Using the Medical Informatics Section Directory

The Medical Informatics Section (MIS) Directory allows MIS members the ability to connect with colleagues in specific areas of expertise and interest. This directory has been created using one of the Eskind Biomedical Library’s Knowledge Management Tools, the Directory Template Shell. The Directory Template Shell provides the framework for creating and viewing original, online directories via two interfaces: the front-end directory that displays member information and the administrative back-end Directory Editing Tool.

Your Directory Administrator will provide you with the URL’s for viewing the front-end online directory and for logging in to the Directory Editing Tool.

Logging in to the Directory Editing Tool

Use the “Username” and “Password” assigned by your Directory Administrator to log in and update your individual record in the MIS Directory.

1. Enter your assigned “Username” and “Password”. Your directory name will automatically appear in the “Login As” box.
2. Select “Submit”

Note: If you select “View Online Directory” you will view the front-end directory instead of logging in to the Directory Editing Tool interface.

The Directory Editing Tool

The Directory Editing Tool home page (pictured below) shows the options available to an individual user.

Updating Your Directory Information

1. To update your entry in the directory, select “Update your information in the directory” from the main screen. The next screen displays the fields that have been defined for your directory. (See the “Update Directory Information” screen on the following page.) Navigation buttons positioned at the bottom of the page provide easy access to key interfaces. (The “Directory Editing Tool - Home” button will return you to the Editing Tool’s home page and the “Preview Directory Record” button will display your directory record as it will appear in the MIS Directory.)
2. Make the desired changes to your directory record. Single entry fields can be modified directly within this interface. Click on “Edit List” to edit information for a field that allows multiple entries. After completing your changes click the “Save” button at the bottom of the screen.
3. You will be directed to a preview screen which will display your information as it will appear in the MIS Directory.
4. The preview interface includes key navigational options at the bottom of the page. The “Back” button will allow you to return to the update information screen and make more changes if you wish.
5. The Publish/Unpublish toggle button allows you to specify whether your record is visible in the front-end directory. If the button reads “Publish” then your record is not currently visible, select “Publish” to make your
information appear in the directory. If your record is currently displaying in the front-end directory then the button will read “Unpublish”. Select “Unpublish” to hide your directory record.

6. If the preview screen looks correct, select “Finish” to complete the changes and return to the Editing Tool’s home page.

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**Modifying Your Editing Tool**

**User Profile (E-mail Address and Password)**

The password you use to log in to the Directory Editing Tool can be changed in the “Update your Login information” screen (shown below). The e-mail address associated with your username and password can also be changed in this screen.

1. From the Directory Editing Tool home page select “Update your Login information”.
2. To change your user password, type in the current “Password” and then type in the “New-Password” twice.
3. To change your e-mail address, enter changes in the “Email” field.
4. Click “Update” to save changes.
5. To return to the Directory Editing Tool home page, click “Directory Editing Tool - Home”.

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**To Logout of the Directory Editing Tool**

1. From the Directory Editing Tool home page, select “Logout”.

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**The Update Directory Information Screen**

**The Update Login Information Screen**