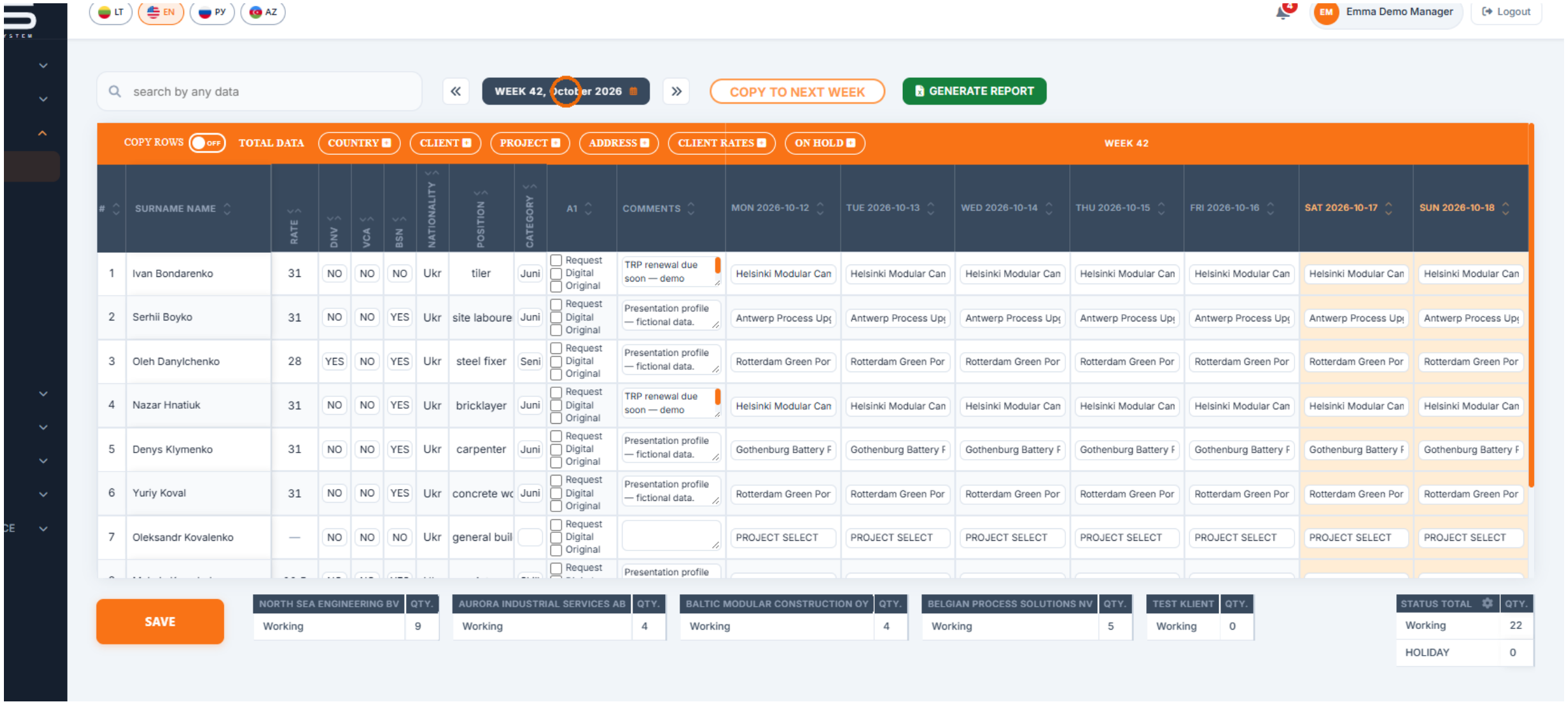
Project Planning

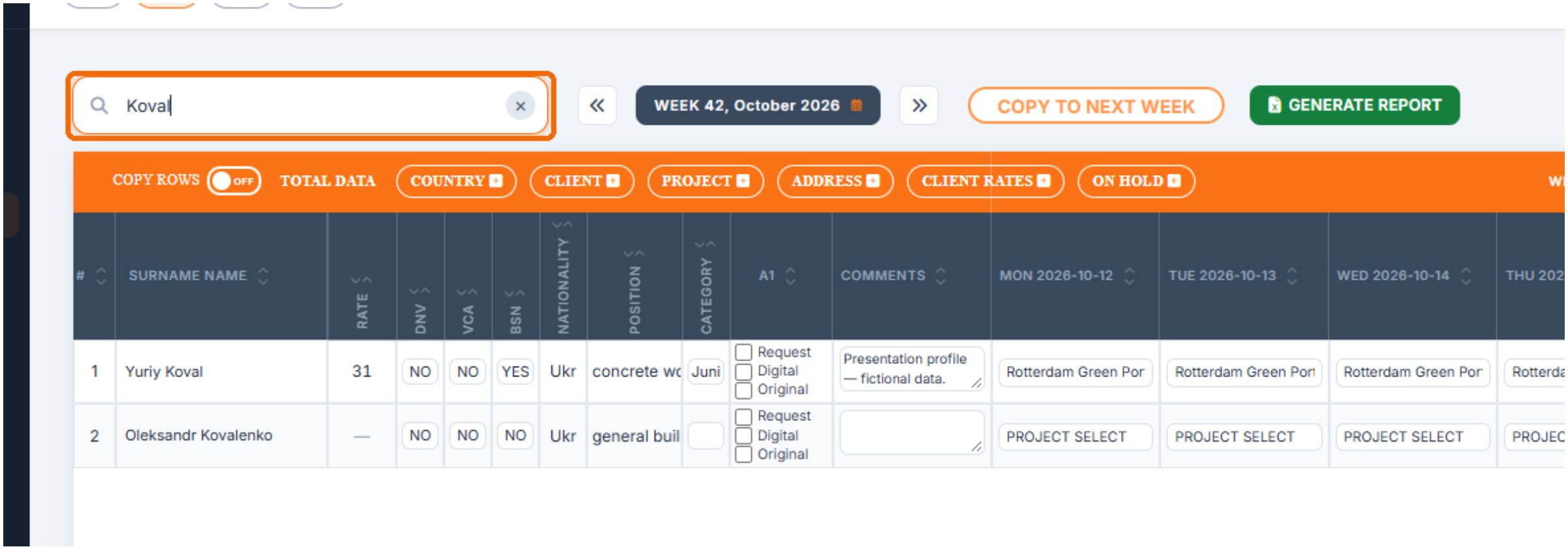
The weekly plan



Open Planning > Project Planning. Each row is one worker; the left part holds personal and document data, the right part has one cell per day from Monday to Sunday. Weekend columns are shaded. The orange bar shows the current week number, and the TOTAL DATA buttons open the master-data editors used by the day cells.

Project Planning

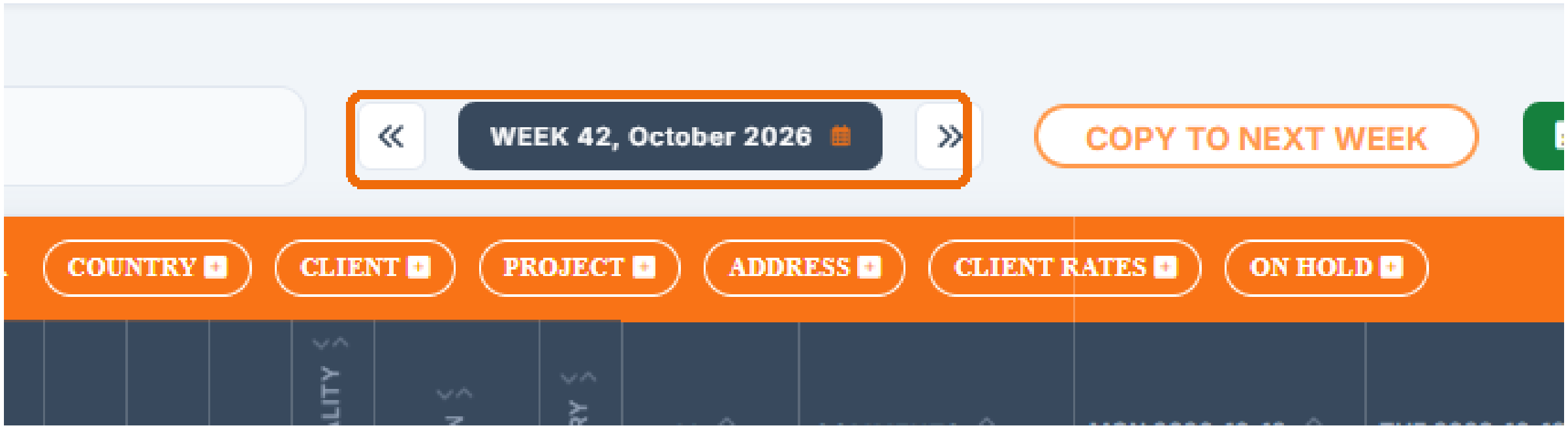
Search any data



Type in the search box above the table. The plan filters as you type and matches names, positions, projects and other visible values. The address bar keeps the search, so the filtered view can be reloaded. Clear the box with the × button to show all workers again.

Project Planning

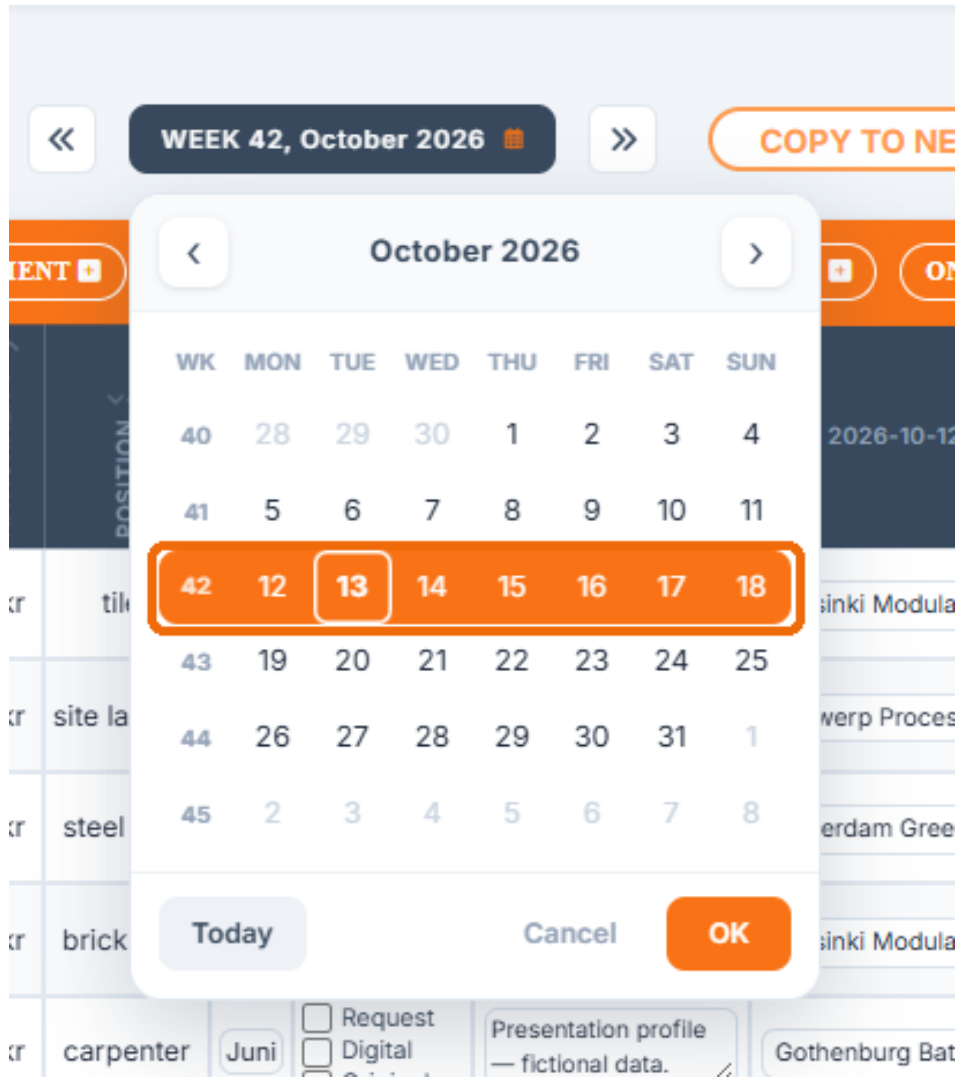
Move between weeks



The « and » arrows load the previous or next week. The dark label between them shows the week number and month that is currently displayed. Save your edits before changing the week, because unsaved changes on the page are not carried over.

Project Planning

Jump to any week



Click the week label to open the calendar. Week numbers are shown on the left and the selected week is highlighted in orange. Use the arrows to change month, click any day of the week you need, then press OK. Today returns to the current date and Cancel closes the calendar without changes.

Project Planning

Worker details

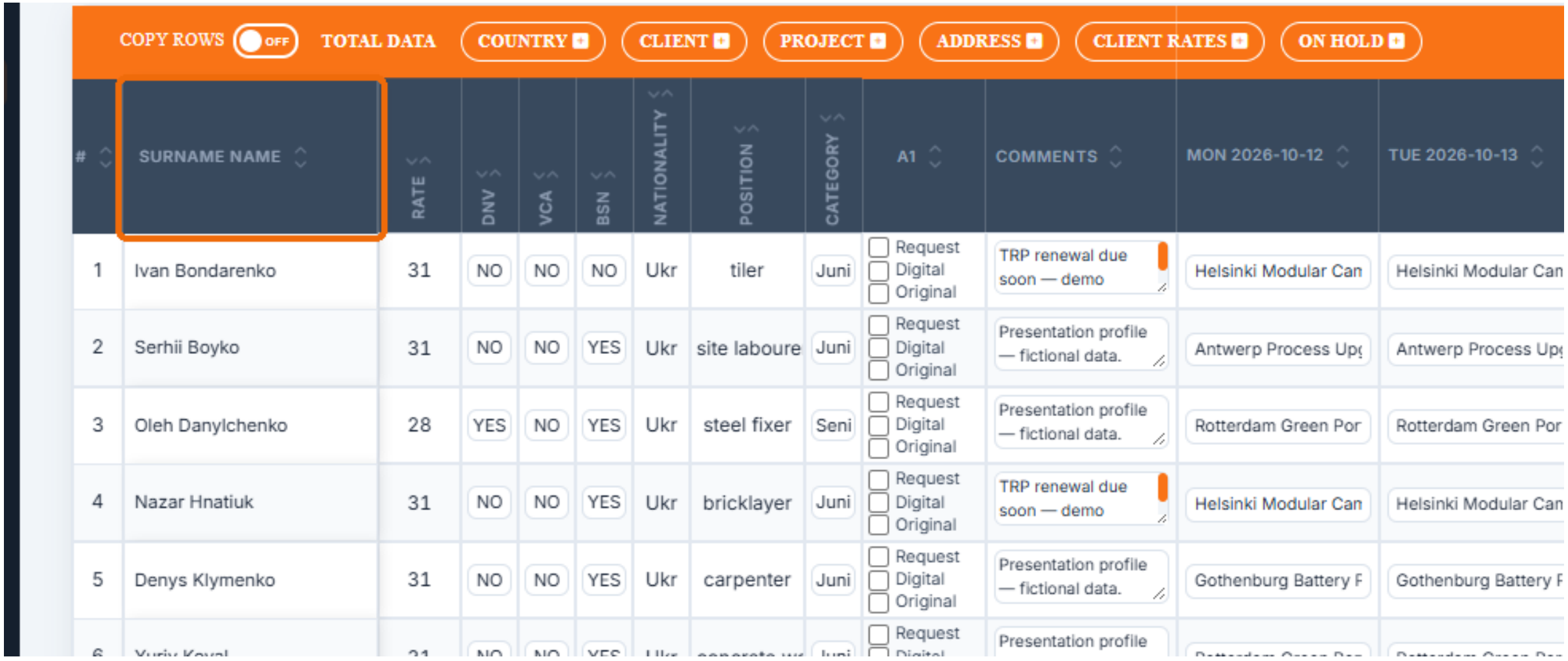
COPY ROWS OFF | TOTAL DATA | COUNTRY | CLIENT | PROJECT | ADDRESS | CLIENT RATES | ON HOL

#	SURNAME NAME	RATE	DNV	VCA	BSN	NATIONALITY	POSITION	CATEGORY	A1	COMMENTS	MON 2026-10-12
1	Ivan Bondarenko	31	NO	NO	NO	Ukr	tiler	Juni	Request Digital Original	TRP renewal due soon — demo	Helsinki Modular Can
2	Serhii Boyko	31	NO	NO	YES	Ukr	site laboure	Juni	Request Digital Original	Presentation profile — fictional data.	Antwerp Process Up
3	Oleh Danylchenko	28	YES	NO	YES	Ukr	steel fixer	Seni	Request Digital Original	Presentation profile — fictional data.	Rotterdam Green Por
4	Nazar Hnatiuk	31	NO	NO	YES	Ukr	bricklayer	Juni	Request Digital Original	TRP renewal due soon — demo	Helsinki Modular Can
5	Denys Klymenko	31	NO	NO	YES	Ukr	carpenter	Juni	Request Digital Original	Presentation profile — fictional data.	Gothenburg Battery F
6	Yuriy Koval	31	NO	NO	YES	Ukr	concrete wo	Juni	Request Digital	Presentation profile	

RATE shows the worker's hourly rate. DNV, VCA and BSN are YES/NO switches for the corresponding certificates or registrations. NATIONALITY, POSITION and CATEGORY describe the worker. The A1 column has Request, Digital and Original check boxes to track the A1 certificate, and COMMENTS holds a short free-text note for planners.

Project Planning

Sort the columns



Every column header has small up and down arrows. Click them to sort the table ascending or descending by that column, for example alphabetically by surname, by rate or by the project planned on a given day. The sort works together with search and pagination.

Project Planning

Plan a working day

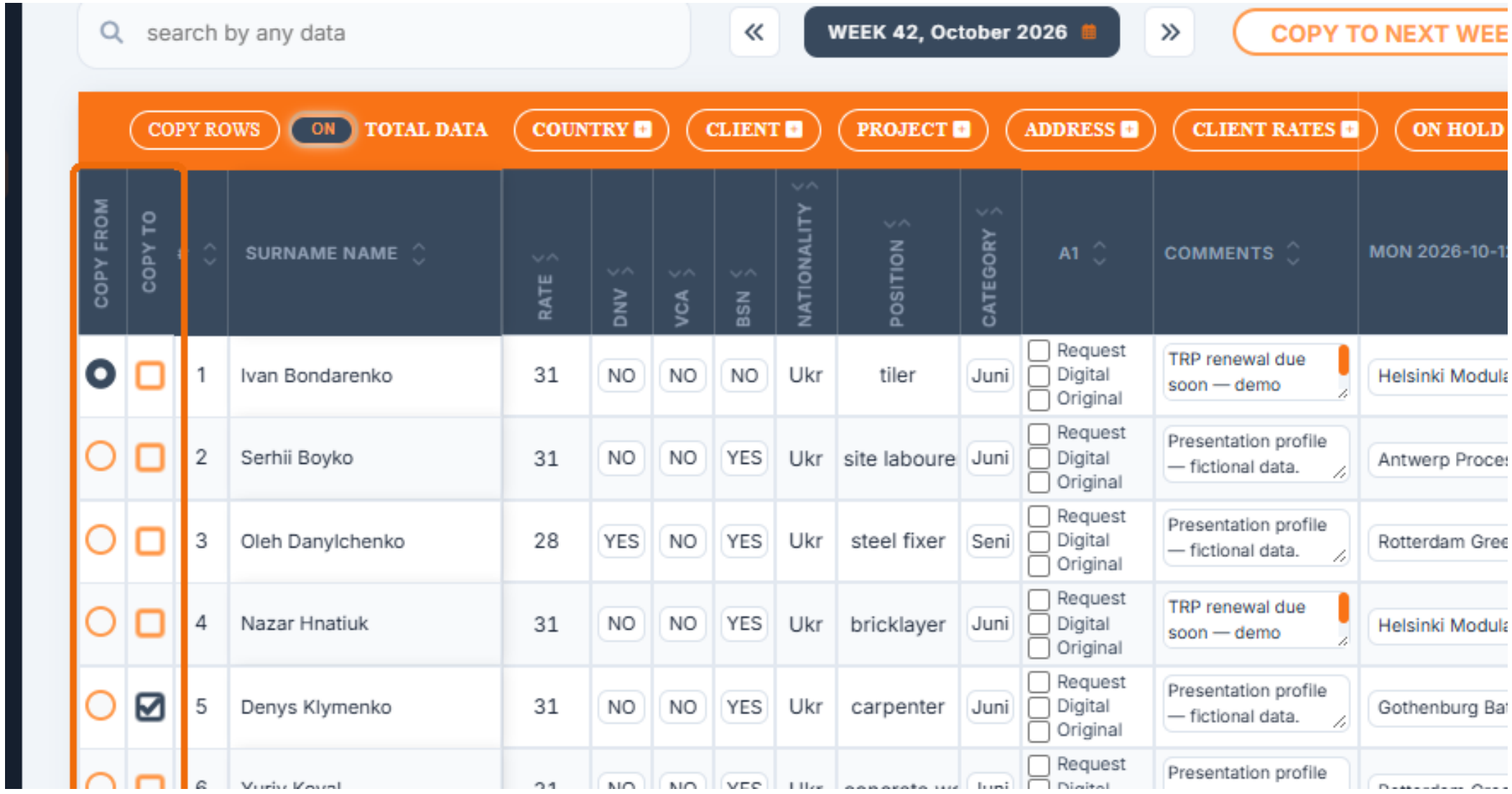
)	NO	YES	Ukr	carpenter	Juni	Request Digital Original	Presentation profile — fictional data.	Gothenburg Battery F	Gothenburg Battery F	Gothenburg Battery F	Gothenburg Battery F	Gothenburg Battery F	G
)	NO	YES	Ukr	concrete wo	Juni	Request Digital Original	Presentation profile — fictional data.	Rotterdam Green Por	Rotterdam Green Por	Rotterdam Green Por	Rotterdam Green Por	Rotterdam Green Por	Ro
)	NO	NO	Ukr	general buil		Request Digital Original		PROJECT SELECT	PROJECT SELECT	PROJECT SELECT	PROJECT SELECT	PROJECT SELECT	PR
)	NO	YES	Ukr	painter	Skill	Request Digital Original	Presentation profile — fictional data.	Gothenburg Battery F	Gothenburg Battery F	Gothenburg Battery F	Gothenburg Battery F	Gothenburg Battery F	G
S	NO	YES	Ukr	tiler	Seni	Request Digital Original	Presentation profile — fictional data.	BELGIUM Belgian Process Solu Antwerp Process Up Noorderlaan 100, 203 SHIFT	Antwerp Process Up	Antwerp Process Up	Antwerp Process Up	Antwerp Process Up	An

NEERING BV	QTY.	AURORA INDUSTRIAL SERVICES AB	QTY.	BALTIC MODULAR CONSTRUCTION OY	QTY.	BELGIAN PROCESS SOLUTIONS NV	QTY.	TEST KLIENT	QTY.
	9	Working	4	Working	4	Working	5	Working	0

Point at or click a day cell to expand it. The cell then shows a chain of selectors: country, client, project, address and shift. Each choice narrows the next list, so only projects of the chosen client and addresses of the chosen project are offered. An empty cell shows PROJECT SELECT. Press SAVE to store the plan.

Project Planning

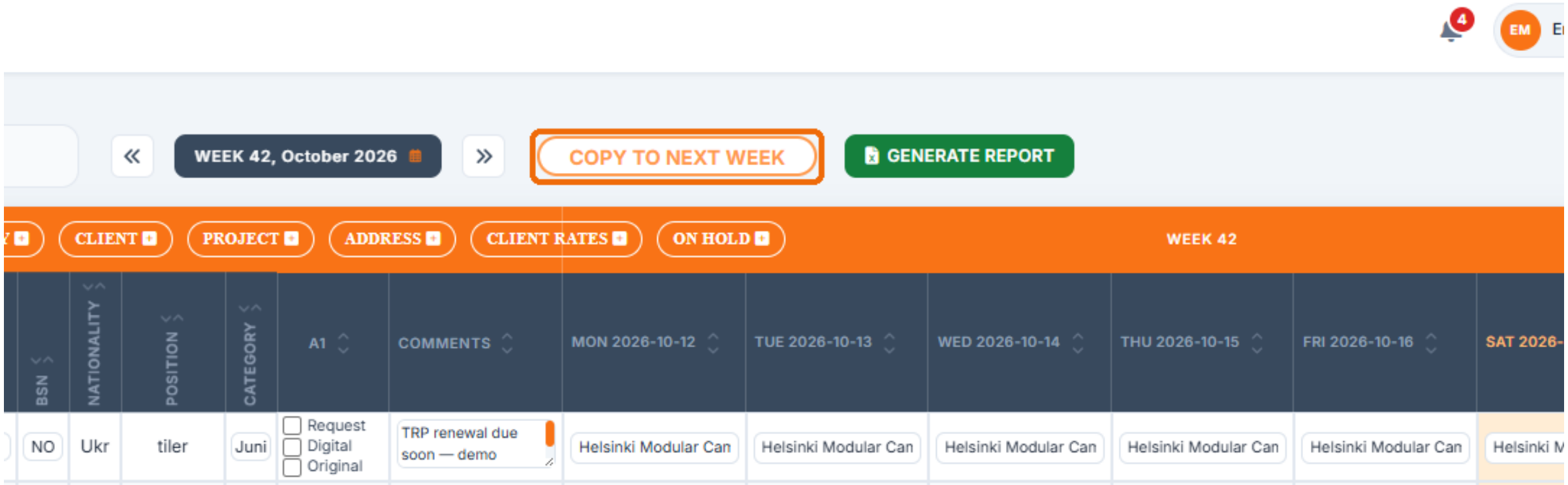
Copy rows



Switch COPY ROWS to ON to show two extra columns. Choose one worker in COPY FROM (round button) and tick one or more workers in COPY TO (square boxes). Clicking the COPY ROWS label then copies the source worker's week plan to all ticked workers. Switch it OFF to hide the copy columns again.

Project Planning

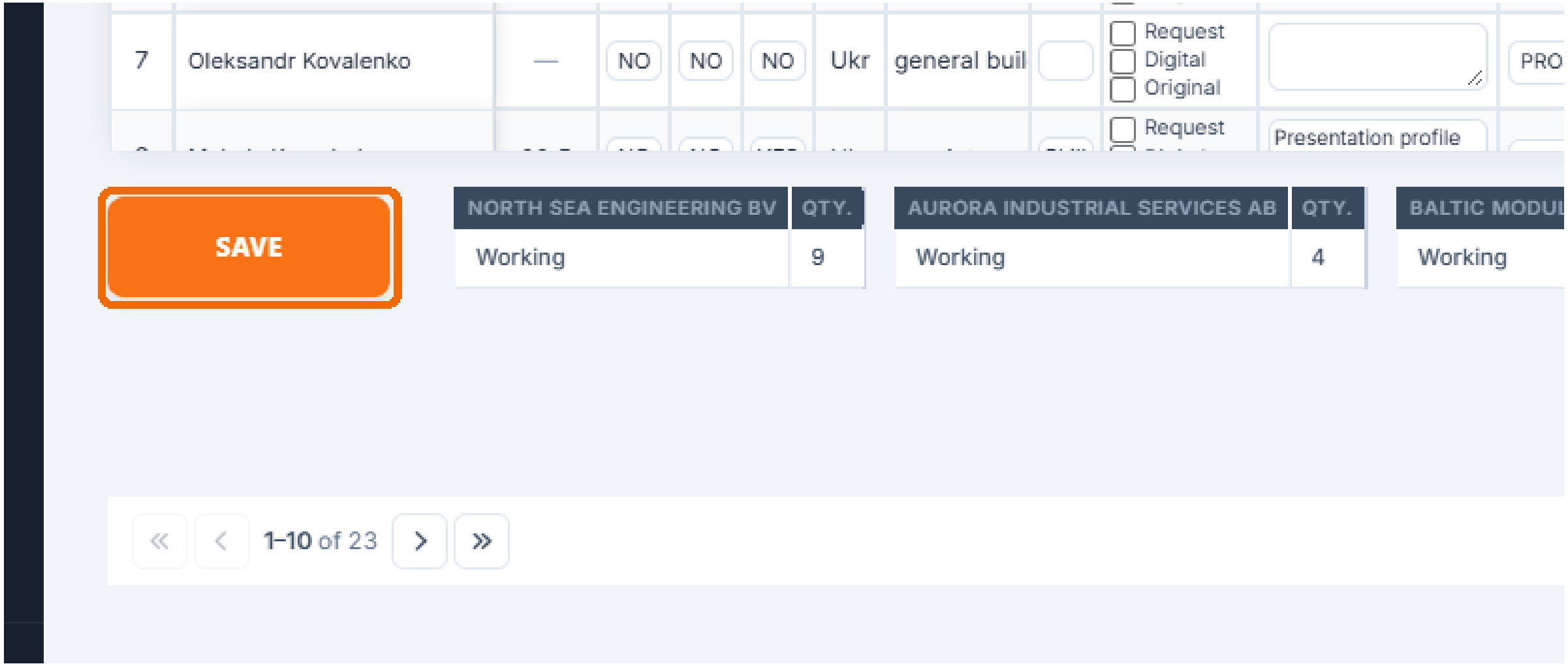
Copy to next week



COPY TO NEXT WEEK copies the whole plan of the displayed week into the following week. Use it when most people continue on the same projects, then open the next week and adjust only the changes. Check the target week afterwards; this tutorial explains the button without running it on the demo data.

Project Planning

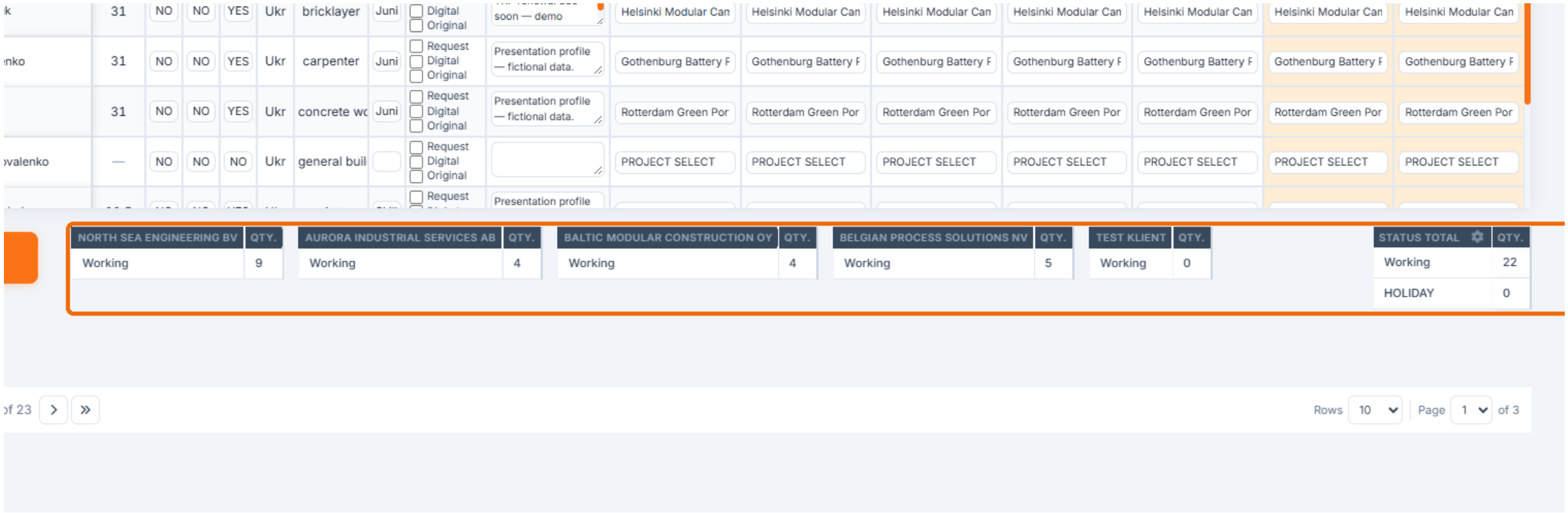
Save your changes



Changes in day cells, switches, A1 boxes and comments stay on the page until you press SAVE. Save before you change the week, open another page or reload, otherwise unsaved edits are lost. After saving, the totals below the table are recalculated.

