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.

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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.

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

Choose Apply (save).

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

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Activate login	2	 Please activate the check box if the employee sh alarmas is reamployed), the login is automatical time. 	ould have access to Danielle Software. At the start date (who by activated, at the end date, it is automatically deactivated. Y	en a candidate becomes an employee or an fou can also deactivate/activate users at any
Daily topics activated		The contents of the daily topics will be deactivat	ed for this employee (including daily e-mail delivery).	
Lock chatbot	0	The chatbot will be locked completely for this en	nplayee. Consequently, absence or time recording will only be	possible via the application.
Allow changes to employ time recording	×× 🗆	Deactivate this option if the employee is no long	er allowed to make changes to the time recording of other en	nplayeest
Display all employees in t recording	ine 🗆	Activate this option if all employees should be di	splayed in the time recording	
Send login credentials no	~ 🗆	If the employeets e-mail address was not active y can be sent here.	ret, e.g. in the case of a new employment, or if no e-mail acco	ount has been created yet, the login credentials

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).

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

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•	The daily topics have been deactivated for you by an administrator.					٦
	www.personnel-department.cloud					_

1	Note If the column <i>Daily topics</i> <i>activated</i> is not displayed, please check your column selection viablocked URL.	
	Columns	
	Inist name Inist name Short name Personnel number Company Employment status Pofile Cost centre Contract type Entry date End date Note Login activated Daily topics activated	
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