

# Where can I find information on inactive persons?

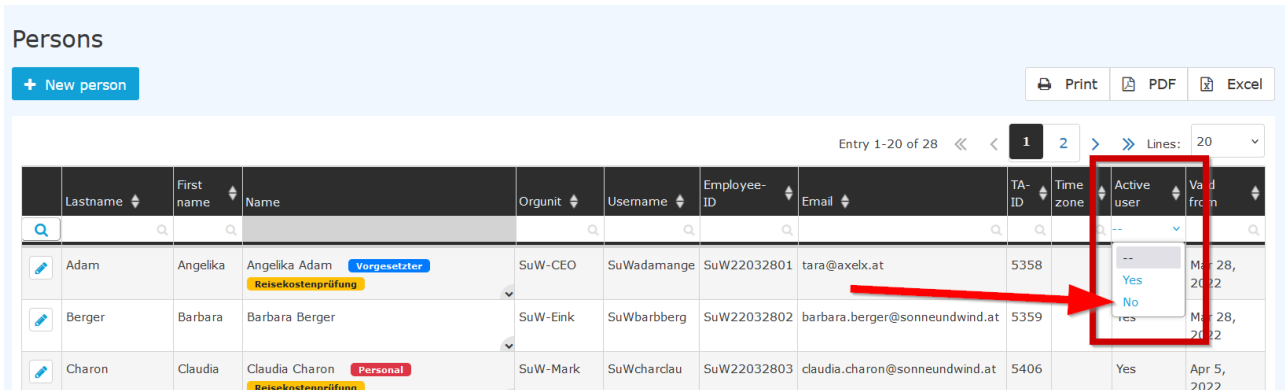
It is always possible to query persons, where the [overview list of persons](#)<sup>1</sup> is used to search for a person.

This overview list also offers the option of displaying inactive persons:

In this table, there is a column labeled “Active user”. The default selection here is “--”, meaning that all employees are displayed, regardless of their activity status as a user.

Clicking on the arrow opens the selection list, and you also have the option of selecting “inactive”.

--> The list of inactive users is now displayed.



Lastname	First name	Name	Orgunit	Username	Employee-ID	Email	TA-ID	Time zone	Active user	Valid from
Adam	Angelika	Angelika Adam <span>Vorgesetzter</span>	SuW-CEO	SuWadamange	SuW22032801	tara@axeix.at	5358		--	Mar 28, 2022
Berger	Barbara	Barbara Berger	SuW-Eink	SuWbarberg	SuW22032802	barbara.berger@sonneundwind.at	5359		--	Mar 28, 2022
Charon	Claudia	Claudia Charon <span>Personal</span>	SuW-Mark	SuWcharclau	SuW22032803	claudia.charon@sonneundwind.at	5406		Yes	Apr 5, 2022

This option for selecting inactive persons is offered in the following functions:

- [Persons overview](#)<sup>2</sup> (Administration --> Person)
- [Correction client](#)<sup>3</sup>
- [Absence client](#)<sup>4</sup>
- Reports by using the favorites and adding persons in the search mask of the reports [LINK will follow soon]

This gives you several options for retrieving personal data as well as data from the time recording of inactive employees.

*Keywords: ex-employee, resignation, parental leave, inactive*

1. </daisy/webdesk-manual-admin/5946-dsy.html?language=4>
2. </daisy/webdesk-manual-admin/5946-dsy.html?language=4>
3. </daisy/webdesk-manual-admin/5890-dsy.html?language=4>
4. </daisy/webdesk-manual-admin/6152-dsy.html?language=4>