

# 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 the navigation bar, the user profile for 'Wayne John' is displayed, including a photo, name, ID, and date of birth. A sidebar on the left lists various document categories such as 'Ausritt', 'Behinderungen', 'Beschäftigung', 'Bewilligungen', 'Gehalt', 'Gehaltskomponenten', 'Mutterschutz u. Elternzeit', and 'Vertrag'. The main content area features an 'Upload' button and a table with columns for 'Name', 'Größe', 'Erstellungsdatum', 'Letztes Änderungsdatum', 'Erstellt von', and 'Zuletzt geändert von'. The table is currently empty. A vertical sidebar on the right contains a 'KOMMENTARE (0)' button.