

Attendance list

Here you will find information about the attendance list

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General

The attendance list lets you get information about the current availability of your colleagues.

Search mask

NOTIZ

We recommend defining the criteria for displaying the attendance list so that it shows the result that is most useful to you as quickly and easily as possible!

The following search filters are available:

Grouping

This parameter lets you choose between: No grouping, 1st level, 2nd level, 3rd level and 4th level

- **No grouping:** all users are displayed in alphabetical order.
- **1st level:** all selected groups and users below the 1st node are grouped and then displayed
 - Example:
 - Selecting group PB --> employees are displayed under PB, since PB is the top node in the organizational chart
- **2nd level:** analogous to the 1st level, all users below the 2nd node are displayed here.
- **3rd and 4th level:** analogous to the 1st and 2nd level

Refresh interval

(in minutes): specifies how often the attendance list is refreshed.

It can be changed. Setting it to 0 or a negative number freezes the refresh.

View

For an explanation, see the example views further below

- Standard
- Compact

Filter

This parameter lets you search specifically by the following criteria: only present, only absent, only absence reason, no restriction.

- **only present** > only present colleagues are displayed in the attendance list
- **only absent** > only absent colleagues are displayed
- **only absence reason** > only colleagues who have booked an absence reason (e.g., errand, sick, vacation, etc.) are displayed here
- **no restriction** > all colleagues for whom you have viewing permission are displayed.

Output format

If this parameter is set to **Print version**, you get a print-friendly output of the list.

Selection tree

This parameter offers the following options: Groups with viewing permission, All groups.

- **Groups with viewing permission:** displays all groups that the user is permitted to view.
- **All groups:** displays all groups of the company, even if the user is not permitted to query all of them.

Search

If a search term is entered, the search covers all groups for which you have viewing permission. You can search for a complete name (last name, first name) or for part of a name. The result then includes all matching last and first names and is highlighted in color.

Apply selection to search

By default, an entry in the **Search** field searches all groups for which you have viewing permission.

If you check this option, only the groups chosen under **Selection** are searched.

Show result immediately

If this option is activated, the chosen search settings are saved, and the result is displayed immediately the next time you open the attendance list.

Selection

With this parameter, the user can choose between the organizational chart and favorites, which the user can create themselves.

- **Organizational chart**
Using the selection criteria (depth, show subgroups to depth, show details) and by choosing specific loose groups, organizational chart groups, locations and cost centers, you can refine the display. The selection you made is displayed in the lower left area of the search mask.
 - All folders marked with a plus (+) symbol can be expanded further to show the subunits.
 - Clicking a unit checks it. A **double click** automatically checks all subunits as well
 - Clicking the arrow next to the organizational unit lets you select or deselect the subgroups
 - The selected organizational units or groups are highlighted in blue
 - Next to the organizational chart, a list of the selected groups is displayed
 - The "Minimize tree", "All", "Show subgroups to depth" and "Show details" buttons also offer display options for the organizational chart or the selection from it
 - Clicking the minus (-) symbol will **minimize the tree** > only the parent groups are displayed
 - The search is started by clicking the **Query** button.
 -
- **Favorites**

Here you can specify, independently of the organizational structure, which specific groups or persons are used for the display. This can be relevant, for example, for a cross-group project or for frequent contact with certain other employees.

With this parameter, each user can create their own favorites list, which can contain both persons and groups that are queried frequently. The favorites list can be adjusted at any time.

- To **add a person to the favorites list** > click the blue arrow > select a person > click the "Add" button
- The order of the persons in the favorites list can be changed at any time using the arrow keys
- To remove a person from the favorites list, click the red delete icon to the right of the name.
- Proceed in the same way with **groups**.

Query

View variants

The **attendance list** shows the selected group, the names of the persons assigned to the group, the status (green check mark for present, red cross for absent, absence reason), information about the last booking, and for absences also an absence reason (vacation, sick, etc.) as well as the duration of the absence (e.g., errand, vacation, ...).

1. Without grouping

Search mask for this view:

Compact view of this query

Print view of this query

2. With grouping

Search mask for this query

Additional feature

If you hover the mouse over the photo of an employee, an info window with that person's contact details opens.

Field descriptions

The following information is listed in the attendance list:

- **Name:** The names of the persons who belong to the selected groups appear here.
- **Status**
 - Red cross - absent without absence reason
 - Green check mark - present

- Calendar - absent with an absence reason (e.g., vacation, errand, seminar, sick, ...)
 - Airplane - working remotely (home office, business trip, etc.)
 - **Message**
This is the message that the employee can optionally enter when **booking** (e.g., when an errand is booked: Errand company XYZ - reachable by mobile phone).
 - **Last booking**
Shows when the last booking was made.
 - **Absence reason**
Example: Vacation, sick, errand
 - **From - to**
Period of absence for vacation, sick, errand, ... - a special case is the entry "**b.a.w.**", which appears only in connection with the absence reason "**Sick**". "**b.a.w.**" stands for "**until further notice**" and is entered when it is not clear when the employee will be able to work again. The system books this absence reason automatically every day until the employee books again for the first time.
 - **Phone number, mobile number**
- The **summary** contains the number of employees displayed.

Felder

Name	Wert
Modul	Time & Attendance (ta)
Webdesk Actionname	getAttendanceTableau
Artefakt-Typ	Action