

Using the Informatics Database

The Informatics Database is the source for all staff, visitor and student records used in the School for account generation, official web pages, telephone lists etc. It is important that the information is correct and up to date. Student information is maintained by ISS.

This document primarily deals with the database records for staff and visitors.

New Entry in Database.

When someone is employed, the person doing the Authority to Recruit Process or ATR (an oracle-based process that is University-wide) will get an automatically generated message once HR have generated the contract, which gives the staff number, amongst other information. This is used to look up the UUN through IDMS. Instructions for using IDMS are detailed separately.

Visitors are registered on the Visitor Registration System. Please check to see if the visitor already exists on the system as a new registration generates a new UUN.

Instructions for using the VRS are detailed separately. The UUN appears on this system.

Once the UUN has been obtained and the details entered in the database, a request should be submitted to Support for an account. The request should include the UUN and for visitors, a contact email address should also be given. Visitors are not normally given a staffmail account so all mail will be forwarded to this address.

Visitors

The term visitor covers anyone who is not staff or a student of this University. They may be physically here or an associate who is collaborating with a member of staff and who is never here. At all times their registration on the VRS should be kept up to date as it can cause problems accessing University services if this lapses.

If a member of staff or matriculated student of this University requires a DICE account, they already have a UUN and do **not** need to be registered on the VRS. e.g. students of SLI.

The School Database entry should also be kept up to date as accounts whose end date are passed, are liable for deletion.

Visitors who do not require a DICE account ie those who require access to the internet and the ability to read external mail only.

Short term visitors who will be using their own laptop and wish to use the University Wireless do not need a UUN but can be provided with a wireless account generated at:- <https://vpnreg.ucs.ed.ac.uk/ease/staffguestreg.cgi> This account lasts for a maximum of 7 days. These visitors do not need a database entry.

If a visitor is going to be here longer but still only requires access to wireless, a UUN should be obtained from the VRS. The visitor is then able to register with EASE and use the wireless service. Their database entry requires name, uun, external e-mail, dates of visit and sponsor details.

Visitors who require a DICE account ie those who require access to any of our computing resources.

For these visitors, we require name, uun, dates of visit, external mail address and sponsor details. You will need to obtain a UUN for these visitors (from the VRS) and then request a user account. This will mean that an e-mail alias of the form uun@inf will be created for them which will be forwarded to an external email address provided by the visitor.

In both cases it is important that the dates of the visit are correct otherwise local mail could end up being sent to the visitor long after they have left.

Updating an Entry.

When staff leave, the end date should be entered in the Staff table on the Staff Form. This ensures that they are no longer automatically put on staff web pages or staff mailing lists. It also ensures that their account has the correct status.

When staff on a fixed term contract have it extended or renewed, if nothing else about the contract has changed, then the end date should be changed. If the person has a new contract that is different ie they have changed grade or job title, then a new contract should be entered, having first put an end date on the old contract.

Similarly for visitors, if a visit is extended, edit the end date. If a visitor returns at a later date, a new visit should be recorded. Remember that the database and the VRS must show the same dates.

Staff responsible for HR regularly receive email listing staff and visitors whose contract/visit is coming to and end.

Change of Status.

Each person in the database should only have one record. If they have a change of role eg student to staff their record should be added to, **not** a new one created.

When staff become visitors they must be registered on the VRS. In order to retain their staff UUN the staff and visitor UUN should be reconciled on the IDMS. It is important that this registration is kept current, as without it, they will lose access to University services such as EASE and the wireless service. This also works for visitors who become staff but normally they don't wish to keep their visitor UUN. Students who become staff or visitors (and vice versa) must change their UUN. In a change of policy, HR staff should change the UUN in the database as this will trigger the creation of a new account. Support should then be contacted to provide the account details.

Students who become staff during their studies should continue to use their student UUN unless their employment will continue beyond graduation and the grace period of approx. 6 months.

Requesting Accounts.

