Person overview and search

Person overview

Clicking the menu item **"Persons"** displays all persons in alphabetical order.

- The order can be either alphabetical from A to Z,
- or reversed, from Z to A. This sorting is done using the arrow keys.
- First names are sorted in the same way.
- If you activate this function, all persons are sorted by the initial letters of their first names.
- This type of sorting also applies to the master record number.

Searching for a person

- Search by **last name**
  Webdesk users are searched by their last name. Enter the desired name, then confirm with Enter or by clicking the magnifying glass.
- Search by **first name**
  The search by first name works in the same way as the search by last name.
- Search by **client affiliation**
  The search by client displays all persons who belong to a specific client.
- Search by **master record number**
  This query option enables an exact search for a user by master record number. If you enter a master record number and confirm it with Enter, the respective user, or those users whose master record number contains parts of the number you searched for, are displayed.

Felder

Name	Wert
Modul	Portal & Organisation (po)
Webdesk Actionname	po_showPersons
Artefakt-Typ	Action