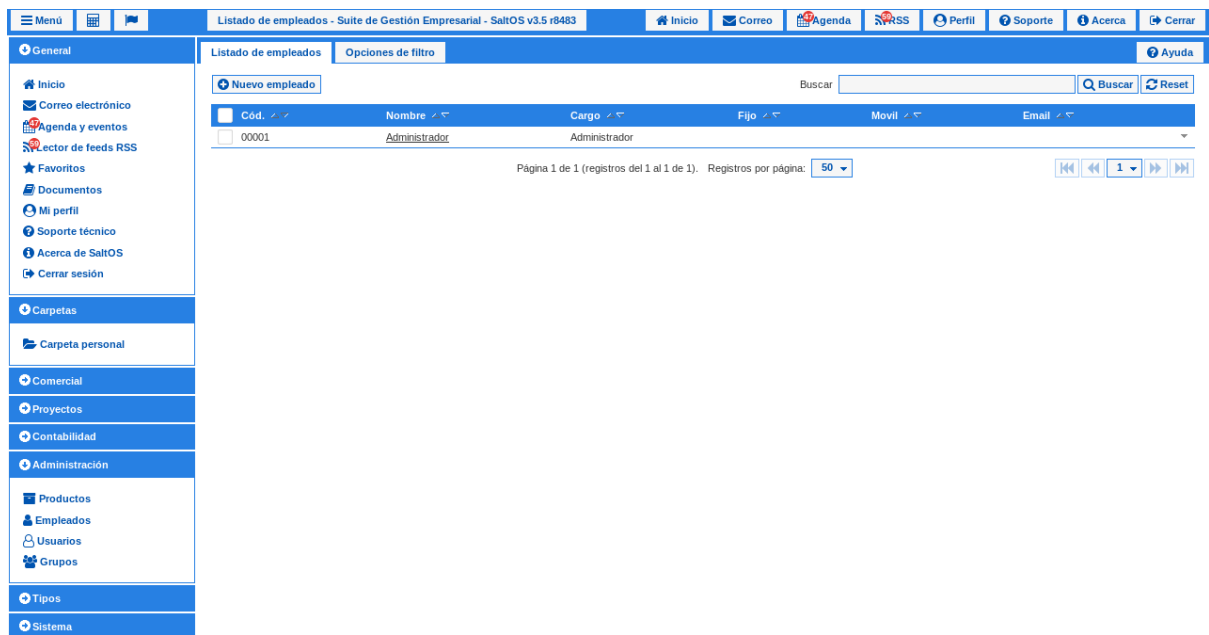


## Staff

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.

Alta de un nuevo empleado - Suite de Gestión Empresarial - SaltOS v3.5 r8483

Inicio Correo Agenda RSS Perfil Soporte Acerca Cerrar

General Datos del empleado Carpets Ayuda

Inicio  
Correo electrónico  
Agenda y eventos  
Lector de feeds RSS  
Favoritos  
Documentos  
Mi perfil  
Soporte técnico  
Acerca de SaltOS  
Cerrar sesión

Carpets  
Carpeta personal

Comercial  
Proyectos  
Contabilidad  
Administración

Productos  
Empleados  
Usuarios  
Grupos

Tipos  
Sistema

(\*) Nombre  
(\*) Apellidos  
(\*) Cargo  
(\*) Mostrar como  
Dirección  
País  
Población  
Email  
Web  
Provincia  
Código postal  
Fijo  
Fax  
Movil

Comentarios

Crear Crear y volver aquí Cancelar

- **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](#).