# How to update Faculty/Staff Directory

In general, all directory information can be found under Directory Assets, CM1 path: /Assets/directories/csudh.
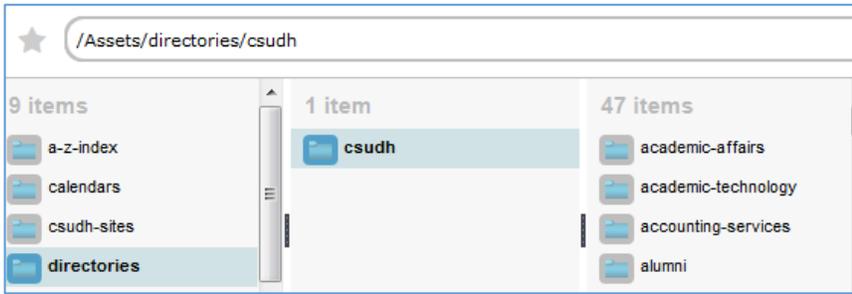


Subfolder names under /Assets/directories/csudh should be matching the site folder names under CM1 path: /Sites/www.csudh.edu.

In the following examples, a test subfolder named atest will be used, CM1 path: /Sites/www.csudh.edu/atest. There is a people sub-folder which contains all faculty/staff person assets of this site.
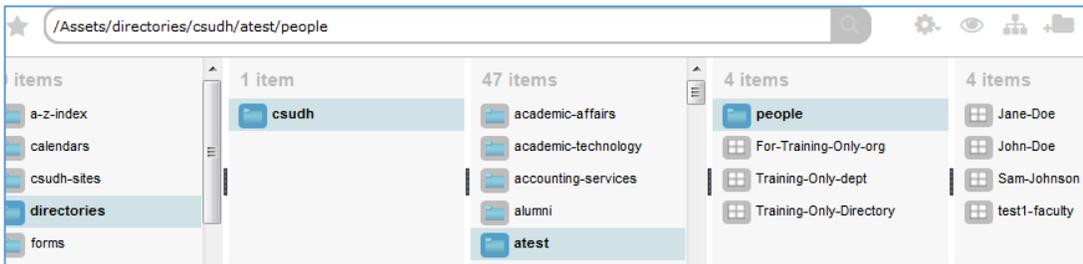


## Create New Person Asset

1. Navigate to the directory asset folder under your workflow and highlighted on people sub-folder.
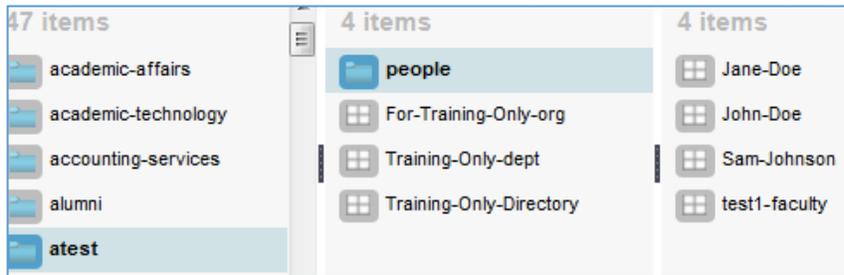


2. Click Create New Asset icon (  ) on the top right corner of CM1 window.
3. In the New Asset window, scroll to the right and choose Person asset type, then click Next.

4. The new Person asset information form opens below CM1 Finder. Fill in the blanks for this new employee.



5. We are not currently using any email form page under CM1. Please leave this blank.



6. The text area at the bottom of the person asset form can be used to add additional information of the employee such as job description, education background, publications, and working experiences, etc.

