

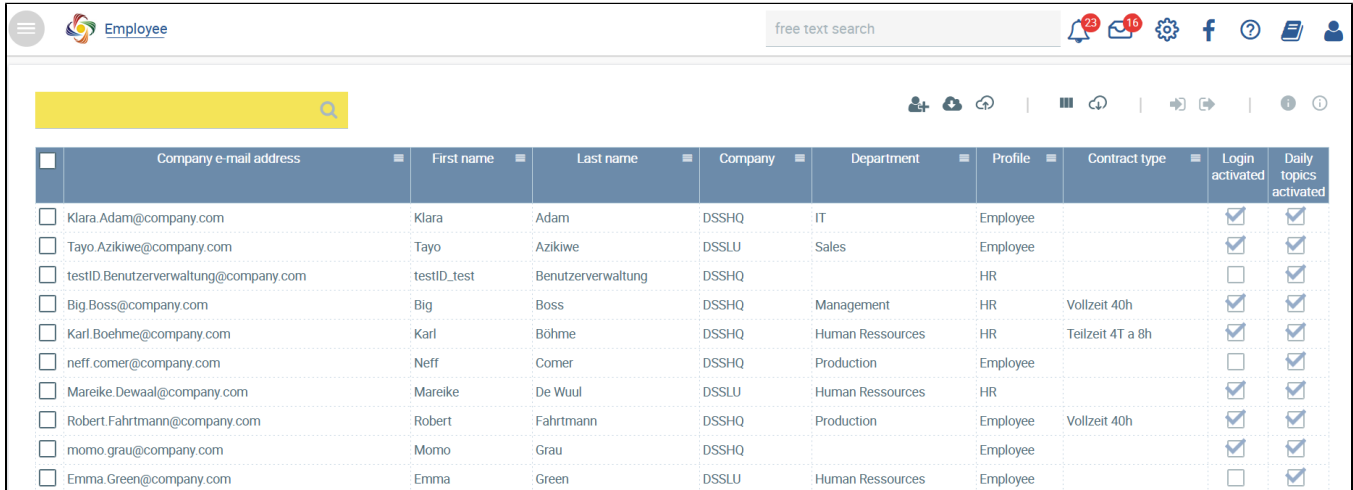
Employees

By selecting the tile **Employees**, you can access the overview of employees.




Employees

The employee overview provides an overview of all employees working in your company.

