KNOWLEDGE BASE ARTICLE

Customizing the Employee Details Pane in Employee Directory

2026 © Vitextra SIA. All rights reserved.

Disclaimer

For the purposes of this Disclaimer:

- **Company** (referred to as either "the Company", "We", "Us" or "Our" in this Disclaimer) refers to Vitextra SIA, LV-1009 Riga, Matise iela 61 - 25.
- **Document** refers to the Knowledgebase Article.
- **You** means the individual accessing the Document, or the company, or other legal entity on behalf of which such individual is accessing or using the Document, as applicable.
- **Website** refers to Vitextra, accessible from https://vitextra.com

Disclaimer

The information contained in the Document is for general information purposes only.

The Company assumes no responsibility for errors or omissions in the contents of the Document.

In no event shall the Company be liable for any special, direct, indirect, consequential, or incidental damages or any damages whatsoever, whether in an action of contract, negligence, or other torts, arising out of or in connection with the use of the contents of the Document. The Company reserves the right to make additions, deletions, or modifications to the contents in the Document at any time without prior notice.

Errors and Omissions Disclaimer

The information given by the Document is for general guidance on matters of interest only. Therefore, errors can occur even if the Company takes every precaution to ensure that the Document's content is current and accurate. Plus, given the changing nature of laws, rules, and regulations, there may be delays, omissions, or inaccuracies in the information contained in the Document.

The Company is not responsible for any errors or omissions, or for the results obtained from the use of this information.

Fair Use Disclaimer

The Company may use copyrighted material that the copyright owner has not explicitly authorized. The Company is making such material available for criticism, comment, news reporting, teaching, scholarship, or research.

The Company believes this constitutes a "fair use" of any such copyrighted material as provided for in section 107 of the United States Copyright law.

If You wish to use copyrighted material from the Document for your own purposes that go beyond fair use, You must obtain permission from the copyright owner.

"Use at Your Own Risk" Disclaimer

All information in the Document is provided "as is", with no guarantee of completeness, accuracy, timeliness or of the results obtained from the use of this information, and without warranty of any kind, express or implied, including, but not limited to warranties of performance, merchantability and fitness for a particular purpose.

The Company will not be liable to You or anyone else for any decision made or action taken in reliance on the information given by the Service or for any consequential, special or similar damages, even if advised of the possibility of such damages.

Contact Us

If you have any questions about this Disclaimer, You can contact Us by email: support@vitextra.com.

Table of contents

Introduction 4

Supported Web Parts 4

Details Pane Layout 4

- **Employee Name Section** 5
- **Manager and Direct Reports Sections** 5
- **Built-in Attributes** 6

Employee Attribute Display Options 9

Web Part Settings 10

Summary 10

Terms 11

Introduction

Employee Directory streamlines how you manage and display employee information across your organization. It offers extensive customization for the employee details pane, so you can tailor the way employee information appears to suit your needs.

This article gives a complete overview of the customization options available for the details pane in the Employee Directory.

Supported Web Parts

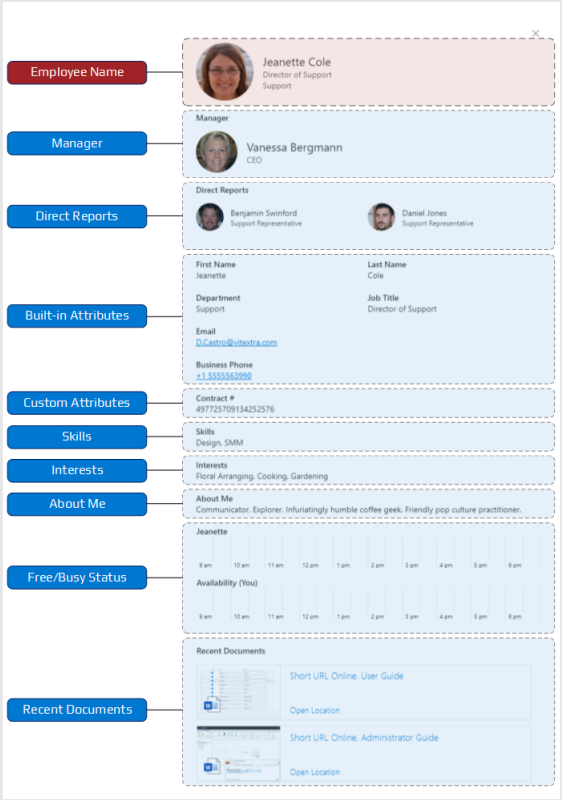
Employee Directory and **Employee Directory (Entra ID)** support details pane customization.

Note

The New Employees web part does not support the details pane and instead uses a native Microsoft 365 **Profile Card**, which cannot be customized.

