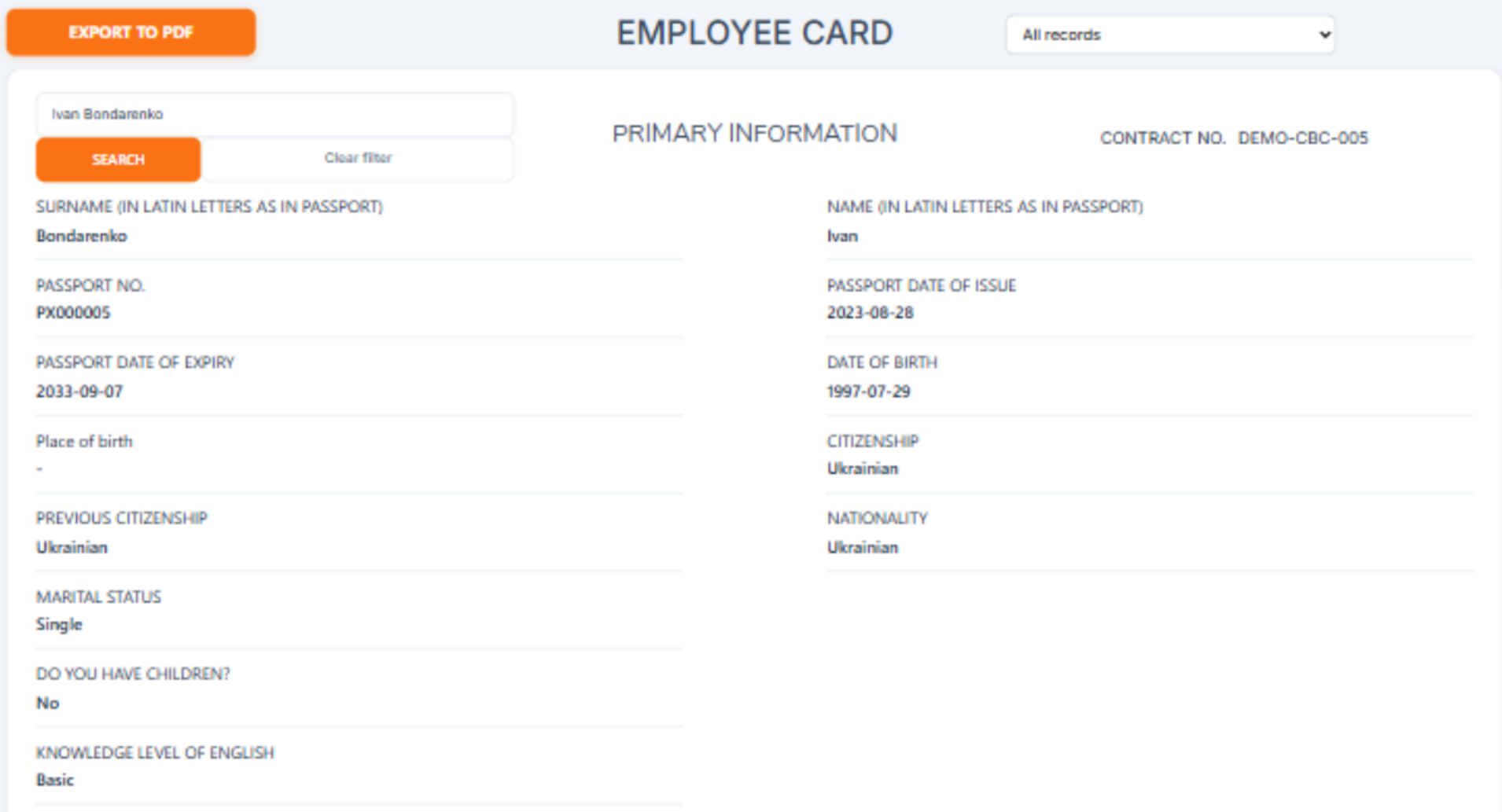
Employee Card

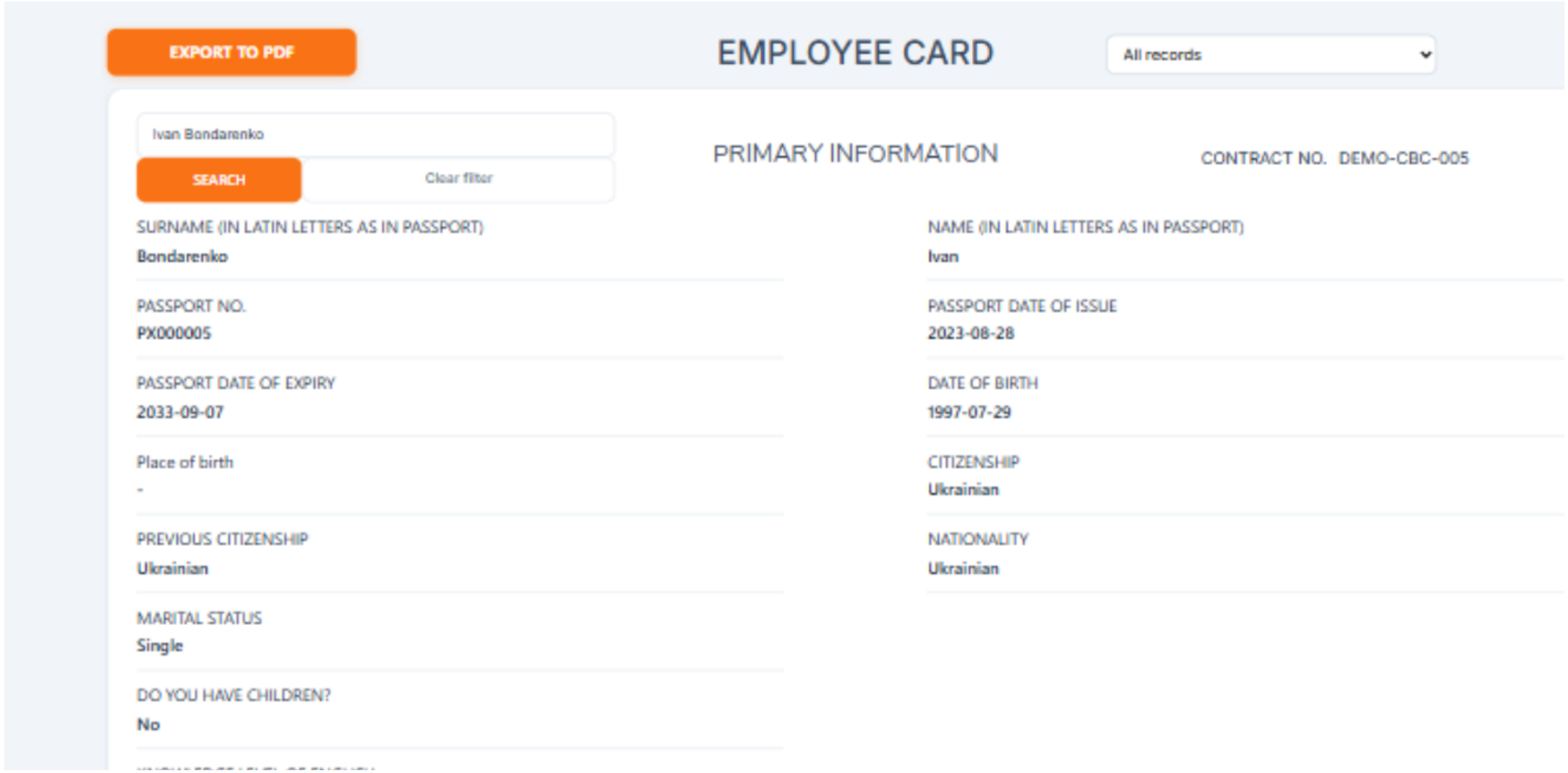
Choose the record source



Open Human Resources > Employee Card. All records includes people added manually, imported from Excel or collected through forms. A form selection limits the people available in search. The number beside a form is its record count.

