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**1.** **HOW DO I ACCESS THE FOIS – DIRECTORIES & LISTINGS MODULE?**

The FOIS- Directories & Listings module provides authorized users the ability to maintain their office’s Organization information. Organization information maintained through FOIS is displayed on various web-sites and should be kept current at all times. Authorized users can make following types of changes: add Position Titles to the list, delete Position Titles from the list, change who occupies a position on the list, add or update a contact person’s bio, perform simple formatting, update office information, add or update position contact footnotes and add or update office footnotes.

Each office is responsible for maintaining their Organization information. See the FOIS Point of Contact List for a list of authorized users.

**To Access the FOIS – Directories & Listings module follow the below steps:**

1. Access the User Profile and Access Control System (UPACS)
2. Enter your UPACS User-ID and Password and press the “Login” button
3. Select the “FOIS - FWHA Organization Information System” link
4. Select the “Directories & Listings” menu item
5. Select the applicable Directory listing for updates

**2.** **WHAT DOES THE PAGE LOOK LIKE?**





**3.** **HOW IS THE PAGE FORMATTED?**

This page displays each office as one block of information. The following features allow the user to navigate through the data they are allowed to update.

**Information Found In A Block Of Data**
The block contains the following six columns:

**Select** - Clicking this radio button activates this position contact so that the links found above the block work with this line of information.

**Routing Symbol** - This column show the Routing Symbol for the line.

**Title/Program Area** - This column lists the title or program area of the position.

**Contact Name** - This column lists name of the contact person (if any) assigned to this position.

**Telephone** - This column lists the telephone number for the position. If a contact person is assigned to this position, the contact person's telephone number is displayed from the person’s UPACS profile record.

**Fax Number** - This column list the fax number for the position. If a contact person is assigned to this position, the contact person’s fax number is displayed from the person’s UPACS profile record.

**Selecting a Specific Office**
Users can quickly navigate to a specific office by using the “Select” feature located in the upper left corner of the page.

**Up and Down Arrows**
Before and after the block name, there is an up and down arrow. These arrows will move you up and down one block at a time.

**4.** **HOW DO I ADD A NEW ITEM TO THE LIST?**

**Insert An Empty Row In The Block**

To add a new position to the list, click the "Select" radio button on the item right above where you want to add the new item. Then click the "Add" link. This will add an empty row below the currently selected item.

To add a new position as the first item in the list, click the "Add" link without selecting the "Select" radio button. The system will display a popup message that states that the system will create an empty new position as the first item in the list. Clicking on "Ok" button will refresh the page with a new empty position in the first row of the selected block.

**Assign A Routing Symbol**

Select a valid routing symbol by clicking the "Assign" link. This will display the "FOIS - Select Routing Symbol Page" where you will select a valid entry. If you cannot find the correct symbol, you will need to contact the system owner for FOIS Directories and Listings to have the selection added to FOIS.

**Assign A New Position Title**

Select a new valid position title by clicking the "Assign New Position" link. This will display the "FOIS- Title Search Page" where you will select a valid entry. If you cannot find the correct title, you will need to contact the system owner for FOIS Directories and Listings to have the selection added to FOIS.

**Select The Contact Person Who Occupies The Position**

Next, you will need to select the person who occupies the position by clicking the link. This will display the "FOIS- Employee Search" page where you can search User Profile and Access Control System (UPACS) for the name of the person or you can make the position "Vacant". The person you want must be a valid UPACS user. If you cannot find their name, you will need to have your local UPACS Administrator add the person to UPACS before you can enter their name.

Once you select the person who will be filling the position, the phone number, fax number and address will be pulled in from UPACS. If the selected individual has more than one phone number in UPACS, you will be able to select the number you wish to publish.

**Make A Contact Person Display As "Vacant"**

To make a contact "Vacant", click the "Unassigned" link and the "FOIS- Employee Search" page will be displayed where you can search the UPACS for the name of the person or you can make the position "Vacant".

Selecting "Vacant" or leaving the contact "Unassigned" will affect how the contact for a that position will be displayed on the Web page. If a position is "Vacant", the contact name will be displayed as "Vacant". If a position is "Unassigned", the contact name will be blank.

**Show Address/Hide Address**

If the address of the position contact is to be displayed on the applicable Directories & Listings the web page, click on the "Show Address" link next to the contact name. If the address is not to be displayed, click on the "Hide Address" link.

**Save Your Additions**

Once you have finished, click the “Save” link to save your changes.

**5.** **HOW DO I ADD BIO INFORMATION?**

To add Bio information for a person, click the "Select" radio button to the left of the name. Then click the "Bio" link. This will display the "FOIS - Employee Bio" page where you can enter or update Bio information.

**6.** **HOW DO I ADD/UPDATE TITLE FOOTNOTE?**

To add/update a Footnote for a title, click the "Select" radio button to the left of the name. Then click the link. This will display the "FOIS - Footnote Maintenance" page where you can enter or update Title footnote.

