

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.

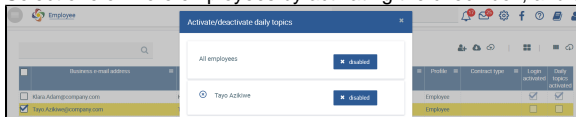
To do so, navigate to the **Employees** tile.

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.

Employee's email address	First name	Last name	Company	Department	Position	Contract type	Login	Daily topics
Klaus.Ahrens@company.com	Klaus	Ahrens	(0000)	IT	Employee		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Timo.Ahrens@company.com	Timo	Ahrens	(0000)	Sales	Employee		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Heidi.Ahrens@company.com	Heidi	Ahrens	(0000)	HR	Employee		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tim.Bornemann@company.com	Tim	Bornemann	(0000)	Management	HR	Volunt 4h	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Karl.Bornemann@company.com	Karl	Bornemann	(0000)	HR	Volunt 4h	Volunt 4h	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Heidi.Cornel@company.com	Heidi	Cornel	(0000)	Production	Employee		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Michael.Dewald@company.com	Michael	Dewald	(0000)	Human Resources	HR		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Robert.Dewald@company.com	Robert	Dewald	(0000)	Production	Employee	Volunt 4h	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maria.Groth@company.com	Maria	Groth	(0000)	Employee	Volunt 4h		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Thomas.Groth@company.com	Thomas	Groth	(0000)	Human Resources	Employee		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Michael.Hausmann@company.com	Michael	Hausmann	(0000)	Production	Employee		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manu.Hausmann@company.com	Manu	Hausmann	(0000)	Production	Employee	Volunt 4h	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Oliver.Hausmann@company.com	Oliver	Hausmann	(0000)	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:

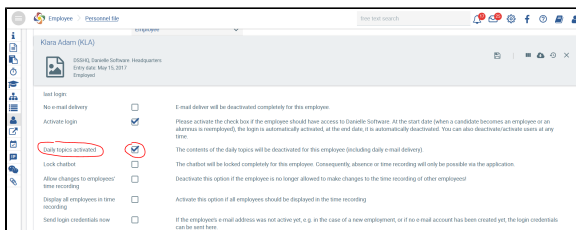
1. Select one or more employees by activating the check box, and click on **blocked URL**.



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

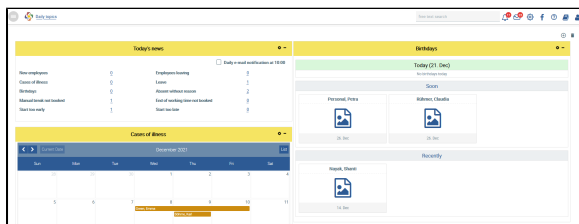
Choose **Apply** (save).

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