



# PeopleSoft 8.00.01 Mobile Directory PeopleBook

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**PeopleBooks Contributors:** Teams from PeopleSoft Product Documentation and Development.

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## CHAPTER 1

# About PeopleSoft Mobile Directory

PeopleSoft Mobile Directory enables users to access directory information on a WAP-enabled mobile phone and to place a call to the selected phone number.

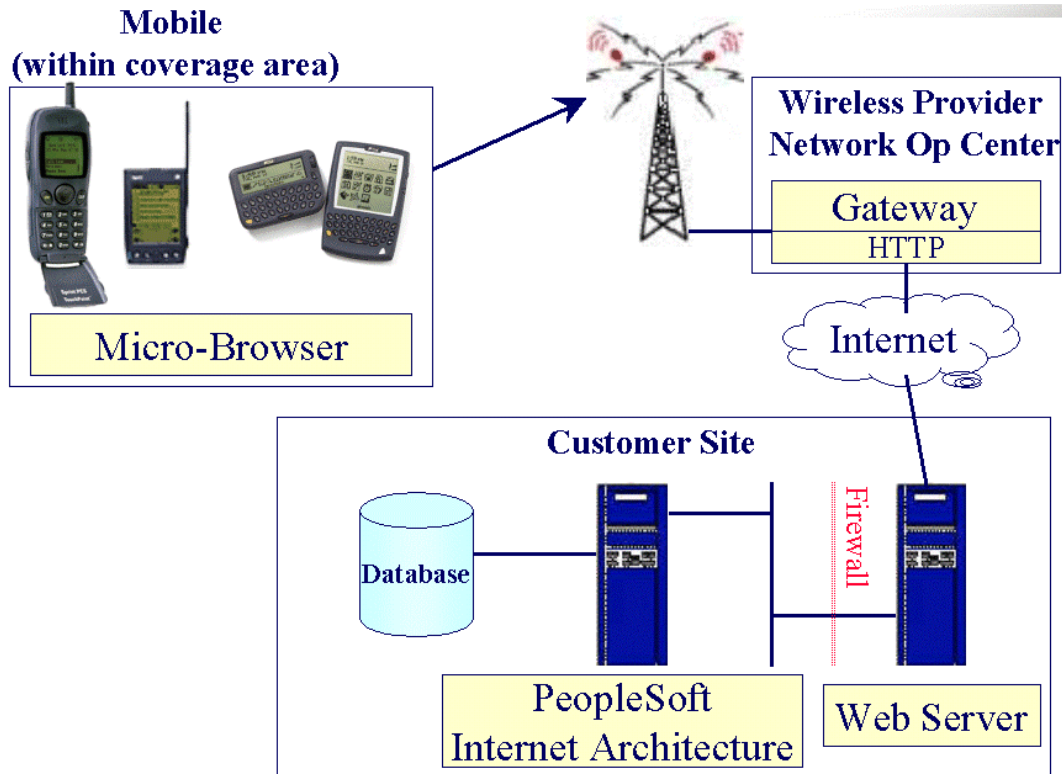
Users can access the directory using any combination of last name, first name, department, or location. When users identify whom they want to call, PeopleSoft Mobile Directory provides the person's first and last name, title, department, location, and all available phones. Users simply choose which phone to call, and PeopleSoft Mobile Directory dials the number.

PeopleSoft Mobile Directory provides shortcuts to access the last twenty numbers a user called and to any people identified as favorites.

The Mobile Directory application is developed in PeopleTools and uses the PeopleSoft Internet Architecture, making it highly scalable and customizable.

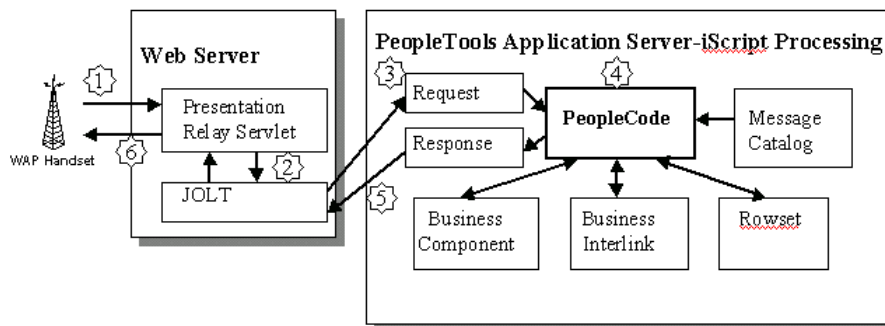
## PeopleSoft Mobile Directory Technology

PeopleSoft Mobile Directory delivers name and phone number information over a WAP-enabled cellular phone.



Mobile Technical Architecture

Because the PeopleSoft Internet Architecture is a server-centric architecture, it is able to serve content to a wide variety of client devices. The diagram below highlights the components of the architecture that directly address wireless applications.

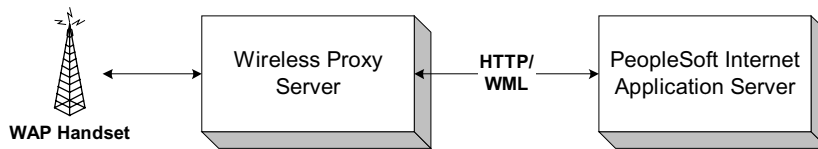


PeopleSoft Internet Architecture

The iScript Processor is the primary component in the architecture that currently addresses wireless applications. It is a specialized PeopleCode function that generates dynamic web or WML content: iScripts interact with browsers by way of a request-response paradigm based on the behavior of the Hypertext Transfer Protocol.

The Presentation Relay Servlet serves the content to a wireless proxy server. This servlet also receives requests from the mobile applications (for example, when the end user submits a change)

and maps the data in these WML requests to the iScript Processor. Be aware that a third-party wireless proxy server sits between the WAP handset (cell phone) and the PeopleSoft Internet Application Server, as the following diagram illustrates:



## Mobile Device Requirements

In order to use PeopleSoft Mobile Directory, mobile devices must meet these minimum browser display requirements:

- Three or more lines for displaying menu options.
- Twelve or more characters for each line of text.
- Two softkeys with text display.
- Five or more characters for each softkey label.

PeopleSoft Mobile Directory does not require graphics capabilities or color display.





## ABOUT THIS PEOPLEBOOK

This book describes the features of PeopleSoft Mobile Directory.

About PeopleSoft Mobile Directory provides information on the technical architecture of PeopleSoft Mobile Directory.

Loading Mobile Directory Data explains how to load directory data and user data into PeopleSoft Mobile Directory.

Using the Mobile Directory includes detailed instructions for searching the mobile directory and placing calls to people in the directory.

This section describes information you should know before you begin working with PeopleSoft products and documentation, including PeopleSoft-specific documentation conventions, information specific to PeopleTools, how to order additional copies of our documentation, and so on.

## Before You Begin

To benefit fully from the information covered in this book, you need to have a basic understanding of how to use PeopleSoft applications. We recommend that you complete at least one PeopleSoft introductory training course.

You should be familiar with navigating around the system and adding, updating, and deleting information using PeopleSoft windows, menus, and pages. You should also be comfortable using the World Wide Web and the Microsoft® Windows or Windows NT graphical user interface.

## Related Documentation

To add to your knowledge of PeopleSoft applications and tools, you might want to refer to the documentation of the specific PeopleSoft applications your company uses. You can access additional documentation for this release from PeopleSoft Customer Connection ([www.peoplesoft.com](http://www.peoplesoft.com)). We post updates and other items on Customer Connection, as well. In addition, documentation for this release is available on CD-ROM and in hard copy.



**Important!** Before upgrading, it is *imperative* that you check PeopleSoft Customer Connection for updates to the upgrade instructions. We continually post updates as we refine the upgrade process.

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## Documentation on the Internet

You can order printed, bound versions of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM. You can order additional copies of the PeopleBooks CDs through the Documentation section of the PeopleSoft Customer Connection Web site:  
<http://www.peoplesoft.com/>.

You can also find updates to the documentation for this and previous releases on Customer Connection. Through the Documentation section of Customer Connection, you can download files to add to your PeopleBook library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation delivered on your PeopleBooks CD.

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## Documentation on CD-ROM

Complete documentation for this PeopleTools release is provided in HTML format on the PeopleTools PeopleBooks CD-ROM. The documentation for the PeopleSoft applications you have purchased appears on a separate PeopleBooks CD for the product line.

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## Hardcopy Documentation

To order printed, bound volumes of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM, visit the PeopleSoft Press Web site from the Documentation section of PeopleSoft Customer Connection. The PeopleSoft Press Web site is a joint venture between PeopleSoft and Consolidated Publications Incorporated (CPI), our book print vendor.

We make printed documentation for each major release available shortly after the software is first shipped. Customers and partners can order printed PeopleSoft documentation using any of the following methods:

### Internet

From the main PeopleSoft Internet site, go to the Documentation section of Customer Connection. You can find order information under the Ordering PeopleBooks topic. Use a Customer Connection ID, credit card, or purchase order to place your order.

PeopleSoft Internet site: <http://www.peoplesoft.com/>.

### Telephone

Contact Consolidated Publishing Incorporated (CPI) at  
**800 888 3559**.

### Email

Email CPI at [callcenter@conpub.com](mailto:callcenter@conpub.com).

## Typographical Conventions and Visual Cues

To help you locate and interpret information, we use a number of standard conventions in our online documentation.

Please take a moment to review the following typographical cues:

**Bold**

Indicates field names and other page elements, such as buttons and group box labels, when these elements are documented below the page on which they appear. When we refer to these elements elsewhere in the documentation, we set them in Normal style (not in bold).

We also use boldface when we refer to navigational paths, menu names, or process actions (such as **Save** and **Run**).

*Italics*

Indicates a PeopleSoft or other book-length publication. We also use italics for *emphasis* and to indicate specific field values. When we cite a field value under the page on which it appears, we use this style: *field value*.

We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number *0*, not the letter *O*.

## KEY+KEY

Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press W.

## Jump links

Indicates a jump (also called a link, hyperlink, or hypertext link). Click a jump to move to the jump destination or referenced section.

## Cross-references

The phrase For more information indicates where you can find additional documentation on the topic at hand. We include the navigational path to the referenced topic, separated by colons (:). Capitalized titles in *italics* indicate the title of a PeopleBook; capitalized titles in normal font refer to sections and specific topics within the PeopleBook. Cross-references typically begin with a jump link. Here's an example:

---

For more information, see Documentation on CD-ROM in *About These PeopleBooks*: Related Documentation.

---

- Topic list

Contains jump links to all the topics in the section. Note that these correspond to the heading levels you'll find in the Contents window.



Name of Page or  
Dialog Box

Opens a pop-up window that contains the named page or dialog box. Click the icon to display the image. Some screen shots may also appear inline (directly in the text).



