Personnel Lists

Overview

Personnel lists offer a broad range of evaluation options for the workforce of your company. With appropriate search criteria and filters, it is possible to obtain detailed information about headcount. Below, we explain the options that the reporting system opens up in this area.

The following personnel lists are currently available (clicking the list you are looking for takes you to its description):

- Employee List
- Phone List[1]
- Person Addresses
- Responsibilities
- Education
- Certificates
- Training List
- Birthdays and Anniversaries

Parameters

The masks for creating the various lists all contain the two parameters

- **Format** (pdf, print, or xls)
- **Reference date** (with calendar, filled with the current date by default)

as well as the fields

- **Search** (text field for the optional entry of keywords such as employee or location names, prefilled by default with "Organizational unit, location or cost center") and
- the mandatory checkbox for selecting loose groups and organizational units or, depending on the organizational structure, also cost centers and locations

Required fields are the reference date and the checkbox. Without filling these in or accepting the current date, no list can be created. If no format is selected, a file in pdf format is created by default.

Depending on the type of list selected, further fields can be used. These are described in the chapters on the respective lists.

1. /daisy/webdesk-manual-admin/9363-dsy.html?language=4