

# 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, date of birth, and gender. A 'Person:' dropdown menu is open, showing a list of folders: 'Austritt', 'Behinderungen', 'Beschäftigung', 'Bewilligungen', 'Gehalt', 'Gehaltskomponenten', 'Mutterschutz u. Elternzeit', and 'Vertrag'. The 'Documents' tab is selected, and a table with columns 'Name', 'Größe', 'Erstellungsdatum', 'Letztes Änderungsdatum', 'Erstellt von', and 'Zuletzt geändert von' is visible. The table is currently empty. On the right side, there is a vertical button labeled 'KOMMENTARE (0)'. At the bottom of the interface, there are buttons for 'Sofortiger Austritt' and 'Sozialversicherung Anmeldung'.