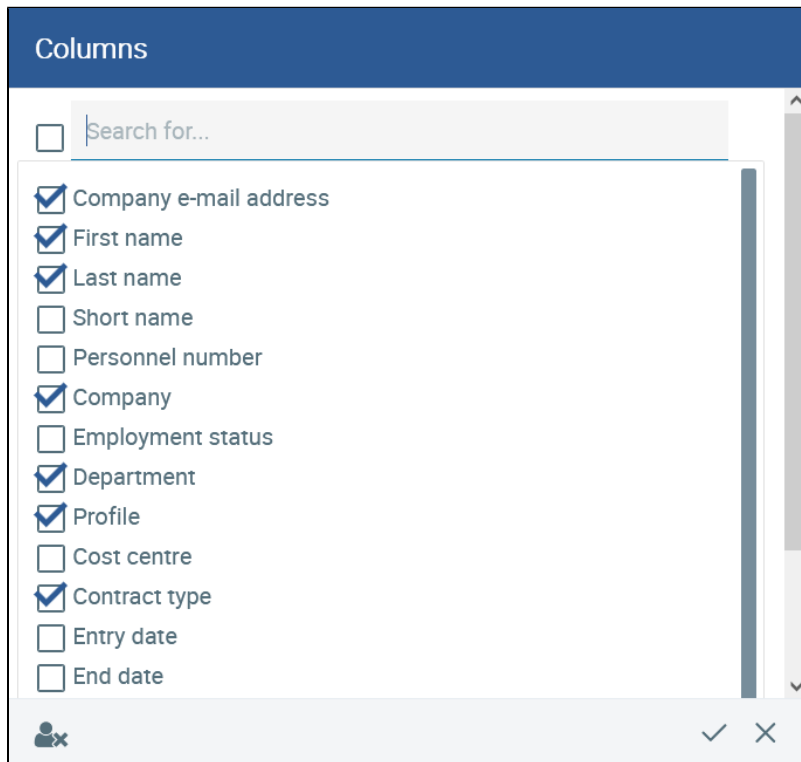


The screenshot shows the 'Employee' overview interface. At the top, there is a navigation bar with the 'Employee' logo, a search bar labeled 'free text search', and several utility icons (notifications, settings, social media, help, and user profile). Below the navigation bar is a yellow search bar. The main content area features a table with columns for selection, Company e-mail address, First name, Last name, Company, Department, Profile, Contract type, Login activated, and Daily topics activated. The table contains ten rows of employee data.


<input type="checkbox"/>	Company e-mail address	First name	Last name	Company	Department	Profile	Contract type	Login activated	Daily topics activated
<input type="checkbox"/>	Klara.Adam@company.com	Klara	Adam	DSSHQ	IT	Employee		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Tayo.Azikiwe@company.com	Tayo	Azikiwe	DSSLU	Sales	Employee		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	testID.Benutzerverwaltung@company.com	testID_test	Benutzerverwaltung	DSSHQ		HR		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Big.Boss@company.com	Big	Boss	DSSHQ	Management	HR	Vollzeit 40h	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Karl.Boehme@company.com	Karl	Böhme	DSSHQ	Human Ressources	HR	Teilzeit 4T a 8h	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	neff.comer@company.com	Neff	Comer	DSSHQ	Production	Employee		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Mareike.Dewaal@company.com	Mareike	De Wuul	DSSLU	Human Ressources	HR		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Robert.Fahrtmann@company.com	Robert	Fahrtmann	DSSHQ	Production	Employee	Vollzeit 40h	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	momo.grau@company.com	Momo	Grau	DSSHQ		Employee		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Emma.Green@company.com	Emma	Green	DSSLU	Human Ressources	Employee		<input type="checkbox"/>	<input checked="" type="checkbox"/>

You can adapt the columns displayed to meet your needs by clicking on the column icon  in the top right-hand corner and by selecting the columns relevant for you.

Search function



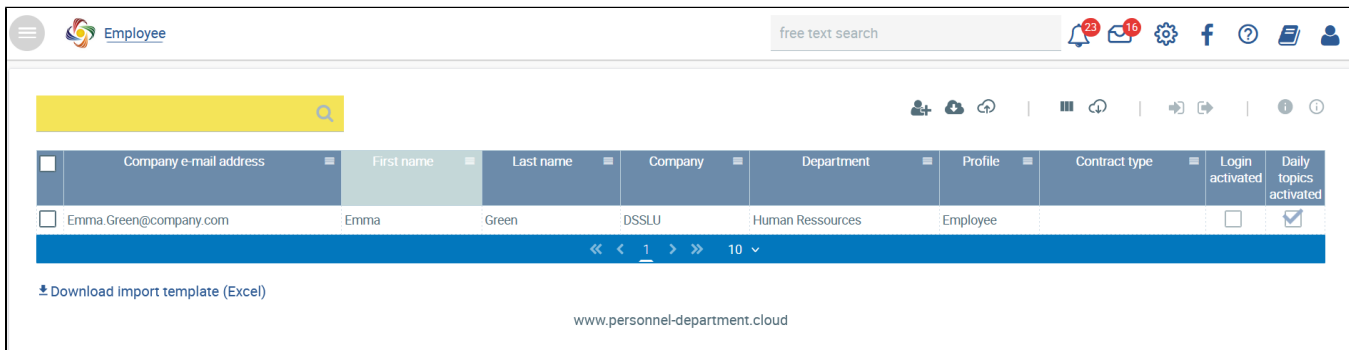
Various search options are available in the employee overview. A search can be made for, e.g. a surname, short name or department by entering the search term in the search field.

A search across several columns is also possible, for example, you can search for all employees, called **Lennox**, who work in the department **Marketing** and speak **English**. To this end, you have to click on the icon  at the end of each column required. Then the column search field opens and you can enter the search term. Sorting can also be performed in this way.

