

KNOWLEDGE BASE ARTICLE

Employee Directory. Solution Overview



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

SharePoint Framework	4
Microsoft Graph	4
Web Parts	6
Employee Directory	6
Data Source	6
Custom Columns	6
Layout	7
Details Pane	9
Theme Variants	10
Refinement Panel	11
Export to Excel	12
Employee Directory (Entra ID)	12
Behavior & Features	13
New Employees	14
Conclusion	15
Terms	16

The Vitextra [Employee Directory](#) solution includes three web parts:

- [Employee Directory](#)
- [Employee Directory \(Entra ID\)](#)
- [New Employees](#)

These web parts are designed to enhance the functionality of SharePoint and Microsoft Teams by providing comprehensive employee information and search capabilities.

This article will describe the main features of these web parts.

SharePoint Framework

The Employee Directory app is built using the **SharePoint Framework** (SPFx) and can be hosted on both SharePoint Modern Pages and Classic Pages, as well as **Microsoft Teams**. This means that the app can be used on different platforms without restrictions. The SPFx app runs in the browser in the context of the current user's account.

Note

The permissions of the SPFx web parts cannot exceed the permissions granted to the current user in **Entra ID**.

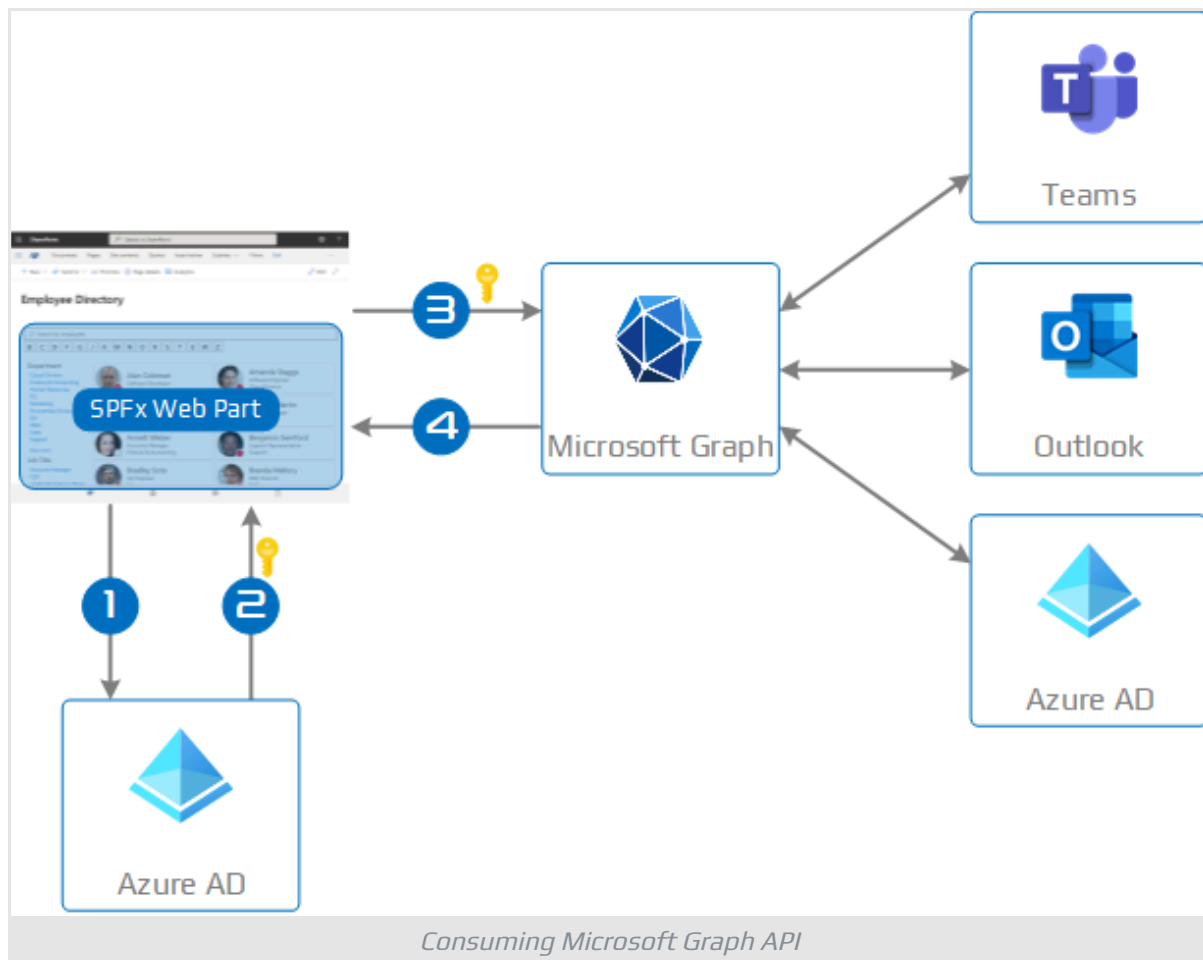


Microsoft Graph

Employee Directory web parts use the **Microsoft Graph API** to retrieve information about users, their presence status in Teams, and their schedules from Outlook. The interaction between the Microsoft Graph API and the web part is done through a native client built into the SharePoint Framework.

Consuming flow is the following:

- 1 Web parts request a token from Entra ID to interact with the Microsoft Graph
- 2 Entra ID provides a token based on the permissions granted to the solution
- 3 The web parts then request data from the Microsoft Graph
- 4 Microsoft Graph provides the data



Warning

To consume the Microsoft Graph API, you need to [approve necessary API permissions](#) in the SharePoint Admin Center for your solution.

The following permissions are required for the Employee Directory app:

- Directory.Read.All
- User.Read.All
- Presence.Read.All

- Calendars.Read

These permissions allow the web parts to access user information, manager/subordinate relationships, and calendar data.

Note

These permissions must be approved in the SharePoint Admin Center.

The first two permissions, *Directory.Read.All* and *User.Read.ALL*, are required to get information about the users and their manager/subordinate relationships. *Presence.ReadAll* is required to obtain the current status of a user's presence in Microsoft Teams, while the last permission, *Calendars.Read*, is needed to access data from a user's calendar.

Note

The Employee Directory only performs read operations on Microsoft Graph.

Web Parts

Employee Directory

The main web page provides a search and information hub for employees within your organization.

Data Source

Employee Directory web part supports both Entra ID and **User Profiles** as a data source. When using User Profiles, the web part retrieves information from the SharePoint Search Service.

