

# West Lothian Council

## Staff Directory

### Staff Update Guide

To update your own information access <http://directory.app.westlothian.gov.uk> .

You will **NOT** be able to amend any other users information neither will this information be available to anyone outside the Council.

**Step 1** – Add your surname to the box & select search

The screenshot shows the 'Intranet Directory Service' interface. At the top, there is a search bar with the text 'Find: Name' and a dropdown menu for 'Begins With'. A red speech bubble points to the search bar with the text 'Simply add your surname here ...'. Below the search bar, there is a 'Search' button and an 'Advanced...' link. A second red speech bubble points to the 'Search' button with the text 'Then click on search'. The search results are displayed in a table with columns: Name, Phone, Title, Division, Section, and Office. The first result is 'Abbott, Mary' with phone number '0 1506 775 686' and title 'Social Policy - Social Worker'. Below the table, there is a section for 'Employee Abbott, Mary' with tabs for 'General', 'Telephone & Address', and 'Additional Information'. The 'General' tab is selected, showing details such as 'Directorate', 'Service: Practice Team Adults', 'Division', 'Section', 'Title: Social Policy - Social Worker', 'Office: [Strathbrock Partnership Centre] Invalid PickList Value', 'Phone: 0 1506 775 686', 'Extension', 'Email: [Mary.Abbott@westlothian.gov.uk](mailto:Mary.Abbott@westlothian.gov.uk)', and 'Manager'. A photo placeholder is visible on the right side of the employee details, with the text 'Photo Not Available' and 'Badge I.D. No.' below it.

Name	Phone	Title	Division	Section	Office
Abbott, Mary	0 1506 775 686	Social Policy - Social Worker			Strathbrock Partnership Centre
Abernethy, Janet	01506 777157	Developer	Information Technology	IT Operations	West Lothian House
Adam, Donna		Education Resource Manager			Lindsay House
Adams, Pauline	01506 777106	Support Manager			West Lothian House
Adams, Jeff	01506 775337	Enforcement Officer			County Buildings
Adams, Lynn					Ogilvie House
Adamson, Bruce					
Adamson, Robert	01500 678001	Customer Contact Manager			Whitburn CIS
Adamson, Robert	01506 775360	Enforcement Inspector			County Buildings
Adamson, Norman					Whitehill House
Adie, Linda	01506-706063	Lindsay House			
Adlard, Linda	01506 776625	Information/Advice Officer			
Agnew, Anne	01506 777789	WPO/Clerical Assistant			

This will return a list of all users with the Surname requested

**Step 2** - Scroll down this list until your name is highlighted.

WLC All Employees

Find: Name | Begins With | \*rdiruser | Search | Advanced...

WLC All Employees Where Name="\*rdiruser"

Name	Phone	Title	Division	Section	Office
rdir user	01506 777260				West Lothian House

1 Matching Object

Employee rdir user | Change Password | Edit

General | Telephone & Address | Additional Information | My Manager | I Work With