	Company e-mail address	First name	Last name	Company	Department	Profile	Contract type	Login activated	Daily topics activated
<input type="checkbox"/>	Klara.Adam@company.com	Klara			IT	Employee		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Tayo.Azikiwe@company.com	Tayo			Sales	Employee		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	testID.Benutzerverwaltung@company.com	testID_test				HR		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Big.Boss@company.com	Big			Management	HR	Vollzeit 40h	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Karl.Boehme@company.com	Karl	Böhme	DSSHQ	Human Ressources	HR	Teilzeit 4T a 8h	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	neff.comer@company.com	Neff	Comer	DSSHQ	Production	Employee		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Mareike.Dewaal@company.com	Mareike	De Wuul	DSSLU	Human Ressources	HR		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Robert.Fahrtmann@company.com	Robert	Fahrtmann	DSSHQ	Production	Employee	Vollzeit 40h	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	momo.grau@company.com	Momo	Grau	DSSHQ		Employee		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Emma.Green@company.com	Emma	Green	DSSLU	Human Ressources	Employee		<input type="checkbox"/>	<input checked="" type="checkbox"/>


Limiting the search to the name Emma


Single/multiple assignments



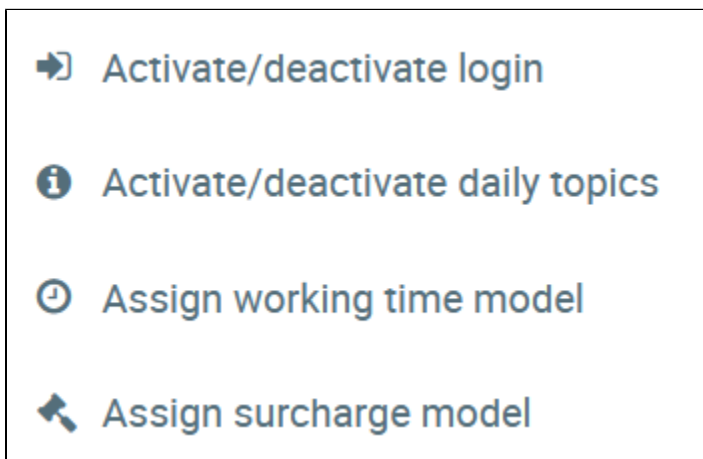
The screenshot shows the 'Employee' overview page. At the top, there is a search bar with the text 'free text search'. Below the search bar, there is a table with columns: Company e-mail address, First name, Last name, Company, Department, Profile, Contract type, Login activated, and Daily topics activated. The first row shows the employee Emma Green, with email Emma.Green@company.com, working in the Human Resources department. Below the table, there is a pagination bar showing '1' of 10 items. A link to 'Download import template (Excel)' is visible at the bottom left of the table area. The URL 'www.personnel-department.cloud' is at the bottom center.





Search results for the employee called Emma, Human Ressources department

This can be repeated for any number of columns. You can return to the overview of all employees by clicking on . The employee search function provides easy, quick access to personnel files.

Select one or more employees by activating the check box, and click on .

Here, the following options are available:




-  **Activate/deactivate login**
-  **Activate/deactivate daily topics**
-  **Assign working time model**
-  **Assign surcharge model**

Activate/deactivate login

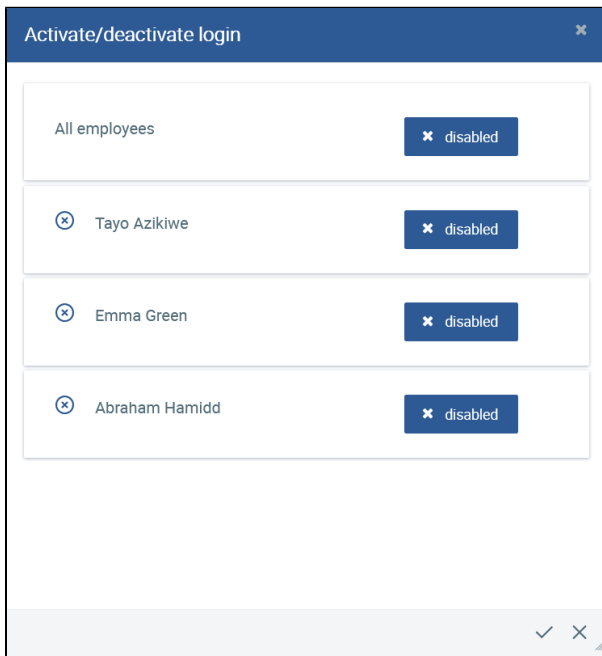
The activation of employees and thus the grant of access rights to Danielle Software has been simplified, particularly for the creation of new employees, e.g. by means of import.

