

CivicPlus Modules  
 Staff Directory Categories

<b>Directory category</b>	<b>Publishers</b>	<b>Authors</b>
	<b><i>can add staff listings to category and publish staff listing</i></b>	<b><i>can add staff listing</i></b>
Assessor's Office	Assessor editors	
Building Inspection and Neighborhood Services	BINS editors	
City Administration	CAO editors	
City Administration > GIS	GIS editors	
City Administration > Information Technology	IT publishers	IT authors
City Administration > Purchasing/Central Services	Purchasing editors	
City Channel	Cable editors	
City Government > Alderpersons	Clerk editors	
City Government > Attorney's Office	Attorney editors	
City Government > Mayor's Office	City Admin editors, Clerk editors	
Clerk's Office	Clerk editors	
Development	Development editors	
Engineering	Engineering editors	
Finance	Finance editors	
Fire Department	Fire publishers	Fire authors
Health Department	Health publishers	Health authors
Human Resources	HR editors	
Library	Library editors	Library authors
Municipal Court	Court editors	
Police Department	Police publishers	Police authors
Public Works	Purchasing editors	
Senior Center	Senior Center publishers	Senior Center authors
Treasurer's Office	Treasurer editors	

## Staff Directory module specifications

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2. Review the CivicPlus Module Details document in the Intranet IT Document Library to see Staff Directory categories and permissions and associated NotifyMe groups. There is a Staff Directory category for each department.
3. The staff directory is a standalone module. If you wish to have a contact list in your department page, that is managed separately.
4. To add an item, hover over the category in the Staff Directory listing, then over the Add item. Select where to locate the item you wish to add: First, above or below.
5. Staff Directory standards:
  - a. These fields are required in our directory: first name, last name, title and phone.
  - b. Spell out all words in the title field.
  - c. Make sure to use the correct phone number format (111) 111-1111.
  - d. Staff listing photographs should be cropped to 150 X 174. Alt text should be added when a photo is added to a Staff Directory listing. Alt text is an accessibility requirement.
6. We will be adding email later once we determine how to manage emails.

## Staff Directory

You are here: [Home](#) > [Staff Directory](#)

The following is an alphabetical listing of the various departments located within our Village. Click on any of the departments for a listing of the contacts within that department.

**Search the Directory**

Category:

First Name:  Last Name:

Categories	Telephone
<a href="#">test</a>	
<a href="#">Village Council and Mayor</a>	(440) 647-4626
<a href="#">Village Mayor</a>	(440) 647-4626 ext. 5
<a href="#">Village Council</a>	(440) 647-4626 ext. 3
<a href="#">Administration</a>	440-647-4626
<a href="#">Public Works</a>	440-647-3836
<a href="#">Electric Department</a>	440-647-3827
<a href="#">Water/Wastewater</a>	440-647-3164

**View all Departments**

**Select a Department**

You are here: [Home](#) > [Staff Directory](#)

### Village Council and Mayor

115 Willard Memorial Square  
Wellington, OH 44090  
Phone: (440) 647-4626

Phone listing is for the Village Clerk - Treasurer. Individual contact information is listed in the directory for each official.

### Village Mayor

115 Willard Memorial Square  
Wellington, OH 44090  
Phone: (440) 647-4626 ext. 5

Phone number is for the Mayor's Secretary. Individual contact information for the Mayor is in the directory.

Name	Title	Email	Phone
<a href="#">O'Keefe, Barb</a>	Mayor		(440) 647-3071

### Village Council

115 Willard Memorial Square  
Wellington, OH 44090  
Phone: (440) 647-4626 ext. 3

Phone contact number is for the Village Clerk - Treasurer. Individual contact information for members is listed in the directory.

