REE Directory

Research Education and Economics

User's Manual

November 2006

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Introduction & What's New

The November 2006 REE Help documentation includes instructions and screenshots on how to correctly transfer and delete employees.

When an employee transfers from one organizational unit to another it is imperative that the 'Transfer Employee' option be used – found under 'Edit Employee Information'. **The unit the employee is transferring *FROM* is responsible for moving the employee in the REE directory.** Once the employee is designated to his/her new organizational unit, an email will be sent to the REE updater(s) of the receiving unit to edit the employee contact information.

Note: Deleting an employee at one unit and adding them back in at their new location is **NOT** the correct way to accomplish an employee transfer.

To delete an employee use the 'Delete Employee' option. Please note this is a permanent deletion and you will not have the option to view the employee's record once you confirm the delete.

Logging in to REE for updating

1. Click 'Update REE' on the top navigation bar. You will be prompted for your ARSNET username and password. See **Figure 1**. Enter this information to continue. If you do not have a username/password or if your username/password doesn't work please contact the ARS-OCIO Web Branch Help Desk at 301-504-1073.

Figure 1.

Add New Employee

1. Click 'Add New Employee(s)' from the menu choices. See **Figure 2**.

Figure 2.

2. The Add Employee page will load. See **Figure 3**. Last name, first name, and organization code fields are required to successfully add an employee. The organization list box will contain all organization units that you are authorized to administer. If you are authorized to administer organization codes that are not in the list box please contact the ARS-OCIO Web Branch Help Desk at 301-504-1073.

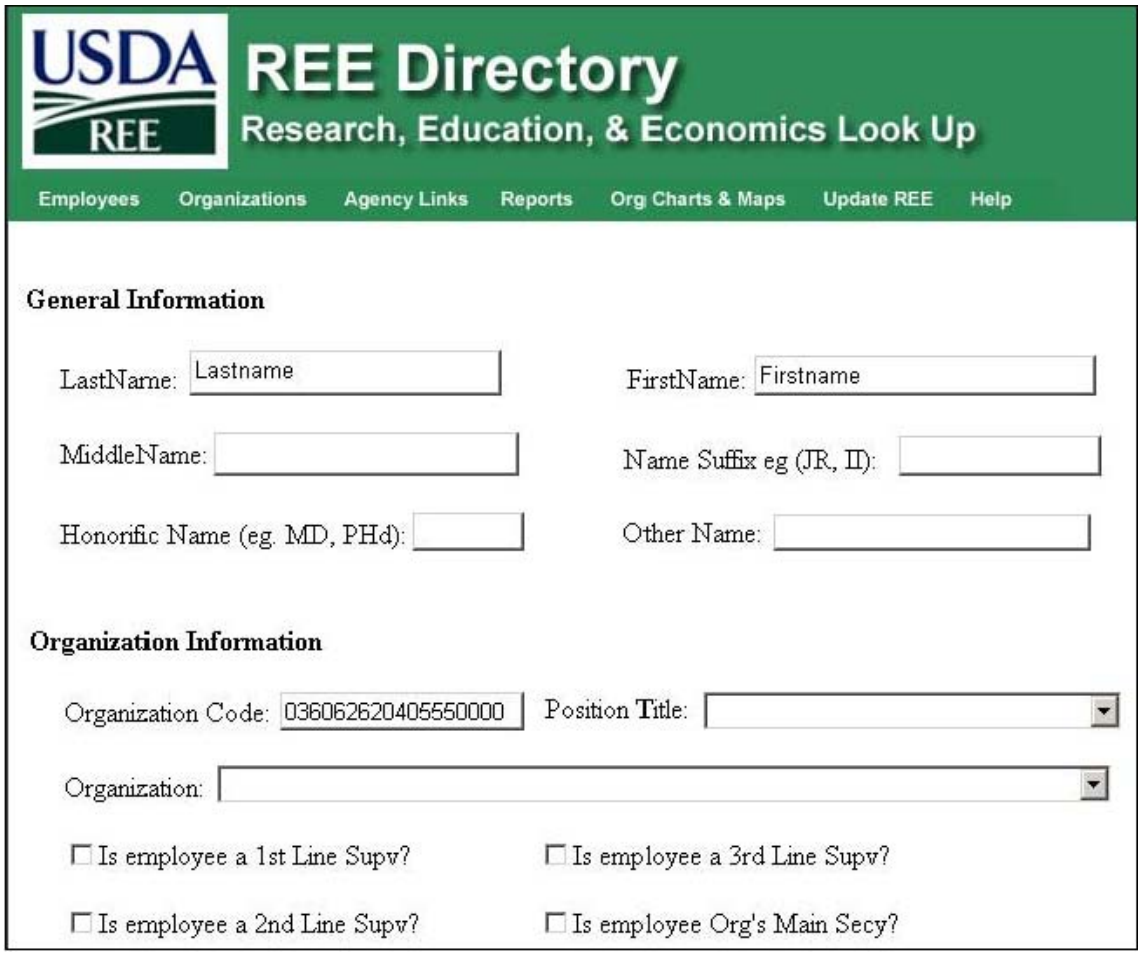

Figure 3.

3. After you enter the information, click the add button at the bottom of the screen. After the information has been saved, all fields will clear and you may enter another employee.

Edit Employee Information

1. Click 'Edit Employee Information' from the menu choices. See **Figure 4**.

2. When the Edit Employee page loads, all employees that you have rights to administer will be listed in the box beneath the Navigation Bar. See **Figure 5**.

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Research, Education, & Economics Look Up
Employees
Organizations
Agency Links
Reports
Org Charts & Maps
Update REE
Help
Add New Employee(s)
Edit Employee Information
Delete Employee
Global Employee Update
Update Organization
Global Organization Updates
Add New System User(s)
Edit System User Information

Figure 4.

