

The steps for managing your information that will be visible to all colleagues within the Organisation will be outlined in this guide.



1. Navigate to your public information



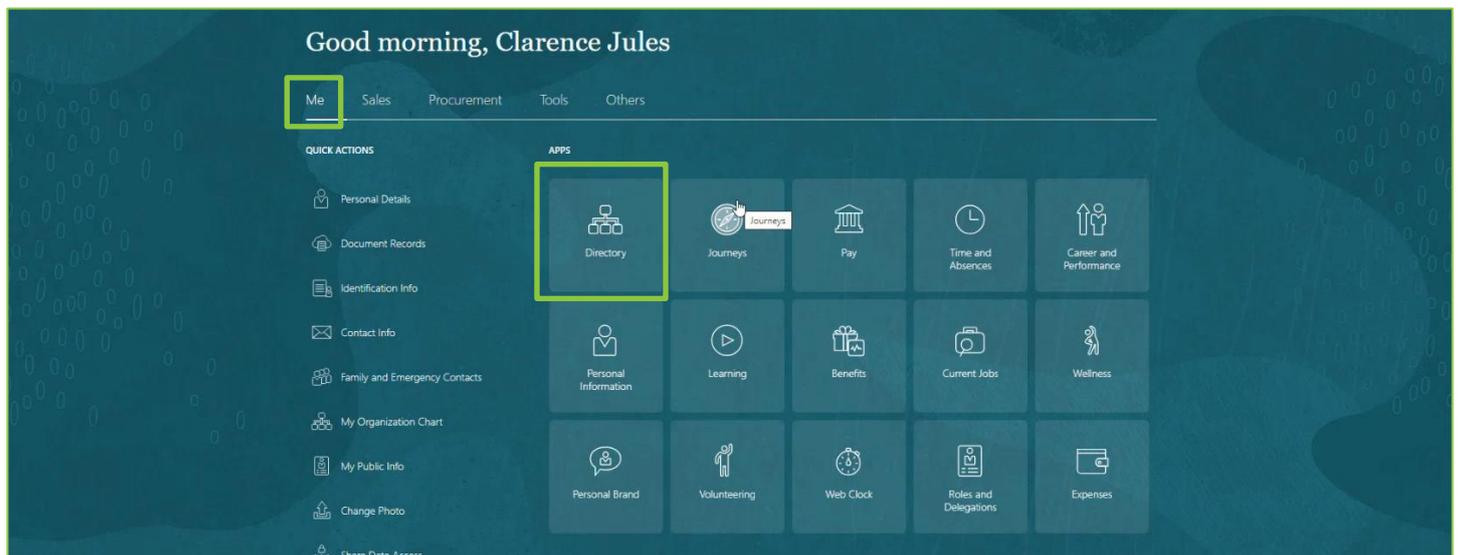
2. View your public information



3. Make amendments to your public information

