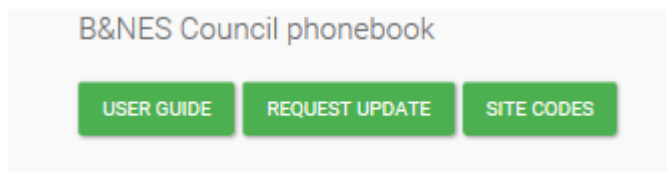


Phonebook User Guide

This is the user guide for the intranet phonebook. Please read the sections below to learn how the phonebook works and how to use the features.

Buttons:



USER GUIDE.

[Link to this document](#)

REQUEST UPDATE.

Use this button to open the update form, fill in your name and details you require updating and any comment as appropriate. The form is sent to IT Helpdesk for due process. The content in the phonebook is the same as the Outlook address book and Skype. Any updates will follow current naming convention to ensure consistency and make searches successful, e.g. everyone in a particular team or department will have the same department name, so switchboard can see everyone in that team.

SITE CODES.

This is a link to the site codes page on the intranet which has the list of site codes and site addresses.

Features:

Search Filter.

Use this to search the phonebook content. This is not a search feature like Google, where you enter some words and the results are returned, this search filter dynamically updates the content as you start to type!

Search Filter: jo bl

Name Job title

This allows you to search on all content in the phonebook where you might only know a first name or part of a description for a particular department or combine searches. E.g. if you wanted to find Jo Bloggs in the Business support Team, you might just type "jo bl busi" and as you type the content immediately updates.


Section Search.


You can also perform a dynamic search directly on the individual section columns, this can be done across all the columns to refine your search and filter down till you find what you need.

Showing 1 to 2 of 2 entries (filtered from 2 038 total entries)

Search Name	Search Job title	Search Department	Search Office
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Presence Indication.

 Nam There is a vertical bar to the left of the names, the colouring matches your Skype status and allows users and switchboard to check your status.

 Des If switchboard or reception searches for your team, this also allows them to direct an incoming call to someone who is available instead of trying each team member if not in pick up group. (Department number)

 Juli

Name – mouse hover over.

If you hover your mouse over a name you get the pop up card showing a photo and the job title. You also get some quick buttons to send an email to the user or send an IM (instant message) to the user. It might be appropriate that switchboard or reception might IM you whilst they have a caller if they wanted to check some information, before passing the caller through. There is also a down arrow to click, which then expands the user information and displays more details.