KNOWLEDGE BASE ARTICLE

Employee Details vs. Employee Directory: What's the Difference?

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Overview

Vitextra offers two web parts that both work with employee data from **Microsoft 365**: **Employee Directory** and **Employee Details**. Their names are similar, they share some functions - presence, local time, contact actions - and they are often installed together. They have different jobs, though, and choosing the right one saves configuration time.

In short: **Employee Directory helps you find people. Employee Details shows one person in depth.**

At a glance

	Employee Directory	Employee Details
Main job	Search a **list** of employees and find the right colleague	Show the full personal page of one employee
Starting point	A search box and a list or cards of employees	One employee: the current user, a chosen user, or the user from the page address (`?user=`)
Search and filters	People search, refinement panel, quick filters, favorites and skills search	None - it shows a single person; you navigate through the manager, direct reports and colleagues
Views	Details and Cards layouts	A header and tabs: Overview, Documents, Projects, Education, Awards, Certificates, People, Activity and Insights
Depth of a profile	A profile panel with contact data, local time and availability for the selected person	A full page: skills, languages, social accounts, about me, projects, education, awards, certificates, documents, colleagues, activity and insights

	Employee Directory	Employee Details
Editing	Not intended for editing profiles - it is built for finding and reading	Employees edit their own skills, languages, social accounts, about me and other profile sections
Contact actions	Chat, call, e-mail and meeting actions on results	Chat in Teams, copy link to profile, save contact (.vcf), QR business card, schedule a meeting
Export	Export of the search results to Excel	Export of one contact to a .vcf file or a QR business card
Typical page	A "Find a colleague" page or a company directory	A "My profile" page, or a profile page that opens for any employee
Platform	**SharePoint Online**	SharePoint Online

Note

Employee Directory also includes the **Employee Directory (Entra ID)** and **New Employees** web parts and can be added to **Microsoft Teams**. For the full list of its features, see KB10064. Employee Directory Overview: Web Parts, SPFx and Microsoft Graph.

Which web part should I use?

Choose Employee Directory when users need to look for people:

- "Who works in the Riga office?"
- "Who knows **Power BI**?"
- "I need the phone number of someone in finance."
- You want to export a list of employees to Excel.

Choose Employee Details when users need to know a person:

- A personal page where every employee sees and maintains their own profile.
- A profile page that opens for any colleague from a link in a **news post**, a team page or a message.

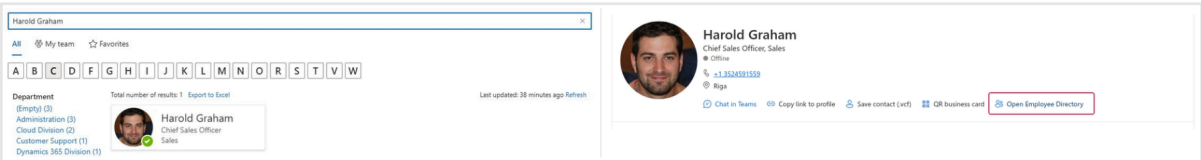
- A page that shows an employee's skills, languages, documents, projects and a place in the organization.
- A way for employees to ask for a change of their job title or department through an approval flow.

Use both when you want a complete people experience: search in the directory, then open a full profile. See the section below.

Using them together

The web parts are connected by the page address:

1 Create a page with Employee Details that is set to take the employee from a query string parameter - a profile page that serves everybody. Its address then looks like `https://<tenant>.sharepoint.com/sites/<site>/SitePages/Profile.aspx?user=<user principal name>`.
2 In the Employee Details settings, specify the address of the page with Employee Directory. The header of every profile then gets the **Open Employee Directory** button, which leads back to the search.
3 Use the profile page address in links to a person, for example in a news post or an onboarding page.



Employee Directory and Employee Details on two pages

Note

The **Open Employee Directory** button is set up in the settings of Employee Details. In the opposite direction, the address of the profile page (`<page>?user=<user principal name>`) can be used in any place where you can put a link: a news post, a team page, an onboarding checklist or a message.

Questions and answers

Is Employee Details a replacement for the details pane of Employee Directory?

No. The details pane of Employee Directory is part of a search experience: it shows a compact profile of the person you selected in the results. Employee Details is a

standalone **web part** with a page of its own, more tabs, and editing of the employee's own profile. You can keep using the details pane in the directory and add Employee Details for the people who need the full picture. For the details pane settings, see KB10199. Employee Directory: Customizing the Details Pane.

Do they need the same Microsoft Graph permissions?

No. Both read data through **Microsoft Graph**, but each product requests its own set of permissions, which a **tenant** administrator approves in the **SharePoint admin center**. Employee Details additionally asks for permissions to edit your own profile (`User.ReadWrite`) and to read documents and insights (`Files.Read.All`, `Sites.Read.All`). The full list is in KB10279. Employee Details. Solution Overview.

Can an employee edit their profile in Employee Directory?

The directory is intended for finding and reading profile data. Employees edit their own skills, languages, social accounts and other profile sections in Employee Details.

Do I need to buy both products?

No. They are separate products, and you can use either one on its own. For information about trials and licenses, see KB10206. Vitextra Licensing and Account: How to Buy and Activate a License.

Can I show the custom attributes of my organization in both?

Yes. Both web parts can show **Microsoft Entra ID extension attributes** and **SharePoint user profile** properties as additional attributes, but they are configured separately in each web part. For Employee Directory, see KB10060. How to Display Custom Entra ID Attributes in the Employee Directory Web Part.

Tip

To get started with Employee Details, see KB50029. How To Add and Configure the Employee Details Web Part. For Employee Directory, see KB50023. How To Add and Configure the Vitextra Employee Directory Web Part.

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

Terms

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.

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 BI
Microsoft Power BI is a business analytics tool that enables users to visualize data and share insights across their organization or embed them in an app or website. It allows users to connect to various data sources, transform raw data into interactive dashboards and reports, and analyze data using intuitive drag-and-drop features.

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

Tenant
A Microsoft 365 tenant is a dedicated instance of Microsoft 365 services. The tenant holds the organization's information, such as users and domains (Microsoft Entra ID), configurations, subscriptions, and services. An organization receives a tenant by signing up for Microsoft 365 services.

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

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.