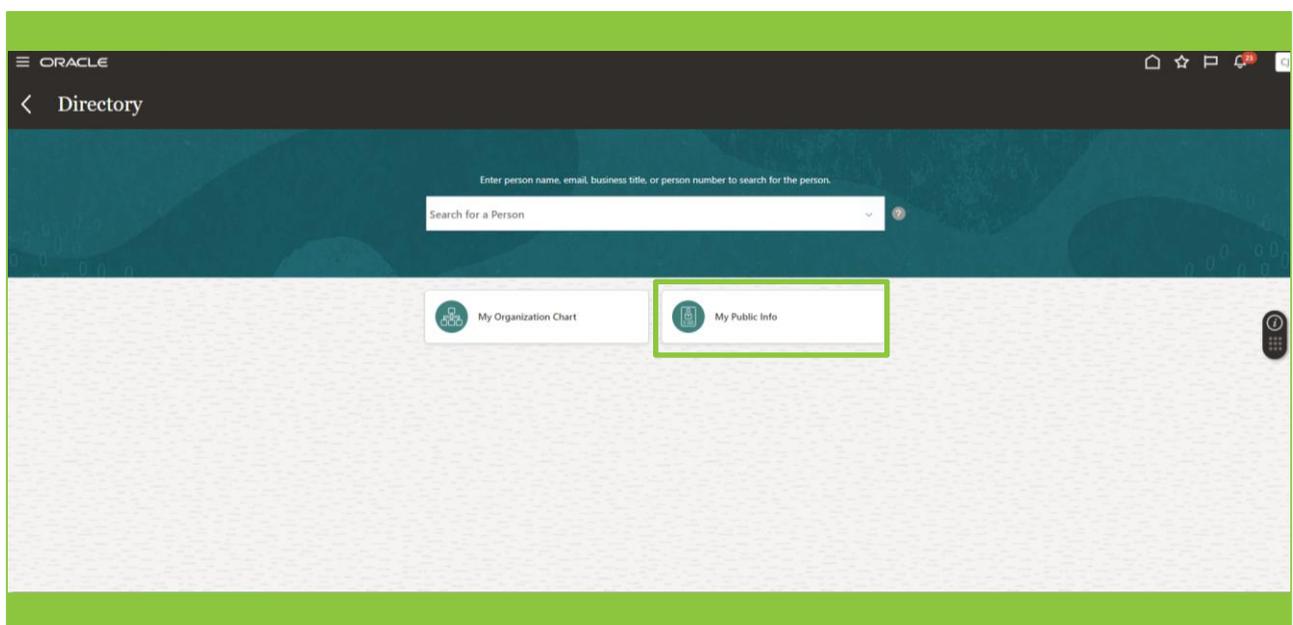
01

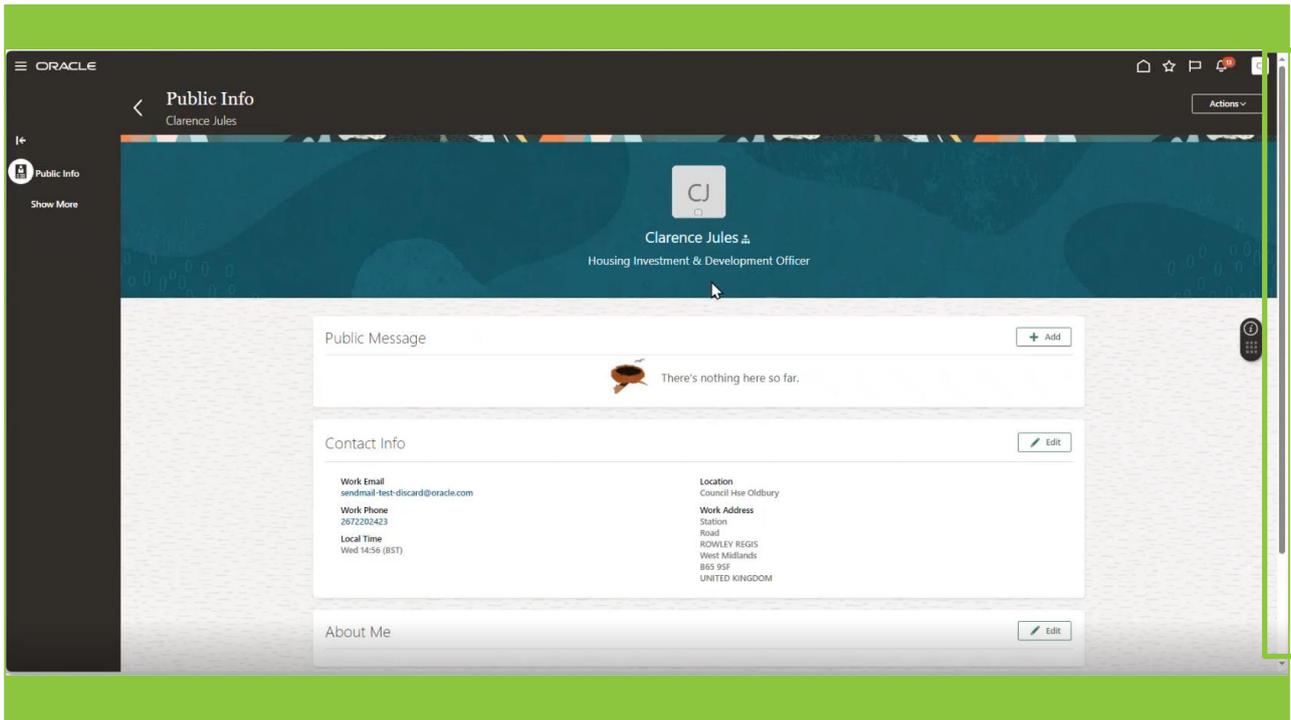
Your public information contains less sensitive personal details that are visible to all employees across the Organisation. To access your public information, navigate to the **Me** tab on the homepage and select the **Directory** tile.



