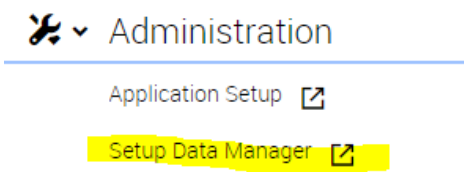


# PCD Editor by Marcel Rottmann <marcel.rottmann@kronos.com>

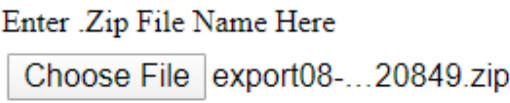
To use the PCD Editor follow these steps:

1. Download one or more PCDs from Workforce Dimensions via Setup Data Manager

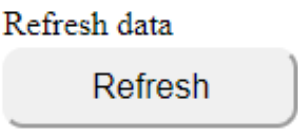


- **Pro Tip:** If you also download the Paycodes as well as part of your export, you can later reuse these in the add/remove Paycode features.

2. Save the downloaded file and choose the .zip file in the UI.

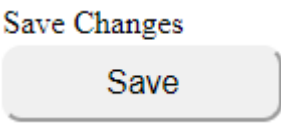


4. Click the Refresh Data from File button



5. If using more than one rule, now click into the Name of Rule Dropdown to choose your rule. Then click the Refresh button again.

6. Make any changes you need to make, when you want to save the changes, click save changes.



- When you save, you are storing a copy of your changes locally, these changes will be lost when you exit the UI.
- **Pro Tip:** When making a lot of changes, you can also make any changes in Excel and then copy the changes back into the tool, this is best practice as any saved changes cannot be undone via Ctrl-Z.

7. Once you have made all your changes click the Export Zip File button and save the generated file when prompted.

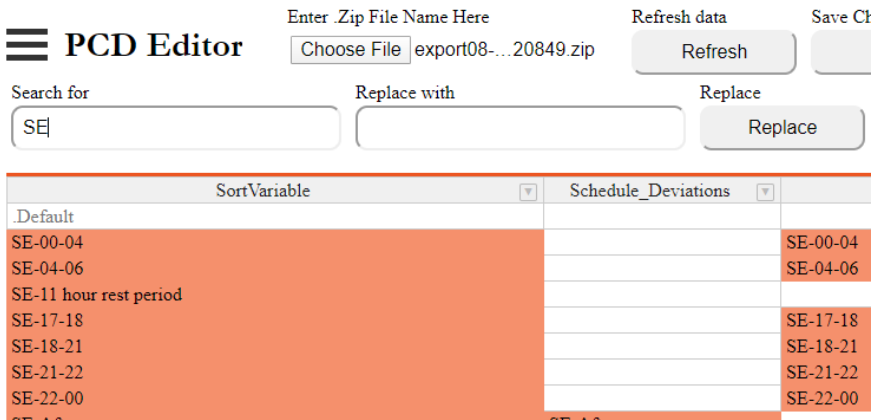


9. Reimport your .zip file into Dimensions 😊

## Additional Features Guide:

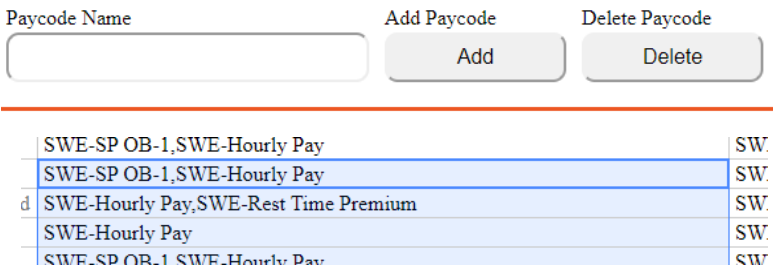
1.Search and Replace.

- When you start typing into the search bar, you will see a selection highlighted.
- Once you are happy with your selection, enter a replace with value and click the replace button.
- This may take some time depending on the size of your PCD, don't try and click other stuff in the meantime.
- You will see all the changes populate at once at the end of the process.



2.Add and Remove Paycodes.

- If you provided Paycodes in your chosen zip, you will see a drop down of Paycodes in the Paycodes name field. Otherwise you will just see an empty field.
- You can enter a Paycode name in this column and then select a selection of cells, once you have selected the cells you want to edit either click the add or the remove button.
- Again this may take some time, just let it do its thing. For best performance with very large PCDs, you are better off handling one column at a time.



3.Tickboxes

- Unticking Tabular/list view changes the way the PCD is displayed into a list view, with rows for OT instead of columns.
- Ticking Hide Helper Columns hides the columns that split out the 1<sup>st</sup> column into Deviations, Zones and RBS Rules
- Ticking only save filtered rows, will allow you to empty portions of your PCD, it will only save the cells that you have filtered.
- Unticking Config Col Read Only will let you edit the helper columns, which will in turn save changes to Zones etc. This is an advanced feature, so please use with caution. Disabling this also allows you to use Search and Replace on the those columns.

