

Online Document System

documents.manchester.ac.uk

How to upload and edit documents - a guide

Online Document System – Admin section

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Central Authentication Service

Login with central username and password

Username:

Password:

Warn me before logging me into other sites.

Web Authentication Advice

1. Always check that this page has the correct URL (<https://login.manchester.ac.uk/cas/>) before logging in.
2. **Log out and close your web browser** when you have finished using services that require authentication.

Read more [security advice](#) from IT Services

You are seeing this page because a website needs to check your identity. After you log in you will be returned to the website you wish to access.

Go to <http://documents.manchester.ac.uk/admin>
Enter your University username and password.

Your IT Accounts and Online Identity

- [Sign Up](#) to get your IT Account, or check [your IT account](#) information
- [Change your password](#)
- Recover a [forgotten username or password](#) or [unlock your account](#)
- Contact [the IT ServiceDesk](#) for help with your IT accounts

Available Features

You may use these types of credentials to log in:

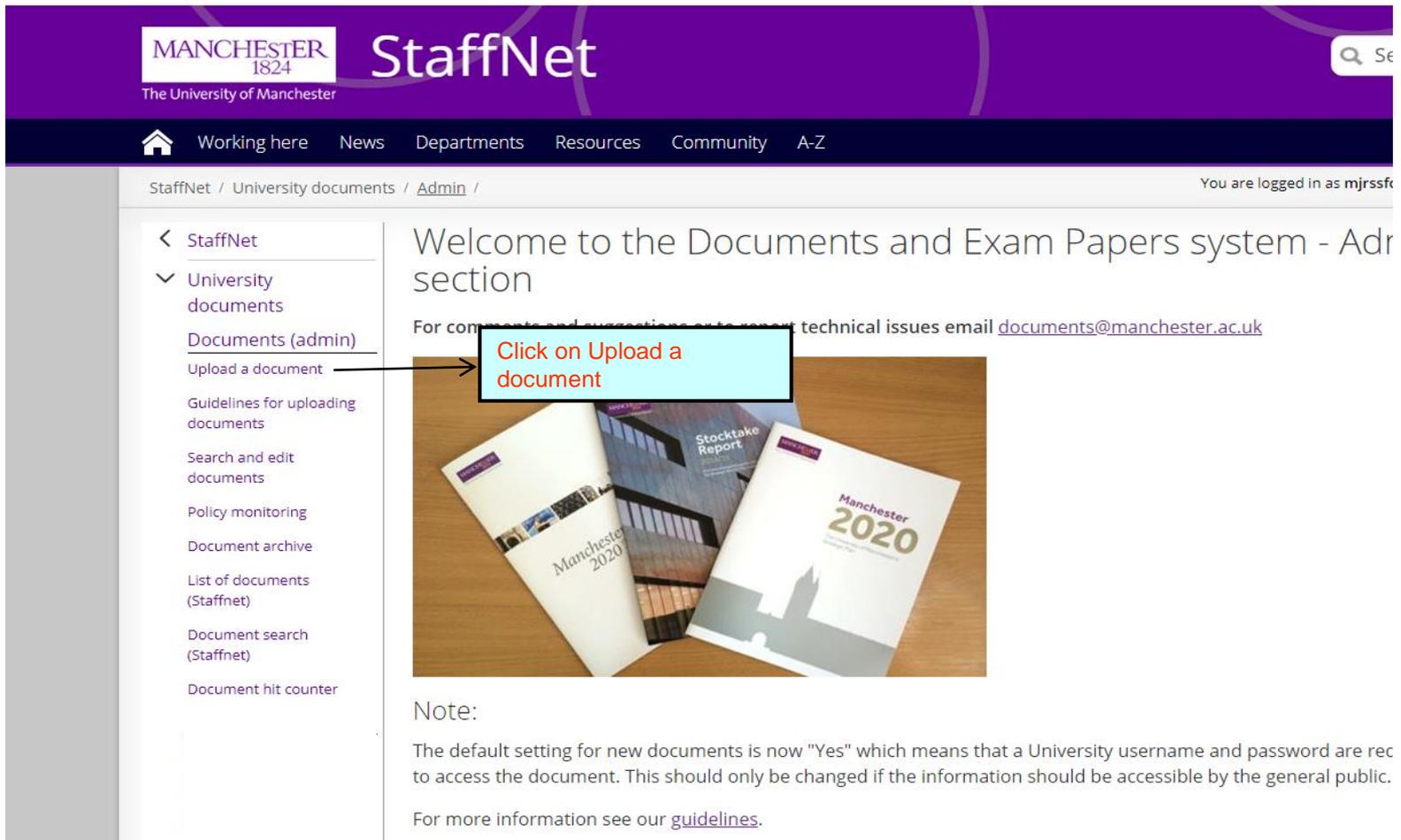
- Central username and password

Integrated services include:

- Single Sign On authentication: CAS
- Federated identity: Shibboleth, SAML
- Legacy compatibility: Resource Proxy

Online Document System – Admin section

How to upload documents



The screenshot shows the StaffNet website interface. At the top, there is a purple header with the Manchester University logo (MANCHESTER 1824) and the text 'The University of Manchester'. To the right of the logo is the 'StaffNet' title. A search bar is visible in the top right corner. Below the header is a dark navigation bar with links for 'Working here', 'News', 'Departments', 'Resources', 'Community', and 'A-Z'. The main content area has a breadcrumb trail: 'StaffNet / University documents / Admin /'. On the right side of this area, it says 'You are logged in as mjrssf'. A left-hand navigation menu is visible, with 'University documents' expanded to show 'Documents (admin)'. Under 'Documents (admin)', the option 'Upload a document' is highlighted with a light blue box and a red arrow pointing to it. A callout box with a red border and light blue background contains the text 'Click on Upload a document' in red. Below the menu, the main content area displays the heading 'Welcome to the