Project Planning

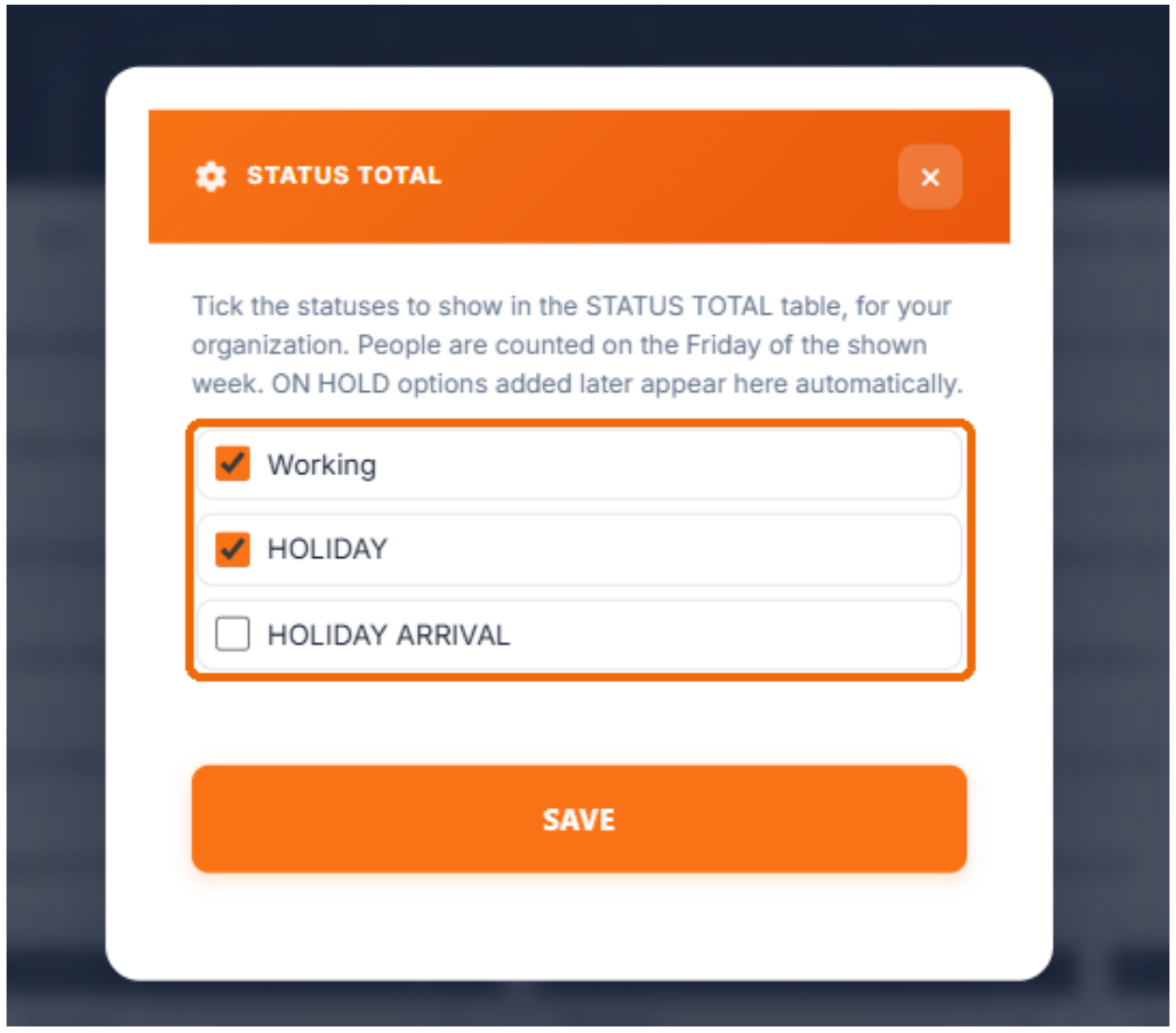
Live totals



Below the table, one small table per client shows how many people work for that client in the displayed week. STATUS TOTAL on the right sums all statuses for the whole organization, for example Working and HOLIDAY. The figures follow the saved plan.

Project Planning

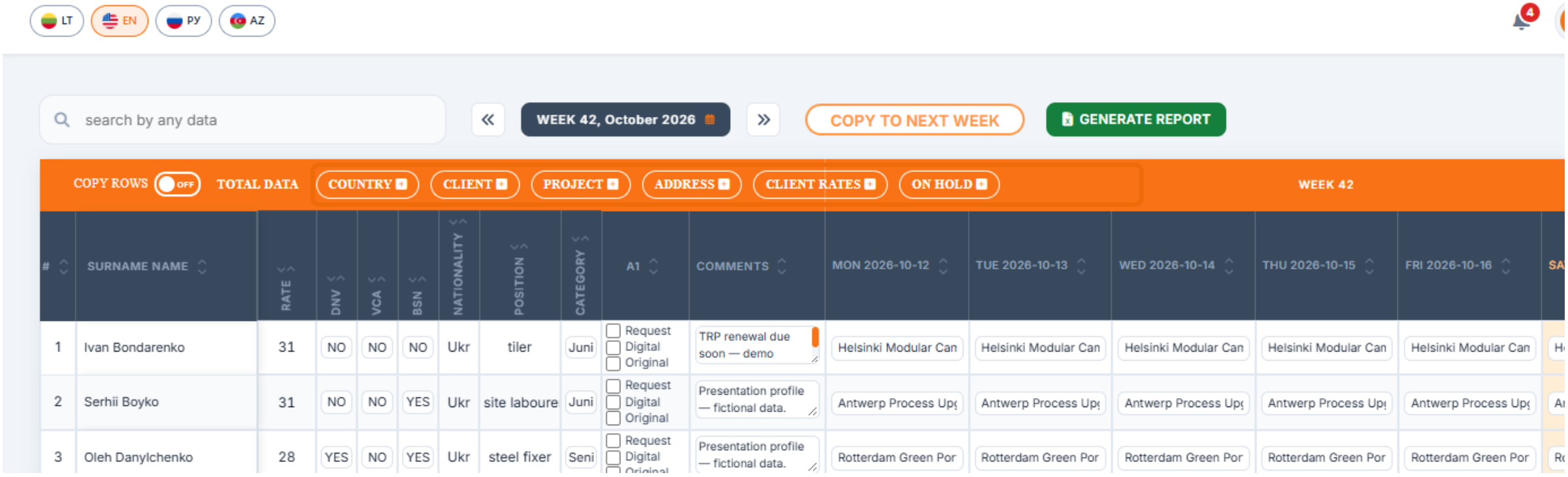
Choose shown statuses



Click the gear icon in the STATUS TOTAL header. Tick the statuses that should appear in the STATUS TOTAL table for your organization and press SAVE. People are counted on the Friday of the displayed week. New ON HOLD options appear in this list automatically.

Project Planning

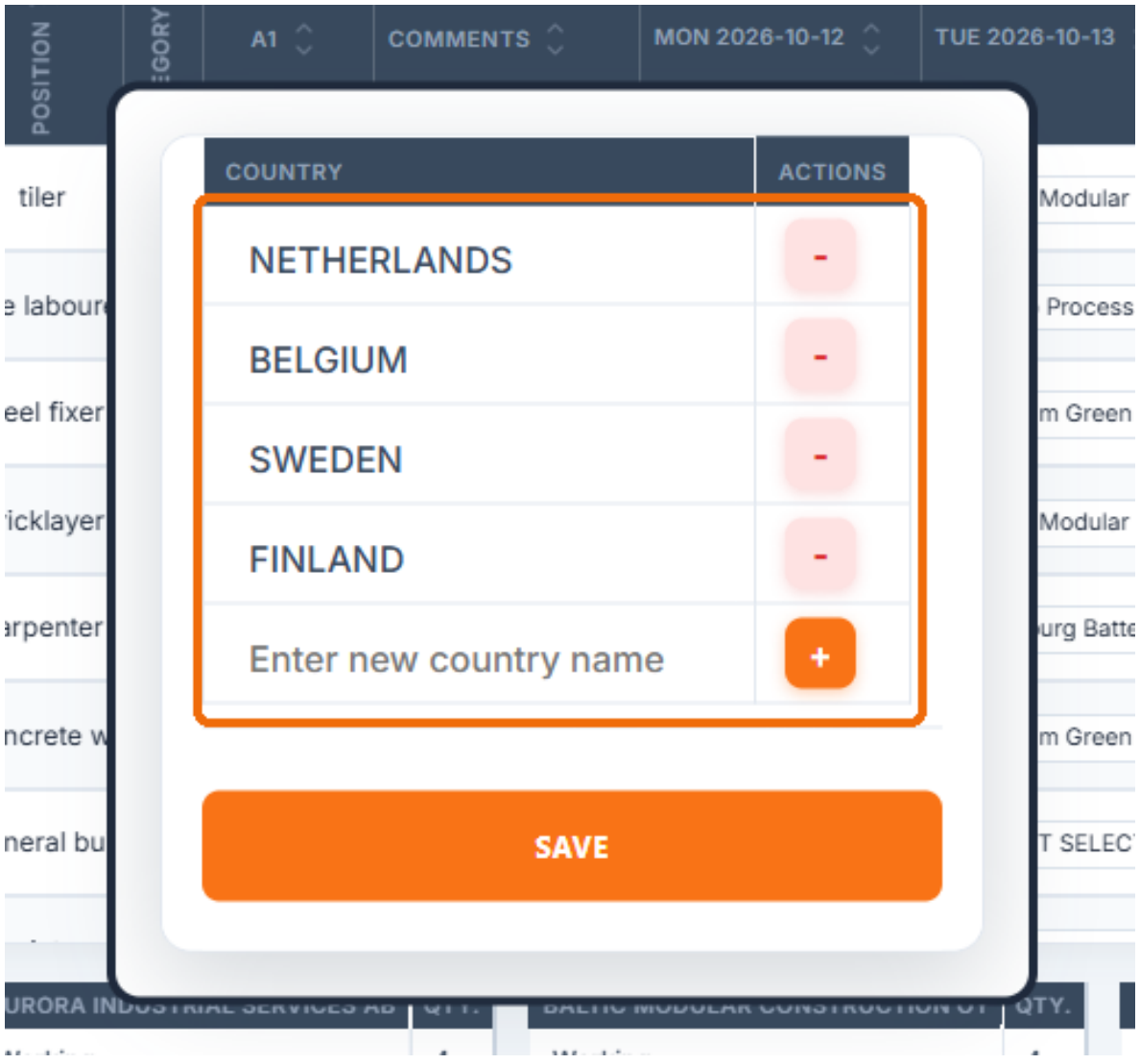
Manage master data



The TOTAL DATA buttons in the orange bar open editors for the lists used in planning: COUNTRY, CLIENT, PROJECT, ADDRESS, CLIENT RATES and ON HOLD. Changes made there become available in the day-cell selectors after saving.

Project Planning

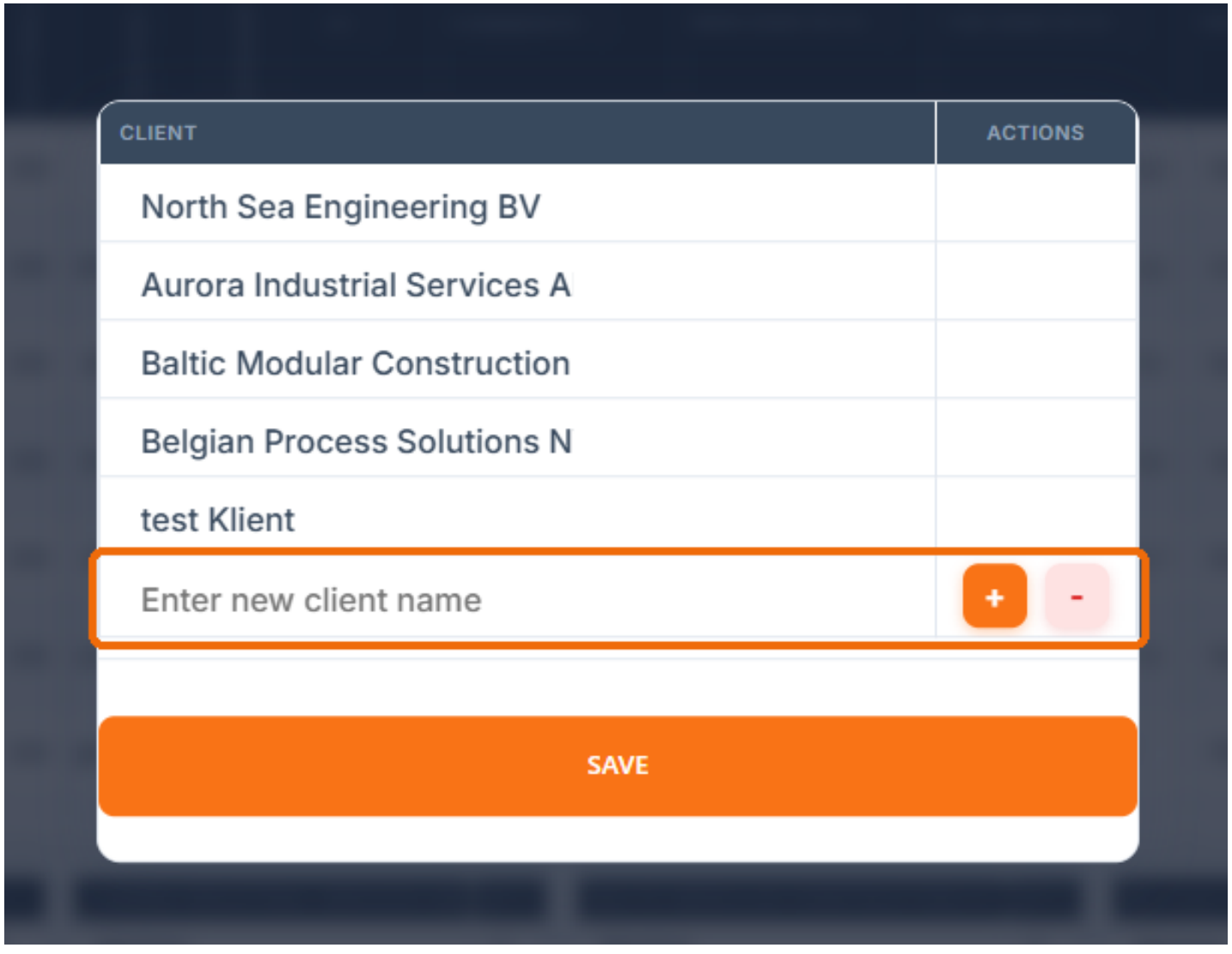
Countries



The COUNTRY editor lists the countries available for clients and projects. Type a name in the empty row and press + to add it; use - to remove a country that is no longer needed. Press SAVE to apply the changes.

Project Planning

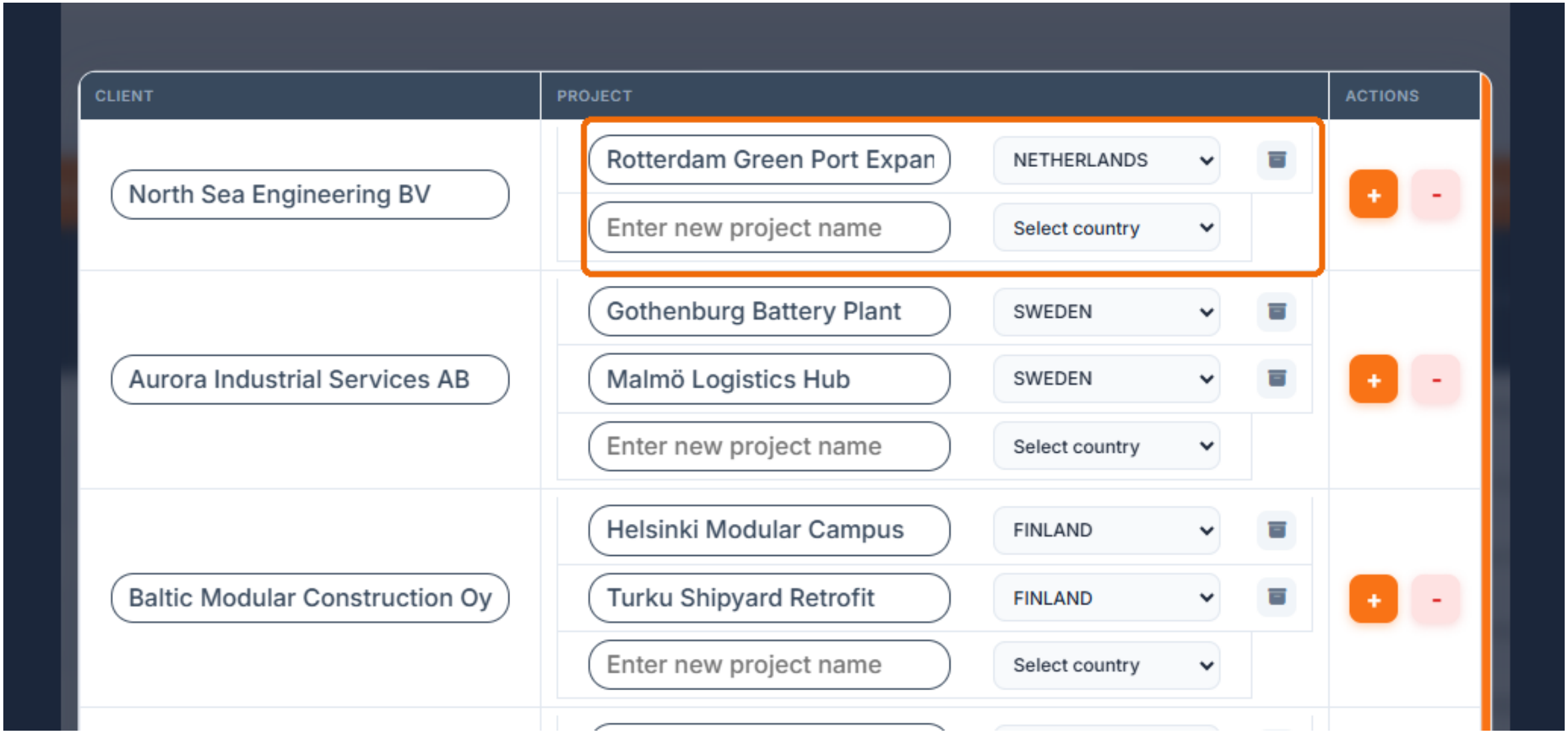
Clients



The Client editor lists all clients. Type a new client name in the last row and press + to add it, or use - to remove an unused client. Press SAVE to apply. Clients appear in the CLIENT selector of every day cell.

Project Planning

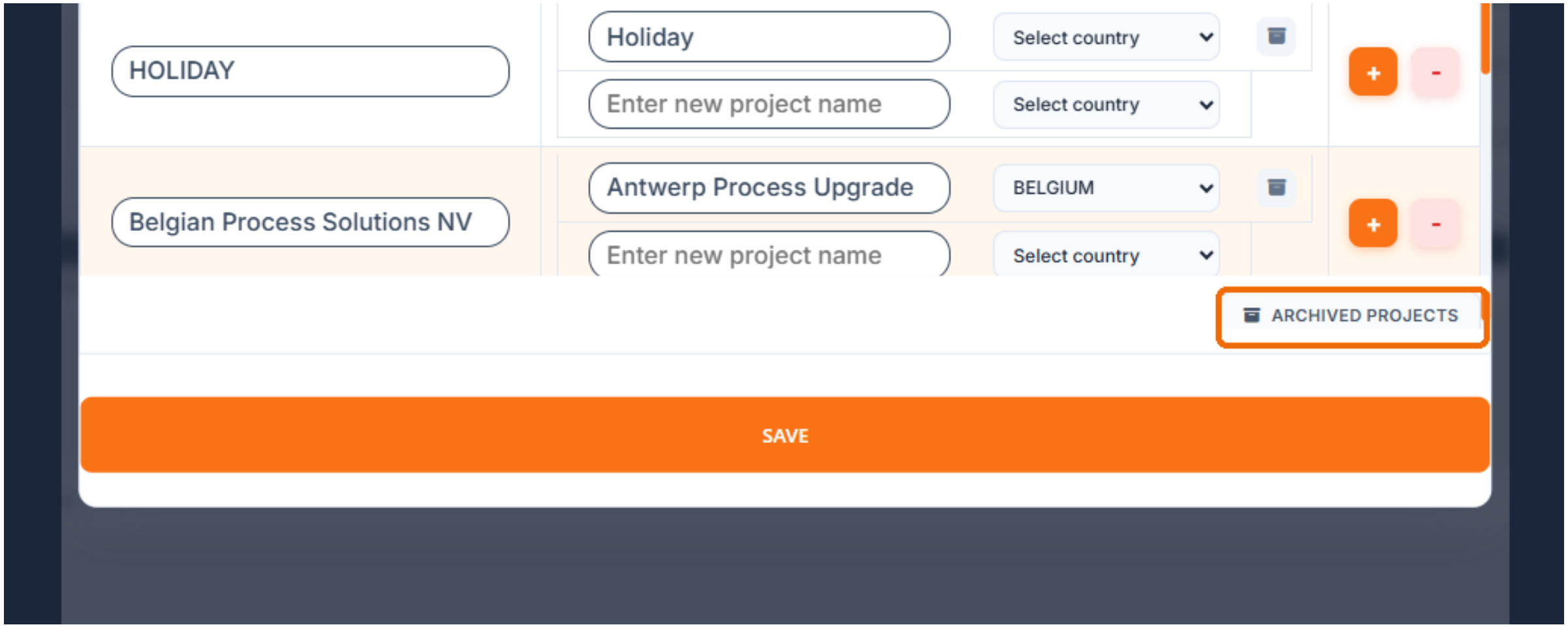
Projects



The PROJECT editor groups projects under each client. Every project has a country. Type a new project name, choose its country and press + to add it, or - to remove the row. The box icon archives a finished project so it no longer appears in planning lists while history is kept.

Project Planning

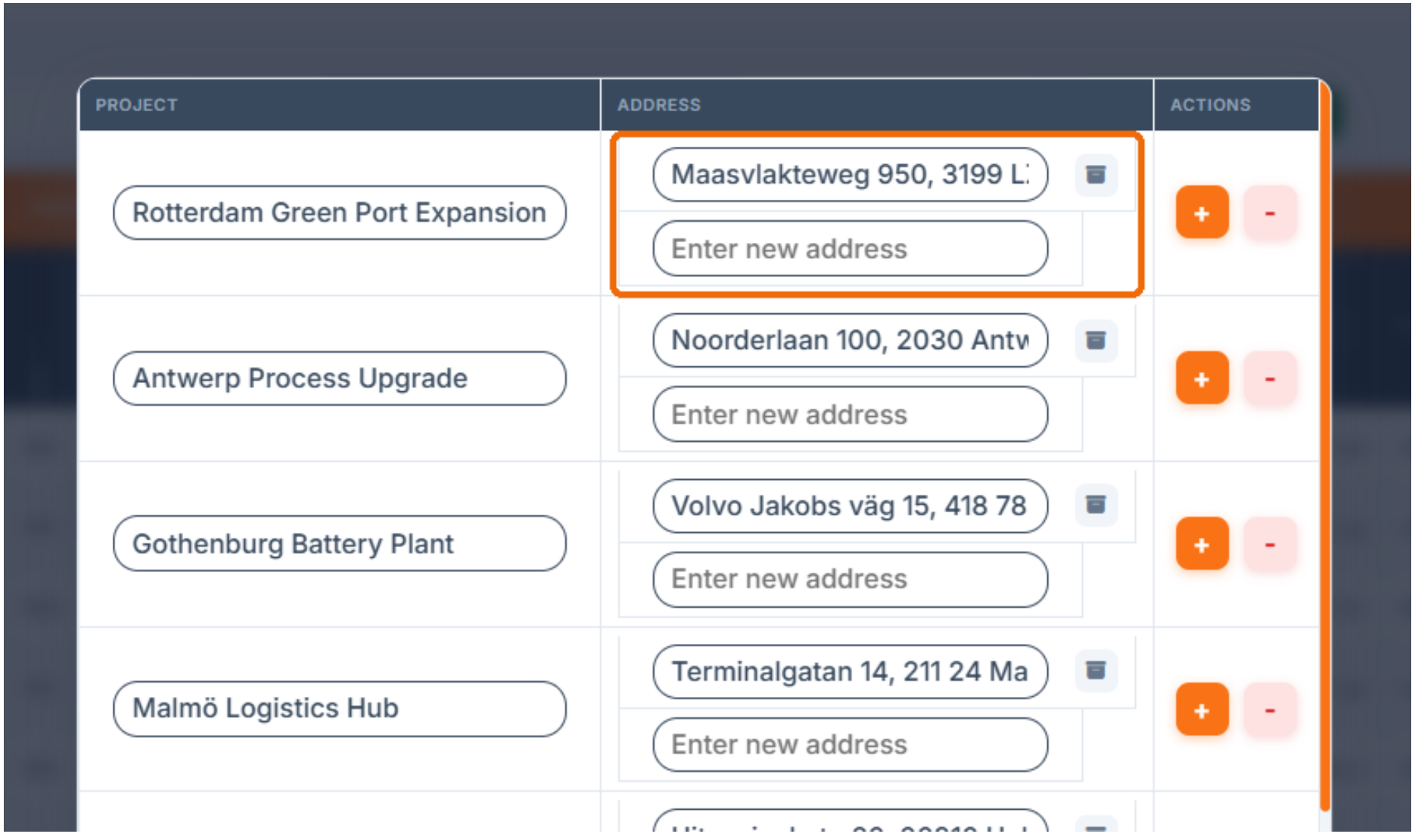
Archived projects



ARCHIVED PROJECTS at the bottom of the editor shows projects that were archived, so they can be reviewed or restored. Press SAVE to apply all project changes made in this window.

Project Planning

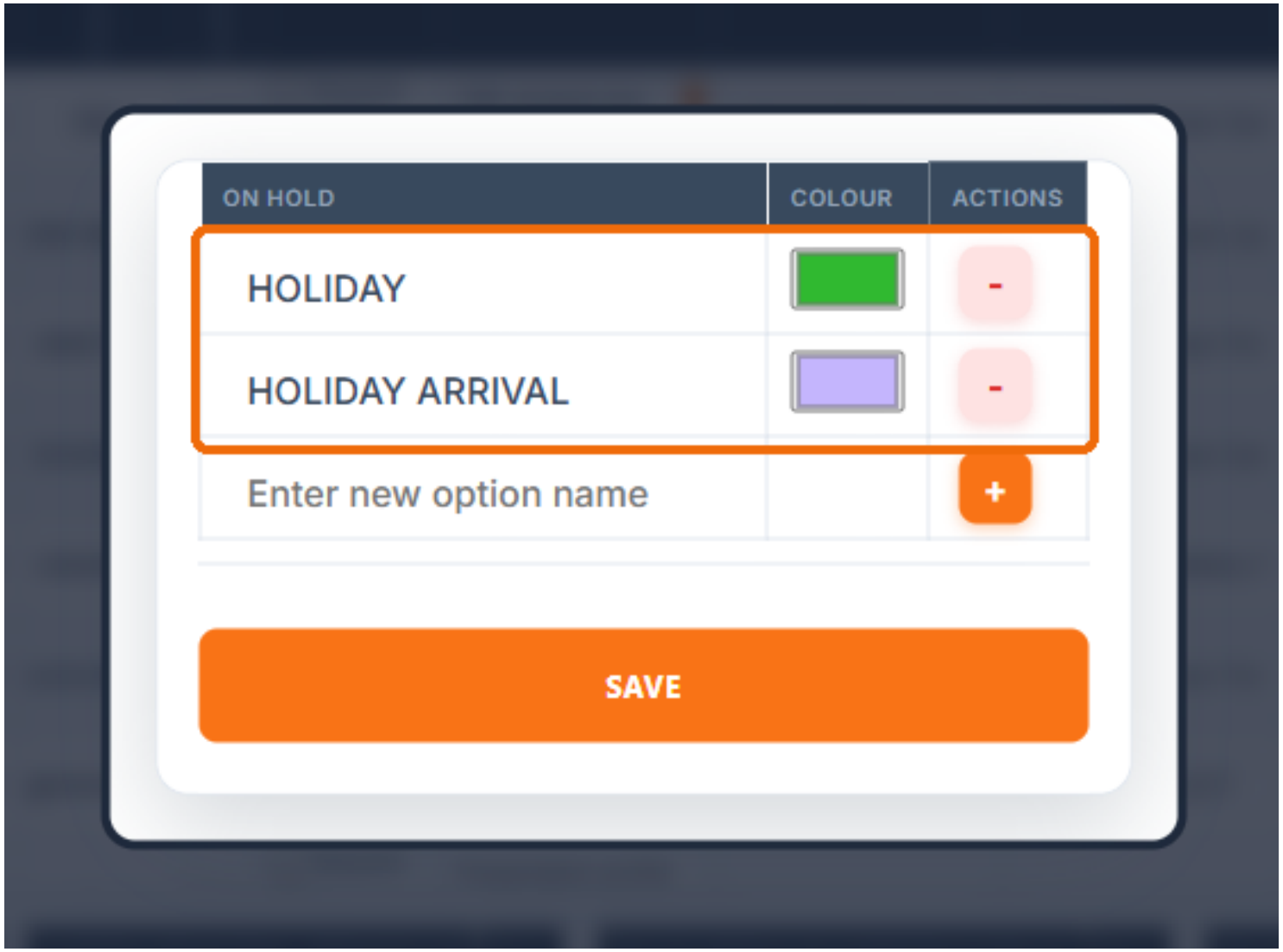
Project addresses



The ADDRESS editor lists every project with its site addresses. A project can have several addresses. Type a new address and press + to add it; use the box icon to archive an old address. ARCHIVED ADDRESSES shows archived ones. Press SAVE to apply.

Project Planning

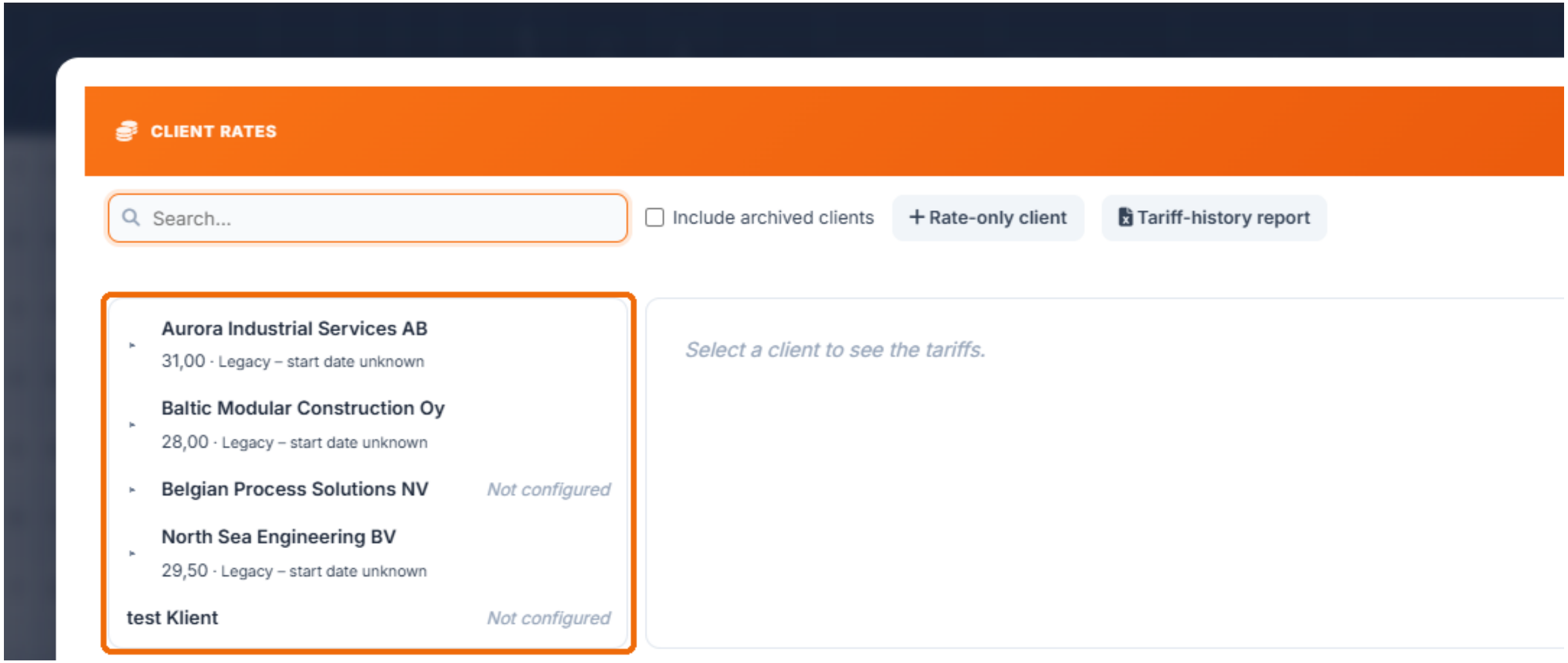
ON HOLD options



ON HOLD options are statuses used instead of a project, such as HOLIDAY or HOLIDAY ARRIVAL. Each option has a colour used in the plan. Type a new option name and press +, pick its colour, or remove it with -. Press SAVE to apply.

Project Planning

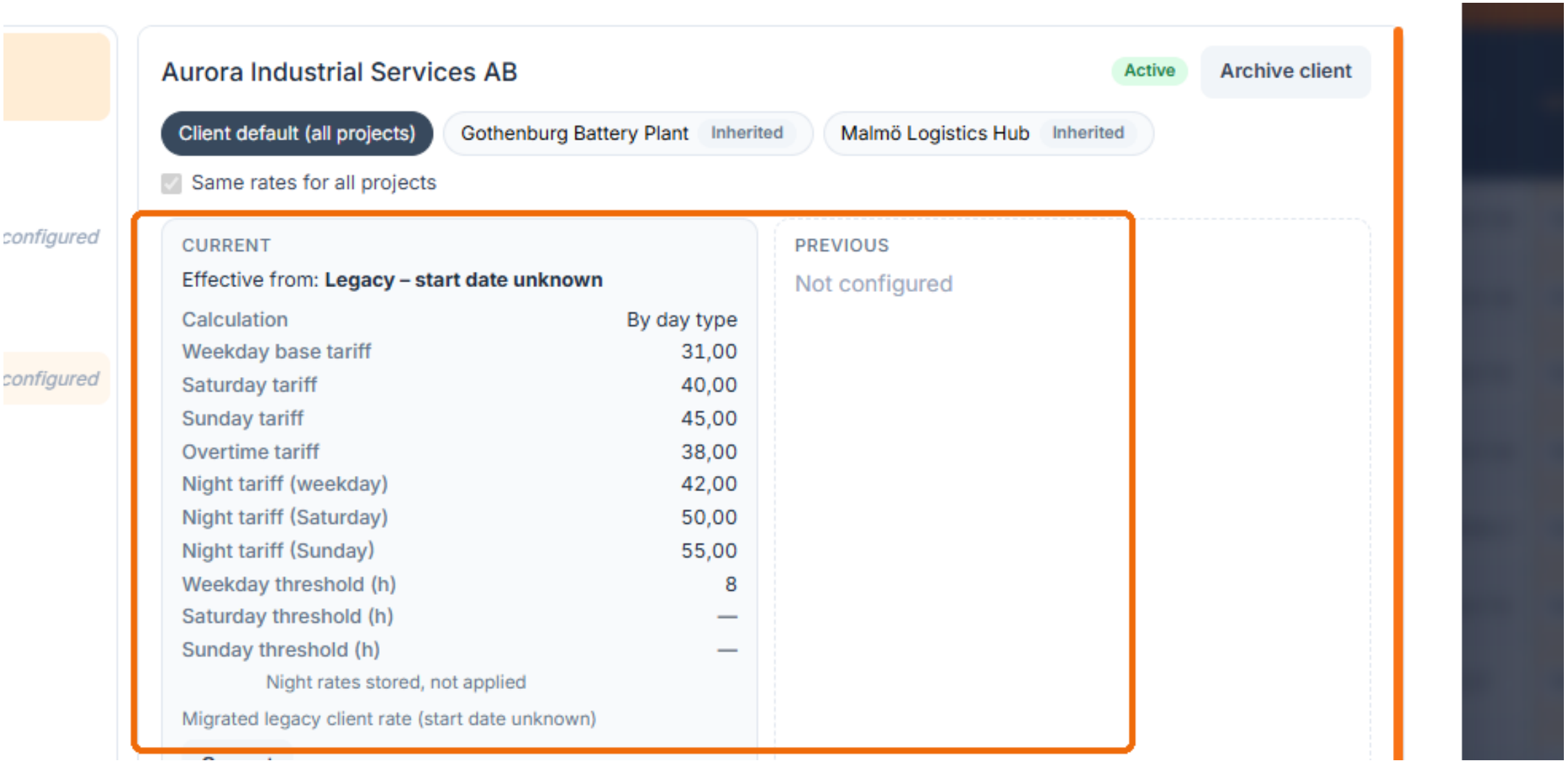
Client rates



CLIENT RATES lists each client with its current rate and the date it applies from. Use Search to find a client, tick Include archived clients to see archived ones, + Rate-only client to add a client that holds rates only and is never offered in planning, and Tariff-history report to export rate versions for a period.

