

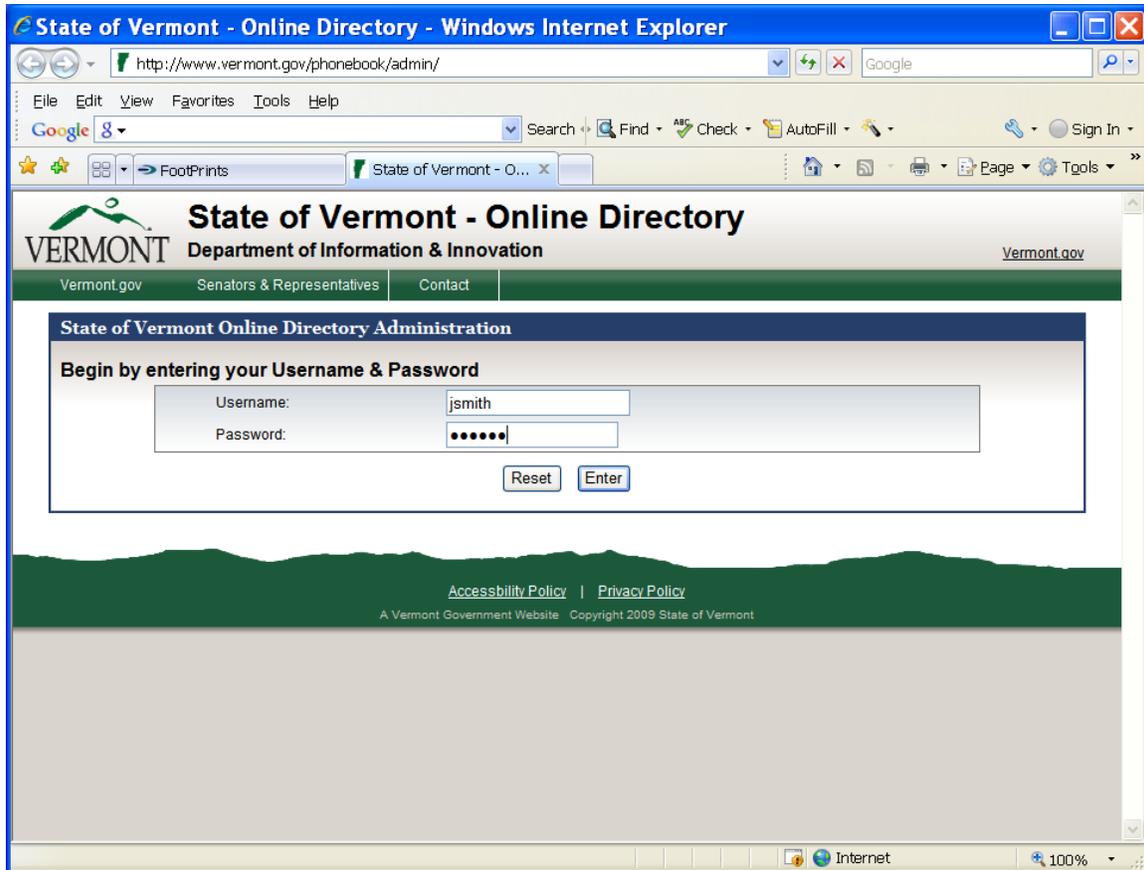
Making changes to the State of Vermont – Online Directory

Web site - <http://www.vermont.gov/phonebook/admin/>

Username: first initial plus last name (smorrison)

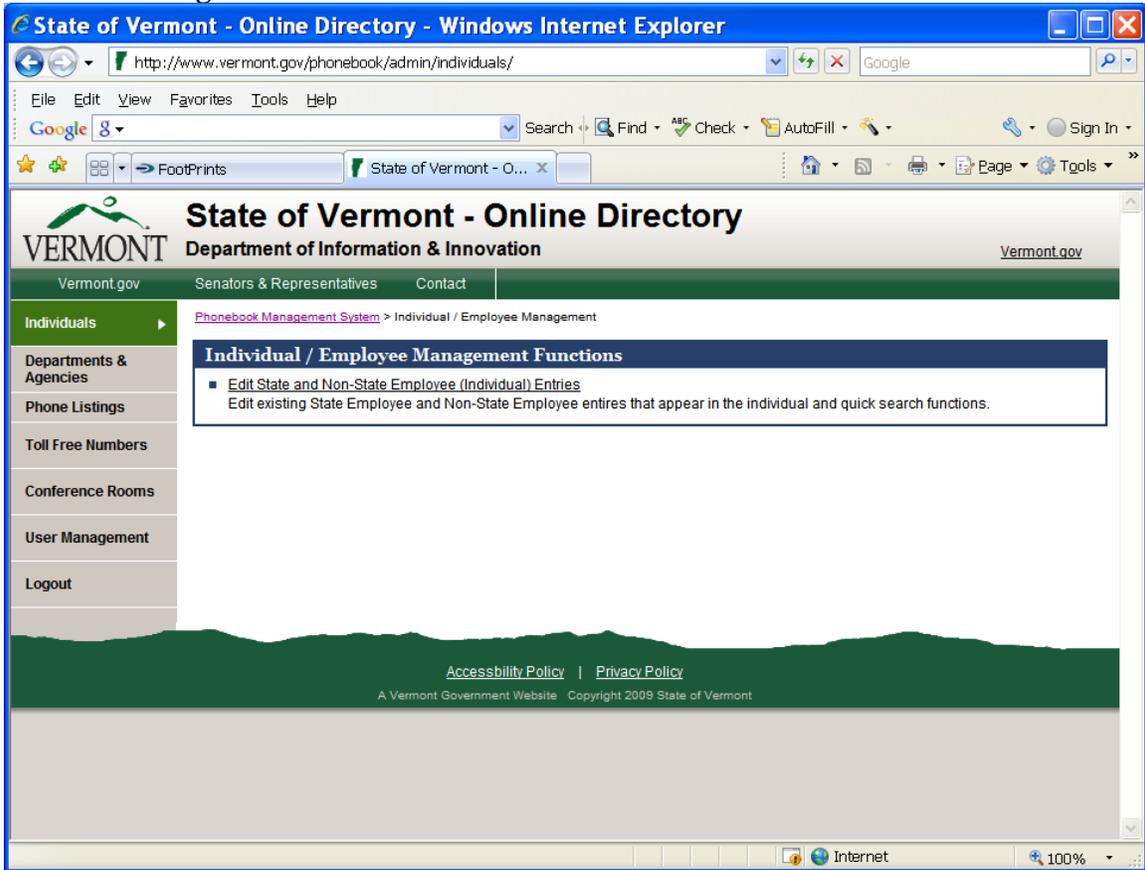
Password: initials plus word password (smpassword) (you may change this through 'user management' 'change my password')

