

Person Search

The menu item *Person Search* gives you an overview of which persons are in which zone.

Index	Kundenfeld 1	Vorname	Nachname	Zone
395		Fabian	Byner	● Produktion und Lager G03-EG
414		Theodor	Gülcher	● Produktion und Lager G03-EG
438		Lea	Maack	● Produktion und Lager G03-EG
405		Markus	Kleinholter	● Labor G04
399		Frida	Goedjen	● Labor G04
397		Franziska	Kruse	● Labor G04
252		David	Dumfries	● Labor G04
283		Brad	Cold	● Labor G04
263		Caro	Lenkerer	● Labor G04
285		Heather	Leerd	● Labor G04
284		Andre	Mayer	● Labor G04
258		Andreas	Uhlmann	● Labor G04
249		Lara	Heinse	● Labor G04
281		Christian	Oltrecht	● Labor G04
248		Christopher	Belko-javic	● Labor G04
243		Christian	Calw	● Labor G04
253		Jochen	Hopfmann	● Labor G04
255		Felix	Schmied	● Labor G04
266		Larah	Außenhein	● Labor G04

List of persons

The list contains all persons present together with the zone in which they are located. The *Zone* column shows the name of the zone as well as its alarm status.

You have the following options:

- **Show details:** Double-click in any column of the person. A pop-up window appears.

- **Select columns to display:** Press the gear icon. Select which columns you want to display and in which order. Arrange the columns using the mouse or the arrow icons. Press *Apply* to adopt the changes.
 - **Search in columns:** Enter text or numbers in the search field (magnifying glass icon) of a column to search for names, personnel numbers, or other criteria. The entries take effect immediately: the list only displays hits.
Tip: Search for substrings. You can find “Spencer-Churchill” with “spe”, “chur” or “hill”. The search is not case sensitive.
 - **Export the entire list:** Press the download icon. Select the format in which you want to export the list. The export files are downloaded or displayed depending on the browser/operating system settings. For details on the available export formats, see the [General > Export Formats](#) chapter of this manual.
 - **Update list:** Use the *Refresh* button to update the zone list. This also happens automatically every 15 seconds.
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