Just select the employees you would like to activate or deactivate (individually) in the Employee overview. Once deactivated, an employee no longer has the right to access Danielle Software. This also applies to mobile devices, e.g. via Telegram. In this case however, the personnel file is not deleted or otherwise affected.

Activate login

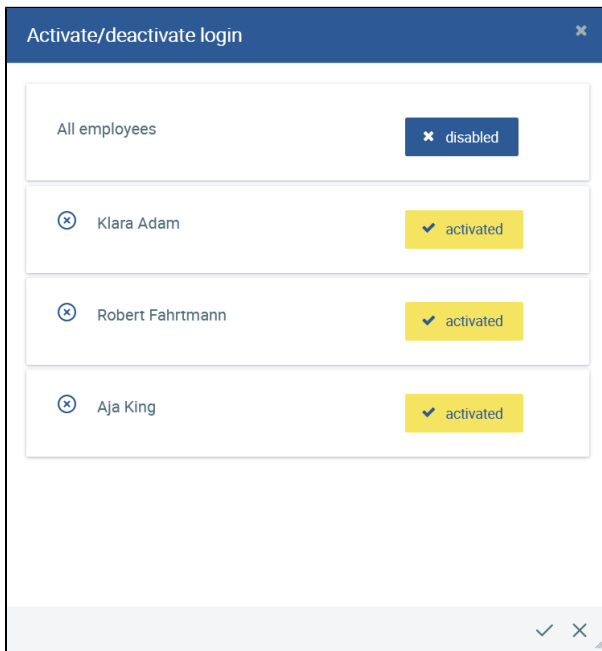
Select all employees you would like to activate, and click on . Provided that employees do not have an active login, they will receive an e-mail with their credentials and will then be activated.

Single/multiple assignments



Deactivate login

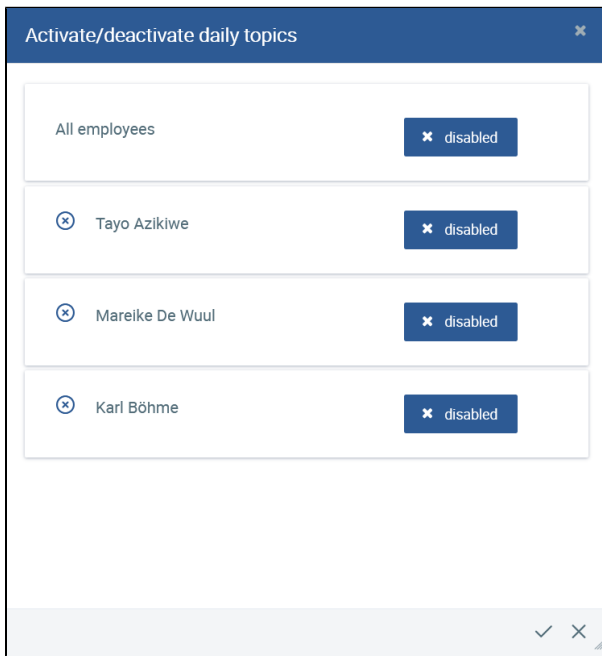
Select all employees you would like deactivate, and click on . Provided that employees have an active login, they will be deactivated and can no longer log in to or access Danielle Software. e.g. using a Messenger.



