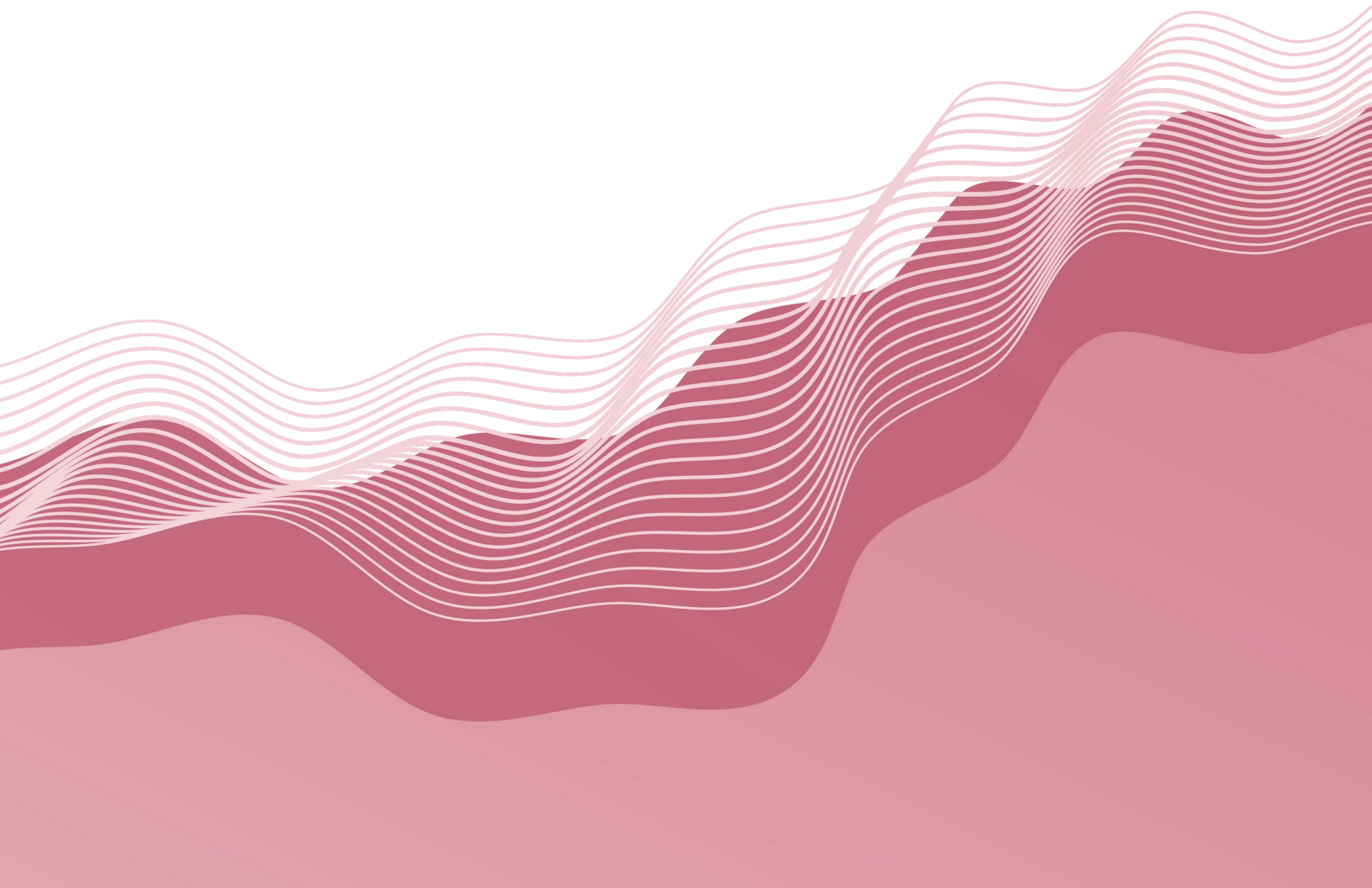




Employee Directory

Administrator Guide

Version 26.9.9 · Updated 10/20/2026



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Introduction

Product Overview

Vitextra Employee Directory turns SharePoint Online and Microsoft Teams into a searchable company directory. Employees can find colleagues by name, job title, department, skills or any custom attribute, see their Microsoft Teams presence and availability, and contact them in one click.

The solution is built on the SharePoint Framework (SPFx) and reads people data directly from Microsoft Entra ID (through the Microsoft Graph API) or from SharePoint Online User Profiles (through the SharePoint Search Service). There is no separate employee database to maintain: the directory always shows the current data from your Microsoft 365 tenant.

The solution package contains three web parts:

- **Employee Directory** — a people search page that uses either SharePoint User Profiles or Entra ID as its data source.
- **Employee Directory (Entra ID)** — a dedicated directory for Entra ID with predefined filters, searchable attribute selection, exclusion rules and alphabetical navigation.
- **New Employees** — a compact web part that shows users recently created in Entra ID, for example on the intranet home page.

This guide describes version **26.9.9** of the solution.

Key Features

- **Two data sources.** SharePoint User Profiles (with refinement panel and KQL queries) or Microsoft Entra ID (with predefined filters and exclusion rules).
- **Two layouts.** The *Details* view shows a table with configurable columns; the *Contact* view shows employee cards.

- **Quick filters.** *My department, My team, People I work with* and *Favorites* narrow the list in one click.
- **Search by skills.** The search query is also matched against the skills in employee profiles.
- **Employee details pane.** Manager, direct reports, availability, local time and working hours, recent documents, About Me, interests and skills.
- **Actions.** Chat or call in Microsoft Teams, send an email, copy the email address, schedule a meeting and download a vCard.
- **Grouping and refinement.** Group results by any column or by the first letter of the last name; filter them with a refinement panel.
- **Custom attributes.** Show any Entra ID user property, extension attribute or User Profile managed property.
- **Export to Excel.** Export the current search results to a Microsoft Excel spreadsheet.
- **Microsoft Teams.** Use the directory as a Teams personal app or channel tab with a tenant-wide configuration.
- **Theming and localization.** The web parts follow the site theme, section background and dark mode, and are localized into 53 languages.

