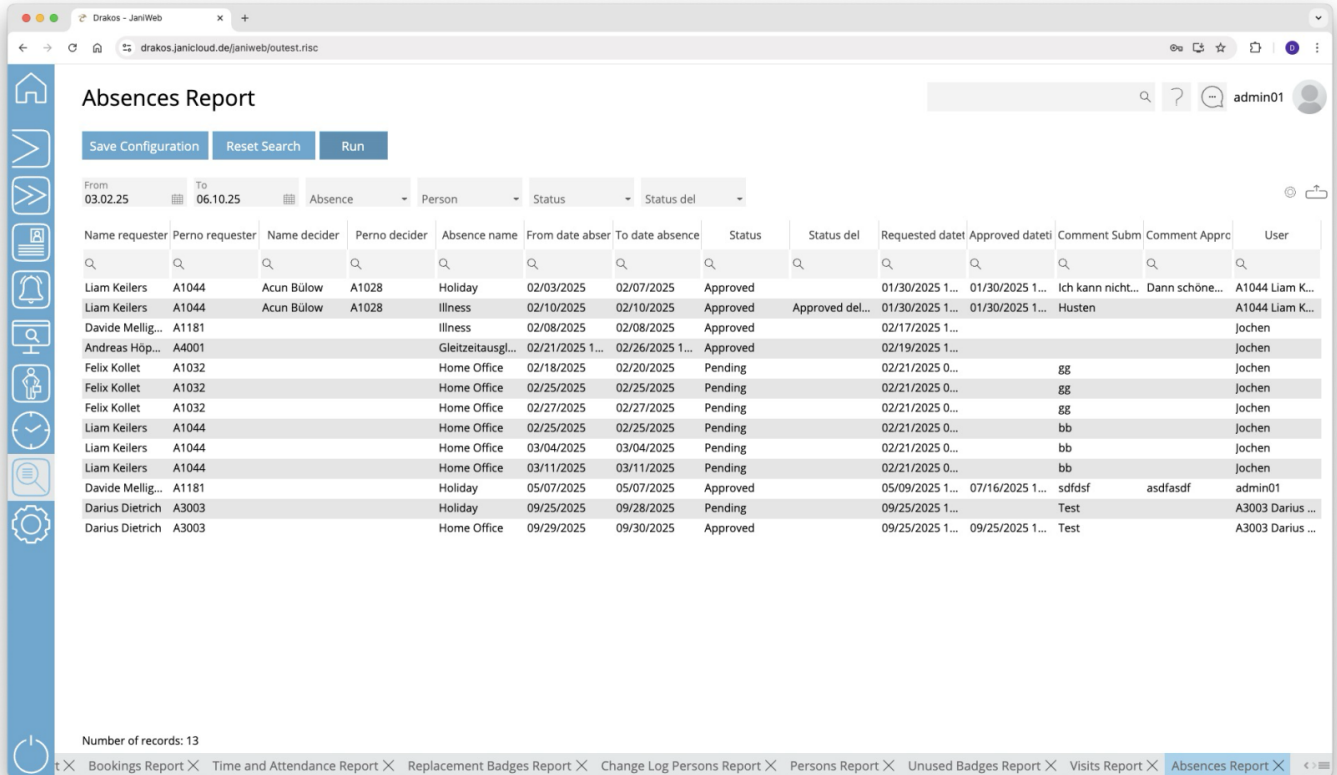


Absences

Use the menu item *Absences* to display a list of all absence requests created.



Number of records: 13

Name requester	Perno requester	Name decider	Perno decider	Absence name	From date abser	To date absence	Status	Status del	Requested date1	Approved date1	Comment Subm	Comment Appr	User
Liam Keilers	A1044	Acun Bülow	A1028	Holiday	02/03/2025	02/07/2025	Approved		01/30/2025 1...	01/30/2025 1...	Ich kann nicht...	Dann schöne...	A1044 Liam K...
Liam Keilers	A1044	Acun Bülow	A1028	Illness	02/10/2025	02/10/2025	Approved	Approved del...	01/30/2025 1...	01/30/2025 1...	Husten		A1044 Liam K...
Davide Mellig...	A1181			Illness	02/08/2025	02/08/2025	Approved		02/17/2025 1...				Jochen
Andreas Höp...	A4001			Gleitzeitausg...	02/21/2025 1...	02/26/2025 1...	Approved		02/19/2025 1...				Jochen
Felix Kollet	A1032			Home Office	02/18/2025	02/20/2025	Pending		02/21/2025 0...		gg		Jochen
Felix Kollet	A1032			Home Office	02/25/2025	02/25/2025	Pending		02/21/2025 0...		gg		Jochen
Felix Kollet	A1032			Home Office	02/27/2025	02/27/2025	Pending		02/21/2025 0...		gg		Jochen
Liam Keilers	A1044			Home Office	02/25/2025	02/25/2025	Pending		02/21/2025 0...		bb		Jochen
Liam Keilers	A1044			Home Office	03/04/2025	03/04/2025	Pending		02/21/2025 0...		bb		Jochen
Liam Keilers	A1044			Home Office	03/11/2025	03/11/2025	Pending		02/21/2025 0...		bb		Jochen
Davide Mellig...	A1181			Holiday	05/07/2025	05/07/2025	Approved		05/09/2025 1...	07/16/2025 1...	sdfdsf	asdfasf	admin01
Darius Dietrich	A3003			Holiday	09/25/2025	09/28/2025	Pending		09/25/2025 1...		Test		A3003 Darius ...
Darius Dietrich	A3003			Home Office	09/29/2025	09/30/2025	Approved		09/25/2025 1...	09/25/2025 1...	Test		A3003 Darius ...

Creating the report

- Specify the time period for which you want to generate the report (*From - To*).
- (Optional) Use the additional fields to narrow the report.
- Press *Run* to start the report.

Further options with the report

- **Select columns to display:** Press the gear icon. Select which columns you want to display and in which order. Arrange the columns using the mouse or the arrow icons. Press *Apply* to adopt the changes.
- **Search in columns:** Enter text or numbers in the search field (magnifying glass icon) of a column to search for names, personnel numbers, or other criteria. The entries take effect immediately: the list only displays hits.

- **Export the entire list:** Press the download icon. Select the format in which you want to export the list. The export files are downloaded or displayed depending on the browser/operating system settings. For details on the available export formats, see the [General > Export Formats](#) chapter of this manual.
- **Save report:** For details on saving reports, see the chapter [General > Custom Reports](#).

Button *Reset Selection*

Press *Reset Selection* to reset all fields to their initial value.

Revision #3

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