



System User Guide

How to View and Search the Employee Directory

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Introduction

This guide covers key tasks for **Employees** in 'How to View and Search the Employee Directory' system process.

Employees – As part of the People & Money System you have access to a Staff Directory. This includes public information that other members of staff at the university can view.

This guide covers how to use the directory including:

- Searching and Viewing the Employee Directory
- Viewing and Printing Organisation Charts

In Brief

This section is a **simple overview** and should be used as a reminder. More detailed information, screenshots and tips is provided within the 'In Detail' section.

Searching and Viewing the Employee Directory

1. From the **Home** page, open the **Me** section.
2. Click **Directory**.
3. Enter the person's name in the search field and click on their **Name**.
Note: If you wish to search for a Department or Job Title, this must be done via **Advanced Search** rather than just the standard search.
4. Click on the applicable name in the list of results to view their details.
5. Expand **Representatives** to see key contacts for the employee.

For detailed guidance, see [Searching and Viewing the Employee Directory](#) section.

Viewing and Printing Organisation Charts

1. From the **Home** page, open the **Me** section.
2. Click **Directory**.
3. To view your organisational chart, click **My Organisation Chart**, to view someone else's organisation chart, search for them in the Directory and click on their Organisation Chart icon.
4. To print the organisation chart click **Print**.
5. Use the dropdown menu to choose what **File Format** you require.
6. Use the dropdown menus to indicate how many **Levels to Display** and which **Fields to Display**
7. Fill out other fields as appropriate.
8. Click **Preview** to see a preview of the chart.
9. Click **Print** and the file will be downloaded by your browser.
10. You can either save or print locally.

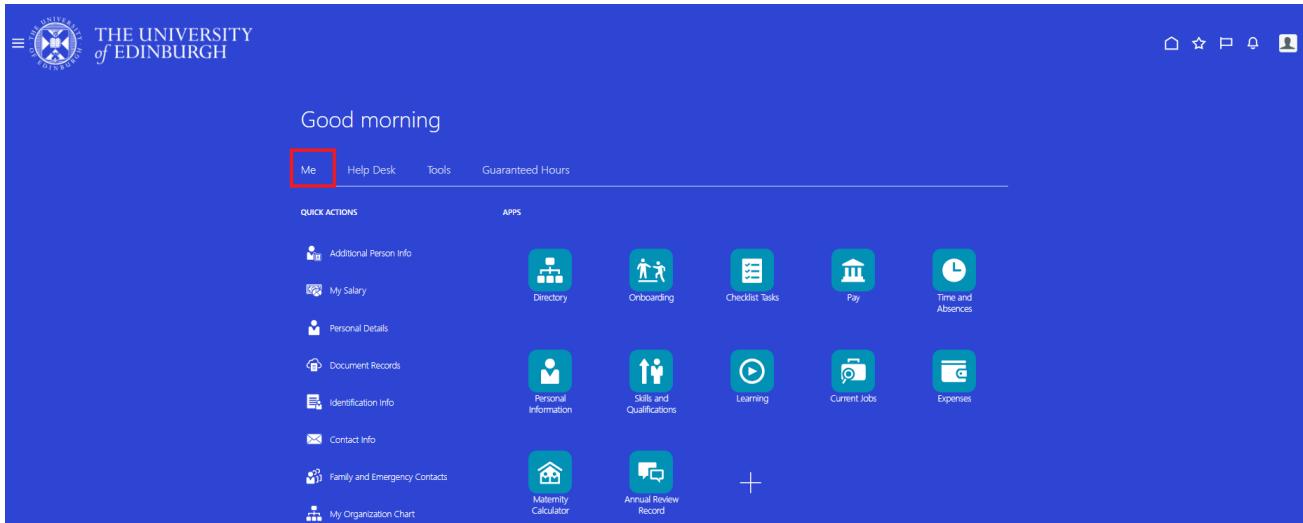
For detailed guidance, see [Viewing and Printing Organisation Charts](#) section.