Custom Columns

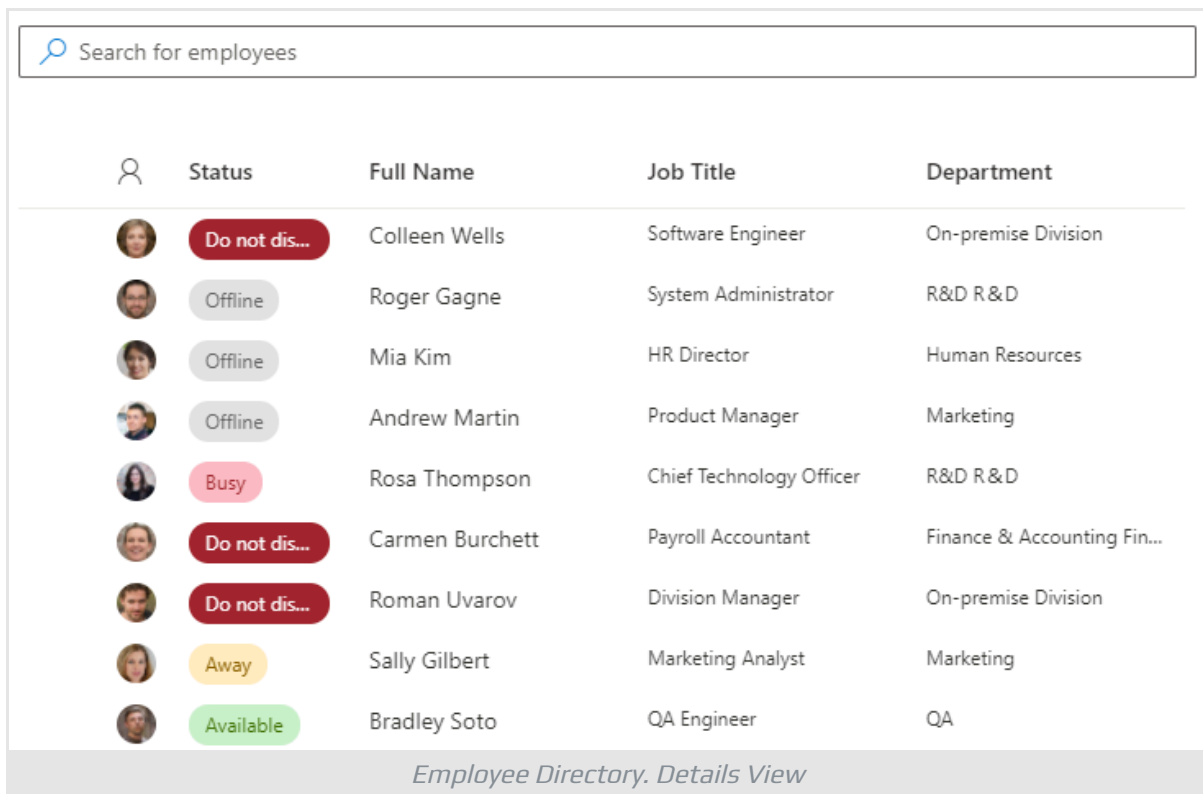
These web parts support custom attributes for both Entra ID and the User Profile data source. For the user profile data source, you must define custom attributes in the SharePoint search schema. For more information on how to do this, see the [Display Custom Attribute of an Azure AD User in