

# Overview

## General information

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

Persons

+ New person

Print

Print

PDF

Excel

Entry 1-20 of 43 << 1 2 >> Lines: 20

	Lastname	First name	Name	Client	Group	Username	Employee-ID	Email	TA-ID	Time zone	Active user	Valid from
Q				All							Yes	
	Auer	Franz	Franz Auer	PersonalWolke Prof	PP-BAS	ppTesterAuswertung	000200236	auer.franz@delneZeit.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



takes

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](#)<sup>1</sup>.

Person																	
<a href="#">Save</a> <a href="#">Save &amp; Close</a> <a href="#">Back</a> <a href="#">Delete</a> <a href="#">Print</a>																	
First name Rudi						Valid from 27.03.2013											
Lastname Renner						Valid till 01.01.3000											
Settings Groups Roles Action Permissions In competence of roleholders Cache Login Attempts NFC Tags Modules																	
Active user <input checked="" type="checkbox"/>																	
Client PersonalWolke Prof						Date of Birth 01/10/1970											
Username pprau						Title											
Employee-ID 000223412 ?						Title suffixed											
TA-ID 19						Gender male											
E-Mail notification No						Contact Data											
Email-notification as deputy No						Phone +43 996 1012470											
Deputy may approve No						Fax											
E-Mail Rudi.Renner@JetztBestellen.at						Mobile +43 996 1012470											
Language English						Street/Address											
Time Zone ---						ZIP-Code											
Menu						City											
Link Page With Menu <input type="checkbox"/> ?						Country											

## 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.

Lastname	First name	Name	Client	Group	Username	Employee-ID	Email	TA-ID	Time zone	Active user	Valid from
ren			All							Yes	
Renner	Rudi	Rudi Renner	PersonalWolke Prof	PP-AGB1	pprau	000223412	Rudi.Renner@JetztBestellen.at	19		Yes	Mar 27, 2013

## Practical functions

By clicking one of the 3

icons



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

Print version

Format dialog

Start

Output range: All records

Open in a new window: new window

### 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.

1. [/daisy/personalwolke-default-en/Time-Base/10473-dsy/5885-dsy/po\\_showPersons.new.html](/daisy/personalwolke-default-en/Time-Base/10473-dsy/5885-dsy/po_showPersons.new.html)