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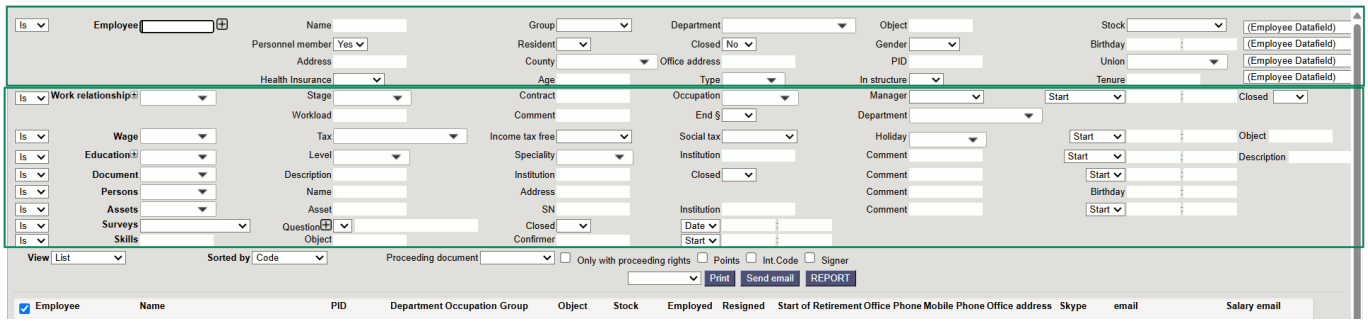
Employee List

With the views and filters of the Employee List report, you can extract exactly the employee data you need. For example, you can quickly find all employees whose work relationship is valid in the selected month, or those whose tenure in the company reaches 5 years this month.

You can find the report in the menu `Personnel → REPORTS →` **`Employee List`**.

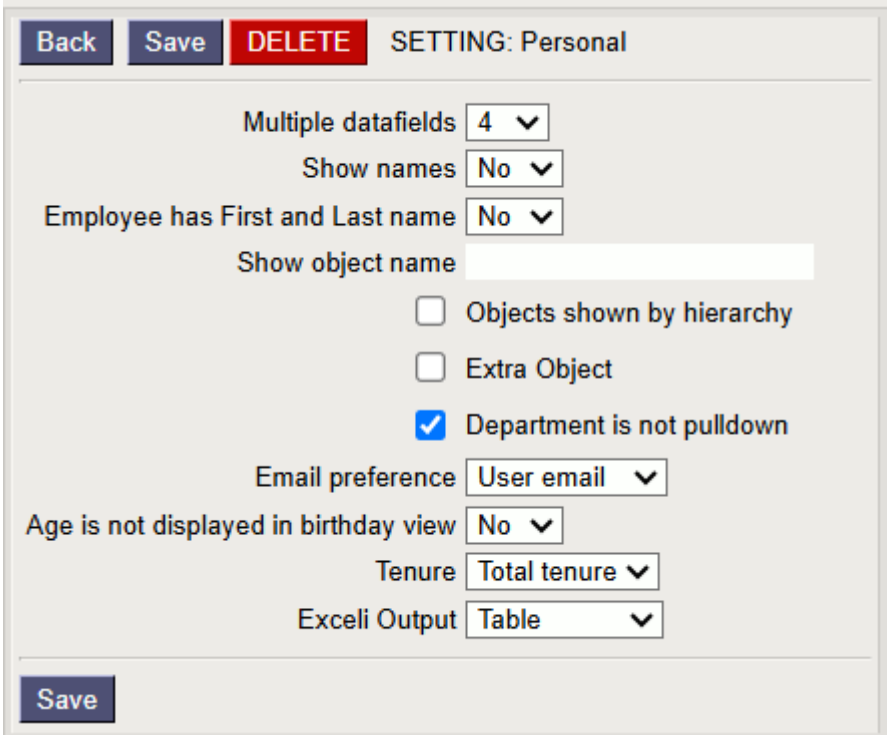
In the upper part of the report, you filter employees by their general data. The lower part contains rows, each of which corresponds to one tab of the employee card: **Work relationship**, **Wage**, **Education**, **Document**, **Persons**, **Assets**, **Surveys** and **Skills**.



In front of each row, you can choose **Is** or **Is not**. With these options, you define whether the employee must have a record that matches the filters entered on the row (**Is**) or must not have such a record (**Is not**).

Report settings

Under the report's Settings button, you can adjust the Employee List to your needs: for example, define how many additional field filters you see, to which address Directo sends e-mails and how you search for tenure anniversaries. The settings are personal, which means they apply only to you and do not change the report for other users.



Multiple datafields - how many employee additional field filters you see in the report header (for example 4). With the additional field filters, you can filter employees by the additional fields of the employee card.
Show names - if you select **Yes**, Directo shows the names next to the codes, for example the names of the department, object and occupation.
Employee has First and Last name - if you select **Yes**, Directo shows the employee's first name and last name in separate columns.
Objects shown by hierarchy - if you select this checkbox, Directo shows the objects together with their hierarchy.
Extra Object - if you select this checkbox, Directo adds the column **Extra Object** to the report, where you can see the extra object specified on the employee card.
Email preference - defines to which address Directo sends the e-mail with the **Send email** button: with the option **User email**, to the address in the **email** field, and with the option **Salary email**, to the address in the **Salary email** field.
Age is not displayed in birthday view - if you select **Yes**, Directo does not show the employees' age in the **Birthdays** view.
Tenure - defines how you search for tenure anniversaries: with the option **Total tenure**, by the employee's total tenure in this company, and with the option **Tenure**, by the tenure of the employee's last work relationship.
Exceli Output - defines how Directo exports the result to Excel: with the option **Table**, only the table, and with the option **With header**, the table together with the report header.

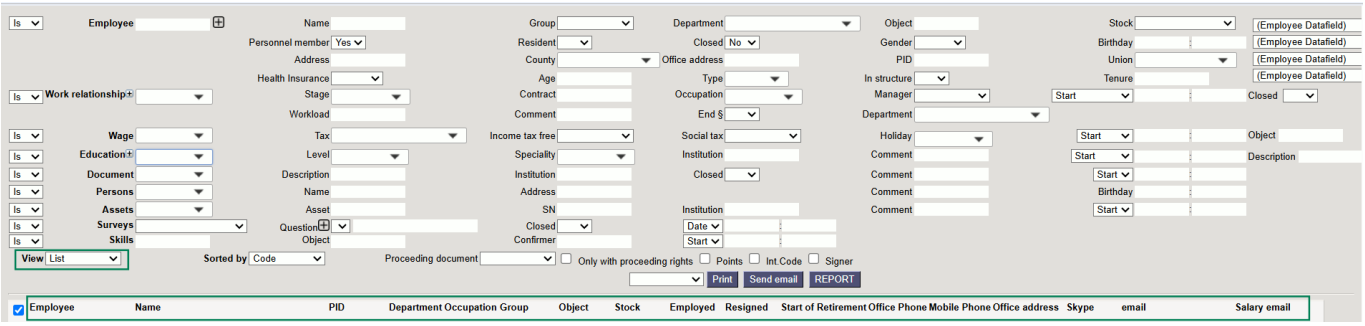
List view

The **List** view shows the employees who match the filters together with their basic data and contact details: department, occupation, start and end date of employment, phone and e-mail. This lets you quickly create, for example, a contact list of the employees of one department or an overview of the employees who started work during the selected period.

The report opens in the **List** view by default. If needed, fill in the filters in the upper part of the report

and on the rows, and click **REPORT**. For example, use the **Department** filter to see employees of one department only, and the **Closed** filter to choose whether you also see employees who have left.

With the + icon next to the **Employee** field, you can select another employee card field from the drop-down menu and enter a value in the field next to it to filter employees by that field.