Employee Directory](#) article in the knowledge base.

 **Tip**











The Employee Directory also supports custom attributes, so you can use these attributes to create custom columns in your web part.

Layout

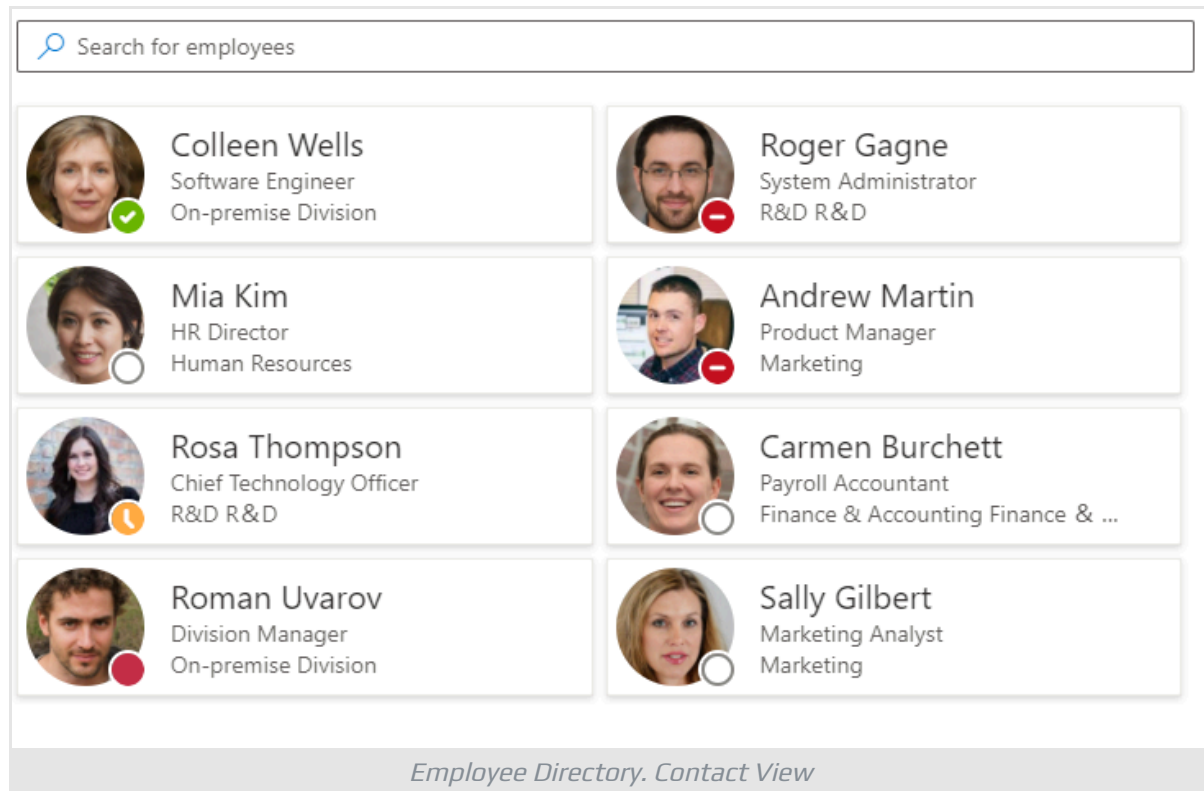
The web part has two options for displaying search results: **Contact** and **Details**.