In Detail

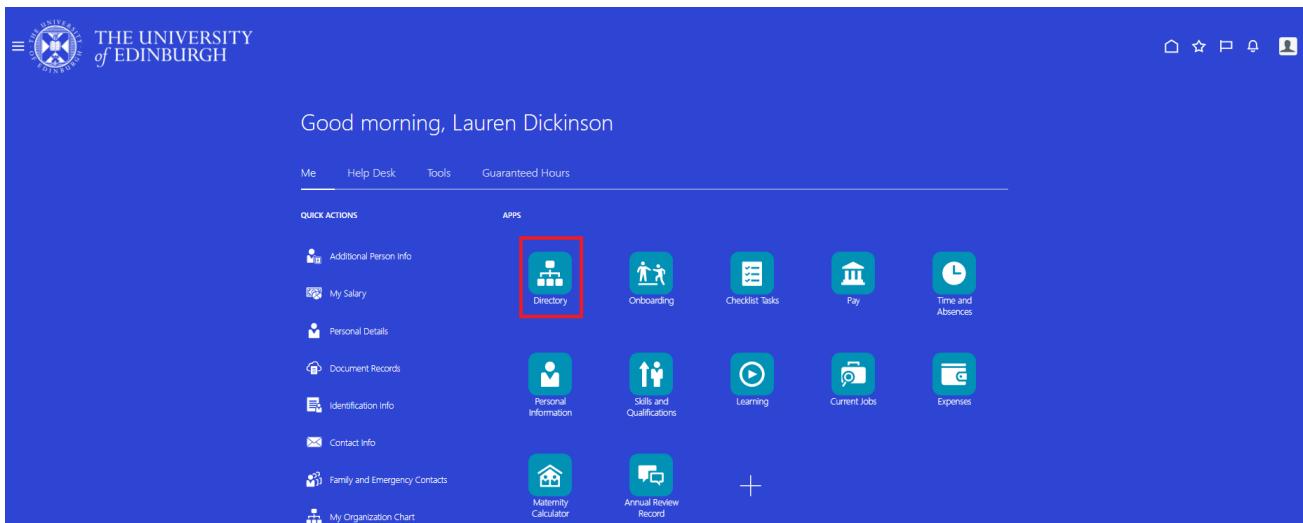
This section provides the detailed steps and includes relevant screenshots from the system.

Searching and Viewing the Employee Directory

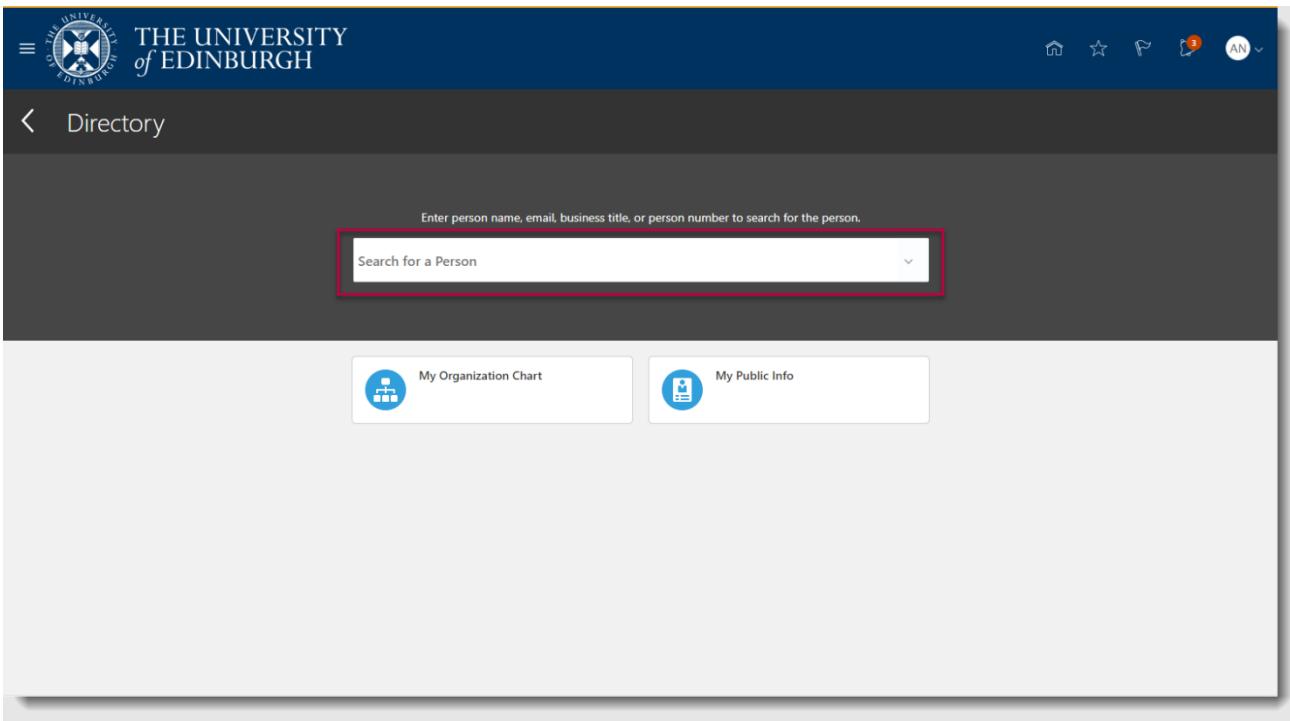
1. From the **Home** page, click the **Me** section.