Target Audience

This guide is intended for Microsoft 365 and SharePoint Online administrators, site owners and IT professionals who install, configure and support Employee Directory. It assumes basic knowledge of SharePoint Online administration, modern SharePoint pages and Microsoft Entra ID.

End users who only search for colleagues do not need this guide. For them, see the *Employee Directory. Quick Start Guide* and the [Employee Directory knowledge base](#).

Solution Architecture

Web Parts

Table 1. Web parts of the Employee Directory solution

Web part	Data source	Where it can be used	Purpose
Employee Directory	SharePoint User Profiles or Microsoft Entra ID	SharePoint pages; Microsoft Teams personal app and channel tab	Main people search page of the intranet.
Employee Directory (Entra ID)	Microsoft Entra ID	SharePoint pages; Microsoft Teams tab and personal app	Directory with predefined filters, exclusion rules and alphabetical navigation.
New Employees	Microsoft Entra ID	SharePoint pages	List of recently created users for onboarding and welcome pages.

Data Sources

The **Employee Directory** web part supports two data sources, selected in the **Data Source** property. The **Employee Directory (Entra ID)** and **New Employees** web parts always use Entra ID.

Table 2. Comparison of data sources

Capability	User profiles	Entra ID (Azure AD)
Technology	SharePoint Search Service (people search)	Microsoft Graph API
Search features	Full-text search with phonetic and nickname matching	Search by the attributes marked as searchable
Refinement panel	Yes (managed properties)	Yes, in the Employee Directory (Entra ID) web part
Predefined filter	KQL query (Predefined Query)	Visual filter editor (Employee Directory (Entra ID))

Capability	User profiles	Entra ID (Azure AD)
Custom attributes	Managed properties of the search schema	User properties and extension attributes
Data freshness	Depends on the search crawl of user profiles	Real time

**Note**

Regardless of the selected data source, the **Manager**, **Direct Reports**, presence, availability and photo information is always retrieved from Microsoft Graph.

Security and Data Protection

Employee Directory is a client-side SPFx solution. It runs in the browser under the account of the signed-in user and never shows more data than this user is allowed to see in Microsoft Entra ID and SharePoint. The web parts only read data; they never create, change or delete directory objects.

People data is requested directly from Microsoft Graph and SharePoint Online and is not sent to Vitextra. The web parts communicate with Vitextra services only for the following purposes:

- **License check.** The web part sends the tenant ID, the user object ID, the site URL and the product name and version to `vitextra.com` to verify the license status.
- **Microsoft Teams configuration.** When an administrator saves the configuration for the Teams personal app, the web part settings (no people data) are stored for your tenant on `vitextra.com`.
- **Telemetry.** Anonymous usage and error information is sent to Azure Application Insights to help Vitextra improve the product.

The **Favorites** list of each user is stored only in the local storage of the user's browser. It is not shared between devices or browsers and is not sent anywhere.

Network Requirements

If your organization restricts outbound traffic, make sure that browsers can reach the following endpoints:

Table 3. Endpoints used by the web parts

Endpoint	Purpose
https://static.vitextra.com	Web part scripts and resources (the package does not include client-side assets).
https://vitextra.com	License status and Microsoft Teams configuration.
https://graph.microsoft.com	People data, photos, presence, availability and frequent contacts.
<a href="https://<tenant>.sharepoint.com">https://<tenant>.sharepoint.com	SharePoint Search (User Profiles data source, recent documents, skills search).
Azure Application Insights	Usage and error telemetry.

Localization

The user interface of the web parts is available in 53 languages, including English, German, French, Latvian, Russian, Spanish, Italian, Polish, Ukrainian, Chinese and Japanese. The language is selected automatically according to the language of the SharePoint site or the user's Microsoft Teams settings.

Installation

Software Requirements

Deployment Requirements

SharePoint Online (Microsoft 365).

! Important

Employee Directory is an SPFx solution for Microsoft 365 and cannot be installed on SharePoint Server 2016, 2019 or Subscription Edition.

Client Requirements

Desktop browsers:

- Microsoft Edge (latest released version)
- Google Chrome (latest released version)
- Mozilla Firefox (latest released version)
- Apple Safari (latest released version)

Mobile devices: the Microsoft Teams and SharePoint mobile apps, and the latest versions of Microsoft Edge, Google Chrome and Safari on Android and iOS.

Required Permissions

Table 4. Roles required for installation and configuration

Task	Required role or permission
Upload the package to the tenant App Catalog	SharePoint Administrator, or Full Control on the App Catalog site
Approve Microsoft Graph API permissions	An administrator who can grant tenant-wide admin consent (for example, Global Administrator)
Make the app available in Microsoft Teams	SharePoint Administrator; the Teams app policy must allow custom apps

Task	Required role or permission
Add and configure the web parts on a page	Edit permission on the site (site member or owner)
Use the directory	Read permission on the site that hosts the web part

Installation Package

The solution is distributed through two channels:

- Vitextra Download Center (<https://vitextra.com/en/downloads>)
- Microsoft AppSource

Tip

The Download Center provides new versions as soon as they are released. Publication in AppSource can take up to two weeks because of the Microsoft verification process.

The package from the Download Center is a ZIP archive named `Vitextra.EmployeeDirectory.<year>Q<quarter>.zip`. Extract it before installation: it contains the solution file `vitextra.employee-directory.sppkg`.