Details Pane Layout

The employee details pane consists of ten sections; nine of them can be customized or hidden. Its layout is shown below:



Details Pane Layout

Employee Name Section

The **Employee Name** section, located at the top of the pane, includes the user's profile image, display name, department, and job title. This section cannot be modified or removed.

Note

The Employee Name section cannot be changed or hidden.

Manager and Direct Reports Sections

The **Manager** and **Direct Reports** sections show where an employee sits in the company's organizational structure. They can't be customized, but you can hide them. Their information comes from **Microsoft Graph**, regardless of the selected data source (**Entra ID** or **SharePoint User Profile**).

Warning

The Manager and Direct Reports sections get their information from Microsoft Graph, regardless of the selected data source. Administrators must approve the required permissions for these sections to display data.

Built-in Attributes

The Employee Directory supports twenty-four employee profile properties. The table below lists the attributes available for displaying employee information, along with how each maps to Entra ID user objects and the SharePoint **Search Service** schema:

Attribute	Type	Entra ID	User Profile
About Me	String	aboutMe	Description
Address	String	streetAddress	N/A
Business Phones	String collection	businessPhones	WorkPhone
Cell phone	String	mobilePhone	MobilePhone
City	String	city	N/A
Company Name	String	companyName	OrgNames
Country	String	country	N/A
Department	String	department	Department
E-Mail	String	mail	WorkEmail
Employee ID	String	employeeId	N/A
Employee Type	String	employeeType	N/A
First Name	String	givenName	FirstName
Full Name	String	displayName	Title**
ID***	String	id	DocId
Interests	String collection	interests	Interests
Job Title	String	jobTitle	JobTitle

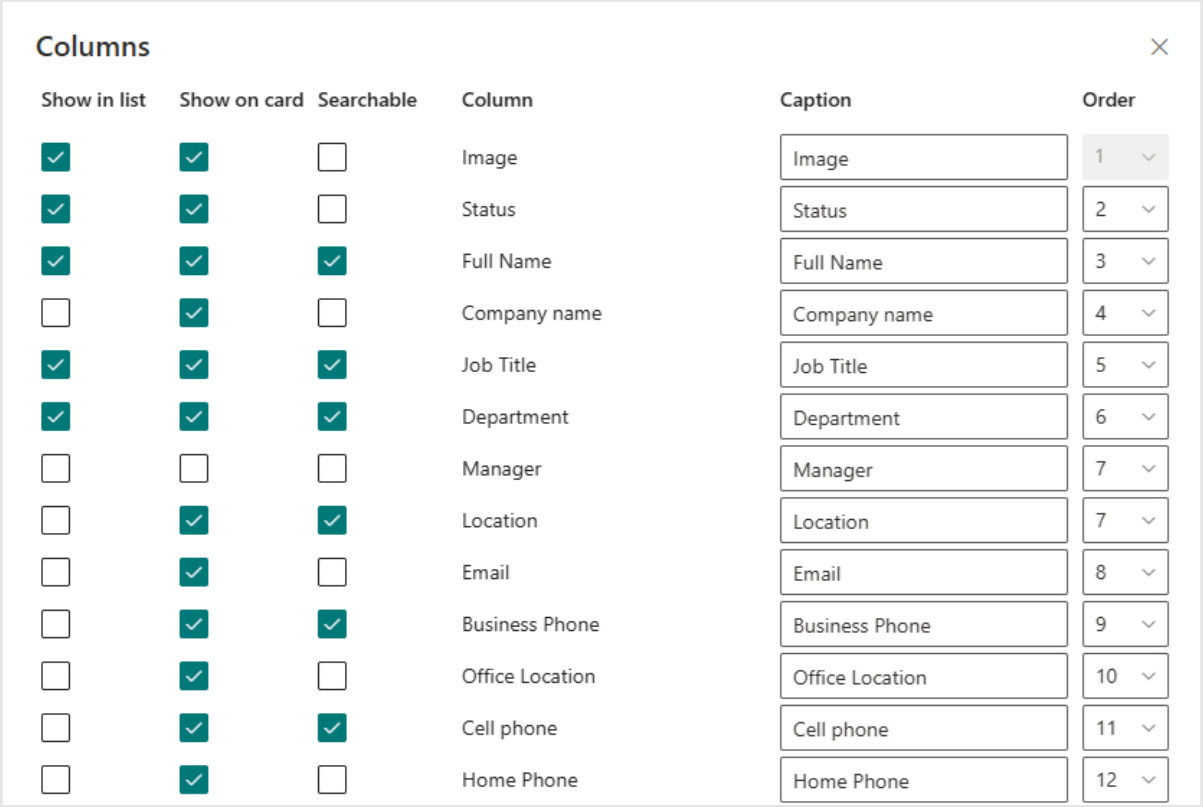
Attribute	Type	Entra ID	User Profile
Last Name	String	surname	LastName
Office Location	String	officeLocation	BaseOfficeLocation
Past Projects	String collection	pastProjects	PastProjects
Responsibilities	String collection	responsibilities	Responsibilities
Schools	String collection	schools	Schools
Skills	String collection	skills	Skills
State	String	state	N/A
User Name	String	userPrincipalName	UserName
ZIP/Postal Code	String	postalCode	N/A

* **Managed Property** of SharePoint search schema.

