

# 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

