Daily Topics

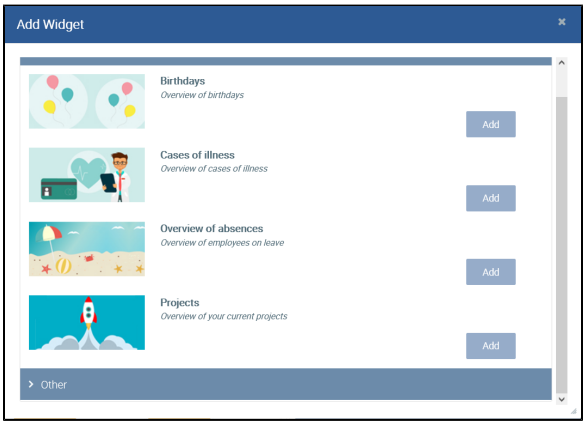
Please select ***Daily Topics*** so as you can receive the latest concise information on new events..

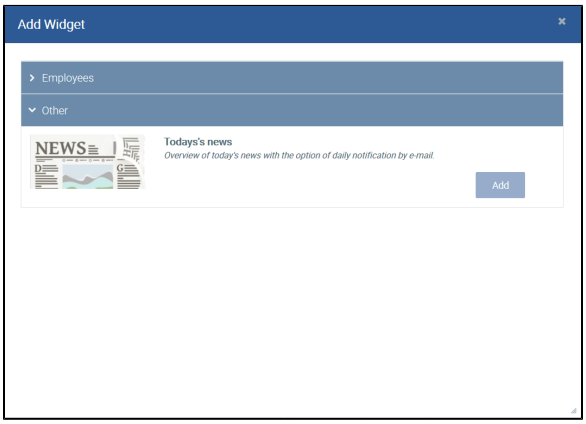


You can display the topics you consider important by using  .

You can currently choose from the following topics:

- Birthdays
- Cases of illness
- Absences
- Projects
- Todays's news





By pressing ***Add***, your dashboard will be filled and the respective employee data will be inserted.

Each topic (widget) can be reduced, edited or deleted in the view.

Under ***Edit settings***, you can change the title and assign a different colour to the header – just as you wish.

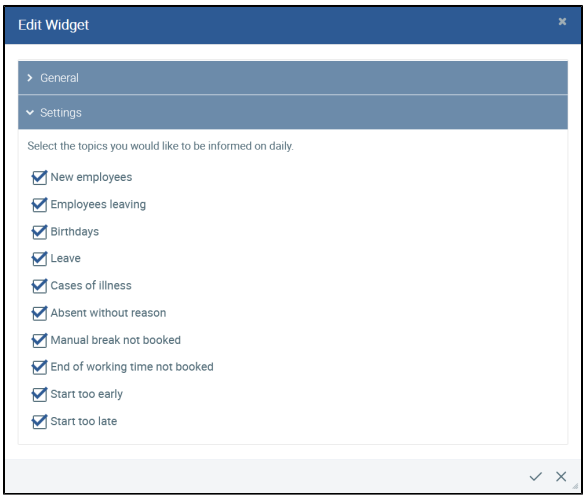
Under Settings, you can select the subject areas you want to be informed about, for example:

- New employees
- Employees leaving

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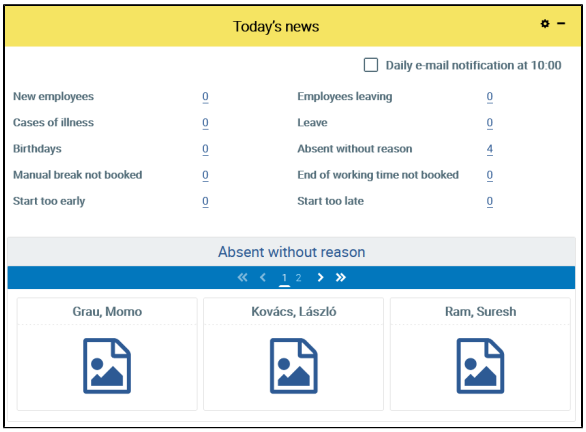
Todays’s news

- Birthdays
- Leave
- Cases of illness
- Absent without reason
- Manual break not booked
- End of working time not booked
- Start too early
- Start too late





If you click on the underlined number, the employees in question are displayed.



> *Example: 4 employees are absent, so they have not started their working time*

In addition, you can have this selected information sent to you as a daily e-mail at 10:00 am.

To this end, please activate the following box:

Todays’s news

Daily e-mail notification at 10:00

You will receive an e-mail containing these topics, if you have configured this, only on the days that have been assigned in the working time model and on days that are not a public holiday or you are not marked as absent. You will not receive an e-mail on days when there are no new topics.