

State Directory Maintenance

Overview

The State Directory with employee email addresses and phone numbers is available online via NIS. Agencies are able to review this information for employees within their agency. An Address Book record 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 will automatically populate in the State Directory. However, additions and changes to the State Directory DO NOT affect the employee's Address Book record or their Employee Master.

This instruction shows how to:

[Add a record to the State Directory](#)

[Change a record in the State Directory](#)

[Run the Agency Names Report](#)

[Run the Employee Exception Report](#)

[Run the Phone Directory Proofing Report](#)

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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: <http://www.das.state.ne.us/>.

Navigation

Click Roles, FT98.
(Citrix users – right click on the menu, choose Apply Roles, choose FT98.)

Interfaces Master Menu > Agency Phone Directory > State Directory Maintenance

Steps

Add a Record to the State Directory

Start this instruction from the State Directory Maintenance – Update Phone/Email Information window.

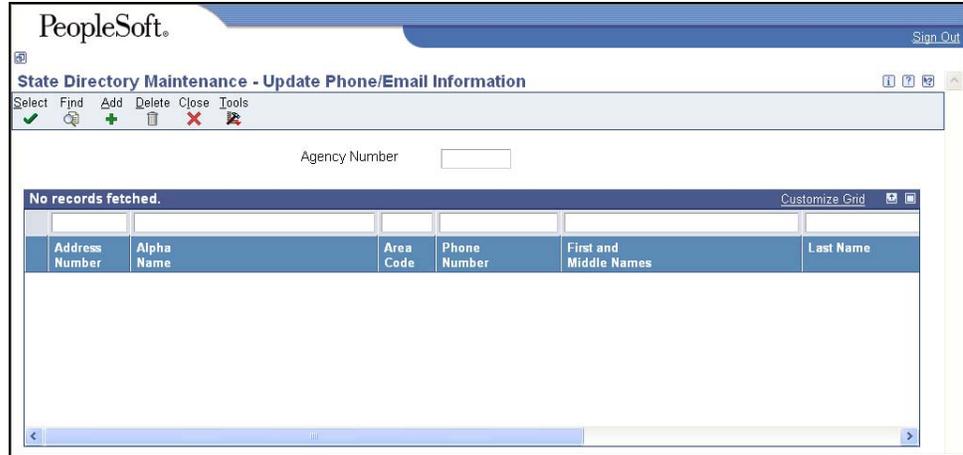
1. Click **Add**. The State Directory Maintenance – Fix/Inspect Phone/Email Information window appears.

2. Enter the following information:

- Address Number – Address Book number, use visual assist if needed.
- First and Middle Names – only enter if the name in the NIS Name field is NOT the way you want it to appear in the State Directory.
 - ✎ Please refer to the Entering Address Book Information Quick Reference Card for instructions on how to enter names.
- Last Name
- Electronic Address – email address
- Area Code
- Phone Number – 7 digit number

3. Click **OK** to save the information entered. The information will be cleared from the form.

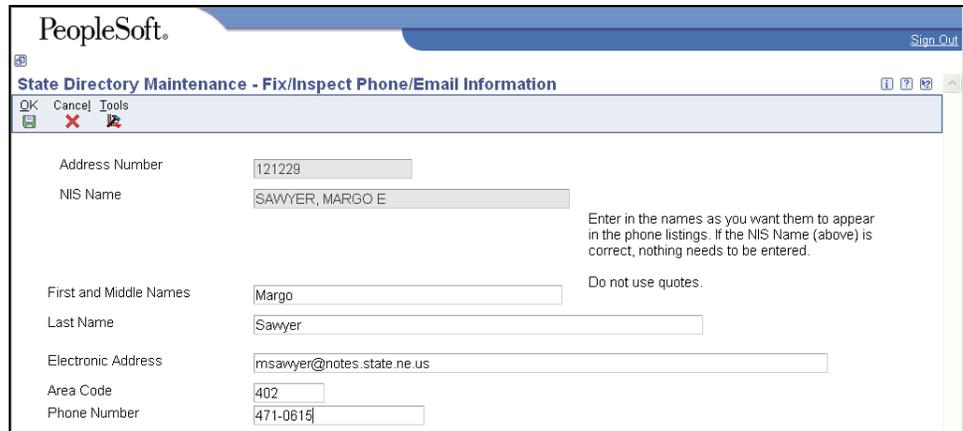
4. Click **Cancel** to return to the State Directory Maintenance – Update Phone/Email Information



5. To review the record, complete the following information and click **Find**:
 - Agency Number - enter the Agency's 3-digit agency number
 - Address Number - enter the employee's Address Book



6. Choose the record to review, click **Select**. The State Directory Maintenance – Fix/Inspect Phone/Email Information window appears.



