

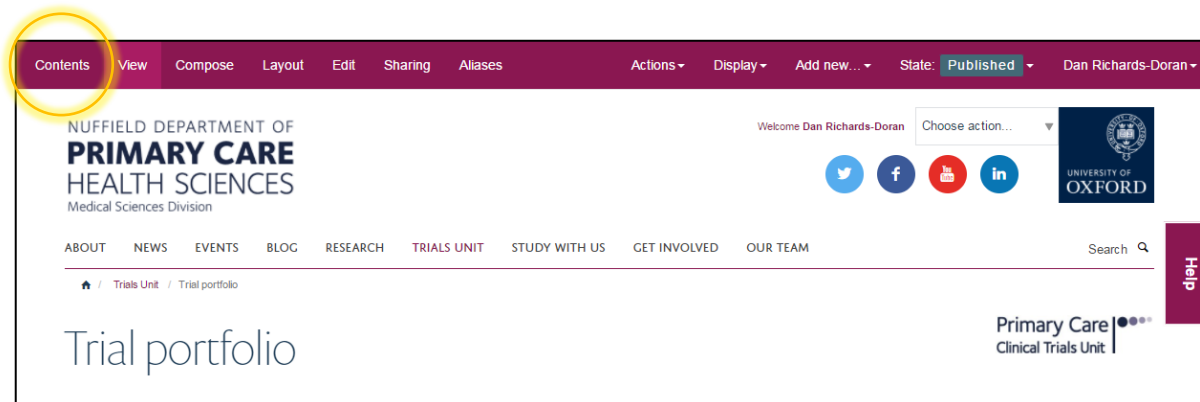
# Adding a new study to the PHC trial portfolio

Visit [www.phc.ox.ac.uk](http://www.phc.ox.ac.uk) and click on “Log In” in the top right-hand corner, next to the Oxford logo. Log in using your Single Sign-On.

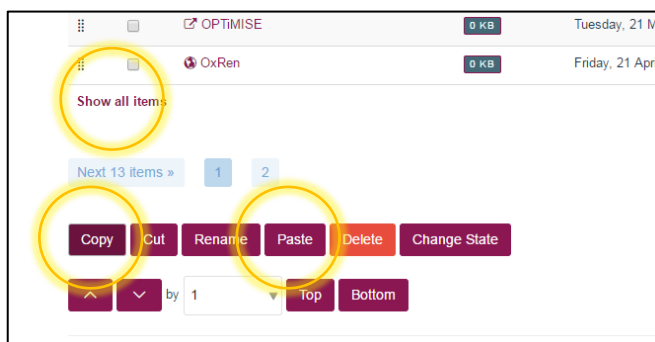
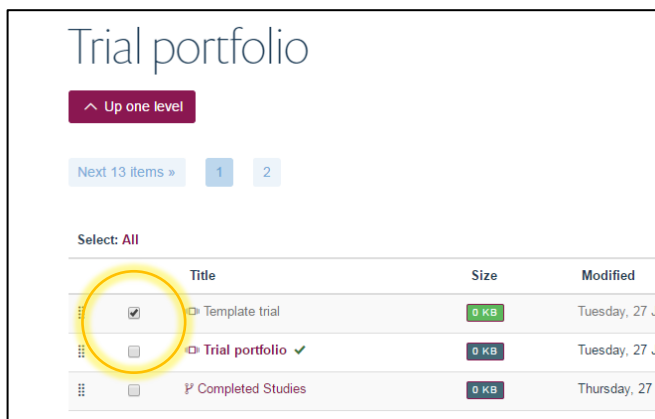
When you have logged on, click on Trials Unit, and select the Trial Portfolio. This section of the website is like a database of all our CTU-managed studies.

You will see a purple bar across the top of the site – this enables you to access the editor features of the content management system.

