Managing Your Personnel Directory

Summary

This *Customer Support Bulletin* describes how participating organizations can manage and easily browse their *Personnel Directory* of members. This permission-based directory allows SWAC to provide authorized corporate users with individualized access to only those personnel records with whom the organization is affiliated, either through direct employment, or as a result of subcontractor relationships. This need-to-know knowledge sharing is designed specifically to protect the privacy rights of the general SWAC community.

It provides detailed instructions regarding filters to locate employees as well as contracted personnel, by name, or with the help of Membership Status and Clearance Level filters. Instructions on how to find SWAC members and link them with your organization for future reference are included.

Browsing the Directory

Search for your Organization and select the **Personnel Directory** tab in the main navigation bar.
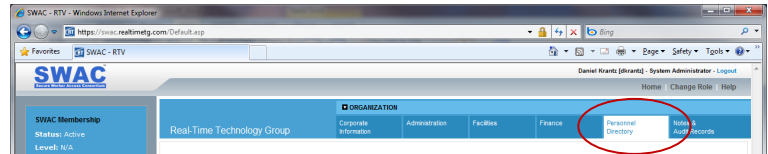
Use the **Subcontractor Personnel** menu to select the personnel list that you wish to search. **My Personnel** includes those individual members who are directly affiliated with your organization. Additional menu options are included to select project subcontractors as authorized.

Click the **Search** button after making your selection.
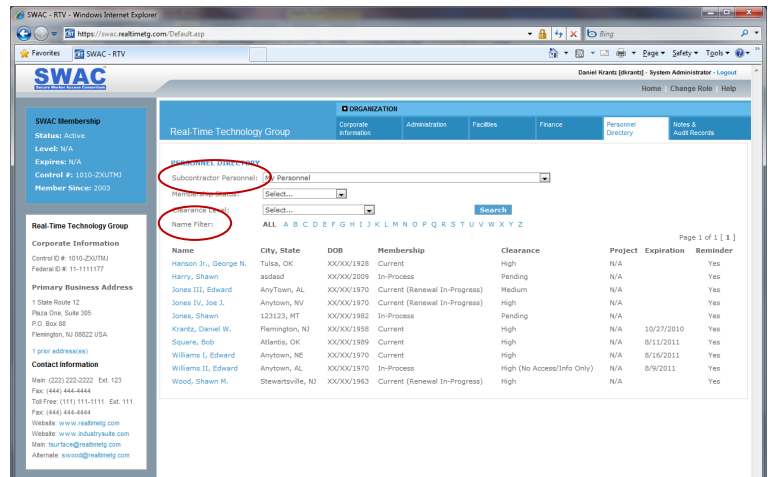
You can also browse the directory alphabetically by clicking on the first letter of the member's last name in the **Name Filter**.

Using Membership Status and Clearance Level Filters to Sort Lists

Select a specific **Membership Status** and/or **Clearance Level** to limit the list output as desired.

Click the **Search** button after making your selections.
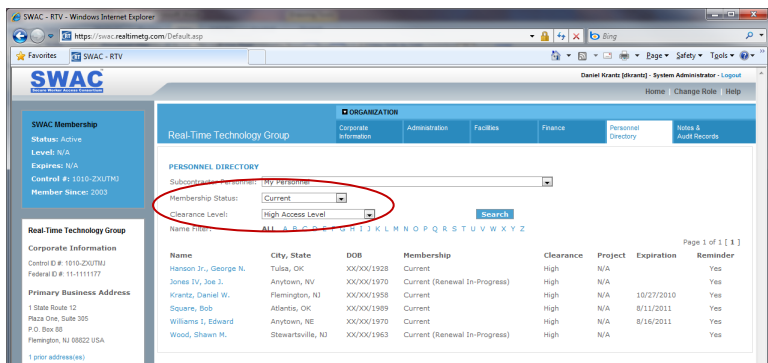
How to Link an Existing SWAC Member with your Organization

To gain access to an existing SWAC member's record, first search for the member and click on their name.

Prior to allowing access to the requested record, you must first validate your access rights by verifying the individual's personal identity information.
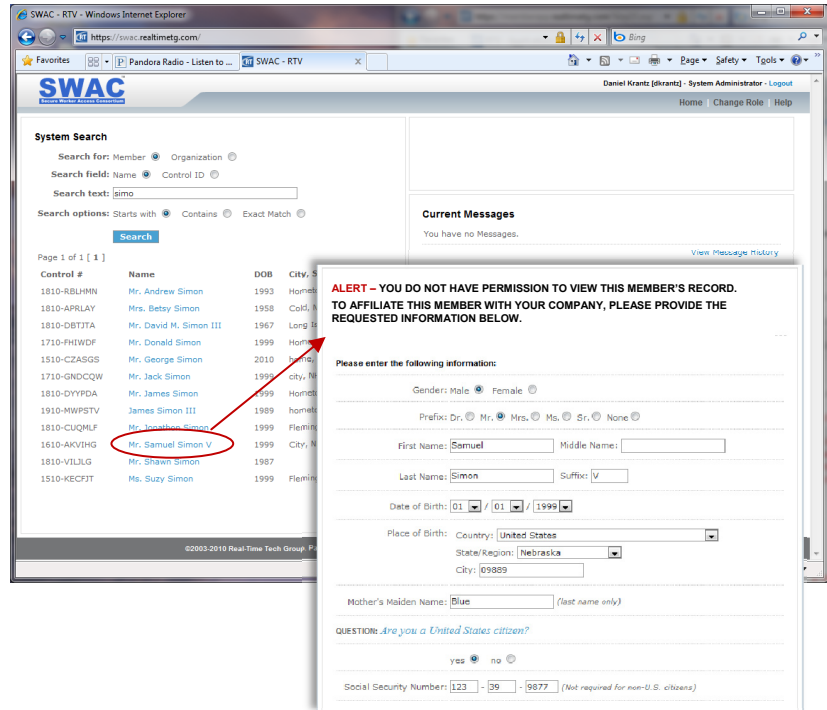
How to Terminate Your Affiliation with a SWAC Member

To end your affiliation with a SWAC member, first find the member in your *Personnel Directory* and click on their name, followed by the edit link to update the member's affiliation with your organization. Be sure to save your changes by clicking the **Update** button.