

# 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.

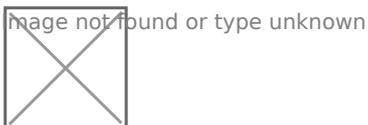


Figure 46: Reporting tree structure

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

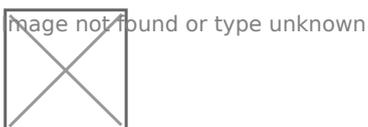


Figure 47: Licence print form Reference no (ObjectId)

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

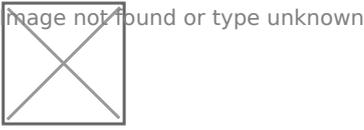


Figure 48: Setting: Licence - Print form configuration

- 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.

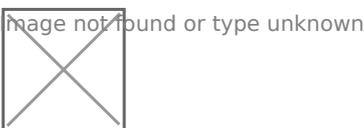


Figure 49: Khumani licence card

Revision #1

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

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