UWS Staff Profile Management System (SPMS) User Guide

Version Control

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Comments</th>
<th>Updated By</th>
</tr>
</thead>
<tbody>
<tr>
<td>20/12/11</td>
<td>0.1</td>
<td>Draft</td>
<td>D Gardner</td>
</tr>
<tr>
<td>23/3/12</td>
<td>1.0</td>
<td>Updated information</td>
<td>D Gardner</td>
</tr>
<tr>
<td>23/3/12</td>
<td>2.0</td>
<td>Review By Kathie Hill</td>
<td>D Gardner</td>
</tr>
<tr>
<td>27/3/12</td>
<td>3.0</td>
<td>Updates</td>
<td>D Gardner</td>
</tr>
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What is the Academic Profile project?

Will the profiles be restricted to academic staff?

How will a profile benefit me?

How will my profile benefit the University?

How do I build my profile?

Can I keep my existing profile?

Can I opt out of displaying information?

Where is the information on my profile drawn from?

Information displayed on my profile is incorrect, how do I correct it?

Will I be able to delegate control of my profile to my assistant?

Will this replace the staff directory?

Can I include Video/Podcasts?

Will links to external sites will be allowed?

Appendix 1 – Web Browser support

Internet Explorer 7

Internet Explorer 8

Internet Explorer 9

Google Chrome (v18)
System Overview

System Background
The new UWS Staff profiles have been developed in response to the need for improved visibility of UWS Staff through the University website. The new profiles will allow staff to showcase themselves throughout the academic and research arena. To facilitate this objective, the Staff Profile Management System (SPMS) has been developed by Information Technology Services and the Web Services Unit. The new system provides a means for UWS staff to verify the information sourced from UWS authoritative data sources and to provide ancillary data not currently collected by UWS.

The SPMS will provide valuable information to fellow researchers and employees, and showcase UWS academic, research and professional staff and their accomplishments in a consistent manner. The new SPMS will also allow for the media to easily identify UWS expert resources and for potential research candidates to locate a suitable supervisor.

The objectives of this project are in accordance with the University’s Making the Difference Strategy and are related to ‘valuing and rewarding our staff’ and ‘being connected locally and internationally’. The objectives are to:

- Improve the manner in which staff academic, research and professional profiles appear on the UWS web site.
- Improve search capability to locate relevant staff information.
- Source information from authoritative UWS systems where possible.
- Implement a tool to manage academic profiles.

Update Frequency
At present the Staff Profiles are updated on the web site every Monday and Thursday night. Work is in progress to make this a nightly process.

Issues and Support
If you encounter any issues with the Staff Profile Management System or with the UWS Staff Profiles please contact the IT Service Desk (9am – 5pm, Monday to Friday)

Phone: (02) 9852 5111

Extension: 5111

Email: servicedesk@uws.edu.au

Online: https://itsm.uws.edu.au/arsys/shared/login.jsp
Staff Profile Management System Interface

Accessing the Staff Profile Management System

The SPMS is available at http://pubapps.uws.edu.au/spms

Authentication

![Authentication Image]

To access the SPMS you will need to have use your MyUWSAccount credentials.

Problems with your data

Display Flag

If there is data on your profile that you do not wish to have displayed, by unticking the display box the selected element will be removed from your profile the next time an update is run.

Edit Source Button (ESB)

![Edit Source Button Image]

Use the Edit Source Button (ESB) button will open a new web page that takes the user to the authoritative system to enable them to correct data. In the case of Alesco based information, users will be asked to contact their HR Staffing Officer as there is no provision within StaffOnline to submit corrections.

The following Screen shots have been provided with permission by Darren Gardner, Dr Mark Williams, Professor Kevin Dunn and Asha Chand
SPMS Tabs

Profile Publishable
This indicates if your profile will be published to the Staff Profile web pages. This function is controlled by the administrators. If you wish to have your profile removed from the system please contact the IT Service Desk (contact details above).