Deploying the Package

1. Open the [Microsoft 365 admin center](#) and go to **Admin centers** → **SharePoint**.
2. In the SharePoint admin center, select **More features** and click **Open** under **Apps**.
3. Click **Upload** and select the extracted file `vitextra.employee-directory.sppkg`.
4. In the confirmation dialog, select **Enable this app and add it to all sites** if the web parts must be available on every site, and click **Enable app**.
5. Wait until the package appears in the list of apps.

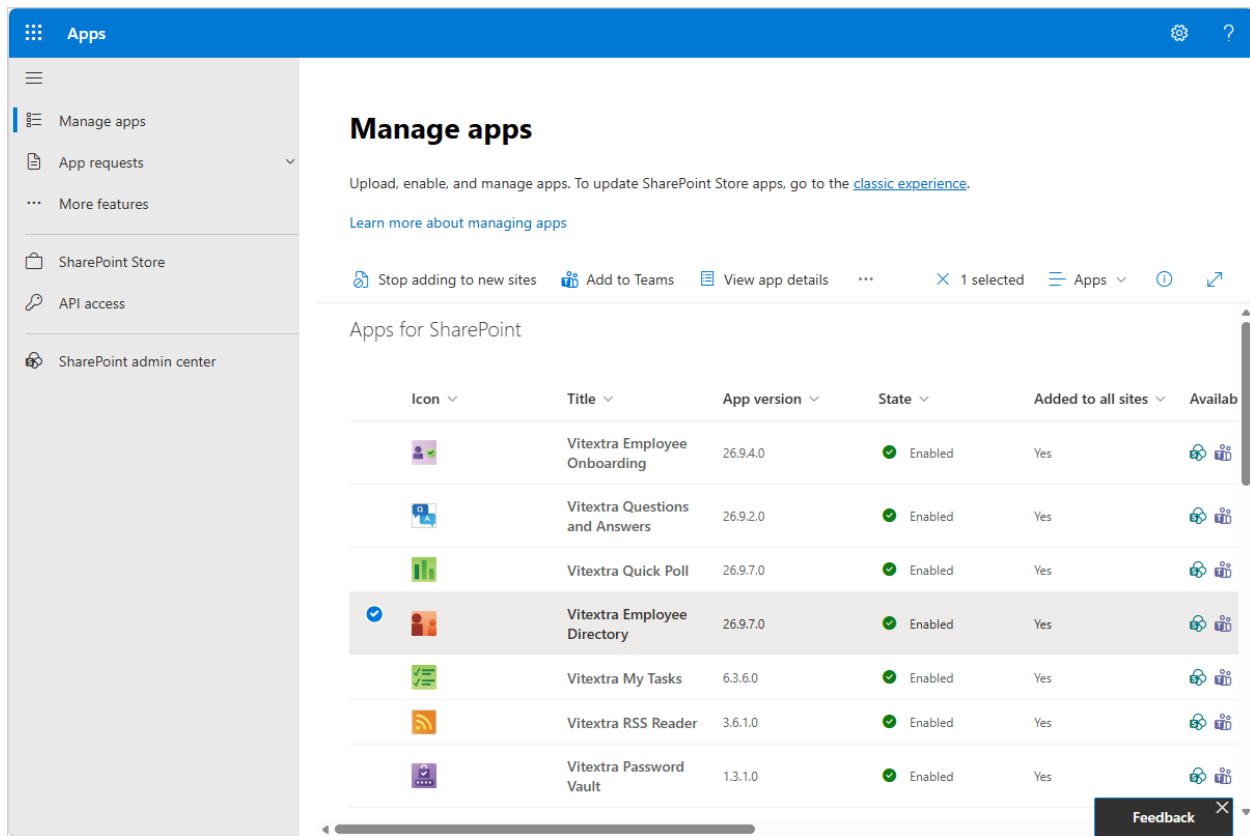


Figure 1. Employee Directory in the App Catalog

Note

The detailed procedure is described in [KB10035. How to Install a Vitextra Product in SharePoint Online.](#)

Approving API Permissions

After the upload, SharePoint creates requests for the Microsoft Graph permissions that the solution needs. Until they are approved, the web parts can show only part of the information.

1. In the SharePoint admin center, go to **Advanced** → **API access**.
2. Select each pending request from **Vitextra Employee Directory** and click **Approve**.

Table 5. Microsoft Graph permissions

Permission	Used for
User.Read.All	Reading user profiles, photos and managers; the Entra ID data source and New Employees.
Directory.Read.All	Direct reports, license assignments (excluding unlicensed users), extension attributes and groups.
Presence.Read.All	Microsoft Teams presence status.
Calendars.Read	Free/busy information, working hours and local time of employees.
People.Read	The <i>People I work with</i> quick filter.

! Important

All permissions are delegated: the web parts act on behalf of the signed-in user and never exceed this user's own permissions.

Making the App Available in Microsoft Teams

To use the directory in Microsoft Teams, synchronize the solution with Teams:

1. In the App Catalog (**More features** → **Apps** → **Manage apps**), select **Vitextra Employee Directory**.
2. Click **Add to Teams** (in the classic App Catalog: **Sync to Teams** on the **Files** tab).
3. In Microsoft Teams, open **Apps** → **Built for your org** and find **Vitextra Employee Directory**. Users can add it as a personal app (**Employees**) or as a tab in a channel.

See the knowledge base article *How To Add Employee Directory App to Microsoft Teams* (vitextra.com/en/support/kb) for details. The settings of the personal app are described in the section *Microsoft Teams Personal App* below.

Licensing and Activation

Employee Directory is a subscription product. After deployment, a free **14-day trial** with full functionality starts automatically; no purchase is required during the trial. The remaining trial days are shown in the web parts.

