KNOWLEDGE BASE ARTICLE

Employee Details. Solution Overview



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

The profile header 4

Overview tab and cards 5

Tabs 6

Self-service profile 7

  Changing job title, department and other core data 8

Navigation between employees 8

Configuration for administrators 8

Connection with Employee Directory 9

Themes and languages 9

Data and permissions 9

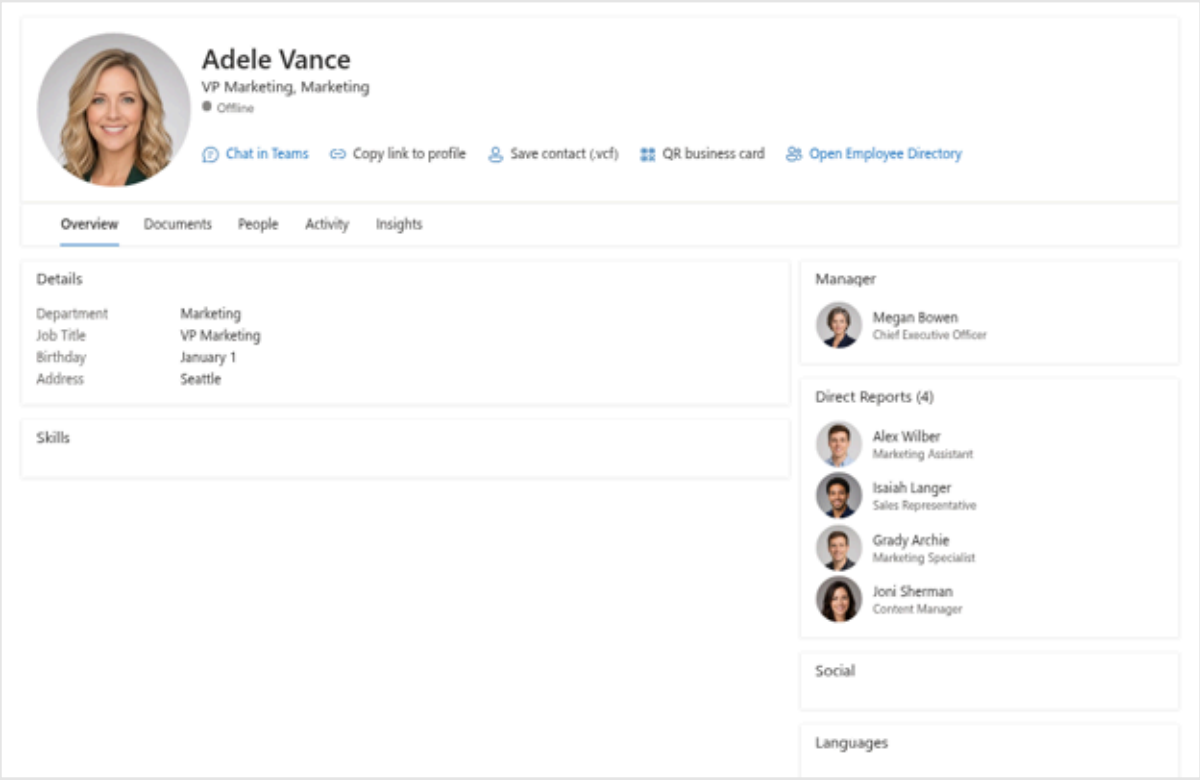
System requirements 10

Terms 12

Introduction

A name in a directory is rarely enough. Before a call, a new hire wants to know who a colleague is, who they report to, what they are good at and whether this is a good time to reach them. Managers, HR and project leads need the same context - and employees want a place where they can keep their own information up to date without opening a ticket.

Vitextra Employee Details is a **web part** for **SharePoint Online** that turns this into a single personal page for every employee. It reads the data your organization already maintains in **Microsoft Entra ID** and **Microsoft 365** through the **Microsoft Graph** API - contact details, manager and direct reports, presence, calendar availability, documents and more - and lets employees edit their own skills, languages, social accounts and other profile sections. There is no separate employee database to maintain.



