
Haiku User Guide Documentation

Release v.1

Medical Sciences Division, University of Oxford

May 16, 2017

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Note: These user guides are being phased out and replaced with the guides on [Haiku Knowledge Base](#)

Contents:

CHAPTER 1

Getting Started

Note: These user guides have been replaced with the guides on [Haiku Knowledge Base](#)

CHAPTER 2

Policies & Guidelines

University Standards and Policies

Please see the article on the [Haiku Help Centre](#)

Copyright, Licensing and Rights

Please see the article on the [Haiku Help Centre](#)

CHAPTER 3

How to edit...

Note: These user guides are being phased out and replaced with the guides on [Haiku Knowledge Base](#)

Profiles

Note: These user guides have been replaced with the guides on [Haiku Knowledge Base](#)

Research Groups

Note: These user guides have been replaced with the guides on [Haiku Knowledge Base](#)

About Us

Note: These user guides have been replaced with the guides on [Haiku Knowledge Base](#)

News

Note: These user guides have been replaced with the guides on [Haiku Knowledge Base](#)

Events

Note: These user guides have been replaced with the guides on [Haiku Knowledge Base](#)

Forms

Note: These user guides have been replaced with the guides on [Haiku Knowledge Base](#)

MSD Support & Services

Style guide

For the most part, we have adopted the [University Style Guide](#) for the new MSD website - except for instances detailed below.

It is essential that the website content and design remains consistent, and much of the design and layout is fixed. The Communications and Web Team will monitor the site regularly and any changes made that are inconsistent with our chosen style will be changed.

University of Oxford
MEDICAL SCIENCES DIVISION

[ABOUT US](#) [DEPARTMENTS](#) [RESEARCH](#) [STUDY](#) [SUPPORT & SERVICES](#) [GET INVOLVED](#) [NEWS](#) [EVENTS](#)

[Home](#) / [Support & Services](#) / [Alison Brindle](#)



CONTACT INFORMATION

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3 LOCATION

Medical Sciences Divisional Office
University of Oxford
Level 3, John Radcliffe Hospital
Oxford OX3 9DU

Alison Brindle

MSc Sci Comm

DIVISIONAL COMMUNICATIONS MANAGER

I am responsible for developing and implementing new internal communication channels and streamlining existing communications activity across the Medical Sciences Division. I work closely with departmental and central communication, administrative and support teams to ensure the effective sharing of information, resources and best practices. I produce the internal monthly staff e-newsletter, *OxfordMedSci News*, and manage such external communication channels as the **Division's website** and Twitter account, **@OxfordMedSci**.

On behalf of divisional and departmental communication staff, I oversee the **MSD Communications Network**, its associated mailing list and SharePoint site. The network provides members the opportunity to share information and address issues specific to Medical Sciences.

I represent the Division on the Joint Communications Committee (between the University and Oxford University Hospital NHS Trust) and the Senior Managers Internal Communications Group, and am a member of the Committee on Library Provision and Strategy (CLIPS), the Communications and External Relations sub-group of the Oxford Innovation Working Group and the Haiku Oversight Committee.

Before coming to Oxford in January 2013, I was **UCL Neuroscience Domain's** Communications and Events Officer, responsible for driving and enhancing the domain's overall internal and external communication and engagement strategy and project managing all major UCL Neuroscience events. I also worked with the visitor

You do not need to include all these feature boxes (called tiles in Haiku) on your profile page, but if you do include any, they must be added in the position shown in screen shot.

1. **Member of:** Add your team name first, and link it to your team page (unless you are not part of the core divisional office, and it can then link to your own website). You may also add any other university networks, colleges etc. that you are a member of
2. **Related Links and Resources:** Bullet any links you add
3. **Location:** All addresses should be consistent. Please use the same format as one of your colleagues, or one of the following:

```
Medical Sciences Divisional Office
University of Oxford
Level 3, John Radcliffe Hospital
Oxford OX3 9DU
```

```
Medical Sciences Divisional Office (Education)
University of Oxford
The Fleming Suite
Level 3, John Radcliffe Hospital
Oxford OX3 9DU
```

```
Medical School Office
University of Oxford
Academic Centre
Level 2, John Radcliffe Hospital
Oxford OX3 9DU
```

```
Medical Sciences Teaching Centre
South Parks Road
Oxford OX1 3PL
```

Voice

- Use first person (I, we)
- Do not use abbreviations, or spell them out the first time, and add abbreviations in brackets for subsequent use
- Do not use technical jargon or Oxford-speak

Capitalisation

When referring to the Division and the University, and implicitly meaning the Medical Sciences Division or University of Oxford, please capitalise Division and University. Do not capitalise in other instances

Correct use of capitalisation:

- The Division is the largest division in the University.
- The University has four divisions. I work in the best division, the Medical Sciences Division. The Division is great!
- I work on the divisional website in the divisional office.
- I work in the Medical Sciences Divisional Office, for the divisional Finance team.

Bullet points

- Don't punctuate at the end of each bullet point
- Capitalise each new bullet point

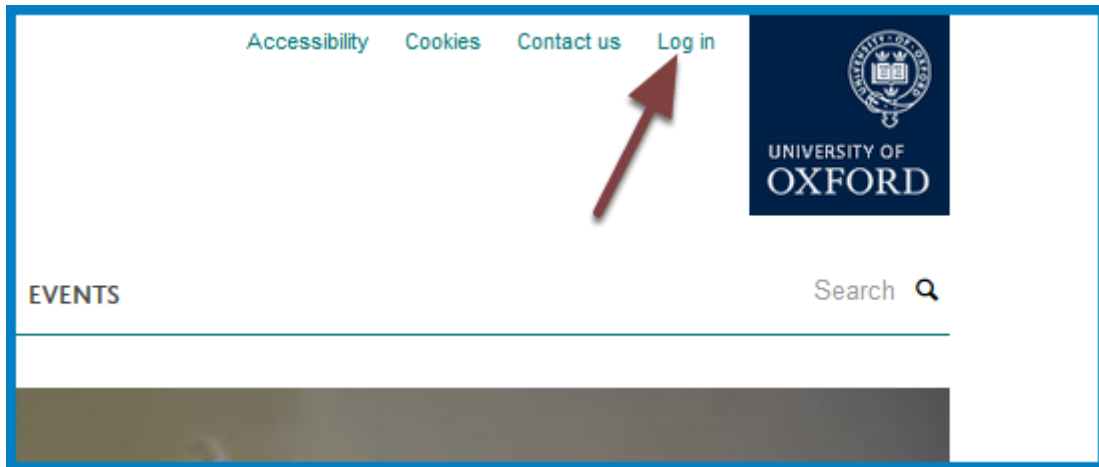
Profiles

You can edit your own profile.

Please refer to the *Style Guide* before making changes as it is important that profiles are consistent across the site. Changes to the website will be monitored and any profiles not conforming to the style guide will be edited.

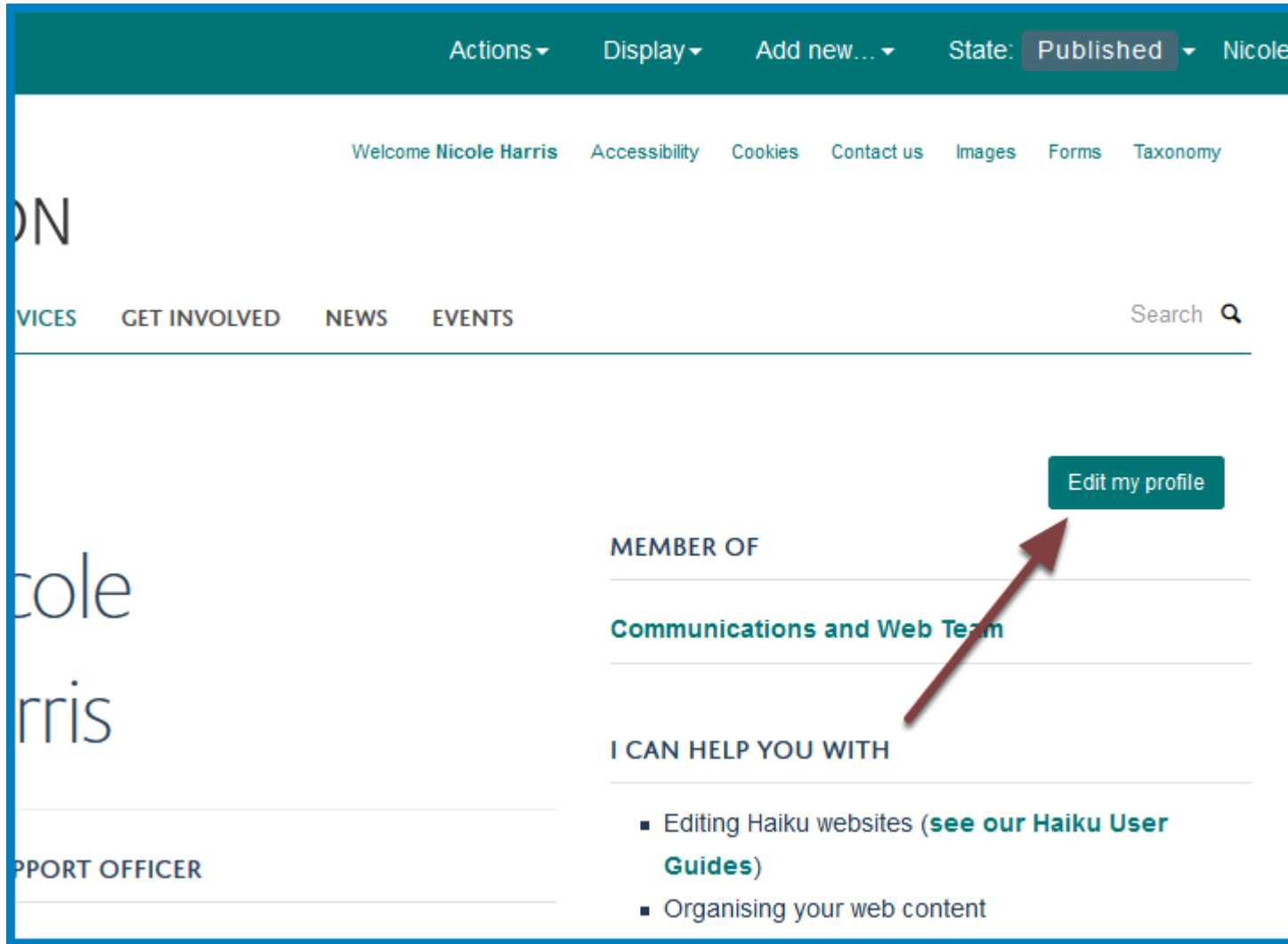
Email webmaster@medsci.ox.ac.uk if you have any problems editing your profile.

Log in

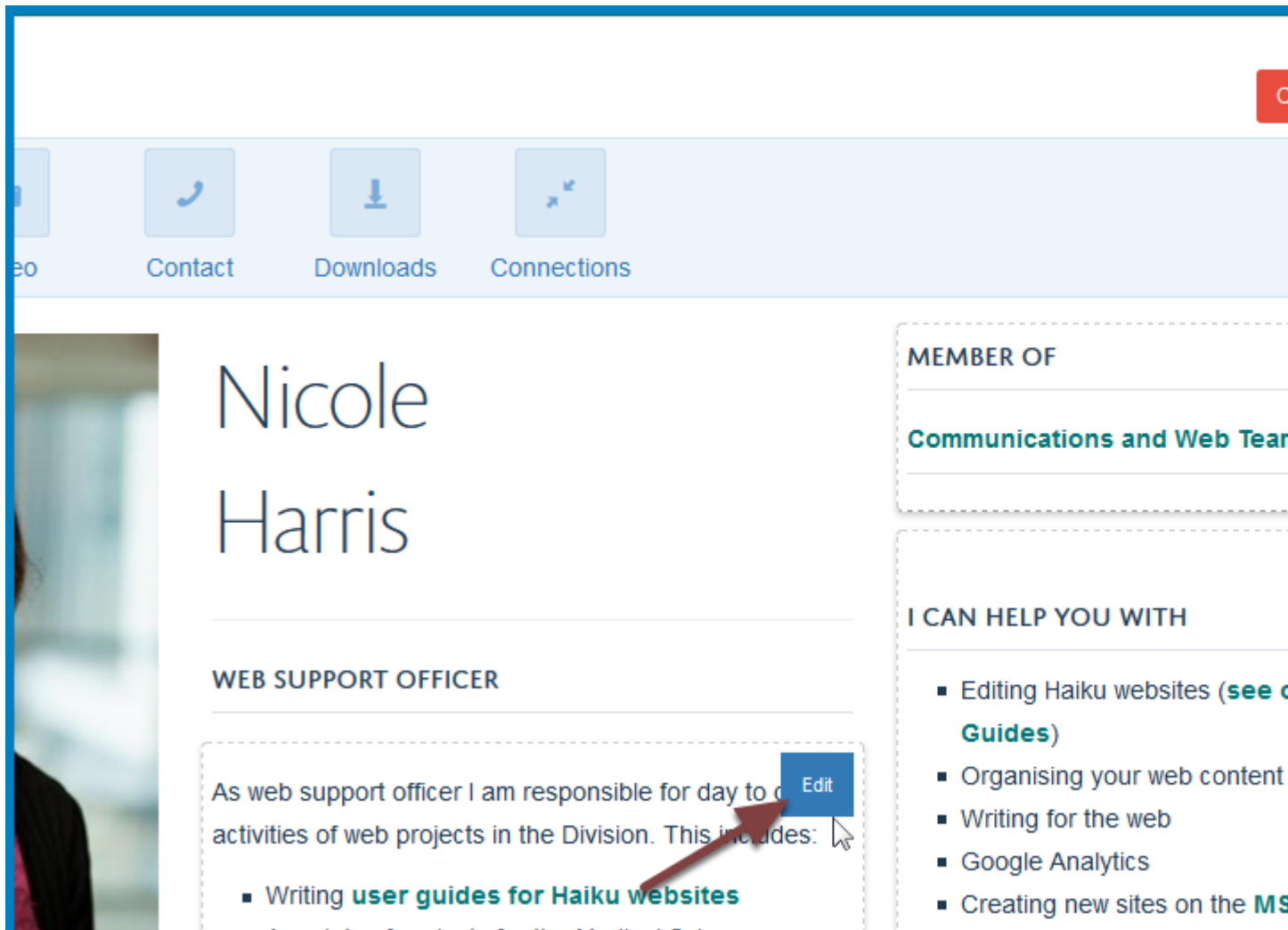


Click the **Log in** link to the left of the University logo and log in with your SSO username and password (same as you use for your email).

Edit profile

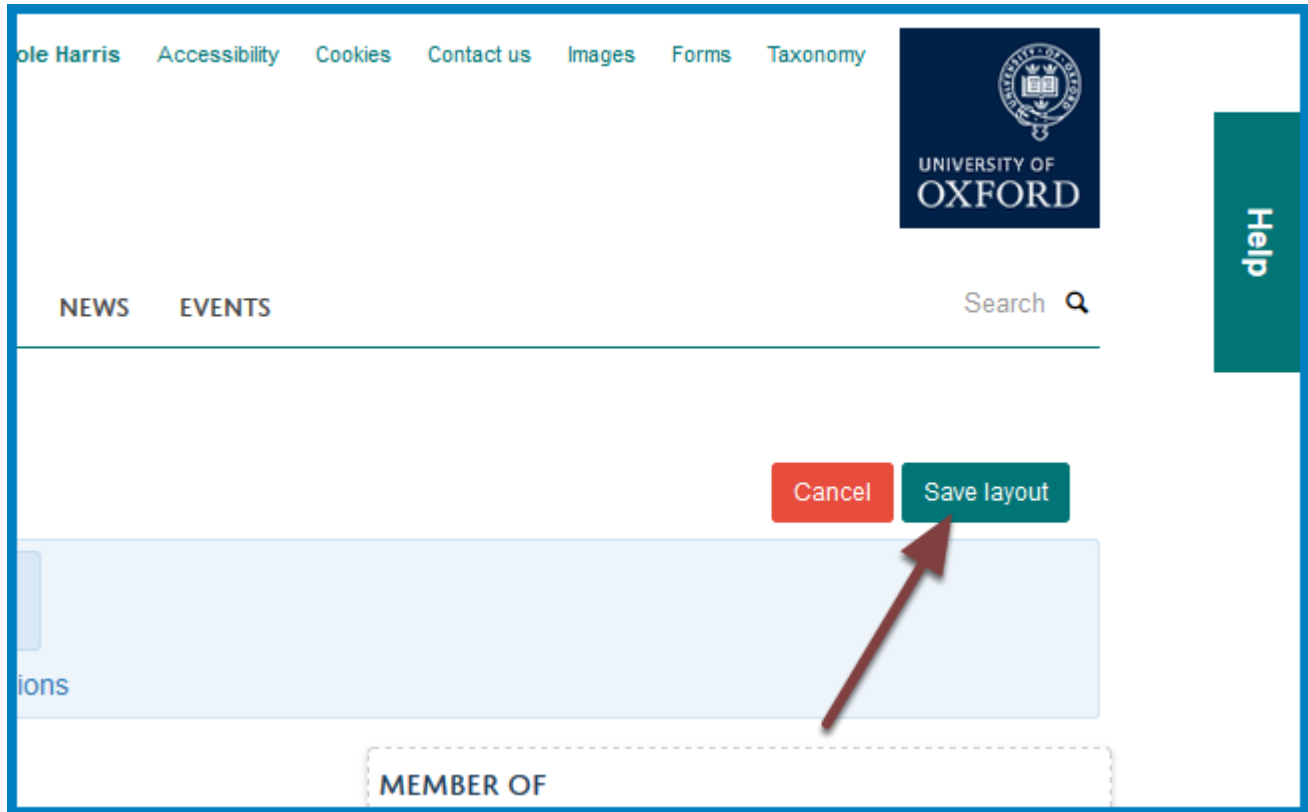


Go to your profile. Click **Edit my Profile**.



- A profile is divided into different tiles (sections).
- When you hover over a tile you will see an **Edit** button.
- Click the **Edit** button to open the editing interface for the section and make your changes.
- See the further information section below for guides on how to edit specific parts of your profile.

Save layout



Click the **Save layout** button after making your changes.

Further information

- *MSD Support & Services Style Guide*
- Change your Name or Job Title on a Profile
- Change / Add Contact Details on your Profile
- Add a Text Tile to your Profile
- Delete a Text Tile from your Profile
- Add a Connections Tile to your Profile
- Change the Display Order of Connections on your Profile
- Create an Internal Link
- Create a Link to an External Website
- Create an Email Link

Overview - MSD Team Pages

The screenshot shows you the different sections of a team page. Please refer to the guides listed below for details on how to edit these sections.

University of Oxford MEDICAL SCIENCES DIVISION

ABOUT US DEPARTMENTS RESEARCH STUDY **SUPPORT & SERVICES** GET INVOLVED NEWS EVENTS

Support & Services / Communications and Web

1 Communications & Web

2 IN THIS SECTION

Resources

Policies

FAQs

3 The Communications and Web team work with researchers, staff, students and central services to coordinate and facilitate internal and external communications across the division.

We are responsible for developing and implementing new internal communication channels, streamlining existing communications activity across the Medical Sciences Division and managing a variety of external communications channels.

For staff and students in the Division, we produce the monthly internal e-newsletter, **OxfordMedSci News**, which includes many important updates and opportunities, as well as links to seminar listings and current news, regular interviews with colleagues, and feature articles from different labs. We also manage the **weekly events digest**, seminars, talks and workshops taking place across the Division. Visitors are also invited to view our **e-newsletter archive**, **What's On calendar** and follow our activities on Twitter, **@OxfordMedSci**.

The Communications Manager oversees the **MSD Communications Network**, a network of staff in communication-related roles in the Division. The network provides members the opportunity to share information and address issues specific to Medical Sciences.

We manage the divisional web presence, SharePoint sites, and image management system and we are managing phases of the divisional website, www.medsci.ox.ac.uk site development and redesign using our in-house expertise in project management and usability.

We oversee the Haiku Development process in partnership with an external consultant, Fry-IT and support the Haiku Oversight Committee which oversees the project. We are also in charge of documentation for Haiku and provide help and training.

RESOURCES

Web Training

6

POLICIES & GUIDANCE

Copyright

5

1. **Team Name** - if you would like to change the team name please email webmaster@medsci.ox.ac.uk
2. **Navigation** - this is automatically generated from the columns (numbers 6 and 7 on screenshot above)

3. Main Team Description

- Edit the main team description

4. Contact Details

- Edit contact details

5. Our Team

- Add a Team Member
- Remove a Team Member
- Change the Order of Team Members

(The Medical School Support & Services team page also uses columns for team members - please see the column section below)

6. Columns

- Columns of Further Information
- Add a New Column
- Change the Title of a Column

Contents columns:

- Edit a Column Page
- Add a Webpage to a Column
- Add an Image to a Column Page
- Add a Link to another Website to a Column
- Add a Document to a Column
- Change the Display Order of Webpages, Links and Documents
- Restrict a Column Page to SSO

List of items columns:

- Add an Item to a List of Items Column
- Remove an Item from a List of Items Column

Profile columns (currently used on the Medical School team page):

- Remove Profiles from a Column Listing Profiles
- Add a Profile to a Column Listing Profiles
- Change the Order of Profiles in a Column Listing Profiles

7. FAQs

- Create a FAQs section
- Edit a FAQ
- Add a FAQ
- Change the Display Order of FAQs

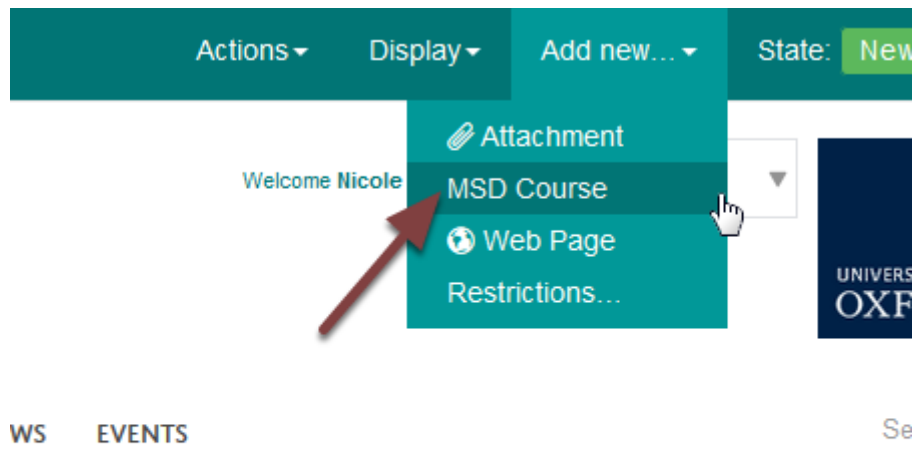
- Set the number of FAQs on display on your team page

MSD Graduate School

Add a New Doctoral Training Centre Course

This shows you how to add a new Doctoral Training Centre Course. See the further information section below for links to guides on how to add other types of courses to the MSD Graduate School.

Add new



Go to the main page of the Doctoral Training Centre.

Click the **Add new** link on the toolbar at the top of the page and select **MSD Course**.

Course details

A MSD course

Default


Settings

Title 

1

Description



















A short summary of the course.


Course code 

2

Text

3



Course type 

4

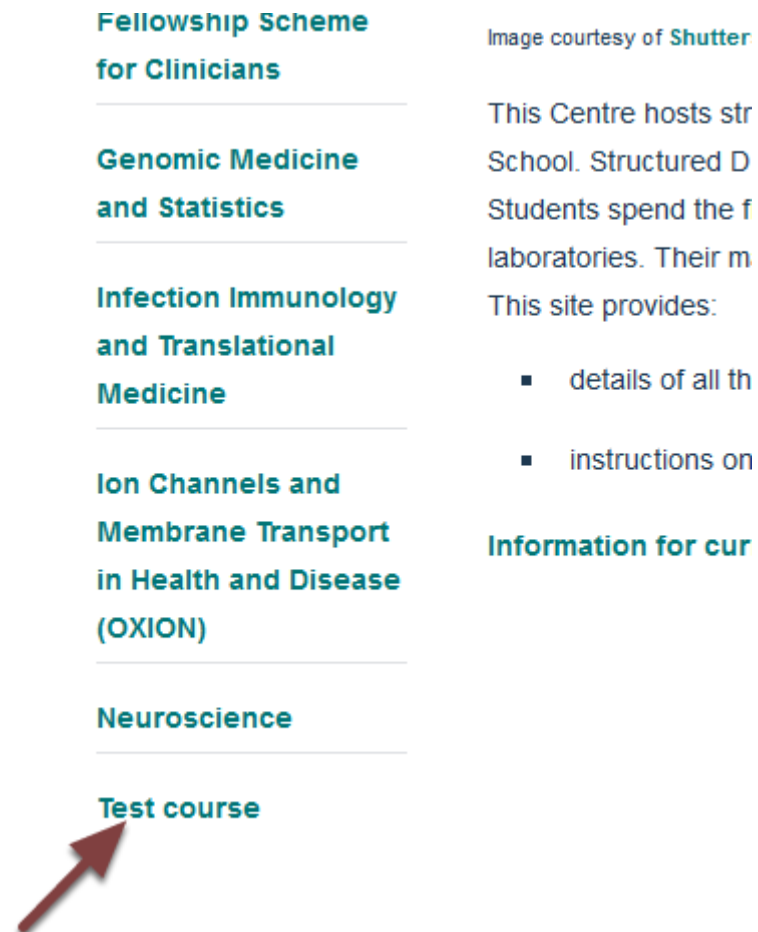
Taught Degrees

Affiliation to Subject Areas

Enter the following details:

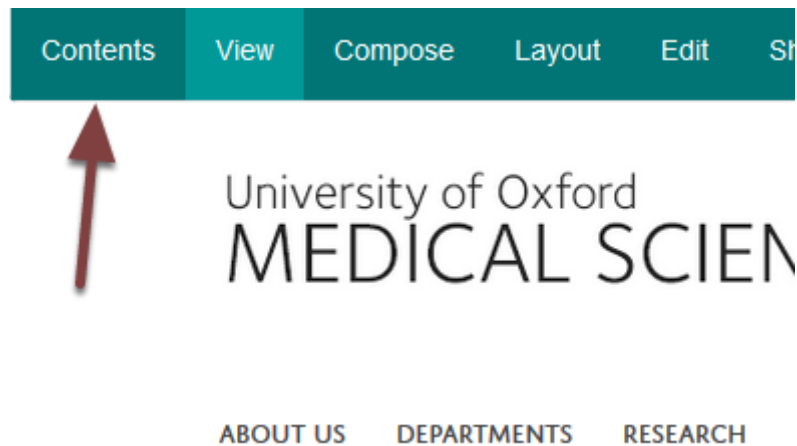
1. Course title
2. Course code
3. Course directors and link to course information on the University of Oxford admissions website
4. From the course drop down list select Doctoral Training Centre Degrees
5. Assign subject affiliations [See: *Assign a Subject Area to a Course*]
6. And then click the Save button

New course added



Your new course will be added to the bottom of the list of courses.

























Change the order of courses




To change the order of the course click the Contents link on the toolbar at the top of the page.

Move course

Select: All
















Title		
		 DTC Structured Research Degrees ✓
		Cardiovascular Science
		Chromosome and Developmental Biology
		Cellular Structural Biology
		Doctoral Training Fellowship Scheme for Clinicians
		Genomic Medicine and Statistics
		Infection Immunology and Translational Medicine
		Ion Channels and Membrane Transport in Health and Disease (OXION)
		Neuroscience
		 Documents
		Test course



This shows you the pages and files in the Doctoral Training Centre section in the order that they are displayed. The DTC Structured Research Degrees page and the Documents folder are hidden from the navigation so that only the course pages display.

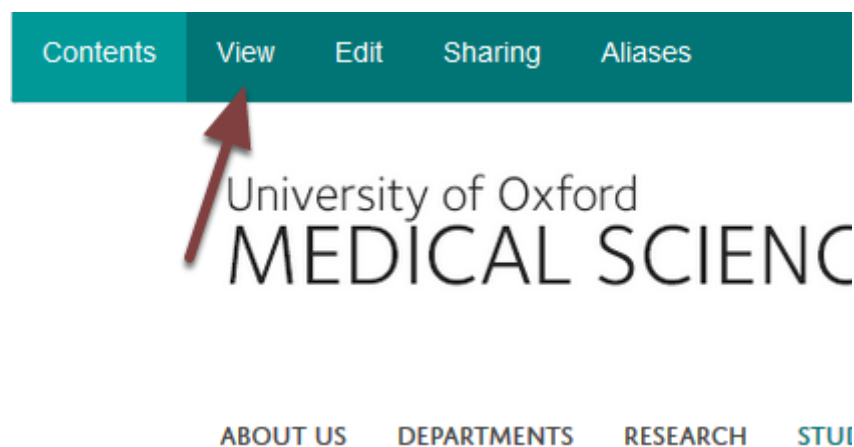
To move the new course click on the set of dots next to the left of the course and drag the course to the correct position. For example:

Select: All

Title		
		 DTC Structured Research Degrees ✓
		Cardiovascular Science
		Chromosome and Developmental Biology
		Test course
		Cellular Structural Biology
		Doctoral Training Fellowship Scheme for Clinicians
		Genomic Medicine and Statistics

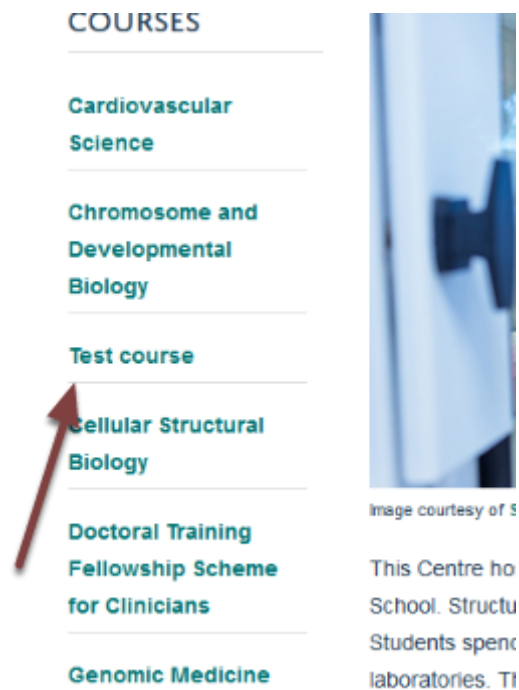


View



Click View to return to the main Doctoral Training Centre page.

Course list



The course is now in the new position in the list of courses.

Further information

- *Assign a Subject Area to a Course* (MSD Graduate School)
- *Delete a Course* (MSD Graduate School)
- *Unpublish a Course* (MSD Graduate School)

Unpublish a course (MSD Graduate School)

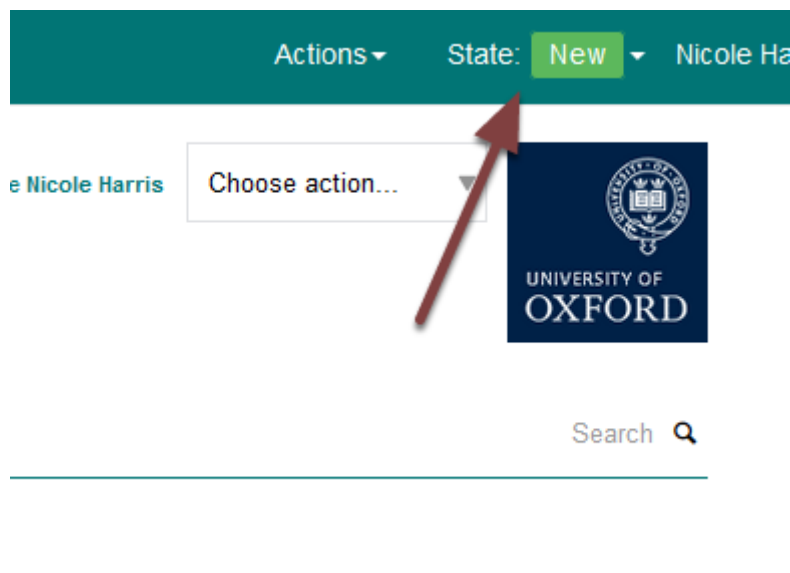
This shows you how to unpublish a course page so that it isn't visible to visitors to the website. You can also delete a course.

Retract page



Go to the course page you would like to unpublish. Click the **Publish** button on the toolbar at the top of the page and select **Retract**.

Unpublished page



You will see that the page **State** has changed to **New**.

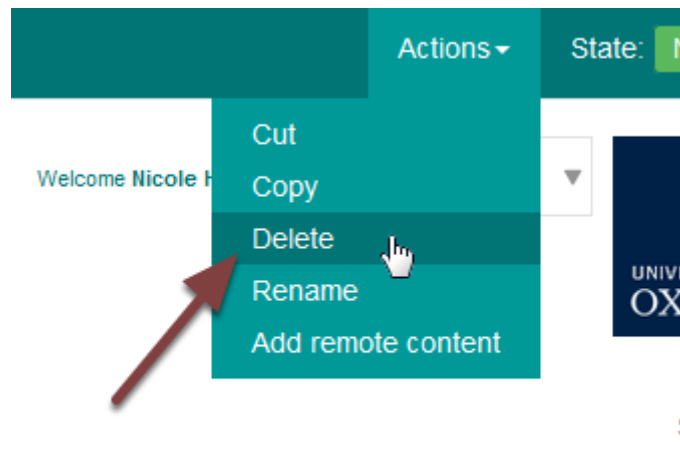
Further information

- *Delete a course* (MSD Graduate School)

Delete a Course (MSD Graduate School)

This shows you how to delete a course from the MSD Graduate School. You can also unpublish a course.

Actions



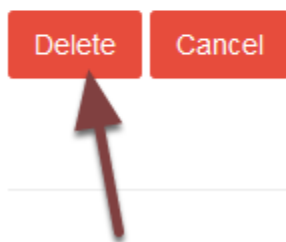
Go to the course page.

Click **Actions** on the toolbar at the top of the page and select **Delete**.

Delete course

Do you really want to delete this course?

■ Test course



UNIVERSITY OF OXFORD Freedom of Information

Click delete

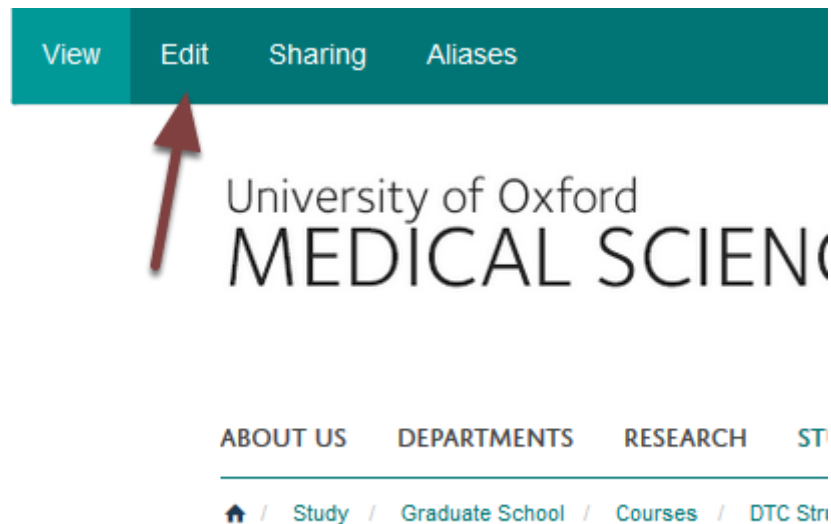
Further information

- Unpublish a course (MSD Graduate School)

Assign Subject Areas to Courses

Subject Areas are assigned to courses on the course page. This shows you how to do this.

