What is lookup?

Lookup is an online directory for the University containing information about people, institutions, and groups, available to all users over the web and to email clients, and also to programs via a web services API.

It is used as a central point of information for people and institutions across the University and allows an institution to consolidate its data in one place. For example, the information in lookup is used to master the paper telephone directory.

Fundamental to its design is the delegation of editing rights to the institution and the individual.

Features

- Institutional data can be updated by a group of users that you control directly.
- Bulk downloads and uploads as spreadsheets are available for large-scale updates of the data.
- Data about your staff is automatically used by the new search system to give institutional results.
- A read-write web API is available for programmatic access.
- Lookup data is used to create the printed telephone book.

Using the lookup directory in an email address book

An institutional page on lookup.

http://www.ucs.cam.ac.uk/lookup
### Managing lookup

We add new users and institutions with the data obtained from CamSIS, CHRIS or institutional registrations. Your staff need only add local knowledge to enrich their records or the records for your institution. Adding to the “Contacts” information gives users in the University online details for how to approach your institution and also specifies the lead section for your institution’s entry in the printed phone book.

The web page giving a list of members of your institution also gives their various registered email addresses and telephone numbers and can be used to master a local “phone card” etc. or simply be a bookmarkable short-cut to this data.

### Charging

This service is free.

### Further information

- **Email:** lookup-support@ucs.cam.ac.uk
- **Web:** www.ucs.cam.ac.uk/lookup
- **University search:** lookup

### Related services from the UCS

- **Email** – all email clients within the University can be configured to use lookup as an addressbook.
- **Search** – custom institutional results using lookup data.
- **Telephony** – paper phone book mastered from lookup.

### Managed services for institutions

- **Calendar** – Google calendar with Raven authentication and calendars of University dates
- **Desktop** – central filestore, managed print, application delivery, personal and group web pages
- **Directory** – web- and email-based online directory with delegated management of content
- **Email** – spam and virus filtering, managed mail domains, institutional mailing lists
- **Hosting** – networked rackspace in a secure environment with redundant power, cooling, fire suppression
- **Consultancy and support** – reviews and strategic advice, recruitment, induction and appraisal of staff, institution support service
- **Network** – end-to-end network connectivity: IPv4, IPv6 or raw fibre, installation services, wireless, DNS
- **Search** – institutional control of quicklinks and filtered searches, for web and directory searching
- **Telephony** – VoIP telephony with institutional call-logging and billing access
- **Training Facilities** – training booking system for any course provider, bookable facilities, customised training courses
- **Video** – recording, encoding, storing and streaming institutional video content
- **Videoconferencing** – fully equipped central facility, equipment hire, consultancy on institutional facilities
- **Web** – hosted web servers, Wikis and content management system

**General contact for managed services: UCS Institution Liaison office**

- **Phone:** 34720/48477
- **Email:** institution-liaison@ucs.cam.ac.uk
- **Web:** http://www.ucs.cam.ac.uk/linkpages/managed

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