Attendance list

General

The **attendance list** shows the selected groups, the names of the persons assigned to the group, the status (green tick for attendance, red cross for absence, reason for absence), information about the last posting, and for absences, a reason for absence as well as the duration of the absence (for example, off-site work, vacation, ...).

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(Example attendance list after query)

The search mask

The user can use this input mask to query the **presence/absence** of employees according to various criteria.

Classic	Responsive

Grouping

This parameter 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

Update interval (in minutes)

This can be used to specify after how many minutes the attendance list is to be updated automatically.

> NOTIZ
> By entering 0 or a negative number, the automatic update is deactivated.

View

This parameter can be used to select between standard and compact view.

- **Standard**

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- **Kompact**

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Filter

You can use this parameter to search according to the following criteria: only present, only absent, only missing reason, no restriction.

- **only present** > only present colleagues are displayed in the attendance list
- **only absent** > only absent colleagues are displayed
- **only error reason** > only colleagues who have posted an error reason (e.g. off-site work, sick leave, vacation, etc.) are displayed here.
- **no restriction** > all colleagues are displayed for whom you have access authorization.

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 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.

Show result immediately

If this option is activated, the selected search settings are saved and the result is displayed immediately when the attendance list is called up again.

Selection

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

- **Organigrams**
    - 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.

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- To add a **person to the favorites list** > click the blue arrow > select a 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 **attendance list** shows the selected group, the names of the persons assigned to the group, the status (green tick for attendance, red cross for absence, reason for absence), information about the last booking, for absences also a reason for absence (leave, sick leave, etc.) and the duration of the absence (e.g. off-site work, leave, ...).

Classic	Responsive

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

Classic	Responsive

(In this screenshot the value "Level 3" was selected for the grouping, whereby the employees are also displayed in their respective groups in addition to the alphabetical sorting - up to level 3.)

- **Name**
  The names of the persons belonging to the selected groups appear here.

- **Status**
  - or
    - Absent without false reason
  - or -
    Present
  - or
    Absent with a reason for absence (for example: leave, off-site work, sick leave, ...)

- **Message**
  This is the message that the employee can enter when **booking** (optional) (for example, when an off-site work is posted): off-site work company XYZ - reachable on mobile phone).

- **Last booking**
  Shows when the last booking was made.

- **Absence reason**
  Example: Vacation, sick leave, off-site work

- **from - till**
  Absence period for leave, sick leave, off-site work,... - A special feature is the specification "**b.a.w.**", which only appears in connection with the error reason "**Sick**". "**b.a.w.**" stands for "**until further notice**" and is entered if it is not clear when the employee will be able to work again. This error reason is automatically posted by the system every day until the employee posts again for the first time.

The **summary** contains information about the number of employees displayed.

Felder

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