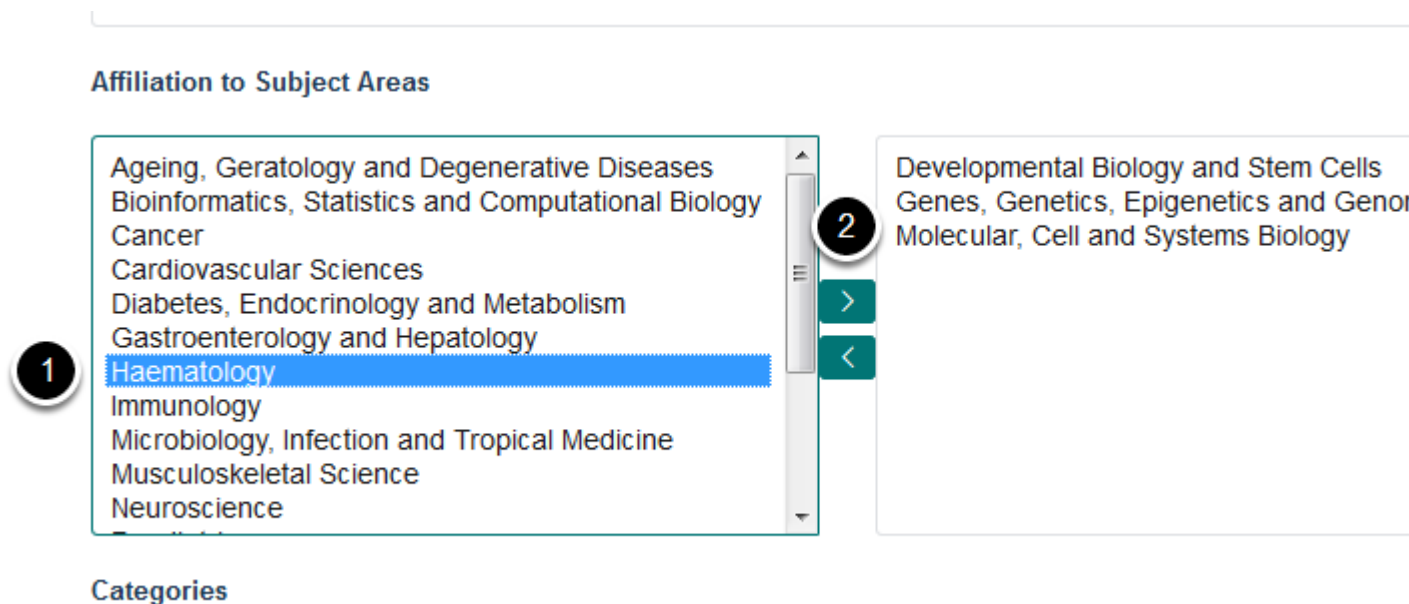
Course page



Go to the course page you would like to assign subject areas to.

Click **Edit** on the toolbar at the top of the screen.

Subject area affiliations



Scroll down the page to the **Affiliation to Subject Areas** section. The column on the left shows you the available subject areas and the column on the right shows you the subject areas which have been assigned to the course.

To add subject areas:

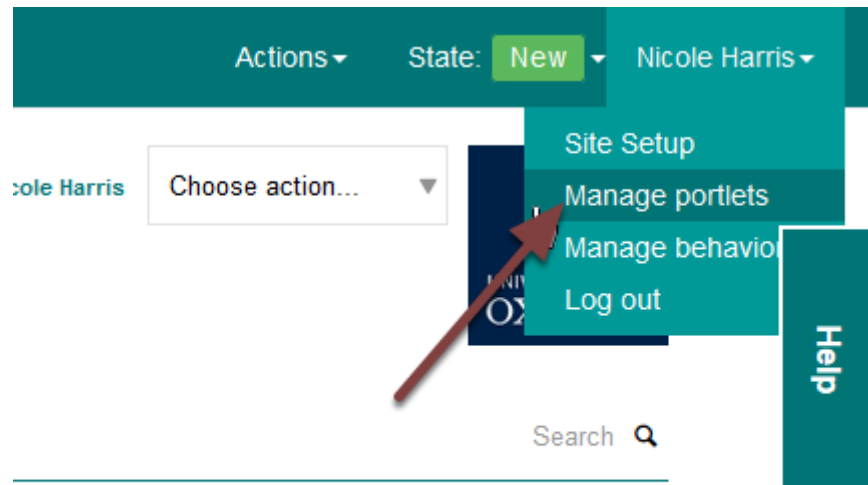
1. Highlight the subject area you would like to assign to the course.

2. Click the top arrow to move it to the column on the right.

Edit a Portlet on a Course Page (MSD Graduate School)

Portlets provide links to further information on course pages. These are located on the right of the page.

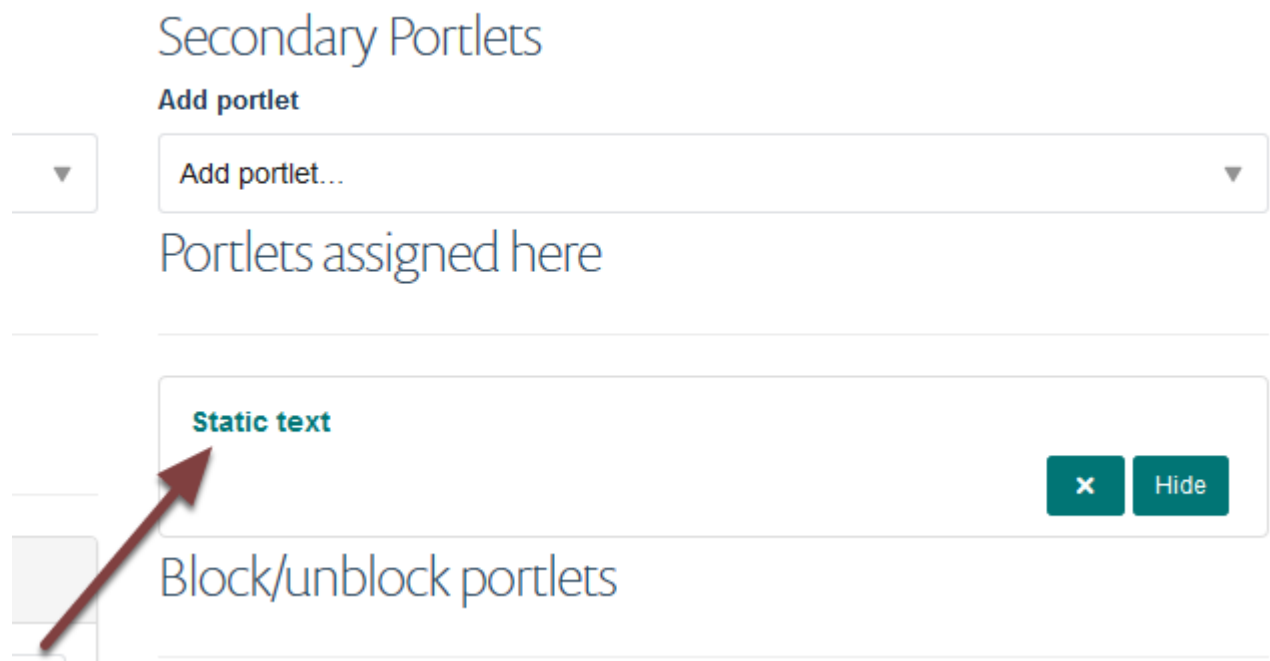
Manage portlets



Go to the course page.

Click on your name and select **Manage portlets** from the drop down list.

Static text portlet



Click the **Static text** portlet link.

[Edit portlet](#)

1

SUPPORTED BY

Wellcome Trust (primary funding body)

FURTHER INFORMATION

-- -- -- -- --

Link

A page or section of the site with more information

Link text

e.g. Find out more

Find out more

2

Save

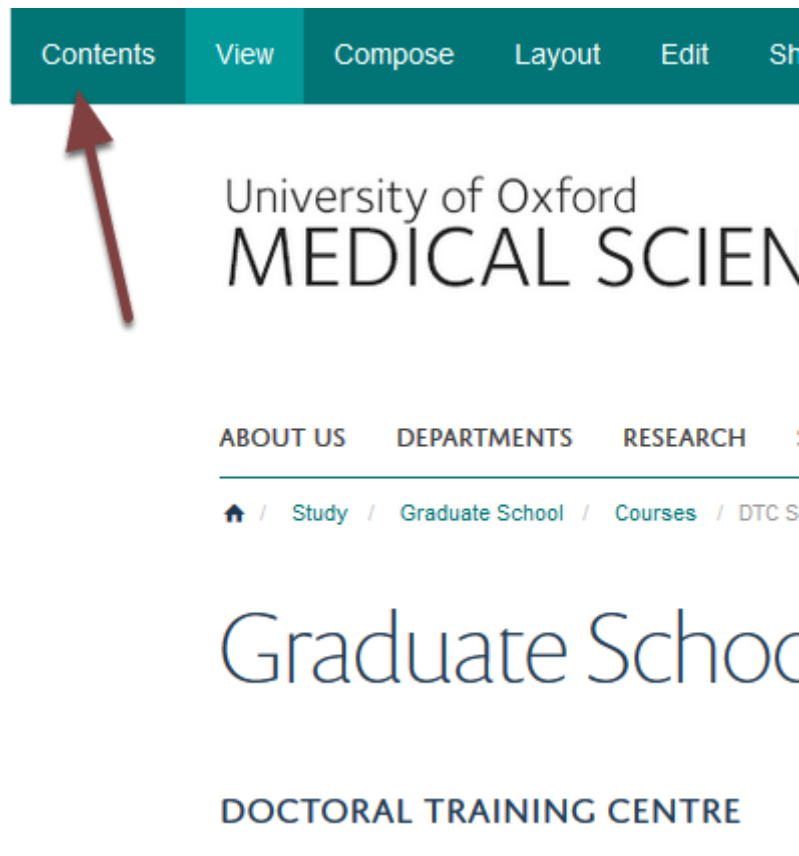
Cancel

1. Make your changes.
2. Click **Save**.

Add a Document to the Doctoral Training Centre (MSD Graduate School)

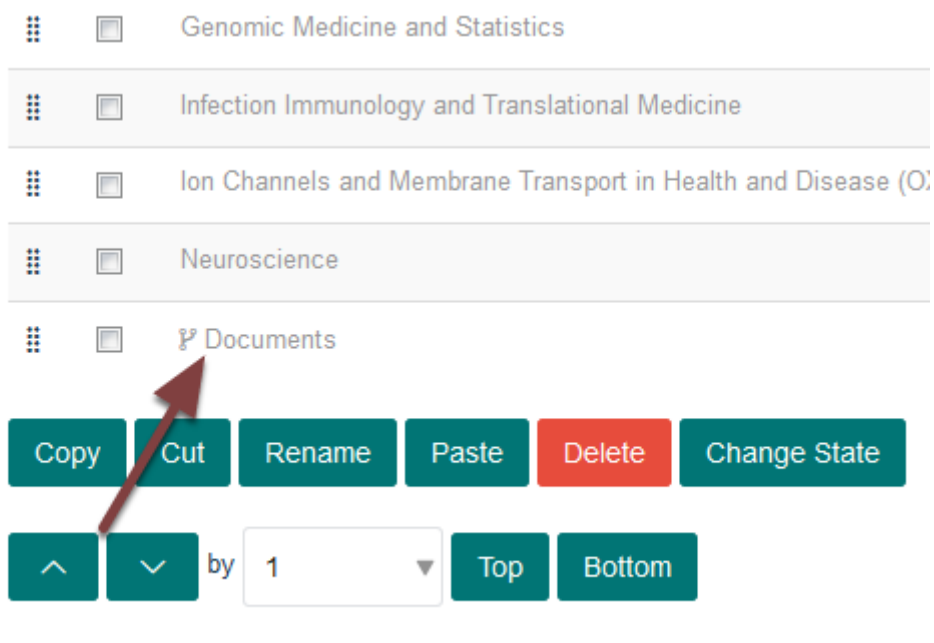
This shows you how to upload a document to the Doctoral Training Centre.

Contents



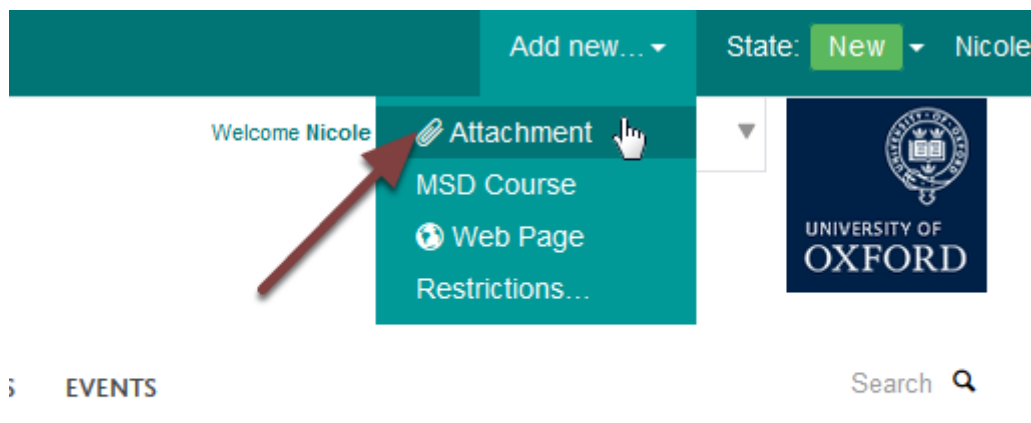
Go to the main page of the Doctoral Training Centre and click on **Contents**.

Documents



Click the **Documents** link to go to the section where documents are uploaded.

Add Attachment



Click **Add new...** on the toolbar at the top of the page and select **Attachment**.

Upload document

Title ★

1

Description

A short summary of the file contents.

2

File ★

3 No file selected.

Sortable name

If provided, this item will be sorted by title based on this field instead of main title field. This being sorted by title only.

4

1. Add a title for your document.
2. The description is displayed in search results making them more meaningful to users of the site.
3. Click **Browse ...** and upload your file.
4. Click **Save**.

The document is now available to link to. For example, from a portlet on a course page.

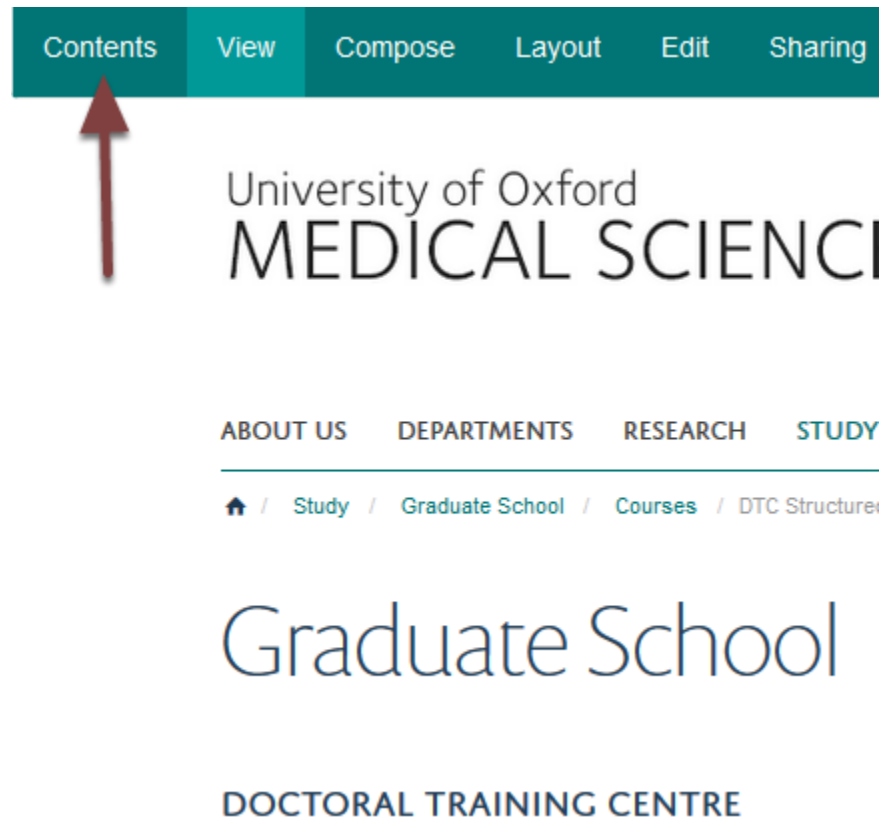
Further information

Edit a portlet on a course page (MSD Graduate School)

Delete a Document from the Doctoral Training Centre (MSD Graduate School)

All old documents should be deleted - it isn't possible to unpublish documents and they will still be available to the public even if they aren't linked to from a page.

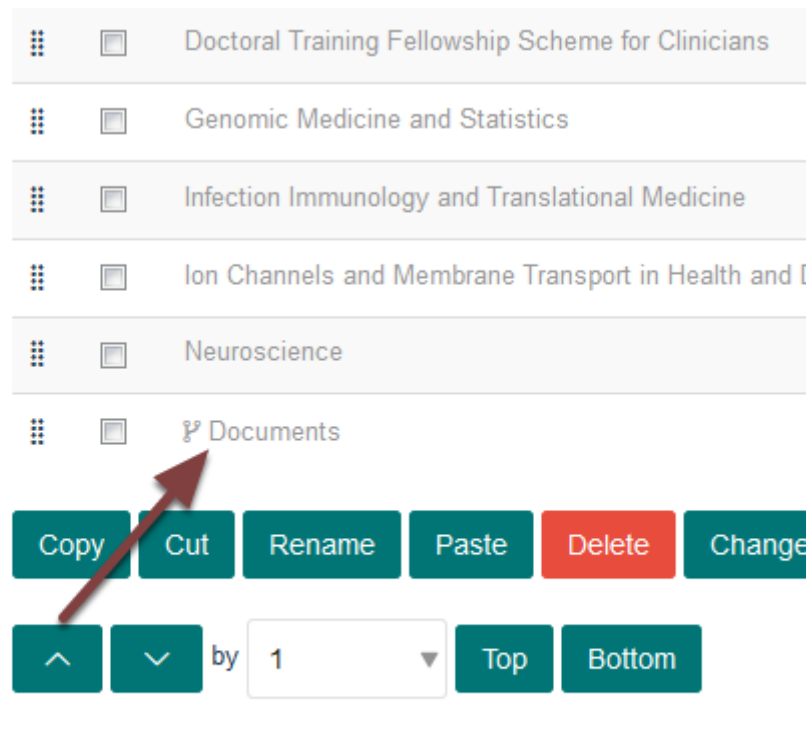
Contents



Go to the main Doctoral Training Centre page.

Click **Contents** on the tool bar at the top of the page.

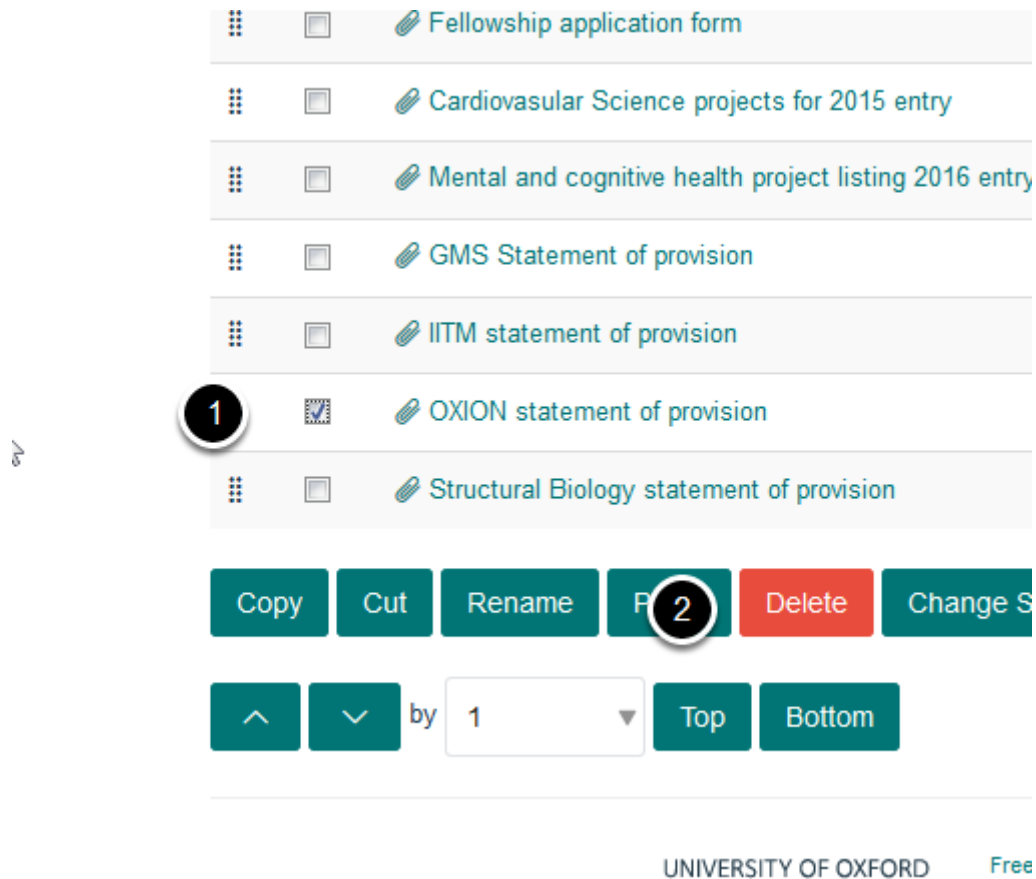
Documents



UNIVERSITY OF OXFORD
MEDICAL SCIENCES DIVISION

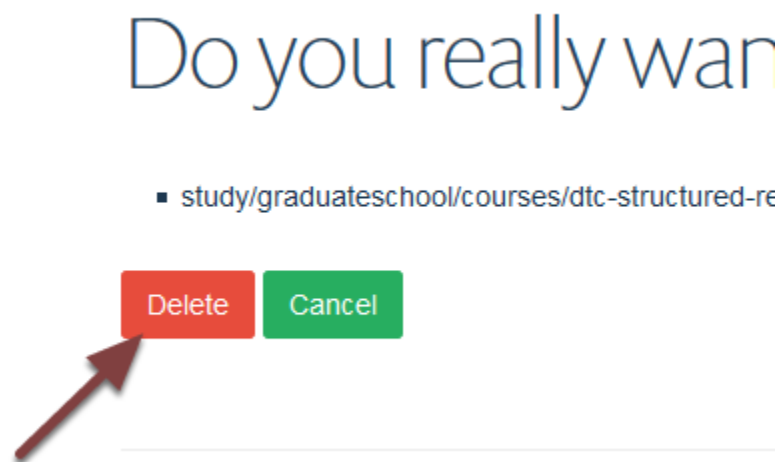
Click the **Documents** link to go to the section where documents are uploaded.

Select document



1. Select the checkbox next to the document you would like to delete.
2. Click **Delete**.

Confirm deletion



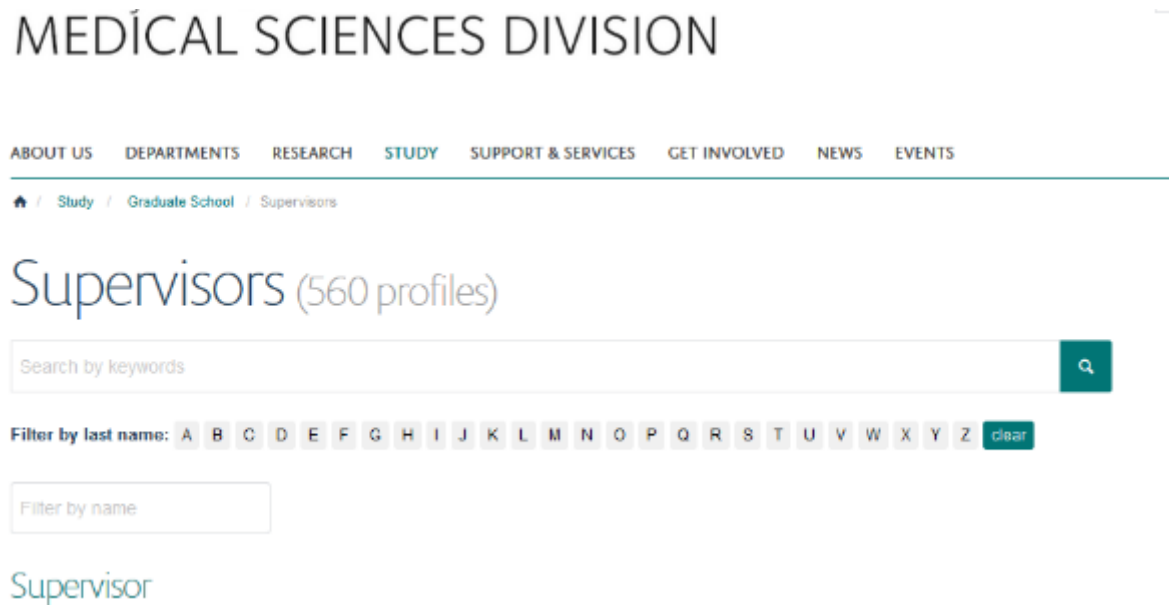
Click **Delete**.

Add a New Supervisor

There are two types of supervisor profiles.

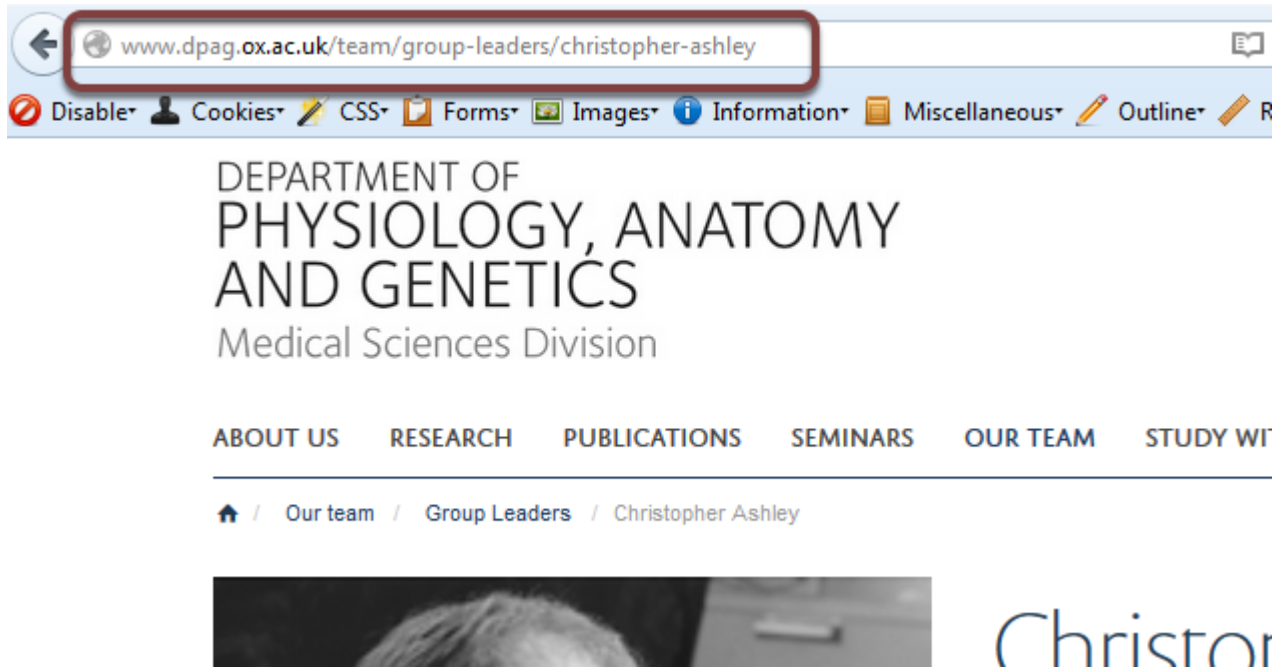
1. Remote profiles - Supervisors who already have a profile on another Haiku website (see a list of Departments using the Haiku CMS)
2. Local profiles - Supervisors who don't already have a Haiku profile.

Go to the Supervisors section



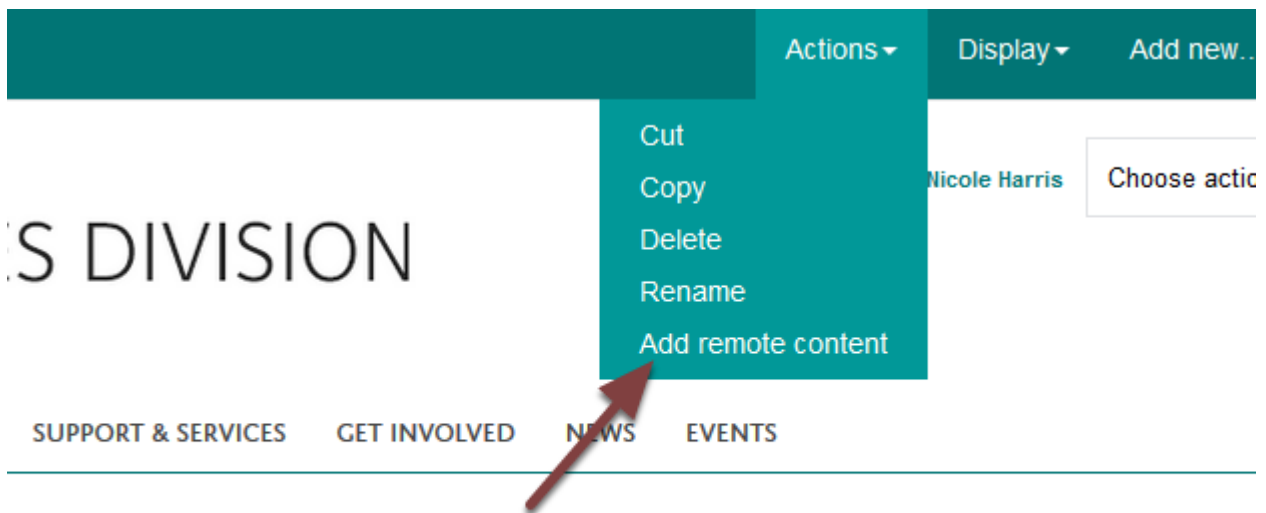
Both types of profiles are added from the main page of the supervisors section.

1. Add a remote profile



To add a remote profile find the person's profile on their department website and copy the web address.

Add remote content



es)


On the main supervisor's page on the MSD Graduate School site click **Actions** and select **Add remote content**.

Remote publisher

ABOUT US DEPARTMENTS RESEARCH **STUDY** SUPPORT & SERVICES

[Home](#) / [Study](#) / [Graduate School](#) / Supervisors

Remote publisher

Full URL of remote item 

1

2

Continue >>

Cancel

1. Paste the web address of the profile into the **Full URL of remote item** box.
2. Click the **Continue >>** button.

Assign supervisor category

Home / Study / Graduate School / Supervisors

Step 2

Content type

Title

Publication date

Categories

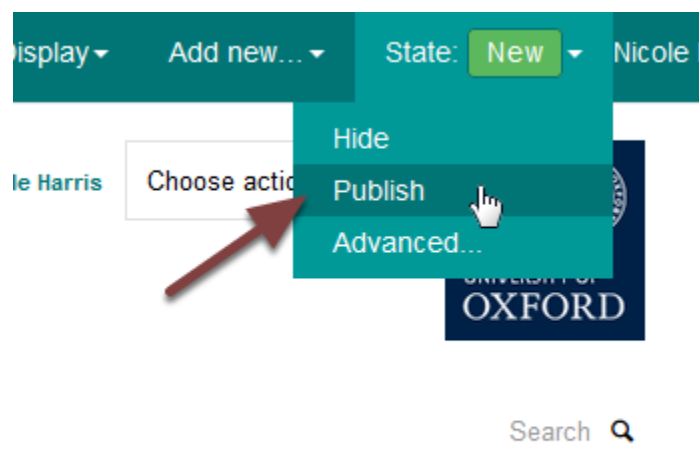
- 1 ☒ Supervisor
- 2 [Create](#)

UNIVERSITY OF OXFORD Freedom

Scroll down to the bottom of the page:

1. Select the **Supervisor** box to turn the profile into the a supervisor.
2. Click **Create**.

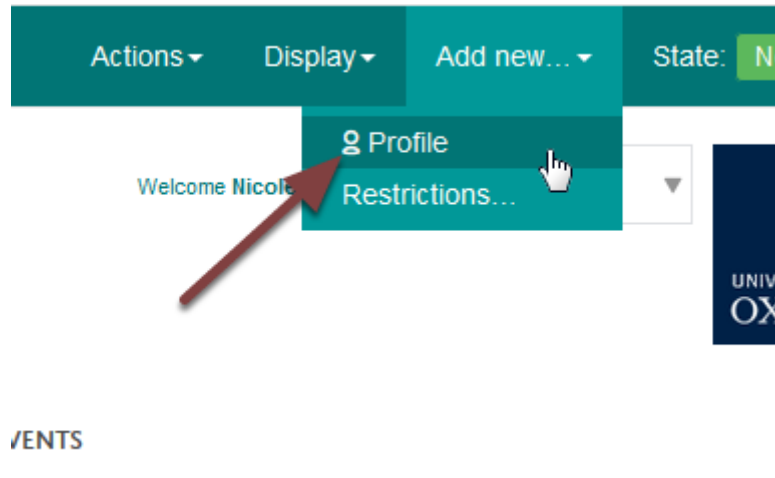
Publish profile



When you create a new profile it is unpublished and not visible to visitors to the website.

To publish the profile click the **New** button and select **Publish** from the drop down menu.

2. Add a local profile



To add a local profile go to the main supervisor page and click **Add new** and select **Profile**.

Profile details

Add Profile

A profile page.

Default

Personal

Relations

Remote

MSD Study

First name ★

1

Last name ★

2

Username ★

Enter the unique identification for the user. If you use a Single Sign On system, please enter the 'Username' associated with the user.

3

Email

4

University

5

No value

Profile type ★

6

Full profile

Sortable name

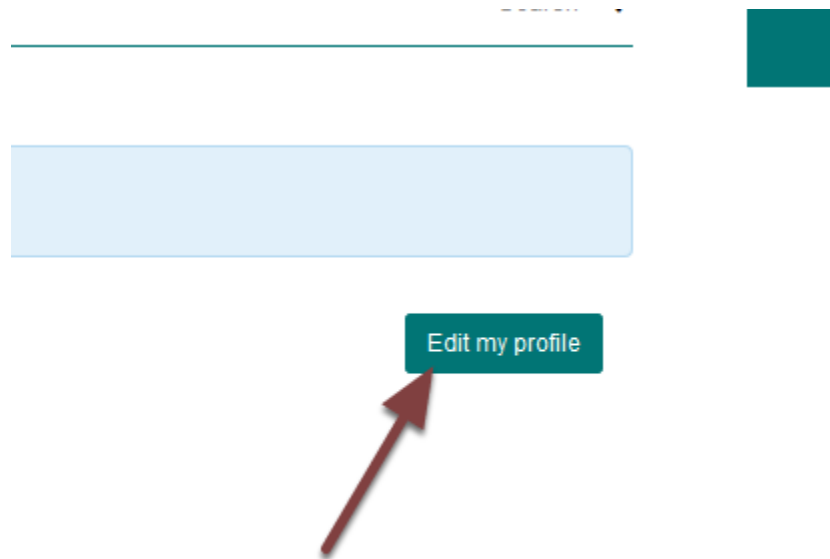
7

3.8. MSD Graduate School will be sorted by title based on this field instead of main title field. This applies to locations, where the title is not used for sorting.

To create a new local supervisor:

1. Supervisor's first name
2. Supervisor's surname
3. Single sign on username
4. Email address
5. Make sure **No value** is selected
6. Check **Full profile** is selected
7. Leave the **Sortable name** field blank
8. Click on Supervisor
9. Click on the top arrow
10. Click Save

Edit my profile

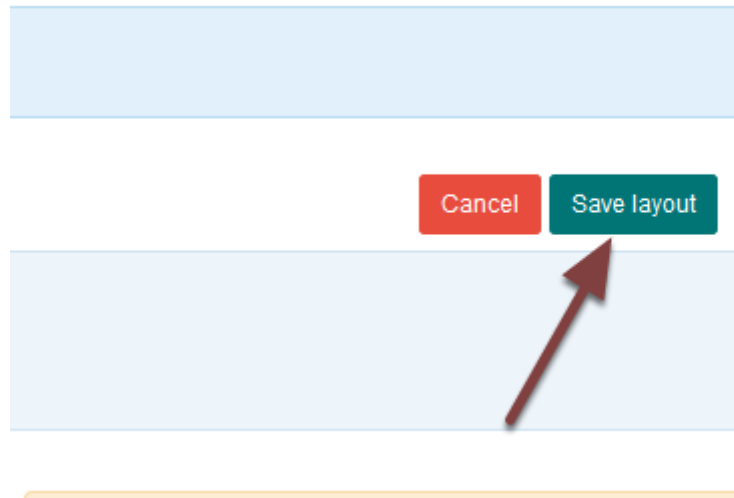


A basic profile has now been created. To change contact details and add research interests and any further information click **Edit my profile**.

