University of Glasgow

UofG Life App Admin Dashboard

User Guide

CONTENTS

UofG Life Admin Dashboard User Guide

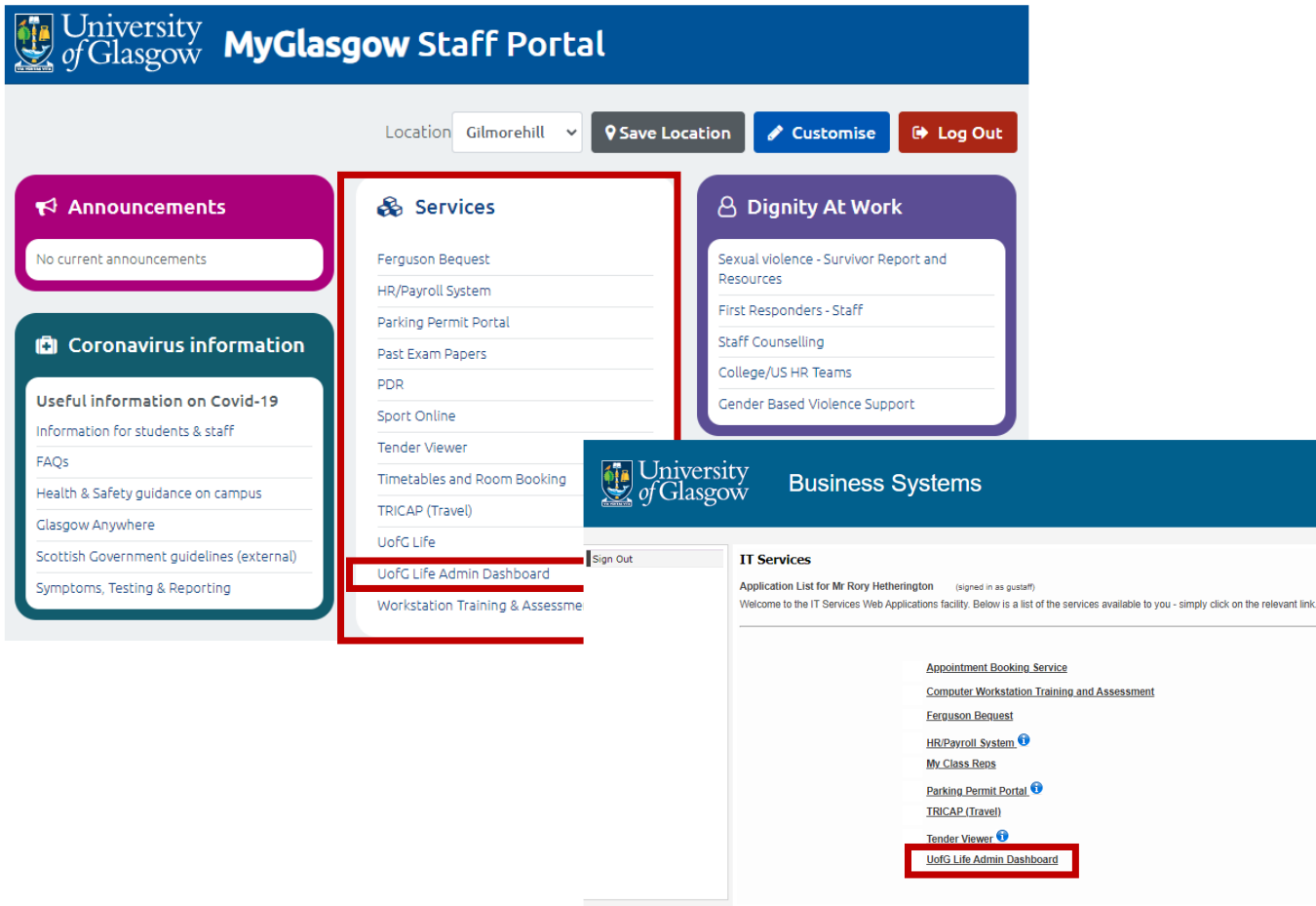# INTRODUCTION

The UofG Life Admin Dashboard has been developed to provide authorised members of staff with a tool they can use to publish events on the UofG Life App. Once an event has been added it can be seen by all users who access the UofG Life App.

