

Staff Directory Setup

Set up New YUL Staff (* are required field)

- People > Add CAS user > type in new staff netid (one line per person) > Create new account(s)
 - Will create new user profile if the staff doesn't have account in library's web site (or "Already exist in the system")
 - Click user profile link to edit user's information (try to not use special diacritic for easy search)
 - *Full Name: will be Display name at User page
 - Phone number
 - Building
 - Office Location
 - *Last name
 - * First name : this with Last name will be used for YUL Staff Page Title
 - Unit: will be the main default department or sub-department (if stuff under some sub-department, its department name will auto get from view), this is only for reference, may not update if people change unit)
 - **Save
- Content > Add Content > YUL Staff
 - Name: Don't fill in, it will be get the value from above user profile, show here only for people change name after this page created.
 - *YUL Staff Title
 - *Unit: get staff's sub-department (unit) name, department name will auto get from Department Directory Content Type, update here if person change unit.
 - Position: default to "5", do necessary change if need display on the top of staff list
 - *Building
 - Office Location
 - * Go to "Authoring information" > Change "Author by" from your name to the new staff's name (start to type first name will auto create name list for you to pick up)
 - * Save => should have the name fill in now
- Check department directory (<http://web.library.yale.edu/sd/departments> [1]) to see if the staff show up there

When Staff leaves

- Go to User's Page > Delete related fields (use <http://web.library.yale.edu/users> [2] to search the person and edit)
- Go to YUL Staff's page > Delete the page (use <http://web.library.yale.edu/admin/yul-staff> [3] to find the YUL Staff page)

New Department or sub-department not in the list

- Content > Add Content > YUL Department Directory
- *Title: Department or Sub-Department name
- *Web Site: Give the same name as "Title"
- URL: fill in if there is one
- Left Contact, Center Contact, Right Contact: are for information that will be on Department Directory information section
- Sub-Department: fill in only if the Title is a department and has sub-department
- Department: only fill in if the Title is a sub-department, then fill in it's department name
- Default URL will be sd/dept/department-name, if prefer alias, should use se/dept/alias
- *Save