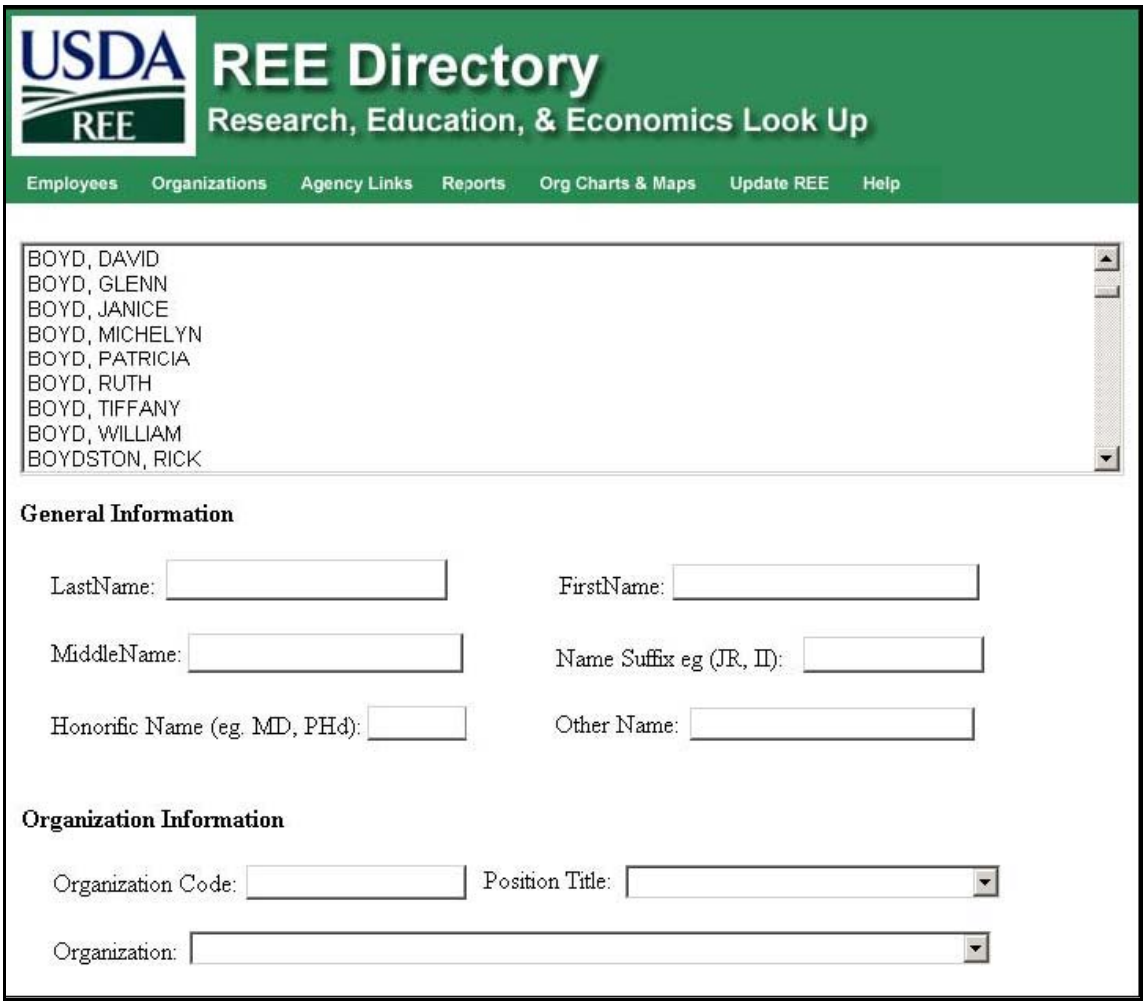


Figure 5.

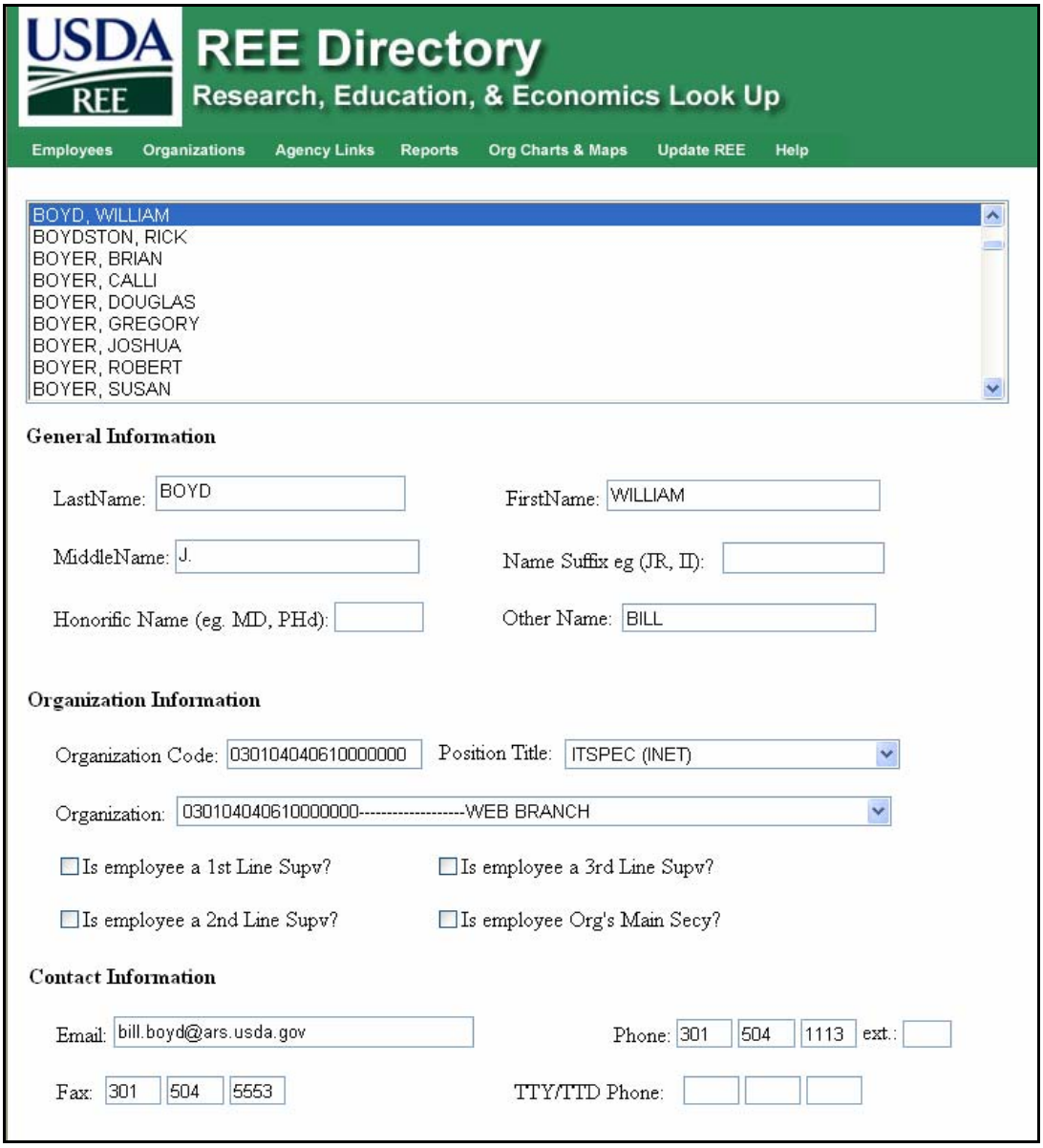
3. Click on an employee's name to display their information. Once information appears you can edit it. Once you have completed your changes, click the update button at the bottom of the page to save your changes.

