Personnel Lists - Training List

Overview

The query on the topic of training gives you the option to get a list of the existing or currently ongoing further education measures of your employees.

Here, further training that took place outside of school or university education is listed. This data is maintained in the person mask in the area Education/Further education and seminars[1].

Parameters

Information on the general parameters for the personnel lists can be found here[2]

Further **parameters** are:

- **Seminar group**
- **Education/further education**: a search term can be entered here
- **Training status**: Choices are "Completed," "Planned," and "Canceled"

Example

An employee with trainer training is being sought. The appropriate keyword can be entered in the "Education/further education" field.

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