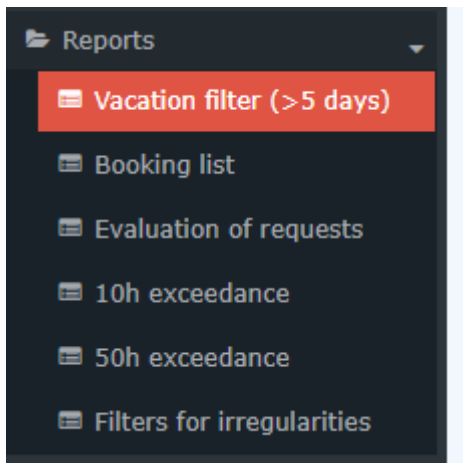


# Vacation filter (>5 days)

## General



This menu item provides the user with a list of those employees who have more than 5 days (> 5 days) remaining vacation on the selected key date.

The explanation of the [display of the vacation filter](#)<sup>1</sup> can be found after the explanation of the search mask.e.

## Search form

A screenshot of the 'Vacation filter (>5 days)' search form. The form has a light blue header with a 'Refresh' button and a 'Hide search form' button. Below the header, there are several input fields: 'Date' (set to 28.08.2023), 'Grouping' (set to 'No Grouping'), 'Output format' (empty), and 'Activate filter' (checked). Below these, there is a field for 'Unverplanter Urlaub >' with the value '5'. A 'Filter' label is shown below this field. At the bottom, there is a 'Selection tree' section with a dropdown menu set to 'Only authorised groups', a search bar, and a 'Consider selection in search' checkbox. Below the search bar, there are buttons for 'Minimize tree', 'Level 1', 'Show subgroups until level', and 'Show detailed information'. A list of groups is shown, with 'Organigramm SuW' selected and highlighted in blue. The list includes 'Lose Gruppen SuW', 'Organigramm SuW', 'Standorte SuW', and 'Kostenstellen SuW'.

The following search filters are available:

- **Date**

Any date in the past is possible.

- **Grouping**

This parameter allows choosing between: No grouping, level 1, level 2, level 3, level 4

- **No grouping:** all users are displayed in alphabetical order.
- **Level 1:** all selected groups and users are grouped below the 1st node and then displayed

- **Level 2:** analogous to level 1, all users below the 2nd node are displayed here
- **Level 3 and 4:** analogue to level 1 and 2
- **Output format**

If this parameter is set to print version, you will get a print-friendly output of the list.

- **Activate Filter**

Per default activated checkbox. The number of vacation days can be changed.

- **Selection tree**

This parameter provides the following choices: "Only authorized groups" and "All groups".

**All groups:** displays all groups of the company, even if the user is not authorized to view all of them.

**Groups with viewing permission:** displays all groups that the user is authorized to view.

- **Search**

If a search term is entered, a search is made in all groups for which there is an authorization to view. It is possible to search for a complete name (family name and or first name) or for a part of the name. The result then contains all possible family names as well as first names and is highlighted in color.

- **Consider selection in search**

Basically, all groups for which an access authorization exists are searched when an entry is made in the Search field.

If you check this option, only the groups selected under "Selection" will be searched.

- **Selection**

FEHLER

Error including document: Diese Variante des Dokuments existiert nicht: Dokument-ID 10407-dsy, Zweig 1, Sprache 4

## Display of the vacation filter

Vacation filter (>5 days)







[Refresh](#) [Show search form](#)

Vacation filter (>5 days), 28.08.2023 [Print](#) [PDF](#) [Excel](#)

**Table Overview**

Vacation from year before last year	Vacation from last year	Vacation from actual year	Remaining vacation days	Planned vacation	Unplanned vacation	Consumed vacation
0,0	25,0	147,5	172,5	0,0	172,5	7,5

