International Pack

User Manual

The instructions in this manual are for informational purposes only and are subject to change. Protonic Software GmbH assumes no liability. The software described in this manual requires a license.

The individual functions are described using screenshots. Depending on your easyjob license, operating system or Office version, the functions and screenshots you have in your environment may differ from this manual or may only be available in later versions.

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INTRODUCTION

Information about the structure and content of this document can be found here.

Important notice

This manual will help you get started with the easyjob 6 rental software International Pack.

The development of the easyjob rental software as well as the documentation has been done with great care. The individual program functions are constantly checked through our Quality Assurance Process. However, errors can still occur.

Main Office

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Frankfurter Landstr. 52
63452 Hanau
Germany

www.protonic-software.com

Support

You can find more information about the support options on-line at http://www.protonic-software.com/en/easyjob/corporate/support/.

In addition, there is a support forum where you can exchange information with other users. The support forum can be found at http://forum.protonic-software.com

Training

We offer customized training programs for the following extensive topics.

To learn more, please visit our website at

http://www.protonic-software.com/en/service/training/ or contact our sales office at

sales@protonic-software.com.

About this manual

The individual functions are described using screenshots of easyjob license 6. Depending on your easyjob license, the forms you have in your environment may differ from the screenshots shown in the manual.

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How to use this manual

This document uses the following standards

Functions that require a license

Individual program functions are made available in your easyjob environment based on your license. This may concern individual program functions or entire modules.

Functions that are only available in individual modules are marked with minimum-edition symbols S, M, L or XL. Some functions are limited in easyjob S. There is no indication of this. You can find the limitations in the version comparison matrix on our website.

Functions that are only available by subscription are marked with the symbol e.

For example:

L	The function is only available in easyjob L and easyjob XL
L e	The function is only available in easyjob L and XL with a current subscription.

easyjob-specific terms

In order to make a description better understood, in some cases easyjob-specific terms are highlighted with a color.

For example: with the Project and Job groups, you also have the possibility to select a Template.

Work steps, buttons, actions and menu paths

Individual work steps, actions, menu paths or clicks are separated from each other or initiated by the symbol "↪•".

Buttons, menus, tabs, etc. used in context are highlighted in color.

Example 1: Check the box in the Activating the List Editor field.

Example 2: easyjob Menu ↪• View ↪• Monthly Overview

Example 3: ↪• Help

Example 4: ↪• Ok

Reference to other chapters

References to other chapters and sections are marked with a manual icon and displayed in color.

Example: See section Important information.

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Important information

Important information is highlighted in orange and presented with a light bulb.

Example:

This information is important. This information is important. This information is important. This information is important. This information is important. This information is important. This information is important. This information is important. This information is important. This information is important. This information is important. This information is important. This information is important.

Special keys

Special keys are represented with the following symbols:

	Windows key
	Tabulator key
	Arrow keys
	Return key
	Context Menu key
	Escape key
	Function key 1
+ A	Control key. Keep the control key pressed down and press the A button.
+ H	Alt key. Keep the Alt key pressed down and also press the H button
	Delete key

Phrasing

In this manual and in the easyjob examples, terms such as employee, assistant, technician or carpenter are used both for men and for women.

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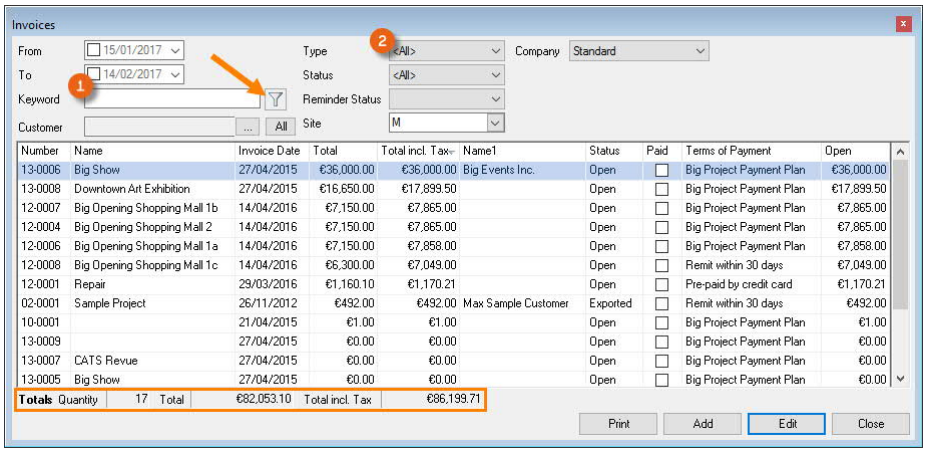
Screenshot explanations

The screenshots will be explained using numbers ① ② ③ and arrows → marked.

Screenshot highlights will be marked with orange frames.



Additional documentation

In order to make it easier to become acquainted with and consult the easyjob documentation, we have divided it into multiple sections.