Documents and Exam Papers system - Admin section'. Below this heading is a line of text: 'For comments and suggestions or to report technical issues email documents@manchester.ac.uk'. Below the text is an image of three documents: 'Manchester 2020', 'Stocktake Report', and 'Manchester 2020'. Below the image is a 'Note:' section. The note states: 'The default setting for new documents is now "Yes" which means that a University username and password are required to access the document. This should only be changed if the information should be accessible by the general public. For more information see our [guidelines](#).'

Online Document System – Admin section

How to upload documents

The screenshot shows the StaffNet 'Upload a document' form. The form includes a navigation menu on the left and a main content area with several fields. Red callout boxes provide instructions for each field:

- Document name*:** Document name: Compulsory. You can enter up to 180 characters in this field.
- Summary:** Summary: Optional. Write document synopsis. You can enter up to 1000 characters in this field.
- Type*:** Document type: Compulsory. Select one. Type could be a policy, guideline, procedure, form, etc. If document is not in this list select 'Other document'.
- Owner*:** Owner: Compulsory. Select one. Owner should be an established unit in University structure. If your department is not on the list contact documents@manchester.ac.uk.
- Password protected? (CAS-authenticated)*:** Authentication: Compulsory. Select Yes (default) or No.
- Upload file*:** Select file: Compulsory. Browse for file to upload then select. File extensions permitted are: .doc, docx, .xls, .xlsx, pdf, .ppt, .pptx.
- Contact email*:** Email: Compulsory. Enter document owner or lead contact email. This does not necessarily need to be the email of person uploading the document.

The form also includes a 'Reciprocal' section with 'Select subject' and 'Select subject' options.

Online Document System – Admin section

How to upload documents - a guide (continued)

The screenshot shows a form for uploading documents with four 'Related document' sections. Each section contains a 'Reciprocal' checkbox, a 'Select category' dropdown menu, and a 'Select type' dropdown menu. Below each section is a 'Select document' dropdown menu. At the bottom left is an 'Upload' button. Annotations include a callout box for the 'Related documents' section, a callout box for the 'Upload' button, and a larger callout box for the post-upload message.

