



Guide to eStaffProfile (eSP) and CMS staff profiles

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1. Introduction to eSP and CMS website staff pages

All HR recognised members of staff, and post-graduate research students, have access to eStaffProfile. This means you can edit your own personal eSP information.

Information from eSP may be used on your staff profile page on the University website. This depends on whether or not the school/department are using the CMS for their staff listings, and if the user has one of the roles configured to be displayed.

1.1. Accessing and logging on to eSP

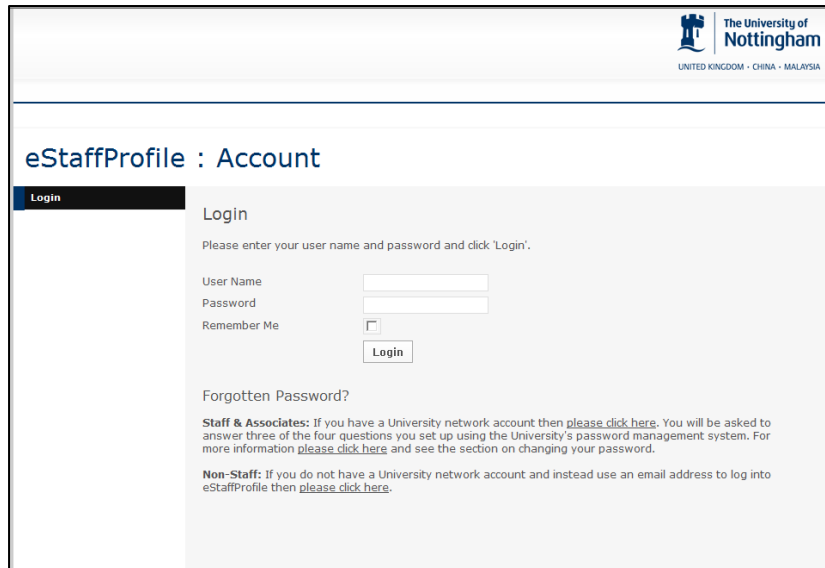
You can access eStaffProfile in two ways:

1. through the **UoN intranet portal**.

To access eStaffProfile follow the link to the intranet portal from the quick links dropdown menu on the home page of the University website or visit <http://my.nottingham.ac.uk>. Sign in using your workstation login then click on the 'Me' tab. Launch eStaffProfile.

2. through <http://estaffprofile.nottingham.ac.uk>

The eStaffProfile login page looks like this:



The screenshot shows the eStaffProfile login page. At the top right, there is the University of Nottingham logo and the text 'The University of Nottingham UNITED KINGDOM · CHINA · MALAYSIA'. The main heading is 'eStaffProfile : Account'. Below this, there is a 'Login' tab. The login form contains the following elements:

- A 'Login' heading.
- A prompt: 'Please enter your user name and password and click 'Login'.'
- Input fields for 'User Name' and 'Password'.
- A 'Remember Me' checkbox.
- A 'Login' button.
- A 'Forgotten Password?' section with two paragraphs of text: one for 'Staff & Associates' and one for 'Non-Staff'.

3. to login, enter your **workstation login and password** if you are a member of staff or a PGR student, or enter your non-staff username (which will be an email address) and the password that was emailed to you when the account was created.

1.2. eSP menu system

The eSP menu system looks like this:



Profile:

The large clickable button on this page indicates the areas of eSP that have a bearing on your University staff listing.

Publications:

The large clickable button for Publications is where you can manage all your publications.



The globe means that information will be public and displayed on the University website. Where all of the information on a page will be published, the icon is displayed once at the top of the page. Where only part of the information on the page will be published, the icon will appear next to each relevant field. Please note that information will only be published if you have allowed it to be via the Settings screen.



The "U" indicates that your **U-Now page**, if you have one, will be populated with this information. **U-Now** is The University of Nottingham's collection of open educational materials which have been uploaded to the web for anyone to use. The materials range from complete modules to smaller scale learning objects and highlight a range of teaching and learning activities from across the University. There are no assessments and no credits awarded but U-Now provides an opportunity to browse or download material and learn more about a familiar subject or a new topic. Where all of the information on a page will be published, the icon is displayed once at the top of the page. Where only part of the information on the page will be published, the icon will appear next to each relevant field. Please note that information will only be published if you have allowed it to be via the Settings screen.

Formatting your text in CMS

For consistency in style it is recommended that you write your personal information in the third person. If you jump between the first and third person it will look inconsistent on your personal details page.

2. Staff listing page in CMS

The information in a School/Department staff listing on the University website is pulled in from information contained in eStaffProfile. The Staff listing page looks like this:

School of Chemistry

School Intranet

Home
About
Study with us
Current Students
Research
People
Information for Schools
Chemistry Boot Camp
Alumni
Business Partnership Unit
Events
International Year of Chemistry
News

Academic Staff | Research Staff | Administrative Staff | Technical Staff | A-Z Directory

