

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

**Please note:** At this point People Pages only contains basic contact information. Therefore this new WebHare who-is-who is mainly useful for service departments. **If your department is a research department, you may want to wait until the summer**, then People Pages can also display a more complete profile including research information.

## 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 you who-is-who overview:

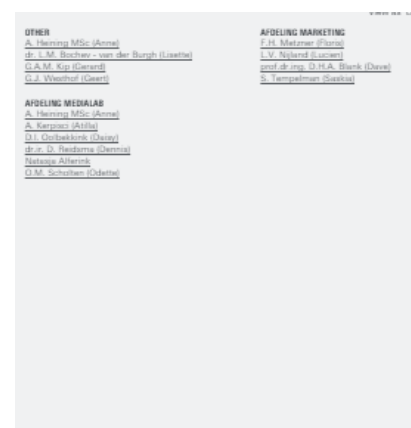
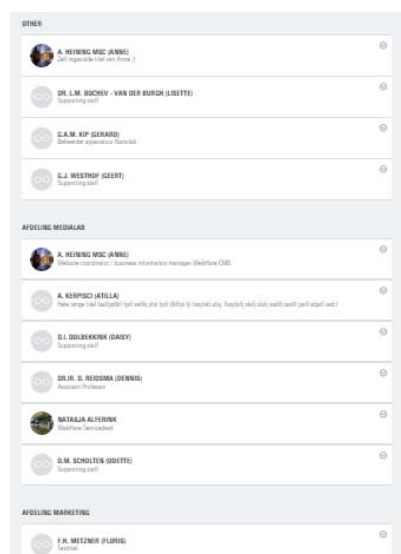
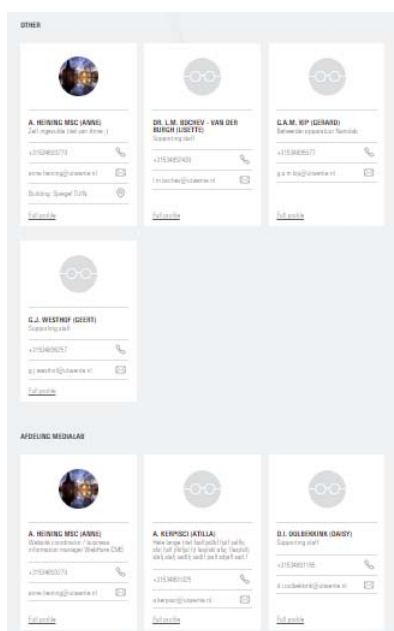
- **People from people.utwente.nl** (information is loaded/updated automatically)
- **Other people** who are not available in people.utwente.nl (manually added, like master students)

There are different views available (see images on this 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:

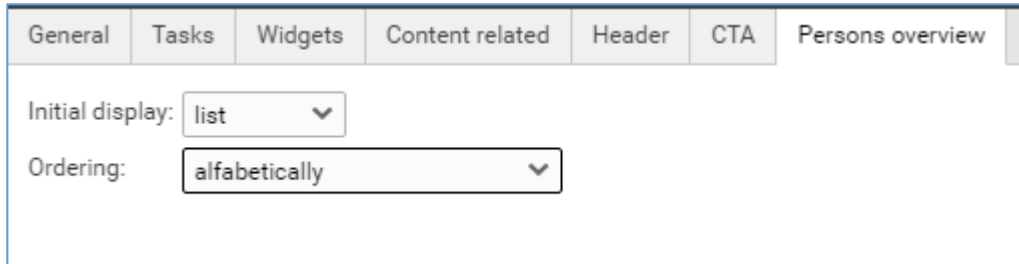
- What view will be used by default
- If he wants to divide the who-is-who in different sub-categories (PhD, post docs, support staff), etc
- How to sort within a category (ABC on last name or own sorting)