See the following guides on how to:

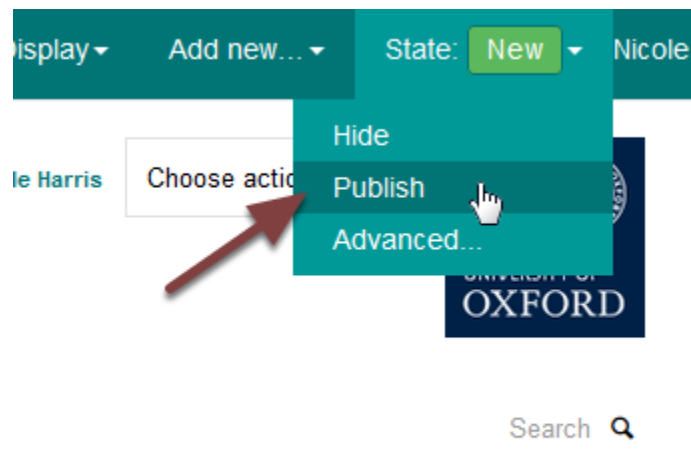
1. Change / Add Contact Details on your Profile
2. *Add Research Interests to a Profile (MSD Graduate School)*
3. Add further research information to a supervisor (available soon)
4. Add a link to a supervisor's department or personal website (available soon)

Save layout



After you have made your changes click **Save layout**.

Publish profile



When you create a new profile it is unpublished and not visible to visitors to the website. To publish the profile click the **New** button and select **Publish** from the drop down menu.

Further Information

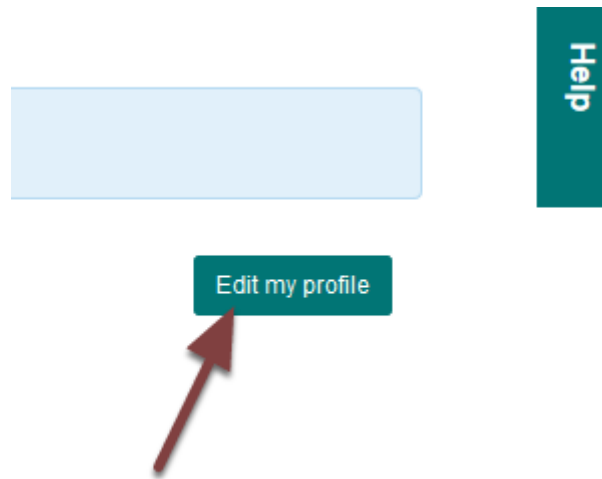
1. *Add a Course and/or Subject Area to a Supervisor*
2. *Remove a Course and/or Subject Area from a Supervisor*
3. *Add a Supervisor to a Doctoral Training Centre Course*

Add Research Interests to a Profile (MSD Graduate School)

Research interests can be added to a profile. Research interests display on the profile, the list of all supervisors, on subject area pages and Doctoral Training Centre course pages.

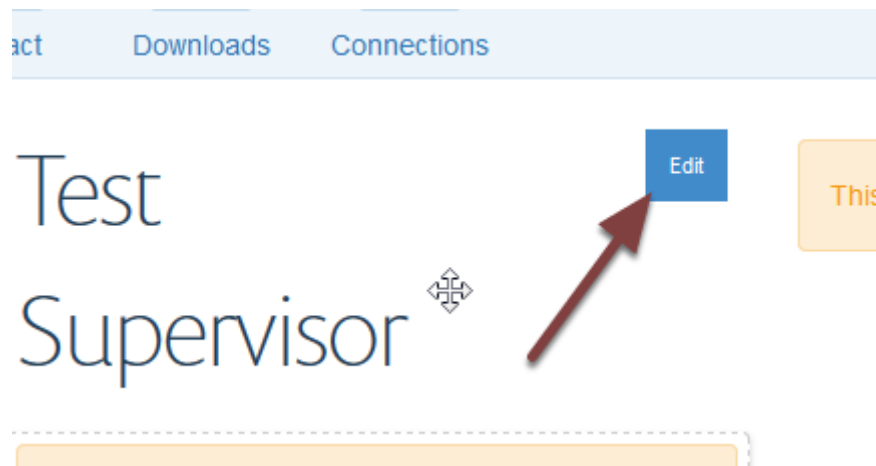
This shows you how to add research interests to a local profile created on the MSD Graduate School site. Research interests for remote profiles need to be added by the supervisor to their profile on their department site.

Edit my profile



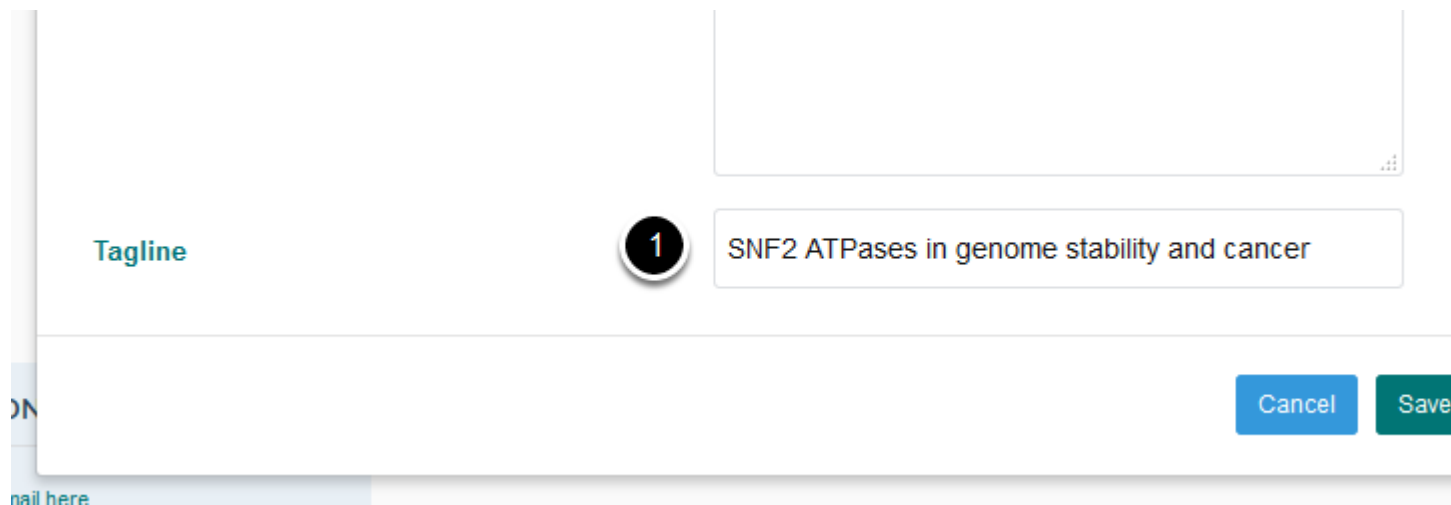
Go to the profile you would like to edit. Click **Edit my profile** on the right of the page.

Edit personal information



Move your cursor over the Supervisor's name to reveal the **Edit** button. Click **Edit**.

Add research interests



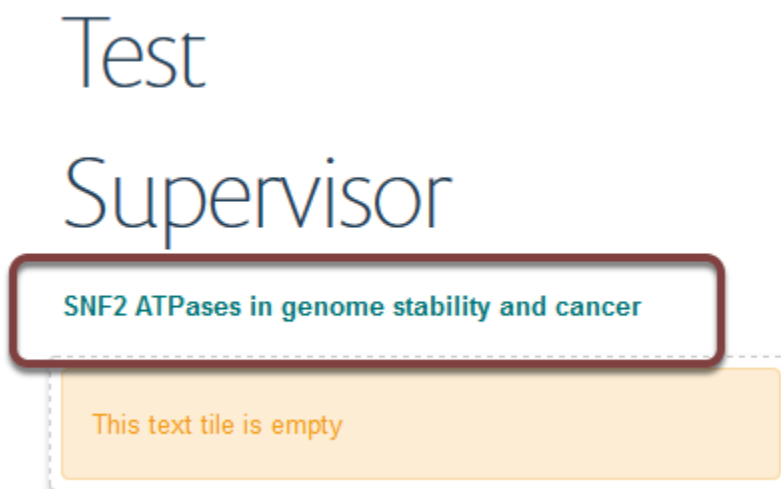
Tagline

1 SNF2 ATPases in genome stability and cancer

Cancel Save

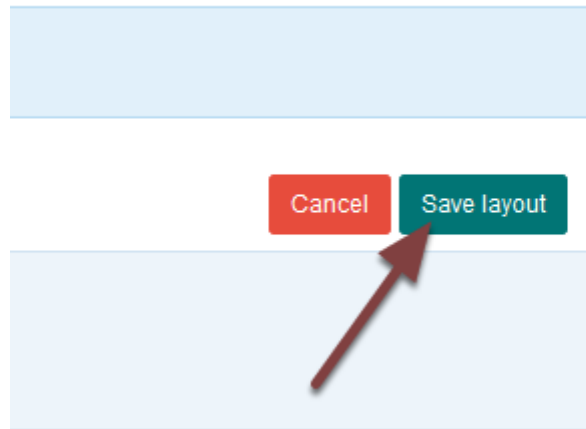
Scroll to the bottom of the Personal Information tile:

1. Enter the research interests into the **Tagline** field
2. Click **Save**



You can now see the research interest under the supervisor's name.

Save layout

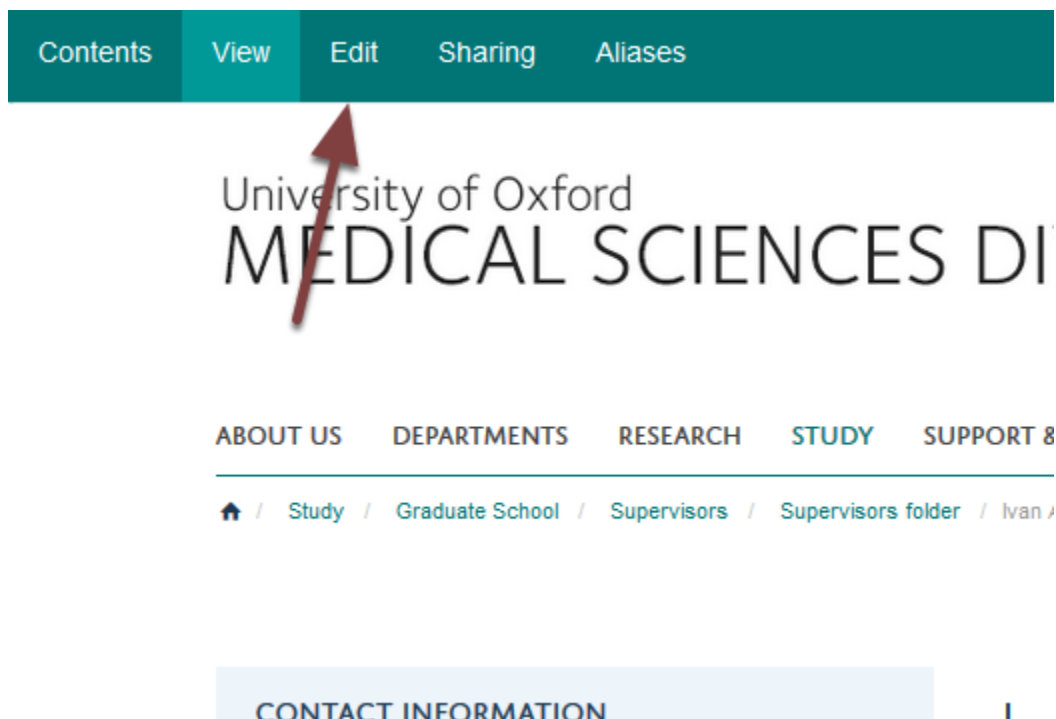


Click **Save layout**

Add a Course and/or Subject Area to a Supervisor

Courses and subject areas are allocated to a supervisor from their profile page. This shows you how to do this.

Edit supervisor's profile



Go the supervisor's profile. To edit:

1. Local profiles (profiles set up on the MSD website) click on **Edit** on the toolbar at the top of the page.

2. Remote profiles (which have been pulled in from another Haiku website) type /edit at the end of the web address: eg <https://www.medscl.ac.uk/study/graduateschool/supervisors/supervisors-folder/ivan-ahel> becomes: <https://www.medscl.ac.uk/study/graduateschool/supervisors/supervisors-folder/ivan-ahel/edit>

MSD Study

Edit Profile

A profile page.

Default	Personal	Relations	Remote	MSD Study
---------	----------	-----------	--------	-----------

First name ★

Ivan

Last name ★

Click **MSD Study**.

Add courses and subject areas

Related MSD courses

- Biochemistry (DPhil)
- Biochemistry (MSc by Research)
- Biochemistry: OU/TSRI (DPhil)
- Biomedical Imaging Centre for Doctoral Training (EPSRC & MRC)
- Cardiovascular Medicine
- Cardiovascular Science
- Cellular Structural Biology
- Chromosome and Developmental Biology
- Clinical Medicine**
- Clinical Neurosciences
- Experimental Psychology (1+3 ESRC Funded)

Related MSD subjects

- Axis patterning - Developmental Biology and Stem Cells
- Bacteriology - Microbiology, Infection and Tropical Medicine
- Biochemistry and chemical biology - Molecular, Cell and Systems Biology
- Biomedical engineering - Translational Medicine and Medical Technology
- Biomedical engineering - Cardiovascular Sciences
- Cancer diagnostics (biomarkers and imaging) - Cancer
- Cancer therapeutics (including biologicals) and vaccines - Cancer
- Cardiac development - Cardiovascular Sciences
- Cardiovascular Sciences - Cardiovascular Sciences
- Cell biology and microscopy - Molecular, Cell and Systems Biology
- Cell commitment - Developmental Biology and Stem Cells
- Cell fate specification and differentiation - Developmental Biology and Stem Cells

3 **Save** **Cancel**

The lists on the left of the screen show all the MSD courses and subject areas. The lists on the right lists all the courses and subject areas which have been allocated to the supervisor.

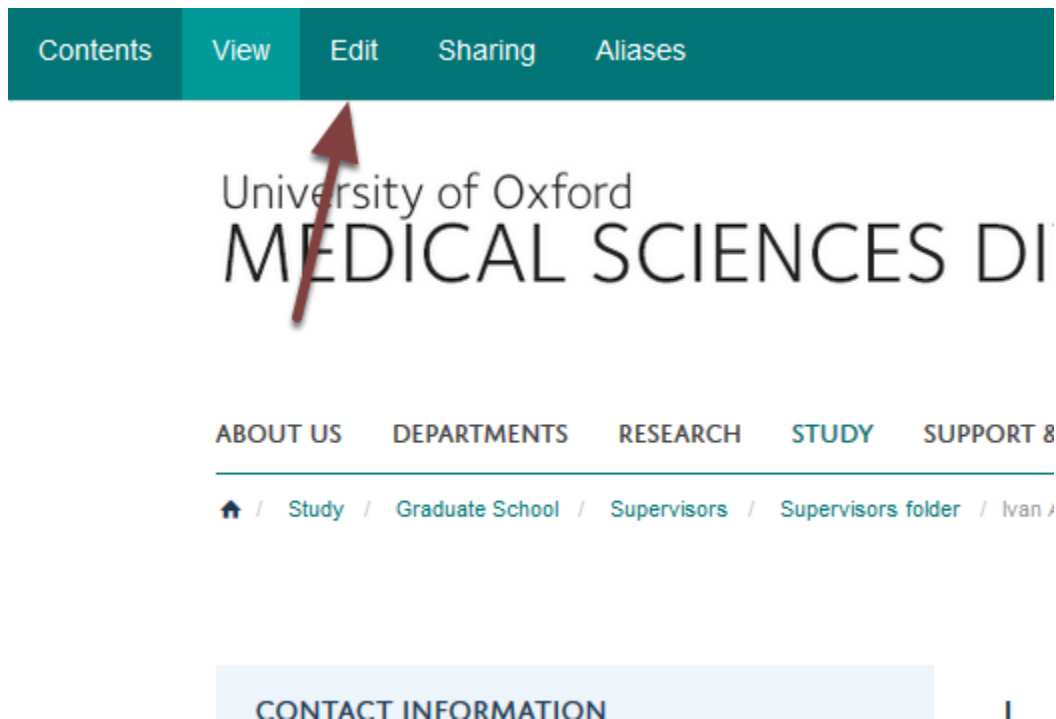
To add a new course or subject area to the supervisor:

1. Click the course or subject area name on the left hand column.
2. Click the top arrow to the move the course or subject area into the right hand column.
3. Click the **Save** button.

Remove a Course and/or Subject Area from a Supervisor

Courses and subject areas are allocated to a supervisor on their profile. This shows you how to remove these.

Edit supervisor's profile



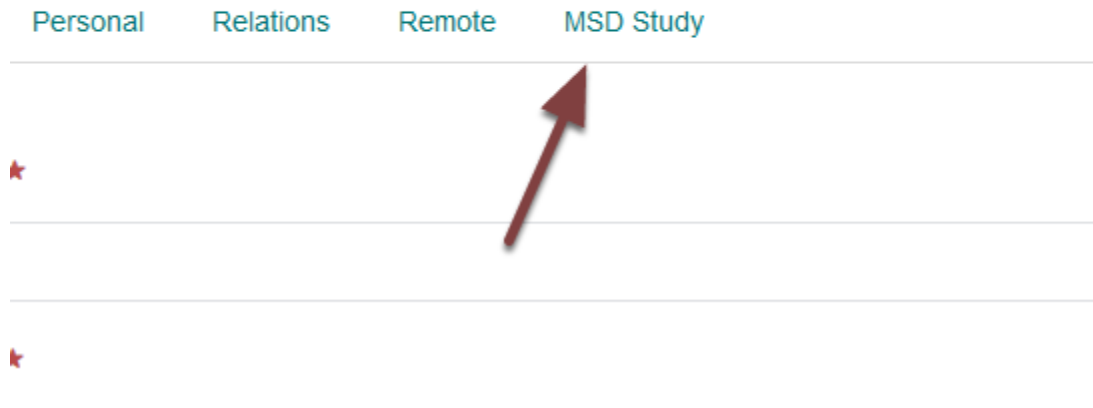
Go to the supervisor's profile. To edit:

1. Local profiles (profiles set up on the MSD website) click on **Edit** on the toolbar at the top of the page.
2. Remote profiles (which have been pulled in from another Haiku website) type /edit at the end of the web address: eg <https://www.medsci.ox.ac.uk/study/graduateschool/supervisors/supervisors-folder/ivan-ahel> becomes: <https://www.medsci.ox.ac.uk/study/graduateschool/supervisors/supervisors-folder/ivan-ahel/edit>

MSD Study

Profile

2.



Click **MSD Study**.

Remove Course or Subject Area

Related MSD courses

Related MSD subjects

The lists on the left of the screen show all the MSD courses and subject areas. The lists on the right lists all the courses and subject areas which have been allocated to the supervisor.

To remove a course or subject area:

1. Highlight the course or subject area.
2. Click the bottom arrow.
3. Click the **Save** button.

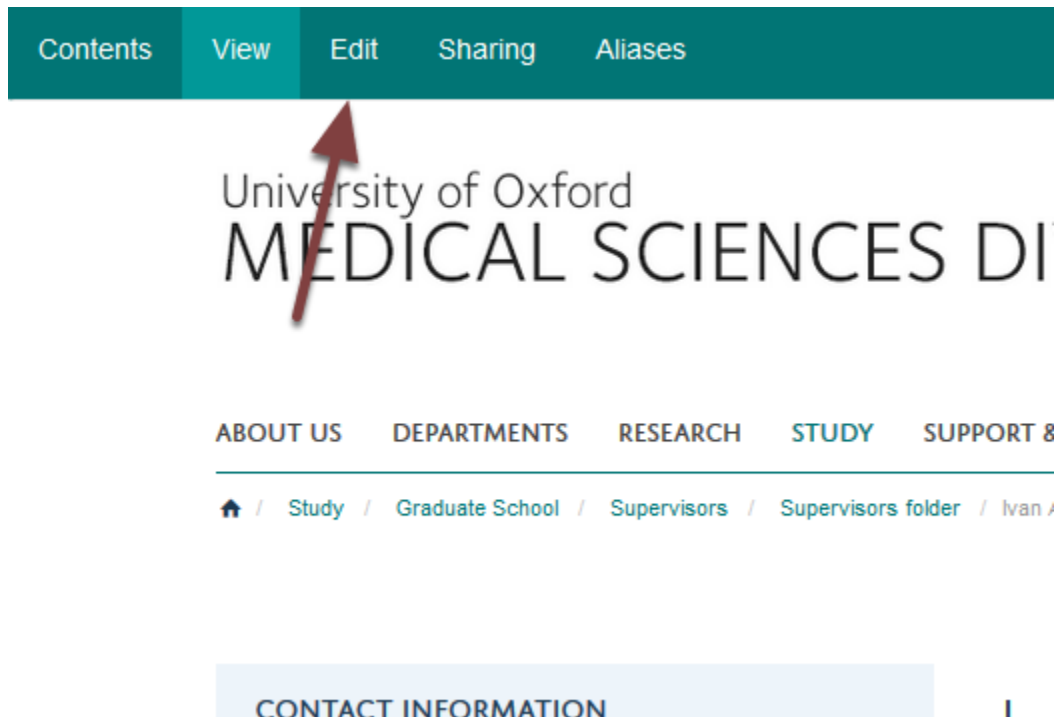
Further information

1. *Add a Course or Subject Area to a Supervisor*
2. *Add a Supervisor to a Doctoral Training Centre Structured Degree Course*

Add a Supervisor to a Doctoral Training Centre Course

Doctoral Training Centre Structured Degree course pages include a list of supervisors. To add a supervisor to a course you need to add the course name to the supervisor's profile. The supervisor will then be listed on the course page.

Edit the supervisor's profile



Go to the supervisor's profile. To edit:

1. Local profiles (profiles set up on the MSD website) click on **Edit** on the toolbar at the top of the page.
2. Remote profiles (which have been pulled in from another Haiku website) type `/edit` at the end of the web address: eg <https://www.medsci.ox.ac.uk/study/graduateschool/supervisors/supervisors-folder/ivan-ahel> becomes: <https://www.medsci.ox.ac.uk/study/graduateschool/supervisors/supervisors-folder/ivan-ahel/edit>

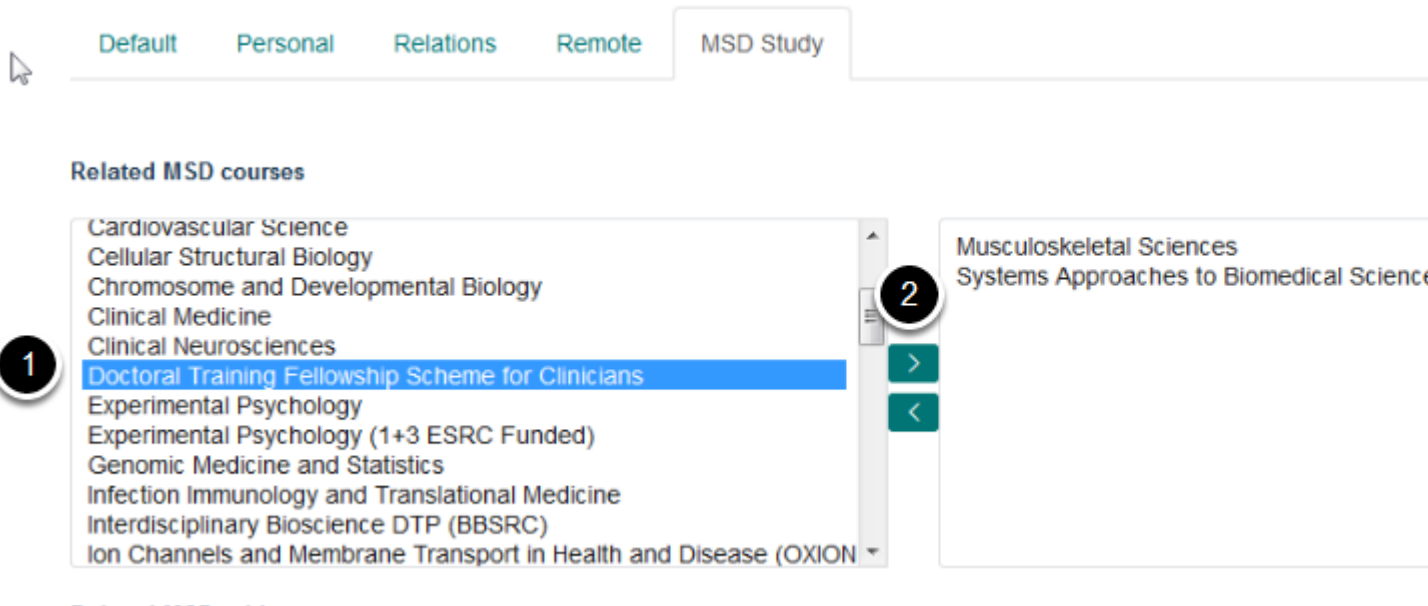
MSD Study link



Personal Relations Remote **MSD Study**

Click the **MSD Study** link.

Add the course



The screenshot shows the 'MSD Study' tab selected in a navigation bar. Below the tabs, there are two panels. The left panel, titled 'Related MSD courses', contains a list of courses. A red circle with the number '1' points to the 'Doctoral Training Fellowship Scheme for Clinicians' course, which is highlighted in blue. The right panel contains a list of courses that have been allocated to the supervisor, including 'Musculoskeletal Sciences' and 'Systems Approaches to Biomedical Science'. A red circle with the number '2' points to a green arrow button next to the course list on the right.

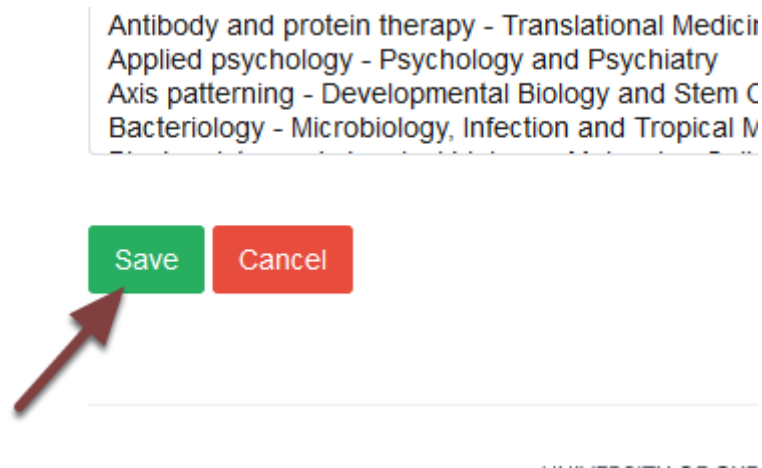
The list of courses on the left of the page are the available courses. The list of courses on the right are the courses that have been allocated to the supervisor.

To add a new course:

1. Highlight the course you would like to add.

2. Click the top arrow to allocate the course to the supervisor.

Save your changes

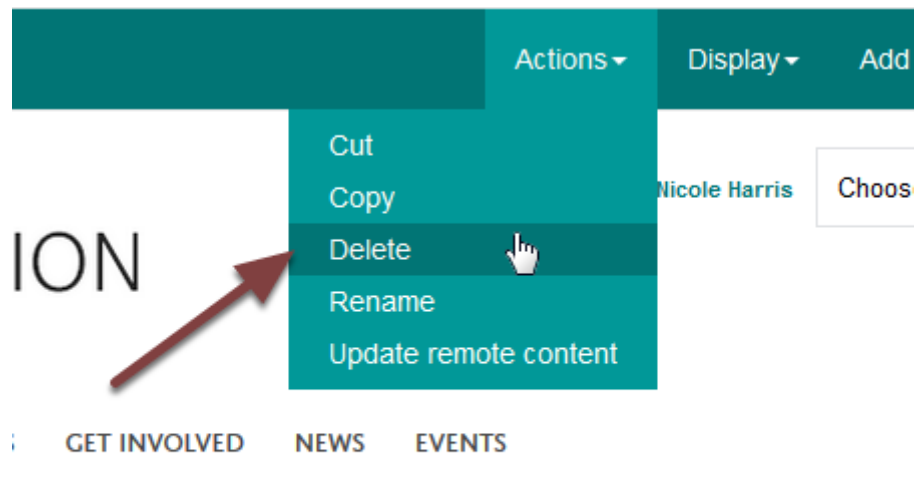


Scroll to the bottom of the page and click the **Save** button.

Delete a Supervisor (MSD Graduate School)

This shows you how to delete a supervisor from the MSD Graduate School pages. You can also unpublish a profile rather than deleting.

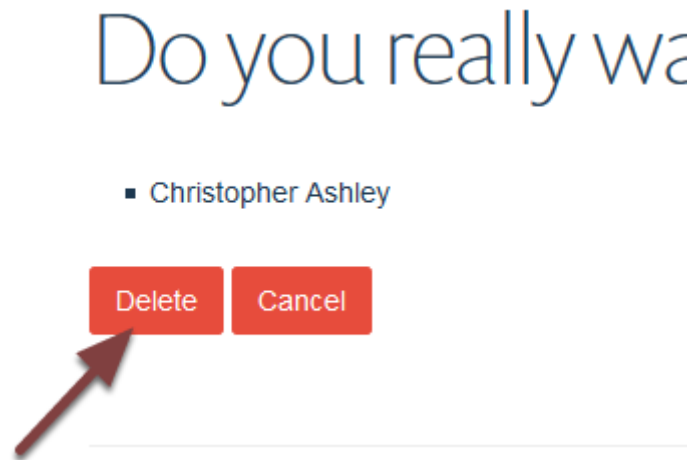
Actions



Go to the supervisor's profile.

Click **Actions** on the toolbar at the top of the page and select **Delete**.

Delete



Click the **Delete** button.

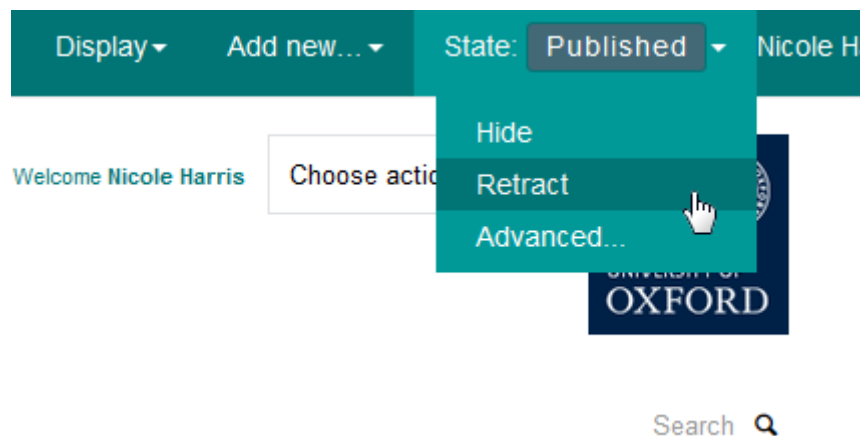
Further information

Unpublish a Supervisor (MSD Graduate School)

Unpublish a Supervisor (MSD Graduate School)

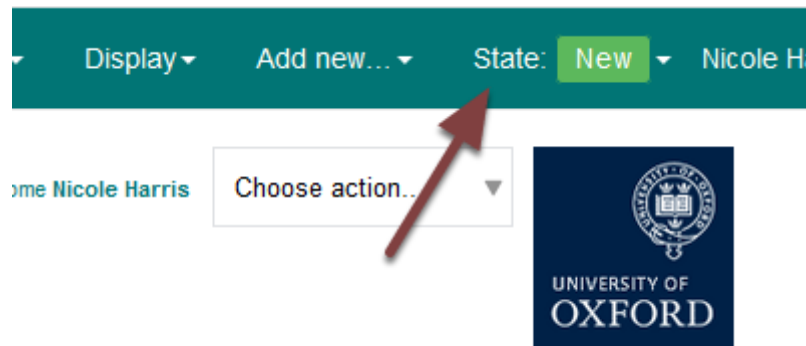
You can unpublish a supervisor so that users to the site won't be able to see the supervisor. You also have the option to delete a supervisor.

Retract profile



Go to the supervisor profile you would like to unpublish.

Click the **Published** button on the toolbar at the top of the screen and select **Retract** from the drop down list.



You will now see that the profile state has changed to: **New**.

Further information

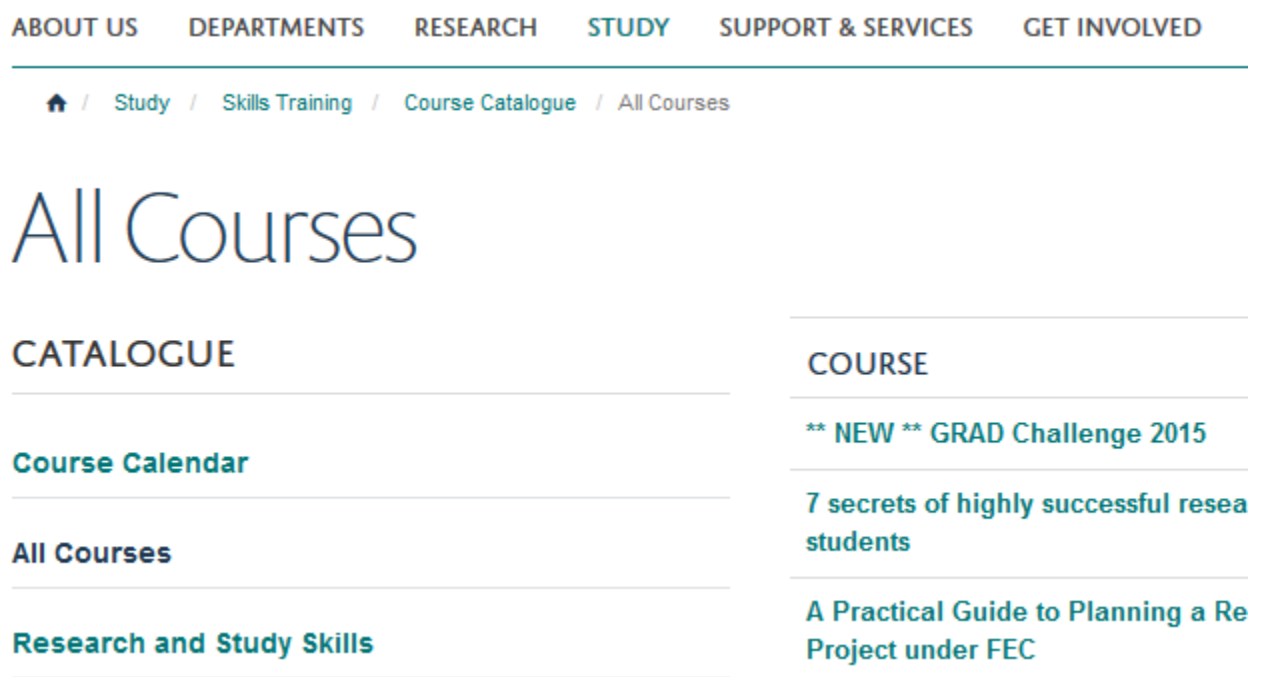
Delete a Supervisor (MSD Graduate School)

MSD Skills Training

Add a New Course (Skills Training)

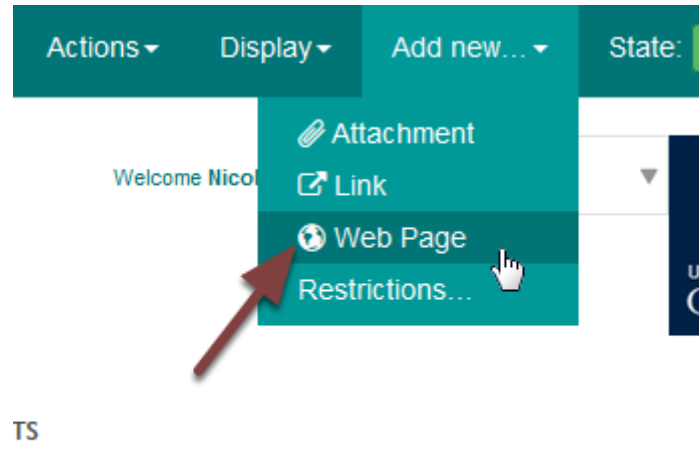
This shows you how to add a new Skills Training course.

All Courses



Go to the **All Courses** section of the website - <https://www.medscl.ox.ac.uk/study/skillstraining/coursecatalogue/allcourses>.

Add new page



Click **Add new** from the toolbar at the top of the screen and select Web Page.

