Dashboard (Modul PW Time)

Content

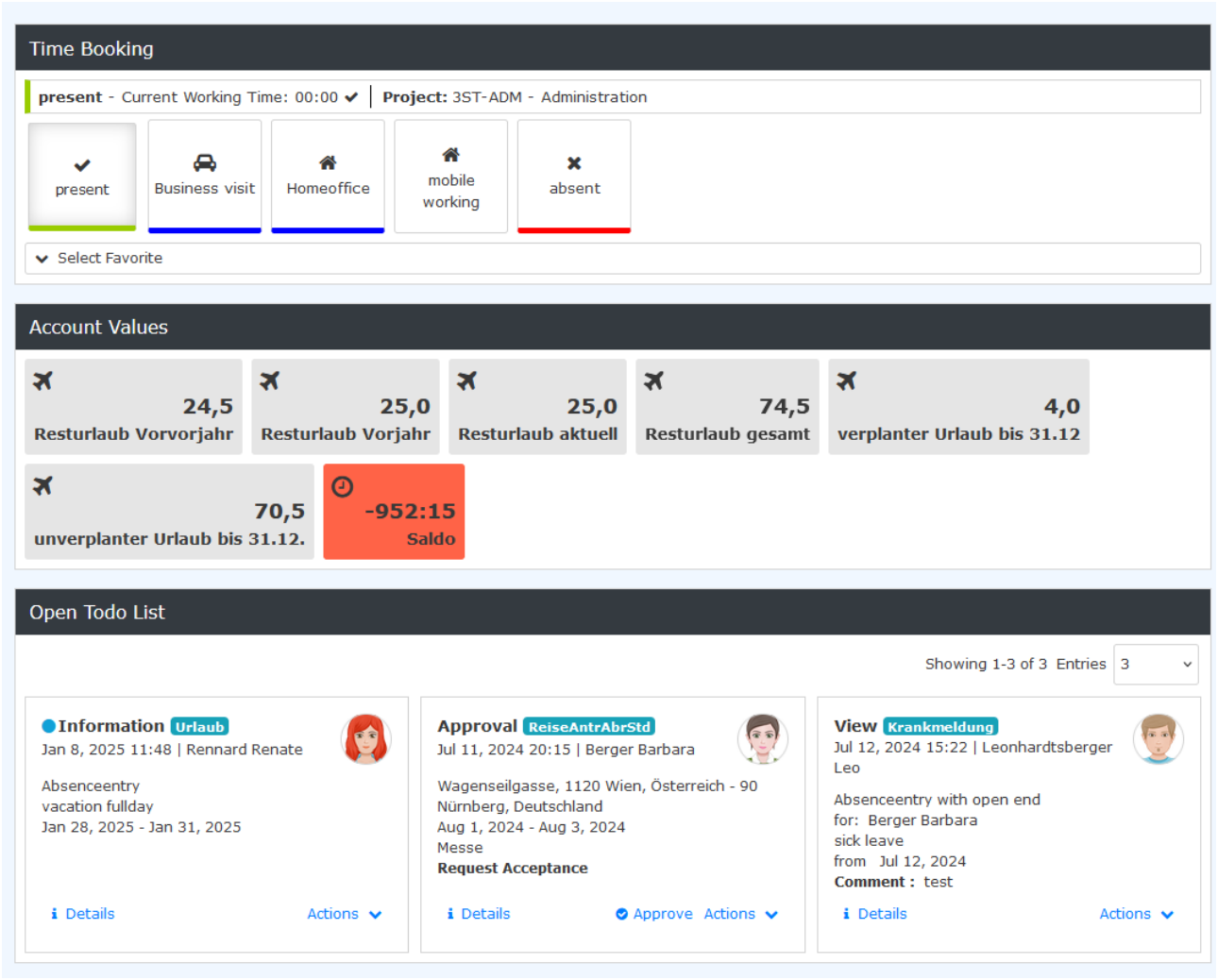
- General[1]
- Access[2]
- Booking[3]
  - Select favorites[4]
- Account Values[5]
- Open ToDo List[6]
- Absence Calendar[7]