Personal Tab

Image

Profile Picture Guidelines
• Professional colour photo - no holiday or candid shots
• Bust photo ie, head and shoulders
• 100 x 150 pixel size
• JPG format
• Less than 100Kb file size

Display – users and admin can set the display flag to remove the image from display.

Users will need to contact Web Services Unit after replacing an unpublishable image to have it reinstated. This control ensures that users do not simply attempt to reuse an unsuitable image.

Display Name

This is the user’s name and title as held in Alesco.

ESB - For corrections to the display name, the you will need to contact your HR Staffing Officer.
**Contact Details**

- **Address #1**: 06.C.29 RCH
  - Display
- **Phone #1**: 1141
  - Display
- **Email**: D.GARDNER@uws.edu.au
  - Display
- **Website**: 

These are details as held in the staff directory. The user is able to enter a website that is associated with them.

**ESB -** will open the staff directory updates form.

**Display** – You may select to not display your email, extension or your location.

**Qualifications**

**Qualifications**

<table>
<thead>
<tr>
<th>Title</th>
<th>Institution</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPHIL</td>
<td>University of Queensland</td>
<td>29JAN05</td>
</tr>
<tr>
<td>BSc</td>
<td>University of Queensland</td>
<td>09APR01</td>
</tr>
</tbody>
</table>

Qualification details as held in Alesco.

**ESB -** For corrections to qualifications you will need to contact your HR Staffing Officer.

**Professional Membership**

You are able to enter the name of professional organisations to which they currently or have previously belonged.

**NB - A Start date must be entered.** An end date may be provided for historical memberships.

**Display** – Membership may be marked as unpublishable by the administrators if the information provided is identified as offensive, misleading or incorrect.
Biography Tab

Biography

Users are able to enter their biographical information. This is also a suitable location to store any additional information that is not currently captured by the SPMS. Users are able to use bold, italics, list points, bullet point and copy/paste.

Display – Biography may be marked as unpublishable by administrators if the content is identified as offensive, misleading or incorrect.

Interests

Users are able to enter areas of academic, research or professional interest or expertise. Users may mark entries as primary and they will be listed at the top of their interests when the information is published on the Staff Profile web pages.

Display – individual interests may be marked as unpublishable by administrators if the content is identified as offensive, misleading or incorrect.


**Awards**

Users are able to enter awards that they have received.

Display – individual awards may be marked as unpublishable by administrators if the content is identified as misleading or incorrect.

**Governance and Committees**

Users are able to enter details about governance positions

Display – Governance positions and Committee memberships may be marked as unpublishable by administrators if the content is identified as offensive, misleading or incorrect.

