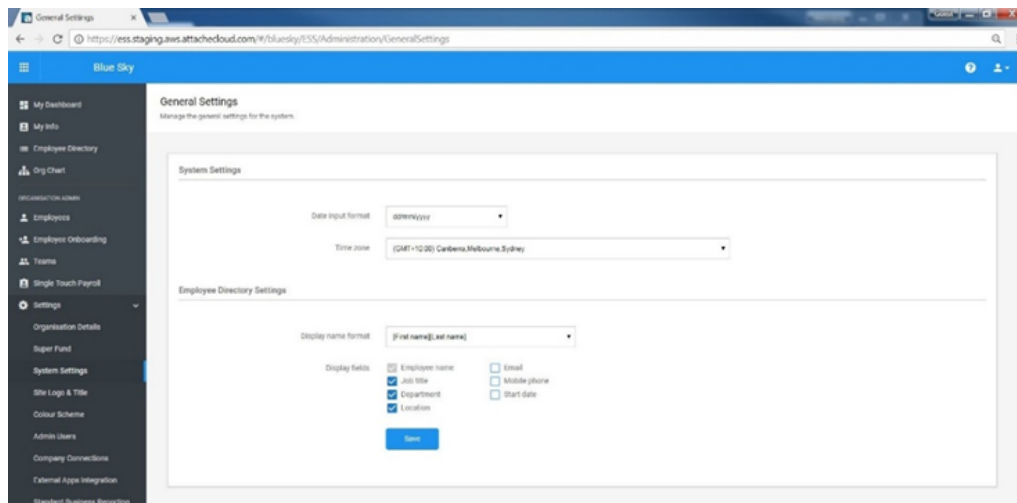


Selecting system settings for your Attaché Online organisation

System Settings on the Settings menu lets you choose settings such as the *Date Format* and *Time Zone* for your organisation as well as the way to display employee names.

You can also choose which fields you want displayed in the Employee Directory, which all employees will see. For example, for privacy purposes you might not want to display *Mobile Phone* or *Start Date*. In particular, if employees use a **personal email address** rather than a work one, you should turn off *Email*. These details come from the employee masterfile, see [Updating employee masterfiles for STP and Employee Portal](#).



System Settings determines which fields are displayed in Employee Directory

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