How to Use the Phone Directory Publisher to Update Office Staff Phone Lists

Introduction

Welcome to the Directory Publisher. As your location's Phone Directory Manager, you have access to the publisher, a web-browser-based tool that enables you to update, review and print information for the MCPS staff phone directory.

You'll find the phone directory online at:
http://coldfusion.mcps.k12.md.us/directory

The publisher enables offices to perform the following functions:

EDIT STAFF: Update an employee's preferred first name, preferred position description, directory heading, and order in the directory. You may also choose to include the employee's name in the summary web page known as the Office-odex.

TRANSFER STAFF: Move staff members to the appropriate directory heading.

DUPLICATE STAFF: Copy an existing MCPS staff member to one of your directory headings.

EDIT GENERAL INFORMATION: Update address, phone numbers, web site URL, general information about a directory heading.

DIRECTORY MANAGERS: Update, add or delete Phone Directory Managers.

PRINT CENTER: Get formatted print versions of the Directory, as well as current mailing lists.

About the Data

The publisher database is populated with employee data from the MCPS HRIS system. The HRIS information, which is the core of the tool, is updated regularly. Using the publisher, offices can enhance this data, e.g. add a preferred first name. Offices cannot, however, make changes to employee data managed by the HRIS system. Data that cannot be changed includes but is not limited to information such as full name and home phone number. If you wish to make changes to employee information managed by HRIS, the changes must be submitted to HRIS.

How Your Staff Can Notify You of Changes

How does your staff notify you of a change in their information, their phone number for instance? Of course they can call or email you directly. But they can also inform you by going to the Update My Directory Info page in the online Phone Directory. All they need do is fill out the form on the page and the form will send you an email with the changed information. The page also has a link to MCPS Form 445 Change in Personal Information, which is used to change personal information in HRIS.

Update My Directory Info
http://coldfusion.mcps.k12.md.us/directory/index.cfm?s=correction

How to Get Help

The MCPS Help Desk can help you if you have problems accessing or using the Phone Directory Publisher. Contact the Help Desk if you lose your User ID or Password, if you cannot log in, or if you have questions about the data or functions of the Phone Directory Publisher.

<div align="center">

MCPS Help Desk
Phone: 301-517-5800
Email: Helpdesk@mcpsmd.org

</div>

You will also find documentation and tips throughout the Directory Publisher.

How to Access

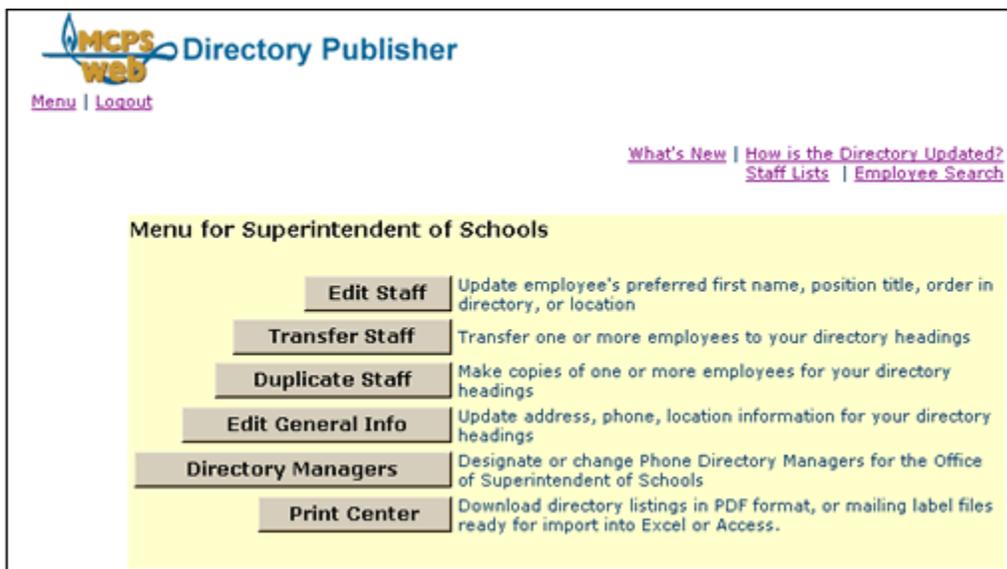Open your web browser and go to the following url:

http://coldfusion.mcps.k12.md.us/cfms/directory/officeadmin/

Each office will receive a username and password that will enable staff updating the directory to access information for the office directory headings. Remember to keep your username and password safe and secure.

Menu

After logging in, the user will see the Menu screen listing all options. All screens include two links in the upper left corner to return to the Menu or to Log out of the publisher.

