

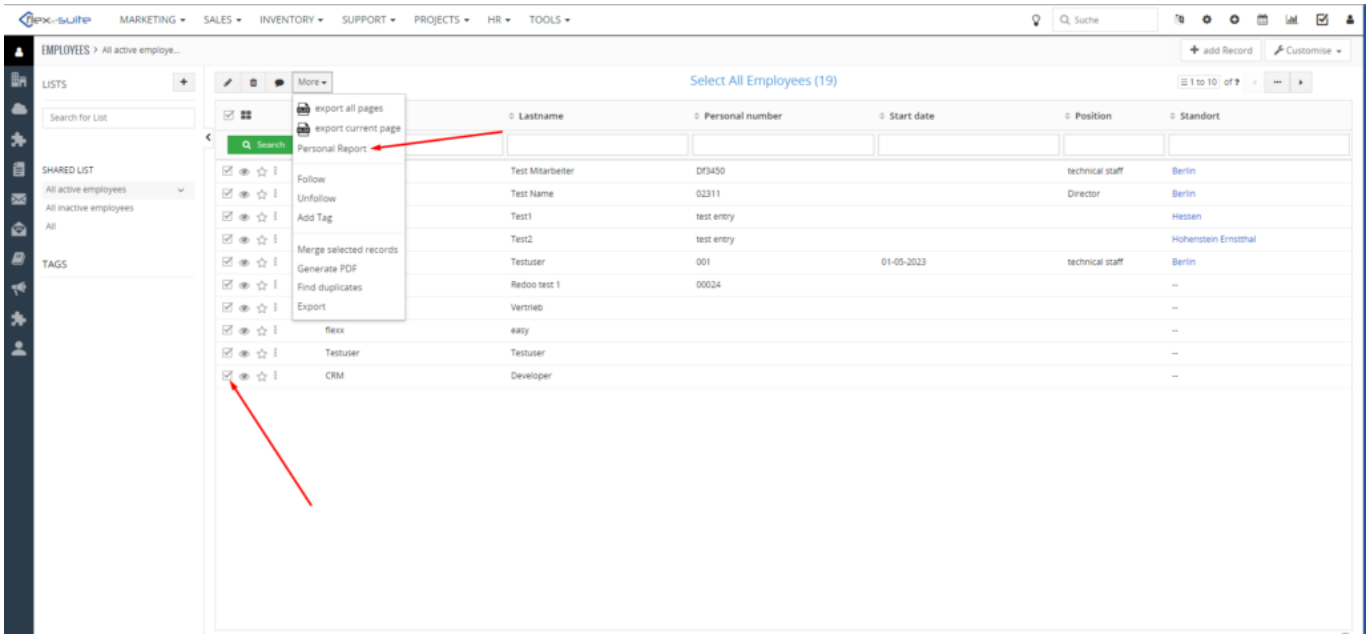
HR-Software ENG

Personal Report

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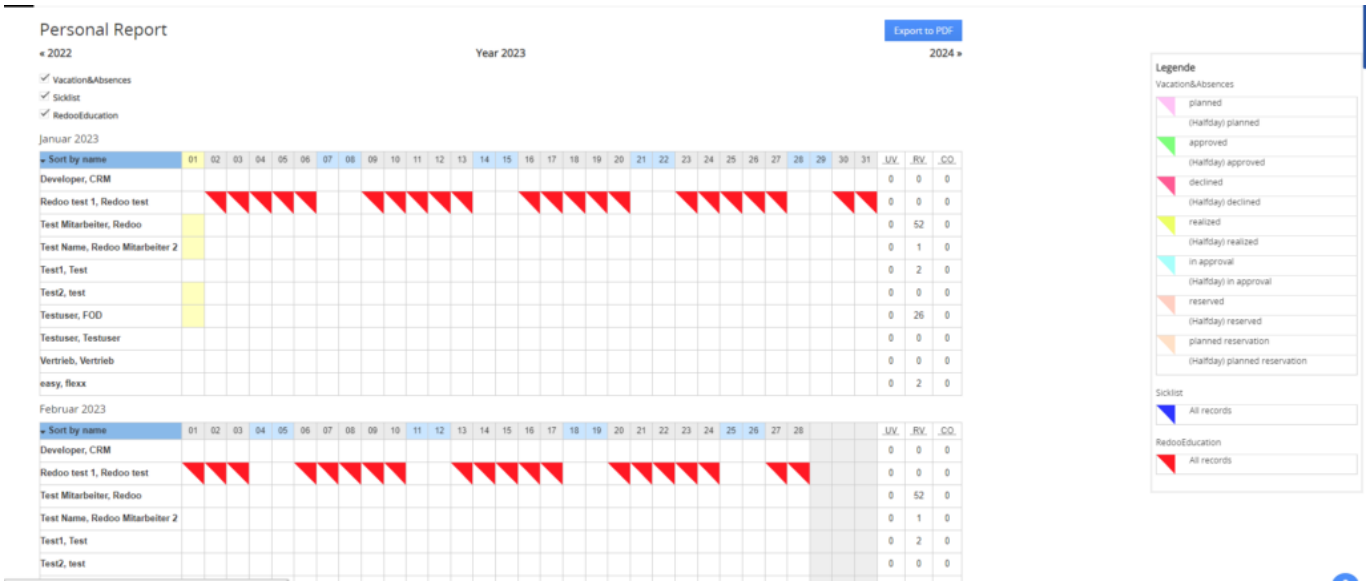
In the personnel module itself, we can generate a report for the team or individual employees, whereby we differentiate between 5 states of the employees: working day, public holiday, sick, vacation, further education (vocational school).