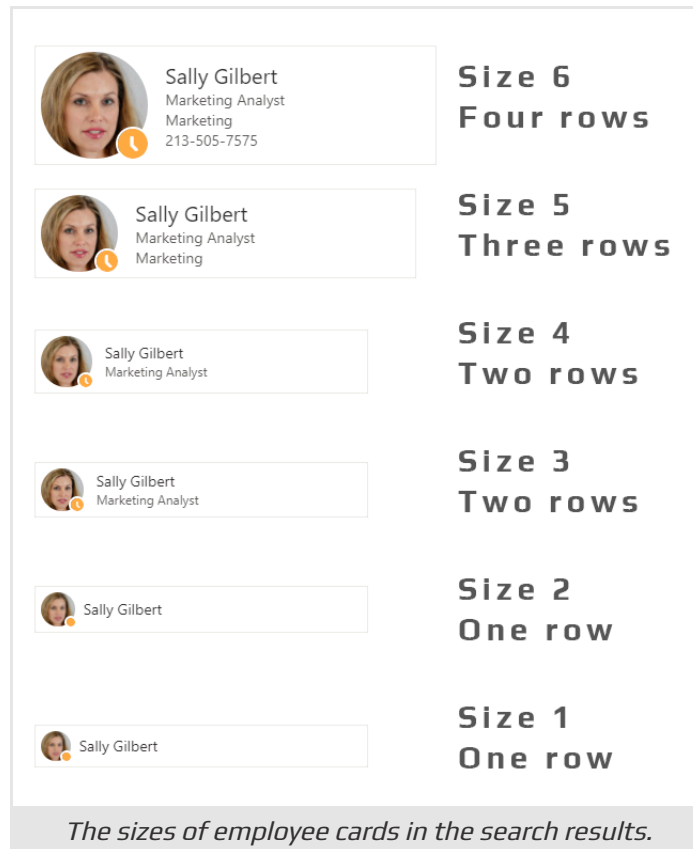
The screenshot shows a search bar at the top with the text "Search for employees". Below the search bar is a table with the following columns: Status, Full Name, Job Title, and Department. The table contains 10 rows of employee data, each with a profile picture and a status indicator.

	Status	Full Name	Job Title	Department
	Do not dis...	Colleen Wells	Software Engineer	On-premise Division
	Offline	Roger Gagne	System Administrator	R&D R&D
	Offline	Mia Kim	HR Director	Human Resources
	Offline	Andrew Martin	Product Manager	Marketing
	Busy	Rosa Thompson	Chief Technology Officer	R&D R&D
	Do not dis...	Carmen Burchett	Payroll Accountant	Finance & Accounting Fin...
	Do not dis...	Roman Uvarov	Division Manager	On-premise Division
	Away	Sally Gilbert	Marketing Analyst	Marketing
	Available	Bradley Soto	QA Engineer	QA

Employee Directory. Details View



In Contact mode, information about the employee is displayed as cards. You can specify which fields are displayed on each card. The number of fields depends on the size of the card in the web part settings, with a maximum of four fields per employee card in search results.



