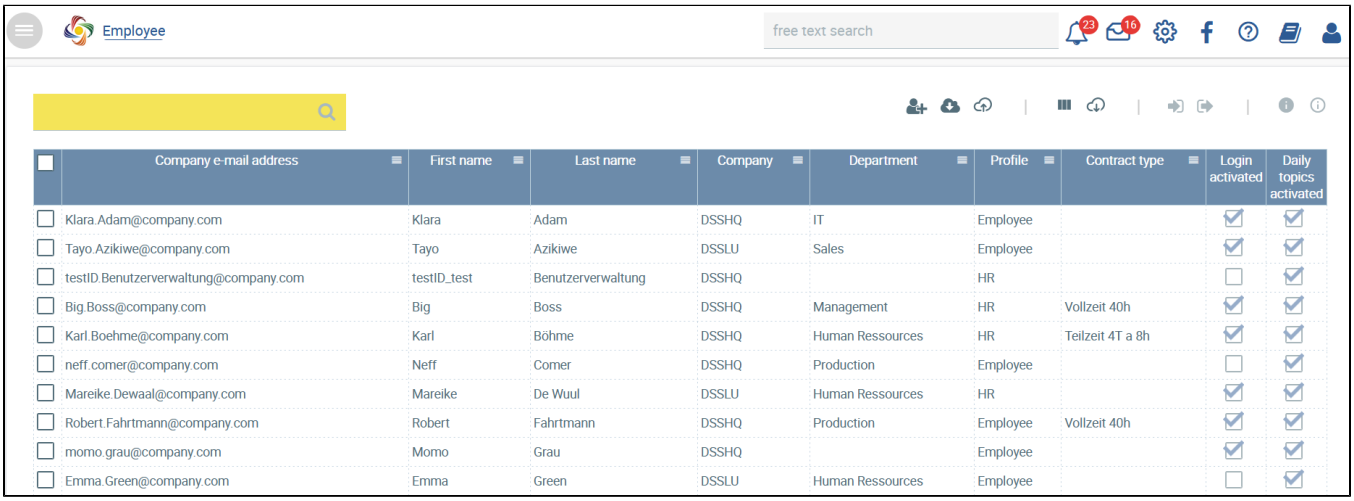
Employees

By selecting the tile ***Employees***, you can access the overview of employees.



The employee overview provides an overview of all employees working in your company.

