

Digital Communications

How to create a People page using the TMP-3-2-People-Details template

You can use a TMP-3-2-People-Details template in Contensis for each People page you wish to create. It is a structured template that has specific fields relevant to profiles, so will offer more functionality than a regular Standard Content Page.

Using the template will also mean that your page can appear in the LSE People search results page, which will help to make their profile more accessible to a wider audience. More information about this is explained in this guide.

This guide will explain:

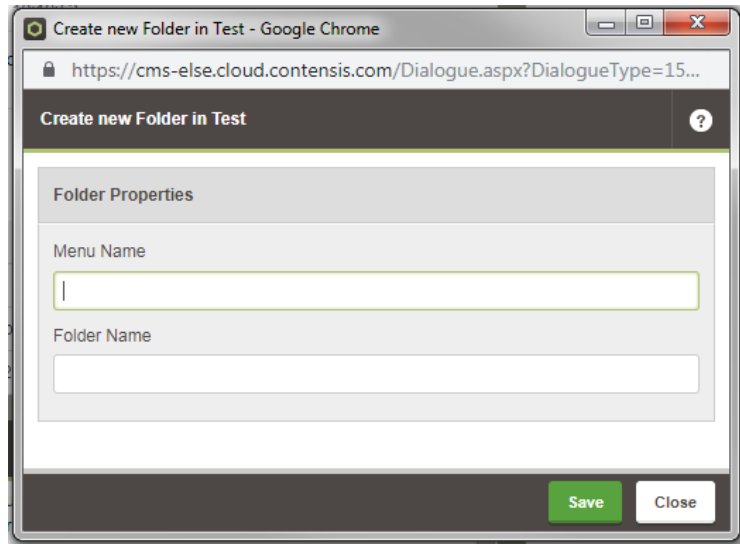
How to create a People page using the TMP-3-2-People-Details template

1. Creating the folder
2. Creating the page
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4. Adding the person details
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7. Adding Publishing Properties

TIP: Before setting up a People page, please ensure that no other departments have set one up for that individual. If a page already exists, please talk to the Digital Comms team and their departmental editor to ensure that all the relevant information appears, and to set the link up.

1. Creating the folder

In your main department or division folder, right click and select 'new folder'. It will open a pop-up window like below



Both the main name and folder name should be “people”.

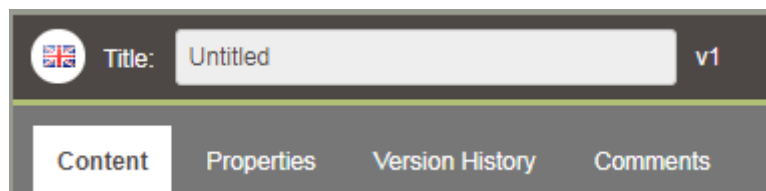
The menu name will be in the breadcrumb trail, so should be capitalised consistently with the rest of the department or division.

The folder name will form part of the URL, so should be all lowercase.

TIP: You may find it helpful to set up individual folders for each person, following the same guidelines.

2. Creating the page

- When the folder for your page has been created, right-click on the folder icon, and select 'new content'.
- Select 'LSEPeople' (using the TMP-3-2-People-Details template) and click on it. If this option does not appear, contact your Digital Comms team liaison.
- The 'untitled' page will appear in the folder.
- Change the Title of the page to the name of your person. Do not use their titles (Dr, Prof, etc.) at this stage.



3. Adding the image

- You must add an image of the person as this is what will show in the People search results, in related content listings across other pages, and at the top of the page.
- The image must be cropped at 200x200px, and the file size should be under 100kb. TIP: Due to flaws in the template, if you delete the image, the entire page will be un-editable. If this happens, your only option will be to set up a new page and copy all of the content over. For this reason, please **do not delete any images you are using for this template.**

4. Adding the person details

You should add the following details (be aware that the items marked with an asterisk should be considered mandatory):