Show/Hide columns Showing 1-6 of 6 Lines 20

	Name	Date	Employee ID	Entry date	Vacation from year before last year	Vacation from last year	Vacation from actual year	Vacation entitlement	Remaining vacation days	Planned vacation	Unplanned vacation	Consumed vacation
	e.g. Hans	--- -- --	Text filter	Text filter	e.g. = 10.5	e.g. < 10.5	e.g. <= 10.5	Text filter	e.g. >= 10.5	e.g. != 10.5	e.g. = 10.5	e.g. < 10.5
	Berger, Barbara	28.08.2023	SuW22032802		0.0	0.0	18.0	25	18.0	0.0	18.0	7.0
	Dorner, Daniel	28.08.2023	SuW22032804		0.0	0.0	25.0	25	25.0	0.0	25.0	0.0
	Elsner, Elisabeth	28.08.2023	SuW22032806		0.0	25.0	25.0	25	50.0	0.0	50.0	0.0
	Micosi, Michael	28.08.2023	SuW22032814	02.11.2022	0.0	0.0	30.0	30	30.0	0.0	30.0	0.0
	Pavelek, Pavel	28.08.2023	SuW22032818		0.0	0.0	25.0	25	25.0	0.0	25.0	0.0
	Rennard, Renate	28.08.2023	SuW0001		0.0	0.0	24.5	25	24.5	0.0	24.5	0.5

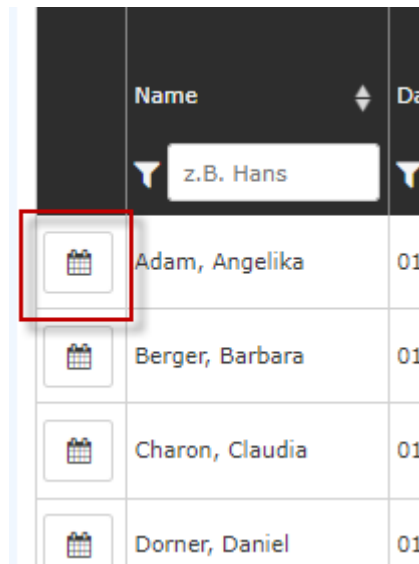
(In this screenshot, the value "No grouping" has been selected for the grouping, which displays an alphabetical list of employees).





The vacation filter shows the sum of the following accounts in the **table overview** or in the table below, according to the selection of groups and persons.

- **Name**  
The names of the persons belonging to the selected group appear here.
- **Date**
- **Employee ID**
- **Entry date**  
of the employee
- **Vacation from the year before the last year**  
Number of vacation days not yet taken in the year before the previous year
- **Vacation from last year**  
Number of leave days not yet taken in the previous year
- **Vacation from actual year**  
Number of leave days not yet taken in the current year
- **vacation entitlement**  
Vacation entitlement on the selected key date
- **Remaining vacation days**  
the still open vacation
- **Planned vacation**  
The number of planned vacation days
- **Unplanned vacation**  
The number of unplanned vacation days
- **Consumed vacation**  
of the actual year

Further features are

- Change to the journal of an employee












Calendar Icon	Name	Date
	Adam, Angelika	01
	Berger, Barbara	01
	Charon, Claudia	01
	Dorner, Daniel	01

Clicking on the edit icon will take you directly to the **journal (monthly journal)**<sup>2</sup> of the selected employee.

- **Filter option**

This is located under the heading of each column.

Show/Hide columns 


	Name	Date	Employee ID	Entry date	Vacation from year before last year	Vacation from last year	Vacation from actual year	
	 e.g. Hans	 --- --	 Text filter	 Text filter	 e.g. = 10.5	 e.g. < 10.5	 e.g. <= 10.5	
	Berger, Barbara	28.08.2023	SuW22032802		0.0	0.0	18.0	

- **Show/Hide columns**

Clicking the corresponding button opens a selection list.

0,0

25

Show/Hide columns 

☒ Date

☒ Employee ID

☒ Entry date

☒ Vacation from year before last year

☒ Vacation from last year

☒ Vacation from actual year


☒ Vacation entitlement

☒ Remaining vacation days


☒ Planned vacation









☒ Unplanned vacation

☒ Consumed vacation

	Pavelek, Pavel	28.08.2023	
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Alternative:

Show/Hide columns 

	Name	Date	Employee ID	Entry date	Vacation from year before last year	Vacation from last year	Vacation from actual year	
	 e.g. Hans	 --- --	 Text filter	 Text filter	 e.g. = 10.5	 e.g. < 10.5	 e.g. <= 10.5	
	Berger, Barbara	28.08.2023	SuW22032802		0.0	0.0	18.0	

- Sort data

Show/Hide columns

	Name	Date	Employee ID	Entry date	Vacation from year before last year	Vacation from last year	Vacation from actual year	
	e.g. Hans	--- - - -	Text filter	Text filter	e.g. = 10.5	e.g. < 10.5	e.g. <= 10.5	
	Berger, Barbara	28.08.2023	SuW22032802		0.0	0.0	18.0	

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