You can find an overview of all documentation on the following website.

http://www.protonic-software.com/en/service/downloads/

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INTERNATIONAL PACK

The International Pack brings easyjob to a global level (languages and currencies) in the event industry.

With the easyjob International Pack Basic (IP-B) you can localize Master Data and Reports (e.g. Proposals) in a customer and project based manner in 5 additional languages. You can easily calculate your projects in foreign currencies.

With International Pack Advanced (IP-A) you can go one step further. You also have the opportunity to store all your prices in different base currencies and calculate your projects accordingly.

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Explanation of various terms

In order to optimally work with the Basic and Advanced easyjob International Pack, you will find the various terms defined below with application examples.

Definition of the User Language

In the User Settings, you can set your User Language. This defines if you want your easyjob display in English or German. As soon as you carry out an English installation of easyjob 6, you can change the user language. Terms such as Project Status, Job Status etc. will be filled into your Reports (e.g. Proposal) with the (global) basic language and on the easyjob user interface based on the user language.

A use case is, for example, a multi-warehouse environment in which German users want to have their easyjob user interface in German and users outside of Germany prefer to have it in English. See chapter User Settings.

Definition of the Output Language

The Output Language is understood as everything that you can enter and create in easyjob and is suitable as output for customers. You can enter the master data (e.g. Items, Sub Category, Salutation, etc.) in five additional languages. Based on the language you have assigned to the customer in the address, the standard fields in a report (e.g. Proposal) will be filled in using the respective language. The master data fields on the easyjob user interface will be filled in with the output language set by the user.

A use case is, for example, a Swiss company that would like to prepare Proposals in German, French and/or Italian.

Definition of project price calculation in a foreign currency

You can offer and invoice your projects in a foreign currency. The prices are calculated based on the base currency that was set.

A use case is a company from England that uses the British pound as the base currency but would like to offer a project in Euros.

Definition of different base currencies

You are able to create your master data prices (Items, Resources, etc.) in different base currencies. This function was created for multi-warehouses in different countries with different base currencies.

A use case is, for example, a company that has sites in Switzerland and USA and always makes calculations based on the local currency.

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International Pack overview

	easyjob 6 Standard	easyjob Basic International Pack	easyjob Advanced International Pack**
User languages (de/en)	X*	X*	X*
Output language (in 5 languages)		X	X
Calculation in foreign currency		X	X
Different base currencies			X

*with the easyjob 6 EN installation
** only available for XL, licensing per site

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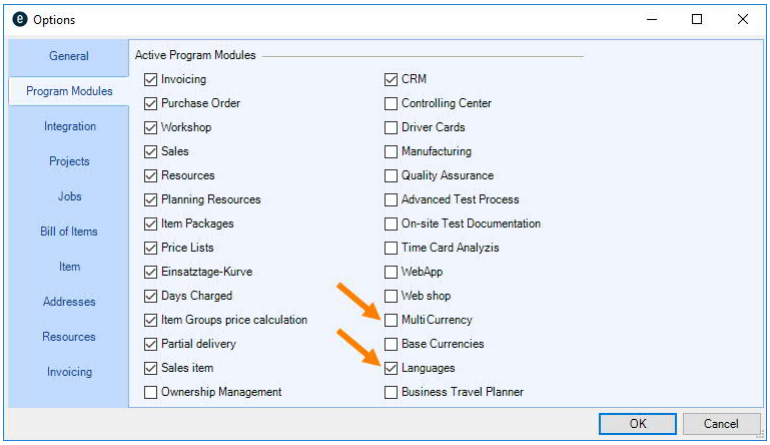
Installation and activation

Go to the easyjob program settings to activate the Basic and Advanced easyjob International Pack modules. A separate installation is not required.

Activating the Basic International Pack module

1. easyjob Menu ↪• Tools ↪• Settings
2. ↪• Program Modules tab
3. Select Languages and, if required, Multi Currency

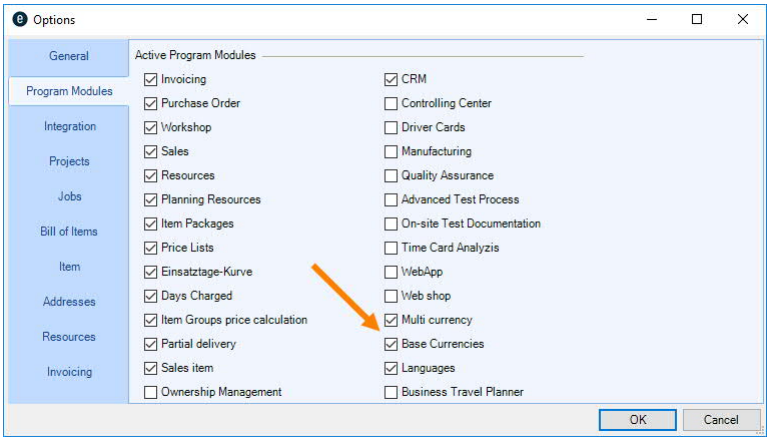


4. ↪• Ok

easyjob must be restarted to activate the settings.

