

A grayscale photograph of a person with long hair, seen from behind, holding a tablet high in the air with their right hand. They are standing on a rocky beach with the ocean in the background. The image is dimly lit, creating a moody atmosphere.

Admin modul for Super User

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Agenda

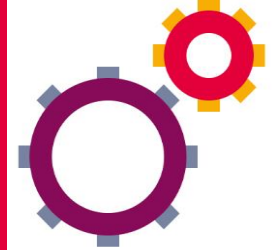
1. Hva kan Super User gjøre
2. Menypunkter
3. Felt definisjoner
 - Typer felt
 - Tilganger til felt
4. Tilgangsregler/Access rules
5. Import og eksport
 - Eksport definisjon
 - Import definisjon
 - Feilsøking og logger
 - Scheduler

*Et lite utvalg på hva du kan gjøre
som Super User i SD Worx HR*

Hva kan Super User gjøre



Super User vs HR Specialist



I SD Worx HR skiller vi mellom rollene HR Specialist og Super User.

Super User skal ha mer detaljert kjennskap til systemet inkludert tekniske detaljer i oppsettet



Super User har tilgang til Administrasjon - ikke tilgang til Personinformasjon



Menypunkter Super User

The image shows two screenshots of the sdworx application interface. The top screenshot displays the 'Admin Modules' menu, which is highlighted with an orange rounded rectangle. The menu is divided into two columns: 'Admin Modules' and 'Security'. The 'Admin Modules' column lists: Employment, Salary Review, Time, Organization, Talent, Expense, Payslip, Analytics, Health, Scheduler, and Connector. The 'Security' column lists: Data Security, Audit, and Dashboard Management (with sub-items: Announcements, Links, Slideshow, and Settings). The 'Employment' module is highlighted with a grey background and an orange border. The bottom screenshot shows the 'Employment' module's sub-menu, also highlighted with an orange rounded rectangle. It is divided into two sections: 'REMINDER DEFINITIONS' (with sub-items: PROCESSES, QUERY DEFINITIONS, and DOCUMENTS) and 'FIELD DEFINITIONS' (with sub-items: FIELD GROUPS, FORM VIEWS, FIELD PROPERTIES, LOOKUP GROUPS, FIELD DEPENDENCIES, GDPR, IMPORT / EXPORT, MONITORING, MAINTENANCE, and GENERAL SETTINGS). A green arrow points from a green box labeled 'HR Specialist' to the 'REMINDER DEFINITIONS' section. A red arrow points from a red box labeled 'Super User' to the 'FIELD DEFINITIONS' section. The top navigation bar of both screenshots shows the user is logged in as 'Super User' (indicated by a yellow dot) and the user profile is 'Merete Moe'.

Admin Modules

- Employment
- Salary Review
- Time
- Organization
- Talent
- Expense
- Payslip
- Analytics
- Health
- Scheduler
- Connector

Security

- Data Security
- Audit
- Dashboard Management**
 - Announcements
 - Links
 - Slideshow
 - Settings

REMINDER DEFINITIONS

- PROCESSES
- QUERY DEFINITIONS
- DOCUMENTS

FIELD DEFINITIONS

- FIELD GROUPS
- FORM VIEWS
- FIELD PROPERTIES
- LOOKUP GROUPS
- FIELD DEPENDENCIES
- GDPR
- IMPORT / EXPORT
- MONITORING
- MAINTENANCE
- GENERAL SETTINGS

HR Specialist

Super User

Menypunkter HR Specialist



Employee ● **HR Specialist** Super User

Home Home

 Demo56 [Demo56]
Merete Moe 

Home	Time	Competence	Perform	Payslip	Admin Modules	Dashboard Management
Home	Kalender Team planlegging Håndtere registreringer Arbeidstidsskjema	Kompetanseoversikt Kompetansesøk GAP Analyse Jobb profiler Kompetansegodkjenning	Individuelle samtaler Individuelle mål Samtaleoversikt Samtalestatistikk Målfordeling Målstatistikk	Lønsslipp Health Oppgaveoversikt Health Search Security Access Rules Audit	Employment Salary Review Organization Payslip Talent Health Connector	Announcements Links Slideshow Settings
People Personinformasjon Nyansettelse Prosesshåndtering Avansert søk Masseendring Meldinger Stedfortreder Rapporter	Expense Voucher Handling Import/Export Innteksregister Innteksregistret rapport General Settings Employments	Organization Organisasjonskart	SalaryReview Lønnsrevisjon Analytics KPI oversikt			

Felt definisjoner

Felt definisjoner

- Søk etter felt
- Navn og beskrivelse for feltet

The screenshot displays the SD Worx Admin Modules interface. On the left, a sidebar lists various modules, with 'FIELD DEFINITIONS' highlighted. The main area is divided into two panels. The left panel, titled 'FIELD DEFINITIONS', shows a search bar and a table of field definitions. The right panel, titled 'Edit Person.HomeAddress1', shows the configuration for a specific field.