After the trial ends, the web parts show a notification and stop working until a license is assigned to your tenant. One license is required per Microsoft 365 tenant; the number of users does not matter. The New Employees web part is included in the Employee Directory license.

To activate the product:

1. Find your tenant ID: open the web part properties and expand the **About** group. The **Tenant** field shows the ID.
2. Purchase a subscription on vitextra.com.
3. In **Account** → **My Subscriptions**, open the subscription, select **Assign License** and enter the tenant name and ID.

 Note

The license status is refreshed automatically. For details, see [KB10206. Purchase and Assign Licenses for Vitextra Products](#) and [KB10037. Manage Your Subscription](#).

Adding the Web Parts to a Page

1. Open the SharePoint page where the directory should appear and click **Edit**.
2. Hover over a section and click the **+** icon to open the web part gallery.
3. Type *Employee* in the search box and select **Employee Directory**, **Employee Directory (Entra ID)** or **New Employees**.
4. Click the **Edit web part** (pencil) icon to open the property pane and configure the web part as described in the following sections.
5. Click **Republish** to save the page.

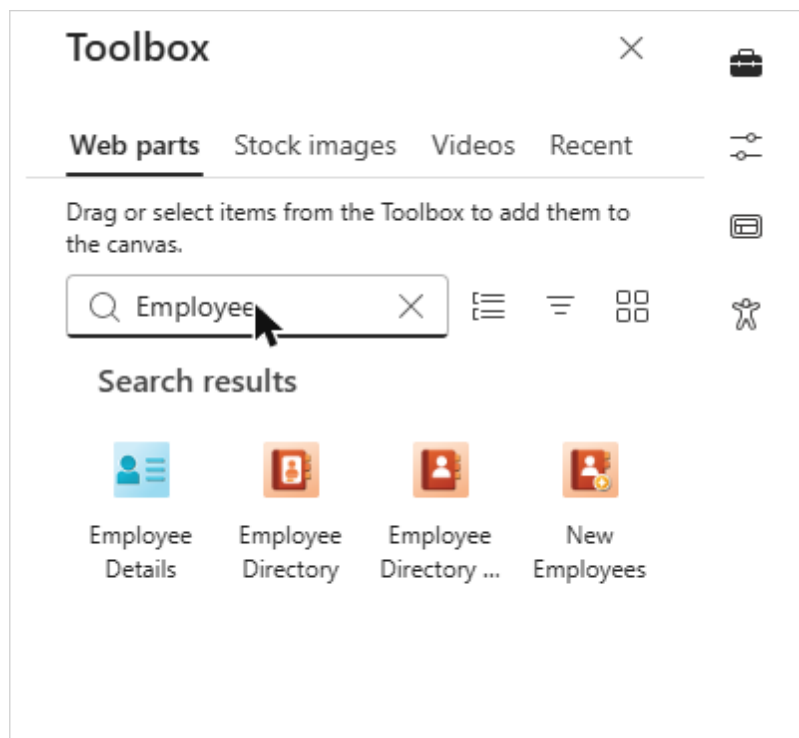


Figure 2. Web part gallery

Tip

Place the Employee Directory web part in a full-width section, or create a single app page for it: **New** → **Page** → **Apps** → **Employee Directory** (see [KB10040](#)).

Configuring the Employee Directory Web Part

The property pane of the Employee Directory web part consists of the groups described below. Some properties are shown only for one data source.

The screenshot shows the 'Employee Directory' property pane. It has a title bar with a close button and a settings icon. The pane is divided into several sections: 'Data Source' with a dropdown menu set to 'User profiles'; 'Columns' with a 'Configure' button; 'Custom Columns' with a 'Configure' button; 'Predefined Query' with a text input field containing an asterisk; 'Show hidden users' with a toggle switch set to 'No'; 'Sort by' with a dropdown menu; 'Direction' with a toggle switch set to 'Sort A to Z'; 'Display items in pages of:' with a slider set to 40; and 'Appearance' with 'Display Search Box' and 'Show Totals' both set to 'On'.

Figure 3. Employee Directory property pane

Data Source

Table 6. Data Source properties

Property	Description
Data Source	User profiles (SharePoint Search) or Entra ID (Azure AD) (Microsoft Graph).

Property	Description
Columns	Built-in employee attributes: visibility in the list and on the card, caption and order. See <i>Columns and Custom Attributes</i> .
Custom Columns	Additional attributes: Entra ID properties or User Profile managed properties.
Predefined Query	User profiles only. A KQL expression added to every search, for example <code>Department:Sales</code> .
Show hidden users	User profiles only. Includes profiles hidden from address lists. Off by default.
Show only users with non-empty department	Entra ID only. Hides accounts without a department, such as service and room accounts. On by default.
Search by skills	Also finds people whose profile skills match the search text. On by default.
Sort by	User profiles: <i>(Default)</i> (relevance), <i>First Name</i> or <i>Last Name</i> . Entra ID: <i>(Default)</i> or <i>Full Name</i> .
Direction	Sort order: <i>Sort A to Z</i> or <i>Sort Z to A</i> .
Display items in pages of:	Number of employees loaded per page (1–50, default 40).

Appearance

Table 7. Appearance properties

Property	Description
Display Search Box	Shows or hides the search box.
Show Totals	Shows the total number of results.
View	<i>Details</i> (table) or <i>Contact</i> (cards).
Group by	<i>No grouping</i> , <i>Last name (first letter)</i> or any configured column (for example, Department).
Size	Size of the employee picture on cards, from the smallest (0) to the largest (5). Available for the <i>Contact</i> view. The size also defines how many content fields a card shows.
Compact List	Reduces the row height in the <i>Details</i> view.

