

## EMPS Staff Profile Instructions

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## How to update your staff profile

1. Log in to the UDB system using your IT username and password: <https://udb2.emps.ex.ac.uk/>
2. Click 'My Details and Profile Information, then 'Edit my details and profile information' to bring up this page:

UDB 2.0 Home Databases Admin

College of Engineering,  
Mathematics and Physical Sciences

Home My Details and Profile Information Other Webpages / Content

Edit my profile information

### Basic profile information

Title: Miss

First name(s): Lucy

Last name: Corley  
Your name will be displayed as "Lucy Corley"

Initials: LC

University Title: Web Officer

Email Address: L.Corley@exeter.ac.uk

Post box:

Own Website:

Room: Hope Hall - 1.04 (Support Staff Office)

You can update your contact details here. Your 'University Title' should be your job title.

### Privacy Settings

Allow my profile information (and HTML profile) to be shown to the public

Allow my picture to be shown to the public

These privacy settings control whether your image and profile text appear on the website.

### Private profile information

The information you submit in this section is only visible by authorised staff, and never gets displayed to the public.

Home Address:

Home Telephone:

Mobile Telephone:

The 'Public HTML profile text' is what displays on the main page of your profile.

### Public HTML profile text

This text is displayed under your user profile page on the school intranet site and public facing internet sites, as long as your privacy setting above allows it.

PLEASE don't paste directly from Word, it's not very good at generating HTML. Write your text in directly below or copy from notepad.

Source

Normal

### 3. Update your profile text in this section:

**Public HTML profile text**

This text is displayed under your user profile page on the school intranet site and public facing internet sites, as long as your privacy setting above al

▲ PLEASE don't paste directly from Word, it's not very good at generating HTML. Write your text in directly below or copy from notepad.

The editor interface includes a toolbar with various icons for text formatting and a 'Paragraph Format' dropdown menu. Callout boxes provide the following instructions:

- 'Paste as plain text' button. **Always use the 'paste as plain text' button to paste text into your profile.**
- Use this button to add in a link
- Click this button to add in a bullet point list.
- Add headings using this drop down menu. Highlight the text you want to make into a heading, then click the arrow to select 'Heading 3' or 'Heading 4'.

body p

**Save Changes**

## Updating your profile picture

To change your image, email a new one to: [digitalteam@exeter.ac.uk](mailto:digitalteam@exeter.ac.uk).

## Publications

Your publications page pulls in the details of your publications automatically from your Symplectic account: <https://researchpubs.exeter.ac.uk/homepage.html?em=false>

For the website to pull in a publication, it needs to have:

- A status of 'Published'
- A publication date
- If there's more than record of the publication in Symplectic, you need to set one of these as your preferred record

## Help with Symplectic:

Symplectic is supported by the Research & Impact Management Environment team. You can email them at: [rime@exeter.ac.uk](mailto:rime@exeter.ac.uk).

And find How-to guides here: <https://universityofexeteruk.sharepoint.com/sites/RIME/SitePages/Symplectic-Elements-Guides.aspx>

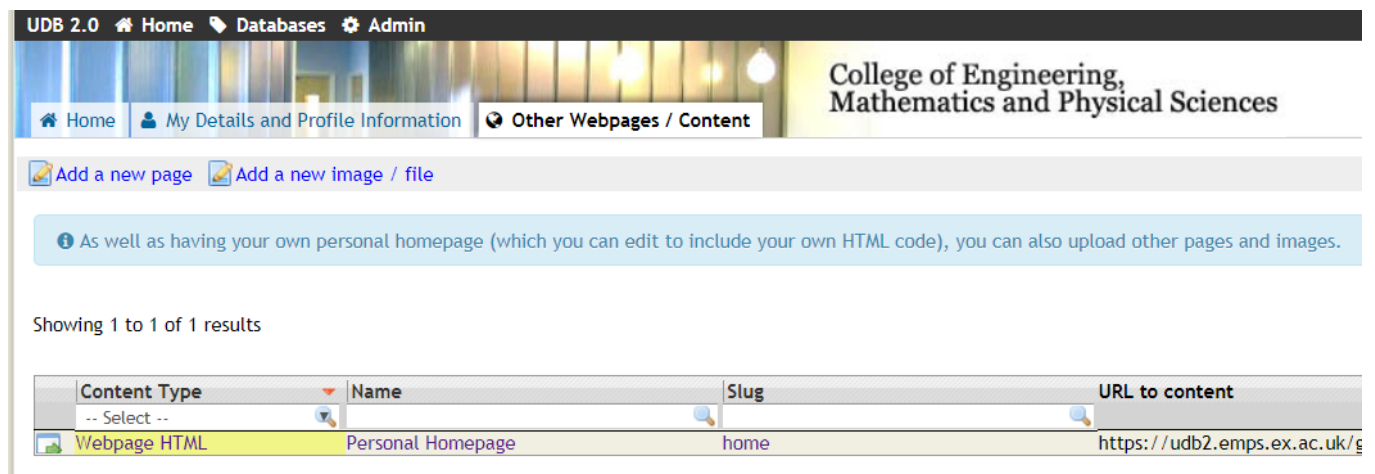
## Conferences

For the website to pull in a conference, it must have the following information filled in:

- **What is your relationship with this conference?** – pick ‘Author of’ if you’ve given a paper
- **Title** – of the paper/presentation
- **Name of conference**
- **Publication date** – even if there are no published proceedings from the conference, you need a date here. (The date of the conference is fine)
- **Status** – choose ‘published’ from the drop-down menu.
- **Open access status** – choose the relevant one from the menu.

*Note that changes made in Symplectic can take up to 24 hours to pull through to your profile.*

## Adding another page to your profile



UDB 2.0 Home Databases Admin

College of Engineering, Mathematics and Physical Sciences

Home My Details and Profile Information Other Webpages / Content

Add a new page Add a new image / file

As well as having your own personal homepage (which you can edit to include your own HTML code), you can also upload other pages and images.

Showing 1 to 1 of 1 results

Content Type	Name	Slug	URL to content
Webpage HTML	Personal Homepage	home	https://udb2.emps.ex.ac.uk/g

You might want to add a separate page to list specific information such as conferences you have been asked to speak at, or your outreach work.

1. Log into UDB, and click 'Other Webpages/Content'
2. Click 'Add a new page'
3. Give it a title and URL. Keep the URL as short as possible. The title will display in the right-hand menu on your profile page, underneath Publications.
4. Add text in the Page Content box (see 'How to update your profile' for guidance)
5. Remember to save your changes.
6. You can edit this page by returning to 'Other Webpages/Content' and selecting it from the list.

## Troubleshooting

### My profile has lost its formatting – the text looks different

This may have been caused by pasting text in without using the 'paste as plain text' button.

To fix it:

1. Highlight the affected text, or click the 'select all' button to select all the text in your profile
2. Click 'cut' to remove it
3. Use the 'paste as plain text' button to paste the text back in (see 'Pasting text' above).
4. Add any headings back in using the drop-down menu (see above)
5. Remember to click 'Save changes'
6. Refresh your profile page on the website to check the changes have worked.

### A publication or conference is missing from my profile

- Check the status is 'published'
- Check there is a publication date, and fill this in if not

- If there's more than record of the publication in Symplectic, check you have set one of these as your preferred record
- For conferences: check the details listed above are present

Note that changes made in Symplectic can take up to 24 hours to pull through to your profile.

## Why update your profile?

### 1. To showcase your research.

An up-to-date profile promotes your research and encourages potential academic and industrial collaborators to get in touch with you.

### 2. To help prospective PhD students find you.

User testing has shown that students considering a PhD use staff profiles

## What to write

### 1. Include your latest research

Your most recent projects and grants, and current research and teaching interests are likely to be of most interest to someone reading your profile.

### 2. Include key words

Include words and phrases people are likely to be searching for if they are interested in your area of research. You could create a bullet point list of your key research areas, before discussing them in more detail.

### 3. Pick out highlights/noteworthy achievements

Choose the 'best bits' from your previous projects to draw attention to in your profile. Remember to link to a project's website if it has one.

### 4. List PhD students (if applicable)

List PhD students you are currently supervising, ideally with links to their profiles. If there are particular areas you would be interested in supervising, add this to your profile to encourage prospective students to get in touch.

## How to write

### 1. Write in first person

e.g. 'I am a Senior Lecturer in Engineering' rather than 'Lucy Corley is a Senior Lecturer in Engineering'.

### 2. Break your profile up with headings.

This can make it easier to read and potentially boost its search engine ranking. Use the format drop-down menu to make text into a heading (see above).

### 3. Keep sentences and paragraphs short.

What feels like a short paragraph in a word document feels much longer and more difficult to read on the web, especially if viewed on a tablet or mobile.