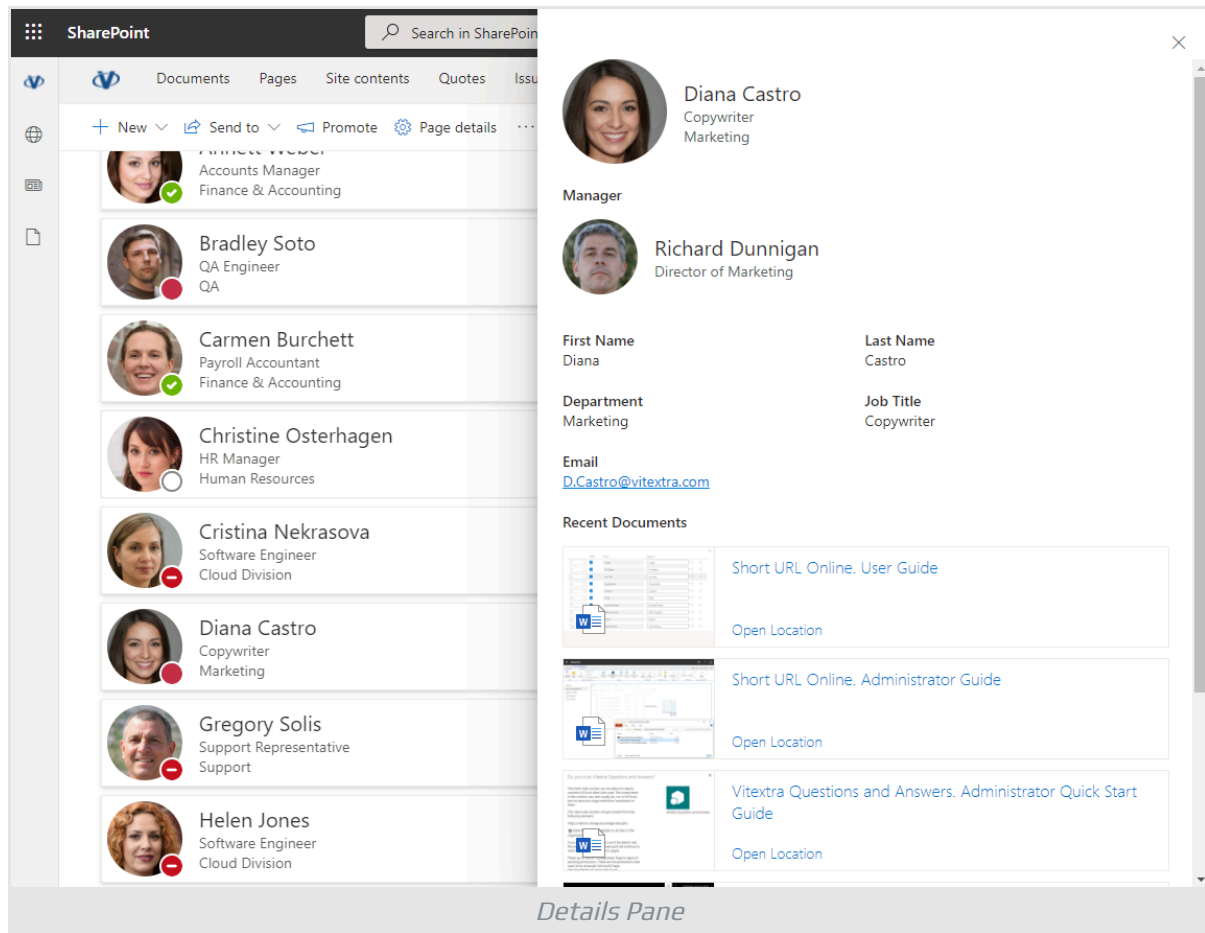
The list view mode allows you to choose which fields are displayed in the list and their order. All columns, except for the image and status columns, are collapsible. These columns are hidden if the available space in the web part is not enough. This approach helps prevent horizontal scrolling and allows the web part to adapt dynamically based on the available space.