Report columns

Employee - the employee code. Click the code to open the employee card.
Name - the employee's name.
PID - the employee's personal identification code.
Department - the department where the employee works.
Occupation - the employee's position.
Group - the employee's group.
Object - the object assigned to the employee.
Stock - the warehouse assigned to the employee.
Employed - the date the employee started work.
Resigned - the date the employee left work.
Start of Retirement - the start date of the employee's pension.
Office Phone and **Mobile Phone** - the employee's phone numbers.
Office address - the address of the employee's workplace.
Skype - the employee's Skype user name.
email - the employee's e-mail address.
Salary email - the e-mail address to which Directo sends the employee's payslip. If this field is empty, Directo sends the payslip to the address in the **email** field.

The view shows personal data of employees, such as the personal identification code and e-mail address. When you share the report or take a screenshot of it, make sure that the personal data does not reach unauthorised persons.

Sending e-mails to employees

There is a checkbox in front of each row that you can use to select the employee. With the checkbox in the table header, you can select or clear all employees at once. When you click the **Send email** button, Directo sends an e-mail to the selected employees.

The address to which Directo sends the e-mail depends on the report setting **Email preference**:

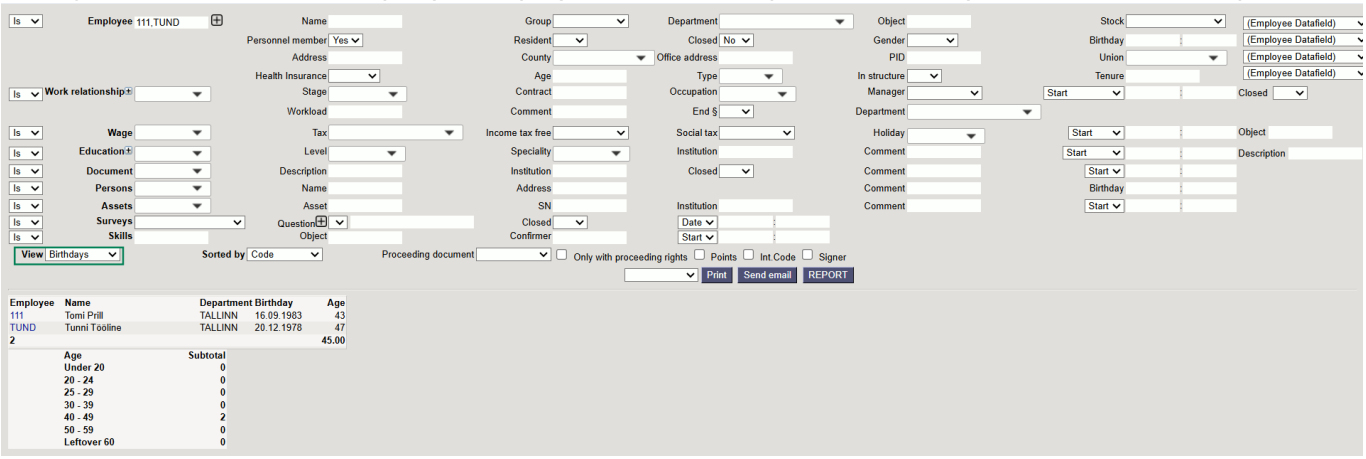
- **User email** - Directo sends the e-mail to the address in the **email** field;
- **Salary email** - Directo sends the e-mail to the address in the **Salary email** field.

You can change the setting under the report's Settings button (see the chapter Report settings).

You can export the result to Excel with the Excel icon in the upper right corner of the report or with the F12 key.

Birthdays view

The **Birthdays** view shows the employees' birthdays and age, as well as how the employees are distributed into age groups. This lets you quickly see who has a birthday soon and get an overview of the age structure of the company's employees – for example for HR analysis or the annual report.



If you want to see who has a birthday in a certain period, enter the date range in the **Birthday** field in the report header.

Report columns

Employee - the employee code. Click the code to open the employee card.
Name - the employee's name.
Department - the department where the employee works.
Birthday - the employee's date of birth.
Age - the employee's age. If the **Birthday** field is empty, Directo calculates the age as of today. If you have entered a period in the **Birthday** field, Directo calculates the age as of that period.

On the last row of the table, you can see the number of employees and their average age in the **Age** column.

If you do not want to see the age, select **Yes** in the report setting **Age is not displayed in birthday view** (see the chapter Report settings).

Age groups

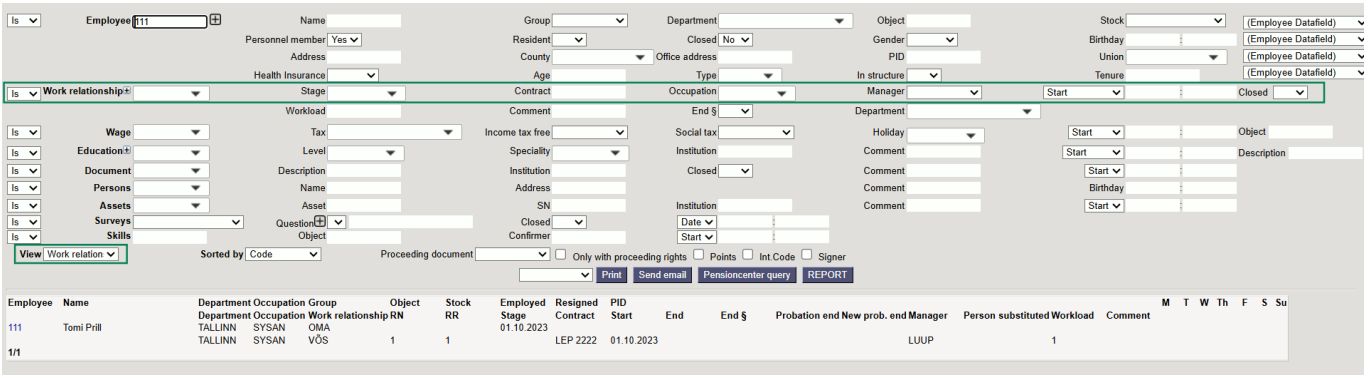
Below the table, you can see how many employees belong to each age group: **Under 20**, **20 - 24**, **25 - 29**, **30 - 39**, **40 - 49**, **50 - 59** and **Leftover 60** (over 60 years). The age groups are always the same.

The view shows the employees' dates of birth, which are personal data. When you share the report or take a screenshot of it, make sure that this data does not reach unauthorised persons.

Work relation view

The **Work relation** view shows the employees' general data and their work relationship rows with the details of the work relationship: contract number, start and end date, probation period, manager, workload and working hours by weekday. This lets you quickly check, for example, whose probation period is ending soon or whose fixed-term contract is about to expire, and make the necessary decisions on time.

Select **Work relation** in the **View** field, fill in the filters if needed and click **REPORT**. You can filter by work relationship data on the **Work relationship** row in the lower part of the report: select **Is** in front of the row, select in the date drop-down menu which date you want to search by, and enter the period next to it.



Options of the date drop-down menu:

- **Start** - work relationships that started during the selected period;
- **End** - work relationships that ended or will end during the selected period;
- **Probation end** - work relationships whose probation period ends during the selected period;
- **New prob. end** - work relationships whose new probation end date falls within the selected period;
- **Valid** - work relationships that were valid for at least one day during the selected period.

Report columns

For each employee, you see two types of rows: the first row contains the general data from the employee card, and below it are the employee's work relationship rows.

On the employee row:
Employee - the employee code. Click the code to open the employee card.
Name - the employee's name.
Department, **Occupation**, **Group**, **Object**, **Stock** - the data specified on the employee card.
Employed - the date the employee started work.
Resigned - the date the employee left work.
PID - the employee's personal identification code.

On the work relationship row:
Department and **Occupation** - the department and position specified on the work relationship row.
Work relationship - the type of work relationship.
RN - row number.
RR - row reference.
Stage - the stage of the work relationship.
Contract - the contract number.