Title ★

1

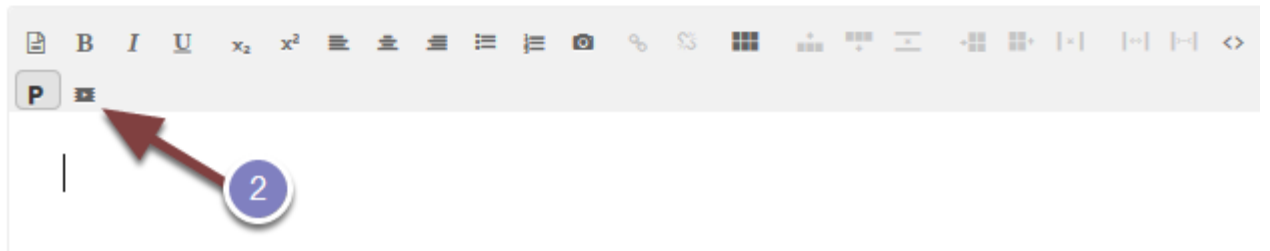
Test

Short title

Summary

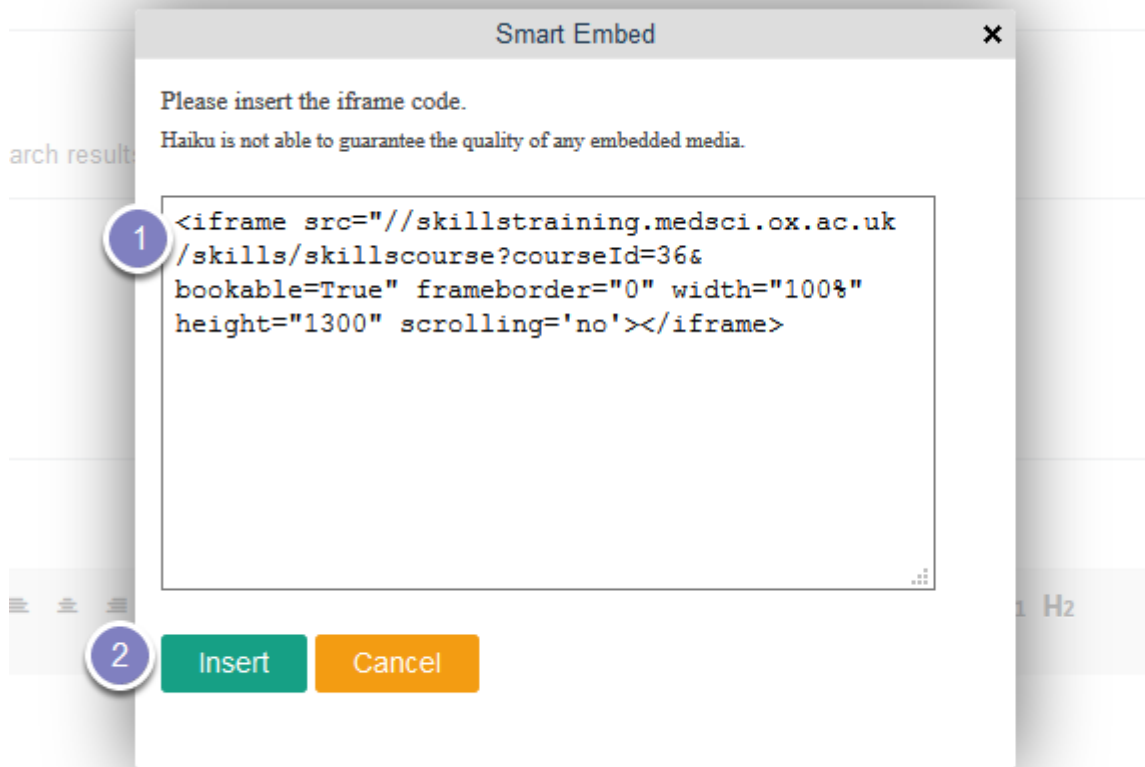
Used in item listings and search results.

Text



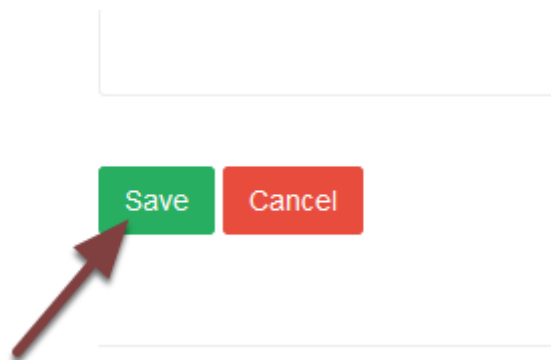
The screenshot shows the 'Text' section of the Haiku user interface. It features a rich text editor toolbar with various icons for text formatting (bold, italic, underline, subscript, superscript), alignment, bulleted and numbered lists, indentation, link, unlink, insert table, insert image, insert video, insert audio, insert code, and insert embed. Below the toolbar is a text input area with a vertical cursor. A red arrow points from a circled '2' to the 'Embed' icon in the toolbar.

1. Enter the course title.
2. Click the embed icon.



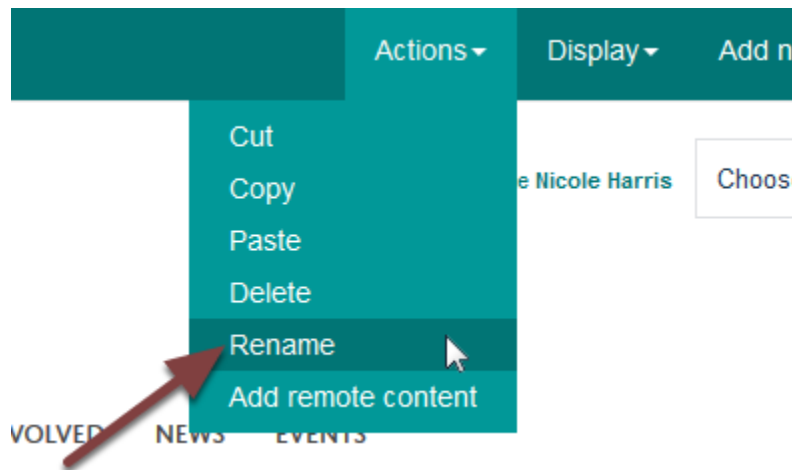
In the **IFrame** box paste: `<iframe src="//skillstraining.medsci.ox.ac.uk/skills/skillscourse?courseId=36&bookable=True" frameborder="0" width="100%" height="1300" scrolling='no'></iframe>`

1. Change the number (36 in this case) to the ID of your new course. The height controls the space available for the iFrame on the course page. After saving your page you might find that you need to increase or reduce the available space. To do this change this number (start reducing or increasing by 100).
2. Click **Insert**.



Scroll to the bottom of the page and click **Save**.

Change web address of page



The last part of the web address is formed from the course title. To change this to the course ID click **Actions** from the toolbar at the top of the page and select **Rename**.

(test)

New Short Name

Short name is the part that shows up in the URL of the item.

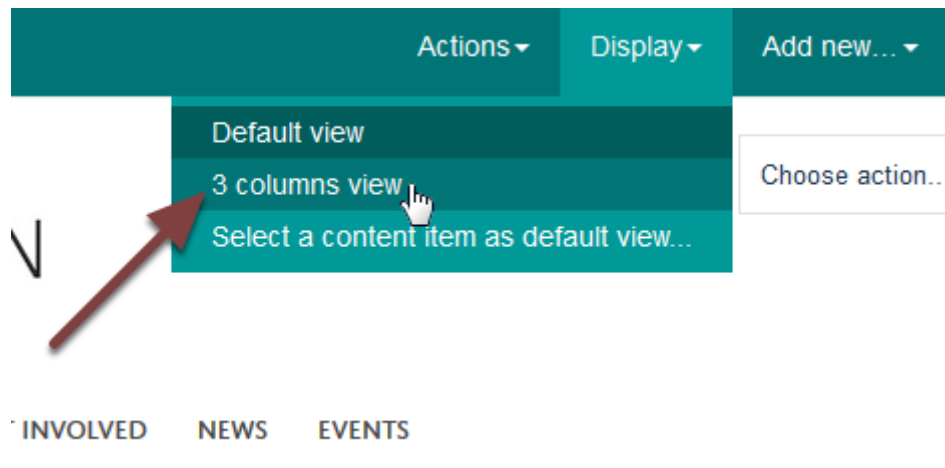
1

New Title

2

Change the text in the **New Short Name** box to the course ID and click the **Rename All** button.

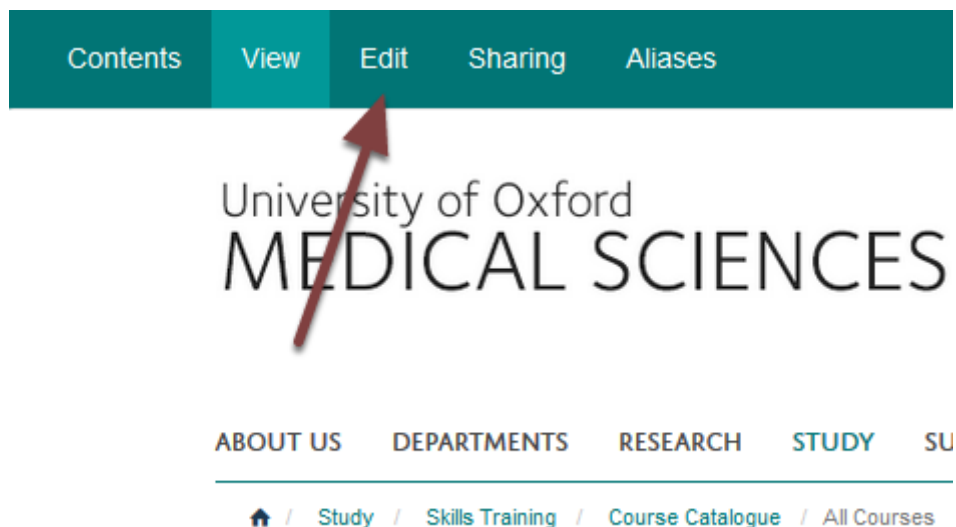
Change to 3 column view



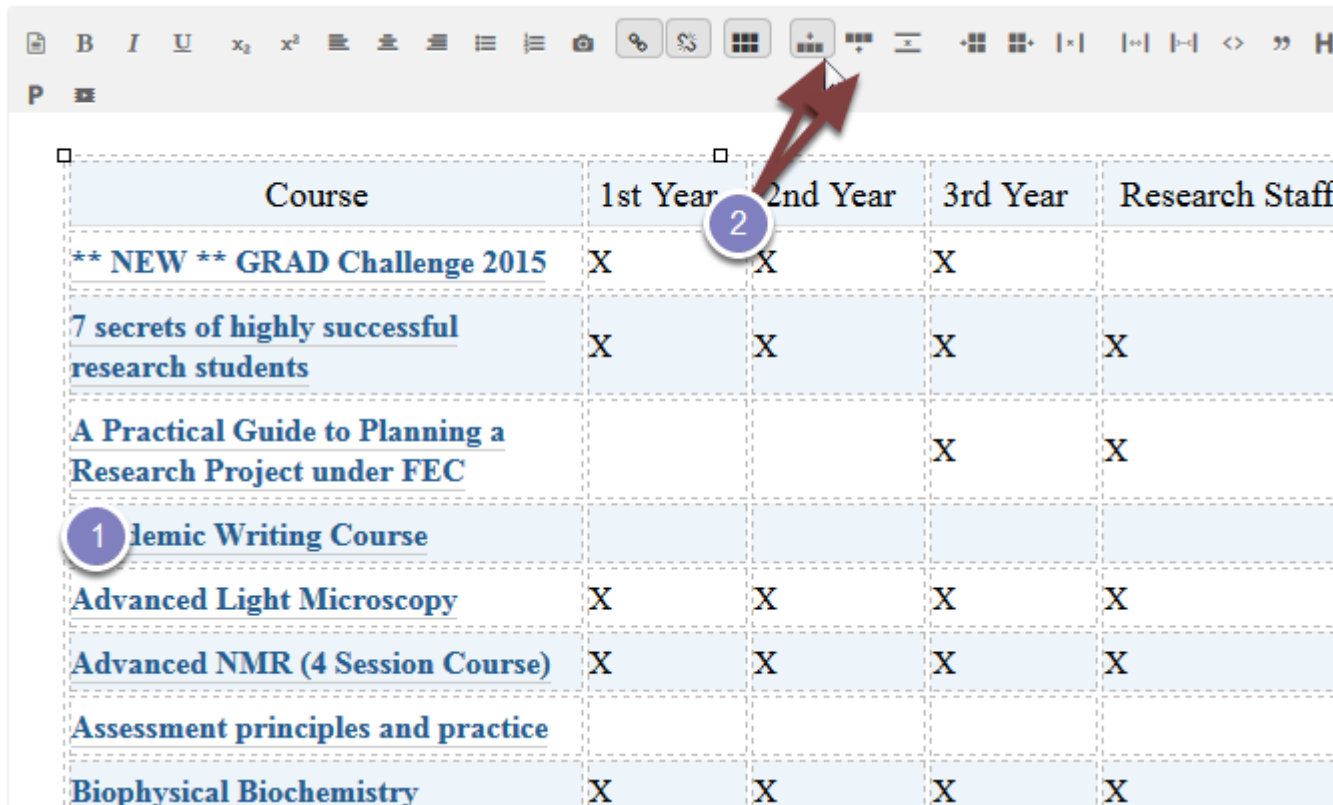
Click **Display** at the top of the page and select **3 columns view**.

The page needs to be changed to a 3 column view so that it is possible to have portlets on the right of the page to display further information or link to attachments. Changing the display to 3 column view makes the left hand navigation narrower, so for consistency all course pages should be given a 3 column view.

Add page to the course listing



Go to the **All Courses** page and click **Edit**.



Course	1st Year	2nd Year	3rd Year	Research Staff
** NEW ** GRAD Challenge 2015	X	X	X	
7 secrets of highly successful research students	X	X	X	X
A Practical Guide to Planning a Research Project under FEC			X	X
1 Academic Writing Course				
Advanced Light Microscopy	X	X	X	X
Advanced NMR (4 Session Course)	X	X	X	X
Assessment principles and practice				
Biophysical Biochemistry	X	X	X	X

To add a new line to the table:

1. Click in the line before or after where you would like to add your course.
2. Click the add row before or after button to add an additional row.

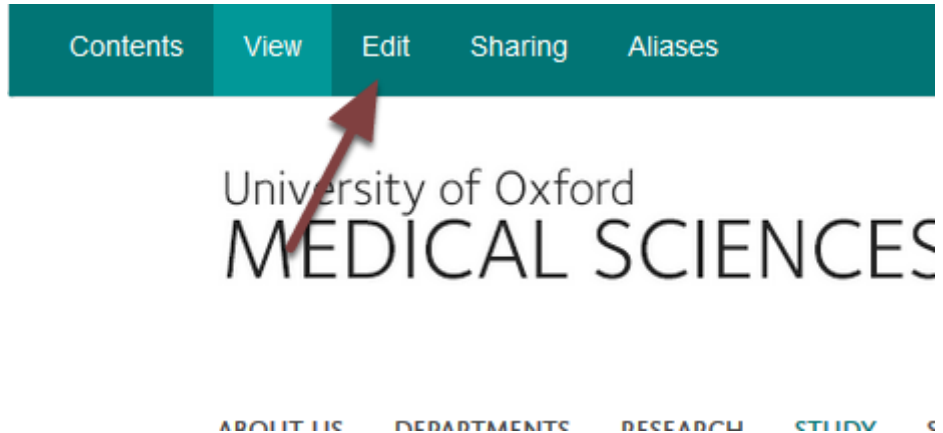
Add your course details and link to the course.

Scroll to the bottom of the page and click **Save**.

Edit a Course iframe - change the height of the iframe and / or remove the booking link (Skill training website)

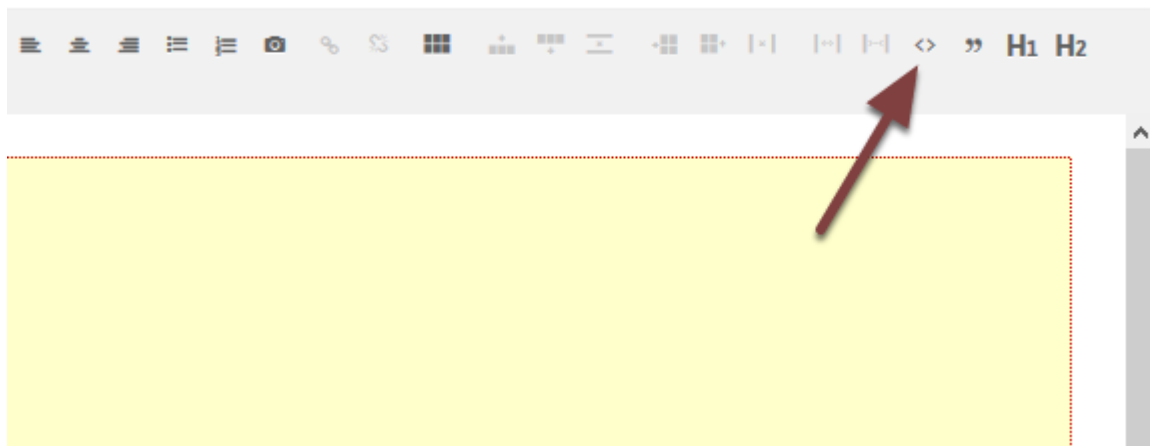
This shows you how to edit an existing iframe on a skill training course page. You can remove the booking link and change the height of the iframe.

Course page



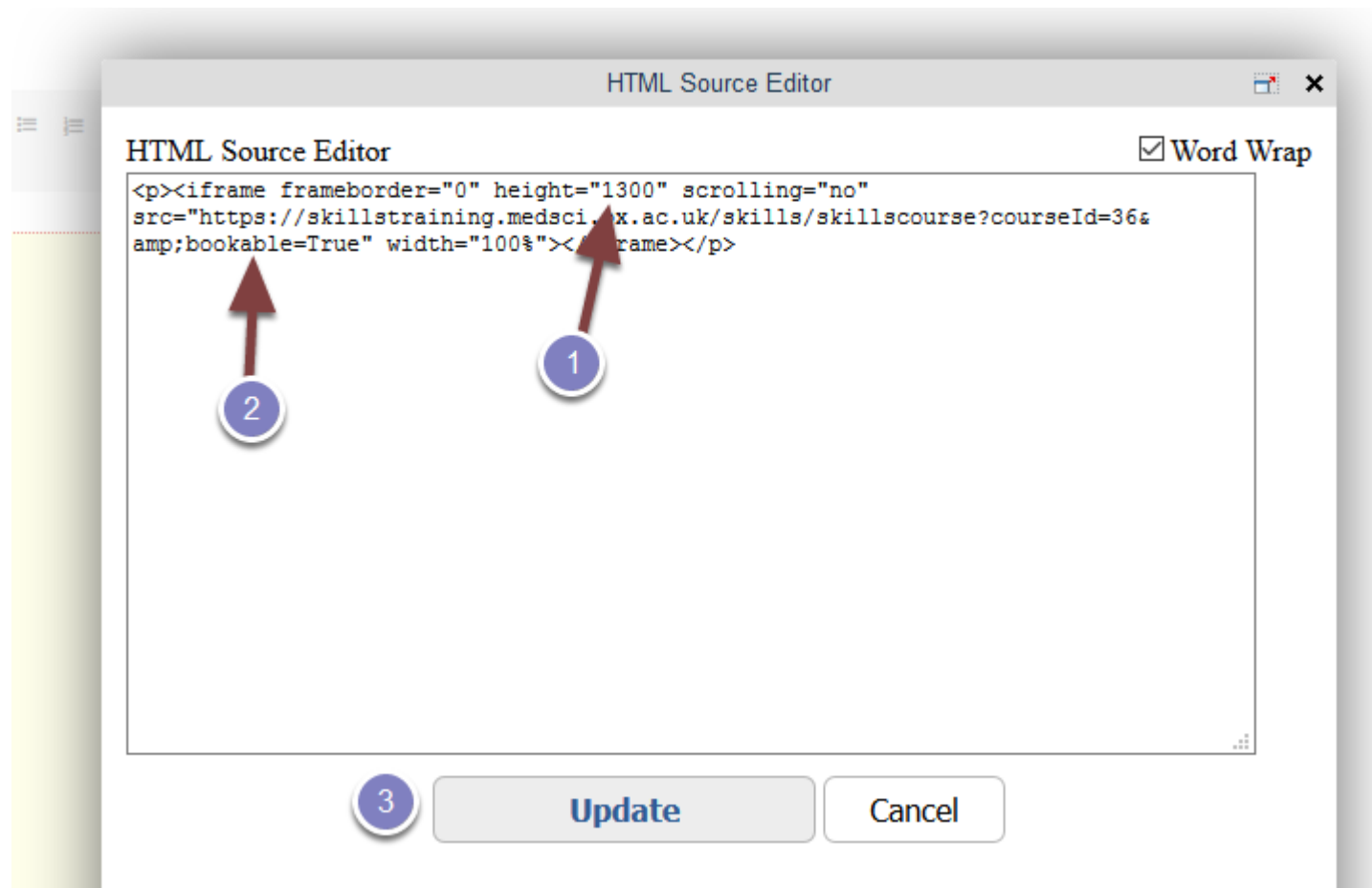
Go to the course page and click **Edit** on the toolbar at the top of the screen.

HTML view



Click the <> icon to bring up the HTML view:

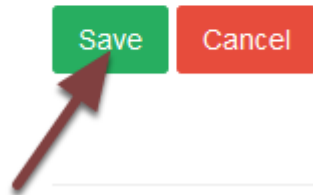
Update iframe



1. To change the height of the iframe change the number of the height. Try increasing or decreasing by 100 initially.
2. To remove the course link remove the text **bookable=True**.
3. Click the **Update** button.

Save your changes

If provided, this item will be sorted by title based on this field ins
are being sorted by title only.

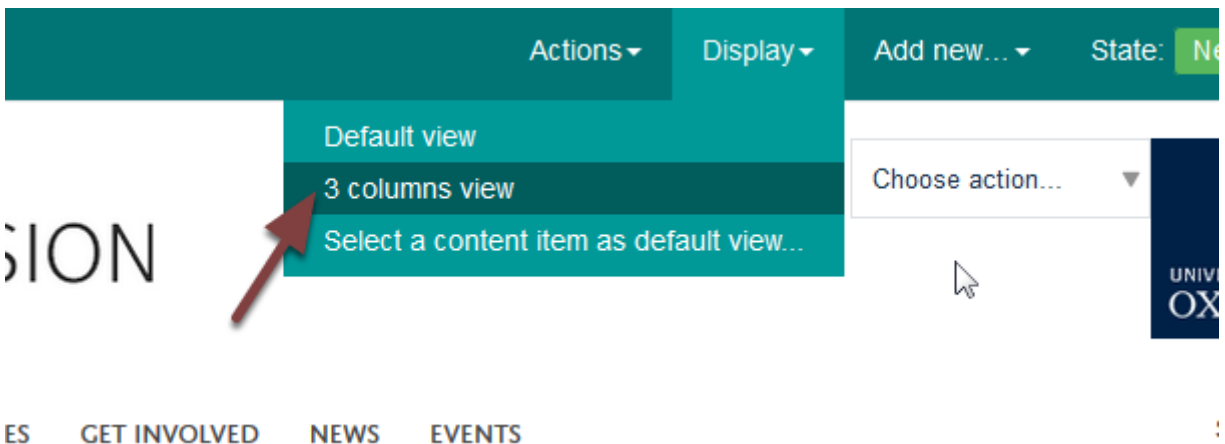


Scroll to the bottom of the page and click **Save**.

Add a Portlet to the Right Side of a Course Page

You can have a portlet on the right side of course page for additional information or linking to attachments.

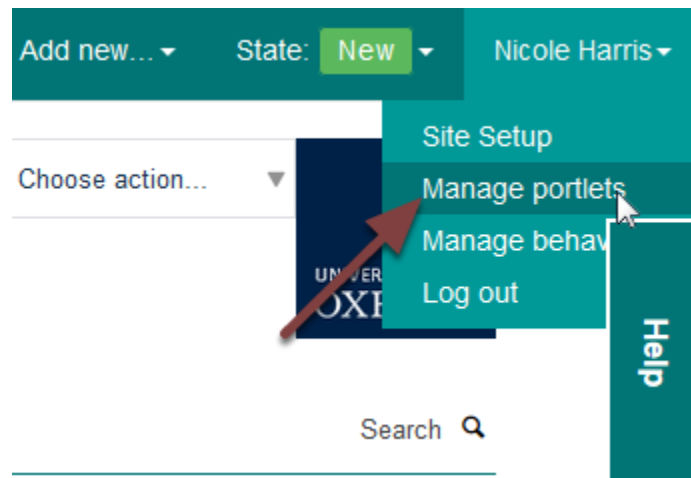
Display



The display on a page needs to be a **3 column view** for the portlet to show.

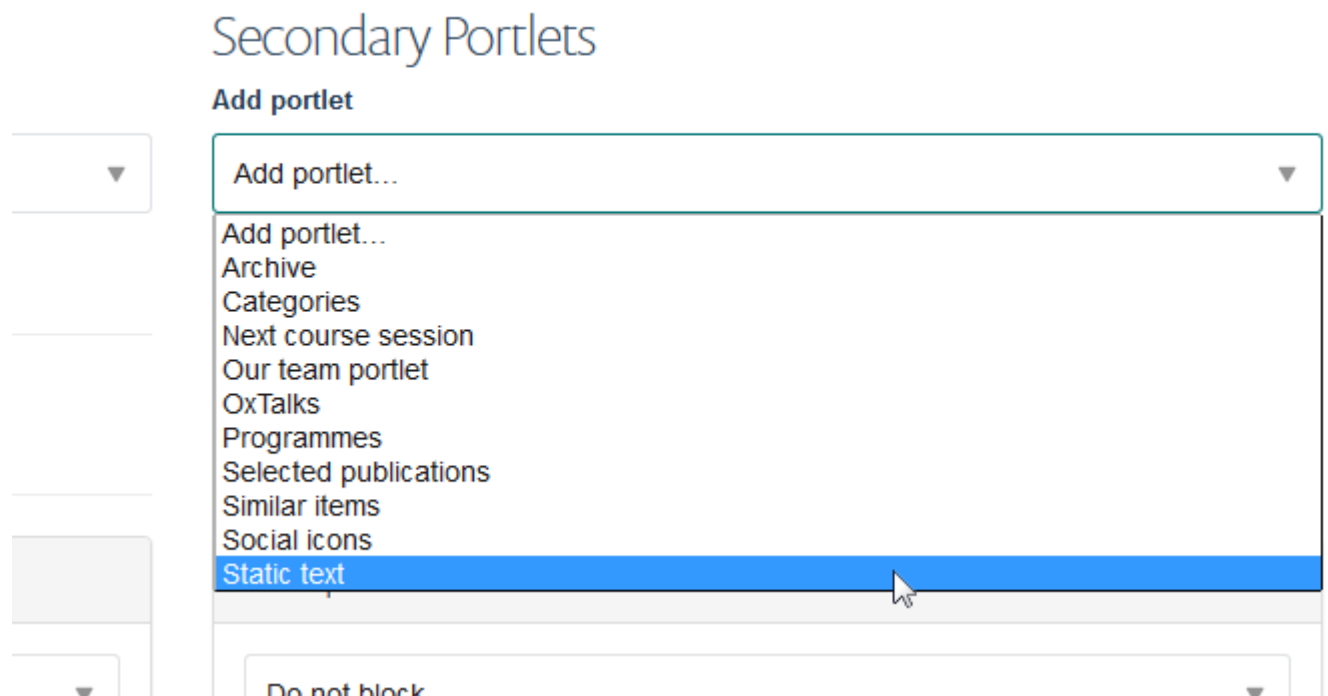
To check that the page has a 3 column view click **Display** and select **3 column view** if this isn't already shaded a darker green.

Manage portlets



Click your name on the right side of the page and select **Manage portlets**.

Add portlet



Select **Static text** from the drop down list on the **Secondary Portlets** option on the right of the page.

Enter content

Header

1

Text ★

2

Categorized under:

- [Careers and Personal Development](#)

Enter your content.

1. The heading box is optional - you can create headings in the text editor instead.
2. Enter your main content in the text editing box.

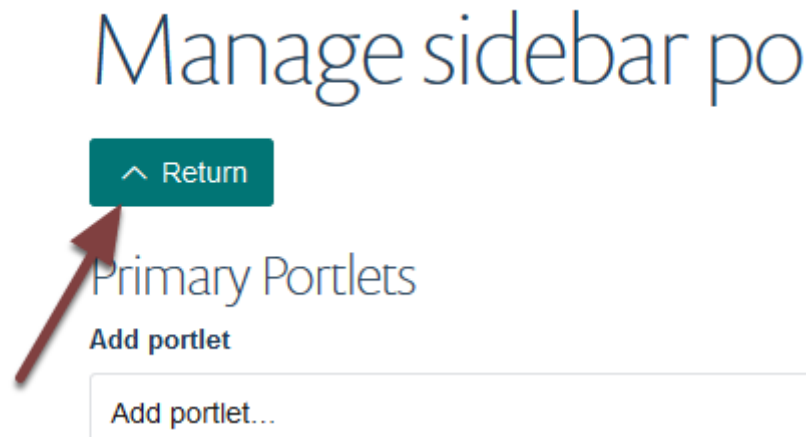
Save

e.g. Find out more

Find out more

Save Cancel

Scroll to the bottom of the page and click **Save**.



Click **Return** to go back to your page.

Your portlet

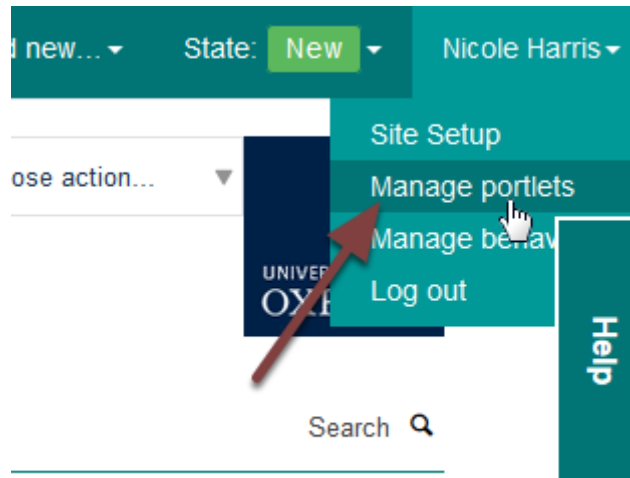


You will now see your portlet on the right of the page.

Edit a Right Hand Portlet

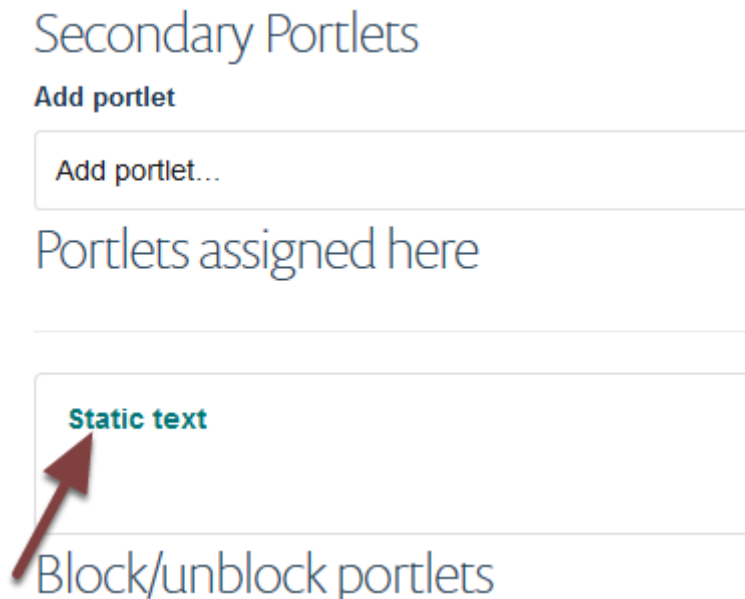
This show you how to edit a portlet on the right side of a courses page.

Manage portlets



Click your name on the toolbar at the top of the page and select **Manage portlets**.

Edit portlet



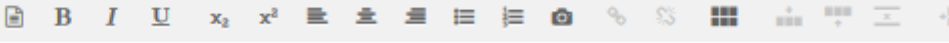
The portlets on the right of the page are listed under secondary portlets.

Click the link to bring up the editing interface:

A portlet which displays HTML text

Header

Text ★

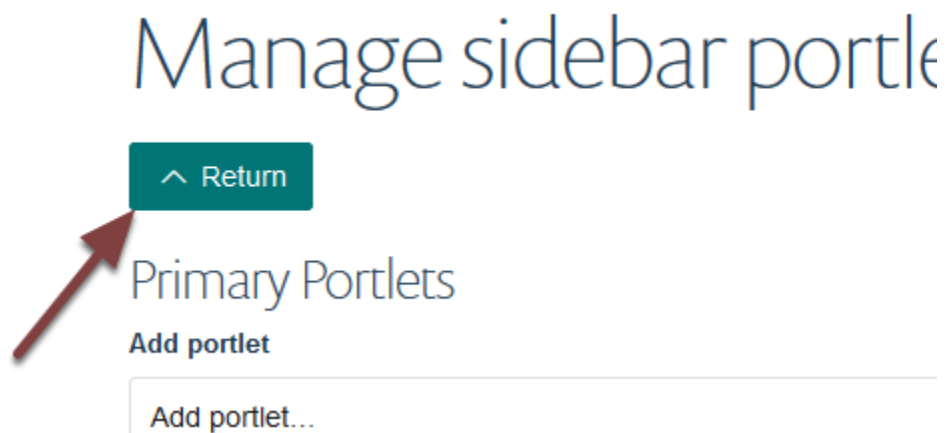


Recommended for:

- First Year DPhil
- Second Year DPhil
- Third Year DPhil
- Research Staff

Link

Make your changes. Scroll to the bottom of the page and click the **Save** button.

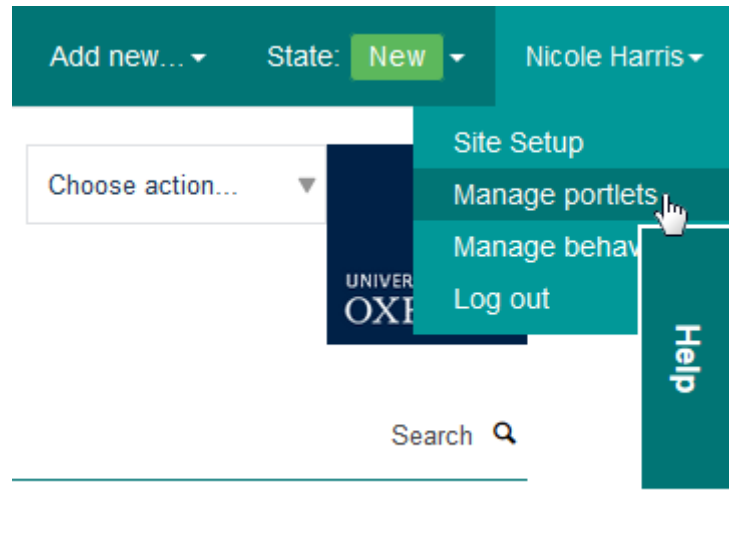


Click **Return** to go back to your page.

