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Employee Details: A Quick Guide for End Users

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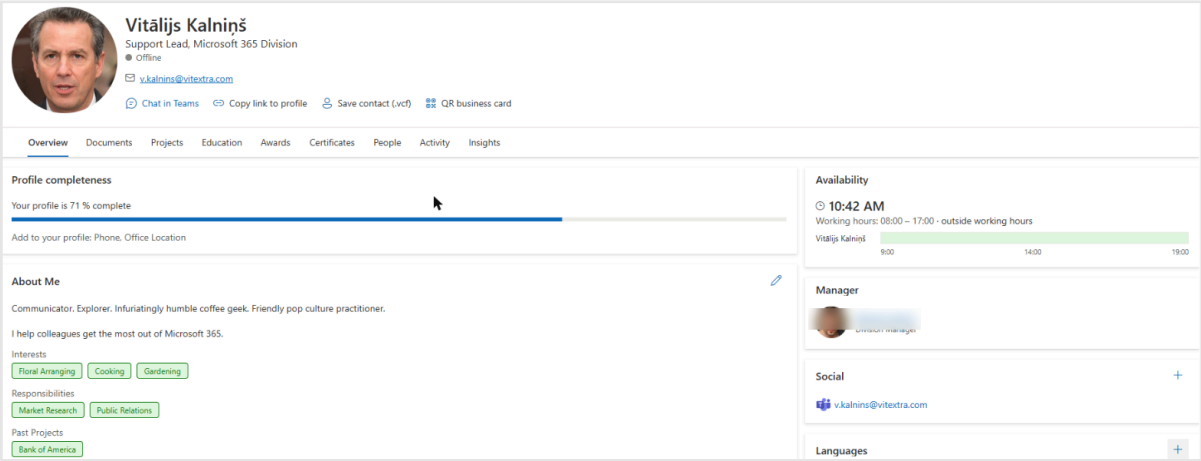
Introduction

The Vitextra Employee Details page is a personal page of an employee in **SharePoint Online**. It collects in one place what you need to know about a colleague - contacts, position, manager and team, skills, languages, documents - and shows whether this is a good moment to reach out. On your own page, it also lets you keep your information up to date. This guide walks end users through the page; no administrator rights are needed.



An Employee Details page

Note

An administrator decides which elements, cards and tabs are shown, so your page may look slightly different from the screenshots in this article. If a button described here is missing, it has probably been turned off for your organization.

Opening a profile

How you get to a profile depends on how the page was set up:

- On a **personal page**, the **web part** shows your own profile.
- On a **profile page** for the whole organization, you arrive from a link, for example from a colleague's message, a **news post** or Employee Directory. The address of such a link ends with `?user=` and the e-mail address of the employee.
- From any profile you can move to another person by clicking the name of their manager, one of their direct reports or a colleague.

If the page shows **The employee is not specified**, the web part has not been given an employee to show; ask the page owner to configure it. If it shows **Could not find the Employee**, the person from the link does not exist or the address contains a mistake.

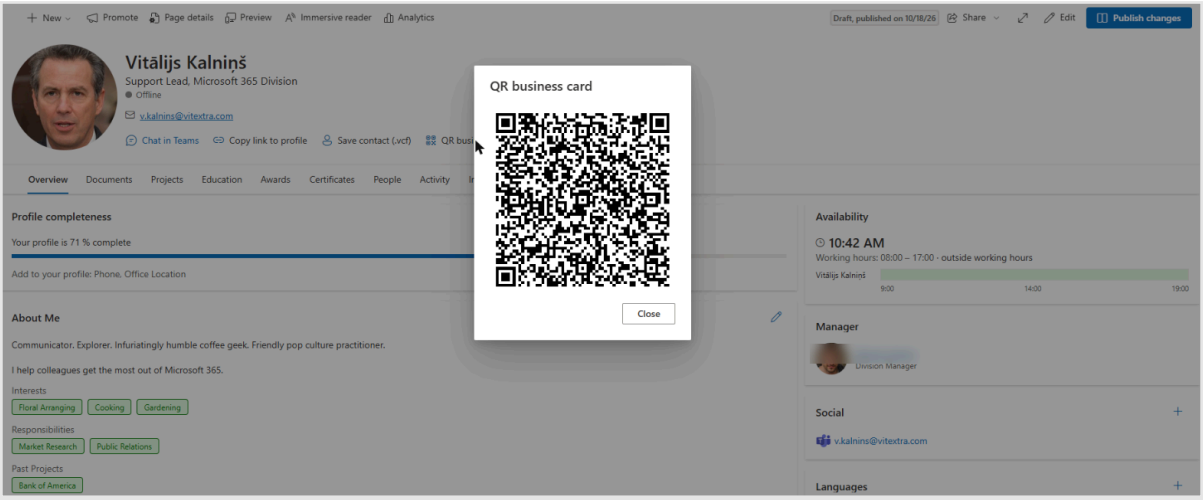
The header and quick actions

The header shows the photo, the name, the job title and the contact details. Next to the photo you can see:

- The colored dot on the photo is the **presence** of the person in **Microsoft Teams**: *Available*, *Busy*, *Do not disturb*, *Away* or *Offline*.
- An **Out of office** banner with the person's message appears while they are away.
- Badges show the number of **years with the company** and the days left to the **work anniversary** and the **birthday**.