Start and **End** - the start and end date of the work relationship.
End § - the basis for terminating the work relationship.
Probation end - the end date of the probation period.
New prob. end - the end date of the extended probation period.
Manager - the employee's direct manager.
Person substituted - the person whom the employee substitutes on this work relationship row.
Workload - the employee's workload.
Comment - the comment on the work relationship row.
M, T, W, Th, F, S, Su - the working hours by weekday on the work relationship row.

The view shows personal data of employees, such as the personal identification code. When you share the report or take a screenshot of it, make sure that the personal data does not reach unauthorised persons.

In this view, you can also make a mass query to the Pension Centre with the **Pensioncenter query** button (see the chapter Pension Centre mass query).

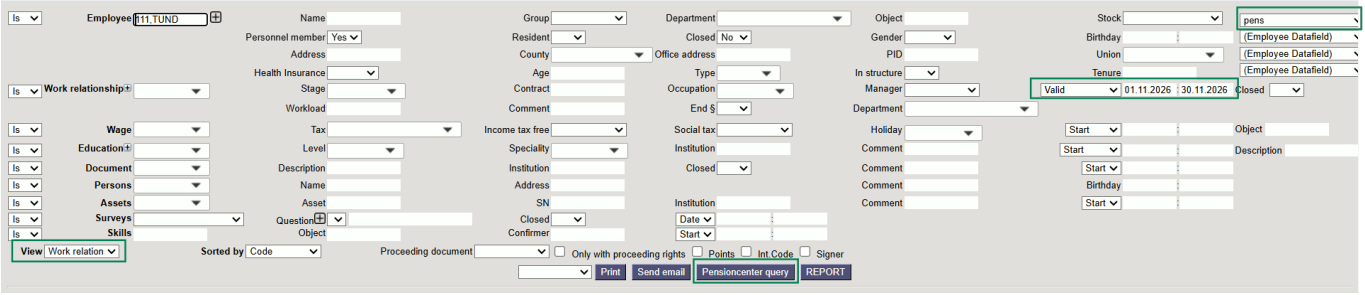
Pension Centre mass query

In the **Work relation** view, you can make a query to the Pension Centre about all selected employees at once, so you do not need to check each employee's data separately. Directo writes the results of the query to an employee card datafield.

Before the first query, make the following settings:

1. Create a new datafield for the employee card.
2. Add the code of this datafield to the setting `System settings > Datafield where the Pension Centre query response is saved`.

To make the query, use the following filters in the report and click the **Pensioncenter query** button:



Directo also adds the time of the query to the response.

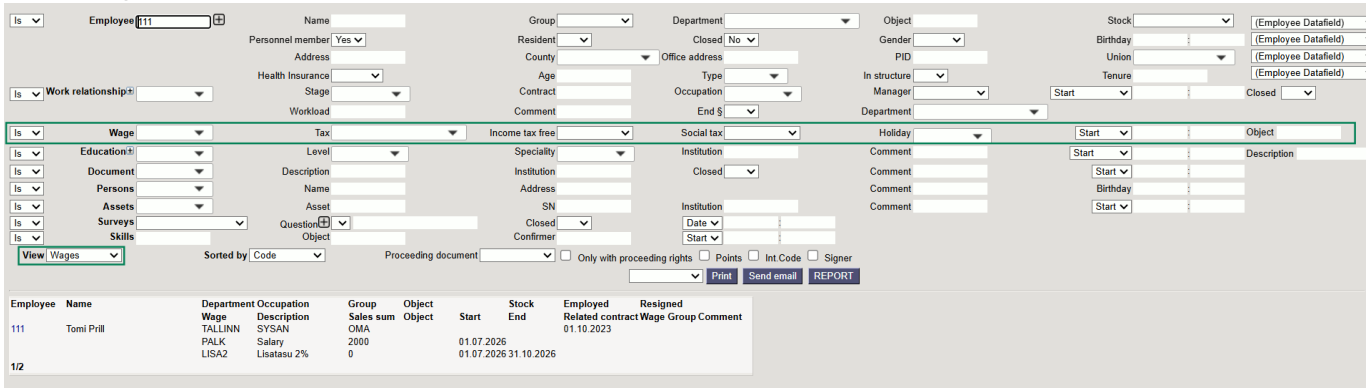
The query does not change the pension tax formula on the employee card. If the tax formula needs to be changed based on the response, change it on the employee card yourself.

Wages view

The **Wages** view shows the wages specified on the employee card for each employee: the wage formula, amount and validity period. This lets you see in one place which wage has been assigned to

whom – for example when you plan a wage increase, check before the wage calculation whether all new employees have a wage assigned, or look for all employees who have a certain wage formula.

Select **Wages** in the **View** field, fill in the filters if needed and click **REPORT**. You can filter by wage data on the **Wage** row in the lower part of the report: select **Is** in front of the row and fill in the necessary fields.



Filters on the Wage row

Wage - the name of the wage formula.
Tax - the name of the tax formula.
Income tax free - the income tax exemption option: yes or no.
Social tax - the social tax option: with or without the minimum.
Holiday - the options no, time worker and piece worker.
Object - the object specified on the wage row.
Wage Group - the wage group specified on the wage row.

To search by dates, select in the drop-down menu which date you want to search by, and enter the period next to it:

- **Start** - wages that became valid during the selected period;
- **End** - wages whose validity ended or will end during the selected period;
- **Valid** - wages that were valid for at least one day during the selected period;
- **Tax start** - tax rows that became valid during the selected period;
- **Tax end** - tax rows whose validity ended or will end during the selected period;
- **Tax valid** - tax rows that were valid for at least one day during the selected period.

Report columns

For each employee, you see two types of rows: the first row contains the general data from the employee card, and below it are the employee's wage rows.

On the employee row:
Employee - the employee code. Click the code to open the employee card.
Name - the employee's name.
Department, **Occupation**, **Group**, **Object**, **Stock** - the data specified on the employee card.
Employed - the date the employee started work.
Resigned - the date the employee left work.

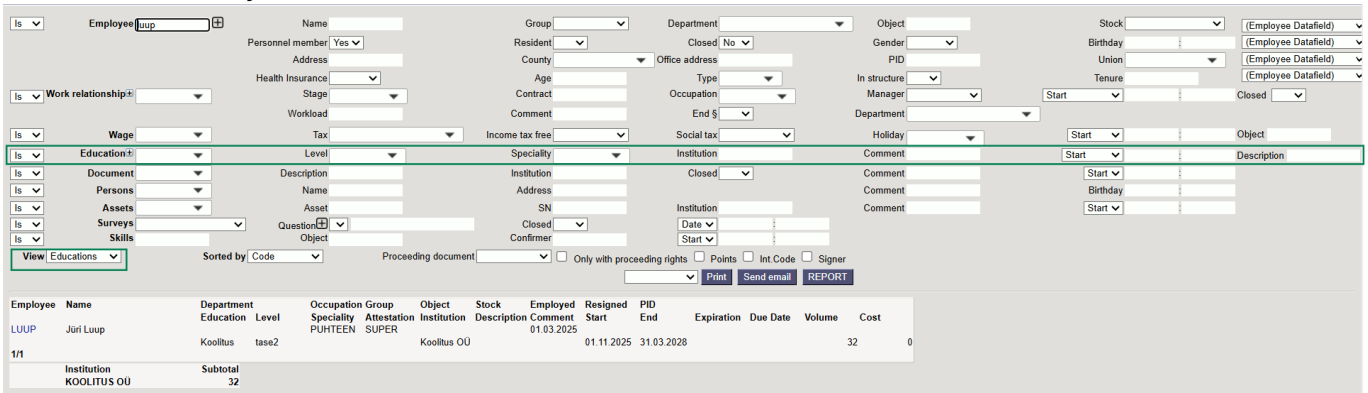
On the wage row:
Wage - the code of the wage formula.
Description - the name of the wage formula.
Sales sum - the amount of the wage, for example the monthly salary or the hourly rate.