7. Click Save to save the entered person information. A new person asset shows in the CM1 Finder.
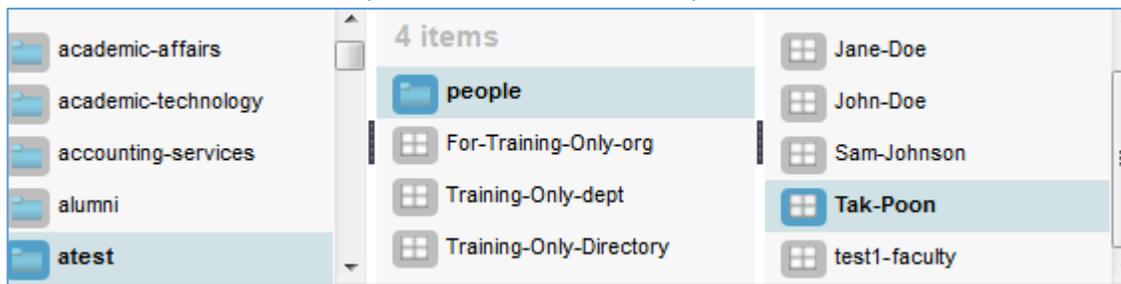


8. This new person asset will be added on the faculty/staff list page after this asset is approved or published.
9. Several options available after saving the person asset information.



Close – close the person asset form.
Save – save changes in this form.
Submit – Submit form information for editor review.
Approve – Approve the information entered and ready for publish. The next full publish will publish this item.

## Update Person Asset

1. To update person asset information, navigate to the person asset and double-click to open it.



2. Click Edit button to open this item in Edit mode.
3. Make changes on the entered information.
4. Close, Save or Approve the changes.

## Delete Person from List

Two ways to remove a person from faculty/staff list, completely delete from CM1 or Archive from published site. The faculty/staff page has to be published again.

- Completely remove from CM1 – Person asset will be gone and cannot be undeleted.
    1. Navigate to the person asset under CM1 Finder.
    2. Highlight the Person Asset.  In this example, using the one just created above.  Please make sure the highlight is on the one going to be removed.  If the highlight is on the people folder or other items, the highlighted item will be removed and will not be able to undelete.
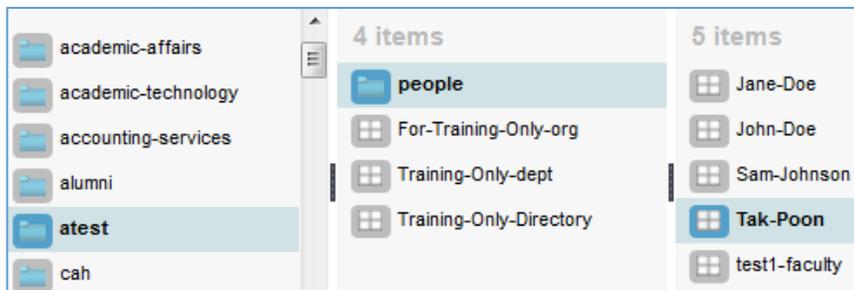


    3. Click the Delete Selected item icon (  ) on top right corner underneath Logout.

4.  A Delete Asset window opens.  Click OK to confirm.  Once confirmed, the highlighted item will be removed from CM1 and will not be able to undelete.
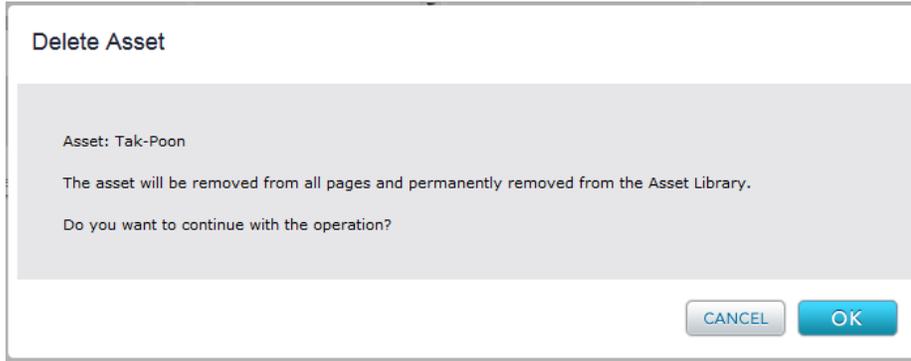


5.  Open the faculty/staff page in Edit mode. Approve or Publish the page.


- **Archive from Published site** – The Person asset is still on CM1 for future use.
    1.  To archive person asset, navigate to the person asset and double-click to open it.
    2.  Click Edit button to open this item in Edit mode. 



    3.  On the Approve dropdown menu, choose Archive.
    4.  Open the faculty/staff page in Edit mode, and approve or publish the page.