- *Title – from drop-down list
- *First name (TIP: Initials should go at the end of the first name, not at the start of the last name)
- *Last name
- Department – from drop-down list
- Department code – from drop-down list
- *Position
- *Type (of role) – from drop-down list
- Telephone (max 1) – Please provide this info if at all possible.
- Extension number
- Email (max 1)
- Room number
- Office Hours
- ORCID
- Anonymised staff number: This will already exist if the individual had an Experts page, but will need to be generated if they didn't. Contact Digital Comms to get this information.
- Awards
- Expertise (comma separated tags): Please give at least 3 areas, but try to be fairly general with these
- LinkedIn (max 1)
- Twitter (max 1)
- Website (max 1)
- *Biography – This should be 200 words or less (optimal content is probably closer to 80 words) and can be formatted in the same way that the body of a standard content page can be. It should be written in third person

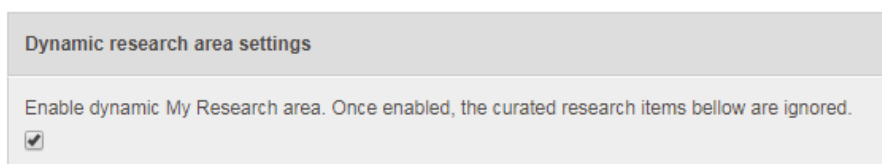
TIP: If there are any details that do not fit anywhere else in the template, this is where to add them.

5. Adding research

Any People details page can list up to four items of related research. This is powered by the Research finder tool (<http://www.lse.ac.uk/Research/Search-Research>). After those items, if you have entered the anonymised staff number, the template will generate a “see more” button, which will lead to a search results page pre-filtered by that person’s name.

Research can be added to the profile dynamically or curated. They should be added dynamically unless the individual specifically asks to highlight a particular piece of content on their page.

To enable a dynamic research area, ensure you have added the Anonymised staff number in the field mentioned above and ticked the “Dynamic research area settings” tick box. If research is added dynamically, it will be listed in reverse chronological order (most recent to least recent)



Dynamic research area settings

Enable dynamic My Research area. Once enabled, the curated research items below are ignored.

To enable a curated research area, leave the “Dynamic research area settings” tick box unticked. You can add up to four items here, but can limit it to one if necessary.

For each research item you should add (asterisked items are mandatory):

- *Type (presentation format) – from drop-down list
- Title
- Author(s):
- ISSN/ISBN:
- *URL:

TIP: Using curated research can be useful if, for any reason, the individual’s research cannot be found on the Research finder.

6. Adding metadata

- You will also need to add the “Required metadata”. This should be a sentence or so describing the person and their area of work.

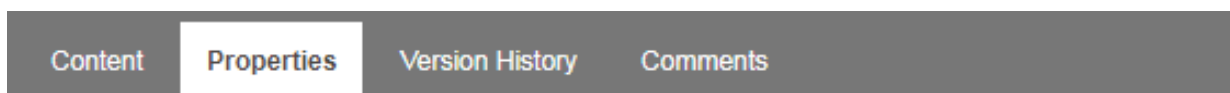
TIP: When you’re renewing a page it can be easy to forget to update the meta description (especially as it moves to another tab). For this reason, it’s best to keep

this content past tense, and avoid information that could quickly go out of date (for example, that the person is on sabbatical).

- You may also want to use the Geographic-Area location picker if the person is based in a particular location.
- You should also add relevant keywords, including their name and research areas, separated by commas.

7. Properties tab

- When your page is ready, change tabs from “content” to “properties”. You will need to add the File Name and Menu Name.
- The File name will form part of the URL. So make sure that it:
 - Contains no punctuation, e.g. remove apostrophes, colons, full stops etc.
 - Is all lowercase letters
- The Menu Name will be visible on the page, so this will be the official title of the page. Make sure this has all the punctuation that you would expect to see on a live page.



Created from page template: [TMP-3-2-People-Details.tpl](#)

Publish Properties

File Name

Menu Name

Include in Menu? Include in Search? Include in AtoZ? Include in SiteMap?

- The tick boxes under these names are important to get right. The “Include in menu?” box will be ticked by default. However, if you don’t want to list the person in your navigation, that should be turned off here.
- The “Include in search?” box will be unticked by default, but should be ticked unless the individual does not want to be listed in the search results.

When you have completed this, the page can be saved and published.