Field Definitions Table:

Name	Description
Person.Entrepreneur	Entrepreneur
Person.Equip_AccessCard	Adgangskort
Person.Equip_AccessCardNo	Adgangskortnummer
Person.Equip_CompSerialNo	Serienummer PC
Person.Equip_Computer	PC
Person.Equip_CreditCard	(Old) Kredittkort
Person.Equip_Keys	Nøkler
Person.Equip_Mobile	Mobiltelefon
Person.ExcludeFromKLPStats	Exclude from KLP statistics
Person.ExcludeFromKSPStats	Exclude from KSP statistics
Person.FadderPerson	Navn på fadder (personfelt)
Person.FadderPerson2	Navn på fadder (personfelt) 2
Person.FadderPerson3	Navn på fadder
Person.Faglaert	Faglært
Person.FirstName	Fornavn (*)
Person.Foreign_bank_account...	Utenlandsk bankkonto
Person.Forenames	Forename
Person.Gender	Kjenn (*)
Person.HomeAddress1	Adresse 1 (*)
Person.HomeAddress2	Adresse 2 (*)
Person.HomeCountry	Land (*)
Person.HomeEmail	E-post privat (*)
Person.HomePostalCode	Postnummer (*)
Person.HomeTelephone	Telefon (*)
Person.HomeTelephoneMobile	Mobil, privat (*)
Person.HomeTown	By
Person.HostState	Land for primær arbeidssted
Person.IBANBankAccount	IBAN

Edit Person.HomeAddress1 Form:

Information

Name: Person.HomeAddress1

Description: Adresse 1 (*)

Usage:

Field Type: String

Text Align: Left

Length: 50

Reg Ex:

Personal data category: Field is likely to contain personal data that relates directly to a pe...

Reasons for keeping data: Customer purpose

Retention time: None

Enabled: ☒

LOOKUP: LOOKUP TYPE = NONE

Lookup type: None

Description

Description	Field Property	Field Validation	Field Group	Used in countries	Used in modules
EN: Address 1					
FI: Osoite 1					
NO: Adresse 1 (*)					
SW: Gatadress					

Object – Hva slags felt skal det være?

Employment - felder	Feltet inneholder informasjon som er relatert til en persons ansattforhold Eksempel: Avdeling, stillingstittel, årslønn
Person - felter	Feltet inneholder informasjon som er relatert til selve personen Eksempel: Navn, adresse, kontaktinformasjon, pårørende
PersonCompany – felder	Feltet inneholder relatert til personens ansattforhold i firmaet Eksempel: Bankkonto, lønnslipptype, ansattdato firma

Edit Employment.CantineCoverage

Ad

Information

Name *

Employment.CantineCoverage

Description

Kantinetrekk

Usage

Field Type *

String

Static

Required

Text Align *

Left

Read only

Date Dependent

Length

Unique

Change cause required

Reg Ex

Personal data category

The purpose and the probable value contain...

Reasons for keeping data

Statistics

Retention time

1 calendar year

Enabled

☒

LOOKUP: LOOKUP TYPE = STATIC

Lookup type

Static

Lookup UIHint *

Select

Description	Lookup Groups	Field Property	Field Validation	Field Group	Used in countries	Used in modules
DA						
EN *	Canteen					
FI						
NO	Kantinetrekk					

Ulike felt det er mulig å ha i People

- Dokumentfelt
- Datofelt
- Nedtrekksmenyer
- Flervalgsfelt/Multiple values
- Avmerking – True/False
- Fritekst

^ DOKUMENTER

Ansettelsesavtale	Dokumenter (4)
Bilde	Dokumenter (1)
Andre dokumenter	Dokumenter (4)

^ ANSETTELSESDATOER

Ansatt dato konsern	13.04.2007
Ansatt dato firma (*)	13.04.2007
Ansettelsesdato ansattforhold (*)	13.04.2007

Stillingstittel

Controller

Ta bort

Beredskapskoordinator

Byggleder

Controller

Elektriker

Brukergrupper

Employee 1 ✕ HR Specialist ✕

Super User ✕

Fadder aktiv

☒

Navn på fadder

Dolly Duck

↺

Felt type

Definerer hvilken type data som skal lagres i feltet.

String	Tekstfelt med en eller flere karakterer. F. eks «stillingstitler» – velg denne typen dersom du vil ha nedtrekksmeny (look up)
Decimal	Tall med desimaler, f. eks 4.00
Integer	Heltall, f. eks 150
Percent	Prosent, f. eks 80%
Date	Dato f. eks 31.10.2023
Time	Tid f. eks 12:30
True/false	Verdien kan velges ved å hake av i sjekkboks
Internal id	Internt bruk SD Worx
Multiple values	Gjør det mulig å velge flere verdier fra en lookup-gruppe

Edit Employment.WagePerYear

Information

Name * Employment.WagePerYear

Description Årslønn (*)

Usage

Field Type * Decimal

Text Align * Left

Decimals 2

Min Value

Max Value

Personal data category Field is likely to contain sensitive data

Reasons for keeping data None

Retention time None

☐ Static ☐ Required

☐ Read only ☒ Date Dependent

☐ Unique

☐ Change cause required

Tilgang og feltgrupper på feltet

- I fane «Field group» styres hvem som har tilgang til feltet og hvor feltet skal brukes/vises.
- Category
 - **Data Access** – feltgrupper for tilgangsstyring
 - **Settings** – brukes i systeminnstillinger
 - **Form view** – feltgruppen brukes i en visningsgruppe og vises i Personinformasjon
 - **Processes** – feltgruppen brukes i prosesser

Edit Person.EmergencyContactName

Information

LOOKUP: LOOKUP TYPE = NONE

Lookup type

None

Description Field Property Field Validation **Field Group** Used in countries Used in modules

Add field group ... + Add

Delete row(s)

	Name	Description	Category
☐	Access Employee Nordic - Write	Access Employee Nordic - Write	Data access
☐	Access HR Nordic - Write	Access HR Nordic - Write	Data access
☐	Access Manager Nordic - Read	Access Manager Nordic - Read	Data access
☐	Advanced search fields	Fields in use in Advanced search, all fiel...	Settings
☐	All fields	Alle felt	Data access
☐	Next of kin	Pårørende	Form views,Processes

