

Managing HR Content on the NIH Portal: A Guide for Content Managers

July 23, 2004

The Office of Human Resources (OHR) is committed to using the NIH Portal as the NIH Intranet and is moving to provide access to Human Resources (HR) systems and HR content of relevance to NIH employees on the NIH Portal. This content will be conveyed through the [Human Resources Community](#) on the NIH Portal as well as through the [Document Directory](#). HR content of interest to the general public or job-seekers will also be available on the [NIH Jobs website](#).

This document explains how content managers can navigate the NIH Portal and manage their own content.

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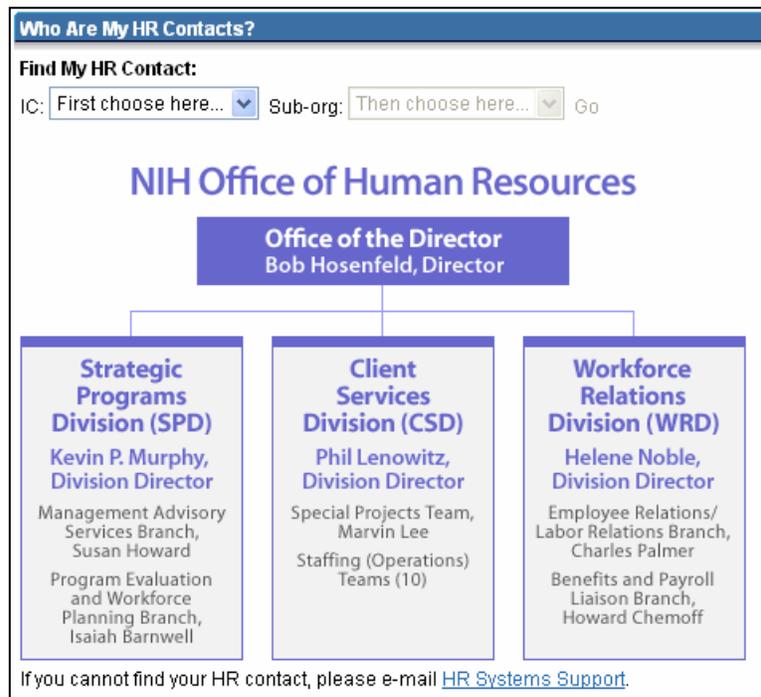
Portlets

Portlets are the building blocks that make up each user's My Page and every Community on the NIH Portal. Portlets, also called Gadgets, provide access to different HR systems and databases. A Portlet may merely link to databases or systems, but ideally it should provide access to a piece of the functionality of the system.

Portlets are developed by software developers versed in HTML and other programming languages. HR Content Managers aren't expected to develop Portlets, but they can assist in recommending HR systems and databases to be "portalized."

Current Human Resources portlets include:

- Benefits Quick Links
- CareerHere
- CareerHere - Admin Login
- Corporate Recruitment & Information Management System (CRIMS)
- e-HR
- e-HR Professional
- Employee Express
- Enterprise HR & Payroll (EHRP)
- FEGLI Calculator
- HHS Careers (QuickHire)
- HHS Employee Search
- Update My Information
- Who is My HR Contact?
- WiTS Launch Pad



Document Directory

While Portlets are the building blocks of My Pages and Communities, the Document Directory, also called the taxonomy, is the bread-and-butter of the NIH Portal. The Document Directory contains all of the documents, websites, and information that are not in a database or system. All of this content is logically organized by subject into a hierarchy of folders and subfolders. Users can browse to the folder or subfolder that contains the information they are looking for, or they can search the full-text of documents using the **Document Search** box in the portal header.



The Document Directory contains documents from NIH, OPM, HHS, and other sources of news and human resources information. All of these documents and websites are organized by subject in the Document Directory. The human resources content falls under the Administration branch of the taxonomy.



Each folder and subfolder has been assigned security so that the designated Content Manager for that subject area can approve content for that folder. The Content Manager can also delete content, change the name, or move content to another folder.