2. Click **Directory**.



3. Enter the person's name in the search field and click on their **Name**.



Enter person name, email, business title, or person number to search for the person.

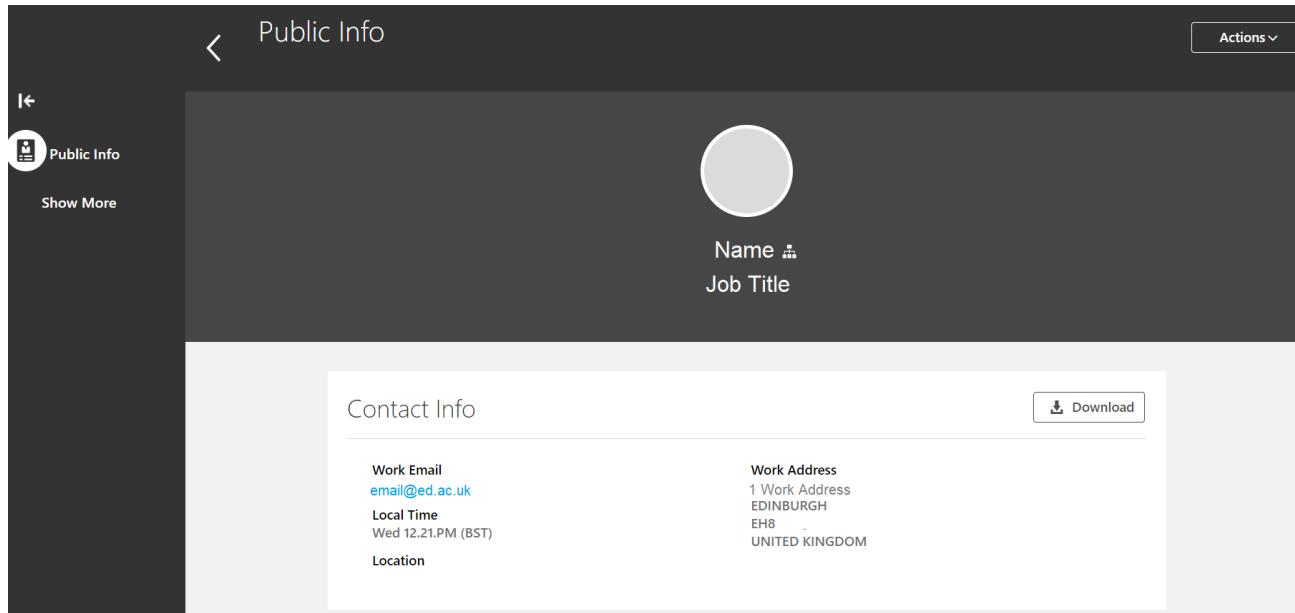
Search for a Person

My Organization Chart

My Public Info

Note: If you wish to search for a Department or Job Title, this has to be done via **Advanced Search** rather than just the standard search.