**Supervision Tab**

**Current Supervision**

<table>
<thead>
<tr>
<th>Display</th>
<th>Title</th>
<th>Topic</th>
<th>Category(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>The application of surface-confined metal carbonyl clusters as models in the Fischer-Tropsch reaction.</td>
<td>THE APPLICATION OF SURFACE-CONFINED METAL CARBONYL CLUSTERS AS MODELS IN THE FISCHER-TROPiSCH REACTION.</td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td>Boronated porphyrin complexes as MRI cancer probes and BNCT drugs.</td>
<td>BORONATED Porphyrin Complexes AS MRI CANcer PROBES AND BNCT DRUGS</td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td>Reduction of carbon oxides by porphyrin-based monolayer complexes.</td>
<td>REDUCTION OF CARBON OXIDES BY PORPHYRIN-BASED MONOLAYER COMPLEXES</td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td>Synthesis of boron containing compounds for the possible boron neutron capture therapy application.</td>
<td>SYNTHESIS OF BORON CONTAINING COMPOUNDS FOR THE POSSIBLE BORON NEUTRON CAPTURE THERAPY APPLICATION.</td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td>Synthesis of macrocycle and Nanostructure Subunits.</td>
<td>SYNTHESIS OF MACROCYCLE AND Nanostructure SUBUNITS.</td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td>The application of surface-confined metal carbonyl clusters as models in the Fischer-Tropsch reaction.</td>
<td>THE APPLICATION OF SURFACE-CONFINED METAL CARBONYL CLUSTERS AS MODELS IN THE FISCHER-TROPiSCH REACTION.</td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td>Production of High-Quality Cured Vanilla Beans</td>
<td>Production of High-Quality Cured Vanilla Beans</td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td>Synthesis of macrocycle and Nanostructure Subunits.</td>
<td>SYNTHESIS OF MACROCYCLE AND Nanostructure SUBUNITS.</td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td>Bi-functional chelates of derivatized DOTA for cancer treatment.</td>
<td>BI-FUNCTIONAL CHELATES OF DERIVATIZED DOTA FOR CANCER TREATMENT.</td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td>The Development of Fluorinated Carbohydrates for the participation of Fluorine-19 Magnetic Resonance Imaging Spectroscopy</td>
<td>The Development of Fluorinated Carbohydrates for the participation of Fluorine-19 Magnetic Resonance Imaging Spectroscopy</td>
<td>NATURAL AND PHYSICAL SCIENCES.</td>
</tr>
<tr>
<td>✔️</td>
<td>CDA44 Ligands involved in Increased Aggressiveness of Acute Lymphoblastic Leukemia</td>
<td>CDA44 Ligands involved in increased aggressiveness of acute lymphoblastic leukemia</td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td>Synthesis of boron containing compounds for the possible boron neutron capture therapy application.</td>
<td>SYNTHESIS OF BORON CONTAINING COMPOUNDS FOR THE POSSIBLE BORON NEUTRON CAPTURE THERAPY APPLICATION.</td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td>Magnetic resonance imaging in cancer tissue.</td>
<td>MAGNETIC RESONANCE IMAGING IN CANCER TISSUE.</td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td>Stereoselective Polymers.</td>
<td>Stereoselective Polymers</td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td>Development of a Phenol Biosensor.</td>
<td>DEVELOPMENT OF A PHENOL BIOSENSOR.</td>
<td></td>
</tr>
</tbody>
</table>

This is a listing of current Higher Degree Research supervision being undertaken by the user. This information held in the Rhesys system and administered by the Office of Research Services.

Display – users and administrators are able to mark individual supervision activities as unpublishable should this be required.
Previous Supervision

<table>
<thead>
<tr>
<th>Display</th>
<th>Title</th>
<th>Topic</th>
<th>Category(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>Factors affecting nonbonded host-guest formation.</td>
<td>FACTORS AFFECTING NONBONDED HOST-GUEST FORMATION.</td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td>Synthesis of boron containing compounds for the possible boron neutron capture therapy application</td>
<td>SYNTHESIS OF BORON CONTAINING COMPOUNDS FOR THE POSSIBLE BORON NEUTRON CAPTURE THERAPY APPLICATION</td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td>Electronic and steric factors affecting hydroformylation.</td>
<td>ELECTRONIC AND STERIC FACTORS AFFECTING HYDROFORMYLATION.</td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td>The application of surface-confined metal carbonyl clusters as models in the Fischer-Tropsch reaction.</td>
<td>THE APPLICATION OF SURFACE-CONFINED METAL CARBOXYL CLUSTERS AS MODELS IN THE FISCHER-TROPSCH REACTION.</td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td>Synthesis of macrocycles and Nanostructure Subunits.</td>
<td>SYNTHESIS OF MACROCYCLE AND NANOSTRUCTURE SUBUNITS.</td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td>Selective oxidation of adamantane by metal complexes</td>
<td>SELECTIVE OXIDATION OF ADAMANTANE BY METAL COMPLEXES</td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td>Development and application of new cancer-specific contrast agents for tumour detection by magnetic resonance imaging</td>
<td>DEVELOPMENT AND APPLICATION OF NEW CANCER-SPECIFIC CONTRAST AGENTS FOR TUMOUR DETECTION BY MAGNETIC RESONANCE IMAGING</td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td>Assessment of the Potential Environmental Effects of Soluble Hydraulic Oil on Natural Waters</td>
<td>ASSESSMENT OF THE POTENTIAL ENVIRONMENTAL EFFECTS OF SOLUBLE HYDRAULIC OIL ON NATURAL WATERS</td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td>Development and application of new cancer-specific agents for tumor detection and therapy</td>
<td>DEVELOPMENT AND APPLICATION OF NEW CANCER-SPECIFIC AGENTS FOR TUMOR DETECTION AND THERAPY</td>
<td>CHEMICAL SCIENCES.</td>
</tr>
</tbody>
</table>

