



# DeMaSy ERP software

⇒ Fundamentals on the software user controls

## DeMaSy™ INTRODUCTION AND CONVENTIONS

A button on a screen is written in **RED** in the text

A field on a screen is written in **BLUE** in the text

DeMaSy - LOGIN SCREEN and main screen

DeMaSy™  
Version 4.9  
Copyright © 1994-2011  
Silicon DNA S.A. ®  
(Open Database)

Login Name: SUPERVISOR  
Password:

OK Cancel

\*\*\* TESTS \*\*\*

- \*\*\* TITRES REEVAL \*\*\*
- \*\*\* ABACAB \*\*\*
- \*\*\* DEPT \*\*\*
- \*\*\* EMISSION OBLIGATIONS \*\*\*
- \*\*\* Gestion Commerciale \*\*\*
- \*\*\* INFRASTAT \*\*\*
- \*\*\* Notes de credit velle oia \*\*\*
- \*\*\* REAL ESTATE ANGLAIS SICAR \*\*\*
- \*\*\* REGISTRE \*\*\*
- \*\*\* SWIFT \*\*\*
- \*\*\* TITRES REEVAL CUR \*\*\*
- \*\*\* VIE SOCIALE \*\*\*
- \*\*\* [FFI] Société de Gérance et de Participations Financ
- \*\*\* [SEB] société test
- \*\*\* ABACAB Sarl
- \*\*\* ABAX / PKF
- \*\*\* Allocation CL/Fou (Solde et Type) Multiple
- \*\*\* Allocation CL/Fou (Solde) Multiple
- \*\*\* Allocation CL/Fou (Solde) Simple \*\*\* TO DQ \*\*\*
- \*\*\* Allocation CL/Fou (Type) Multiple
- \*\*\* Allocation CL/Fou (Type) Simple
- \*\*\* Allocation FOU (Solde et Type) Multiple
- \*\*\* AIMS AERO Sarl
- \*\*\* Alenosa Luxembourg SARL
- \*\*\* Alenosa Total Return Portfolio
- \*\*\* Analyse
- \*\*\* Avendi Services S.A.
- \*\*\* Alzo
- \*\*\* Beluco \*\*\* CONSOLIDE \*\*\*
- \*\*\* Beluco Sarl
- \*\*\* Beluco Succursale Allemagne
- \*\*\* Beluco S.A.
- \*\*\* C&S S.A.
- \*\*\* CREDIT SUISSE
- \*\*\* Demo assurances
- \*\*\* Demo FIDUCIAIRE
- \*\*\* Demo Funds, SICAR
- \*\*\* DEMO GESTION COMMERCIALE
- \*\*\* Eithier Fifteen SARL

(Active ones only)

OK Cancel

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DeMaSy - \*\*\* TESTS \*\*\*

Application: Daily Client Supplier Insurance Management Accounting Parameters Search Help

Accounting Info

Active Di.Period: 2011  
Start/end date: 01/01/2011 - 31/12/2011  
Capital Currency: EUR

Users connected:

Supervisor

Supervisor | 24/08/2011 - 12:47



SHORTCUTS (can be used from any screen)

- F6: calls the screen TIMEREPORT
- F7: calls the research screen RELATIONS
- F8: calls the screen TASKS
- F10: calls the screen DOCUMENTS
- F11: calls the screen of GENERAL LEDGER (RECONCILIATION)
- F12: calls the screen REPORT SELECT



## FUNDAMENTALS TO ACCESS THE APPLICATION

### USERS and EMPLOYEES

User - (Edit mode)

Name: Supervisor

First Name:

Last Name: Supervisor

Start date: 01/01/1994 ...

End date: \_/\_/\_ ...

Login Name: Supervisor

Phone extension:

Add

Edit

Delete

Cancel

Rights...

Password...

Options...

Employee...

Exit

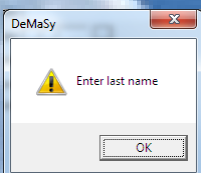
### SCREEN CONTROLS:

Generally, all the screens of the application have the same buttons:

- ADD:** to be used to add new information (ADD MODE)
- EDIT:** to be used to modify existing information (EDIT MODE)
- DELETE:** to be used to remove information.
- NB: no undelete function exist
- CANCEL:** to be used to cancel the action in progress
- EXIT:** to be used to quit the screen (or Escape key)

The access to these buttons depends on the rights of the users (See section on the rights).  
DeMaSY controls the mandatory information.

