



# SAEON Knowledge Repository

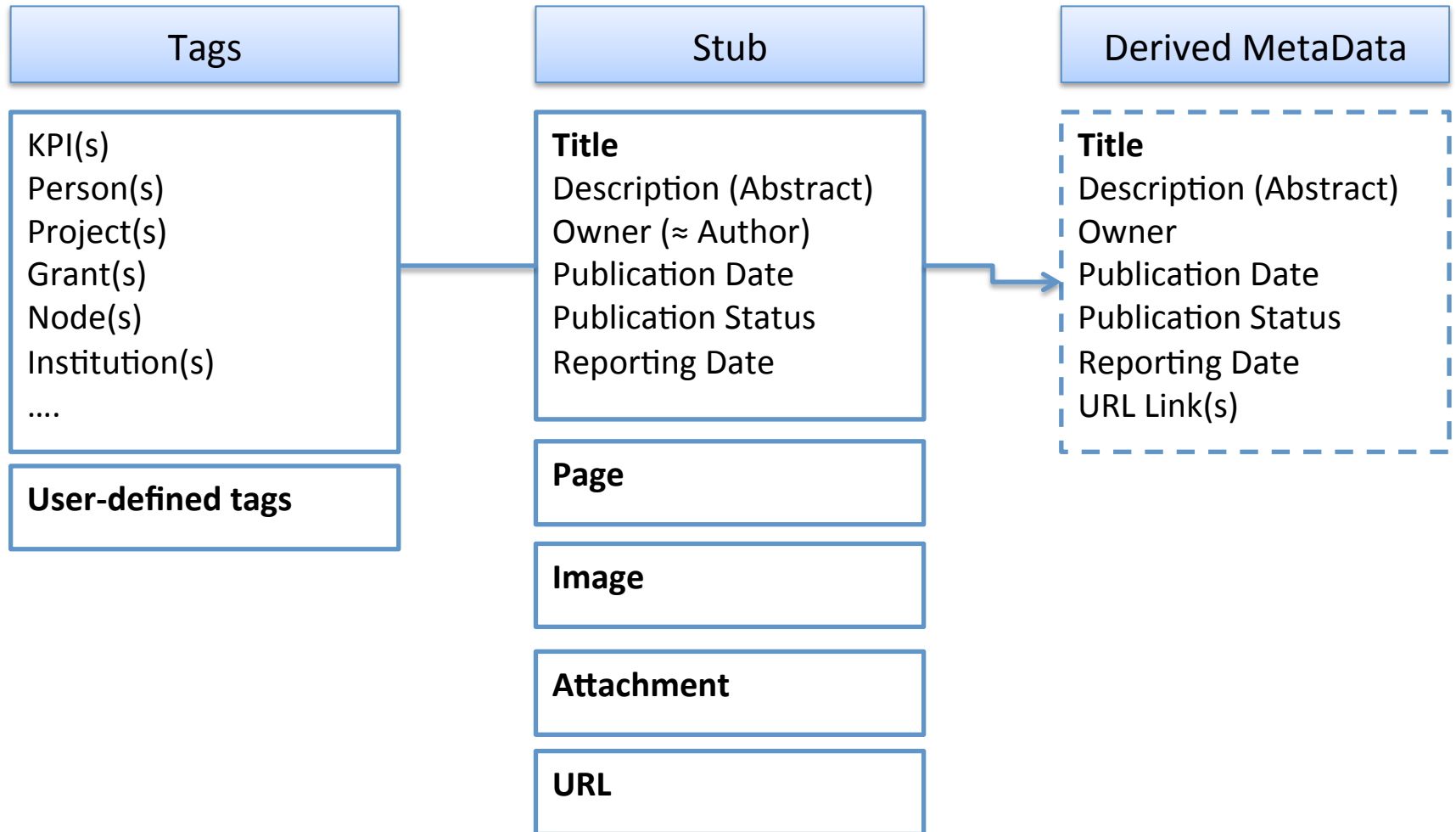
Using Stubs for Personal Biographies

W Hugo

March 2014

Version 1

# Elements of a Stub



# Mapping Elements to Persons

The table contains a convention for using stub elements to create a stub for persons – including SAEON personnel, students, collaborators, node liaison committee, etc.