How to Begin and Check your Work

All screens include links in the upper right corner to information that will help you review your work.

STAFF LISTS: A pop-up box will list the directory headings for your office. Click on a heading to see a detailed list of staff for each heading. The detail list includes name, position information, work and home phone numbers. The home phone number is included only if the employee has indicated through HRIS that it should be published.

EMPLOYEE SEARCH: A pop-up box will provide a search box you can use to search for any non-school-based employee by all or part of the last name. The search results will provide the employee's full name, job description, and work location. This search tool will be useful when you need to transfer an employee from one heading to another and need to find where they are located.

To begin updating, print out your list(s) of staff, make changes on the hardcopy, and review the changes with relevant staff. Then use the publisher to make changes. As you make your changes, the Staff Lists will change to reflect your updates.

IMPORTANT: As you work with the publisher, consult the lists by clicking on the Staff Lists link to review your changes for accuracy.

Edit Staff

This function enables you to update an employee's preferred first name, preferred position description, directory heading, and order in the directory. You may also choose to include the employee's name and work phone in your office's summary page in the Office-odex.

First you will need to select a directory heading, then click on the EDIT STAFF FOR SELECTED HEADING. You will see a list of all employees assigned to that directory heading. Select an employee to edit by selecting a name in the staff list provided and clicking on the EDIT SELECTED EMPLOYEE button. If you find that a staffer is not listed, it is most likely because the person is new to your location and has not been processed yet by HRIS. If the person is not new to your location please contact the Help Desk (301.517.5800) to find out why the name does not appear in your list.

When you're ready to edit an employee's information, you can provide a preferred first name, preferred position description/title, work phone, move this person to another directory heading, or specify a list order under the heading.

You can use the LIST ORDER UNDER THIS HEADING function to change the order in which employees are listed in a directory heading. All staff are listed alphabetically unless you use this function to change the order. You would use the box to assign a "1" for a division director, for instance, and perhaps "2" for the administrative assistant. Other office employees would be listed alphabetically after these two employees. You need not order all staff.

You may also specify that a person's name be listed in the Office-odex.

   (Remember: if other information about an employee needs to be updated, such as last name, the changes must be submitted via HRIS using MCPS form 445-1, Change in Personal Information)

Your changes will appear in this screen underneath a blue message informing you that you have completed your changes. A blue message will appear on the screen anytime you have completed a change in the publisher. Be sure to read such messages.

You should also check your changes by clicking on the STAFF LISTS link in the upper right. Click on RETURN TO STAFF LIST or RETURN TO DIRECTORY HEADINGS LIST to continue with more staff edits.

Transfer Staff

Some employees will show up under inappropriate directory headings for various reasons. Placement is based on the HRIS location code, and some directory headings don't have an official location code. You have the power to relocate one or more employees from any directory heading to one of your directory headings. This will not affect their status in HRIS; it is only a convenience to properly list them in the directory.

To transfer an employee, you will first choose the source and destination directory headings. All directory headings are listed in the FROM (source) field to enable you to transfer from any heading. Only your office's directory headings are listed in the TO (destination) field, so you are limited to transferring only to your own headings. Select a heading to transfer FROM and a heading to transfer TO, then click on the CONTINUE TRANSFER button.

The next list includes all staff assigned to the directory heading you are transferring from. To help you correctly identify each employee, the employee ID and preferred position description are listed in parentheses after each name. Note that the text at the top of the yellow box tells you where the employees are transferring FROM and where they are transferring TO.

Select one staffer at a time or groups of staff from the list. Hold down the control key when selecting a name to select more than one person at a time. Then, click on the TRANSFER SELECTED EMPLOYEE(S) button.

Employees you have transferred will be listed on the next screen. Click on the STAFF LISTS link in the upper right corner of the page to check your changes.

> This employee was moved from Directory Services Team to Web Services Team:
>
> Straus, Robert

IMPORTANT: When employees are transferred, they are *deleted* from their original directory heading and moved to the one you have selected. If you transferred someone by mistake, you cannot move them back. For assistance, contact the Help Desk and they will restore the employee to their original directory heading.

Duplicate Staff

In some cases employees work for more than one office and it is desirable to list them in both places, even though the official record shows them in only one location. You have the power to duplicate one or more employees from any office directory heading to one of your directory headings.

To duplicate an employee, you will first choose the source and destination directory headings. Like the transfer function, all directory headings are listed in the FROM (source) field to enable you to duplicate an employee from any heading. Only your office's directory headings are listed in the TO (destination) field, so you are limited to duplicating only to your own headings. Select a heading to duplicate FROM and a heading to duplicate TO, then click on the CONTINUE DUPLICATION button.