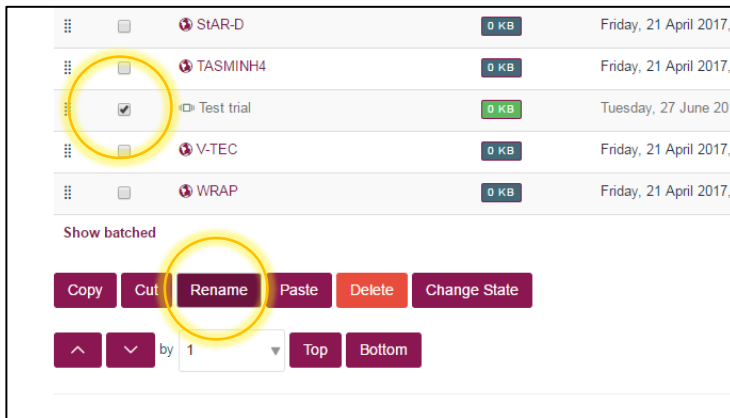
## Click on Contents



This will give you a view of all the pages within this section, a bit like Windows Explorer. You'll see each study listed here in alphabetical order. The first page is called “Template Trial”, and has been set-up for you to copy, rename and then edit.



Tick the box to the left of “Template Trial” and scroll down to the bottom of the page. Select “copy” and then, when the page has refreshed, select “paste”. You’ll need to select “Show all items” to see the copied trial page. Tick to select the page again and then select “Rename.”

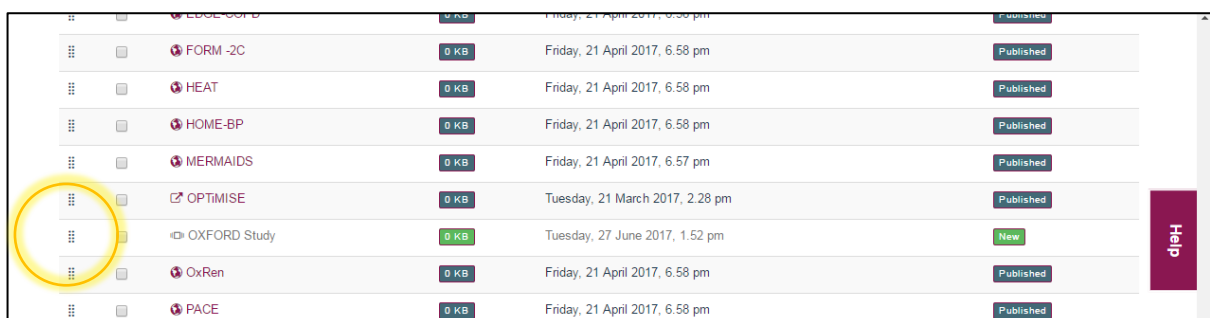
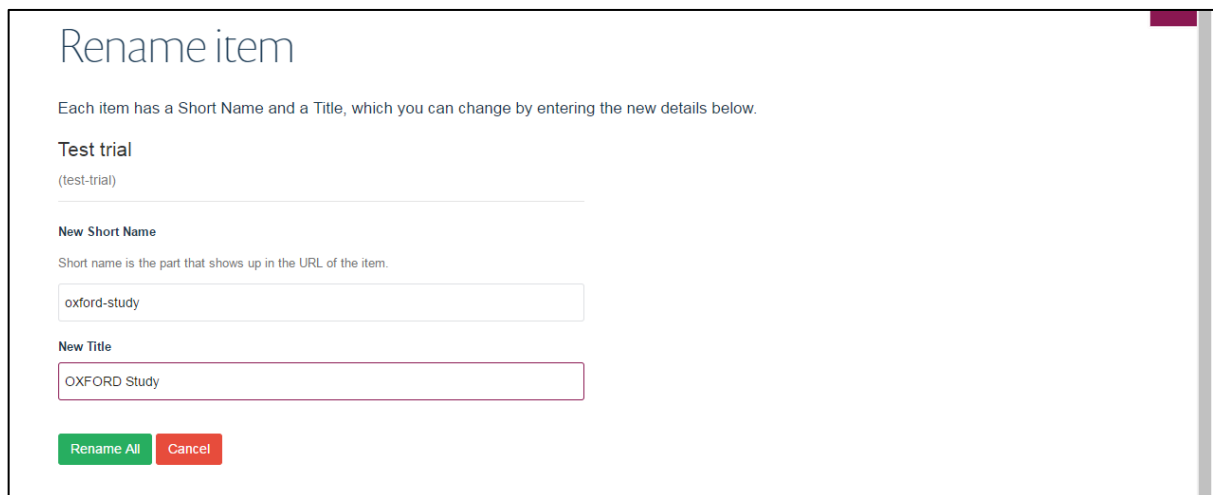


You can now rename the page based on the name of your study. Generally we just put the acronym in here.