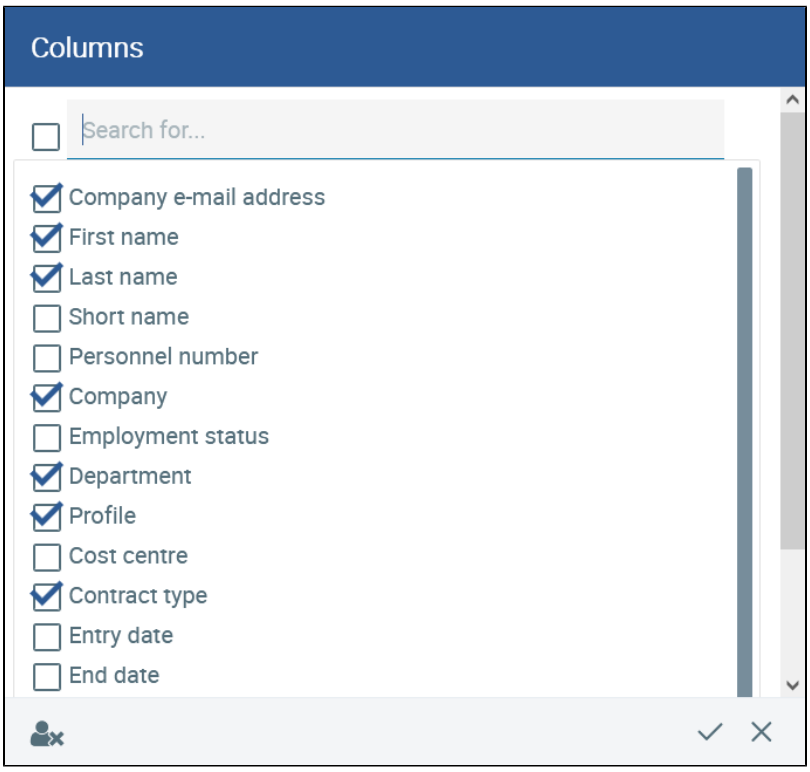


Company e-mail address	First name	Last name	Company	Department	Profile	Contract type	Login activated	Daily topics activated
Klara.Adam@company.com	Klara	Adam	DSSHQ	IT	Employee		☑	☑
Tayo.Azikiwe@company.com	Tayo	Azikiwe	DSSLU	Sales	Employee		☑	☑
testID.Benutzerverwaltung@company.com	testID_test	Benutzerverwaltung	DSSHQ		HR		☐	☑
Big.Boss@company.com	Big	Boss	DSSHQ	Management	HR	Vollzeit 40h	☑	☑
Karl.Boehme@company.com	Karl	Böhme	DSSHQ	Human Ressources	HR	Teilzeit 4T a 8h	☑	☑
neff.comer@company.com	Neff	Comer	DSSHQ	Production	Employee		☐	☑
Mareike.Dewaal@company.com	Mareike	De Wuul	DSSLU	Human Ressources	HR		☑	☑
Robert.Fahrtmann@company.com	Robert	Fahrtmann	DSSHQ	Production	Employee	Vollzeit 40h	☑	☑
momo.grau@company.com	Momo	Grau	DSSHQ		Employee		☑	☑
Emma.Green@company.com	Emma	Green	DSSLU	Human Ressources	Employee		☐	☑

You can adapt the columns displayed to meet your needs by clicking on the column icon in the top right-hand corner and by selecting the columns relevant for you.

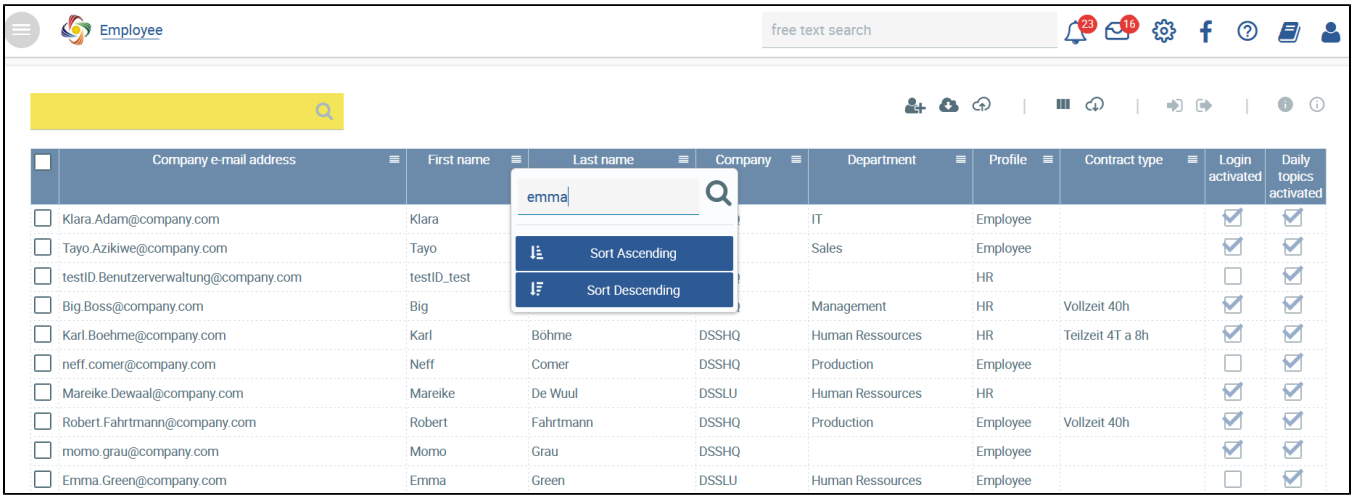
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Search function