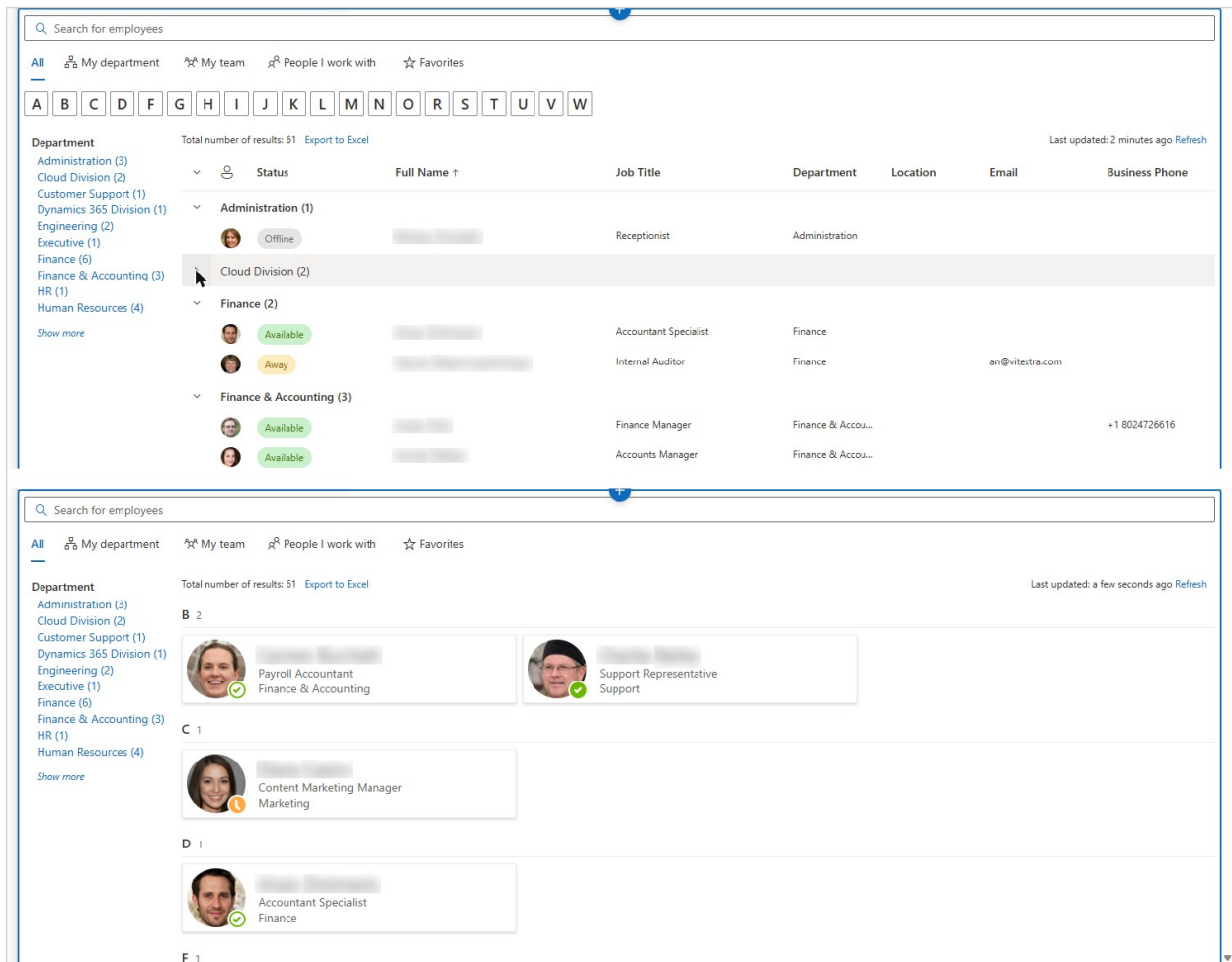


Figure 4. Details and Contact views

Quick Filters

Turns on or off each button of the quick-filter bar above the results. If all filters are off, the bar is hidden.

Table 8. Quick filters

Filter	Shows	Requirements
My department	Colleagues from the department of the signed-in user.	The Department attribute must be filled in for the user.
My team	The user's manager, people with the same manager and the user's direct reports.	Manager relationships in Entra ID.

Filter	Shows	Requirements
People I work with	Frequent contacts ranked by Microsoft 365 (mail, meetings, chats).	People.Read permission.
Favorites	People the user marked with a star.	Stored in the user's browser.

Content Fields

Available for the *Contact* view. Defines which attributes are shown on a card: **Header**, **Secondary**, **Tertiary** and **Optional**. The number of fields depends on the **Size** property: size 2 and larger shows the secondary field, size 4 and larger the tertiary field, size 5 the optional field. The default fields are Full Name, Job Title and Department.

Panel

Configures the employee details pane that opens when a user selects an employee.

Table 9. Panel sections

Section	Description
Manager	The employee's manager.
Direct Reports	The employee's direct reports.
Availability	Free/busy timeline of the employee and of the signed-in user for today.
Local time and working hours	Local time of the employee, time difference and whether the employee is within working hours.
Recent Documents	The last five documents the employee created or modified that the signed-in user can access.
About Me	The About Me text of the profile.
Interests	Interests from the profile.
Skills	Skills from the profile. A skill can be selected to find other people with this skill.

