

## Introduction to the M25 Staff Room

- The Staff Room website is based around 3 concepts: Members, Groups, and Activity
  - **Members** - Users of the M25 Staff Room (i.e., staff members at M25 libraries)
  - **Groups** - Groups are created by members for communication/collaboration around a specific topic
  - **Activity** - Shows recent activity in a given context; usually about a particular member, or a particular group
- Most direct communication takes place in the form of "updates"
  - Members can post updates from their own profile page
  - Group members can post updates from the group's page
  - Updates are publicly visible and are like a Facebook Status Update, or a tweet on Twitter
  - Personal updates will be visible on a member's profile page and their friends' activity pages.
  - Group updates will be visible on a group's page, and any members' activity pages.
- Members can also send direct (i.e. private) messages to another user
- Groups also have more options for collaboration:
  - Groups can have uploaded documents (e.g. Word documents, PDFs, etc.), to be shared by its members
  - Groups can also have wikis, which are editable by the group members

## First steps in the Staff Room

- **Profile** - New members should start by completing their profile (full name, job title, institution, etc.). This can be done from a member's profile page (see below).
- **Connections** – New users can also look for other members (whether colleagues in real life, or other colleagues with similar interests) by browsing the members' directory and finding colleagues to connect with (see below).
- **Groups** – Finding groups to join is a good place to start; for example, there is a "New Users" group and a "M25 Staff Room Feedback" group which may be of interest to new users. Also, the groups directory allows users to browse groups that others have created, and join any of interest (see below).

## The easiest way around the Staff Room is using the 5 tabs near the top-right of the screen:

- **Home** - Returns you to the Staff Room home page (currently a brief description of what the Staff Room is).
- **Activity** - Allows you to view recent activity on the Staff Room: for all members/groups, just your friends, or just your groups.
- **Members** - Shows the directory of members (i.e. all users), which is sortable and searchable.
- **Groups** - Shows the directory of all groups, allowing you to browse, create, join, or leave, individual groups.
- **About** - Shows the Staff Room "about" page (currently like the home page).

## Groups

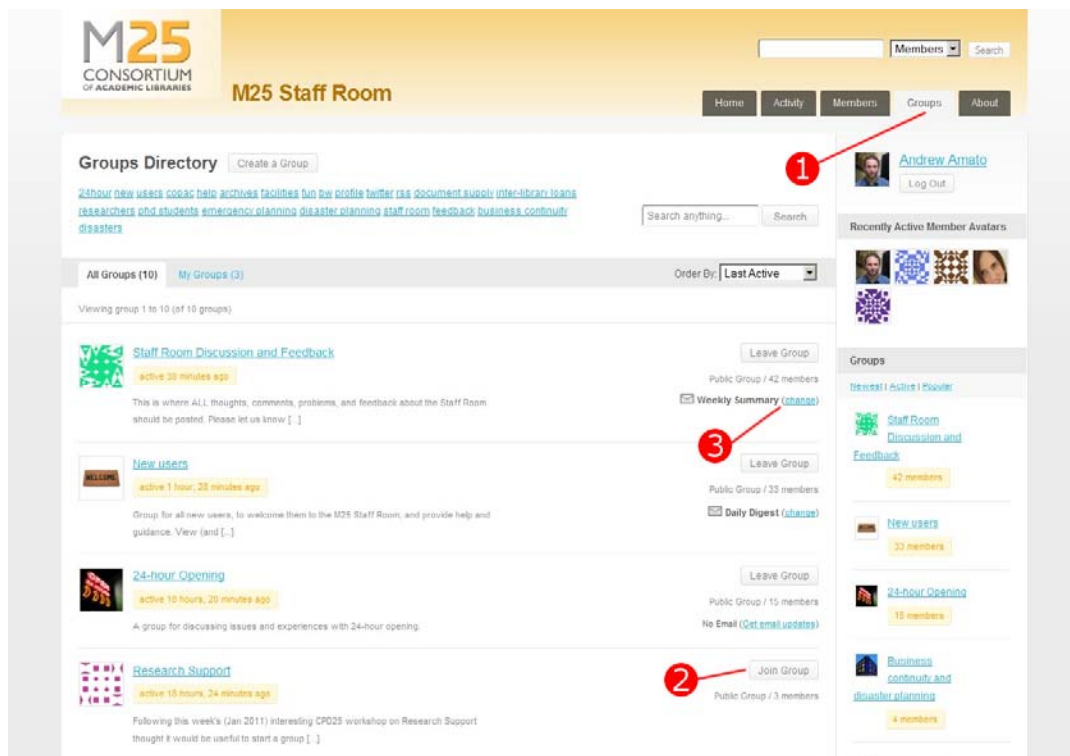


Fig 1

- The "Groups" tab (Fig. 1, Note 1) will show the groups directory, which will allow you to find groups, either by browsing (you can also sort the list, based on things like "most members", "most active", "newest", or just alphabetically) or searching.

