How to Add an Employee to Your Department’s Employee Listing

Information at your fingertips!

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

2. Click on the **Department** you wish to view.
3. Click on the **Employee Listing** tab.

   This page allows you to view the full list of employees in your department and edit their personal contact information. You will note that there are two sections visible: “**Listed Employees**” and “**Unlisted Employees**”. For various reasons you may have employees who belong to your department, but you do not want them visible to the general public. In this case, you can **De-List** them.

4. To manually add an employee, click on **Include a Person**.
5. Type the **Last Name** and **First Name** (if known) of the person you wish to search for in the fields provided.

6. Click on the **Search** button when you are finished.
A listing of available records will be displayed.

7. Click on the **Add** button to add the employee to your **Listed Employee’s** section.
8. You will see that the employee has been added.

9. Enter another **Last Name** and **First Name** (if known) to search and add another employee, or click on **Close**.
10. The employee now appears in the **Listed Employees** section and the **Source** is indicated as **Manual**.

11. To manually add additional employees, click on **Include a Person** and repeat steps 5-10.
12. To move an employee from the Listed Employees section to the Unlisted Employees section, click on De-list in the Action column.

De-list an Employee
13. You will see that the employee has been moved to the **Unlisted Employees** section.

**De-list an Employee**

![Image of De-listing an Employee]

**Note:** Employees who have been manually added **cannot** be moved to the **Unlisted Employees** section. If you accidentally added the wrong employee, click on **De-list** to permanently remove them.
14. To Re-List an employee and move them back to the Listed Employees section, click on Re-List in the Action column.
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15. You will see that the employee has been returned to the Listed Employees section.

Re-list an Employee

The employee has been returned to the Listed Employees section.
To view other related tutorials on UVic’s Directory Administration, please visit [http://helpdesk.uvic.ca/uvicdir/info.html](http://helpdesk.uvic.ca/uvicdir/info.html).