Example: If a user want to add a new user without filling the mandatory fields (Last Name, Start Date and Login Name, DeMaSY will not allow it and will display a user message (see example)



### ICON WITH ... NEXT TO A SCREEN FIELD

### CONVENTIONS

In this document the name DATABASE or CLIENT ACCOUNTING FILE refers to the same concept. The application is multi-entity software. Typically two types of databases will exist. Client accounting databases where our clients keep accounting books of their clients and management database where our client manages their own companies/entities.

**BUTTONS WITH TEXT LABELS** (ex: RIGHTS, PASSWORD, OPTIONS, EMPLOYEES):

Either calls another screen whose object corresponds to the button label or calls a specific function.

Example: A **click** (or **ALT + UNDERLINED LETTER**) on the button Rights call the following screen:

Security Individual

User: Supervisor

Refresh Exit

Available groups

- Administration
- Partners
- Past TimeReports
- Staffs
- Stagiaires

Groups of which the user is a member

- Supervisor

Assign Remove

OK

**A LITTLE ICON ON THE RIGHT SIDE OF A COMBO BOX** (ex: USER here below on the employee screen):

is always a GO BUTTON which loads the screen used to input the information which the user can select in the combo Box. To use it user can click on it.

Shortcut of clicking the icon is **F2** (and **F3**) if the combo refers two possible input screen.

Example: A combo company/Person allows the users to select either a company or a person. F2 will call the COMPANY screen and F3 will call the PERSON SCREEN

Employee - (Edit mode)

Main Private Miscellaneous

Name: Dupont Pierre

User: Dupont Pierre

Title: Monsieur

First Name: Pierre

Last Name: Dupont

Number: 007

Extension: 999

Employee Date

Rank

Division

Employment Rate

Billing rate

Hourly Cost

Short Name: PID

May be assigned: ☒ May be scheduled: ☒

Last employment Dates: 01/01/2011

Last Rank: Partner

Last Division: Comptabilité

Last employment rate: 100.00 %

Last Billing Rate: 100.00 EUR

Last Hourly Cost: 50.00 EUR

Add Edit Delete Cancel Documents... Person... Exit



## REPORTING

When reference is done to a report in this document it will be done by a number (ID). In the print selection menu, **F6** Key pressed will allow the user to enter le ID of the report and load it automatically.



### **KEYBOARD or MOUSE**

To go from one field to another use the TAB key or click in the field desired.

Exception: on Main accounting screen ENTER key can also be used

### **COMBO BOXES:**

ADD or EDIT MODE: when adding data the information is entered in combo box

When a screen is not in ADD or EDIT mode the COMBO BOX is used to select information.

Searching information in a combo box can be done by typing the desired text followed by **ENTER** key. In this case the combo box will return all the information which starts with the typed text.

Ex: ABC (enter) in the client field will search for all the clients whose name STARTS WITH "ABC".

If a "%" sign precedes the searched text the search will be done with the sequence of text typed into the whole field.

Ex: %ABC (enter) in the client field will search for all client whose name CONTAINS the string "ABC".

### **MANDATORY FIELDS**

The application controls all mandatory fields i.e. user will receive a message requesting that missing information or correctly formatted data has to be entered.

All other information is not required.





## USERS AND EMPLOYEES

User - (Show mode)

Name:	<input type="text" value="Dupont Pierre"/>	<input type="button" value="Add"/>
First Name:	<input type="text" value="Pierre"/>	<input type="button" value="Edit"/>
Last Name:	<input type="text" value="Dupont"/>	<input type="button" value="Delete"/>
Start date:	<input type="text" value="01/01/2011"/> <input type="button" value="..."/>	<input type="button" value="Cancel"/>
End date:	<input type="text" value="___/___/___"/> <input type="button" value="..."/>	<input type="button" value="Rights..."/>
Login Name:	<input type="text" value="PID"/>	<input type="button" value="Password..."/>
Phone extension:	<input type="text" value="999"/>	<input type="button" value="Options..."/>
		<input type="button" value="Employee..."/>
		<input type="button" value="Exit"/>

