

GTDS Data Entry Manual

Ministry of Central Services
Commercial Services Division
Telecommunications Branch

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TABLE OF CONTENTS

INTRODUCTION	4
DESIGNATE ADDITIONAL CONTACTS	5
DATA RECOVERY	5
DATABASE LOG IN	6
CHANGE PASSWORD	7
FORGOTTEN / LOST PASSWORD.....	9
LOCKED OUT	9
ORGANIZATION UPDATES	11
INDEX / LIST OF ORG UNIT CODES	13
CHANGE ORGANIZATIONAL UNIT DATA (DIVISION/BRANCH/SECTION)	14
CHANGE MINISTRY/AGENCY/CORPORATION NAME	19
ADD ORGANIZATIONAL UNITS (DIVISIONS, BRANCHES, SECTIONS)	21
<i>Add a Division</i>	21
<i>Add a Branch to a Division</i>	27
<i>Add a Section to a Branch</i>	27
MOVE OR REASSIGN ORGANIZATION UNITS.....	28
<i>Move a Section / Branch to Another Branch / Division</i>	28
<i>Move More Than One Section/Branch to Another Branch/Division</i>	29
<i>Move a Division, Branch, Section or Other Org Unit to Another Ministry</i>	31
SEQUENCE ORGANIZATIONAL UNITS.....	32
DELETE ORGANIZATIONAL UNIT.....	34
<i>Data Recovery</i>	34
PROOF COPY	35
<i>Screen Proof</i>	35
<i>Print a Proof Copy</i>	35
PERSONNEL UPDATES	36
CHANGE PERSONNEL DATA	38
ADD A <u>NEW</u> PERSON.....	42
MOVE PERSONNEL TO ANOTHER ORG UNIT	45
MOVE MULTIPLE PERSONNEL TO ANOTHER ORG UNIT	46
SEQUENCE PERSONNEL.....	48
VACANT POSITION	50
DELETE EMPLOYEE.....	51
DUPLICATE NAMES	52
REPORTS	54
WHITE PAGE REPORT	56
YELLOW PAGE REPORT	58
GTDS DATA EXPORT	60
APPENDICES	62
APPENDIX A - ORGANIZATION DATA FIELDS – DEFINITIONS & FORMAT	64
ORGANIZATIONAL UNIT INFORMATION	64
PUBLISHING INFORMATION.....	66

EMAIL ADDRESSES AND WEBSITE INFORMATION.....	66
CONTACT NUMBERS.....	67
MAILING INFORMATION.....	69
ALIAS INFORMATION	72
PEOPLE LIST	72
CHILD ORGANIZATION LIST	72
APPENDIX B - PERSONNEL DATA FIELDS – DEFINITIONS AND FORMAT.....	73
PERSONNEL DATA FIELDS	73
PERSONAL INFORMATION.....	73
POSITION INFORMATION	75
PUBLISHING INFORMATION.....	76
EMAIL ADDRESSES AND WEB SITES	77
CONTACT NUMBERS.....	78
MAILING INFORMATION.....	79
APPENDIX C – MAJOR REORGANIZATION	81
GENERAL UPDATE PROCEDURE	81

Introduction

The Saskatchewan Government Telephone Directory System (GTDS) is a comprehensive listing of provincial government ministries, agencies, boards, commissions and crown corporations, displaying organizational structure and contact information (inquiry & fax numbers, addresses, position titles, personnel and applicable phone numbers).

Central Services is responsible for the overall uniform look of the Government Telephone Directory System (GTDS), the directory layout, format, font sizes, and general content.

Organizations are responsible for the overall uniform look of their information within Government Directory guidelines and within provincial government visual identity guidelines.

Please remember that your information is on display to the rest of government and the world. All information should conform to ministry/agency/corporation standards, as well as government standards.

The data in GTDS (Government Telephone Directory System) is downloaded every evening to populate information on the Government of Saskatchewan's website Saskatchewan.ca.

Designate Additional Contacts

Ministry GTDS Coordinators can designate additional personnel to have access to the database, either the complete ministry or a specific division or branch. Access to a specific division or branch includes all of the data at the specified level as well as all information under or attached to the specified level.

If your ministry has multiple GTDS Coordinators and you require a summary list of your coordinators, please contact GTDS Directory Administrator at CS Telecommunications Branch.

Call 306-787-6879 or email GTDSAdministratorContact@gov.sk.ca.

Data Recovery

Organizational data can be recovered, if deleted in error. The system can recover a deleted org unit and any attached personnel and/or org units.

Contact the GTDS Directory Administrator at CS Telecommunications Branch to recover accidentally deleted data.

Call 306-787-6879 or email GTDSAdministratorContact@gov.sk.ca.

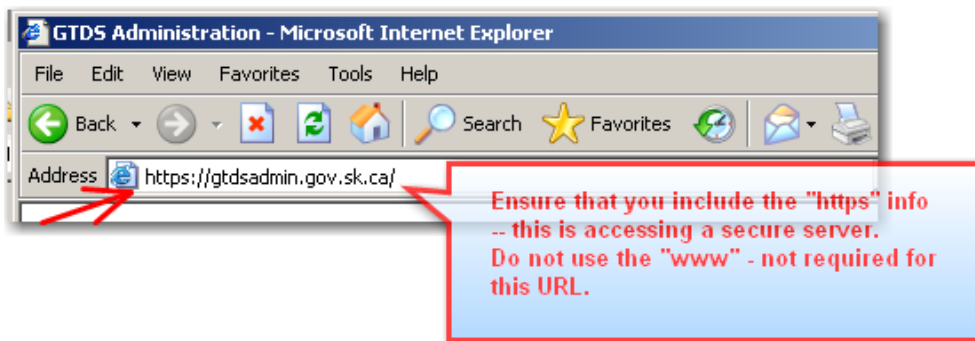
There is no recovery for individual person deletes.

Database Log In

Inactivity in the admin site for more than 15 minutes will automatically log you out.

- If you have a name change, please let us know. We can adjust the user name for you.
- If unable to access the database, contact the GTDS Administrator at CS Telecommunications Branch --- Call 306-787-6879 or email GTDSAdministratorContact@gov.sk.ca.
- If unable to access the Internet application, contact the ITD Help Desk, or your corporation/agency Help Desk.

1. Access Internet Web Browser (preferably Internet Explorer).
2. In the URL Address field, type: <https://gtdsadmin.gov.sk.ca>, and press "Enter".



3. At the Log In screen, type User Name into the first field.
 - Format for User Name is last name + first initial. No capital letters and no spaces.

The image shows a screenshot of a web form titled "Log In". It has two input fields: "User Name:" and "Password:". Below the fields is a "Log In" button. At the bottom of the form, there is a link that says "Forgot your Password?". Red arrows point to the "User Name:" and "Password:" labels.

4. In the Password field, type your password.
5. Select <ENTER> on your keyboard, or click 'Log In'

NOTE: Ministry Coordinators can designate other personnel in the ministry to have access to the database, either complete ministry information or a specific division or branch. Access would include all information under the designated division or branch.

Contact Telecommunications Branch, Directory Administrator, to designate additional contacts. Call 306-787-6879 or email GTDSAdministratorContact@gov.sk.ca.

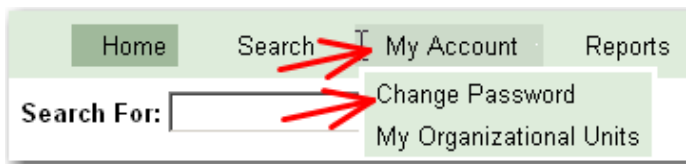
Change Password

Users can change their passwords (within rules), similar to your computer log-on. Once the password is changed, you do *not* have to change it every 3 - 4 months.

Password format:

- Minimum of 8 characters.
- Passwords are case sensitive.
- Must contain one or more letters, one or more numbers, and
- Must contain one or more special characters:
! @ # \$ % ^ & * () = + [] { } | < > ?

1. Log into the GTDS system, see Database Log In.
2. Under the 'My Account' heading, select "Change Password".



3. Enter old password in the "Password" field.
4. Enter new password in the "New Password" field.
5. Re-enter the new password in the "Confirm New Password" field.
6. Select 'Change Password' and the conversion is complete.

 A screenshot of a form titled 'Change Your Password'. At the top, there is a green header bar with the title. Below the header, there is a red warning message: 'The new password must be at least 8 characters. It must have one or more letters, one or more special characters and one or more numbers. ex welcome*2'. Below the warning, there are three input fields: 'Password:', 'New Password:', and 'Confirm New Password:'. At the bottom of the form, there are two buttons: 'Change Password' and 'Cancel'. Red callout boxes with numbers 3, 4, 5, and 6 point to the 'Password' field, 'New Password' field, 'Confirm New Password' field, and the 'Change Password' button, respectively.

7. Once your password is changed, the System sends you back to the Log-In screen.

NOTE: you DO NOT have to log in again. Scroll down and see that you are "Connected as: *your user name*"

Connected as: **Broc your user name**
Role of: GTDS Administrator.
[Logout](#)

Forgotten Password

1. If a password is forgotten, access the GTDS Admin website, and reference the first two steps under Database Log In.

- Access Internet Web Browser.
- In the URL / Address field, type: **https://gtdsadmin.gov.sk.ca** and press <ENTER>.

2. Select “Forgot Your Password?”

3. Enter your User Name in the field and select “Submit”

The system will send an email with a new password. It takes only a few seconds.

4. When the new password is received, it can be used immediately to log in.
5. This password can then be changed to anything else, even the previous password if remembered – See Change Password.

Locked Out

1. Three failed attempts to log in to the database will lock you out of the system.
2. Email “GTDSAdministratorContact@gov.sk.ca” listed on the GAL (Global Address List), to have your account unlocked.
3. Or, call 306-787-6879.

Organization Updates

Index List of Org Unit Codes

Before beginning a major update, take a moment and print a comprehensive outline list of all the divisions, branches, etc. and their org unit codes. This summary can be very helpful when rearranging information.

1. Select 'Government of Saskatchewan Organization Structure'.
2. Select the Ministry/Agency/Corporation name.
3. Select Print, from the internet browser toolbar. (Information will wrap to additional pages, if needed.) There is no control over page breaks.



Change Organizational Unit Data (Division/Branch/Section)

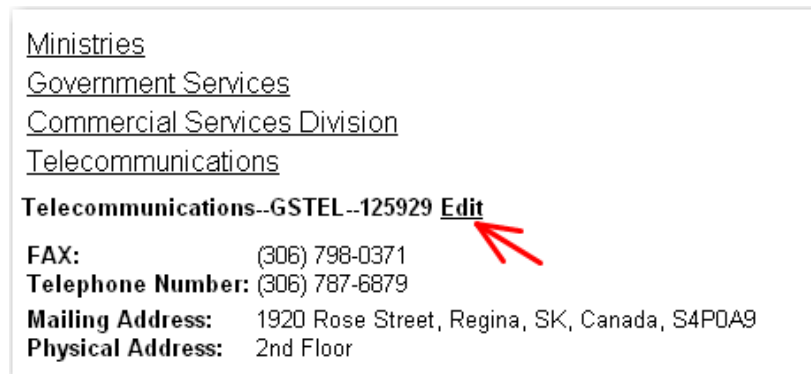
Change any of the data for the divisions, branches or sections:

- Name of division, branch, or section;
 - Org Unit Code;
 - Hours of Operation / Hours note
 - Description / Note, if applicable;
 - URL / Email;
 - Contact Numbers: Inquiry phone number, Toll Free number, FAX number, FAX Toll Free number, TDD phone number, Help Desk number, MIDAS Help Desk number;
 - Mailing and / or Physical Addresses.
1. Select “Browse Government Organizations” or Search the required division, branch, section, or other org unit.
 2. Drill down (there are a number of different ways to do this) to the required organizational unit and select “Edit” beside the Org Code.

