

West Lothian Council

Staff Directory – Photograph(ID)

Staff Update Guide

Once you have received your current ID photograph. Follow these steps to add your photograph to the Staff Directory.

Step 1 - Save Photograph to your computer Desktop

To save this photograph simply Right Click & save as – Select **Desktop** or if you select another location please remember where you are saving this image to.

Step 2 – Add/Update Your Photograph to the Staff Directory

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

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

Step 3 – 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 Begins With *' and a 'Search' button. A red speech bubble points to the search bar with the text 'Simply add your surname here ...'. Another red speech bubble points to the 'Search' button with the text 'Then click on search'. Below the search bar is a table of employees. The table has columns for Name, Phone, Title, Division, Section, and Office. The first row is highlighted in blue and shows 'Abbott, Mary' with phone number '0 1506 775 686' and title 'Social Policy - Social Worker'. Below the table, there is a detailed profile for 'Employee Abbott, Mary'. The profile has tabs for 'General', 'Telephone & Address', and 'Additional Information'. The 'General' tab is selected, showing fields for Directorate, Service, Division, Section, Title, Office, Phone, Extension, Email, and Manager. The 'Photo' field is empty, and a red speech bubble points to it with the text 'Photo Not Available'. The 'Email' field contains the address 'Mary.Abbott@westlothian.gov.uk'.

Simply add your surname here ...

Then click on search

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			

Matching Items 1-50

Employee Abbott, Mary

General Telephone & Address Additional Information

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

Manager

Photo

Photo Not Available

Badge I.D. No.

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

Step 4 - Scroll down this list until your name is highlighted.

The screenshot shows a web browser window titled "Intranet Directory Service - Windows Internet Explorer". The address bar shows the URL "http://directory.app.westlothian.gov.uk/Directory.aspx". The search criteria are "Name" and "Begins With" with the value "*rdiruser". The search results show a table with one entry:

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

Below the table, it says "1 Matching Object". The details for the "Employee rdir user" are shown in a tabbed interface with the "General" tab selected. The details include:

- Directorate
- Service
- Division
- Section
- Title
- Office: West Lothian House
- Phone: 01506 777260
- Extension: 7260
- Email
- Manager: [Swan, Laura](#)

There is a "Photo" field with a placeholder image labeled "Photo Not Available" and a "Badge I.D. No. 12345". A red dashed arrow points from the "Edit" icon in the top right corner of the employee details section to the "Step 5" text below.

Step 5 – select the edit details icon

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

Check the details appearing are still valid for you.

Step 6 – Photograph Update

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.

To add you photograph simply select the **+**

The screenshot shows the 'Edit Employee' page for 'rdir user' in the Intranet Directory Service. The page is titled 'WLC All Employees' and includes a search bar with 'Name' selected and '*rdiruser' entered. The main content area is divided into several sections:

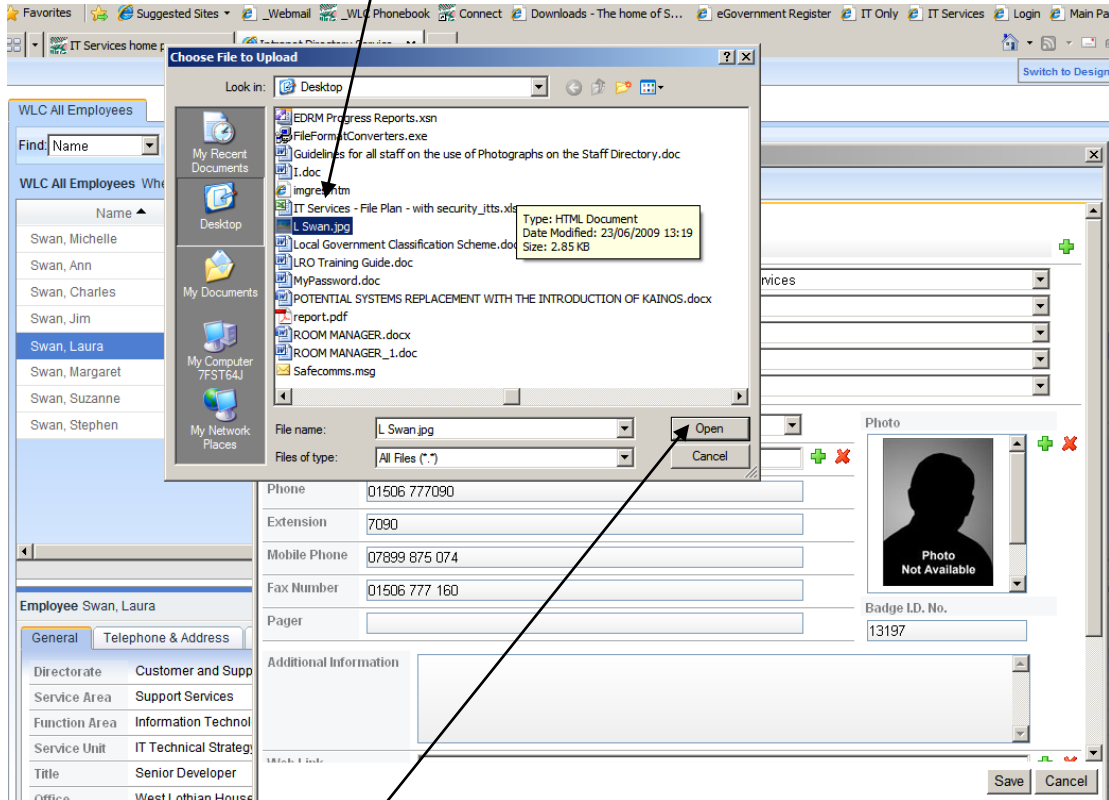
- Account Self Service:** A section with a green '+' icon and the text 'Change your myPassword questions * Password Reset Profile available'.
- Service Area:** A section with dropdown menus for Directorate, Service, Division, Section, and Title.
- Office:** A dropdown menu set to 'West Lothian House'.
- Manager:** A text field containing 'Swan, Laura' with a green '+' icon and a red 'X' icon.
- Phone:** A text field containing '01506 777260'.
- Extension:** A text field containing '7260'.
- Mobile Phone:** An empty text field.
- Fax Number:** An empty text field.
- Pager:** An empty text field.
- Photo:** A field containing a silhouette and the text 'Photo Not Available' with a green '+' icon and a red 'X' icon.
- Badge I.D. No.:** A text field containing '12345'.
- Additional Information:** A large empty text area.

At the bottom of the form, there are 'Save' and 'Cancel' buttons. The page footer shows the URL 'http://directory.app.westlothian.gov.uk/Framework/Components/DetailViewFrame.aspx?DetailViewKey=f190eea4-4e8c-4a25-8b74-55cdb085d7df&ObjectDt...' and the text 'Internet'.

Step 7 – Upload Saved image

Find your saved image (saved as per **Step 1**)

Highlight the yourname.jpg



Select Open

This will insert your photograph into the Photo frame.

The screenshot shows a web-based form titled "Edit Employee" for Laura Swan. The form is organized into several sections:

- Account Self Service:** Includes a link to "Change your myPassword questions" and a note that a "Password Reset Profile" is available.
- Service Area:** A dropdown menu with selected options: Directorate: Customer and Support Services, Service Area: Support Services, Function Area: Information Technology, Service Unit: IT Technical Strategy, and Title: Senior Developer.
- Office:** A dropdown menu with "West Lothian House" selected.
- Manager:** A text field containing "Riaviz, Roberto".
- Phone:** A text field containing "01506 777090".
- Extension:** A text field containing "7090".
- Mobile Phone:** A text field containing "07899 875 074".
- Fax Number:** A text field containing "01506 777 160".
- Pager:** An empty text field.
- Badge I.D. No.:** A text field containing "13197".
- Photo:** A frame containing a photograph of Laura Swan. A green plus sign and a red X are visible in the top right corner of the photo frame.
- Additional Information:** A large empty text area.
- Buttons:** "Save" and "Cancel" buttons are located at the bottom right of the form.

Please add your Badge ID (if not already added). Select SAVE

Step 8 – Delete your Photograph from your computer Desktop

Locate your photograph from your **Desktop** or if you selected another location from there.

Delete this photograph as it has now been added into the Staff Directory.

Thank – you for your assistance.