Employee Card

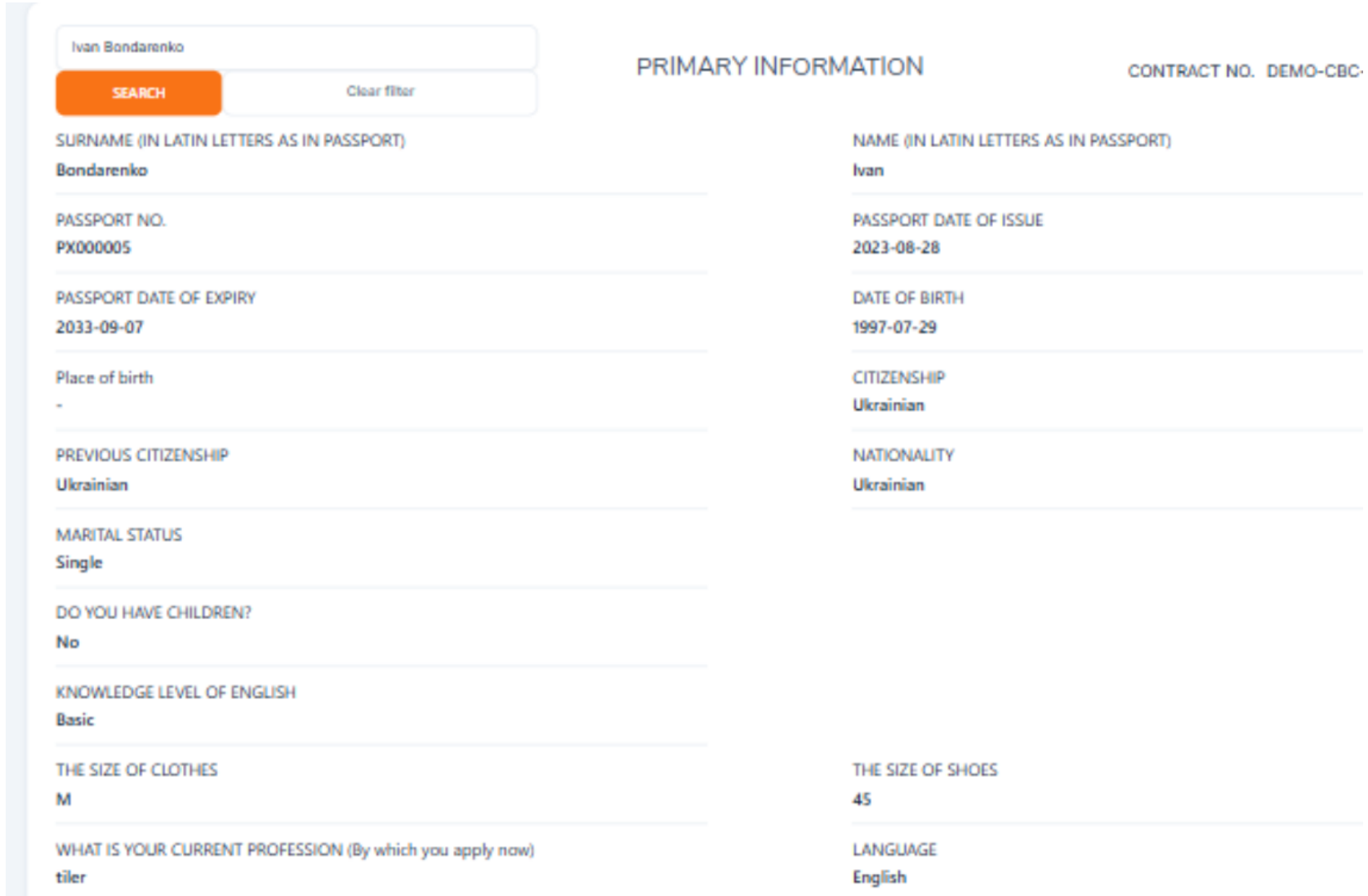
Select the search suggestion



Start typing the first name or surname. Select the actual autocomplete result, such as Ivan Bondarenko, before pressing Search. Typing text alone does not select a different employee. Check the name and contract number on the loaded card.

