

Measurement Stopper Work Instruction

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Where can I reach the stopper file?

1. On this [SharePoint link](#) you can reach the folders of the teams.

+ New ▾

↑ Upload

📄 Edit in grid view

🔗 Share

🔗 Copy link

🔄 Sync

↓ Download








⋮

☰ All Documents ▾

Documents >

Accounts Payable >

ABC Measurement

	Name ▾	Modified ▾	Modified By ▾	+ Add column ▾
	EMEA	4 days ago	Roland Csósz	
	Leadership	4 days ago	Roland Csósz	
	 OpCo	23 hours ago	Roland Csósz	
	Payment	4 days ago	Roland Csósz	
	US Legacy	4 days ago	Roland Csósz	

2. After opening the folder of your team you can find the file with your name.
3. Or if you have synced Accounts Payable with your computer you can reach it in the file explorer:
Albemarle/FS-BUD-AccountsPayable – Accounts Payable/ABC Measurement.

> Albemarle > FS-BUD-AccountsPayable - Accounts Payable > ABC Measurement						▾	
		Name	Status	Date modified	Type		
		📁 EMEA	✓	2021. 03. 23. 6:58	File folder		
		📁 Leadership	✓	2021. 03. 23. 7:00	File folder		
		📁 OpCo	✓	2021. 03. 23. 7:07	File folder		
		📁 Payment	✓	2021. 03. 23. 6:59	File folder		
		📁 US Legacy	✓	2021. 03. 23. 7:06	File folder		
		📁 US Lithium & Chile	✓	2021. 03. 23. 7:07	File folder		
		📄 Stopper.xlsm	✓	2021. 03. 23. 7:57	Microsoft Excel Macr...		

4. After opening the folder of your team you can find the file with your name.
5. The **file cannot be used in browser**. Download it locally or use synced folder on your computer.

How to use the timer?

1. Press the START button on the middle of the Tasks sheet.

The screenshot shows the top part of the Albemarle tasksheet. At the top is the Albemarle logo. Below it is a light green bar with the text "Open stopper window". In the center is a large yellow button labeled "START". Below the button is a table with four columns: "TEAM LEAD EMEA", "INVOICE PROCESSING US LEGACY", and "QUERY ANALYST US LEGACY". The table has three rows of tasks.

TEAM LEAD EMEA	INVOICE PROCESSING US LEGACY	QUERY ANALYST US LEGACY
End user support (Query)	Process PO invoice	Correction -
End user support (Invoice Processing)	Process NON-PO invoice	

2. After the dialog box appeared select the category of your team.

The screenshot shows a "Stopper" dialog box. It has a "Category:" label and a dropdown menu. The dropdown menu is open, showing a list of categories: "INVOICE SCANNING EMEA", "INVOICE PROCESSING EMEA", "QUERY ANALYST EMEA", "TEAM COORDINATOR EMEA", "TEAM LEAD EMEA", "INVOICE PROCESSING US LEGACY", "QUERY ANALYST US LEGACY", and "TEAM COORDINATOR US LEGACY". To the right of the dropdown is a "Time:" label and a text input field. Below the input field is a "CLEAR" button. At the bottom of the dialog box are two buttons: "START" and "END".

3. Select the task you want to measure.

Stopper

Category: INVOICE PROCESSING EMEA

Task:

- Process PO invoice
- Process NON-PO invoice
- Process Freight invoice
- BCC Validation
- Process Down Payment requests
- Intercompany posting
- Blocked invoice follow up
- End user support (Invoice Processing)

Time:

CLEAR

- If you selected the category and the task you can start the stopper by pressing START button.

Stopper

Category: INVOICE PROCESSING EMEA

Task: Process PO invoice

Time:

CLEAR

START

END

- When you finished the task you can stop the stopper by pressing the END button.

The 'Stopper' application window displays a task timer. The 'Category' dropdown is set to 'INVOICE PROCESSING EMEA' and the 'Task' dropdown is set to 'Process PO invoice'. The 'Time' field shows '00:00:24'. A 'CLEAR' button is visible. The 'START' button is greyed out, and the 'END' button is highlighted in yellow. The background features a stylized map of Europe.

Category: INVOICE PROCESSING EMEA

Task: Process PO invoice

Time: 00:00:24

CLEAR

07:32:19

START END

End user support (Invoice Processing) Process NON-PO invoice

6. By pressing the CLEAR button the start time and the end time will be cleared.

The 'Stopper' application window shows the state after the 'CLEAR' button was pressed. The 'Category' and 'Task' dropdowns remain the same. The 'Time' field is now empty. The 'CLEAR' button is highlighted in yellow. The 'START' and 'END' buttons are now greyed out. The background features a stylized map of Europe.

Category: INVOICE PROCESSING EMEA

Task: Process PO invoice

Time:

CLEAR

START END

End user support (Invoice Processing) Process NON-PO invoice

7. Then you can select and measure new tasks.

Where can I see the measured items?

1. You can see your measured tasks on the Results sheet.

Process Freight invoice	Answering e-mail
BCC Validation	Answering business
Process Down Payment requests	Answering incoming
Intercompany posting	Answering vendor
Blocked invoice follow up	Blocked invoice
End user support (Invoice Processing)	Dicom follow up
Consignment posting	Escalation handling
WF re-routing	Team meeting
Tasks	Results
Guidelines	

2. Every item should be seen on this sheet.

A	B	C	D	E	F
Category	Task	Start Time	End Time	Elapsed Time	Username
INVOICE PROCESSING EMEA	Process PO invoice	2021.03.19. - 07:32:19	2021.03.19. - 07:34:09	0:01:50	Roland Csősz
INVOICE SCANNING EMEA	Prepare the binders for archiving (Iron Mountain)	2021.03.18. - 18:24:23	2021.03.18. - 18:24:25	0:00:02	Roland Csősz
INVOICE SCANNING EMEA	Print and put barcodes on HU10 invoices	2021.03.18. - 18:24:19	2021.03.18. - 18:24:21	0:00:02	Roland Csősz
INVOICE SCANNING EMEA	Scan invoices received by post	2021.03.18. - 18:24:15	2021.03.18. - 18:24:16	0:00:01	Roland Csősz

Why am I not able edit the list of the task or the measured items?