The Employee Details web part on a SharePoint page

This article gives an overview of what the web part does and how its parts fit together. For step-by-step setup instructions, see KB50029. How To Add and Configure the Employee Details Web Part; for a walkthrough aimed at end users, see KB10280. Employee Details: A Quick Guide for End Users.

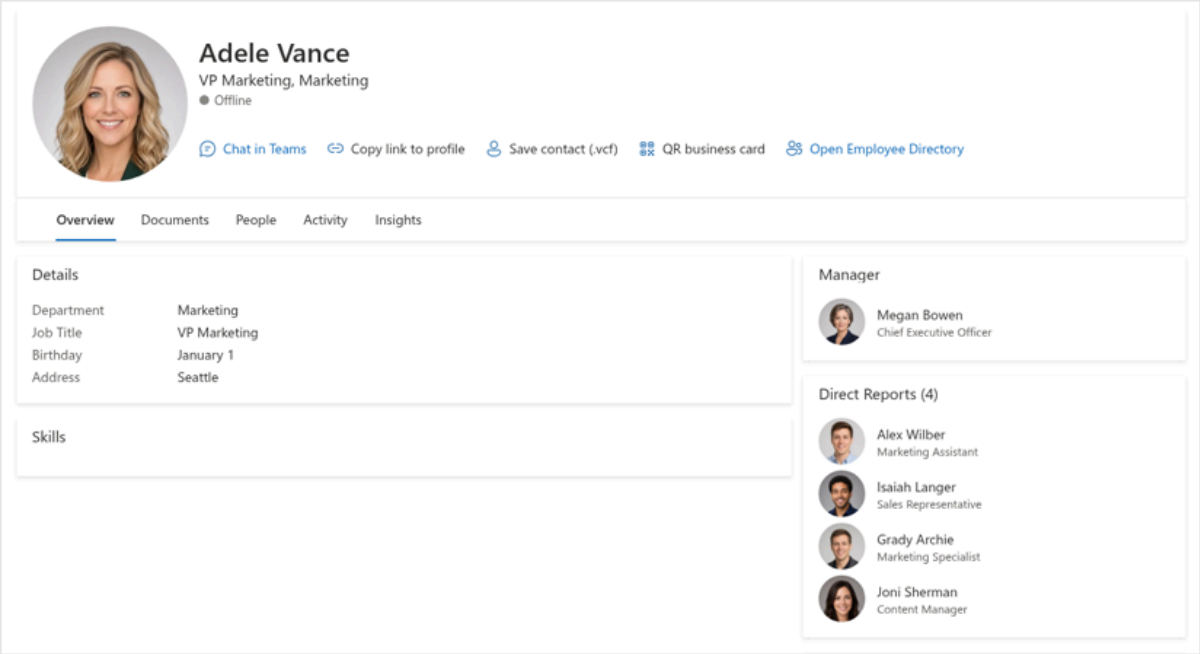
The profile header

The top of the page is a header with the employee's photo, name, job title and contact details. Next to the photo, the header shows live information that helps you decide how and when to get in touch:

- **Presence** - the employee's **Microsoft Teams** presence: Available, Busy, Do not disturb, Away or Offline.
- **Out of office banner** - when the employee is out of office, a banner with the out-of-office message is shown.
- **Years with the company and anniversaries** - a badge with the length of service, and badges that count down to the next work anniversary and birthday.

A row of quick actions completes the header:

- **Chat in Teams** - starts a Microsoft Teams chat with the employee.
- **Copy link to profile** - copies the address of the employee's page.
- **Save contact (.vcf)** - downloads the employee's contact card that can be imported into Outlook or a phone.
- **QR business card** - shows a **QR code** that adds the contact when scanned with a phone camera.
- **Open Employee Directory** - opens the page with Employee Directory, if the administrator has specified it.
- **Back** - returns to the previous employee after you navigated to a manager, a direct report or a colleague.



