

## User Guide

**ARCHIBUS/FM V17** 

# How to Add Channels to MyEd

W:\ebis\V17\How to Add Channels to MyEd.doc ©The University of Edinburgh

#### Foreword

This User Guide document has been designed for the purpose of training relevant members of staff within Estates and Buildings.

#### **System Support**

If you require assistance please contact <u>Ebisusers@ed.ac.uk</u> in the first instance. All urgent requests should be directed to the Ebisusers Support Desk on **2** 50 9683.

More information on the EBIS Project is available at:-

http://www.ebis.estates.ed.ac.uk

### How to add Channel on Myed

If you have not already done so first of all you will require to register on live-ease through the following url:

https://www.ease.ed.ac.uk/register

Access to Live Ease is through the following url:

https://www.myed.ed.ac.uk



Click on login with Ease

EASE - Windows Internet Explorer				
V 🖉 https://www.ease.ed.ac.uk/cosign.cg?cosign-eucsCosign-www.myed.ed.ac.uk=Eeg2-pau+1x88XH8H960HQIWg2dOV 🎽 🍎 🗶 Google				
	🖓 🔹 🗟 🗸 🗟 🖌 🖓 Tage 🔹 🔞 Taols 🗙 🔞	× *		
News About St	udying Research Alumni Business Staff & students Schools & departments			
COLUMN V	Search term Search University Site V Go	_		
EASE	0 ease			
EASE Login	f) Info			
The University of Edinburgh web login service Your username will be your University Username (UUN address used to create an EASE Friend account. User entered in lower case.	Once you login to <u>EASE</u> you can have access to web resources for up to 8 hours without having to login again.			
Username: EASE password:	Help     Help     Helplogging in			
By using this service you agree to abide by <u>The Unive</u> Computing Regulations.	Login now			
Done	🗸 Trusted sites 🔍 100	% •		
🛃 start 🔰 🧿 Inbox - Micros 🧭 3 Internet E 🔸 🖬 ARCHIBUS - [ 📑 Bo	ook2 🎦 V17 🔛 How to Add A EN 🔇 🞘 🖸 🔽 🕅			

Once logged in click on Customise

🖉 MyEd - Customise - Windows Internet Explorer		FX
😮 🗸 🕈 https://www.myed.ed.ac.uk/uPortal/tag.826698bce4e1faab.render.userLayoutRootNode.target.n	12.uP?uP_fname=p 💙 🔒 🍫 🗙 Google	P -
File Edit View Favorites Tools Help		
😪 🎄 🕎 MyEd - Customise	🏠 🔹 🗟 🝸 🖶 👻 Page 🕶 🎯 Tools 🕶 🔞 •	×
The University of Edinburgh	Home Site Map Customise Report a Problem Logout Search the University Website Go Your Reedback	^
Welcome Pauline	· · · · · · · · · · · · · · · · · · ·	
Customise		×
Customisation Options:         Tabs:       To add a new tab, click Add New Tab. Type in a tab name, select where you want your new to click Delete this tab. To rename a tab, click the tab name to select it, type in the new name for To add a new colum, click Add Column, specify the width of a tab, click Select Column, the click Delete this column. To adjust the width of a tab, click Select Column, the click Add Column. Select a width of a tab, click Select Column, the click Add Column. Select a select and the select All option delete a channel, click the remove channel icon (X). Click Ok to confirm deletion.         D       Choose a skin       P. Revert to default layout	tab to appear and click Submit. To delete a tab, click the tab name to select it, the your tab, then click Rename. Use the skitsing columns (frequired) and click Submit. To delete a column, click Select ype in the new column widths, and click Save Widths. and click go. Select the channel you want to add and click Add Channel. To	m
Today () () () () () () () () () () () () ()	E Services D C Search & Info D C Heip Add New Tab	
Done, but with errors on page.	√ Trusted sites 🔍 100°	10 -

