

Documents

Depending on the administrator's configuration, this menu displays the folder structure and the files stored in it, including the option of uploading files to the corresponding folder. The folder structure is created automatically when the employee is created.

The screenshot shows the 'webdesk hr expert' interface. At the top, there is a navigation bar with 'PERSONAL ORGANISATION SYSTEMWARTUNG' and a search bar. Below this, the user profile for 'Wayne John' is displayed, including a photo, name, ID, gender, and birth date. A 'Person:' section contains a 'Bearbeiten' button and a 'Löschen' button. To the right, there are buttons for 'Sofortiger Austritt' and 'Sozialversicherung Anmeldung'. A horizontal menu below the profile lists various categories: Stammdaten, Passwort, Kontaktinfos, Zeiterfassung, Organisation, Qualifikationen, Beschäftigung, Aufgaben, Entwicklung, Finanzen, Bildung, Familie, and Dokumente. The 'Dokumente' tab is active, showing a tree view on the left with folders like 'Wayne John', 'Austritt', 'Behinderungen', 'Beschäftigung', 'Bewilligungen', 'Gehalt', 'Gehaltskomponenten', 'Mutterschutz u. Elternzeit', and 'Vertrag'. The main area is an 'Upload' section with a table header: 'Name', 'Größe', 'Erstellungsdatum', 'Letztes Änderungsdatum', 'Erstellt von', and 'Zuletzt geändert von'. The table is currently empty. On the right side, there is a vertical 'KOMMENTARE (0)' button.