

Follow-ups for employee/electronic file

The entries come from an employee's electronic file and are created there, together with a follow-up date under **Events**. More information can be found under [Events](#).

The screenshot shows the 'Follow-ups' application interface. At the top, there is a navigation bar with a menu icon, the 'Follow-ups' logo, a search bar labeled 'free text search', and several utility icons (notifications, mail, settings, social media, help, and user profile). Below the navigation bar, there are three filter buttons: 'Employee' (selected), 'Absence', and 'Time recording'. The main content area displays a table with columns for 'Task', 'Name', and 'Follow-up Date'. The table contains several rows of event data. At the bottom of the page, the URL 'www.personnel-department.cloud' is visible.

Task	Name	Follow-up Date
Events	Rühmer, Claudia (Zwischenzeugnis)	Sep 24, 2021
Events	Adam, Klara (WV Saisonvertrag Neffe)	Sep 22, 2021
Events	Fahrtmann, Robert (A1 aktualisieren)	Sep 22, 2021
Events	Kovács, László (Personalgespräch)	Sep 22, 2021
Events	Azikiwe, Tayo (Datum in Vergangenheit)	Sep 16, 2021
Events	Rühmer, Claudia (Personalgespräch 2021)	Sep 15, 2021
Events	Comer, Neff (Personalgespräch terminieren)	Sep 3, 2021
Events	Bohme, Karl (Test Ereignis)	Jul 8, 2021
Events	Hamidd, Abraham (Zeugnis schreiben)	Oct 26, 2020

You can access the employee's file in question directly by clicking on the follow-up.

The screenshot shows the 'Personnel file' interface for Claudia Rühmer (CR). The top navigation bar is similar to the previous screenshot, but with a breadcrumb trail 'Follow-ups > Personnel file'. Below the navigation bar, there is a header section for 'Claudia Rühmer (CR)' with a profile picture icon and the text 'DSSHQ, Danielle Software. Headquarters', 'Entry date: Mar 1, 2007', and 'Employed'. Below this, there is an 'Events' section with a table showing follow-up events. At the bottom of the page, the URL 'www.personnel-department.cloud' is visible.

Date	Topic	Follow-up date	Document	Done
Sep 1, 2021	Zwischenzeugnis	Sep 24, 2021		✓
Sep 1, 2021	Personalgespräch 2021	Sep 15, 2021		✓

Snooze resubmission of an event

✉ Email 3346 ✕

From: kontakt@personalabteilung.cloud

To: Aurelie.Moreau4@company.com

Received On: 2021-09-29 07:45:45

Subject: Follow-up for event

[HTML](#) [RAW](#)


Dear Aurélie Moreau,
The following events are available for resubmission today. You can also mark an event as completed in which case you will no longer receive an e-mail in this respect.

Blom, Freya: Checkout

Best regards,
Your Team at Danielle Software

This is an electronically generated e-mail.

Example of an e-mail with resubmission for an event

If you would like to receive the resubmission for an event at a later time, you can press  to move the resubmission date forward by two days (snooze) and will then be reminded again. The resubmission date of the event in the employee file is automatically changed in the same way.

Follow-ups free text search 🔔 4 📧 12 ⚙️ 🌐 📄 👤

● Employee ○ Absence ○ Time recording 🔍 ☰ ↻

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