

# Person List



Figure 75 Side Menu >> Person

It displays the list of persons added to the department with different options like Search, Add New Person, Filter, and different viewing options. It displays all users with different user types.

Home / Persons

+ NEW FILTER MORE ▾ ≡ ⌵

<input type="checkbox"/>	BILLING ID	NAME	EMAIL	USER TYPE	DATE OF BIRTH	DRIVER'S LICENSE	ACTION
<input type="checkbox"/>	BIS0003	SHAH, JANKI	janki.shah@e2admin.com	FACULTY/STAFF	11/12/1991		...
<input type="checkbox"/>	3456DGBA	CAREY, CARL JOE	sn432@yahoo.com	STUDENT	01/03/1993	786765345	...
<input type="checkbox"/>	1234ABCE	BORTON, JENNY BETH	jb256@gmail.com	FACULTY/STAFF	01/02/1993	789432890	...
<input type="checkbox"/>	44332211	ENDUSER, DEMO	demo.enduser@test.com	STUDENT	01/01/2000	789789789	...
<input type="checkbox"/>	4433RLTN	MICHAELS, KENNY TODD	p9003423@hotmail.com	FACULTY/STAFF	01/04/1993		...
<input type="checkbox"/>	4433RFTN	MICHAELS, KEVIN MIKE	pd423@hotmail.com	FACULTY/STAFF	01/04/1993		...
<input type="checkbox"/>	19029200	DOWNES, JOSHUA HENRY	joshua.downes@college.edu	FACULTY/STAFF	01/02/1993	2938290	...
<input type="checkbox"/>	HB0001	SHAH, DEEPAK	deepakshah111@yopmail.com	FACULTY/STAFF	02/08/1995	AZ457845	...
<input type="checkbox"/>	4839484	MANNY, LACEY	lacey.manny@test.com	STUDENT	01/01/2000		...
<input type="checkbox"/>	11223344	ADMIN, DEMO	demo.admin@test.com	FACULTY/STAFF	01/01/2000		...

10 25 50 100 Page 1 of 6 (60 Items) < 1 2 3 4 5 6 >

Figure 76 Person List

**Search** – It allows the admin to search for a person by billing id, Name, Email, User type, Date of birth, and Driving License.

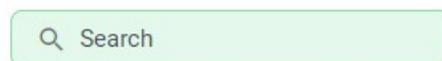


Figure 77 Search Person List

**Filter** – This option helps the admin filter data using different fields like Billing#, Last Name, First Name, Middle name, Permit#, Classification, User type, Email, DL state, DL#, DOB from, DOB To and Call#.

Figure 78 Filter Person List

**Display Options** – There are two viewing options, List View and Detail View. By default, it displays data in List View.



Figure 79 Display Options

The **list view** displays data in a list format. To view more details of the user one must click the billing id number in green font color.

<input type="checkbox"/>	BILLING ID	NAME	EMAIL	USER TYPE	DATE OF BIRTH	DRIVER'S LICENSE	ACTION
<input type="checkbox"/>	BIS0003	SHAH, JANKI	janki.shah@e2eadmin.com	FACULTY/STAFF	11/12/1991		...
<input type="checkbox"/>	3456DGBA	CAREY, CARL JOE	sn432@yahoo.com	STUDENT	01/03/1993	786765345	...
<input type="checkbox"/>	1234ABCE	BORTON, JENNY BETH	jb256@gmail.com	FACULTY/STAFF	01/02/1993	789432890	...
<input type="checkbox"/>	44332211	ENDUSER, DEMO	demo.enduser@test.com	STUDENT	01/01/2000	789789789	...
<input type="checkbox"/>	4433RLTN	MICHAELS, KENNY TODD	p9003423@hotmail.com	FACULTY/STAFF	01/04/1993		...
<input type="checkbox"/>	4433RFTN	MICHAELS, KEVIN MIKE	pd423@hotmail.com	FACULTY/STAFF	01/04/1993		...
<input type="checkbox"/>	19029200	DOWNNS, JOSHUA HENRY	joshua.downns@college.edu	FACULTY/STAFF	01/02/1993	2938290	...
<input type="checkbox"/>	HB0001	SHAH, DEEPAK	deepakshah111@yopmail.com	FACULTY/STAFF	02/08/1995	AZ457845	...
<input type="checkbox"/>	4839484	MANNY, LACEY	lacey.manny@test.com	STUDENT	01/01/2000		...
<input type="checkbox"/>	11223344	ADMIN, DEMO	demo.admin@test.com	FACULTY/STAFF	01/01/2000		...

10 25 50 100 Page 1 of 6 (60 Items) 1 2 3 4 5 6 >

Figure 80 Listing Person in List View

The **Detail view** displays data in a card format which is convenient for users with a small display screen size. To view more details of the user one must click the billing id number in green font color.

ORDER BY			
BILLING ID <a href="#">BJS0003</a>	NAME SHAH, JANKI	DOB 11/12/1991	⋮
EMAIL janki.shah@e2e admin.com	DRIVER'S LICENSE AL -	USER TYPE FACULTY/STA FF	
BILLING ID <a href="#">3456DGBA</a>	NAME CAREY, CARL JOE	DOB 01/03/1993	⋮
EMAIL sn432@yahoo.c om	DRIVER'S LICENSE GA - 786765345	USER TYPE STUDENT	
BILLING ID <a href="#">1234ABCE</a>	NAME BORTON, JENNY BETH	DOB 01/02/1993	⋮
EMAIL jb256@gmail.c om	DRIVER'S LICENSE MS - 789432890	USER TYPE FACULTY/ST AFF	
BILLING ID <a href="#">44332211</a>	NAME ENDUSER, DEMO	DOB 01/01/2000	⋮
EMAIL demo.enduser@t est.com	DRIVER'S LICENSE CA - 789789789	USER TYPE STUDENT	
BILLING ID <a href="#">4433RLTN</a>	NAME MICHAELS, KENNY TODD	DOB 01/04/1993	⋮
EMAIL p9003423@hot mail.com	DRIVER'S LICENSE AL -	USER TYPE FACULTY/ST AFF	
BILLING ID <a href="#">4433RFTN</a>	NAME MICHAELS, KEVIN MIKE	DOB 01/04/1993	⋮
EMAIL pd423@hotmai l.com	DRIVER'S LICENSE AL -	USER TYPE FACULTY/ST AFF	

Figure 81 Listing Person in Detail View

In the detail view on the top left corner, there is an order by option that allows the Admin to display data in the order selected.

ORDER BY ▲

- Billing Id
- Last Name
- First Name
- Middle Name
- Driver's License
- Driver's License State
- Date Of Birth
- Email
- Modified Date

Figure 82 Order By

**Other options** – Three dots in front of each person's detail in List View and Detail View display multiple options like View, Edit, Print Receipt, and Delete.

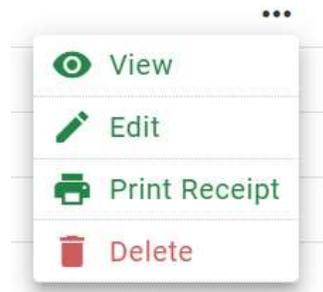


Figure 83 Menu with three dots

**More:** There are checkboxes in each row, once checkboxes are selected the user can click on More and see options like Merge, Import, Export, and Delete.



Figure 84 More options in Person