Hide / Delete a Portlet

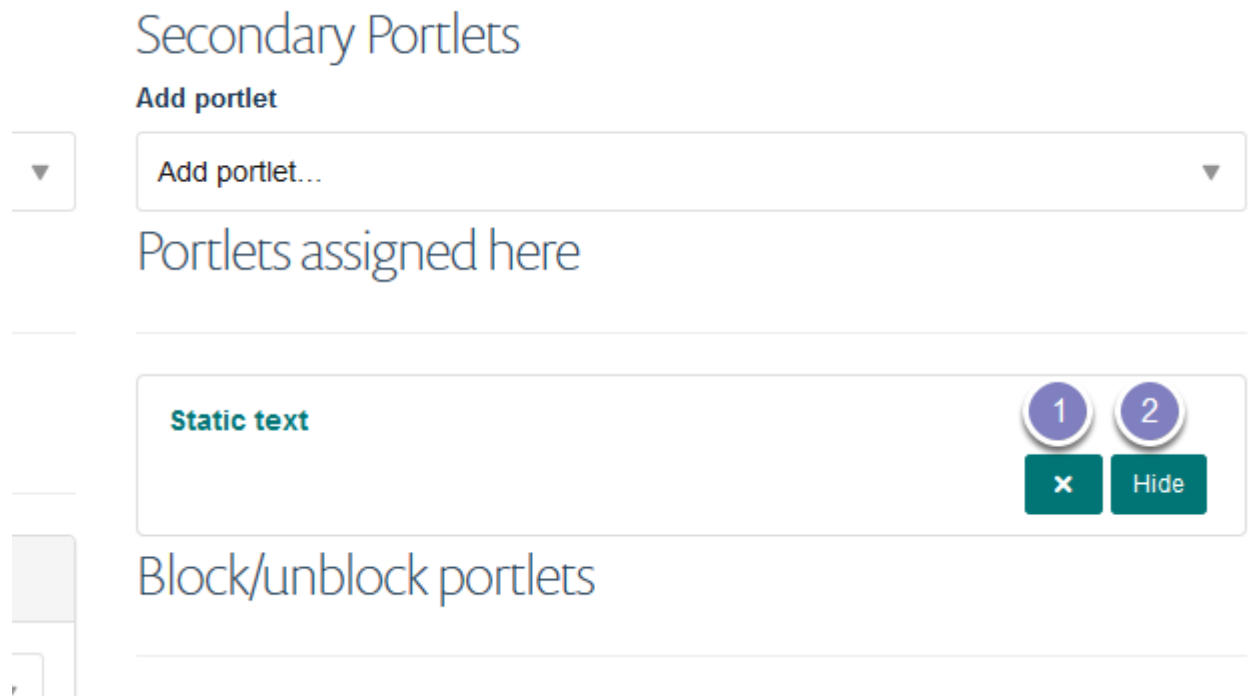
This shows you how to hide or delete a portlet on the right side of a course page.

Manage portlets



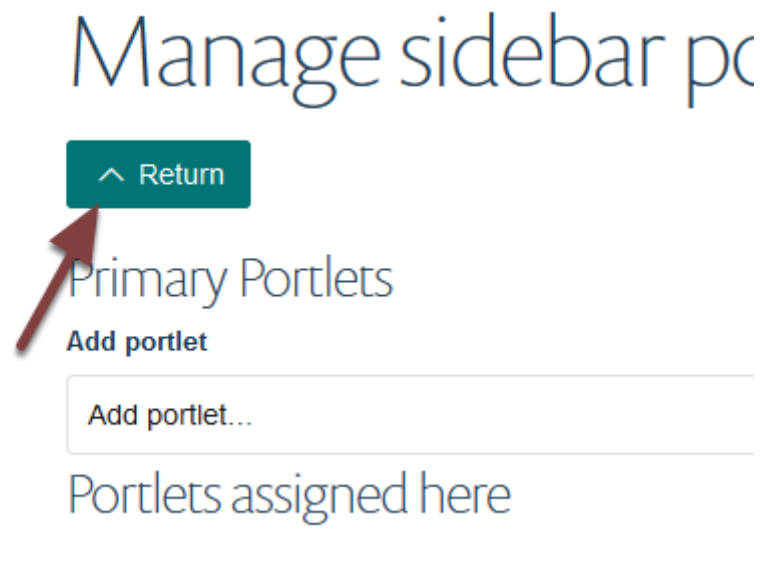
Click your name in the top right of the screen and select **Manage portlets**.

Delete or hide portlet



You can:

1. Delete a portlet by clicking the **x**
2. Hide the portlet by clicking the **Hide** button. Use this option if you are likely to use a portlet on the page in the future.



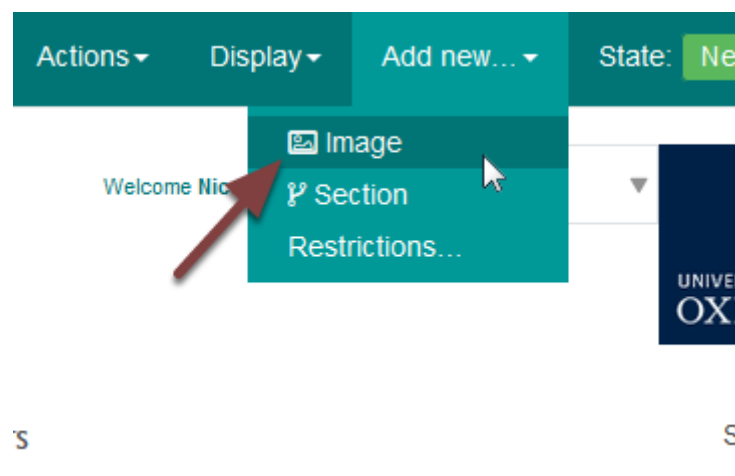
Click the **Return** button to go back to your page.

Change the Slide on the Homepage

Images for the slideshow on the Skills Training Homepage are stored at: <https://www.medsci.ox.ac.uk/images/study/skills-training-slideshow>

This shows you how to add a new slide to the slideshow. You need to upload the image first and then pull it onto the slideshow.

Upload image



Go to the images section for the Skills Training slideshow: <https://www.medsci.ox.ac.uk/images/study/skills-training-slideshow>.

To add a new image click **Add new...** from the toolbar at the top of the screen and select **Image**.

Add Image

Lets you reference an external image or upload new image to the site.

Title ★

1

Summary

Used in item listings and search results.

Source URL

Enter the URL of an image that you would like to pull onto the page from an external source.

Image

2 No file selected.

Image copyright

3

An optional url that the image will link to

The image will only link to the URL specified here when being used as a logo in the footer of the website.

4

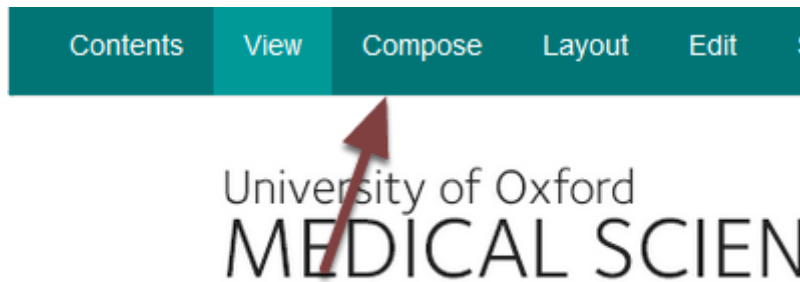
Sortable name

If provided, this item will be sorted by title based on this field instead of main title field. This applies to locations

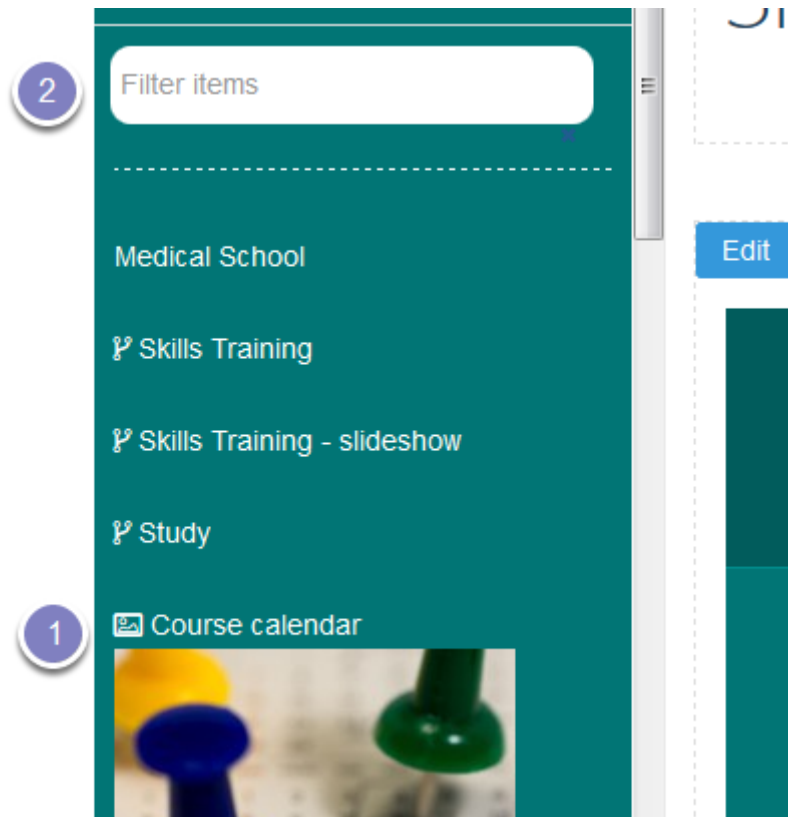
Enter the following information:

1. Title - this forms the text on your slide.
2. Click **Browse** and upload the image from your computer. The image should be 760px x 389px. The slideshow currently crops the bottom of the images slightly.
3. Copyright information.
4. Web address of the page you would like the slide to link to.
5. Click **Save**.

Add slide to the homepage

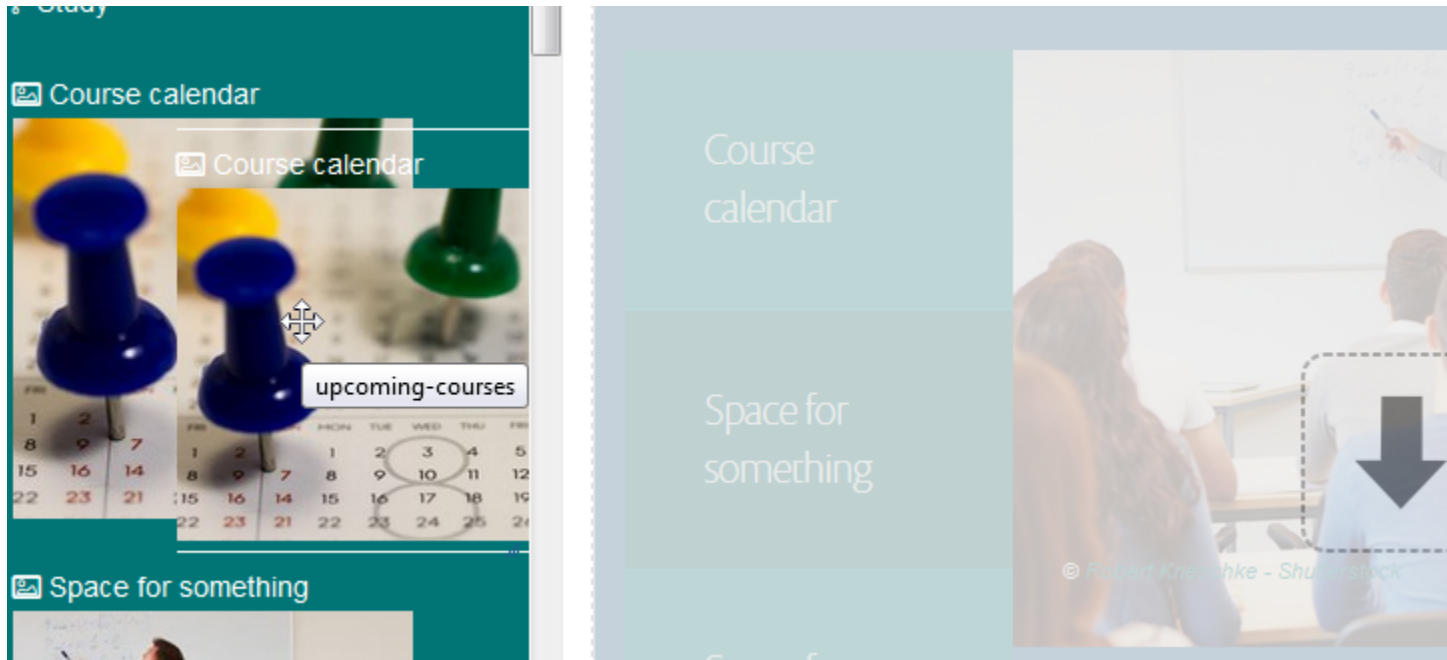


Go to your homepage and click **Compose** on the toolbar at the top of the page.



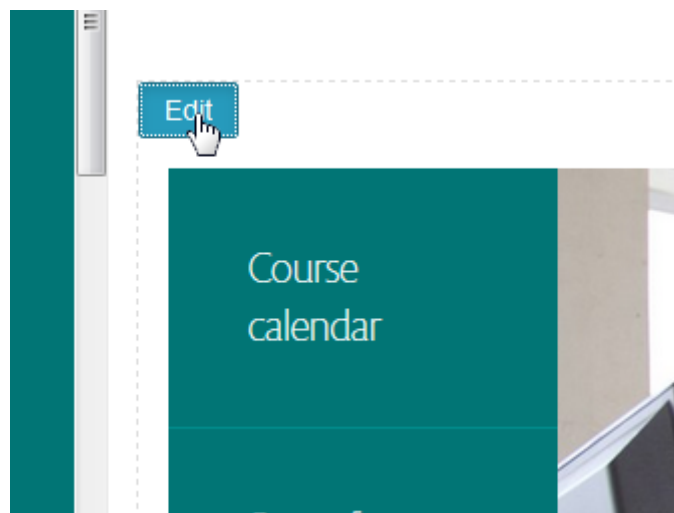
Find the slide you just created. You can find it:

1. In the list of recent items if you have just uploaded it.
2. By searching for the item by the title in the search box.



Select the image and drag it across to the slideshow.


Delete a slide



You will need to delete one of the existing slides as you can only have three slides on the slideshow.


Hovering over the slideshow will bring up an **Edit** button in the top left corner. Click this button to open an editing window:

Element titles should not be in excess of 65 characters. Having more than 65 characters may affect the display of your slideshow.




Course calendar

Suppress title: ☐ Yes ☒ No



Space for something

Suppress title: ☐ Yes ☒ No



Space for something

Suppress title: ☐ Yes ☒ No

Save

2

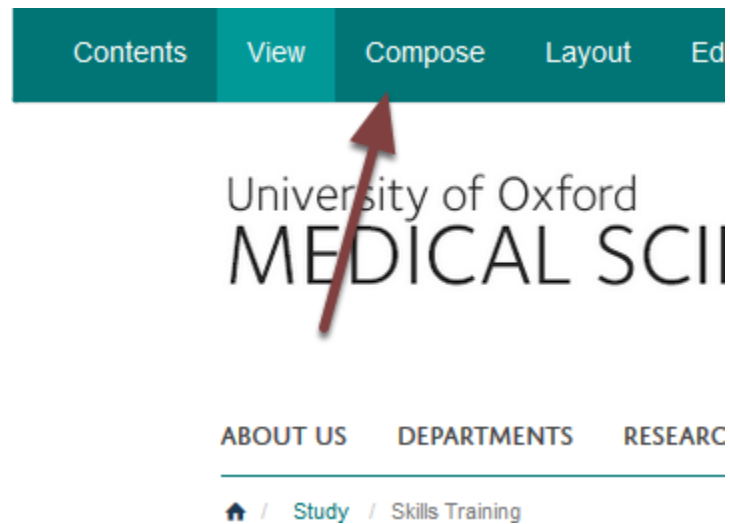
Cancel

1. Scroll to the bottom of the window and click the **x** next to the slide you would like to delete.
2. Click **Save**.

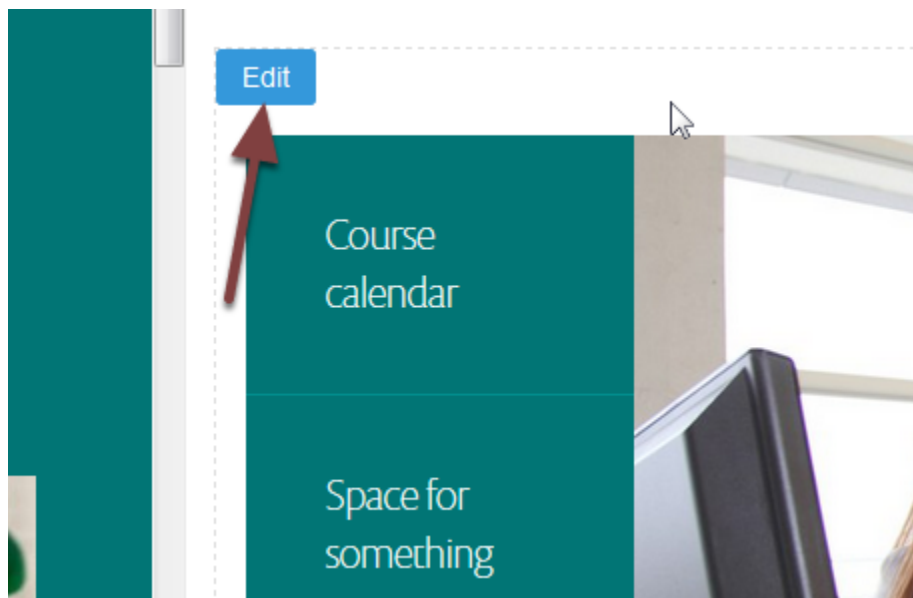
Change the Order of Slides on the Slideshow

You can control the order of the slides on your slideshow.

Edit your page

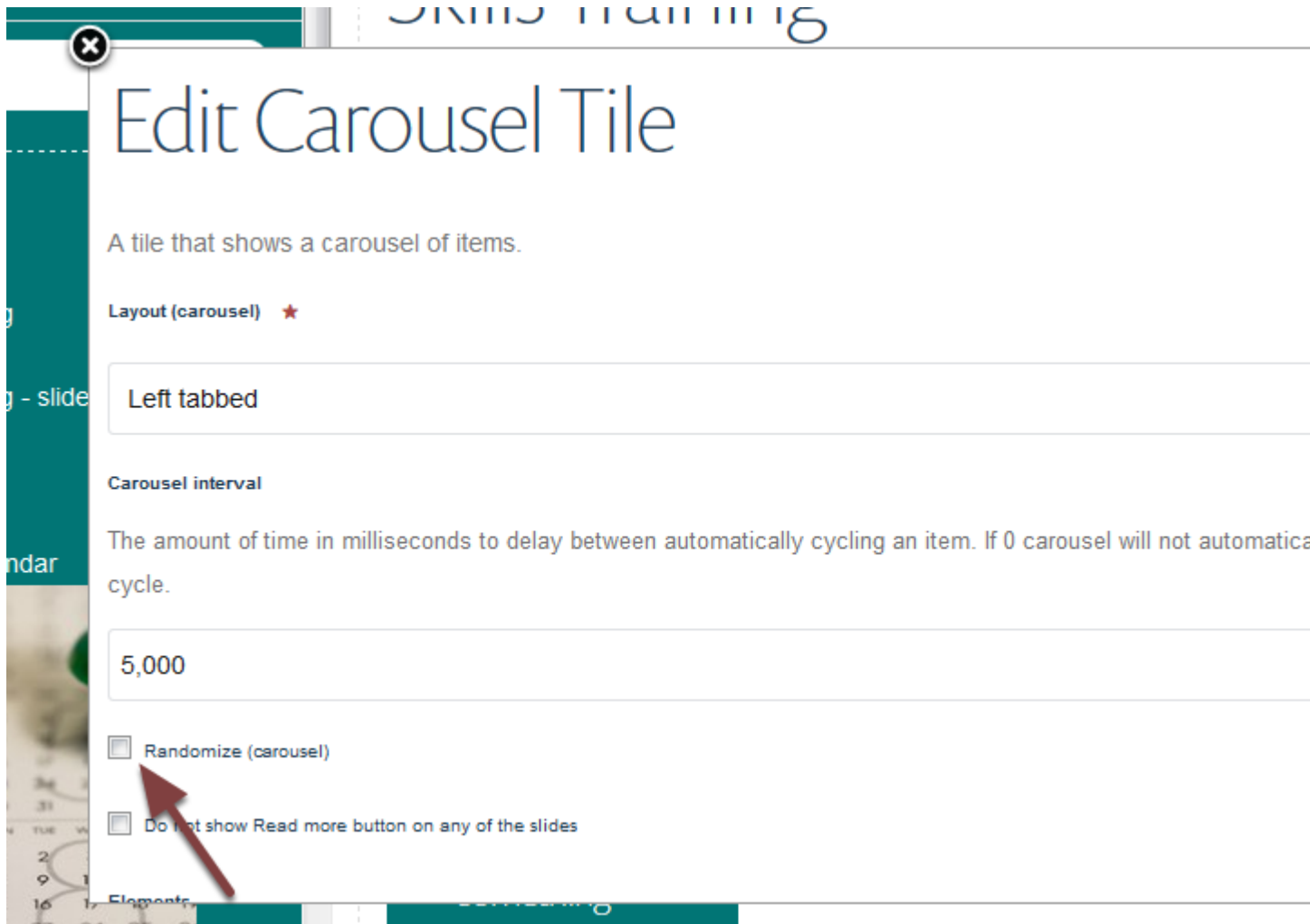


Go to the page with the slideshow and click **Compose** on the toolbar at the top of the screen.



Hover over the slideshow to bring up an **Edit** button. Click this button.

Change the order of the slides



This opens a window which controls the slideshow.

If you want the slides in a particular order ensure that the **Randomize** box **isn't** selected.



Scroll down the editing window to see your slides in the order that they are displayed on the slideshow.

To change the order of the slides:

1. Move your cursor over the title of the slide you would like to move. You will see a fourway arrow. Click the title and drag the slide to the position in the list of slides.
2. Click **Save**.

Change the Book By Date on Skills Training Courses

This shows you how to change the Book By Date on the Skills Training Courses.

Login

Go to https://skillstraining.medsci.ox.ac.uk/skills/portal_skins/custom-skills/getBookUntilTime/ZPythonScriptHTML_editForm and login with the username and password for the old website (not your SSO username and password).

Change date



Parameter List

Bound Names context, container, script, trave

Last Modified 2016-03-22 20:00

return DateTime('2016-05-27')

1

2

Save Changes Taller Shorter Wider

You may upload the source for getBookUntilTime your local computer by clicking *browse* The conte

1. Change the date - ensure it is in the following format: yyyy-mm-dd and that it has inverted commas around it and brackets - return DateTime('2016-05-27')
2. Click **Save Change**.

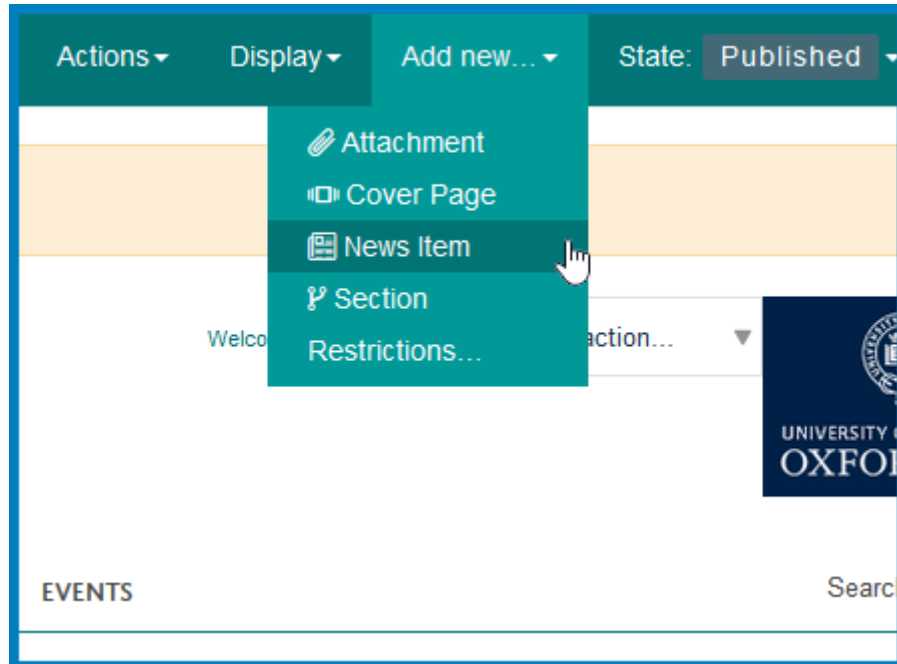
MSD Site Administrators

Add a News Item to the MSD website

This shows you how to add a news item to the news section - <https://www.medsci.ox.ac.uk/news>

We add all news that relates to the Medical Sciences Division from the main University site - <http://www.ox.ac.uk/news-and-events>. To check whether a news item is from a department or unit in the Medical Sciences department look at the list on our website - <https://www.medsci.ox.ac.uk/departments>. Other news items will be emailed to you.

Add new



Go to <https://www.medsci.ox.ac.uk/news>

Click **Add new...** from the toolbar at the top of the screen and select **News Item**.


Add main content

A news item content.

Default

Options

Media

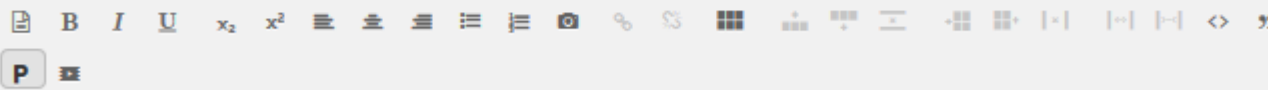
Headline 

1

Lead or Intro

2

Text

3 

1. Enter the title.
2. Enter the first sentence or two of the news item. This will appear on the page listing all the news (<https://www.medsci.ox.ac.uk/news>) as well as on the news item. It isn't possible to format the text in this field. If there are links in the first couple of sentences which can't be moved elsewhere in the text or if the first couple of sentences don't make sense without the following text leave this field blank.
3. Enter the text. If you are copying a news item from the main University news site or a department website copy the first paragraph and add a Read more link to the news item in the original location. If you are linking to another website, apart from the main University news site, add the department in brackets eg Read more (Department of Physiology, Anatomy and Genetics website).

Note: news items from The Conversation should be added in the format in this item - <https://www.medsci.ox.ac.uk/>

[news/is-schizophrenia-written-in-our-genes](#) with the following text at the end of the first paragraph of the item:

Read the full article on The Conversation website, written by person's name, department.

Oxford is a subscribing member of The Conversation. Find out how you can write for The Conversation.

Scroll down the page to the Add categories section.

Add categories

Categories

1

2

3

4

Sortable name

If provided, this item will be sorted by title based on this field instead of main title field. This applies to location items being sorted by title only.

Save Cancel

We have two news sections on our site using different categories. The only categories which should be used in this section are: Athena Swan, Awards and Appointments, Blogs, Clinical Trials, Events, General, Innovation, Research and Staff. **Note: Awards and Appointments** category - if news items have only been assigned this category they won't appear on the news feed on the homepage (<https://www.medsci.ox.ac.uk/>).

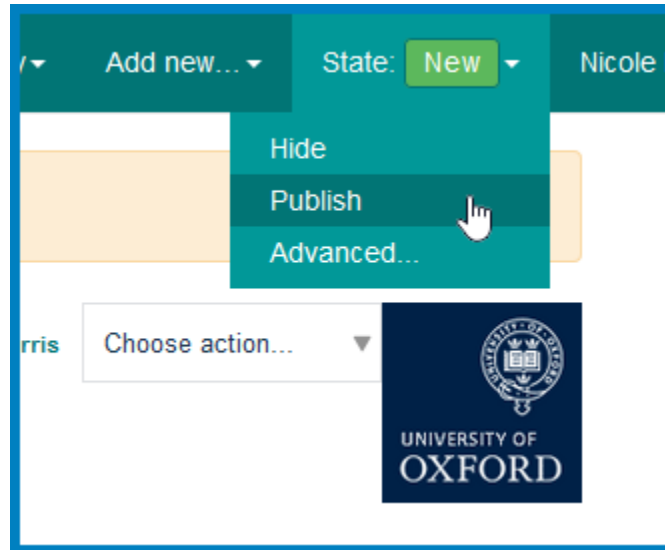
1. The items in the column on the left are categories which haven't been applied to the news item. To assign categories to a news item these need to be moved to the column on the right. Click the names of the categories you would like to assign to the news item.
2. Click the top arrow to move the items to the column on the right assigning them to the news item.
3. You can change the order of the categories by selecting the item and using the up and down arrows.
4. Click **Save**.

Add an image

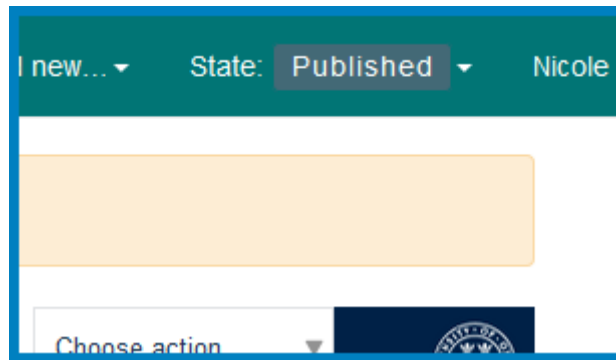
Where possible add an image to the news item.

See the Add an Image to an MSD News Item guide for details on how to do this.

Publish the News Item



Click **State** on the toolbar at the top of the page and select **Publish**.



The State of the page has now changed to **Published**.

If the item added was copied across from the main University new site email Alison to let her know that you've added it.

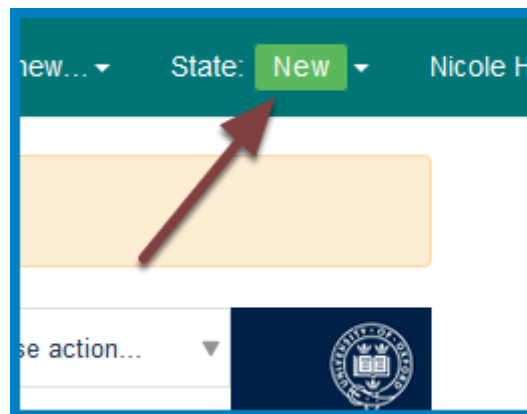
Unpublish a News Item

This shows you how to unpublish a news item.



Go to the news item you would like to unpublish. Click **State** in the toolbar at the top of the screen and select **Retract**.

****Note: ****Hide doesn't unpublish an item - anyone with a University SSO login will be able to login and see the page.

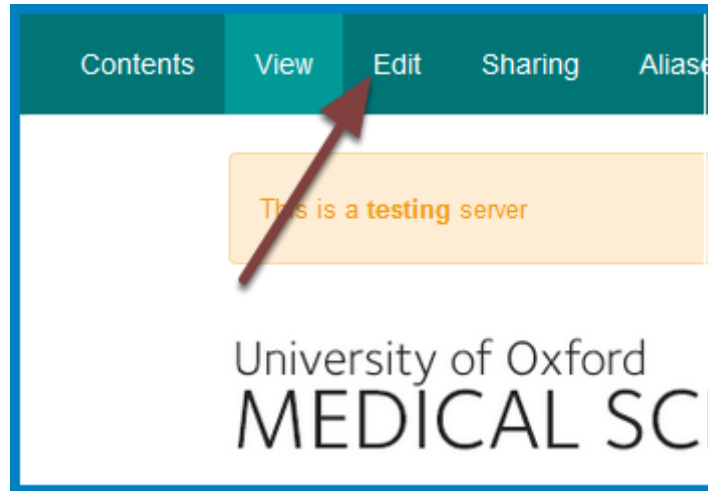


The news item now has a **State** of **New**.

Change the Order / Publication Date of a News Item

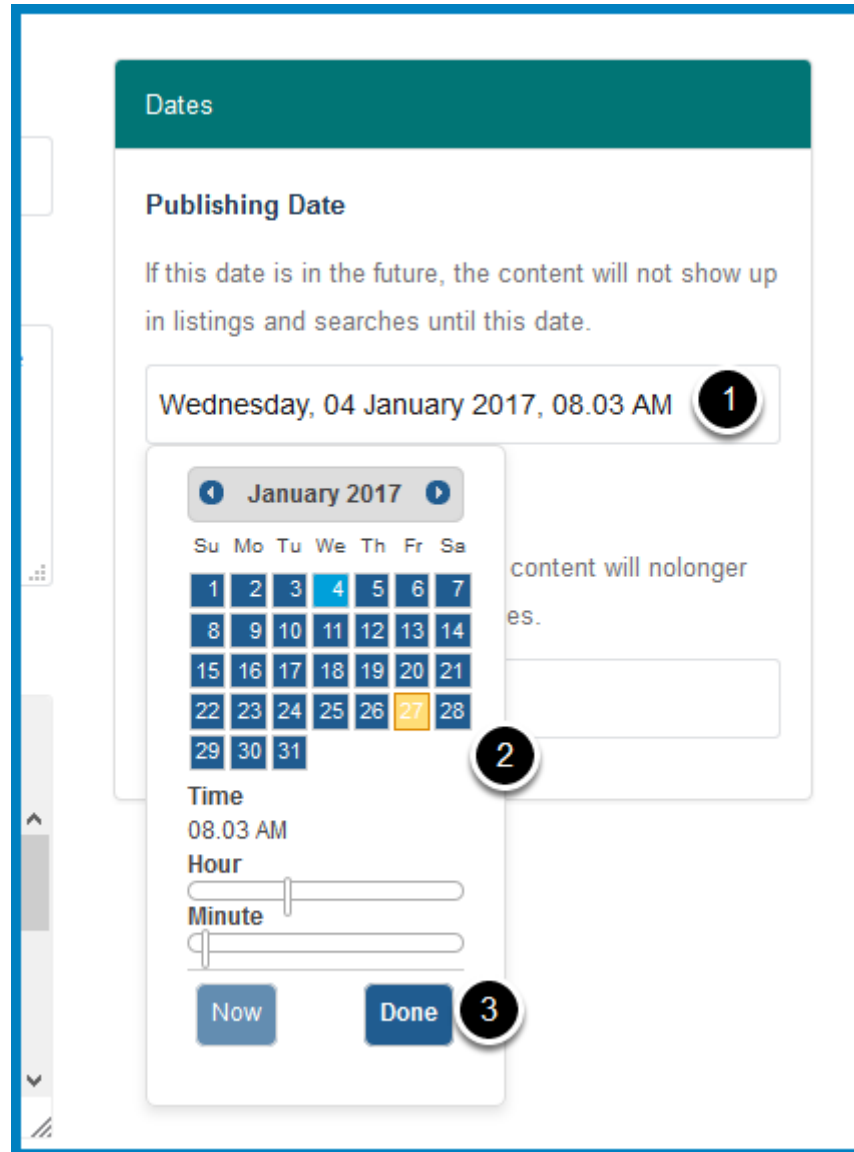
News items are ordered by publication date. You can change the publication date to change the order of a news item. This show you how to do this.

Edit page



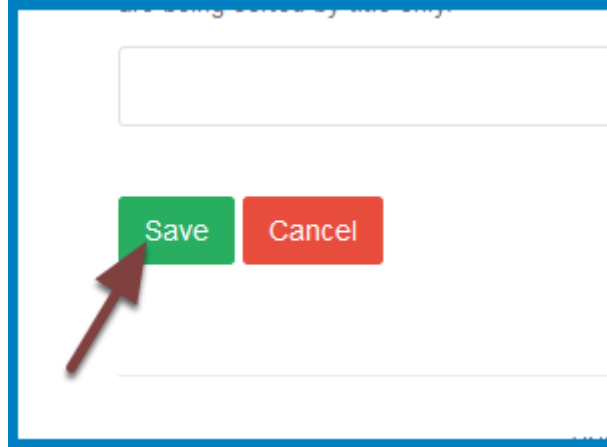
Go to the news item and click **Edit**.

Publication date



1. Click in the **Publishing Date** field to bring up the date picker.
2. Select the new date or click the **Now** button at the bottom of the date picker.
3. Click the **Done** button.

Save

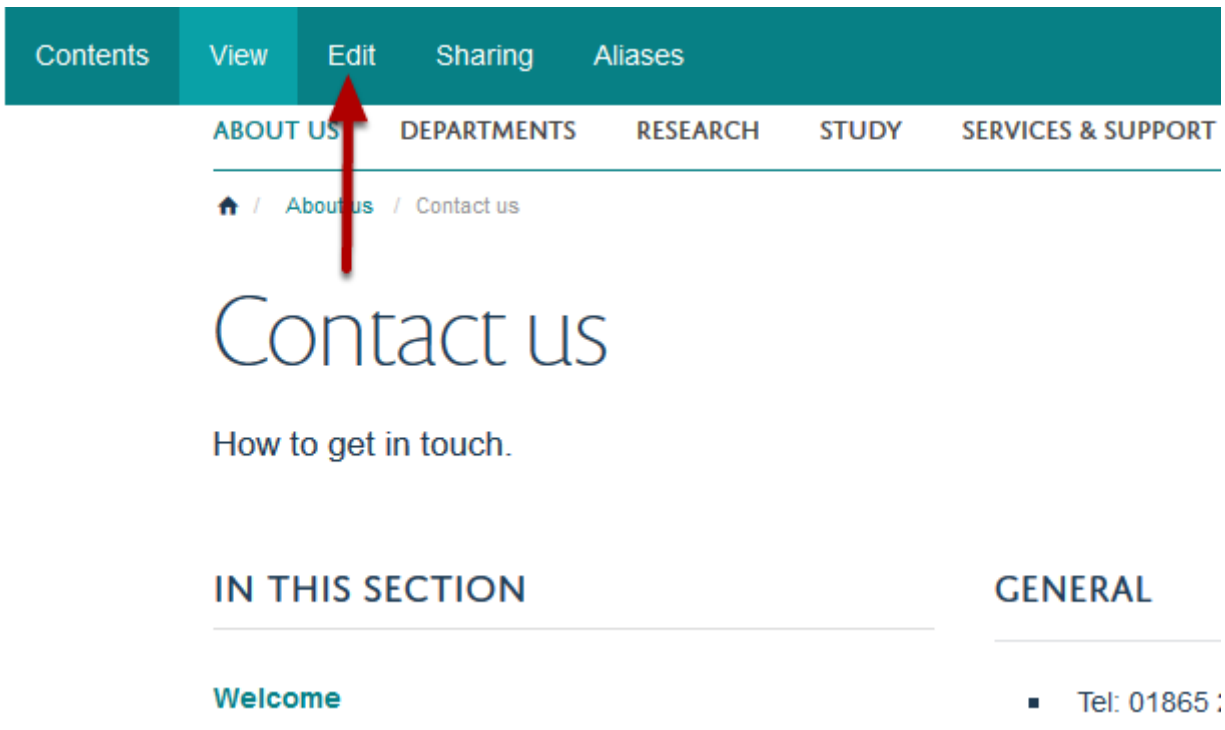


Scroll to the bottom of the page and click the **Save** button.

