Information Directory Maintainer’s Training
Department Maintenance – Verifying Department Listing

Top level Directory Owners are required to verify accuracy of their directory data every 2 months. It is important that this data is current since it is used for the online directory searches. Top level directory owners are responsible for verifying data for their department. Verifying a top level department verifies all sub level data within that department. It will be necessary to coordinate with any sub level maintainers within your area. Updating your areas records does not automatically verify your area.

1. To verify your departments data, click on the expand all link next to your top level department name.
2. Click on the preview link to preview your department’s information.
3. Review your areas information.
4. If all of the information is correct, click on the Verify Now button. Clicking Verify Now indicates that you have reviewed this department’s phone listing and have verified that the information in it is correct. If the information is not correct please click Cancel and then edit your listing.
5. By clicking the OK button you are verifying that the information for the department is correct.
6. The Verified Date as well as the Verified By sections will be updated.