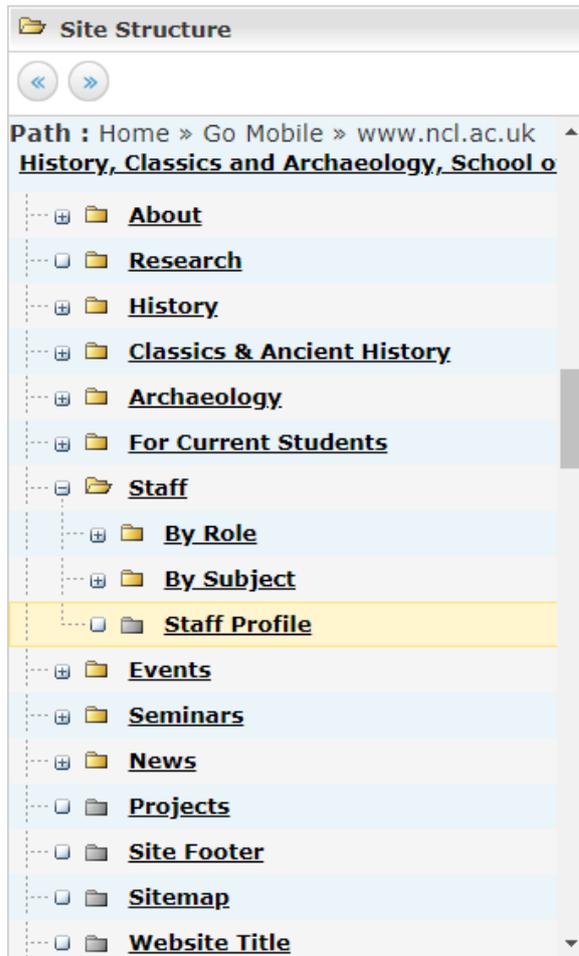


T4 – Create a Filtered Staff List Using Key Words

To create and display a list of staff profiles associated with a group or theme, use the content type 03 Staff List and add keywords to the profiles in your Staff Profile folder.

Steps:

1. Open the **Staff Profile** section (the grey folder) in the site structure



2. In the **Content** tab, find the member of staff you want in your list, hover over  and select modify

<input type="checkbox"/>	Judd, Alison	0.2		Pending	09 Feb '18 15:41:00	  	<input type="checkbox"/>
<input type="checkbox"/>	Kenobi, Obi-Wan	2.0		Modify	19 Jul '18 10:27:14	  	<input type="checkbox"/>
<input type="checkbox"/>	Nick Lightfoot	1.0		Preview	18 Apr '18 10:50:11	  	<input type="checkbox"/>
<input type="checkbox"/>	Pedersen, Dr Ole	1.0		Mirror	01 Jun '18 14:31:05	  	<input type="checkbox"/>
<input type="checkbox"/>	Pedersen, Dr Ole	1.0		Duplicate	14 Jun '18 11:17:50	  	<input type="checkbox"/>
<input type="checkbox"/>	Pederson, Dr Ole	1.0		Move	18 Jun '18 10:47:24	  	<input type="checkbox"/>
<input type="checkbox"/>	Prince, Diana	2.0		Delete	01 Jun '18 14:37:36	  	<input type="checkbox"/>
<input type="checkbox"/>	Sparrow, Cloe	2.0		History	11 Jun '18 11:27:27	  	<input type="checkbox"/>
<input type="checkbox"/>	Tommy Bennett	1.0		Approved	10 Jul '18 14:58:10	  	<input type="checkbox"/>
<input type="checkbox"/>	Upcher, Dr James	1.0		Approved	29 Nov '17 14:49:07	  	<input type="checkbox"/>
<input type="checkbox"/>	Vader, Darth	4.0		Approved	19 Jul '18 10:28:17	  	<input type="checkbox"/>
<input type="checkbox"/>	Wilton, Ashley	1.0		Approved	29 Nov '17 14:49:07	  	<input type="checkbox"/>

- In the **Keywords** field, enter an appropriate keyword to filter your staff list by. In this example I want my staff list to contain staff from the Archaeology department, so therefore I enter the keyword “archaeology”. **N.B.** Ensure your keyword is all lowercase, and separate distinct keywords using a comma only.