Activating the Advanced International Pack module

1. easyjob Menu ↪• Tools ↪• Options
2. ↪• Program Modules tab
3. Select, as required Languages, Multi Currency and/or Base Currencies



4. ↪• Ok

easyjob must be restarted to activate the settings.

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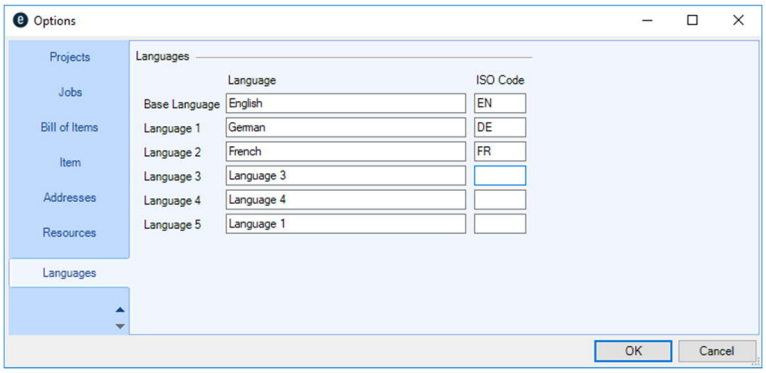
Configuration and Settings

Defining the output languages

1. easyjob Menu ⇨• Tools ⇨• Settings
2. ⇨• Languages tab



3. Create the Base Language and, if required, up to five additional languages
4. ⇨• Ok

easyjob must be restarted to activate the settings.

Automatically calling up the real exchange rate

When installing the easyjob International Pack module, you can use the Server Manager to set up the automatic exchange rate query for foreign currencies via a WebService.

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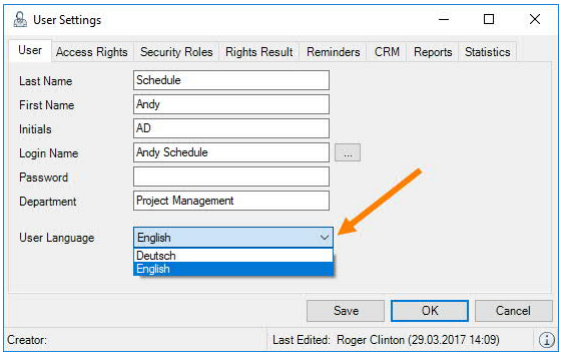
User Settings

Setting up the User Language

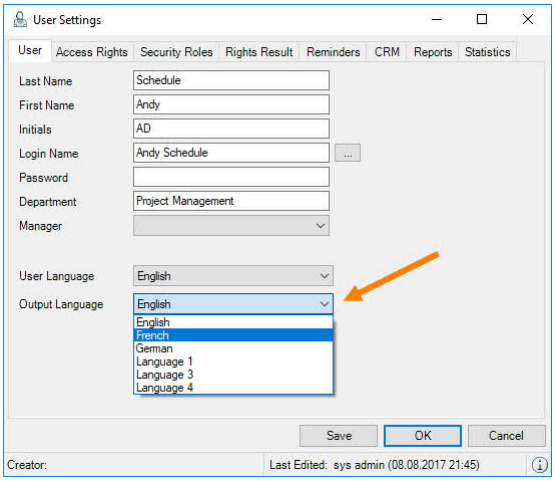
1. easyjob Menu ↪• Tools ↪• Manage User
2. ↪• Select a User
3. ↪• Edit
4. ↪• User tab



5. Select the desired User Language
6. ↪• Save and ↪• Ok

Setting the Output Language

1. easyjob Menu ↪• Tools ↪• Manage User
2. ↪• Select a User
3. ↪• Edit
4. ↪• User tab



5. Select the desired Output Language
6. ↪• Save and ↪• Ok

This setting is only possible if you have activated Languages in the International Pack module.

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Output Language

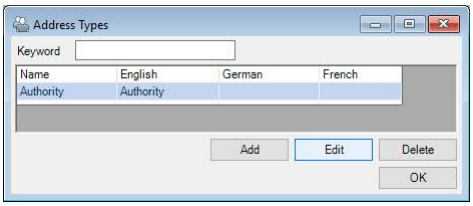
You are able to store everything that you enter and create in easyjob in five additional languages.

Additional output languages for Master Data

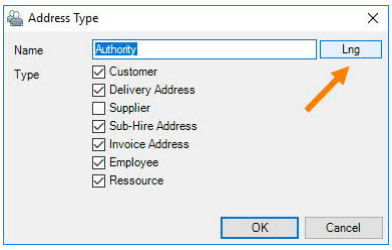
You can create almost all Master Data in multiple languages. To do so, select a function, such as Item Name or Address Type and enter the designation in the desired language.