Account creation is now an automatic process. DICE user accounts cannot be created until contract details and a UUN (Unique User Name) have been entered into the database.

http://www.inf.ed.ac.uk/systems/support/form/new_staff_or_move_form.html

The advantage of doing this is that the request will be e-mailed to the support group who will allocate it to the appropriate CO/CSO. It can also be tracked and you will receive an acknowledgement of your request and an e-mail confirming that the account has been created.

How to enter data.

The database is now web based with the URL of

<https://ui.theon.inf.ed.ac.uk/ui.html>

The screenshot displays the THEON CLIENT web interface. At the top left, there is a 'Choose Desktop' dropdown menu. The main area is a large, empty light blue rectangle. On the right side, there is a sidebar with a blue header 'THEON CLIENT' and two tabs: 'InfoBox' and 'ToolBox'. Below the header, the 'Getting Started' section contains the following text: 'Click on Choose Desktop. You can then select either a specific Custom Desktop for what you want to do, the generic *Browser Desktop* to access individual database tables directly, or the *Reporter Desktop* to select and generate reports from the database.' Below this, there is a link to 'Online Documentation' and a link to 'Frontline Support'. At the bottom of the sidebar, there are several buttons: 'New Query' (with a dropdown arrow), 'Search' (with a dropdown arrow), 'Edit', 'Save Changes', and 'Cancel'. At the bottom of the main area, there is a footer with the text: 'Theon (Revision 6247). Copyright © University of Edinburgh, 1996-1999, 2009-2011. All rights reserved.'

The desktop for the entry of staff and visitor data is Legacy (HR/Admin).

The screenshot displays the THEON CLIENT interface. On the left, a 'Choose Desktop' dropdown menu is open, listing several options: Browser, Reporter, Duty, Legacy (Computing), Legacy (HR/Admin) (highlighted with a red oval), Legacy (ITO), Student (DTC), Student (PGR), and __ Configure (PGR) __. The main area of the interface is a large, empty light blue rectangle. On the right side, there is a sidebar with 'InfoBox' and 'ToolBox' tabs. Below these tabs is a blue header for 'THEON CLIENT' and a 'Getting Started' section. The 'Getting Started' section contains text explaining the 'Choose Desktop' function and provides links for 'Online Documentation' and 'Frontline Support'. At the bottom of the sidebar, there are several buttons: 'New Query', 'Search', 'Edit', 'Save Changes', and 'Cancel'. The footer of the interface contains the text: 'Theon (Revision 6247). Copyright © University of Edinburgh, 1996-1999, 2009-2011. All rights reserved.' and a URL: 'https://testu.theon.inf.ed.ac.uk/ui.html#'

Select Legacy (HR/Admin) and the following will appear:

Legacy (HR/Admin)

[TH] Staff Basic [1/1] | Staff | Staff Extra | Email List | Institute | Accommodation

Person@ Personnel# First Name Last Name Other Names Informal First Name

Email Address Username Title

Staff

1 2

Type Post Funding Start Date End Date Post (if Other)

Funding (if Other) Grade Hrs/Wk Termination Date Termination Reason Host1@ RAE Category

Host2@

Home

1

Type Address City Country Postcode

Telephone# Web Page Address

Role

1

Start Date End Date Institute@ Name Name (if Other)

Occupy

1

Site@ Space@ Extension# Extension#2

Detail

Gender Date of Birth

InfoBox | ToolBox

DESKTOP PANEL

[TH] Staff Basic

The Informatics Staff Basic Display Window allows the entry and update of basic information used for members of staff. This is a cloned legacy client desktop that has been specifically altered for Theon, it will not work correctly in the legacy client user interface.

Further information about this Desktop and this Panel can be found in their [Online Documentation](#).