**4. Use bullet points for lists (see above).**

**5. Use link text that describes the linked page.**

Avoid using 'click here' as your link text – instead, write something that tells the user about the website or webpage the link will take them to. This makes your profile more accessible and easier for search engines to find.

e.g. instead of

*Read more about my climate change project [here](#).*

use

*Read more on my [climate change project website](#).*

## Pasting text

If you want to paste text in to your profile from somewhere else, **always click the 'paste as plain text' button first.**

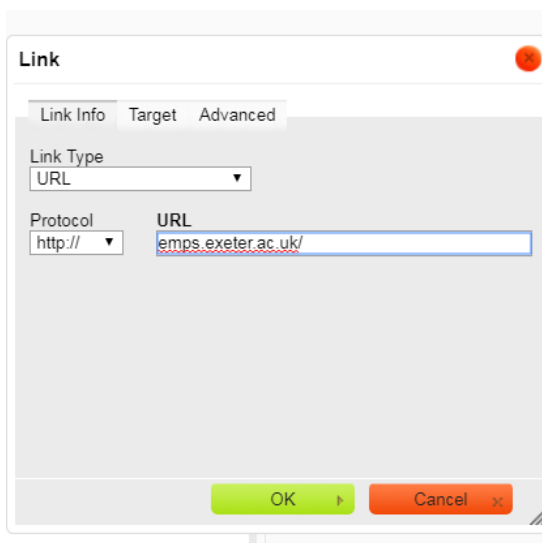


Then paste your text into the pop-up box that appears:



## Adding links

1. Highlight the text you want to make into a link
2. Click the **Link** button to bring up this pop-up box:



3. Paste the URL you want to link to into the URL box.



## Example of a basic profile

– if in doubt, aim for something like this:

Introductory sentence summarising my role.

Simple bulleted list of interests

Heading 3

Short paragraphs: 2-3 sentences long

Heading 4 used as subheadings for my projects

Here I could add some highlights from completed projects

List of PhD students I am supervising with links to their profiles.

The screenshot shows a web profile for Miss Lucy Corley. At the top is a purple navigation bar with links: Home, About, Subjects, Study, Research, People, Business, News and events, Intranet, and Contact. The profile content includes:

- Miss Lucy Corley** (Name)
- Web Officer** (Job Title)
- Email:** [Show email](#)
- Telephone:** 01392 723896
- Extension:** (Streatham) 3896
- A short introductory paragraph: "I am a Senior Lecturer in Engineering and a founding director of the Vibration Engineering Section."
- Research interests** (Heading 3):
  - Vibration engineering
  - Active control, Hardware in-the-loop (HIL) simulators, real-time hybrid testing of structures.
  - Sustainable energy production
  - Concentrating solar photovoltaics
- Current projects** (Heading 3):
  - Sea Wave Prediction** (Heading 4):

I am working with [Prof. Michael Belmont](#) and [Dr Mustafa \(Fass\) Al-Ani](#) to make significant improvements to the safety of maritime launch and recovery operations by providing short-term predictions of the profiles of the waves. We are pioneering research into Quiescent Period Prediction (QPP) which aims to predict when short periods of relative calm are about to occur.

This has the potential to allow a range of wave critical marine operations to be safely carried out at considerably larger wave amplitudes than would otherwise be possible. Our work is funded by EPSRC (ref EP/N009142/1) and we have industrial partners in the MOD, BAE Systems and SEA.
  - Photogrammetry Reflectance Transformation Imaging** (Heading 4):

Working with [Dr Judith Bannerman](#), [Dr Sam Stevens](#) and [Prof. George Bevan](#), I am developing new techniques in RTI and its use for photogrammetry. In 2016 Judith, George and I worked together at the Prof. Mieczyslaw Domaradzki Archaeological Museum, in Septemvri, Bulgaria, and taught RTI techniques for the Bulgarian Heritage Field School (BHFS). [Visit our RTI web page.](#)
- PhD students** (Heading 3):
  - [Student name](#) - Project title
  - [Student name](#) - Project title
  - [Student name](#) - Project title
  - [Student name](#) - Project title

Annotations on the left side of the image point to various elements of the profile:

- An arrow points from the introductory sentence to the text box: "Introductory sentence summarising my role."
- An arrow points from the research interests list to the text box: "Simple bulleted list of interests"
- An arrow points from the heading "Research interests" to the text box: "Heading 3"
- An arrow points from the "Sea Wave Prediction" paragraph to the text box: "Short paragraphs: 2-3 sentences long"
- An arrow points from the heading "Photogrammetry Reflectance Transformation Imaging" to the text box: "Heading 4 used as subheadings for my projects"
- An arrow points from the highlights paragraph to the text box: "Here I could add some highlights from completed projects"
- An arrow points from the PhD students list to the text box: "List of PhD students I am supervising with links to their profiles."
- An arrow points from the explanatory link text box to the link "Visit our RTI web page."

Explanatory link text