<b>Stub Element</b>	<b>Title</b>	<b>Description</b>	<b>Body</b>	<b>Image</b>	<b>File</b>	<b>Link</b>	<b>Reporting Date</b>
Personnel	Full Name	Short Introduction (Role, Qualifications)	Short Bio	Recent Photograph	Full CV	Personal Website, Blog, etc. if appropriate	N/A
Associates/ Collaborators	Full Name	Short Introduction (Role, Qualifications)	Short Bio	Recent Photograph	Full CV	Personal Website, Blog, etc. if appropriate	N/A
Students	Full Name	Short Introduction (Role, Qualifications)	Short Bio	Recent Photograph	Full CV	Personal Website, Blog, etc. if appropriate	N/A

# Step-By-Step: 1

Within the appropriate folder, select 'Add New' and 'Stub' from the menu



## Personnel

by [admin](#) — last modified Mar 10, 2014 09:40

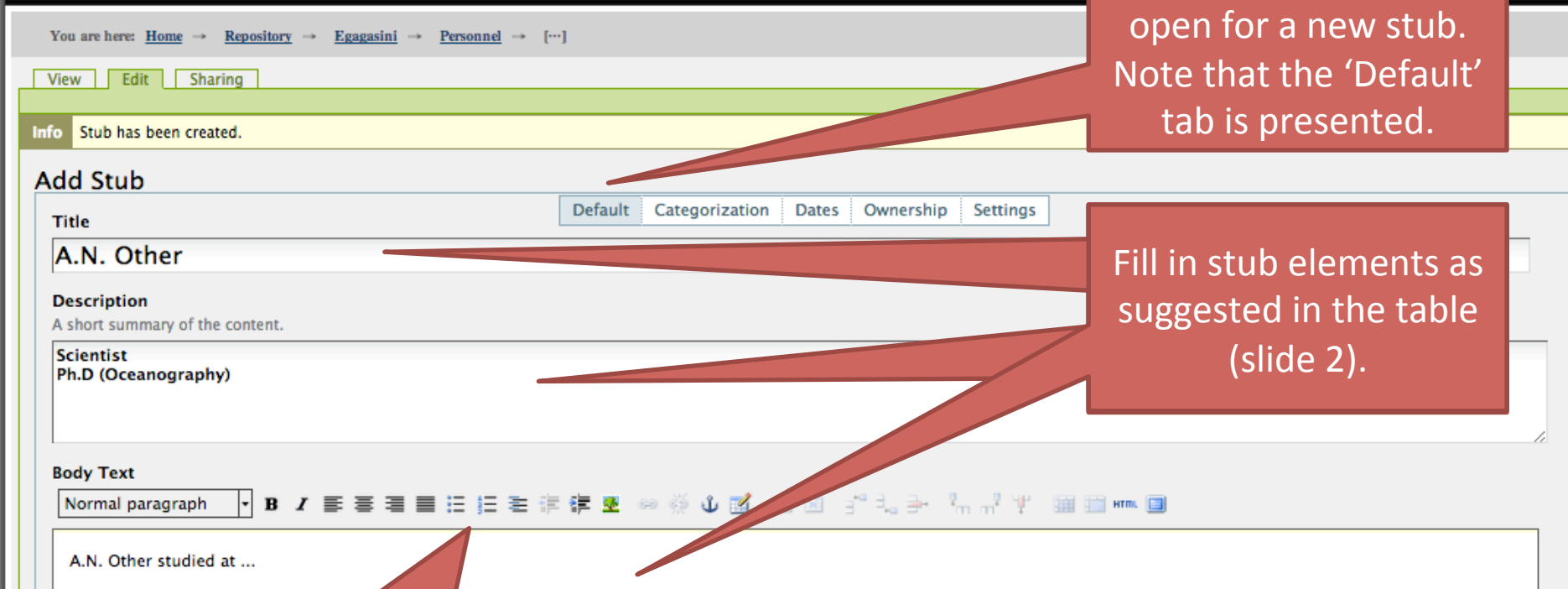
Title	Author	Type	
Juliet Hermes	admin	Stub	Mar 10, 2014 09:50
Wayne Goschen	admin	Stub	Mar 11, 2014 06:26
Lara Atkinson	admin	Stub	Mar 11, 2014 06:26
Thomas Mtontsi	admin	Stub	Mar 11, 2014 06:26

