



University
of Victoria



Information at your fingertips!

Directory Administration

How to Create a Link to Another Department from Your Directory

You may pause this tutorial by clicking the pause and resume buttons. You may also click the track buttons to advance forward and backward.

To access the University of Victoria’s Directory Administration system you must have appropriate access. If you are the administrator for your department’s directory and you do not have access, please contact the Computer Help Desk at helpdesk@uvic.ca.

1. Enter your **NetLink ID** and **password** in the fields provided.



Enter your **NetLink ID** and **Password**.

1. **Directory Administration**

Netlink ID:

Netlink Password:

Online tool

This tool is used for the maintenance of the Department Contact Information and for the Department Summary and Employee Listings

Authorized Access Only

Only authorized administrators are given access. If you would like to have your directory information changed, please contact the directory administrator in your department.

Here you will see a list of the departments for which you have access.

2. Click on the **department** you wish to view.

The screenshot shows the University of Victoria Directory Administration interface. At the top, there is a navigation bar with the University of Victoria logo and the text 'Uvic Directories | uSource Login' and 'Logged in as: SPUNTES | Logout'. Below this is a secondary navigation bar with 'Department' and 'Set-up' tabs. The main content area is titled 'Choose a Department' and includes a sub-header 'My Departments' and a 'Welcome' message. A list of departments is displayed, with 'Network Services' highlighted. A red box with the number '2.' and the text 'Click on the desired Department.' points to the 'Network Services' entry. The 'Welcome' message reads: 'Welcome to the Department Directory Application. If this is your first time using the application, please see the Help Section.'

My Departments		Welcome	
Computing & System Services	1046	<p>Welcome to the Department Directory Application</p> <p>If this is your first time using the application, please see the Help Section.</p>	
Computing Services	1047		
Computing User Services	1048		
Network Services	1149		
Software Development	1183		
1 - 5			

3. Click on the **Contact Information** tab.
4. To create a link to show a relationship between your department and another department on campus, click on **New Link**.

The screenshot shows the University of Victoria Directory Administration interface. At the top, the University of Victoria logo is on the left, and navigation links for 'Uvic Directories | uSource Login' and 'Logged in as: SPUNTES | Logout' are on the right. Below this is a 'Department Set-up' header with tabs for 'Main Page', 'Contact Information', 'Summary Listing', 'Employee Listing', and 'Help'. The 'Contact Information' tab is highlighted, and a red arrow labeled '3.' points to it with a callout box that says 'Click on the Contact Information tab.' Below the tabs, the page title is 'Department Contact Information' and the text reads 'This page lets you keep track of your department's departments.' To the right, it says 'You are editing information for department: Network Services' with a refresh icon and the text 'Select a different department'. Below this is a 'Help' link. The main content area is split into two panels. The left panel is titled 'Department Address Information' and contains a form for 'Mailing Address' with fields for 'Address Line 1' (University of Victoria), 'Address Line 2' (PO Box 3045), 'Address Line 3', 'Address Line 4', 'City' (Victoria), 'Province' (BC), 'Country' (Canada), and 'Postal Code' (V8W3P4). The right panel is titled 'Department Links' and contains the text 'Department Links are a way to show a relationship between your department and another department. Your Department Links will show up in your department's directory entry as links to the other department's directory entry.' Below this text, it says 'No links exist for this department.' and there are three buttons: 'Save', 'Delete Link(s)', and 'New Link'. A red arrow labeled '4.' points to the 'New Link' button with a callout box that says 'Click on New Link.'

5. Click on the down arrow and select the desired **department** from the list provided.
6. Then click **Save**.

The screenshot shows the 'Department Contact Information' page for 'Network Services'. The 'Department Links' section contains a table with a 'Department' column and a 'Save' button. A dropdown menu is open, showing a list of departments. A red box with the number '5.' and an arrow points to the down arrow of the dropdown. Another red box with the number '6.' and an arrow points to the 'Save' button. A yellow 'CAUTION' box notes: 'Do not select the check box when creating a Department Link. This is only used for deleting.'

Department Address Information

This **Address Information** is displayed in your department's directory entry for the world to see.

Mailing Address

Address Line 1: University of Victoria
 Address Line 2: PO Box 3045
 Address Line 3:
 Address Line 4:
 City: Victoria Province: BC
 Country: Canada
 Postal Code: V8W3P4

Department Links

Department Links are a way to show a relationship between your department and another department. Your **Department Links** will show up in your department's directory entry as links to the other department's directory entry.

<input type="checkbox"/>	Department
<input type="checkbox"/>	Student&Ancillary Services
<input type="checkbox"/>	Studies in Religion&Society
<input type="checkbox"/>	Sustainable Regnl Devlpmnt
<input type="checkbox"/>	Switchboard-Telephone Servc
<input type="checkbox"/>	TRIUMF
<input type="checkbox"/>	Teacher Education Program
<input type="checkbox"/>	Theatre


Save

5. Click on the down arrow and select the Department.

6. Click Save.

CAUTION Do not select the check box when creating a Department Link. This is only used for deleting.

- To create additional links, click on **New Link** again and repeat steps 5 and 6.


University of Victoria



[Uvic Directories](#) | [uSource Login](#)
 Logged in as: SPUNTES | [Logout](#)

Department
Set-up

Main Page
Contact Information
Summary Listing
Employee Listing
Help

Department Contact Information

This page lets you keep track of your department's contact information and specify a relationships to another departments.

 Help 

Department Address Information

This **Address Information** is displayed in your department's directory entry for the world to see.

Mailing Address

Address Line 1

Address Line 2

Address Line 3

Address Line 4

City Province

Country

Postal Code

Department Links

Department Links are a way to show a relationship between your department and another department. Your **Department Links** will show up in your department's directory entry as links to the other department's directory entry.

<input type="checkbox"/>	Department
<input type="checkbox"/>	Switchboard-Telephone Servc <input type="button" value="v"/>
<input type="checkbox"/>	Computing User Services <input type="button" value="v"/>

1 - 2

7.

Click on **New Link** to add additional links.

8. To delete a Department Link, select the corresponding check box beside the name and click on **Delete Link(s)**.
9. A dialog window will appear asking you to confirm the action. Click **OK**.

The screenshot shows the 'University of Victoria' directory administration interface. The top navigation bar includes 'Department' and 'Set-up' tabs, with sub-tabs for 'Main Page', 'Contact Information', 'Summary Listing', 'Employee Listing', and 'Help'. The 'Contact Information' sub-tab is active.

The main content area is titled 'Department Contact Information' and includes a sub-section for 'Department Links'. A message at the top right states: 'You are editing information for department: Network Services (Select a different department)'. The 'Department Links' section contains a table with columns for 'Department' and 'Delete Link(s)'. The 'Computing User Services' row has its checkbox selected. A red box with the number '8.' and the text 'Select the check box and click on Delete Link(s)' points to the checkbox and the 'Delete Link(s)' button.

A 'Windows Internet Explorer' dialog box is open, asking 'Would you like to perform this delete action?' with 'OK' and 'Cancel' buttons. A red box with the number '9.' and the text 'Click OK to confirm.' points to the 'OK' button.

The 'Department Address Information' section on the left contains a 'Mailing Address' form with fields for 'Address Line 1' through 'Address Line 4', 'City', 'Country', and 'Postal Code'. The 'Address Line 1' field contains 'University of Victoria'.

To view other related tutorials on UVic's Directory Administration, please visit <http://helpdesk.uvic.ca/uvicdir/info.html>.
