

Employee Directory 365

Admin Guide

- Introduction
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- Settings
- Help

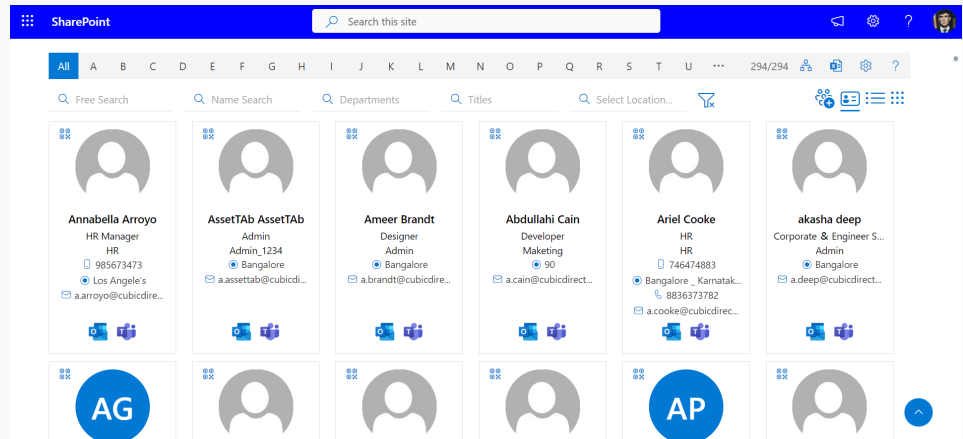
Introduction

Overview

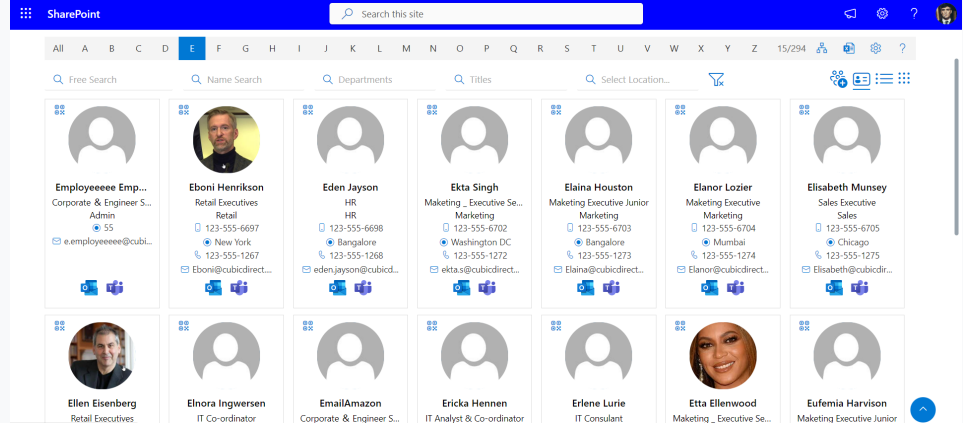
Employee Directory 365 displays information about employee in the organization in visually manner and allows you to find any user with various filters. This employee directory software helps in retrieving important information. With QR code you can scan and save on your mobile phone.

Home Page

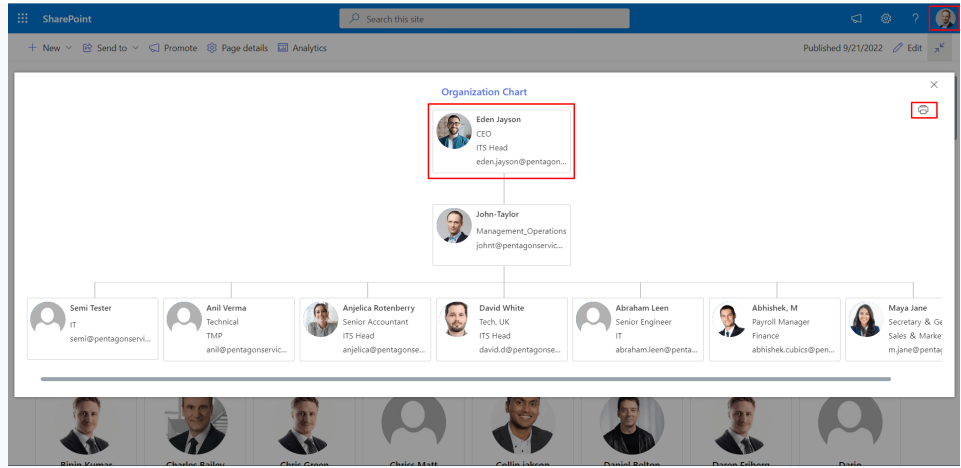
The home page has various elements such as Users Alphabetical Filter, Download, Settings, Help.



