Profile Management System

OVERVIEW

The goal of this system is to provide an easy way for faculty and students to update personal profile pages on their respective department websites. A user can login to the system with their TAMU NetId account and then make revisions to their profile data or create new pages that can be linked to their main profile page.

Some of the key features include the ability to first make changes and then preview them before those changes get published on the actual Departmental website. All changes are also saved so that information can always be recovered should there be a need to revert to an older version. The exception to this is the profile picture (which only stores the current pictures) and files uploaded through browse server.

SPECIAL NOTES REGARDING INTERNET BROWSERS

The Safari browser does not allow uploads in a reliable method. Please use Firefox or OmniWeb; both programs are more consistent in how they read HTML code. So far Google Chrome has tested well, also.

If you experience any problems while logging in or using the system contact Jennifer Rumford: 979.862.7697 or jrumford@tamu.edu.

USER INSTRUCTIONS

LOGGING IN

Type the url geotest.tamu.edu/profile_system into your browser and then click the ‘Proceed...’ link. You will be taken to the TAMU CAS page where you can login with your NetId and password.

!!! Special first time login instructions for _students_ who do not have an existing profile page !!!

You must first go to geotest.tamu.edu/profile_system/init_profile.php and enter your first/last name, and then click login where you will be taken to the CAS login page. After completing this step, you will then use the regular login procedure above. Again, this only needs to be done by students who do not already have a profile page created for them by the website development team.
This page shows which profiles you have access to edit. Next to each profile you have access to, it will show the date it was last updated along with several links.

1. Logout - Will log you out of the system. It is recommended you close your browser window after logging out

2. (#) - Allows you to create subpage your profile page can link to, see Profile Subpages

3. [limited edit] - Allows you to edit and preview changes to your profile, see Editing Profile Data

4. [view live] - Takes you to the profile page currently being published on the department site

   This is also the URL that you can save or send to other people to show them your profile page

5. [history] - Can view previous versions of your profile page along with the comments that were made for that version

EDITING PROFILE DATA

At the top of the page are the basic commands to either: BACK - leave the profile; PREVIEW - see current changes to the profile; SUBMIT PUBLISH REQUEST - post edits to the web staff. Changes will not appear on the website until confirmed by web staff.

PROFILE METADATA includes a COMMENT box so people editing the profile can leave a comment on what changes they have made on this particular revision or mention personal preferences – some people prefer their personal photos over the official photos in the gallery database, for instance. It is helpful to list updates so administrators can more quickly approve changes.
PROFILE INFO - click edit to enter

SALUTATION - choose preference

TITLE - Professor, Associate Professor, etc. Type in your title.

DEPARTMENT - choose from the dropdown menu

SPECIALITIES - a short list of areas of interest that will appear on the directory page. Example: Economic, urban, property value, taxation, geography education

PHONE and FAX: be sure to use TAMU preferences for phone numbers 979.845.5219 – no hyphens

OFFICE: List building and room number

WEBPAGE: If you have a personal web page you want inserted, insert the full address here.

EDUCATION: Be sure to list the degree (Ph.D., M.A., etc.). There are additional fields if you have multiple degrees.

DEGREE/Degree name (Urban Geography, etc.), Institution, Year
Example: B.S. Biology and Environmental Studies, University of South Carolina, 1982

PHOTO: The photo must be 170 x 220 pixels at 72 dpi to fill the space. The file type must be jpg, gif, or png. If you need help with this, please send your original photo to Jennifer Rumford, jrumford@tamu.edu

PROFILE SECTION

The profile sections part is different because the order and title of the sections is chosen by the user. The list of preferred titles is below. The numbered drop down list is used to change the order of them on the page. The edit link next to a section takes you to the limited wysiwyg editor where you can put whatever information. Clicking the IMAGE icon and then the browse server button takes you to a file management wizard where you load your photo. Clicking on the LINK icon allows you to list URLs for links.
PREFERRED SECTION TITLES

Bio
Research OR Research Interests
Projects
Experience
Awards
Selected Publications
Affiliations
Links

Title Box: Type in Section Title.

Content: Content text can be inserted FOUR ways.

1. Type it in.

2. Paste it into the Content area as a direct paste, or using the PASTE CLIPBOARD.

3. Paste it into the Content area using the TEXT CLIPBOARD.

4. Paste it into the Content area using the WORD CLIPBOARD.

There are three different clip boards. The one that works best is the TEXT clipboard. You will, however, lose italics and bold, and will have to replace those once your copy is in place. Copy and paste does not always work – keep in mind that sometimes it will carry the format including type face and size from Word and email files. This can be good in terms of carrying italics, but bad if it carries font and size.

ANYTHING that should appear in a sidebar box, use the PROFILE SIDE BAR SECTIONS to create.

