

User manual Hogia PBM Salary Reports

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What is Hogia PBM Salary Reports

Hogia PBM Salary Reports Is a web based application that provides easy access to your reports from HogiaLön Plus irrespective of whether you are at the office or working at home. PBM Salary Reports are presented in Hogia PBM (Personal Business Manager), a product designed to bundle together all your business processes and web applications on a common start page.

Business Manag	her						
	Home Personal ir	nformation Help				Log a	ut 🛃
Nyhet & Dokument Admin	Hogia Portal - (Övningsföretaget				View format: Normal	•
Tid & Projekt Hogia Pera							
Admin Web Hogia Lönerapporter	My 10 latest salary repor	ts		∨ Doo	ument		~
PBM Employee	▼ Report date	♦ Group	\$ Туре				
	2012-05-14 14:13	Periodens & månadens	Arbetsgivardeklaration	Nex	ns		~
	2012-05-14 14:13	Periodens & månadens	Attestlista - definitiv avräkning				
	2012-05-14 14:13	Periodens & månadens	Bokf-order soc avg				
	2012-05-14 14:13	Periodens & månadens	Bokföringsorder löner				
	2012-05-14 14:13	Periodens & månadens	Löneartsfördelning				
	2012-05-14 14:13	Register	Semesterlista				
	2012-05-14 14:13	Statistik	Övertidsjournal				
	2012-05-09 17:20	Periodens & månadens	Arbetsgivardeklaration				
	2012-05-09 17:20	Periodens & månadens	Attestlista - definitiv avräkning				
	2012-05-09 17:20	Periodens & månadens	Bokf-order soc avg				
	My latest personal repor	ts		~			
) Övningsföretaget 🛛 🚨 erik.a	akerlund@ovningsforetaget.se						

The Portal structure

The Portal comprises of 3 different parts.

- A menu bar in the upper section offering the following selections, *Home, My Details, Help* and *Log out*. The menu also displays the current company you have elected to log in with as well as a choice of changing company when there are several to choose from. In Display mode there are also selections available to change the portal's content and appearance.
- A left side menu displaying the web applications available.
- A Portal area displaying different web parts. A web part can be described as an information window for the various web applications available. The web part simplifies the process of surveying changes or new activities taking place within the web application.

Home

Clicking on Home will return you to the Portal start page..

My details

My details is comprised of the *User details* and *Personal information* tabs Under the *User details* tab you may change your log in password for the Portal .

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Language selection (Add-on module for Hogia PBM)

Under the *User details* tab and in the text box marked *Notification Language* and *Language* you can select the language you wish to use on the web page and in notification mails. The available languages are Swedish or English.

User details

The username you have selected to log in with is displayed under the User details tab. Invariably your email address, mobile number, notification language and language are also displayed.

Hogia Personal Business Manager Home Personal information H	lp Log out 🗧
Personal information	
Saved Person	
User information Personal information	
Username Password	erk.akerlund@ovningsforetaget.se
Confirm new password	••••••
Email	erik.akerlund@ovningsforetaget.se
Mobile phone number	
Notification language	svenska (Sverige)
Language	English (United Kingdom)

Personal information

Under the *Personal information* tab you can change your address, telephone number and next of kin information. The changes are updated in HogiaLön Plus and Hogia Personal automatically. No personal information available would imply a missing link between you and the Salary/ Human resources systems. The administrator is responsible for linking between personal information and Salary/ Human resources.

If you have access to several companies make sure you are logged in to the company where you are employed.

Left menu

In the left menu you can see your available applications. You may also create common links. Clicking on one of the links will cause you to leave the Portal and start the selected application.

The Portal area

The Portal area displays all of the available web parts you have access to and have chosen to be displayed. You make your own selection as to which web parts are to be activated and their placement with the Display mode function. Select alternative catalogue while in the Display mode,. When you placed the

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window where you want it return to the Normal mode. You can minimise and expand a web part by clicking the arrow in the upper right corner, (information window)