4. Click on the applicable name in the **Directory** to view their details.



Public Info

Name

Job Title

Contact Info

Work Email
email@ed.ac.uk

Local Time
Wed 12.21PM (BST)

Location

Work Address
1 Work Address
EDINBURGH
EH8
UNITED KINGDOM

Download

5. Expand **Representatives** to see key contacts for the employee.

Representatives



Representative

Finance Manager

representativeemail@ed.ac.uk



Representative

GH Admin

representativeemail@ed.ac.uk



Representative

GH Admin

representativeemail@ed.ac.uk



Representative

GH Admin

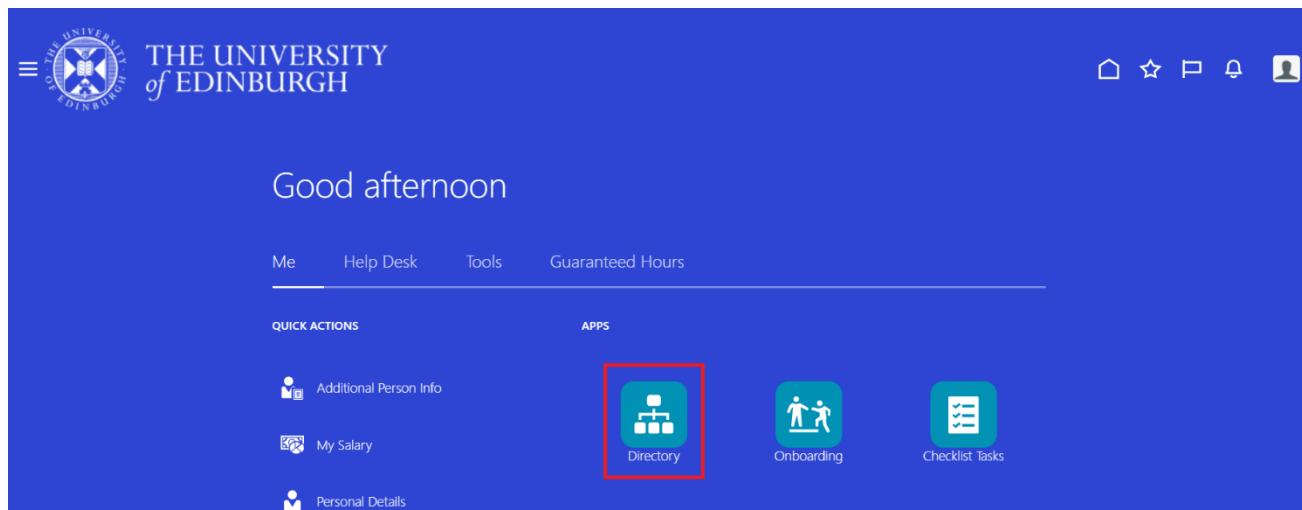
representativeemail@ed.ac.uk

Note: Those listed here include key contacts within School/Departments as well as Finance Managers.

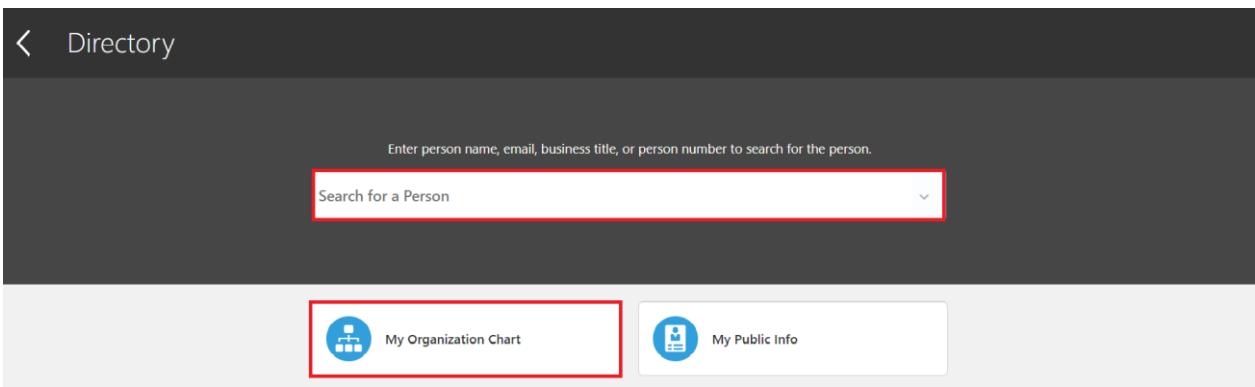
Representatives can perform certain actions on your record.

Viewing and Printing Organisation Charts

1. From the **Home** page, open the **Me** section.
2. Click **Directory**.



3. To view your organisational chart, click **My Organisation Chart**, to view someone else's organisation chart, search for them in the Directory and click on their Organisation Chart  icon.