Transfer Employee

1. Click 'Edit Employee Information' from the menu choices. See **Figure 6**.

Figure 6.

2. When the Edit Employee page loads, all employees that you have rights to administer will be listed in the box beneath the Navigation Bar. See **Figure 7**.
3. Click on an employee's name to display their information.
4. At the bottom of the page click the 'Transfer Employee' button. See **Figure 8**.


USDA
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Employees
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Org Charts & Maps
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BOYD, WILLIAM
BOYDSTON, RICK
BOYER, BRIAN
BOYER, CALLI
BOYER, DOUGLAS
BOYER, GREGORY
BOYER, JOSHUA
BOYER, ROBERT
BOYER, SUSAN
General Information
LastName: BOYD
FirstName: WILLIAM
MiddleName: J.
Name Suffix eg (JR, II):
Honorific Name (eg. MD, PHd):
Other Name: BILL
Organization Information
Organization Code: 030104040610000000
Position Title: ITSPEC (INET)
Organization: 030104040610000000----------WEB BRANCH
Is employee a 1st Line Supv?
Is employee a 3rd Line Supv?
Is employee a 2nd Line Supv?
Is employee Org's Main Secy?
Contact Information
Email: bill.boyd@ars.usda.gov
Phone: 301 504 1113 ext.:
Fax: 301 504 5553
TTY/TTD Phone:

Figure 7.

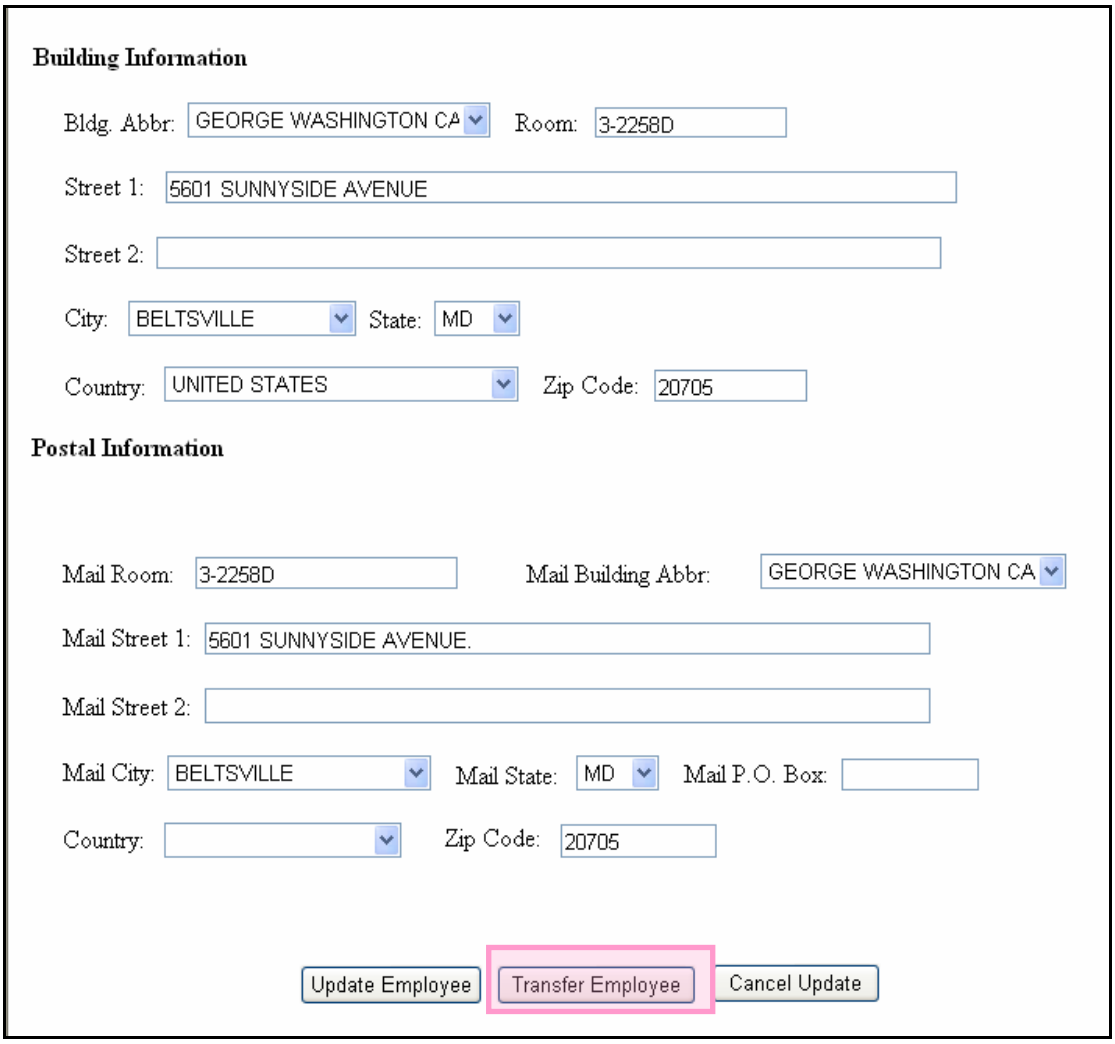

Figure 8.

