

Personen_05_ALL_Module

Tab: Modules

Travel

The screenshot shows the 'Person' module interface. At the top, there is a header with a person icon and the title 'Person'. Below the header, there are navigation buttons: 'Speichern', 'Speichern & Schließen', 'Zurück', and 'Löschen'. The main form contains two input fields: 'Vorname' (Florian) and 'Nachname' (Fuchs). To the right of these fields are two date fields: 'Gültig von' (01.01.2015) and 'Gültig bis' (01.01.3000). Below the form, there are several tabs: 'Einstellungen', 'Gruppen', 'Rollen', 'Aktionsberechtigungen', 'Im Kompetenzbereich dieser Rolleninhaber', and 'Module'. The 'Module' tab is selected, and it contains sub-tabs: 'Reisen', 'Groupware', and 'Zeiterfassung'. Below these sub-tabs, there is a button labeled 'Fahrzeuge Hinzufügen'.


In the tab **Travel** you can add vehicles. These vehicles can be selected by the person (when using the **Travel module**) in the Kilometre allowance tab of Travel Expenses. This makes it possible to keep a virtual logbook. After a click on the button **Add** the following mask appears:

The screenshot shows the vehicle entry form. At the top, there are tabs: 'Reisen', 'Groupware', and 'Zeiterfassung'. Below the tabs, there is a table with the following columns: 'Kennzeichen', 'Typ', 'Marke', 'Modell', 'Anzahl Sitze', 'Kraftstoff', 'Gültig von', and 'Gültig bis'. The table contains one row with the following data: 'Kennzeichen' (empty), 'Typ' (PKW), 'Marke' (empty), 'Modell' (empty), 'Anzahl Sitze' (5), 'Kraftstoff' (empty), 'Gültig von' (09.07.2015), and 'Gültig bis' (01.01.3000). Below the table, there is a button labeled 'Hinzufügen'.

Explanation of the individual table columns:

- **Indicator**
The complete registration number of the registered vehicle must be indicated here.
- **Type**
In this dropdown element, a distinction must be made between passenger cars, motorcycles and trucks.
- **Brand**
The car / motorcycle / truck brand must be entered here by direct input.
- **Model**
Optionally, the model can also be entered here for specification in addition to the brand.
- **Number of seats**
Here you have the possibility to indicate the number of carpooling opportunities.
- **Fuel**
In this field, you can enter whether the vehicle is powered by petrol / diesel / electricity / biofuel / etc.
- **Valid from and Valid to**
These mandatory fields must be used to determine how long the vehicle is visible in the Mileage allowance tab of Travel Expenses.

After filling in this form, the entry must be accepted by clicking on the **Save** button. Any number of vehicles per person can be added. With

the  button (next to the **Valid to** field), added vehicles can be removed again.

Groupware

Person

Speichern Speichern & Schließen Zurück Löschen

Vorname: Rudi * Gültig von: 01.08.2014
Nachname: Renner * Gültig bis: 01.01.3000

Einstellungen Gruppen Rollen Aktionsberechtigungen Im Kompetenzbereich dieser Rolleninhaber Module

Reisen Groupware Zeiterfassung

aktiviert für Groupware
Konfigurationsstatus: OK
Groupware System: Zimbra
Homeserver:
Mailadresse: [REDACTED]
Mailbox Name: [REDACTED]
User principal name: [REDACTED]

If the optional **groupware module** has been ordered, you can check if the connection to the groupware system (currently **Microsoft Exchange**, **LotusNotes** and **ZIMBRA** are supported) is working. No changes can be made - this tab only provides a status view.

Time recording

In order to **activate time recording** for the user, the check mark for Activate time recording must be set in this view. Afterwards one of the preset **weekly programs** must be selected!

After checking the box and selecting a week program, the settings are saved with **Save**.

Einstellungen Gruppen Rollen Aktionsberechtigungen Im Kompetenzbereich dieser Rolleninhaber Module

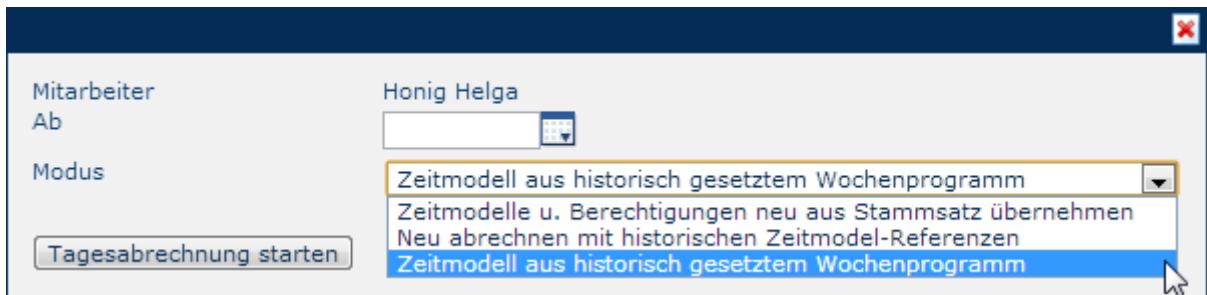
Zeiterfassung

Zeiterfassung aktivieren
TA-Id: 17
Beginn der Zeiterfassung: 01.02.2013 *
Tagesabrechnung

Wochenprogramm: 2 - Glz,Ü50,100,F-Z/38,3/7:00-18:00 * Teilzeit (%): 100 *
Ab Wochenprogram Löschen Ab Teilzeit (%) Löschen
Neues Program hinzufügen Teilzeit hinzufügen

Daily settlement

With the button Daily accounting this can be started. After clicking on the button, a window opens in which further settings must be made:



- **From**
 - Enter the date from which the daily billing is to be started (each day is recalculated starting with the set date according to the selected mode up to the current day).
- **Modus**
 - Copy time models and authorizations from master record
 - Re-billing with historical time model references
 - Time model from historically set weekly program

With a click on "Start daily accounting" the daily accounting is started according to the selected settings.

Master Data

Subsequently, some settings should be made under **Master data** in the second third of the window:

Details on the settings can be found in the following PDF: [Feldbeschreibung Stammsatz](#)¹

1. [/daisy/personalwolke-admin/7332-dsy.html?language=4](#)