Security Settings		
User/Group Name	Access Privilege	Action
Add Groups Add Users		
Administrators Group	R/W/Approval	
Everyone	Read Only ▼	Remove
Content Managers	Read/Write ▼	Remove
HR - Content Managers (POWER USERS)	R/W/Approval ▼	Remove
HR - Content Manager - Benefits	R/W/Approval ▼	Remove

Approval Queue

Before documents reach the Document Directory, they must be crawled into the portal. When documents are crawled into the portal, they are stored in the Approval Queue. From the Approval Queue new document cards can be reviewed and sorted into the appropriate folders and sub-folders.

The Approval Queue is under the Administration link located at the top of the Portal Title bar.



Once you click on **Administration**, you're taken to the Portal Administration Menu. The Approval Queue is accessed by clicking on **Approve Documents**.

Administration Menu	Administration
Approve Documents	Approve Documents Approve documents submitted by Users or Crawlers.
Approve Issues	
Authentication Sources	Authentication Sources Import Users and Groups with Authentication Sources.
Communities	
Crawlers	Crawlers Automatically import content with Crawlers.
Data Sources	
Documents	Documents Access the directory of documents in the portal.
Document Types	
Filters	Filters Sort content with Filters.
Gadget Servers	
Gadgets	Gadgets Register Gadgets so they can be viewed by Users.
Groups	
Invitations	Invitations Invite new users to the portal.
Jobs	
Properties	Properties Standardize descriptive information with Properties.
Publications	
Users	Users Register Users and assign security privileges.

The Approval Queue looks like this:

Approve Documents Actions ▾

Here are documents **1 to 3** of the 3 documents awaiting your approval.

To approve or reject all content on this page, click **Approve All** or **Reject All**. To approve or reject a document in *all* its Folders, click the box next to the document name. To approve or reject a document in *one* Folder, click the box next to Folder name. To add the document to another Folder, click **Add to a New Folder**. To clear the approve/reject settings on this page, click **Clear All**.

To view a document, click its icon. To change the name of a document, enter a new name in the text box.

When you are finished with the documents on this page, click **Apply Changes**. Rejected documents will be permanently deleted from the portal.

[Reject All](#) | [Approve All](#) | [Clear All](#) | [Apply Changes](#)

National Labor Relations Board (t) added by Labor Relations - OHRM Site

Document Directory : Administration : Human Resources (HR) : HR Waste Bucket : Boards, Committees & Councils - HR

[Add To A New Folder](#)

Description: The NLRB is an independent Federal agency created in 1935 to enforce the National Labor Relations Act. We conduct secret-ballot elections to determine whether employees want union representation and we investigate and remedy unfair labor practices by...[Edit Properties...](#)

NIH/Ethics - Ethics Coordinators e added by NIH/Ethics - Ethics at NIH

Document Directory : Administration : Human Resources (HR) : HR Waste Bucket : Boards, Committees & Councils - HR

[Add To A New Folder](#)

Description: Provides information of ethics coordinators and other ethics staff at the NIH (non-NIH ethics staff, located in the Bethesda/Rockville, MD, area unless otherwise noted) [Edit Properties...](#)

International Public Management.

Document Directory : Administration : Human Resources (HR) : HR Waste Bucket : Boards, Committees & Councils - HR

[Add To A New Folder](#)

Description: Home Page for the IPMA, a non-profit membership organization for agencies and individuals in the public sector human resources field, and others interested in the Association's objectives. [Edit Properties...](#)

[Reject All](#) | [Approve All](#) | [Clear All](#) | [Apply Changes](#)

When assessing documents for approval, there are 3 very important factors to consider: the document title, the document description, and the destination folder.

1. Does it have an appropriate title?

To Rename the Document simply click inside the title box and retype the title.

[Reject All](#) | [Approve All](#) | [Clear All](#) | [Apply Changes](#)

NIH Pain Consortium - Homepage added by NIH/Training - www.training.nih.gov

Select Apply changes to finalize the change.

