Information Directory Maintainer’s Training

Maintenance – Adding, Modifying, Previewing and Deleting Departments

1. Within the **Departments** tab of the Directory Services channel, select the **Maintain Depts** link.
2. Definition of a department: any group of information or listings. It can be anything that you want a heading for a hierarchal outline. Examples include Human Resources Department, Faculty, Staff, Administrators, a student club.
3. To add a new top level department, select the **Add** link.
4. Begin by naming the department, and then adding relevant information.
   a. Note: The telephone number is intended to be the main number for the department. You can add other numbers for the department later.
   b. If you need to modify the department's mailing address, you do it in the Mailing text box. Only do this if you are using some address other than a NAU box.
   c. The location box is an optional remarks area to add Location information that will be displayed before the phone number.
5. Once you are satisfied with your entries, click the **Add Department** button.
   a. If your entry was entered successfully you will be brought to a confirmation page. Keep in mind that all actions should give you a "success" confirmation. Conversely errors will display a new form with the errors listed.
6. Click the **Continue** button.
   a. Notice now that you have a new department listed with your original department.
7. To modify the department, expand the department by clicking the "+" or the [Expand All] link.
8. Click on the **Modify** link to modify the department's General Information.
9. Select the information you wish to modify. In this case we will add a web site to the department.
10. Once satisfied with your changes, click the **Modify Department** button.
a. Once again you should get a confirmation that the action was successful.
11. Click the **Continue** button.
12. To add a new sub level, select the **Add** link on the Add New Sub Level line.
13. Again, like adding a new top level department, enter the appropriate information.
14. Click the **Add Department** button.
   a. Notice that your new sub level appears below and one step in from the top-level directory.
   b. To preview your listings begin by clicking on the **Preview** link.
15. Click the **Verify Now** button.
   a. Clicking the ‘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.
16. Click the **Return** button.
17. Select the **[Collapse All]** link.
18. If you have a department that is known by multiple names you can create alternate names and use a See Also entry.
19. Select the **Add** link.
20. Enter the alternate name for the department.
   a. In the **See Also** drop down menu, select the name of the department you want to direct people to. In this example when people look up Computer Services, we want them to look at Information Technology Services.
21. Select the appropriate department from the list available. In this example we will use Information Technology Services. Once you have clicked on the drop down menu, typing the first letter of the department name will bring you to that letter in the list.
22. Click the **Add Department** button.
23. Click the **Continue** button.
24. Select the **Computer Services** link.
25. Select the **Preview** link.
   a. You can now see that the Computer Services Listing tells people to look at Information Technology Services.
b. Click the **Verify Now** button.
c. Clicking the ‘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.

26. Click the **Return** button.
27. Select the **[Collapse All]** link.
28. To delete a department, select the **Delete** link next to that appropriate department.
   a. A confirmation page will appear asking you to be sure you wish to delete this department. Be careful here as a delete is not possible to undo.

29. Click the **Delete** button.
30. Click the **Continue** button.