Project Planning

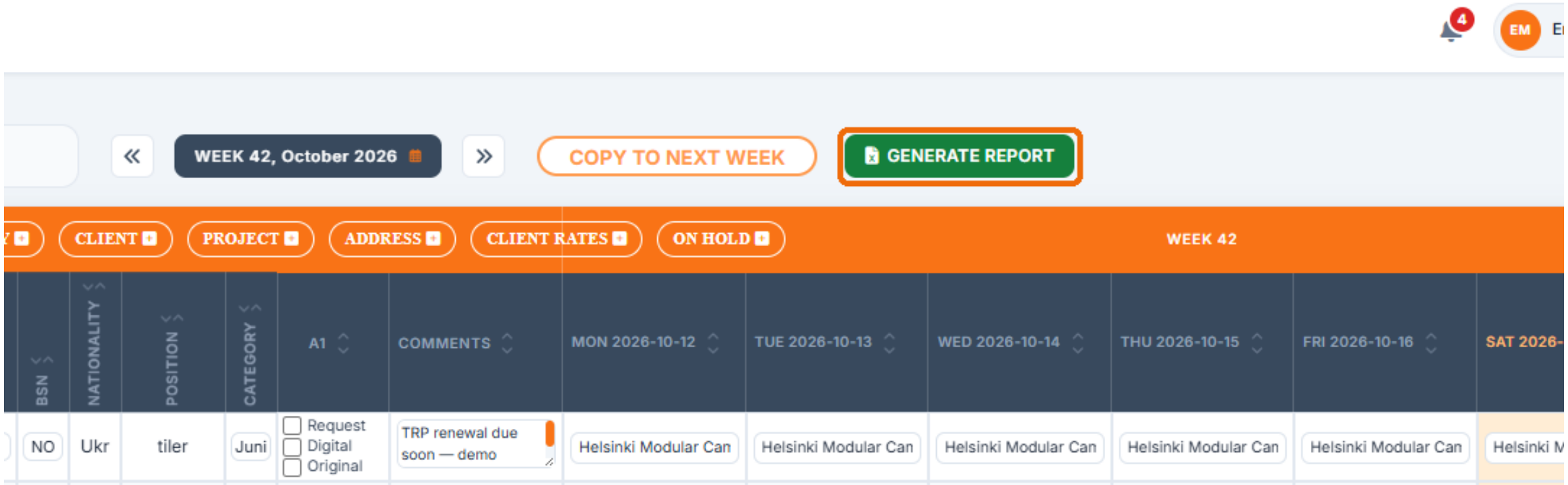
Tariff details



Select a client to open its tariffs. Client default applies to all projects unless a project has its own rate; project chips show Inherited when they use the default. CURRENT lists weekday, Saturday, Sunday, overtime and night tariffs and hour thresholds; PREVIOUS shows the earlier version. Archive client hides a client from planning.

Project Planning

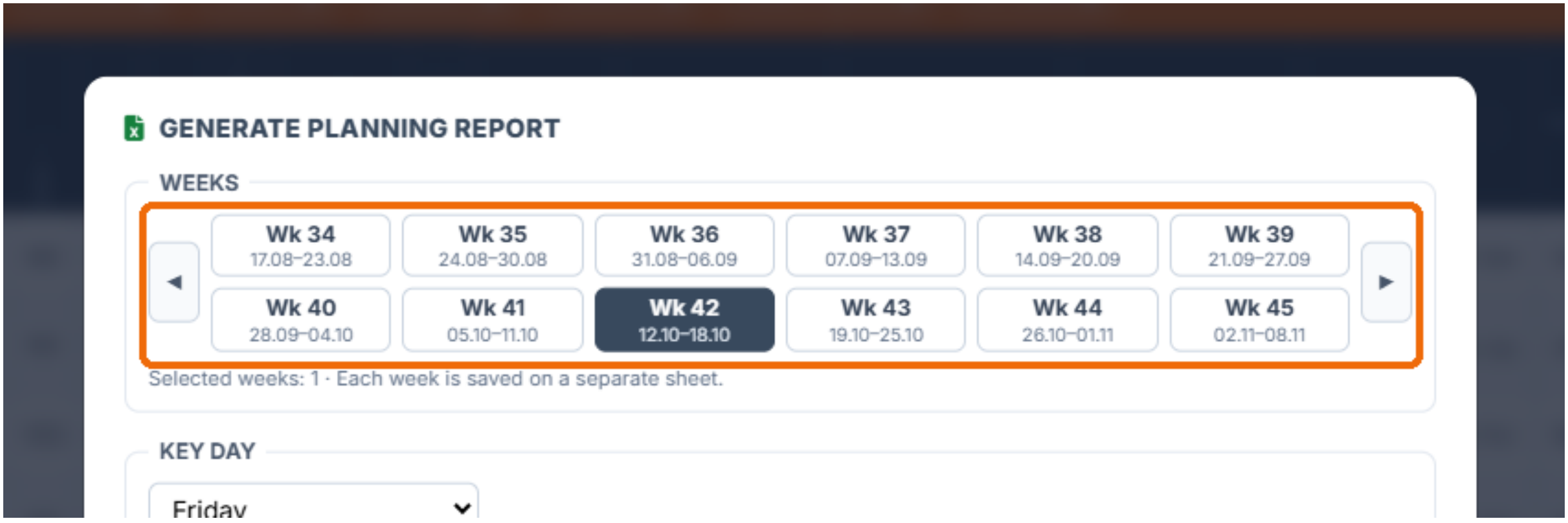
Generate a report



GENERATE REPORT opens the planning report window. The report is exported as an Excel file built from the saved planning data.

Project Planning

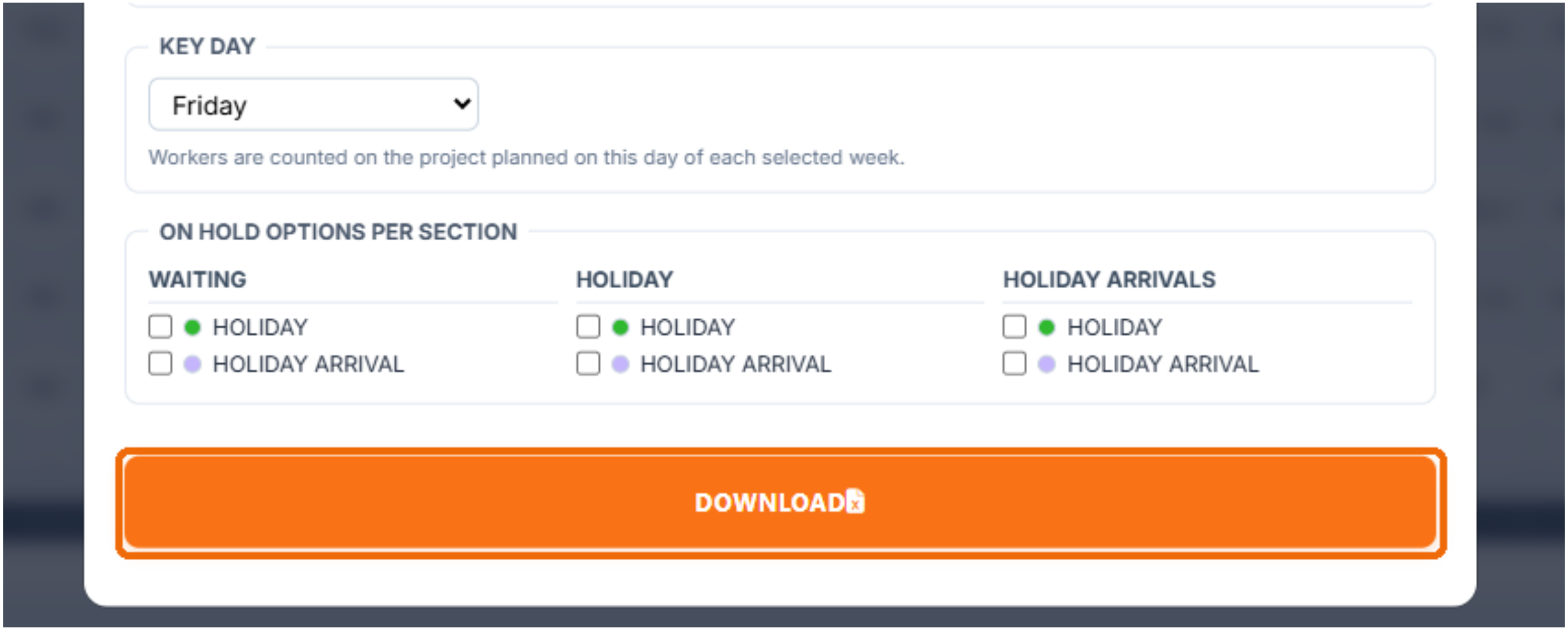
Report settings



In WEEKS, click one or more week buttons to include them; use the arrows to show earlier or later weeks. The line below counts the selected weeks. Each selected week is written to its own sheet in the Excel file.

Project Planning

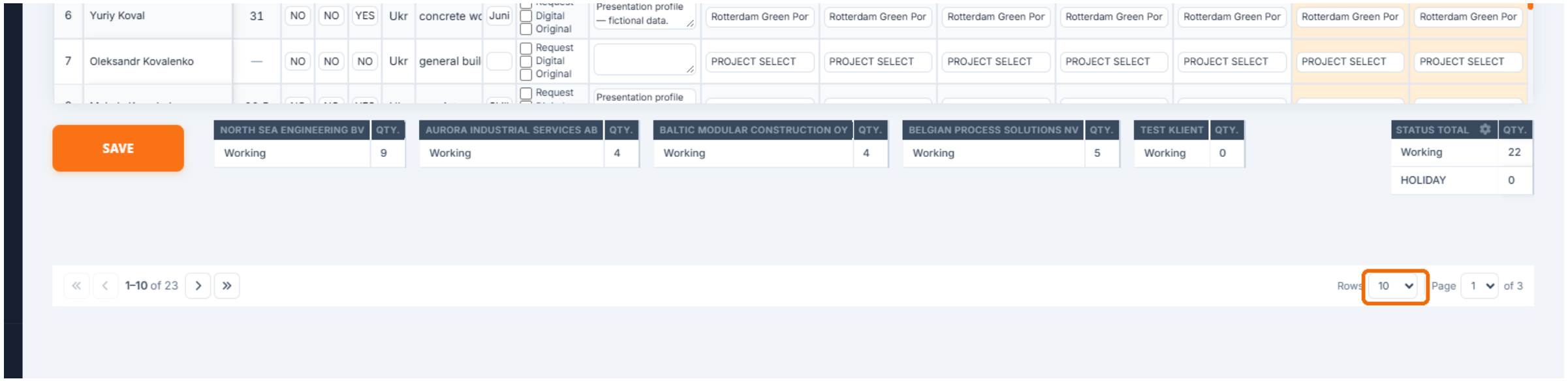
Download the report



KEY DAY decides on which day of each week workers are counted on their planned project (Friday by default). ON HOLD OPTIONS PER SECTION chooses which ON HOLD statuses are listed in the Waiting, Holiday and Holiday arrivals sections. Press DOWNLOAD to create the Excel file.

Project Planning

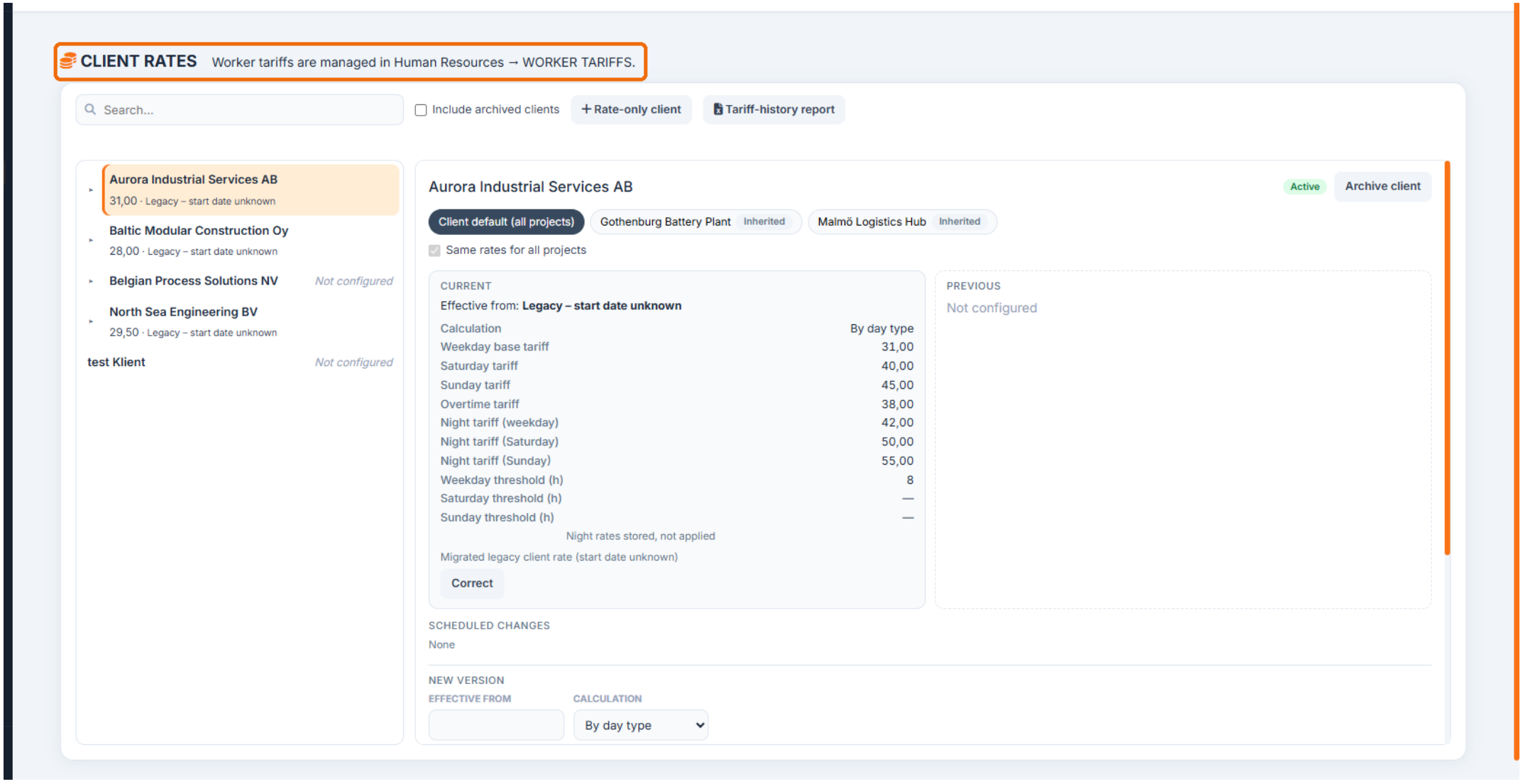
Pages and rows



The pager under the table shows which workers are displayed (for example 1–10 of 23). Use the arrows to move to the first, previous, next or last page. Rows sets how many workers appear per page and Page jumps directly to a page number.

Client Rates

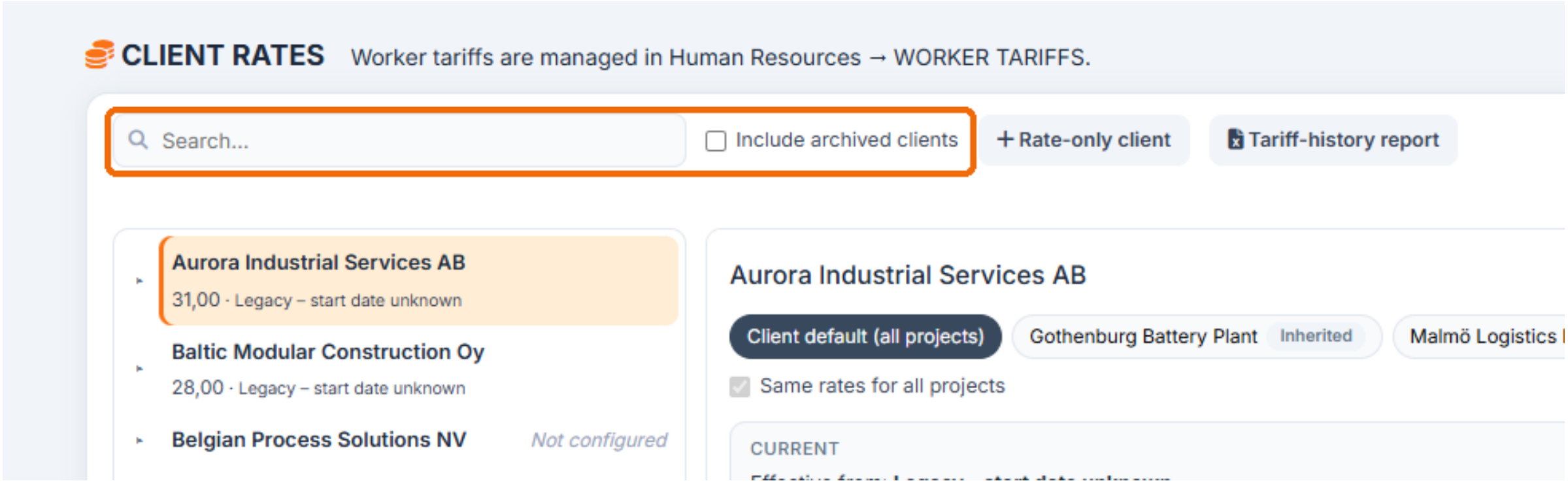
Open Client Rates



Open Planning > Client Rates. This page manages the hourly tariffs you bill to clients. Worker pay tariffs are separate and live in Human Resources > Worker Tariffs. The same client list is also available from the CLIENT RATES button in Project Planning.

Client Rates

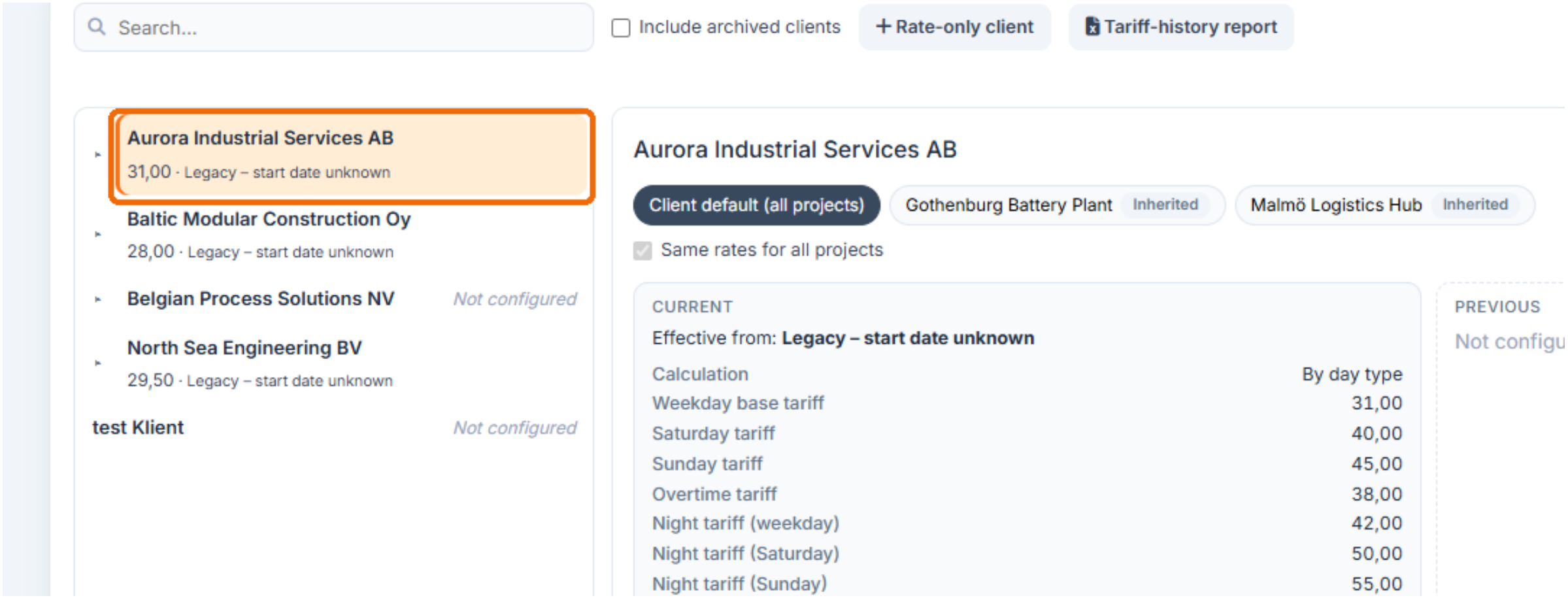
Find a client



Type in Search to filter the client list. Archived clients are hidden by default; tick Include archived clients to list them too. Each row shows the current base tariff and the date it applies from, or Not configured when no tariff exists yet.

Client Rates

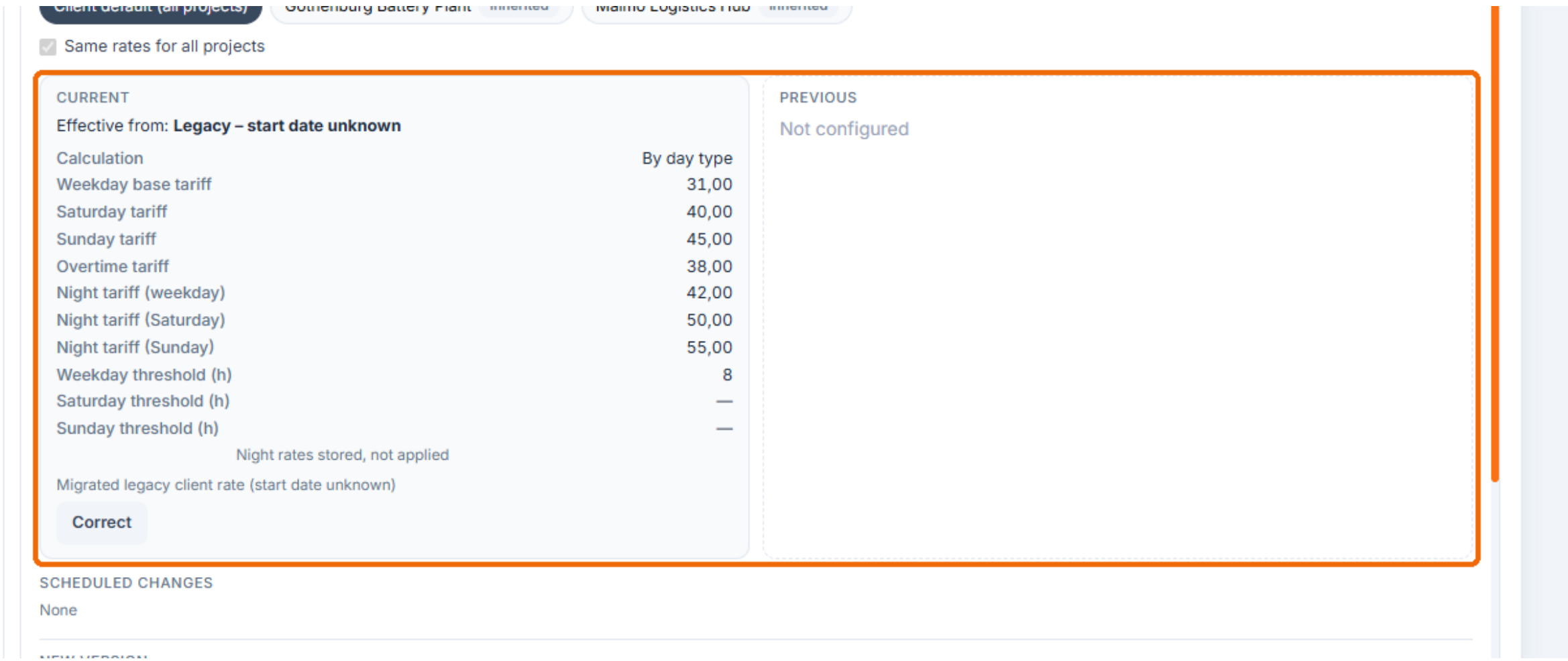
Select a client



Click a client in the list to open its tariff panel on the right. The selected client is highlighted in orange. The small arrow in front of a client expands its projects.

Client Rates

Current tariff version



CURRENT is the tariff version that applies today, with its Effective from date. Calculation is By day type (separate weekday, Saturday and Sunday tariffs) or One rate for all hours. Overtime starts after the weekday, Saturday or Sunday threshold in hours. PREVIOUS shows the version used before it.

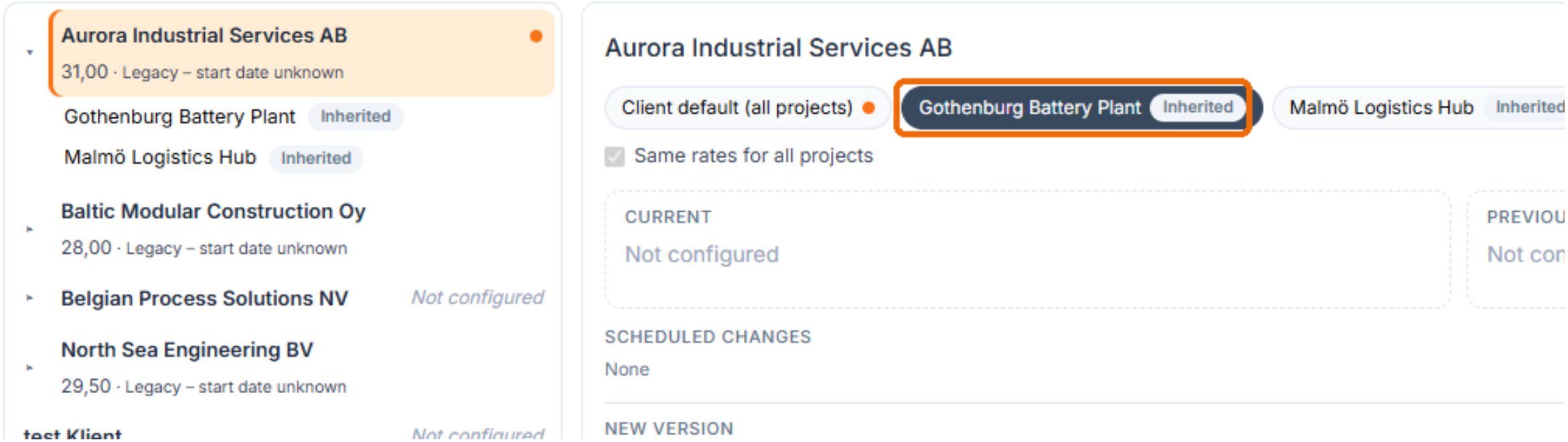
Client Rates

Correct or schedule

Use Correct only to fix a wrongly entered value in the current version; the correction is kept in the history. A real price change is entered as a NEW VERSION with a future Effective from date and appears under SCHEDULED CHANGES until that date. Past weeks always keep the tariffs that were valid then.

Client Rates

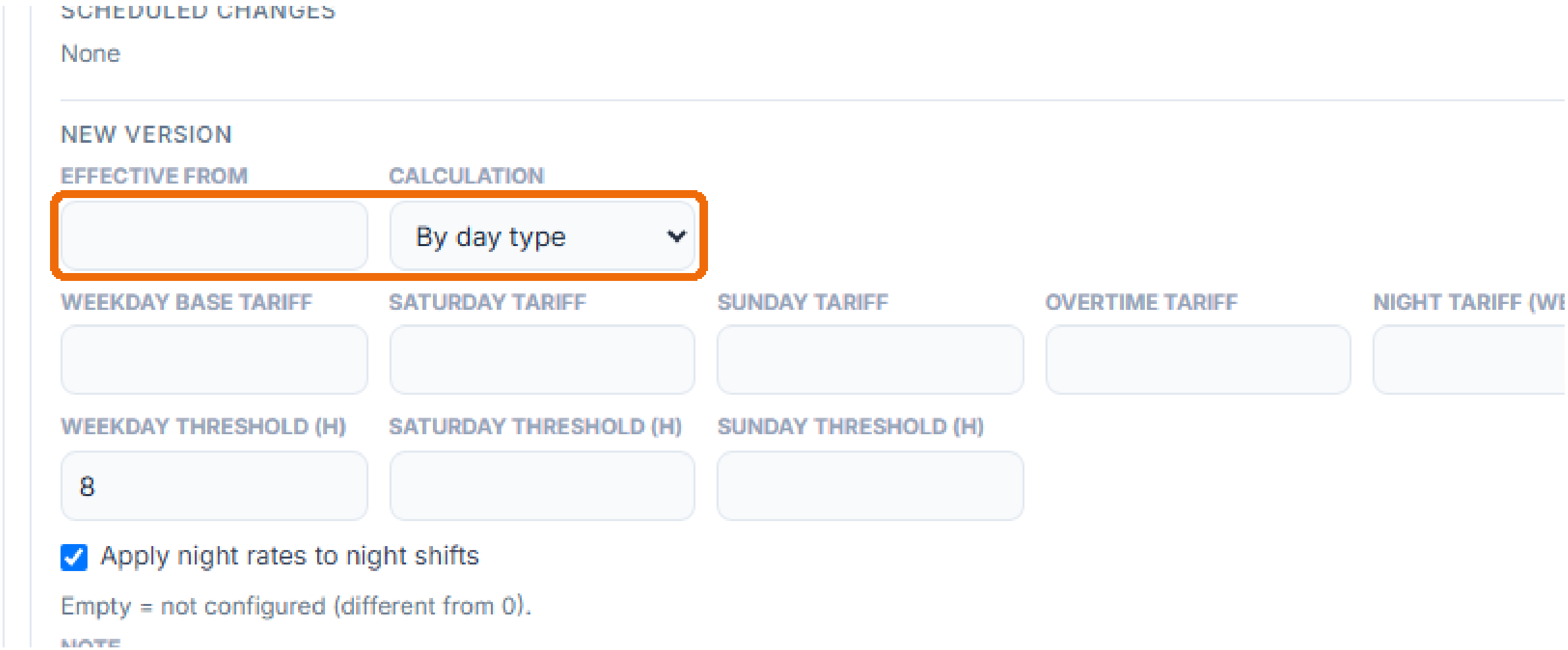
Project tariffs



Each client has a Client default (all projects) tariff. Project chips next to it open project-level tariffs. While Same rates for all projects is ticked, every project shows Inherited and uses the client default. Untick it to give a project its own tariff versions.

Client Rates

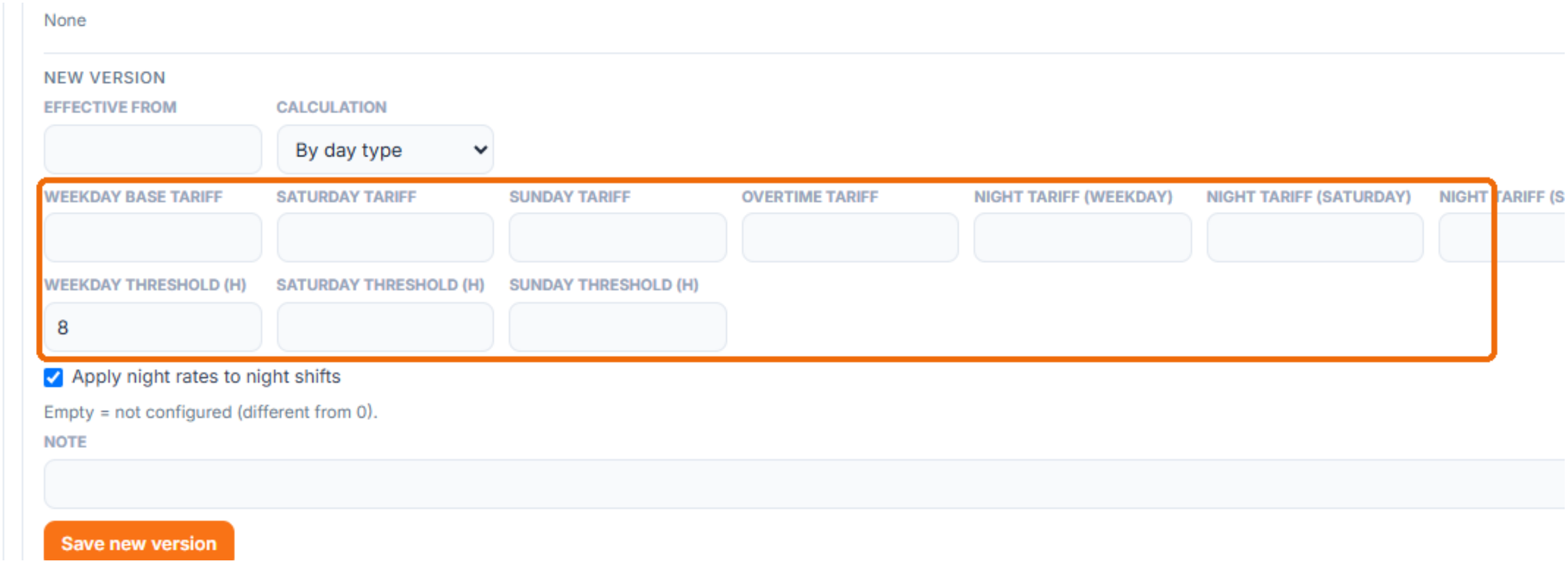
Create a new version



Scroll to NEW VERSION. Enter the date from which the new tariff applies and choose the Calculation: By day type or One rate for all hours. A version is always used as a whole; fields are never mixed with an older version.

