

## Government Telephone Directory System (GTDS) E-Learning Guide

The following four modules provide an interactive user guide on how to manage and navigate your organization's information on the Government Telephone Directory System (GTDS).

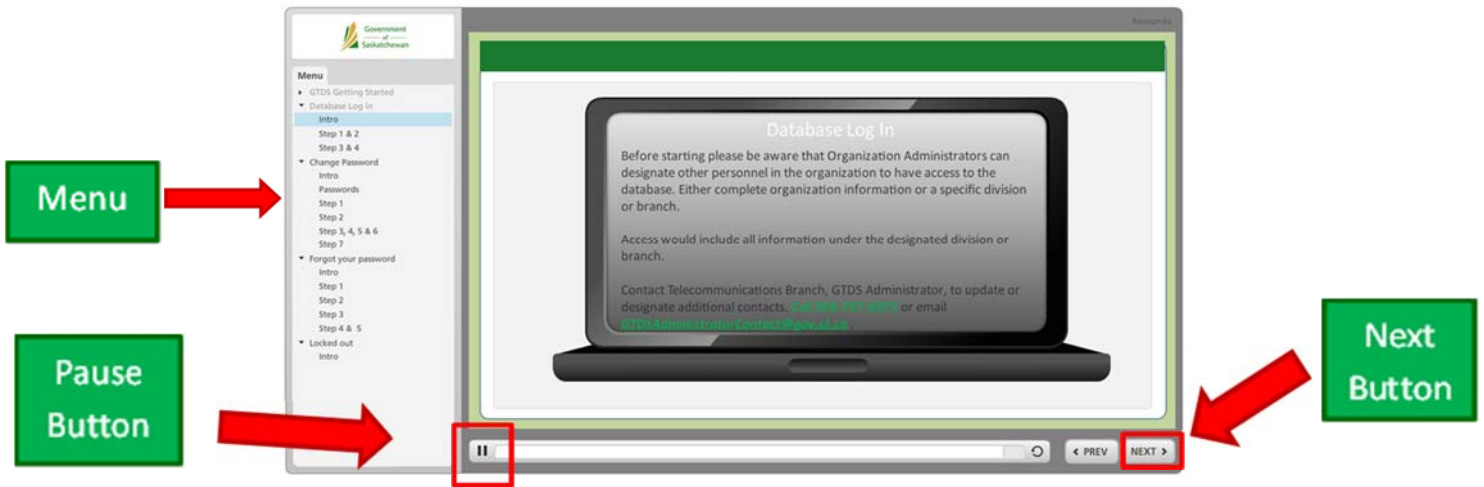
- Getting Started
- Organizational Updates
- Personnel Updates
- Reports

To navigate through the modules, click each of the tabs on the home screen to go through all the information. If you would like to jump to certain sections, the tabs are also a good way to do so.

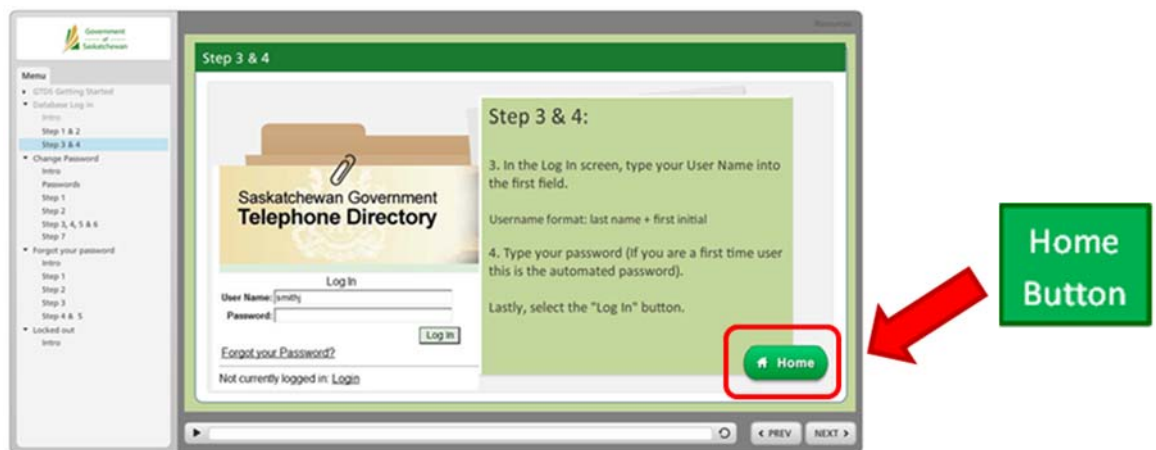


To move through these sections, click the “Next” button in the bottom right corner or follow the instructions on the page. It is also helpful to read the menu panel to the left. This will tell you where you are in the module and where