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	Home Personal i	nformation Help				Log o	ut
Nynet & Dokument Admin 'id & Projekt	Hogia Portal -	Ovningsforetaget				View format: Normal	•
logia Resa							
Admin Web	My 10 latest salary report	rts		V Dec	ument		~
logia Lönerapporter							
logia Portal BM Employee	▼ Report date	\$ Group	\$ Туре				
bin employee	2012-05-14 14:13	Periodens & månadens	Arbetsgivardeklaration	New	15		~
	2012-05-14 14:13	Periodens & månadens	Attestlista - definitiv avräkning				
	2012-05-14 14:13	Periodens & månadens	Bokf-order soc avg				
	2012-05-14 14:13	Periodens & månadens	Bokföringsorder löner				
	2012-05-14 14:13	Periodens & månadens	Löneartsfördelning				
	2012-05-14 14:13	Register	Semesterlista				
	2012-05-14 14:13	Statistik	Övertidsjournal				
	2012-05-09 17:20	Periodens & månadens	Arbetsgivardeklaration				
	2012-05-09 17:20	Periodens & månadens	Attestlista - definitiv avräkning				
	2012-05-09 17:20	Periodens & månadens	Bokf-order soc avg				
	Mr. Islast perception	de .					
	wy latest personal reput	16		^			

The add-on program Hogia PBM Salary Reports allows you to open a window in the portal and display your reports. You could for example name the window *My 10 latest salary reports*.

• Report date	♦ Group	\$ Туре
2012-05-14 14:13	Periodens & månadens	Arbets givardeklaration
2012-05-14 14:13	Periodens & månadens	Attestlista - definitiv avräkning
2012-05-14 14:13	Periodens & månadens	Bokf-order soc avg
2012-05-14 14:13	Periodens & månadens	Bokföringsorder löner
2012-05-14 14:13	Periodens & månadens	Löneartsfördelning
2012-05-14 14:13	Register	Semesterlista
2012-05-14 14:13	Statistik	Övertidsjournal
2012-05-09 17:20	Periodens & månadens	Arbets givardeklaration
2012-05-09 17:20	Periodens & månadens	Attestlista - definitiv avräkning
2012-05-09 17:20	Periodens & månadens	Bokf-order soc avg

You may select to sort your reports in descending or ascending date order (chronological) by clicking the arrow on the left of the column header.

My 10 latest salary reports

▼ Report date	≑ Group	\$ Туре
2012-05-14 14:13	Periodens & månadens	Arbetsgivardeklaration
2012-05-14 14:13	Periodens & månadens	Attestlista - definitiv avräkning
2012-05-14 14:13	Periodens & månadens	Bokf-order soc avg
2012-05-14 14:13	Periodens & månadens	Bokföringsorder löner
2012-05-14 14:13	Periodens & månadens	Löneartsfördelning
2012-05-14 14:13	Register	Semesterlista
2012-05-14 14:13	Statistik	Övertidsjournal
2012-05-09 17:20	Periodens & månadens	Arbetsgivardeklaration
2012-05-09 17:20	Periodens & månadens	Attestlista - definitiv avräkning
2012-05-09 17:20	Periodens & månadens	Bokf-order soc avg

If you prefer to view your reports per report group or type you may also select this option.

My 10 latest salary repor	ıts		~
▼ Report date	♦ Group	\$ Туре	
2012-05-14 14:13	Periodens & månadens	Arbets givardeklaration	
2012-05-14 14:13	Periodens & månadens	Attestlista - definitiv avräkning	
2012-05-14 14:13	Periodens & månadens	Bokf-order soc avg	
2012-05-14 14:13	Periodens & månadens	Bokföringsorder löner	
2012-05-14 14:13	Periodens & månadens	Löneartsfördelning	
2012-05-14 14:13	Register	Semesterlista	
2012-05-14 14:13	Statistik	Övertidsjournal	
2012-05-09 17:20	Periodens & månadens	Arbets givar deklaration	
2012-05-09 17:20	Periodens & månadens	Attestlista - definitiv avräkning	
2012-05-09 17:20	Periodens & månadens	Bokf-order soc avg	

My 10 latest salary reports

▼ Report date	♦ Group	\$ Туре
2012-05-14 14:13	Periodens & månadens	Arbetsgivardeklaration
2012-05-14 14:13	Periodens & månadens	Attestlista - definitiv avräkning
2012-05-14 14:13	Periodens & månadens	Bokf-order soc avg
2012-05-14 14:13	Periodens & månadens	Bokföringsorder löner
2012-05-14 14:13	Periodens & månadens	Löneartsfördelning
2012-05-14 14:13	Register	Semesterlista
2012-05-14 14:13	Statistik	Övertidsjournal
2012-05-09 17:20	Periodens & månadens	Arbetsgivardeklaration
2012-05-09 17:20	Periodens & månadens	Attestlista - definitiv avräkning
2012-05-09 17:20	Periodens & månadens	Bokf-order soc avg

Click the report you wish to open and read and specify whether the report is to be saved locally or opened directly.