Copy Cancel Save

Hva betyr de forskjellige feltgruppene

- **Access-feltgrupper** lese- eller skrive-tilgang til feltet
- **Advanced search fields** feltet er tilgjengelig i Avansert søk
- **Form view** feltgrupper feltet vises i Personinformasjon
- **Processes** feltet brukes i prosess
- **All fields** SD Worx tilgang

Description	Field Property	Field Validation	Field Group	Used in countries	Used in modules	Hint in Processes
Add field group ...				+ Add		
Delete row(s)						
☐	Name		Description		Category	
☐	Access Employee Nordic - Read		Access Employee Nordic - Read		Data access	
☐	Access HR Nordic - Write		Access HR Nordic - Write		Data access	
☐	Access Manager Nordic - Write		Access Manager Nordic - Write		Data access	
☐	Advanced search fields		Fields in use in Advanced search, all fields		Settings	
☐	All fields		Alle felt		Data access	
☐	EmpWorkTime		Arbeidstid		Form views,	
☐	Onboarding NO Position		Stilling		Processes	

Tilgangsregler (Access rules)

ACCESS RULES

< ACCESS RULES

+ Add new access rule

Countries: NB

Q hr spec

☒ Active rules ☐ Not active rules ☐ All

Name ↑	Function ↑	Policy
HR Specialist	Approval Process	UserGroup in Neptune
HR Specialist	Competences	UserGroup in Neptune
HR Specialist	Employment - Employment roles	Role relation
HR Specialist	Employment - Person information	Role relation
HR Specialist	Organization - Delegation	Role relation
HR Specialist	Payslip V4	Role relation
HR Specialist	Perform - Target	UserGroup in Neptune
HR Specialist	Perform - Team	UserGroup in Neptune
HR Specialist	Time - Delete transactions	UserGroup in Neptune
HR Specialist	Time - Result transactions	UserGroup in Neptune
HR Specialist	Time - Time reporting	UserGroup in Neptune

Edit HR Specialist

Name *

HR Specialist

Description

Function *

Employment - Person information

Access policy *

Role relation

Enabled



Parameters

Unit Type *

Department

Field Name *

Employment.Department

Role *

HR Specialist

Additional access

None

EMPLOYMENT FIELD GROUPS

USED IN COUNTRIES

Add field group

+ Add

Delete row(s)

Grant permission

None

Deny permission

None



Name

Grant permission

Deny permission



Access HR Nordic - Read

Read

None



Access HR Nordic - Write

Full

None

18

Access rule –
 Employment –
 Person information

Hvilken tilgang skal rollen ha til feltet?

 Delete row(s)	Grant permission	None	Deny permission	None
☐ Name				
 ☐ Access HR Nordic - Read		Read		None
Field	Description	Read-only	Used in	
Employment.CalcHourlyPaid	Kalkulert timelønn (*)		GB,NO	
Employment.CalcMonthlyPaid	Kalkulert månedslønn reell (*)		GB,NO	
Employment.CalcMonthlyPaid100	Kalkulert månedslønn 100% (*)		GB,NO	

 ☐ Access HR Nordic - Write		Full		None
Field	Description	Read-only	Used in	
PersonCompany.MainEmploye...	Hovedansattforhold i dette firma		GB,NO	
Employment.Basicpayhourly	Timelønn (*)		GB,NO	
Employment.CompanyId	Firma (*)		GB,NO	

Read	Lesetilgang til feltene i feltgruppen.
Write	Skrivetilgang til feltene i feltgruppen. Kun mulig å gjøre endringer fra dagens dato og fremover. Det betyr at man ikke kan gjøre historiske endringer.
Full	Lese- og skriveilgang. Også mulig å gjøre endringer tilbake i tid.