 **Tip**

The Employee Directory allows you to customize the display of attributes in both the Contact and Details views.

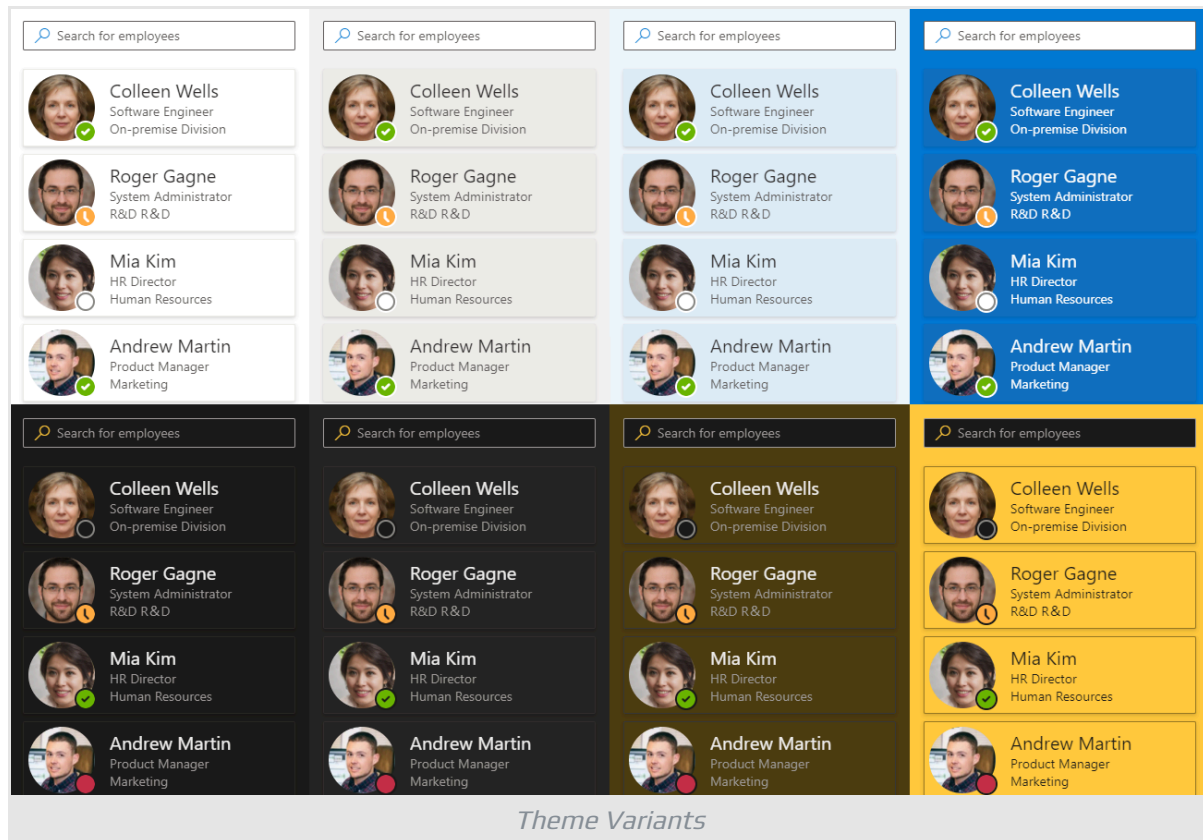
Details Pane

When selecting an employee from the search results, users can view detailed information about the employee. This includes a list of recently edited documents by the employee and information about their availability for that day.



