

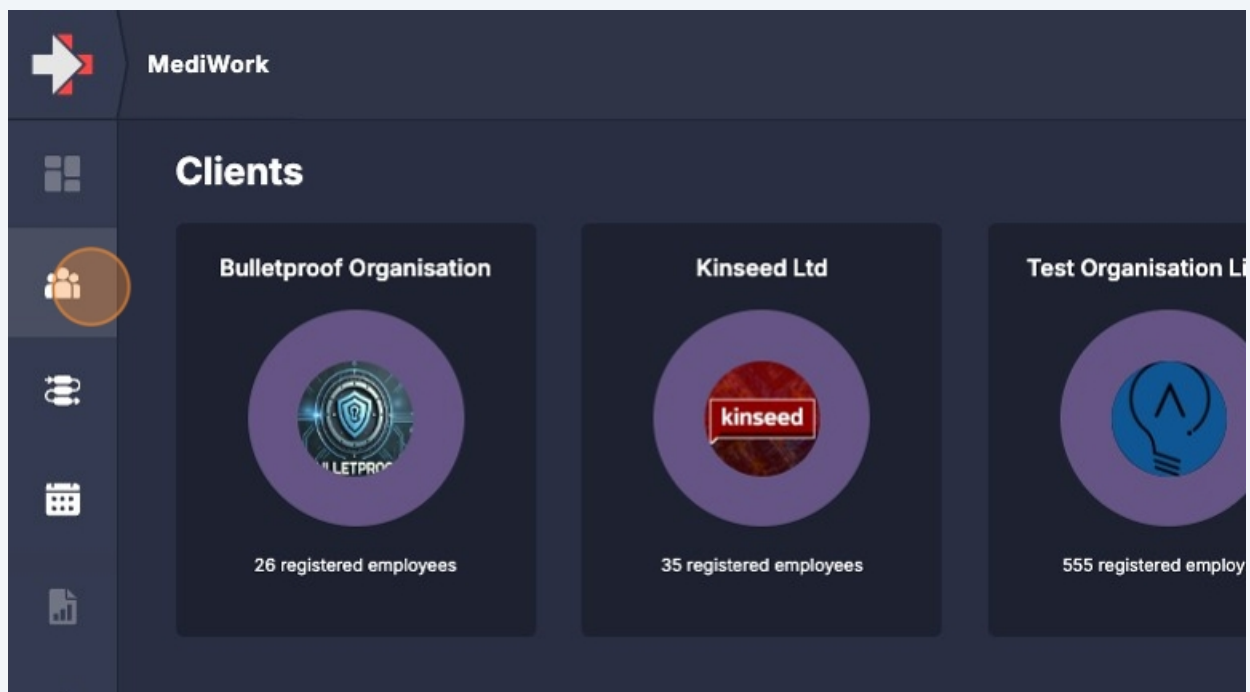
Finding People in MediWork

kinseed

Learn how to search and sort the People View, to find a specific person's record in MediWork.