Import og eksport



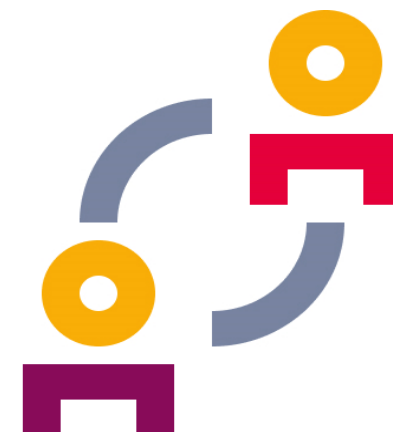
Import

- Ansattdata fra andre systemer
- Import definisjon
> Format, regler og oppsett



Eksport

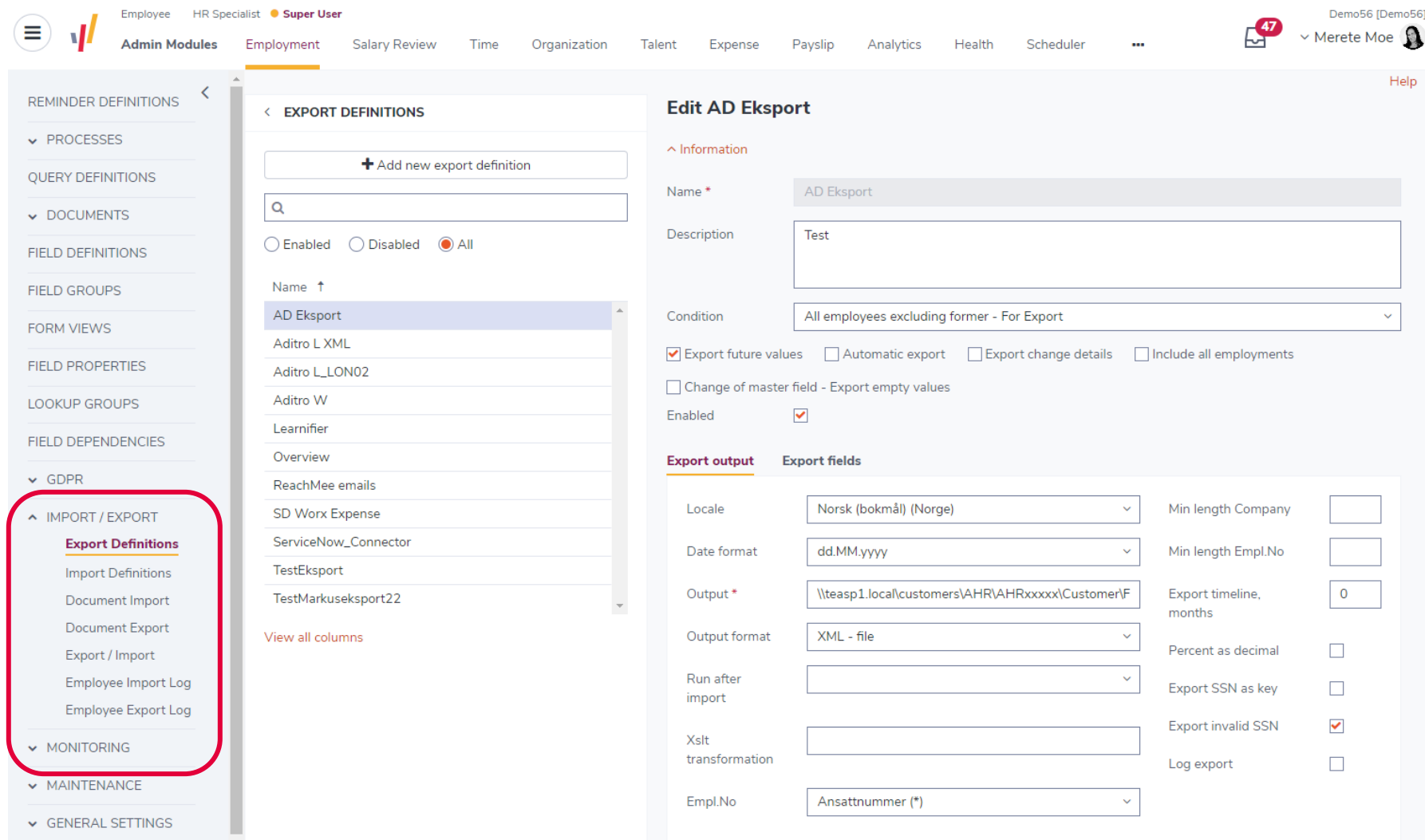
- Ansattdata til andre systemer
- Eksport definisjon
> Format, regler og oppsett



Automatiske jobber

- Schedulerte jobber
- Integrasjon med andre systemer
- Automatisk import eller eksport av ansattdata

Import og eksport



The screenshot displays the SD Worx Admin Modules interface. The top navigation bar includes roles (Employee, HR Specialist, Super User) and various modules (Admin Modules, Employment, Salary Review, Time, Organization, Talent, Expense, Payslip, Analytics, Health, Scheduler). The left sidebar lists categories like REMINDER DEFINITIONS, PROCESSES, QUERY DEFINITIONS, DOCUMENTS, FIELD DEFINITIONS, FIELD GROUPS, FORM VIEWS, FIELD PROPERTIES, LOOKUP GROUPS, FIELD DEPENDENCIES, GDPR, and IMPORT / EXPORT. The 'IMPORT / EXPORT' section is highlighted with a red box, and 'Export Definitions' is selected. The main area shows the 'EXPORT DEFINITIONS' section with a list of definitions. 'AD Eksport' is selected, and its configuration is shown on the right.

EXPORT DEFINITIONS

+ Add new export definition

Enabled Disabled All

Name ↑

- AD Eksport
- Aditro L XML
- Aditro L_LON02
- Aditro W
- Learnifier
- Overview
- ReachMee emails
- SD Worx Expense
- ServiceNow_Connector
- TestEksport
- TestMarkuseksport22

View all columns

Edit AD Eksport

Information

Name * AD Eksport

Description Test

Condition All employees excluding former - For Export

☒ Export future values ☐ Automatic export ☐ Export change details ☐ Include all employments

☐ Change of master field - Export empty values

Enabled ☒

Export output **Export fields**

Locale	Norsk (bokmål) (Norge)	Min length Company	
Date format	dd.MM.yyyy	Min length Empl.No	
Output *	\\teasp1.local\customers\AHR\AHRxxxxx\Customer\F	Export timeline, months	0
Output format	XML - file	Percent as decimal	☐
Run after import		Export SSN as key	☐
Xslt transformation		Export invalid SSN	☒
Empl.No	Ansattnummer (*)	Log export	☐



Edit AD Eksport

Information

Eksport definisjon

Name *	AD Eksport		
Description	Test		
Condition	All employees excluding former - For Export		
☒ Export future values	☐ Export change details	☐ Include all employments	☐ Change of master field - Export empty values
Enabled	☒		

Export output

Export fields

Locale	Norsk (bokmål) (Norge)	Min length Company
Date format	dd.MM.yyyy	Min length Empl.No
Decimal separator	Comma (,)	Percent as decimal
Encoding	utf-8	Log export
Output *	\\teasp1.local\customers\AHR\AHRxxxxx\Customer\FromAditro\Nye\Brukere.csv	
Output format	CSV - file	
Run after import		
Empl.No	Ansattnummer (*)	

1. Navn og beskrivelse
2. Utvalg – hvem skal eksporteres (Query)
3. Innstillinger
4. Hake = aktivert

Eksport output

5. Målområde. Eksporteres til SFTP-område.
6. Filformat kan være CSV, TXT eller XML.



Edit AD Eksport

Information

Export output

Export fields

Eksport definisjon – Eksport felter

Used in: All

Add field ...