This user guide will provide step-by-step instructions on how to access the UofG Life Admin Dashboard and how to add, edit and delete events.
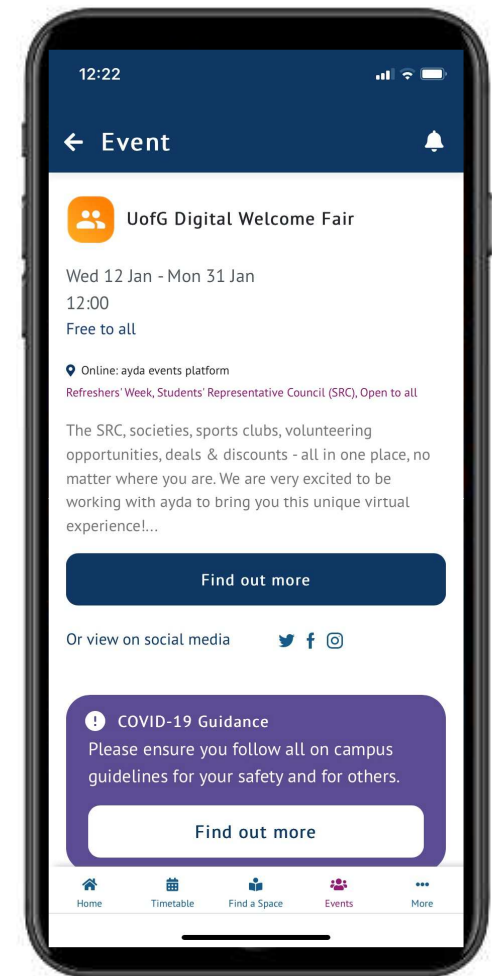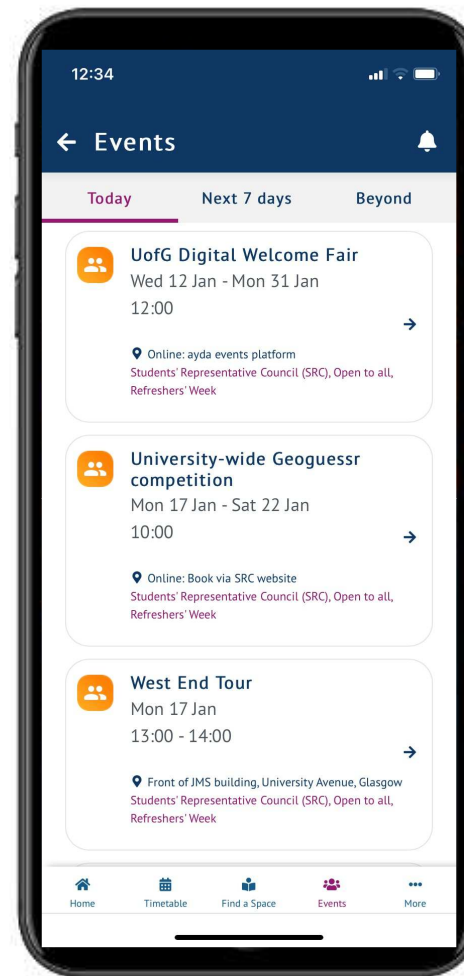
ACCESSING THE DASHBOARD

The UofG Life Admin Dashboard can be accessed via the Staff Portal by clicking on 'UofG Life Admin Dashboard' in the Services block. Your Windows GUID and Password will be required to access the system.