Object - the object specified on the wage row.
Start and **End** - the start and end date of the wage validity.
Related contract - the work relationship contract to which the wage is linked.
Wage Group - the wage group specified on the wage row.
Comment - the comment on the wage row.

Educations view

The **Educations** view shows the education and training entered on the employee card for each employee: level, speciality, institution, validity period and cost. This gives you a quick overview of the employees' qualifications – for example, you can find employees who need to complete a training course or whose certificate is about to expire.

Select **Educations** in the **View** field, fill in the filters if needed and click **REPORT**. You can filter by education data on the **Education** row in the lower part of the report: select **Is** (the employee must have such education) or **Is not** (the employee must not have such education) in front of the row and fill in the necessary fields.



Filters on the Education row

Education - the type of education, for example `Education`.
Level - the level of education.
Speciality - the speciality.
Institution - the educational institution or training provider.
Comment - the comment on the education row.
Description - the name of the education or training.

To search by dates, select in the drop-down menu which date you want to search by, and enter the period next to it:

- **Start** - education or training that started during the selected period;
- **End** - education or training that ended during the selected period;
- **Valid** - education or training that was valid for at least one day during the selected period;
- **Expiration** - certificates that expire during the selected period;
- **Due Date** - training whose due date falls within the selected period.

Report columns

For each employee, you see two types of rows: the first row contains the general data from the employee card, and below it are the employee's education rows.

On the employee row:
Employee - the employee code. Click the code to open the employee card.
Name - the employee's name.
Department, **Occupation**, **Group**, **Object**, **Stock** - the data specified on the employee card.
Employed - the date the employee started work.
Resigned - the date the employee left work.
PID - the employee's personal identification code.

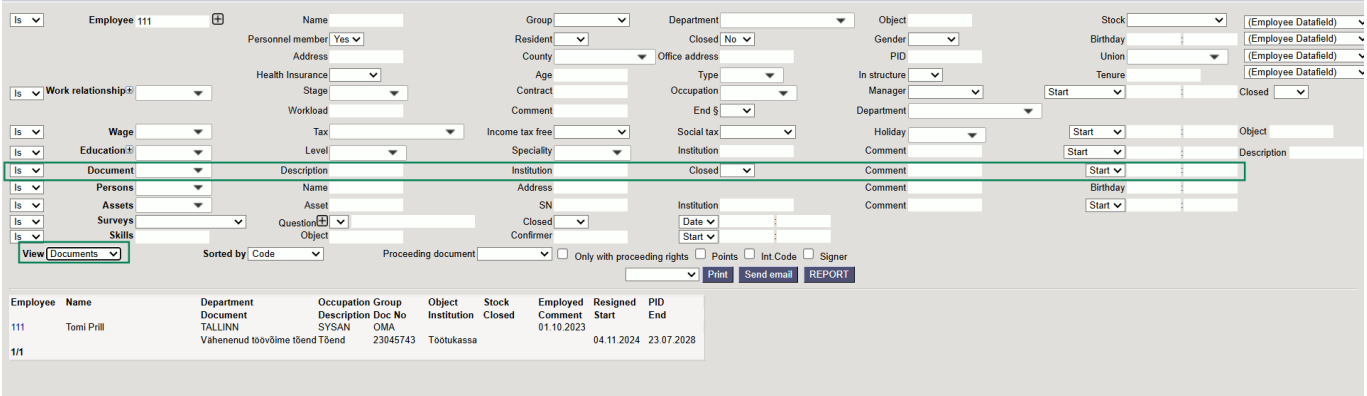
On the education row:
Education - the type of education.
Level - the level of education.
Speciality - the speciality.
Attestation - the number of the certificate or diploma.
Institution - the educational institution or training provider.
Description - the name of the education or training.
Comment - the comment on the education row.
Start and **End** - the start and end date of the studies or training.
Expiration - the expiry date of the certificate.
Due Date - the date until which the employee must work in the company for the cost of the training paid by the employer to be earned back. If the employee leaves the company before this date, you can claim the remaining cost of the training from them.
Volume - the volume of the training.
Cost - the cost of the training.

 The view shows personal data of employees, such as the personal identification code. When you share the report or take a screenshot of it, make sure that the personal data does not reach unauthorised persons.

Documents view

The **Documents** view shows the documents added to the employee card for each employee, for example a certificate of reduced work ability, a certificate of a disabled child, a paternity leave certificate or an A1 certificate. For each document, you can see the number, the issuer and the validity period. This lets you quickly check who has a certain certificate and notice on time the certificates whose validity is about to end – for example if the certificate affects the employee's extra holiday or tax calculation.

Select **Documents** in the **View** field, fill in the filters if needed and click **REPORT**. You can filter by document data on the **Document** row in the lower part of the report: select **Is** (the employee must have such a document) or **Is not** (the employee must not have such a document) in front of the row and fill in the necessary fields.



Filters on the Document row

Document - the document type.
Description - the name of the document.
Institution - the issuer of the document.
Closed - whether the document row is closed: yes or no.
Comment - the comment on the document row.

To search by dates, select in the drop-down menu which date you want to search by, and enter the period next to it. The options are **Start**, **End** and **Valid**.

Report columns

For each employee, you see two types of rows: the first row contains the general data from the employee card, and below it are the employee's document rows.

On the employee row:
Employee - the employee code. Click the code to open the employee card.
Name - the employee's name.
Department, **Occupation**, **Group**, **Object**, **Stock** - the data specified on the employee card.
Employed - the date the employee started work.
Resigned - the date the employee left work.
PID - the employee's personal identification code.

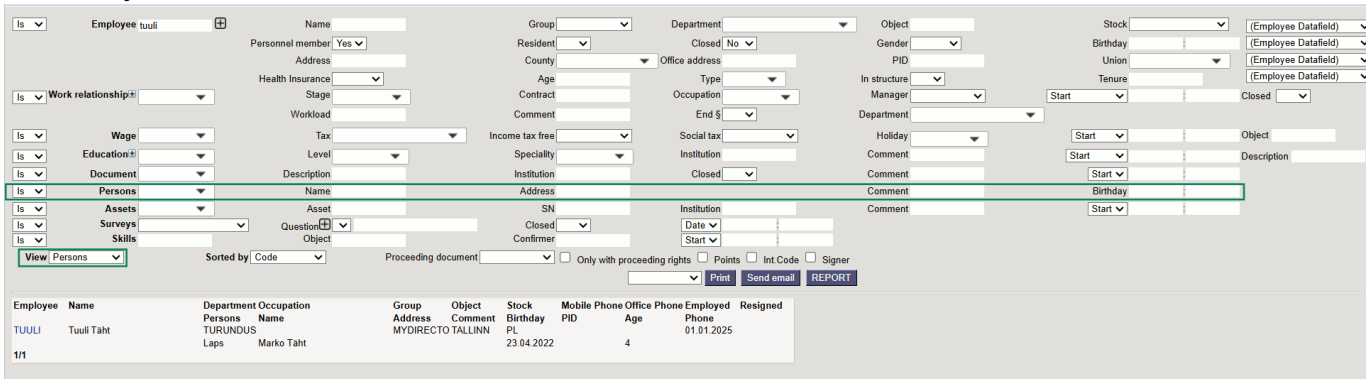
On the document row:
Document - the document type.
Description - the name of the document.
Doc No - the document number.
Institution - the issuer of the document.
Closed - whether the document row is closed.
Comment - the comment on the document row.
Start and **End** - the start and end date of the document's validity.

The view may show health data of employees (for example a certificate of reduced work ability or a certificate of a disabled child) and their personal identification code. This is special category personal data. When you share the report or take a screenshot of it, make sure that this data does not reach unauthorised persons.

Persons view

The **Persons** view shows the persons linked to each employee, for example children or a contact person to be contacted if something happens to the employee at work. For each person, you can see the name, relationship to the employee, date of birth, age and contact details. This way, in an emergency, you can quickly find the phone number of the employee's contact person, and you can check, for example, which employees have children when planning child leave.

