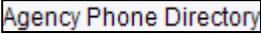


## Update a Record to State Directory Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Interfaces Master Menu</b> link. 
3.	Click the <b>Agency Phone Directory</b> link. 
4.	Click the <b>State Directory Maintenance</b> link. 
5.	Use the QBE line to enter information to help search for the employee who needs to be updated. The most common way to search for them is to use their employee number (Address Book Number) or their name.
6.	After entering the search criteria click the <b>Find</b> button. 
7.	Make sure the radio button next to the employee you need to updated is selected and then click the <b>Select</b> button. 
8.	You can update the employee's work phone number, email address, or their name.  <b>Note:</b> Enter the names as you want them to appear in the ePhone listings. If the <b>EnterpriseOne Name</b> at the top of the screen is correct then you do not need to enter anything in the name fields.
9.	Selecting <b>Do Not Publish Emails</b> will prevent electronic address from appearing in the e-Phone Directory for the State of Nebraska.  Selecting <b>Do Not Publish At All</b> will prevent an employee from appearing in the e-Phone Directory for the State of Nebraska.  If both options are selected, the employee will not appear in the e-Phone Directory.
10.	After making the necessary changes click the <b>OK</b> button. 
11.	Click the <b>Close</b> button. 
12.	You have successfully completed this lesson. <b>End of Procedure.</b>