Editing Your Web Profile

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Locating Your Web Profile

1)   Navigate to www.oncology.ox.ac.uk/team, ensuring you are logged in via Single Sign-On.
2)   Locate your profile (the text will be grey if your profile is not yet published) and click into it.

Edit Content

1)   You will see there are two editing options – 'Edit Content' and 'Edit Layout'. All the basic fields have already been added to your profile, so at this stage, click on 'Edit Content'
2)   You will be taken to a screen that displays the tiles in the same layout as you view them, with dotted lines around them to help you to identify which tile is displaying which information.

3) You have the ability to edit any of the tiles that are displaying. To edit a tile, hover your cursor over the tile and an edit button will display in the top left of the tile.

4) When you click edit on a tile, a pop up will be displayed that will allow you to create or edit any of the content that is in the tile.

5) For information on individual tiles, please see the list of tiles below. The tiles already listed are standard tiles that form all profiles, the other tiles are optional and will require edits to the layout of the profile. Instructions on how to edit the layout of your profile are available later on in this document.

Contact Information Tile

- *Email* - your departmental email has already been entered here for you
- *Alternative email* - this could be used for a college email address or if you have an affiliation with another department
- *Telephone number* - this field is for your primary departmental telephone number
- *Extension number* - this field can be used to list the extension number for the secondary telephone number
- *PA* - this field can be used to display a PA's name or telephone number
- *PA email* – this field can be used to display an email address for a PA
- *Website URL* - this field is for displaying a link to an external website
- *Website URL title* - this field will turn the URL above into a text title, that will be clickable.
- *ORCID identifier* - this field is for an ORCID identifier. If this field is populated, it will create a link to the ORCID information provided.
- Click save to ensure that any updates you have made to the tile are saved.

Other than the main email address field, which is compulsory, all of these fields are optional. It is left to your discretion which of the other fields you complete.

Portrait Tile

The image uploaded here will be used wherever the profile is pulled into the page, site wide. It should be a "head and shoulders" photo that is '*friendly and professional, dressed as if to give a talk or lecture*'. We do understand that some people work in sensitive areas and do not wish their photograph to be displayed, so we have put the Oxford logo in the image area as a place marker.

- *Title* - please leave this field empty
- *Image* - you can upload an image here to display as the main image on the profile.
- Click save to ensure that any updates you have made to the tile are saved.

Profile Information Tile

- *First name / last name* - these have already been populated for you
- *Tagline* - a tagline gives you the opportunity to have a short one-line summary of your research interests on your profile. If you are a supervisor your tagline will also appear on lists of supervisors on the MSD Graduate School website. Taglines provide prospective students

with an easy way to scan the options available. If you would like to add your profile to the MSD Graduate School website, please get in touch with Ben Dean (benjamin.dean@oncology.oc.ac.uk).

- *Qualifications* – this field is for the qualifications that you wish to be displayed after your name (postnominals)
- *Job title* – this field can be filled in by referring to your Department of Oncology contract. There is also a *'Roles'* field which allows you to add further job titles to your profile.
- *Roles* - this field is for listing any additional roles that you carry out in the department. Please enter these one per line.
- Click save to ensure that any updates you have made to the tile are saved.

Text Tile

This tile is most commonly used for your research or role summary. It is a rich text formatting tile, meaning you are able to add titles, images and other media. However, the font type, size and colour are all predefined to ensure uniformity. We ask that you 'justify' format text in this field for consistency across the website.

Please write your research or role summary in the text field. You can add hyperlinks, make headings, use bold, italic and/or underline as per normal Microsoft packages. Again, use the 'justify' format text in this field for consistency across the website.
Once completed, please scroll down and click save.

Blog Tile

You can use this tile to display blog posts on your profile.

- Click 'Edit' on the tile from the 'Edit Content' view
- Configure the settings as required.
- These are blog categories set-up so you can filter which category blogs you wish to be displayed on your profile.
- Click save to ensure that any updates you have made to the tile are saved.

