Attendance Board

With this menu item, the user can query the **presence/absence** of employees either directly via name search or via departments.

Depending on the level of permission the employee has, the **organization chart** is displayed. The **Organization chart** parameter shows the organizational structure of a company.

- All folders marked with a plus (+) symbol can be expanded further and thus show the subunits.
- Clicking checks the respective unit. A **double-click** on a folder automatically checks all subunits as well.
- Clicking the **Query** button starts the search.
- **Grouping**
  This parameter allows the selection of: No grouping, 1st level, 2nd level, 3rd level
  - **No grouping**: all users are displayed in alphabetical order
  - **1st level**: all selected groups and users below the 1st node are grouped and then displayed
    - Example:
      - Selection of group SA01 --> employees are displayed under G01, since G01 is the topmost node in the organization chart
  - **2nd level**: analogous to the 1st level, all users below the 2nd node are displayed here.
  - **3rd level**: analogous to the 1st and 2nd level
- **View**
  Here you can choose between the standard view and the compact view.
- **Filter**
  This parameter can be used to search specifically by the following criteria: only present, only absent, only persons with an absence reason, no restriction
  - **only present:** only colleagues who are present are shown in the attendance board
  - **only absent:** only colleagues who are absent are shown
  - **only absence reason:** only colleagues are shown who have booked an absence reason (e.g., official errand, sick, vacation, etc.)
  - **no restriction:** if this parameter is selected, all colleagues are shown for whom you have the viewing authorization
- **Selection tree**
  This parameter offers the following choices: Groups with viewing authorization, all groups
  - **Groups with viewing authorization**: shows all groups that the user is authorized to see
  - **All groups**: shows all groups of the company, even if the user is not authorized to query all of them
- **Search**
  If a search term is entered, all groups for which a viewing authorization exists are searched. It is possible to search by a name (last name, first name) or by an initial letter. The result then contains all possible last names as well as first names.
- **Selection**
  With this parameter, the user can choose between the organization chart and favorites, which can be created by the user.
  - **Organization chart**
    - All folders marked with a plus (+) symbol can be expanded further and thus show the subunits.
    - Clicking checks the respective unit. A **double-click** on a folder automatically checks all subunits as well.

    - Clicking the green arrow - **Show subunits down to depth** (depth 1-3) - displays all existing subgroups.
    - With the blue arrow - **Collapse tree** - this view is collapsed again so that only the higher-level groups appear.
    - **Show details:** clicking the icon displays.... Clicking again hides the detail information
    - Clicking the **Query** button starts the search.
  - **Favorites**
    With this parameter, every user can create his or her own favorites list, which can contain both persons and groups that are queried frequently. The favorites list can be adjusted at any time.
    - To **add a person to the favorites list** --> click the blue arrow --> select the person --> click the "Add" button
    - The order of the persons on the favorites list can be changed at any time using the arrow keys.
    - To remove a person from the favorites list, click the red delete icon to the right of the name.
    - Proceed in the same way with **groups**.

The **attendance list** shows the selected group, the photos and names of the persons assigned to the group, the status (green check mark for present, red cross for absent, absence reason), information about the last booking, the terminal number, for absences also an absence reason as well as the duration of the absence (e.g., official errand, vacation, ...).

The display differs depending on whether Standard or Compact is selected:
Standard:

- **Photo**
  if available, the photo of the person is displayed
- **Name**
  the names of the persons who belong to the selected group appear here
- **Status**
  red cross --> absent / green check mark --> present
- **Booking**
  shows when the last booking was made
- **Terminal number**
  indicates at which terminal the person in question booked in
- **Absence reason**
  Example: vacation, sick, official errand
- **From - to**
  Period of the absence (vacation, sick, official errand,...)
- **Message**
  this column shows the message the employee enters with his or her time booking (e.g., customer visit, meeting, etc.)
- **GW appointments**
  optional (with the "Calendaring" module installed), GW appointments from the calendar could also be displayed here

Compact:

- **Photo**
  if available, the photo of the person is displayed
- **Name**
  the names of the persons who belong to the selected group appear here
- **Status**
  red cross --> absent / green check mark --> present
- **Absence reason**

Example: vacation, sick, official errand

- **From - to**
  Period of the absence (vacation, sick, official errand,...)
- **GW appointments**
  optional (with the "Calendaring" module installed), GW appointments from the calendar could also be displayed here

The columns listed above are examples and may differ from installation to installation, since the layout can be individually adapted by the administrator via the configuration.

The **summary** again contains the information about the number of displayed employees, possibly the number of selected groups, and the name of the group. The summary can optionally also be hidden.

Verweise

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