5. When the Transfer page loads you will have the complete list of ALL organizations. Select the organization the employee is being transferred TO (the receiving organization). See **Figure 9**.

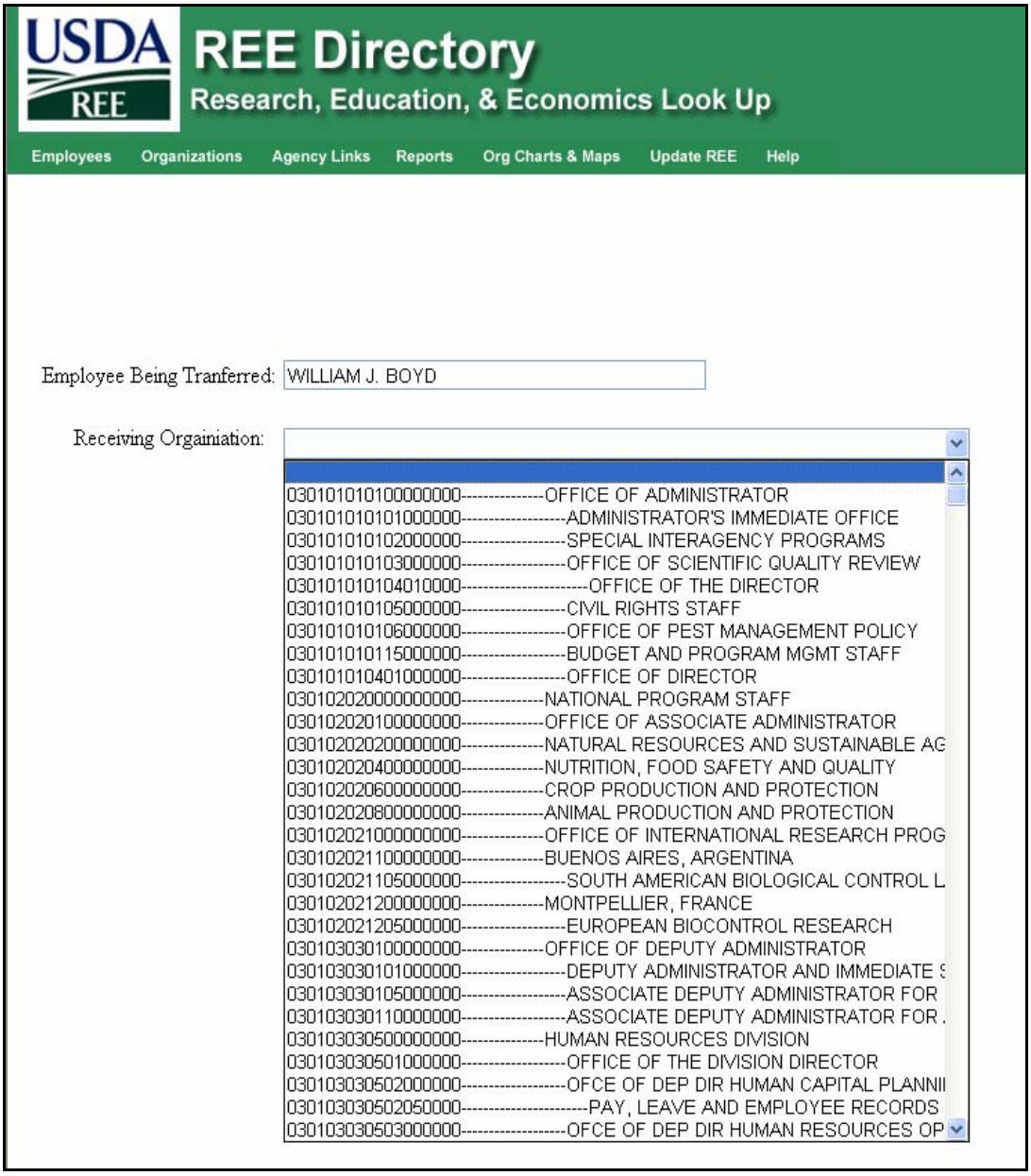

Figure 9.

6. Click on 'Transfer Employee'. The transfer will result in an email being sent to the REE updaters at the receiving organization alerting them that an employee has been transferred and requesting they update the contact information for that newly transferred employee.

Delete Employee

1. Click 'Delete Employee' from the menu choices. See **Figure 10**.

Figure 10.

2. When the Delete Employee page loads, all employees that you have rights to administer will be listed in the box beneath the Navigation Bar. See **Figure 11**. To delete an employee select the employee and click 'Delete'.

