# Vitextra

**KNOWLEDGE BASE ARTICLE**

# Customizing Employee Details Pane in Employee Directory

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# Introduction

Employee Directory is a robust tool designed to streamline the management and display of employee information within an organization. The solution provides enhanced customization options for the employee details pane, allowing organizations to tailor the display of employee information to better suit their needs.

This article provides a comprehensive overview of the customization options available for the details pane in the Employee Directory.

# Supported Web Parts

**Employee Directory** and **Employee Directory (Entra ID)** support details pane customization.

> 📝 **Note**
>
> The New Employees web part does not support the details pane and instead uses a native Microsoft 365 **Profile Card**, which cannot be customized.

# Details Pane Layout

The employee details pane consists of ten sections, nine of which can be customized or hidden. The layout of the details pane is as follows:

*Details Pane Layout*
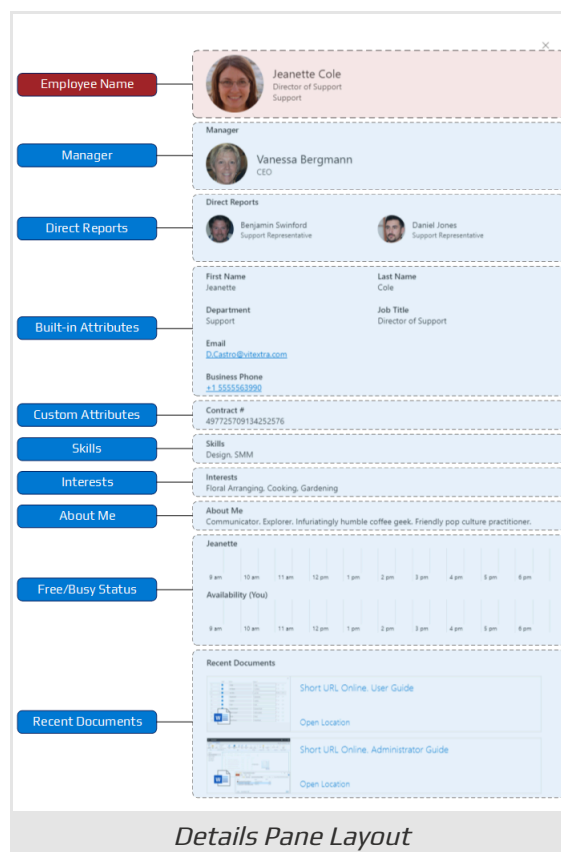
# Employee Name Section

The **Employee Name Section** located at the top of the pane, this section includes the user profile image, display name, department, and job title. This section cannot be modified or removed.

> 📝 **Note**
>
> The Employee Name section cannot be changed or hidden from the details pane..

# Manager and Direct Reports Sections

**Manager** and **Direct Reports Sections**: These sections display information about an employee's position within the company's organizational structure. While they do not support customization, they can be hidden if desired. The information for these sections is retrieved from **Microsoft Graph**, regardless of the selected data source (**Entra ID** or **SharePoint User Profile**).

> ⚠️ **Warning**
>
> The Manager and Direct Reports sections get information from Microsoft Graph, regardless of the selected data source. Administrators must approve the required permissions for these sections to display 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 their mapping to Entra ID user objects and the SharePoint **Search Service** schema:

| Attribute | Type | Entra ID | 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 |
| Employee ID | String | employeeId | N/A |
| Employee Type | String | employeeType | N/A |
| First Name | String | givenName | FirstName |
| Full Name | String | displayName | Title/en/support/ kb/10199#ref2 |
| ID/en/support/ kb/10199#ref3 | String | id | DocId |
| Interests | String collection | interests | Interests |

| Attribute | Type | Entra ID | User Profile |
|---|---|---|---|
| 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.

**\*\***If the Title property is empty, the web part uses the 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.

*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 (Entra ID) 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 | * ① ✕ |
| 2 ⌄ | ✔ | ✔ | ☐ | Status | Status | * ① ✕ |
| 3 ⌄ | ✔ | ✔ | ✔ | Full Name | Full Name | * ① ✕ |
| 4 ⌄ | ☐ | ✔ | ☐ | Company name | Company name | * ① ✕ |
| 5 ⌄ | ✔ | ✔ | ✔ | Job Title | Job Title | * ① ✕ |
| 6 ⌄ | ✔ | ✔ | ✔ | Department | Department | * ① ✕ |
| 7 ⌄ | ✔ | ✔ | ✔ | Location | Location | * ① ✕ |
| 8 ⌄ | ✔ | ✔ | ☐ | Email | Email | * ① ✕ |
| 9 ⌄ | ✔ | ✔ | ✔ | Business Phone | Business Phone | * ① ✕ |

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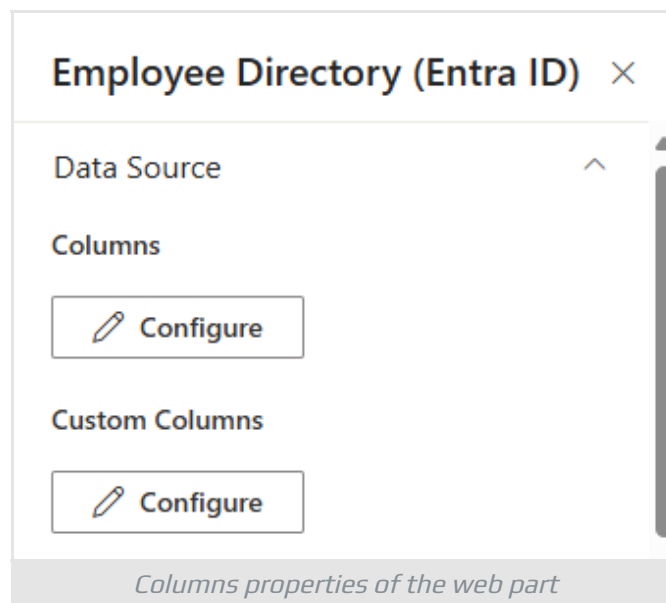
> 📝 **Note**
>
> The web parts display all built-in employee attributes on the details pane by default.

# Summary

The Employee Directory offers extensive customization options for the employee details pane, allowing organizations to tailor the display of employee information to meet their specific needs.

With support for both built-in and custom attributes, as well as additional sections like Skills, Interests, and Recent Documents, the Employee Directory provides a comprehensive and flexible solution for managing employee information.

By leveraging these customization options, organizations can ensure that the most relevant and useful information is readily accessible to users.

# 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.

**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