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

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'
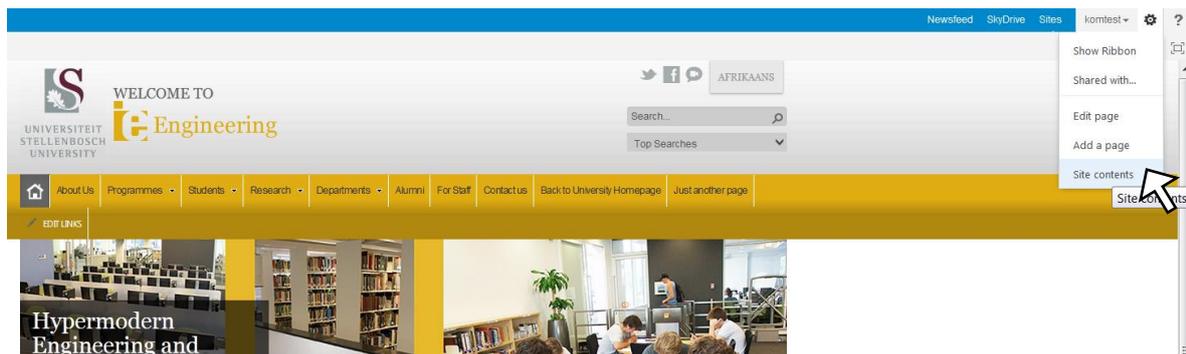
Click on the list which stores staff details.
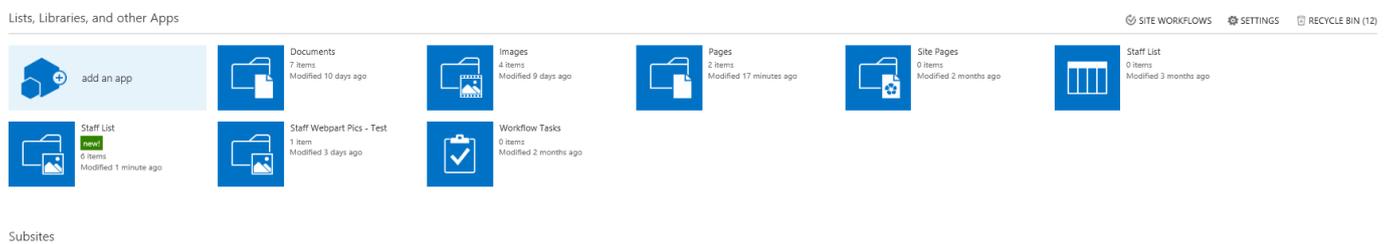
The staff list now appears, see image below. Here you can add items to or edit list.
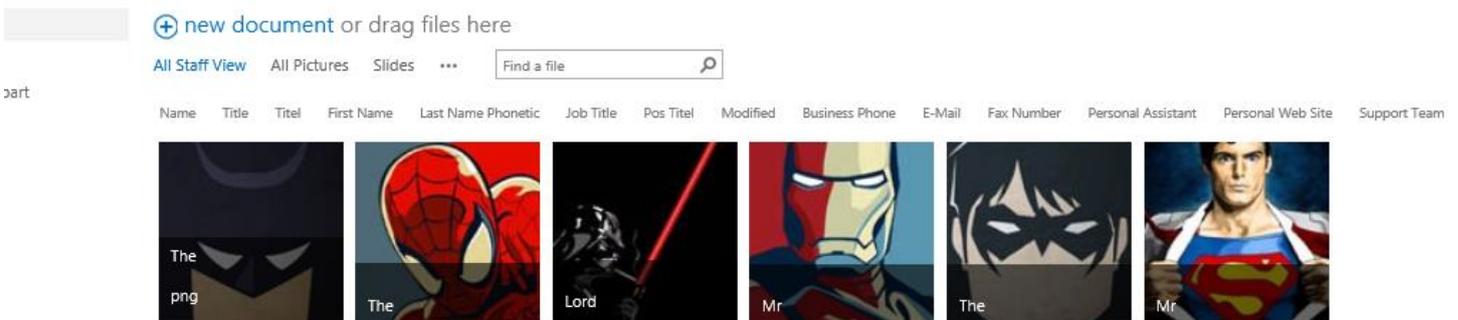
Adding a New Item

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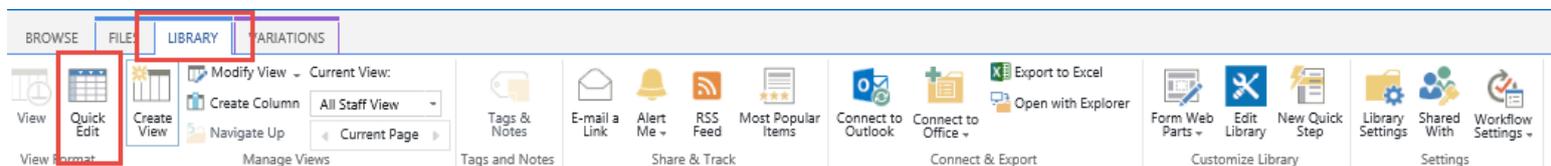
Your screen should now look something like what is shown below minus the metadata

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.