02

You will now see the Directory homepage. Select the **My Public Info** button.





By using the scroll bar, you can scroll down the page to reveal the following sections:

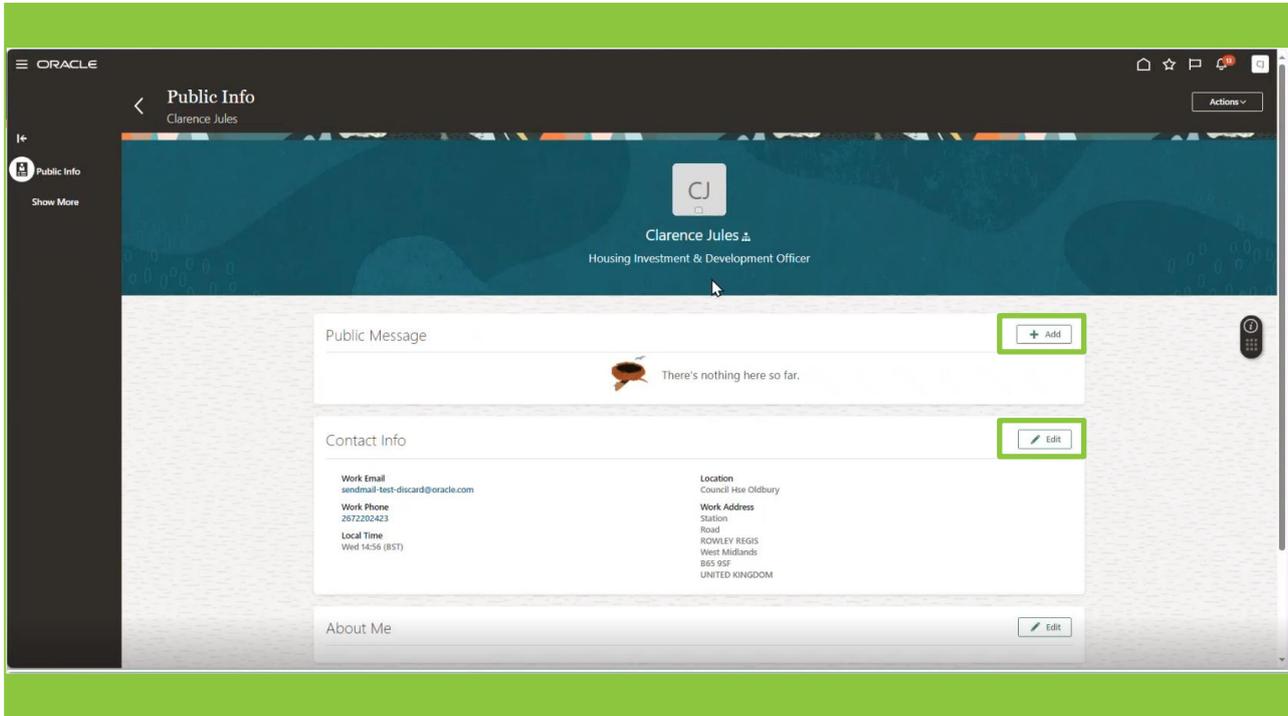
Section Title	Description
Public Message	A field for you to add a message to advise colleagues of any upcoming leave or absences
Contact Info	Details of your viewable contact information such as your email address, telephone number and location.
About Me	You can add some biographical information about yourself into this section. Note that only professional, work related information should be added to this section, not personal details.
Managers and Directs	This section identifies your line manager and any direct reports that you have. This section is view only and is not editable.
Representatives	If applicable, here you can view details of any identified contacts / representatives, for example your HR representative.

If no information is present in a section, then selecting the **Add** button will open a window that will enable you to add relevant information.

