



How to set a default value for a multiple choice field -combo- in a timesheet

FAQEN148

Prerequisites : FAQEN109 - How to set up a field in a timesheet

V1.0

Objective

Payroll Mauritius allows you to set up the fields of your choice in the timesheets, in order to simplify the entry of variable elements of the payroll every month (see FAQEN109 to set this up).

The fields can be of different types: Number (numberfield), Date, Time (timefield), Text (textfield), Checkbox (booleanfield), Formula (formula) or **Multiple choice (combobox)**.

In the case of the **combobox** type, it is sufficient to enter the possible values (separated by a comma) in the "Data" field for the desired Timesheet field:

Identifier	Name	Visible	Type	Field	Display Pos.	Data	Monthly	Blank	Empl. View	Empl. Cha	Mgr View..
avance	Avance Salaire	YES	numberfield	value39	2		YES		NO	NO	NO
lateabs	Absence Deduct	YES	combobox	text02	3	local,sick,un...	NO		NO	NO	YES
lunch_out	Lunch Out	YES	timefield	lunch_out	3		NO		NO	NO	NO
time_out	Time Out	YES	timefield	time_out	4		NO		YES	NO	YES
shiftallowance	ShiftaAll.	YES	numberfield	value12	4		NO		NO	NO	NO
piecerate	Piece Rate	YES	numberfield	value18	4		NO		NO	NO	NO
trip	TRIP	YES	combobox	text01	4	Go, Go-Return	NO		YES	NO	NO
comments	comments	YES	textfield	text10	7		NO		YES	YES	NO

in order to be able to choose between these proposed values, in the Timesheet by just double clicking on the said field:

Code	Name
00004	AUMERRALY Priscilla
00010	BEEHARRY Sylviana
00002	DOE Jane
00001	DOE John
00009	DOE Tom

Absence Dedu	Lunch Out	Time Out	ShiftaAll.	Piece Rate	TRIP	comments	Justified OVT.	NightShifts
					Go			

However, you will notice that for all the days, the said field is empty and requires you to fill it each day manually to specify a value.



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How could we specify a "default" value that would be set automatically every day, to minimise this work?

How to do this ?

To do this, we will simply indicate this default value in the timesheet field by double-clicking and enter the value in the "Empty" field of the relevant timesheet field:

Identifier	Name	Visible	Type	Field	Display Pos.	Data	Monthly	Blank	Empl. View	Empl. Cha	Mgr View
lateabs	Absence Deduct	YES	combobox	text02	3	local,sick,unpaid	NO		NO	NO	YES
lunch_out	Lunch Out	YES	timefield	lunch_out	3		NO		NO	NO	NO
time_out	Time Out	YES	timefield	time_out	4		NO		YES	NO	YES
shiftallowance	ShiftaAll.	YES	numberfield	value12	4		NO		NO	NO	NO
piecerate	Piece Rate	YES	numberfield	value18	4		NO		NO	NO	NO
trip	TRIP	<input checked="" type="checkbox"/>	combobox	text01	4	Go, Go-Return	<input type="checkbox"/>	Go-Return	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
comments	comments	YES	textfield				NO		YES	YES	NO
justified	Justified OVT	YES	booleanfield				NO		YES	NO	NO

and confirm with [OK].

In this way, this default value is now automatically displayed for all days:

Code	Name	Lunch In	Absence Dedu	Lunch Out	Time Out	ShiftaAll.	Piece Rate	TRIP	comments	Justified OV
00004	AUMERRALY Priscilla							Go-Return		
00010	BEEHARRY Sylviana							Go-Return		
00002	DOE Jane							Go-Return		
00001	DOE John							Go-Return		
00009	DOE Tom							Go-Return		
00005	DOSINGH Vishal							Go-Return		
00006	MAINGARD Emilie							Go-Return		

Note: Please note that the default value applies to all days, without exception, whether they are worked or not