**New Short Name:** This is how the page will appear in the URL. Please ensure this is lowercase and without spaces, instead of spaces use hyphens.

**New Title:** Write the title of the page here as you wish it to appear.

**Select “Rename All”**

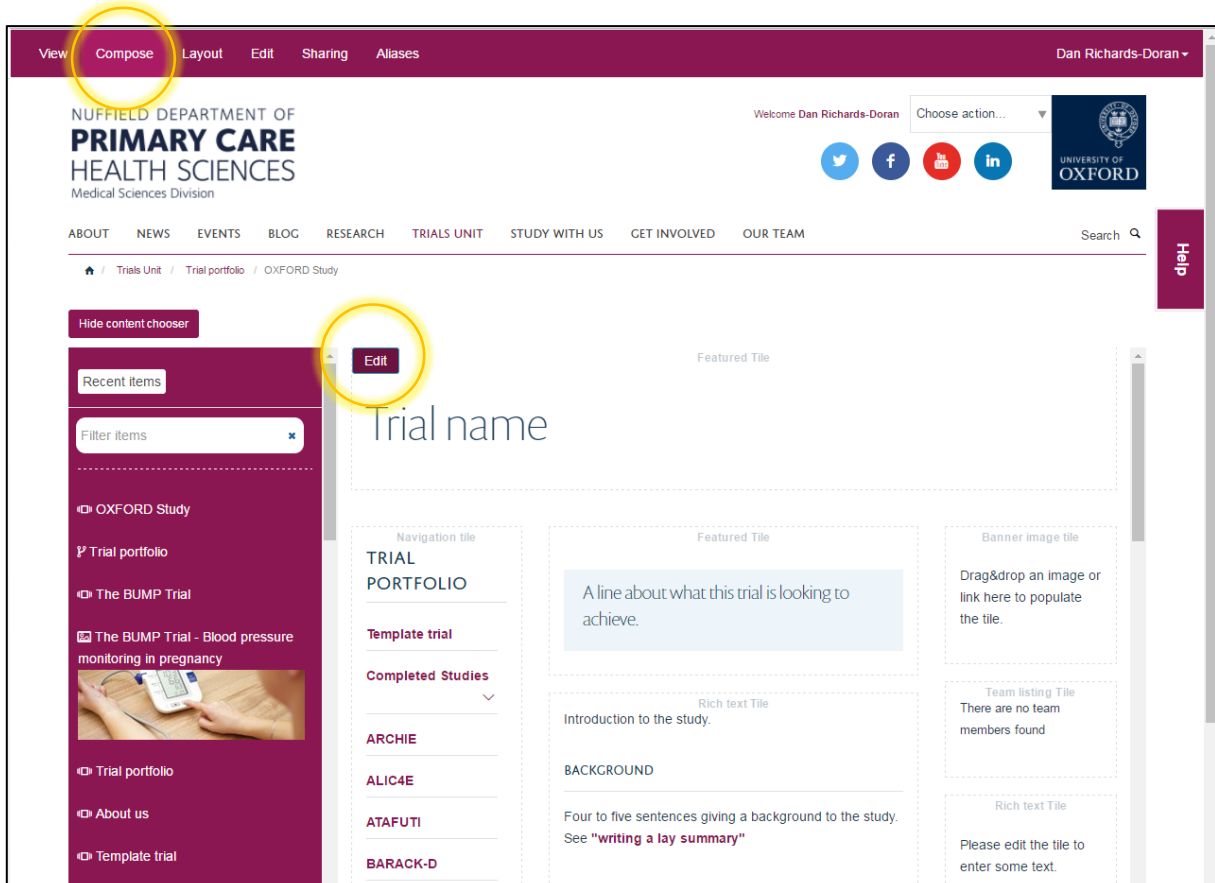


Now drag the study page so it sits in alphabetical order. You can do this by clicking on the 6 dots to the left of the study name and **drag it up the page**.

You have now created a new study page – it's time to edit it. **Click on the page name to enter the page**.