Related document 1

Reciprocal Select category Select type

Select document

Related document 2

Reciprocal Select category Select type

Select document

Related document 3

Reciprocal Select category Select type

Select document

Related document 4

Reciprocal Select category Select type

Select document

Related documents. Optional. Select up to 4 related documents. Check the 'Reciprocal' checkbox if you want this relationship to be mutual

Your document has been added to our database. Thank you.

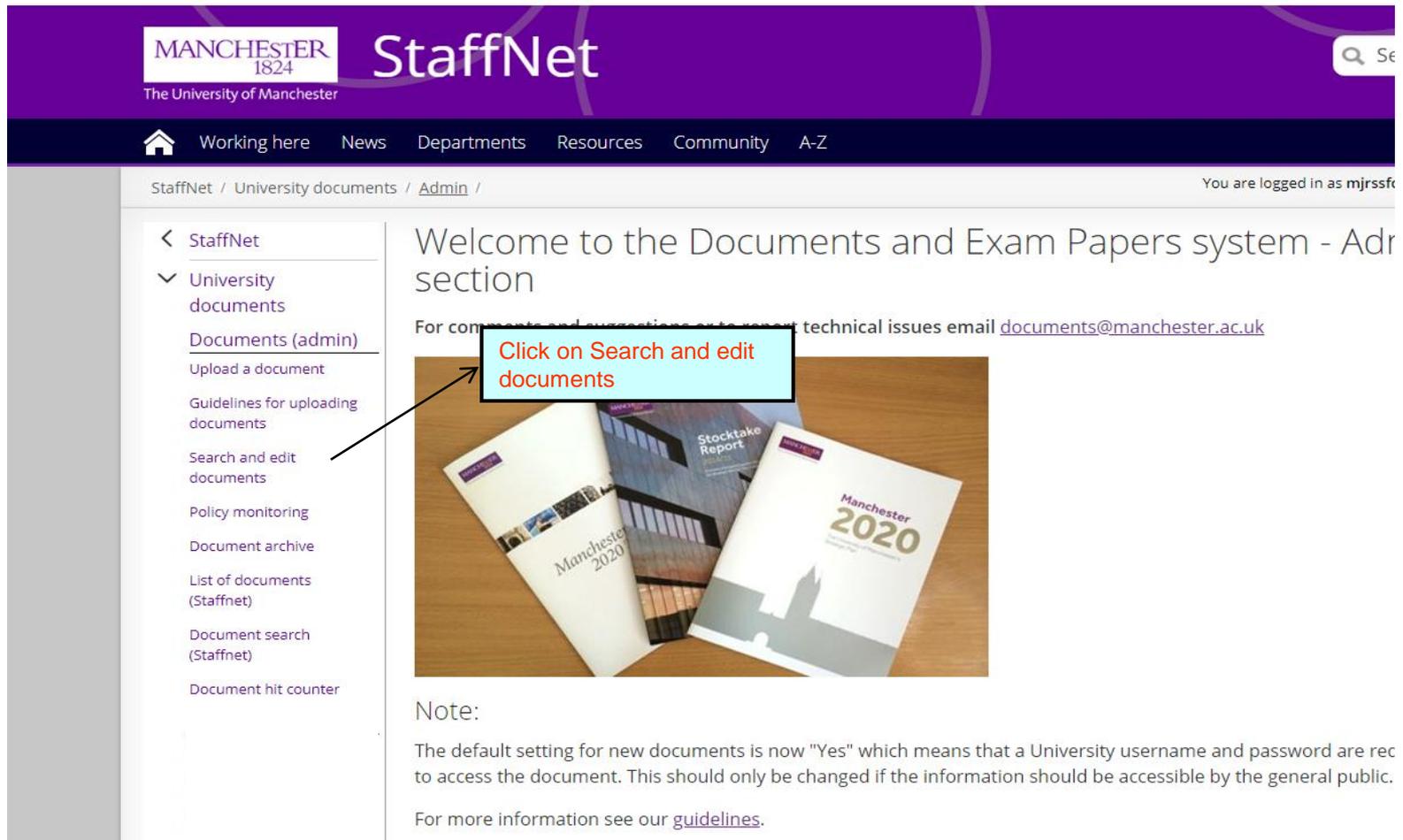
[Go to uploaded document page](#)

