Link to article: https://discover.claromentis.com/knowledgebase/articles/359/people-list

People List

Requirements

This user guide is for anyone on Claromentis 8.2+

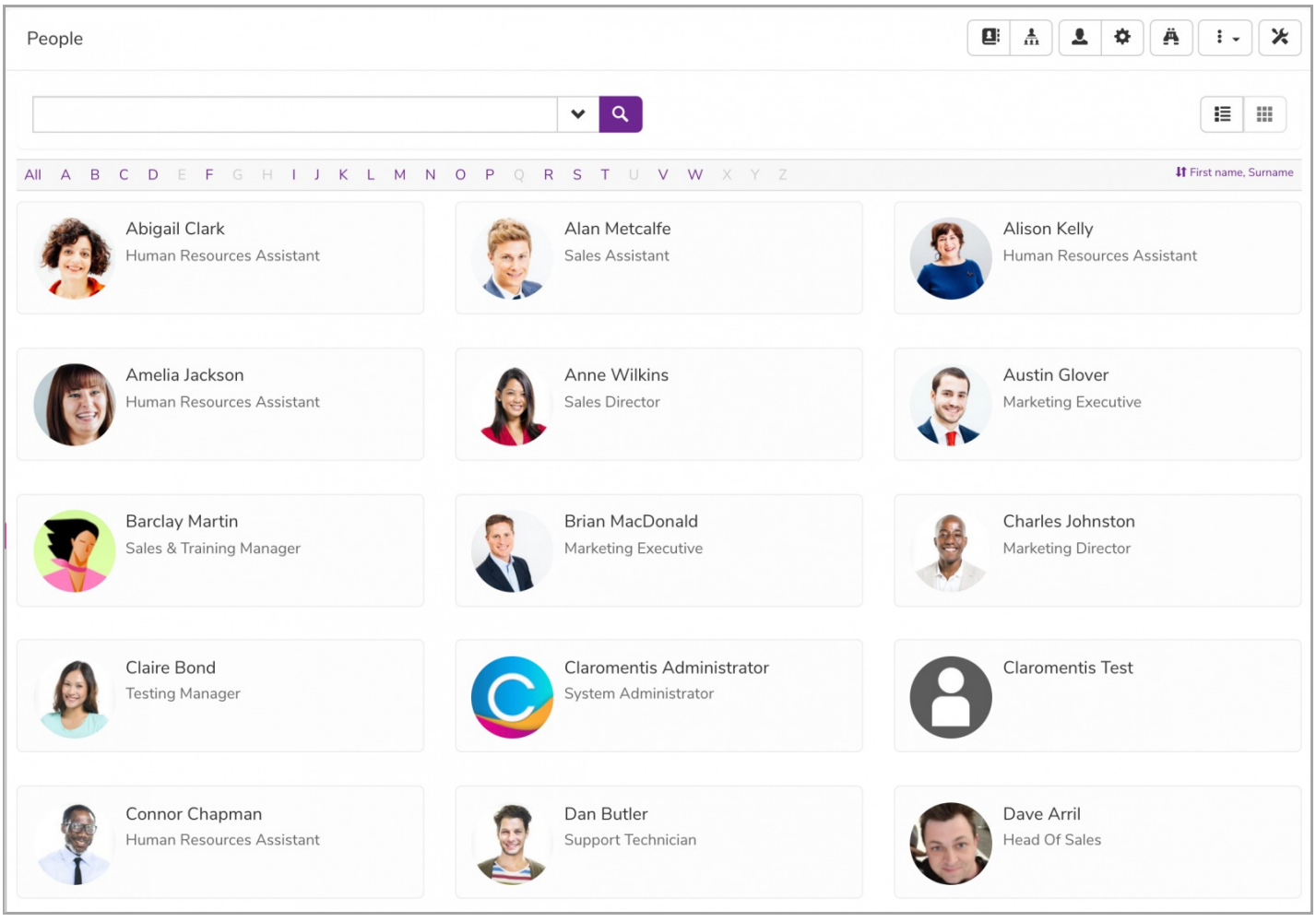
Introduction

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

