

7.2.3 Employee Module

The employee module allows you to register your internal and external employees and co-workers in vtenext. Whenever a new user is created, a new employee record is generated automatically.

The module can be managed like all the others, modifying the “employment type” picklist items or adding new fields freely.

The Name and Surname default fields and all those present in “User Information” cannot be changed using this module but only from “User Preferences”. Whenever changes are made from user preferences they are replicated in the Employees module.

The employee record can be connected to one of the four record types in vtenext, namely Lead, Account, Contact or Vendor.

The screenshot displays the vtenext application interface for the 'Employee Villani Francesco' record. The left sidebar contains a navigation menu with categories like Inventory, Collaboration, and All, with 'Employees' currently selected. The main content area is divided into two tabs: 'INFORMATIONS' and 'PROCESS GRAPH'. The 'INFORMATIONS' tab is active, showing two sections: 'Employee informations' and 'User Information'. The 'Employee informations' section includes fields for Last name (Villani), First name (Francesco), Employee type (Internal employee), Assigned To, Created Time (08-11-2021 17:55:40), Modified Time (07-12-2021 15:17:37), and Creator. The 'User Information' section includes fields for User Name, Role (Manager), Department, Title, Active (yes), Other Email, Office Phone, Home Phone, Street, State, Mobile Phone, Fax, Other Phone, City, and Postal Code. On the right side, there are 'SHORTCUTS' (Talks, Notes) and 'RELATIONS' (Messages, Documents, Activities, Processes) sections.

A practical example for the use of this module could be the entry of a personal evaluation for each employee in a field that can be seen only by the Human Resources department (dedicated profile).

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