# Booking List

## General

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

The explanation of the display of the booking list [1]can be found after the explanation of the search form.

## Search form

The following search filters are available:

- Date

Any date in the past is possible

- Date to

**A past date is also possible here**

- Grouping

This parameter allows you to choose between: No grouping, level 1, level 2, level 3 and level 4

  - **No grouping**: all users are displayed in alphabetical order.
  - **Level 1**: all selected groups and users below the 1st node are grouped and then displayed Paragraphs and lists
  - **Level 2**: analogous to level 1, all users below the 2nd node are displayed here
  - **Level 3 and 4**: analogous to level 1 and 2

- 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 and All groups.

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

- Search

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

- Consider selection in search

In general, when you enter something in the **Search** field, all groups for which a viewing permission exists are searched.

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

- Selection

With this parameter, the user can choose between Organigram and Favorites, which the user can create himself or herself.

- **Organigram**
  Using the selection criteria (depth, show subgroups to depth, show details) and by selecting specific loose groups, organigram groups, locations and cost centers, you can refine the display
  The selection made is displayed in the lower left area of the search form.

  - All folders marked with a plus (+) symbol can be expanded further and show the subunits.
  - Clicking checks the respective unit. **Double-clicking** automatically checks all subunits as well
  - Clicking the arrow next to the organizational unit lets you select/deselect the subgroups
  - The selected organizational units or groups are highlighted in blue
  - Next to the organigram, a list of the selected groups appears
  - The buttons "Minimize tree", "All", "Show subgroups to depth" and "Show details" also offer display options for the organigram or the selection from the organigram
  - Clicking the minus (-) symbol **minimizes the tree** > only the parent groups are shown
  - The search is started by clicking the **Query** button.
  - **Favorites**
    Here you can define, 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.
    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 adjusted at any time.

    - To **add a person or group to the favorites list,** click the selection field, select groups or persons from the window that opens, and click "Add".
    - The order of the persons on the favorites list can be changed at any time using the arrow keys
    - If you want 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**.

## Display of the booking list

.*(In this screenshot, the value "No grouping" was selected for grouping, which displays an alphabetical list of the employees.)*

The **account evaluation shows the sum of the following accounts in the table overview or in the table, in relation to the query units (groups, persons ...)**

- **Name**
  The names of the persons belonging to the selected group appear here.
- **FB**
  Booking indicator - additional information at the start of the booking (e.g., core time violation, booking outside the time frame, ...). If an entry is present here, you can move the mouse over the info icon to open a small tooltip with the reason for the indicator.
- **Bookings**
  Used to display the booking intervals
- **FE**
  Booking indicator - additional information at the end of the booking (e.g., core time violation, system clock-out, ...). If the mouse is moved over the information icon

  a small tooltip appears with the reason for the indicator.
- **Absence reason**

If the employee books an absence reason (e.g., doctor, official errand, vacation, sick, ...), this information is displayed in this column.

- **Daily TARGET**
  Display of the daily target time
- **Daily ACTUAL**
  Display of the actual daily working time
- **Balance**
  The monthly total reduced by the sum of the target time - can also be negative.
- **Monthly total**
  The sum of the daily ACTUAL time
- **Automatic break deduction**
  How long the break is that was deducted based on the recorded working time.

## Further features of the list:

- Switching to an employee's journal

Clicking the calendar symbol takes you directly to the Journal (monthly journal) [2] of the selected employee.

- Filter option

It is located below the heading of each column.

- **Showing/hiding columns**

Clicking the corresponding button opens a selection list. You can also hide columns by clicking the eye symbol.

### Sorting the display using the arrow keys in the column headings

1. /daisy/personalwolke-admin/5872-dsy.html?language=4