Phone Directory Reference Guide

The following guide provides instructions for using the new online phone directory on the INET.

**Basic Searching (All Users)**

To search for a person (employee, physician):

1. Go to the INET
2. Click on “Directory” over the Search bar at the top of the page.
3. Enter your search query into the provided text box. This can be a first name, last name or full name.
4. Click the “Phone Search” button.
5. The name of the person you are searching for should appear in the search results. Their phone number should be returned.

To search for non-person information (department, facility or location numbers and hotlines):

1. Go to the INET
2. Click on “Directory” over the Search bar at the top of the page.
3. Enter your search query into the provided text box. This can be department or facility name, a floor number, etc.
4. Click the “Phone Search” button.
5. The non-person entry you are looking for, along with all personnel associated with that area should be returned.

To do a reverse lookup of a number:

1. Go to the INET
2. Click on “Directory” over the Search bar at the top of the page.
3. Enter the phone number to search into the text box. This can be a full number or an extension.
4. Click the “Phone Search” button.
5. You will see a list of all names or places associated with that number.
Advanced Features

- View the primary number and email address (where applicable) by clicking the “Details” link at the end of the same row as that employee’s name in the results listing.

- View maps, directions, and office information for all credentialed physicians by clicking on the “Physician Directory” link at the end of the same row as that physician’s name in the results listing. *(This is a mirror of the information shown on www.wellspan.org.)*

- See other members of a department by clicking on the department name in any row within the results. This is a quick way to print a department phone listing or roster for attendance.

Edit Your Own Primary Number (All Users)

1. Go to the INET
2. Click on “Directory” over the Search bar at the top of the page.
3. Click on the “Edit Your Directory Info” link to the right of the search button.

4. You will be prompted to login to authenticate yourself. Enter your standard WellSpan login and password. *(This is the same as your single sign-on or Web Outlook login information.)*
5. Click the “Logon” button. Upon a successful login, you will see your individual phone record.
6. To edit your primary number, click the “Edit” link next to your primary work number.
7. Enter your current primary number into the provided box. If you have an extension, be sure to enter that information in the provided extension field. When you are satisfied with your entry, click the “Update” button.
8. You will see your record load into the page with your newly updated primary phone information. You have successfully updated your primary phone number.
Add Additional Numbers to Your Record (All Users)

1. Go to the INET
2. Click on “Directory” over the Search bar at the top of the page.
3. Click on the “Edit Your Directory Info” link to the right of the search button.

Search:    INET    DIRECTORY    INTERNET

4. You will be prompted to login to authenticate yourself. Enter your standard WellSpan login and password. *(This is the same as your single sign-on or Web Outlook login information.)*
5. Click the “Logon” button. Upon a successful login, you will see your individual phone record.
6. To add a pager, cell phone, fax or other alternate phone number to your record, click on the words **Add New Number** in the left hand side of your record’s view area.
7. In the new form area that has appeared (see below), select the type of number you will be adding from the drop down listing. The choices are “Alternate Phone”, “Fax Number”, “Pager Number”, “Work Cell Number” and “GH Internal Number”.

   Enter the number and extension (where appropriate). When you are satisfied with your entry, click the “Add” button.

   **Phone Type:** Alternate phone
   
   **Number:**
   
   **Extension:**
   
   [Add] [Cancel]

   ***Attention Gettysburg Hospital Staff: If you have a Gettysburg Hospital internal number that you would like to add to your directory entry, select “GH Internal Number” and enter it there. This number will be appended to your directory entry. The Gettysburg Hospital internal number will show up in green, bold text.*

8. You will see your record load into the page with your newly added alternate contact phone information. You have successfully added an alternate phone number.
Add a Personal Nickname or Alias

1. Go to the INET

2. Click on on “Directory” over the Search bar at the top of the page.

3. Click on the “Edit Your Directory Info” link to the right of the search button.

4. You will be prompted to login to authenticate yourself. Enter your standard WellSpan login and password. *(This is the same as your single sign-on or Web Outlook login information.)*

5. Click the “Logon” button. Upon a successful login, you will see your individual phone record.

6. To add a pager, cell phone, fax or other alternate phone number to your record, click on the word “Add” under the heading “Nickname(s)” in the upper center of your record’s view area.

7. In the new form area that has appeared (see below), enter you preferred alias or nickname. For example: If your real name is “Thomas” and you prefer to be called “Tom”, enter “Tom” in this space.

8. You will see your record load into the page with your newly added alternate contact phone information. You have successfully added an alternate phone number.