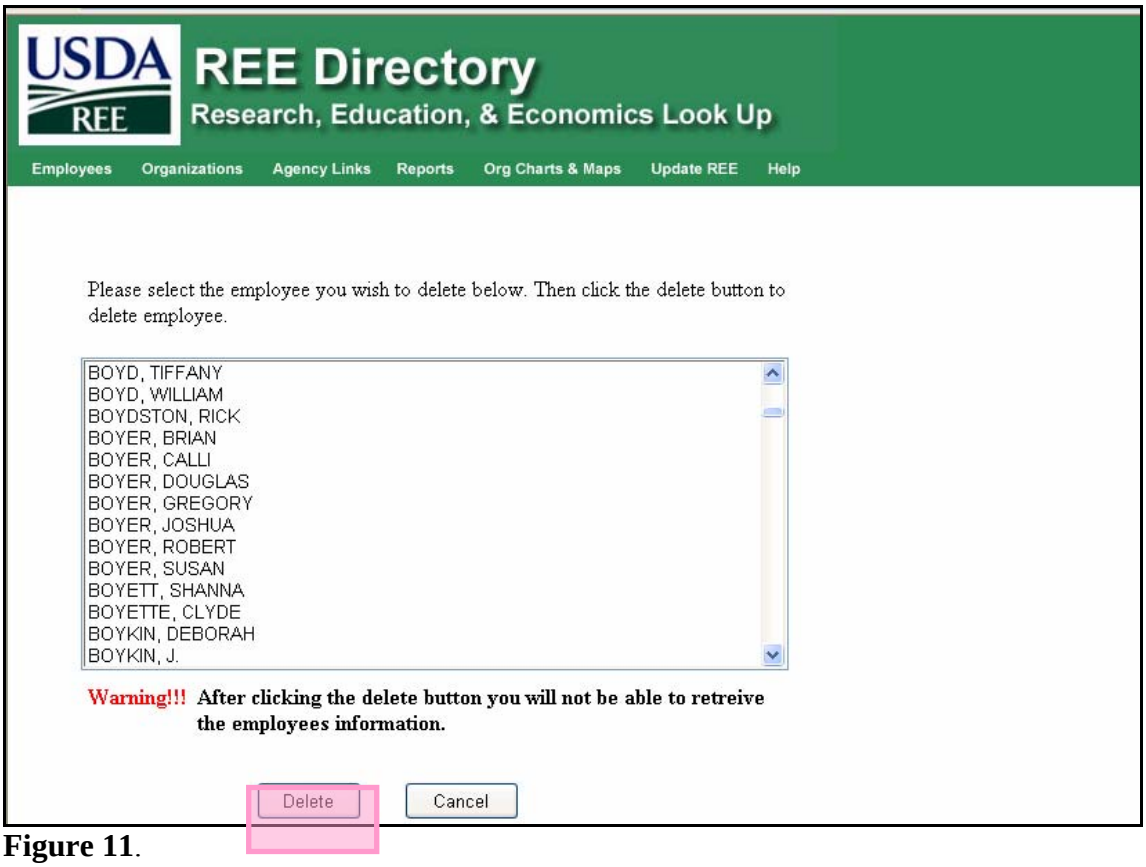

Figure 11.

Global Employee Update

1. Click 'Global Employee Update' from the menu choices. See **Figure 12**.

Figure 12.

2. When the Global Employee Update page loads, all employees that you have rights to administer will be listed in the box beneath the Navigation Bar. See **Figure 13**. To begin editing employees, select the employees you wish to make changes to by holding the Ctrl key on your keyboard and clicking a name with your mouse. Once you have the employees selected click the right arrow button to the right of the employee list box. The employees you have highlighted will be transferred to the list box to the right of the arrow buttons. These are the employees that will have their information updated once you click the update button at the bottom of the page.

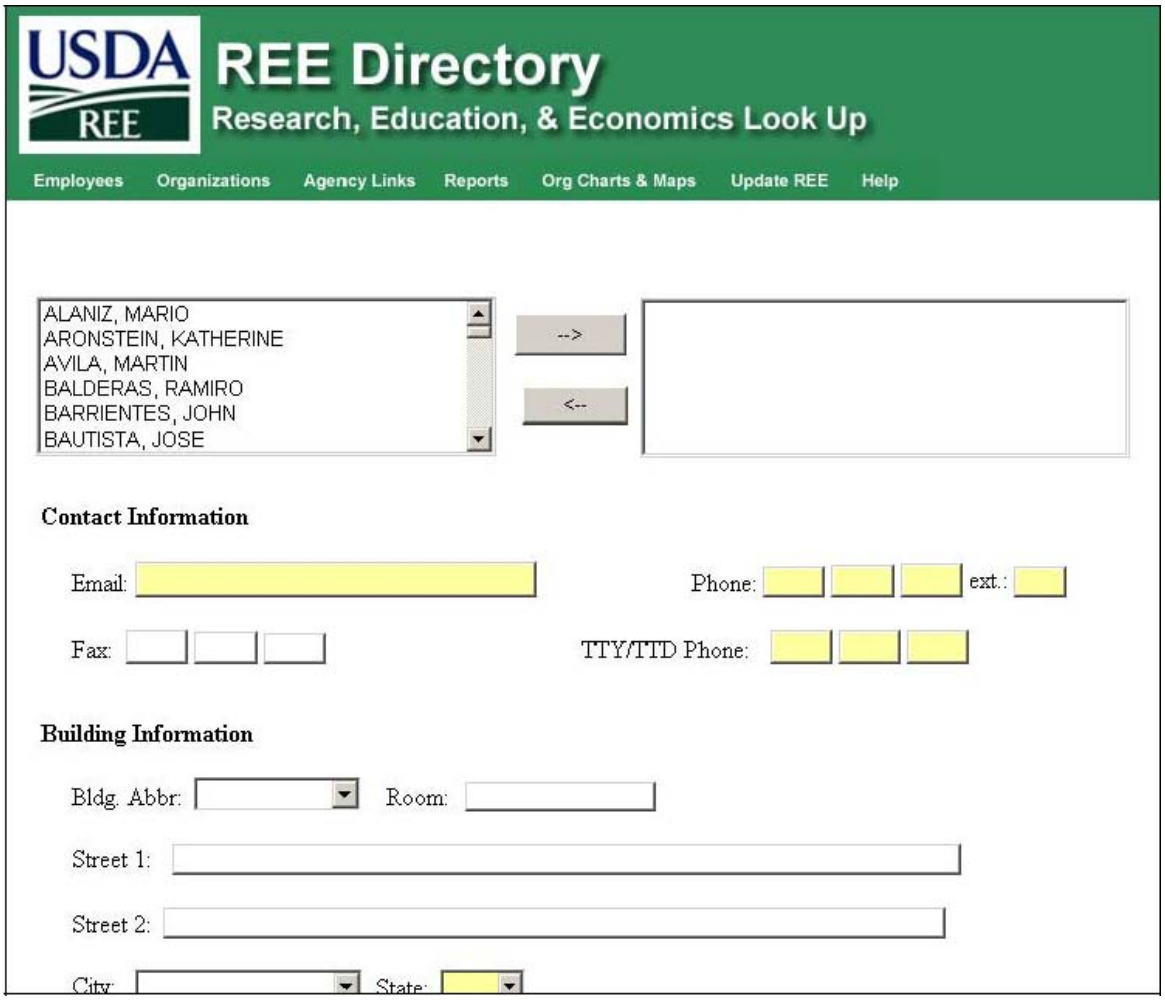

Figure 13.

