



University  
of Victoria



*Information at your fingertips!*

# Directory Administration

## How to Add an Employee to Your Department's Employee Listing

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](mailto: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.

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 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 ⓘ

My Departments		Welcome
Computing & System Services	1046	<p><b>Welcome to the Department Directory Application</b></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 **De-List** them.

4. To manually add an employee, click on **Include a Person**.

### Add an Employee

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Department Set-up

Main Page | Contact Information | Summary Listing | **Employee Listing**

3. Click on the **Employee Listing** tab.

Department Full Employee Listing

This page lets you maintain the complete list of employees in your department and edit their personal contact information.

Help ⓘ

Listed Employees					
These employees are listed for this department:					
Employee #	Prefix	First Name	Last Name	Source[?]	Action
V00133126		Nicholas	Kruks	Banner	<a href="#">De-list</a> <a href="#">Edit</a>
V00136819		Pamela	Leacock	Banner	<a href="#">De-list</a> <a href="#">Edit</a>
V00170374		Donny	Leong	Banner	<a href="#">De-list</a> <a href="#">Edit</a>
V00131169		Ryan	Pollak	Banner	<a href="#">De-list</a> <a href="#">Edit</a>

4. Click on **Include a Person**.

Unlisted Employees					
These employees are NOT listed for this department:					
No employees unlisted.					

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.

## Add an Employee

The screenshot shows a search form titled "Search" with a "close or Esc Key" link in the top right corner. The form contains the following fields and buttons:

- First Name:
- Last Name:
- Phone:
- Office:
- Email:
- V Number:
- Search button
- Close button

Annotations on the form:

- A red box with the text "5. Type the **Last Name** and **First Name** (if known) in the fields provided." has a red arrow pointing to the "Last Name" field.
- A red box with the text "6. Click on **Search**." has a red arrow pointing to the "Search" button.

A listing of available records will be displayed.

7. Click on the **Add** button to add the employee to your **Listed Employee's** section.

### Add an Employee

Search close or Esc Key

First Name:  Last Name:

Phone:  Office:

Email:  V Number:

Pre	First Name ^	Last Name ^	Phone	Office	Email	V Number	
	Sherri	Puentes Graveran	250 4725636	TEF 244	spuentes@uvic.ca	V00108129	<input type="button" value="Add"/>

7.

Click on **Add** to add the employee.

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**.

### Add an Employee

Search close or Esc Key

First Name:  Last Name:

Phone:  Office:

Email:  V Number:

Sherri Puentes Graveran added.

Pr	First Name ^	Last Name ^	Phone	Office	Email	V Number	
	Sherri	Puentes Graveran	250 4725636	TEF 244	spuentes@uvic.ca	V00108129	<input type="button" value="Add"/>

**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.

### Add an Employee

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Department Set-up

Main Page
Contact Information
Summary Listing
Employee Listing
Help

#### Department Full Employee Listing

This page lets you maintain the complete list of employees in your department and edit their personal contact information.

You are editing information for department: Network Services  
↻ Select a different department

Listed Employees

These employees are listed for this department:

Employee #	Prefix	First Name	Last Name ▲	Source[?]	Action
V00133126		Nicholas	Kruks	Banner	<a href="#">De-list</a> <a href="#">Edit</a>
V00136819		Pamela	Leacock	Banner	<a href="#">De-list</a> <a href="#">Edit</a>
V00170374		Donny	Leong	Banner	<a href="#">De-list</a> <a href="#">Edit</a>
V00131169		Ryan	Pollak	Banner	<a href="#">De-list</a> <a href="#">Edit</a>
V00108129		Sherri	Puentes Graveran	Manual	<a href="#">De-list</a>

👤 Include a person

Unlisted Employees

These employees are NOT listed for this department:

No employees unlisted.

**10.** The employee now appears in the **Listed Employees** section.

**11.** To manually add additional employees, click on **Include a Person**.



- 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

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Department Set-up

Main Page | Contact Information | Summary Listing | **Employee Listing** | Help

**Department Full Employee Listing** You are editing information for department: Network Services  
 (Select a different department)

This page lets you maintain the complete list of employees in your department and edit their personal contact information.

Help ⓘ

Listed Employees					
These employees are listed for this department:					
Employee #	Prefix	First Name	Last Name ▲	Source[?]	Action
V00133126		Nicholas	Kruks	Banner	<a href="#">De-list</a> <a href="#">Edit</a>
V00136819		Pamela	Leacock	Banner	<a href="#">De-list</a> <a href="#">Edit</a>
V00170374		Donny	Leong	Banner	<a href="#">De-list</a> <a href="#">Edit</a>
V00131169		Ryan	Pollak	Banner	<a href="#">De-list</a> <a href="#">Edit</a>
V00108129		Sherri	Puentes Graveran	Manual	<a href="#">De-list</a>

Unlisted Employees	
These employees are NOT listed for this department:	
No employees unlisted.	

**12.** Click on **De-list** to move an employee to the **Unlisted Employees** section.

13. You will see that the employee has been moved to the **Unlisted Employees** section.

### De-list an Employee

University of Victoria | Uvic Directories | uSource Login  
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Department Set-up

Main Page | Contact Information | Summary Listing | **Employee Listing** | Help

**Department Full Employee Listing**

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You are editing information for department: Network Services  
(Select a different department)

Help ⓘ

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V00108129		Sherri	Puentes Graveran	Manual	<a href="#">De-list</a>

Include a person

Unlisted Employees					
These employees are NOT listed for this department:					
Employee#	Prefix	First Name	Last Name ^	Type[?]	Action
V00131169		Ryan	Pollak	Banner	<a href="#">Re-list</a> <a href="#">Edit</a>

**13.** ↑

The employee has been moved to the **Unlisted Employees** section.



**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.

- To **Re-List** an employee and move them back to the **Listed Employees** section, click on **Re-List** in the **Action** column.

### Re-list an Employee

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 Logged in as: SPUNTES | Logout

Department Set-up

Main Page | Contact Information | Summary Listing | **Employee Listing** | Help

**Department Full Employee Listing**

This page lets you maintain the complete list of employees in your department and edit their personal contact information.

You are editing information for department: Network Services  
 Select a different department

Help ⓘ

Listed Employees					
These employees are listed for this department:					
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V00170374		Donny	Leong	Banner	<a href="#">De-list</a> <a href="#">Edit</a>
V00108129		Sherri	Puentes Graveran	Manual	<a href="#">De-list</a>

Include a person

Unlisted Employees					
These employees are NOT listed for this department:					
Employee#	Prefix	First Name	Last Name ▲	Type[?]	Action
V00131169		Ryan	Pollak	Banner	<a href="#">Re-list</a> <a href="#">Edit</a>

14. ↑

Click on **Re-list** to move to the **Listed Employees** section.

15. You will see that the employee has been returned to the **Listed Employees** section.

### Re-list an Employee

University of Victoria | Uvic Directories | uSource Login  
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Department: Set-up

Main Page | Contact Information | Summary Listing | **Employee Listing** | Help

**Department Full Employee Listing** | You are editing information for department: Network Services (Select a different department)

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V00108129		Sherri	Puentes Graveran	Manual	<a href="#">De-list</a>

[Include a person](#)

Unlisted Employees	
These employees are NOT listed for this department:	
No employees unlisted.	

**15.** 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>.

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