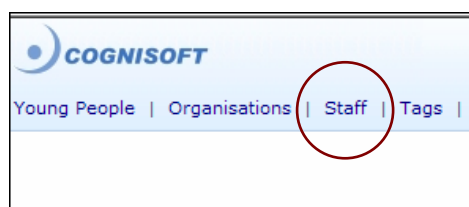


# Keeping Your Staff Record Up to Date

## Why Keep My Staff Record Up to Date?

There are now over 500 users of the [Insight / Outreach](#) system in Leeds. These are a mixture of Youth Workers, Youth Service Admin Staff, Connexions Admin Staff and Connexions PA's. For the first time in Leeds all these people are able to see what work each agency is doing with any given young person.

As a result, many staff are now wanting to contact other workers who might be having involvement with a young person they are working with.



The quickest and easiest way to find out contact details for staff listed on [Insight / Outreach](#) is to use the [Staff](#) or [Contacts](#) link.



As a result, it is really important to keep our own staff records up to date so that our contact details are correct and available to other workers who may need to contact us.

## Accessing and Editing Your Staff Record

For [Outreach](#) users, click on the [Staff](#) link. For [Insight](#) users, click on the [Contacts](#) link.

 A screenshot of the 'Add Contact' search form in the COGNISOFT system. The form includes fields for 'Name (or part of)', 'Ref', 'Free Text', 'Postcode', and 'Telephone'. It also has dropdown menus for 'Organisation Name', 'Type', and 'Sub Category'. At the bottom, there are 'Search' and 'Clear' buttons, and a 'Show/Hide More' link.

This will open up a search screen (as shown left).

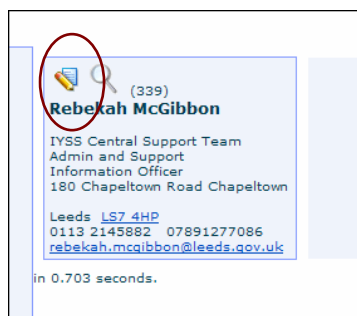
Type in your name into the [Name](#) field. (Or you can use the [Ref](#) field if you know your [Staff ID](#) number). Click [Search](#) and your record will be displayed.

 A screenshot of the search results for 'Rebekah McGibbon' in the COGNISOFT system. The search bar contains 'Rebekah Mc'. To the right, a search result card is displayed for 'Rebekah McGibbon' (339). The card includes her contact details: 'IYSS Central Support Team Admin and Support Information Officer, 180 Chapeltown Road Chapeltown, Leeds LS7 4HP, 0113 2145882 07891277086, rebekah.mcaibbon@leeds.gov.uk'. Below the card, it says 'in 0.703 seconds.'

At this point you should be able to see an overview of your staff record and the details it contains.

To open up your record to **Edit** it, click on the **Edit** icon.

This will open up your record and allow you to change the information recorded within it.



Save Changes DELETE

**Edit Staff (339)**

Go To Organisation

Title	Mrs	Team Manager	89 colin Fenwick
First Name	Rebekah	Team	IYSSST IYSS Support Team
Surname	McGibbon	Job Type	Admin and Support
Display Name	Rebekah McGibbon	Job Title	Information Officer
Salutation		Multiple IP	Don't Know
Worker Type	[(Unknown)]	Started	27/12/2007
Organisation	0100273 IYSS Central Support Team	Finished	
Address	180 Chapeltown Road Chapeltown	Hours	
Town	Leeds	Disable Loom	[No]
Postcode	LS7 4HP		
Phone	0113 2145882		
Fax	0113 2145889		

The key pieces of information that we would ask all staff to keep up to date are:

**Organisation, Team Manager, Phone and E-mail**

You don't need to worry about completing any of the others, as many of them are redundant for IYSS purposes.

**Do not make any changes to any of the fields with drop down YES / NO flags as you may affect / disable your log in.**

## Staff Leaving

If you are a manager and you have a member of staff who has left, please contact the **Information Team** to let them know so that the log in can be closed off and they can advise you how to close the staff record accordingly.