New Query

Search

Edit

Save Changes

Cancel

To query the database, select New Query:

Legacy (HR/Admin)

[TH] Staff Basic [1/1] Staff Staff Extra Email List Institute Accommodation

Person@ lmb Personnel# 11880 First Name Lindsey Last Name Brown Other Names Informal First Name

Email Address lmb@inf.ed.ac.uk Username lmb Title Mrs

Staff

1	2
---	---

Type Computing Post Computing Support Officer Funding University Start Date 01/08/2001 End Date Post (if Other)

Funding (if Other) Grade CD3 Hrs/Wk 35 Termination Date Termination Reason Host1@ RAE Category

Host2@

Home

1

Type Home Address 106 Thirlestane Road City Edinburgh Country Postcode EH9 1AS

Telephone# 0131 447 4025 Web Page Address http://homepages.inf.ed.ac.uk/lmb/

Role

1

Start Date 01/05/2007 End Date Institute@ f1st Name Member Name (if Other)

Occupy

1

Site@ f Space@ 1.07 Extension# 515629 Extension#2

Detail

Gender Female Date of Birth

InfoBox ToolBox

DESKTOP PANEL

[TH] Staff Basic

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Further information about this Desktop and this Panel can be found in their [Online Documentation](#).

New Query

Search

Edit

Save Changes

Cancel

Any field can be used for the query but usually the Person@ or a name field are used.

Legacy (HR/Admin)

(Query) [TH] Staff Basic [1/1] Staff Staff Extra Email List Institute Accommodation

Person@ Personnel# First Name Last Name Other Names Informal First Name

Email Address Username Title

Staff

1

Type Post Funding Start Date End Date Post (if Other)

Funding (if Other) Grade Hrs/Wk Termination Date Termination Reason Host1@ RAE Category

Host2@

Home

1

Type Address City Country Postcode

Telephone# Web Page Address

Role

1

Start Date End Date Institute@ Name Name (if Other)

Occupy

1

Site@ Space@ Extension# Extension#2

Detail

Gender Date of Birth

InfoBox ToolBox

DESKTOP PANEL

[TH] Staff Basic

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New Query Search Edit Save Changes Cancel

Select the field you wish to use:

Legacy (HR/Admin)

(Query) [TH] Staff Basic [1/1] Staff Staff Extra Email List Institute Accommodation

Person@ Personnel# First Name Last Name Other Names Informal First Name

lrb

Email Address Username Title

Staff

1

Type Post Funding Start Date End Date Post (if Other)

Funding (if Other) Grade Hrs/Wk Termination Date Termination Reason Host1@ RAE Category

Host2@

Home

1

Type Address City Country Postcode

Telephone# Web Page Address

Role

1

Start Date End Date Institute@ Name Name (if Other)

Occupy

1

Site@ Space@ Extension# Extension#2

Detail

Gender Date of Birth

InfoBox ToolBox

FIELD

Person@

For new people this is a unique system generated identifier for a person. Normally it will be updated to the persons login account username when this is available.

Further information about this field can be found in its [DDL Documentation](#).

New Query Search Edit Save Changes Cancel

And select the Search button.

Legacy (HR/Admin)

(Query) [TH] Staff Basic [1/1] Staff Staff Extra Email List Institute Accommodation

Person@ Personnel# First Name Last Name Other Names Informal First Name

Email Address Username Title

Staff

1

Type Post Funding Start Date End Date Post (if Other)

Funding (if Other) Grade Hrs/Wk Termination Date Termination Reason Host1@ RAE Category

Host2@

Home

1

Type Address City Country Postcode

Telephone# Web Page Address

Role

1

Start Date End Date Institute@ Name Name (if Other)

Occupy

1

Site@ Space@ Extension# Extension#2

Detail

Gender Date of Birth

InfoBox ToolBox

FIELD

Person@

For new people this is a unique system generated identifier for a person. Normally it will be updated to the persons login account username when this is available.

Further information about this field can be found in its [DDL Documentation](#).

New Query

Search

Edit

Save Changes

Cancel

If a record exists, it will appear.

