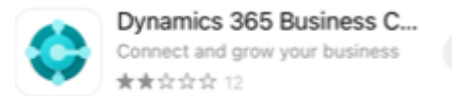


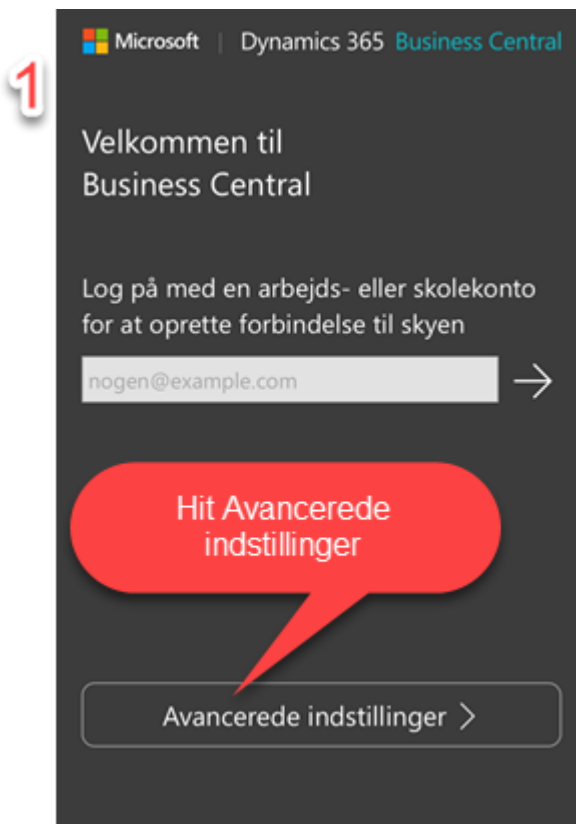
Installation of APP for registering hours.

If there are problems, talk to your colleague or contact me. If you have it completely under control, feel free to help your colleague. Instructions for using the APP will be sent as SMS a little later and can also be found in the canteens from midday.

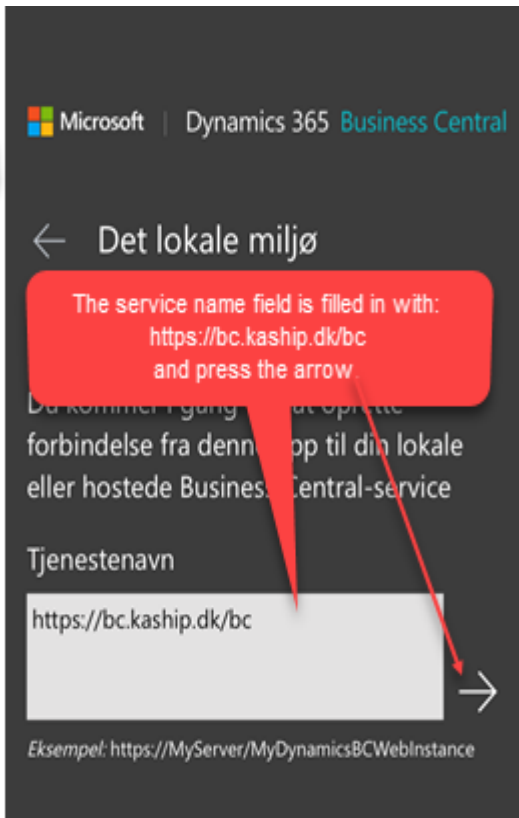
1. If you have an iPhone, go to the 'App Store'. If you have a smartphone other than the iPhone, go to 'Play Butik'.
2. In the Search field, write: business central. A list appears, and the App you must select is called exactly 'Dynamics 365 Business Central' and has an icon like this:



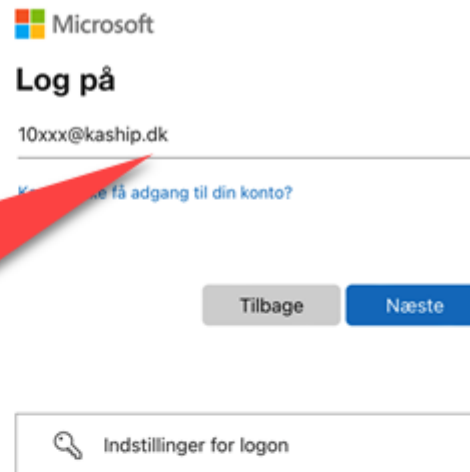
3. Download it and launch it. Follow the instructions below for setup:



3



4



Enter your new employee number as shown.  
KS employees must write 10 in front of the existing  
number.

KSE employees with a 3-digit employee number  
must write 100 in front. If you have a 4-digit  
employee number, you only need to write 10 in  
front.

Everyone must write @kaship after employee  
number (no spaces).

Press 'Next'





← 10181@kaship.dk

5

## Indtast adgangskode

.....

[Jeg har glemt min adgangskode](#)

Log på

Enter your password.

The password consists of 3 things:

1. The last 4 digits of your social security number, e.g. 1513
2. Next, a ! (exclamation mark) followed by a capital K and a small s, !Ks
3. Finally, your new employee number, e.g. 10532

In this example, the password will be:  
1513!Ks10532

Finally press 'Log in'



Done



10181@kaship.dk

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## Vil du forblive logget på?

Gør dette for at reducere det antal gange, du bliver bedt om at logge på.

Vis ikke dette igen

Nej

Ja

Marker feltet 'Vis ikke dette igen' og tryk på 'JA'

7

Dynamics 365 Business Central

CRONUS KS 0922

JobManager



Timekladde

You are now in and can start registering your diary. Follow separate instructions for this