

KNOWLEDGE BASE ARTICLE

Customize Employee Details Pane

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Vitextra [Employee Directory](#) version [4.10.6](#) or later supports employee details pane customization. This article describes which customization options are available for the details pane.

Supported Web Parts

Employee Directory and Employee Directory (Azure AD) support details pane customization.

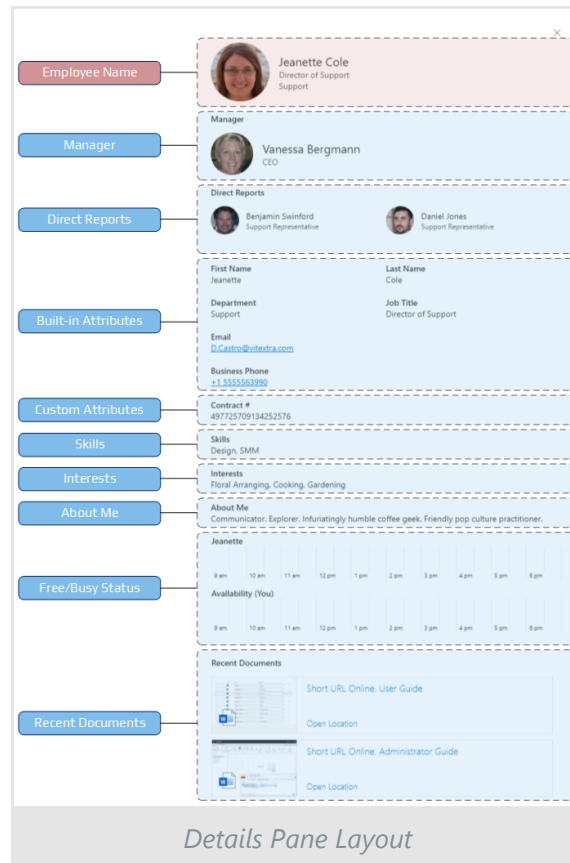
Note

The New Employees web part does not support the details pane. Instead, it uses a native Microsoft 365 **Profile Card** that can not be customized.

Details Pane Layout

The employee details pane contains ten sections of information, nine of which can be changed or hidden.

The layout of the details pane can be seen in the image below:



The **Employee Name** section is located at the top of the pane and contains the user profile image, display name, department, and job title. The web parts don't support modification of the Employee Name section. Also, it's impossible to remove this section from the details pane.

Note

You can not change or hide the Employee Name section from the details pane.

Manager and **Direct Reports** sections display information about an employee's position in the company's organizational structure. The sections don't support customization, but you can hide them.

The Employee Directory retrieves all employee profile pictures from Azure AD regardless of the selected data source.

⚠ Warning

The Manager and Direct Reports sections get information from **Microsoft Graph** regardless of the selected data source (**Azure AD** or **SharePoint User Profile**). Administrator needs to approve the required permissions so that these sections contain data.

Built-in Attributes. The Employee Directory supports twenty-four employee profile properties. The table below shows the attributes available for displaying employee information, including mapping them to Azure AD user object and **Search Service** schema.

| Attribute | Type | Azure AD | 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 |

| Attribute | Type | Azure AD | User Profile |
|------------------|-------------------|-------------------|--------------------|
| Full Name | String | displayName | Title** |
| ID*** | String | id | DocId |
| Interests | String collection | interests | Interests |
| Job Title | String | jobTitle | JobTitle |
| 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.

** In case of Title property is empty the web part uses PreferredName property.

*** Attribute can not be displayed on the details pane.

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

| | |
|-------------------------------------|---------------------------------|
| First Name Diana | Last Name Castro |
| Company name Vitextra | Office Location 101 |
| Department Marketing | Job Title Copywriter |
| Employee Type Employee | ID 1004 |
| Email [redacted] | User Name [redacted] |
| Business Phone [redacted] | |
| Cell phone [redacted] | |
| Address [redacted] | |
| Country/Region USA | State/Province NY |
| City Syracuse | ZIP/Postal Code 13221 |

Built-in Attributes Section

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

| | Show in list | Show on card | Searchable | Column * | Caption * |
|-----|-------------------------------------|-------------------------------------|-------------------------------------|-----------------------|----------------|
| 1 ▾ | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | extensionAttribute1 * | IP Phone * ⓘ ✕ |
| 2 ▾ | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | extensionAttribute2 * | Grade * ⓘ ✕ |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Column * | Caption * ⓘ + |

Save **Cancel**

Custom Attributes Settings

Tip

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

Skills, Interests, and **About Me** sections display corresponding information about the employee. These three attributes are separated into specific sections since they can only be displayed on the employee details panel.

Free/Busy Status section displays basic free/busy information based on the employee mailbox. In addition, the upper part of the section shows information about the current authorized user's availability for scheduling meetings.

Recent Documents block displays the last five documents the user created or edited.

Note

The Recent Documents section displays only those documents to which the currently signed-in user has rights.

Employee Attribute Display Options

Both built-in and custom attributes have two options for displaying information:

- 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 (Azure AD) web part allows you to define searchable attributes. Such attributes may be hidden and not displayed in the list or the details panel.

| | Show in list | Show on card | Searchable | Column | Caption * | | |
|-----|-------------------------------------|-------------------------------------|-------------------------------------|----------------|----------------|---|-----|
| 1 ▾ | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Image | Image | * | ⓘ × |
| 2 ▾ | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Status | Status | * | ⓘ × |
| 3 ▾ | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Full Name | Full Name | * | ⓘ × |
| 4 ▾ | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Company name | Company name | * | ⓘ × |
| 5 ▾ | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Job Title | Job Title | * | ⓘ × |
| 6 ▾ | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Department | Department | * | ⓘ × |
| 7 ▾ | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Location | Location | * | ⓘ × |
| 8 ▾ | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Email | Email | * | ⓘ × |
| 9 ▾ | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Business Phone | Business Phone | * | ⓘ × |

Built-in Attributes Settings

Web Part Settings

To configure the employee details pane:

- 1 Open the page in edit mode
- 1 Open web part settings
- 1 Scroll down the Panel property group and choose the sections you need to display

Configuration of the **Built-in Attributes** and **Custom attributes** sections is available using Columns and Custom Columns properties.

Employee Directory (Azure ...

Data Source

Columns

Configure

Custom Columns

Configure

Filter

Configure

Columns properties of the web part

Note

The web parts display all built-in employee attributes on the details pane by default.

Terms

Azure AD (Active Directory)

Azure Active Directory is a cloud-based identity provider which allows employees in your organization sign in and get access to Microsoft 365 as well as many other SaaS applications.

Managed Property

A Managed property in the SharePoint search schema defines what data from crawled properties are included in the search index.

Managed properties have a large number of settings to determine how the contents are shown in search results. Managed Properties may be referred to in search queries to specify which information you need to return.

Microsoft Graph

REST API secured with Azure Active Directory (Azure AD) and Open Authorization (OAuth 2.0) provides a single endpoint to provide access to data and services in Microsoft 365 such as SharePoint, Outlook, OneDrive, Teams, and others.

Profile Card

Profile cards in Microsoft 365 display 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

SharePoint Search Service Application provides enterprise search functionality, including crawling, indexing, and searching, and allows you to find the most relevant information. The Search Service Application is available for both

Terms

on-premises SharePoint Server deployment and 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 for such services as Delve, My Site, and others