The profile header with presence and quick actions

Overview tab and cards

The **Overview** tab collects the information people look for most often in cards. An

administrator can show or hide each of them.

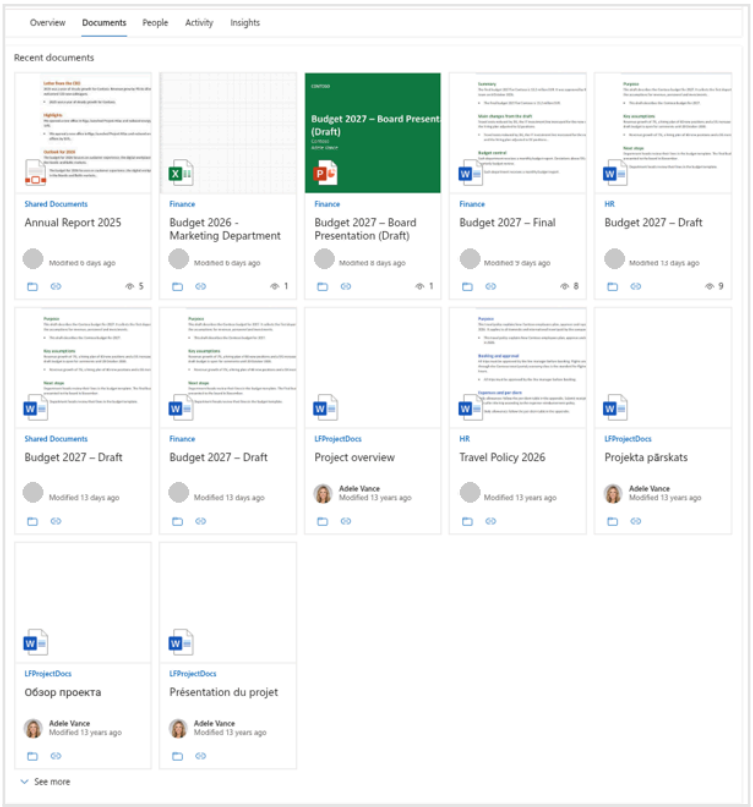
Card	What it shows
Profile completeness	A percentage with a **list** of what to add. Only the owner of the profile sees it.
About me	The "About me" text and the lists of interests, responsibilities, past projects and schools.
Details	A configurable list of attributes: company, department, job title, employee ID, hire date, birthday, phones, address and others, plus optional custom attributes.
Skills	The employee's skills as tags. Skills that come from other sources, such as the **SharePoint user profile**, are styled differently.
Availability	Local time, the time difference with your time zone, working hours, and a free/busy strip for today for the employee and for you, with a **Schedule a meeting** button.
Manager and **Direct reports**	The reporting line. Click a name to open that person's page in the same web part.
Social Media	Links to the employee's accounts: Facebook, GitHub, Instagram, LinkedIn, Telegram, X (Twitter) and YouTube.
Languages	The languages the employee speaks, with the proficiency level.

Tabs

Next to **Overview**, the page can show up to eight more tabs:

- **Documents** - Documents authored by the employee, sorted by last modification time, with actions to open the containing folder and copy a file link.
- **Projects**, **Education**, **Awards** and **Certificates** - the sections of the professional profile that the employee maintains.
- **People** - the colleagues the employee works with and the external contacts they communicate with, as determined by Microsoft 365.
- **Activity** - SharePoint site pages authored by the employee, sorted by last modification time.

- **Insights** - documents shared with the employee, trending documents and documents the employee used, as calculated by Microsoft 365.



Tabs of the employee page

Note

If a section such as Projects or Awards is empty, it is hidden from everyone except the owner of the profile, so that visitors do not see empty tabs. The owner keeps the tab to be able to add the first item.