[Ministries](#)
[Government Services](#)
[Commercial Services Division](#)
[Telecommunications](#)

Telecommunications--GSTEL--125929 [Edit](#)

FAX: (306) 798-0371
Telephone Number: (306) 787-6879
Mailing Address: 1920 Rose Street, Regina, SK, Canada, S4P0A9
Physical Address: 2nd Floor



3. If you searched for the information, Select “Edit” at the left, beside the Organization Unit “Name”.

Search For:

[Advanced Search](#)
[Browse Government Organizations](#)
[Frequently Called Numbers](#)
[Government of Saskatchewan Organization Structure](#)

One Organizational Unit found

	Name	Ministry	Telephone Number	Ext.	Note	FAX
Edit	Parks Service Branch	Tourism, Parks, Culture and Sport	(306) 787-0745			(306) 787-7000



Or, select the Organizational Unit “Name” and then see Step # 2.

- If the **Org Unit Name** changed, change the data in this field.
See Appendix A – Organizational Unit Name for additional information.

NOTE: Accents can be used within data entry.

Saskatchewan Government
 Ministries
 Central Services
 Government Services
 Commercial Services Division
 Telecommunications


Save New Org Unit Delete Copy Pas

Organizational Unit Information

Organizational Unit Number: 125929

Organizational Unit Name: Telecommunications 4

Organizational Unit Code: GSTEL 5

Organizational Unit Image:  Browse...
 Remove photo

Hours of Operation:

Monday hours	Tuesday hours 6	Wednesday hours	Thursday hours	Friday hours
Saturday hours	Sunday hours			

Each hour has the following format: "08:00-17:30" -- hours and minutes, in 24-hour format, with no am/pm and no timezone specifiers.

Hours Notes: 7

Move Telecommunications to...

This is a Top Level Organization: 8

Organization Type: Unit 9

Sort Order: 1 9

Description: 10

Publish Description: 11

Publishing Information

Publish to Public: Yes No Publish in Book: Yes No 12

- If the Org Unit Name changed, **also** change the “**Org Unit Code**” to **match** the new Org Unit Name. See Appendix A – Organizational Unit Code for additional information.

Format for Org Unit Code:

- ALL CAPS;
- Ministry code + first character of each word in the division (branch, unit) name, ignoring words like ‘and’, ‘of’, ‘the’, etc.
- EXAMPLE: Finance and Administration in Central Services = CSFA

6. If the Hours of Operation have changed, update them here.
 - Only enter if the office is open to the public.
 - Enter in 24-hour format.
 - Any weekday fields left blank will display “CLOSED”.
 - If all fields are left blank, the Hours of Operation will not display at all, indicating that office hours do not apply to this office.
7. If any notes regarding the Hours of Operation have changed, update them here. See Appendix A – Organizational Unit Information, Hours Notes for additional information.
8. “Top Level Organization” is ONLY used for a ministry, agency, board, commission or crown corporation. Box should be unchecked if this is a division, branch, section or unit.
9. Sort Order can be adjusted later, see ‘Sequence Organization Units’.
10. Description information – add or change the data in this field, if applicable.
 - This information does not display on the internet.
 - This information only outputs for printing and reports.
 - There is only basic formatting in this field - you cannot change fonts, italicize or underline.
 - Designated output format is italics.
11. Publish Description should be selected, IF there is data in the “Description” field. If there is no description, this should not be selected.
12. Review the “Publishing Information”:
 - Publish to Public: Should this data be visible to the Public?
 - Publish in Book: Should this data print in the White Page Report?
13. For “**Email Addresses and Websites**”, select type of data, enter new data in the field, then select “Add New” beside the field -- reference steps below.

OR, if the field needs to be changed from default /current information, first choose “Edit” beside that field, change data, then click “Update”.

Email Addresses and Websites				
	Type	Address	Sort Order	Print Address
Update Cancel	Email Address	contact.emailaddress@gov.sk.ca	999	<input checked="" type="checkbox"/>
Add New	Email Address		999	<input type="checkbox"/>
The address is: Email Address URL Sep-2010 01:30:13 PM				

- a) Select type of data;
- b) Enter data into appropriate field;
- c) Enter / Change "Sort Order";
- d) -e) Leave "Print Address" as default;
- f) Select "Add New" or "Update", as needed.

14. For "**Contact Numbers**", select type of data, enter new data in the field, then select "Add New" beside the field -- reference steps below.

OR, if the field needs to be changed from default or current information, first choose "Edit" beside that field, change data, then click "Update".

Contact Numbers							
	Type	Area Code	Number	Extension	Notes	Sort Order	Apply to People List
Update Cancel	Telephone Number	306	7876879			1	<input type="checkbox"/>
Edit Delete	FAX	306	798-0371			2	<input type="checkbox"/>
Add New	Telephone Number	306				999	<input checked="" type="checkbox"/>

The number is ready for editing. 01-Sep-2010 11:10:03 AM

- a) Select type of data.
- b) Enter data into appropriate field – no hyphen(s) needed.
- c) Enter / Change "Sort Order".
- d) **Check the box**, "Apply to People List", **IF** this change should be carried down to the people in that unit.
 - EXAMPLE: Fax line for the org unit --- **Check the box** so that the fax number will copy down to all of the attached people.
- e) **Uncheck the box**, "Apply to People List", **IF** the change should NOT be carried down to the people in that unit. The default setting is unchecked.
- f) Select "Add New" or "Update", as needed.

15. For **“Mailing Information”**, select type of data, enter new data in the field, then select **“Add New”** beside the field -- reference steps below.

OR, if the field needs to be changed from default or current information, first choose **“Edit”** beside that field, change data, then click **“Update”**.

Mailing Information

	Type	Address	City	Province	Country	Postal Code	Sort Order	Print Address	Apply to People List
Update Cancel	Mailing Address	1920 Rose Street	Regina	SK	Canada	S4P0A9	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Delete	Physical Address	2nd Floor					2	<input checked="" type="checkbox"/>	
Add New	Mailing Address			SK	Canada		999	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
The address j. 01-Sep-2010 02:15:19 PM	Mailing Address Physical Address								

The screenshot shows a table with columns for Type, Address, City, Province, Country, Postal Code, Sort Order, Print Address, and Apply to People List. Red arrows point from callouts a) through h) to specific elements: a) points to the 'Type' dropdown, b) points to the 'Address' text input, c) points to the 'Sort Order' input, d) and e) point to the 'Print Address' checkbox, f) and g) point to the 'Apply to People List' checkbox, and h) points to the 'Add New' button.

- Select type of data.
 - Enter data into appropriate field(s).
 - Enter / Change **“Sort Order”**.
 - e) Leave **“Print Address”** as default.
 - Check the box**, **“Apply to People List”**, if this change needs to be carried down to the people in that unit.
- EXAMPLE: Most likely both mailing and physical addresses should be carried down to the people in that unit.
- Leave the box**, **“Apply to People List”**, **unchecked**, **IF** the change should *not* be carried down to the people in that unit.
 - Select **“Add New”** or **“Update”**, as needed.

16. Ignore the section **“Alias Information”**.

17. Select **“Save”** on the floating toolbar.



NOTE: If you forget to **SAVE** on the floating toolbar – changes may be lost or not appear in search results.

18. Confirmation is displayed under the floating toolbar. The system will leave you in the org unit data.

Change Ministry/Agency/Corporation Name

1. Discuss ministry/agency name changes with GTDS Directory Administrator at CS Telecommunications Branch before you process them. Also discuss new “org unit code” for this change.

Call 306-787-6879 or email GTDSAdministratorContact@gov.sk.ca.

2. Select the Ministry/Agency/Corporation.
3. Select “Edit” beside the Org Code.



4. Change ministry/agency name as required.

NOTE: Accents can be used within data entry.

See Appendix A – Organizational Unit Name for additional information.

5. Change the “Org Unit Code” to match the new ministry name, as discussed with GTDS Directory Administrator, in Step # 1.

Format for Org Unit Code:

- ALL CAPS;
- EXAMPLE: CS – for Central Services
PCS – for Parks, Culture and Sport

See Appendix A – Organizational Unit Information, Organizational Unit Code for additional information.

6. Select “Save” on the floating toolbar.



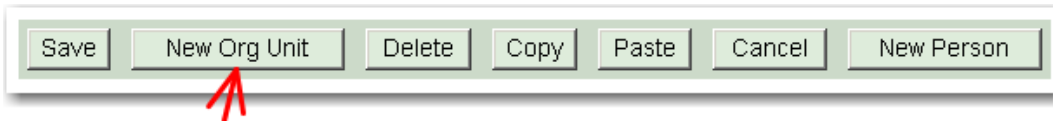
NOTE: If you forget to SAVE on the floating toolbar – changes may be lost or not appear in search results.

7. Check error notifications listed under floating toolbar; adjust if necessary and Save again. If there are none, proceed to Step 8.
8. Changes are accepted and confirmation is displayed under the floating toolbar. The system will leave you in the organizational unit data.
9. To process additional changes, point and click within your ministry/agency; or, Search new information.

Add Organizational Units (Divisions, Branches, Sections)

Add a Division

1. Locate the Ministry where you will add the new division.
2. Select “Edit” beside the Org Code
3. Select “New Org Unit” from the floating toolbar.



NOTE: Some default information will be picked up from the “parent” organization:

- Fax number;
- Mailing Address;
- Physical Address: if applicable in the parent organization.

Some of these may need to be adjusted as you set up the new organizational unit.

Organizational Unit Information

Organizational Unit Number: 0

Organizational Unit Name:

Organizational Unit Code: Required

Move Government Services to...

This is a Top Level Organization:

Sort Order:

Description:

Publish Description:

Publishing Information

Publish to Public: Yes No Publish in Book: Yes No

Email Addresses and Websites

	Type	Address	Sort Order
<input type="button" value="Add New"/>	Email Address	<input type="text"/>	999

Contact Numbers

	Type	Area Code	Number	Extension	Notes
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	FAX	306	787-1061		
<input type="button" value="Add New"/>	Telephone Number	306	<input type="text"/>	<input type="text"/>	

Mailing Information

	Type	Address	City	Province	Country
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Mailing Address	1920 Rose Street	Regina	SK	Canada

The fields for Create Date, Last Updated and Last Updated By and the field “Organizational Unit Number” will not have any dates or data until the data form is “Saved”.

Create Date: Has not been saved yet. Last Updated: Has not been saved yet. Last Updated by: Has not been saved yet.

[Saskatchewan Government Ministries Government Services](#)

Organizational Unit Information

Organizational Unit Number: 0

Organizational Unit Name:

4. Org Unit Name field – Enter data in this field.

- This is a “Required” field – there must be something in this field – it cannot be left empty.
 - Type in full, no abbreviations.
 - Accents can be used within this data.
 - See Appendix A – Organizational Unit Information, Organizational Unit Name for additional information.
5. Org Unit Code: See Appendix A – Organizational Unit Information, Organizational Unit Code for additional information.
- This is a “Required” field – there must be something in this field – it cannot be left empty.
 - Format for Org Unit Code:
 - ALL CAPS;
 - Ministry code + first character of each word in the division (branch, unit) name, ignoring words like ‘and’, ‘of’, ‘the’, etc.
 - EXAMPLE: Finance and Administration in Central Services = CSFA
6. Hours of Operation: Only enter if the office is open to the public.
- Enter in 24-hour format, with no time zone specified;
 - Leave blank and “CLOSED” will automatically be displayed.
 - If all fields are left blank, the Hours of Operation will not display at all, indicating that office hours do not apply to this office.