Save your changes by clicking on "Save" link.

**7.** **HOW DO I UPDATE AN EXISTING ITEM?**

The Routing Symbol, Title, Contact and Telephone number are all links that can be clicked in order to change the stored information. When clicked on any of the item’s links, that particular row is selected automatically. To update the Bio information for a contact, select the row and click on "Bio" link.

**Change The Routing Symbol**

To change the assigned routing symbol, click the current one and the "FOIS- Select Routing Symbol Page" will be displayed where you will select a different entry. If you cannot find the correct symbol, you will need to contact the system owner for FOIS Directories and Listings to have the selection added to FOIS.

**Change The Position Title**

To change the position title, click the current one and the "FOIS- Title Search" page will be displayed where you will select a different entry. If you cannot find the correct title, you will need to contact the system owner for FOIS Directories and Listings to have the selection added to FOIS.

**Change The Contact Person Who Occupies The Position**

To change the contact person, click the current one and the "FOIS- Employee Search" page will be displayed where you can search the UPACS for the name of the person or you can make the position "Vacant or Unassigned".

The person you want must be a valid UPACS user. If you cannot find their name, you will need to have your local UPACS Administrator add the contact person to UPACS before you can enter their name.

Once you select the contact person who will be filling the position, the new phone number, fax number and address will be pulled in from UPACS. If the selected individual has more than one phone number in UPACS, you will be able to select the number you wish to publish.

If you know that the phone number, fax number or address is incorrect, your local UPACS Administrator will need to correct the information in UPACS. Once corrected in UPACS it will show correctly in FOIS and on the web.

If you make the contact person "Vacant or Unassigned", you will be able to key information in the phone number, fax number fields. Click on "Show Address" link to enter the address.

**Make the Contact Person "Vacant or Unassigned"**

To make a contact "Vacant or Unassigned",, click the current one and the "FOIS- Employee Search" page will be displayed where you can search the UPACS for the name of the person or you can make the position "Vacant or Unassigned".

Selecting "Vacant or Unassigned", will affect how the contact for a certain position will be displayed on the Web page. If a position is "Vacant", the contact name will be displayed as "Vacant". If a position is "Unassigned", the contact name will be blank.

**Show Address/Hide Address**

If the address of the position contact is to be displayed on the applicable Directories & Listings the web page, click on the "Show Address" link next to the contact name. If the address is not to be displayed, click on the "Hide Address" link.

**Save Your Changes**

Once you have finished, click the link to save the information.

**8.** **HOW DO I CHANGE BIO INFORMATION?**

To update Bio information for a person, click the "Select" radio button to the left of the name. Then click the "Bio" link. This will display the "FOIS - Employee Bio" page where you can enter or update Bio information.

Remember to save your changes before going to a different block of information.

**9.** **HOW DO I DELETE AN ITEM?**

To delete an item, click the "Select" radio button to the left of the item. Then click the "delete" link. Remember to save your changes before going to a different block of information.

**10.** **WHAT SPECIAL FORMATTING CAN BE DONE FOR A LINE ITEM?**

Whether to indent or bold an item depends on how it is to be displayed. You should keep the same type of look and feel for the position that you are updating that goes along with how that position level is indented or bolded in your block. An example: The head of the office, like the Associate Administrators or Office Directors all should have their items bolded and should be in the left most position as far as indenting goes. Other positions should be indented once to the right and not be bolded. In addition, if the item is in the wrong place, you can move it up or down the list.

**To Bold An Item**

To bold an item, click the "Select" radio button to the left of the item. Then click the "bold" link.

**To Indent An Item**

To indent an item, click the "Select" radio button to the left of the item. Then click the "Right" link. This will move the item to the right. If you need to move the item back to the left, click the "Left" link.

**To Move An Item Up Or Down The List**

To move an item, click the "Select" radio button to the left of the item. Then click the "Up" link to move the item up in the list. Click the "down" link, if you need to move the item down.

**Save The Format Changes**

Remember to save your changes before going to a different block of information.

**11.** **WHAT IS THE WARNING MESSAGE?**

If you make changes within a block of data, you must save those changes before moving to another block of data to make additional changes. If you don’t, you will get a warning message. This message also appears when a row is not selected and links such as "Bio", "Footnote", "Delete" except "Add" are clicked.

**12.** **HOW DO I UNDO CHANGES?**

You can undo any changes you make to a block of data. Clicking the "Undo" link backs out the changes to the last time you clicked the "Save" link.

**13.** **HOW TO PREVIEW YOUR CHANGES ON THE WEB?**

To look at how the changes you have saved look on the web pages, click the "Print" link. This will display the information in the Web format so you know that your changes were entered correctly.

 **14.** **HOW DO I UPDATE OFFICE INFORMATION?**

Clicking the "Update Office Information" link next to the office will display the "FOIS - Update Office Information" page where you can update this information.