Directorate

Service

Division

Section

Title

Office West Lothian House

Phone 01506 777260

Extension 7260

Email

Manager Swan, Laura

Photo

Photo Not Available

Badge I.D. No. 12345

**Step 3** – select the edit details icon

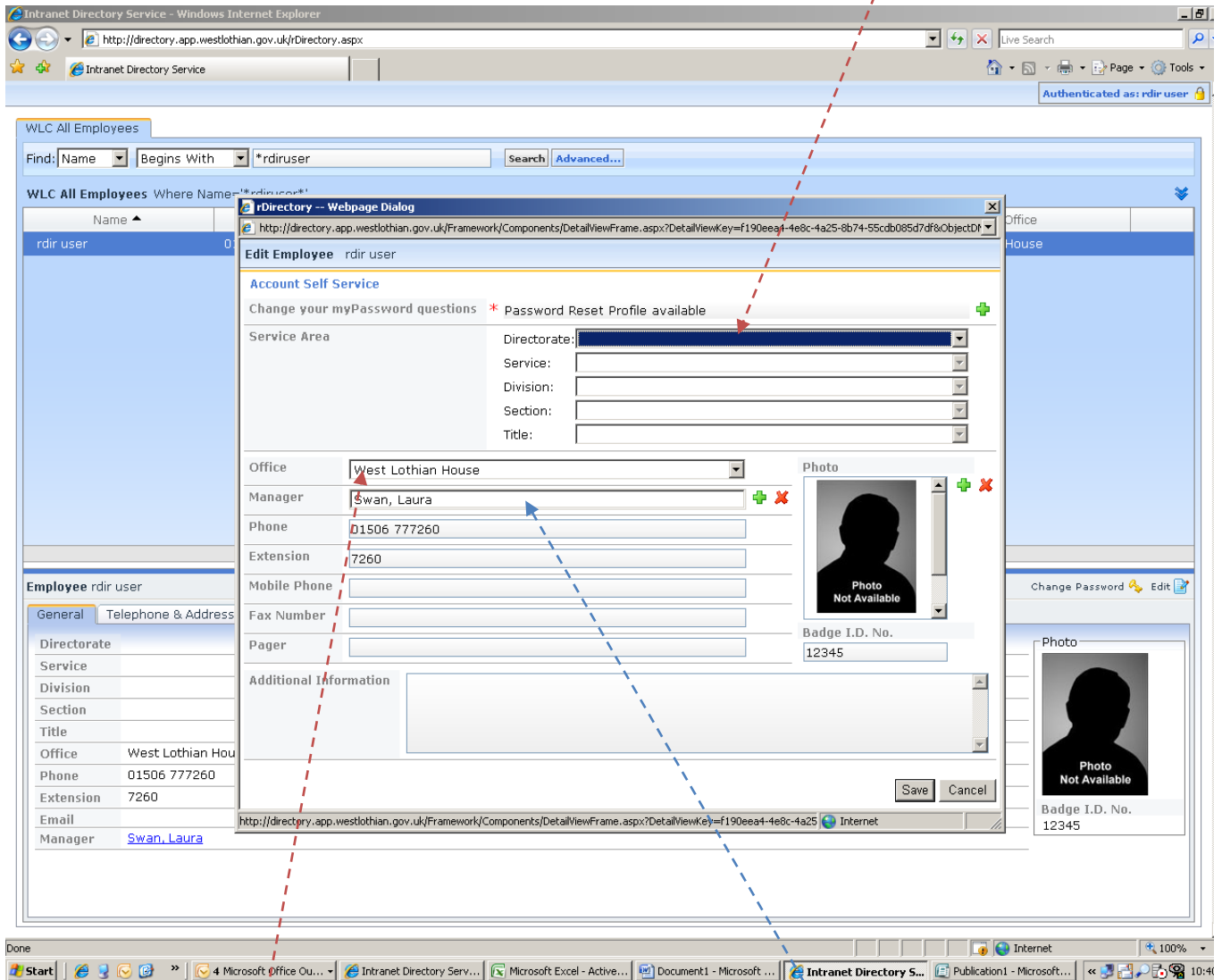
This will open up an Account Self Service box for you to amend your details

# Account Self Service Details

## Step 4 – Organisational Details

For the initial Update of Information you will be able to use the pull down arrows to select the organisational information correct for you.

This has been structured to reflect the Corporate Structure – each list has been constructed to show only the relevant information for that Directorate, Service or Division or Team.



### Step 5 - Office

Then select the Office - this should present all the Council Offices – simply select the relevant one for you.