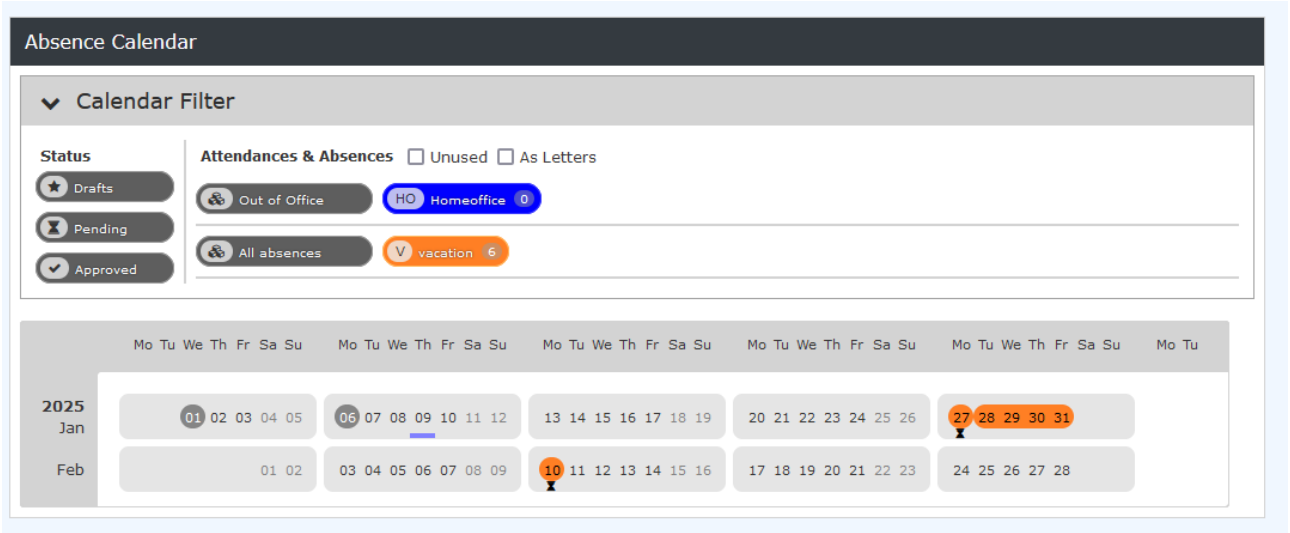
General

The dashboard is your personal gadget for your information and to-dos in Personalwolke.
It provides a visualization of the most important data from the Personal / Accounts[8] function, from your workflow and about your attendances and absences in the current and following month.

Access to the dashboard

Every user in the Personalwolke will have access to the dashboard in future.
By default, you will find the dashboard in the menu bar directly under “Home”. Simply click on it to open it.
It can also be displayed automatically after logging in.
Which areas or topics the dashboard displays depends on the user's roles and therefore on their permissions or the Personalwolke modules used by your organization





Time Booking

The presence status can be changed by clicking on the corresponding button.
The active presence status can be recognized by the graphic of the active button showing it as “pressed”.

Select favorites

Have you defined favorites for Personalwolke, i.e. pages that you want to have quick access to because you use them more often than others? Then these are displayed in the selection list under Favorites and can be clicked on directly.
The screenshot below shows that Write invoice (from the Project-Time module) is listed as a favorite. By clicking on it, you can immediately post it to a project. (This corresponds to the project time booking from the menu bar).

If there are several favorites, all of them are listed for selection.

Account Values

- Remaining leave previous year
- Remaining leave previous year
- Current remaining leave
- Total remaining leave
- Planned leave until 31.12. [of the current year]
- Unplanned leave until 31.12. [of the current year]
- Balance

This information is also available under Info # Personal / Accounts[9].

Open ToDo List

In this block you will find a graphical representation of your currently open tasks.
The most important information about the individual task is displayed. It is also possible to carry out an approval directly from the display, initiate further actions or switch to the process details[10] for this task by clicking on “Details”.

Absence Calendar

The current month and the following month are displayed.

Various **filters** are offered at the top of the block to shorten or simplify the display.
If all fields for the status of an application (“Status”) are active, all absences are displayed regardless of the status of the application. Various statuses can be hidden by clicking on “Draft”, “Pending” and “Approved”. Please note that absence requests that have not yet been approved are indicated by the hourglass sign under the date in the calendar display.

You can also swap the day display for the absences marked in the calendar by clicking on the checkbox next to “As letters”: instead of the day date, the type of absence is displayed according to the absence reasons[11], e.g. U for all-day leave.

1. https://extranet.workflow.at/daisy/personalwolke-admin/11087-dsy/edit/0941303d706a374a6a2e6c297c3c7a742d4b3342/part-SimpleDocumentContent#Allgemein
2. https://extranet.workflow.at/daisy/personalwolke-admin/11087-dsy/edit/0941303d706a374a6a2e6c297c3c7a742d4b3342/part-SimpleDocumentContent#Kontowerte
3. https://extranet.workflow.at/daisy/personalwolke-admin/11087-dsy/edit/0941303d706a374a6a2e6c297c3c7a742d4b3342/part-SimpleDocumentContent#Offene Aufgaben
4. /daisy/personalwolke-admin/5869-dsy.html?language=4
5. /daisy/personalwolke-admin/5869-dsy.html?language=4
6. /daisy/personalwolke-admin/10074-dsy.html?language=4
7. /daisy/personalwolke-admin/10775-dsy.html?language=4