Creating an address type in multiple languages

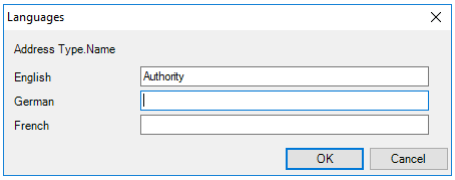
1. easyjob Menu ⇨• Master Data
2. ⇨• Select Address Type, for example
3. ⇨• Select the desired Line Item



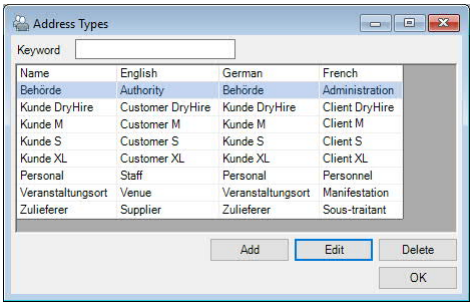
4. ⇨• Edit
5. Check the box for the desired Settings



6. ⇨• Lng



7. Enter the designation in your required languages
8. ⇨• Ok
9. ⇨• Ok
10. Start with 3 until you have entered all the designations



11. ⇨• Ok

You can do the same for all Master Data to expand additional languages. If you have already created a base language, we recommended completing the missing languages using the List Editor. See Language list editor.

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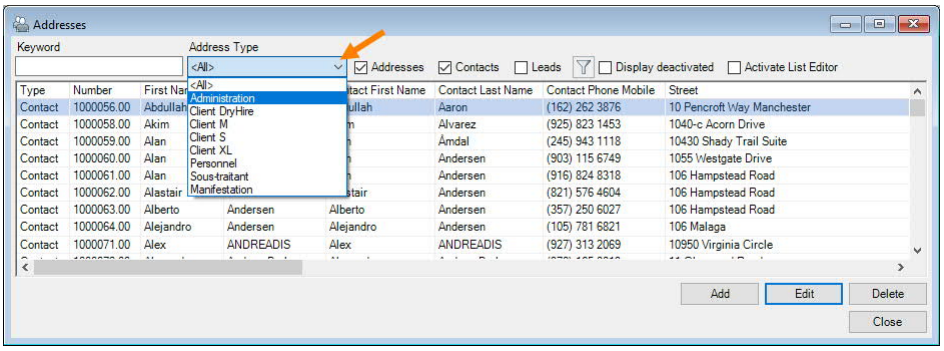
If you have selected French as the output language in the user settings, for example, the Address Type will be displayed in French according to your inputs. See also User Settings.

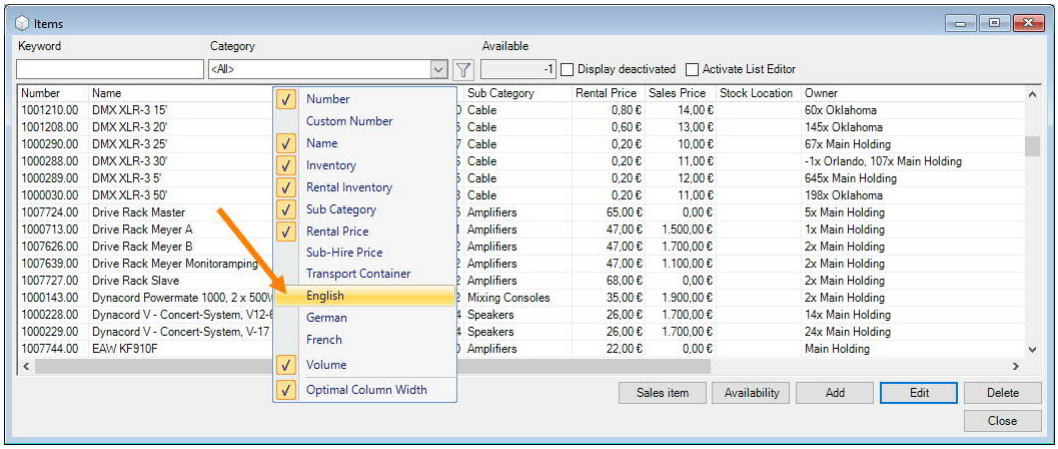
Address Type in another language in the Address Master Data

1. easyjob Menu ⇨• Master Data
2. ⇨• Select Addresses
3. ⇨• Address Type dropdown



4. The Address Types are displayed in the output language

For some designations, such as Item names, you can display or hide the column for the language using the column heading context menu.



