

# People

A person entity is required to sign-in and use the DrawBridge web portal.

Additionally, Person records are associated with Companies, and, optionally, Accountability Policies.

View the Active People list by clicking **Accounts**, then **People** in the left menu bar. Click the Name of a Person in the list to view the Record for that person.

## Person Record View

A Person record contains the following parameters:

Parameter	About
<b>Name</b>	Display Name
<b>Email</b>	Email address
<b>Mobile</b>	(Optional) Mobile phone number
<b>Canonical ID</b>	The global unique identifier
<b>Last Active</b>	Timestamp of last sign-in activity; see Sessions informational tab, below

### Person Record header buttons:

- **Add** a new Person record with the blue + Create Person button
- **Edit** this Person record with the green pencil Update Person button
- **Delete** this Person record with the red trashcan Delete Person button
- **Impersonate User** (take on the identity and permissions of this user in the DrawBridge; used for troubleshooting)
- **Merge Person records** with the blue picture-frame "Merge other Person records into this one" button
- Hamburger menu:
  - **Set Console Password**: set a DrawBridge Console password for this Person
  - **Create Tabula account**: see **Additional Services: Tabula** for more information
  - **Add Group Membership**: add this Remote Device User to a Console Permission Group (see Informational Tabs: Permissions, below)
  - **View Realtime Log Lines**: jump to the Realtime Log Viewer, with the data view limited to this device
  - **Today's Log Lines**: jump to the the *Reports* module with the device pre-selected in data views

- **Record Activity Stream:** view the changelog for this Device record
- **Bookmark** this record with the ribbon Bookmark button
- Sync Menu (chain-link icon)
  - **Sync Mode** (default is `2 Way - Push / Pull from Server`); click record sync information
  - **Push to Sync Publisher:** initiate a record update push from this DrawBridge to the Sync Server
  - **Pull from Sync Publisher:** initiate a record update pull to this DrawBridge from the Sync Server
  - **Mark to Resync:** flag this record in the background to be included in the next sync run

## Informational Tabs

Data associated with this Person:

- **Bookmarks:** List view of any console shortcuts
  - Add a bookmark by clicking the Ribbon button on any record in the Console
  - Delete a bookmark with the red trashcan Delete button on the relevant Bookmark line here
- **Companies:** List view of any associated Company relationships
  - Add a Company relationship with the `Add Company Staff Relationship` button
  - Edit a Company relationship with the green pencil Update button on the relevant line
  - Delete a Company relationship with the red trashcan Delete button on the relevant line
  - View Company Relationship history log with the blue Record Activity Stream button on the relevant line
- **Policies:** List view of any associated Accountability Policy relationships
  - Add an Accountability Policy relationship with the `Add Accountability Policy Relationship` button
  - Edit an Accountability Policy relationship with the green pencil Update button on the relevant line
  - Delete an Accountability Policy relationship with the red trashcan Delete button on the relevant line
  - View an Accountability Policy relationship history log with the blue Record Activity Stream button on the relevant line
- **Devices:** List view of any associated Devices
  - Add a Remote Device relationship with the `Add Remote Device` button
  - Edit a Remote Device relationship with the green pencil Update button on the relevant line
  - Delete a Remote Device relationship with the red trashcan Delete button on the relevant line
  - View a Remote Device relationship history log with the blue Record Activity Stream button on the relevant line
- **Permissions:** List view of any associated Permission Groups and Proxy User Groups

- Add a Permission Group membership relationship with the `Add Permission` button
- Add a Proxy User Group membership relationship with the `Add to Proxy Users Group` button
- Edit a Group relationship with the green pencil Update button on the relevant line
- Delete a Group relationship with the red trashcan Delete button on the relevant line
- View a Group relationship history log with the blue Record Activity Stream button on the relevant line
- **Sessions:** List view of all active/signed-in Console sessions this User has on this DrawBridge. Fields:
  - Last Updated: timestamp of last activity
  - IP: IP Address of last activity
  - Client: the User-Agent reported by the last activity

# Unrelated People

Unrelated People are People records that have no Company or Accountability Policy relationship assigned. This list should generally be empty.

# Inactive Relationships

This is a list of `Person - Company` or `Person - Accountability Policy` Relationships that have been set to `Inactive`. This list should generally be empty.

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