



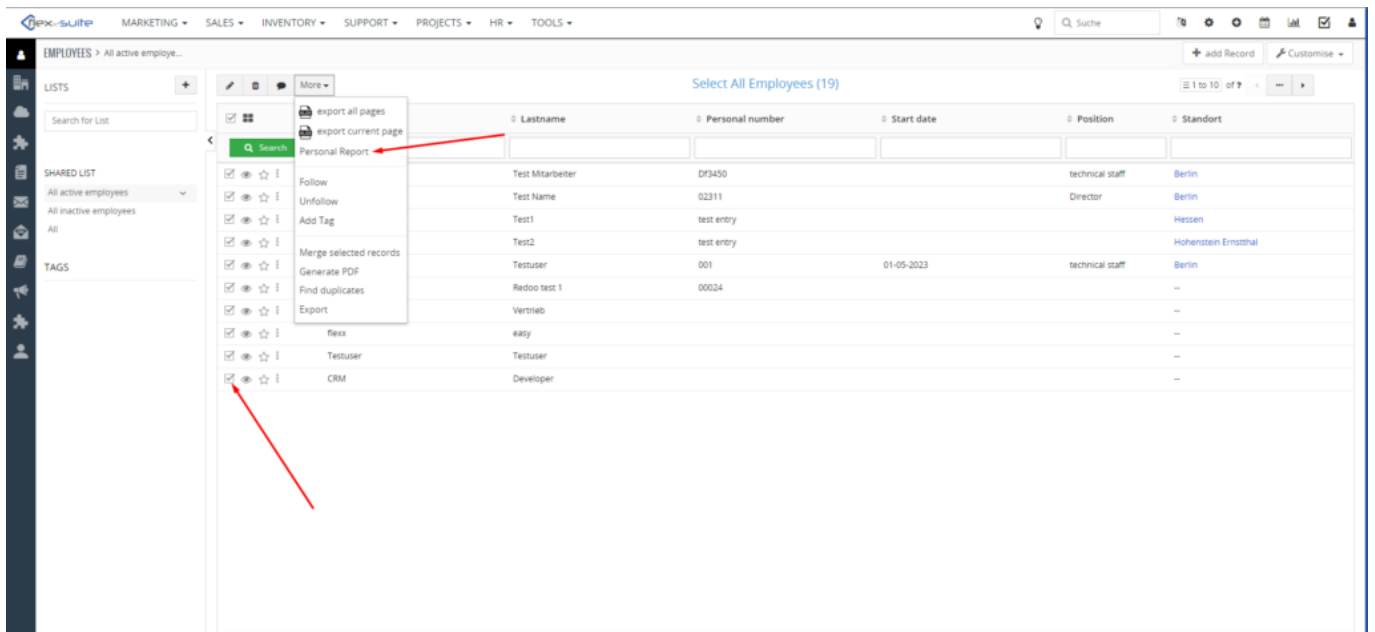
HR-Software ENG

Personal Report

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.

Personal Report

2022

Year 2023

2024

Vacation&Absences
 Sicklist
 RedooEducation

Januar 2023

Sort by name

	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	MV	RN	CO		
Developer, CRM																																		0	0	0
Redoo test 1, Redoo test																																		0	0	0
Test Mitarbeiter, Redoo																																		0	52	0
Test Name, Redoo Mitarbeiter 2																																		0	1	0
Test1, Test																																		0	2	0
Test2, test																																		0	0	0
Testuser, FOD																																		0	26	0
Testuser, Testuser																																		0	0	0
Vertrieb, Vertrieb																																		0	0	0
easy, flexx																																		0	2	0

Legende

Vacation&Absences

- planned
- (Holiday) planned
- approved
- (Holiday) approved
- declined
- (Holiday) declined
- realized
- (Holiday) realized
- in approval
- (Holiday) in approval
- reserved
- (Holiday) reserved
- planned reservation
- (Holiday) planned reservation

Sicklist

- All records

RedooEducation

- All records










Februar 2023

Sort by name

	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	MV	RN	CO					
Developer, CRM																																		0	0	0
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Test Mitarbeiter, Redoo																																		0	52	0
Test Name, Redoo Mitarbeiter 2																																		0	1	0
Test1, Test																																		0	2	0
Test2, test																																		0	0	0

15.03.2025

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Legende	
Vacation&Absences	
	planned
	(Halfday) planned
	approved
	(Halfday) approved
	declined
	(Halfday) declined
	realized
	(Halfday) realized
	in approval
	(Halfday) in approval
	reserved
	(Halfday) reserved
	planned reservation
	(Halfday) planned reservation
Sicklist	
	All records
RedooEducation	
	All records

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

flex-suite MARKETING SALES INVENTORY SUPPORT PROJECTS HR TOOLS

HOME > Other Settings > Employees

Personal Report

Holidays color: #FFFFBE
Weekend color: #C9E9FF

Vacation&Absences

Field that defines extra color coding in the Personal Report: Status

Default color on the left side of the report: #FFFFFF
Default color on the right side of the report: #FFF7E7
Default half-day vacations color: #BFFFF1

Category	Left color	Right color	Color for halfdays
planned	<input type="checkbox"/> Default color #FFFFFF	<input type="checkbox"/> #FFC2F6	<input type="checkbox"/> #FFFFFF
approved	<input type="checkbox"/> Default color #FFFFFF	<input type="checkbox"/> #7DF77B	<input type="checkbox"/> #FFFFFF
declined	<input type="checkbox"/> Default color #FFFFFF	<input type="checkbox"/> #FF5A04	<input type="checkbox"/> #FFFFFF
realized	<input type="checkbox"/> Default color #FFFFFF	<input type="checkbox"/> #EDF65	<input type="checkbox"/> #FFFFFF
in approval	<input type="checkbox"/> Default color #FFFFFF	<input type="checkbox"/> #A7FFB	<input type="checkbox"/> #FFFFFF
reserved	<input type="checkbox"/> Default color #FFFFFF	<input type="checkbox"/> #FFCEC1	<input type="checkbox"/> #FFFFFF
planned reservation	<input type="checkbox"/> Default color #FFFFFF	<input type="checkbox"/> #FFEDC6	<input type="checkbox"/> #FFFFFF

