

## 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 its department name
- Default URL will be sd/dept/department-name, if prefer alias, should use se/dept/alias
- \*Save

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New Building not in the list or need to do title change: Contact [Steve Wieda](#) [4]

- Create new building for all other information
- "YUL Staff Building Location" field in the Building Content Type is the name used for Staff Directory

## Links

[1] <http://web.library.yale.edu/sd/departments> [2] <http://web.library.yale.edu/users> [3]  
<http://web.library.yale.edu/admin/yul-staff> [4] [%109:%105:%108:%116:%111:%58:%115:%116:%101:  
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:%117?subject=Request%20for%20Building%20Content%20Type%20](#)