Click on enter



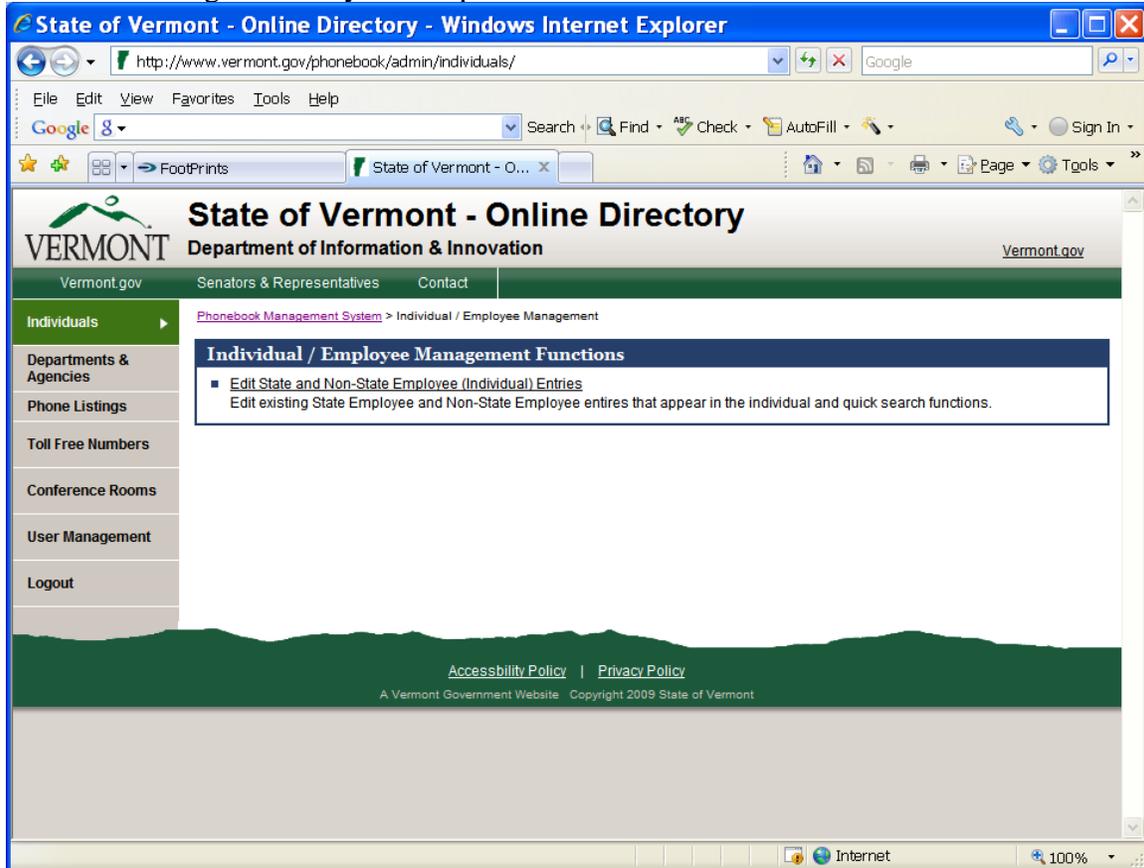
The screenshot shows a Windows Internet Explorer browser window displaying the State of Vermont Online Directory Administration login page. The browser's address bar shows the URL <http://www.vermont.gov/phonebook/admin/>. The page header includes the Vermont logo and the text "State of Vermont - Online Directory" and "Department of Information & Innovation". Below the header is a navigation menu with links for "Vermont.gov", "Senators & Representatives", and "Contact". The main content area is titled "State of Vermont Online Directory Administration" and contains a login form with the heading "Begin by entering your Username & Password". The form has two input fields: "Username:" with the text "jsmith" and "Password:" with masked characters. Below the fields are "Reset" and "Enter" buttons. At the bottom of the page, there are links for "Accessibility Policy" and "Privacy Policy", and a footer that reads "A Vermont Government Website Copyright 2009 State of Vermont". The browser's status bar at the bottom shows "Internet" and "100%" zoom.

Available categories are located on the left.



INDIVIDUAL

This is the default choice. Click on individual to bring up a screen where you enter the last name and can narrow the search by picking the Agency/Dept. from the drop down menu then click update list. Click on update list. Do not put in the first name as this will be the search regardless if you also put in the last name.



State of Vermont - Online Directory - Windows Internet Explorer

http://www.vermont.gov/phonebook/admin/individuals/indlist.php

VERMONT
State of Vermont - Online Directory
Department of Information & Innovation

Vermont.gov | Senators & Representatives | Contact

Phonebook Management System > Individual / Employee Management > Edit Individual

Individual / Employee Management

Edit Individual

First Name: Last Name:

Agency / Department:

City:

[Accessibility Policy](#) | [Privacy Policy](#)

A Vermont Government Website Copyright 2009 State of Vermont

Internet 100%

You will get the screen that shows the search, click on 'edit' to pick your choice to update.

NOTE: You may have the same person listed twice, the field labeled deleted has one listed as YES, and the other NO, make sure you pick the one labeled NO. The YES will be deleted and it only shows in the administrator screens. Or you may have the person listed once but the delete field says YES, do not make a change, that record is slated to be deleted. (see 2nd screen shot example)

State of Vermont - Online Directory
Department of Information & Innovation

Vermont.gov | Senators & Representatives | Contact

Phonebook Management System > Individual / Employee Management > Edit Individual

Individual / Employee Management

Edit Individual

First Name: Last Name:

Agency / Department:

City:

Employee Entries: 1 to 1 of 1 total records.