Do you want to open or save this file?				
PDF	Name: Arbetsgivardeklaration_2012-04-24_14_07.pdf Type: Adobe Acrobat Document, 6,62KB From: hpavm02			
	<u>O</u> pen <u>S</u> ave Cancel			
2	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>			

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PBM Salary Reports

The application PBM Salary Reports is opened from the Left side menu. In the standard installation set-up the application is named Hogia Salary Reports. You can view the Salary Reports that have been published to you.



You can see all your reports, sorted per archived report group.

Salary repo	ts Home Remove reports Help		Return to Portal
eports			Hogia Lönerapporte
Periodens & mänadens Rapporter - personliga	Drag a column header and drop it here to group by	that column	
Register	Report date	Group	Type
🔓 Statistik			
	2012-05-14 14:13	Periodens & månadens	Arbetsgivardeklaration
	2012-05-09 17:20	Periodens & månadens	Arbetsgivardeklaration
	2012-05-01 21:31	Periodens & månadens	Arbetsgivardeklaration
	2012-05-14 14:13	Periodens & månadens	Attestlista - definitiv avräkning
	2012-05-09 17:20	Periodens & månadens	Attestlista - definitiv avräkning
	2012-05-01 21:31	Periodens & månadens	Attestlista - definitiv avräkning
	2012-05-14 14:13	Periodens & månadens	Bokf-order soc avg
	2012-05-09 17:20	Periodens & månadens	Bokf-order soc avg
	2012-05-01 21:31	Periodens & månadens	Bokf-order soc avg
	2012-05-14 14:13	Periodens & månadens	Bokföringsorder löner
	2012-05-09 17:20	Periodens & månadens	Bokföringsorder löner
	2012-05-14 14:13	Periodens & månadens	Löneartsfördelning
	2012-05-09 17:20	Periodens & månadens	Löneartsfördelning

You have the choice of displaying your reports per report date, group or type. Click the column header you wish to sort your reports by.

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You can group the reports by highlighting the appropriate column header and dragging it to the row above on the far left. Two blue coloured arrows will indicate where you should place the column text.

Bild Hogia PBM Salary repor	ts Home Remove reports Help		Return to Portal 🚦
All reports			Hogia Lönerapporter
🕌 Rapporter - personliga	Drag a column header and drop it here to group by that column	1	
🐌 Register	Report date	Group	Туре
鷆 Statistik			
	2012-05-14 14:13	Periodens & månadens	Arbetsgivardeklaration
	2012-05-09 17:20	Periodens & månadens	Arbetsgivardeklaration
	2012-05-01 21:31	Periodens & månadens	Arbets givardeklaration

If you wish to view a specific report type you may make your selection by entering the report type required in the data text box marked Type. See dialogue box below.

Bogia PBM Salary repor	ts Home Remove reports Help		Return to Portal 🛃
All reports			Hogia Lönerapporter
📕 Rapporter - personliga	Drag a column header and drop it here to group by that column		
🖺 Register	Report date	Group	Туре
鷆 Statistik			Semesterlista
	2012-05-14 14:13	Register	Semesterlista
	2012-05-09 17:20	Register	Semesterlista
	2012-05-01 21:31	Register	Semesterlista
	2012-04-19 11:27	Register	Semesterlista

If you wish to see several reports per page you can specify the number in the Reports per page text box. If you have too many reports to be displayed on one page they will be spread out over several pages and you will be able to scroll through the report pages.

2012-05-01 21:31	Periodens & månadens
2012-05-14 14:13	Periodens & månadens
2012-05-09 17:20	Periodens & månadens
2012-05-14 14:13	Periodens & månadens
2012-05-09 17:20	Periodens & månadens
▶ ▲ 1 2 ▶ ▶ Page size: 20 ▼	m .
skerlund@ovningsforetaget.se	

Click the report you wish to open and read and specify whether the report is to be saved locally or opened directly.

