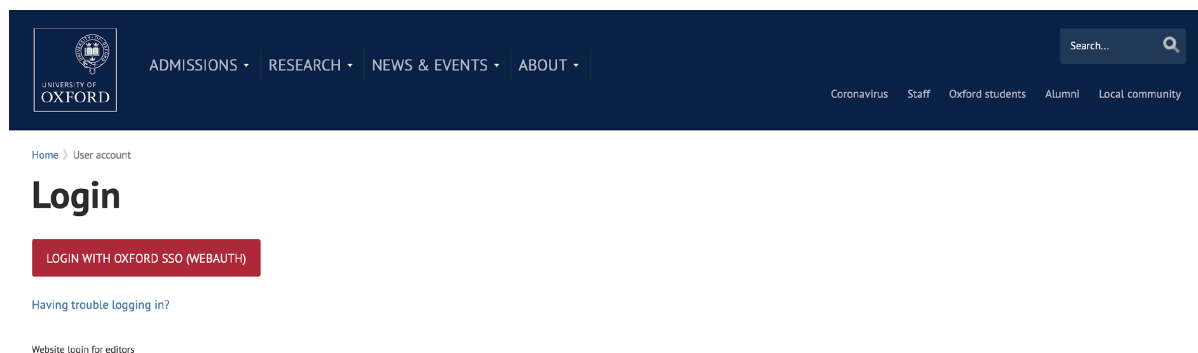


## How to login, user roles, workflow

### Logging into Oxweb

Go to [www.ox.ac.uk/user](http://www.ox.ac.uk/user) and click the red button 'Login with Oxford SSO (Webauth)'.



Use your SSO username and password to login.

You should now be taken to your user page. From there navigate to the page you wish to edit.

### User roles

There are four different levels of permissions, or roles, in Oxweb. Each of these allows a user to do a different range of functions and tasks on a page. These permissions are allocated to your SSO details by the Digi Comms teams.

There are three levels of permission within [www.ox.ac.uk](http://www.ox.ac.uk):

1. Editors
2. Moderators
3. Administrators
4. Reviewer

An **editor** can:

- Create new drafts of existing pages
- Edit existing content in a page, creating more or less content
- Remove existing documents or images in the page
- Work with a wysiwyg editor using a 'filtered' amount of markup
- Add or remove existing images or documents outside of the wysiwyg editor (ie banner image and related documents but not images or documents within the body content)
- Edit page metadata
- Change the settings for a page listing its children or sibling pages
- Access form submitted data
- Save work and submit it to the next stage of the workflow, including adding revision comments
- They cannot publish, add new images or documents in the page, or use the full wysiwyg editor

A **moderator** can do all that an editor can do and:

- Publish pages awaiting approval or return them back to draft state for editors
- Use the full wysiwyg editor
- Add images and documents in page
- Moderate (edit, accept or reject) user submitted comments
- But they cannot create new pages or sections

The PAD team are the **administrators** of the OxWeb site and can do all that a moderator can do and:

- Create new pages and sections
- Create and change urls, navigation menus, and breadcrumbs
- Create user accounts and administer permissions

An **Undergraduate reviewer** can see an Undergraduate course page in draft. They cannot do anything else to the page. To log out they must go to [www.ox.ac.uk/user/logout](http://www.ox.ac.uk/user/logout)

A **Graduate reviewer** can see a Graduate course page in draft. They cannot do anything else to the page. To log out they must go to [www.ox.ac.uk/user/logout](http://www.ox.ac.uk/user/logout)

## Section access

As well as the different user roles, there are a number of section permissions that lock a user down to a specific section of the website (eg: Undergraduate, Graduate, Students etc). Each section has its own editor and moderator roles and a user who has access to one section will not have access to another unless they are given a role for that section.

## Workflow

A content type (usually this will be a web page) can be in one of three states:

- Draft
- Needs Review
- Published

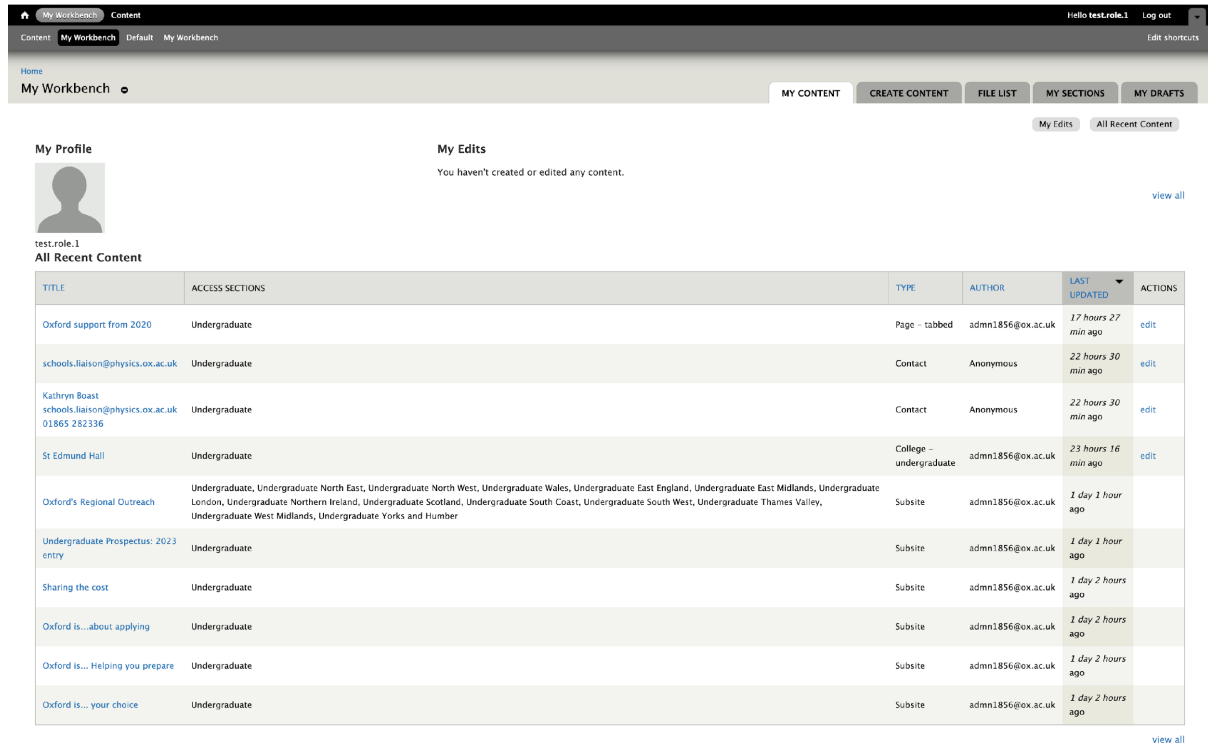
A published page is live and visible on the website. An editor can make a new draft of the page and save that instance as many times as they wish. When they are happy with the page, they can set its state to “Needs review”. A moderator can either reject the changes moving the state back to “Draft” or approve changing the state to “Published”.

A history of the different versions of the page can be seen under the “moderate” tab. You can compare different versions using the “compare revisions” option under the “moderate” tab.

Please note that Webforms are not in workflow. Any changes to a published webform go live when saved.

# My Workbench

'My Workbench' is an area that allows quick access to content that you have worked on. It can be accessed via the link at the top left of your browser window.



The screenshot shows the 'My Workbench' interface. At the top, there is a navigation bar with 'My Workbench' and 'Content' tabs. Below this, there are several buttons: 'MY CONTENT', 'CREATE CONTENT', 'FILE LIST', 'MY SECTIONS', and 'MY DRAFTS'. On the left, there is a 'My Profile' section with a placeholder for a profile picture and the text 'test.role.1'. To the right, there is a 'My Edits' section with the message 'You haven't created or edited any content.' and a 'view all' link. Below these sections is an 'All Recent Content' section containing a table with the following data:

TITLE	ACCESS SECTIONS	TYPE	AUTHOR	LAST UPDATED	ACTIONS
<a href="#">Oxford support from 2020</a>	Undergraduate	Page - tabbed	adm1856@ox.ac.uk	17 hours 27 min ago	<a href="#">edit</a>
<a href="#">schools.liason@physics.ox.ac.uk</a>	Undergraduate	Contact	Anonymous	22 hours 30 min ago	<a href="#">edit</a>
<a href="#">Kathryn Boast schools.liason@physics.ox.ac.uk 01865 282336</a>	Undergraduate	Contact	Anonymous	22 hours 30 min ago	<a href="#">edit</a>
<a href="#">St Edmund Hall</a>	Undergraduate	College - undergraduate	adm1856@ox.ac.uk	23 hours 16 min ago	<a href="#">edit</a>
<a href="#">Oxford's Regional Outreach</a>	Undergraduate, Undergraduate North East, Undergraduate North West, Undergraduate Wales, Undergraduate East England, Undergraduate East Midlands, Undergraduate London, Undergraduate Northern Ireland, Undergraduate Scotland, Undergraduate South Coast, Undergraduate South West, Undergraduate Thames Valley, Undergraduate West Midlands, Undergraduate Yorks and Humber	Subsite	adm1856@ox.ac.uk	1 day 1 hour ago	
<a href="#">Undergraduate Prospectus: 2023 entry</a>	Undergraduate	Subsite	adm1856@ox.ac.uk	1 day 1 hour ago	
<a href="#">Sharing the cost</a>	Undergraduate	Subsite	adm1856@ox.ac.uk	1 day 2 hours ago	
<a href="#">Oxford is...about applying</a>	Undergraduate	Subsite	adm1856@ox.ac.uk	1 day 2 hours ago	
<a href="#">Oxford is... Helping you prepare</a>	Undergraduate	Subsite	adm1856@ox.ac.uk	1 day 2 hours ago	
<a href="#">Oxford is... your choice</a>	Undergraduate	Subsite	adm1856@ox.ac.uk	1 day 2 hours ago	

You can also access files and images in the media library by going to the 'File List' tab.