Information Directory Maintainer’s Training
Initial Display - Navigating through the application

1. In the Directory Services channel, start by clicking on the Go to Other Functions link.
2. Now select the Departments link.
3. Next select the Maintain Depts link.
4. In this main view, any department that you are an owner of will show in this list. In this example, I am only an owner of Information Technology Services and therefore can only view and modify information from that department.
5. To see the information on the next level, select the Expand All link.
   a. Notice the + and - signs next to each sub section. Clicking on these will expand or collapse those sections respectively.
6. To view only the top level department information select the Collapse All link.