7. When finished reviewing the information, click **Cancel** to return to the State Directory Maintenance – Update Phone/Email Information window.
8. Click **Close**. You will return to the menu.

Changing a State Directory record

Start this instruction from the State Directory Maintenance – Update Phone/Email Information window.



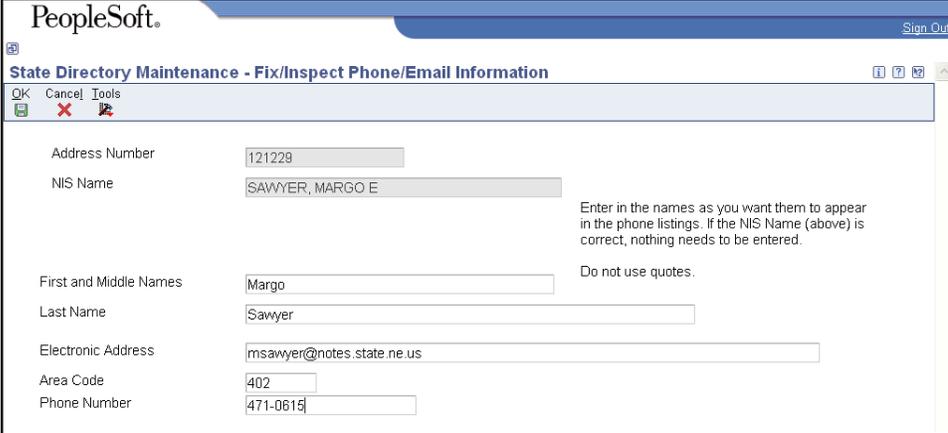
1. Enter the Agency's 3-digit number in the Agency Number field in the Header and click **Find**. The grid is populated with all email addresses and phone numbers for your agency.

 To narrow the search, enter any known information in the QBE line (ex. Name, Address Book number, etc.) and click **Find**.

 Use an asterisk (*) as a wildcard. (Ex. To find all the entries with the last name Sawyer, type Sawyer*.)



2. Choose the person for which changes need to be made by clicking in the radio button to the left of the row.
3. Click **Select**. The State Directory Maintenance – Fix/Inspect Phone/Email Information window appears.



PeopleSoft. Sign Out

State Directory Maintenance - Fix/Inspect Phone/Email Information

OK Cancel Tools

Address Number: 121229

NIS Name: SAWYER, MARGO E

First and Middle Names: Margo

Last Name: Sawyer

Electronic Address: rnsawyer@notes.state.ne.us

Area Code: 402

Phone Number: 471-0615

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

4. Make changes to any of the following fields:
 - First and Middle Names
 - Last Name
 - Electronic Address
 - Area Code
 - Phone Number – 7 digit number
5. Click **OK** to save the changes and return to the State Directory Maintenance – Update Phone/Email Information window.



PeopleSoft. Sign Out

State Directory Maintenance - Update Phone/Email Information

Select Find Add Delete Close Tools

Agency Number: 065

Address Number	Alpha Name	Area Code	Phone Number	First and Middle Names	Last Name
121228	SAWYER, MARGO E	402	435-1714		
116126	SAWYER, RINDA J	402	471-3048		

6. Click **Close** to return to the menu.

Run the Agency Names Report and the Employee Exception Report

Navigation: Interfaces Master Menu > Agency Phone Directory

> Agency Names Report

> Employee Exception Report

Start this instruction from the Printer Selection window.

1. Click **OK**. You will return to the menu.

 View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the [Working with Submitted Reports](#) work instructions. Choose the Job Details to view once the Description is "Done".

- R5509747_NIS0001 = Agency Names Report
- R5808759_NIS0001 for Employee Exception Report

Run the Phone Directory Proofing Report

Navigation: Interfaces Master Menu > Agency Phone Directory > Phone Directory Proofing Report

Start this instruction from the Processing Options window.

1. Enter 3-digit **Agency Number** (Ex. 065 for Agency 65.)
2. Click **OK**. The Printer Selection window appears.



The screenshot shows the PeopleSoft interface for the 'Printer Selection' dialog box. The window title is 'Printer Selection' and it includes a 'Sign Out' button in the top right corner. Below the title bar is a standard Windows-style menu bar with 'OK', 'Cancel', 'Form', and 'Tools' options. The main content area has four tabs: 'Printer Selection' (selected), 'Print Property', 'Document Setup', and 'Advanced'. On the left side of the main area is a small icon of a printer. On the right side, there is a form with the following fields:

Printer Name	GOPLUONEWORLD_A
Printer Location	HERE
Printer Model	LASER
Number of Copies	1 Range: 1 - 9999

3. Click **OK**.

 View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the [Working with Submitted Reports](#) work instructions. Choose the Job Details (R5909747_...) to view once the Description is "Done".