### FIELDS

**NAME:** Concatenate first name and last name  
**FIRST NAME:** self-explanatory  
**LAST NAME:** self-explanatory  
**START DATE:** self-explanatory  
**END DATE:** self-explanatory  
**LOGIN NAME:** Short name used to identify the user when logging into the application.  
**PHONE EXTENSION:** self-explanatory

### BUTTONS

**RIGHTS:** call the screen to assign a user to a group of rights (see below)  
**PASSWORD** call the screen PASSWORD allowing to define or change a user password  
**OPTIONS** call the screen USER OPTIONS  
**EMPLOYEES** call the screen EMPLOYEE



## **GROUP RIGHTS**

A screenshot of a software window titled "Security Individual". At the top, there is a "User:" label followed by a dropdown menu showing "Supervisor". Below this are two buttons: "Refresh" on the left and "Exit" on the right. The main area is divided into two panes. The left pane, titled "Available groups", contains a list box with the following items: "Administration", "Partners", "Past TimeReports", "Staffs", and "Stagiaires". The right pane, titled "Groups of which the user is a member", contains a list box with the item "Supervisor". Between these two panes are two buttons: "Assign" and "Remove". At the bottom right of the window is an "OK" button.

This screen allows to assign existing security groups rights (see below how to define them) to users. If a user is assigned to a particular security group he inherits of all the rights of the security group at the next login. If a group of rights is unassigned for a specific user the user will lose the rights at the next login. If a user belongs to several groups of rights he will have all the rights of all the groups (cumulative).





## SECURITY GROUPS

When accessing the screen the user has to select a group and click on the button **DETAIL**

This screen allows adding, modifying or deleting group of rights.

Before using DeMaSy the Supervisor of the application has to define all groups of rights and assign users to the appropriate groups of rights.

Each group of rights is assigned specific rights.

The rights to access, modify and/or delete information is organized in accordance with the application menus.

Rights to the reports can be given by report.

To grant a particular right the user has to press space bar (or right click with the mouse) on the corresponding checkbox.

**F2** key pressed on a main caption give all the rights of the main caption at a time

Space bar on a main caption will remove all the rights of the main caption at a time.



The button **USED BY** calls a screen which displays a user's list on the left side and a user list on the right side. User list on the right side is the list of the users belonging to the selected group of rights. User list on the left side is the list of the users available for assignment to the selected group of rights.

Button **ASSIGN** is used to assign a user (left) to the selected group of rights.

Button **REMOVE** is used to unassigned a user (right) from to the selected group of rights.

Security Group - (Show mode)

Group: Supervisor

Detail Used by

Add Edit Delete Copy Cancel Exit

Available user		Group used by
Bou Marie-Jeanne		Domestique Serge
Coccione Marcelle		Drot Thierry
De Castro Fatima		Dupont Pierre
DMS		<b>Supervisor</b>
Englart Myriam		Supervisor
Guest		
Guerrier Cindy		
Lallement Laurent		
Lusi Lorenzo Vito		
Martin André		
Martin Monique		
Martin Pascal		
Meyer Annick		
Muller Olivier		
Pellier Robert		
Perinetti Sylviane		
Piotet Caroline		
Rafin Stel		
Rossiello Sabrina		
Rossiello Sandrine		
Stassen Maurice		
Surren Corinne		
Todaro Angelo		
Titz Ashid		

Assign Remove

OK



## **PASSWORD**

A screenshot of a "Change Login" dialog box. The dialog has a title bar with the text "Change Login". Inside, there are four input fields: "User:" with a dropdown menu showing "Supervisor", "Login Name:" with a text box containing "Supervisor", "New Password:" with an empty text box, and "Confirmation Password:" with an empty text box. At the bottom right, there are two buttons: "Update" and "Exit".

User:	Supervisor
Login Name:	Supervisor
New Password:	
Confirmation Password:	
<input type="button" value="Update"/> <input type="button" value="Exit"/>	

This screen allows a user (if the user belongs to a authorized group of rights) to assign or modify a password of a user.