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Do you want to open or save this file?							
POF	Name: Semesterlista_2012-04-24_14_07.pdf Type: Adobe Acrobat Document, 5,38KB From: localhost						
	<u>Open</u> <u>Save</u> Cancel						
0	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>						

Archived reports

The reports you have received are saved under the *All reports* menu selection. They are saved in the same grouping as the reports in HogiaLön Plus. Expanding *All reports* allows you to see the report groups available to you.

Remove reports

The *Remove reports* function is available in the menu.

Users with an overall administrative role should be assigned the permissions to remove reports for both themselves and their co-workers. The remove reports permissions should include both personal as well as other reports. This role could, for example be called Sysadmin.

You will see the following view when you open *Remove reports*. You can sort and group the reports per report date. Start of employment date, Company name, Group, Type and Format..

Sort and group reports

Click the column headline you wish the reports to be sorted under. An indicator to the right of the selected column header displays which type of sorting you have selected.

실 Ho	gia PBM Salary reports _{Hem}	Ta bort rapporter Hjälp				Tillbaka till portalen 🛛 🔣		
🗙 Ta bo	rt				Hogia Lönerapporte	er - Ta bort rapporter		
Grupp 🔺								
	Rapportdatum 💌	Anställningsnummer	Företagsnamn	Grupp	Тур	Format		
	Y	Y	Y	Y	Y	Y		
🔺 Grupp: Periodens & månadens								
	2012-05-25 08:33	203	Övningsföretaget	Periodens & månadens	Bokf-order soc avg	pdf		
	2012-05-25 08:33	101	Övningsföretaget	Periodens & månadens	Bokf-order soc avg	pdf		

If you select, for example to sort your reports per Group; select the column header Group and drag the column text to the far left and above the row. Two blue coloured arrows will indicate where you should place the column text.

6) Hog	jia PBM Salary reports _{Hem}	Ta bort rapporter Hjälp				Tillbaka till portalen 🔹	
2	K Ta bort					 Hogia Lönerapporte 	er - Ta bort rapporter	
Grup	op 🔺							
. 90000		Rapportdatum 🔺	Anställningsnummer	Företagsnamn	Grupp	Тур	Format	
		Y	Y	Y	Y	Y	Y	
🔺 — Grupp: Periodens & månadens 📃								
		2012-05-25 08:33	203	Övningsföretaget	Periodens & månadens	Bokf-order soc avg	pdf	
		2012-05-25 08:33	101	Övningsföretaget	Periodens & månadens	Bokf-order soc avg	pdf	

Report selection

You can make various selections for the reports. You can, for example select all reports for one individual. You make your selections by specifying a specific employee number in the Employee number text box. Click the funnel icon and select the Equals alternative.

×	a bort				Hogia Lönerapp
Drag	g och släpp en kolumntext här fö	ör att gruppera per kolumnnamn			
	Rapportdatum	Anställningsnummer	Företagsnamn	Grupp	Тур
	Y	Y	Y	Y	Y
	2012-04-24 14:07:11	203	Övningsföretaget	Periodens & månadens	Attestlista - definitiv avräkning

After clicking the funnel icon five different alternatives will present themselves.

	Hogia PBM Salary reports	Hem Ta bort rap	porter Hjälp				Tillbaka till portalen 🛛 🛃	
×	X Ta bort Hogia Lönerapporter - Ta bort rapporter							
Drag or	:h släpp en kolumntext här för att g	ruppera per kolumn	inamn					
	Rapportdatum	Anställningsnum	mer Fé	öretagsnamn	Grupp	Тур	Format	
	Y	203		Y	Y	Y	Y	
	2012-05-25 08:33	203	Inget filter	öretaget	Periodens & månadens	Bokföringsorder löner	pdf 🔶	
	2012-05-25 08:33	101	Innehäller	öretaget	Register	Semesterlista	pdf	
	2012-05-25 08:33	101	Lika med	öretaget	Periodens & månadens	Bokföringsorder löner	pdf	
	2012-04-25 08:53	4	Större än	öretaget	Rapporter - personliga	Lönespecifikation	pdf	
	2012-04-25 08:53	····· (22.7	Mindre än	winnigsföretaget	Rapporter - personliga	Lönespecifikation	pdf	

If you have entered 203 in the Employee number text box and selected *No filter;* all the reports published in Hogia PBM Salary Reports for all employees will be displayed.

