Personnel Lists - Phone Lists

Overview

The phone list gives you an overview of the contact data of your employees:

Parameters

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

A further **parameter** is

- **Status**: Choice between "active," "terminated," and "inactive"

Report Output

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

- Name
- Personnel number
- Organizational unit
- Phone (office)
- Mobile (office)
- Phone (private)
- Mobile (private)
- Email (office)

Clicking the employee name or the name of the organizational unit automatically opens the employee's profile or the organizational unit's mask in the next tab of your browser.

Caution: Changes to an employee or an organizational unit are not automatically applied to the report immediately.
Please make your report selection again, including the parameters, to obtain the updated list!

Example

1. /daisy/webdesk-manual-en/hr-expert/7609-dsy/Personallisten.html