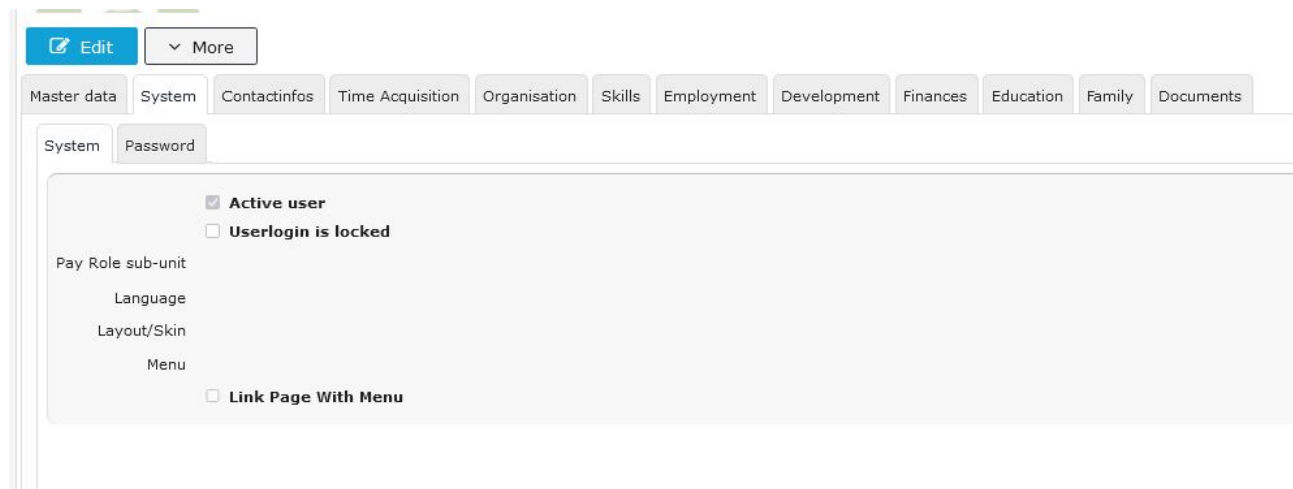


# System

In the section "System" the **login data** is defined.

## Tab System



The screenshot displays the 'System' tab in the HR admin interface. At the top, there are buttons for 'Edit' and 'More'. Below these are several tabs: 'Master data', 'System', 'Contactinfos', 'Time Acquisition', 'Organisation', 'Skills', 'Employment', 'Development', 'Finances', 'Education', 'Family', and 'Documents'. The 'System' tab is selected, and within it, the 'Password' sub-tab is active. The main content area shows the following settings:

- ☒ **Active user**
- ☐ **Userlogin is locked**
- Pay Role sub-unit
- Language
- Layout/Skin
- Menu
- ☐ **Link Page With Menu**

**This tab offers the possibility for the HR admin to check whether an employee is active or locked and define the system settings for this employee.**

An **active user** can be identified by a check mark in the Checkbox, if this is missing, the employee cannot log on to the Personalwolke. This can happen if the password has been entered incorrectly more than 5 times.

In order to deny any access to the Personalwolke to an exited employee, the user access can additionally be blocked by checking the checkbox "**User access blocked**".

If employees use a certain abbreviation within the company, this can be entered in the text field **Payroll Indicator**.

In order to make working with the Personalwolke as pleasant and varied as possible, it is possible to set the preferred **language** of the employee by using the selection list. If desired, it is also possible to switch between *responsive* and *classic* for the **layout/skin**. For *responsive*, the Desktop or Mobile **menu** is also available.

If the option "Link page with menu" is checked, a logged in employee can see in the menu where the just displayed page of the Personalwolke can be found again.

Details to the individual fields can be found under: [System Field Index](#)<sup>1</sup>

1. /daisy/personalwolke-admin/7845-dsy.html?language=4

## Tab Password

Master data System Contactinfos Time Acquisition Organisation Skills Employment Development Finances Education Family Documents

System Password

Password was set on 22.08.2022

Reset Password Reset and notify User

Here the HR-Admin can see if and when a password has been assigned to this employee and, if desired, reset it with the displayed button. This may be necessary if an employee has forgotten his password, etc.

There are two options available to the HR-Admin:

- **password reset:** to restore the default password and to enable the employee to assign his own new password again.
- **reset and inform by mail** is recommended if a password change is desired by the HR-Admin

### NOTIZ

A password is required for all employees who should be able to log in to the Webdesk of the Personalwolke.

Details to the individual fields can be found under: [System Field Index](#)<sup>1</sup>

1. /daisy/personalwolke-admin/7845-dsy.html?language=4