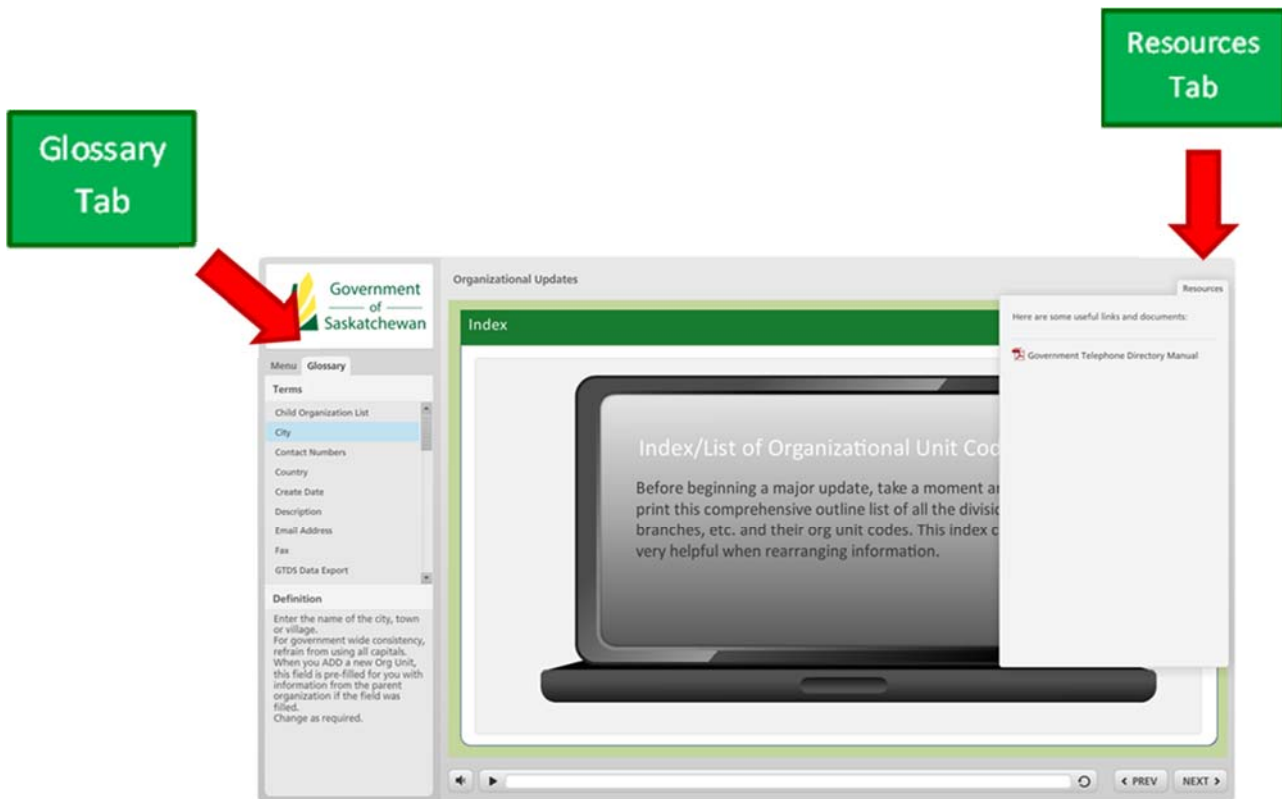
you are going. Another important tool is the pause button on the bottom left. This can be helpful if you need to look at something more slowly or need to step away from your desk.



Most sections of the modules are designed to relay the steps of each task, provide a demonstration on the administrator website and then the user will be able to try the task. The green "Home" buttons will take you back to the home page and will appear before the demonstrations or Try Me's if the user would like to skip that portion as well as the very end of the section.



If you are unsure about a certain term used, there is a glossary located under the Government of Saskatchewan logo on the left side. It is also helpful for learning more about a certain section. As well, on the top right there is a resources tab. If clicked, you will have access to the PDF version of the Government Telephone Directory System Data Entry Manual.



If you are still unsure as to how to use the Government Telephone Directory E-Learning modules, please don't hesitate to contact Telecommunications by email at [GTDSAdministratorContact@gov.sk.ca](mailto:GTDSAdministratorContact@gov.sk.ca) or call 306-787-6879.