

Add Person



Figure 92 Add Person >> New

Clicking New allows the Admin to create a new name record. They can then enter, or select, all needed person details like: Billing ID, Last Name, First Name, Email, User Type, User Role, Agency site and Time zone.

A record must be marked Active for selection in the system.

Home / Persons / Person Detail

ADD PERSON

BILLING ID *	LAST NAME *	FIRST NAME *	MIDDLE NAME
<input type="text" value="BIS006"/>	<input type="text" value="FOWLER"/>	<input type="text" value="DEVIN"/>	<input type="text"/>
SUFFIX	DATE OF BIRTH	DRIVER'S LICENSE STATE	DRIVER'S LICENSE
<input type="text" value="DF"/>	<input type="text" value="01/25/1989"/>	<input type="text" value="AL"/>	<input type="text" value="181000"/>
EMAIL *		USER TYPE *	USER CLASSIFICATION
<input type="text" value="df.devin@arms.com"/>		<input type="text" value="GRADUATE STUDENT"/>	<input type="text" value="SENIOR"/>
USER ROLE *	AGENCY SITE *	TIMEZONE *	<input checked="" type="checkbox"/> ACTIVE
<input type="text" value="Student"/>	<input type="text" value="Main Campus"/>	<input type="text" value="Central Standard Time"/>	

Figure 93 Add Person

Once a new record is created, its Person Detail page will be displayed. Here the Admin can add details like Address, Phone, Permits, Vehicles, or enter Notes for the record. They can also reset the user's password, print their record or delete the record.

Home / Persons / Person Detail

FOWLER, DEVIN
[EDIT](#) [PRINT](#) [RESET PASSWORD](#) [DELETE](#)

BILLING ID BIS006	NAME FOWLER, DEVIN	SUFFIX DF	DATE OF BIRTH 01/25/1989
DRIVER'S LICENSE AL - 181000	EMAIL df.devin@arms.com	USER TYPE GS-GRADUATE STUDENT	USER CLASSIFICATION SENIOR
USER ROLE Student	SITE Main Campus	TIMEZONE Central Standard Time	CALL#
LAST MODIFIED DATE 08/07/2024	MODIFIED BY SHAH, JANKI		

ADDRESS + ADD

ADDRESS TYPE	ADDRESS	ACTION
No data		

PHONE + ADD

NUMBER TYPE	NUMBER	ACTION
No data		

ACCOUNTING **VEHICLES** PERMITS CITATIONS **NOTES**

[REFUND / CREDIT MEMO](#)

NUMBER	DATE	TYPE	REFERENCE	METHOD	DESCRIPTION	AMOUNT	BALANCE	ACTION
No data								

Figure 94 Person Detail

Edit – This allows the admin to edit a person’s details.

Print - This allows the admin to print a person’s details.

ARMS University

351 State st, Mobile, Arkansas-54856

Person Details

PHONE: 5489568521

EMAIL: test@test.com

PERSON			
BILLING ID	BIS006	BALANCE	-
NAME	FOWLER, DEVIN	DRIVING LICENSE	181000
DATE OF BIRTH	01/25/1989	EMAIL	df.devin@arms.com
USER TYPE	GS-GRADUATE STUDENT	CLASSIFICATION	SENIOR

Figure 95 Person List >> Print

If user is not able to print any document, then make sure to allow blocked popup in the Browser.

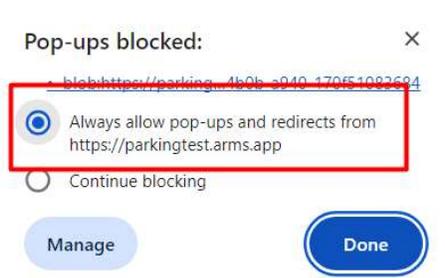


Figure 96 Blocked Pop up

Reset Password – This allows the Admin to reset the user's password. Once selected and confirmed, the user will receive an email to reset their password.



Figure 97 Reset Password