Master Data Field Index

Fieldname	Fieldtyp	Description
Client	Dropdown	Specifies the company to which this employee belongs and cannot be changed later.
Title	text box	for academisc titles (Dr., Prof., Mag., DI, etc.)
Last Name	text box	Mandatory field for the employee's last name
First Name	text box	Mandatory field for the employee's first name
Title suffixed	text box	for the titles in the following (BA, MA, PhD)
date of birth	date field	with a date picker as help, the system can also display the employee's current age
Employee-ID	text box	Mandatory field, configurable to automatically assign the next free number, must be unique
Gender	Dropdown	Backed up with a drop-down list
Beruf/Position	text box	required for social insurance registration
Internal Title	Dropdown	is stored with a customizable selection window and describes the internal position
Birth name	text box	in order to be able to follow any name changes
Middle Name	text box	if the employee has one, all other first names can be entered here

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Fieldname	Fieldtyp	Description
Active User	Checkbox	If checked, the user can log in to the webdesk, if unchecked, access is blocked.
Username	text box	Mandatory field, a unique and explicit user name must be assigned
Pay Role sub-unit	text box	An identifier used for internal purposes can be noted here.
Language	Dropdown	the selection list depends on the languages for which text modules have been created, German and English are currently being serviced by us

Layout / Skin	Dropdown	You can choose between classic and responsive, Responsive is the preferred choice here.
Menu	Dropdown	Mobile and desktop can be fixed or the empty line can be selected to get the dynamic menu which adjusts to the size of the display.

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Fieldname	Fieldtyp	Description
Citizenship	Dropdown	necessary to register for social insurance
Birth Country	Dropdown	Backed up with a drop-down list
Birth Place	text box	pure info field
Relig. Confession	Dropdown	the selection list is configurable

Section "**Insurance**"

Fieldname	Fieldtyp	Beschreibung
SSN	text box	necessary for social security registration
Health Insurance	Dropdown	a customizable selection list is provided

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Fieldname	Fieldtyp	Description
Adjuration date	date field	Certain professional groups also need this date field with a date selector to help them.
Comment	text box	optionally usable to store information
Date of Death	date field	with date selector, should this be necessary
Userlogin is locked	Checkbox	This indicates whether the employee is locked out.
Valid from	date field	All actions of this employee can start with this date, beginning of the validity of the data record.
Valid till	date field	End of validity of the record, no more actions can be saved after this date.
Interconnect Page With Menu	Checkbox	if checked, the Webdesk menu and page will be linked by a colored bar to the called action in the menu.
Synchronize Office Address with Location	Checkbox	If the employee has a different place of residence or work than

		Vienna, the time zone can be synchronised with the assigned location.