

Licence Cards

Printing of Licence Cards

A licence print form is used to print a licence card for an employee from the Licence workflow approval or from Manage Employees. The print form is developed in the format of a report and then it is uploaded to the reporting tree structure.

9.1 Licence print form configuration

Path: System Administration | Tools | Configuration | Framework | Configuration Settings | Human Resources | Licences

Each report is saved with a **Reference no** (ObjectId), when printing licences, this reference number is used to point the system to the desired print form.

- Navigate to the reporting tree structure (**Path:** Reports | Manage Reporting Structure).
- Add the Licence print form.

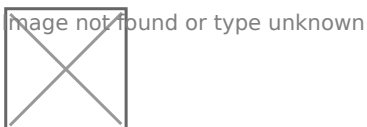


Figure 46: Reporting tree structure

- Make a note of the reference no (ObjectId).

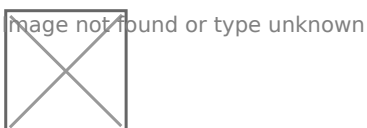


Figure 47: Licence print form Reference no (ObjectId)

- Navigate to the Licences configuration settings (**Path:** *System Administration | Tools | Configuration | Framework | Configuration Settings | Human Resources | Licences*)
- Locate the **Licence - Print form ObjectId** setting.

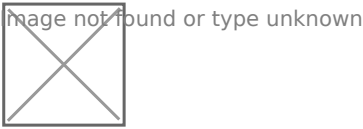


Figure 48: Setting: Licence - Print form configuration

- Change the setting value to the reference number (ObjectId) of the report. Only one print form can be configured per schema.
- Click 'Update settings'.
- Click 'Clear Application Cache'.

9.2 Licence card details and print rules (Client specific)

This section consists of the licence card details and rules specific to each of the three Assmang operations.

9.2.1 Assmang Schema 1: Khumani

- A licence card can only be printed if there is a valid **grouping licence** on the employee's profile.
- The grouping licence determines the **colour** of the licence card.
- All **valid** licences are printed on one licence card.
- Only the **public licence expiry** date is displayed, not the start date.
- The **public licence code**, is the short code configured on the public licence.
- The **Mine licence expiry** is determined by the expiry date of the grouping licence.
- **Authorised by** conveys the information of the engineer (incl. signature) whom approved the licence you are printing from.
- To print a **photo** on the card you need to add a photo to the employee's profile.

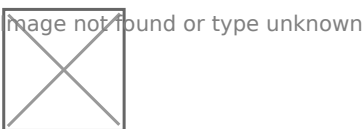


Figure 49: Khumani licence card

Revision #1

Created 27 March 2021 13:52:35 by Lizette Lotter

Updated 27 March 2021 13:53:03 by Lizette Lotter