The buttons under the name let you act right away:

Button	What it does
Chat in Teams	Opens a chat with the person in Microsoft Teams.
Copy link to profile	Copies the address of this page to the clipboard, so you can paste it into a message.
Save contact (.vcf)	Downloads a contact card that you can open in Outlook or on your phone.
QR business card	Shows a **QR code**. Scan it with your phone camera to add the contact to your phone.
Open Employee Directory	Opens the company directory.
Back	Returns to the previous person after you moved from one profile to another.



The QR business card dialog

Reading the Overview tab

The **Overview** tab is divided into cards.

- **About Me** - a short text about the person and, below it, interests, responsibilities, past projects and schools.
- **Details** - the position and contact data: company, department, job title, employee ID, hire date, birthday, phones, address and other attributes chosen by the administrator. Phone numbers and e-mail addresses are links: click them to call or write. If you see a small **Copy** icon next to a value, click it to copy the value to the clipboard.
- **Skills** - the skills of the person as tags.
- **Manager** and **Direct reports** - the reporting line. Click a name to open that person's page.
- **Social Media** - links to the person's accounts on Facebook, GitHub, Instagram, LinkedIn, Telegram, X (Twitter) and YouTube.
- **Languages** - the languages the person speaks and the level of reading, speaking and writing.

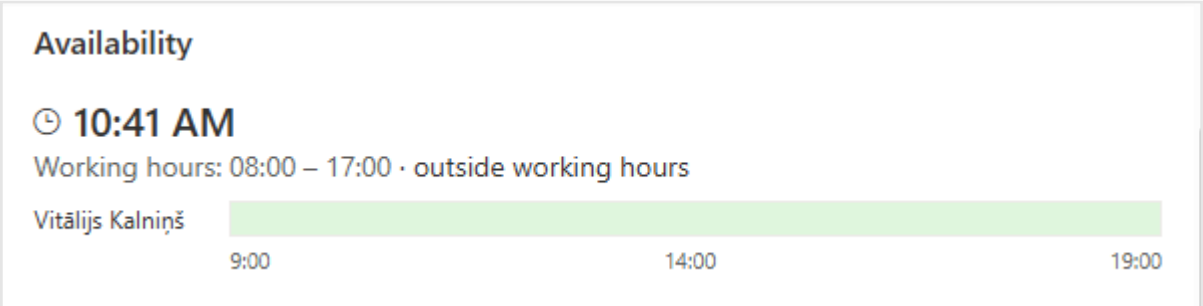
Cards with no data are not shown.

Local time and availability

The **Availability** card helps you find a suitable time to talk.

- **Local time** shows what time it is for the person now. Next to it you see the difference with your own time zone - for example, *3 h ahead of you*, *2 h behind you* or *same time zone*.
- **Working hours** show the person's workday. If the person is not at work now, the card adds *outside working hours*.
- The **free/busy strips** show the person's calendar for today and your own below it (the

row marked **Me**) in the statuses *Free*, *Tentative*, *Busy*, *Out of office* and *Working elsewhere*. You see only the status, never the details of a meeting.
- Click **Schedule a meeting** to open a new Microsoft Teams meeting in a new browser tab, with the person already added as an attendee. The button is not shown on your own page.



The Availability card

Note

Local time and working hours come from the person's Outlook settings, and free/busy comes from their calendar. If the person has no mailbox, or the calendar is not shared, the card shows less information or is not shown at all.

Other tabs

The tabs next to **Overview** show more about the person:

- **Documents** - the documents that the person authored most recently. Click a document to open it; use the buttons on a row to open the containing folder or copy a link to the file. Click **See more** to load more.
- **Projects**, **Education**, **Awards** and **Certificates** - the professional background of the person. Where an entry has a link, you can open it.
- **People** - the **Colleagues** the person works with and their **External Communications**.
- **Activity** - the **SharePoint** pages the person edited recently.
- **Insights** - **Shared Documents**, **Trending** documents and the documents the person **Used**.

If a tab is empty for a colleague, it is not shown to you.

