Measurement Stopper Work Instruction

Contents

Where can I reach the stopper file?

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

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 – Accouns Payable/ABC Measurement.

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.

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

3. Select the task you want to measure.

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

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

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

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-mai
BCC Validation	Answering busin
Process Down Payment requests	Answering incomir
Intercompany posting	Answering vc
Blocked invoice follow up	Blocked invoice
End user support (Invoice Processing)	Dicom follow
Consignement posting	Escalation h
WF re-routing	Team me

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 problemm 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.

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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.
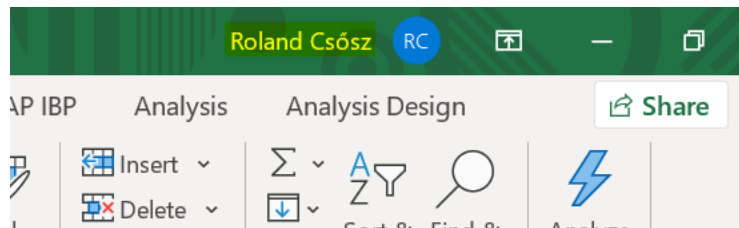
2. „Empty or Invalid Category/Task field"
   a. Make sure that you selected the category.
   b. Make sure you selected the task in the selected category before pressing the START button.
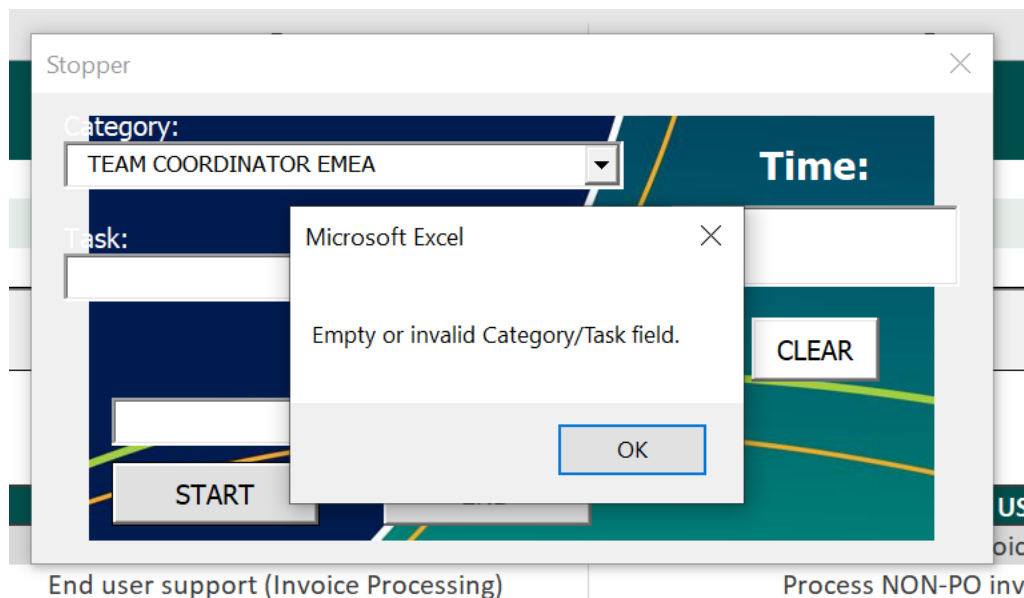
3. There is no task in the combo box
    a. Make sure you selected a category.

Stopper   ✕

Category:

Task:

Time:

CLEAR

START   END

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