

Staff List Management in T4 Version 8

University staff profiles are displayed on your size as an **A-Z list** and **by role and/or research theme** if required.

The list includes a 'search' function to search for a person or job title:

Staff list

Search for a person or job title

Dr Areti Galani
Senior Lecturer in Digital Cultural Heritage
☎ +44 (0) 191 208 3857 ✉ Mail

Dr Rachel Gordon
Research Associate
☎ 0191 208 5336 ✉ Mail

James Davoll
Technical Manager
☎ 019120 84643 ✉ Mail

Click a profile name to view profile content and profile picture. This content is pulled into the page from the MyImpact system:

Dr Areti Galani 

Senior Lecturer in Digital Cultural Heritage

- Email: aretigalani@ncl.ac.uk
- Telephone: +44 (0) 191 208 3857
- Address: Media, Culture, Heritage
Armstrong Building
Room 3.15
Newcastle University
Newcastle upon Tyne
NE1 7RU, UK

Background 

Research 

Teaching 

Publications 

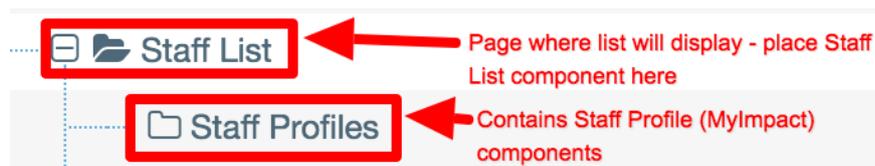
Profile content is maintained by the profile owner. The recommended dimensions for the profile image to upload to MyImpact are 500 x 500 pixels.

Folder structure

The component **[ZEP] Staff List** is placed in the section where the staff list will be displayed on the site. This component contains a keyword to identify that staff group or theme.

The Staff List component is linked to the 'Staff Profiles' sub-section using a 'Section Link'.

The component **[ZEP] Staff Profile (MyImpact)** is used to display an individual profile. A profile component for each profile to be displayed on site is placed in the sub-section **Staff Profiles**.



Keywords you add to the Staff Profile component determine on which page a profile will be listed.

The **keywords are predefined when the site is in development**. A spreadsheet of keywords relating to your site will be provided as part of the site handover.

Add a Staff Profile to the Staff Profiles section

Add a component to T4 for each profile to be displayed in your Staff/People section.

To add a profile to the site use component **[ZEP] Staff Profile (MyImpact)**:

Content type : [ZEP] Staff Profile (MyImpact)

Name *	Abarrategui Martinez, Leire	A
Email Address *	leire.abarrategui-martinez	
Web Key *	fms	
Keywords *	atoz,research,healthsciences	

Fill in the following fields:

Name: Surname, First Name, eg Blogs, Jo (surname first orders the profile in the A-Z list)

Email Address: jo.blogs (use the part of the email address that precedes @ncl.ac.uk)

Web Key: the unique key for your site eg 'fms' ()

(web key identifies the Academic Unit or Service in MyImpact and brings profiles associated with that unit from MyImpact into the Staff Profiles folder in T4. Some sites may use the 'universal web key' **newcastle university**)

Keywords: eg 'atoz'

(add a keyword which corresponds to the keyword used in your Staff List component. If there is more than one staff list to which a profile can be added, keywords are separated by a comma)

Save and Approve the component, then **Preview** the component to see if the profile information is displayed.

Staff Profile Issues Checklist

Some **profiles may not appear on your staff list** because:

- the **profile owner has not published any content** in MyImpact or
- there's an **issue with their MyImpact profile**

To **investigate issues** with profiles please follow these steps:

1. **check that the staff email address** used in the component **is correct**
2. **ask the profile owner to:**
 - a. check that they have a MyImpact profile
 - b. encourage them to **add content to their profile** or ensure they have at least a 'job title' in the personal details section
 - c. make sure they **'Save & Publish' their profile**, rather than 'Save'
 - d. ask them to **tell you when these steps have been completed**
3. wait a day or so for the Content Management System to update and webpage to republish
4. if the profile still doesn't appear, **try changing the webkey to 'newcastleuniversity'** (this new 'universal' web key may enable the profile to appear in the list)
5. **report any remaining issues to MyImpact team** by raising a request via it.servicedesk@ncl.ac.uk