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 organigramm is displayed in accordance with the level of authorisation of the user. The parameter "organigramm" 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 query-button starts the search-process.

🕵 Anwesenheits-Tableau

🍣 Abfrage 🔍 Suchma	ske verbergen		
Gruppierung	Keine Gruppierung	×	
Filter	nur Fehlgrund	~	
Auswahlbaum Suche	keine Einschränkung nur Anwesende nur Abwesende nur Eeblagund		?
Selektion bei Suche berücksichtigen			
Auswahl ⊙ Organigramm	🕢 Tiefe 1 🔽 🎱 🖪		
Favoriten	3 Gruppen sind selektiert.		
	□ ♣ □ Organigramm 0 □ G02 - Gruppentest 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	st	

• Grouping

- This parameterprovides 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 organigramm
- 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
- Filter
 - This parameter allows a specific search for defined criteria:
 - **only attendant** > the attendance tableau displays only attendant colleagues
 - only absent > the attendance tableau displays only absent colleagues
 - **only absence reason** > the attendance tableau displays only colleagues with a booked absence reason (e.g. business visit, illness, holidays etc.)
 - **no restriction>** this parameter displays all colleagues, in accordance with the authorisation level.

• Selection tree

- This parameter allows following selection:
 - **Groups according to authorisation level**: The organigramm displays all groups, in accordance with the autorisation level of the user.

• All Groups: the organigramm displays all groups, even if the user is not authorised to select and query all of them.

Search

according to the entered criteria, such as name (first name, family name, academic title) or initial letter, all groups all searched. The result includes all family and first names, according to the search-entry, or starting with the initial letter, or including an academic title.

Options

This parameter provides the choice between the organigramm or a list of favourites, created by the user:

- Organigramm
 - 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 organigramm, only the superior groups appear
 - Show details > a click on this symbol displays the names (short names) of all selected units, even if the organigramm is collapsed. Click here again, and the names (details) dissappear
 - A click on the "Query" button starts the query.

Favourits

Every user can create his own list of favourites, containing the colleagues/user, who are queried most frequently.

Auswahl Organigramm ⊕ Favoriten	Nachname	Vorname	Gruppe	
	Weiss	Florian	G01	×
	Aigner Wolfgang	~		
	Altmahr Lidia		100	
	Altmann Lydia			
	Angerer Annie	_		
	Angler Moritz			
	Anker Eva			
	Arnold Simone	_		
	Bäcker Katharina	1	×	

- 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 preson 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 teammembers, the status, absence reason etc.

The appearence of the attendance tableau, and its content is defined by the system administrator.

🕵 Anwesenheitstableau



💲 Abfrage 🔍 Suchmaske anzeigen

Anwesenheitstableau, 11.09.2009 13:50:57								
Name	Status	Buchung	TerminalNr.	Fehlgrund	von	bis	Mitteilung	GW-Termine
Böhm, Susanne x	U			Krank mit Lohnfortzahlung	04.09.2009	b.a.w.	Böhm	
Friedrich, Willhelm x	~	13:38	1				Friedrich	
Haider, Martin x	U	10:53	1	Dienstgang				
Helfer, Markus x	~	13:41	1				Helfer	
Weiss, Florian x	×	13:42	1				Weiss	
Zusammenfassung								
Anzahl der Angestellten	5							
Anzahl der nicht leeren Gruppen	1							
Gruppen	G01							

• Name

Display of the user names, belonging to the selected group/department

• Status

Red cross means absent, green check-mark attendant, a book stands for an absence reason

Booking

Time of the 1st 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 ime 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 colum)

• GW-Appointments Optional display of appointments from the personal calendar (GW-appointments; can only be displayed with an activated Calendaring Module).

The appearence 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.

Verweise

Konfiguration für den Administrator /daisy/webdesk-manual-en/896-dsy.html