Add an Image into the Main Text of your Page

This shows you how to add an image into the main text content of your page. You need to upload the image to the Image Library first. See the **Upload an Image to the Image Library** guide if you need instructions on how to do this.

Edit page



Go to the page where you would like to add the image.

Click on Edit.

Text

2

B *I* U x_2 x^2        **H2** **H1** **P**

General

- Tel: 01865 221689
- Fax: 01865 750750
- E-Mail: enquiries@medsci.ox.ac.uk or use our [contact form](#).

Admissions

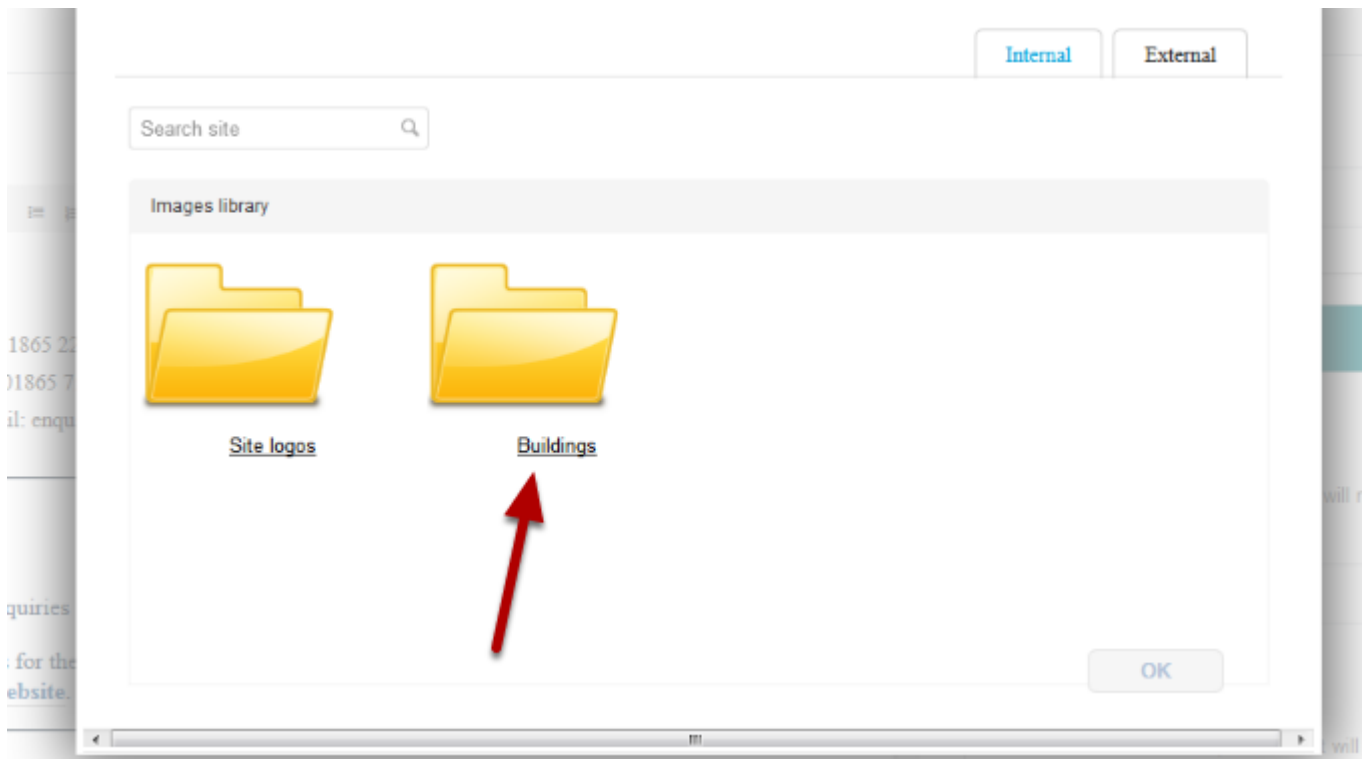
- 1 For general enquiries about admissions to Oxford contact the [University Admissions Office](#).

Contact details for the subject area you are interested in are available on the [University Graduate Admissions website](#).

Scroll down the page to the text editor.

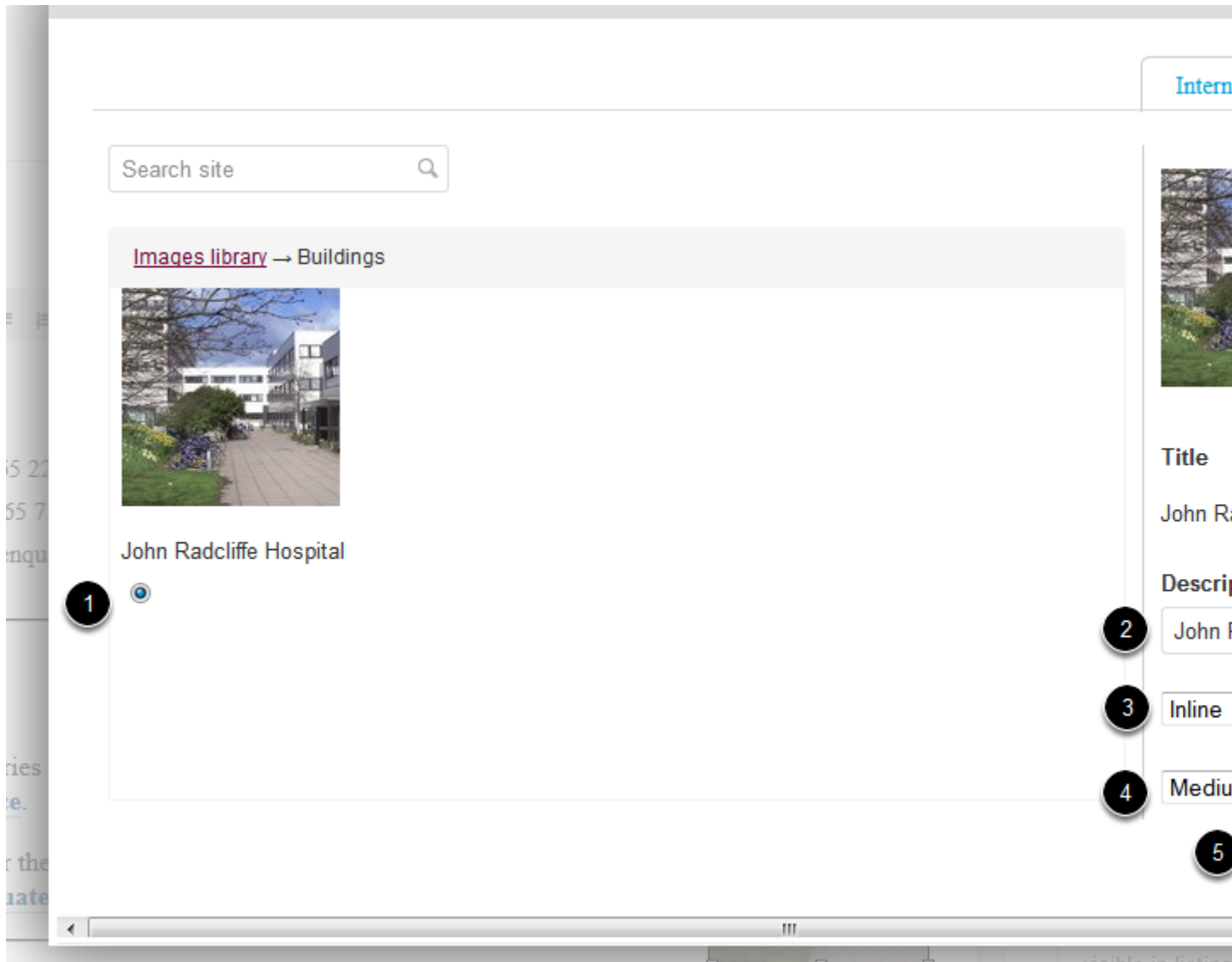
1. Place your cursor where you would like to insert the image.
2. Click on the camera icon.

Image Library



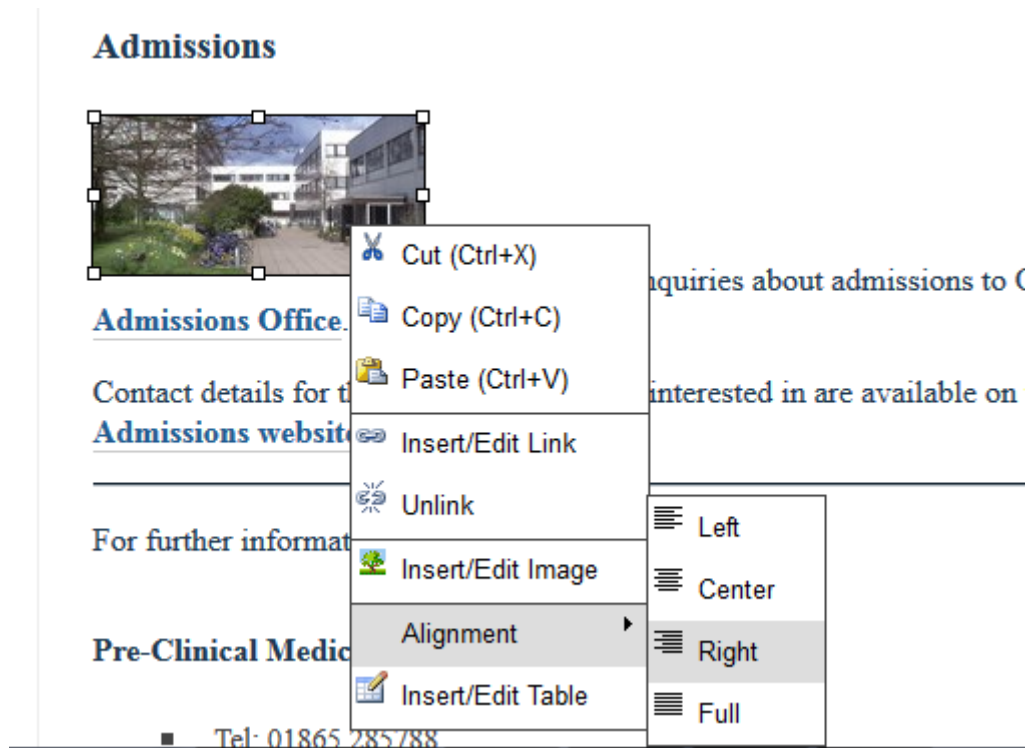
You will see a list of the folders in your Image Library. Select the relevant folder.

Select image



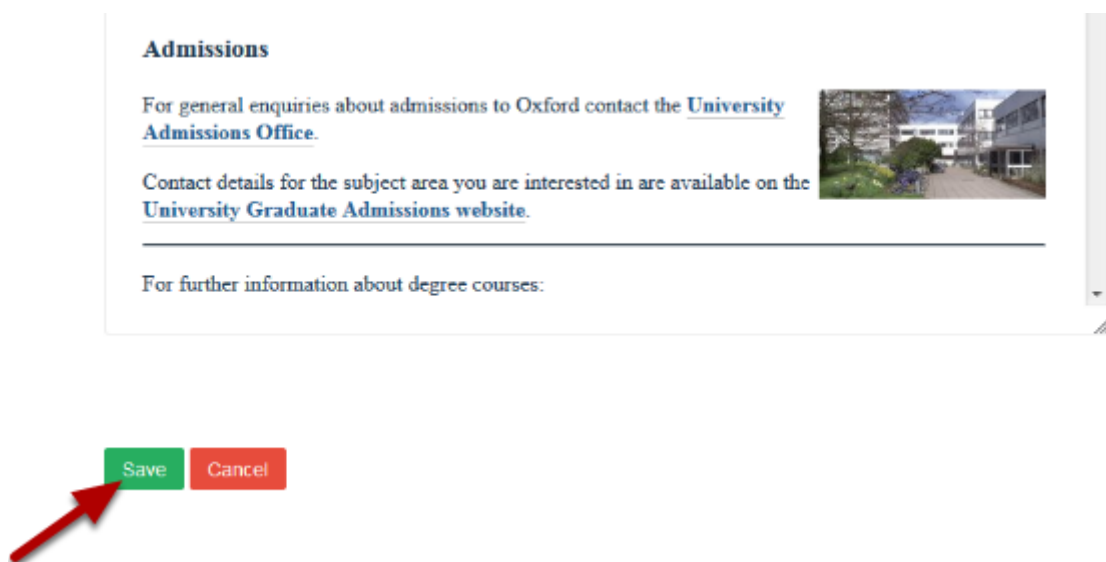
1. Select the image you would like to add.
2. Enter a description.
3. Select the spacing around the image.
4. Select the image size.
5. Click on OK.

Position image on page



To position the image right click on the image and go to **Alignment**. Select where you would like the image to be positioned.

Save the page



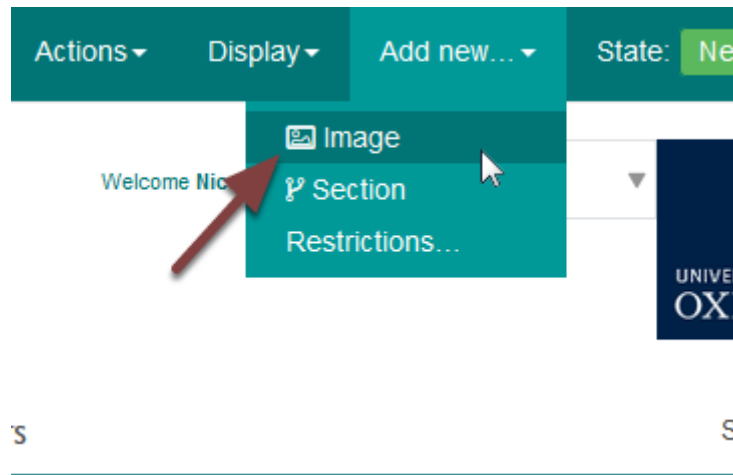
Click on the **Save** button.

Add a Slide to the Homepage Slideshow

You can add a slide to the slideshow which links to another webpage. You need to upload the image first and then pull it onto the slideshow. This shows you how to do this.

You can also pull a news items onto the slideshow - see the [Add a News Item to the Homepage Slideshow](#) guide on how to do this.

Upload image



Go to the images section for the homepage - <https://www.medsci.ox.ac.uk/images/homepage>.

To add a new image click **Add new...** from the toolbar at the top of the screen and select **Image**.

Add Image

Lets you reference an external image or upload new image to the site.

Title ★

1

Summary

Used in item listings and search results.

Source URL

Enter the URL of an image that you would like to pull onto the page from an external source.

Image

2 No file selected.

Image copyright

3

An optional url that the image will link to

The image will only link to the URL specified here when being used as a logo in the footer of the website.

4

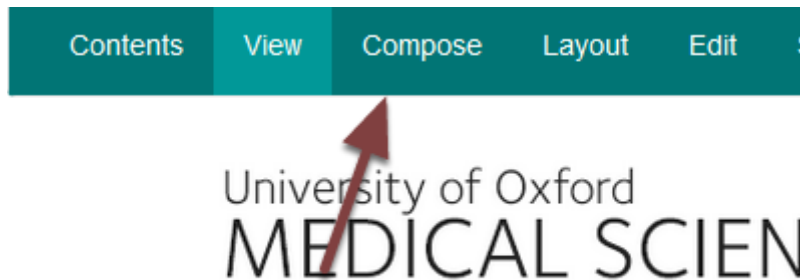
Sortable name

If provided, this item will be sorted by title based on this field instead of main title field. This applies to locations

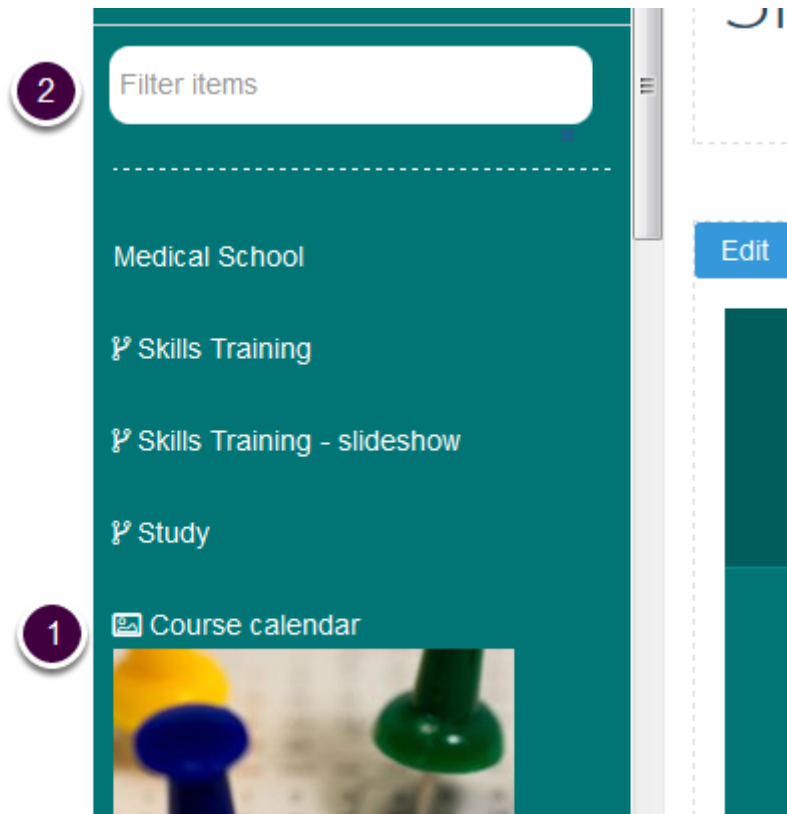
Enter the following information:

1. Title - this forms the text on your slide.
2. Click **Browse** and upload the image from your computer. The image should be 760px x 389px. The slideshow currently crops the bottom of the images slightly.
3. Copyright information.
4. Web address of the page you would like the slide to link to.
5. Click **Save**.

Add slide to the homepage

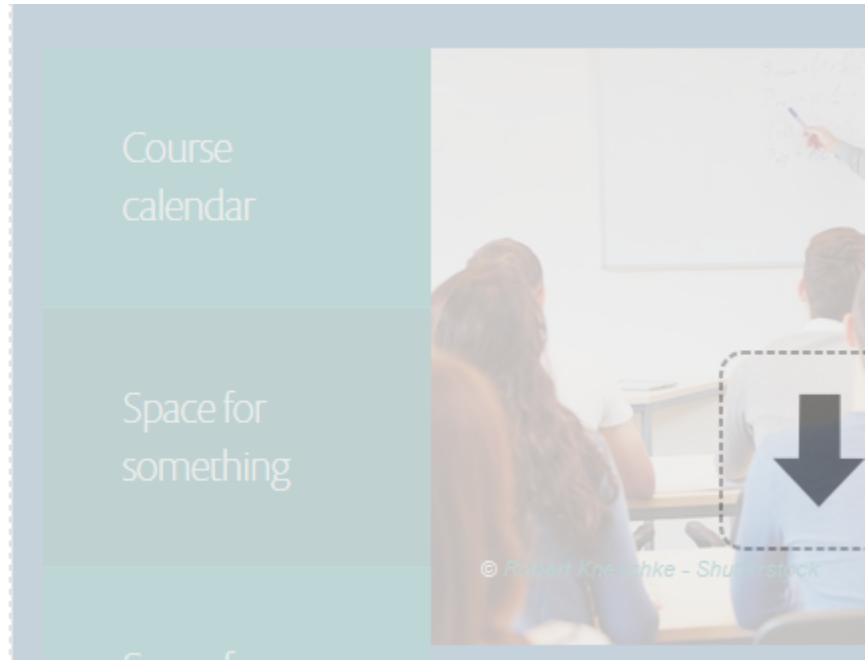
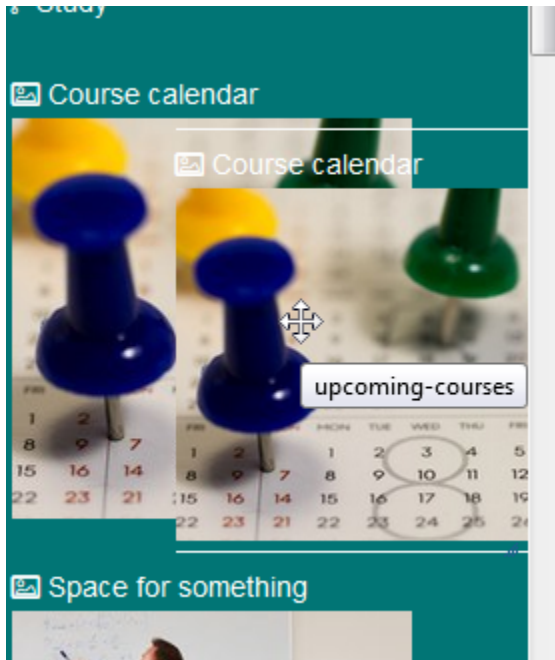


Go to the homepage and click **Compose** on the toolbar at the top of the page.



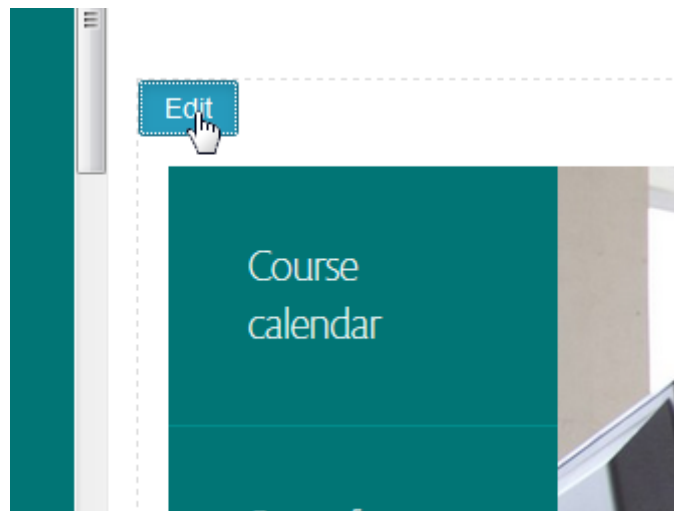
Find the slide you just created. You can find it:

1. In the list of recent items if you have just uploaded it.
2. By searching for the item by the title in the search box.



Select the image and drag it across to the slideshow.


Delete a slide




You will need to delete one of the existing slides as you can only have three slides on the slideshow.

Hovering over the slideshow will bring up an **Edit** button in the top left corner. Click this button to open an editing window:


Element titles should not be in excess of 65 characters. Having more than 65 characters may affect the display of your slideshow.



Course calendar
Suppress title: Yes ☐ No ☒



Space for something
Suppress title: Yes ☐ No ☒



Space for something
Suppress title: Yes ☐ No ☒

Save 2 Cancel

1. Scroll to the bottom of the window and click the **x** next to the slide you would like to delete.
2. Click **Save**.

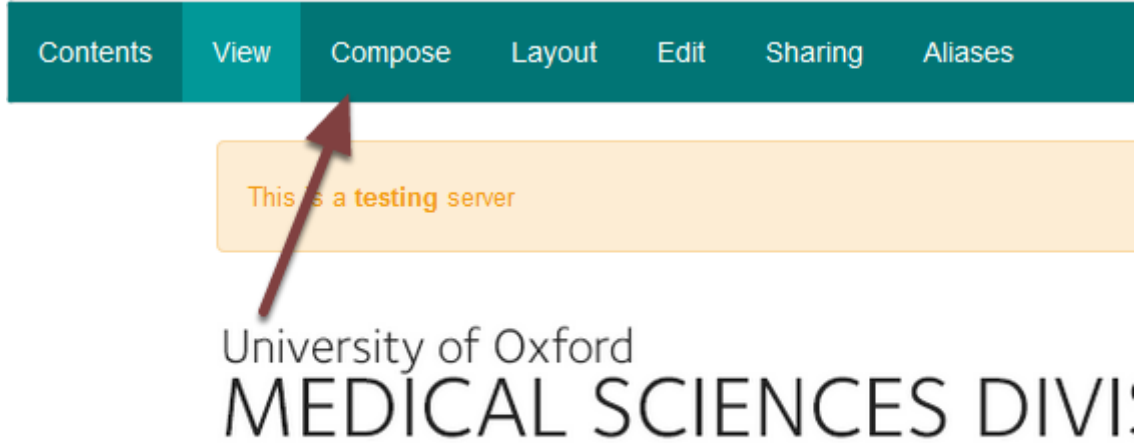
Copyright information

The copyright information doesn't currently pull onto the slide. There is a rich text tile in the bottom left corner of the homepage. If an image needs copyright information put this here.

Add a News Item to the Homepage Slideshow

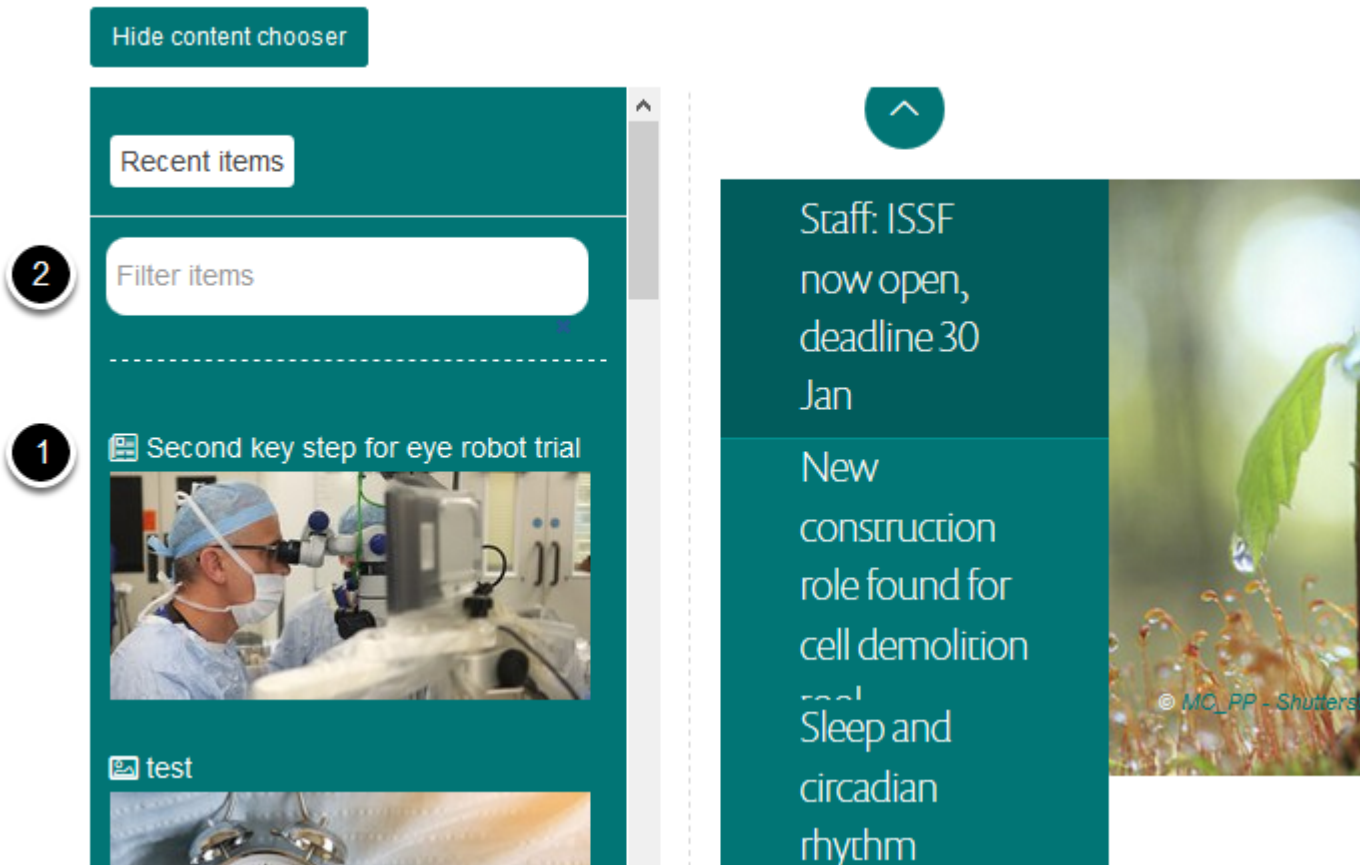
This shows you how to add a news item to the slideshow. You can also add an image and link that directly to another webpage - see [Add a Slide to the Homepage Slideshow](#) guide on the for details.

Compose



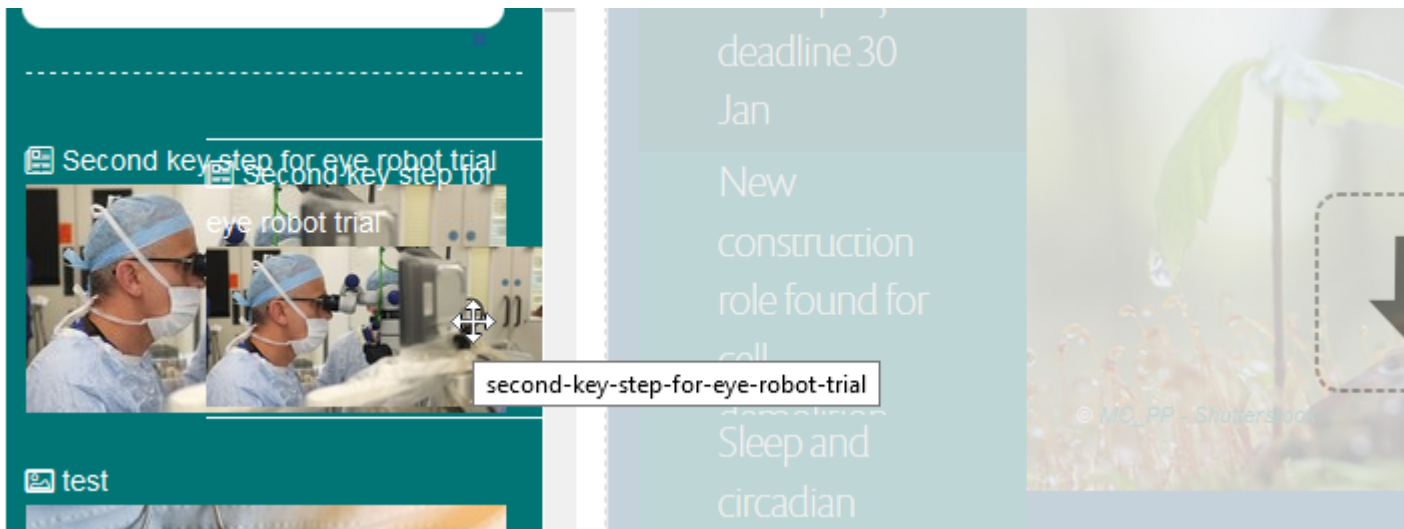
Go to the homepage. Click **Compose** on the toolbar at the top of the page.

Add news item



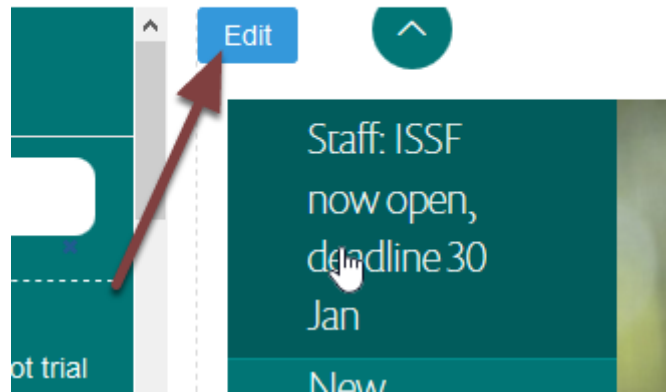
You will find the news item either:

1. In the list of recent items if it was added recently, or
2. By searching for the item by title.

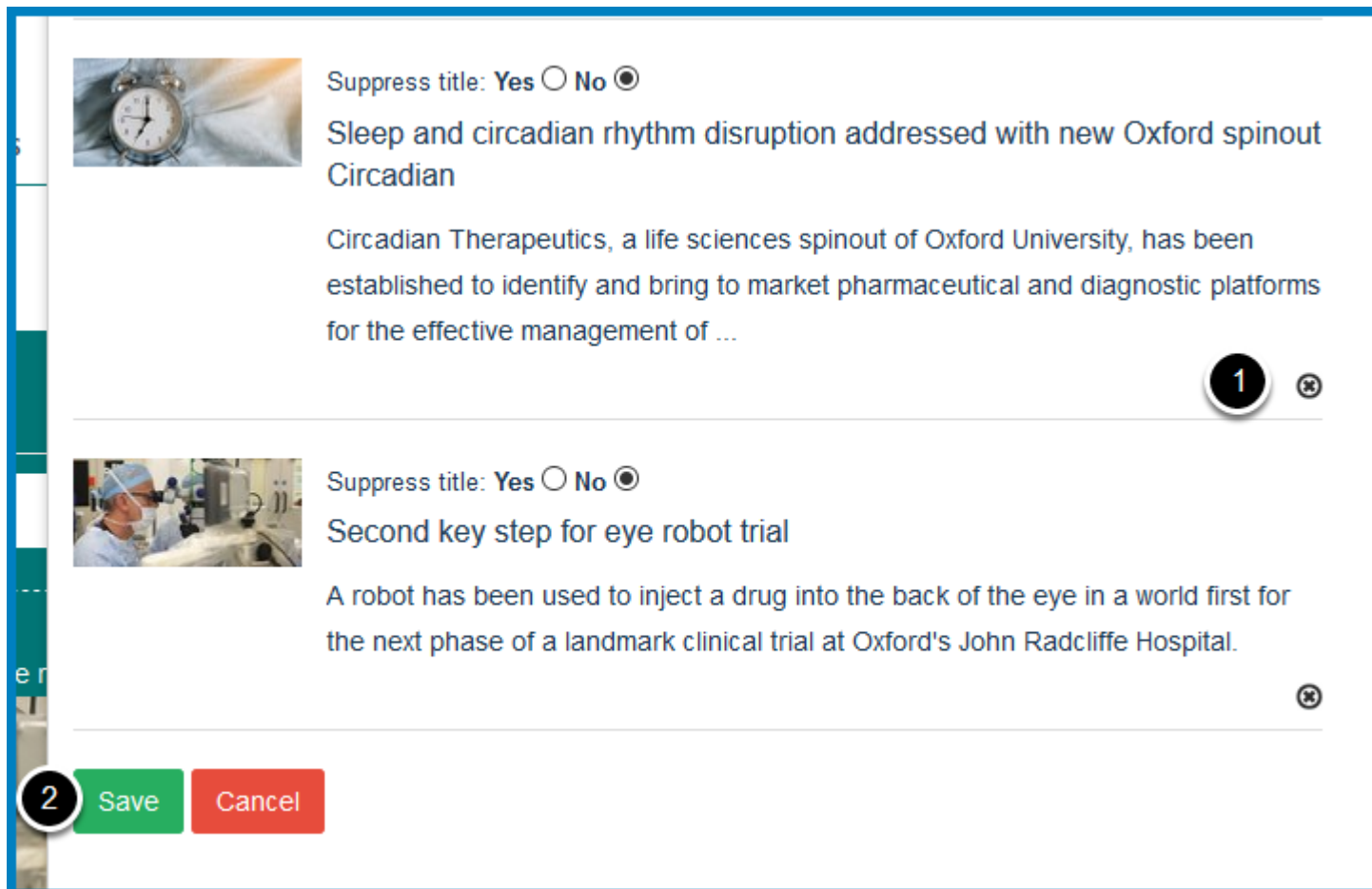


Drag the news item onto the slideshow.

