

# University Web Team

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## Funding and Scholarships Management

User Handbook [v1.0]

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## Introduction

The funding and scholarships management system has been designed to make it as straightforward as possible for individuals to maintain awards without a high level of technical web-related knowledge. Whilst users of the system must be IT-literate (in so much as they can navigate to, and around, a web site), no training in special HTML software (such as Dreamweaver) is required, though some knowledge of HTML may prove advantageous.

If you have any problems using the funding and scholarships management system you should read this manual fully to see if it answers any of your questions. Should you still be stuck, contact the Web Team at [webteam@sussex.ac.uk](mailto:webteam@sussex.ac.uk) and your email will be added to the ticketing system.

# Getting started

## Before you begin

Before you can start to use the funding and scholarships management system you need to be registered with the Web Team as someone who has permission to do so. Please contact the Web Team via an email to [webteam@sussex.ac.uk](mailto:webteam@sussex.ac.uk) to discuss your requirements. However, not everyone will be granted access. You may find yourself already registered and so can proceed to log in to the system.

## General points to remember when using the system

A number of technologies have been employed within the WCM; one of the most notable ones is the requirement of JavaScript (a web-based programming language). Most web browsers come with JavaScript (also referred to as 'js') already active, so you shouldn't need to worry. However, if you attempt to log in to the system on a university-based computer and get an error message alerting you to the fact that JavaScript is required and you're not able to alter this setting in your browser, then you should contact ITS Helpdesk who would then be able to assist you further. If the browser is on your personal computer, then follow the instructions for your browser on how to activate JavaScript support. These instructions can usually be found in the help section of your browser.

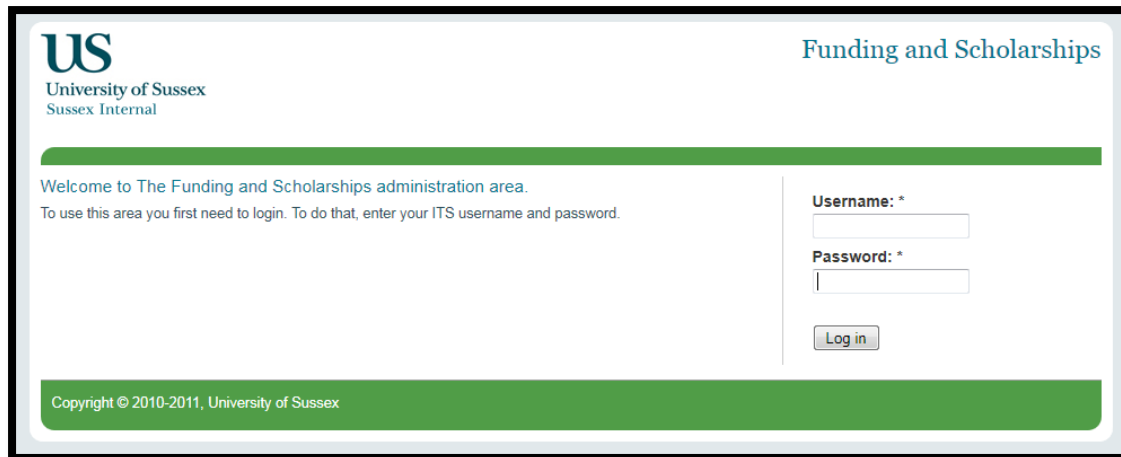
All attempts have been made to provide an interface and programming that will work across a variety of browsers and platforms. The system has been tested on Internet Explorer (version 6.x, 7.x and 8.x) on a PC, Firefox (version 2.x and 3.x) on a PC, Google Chrome on a PC, and Safari (version 3.x) on a Mac. Even though this testing has taken place, the abilities of browsers and how they represent information is beyond our control and one browser may give you a slightly more enhanced or different experience than another. It is recommended that you use Firefox 3+, Chrome or IE 8+.

## Logging in

The following web address is what you should bookmark as the entry point to the funding and scholarships management system:

<http://www.sussex.ac.uk/manage/funding/>

When going to the above address you will see a text box for your username and password. This is your standard ITS username and password. Simply enter in the details and click on the 'Log in' button.



If you then successfully log in and are an editor of more than one site, you will be presented with a list of all those you can edit. If you're an editor of only one site the system will select that for you automatically.

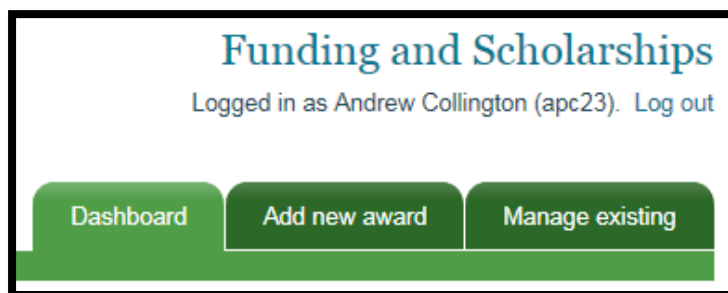
## Logging out

To log out, simply click on the 'log out' link towards the top-right of the system.

