Staff Lists

Getting Staff Lists for your site

First thing you will need to do is request the staff webpart and list from the Digital Media Team. You will need to specify if you want separate lists and what the categories of the lists will be i.e.: Admin, Academic etc...

Once this is in place you can continue with the instructions below

Navigating to the Lists

Here is an example of the Staff list on the Test Site used in the training

Staff Webpart



Vigilante The Amazing Spiderman Send e-mail Personal Assistant: Mary-Jane Tel: 082228628 Spider's Web



Lord Darth Vader

Sith

Send e-mail Personal Assistant: The Force Tel: 082228828 Darth's Death Star



Ironman Mr Tony Stark Send e-mail Personal Assistant: Pepper Pots Tei: 082228526

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Vigilante

The Robin DC Comics

Send e-mail Personal Assistant: Alfred Tel: 082228626 Robin



Superman Mr Clark Kent

Send e-mail Personal Assistant: Louis Lane Tel: 082228626 Krypton



Vigilante

The Batman DC Comics

Send e-mail Personal Assistant: Robin Tel: 082228626 The Batcave

If you need add/edit people to this list you will have edit the list in the backend by completing the following instructions.

Click on the cog in top-right and select 'Site Contents'

		Newsfeed SkyDrive Sites	komtest - 🌣 ?				
			Show Ribbon				
WELCOME TO	AFRIKAANS		Shared with				
Engineering	Search p						
UNIVERSITY	Top Searches		Add a page				
Abuille Programme - Stidents - Resport - Departments - Alimai For Stat Contactus Backful	Inversity Homenane		Site contents				
			Site of ht				
Hypermodern							

Click on the list which stores staff details.

Lists, Libraries, and other Apps	s				0	SITE WORKFLOWS	🕸 SETTINGS	RECYCLE BIN (12)
add an app	Documents 7 items Modified 10 days sgo	Images 4 items Modified 9 days ago	Pages 2 Items Modified 17 minutes ago	Site Pages 0 items Modified 2 months ago	Sta O ite Mo	eff List ems dified 3 months ago		
Staff List news 0 items Modified 1 minute ago	Staff Webpart Pics - Test 1 item Modified 3 days ago	Workflow Tasks 0 izms: Modified 2 months ago						
Subsites								

The staff list now appears, see image below. Here you can add items to or edit list.

Staff List





Adding a New Item

Step 1: New item

You can drag and drop all the images into the library the same as you would images for your images library. Remember, the Image must be 110x166 otherwise it won't display correctly on the webpart.

Step 2: Completing the Details

Now that all of your items are in the list you will need to fill out the details. For this you will need to click on the 'Library' tab at the top left-hand side of your page and then press the 'Quick Edit' button as shown below

BRO	WSE FI															
View	Quick Edit	Create View All Staff View Navigate Up Current View:	Tags & Notes	E-mail a Link	Alert Me v	RSS Feed	Most Popular Items	Connect to Outlook	Connect to Office +	Export to Excel	Form Web Parts +	Edit Library	New Quick Step	Library Settings	Shared With	Workflow Settings +
View Pormat Manage Views		Tags and Notes Share & Track					Connect & Export		Customize Library			Settings		5		

Your screen should now look something like what is shown below minus the metadata

Sto All 9	op editing this list Staff View All Pictures Slides ••• [Find a	file		Q												
\checkmark	Name		Title	Titel	First Name	Last Name Phonetic	Order	Job Title	Pos Titel	Modified	Business Phone	E-Mail	Fax Number	Personal Assistant	Personal Web Site	Support Team	+
	Staff Image.png		The	Die	Batman	DC Comics		Vigilante	Vigilante	3 days ago	082228626	batman@sun.ac.za		Robin	The Batcave	Test Staff	
	Spiderman.jpg		The	Die	Amazing	Spiderman		Vigilante	Vigilante	3 days ago	082228626	spiderman@sun.ac.za		Mary-Jane	Spider's Web	Test Staff	
	Darth Vader.jpg		Lord	Here	Darth	Vader		Sith	Sith	3 days ago	082228626	dathvader@sun.ac.za		The Force	Darth's Death Star	Test Staff	
	Ironman.jpg		Mr	Mnr	Tony	Stark		Ironman	Ironman	3 days ago	082228626	ironman@sun.ac.za		Pepper Pots	Ironman	Test Staff	
	Robin.jpg		The	Die	Robin	DC Comics		Vigilante	Vigilante	3 days ago	082228626	robin@sun.ac.za		Alfred	Robin	Test Staff	
	Superman.jpg		Mr	Mnr	Clark	Kent		Superman	Superman	3 days ago	082228626	superman@sun.ac.za		Louis Lane	Krypton	Test Staff	

Here you can fill out all of the details such as name, title order the staff are displayed on your webpart and several other items. This list has both the English and Afrikaans information so you will only have to do this in one place.

The most important column is the Support Team. This needs to be filled out otherwise your items won't show anywhere. When you request your staff lists, the Digital Media team will supply you with the necessary Support Team tags.

Click on 'Stop editing this list' when done as visible in the image above. When you do this, all

the changes you have made are saved. It will take about 30-60mins to appear in the webpage itself.

Edit a Staff Member

To edit a staff Member you will be able to follow the same process as before keeping in mind that this will also take about 30-60min to appear on the front end of your website.