Name	Telephone	Job Description	Contact
Head of School			
Searle, Mark	0115 951 3567	Professor of Biological Chemistry and Head of School	<input checked="" type="checkbox"/>
Professors			
Blake, Sandy	0115 951 3488	Professor and Director of Chemical Crystallography	<input checked="" type="checkbox"/>
Chamness, Neil	0115 95 13505	Professor of Chemical Nanoscience	<input checked="" type="checkbox"/>
Garner, Dave	0115 951 14188	Professor Emeritus	<input checked="" type="checkbox"/>
George, Michael	0115 951 3512	Professor of Chemistry	<input checked="" type="checkbox"/>
Hayes, Christopher	0115 951 3045	Professor of Organic Chemistry	<input checked="" type="checkbox"/>
Hirst, Jonathan	0115 95 13478	Professor of Computational Chemistry	<input checked="" type="checkbox"/>
Howdle, Steven	0115 951 3486	Professor of Chemistry	<input checked="" type="checkbox"/>
Jones, Rob	0115 95 13468	Professor of Chemistry	<input checked="" type="checkbox"/>
Lygo, Barry	0115 95 13526	Professor of Chemistry	<input checked="" type="checkbox"/>
Mokava, Robert	0115 846 6174	Professor of Materials Chemistry	<input checked="" type="checkbox"/>
Moodv, Christopher	0115 846 8500	Sir Jesse Boot Professor and Head of Organic Chemistry	<input checked="" type="checkbox"/>
Pattenden, Gerry	0115 951 3530	Professor of Organic Chemistry (Emeritus)	<input checked="" type="checkbox"/>
Poliakoff, Martyn	0115 951 3520	Research Professor of Chemistry	<input checked="" type="checkbox"/>
Powis, Ivan	0115 951 3467	Professor of Chemical Physics	<input checked="" type="checkbox"/>
Reid, Katharine	0115 951 3446	Professor of Chemical Physics	<input checked="" type="checkbox"/>
Sarre, Peter	0115 951 3460	Professor of Chemistry and Molecular Astrophysics	<input checked="" type="checkbox"/>
Schroder, Martin	0115 951 3490	Dean of the Faculty of Science, Professor and Head of Inorganic Chemistry	<input checked="" type="checkbox"/>
Soultanas, Panos	0115 9513525	Professor of Biological Chemistry	<input checked="" type="checkbox"/>

Tabs on your University staff listing page.

There are tabs across the top of the page. Each tab contains the staff listing of a certain staff category:

- Academic Staff
- Research Staff
- Administrative Staff
- Technical Staff.

To assign yourself to the correct category you will have to make sure certain information is entered correctly into your eSP. To allocate yourself to the correct staff category you will need to ensure you are a member of the appropriate role for the group on the **University Memberships** page.

Teaching and Research summaries: The information on your Teaching and Research summaries within the Personal Details page is pulled in from the **Teaching interests** and **Research Summaries** areas in your eSP. You have the option of having all your research or teaching and learning information on your Personal Details tab or you can have a summary of a couple of lines with a link to a Teaching and Learning and Research tab where your full information will display.

If you choose to have a summary with link to full information, you will need to format your text to ensure that your summary and tab display correctly. (See [2.5 Teaching summary](#), [2.3 Research summary](#), [4. Research tab](#) and [6. Teaching and Learning tab](#) for full information)

Avoid using chunks of text: Web users scan text rather than reading in a linear fashion. Therefore it is important to break up text with subheadings and use bullets wherever possible.

2.1. Contact Details

This first page of a person's staff profile is the **Contact Details** tab. It holds the details shown in the example opposite.

The screenshot displays the 'eStaffProfile : Profile' page. The left-hand navigation menu includes 'Contact Details', 'Photos', 'Professional Summaries', 'Research Summaries', 'Research Supervisees', 'Teaching Summaries', 'Free Text Tab', 'University Memberships', 'Qualifications', 'Professional Memberships', 'Esteem Indicators', 'Event Attendance', 'U-Now', and 'Logout'. The 'Contact Details' section is active, showing 'Personal Details' with the following fields:

- Unique Identifier: Assoc006917
- User Type: Staff
- Full Name: Test Associate
- Email Address: Test.Associate@nottingham.ac.uk
- Full Title: Mr
- Known As (Forename): Test
- Known As (Surname): Associate
- HR Job Title: [Empty field]
- Job Description: [Empty field]
- Work Telephone Number: [Empty field]
- Work Mobile Number: [Empty field]
- Work Fax Number: [Empty field]
- Skype User Name: [Empty field]
- Home Page URL: [Empty field]
- Address: Site (King's Meadow Campus), Building, Business Unit, Room Number (all empty fields)

A 'Save Contact Details' button is located at the bottom of the form.