Text in this bar indicates information that you should pay particular attention to as you work with your PeopleSoft system. If the note is preceded by **Important!**, the note is crucial and includes information that concerns what you need to do for the system to function properly.

---



Text in this bar indicates For more information cross-references to related or additional information.

---



Text within this bar indicates a crucial configuration consideration. Pay very close attention to these warning messages.

---

## Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like changed about our documentation, PeopleBooks, and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleTools Product Documentation Manager  
PeopleSoft, Inc.  
4460 Hacienda Drive  
Pleasanton, CA 94588

Or send comments by email to the authors of the PeopleSoft documentation at:

<mailto:DOC@PEOPLESOFT.COM>

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions. We are always improving our product communications for you.

## CHAPTER 2

# Loading Mobile Directory Data

The PeopleSoft Mobile Directory contains data about people and their phone numbers. You load the data into the directory from data files containing information extracted from other sources. You can extract directory information from any current source, including PeopleSoft HRMS, a Lotus Notes database, or any LDAP directory.

The Mobile Directory can be secured using PeopleSoft Internet Architecture security, which requires that User IDs be loaded into the PeopleTools security tables. As with other mobile directory data, you can load user data into the directory from data files.

This chapter describes how to load directory data and User ID data into PeopleSoft Mobile Directory.

## Loading Directory Data

You load directory data into PeopleSoft Mobile Directory using the Application Engine program MCD\_POP. You'll run the program using the Process Scheduler.

The directory data that you load into Mobile Directory can originate in one of two formats: an XML file or a semicolon-delimited format.

File layouts are defined through Application Designer File Layout objects. The file layouts you use to load data into PeopleSoft Mobile Directory are already defined.

---

## Running the Directory Data Load

To load directory data:

1. Select Mobile Applications, Mobile Directory, Process, MD Data Load.
2. Search for an existing **Run Control ID** or add a new one.

A run control ID is an identifier that, when paired with your user ID, uniquely identifies the process you are running. In addition, it stores any parameters necessary for the process to run, ensuring that the system will not have to prompt you for any additional information when it actually runs. The parameters stored within the system are associated with the specific run control ID and user ID used to initiate the process.

PeopleSoft recommends that you use two different Run Control IDs for your Mobile Directory data load. Use one ID for a weekly process that performs a full data reload; use the other for a nightly process that only processes new additions.



For more information about run control IDs and the Process Scheduler, see Process Scheduler.

Use the standard search or add method to enter your run control ID.



For more information, see Using PeopleSoft 8 Applications.

The **MD Data Load** page appears.

MD Data Load

### 3. Enter the processing parameters.

In order to run the data load process, you need to specify the location of the data files, their format, and whether or not you want to drop the existing data.

#### **MD People File Path**

Enter a fully qualified process scheduler server path and file name for the data file with your people directory.

#### **MD Phones File Path**

Enter a fully qualified process scheduler server path and file name for the data file with your phone directory.

**Directory Data File Type**

Indicate whether the data files are in **XML** format or **Semi-Colon Delimited**.

---

For more information about the data files, see XML Data File Formats for Directory Data and Semi-colon Delimited File Formats for Directory Data.

---

**Drop Existing Data**

If you select this option, all existing directory data in the mobile directory will be deleted prior to loading the files. Use this option for periodic reloads.

If this option is clear, the process will not delete existing data; it will only add new values. Use this option for the nightly adds.

---

**Note:** There is no update option; in order to load modifications into the mobile directory, you need to drop existing data and reload the entire directory.

---

- Click the **Run** button to schedule the data load process.

The Process Scheduler Request page appears.

**Process Scheduler Request**

User ID: PTMD Run Control ID: MD

Server Name: PSNT Run Date: 08/28/2000

Recurrence: Run Time: 2:01:21 PM

Time Zone: Reset to Current Date/Time

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	MCD_POP	MCD_POP	Application Engine	(None)	NONE

OK Cancel

Process Schedule Request page

- Enter process request parameters.

**Server Name**

The name of the server on which you want the process to run. The default for the server name is *Any*.

**Recurrence**

The recurring time intervals for a process request to run.

**Time Zone**

The time zone in which your process will run.

<b>Run Date</b>	The date you want the process to run.
<b>Run Time</b>	The time you want the process to run.
<b>Reset to Current Date/Time</b>	Sets the Run Date and Run Time to the present date and time.
<b>Select</b>	This option must be checked for each process you want to run.
<b>Type</b>	The destination type for this job. Select <i>(None)</i> .
<b>Format</b>	The output format for this job. Select <i>NONE</i> .



For more information about running processes and using the Process Monitor to track the status of your process, see Process Scheduler.

---

- Click **OK** to schedule the process.

---

## XML Data File Formats for Directory Data

A File Layout is an Application Designer object that identifies where in a file data fields are located. When you import data into PeopleSoft Mobile Directory, the data files need to conform to the File Layout definitions used during the import process.

---



For more information about Introducing File Layout.

---

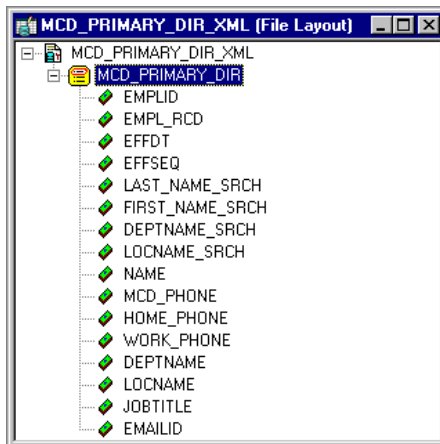
When you import directory data, you need to pull data from two separate files: one for the people data and one for the phone data.

- The XML File Layout for people data layout is MCD\_PRIMARY\_DIR\_XML.
- The XML File Layout for phone data is MCD\_PHONES\_XML.

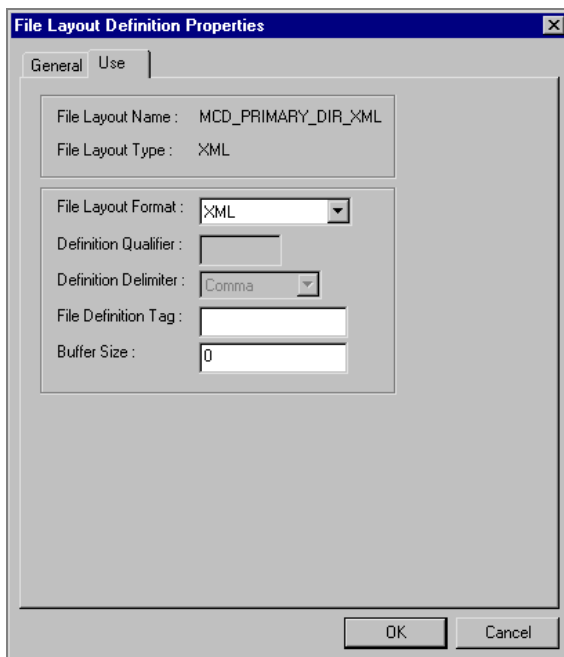
## XML People Data

The XML data format for your people directory is defined in the File Layout object MCD\_PRIMARY\_DIR\_XML.





MCD\_PRIMARY\_DIR\_XML File Layout



MCD\_PRIMARY\_DIR\_XML File Layout Definition Properties



Do not change this File Layout definition.

### Fields

<i>Field</i>	<i>Characteristics</i>	<i>Example</i>
EMPLID	Char 11	6602
EMPL_RCD	Number 3	0

<b>Field</b>	<b>Characteristics</b>	<b>Example</b>
EFFDT	Date (MMDDYYYY)	01/03/1997
EFFSEQ	Number 3	0
LAST_NAME_SRCH	Char 30 (UPPER)	PEPPEN
FIRST_NAME_SRCH	Char 30 (UPPER)	JACQUES
DEPTNAME_SRCH	Char 30 (UPPER)	ST JOHNS OFFICE
LOCNAME_SRCH	Char 30 (UPPER)	ST JOHN'S OFFICE
NAME	Char 50	Peppen,Jacques
MCD_PHONE	Char 24	877-543-34320
HOME_PHONE	Char 24	
WORK_PHONE	Char 24	
DEPTNAME	Char 30 (MIXED)	St Johns Office
LOCNAME	Char 30 (MIXED)	St Johns Office
JOBTITLE	Char 30 (MIXED)	Senior Budgets Clerk
EMAILID	Char 70	

## Layout

```

<MCD_PRIMARY_DIR>

    <EMPLID></EMPLID>

    <EMPL_RCD></EMPL_RCD>

    <EFFDT></EFFDT>

    <EFFSEQ></EFFSEQ>

    <LAST_NAME_SRCH></LAST_NAME_SRCH>

    <FIRST_NAME_SRCH></FIRST_NAME_SRCH>

    <DEPTNAME_SRCH></DEPTNAME_SRCH>

    <LOCNAME_SRCH></LOCNAME_SRCH>

    <NAME></NAME>

    <MCD_PHONE></MCD_PHONE>

    <HOME_PHONE></HOME_PHONE>

    <WORK_PHONE></WORK_PHONE>

    <DEPTNAME></DEPTNAME>

    <LOCNAME></LOCNAME>

```

```
<JOBTITLE></JOBTITLE>
```

```
<EMAILID></EMAILID>
```

```
</MCD_PRIMARY_DIR>
```

## Layout Example

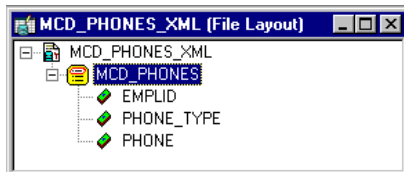
```
<MCD_PRIMARY_DIR>
```

```
<EMPLID>6602</EMPLID><EMPL_RCD>0</EMPL_RCD><EFFDT></EFFDT><EFFSEQ>0</EFFSEQ><LAST_NAME_SRCH>PEPPEN</LAST_NAME_SRCH><FIRST_NAME_SRCH>JACQUES</FIRST_NAME_SRCH><DEPTNAME_SRCH>ST JOHNS OFFICE</DEPTNAME_SRCH><LOCNAME_SRCH>ST JOHN'S OFFICE</LOCNAME_SRCH><NAME>Peppen, Jacques</NAME><MCD_PHONE>PHONE>877-543-3430</MCD_PHONE><HOME_PHONE></HOME_PHONE><WORK_PHONE></WORK_PHONE><DEPTNAME>St Johns Office</DEPTNAME><LOCNAME>St John's Office</LOCNAME><JOBTITLE>Senior Budgets Clerk</JOBTITLE><EMAILID></EMAILID>
```

```
</MCD_PRIMARY_DIR>
```

## XML Phone Data

The XML data format for your phone data is defined in the File Layout object MCD\_PHONES\_XML.