+ Add

Delete selected row(s)



☐	Order... ↑	Field	Description	Field type	Reference	Master	Export
☐	0	Person.FirstName	Fornavn (*)	String	Fornavn	☐	
☐	1	Person.LastName	Ettemavn (*)	String	Ettemavn	☐	
☐	2	Person.BirthDate	Fødselsdato (*)	Date	Fødseldato	☐	
☐	3	PersonCompany.EmpDateComp	Ansattdato firma (*)	Date	Ansattdato firma	☐	
☐	4	Employment.EmploymentDate	Ansettelsesdato ansattforhold (*)	Date	Ansattdato ansattforhold	☐	
☐	5	Employment.Department	Org.enhet/Avdeling (*)	String	Avdeling	☐	
☐	6	Employment.Department	Org.enhet/Avdeling (*)	String	Avdelingskode	☐	

- Felter som skal være med i eksporten
- **Add** Legge til felt i eksport
- **Søk** etter felt i eksporten
- **Reference**
Kolonneoverskrift i eksportfilen
- Eksportere verdi eller beskrivelse

Eksportere verdi eller beskrivelse

- Scroll mot høyre, og sett en hake i «**Lookup tekst**» for å eksportere beskrivelsen for feltet

The screenshot shows the 'Edit AD Eksport' window. The 'Export fields' tab is active. A table lists fields for export. Two rows are highlighted with a red box:

	Field	Description	Field type	Reference	Master
0	Person.FirstName	Fornavn (*)	String	Fornavn	
1	Person.LastName	Etternavn (*)	String	Etternavn	
2	Person.BirthDate	Fødselsdato (*)	Date	Fødselsdato	
3	PersonCompany.EmpDateComp	Ansatt dato firma (*)	Date	Ansatt dato firma	
4	Employment.EmploymentDate	Ansettelsesdato ansattforhold (*)	Date	Ansatt dato ansattforhold	
5	Employment.Department	Org.enhet/Avdeling (*)	String	Avdeling	
6	Employment.Department	Org.enhet/Avdeling (*)	String	Avdelingskode	
7	Employment.PositionId	Stilling (*)	String	Stilling	
8	PersonCompany.EmploymentNo	Ansattnummer (*)	String	Ansattnr	
9	Person.Email	E-post jobb (*)	String	E-post jobb	
10	Employment.TelephoneMobile	Mobil, jobb (*)	String	Mobil jobb	
11	Person.HomeTelephoneMobile	Mobil, privat (*)	String	Mobil privat	
12	Person.Gender	Kjønn (*)	String		

Red callout boxes highlight the 'Lookup text' checkbox in the right-hand pane:

- For row 5: Hake eksporterer beskrivelse
- For row 6: Uten hake eksporteres verdi



Edit Stillingstittel

Name *

Stillingstittel

Description

Import av nye stillingstitler

Enabled



Import settings

Import fields

Date format

dd.MM.yyyy

Decimal separator

Comma (,)

☐ Allow to create a new person☐ Allow only one employment per employee☐ From recruitment☒ Start export automatically☐ Disable automatic import

Folder locations

Files to import *

I:\People\Importme

Filename (mask) *

*stilling

Imported files *

I:\People\Imported

Failed files *

I:\People\Failed

File format

CSV - file

Encoding to read an import file

utf-8

☒ Compare only value☒ Don't overwrite future values when no end date is specified☐ Internal sorting☐ Import to change process☐ Percent as decimal ☐ Allow overwrite erased values

Import definisjon

1. Navn og beskrivelse
2. Hake = Aktivert
3. Datoformat
4. Ingen hake dersom importen gjelder eksisterende ansatte
5. Nye verdier over til lønn
6. Filformat
7. Utelat endring i historikk
8. Unngå overskriving
9. Hakes av ved manuell import

Import definisjon – Import felter

1. Legg til feltet det skal importeres til

2. Reference

Mapping mellom kolonnen i importfilen
og feltet i SD Worx HR

Edit Stillingstittel

Name *

Stillingstittel

Description

Import av nye stillingstitler

Enabled



Import settings

Import fields

Add field ...

1

+ Add

Delete selected row(s)



☐ Field ↑

Description

Field type

Reference

2

☐ Employment.WorkTitle

Work title

String

stillingstittel



Delete import definition

Copy

Cancel

Save

CSV import

- Fast oppsett
- Innstillinger i import definisjon
- Verdi som skal importeres
 - Referanse må være identisk med Reference i import definisjon
- Ansattløpenummer kan sløyfes, da importeres verdien inn i hovedansattforhold
- Format CSV UTF-8.