### History

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If you cannot see the green menu bar, you are not logged in, or do not have the correct privileges

# Step-By-Step: 2



An editing screen will open for a new stub. Note that the 'Default' tab is presented.

Fill in stub elements as suggested in the table (slide 2).

Note the toolbar. The 'Body' element of the stub can contain additional images, links, and tables

To read more about using the editor, go to the URL below.

For a short bio, plain text with one or two headings should be fine. Use the dropdown in the toolbar for styles.

# Step-By-Step: 3

[Edit without visual editor](#)

**Image**  
Image will be scaled to a sensible size.

Screen Shot 2...21.22 AM.png

**File**

Wim Hugo Sho...014-02.docx

**Link**

**Reporting Date**

-- / -- / -- : --

Upload a small image of the person/ yourself. Suggest PNG, 380X540 max

Upload a full CV (PDF, or DOC)

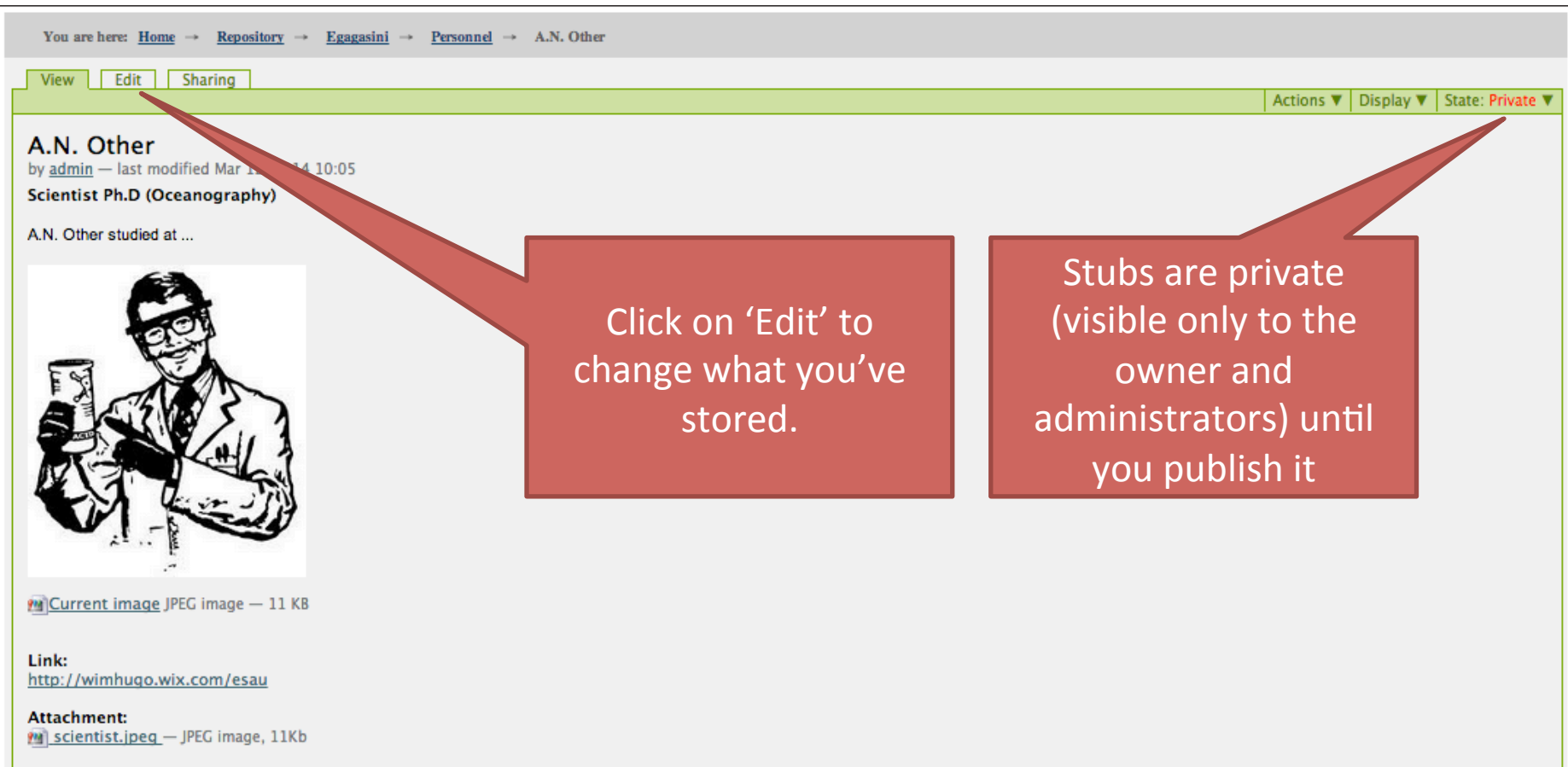
Link to personal site (if applicable)