Remove a slide from the slideshow



You can only have three items on the slideshow. To remove an item hold your cursor over the slideshow to reveal an **Edit** button in the top left corner. Click the **Edit** button.



1. Click the cross next to the item you would like to remove.
2. Click **Save**.

CHAPTER 4

Images

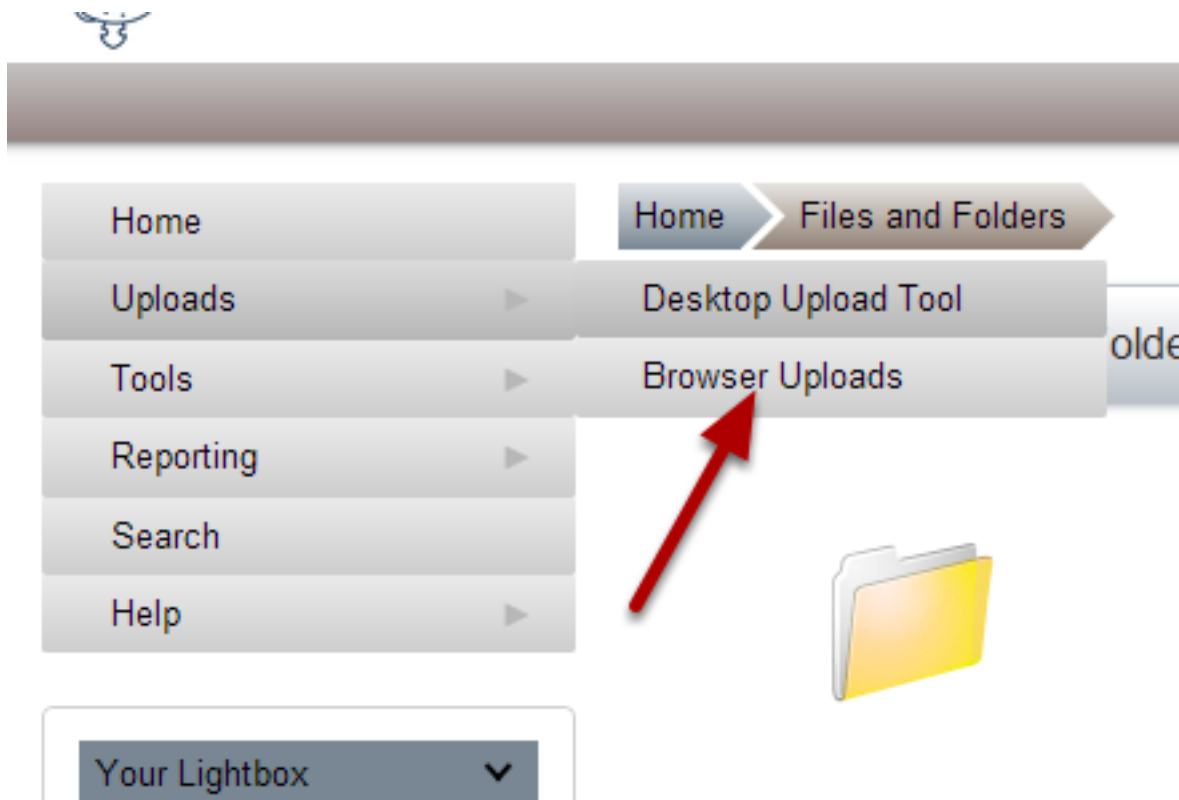
Note: These user guides have been replaced with the guides on [Haiku Knowledge Base](#)

Image Management System

Upload an Image to the Image Management System (IMS)

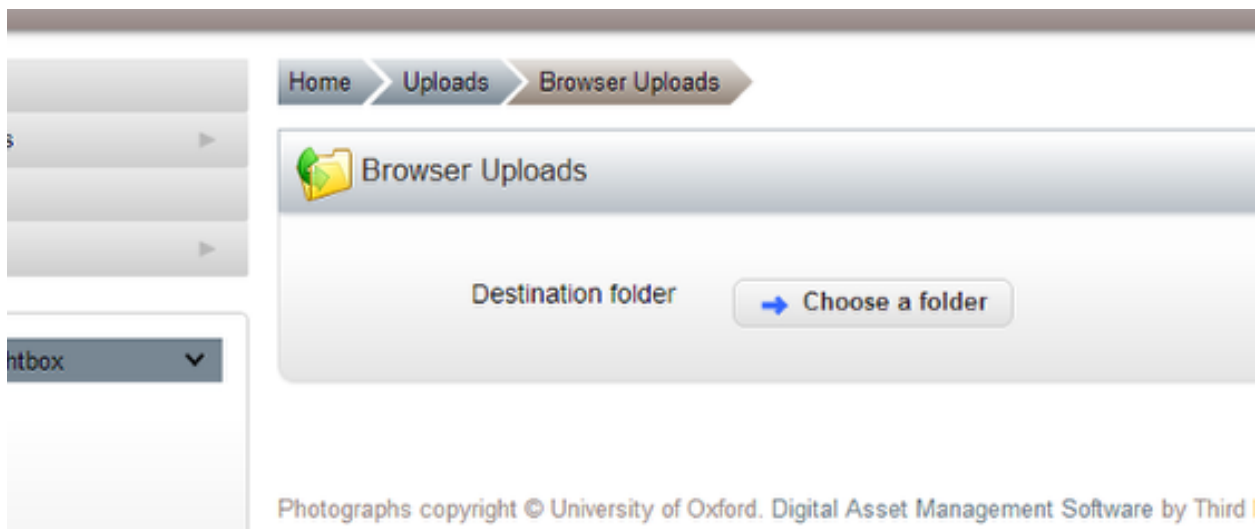
Shows you how to upload an image to the [Image Management System](#). You can also upload folders of images. If you don't have an account for the Image Management System please contact your Editor in Chief in the first instance.

Upload



Click on Uploads and then select Browser Uploads.

Choose a folder



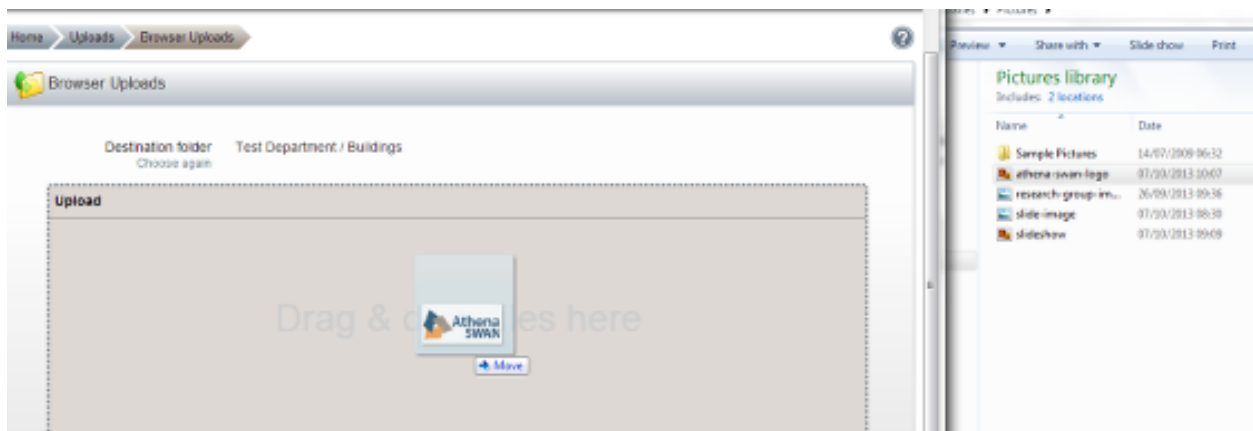
Click on the Choose a folder button

Select folder

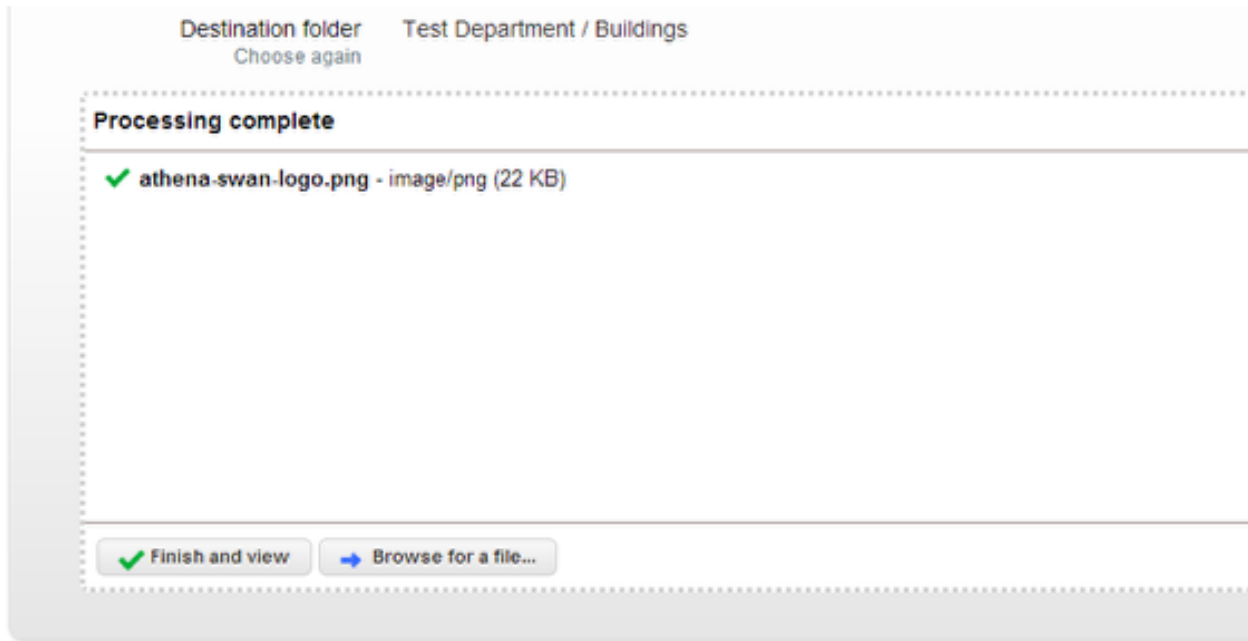


On the left hand side of the screen select the folder you would like to upload your images to.

Drag and drop your image




You can drag and drop the image(s) you would like to upload from your computer to the upload box in the image management system



Caption	<input type="text"/>
Alt tag (if different from caption)	<input type="text"/>
Keywords	<input type="text"/>
Copyright Notice	<input type="text"/>
Copyright owner (if different from copyright notice)	<input type="text"/>
License details / restrictions	<input type="text"/>
Date Created	<div><div>Unset ▾</div><div>→ Now</div><div>→ Unset</div></div>
Source	<input type="text"/>
Image type	<div>Please Select ▾</div>
Last Changed	<div><div>7 ▾</div><div>October ▾</div><div>2013</div><div>16 ▾</div><div>29 ▾</div><div>59 ▾</div><div>→ Now</div><div>→ Unset</div></div>
Upload Date	<div><div>7 ▾</div><div>October ▾</div><div>2013</div><div>16 ▾</div><div>29 ▾</div><div>59 ▾</div><div>→ Now</div><div>→ Unset</div></div>
Expiry Date	<div><div>Unset ▾</div><div>→ Today</div><div>→ Unset</div></div>
Names of people	<input type="text"/>
Use of image	<div>Please Select ▾</div>
Restrictions	<input type="text"/>

... for details.



☐
☒
☐
☐

Reference 1

Caption

Alt tag (if different from caption)

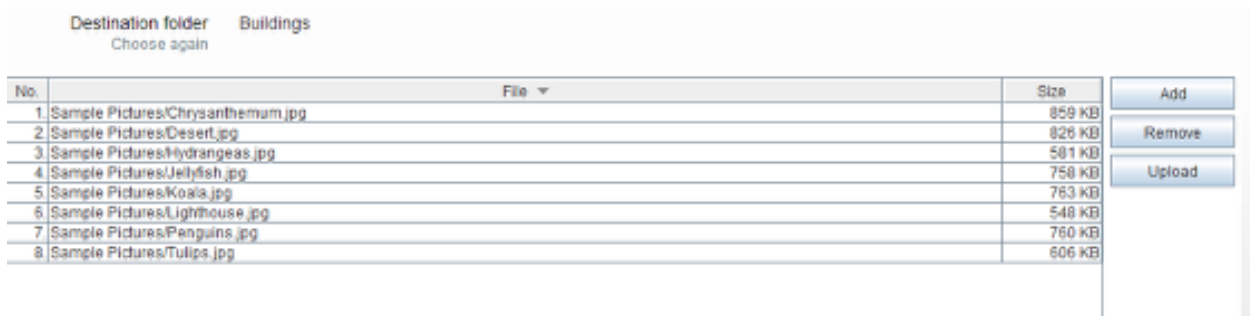
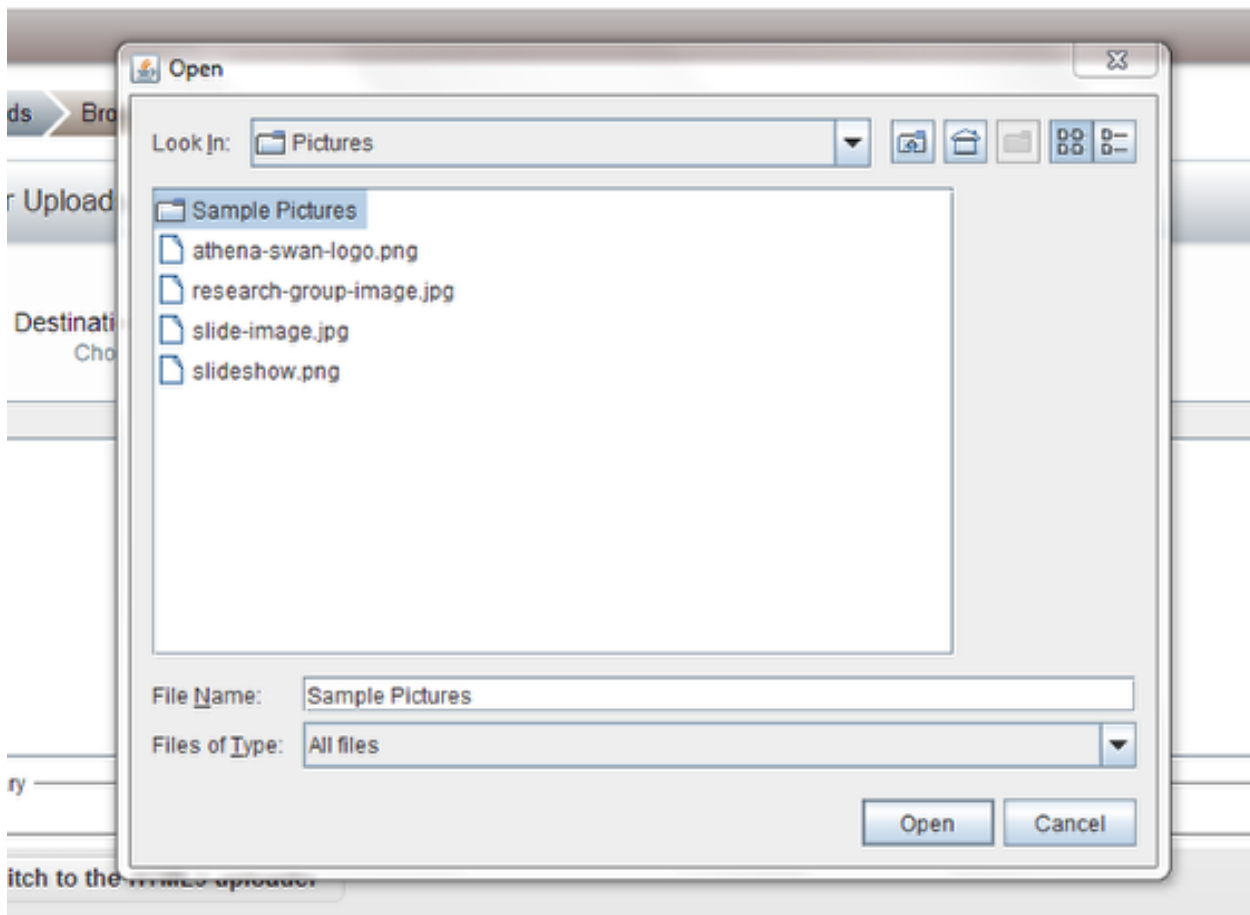
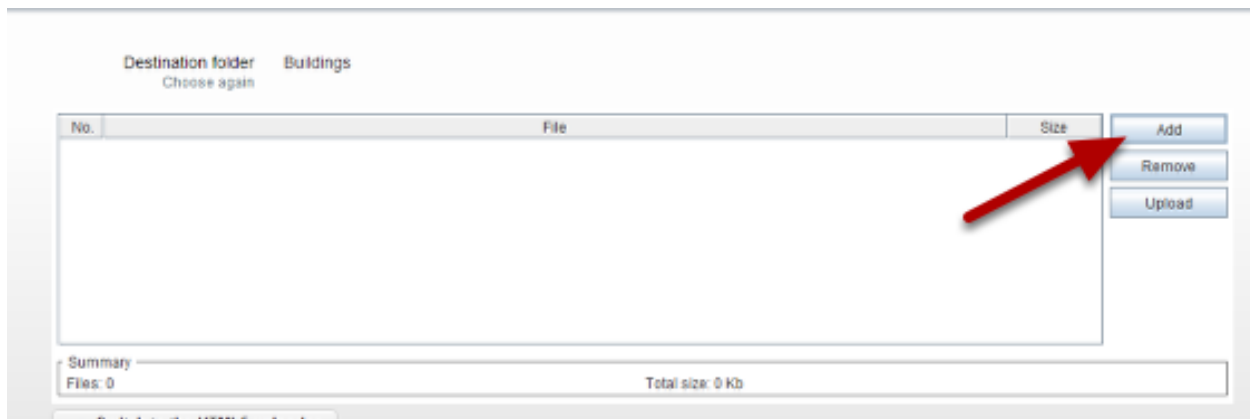
Any required metadata will be indicated with a red dot.

All of the files you uploaded have been added to the library.
You can upload more files or finish now.

→ Upload more files

→ Finish

Photographs copyright © University of Oxford. Digital Asset Management Software




8 files have been transferred, totalling 5.6 MB.

been submitted for processing, and will be available shortly.



Upload Complete.

 [View the files now](#)



Reference [19457295135 - Chrysanthemum.jpg](#)

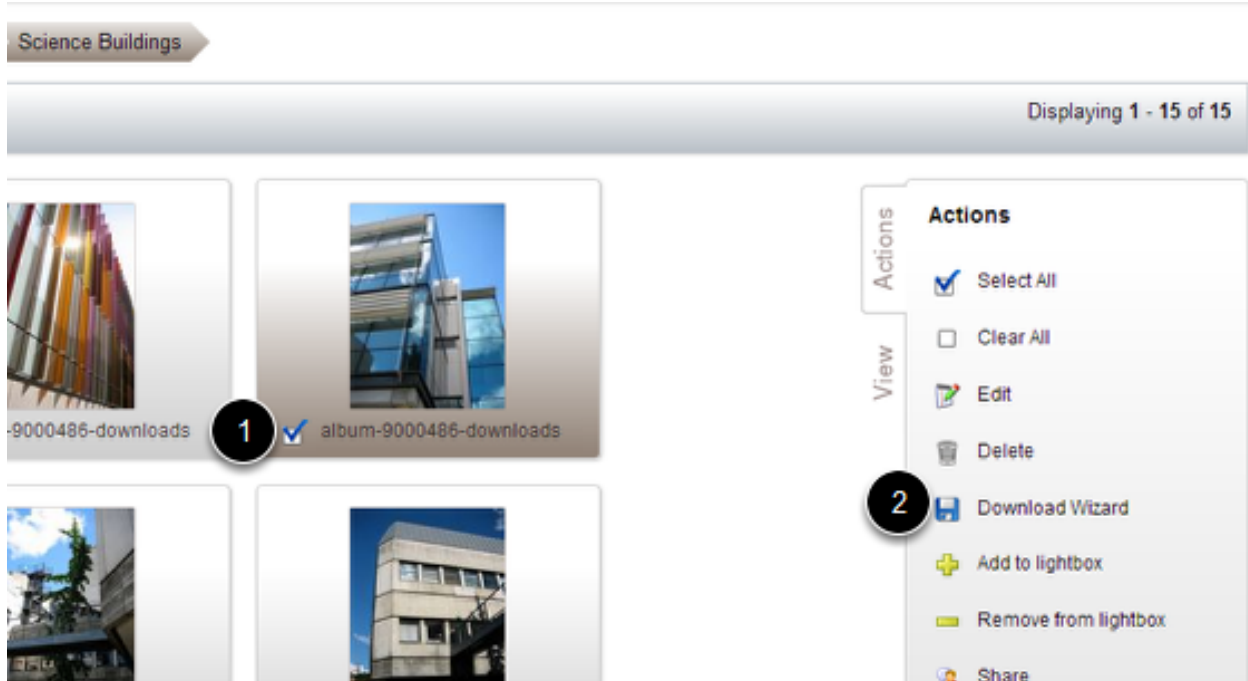
 Caption

Alt tag (if different from caption)

Download and Crop an Image from the Image Management System

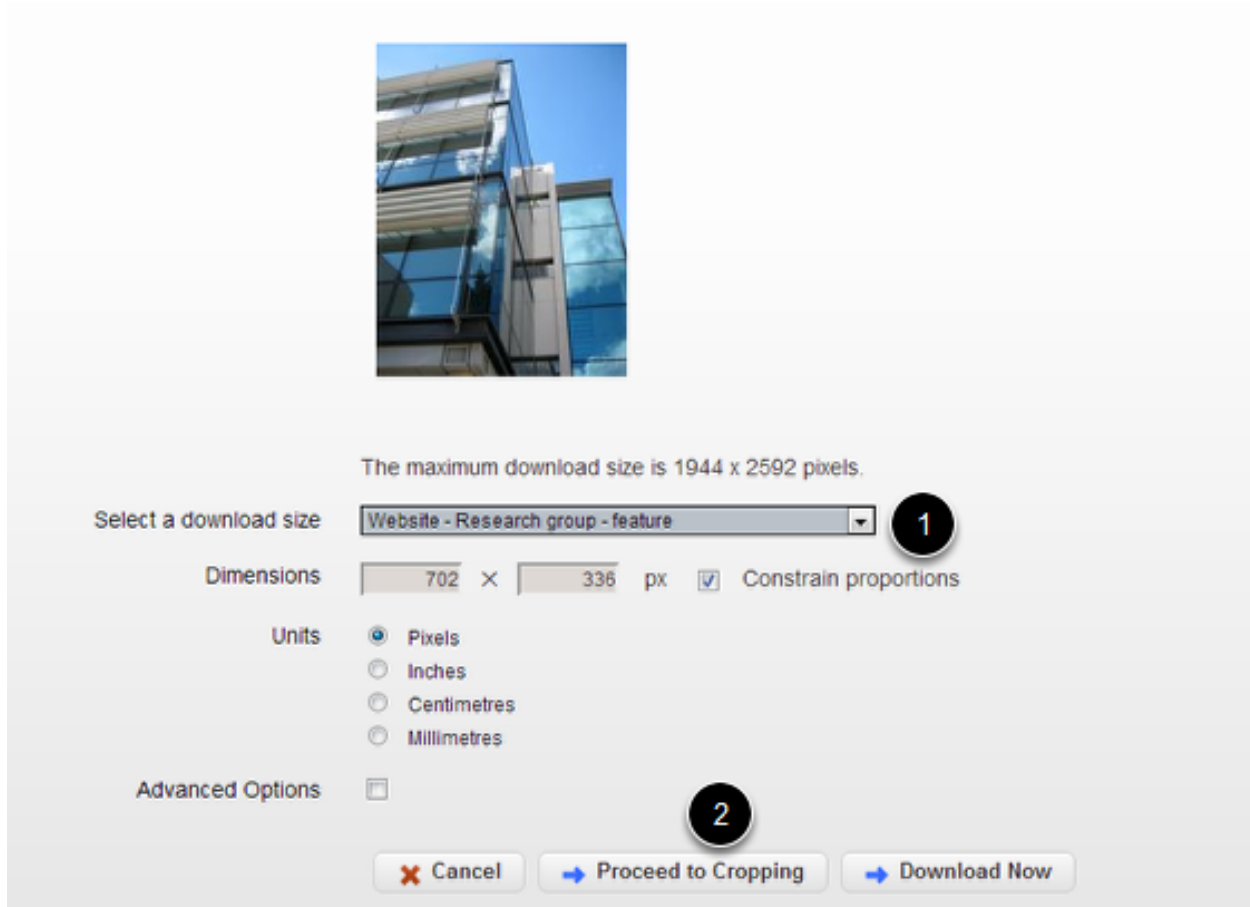
You can download and crop images in the correct sizes for different sections of your website. This tutorial shows you how to download an image of the correct size for a Research Group page (702 x 336 pixels).

Select the image



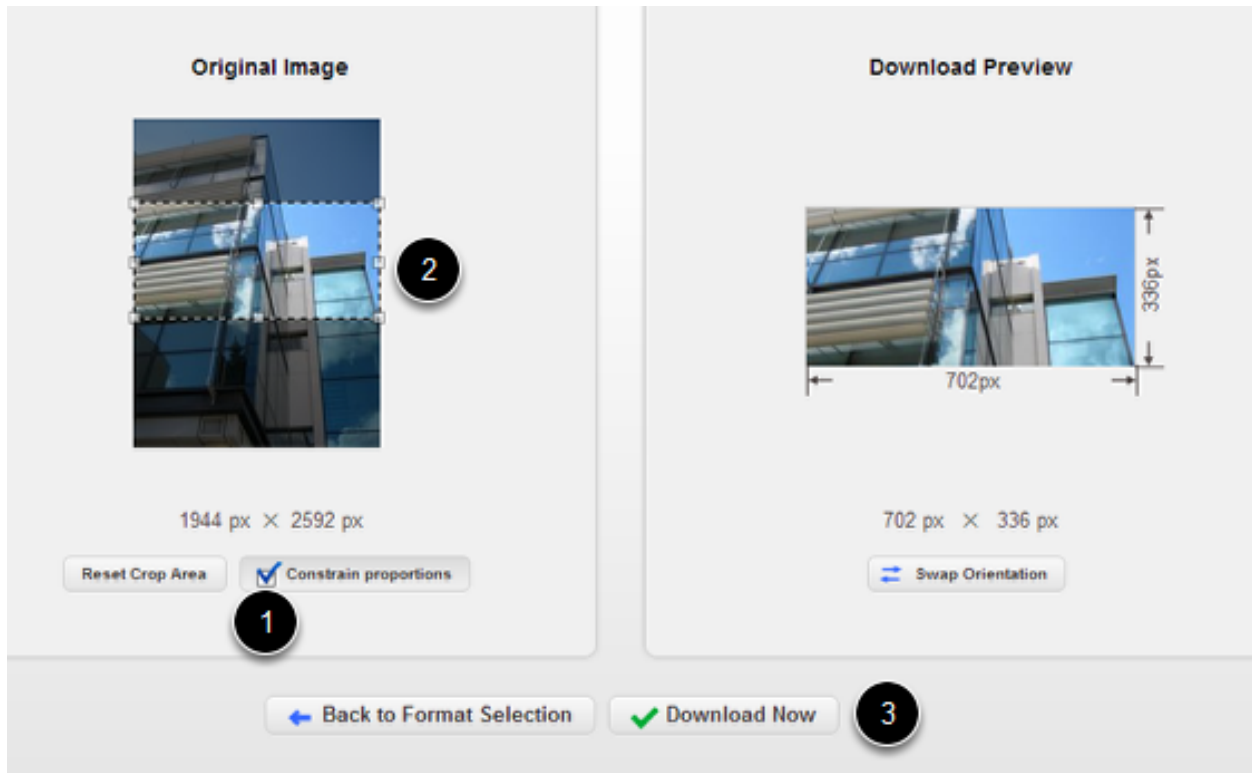
1. Click in the check box next to the image you would like to download.
2. Click on Download Wizard.

Select the size



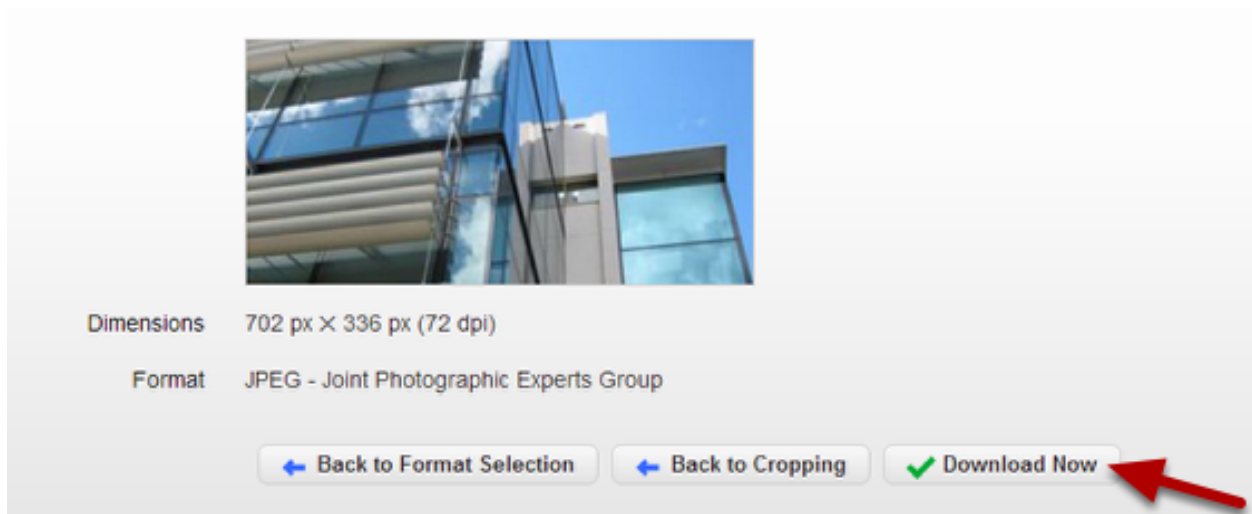
1. Select the download size (in this case for a Research group page - 702 x 336 pixels).
2. Click on Proceed to Cropping.

Crop the image



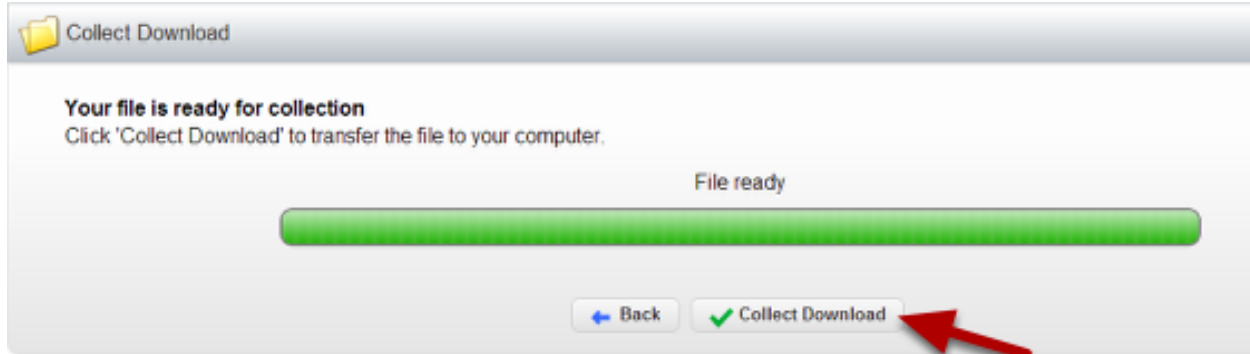
1. Click on Constrain proportions.
2. Move the crop box around the image to select the part of the image you would like.
3. Click on Download Now.

Download the image



Click on Download Now.

Collect the image

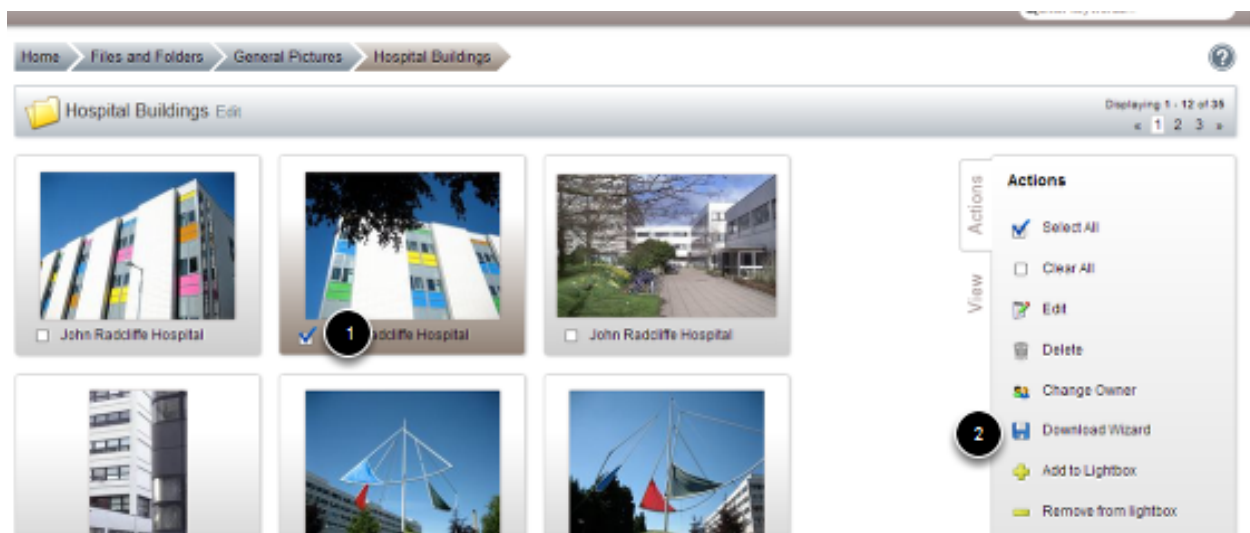


Click on Collect Download.

Crop and Publish an Image from the Image Management System as a URL

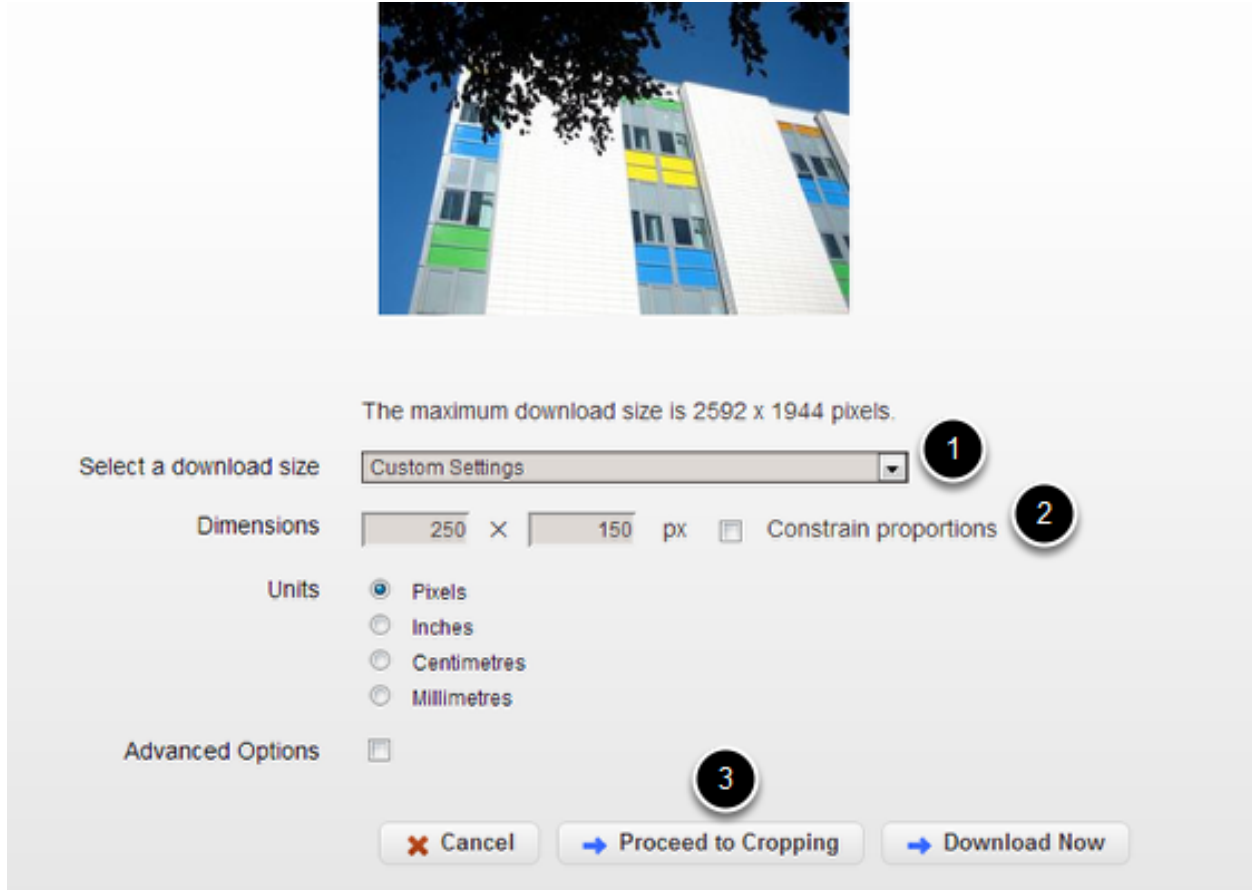
You can create a web address for any image uploaded to the Image Management System.