Legacy (HR/Admin)

[TH] Staff Basic [1/1] | Staff | Staff Extra | Email List | Institute | Accommodation

Person@ Personnel# First Name Last Name Other Names Informal First Name

Email Address Username Title

Staff

Type	Post	Funding	Start Date	End Date	Post (if Other)
<input type="text" value="Computing"/>	<input type="text" value="Computing Support Officer"/>	<input type="text" value="University"/>	<input type="text" value="01/08/2001"/>	<input type="text"/>	<input type="text"/>

Funding (if Other) Grade Hrs/Wk Termination Date Termination Reason Host1@ RAE Category

Host2@

Home

Type	Address	City	Country	Postcode
<input type="text" value="Home"/>	<input type="text" value="106 Thirlestane Road"/>	<input type="text" value="Edinburgh"/>	<input type="text"/>	<input type="text" value="EH9 1AS"/>

Telephone# Web Page Address

Role

Start Date	End Date	Institute@	Name	Name (if Other)
<input type="text" value="01/05/2007"/>	<input type="text"/>	<input type="text" value="fst"/>	<input type="text" value="Member"/>	<input type="text"/>

Occupy

Site@	Space@	Extension#	Extension#2
<input type="text" value="f"/>	<input type="text" value="1.07"/>	<input type="text" value="515629"/>	<input type="text"/>

Detail

Gender Date of Birth

InfoBox | ToolBox

DESKTOP PANEL

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Further information about this Desktop and this Panel can be found in their [Online Documentation](#).

New Query

Search

Edit

Save Changes

Cancel

If it does not exist a blank entry will show.

Always check whether a record exists for the person you are about to enter!

If the person is not in the database then create a new entry by clicking the green + button :

Legacy (HR/Admin)

[TH] Staff Basic [None] Staff Staff Extra Email List Institute Accommodation

Person@ Personnel# First Name Last Name Other Names Informal First Name

Email Address Username Title

Staff

Type Post Funding Start Date End Date Post (if Other)

Funding (if Other) Grade Hrs/Wk Termination Date Termination Reason Host1@ RAE Category

Host2@

Home

Type Address City Country Postcode

Telephone# Web Page Address

Role

Start Date End Date Institute@ Name Name (if Other)

Occupy

Site@ Space@ Extension# Extension#2

Detail

Gender Date of Birth

InfoBox ToolBox

DESKTOP PANEL

[TH] Staff Basic

The Informatics Staff Basic Display Window allows the entry and update of basic information used for members of staff. This is a cloned legacy client desktop that has been specifically altered for Theon, it will not work correctly in the legacy client user interface.

Further information about this Desktop and this Panel can be found in their [Online Documentation](#).

New Query

Search

Edit

Save Changes

Cancel

Do not enter new staff details until you have all the information, including the uun unless you really have to.

Never enter just a name and address!

Person Information

Title, first name, last name, other names and informal first name are all straightforward. They can be amended at any time. The person@ field should be the UUN. The email address field should be uun@inf.ed.ac.uk.

Legacy (HR/Admin)

(Edit) [TH] Staff Basic (1/1) | Staff | Staff Extra | Email List | Institute | Accommodation

Person@ | Personnel# | First Name | Last Name | Other Names | Informal First Name

jbloggs | 1234567 | Joe | Bloggs | |

Email Address | Username | Title

jbloggs@inf.ed.ac.uk | jbloggs | Mr

Staff

1

Type | Post | Funding | Start Date | End Date | Post (if Other)

Funding (if Other) | Grade | Hrs/Wk | Termination Date | Termination Reason | Host1@ | RAE Category

Host2@

Home

1

Type | Address | City | Country | Postcode

Telephone# | Web Page Address

Role

1

Start Date | End Date | Institute@ | Name | Name (if Other)

Occupy

1

Site@ | Space@ | Extension# | Extension#2

Detail

Gender | Date of Birth

InfoBox | ToolBox

FIELD

Title

A persons title, could be Mr, Ms, Miss, Mrs, Dr or Prof.

Further information about this field can be found in its [DDL Documentation](#).

New Query | Search | Edit | Save Changes | Cancel

Contract Information

All members of staff should have a contract. It is very important to record the details correctly as the creation of their DICE account depends on this. Many of the web pages and mailing lists are generated automatically from information held in the database so it is important that all information is accurate. The record above shows a Research Associate who has a fixed term contract (there is an end date).