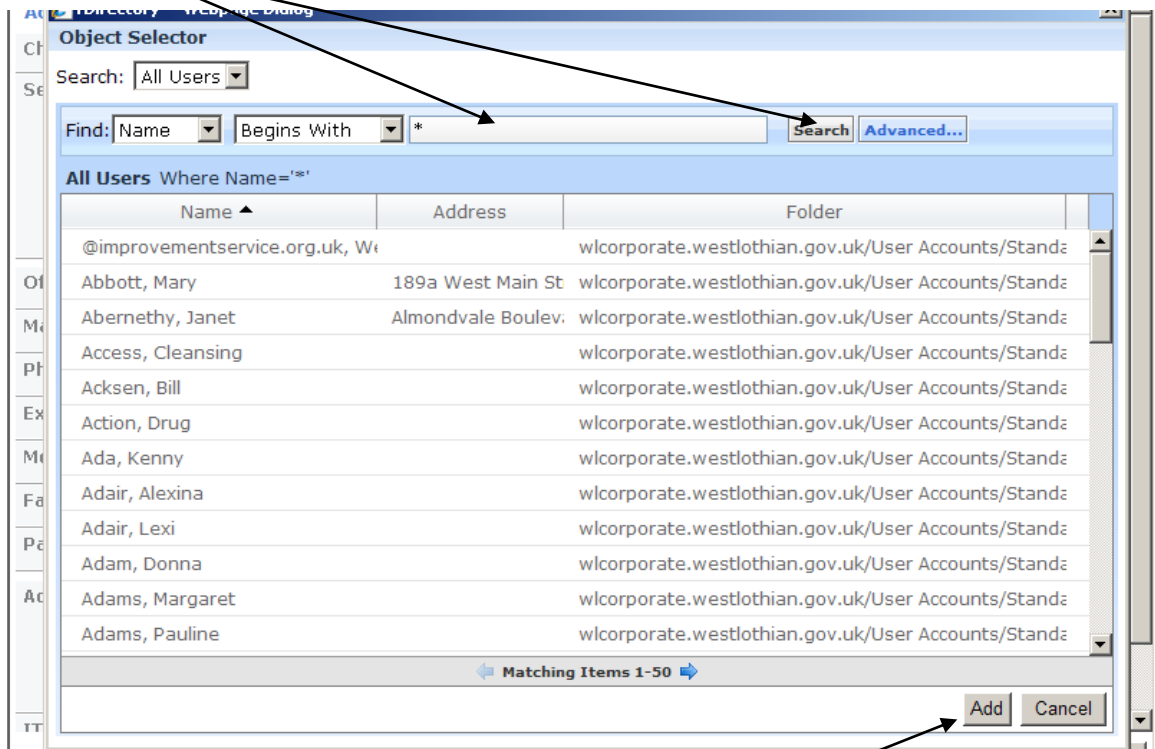
### Step 6 – Line Manager

Select the green cross +

## Line Manager Selection

This will open up the following search box

Search for your line manager - the manager's surname should be added and searched for as per Step 1



Select your Line manager from the results – select ADD

**NOTE:** Once you have made a link to your Line Manager an email is sent to them once you SAVE all the updates. This establishes a reporting link between you both. This also provides your Line Manager with the ability to monitor & amend SOME of the details displayed for you. Each time you amend any details your Line Manager will be informed.

## Step 7 – Further Contact Information

The screenshot shows the 'Edit Employee' form for 'rdir user' in the Intranet Directory Service. The form is titled 'Edit Employee rdir user' and includes a 'Photo' field. The form is divided into several sections: 'Account Self Service', 'Service Area', 'Office', 'Manager', 'Phone', 'Extension', 'Mobile Phone', 'Fax Number', 'Pager', and 'Additional Information'. The 'Phone' field contains '01506 777260', 'Extension' contains '7260', and 'Badge I.D. No.' contains '12345'. The 'Photo' field shows a placeholder image with the text 'Photo Not Available'. A sidebar on the left shows the employee's details, including 'Directorate', 'Service', 'Division', 'Section', 'Title', 'Office', 'Phone', 'Extension', 'Email', and 'Manager'. The taskbar at the bottom shows several open applications, including 'Microsoft Office', 'Active Directory', 'Document1 - Micro...', 'Kainos Proposal fo...', 'Intranet Directo...', and 'Publication1 - Micr...'. The system clock shows '11:55'.

Complete your Telephone, Extension, Mobile Phone, Fax Number, Pager and any additional information

## Step 8 – Photograph & Badge ID

Each member of staff is encouraged to add their staff identity photograph to this system. These photographs, already visible from our ID badges are a useful means of identifying staff as they move within and between buildings to validate who we are.

You should read the accompanying Guidelines .

This will explain the uses of these photographs and ensures West Lothian Council complies with security protocols, Freedom of Information Act and the Data Protection Act.

Staff will be provided with their photographs to load up to their own record on the directory. This will be accepted as permission for the directory to feature their photograph.