** If the Title property is empty, the web part uses the PreferredName property.

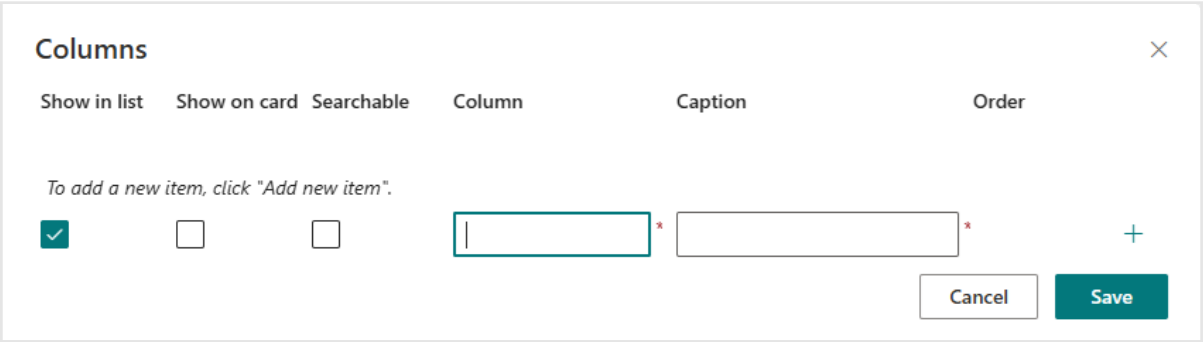
*** Attribute cannot be displayed on the details pane.

The image below shows an example of the built-in attributes section. The web part does not support changing the order in which fields appear.



Built-in Attributes Section

The **Custom Attributes** section contains the custom profile attributes specified in the web part settings.



Custom Attributes Settings

Tip

The Employee Directory displays built-in and custom employee attributes only when they contain data.

The **Skills**, **Interests**, and **About Me** sections display the corresponding information about the employee. These three attributes have their own sections because they can only appear on the details pane.

The **Free/Busy Status** section shows basic free/busy information from the employee's mailbox. The top of the section also shows the signed-in user's own availability for scheduling meetings.

The **Recent Documents** block displays the last five documents the employee created or edited.

Note

The Recent Documents section displays only the documents that the currently signed-in user has permission to access.