Select **Persons** in the **View** field, fill in the filters if needed and click **REPORT**. You can filter by person data on the **Persons** row in the lower part of the report: select **Is** (the employee must have such a person) or **Is not** (the employee must not have such a person) in front of the row and fill in the necessary fields.



Persons - the person's relationship to the employee.
Name - the person's name.
Address - the person's address.
Comment - the comment on the person row.
Birthday - the person's date of birth. Enter a period if you want to find persons born within a certain time range.

Report columns

For each employee, you see two types of rows: the first row contains the general data from the employee card, and below it are the rows of the persons linked to the employee.

On the employee row:
Employee - the employee code. Click the code to open the employee card.
Name - the employee's name.
Department, **Occupation**, **Group**, **Object**, **Stock** - the data specified on the employee card.
Mobile Phone and **Office Phone** - the employee's phone numbers.
Employed - the date the employee started work.
Resigned - the date the employee left work.

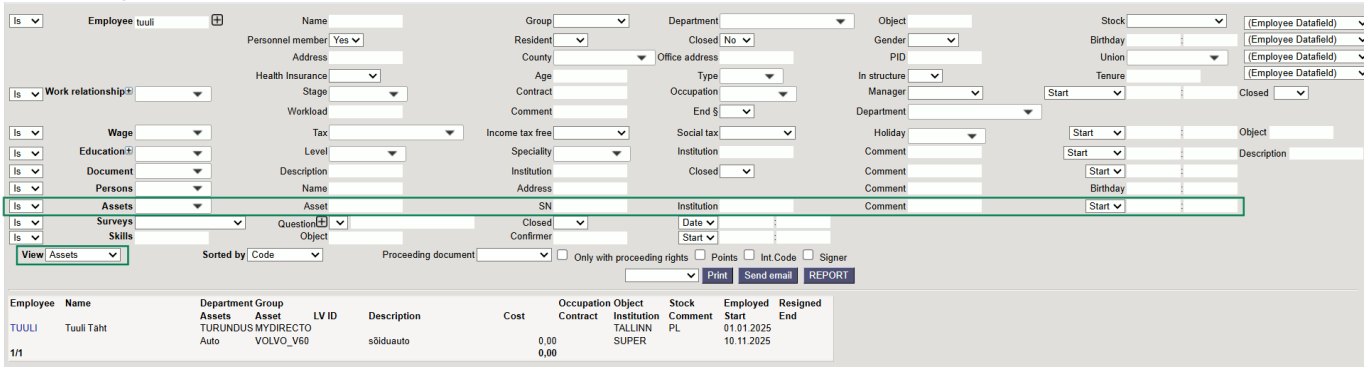
On the person row:
Persons - the person's relationship to the employee, for example `child`.
Name - the person's name.
Address - the person's address.
Comment - the comment on the person row.
Birthday - the person's date of birth.
PID - the person's personal identification code.
Age - the person's age.
Phone - the person's phone number.

The view shows personal data of the employees' family members and contact persons, including children's data and personal identification codes. When you share the report or take a screenshot of it, make sure that this data does not reach unauthorised persons.

Assets view

The **Assets** view shows for each employee the fixed assets and low-value items entered on the **Assets** tab of their employee card, for example a computer, car, mobile phone or access card. This lets you see in one place which assets are held by whom – for example when an employee leaves and you want to check what they need to return, or when you want to know who has access cards.

Select **Assets** in the **View** field, fill in the filters if needed and click **REPORT**. You can filter by asset data on the **Assets** row in the lower part of the report: select **Is** (the employee must have such an asset) or **Is not** (the employee must not have such an asset) in front of the row and fill in the necessary fields.



Filters on the Assets row

Assets - the asset type, for example a computer, car, mobile phone or access card. You can select one or several types at once.
Asset - the code of the fixed asset or low-value item.
SN - the serial number of the asset.
Institution - the code of the user who issued the asset.
Comment - the comment on the asset row.

To search by dates, select in the drop-down menu which date you want to search by, and enter the period next to it. The options are **Start**, **End** and **Valid**.

Report columns

For each employee, you see two types of rows: the first row contains the general data from the employee card, and below it are the employee's asset rows.

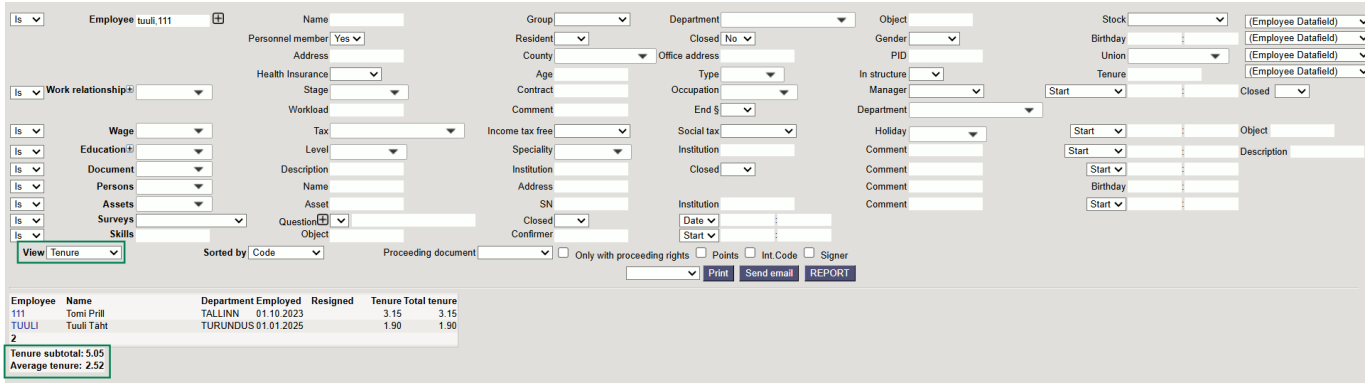
On the employee row:
Employee - the employee code. Click the code to open the employee card.
Name - the employee's name.
Department, **Group**, **Occupation**, **Object**, **Stock** - the data specified on the employee card.
Employed - the date the employee started work.
Resigned - the date the employee left work.

On the asset row:
Assets - the asset type, for example `car`.
Asset - the code of the fixed asset or low-value item.
LV ID - the ID code of the low-value item.
Description - the name of the fixed asset or low-value item.
Cost - the cost of the fixed asset or low-value item.
Contract - the contract number.
Institution - the code of the user who issued the asset.
Comment - the comment on the asset row.
Start - the start of the period of use.
End - the end of the period of use.

Tenure view

The **Tenure** view shows how long the employees have worked in your company – both for their last work relationship and for all work relationships in total. This lets you quickly find employees whose tenure anniversary is coming up so that you can recognise them on time, or view the employees' tenure as of a specific date.

Select **Tenure** in the **View** field, fill in the filters if needed and click **REPORT**.



Report columns

Employee - the employee code. Click the code to open the employee card.
Name - the employee's name.
Department - the department where the employee works.
Employed - the start date of the last work relationship.
Resigned - the date the employee left work.
Tenure - the tenure of the employee's last work relationship.
Total tenure - the employee's total tenure in this company, all work relationships combined.

Directo shows the tenure in years as a decimal number. For example, `1.90` means about 1 year and 11 months, and `3.15` about 3 years and 2 months. If the employee has left, Directo calculates the tenure up to the date of leaving.

On the last row of the table, you can see the number of employees. Below the table, **Tenure subtotal** shows the total tenure of all employees in the report and **Average tenure** shows their average tenure.

