
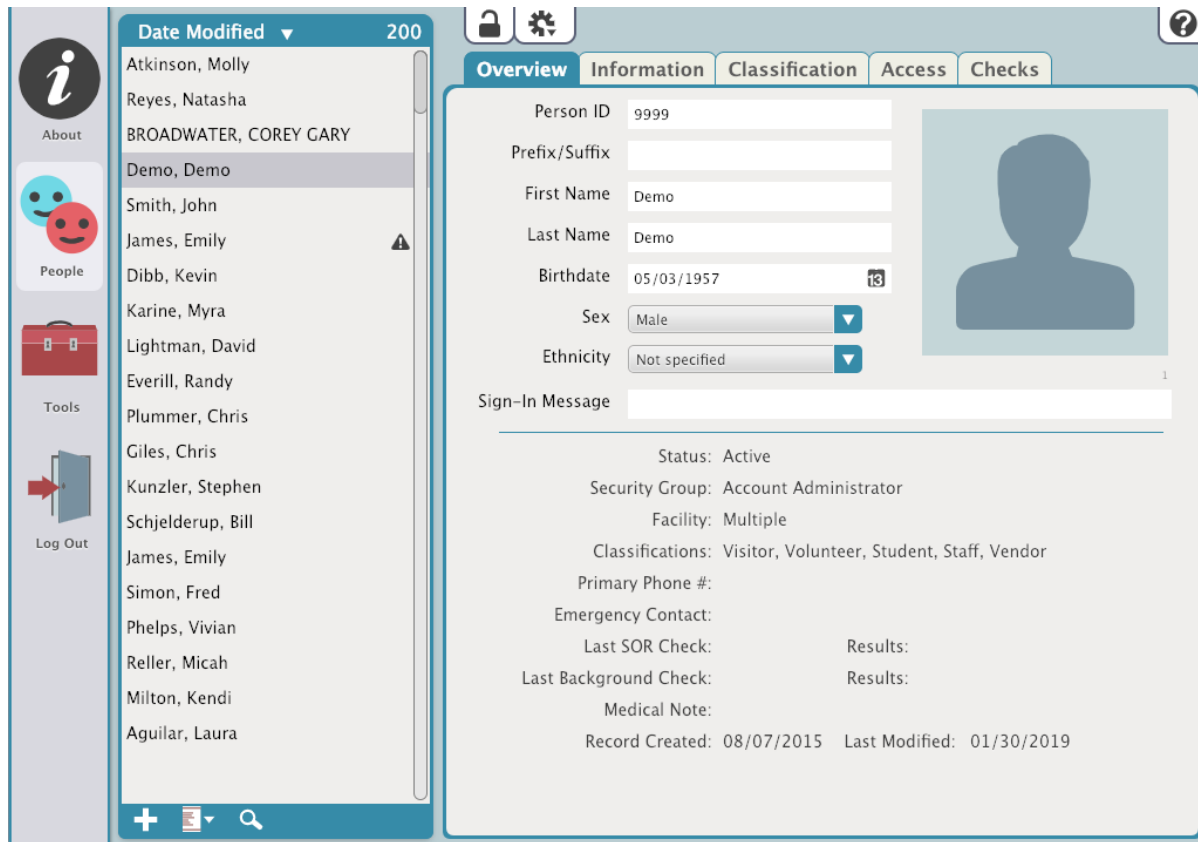


People Management UI

People Management allows an Operator to add People, edit History, and update information. The left side is a list of people. The right shows the information associated with the person currently selected on the left. On the right hand there are tabs for; Overview, Information, Classification, Access, and Checks. Above the tabs are the control features Lock/Unlock, Actions, Revert, Save, and Help. Below the People list on the left you'll find the Add, Quick Search, and Search features.

 Before you can make any changes, click the **Lock** icon to unlock the records.



People List:

- Atkinson, Molly
- Reyes, Natasha
- BROADWATER, COREY GARY
- Demo, Demo**
- 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
- Aguilar, Laura

Person Details (Overview Tab):

Person ID: 9999

Prefix/Suffix:

First Name: Demo

Last Name: Demo

Birthdate: 05/03/1957

Sex: Male

Ethnicity: Not specified

Sign-In Message:

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


Actions Menu

Click the Actions menu for the following options:


- Add Person
- Remove Person
- Scan ID
- [Resolve Duplicates](#)
- [Resolve Duplicates by ID](#)
- Add Picture
- Take Picture
- Remove Picture
- View Person History
- Add Person History
- [Person Details Report](#)
- [Operation Management](#)

Search


Click the Search icon below the list to locate a specific person record.




About



People



Tools



Log Out

Date Modified

Atkinson, Molly

Reyes, Natasha

BROADWATER,

Demo, Demo

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

Aguilar, Laura

Name

FirstLast

Person ID

Status

Facility

Classification

Security Group

Effective Dates

Last SOR Check

Volunteer Type

☐ Add to current results

Any

Washington High Sch...

Any

Any

From mm/dd/yyyy13

Through mm/dd/yyyy13

From mm/dd/yyyy13


Through mm/dd/yyyy13

Clear

Cancel

Search

Checks



1

Classifications: Visitor, Volunteer, Student, Staff, Vendor

Primary Phone #:

Emergency Contact:

Last SOR Check:Results:

Last Background Check:Results:

Medical Note:

Record Created: 08/07/2015Last Modified: 01/30/2019