

## **Add / Update a Record to State Directory**

---

# COPYRIGHT & TRADEMARKS

Copyright © 1998, 2009, Oracle and/or its affiliates. All rights reserved.

Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this software or related documentation is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, the following notice is applicable:

## U.S. GOVERNMENT RIGHTS

Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are “commercial computer software” or “commercial technical data” pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, duplication, disclosure, modification, and adaptation shall be subject to the restrictions and license terms set forth in the applicable Government contract, and, to the extent applicable by the terms of the Government contract, the additional rights set forth in FAR 52.227-19, Commercial Computer Software License (December 2007). Oracle USA, Inc., 500 Oracle Parkway, Redwood City, CA 94065.

This software is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications which may create a risk of personal injury. If you use this software in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy and other measures to ensure the safe use of this software. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software in dangerous applications.

This software and documentation may provide access to or information on content, products and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third party content, products and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third party content, products or services.

## SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

## Table of Contents

<b>Add / Update a Record to State Directory.....</b>	<b>1</b>
<b>Add / Update a Record to State Directory Overview.....</b>	<b>1</b>
<b>Add a Record to State Directory Lesson.....</b>	<b>1</b>
<b>Update a Record to State Directory Lesson.....</b>	<b>5</b>

## Add / Update a Record to State Directory

### Add / Update a Record to State Directory Overview

The State Directory with employee email addresses and phone numbers is available online in EnterpriseOne. Agencies are able to review this information for employees within their agency. An Address Book record and an Employee Master must exist for an employee before that person can be added to the State Directory. Agencies must communicate to decide when a record needs to be added to the State Directory and when a record needs to be deleted. Information from the Address Book automatically populates the State Directory.

Additions and changes to the State Directory DO NOT affect the employee's Employee Master.

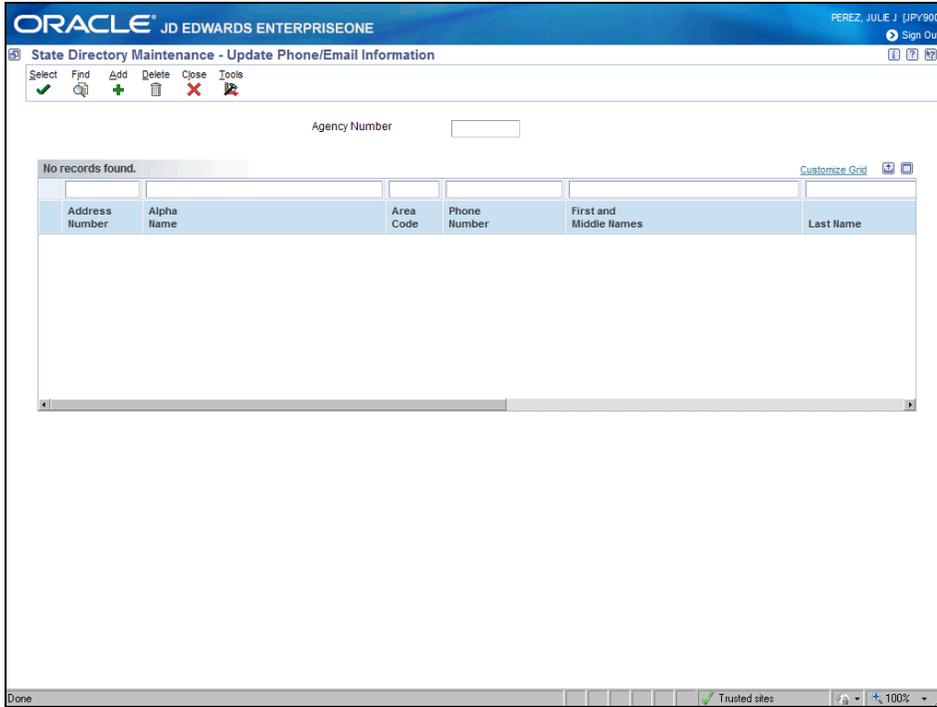
### Add a Record to State Directory Lesson