3. Once you have entered the information, click the update button at the bottom of the page to save the changes.

Update Organization

1. Click 'Update Organization' from the menu choices. See **Figure 14**.

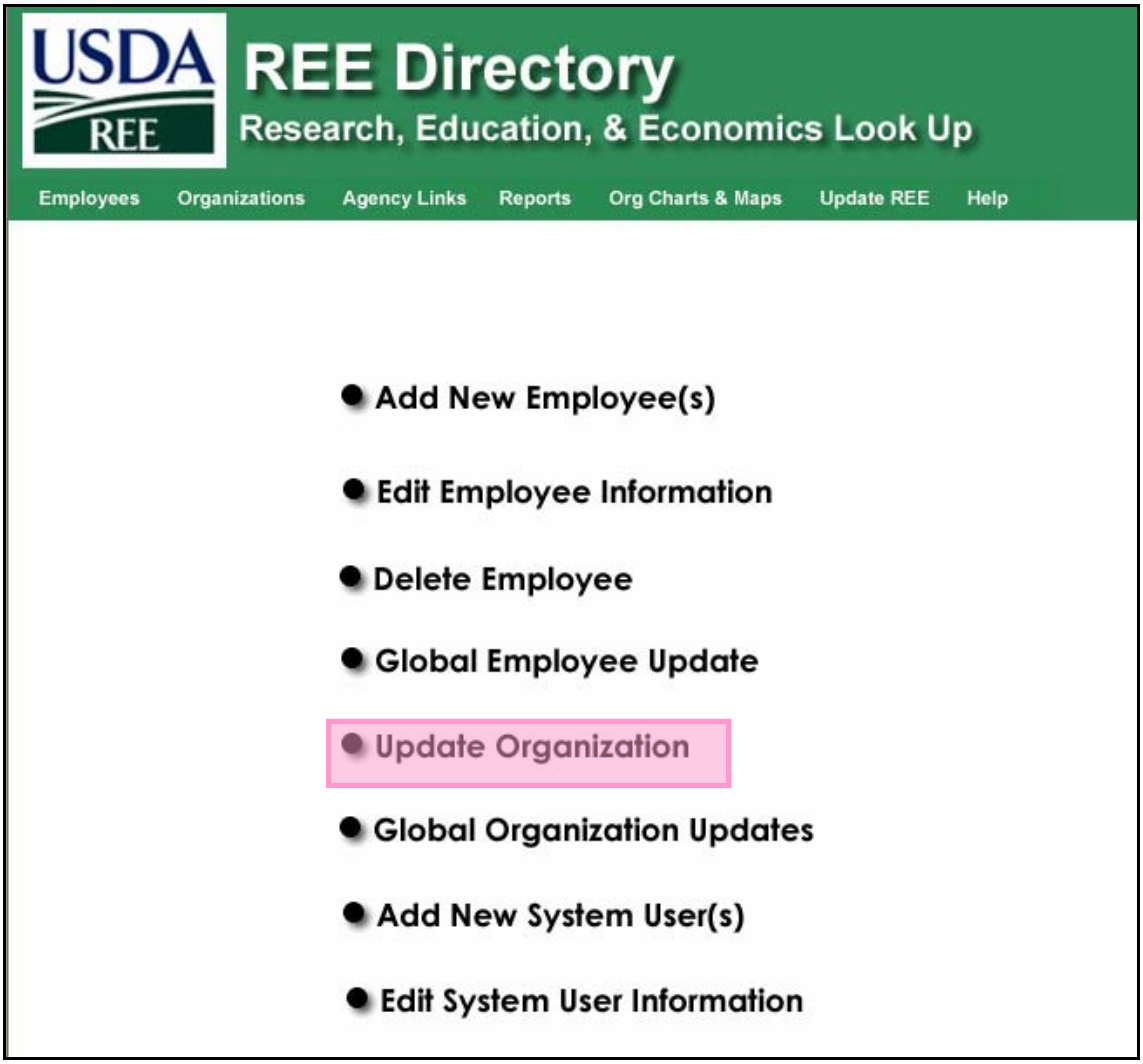

Figure 14.

2. When the Update Organization page loads, all organization units that you have rights to administer will be listed in the box beneath the Navigation Bar. See **Figure 15**. To begin editing organizations, select the organization you wish to make changes to. After you select the desired organizational unit, detailed information will appear in the text boxes below. All information can be edited, except for organizational code. Enter desired information and click the update button to save your changes.