Select image



1. Select the image you would like to publish.
2. Click on the Download Wizard link on the right hand side of the page.

Crop image



The maximum download size is 2592 x 1944 pixels.

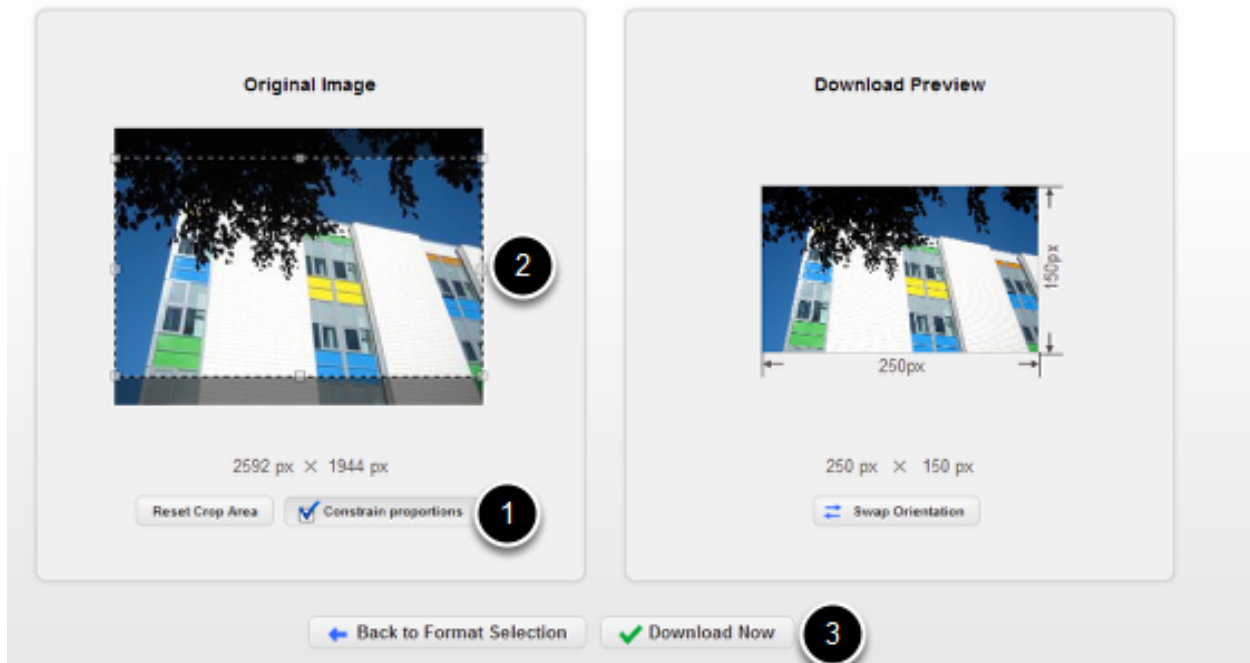
Select a download size: Custom Settings 1

Dimensions: 250 × 150 px ☐ Constrain proportions 2

Units: ☒ Pixels
☐ Inches
☐ Centimetres
☐ Millimetres

Advanced Options: ☐ 3

If you wish to crop your image before publishing it: 1. Select Custom Setting from the drop down list. 2. Untick the Constrain proportions box and enter the required size of your image in the Dimensions boxes. 3. Click on Proceed to Cropping.



1. Tick the Constrain proportions box.
2. Move the crop box to highlight the area of the image you would like to keep.
3. Click on the Download Now button.

Publish image to URL

Dimensions 250 px x 150 px (180 dpi)

Format JPEG - Joint Photographic Experts Group

Select your preferred delivery method

☐ Download File

☒ Publish to URL **1**

Publish Options

2 Watermarked ☐

Embargo Date → Today → Unset

Expiry Date → Today → Unset

Published File Note

← Back to Format Selection ← Back to Cropping ✓ Publish Now **3**

1. Make sure the Publish to URL option is selected.
2. You can watermark your image and set publication dates.
3. Click on the Publish Now button.

Image web address

The published file has successfully been submitted for publishing and will be available shortly.

The URL for your file is:

`http://images.oxfordmedsci.org.uk/pf.tlx/mupmzmu9Qp8W`

→ Back to the file

You will be taken to a page giving you a link / the web address for the image. Click on the link to take you to the image or to copy the address right click on the link and select Copy link address:

for your file is:

images.oxfordmedsci.org.uk/pf.tlx/n

Click to the file

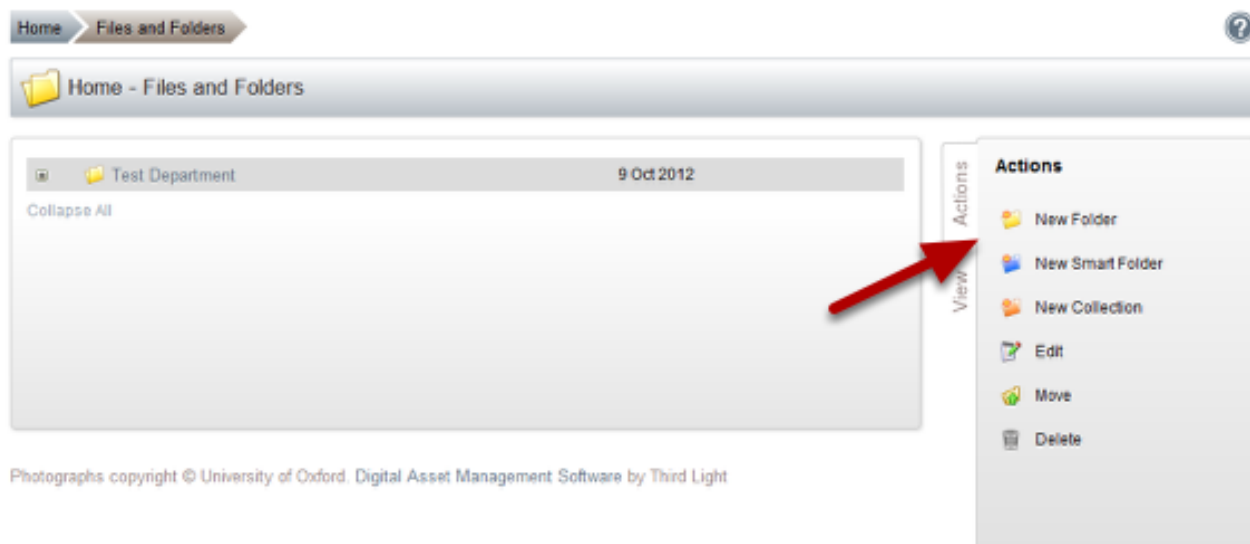
- Open link in new tab
- Open link in new window
- Open link in incognito window
- Save link as...
- Copy link address
- Inspect element

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Create a New Folder in the Image Management System

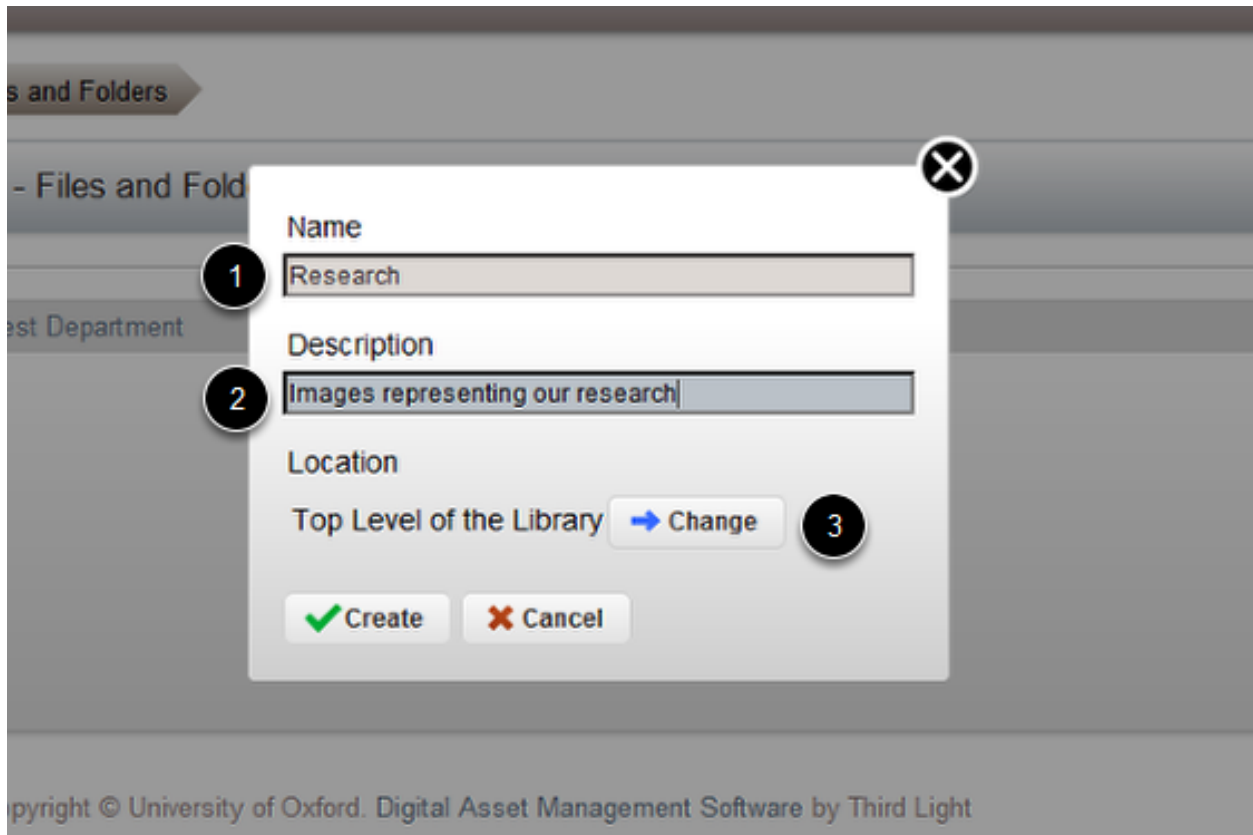
This shows you how to create a new folder in the Image Management System.

New Folder



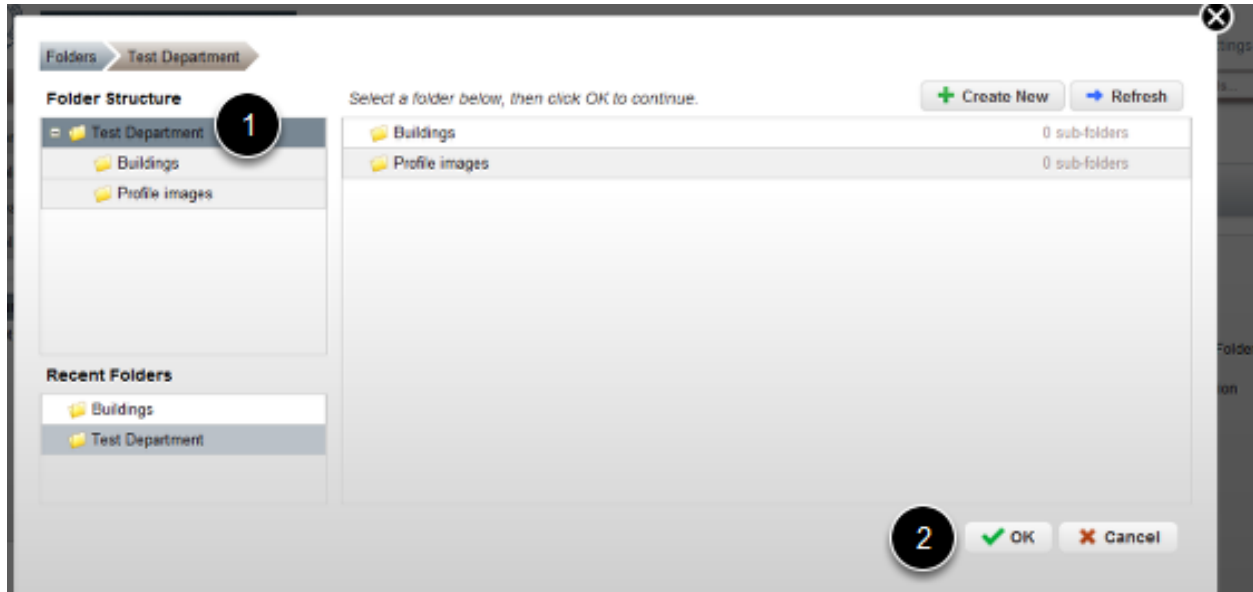
Click on New Folder.

Name the new folder



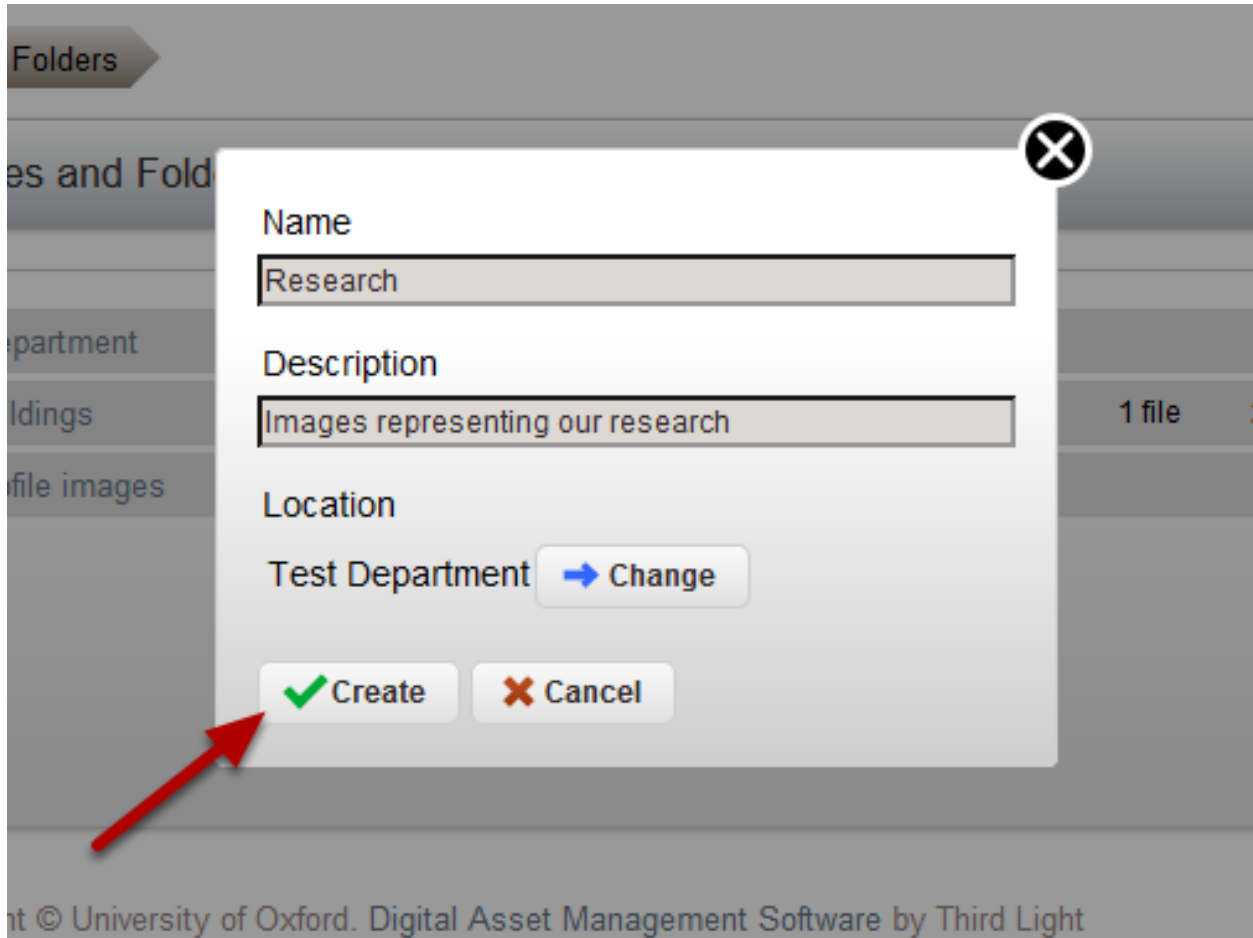
1. Enter the folder name.
2. Enter a description of the content of the folder.
3. Click on Change. This takes you to the following page where you can specify where you would like to create your folder.

Choose the folder location

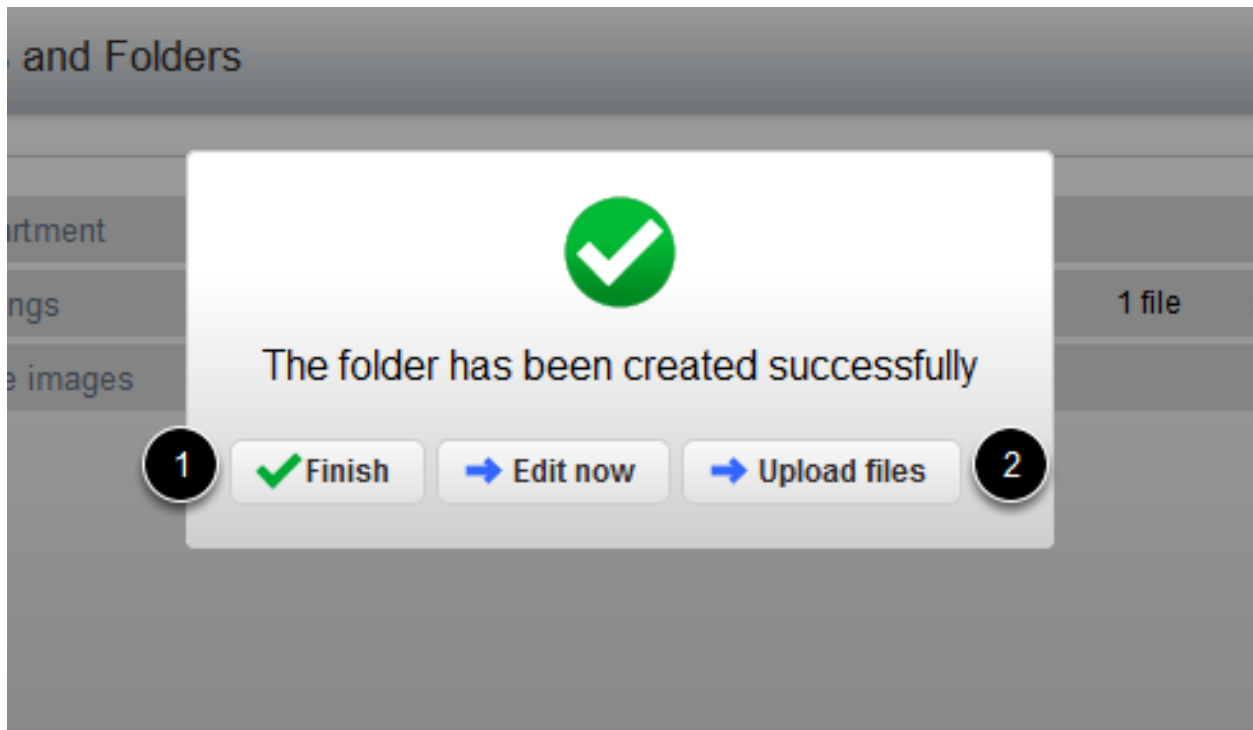


1. Click on the folder where you would like to add the new folder.
2. Click on OK.

Create the folder



Click on Create.

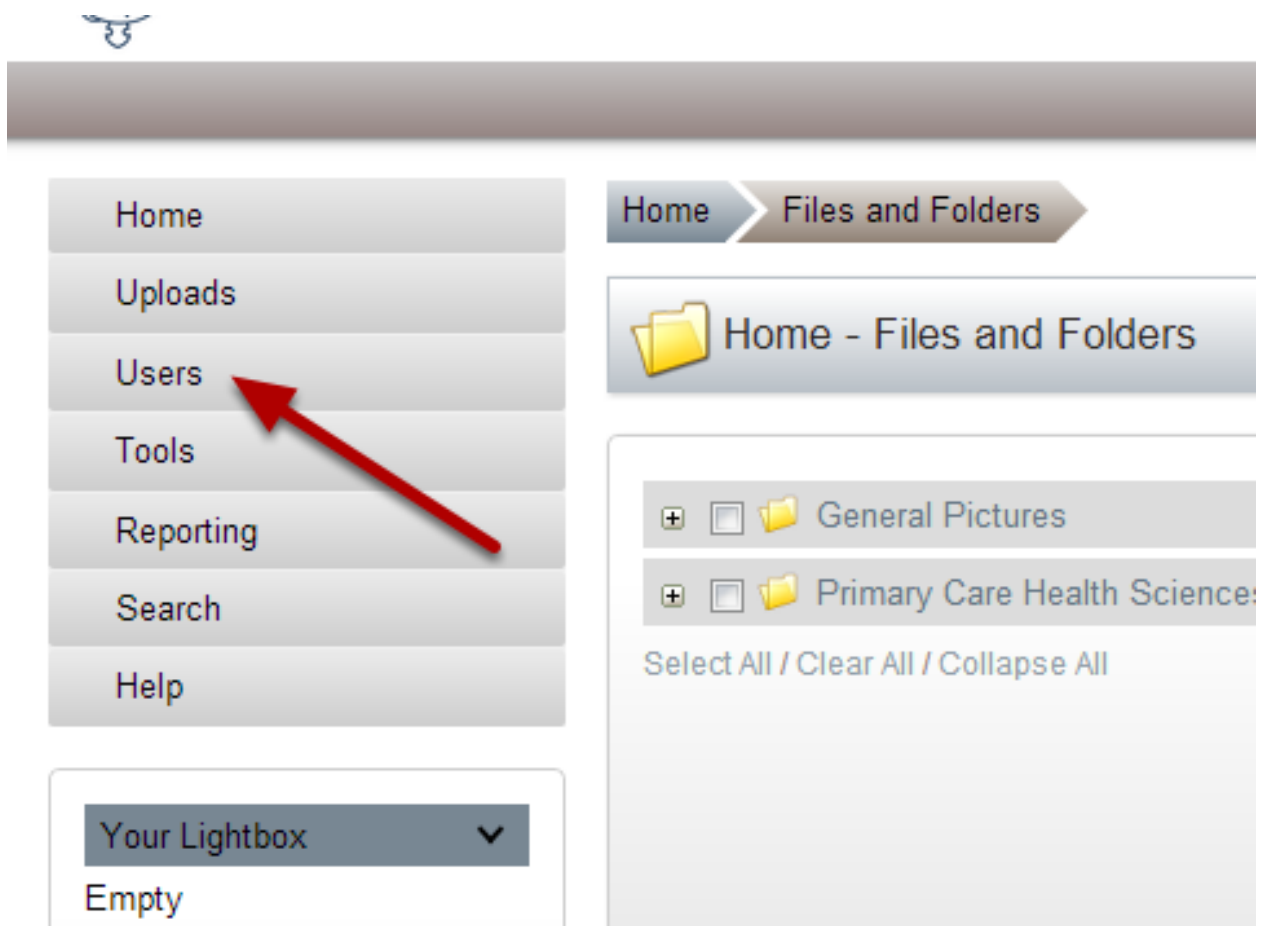


1. Click on Finish to create the folder, or
2. Click on Upload files if you want to create the folder and add files to the folder.

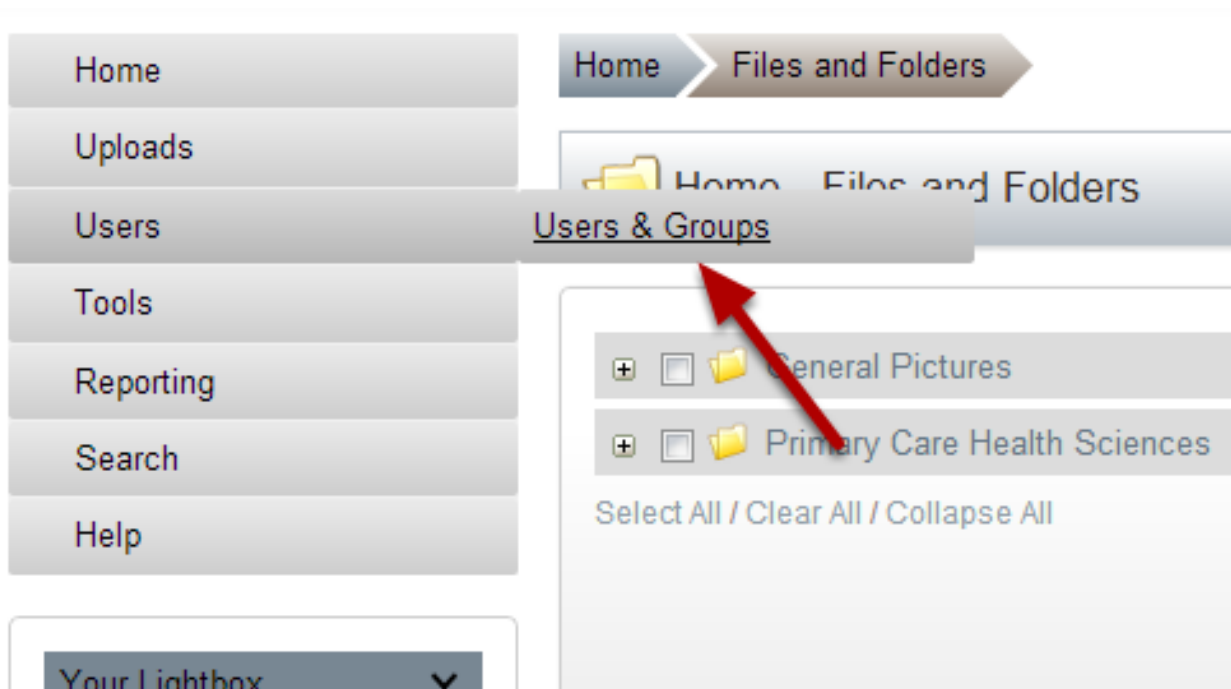
Create a New User Account on the Image Management System

Not all users of the image management system will have permission to create new users (this role is normally allocated to the website's Editor-in-Chief). If you need to create new user accounts but don't have the necessary permissions please contact us - turnkey@medsci.ox.ac.uk

Users

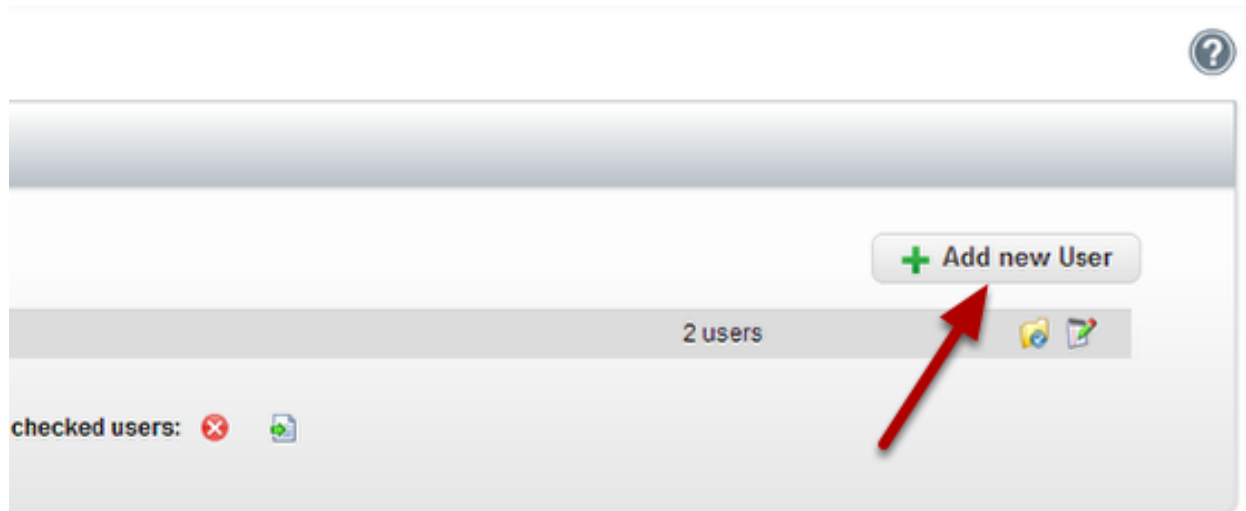


Click on Users



Click on Users & Groups

Add new User



by Third Light

Click on + Add new User

Add new account details

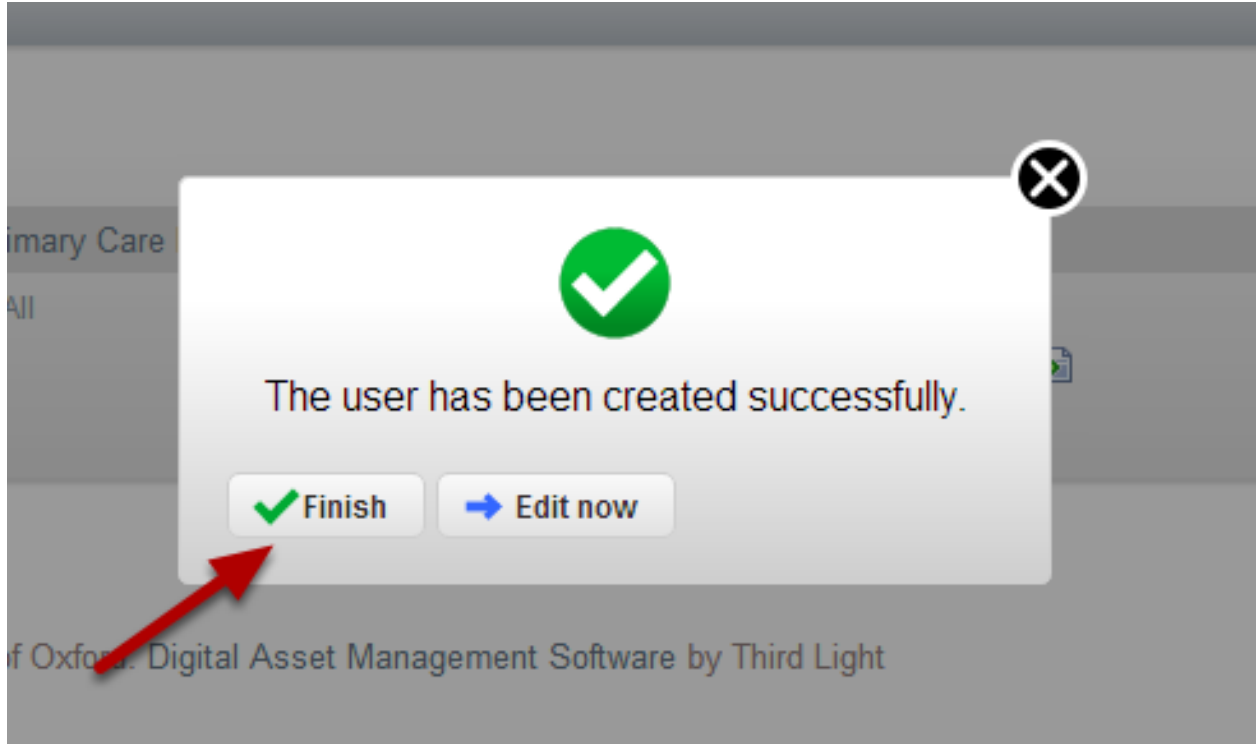
The screenshot shows a modal dialog box for adding a new user account. It is titled 'Add new account details' and has a close button (X) in the top right corner. The dialog contains four numbered steps:

1. Username: clas0184
2. Name or description: Nicole Harris
3. E-mail: nicole.harris@medsci.ox.ac.uk
4. Preset / Group: Primary Care

At the bottom of the dialog are two buttons: 'Create' (with a green checkmark icon) and 'Cancel' (with a red X icon).

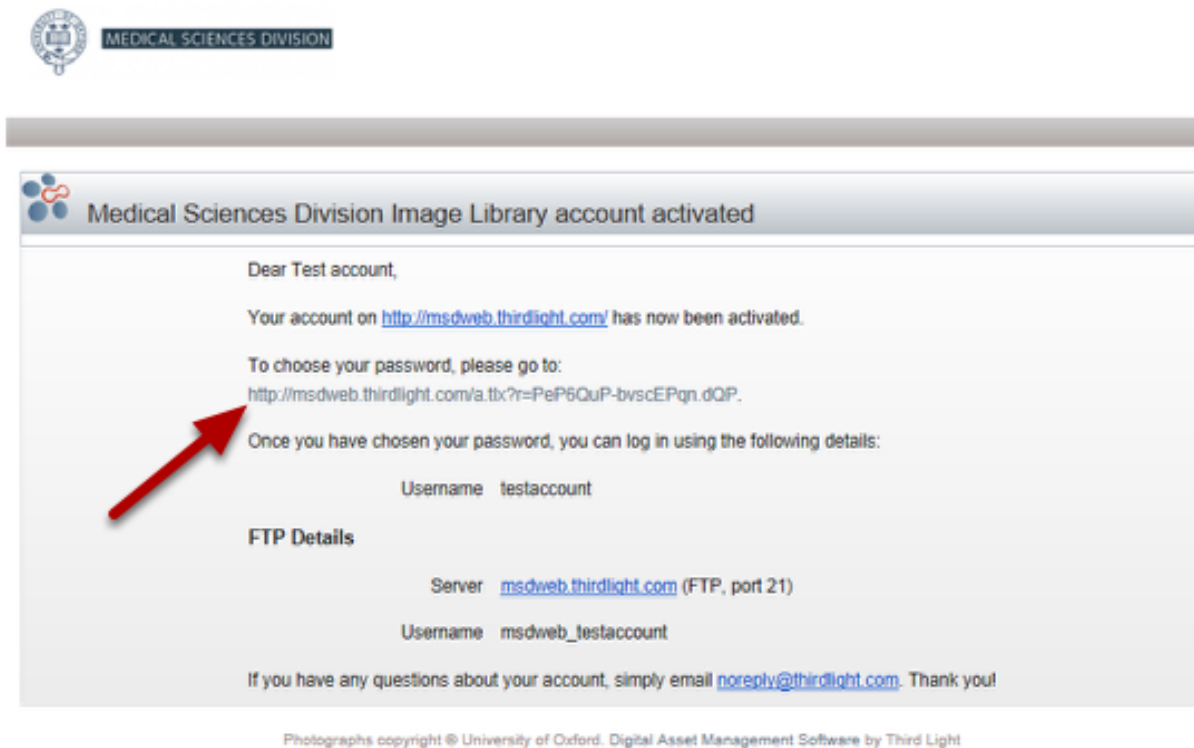
Fill in the following details: 1. Username (you might want to use the SSO username so that people don't forget their username). 2. Name of the user. 3. Email address. 4. Select the group you would like to add the user to. Unless you administer more than one group there will only be one choice.

Account created



Click on Finish.

Email to the new user



An email will be sent to the new user with a link for them to set up a password to their account.

CHAPTER 6

Editors in Chief

Note: These user guides have been replaced with the guides on [Haiku Knowledge Base](#)

CHAPTER 7

Indices and tables

- `genindex`
- `modindex`
- `search`