#### Procedure

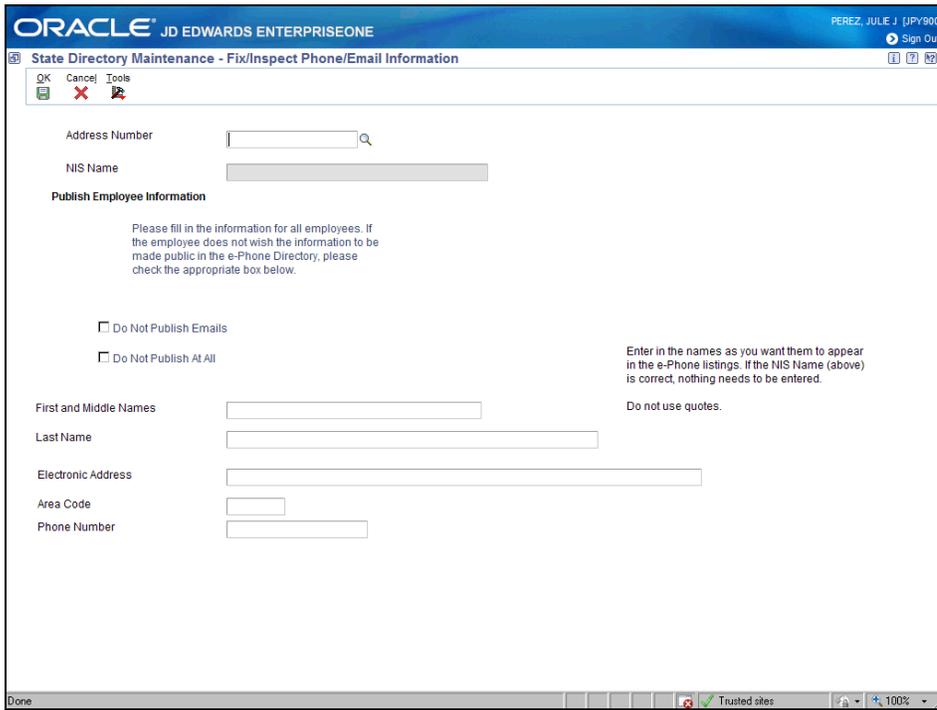
Step	Action
1.	<p>State Directory Maintenance is the primary application for updating the Employee's work contact information.</p> <p>The information entered in this application will update information that appears in the On-Line State Directory. Additionally, it updates the email address associated with the employee's address book record.</p> <p>The application Updates the employee's e-mail address in the ERP system and allows for three conditions:</p> <ul style="list-style-type: none"> <li>o Publish an employee's work contact information to the Phone Directory</li> <li>o Publish an employee's work contact information to the Phone Directory, excluding the e-mail address</li> <li>o Do not publish an employees contact information to the Phone Directory</li> </ul>
2.	<p>Click the <b>State of Nebraska</b> link.</p> <p><a href="#">State of Nebraska</a></p>
3.	<p>Click the <b>Interfaces Master Menu</b> link.</p> <p><a href="#">Interfaces Master Menu</a></p>
4.	<p>Click the <b>Agency Phone Directory</b> link.</p> <p><a href="#">Agency Phone Directory</a></p>
5.	<p>Click the <b>State Directory Maintenance</b> link.</p> <p><a href="#">State Directory Maintenance</a></p>

# Training Guide

## Add / Update a Record to State Directory



Step	Action
6.	Click the <b>Add</b> button. 



Step	Action
7.	<p><b>Address Number</b></p> <p>Enter the employee's address book number. Use the visual assist if address number is unknown.</p> <p><b>Employee Name</b> automatically populates from ERP system.</p>
8.	<p><b>Do Not Publish Emails</b></p> <p>Selecting <b>Do Not Publish Emails</b> will prevent electronic address from appearing in the e-Phone Directory for the State of Nebraska.</p>
9.	<p><b>Do Not Publish At All</b></p> <p>Selecting <b>Do Not Publish At All</b> will prevent an employee from appearing in the e-Phone Directory for the State of Nebraska.</p> <p>If both options are selected, the employee will not appear in the e-Phone Directory.</p>
10.	<p><b>First and Middle Names</b></p> <p>Only enter information in this field if the name in the ERP System's Name field is NOT the way you want it to appear in the State Directory.</p> <p>Please refer to the Entering Address Book Information Quick Reference Card for instructions on how to enter names.</p>
11.	<p><b>Last Name</b></p> <p>Enter employee's last name</p>
12.	<p><b>Electronic Address</b></p> <p>Information included in this field will automatically update the Employee's Email address in their address book record. This email is used by the ERP system to notify the employee via e-mail.</p> <p>Types of notification include, but are not limited to:</p> <ul style="list-style-type: none"> <li>o Notification of New Business Unit status (Business Unit Workflow)</li> <li>o Procurement Document Approval Status</li> <li>o Global Leave Administration - notification of Leave request approval/rejection</li> </ul> <p><i>Note:</i> Selecting <b>Do Not Publish Emails</b> will prevent this information from being published in the e-State Directory.</p>
13.	<p><b>Area Code &amp; Phone Number</b></p> <p>Telephone number to be published in e-Phnoe</p>

# Training Guide

## Add / Update a Record to State Directory



ORACLE JD EDWARDS ENTERPRISEONE PEREZ, JULIE J (JPY900) Sign Out

State Directory Maintenance - Fix/Inspect Phone/Email Information

OK Cancel Tools

Address Number: 100370

NIS Name: PEREZ, JULIE J

**Publish Employee Information**

Please fill in the information for all employees. If the employee does not wish the information to be made public in the e-Phone Directory, please check the appropriate box below.

