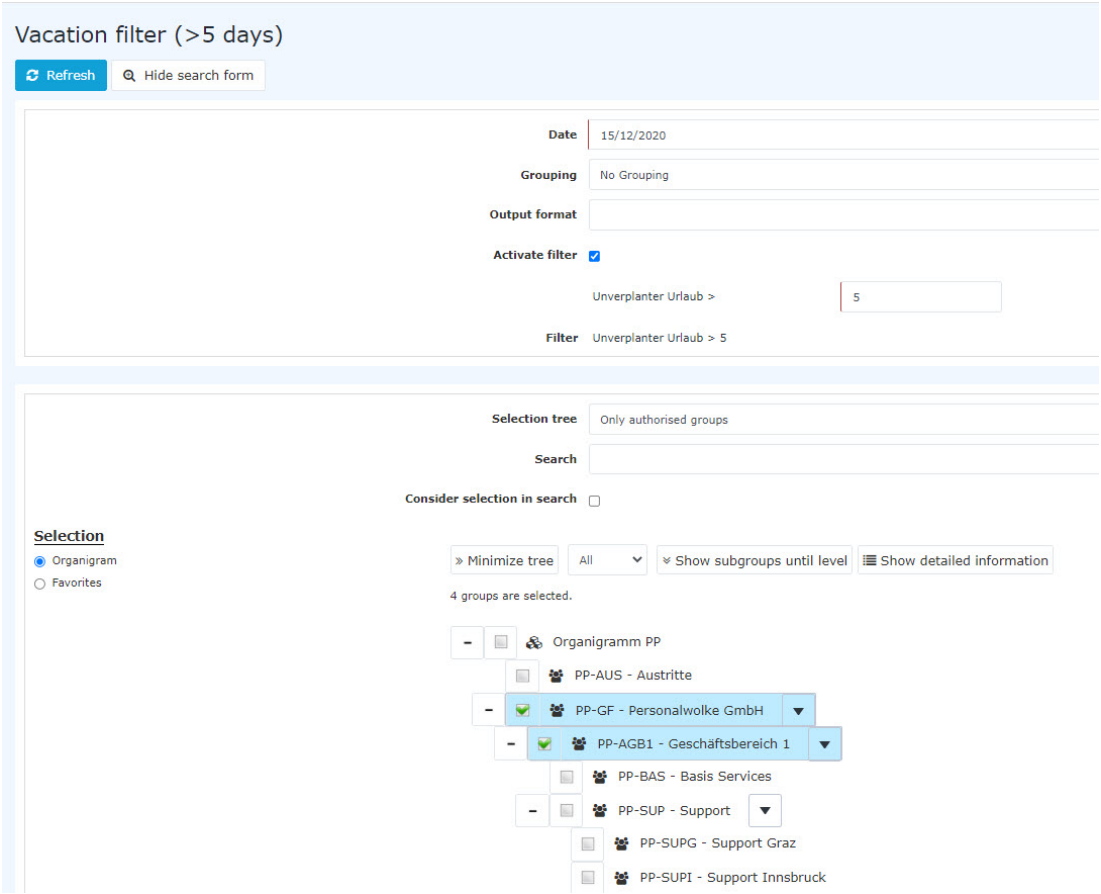
Booking list

General

This menu item gives the user access to a list showing an overview of the selected employees, in which the most important information is available at a glance (attendance, reason for absence, daily target, daily actual, balance, monthly total).

The search mask



Date

This parameter defines the key date up to which the evaluation is to take place.

Grouping

This parameter can only be changed if the Account parameter is set to Sick Days, Vacation Consumed or Attendance.

It allows you to choose between: No grouping, 1st level, 2nd level, 3rd level.

- **No grouping:** all users are displayed in alphabetical order.
- **1st level:** all selected groups and users are grouped below the 1st node and then displayed.
  - Example:
    - Selection of group PB --> Employees are displayed under PB, since PB is the highest node in the organizational chart.
- **2nd level:** analogous to the 1st level all users below the 2nd node are displayed here.

- **3rd level:** analogous to the 1st and 2nd level

Output format

Print, PDF, Excel

Selection tree

This parameter offers the following selection options: Groups with access authorization, All groups.

- **Groups with access rights:** Displays all groups that the user has access to.
- **All groups:** displays all groups of the company, even if the user is not authorized to view them all.

Search

If a search term is entered, the system searches in all groups for which access authorization exists. It is possible to search for a complete name (surname, first name) or for a part of the name. The result then contains all possible surnames as well as first names and is highlighted in color.

