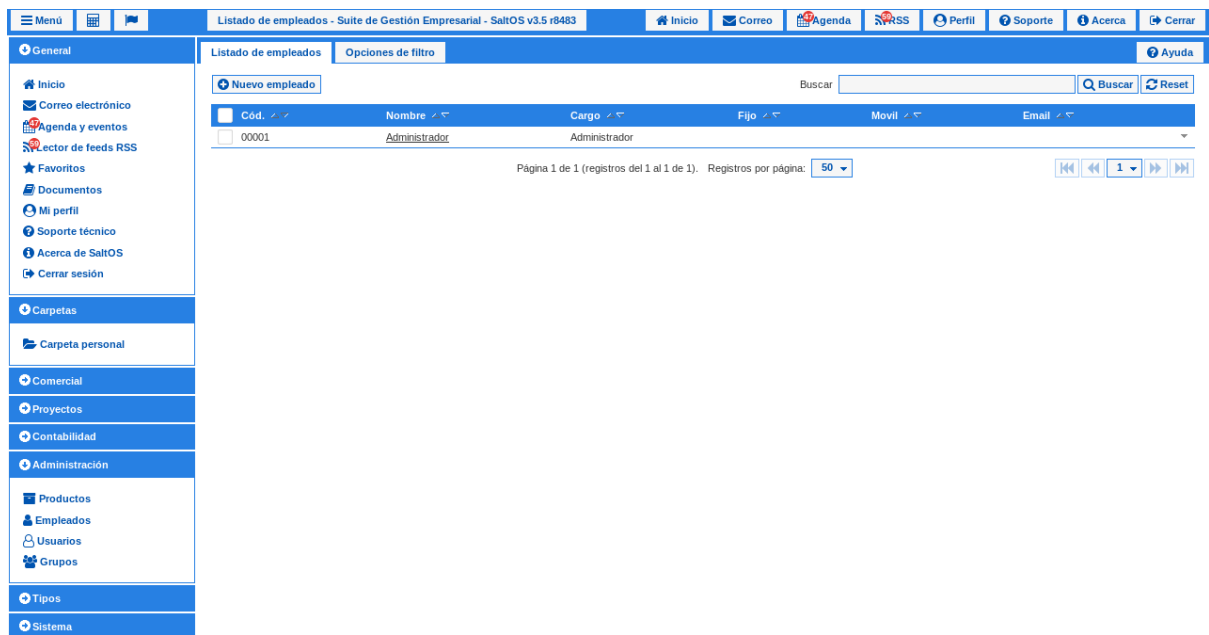


Staff

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.

- **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](#).