Remark: Later in the application utilities (application designed for the administration of the database) it will be explained how to force a user to change password on a regular basis and how the enforce a password length. On the password has been entered twice (confirmation) the user click the **UPDATE** button to save the password.



## USER OPTIONS

User Options

User: Supervisor

Default | Other | Timereport | EMail | Document

Report Size: 100 %

Default for Tasks: Display Not done (All Levels)

Default View for Tasks: Treeview

Default Reminder screen: Calendar list

Default Reminder database: \*\*\* TESTS \*\*\*

Default Search Invoice visualization type: Invoice and capital currency

☒ Keep last default  
☒ Client Invoice default focus to Article  
☐ Supplier Invoice default focus to Article  
☐ Reminder - View week by default  
☐ Use Today's date as default

OK Cancel

This screen is designed to enable each user to customize some features of the application in accordance with some functions.

This screen contains 5 tabs.

- ⇒ **Default:** general options
- ⇒ **Other:** is related to language and miscellaneous options
- ⇒ **Timereport:** display option related to timereport
- ⇒ **Email:** is related to email
- ⇒ **Documents:** is related to the document insertion path

DEFAULT TAB:

**User Options**

User: Supervisor

**Default** | Other | Timereport | EMail | Document

Report Size: 100 %

Default for Tasks: Display Not done (All Levels)

Default View for Tasks: Treeview

Default Reminder screen: Calendar list

Default Reminder database: \*\*\* TESTS\*\*\*

Default Search Invoice visualization type: Invoice and capital currency

☒ Keep last default

☒ Client Invoice default focus to Article

☐ Supplier Invoice default focus to Article

☐ Reminder - View week by default

☐ Use Today's date as default

OK Cancel

**Report Size:** allows the user to select the size of the preview (100% or zoomed in or out)

**Default for Tasks:** Display all / Display not done (level 1) / Display not done all levels

**Default view fort Tasks:** Tree view (hierarchy) or grid (as a spreadsheet)

**Default reminder view:** Calendar list / Calendar daily

**Default reminder database:** Database where the contacts (company/persons) are located

**Default Search Invoice visualization type:** Invoice and capital currency / invoice currency / Capital currency

- **Keep last default:**  
This option uses the information of last accounting entry or client/supplier invoice for next input.
- **Client invoice default focus to article:**  
The cursor field when accessing client invoice detail is the field article instead of the field amount.
- **Supplier Invoice default focus to article:**  
The cursor field when accessing supplier invoice detail is the field article instead of the field amount.
- **Reminder – View week by default:**  
Loads calendar with data for the current week



- **Use Today's date as default:**  
Uses today's date as a default for date fields (input or reporting)



**OTHER TAB :**

User Options

User: Supervisor

Default Other Timereport EMail Document

Language: English

Report Language: Français

Help Path and File name: X:\DEMASY\BIN\DEMASY.HLP

Sound Path and File name: ...

VersionPrint Id (Shift F-12): 0

☒ Ask for Reminder at some date fields

☒ GLMovement Tab (Exclude Currency)

☒ Show accounting info on main screen

☒ Display Bank Account balance

☐ Launch Reminder executable on DeMaSy starting

☒ Deactivate confirmation on add edit and delete

☐ Activate message on GLMovement delete

☒ Use maximum size when possibly

☒ Display Multiple Invoice to Client screen

☐ Display different dates on Relation screen

OK Cancel

**Language:** Language selected by the user for the menus

**Report Language:** Default language selected by the user for the reporting

**Help Path and File Name:** Name of the help path [No longer used – will be replaced by an URL]

**Sound Path and File name:** Path and file name of a file used to make a sound when there is alarm of an agenda

**VersionPrint Id (Shift F-12):** On main accounting screen user can associate a report to the key SHIFT + F12. The id is obtained from the printing selection menu and pressing F6 on the selected report. When the user will hit the key SHIFT + F12, the print select menu of the selected report will be displayed.

**ASK FOR REMINDER AT SOME DATE FIELDS:**

Some fields on company and person data automatically propose a agenda when user leave the input zone. Ex: After entering the date of the shareholders' meeting, when leaving the zone, the application will ask the user if he wants to create an agenda. If the answer is yes, agenda will be called in this context.

