Woche 6 6 6 6 6 30HWOCHE 30-Stunden-Woche 8 8 8 8 8 k-Hour Templates Image: Consi Pensum Monday Tuesday Wednesday Thursday 30HWOCHE 30-Stunden-Woche 6 6 6 6 30HWOCHE 30-Stunden-Woche 8 8 8 8 30HWOCHE 40-Stunden-Woche 8 8 8 8 30HWOCHE 30-Stunden-Woche 8 8 8 8 40HWOCHE 40-Stunden-Woche 8 8 8 8	Code ↑ Description Consi Pensum Monday Tuesday Wednesday Thursday Frid 30HWOCHE 30-Stunden-Woche 6 6 6 6 7 200HWOCHE 30-Stunden-Woche 6 6 6 7 </td <td>Construction Construction Sewinder-Woche Solunder-Woche Solution Solution<</td> <td>Construction Construction <th< td=""><td>Construction Construction Construction Monday Tuesday Wednesday Thursday Friday Saturday Saturday 30HWOCHE 30-Stunden-Woche 6 6 6 0 0 0 30HWOCHE 30-Stunden-Woche 6 6 6 0 0 0 Search + New Image: Edit List Image: Delete Actions Fewer options Saturday Saturday Sold Processor Constinue Monday Tuesday Wednesday Thursday Friday Saturday Sunday 30HWOCHE 30-Stunden-Woche 6 6 6 6 0 0 0 40HWOCHE 8 8 8 8 8 0 0 0</td><td>Search + New</td></th<></td>	Construction Construction Sewinder-Woche Solunder-Woche Solution Solution<	Construction Construction <th< td=""><td>Construction Construction Construction Monday Tuesday Wednesday Thursday Friday Saturday Saturday 30HWOCHE 30-Stunden-Woche 6 6 6 0 0 0 30HWOCHE 30-Stunden-Woche 6 6 6 0 0 0 Search + New Image: Edit List Image: Delete Actions Fewer options Saturday Saturday Sold Processor Constinue Monday Tuesday Wednesday Thursday Friday Saturday Sunday 30HWOCHE 30-Stunden-Woche 6 6 6 6 0 0 0 40HWOCHE 8 8 8 8 8 0 0 0</td><td>Search + New</td></th<>	Construction Construction Construction Monday Tuesday Wednesday Thursday Friday Saturday Saturday 30HWOCHE 30-Stunden-Woche 6 6 6 0 0 0 30HWOCHE 30-Stunden-Woche 6 6 6 0 0 0 Search + New Image: Edit List Image: Delete Actions Fewer options Saturday Saturday Sold Processor Constinue Monday Tuesday Wednesday Thursday Friday Saturday Sunday 30HWOCHE 30-Stunden-Woche 6 6 6 6 0 0 0 40HWOCHE 8 8 8 8 8 0 0 0	Search + New

Figure: work hour template





Work hour template

2. Step: Search – fill out work hour exceptions

Woi	Work-Hour Templates											
2												
	E Work-Hour Exception											
\rightarrow	30HWOCHE	÷	30-Stunder	-Woche				6	6			
	36HWOCHE		36-Stunden-Woche					8	8			
	40HWOCHE		40-Stunder	-Woche				8	8			

Figure: work hour exception 1

Yearly repeating exceptions can be entered by choosing the type yearly. Holiday day that are in the different years on different dates need to be re-entered each year.

Work-Hour Exceptions								
0	Search + New		Edit Li	st 📋 Delete	🕮 Open in Excel			
	Туре			Day Date		Target Time	Description	
\rightarrow	Yearly 1	~		01.08.2000	2 3	0,00	1. August 4	
	Yearly			25.12.2000		0,00	Weinachten	
	Yearly			02.01.2000		0,00	Berchtoldstag	
	Yearly			01.01.2000		0,00	Neujahr	
				04.02.2022		1,00	Feiertag XY	

Field	Description
Туре	Specifies the type of exception (Yearly or empty)
Day Date	Specifies the exception dare
Target Time	Specifies the number of hours that should be worked
Description	The name of the Holiday Day



Figure: work hour exception setup