Content Type: 03. Staff Profile (MyImpact)

Name *

Email Address *

Web Key *

Keywords *

Update Preview Cancel

- Next, using the site structure, find the section in which you want to add your staff list and click on it.
- Then, in the **Content** tab press the **Add Content** button Add Content
- Choose the content type **03 Staff List**
- In the **Name** field give your staff list an appropriate name, preceded by the prefix STAFFLIST:
- In the **Keyword Search** field add your Keyword (e.g. in this case “archaeology”)
- In the **Section** field click select, then navigate to and select the greyed out 'Staff Profile section that you entered in step 1. (This enables the Staff List content type to pull into the page any profiles which contain your keyword.)
- Leave the **Show A-Z Jump Links** field unchecked, and next click the **Update/Add & Approve**.

Modify content, update details.

Section: Home > Go Mobile > www.ncl.ac.uk > History, Classics and Archaeology, School of > Staff > By Subject > Archaeology

Content Type: 03. Staff List

Name *

Title

Keyword Search *

Section [Change](#) [Remove](#)

Use Default Link Text

Show A-Z Jump Links

Update Preview Cancel

11. If you need to rearrange your content, you can use the **Move** arrows in the section menu. Simply press the arrow in the direction you wish to move your content

Content currently in this section.

Automatic Ordering

Enabled

Method

Existing Content Add Content Save Changes

Name	Version	Status	Last Modified	Move	Lock
<input type="checkbox"/> STAFFLIST: Archaeology	3.0	<input type="checkbox"/> Approved	01 Aug '18 17:24:50	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Select All		<input type="checkbox"/>			Lock/UnLock All <input type="checkbox"/> <input type="checkbox"/>

Save Changes

12. Furthermore, you can also use the **Placement** tab to rearrange your content and decide where on your page you would like the staff list to sit. Simply choose the arrow between the two pieces of content where you would like your stafflist to sit to indicate the chosen position. Finally, press “Add/Update & Approve”.

Modify content, update details.

Section: Home » Go Mobile » www.ncl.ac.uk » History, Classics and Archaeology, School of » Staff » By Subject » Archaeology

General Information **Content** **Placement** Channels Options Linked Content

Content Placement Update Preview Cancel

Title Position

Update Preview Cancel

13. Finally, when you preview, or publish and view the page containing the staff list content type, any members of staff in the **Staff Profile** section that contain the related Keyword in the **Keyword** field will be displayed in the position you selected.



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Newcastle University > History, Classics and Archaeology, School of > Staff > By Subject > Archaeology

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Classics & Ancient History

Archaeology

For Current Students

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– By Role

– By Subject

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[Lindsay Allason-Jones OBE](#)
Visiting Fellow

[Dr John Blong](#)
Research Associate in Geoarchaeology

Email: john.blong@ncl.ac.uk
Telephone: +44 (0) 191 208 5946



[Richard Carlton](#)
Visiting Fellow in Archaeology

Email: richard.carlton@ncl.ac.uk
Telephone: c/o 0191 2730777

[Dr Francesco Carrer](#)
Research Associate

Email: francesco.carrer@ncl.ac.uk
Telephone: +44 (0)191 208 4455



[Dr Rob Collins](#)
Lecturer in Material Culture

Email: robert.collins@ncl.ac.uk
Telephone: 0191 208 3125



[Dr Chantal Conneller](#)
Senior Lecturer

[Dr Ashley Coutu](#)
Lecturer in Medieval/Historical Arch

Email: ashley.coutu@ncl.ac.uk
Telephone: +44 (0)191 208 7841

