

Employees (Release 1.2.0)

1. Employees are sorted by their surnames by default in the employee overview. However, you can search and filter in ascending or descending order for any field.
2. All fields in the personnel file can be hidden and displayed. Select an employee file and go to the top right [blocked URL](#).

The screenshot shows a 'Fields' configuration window. It has a dark blue header with the title 'Fields'. Below the header is a light blue section titled 'Personal Data' with a dropdown arrow. A list of fields follows, each with a checkbox: Salutation (unchecked), Title (unchecked), Birth Name (checked), Gender (checked), Personnel Number (checked), Nickname (checked), Street / house number (checked), Post Code (checked), Town/City (checked), Country (checked), State (checked), Address Valid From (checked), Date of Birth (checked), and Place of Birth (checked). At the bottom of the list is a checkbox labeled 'for all users' with a person icon. To the right of this checkbox are two buttons: a checkmark and an 'X'.

By confirming [blocked URL](#), you save the settings only for yourself. If all HR users are to see the same fields in the employee files, choose **for all users**. This overwrites the HR employee's own settings.

Use [blocked URL](#) to reset the settings.