MCD\_PHONES\_XML File Layout

MCD\_PHONES\_XML File Layout Definition Properties



Do not change this File Layout definition.

## Fields

<i>Field</i>	<i>Characteristics</i>	<i>Example</i>
EMPLID	Char 11	8001
PHONE_TYPE	Char 4	BUSN
PHONE	Char 24	925-694-7578

## Layout

```

<MCD_PHONES>

    <EMPLID></EMPLID>

    <PHONE_TYPE></PHONE_TYPE>

    <PHONE></PHONE>

</MCD_PHONES>

```

## Layout Example

```

<MCD_PHONES>

    <EMPLID>8001</EMPLID><PHONE_TYPE>CELL</PHONE_TYPE><PHONE>415-376-3848</PHONE>

```

```

</MCD_PHONES>

<MCD_PHONES>

<EMPLID>8001</EMPLID><PHONE_TYPE>HOME</PHONE_TYPE><PHONE>415-376-3848</PHONE>

</MCD_PHONES>

<MCD_PHONES>

<EMPLID>8052</EMPLID><PHONE_TYPE>BUSN</PHONE_TYPE><PHONE>604/934-6101</PHONE>

</MCD_PHONES>

<MCD_PHONES>

<EMPLID>8052</EMPLID><PHONE_TYPE>CELL</PHONE_TYPE><PHONE>604/298-4556</PHONE>

</MCD_PHONES>

<MCD_PHONES>

<EMPLID>8052</EMPLID><PHONE_TYPE>HOME</PHONE_TYPE><PHONE>604/376-3847</PHONE>

</MCD_PHONES>

```

---

## Semi-colon Delimited File Formats for Directory Data

A File Layout is an Application Designer object that identifies where in a file data fields are located. When you import data into PeopleSoft Mobile Directory, the data files need to conform to the File Layout definitions used during the import process.



For more information about Introducing File Layout.

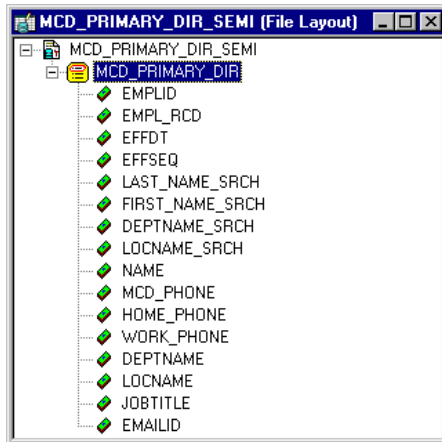
---

When you import directory data, you need to pull data from two separate files: one for the people data and one for the phone data.

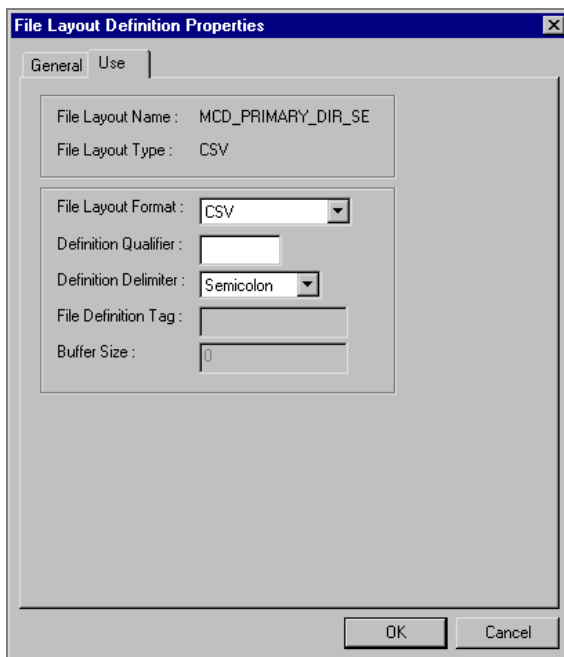
- The semi-colon delimited File Layout for people data layout is MCD\_PRIMARY\_DIR\_SEMI.
- The semi-colon delimited File Layout for phone data is MCD\_PHONES\_SEMI.

## Semi-colon Delimited People Data

The semicolon-delimited format for your directory data is defined in the File Layout object MCD\_PRIMARY\_DIR\_SEMI.



MCD\_PRIMARY\_DIR\_SEMI File Layout



MCD\_PRIMARY\_DIR\_SEMI File Layout Definition Properties



Do not change this File Layout definition.

### Fields

<i>Field</i>	<i>Characteristics</i>	<i>Example</i>
EMPLID	Char 11	6602
EMPL_RCD	Number 3	0

<b>Field</b>	<b>Characteristics</b>	<b>Example</b>
EFFDT	Date (MMDDYYYY)	01/03/1997
EFFSEQ	Number 3	0
LAST_NAME_SRCH	Char 30 (UPPER)	PEPPEN
FIRST_NAME_SRCH	Char 30 (UPPER)	JACQUES
DEPTNAME_SRCH	Char 30 (UPPER)	ST JOHNS OFFICE
LOCNAME_SRCH	Char 30 (UPPER)	ST JOHN'S OFFICE
NAME	Char 50	Peppen,Jacques
MCD_PHONE	Char 24	877-543-34320
HOME_PHONE	Char 24	
WORK_PHONE	Char 24	
DEPTNAME	Char 30 (MIXED)	St Johns Office
LOCNAME	Char 30 (MIXED)	St Johns Office
JOBTITLE	Char 30 (MIXED)	Senior Budgets Clerk
EMAILID	Char 70	

### Layout Example

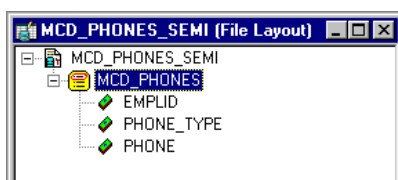
6602;0;01/01/1997;0;PEPPEN;JACQUES;ST JOHNS OFFICE;ST JOHN'S  
OFFICE;Peppen,Jacques;877-543-3430;;;St Johns Office;St John's Office;Senior  
Budgets Clerk

7703;0;01/01/1900;0;DEJACKOME;JEANETTE;TORONTO OFFICE;TORONTO  
OFFICE;DeJackome,Jeanette;877-543-3432;;;Toronto Office;Toronto Office;Senior  
Budgets Clerk

7704;0;05/22/1975;0;RIALL;ALPHONSINE;TORONTO OFFICE;TORONTO  
OFFICE;Riall,Alphonsine;;;Toronto Office;Toronto Office;Senior Budgets Clerk

### Semi-colon Delimited Phone data

The semicolon-delimited format for your phone data is defined in the File Layout object MCD\_PHONES\_XML.



MCD\_PHONES\_XML File Layout

MCD\_PHONES\_XML File Layout Definition Properties



Do not change this File Layout definition.

## Fields

<i><b>Field</b></i>	<i><b>Characteristics</b></i>	<i><b>Example</b></i>
EMPLID	Char 11	8001
PHONE_TYPE	Char 4	BUSN
PHONE	Char 24	925-694-7578

## Layout Example

8001;BUSN;925-694-7578

8001;CELL;415-376-3848

8001;HOME;415-376-3848

8052;BUSN;604/934-6101

8052;CELL;604/298-4556



There must be a carriage return after the last line in the file layout



## Loading User Data

You load user data into PeopleSoft Mobile Directory using the Application Engine program MCD\_POP\_USER. You'll run the program using the Process Scheduler.

The user data that you load into Mobile Directory can originate in one of two formats: an XML file or a semicolon-delimited format.

File layouts are defined through Application Designer File Layout objects. The file layouts you use to load data into PeopleSoft Mobile Directory are already defined.



The user data load process only adds new users; it does not delete existing users. To manually delete users, select **PeopleTools, Maintain Security, Use, Delete User Profile**.

---

---

### Running the User Data Load

To load directory users:

1. Select Mobile Applications, Mobile Directory, Process, MD User Load.
2. Search for an existing **Run Control ID** or add a new one.

A run control ID is an identifier that, when paired with your user ID, uniquely identifies the process you are running. In addition, it stores any parameters necessary for the process to run, ensuring that the system will not have to prompt you for any additional information when the process eventually runs. The parameters stored within the system are associated with the specific run control ID and User ID used to initiate the process.



For more information about run control IDs and the Process Scheduler, see Process Scheduler.

---

Use the standard search or add method to enter your run control ID.

---



For more information, see Using PeopleSoft 8 Applications.

---

The **MD User Load** page appears.

MD User Load

3. Enter the processing parameters.

**MD User File Path**

Enter a fully qualified process scheduler server path and file name for the data file with your users. The data file must be semicolon-delimited.

**Directory Data File Type**

Indicate whether the data files are in **XML** format or **Semi-Colon Delimited**.

---

For more information about the data files, see XML Data File Format for User Data and Semi-colon Delimited File Format for User Data.

---

**Role Name**

Displays the role name that will be assigned to all users being loaded. All users loaded during a single process are assigned the same role name.

The role name is determined by the default value of the RUN\_CNTL\_MD.ROLENAME field. If you want to change the role name, you must modify the default value of this field.

Use the role name **mUser** as for regular directory users; use **mAdmin** as the default for directory users.

Note that you can only set a single default; this means that you must load regular users and directory administrators separately.

**Language Code**

Displays the language that will be assigned to all users being loaded. All users loaded during a single process are assigned the same language code.

The language is determined by the default value of the RUN\_CNTL\_MD.LANGUAGE field. If you want to change the language, you must modify the default value of this field.

When you load users with the Mobile Directory User Load process, the users must be assigned a Role Name and a Language Code. All users loaded during a single process must be assigned the same Role Name and Language Code. You control these values by setting the defaults for the RUN\_CNTL\_MD.ROLENAME and RUNCNTL\_MD.LANGUAGE fields. Use *mUser* as the default for regular directory users, and use *mAdmin* as the default for directory users.

Note that you can only set a single default; this means that you must load regular users and directory administrators separately.

The **Role Name** and **Language Code** fields display the current default values—the values that will be assigned to all users when you load the data. To change these values, you must change the defaults in the RUN\_CNTL\_MD record in Application Designer.

4. Click the **Run** button to schedule the data load process.

The Process Scheduler Request page appears.

**Process Scheduler Request**

User ID: PTMD Run Control ID: MD\_Users

Server Name: PSNT Run Date: 08/28/2000

Recurrence: Run Time: 1:59:23PM

Time Zone: Reset to Current Date/Time

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	MCD_POP_USER	MCD_POP_USER	Application Engine	(None)	NONE

OK Cancel

Process Schedule Request page

5. Enter process request parameters.

**Server Name**

The name of the server on which you want the process to run. The default for the server name is *Any*.

**Recurrence**

The recurring time intervals for a process request to run.

**Time Zone**

The time zone in which your process will run.