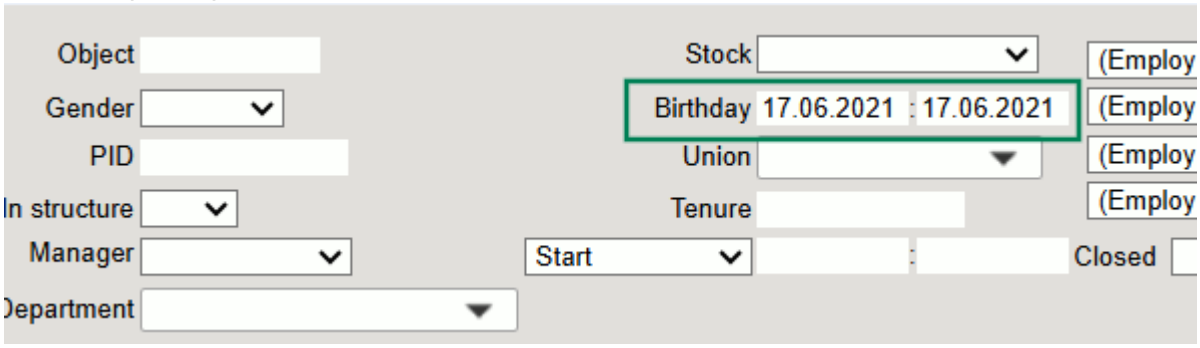
The **Tenure** and **Total tenure** columns differ if the employee has had several work

relationships in the company, for example if they left and came back later.

Tenure as of a specific date

By default, Directo calculates the tenure as of today. If you want to see the tenure as of another date, enter the date in the **Birthday** field in the report header.

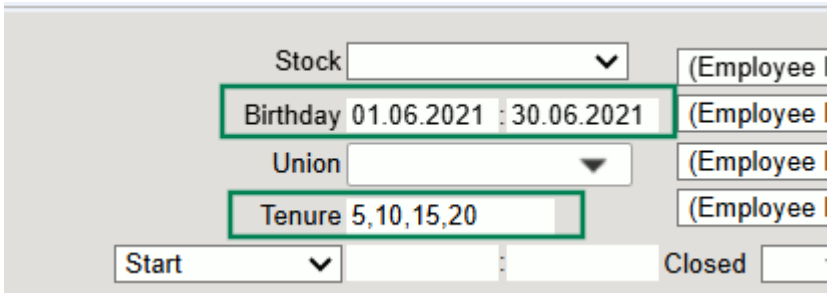
For example, if you want to see the tenure as of 17.06.2021, fill in the field as follows:



Tenure anniversaries

If you want to find employees whose tenure reaches a certain number of years during a certain period, fill in the **Birthday** and **Tenure** fields. Enter the tenure values separated by commas, without spaces (for example `5,10,15,20,25`).

For example, this is how you find employees whose tenure of the last work relationship in the company reaches 5, 10, 15, or 20 years in June 2021:

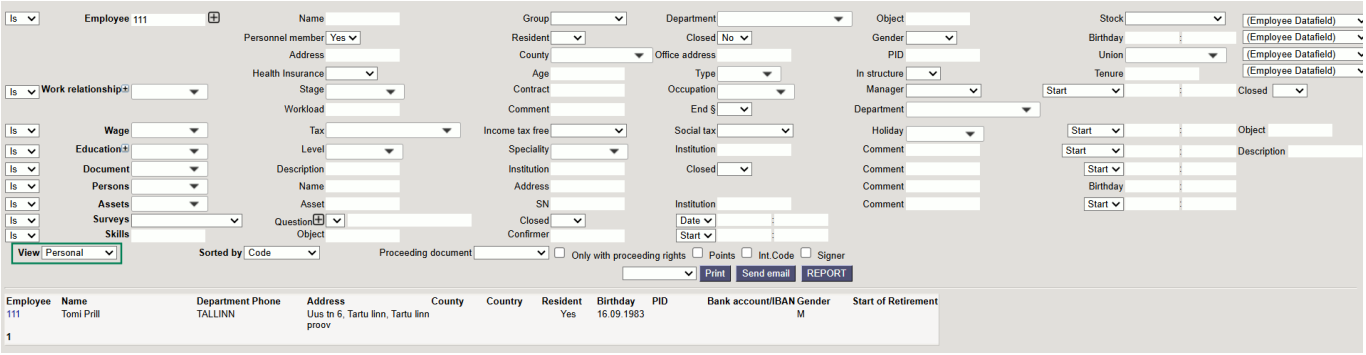


Under the report's Settings button, you can define whether you search for tenure anniversaries by the **Tenure** or **Total tenure** column (see the chapter Report settings).

Personal view

The **Personal** view shows the employees' personal data: contact details, address, residency, date of birth, personal identification code, bank account and pension start date. This lets you quickly check whether the employee cards contain the data needed for the wage calculation – for example whether all employees have a bank account and the correct residency.

Select **Personal** in the **View** field, fill in the filters if needed and click **REPORT**. For example, use the **Department** filter to see employees of one department only, and the **Resident** filter to choose whether you see residents or non-residents.



Report columns

Employee - the employee code. Click the code to open the employee card.
Name - the employee's name.
Department - the department where the employee works.
Phone - the employee's phone number.
Address - the employee's home address.
County - the county of the employee's residence.
Country - the country of the employee's residence.
Resident - whether the employee is an Estonian resident (**Yes** or **No**).
Birthday - the employee's date of birth.
PID - the employee's personal identification code.
Bank account/IBAN - the employee's bank account to which Directo pays the wages.
Gender - the employee's gender.
Start of Retirement - the start date of the employee's pension.

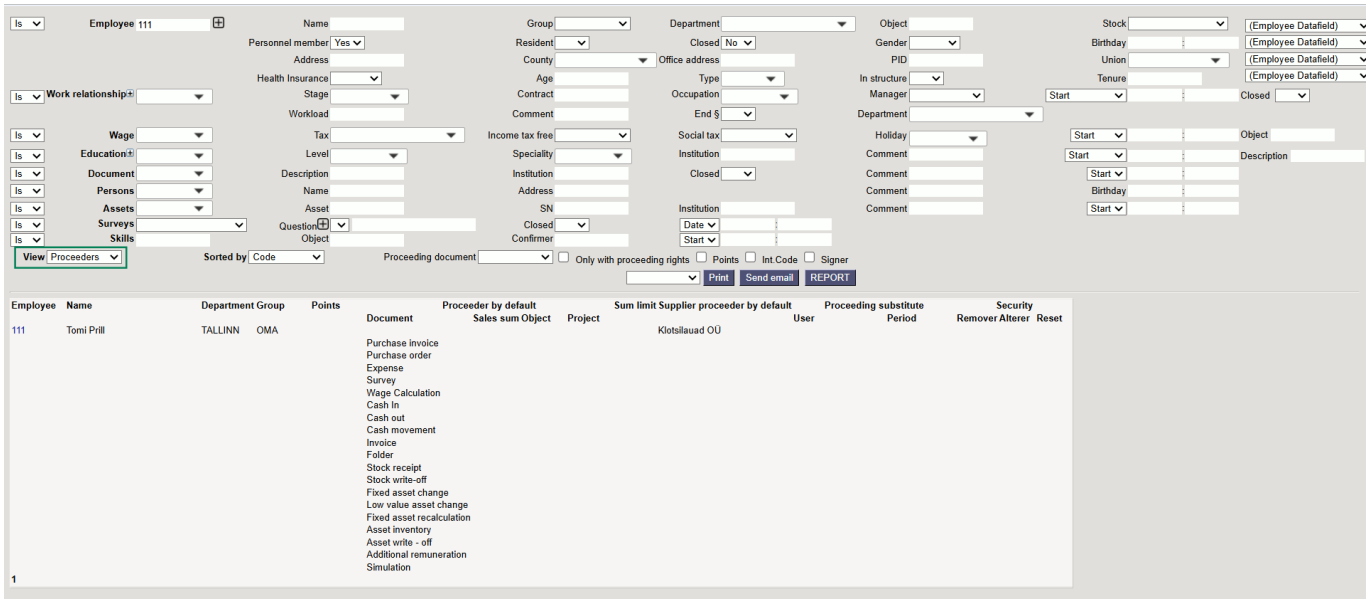
On the last row of the table, you can see the number of employees.

