

PURPOSE

The Beacon administration area is designed for adding and editing content that is shown within the Trusts Beacon app. Information available in the app is clinical guidelines and contact information making this information more readily available to Trust staff.

HOW TO USE THE ADMIN AREA

Access via your browser at: <http://beacon.plymouth.nhs.uk:447/>. Internet Explorer 11 or Google Chrome are required, with Chrome being recommended.

You should be automatically signed into the app, indicated by the presence of your username in the top right corner.

There are four levels of access to the site:

1. No Privileges
2. Content Creator – Are able to create and edit content that requires approval
3. Content Approver – Are able to create/edit/archive content and approve content
4. Site Admin – Are able to do the above and also administer departments, sub sections, users, contacts and templates

To be included as a user in any access level other than no privileges you will need to contact an existing administrator who will add you to the relevant level.

The admin site includes the following areas:

- Users
- Departments
- Department Static Numbers
- Department Sections
- Articles
- Article Approvals
- Article Templates

You will see options for whichever areas you have permissions to use. Below is a breakdown of each section and how it works.

USERS ADMIN

This is the default page you are redirected to once you load the site and lists users associated with the beacon site. It lists both site admins, people who appear in the app as contacts and users who have used the app.

You can use this page to pre-add users in one of the privilege levels or convert users who have visited the site.

Adding users

To add a user click on the add button this opens a window where you can search for the user to add (users need a valid windows login at the trust). Search using first name and surname, you can use only partial names to find users the majority of the time. For instance a search for 'Jo Bl' would return 'Joe Bloggs' in the list of users. Select the person from the list of returned names and job titles and this will add their details to a short form. At this point you should select a department for the user and give any roles.

Editing users

To edit a user click on the edit button this opens up a short form where you can change the user details such as email address and phone number plus what roles they have as described in adding a user.

Deleting users

To delete a user click on the delete button this will pop up a warning before deleting the content. This will delete the user and any roles they currently have set.

Filtering options

On page you can use the items at the top of the page to get to the user you want to find quicker.

Previous

1

Next

10 users per page ▾

Searching here searches, username, forename, surname and job title.

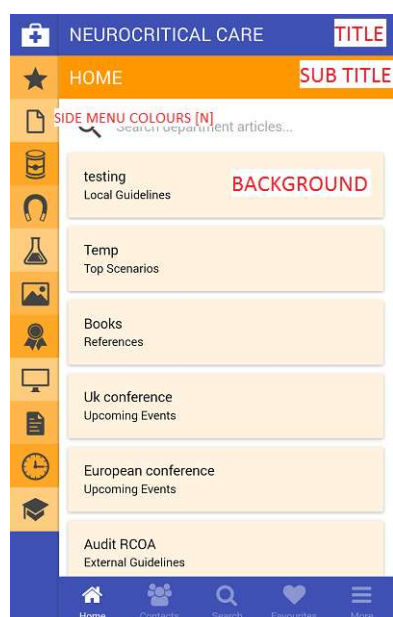
DEPARTMENTS ADMIN

To go to the department admin screen click on the 'departments' link in the page header. The department screen is used to set up the structure and theming of the app. Departments are categorised into containers which are also controlled on this screen. For instance the content created for the initial pilot of Beacon was departments that are all in the Anaesthetics container.

Adding department or container

To add a new department click on the add button. This opens up a new window where you can name a new department or department container and set its theming options as below.

If you choose to create a container you will be given one theme colour options which is the colour that will be used on the listings page for its background. For a department however you will see several theming options.



The options above reflect in the app in the way shown to the left.

Clicking on any of the theme colours on the screen pops up a palette of colours that are available to use for each area that is configurable.

Once happy with any changes clicking the add button will create the new department and make it available to the app.

Editing departments

To edit a department click on the edit button. This will open up a page with the same form described in the add department section above.

Archiving departments

Clicking on the archive button will pop up a warning telling you that this will also hide any content associated with the department or container from being available in the app.

