

# Phone Numbers

**Introduction** This guide provides the procedures for updating or adding phone numbers into Direct Access (DA).

**Procedures** See below.

Step	Action																						
1	<p>Click the <b>Phone Numbers</b> link in the Employee Pagelet.</p>  <p>The screenshot shows the 'Employee' pagelet with a list of tasks and views. The 'Phone Numbers' link is highlighted with a red rectangular box. The pagelet title is 'Employee' and it includes a refresh icon and a settings icon.</p> <table border="1"> <thead> <tr> <th>Tasks</th> <th>View</th> </tr> </thead> <tbody> <tr> <td>PCS eResumes</td> <td>My Profile</td> </tr> <tr> <td>My Airport Terminal</td> <td>My Global Email Address</td> </tr> <tr> <td>Emergency Contacts</td> <td>Member Training Rating</td> </tr> <tr> <td>Home and Mailing Address</td> <td>My Reserve Points Statement</td> </tr> <tr> <td><b>Phone Numbers</b></td> <td>My Reserve Drills</td> </tr> <tr> <td>Allotments</td> <td>View My Payslips (AD/RSV)</td> </tr> <tr> <td>Direct Deposit</td> <td>My Dependent Information</td> </tr> <tr> <td>W-4 Tax Information USA</td> <td>My Employee Reviews</td> </tr> <tr> <td>All Duty Report</td> <td>My Employee Review Summary</td> </tr> <tr> <td>12 More...</td> <td>8 More...</td> </tr> </tbody> </table>	Tasks	View	PCS eResumes	My Profile	My Airport Terminal	My Global Email Address	Emergency Contacts	Member Training Rating	Home and Mailing Address	My Reserve Points Statement	<b>Phone Numbers</b>	My Reserve Drills	Allotments	View My Payslips (AD/RSV)	Direct Deposit	My Dependent Information	W-4 Tax Information USA	My Employee Reviews	All Duty Report	My Employee Review Summary	12 More...	8 More...
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## Phone Numbers, Continued

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**Procedures,**  
continued

Step	Action																				
2	<p>The current Phone Number(s) will display. You can:</p> <ul style="list-style-type: none"> <li>• overtype the phone number</li> <li>• add an extension</li> <li>• check/uncheck the preferred box</li> <li>• delete the number (make sure to click save after hitting the delete button)</li> <li>• add additional phone numbers.</li> </ul> <p>In this example, a new phone number will be added. Click <b>Add Phone Number</b>.</p> <div data-bbox="328 797 1366 1384" style="border: 1px solid blue; padding: 5px;"> <p><b>Phone Numbers</b></p> <p><b>Jack Sparrow</b></p> <p>Enter your phone numbers.</p> <table border="1" data-bbox="339 965 1355 1182"> <thead> <tr> <th colspan="5">Phone Numbers</th> </tr> <tr> <th>Phone Type</th> <th>Telephone</th> <th>Extension</th> <th>Preferred</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td><input type="text" value="555/555-1234"/></td> <td><input type="text"/></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Other</td> <td><input type="text" value="555/555-9876"/></td> <td><input type="text"/></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p><input type="button" value="Add Phone Number"/></p> <p><input type="button" value="Save"/></p> <p><a href="#">Return to CG AD Self Service: Employee</a></p> </div>	Phone Numbers					Phone Type	Telephone	Extension	Preferred	Delete	Mobile	<input type="text" value="555/555-1234"/>	<input type="text"/>	<input checked="" type="checkbox"/>		Other	<input type="text" value="555/555-9876"/>	<input type="text"/>	<input type="checkbox"/>	
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## Phone Numbers, Continued

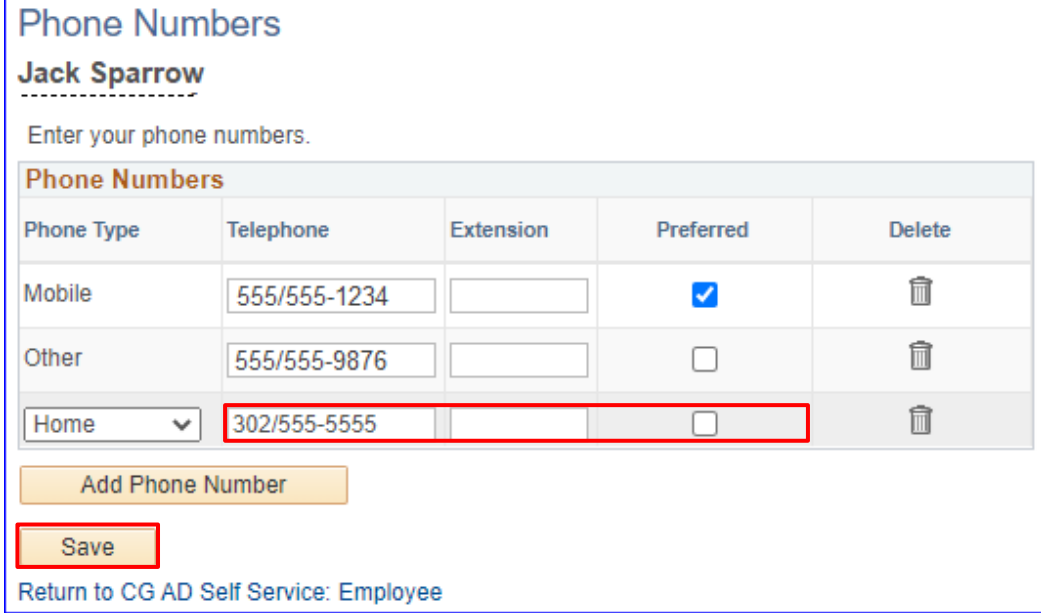
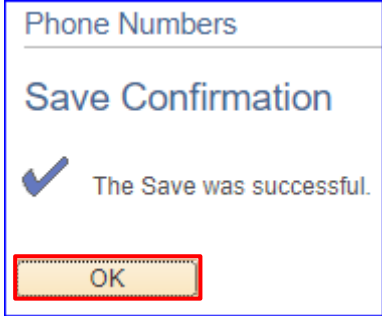
Procedures,  
continued