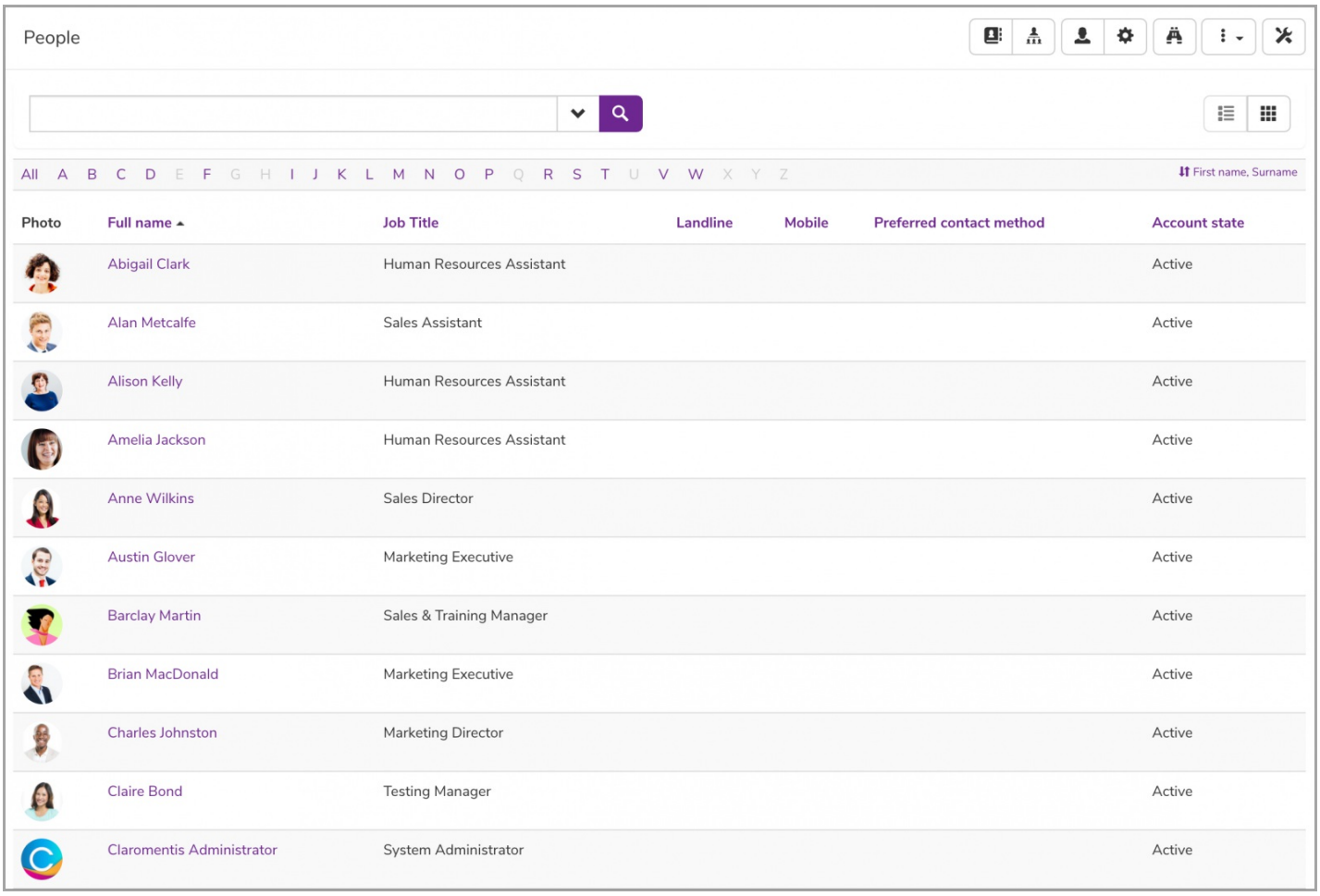
The information below is outlined in the video.

People list

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



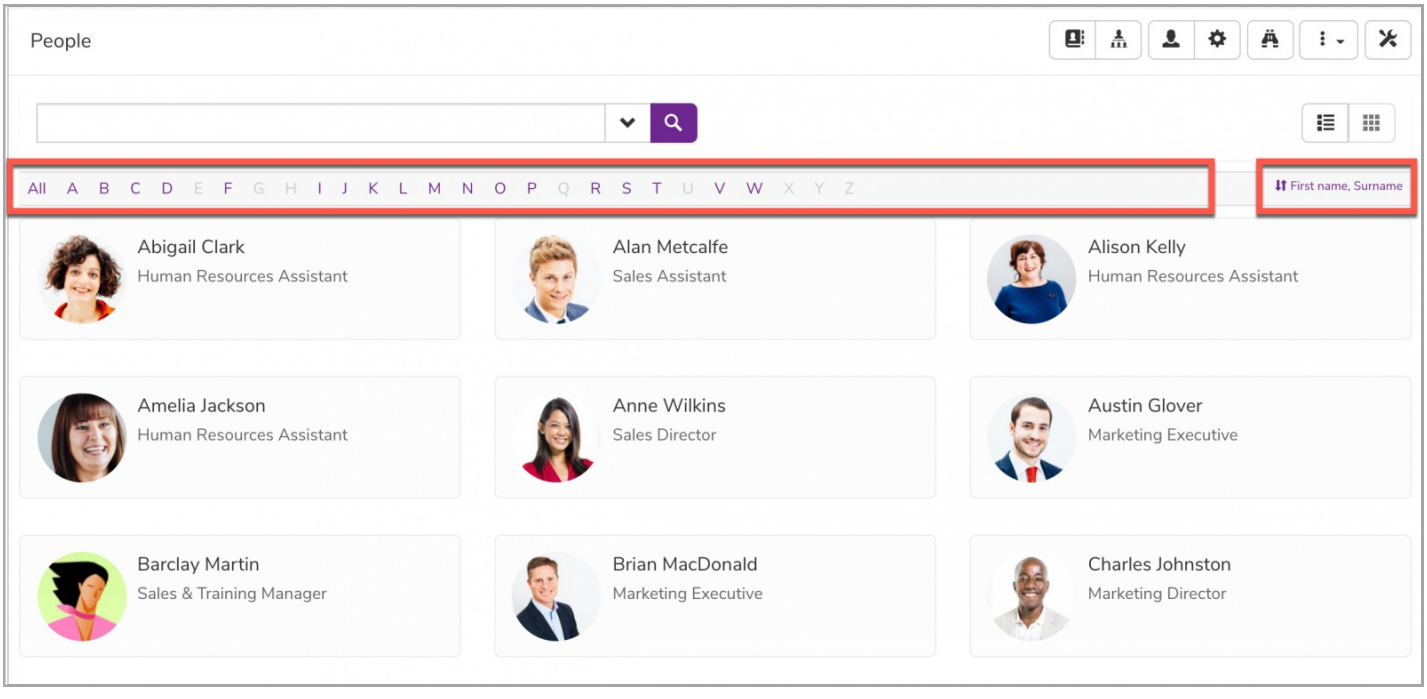
Should you wish, you can choose to see the users in a 'Card' view (as shown above) or in a 'List' view:



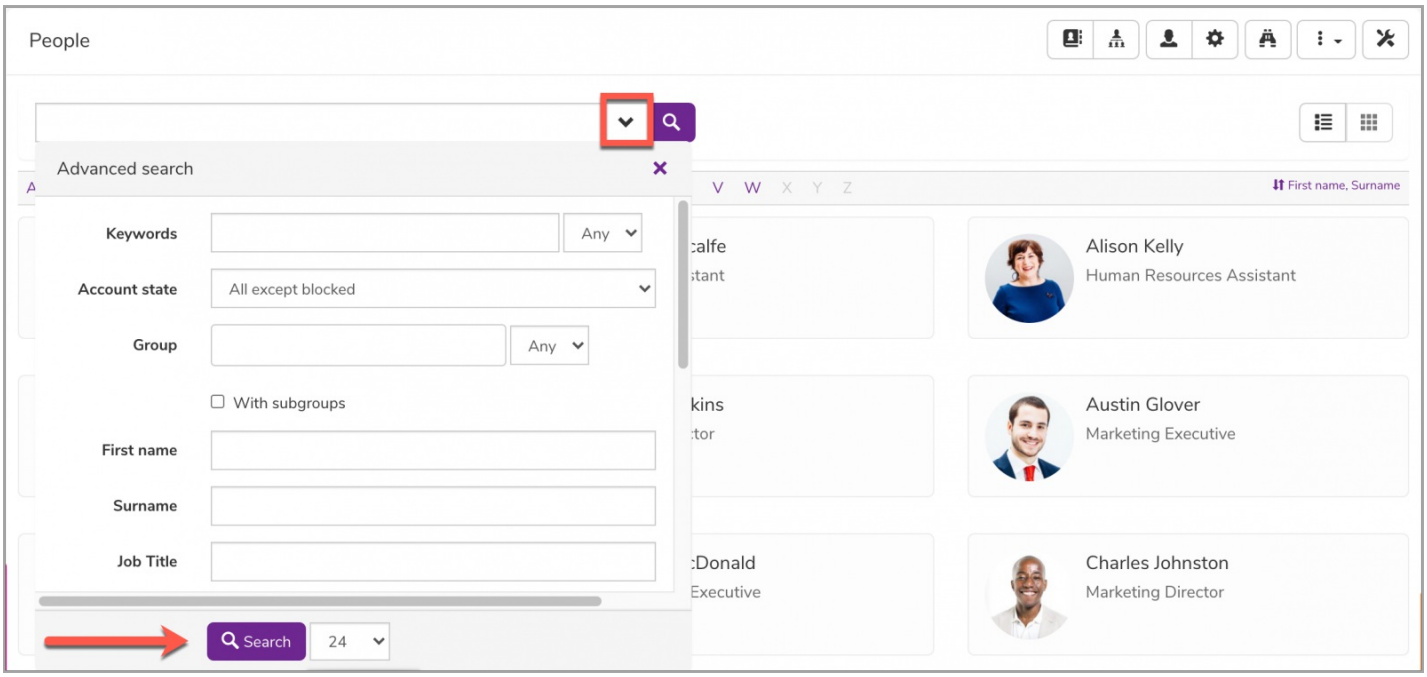
People search

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.



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



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