	A	B	C	D	E	F	G
1	DefaultValidFrom	DefaultValidTo	CompanyNo	EmpNo	PCEmpNo	stillingstittel	
2	Dato fra	Dato til	Firma	Ansattløpenr	Ansattnr	Verdi som skal importeres	Denne raden fjernes ved import
3							

Jobs log

Employee: HR Specialist **Super User**

Admin Modules Employment Salary Review Time Organization Talent Expense Payslip Analytics Health

REMINDER DEFINITIONS

- PROCESSES
 - Employment Processes
 - Checklist actions
 - E-mail Templates
- QUERY DEFINITIONS
- DOCUMENTS
 - Document Templates
 - Standard Texts
- FIELD DEFINITIONS
- FIELD GROUPS
- FORM VIEWS
- FIELD PROPERTIES
- LOOKUP GROUPS
- FIELD DEPENDENCIES
- GDPR
- IMPORT / EXPORT
 - Export Definitions
 - Import Definitions
 - Document Import
 - Document Export
 - Export / Import
 - Employee Import Log
 - Employee Export Log
- MONITORING
 - Jobs Log**
- MAINTENANCE

Help

SIMPLE SEARCH **ADVANCED SEARCH**

Show: All (except Export empl. automatically) Date interval: Last 7 days Search

Job	Status	Start time	Stop time
Create ToDo's	Completed	04/09/2023 07:00:17	04/09/2023 07:00:17
Main employment handling	Completed	04/09/2023 07:00:17	04/09/2023 07:00:17
Update manager	Completed	04/09/2023 05:30:07	04/09/2023 05:30:07
Update age	Completed	04/09/2023 04:30:02	04/09/2023 04:30:02
Create reminders	Completed	04/09/2023 04:00:25	04/09/2023 04:00:25
Delete documents reached a time limit	Completed	04/09/2023 03:50:09	04/09/2023 03:50:09
Update current values	Completed	04/09/2023 03:00:26	04/09/2023 03:00:26
Clean ToDo's	Completed	04/09/2023 01:20:12	04/09/2023 01:20:12
Create ToDo's	Completed	03/09/2023 07:00:11	03/09/2023 07:00:11
Main employment handling	Completed	03/09/2023 07:00:11	03/09/2023 07:00:11
Update manager	Completed	03/09/2023 05:30:02	03/09/2023 05:30:02
Update age	Completed	03/09/2023 04:30:07	03/09/2023 04:30:07
Create reminders	Completed	03/09/2023 04:00:24	03/09/2023 04:00:24
Delete documents reached a time limit	Completed	03/09/2023 03:50:09	03/09/2023 03:50:09
Update current values	Completed	03/09/2023 03:00:26	03/09/2023 03:00:26
Clean ToDo's	Completed	03/09/2023 01:20:09	03/09/2023 01:20:10
Create ToDo's	Completed	02/09/2023 07:00:14	02/09/2023 07:00:24
Main employment handling	Completed	02/09/2023 07:00:14	02/09/2023 07:00:16
Update manager	Completed	02/09/2023 05:30:00	02/09/2023 05:30:50
Update age	Completed	02/09/2023 04:30:03	02/09/2023 04:30:26
Create reminders	Completed	02/09/2023 04:00:29	02/09/2023 04:01:21
Delete documents reached a time limit	Completed	02/09/2023 03:50:04	02/09/2023 03:50:14
Update current values	Completed	02/09/2023 03:00:29	02/09/2023 03:00:30
Clean ToDo's	Completed	02/09/2023 01:20:12	02/09/2023 01:20:12
Create ToDo's	Completed	01/09/2023 07:00:17	01/09/2023 07:00:17

1 - 72 of 72 items

SIMPLE SEARCH **ADVANCED SEARCH**

Show: All (except Export empl. automatically) Date interval: Last 7 days Search

Job	Status	Start time	Stop time
Create reminders	Completed	02/09/2023 04:00:29	02/09/2023 04:01:21

DETAILS

Number of reminders created
33

Jobs log – se info om feil

The screenshot shows the SD Worx Jobs Log interface. The left sidebar contains navigation menus for REMINDER DEFINITIONS, QUERY DEFINITIONS, DOCUMENTS, FIELD DEFINITIONS, FIELD GROUPS, FORM VIEWS, FIELD PROPERTIES, LOOKUP GROUPS, FIELD DEPENDENCIES, GDPR, IMPORT / EXPORT, MONITORING, and MAINTENANCE. The 'Jobs Log' link under MONITORING is highlighted. The main area displays a table of jobs with columns for Job, Status, Start time, and Stop time. The 'Status' column shows 'Completed with errors' for 'Import employments manually' and 'Failed' for 'Import employments manually'. A green box highlights the 'Completed with errors' status. The bottom of the table shows '1 - 72 of 72 items'.

