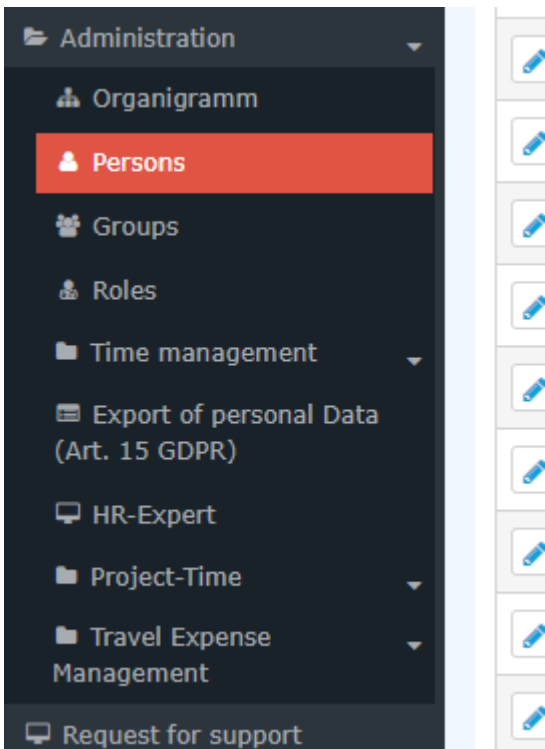


# Change personal data

In the menu tree under **Administration**, select the item "Persons".



This menu item provides a list of all created persons (employees) of the client (company).

Persons

+ New person

Print PDF Excel

Entry 1-20 of 23 << < 1 2 > >> Lines: 20

Lastname	First name	Name	Client	Group	Username	Employee-ID	Email	TA-ID	Time zone	Active user	Valid from
Adam	Angelika	Angelika Adam	Sonne und Wind GmbH	SuW-CEO	SuWadamange	SuW22032801	angelika.adam@sonneundwind.at	5358		Yes	Mar 28, 2022
Berger	Barbara	Barbara Berger	Sonne und Wind GmbH	SuW-Eink	SuWbarberg	SuW22032802	barbara.berger@sonneundwind.at	5359		Yes	Mar 28, 2022
Charon	Claudia	Claudia Charon	Sonne und Wind GmbH	SuW-PLinz	SuWcharclau	SuW22032803	claudia.charon@sonneundwind.at	5406		Yes	Apr 5, 2022
Dorner	Daniel	Daniel Dorner	Sonne und Wind GmbH	SuW-ProdWind	SuWdanidorn	SuW22032804	daniel.dorner@sonneundwind.at	5460		Yes	Apr 22, 2022
Elsner	Elisabeth	Elisabeth Elsner	Sonne und Wind GmbH	SuW-FuE	SuWwelsnelis	SuW22032806	elisabeth.elsner@sonneundwind.at	5619		Yes	Jun 3, 2022
Ezquerra	Ernesto	Ernesto Ezquerra	Sonne und Wind GmbH	SuW-PMWind	SuWwezquerne	SuW22032820		6367		Yes	Jan 4, 2023
Foscanu	Fablu	Fablu Foscanu	Sonne und Wind GmbH	SuW-PMWind	SuWfoscfabi	SuW22032812	fablu.foscanu@sonneundwind.at	62		Yes	Jul 15, 2022
Huber	Heinrich	Heinrich Huber	Sonne und Wind GmbH	SuW-Const	SuWhubeheln	SuW22032811	heinrich.huber@sonneundwind.at	6967		Yes	Jun 10, 2022
Ildrich	Ines	Ines Ildrich	Sonne und Wind GmbH	SuW-AUS	SuWwildrines1	SuW22032817		6262		No	Dec 14, 2022
Irdner	Iris	Iris Irdner	Sonne und Wind GmbH	SuW-Mark	SuW-irdniris	SuW22032823		7277		Yes	May 23, 2023
Juchtmann	Julius	Julius Juchtmann	Sonne und Wind GmbH	SuW-Const	SuWjuchjuli	SuW22032813		4941		Yes	Sep 14, 2022
Karic	Almin	Almin Karic	Sonne und Wind GmbH	SuW_Test	SuWwakaric	SuW22032824		7376		Yes	Jun 14, 2023

Using the input fields under **Last Name**, **First Name**, **Client**, **Group**, **Username**, **Employee ID**, **E-mail**, **TA-ID**, **Active User** and **Valid from**, the list can be restricted accordingly.

For example, by entering "M" in the Last name field, the list can be restricted to persons whose last name contains at least one "M".

Persons

+ New person

Print PDF Excel

3 Entries Lines: 20

Lastname	First name	Name	Client	Group	Username	Employee-ID	Email	TA-ID	Time zone	Active user	Valid from
Adam	Angelika	Angelika Adam	Sonne und Wind GmbH	SuW-CEO	SuWadamange	SuW22032801	angelika.adam@sonneundwind.at	5358		Yes	Mar 28, 2022
Juchtmann	Julius	Julius Juchtmann	Sonne und Wind GmbH	SuW-Const	SuWjuchjuli	SuW22032813		4941		Yes	Sep 14, 2022
Micosi	Michael	Michael Micosi	Sonne und Wind GmbH	SuW-Mark	SuWmichmici	SuW22032814	michael.micosi@sonneundwind.at	6062		Yes	Nov 2, 2022

3 Entries

To edit the desired person, simply click in the line or on the edit symbol.



## Change personal data

After the relevant staff member has been found, you can click on him or her to access the overview of his or her personal data. Here, the data already entered (**first name, last name, username, e-mail**, etc.) can be changed or the fields that are still empty can be filled in. The checkbox **Active user** indicates whether the employee should be able to log in to the Personalwolke. By setting it to inactive, for example, employees who have left the company can be administered, who can then no longer log in, but who still appear in the various evaluations for supervisors/managers!

Person

Save Save & Close Back Delete Edit in HR-Expert Print

First name: Angelika Valid from: 28.03.2022

Lastname: Adam Valid till: 01.01.3000

Master data Groups Roles Action Permissions In competence of roleholders Cache Login Attempts NFC Tags Settings

Active user

Client: Sonne und Wind GmbH

Username: SuWadamange

Employee-ID: SuW22032801

TA-ID: 5358

E-Mail: angelika.adam@sonneundwind.at

Language: English

Time Zone: ...

Menu: Desktop

Link Page With Menu

Date of Birth: 01.03.1990

Title: Dr.

Title suffixed: BSc

Gender: female

Business Contact Data

Phone:

Fax:

Mobile: 43 664 1111112

Street/Address: Wagenspasse 14

ZIP-Code: 1120

City: Wien

Country:

Image:

Password management

Password defined

Last Password Creation time

Reset and notify user per email

After the desired changes have been made, one returns to the overview of the persons by clicking on **Save** or **Save & Close**.

## Further Information

Details on the other tabs in this mask can be found under [Employee administration](#)<sup>1</sup>.

1. /daisy/personalwolke-admin/5885-dsy.html?language=4