

## Staff

This application lets you keep track of all company employees have in their catalog.



## List of employees

In the list of employees you will find the most important pillars of registration:

- **Ref .:** Numeric code that identifies the employee.
- **Name:** Employee Name.
- **Cargo:** Job Title employee
- **Fixed:** Landline employee contact.
- **Phone:** Contact mobile employee.
- **Email:** Mail account employee contact.

## Listing Options

On each record. You can perform a series of actions that are represented by the following icons:

- : Check / Edit / Delete Record.
- : Download registration data in vCard format. ([más info sobre VCARD](#))
- : Display QRCode with log data. ([más info sobre QRCode](#))

## Filter Options

For more information about the filter options listed in the [ayuda general](#).

## Form employees

This is the application of employees, it may add, modify and view all employee data classified in different tabs: main data, attachments, data on the registry modifications and assignments to folders.

### Employee Information tab

In this tab you can view and modify the main details of the employee. Here we relate all information fields.


The screenshot shows a web form for employee information. At the top, there are three tabs: 'Datos del empleado', 'Datos del registro', and 'Carpetas'. The 'Datos del empleado' tab is selected. Below the tabs, there is a header bar with a search bar containing '00001 - Administrador' and an 'Ayuda' button. The form fields are organized into two columns. The left column contains: (\*) Nombre, (\*) Apellidos, (\*) Mostrar como (with a dropdown showing 'Administrador'), Dirección, País, Población, Email, and Web. The right column contains: (\*) Cargo (with a dropdown showing 'Administrador'), Provincia, Código postal, Fijo, Fax, and Movil. Below these columns is a large text area labeled 'Comentarios'. At the bottom of the form, there are three buttons: 'Añadir contacto' (with a plus icon), 'Editar' (with a pencil icon), and 'Volver' (with a left arrow icon).

- **Name (\*):** Employee Name.
- **Surname (\*):** Surnames employee
- **Cargo:** Position held.
- **Show as (\*):** This is the name that is used in the list and selectors, should be a person could devote to include the nickname.
- **Address:** Employee Address is used in legal documents such as invoices, contracts, etc ..
- **Country:** Country employee be used in legal documents such as invoices, contracts, etc ..
- **County:** Province of employee be used in legal documents such as invoices, contracts, etc ..
- **Population:** Population employee be used in legal documents such as invoices, contracts, etc ..
- **Postal Code:** ZIP employee be used in legal documents such as invoices, contracts, etc ..
- **Email:** Employee primary email account is what will be displayed on all listings.
- **Web:** Web principal employee is the one visualized in all lists.
- **Fixed Number:** Fixed the employee's principal which will be displayed on all listings.
- **Phone Number:** Mainspring of employee is the one visualized in all lists.
- **Fax Number:** Main Fax employee is what will be displayed on all listings.

- **Comment:** To indicate comments on the employee.

(\*) **Required when creating or modifying an employee Campos.**

Furthermore, in the first tab has a **action buttons**.

-  **Add contact:** We take the new contact form so you can fill in relevant information and relate directly to this employee.

### Employee tab contacts

For more information about the filter options listed in the [ayuda general](#).

### Registry Data Tab

For more information about the filter options listed in the [ayuda general](#).

### Tab Folders

For more information on Folder Options [ayuda general](#).