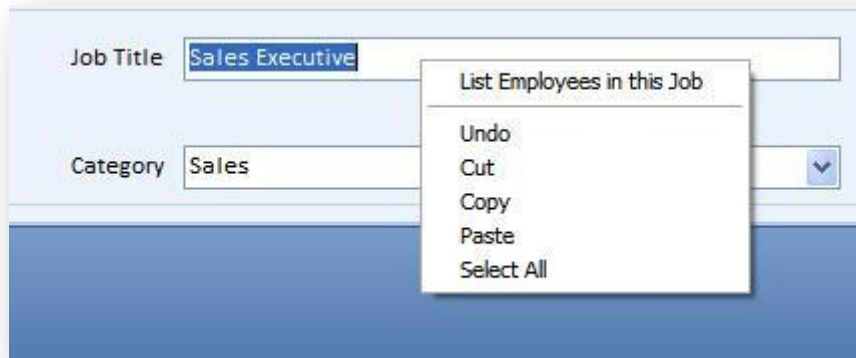


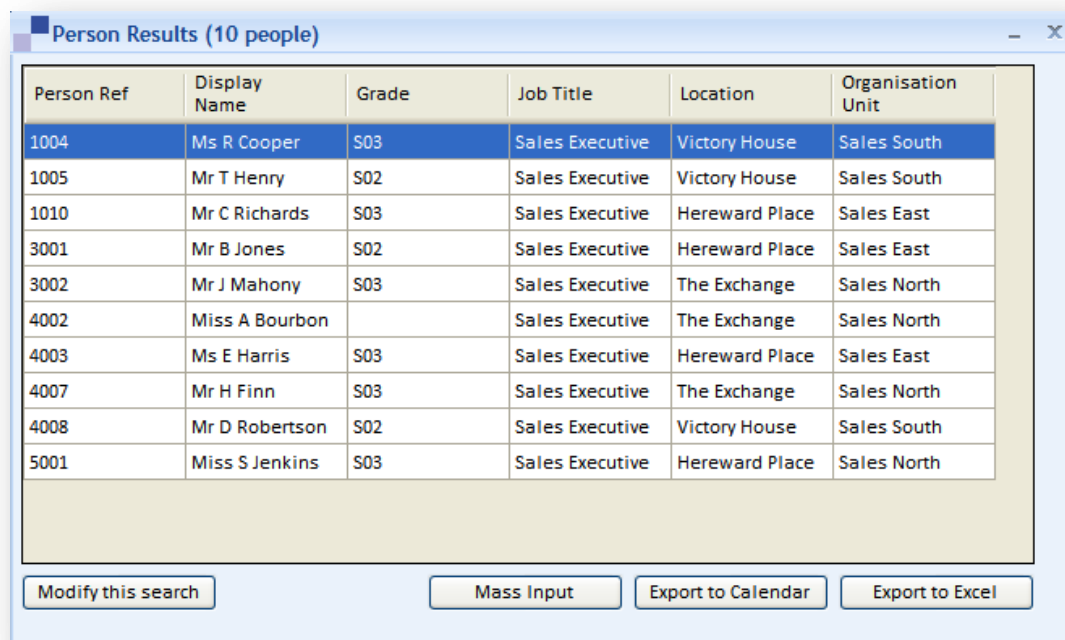
## 'List All' Feature



Using the **DART** 'List All' feature makes accessing your person information simple.

A listing facility allows you to produce lists of employees sharing some of the same criteria. You can pick and choose the information you need and then produce your list with one click of the mouse.

For example you might want to see a list of all the employees with their grades, organisation units and location who hold a certain job.



Person Results (10 people)

Person Ref	Display Name	Grade	Job Title	Location	Organisation Unit
1004	Ms R Cooper	S03	Sales Executive	Victory House	Sales South
1005	Mr T Henry	S02	Sales Executive	Victory House	Sales South
1010	Mr C Richards	S03	Sales Executive	Hereward Place	Sales East
3001	Mr B Jones	S02	Sales Executive	Hereward Place	Sales East
3002	Mr J Mahony	S03	Sales Executive	The Exchange	Sales North
4002	Miss A Bourbon		Sales Executive	The Exchange	Sales North
4003	Ms E Harris	S03	Sales Executive	Hereward Place	Sales East
4007	Mr H Finn	S03	Sales Executive	The Exchange	Sales North
4008	Mr D Robertson	S02	Sales Executive	Victory House	Sales South
5001	Miss S Jenkins	S03	Sales Executive	Hereward Place	Sales North

Modify this search    Mass Input    Export to Calendar    Export to Excel

Data can also be exported to third party tools such as Microsoft Word® and Microsoft Excel® for ease of manipulation and mail merges.