> **FROM: Select one directory heading**
>
> Video Services
> WAN/LAN
> Watkins Mill High School
> Web Services Team
> West Farm Transportation Depot
>
> **TO: Select one directory heading**
>
> Chief of Staff
> Department of Communications
> Electronic Graphics and Publishing Services
> Instructional Television
> Print Shop
>
> **Continue Duplication**

The next list includes all staff assigned to the directory heading you are duplicating from. To help you correctly identify each employee, the employee ID and preferred position description are listed in parentheses after each name. Note that the text at the top of the yellow box tells you where the employees are duplicating FROM and where they are duplicating TO.

Duplicate employee(s) in Web Services Team to Instructional Television

Hints: In long lists, you can select any item in the list, type the first letter of the name you are looking for, and the list will jump to that section of the alphabet. Keep typing that same letter and you will scroll through the list one name at a time.
Hold down the CTRL key to select more than one employee at a time.

Barger, Matthew R (Matt) (Web Systems Programmer)
Eskite, Susan J (Publications Art Director)
Horvath, Gail A (Web Systems Programmer)
Straus, Robert A (Sr Systems Engineer)
Sturm, Chris N (Director)

Duplicate Selected Employee(s)

Find Different Employees to Duplicate

Select one staffer at a time or groups of staff from the list. Hold down the control key when selecting a name to select more than one person at a time. Then, click on the DUPLICATE SELECTED EMPLOYEE(S) button.

You may also choose to FIND DIFFERENT EMPLOYEE(S) TO DUPLICATE. This button will return you to the source and destination directory headings page where you can select different directory headings.

After you've duplicated an employee, a screen will list employees who were duplicated. Click on the STAFF LISTS link in the upper right corner of the page to check your changes.

Duplicate records for these employees were created in Instructional Television:

Straus , Robert

If you've mistakenly duplicated an employee, you will be able to drop that employee using the Edit Staff function.

Edit General Info

This function enables you to update information for a directory heading including address, room number, city, zip code, phone, fax, TDD, and web site address. You may also put in a location alias, which is used when your work location is referred to by a name, such as Carver Educational Services Center or Metro North.

Begin by selecting the directory heading that you want to update.
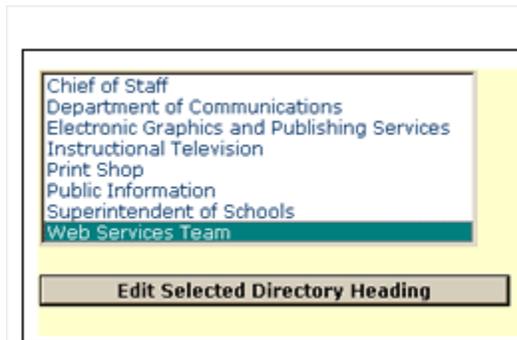
A field is provided for a statement – such as mission, role, purpose -- about the office or department. This information will be published in both the Office-odex and the full online directory to tell people what your group does.

Web Services Team

Address	850 Hungerford Drive
Room	130
City	Rockville
Zipcode	20850
Main Phone	301-517-5954
Fax	301-279-3096
TDD	
Add'l. Phone 1 Name	Number
Add'l. Phone 2 Name	Number
Web site URL	http://www.mcps.k12.md.us/departments/web/
Location AKA What is this?	CESC
Statement What is this?	The mission of the Web Services Team is to lead in the creation and growth of an effective web presence for MCPS. The Team administers web and other servers; publishes content to the MCPS web; defines site architecture, design templates and guidelines; does programming to create web publishing and other tools; supports and trains webmasters; and develops and maintains the MCPS portal.
Keywords What are these?	web, web site, html, internet, webmaster, wst, streaming media, multimedia, hosting, applications, training, technology

Update Directory Information

Cancel All Edits

Related to above, a field is also provided for you to supply keywords about your office's function. These keywords will be used by our search engine to help people find your office by the services you provide, even if they don't know the name of your office, department or unit, or the names of anyone working in your area. Please enter single keywords in this area, separated by commas, with no special characters (such as $%#&^). You may enter up to 512 characters including the commas. Choose your words carefully to provide the most help to people who need to find your office. The search engine will only be as effective as the keywords you supply.

IMPORTANT: All information on this page will be published on the MCPS public web site in both the directory and the Office-odex, so be sure it is accurate and spelled correctly.

Your updated information will appear in the next screen. Click on the link to be sure your office's url is accurate. If it is not, return to the previous screen to correct it.

