

# CREATE A WHO-IS-WHO PAGE IN WEBHARE (BASED ON PEOPLE PAGES)

Last update: August 2019

## SUMMARY

This manual explains how to create a special who-is-who folder in WebHare to present a list of staff members. There are two types of people you can add to your who-is-who overview:

- **People from people.utwente.nl** (information is loaded/updated automatically)
- **Other people** who are not available in people.utwente.nl (manually added, like students or organisations)

There are different views available for your who-is-who page (see the three images on the next page):

- Simple bullet list
- List with picture, name and job description
- Tiles (with photo and basic contact information)

In any situation, the WebHare editor responsible for his website can decide:

- Which one of the layouts will be used by when the page is loaded
- What categories you need to be shown (PhD, post docs, support staff), etc
- How to sort within a category (ABC on last name or own sorting)

## STEP 1: CREATING A SPECIAL PEOPLE FOLDER FOR THE WHO-IS-WHO

In your website, create a special 'people' folder:

1. Create a **new folder** (button *new folder*) and choose the **People folder** (in Dutch: *Personen map*). Fill in a name and title just like you do for any other file or folder in WebHare and hit save/ok.
2. Select that folder and hit **properties** (in Dutch: *eigenschappen*) to set the properties of your folder.
3. In the last tab '**persons overview**' you can choose the general settings:
  - a. **Initial view** when opening the page (for the three options see the images below)
  - b. **Ordering**: alphabetically (within each category on last name) or choose your own ordering by sorting files in WebHare
  - c. **Text intro**: there is a text field available for some introduction text above the who is who. This can be rich text (text with links, pictures, etc)

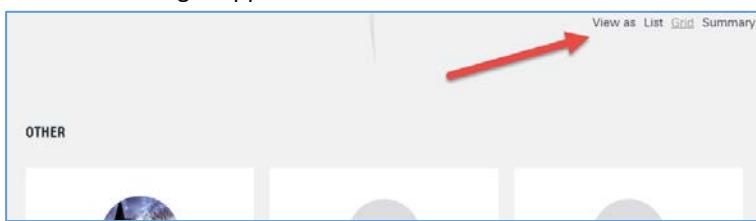


General	Tasks	Widgets	Content related	Header	CTA	Persons overview
Initial display: <input type="button" value="list"/>						
Ordering: <input type="button" value="alfabetically"/>						

The three options are:

Grid	List	Summary

Please note: You decide what the initial view is, but people can switch to the other two views using the buttons in the right upper corner on the website:



## STEP 2: ADDING DEPARTMENTS OR CATEGORIES (OPTIONAL)

By default, all people will be placed in one list. If you want to you can create categories for different groups of people (per team like team 1, team 2, team 3 etc.; or per type of employee like PhD, support staff, etc.)

1. Select your people folder.
2. Hit **new folder** in WebHare in the left upper corner to create a subfolder and choose the **type People Category folder**:

**New Folder**

Select a type for the new folder:

Personen category map

3. In the name field, fill in your category name and title. The title will be shown on the website. Example:

**New folder**

General	Tasks	Widgets
Name:	phd	
Title:	PhD students	
Description:		

Hit ok/save.

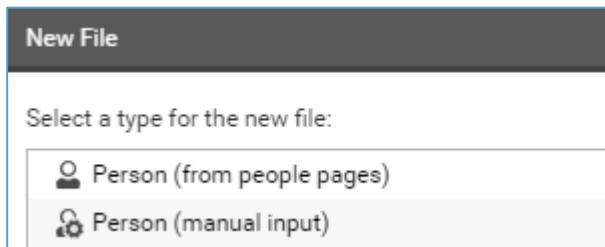
4. Repeat this step to create more category folders for categories of staff members or other ways to split your who-is-who into categories.

5. Optional: hit the **properties of the category folder** and open the last tab to add **some general text above this category**.

### STEP 3: ADDING PEOPLE

Basic steps:

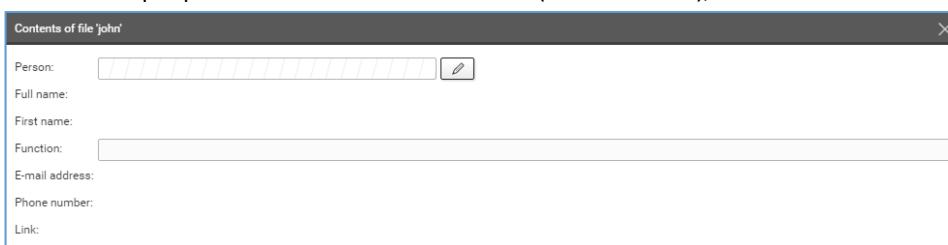
1. Select the folder where you want to create a person, either the main people folder or a category folder.
2. Hit **new file** to create a new person. Choose one of the two options:



The first option enables you to show contact information of a UT employee in people pages. The second option lets you fill in all fields yourself.

#### (A) IF YOU SELECT PERSON (FROM PEOPLE PAGES):

1. Fill in a **name**, like 'john' or 'johnsmith'. (There are no requirements for the name and you **do not need to fill in the title**.)
2. Hit save/ok to save your item.
3. **Double click the item** to choose someone from people pages:
  - a. Hit the pen button to search for a person like *Smith*. Search for either first or last name. Select the person you want to add. The person's information will be shown.
  - b. Optional: change the text in the job title field or fill one of the other empty fields (LinkedIn, Twitter), etc.
  - c. For people with more than one location (room number), choose a location.



#### (B) IF YOU SELECT PERSON (MANUAL INPUT)

How to add a person that is not listed in People Pages:

1. Fill in a name, like 'john'. (There are no requirements for the name. You can leave the title blank.)
2. Hit save/ok to save your item.

3. Double click the item to fill in some or all your fields:

*Full name:* complete name; will be presented on the page

*First name:* [not displayed, only for search]

*Infix:* de, van, etc. [not displayed, only for search]

*Last name:* [not displayed, but will be used when you choose for sorting names alphabetically]

*Function:* job title, will be presented on the page

*E-mail address:* will be presented on the page

*Phone number:* will be presented on the page

*Picture:* use the cloud image to upload a picture from your computer or the blue website icon to pick a picture that has already been uploaded to another folder in WebHare.

*Link:* optional link to the profile page of that person

*LinkedIn/Twitter:* optional links to social media profiles

*Location:* Choose a building (will show the location on Google Maps) and fill in the room number

## GENERAL TIPS/INFO

- **Filter:** the filter above the page will be added automatically
- **Link to a section within the who-is-who:** select a department in the filter; copy the URL/link of the who-is-who-page. This link will bring you directly to that section.
- **Moving people:** Move people from one folder to another by drag & drop with your mouse.
- **Intranet vs Internet:** Some people have decided to present different information internally and externally. You can do so by logging in on people.utwente.nl (login button upper left corner). The Webhare who-is-who takes these settings into account. If people have decided not to show their phone number or picture externally, it will not be presented in the who-is-who outside the UT.
- **Visibility of changes:** After making changes to pages on people.utwente.nl, the information will be updated on your WebHare website within 12 hours.
- **Duplicate (second language version):** copy your folder (right mouse on folder) to another website

## CONTACT AND SUPPORT INFORMATION

Online Media Servicedesk of Marketing & Communications:

[onlinemedia@utwente.nl](mailto:onlinemedia@utwente.nl), 053 489 5665

Manual/support website:

- Dutch: [www.utwente.nl/nl/websites](http://www.utwente.nl/nl/websites) → people pages
- English: [www.utwente.nl/en/websites](http://www.utwente.nl/en/websites) → people pages