

SMIS0007 - Person Enquiry

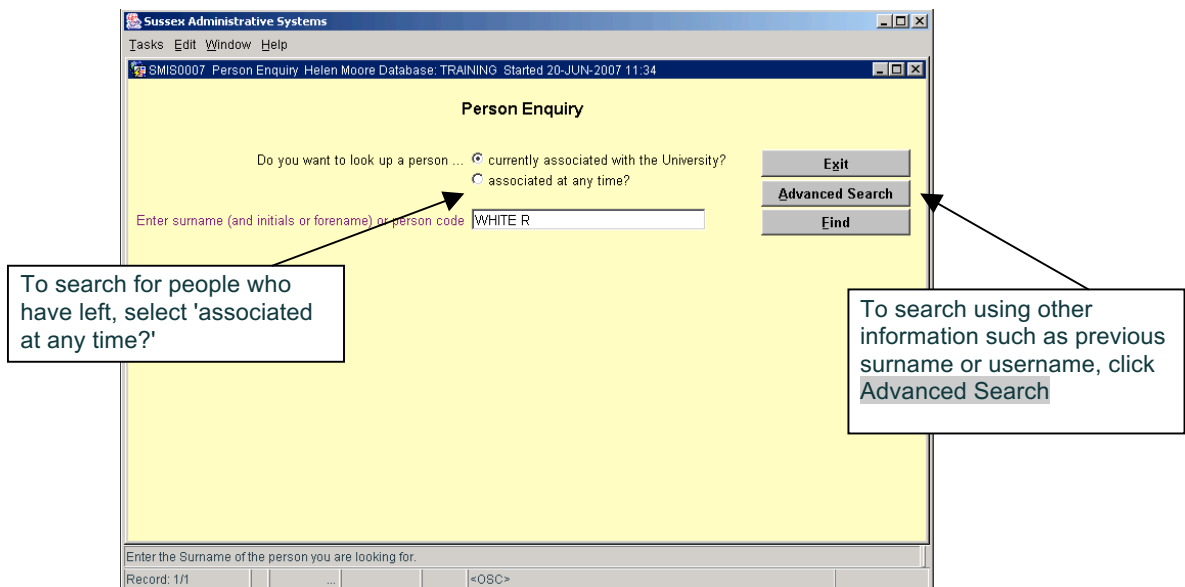
Use this screen to search for Staff, Students, and Associates of the University, and to view their details.

To Search for People

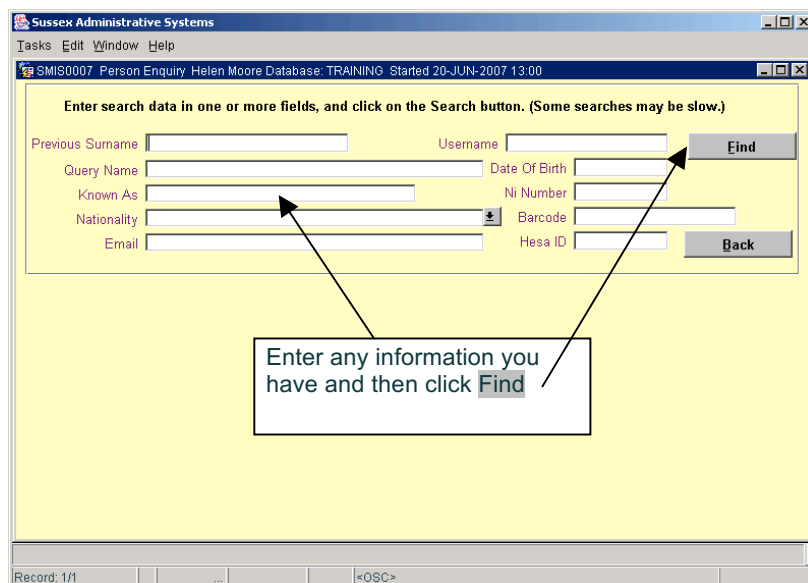
The screen defaults to people currently associated with the University. To search for people who have left, select 'associated at any time?'

Enter a surname, preferably followed by a space and at least one initial. The following are valid entries:

- WHITEHEAD
- WHITE R
- WHITE RICHARD
- 2234 (person number)



Clicking **Advanced Search** allows you to search using other information such as previous surname or username



Click **Find**

Anything matching your search criteria will then be listed

To view information about the person required, click on the name from this list

This takes you to a new screen

The screenshot shows the 'Sussex Administrative Systems' window. The main content area displays details for 'Ms Helen N Moore', a STAFF member with Person Code 146066. Her contact information includes 'Email: H.N.Moore@sussex.ac.uk'. Below this, there are several blue links: 'Employee: Staff', 'Student:', 'Applicant:', 'Fees: See Roles', and 'Addresses: Addresses'. A callout box points to the email address with the text 'Click to copy email address for pasting'. Another callout points to the 'Staff' link with the text 'Click to see staff details such as grade, start date, department'. A third callout points to the 'See Roles' link with the text 'Click to see current and past roles, for example 'staff', 'ex-student', and memberships of groups and committees'. A fourth callout points to the 'Addresses' link with the text 'Click to see current addresses held, for example home, university, term-time'. The interface also shows a 'Library Code: 20103903284545' and a status bar at the bottom indicating 'Record: 1/1'.

To copy the email address for pasting, click on the  symbol next to the email address.

To view further information, click on the blue links:

- Employee** shows staff details such as grade, start date, department
- Roles** shows various current and past roles, for example 'staff', 'ex-student', and memberships of groups and committees
- Addresses** shows current addresses held, for example home, university, term-time

If you have access, you can add a new address for someone by clicking on the 'Addresses' link and then on **Add New Address**. Make sure you first end-date the old address. The date for the new address defaults to today's date, so you will need to amend this if necessary.

The screenshot shows the 'Add New Address' form within the 'Sussex Administrative Systems' window. The form is for 'Ms Helen N Moore' and includes the following fields: 'Building' (ENGINEERING 1), 'Room' (E1-1-01), 'Extension' (8463), 'Start Date' (05-AUG-2002), 'End Date' (empty), 'Telephone' (empty), 'Fax' (empty), and 'Post Code' (empty). There are also 'Add New Address', 'Save', and 'Delete' buttons. A 'Click here to copy the postal name and address:' link is visible. The status bar at the bottom indicates 'Record: 1/1'.