<b>Run Date</b>	The date you want the process to run.
<b>Run Time</b>	The time you want the process to run.
<b>Reset to Current Date/Time</b>	Sets the Run Date and Run Time to the present date and time.
<b>Select</b>	This option must be checked for each process you want to run.
<b>Type</b>	The destination type for this job. Select <i>(None)</i> .
<b>Format</b>	The output format for this job. Select <i>NONE</i> .



For more information about running processes and using the Process Monitor to track the status of your process, see Process Scheduler.

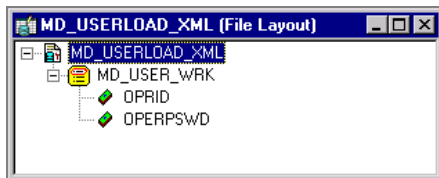
---

- Click **OK** to schedule the process.

---

## XML Data File Format for User Data

The XML format for your user data is defined in MD\_USERLOAD\_XML



MD\_USERLOAD\_XML File Layout

**File Layout Definition Properties**

General Use

File Layout Name : MD\_USERLOAD\_XML

File Layout Type : XML

File Layout Format : XML

Definition Qualifier :

Definition Delimiter : Semicolon

File Definition Tag :

Buffer Size : 0

OK Cancel

MD\_USERLOAD\_XML File Layout Definition Properties - Use tab



Do not change this File Layout definition.

## Fields

<i>Field</i>	<i>Characteristics</i>	<i>Example</i>
OPERID	Char 30	STYALOR
OPERPSWD	Char 50	STPASSWORD

## Layout:

```
<MD_USER_WRK>

  <OPRID></OPRID>

  <OPERPSWD></OPERPSWD>

</MD_USER_WRK>
```

## Layout Example:

```
<MD_USER_WRK>

  <OPRID>STYALOR</OPRID><OPERPSWD>STPASSWORD</OPERPSWD>

</MD_USER_WRK>

<MD_USER_WRK>
```

```

<OPRID>KKASETY</OPRID><OPERPSWD>KKPASSWORD</OPERPSWD>

</MD_USER_WRK>

<MD_USER_WRK>

<OPRID>SHILL</OPRID><OPERPSWD>SHPASSWORD</OPERPSWD>

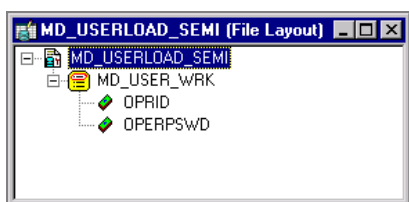
</MD_USER_WRK>

```

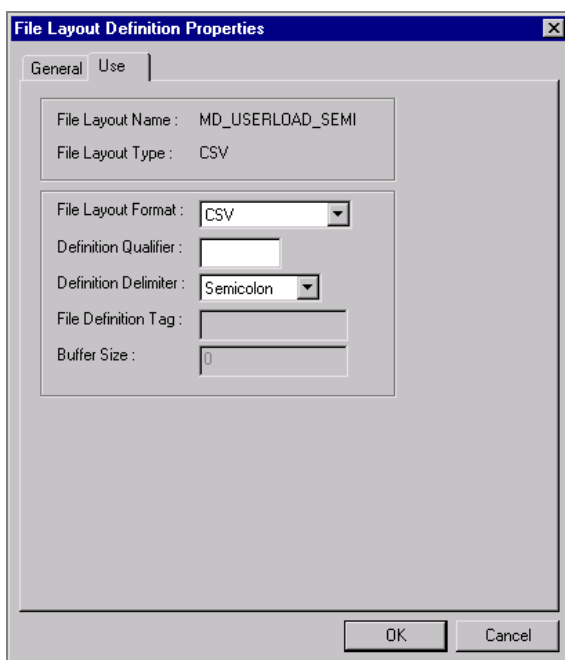
---

## Semi-colon Delimited File Format for User Data

The semi-colon delimited format for your user data is defined in MD\_USERLOAD\_SEMI



MCD\_USERLOAD\_SEMI File Layout



MCD\_USERLOAD\_SEMI File Layout Definition Properties - Use tab



Do not change this File Layout definition.

---

**Fields**

<i><b>Field</b></i>	<i><b>Characteristics</b></i>	<i><b>Example</b></i>
OPERID	Char 30	STYALOR
OPERPSWD	Char 50	STPASSWORD

**Layout Example**

STAYLOR;STPASSWORD

KKASETY;KKPASSWORD

SHILL;SHPASSWORD





CHAPTER 3

# Using the Mobile Directory

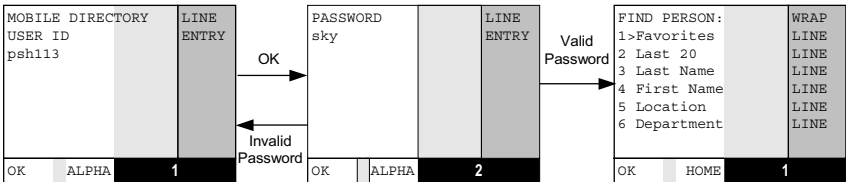
PeopleSoft Mobile Directory enables you to access directory information on a mobile phone and place a call to the selected phone number. You can access the directory using any combination of last name, first name, department, or location.

When you identify the person you want to call, PeopleSoft Mobile Directory provides the person’s first and last name, title, department, location, and all available phones. Simply choose which phone to call, and PeopleSoft Mobile Directory dials the number.

PeopleSoft Mobile Directory provides shortcuts to access the last twenty numbers you’ve called and any people you’ve identified as favorites.

## Entering the Mobile Directory

If authentication processing has been implemented, you are prompted for an ID and password before you can access the main menu.



User Authentication

First you are prompted to enter your **User ID**. Enter your user ID and select OK.

Next you are prompted to enter your **Password**. Enter your password and select OK.



Both the ID and password are case-sensitive. If you have trouble accessing the system, be sure that you are using the appropriate capitalization.

If the password is incorrect, you see a **LOGON FAILED** message. Select OK to return to the ID entry screen.

Once you’ve been authenticated, you see the main menu for the directory.

FIND PERSON:		WRAP
1>Favorites		LINE
2 Last 20		LINE
3 Last Name		LINE
4 First Name		LINE
5 Location		LINE
6 Department		LINE
OK	HOME	1

### Mobile Directory - Main Menu

The main menu has six options for accessing people in the directory. To select an option, either type in the number to go directly to the activity, or scroll to your choice and select OK.

<b>Directory Option</b>	<b>Description</b>
Favorites	<p>Provides quick access to people you've chosen to store in this custom directory. You initially see all entries in alphabetical order by last name, then first name. You can then choose to search within favorites using any combination of last name, first name, department or location.</p> <p>You can add a person to your list of favorites any time you access that person's list of phones, regardless of which search option you used to reach the phone list. There is no limit to the number of favorites you can have.</p>
Last 20	<p>Provides quick access to the last twenty phone numbers you called. You initially see all entries in the order they were accessed, with the most recently accessed number appearing first. You can then choose to search within the last 20 using any combination of last name, first name, department or location.</p>
Last Name	<p>Enables you to search by last name using text that you enter. If you enter a partial value, the directory provides a list of all matches. To speed up your search, you can optionally enter a partial last name followed by a comma and a partial first name.</p> <p>You initially see all entries in alphabetical order by last name, then first name. If you don't see the entry you want, you can further refine your search using any combination of first name, department or location.</p>
First Name	<p>Enables you to search by first name using text that you enter. If you enter a partial value, the directory provides a list of all matches.</p> <p>You initially see all entries in alphabetical order by last name, then first name. If you don't see the entry you want, you can further refine your search using any combination of last name, department or location.</p>

<i>Directory Option</i>	<i>Description</i>
Department	<p>Enables you to search by department using text that you enter. If you enter a partial value, the directory provides a list of all matches.</p> <p>You initially see all entries in alphabetical order by last name, then first name. If you don't see the entry you want, you can further refine your search using any combination of last name, first name, or location.</p>
Location	<p>Enables you to search by location using text that you enter. If you enter a partial value, the directory provides a list of all matches.</p> <p>You initially see all entries in alphabetical order by last name, then first name. If you don't see the entry you want, you can further refine your search using any combination of last name, first name, or department.</p>

## Using the Directory

This topic provides detailed instructions on using each of the six directory options.

---

### Favorites

The Favorites option provides quick access to the people you've chosen to store in this custom directory. You initially see all entries in alphabetical order by last name, then first name. You can then choose to search within favorites using any combination of last name, first name, department, or location.

You can add a person to your list of favorites any time you access that person's list of phone numbers, regardless of which search option you use to reach the phone list. There is no limit to the number of favorites you can have.

### Searching for Favorites

To directly access your predefined list of favorites, start at the main menu and select Favorites, then **OK**.

You see a list of your favorites:

FIND PERSON:	WRAP	FAVORITES	LINE
1>Favorites	LINE	FOUND 50 [1-8]	LINE
2 Last 20	LINE	1 Maria Abby	LINE
3 Last Name	LINE	2>Mary Brown	LINE
4 First Name	LINE	3 Steve Jens	LINE
5 Location	LINE	4 Julie Jone	LINE
6 Department	LINE	5 John Ross	LINE
		6 Doug Smith	LINE
OK	HOME	CALL	OPTNS
	1		2

Accessing Favorites

At the top of the screen, you can see that this is your favorites list. You also see the number of people in the list. If the list contains more people than the scrolling area permits, the last entry will be **More**; selecting **More** enables you to see the next group of entries.

Scroll through your favorites to choose a person, then select **CALL** to automatically place the call using that person's primary number as defined in the directory. You can scroll to the right to see the full name and phone number.

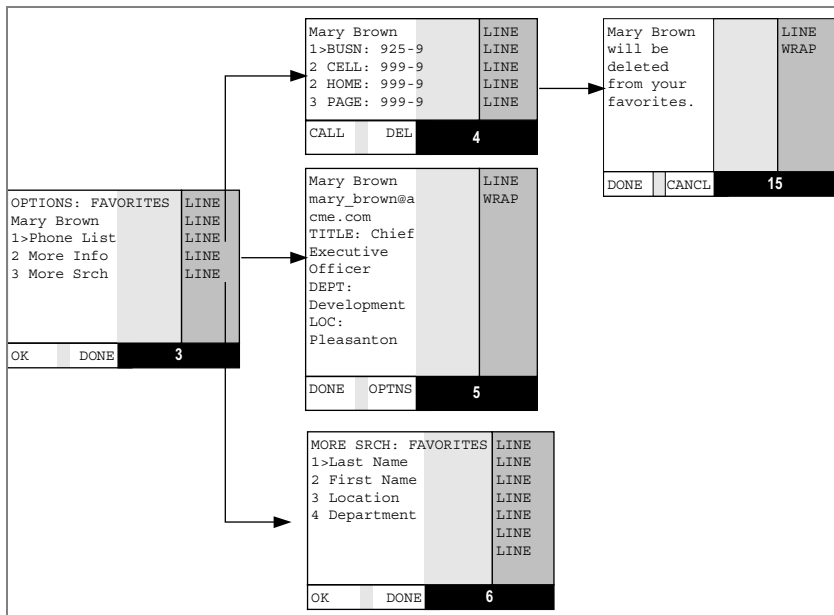
Before the call is placed, you'll be prompted to confirm the number you're calling. If you cancel the call, you'll return to the list of favorites.