7. Hours Notes: Only enter if the office is open to the public.
 - Use for specific notes regarding hours of operation such as “Closed from 12:00-1:00” or “Closed on Statutory Holidays”.
8. Top Level Organization: ONLY used for a ministry, agency, board, commission or crown corporation. Leave Unchecked if this is a division, branch, section or unit.
9. Sort Order can be adjusted later, see ‘Sequence Organization Units’.
10. Description: Not required at the division or branch level, but may be helpful. Not required for most branches, sections, units. Enter information about the org unit here.
 - This information does not currently display on the internet.
 - This information only outputs for printing and reports.
 - There is only basic formatting in this field – you cannot change fonts, italicize or underline.
 - Designated output format is italics.
11. If you added data to the “Description” field, ensure that the box for “Publish Description” is checked. If there is no description, this box should not be checked.
12. Publishing Information flags should both say “Yes”, unless this org unit is not meant to be public and/or this org unit does not need to print in the data output.
13. Select SAVE on the floating toolbar. Check for confirmation or error notifications listed under floating toolbar.



14. For “**Email Addresses and Websites**”, select type of data, enter new data in the field, then select “Add New” beside the field -- reference steps below.

OR, if the field needs to be changed from default / current information, first choose “Edit” beside that field, change data, then click “Update”.

Email Addresses and Websites				
	Type	Address	Sort Order	Print Address
Update Cancel	Email Address	contact.emailaddress@gov.sk.ca	999	<input checked="" type="checkbox"/>
Add New	Email Address		999	<input type="checkbox"/>
The address is ready for editing. Sep-2010 01:30:13 PM				
	URL			

- a) Select type of data.
- b) Enter data into appropriate field.
- c) Enter / Change "Sort Order".
- d) e) Leave "Print Address" as default.
- f) Select "Add New" or "Update", as needed.

15. For "**Contact Numbers**", select type of data, enter new data in the field, then select "Add New" beside the field -- reference steps below.

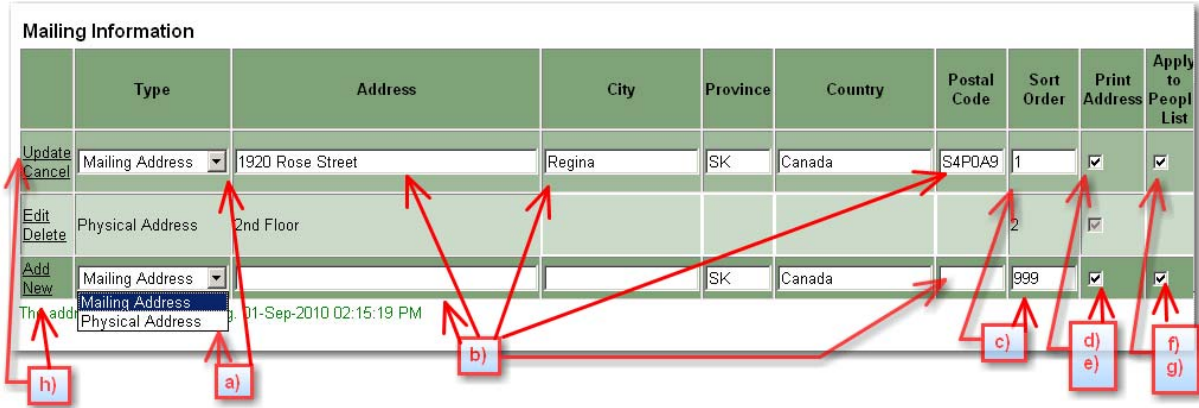
OR, if the field needs to be changed from default or current information, first choose "Edit" beside that field, change data, then click "Update".

Contact Numbers							
	Type	Area Code	Number	Extension	Notes	Sort Order	Apply to People List
Update Cancel	Telephone Number	306	7876879			1	<input type="checkbox"/>
Edit Delete	FAX	306	798-0371			2	<input type="checkbox"/>
Add New	Telephone Number	306				999	<input checked="" type="checkbox"/>
The number is ready for editing. 01-Sep-2010 11:10:03 AM							

- a) Select type of data.
- b) Enter data into appropriate field – no hyphen(s) needed.
- c) Enter / Change "Sort Order".
- d) **Check the box**, "Apply to People List", **IF** this change should be carried down to the people in that unit.
 - EXAMPLE: Fax line for the org unit --- **Check the box** so that the fax number will copy down to all of the attached people.
- e) **Uncheck the box**, "Apply to People List", **IF** the change should NOT be carried down to the people in that unit. The default setting is unchecked.
- f) Select "Add New" or "Update", as needed.

16. For **“Mailing Information”**, select type of data, enter new data in the field, then select **“Add New”** beside the field -- reference steps below.

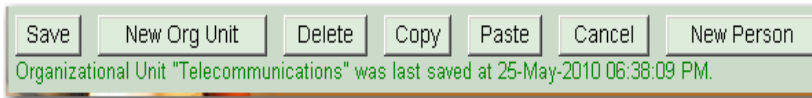
OR, if the field needs to be changed from default or current information, first choose **“Edit”** beside that field, change data, then click **“Update”**.



- a) Select type of data.
- b) Enter data into appropriate field(s).
- c) Enter / Change “Sort Order”.
- d) e) Leave “Print Address” as default.
- f) **Check the box**, “Apply to People List”, if this change needs to be carried down to the people in that unit.
EXAMPLE: Most likely both mailing and physical addresses should be carried down to the people in that unit.
- g) **Leave the box**, “Apply to People List”, **unchecked**, **IF** the change should *not* be carried down to the people in that unit.
- h) Select “Add New” or “Update”, as needed.

17. Ignore the section “Alias Information”.

18. Select “Save”, on the floating toolbar.



NOTE: If you forget to **SAVE** on the floating toolbar – changes may be lost or not appear in search results.

19. Confirmation is displayed under the floating toolbar. The system will leave you “in” the org unit data.

20. To process additional changes, point and click within your ministry/agency or Search new information.

Add a Branch to a Division

1. Locate (select or search) the division where you will add the new branch.
2. Follow Steps 2 - 18 under Add a Division.

Add a Section to a Branch

1. Locate (select or search) the branch where you will add the new section.
2. Follow Steps 2 - 18 under Add a Division.

Move or Reassign Organization Units

Move a branch or section to another division or branch, within designated GTDS access.

Note: This change also automatically moves any/all dependent org units **and** personnel belonging to the modified org unit.

You cannot move an org unit if you do not have access to that information.

To move data (branch / section) when you do not have GTDS access, contact GTDS Directory Administrator at CS Telecommunications Branch:

- Call 306-787-6879 or email GTDSAdministratorContact@gov.sk.ca

Move a Section / Branch to Another Branch / Division

1. Locate the new parent branch or division.
2. Record/note the new “Org Unit Code”.
3. Locate (select or search) the organization unit to be moved.
4. Select “Edit” beside the Org code.



5. Under “Move <branch name> to...”, type in the Org Unit Code from Step 2.

NOTE: A drop down list of ALL org unit codes will display as typing begins. When your org unit code is highlighted:

- select ENTER on the keyboard;
- or use Cursor to SELECT required org unit code.

6. Select “Move Now”.

NOTE: All dependent orgs and personnel belonging to the modified org unit will automatically be moved at the same time.

Telecommunications

Save New Org Unit Delete Copy Paste Cancel New Person

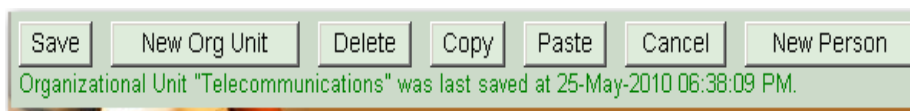
Organizational Unit Information

Organizational Unit Number: 125929
 Organizational Unit Name: Telecommunications
 Organizational Unit Code: GSTEL

5 → GSASD → 6
 GSASD Move Now
 GSASD
 GSASDAM
 GSASDFM
 GSASS
 GSBODH
 GSBUFFAL
 GSCB
 GSCEL
 GSCH

Note: →

7. Change any data required (org unit name, inquiry / fax numbers; address). See “Modify/Change Organizational Unit Data (Division/Branch/Section)”.
8. Select “Save” on the floating toolbar.



NOTE: If you forget to SAVE on the floating toolbar – changes may be lost or not appear in search results.

9. Confirmation is displayed under the floating toolbar. The system will leave you in the org unit data form.
10. To process additional changes, point and click within your ministry/agency; or, Search new information.

Move More Than One Section/Branch to Another Branch/Division

1. Locate the new division (branch).
2. Record/note the new “Org Unit Code”.
3. Locate (select or search) the division the branch is currently in.
4. Select “Edit” beside the Org Code.
5. Scroll to bottom of screen / form.
6. Select “Manage Child Organizational Units”.

Child Organization List -- [Manage Child Organizational Units](#)

7. Check the box beside the branches you want to move.
8. In the box under “Move the checked Organizational Units to” type in the new Org Unit Code from Step 2.

NOTE: All dependent orgs and personnel belonging to the modified org unit will automatically be reassigned / moved at the same time.

NOTE: Selected org units will be removed from the Child Org Unit List.

Move the checked Organizational Units to

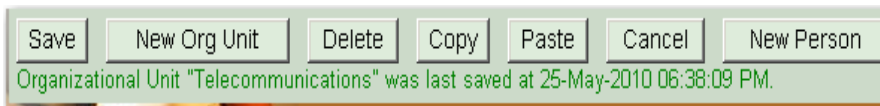
GSASD

Child Organizational Unit List

Sort Order	Name	Move
1	Air Ambulance Services	<input checked="" type="checkbox"/>
6	Relocation Services	<input type="checkbox"/>
7	Telecommunications	<input checked="" type="checkbox"/>
99	Central Vehicle Agency	<input type="checkbox"/>
99	Executive Air Services	<input checked="" type="checkbox"/>
99	Mail Services	<input type="checkbox"/>

Save Cancel Close

9. Select “Save”.
10. Select “Close”.
11. Select “Save” on the floating toolbar.



NOTE: If you forget to SAVE on the floating toolbar – changes may be lost or not appear in search results.

12. Confirmation is displayed under the floating toolbar. The system will leave you in the org unit data.
13. Locate the branches that were just moved.

14. Change any data required (name, inquiry / fax numbers, addresses). See “Modify/Change Organizational Unit Data (Division/Branch/Section)”.

Move a Division, Branch, Section or Other Org Unit to Another Ministry

This occasionally happens during government reorganizations.

1. Contact GTDS Directory Administrator at CS Telecommunications Branch, regarding required move.
 - Call 306-787-6879 or email GTDSAdministratorContact@gov.sk.ca
2. Move any personnel and sub-units that will stay with your Ministry/Agency.
3. Do not delete the affected organizational unit(s).
4. GTDS Directory Administrator will move information to correct location in new Ministry, in conjunction with yourself and the other ministry coordinator.

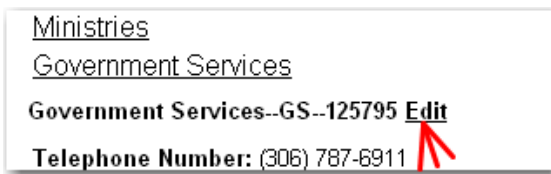
Sequence Organizational Units

Change the order of sub-organizations:

- divisions within the ministry;
- branches within a division;
- sections within branches.

This is done through the “Manage Child Organizational Units”.