Client Rates

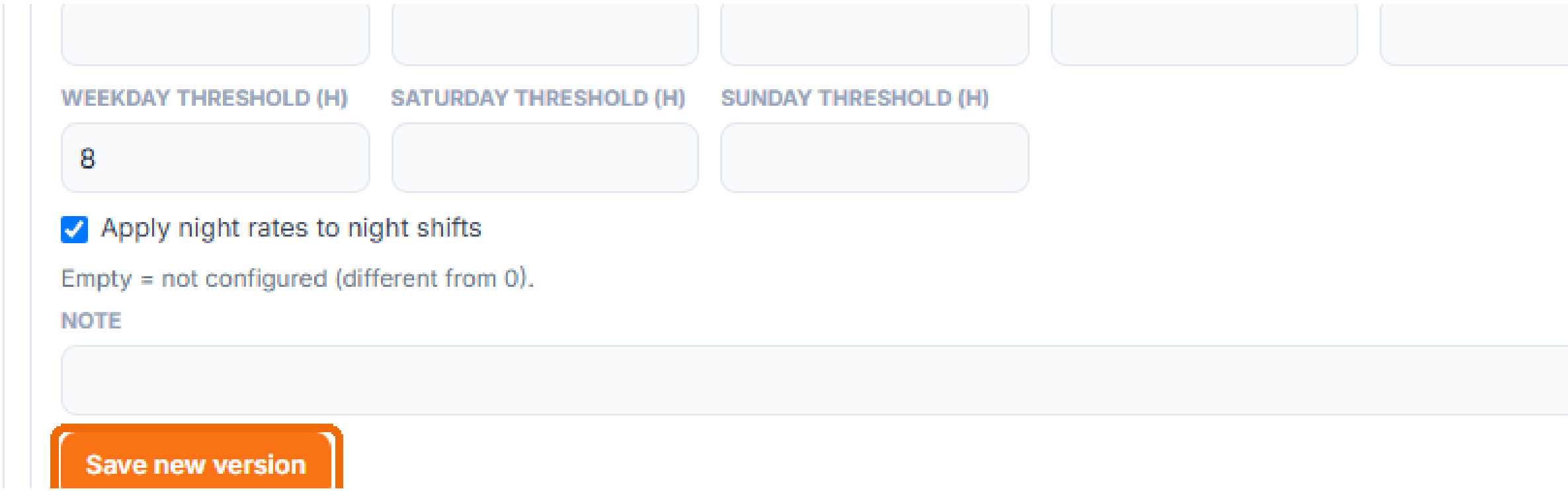
Enter the tariffs



Enter the weekday base, Saturday, Sunday and overtime tariffs, the three night tariffs and the hour thresholds after which overtime applies. Leave a field empty when it is not used (empty is different from 0). Apply night rates to night shifts decides whether night tariffs are used in calculations.

Client Rates

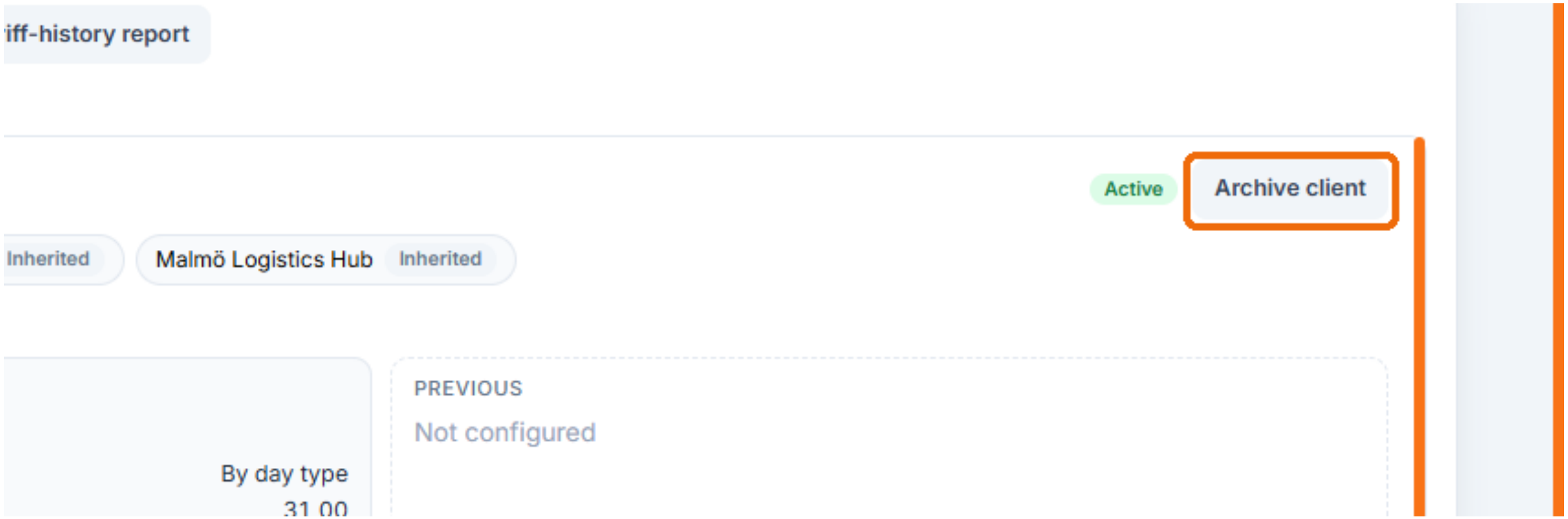
Save the version



Write a short NOTE, for example the contract or reason for the change, then press Save new version. The new version becomes CURRENT on its Effective from date; earlier versions stay in Full history with an audit trail.

Client Rates

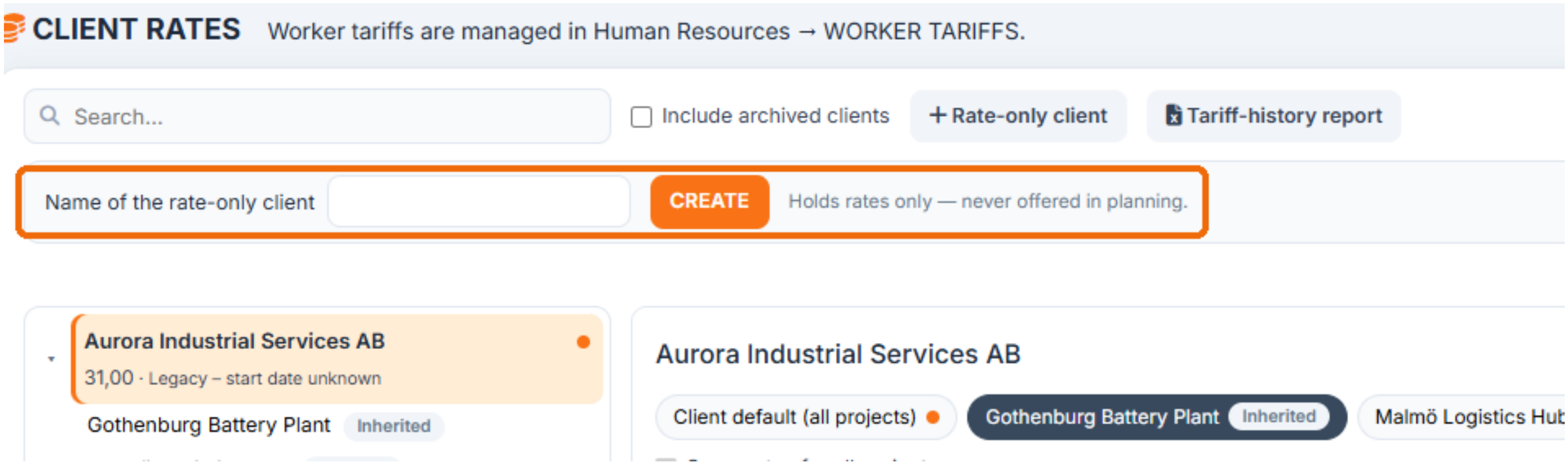
Archive a client



The Active badge shows the client status. Archive client removes the client from planning lists without deleting its tariffs or history. Archived clients can be shown again with Include archived clients.

Client Rates

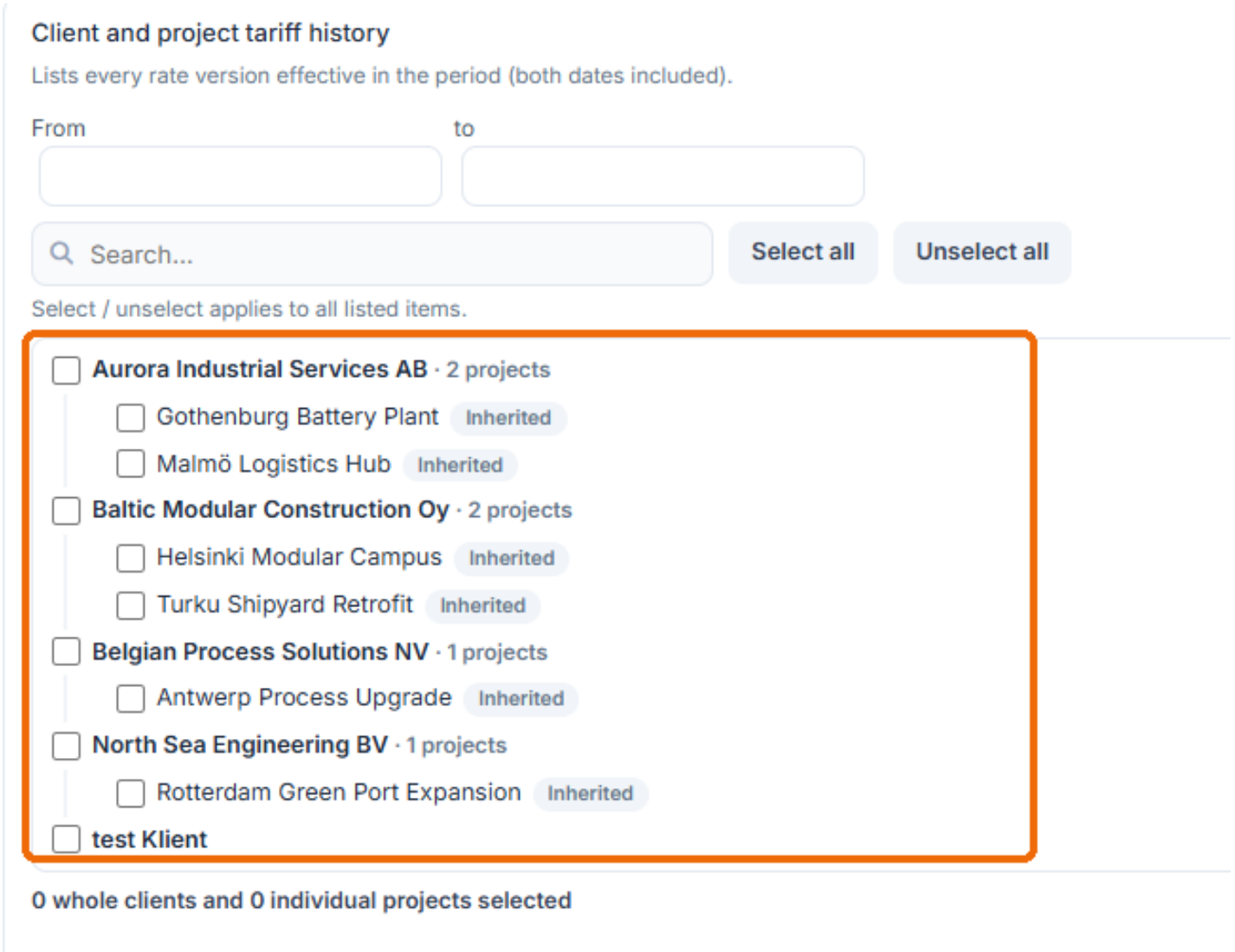
Rate-only client



Click + Rate-only client, type the name of the rate-only client and press CREATE. Such a client holds rates only, for example for reporting or special agreements, and never appears in the Project Planning selectors.

Client Rates

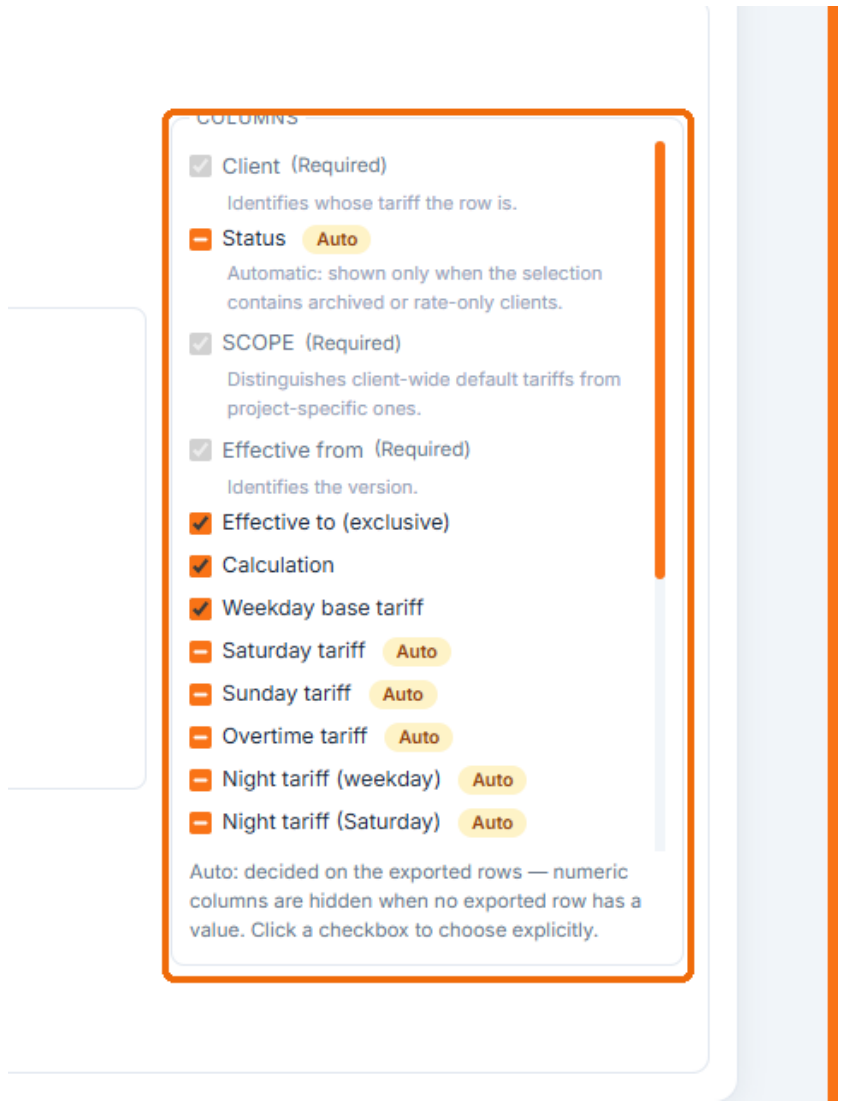
Tariff-history report



Tariff-history report lists every rate version effective in the period (both dates included). Enter From and to dates, then tick clients or individual projects; ticking a client selects all its projects. Search narrows the list and Select all / Unselect all apply to the listed items.

Client Rates

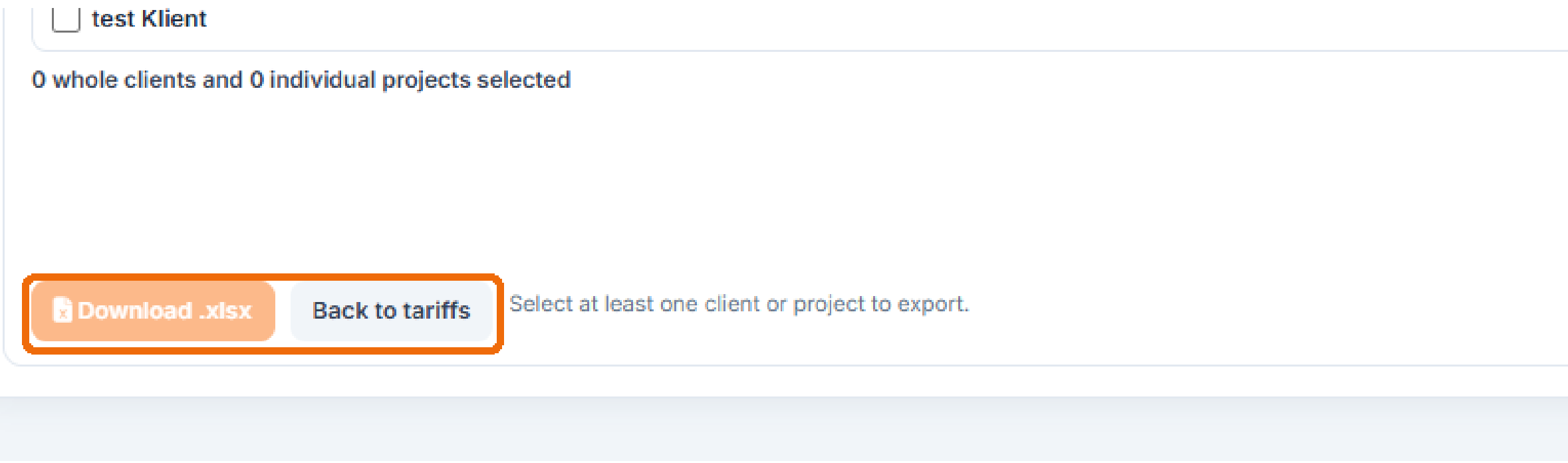
Choose report columns



COLUMNS sets what the Excel file contains. Client, Scope and Effective from are required. Columns marked Auto are hidden when no exported row has a value; click a checkbox to switch it on or off explicitly.

Client Rates

Download the Excel file



The line under the list counts selected clients and projects. Download .xlsx creates a formatted Excel file with frozen headers and filters. Back to tariffs returns to the tariff view without exporting.

Hours

Open Hours

search by any data | ALL COUNTRIES | October 2026 | EXPORT EXCEL | IMPORT EXCEL

TOTAL DATA (CLIENT RATES)					WEEK 40				WEEK DATA		
NAME & SURNAME	PERSONAL CODE	HOURS	BONUSES	DEDUCTIONS	THU 01	FRI 02	SAT 03	SUN 04	EURO (WEEK)	HOURS (WEEK)	LONG DISTANCE
Denys Klymenko	DEMO-0014	94.50	0	0	8.00 Aurora Industrial Services AB	7.50 Aurora Industrial Services AB	0.00 Aurora Industrial Services AB	0.00 Aurora Industrial Services AB	480.5	15.50	
Ivan Bondarenko	DEMO-0005	94.50	0	0	8.00 Baltic Modular Construction Oy	7.50 Baltic Modular Construction Oy	0.00 Baltic Modular Construction Oy	0.00 Baltic Modular Construction Oy	434.0	15.50	
Mykola Kravchuk	DEMO-0004	94.50	0	0	8.00 Aurora Industrial Services AB	7.50 Aurora Industrial Services AB	0.00 Aurora Industrial Services AB	0.00 Aurora Industrial Services AB	480.5	15.50	
Nazar Hnatiuk	DEMO-0020	94.50	0	0	8.00 Baltic Modular Construction Oy	7.50 Baltic Modular Construction Oy	0.00 Baltic Modular Construction Oy	0.00 Baltic Modular Construction Oy	434.0	15.50	
Oleh Danylchenko	DEMO-0018	94.50	0	0	8.00 North Sea Engineering BV	7.50 North Sea Engineering BV	0.00 North Sea Engineering BV	0.00 North Sea Engineering BV	457.2	15.50	
Oleksandr Kovalenko		0	0	0					0	0	
Serhii Boyko	DEMO-0002	94.50	0	0	8.00 Belgian Process Solutions NV	7.50 Belgian Process Solutions NV	0.00 Belgian Process Solutions NV	0.00 Belgian Process Solutions NV	0	15.50	
Vasyl Marchenko	DEMO-0007	94.50	0	0	8.00 Belgian Process Solutions NV	7.50 Belgian Process Solutions NV	0.00 Belgian Process Solutions NV	0.00 Belgian Process Solutions NV	0	15.50	
Volodymyr Lysenko	DEMO-0012	94.50	0	0	8.00 Belgian Process Solutions NV	7.50 Belgian Process Solutions NV	0.00 Belgian Process Solutions NV	0.00 Belgian Process Solutions NV	0	15.50	
Yuriy Koval	DEMO-0008	94.50	0	0	8.00 North Sea Engineering BV	7.50 North Sea Engineering BV	0.00 North Sea Engineering BV	0.00 North Sea Engineering BV	457.2	15.50	
TOTAL SUMS		850.50	0.00	0.00	72.00	67.50	0.00	0.00	2743.50	139.50	0.00

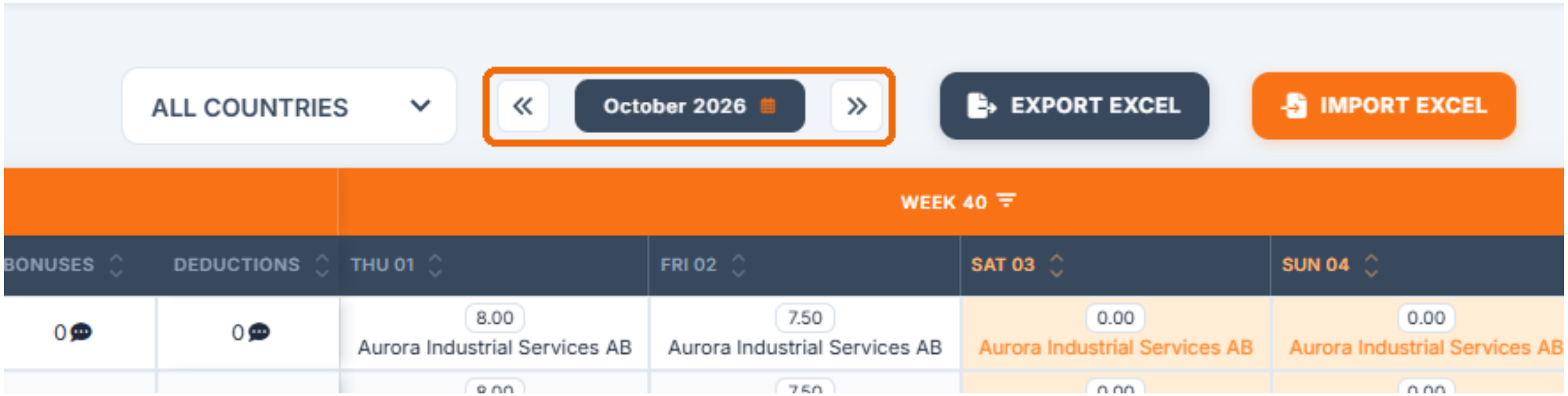
SAVE

1–10 of 23 | Rows 10 | Page 1 of 3

Open Planning > Hours. Each row is one worker with name, personal code, month hours, bonuses and deductions. The day columns follow, grouped by week, with week totals after every week and month totals at the end of the table. Scroll sideways to move through the month.

Hours

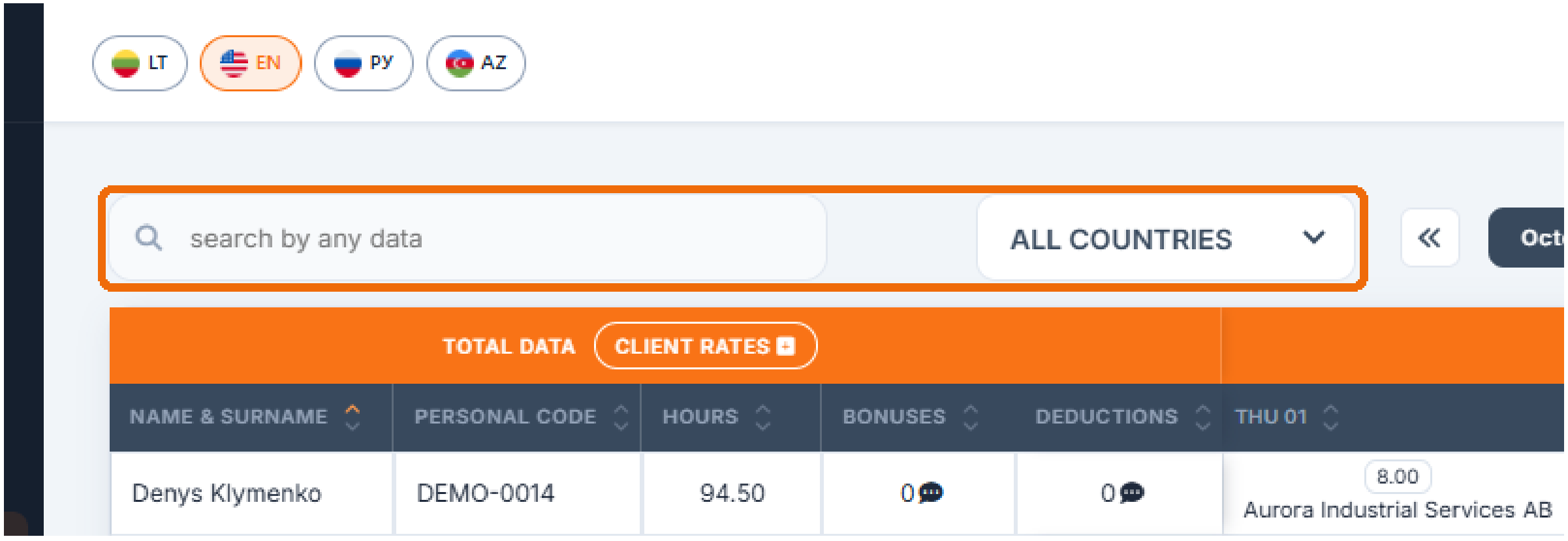
Choose the month



The « and » arrows move one month back or forward. Click the month label to pick a month directly. Save your changes before changing the month.

Hours

Search and filter



Type in the search box to filter workers by name, code or any other value. ALL COUNTRIES can be changed to a single country to show only work in that country; the per-country pay columns follow the same selection.

Hours

Enter daily hours

	WEEK 40				
DEDUCTIONS	THU 01	FRI 02	SAT 03	SUN 04	EURO (WEEK)
0	8.00 Aurora Industrial Services AB	7.50 Aurora Industrial Services AB	0.00 Aurora Industrial Services AB	0.00 Aurora Industrial Services AB	480.5
0	8.00 Baltic Modular Construction Oy	7.50 Baltic Modular Construction Oy	0.00 Baltic Modular Construction Oy	0.00 Baltic Modular Construction Oy	434.0
0	8.00 Aurora Industrial Services AB	7.50 Aurora Industrial Services AB	0.00 Aurora Industrial Services AB	0.00 Aurora Industrial Services AB	480.5
0	8.00 Baltic Modular Construction Oy	7.50 Baltic Modular Construction Oy	0.00 Baltic Modular Construction Oy	0.00 Baltic Modular Construction Oy	434.0
0	8.00 North Sea Engineering BV	7.50 North Sea Engineering BV	0.00 North Sea Engineering BV	0.00 North Sea Engineering BV	457.2
0					0
0	8.00 Belgian Process Solutions NV ⚠	7.50 Belgian Process Solutions NV ⚠	0.00 Belgian Process Solutions NV	0.00 Belgian Process Solutions NV	0
0	8.00 Belgian Process Solutions NV ⚠	7.50 Belgian Process Solutions NV ⚠	0.00 Belgian Process Solutions NV	0.00 Belgian Process Solutions NV	0
	8.00	7.50			

The client under each day comes from Project Planning. Type the number of hours worked in the box above it, using a decimal point for half hours (7.50). The row and week totals update as you type.

Hours

Weekends and warnings

	WEEK 40				WEEK DATA		
NS	THU 01	FRI 02	SAT 03	SUN 04	EURO (WEEK)	HOURS (WEEK)	LONG DISTANCE
	8.00 Aurora Industrial Services AB	7.50 Aurora Industrial Services AB	0.00 Aurora Industrial Services AB	0.00 Aurora Industrial Services AB	480.5	15.50	
	8.00 Baltic Modular Construction Oy	7.50 Baltic Modular Construction Oy	0.00 Baltic Modular Construction Oy	0.00 Baltic Modular Construction Oy	434.0	15.50	
	8.00 Aurora Industrial Services AB	7.50 Aurora Industrial Services AB	0.00 Aurora Industrial Services AB	0.00 Aurora Industrial Services AB	480.5	15.50	
	8.00 Baltic Modular Construction Oy	7.50 Baltic Modular Construction Oy	0.00 Baltic Modular Construction Oy	0.00 Baltic Modular Construction Oy	434.0	15.50	
	8.00 North Sea Engineering BV	7.50 North Sea Engineering BV	0.00 North Sea Engineering BV	0.00 North Sea Engineering BV	457.2	15.50	
					0	0	
	8.00 Belgian Process Solutions NV ⚠	7.50 Belgian Process Solutions NV ⚠	0.00 Belgian Process Solutions NV	0.00 Belgian Process Solutions NV	0	15.50	
	8.00 Belgian Process Solutions NV ⚠	7.50 Belgian Process Solutions NV ⚠	0.00 Belgian Process Solutions NV	0.00 Belgian Process Solutions NV	0	15.50	
	8.00 Belgian Process Solutions NV ⚠	7.50 Belgian Process Solutions NV ⚠	0.00 Belgian Process Solutions NV	0.00 Belgian Process Solutions NV	0	15.50	
	8.00	7.50	0.00	0.00			

Saturday and Sunday columns are shaded so weekend work stands out. A small warning triangle under a day means the client or project has no tariff for that date, so the euro value cannot be calculated; add the tariff in Client Rates.

Hours

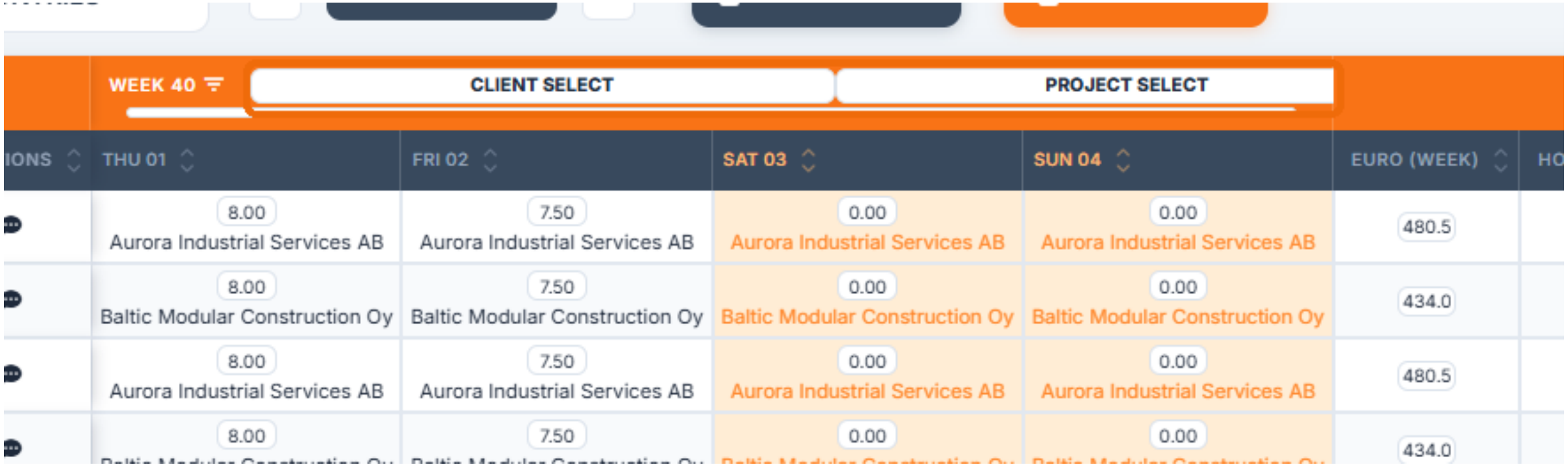
Week data

WEEK 40			WEEK DATA		
	SAT 03	SUN 04	EURO (WEEK)	HOURS (WEEK)	LONG DISTANCE
50 ial Services AB	0.00 Aurora Industrial Services AB	0.00 Aurora Industrial Services AB	480.5	15.50	
50 Construction Oy	0.00 Baltic Modular Construction Oy	0.00 Baltic Modular Construction Oy	434.0	15.50	
50 ial Services AB	0.00 Aurora Industrial Services AB	0.00 Aurora Industrial Services AB	480.5	15.50	
50 Construction Oy	0.00 Baltic Modular Construction Oy	0.00 Baltic Modular Construction Oy	434.0	15.50	
50 ngineering BV	0.00 North Sea Engineering BV	0.00 North Sea Engineering BV	457.2	15.50	
			0	0	
50 ss Solutions NV	0.00 Belgian Process Solutions NV	0.00 Belgian Process Solutions NV	0	15.50	
50 ss Solutions NV	0.00 Belgian Process Solutions NV	0.00 Belgian Process Solutions NV	0	15.50	
50 ss Solutions NV	0.00 Belgian Process Solutions NV	0.00 Belgian Process Solutions NV	0	15.50	
50 ngineering BV	0.00 North Sea Engineering BV	0.00 North Sea Engineering BV	457.2	15.50	

EURO (WEEK) is the worker pay for the week calculated from the tariffs; a yellow value marks an incomplete calculation. HOURS (WEEK) sums the week. LONG DISTANCE is entered per week for travel allowances.

