

# Persons

Use the menu item **Persons** to output a list of the existing personnel master records. All fields that describe a person can be displayed here.

The screenshot shows the 'Auswertung über Personen' (Personnel Evaluation) interface. The configuration panel is set to evaluate 'Mandant' (Mandant) with the value 'WEBMAI'. The selected fields for display are: Personalnummer, BDE Gruppe, Vorname, Nachname, Fremdfirma, and Mail. The table below shows the resulting personnel records.

Personalnummer	BDE Gruppe	Vorname	Nachname	Fremdfirma	Mail
A1023	7	Lea	Maack		leamaack@gryphonicus.com
A1024	8	Sandra	Haag	Magnus AG	sandrahaag@gryphonicus.com
A1025	8	Frida	Goedjen		fridagoedjen@gryphonicus.com
A1026	8	Helmut	Göttlieb	Mustermann GmbH	helmutgottlieb@gryphonicus.com
A1027	7	Theodor	Gülcher		theodorgulcher@gryphonicus.com
A1028	7	Acun	Bülchow		acunbulow@gryphonicus.com
A1029	8	Fabian	Byner		fabianbyner@gryphonicus.com
A1031	8	Darian	Jarchow		darianjarchow@gryphonicus.com
A1032	8	Felix	Kollet		felixkollet@gryphonicus.com
A1033	7	Franziska	Kruse		franziskakruse@gryphonicus.com
A1034	8	Christina	Dachs		christinadachs@gryphonicus.com
A1035	8	Ulf	Möllenhof		ulfmoellenhof@gryphonicus.com
A1036	7	Eva	Kleer		evakleer@gryphonicus.com
A1037	8	Markus	Kleinholter		markuskleinholter@gryphonicus.com
A1039	8	Susi	Eisler		susieleisler@gryphonicus.com
A1040	7	Julian	Elbert		julianelbert@gryphonicus.com
A1041	7	Lujza	Dalje		lujzadalje@gryphonicus.com
A1042	7	Greta	Brockgretes		gretabrockgretes@gryphonicus.com
A1043	8	Frederik	Kaiser		frederikkaiser@gryphonicus.com
A1044	7	Liam	Kellers		liamkellers@gryphonicus.com
A1045	8	Sumi	Kabey		sumikabey@gryphonicus.com
A1046	8	Sophia	Everts		sophiaeverts@gryphonicus.com
A1048	7	Dominik	Belling		dominikbelling@gryphonicus.com
A1049	7	Claudia	Arnsen		claudiaarnsen@gryphonicus.com

## Creating the report

In this report, use criteria and values to define the group of persons to be evaluated and select the data fields to be displayed from a list. To do so, follow these steps:

1. Press *Add criteria*.
2. Select the required criterion from the list field.
3. Press *Add value*.

4. In the *From* field, select a single value or use both fields to specify a range. You can also specify multiple values for the same criterion (*Add value*).
5. (Optional) Add another criterion with value(s).
6. Drag the data fields (columns) you want to display from the list *Available* to the list *Selected*. Or use the arrow buttons.
7. Press *Run* to start the report.

### Logic of criteria and values

- The values within the same criterion are linked logically by OR (one match is sufficient).
- Different criteria are linked logically by AND (all criteria must be met).

## Further options with the report

- **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.

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