Legacy (HR/Admin)

(Edit) [TH] Staff Basic [1/1] Staff Staff Extra Email List Institute Accommodation

Person@ jbloggs Personnel# 1234567 First Name Joe Last Name Bloggs Other Names Informal First Name

Email Address jbloggs@inf.ed.ac.uk Username jbloggs Title Mr

Staff

Type Academic Post Research Associate Funding Grant Start Date 01/05/2011 End Date 30/04/2013 Post (if Other)

Funding (if Other) Grade Hrs/Wk Termination Date Termination Reason Host1@ RAE Category

Host2@

Home

Type Home Address 123 Home Street City Edinburgh Country Postcode EH2 2EH

Telephone# Web Page Address http://www.inf.ed.ac.uk/jbloggs

Role

Start Date 01/05/2011 End Date 30/04/2013 Institute@ ifcs Name Member Name (if Other)

Occupy

Site@ if Space@ 1.23 Extension# 501234 Extension#2

Detail

Gender Male Date of Birth 01/01/1970

InfoBox ToolBox

FIELD

Date of Birth

Persons date of birth.

Further information about this field can be found in its [DDL Documentation](#).

New Query Search Edit Save Changes Cancel

Enter details in the Staff section including selecting the Type and Post, for example, Research and Research Associate, Academic and Lecturer or Visitor and Visiting Worker (do NOT use the Visiting Student option).

If the visitor is a student of this university, they should use their student UUN and should be dealt with by the Graduate School. (This is what should happen but at present there is a problem with Student Codes in EUCLID. ISS cannot enter new students manually, everything comes in a download.)

If they are a student at another university then they are a Visiting Worker and should be registered on the VRS.

If this entry is for somebody external to Informatics who requires a DICE Account, then select Other and Other then enter “Affiliate” or “Tutor” or some other job description into the Post (if Other) box.

Also include both the Start and End Date (if known), type of funding, grade and point, number of hours they work per week and the UUN for the Informatics member of staff who is sponsoring them if they are a visitor / external to Informatics. The sponsor/PI is important so that other people can trace who is responsible for the person.

If you do not want somebody to appear on the Informatics Web telephone/email list then just make sure you give their contract type as “visiting” and post as “temporary visitor”.

Remember to enter the sponsor when adding a visitor.

Address Information

You can add a staff record without having address details. However, it is useful to record this if it's available. It's also possible to record multiple addresses but this is unlikely to be necessary for staff. For students, it can be helpful to record both home and term-time addresses. If multiple addresses are entered, the Personal Page URL should only be completed in one of them.

The screenshot shows a web-based form for managing staff records. The interface includes a top navigation bar with tabs for 'Staff', 'Staff Extra', 'Email List', 'Institute', and 'Accommodation'. The main form is divided into several sections:

- Person@:** Fields for Person@ (jblogs), Personnel# (1234567), First Name (Joe), Last Name (Bloggs), Other Names, and Informal First Name.
- Email Address:** Fields for Email Address (jblogs@inf.ed.ac.uk), Username (jblogs), and Title (Mr).
- Staff:** A table with columns for Type (Academic), Post (Research Associate), Funding (Grant), Start Date (01/05/2011), End Date (30/04/2013), and Post (if Other). It also includes fields for Funding (if Other), Grade, Hrs/Wk, Termination Date, Termination Reason, Host1@, RAE Category, and Host2@.
- Home:** A section highlighted with a red box, containing fields for Type (Home), Address (123 Home Street), City (Edinburgh), Country, Postcode (EH2 2EH), Telephone#, and Web Page Address (http://www.inf.ed.ac.uk/jblogs).
- Role:** A table with columns for Start Date (01/05/2011), End Date (30/04/2013), Institute@ (ifcs), Name (Member), and Name (if Other).
- Occupy:** A table with columns for Site@ (if), Space@ (1.23), Extension# (501234), and Extension#2.
- Detail:** Fields for Gender (Male) and Date of Birth (01/01/1970).

On the right side, there is an 'InfoBox' with a 'FIELD' section for 'Date of Birth', providing additional information and a link to 'DDL Documentation'. At the bottom right, there are buttons for 'New Query', 'Search', 'Edit', 'Save Changes', and 'Cancel'.

Role Information

Roles which are directly related to specific institutes or school duties are recorded. The person below is a member of ICCS. It is quite common for a person to have more than one role. They are added in the same way as contracts.