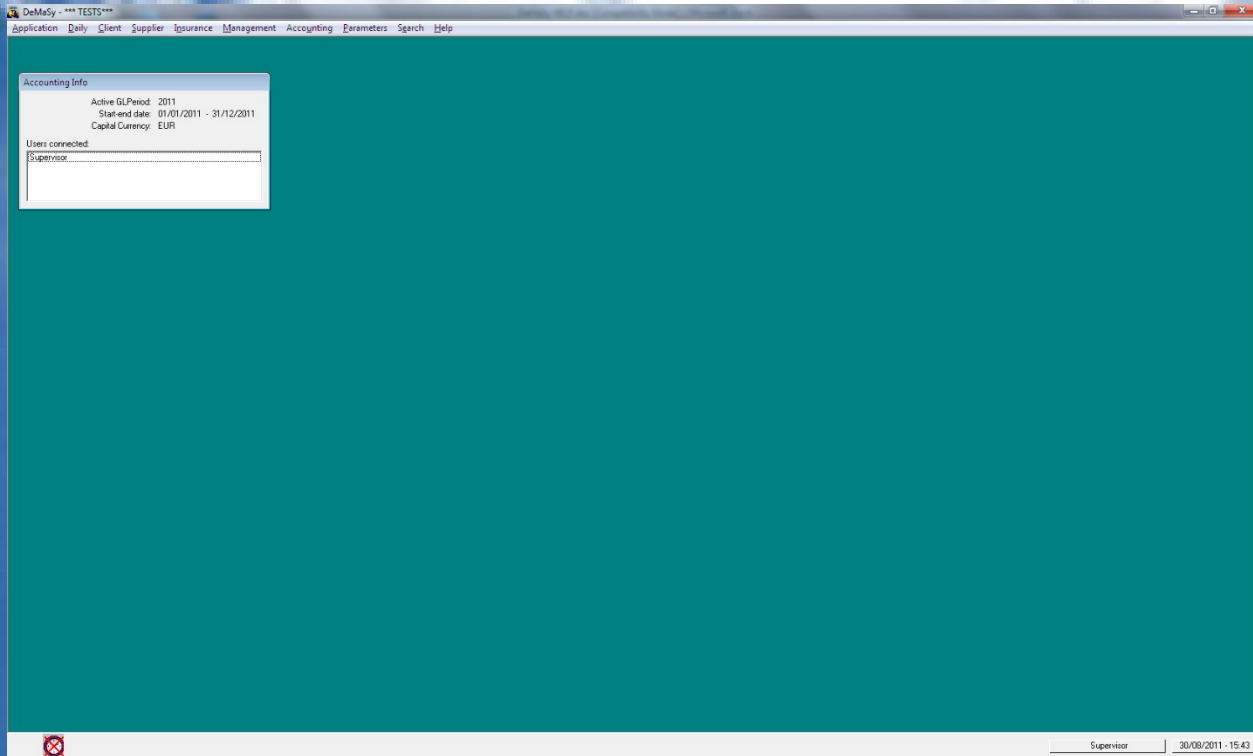
**GLMOVEMENT TAB (EXCLUDE CURRENCY):**

When moving from one field to another with tab key (or enter key in the accounting entries screen), this option allows the user to skip the tab event to stop on the currency field and go directly from the account name to the amount.



### SHOW ACCOUNTING INFO ON MAIN SCREEN:

Displays a small rectangle screen on the upper left corner of the application main screen with basic accounting information: Active period, start and end date of the period, capital currency and users connected in the client file.



### DISPLAY BANK ACCOUNT BALANCES:

When inputting accounting entries on bank accounts the Application computes real time bank balance and displays the amount on the input screen.

### LAUNCH REMINDER EXECUTABLE ON DEMASY STARTING:

When starting the application, reminder program (calendar) will be automatically started and minimized in the system tray. If not the user has to start it manually.

### DEACTIVATE CONFIRMATION ON ADD/EDIT/DELETE:

On add/edit/delete action the application will not display an acknowledgement message.

### ACTIVATE MESSAGE ON GLMOVEMENT DELETE:

Although the user can disable the confirmation message, the deletion of an accounting entry can be preceded by a user message to request a confirmation of the deletion.

