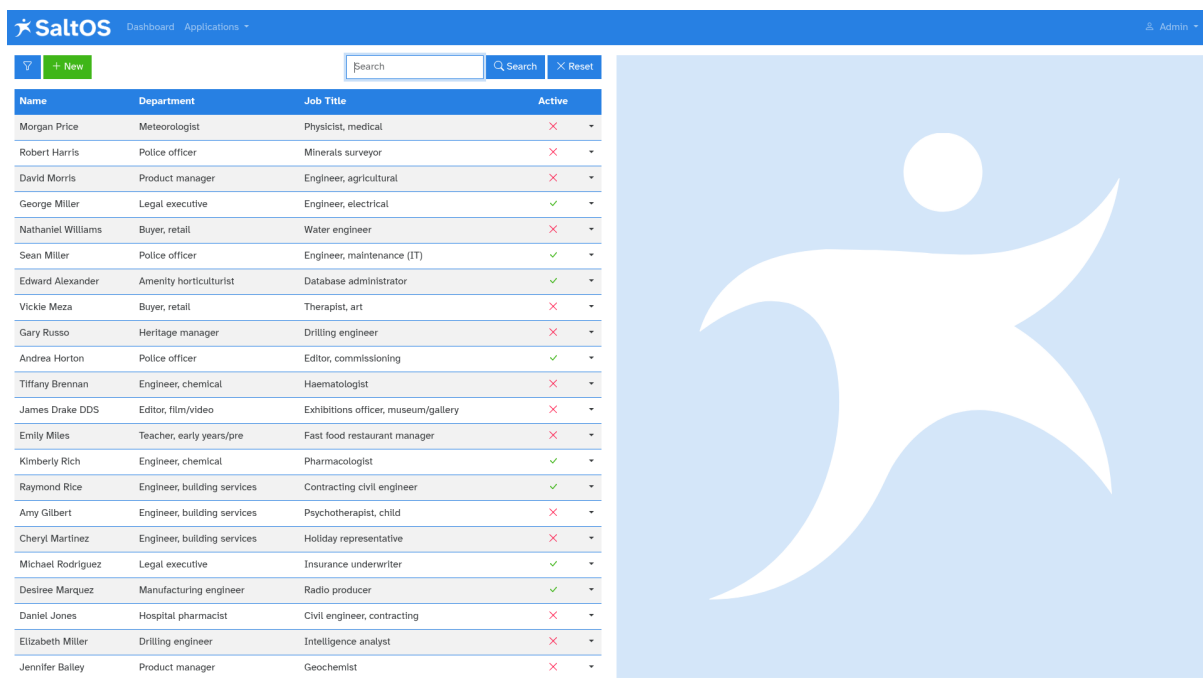


# Employees

## Description

The Employees application is used to register and manage the personnel working in the organization. It stores personal and professional data including name, contact information, position, department, and system user link. This module is typically used in HR workflows to organize staff and optionally associate them with users of the system.

## List view



Name	Department	Job Title	Active
Morgan Price	Meteorologist	Physicist, medical	✗
Robert Harris	Police officer	Minerals surveyor	✗
David Morris	Product manager	Engineer, agricultural	✗
George Miller	Legal executive	Engineer, electrical	✓
Nathaniel Williams	Buyer, retail	Water engineer	✗
Sean Miller	Police officer	Engineer, maintenance (IT)	✓
Edward Alexander	Amenity horticulturist	Database administrator	✓
Vickie Meza	Buyer, retail	Therapist, art	✗
Gary Russo	Heritage manager	Drilling engineer	✗
Andrea Horton	Police officer	Editor, commissioning	✓
Tiffany Brennan	Engineer, chemical	Haematologist	✗
James Drake DDS	Editor, film/video	Exhibitions officer, museum/gallery	✗
Emily Miles	Tescher, early years/pre	Fast food restaurant manager	✗
Kimberly Rich	Engineer, chemical	Pharmacologist	✓
Raymond Rice	Engineer, building services	Contracting civil engineer	✓
Amy Gilbert	Engineer, building services	Psychotherapist, child	✗
Cheryl Martinez	Engineer, building services	Holiday representative	✗
Michael Rodriguez	Legal executive	Insurance underwriter	✓
Desiree Marquez	Manufacturing engineer	Radio producer	✓
Daniel Jones	Hospital pharmacist	Civil engineer, contracting	✗
Elizabeth Miller	Drilling engineer	Intelligence analyst	✗
Jennifer Bailey	Product manager	Geochemist	✗

The following fields are displayed in the list view:

- Name: Full name of the employee.
- Email: Main contact email address.
- Phone: Contact phone number.
- Department: Department the employee belongs to.
- Position: Job title or role within the organization.
- Active: Indicates if the employee is currently active.

## Form view

This view is used to create, view or edit employee records.

In **create** mode, a new employee profile is added.