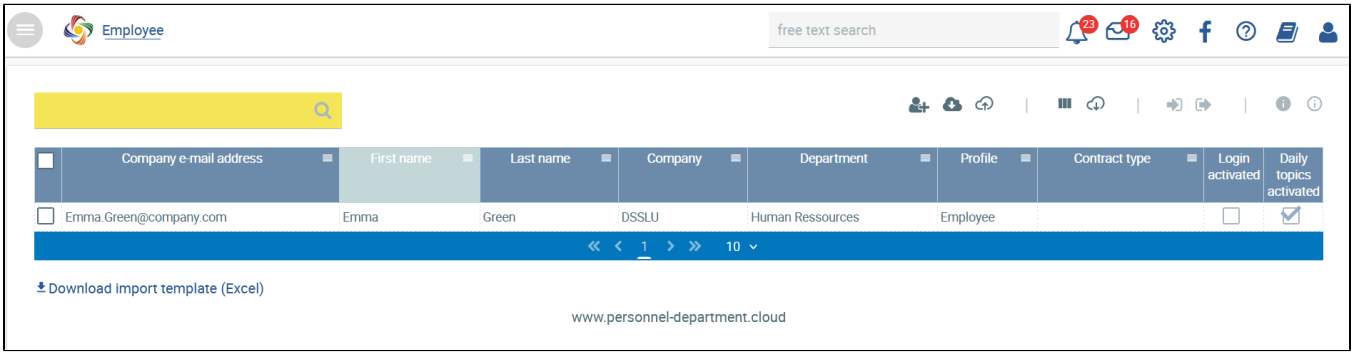


Various search options are available in the employee overview. A search can be made for, e.g. a surname, short name or department by entering the search term in the search field.

A search across several columns is also possible, for example, you can search for all employees, called ***Lennox***, who work in the department ***Marketing*** and speak ***English***. To this end, you have to click on the icon  at the end of each column required. Then the column search field opens and you can enter the search term. Sorting can also be performed in this way.



Limiting the search to the name **Emma**

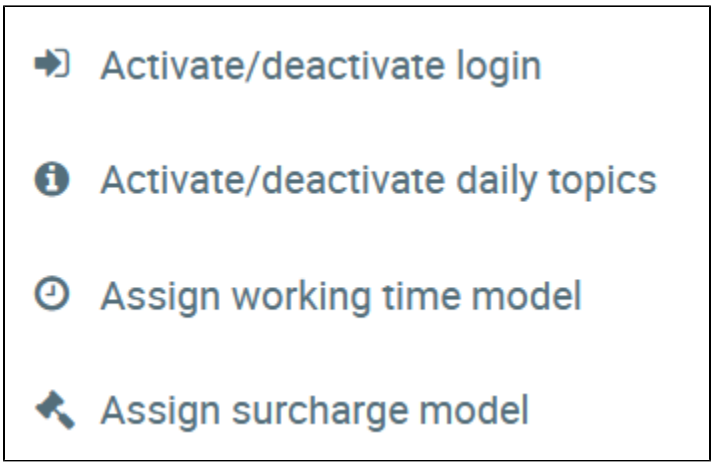


Search results for the employee called Emma, Human Ressources department

This can be repeated for any number of columns. You can return to the overview of all employees by clicking on . The employee search function provides easy, quick access to personnel files.

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

Here, the following options are available:



Activate/deactivate login

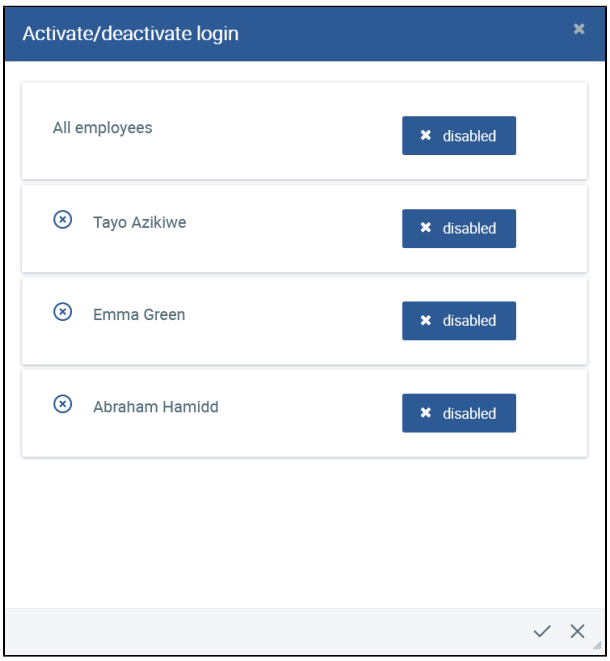
The activation of employees and thus the grant of access rights to Danielle Software has been simplified, particularly for the creation of new employees, e. g. by means of import.