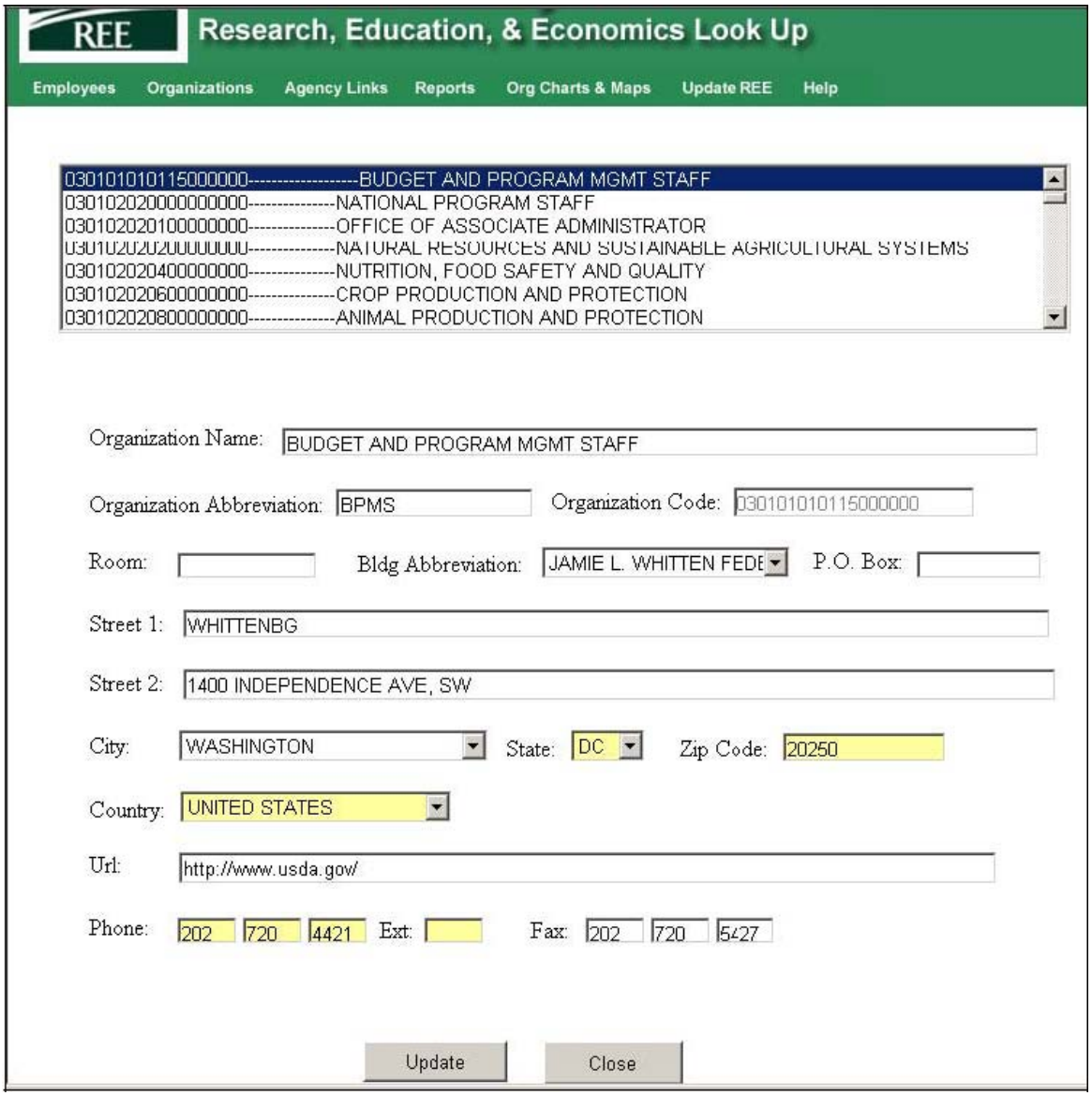

Figure 15.

Global Organization Updates

1. Click 'Global Organization Updates' from the menu choices. See **Figure 16**.

Figure 16.

2. When the Global Organization Update page loads, all organization units that you have rights to administer will be listed in the box beneath the Navigation Bar. See **Figure 17**. To begin editing organizations, select the organizations you wish to make changes to by holding the Ctrl key on your keyboard and clicking an organization with your mouse. These are the organizations that will have their information updated once you click the update button at the bottom of the page.

Figure 17.

3. Once you have entered the information, click the update button at the bottom of the page to save your information.

Add New System User

1. Click 'Add New System User(s)' from the menu choices. See **Figure 18**.

Figure 18.

2. When the Add New System User(s) page loads, a list box containing the organizational units you are authorized to administer will appear on the screen. See **Figure 19**. At the top of the screen, enter the user's name in the text box labeled User. Then, select the organizations you wish this user to administer by holding the Ctrl key on your keyboard and clicking an organization with your mouse. Click accept to save the information. After you have created a user, you must contact the ARS-OCIO Web Branch Help Desk at 301-504-1073 to have the newly created account activated.

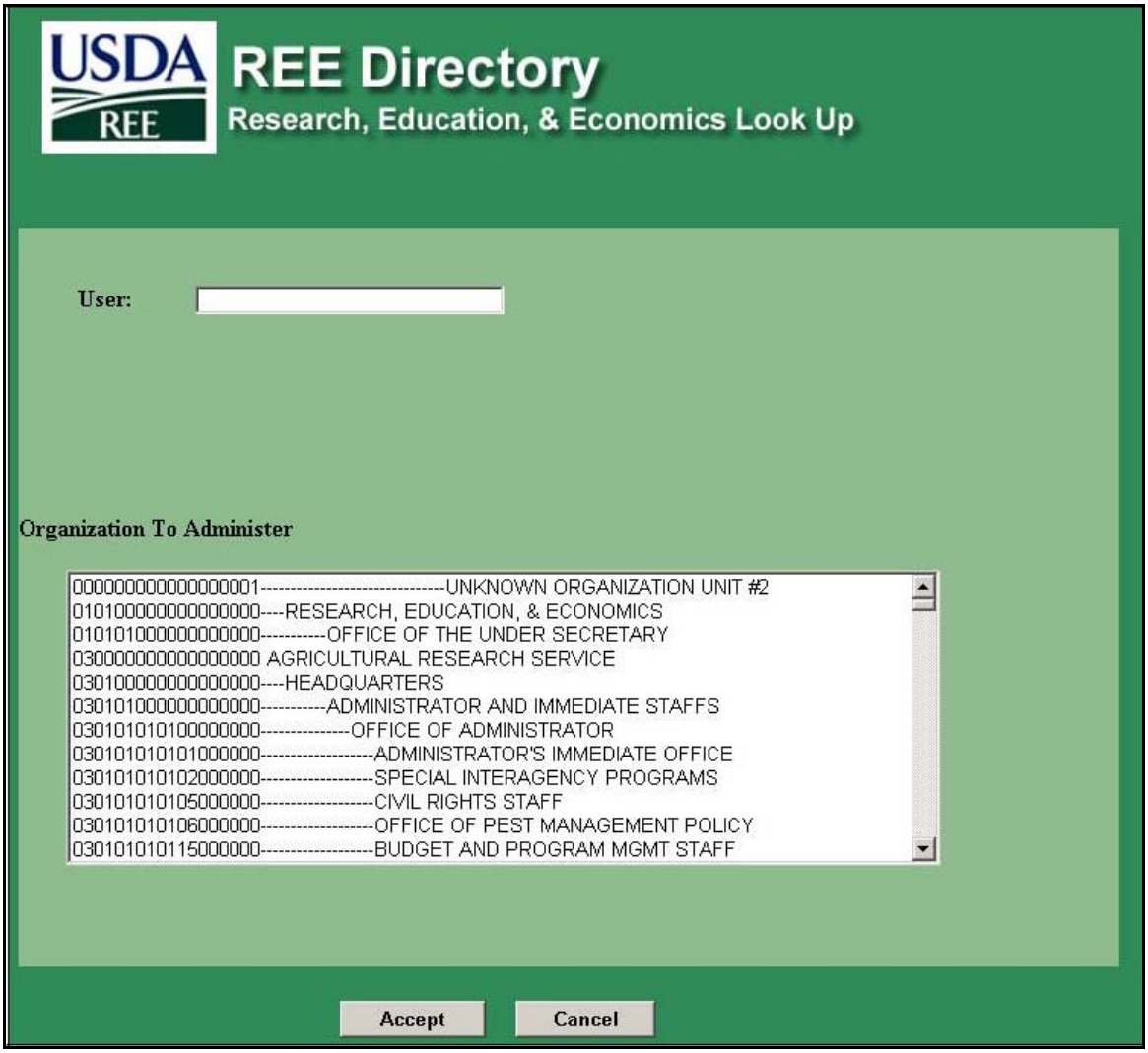

Figure 19.