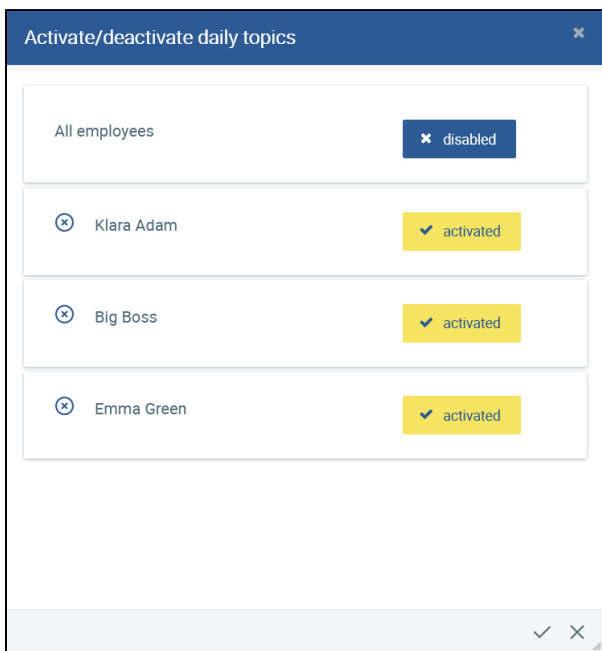
Activate/deactivate daily topics

Find out more details on [Daily Topics](#).

Single/multiple assignments



Deactivating daily topics



Activating daily topics

Single/multiple assignments

	Business e-mail address	First name	Last name	Company	Department	Profile	Contract type	Login activated	Daily topics activated
<input type="checkbox"/>	Klara.Adam@company.com	Klara	Adam	DSSHQ	IT	Employee		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Tayo.Azikiwe@company.com	Tayo	Azikiwe	DSSLU	Sales	Employee		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	testID.Benutzerverwaltung@company.com	testID_test	Benutzerverwaltung	DSSHQ		HR		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Big.Boss@company.com	Big	Boss	DSSHQ	Management	HR	Vollzeit 40h	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Karl.Boehme@company.com	Karl	Bohme	DSSHQ	Human Ressources	HR	Teilzeit 4T a 8h	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	neff.comer@company.com	Neff	Comer	DSSHQ	Production	Employee		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Mareike.Dewaal@company.com	Mareike	De Wuul	DSSLU	Human Ressources	HR		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Robert.Fahrtmann@company.com	Robert	Fahrtmann	DSSHQ	Production	Employee	Vollzeit 40h	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	momo.grau@company.com	Momo	Grau	DSSHQ		Employee	Vollzeit 40h	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Emma.Green@company.com	Emma	Green	DSSLU	Human Ressources	Employee		<input type="checkbox"/>	<input checked="" type="checkbox"/>

The daily topics have been deactivated for selected employees so that they do not have access to them

Assign working time model

The same working time model can be assigned to one or more employees at the same time. When doing so, a check is carried out in order to determine whether one or more working time models already exist. The time periods will be adjusted accordingly. Select the working time model you have created (Configuration Working time models), enter a "Valid from" date, and the assigned model will take effect from this point in time.

The screenshot shows the 'Assign working time model' dialog box. On the left, a list of employees is shown with checkboxes. In the center, the dialog prompts the user to select a working time model and a 'Valid from' date. On the right, a table displays existing assignments for various employees, including their contract types and whether login and daily topics are activated.

Assign surcharge model

The same surcharge model can be assigned to one or more employees at the same time. When doing so, a check is carried out in order to determine whether one or more surcharge models already exist. The time periods will be adjusted accordingly. Select the surcharge model you have created (Configuration Surcharge models), enter a "Valid from" date, and the assigned model will take effect from this point in time.

Creating a new personnel file

The screenshot shows the 'Employee' management interface. A modal window titled 'Assign surcharge model' is open, displaying a list of employees on the left and a table of employee details on the right. The modal contains the following text and fields:

If there are existing surcharge models or time cut-offs, the date is automatically adjusted for every employee individually. Please check each assignment.

Company *

Surcharge model *


Valid from *

Valid to

Emma Green

Surcharge model	Valid from	Valid to
No rows found with the specified criteria		

The background interface shows a list of employees with columns for 'Business e-mail address', 'First name', 'Last name', 'Contract type', 'Login activated', and 'Daily topics activated'. The employee Emma Green is highlighted in yellow.

A new employee can be created by clicking on  . You then immediately access the mask for creating a new personnel file.

You can access a personnel file by clicking on the employee in question.

For more information, please refer to [Import of personnel files](#).