

## SHINe website using and updating guidance

A non-SHINe specific guide to the various parts and functions of the content management system is available from TicToc, the website designers. The eSHINe group should be asked for copies of this and for contact details, charges etc for TicToc and for OpenHosting, the company who provide administration for the SHINe domain name, and webmail.

The following guide should be adequate for most website users and editors.

### Using the website

The SHINe website is at <http://www.shinelib.org.uk>. The vast majority of content can be viewed by anyone. All members will be issued with a personal login at the time of membership renewal; queries and problems here should be referred to Suzanne Wilson ([suzannewilson@nhs.net](mailto:suzannewilson@nhs.net)) who will liaise with the eSHINe group ([web@shinelib.org.uk](mailto:web@shinelib.org.uk)) if required. Assigned logins should allow access to the (few) non-public areas of the website and to the website content management system to makes updates, according to your role in SHINe. If you think you should be able to access, or edit, areas that you cannot please contact Suzanne Wilson or the eSHINe group.

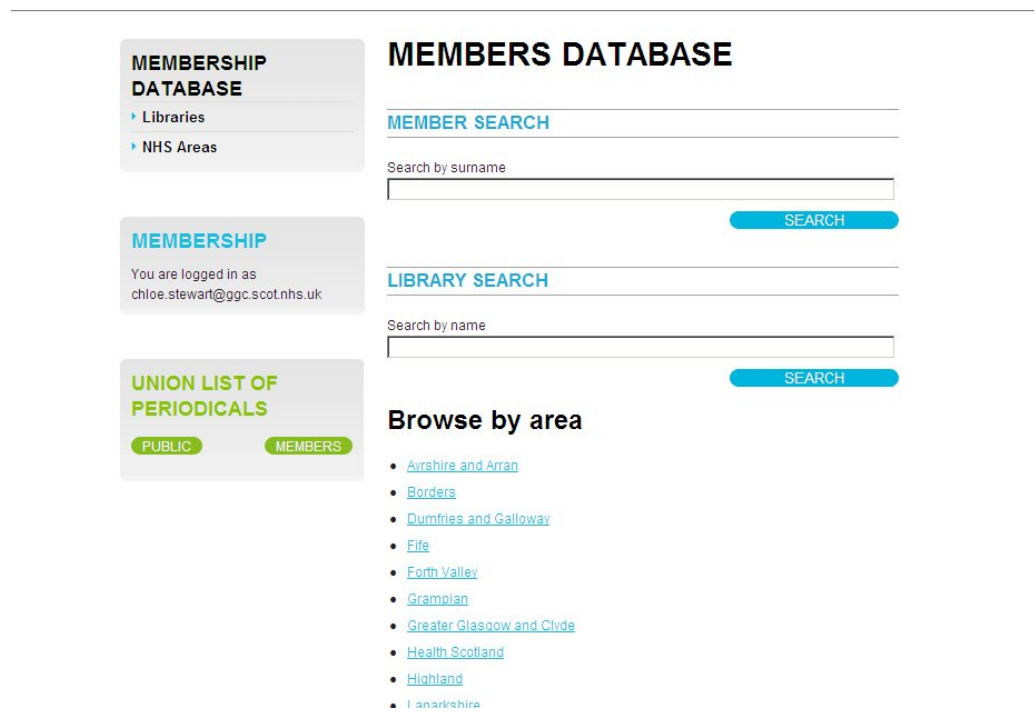
Your login can be used on the homepage, or when you are asked for it.

**Ordinary members:** your login will allow you to:

Add comments and new items to the Members' blog which is visible on the homepage; click Read more to view the full blog item and add a comment. Click Return to the members' blog from here to see the whole blog and add new blog posts via the Post a blog link. The blog can be accessed directly via <http://www.shinelib.org.uk/blog>, and a link to it is visible when you click the Log-in option at the top of the screen.

The screenshot shows the SHINe website homepage. At the top, there is a navigation bar with links for 'Contact us', 'Log-out', and a search box. The main header features the SHINe logo (a blue cross in a circle) and the text 'SHINE Scottish Health Information Network'. Below the header is a large image of a bookshelf. A dark navigation bar contains links: 'Home', 'About SHINE', 'Our work', 'Membership', 'News & events', 'Professional development', and 'Membership database'. On the left side, there are two boxes: 'MEMBERSHIP' (showing a user is logged in as chloe.stewart@ggc.scot.nhs.uk) and 'UNION LIST OF PERIODICALS' (with 'PUBLIC' and 'MEMBERS' buttons). The central 'MEMBERS BLOG' section has a 'Post a blog' link and two article previews. The first article is 'SHINe Committee - call for nominations' dated 5 March 2010. The second is 'Review of EBLIP course, University of Sheffield' dated 4 March 2010. On the right, a 'FILTER BY CATEGORY' list includes: Agm, Career development, Committee, Copyright, Cpd, Images, Members, Membership, Resources, Search engines, Shine, and Study day.

