


The system historicises continuously and never deletes data. You can access the history view by using



The history displays the continuous process for all data changes for an employee and not only the changes to the personnel file, as in the case of participation in the 360-degree feedback. The changes are sorted according to date and time. A history entry that can be selected via the dropdown menu is generated each time that data are saved. The current changes are compared to the entries for the last data storage.

The screenshot shows the 'History' tab selected in the top navigation bar. Below the navigation bar, there are tabs for 'Neu Datum / Uhrzeit' and 'Alle'. The main area displays a table with columns for 'Name', 'Datum', and 'Uhrzeit'. The table lists various changes made to employee data, including 'Arbeitsvertrag', 'Personaldaten', and 'Arbeitsvertrag'. The table is sorted by date and time, showing changes from May 15, 2018, to May 5, 2018.

To keep entries in the history at a minimum, you can switch to the other tabs without saving the data when you make changes to the personnel files and then store the data when you have finished making changes to the file.


Of course, searches can be made in the history. To this end, please click on **Alle**. You will receive an overview of all changes. If you wish to know, for example, when a job description was changed, then go to the column **Name**, select  and enter the term **Job** or **Job description**.


The screenshot shows the search and sorting options in the History view. At the top, there is a search bar with the text 'Stelle' and a magnifying glass icon. Below the search bar, there are two buttons for sorting: 'Aufsteigend sortieren' (Ascending sort) and 'Absteigend sortieren' (Descending sort).

You will receive an overview of when and how the job description was changed and by whom.

The screenshot shows the History view with search results for 'Stelle'. The table has columns for 'Arbeitsvertrag', 'Gruppe', 'Name', 'Datum', 'Uhrzeit', and 'Uhrzeit'. The table lists changes made to the job description, including 'Arbeitsvertrag' and 'Arbeitsvertrag'. The table is sorted by date and time, showing changes from May 15, 2018, to May 5, 2018.

Entries can also be sorted in ascending or descending order in this way.

You can also export the history using  with or without search restrictions.

If you are only interested in certain columns in the view, you can filter these by using  and you will then see this limited, tailor-made history view the next time you log in.

Spalten

☒ Suche nach

☒ Änderungsdatum



☒ Gruppe

☒ Name

☒ Neuer Wert

☒ Alter Wert

☒ Geändert von

View of column selection with possible restrictions