Hours

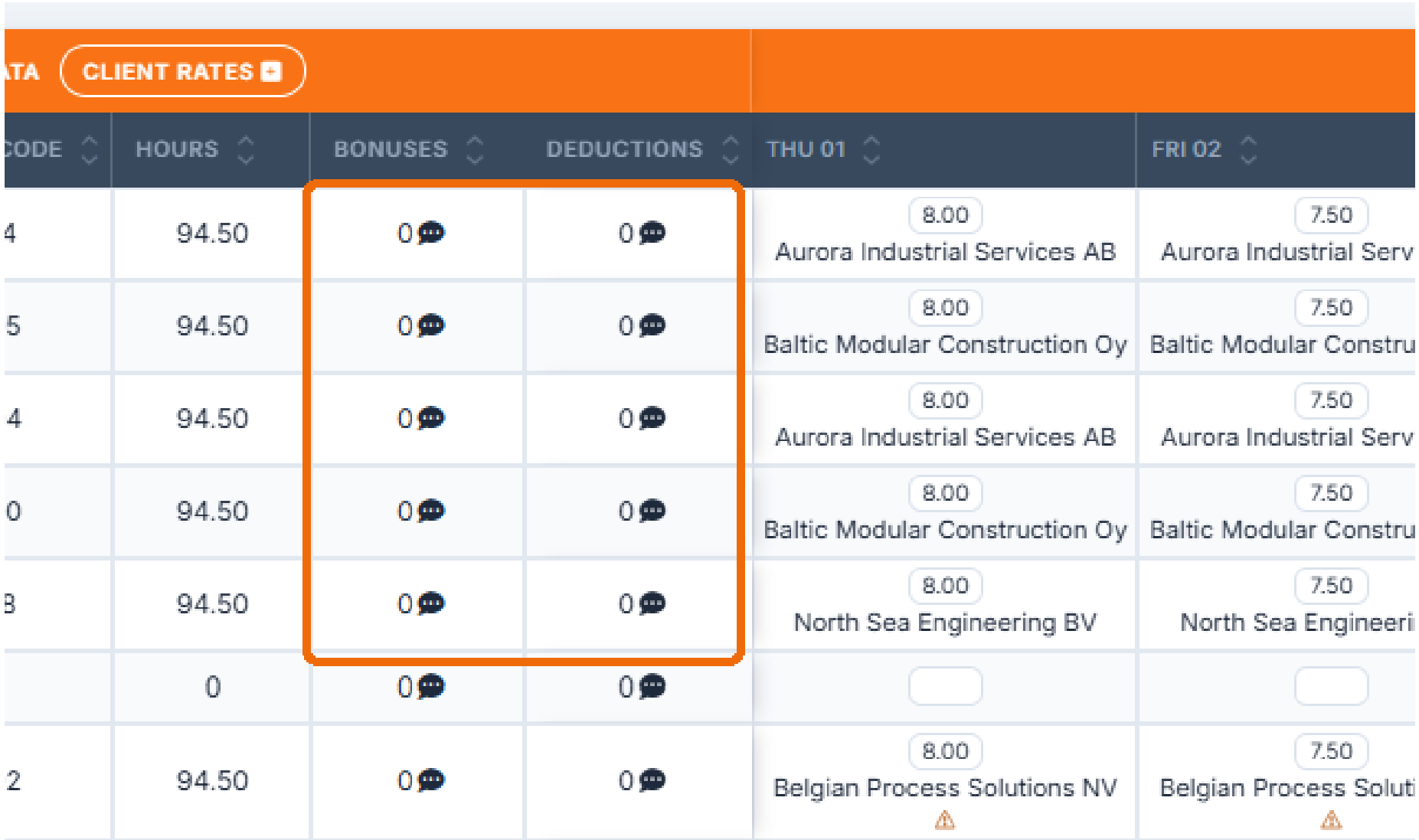
Filter one week



Click the filter icon beside a week title. CLIENT SELECT and PROJECT SELECT appear in the header so you can narrow the table to workers on a chosen client or project in that week. Click the icon again to hide the filter.

Hours

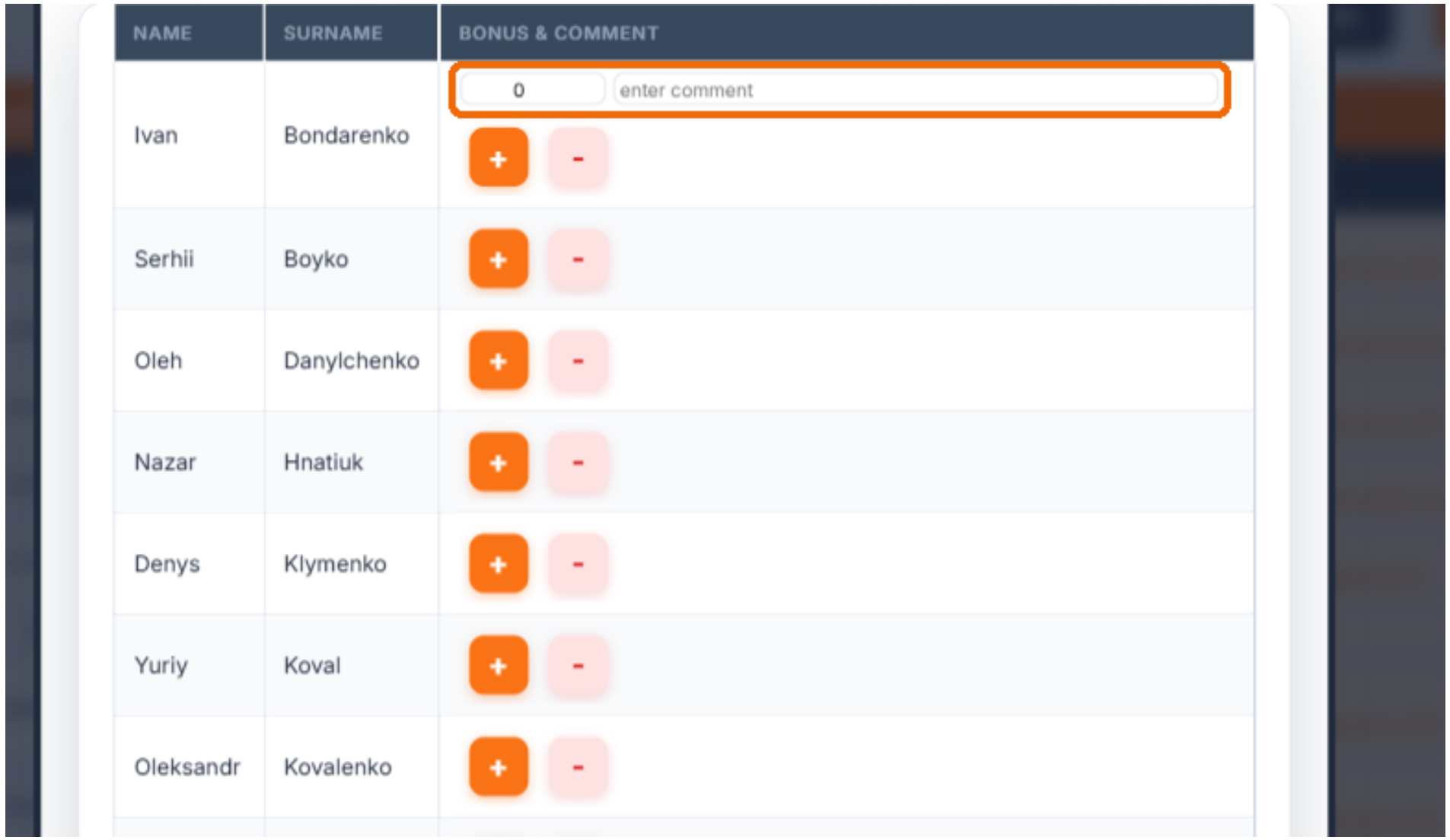
Bonuses and deductions



The BONUSES and DEDUCTIONS columns show each worker's totals for the month; the speech bubble means comments can be attached. Click a value to open the bonus or deduction window for all listed workers.

Hours

Add a bonus



In the bonus window, + adds a line with an amount and a comment for that worker; several lines can be added. - removes the last line. Press SAVE at the bottom to store the changes. The deductions window works the same way.

Hours

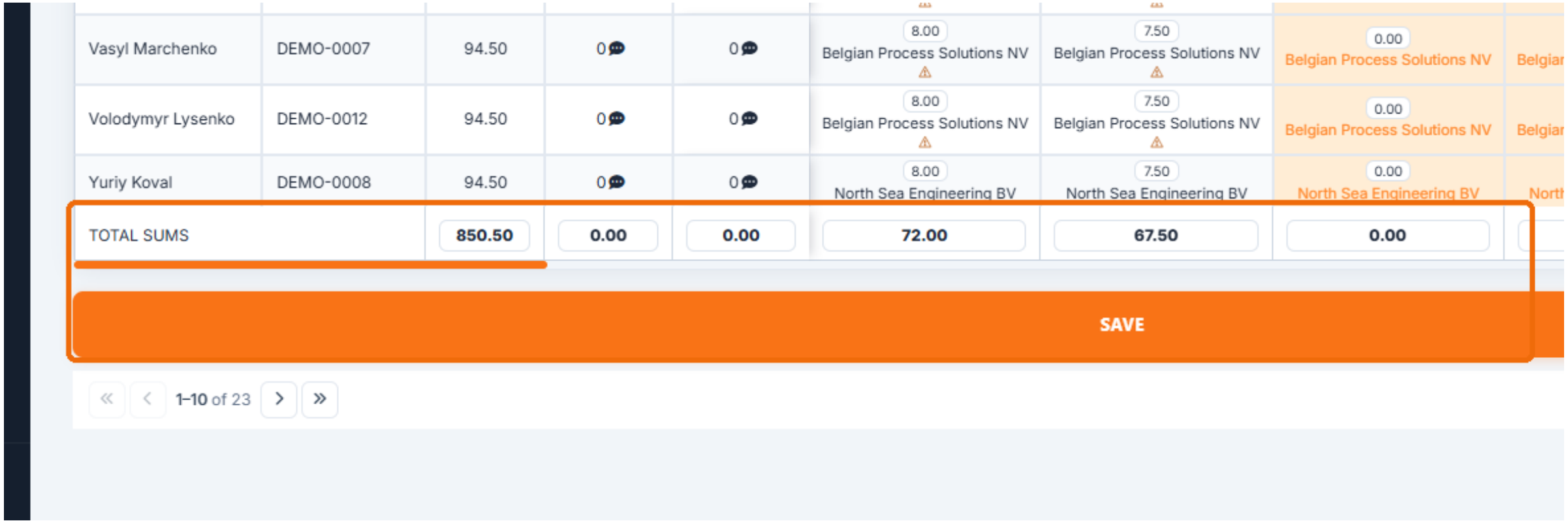
Month summary

WEEK 42			/ DATA						
NS / WEEK)	HOURS (WEEK)	LONG DISTANCE	TOTAL HOURS	SATURDAYS	SUNDAYS	NORMAL HOURS	POST DAYS	LONG DISTANCE	90 DAYS
0	0		94.50	0.00	0.00	94.50		0	YYYY-MM-DD
0	0		94.50	0.00	0.00	94.50		0	YYYY-MM-DD
0	0		94.50	0.00	0.00	94.50		0	YYYY-MM-DD
0	0		94.50	0.00	0.00	94.50		0	YYYY-MM-DD
0	0		94.50	0.00	0.00	94.50		0	YYYY-MM-DD
0	0		0	0	0	0		0	YYYY-MM-DD
0	0		94.50	0.00	0.00	94.50		0	YYYY-MM-DD
0	0		94.50	0.00	0.00	94.50		0	YYYY-MM-DD

The last columns summarise the month: TOTAL HOURS split into Saturdays, Sundays and normal hours, POST DAYS, LONG DISTANCE and the 90 DAYS date used for posting rules. Name and code stay pinned on the left while scrolling.

Hours

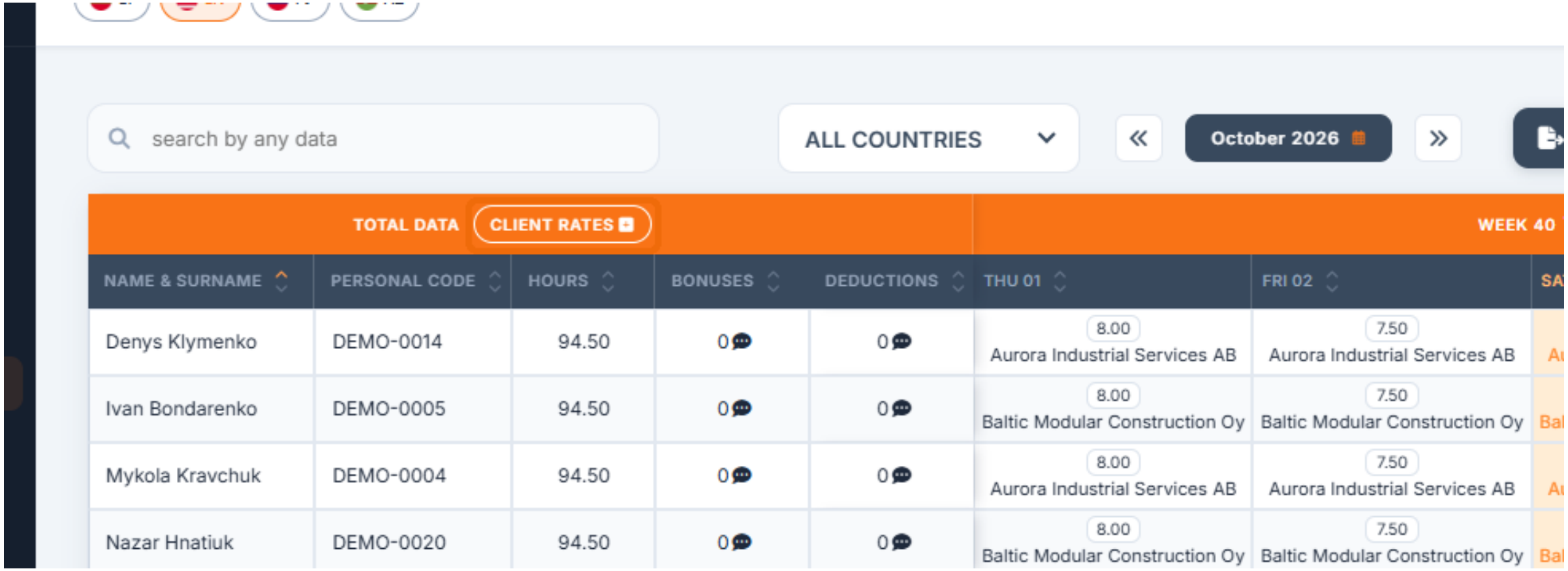
Totals and save



TOTAL SUMS below the table adds up hours, bonuses, deductions, days and weekly values for the listed workers. Press SAVE to store your entries; unsaved changes are lost when you change the month or leave the page.

Hours

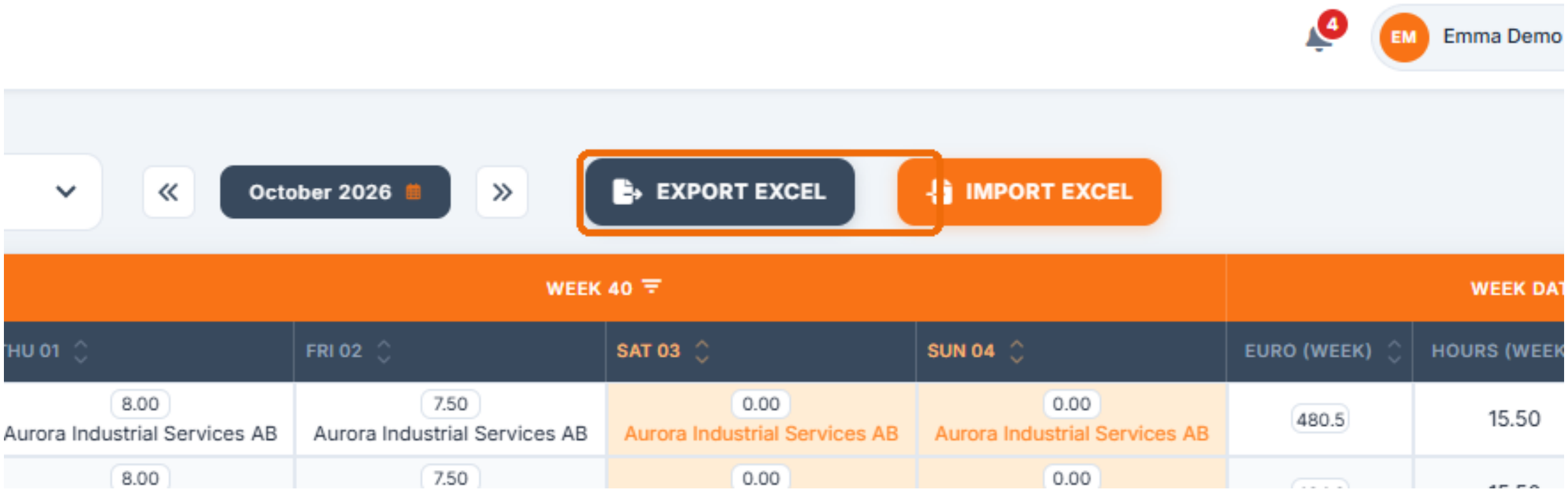
Client rates shortcut



The CLIENT RATES button in the orange header opens the same client tariff window as Planning > Client Rates, so a missing tariff can be added without leaving Hours.

Hours

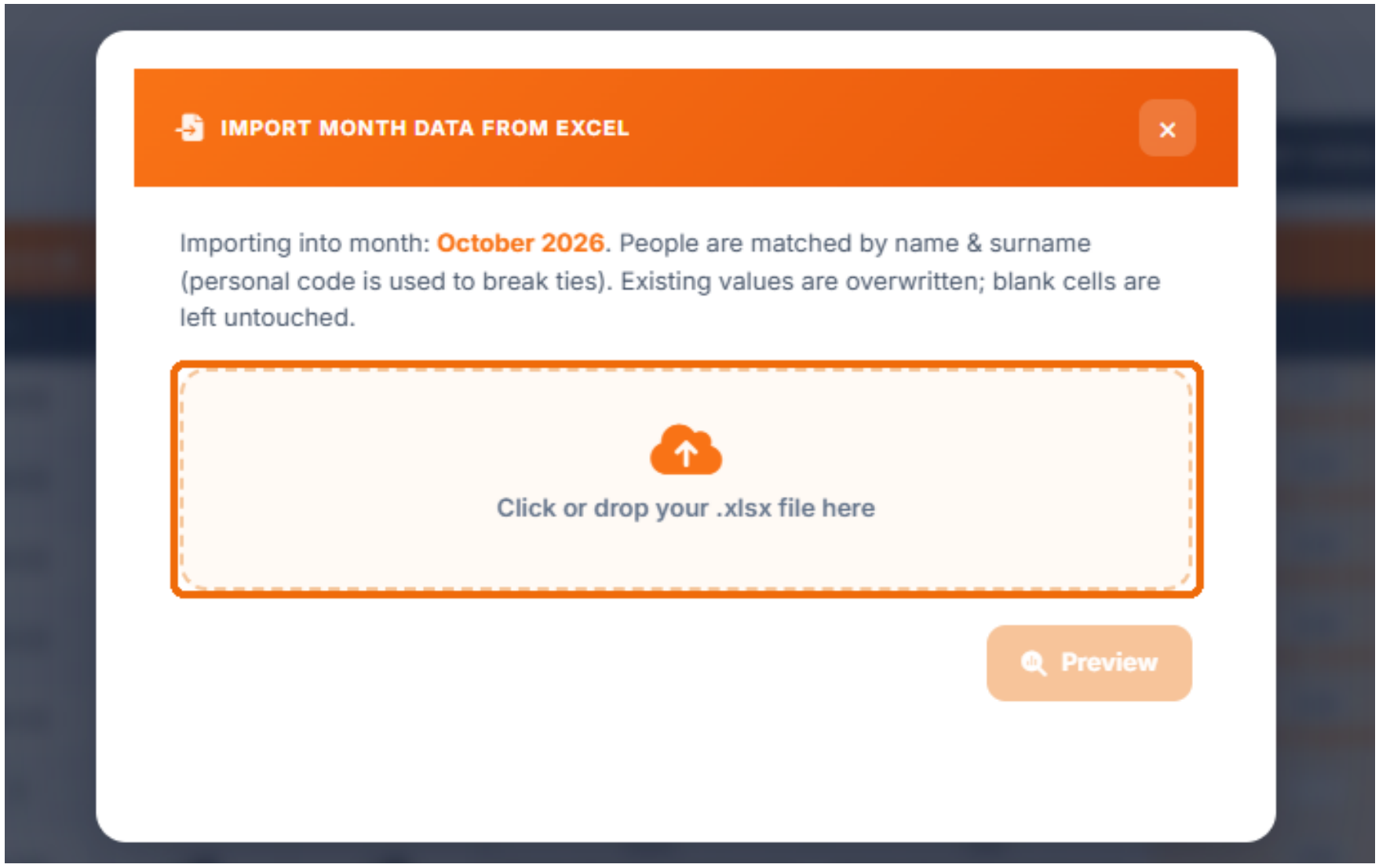
Export to Excel



EXPORT EXCEL creates an .xlsx file of the displayed month with daily hours, weekly long distance, post days, 90 days, bonuses and deductions on separate sheets. The file can be edited and imported back.

Hours

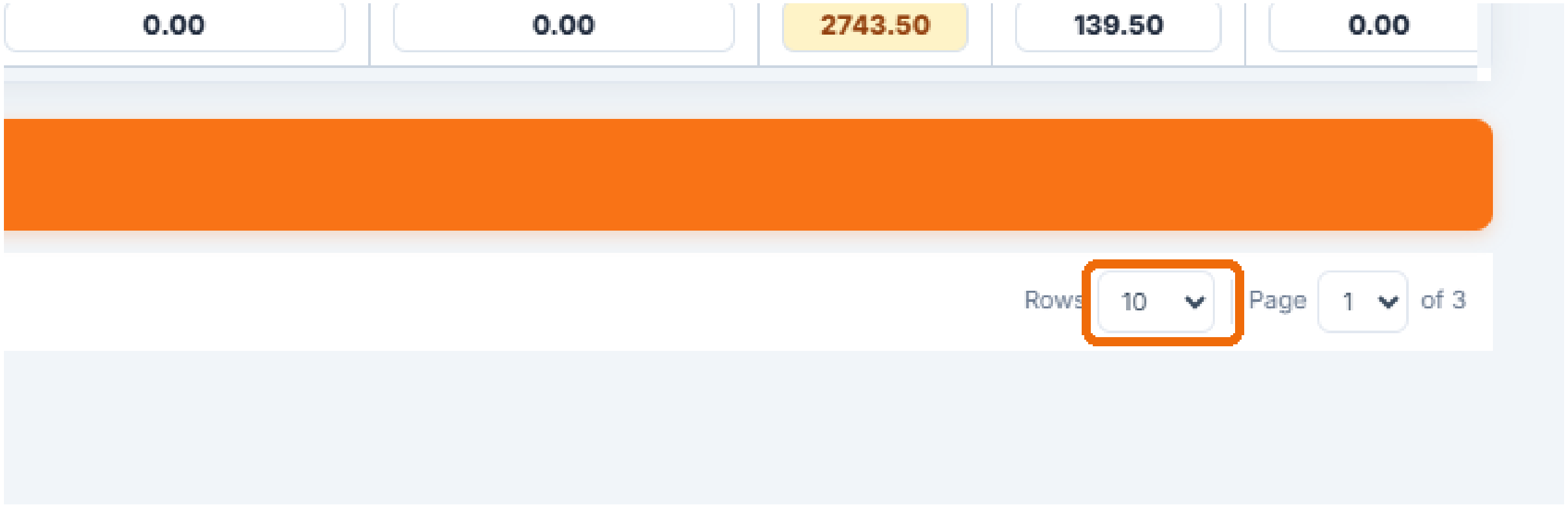
Import from Excel



Choose or drop an .xlsx file. People are matched by name and surname, with the personal code used to break ties. Existing values are overwritten and blank cells are left untouched. Press Preview to check the result before applying it.

Hours

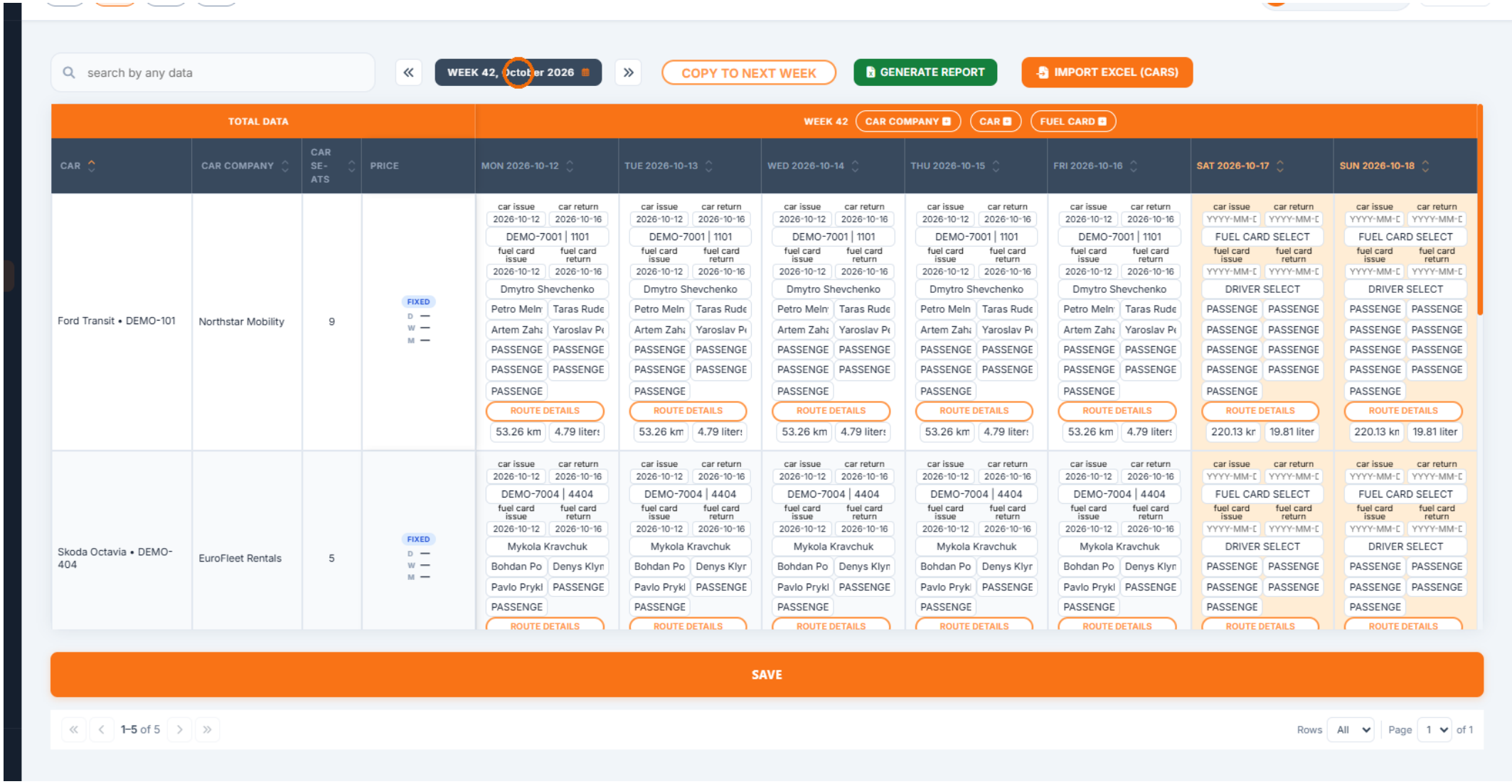
Pages and rows



The pager under the table shows which workers are listed. Use the arrows to change page, Rows to set the page size and Page to jump directly to a page.

Car Planning

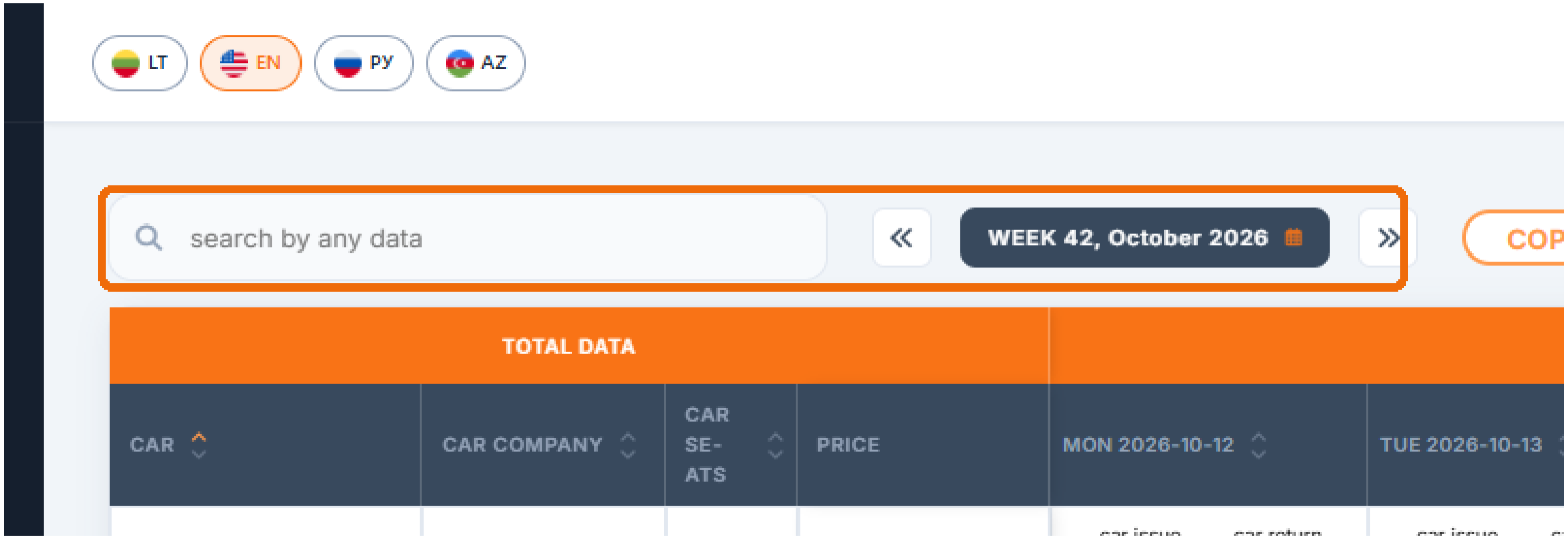
Open Car Planning



Open Planning > Car Planning. Each row is one car: its name and plate, rental company, number of seats and price on the left, then one cell per day from Monday to Sunday. Weekend columns are shaded orange.

Car Planning

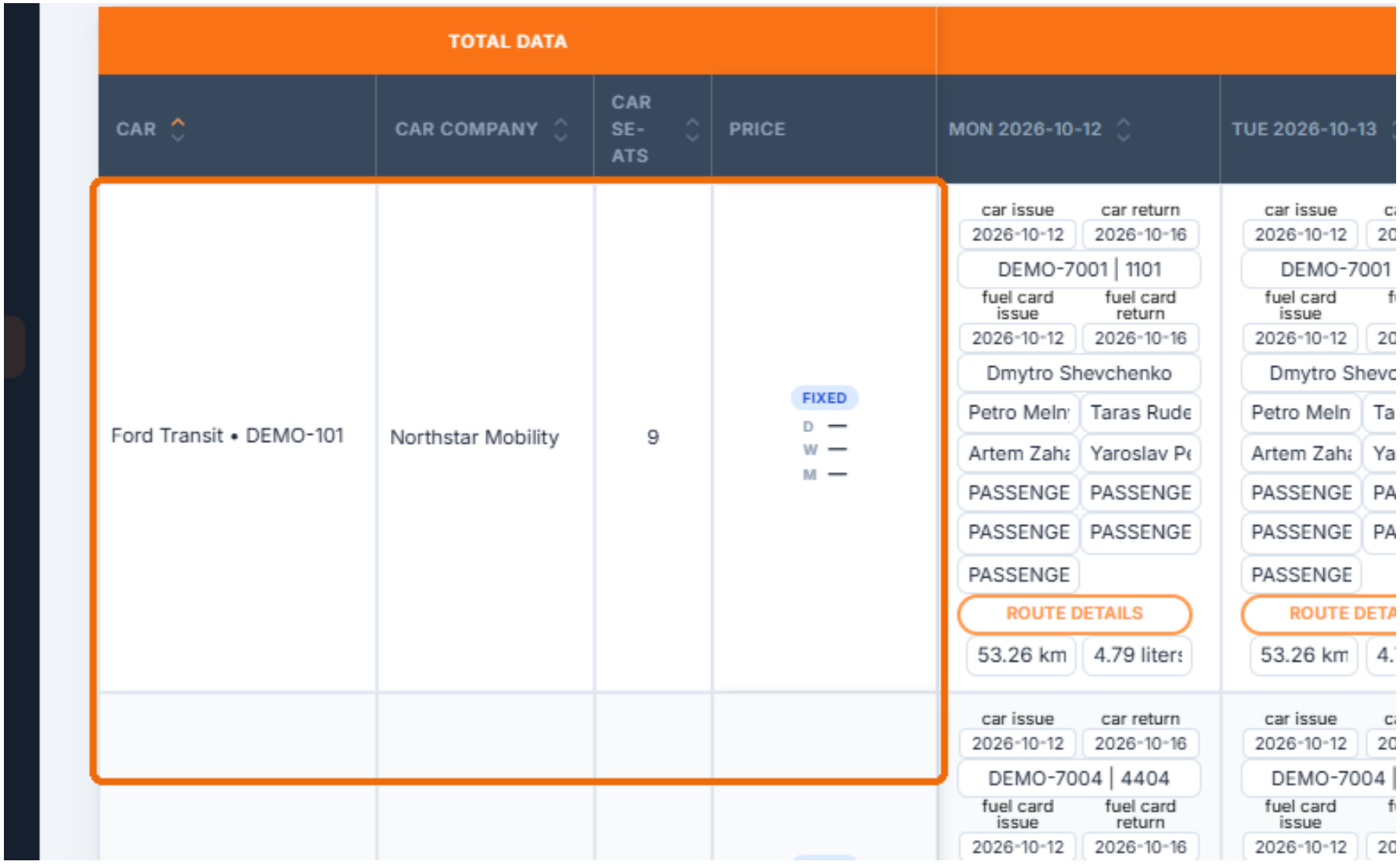
Week and search



Type in the search box to filter cars by any visible value, such as a plate, company or person. The « and » arrows move one week back or forward and the week label opens a calendar to jump to any week.

