

Documents

Depending on the administrator's configuration, this menu displays the folder structure and the files stored in it, including the option of uploading files to the corresponding folder. The folder structure is created automatically when the employee is created.

The screenshot shows the 'webdesk hr expert' interface. At the top, there is a navigation bar with 'PERSONAL ORGANISATION SYSTEMWARTUNG' and a search bar. Below this, the user profile for 'Wayne John' is displayed, including a photo, name, ID, gender, and birth date. A 'Person:' dropdown menu is open, showing a list of folders: 'Austritt', 'Behinderungen', 'Beschäftigung', 'Bewilligungen', 'Gehalt', 'Gehaltskomponenten', 'Mutterschutz u. Elternzeit', and 'Vertrag'. The 'Documents' tab is selected, and a table with columns 'Name', 'Größe', 'Erstellungsdatum', 'Letztes Änderungsdatum', 'Erstellt von', and 'Zuletzt geändert von' is visible. The table is currently empty. On the right side, there are buttons for 'Sofortiger Austritt' and 'Sozialversicherung Anmeldung'. A vertical sidebar on the right contains 'KOMMENTARE (0)'.