Information Directory Maintainer’s Training
Department Maintenance – Modifying People

Information from a person’s directory entry will be displayed for the person by default. You will only need to modify a person’s info when you want to override the default information shown for that person. Any modifications will only be displayed when the person is listed within this department, in other words, the changes do not cascade throughout the LDAP system.

Before making the change, be certain to check and see if this is information that should be corrected through HR rather than appended in the directory system. It is very important to fix the data at its source instead of overriding it here. In most cases, you should correct the data through HR. Only override the data on this page if there is a legitimate reason as explained in the Maintain Departments - Help page (you can access this by clicking on the Help link in the sub menu).

1. To make a change to a person in a department within the Directory Services channel, expand the department you wish to modify and expand the People line. Scroll through your users until you find the person you want to modify.
2. Now select the Modify link.
3. Make any necessary modifications.
   a. In some instances you may need to change an individual’s job title. You may need to do this to display a better working title for a person. To do this, check the override button and enter an appropriate title.
4. When you are satisfied with the changes, click the Modify Person button.
5. If the information you entered is accepted, you will receive a confirmation message.
6. Click the Continue button.