Selected Publications

PROFILE SECTIONS: SELECTED PUBLICATIONS

Make sure journal and book titles are in italics. Here is a generic bibliographic citation form. Remember, science citations are completely different from MLA:

Author –order: Last name, Initial/s. YEAR. Title (article). Title book/journal. Publisher (if book). Volume(#):page [no space between].

When listing double initials, like Rogers, A.A., Castree, N.T., and Sherman, D.J. do not put space between the initials. Space between the initials can break the line in HTML. Also, do not use double spaces between sentences. Make sure you put a comma before the AND in a list of reference names – it will help keep straight which initials go to which name.

After creating the list of publications – click on the BULLET BUTTON to format the publications. Don’t forget to add italics for journal/book titles.

SIDE BAR BOX - COURSES, LIST OF STUDENTS, ETC.

To create the list of courses that appear in the sidebar, click on Profile Side Bar Sections NEW. Type: “Courses” in the title box.

Add the list of courses, using a soft return at the end of each line to keep the type tight. A soft return is CTRL ENTER.

EXAMPLE: GEOG 361 - Title of Class

If you have a web page for the course, highlight GEOG 361 by dragging across it, click on the LINK (globe) button, and paste into the dropdown space. If you want to delete the link, click on the BROKEN LINK button (the one on the right).

Faculty who list graduate students – students should appear in a box on the right hand side. This information can link to the student’s profile. When a student lists faculty advisor, a link to the advisor’s profile can be made.

PROFILE SUBPAGES

Subpages are pages that can contain any information you want, and aren’t limited to the profile format where your picture and information is featured in predetermined places. Subpages aren’t restricted to being published only by administrators, meaning any changes you make to a subpage shows up on the department site immediately.

[edit] takes you to the same editor where you can enter text into the system

[view] takes you to the subpage so you can see how it will look on the actual page.

If you want to create a support page for a course, including syllabus, class information, additional publications, etc. close your profile by hitting BACK. On the same line as your name you will see a (#) in the SUB column. If you click on the (#), you will see PROFILE SUBPAGES. Click on NEW to create a new page.
After you have completed your edits, click SUBMIT. This will take you back to the PROFILE SUBPAGE menu. The link for the new page is listed under LINK as a string of characters. You can use this character string by copying it and inserting it into your MAIN PROFILE.

**USING THE LINK**

Copy and paste the link in the box and insert it into your main profile.

**WHEN FINISHED**

After making changes you can click the PREVIEW button at the top/bottom to see how it will look, and if that is correct you can then click the SUBMIT PUBLISH REQUEST button. You can go back in and edit at any time.

You will receive a notification from the web staff when your profile edits are live online.

**UPLOADING IMAGE OR PDF FILES TO THE SERVER**

You can use this to store files and copies of papers online.

**SPECIAL NOTES REGARDING INTERNET BROWSERS**

The Safari browser does not allow uploads in a reliable method. Please use Firefox or OmniWeb; both programs are more consistent in how they read HTML code. So far Google Chrome has tested well, also.

**FILES**

Image file types: jpg, gif, or png
Text file types: pdf, txt, or ppt (pdf is preferred over ppt)

First, select the copy you wish to link to (scroll across copy and highlight).
To reach the interactive interface for uploading files directly to the server to embed in your profile pages, click on the LINK ICON (from profile fields) or click on BROWSE DIRECTORY button on profile subpages.

The KFM interface will open and you can upload files directly to the server that you can then link to or embed in your profile page.

Click BROWSE in the lower lefthand column and locate your file. Click on the file to select, and click OPEN. This will move the file to the Current Working Directory for your files. Choose the file you wish to upload and click UPLOAD.

Once your file is the Current Working Directory, doubleclick on it select it. The Link Menu will appear, with the file identified by a URL string. For PDF and PPT files click on the TARGET tab and choose TARGET: New Window (_blank). Click on OK to link the file.
IMAGES

First, position the cursor approximately where you want the image to appear.

To reach the interactive interface for viewing and uploading files directly to the server to embed in your profile pages, click on the IMAGE ICON (from profile fields) or click on BROWSE DIRECTORY button on profile subpages. The KFM interface will open and you can upload files directly to the server that you can then link to or embed in your profile page.

Click BROWSE in the lower lefthand column and locate your file. Click on the file to select, and click OPEN. This will move the file to the Current Working Directory for your files. Choose the file you wish to upload and click UPLOAD.

Once your file is the Current Working Directory, doubleclick on it select it. The Image Properties Menu will appear, with the file identified by a URL string.

Choose preferred settings (HSpace/Vspace puts horizontal and vertical space around the image, Align forces the image, left, right, etc.).

Click on OK to insert the file.

FURTHER EDITS

Use this URL to return to the Profile Database for further edits:

http://geotest.tamu.edu/profile_system