

Personnel

The Personnel windows display information about your clergy and religious, staff, teachers, catechists, and volunteers. To view all of your personnel records, on the Personnel tab, click **All Personnel**. If you only want to view records for a specific group, for example, staff, click **Staff**.

Locating a Personnel Record

At the top, search for a single record based on the individual's name, ID, phone number, or email. Or you can scroll through each record until you find the one you want.

For more information, see [Locate a Record](#).

- [Add a Personnel Record](#)
- [Enter Communication Information](#)
- [Add Personnel Assignments](#)
- [Enter Private and Confidential Personnel Information](#)
- [Associate a Keyword with Personnel](#)
- [Enter Personnel Education and Credentials](#)
- [Add Personnel Achievements](#)
- [Add Personnel Contacts](#)
- [Enter Health and Insurance Information](#)
- [Schedule Catechists](#)
- [Enter Catechist Attendance Information](#)
- [Set Up Catechist Online Login Credentials](#)
- [Enter Catechist Certification Information](#)
- [Enter Status and Ordination Information](#)
- [Delete a Personnel Record](#)
- [Link Personnel and Member Records](#)
- [Personnel Quick Posting](#)
- [Personnel Processes](#)