To add a new Tab click on Add New Tab

🖉 MyEd - Customise - Windows Internet Explorer	
🚱 🕞 👻 https://www.myed.ed.ac.uk/uPortal/tag.826698bce4e1faab.render	r.userLayoutRootNode.target.ctf1.uP?action=new 🛛 🔒 🐓 🗙 Google
File Edit View Favorites Tools Help	
😭 🏟 🎢 MyEd - Customise	🏠 🔹 🗟 👻 🖶 Page 🗸 🎯 Tools 👻 🔞 🔭
The University of Edinburgh	Home Site Map Customise Report a Problem Logout
Customise	<< Go to main portal 🕼 🕐 🗶
Steps for adding this new tab:         1. Name the tab:         2. Select a position for the tab:         Image: Today of EBIS of S of Boxi of myStuff of S. Submit the choices:         3. Submit the choices:	Admin O Finances O Services O Search & Info O Hep O
Cancel and return	mm () () Finances () () Services () () Search & Info () () () Help () Add New Tab
Elect Column → Elect	Select Column     Add Channel  MLRP daily alerts
Done, but with errors on page.	√ Trusted sites € 100% •
Start 🕘 Inbox - Micros 🖉 3 Internet E 👻 🚮 ARCHIBUS	5 - [ 🔁 Book2 🔄 V17 🔛 How to Add A EN 🔇 🗒 💟 🕊 K 10:31

Enter name of new tab and select position where you want new tab to be located then Submit.

To add Channel click on Tab where you want to add Channel to and then select Add Channel where you want Channel to show. If you wish to see Channel on new Column click on add Column to add new Column



🥙 MyEd - Customise - Windows Internet Explorer	
🚱 🕞 🔻 https://www.myed.ed.ac.uk/uPortal/tag.826698bce4e1faab.render.userLayoutRootNode.target.ctf	f1.uP#ctf1 💌 🔒 🖅 🗙 Google
File Edit View Favorites Tools Help	
🛠 🏟 🕎 MyEd - Customise	🏠 🔹 🔝 👻 🖶 🕈 🔂 Page 🔹 🎯 Tools 👻 🔞 🕅
The University of Edinburgh Welcome Pauline	Home Site Map Customise Report a Problem Logout
Customise	<< Go to main portal 🖉 ? 🗙
Steps for adding a new channel:       1. Select a category:         ▶ Select All       go         2. Select a channel:       Category:All         Fire Safety Drawings Channel       FiresCases Mail         Google Local       Google Maps         Google Scholar       3. Add the selected channel:	Add Channel
Cancel and retum	
Copyright © The University of Edinburgh 2007.   Powered by uPortal 2.5.3	<u> </u>
🚲 uone 🕢 🙆 Inbox - Micros 🔗 3 Internet E 👻 🚮 ARCHIBUS - [ 😫 Book2	V17 How to Add A EN ( ) VIK 10:34

Select Category from drop down list then go. This will bring back all Channels relating to this Category. Select Channel you require and then Add Channel.

🖉 MyEd - Customise - Windows Internet Explorer	
🚱 🕞 🔻 🅂 https://www.myed.ed.ac.uk/uPortal/tag.826698bce4e1faab.render.userLayoutRootNode.target.ct	f1.uP#ctf1 🔽 🔒 🐓 🗙 Google 🖉 🖉
File Edit View Favorites Tools Help	
😭 🏟 🎢 MyEd - Customise	🏠 🔻 🔝 👻 🖶 🕈 📴 Page 👻 Tools 👻 🚱 🛛 🎉
The University of Edinburgh	Home Site Map Customise Report a Problem Logout
Welcome Pauline	
Customise	<< Go to main portal
Customisation Options:         Tabs:       To add a new tab, click Add New Tab. Type in a tab name, select where you want your new tab. click Belete this tab. To rename a tab, click the tab name to select it, type in the new name for Columns:         To add a new column, click Add Column. specify the width of your new clumin (and adjust end).         Columns:       To add a new clumn, click Add Column. specify the width of your new clumin (and adjust end).         Channels:       To add a new channe, click Add Column. Select, the select Adjust end with of a tab, click Select Column, the click Column the click Add Channel. Select Adjust, you choose the Select All option delete a channel, click the remove channel con (X). Click Ok to confirm deletion.         Choose a skin       Revert to default layout	Ib to appear and click Submit. To delete a tab, click the tab name to select it, then your tab, then click Rename. Use the stilling columns if required) and click Submit. To delete a column, click Select ge in the new column widths, and click Save Widths. and click go. Select the channel you want to add and click Add Channel. To
Today (2) & EBIS (2) & E (2) &	Services 🕈 C Search & Info P C Help Add New Tab
Done, but with errors on page.	√ Trusted sites € 100% -
Start 🕘 2 Microsoft 🔹 🍋 3 Internet E 👻 🖬 ARCHIBUS - [ 🕮 Book2	V17 💾 How to Add A EN 🔇 🚝 🧿 🔽 🛣 10:37

This will add Channel to Selected Location

