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.

![Site Structure](image)

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

![Staff List](image)
3. 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.

![Image of the interface showing keyword entry](image)

4. Next, using the site structure, find the section in which you want to add your staff list and click on it.

5. Then, in the **Content** tab press the *Add Content button*.

6. Choose the content type **03 Staff List**

7. In the **Name** field give your staff list an appropriate name, preceded by the prefix STAFFLIST:

8. In the **Keyword Search** field add your Keyword (e.g. in this case “archaeology”)

9. 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.)

10. Leave the **Show A-Z Jump Links** field unchecked, and next click the *Update/Add & Approve*. 

![Image of the interface showing staff list creation](image)
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.

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 staff list to sit to indicate the chosen position. Finally, press “Add/Update & Approve”.
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.