2. Does it have an appropriate description?

To edit a document card's description, locate and click on **"Edit Properties"**.

NIH/Ethics - Ethics Coordinators e added by NIH/Ethics - Ethics at NIH

Document Directory : Administration : Human Resources (HR) : HR Waste Bucket : Boards, Committees & Councils - HR

[Add To A New Folder](#)

Description: Provides information of ethics coordinators and other ethics staff at the NIH (non-NIH ethics staff, located in the Bethesda/Rockville, MD, area unless otherwise noted) [Edit Properties...](#)

The Document card edit screen allows you to add and edit the cards metadata.

Each card should have an appropriate description and title so that it can be easily identified.

Having appropriate and detailed descriptions and keywords makes the document more searchable from the Document Search function.

The screenshot shows the 'Edit Document Information' form for a document titled 'NIH/Ethics - Ethics Coordinators and Other Ethics Staff'. The form includes fields for Title, Description, Card Created, Card Last Modified, Author/Originator, Card Content Language, Keywords, Obtained From, Open Document URL, Originating Organization, Plumtree Document Type ID, and URL. Each field has a red 'X' icon to its right, indicating it can be deleted. Below the form, there is a link to 'Add New Property' and a section for document statistics and type.

Document Directory > NIH/Ethics - Ethics Coordinators and Other Ethics Staff	
Edit Document Information Apply all changes Cancel all changes	
Title	NIH/Ethics - Ethics Coordinators and Other Ethics Staff
Description	Provides information of ethics coordinators and other ethics staff at the NIH (non-NIH ethics staff)
Card Created	4/11/2002 1:22:53 PM
Card Last Modified	7/26/2004 11:49:35 PM
Author/Originator	Office of Human Resources (OHR)
Card Content Language	en
Keywords	National Institute of Health, Ethics Coordinators, Other Ethics Staff, Ethics Program
Obtained From	Office of Human Resources (OHR) Website
Open Document URL	http://ethics.od.nih.gov/coord.htm
Originating Organization	Office of Human Resources (OHR), National Institutes of Health (NIH)
Plumtree Document Type ID	348
URL	http://ethics.od.nih.gov/coord.htm
Add New Property	
View This Document:	NIH/Ethics - Ethics Coordinators and Other Ethics Staff
More Documents Like This:	Document Directory : Administration : Human Resources (HR) : Employee Relations : Ethics & Workplace Standards : NIH Ethics Program
Popularity Count:	2
Number of Times Accessed:	25
Last Accessed Through the Portal:	7/6/2004 3:21:18 PM
Document Type:	NIH HR Web Site

If the Keywords field is not listed in the edit properties screen, click on **Add New Property**. You may have to click this several times to get the appropriate field. Unwanted fields can be deleted by clicking on the red "X" next to them.

This screenshot is identical to the one above but includes two arrows. One arrow points to the red 'X' icon next to the 'Author/Originator' field, and another arrow points to the 'Add New Property' link at the bottom of the form.

When you are finished editing the documents properties click on **Apply all changes**.