Call 925/964-1221?	LINE ENTRY
OK	CANCL 2

Call Confirmation

Alternatively, select **OPTNS** (Options) to see additional information about the selected person or to further refine your search.

When you select **OPTNS**, the screen presents you with additional choices. At the top of the screen is the name of the selected person.



OPTIONS choices

Choose from the following options:

**Phone List, then OK**

View a list of all available phone numbers for the selected person. For example, a list might include phone numbers for work, home, pager, and cell phone.

Select **CALL** to dial the selected phone number. Before the call is placed, you'll be prompted to confirm the number you're calling.

Select **DEL** to remove the person from your list of favorites. When you select **DEL**, you'll see a message confirming that the person will be removed from your favorites:

- Select **DONE** to remove the person from favorites.
- Select **CANCL** (Cancel) if you don't want to remove the person from your favorites.

Both **DONE** and **CANCL** return you to the main menu without dialing the phone number.

**More Info, then OK**

View additional information about the person, including an email address, title, department, and location.

From the additional information screen, select either **Done** or **Options** to return to the Options menu.

**More Srch, then OK**

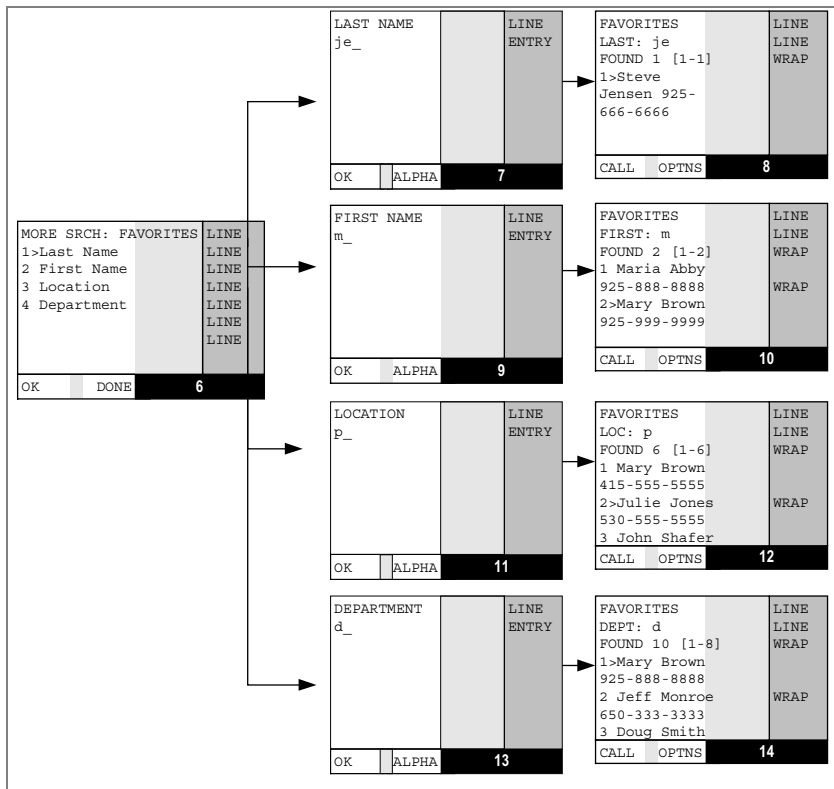
Search within your list of favorites. In this case, the name shown at the top of the screen is disregarded so that you can search within the complete list of favorites.

**Done**

Return to the main menu where you can start a new search.

**Refining Search Criteria**

After you select the **More Srch** option, you continue by refining your search criteria.



MORE SEARCH choices

**Last Name** then **OK**,  
**First Name** then **OK**,  
**Location** then **OK**,  
**Department** then **OK**.

Search the list according to the specified search criteria. You are prompted to enter search text; you can enter a partial value as long as you enter at least one character. The search is case-insensitive—that is, it doesn't matter whether you use uppercase or lowercase letters.

If you're searching by last name, you can optionally enter a partial last name followed by a comma and a partial first name.

After you enter your search text, select **OK** to see a list of people who are on your Last 20 list and who meet the additional search criteria.

At the top of the results screen, you see status information: the original search criteria (in this case, Favorites) and the new search criteria. You also see the number of people in the list. If the list contains more people than the scrolling area permits, the last entry will be **More**; selecting **More** enables you to see the next group of entries.

Directly below are the people who meet both criteria listed in alphabetical order by last name.

You can scroll through the list to choose a person, then select **CALL** to automatically place the call using that person's default work number as defined in the directory. Before the call is placed, you'll be prompted to confirm the number you're calling.

Alternatively, select **OPTNS** to return to the Options screen so you can see additional information about the selected person or refine your search still more.

**DONE**

Return to the main menu where you can start a new search.

Using **OPTNS**, you can continue to add additional criteria. So, for example, if you have entered a first name, you can then add a last name, a department, or a location.

---

## Last 20

The Last 20 option provides quick access to the last twenty phone numbers you've called. You initially see all entries in the order you last called the numbers. You can then choose to search within favorites using any combination of last name, first name, department, or location.

## Searching for Last 20

To directly access your predefined list of favorites, start at the main menu and select **Last 20**, then **OK**.

You see a list of the last twenty people you called:

FIND PERSON:		WRAP	LAST 20	LINE
1 Favorites		LINE	FOUND 12 [1-8]	LINE
2>Last 20		LINE	1 Sally Hunt	LINE
3 Last Name		LINE	2>Mary Brown	LINE
4 First Name		LINE	3 John Ross	LINE
5 Location		LINE	4 Steve Jens	LINE
6 Department		LINE	5 Julie Jone	LINE
			6 Maria Abby	LINE
OK	HOME	1	CALL	OPTNS
				2

### Accessing Last 20

At the top of the screen, you can see that this is your Last 20 list. You also see the number of people in the list. If the list contains more people than the scrolling area permits, the last entry will be **More**; selecting **More** enables you to see the next group of entries.

Scroll through the list to choose a person, then select **CALL** to automatically place the call using the listed number. You can scroll to the right to see the full name and phone number.

Before the call is placed, you'll be prompted to confirm the number you're calling.

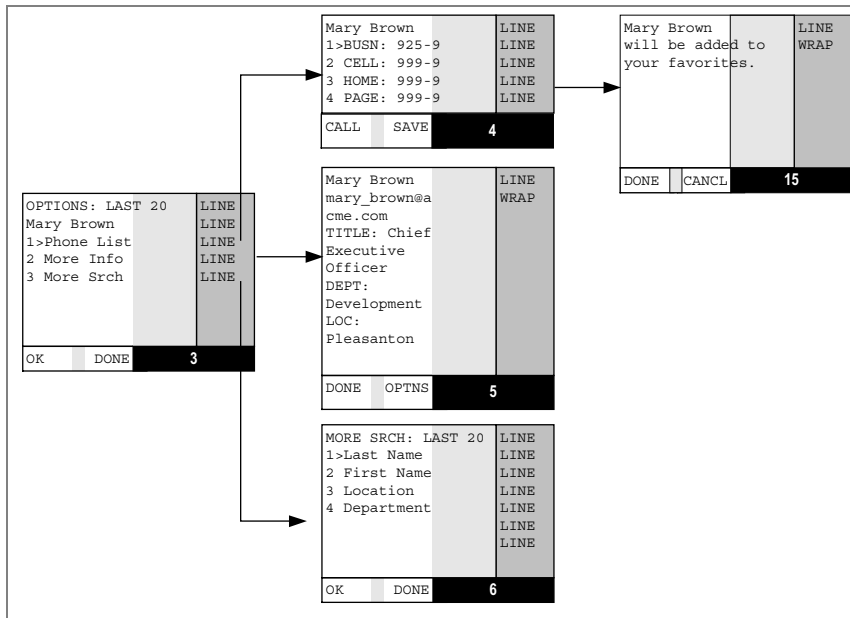
Call 925/964-1221?	LINE
	ENTRY
OK	CANCL
	2

### Call Confirmation

Alternatively, select **OPTNS** (Options) to see additional information about the selected person or to further refine your search.

When you select **OPTNS**, the screen presents you with additional choices. At the top of the screen is the name of the selected person.





### OPTIONS choices

Choose from the following options:

#### Phone List, then OK

View a list of all available phone numbers for the selected person. For example, a list might include phone numbers for work, home, pager, and cell phone.

Select **CALL** to dial the selected phone number. Before the call is placed, you'll be prompted to confirm the number you're calling.

Select **SAVE** to add that person to your list of favorites. When you select **SAVE**, a message appears, asking you to confirm that you want to add the person to your favorites:

- Select **DONE** to add the person to favorites.
- Select **CANCL** (Cancel) if you don't want to add the person to your favorites.

Both **DONE** and **CANCL** return you to the main menu without dialing the phone number.

#### More Info, then OK

View additional information about the person, including an email address, title, department, and location.

From the additional information screen, select either **Done** or **Options** to return to the Options menu.

#### More Srch, then OK

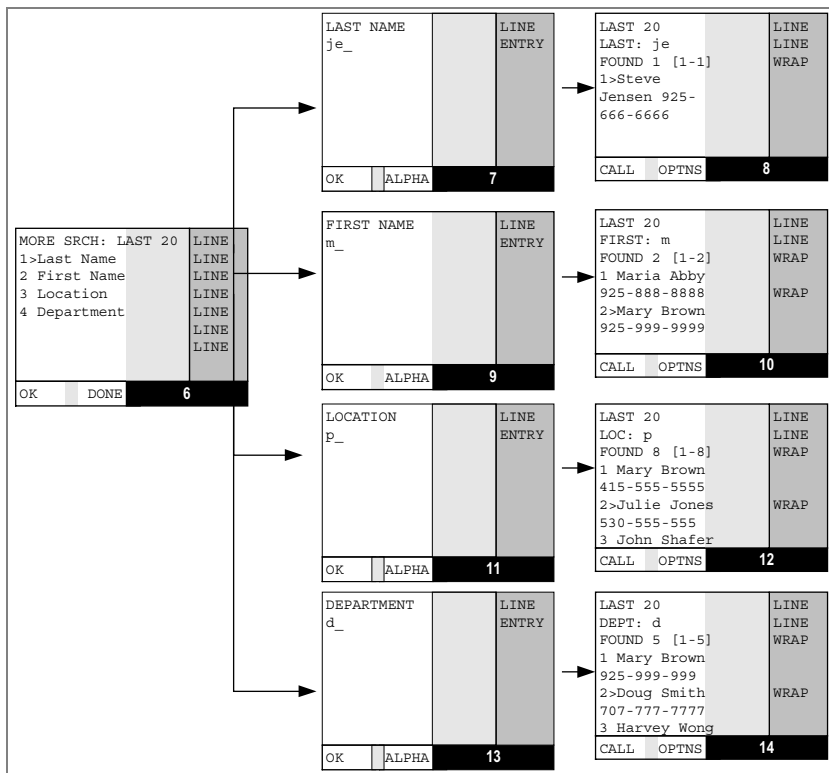
Search within your Last 20 list. In this case, the name shown at the top of the screen is disregarded so that you can search within the complete list.