### USE MAXIMUM SIZE WHEN POSSIBLE:

PC's LCD screen resolution can vary significantly. If the option is ticked the application will resize input masks to benefit of the maximum possible information.

### DISPLAY MULTIPLE INVOICES TO CLIENT SCREEN:

The application allows the user to choose between two different input masks.

One view is a vertical view (one invoice detail correspond to one mask)

The other view is an horizontal view (one detail corresponds to one line in the masks)

### DISPLAY DIFFERENCE DATES ON RELATION SCREEN:

If this option is active, the application calculates the difference between today's date and start and end dates of relations (see explanation on module relations)



## TIMEREPORT TAB

User Options

User: Supervisor

Default | Other | Timereport | EMail | Document

☐ Simple timereport

☒ Timereport grid

☐ Multiple detail grid

☐ Multiple detail grid with from and to time

☒ Use hours and minutes instead of decimals

☒ On Multiple grid always display all Types

☐ Timereport input: From Time - To Time

☒ Display client selection on Timereport grid

☐ Display Timereport types in client language

OK Cancel

These options allows the user to select the view for timereporting (see timereport module)

- **SIMPLE TIMEREPORT** (see snapshot below)
- **TIMEREPORT GRID** (see snapshot below)
- **MULTIPLE DETAIL GRID** (see snapshot below)
- **MULTIPLE DETAIL GRID WITH FROM AND TO TIME** (see snapshot below)

**USE HOURS AND MINUTES INSTEAD OF DECIMALS:** Time input format in the timereport is either decimals (ex : 2,25 H = 2H15 min) or Hours/min (ex: 02:15 = 2H 15min)

**ON MULTIPLE GRID ALWAYS DISPLAY ALL TYPES:** When multiple timereport input screen is loaded all the timereport types are loaded.

**TIMEREPORT INPUT: FROM TIME –TO TIME:** The application will force the users to input the time chronologically with a start time and end time.

**DISPLAY CLIENT SELECTION ON TIMEREPORT GRID:** On the timereport grid view screen the client is displayed if the option is active. If not only the job number is displayed

**DISPLAY TIMEREPORT TYPES IN CLIENT LANGUAGE:** Timereport types can be translated in several languages. If translations exist the timereport types are displayed in the client language (based on the language specified in the company/data sheet).



## SIMPLE TIMEREPORT:

This input screen is done easy and fact input.

Timereport Detail - (Show mode)

Employee:	Supervisor	Start/Stop
Date:	05/09/2011	View...
Job number:	ARENDT	
Timereport type:	Accounting	
Timereport list:	04.00 (accounting)	
Hours:	04.00	Add
Hours description:	accounting	Edit
Number of articles/Expenses:		Delete
Expenses description:		Cancel
		Copy...
		Exit

## TIMEREPORT GRID:

This input screen gives a weekly (or other period depending on parameters) view of the timesheets

Timereport Grid

Employee: Supervisor Date: 05/09/2011 View... Detail... Refresh Exit

Client	Job number	05/09 2011 (Mon)	06/09 2011 (Tue)	07/09 2011 (Wed)	08/09 2011 (Thu)	09/09 2011 (Fri)	10/09 2011 (Sat)	11/09 2011 (Sun)	Total
*** TESTS ***	Admin (nc)	03.00							03.00
Acrath SA	3C001	01.30							01.30
Arendt Services	ARENDT	04.00							04.00
ATOZ	ATO2001	03.00							03.00
Total: 04.30 00.00 00.00 00.00 00.00 00.00 00.00									16.30

Double click on a case load the screen for inputting timereport (see multiple detail grid)



## MULTIPLE DETAIL GRID:

This input allows users to directly access to detail view by job.

