Core Facilities
New Website Workshop

Evanston Campus: February 5th
11:00-12:00 PM

Chicago Campus: February 11th
10:30-11:30 AM
Agenda:

- Reasons for upgrading
- Website navigation
- Expectations for Managers & Directors
- Editing content on your facility’s page
- Questions/feedback
Reasons for upgrading:

• Private login for core mangers and NU Researchers
• More intuitive interface
• Content management system for core managers/directors
• Enhanced search options
• Version 2.0 this summer
• Feedback encouraged before V2.0 is launched.
Website Navigation:

• Website URL: https://www.facilities.research.northwestern.edu/

• 3 places to login with NetID/password:
  – Management Page
  – NU Researchers
  – Login button

• Search Features:
  – Search Facilities
  – Homepage Search box
Some Facility Page Content is Login Specific
An External User (not logged-in) Will See:

• Facility Description
• Location/contact info
• Facility Category

AND the following buttons:

Send a message to the facility’s manager.

Prompts user to login. Then redirects to “NU Researchers” page
Some Facility Page Content is Login Specific

Any logged in user will see

• Facility Description
• Location/contact info
• Facility Category

AND the following buttons:

NUCore Login

→

Directs to NUCore Login Page

Our NUCore Page

→

Directs to facility’s NUCore page. Must enter url in “Internal Contact Link” field for button to appear
The Dashboard:

- Accessing the dashboard: Homepage Login button → Dashboard
- Menu items on the dashboard
  - My Profile: Edit your contact information
  - My Facilities: Select your facility to go its page and view/edit content
  - Staff: Staff in your facility

- Add terms to site’s pool of resources through the below menu items: (to add/remove a resource from your facility, see pg. 11)
  - Techniques
  - Equipment
  - Products
  - Services
  - Supplies
  - Affiliations
Menu Tabs on your page:

- **View**: If you are logged in, you will see different content than general public
- **Edit**: Edit content on your facility’s page
- **Group**: Assign/revoke user roles (admin members only)
- **Webform**: Create surveys and forms. Linked to the “I am an External Researcher” button (see pg. 5)
- **Results**: View webform results
Editing your facility’s page content:

- To edit your page content, you must be assigned one of the following roles:
  - **Administrator Member**: Full editing capabilities including assigning/revoking user roles via the “Group” tab.
  - **Core Employee Member**: Editing capabilities *except* for assigning/revoking user roles.
What can I edit on my page?

• Facility’s Description:
  – Text box: Use “Full HTML” or “Filtered HTML” to view the toolbar and activate hyperlinks.

• Location: Enter complete, correct address

• Website URL

• Internal Contact Link URL (“My NuCore” Button)

• Images: Banner and staff

• Remove Staff (Admin Members only)
What *can* I edit on my page?

Editable fields effecting “Search Facilities” results:

- **Resources:**
  - ✓ Equipment  ✓ Services  ✓ Products  ✓ Supplies

- **Facility Category:** Choose 1 of 9 categories

- **Techniques:** Chose 1 or more techniques

- **University Centers:** Chose a center, if applicable
What Can’t I edit on my page?

• Adding staff (to remove staff, see pg. 14)
• Contact information for users other than yourself (each user must update his/her own information)
• Contact Leah Seiffert: l-seiffert@northwestern.edu to add staff to your facility’s page.
How to edit your contact information:

- Users may only update their own information. Leah can also make edits to users upon request.
- Login with NET ID/password
- Dashboard → My Profile → Edit Account
- “Password” field: Leave blank. Passwords default to NET ID/password
- Upload a picture or update content
- Information will display on whatever facility you are linked to
Assigning/Revoking User Roles
(Admin Members only)

• Login ➔ Page ➔ ”Group” tab ➔ People

• Options:
  – **Deny membership**: User removed from “Facility Staff” *and* group. Editing privileges revoked. User no longer associated with facility in any way
  – **Add a role**: Assign a user administrative or membership role
  – **Do NOT Select**: *Block Membership*
Webforms:

• What is a webform?
  – Survey making module: Create customized form or survey.
  – A way for external customers to contact you
  – What guests see when they select the “I am an External Customer” tab on your page (see pg. 5)
  – Change contact e-mail address if necessary
  – Select “Results” tab to view submission results.
Questions/Feedback?

Contact Leah Seiffert
Phone: (847) 467-3794
Email: l-seiffert@northwestern.edu
**Alex/Developer:**
- V.1.0 – Jan 13'
- V.2.0-Summer ‘13
  - Add New Functions
  - Edit pages not otherwise editable by Site Managers

**Site Manager:** Leah and Phil only: Can create new CFs, add admins/managers, assign levels, block users, and edit most pages. Access to a comprehensive dashboard

**Administrator Member:** Access to all private pages. Full editing capabilities for facility’s page. Can assign/revoke user roles using the “Group” tab

**Core Employee:** Access to all private pages. Editing capabilities for facility’s page except for assigning/revoking user roles (no access to “Group” tab)

**NU User:** Anyone with a NU NET ID/password. Can access private pages on the website. No editing capabilities

**CBC Researchers:** NUCore link, guest NET ID/password. Not available until version 2.0

**External Users:** Guests without a NetID. No access to any private login pages (NU Researchers or Management)