Name/Email	Number	Agency/Department	City	Deleted	
Morrison, Susan sue.morrison@state.vt.us	Voice: 802-828-3544 Fax: 802-828-2221	Information and Innovation	Montpelier	No	<input type="button" value="EDIT"/>

Employee Entries: 1 to 1 of 1 total records.

[Accessibility Policy](#) | [Privacy Policy](#)
A Vermont Government Website Copyright 2009 State of Vermont

State of Vermont - Online Directory - Windows Internet Explorer

http://www.vermont.gov/phonebook/admin/individuals/indlist.php

File Edit View Favorites Tools Help

Google Search Check AutoFill Sign In

FootPrints State of Vermont - O...

Adams, Thomas E Tom.Adams@ahs.state.vt.us	Voice: 802-788-5800	Dept for Children & Families	Rutland	No	EDIT
Adcox,Lindsay D		Transportation, Agency of	Montpelier	No	EDIT
Adcox,Lindsay D		Transportation, Agency of	Montpelier	Yes	EDIT
Adler,Aaron		Legislative Council	Montpelier	No	EDIT
Adler,Aaron		Legislative Council	Montpelier	Yes	EDIT
Adnams,Scott A sadnams@dps.state.vt.us	Voice: 802-885-8968 Pager: 802-741-1667	Public Safety, Dept of	Springfield	No	EDIT
Adrian,Edward eadrian@sec.state.vt.us	Voice: 802-828-2363	Secretary of State	Montpelier	No	EDIT
Africa III,Newton G George.Africa@ahs.state.vt.us	Voice: 802-241-2110	DAIL	Waterbury	No	EDIT
Agate,James S james.agate@state.vt.us	Voice: 802-257-2870	Buildings & General Services	Brattleboro	No	EDIT
Agnew,Barbara F barbara.agnew@state.vt.us	Voice: 802-828-1451	State Treasurer	Montpelier	No	EDIT
Agnew,Karen		Education, Dept of	Montpelier	No	EDIT
Aguiar,Neil W		Office of VT Health Access	Williston	No	EDIT
Ahearn,Michael Edward		Liquor Control, Dept of	Burlington	Yes	EDIT
Ahearn,William E bill.ahearn@state.vt.us	Voice: 802-828-2561	Transportation, Agency of	Berlin	No	EDIT
Ahearn-Hutchinson,Maria E mahearn@vdh.state.vt.us	Voice: 802-281-5022	Health	White River Jct	No	EDIT
Ahlers,William Bill.Ahlers@ahs.state.vt.us	Voice: 802-241-2841	Dept for Children & Families	Waterbury	No	EDIT
Ahrens,Darlene S dahrens@vdh.state.vt.us	Voice: 802-748-5151	Health	St Johnsbury	No	EDIT
Ahrens,M Bridget bahrens@vdh.state.vt.us	Voice: 802-951-4094	Health	Burlington	No	EDIT

Employee Entries: 1 to 50 of 9179 total records. 1 2 3 4 5 Next

Internet 100%

Edit individual allows changes to email/phone numbers; changes can not be made to any data shown in light print. Once changes are made click update, changes are saved. Reset will cancel the change, data returns to what it was originally.

NOTE: do not uncheck 'published' If you have someone requesting not to be published, you need to contact this office in writing with the reason and it will be dealt case by case.

The screenshot shows a web browser window titled "State of Vermont - Online Directory - Windows Internet Explorer". The address bar shows the URL: <http://www.vermont.gov/phonebook/admin/individuals/indadd.php?id=4153>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The search bar contains "Google". The browser's address bar shows "FootPrints" and "State of Vermont - O...".

The page content is organized into a sidebar and a main content area. The sidebar on the left contains the following menu items: Vermont.gov, Senators & Representatives, Contact, Individuals (selected), Departments & Agencies, Phone Listings, Toll Free Numbers, Conference Rooms, User Management, and Logout. The main content area is titled "Individual / Employee Management" and "Edit Individual".

The form fields are as follows:

- Employee Number: 39516
- Name: Morrison, Susan
- Department: Information and Innovation
- Title: Help Desk Specialist II
- City: Montpelier
- Phone (Public): (802) 828 - 3544
- Fax: (802) 828 - 2221
- TTY/TDD: () - ()
- Cell: () - ()
- Pager: () - ()
- E-mail: sue.morrison@state.vt.us
- Published:
- Non-State Employee:

At the bottom of the form are two buttons: "Update" and "Reset".

DEPARTMENTS & AGENCIES

You can edit only. You can not delete or create an Agency or Dept. or categories & sub-divisions. You may contact us if you have this need.

NOTE: As it says below use caution when modifying as it can have a cascade effect.

The screenshot shows a Windows Internet Explorer browser window displaying the 'State of Vermont - Online Directory' administration interface. The browser's address bar shows the URL 'http://www.vermont.gov/phonebook/admin/departments/'. The page header includes the Vermont state logo and the text 'State of Vermont - Online Directory Department of Information & Innovation'. A navigation menu on the left lists various administrative functions: Individuals, Departments & Agencies (highlighted), Phone Listings, Toll Free Numbers, Conference Rooms, User Management, and Logout. The main content area is titled 'Agencies & Departments Management Functions' and contains two sections: 'Agencies & Departments Management Functions' and 'Categories & Sub-Divisions Management Functions'. Both sections include a bullet point for 'Edit existing [Department/Agency/Category/Sub-Division] entires' (note the typo 'entires') and a warning: 'Please use caution when modifying [Department/Agency/Category/Sub-Division] listings as this change will affect all Individual entries tied to that [Department/Agency/Category/Sub-Division].' The footer of the page contains links for 'Accessibility Policy' and 'Privacy Policy', and a copyright notice: 'A Vermont Government Website Copyright 2009 State of Vermont'. The browser's status bar at the bottom shows 'Internet' and a zoom level of '100%'.

Edit Agency/Department

Click on 'edit' to make change, click update to save or reset to cancel the change.