Theme Variants

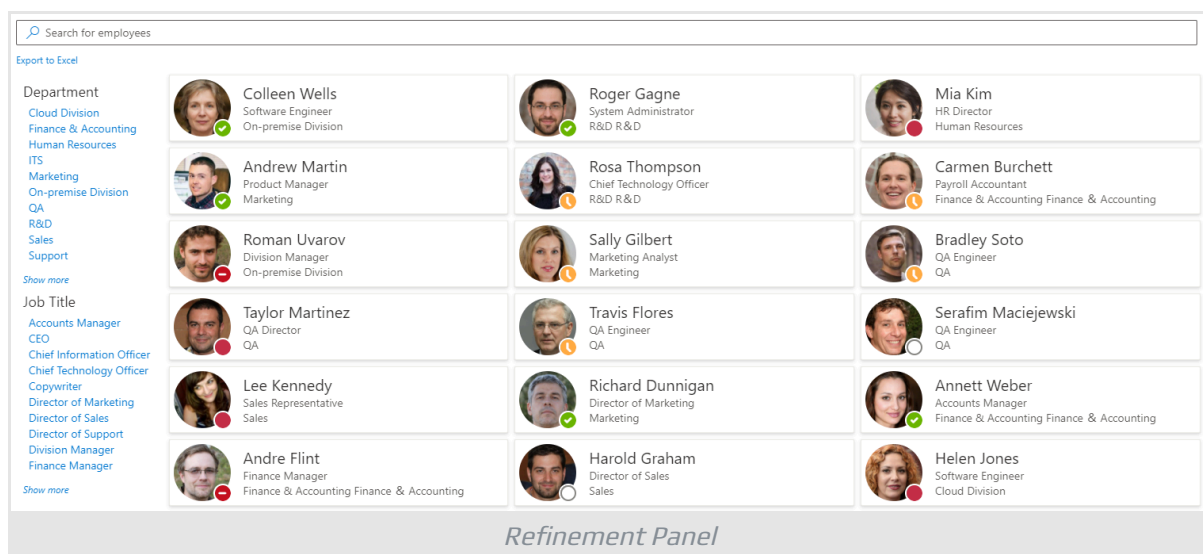
All web parts in the Employee Directory solution automatically inherit the theme of the site on which they are located. Web parts also support color variations, which you can specify for a section on a modern page. The figure below shows a web part in four different color variations for two different themes of a SharePoint site.



Additionally, the Employee Directory web part supports Default and Dark themes in Microsoft Teams.

Refinement Panel

The refinement panel in the Employee Directory allows you to filter search results based on selected fields. This functionality is powered by the **SharePoint Search Service** and is available only for User Profiles data sources.



The refinement panel offers a wide range of options:

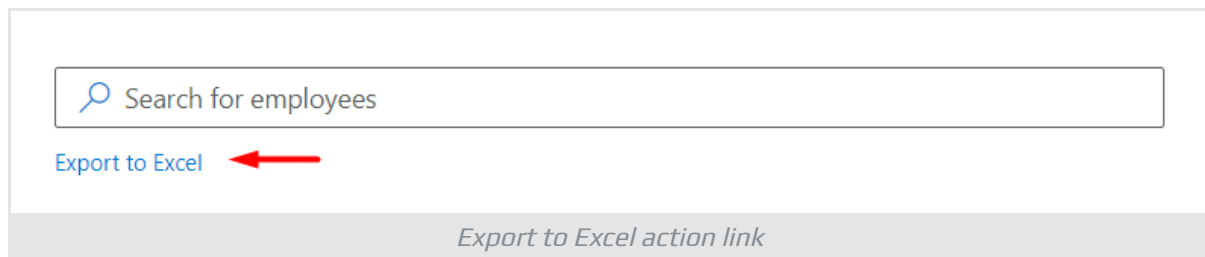
- The order in which fields are displayed
- Showing the number of search results for clarity
- Sorting by name or number of results
- Position of the filter panel (left, right, top)

 **Tip**

The Employee Directory supports custom user profile attributes for the Refinement Panel.

