

# Tab Contactinfos - Phone and Email

The screenshot displays the 'Tab Contactinfos - Phone and Email' interface. At the top, there is a navigation bar with tabs: Master data, System, Contactinfos, Time Acquisition, Organisation, Skills, Employment, Development, Finances, Education, Family, and Documents. Below this, there are sub-tabs: 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 Personalwolke 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>