People: Front-end Overview

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.

Front End Overview

Head to Applications > People

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

People View

The main part of the lnading page is taken up by the dispaly of all user prfoiles that person can see.

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

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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.

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.

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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.

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

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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