This is a listing of historical Higher Degree Research supervision undertaken by the user. This information held in the Rhesys system and administered by the Office of Research Services.

Display – users and administrators are able to mark individual supervision activities as unpublishable should this be required.

Research Tab

Research Description
This is a description of the researcher’s research activities and interests.

Publishable – Research description may be marked as unpublishable by administrators if the content is identified as offensive, misleading or incorrect.

Current Projects

This is a listing of the user’s active research projects. The data is sourced from Rhesys and is administered by Office of Research Services. A link to the Research Project may be supplied by the user.

ESB – The ESB will direct the user to the Rhesys research lodgement page.
Display – Current projects may be marked as unpublishable by users and administrators if the content is identified as incorrect.

**Previous Projects**

This is a listing of the user’s historical research projects. The data is sourced from Rhesys and administered by Office of Research Services. A link to the Research Project may be supplied by the user.

ESB – The ESB will direct the user to the Rhesys research lodgement page.

Display – Previous projects may be marked as unpublishable by users and administrators if the content is identified as incorrect.

**Teaching Tab**

**Teaching**

This allows users to select UWS units that they have taught or are currently teaching. A year must be associated with the unit to allow the system to determine if a unit is current or previous.

Display – Teaching units may be marked as unpublishable by administrators if the content is identified as incorrect.

**Community Engagement Tab**

**Academic Engagement**

This lists the user’s academic engagement activities as sourced from TICE.

ESB – Directs users to the TICE system for their records to be amended.
Display – Academic engagement information may be marked as unpublishable by users and administrators if the content is identified as incorrect.

**Public Engagement**
This lists the user’s public engagement activities as sourced from TICE.

ESB – Directs users to the TICE system for their records to be amended.

Display – Public engagement information may be marked as unpublishable by users and administrators if the content is identified as incorrect.

**Publications Tab**

**Books**

This is a listing of books published by the user as sourced from Rhesys and administered by Office of Research Services.

ESB – Directs users to the Rhesys publication entry form.

Display – Books may be marked as unpublishable by users if they choose not have them shown on their profile to limit the collection being displayed. Administrators may mark as unpublishable if content is identified as incorrect.
Journal Articles

This is a listing of journal articles published by the user as sourced from Rhesys and administered by Office of Research Services.

ESB – Drects users to the Rhesys publication entry form.

Display – Journal articles may be marked as unpublishable by user if they choose not have them shown on their profile to limit the collection being displayed. Administrators may mark as unpublishable if content is identified as incorrect.

Chapters in Books

This is a listing of chapters in books attributed to the user as sourced from Rhesys and administered by Office of Research Services.
ESB – Directs users to the Rhesys publication entry form.

Display – Chapters in books may be marked as unpublishable by users if they choose not have them shown on their profile to limit the collection being displayed. Administrators may mark as unpublishable if content is identified as incorrect.

**Conference Papers**

<table>
<thead>
<tr>
<th>Display</th>
<th>Citation</th>
</tr>
</thead>
</table>

This is a listing of conference papers published by the User as sourced from Rhesys and administered by Office of Research Services.