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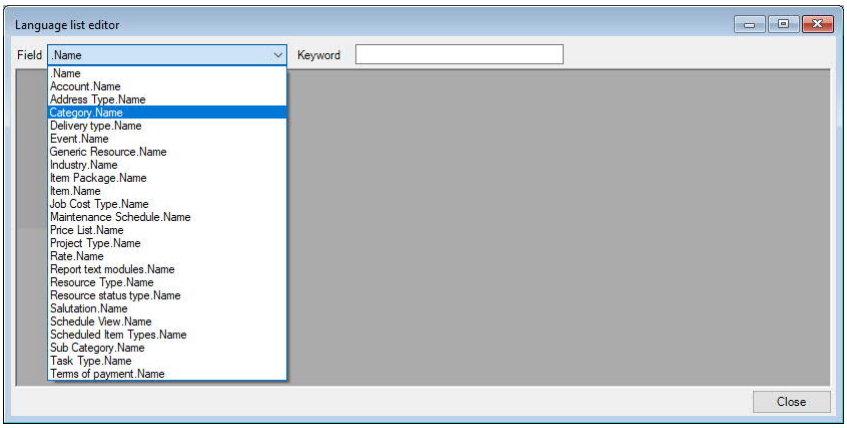
Language list editor

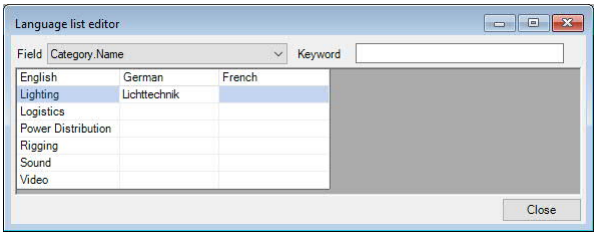
With the language list editor for the output language, you can access all terms of your master data as an overview and create them in multiple languages.

Editing the output language via the List Editor

1. easyjob Menu ⇨• Master Data
2. ⇨• Select the Language list editor
3. Select the field you want to edit, e.g Category.Name



4. Enter the terms for the output language directly in the fields



5. ⇨• Close

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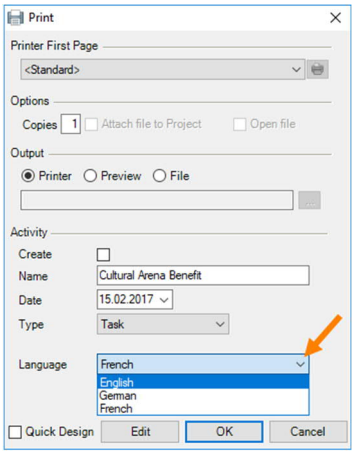
Report text modules

The terms that you have created in multiple languages in the Master Data can be used when printing or creating reports (e.g. proposals, delivery notes, packing lists, etc.). Therefore reports do not need to be created in every language. Before printing, you can select the output language in different positions.

Output language in the print menu

You can change the output language when printing any report.

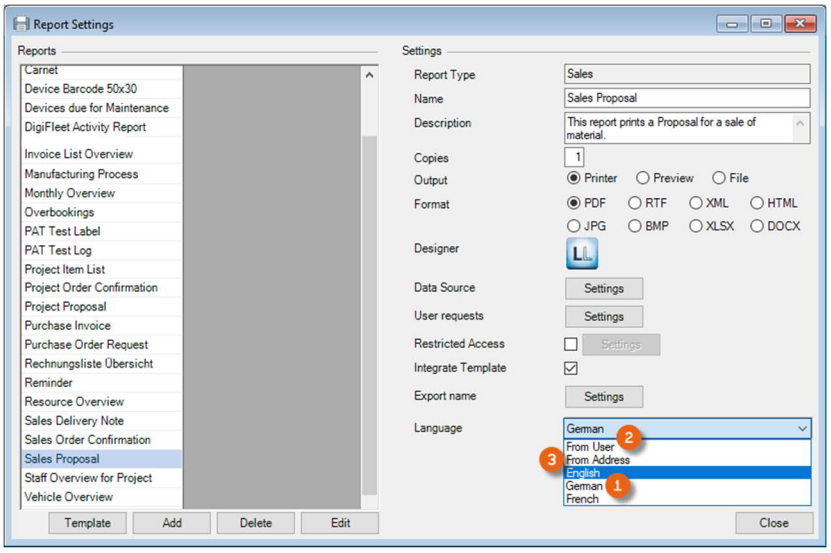
1. easyjob Menu ↪• Reports
2. ↪• Select the desired Report (e.g. Proposal)
3. Select a job
4. Select the required output language



5. ↪• Ok

The output language in the print menu can also be preset. You can select one of your languages ①, the output language of the user ② or the output language of the selected address (e.g.e customer) ③.

1. easyjob Menu ↪• Tools
2. ↪• Report Settings
3. Select a report
4. Select the required output language



5. ↪• Close

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Project price calculation in a foreign currency

You can offer and invoice your projects in foreign currencies. To do so, first create the desired currencies in the master data.

Creating foreign currencies in the master data

In addition to the Symbol ① and the ISO Code ② you can define if this currency should be displayed as the output currency ③. Furthermore, you also have the option to deactivate this currency ④.

1. easyjob Menu ↪• Master Data ↪• Rates
2. ↪• Add
3. Make your entries

4. ↪• Ok

After you have created your currencies, enter the relative exchange rate to be used as the basis of calculation.

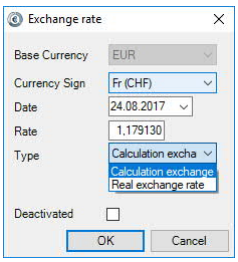
easyjob differentiates between the calculation exchange rate and the real exchange rate.