Name	Title	Email	Phone
<a href="#">Dronsfield, Helen</a>	Council Member	<a href="#">Email</a>	(440) 647-2959
<a href="#">Hyde, Jeff</a>	Council President	<a href="#">Email</a>	(440) 328-9566
<a href="#">Schneider, Hans</a>	Council Member	<a href="#">Email</a>	(440) 647-4231
<a href="#">Sumpter, Harold</a>	Council Member		(440) 647-2202
<a href="#">Wells, Guy</a>	Council Member	<a href="#">Email</a>	(440) 647-2672
<a href="#">Maurer, Steve</a>	Council Member	<a href="#">Email</a>	(440) 647 - 2941

**View within a Department**

### With the Staff Directory Module You Can:

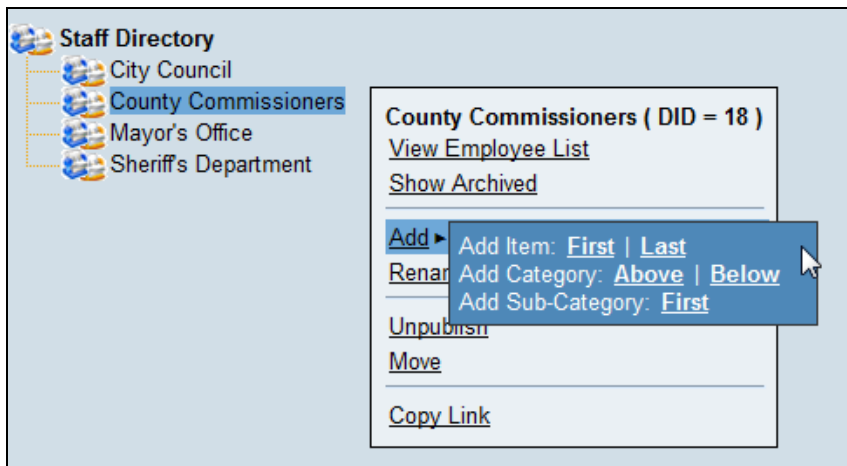
- Create a listing of staff found within your organization
- Separate by department, division, etc.
- Add biographies, pictures and contact information of your staff members

## Section 1: Creating/Adding a Department

Note: Only System Administrators and Owners can add Staff Directory Departments

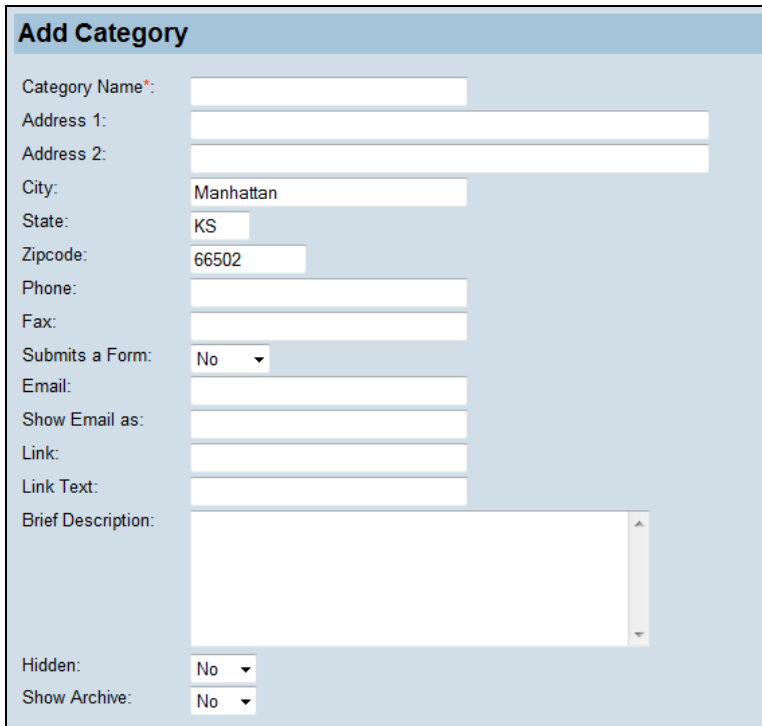
### Access the Staff Directory Module

1. Log in to the Admin side of the website.
2. Select **Modules > Staff Directory**.
3. Locate where you would like to add the department.
4. Mouse over the department you want to place the new one above or below. The next screen will be similar to Fig. 1-1.



