CDOL Tip of the Week. March 18, 2014 Editing Your Own Contact Information

One of the most overlooked features of CDOL is the ability for a user to edit his or her own contact information if the user's assignment is visible. Users can search for their own names and if the active assignments can be opened in a summary page then there should be a link for "Edit Assignment" above the user name. Clicking the link will take the user to the edit screens where email addresses, addresses, and phone numbers can be added, updated, or removed. The instructions for this process can also be found in the User Manual in CDOL. When finished with changes, just click on save. CDOL specialists who have edit rights and are trying to keep their departments updated are welcome to share the availability of this feature with the other CDOL users in the department, which may help make the job easier.