Personnel Lists - Certificates

Overview

The report list on certificates gives you the option to get an overview of the qualifications and permits of your employees.

Parameters

Information on the general parameters can be found here.[1]

The following additional **parameters** (selection criteria) are possible:

- **Certificate status:** Required field, choices are Expired, Current, All, various validity periods)
- **Certificate type**: over 100 choices
- **Certificate group**: over 10 choices, e.g., driver's license
- **Issuer**: over 100 choices, e.g., federal police departments

The employees' certificates are maintained here: Education tab - Certificates[2]

Example

Sonne und Wind GmbH needs a small transport of a component from Vienna to Linz. A truck is available, but an employee is needed who can take on the transport trip. With a few clicks, it can be determined who has the required certificate, in this case a C1 driving license.

1. https://extranet.workflow.at/daisy/personalwolke-default/HR-Expert/7608-dsy/7609-dsy/Personallisten.html
2. https://extranet.workflow.at/daisy/personalwolke-default/HR-Expert/Personenmaske/Bildung/Zertifikate.html