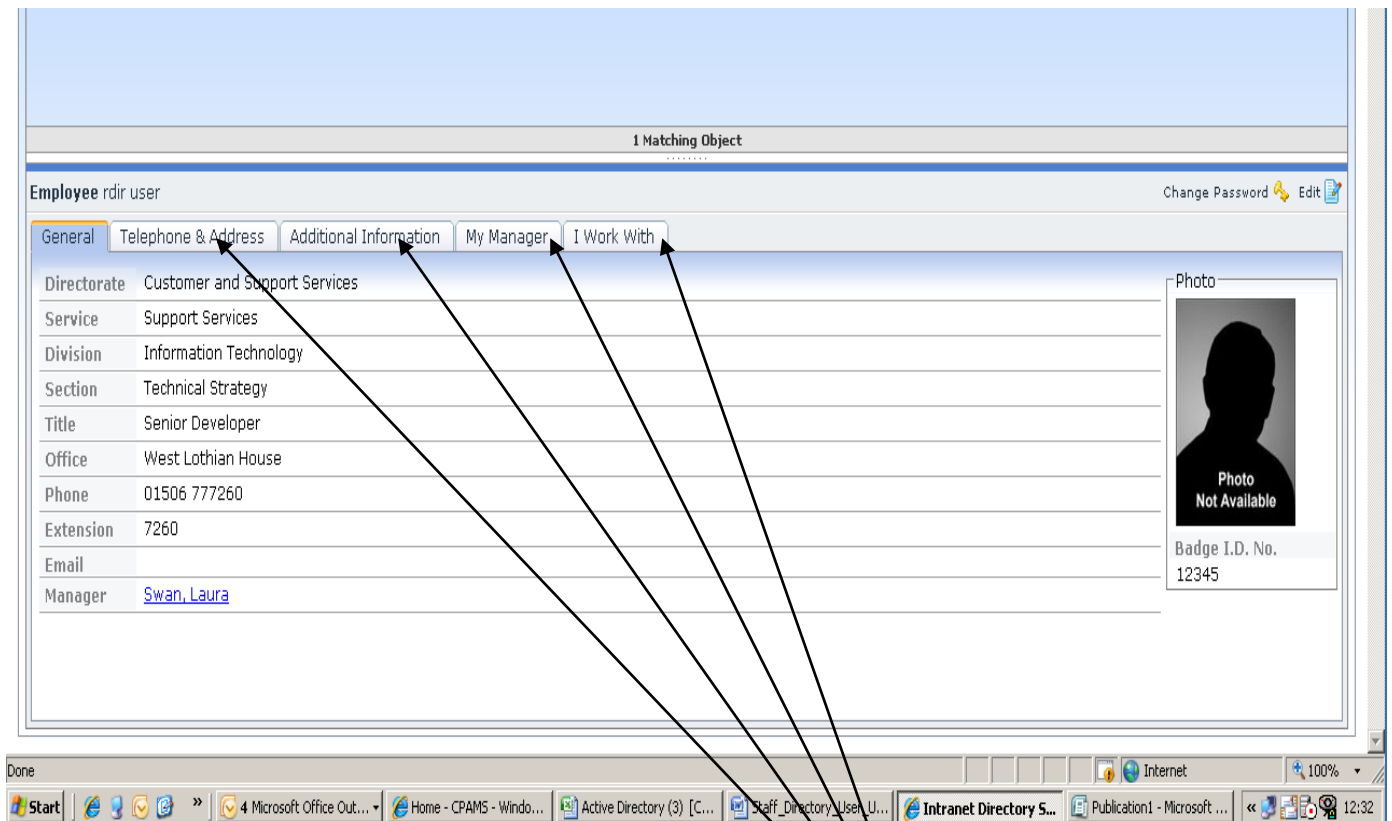
The screenshot shows a web browser window displaying the 'Intranet Directory Service'. The main content area is titled 'WLC All Employees' and shows a search for 'rdir user'. A 'Webpage Dialog' window is open, displaying the 'Edit Employee' form for 'rdir user'. The form includes fields for 'Service Area', 'Office', 'Manager', 'Phone', 'Extension', 'Mobile Phone', 'Fax Number', 'Pager', and 'Additional Information'. A 'Photo' field is visible, showing a placeholder image labeled 'Photo Not Available'. Below the photo field, there is a 'Badge I.D. No.' field with the value '12345'. The form has 'Save' and 'Cancel' buttons at the bottom right. A red dashed arrow points from the text below to the 'Save' button, and a black arrow points from the text below to the 'Badge I.D. No.' field.

### Badge ID

Each Staff ID badge has a unique 5 digit number. Simply add this information here

Select SAVE

All of your updates will now be saved. You and your line manager will now both be sent an email informing you both of the updates made.



These details can be checked by selecting any of the tabs above.

**Thank – you for your assistance.**