

# People List

## Requirements

This user guide is for anyone on Claromentis 8.2+

## Introduction

This article will showcase the features of the people list in the People application and how to locate specific users.

The information below is outlined in the video.

## People list

When first accessing the People application, the people list page will be the first area you enter:

The screenshot displays the 'People' application interface. At the top, there's a header bar with the title 'People' and a series of icons for navigation and settings. Below the header is a search bar with a dropdown arrow and a magnifying glass icon. To the right of the search bar are two view toggle buttons: a list view icon and a card view icon. Below the search bar is a horizontal navigation bar with letters A through Z, and a 'First name, Surname' filter icon. The main area shows a grid of user cards. Each card contains a profile picture, the user's name, and their job title. The users listed are: Abigail Clark (Human Resources Assistant), Alan Metcalfe (Sales Assistant), Alison Kelly (Human Resources Assistant), Amelia Jackson (Human Resources Assistant), Anne Wilkins (Sales Director), Austin Glover (Marketing Executive), Barclay Martin (Sales & Training Manager), Brian MacDonald (Marketing Executive), Charles Johnston (Marketing Director), Claire Bond (Testing Manager), Claromentis Administrator (System Administrator), Claromentis Test, Connor Chapman (Human Resources Assistant), Dan Butler (Support Technician), and Dave Arril (Head Of Sales).












Name	Job Title
Abigail Clark	Human Resources Assistant
Alan Metcalfe	Sales Assistant
Alison Kelly	Human Resources Assistant
Amelia Jackson	Human Resources Assistant
Anne Wilkins	Sales Director
Austin Glover	Marketing Executive
Barclay Martin	Sales & Training Manager
Brian MacDonald	Marketing Executive
Charles Johnston	Marketing Director
Claire Bond	Testing Manager
Claromentis Administrator	System Administrator
Claromentis Test	
Connor Chapman	Human Resources Assistant
Dan Butler	Support Technician
Dave Arril	Head Of Sales

Should you wish, you can choose to see the users in a 'Card' view (as shown above) or in a 'List' view:

People

AllA B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First name, Surname

Photo	Full name	Job Title	Landline	Mobile	Preferred contact method	Account state
	Abigail Clark	Human Resources Assistant				Active
	Alan Metcalfe	Sales Assistant				Active
	Alison Kelly	Human Resources Assistant				Active
	Amelia Jackson	Human Resources Assistant				Active
	Anne Wilkins	Sales Director				Active
	Austin Glover	Marketing Executive				Active
	Barclay Martin	Sales & Training Manager				Active
	Brian MacDonald	Marketing Executive				Active
	Charles Johnston	Marketing Director				Active
	Claire Bond	Testing Manager				Active
	Claromentis Administrator	System Administrator				Active

People search


From the people list page, you can search for specific users and view their profiles.

Users can search through the different pages by their name or specific letters of the user’s first name, and can list users alphabetically by surname instead of the first name.


People

AllA B C D E F G H I J K L M N O P Q R S T U V W X Y Z

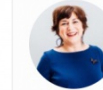
First name, Surname




Abigail Clark  
Human Resources Assistant




Alan Metcalfe  
Sales Assistant




Alison Kelly  
Human Resources Assistant




Amelia Jackson  
Human Resources Assistant




Anne Wilkins  
Sales Director




Austin Glover  
Marketing Executive



Barclay Martin  
Sales & Training Manager



Brian MacDonald  
Marketing Executive



Charles Johnston  
Marketing Director

Another option to search for users will be to use the 'Advanced Search' option.

People

Advanced search

Keywords  Any ▾

Account state  ▾


Group  Any ▾

☐ With subgroups

First name

Surname

Job Title

  24 ▾

V W X Y Z

First name, Surname

Alison Kelly  
Human Resources Assistant

Austin Glover  
Marketing Executive

Charles Johnston  
Marketing Director

The Advanced Search will give you a variety of methods determined by the administrators. This will be a useful option allowing for more in-depth ways to locate a specific user.

Last modified on 1 December 2023 by Hannah Door

Created on 1 February 2018 by Michael Hassman

Tags: intranet, people, user guide