Attendance Tableau

The attendance tableau allows you the query of attendant or absent colleagues.

You can search either for the names of certain colleagues or for certain groups/departments. The organigram is displayed in accordance with the level of authorisation of the user. The parameter "organigram" shows the organisational structure of the company.

- All folders marked with a **+** symbol can be further expanded, so the subunits will appear.
- A click on the respective unit sets a mark, a double-click marks also all subunits.
- A click on the Refresh-button starts the search-process.
- **Grouping**
  This parameter provides the selection of: no grouping, 1st. Level, 2nd. Level, 3rd. Level.
  - **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**: analogue to the 1st. and 2nd. Level
- **Refresh interval (minutes)**
  Number of minutes after which the display is refreshed automatically. 0 or a negative number switches the automatic refresh off.
- **View**
  Choice between the standard view and the compact view.
- **Filter**
  This parameter allows a specific search for defined criteria:
  - **only current present persons >** the attendance tableau displays only attendant colleagues
  - **only absent persons >** the attendance tableau displays only absent colleagues
  - **only persons with absence reason >** the attendance tableau displays only colleagues with a booked absence reason (e.g. business visit, illness, holidays etc.)
  - **no constraints >** this parameter displays all colleagues, in accordance with the authorisation level.
- **Output format**
  If provided by the administrator, the result can also be prepared for printing or output as PDF or Excel.
- **Selection tree**
  This parameter allows following selection:
  - **Groups according to authorisation level**: The organigram displays all groups, in accordance with the authorisation level of the user.
  - **All Groups**: the organigram displays all groups, even if the user is not authorised to select and query all of them.
- **Search**
  All groups the user is authorised to view are searched. The search term must match at least a part of the first or last name of a person, or of the short name or name of a group. If the option **Consider selection in search** is activated, only the current selection is searched. With the option **Show result immediately** the result is displayed right away without a further query.
- **Options**
  This parameter provides the choice between the organigram or a list of favourites, created by the user:
  - **Organigram**
    - All folders marked with a "+" symbol can be further expanded, so the subunits will appear.
    - A click on the respective unit sets a mark, a double-click marks also all subunits

    - A click on the green arrow > **Show subunits until node** 1-3 > displays all existing subunits
    - A click on the blue arrow > **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.
    - **Add a person to the list** > click on the blue arrow > select the person > click on the "Add" button
    - The **sequence** of persons in the list can be varied with the arrow-keys
    - **Remove a person from the list** > click on the red "delete" symbol next to the name.

The attendance tableau displays an overview, containing the selected group/department, names of the team-members, the status, absence reason etc.
The appearance of the attendance tableau, and its content is defined by the system administrator.

- **Name**
  Display of the user names, belonging to the selected group/department
- **Status**
  Symbol and text, e.g. present, absent, absent with absence reason, day off or "person does not book"
- **Booking**
  Time of the last booking
- **Terminal number**
  Displays the terminal number, at which the user checked in/made his booking
- **Absence reason**
  If an user has booked an absence reason, it is displayed here, e.g. holidays, ill, business visit etc.
- **Date from - until**
  Period of time for the absence (holidays, illness, business trip,...)
- **Comment**
  A time-booking can contain a comment (e.g. "in conference until 10 a.m."...), which would be shown in this column)
- GW-Appointments
  Optional display of the availability according to the groupware calendar (can only be displayed with an activated Groupware Integration module).

The appearance o the attendance tableau is represents an example, and can vary, as the layout can be adapted by the system administrator.

The **summary list** includes the number and names of the selected groups/departments, number of displayed persons. Optionally, the summary can be removed by the system administrator.

Depending on the configuration, the attendance tableau can also be shown in a newer display. On the first call (if nothing has been selected yet), the user's own organisational unit is selected automatically, the persons can be shown as a table or as cards (e.g. with contact data such as phone, mobile and e-mail), and the display can be refreshed automatically.

Verweise

Konfiguration für den Administrator
/daisy/webdesk-manual-admin/896-dsy.html?language=4