The screenshot shows a web application interface for staff management. The main content area is divided into several sections: Person, Staff, Home, Role, Occupy, and Detail. The 'Role' section is highlighted with a red box. The 'Role' section contains the following fields:

Start Date	End Date	Institute@	Name	Name (if Other)
01/05/2011	30/04/2013	ifcs	Member	

The 'Person' section contains the following fields:

Person@	Personnel#	First Name	Last Name	Other Names	Informal First Name
jbloggs	1234567	Joe	Bloggs		

The 'Home' section contains the following fields:

Type	Address	City	Country	Postcode
Home	123 Home Street	Edinburgh		EH2 2EH

The 'Occupy' section contains the following fields:

Site@	Space@	Extension#	Extension#2
if	1.23	501234	

The 'Detail' section contains the following fields:

Gender	Date of Birth
Male	01/01/1970

The right-hand side of the interface features an 'InfoBox' and 'ToolBox'. The 'InfoBox' contains a 'FIELD' section with the text 'Date of Birth' and 'Persons date of birth.' Below this, there is a link for 'Further information about this field can be found in its [DDL Documentation](#).' The 'ToolBox' contains buttons for 'New Query', 'Search', 'Edit', 'Save Changes', and 'Cancel'.

Enter/Update the details of the institute that the person is associated with in the Roles section. This is important as it ensures that they are on the correct websites / email lists for the institute.

Location Information

It is important that this information is correct. If a member of staff moves office, then the existing location should be updated. A new location should not be entered as this would suggest that the member of staff had 2 current locations.

Legacy (HR/Admin)

(Edit) [TH] Staff Basic (1/1) Staff Staff Extra Email List Institute Accommodation

Person@ jbloggs Personnel# 1234567 First Name Joe Last Name Bloggs Other Names Informal First Name

Email Address jbloggs@inf.ed.ac.uk Username jbloggs Title Mr

Staff

1

Type Academic Post Research Associate Funding Grant Start Date 01/05/2011 End Date 30/04/2013 Post (if Other)

Funding (if Other) Grade Hrs/Wk Termination Date Termination Reason Host1@ RAE Category

Host2@

Home

1

Type Home Address 123 Home Street City Edinburgh Country Postcode EH2 2EH

Telephone# Web Page Address http://www.inf.ed.ac.uk/jbloggs

Role

1

Start Date 01/05/2011 End Date 30/04/2013 Institute@ ifcs Name Member Name (if Other)

Occupy

1

Site@ if Space@ 1.23 Extension# 501234 Extension#2

Detail

Gender Male Date of Birth 01/01/1970

InfoBox ToolBox

FIELD

Date of Birth

Persons date of birth.

Further information about this field can be found in its [DDL Documentation](#).

New Query Search Edit Save Changes Cancel

Enter/Update details of the Site@ (if for Informatics forum and at for Appleton Tower), Space@ (room number – note that computer support have set up a specific list of rooms so make sure you have the correct format for the room or it won't be recognised - you will have to contact computer support if it is a new room) and the Extension number. These details are important as they will appear on the website and will ensure that the person gets added to the correct email lists, e.g. if-people@inf.ed.ac.uk

Person Detail Information

This is optional but can be very helpful to distinguish between users with the same name.

The screenshot shows a web-based form for 'Person Detail Information'. The form is divided into several sections: 'Person@', 'Staff', 'Home', 'Role', 'Occupy', and 'Detail'. The 'Detail' section is highlighted with a red border. The 'Person@' section contains fields for Personnel#, First Name, Last Name, Other Names, Informal First Name, Email Address, Username, and Title. The 'Staff' section contains fields for Type, Post, Funding, Start Date, End Date, Post (if Other), Funding (if Other), Grade, Hrs/Wk, Termination Date, Termination Reason, Host1@, RAE Category, and Host2@. The 'Home' section contains fields for Type, Address, City, Country, Postcode, Telephone#, and Web Page Address. The 'Role' section contains fields for Start Date, End Date, Institute@, Name, and Name (if Other). The 'Occupy' section contains fields for Site@, Space@, Extension#, and Extension#2. The 'Detail' section contains fields for Gender and Date of Birth. The 'Date of Birth' field is highlighted in yellow in the 'FIELD' section on the right. The 'FIELD' section also contains a link to 'Further information about this field can be found in its DDL Documentation.' The form has a 'Save Changes' button and a 'Cancel' button. The 'Save Changes' button is highlighted in yellow.