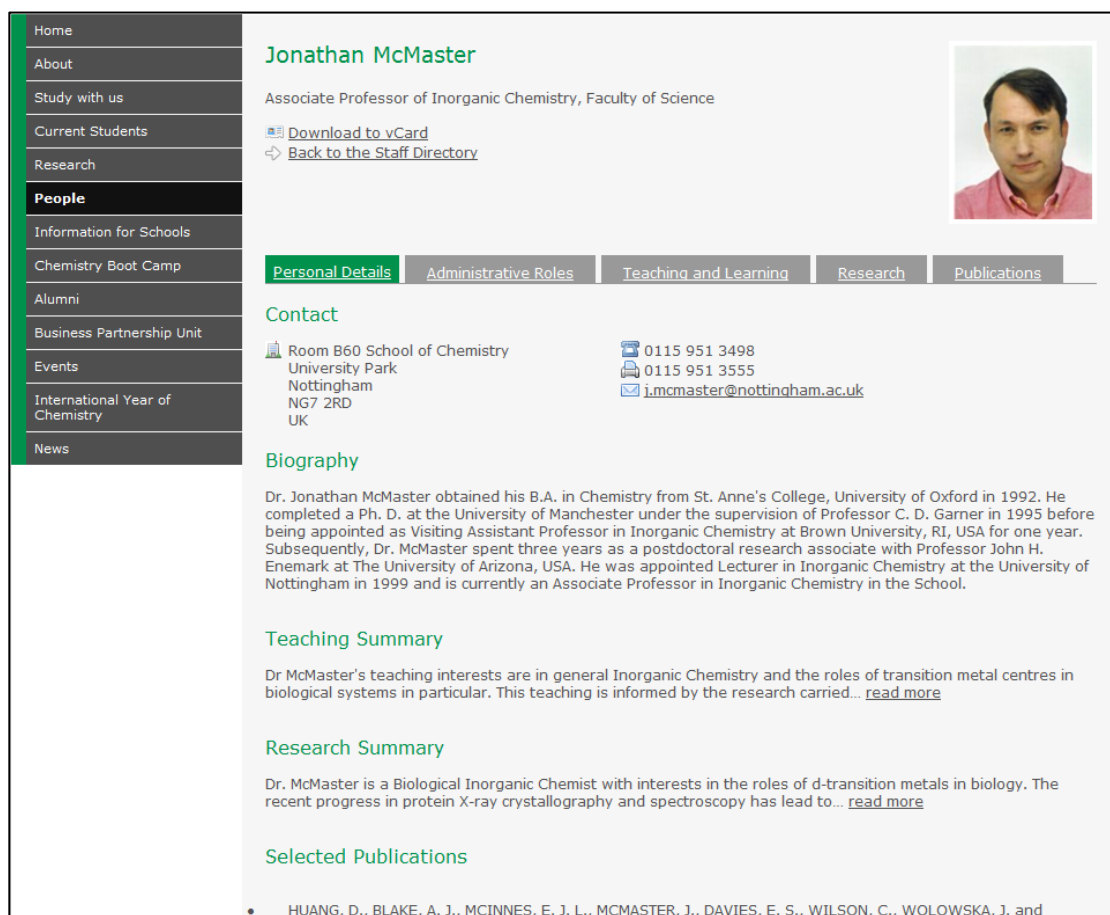
Please note: When you make any changes to your eSP it can take overnight to show up on the website.

Only members of staff on the HR database, or postgraduate research students, will have an eSP profile, e.g. if you are a visiting professor you would have to contact the IS helpline to be added.

Your **surname** and **forename** information on your staff profile is pulled directly from the information contained in your Personal page in eSP. These fields are greyed out and you will be unable to edit them. This is because the information in these fields is pulled in from the central HR database.

Overriding official HR forename

If you would rather be known as something other than your forename, for example 'Jon' instead of 'Jonathan' you can do this by completing the '**Forename(s) Known As**' field.



The screenshot shows a staff profile page for Jonathan McMaster. On the left is a navigation menu with items like Home, About, Study with us, Current Students, Research, People (highlighted), Information for Schools, Chemistry Boot Camp, Alumni, Business Partnership Unit, Events, International Year of Chemistry, and News. The main content area displays the name 'Jonathan McMaster' in green, followed by his title 'Associate Professor of Inorganic Chemistry, Faculty of Science'. There is a photo of him and two links: 'Download to vCard' and 'Back to the Staff Directory'. Below this are tabs for 'Personal Details' (selected), 'Administrative Roles', 'Teaching and Learning', 'Research', and 'Publications'. The 'Contact' section lists his address (Room B60 School of Chemistry, University Park, Nottingham, NG7 2RD, UK), phone numbers (0115 951 3498, 0115 951 3555), and email (j.mcmaster@nottingham.ac.uk). The 'Biography' section describes his education and career path. There are also sections for 'Teaching Summary', 'Research Summary', and 'Selected Publications'. At the bottom, a list of publications is partially visible, starting with 'HUANG, D., BLAKE, A. J., MCINNES, E. J. L., MCMASTER, J., DAVIES, E. S., WILSON, C., WOLOWSKA, J. and'.

If this information is incorrect you must contact HR to get the information changed.

Job title and contact information

Your job title and your contact information is pulled in from the **Profile > Contact Details** page in eSP.

Your **HR Job Description** will appear as your job title on your staff profile by default. If you need to change this you can do so by filling in the **Job Description** field. For example, you may not wish to just be known as a Lecturer, but as a Lecturer of Philosophy.

Note: if you also have a university **personal website** this can be added to your contact information. You will have to enter the appropriate field on the **Contact Details > Personal** page in eSP.

2.2. Professional summaries

These five boxes allow you to add extra information about yourself.

N.B. When you add or change information, you must remember to save it at the bottom of the page.

Biography

The biography information on your Personal details page, should be entered in **Professional Summaries**

Expertise Summary

You can enter your Expertise Summary here on this page.

You can fill out the following spaces, but they will not be shown on the University website

Lay Summary

This section will not display on the website.

Media Summary

This section will not display on the website.

Personal Keywords

This section will not display on the website.

N.B. As above: Do not forget to save your work at the bottom of the page!

2.3. Research summaries

The Research summary on your Personal details page is taken from the first couple of sentences entered into **Research Interests > Research Summaries**.

There are three boxes listed: **Current Research, Future Research** and **Past Research**.

N.B. Remember to tick the **Research Active** page.

If you want a brief summary of your research with a link to a Research tab you will need to write at least 200 characters in your opening paragraph.