[Upload another document](#)

Upload: Once ready, press the Upload button. The resulting page will show you a link to the doc info page (with doc url) or to upload a new document

Online Document System – Admin section

How to edit documents



The screenshot shows the StaffNet Admin interface. At the top, the Manchester University logo and 'StaffNet' branding are visible. A navigation bar includes links for 'Working here', 'News', 'Departments', 'Resources', 'Community', and 'A-Z'. The user is logged in as 'mjrssf'. The breadcrumb trail is 'StaffNet / University documents / Admin /'. The main content area displays a welcome message and a link to email technical issues. A callout box with an arrow points to the 'Search and edit documents' option in the left-hand menu. Below the callout is an image of three documents: 'Manchester 2020', 'Stocktake Report', and 'Manchester 2020'. A 'Note' section at the bottom explains the default access settings for new documents.

MANCHESTER 1824
The University of Manchester

StaffNet

Working here News Departments Resources Community A-Z

StaffNet / University documents / Admin / You are logged in as mjrssf

Welcome to the Documents and Exam Papers system - Admin section

For comments and suggestions or to report technical issues email documents@manchester.ac.uk

Click on Search and edit documents

Manchester 2020 Stocktake Report Manchester 2020

Note:
The default setting for new documents is now "Yes" which means that a University username and password are required to access the document. This should only be changed if the information should be accessible by the general public.
For more information see our [guidelines](#).

Online Document System – Admin section

How to edit documents

The screenshot shows the StaffNet Admin interface. The top navigation bar includes 'Working here', 'News', 'Departments', 'Resources', 'Community', and 'A-Z'. The breadcrumb trail is 'StaffNet / University documents / Admin /'. The left sidebar contains a menu with 'StaffNet', 'University documents', 'Documents (admin)', 'Upload a document', 'Guidelines for uploading documents', 'Search and edit documents', 'Policy monitoring', 'Document archive', 'List of documents (Staffnet)', 'Document search (Staffnet)', 'Document hit counter', 'Exam Papers (admin)', 'Exam upload', 'Exam publishing', and 'Exams to go live soon'. The main content area is titled 'Search for a document to edit' and contains several search filters: 'Doc ID:' with an input field, 'Keyword(s):' with an input field, 'Select owner:' with a dropdown menu set to 'All owners', 'Select document type:' with a dropdown menu set to 'All types', 'Select output:' with a dropdown menu set to 'All outputs', 'Select if student-related:' with a dropdown menu set to 'All', 'Added by:' with a dropdown menu set to 'All', 'Select if CAS-authenticated:' with a dropdown menu set to 'All', 'Status:' with a dropdown menu set to 'Available', and 'Order by:' with a dropdown menu set to 'By relevance'. A purple 'Search' button is at the bottom. A callout box with a black border and light blue background points to the 'Doc ID' input field, containing the text: 'if known, search by DocID which is the digit at the doc url, for example enter 48835: <http://documents.manchester.ac.uk/display.aspx?DocID=48835>'.

Online Document System – Admin section

How to edit documents

The screenshot shows the search results page in the admin section. On the left is a navigation menu with options like 'Upload a document', 'Search and edit documents', and 'Exam Papers (admin)'. The main area contains search filters for owner, document type, output, student-related status, CAS-authentication, and status. A search button is present, and below it, a table shows one search result.

ID	Title	Owner	Type
7391	How to upload documents in the Online Document System	University Marketing	Guideline

A callout box with an arrow pointing to the title link in the table contains the text: "You will see search results at bottom of page. Click on relevant link".



The screenshot shows the document edit page for ID 7391. The page title is "How to upload documents in the Online Document System". It displays document details such as current version, added date, summary, type, owner, subject, CAS-authentication, contact email, and status. A callout box with an arrow pointing to the "Edit this document" button at the bottom of the page contains the text: "Click on Edit this document".

Editing page: edit as needed and click on Update