Save your changes by clicking on "Save" link.

**15.** **HOW DO I ADD OFFICE FOOTNOTE?**

Clicking on the "Add" link at the bottom of the block will display the "FOIS - Footnote Maintenance" page where you can enter this information.

Save your changes by clicking on "Save" link.

**16.** **HOW DO I UPDATE OFFICE FOOTNOTE?**

Clicking on the "Update" link at the bottom of the block will display "FOIS-Footnote Maintenance" page where you can update this information.

Save your changes by clicking on "Save" link.

**17.** **WHAT ARE THE LINKS LOCATED ON THE PAGE?**

The following links are found on this page:

**Links Found Within A Block Of Data**

**Routing Symbol** - The column lists routing symbols and clicking this link displays the "FOIS - Select A Routing Symbol" page where you can update this information.

**Title** - Clicking this link displays the "FOIS - Title Search" page where you can change the title of the position.

**Contact** - Clicking this link displays the "FOIS - Employee Search " page where you can change the contact person or make this position "Vacant" or "unassigned".

**Show Address/Hide Address** - You can see either "Show Address" or "Hide Address" links at a time. Clicking on link displays the address of the contact. If the contact is Unassigned or Vacant, you can enter or update the address.

Clicking on "Show Address" link displays the contact address. Clicking on "Hide Address" hides the contact address.

**Telephone** - Clicking this link refreshes the page and depending on the contact information, displays the telephone details. If the position is an assigned position, the telephone numbers, if any of the contact person is displayed as a drop down to be selected. If the position selected is an unassigned or vacant position, the old telephone number is displayed in a text field to be modified.

**Links Found At The Top Of Each Block Of Data**

On the top right corner of the block, there is a list of icons that provides users with the following functionalities:

**Footnote** - To add Footnote for a title/position or to update existing Footnote, click the "Select" radio button to the left of the item and then click on this icon. The "FOIS - Footnote Maintenance" page will be displayed where the footnote can be updated or added.

**Bio** - To add Biographical date for a contact or to update existing Bio data, click the "Select" radio button to the left of the item and then click on this icon. The "FOIS - Employee Bio" page will be displayed where the contacts bio information can be updated or added. If the position is vacant, a message "The selected position is vacant" is displayed to the user.

**Save** - Clicking on this icon will save the changes that have been made to this office or group. This icon is only available when there is a change to this block.

**Undo** - Clicking on this icon will take out the last set of changes performed back to the last "Save". This link is only available when a row or line item is changed in the selected block.

**Add** - Clicking on this icon will allow the user to add a new line of data to the organization. If a row/ radio button is not selected and "Add" link is clicked, a pop up message appears, indicating a new row will be added at the beginning of the list of line items. If a radio button is selected and “Add” link clicked, an empty row is introduced above the selected row.

**Delete** - Clicking on this icon will delete the currently selected position contact from the list.

**Bold** - Clicking on this icon will display the currently selected position contact as bold. If the position contact is already bold, it will un-bold it.

**Down** - Clicking on this icon will move the currently selected position contact down one position in the list.

**Up** - Clicking on this icon will move the currently selected position contact up one position in the list.

**Left** - Clicking on this icon will move the currently selected position contact to the left.

**Right** - Clicking on this icon will move the currently selected position contact to the right.

**Print** - Clicking on this icon will generate a printer friendly page of the Administrative Service Team listing. Viewing this on-line allows you to see what your changes look like on the Web.

**Help** - Clicking on this icon will display the help text.

**Links Found At The Bottom Of Each Block Of Data**

On the bottom right corner of each block, there is a "Add" or "Update" link for Office Footnote.

To add/update Footnote for the Office, click on "Add" or "Update" link. The "FOIS - Footnote Maintenance" page will be displayed where the footnote can be added or updated.

**Update Office Link**

This link is found to the right of each organization and displays the "FOIS - Update Office Information" page where you can update office information.

**Go To Link**

Go To: Directories & Listings - Returns you to the FOIS - Directories & Listing Page.

 **18.** **WHAT ARE THE SMALL TEXT LINKS FOUND IN THE TOP RIGHT HAND CORNER OF THE PAGE?**

The following four links are found at the top right hand corner of the screen:

**Help**-   This link displays a window with instruction on using the page you are viewing.

**Home**-   This link returns to the FOIS Home Page.

**Feedback**-   This link displays a page where you can send comments back to the FOIS System Owner.

**Exit**-   This link exits the FOIS system and takes you back to the "FHWA Information Systems".

**19.** **WHAT ARE THE LINKS FOUND AT THE BOTTOM OF THE PAGE?**

The following three links are found at the bottom of the screen:

**FHWA Home**-   This link returns to the FHWA staffnet page.

**Feedback**-   This link displays a page where you can send comments back to the FOIS System Owner.

**Exit**-   This link exits the FOIS system and takes you back to the "FHWA Information Systems".