If you write less than 200 characters your research information will show in its entirety on your Personal Details tab and you will not have a Research tab.

2.4. Research supervisees

This space will include details about the Research Students involved in your work. It is currently unavailable.

2.5. Teaching Summaries

The teaching summary on your **Personal Details** page on the University (CMS) website is taken from the Teaching Summaries page.

This page will publicise your past experience.

N.B. When you add or change information, you must remember to save it at the bottom of the page.

Teaching and Learning Interests


If you want a brief summary of your teaching and learning interests with a link to a Teaching and Learning tab you will need to write at least 200 characters in your opening paragraph.

If you write less than 200 characters your teaching information will show in its entirety on your **Personal Details** tab and you will not have a **Teaching and Learning tab** visible. See example below:

Jonathan McMaster

Associate Professor of Inorganic Chemistry, Faculty of Science

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[Back to the Staff Directory](#)



[Personal Details](#) | [Administrative Roles](#) | **[Teaching and Learning](#)** | [Research](#) | [Publications](#)

Dr McMaster's teaching interests are in general Inorganic Chemistry and the roles of transition metal centres in biological systems in particular. This teaching is informed by the research carried out in Dr McMaster's research group and builds upon general principles of inorganic chemistry developed in year one courses in Chemistry. In addition to his lectures, the McMaster group usually welcome one or two MSci 4th year students into the group each year to work on their final year research projects. PhD students working in the McMaster group also demonstrate in Inorganic Undergraduate Teaching Laboratories.

Undergraduate Courses:

- **F11OMC - Reactivity of Organic Molecules and Metal Co-ordination Chemistry** - [WebCT Pages](#)
- **F14PFB - Protein Folding and Biospectroscopy** - [WebCT Pages](#)
- **F13BMC - Bioinorganic and Co-ordination Chemistry** - [WebCT Pages](#)

In addition, Dr McMaster holds tutorials for students taking: F11AMS, F11CPS, F11COC, F12INC, F12GIN, F13BMC, F13CAT and F14BMC.

Postgraduate Courses:

- **F14PFB - Protein Folding and Biospectroscopy** - [WebCT Pages](#)
- Dr McMaster also delivers an intensive postgraduate course on [d-orbital theory and spectroscopy](#) which is targetted towards year one and two postgraduate research students with research interests in the field of transition metal chemistry.

2.6. Other Interests

This page is not visible on the University website.

2.7. Free text tab

The **free text** tab should ideally be used to highlight key areas of your work such as administrative roles, research opportunities or past/future conferences, but you are free to type anything you wish in this space.

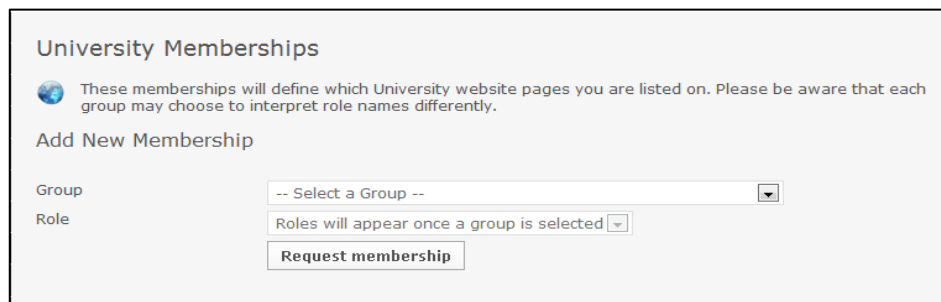
2.8. University membership

All Standard users can enter their own information on this page or ask their School eSP Controller or School System Administrator to Impersonate them and enter the details for them. Remember that all users must initially log into their own accounts so that their eStaffProfile accounts can be activated.

A **Standard User** is an individual who is managing their own eSP.

2.9. Allocating yourself to the appropriate staff category

Standard User



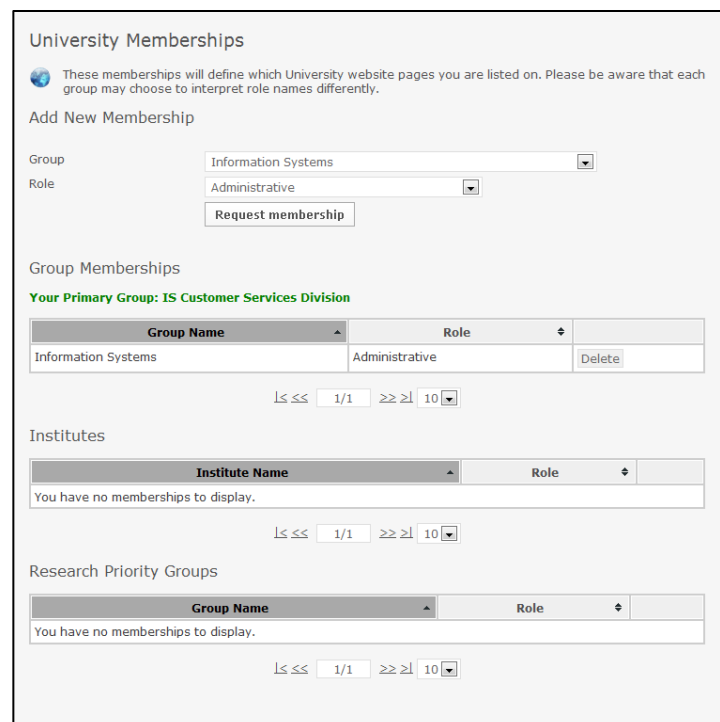
There are two fields where you will need to add information in the University Groups page: **Group** and **Role Within Group**.

