

# Tab Contactinfos - Phone and Email

The screenshot displays a user interface for managing contact information. At the top, there is a navigation bar with tabs for 'Master data', 'System', 'Contactinfos', 'Time Acquisition', 'Organisation', 'Skills', 'Employment', 'Development', 'Finances', 'Education', 'Family', and 'Documents'. Below this, there are sub-tabs for 'Phone and E-Mail', 'Private Addresses', and 'Office Address'. The 'Private' section is active, showing fields for 'Private e-mail' (Susanne.Sonne@Sonntag.at), 'Private Mobile' (+43 676 9333887), and 'Private Phone'. The 'Office' section is also visible, showing fields for 'E-Mail' (Susanne.Sonne@SonneundWind.at), 'Cell phone number' (+43 664 7878406), 'Office phone number', and 'Office fax phone number'.

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 feature is +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/webdesk-manual-admin/6119-dsy.html?language=4>
2. </daisy/webdesk-manual-admin/5874-dsy.html?language=4>