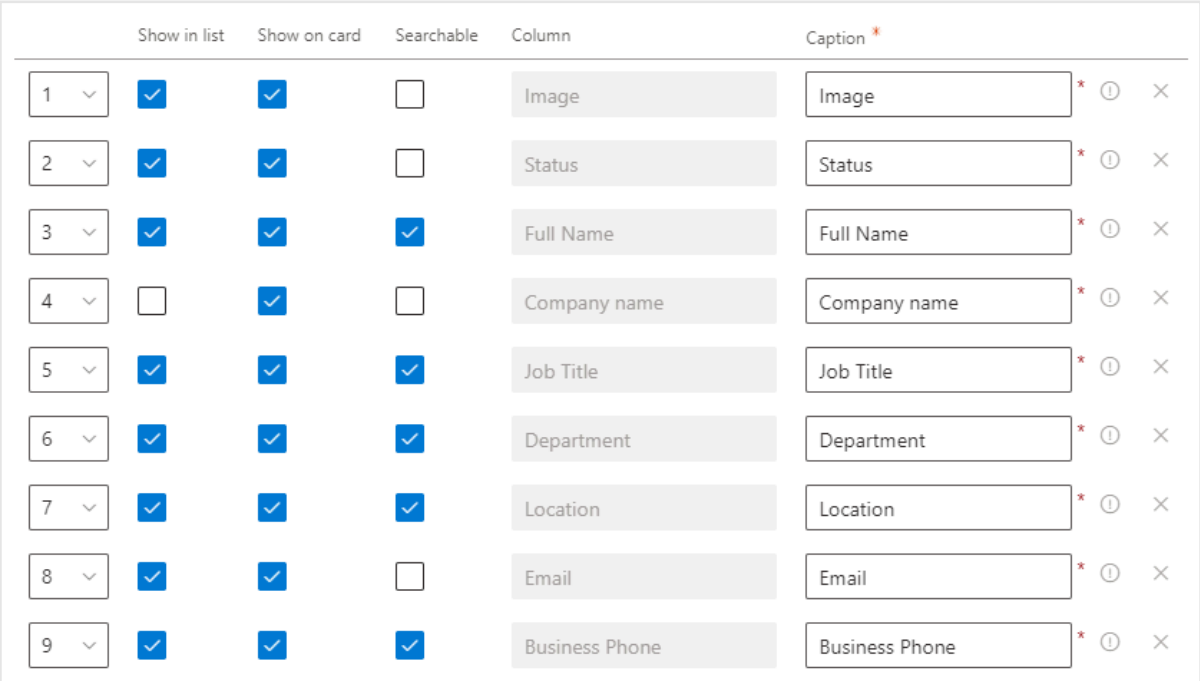
Employee Attribute Display Options

Both built-in and custom attributes offer two display options:

- **Show in list** — display the attribute in the list view.
- **Show on card** — display the attribute on the employee details pane.

Tip

The Employee Directory (Entra ID) web part lets you define searchable attributes. Such attributes can be hidden so they don't appear in the list or the details pane.



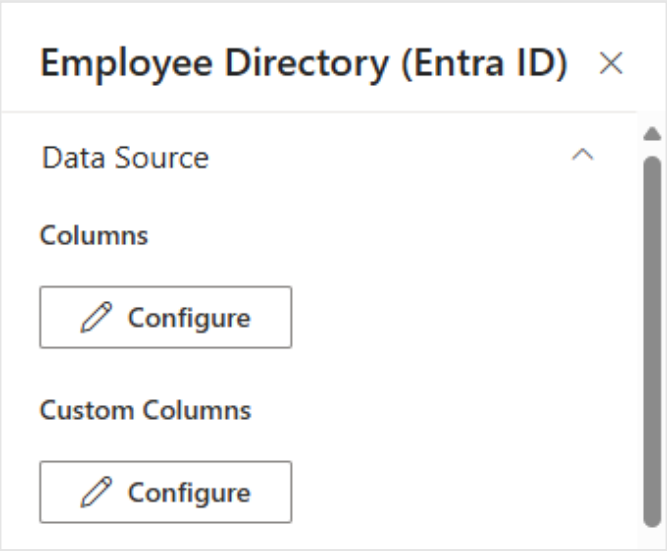
Built-in Attributes Settings

Web Part Settings

To configure the employee details pane:

1 Open the page in edit mode.
2 Open the web part settings.
3 Scroll to the **Panel** property group and choose the sections you want to display.

You configure the **Built-in Attributes** and **Custom Attributes** sections using the **Columns** and **Custom Columns** properties.



Columns properties of the web part

Note

By default, the web parts display all built-in employee attributes on the details pane.

Summary

The Employee Directory offers extensive customization for the employee details pane, so organizations can tailor how employee information appears to meet their specific needs.

With support for both built-in and custom attributes — plus dedicated sections such as Skills, Interests, and Recent Documents — it provides a comprehensive, flexible way to present employee information and keep the most relevant details readily accessible to users.

Terms

Managed Property
A managed property in the SharePoint search schema defines what data from crawled properties is included in the search index. Managed properties have a large number of settings that determine how the content is shown in search results. Managed properties can be used in search queries to specify which information to return.

Microsoft Entra ID
Microsoft Entra ID (formerly Azure Active Directory) is a cloud-based identity and access management service offered by Microsoft. It allows organizations to efficiently manage and secure their users' identities and access to a variety of resources, both internal and external. These resources include Microsoft 365, the Azure platform, and thousands of other software-as-a-service (SaaS) applications.

Microsoft Graph
Microsoft Graph is a REST API secured with Microsoft Entra ID (formerly Azure Active Directory) and OAuth 2.0. It provides a single endpoint for accessing data and services in Microsoft 365, such as SharePoint, Outlook, OneDrive, Teams, and others.

Profile Card
A profile card in Microsoft 365 displays information related to a person, such as contact details, organizational chart view, recently used documents, emails, and others.
The profile card may look different depending on the application you use. Outlook, Teams, SharePoint, OneDrive, and other Microsoft 365 services support the profile card.

Search Service
The SharePoint Search Service Application provides enterprise search functionality, including crawling, indexing, and querying, and helps users find the most relevant information. The Search Service Application is available both in on-premises SharePoint Server deployments and in SharePoint Online.

User Profile
A user profile is a set of properties that describe a user. The properties include basic information about the user, contact details, and other data. The user profile is used by services such as Delve, My Site, and others.

Terms