Your directory information was updated as listed below

Web Services Team

Address: 850 Hungerford Drive
Room: 130
City: Rockville

Zipcode: 20850

Phone: 301-517-5954
Fax: 301-279-3096
TDD: None

Website: http://www.mcps.k12.md.us/departments/web/

Keywords: web, web site, html, internet, webmaster, wst, streaming media, multimedia, hosting, applications, training, technology

Statement: The mission of the Web Services Team is to lead in the creation and growth of an effective web presence for MCPS. The Team administers web and other servers; publishes content to the MCPS web; defines site architecture, design templates and guidelines; does programming to create web publishing and other tools; supports and trains webmasters; and develops and maintains the MCPS portal.

[**Select Another Directory Heading to Update**]

Directory Managers

Office Phone Directory Managers are assigned at the highest level, e.g., Board of Education, Superintendent's Office, Deputy Superintendent's Office. Use this page to change, update, delete or add a Phone Directory Manager.

Phone Directory Manager Information (About)

Name: **Chris Sturm**
E-mail: **Chris_Sturm@mcpsmd.org**
Employee ID [12345] [Verify this ID] [Reset to Original Value]

Name: **Elaine Keagle**
E-mail: **Elaine_Keagle@mcpsmd.org**
Employee ID [12345] [Verify this ID] [Reset to Original Value]

To remove a backup Phone Directory Manager, delete the employee ID and click on the UPDATE PHONE DIRECTORY MANAGERS button below. You cannot delete the first (Primary) Phone Directory Manager.

[**Update Directory Managers**] [**Cancel all edits**]

You will need to know the employee ID number to make sure that you are identifying the correct person. We recommend that, after entering an employee ID, you click on

the VERIFY THIS ID button. You will immediately see the name and e-mail address associated with that employee ID. If the name is incorrect perhaps you have entered the wrong employee ID. You may click on the RESET TO ORIGINAL VALUE button, which will restore the name, e-mail address and employee ID on file since the last time you saved; you may also try a different employee ID. The information is not saved until you click on the UPDATE DIRECTORY MANAGERS button.

A primary Phone Directory Manager (the first name in the list) is required. A back-up Phone Directory Manager is not required, but is recommended. If you enter an invalid employee ID for the primary Phone Directory Manager, and click on UPDATE DIRECTORY MANAGERS, nothing will be changed because primary Phone Directory Managers may not be deleted, only replaced. You may delete a back-up Phone Directory Manager by deleting the contents of the second employee ID box and clicking on the UPDATE DIRECTORY MANAGERS button.

After you update, you will see a list like this, showing all Phone Directory Mangers for your office.

Phone directory manager(s) for Superintendent of Schools

Chris Sturm (Primary)
Elaine Keagle (Back-up)
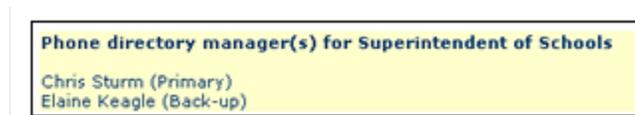
Print Center

The Print Center is a collection of directory listing PDFs, in the presentation style of the old print directory. The key advantage of these PDFs is that they are created once a week, every week, all year, and so are always current. Phone Directory Managers for Offices also have access to mailing lists, as shown in the screen below.

All Schools PDF

    A list of all schools and staff, grouped by school, updated weekly.

All Offices PDF

    A list of all offices and staff, grouped by organization, updated weekly.

All Staff PDF

    A list of all MCPS staff, in last name order, updated weekly.

Home Phone Numbers alphabetically by last name PDF

    A list of all MCPS employees, sorted alphabetically, with home phone number if allowed by the employee. Employees may change their home phone preference by submitting MCPS Form 445-1 Change in Personal Information. This list is updated weekly and is only available to Phone Directory Managers.

Home Phone Numbers by Location PDF

    A list of all MCPS employees, sorted alphabetically within location, with home phone number if allowed by the employee. Employees may change their home phone preference by submitting MCPS Form 445-1 Change in Personal Information. This list is updated weekly and is only available to Phone Directory Managers.

Mailing Labels Principals | School Admin Sec | School Business Mgrs & Financial Assts

    Select one of the mailing label links. A box will pop up, asking if you want to OPEN or SAVE the file. Choose SAVE. Open your Excel spreadsheet application, then open the file you saved. The information in the file is created fresh from the directory database each time you select a link.

You may download them to keep electronically on your computer, or to print. The mailing lists may be opened in Excel and formatted for print to labels.