**Fig. 1-1**

5. Choose to add a category either above or below the mouse over category.
6. Complete the information. This contact information is for the department, not an individual (Fig. 1-2).



**Add Category**

Category Name\*:

Address 1:

Address 2:

City:

State:

Zipcode:

Phone:

Fax:

Submits a Form:

Email:

Show Email as:

Link:

Link Text:

Brief Description:

Hidden:

Show Archive:

**Fig. 1-2**

7. Set permissions for the department.
8. Save and publish.

## **Section 2: Publishing a Department**

### **Access the Staff Directory Module**

1. Log in to the Admin side of the website.
2. Select **Modules > Staff Directory**.
3. Locate the unpublished category.
4. Mouse over and select publish (Fig. 2-1).

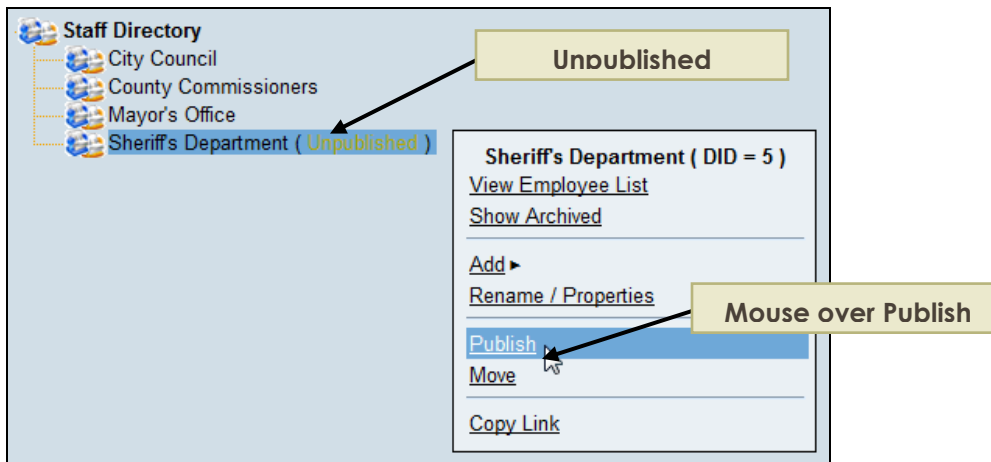
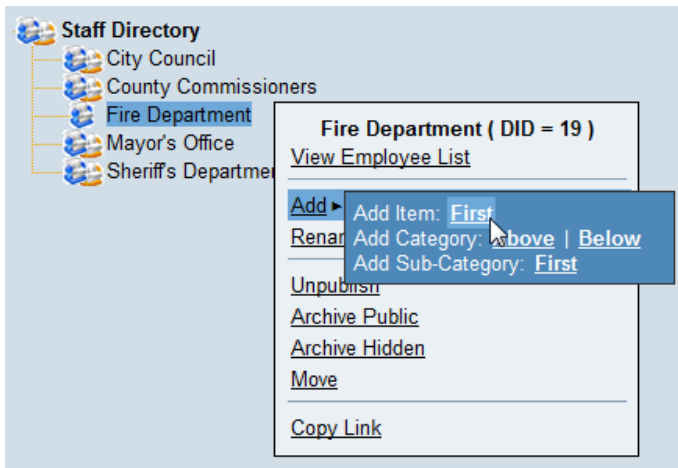


