

Staff Pages

This note sets out to clarify the automated aspects of staff pages within our Content Management System (CMS) commonly known as T4.

Basic Page

A staff page is automatically created by an import from the HR system for each member of staff. We define a member of staff as someone who :

- is paid by the University of Strathclyde
and
- has *either* an email address *or* a phone number.

This automatic import from the HR system runs every day. If a staff member leaves the University (i.e. their contract is marked as complete in the HR system) their page is marked as inactive and will be deleted.

Publications Information

Once a week, if staff have approved publications in StrathPrints, their publications information is added to their staff page with a link on the 'rightcol' of the staff page.

PURE Information

Once a week, if staff have completed the relevant sections of PURE, the following information is added to their web page :

- Profile
- Projects
- Supervised Students

FAQ

If you encounter any issues with Staff pages, please refer to the following information table :

| Common Issues | Result | Mitigation / Resolution |
|---|--|---|
| Staff member changes department <i>or</i> leaves and returns <i>or</i> for some other reason their contracted dates are amended | When a staff page is created it is assigned to a department. If staff change departments then their old page will be deleted and a new page created in their new department. This means any manually added content on the old page will also be deleted unless action is taken. | Inform person who maintains the staff page of changes to department or employment dates. They can copy or move manual content ready to be assigned to the new section. Webteam may be able to retrieve information but must be informed as soon as possible after the issue occurs. |
| New staff join | Staff page not linked from departmental site. | Check to see if the staff member is in http://teledir.strath.ac.uk/ : <ul style="list-style-type: none"> • if not : contact HR • If they are : then the most common reason is that the departmental staff list has been manually entered by the department in the CMS. Request that the list is amended. |
| New staff join | Staff page not found in CMS. | Check to see if the staff member is in http://teledir.strath.ac.uk/ : <ul style="list-style-type: none"> • if not : contact HR • if they are : search the CMS using the search box on the Site Structure page. If you find nothing, contact webteam@strath.ac.uk |
| Email address is wrong <i>or</i> extension number is wrong | - | Staff may change this themselves using Human Resources Information Server (HRIS) which is accessed via http://pegasus.strath.ac.uk/ |
| Job Title is wrong | - | Staff should contact HR. |
| A live web page doesn't match the CMS preview | | Check that enough time has passed from approving any changes to the page. Publish times are shown on the CMS welcome page. It may be that the live page's address has changed because : <ul style="list-style-type: none"> • It's been moved in the CMS • It's had an Output URI set • The CMS section has been renamed • A parent section has been affected by any of the above. |

| Common Issues | Result | Mitigation / Resolution |
|---|--|--|
| PURE data not updated. | Page does not reflect information in PURE. | Due to both the size of the imports (particularly publications information) and most of the information not changing having been uploaded, we only import PURE data once a week so there is a lag. |
| Inaccurate formatting information added in PURE Profiles. | Published web page looks wrong or text is incorrectly formatted. | Ensure content in PURE does not have any extra formatting. |