Personnel Lists - Person Addresses

Overview

This feature gives you the option to display the private or the business addresses of your employees in a list.

Parameters

The parameters of this report correspond to those that all employee lists have and are explained here[1].

The further **parameter** of this list is

- **Address type**: Required field, choices are "Business" or "Private"

Report Output

The following data is displayed on the **output list** of this report

- First name
- Last name
- Personnel number
- Organizational unit (abbreviation)
- Street
- City
- Postal code
- Country

The list heading states whether these are the private or the business addresses.

A person's address is maintained via Person mask/Contact info/Private address[2] or Person mask/Contact info/Business address[3].
If the option "Synchronization with the location" has been selected for the business address of the employee(s), the business address can only be changed via the address recorded under the respective location.

Example

1. /daisy/webdesk-manual-admin/7852-dsy.html?language=4
2. /daisy/webdesk-manual-admin/7745-dsy.html?language=4
3. /daisy/webdesk-manual-admin/7746-dsy.html?language=4