**DONE**

Return to the main menu where you can start a new search.

**Refining Search Criteria**

After you select the **More Srch** option, you continue by refining your search criteria.



MORE SEARCH choices

**Last Name** then **OK**,  
**First Name** then **OK**,  
**Location** then **OK**,  
**Department** then **OK**.

Search the list according to the specified search criteria. You are prompted to enter search text; you can enter a partial value as long as you enter at least one character. The search is case-insensitive—that is, it doesn't matter whether you use uppercase or lowercase letters.

If you're searching by last name, you can optionally enter a partial last name followed by a comma and a partial first name.

After you enter your search text, select **OK** to see a list of people who are on your Last 20 list and who meet the additional search criteria.

At the top of the results screen, you see status information: the original search criteria (in this case, Last 20) and the new search criteria. You also see the number of people in the list. If the list contains more people than the scrolling area permits, the last entry will be **More**; selecting **More** enables you to see the next group of entries.

Directly below are the people who meet both criteria listed in alphabetical order by last name.

You can scroll through the list to choose a person, then select **CALL** to automatically place the call using that person's default work number as defined in the directory. Before the call is placed, you'll be prompted to confirm the number you're calling.

Alternatively, select **OPTNS** to return to the Options screen so you can see additional information about the selected person or refine your search still more.

**DONE**

Return to the main menu where you can start a new search.

Using **OPTNS**, you can continue to add additional criteria. So, for example, if you have entered a first name, you can then add a last name, a department, or a location.

---

## Last Name

The last name option enables you to search the directory based on a full or partial last name.

### Searching by Last Name

To search the directory based on last name, start at the main menu and select **Last Name**, then **OK**. You'll be prompted to enter search text. You can enter a partial value as long as you enter

at least one character. To speed up your search, you can optionally enter a partial last name followed by a comma and a partial first name.

The search is case-insensitive—that is, it doesn't matter whether you use uppercase or lowercase letters.

After you enter your search text, select **OK** to see a list of people in locations that match your search criteria.

Diagram illustrating the search process by last name:

- Screen 1: FIND PERSON:**
  - 1 Favorites
  - 2 Last 20
  - 3 Last Name
  - 4 First Name
  - 5 Location
  - 6 Department
- Screen 2: LAST NAME:**
  - smi\_
- Screen 3: Results:**
  - LAST: smi
  - FOUND 32 [1-8]
  - 1>Bob Smith
  - 2 Carl Smith
  - 3 Doug Smith
  - 4 Earl Smith
  - 5 George Smit
  - 6 Marty Smit

### Searching by Last Name

Diagram illustrating the search process by last name and first name:

- Screen 1: LAST NAME:**
  - s,j\_
- Screen 2: Results:**
  - LAST: s
  - FIRST: j
  - FOUND 5 [1-5]
  - 1>Joe Samson
  - 2 Jeff Schaeffer
  - 3 John Shafer
  - 4 Jimmy Smith
  - 5 James Sun

### Searching by Last Name, First Name

At the top of the results screen, you can see the search criteria. You also see the number of people in the list. If the list contains more people than the scrolling area permits, the last entry will be **More**; selecting **More** enables you to see the next group of entries.

Directly below are the first group of people who met the criteria. They are listed in alphabetical order by last name.

Scroll through the search results to choose a person, then select **CALL** to automatically place the call using that person's primary number as defined in the directory. You can scroll to the right to see the full name and phone number.

Before the call is placed, you'll be prompted to confirm the number you're calling.

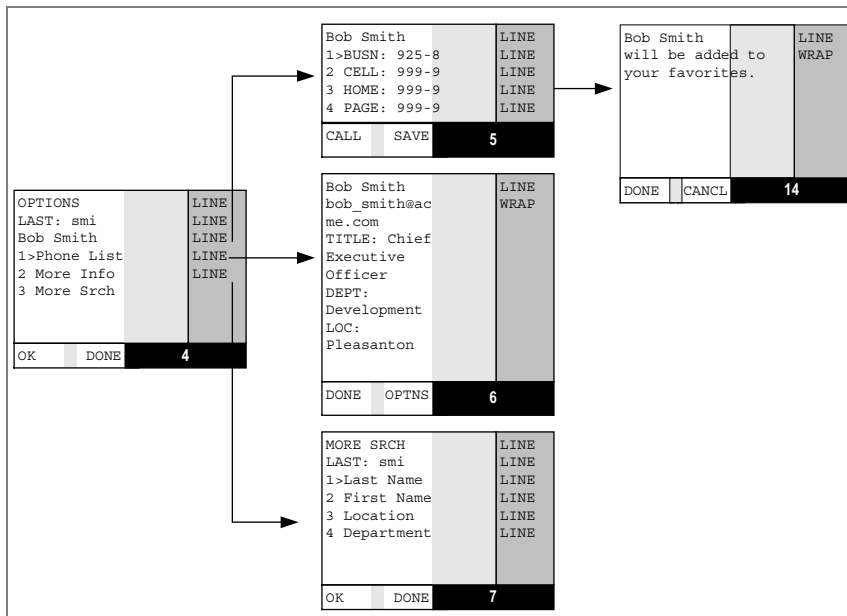
Diagram illustrating the call confirmation screen:

- Call 925/964-1221?

### Call Confirmation

Alternatively, select **OPTNS** (Options) to see additional information about the selected person or to further refine your search.

When you select **OPTNS**, the screen presents you with additional choices. At the top of the screen is the name of the selected person.



OPTIONS choices

Choose from the following options:

#### Phone List, then OK

View a list of all available phone numbers for the selected person. For example, a list might include phone numbers for work, home, pager, and cell phone.

Select **CALL** to dial the selected phone number. Before the call is placed, you'll be prompted to confirm the number you're calling.

Select **SAVE** to add that person to your list of favorites. When you select **SAVE**, a message appears, asking you to confirm that you want to add the person to your favorites:

- Select **DONE** to add the person to favorites.
- Select **CANCL** (Cancel) if you don't want to add the person to your favorites.

Both **DONE** and **CANCL** return you to the main menu without dialing the phone number.

#### More Info, then OK

View additional information about the person, including an email address, title, department, and location.

From the additional information screen, select either **Done** or **Options** to return to the Options menu.

**More Srch, then OK**

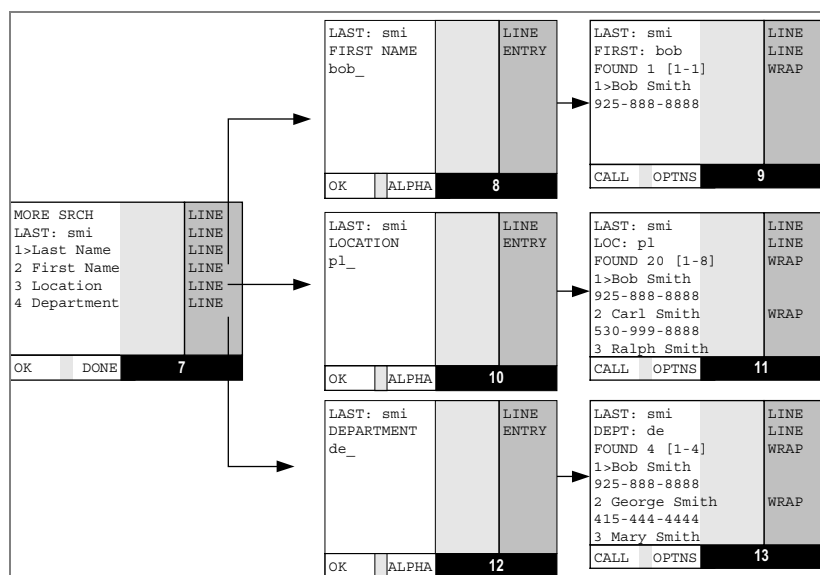
Further refine your search criteria. In this case, the name shown at the top of the screen is disregarded so that you can search within the complete list of people who met your original criteria.

**DONE**

Return to the main menu where you can start a new search.

**Refining Search Criteria**

After you select the **More Srch** option, you continue by refining your search criteria.



**MORE SEARCH** choices

**First Name** then **OK**,  
**Location**, then **OK**,  
**Department** then **OK**.

Search the list according to the specified search criteria. You are prompted to enter search text; you can enter a partial value as long as you enter at least one character. The search is case-insensitive—that is, it doesn't matter whether you use uppercase or lowercase letters.

After you enter your search text, select **OK** to see a list of people who meet both your original search criteria and the new criteria.

At the top of the results screen, you see status information: the original search criteria (in this case, the last name) and the new search criteria. You also see the number of people in the list. If the list contains more people than the scrolling area permits, the last entry will be **More**; selecting **More** enables you to see the next group of entries.

Directly below are the people who meet both criteria listed in alphabetical order by last name.

You can scroll through the list to choose a person, then select **CALL** to automatically place the call using that person's default work number as defined in the directory. Before the call is placed, you'll be prompted to confirm the number you're calling.

Alternatively, select **OPTNS** to return to the Options screen so you can see additional information about the selected person or refine your search still more.

**Last Name** then **OK**

Return to the initial search screen where you can start over with your last name search.

**DONE**

Return to the main menu where you can start a new search.

Using **OPTNS**, you can continue to add additional criteria. So, for example, if you have entered a last name and a location, you can then add a first name or a department.

---

## First Name

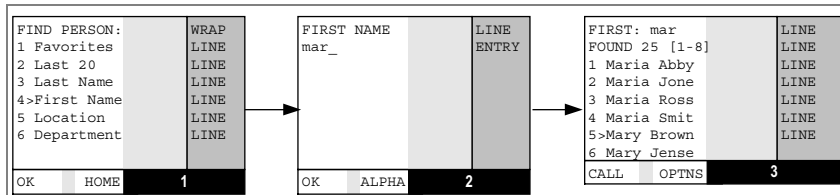
The first name option enables you to search the directory based on a full or partial first name.

### Searching by First Name

To search the directory based on first name, start at the main menu and select **First Name**, then **OK**. You'll be prompted to enter search text. You can enter a partial value as long as you enter

at least one character. The search is case-insensitive—that is, it doesn't matter whether you use uppercase or lowercase letters.

