

### Responsibilities of a Phone Book Administrator (PBA):

1. Update enquiry phone numbers, fax numbers, workgroup structure and job titles.
2. Assign staff and postgraduate students to job titles.
3. Update staff and postgraduate student contact details.

### Update the Enquiry Phone Number, Fax Number & Work Group Structure

When an enquiry phone number, fax number or structural change occurs:

1. Login to the QUT Virtual Home Page (<https://qutvirtual.qut.edu.au>).
2. Click **Manage workgroup structure**.
3. Select your faculty/division.
4. Select your section/centre within your school/department.
5. To change a group's print order, enquiry phone or fax number:
  - Click **Modify** beside the group to be changed.
  - Enter the print order/phone/fax number and click **Save**.
  - Click the **phone group updates** navigation link to display changes.
6. To add a new group:
  - Click **Add a new group**.
  - Enter the phone group name, print order number, enquiries phone and fax numbers and click **Save**.
  - Click the **phone group updates** navigation link to display changes, or click **Add another phone group** to add another group.

You are now ready to add job titles (see *Update Job Titles*).
7. To delete a group:
 

*Note: Before deleting a group, ensure all job titles are deleted. A group can not be deleted if a job title is assigned to it.*

  - Click **Delete** beside the phone group to be deleted.
  - Click **Remove**.
  - Click the **phone group updates** navigation link to display changes.

*Changes will not appear in the on-line Staff Directory until the next day.*

### Update Job Titles

When a job title is created, modified, or becomes obsolete:

1. Login to the QUT Virtual Home Page (<https://qutvirtual.qut.edu.au>).
2. Click **Manage workgroup structure**.
3. Select your faculty/division.
4. Select your section/centre within your school/department.
5. Select a phone group.
6. To create a job title:
 

*Note: Before creating a new job title, ensure that it has been approved by the head of School/Department.*

  - Click **Add a new job title**.
  - Enter the new job title and print order number and click **Save**.
  - Click the **job title listing** navigation link to display changes.

You are now ready to assign staff (see *Assign Staff to Job Titles*).

7. To change or reorder job titles within a group:
  - Click **Modify** beside the job title to be changed.
  - Change the job title and/or print order number and click **Save**.
  - Click the **job title listing** navigation link to display changes.

8. To delete a job title:
 

*Note: Before deleting a job title, ensure noone is assigned to it. A job title can not be deleted if a person is assigned to it.*

  - Click **Delete** beside the job title to be deleted.
  - Click **Remove**.
  - Click the **job title listing** navigation link to display changes.

*Changes will not appear in the on-line Staff Directory until the next day.*

### Job Title Standards

- The word *Acting* follows the job title, eg. Director (Acting).
- The term of employment follows the job title for part-time and casual positions, eg. Administrative Assistant (Part-time).

### Assign Staff to Job Titles & Update Contact Details

When a staffing change occurs or contact details change:

*Note: Advise Human Resources of any errors in the staff list.*

1. Login to the QUT Virtual Home Page (<https://qutvirtual.qut.edu.au>).
2. Click **Perform staff updates**.
3. Select your faculty/division.
4. Select your section/centre within your school/department.
5. Select the person whose details you want to update.
6. Update the contact details and/or select a job title from the **Group** drop-down list and click **Save**.
 

*Note: If a person is on extended leave select **Print No** to hide their details in the on-line Staff Directory.*
7. Click the **staff listing** navigation link to display changes.

*Changes will not appear in the on-line Staff Directory until the next day.*

Number Standards	Example	Description
PABX numbers	4000	4 digit extension only
Multiple extensions	4321GP/9876KG	Separate with /, no spaces
Direct exchange lines	5433 7400	8 digit number with a space
Mobile phones	0414 864 444	10 digit number with spaces
Speed dial	#6 6543	#6, space, then the number
Pagers	1300 555 555/67351	Dial sequence or directory number, /, pager number.

### Printing the On-line Staff Directory

1. Start Internet Explorer and go the QUT Home Page ([www.qut.edu.au](http://www.qut.edu.au)).
2. Click **Staff Directory**.
3. Select the appropriate faculty/division/school/department.
 

*Note: If you select a faculty the whole faculty will print, if you select a school only that school will print.*
4. Click the print toolbar button or select **Print** from the **File** menu.