Management

Webdesk provides various lists and filters, useful for the management, the HR-department etc. This are only a few possible examples:

- Account list
- Booking list
- Filter lists
- Statistics

The **selection** of the requested units/departments is operated either via the organigram or the favourite-list.

- **Date**
  Query with a respective date
- **Grouping**
  This parameter provides following selection (the number of levels offered depends on the depth of the organisation structure):
  - **No grouping:** display of all user in alphabetical order
  - **1st. Level**: display of all selected groups and user underneath the 1st. knot
    - Example:
      - Selection of group SA01 >> all user/groups located under G01 will be displayed, since G01 represents the highest knot in the organigram
  - **2nd. Level**: analogue to the 1st. level, all user/groups located under the 2nd knot will be displayed
  - **3rd. Level** etc.: analogue to the 1st. and 2nd. Level
- **Selection tree**
  This parameter allows following selection:
  - **Authorized groups and paths:** The organigram displays the groups the user is authorised to view, together with the superior groups leading to them.
  - **Full hierarchy context:** the organigram displays all groups, but only the groups the user is authorised to view can be selected
- **Search**
  Search for a person (first name and/or family name) or a group (short name or name). It is sufficient to enter a part of the name (e.g. we); a wildcard such as * is not needed. Several search terms can be entered separated by commas.
- **Output format**
  The output of your management-list can be formatted as PDF, Excel or print version, without a previous display of the HTML-list (time saving). If there is no selection (blank), you will receive the HTML-list.
- **Consider selection in search**
  This parameter has only an effect, when a name has been entered in the "Search" field. If activated, only the selected organigram-groups will be searched. If it is not activated, the query searches the entire organigram (acc. to the authorisation level).
- **Show Result if possible**
  This field is only displayed if it is enabled in the configuration of the report. If activated, the result is displayed immediately with the saved selection the next time the menu item is opened.
- **Selection**
  This parameter provides the choice between the organigram or a list of favourites, created by the user:
  - **Organigram**
    - All folders containing subunits can be further expanded, so the subunits will appear.

- A click on the respective unit sets a mark. The small button next to a group with subgroups opens a menu: **Select all** also marks all subunits, **Deselect All** removes the marks of the group and its subunits.
- Select a depth and click the button > Show subgroups until level > to display the subunits up to the selected level (or all)
- A click on the button > Minimize tree > minimizes the organigram, only the superior groups appear
- Show details > a click on this symbol displays the names (short names) of all selected units, even if the organigram is collapsed. Click here again, and the names (details) disappear
- A click on the "Query" button starts the query.

- **Favourites**
  Every user can create his own list of favourites, containing the colleagues/user, who are queried most frequently.
  You can either create a favourite group, or a favourite person, or a mix of both.
  If you like to create a favourite group, then mark the group-parameter. Same procedure for creating a favourite person-list.

  - **Add a person to the list** > select the person > click on the "Add" button
  - The **sequence** of persons in the list can be changed with the arrow-keys
  - **Remove a person from the list** > click on the red "delete" symbol next to the name.

The selection criteria you have entered in the Selection tree will be saved for the next query.