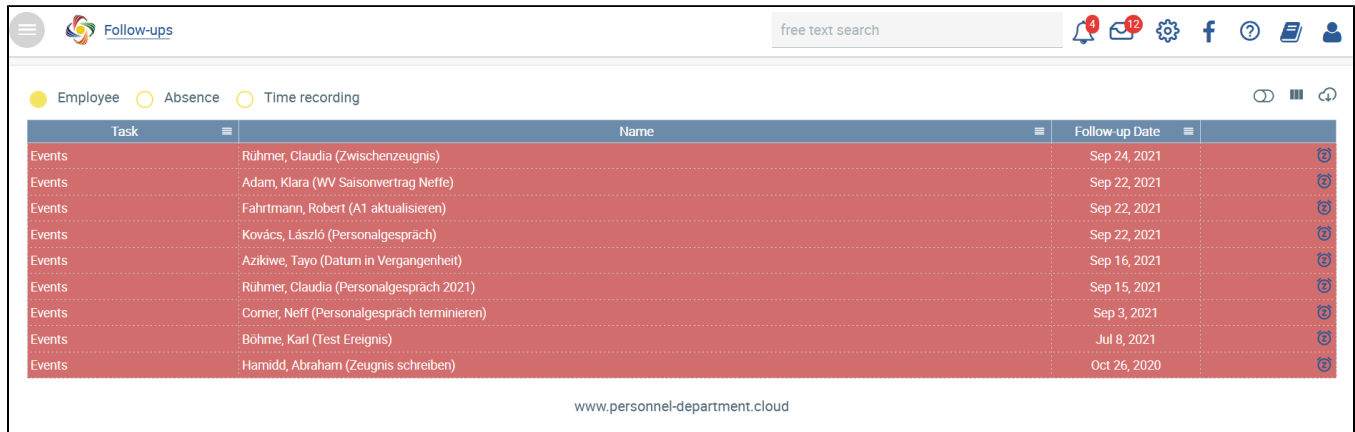


Follow-ups for employee/electronic file

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](#).

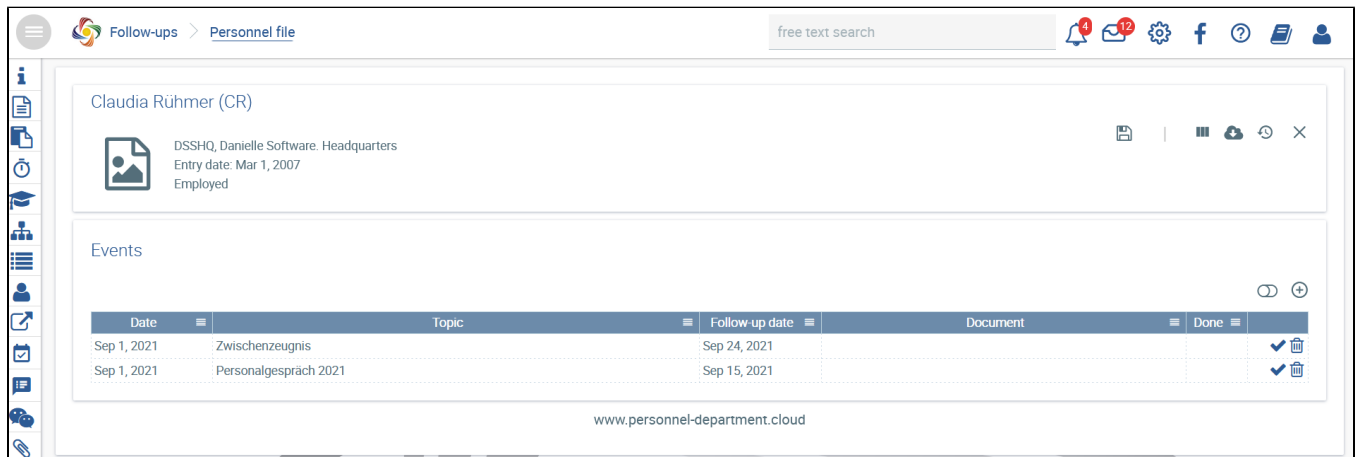


The screenshot shows the 'Follow-ups' application interface. At the top, there is a navigation bar with a menu icon, the 'Follow-ups' logo, a search bar labeled 'free text search', and several notification and utility icons. Below the navigation bar, there are filter buttons for 'Employee' (yellow), 'Absence' (orange), and 'Time recording' (light blue). The main content area displays a table with columns: Task, Name, Follow-up Date, and a status icon. The table lists several events with their respective tasks, names, and follow-up dates. At the bottom of the table, the URL 'www.personnel-department.cloud' is visible.

Task	Name	Follow-up Date	Status
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	🔒

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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 section displays the employee's name and a brief description: 'DSSHQ, Danielle Software. Headquarters', 'Entry date: Mar 1, 2007', and 'Employed'. Below this, there is an 'Events' section with a table showing the date, topic, follow-up date, document, and a 'Done' status. The table lists two events: 'Zwischenzeugnis' on Sep 1, 2021, with a follow-up date of Sep 24, 2021, and 'Personalgespräch 2021' on Sep 1, 2021, with a follow-up date of Sep 15, 2021. At the bottom of the table, 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		✓

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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 [blocked URL](#) 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       

● Employee ○ Absence ○ Time recording

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	

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