The selection *Contains* display the reports for every employee whose employee number contains the numbers 203.

EqualTo tells the program to only display the reports for the employee with 203 as their employee number.

	Нос	gia PBM Salary reports Hom	e Remove reports Help				Return to Portal	
>	X Delete Hogia Lönerapporter - Remove reports							
Grou	р 🔺							
		Reportdate 🔺	Employee Number	Companyname	Group	Туре	Format	
		Y	203	Y	Y	Y	Y	
- 4 -	Grou	up: Periodens & månadens 🛛 —						
		2012-05-01 21:31	203	Övningsföretaget	Periodens & månadens	Attestlista - definitiv avräkning	pdf	
		2012-05-01 21:31	203	Övningsföretaget	Periodens & månadens	Bokf-order soc avg	pdf	
		2012-05-01 21:31	203	Övningsföretaget	Periodens & månadens	Löneartsfördelning	pdf	
		2012-05-01 21:31	203	Övningsföretaget	Periodens & månadens	Arbetsgivardeklaration	pdf	
		2012-05-09 17:20	203	Övningsföretaget	Periodens & månadens	Attestlista - definitiv avräkning	pdf	

If you mark *Greater than* the reports for employees with a employee number of 204 or higher will be displayed.

If you mark *Less than* the reports for employees with a employee number of 202 or lower will be displayed.

6	Hog	jia PBM Salary reports					Return to Portal
		Home	Remove reports Help				Recuir to Fortar
2	Delete					Hogia Lönerappor	ter - Remove reports
Grou	р 🔺						
		Reportdate 🖌	Employee Number	Companyname	Group	Туре	Format
		Y	203	Y	Y	Y	Y
- 4	Grou	ıp: Periodens & månadens —					
		2012-05-01 21:31	101	Övningsföretaget	Periodens & månadens	Attestlista - definitiv avräkning	pdf
		2012-05-01 21:31	101	Övningsföretaget	Periodens & månadens	Bokf-order soc avg	pdf
		2012-05-01 21:31	101	Övningsföretaget	Periodens & månadens	Arbetsgivardeklaration	pdf
		2012-05-01 21:31	101	Övningsföretaget	Periodens & månadens	Löneartsfördelning	pdf
		2012-05-09 17:20	101	Övningsföretaget	Periodens & månadens	Attestlista - definitiv avräkning	pdf

Deleting reports

If you wish to remove all the selected reports; tick the box marked Report date. All the selected reports will be highlighted and available for deletion by clicking the Delete icon.

6) Hog	gia PBM Salary reports	Remove reports Help				Return to Portal		
×	X Delete Hogia Lönerapporter - Remove report								
Grou	р 🔺	unned.							
		Reportdate 🖌	Employee Number	Companyname	Group	Туре	Format		
	Terrenteend	Y	203	Y	Y	Y	Y		
- 4	Gro	up: Periodens & månadens 🛛 —							
		2012-05-01 21:31	101	Övningsföretaget	Periodens & månadens	Attestlista - definitiv avräkning	pdf		
		2012-05-01 21:31	101	Övningsföretaget	Periodens & månadens	Bokf-order soc avg	pdf		
	V	2012-05-01 21:31	101	Övningsföretaget	Periodens & månadens	Arbetsgivardeklaration	pdf		
	•	2012-05-01 21:31	101	Övningsföretaget	Periodens & månadens	Löneartsfördelning	pdf		

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If your selection spans several pages you must tick the Report date for each separate page and then delete the reports.

If you wish to delete individual reports highlight only the applicable reports.

