

Use filters for report search masks

In addition to the report filters described above, the “Filters and irregularities” report area offers an additional filter option, which is described here.

It may be necessary, for example due to a change in the person responsible or due to updates, to change the filters in the search mask of a report from the “Filters and irregularities” report group.

The following explains how to do this.

Step 1: Open report

From the menu, select the report whose filters are to be changed.

Step 2: Open search mask

If the report itself is displayed immediately when you select the report from the menu bar, you will find the button to switch to the search mask at the top left above the report

Step 3: Click on the checkbox

Next to “Activate filter” you will find a checkbox, please click on it.

Step 4: Select filter settings

Select the filters you require by clicking on the relevant field. Selected filters are indicated by the blue color.

For some reports (by default for the report “Holiday filter (<5 days)” and “Daily maximum working time filter”), it is possible to change the displayed values. To do this, simply click on the number in the field so that the field can be edited, e.g. to also display people with 10 vacation days.

Step 5: Update filter selection

Now click on the “Refresh”- icon under the filter settings

Step 6: Display report

The selected filters are now displayed next to “Filter”, see red marking.

Depending on your company's configurations, the selected filters will now be used in the report in combination or not.

To display the result, i.e. the report, click on “Refresh” at the top left of the search mask.

Keywords: filter, search mask, report, report, irregularities, leave filter, maximum working time