KNOWLEDGE BASE ARTICLE

Customizing the Employee Details Pane in Employee Directory

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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

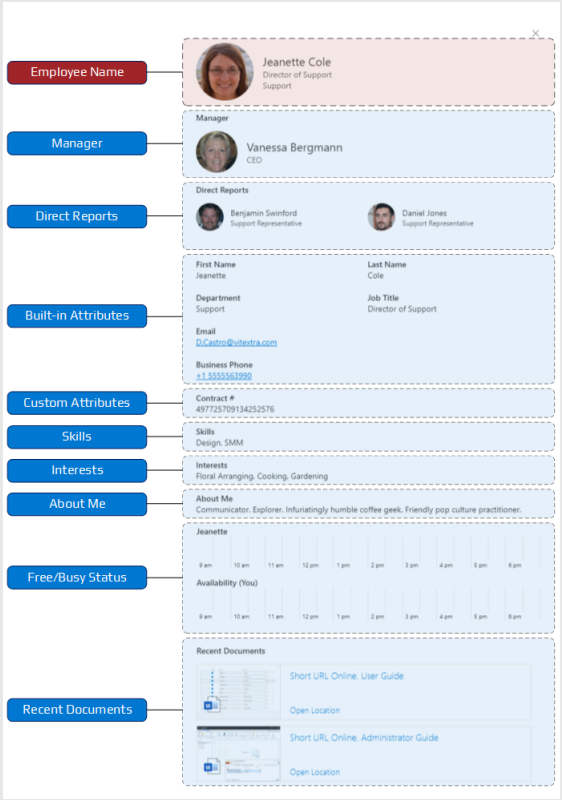
Employee Directory and **Employee Directory (Entra ID)** support details pane customization.

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

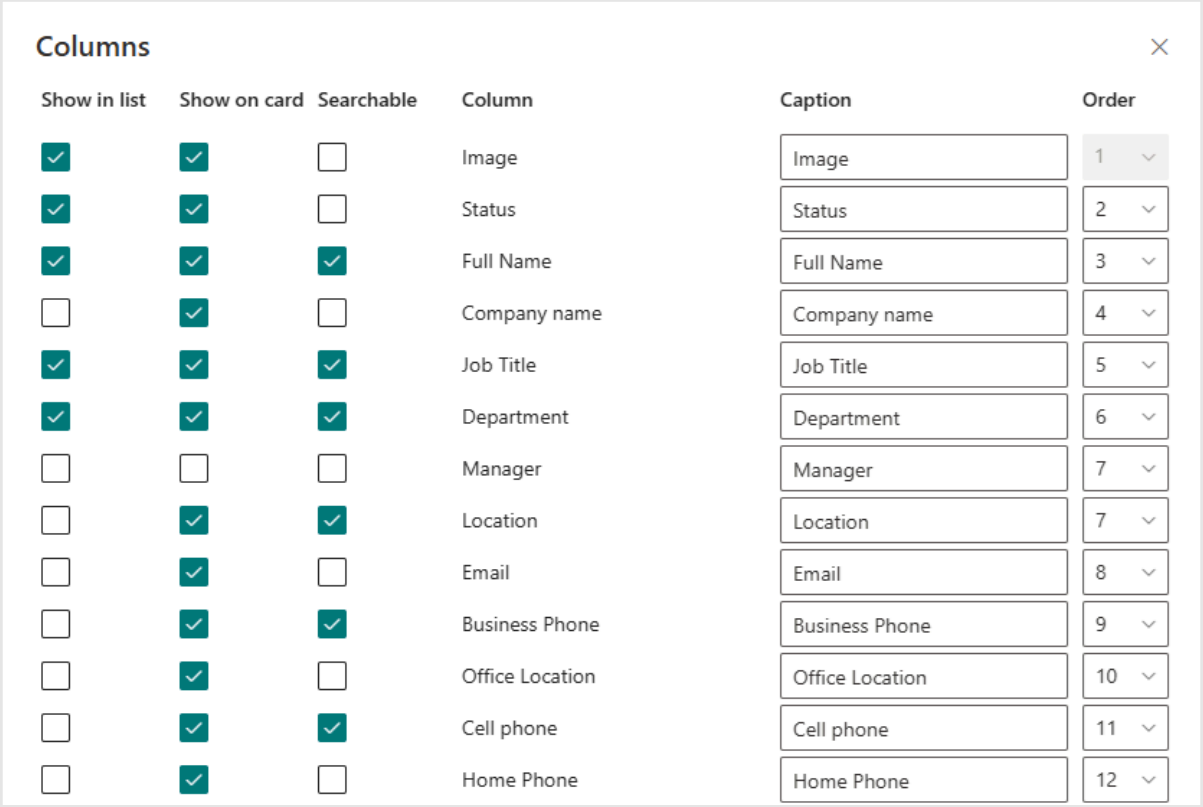
Attribute	Type	Entra ID	User Profile
Last Name	String	surname	LastName
Office Location	String	officeLocation	BaseOfficeLocation
Past Projects	String collection	pastProjects	PastProjects
Responsibilities	String collection	responsibilities	Responsibilities
Schools	String collection	schools	Schools
Skills	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.

