Using filters in report search screens

The report area "Filters and irregularities[1]" offers, in addition to the report filters described so far, an additional filter option, which is described here.

It may be necessary, for example because of a change of the responsible person or because of updates, to change the filters in the search screen of a report from the report group "Filters and irregularities".
The following explains how to do this.

Step 1: Open the report

Select from the menu the report whose filters you want to change.

Step 2: Open the search screen

If the report itself is displayed immediately when you select the report from the menu bar, you will find the button for switching to the search screen at the top left above the report

Step 3: Select filter settings

Select the filters you need by clicking the relevant field. Selected filters are recognizable by their blue color.

The selected filters are recognizable by the marking and are also listed again under "Filter".

For some reports (by default the report "Vacation filter (<5 days)" and "Daily maximum working time filter"), it is possible to change the displayed values. To do so, simply click the number in the field so that the field can be edited, e.g. to also show persons with 10 vacation days.

Step 4: Display the report

To display the result, i.e. the report, now click "**Query**" at the top left of the search screen.

Keywords: filter, search screen, report, irregularities, vacation filter, maximum working time

1. /daisy/webdesk-manual-admin/10755-dsy.html?language=4