1. Locate (select or search) the Org Unit.
2. Select “Edit” beside the Org Code.



3. Scroll to bottom of screen.
4. Select “Manage Child Organizational Units”.

Child Organization List -- [Manage Child Organizational Units](#)

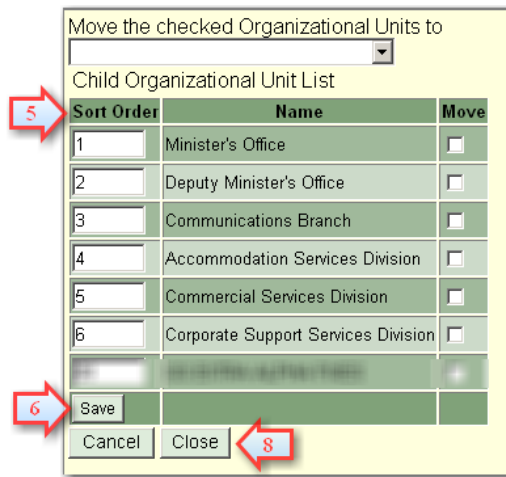
5. In Sort Order column, enter or change numbers as required to achieve desired order. System will alphabetize org units with the same sort order number.

GTDS standard for listing org units:

- 1 - Minister’s Office
- 2 – Deputy Minister’s Office
- 3 – Suggest Communications
- 4 – Remaining divisions / branches as required by ministry / corporation.

GTDS standard suggests alphabetical order, but this is not required.

6. Select “Save”.
7. Review and repeat steps 3 - 6, if necessary.



8. Select "Close" to return to regular view of organizational unit data.
9. Select "Save" on the floating toolbar.
10. Confirmation is displayed under the floating toolbar. The system will leave you in the org unit data.
11. To process additional changes, point and click within your ministry/agency; or, Search new information.

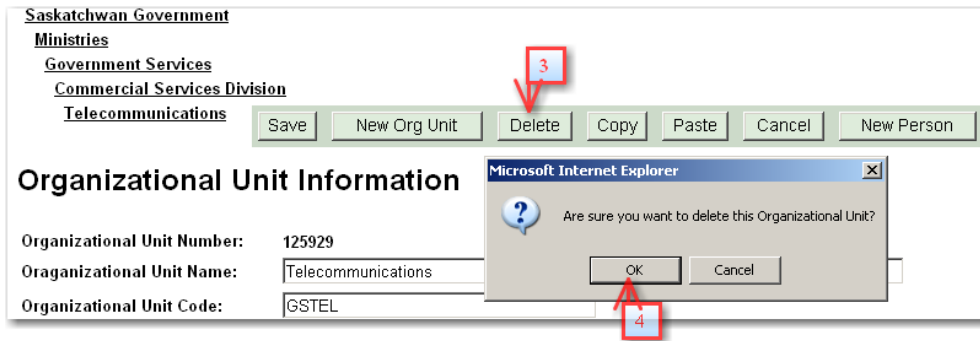
Delete Organizational Unit

Deletes designated organizational unit (division, branch, section) and **ALL the dependants** (sub-orgs and personnel). Ensure that attached information to be kept, has been moved or reassigned.

1. Locate the Ministry and drill down to the desired org unit; OR search for the desired org unit.
2. Select "Edit" beside the Org Code



3. Select "Delete" from the floating toolbar.
4. Are you sure? Click "OK".



5. Org Unit disappears and you are moved up to the parent org unit data.

Data Recovery

Organizational data can be recovered, if deleted in error. The system can recover a deleted org unit and any attached personnel and/or org units.

Contact GTDS Directory Administrator at CS Telecommunications Branch to recover accidentally deleted data.

- Call 306-787-6879 or email GTDSAdministratorContact@gov.sk.ca.

There is no recovery for individual person deletes.

Proof Copy

To proof read information/data changes, either on screen or on paper.

Screen Proof

1. In “Admin” mode, locate the Ministry “org unit” and drill down to the desired org unit; OR search for the desired org unit.
2. Review / proof read data, checking for the following:
 - Spelling
 - Phone numbers
 - Fax Numbers
 - Toll Free numbers, if applicable. Pay attention to the first 3 digits of toll free numbers – “800”, “888”, “877”, etc.
 - Address information and format
3. If changes are required, select “Edit” beside the Org Unit Code.

Print a Proof Copy

Print (from the Internet toolbar) each screen at the division, branch and/or section level(s). Proof read and manually mark-up copy. Process changes as required.

1. Locate the Ministry “org unit” and drill down to the desired org unit (division, branch, section); OR search for the desired org unit.
2. Print (from the Internet toolbar) each screen at the division, branch and/or section level(s).
NOTE: There is no control over page breaks.
3. Proof read, checking the following:
 - Spelling
 - Phone numbers
 - Fax Numbers
 - Toll Free numbers, if applicable. Pay attention to the first 3 digits of toll free numbers – “800”, “888”, “877”, etc.
 - Address information and format
4. Access the Admin site and make changes as required, reference information under Modify / Change Organizational Unit Data (Division/Branch/Section).

Personnel Updates

Change Personnel Data

This is where you can change any of the following personnel data:

- First Name, Last name;
- Position Title;
- Email address, if necessary;
- Phone number;
- Fax number;
- Address, mailing or physical.

Reference Appendix B -- Personnel Data Fields – Definitions and Format.

1. Locate personnel data record; either by searching the name or by selecting the name directly within the organizational unit.
 - Search the person’s name, select Edit beside the name of the person.
 - Or, select the Org Unit, then select the name of the person.
2. Change data as required. Reference Appendix B -- Personnel Data Fields – Definitions and Format.
3. If the person’s name changed, or the position is currently vacant, change or delete the data in the name fields, as required. Changes will automatically fill down to the Display Name field.

NOTE: “Display Name” field is a required field. There must be something in this field in order to “save” the data. You can enter data directly into this field, without entering data in either the Given Name or Surname fields.

- If this position is currently vacant, recommend that you enter the Position Title into the Display Name field, temporarily, in order to meet the “required” content for this field.
 - Accents can be used within data entry. For additional information, see Appendix B, Personal Information – Given Name and Surname.
4. For “Activation Date”, enter a specific date if you require this data to automatically display at a future time. Otherwise leave as is – date created.
 5. For “Termination Date”, enter a specific date if you require this data to automatically not display at a future time. Information will become “Inactive” and not display. Information will have to be deleted manually. See Appendix B – Personnel Data Fields for more information. Otherwise leave as is.
 6. Enter or change the “Sequence” number, if known at this time. Otherwise, see Sequence Personnel for ordering personnel.

7. Enter or change the “Position Title”, as required.
 - No abbreviations.
8. For “Publishing Information”, change selections as required.
 - White Section
 - Select the “Yes” flag if the entry should print in the White Pages (organizational structure of the ministry/agency) of the printable directory reports.
 - Yellow Section
 - Select the “Yes” flag if the entry should print in the Yellow Pages (alphabetical listings) of the printable directory reports.
 - Every name should print in the “Yellow” section.
 - Public
 - Select the “Yes” flag if the entry should be visible to the general public.
 - Select the “No” flag if the entry should not be visible to the general public.
 - Organizational
 - Select the “Yes” flag if the entry should print in the Yellow Pages
 - Government
 - Select the “Yes” flag if the entry should print in the Yellow Pages

NOTE: If the person is going on leave, their data does not need to be “public”.

- Under the Publishing Information, select “No” beside “Public”.
 - Key additional information into the “Display Name” field, to remind you that this data is not public for whatever reason. EX: (on Mat. Leave - data not public)
 - Remember to change the “Public” flag to “Yes” when the person returns.
 - Or, Delete the data.
 - Or, change the Activation Date to the date they are due back from leave.
9. For “**Email Addresses and Websites**”, select type of data – most likely “Email Address”, enter new data in the field - if necessary - then select “Add New” beside the field. Reference steps below.
 - **Do not** enter an individual’s email address UNLESS:
 - A. There is more than one email address displaying in the Lookup, or
 - B. This person belongs to an organization that is not covered on the Global Address List (GAL) / Active Directory. EXAMPLE: Crown Investments Corporation

- If the field needs to be changed from default / current information, first choose “Edit” beside that field, change data, then click “Update”.

Email Addresses and Websites

	Type	Address	Sort Order	Print Address
Add New	Email Address		999	<input checked="" type="checkbox"/>

- Select type of data, from drop down list.
- Enter data into appropriate field.
- Enter/Change “Sort Order” to 1.
- Leave “Print Address” as default.
- Select “Add New” or “Update”, as needed, at Left side of screen.

- For additional information see Appendix B – Personnel Data Fields - Email (SMTP) Address

10. For “**Contact Numbers**”, select type of data from drop down list, enter new number in the field, then select “Add New” beside the field. Reference steps below.

OR, if the field needs to be changed from default or current information, first choose “Edit” beside that field, change data, then click “Update”.

Contact Numbers

	Type	Area Code	Number	Extension	Notes	Sort Order	Last Updated
Edit Delete	Telephone Number	306	787-1234			1	6/9/2010 6:55:23 PM
Add New	FAX	306	7980371			2	

- Select type of data from drop down list.
- Enter data into appropriate field – no hyphen(s) needed.
- Enter/Change “Sort Order”. Ex: 1 for telephone number, 2 for fax.
- Select “Add New” or “Update”, as needed, at Left side of screen.

NOTE: Do *not* add a cell phone number to the directory unless explicitly directed to do so by the employee.

11. For “**Mailing Information**”, select type of data, enter new data in the field, then select “Add New” beside the field. Reference steps below.

OR, if the field needs to be changed from default or current information, first choose “Edit” beside that field, change data, then click “Update”.

- By default, the Mailing Address and applicable Physical Address are originally picked up from the organizational unit.

Mailing Information								
	Type	Address	City	Province	Country	Postal Code	Sort Order	Print Address
Update Cancel	Mailing Address	1920 Rose Street	Regina	SK	Canada	S4P0A9	1	<input checked="" type="checkbox"/>
Edit Delete	Physical Address	2nd Floor					999	<input checked="" type="checkbox"/>
Add New	Mailing Address			SK	Canada		999	<input checked="" type="checkbox"/>

The address is ready for editing.

The image shows a screenshot of a web application interface for managing mailing information. It features a table with columns for Type, Address, City, Province, Country, Postal Code, Sort Order, and Print Address. There are three rows of data. The first row is a Mailing Address with the value '1920 Rose Street', City 'Regina', Province 'SK', Country 'Canada', Postal Code 'S4P0A9', and Sort Order '1'. The second row is a Physical Address with the value '2nd Floor', Province 'SK', and Country 'Canada'. The third row is a Mailing Address with Province 'SK' and Country 'Canada'. The 'Print Address' column has checkboxes, all of which are checked. To the left of the table are buttons for 'Update/Cancel', 'Edit/Delete', and 'Add/New'. Red arrows and labels (a-e) point to various elements: (a) points to the 'Type' dropdown, (b) points to the 'Address' field, (c) points to the 'Sort Order' field, (d) points to the 'Print Address' checkbox, and (e) points to the 'Add/New' button. A message at the bottom of the table says 'The address is ready for editing.'

- Select type of data from drop down list.
- Enter data into appropriate field(s).
- Enter / Change "Sort Order". EX: 1 for Mailing Address; 2 for Physical Address.
- Leave "Print Address" as default.
- Select "Add New" or "Update", as needed, at the Left side of screen.

12. Select "Save" on the floating toolbar.



13. Confirmation is displayed under the floating toolbar. The system will leave you in the personnel data.

14. To process additional changes, point and click within your ministry/agency; or, Search new information.

Add a New Person

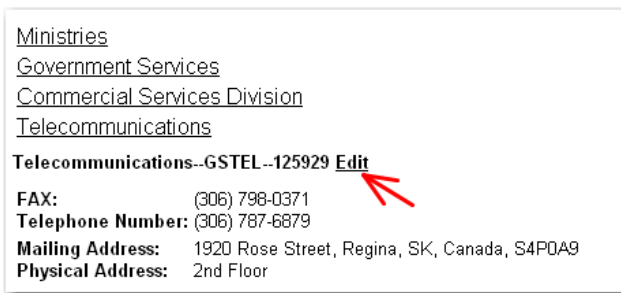
Add people in as new even if they have worked in another ministry. You cannot take that person's data from another ministry. That ministry might need the position title and phone number. Each ministry is responsible for deleting their own data when a person leaves that ministry.