1. first, select your '**Group**' from the dropdown menu
2. choose your '**Role**' from the dropdown menu and then '**Request Membership**'.

You can add more groups and roles by repeating the process. Once you have entered this information you will appear on the correct staff listing tab on your website's staff listings page. You will have a primary Group listing, which is dictated by IDM.

Should you decide to delete a membership it will no longer appear on the University website under staff listings.

See diagram opposite:



It is the same process for adding details for **Institutes** and **Research Priority Groups**.

Your membership requests will be forwarded to the Group Controller or System Administrator (see below) for action. But this will only happen where the group has a controller. Otherwise it is approved immediately.

System Administrator

A System Administrator has full control over the system, including (but not limited to) creating, updating and deleting non-staff users, groups and roles. System Administrators can impersonate any member of staff and manage their eSP, including Publications.

Group Controller

School and Department Group Controllers can impersonate any member of staff who is in the Group they control. Group Controllers can also create other Group Controllers.

2.10. Qualifications

You can list any other qualifications and language skills that you may have, here in this space.

2.11. Professional membership

You can add as many Professional Memberships here as you wish and then also delete them when you need to.

2.12. Esteem indicators

Choose from the dropdown list, enter Funder name, and choose Status. This can be either Achieved or Planning. Then choose a start and end date and click **Create New Esteem Indicator**.

The screenshot shows a web form titled "Esteem Indicators". It contains the following fields and elements:

- Type:** A dropdown menu with a blue highlight on the first option, "-- Select a type --". The menu is open, showing a list of options: External Examiners and Validations, Fellowships and awards, International consortia and collaborations, Running Conferences, Invited contributions to international meetings, Service on advisory panels and expert committees, Editorial positions and memberships on Editorial Boards, Non-executive directorships, and Consultancy.
- Description:** A text input field.
- Funder Name:** A text input field.
- Status:** A dropdown menu with the option "-- Select a status --".
- Start Date:** A text input field.
- End Date:** A text input field.
- Create New Esteem Indicator:** A button at the bottom of the form.

2.13. Event attendance

If you have attended any important career events, then you can list them here.

2.14. U-Now

As described in the section [eSP Menu systems](#).

3. Publications



The **Publications** on your **People** page are pulled in from this section of eStaffProfile.

On the **Home** page, click on the large **Publications** button.

The three options listed here are to:

- View Publications
- Add Publications
- Select Publications



3.1. View Publications


Clicking on this tab will allow you to put your publications in order by:

- First Author
- Year
- Publication Type.

You will also be able to filter your publications by adding or removing from selections. From this page you will be able to review, edit and remove any publications on your list.

Citation counts from Scopus and Web of Science are automatically displayed for each publication, when available (they will be available much more commonly in some subject areas than in others). A tutorial, [Finding the impact of your published work using bibliometrics](#), has been produced to help those who would like to learn more about citation data and bibliometrics.

3.2. Add Publications



The screenshot shows the 'eStaffProfile : Publications' page. On the left is a navigation menu with options: View Publications, Add Publications (highlighted), Rank Publications, FAQ, and Logout. The main content area is titled 'Add Publications' and contains a form with the following fields: Author Name, Title, Year, and checkboxes for UNLOC, PubMed, and Web of Science. There is a 'Search' button below these checkboxes. Below the search section, there is an 'OR' separator, a 'File Format' dropdown menu set to 'EndNote XML', a 'File' input field with a 'Browse...' button, and an 'Upload' button. Another 'OR' separator is below the upload section, followed by a link that says 'Enter a publication manually'.

You can add publications one at a time, or in a batch as a file from EndNote or BibTeX.

The easiest way to add publications one at a time is to import the details, if available, from one of the following sources:

- eStaffProfile: Publications which have already been entered into the system
- UNLOC: Books held within University of Nottingham libraries (UK Campus)
- Pubmed: Journal articles in the biomedical sciences.
- Web of Science: Journal articles and conference proceedings for all subjects.

Option 1: Searching

Step 1: Add **Author Name**, **Title** and **Year** into the relevant fields, tick the **Checkbox** for the source where the publication is held and click **Search**. Be sure to type in the document details exactly as you would expect to find them. If you don't get the results you were expecting, try searching for only keywords within the title.

Step 2: When you have located your publication, click **Add** to import the data.

Option 2: Uploading a File

You can also upload records of publications as a file from EndNote or BibTeX.

Step 1: Select the source in the **File Format** box, and **Browse** to your file. Click **Upload**.

Step 2: When you have located your publication, click **Add** to import the data.

To create an EndNote XML export of your publications, in EndNote:

Step 1: Go to **File** then **Export**

Step 2: Select XML (*.xml) in the **Save As** type drop-down

Step 3: Uncheck the **Export Selected References** box (if you wish to export your whole EndNote library). Click **Save**.

Option 3: Manually Adding a Publication

If you don't find your publication in the sources mentioned above, you can input all the required information manually. At the bottom of the page, you will find the **Enter a Publication Manually** button to open the template.

To see the results of importing, uploading or manual input, go to **View Publications**, where you can use the **Edit** function to make any amendments which may be necessary.