The calculation exchange rate valid at this moment will be used for the project calculations. For the invoice, the prevailing real exchange rate is used automatically.

See also ↪• Automatically calling up the real exchange rate.

Entering the exchange rate:

1. easyjob Menu ↪• Master Data ↪• Exchange rates
2. ↪• Add
3. Make your entries for the calculation exchange rate and, if applicable, the real exchange rate.



4. ↪• Ok

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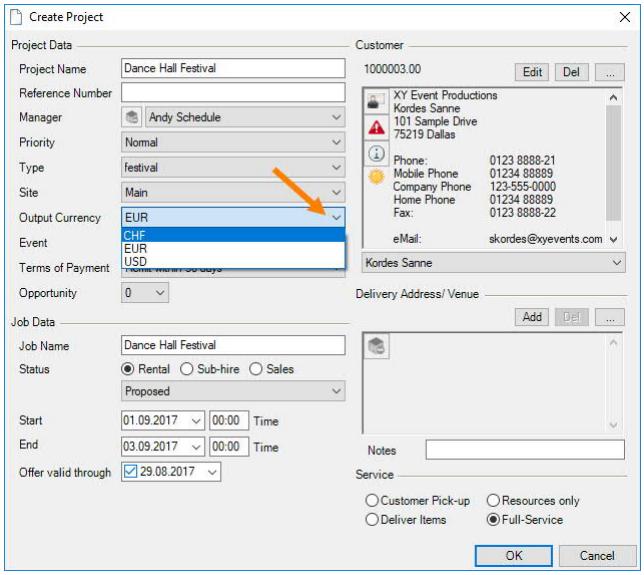
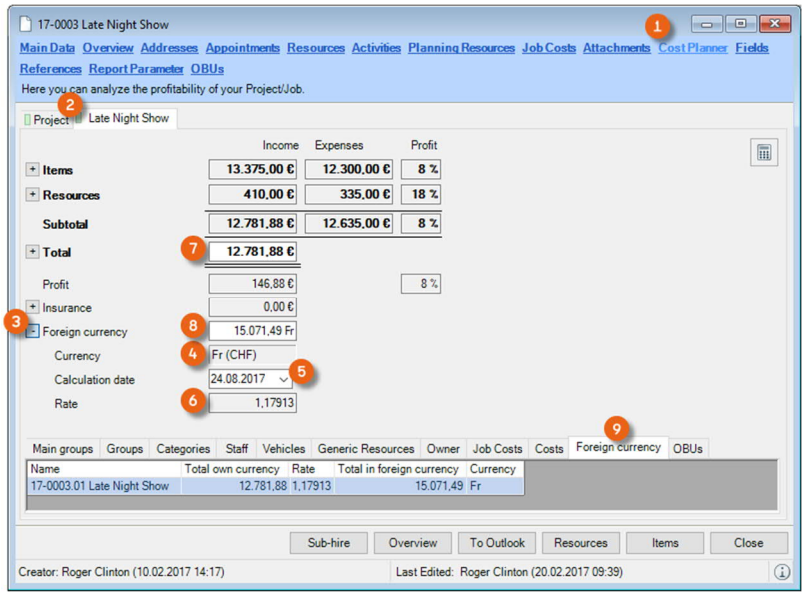
Project calculation

When you create a new project, select the desired foreign currency.



After you have scheduled your project as usual, you can view details about the foreign currency ③ in the Cost Planner ① of a selected Job ②. The preset Foreign Currency ④ will be displayed. The calculation exchange rate ⑥ stored for the selected date ⑤ is used for calculating the Total ⑧ (Total in the base currency ⑦ * calculation exchange rate ⑥). The totals for the individual Jobs are also displayed in an overview ⑨.



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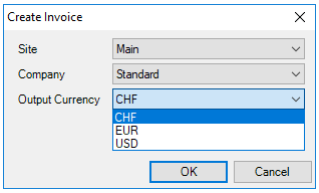
Invoicing in foreign currency

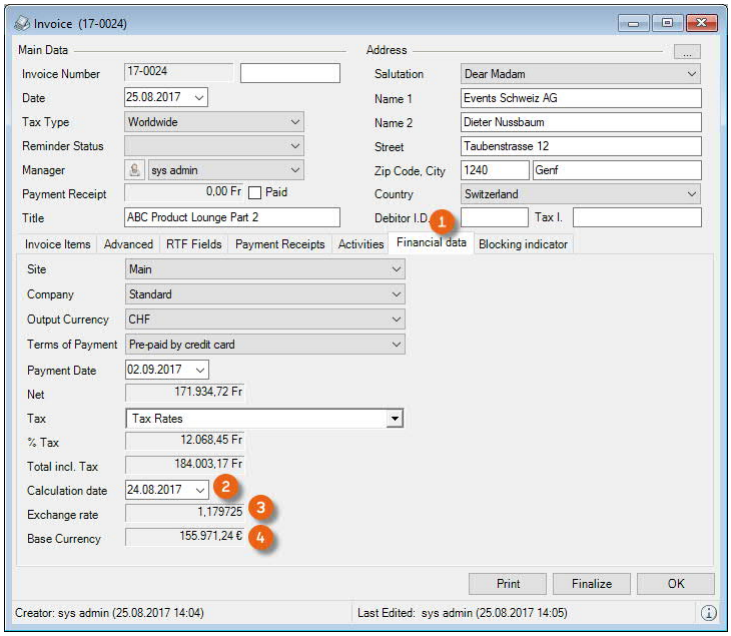
When creating an invoice, you can define the currency you want to use for invoicing.