Just select the employees you would like to activate or deactivate (individually) in the Employee overview. Once deactivated, an employee no longer has the right to access Danielle Software. This also applies to mobiles devices, e.g. via Telegram. In this case however, the personnel file is not deleted or otherwise affected.

Activate login

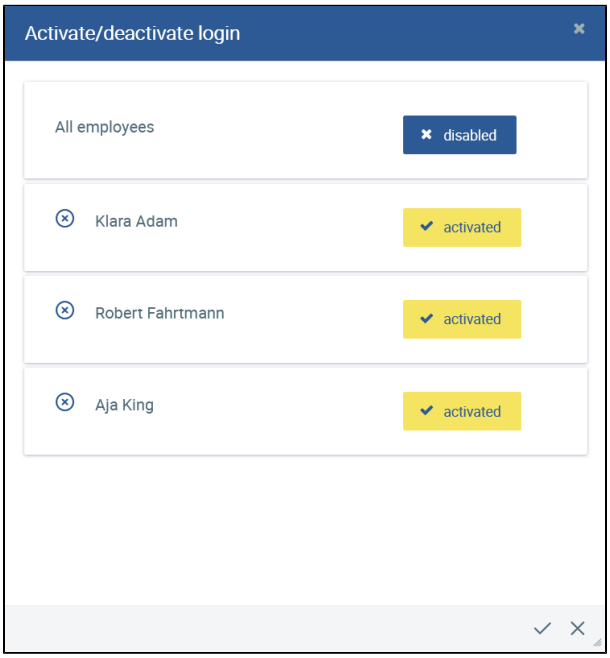
Select all employees you would like to activate, and click onblocked URL. Provided that employees do not have an active login, they will receive an e-mail with their credentials and will then be activated.

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Deactivate login

Select all employees you would like deactivate, and click on . Provided that employees have an active login, they will be deactivated and can no longer log in to or access Danielle Software. e.g. using a Messenger.