After you enter your search text, select **OK** to see a list of people in locations that match your search criteria.



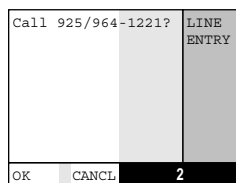
### Searching by First Name

At the top of the results screen, you can see the search criteria. You also see the number of people in the list. If the list contains more people than the scrolling area permits, the last entry will be **More**; selecting **More** enables you to see the next group of entries.

Directly below are the first group of people who met the criteria. They are listed in alphabetical order by last name.

Scroll through the search results to choose a person, then select **CALL** to automatically place the call using that person's primary number as defined in the directory. You can scroll to the right to see the full name and phone number.

Before the call is placed, you'll be prompted to confirm the number you're calling.

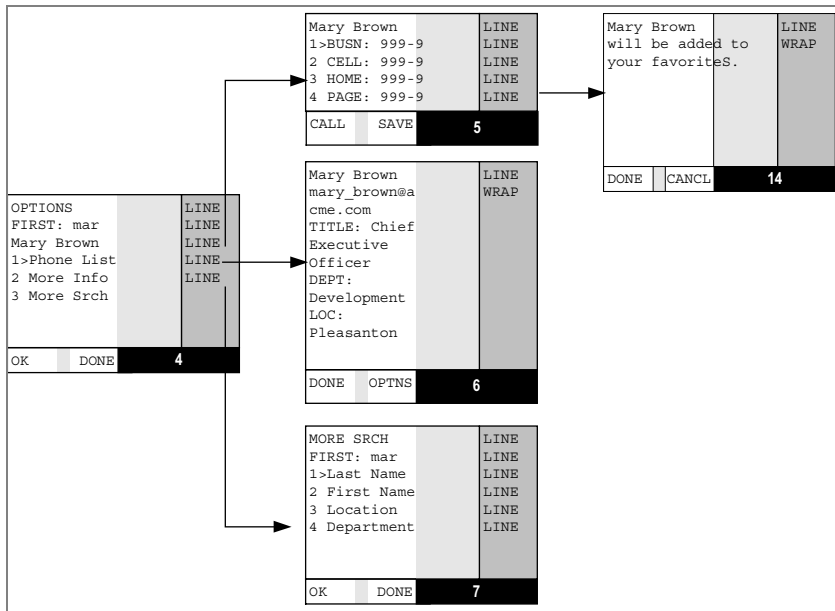


### Call Confirmation

Alternatively, select **OPTNS** (Options) to see additional information about the selected person or to further refine your search.

When you select **OPTNS**, the screen presents you with additional choices. At the top of the screen is the name of the selected person.





OPTIONS choices

Choose from the following options:

#### Phone List, then OK

View a list of all available phone numbers for the selected person. For example, a list might include phone numbers for work, home, pager, and cell phone.

Select **CALL** to dial the selected phone number. Before the call is placed, you'll be prompted to confirm the number you're calling.

Select **SAVE** to add that person to your list of favorites. When you select **SAVE**, a message appears, asking you to confirm that you want to add the person to your favorites:

- Select **DONE** to add the person to favorites.
- Select **CANCEL** (Cancel) if you don't want to add the person to your favorites.

Both **DONE** and **CANCEL** return you to the main menu without dialing the phone number.

#### More Info, then OK

View additional information about the person, including an email address, title, department, and location.

From the additional information screen, select either **Done** or **Options** to return to the Options menu.

**More Srch, then OK**

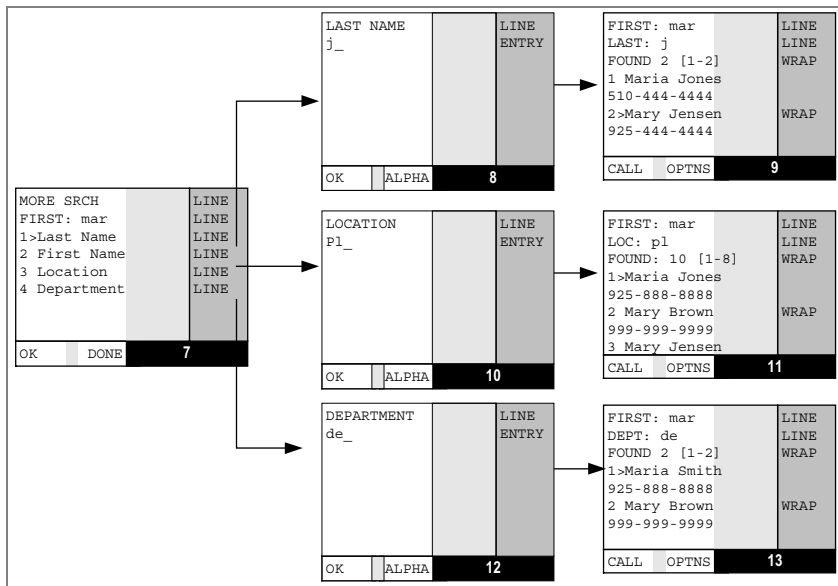
Further refine your search criteria. In this case, the name shown at the top of the screen is disregarded so that you can search within the complete list of people who met your original criteria.

**DONE**

Return to the main menu where you can start a new search.

**Refining Search Criteria**

After you select the **More Srch** option, you continue by refining your search criteria.



MORE SEARCH choices

**Last Name** then **OK**,  
**Location**, then **OK**,  
**Department** then **OK**.

Search the list according to the specified search criteria. You are prompted to enter search text; you can enter a partial value as long as you enter at least one character. The search is case-insensitive—that is, it doesn't matter whether you use uppercase or lowercase letters.

If you're searching by last name, you can optionally enter a partial last name followed by a comma and a partial first name.

After you enter your search text, select **OK** to see a list of people who meet both your original search criteria and the new criteria.

At the top of the results screen, you see status information: the original search criteria (in this case, first name) and the new search criteria. You also see the number of people in the list. If the list contains more people than the scrolling area permits, the last entry will be **More**; selecting **More** enables you to see the next group of entries.

Directly below are the people who meet both criteria listed in alphabetical order by last name.

You can scroll through the list to choose a person, then select **CALL** to automatically place the call using that person's default work number as defined in the directory. Before the call is placed, you'll be prompted to confirm the number you're calling.

Alternatively, select **OPTNS** to return to the Options screen so you can see additional information about the selected person or refine your search still more.

**First Name** then **OK**

Return to the initial search screen where you can start over with your first name search.

**DONE**

Return to the main menu where you can start a new search.

Using **OPTNS**, you can continue to add additional criteria. So, for example, if you have entered a first name and a location, you can then add a last name or a department.

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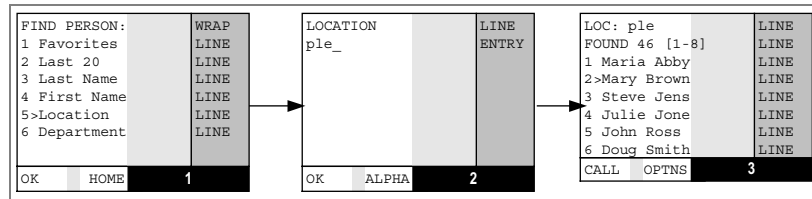
## Location

The location option enables you to search the directory based on a full or partial location name.

## Searching by Location

To search the directory based on location, start at the main menu and select **Location**, then **OK**. You'll be prompted to enter search text. You can enter a partial value as long as you enter at least one character. The search is case-insensitive—that is, it doesn't matter whether you use uppercase or lowercase letters.

After you enter your search text, select **OK** to see a list of people in locations that match your search criteria.



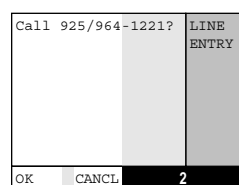
### Searching by Location

At the top of the results screen, you can see status information. You also see the number of people in the list. If the list contains more people than the scrolling area permits, the last entry will be **More**; selecting **More** enables you to see the next group of entries.

Directly below are the first group of people who met the criteria. They are listed in alphabetical order by last name.

Scroll through the search results to choose a person, then select **CALL** to automatically place the call using that person's primary number as defined in the directory. You can scroll to the right to see the full name and phone number.

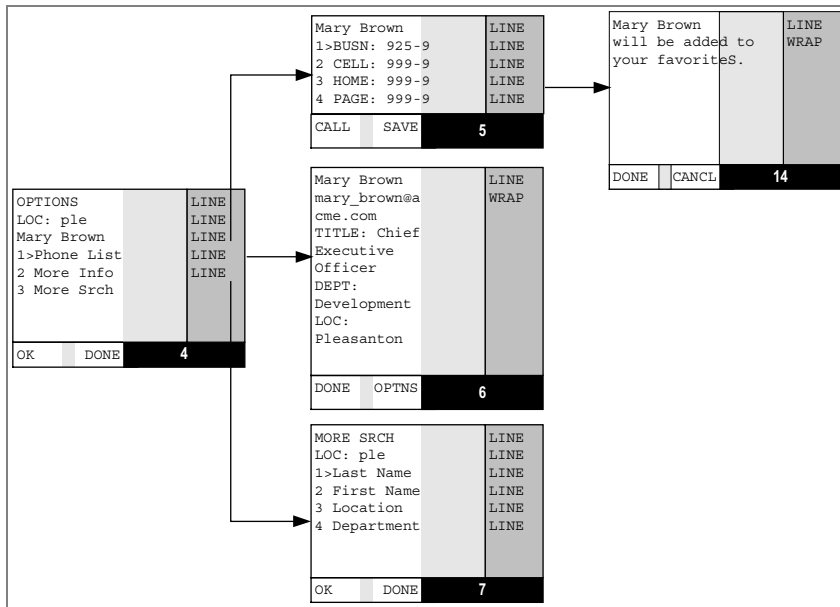
Before the call is placed, you'll be prompted to confirm the number you're calling.



### Call Confirmation

Alternatively, select **OPTNS** (Options) to see additional information about the selected person or to further refine your search.

When you select **OPTNS**, the screen presents you with additional choices. At the top of the screen is the name of the selected person.



OPTIONS choices

Choose from the following options:

#### Phone List, then OK

View a list of all available phone numbers for the selected person. For example, a list might include phone numbers for work, home, pager, and cell phone.

Select **CALL** to dial the selected phone number. Before the call is placed, you'll be prompted to confirm the number you're calling.

Select **SAVE** to add that person to your list of favorites. When you select **SAVE**, a message appears, asking you to confirm that you want to add the person to your favorites:

- Select **DONE** to add the person to favorites.
- Select **CANCL** (Cancel) if you don't want to add the person to your favorites.

Both **DONE** and **CANCL** return you to the main menu without dialing the phone number.

#### More Info, then OK

View additional information about the person, including an email address, title, department, and location.