You'll see a partially completed study page. **Select "Compose"** in the top left of the screen, this will bring up the editor for this page where you can edit each section.

## Editing the page



The screenshot shows the website editor interface for the Nuffield Department of Primary Care Health Sciences. The top navigation bar includes 'View', 'Compose', 'Layout', 'Edit', 'Sharing', and 'Aliases'. The 'Compose' button is circled in yellow. The main content area features a sidebar with a 'Recent items' list, a 'Filter items' search box, and a list of items including 'OXFORD Study', 'Trial portfolio', 'The BUMP Trial', and 'The BUMP Trial - Blood pressure monitoring in pregnancy'. The main content area has a 'Trial name' field, a 'Featured Tile' with a text box, and several other content tiles: 'Navigation tile' (TRIAL PORTFOLIO), 'Banner image tile' (Drag&drop an image or link here to populate the tile.), 'Team listing Tile' (There are no team members found), and 'Rich text Tile' (Introduction to the study, BACKGROUND, Four to five sentences giving a background to the study. See "writing a lay summary"). The 'Edit' button in the top-left corner of the main content area is also circled in yellow.

Hover your mouse over the top-left corner of the "Trial Name" box, this will bring up the "Edit" button, select this to bring up the "Edit Featured Tile" box.

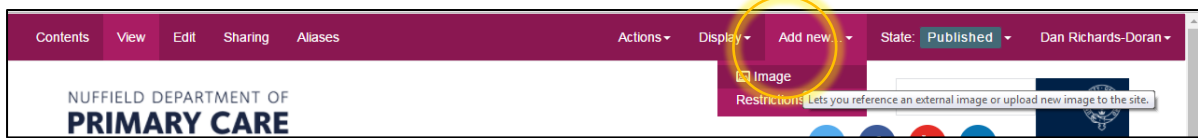
Replace "Trial Name" in the "Tile Title" box with the name of the study as you wish it to appear on the page. Scroll down to the bottom of the box and **select "Save"**.

**Do this for each box in the middle section of the page, adding information about the study.**

## Adding a logo

If your study has a logo you can add it as an image. Go to [www.phc.ox.ac.uk/images](http://www.phc.ox.ac.uk/images) and in the left-hand navigation select "Trial logos."

Select “Add new” from the top-bar menu, and “Image”.

