FAQ Reports NEW

Where can I find my customized reports?

All reports that are not offered as standard have been moved to the reports area **NEW/Customer reports**.
You can see the list of standard reports under **Description of the reports/Table of contents)**[1].
Your customized reports have not been changed!

Where can I see vacation provisions?

You can see information on remaining vacation days and related topics in the report **Vacation (Annual accounts)**[2] or in the report **Vacation (Statistics)**[3]**.**

Where can I see my employees' current balances?

You can still obtain balance data in the **Booking list**[4] (in the menu under Reports NEW/Booking list; this list has not been changed), as well as under **Attendance & hourly absence** in the **Annual accounts**[5] or in the **Statistics**[6].
If you are also interested in the breakdown of balances by the creditability of the times, you will find it under **Attendance & hourly absence (Monthly accounts).** [7]

Where can I see the overtime to be paid out?

You can find it, broken down by the different surcharges or by tax-free and taxable overtime, under **Overtime (Monthly accounts)**[8]**, Overtime (Annual accounts)**[9] or **Overtime (Statistics)**[10]**.**

I want to evaluate several employees at once. How can I do that?

In the search screens for all reports, you can select the employees you want to run the evaluations for. To do so, click Favorites under "Selection" in the search screen and then check the box for "Persons". You can now add persons from your staff in the usual way. You can find more information on the search screen under **Reports - Usage (Search screen, features)**[11]

I want to look at fewer employees in detail. How do I do that?

The number of persons shown in a report can be influenced in two ways: by selecting persons in the search screen, and by using the filter options in the search result.
You can find information on both options under **Reports - Usage (Search screen, features)**[12]

How much vacation, sick leave, etc. do my employees have?

If you want to know how many absences your employees have with different absence reasons in a given period, please use the reports **Absences (Monthly accounts)**[13]**, Absences (Annual accounts)**[14] and **Absences (Statistics)**[15].

You can find more in-depth information on vacation under **Vacation (Annual accounts)**[16] or in the report **Vacation (Statistics)**[17]**.**

Background colors no longer appear when I print. That makes the print view a bit hard to read.

If background colors no longer appear when printing, you are probably using the **Firefox browser**.
In this case, you can easily turn the background colors back on: Open the print popup and check the option "**Print Backgrounds**" at the bottom. The colors will then appear as usual again in the print preview and the printout.

After the first time, this option should remain saved in the browser, so you do not have to set it every time.

1. /daisy/personalwolke-admin/10785-dsy.html?language=4
2. /daisy/personalwolke-admin/10726-dsy.html?language=4
3. /daisy/personalwolke-admin/10752-dsy.html?language=4
4. /daisy/personalwolke-admin/6163-dsy.html?language=4
5. /daisy/personalwolke-admin/10720-dsy.html?language=4
6. /daisy/personalwolke-admin/10729-dsy.html?language=4
7. /daisy/personalwolke-admin/10704-dsy.html?language=4
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16. /daisy/personalwolke-admin/10726-dsy.html?language=4
17. /daisy/personalwolke-admin/10752-dsy.html?language=4