Do Not Publish Emails

Do Not Publish At All

Enter in the names as you want them to appear in the e-Phone listings. If the NIS Name (above) is correct, nothing needs to be entered.

Do not use quotes.

First and Middle Names: JULIE JANE

Last Name: PEREZ

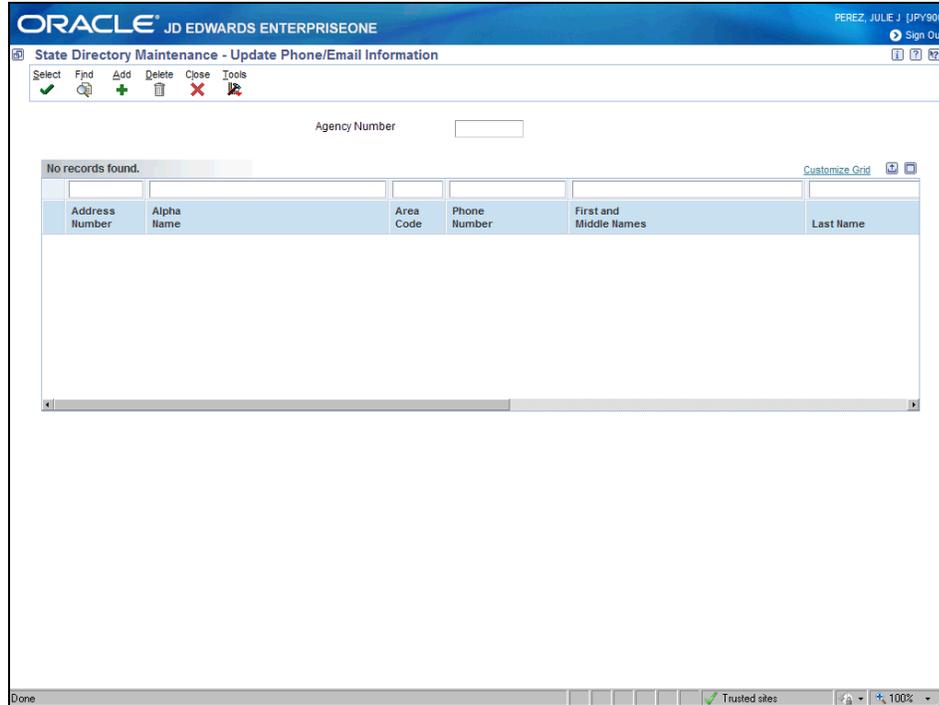
Electronic Address: julie.perez@nebraska.gov

Area Code:

Phone Number:

Done Trusted sites 100%

Step	Action
14.	Click in the <b>Area Code</b> field. <input type="text"/>
15.	Enter the desired information into the <b>Area Code</b> field. Enter " <b>402</b> ".
16.	Click in the <b>Phone Number</b> field. <input type="text"/>
17.	Enter the desired information into the <b>Phone Number</b> field. Enter " <b>555-1212</b> ".
18.	Click the <b>OK</b> button. 
19.	Click the <b>Cancel</b> button. 



Step	Action
20.	Click the <b>Close</b> button. 
21.	<b>End of Procedure.</b>

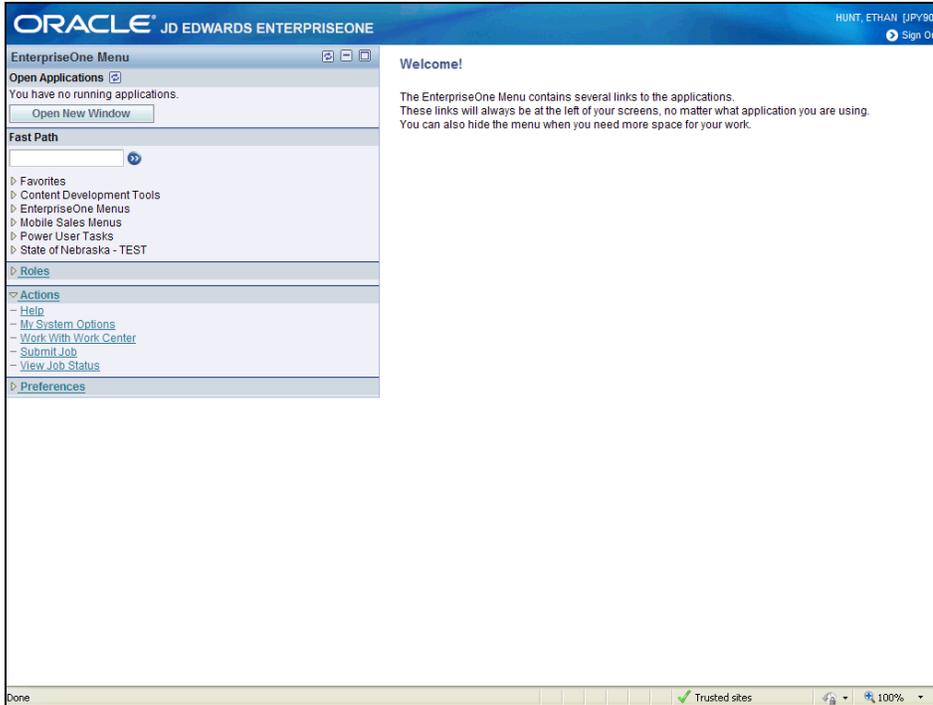
## Update a Record to State Directory Lesson