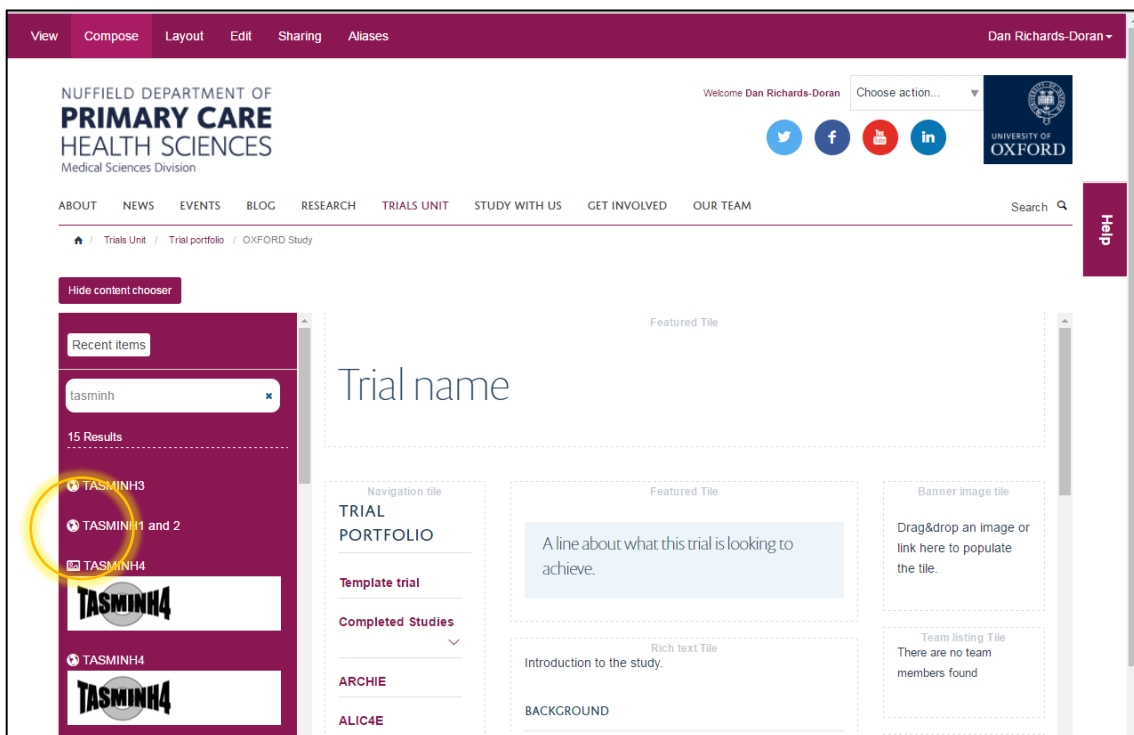


Complete the title and summary, and select “Choose file” to upload your image.

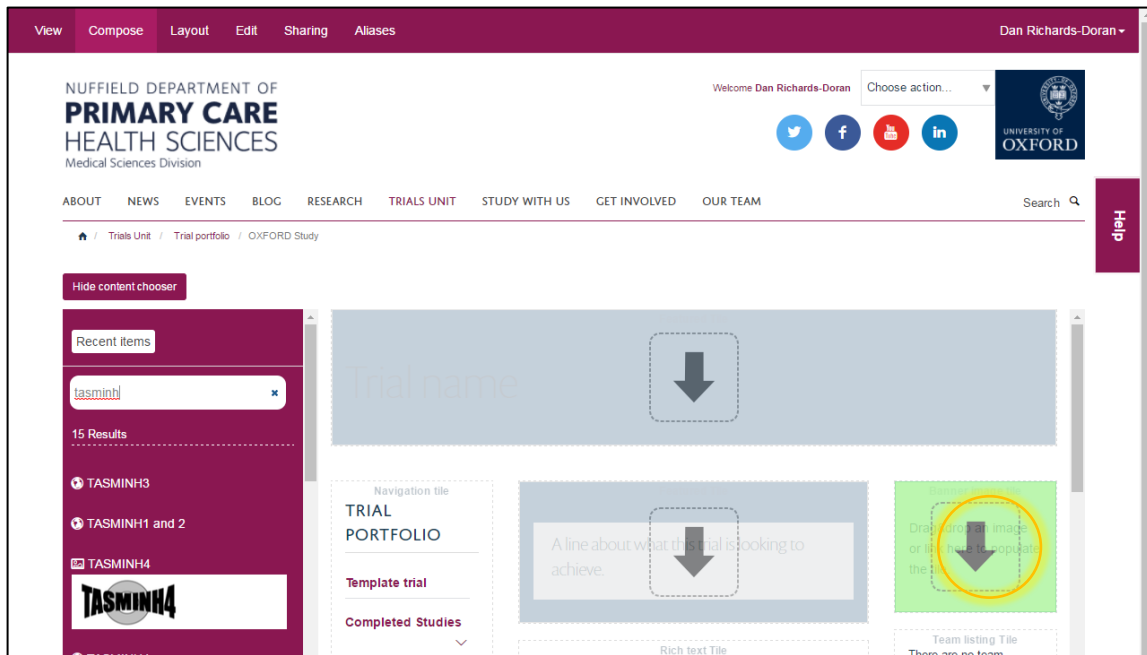
Go back to your study page, and Select “Compose” to view in editor mode.

If you have just added your image, it will appear in in the left-hand “content chooser” menu.

Otherwise, search for the name of your image. Ensure you select the image with an image icon, rather than a world icon. Drag this into position.



Select your image and drop it into the “Banner Image tile”



## Add team members

You can add departmental team members to the Team listing tile. In the same way you searched for an image (above), search for a team member name and drag their profile over to the tile.

## Other information

You may wish to add details of collaborators or links to other websites, such as the study protocol. You can do this in the tile below the Team listing tile.

Hover over the tile until the “edit” button appears in the top left corner. Select “edit” and type information into the text box.

---

### Accessing further guidance:

For guidance for each tile type, refer to the pages below:

- [Banner tile \(for logos\)](#)
- [Featured tile](#)
- [Rich text tile](#)
- [Team listing tile](#)