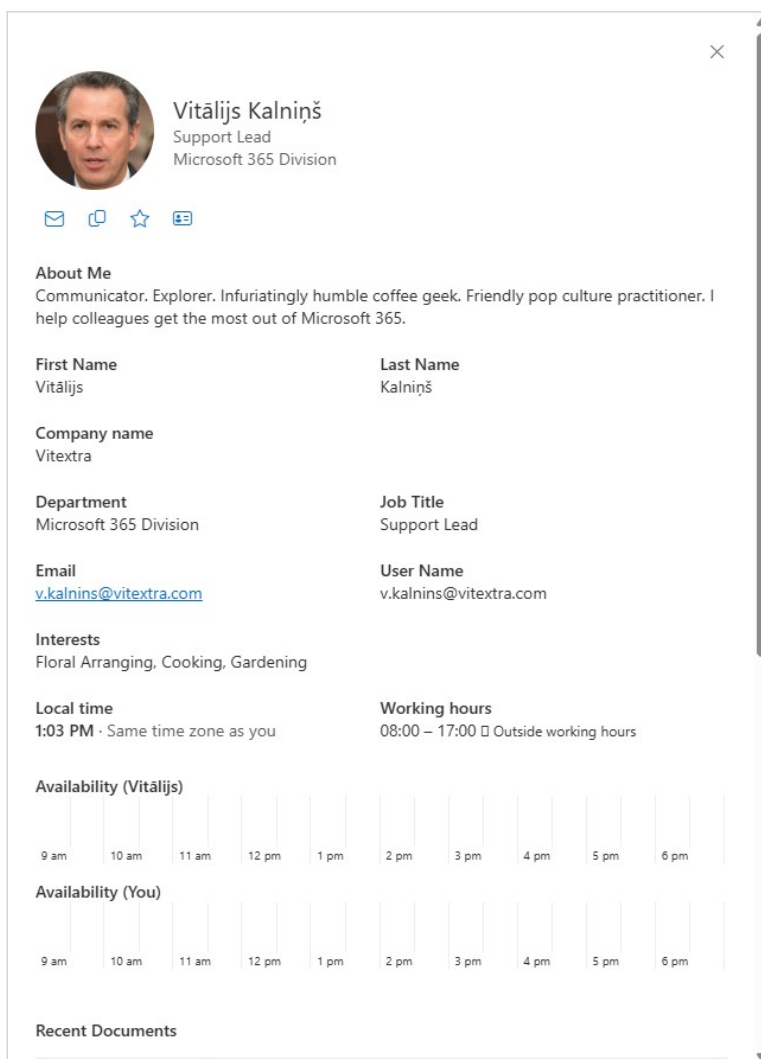


Figure 5. Employee details pane

Context Menu and Quick Actions

Context Menu defines the commands in the menu of each employee; **Quick Actions** defines the buttons shown directly on the card. Both groups contain the same commands:

Table 10. Employee actions

Action	Result	Default (menu / card)
Chat in Teams	Starts a Microsoft Teams chat.	On / On
Call in Teams	Starts a Microsoft Teams call.	On / Off
Send E-mail	Opens a new email in the default mail app.	On / On
Copy e-mail address	Copies the email address to the clipboard.	On / Off

Action	Result	Default (menu / card)
Schedule a meeting	Opens a new Teams meeting with the employee.	On / Off
Download vCard	Downloads a vCard (.vcf) contact file.	On / Off

Export

The **Microsoft Excel spreadsheet** toggle adds the **Export to Excel** link under the search box. The file `employee-directory.xlsx` contains all results of the current search with the columns visible in the list, except the picture and presence. Large result sets are loaded page by page before the file is created. See [KB10062](#).

Refinement Panel

Available for the *User profiles* data source. The panel lets users filter results by attribute values.

Table 11. Refinement Panel properties

Property	Description
Enabled	Shows or hides the refinement panel.
Position	<i>Left, Top</i> or <i>Right</i> .
Refiners → Refine by	Managed property used as a refiner, for example Department or JobTitle. Custom properties must be refinable in the search schema.
Caption	Title of the refiner shown to users.
Sort by	Order of values: <i>Name</i> or <i>Count</i> .
Maximum number of items	Number of values shown before <i>Show more</i> .
Show count	Shows the number of employees for each value.
Order	Position of the refiner in the panel.

Personal App (Microsoft Teams)

Saves the current settings of the web part as the tenant-wide configuration of the Microsoft Teams personal app. See *Microsoft Teams Personal App* below.

About

Shows the product name, license status, version, start date and tenant ID, and a link to the product page. A notification appears here when a new version is available.

Configuring the Employee Directory (Entra ID) Web Part

The Employee Directory (Entra ID) web part always uses Microsoft Entra ID. On initialization it loads the list of users from Entra ID, which enables precise filtering, exclusion rules and alphabetical navigation. Most groups (Appearance, Quick Filters, Content Fields, Panel, Context Menu, Quick Actions, Export, Personal app, About) work as in the Employee Directory web part. The differences are described below.

! Important

In tenants with more than 2,000 active users, the first load of the web part can take several seconds.

Data Source

Table 12. Data Source properties of Employee Directory (Entra ID)

Property	Description
Columns / Custom Columns	As in Employee Directory, plus the Searchable option: the search box looks only in searchable attributes. A searchable attribute can be hidden in the list and on the card.
Filter	Predefined filter built with a visual editor. Records must meet the conditions to be displayed; users cannot override this filter.
Search by skills	Also finds people whose profile skills match the search text.
Sort by / Direction	Any configured column and the sort order.
Display items in pages of:	Number of employees per page (default 20).

The filter editor combines conditions and groups with **AND** / **OR**. Each condition consists of an **Attribute** (built-in or custom), an **Operator** (Equals, Does not equal, Begins with, Contains, Does not contain, Contains data, Is greater than, and others) and a **Value**.

