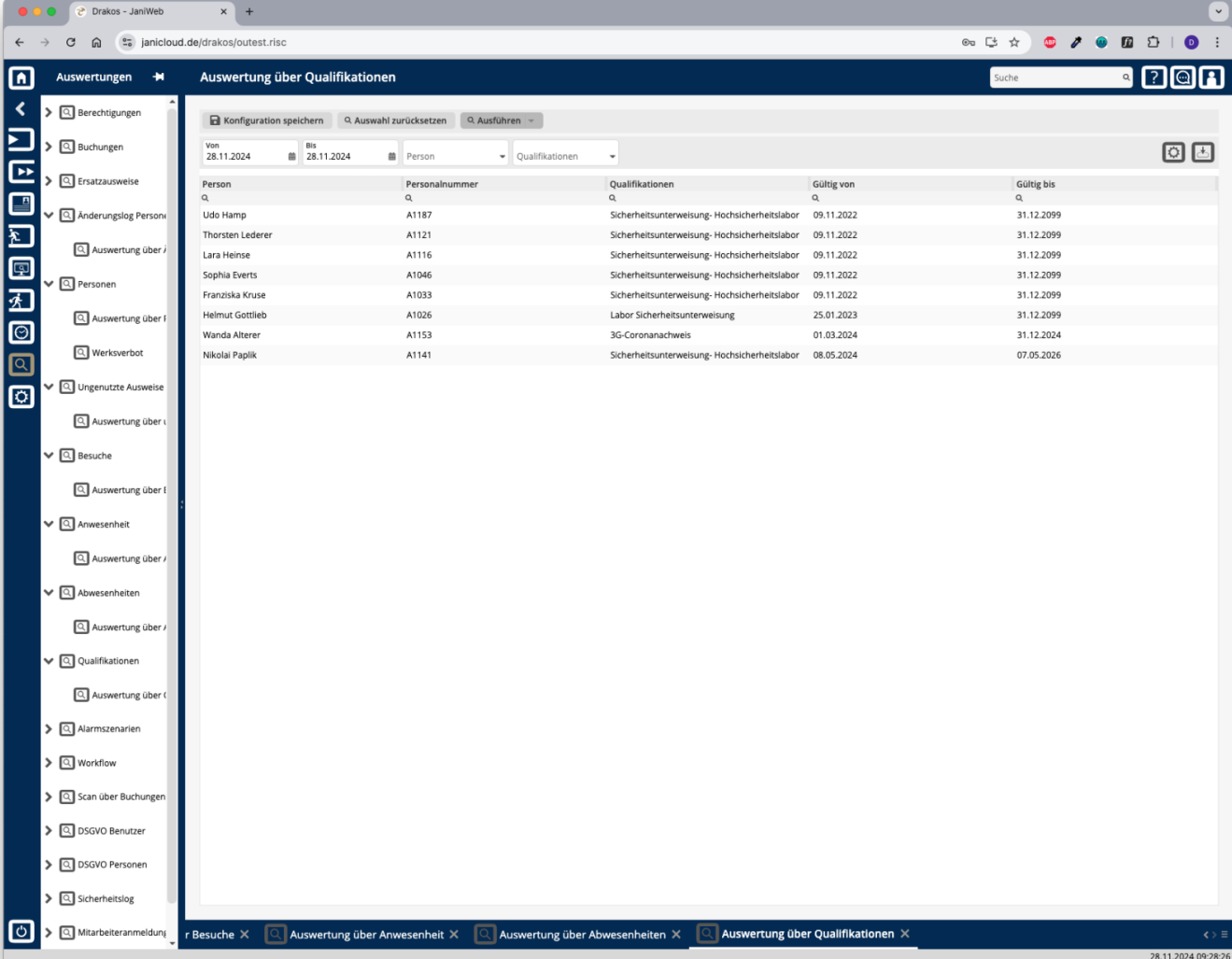


# Qualifications

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



Person	Personalnummer	Qualifikationen	Gültig von	Gültig bis
Udo Hamp	A1187	Sicherheitsunterweisung- Hochsicherheitslabor	09.11.2022	31.12.2099
Thorsten Lederer	A1121	Sicherheitsunterweisung- Hochsicherheitslabor	09.11.2022	31.12.2099
Lara Heinse	A1116	Sicherheitsunterweisung- Hochsicherheitslabor	09.11.2022	31.12.2099
Sophia Everts	A1046	Sicherheitsunterweisung- Hochsicherheitslabor	09.11.2022	31.12.2099
Franziska Kruse	A1033	Sicherheitsunterweisung- Hochsicherheitslabor	09.11.2022	31.12.2099
Helmut Gottlieb	A1026	Labor Sicherheitsunterweisung	25.01.2023	31.12.2099
Wanda Alterer	A1153	3G-Coronanachweis	01.03.2024	31.12.2024
Nikolai Paplik	A1141	Sicherheitsunterweisung- Hochsicherheitslabor	08.05.2024	07.05.2026

## 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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Updated 28 April 2025 06:58:06 by Jochen Dornheim