Alternatively, it can be accessed directly via the university's Business Systems page which can be found at the following link - https://frontdoor.spa.gla.ac.uk/login/

Should you require permission to access the UofG Life Admin Dashboard please send a request to uofglife@glasgow.ac.uk

ADDING AN EVENT

Administrator Dashboard
UofG Life

Please select feature:

Select... ▼ | Start over

Once you have access to the UofG Life Admin Dashboard you will need to select the feature you wish to add.

To add an event select 'Event' from the drop down. This will load a 'New Event' page where the information about the event being added can be populated.

The following slides explain the information required for each field and outlines whether they are 'Required fields' or if they can remain blank.

ADDING AN EVENT

Category – *Required Field*
Select one or more of the categories of events available. To add more than one hold Ctrl whilst clicking on the appropriate categories.
Should you wish to add a category not currently displayed please email uofglife@glasgow.ac.uk

Event Title – *Required Field*
Enter the name of the event being added. Maximum 100 characters

Event Start Date – *Required Field*
Select the date of the event in DD/MM/YYYY

Event End Date
Should the event be spread over more than one day an end date should be added in DD/MM/YYYY. If not, it can remain blank

Event Start Time & Event End Time
Should the event start time, end time or both be known of the event these can be added here. Alternatively, these can remain blank if the details are not known

ADDING AN EVENT

Event Location

Event Location

Click if event is Online: ☐

Event Capacity

0

Entry Basis

Free to all

Event Description

Links | add | del

Contact email

person@example.com

Event Location
Enter the location of the event, e.g. Glasgow Uni Union. There's a limit of 100 characters in this field so be sure to be concise. If the event is taking place online the name of the hosting service being used can be added, e.g. Zoom, the field does not support the addition of links

Click if event is Online
Check this box if the event is taking place online

Event Capacity
If it is known the capacity of the event can be added. Where capacity is unknown or not an issue the '0' should be removed

Entry Basis
Select the most relevant option from the drop-down menu. The options are 'Free to all', 'Freshers Band Required', 'Pay at the door' or 'Pre-Paid tickets'

ADDING AN EVENT

Event Location

Click if event is Online: ☐

Event Capacity

0

Entry Basis

Free to all

Event Description

Links | add | del

Contact email

person@example.com

Event Description
Enter the description of the event being added. This information may already exist in another listing, e.g. on the gla.ac.uk webpages so it may be easier to copy and paste the description into this field. Please note that there is a character limit of 250 in this field and so editing may be required, however, via the addition of Links as per below you can provide some relevant information but with more being available online

Links
Enter the relevant web and social media links for the event being added. Some events may be listed on the university or SRC website and so a link can be added to take a user to the specific event listing. This is especially useful for ticketed events where a user needs to register to attend. Add social media links to the event, or the event host/owner

Contact email
Contact email may be included for direct enquiries

ADDING AN EVENT

Once the events information has been added, a preview will be displayed at the bottom of the page to demonstrate how the listing will appear in the App. Each of the fields can be edited until the display is administrator is satisfied.

By clicking on 'Submit' the event will be added to the App and will be available for users to see in a matter of few seconds.

This process can be repeated for each event to be added, however, the UofG Life Admin Dashboard also includes the functionality for events to be uploaded in bulk which is explained in the following slides.

BULK UPLOAD

Where a number of events are due to be added at one time, the UofG Life Admin Dashboard provides the facility where a bulk upload can be managed. Here information about the events can be collated on an Excel template before it is then uploaded to the dashboard.

A copy of the template can be obtained from by selecting 'Bulk upload events' from the 'New Event' screen. From here the template can be accessed by clicking on 'events template'. Here the most up-to-date version of the template will be downloaded upon which the events information can be collated.

BULK UPLOAD

The columns in 'events template' Excel document replicate the fields that are provided in the UofG Life Admin Dashboard when a single event listing is added.

To collate the information for multiple events the same principles as previously outlined when adding an event should be followed to ensure that the required information is added to the document, taking care to complete any spell checks in advance of publication.

