



## People: Front-end Overview

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The People application lists all user profiles a person can see.

This guide covers all the actions a user can carry out from the front end of People

Please note: If you have implemented extranets a user in an extranet will see all users in the same extranet as them and the primary area in People. Only users between eztranets are hidden from each other.

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### Front End Overview

Head to Applications > People

The landing page will appear, and all its functions are explained below.

People ?

Search:  ☰ ☲

All A 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

 <p><b>Abigail Clark</b> Human Resources Assistant abigail@claromentis.com</p>	 <p><b>Alan Metcalfe</b> Sales Assistant alan@claromentis.net</p>	 <p><b>Alison Kelly</b> Human Resources Assistant alison@claromentis.net</p>
 <p><b>Amelia Jackson</b> Human Resources Assistant amelia@claromentis.net</p>	 <p><b>Anne Wilkins</b> Sales Director anne@claromentis.net</p>	 <p><b>Austin Glover</b> Marketing Executive austin@claromentis.net</p>
 <p><b>Barclay Martin</b> Sales &amp; Training Manager barclay@claromentis.com</p>	 <p><b>Brian MacDonald</b> Marketing Executive brian@claromentis.net</p>	 <p><b>Charles Johnston</b> Marketing Director charles@claromentis.net</p>
 <p><b>Claromentis Administrator</b> System Administrator noreply@claromentis.com</p>	 <p><b>Compliance Admin</b> support@claromentis.com</p>	 <p><b>Connor Chapman</b> Human Resources Assistant connor@claromentis.net</p>
 <p><b>Dan Butler</b> Support Technician dan@claromentis.net</p>	 <p><b>Dave Arril</b> Head Of Sales dave@claromentis.net</p>	 <p><b>Demo Account</b> demo@claromentis.net</p>
 <p><b>Frank Simpson</b> Marketing Executive frank@claromentis.net</p>	 <p><b>Irene Gray</b> Sales Assistant irene@claromentis.net</p>	 <p><b>Jacob Black</b> Health &amp; Safety Officer jacob@claromentis.net</p>
 <p><b>James Terry</b> North America Senior Sales james@claromentis.net</p>	 <p><b>Jasmine Goreas</b> jasmine.goreas@claromentis.com</p>	 <p><b>Jason Reid</b> Marketing Assistant jason@email.com</p>
 <p><b>Jennifer Langdon</b> Trainer jennifer@claromentis.net</p>	 <p><b>Joanne Thomson</b> Support Technician joanne@claromentis.net</p>	 <p><b>Joe Bloggs</b> jb@claromentis.net</p>

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## People View

The main part of the Inading page is taken up by the display of all user profiles that person can see.

Users have the option to view this as a List, or as Cards.



The information that appears in each view can be changed by administrators on the admin side.

## Opening profiles

Click on a profile to open it and see further information about them.

People > Profile

**Alan Metcalfe**  
Sales Assistant  
alan@claromentis.net

Badges

Endorsements

- Presentations: 6
- Demos: 5
- 1st Line Support: 1

Address: Towerpoint, 44 North Road, Brighton, East Sussex, BN1 1YR

Landline: +44 (0)1273 666355

Preferred contact method: Call Landline

Company car model: [Not specified]

Twitter: alan\_tweets

City: Manchester

Manager: James Terry (North America Senior Sales)

Direct Reports: No Direct Reports

The fields that appear on user profiles can be configured by administrators on the admin side of People.

### People Search

Users can enter names or keywords into the search to return matching profiles.



There are advanced filters under the arrow if that may assist in searching as well.

The filters that appear here are set by an administrator on the admin side.

A-Z letters that can be clicked on to assist searching, as well as a filter for the order of first name and last name.

Pagination at the bottom aids navigation through results.



Under the 3 dots on the top right, more functions can be performed by users.

People

Staff list

View Organisation Chart

My profile

My settings

Skills Search

Phone List

Contacts

People - Admin

### **Staff List**

Opens the landing page of People, and profiles can be browsed.

### **View Organisation Chart**

Opens the front end of the [Org Chart](#) application.

A user will see the Org Charts they have been permitted to view.

### **My profile**

Will open the user's own profile from the front end.

### **My settings**

A shortcut to open the '[My settings](#)' area for the user logged in.

This can also be opened by clicking on the user's profile picture on the top right.

### **Skills Search**

Users can search for particular [Skills](#) that users have attributed to their profiles.

These are set up by administrators on the admin side of the application.

### **Phone List & Contacts**

The Phone list provides contact details of all users.

Contacts act as a phone book for people or organisations relevant to your company.

### **People admin**

This option will only appear to People application administrators, as it opens the [admin side](#) of the application.

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Tags: [intranet](#), [people](#), [user guide](#)