3. Is it being sorted into the appropriate folder?

Back in the Approval Queue,

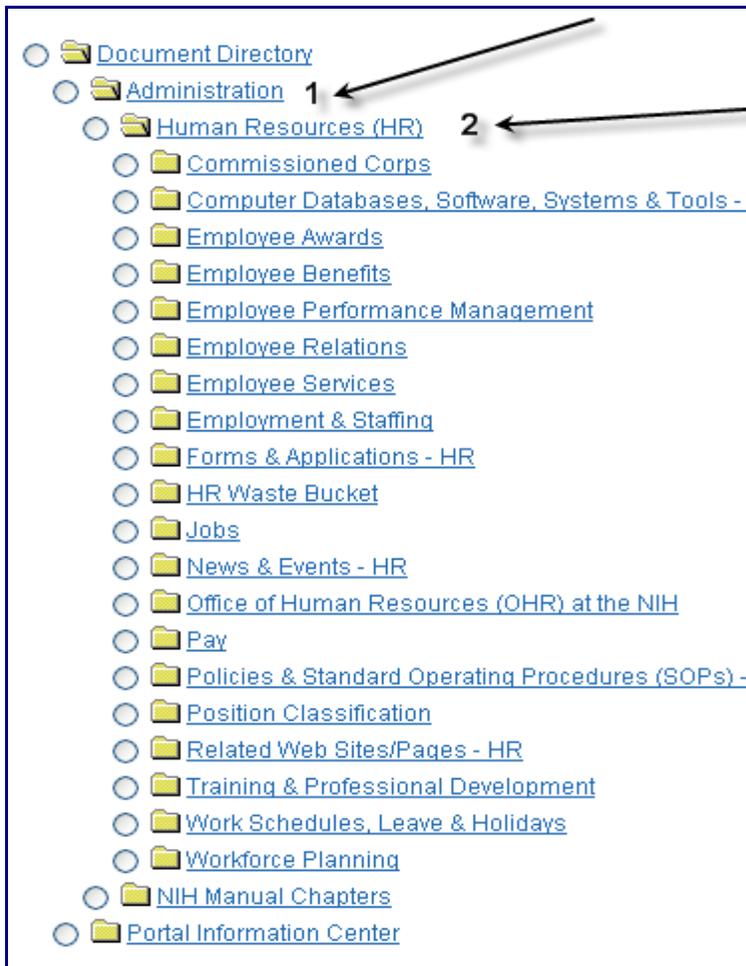
Check the folder icon under the document title to ensure that the folder path is appropriate to the document content.

To change the document's destination folder click on **Add to a New Folder**.

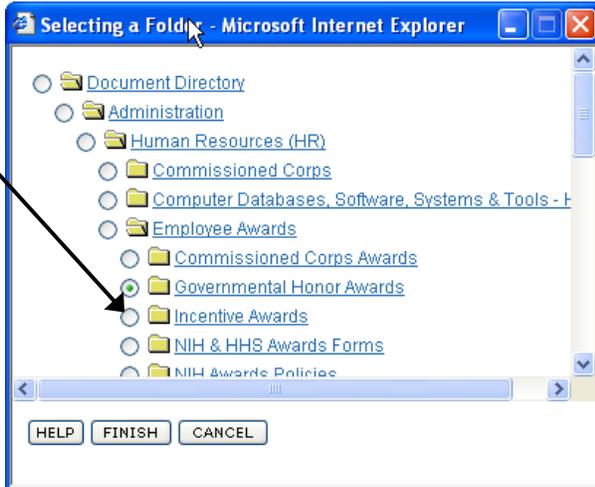


The Selecting a Folder Window appears.

Click first on Administration then on Human Resources to see the first level of HR folders.



Navigate to the correct sub-folder and click in the circle next to it.



Select Finish.

The new folder path will show up under the document name.

If you accidentally add the wrong folder you can deselect later.

To approve the document:

Click on once on the box next to the document name to mark it for approval.



Click twice to mark it for rejection.



Alternatively you can click either click **Reject All** or **Approve All**.



To send the document to some, but not all of the folders listed under its name follow these steps:

1. Click once next to the document name to place checks in all of the boxes



2. Click again in the boxes next to the folders where you DO NOT want the document. This will place an "X" in those boxes.



Once you have edited everything, ensured that the document is headed to the correct folder, and marked the files for approval; click on **Apply Changes** to finalize the approval.

Editing Content Outside the Approval Queue

After you have approved content for the portal, you can still edit and manage that content from the **Document Directory**.



Inside the **Document Directory** switch to Edit Mode.

The list of documents alters to include boxes next to the titles and a Document Info link. The Document Info link serves the same purpose as the Edit Properties link in the Approval Queue.