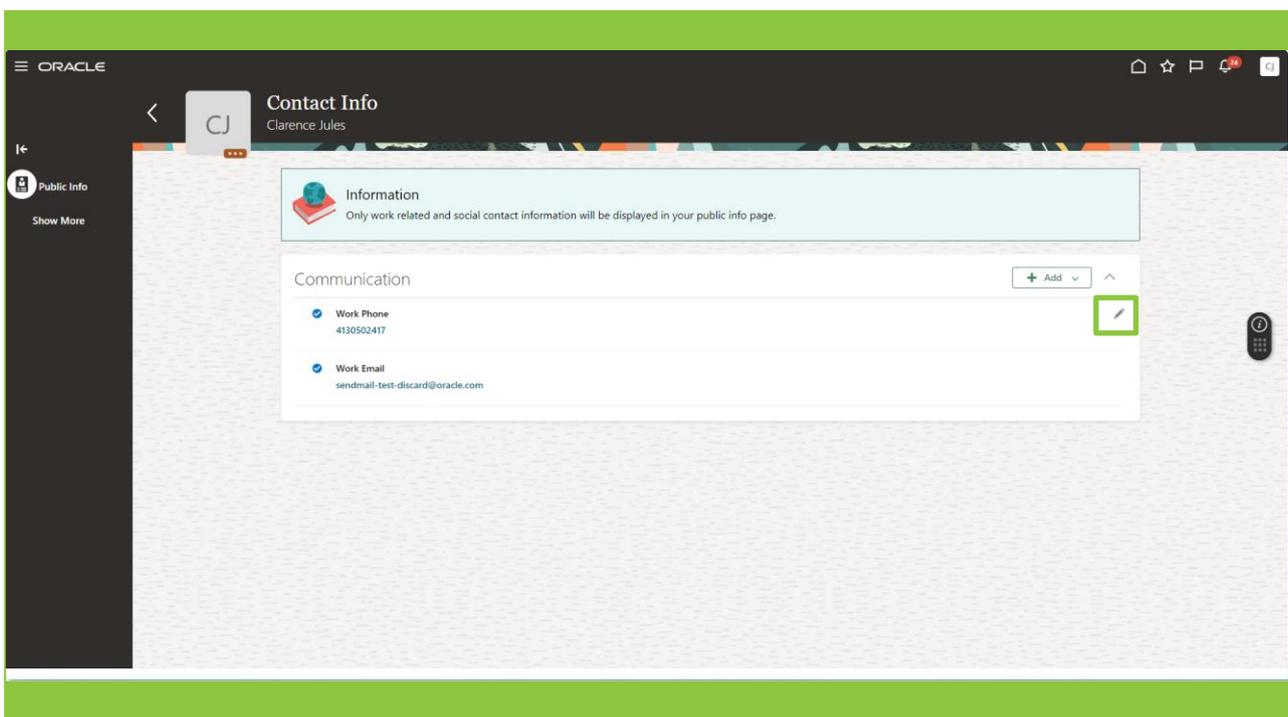
If a section already contains information, but you wish to amend it, you can select the **Edit** button to access the editing window. From here you will be able to make the required changes.

Note that some sections are not editable.

In the example below, the user wants to update their Work Phone in the Contact Info section, so they select the **Edit** button next to the Contact Info section.



The edit screen for the Contact Info section is now displayed. To amend the work telephone number, select the **Pencil Icon**.



06

It is now possible to edit and update the details as appropriate. When all the required changes have been made, select the **Submit** button.

ORACLE

Contact Info
Clarence Jules

Information
Only work related and social contact information will be displayed in your public info page.

Communication

Country: United Kingdom 44
Area Code: 0121
*Type: Work Phone
*Number: 444555

Buttons: Delete, Submit, Cancel

Comments

Attachments
Drag files here or click to add attachment



Important Note: You will not be able to update or amend your work email address in this section. If an amendment does need to be made to your work email address, then you will need to contact the Helpdesk to obtain support to do this.

07

In this next example we will see how to add a public message. From the public information page, select the **Add** button.

ORACLE

Public Info
Clarence Jules

Clarence Jules
Housing Investment & Development Officer

Public Message
+ Add

There's nothing here so far.

Contact Info
Edit

Work Email: sendmail-test-discard@oracle.com
Work Phone: 4130502417
Local Time: Tue 10:03 AM (BST)

Location: Council Hse Oldbury
Work Address: Station Road, DUDLEY, West Midlands DY1 2UF, UNITED KINGDOM

In this example, we will see an out of office message being added to the user's public info. Firstly, add a **Start Date** for the message. An **Expiration Date** is added next. An expiration date isn't mandatory, however in this case the message is only required to be displayed for the period of absence, so one is added.