The screenshot shows a web browser window titled "State of Vermont - Online Directory - Windows Internet Explorer". The address bar contains the URL <http://www.vermont.gov/phonebook/admin/departments/deptlist.php>. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a search bar, and a toolbar with various icons. The page content is organized into a sidebar on the left and a main content area on the right.

Sidebar:

- Vermont.gov
- Senators & Representatives
- Contact
- Individuals
- Departments & Agencies** (selected)
- Phone Listings
- Toll Free Numbers
- Conference Rooms
- User Management
- Logout

Main Content Area:

Phonebook Management System > Agencies / Departments > Edit Agency / Department

Agencies / Departments

Edit Agency / Department

[Serialize Sort Indexes](#) [Update Sort Indexes](#)

Sort Index		Department/Agency
1	<input type="button" value="EDIT"/>	Adjutant General, Office of the
2	<input type="button" value="EDIT"/>	Administration, Agency of
3	<input type="button" value="EDIT"/>	Agriculture, Food & Markets, Agency of
4	<input type="button" value="EDIT"/>	Attorney General, Office of
5	<input type="button" value="EDIT"/>	Auditor of Accounts
6	<input type="button" value="EDIT"/>	Banking, Insurance, Securities & Health Care Administration, Dept of
7	<input type="button" value="EDIT"/>	Buildings & General Services, Department of
8	<input type="button" value="EDIT"/>	Cafeterias, State
9	<input type="button" value="EDIT"/>	Children and Families, Department for
10	<input type="button" value="EDIT"/>	Commerce & Community Development, Agency of
11	<input type="button" value="EDIT"/>	Corrections, Department of
12	<input type="button" value="EDIT"/>	Council of Regional Commissions
13	<input type="button" value="EDIT"/>	Courts / Judiciary

Done Internet 100%

Edit Categories

Select from the drop down menu, then click 'refresh category list' this shows list of categories under the choice. Click on 'edit' to change.

The screenshot shows the 'State of Vermont - Online Directory' website in a Windows Internet Explorer browser window. The address bar shows the URL: <http://www.vermont.gov/phonebook/admin/category/catlist.php>. The page title is 'State of Vermont - Online Directory' and the subtitle is 'Department of Information & Innovation'. The breadcrumb trail is: Phonebook Management System > Category/Sub-Divisions > Edit Categories.

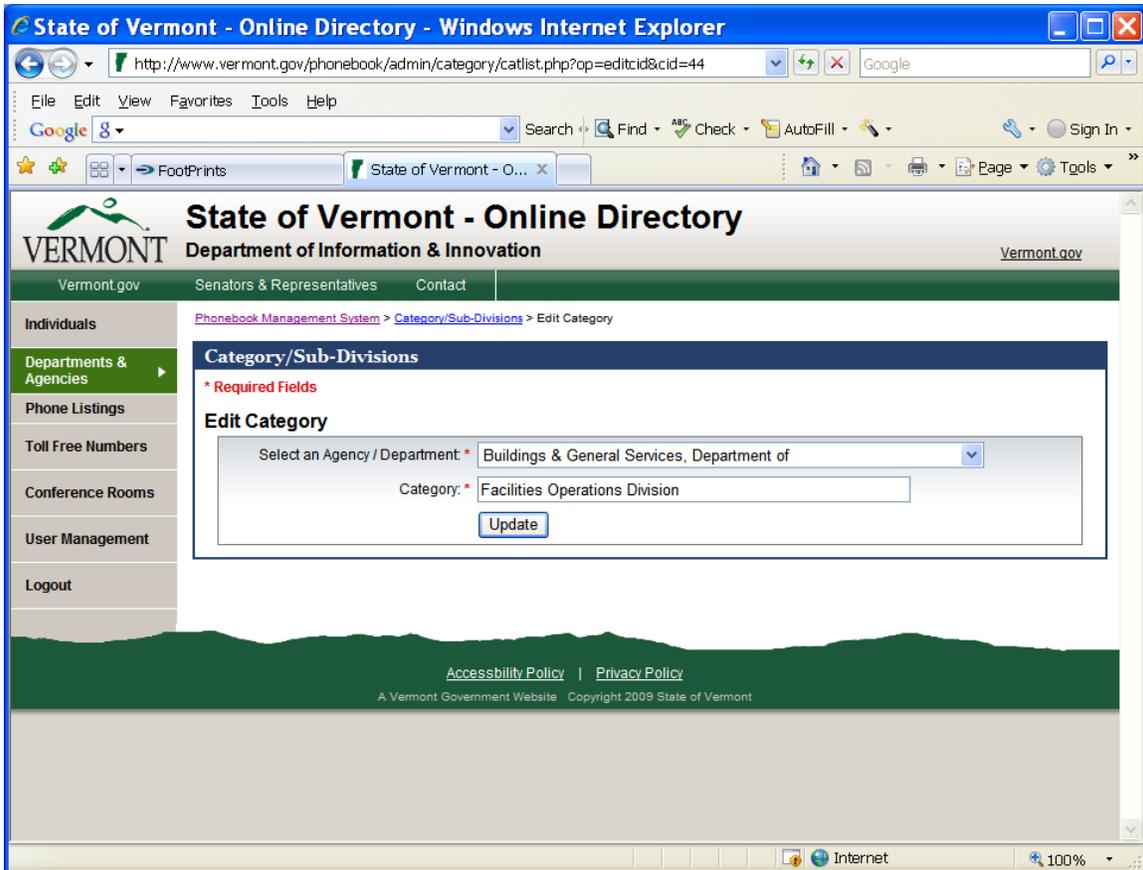
The main content area is titled 'Category/Sub-Divisions' and 'Edit Categories'. It features a dropdown menu labeled 'Select an Agency / Department' with the selected value 'Buildings & General Services, Department of'. A 'Refresh Category List' button is located to the right of the dropdown. Below the dropdown are two links: 'Serialize Sort Indexes' and 'Update Sort Indexes'.

The main content area contains a table with the following data:

Sort Index		Category
1	EDIT	Facilities Operations Division
2	EDIT	Financial Operations Division
3	EDIT	Government Business Services
4	EDIT	Property Management Services
5	EDIT	Support Services Directorate

The footer of the page includes links for 'Accessibility Policy' and 'Privacy Policy', and a copyright notice: 'A Vermont Government Website Copyright 2009 State of Vermont'.