Export to Excel

Exporting to Excel allows you to save your search results as an Excel file. See [Export Employee List into Excel spreadsheet](#) article for more details.



 **Note**

There are some limitations of exporting functionality:

Employee Directory (Entra ID)

A special version of the Employee Directory web part that only supports Entra ID as a data source. The main goal of this web part is to provide a full-featured search function for users in Entra ID. The appearance of the web part and the layout of search results are fully customizable and correspond to the standard employee directory web part.

Search for employees

B C D F G J K M N O R S T U W Z I

Department

- Cloud Division
- Finance & Accounting
- Human Resources
- ITS
- Marketing
- On-premise Division
- QA
- R&D
- Sales
- Support
- Show more

Job Title

- Accounts Manager
- CEO
- Chief Information Officer
- Chief Technology Officer
- Copywriter
- Director of Marketing
- Director of Sales
- Director of Support
- Division Manager
- Finance Manager

Employee Directory (Entra ID)

Behavior & Features

The Employee Directory (Entra ID) web part searches for employees by first retrieving a full list of users from Microsoft Entra ID. This approach allows for the following features:

- **Hiding users without licenses:** Excluding users who don't have assigned licenses from search results.
- **Selecting searchable fields:** Choosing which attributes will be used for searching employees. These attributes can be hidden when displaying search results.
- **Predefined filters:** Specifying a set of filters through the web part's parameters to limit the search scope of employees. These filters are always applied and can't be ignored by users.

The Query Builder is a robust tool designed to help you create complex queries for retrieving detailed user information from Entra ID. Its intuitive interface allows both administrators and developers to construct precise queries without needing extensive knowledge of query languages.

Advanced filtering

User Roles Contains SharePoint Administrator, Global Administrator

AND OR

Department Equals IT

Department Equals R&D

+ Add

AND OR

Employee ID Contains data

Email Contains data

Office Location Equals Riga

+ Add

+ Add

Cancel Save

Employee Directory (Entra ID) Query Builder

 **Tip**

The Employee Directory (Entra ID) allows users to specify a filter using all available attributes, including custom attributes.

Alphabetical Navigation: Alphabetical navigation is automatically generated based on user data in Entra ID. The first letter of an employee's last name is used to create a list of letters.

Refinement Panel: The Employee Directory (Entra ID) allows you to use various employee attributes to create a refinement panel.

 **Warning**


If the number of active users in Entra ID exceeds 2000, it may take more than one second to initialize the web part on the page.

New Employees


The "New Employees" web part displays a list of users who have recently been created in Entra ID.

Welcome on board!

We believe you will be a terrific asset to our team, and we look forward to your input



Robert Winger
Infrastructure Director
ITS



Brenda Mallory
R&D Director
R&D

The New Employees Web Part

In the settings of the web page, you can specify the number of employees and the time period that users created in Microsoft Entra ID will be visible.

 **Note**

The details pane is not currently available for new employees.

Conclusion

The Vitextra Employee Directory solution offers a robust and versatile tool for managing and accessing employee information within SharePoint and Microsoft Teams. By leveraging the power of the SharePoint Framework and Microsoft Graph API, it ensures seamless integration and comprehensive data retrieval from Microsoft Entra ID.

The solution's flexibility, with features like customizable views, theme variants, and export capabilities, makes it an invaluable asset for organizations looking to enhance their internal communication and collaboration. As Vitextra continues to innovate, users can look forward to even more enhancements and support for additional features, ensuring the Employee Directory remains a cutting-edge solution for modern workplaces.

Terms

Entra ID

Microsoft Entra ID (formerly Azure Active Directory) is a cloud-based identity and access management service offered by Microsoft. This service 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

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.

Microsoft Teams

A chat-based collaboration platform for business communications with useful features for online meetings, live events, document sharing.

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.

SharePoint Framework (SPFx)

Model for building client-side web-part, components, and extensions for SharePoint Online, SharePoint On-premises, and Microsoft Teams. SPFx customizations are based on JavaScript and support Modern UI natively.

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