1. easyjob Menu ⇨• Invoicing
2. ⇨• Create Invoice



3. Select the desired currency
4. ⇨• Ok

Create your Invoice as usual. The corresponding Line items are created in the selected currency. You can find details about the conversion rate on the Financial data ① tab. There you can see the calculation date ② used for the exchange rate ③. The real exchange rate is always used for the calculation. The currency is displayed in your base currency for comparison purposes ④.



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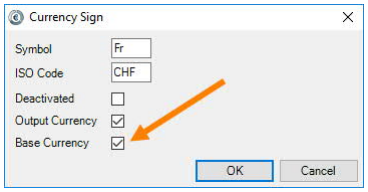
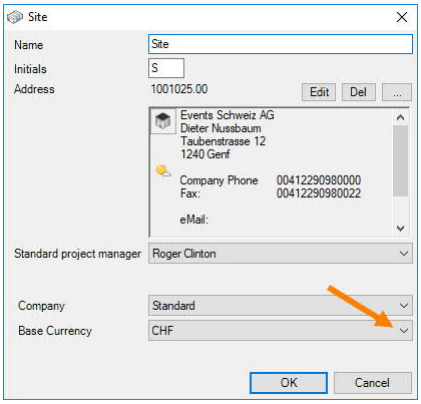
Different base currencies

If your company has sites in various countries with different warehouses, you can enter your master data prices in the base currency of the respective country. To do so, first create the desired currencies. See Creating foreign currencies in the master data. Check the box for Base Currency if, for example in Switzerland, you want to make your calculation on the basis of the Swiss Franc.



When creating a new site, select the base currency applicable there at the same time.

1. easyjob Menu ⇨• Master Data ⇨• Site Management
2. ⇨• Add
3. Make your entries



4. ⇨• Ok

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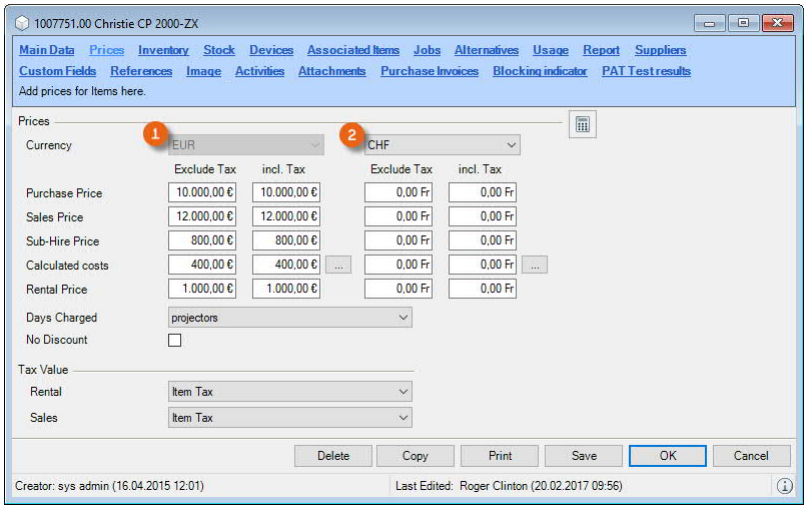
Base currency for item prices

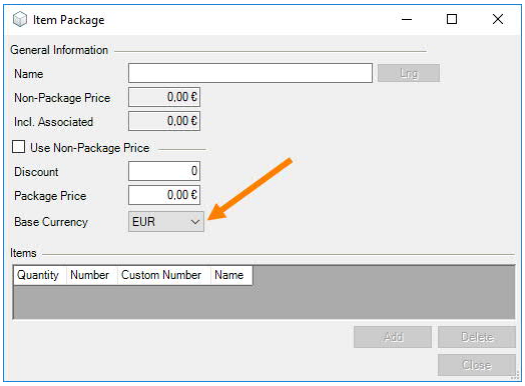
In the master data for your Items, you can create the prices in the base currency applicable for the respective site. The price information for the main site (e.g. in Euro) is displayed on the left side ①. On the right side ②, select the desired currency for your current site and enter the price.



1. easyjob Menu ↪• Master Data
2. ↪• Items
3. ↪• Edit
4. ↪• Price tab
5. Select the desired currency
6. Make your entries
7. ↪• Save and ↪• Ok

When creating Item Packages, you can also select the desired currency.