The screenshot shows a form titled "Add Journal Article" with a help icon in the top right. The form fields include:

- Uid
- Publication Type: Journal article (dropdown)
- Title
- Subtitle
- DOI
- URL
- Year
- Date
- Status: Published (dropdown)
- Journal Title
- Journal Subtitle
- Paper ISSN
- Electronic ISSN
- Publisher
- Volume
- Issue
- Pages
- Author Name: This publication currently has no authors.
- New Author Name

Buttons at the bottom: Add Author, Save Changes.

Try to fill out as much information on the form as you can. Note that the **New Author** (or Editor) **Name** box is at the foot of the page.

You will need to click **Save Changes** at the foot of the editing screen when you have completed the form.

3.3. Select Publications

You can choose particular publications to appear as a **Selected Publications** list in the **Personal Details** Tab on your People page.

Click on **Add to selection** to select publications for this list. Once you have selected more than one, up and down arrows are available to sort this list into the order you prefer.


If you have not selected any specific publications in the database then CMS will pull in those most recently added.

The **Selected Publications** section will not appear on your personal details page if you do not have any publications entered in the publications database.

Jonathan McMaster

Associate Professor of Inorganic Chemistry, Faculty of Science

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Personal Details	Administrative Roles	Teaching and Learning	Research	Publications
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- COOPER, O. J., MILLS, D. P., MCMASTER, J., MORO, F., DAVIES, E. S., LEWIS, W., BLAKE, A. J. and LIDDLE, S. T., 2011. Uranium-Carbon Multiple Bonding: Facile Access to the Pentavalent Uranium Carbene $U\{C(PPh_2NSiMe_3)(2)\}(Cl)(2)(I)$ and Comparison of U-V=C and U-IV=C Bonds *Angewandte Chemie-International Edition*. 50(10), 2383-2386
- MILLS, D. P., MORO, F., MCMASTER, J., VAN SLAGEREN, J., LEWIS, W., BLAKE, A. J. and LIDDLE, S. T., 2011. A delocalized arene-bridged diuranium single-molecule magnet *Nature Chemistry*. 3(6), 454-460
- GARDNER, B. M., MCMASTER, J., MORO, F., LEWIS, W., BLAKE, A. J. and LIDDLE, S. T., 2011. An Unsupported Uranium-Rhenium Complex Prepared by Alkane Elimination *Chemistry-A European Journal*. 17(25), 6909-6912
- BLAKE, A. J., LEWIS, W., MCMASTER, J., MOORHOUSE, R. S., MOXEY, G. J. and KAYS, D. L., 2011. Amido analogues of zirconocenes and cadmocenes *Dalton Transactions*. 40(8), 1641-1645
- PATEL, D., KING, D. M., GARDNER, B. M., MCMASTER, J., LEWIS, W., BLAKE, A. J. and LIDDLE, S. T., 2011. Structural and theoretical insights into the perturbation of uranium-rhenium bonds by dative Lewis base ancillary ligands *Chemical Communications*. 47(1), 295-297

4. Queries and support

4.1. FAQ

Should you encounter any problems, you may find the answer you were looking for in the **Frequently Asked Questions** section. This contains a short list of popular questions and their solutions.

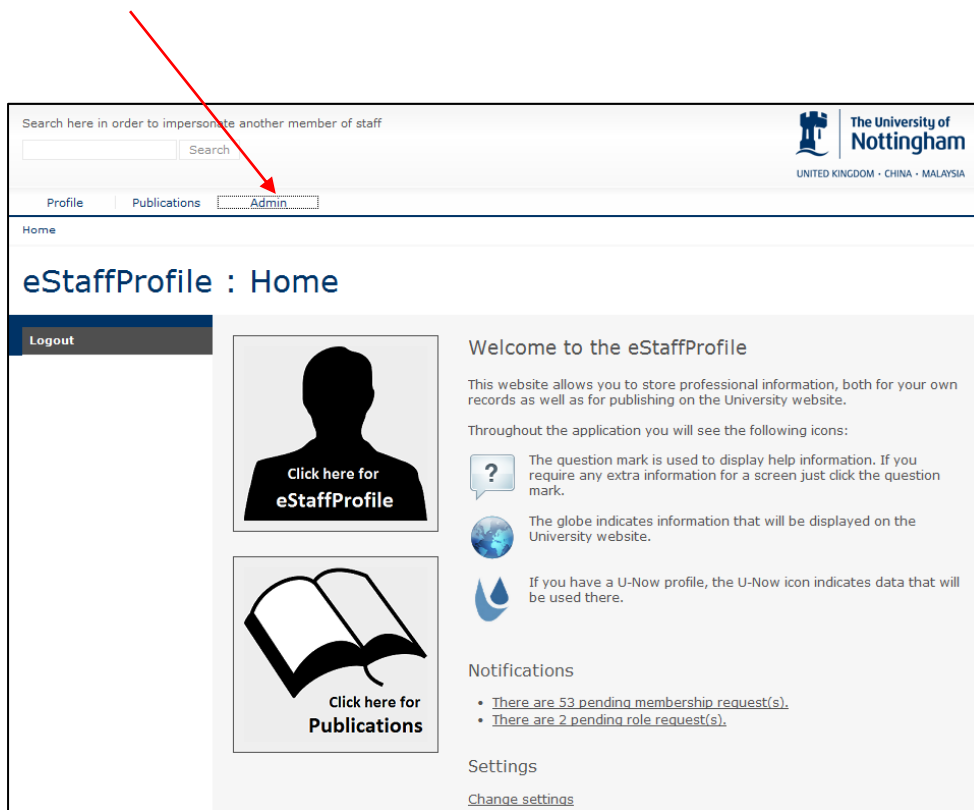
If you have any further queries regarding eStaffProfile or your staff listing on the University website please contact your School or Department's eStaffProfile Administrator in the first instance.