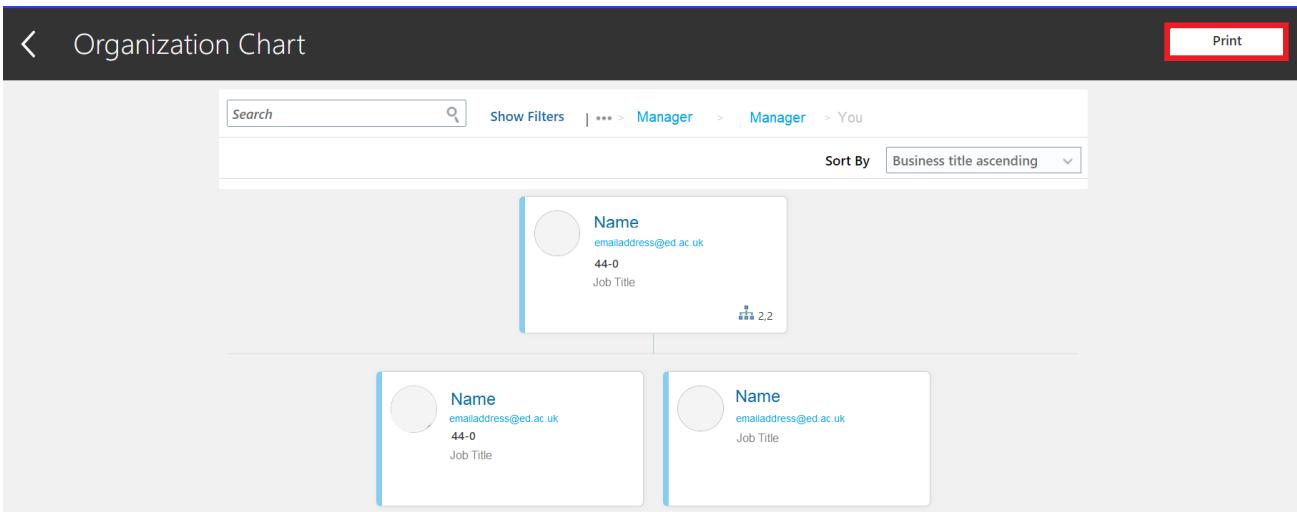
Enter person name, email, business title, or person number to search for the person.

Search for a Person

My Organization Chart

My Public Info

4. To print (or download) the organisation chart click **Print**.



Search Show Filters | *** > Manager > Manager > You

Sort By Business title ascending

Name
emailaddress@ed.ac.uk
44-0
Job Title

Name
emailaddress@ed.ac.uk
44-0
Job Title

Name
emailaddress@ed.ac.uk
Job Title

Print

5. Use the dropdown menu to choose what **File Format** you require, e.g. PDF.

Print Options

Organization Head

*Levels to Display

File Format

SVG

*Fields to Display

Business Title;Directs;Name

Layout Definition

Group Last Level

Orientation

Horizontal
 Vertical

6. Use the dropdown menus to indicate how many **Levels to Display** and which **Fields to Display**.

Print Options

Organization Head

*Levels to Display

File Format

PDF

*Fields to Display

Business Title;Directs;Name

7. Fill out other fields as appropriate.
8. Click **Preview** to see a preview of the chart.

Print Options

Organization Head

*Levels to Display

1

File Format

PDF

*Fields to Display

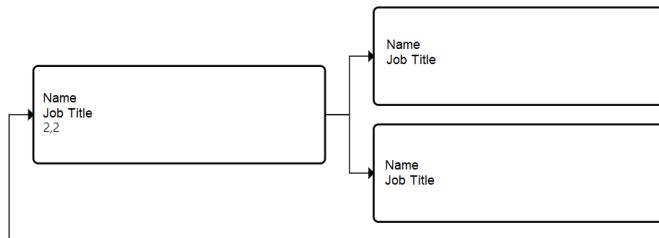
Business Title;Directs;Name

9. Click **Print** and the file will be downloaded by your browser.

Orientation

Horizontal

Vertical



10. You can either save or print locally.

Version History

Version	Date	Description	Approved By
1.0	04 August 2025	Updated guide to new format	M Easton 01/08/25

Reviewers & Approvers

Further details of the Reviewers and Approvers of this document can be found by contacting HR Process Improvement. Please raise a Service Request using the category Continuous Improvement.