

risr/haiku

Oxford Events: Haiku Documentation

Summery

- This documentation provides detail on how to integrate and configure Oxford Event feeds on your Haiku website, either as an element on a cover page or as a portlet on other content types.
- You will also find information on the events digest generator tool, which allows users to generate a static event listing. Additionally, information on the OxTalks scanner tool, which allows users to scan their website's cover page tiles, and generate a list of any pages which contain that now unsupported OxTalks tile.

Adding an event feed as a...

Cover page tile

This includes all content types that use cover page template elements– profiles, cover pages, and research groups.

1. Login: Ensure you are logged in with the required editing permissions.
2. Navigate: Go to the specific cover page.
3. Layout Mode: Select Layout in the top menu bar.
4. Place Tile: Drag the Oxford Events tile into your desired row or column.
5. Save: Click Save.

Portlet

This includes all other content types

- Navigate: Go to the page or section where you want the feed.
- Manage Portlets: Select Manage Portlets in the top menu bar.
 - Legacy Haiku: Found under the toolbar dropdown in the top right (by your name).
 - Haiku Upgrade: Found under the Manage toolbar dropdown.
- Select Portlet: Choose Oxford Events from the list of options.
- Configure & Save: Adjust settings (see below) and click Save.

Configuring the feed

To edit an existing (or newly added) event feed, the method depends on the content type:

- Cover Pages: Select Compose in the top toolbar, then click Edit on the Oxford Events tile.
- Portlets: Select Manage Portlets in the top menu bar and click on the specific events feed portlet.

The editing portal is organized into four tabs:

Default Tab

- Title
 - Adds a heading to the top of the event feed.
- Select extra info
 - Choose which metadata to show. Use arrows to move fields to the right-hand box to make them visible. Note: If the right box is empty, all info shows by default.
- Search keywords
 - Filters for events containing specific keywords.
- Date to/from
 - Limits the feed to a specific date range.
- Calendar name
 - Shows events from a specific CRM calendar. (recommended for bespoke feeds).
- Organizing dept.
 - Filters events by a specific department.
- Speaker
 - Filters events featuring a specific speaker.

- Venue
 - Filters events by a specific location.
- Series
 - Filters events belonging to a specific series.
- Limit
 - The maximum number of events displayed.

Important Note on Filtering:

- Entries must match the CRM spelling exactly.
- You can combine fields (e.g., Dept X + Speaker Y).
- You cannot list multiples in one field (e.g., you cannot put "Speaker X, Speaker Y" in the Speaker box).

Button Tab

- Show more... link
 - The URL the button directs to.
- Open link in new tab?
 - Toggle whether the link opens in a new window.
- Show more... link text
 - The label displayed on the button.
- Button alignment/type
 - Controls the positioning and style of the button.

Style Tab

- Box border
 - Adds a styled border around the feed.
- Box type
 - Adds a background highlight color to the feed area.

Style Tab

- Show lead images?
 - Toggles visibility of event images.
- Images position
 - Controls the layout style of images within the listing.

Event Digest Generator

- [The Event Digest Tool](#) creates a static HTML list of events for use in email newsletters.
- This tool can be found at the link above, or by going to the events.ox.ac.uk website and navigating to the 'digest generator' section in the main navigation.

To use this tool;

- Navigate to the [Event Digest Generator](#).
- Enter your criteria and click Generate.
- Copy the formatted list or the raw HTML.

Note: This content is static. It will not update automatically if new events are added to the CRM after you have pasted it into your newsletter.

OxTalks Scanner

- This tool can be used to identify and update deprecated OxTalks tiles across your site (e.g., on cover pages, profiles, or research groups).

To use this tool;

- Navigate to your website and append /manage_oxford_events to the URL.
 - a. For example: https://www.medsci.ox.ac.uk/manage_oxford_events
- Click the Scan for Oxford Talks tiles button.
- Once loaded, the tool generates a list of all pages currently using the deprecated tile.
- Click the 'Action' button next to an entry to open the layout view for that page.
- Remove the old OxTalks tile and replace it with the new Oxford Events tile if needed.

Note: Due to server load concerns, this scanner tool is currently supported for OxTalks tiles (Research Groups, Profiles, Cover Pages), but not for OxTalks portlets (other content types or sections).