If you require further assistance please contact the Staff IT Helpline:

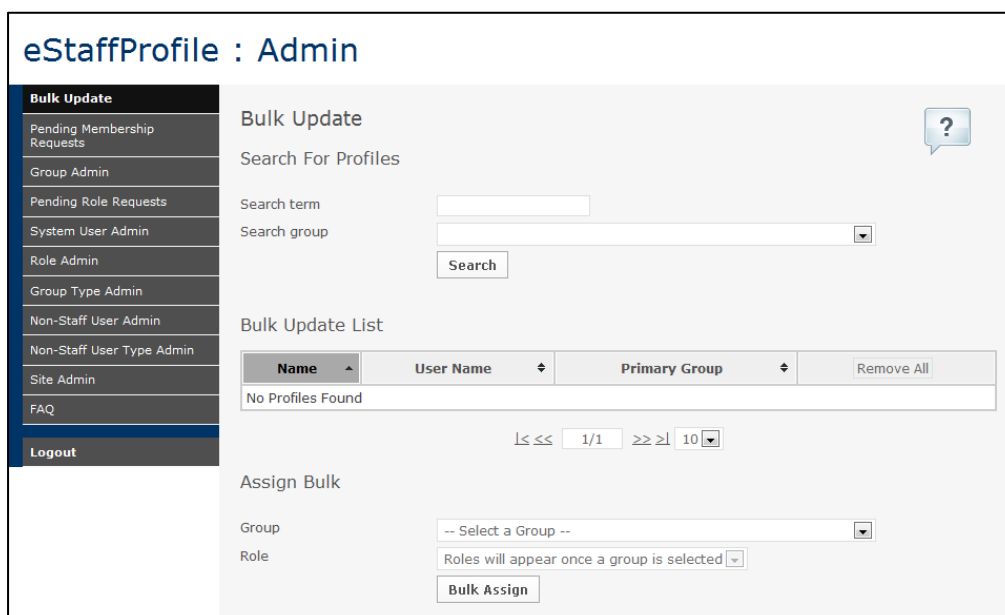
- **telephone:** (int) 16677
- **email:** [Staff-IT-Helpline](#)

5. Admin

If you are a Group Controller or System Administrator, you will locate the **Admin** tab at the top of your screen.



Click on to the **Admin** button and you will be presented with the following screen:



All of the Admin tasks will be performed by using the sidebar menu on the right hand side.

5.1. Bulk Update

The **Bulk Update** page allows you to assign a number of people to a group at once.

In order to **Search**, enter part of a person's name, their user name or their unique identifier (employee number, student number) into the **Search Term** field.

The results can be filtered by selecting a group under **Search Group**. Alternatively, you can leave the Search Term empty and just select a group in order to return all members of that group.

You can add all of the search results to the bulk update list at once by clicking **Add All** and you can remove all users from the bulk update list by clicking **Remove All**.

Assign Group

Once you've created your bulk update list, select a **Group**, select a **Role** and click **Bulk Assign**.

5.2. Pending Membership Requests

Group Controllers:

Group Controllers can create other Group Controllers. Group Controllers can only create, edit and delete people in the groups they are responsible for.

This page displays a list of all pending membership requests for those groups.

System Administrators:

Systems Administrators are located through IS Helpdesk staff only.

This page displays a list of ALL pending membership requests for ALL groups. Please only make changes if a Group Controller asks you to, or if there is another reason that the Group Controller can't use the system.

To approve or reject a request click the **Approve** or **Reject** button next the user's name, then click **OK** to confirm the change. If rejecting, then enter a reason for the rejection and click **OK**.



You can use the arrows to navigate through the list and also display up to forty names on each screen.

5.3. Group Admin

Creating a New Group

To create a new group, click on the **Create New Group** button.

Editing a Group

To edit a group, locate it within the list of groups and click on its name. When searching for groups, enter the group name in the search box. Do not press **Clear**. The name of the group will always appear underneath the search box, if it is there. Press **Clear** to clear the search box and search for another group.

Groups Without Controllers

This list shows all groups that do not yet have a controller assigned.

By clicking on the **individual Groups** you can add Controllers and Non Primary Members to various groups and you can also add new roles here.

5.4. Pending Role Requests (System Administrators Only)

When a group controller requests a new role, which doesn't already exist within eStaffProfile for their group it will appear here.

To approve a role click the **Approve** button next the role description, then click **OK** to confirm the change.

To reject a role click the **Reject** button next the role description, enter a reason for the rejection and click **OK**.

The bottom half of the screen displays a list of roles already approved. This lets the System Administrator check for existing roles which might be used instead of a new role being requested.

Existing Approved Roles (for comparison)

This list contains only approved roles. It is provided so that you can compare potential new roles for similarities to existing roles.

Search Existing Roles:

Role Name
Academic
Administrative
Admissions Officer
Advisory Board Member
Assistant (Clerical)
Assistant (Research)
Assistant (Secretary)
Assistant (Teaching)
Assistant Director
Assistant Professor

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5.5. System User Admin (System Administrators Only)

To add a new system administrator, search for a user by entering part of their name, their user name or their unique identifier (employee number, student number, associate ID) into the search term field and clicking **Search**.