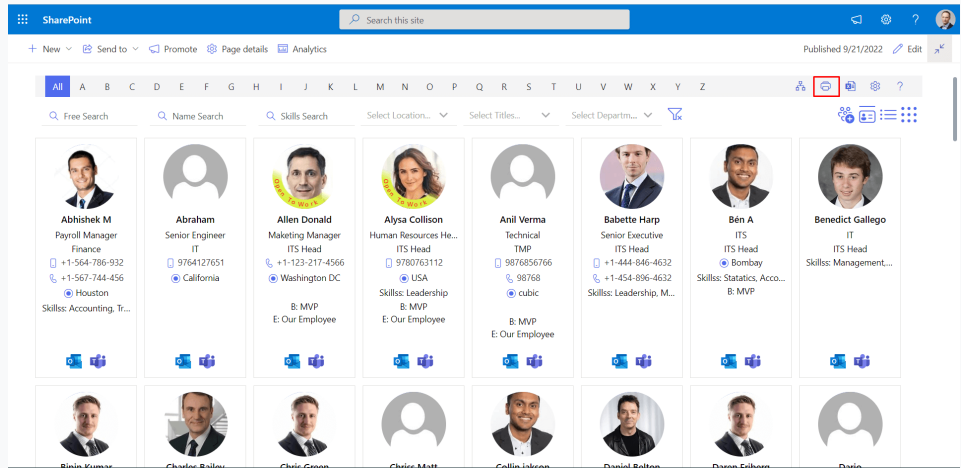
Users Alphabetical Filter: From here, you can search employee details by the first name, last name or display name. You can customize it from [views](#) under settings. Select the letter of the name from the top bar, this will display details of all employees having the same letter.



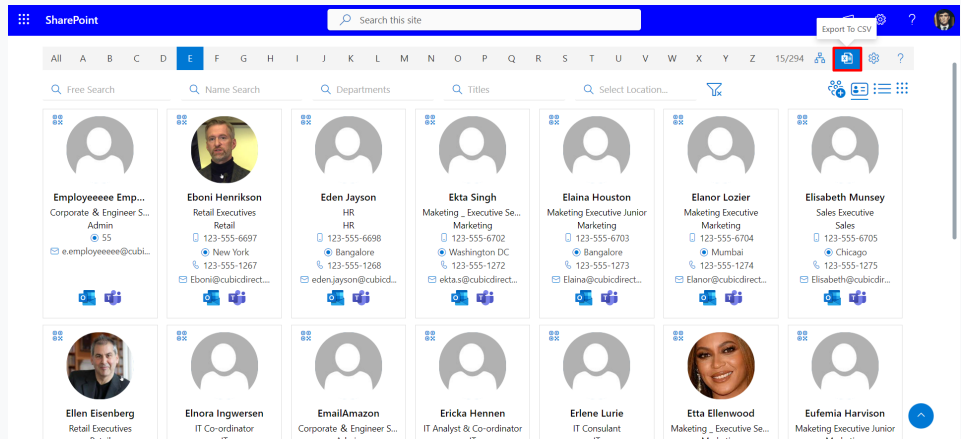
Organization Chart: From here, the signed-in user can view their reporting or relationship hierarchy in the organization.. Admin can hide/show the **Organizational Chart** from [advanced settings](#).



