

Activating/deactivating daily topics

You don't want all of your employees to have access to the daily topics? Then you can manage access for each employee.

To do so, navigate to the **Employees** tile.

In the employee overview, the last column shows whether the daily topics are activated and therefore displayed to the respective employee or not. By default, the daily topics are displayed and the corresponding check box is activated.

Business e-mail address	First name	Last name	Company	Department	Position	Contract type	Login activated	Daily topics activated
<input type="checkbox"/>	Anna	Adams	OSBAG	IT	Employee		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Tina	Adrian	OSBAG	Sales	Employee		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Heidi	Beck	Beckerserzeugung	HR	HR		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Stefan	Beck	OSBAG	Management	HR	Variable 4th	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Kurt	Böhm	OSBAG	Human Resources	HR	Variable 4th	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Heidi	Coner	OSBAG	Production	Employee		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Michael	De Meel	OSBAG	Human Resources	HR		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Robert	Fachmann	OSBAG	Production	Employee	Variable 4th	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Mano	Gow	OSBAG		Employee	Variable 4th	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Stefan	Grew	OSBAG	Human Resources	Employee		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Michael	Hopmann	OSBAG	Production	Employee		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Mano	Jandjani	OSBAG	Production	Employee	Variable 4th	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Oliver	Kurtz	OSBAG	Production	Employee		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

If you would like to deactivate/activate the daily topics for one or more employees, there are two options:

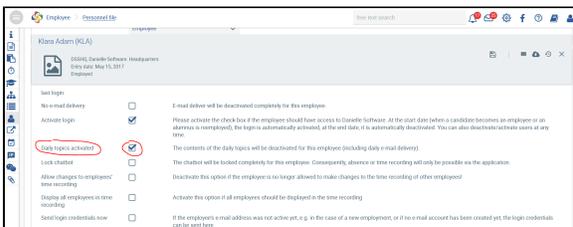
1. Select one or more employees by activating the check box, and click on **blocked URL**.



Choose **Activate/deactivate daily topics**. Press **deactivated** to activate the employee for the daily topics view (reverse for deactivation).

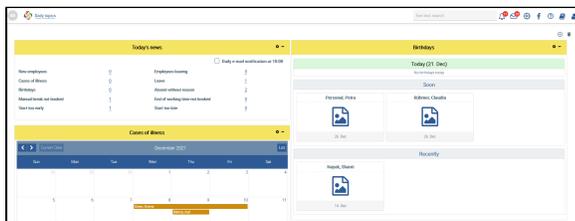
Choose **Apply** (save).

2. Navigate to the respective user's **User management** page. Here, you can activate or deactivate the check box next to **Daily topics activated**.



Save your changes.

With the daily topics active, the following view is displayed to employees, provided no changes have been made to the default settings (e.g. regarding colours and widget selection).



If the daily topics have been deactivated for an employee, the following view is displayed.



Note

If the column **Daily topics activated** is not displayed, please check your column selection via **blocked URL**.

Columns

- First name
- Last name
- Short name
- Personnel number
- Company
- Employment status
- Department
- Profile
- Cost centre
- Contract type
- Entry date
- End date
- Note
- Login activated
- Daily topics activated