

# KDOA Who's Who

The KDOA Who's Who application is now available through KDOA Web Applications.

## Accessing the Who's Who Application:

Open your Internet Explorer. Go to the KDOA Intranet, access and sign on to KDOA Web Applications. Click on the "Who's Who" button. This application is visible only to KDOA Employees, the same as the Timesheet and Supply Catalog.

## Navigation of Who's Who Application:

The initial view gives a quick view of the KDOA employees' information (Name, Working Title, Commission, Office, Phone and E-Mail) in a hierarchy order by Supervisor. The hierarchy follows the timesheet approval process.

View Options:

- Show additional information – The additional information is the employees' picture and their job responsibility information.
- Do not display additional information (default)
- Alphabetical – Displays the employees whose first name starts with the selected letter. To return to displaying all employees, click the "ALL" button.
- By Commission – Select the Commission or Commissions and click the "Go" button.

**KANSAS**  
DEPARTMENT ON AGING

### Who's Who

**View Options**

To display a Persons Responsibilities and Picture select the option "Show Additional Information" Below:

Show additional information  Do not display additional information

To display specific Commission(s) select the options below then press the GO button:

Office of the Secretary  Licensure Certification and Evaluation Commission  Administrative Services Commission  Program and Policy Commission

Limit To: **A B C D E F G H I J K L M N O P Q R S T U V W X Y Z** **ALL**

All records displayed.

NAME	WORKING TITLE	COMMISSION	ADDRESS / OFFICE
Kathy Greenlee*	Secretary	Office of the Secretary	
Alice Knatt	Admin Services Commissioner	Administrative Services	
Bob Parker		Administrative Services	225 923 S. Kansas Avenue

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NAME	WORKING TITLE	COMMISSION	ADDRESS / OFFICE	PHONE	EMAIL
Kathy Greenlee*	Secretary	Office of the Secretary			
	As Secretary of the Kansas Department on Aging, Kathy Greenlee heads a cabinet-level agency that is responsible for administration of Older Americans Act programs, distribution of Medicaid long-term care payments and regulation of nursing home licensure and survey processes. Secretary Greenlee's interest and involvement in aging issues started long before her KDOA appointment in January 2006. She also has served as State Long Term Care ombudsman, and Assistant Secretary of Aging. Her association with Governor Saltilva began in the Insurance Commissioner's office, where she served as General Counsel and oversaw the Senior Health Insurance Counseling for Kansas program, which is now part of the Department on Aging. She is a graduate of the University of Kansas with degrees in business administration and law.				
Alice Knatt	Admin Services Commissioner	Administrative Services		785 295 6454	Alice.Knatt@aging.ks.gov

## Setting Up Information:

The information displayed in the Who's Who is from our Access Sign-In information for Web Applications and from the information found in "Your Profile".

In the "Your Profile" tab within KDOA Web Application the following will need to be completed (see sample):

**Title** – This is the working title, not your position title.

**Work Email**

**Work Phone Number**

**Work Address**

**Office** – This is the employee's office number (130) or if the employee is in the field, the Regional Office (North Central) or Division (SHICK).

**Your Who's Who Posting** – This is the Primary Responsibilities of the employee. There are 2,000 characters available.

**Post your Picture** – This picture should be your employee badge picture or a similar professional looking photo. Your current badge picture has been copied to your H drive for you to post. If an updated picture is needed, please contact Kathleen Dudney. The application will resize photos for the Who's Who listing, however, when clicking on the picture a larger view will be displayed in a separate window.

Web Applications  
PRODUCTION Ver 3.0.2.0.1 20090506@14:23:40 www.AgingState.ks.us  
Welcome: Deby Zimmerman (03) Logged in at 2009-05-06 08:45:58  
KDOA Home Page Your Profile

**Your Profile Information**

Username: DEBYZIMMERMAN  
Name Displayed: Deby Zimmerman  
Email: Deby.Zimmerman@aging.ks.gov  
Phone: 785-295-5459  
Address: 503 S. Kansas Avenue  
City: Topeka  
State: KS  
Zip Code: 66603  
Title: P.C. Software Support and Website  
Primary Group: PSA  
Office: 130  
Fax:  
KANSAS: 232466  
Employee ID: XXXXXXXXXXXX

Select your standard hours of work. Used in KDOA Timesheet system.  
From am: 8:00 AM To am: 12:00 PM  
From pm: 12:30 PM To pm: 4:30 PM

Your Who's Who Posting: Software Training Web Applications Development, Testing and Documentation  
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Post Your Picture(s)

Local File	name	Delete	Size	Image
My Badge Picture		<input type="checkbox"/>	Deby.Zimmerman... 100x100px, 100x100px	

Post/Delete Image

Sample

Under the "Post Your Picture(s)" Region:

1. Click on the "Browse..." button
2. Browse to the photo location
3. Click on the photo and click the "Open" button
4. Name the File (example: My Badge Picture)
5. Press the "Post/Delete Image" button
  - a. A link will display in a table with the image information. To view the picture - click on the link. If the image is large only a portion of the image will display.
  - b. To delete the image, click on the check box under the delete column and click on the "Post/Delete Image" button.