# Customize Employee Details Pane

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# Table Of Contents

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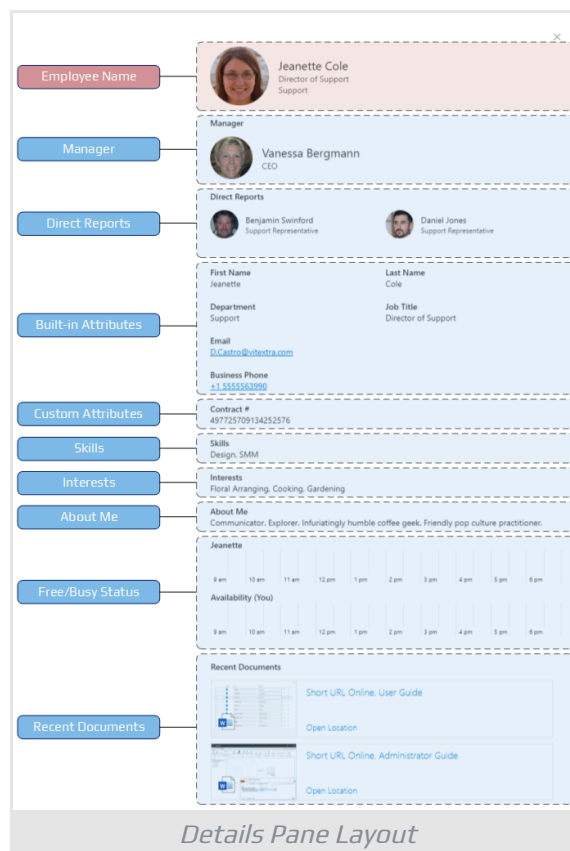
> 📝 **Note**
>
> The New Employees web part does not support the details pane. Instead, it uses a native Microsoft 365 **Profile Card** that can not be customized.

# 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:



*Details Pane Layout*

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 |

| Attribute | Type | Azure AD | User Profile |
|---|---|---|---|
| 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 |
| 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

User Name

Business Phone

Cell phone

Address

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.



*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.

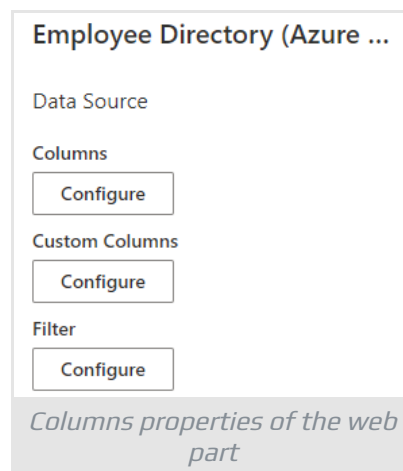| | Show in list | Show on card | Searchable | Column | Caption * |
|---|---|---|---|---|---|
| 1 | ☑ | ☑ | ☐ | Image | Image |
| 2 | ☑ | ☑ | ☐ | Status | Status |
| 3 | ☑ | ☑ | ☑ | Full Name | Full Name |
| 4 | ☐ | ☑ | ☐ | Company name | Company name |
| 5 | ☑ | ☑ | ☑ | Job Title | Job Title |
| 6 | ☑ | ☑ | ☑ | Department | Department |
| 7 | ☑ | ☑ | ☑ | Location | Location |
| 8 | ☑ | ☑ | ☐ | Email | Email |
| 9 | ☑ | ☑ | ☑ | Business Phone | Business Phone |

*Built-in Attributes Settings*

# Web Part Settings

To configure the employee details pane:

1 Open the page in edit mode
2 Open web part settings
3 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.



*Columns properties of the web part*

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📝 **Note**

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

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# 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 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