

FD6 - Additional Directory Information


The Additional Directory Information UDF enables you to capture various additional information which may be useful for the day-to-day management of your department.

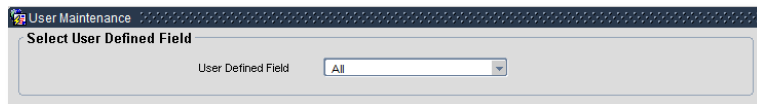
The PERDEP43 Additional Directory Information report is also available to enable you to extract the data for local directories, etc.

This guide covers the following process steps:

- To create the UDF for the first time: 2**
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Navigate to: Personnel > Maintenance > Personal Profile

1. Search for and open the employee record and go to **Select Detail** box > **Appointment Details**.
2. Click the  button. The *Post Appointment Maintenance* window opens.
3. Go to **Selection** box > **User Data**. The *User Maintenance* window opens.



4. Click to display **User Defined Field** List of Values.
5. Select **Appt: Additional Directory Information**.

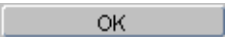


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To create the UDF for the first time:

1. Click .

2. Complete details as below:

Field Name	Description
Date From	Enter Start date.
Date To	Leave blank
Visitor or Employee	Select as required.
Host	Enter details as required.
Reason for Visit	Enter details as required.
Purpose/Project	Enter details as required.
Fees	Enter details as required.
Source of Funding	Enter details as required.
Supervisor	Enter details as required.
Primary Lab	Enter details as required.
Comments	Enter as required. If individual is a Qualified First Aider this should be noted here.
Dphil Year	Select as required.
Building	Enter details as required.

3. Click . A 'transaction complete' message will appear. Click  then . Exit back as required.

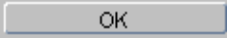
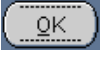
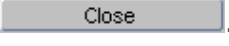
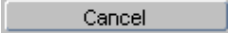
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To update/amend existing details

1. Follow steps 1-5 as above and click on the **Appt: Additional Directory Information** entry.

2. Select  and add details/make changes as required.

3. Click . A 'transaction complete' message will appear. Click  then . Or, to close the UDF without saving changes click .

4. Exit back as required.