Job	Status	Start time	Stop time
Delete documents reached a time limit	Completed	31/08/2023 03:50:04	31/08/2023 03:50:12
Update current values	Completed	31/08/2023 03:00:30	31/08/2023 03:00:33
Clean ToDo's	Completed	31/08/2023 01:20:06	31/08/2023 01:20:06
Create reminders	Completed	30/08/2023 18:50:21	30/08/2023 18:50:40
Create reminders	Completed	30/08/2023 18:44:51	30/08/2023 18:45:13
Create reminders	Completed	30/08/2023 18:43:40	30/08/2023 18:43:58
Create reminders	Completed	30/08/2023 18:41:28	30/08/2023 18:41:49
Import employments manually	Completed with errors	30/08/2023 09:43:02	30/08/2023 09:43:02
Import employments manually	Failed	30/08/2023 09:42:08	30/08/2023 09:42:11
Create ToDo's	Completed	30/08/2023 07:00:19	30/08/2023 07:00:19
Main employment handling	Completed	30/08/2023 07:00:19	30/08/2023 07:00:19
Update manager	Completed	30/08/2023 05:30:06	30/08/2023 05:30:36
Update age	Completed	30/08/2023 04:30:03	30/08/2023 04:30:20
Create reminders	Completed	30/08/2023 04:00:28	30/08/2023 04:00:57
Delete documents reached a time limit	Completed	30/08/2023 03:50:04	30/08/2023 03:50:16
Update current values	Completed	30/08/2023 03:00:31	30/08/2023 03:00:32
Clean ToDo's	Completed	30/08/2023 01:20:03	30/08/2023 01:20:04
Create ToDo's	Completed	29/08/2023 07:00:12	29/08/2023 07:00:12
Main employment handling	Completed	29/08/2023 07:00:12	29/08/2023 07:00:13
Update manager	Completed	29/08/2023 05:30:05	29/08/2023 05:30:26
Update age	Completed	29/08/2023 04:30:02	29/08/2023 04:30:20
Create reminders	Completed	29/08/2023 04:00:23	29/08/2023 04:00:55
Delete documents reached a time limit	Completed	29/08/2023 03:50:07	29/08/2023 03:50:14
Update current values	Completed	29/08/2023 03:00:24	29/08/2023 03:00:25
Clean ToDo's	Completed	29/08/2023 01:20:07	29/08/2023 01:20:07

The screenshot shows the SD Worx Jobs Log interface with the 'DETAILS' panel open. The 'DETAILS' panel shows the following information:

- Import definition name: **Diverse CSV import**
- Name of the processed file: **importmal csv1_test demo firma.csv**
- Number of processed employments: **1**
- Number of updated employments: **0**
- Number of employments with errors/warnings: **1**
- Number of updated persons: **0**
- Started by: **Demo56.aditro.konsult@hotelonline**

A green box highlights the 'DETAILS' panel. A green arrow points from the 'Go to Employee Import Error log' button to the 'Import errors' section of the table below.

Job	Status	Start time	Stop time
Import employments manually	Completed with errors	30/08/2023 09:43:02	30/08/2023 09:43:02
Import employments manually	Failed	30/08/2023 09:42:08	30/08/2023 09:42:11
Create ToDo's	Completed	30/08/2023 07:00:19	30/08/2023 07:00:19
Main employment handling	Completed	30/08/2023 07:00:19	30/08/2023 07:00:19
Update manager	Completed	30/08/2023 05:30:06	30/08/2023 05:30:36
Update age	Completed	30/08/2023 04:30:03	30/08/2023 04:30:20
Create reminders	Completed	30/08/2023 04:00:28	30/08/2023 04:00:57
Delete documents reached a time limit	Completed	30/08/2023 03:50:04	30/08/2023 03:50:16
Update current values	Completed	30/08/2023 03:00:31	30/08/2023 03:00:32
Clean ToDo's	Completed	30/08/2023 01:20:03	30/08/2023 01:20:04

The screenshot shows the SD Worx Jobs Log interface with a table of import errors. The table has columns for Import Date, Employmentid, SSN, Comp., Emp., PersonComp., and Import errors. The first row shows an error for an invalid SSN.

Import Date	Employmentid	SSN	Comp.	Emp.	PersonComp.	Import errors
04/09/2023 15:30:57	00000000-0000-0000-0000-000000000000	920 161 1234567				Invalid SSN. Birthdate and Gender can't be calculated. Unable to add new employment.

Jobs log – se detaljer for eksport

The screenshot displays the SD Worx Jobs Log interface. The left sidebar contains a navigation menu with categories: REMINDER DEFINITIONS, PROCESSES, QUERY DEFINITIONS, DOCUMENTS, FIELD DEFINITIONS, FIELD GROUPS, FORM VIEWS, FIELD PROPERTIES, LOOKUP GROUPS, FIELD DEPENDENCIES, GDPR, IMPORT / EXPORT, and MONITORING. The 'Jobs Log' option under MONITORING is highlighted. The main area shows a table of export jobs with columns: Job, Status, Start time, and Stop time. A single job is listed: 'Export employments manually' with status 'Completed', start time '06/09/2023 11:57:11', and stop time '06/09/2023 11:57:20'. A details panel on the right provides information about the selected job, including the export definition name 'TestEksport', date interval '06/09/2023 -', number of employments exported '72', condition 'All employees excluding former - For Export', export file name 'TestEksport;Testeksport.csv', export type 'ExportCurrentValues', and status 'Done'.

Job	Status	Start time	Stop time
Export employments manually	Completed	06/09/2023 11:57:11	06/09/2023 11:57:20

1 - 1 of 1 items

DETAILS

Export definition name:
TestEksport

Date interval:
06/09/2023 -

Number of employments exported:
72

Condition on Export definition:
All employees excluding former - For Export

Name of the export file:
TestEksport;Testeksport.csv

Data is appended to the export file:
false

Export type:
ExportCurrentValues

Started by:
Demo56.merete.moe@hotello.online

Detailed status:
Done

Jobs log – se detaljer for import

The screenshot displays the SD Worx Jobs Log interface. The top navigation bar includes 'Admin Modules', 'Employment', 'Salary Review', 'Time', 'Organization', 'Talent', 'Expense', 'Payslip', 'Analytics', 'Health', and 'Scheduler'. The user is logged in as 'Merete Moe' (Demo56 [Demo56]).