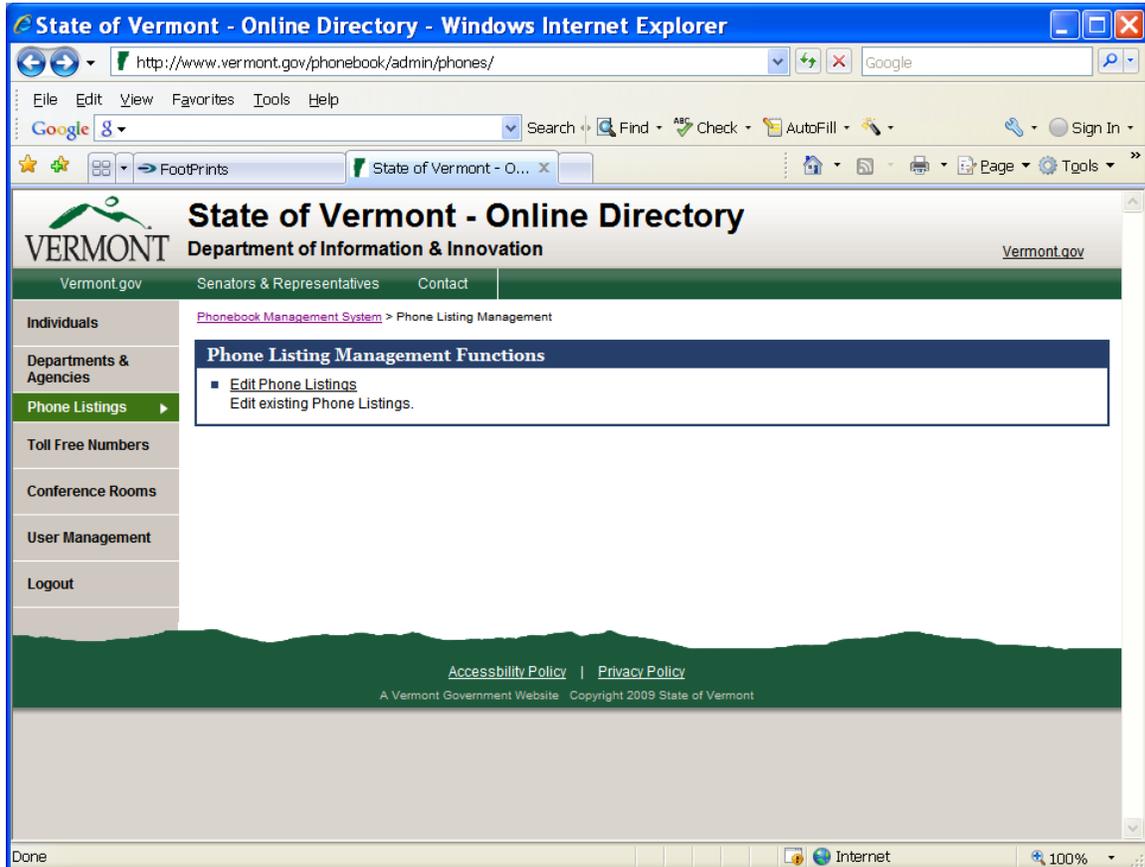
NOTE: If you accidentally click the drop down menu & pick another Agency/Dept. then make a change to the category or just click update, you have moved that category to the Agency/Dept. you clicked on and all associated entries get moved with it. You can go and move it back.



PHONE LISTINGS

Edit Phone Listings

This updates entries listed under an Agency/Dept. associated with each category. Click on.



Select an Agency/Dept. from the drop down and click 'update category list' then you can select a category from that drop down and click 'update list' to bring up the list. Click on 'edit' to update a listing.

State of Vermont - Online Directory
 Department of Information & Innovation
 Vermont.gov

Phonebook Management System > Phone Listing Management > Edit Phone Listing

Phone Listing Management
Edit Phone Listing

Select an Agency / Department:
 Buildings & General Services, Department of [Update Category List]

Select a Category (Optional):
 (No Category Selected) [Update List]

[Serialize Sort Indexes](#) [Update Sort Indexes](#)

Sort Index		Name / Address	Numbers	Website	Published
1	EDIT	Buildings & General Services, Department of 2 Governor Aiken Avenue Montpelier, VT, 05633-5801	Voice: 802-828-3314 Fax: 802-828-3533		True
2	EDIT	Gerald J. Myers, <i>Commissioner</i>	Voice: 802-828-3519		True
3	EDIT	Thomas J. Sandretto, <i>Deputy Commissioner</i>	Voice: 802-828-3515		True
4	EDIT	Wendy L. Barrett, <i>Executive Assistant</i>	Voice: 802-828-3519		True
5	EDIT	Wanda Minoli, <i>Principal Assistant</i>	Voice: 802-828-0265		True
6	EDIT	Jeff W. Lively, <i>Staff Attorney</i>	Voice: 802-828-5945		True

Use caution not to select from the drop down(s) this will move/change the select item to another Agency/Dept. Update makes the change, reset cancels the change.

The screenshot shows a web browser window titled "State of Vermont - Online Directory - Windows Internet Explorer". The address bar shows the URL: <http://www.vermont.gov/phonebook/admin/phones/phoneadd.php?rid=95>. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a search bar, and a toolbar with icons for home, back, forward, and printing. The page content is titled "Phone Listing Management" and "Edit Phone Listing". A sidebar on the left contains a navigation menu with items: Departments & Agencies, Phone Listings (selected), Toll Free Numbers, Conference Rooms, User Management, and Logout. The main form area contains the following fields and options:

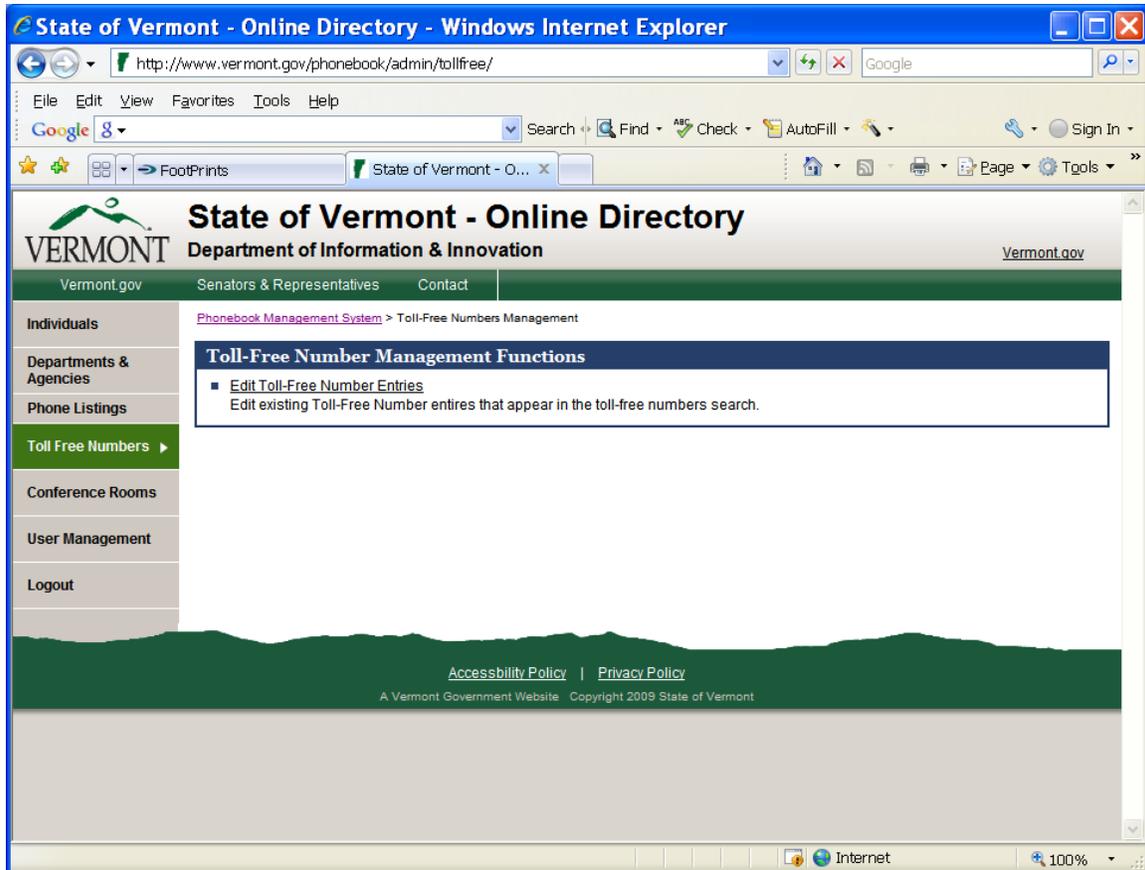
- Select an Agency / Department:** A dropdown menu with the selected value "Buildings & General Services, Department of".
- Select a Category (Optional):** A dropdown menu with the selected value "(No Category Selected)".
- Title:** An empty text input field.
- Name:** A text input field containing "Buildings & General Service".
- Address:** A text input field containing "2 Governor Aiken Avenue".
- City:** A text input field containing "Montpelier".
- State:** A text input field containing "VT".
- Zip:** A text input field containing "05633-5801".
- E-mail:** An empty text input field.
- URL:** An empty text input field.
- Telephone:** A form with three input fields containing "802", "828", and "3314".
- Fax:** A form with three input fields containing "802", "828", and "3533".
- TTY/TTD:** A form with three empty input fields.
- Toll Free:** A form with three empty input fields.
- Published:** Radio buttons for "Yes" (selected) and "No".

At the bottom of the form are two buttons: "Update" and "Reset". The browser's status bar at the bottom shows "Internet" and a zoom level of "100%".

TOLL FREE NUMBERS

Edit Toll Free Number Entries

Click on to display all the toll free numbers.



Click 'edit' to select the item and make necessary changes to listing. Update makes the change, reset cancel change.

The screenshot shows the State of Vermont Online Directory website. The page title is "State of Vermont - Online Directory" and the URL is "http://www.vermont.gov/phonebook/admin/tollfree/tollfreelist.php". The page is titled "Tollfree Number Management" and "Edit Toll-Free Number". A table lists several toll-free numbers with their corresponding departments and addresses. Each row has an "EDIT" button.

	Number	Department / Address
EDIT	800-564-1612	Adult Protective Services 103 S Main St, Waterbury VT
EDIT	800-371-0045	Agcy Trans Const Div 1 National Life Dr, Montpelier VT
EDIT	888-317-2006	Agcny Humn Svc DD Cncl 103 S Main St, Waterbury VT
EDIT	888-728-4991	Agency of Trans Div of Pub Trans
EDIT	888-728-4969	Agency of Trans Div of Pub Trans
EDIT	888-728-5008	Agency of Trans Div of Pub Trans
EDIT	888-728-5010	Agency of Trans Div of Pub Trans
EDIT	888-728-5009	Agency of Trans Div of Pub Trans
EDIT	800-675-9873	Agriculture Dept 116 State St, Montpelier VT
EDIT	888-520-4879	ANR Air Quality

State of Vermont - Online Directory - Windows Internet Explorer

http://www.vermont.gov/phonebook/admin/tollfree/tollfreeadd.php?op=edit&tfid=217

State of Vermont - Online Directory
Department of Information & Innovation
Vermont.gov

Phonebook Management System > Toll-Free Number Management > Edit Toll-Free Number