Collaborators Tile

You can use this tile to display links to profiles of colleagues in the department.

- *Associated profiles* - using the multi-select box, move the name(s) that you would like to show from the left box to the right box. Do this by clicking on and highlighting a name, and then use the arrows between the boxes to move the selected name(s). Use the arrows to the right of the box to change the order of your colleagues in the tile.
- *Show images* - check this box to show the profile photo for your colleague on the tile.

College Tile

You can use this tile to display an affiliation with a college.

- *Colleges* - using the multi-select box, move the college(s) that you would like to show from the left box to the right box. Do this by clicking on and highlighting a college, and then use the arrows between the boxes to move the selected college(s). Use the arrows to the right of the box to change the order of the colleges in the tile.
- *Show images* - check this box to show the logo for the college on the tile.

Embed Tile

You can use this tile to display an external media source or embed code from a third party, such as Vimeo, YouTube, SoundCloud or an iFrame.

- *Title* - enter the title that you would like for the title
- *Description* - this field will show a description of the embedded content beneath the embedded item.
- *Embed* - please use either of the following: a link to an external media source or paste embed code from a 3rd party. Note: Haiku cannot accept any responsibility for media that is used from an external source, or 3rd party provider.
- Click save to ensure that any updates you have made to the tile are saved.

File Tile

You can use this tile to upload a file attachment to your profile.

- *Title* - enter that you would like for the file tile
- *Label* – this is the text that will become the clickable link for your file
- *Description* - this field will show a description of the file that is uploaded to the tile. It is important to provide this information for accessibility reasons.
- *File* - use this field to browse to the file location and upload it to your profile. Please note that the file should not exceed 5mb in size. Please also ensure that the document title is appropriate prior to uploading it.
- *I have permission to upload this file* - by checking this box, you are stating that you have permission to upload the file that you wish to.
- Click save to ensure that any updates you have made to the tile are saved.

Image Tile

You can use this tile to upload an image to your profile. This should not replace the portrait tile as it will not be pulled through to listings. Please make sure you have permission to use the image prior to uploading it to your profile.

- *Title* - enter the title that you would like for the image
- *Description* - this field will show a description of the image that is uploaded to the tile. Please note, it is important to provide this information for accessibility reasons.
- *Image copyright* - use this field to enter the copyright details for your image
- *Image* - use this field to upload your image
- Click save to ensure that any updates you have made to the tile are saved

OxTalks Tile

This tile offers you the ability to display talks that are advertised on OxTalks on your profile. There are a number of options, including displaying all departmental talks, talks from a specific departmental seminars series or talks that you will be hosting or presenting. If you have an affiliation with another University of Oxford department and they use OxTalks, it is also possible to display these talks on your profile if you wish. If you would like this tile configured for any of these options, please contact Ben Dean – benjamin.dean@oncology.ox.ac.uk

Publications Tile

This tile only applies to people who have publications that they wish to display. For others, you can ignore the tile and it will not display when published.

Symplectic is a central University tool that helps to record bibliographic and other information about research outputs. Symplectic provides a simple web-based interface for adding and reviewing research information held in personal user accounts. The website pulls publication information from your Symplectic account and displays it on the website and in your profile. Information on Symplectic is available here - https://researchsupport.admin.ox.ac.uk/reporting/symplectic, including help guides and the link to log into your Symplectic account using Oxford Single Sign on.

Please be aware that the creation of Symplectic accounts for new starters is an automatic process which takes place once a week and you may therefore have to wait for your account to be created. However, if it still not setup after 10 working days, please email benjamin.dean@oncology.ox.ac.uk and we will try to organise it manually.

Once your recent publications are appearing on your profile page, you will be able to edit this tile (see editing instructions below) and select your key publications. Please note that it will take up to 24 hours for the website and Symplectic to synchronise and therefore you may not see your selected publications listed on your profile immediately.