ESB – This will direct the User to the Rhesys publication entry form.

Display – Conference papers may be marked as unpublishable by users if they choose not have them shown on their profile to limit the collection being displayed. Administrators may mark as unpublishable if content is identified as incorrect.

**Exhibitions**

This is a listing of the user’s exhibitions as sourced from Rhesys and administered by Office of Research Services.

ESB – Directs users to the Rhesys publication entry form.

Display – Exhibitions may be marked as unpublishable by users if they choose not have them shown on their profile to limit the collection being displayed. Administrators may mark as unpublishable if content is identified as incorrect.

**Other Collections**


This is a listing of other collections published by the user as sourced from Rhesys and administered by Office of Research Services.
ESB – Directs users to the Rhesys publication entry form.

Display – Other collections may be marked as unpublishable by the user if they choose not have them shown on their profile to limit the collection being displayed. Administrators may mark as unpublishable if content is identified as incorrect.

**Media Tab**

**Multimedia**

This provides a facility to attach links to online material.

Display – Administrators may mark as unpublishable if content is identified as inappropriate, misleading or incorrect.
Self Help material
Please note we are waiting on final decision as to URL location – this will be updated once that is known.

SPMS User guide
Available at http://www.uws.edu.au/about_uws/uws/staff_profiles/userguide

Staff Profile Guidelines
Available at http://www.uws.edu.au/about_uws/uws/staff_profiles/guidelines

SPMS FAQ
Available within the SPMS (Help/FAQ button)
Available at http://www.uws.edu.au/about_uws/uws/staff_profiles/FAQ
FAQ

General Questions
Q. What is the Academic Profile project?
A. The Academic Profiles system has been developed in response to the need for better profiles of our Academic staff on the internet via our website. The current Academic Profiles rely on the manual entry of free text. The new Academic Profiles will pull a majority of the information from core University systems, dramatically reducing the effort required by staff to develop a profile, and enabling updates to the core University systems to be reflected in their profile once they are updated.

Q. Will the profiles be restricted to Academic staff?
A. Professional staff members are encouraged to create a Staff Profile.

Q. How will a profile benefit me?
A. The new profiles provide improved results for internet search engines, so online searches are more likely to find you, and the content they index will be more likely to be current. There is an improved contextual search results relating to subjects and research areas. The Staff Profile Management System has been designed to be relatively easy to setup and maintain and provide an accurate reflection of your professional, academic and research activities at UWS.

Q. How will my profile benefit the University?
A. The new Staff Profiles have been designed to showcase UWS professional staff, academics and researchers and provide consistency in the presentation of UWS profiles. They will improve accessibility to UWS expertise and allow participation in national initiatives.

Technical
Q. How do I build my profile?
A. The Staff Profile Management System (SPMS) allows you to manage your information. Information sourced from core University systems that are marked for amendment will be updated in that system and the changes fed through to your profile.

Q. I have an existing profile; do I need to start from scratch?
A. Information in your profile that is already held in the authoritative locations such as Rhesys, Alesco and TICE will display automatically. In most cases your biography and other free-text fields will need to be re-entered or copied from your existing profile.

Q. Can I keep my existing profile?
A. No, the existing profiles will be removed from the UWS website once the new system is in place.

Q. Can I opt out of displaying information?
A. Contact the Web Services Unit to discuss.
Q. Where is the information on my profile being drawn from?

A. The information populating your profile is being drawn from the following systems

- **Alesco** – Title, name, qualifications, current position
- **Staff Directory** – Contact details
- **Rhesys** – Research Projects, expertise, publications (HERDC and ERA)
- **TICE** – Community engagement
- **Expert Directory** – Media expert availability
- **Graduate Supervision Register** – HDR Supervision availability and type of registration

Q. Information displayed on my profile is incorrect, how do I correct it?

A. In the SPMS each field has an edit button that either allows editing there in the page, or contains information about which system you will need to access in order to correct the particular piece of information.