Personnel#	First Name	Last Name	Other Names	Informal First Name
1234567	Joe	Bloggs		

Type	Post	Funding	Start Date	End Date	Post (if Other)
Academic	Research Associate	Grant	01/05/2011	30/04/2013	

Type	Address	City	Country	Postcode
Home	123 Home Street	Edinburgh		EH2 2EH

Start Date	End Date	Institute@	Name	Name (if Other)
01/05/2011	30/04/2013	ifcs	Member	

Site@	Space@	Extension#	Extension#2
if	1.23	501234	

Gender	Date of Birth
Male	01/01/1970

Once you have completed the data entry, remember to press the Save Changes button so that your changes are saved. If you get an error message on hitting the Save Changes button, carefully read it and correct your mistake or contact support if the problem persists.

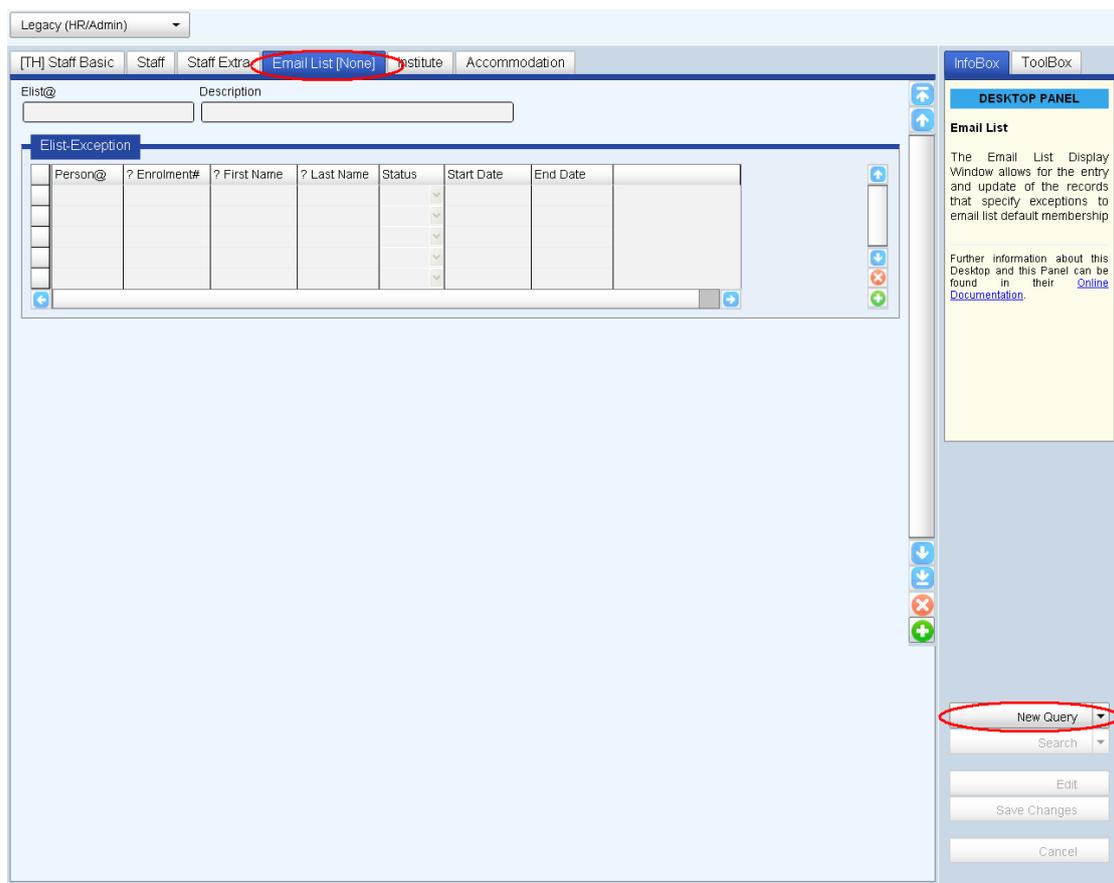
Miscellaneous

Remember that you can query any entry on the database, such as the room number (Space@) which can be used to look up the telephone number for that room assuming that there is already a db entry for that room.