KPI reporting date: not applicable here

That's it: Save

# Step-By-Step: Final

The final view looks like this. Don't worry about presentation: stubs are available in a service, and we can present them in a variety of formats within node sites, corporate sites, project sites, KPI reports, and so on: that's the idea.



The screenshot shows a web interface for a stub. At the top, a breadcrumb trail reads: "You are here: [Home](#) → [Repository](#) → [Egagasini](#) → [Personnel](#) → [A.N. Other](#)". Below this is a navigation bar with "View", "Edit", and "Sharing" buttons. On the right side of the navigation bar, there are three dropdown menus: "Actions", "Display", and "State: Private". The main content area displays the stub details for "A.N. Other", including the author "admin", the last modified date "Mar 14 10:05", and the title "Scientist Ph.D (Oceanography)". Below the title, it says "A.N. Other studied at ...". There is a placeholder image of a scientist in a lab coat holding a test tube. Below the image, it says "Current image JPEG image — 11 KB". At the bottom, there is a "Link:" section with the URL "http://wimhugo.wix.com/esau" and an "Attachment:" section with the file "scientist.jpeg — JPEG image, 11Kb".


Click on 'Edit' to change what you've stored.

Stubs are private (visible only to the owner and administrators) until you publish it

# Collections of Stubs

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SAEON Knowledge Repository  
Beta Version  
February 2014



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Contents View Edit Linked Metadata Syndication Rules Sharing Actions Display Add new... State: Published

### Personnel

by [admin](#) — last modified Mar 10, 2014 09:40

Title	Author	Type	Modified
Juliet Hermes	admin	Stub	Mar 10, 2014 09:50
Wayne Goschen	admin	Stub	Mar 11, 2014 06:26
Lara Atkinson	admin	Stub	Mar 11, 2014 06:26
Thomas Mtontsi	admin	Stub	Mar 11, 2014 06:26
<b>A.N. Other</b>	admin	Stub	Mar 12, 2014 10:05

[History](#)

[Send this](#) — [Print this](#)

The 'Personnel' folder now contains a list of stubs describing personnel.

Those shown in red are not published, and will not show up in services.