

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.

Persons Report

Save Configuration Reset Search Run

Criteria Values

Add criteria

Criteria Name Client From WEBMANDAN To (optional) Add value

SELECTED

Badge ID Personell No. First Name Last Name

AVAILABLE

Administration Unit Client Valid from Valid to PDC Group Access Group Cost Center Title Picture

Badge ID	Personell No.	First Name	Last Name
5572	A1023	Lea	Maack
6	A1024	Sandra	Haag
2131	A1025	Frida	Goedjen
2132	A1026	Helmut	Gottlieb
5565	A1027	Theodor	Gülcher
5553	A1028	Acun	Bulow
5554	A1029	Fabian	Byner
5548	A1031	Darian	Jarchow
5566	A1032	Felix	Kollet (Inactive)
5564	A1033	Franziska	Kruse

Number of records: 123

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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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