Clicking on a group name will show you the group's page, but you can also join/leave a group (Fig.1, Note 2) from the directory list, or change email settings (Fig. 1, Note 3) for groups you're already a member of.

## Members

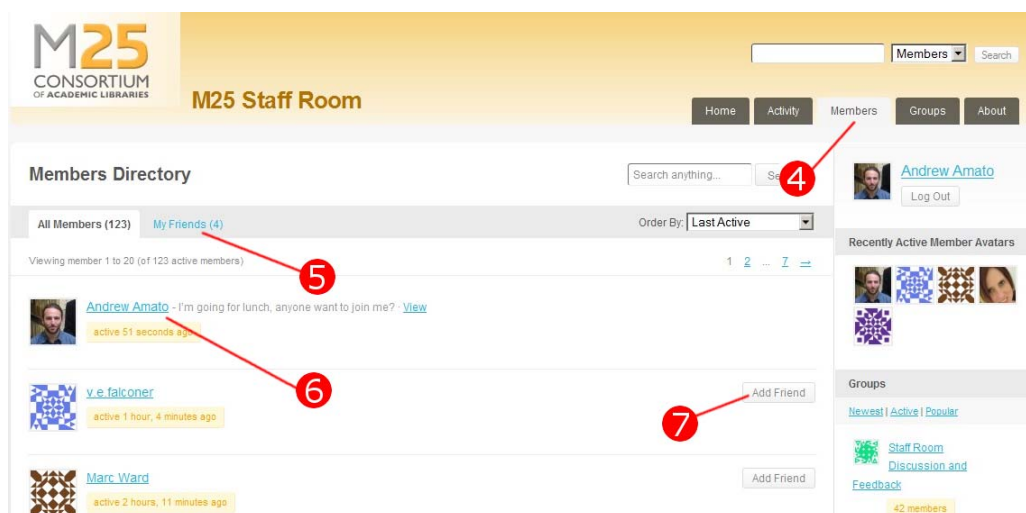


Fig. 2

- The "Members" tab (Fig. 2, Note 4) will show the members directory, which will allow you to find other users (either by browsing, or by using the search), or you can view just your friends (Fig. 2, Note 5)
- Clicking on a member's name (Fig. 2, Note 6), will take you to their profile page, which will allow you to:
  - view their profile
  - view their recent activity
  - send a friend request (Fig. 2, Note 7), or
  - send a direct (i.e. private) message

## Group page

Fig. 3

- From a group page, you will have different options depending on whether or not you've joined the group
- If you're **not** a member of the group, then you can view whatever activity, documents, etc. have been posted to the group
- If you **are** a member of the group, you will also be able to:
  - Post generic text to the group (using the "Post Update" box near the top of the page)
  - Add/edit documents (if the group administrator has allowed it)
  - View a list of members (Fig. 3, Note 8, "Members")
  - Send invitations to your friends (Fig. 3, Note 8, "Send Invites")
  - And change your email notification options for this group (Fig. 3, Note 8, "Email Options")
  - You can also leave the group, or change your email notification settings (for that group). (Fig. 3, Note A)
- If you are a group administrator (either because you created the group, or because the group creator made you an administrator), you can also see group administration options (Fig. 3, Note 9)

## Member page

The screenshot displays the M25 Staff Room member page for Andrew Amato. At the top, the M25 Consortium logo and 'M25 Staff Room' title are visible. The user's profile picture and name 'Andrew Amato @andrew' are shown, along with a recent status update: 'I'm going for lunch, anyone want to join me?' - View. Below the profile, a navigation bar includes tabs for Activity, Profile, Blogs (1), Messages (1), Friends (4), Groups (3), and Settings. A red circle labeled 'C' points to these tabs. Below the navigation bar, there is a 'What's new Andrew?' section with a text input field and a 'Post Update' button, highlighted by a red circle labeled 'B'. The right sidebar features 'Recently Active Member Avatars' and a 'Groups' section with links for 'Staff Room', 'Discussion and Feedback', and 'New users'.

Fig. 4

- If you're viewing another member's page, you will be able to see their profile, their recent activity, their friends, and their groups
- If you're viewing your own page, you can also:
  - Post updates, using the "Post Update" box near the top of your page (see Fig. 4, Note B)
  - Modify your profile (See Fig. 4, Note C, "Profile")
  - View and/or send (private) messages (See Fig. 4, Note C, "Messages")
  - View a list of your friends, and any pending friend requests you've received (See Fig. 4, Note C)
  - View a list of groups you've joined (See Fig. 4, Note C, "Groups")
  - Modify your settings, including: (See Fig. 4, Note C, "Settings")
    - Your password
    - Your email address
    - Your email notification settings, for non-group-related notifications (e.g. new incoming friend request)

*Membership of the M25 Staff Room is limited to staff working in M25 libraries. Content is not moderated and members are expected to respect "professional" levels of courtesy and appropriateness. The M25 Support Team/Steering Group reserve the right to remove content if necessary.*