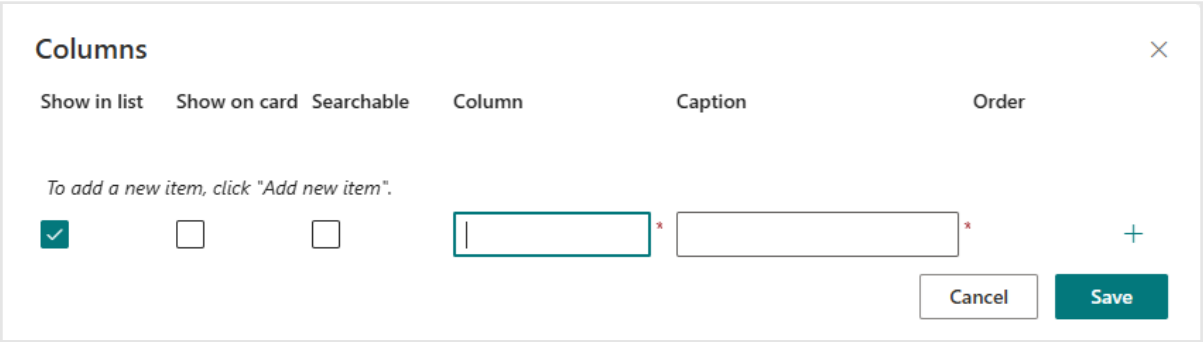
*** Attribute cannot be displayed on the details pane.

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.

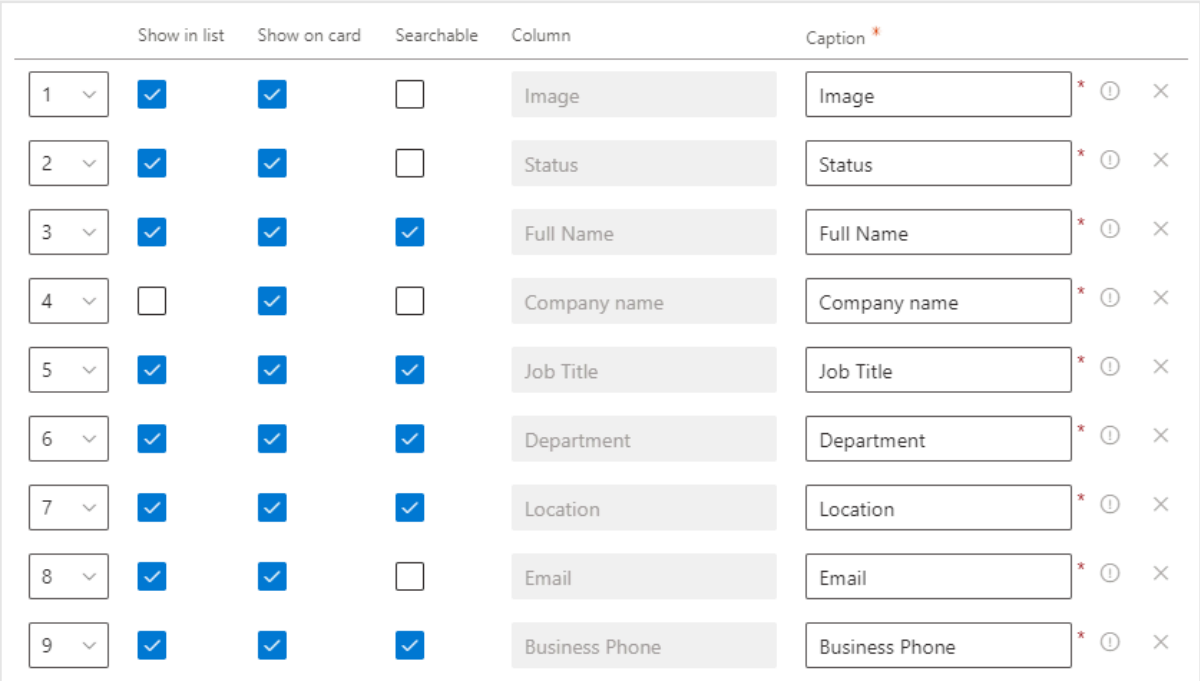
Employee Attribute Display Options

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.



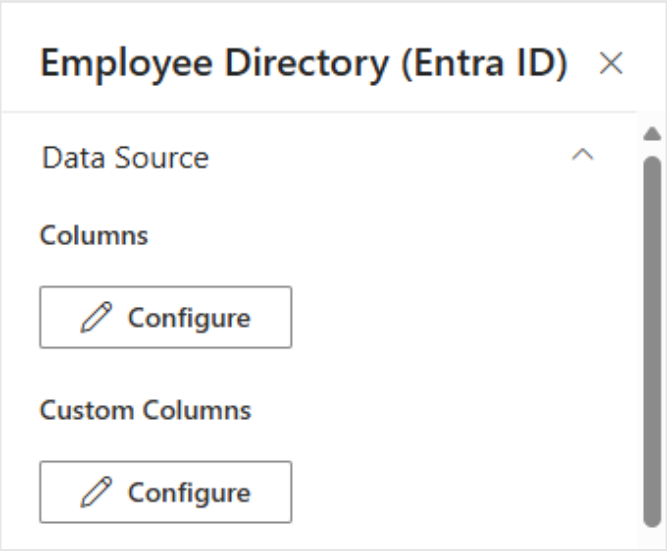
Built-in Attributes Settings

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