Timesreport Detail

Employee: Supervisor Client: Arendt Services Job number: ARENDT Date: 05/09/2011 00:00

Refresh Delete OK Cancel

View... Dvertime... Copy... Exit

Timesreport Type (All Services)

Service	Timesreport type	Hours	Hours description	Nbr of art	Expense	Expenses description
ACCOUNTING	Accounting	04:00	accounting	0	0	
	Administration	00:00		0	0	
	Analysis	00:00		0	0	
	Annual Accounts	00:00		0	0	
	Client question	00:00		0	0	
	Expenses	00:00		0	0	
	Formation	00:00		0	0	
	Marketing	00:00		0	0	
	Meetings	00:00		0	0	
	Miscellaneous	00:00		0	0	
	Other	00:00		0	0	
	Payroll	00:00		0	0	
	Presentations	00:00		0	0	
	Proposal	00:00		0	0	
	Tax return	00:00		0	0	
	Travel expenses	00:00		0	0	
	VAT return	00:00		0	0	
	Work program - Accounting	00:00		0	0	
	Work program - Tax	00:00		0	0	
CONSULTING	Consulting	00:00		0	0	
FORMATION	Training	00:00		0	0	

Hours description: accounting

## MULTIPLE DETAIL GRID WITH FROM AND TO TIME:

This input screen is the same than the previous one but with chronological input active.

Timesreport Detail

Employee: Supervisor Date: 05/09/2011 08:30

View... Dvertime... Copy... Refresh Exit

Job	Timesreport type	From - To	Hours	Hours description	Nbr of art	Expenses	Expenses description
ARENDT	Accounting		04:00	accounting			
Admin (nc)	Administration		03:00	admin			
SC001	Client question		01:30	misc			

Hours description: accounting



User Options

User:

Default | Other | Timereport | **E Mail** | Document

Email Address

Outlook template  ...

OK Cancel

**EMAIL ADDRESS** : email address used for the selected user when producing when producing a mail based on the application reports or documents

**OUTLOOK TEMPLATE**: template used when producing a mail based on the application reports or documents





**User Options**

User:

Default | Other | Timereport | EMail | Document

Default for Document Sort:

Default Document screen:

Default Document insertion Path:

Client - Default Document Path:

Supplier - Default Document Path:

GLMovement - Default Document Path:

OK Cancel

➔ See DOCUMENTS module

**DEFAULT FOR DOCUMENT SORT:** Sort by name / creation date / Modified date / Reference date

**DEFAULT DOCUMENT SCREEN:** Regular / Search screen

**DEFAULT DOCUMENT INSERTION PATH:** Default path when adding a document

**CLIENT – DEFAULT DOCUMENT PATH:** Default path when adding a document in connection with a client invoice

**SUPPLIER – DEFAULT DOCUMENT PATH:** Default path when adding a document in connection with a supplier invoice

**GLMOVEMENT – DEFAULT DOCUMENT PATH:** Default path when adding a document in connection with to a miscellaneous accounting entry.



## EMPLOYEE

Employee - (Edit mode)

Main | Private | Miscellaneous

Name: Dupont Pierre

User: Dupont Pierre

Title: Monsieur

First Name: Pierre

Last Name: Dupont

Number: 007

Extension: 999

Employee Date

Rank

Division

Employment Rate

Billing rate

Hourly Cost

Short Name: PID

May be assigned: ☒ May be scheduled: ☒

Last employment Dates: 01/01/2011

Last Rank: Partner

Last Division: Comptabilité

Last employment rate: 100,00 %

Last Billing Rate: 100,00 EUR

Last Hourly Cost: 50,00 EUR

Add

Edit

Delete

Cancel

Documents...

Person...

Exit

An employee has to be defined for timreporting purposes.

**USER:** If a user exists, the link is done while selecting the user in the User field. First name and Last name are then taken from the user data.

### FIELDS:

**TITLE:** If the title doesn't exist, it can be added manually. Next time it will be available for selection

**FIRST NAME:** self-explanatory

**LAST NAME:** self-explanatory

**NUMBER:** internal employee number

**EXTENSION:** Internal phone extension

**SHORT NAME:** Employee short name (by default the application takes the user's short name)

**MAY BE ASSIGNED:** If check box is ticked employee can be assigned on jobs (see Job Assignment)

**MAY BE SCHEDULED:** If checked box is ticked employee can be scheduled (see Scheduling module)

### BUTTONS:

**EMPLOYEE DATE:**

**RANK:**

**DIVISION:**

**EMPLOYMENT RATE:**

**BILLING RATE:**

**HOURLY COST:**

See next pages for the screens called by these buttons.

