

People - Overview tab

The Overview tab displays the most pertinent information related to the selected Person record.

The screenshot shows the 'People' section of the KeepnTrack interface. On the left is a sidebar with icons for 'About', 'People', 'Tools', and 'Log Out'. The 'People' list on the left includes names like Atkinson, Molly; Reyes, Natasha; BROADWATER, COREY GARY; Demo, Demo (selected); Smith, John; James, Emily; Dibb, Kevin; Karine, Myra; Lightman, David; Everill, Randy; Plummer, Chris; Giles, Chris; Kunzler, Stephen; Schjelderup, Bill; James, Emily; Simon, Fred; Phelps, Vivian; Reller, Micah; Milton, Kendi; and Aguilar, Laura. The main area shows the 'Overview' tab for the selected person, 'Demo, Demo'. Fields include: Person ID (9999), Prefix/Suffix, First Name (Demo), Last Name (Demo), Birthdate (05/03/1957), Sex (Male), and Ethnicity (Not specified). Below these is a 'Sign-In Message' field. A summary section shows: Status: Active; Security Group: Account Administrator; Facility: Multiple; Classifications: Visitor, Volunteer, Student, Staff, Vendor; Primary Phone #: ; Emergency Contact: ; Last SOR Check: ; Results: ; Last Background Check: ; Results: ; Medical Note: ; Record Created: 08/07/2015; Last Modified: 01/30/2019. A placeholder image for the person is shown on the right.

Person ID

This is an open field that allows you to assign a unique ID for an individual in the KeepnTrack system. When manually assigned the Person ID must be unique to that person and be 3 to 15 characters in length using only letters and numbers. Anytime KeepnTrack assigns a PersonID it will be generated from the first letter of the person first name, the first letter of their last name, and a 5 digit number.

Prefix/Suffix

Enter a prefix, suffix, or title for this person.

First Name

Enter the first name of your person.

Last Name

Enter the last name of your new person.

Birthdate

Enter the person's date of birth. KeepnTrack recognizes many different date formats, but we recommend MM/DD/YYYY.

Sex

Select Male, Female, or Not Specified.

Ethnicity

Select a person's ethnicity using this drop-down menu. This list can be adjusted by operators in [Kiosk Preferences](#).

Sign-In Message

This message will be displayed when this person signs in. For example, if a student has lost a backpack, an operator could have KeepnTrack display "Have student check lost and found for backpack" when he or she signs in.

Quick Info

This portion of the screen displays important information about the selected person, but it also provides links to the associated fields.