The message is added to the **Notification** field. Finally, the **Save** button is selected and the message will be added to public info for the period selected.

Public Info
Clarence Jules

Public Message

Start Date: 26/06/2024 14:59

Expiration Date: 02/08/2024 17:00

Notification: Advance notice - I will be on annual leave from 22nd July until 2nd August. I will be back in the office on 5th August

Words: 24 Characters (with HTML): 131

Save

You may add a photograph to your public info. To do this, select the **Actions** button and choose **Change Photo** from the drop-down list.

Public Info
Clarence Jules

Actions

- Change Photo
- Change Background Photo
- Feedback

Public Message

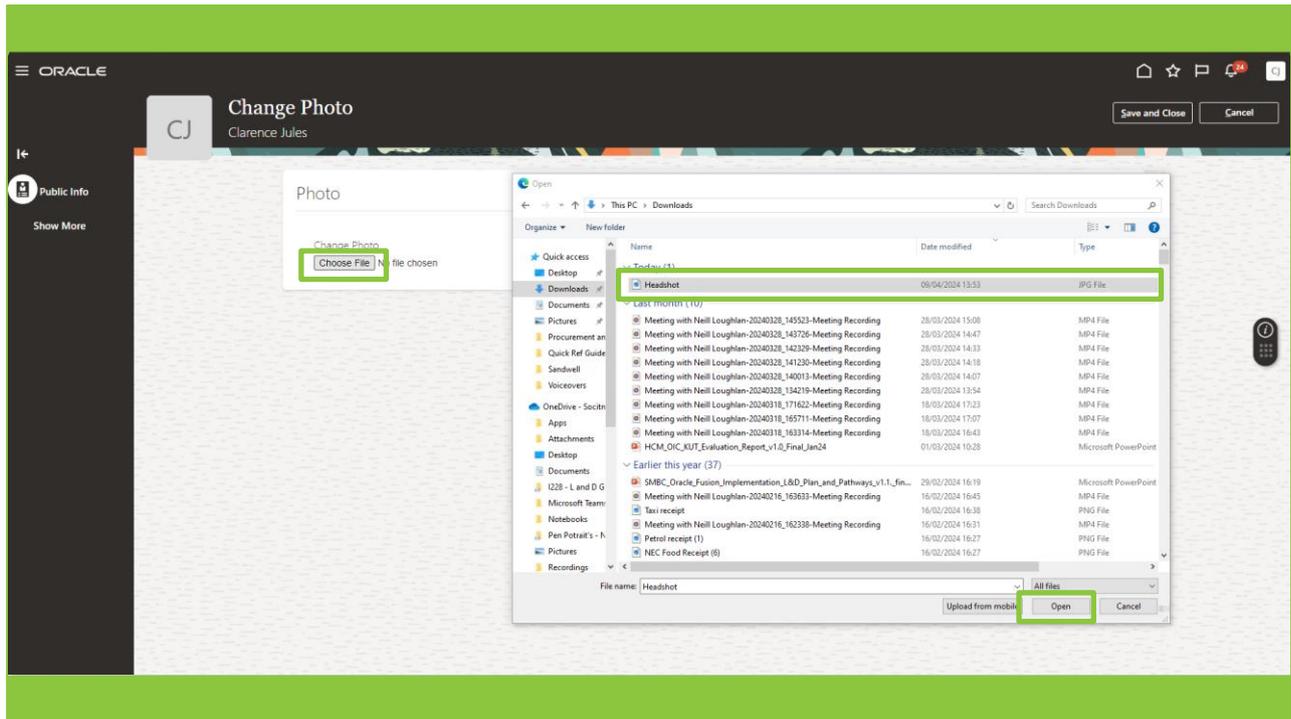
There's nothing here so far.

