

# Edit a People List

**People List Panes**, commonly referred to as faculty/staff lists or directories, are **panes** that display a curated list of College community members associated with a given department, organization, or group. These lists include useful contact information (title, email, phone office location) for each listed member. The individuals included in a **People List Panes** can be managed by users who have attended Introductory Drupal training session, with additional editing options available for those who have attended an Advanced Drupal training session.

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## Examples

- [Anthropology - Faculty/Staff](#)
- [President's Office - President's Staff](#)

## Editing the People List Pane

### Getting Started

1. Make sure you've [logged in](#) to Drupal.
2. Navigate to the site that you have permission to edit.
3. Visit the page containing your site's **People List Pane** – may be titled something like Faculty/Staff, Staff, People, etc..
4. Hover the cursor over the **People List Pane**.
5. If you have the appropriate permissions you will see a **gear icon** in the upper right corner of the **People List Pane**.
6. Follow the instructions below depending upon your task ( [Add a Person](#), [Arrange People](#), [Removing People](#) )

### Add a Person

1. Click the **gear icon** and select **Manage People**
2. A new window will appear.
3. Select the person from the dropdown list
4. Once you've selected an individual to add to the list, click on the **Add Person** button at the bottom of the form.
5. The options window will close, a green success message will appear at the top of the screen, and the person will be added to the bottom of the **People List Pane**.

### Reordering the People Pane List

1. Click the **gear icon** and select **Manage People**.
2. Click and drag the **cross icon** to reorder names of people in the list.
3. Click the green **Save Changes** button.
4. The options window will close, a green success message will appear at the top of the screen, and the **People List Pane** should reflect the updated order.

### Removing People

1. Click the **gear icon** and select **Manage People**.
2. A blue **Remove** button appears to the right of each person's name. Click the button to remove the appropriate individual.
3. Click the green **Save Changes** button.
4. The options window will close, a green success message will appear at the top of the screen, and the **People List Pane** should reflect the recent changes.

## Frequently Asked Questions

### Why doesn't our new faculty/staff member show up as an option in the **Add People** list?

Drupal syncs user information on a nightly basis, if your new hire recently had an account created, it's possible that it won't appear in the system until the following night. If the account fails to show up after a day please contact [web-update@swarthmore.edu](mailto:web-update@swarthmore.edu).

## **I've noticed that some individuals have additional information listed along with their contact information (website link, interests, office hours etc.). How do I add this information?**

If you would like to include additional information with your **People List** entry, visit the [User Contact Information and Profiles](#) documentation. If you're attempting to adjust the listing of another user, please see the [Editing the Profiles & Contact Information of Others](#) (note that this requires advanced editing privileges).