To do this, we go to the list view of the personnel module and select the employees. Then we click on “More”
and select the “Personal Report” option. This can also be exported as a PDF.

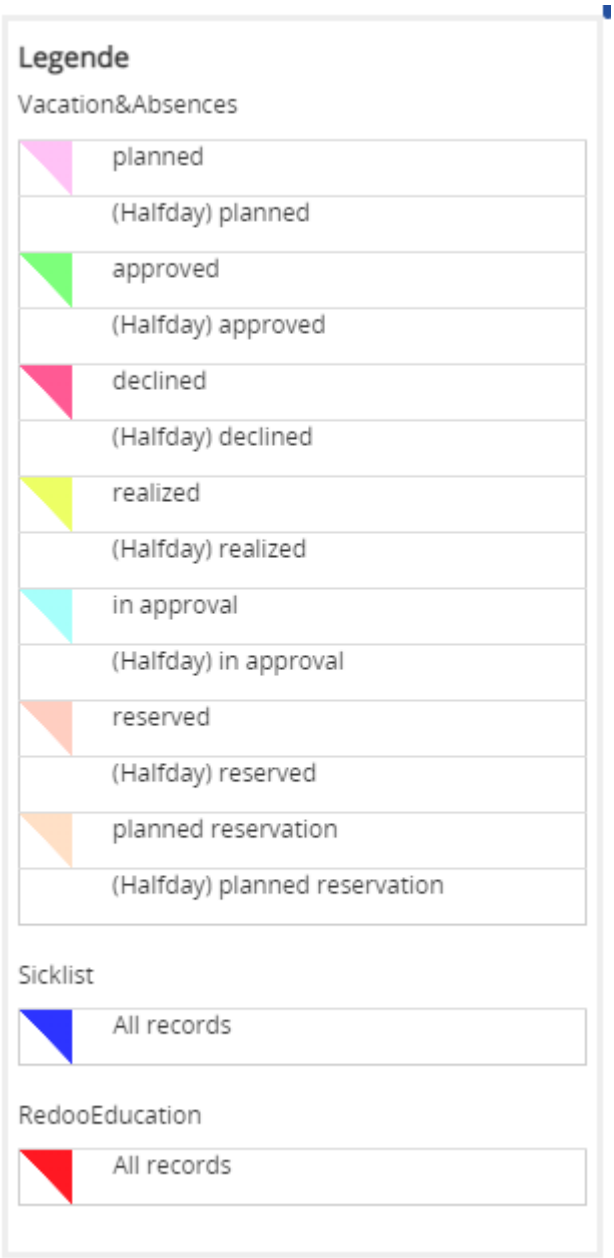


There is also a legend in the Personal Report that explains which color is which condition of the employees means.

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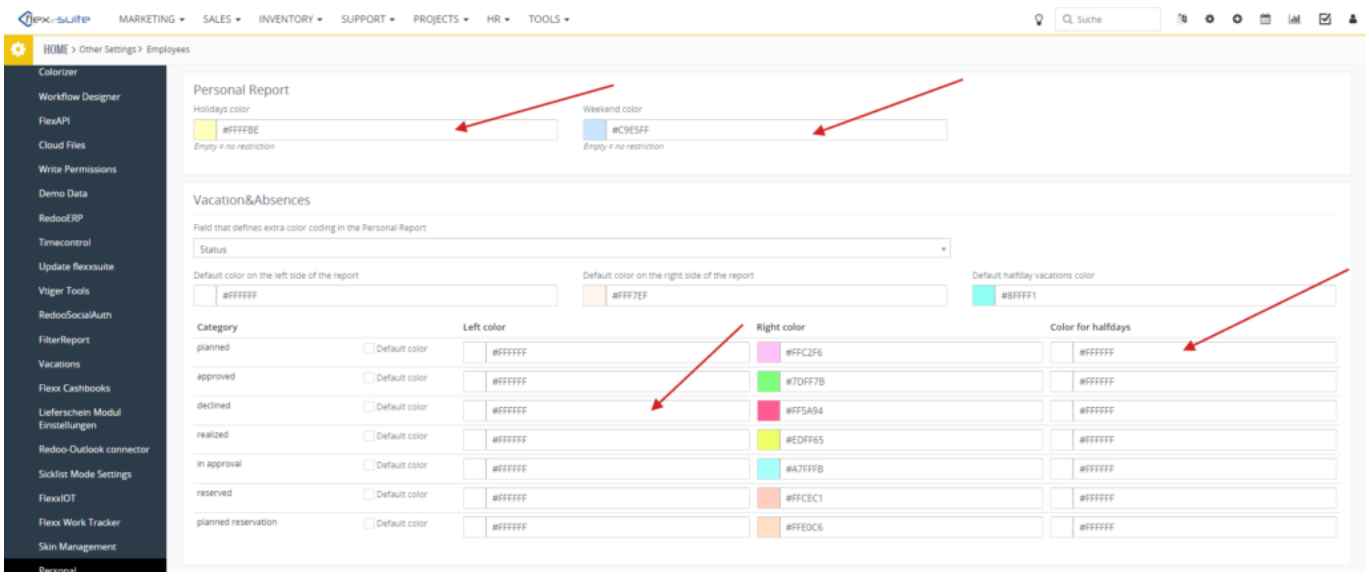


On the settings page you can customize the colors per state of the employees. Here you can also differentiate the display of vacation requests according to the status, whereby you can set a color for each status.

Personal and Personal Reports settings are defined by users with admin rights.

Open the following page to setup the colors and other settings.
My Settings -> Other Settings -> Personal

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