Toll-Free Number Management

* Required Fields

Edit Toll-Free Number

Telephone:* (800) 564 - 1612

Agency / Department:* Adult Protective Services

Address: 103 S Main St, Waterbury

Update Reset

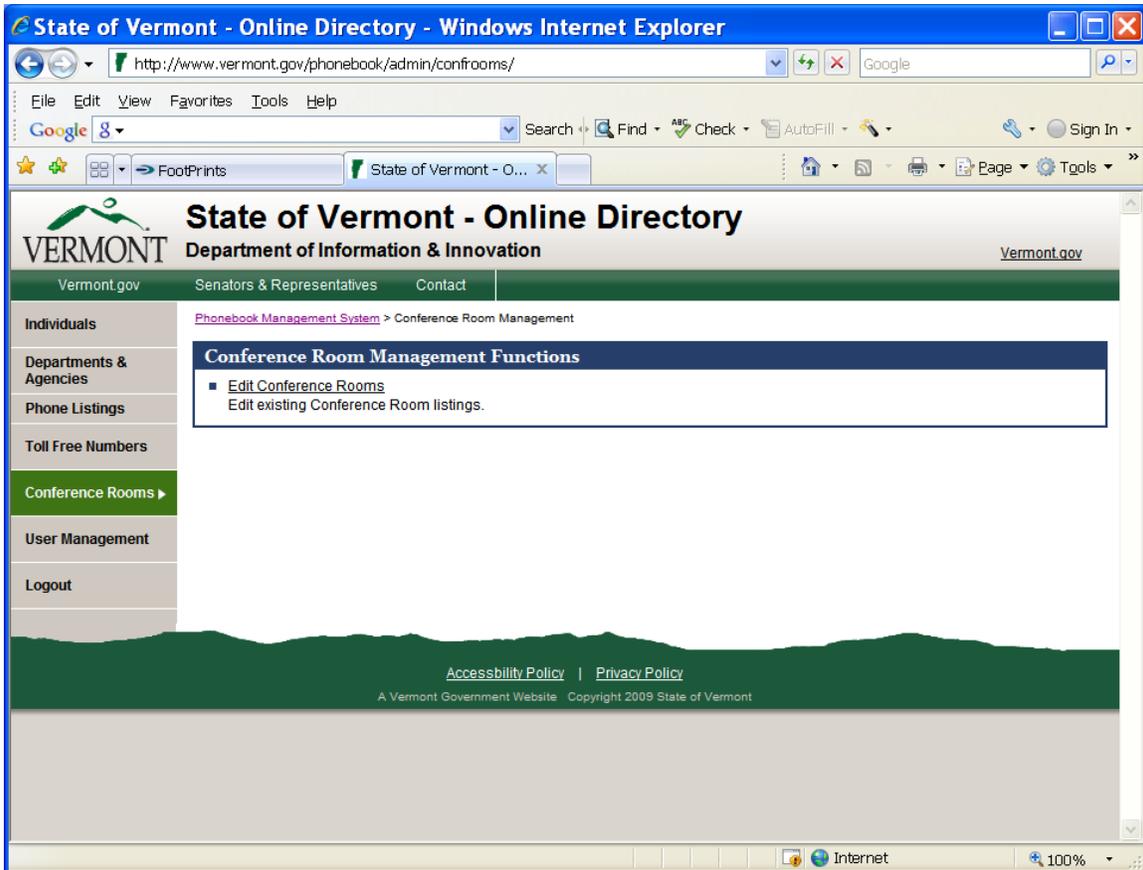
[Accessibility Policy](#) | [Privacy Policy](#)
A Vermont Government Website Copyright 2009 State of Vermont

Internet 100%

CONFERENCE ROOMS

Edit Conference Rooms

Click on edit conference rooms, this brings up the list of rooms by city.



The drop down lets you pick the city for the list of conference rooms. If you do not know the city, you can go to <http://www.vermont.gov/phonebook/> click on the conference room tab then 'search' which will bring up all rooms by city then you can check the whole list. Click on 'edit' to bring up the room, make change and update or reset to cancel.

The screenshot shows the 'Edit Conference Room' page in the State of Vermont Online Directory. The page is titled 'Conference Rooms' and 'Edit Conference Room'. It features a dropdown menu for selecting a city, currently set to 'Montpelier', and a 'Refresh List' button. Below this, there are links for 'Serialize Sort Indexes' and 'Update Sort Indexes'. The main content is a table of conference rooms for Montpelier, with columns for Sort, Agency, Address, Seats, Contact Name, and Contact Phone. Each row includes an 'EDIT' button.

Sort	Agency	Address	Seats	Contact Name	Contact Phone
1	Agriculture	116 State Street	20-30	Teresa Doyle	802-828-2430
2	Labor Relations Board 1	13 Baldwin Street	8-10	Receptionist	802-828-2700
3	Labor Relations Board 2	13 Baldwin Street	20-25	Receptionist	802-828-2700
4	Liquor Control	13 Green Mountain	10-25	Receptionist	802-828-2345
5	Pavilion 4th Floor	109 State Street	30-40	Receptionist	802-828-3333
6	Pavilion Auditorium	109 State Street	190	Leslie Baker	802-828-3390
8	Secretary of State	26 Terrace Street	12	Receptionist	802-828-2363
10	BGS	133 State Street-4th floor	50	Leslie Baker	802-828-3390
12	Vermont Arts Council	136 State Street	20	Marie Bernier	802-828-3293

