System

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

System Tab

The "System" form gives you, as HR admin, the option to record the employee's system settings.

At a glance, you can see whether an employee has full or restricted access, or is locked in the system.

A check mark next to the "**Active user**" field indicates that the employee has unrestricted access within the functions you have defined.
If the check mark is missing, access to the Personalwolke was locked because the wrong password was entered five times. (How to proceed in this case is shown in the "Password[1]" tab.)

If it is necessary to revoke all access rights from an employee, for example because they have left the company, check the box "**User access blocked**". The block takes effect immediately.

Under **Payroll indicator**, an internal abbreviation can be noted for the respective employee.

To make working with the Personalwolke as pleasant and versatile as possible, the employee's preferred **language** can be set using a selection list. If desired, you can also choose between *responsive* and *classic* under **Layout/Skin**. For *responsive*, the **menu** variants *Desktop* or *Mobile* are also available.

Checking the option **Link page with menu** causes the menu to show the logged-in employee where the currently displayed page of the Personalwolke can be found again.

Details on the individual fields can be found under System Field Index[2]

1. /daisy/personalwolke-admin/7743-dsy.html?language=4
2. /daisy/personalwolke-admin/7845-dsy.html?language=4

Password Tab

Here the HR admin can see whether and when a password was assigned to the respective employee and, if desired, reset it using the displayed buttons, for example if the employee has forgotten the password they chose.

The HR admin has two options here:

1. **Reset password** restores the default password, and the employee can assign a new password of their own again

2. **Reset and inform by email** is recommended if a password change is desired by the HR admin.
(This feature is only displayed if an email address is entered in the contacts.)

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

Details on the individual fields can be found under System Field Index[1]

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