The Direct Input (DI) system allows you to add and update a number of items of personal information. This guide covers all of these.

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| --- |
| Click on a link below to move to that section of the guide. |
| [Accessing Personal Information](#_Accessing_Personal_Information) | [Updating Employee Basic Details](#_Updating_Employee_Basic) |
| [Phone Numbers – Except Home](#_Phone_Numbers_–) | [Main Address](#_Main_Address) |
| [Additional Address](#_Additional_Address) | [Emergency Contacts](#_Emergency_Contacts) |

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# Accessing Personal Information

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| --- | --- |
| To access an employee’s Personal Information:-* Open the **Fast Path folder**.
* Click on **Personal Information**.
 | Navigator |
| The Personal Information: People in Hierarchy screen is launched. * Anyone you directly line manage will be in the list on this screen.
* To find someone you don’t line manage, click in the Name field, type in their surname and find them.
* Alternatively, you can use the Advanced Search link to find them.
* To update their Personal Information, click on the Action button Action button to the right of their name.
 |
|  |
| Employee |
| * The Personal Information screen is launched.
* This screen is divided into sections covering the Basic details, Phone, Addresses and Emergency Contact information, all of which can be updated.
 | personal information |

# Updating Employee Basic Details

|  |  |
| --- | --- |
| * Click on the **Update** button.
 | Basic Details |
| * Choose to either correct the current information or enter new information. For advice on what each of these items means, [click here](#_Understanding_Corrections_v).
 |
| correct |
| * Select one of the options then click on **Next**.
* Update the information as required.
* Click on the **Next** button.
 | change personal information |

|  |
| --- |
| * Check the details on the Summary screen.
* If you need to change anything, always click on the Back button back in Oracle and never on the Browser back button browser back.

**HINT:** any item with a blue circle to the right of it indicates a change!!* Click on the **Submit** button to submit all changes.

submit |
| * Any changes will be applied.
* Click on the **Return to Overview** button to return to the Personal Information page (if you wish to update other sections).

Note: The **Overview Page** will only display First Name and Last Name even if you have entered other names. * Click on the **Home** link to return to the main Oracle Applications Home Page or use Navigator or Favorites to carry out other actions.
* return
 |

# Phone Numbers – Except Home

This should be used to add and update any phone numbers EXCEPT the person’s main home phone number, which is recorded in the Main Address area.

## Adding a new Phone number

|  |
| --- |
| * In the Phone Numbers – Except Home section, click on the **Add** button.

add phone |
| * Click on the drop down arrow in the **Type field** and select the type of phone this number is for:-phone list
* Type in the new number.
* Click on Add **Another Row** to add a second number.
* Click on the **Next** button when all numbers have been added.
 | phone |
| * Check the details on the Summary screen.
* If you need to change anything, always click on the Back button back in Oracle and never on the Browser back button browser back.

**HINT**: any item with a blue circle to the right of it indicates a change!!* Click on the **Submit** button to submit all changes.

submit phone |
| * Any changes will be applied.
* Click on the **Return to Overview** button to return to the Personal Information page (if you wish to update other sections).
* Click on the **Home link** to return to the main Oracle Applications Home Page.

return |

## Updating an existing Phone number

|  |
| --- |
| * In the Phone Numbers – Except Home section, click on the **Update** button.

phone update |

|  |  |
| --- | --- |
| * Update an existing phone numbers by re-typing the number.
* Delete an existing number using the delete rule button button in the Delete column of the appropriate row.
* Click on **Add Another Row** to add a second number.
* Click on the **Next** button when all numbers have been added.
 | phone update detail |
| * Check the details on the Summary screen.
* If you need to change anything, always click on the Back button back in Oracle and never on the Browser back button browser back.

**HINT**: any item with a blue circle to the right of it indicates a change!!* Click on the **Submit** button to submit all changes.

submit phone |
| * Any changes will be applied.
* Click on the **Return to Overview** button to return to the Personal Information page (if you wish to update other sections).
* Click on the **Home link** to return to the main Oracle Applications Home Page.

return |

# Main Address

## Correcting or Amending an Address

|  |
| --- |
| * Click on the **Update** button

update address |
| * Choose **Correct or amend this address**.
* Click on the **Next** button.
 | **address correct** |
| * Make any changes to the existing address or telephone number.
* Click on the **Next** button.
 | **amend address** |
| * Check the details on the Summary screen.
* If you need to change anything, always click on the Back button back in Oracle and never on the Browser back button browser back.

**HINT**: any item with a blue circle to the right of it indicates a change!!* Click on the **Submit** button to submit all changes.

address changed |
| * Any changes will be applied.
* Click on the **Return to Overview** button to return to the Personal Information page (if you wish to update other sections).
* Click on the **Home link** to return to the main Oracle Applications Home Page.

return |

## Entering a new Address

|  |
| --- |
| * Click on the **Update** button

update address |
| * Choose **Enter a new address if you have moved**.
* Click on the **Next** button.
 | **new address** |
| * Ensure the **Effective Date** is set to the date the move of house took place.
* Select the **Type** of address and complete the address information.
* Click on the **Next** button.
 | **new address details** |
| * Check the details on the Summary screen.
* If you need to change anything, always click on the Back button back in Oracle and never on the Browser back button browser back.

**HINT**: any item with a blue circle to the right of it indicates a change!!* Click on the **Submit** button to submit all changes.

address changed again |
| * Any changes will be applied.
* Click on the **Return to Overview** button to return to the Personal Information page (if you wish to update other sections).
* Click on the **Home link** to return to the main Oracle Applications Home Page.

return |

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# Additional Address

You can add or update additional addresses for any person in DI. If there are any additional addresses already in DI, these will be listed below the main address, each with their own **Update** button. Below the last one (or below the main address if no additional addresses have been entered) will be an empty row with an **Add** button.

|  |  |
| --- | --- |
| * Click on the **Add** or **Update** button as appropriate.
* Enter or edit the information for the additional address as required.
* **Note:** You must choose **Secondary** in the **Type** field. You cannot save the additional address with the type **Home**.
* Click on the **Next** button
 |  |
| * Check the details on the Summary screen.
* If you need to change anything, always click on the Back button back in Oracle and never on the Browser back button browser back.

**HINT**: any item with a blue circle to the right of it indicates a change!!* Click on the **Submit** button to submit all changes.

address changed again |
| * Any changes will be applied.
* Click on the **Return to Overview** button to return to the Personal Information page (if you wish to update other sections).
* Click on the **Home link** to return to the main Oracle Applications Home Page.

return |

# Emergency Contacts

**NOTE**: All staff records must have at least one Emergency Contact listed.

|  |
| --- |
| * To add a new Emergency Contact, click on the **Add** button.

Emergency Contact |
| * Add information about the Emergency contact in the **General Information** section, including their relationship with the Barnardo’s employee.
* Add a contact telephone number in the **Phone Numbers** section.
* Click on the **Next** button.
 | Emergency update |
| * Check the details on the Summary screen.
* If you need to change anything, always click on the Back button back in Oracle and never on the Browser back button browser back.

**HINT**: any item with a blue circle to the right of it indicates a change!!* Click on the **Submit** button to submit all changes.

EIdone |
| * Any changes will be applied.
* Click on the **Return to Overview** button to return to the Personal Information page (if you wish to update other sections).
* Click on the **Home link** to return to the main Oracle Applications Home Page.

return |
| * Click the radio button in the **Select** column then the **Update** button to update an existing emergency contact.
* Click the radio button in the **Select** column then the **Remove** button to remove an emergency contact.
* Add a new emergency contact by clicking the **Add** button.

EC remove |