

Qualifications

Use the menu item *Qualifications* to display a list of all persons with an assigned qualification, along with the qualification's validity period.

Qualifications Report

Save Configuration Reset Search Run

From: 10/06/2025 To: 10/06/2025 Person Qualifications

Person	Personnel Number	Qualifications	Origin	Valid from	Valid to
Sophia Everts	A1046	Sicherheitsunterweisung- Hochsiche...	Sophia Everts	11/09/2022	12/31/2099
Franziska Kruse	A1033	Sicherheitsunterweisung- Hochsiche...	Franziska Kruse	11/09/2022	12/31/2099
Lara Heinse	A1116	Sicherheitsunterweisung- Hochsiche...	Lara Heinse	11/09/2022	12/31/2099
Thorsten Lederer	A1121	Sicherheitsunterweisung- Hochsiche...	Thorsten Lederer	11/09/2022	12/31/2099
Udo Hamp	A1187	Sicherheitsunterweisung- Hochsiche...	Udo Hamp	11/09/2022	12/31/2099
Helmut Gottlieb	A1026	Labor Sicherheitsunterweisung	Helmut Gottlieb	01/25/2023	12/31/2099
Nikolai Paplik	A1141	Sicherheitsunterweisung- Hochsiche...	Nikolai Paplik	05/08/2024	05/07/2026
Wanda Alterer	A1153	Labor Sicherheitsunterweisung	Wanda Alterer	02/12/2025	12/31/2099
Larah Außenhein	A1133	3G-Coronanachweis	Larah Außenhein	04/02/2025	12/31/2099

Number of records: 9

Time and Attendance Report × Replacement Badges Report × Change Log Persons Report × Persons Report × Unused Badges Report × Visits Report × Absences Report × Qualifications Report ×

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.

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