# Education

## Education

In this tab, you can enter the education the employee has completed, taken from their résumé.

The Education area is used to document

- education completed so far at schools, universities of applied sciences, universities and other educational institutions
- further and additional training
- certificates (driver's license, first aid certificate)
- professional career prior to joining the organization

The list of all possible fields can be found here: Education Field Index[1]

**Note**

If required, additional fields can be added in the "Education" area to record data specific to your company. Please contact our specialists and experts for this!

1. /daisy/webdesk-manual-en/7847-dsy.html

## Further Education and Seminars

In this tab, planned and completed training and seminars of an employee can be entered.

Details on the individual fields can be found under: Education Field Index[1]

1. /daisy/webdesk-manual-en/7847-dsy.html

## Certificates

In this tab, the employee's certificates can be entered. These certificates must first be created by the administrator.

The input form for adding new certificates to a person looks as follows:

Information on the individual input fields of this tab can be found under Education Field Index[1].

1. /daisy/webdesk-manual-en/7847-dsy.html

## Professional Career

In this tab, the employee's professional career can be entered with history tracking. This menu item is particularly interesting for corporate groups with several branches, as it allows the employee's career to be recorded without gaps. However, data on previous employment relationships can also be noted here.

Information on the individual input fields can be found under Education Field Index[1].

NOTIZ

**Important:** Please observe Time limitation and historization[2] so that you achieve the intended effectiveness and historization!

1. /daisy/webdesk-manual-en/7847-dsy.html
2. /daisy/webdesk-manual-en/hr-expert/g1/7738-dsy.html