MOBIUS QUICK GUIDE - HOW TO VIEW DIRECTORY

Employees may use the Directory in Mobius to see work contact information for other employees in Prince William County. Contact information is only available through the Directory when it's labeled "work", such as work phone or work email. Some work information cannot be updated by an employee; work email and work address are two examples of data that cannot be updated by employees.

Select **Directory** from Homepage.

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Select My Public Info to review or edit your information.

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	Enter person name, email, business title, or person number to search for the person.	
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Select Edit to change Contact Info.

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It Public Info Show More			Anthony Tony Dominguez Senior Code Enforcement Inspector	
		Contact Info		Edit
		Work Email Idomingues@pwcgox.org Local Time Word 641 AM (EST) Location HR Development Services	Work Address 5 County Complex C1 WCD5WIDC W 22192 PUNIED STATES	4
		Managers and Directs		~
		Representatives		~

Select the arrow to the right to view **Managers and Directs** (your immediate supervisor and those you supervise). Select the arrow to the right to view **Representatives** (your department's HR Liaison and Payroll Liaison).



Select My Organization to view your department.

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View your department. Notes: Any item in blue text is a hyperlink/clickable to send emails directly to a person or view contact information. Numbers in the bottom right of the tiles indicate the number of direct, and indirect employees.

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Search for PWC employees and contact information. Select Print if desired.

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