



University
of Victoria



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Directory Administration

How to Edit an Employee's Personal Contact Information

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.

University of Victoria

Uvic Directories | uSource Login
Logged in as: SPUNTES | Logout


Department Set-up

Main Page Help

Choose a Department
To get started, click on one of the departments in your list of "My Departments".

Help ⓘ

2. Click on the desired Department.

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 **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 add them under “Unlisted Employees”.

4. To edit an employee’s personal contact information, click on **Edit** in the **Action** column.

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 user information: "Uvic Directories | uSource Login" and "Logged in as: SPUNTES | Logout". Below this is a "Department Set-up" section with tabs for "Main Page", "Contact Information", "Summary Listing", and "Employee Listing". A red box with the number "3." and the text "Click on the Employee Listing tab." points to the "Employee Listing" tab. Below the tabs, the page title is "Department Full Employee Listing" and it indicates the user is editing information for the department "Network Services". A description states: "This page lets you maintain the complete list of employees in your department and edit their personal contact information." There is a "Help" icon. The main content area is divided into two sections: "Listed Employees" and "Unlisted Employees". The "Listed Employees" section contains a table with the following data:

Employee #	Prefix	First Name	Last Name	Source[?]	Action
V00133126		Nicholas	Kruks	Banner	De-list Edit
V00136819		Pamela	Leacock	Banner	De-list Edit
V00170374		Donny	Leong	Banner	De-list Edit
V00131169		Ryan	Pollak	Banner	De-list Edit

The "Unlisted Employees" section is currently empty, displaying "No employees unlisted." A red box with the number "4." and the text "Click on Edit." points to the "Edit" link in the "Action" column of the first row in the "Listed Employees" table. At the bottom of the "Listed Employees" section, there is an "Include a person" button.

5. Edit the necessary fields and indicate whether you wish to restrict the phone or fax numbers, and then click **Submit**.

The screenshot shows a web form titled "Edit Employee Info" with a "close or Esc Key" button in the top right. The form contains the following fields and options:

- Preferred Name: Ryan Pollak
- Building: CLEARIHUE BUILDING (dropdown menu)
- Room: D041
- Phone: 250 - 4724492 Restricted?
- Fax: 250 - 7218727 Restricted?
- Email: rpollak@uvic.ca
- URL: (empty field)
- Comment: (empty field)
- Submit and Cancel buttons at the bottom right.

A red box with a white background and a red border contains the text "5. Edit the necessary fields and then click Submit." A red arrow points from this box to the "Room" field, and another red arrow points from the box to the "Submit" button.

Note:

By restricting the phone or fax numbers, you are indicating that you would only like them to be visible to authenticated users with a NetLink ID and password. If restricted, the general public will not see these numbers. The default option allows everyone to see.

You must click on "**Submit**" to save your changes. If you have opened an incorrect record for editing, or do not wish to save your changes, click on **Cancel** to return to the Employee Listing.

- You will see that the employee's contact information has been updated.
- Click on **Close** to return to the Employee Listing.

close or Esc Key

Use this form to edit the personal contact information for your employee.

Profile updated

6. You will see that the contact information has been updated.

7. Click on "Close".

Preferred Name: Ryan Pollak

Building: CLEARIHUE BUILDING

Room: D040

Phone: 250 - 4724492 Restricted?

Fax: 250 - 7218727 Restricted?

Email: rpollak@uvic.ca

URL:

Comment:

Submit Cancel

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