SaltOSDashboardApplicationsAdmin

+ New

Search

Search

Reset

Active

Name	Department	Job Title	Active
Morgan Price	Meteorologist	Physicist, medical	
Robert Harris	Police officer	Minerals surveyor	
David Morris	Product manager	Engineer, agricultural	
George Miller	Legal executive	Engineer, electrical	
Nathaniel Williams	Buyer, retail	Water engineer	
Sean Miller	Police officer	Engineer, maintenance (IT)	
Edward Alexander	Amenity horticulturist	Database administrator	
Vickie Meza	Buyer, retail	Therapist, art	
Gary Russo	Heritage manager	Drilling engineer	
Andrea Horton	Police officer	Editor, commissioning	
Tiffany Brennan	Engineer, chemical	Haematologist	
James Drake DDS	Editor, film/video	Exhibitions officer, museum/gallery	
Emily Miles	Teacher, early years/pre	Fast food restaurant manager	
Kimberly Rich	Engineer, chemical	Pharmacologist	
Raymond Rice	Engineer, building services	Contracting civil engineer	
Amy Gilbert	Engineer, building services	Psychotherapist, child	
Cheryl Martinez	Engineer, building services	Holiday representative	
Michael Rodriguez	Legal executive	Insurance underwriter	
Desiree Marquez	Manufacturing engineer	Radio producer	
Daniel Jones	Hospital pharmacist	Civil engineer, contracting	
Elizabeth Miller	Drilling engineer	Intelligence analyst	
Jennifer Bailey	Product manager	Geochemist	

Name

NIF

Department

Job Title

Start time

End time

Address

City

Province / State

Zip

Country

Email

Phone

Notes

Type

User

New files

New note

Create

Cancel

In **view** mode, the profile is shown in read-only format.

SaltOSDashboardApplicationsAdmin

+ New

Search

Search

Reset

Active

Name	Department	Job Title	Active
Morgan Price	Meteorologist	Physicist, medical	
Robert Harris	Police officer	Minerals surveyor	
David Morris	Product manager	Engineer, agricultural	
George Miller	Legal executive	Engineer, electrical	
Nathaniel Williams	Buyer, retail	Water engineer	
Sean Miller	Police officer	Engineer, maintenance (IT)	
Edward Alexander	Amenity horticulturist	Database administrator	
Vickie Meza	Buyer, retail	Therapist, art	
Gary Russo	Heritage manager	Drilling engineer	
Andrea Horton	Police officer	Editor, commissioning	
Tiffany Brennan	Engineer, chemical	Haematologist	
James Drake DDS	Editor, film/video	Exhibitions officer, museum/gallery	
Emily Miles	Teacher, early years/pre	Fast food restaurant manager	
Kimberly Rich	Engineer, chemical	Pharmacologist	
Raymond Rice	Engineer, building services	Contracting civil engineer	
Amy Gilbert	Engineer, building services	Psychotherapist, child	
Cheryl Martinez	Engineer, building services	Holiday representative	
Michael Rodriguez	Legal executive	Insurance underwriter	
Desiree Marquez	Manufacturing engineer	Radio producer	
Daniel Jones	Hospital pharmacist	Civil engineer, contracting	
Elizabeth Miller	Drilling engineer	Intelligence analyst	
Jennifer Bailey	Product manager	Geochemist	

Name

NIF

Department

Job Title

Start time

End time

Address

City

Province / State

Zip

Country

Email

Phone

Notes

Type

User

Info

Edit

Delete

Close

In **edit** mode, the profile can be updated.

2

Dashboard Applications

Admin

+ New

Search

Search

Reset

Active

Name	Department	Job Title	Active
Morgan Price	Meteorologist	Physicist, medical	
Robert Harris	Police officer	Minerals surveyor	
David Morris	Product manager	Engineer, agricultural	
George Miller	Legal executive	Engineer, electrical	
Nathaniel Williams	Buyer, retail	Water engineer	
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Andrea Horton	Police officer	Editor, commissioning	
Tiffany Brennan	Engineer, chemical	Haematologist	
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Emily Miles	Teacher, early years/pre	Fast food restaurant manager	
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Cheryl Martinez	Engineer, building services	Holiday representative	
Michael Rodriguez	Legal executive	Insurance underwriter	
Desiree Marquez	Manufacturing engineer	Radio producer	
Daniel Jones	Hospital pharmacist	Civil engineer, contracting	
Elizabeth Miller	Drilling engineer	Intelligence analyst	
Jennifer Bailey	Product manager	Geochemist	

Name

Morgan Price

NIF

87685964Y

Department

Meteorologist

Job Title

Physicist, medical

Start time

04/30/2022

End time

mm/dd/yyyy

Address

8984 Schultz Motorway Apt. 045

City

Kempfurst

Province / State

Ohio

Zip

98242

Country

North Macedonia

Email

nicolas57@example.com

Phone

935.678.1850x078

Notes

News leg style and military decide.

Type

Internal

User

Admin (admin)

New files

Choose Files No file chosen

New note

Save

Cancel

The form includes the following fields:

- Name: Full name of the staff member.
- Email: Personal or work email address.
- Phone: Contact number for communication.
- Address: Residential or work address.
- City: City where the employee resides.
- ZIP: Postal code of the address.
- Country: Country of residence or work.
- Position: Role or job title of the employee.
- Department: Associated department within the organization.
- User: (Optional) System user linked to this employee profile.
- Notes: Internal notes or additional information.
- Active: Determines whether the profile is enabled or archived.

## Delete

Employees can be deleted if not linked to system users or historical records.

If in use, the profile must be deactivated instead of deleted.