

Heads of Department System (HoDs)

Web Development Team
IT Services
Version 1.2

Abstract

The HoDs handbook is an easy-to-use online guide for new Heads of Department. It's aimed at giving Heads of Department the initial knowledge and contacts they need in the University to support them in their new role.

Scope

Learning outcomes

- Understand what Heads of Department System (HoDs) is and its application.
- Learn how to use HoDs.
- Find out how to get permissions for HoDs.

Introduction

What is it?

The HoDs handbook is like a mini Content Management System (CMS), much like the Freshers system. It has an overview page which has links to articles.

- <http://www.essex.ac.uk/hods/Overview.aspx>

How does it work?

The **Overview page is a database generated collection of links**, separated into sections. If you click a link it goes through to an Article, pulled from the database. The content of an article is input by users of the Administration System.

How do I start?

To use this system you must be a member of staff, and request permissions through wdt@essex.ac.uk.

- <https://www.essex.ac.uk/admin/hods>
- You should be prompted to login. Note the **https** at the start.
- You can see the articles listed in their sections.
- You will not be able to tick any of the checkboxes, these are changed by using the “**edit**” function.
- When deleting, you will be prompted but if deleted this is very hard to recover, so hide the article using the “**edit**” page instead if you are unsure.
- This system does not log who has made additions or changes to pages.



The screenshot shows the 'HoDs Handbook Content Management System' interface. At the top, it says 'Introduction' with '[Edit]' and '[Hide Section]' links. Below that is an 'Add Content' button. The main part of the interface is a table with the following columns: ID, Content Title, Colchester, Southend, Loughton, Date Modified, Updated?, Hidden?, Edit, and Delete. There are two rows of data in the table.

| ID | Content Title | Colchester | Southend | Loughton | Date Modified | Updated? | Hidden? | Edit | Delete |
|----|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|----------------|--------------------------|--------------------------|------|--------|
| 1 | What's in this handbook? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 31 August 2011 | <input type="checkbox"/> | <input type="checkbox"/> | Edit | Delete |
| 13 | University management | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 31 August 2011 | <input type="checkbox"/> | <input type="checkbox"/> | Edit | Delete |

Figure 1

Adding an Article

We will go through the addition of an example article called **Test**.

When you add an article an “**id**” is assigned in the first column. When you add a **title**, it will automatically be styled like a **Header 1** in the corporate design.

The Content area may take a few moments to load. If you wish to copy and paste you need to use the **paste button** (clipboard icon) as this will strip out any additional formatting from other editors like Word. If you wish to add other headers or blockquote then you need to do this in the “**source**” area by applying `<h2></h2>` tags in front of and at the end of a line.

Like `<h2>Header</h2>`, you can go down to `<h6>` but remember to **not** use a `<h1>`.

You can also use `<blockquote>` or the “” icon to automatically use blockquotes and add hyperlinks with the **chain** icon.

Remember to select the boxes for Colchester, Loughton and Southend as these are not selected by default. This was a functionality carried over from the Freshers system, which may have a use in the future, but for now just needs to be ticked to all.

You can choose to have your article hidden (perhaps for review) and it will not be advertised on the overview page, but you can get to the page if you know the id by manipulating the web address eg <http://www.essex.ac.uk/hods/Content.aspx?ID=13§ion=1> change the numbers highlighted in **black**.

You can also set the article to “**updated**” which for the duration of the box selected will present a small yellow sun at the end of the link on the overview page to indicate that this has recently been updated.

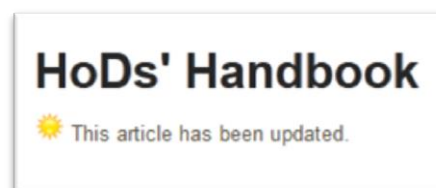


Figure 2

Edit

To edit an article you go through the same page type as the “**add page**” process.

FAQ's

How can I reorder content chunks?

You cannot, this will need to be requested, emailed to wdt@essex.ac.uk, please remember that we try to respond with works within 3 working days so plan ahead.

How can I reorder sections?

You cannot, this will need to be requested, e-mailed to wdt@essex.ac.uk, please remember that we try to respond with works within 3 working days so plan ahead.

How can I create a new section?

You cannot, this will need to be requested, e-mailed to wdt@essex.ac.uk, please remember that we try to respond with works within 3 working days so plan ahead.

Contacts

For queries or help

- e-mail: wdt@essex.ac.uk

Useful resources

IT Training videos

- <http://www.youtube.com/uniessexit>