Is this employee new to the ministry? Proceed with steps below.

If this employee is new to this branch, but already working elsewhere in this ministry, you might want to move their data instead -- See "Move Personnel to Another Org Unit". But if the position and phone number must be kept in the original location, then "Add New".

Steps are similar to Change Personnel Data.

1. Select the org unit, division, branch, section to add the new employee.
2. Select "Edit" beside the Org Code.



3. Select "New Person", on the Floating Tool Bar. You might want to 'Search' this person first to ensure they are not working elsewhere in the ministry.
4. Enter data in the following fields:
 - First Name - type in full or as person prefers
 - Initials – not recommended; if used type all caps + applicable period
 - Last Name
 - Prefix: if applicable. EX: Hon., Dr., The Hon. Madam Justice
 - Suffix, if applicable. EX: Q.C.

Changes will automatically fill down to the Display Name field.

NOTE: "**Display Name**" field is a required field. There must be something in this field in order to "save" the data. You can enter data directly into this field, without entering data in either the Given Name or Surname fields.

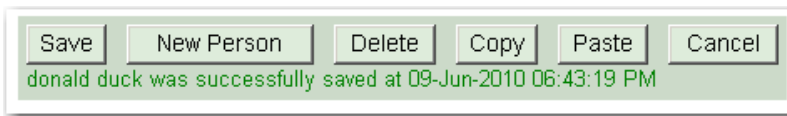
- If this position is currently vacant, recommend that you enter the Position Title into the Display Name field temporarily, in order to meet the “required” content for this field.
 - Accents can be used within data entry. For additional information, see Appendix B, Personal Information – Given Name and Surname.
5. For “Activation Date”, enter a specific date if you require this data to automatically display at a future time. EX: if the person has not started yet. See Appendix B – Personnel Data Fields for more information. Otherwise leave as is – data created.
 6. For “Termination Date”, enter a specific date if you require this data to automatically not display at a future time. Information will become “Inactive”. See Appendix B – Personnel Data Fields for more information. Otherwise leave as is.
 7. Enter or change the “Sequence” number, if known at this time. Otherwise, see Sequence Personnel for ordering personnel.
 8. Enter or change the Position Title, as required. Accents can be used within data entry. For additional information, see Appendix B, Personal Information – Position Information – Title.
 9. For “**Publishing Information**”, change selections as required.
 - White Section
 - Select the “Yes” flag if the entry should print in the White Pages (organizational structure of the ministry/agency) of the printable directory reports.
 - Yellow Section
 - Select the “Yes” flag if the entry should print in the Yellow Pages (alphabetical listings) of the printable directory reports.
 - Every name should print in the “Yellow” section.
 - Public
 - Select the “Yes” flag if the entry should be visible to the general public.
 - Select the “No” flag if the entry should not be visible to the general public.
 - Organizational
 - Select the “Yes” flag if the entry should print in the Yellow Pages
 - Government
 - Select the “Yes” flag if the entry should print in the Yellow Pages
- NOTE: If the person is going on leave, their data does not need to be “public”.
- Under the Publishing Information, select “No” beside “Public”.

- Key additional information into the “Display Name” field, to remind you that this data is not public for whatever reason. EX: (on Mat. Leave - data not public)
- Remember to change the “Public” flag to “Yes” when the person returns.
- Or, Delete the data.
- Or, change the Activation Date to the date they are due back from leave.

10. For the following sections, see steps 9 – 11 under “Change Personnel Data”.

- Email Addresses and Websites
- Contact Numbers
- Mailing Information

11. Select “Save” on the floating toolbar.



12. Confirmation is displayed under the floating toolbar. The system will leave you in the personnel data.

13. To process additional changes, point and click within your ministry/agency; or, Search new information.

14. To change sequence of personnel display, see “Sequence Personnel” for detailed steps.

Move Personnel to Another Org Unit

This option is mainly used when undergoing a re-organization.

1. Locate (select or search) the new org unit (division, branch, section).
2. Record the new “org unit code”.
3. Locate (search or select from org unit) the person to be moved.
 - If there are two employees of the same name, one in your ministry and one in another ministry, you can only process changes to the personnel in your ministry.
4. Select “Edit” beside the personnel name. If you are at the organizational unit level, select the “name”.
5. Within the red outlined box, enter the “org unit code” recorded in Step 2.
 - A drop down list of ALL org unit codes will display as typing begins.
6. Select Move Now.

Managing: Elaine Brochu Save New Person Delete Copy Paste Cancel

Create Date: 4/13/2010 4:09:31 PM Last Updated: 4/27/2010 10:38:22 AM Last Updated by: BROCHU2

Organizational Unit Information
 Organizational Unit: [Telecommunications -- 125929](#)
 Organizational Unit Code: GSTEL
 No website

Move Elaine Brochu from GSTEL to Move Now

Personal Information
 Given Name: Initial:
 Prefix: Suffix:
 Display Name:

GS
 GS
 GSAA
 GSAAS
 GSAIRSTN
 GSAPP
 GSAR
 GSASA
 GSASD
 GSASDAM
 GSASDFM
 GSASS

7. Confirmation of the move is displayed within the red box.

Move Elaine Brochu from GS to Move Now

The person, has been moved from GSCSD to GS at 20-May-2010 11:48:52 AM.

8. If necessary, change position title, phone number, address and fax number. Choose “Edit” beside each field you want to change, then “Update”.

9. Select “Save” from the floating toolbar.
10. Changes are accepted and confirmation is displayed under the floating toolbar.

Move Multiple Personnel to Another Org Unit

This option is mainly used when undergoing a re-organization.

This allows the user to move several personnel, together – at the same time, to another organizational unit.

1. Locate (select or search) the new org unit (division, branch, section).
2. Record the new “org unit code”.
3. Select or Search the required org unit the personnel are currently located.
4. Select “Edit” beside the Org Code.
5. Select “Manage People List”, near bottom of screen.
6. In the “Move” column, select box for each person to be moved.
7. In “Move” field at the top, enter the org unit code, recorded in Step 2.
 - A drop down list of ALL org unit codes will display as typing begins.

NOTE: Can only move to ONE org unit at a time. Repeat steps to move several personnel to a different org unit.

Move the checked Person or People to

GSASD

Person List

Sort Order	Name	Title	Move	Delete
1	vacant	Director	<input type="checkbox"/>	<input type="checkbox"/>
2	Cindy Cullen	Manager, Voice Services	<input type="checkbox"/>	<input type="checkbox"/>
3	Elaine Brochu	Directory Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Lisa Thacyk	Financial Administrator	<input type="checkbox"/>	<input type="checkbox"/>
5	Heather Kemp	Administrative Support	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save

Cancel Close

8. Select "Save".
9. Review and repeat steps 7 – 9, if necessary.
10. Select "Close" to return to regular view of Org Unit data.
11. Select "Save" on the floating toolbar.
12. Confirmation is displayed under the floating toolbar. The system will leave you in the org unit data.
13. To process additional changes, point and click within your ministry/agency; or, Search new information.

Sequence Personnel

Change the order of personnel within an org unit.

1. Locate (select or search) the applicable Organization Unit.
2. Select “Edit” beside the Org Code.
3. If you are already in the data for this org unit, or were working on people attached to this org unit, scroll up to the top and select the Organization Unit name.

Managing: Elaine Brochu Save

Create Date: 4/13/2010 4:09:31 PM Last Updated: 8/30/2010 11:01:59 AM Last Updated by: BF

Organizational Unit Information

Organizational Unit: Telecommunications -- 125929
 Organizational Unit Code: GSTEL
 No website

Move Elaine Brochu from GSTEL to Move Now

Personal Information

Given Name: Initials: Surname:

4. Scroll to the bottom of the Org Unit data.
5. Select “Manage People List”, near bottom of screen.
6. In Sort Order column, enter or change numbers as required to achieve required order of employees.

Move the checked Person or People to

Person List

Sort Order	Name	Title	Move	Delete
<input type="text" value="1"/>	vacant	Director	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="2"/>	Cindy Cullen	Manager, Voice Services	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="3"/>	Elaine Brochu	Directory Administrator	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="4"/>	Lisa Thacyk	Financial Administrator	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="5"/>	Heather Kemp	Administrative Support	<input type="checkbox"/>	<input type="checkbox"/>

Save Cancel Close

7. Select "Save".
8. Select "Close" to return to regular view of Org Unit data.
9. Select "Save" on the floating toolbar.
10. Confirmation is displayed under the floating toolbar.

Vacant Position

“Vacant” or “Unnamed” should not be entered in any of the name fields (first, last, or display). It is preferable to delete the vacant position and re-enter when the position is filled.

If it is necessary to have the phone number still display while vacant, GTDS standard is to enter the “Position Title” data into the “Display Name” field.

1. Locate personnel (search or select from org unit):
 - Search the person’s name, select Edit beside the name of the person.
 - Or, select the Org Unit, then select the name of the person.
2. Delete the data in the first and last name fields and any related prefixes or suffixes.
3. Place the position title into the Display Name field.
 - Select or highlight the position title information.
 - Right mouse click and select ‘Cut’.
 - Move cursor to the ‘Display Name’ field and paste the position title (use right mouse click). The ‘Display Name’ field is a required field and cannot be left blank. The position title will display in the name column until the position is filled and the data is updated, moving the position title back to the appropriate field.

NOTE: When the position is filled, remember to cut the position title from the Display Name field and paste it back into the Title field *before* entering names in the name fields.

4. Maintain the phone number and other related information.
5. Select “Save” on the floating toolbar.
6. Changes are accepted and confirmation is displayed under the floating toolbar.

Delete Employee

Delete an employee if:

- no longer working in your ministry;
- retired;
- transferred to another ministry;
- has left government.

Note: Deletions on your division/branch updates can indicate that employee transferred elsewhere in the ministry. This could be a “Move” rather than a “Delete”, unless the position has to be maintained.

If a person is gone, and you wish to maintain the position title and phone number, see “Personnel Updates -- Vacant Position” for detailed steps.

Otherwise:

1. Locate personnel (search or select from org unit):
 - Search the person’s name, select Edit beside name of person.
 - Or, select the Org Unit, then select the name of the person.
2. Select “Delete”.
3. Select “OK”
4. Changes are accepted and you are returned to the org unit under Add a New Person.

NOTE: There is no data recovery for individual person deletes.

Duplicate Names

Occasionally, names are duplicated in the directory, within a ministry.

- One person may be covering a second job and may or may not need both phone numbers in the alphabetical.
- One person may be working part-time in two divisions/branches or part-time at two different ministries.

NOTE: Ministers and their staff print in the white pages, as required by each applicable ministry, board, commission, or crown corporation. **However**, in the yellow pages, ministers and their staff print **ONLY** under the main portfolio.

- If you find duplications of names within your ministry, check if both data records are needed or not, and delete unnecessary records. Sometimes both are required in the white pages, but both numbers may or may not be needed in the yellow pages. Change “Publish Flags” accordingly.
- An employee may have to be listed in two different areas, using the same position title and phone number. Ensure that one record will “Publish in Yellow Section” and the second record will not “Publish in Yellow Section”.

EXAMPLE: Vice President of Client Services listed in the “Executive” should also print in the specific division of “Client Services”. Or, Assistant Deputy Ministers listed in the “Deputy Minister’s Office” should also print in their specific org unit/division. Change “Publish Flags” so that only one of these duplicate records will print in the yellow pages.