## Menu options

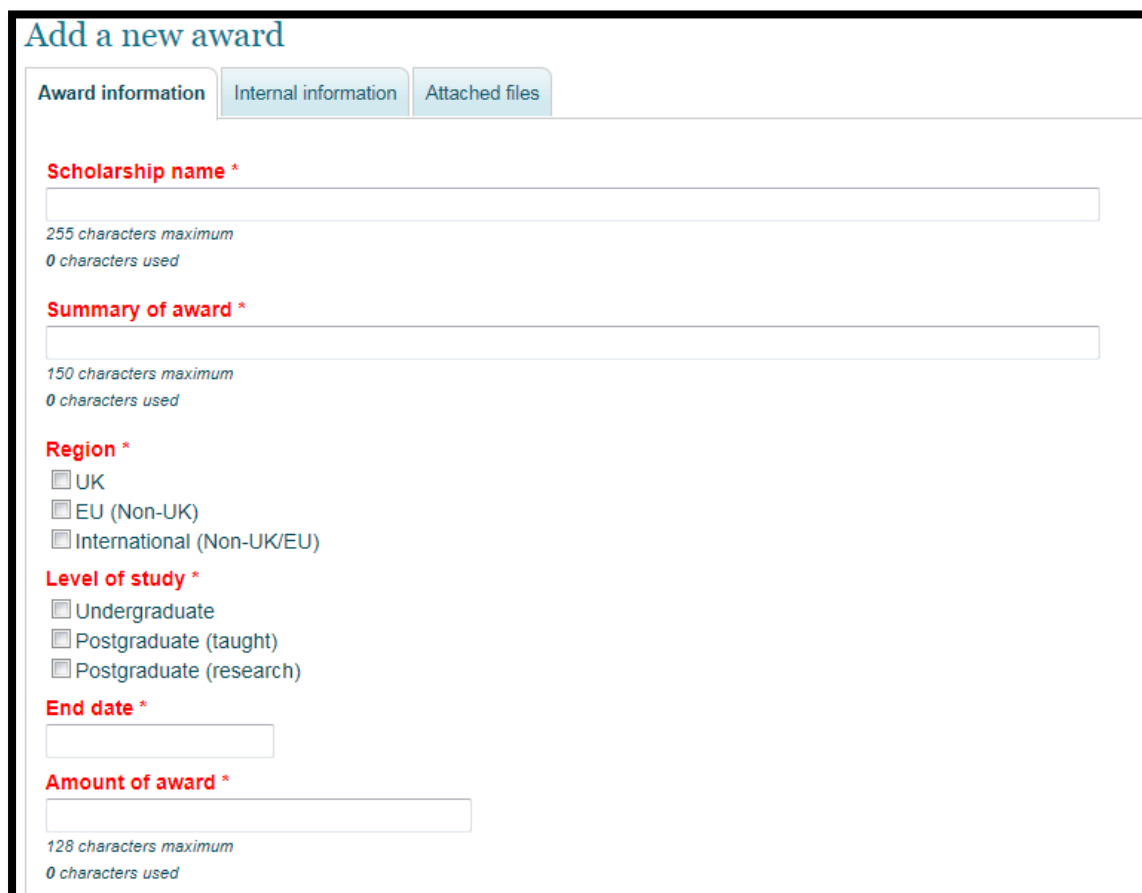
The main menu options are:

- **Dashboard**  
the landing page for logging in – currently only displays a link to this manual
- **Add new award**  
add a new award to the database, including uploading of related files
- **Manage existing**  
manage previously added awards – what you can do in this tab depends on what level of access you have been given to the system



## Adding a new award

Select the 'Add new award' tab and you will be present with a form, broken over several tabs.



The screenshot shows a web form titled "Add a new award" with three tabs: "Award information", "Internal information", and "Attached files". The "Award information" tab is active and contains the following fields:

- Scholarship name \***: A text input field with a maximum character limit of 255 and 0 characters used.
- Summary of award \***: A text input field with a maximum character limit of 150 and 0 characters used.
- Region \***: Three radio button options: UK, EU (Non-UK), and International (Non-UK/EU).
- Level of study \***: Three radio button options: Undergraduate, Postgraduate (taught), and Postgraduate (research).
- End date \***: A date input field.
- Amount of award \***: A text input field with a maximum character limit of 128 and 0 characters used.

The 'Award information' tab contains all of the information that the end-user is likely to see, and all elements are required to be completed for this section.

The 'Internal information' contains "behind the scenes" information that is only visible via this management system.

The 'Attached files' tab allows you to select files from your computer to upload and associate with the new award.

Simply enter all of the information as required for the award and click on the 'Submit form' button at the bottom of the form. Once submitted the form will upload the files and check for any errors. If there are any issues with the data then the form will be shown again highlighting the error for you to correct it. However, assuming that the form was valid it will be added to the database and you will be taken to the 'Manage existing' output.

**Please note:** When you add an award it is not yet published to the live site where people can search for it. It will need an administrator to change the publish status first.

## Managing existing awards

The management area changes functionality depending on whether you are an award contributor or a funding and scholarships management system administrator.

### Contributors

A contributor will be able to see a list of all the awards and view details about any of them. However, the contributor will only be able to edit awards that they have previously added.

### Administrators

An administrator can view all of the awards, edit any of them as necessary and make any award published to the end-user search area.