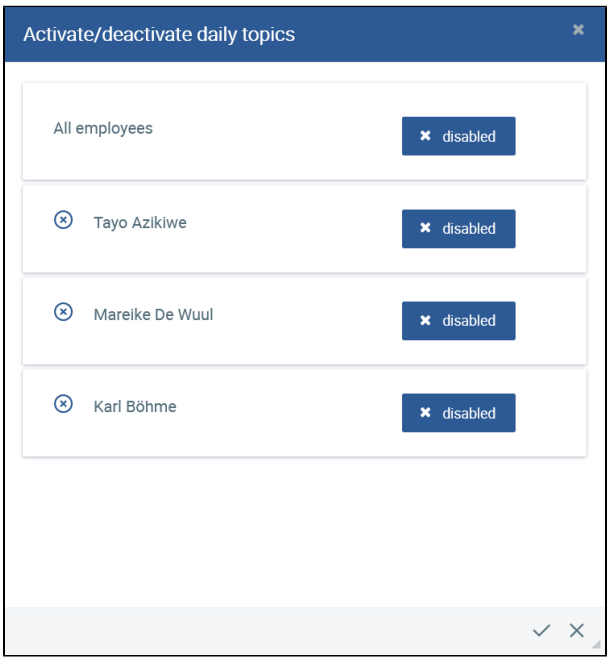


Activate/deactivate daily topics

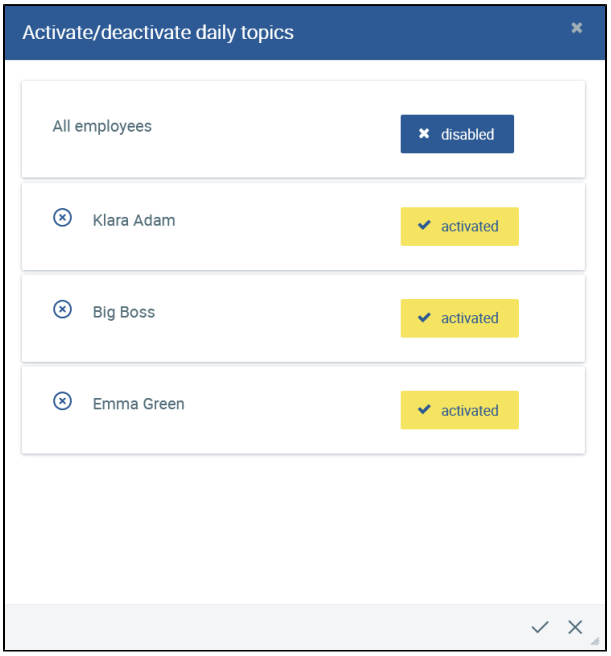
Find out more details on *Daily Topics*.