Step	Action																									
3	<p data-bbox="327 501 1342 568">A new line will be added with the following Phone Types available. Select the appropriate <b>Phone Type</b>.</p> <div data-bbox="327 568 1369 1375" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="343 575 593 609"><b>Phone Numbers</b></p> <p data-bbox="343 624 528 658"><b>Jack Sparrow</b></p> <p data-bbox="343 685 620 712">Enter your phone numbers.</p> <table border="1" data-bbox="343 723 1358 992"> <thead> <tr> <th data-bbox="343 723 539 757">Phone Numbers</th> <th data-bbox="539 723 794 757"></th> <th data-bbox="794 723 938 757"></th> <th data-bbox="938 723 1145 757"></th> <th data-bbox="1145 723 1358 757"></th> </tr> <tr> <th data-bbox="343 768 539 801">Phone Type</th> <th data-bbox="539 768 794 801">Telephone</th> <th data-bbox="794 768 938 801">Extension</th> <th data-bbox="938 768 1145 801">Preferred</th> <th data-bbox="1145 768 1358 801">Delete</th> </tr> </thead> <tbody> <tr> <td data-bbox="343 813 539 869">Mobile</td> <td data-bbox="539 813 794 869">555/555-1234</td> <td data-bbox="794 813 938 869"></td> <td data-bbox="938 813 1145 869"><input checked="" type="checkbox"/></td> <td data-bbox="1145 813 1358 869"></td> </tr> <tr> <td data-bbox="343 880 539 936">Other</td> <td data-bbox="539 880 794 936">555/555-9876</td> <td data-bbox="794 880 938 936"></td> <td data-bbox="938 880 1145 936"><input type="checkbox"/></td> <td data-bbox="1145 880 1358 936"></td> </tr> <tr> <td data-bbox="343 947 539 992"></td> <td data-bbox="539 947 794 992"></td> <td data-bbox="794 947 938 992"></td> <td data-bbox="938 947 1145 992"><input type="checkbox"/></td> <td data-bbox="1145 947 1358 992"></td> </tr> </tbody> </table> <div data-bbox="343 947 518 1361" style="border: 1px solid red; padding: 2px; margin-top: 10px;"> <ul style="list-style-type: none"> <li><input type="checkbox"/> Business</li> <li><input type="checkbox"/> Campus</li> <li><input type="checkbox"/> Dormitory</li> <li><input type="checkbox"/> FAX</li> <li><input type="checkbox"/> Home</li> <li><input type="checkbox"/> Home Fax</li> <li><input type="checkbox"/> Main</li> <li><input type="checkbox"/> Pager 1</li> <li><input type="checkbox"/> Pager 2</li> <li><input type="checkbox"/> Telex</li> <li><input type="checkbox"/> Work Cell</li> <li><input type="checkbox"/> Work Fax</li> </ul> </div> </div>	Phone Numbers					Phone Type	Telephone	Extension	Preferred	Delete	Mobile	555/555-1234		<input checked="" type="checkbox"/>		Other	555/555-9876		<input type="checkbox"/>					<input type="checkbox"/>	
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# Phone Numbers, Continued

**Procedures,**  
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4	<p>Enter the new <b>Telephone</b> number, <b>Extension</b> and/or <b>Preference</b> and click <b>Save</b>.</p>  <p><b>Phone Numbers</b> <b>Jack Sparrow</b></p> <p>Enter your phone numbers.</p> <table border="1"> <thead> <tr> <th>Phone Type</th> <th>Telephone</th> <th>Extension</th> <th>Preferred</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td>555/555-1234</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Other</td> <td>555/555-9876</td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Home</td> <td>302/555-5555</td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Add Phone Number</p> <p>Save</p> <p><a href="#">Return to CG AD Self Service: Employee</a></p>	Phone Type	Telephone	Extension	Preferred	Delete	Mobile	555/555-1234		<input checked="" type="checkbox"/>		Other	555/555-9876		<input type="checkbox"/>		Home	302/555-5555		<input type="checkbox"/>	
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5	<p>A Save Confirmation message will display. Click <b>OK</b> to return to the Phone Numbers screen.</p>  <p><b>Phone Numbers</b></p> <p><b>Save Confirmation</b></p> <p> The Save was successful.</p> <p>OK</p>																				