Car Planning

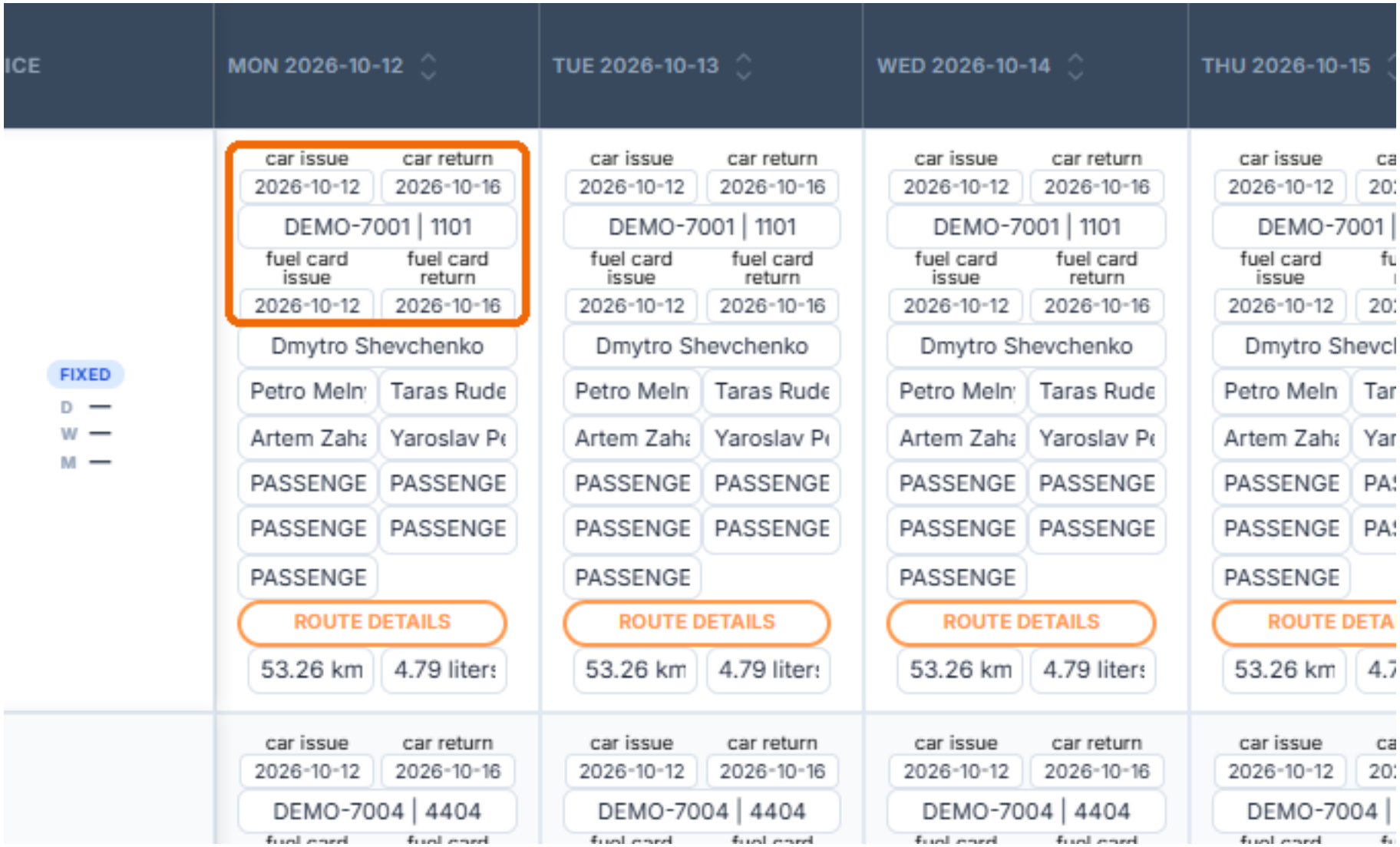
Car details



CAR shows the model and plate, CAR COMPANY the rental company and CAR SEATS the capacity used to count free seats. PRICE shows Fixed or Per seat with the day (D), week (W) and month (M) prices entered in the CAR window.

Car Planning

Car and fuel card dates



In every day cell, car issue and car return give the rental period of the car. FUEL CARD SELECT assigns a fuel card (number and PIN), with fuel card issue and return dates beside it, so you always know who holds which card.

Car Planning

Driver and passengers

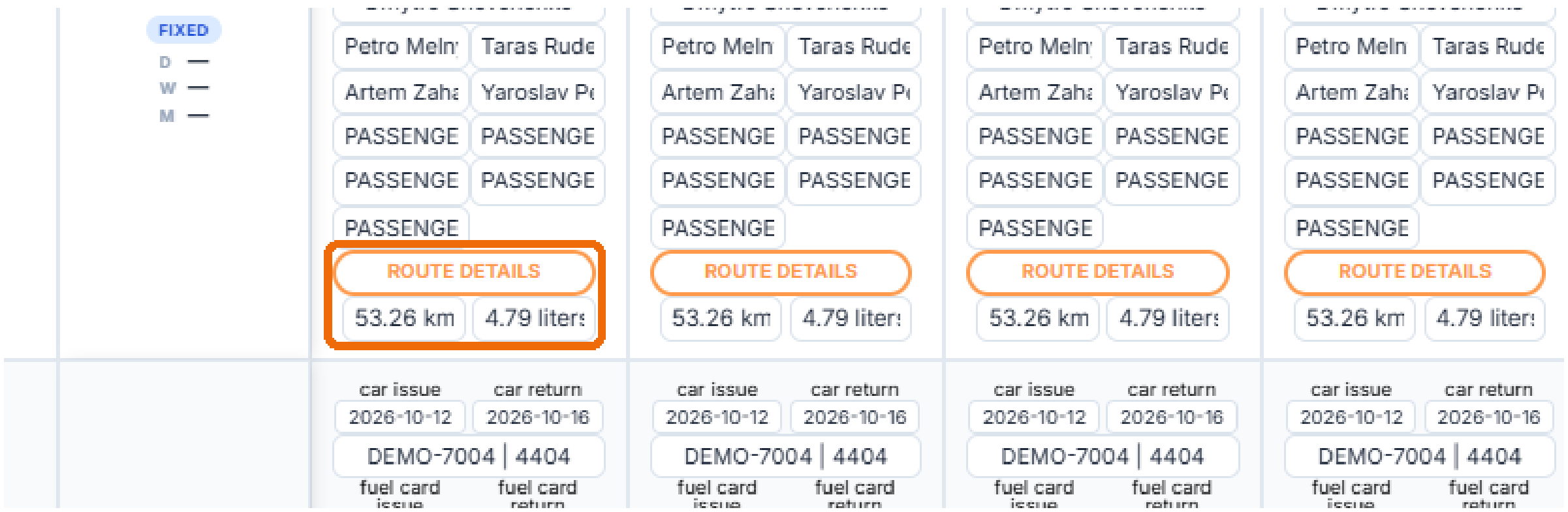
FIXED
D —
W —
M —

car issue	car return	fuel card issue	fuel card return	DRIVER SELECT	PASSENGER SELECT	PASSENGER SELECT	PASSENGER SELECT	PASSENGER SELECT	ROUTE DETAILS		
2026-10-12	2026-10-16	2026-10-12	2026-10-16	Dmytro Shevchenko	Petro Meln	Taras Rude	Artem Zaha	Yaroslav P(	PASSENGE	PASSENGE	PASSENGE	PASSENGE	ROUTE DETAILS	53.26 km	4.79 liters
2026-10-12	2026-10-16	2026-10-12	2026-10-16	Dmytro Shevchenko	Petro Meln	Taras Rude	Artem Zaha	Yaroslav P(	PASSENGE	PASSENGE	PASSENGE	PASSENGE	ROUTE DETAILS	53.26 km	4.79 liters
2026-10-12	2026-10-16	2026-10-12	2026-10-16	Dmytro Shevchenko	Petro Meln	Taras Rude	Artem Zaha	Yaroslav P(	PASSENGE	PASSENGE	PASSENGE	PASSENGE	ROUTE DETAILS	53.26 km	4.79 liters
2026-10-12	20	2026-10-12	20	Dmytro Shevcl	Petro Meln	Tar	Artem Zaha	Yar	PASSENGE	PA	PASSENGE	PA	ROUTE DETA	53.26 km	4.7
car issue	car return	fuel card issue	fuel card return	DRIVER SELECT	PASSENGER SELECT	PASSENGER SELECT	PASSENGER SELECT	PASSENGER SELECT	ROUTE DETAILS		
2026-10-12	2026-10-16	2026-10-12	2026-10-16	DEMO-7004 | 4404							
2026-10-12	2026-10-16	2026-10-12	2026-10-16	DEMO-7004 | 4404							
2026-10-12	2026-10-16	2026-10-12	2026-10-16	DEMO-7004 | 4404							
2026-10-12	20	2026-10-12	20	DEMO-7004 |							

DRIVER SELECT sets who drives the car that day. PASSENGER SELECT fields appear for the remaining seats; pick the workers travelling in the car. Empty passenger fields show the free seats.

Car Planning

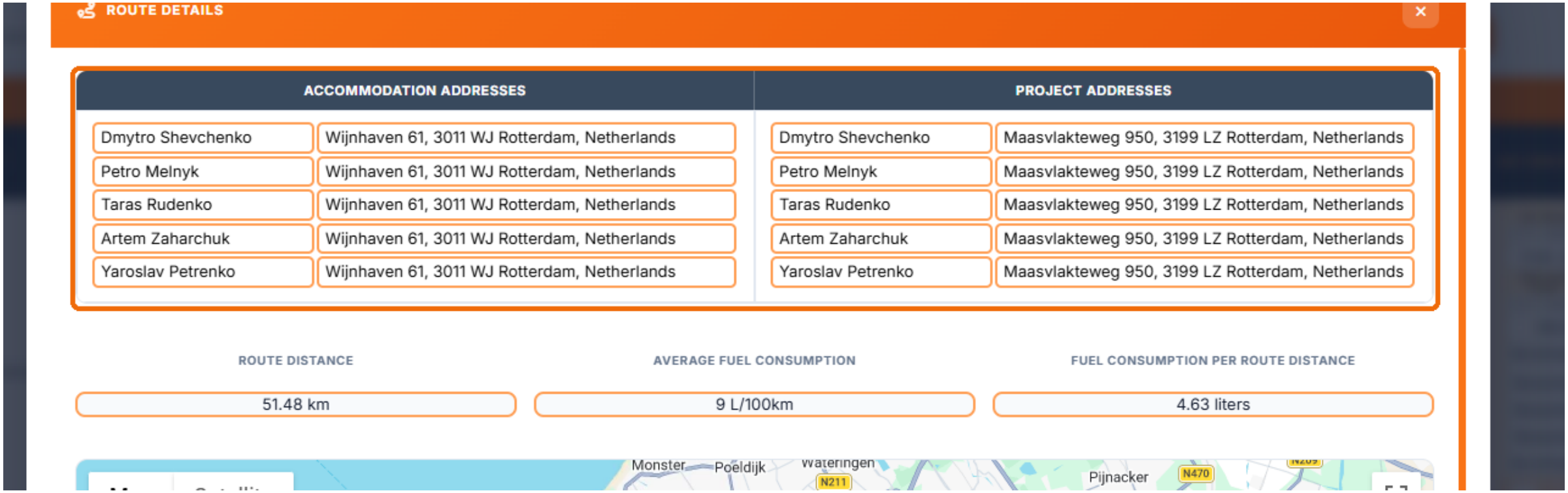
Route and fuel



Under each day, ROUTE DETAILS opens the travel window for that car and day. The two small fields show the route distance in kilometres and the estimated fuel use in litres, calculated from the addresses and the car's average consumption.

Car Planning

Route details window



ACCOMMODATION ADDRESSES come from House Planning and PROJECT ADDRESSES from Project Planning for every person in the car. These addresses are used to build the route.

Car Planning

Distance and map

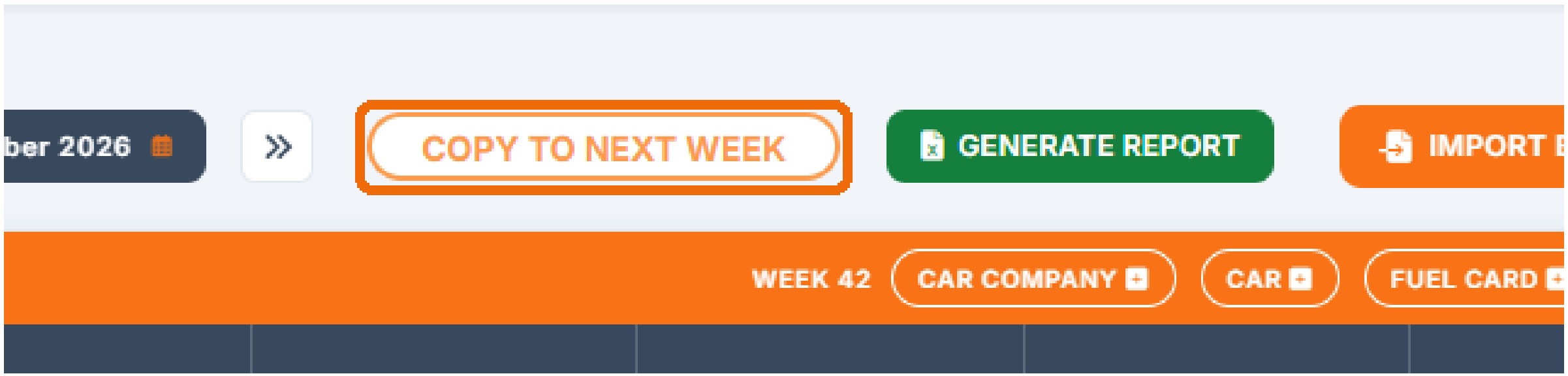
ROUTE DISTANCE	AVERAGE FUEL CONSUMPTION	FUEL CONSUMPTION PER ROUTE DISTANCE
51.48 km	9 L/100km	4.63 liters



ROUTE DISTANCE is the calculated driving distance, AVERAGE FUEL CONSUMPTION comes from the car settings and FUEL CONSUMPTION PER ROUTE DISTANCE is the expected fuel for the trip. The map shows the route between the accommodation and the project site.

Car Planning

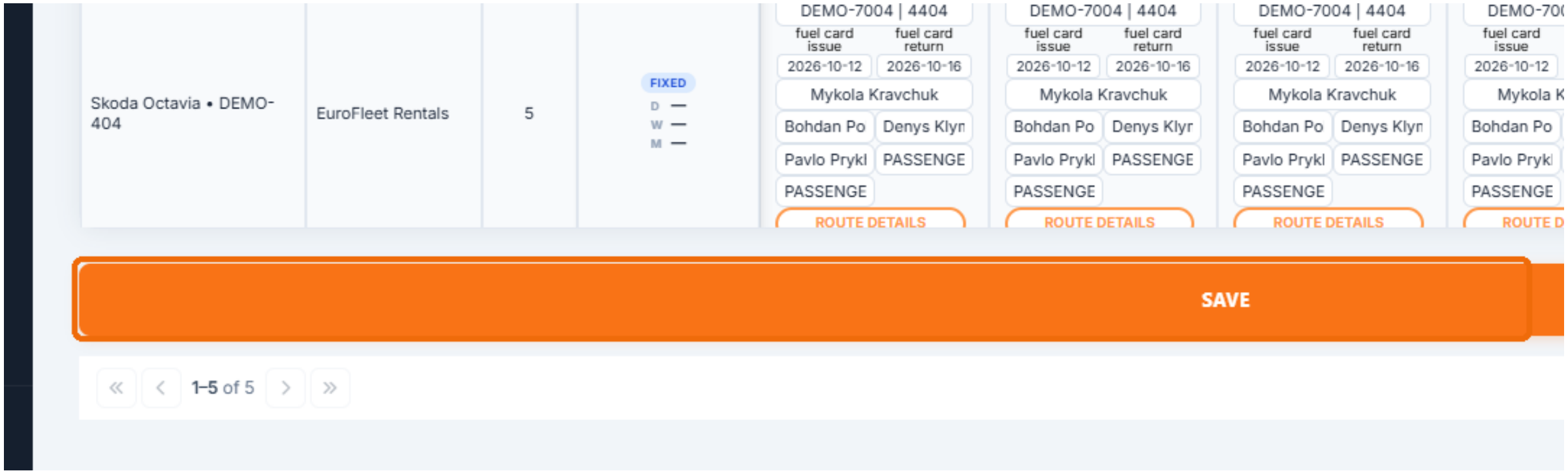
Copy to next week



Use COPY TO NEXT WEEK when most cars keep the same drivers and passengers, then adjust only the changes in the next week. Check the target week afterwards; this tutorial explains the button without running it on the demo data.

Car Planning

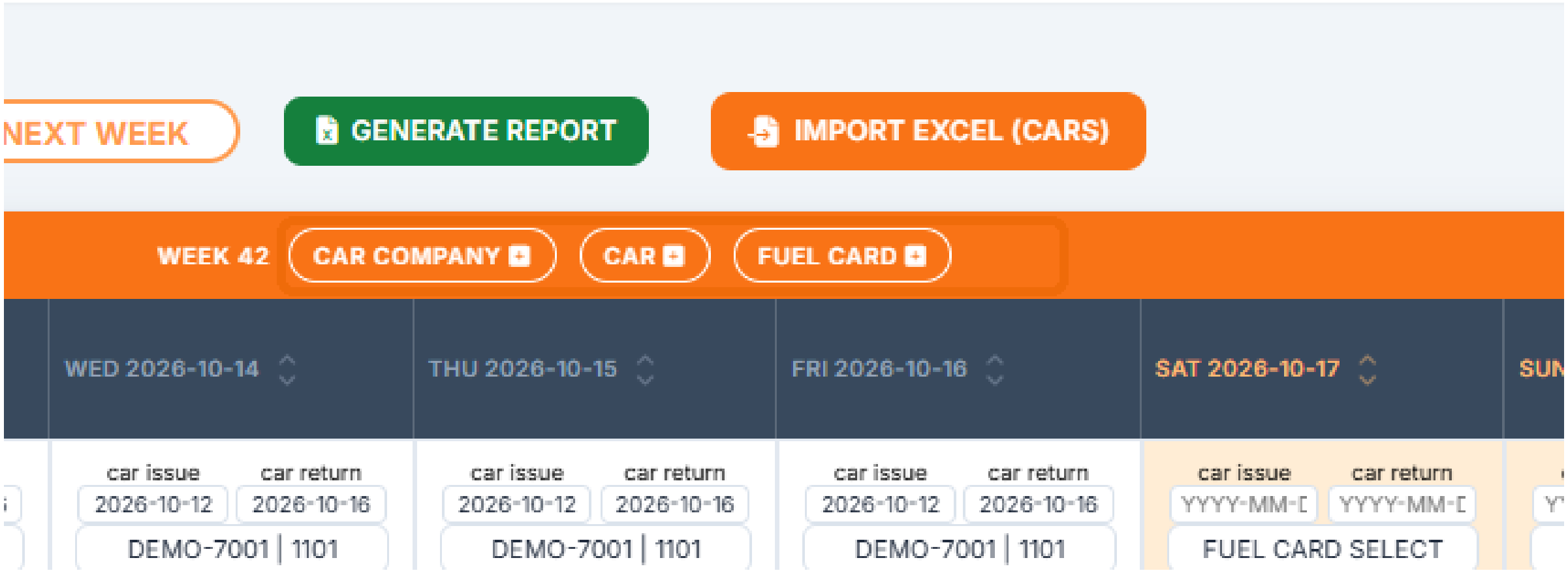
Save the plan



Changes in the day cells stay on the page until you press SAVE. Save before changing the week or leaving the page, otherwise unsaved edits are lost.

Car Planning

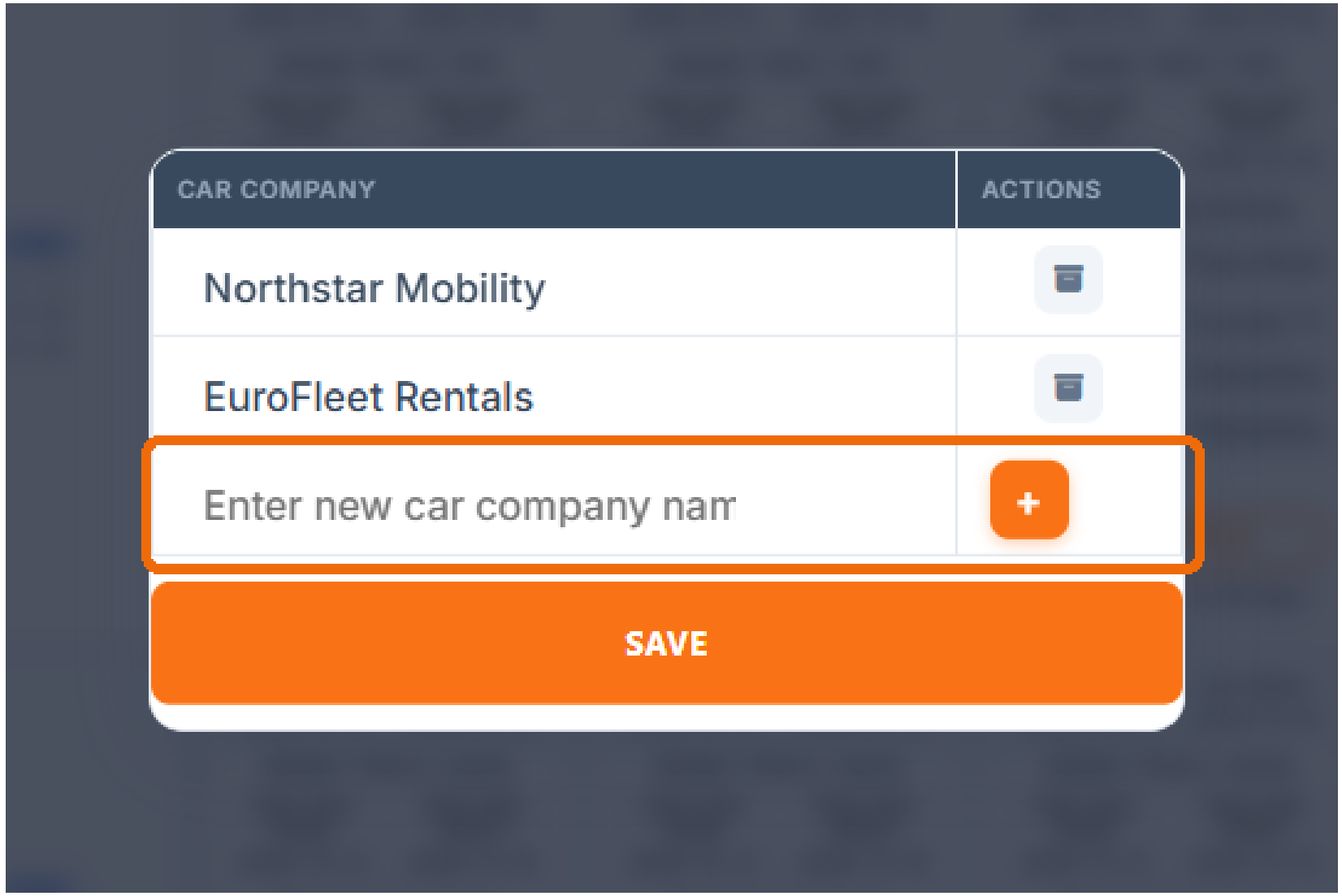
Manage master data



The buttons in the orange header open editors for rental companies, cars and fuel cards. Items added there become available in the car rows and in FUEL CARD SELECT after saving.

Car Planning

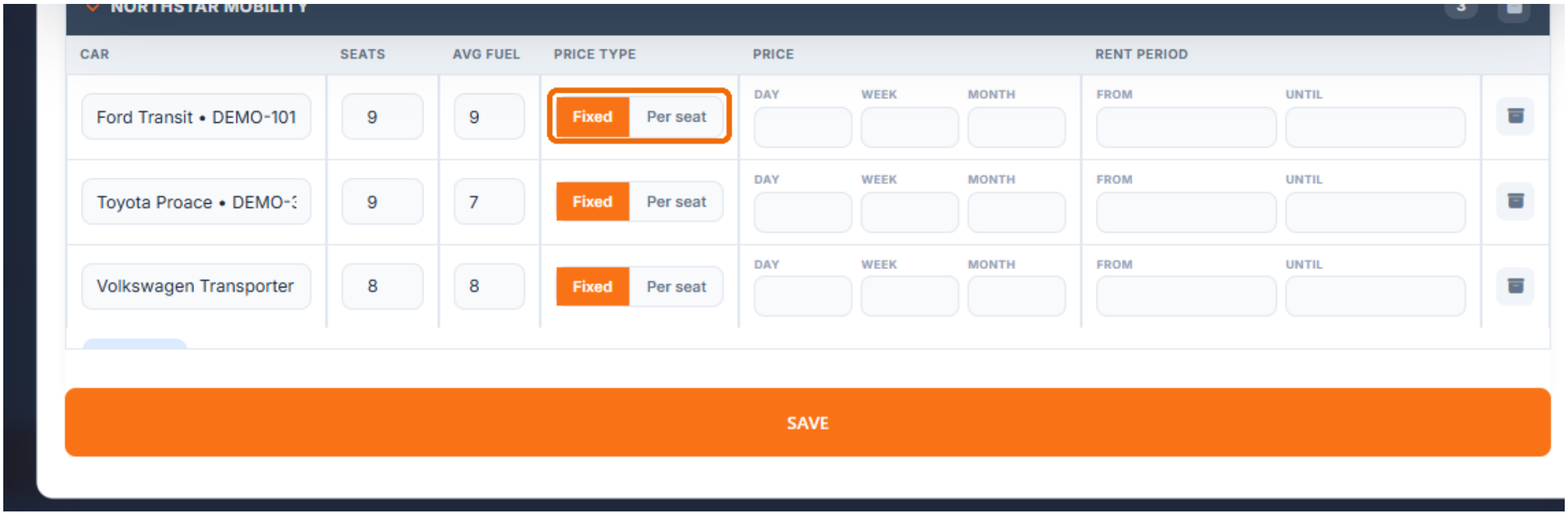
Car companies



The CAR COMPANY window lists rental companies. Type a new name in the last row and press +. The box icon archives a company, hiding it from new selections while keeping history. Press SAVE to apply.

Car Planning

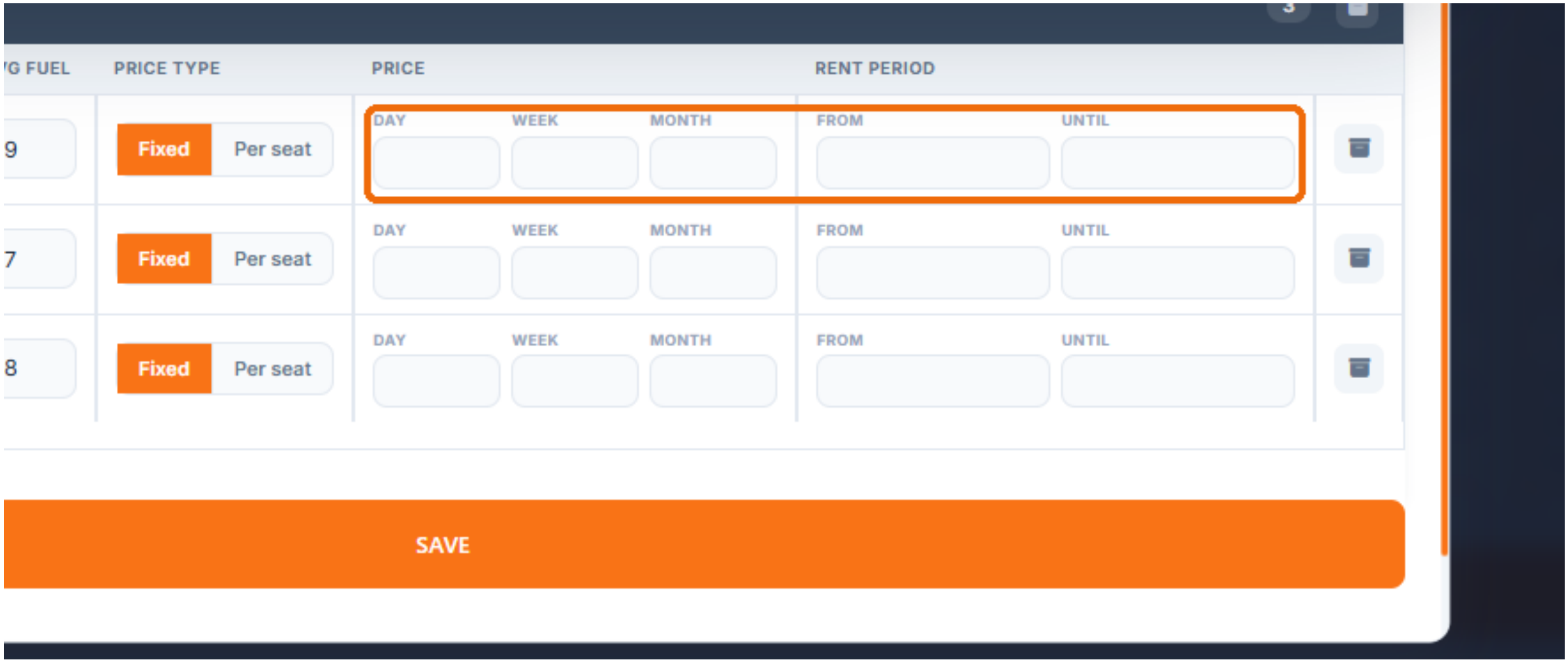
Cars



Cars are grouped under their rental company. For each car set the name or plate, SEATS, AVG FUEL (litres per 100 km) and PRICE TYPE: Fixed for the whole car or Per seat.

Car Planning

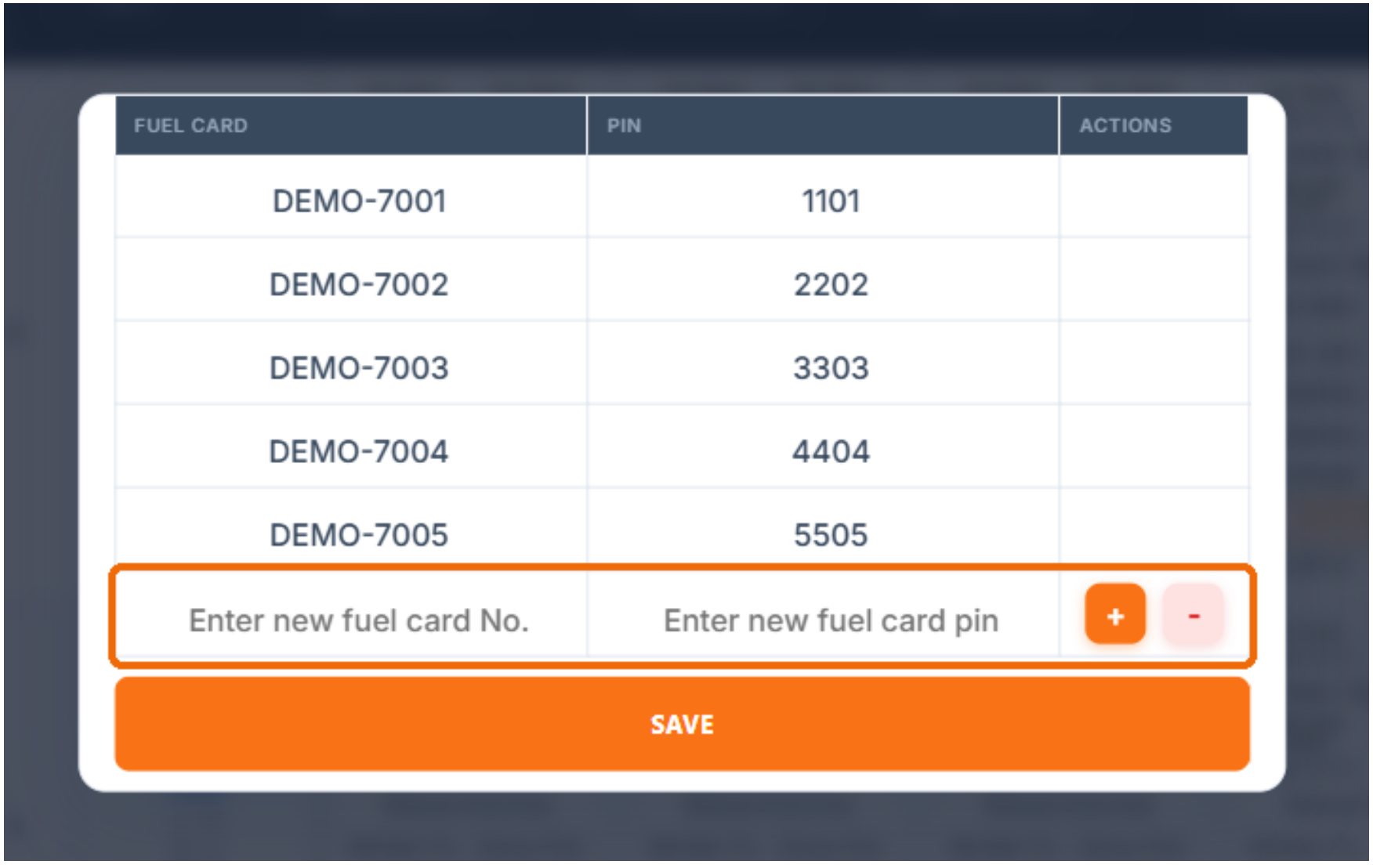
Prices and rent period



PRICE takes a day, week or month amount, and RENT PERIOD the From and Until dates of the rental. The box icon at the end of a row archives the car. Press SAVE to apply all car changes.