Once the file has been prepared, it should be saved to a file location of the administrator's choice ready for upload.
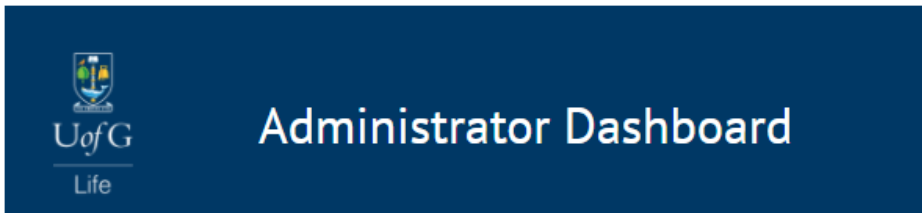
BULK UPLOAD

To upload the now compiled 'events template' click on 'Choose file'. A dialogue box will then appear through which the relevant document should be selected for upload.

Once the file has been uploaded the name of the file will appear alongside the 'Choose file' button which should be checked to ensure that the correct file has been selected.

Provided the correct file has been added the 'Upload' button should be pressed at which point all the events collated on the spreadsheet will be added and displayed on the UofG Life App.

Please note, if there are any errors identified on the spreadsheet during upload, feedback will appear on the dashboard outlining specifically what these errors are. These errors should be addressed by amending the relevant fields in the spreadsheet before repeating the upload process. Until the issues on the spreadsheet have been rectified the events it contains will not be published. Should it be unclear what the issue is with the document please contact uofglife@glasgow.ac.uk for assistance.
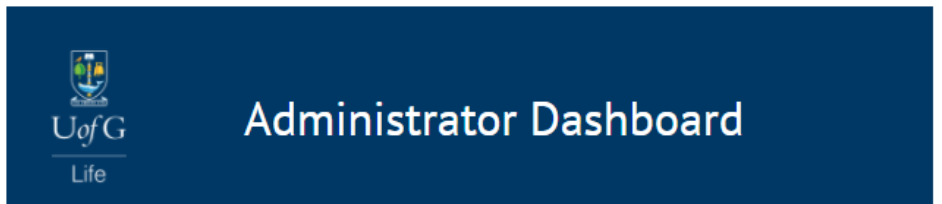
EDITING AN EVENT – USING "RECENTLY CREATED"

From time-to-time it may be necessary to edit an event once the information has been published. To do this it is necessary to retrieve the correct event listing. This can be done in two different ways.

Firstly, where the events have only recently been added, the 'Recently created' tab can be used. This will retrieve the results of any items that have been added via the dashboard.

The results will be displayed as a list. Each event can be selected by clicking on the 'Title'. This will load the event listing which can then be amended by changing the information in each of the fields. Once the changes have been made, and the preview reviewed, click 'Submit' for the items to be published.

If the event(s) needs to be deleted, the check box at the relevant event listing(s) should be ticked before then clicking on 'Delete'. Once they have been deleted, they cannot be retrieved.

EDITING AN EVENT – USING "FIND AN EVENT"

The second option to retrieve an event listing is by searching for it via the 'Find event' button. Enter at least the event title, dates during which the event is scheduled and location. An event can also be found by simply searching for the event name; however, care needs to be taken that the correct event is selected for editing should the results bring back several results.

Once the search criteria has been entered, select 'Search'. Where an event(s) has been found a box will appear underneath the 'Search' button in which the relevant event listing can be selected for editing and can be amended by changing the information in each of the fields. Once the changes have been made, and the preview reviewed, click 'Submit' for the items to be published.

If the event needs to be deleted, click the 'Delete' button on the event listing. Once it has been deleted it cannot be retrieved.

TROUBLESHOOTING

If you are experiencing any issues with the UofG Life Admin Dashboard, or if you have any suggestions about how you think it could be improved, please contact us at uofglife@glasgow.ac.uk