Column settings for custom reports

> **NOTIZ**
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> The descriptions in the "Data Type" column of the following tables are written in German on purpose, as in the English Version of Webdesk, these also remained in German.

Category Columns

The following data types can currently be defined as **vertical grouping columns** when configuring a project report:

Data Type	Description
Code (pjz)	The project code (e.g. for use in the project structure plan, is defined when the project is created) is displayed as a grouping column in the project report.
Gruppe	The groups of employees who have booked project time (e.g. workers, management, personnel department) are displayed as grouping column (grouping by group).
Gruppe hist. detail	same as option "Gruppe" - with the difference that project times of persons who are no longer members of the respective group, but who were members at the time of project booking, are also included in the evaluation here
Gruppe hist. sum.	same as option "Groups" - however, project times of persons who are no longer members of the relevant group but were members at the time of project booking are also included in the evaluation here
Jahr	The year in which the relevant project time was booked is displayed as a grouping column. (structure by year)
Kunde (pjz)	The customer for whom a project was executed is displayed as a grouping column. (Possibility of structuring project times by customer)
Mitarbeiter	The individual employee who has booked the project time is displayed as a grouping column. When expanding, depending on the grouping column above, all project times of the employee (if nothing above) or e.g. all project times of the employee within a certain project (if project above) or year (if year above) are visible.
Monat	The month in which the relevant project time was booked is displayed as a grouping column. (Structure by month)
Organigramm	The organigram including all its sub-groups is displayed as a grouping column if the members of these groups have entered project times. (Organizational Chart Group Structure)

Projekt (pjz)	The individual projects which were booked are displayed as grouping columns. (Structure by project)
Status (pjz)	For project times that require approval, the approval status of the project (submitted or approved) is used as a grouping column.
Tag	The day on which the project time was posted is displayed as a grouping column. (Structure by day)
Tätigkeit	The activity that was booked in the respective project time recording (e.g. administration, programming, meeting, etc.) is displayed as a grouping column. (Structure by activity)
Woche	The week in which the booked project times occured is displayed as a grouping column. (Structure by week)

Detail Columns

In a fully expanded report, the **detail columns** show more detailed information on each individual project booking. The following data can be selected as detail columns when configuring a project report:

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> All detail columns with the addition **IM** (= industrial minutes) show the corresponding project time in **industrial minutes** (e.g. 30 minutes = 0.5 instead of 0.30). However, this column is only displayed when exporting the report into **Microsoft Excel format** - these types of detail columns are not visible in the screen view!

Data Type	Description
Anwesenheit	The total time in which the employee was present and checked in on the given day is displayed here (serves as a comparison to the project time)
Bis	The time at which the respective project time recording ended is displayed here (end time of project time recording).
Code	The internal code (assigned when creating the project, e.g. for project structure plan) of the project is displayed here.
Datum (unsichtbar)	The date on which the respective project posting took place is displayed here. (if "Datum unsichtbar" is selected as detail column, it is not visible in the report. However, the data is still available and can be used, for example, to configure the context menu.)
Differenz	The difference between the booked project time and the attendance time of the corresponding day is calculated and displayed here. This balance may be positive (more project time than working time) or negative (more working time than project time).

Genehmigt (IM)	Displays how much of the booked project time (if subject to approval) has already been approved by the supervisor.
Kommentar	If the employee enters text in the "Comment" field when booking project time (e.g. project progress, exact activity description), it is displayed in this column.
Kunde	If a customer for whom the project is being carried out was specified in the project booking, the customer is displayed in this field.
Mitarbeiter	The employee who booked the project time interval is displayed in this field.
Monat	The month in which the project time booking took place is displayed here.
PJZ Aufwand (IM)	Here, the total sum of booked project time for the respective project within the grouping criteria (e.g. per month, per employee; see "grouping columns") is displayed.
Projekt	This field shows the name of the project which was booked on.
Status (unsichtbar)	If the project requires approval, the status of the booked project time (APPROVED or SUBMITTED) is displayed here.
Tag unsichtbar	This option can only be selected as "invisible". The day of the project booking (Mon-Sun) is registered as part of the report, but not displayed as a column. It only serves as a configuration option, e.g. for the context menu.
TaId unsichtbar	This option can only be selected as "invisible". The respective TaId (time recording ID) is registered as part of the report, but is not displayed as a column. It only serves as a configuration option, e.g. for the context menu.
Tätigkeit	The activity within the project that was selected when the project was booked is displayed here.
Ungenehmigt (IM)	Displays how much of the booked project time (if subject to approval) has not yet been approved by the supervisor.
Verrechenbar	Here you can see whether the booking was for allocable or non-allocable project time.
Von	The time at which the corresponding project booking started is displayed here (start time of project time recording).