Car Planning

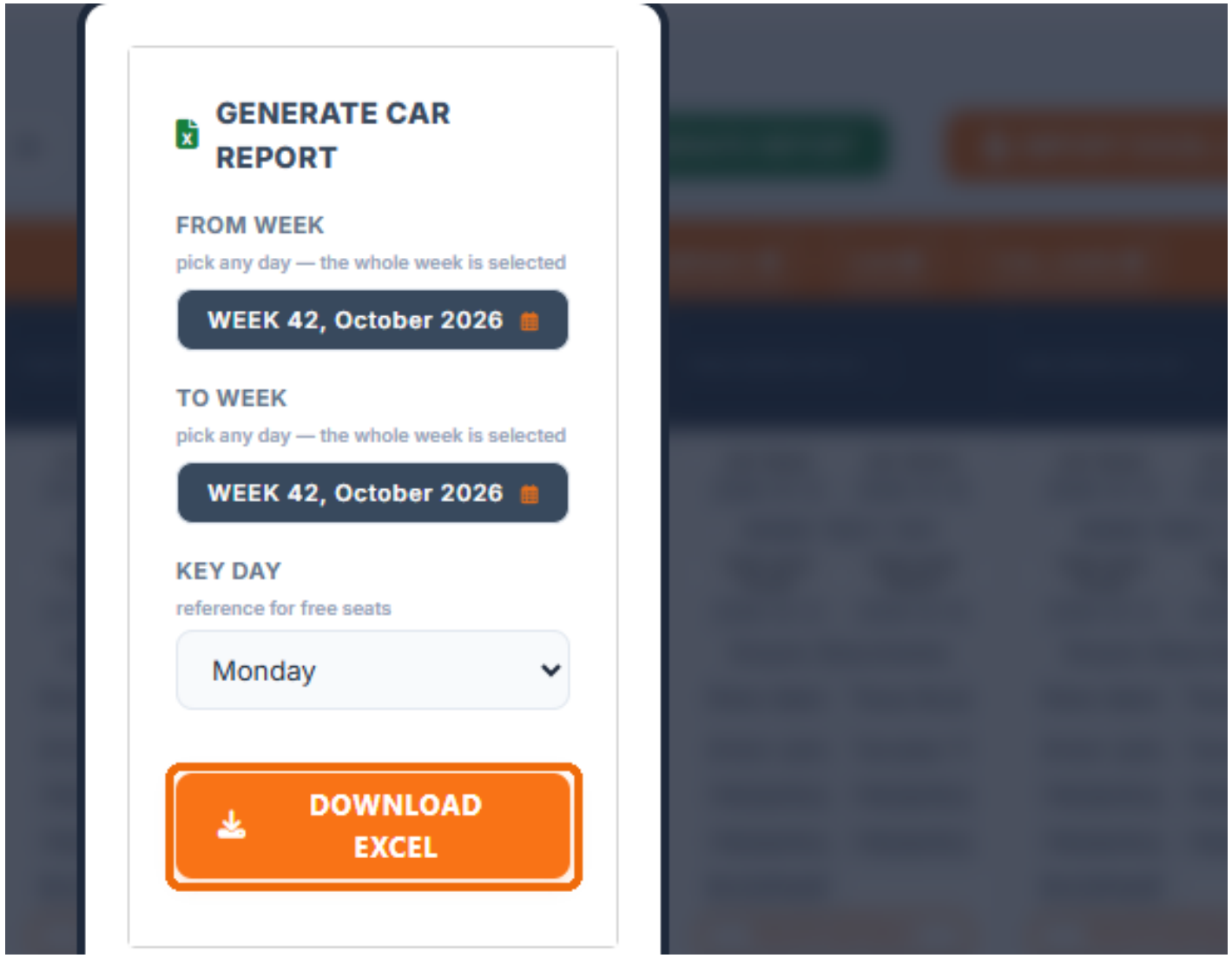
Fuel cards



The FUEL CARD window lists card numbers and PIN codes used by drivers. Enter a new card number and PIN and press +, or use - to remove the new row. Press SAVE to apply. The cards then appear in FUEL CARD SELECT.

Car Planning

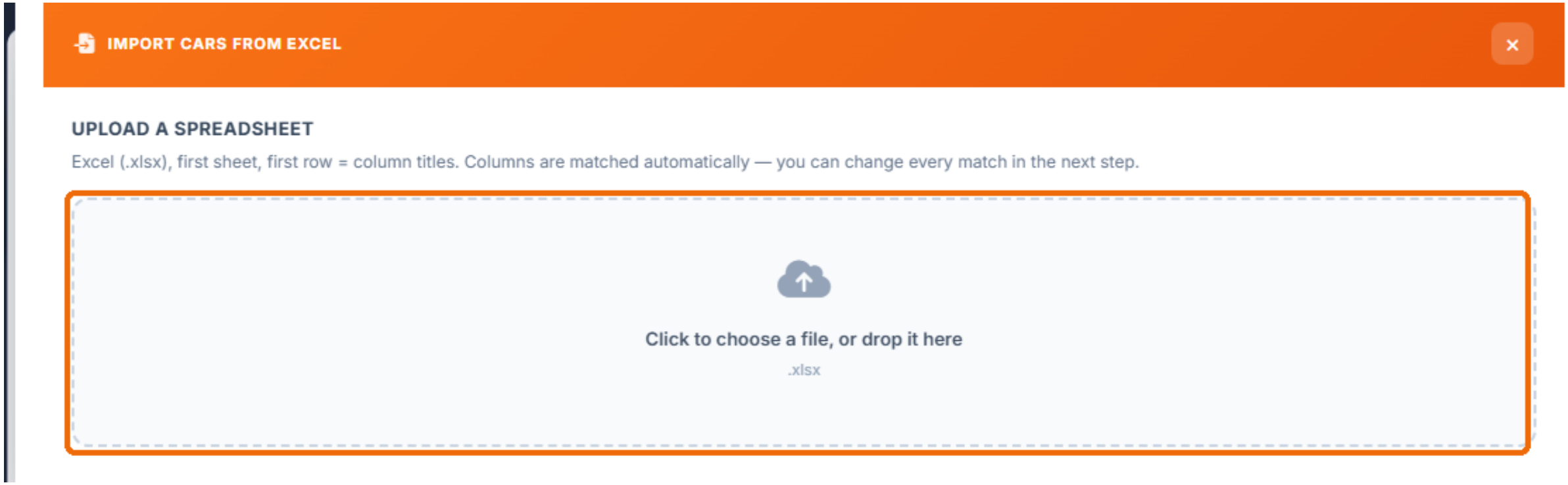
Car report



Pick FROM WEEK and TO WEEK (any day selects its whole week) and the KEY DAY used as the reference for counting free seats. Press DOWNLOAD EXCEL to create the report.

Car Planning

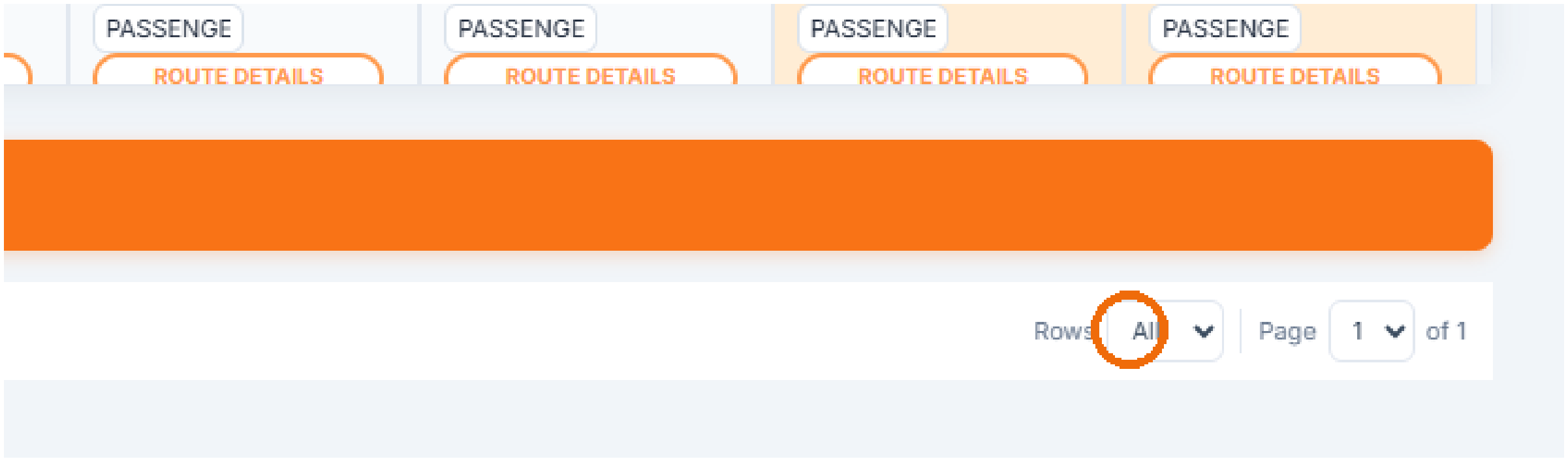
Import cars from Excel



Choose or drop an .xlsx file whose first row holds the column titles. Columns are matched automatically and every match can be changed in the next step before the cars are imported.

Car Planning

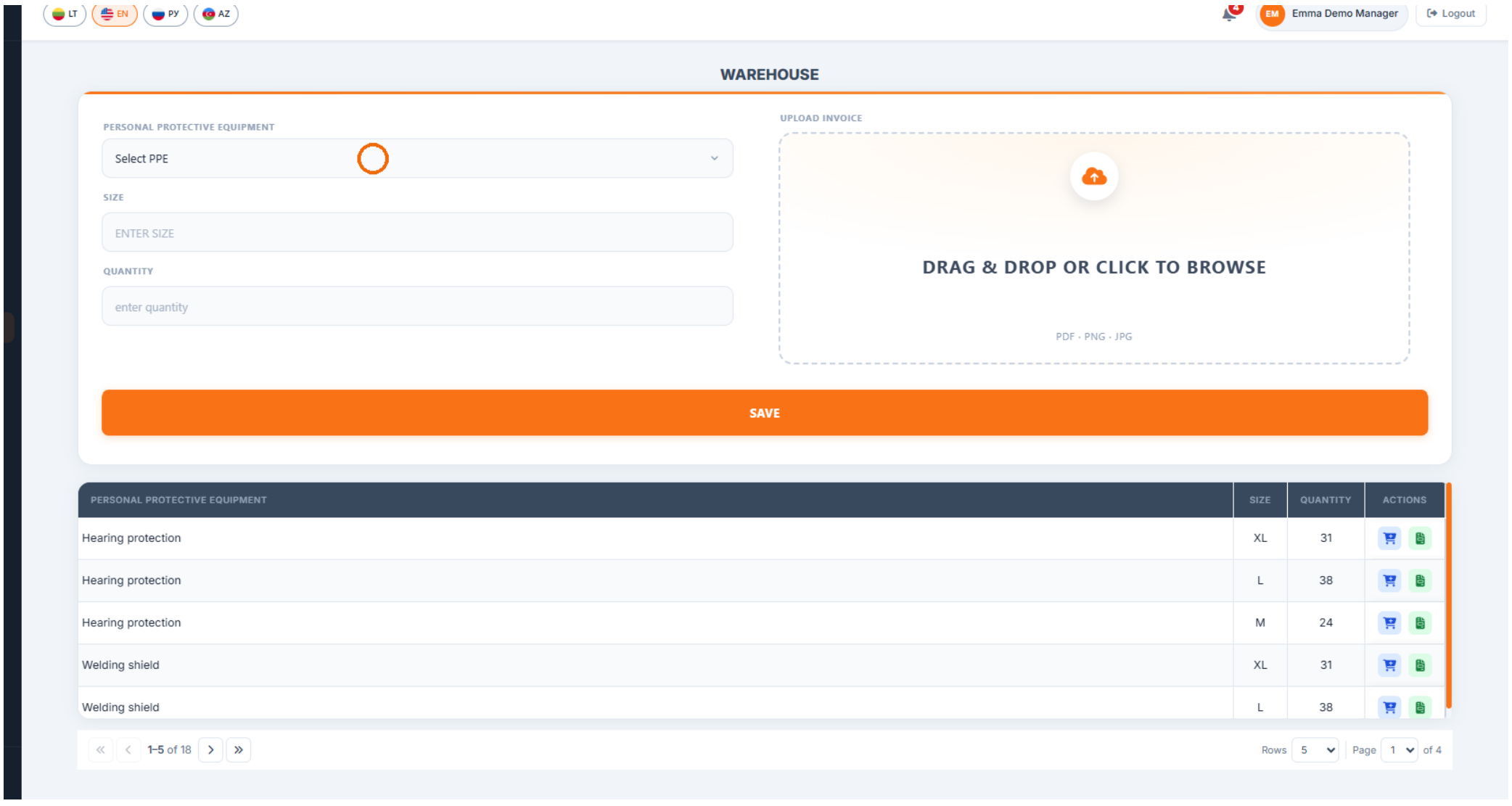
Pages and rows



The pager under the table shows which cars are listed. Use the arrows to change page, Rows to set the page size and Page to jump directly to a page.

Inventory

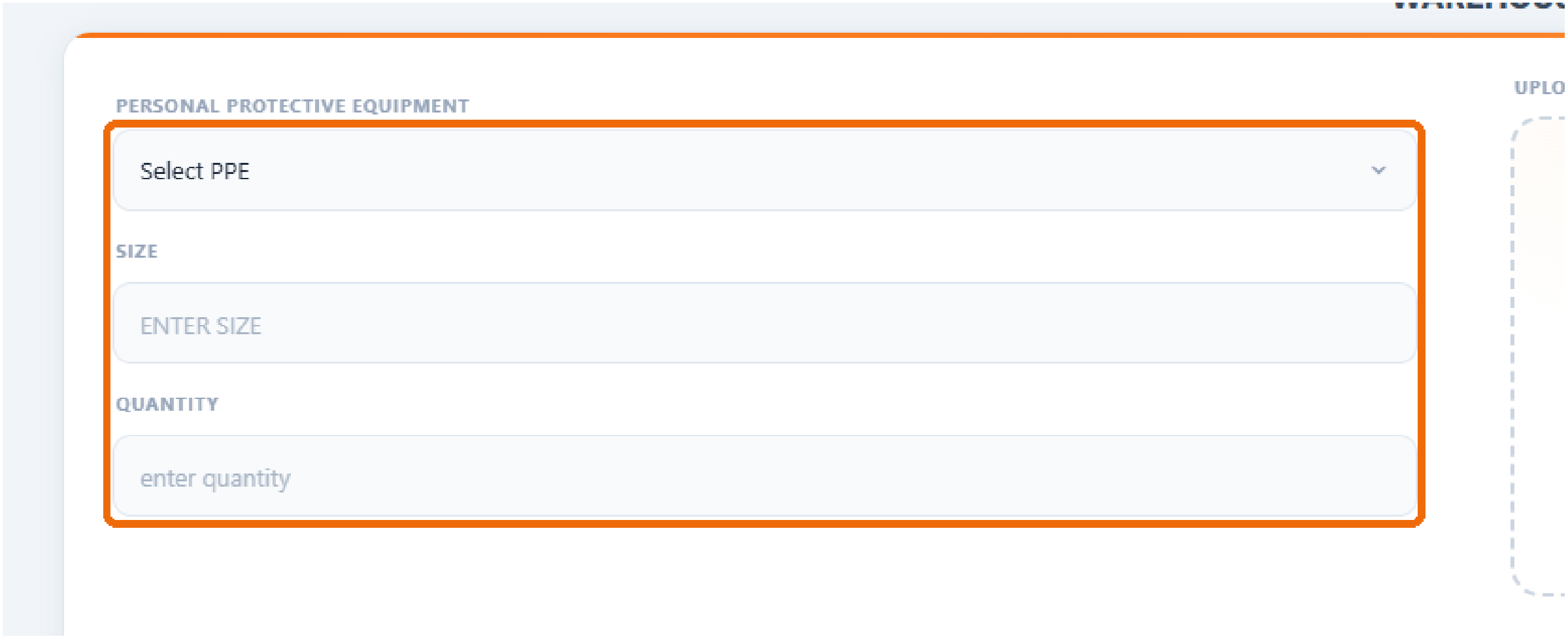
Open Inventory



Open Planning > Inventory. The Warehouse page has a form for adding personal protective equipment (PPE) to stock with its invoice, and a table of all items with size, quantity and actions.

Inventory

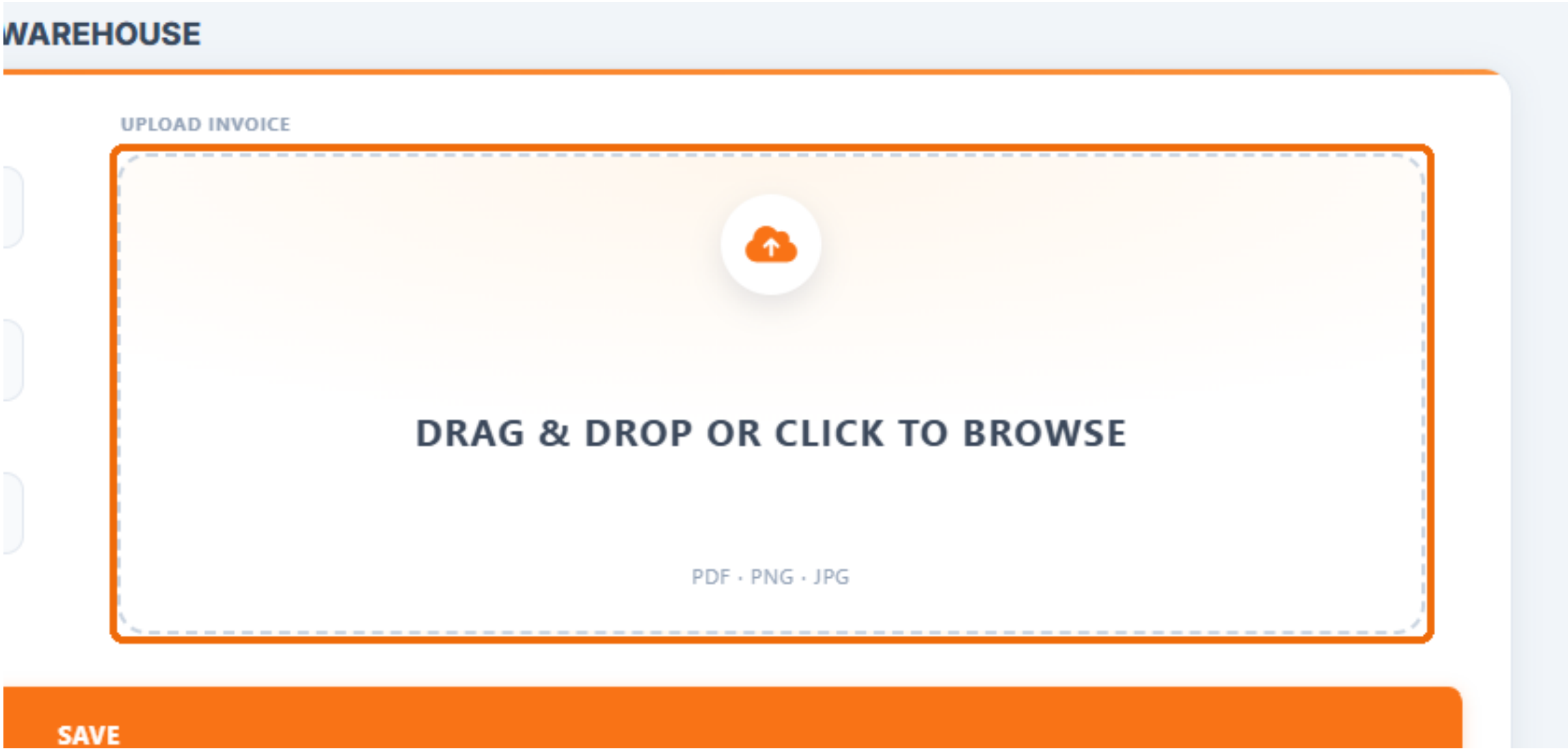
Add stock



Select the item in PERSONAL PROTECTIVE EQUIPMENT, type the SIZE (for example M, L or XL) and the QUANTITY received. Each combination of item and size is kept as its own stock line.

Inventory

Attach the invoice



UPLOAD INVOICE stores the supplier invoice with the stock entry, so every purchase can be traced later. Drop the file on the box or click it to choose a PDF, PNG or JPG file.

Inventory

Save the entry



SAVE adds the quantity to the warehouse and stores the invoice. The new stock appears in the table below.

Inventory

Stock list

SAVE

PERSONAL PROTECTIVE EQUIPMENT	SIZE	QUANTITY	ACTIONS
Hearing protection	XL	31	
Hearing protection	L	38	
Hearing protection	M	24	
Welding shield	XL	31	
Welding shield	L	38	

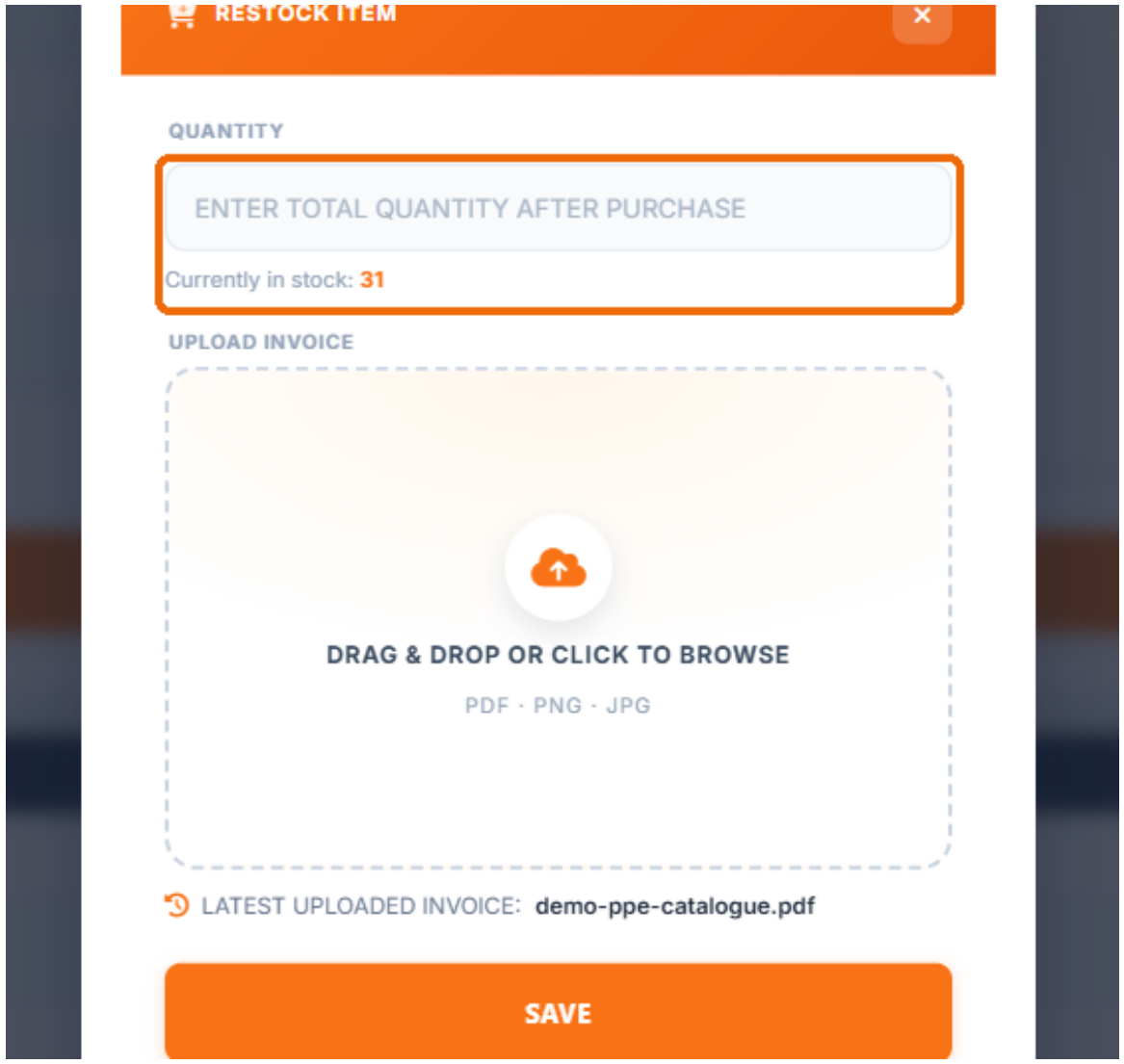
1–5 of 18

Rows 5 | Page 1 of 4

Each row shows the PPE item, its SIZE and the QUANTITY in stock. Quantities go down when PPE is issued to workers and up when items are restocked.

Inventory

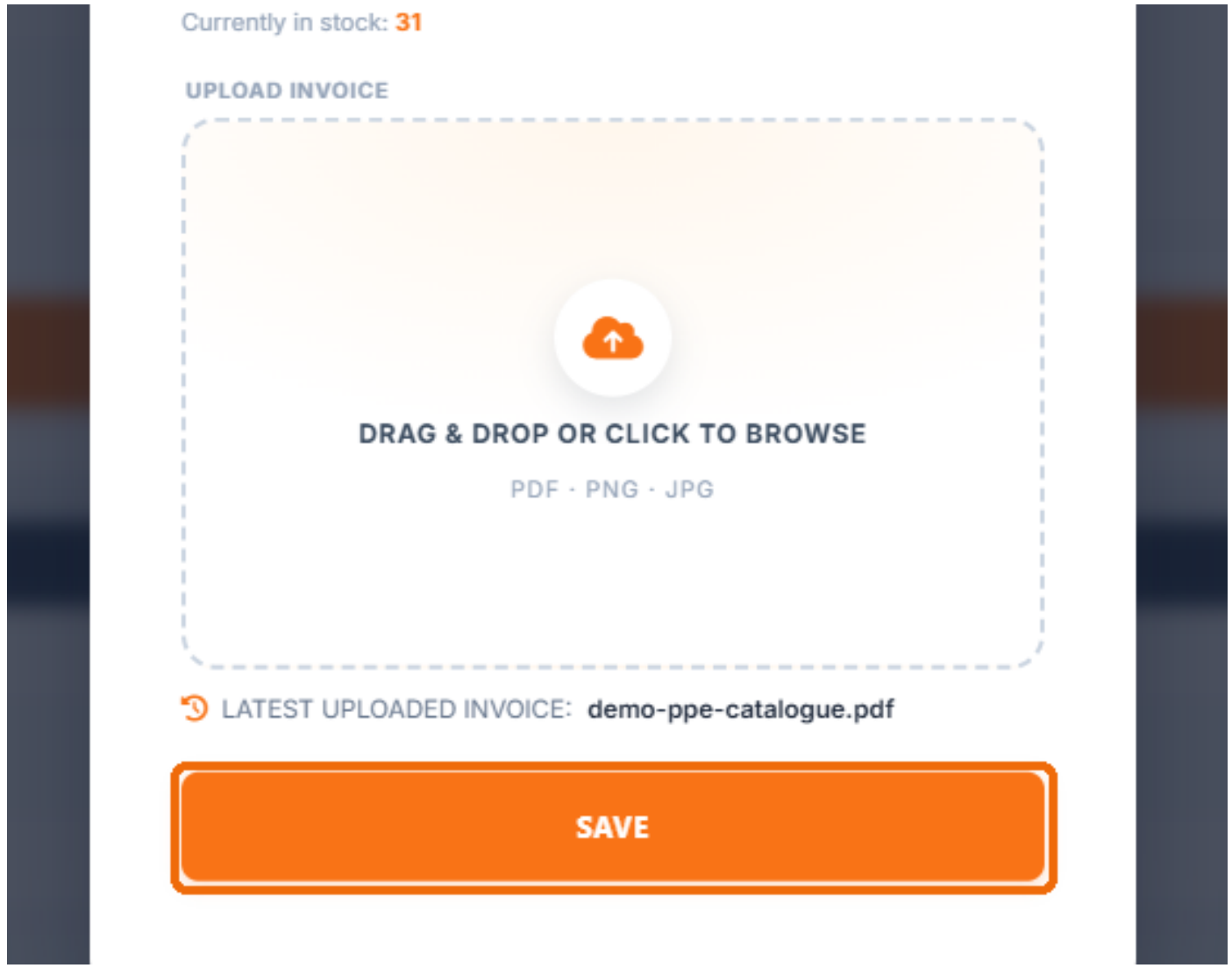
Restock an item



Click the blue cart icon in ACTIONS. In RESTOCK ITEM, enter the total quantity in stock after the purchase, not only the added amount. Currently in stock shows the present quantity for reference.

Inventory

Restock invoice



Drop or choose the invoice for this purchase. LATEST UPLOADED INVOICE names the file stored with the previous restock. Press SAVE to update the quantity and store the invoice.

Inventory

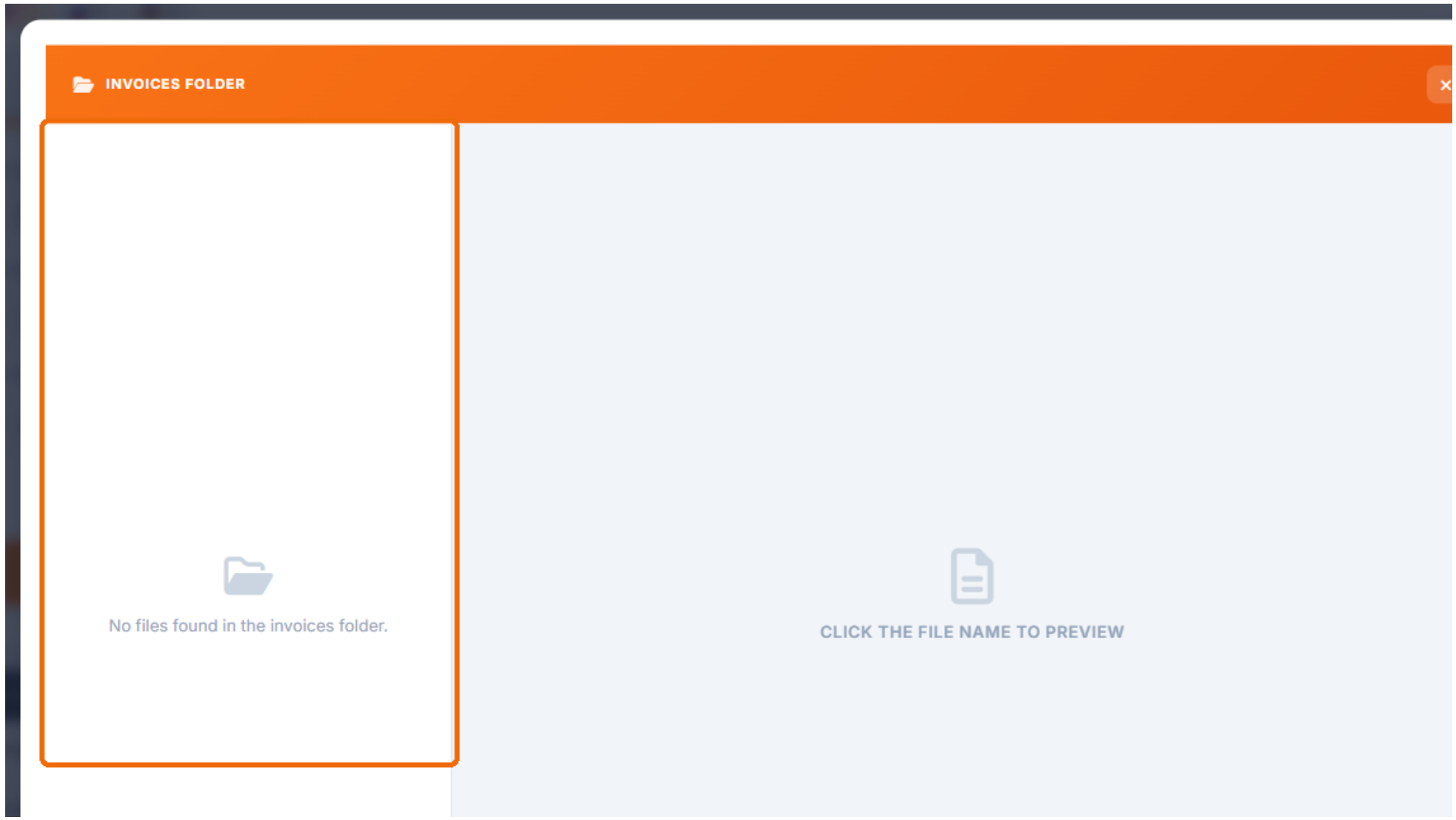
Open invoices

	SIZE	QUANTITY	ACTIONS
	XL	31	
	L	38	
	M	24	
	XL	31	

Click the green document icon in ACTIONS to see every invoice stored for the item.

Inventory

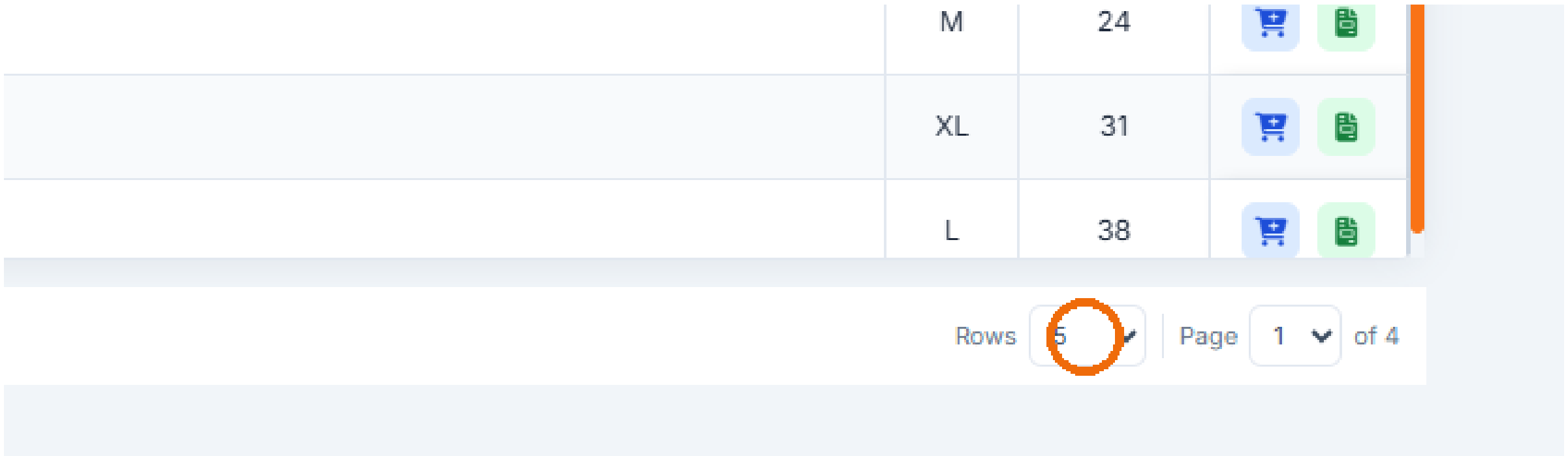
Invoices folder



INVOICES FOLDER shows the files saved for the item. Click a file name to preview it in the panel on the right. In this demo item no invoice files are stored yet, so the folder shows No files found.

