

# Reporting

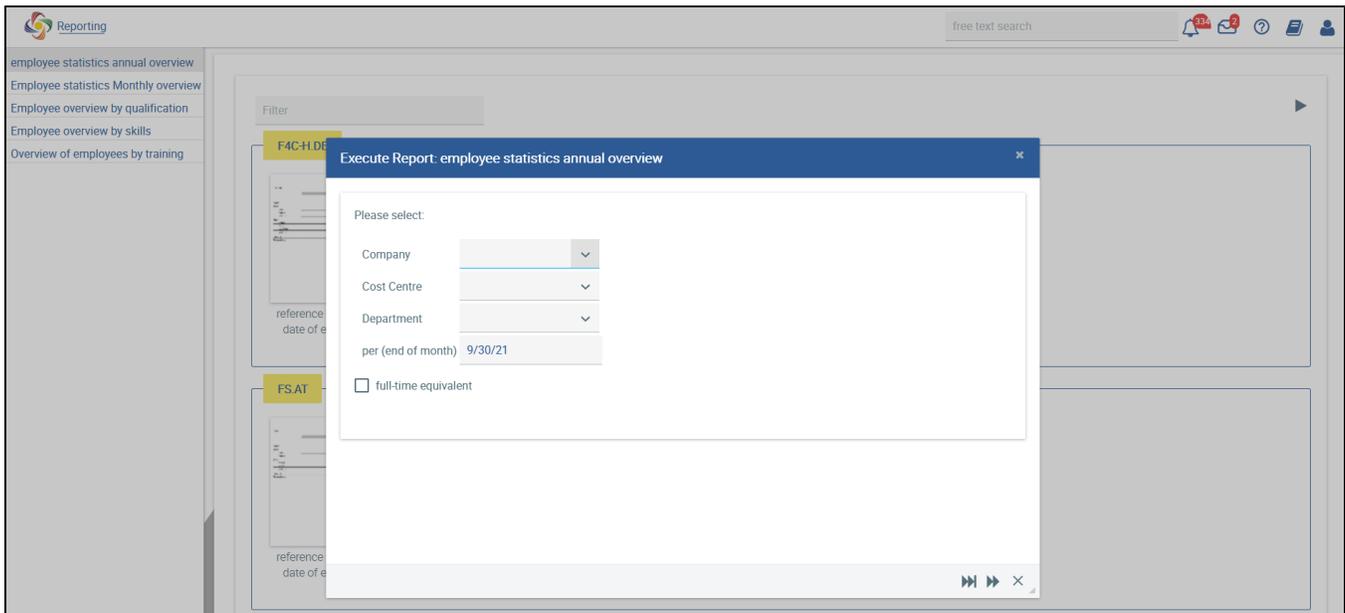
Predefined sections are stored under this tile.



## Reporting

The files to which a registered user has access are used as underlying data. If a user can see all the files in the corporate structure, all these files are used as a basis. The files are filtered and analysed accordingly on the basis of the differentiation between company, department and cost centre. Further internal analyses are also carried out with regard to deadlines. The analysis period is either one year or one month.

If no reports have been previously executed, a dialog for execution purposes opens automatically in each group. If a user opens the application for the first time, the following dialog opens:



Then the actual execution of reports follows. The following parameters can be configured:

Execute Report: employee statistics annual overview ✕

Please select:

Company  ▼

Cost Centre  ▼

Department  ▼

per (end of month)

full-time equivalent

▶▶ ▶▶ ✕

## Full-time equivalent (FTE)

The number of hours worked in a company is defined, divided by the ordinary working hours for a full-time employee. This is usually more informative than the number of persons employed since there are full-time and part-time staff in most companies.

The FTE does not reflect the number of employees. However, the value remains constant over time provided that the company does not change the ordinary working hours.

## Synchronous and asynchronous execution without selecting parameters

If a report is executed without defined parameters, all the files available are taken into account. If a date has not been specified, the current date is used as the set date in each case.

This should be repeated in the same way for all other reports.

## Buttons for opened reports

### Synchronous execution

 Dialog shuts, 'Load' - dialog opens, the load dialog shuts after a (successful) run, the reporting page is reloaded and a new report is displayed in the overview.

### Asynchronous execution

 Dialog shuts and the user receives a message after a successful run (< 1 min), the link opens the report.

# Executing reports

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The reporting page can be opened by clicking on 'Reporting' in the breadcrumb.

Please select 'Execute' in the reporting menu.

## Using parameter selection

Similar to 1 but execute different parameters and compare the values:

- Company only
- Company and department
- Department only
- Cost centre
- Date

This should be repeated in the same way for all other reports.

- [Annual overview of employee statistics](#)
- [Monthly overview of employee statistics](#)
- [Overview of employees acc. to qualifications](#)
- [Overview of employees acc. to skills](#)
- [Overview of employees acc. to education and training](#)