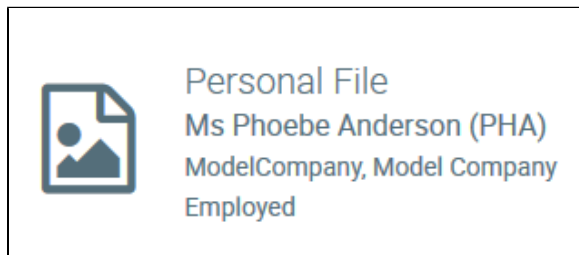


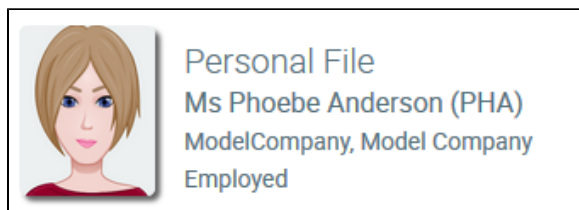
Personal information

The function 'Personal Information' provides an overview of all important personal information for your employees. Not only is information on new employees captured here and data for existing employees maintained, but personal information on former staff members can be retrieved.

Employees' photos can also be stored here. An image file (.jpg, .png) can be uploaded by clicking on the wildcard image on the top left. The maximum file size is 1MB.



View of the personnel file without a photo



View of the personnel file with a photo

The following mandatory fields under 'personal information' have to be filled:



- Company e-mail address
- Employment status
- First name
- Last name
- Languages: a language must be defined as the mother tongue