Last values (based on dates) stored in the screen behind the button are displayed on the employee mask.



BUTTONS:

Button **EMPLOYEE DATE**: allows logging the employee contract dates.

Employee Date - (Show mode)

Employee:

Start Date	End Date
01/01/2011	

Start Date:  ...

End Date:  ...



Button **RANK**:

Allows defining the rank of an employee

Employee Rank Historical - (Show mode)

Employee:

Rank	Start Date	End Date
Partner	01/01/2011	

Rank:

Start Date:

End Date:

**RANK** :

Allows defining rank hierarchy

If the checkbox MAY ASSIGN is ticked the employees belonging to the rank will be allowed to assign other employees on the job (see JOB ASSIGNMENTS)

If the checkbox MAY SCHEDULE is ticked the employees belonging to the rank will be allowed to schedule other employees on jobs (see SCHEDULING MODULE)



Rank - (Show mode)

Partner

☒ Partner

☒ Manager

Staff

☒ May assign

☒ May schedule

Add

Insert

Edit

Delete

Cancel

Exit

Navigation arrows: Up, Down, Left, Right



Button **DIVISION**:

Allows to assign employee to a division

Employee Division Historic

Employee:

Division	Start Date	End Date
Comptabilité	01/01/2011	

Division:

Start Date:

End Date:

Button **EMPLOYMENT RATE**:

Allows defining the employment rate of an employee

Employee Rate - Employment rate - (Show mode)

Employee:

From date	To date	Employement rate (%)
01/01/2011		100

Employee:

Start-end date:

Employment rate:  %





Button **BILLING RATE**:

Allows to define employee billing rate used for timereporting (other rates can be defined – see Timereporting Module)

Employee Rate - Billing Rate - (Show mode)

Employee:

From date	To date	Indexed amount	Billing Rate (EUR)	Index value	Country Index
01/01/2011		0,00	100	0	

Employee:

Start-end date:  ...  ...

Billing Rate:  EUR

Index value:

Indexed amount/Index:

Buttons: Add, Edit, Delete, Cancel, Exit



Button **HOURLY COST**:

Allows defining employee cost rate used for timereporting in order to value the job ledgers at cost.

Employee Rate - Hourly Cost - (Show mode)

Employee:

From date	To date	Indexed amount	Hourly Cost (EUR)	Index value	Country Index
01/01/2011		0,00	50,00	0	

Employee:

Start-end date:  ... / / ...

Hourly Cost:  EUR

Index value:

Indexed amount/Index:

Add  
Edit  
Delete  
Cancel  
Exit



## EMPLOYEE – TAB PRIVATE

This tab is used to store employee phone address (field on the screen are self-explanatory).

Employee - (Edit mode)

Main Private Miscellaneous

Person:

Phone:

House Number:

Street:

Postal Code:

Locality:

Country:

If an employee exist as a person, the information from the data sheet will be automatically displayed when the user select the corresponding person.

Employee - (Show mode)

Main Private Miscellaneous

Person:

Phones and Faxes

Phone Type	Phone Number
Telephone1	123 456

Addresses

Type	N°	Street	Code	Locality	Building	Country
Mail	97	rue de Strasbourg	L-2561			Luxembourg



## EMPLOYEE – TAB MISCELLANEOUS

This mask allows storing miscellaneous information related to the employee

PASSPORT NUMBER  
IDENTITY CARD NUMBER  
SOCIAL SECURITY  
CIVIL STATUS  
CONTRACT TYPE  
GROSS SALARY  
TAX CLASS  
LAST SALARY REVISION  
BANK ACCOUNT  
CAR PLATE NUMBER

Employee - (Edit mode)

Main	Private	Miscellaneous
<p>Passport number: <input type="text"/></p> <p>Identity card number: <input type="text"/></p> <p>Social security: <input type="text"/></p> <p>Civil status: <input type="text"/></p> <p>Contract type: <input type="text"/></p> <p>Gross salary: <input type="text"/></p> <p>Tax class: <input type="text"/></p> <p>Last salary revision: <input type="text"/></p> <p>Bank account: <input type="text"/></p> <p>Car plate number: <input type="text"/></p>		

Add

Edit

Delete

Cancel

Documents...

Person...

Exit