

Not every employee in our company has an e-mail address

Please enter all relevant data as usual when you create a new employee. Then enter any e-mail address in the mandatory field 'Business e-mail address', e.g. in the format of your other company email addresses (z. B. [firstname.surname@firma.de](#)). This does not have to be a real e-mail address but it is only to be used as a user name and thus, as a login name for the employee in question. Once you enter the profile as Employee or HR under Department, a new tab 'User Management' is added. The following should be set for the employee under User Management: 'No mail delivery'- This means that no e-mails will be sent to the employee from Danielle Software. Since the e-mail address does not exist, but is only used for login purposes, there is no need to deliver e-mails.

For more details, please refer to [User administration](#).