Contact Info

<p>Work Email sendmail-test-discard@oracle.com</p> <p>Work Phone 4130502417</p> <p>Local Time Tue 1:43 PM (BST)</p>	<p>Location Council Hse Oldbury</p> <p>Work Address Station Road DUDLEY West Midlands DY1 2UT UNITED KINGDOM</p>
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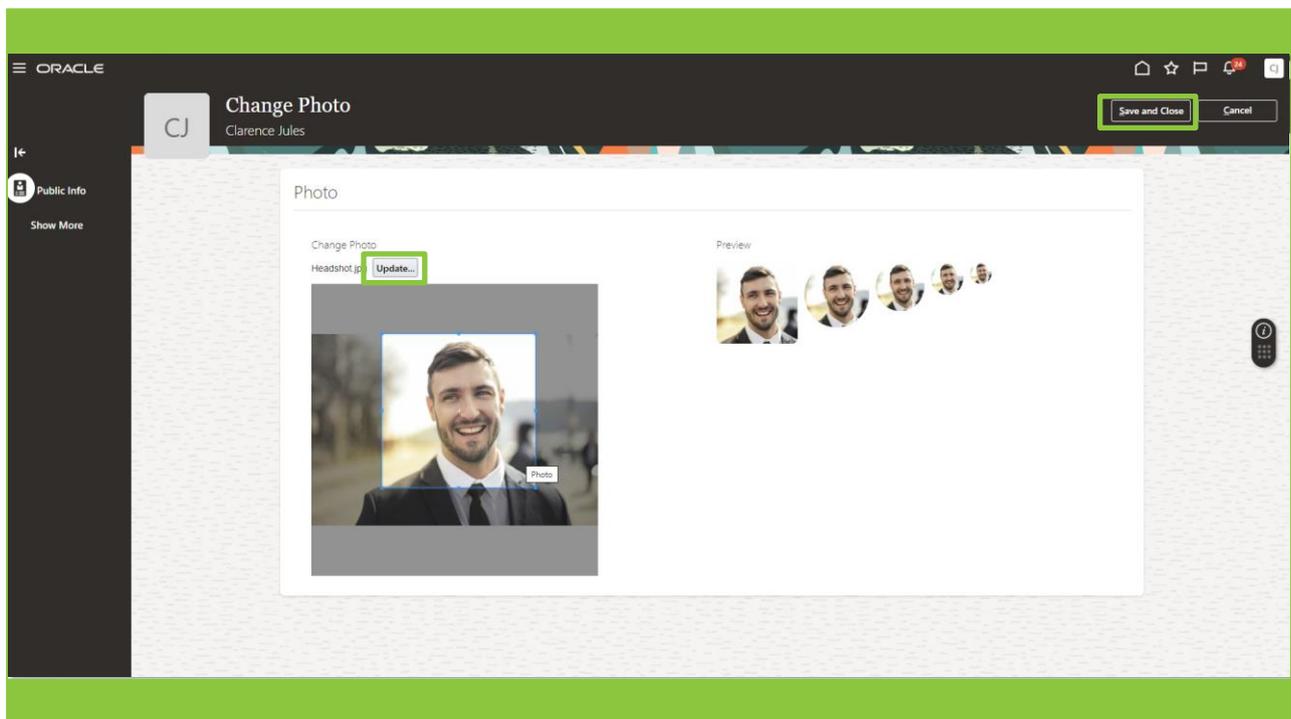
10

Select the **Choose File** button. This will open a file explorer window. Select the image that you wish to use as your profile picture and then select the **Open** button.



11

After a few moments, the image will be added. Selecting the **Update** button will allow you to highlight the part of the photograph that you wish to display. You can also crop the image by re-sizing the highlight window if required. Once you are happy with the image, select the **Save and Close** button.



You can now see that the photograph has been added.

The screenshot shows a web interface for Oracle's Public Info. At the top, the Oracle logo is on the left, and navigation icons (home, star, flag, bell, profile) are on the right. The main header area is dark green with a white back arrow, the text 'Public Info', and 'Clarence Jules'. Below this is a large teal banner with a photo of Clarence Jules, his name, and title 'Housing Investment & Development Officer'. Underneath the banner is a 'Public Message' section with a text input field and an '+ Add' button. Below that is a 'Contact Info' section with an 'Edit' button. The contact info is split into two columns: Work Email (sendmail-test-discard@oracle.com), Work Phone (4130502417), Local Time (Tue 2:06 PM (BST)), Location (Council Hse Oldbury), Work Address (Station Road, DUDLEY, West Midlands, DY1 2UT, UNITED KINGDOM).

That brings this quick reference guide to a close.