State of Vermont - Online Directory - Windows Internet Explorer

http://www.vermont.gov/phonebook/admin/confrooms/roomadd.php?rid=28

State of Vermont - Online Directory
Department of Information & Innovation

Vermont.gov Senators & Representatives Contact

Phonebook Management System > Conference Rooms > Edit Conference Room

Conference Rooms
* Required Fields

Edit Conference Room

City: * Montpelier

Agency / Department / Organization / Building: * Labor Relations Board 1

Address: 13 Baldwin Street

Seats: 8-10

Contact Name: * Receptionist

Contact Telephone: * (802) 828 - 2700

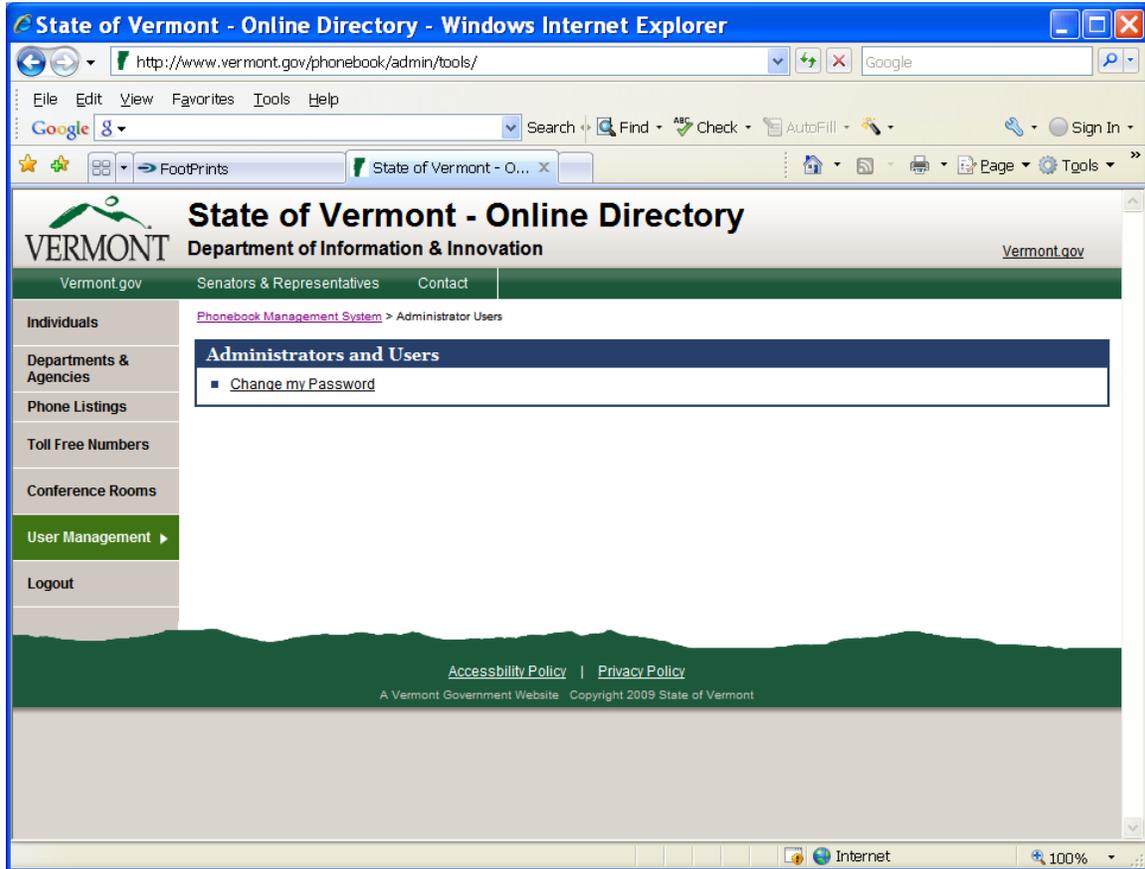
Update Reset

Accessibility Policy | Privacy Policy
A Vermont Government Website Copyright 2009 State of Vermont

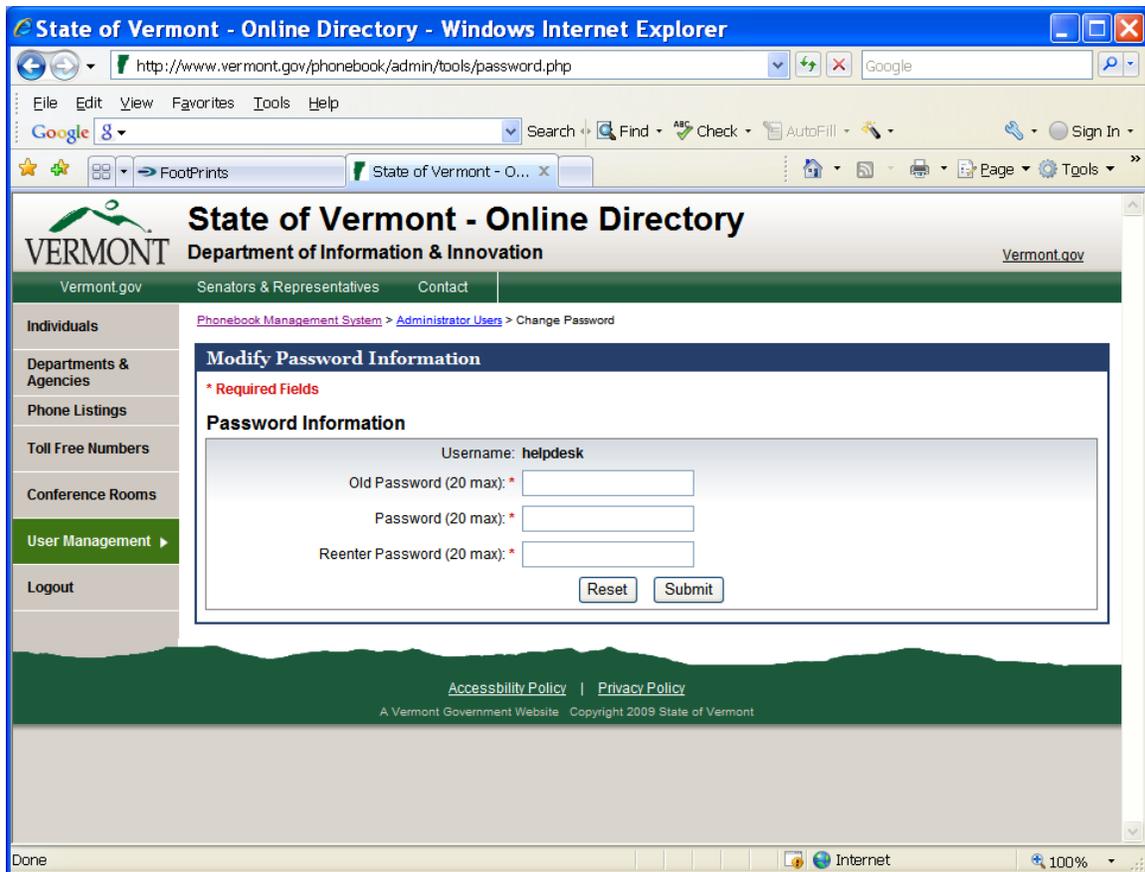
Done Internet 100%

USER MANAGEMENT

This allows you to change your own password only



Enter the required info for a new password, submit to confirm, reset cancels.



LOGOUT

Click logout and close the browser to end the session or click another category if you wish to make other changes.