Q. Will I be able to delegate control of my profile to my assistant?

A. No, each individual staff member will be responsible for the management of their information on the Staff Profiles system.

Q. Will this replace the staff directory?

A. At present the Staff Profiles will supplement the information that is available in the Staff Directory. The system has been designed to be extended in the future.

Q. Can I include Video/Podcasts?

A. Yes, you will be able to link to video and audio in your Media tab.

Q. Will links to external sites will be allowed?

A. Yes, you be able to add links to external websites on your Personal or Media tabs.

Q. Why am I listed in a wrong/old Organisation Unit?

A. At the time of launch HR were still working through some of their systems to implement the new names of Schools, Institutes etc. Please contact your HR client support officer, or your school admin team to have this rectified if you find a problem.

Q. Why are there no links on my publications?

A. This functionality was planned, however currently there are inconsistencies with the way URLs are managed for UWS publications. This situation is currently being addressed and should be rectified soon.

Q. Qualifications are displaying wrongly – eg: DPHIL instead of PhD
A. This issue is being worked on now, and should be resolved very soon.

Q. The system told me updates are not published immediately – when are they published?

A. Due to the large quantity of data this system processes, updates are published twice a week. The aim is to publish nightly.

Q. What is pulled in automatically? And what do I update manually?

A:

Automatic content:

Name, Contact Details, Qualifications

Current Position, Organisational Unit

Research Supervision, Current and Past Research projects

Academic and Public Community Engagement Activities

Publications

Manually added content:

Photo, Professional Memberships, Biography, Interests, Awards, Governance and Committees

Research Description, Teaching, Multimedia links
Appendix 1 – Web Browser support
The SPMS makes extensive use of JavaScript and some modern CSS3, which will change and improve the way the site displays and functions depending upon the [age of the] browser being used. Support has been maintained for IE6+, and the app should function fine on other older browsers, but as you will see the rendering improves substantially depending upon the capabilities of the browser.

Internet Explorer 7
- IE7 (&6) has several rendering bugs with CSS which often provide extra “padding” on page elements. You’ll notice there is less screen real estate available on IE7, and buttons will be larger. Note the large excessive padding on the search box in the background of the modal view shot.
- No support for rounded corners, or shadows.
- “Focus” and “Hover” events (when you select a text field, or hover your mouse over an element) will be very basic. Note the currently selected text field has a very basic “highlight”
- Tabs normally have a “transition” effect shown when a user switches tabs. This fades the current content out, and fades in the new content. IE7 implements this, but it looks choppy & slower.

IE7 Default home view:
Staff Profile Management System User Guide

IE7 Bottom of “Biography” page:

![IE7 Modal dialog box example](image-url)
Internet Explorer 8

- IE8 fixed several bugs related to spacing/padding issues in IE7.
- Better support for hover/focus events. Note the highlighting on the current field.
- Smooth tab transitions & other effects. Better javascript support.
- Still no smooth gradients or rounded corners.

IE8 Default home view:
IE8 Bottom of “Biography” page:

IE8 Modal dialog box example:
Internet Explorer 9

- Many improvements to CSS(2&3) support – majority of spacing issues above fixed.
- Rounded corners properly applied to page elements, as well as smooth gradients and shadows (example in the buttons and tabs).
- Best way to view SPMS if using IE is necessary.

IE9 Default home view:
IE9 Bottom of “Biography” page:

IE9 Modal dialog box example:
Google Chrome (v18) – recent versions of Firefox also render similarly

- Pretty much an example of “how it should look”.
- Full support for majority of CSS and JavaScript – basically none of the issues found above with IE.

Chrome Default home view:
Chrome Bottom of “Biography” page:

Chrome Modal dialog box example:
Without javascript (via Chrome)

Entire page is outputted without tabs or special styling applied to buttons and other elements. Basic functionality. Notice is provided.