Overview

General information

In the menu item **Persons** you will find an overview of all created persons (employees) for your client (company).

	Lastname ⬍	First name ⬍	Name	Client	Group ⬍	Username ⬍	Employee-ID ⬍	Email ⬍	TA-ID ⬍	Time zone ⬍	Active user ⬍	Valid from ⬍
🔍				All							Yes	
✎	Auer	Franz	Franz Auer	PersonalWolke Prof	PP-BAS	ppTesterAuswertung	000200236	auer.franz@deineZeit.at	115		Yes	Oct 17, 2017
✎	Bauer	John	John Bauer	PersonalWolke Prof	PP-SUPG	pp-1234	000289176				Yes	Oct 8, 2020
✎	Bauer	Josef	Josef Bauer	PersonalWolke Prof	PP-SUPW	ppjb	000289178				Yes	May 1, 2021
✎	Doe	Jane	Jane Doe	PersonalWolke Prof	PPBF	ppdoejane	000289174	jane.doe@zeitersparnis.at			Yes	Jun 23, 2020

Last name - the person's last name
First name - the person's first name
Name - combination of surname and first name
Client - the company the person is assigned to
Group - the group (department, organizational unit) to which the person is assigned (e.g. support, personnel, management, quality assurance, etc.).
Username - the username (incl. fixed prefix pb) for the login to the webdesk portal.
Personnel number - the user-defined personnel number including the company-specific prefix (in this case: 0001).
TA-ID - an ID automatically assigned by the system for time recording (cannot be changed)
Active user
Yes --> the person can log in to the Webdesk Portal
No --> the person can NOT log in to the Webdesk Portal, but is still evaluable

Person master data sheet

A click on a line or on the edit

symbol take

you to the person master data sheet where data concerning the employee can be changed / the employee can be deleted. An explanation of the individual fields and tabs (tabs) can be found under New Person[1].

Sorting / Search options

This list can be sorted in ascending or descending order using the blue triangles
( )
and according to various criteria (last name, first name, group, user name, personnel number, TA-ID, active, valid from).

In addition, the white text fields at the beginning of the list offer the possibility to restrict the displayed data records according to various criteria, e.g.: Last name "gs" shows only persons whose last names contain "gs" (enter gs in the text field and start search with Enter / Enter key /

click).
To make all records visible again, simply delete the search term from the corresponding
field and
press Enter again.

Practical funktions

By clicking one of the 3

icons in
the upper right area, the following dialog box opens to specify the data to be displayed in the selected medium (print, PDF, Excel):

Output range

- *All Records*

All employees of the company are displayed in the selected output medium.

- *Current selection*
  Only the currently displayed employees of the company are displayed in the selected output medium.

Open in new window

- *new window*
  The selected data sets are displayed in a new window.

- *current window*
  The selected datasets are displayed in the current window.

This function is also useful if you want to export a list of employees, possibly filtered according to various criteria. The Excel format is ideal for this.

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1. /daisy/personalwolke-admin/5928-dsy.html?language=4