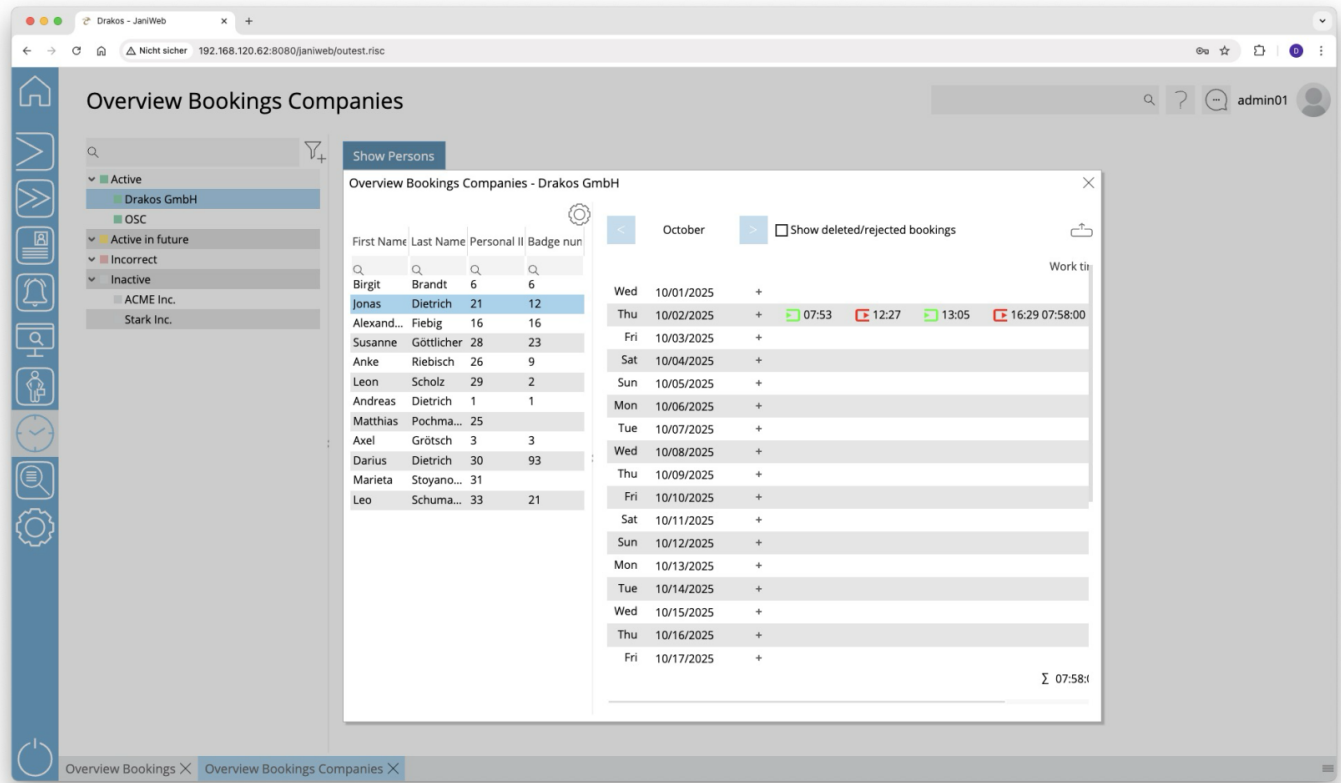


# Overview Bookings Companies

This menu item gives you an overview of the recorded working times of all persons assigned to a specific company.



## List of companies

The list contains the companies already created, sorted by their current status (*Active*, *Active in future*, *Incorrect*, *Inactive*). It offers the following options:

- **Search:** Enter text or numbers in the search field (magnifying glass icon) at the top to search for companies. The entries take effect immediately: the list only displays hits. The search is not case sensitive.
- **Filter:** Press the filter icon. Select the criteria for which you want to display companies. Changes are visible immediately.

Select a company to view the recorded working times for the current month.

## Detail area

## List of booked working times

The list on the left contains all working times that were recorded for this company in the selected period. Use the arrow buttons above the list to select a different month.

## List of persons

The list on the right contains all persons for whom working times were recorded in the selected period, along with the total hours worked.

## Button *Show Persons*

Press this button to view the individual bookings for a person. A pop-up window appears. Select a person from the left-hand list. The time bookings for the person in the selected period will appear on the right.

# Exporting the booking overview

You can export the booking overview. To do so, follow these steps:

1. Press the *Download icon* above the booking overview.
2. Select a period:
  - Enter the start and end date in the *From* and *To* fields, or
  - select a calendar week in the *Week* field, or
  - select a calendar month in the *Month* field.
3. Press *Show Results* to load the overview.
4. Press the *Download icon* again and select the desired export format (Excel or PDF).

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Revision #3

Created 2025-03-21 08:13:53 UTC by Jochen Dornheim

Updated 2025-10-06 10:03:07 UTC by DRAKOS