Use the Membership database via the link. You can search any person or library on the database, and can browse by health board area. If you spot errors click the Suggest a change link under each entry to send your suggestion to Suzanne Wilson:



Please note that the Union List database is still separate and should be accessed via the homepage link.

To submit news and events please go to News and events, and click the Submit news link. All members are encouraged to do this, to add blog items and to submit images (send these to the eSHINe group).

**Committee and working group members:** your login will allow the same functions as above plus:

Under the relevant Our Work pages for your committee or working group you will see (when logged in) a private blog for that group. You can add comments and new blog posts by following the relevant links.

You will also be able to edit relevant areas of the website via the contents management system – see below. If you are unable to edit relevant areas please advise the eSHINe group.

Note that any alterations to the front page or to forms require the involvement of the website design company – refer all these to eSHINe and do not attempt any alterations. These elements do not show up on the CMS, be very careful if editing pages with forms on them.

Remember not to add any confidential information (e.g. logins) to areas visible to the general public (e.g. in News).

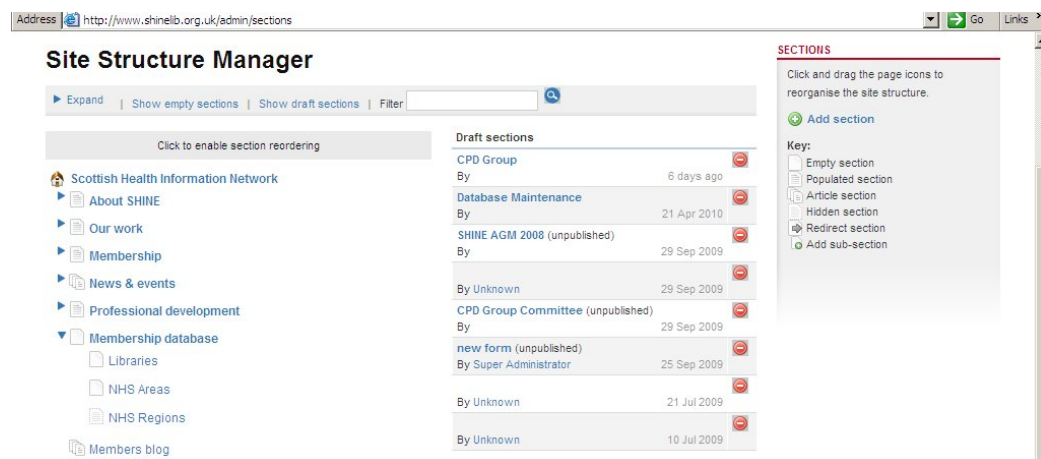
### Editing the website

The content management system is accessed via <http://www.shinelib.org.uk/admin>. Use the login you have for the main website.

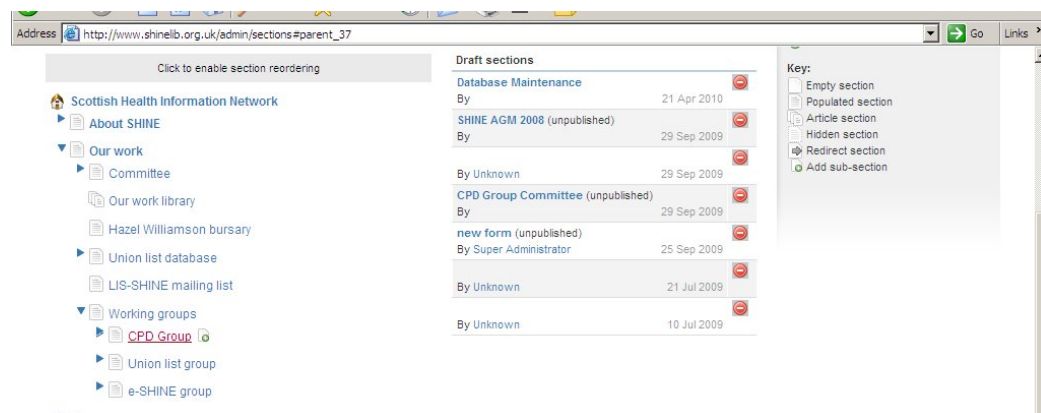
What exactly you see when logging in will depend on the permissions set for your role – as said please ask Suzanne Wilson or the eSHINE group if you cannot edit areas you think you should be able to. This guide is intended as a quick guide to website updating; please ask the eSHINE group for more information, data on usage etc.