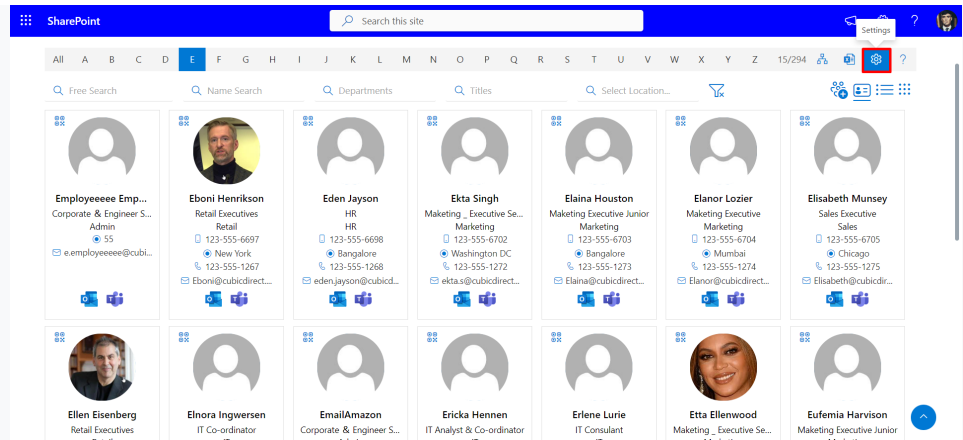
Print to PDF: From here you can take a printout of the team member's details displayed on the home page in PDF format. Admin can hide/show the Print to PDF from [general settings](#).



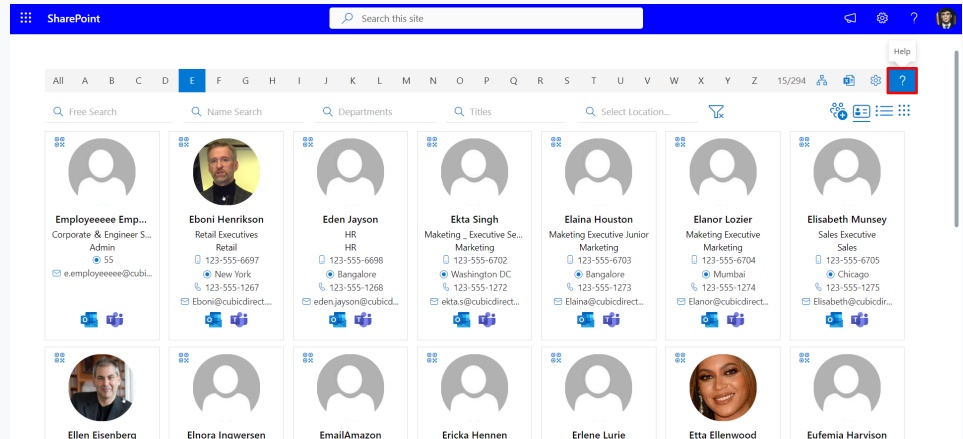
Export to CSV: From here you can take a printout of the team member's details displayed on the home page in CSV format. Admin can hide/show the Export to CSV from [general settings](#).



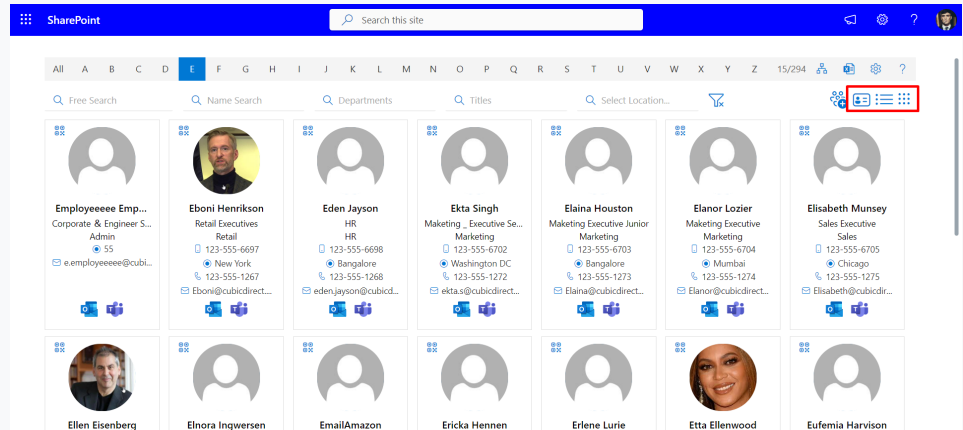
Settings: From here you can customize, enable and disable the features. For more information refer to [Settings](#).



Help: You can get contact and support. Refer [Help](#).



View icon: Here you can change the view from Grid, List, and Tile view. The admin can hide and show view icon from [views](#) under settings.



You can hide or show details of the users from [views](#) under settings.