Fig. 2-1

### Section 3: Adding a Staff Directory Item

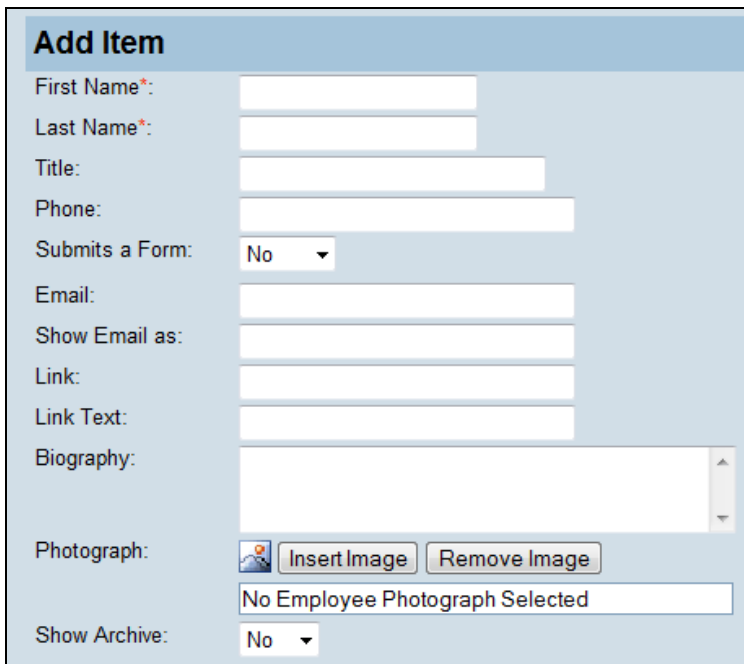
#### Access the Staff Directory Module

1. Log in to the Admin side of the website.
2. Select **Modules > Staff Directory**.
3. There are two ways to add items within the staff directory. First is the mouse over method.
4. If you do not have any employees in the department, make sure you enter them in the order you wish them to appear. It is not possible to move them around within the department once they have been created.
5. With no employees in the department, mouse over the department and select **Add > Add Item** (Fig. 3-1).



**Fig. 3-1**

6. Fill in the appropriate information for the employee.



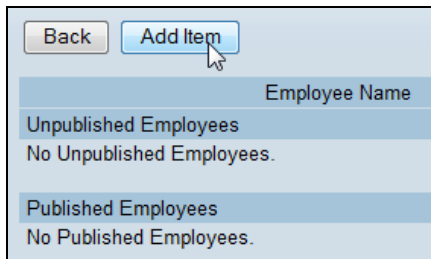
The 'Add Item' form contains the following fields and controls:

- First Name\*:
- Last Name\*:
- Title:
- Phone:
- Submits a Form:
- Email:
- Show Email as:
- Link:
- Link Text:
- Biography:
- Photograph:
- Show Archive:

**Fig. 3-2**

7. List method – Mouse over department you wish to add employees to and select **View Employee List**.

8. Select **Add Item**.



**Fig. 3-3**

9. Repeat step 6.

#### Section 4: Adding a Staff Directory Item to an Existing List

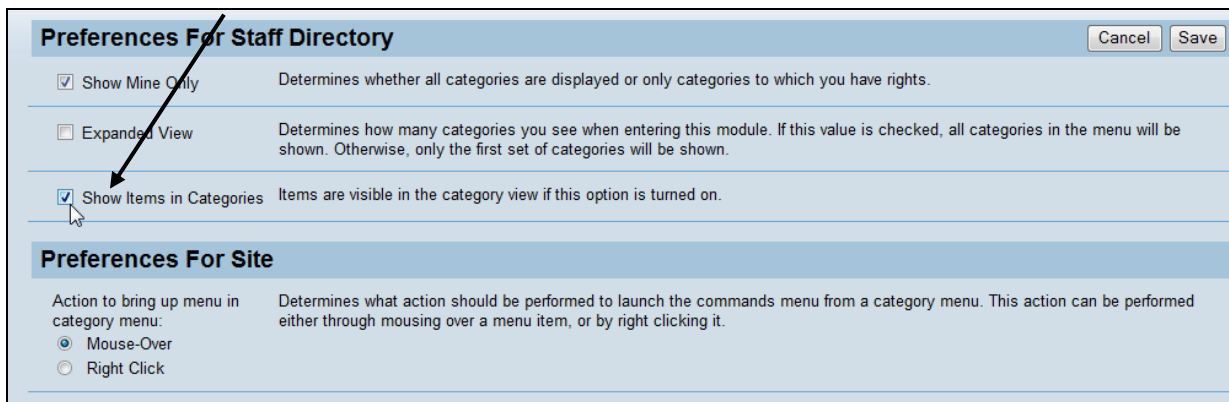
Note: All questions in a category must be unpublished and deleted before you can delete the category.