The screenshot shows the 'Employee Directory (Entra ID)' configuration window. It has a sidebar on the right with icons for Data Source, Columns, Custom Columns, and Filter. The main area is divided into sections: 'Data Source' with an expand/collapse arrow, 'Columns' with a 'Configure' button, 'Custom Columns' with a 'Configure' button, and 'Filter'. The 'Filter' section contains a logical expression: '[Full Name] Does not contain [redacted] AND [Full Name] Does not contain [redacted] AND [Department] Equals Marketing OR [Department] Equals Sales'. Below this is an 'Edit Filter' button. At the bottom, there is a 'Search by skills' toggle set to 'Yes' and a 'Sort by' dropdown menu currently showing 'Full Name'.

Figure 6. Filter editor

Refinement Panel

The refinement panel is available for Entra ID. In **Refine by**, select a configured column (including custom columns) instead of typing a managed property name.

Exclude Employees

Table 13. Exclusion rules

Property	Description	Default
Exclude Unlicensed Employees	Hides users without an assigned Microsoft 365 license.	Off

Property	Description	Default
Exclude Employees with blank Department	Hides users whose Department is empty.	Off
Exclude Employees with blank Job Title	Hides users whose Job Title is empty.	On
Exclude blocked users	Hides accounts where sign-in is blocked.	On

Appearance

In addition to the common properties, **Show alphabetical navigation** displays an A–Z bar built from the first letters of employees' last names.

Configuring the New Employees Web Part

The New Employees web part shows member accounts created in Entra ID during the selected period, newest first. It is part of the Employee Directory license.

Table 14. New Employees properties

Group	Property	Description
Data Source	Display items in pages of:	Number of employees shown (1–10, default 10).
Data Source	Show users created for last months	Look-back period in months (1–6, default 3).
Data Source	Filter	Visual filter editor. By default, only enabled accounts are shown (Account Status = Active).
Appearance	Size	Card size (1–5).
Content Fields	Header, Secondary, Tertiary, Optional	Attributes shown on the card.
Context Menu / Quick Actions	—	Same actions as in Employee Directory.



Note

The web part title is entered directly on the page in edit mode. New Employees does not use the details pane.

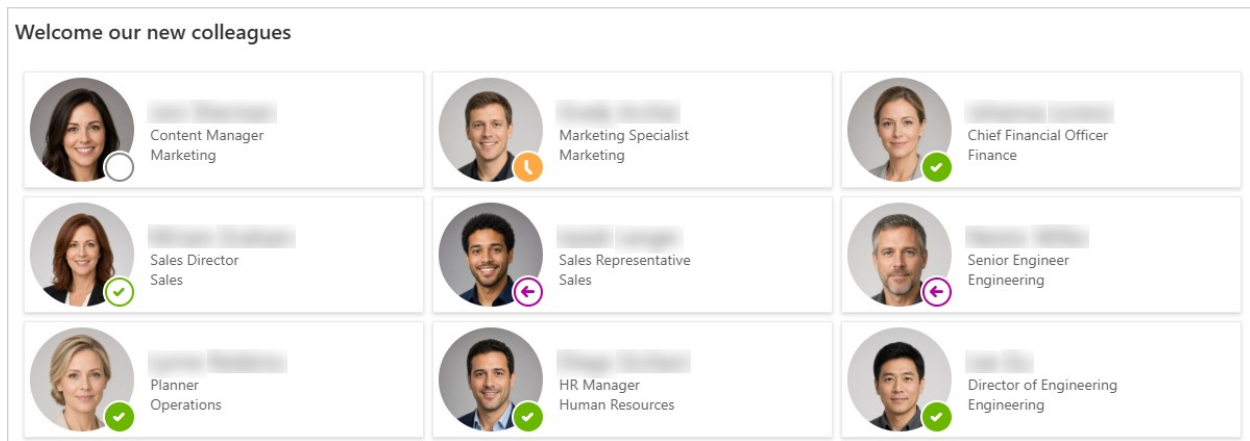


Figure 7. New Employees web part



Tip

Use a filter, for example *Country/Region equals Germany*, to show new hires of one office.

Columns and Custom Attributes

Columns

To configure built-in attributes, click **Configure** under **Columns** in the **Data Source** group. For each attribute you can set:

- **Show in list** — display the attribute as a column in the *Details* view and in the Excel export.
- **Show on card** — display the attribute in the details pane.
- **Searchable** — (Employee Directory (Entra ID) only) use the attribute for search.
- **Caption** — the column title shown to users.
- **Order** — the position of the column.

Show in list	Show on card	Searchable	Column	Caption	Order
☒	☒	☐	Image	Image	1
☒	☒	☐	Status	Status	2
☒	☒	☒	Full Name	Full Name	3
☐	☒	☐	Company name	Company name	4
☒	☒	☒	Job Title	Job Title	5
☒	☒	☒	Department	Department	6
☐	☐	☐	Manager	Manager	7
☐	☒	☒	Location	Location	7
☐	☒	☐	Email	Email	8
☐	☒	☒	Business Phone	Business Phone	9
☐	☒	☐	Office Location	Office Location	10
☐	☒	☒	Cell phone	Cell phone	11
☐	☒	☐	Home Phone	Home Phone	12

Figure 8. Columns editor

Table 15. Built-in attributes

Attribute	Entra ID property	User profile managed property
Full Name	displayName	PreferredName
First Name / Last Name	givenName / surname	FirstName / LastName
Job Title	jobTitle	JobTitle
Department	department	Department
Company name	companyName	OrgNames
Office Location	officeLocation	BaseOfficeLocation
Email	mail	WorkEmail
Business Phone / Cell phone	businessPhones / mobilePhone	WorkPhone / MobilePhone
Manager	manager	Manager
Employee ID / Employee Type	employeeId / employeeType	—
Address, City, State/Province, ZIP/Postal Code, Country/Region	streetAddress, city, state, postalCode, country	—
User Name	userPrincipalName	AccountName
Skills, Responsibilities, Interests, About Me	skills, responsibilities, interests, aboutMe	Skills, Responsibilities, Interests, AboutMe

Note

Attributes are displayed only when they contain data. Skills, interests, responsibilities and About Me are stored in SharePoint profiles and are available only for users with a SharePoint Online license.