From the additional information screen, select either **Done** or **Options** to return to the Options menu.

**More Srch, then OK**

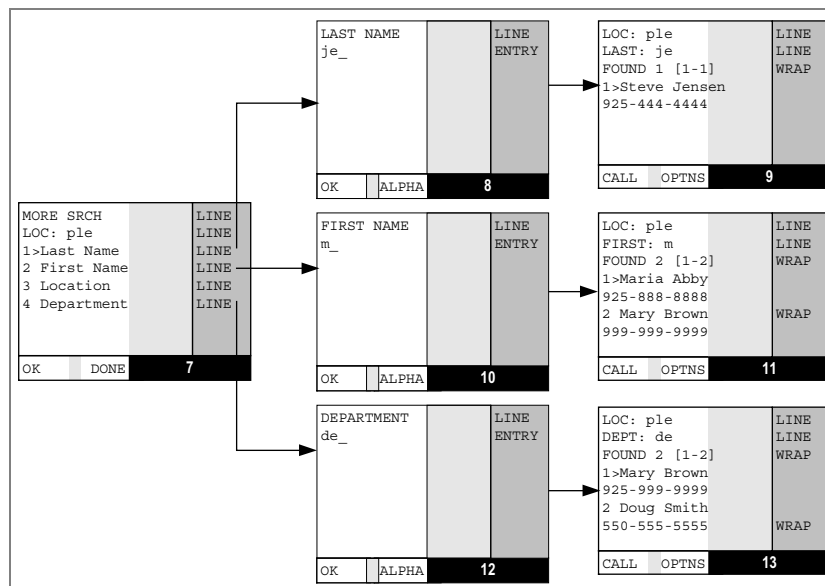
Further refine your search criteria. In this case, the name shown at the top of the screen is disregarded so that you can search within the complete list of people who met your original criteria.

**DONE**

Return to the main menu where you can start a new search.

**Refining Search Criteria**

After you select the **More Srch** option, you continue by refining your search criteria.



MORE SEARCH choices

**Last Name** then **OK**,  
**First Name** then **OK**,  
**Department** then **OK**.

Search the list according to the specified search criteria. You are prompted to enter search text; you can enter a partial value as long as you enter at least one character. The search is case-insensitive—that is, it doesn't matter whether you use uppercase or lowercase letters.

If you're searching by last name, you can optionally enter a partial last name followed by a comma and a partial first name.

After you enter your search text, select **OK** to see a list of people who meet both your original search criteria and the new criteria.

At the top of the results screen, you see status information: the original search criteria (in this case, location) and the new search criteria. You also see the number of people in the list. If the list contains more people than the scrolling area permits, the last entry will be **More**; selecting **More** enables you to see the next group of entries.

Directly below are the people who meet both criteria listed in alphabetical order by last name.

You can scroll through the list to choose a person, then select **CALL** to automatically place the call using that person's default work number as defined in the directory. Before the call is placed, you'll be prompted to confirm the number you're calling.

Alternatively, select **OPTNS** to return to the Options screen so you can see additional information about the selected person or refine your search still more.

**Location**, then **OK**

Return to the initial search screen where you can start over with your location search.

**DONE**

Return to the main menu where you can start a new search.

Using **OPTNS**, you can continue to add additional criteria. So, for example, if you have entered a location and a last name, you can then add a first name or a department.

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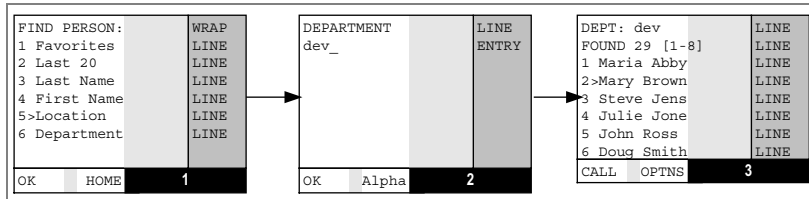
## Department

The department option enables you to search the directory based on a full or partial department name.

## Searching by Department

To search the directory based on department, start at the main menu and select **Department**, then **OK**. You'll be prompted to enter search text. You can enter a partial value as long as you enter at least one character. The search is case-insensitive—that is, it doesn't matter whether you use uppercase or lowercase letters.

After you enter your search text, select **OK** to see a list of people in locations that match your search criteria.



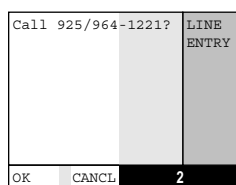
### Searching by Department

At the top of the results screen, you can see status information. You also see the number of people in the list. If the list contains more people than the scrolling area permits, the last entry will be **More**; selecting **More** enables you to see the next group of entries.

Directly below are the first group of people who met the criteria. They are listed in alphabetical order by last name.

Scroll through the search results to choose a person, then select **CALL** to automatically place the call using that person's primary number as defined in the directory. You can scroll to the right to see the full name and phone number.

Before the call is placed, you'll be prompted to confirm the number you're calling.

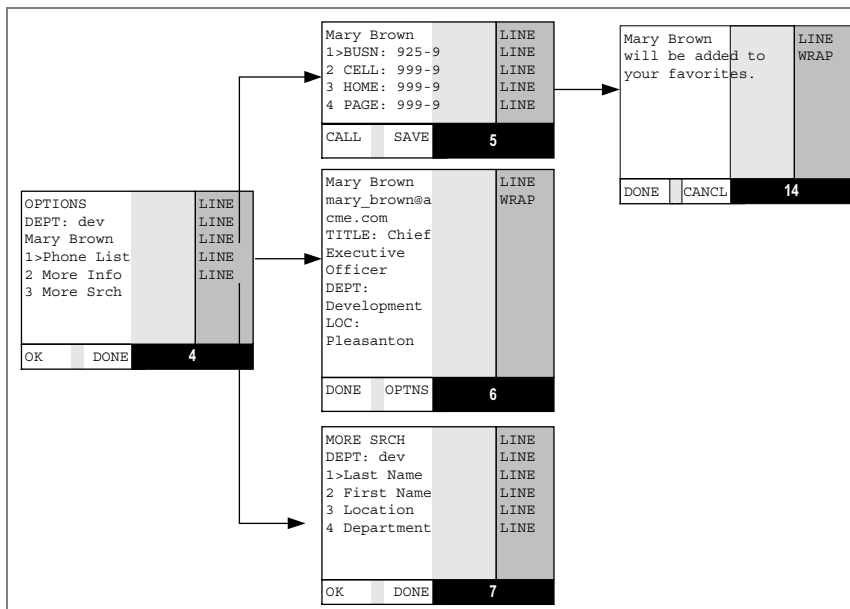


### Call Confirmation

Alternatively, select **OPTNS** (Options) to see additional information about the selected person or to further refine your search.

When you select **OPTNS**, the screen presents you with additional choices. At the top of the screen is the name of the selected person.





### OPTIONS choices

Choose from the following options:

#### Phone List, then OK

View a list of all available phone numbers for the selected person. For example, a list might include phone numbers for work, home, pager, and cell phone.

Select **CALL** to dial the selected phone number. Before the call is placed, you'll be prompted to confirm the number you're calling.

Select **SAVE** to add that person to your list of favorites. When you select **SAVE**, a message appears, asking you to confirm that you want to add the person to your favorites:

- Select **DONE** to add the person to favorites.
- Select **CANCL** (Cancel) if you don't want to add the person to your favorites.

Both **DONE** and **CANCL** return you to the main menu without dialing the phone number.

#### More Info, then OK

View additional information about the person, including an email address, title, department, and location.

From the additional information screen, select either **Done** or **Options** to return to the Options menu.

**More Srch, then OK**

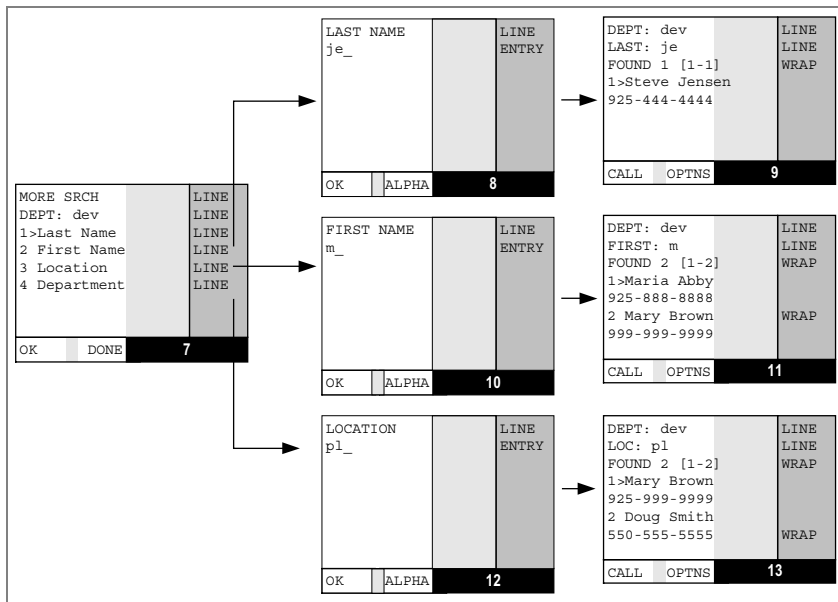
Further refine your search criteria. In this case, the name shown at the top of the screen is disregarded so that you can search within the complete list of people who met your original criteria.

**DONE**

Return to the main menu where you can start a new search.

**Refining Search Criteria**

After you select the **More Srch** option, you continue by refining your search criteria.



MORE SEARCH choices

**Last Name** then **OK**,  
**First Name** then **OK**,  
**Location** then **OK**.

Search the list according to the specified search criteria. You are prompted to enter search text; you can enter a partial value as long as you enter at least one character. The search is case-insensitive—that is, it doesn't matter whether you use uppercase or lowercase letters.

If you're searching by last name, you can optionally enter a partial last name followed by a comma and a partial first name.

After you enter your search text, select **OK** to see a list of people who meet both your original search criteria and the new criteria.

At the top of the results screen, you see status information: the original search criteria (in this case, department) and the new search criteria. You also see the number of people in the list. If the list contains more people than the scrolling area permits, the last entry will be **More**; selecting **More** enables you to see the next group of entries.

Directly below are the people who meet both criteria listed in alphabetical order by last name.

You can scroll through the list to choose a person, then select **CALL** to automatically place the call using that person's default work number as defined in the directory. Before the call is placed, you'll be prompted to confirm the number you're calling.

Alternatively, select **OPTNS** to return to the Options screen so you can see additional information about the selected person or refine your search still more.

**Department**, then **OK**

Return to the initial search screen where you can start over with your department search.

**DONE**

Return to the main menu where you can start a new search.

Using **OPTNS**, you can continue to add additional criteria. So, for example, if you have entered a department and a last name, you can then add a first name or a location.



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