Accessing the People View

- 1 Click the **People** icon on the left hand navigation bar

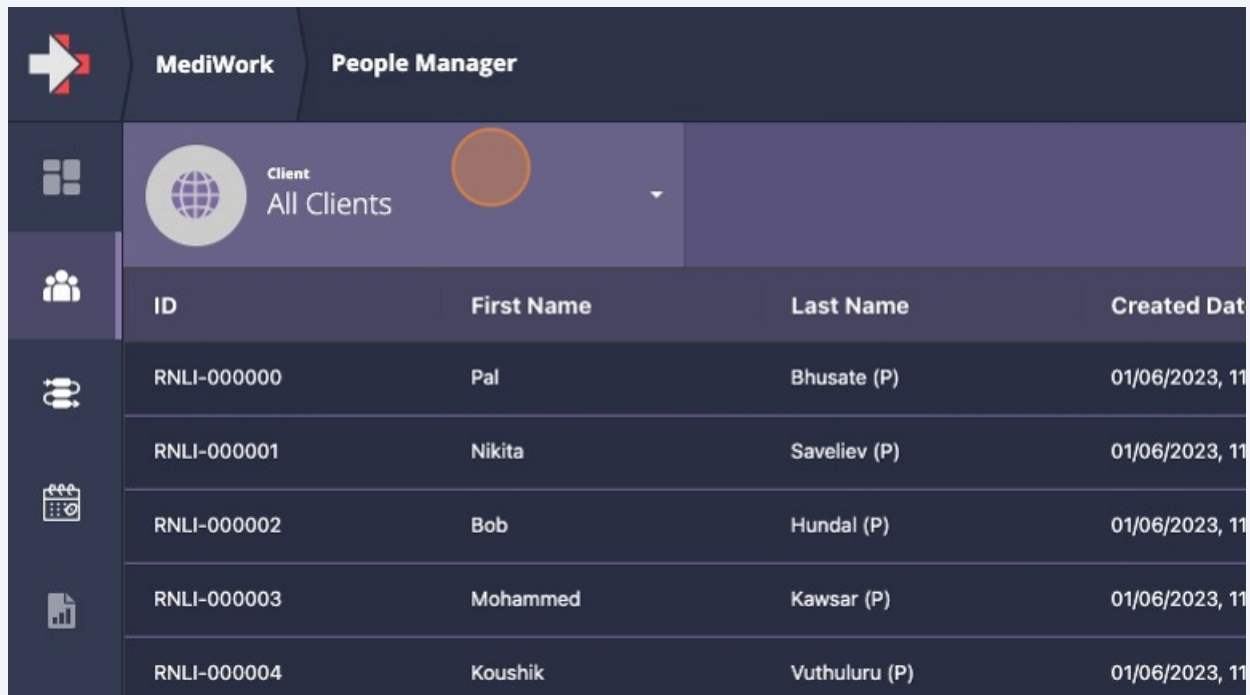


- 2 MediWork will display a list of all people you provide Occupational Health Management to.

Filtering by Organisation

3

To filter the list to a particular Client Organisation, click the **Client Organisation Filter Dropdown** at the top of the page

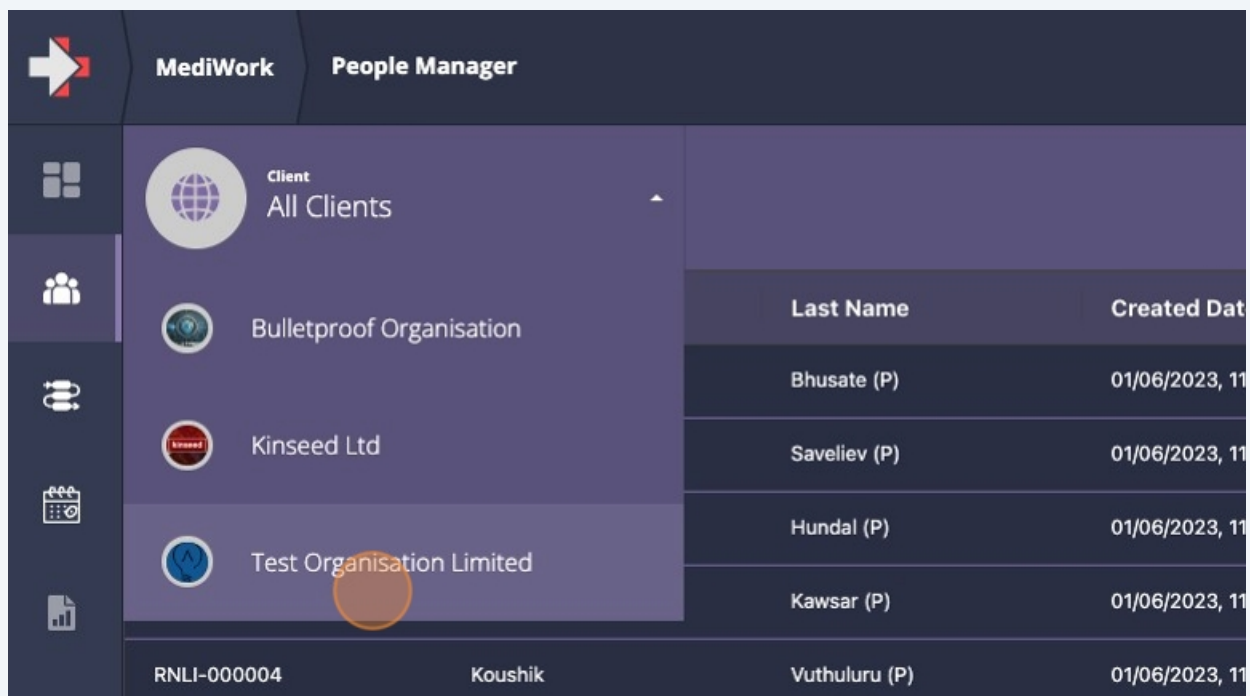


The screenshot shows the MediWork People Manager interface. At the top, there is a navigation bar with a red arrow icon, 'MediWork', and 'People Manager'. Below this, there is a sidebar with icons for a grid, a group of people, a calendar, and a document. The main area displays a table of client organisations. The 'Client Organisation Filter Dropdown' is set to 'All Clients'. The table has columns for ID, First Name, Last Name, and Created Date.

