

Persons

Administrator

2013/12/12 10:55

Inhaltsverzeichnis

Persons	3
---------------	---

Persons

In the menu *System > Master Data > Persons* you can look in a Flexgrid-table all persons in the ICRS. Also you can export the data.

The screenshot shows a web application window titled "Person". At the top, there are buttons for "Create Person", "Export Excel", "Send emails", and a "Search" button. Below the buttons is a search bar with the text "Search for name". The main area is a table with the following columns: Name, Anrede, Titel, Vorname, Firma, Position, Aufgabe, Abteilung, and Telefon. The first row of data shows "Mr" in the Anrede column and "test" in the Titel column. The table is empty for the rest of the columns. At the bottom of the table, there is a pagination bar showing "Page 1 of 1" and "Displaying 1 to 1 of 1 items".

Name	Anrede	Titel	Vorname	Firma	Position, Aufgabe	Abteilung	Telefon
	Mr	test					

Table of Employees

With the button: *Create Person* you get a form with 4 registers (Person, Address, Contacts, Webalerts) within you can create the new person.

Gender	Mr		Person
Title			Private address
First name			Contacts
Name			Webalerts
Company	-		
Function			
Department			
Telephone			
Mobile phone			
Email			
Email 2			
Fax			
Groups			
Tags			
Description, Text	Beschreibung, Text		

Save

Back

Form to edit and create Employees

Gender

Mr

Title

test

First name

Name

Company

Function

Department

Telephone

Mobile phone

Email

Email 2

Fax

Groups

Tags

Description, Text

Beschreibung, Text

Person

Private address

Contacts

Photos

Notes

Webalerts

Edit

Back

Form to edit an existing Person.

Street

Area code

City

Country

Austria

NUTS-Code

Skypename

Xing link

Person

Private address

Contacts

Photos

Notes

Webalerts

Edit

Back

Created: accuser, 05. 12. 2013 17:08

Last modified: accuser, 05. 12. 2013 17:08

ID:42711

Third Register of the form to edit Employees resp. Persons.

Contact

[Create Contact](#)
[Export Excel](#)

[Search](#)

Name	Datum	Personen	Tags	angelegt	geändert

25
Page 1 of 1
No items

Person

Private address

Contacts

Photos

Notes

Webalerts

Edit Back

Third Register of the form to edit Employees resp. Persons.

Photos

[create Photos](#)

Person

Private address

Contacts

Photos

Notes

Webalerts

Edit Back

Created: accuser, 05. 12. 2013 17:08

Last modified: accuser, 05. 12. 2013 17:08

ID: 42711

Fourth Register to edit Persons.

Create Note

Person

Private address

Contacts

Photos

Notes

Webalerts

Search

to

Show

Edit

Back

Fifth Register to edit Persons.

Web Alert

Export Excel

Search for name

Search

Name	Alarm	Datum	Author
No items			

25

Page 1 of 1

No items

Person

Private address

Contacts

Photos

Notes

Webalerts

Edit

Back

Sixth Register to edit Persons.

Click an *save* to storage the person and continue, click on *break*, if you want to abprt without creating a new person.

Yet you have another Question leave it on this Site for the metamagix-Support-Team.