##### Access the Staff Directory Module

1. Log in to the Admin side of the website.
2. Select **Modules > Staff Directory**.
3. Make sure you have your preferences set to see employees in the directory. Click on the wrench next to the word Staff Directory at the top right of your screen.



4. Make sure Show Items in Categories is checked, and save.

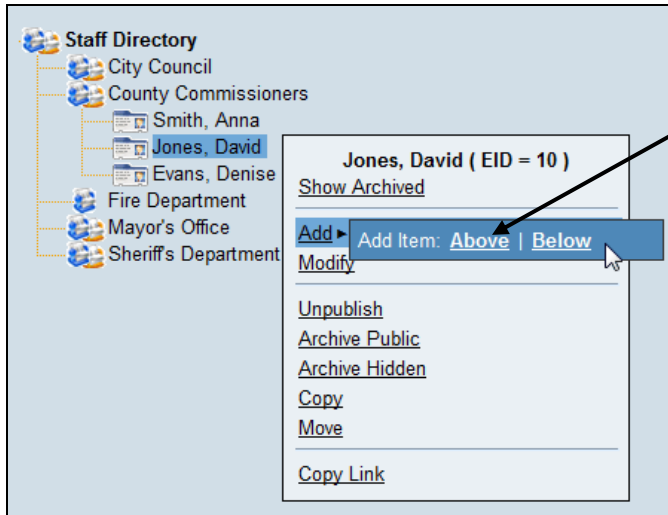


**Fig. 4-1**

5. Extend the department by clicking on the name to view all employees listed in the directory.



6. Locate where you want to add the new employee and mouse over either the employee located above or below your desired location. Select **Add > Above or Below**.



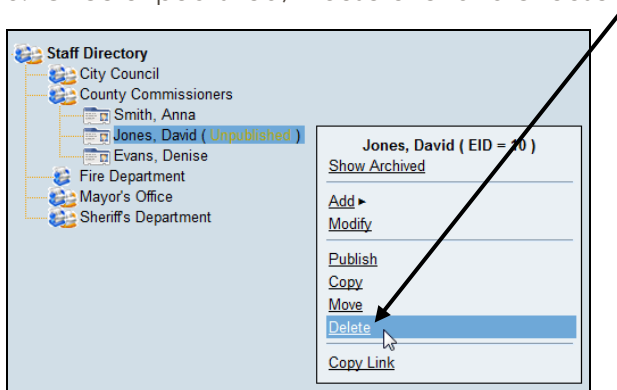
**Fig. 4-2**

7. Add the employee information (See Fig. 3-2)

## Section 5: Deleting a Staff Directory Item

### Access the Staff Directory Module

1. Log in to the Admin side of the website.
2. Select **Modules > Staff Directory**.
3. Locate the staff you want to delete.
4. Mouse over and choose **Unpublish**.
5. Once unpublished, mouse over and choose **Delete** for the item you want to delete (Fig. 5-1).



**Fig. 5-1**

## Section 6: Deleting a Department

### Access the Staff Directory Module

1. Log in to the Admin side of the website.
2. Select **Modules > Staff Directory**.
3. Choose the department you wish to delete (all items located within the department must be deleted first).
4. Mouse over and choose **Unpublish**.
5. Once unpublished, mouse over and choose **Delete**.
6. Select "**OK**" from the popup that will appear asking, "Are you sure you want to delete this department?"