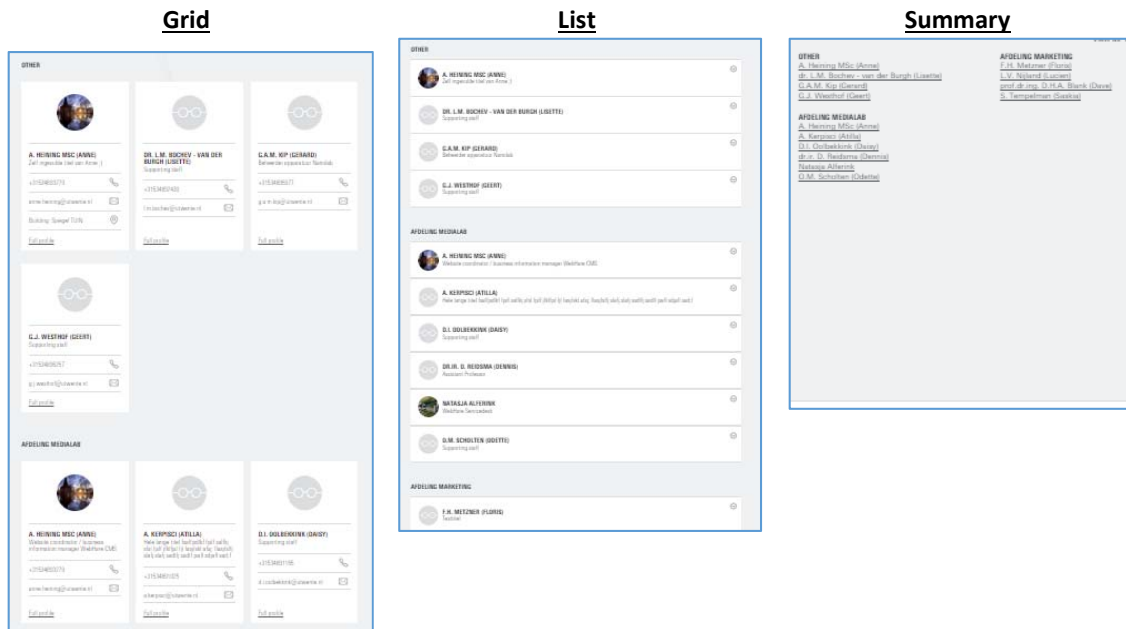
## STEP 1: CREATING A SPECIAL PEOPLE FOLDER FOR THE WHO-IS-WHO

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

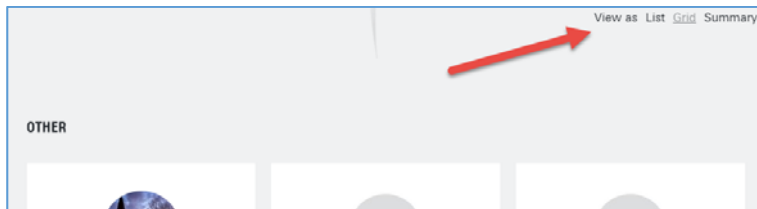
1. Create a new folder (button *new folder*) and choose the *People folder* (in Dutch: *Personen map*). Fill in a name and title just like you do for any other file or folder in Webhare and hit save/ok.
2. Select that folder and hit *properties* (in Dutch: *eigenschappen*) to set the properties of your folder.
3. In the last tab 'persons overview' you can choose the
  - 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



The three options are:



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:

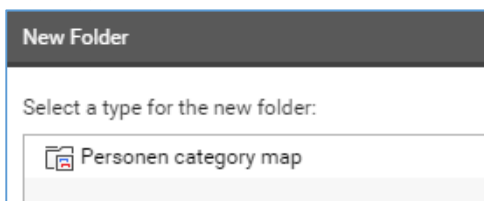


## STEP 2: ADDING DEPARTMENTS OR CATEGORIES (OPTIONAL)

By default, all people will be placed in one list. If you want 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.

- Hit *new folder* in WebHare in the left upper corner to create a subfolder and choose the type *People Category folder*:



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

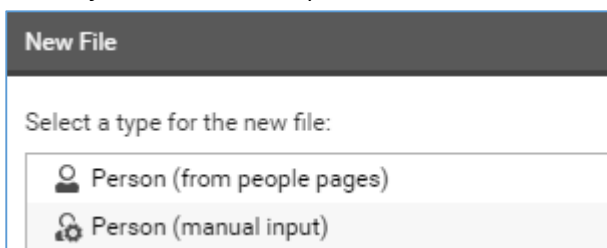
Hit ok/save.

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

## STEP 3: ADDING PEOPLE

Basic steps:

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



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

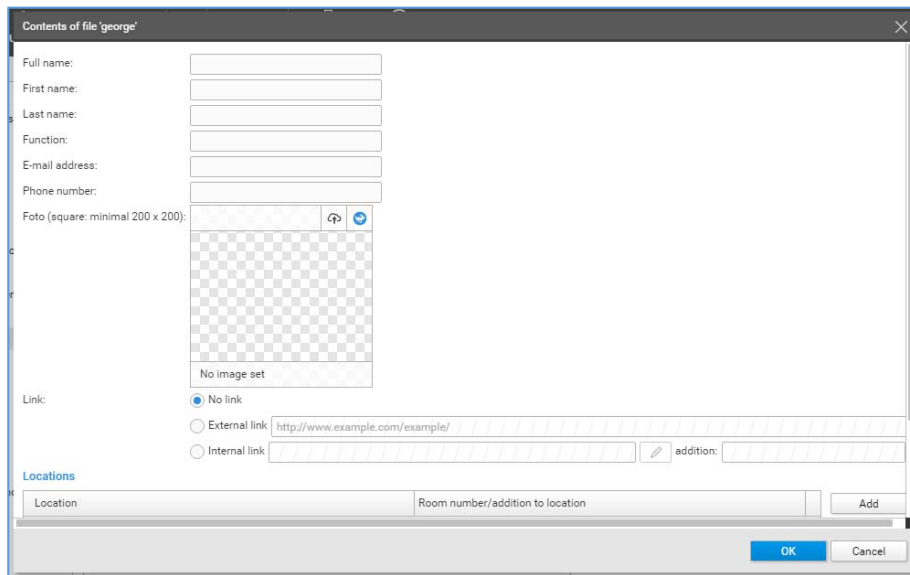
### (A) IF YOU SELECT PERSON (FROM PEOPLE PAGES):

- 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.)
- Hit save/ok to save your item.
- Double click the item to choose someone from people pages:
  - Hit the pen button to search for a person like *Smith*. Select the person you want to add. The person's information will be shown.
  - If you want to, change the text in the job title field.
  - For people with more than one location (room number), choose a location.

**Please note: If the person you are adding has a UT guest account, he or she is not able to add a picture or other information. We advise to choose option (B) and add the person manually, otherwise there will be no photo.**

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

1. Fill in a name, like 'george'. (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 can be used for sorting 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

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

## GENERAL TIPS

- **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:

[onlinemedi@utwente.nl](mailto:onlinemedi@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