Employee Card

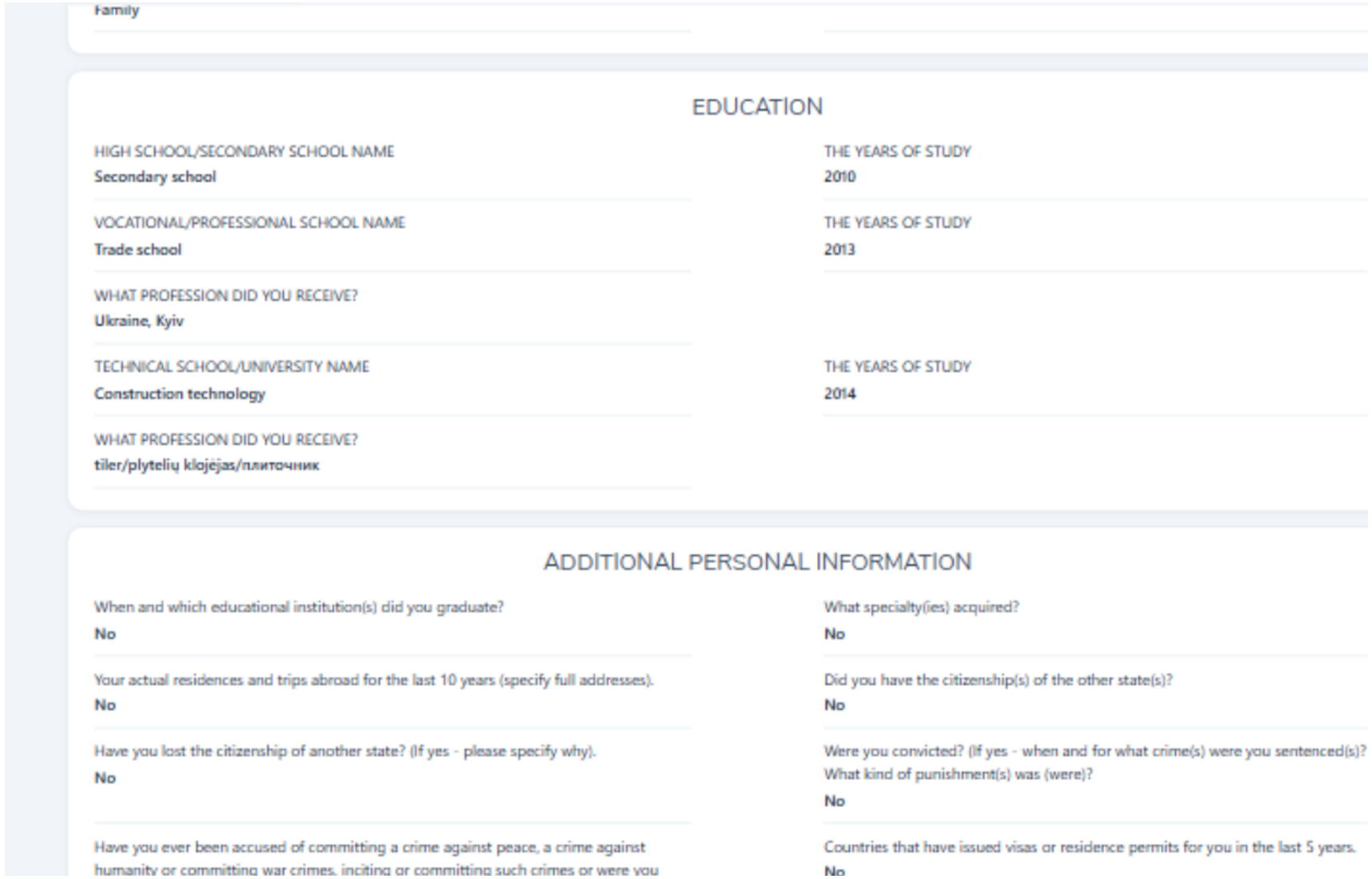
Read the main profile



The card presents the stored information for the selected person. Review primary information, contract number, passport dates, citizenship, profession, language and residence address. Empty fields and sections may be omitted, so cards can differ in length.

Employee Card

Review the remaining sections



Scroll down to review the available travel and visa information, contacts, next of kin, education, employment records and additional personal information. This is a reading view; change employee data through Employee Database.

Employee Card

Export or reset



Return to the top and choose Export to PDF for a printable copy of the selected card. Check the selected employee before exporting. Use Clear filter to reset the lookup, or choose another autocomplete result and Search. The walkthrough shows the controls; it does not reproduce an exported employee document.