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Single/multiple assignments



Deactivating daily topics



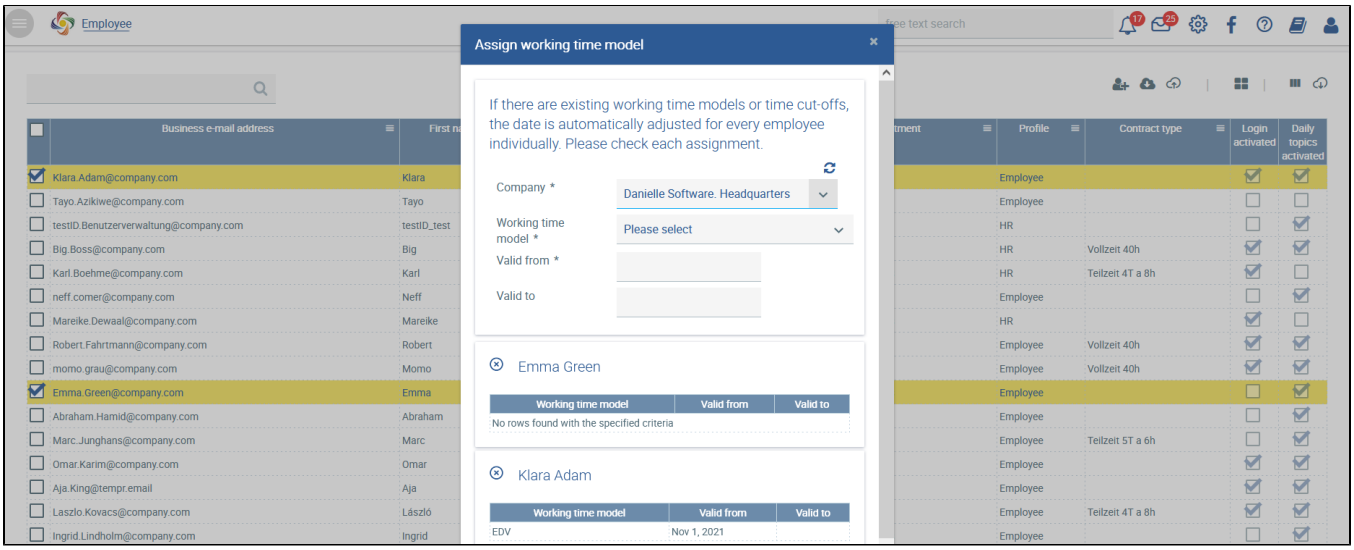
Activating daily topics

Business e-mail address	First name	Last name	Company	Department	Profile	Contract type	Login activated	Daily topics activated
Klara.Adam@company.com	Klara	Adam	DSSHQ	IT	Employee		☑	☑
Tayo.Azikiwe@company.com	Tayo	Azikiwe	DSSLU	Sales	Employee		☐	☐
testID.Benutzerverwaltung@company.com	testID_test	Benutzerverwaltung	DSSHQ		HR		☐	☑
Big.Boss@company.com	Big	Boss	DSSHQ	Management	HR	Vollzeit 40h	☑	☑
Karl.Boehme@company.com	Karl	Böhme	DSSHQ	Human Ressources	HR	Teilzeit 4T a 8h	☑	☐
neff.comer@company.com	Neff	Comer	DSSHQ	Production	Employee		☐	☑
Mareike.Dewaal@company.com	Mareike	De Wuul	DSSLU	Human Ressources	HR		☑	☐
Robert.Fahrtmann@company.com	Robert	Fahrtmann	DSSHQ	Production	Employee	Vollzeit 40h	☑	☑
momo.grau@company.com	Momo	Grau	DSSHQ		Employee	Vollzeit 40h	☑	☑
Emma.Green@company.com	Emma	Green	DSSLU	Human Ressources	Employee		☐	☑

> *The daily topics have been deactivated for selected employees so that they do not have access to them*

Assign working time model

The same working time model can be assigned to one or more employees at the same time. When doing so, a check is carried out in order to determine whether one or more working time models already exist. The time periods will be adjusted accordingly. Select the working time model you have created (Configuration Working time models), enter a “Valid from” date, and the assigned model will take effect from this point in time.

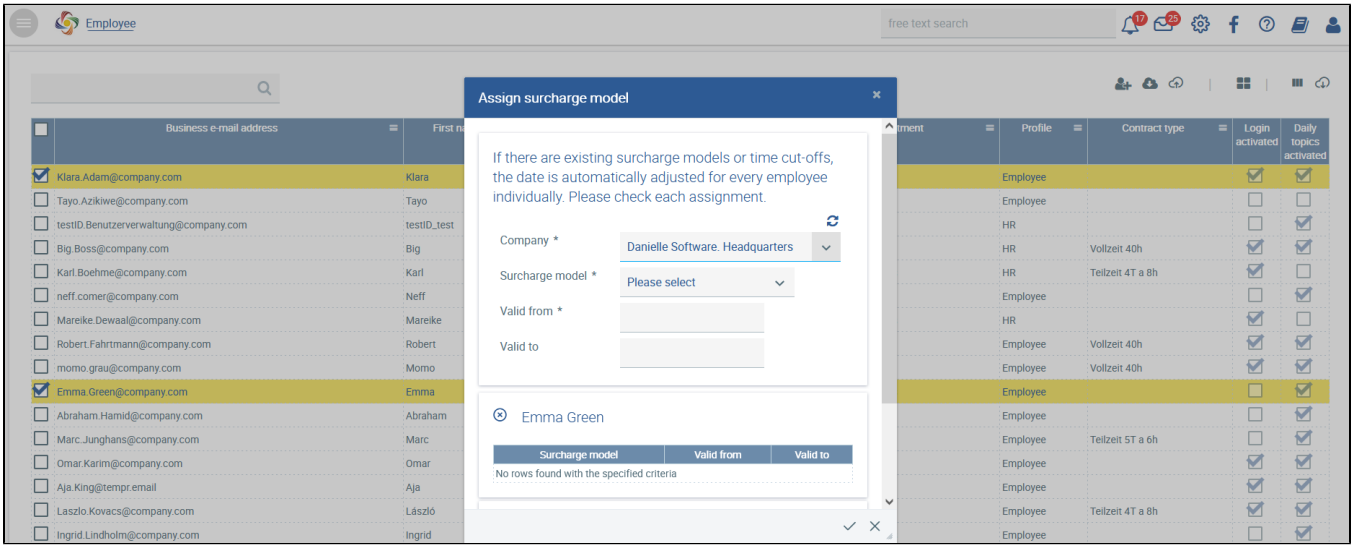


Assign surcharge model

The same surcharge model can be assigned to one or more employees at the same time. When doing so, a check is carried out in order to determine whether one or more surcharge models already exist. The time periods will be adjusted accordingly. Select the surcharge model you have created (Configuration Surcharge models), enter a “Valid from” date, and the assigned model will take effect from this point in time.

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Creating a new personnel file



A new employee can be created by clicking on . You then immediately access the mask for creating a new personnel file.

You can access a personnel file by clicking on the employee in question.

For more information, please refer to *Import of personnel files*.