Self-service profile

Employees keep their own page up to date. On their own profile, an edit button appears on the cards and tabs they can change:

- **Skills** - name and proficiency level (Elementary, Limited Working, General Professional, Advanced Professional, Expert).
- **Languages** - the language and the proficiency level for reading, speaking and writing.
- **Social accounts** - the service and the user name.
- **About me**, **interests**, **responsibilities**, **past projects** and **schools**.
- **Projects**, **education**, **awards** and **certificates**.

For skills, languages and social accounts, the employee also chooses the **audience** of every item: only the employee (**Me**), the **Organization** or **Everyone**.

Warning

An employee can edit only their own page. When you open a colleague's page, you see it read-only. Items that are synchronized from other sources, such as the SharePoint user profile or Microsoft Entra ID, are shown but cannot be changed in the web part.

Changing job title, department and other core data

Most core properties - job title, department, company, office, phone numbers and address - can be changed in Microsoft Entra ID only by an administrator. For this case, the **Details** card can offer a **Request a change** button. The employee picks the property, enters the new value and an optional comment, and the web part sends the request, together with the data of the employee and the manager, to an approval flow that your administrator has set up in **Power Automate** (or to any other web address that accepts a request). The button is shown only when the administrator has specified the address of the flow.

Navigation between employees

When the **Navigation** option is on, the names in the **Manager**, **Direct reports** and **People** sections are links. A click opens that employee's page in the same web part, without leaving the SharePoint page, and the **Back** button returns to the previous person. The address of the page changes with every employee (`?user=<user principal name>`), so you can copy it and send a link to any profile. The same address can be used from any other place, for example from a link in a **news post** or from Employee Directory.

Configuration for administrators

The web part has no separate database or admin portal - everything is configured in its property pane on the SharePoint page:

- **Which employee is shown** - the current user (for a personal page), a specific user, or the employee taken from a query string parameter (for a profile page that serves everybody).
- **Columns** - which attributes the **Details** card shows, in which order and under which caption.

- **Custom attributes** - Microsoft Entra ID **extension attributes** (`extensionAttribute1`...`extensionAttribute15` or `extension_<appId>_<name>`) and SharePoint user profile properties, shown after the standard attributes.
- **Behavior** - navigation, the copy buttons, profile editing and the export to a business card (.vcf).
- **Integration** - the address of the Employee Directory page and the address of the approval flow for change requests.
- **Elements, cards and tabs** - a toggle for every element of the page: presence, out of office banner, anniversaries, local time, free/busy, profile completeness, link and QR code buttons, each card and each tab. Everything is on by default.
- **Appearance** - whether the employee's name is used as the web part title.

The loaded employee is also published as **dynamic data**, so other web parts on the page can connect to it.

Connection with Employee Directory

Employee Details works well together with the Vitextra Employee Directory. The directory helps you find a colleague; Employee Details shows who this colleague is. Specify the address of the page with Employee Directory in the web part settings and the header gets the **Open Employee Directory** button. The reverse direction works through the page address: a link in the form `<page with Employee Details>?user=<user principal name>` opens the profile of that person.

Note

Employee Details and Employee Directory are separate web parts with different jobs. For a comparison, see KB10281. Employee Details vs. Employee Directory: What's the Difference?.

Themes and languages

The web part follows the theme of the SharePoint site, including the color variant of the section it is placed in, and supports full-width sections. Dates are shown in the language of the user. The user interface is available in **more than 40 languages**, selected automatically from the language of the SharePoint site.

Data and permissions

The web part is built on the SharePoint Framework and runs in the browser of the

signed-in user. It calls Microsoft Graph with the permissions that the administrator approved for the solution, and it can never show more than the signed-in user is allowed to see. The data stays in Microsoft 365: the web part does not copy it to a database of its own.

