

Personal information Report

- Introduction
- Execution

Introduction

Introduction

This report is used to track the Employee personal information details

Business Example

In a manufacturing Industry management person want to see the total tracking the Employee personal information details .This report is used to track the details.

Execution

Home Summary **Personal Information Report** ✕

Do you want to start the Process?

Organization

Business Partner

Business Partner Group

Department

Position

Probation period

Run as Job

Home Summary **Report: Personal Information...** ✕

Report: Personal Information-Template

HTML Personal Information-Template Summary

| Employee Name | Employee Group | Department | Position | Date of birth | Gender | UAN | Blood Group | Marital Status | Languages known | Aadhar Card Number | Pan Card Number | Driving license | ESI | Passport number | PF Number | Contract | Employee Source | Employee Category | Payment Type | Shift | Joining Date | Reliving Date |
|-------------------|----------------|------------|---------------------|---------------|--------|-----|-------------|----------------|-----------------|--------------------|-----------------|-----------------|-----|-----------------|-----------|----------|-----------------|-------------------|--------------|-------|--------------|-----------------------------|
| Krish | Employee | Delivery | Delivery Manager | | Male | | | Single | | | | | | | | | | | | | 01/10/2018 | 31-Dec-2030, 5:00:00 PM IST |
| Manu | Customer | Delivery | Delivery Manager | | Male | | | Single | | | | | | | | | | | | | 01/11/2017 | 31-Dec-2030, 5:00:00 PM IST |
| operator_1 | Customer | | | | Male | | | Single | | | | | | | | | | | | | 01/01/2019 | 31-Dec-2030, 5:00:00 PM IST |
| Somu | Employee | Delivery | Sr.Business Analyst | | Male | | | Single | | | | | | | | | | | | | 01/02/2017 | 31-Dec-2030, 5:00:00 PM IST |
| Stylo gold unit B | Vendor | | | | Male | | | Single | | | | | | | | | | | | | 23/12/2019 | 31-Dec-2030, 5:00:00 PM IST |
| Senthil | Employee | Delivery | Delivery Manager | | Male | | | Single | | | | | | | | | | | | | 01/09/2018 | 31-Dec-2030, 5:00:00 PM IST |

Criteria

This report is used to track the Employee personal information details

Selection fields

- 1.Organisation :Select the organization from where the report needs to populate and display the data.
- 2.Business partner: System will display the business partner name from the quotation document
- 3.Business partner group: select the business partner group
- 4.Department: This field used to display the Employee department
- 5.Position :This field used to display the Employee position
- 6.Probation period

Output fields

- 1.Employee Name
- 2.Employee Group
- 3.Department
- 4.Position
- 5.Date of birth
- 6.Gender
- 7.UAN
- 8.Blood Group
- 9.Marital Status
- 10.Languages known

11.Aadhar Card Number

12.Pan Card Number

13.Driving license

14.ESI

15.Passport number

16.PF Number

17.Contract

18.Employee Source

19.Employee Category

20.Payment Type

21.Shift

22.Joining Date

23.Reliving Date