Inventory

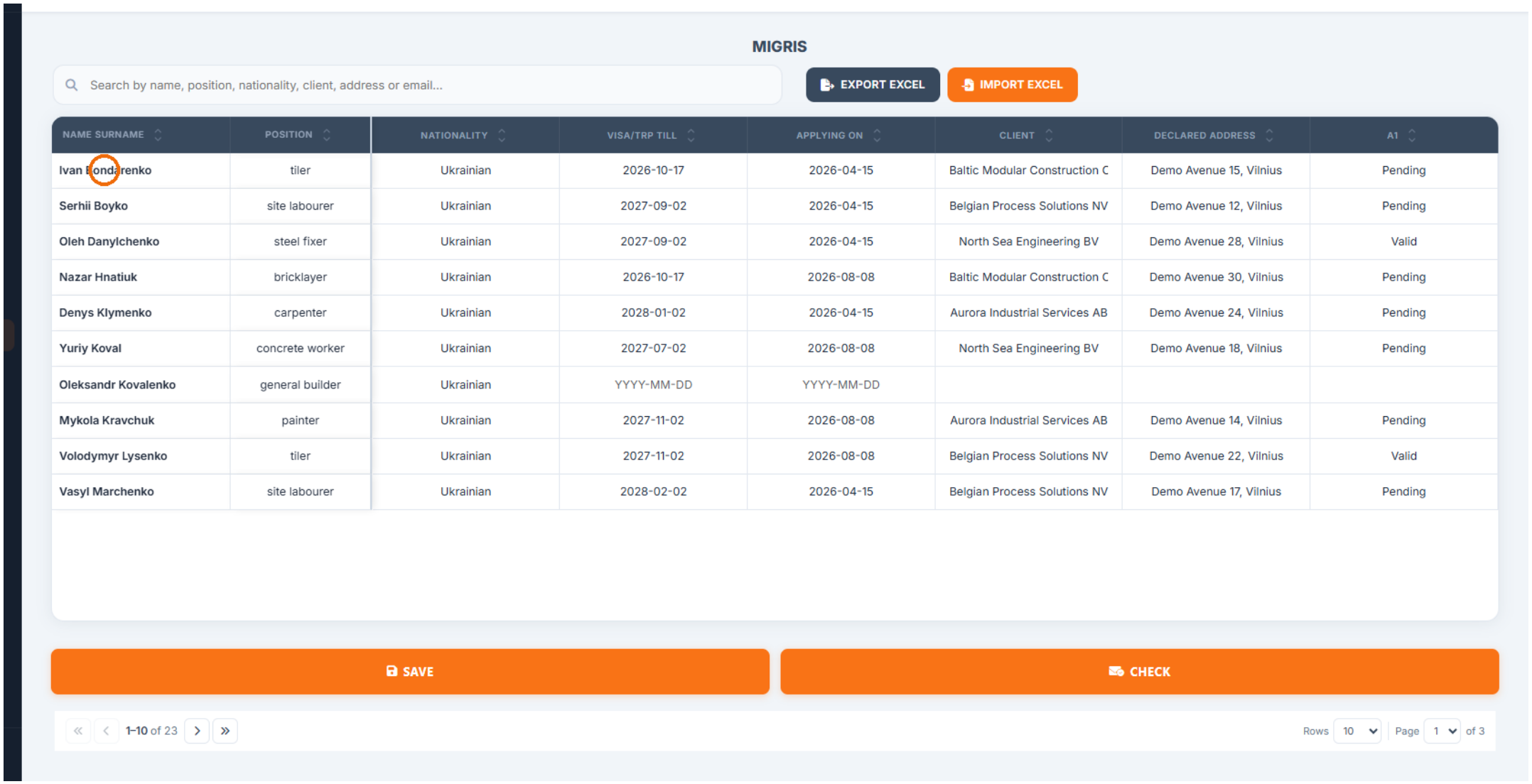
Pages and rows



The pager under the table shows which items are listed. Use the arrows to change page, Rows to set the page size and Page to jump directly to a page.

Immigration

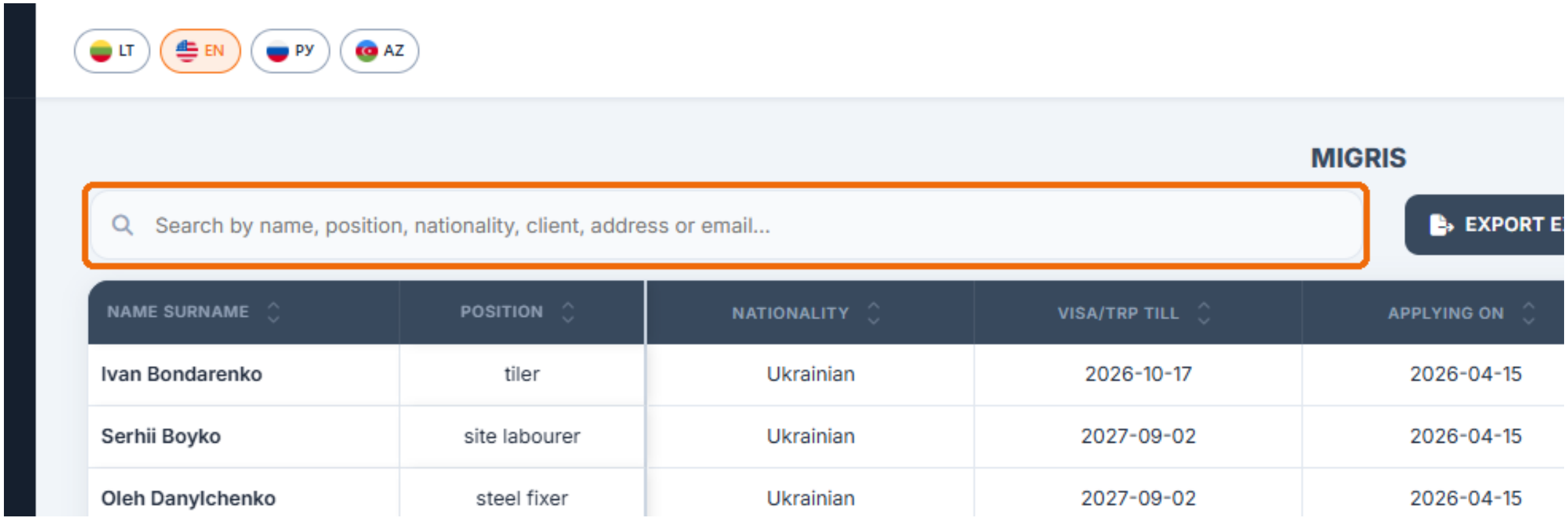
Open Immigration



Open Planning > Immigration. The MIGRIS page lists each worker with position, nationality, visa or TRP validity, the next application date, client, declared address and A1 status. Values are edited directly in the grid.

Immigration

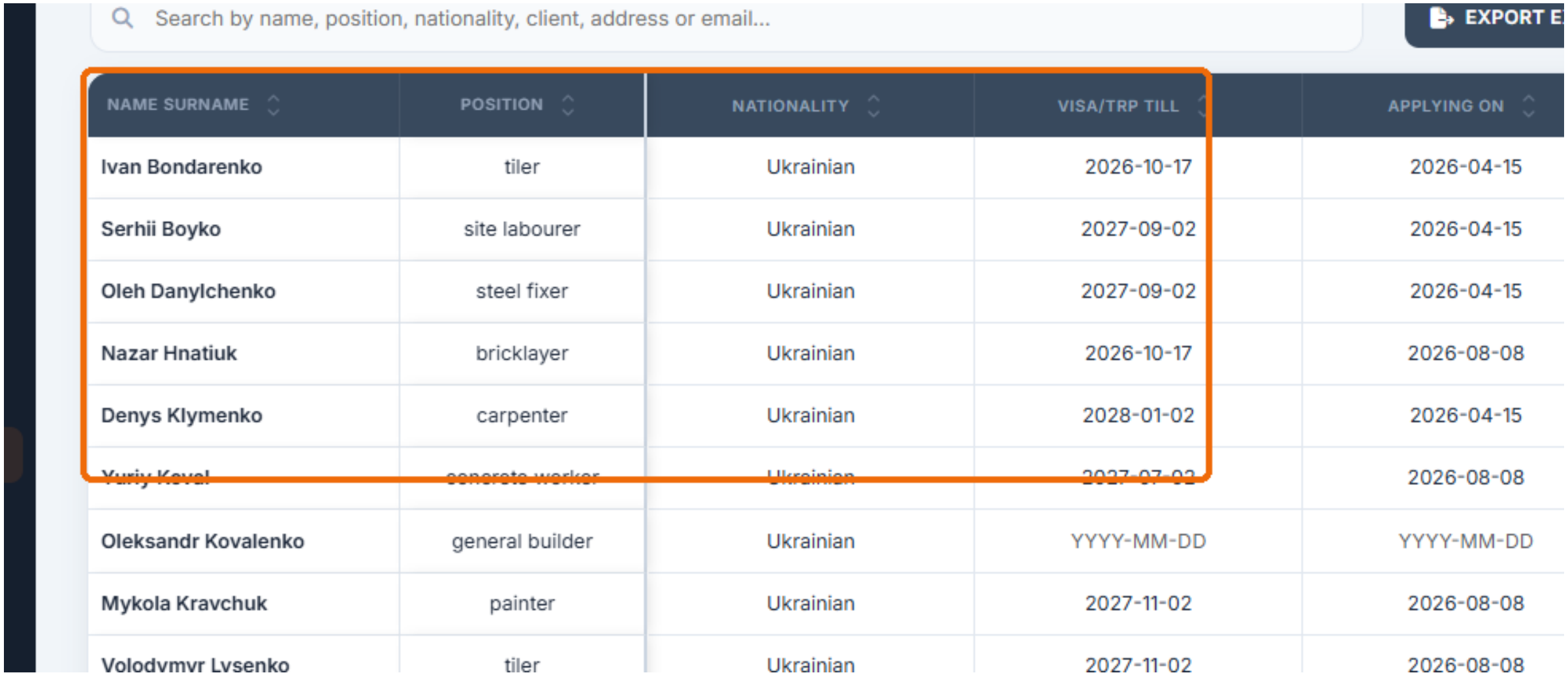
Search



Type in the search box to filter the grid. The search looks across names, positions, nationalities, clients, declared addresses and email addresses.

Immigration

Worker details



The name column stays pinned while you scroll sideways. POSITION and NATIONALITY come from the employee record. The arrows in each header sort the grid by that column.

Immigration

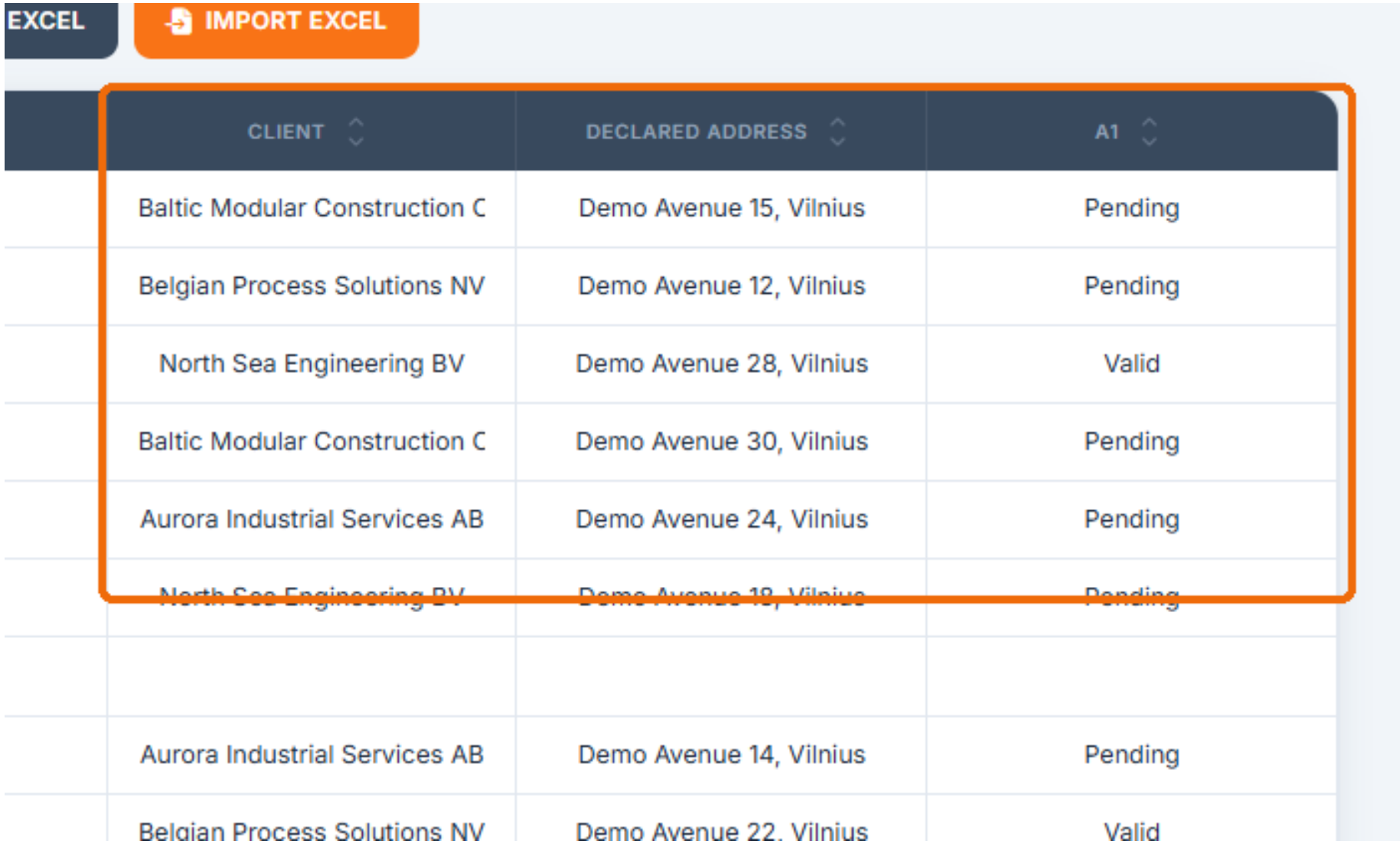
Permit dates



Enter dates in YYYY-MM-DD format. VISA/TRP TILL holds the date the visa or temporary residence permit expires. APPLYING ON records when the renewal or new application should be submitted.

Immigration

Client, address and A1



CLIENT shows where the worker is employed, DECLARED ADDRESS the officially declared residence and A1 the status of the A1 social-security certificate, such as Pending or Valid.

Immigration

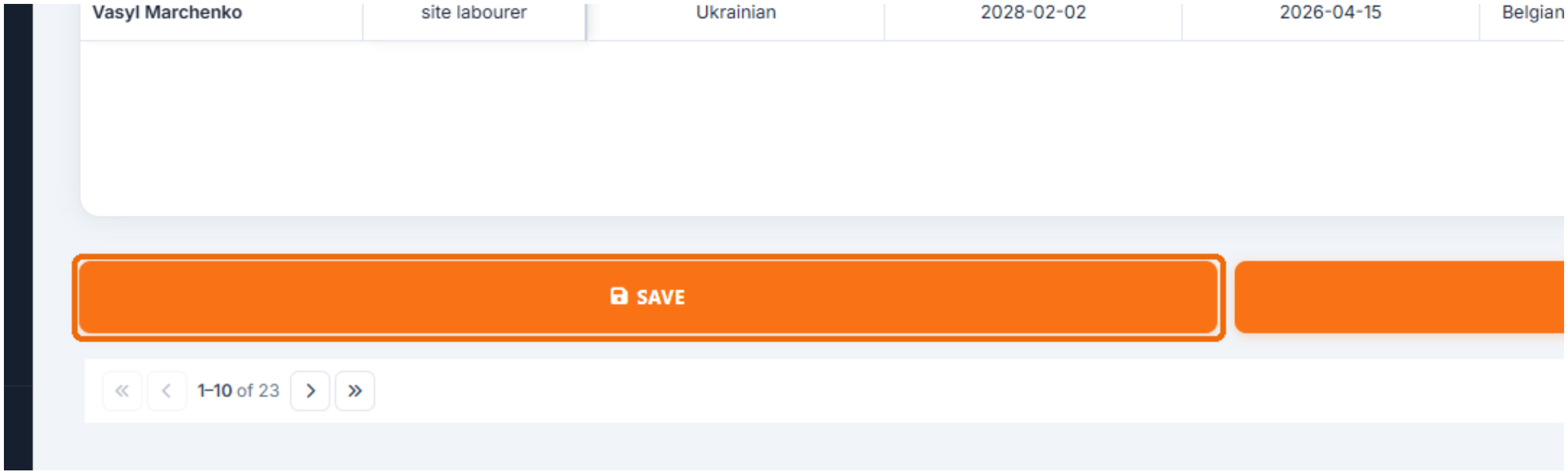
Edit in the grid

an	2028-01-02	2026-04-15	Aurora Industrial Services AB	Demo Aver
an	2027-07-02	2026-08-08	North Sea Engineering BV	Demo Aver
an	YYYY-MM-DD	YYYY-MM-DD		
an	2027-11-02	2026-08-08	Aurora Industrial Services AB	Demo Aver
an	2027-11-02	2026-08-08	Belgian Process Solutions NV	Demo Aver
an	2028-02-02	2026-04-15	Belgian Process Solutions NV	Demo Ave

Every field in the grid can be edited in place. An empty date shows the YYYY-MM-DD placeholder; type the date in that format. Changes stay on the page until you press SAVE.

Immigration

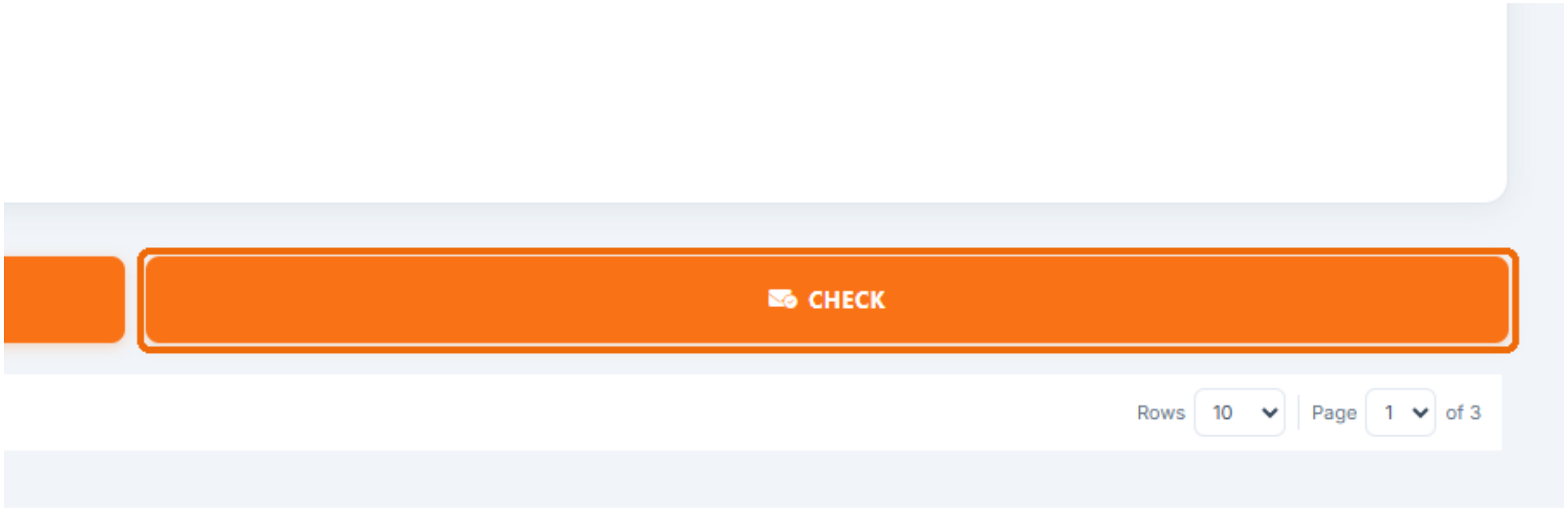
Save changes



SAVE writes every changed cell to the employee records. Save before you change page, search again or leave the page, otherwise unsaved edits are lost.

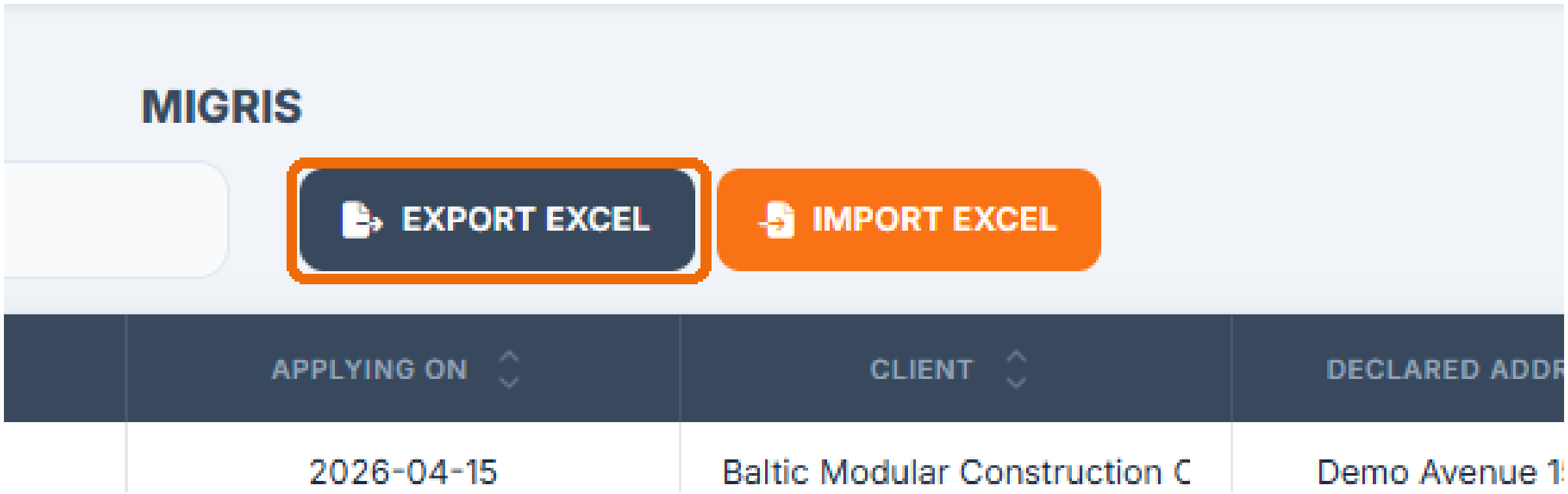
Immigration

Check expiring permits



CHECK looks at active workers with an employment contract whose VISA/TRP TILL date falls within the next three months and emails the list to the responsible staff, so renewals start on time. This tutorial explains the button without sending emails.

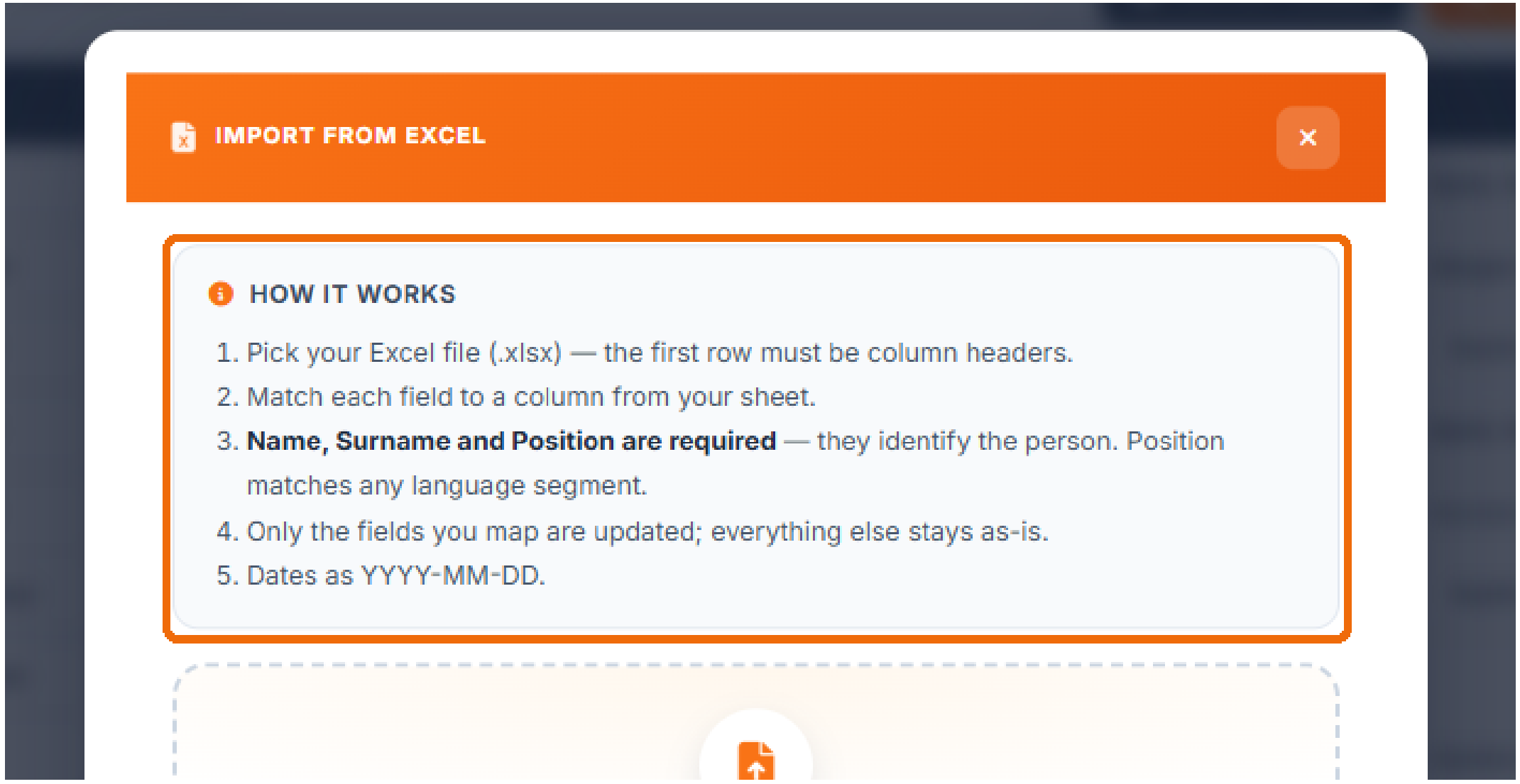
Export to Excel



EXPORT EXCEL creates a spreadsheet of the listed workers and their immigration fields. It can be used for reporting or edited and imported back.

Immigration

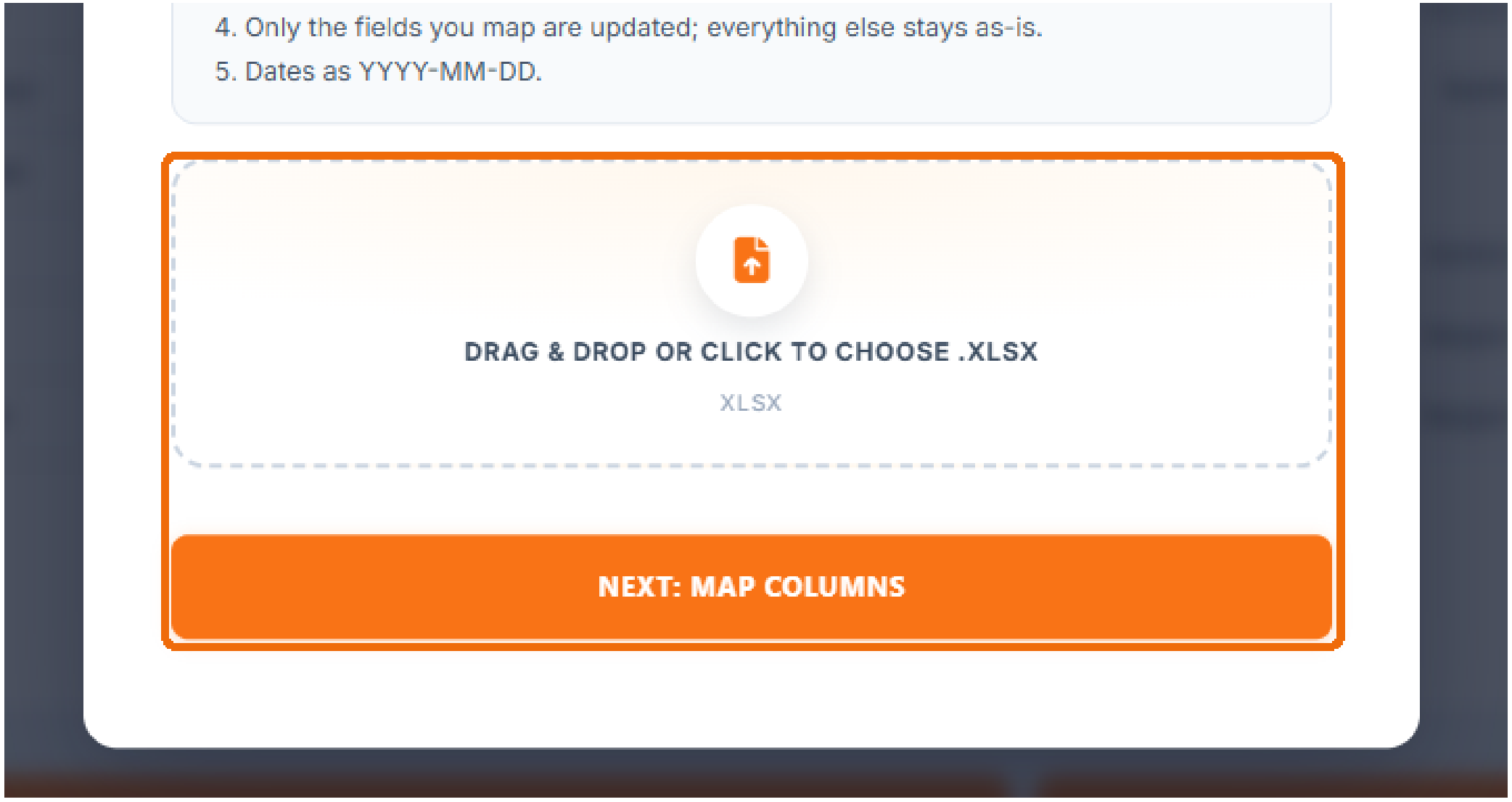
Import from Excel



Your .xlsx file must have column headers in the first row. Name, Surname and Position are required because they identify the person; Position matches any language version. Only the fields you map are updated; everything else stays as it is. Dates must be YYYY-MM-DD.

Immigration

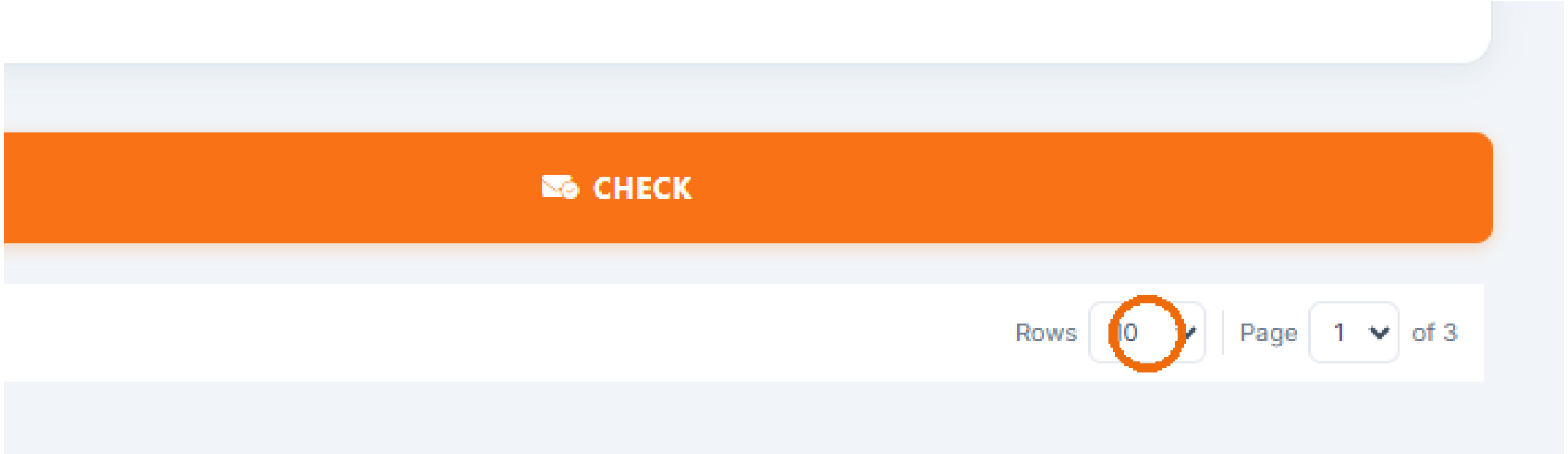
Map the columns



Drag and drop the file or click the box to choose it. NEXT: MAP COLUMNS opens the mapping step, where each field is matched to a column of your sheet before anything is changed.

Immigration

Pages and rows



The pager under the grid shows which workers are listed. Use the arrows to change page, Rows to set the page size and Page to jump directly to a page.