You will normally first see the Dashboard tab. This will list Recent Activity, some figures about the website (e.g. numbers of users), and a Quick Links list which lists some common functions such as uploading files – you can perform these functions from here or from the tabs as described below.

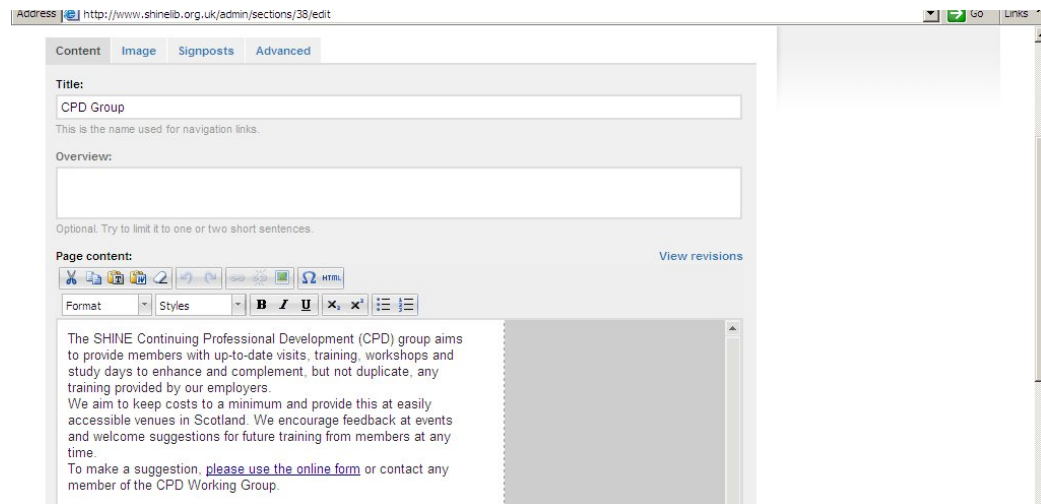
The Content tab allows the adding of different types of pages, depending on your permissions; existing pages here may be edited by clicking on them. In many cases, to amend or add to existing pages, it is simplest to choose the Structure tab within this which shows the structure of the site pages:



To view sub-pages click the arrows beside each section. Do not rearrange the order of sections or add new ones without discussion with the eSHINE group. To edit existing pages click on the page title:



This will open the content editor:



It is advisable to open the relevant live site page at the same time to see how it displays. The page title will display in the side menu on the live site. The main page can be edited with the tools, very like Word. The HTML icon allows the editing of the html code. To add website links, from external sites or within the SHINE site, highlight the text and click the link icon; follow the instructions on the page which then comes up. To link to files and images do the same and click the picture icon. This will allow you to select from the existing images and files already loaded – you may also load new ones by clicking Upload files. For images you will be given various options for size and alignment; ask the eSHINE group if you need advice.

To see previous changes click the View revisions link.

The page will automatically save in draft form every few minutes but you may also use the Save draft button. Preview will display the page as though live. To make the page live click Publish. It can take up to a day for changes to become visible, but alert eSHINE if they take any longer. This will take you back to the main Structure list.

To add new sub-pages click the plus sign beside the page you want to add a sub-page to; this will create a blank page to be edited as above. Note that you will need to add a link from the page to this sub-page – if you want it to be visible in the side menu please ask the eSHINE group as this may affect the site design.

You may also add images and files via the Files tab – this is easier if you simply want to add files and do not yet have specific pages to use them on. Permitted file types are those ending: avi, csv, doc, flv, gif, jpg, mov, mp3, mp4, pdf, png, pps, ppt, wmv, xls, zip. It is preferable to first open the folder you want to add the file to (or create a new folder using the Add folder link) then upload the file.

To add new events use the Content tab, choose the Events tab, click Add event and fill in the form, and Publish as usual.

To add news click on the Add News Story Quick Link in the Dashboard, or go to the Content tab, choose the Articles tab, select News Stories under Pages Types on the right then click Add News Story; in either case fill in the template form given and Publish as usual. Note that News stories should have an image linked with them – before clicking Publish click the Image tab and click the option to add an image (see above for doing this). Choose the Mini format to make sure it is the right size.

## Contacts

### eSHINE group

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