This view shows sensitive personal data of employees, such as the personal identification code, home address and bank account. When you share the report or take a screenshot of it, make sure that this data does not reach unauthorised persons.

Proceeders view

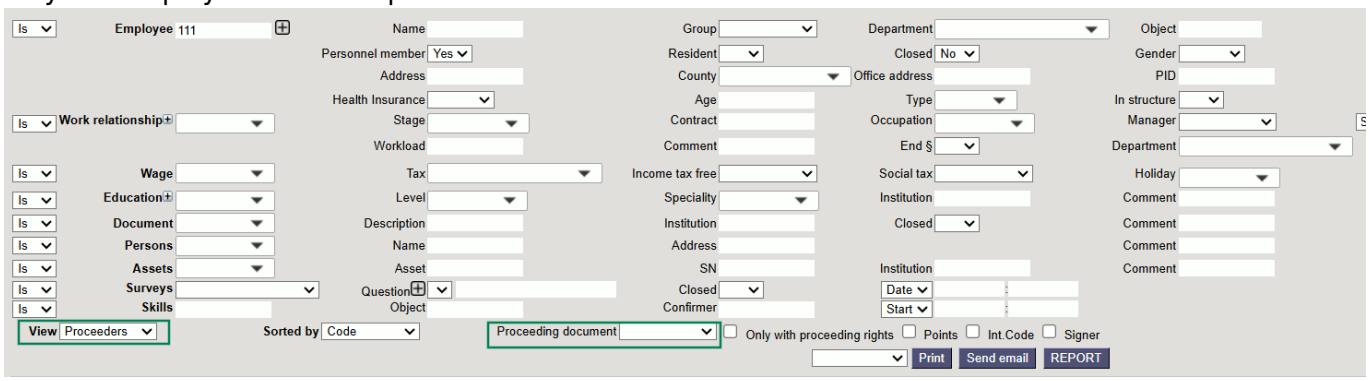
In Directo, proceeding means signing documents before confirming them: for example, a purchase invoice must be signed by all proceeders assigned to it before it can be confirmed. The **Proceeders** view shows for each employee on which documents the employee has been assigned as a proceeder, under which conditions, who their substitute is and which proceeding rights they have. This lets you check in one place whether the proceeding has been set up correctly – for example before an employee's holiday, so that their documents are not left unsigned.

Select **Proceeders** in the **View** field, fill in the filters if needed and click **REPORT**.



Proceeders by document

If you want to know who has the right to process a specific document, select it in the **Proceeding document** field. The drop-down menu contains all documents that can be processed in Directo, for example `Purchase invoice`, `Purchase order`, Expense, `Invoice`, `Wage Calculation`, `Additional remuneration`, `Stock receipt` and fixed asset documents. The report then shows only the employees who are proceeders of the selected document.



Report columns

For each employee, you see two types of rows: the first row contains the employee's data, substitute and rights, and below it are the proceeding data for each document.

On the employee row:
Employee - the employee code. Click the code to open the employee card.
Name - the employee's name.
Department - the department where the employee works.
Group - the employee's user group.
Supplier proceeder by default - the supplier card on which this user has been assigned as the default proceeder.
Proceeding substitute - the **User** who substitutes for the employee as a proceeder, and the **Period** during which the substitution is valid.
Security - the employee's extended proceeding rights: **Remover**, **Alterer** and **Reset**.

On the document row:
Points - the points come from the rights of the user or user group.

Document - the document type, for example `Purchase invoice` or `Wage Calculation`.
Proceeder by default - the conditions under which Directo assigns the employee as the default proceeder of the document:

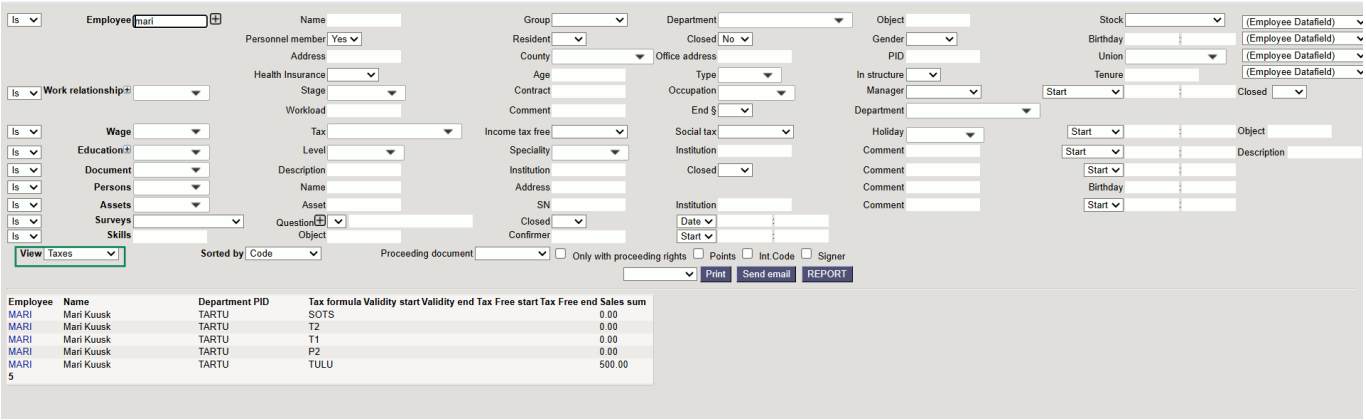
- **Sales sum** - the document amount from which the employee is a proceeder (for example `300`);
- **Object** - the object whose documents the employee processes (for example `TALLINN`);
- **Project** - the project whose documents the employee processes.

Sum limit - the amount up to which the employee may sign documents. If the document amount is greater than the proceeders' sum limit, the document cannot be confirmed until it has the signature of a proceeder with a sufficient sum limit.

Taxes view

The **Taxes** view shows for each employee the tax formulas entered on the employee card together with their validity period and tax-free income data. This lets you quickly check before the wage calculation whether all employees have the correct taxes – for example whether the employee has submitted an application for tax-free income, or whether the validity of the unemployment insurance or pension contribution has been ended correctly.

Select **Taxes** in the **View** field, fill in the filters if needed and click **REPORT**. You can filter by taxes on the **Wage** row in the lower part of the report: for example, you can select a specific tax formula in the **Tax** field and search for tax formulas by their validity period with the date options **Tax start**, **Tax end** and **Tax valid** (see the chapter Wages view).



Report columns

Each tax formula of each employee is on a separate row.

Employee - the employee code. Click the code to open the employee card.
Name - the employee's name.
Department - the department where the employee works.
PID - the employee's personal identification code.
Tax formula - the code of the tax formula, for example TULU, SOTS, T1 or P2.
Validity start and **Validity end** - the start and end date of the tax formula's validity. If the field is empty, the tax formula is valid indefinitely.
Tax Free start and **Tax Free end** - for accrual-based social tax, the start and end date of the tax exemption.
Sales sum - the amount of tax-free income per month.

On the last row of the table, you can see the number of rows.