- If duplication is between a division, branch or section (white pages) and the “ministry alphabetical org unit”, delete the employee record in the ministry alphabetical org unit.
- If duplication is between your ministry data and another ministry data list, you can process changes only to personnel in your ministry. The other ministry is responsible for updating their information. To have data adjusted in another ministry, contact GTDS Directory Administrator at CS Telecommunications Branch:
- Call 306-787-6879 or email GTDSAdministratorContact@gov.sk.ca

Reports

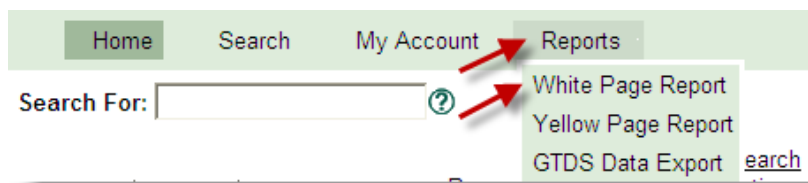
White Page Report

This report will produce a formatted Microsoft Word document of a ministry/agency's organization information and structure, including the personnel within that organization who are checked to "Yes" for the White Section under Publishing Information.

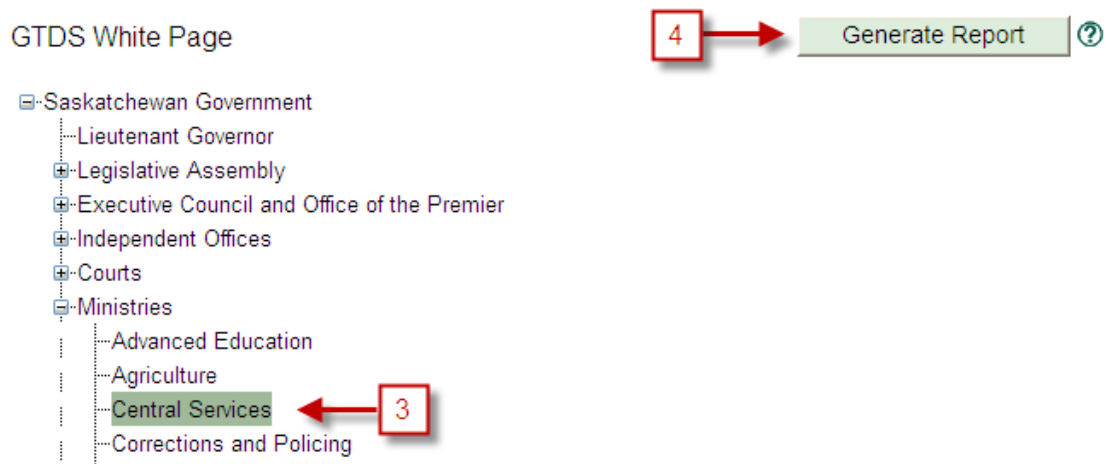
(See Appendix B – Personnel Data Fields - Publishing Information)

This report can be very useful for checking your listings in GTDS to ensure they are up to date. It is also a good report for use as an in-house printed directory.

1. Under the 'Reports' heading, select "White Page Report".





2. Expand through the tree listing to the ministry/agency you want to select. You cannot choose the entire Saskatchewan Government to print.
3. Click on your chosen ministry/agency to highlight it in green.
4. Click the "Generate Report" button to generate report. (Microsoft Office 2007 or newer is required)



5. A message box will ask if you want to open or save this file.
 - If you choose open, the Word document will open for you to edit and save when ready.
 - If you choose save, you will need to choose where you want to save the report, and then open when the download is complete.

The Description field under the Organization Unit Information (mainly used for top level organizations) will be included in this report, so please ensure your Descriptions are up to date or uncheck the Publish Description flag.

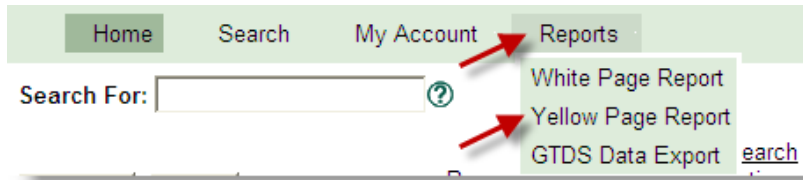
(See Appendix A – Organizational Data Fields – Description)

Description:	The mandate of the Ministry of Learning is to advance the social, economic and personal well-being of Saskatchewan people through leadership and support programs from early childhood development, through pre-kindergarten to grade 12, 
Publish Description:	<input checked="" type="checkbox"/> 

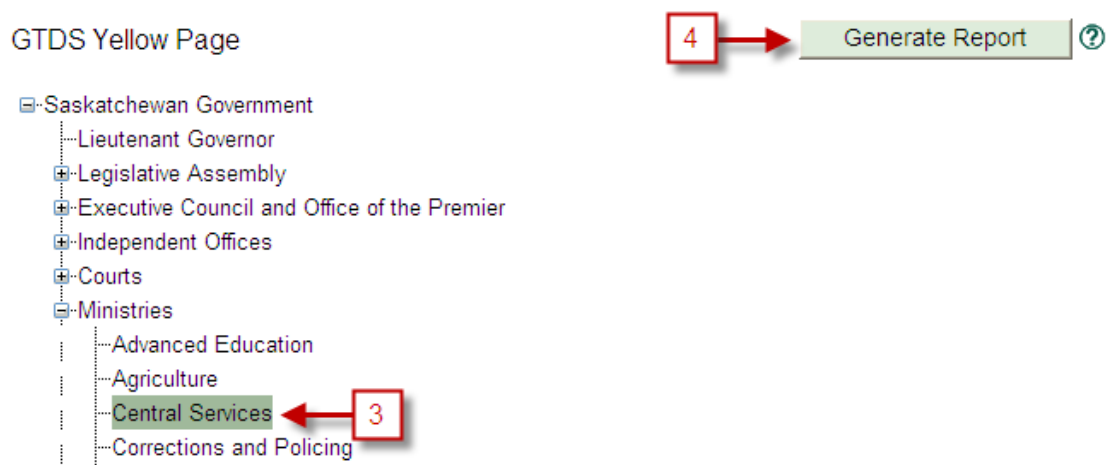
Yellow Page Report

This report will produce an alphabetical listing of a ministry/agency's personnel in a formatted Microsoft Word document. All people checked to "Yes" for the Yellow Section under Publishing Information will print. This report can be very useful as an in-house printed alphabetical phone directory.

1. Under the 'Reports' heading, select "Yellow Page Report".



2. Expand through the tree listing to the ministry/agency you want to select. You cannot choose the entire Saskatchewan Government to print.
3. Click on your chosen ministry/agency to highlight it in green.
4. Click the "Generate Report" button to generate report. (Microsoft Office 2007 or newer is required)



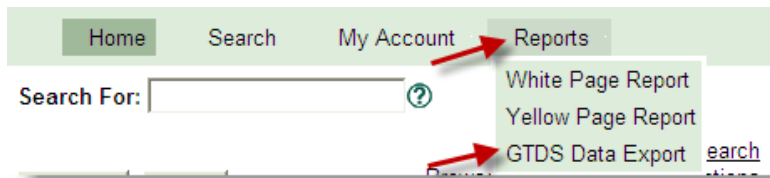
5. A message box will ask if you want to open or save this file.
 - If you choose open, the Word document will open for you to edit and save when ready.
 - If you choose save, you will need to choose where you want to save the report, and then open when the download is complete.

All people within a Ministry/Agency should be set to print in the Yellow Page Report. If you find that you have people within your organizational unit appearing more than once in the alphabetical listing, it may be because they are listed in more than one position. Either adjust their Publishing Flags accordingly to only appear once, or edit within the Word document generated to remove the duplications.

GTDS Data Export

This report will export an alphabetical listing of all personnel within the organization unit that you have access to edit in GTDS. It will export through CSV into an Excel document which enables you greater options for sorting and editing to create your own custom reports. The fields include: name, position title, phone number, fax number, email address, mailing address, city, organization units/levels, and public flag. This report can be very useful for in-house phone directories.

1. Under the 'Reports' heading, select "GTDS Data Export".



2. Click on your ministry to highlight for export.
3. Click the "Export to CSV" button to generate report.



4. A message box will ask if you want to open or save this file.
 - If you choose open, the Word document will open for you to edit and save when ready.
 - If you choose save, you will need to choose where you want to save the report, and then open when the download is complete.

Appendices

Appendix A - Organization Data Fields – Definitions & Format

Organizational Unit Information

Create Date

- Date when this organizational unit was created.

Last Updated

- Date when this organizational unit was last updated.

Last Updated by

- User name of the last person to update this organizational unit.

Organizational Unit Number

- Computer generated number, used by GTDS system.
- Cannot be changed.

Organizational Unit Name

- The full name of the organization unit (division/branch/section) goes here; no abbreviations. Use acronym in brackets following name if generally used.
- Maximum field length, approximately 150 characters.
- Accents can be used within data entry.
 - EXAMPLE: René or Rene; Métis or Metis. A search on “Rene” will bring up “René” and vice versa.
- Keystrokes to add the following accents: Hold down the ALT key; enter the digits required, and release ALT key.

à = ALT 0224

ô = ALT 0244

á = ALT 0225

õ = ALT 0245

â = ALT 0226

ù = ALT 0249

ç = ALT 0231

ú = ALT 0250

è = ALT 0232

û = ALT 0251

é = ALT 0233

ê = ALT 0234

Organizational Unit Code

- The Org Unit Code is unique to each org unit. It is used to attach personnel to org units; attach branches to divisions; divisions to ministry, etc. Changing the org unit code in the personnel records will move a person to a different division, branch, org unit.
- Format for Org Unit Code:
 - ALL CAPS;
 - Maximum 10 Characters
 - Ministry code + first character of each word in the division (branch, unit) name, ignoring words like ‘and’, ‘of’, ‘the’, etc, as well as ‘division’, ‘branch’, ‘unit’, etc.
 - EXAMPLE: Finance and Administration in Central Services = CSFA

- Must be unique within your ministry/agency—refer to your Index List of Org Unit Codes and org unit names for your ministry. The system will not let you save an Org Unit Code if it is already being used.
 - If not unique—use ministry code and first two characters of each word in the unit name. EXAMPLE: CSCOSE – Commercial Services Division
 - If a town is involved, use ministry code and as much of the town name as will fit in 10 characters. EXAMPLE: CSTISDALE
HIYORKTON or HIYKTN
- If need to abbreviate town names, use the following:
 - Prince Albert = PA
 - North Battleford = NB
 - Meadow Lake = ML, or portions of
 - Yorkton = YKTN
 - Moose Jaw = MJ
 - Melfort = MLFRT

Organizational Unit Image

- Access is restricted to “Admin Users”.
- Is used by Central Services Interactive Digital Team to upload building images or other divisional identifiers to be displayed within the Government of Saskatchewan websites.

Hours of Operation

- Only enter if the office is open to the public.
- Enter in 24-hour format, with no time zone specified;
- Leave a field blank and “CLOSED” will automatically be displayed.
- If all fields are left blank, the Hours of Operation will not display at all, indicating that office hours do not apply to this office.

Hours Notes

- Only enter if the office is open to the public.
- Use for specific notes regarding hours of operation such as “Closed from 12:00-1:00” or “Closed on Statutory Holidays”.
- Maximum field length is 100 characters.

Move <org unit name> to

- This field is used to move an organizational unit (branch / section) from one division / branch to another division / branch. See “Move or Reassign Organization Units”.

This is a Top Level Organization

- Check this box if this is a ministry/agency/crown corporation – top level.
- Otherwise leave blank.

Sort Order

- The sort order number identifies the order in which the org units (divisions, branches, sections) will display in the directory.
- If sort order numbers are the same, the entries will be listed in alphabetical order.
- There can be any number of org units/entries associated with one sort order number, although it is preferred if you sequence as you want them to display.
- See “Sequence Organizational Units” in Organizational Updates for detailed steps.

Description

- Optional.
- Maximum of 1500 characters.
- The description does not display online; but information will print in the directory White Pages if the “Publish Description” box is checked.
- Enter a description for this organizational unit (division / branch). There is currently no formatting within this note area.