Custom Attributes

Click **Configure** under **Custom Columns** and click **Add new item** for each attribute. Enter the attribute name in **Column** and the title in **Caption**, select the display options and click **Save**.

Table 16. Names of custom attributes

Data source	What to enter in Column	Example
Entra ID	Name of a property of the Microsoft Graph user resource, or of a directory extension attribute (extension_<appId>_<name>).	faxNumber, extension_ebe3ddf0..._ipPhone
User profiles	Name of a managed property of the SharePoint search schema mapped to the user profile property.	CostCenter

To find the names of extension attributes synchronized from on-premises Active Directory, see [KB10060](#). To create a searchable user profile property, see [How to Create a Custom Searchable User Profile Property](#).

! Important

Some Entra ID properties cannot be requested with \$select in a list query. If such a property is added, the web part shows an error message; remove the attribute or choose another one.

Microsoft Teams Personal App

In a Teams channel tab, the web part keeps its own settings, which are edited in the tab. The **personal app** has no property pane; it uses a tenant-wide configuration that you save from a SharePoint page:

1. Add the Employee Directory or Employee Directory (Entra ID) web part to any SharePoint page and configure it.
2. In the property pane, expand **Personal app (Microsoft Teams)**.
3. Click **Save Settings**. The message *Saved successfully*. confirms the operation.

 Note

One configuration is stored per tenant and product; each save replaces the previous one without versioning. Users see the change the next time they open the personal app.

End-User Features

This section summarizes how the main features behave, so that administrators can answer users' questions.

- **Search.** With User profiles, the search supports partial words, phonetic matching and nicknames. With Entra ID, the query is matched against the searchable attributes.
- **Search by skills.** Matching skills are shown first in the Skills column. In the details pane, selecting a skill finds everyone with this skill.
- **Favorites.** Users mark colleagues with a star. The list is stored per user in the browser and is not available on other devices.
- **Presence.** The Teams presence (Available, Busy, Do not disturb, Away, Out of Office and others) is shown on the picture.
- **Availability and local time.** Based on the employee's Outlook calendar and working hours in mailbox settings.
- **Recent documents.** Found with SharePoint Search and trimmed by the permissions of the signed-in user.
- **vCard.** The downloaded .vcf file contains the employee's contact details, such as name, job title, phone numbers and email, and can be imported into Outlook or a phone.

Updating the Product

To install a new version, upload the new `vitextra.employee-directory.sppkg` file to the App Catalog and confirm replacing the existing package. The web parts on all pages are updated automatically, and their settings are preserved.

If the new version requests additional Microsoft Graph permissions, approve them in **Advanced** → **API access**. If you use the Teams app, run **Add to Teams** (Sync to Teams) again.



Note

Starting with version 26.9, the product uses calendar versioning (year.month.build). Version 26.9 removed the legacy Delve link and the Memberships section of the details pane.

Uninstalling

1. Remove the web parts from all pages where they are used.
2. On each site where the app was added, go to **Site contents**, select **Vitextra Employee Directory** and click **Remove**.
3. In the App Catalog, select the app and click **Delete**. Delete it from the recycle bin of the App Catalog site if needed.
4. In the Teams admin center, remove or block the **Vitextra Employee Directory** app if it was synchronized with Teams.
5. Optionally, remove the approved permissions of the *SharePoint Online Web Client Extensibility* application in **API access** if no other solution uses them.

Troubleshooting and FAQ

The web part shows no data or an error about permissions.

Check that the Microsoft Graph permissions are approved in **Advanced** → **API access**. Permission changes can take up to several minutes to take effect; ask users to refresh the page.

New or changed employees do not appear with the User profiles data source.

User profiles are found through SharePoint Search, so changes appear only after the profiles are crawled, which can take from several hours to a day. Use the Entra ID data source if real-time data is required.

"People I work with" returns no people.

Make sure that **People.Read** is approved. A user with little interaction history in Microsoft 365 can have no frequent contacts yet.

"My department" or "My team" returns no people.

These filters use the Department and Manager attributes of the signed-in user. Fill them in Entra ID or in the HR system that synchronizes them.

Local time or availability is not shown.

Check that the **Availability** and **Local time and working hours** sections are on and that **Calendars.Read** is approved. The employee needs an Exchange Online mailbox with working hours set in Outlook.

Favorites disappeared.

Favorites are stored in the browser. They are lost when browser data is cleared and are not available in another browser, on another device or in private mode.

Service accounts and meeting rooms appear in the directory.

In Employee Directory (Entra ID), use the **Exclude Employees** rules or a predefined **Filter**.

In Employee Directory with Entra ID, turn on **Show only users with non-empty department**. With User profiles, hide such accounts from address lists or exclude them with a **Predefined Query**, for example `-Department:Resources`.

Can the directory be used on SharePoint Server?

No. Employee Directory for Microsoft 365 is an SPFx solution for SharePoint Online and Microsoft Teams only.

Appendices

Additional Resources

- [Employee Directory product page](#)
- [KB10035. How to Install a Vitextra Product in SharePoint Online](#)
- [KB10037. Manage Your Subscription](#)
- [KB10049. Custom Attributes in Employee Directory](#)
- [KB10060. Employee Directory Custom Attributes with Entra ID](#)
- [KB10062. Export Employee List into an Excel Spreadsheet](#)
- [KB10064. Employee Directory. Solution Overview](#)
- [KB10199. Customize the Employee Details Pane](#)
- [KB10207. The New Employees Web Part](#)

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