Creating Person Record

A person record is a complete profile that contains basic personal details, assigned roles and associated attributes, additional details (captured using custom fields) and payment information.

- 1. To Create a Person Record, first search for the Person in the Person List (see Searching Person Record Using Add New Person Screen).
- 2. Once you've determined that the Person is not already found in the Person List, you may add them by clicking the Create New Person button.

Search Results

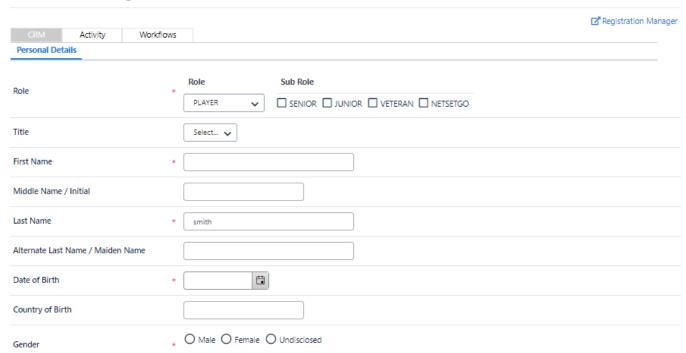
If the person record you wish to create was not found in the search, please create a new record.

CREATE NEW PERSON

No records found. Please refine your search.

Alternate lastname (eg maiden name) shown in brackets []

- 3. Enter the Person details as described below.
- 4. Click Add to add the Person.



Email	*		☐ No email
Address1	*		
Address2			
Address3			
Suburb/Town	*		
Postcode	*		
State/Territory	*	Select 🗸	
Country	*	AUSTRALIA 🗸	
Home Phone			
Work Phone			
Mobile Phone	*		☐ No mobile phone
Fax Number			
Next of Kin / Emergency Contact - N	lame *		
Next of Kin / Emergency Contact - P	hone *		
Additional Information			
Do you identify as Aboriginal and/or Torres * Strait Islander?	Select	~	
In which country were you born?	Select	~	
Are there any languages other than English * spoken at home?	Select	~	
If Yes, then what other languages are spoken?	Select	V	
Do you have a disability? *	Select	~	
3rd language spoken	Select	~	
Comment (Only displays on this page) 🔑			
			Add





Your organisation will determine which fields are mandatory when entering a new person record. These required fields will be marked with an

In addition, the following rules apply to information entered on this screen:

- First Name and Last Name may not contain numbers.
 Phone numbers, mobile numbers and fax numbers, if entered, must contain 10 digits, including area code where applicable. Certain characters such as ()- and spaces are also allowed.
- Postcode, if entered, must contain 4 digits only.