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 filter¹ can be found after the explanation of the search mask.e.

Search form

Vacation filter (>5 days)		
C Refresh Q Hide search form		
Date	28.08.2023	*
Grouping	No Grouping	~
Output format		~
Activate filter	٥	
	Unverplanter Urlaub > 5	
Filter	Unverplanter Urlaub > 5	0
Selection tree	Only authorised groups	~
Search		?
Consider selection in search		
Selection » Minimize tree	Level 1 🗸 Show subgroups until level 🔳 Show detailed information	
Favorites 28 groups are select	ad.	
+ 🖬 🗞 🗆	ise Gruppen SuW	
+ 🛩 🗞 0	rganigramm SuW	
+ = & K	ustenstellen 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

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

Display of the vacation filter

Vaca	tion filter	(>5 da	ays)										
Vacat	on filter (>5 days)	, 28.08.2023										🖨 Print	🖻 PDF 🔀 Excel
- Ta	ole Overvie	w											
Vac	ition from year befo	re last year	Vacatio	n from last year	Vacation from actual year	Remaining vacation da	Planned vacation	n Unplanned vacatio	n Consumed vacation				
	0,0		2	25,0	147,5	172,5	0,0	172,5	7,5				
Show	/Hide columns <	۲										Showing 1-6 c	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	۲		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		SuW22032	02	0.0	0.0	18.0	25	18.0	0.0	18.0	7.0
*	Dorner, Daniel	28.08.2023		SuW22032	04	0.0	0.0	25.0	25	25.0	0.0	25.0	0.0
*	Elsner, Elisabeth	28.08.2023		SuW22032	06	0.0	25.0	25.0	25	50.0	0.0	50.0	0.0
	Micosi, Michael	28.08.2023		SuW22032	02.11.2022	0.0	0.0	30.0	30	30.0	0.0	30.0	0.0
	Pavelek, Pavel	28.08.2023		SuW22032	18	0.0	0.0	25.0	25	25.0	0.0	25.0	0.0
1	Rennard, Renate	28.08.2023		SuW0	101	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



Clicking on the edit icon will take you directly to the **journal** (**monthly journal**)² 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 Berger, Barbara	28.08.2023	Text filter	Text filter	Y e.g. = 10.5	Y e.g. < 10.5	Y e.g. <= 10.5	T	

Show/Hide columns

Clicking the corresponding button opens a selection list.

0,0	25						
Show/Hide columns 👁							
🛃 Date							
✓ Employee ID	≜ ø⊘ E						
🛃 Entry date							
✓ Vacation from year before last year	ar 🗰 🔨						
✓ Vacation from last year							
Vacation from actual year							
✓ Vacation entitlement							
Remaining vacation days							
Planned vacation							
Unplanned vacation							
Consumed vacation							
Pavelek, Pavel 28.08.2023							

Alternative:

Show,	/Hide columns	۲						
	Name 🔶	Date 📢 🕫	Employee ID 🗧 🛷	Entry date 🗧 🛷	Vacation from 🗍 🛷 year before last year	Vacation from 🕴 🛷 last year	Vacation from 🔶 🛷 actual year] ,
	Te.g. Hans	۳ ۱	Text filter	Text filter	e .g. = 10.5	T e.g. < 10.5	T e.g. <= 10.5	T Te
	Berger, Barbara	28.08.2023	SuW22032802		0.0	0.0	18.0	

Sort data

Show	/Hide columns <	۲						
	Name 🔶	Date 🔶 🕫) Employee II) 🔶 ø	Entry date 🌲 ø	Vacation from 🔶 🌮 year before last year	Vacation from 🔶 🌮 last year	Vacation from 🔶 🕫 actual yea.	
	Y e.g. Hans	۳ ۳	Text filter	Text filter	e .g. = 10.5	e .g. < 10.5	e .g. <= 10.5	T
	Berger, Barbara	28.08.2023	SuW22032802		0.0	0.0	18.0	

1. /daisy/webdesk-manual-admin/5872-dsy.html?language=4