Moving between people

On a profile, names in the **Manager**, **Direct reports** and **People** sections are links. Click a name to open that person's page without leaving the SharePoint page. To return, click **Back** in the header. The address in the browser changes together with the

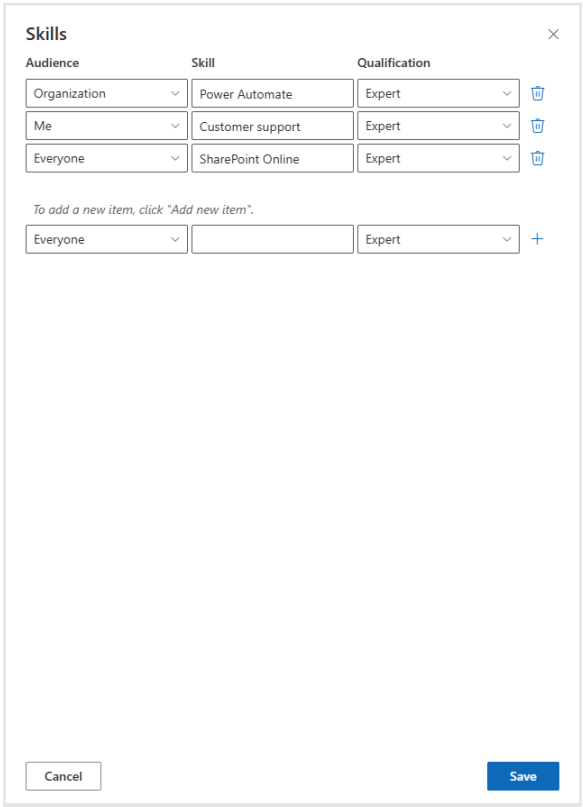
person, so you can copy it at any moment and send a link to the profile you are looking at.

Updating your own profile

On your own page you can change the information about yourself. On the cards and tabs that you can edit, an icon appears in the header of the card: a **pencil** (**Update**) to edit and a **plus** (**Add**) to add an item.

Skills, languages and social accounts

1 Click the pencil in the **Skills** card, or the plus in the **Languages** or **Social Media** card.
2 In the panel on the right, add or change items. For a skill, enter the name and choose the level of proficiency: *Elementary*, *Limited Working*, *General Professional*, *Advanced Professional* or *Expert*. For a language, choose the language and the level of reading, speaking and writing (from *Conversational* to *Native or Bilingual*). For a social account, choose the service and enter your user name. To remove a skill, click the **Delete Row** icon.
3 For every item, choose the **Audience**: **Me** (only you), **Organization** (colleagues in your organization) or **Everyone**.
4 Click **Save**.



Editing skills

Note

Some items cannot be changed here. Skills, languages and accounts that come from other sources, such as the SharePoint **user profile** or **Microsoft Entra ID**, are shown with a lock or in a different style and are read-only in this web part.

About me, interests and other lists

Click the pencil in the **About Me** card. Write a short text about yourself, and fill in the lists of **Interests**, **Responsibilities**, **Past Projects** and **Schools** - one item per line. The text is shown as plain text, without formatting. Click **Save** when you are done.

Projects, education, awards and certificates

Open the tab, click the plus (**Add**), fill in the fields - for example the name, the organization, the role, the dates and a description - and click **Save**. To change an entry, click the pencil next to it; to remove it, open it and click **Delete**, then confirm. Your empty tabs stay visible to you so you can add the first entry, but colleagues do not see them until they contain something.

Job title, department and other core data

Core properties such as the job title, department, office, phone numbers and address are managed by your administrator, so you cannot edit them directly. If your organization has set up approval, the **Details** card has a **Request a change** icon.

1 Click the icon.
2 Choose the **Property** to change. The **Current value** is shown for reference.
3 Enter the **New value** and, if you wish, a **Comment**.
4 Click **Send**. The request goes to approval, together with your manager's data. The message **The request is sent for approval** confirms that it has been sent.

Profile completeness

On your own page, the **Profile completeness** card shows how complete your profile is - for example, *Your profile is 71 % complete* - and what to add. Seven things count, each of the same weight: a **photo**, the **About me** text, **at least three skills**, at least one **language**, at least one **social account**, a **phone** number (mobile or business) and the **office location**. Only you see this card.

Tip

Add your skills with an honest proficiency level. Colleagues use them to find the right person for a question, and a complete profile makes you easier to find and to contact.

Getting help

If something does not work - a tab fails to load, or your changes are not saved - click **Try again** or refresh the page. If the problem persists, contact your administrator.

Tip

For an overview of the product and its features, see KB10279. Employee Details. Solution Overview. Administrators will find setup instructions in KB50029. How To Add and Configure the Employee Details Web Part.

Terms

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 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.

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