Publish Description

- Check this box if you wish the Description information to print in the directory reports.
- If no information in the Description field, leave this box blank.
- Do not enter information into the Description field if you are not going to have it print.

Publishing Information

By default, selections are copied from the “parent” organization. Change as required. There is currently no difference between a ‘Public’ view and a ‘Government’ view.

Publish to Public

- Select the “Yes” flag if the entry should be visible to the general public.
- Select the “No” flag if the entry should not be visible to the general public.

Publish in Book

- Select the “Yes” flag if this entry should be published in the White Pages of the printable reports of the directory.
- Select the “No” flag if the entry should not be published in the printable reports of the directory.

Email Addresses and Website Information

Website URL

- Select the “type” of data; Enter data in the field; enter “Sort Order” number; select “Print Address”; then select “Add New” beside the field.
- If field needs to be changed from default, first choose “Edit” beside that field; change data; then click “Update”.

- Enter the web page associated with this Organization Unit, if applicable.
 - EXAMPLE: www.saskatchewan.ca/work
- Definition of URL: Uniform Resource Locator. A URL is used by web browsers (Explorer, Chrome, etc.) to locate a web page.
- Recommended at the ministry name level.
- Recommended for any division / branch or other organizational unit that provides the public with forms / information through a website.
 - EXAMPLE: a branch provides forms for the public and these forms are available in the ministry website....enter that URL here.
- Not required at division/branch or other organizational units that are not providing information / forms to the public.

Sort Order

- The sort order number identifies the order in which the URL and/or Email Address information will display at the Org Unit Level.

Print Address

- Check this box if you wish the URL to print in the White Pages Report.

Email Address

- Usually not applicable at a division / branch or other organizational unit level.
- Can be used as “contact” email address at the ministry level.
- Select the “type” of data; Enter “email address” in the field; enter “Sort Order” number; select “Print Address” (or not); then select “Add New” beside the field.
- If field needs to be changed from default, first choose “Edit” beside that field; change data; then click “Update”.
- Consult with ministry Communications areas when updating this field.
- Most ministries do not wish or need to publish a “contact” email address. This information is built into the programming behind the scenes so that it cannot be skimmed.
- If your ministry changes the Email address, you have to remember or know to make the same change here.
- If you have questions about this field, contact the GTDS Directory Administrator.

Contact Numbers

- This section sets up the Telephone Inquiry, Toll Free number, Fax number and / or TDD number for the Organizational Unit.
- Select the “type” of data from the drop down menu: Telephone Number, Toll Free, FAX, FAX Toll Free, TDD, Help Desk, MIDAS Help Desk, Toll Free (Saskatchewan Only), Fax Toll Free (Saskatchewan Only), Hearing Impaired Only TTY, Inquiry, Télécopieur, Numéro de téléphone;
- Enter data in the field;

- Enter “Sort Order” number;
- Select “Add New” beside the field.
- If field needs to be changed from default, first choose “Edit” beside that field; change data; then click “Update”.
- For Telephone Numbers / Inquiry lines, ensure that the box for “Apply to People List” is NOT checked. Otherwise the org unit inquiry line will overwrite every person’s individual phone number.
- For Fax Numbers, ensure that the box for “Apply to People List” is checked, if you want the fax number to carry down to the attached people in this Org Unit.

Telephone / Inquiry

- Select the “type” of data and ENTER the telephone (inquiry) phone number for the Organizational Unit here. Do not use if not applicable.
- Ensure that the box for “Apply to People List” is NOT checked, when updating this information. Otherwise the org unit inquiry line will overwrite every person’s individual phone number.
- Update / Change as required.
- By default the area code is 306.
- Do not enter the dash, it will be filled in for you by the system.
- Recommended and necessary at the ministry level.
- Recommended at the division level.
- Optional at the branch; recommend use if branch has a lot of contact with the public.
- Not required for sections, units, or lower, unless they have a lot of contact with the public.
- Enter the “Extension” number, if applicable.
- Enter a number for the “Sort Order”. Do you want the phone number or the fax number to display first? Recommend the phone number.
- When you ADD a new Org Unit, this number is pre-filled with the inquiry number from the Parent Organizational Unit record, if the field was filled.

Toll Free

- Select “type” of data (Toll Free or Toll Free (Saskatchewan Only) or Fax Toll Free) and Enter the toll free number for the Organizational Unit here, if applicable.
- Update / Change as required.
- In the area code box, change area code to the first three digits of the toll free number (i.e. 800, 888); tab to the “number” field and enter the last 7 digits. The “1” is not entered.
- Do not enter the dash, it will be filled in for you by the system.
- Enter the “Extension” number, if applicable.
- Enter a number for the “Sort Order”. Do you want the phone number or the Toll Free number to display first?

Fax

- Select the “type” of data and Enter the FAX number for the Organizational Unit here.
- Update / Change as required.
- By default the area code is 306.
- Enter the FAX number in the “number” field.
- Do not enter the dash, it will be filled in for you by the system.
- Check the “Apply to People List” if you want the fax number to carry down into the people in this Org Unit.
- When you ADD a new Org Unit, this number is pre-filled with the FAX number from the Parent Organizational Unit record if the field was filled.

TTY/TDD

- Select the “type” and Enter the TTY or TDD number for the Organizational Unit here; do not use if not applicable.
- Update / Change as required.
- By default the area code is 306.
- Enter the phone number in the number field.
- Do not enter the dash, it will be filled in for you by the system.

Help Desk

- Enter the Help Desk number for the Organizational Unit here; do not use if not applicable. This is not necessarily a public number.
- Enter the phone number in the number field.
- Do not enter the dash, it will be filled in for you by the system.

Midas Help Desk

- Enter the Midas Help Desk number for the Organizational Unit here; do not use if not applicable. This is not necessarily a public number.
- Enter the phone number in the number field.
- Do not enter the dash, it will be filled in for you by the system.

Mailing Information

- Used to identify both the mailing address and the physical location of the office.
- Can include both box number and street address.
- Select the “type” of data from the drop down menu (Mailing Address, Physical Address, Adresse postale); Enter data in the applicable fields; enter “Sort Order” number; select (or not) “Print Address”; then select “Add New” beside the field.
- If field needs to be changed from default, first choose “Edit” beside that field; change data; then click “Update”.
- Check the “Apply to People List” if you want the addresses to carry down into the people in this Org Unit.

- When you ADD a new Org Unit, the addresses are pre-filled from the Parent Organizational Unit record if the field was filled.
- Update / Change as required.
- Write everything in full, except for the abbreviations noted below.
- Abbreviate North, South, East and West (periods not required), except when used in organization unit names or city names.
 - EXAMPLE: 122 3rd Avenue N, North Battleford
- Standard Address Abbreviations:

North	N
South	S
East	E
West	W

Highway	Hwy
Post Office Box	P.O. Box or Box
Rural Route No.	R.R. #

- Street address can include:
 - a room number;
 - a floor;
 - a building name;
 - the actual street address;
 - additional information as required, to clarify both the mailing address and the physical location.
 - EXAMPLES: Box 3003, 5th Floor, 800 Central Avenue, Prince Albert, S6V 6G1
Provincial Fire Centre, Highway # 2 N, Prince Albert, S6V 6G1

Mailing Address

- Choose the Type of address from the drop down menu (Mailing Address).
- Enter address in the field;
- enter “City”;
- enter “Postal Code”;
- Enter “Sort Order” number;
- Select (or not) “Print Address”;
- Select (or not) “Apply to People List”;
- Select “Add New” beside the field.
- If field needs to be changed from default, first choose “Edit” beside that field; change data; then click “Update”.
- Check the “Apply to People List” if you want the mailing address to carry down into the people in this Org Unit.
- When you ADD a new Org Unit, the addresses are pre-filled from the Parent Organizational Unit record if the field was filled.

- Building names can be used to clarify the “physical location”.

Physical Address

- Choose the Type of address from the drop down menu (Physical Address).
- Enter building name if required;
- Enter Floor and street address.
- enter “City”;
- Enter “Sort Order” number;
- Select (or not) “Print Address”;
- Select (or not) “Apply to People List”;
- Select “Add New” beside the field.
- If field needs to be changed from default, first choose “Edit” beside that field; change data; then click “Update”.
- Check the “Apply to People List” if you want the physical address to carry down into the people in this Org Unit.
- When you ADD a new Org Unit, the addresses are pre-filled from the Parent Organizational Unit record if the field was filled.
- EXAMPLES
 - Mailing Address: Box 3003, Prince Albert, S6V 6G1
 - Physical Address: Provincial Fire Centre, Highway # 2 N

 - Mailing Address: 400 - 1870 Albert Street, Regina, SK S4P 4W1
 - Physical Address: 2nd Floor, 1870 Albert Street

City

- Enter the name of the city, town or village.
- For government wide consistency, refrain from using all capitals.
- When you ADD a new Org Unit, this field is pre-filled for you with information from the parent organization if the field was filled.
- Change as required.

Province

- By default, province is SK; Change if required, using current Canada Post provincial abbreviations: SK, MB, etc.

Country

- By default, country is Canada.

Postal Code

- Enter the Postal Code in the format of A#A#A#, where A is an alphabetical CAPS character and # is a numeric digit.
- Do not enter the Space between, it will be filled in for you by the system.

Alias Information

- Not currently in use.

People List

- This section lists all the people attached to this Organization Unit.
- For Sequencing information, see Sequence Personnel.
- To access personnel, select “name” from this list or Search individually.

Child Organization List

- This section lists all the organizational units attached to this Organization Unit.
- For Sequencing information, see Sequence Organizational Units
- To access Organizational Units, select from this list or Search individually.

Appendix B - Personnel Data Fields – Definitions and Format

Personnel Data Fields

Create Date

- Date when this personnel data was created.

Last Updated

- Date when this personnel data was last updated.

Last Updated by

- User name of the last person to update this personnel data.

Organizational Unit

- Shows the name of the Division/Branch/Section this person is listed under.

Organizational Unit Code

- Shows the Org Unit Code of the name of the Division/Branch/Section this person is listed under.

Website

- Will show the website of the Org Unit if there is one. Will show “No website” if the field is empty in the Org Unit record.

Move From <org unit name> to

- This field is used to move a person from one organizational unit (division / branch / section) to another organizational unit. See “Move Personnel to Another Org Unit”.

Personal Information

- Accents can be used within data entry.
 - EXAMPLE: A search on “Rene” will bring up “René” and vice versa.
- Keystrokes to add the following accents: Hold down the ALT key; enter the digits required, and release ALT key.

à = ALT 0224

ô = ALT 0244

á = ALT 0225

õ = ALT 0245

â = ALT 0226

ù = ALT 0249

ç = ALT 0231

ú = ALT 0250

è = ALT 0232

û = ALT 0251

é = ALT 0233

ê = ALT 0234

Person Photo

- Access is restricted to “Admin Users”.

- Is used by Central Services Interactive Digital Team to upload photos of Executive staff (ie: Ministers) to be displayed within the Government of Saskatchewan websites.

Given Name

- Maximum Field Length: 30 characters.
- Data will automatically fill to the “Display Name” when you leave this field.
- Enter the given name with the first letter capitalized.
- Multi-part names can contain a space, dash or apostrophe.
 - EXAMPLE: Anne Marie, Jo-Ann or D'Arcy

Initials

- Not required; Not recommended.
- If used, enter the capitalized initial of the middle name with a period.
- Data will automatically fill to the “Display Name” when you leave this field

Surname

- Maximum Field Length: 30 characters.
- Enter the surname with the first letter capitalized.
- Lower case letters can be used where applicable. EXAMPLE: van der Veen
- Capitalize where applicable. EXAMPLE: MacArthur
- Multi-part surnames can contain a space, dash or apostrophe,
 - EXAMPLE: Van Camp, Wilson-Jones or O'Toole
- Data will automatically fill to the “Display Name” when you leave this field.