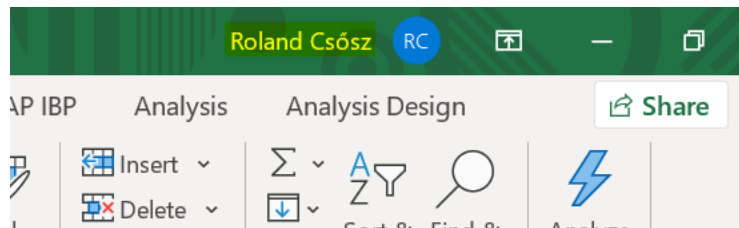
1. Both of sheet Tasks and sheet Results are locked. Your team leader can modify the results in your workbook.
2. If you have any problem with the measured tasks like:
 - a. You measured a task you choosed by mistake
 - b. You did not want to measure a task but you did
 - c. Or any data is not valid or is missing in a row

Then please inform your team leader about the case.

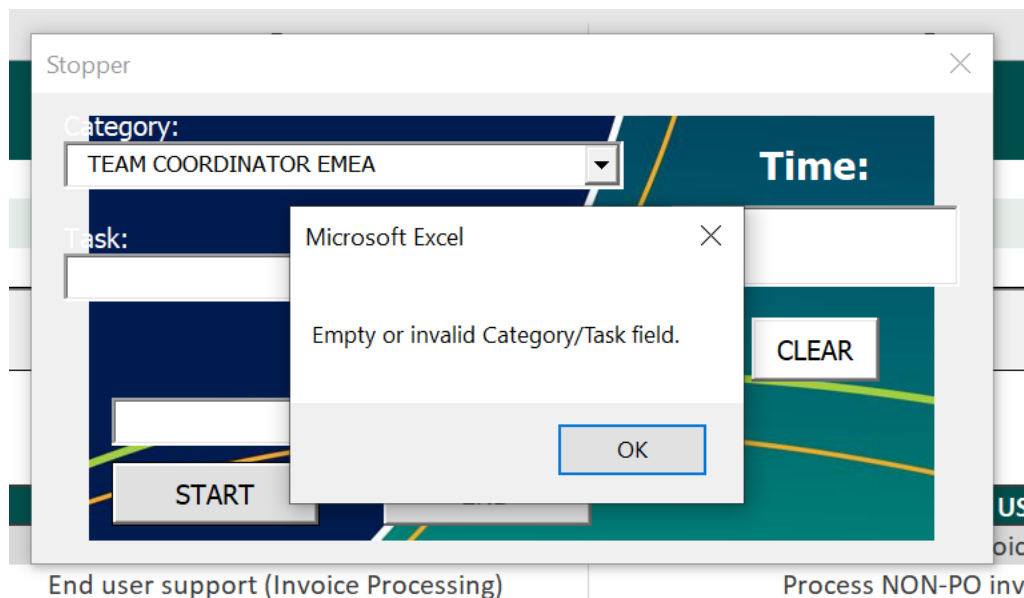
	A	B	C	D	E	F
	Category	Task	Start Time	End Time	Elapsed Time	Username
1	INVOICE PROCESSING EMEA	Process PO invoice	2021.03.19. - 07:32:19	2021.03.19. - 07:34:09	0:01:50	Roland Csősz
2	INVOICE SCANNING EMEA	Prepare the binders for archiving (Iron Mountain)	2021.03.18. - 18:24:23	2021.03.18. - 18:24:25	0:00:02	Roland Csősz
3	INVOICE SCANNING EMEA	Print and put barcodes on HU10 invoices	2021.03.18. - 18:24:19	2021.03.18. - 18:24:21	0:00:02	Roland Csősz
4	INVOICE SCANNING EMEA	Scan invoices received by post	2021.03.18. - 18:24:15	2021.03.18. - 18:24:16	0:00:01	Roland Csősz
5	INVOICE SCANNING EMEA	Scan invoices received by post	2021.03.18. - 18:24:15	2021.03.18. - 18:24:16	TEXT	Roland Csősz
6	INVOICE SCANNING EMEA	Print and put barcodes on HU10 invoices	2021.03.18. - 18:24:19	2021.03.18. - 18:24:21	0:00:02	
7	INVOICE SCANNING EMEA	Scan invoices received by post	2021.03.18. - 18:24:15	2021.03.18. - 18:24:16	0:00:01	
8						
9						
10						

Common Problem Sources

1. The Username on the Results sheet is missing or is not my name?
 - a. The macro uses the username you used to sign in to Excel.
 - b. Make sure that you signed in with your own profile.



2. „Empty or Invalid Category/Task field”
 - a. Make sure that you selected the category.
 - b. Make sure you selected the task in the selected category before pressing the START button.



3. There is no task in the combo box
 - a. Make sure you selected a category.

The image shows a 'Stopper' dialog box with a dark blue background and white text. It contains the following elements:

- Category:** A dropdown menu.
- Task:** A dropdown menu.
- Time:** A text input field.
- CLEAR:** A button.
- START:** A button.
- END:** A button.

Below the dialog box, there are two tabs: 'End user support (Invoice Processing)' and 'Process NON-PO inv'.