Make sure that you use correct dates – the system won't accept a date that doesn't exist or not in the correct format.

Location details are also in a specified format. If a new space is created the details must be added to the database before they can be used. Contact Support for this.

If you do not want your person to be automatically added to any of the database generated mailing lists, then you need to make an entry in the EXCLUSION email list.



The screenshot shows a web application interface for managing email lists. The top navigation bar includes tabs for [TH] Staff Basic, Staff, Staff Extra, Email List (None), Institute, and Accommodation. The 'Email List (None)' tab is highlighted with a red circle. Below the tabs, there is a search bar for 'Elist@' and a 'Description' field. A table titled 'Elist-Exception' is displayed with columns for Person@, Enrolment#, First Name, Last Name, Status, Start Date, and End Date. The table is currently empty. On the right side, there is an 'InfoBox' and 'ToolBox' section. The 'DESKTOP PANEL' is titled 'Email List' and contains a description of the panel's functionality. Below the description, there is a 'New Query' dropdown menu, which is also circled in red. Other buttons in the toolbox include Search, Edit, Save Changes, and Cancel.

Select the Email List Tab then select New Query.

Type EXCLUSION in the Elist@ field then select Search.

Legacy (HR/Admin)

[TH] Staff Basic | Staff | Staff Extra | (Query) Email List (1/1) | Institute | Accommodation

InfoBox | ToolBox

Elist@ Description

EXCLUSION

Elist-Exception

Person@	? Enrolment#	? First Name	? Last Name	Status	Start Date	End Date

FIELD

Elist@

The name of the email distribution list in the form list-name@list-server

Further information about this field can be found in its [DDL Documentation](#).

New Query

Search

Edit

Save Changes

Cancel

Legacy (HR/Admin)

[TH] Staff Basic | Staff | Staff Extra | **Email List (1/2)** | Institute | Accommodation

InfoBox | ToolBox

DESKTOP PANEL

Email List

The Email List Display Window allows for the entry and update of the records that specify exceptions to email list default membership.

Further information about this Desktop and this Panel can be found in their [Online Documentation](#).

Person@ | Enrolment# | ? First Name | ? Last Name | Status | Start Date | End Date

Person@	Enrolment#	? First Name	? Last Name	Status	Start Date	End Date
1021496		Kevin	Strafford	Exclude	10/03/2009	
1070794		Geraldine	Debard	Exclude	07/01/2010	
1070864		Arnaury	Grassin	Exclude	12/03/2009	
1080146		Kurt	Krebsbach	Exclude	01/07/2009	
1080192		Sayaka	Shiota	Exclude	03/09/2009	

New Query | Search | Edit | Save Changes | Cancel

To add new entry select the green + button.

Legacy (HR/Admin)

[TH] Staff Basic | Staff | Staff Extra | (Edit) Email List [1/2] | Institute | Accommodation

InfoBox | ToolBox

Elist@ Description
EXCLUSION Wildcard list used to exclude user from all generated

Elist-Exception

Person@	Enrolment#	First Name	Last Name	Status	Start Date	End Date
sfnato		Sofia	Freijeiro-Armit	Exclude	23/11/2010	
1080330		Christopher	Jowett	Exclude	12/04/2011	
1090403		David	McGinty	Exclude	12/04/2011	
1090404		Laura	Robertson	Exclude	12/04/2011	
Bloggs			Bloggs	Exclude	25/04/2011	31/05/2011

FIELD

End Date

The date on which the exception ceases to apply.

Further information about this field can be found in its [EOL Documentation](#).

New Query
Search
Edit
Save Changes
Cancel

Add the details of the user to be excluded and select Save Changes.