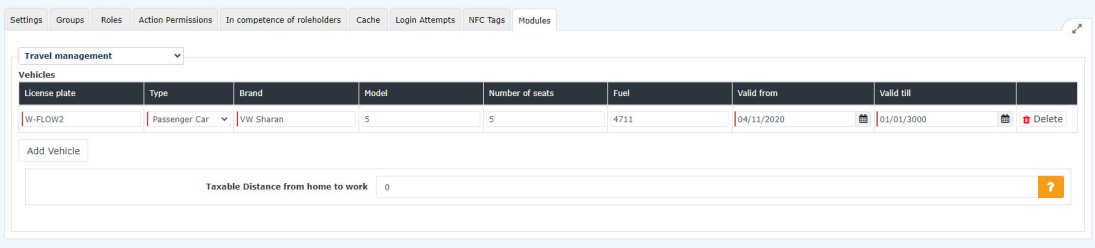
Personen_05_ALL_Module

Tab: Modules

Travel

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:



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. By clicking the Bin Symbol (next to the **Valid to** field), added vehicles can be removed again.

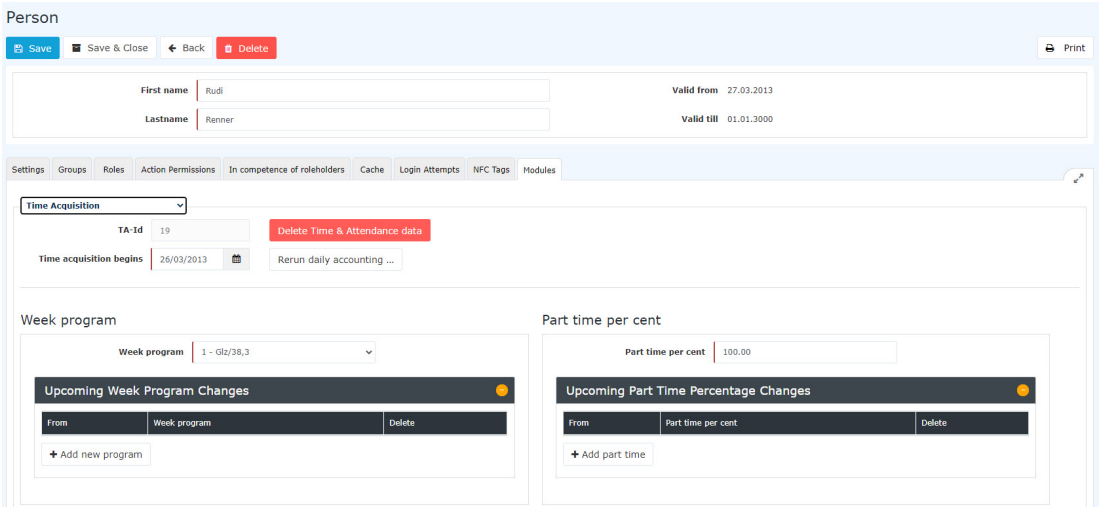
Groupware

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

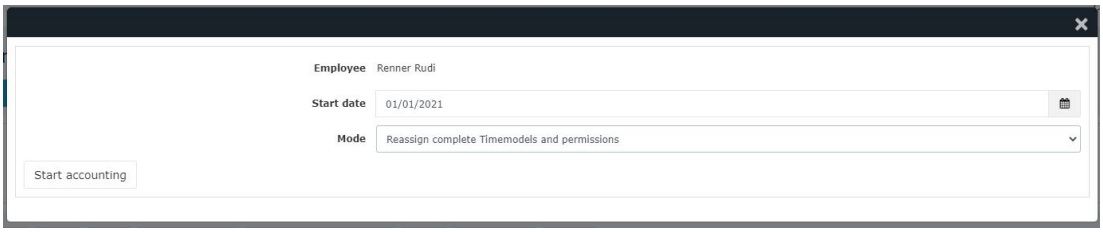
In order to **activate time recording** for the user, the check mark for Activate time recording must be set in this view. Afterwards one of the preset **weekly programs** must be selected!

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



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. Further information can be found **here.**