### Procedure

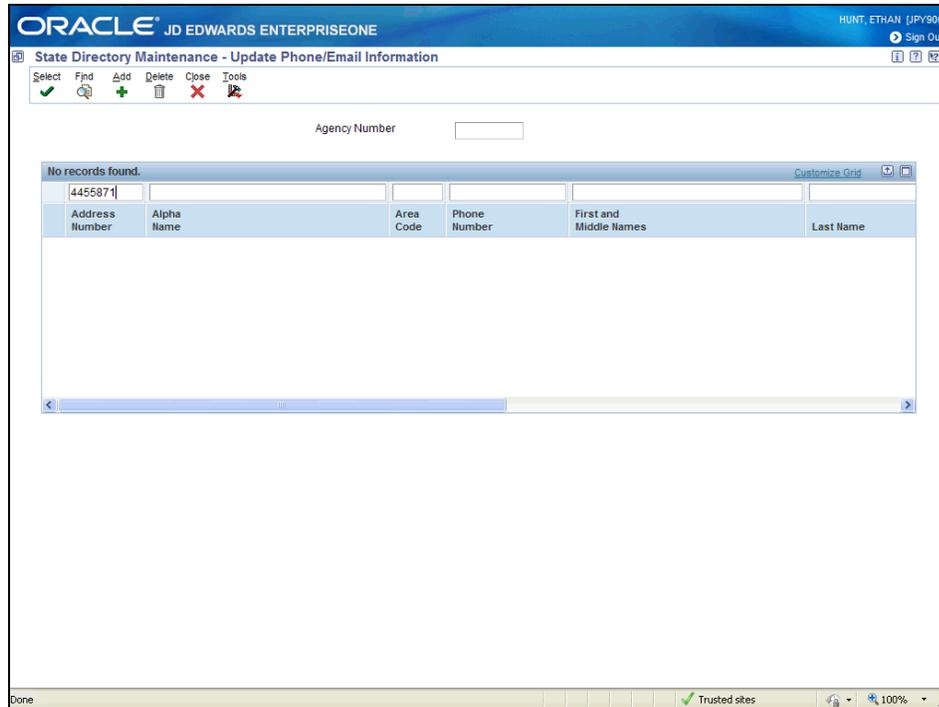
In this lesson you will learn how to update an employee record in the state directory.

# Training Guide

## Add / Update a Record to State Directory



Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Interfaces Master Menu</b> link. <a href="#">Interfaces Master Menu</a>
3.	Click the <b>Agency Phone Directory</b> link. <a href="#">Agency Phone Directory</a>
4.	Click the <b>State Directory Maintenance</b> link. <a href="#">State Directory Maintenance</a>
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.



Step	Action
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.

# Training Guide

## Add / Update a Record to State Directory



ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

State Directory Maintenance - Fix/Inspect Phone/Email Information

OK Cancel Tools

Address Number: 4455871

Employee Name: HUNT, ETHAN

**Publish Employee Information**

Please fill in the information for all employees. If the employee does not wish the information to be made public in the e-Phone Directory, please check the appropriate box below.

Do Not Publish Emails

Do Not Publish At All

Enter in the names as you want them to appear in the e-Phone listings. If the Enterpriseone Name (above) is correct, nothing needs to be entered.  
Do not use quotes.

First and Middle Names:

Last Name:

Electronic Address: ethan.a.hunt@nebraska.gov

Area Code: 402

Phone Number: 471-1111

Done Trusted sites 100%

Step	Action
10.	After making the necessary changes click the <b>OK</b> button. 

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

State Directory Maintenance - Update Phone/Email Information

Select Find Add Delete Close Tools

Agency Number:

Records 1 - 1 Customize Grid

Address Number	Alpha Name	Area Code	Phone Number	First and Middle Names	Last Name
4455871	HUNT, ETHAN	402	471-1111		

Done Trusted sites 100%

Step	Action
11.	Click the <b>Close</b> button. 
12.	You have successfully completed this lesson. <b>End of Procedure.</b>