

Daily Topics

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

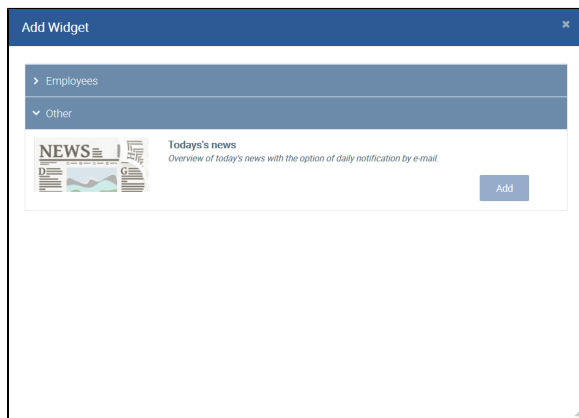
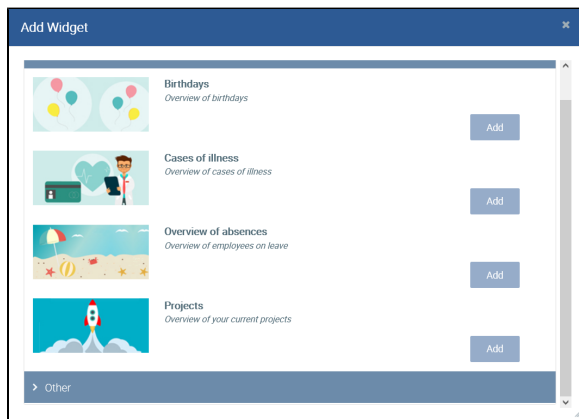


Daily Topics

You can display the topics you consider important by using .

You can currently choose from the following topics:

- Birthdays
- Cases of illness
- Absences
- Projects
- Today'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

Today'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

Edit Widget

General

Settings

Select the topics you would like to be informed on daily.

☒ New employees

☒ Employees leaving

☒ Birthdays

☒ Leave

☒ Cases of illness

☒ Absent without reason

☒ Manual break not booked

☒ End of working time not booked

☒ Start too early

☒ Start too late

✓

✕

Today's news			
☐ Daily e-mail notification at 10:00			
New employees	<u>0</u>	Employees leaving	<u>0</u>
Cases of illness	<u>0</u>	Leave	<u>0</u>
Birthdays	<u>0</u>	Absent without reason	<u>4</u>
Manual break not booked	<u>0</u>	End of working time not booked	<u>0</u>
Start too early	<u>0</u>	Start too late	<u>0</u>

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

Today's news			
☐ Daily e-mail notification at 10:00			
New employees	<u>0</u>	Employees leaving	<u>0</u>
Cases of illness	<u>0</u>	Leave	<u>0</u>
Birthdays	<u>0</u>	Absent without reason	<u>4</u>
Manual break not booked	<u>0</u>	End of working time not booked	<u>0</u>
Start too early	<u>0</u>	Start too late	<u>0</u>
Absent without reason			
« < 1 2 > »			
Grau, Momo	Kovács, László	Ram, Suresh	
			

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:



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.