Once you have located the user you wish to make into a system administrator, click their **Make System Administrator** button.

To remove a System Administrator, locate them in the list and click the **Remove System Administrator** button at the end of the row.

5.6. Bibliographic Validator Admin (System Administrators Only)

Bibliographic Validators are a very restricted subset of users whose role it is to validate the bibliographic details of publications.

To add a new bibliographic validator, search for a user by entering part of their name, user name or their unique identifier (employee number, student number) into the search term field and clicking **Search**.

Bibliographic Validator Admin ?

User Search

Search for users in order to make them into Bibliographic Validators.

Search Values:

Existing Bibliographic Validators

Search Bibliographic Validators:

Name	User Name	Primary Group
No Bibliographic Validators Found		

Once you have located the user you wish to make into a validator, click the **Make Bibliographic Validator** button at the end of the row.

In order to remove a validator, locate them in the list and click the **Remove Bibliographic Validator** button.

5.7. Role Admin

To add a role, enter the name of the role in the text box and click **Create New Role** and in order to delete a role, locate it in the list and click the **Delete** button at the end of the row. Roles which still have users assigned to them cannot be deleted.

Role Administration ?

Name:

Existing Roles

Search Roles:

UID	Name	Draft	Edit	Delete
5549	Academic	False	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
5548	Administrative	False	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
5590	Admissions Officer	False	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
5637	Advisory Board Member	False	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
5596	Assistant (Clerical)	False	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
5575	Assistant (Research)	False	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
5601	Assistant (Secretary)	False	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
5613	Assistant (Teaching)	False	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
5588	Assistant Director	False	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
5628	Assistant Professor	False	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

To edit the name of a role, click the **Edit** button, update the value in the text box and click **Save Role**.

When searching for existing roles, enter the role name in the search box. Do not press Clear. The name of the role will always appear underneath the search box, if it is there. Press **Clear** to clear the search box and search for another role.

5.8. Group Type Admin

To add a group type, enter the name of the group type in the text box and click **Create New Group Type**.

To delete a group type, locate it in the list and click the **Delete** button at the end of the row. When searching for existing group types, enter the group type name in the search box. Do not press Clear. The name of the group type will always appear underneath the search box, if it is there. Press **Clear** to clear the search box and search for another group type.

To edit the name of a group type, click the **Edit** button, update the value in the text box and click **Save Group Type**.

5.9. Non-Staff User Admin

To create a new non-staff user, click **Create Non-Staff User**.

The screenshot shows a web form titled "Non-Staff User Detail". The form contains the following fields and controls:

- User Name: Text input field.
- Failed Login Count: 0.
- Primary Group: Dropdown menu with "-- Select a Primary Group --".
- Enabled: Checkbox.
- Non-Staff User Type: Dropdown menu with a list of options: "-- Select a User Type --", "Emeritus Professor", "Honorary Lecturer", "Honorary Professor", "Honorary Research Fellow", "International Staff", "Part-time Tutor", "PGR Student", "Postgraduate Student", "Unknown", "UNMC", "UNNC".
- Title: Text input field.
- Forename: Text input field.
- Surname: Text input field.
- Gender: Text input field.
- Date of Birth: Text input field.
- Address: Text input field.
- Post Code: Text input field.
- Home Tel #: Text input field.
- Mobile #: Text input field.
- Fax #: Text input field.
- Personal Email Address: Text input field.
- At the bottom, there is a button labeled "Create New Non-Staff User".

Select a user type from the drop down list and fill out the rest of their details. Click **Create New Non-Staff User**.

To edit an existing non-staff user, locate them in the list and click on their name to highlight it. When searching for non-staff users, enter the non-staff user name in the search box. Do not press Clear. The name of the non-staff user will always appear underneath the search box, if it is there. Press **Clear** to clear the search box and search for another non-staff user

5.10. Non-Staff User Type Admin

To add a non-staff user type, enter the name of the non-staff user type in the text box and click **Create New Non-Staff User Type**.

Non-Staff User Type Administration

Name

Existing Non Staff User Types

Search Non-Staff User Types:

Name	Edit	Delete
Emeritus Professor	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Honorary Lecturer	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Honorary Professor	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Honorary Research Fellow	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
International Staff	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Part-time Tutor	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
PGR Student	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Postgraduate Student	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Unknown	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
UNMC	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

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To delete a non-staff user type, locate it in the list and click the **Delete** button at the end of the row.

To edit the name of a non-staff user type, click the **Edit** button at the end of the row, update the value in the text box and click **Save Non-Staff User Type**.

When searching for non-staff user types, enter the existing non-staff user type name in the search box. Do not press Clear. The name of the non-staff user type will always appear underneath the search box, if it is there. Press **Clear** to clear the search box and search for another non-staff user type.

5.11. Site Admin

To add a site, select a Country, enter a name and enter the address HTML then click **Create New Site**.

To delete a site, locate it in the list and click the **Delete** button.

To edit a site, click the Edit button at the end of the row, update the values in the form and click **Save Site**.

5.12. FAQ

The two most frequently asked questions are **What is a Group Controller?** and **What is a System Administrator?** and you can find both definitions in this section along with our contact details:

If you experience problems using this system please contact the Staff IT Helpline.

- **telephone:** (int) 16677
- **email:** Staff-IT-Helpline