- *Key publications* - using the multi select box, move the publications that you would like to show as 'Key' from the left box to the right box. Do this by clicking on and highlighting a publication, and then use the arrows between the boxes to move the selected publications, and use the arrows to the right of the box on the right to change the order of the publications on the tile.
- *Number of key publications to show* - use this field to define the number of key publications that will show before a 'read more' link is shown.

- *Show altmetric score for key publications* - check this box to show the altmetric score the publications on this tile.
- *Number of recent publications to show* - use this field to define the number of key publications that will show before a 'read more' link is shown.
- *Show altmetric score for recent publications* - check this box to show the altmetric score for the publications on the tile.
- Click save to ensure that any updates you have made to the tile are saved.

Research Groups Tile

If you are working within a research group, this information should have already been populated for you. Furthermore, if your profile is already connected with a research group, then this group will appear here automatically. To override or reorder this:

- Using the multi select box, move the research groups that you would like to show from the left box to the right box.
- Do this by clicking on and highlighting a research group, and then use the arrows between the boxes to move the selected research groups
- You can use the arrows to the right of the box on the right to change the order of the research groups on the tile.
- Click save to ensure that any updates you have made to the tile are saved.

Social Icons Tile

You can use this tile to display links on your profile page for any social media accounts that you own. To add an account:

- Click 'Edit'
- Enter a URL for each account that you wish to link to in the box
- Click save to ensure that any updates you have made to the tile are saved.

Websites Tile

You can use this tile to add URL links to your profile. For each link that you wish to add, there are three sections that require completing:

- *Label* - this provides the clickable title for the target link
- *Description* - use this for the description of the link, it will be displayed underneath the title
- *Target* - enter the URL in this field
- Click save
- If you wish to add more links or reorder them, use the red buttons to the right.

Edit Layout

In order to add any of the optional tiles to your profile, you will first need to edit your layout:

1) Navigate to your profile if you are not already on it
2) Click the green 'Edit Layout' button located on the top right of your profile.
3) This will take you to a page where you are able to add, remove or rearrange tiles.
4) To rearrange any of the tiles, simply drag and drop them between the columns, and into the order that you would like them to show. You can rearrange the tiles, even if they have content in them.
5) To delete any of the tiles from your profile, hover over the tile you wish to delete, until you see a grey 'X' appear in the top left of the tile, when it does, click it and the tile will be removed. **Note** If you delete a tile by mistake, simply navigate away from the profile page layout edit screen without saving, and then go back to the layout edit, where you will see your changes have not been made.
6) To add a new tile to any of the columns, click on the tile in the selection menu that you would like to place into a column, then drag and drop the tile in the location that you want it to display initially (you are able to come back and change the layout of the tiles at any point). When you pick up a tile from the selection menu on the left, the columns to the right will be highlighted in blue, and turn grey to display which column the tile will be fitting into.
7) Ensure that whenever you make changes to the layout of the profile page that you would like to save, click on the 'Save' button in the top right of the profile which will show as green if there are no changes to be saved, and amber if you have made changes that require saving for them to take effect. If you have made changes and not saved them, but try to navigate away from the page, you will be prompted by your browser to save the changes that you have made.

Next Steps

Once you have finished editing your profile and you are happy for it to be made public, email Ben Dean and ask that your profile page to be published. Please note, you are able to update your profile anytime once it has been published by going through the steps outlined above. By publishing your profile, you are demonstrating that you are happy to opt-in to the department to host information about you on the website. If you would like more information about privacy, please get in touch with Ben Dean (benjamin.dean@oncology.ox.ac.uk).

Please note, profiles of leavers are deleted upon regular review and without prior warning. If you are officially leaving the department, but will continue to have an ongoing collaboration with a departmental research group, please contact Ben Dean in advance.

Help

If you have any problems or questions concerning your web profile, please contact Ben Dean – benjamin.dean@oncology.ox.ac.uk.