Before the web part can read this data, a Global Administrator must approve the API permissions requested by the solution in the **SharePoint admin center**:

Permission (Microsoft Graph)	What it is used for
`User.Read.All`	The profile, manager, direct reports and photo
`User.ReadWrite`	Editing your own skills, languages, social accounts, projects, education, awards, certificates, and the "About me" and interests lists
`People.Read.All`	Colleagues and external contacts on the People tab
`Presence.Read.All`	The presence indicator
`Calendars.Read.Shared`	Local time, working hours and free/busy
`Files.Read.All`, `Sites.Read.All`	The documents and edited pages of the employee, and insights

Warning

If a permission for an optional section is missing, that section may be empty or hidden. Missing permission to read the main user profile can prevent the whole profile from loading. If you upgrade from a version released before 26.10, note that the requested permissions have changed: `Directory.ReadWrite.All` and `User.ReadWrite.All` are no longer requested, and the new requests must be approved by an administrator.

System requirements

Platform	SharePoint Online (Microsoft 365)
Hosts	SharePoint modern pages and full-page

	apps
Data source	Microsoft Entra ID, Microsoft 365 and the SharePoint user profile via Microsoft Graph
Installation	SPFx package (`.sppkg`) via the tenant **App Catalog**
Licensing	A free trial is available; when it ends, the web part shows a notice with the option to buy a license

Warning

Employee Details is a cloud product and does not support SharePoint Server (on-premises) environments.

Tip

To deploy the web part in your environment, see KB10035. How to Install a Vitextra Product in SharePoint Online. To add it to a page and configure it, see KB50029. How To Add and Configure the Employee Details Web Part.

Learn more about the product: *https://vitextra.com/en/products/employee-details*

Terms

App Catalog
The App Catalog is a special SharePoint site that stores apps for SharePoint, Teams, and other Microsoft 365 services. Global or SharePoint administrators can upload and manage applications from the AppSource marketplace, custom-developed apps, or third-party apps for the organization's internal use. There can be only one tenant-level App Catalog in a tenant; site collection app catalogs can be added for individual site collections.

Extension Attributes
Extension attributes in Microsoft Entra ID are additional properties that can be added to the default set of attributes provided by the service. They allow organizations to extend the Microsoft Entra ID schema with custom data fields that are specific to their business needs.

List
A list is a storage unit in SharePoint. A list can contain columns of different types, content types, and views. A document library is a special type of list and therefore inherits the functionality of a list.

Microsoft 365
Microsoft 365 is a cloud-based subscription service that combines productivity apps such as Word, Excel, PowerPoint, and Outlook with cloud services such as SharePoint, OneDrive, Teams, and Exchange Online, together with advanced security and device management.

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.

Terms

Microsoft Teams
Microsoft Teams is a chat-based collaboration platform for business communications with features for online meetings, live events, and document sharing.

News Post
A news post is a site page of the News Post type that is used to share announcements, status updates, and stories with other people in an organization. News posts appear in the News web part and on the SharePoint start page.

Power Automate
Microsoft Power Automate is a cloud-based service that allows users to create automated workflows between applications and services. It enables the automation of repetitive tasks and processes, such as data collection, notifications, and approvals, without the need for extensive coding knowledge.

QR Code
A Quick Response (QR) code is a two-dimensional barcode that stores information. It can be scanned using a QR code reader or a mobile device's camera, providing quick access to the encoded data.

SharePoint
SharePoint is a web-based collaboration platform that provides content management, document management, workflow applications, search, and other tools that empower employees and teams to work together. SharePoint is also a secure place to store, organize, and access shared information.

SharePoint Admin Center
The SharePoint admin center is the web portal where SharePoint administrators manage sites, sharing and access settings, the App Catalog, storage, and other SharePoint Online settings for the tenant.

SharePoint Online
The cloud version of SharePoint, a web-based collaboration platform within Microsoft

Terms

365 that provides an extensive range of capabilities to store, share, and manage the digital information, content, and knowledge of an organization.

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.

Web Part
A web part is a primary building block of functionality or content placed on a SharePoint page. Some web parts support customization, such as configuring the web part or changing its appearance.