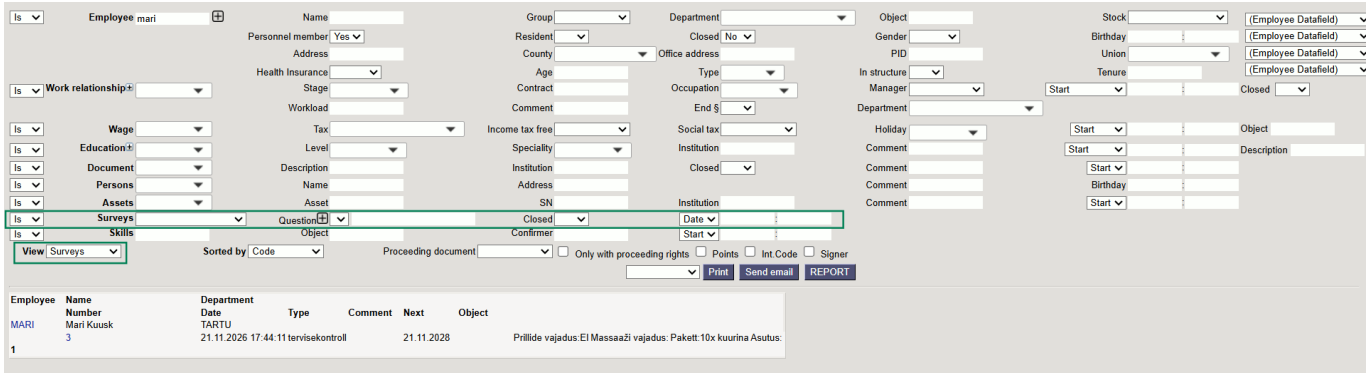
The view shows personal and tax data of employees, such as the personal identification code. When you share the report or take a screenshot of it, make sure that this data does not reach unauthorised persons.

Surveys view

The **Surveys** view shows for each employee the surveys completed about them, for example health checks, together with the questions and answers. This gives you a quick overview of the survey results – for example, you can find employees who have been recommended glasses after a health check, or employees whose next health check is coming up.

Select **Surveys** in the **View** field, fill in the filters if needed and click **REPORT**. You can filter by survey data on the **Surveys** row in the lower part of the report: select **Is** (the employee must have such a survey) or **Is not** (the employee must not have such a survey) in front of the row and fill in the necessary fields.

On the **Surveys** row, you can filter only the surveys whose type has **user** set as the default document.



Filters on the Surveys row

Surveys - the survey type, for example `health check`.
Question - the survey question whose answer you want to search by. Select the question in the drop-down menu and enter the answer in the field next to it. With the + icon, you can add more questions.
Closed - the option yes or no.
Object - the object specified on the survey.
Confirmer - the confirmer of the survey.
Dates - with the two date drop-down menus (for example **Date** and **Next**, you can search for surveys by their dates. 

Report columns

For each employee, you see two types of rows: the first row contains the employee's data, and below it are the employee's survey rows.

On the employee row:

Employee - the employee code. Click the code to open the employee card.
Name - the employee's name.
Department - the department where the employee works.

On the survey row:
Number - the number of the survey document. Click the number to open the survey document.
Date - the date and time of the survey.
Type - the survey type.
Comment - the comment on the survey.
Next - the date of the next survey.
Object - the object specified on the survey.
Questions and answers - the survey questions with their answers, for example `Prillide vajadus: EI` (need for glasses: no).

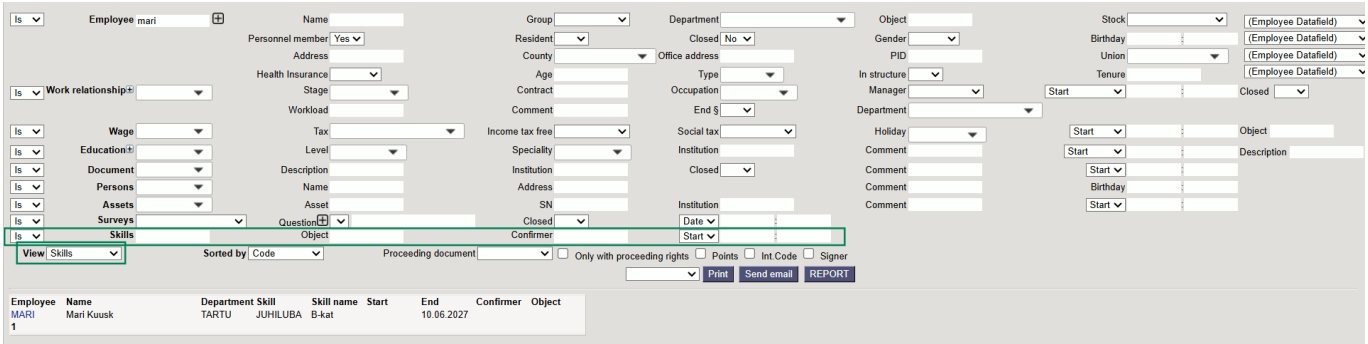
On the last row of the table, you can see the number of employees.

Surveys may contain health data of employees, for example the results of health checks. This is special category personal data. When you share the report or take a screenshot of it, make sure that this data does not reach unauthorised persons.

Skills view

The **Skills** view shows for each employee the skills entered on their employee card, for example a driving licence, language skills or a forklift licence, together with their validity period. This lets you quickly find employees with a specific skill – for example when you are looking for a substitute with a driving licence – and notice on time the skills whose validity is about to end.

Select **Skills** in the **View** field, fill in the filters if needed and click **REPORT**. You can filter by skills on the **Skills** row in the lower part of the report: select **Is** (the employee must have such a skill) or **Is not** (the employee must not have such a skill) in front of the row and fill in the necessary fields.



Filters on the Skills row

Skills - the skill code, for example `driving licence`.
Object - the object specified for the skill.
Confirmer - the confirmer of the skill.

To search by dates, select in the drop-down menu which date you want to search by, and enter the period next to it. The options are **Start**, **End** and **Valid**.

Report columns

Each skill of each employee is on a separate row.

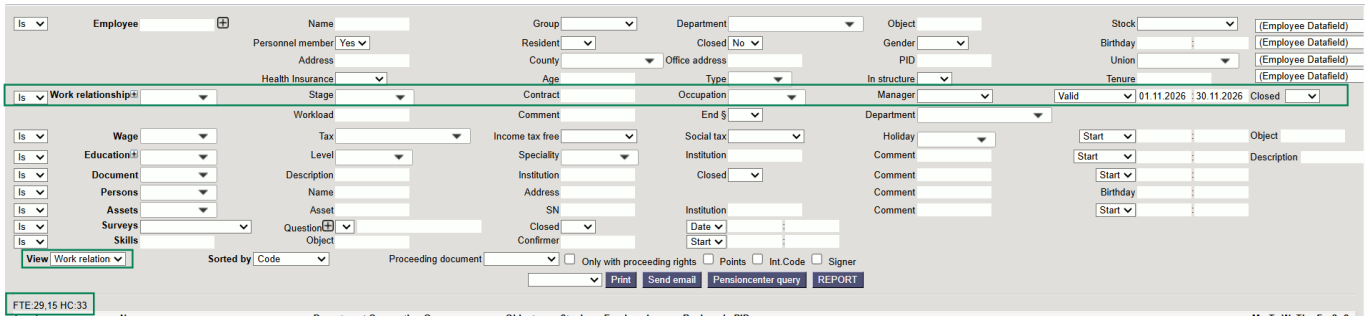
Employee - the employee code. Click the code to open the employee card.
Name - the employee's name.
Department - the department where the employee works.
Skill - the skill code.
Skill name - the name or specification of the skill, for example the driving licence category `B-kat`.
Start and **End** - the start and end date of the skill's validity.
Confirmer - the confirmer of the skill.
Object - the object specified for the skill.

Average number of employees

From the **Work relation** view, you can find out both the average number of employees converted to full-time equivalent and the average number of employees (headcount) for a certain period. You need these figures, for example, for statistical reports.

To do this:

1. In the lower part of the report, select **Is** in front of the **Work relationship** row, select **Valid** in the date drop-down menu and enter the period (for example `01.11.2026` – `30.11.2026`).
2. Select **Work relation** in the **View** field and click **REPORT**.



The report shows the employees whose work relationship was valid during this period, and their work relationships. Above the report result, you can see:

- **TTK** - the average number of employees converted to full-time equivalent;
- **PA** - the headcount, i.e. the average number of employees.

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