) Hog	jia PBM Salary reports Home	Remove reports Help				Return to Portal
×	Delete					Hogia Lönerappor	ter - Remove reports
Grou	р 🔺						
		Reportdate 🔺	Employee Number	Companyname	Group	Туре	Format
		Y	203	Y	Y	Y	Y
		2012-05-01 21:31	101	Övningsföretaget	Periodens & månadens	Arbetsgivardeklaration	pdf
		2012-05-01 21:31	101	Övningsföretaget	Periodens & månadens	Löneartsfördelning	pdf
		2012-05-09 17:20	101	Övningsföretaget	Periodens & månadens	Attestlista - definitiv avräkning	pdf
		2012-05-09 17:20	101	Övningsföretaget	Periodens & månadens	Löneartsfördelning	pdf
		2012-05-09 17:20	101	Övningsföretaget	Periodens & månadens	Bokf-order soc avg	pdf
		2012-05-09 17:20	101	Övningsföretaget	Periodens & månadens	Arbetsgivardeklaration	pdf
		2012-05-09 17:20	101	Övningsföretaget	Periodens & månadens	Bokföringsorder löner	pdf
	•	2012-05-14 14:13	101	Övningsföretaget	Periodens & månadens	Attestlista - definitiv avräkning	pdf
		2012-05-14 14:13	101	Övningsföretaget	Periodens & månadens	Arbetsgivardeklaration	pdf

It is not possible under the report removal tab to open and read personal reports. You can only see the personal reports and their report date, employee number, group, type and format.

You may only open and read reports specifically published to you. The reports you do not have permission to open are grayed out.

A Hogia PBM							
	Salary reports Home	e Remove reports Help				Return to Portal 🗧	
🗙 Delete					Hogia Lönerappor	rter - Remove reports	
Group 🔺							
	Reportdate 🔺	Employee Number	Companyname	Group	Туре	Format	
	Y	203	Y	Y	Y	Y	
	2012-05-09 17:20	101	Övningsföretaget	Periodens & månadens	Bokföringsorder löner	pdf 🗾	
	2012-05-14 14:13	101	Övningsföretaget	Periodens & månadens	Attestlista - definitiv avräkning	pdf	
	2012-05-14 14:13	101	Övningsföretaget	Periodens & månadens	Arbetsgivardeklaration	pdf	
	2012-05-14 14:13	101	Övningsföretaget	Periodens & månadens	Löneartsfördelning	pdf	
	2012-05-14 14:13	101	Övningsföretaget	Periodens & månadens	Bokf-order soc avg	pdf	
	2012-05-14 14:13	101	Övningsföretaget	Periodens & månadens	Bokföringsorder löner	pdf	
4 Gro	up: Rapporter - personliga (Sho	owing 6 of 12 items. Group cont	inues on the next page.)				
	2012-01-25 10:09	1212121212	Övningsföretaget	Rapporter - personliga	Lönespecifikation	pdf	
	2012-01-25 10:09	202	Övningsföretaget	Rapporter - personliga	Lönespecifikation	pdf	
	2012-01-25 10:09	101	Övningsföretaget	Rapporter - personliga	Lönespecifikation	pdf	
	2012-01-25 10:09	201	Övningsföretaget	Rapporter - personliga	Lönespecifikation	pdf	
	2012-03-25 14:00	201	Övninasföretaaet	Rapporter - personliga	Lönespecifikation	pdf 💌	
K • 1	2 🕨 🙀 Page size: 20 🔻					Page 1 of 2, items 1 to 20 of 33.	
🔠 Övningsfö	öretaget 🤱 erik.akerlund@ovnin	gsforetaget.se				Version: 12.1.0	

Reqirements for HogiaLön Plus

A license for Export profile is required.

Under the employee register's PA tab every person registered as a "Användare PBM/Medarbetare registrerar sina avvikelser och tid på webben".

Report recipients/ Human resources PBM staff shall be registered as "Rapportmottagare/Personalansvar PBM".

Managers should be registered as "Chef PBM".

- DDM /wabb	
LDW1M600	
🛛 🔽 Användare PBM/Medarbetaren registrerar sina avvi	kelser och tid på webben
Rapportmottagare/Personalansvar PBM 🔽 Che	f PBM

When creating a Report profile it is vital that every report file has the correct settings so that the reports end up at the right place in the network. The report recipient selection and format as given by the report recipient must be correct.

Rapportprofiler - Inställningar 🗙							
Rapportprofil	Rapportmottagare	Urval av anställda	Standardsökväg	Standardformat	Rapportinfo		
Eva-Lenas profil	202		C:\Hogia Reports	PDF 🔹			
Klara_manadsrapporter	101,204		C:\Backup\Karin	PDF 🔹			
				-			

For a more detailed instruction please see the F1-help text in HogiaLön Plus.