The left sidebar contains a tree view with categories: REMINDER DEFINITIONS, PROCESSES, QUERY DEFINITIONS, DOCUMENTS, FIELD DEFINITIONS, FIELD GROUPS, FORM VIEWS, FIELD PROPERTIES, LOOKUP GROUPS, FIELD DEPENDENCIES, GDPR, IMPORT / EXPORT, and MONITORING. The 'Jobs Log' link is highlighted under the MONITORING category.

The main content area is titled 'SIMPLE SEARCH' and 'ADVANCED SEARCH'. It features a search bar with a dropdown menu set to 'All (except Export empl. automatically)', a 'Date interval' dropdown set to 'Last 15 minutes', and a 'Search' button.

A table lists the jobs. The first job, 'Import employments manually', is highlighted with a green box. It has a status of 'Completed', a start time of '06/09/2023 14:20:04', and a stop time of '06/09/2023 14:20:23'. The table indicates '1 - 1 of 1 items'.

A 'DETAILS' panel is open on the right, also highlighted with a green box. It provides the following information:

- Import definition name: **Import lønn**
- Name of the processed file: **Hotello ny lønn import .csv**
- Number of processed employments: **38**
- Number of updated employments: **37**
- Number of employments with errors/warnings: **0**
- Number of updated persons: **37**
- Started by: **Demo56.merete.moe@hotello.online**

At the bottom right of the details panel, there is a button labeled 'Go to Employee Import Error log'.

Godt råd til import

Importer først 1 ansatt



Ikke etter kl 1600



Ikke etter lunsj på fredag



Scheduler

EmployeeHR SpecialistSuper User

Admin ModulesEmploymentSalary ReviewTimeOrganizationTalentExpensePayslipAnalyticsHealthScheduler...

47Demo56 [Demo56]Merete Moe

JOB DEFINITION

ACTIVITY LOG

NOTIFICATION

Job definition

+ Create job / group definition

Search by name...

Turn off tenant definitions

Name	State	Next run date	Job type	
Expense scheduled emails sending	✓ On	23/10/2023 3:00 PM	Normal	EditRunActivitiesDelete
Expense vouchers release	✓ On	23/10/2023 3:00 PM	Normal	EditRunActivitiesDelete
Update approval workflows	✓ On	23/10/2023 3:00 PM	Normal	EditRunActivitiesDelete
Create People ToDos	✓ On	24/10/2023 7:00 AM	Normal	EditRunActivitiesDelete
Handle main employment	✓ On	24/10/2023 7:00 AM	System	EditRunActivities
Create e-mails (Welcome e-mails)	✓ On	24/10/2023 6:00 AM	Normal	EditRunActivitiesDelete
Check Transactions Reason Validity	✓ On	24/10/2023 6:00 AM	Normal	EditRunActivitiesDelete
Create period reminders	✓ On	24/10/2023 6:00 AM	Normal	EditRunActivitiesDelete
Create tasks notifications	✓ On	24/10/2023 6:00 AM	Normal	EditRunActivitiesDelete
Create e-mails	✓ On	24/10/2023 6:00 AM	Normal	EditRunActivitiesDelete
Update manager employment No	✓ On	24/10/2023 5:30 AM	Normal	EditRunActivitiesDelete
Clean messages that are older than 30 days	✓ On	24/10/2023 5:00 AM	Normal	EditRunActivitiesDelete
Salary Review send inbox reminders	✓ On	24/10/2023 5:00 AM	Normal	EditRunActivitiesDelete
Expense Scheduled Export	✓ On	24/10/2023 5:00 AM	Normal	EditRunActivitiesDelete
Salary Review send notifications	✓ On	24/10/2023 5:00 AM	Normal	EditRunActivitiesDelete

123456

15

items per page

1 – 15 of 86 items

Scheduler - Varsling om feil - Notifications



Employee HR Specialist ● Super User

Admin Modules Employment Salary Review Time Organization Talent Expense Payslip Analytics Health Scheduler

JOB DEFINITION
ACTIVITY LOG
NOTIFICATION

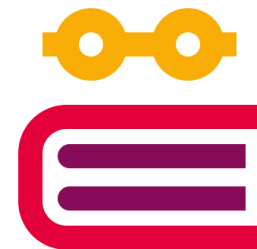
Notificaiton

+ Add email for notification

Email address ↑

✓ Add ✕ Cancel

Artikler og video for Super User



02. Tilgangsstyring og roller

10. Spørringer/Query definitions

20. Tekniske spesifikasjoner og innlogging

21. Tilgangsregler/Access rules 

22. Stedfortreder

23. Felt definisjoner/Field definitions 

24. Feltgrupper/Field Groups

25. Visningsgrupper/Form views

26. Oppslagsgrupper/Lookup groups

27. Feltavhengigheter/Field dependencies

28. Import og eksport 

A grayscale photograph of two women standing and talking in front of a whiteboard. The whiteboard contains a flowchart titled 'DEVELOPER JOURNEY' with steps: 'SIGN-UP' -> 'USE API' -> 'PROVIDE FEEDBACK'. Below this, there's a section for 'API LAUNCH' with dates 10, 11, 12, 13. A box labeled 'FEEDBACK' is connected to 'USE API' and 'PROVIDE FEEDBACK'. Another box labeled 'REVIEW' is connected to 'FEEDBACK'. The woman on the left is wearing a denim jacket and a striped skirt. The woman on the right is wearing a black top and jeans, and has three red exclamation marks above her head. The text 'The end – Takk for oss 😊' is overlaid in the center, with a yellow underline under 'The end'.

The end – Takk for oss 😊