1. easyjob Menu ↪• Master Data
2. ↪• Item packages
3. ↪• Add



4. Select the desired currency
5. Make your entries
6. ↪• Close

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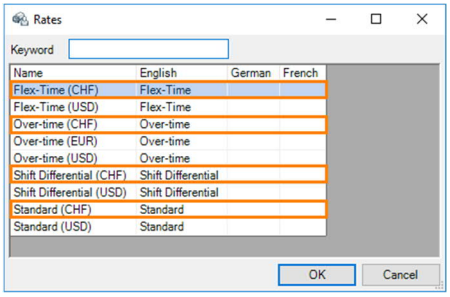
Base currency for Resources

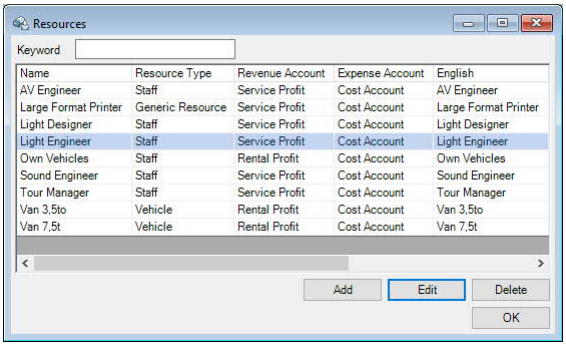
In the rate Master Sata, you can also create different prices. As soon as you have created a base currency, the staff rates are automatically duplicated and created in the corresponding currencies.

1. easyjob Menu ↪• Master Data
2. ↪• Rates

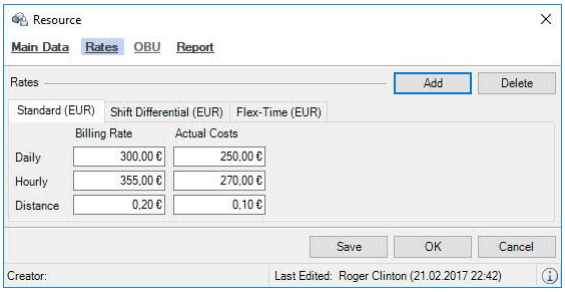


You can assign the suitable rate to the various resources in the respective currency according to these rates.

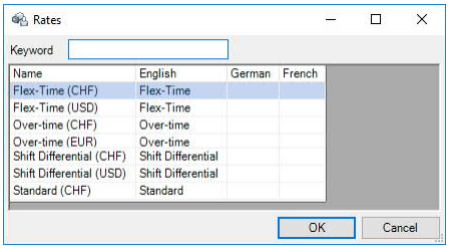
1. easyjob Menu ↪• Master Data
2. ↪• Resources
3. Select a resource



4. ↪• Edit



5. ↪• Rate tab ↪• Add



6. Select the desired rate ↪• Ok
7. Make your entries
8. ↪• Save and ↪• Ok

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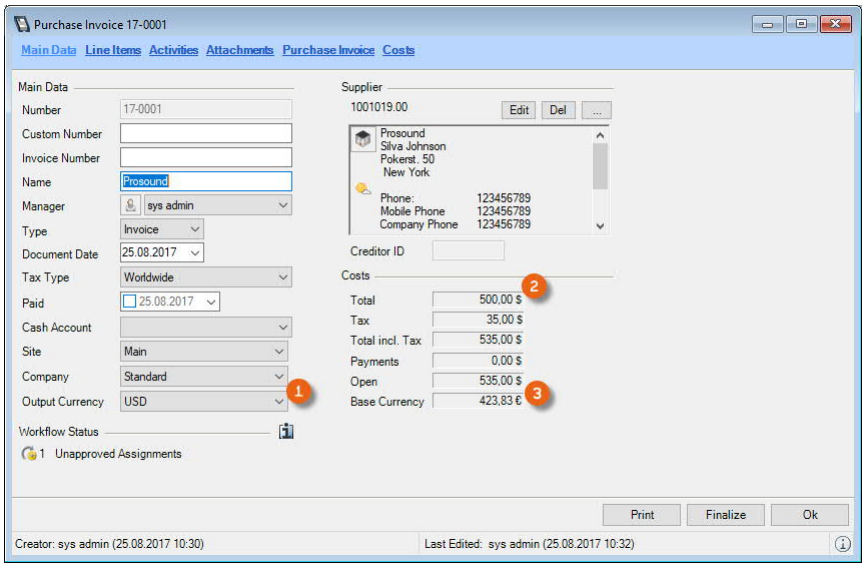
Controlling Center

If you use the easyjob Controlling Center module, you can create Purchase Orders and Purchase Invoices also in the foreign currency ①. The costs are shown split up in the foreign currency ②, the total is shown additionally in the base currency ③ .



Business Information Center

In the easyjob Business Information Center module, you can group your individual analyses. You can display exchange losses, follow the progress of planning and real exchange rates, and much more.

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