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 exit 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 subdepartment, 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 peopel 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 <u>http://web.library.yale.edu/users</u> [2] to search the person and edit)
- Go to YUL Staff's page > Delete the page (use <u>http://web.library.yale.edu/admin/yul-staff</u> [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

When Staff change information, just do the necessary change in either user profile (phone, name) or YUL Staff Profile (name, title, unit, building, location).

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

Source URL: https://web.library.yale.edu/lit/sr/sd

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] mailto:ste ven.wieda@yale.ed ;u?subject=Request%20for%20Building%20Content%20Type%20