

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 is a search bar with a dropdown arrow and a magnifying glass icon. To the right of the search bar are several icons: a list view icon, a grid view icon, a user icon, a settings gear, a refresh icon, a dropdown menu, and a close icon. Below the search bar is a horizontal navigation bar with letters A through Z, and a sort icon followed by the text 'First name, Surname'. The main area shows a grid of user cards. Each card contains a circular 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).

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

People

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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

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

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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

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 All except blocked

Group Any

With subgroups

First name

Surname

Job Title

Search 24

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](#)

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