Edit System User Information

1. Click ‘Edit System User Information’ from the menu choices. See **Figure 20**.

Figure 20.

2. When the Edit System User Information page loads, a list box containing all system users will appear on the upper half of the screen. See **Figure 21**. Select which user you would like to edit by clicking the name from the list box with your mouse. Once you click on a name it will appear in the user text box below the list box. This is the user you are updating. Then, select the organizations you wish this user to administer by holding the Ctrl key on your keyboard and clicking an organization with your mouse. Click accept to save the information.

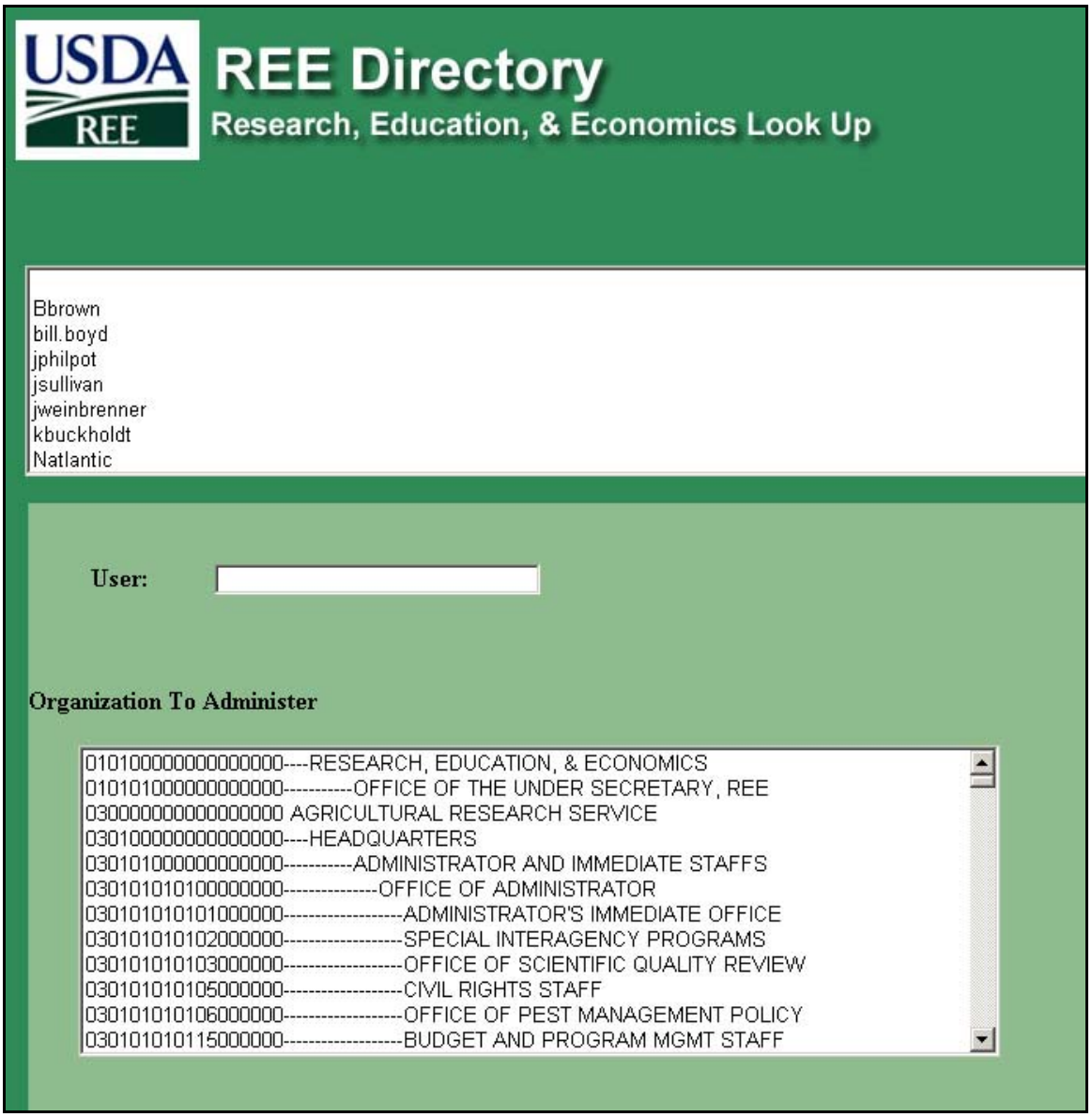
USDA
REE
REE Directory
Research, Education, & Economics Look Up
Bbrown
bill.boyd
jphilpot
jsullivan
jweinbrenner
kbuckholdt
Natlantic
User:
Organization To Administer
010100000000000000----RESEARCH, EDUCATION, & ECONOMICS
010101000000000000----------OFFICE OF THE UNDER SECRETARY, REE
030000000000000000 AGRICULTURAL RESEARCH SERVICE
030100000000000000----HEADQUARTERS
030101000000000000----------ADMINISTRATOR AND IMMEDIATE STAFFS
030101010100000000----------OFFICE OF ADMINISTRATOR
030101010101000000----------ADMINISTRATOR'S IMMEDIATE OFFICE
030101010102000000----------SPECIAL INTERAGENCY PROGRAMS
030101010103000000----------OFFICE OF SCIENTIFIC QUALITY REVIEW
030101010105000000----------CIVIL RIGHTS STAFF
030101010106000000----------OFFICE OF PEST MANAGEMENT POLICY
030101010115000000----------BUDGET AND PROGRAM MGMT STAFF

Figure 21.