

# Tab Contact Information - Phone and Email

The screenshot shows a web interface for contact information. At the top, there is a horizontal menu with tabs: Stammdaten, System, Erw. Kontaktinfos, Zeiterfassung, Organisation, Qualifikationen, Beschäftigung, Aufgaben, Entwicklung, Finanzen, Bildung, Angehörige, and Dokumente. Below this, there is a sub-menu with tabs: Telefon und E-Mail, Privatadressen, Geschäftsadresse, Sofortnachrichten-Dienste, and Webprofile. The main content area is divided into two columns: 'Privat' and 'Geschäftlich'. The 'Privat' column has three input fields: 'Private E-Mail' (containing 'john.wayne@gmail.com'), 'Private Mobilnummer', and 'Private Telefonnummer'. The 'Geschäftlich' column has three input fields: 'E-Mail' (containing 'john.wayne@columbia.com'), 'Handy-Nummer', 'Büro Telefonnummer', and 'Büro Faxnummer'.

In this area *private* and *business* telephone numbers and email addresses can be maintained.

Please note that the **business email address** of the employee is used by the system for all notification functions. Also a [Login](#)<sup>1</sup> with the **business** email address (instead of the user name) into the personnel cloud is possible, if the employee is an active user.

The telephone numbers maintained here can also be displayed in other views (especially the [Attendance list](#)<sup>2</sup> in time recording) if this has been configured by the administrator.

The recommended **input form** for this would be : +43 xxx xxxxxxxxxxxx

When using a smartphone, you can click on the phone number to copy it to the phone's call function and make a phone call by pressing the dial function.

1. </daisy/personalwolke-default/6119-dsy.html?language=4>
2. </daisy/personalwolke-default/5874-dsy.html?language=4>