

## **Adding/Updating Projects on TWC Website**

*(Project leads and research assistants they delegate have this level of access)*

**1 - Part of adding/updating projects involves adding/updating project members. So, as a first step, it is recommended that editors determine if project members are already listed on the TWC website. To do so, from the white navigation bar, select “Content”. Under “Content Type”, select “Person”, then type in the person’s name in “Title” field and select “Filter”.**

Content

Content Type

Home > Administration

+ Add content

Title: meleco

Content type: Person

Published status: - Any -

Language: - Any -

Filter Reset

Action: Delete content


Apply to selected items

<input type="checkbox"/>	TITLE	CONTENT TYPE	AUTHOR	STATUS	UPDATED	OPERATIONS
<input type="checkbox"/>	Yolanda Meleco	Person	littec2	Published	11/05/2021 - 11:59	Edit

Apply to selected items

**If the name is listed, move onto step 2. If not, add by doing the following:**

- From white navigation bar, select Content > Add content > Person
- From the “Create Person” screen, fill in all relevant fields.



Content

Structure

Configuration

People

Help

Create Person

[Home](#) » [Add content](#)

Display Name \*

First Name \*

Last Name \*

Title

Text format Full HTML ▾

- Web page addresses and email addresses turn into links automatically.
- You can align images (data-align="center"), but also videos, blockquotes, and so on.
- You can caption images (data-caption="Text"), but also videos, blockquotes, and so on.

Position/Title

Role

- None -

TWC Co-chairs

Researchers

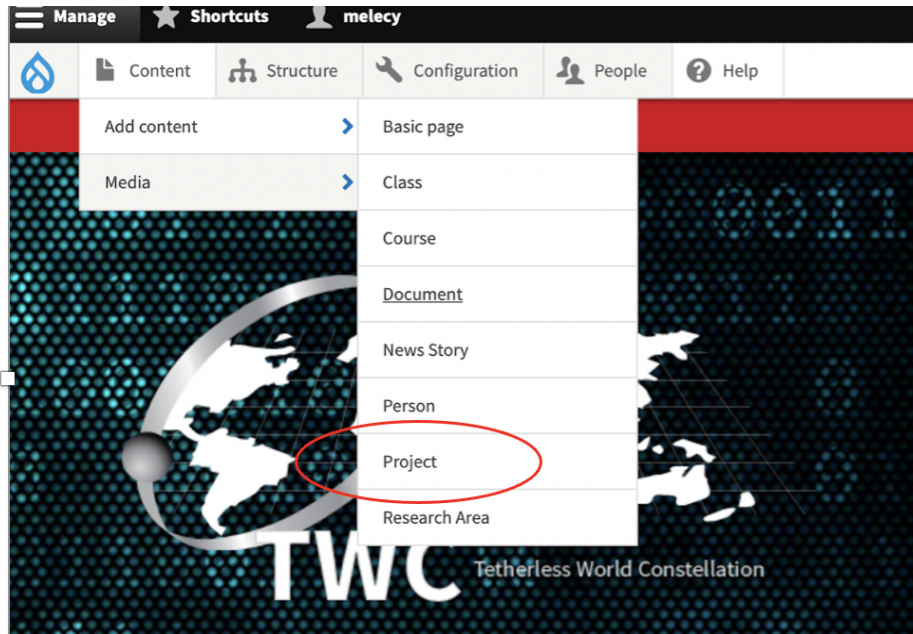
Research Staff

Email

... ..

- For the “Role” field, select one of the four options below (other options are available but for Projects, select only one of these four):
  - *TWC Faculty - the name of the TWC professors who are leading the project*
  - *Research Staff - the names of the TWC employees working on the project*
  - *Collaborators- the names of the RPI employees (not from TWC) and/or external people working on the project; this also can include students who graduated but were paid to do work for TWC*
  - *Research Assistants - the names of TWC students (past and present) involved in the project*
- Select “Publish” and “Save”.

**2 - From white navigation bar, select Content > Add content > Project**



**2 - From the “Create Project” screen, add Project Name and as much information as possible in other fields. [See above for more information about role categories.](#)**

- For “Funding Agency/Sponsor”, if relevant, provide the organization name for the project funder (include full name and acronym; for example - National Science Foundation (NSF))
- **Leave the “Research area” and “Topic” fields blank**

## Create Project

[Home](#) » » [Add content](#)

**Project Name \***

**Logo**

no file selected

One file only.

2 MB limit.

Allowed types: png gif jpg jpeg.

**Start Date**

11/17/2021

**End Date**

11/17/2021

**Description** ([Edit summary](#))

**B** *I* ~~S~~ <sup>x²</sup> <sub>x₂</sub> T<sub>x</sub> | | |

Format ▾ | Styles ▾ | Source

**Note: No updates are necessary in right box containing menu settings, authoring info, etc. (see image below).**

***Last saved: Not saved yet***

**Author:** melecyc

**Revision log message**

Briefly describe the changes you have made.

► **MENU SETTINGS** (Not in menu)

► **URL ALIAS** (Automatic alias)

► **AUTHORING INFORMATION** (By melecyc (767) on 2021-11-18)

► **PROMOTION OPTIONS** (Promoted to front page)

3. If you are the TWC Faculty or Research Staff creating the project ***and entry is complete***, select “Publish” and “Save”.

If you are a Research Assistant, make sure the checkbox for “Publish” is **unchecked** and select “Save”. Provide the link to a Research Staff member and ask that he/she review the update. If he/she approves, select the check the box to “Publish”.

***Keep in mind, partial entries are possible. You can always return to your update after and make additional changes then publish.***