



Online CSS - People

Person/Student Details

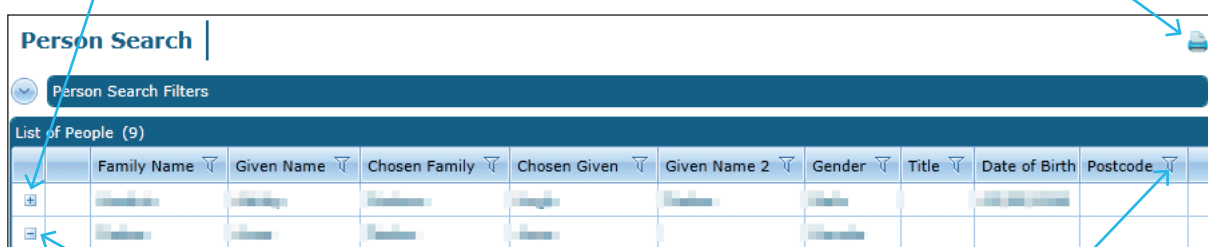
Information about a person or a student is displayed in the v4 Online application as a read-only summary of the main person or student record that is maintained in the v4 Client. Everyone is deemed to be a student until they are aged 19 or over and have no active school history.

Viewing Details on Person Search

The **Person Search** icon is available via the navigation bar at the top of each v4 Online page.

Click the plus sign to view the person or student details. It is possible to expand more than one row to check the details of one record against another.

Click the **Print Screen** button to display the **Print** dialog in a new Internet Explorer window. One prints out only the data visible on your screen.



Click the minus sign to close the record.

The filter functionality is available on each column.

Person Details

When a person record is opened the following details relating to the person display, if recorded in the v4 Client:

<p>Identifiers</p> <ul style="list-style-type: none"> Legal Name (Family Name) Chosen Name Gender and Date of Birth (if any) Person Identifier 	<p>Contact Details</p> <ul style="list-style-type: none"> Email Address Primary Contact Number Mobile Number Work Contact Number 	<p>Role/Post Details</p> <ul style="list-style-type: none"> Role Description Summary of current and historical roles that the person fills
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Hover over the person's names to identify which is the **Legal Name** and which is the **Chosen Name**.

Hover over the icons to identify the type of data displayed.

Hover over the **Role Description** to identify the end date of a role, if it has been set.

Student Details

When a student record is opened the following details relating to the student display, if recorded in the v4 Client:

<p>Identifiers</p> <ul style="list-style-type: none"> Given / Family Name Chosen Given / Family Name Gender and Date of Birth (if any) Person Identifier 	<p>Student Details</p> <ul style="list-style-type: none"> UPN and NCY (including offset) SEN Status (if applicable) Correspondence Telephone Number Correspondence Address Address Information Address Memo 	<p>School History</p> <ul style="list-style-type: none"> Current School Previous School
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Hover over the student's names to identify which is the **Legal Name** and which is the **Chosen Name**.

The address memo is read-only. The contents of the memo can be printed.

Hover over information icon to display **Base Type, Days per Week, LA No.** and **School No.**