ID	First Name	Last Name	Created Date
RNLI-000000	Pal	Bhusate (P)	01/06/2023, 11
RNLI-000001	Nikita	Saveliev (P)	01/06/2023, 11
RNLI-000002	Bob	Hundal (P)	01/06/2023, 11
RNLI-000003	Mohammed	Kawsar (P)	01/06/2023, 11
RNLI-000004	Koushik	Vuthuluru (P)	01/06/2023, 11

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Select an organisation to filter the list of people to just that Client Organisation



The screenshot shows the MediWork People Manager interface. The 'Client Organisation Filter Dropdown' is now set to 'Test Organisation Limited'. The table displays only the data for this organisation.

ID	First Name	Last Name	Created Date
RNLI-000004	Koushik	Vuthuluru (P)	01/06/2023, 11

Sorting Columns

5

You can sort the data by clicking on the title of any column.

The first time you click, the column will be sorted in **Ascending** order. Clicking again will sort the column in **Descending** order. Clicking a final time will clear the sort order from the column.

People Manager		
Organisation Limited		
First Name	Last Name	Created Date
Rebeka	Mayer	01/09/2023, 16:13
Nicola	Mitchell	04/09/2023, 16:54
James	Grant	05/09/2023, 16:11
Ray	Liotta	05/09/2023, 16:12
Frank	Williams	05/09/2023, 16:14

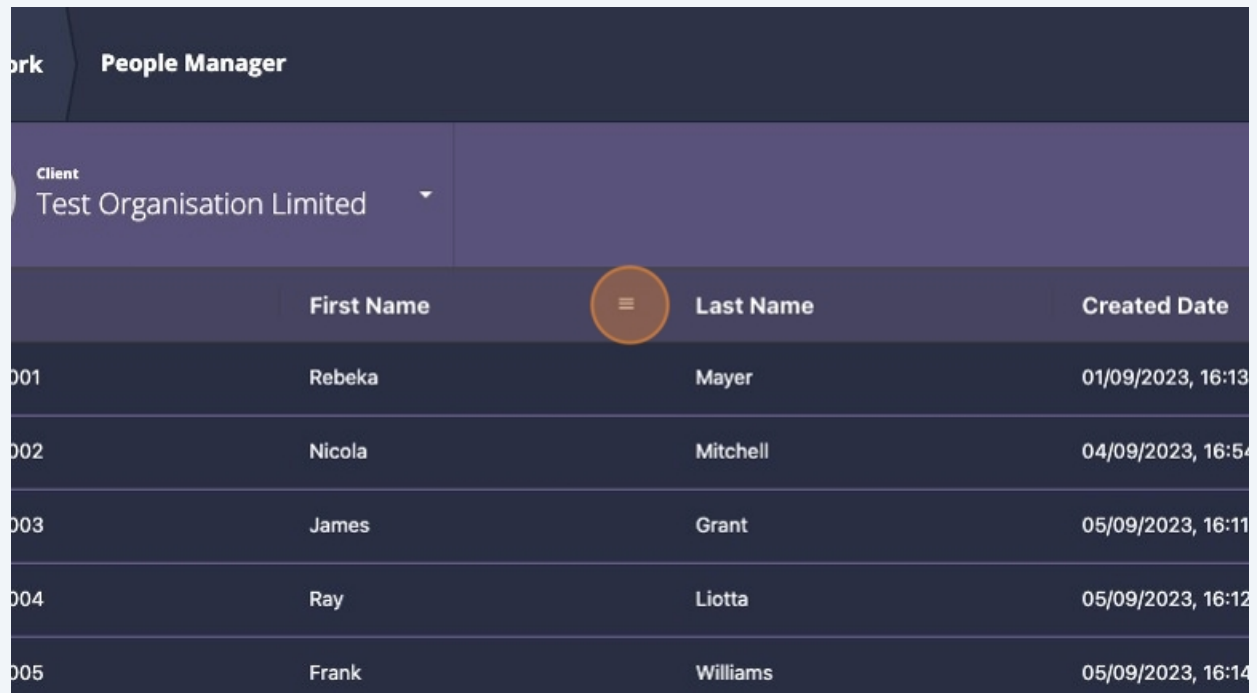


You can only sort on one column at a time. Sorting on a new column will clear the sort from any other previous column.

Searching / Filtering Columns

6

To search for a specific person, hover your mouse over the column you want to search on, and click the **Filter** icon



People Manager			
Client Test Organisation Limited			
	First Name	Filter	Last Name
001	Rebeka		Mayer
002	Nicola		Mitchell
003	James		Grant
004	Ray		Liotta
005	Frank		Williams

7

Type a few letters, and MediWork will filter that column to only show records where those letters appear.

8

When you filter on a column, the filter icon appears next to the title of the column. To clear the filter from a column, click the filter icon again, and delete any letters you typed.

Client		
Test Organisation Limited		
	First Name	Last Name
014	Joseph	Edwards
042	Joe	Parkinson
058	Joseph	Richardson



You can filter on more than one column at once. If you want to clear all sorts and filters, hit refresh in your browser, or navigate away from the People view and return to it, where the default view will appear again.