Installation of APP for registering hours.

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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:



Dynamics 365 Business C... Connect and grow your business 大大文文文 12

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

1	Hicrosoft   Dynamics 365 Business Central		Hicrosoft   Dynamics 365 Business Central	
	Velkommen til Business Central	2	$\leftarrow$ Vælg logon-indstilling	
	Log på med en arbejds- eller skolekonto for at oprette forbindelse til skyen nogen@example.com		Det lokale miljø >	
			Cloud-sa dkasse >	
	indstillinger		Oulstil App-in tillinger	
	Avancerede indstillinger >		Hit 'Det lokale miljø'	
			*	





5	← 10181@kaship.dk Indtast adgangskode
	Jeg har glemt min adgangskode
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	Log på
In this example, the password will be: 1513/Ks10532 Finally press 'Log in'	∧ ∨ Done



## Microsoft

10181@kaship.dk

## 6

Vil du forblive logget på? Gør dette for at reducere det antal gange, du bliver



Dynamics 365 Business Central CRONUS KS 0922

JobManager



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

## How to fill in the daily time sheet with Business Central App

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			Dynamics 365 Business Central CRONUS KS 0922	TimeNadde Jan sciencepta, var den scienceg	Timekladdo Ny Ng
1	2 Business Central	JobManager		500 <b>5</b> 00 <b>5</b>	
		1		Proces Capier fits on order dag Capier fits on order dag Cancer data	
		Timekladde		Side           Opdater         Opdater           Opdate opdater         Opdater	
					Abre to back Abre is Each filmed data shape sets for later Setter this og kelomot.
				× :	Hjælp Hjælp til Dynamics 365 Business Central
					Palijude via Dynamics 365 Busiliess Contral.

1. Open the App. Log in with employee number and code

2. Press 'Timekladde' to open time sheet. Press the 3 dots in the lower right corner to start registration.

3. Tap 'Sag' to see the list of active projects

4. Select project you are working on to record time on job number. Note you can scroll through the list. Press job number.

5. Time on job number is registered. The start time is automatically filled in with the entry time. You only have to write the end time on the job number. Ex. at 12 or 1515. Finish by pressing 'X' at the bottom. (Break time is deducted automatically)

6. Add another job number by pressing the 3 dots in the right corner.

7. Add any 'Tillæg' (supplements), such as lift or forklift by highlighting the job registration and dragging to the right.

8. Add 'Tillæg' (supplements) by pressing + . Press the 3 dots to the right of the 'Kode' field to open the list of possible supplements.