Prefix

- Enter the person's prefix, if applicable. EXAMPLE: Hon., Dr., The Hon. Madam Justice, The Hon. Mr. Justice, The Hon. Chief Justice, The Hon. Judge
- Data will automatically fill to the “Display Name” when you leave this field.

Suffix

- Enter the person's suffix, if applicable. EXAMPLE: Q.C.
- Recommend keep usage to a minimum.
- University degree initials are not used in GTDS.
- Data will automatically fill to the “Display Name” when you leave this field.

Display Name

- This is a required field, either filled from the Given Name and Surname fields or entered directly into this field.
- Enter information directly into this field (position title), in the event of a “vacant” position.
- The Display Name is the field that is searched when a query is entered.
- The Display Name is “built” from the Given Name, Initials, Surname, Prefix and Suffix fields.

- Each time a change is made to any of these fields, the display name is automatically updated.
- If the desired display name is not the default (built) version, it will have to be fixed each time a change is made to the source fields. So, it is better to change / update the source fields.

Activation Date

- Automatically filled with date created.
- Enter a specific future date, if you require this data to automatically become public in the future.
 - EXAMPLE:
 - Person doesn't begin work in the Unit until 2 weeks from now.
 - Person is leaving on maternity/parental leave, enter their date they will be returning and their information will not display to the public until that return date.

Termination Date

- Automatically filled with "31-Dec-9999"
- Enter a specific future date, if you require this data to automatically "not display" in the future. Information will be changed to "Inactive", BUT data will not be removed. Data will have to be deleted or updated at some time.

Vacant Position

GTDS Directory Standard does not recommend using the word "Vacant". It is preferable to delete the vacant position and re-enter when the position is filled. If the listing must be left in the directory:

- Since the 'Display Name' field cannot be left blank, move or copy the position title from the Title field to the Display Name field.
- When the position is filled, remember to move the position title back to the Title field before a name is entered.
- See Personnel Updates – Vacant Position for detailed steps.

Position Information

GTDS Number

- This is a system value that is automatically generated and incremented whenever a new person record is created. It cannot be changed.

Sequence

- The number in this field defines the order that personnel will display in the directory.
- Personnel can be listed in a specific order, by seniority, or alphabetical, as required.
- If sequence numbers are the same, personnel will be listed in alphabetical order by last name.

- There can be any number of entries associated with one sequence number.
- See “Sequence Personnel” in “Personnel Updates” for detailed steps.

Title

- Maximum field length, approximately 150 characters.
- Enter the person's title here. EXAMPLE: Director
- In some cases the position title is just a ‘working title’. Suggest ‘Support Staff’ instead of ‘clerical’ or ‘clerk 3’.
- Position titles do not use HR levels; EXAMPLE: Enter “Accountant” for Accountant 3.
- Write everything out in full. Exception: Acting = “A/”
 - EXAMPLE:
 - Deputy Minister for DM
 - Assistant for Ass’t, Assist.
 - Administrative for Admin.
- Accents can be used within data entry.
 - EXAMPLE: René or Rene; Métis or Metis
 - A search on “Rene” will bring up “René” --- And vice versa.
- Keystrokes to add the following accents: Hold down the ALT key; enter the digits required, and release ALT key.

à = ALT 0224

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ù = ALT 0249

è = ALT 0232

ú = ALT 0250

é = ALT 0233

û = ALT 0251

Publishing Information

- Be default these are all “Yes”. Change as required.
- There is currently no difference between a ‘Public’ view, ‘Government’ view, or ‘Organizational’ view.

White Section

- Select the “Yes” flag if this entry should be published (printed) in the white pages of the printable directory reports.
- Select “No” if the entry should not be printed in the white pages.

Yellow Section -- Alphabetical

- Select the “Yes” flag if this entry should be published (printed) in the yellow pages (alphabetical section) of the printable directory reports.
- Select the “No” flag if the entry should not be published in the yellow pages.

Organizational

- Currently, has no affect on the publishing information.

- Select the “Yes” flag if you want this entry visible in this organization.
- Select the “No” flag if this entry should not be visible in this organization.

Government

- Currently, has no affect on the publishing information.
- Select the “Yes” flag if this entry should be visible to all Saskatchewan Government employees.
- Select “No” flag if the entry should not be visible to all Saskatchewan Government employees.
- Note: If you have already selected the “Yes” flag for "Entry is Public", the entry will be visible to all of government whether you choose “No” or not.

Public

- Select the “Yes” flag if the entry should be visible to the general public.
- Select “No” flag if the entry should not be visible to the general public.

Telephone

- Cannot be changed.

Email Addresses and Web Sites

Website URL

- Usually not applicable to people.

Email (SMTP) Address

- The E-Mail Lookup program in the Government Telephone Directory System (GTDS) has the ability to perform a ‘query’ to ITD’s GAL (Global Address List), asking for the SMTP (Internet) email address of the individual record viewed in GTDS. There must be exact matches on the First Name and Last Name fields of both GTDS data and the email account in order for this to work. The information in ITD’s GAL (Global Address List) comes from the ITD Active Directory as they create email accounts for staff.
- Manually enter an email address if the “Lookup” displays more than one email address for this person.
- Manually enter an email address if there are duplicate names in different ministries/agencies on the GAL (Global Address List).
- If the person requires their email to be blocked (not public), enter “NA” in the email address field. EXAMPLES: All Judges and their staff.
- In the event of duplicate names in government or on the GAL (Global Address List), enter the email address into this field.

Contact Numbers

- Select the “type” of data from the drop down menu: Telephone Number, FAX, TDD, Toll Free, Help Desk, Midas Help Desk, Fax Toll Free, Toll Free (Saskatchewan Only), Fax Toll Free (Saskatchewan Only), Hearing Impaired Only TTY, Inquiry, Télécopieur, Numéro de téléphone .

The screenshot shows a web form titled "Contact Numbers". It contains a table with columns for "Type" and "Area Code". The "Type" column has a dropdown menu open, showing the following options: Telephone Number, FAX, TDD, Toll Free, Help Desk, MIDAS Help Desk, FAX Toll Free, Toll Free (Saskatchewan Only), and Fax Toll Free (Saskatchewan Only). The "Area Code" column shows the value "30". There are "Edit Delete" and "Add New" buttons visible on the left side of the table.

- Enter data in the field.
- Enter “Sort Order” number.
- Then select “Add New” at left, beside the field.
- If field needs to be changed from previous info, first choose “Edit” beside that field; change data; then click “Update”.

NOTE: Do *not* add a cell phone number to the directory unless explicitly directed to do so by the employee. If adding, you may enter Mobile or Cell into the Notes field (this text will then display as the Type in Saskatchewan.ca)

Telephone Number

- Update / Change as required.
- If new, select “type” of data.
- By default the area code is 306.
- Enter the “telephone number” for this person in the number field.
- Do not enter the dash, it will be filled in for you by the system.
- Enter the “Extension” number, if applicable.
- Enter a number for the “Sort Order”. Do you want the phone number or the fax number to display first? Recommend the phone number.
- If personnel have been issued a toll free number as a contact number, use the “Telephone Number” field and change the area code to the first three digits of the toll free number. Proceed with rest of data entry.

Toll Free / Toll Free (Saskatchewan Only)

- If personnel have been issued a toll free number as a contact number, see “Telephone Number” information.

- Toll free numbers are usually ONLY applicable at the org unit level, and therefore not required in personnel data.
- See Appendix B for Organizational Data Fields – Definitions and Format.

Fax

- When you ADD a New Person, the Org Unit “Fax” number is pre-filled from the Parent Organizational Unit record, if the field was filled.
- Update / Change as required.
- Select the “type” of data.
- By default the area code is 306.
- Enter the FAX number in the number field.
- Do not enter the dash, it will be filled in for you by the system.
- Enter a number for the “Sort Order”. Do you want the phone number or the fax number to display first? Recommend the phone number.

TTY/TDD

- Generally used for Org Unit records only – not usually required for personnel records.
- Select the “type” of data and Enter the TTY/TDD number for the Organizational Unit here; do not use if not applicable.
- Update / Change as required.
- By default the area code is 306.
- Enter the phone number in the number field.
- Do not enter the dash, it will be filled in for you by the system.

Help Desk

- Not required for personnel records—Org Unit records only.

Midas Help Desk

- Not required for personnel records—Org Unit records only.

Fax Toll Free / Fax Toll Free (Saskatchewan Only)

- Not required for personnel records—Org Unit records only.

Mailing Information

- Pre-filled with the address information from the Org Unit record.
- Update / Change as required.
- For definition and format see “Address Information” under “Appendix B - Organization Data Fields – Definitions and Format”.
- Used to identify / clarify both the mailing address and the physical location of the person.

- Select the “type” of data from the drop down menu (Mailing Address, Physical Address, Adresse postale); Enter data in the applicable fields; enter “Sort Order” number; select (or not) “Print Address); then select “Add New” beside the field.
- If field needs to be changed from default, first choose “Edit” beside that field; change data; then click “Update”.

Mailing Address

- Pre-filled with the Mailing Address information from the Org Unit record.
- Mailing Address for individual personnel should be the same as the Organizational Unit.
- If personnel are at a different location (building or city), it is recommended they be set up under a separate Organizational Unit.

Physical Address

- Pre-filled with the Physical Address information from the Org Unit record.
- Physical Address for individual personnel should be the same as the Organizational Unit.
- If personnel are at a different location (building or city), it is recommended they be set up under a separate Organizational Unit.

City

- Pre-filled with the city/town name from the Org Unit record;
- City should be the same as the Organizational Unit.
- If personnel are at a different location, it is recommended they be set up under a separate Organizational Unit.

Province

- Pre-filled with the province name from the org unit record;
- By default, province is SK;
- Country
- Pre-filled with the country name from the org unit record;
- By default, country is Canada.

Postal Code

- Pre-filled with the postal code from the org unit record.
- Enter the Postal Code in the format of A#A#A#, where A is an alphabetical CAPS character and # is a numeric digit.
- Do not enter the Space in between, it will be filled in for you by the system.

Appendix C – Major Reorganization

General Update Procedure

Before beginning a major update, take a moment and print a comprehensive outline list of all the divisions, branches, etc. and their “org unit codes”. This summary can be very helpful when rearranging information. See “Index / List of Org Unit Codes”.

Review your ministry information and get a feel for the changes the ministry is making.

- Organization structure changes? Adding new divisions or branches?
- Changing reporting structure—moving branches?
- Deleting divisions or branches?
- Personnel changes? Changing personnel data—names, numbers, position titles?

Recommend that changes to the organization structure are processed first. Then process changes to personnel data.

1. Locate your ministry information within the database.
2. Update ministry organization structure first. (divisions, branches etc.). Updating personnel is done later, see Step 3. **NOTE:** Delete org units / personnel last, after all other updates are completed, see Step 4.
 - Add new Orgs, as needed.
 - Change organizational unit names (division, branch, section, etc.).
 - Change inquiry and/or fax numbers, toll free numbers (if applicable), TDD numbers (if applicable);
 - Change addresses;
 - Move or reassign Orgs (branches, sections, units);
 - Sequence sub-orgs as required.
3. Update the personnel attached to each Organizational Unit (division, branch, section).
 - Change names, phone numbers, position titles.
 - Move/reassign personnel.
 - Add new personnel, as needed.
 - When deleting personnel:
 - Are personnel gone (retired or transferred to another ministry)?
 - Delete completely, unless you need to keep the position title and phone number.
 - Or just transferred to another org unit in this ministry?
 - Move personnel as needed.
 - Sequence personnel in each org unit as required.

4. Delete Org units that are no longer required. Ensure that attached information (personnel, other orgs) has been moved or is no longer required.
5. Proof changes.