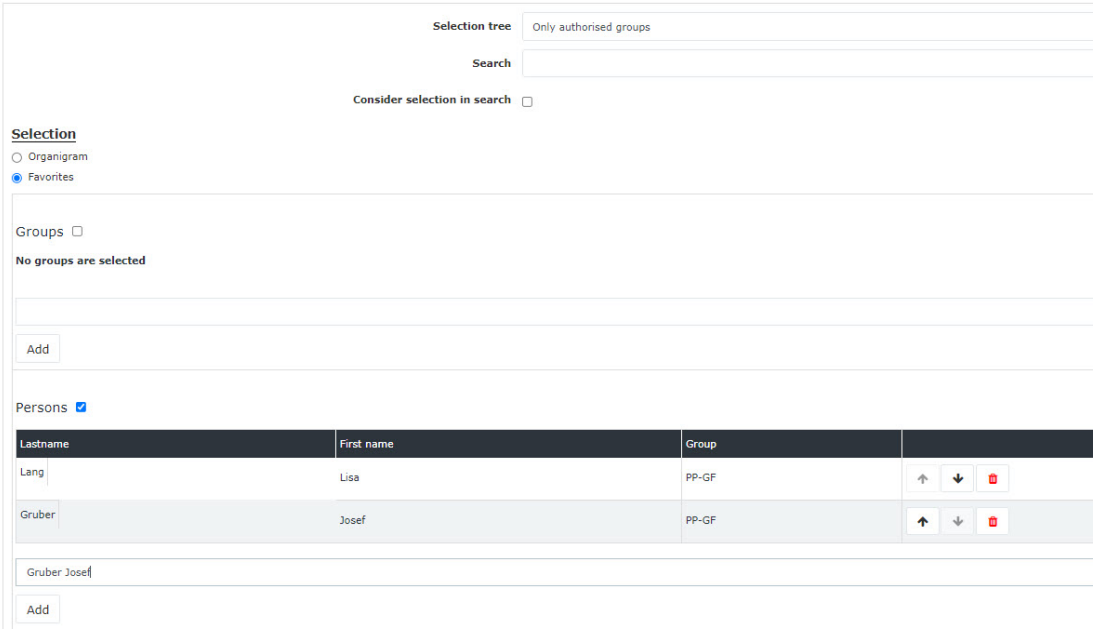
Include selection in search

In principle, all groups for which access authorization exists are searched when an entry is made in the **Search** field.
If this option is checked, only the groups selected under **Selection** will be searched.

Selection

With this parameter, the user has the choice between organigrams and favorites, which can be created by the user himself.

- **Organigram**
  - All folders marked with a plus (+) symbol can be expanded further to show the subunits.
  - By clicking on a unit, it will be checked. By **double-clicking**, all subunits are automatically checked.
  - by clicking on the green arrow > **Show subgroups to depth** (depth 1-3) > all existing subgroups are displayed
  - using the blue arrow > **Minimize tree** > this view is minimized again, only the parent groups seem to be on
  - **Show details** > By clicking on the symbol , the selected groups are clearly displayed in a list to the right of the symbol. Click again to hide the detailed information.
  - Clicking the **query** button starts the search.
- **Favorites**
  Using this parameter, each user can create their own favorites list, which can contain both persons and groups that are frequently queried. The Favorites list can be customized at any time.



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

The Result

The **booking list** displays an overview of the selected employees on the selected key date with the following information:

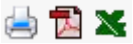
- **Name**
  The names of the persons belonging to the selected group appear here.
- **FB**
  Booking indicator - additional information at the beginning of the booking (e.g. core time violation, booking out of frame, ...). If the mouse is moved over the orange question mark icon, a small hint appears with the reason for the marking.
- **Bookings**
  Used to display the posting intervals.
- **FE**
  Booking indicator - additional information at the end of the booking (e.g.: core time violation, system walk, ...). If the mouse is moved over the orange question mark icon, a small hint appears with the reason for the marking.
- **Reason for absence**
  If the employee posts an absence reason (for example, doctor, off-site work, leave, sick leave, etc.), this information is displayed in this column.
- **Day TARGET**
  Day set time display
- **Day ACTUAL**
  Display of the actual daily working time
- **Balance**
  The monthly total reduced by the sum of the target time - can also be negative.

- **Month total**
  The sum of the days ACTUAL Time

A click on



takes you directly to the **journal** of the selected employee. With a click on



the list can also be printed out or exported as a PDF or Excel document.