DEPARTMENT STATIC NUMBERS ADMIN

To go to the department static numbers admin screen click on the 'department static numbers' link in the page header. This page lists all numbers that should be shown within the app that aren't linked to users. For instance bleeps.

Add department static number

To add a new number click on the add button. This opens up a simple form page where you can select the type of number you are adding give it a title and add the number. You can also choose which department it should appear on.

Edit department static number

To edit a section click on the edit button. This will open up a page with the same form described in the add department section above.

Delete department static number

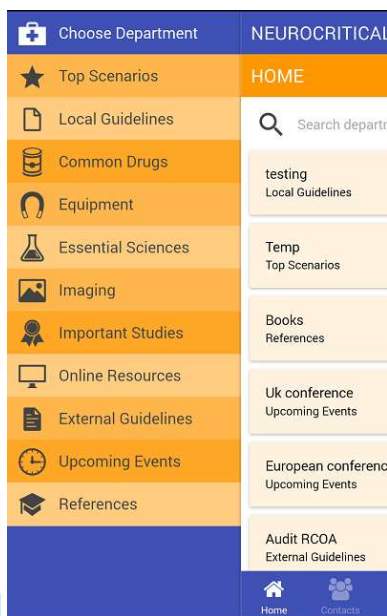
To delete a section click on the delete button. You will receive a warning once clicked.

DEPARTMENT SECTIONS ADMIN

To go to the department sections admin screen click on the 'department sections' link in the page header. This page lists out the section icons that are shown on the left hand of a department screen in the Beacon app. It lists out sections that are global but also sections that only appear for a certain department.

Icon	Name	Department	Actions
	Common Drugs	All	Edit Delete
	Equipment	All	Edit Delete
	Essential Sciences	All	Edit Delete
	External Guidelines	All	Edit Delete
	Imaging	All	Edit Delete
	Important Studies	All	Edit Delete
	Local Guidelines	All	Edit Delete
	Online Resources	All	Edit Delete
	References	All	Edit Delete
	Top Scenarios	All	Edit Delete
	Upcoming Events	All	Edit Delete
	Testing	Paeds	Edit Delete
	Testing	Bariatric	Edit Delete

[Add a new section](#)



Add department sections

To add a new section click on the add button. This opens up a simple form page where you can name a new section tab. You can also choose which department it should appear on or select 'All' to have it as a global section and choose an icon that that will represent this section in the left hand menu of the app.

Edit department sections

To edit a section click on the edit button. This will open up a page with the same form described in the add department section above.

Archive department sections

To delete a section click on the archive button. You will receive a warning once clicked and you will only be able to delete the section if there is no live associated articles if there are associated articles then the department will be archived instead.

ARTICLES ADMIN

The articles page has the most functionality of the portal and has different functionality for people who can create content only or people who can create but also approve content.

UAT

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[Users](#)
[Departments](#)
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[Articles](#)
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Welcome: SmithP

Articles Administration

Below is a list of current articles associated with beacon.

[Previous](#)

[1](#)
[2](#)
[3](#)
[4](#)
[5](#)
[6](#)
[7](#)
[8](#)
[9](#)
[10](#)
[11](#)
[12](#)
[13](#)
[14](#)
[15](#)
[16](#)
[17](#)
[18](#)

[Next](#)

5 articles per page ▼

Title	Department	Section	Status	Viewed	Actions
SAH vasospasm	Neuro ICU	Top Scenarios	Live	0	Edit Archive
Raised Intracranial Pressure	Neuro ICU	Top Scenarios	Live	0	Edit Archive
Mini-cardiopulmonary bypass	Cardiac ICU	Equipment	Live	0	Edit Archive
Cardiopulmonary bypass equipment	Cardiac ICU	Equipment	Live	0	Edit Archive
Off-pump surgery	Cardiac ICU	Top Scenarios	Live	0	Edit Archive

Add a new article

CONTENT CREATORS AND THE APPROVALS PROCESS

Content creators can only create or edit content, they are not allowed to archive content and also when they create content they are not allowed to make that content live straight away it has to go for approval.

Content creators see the below when they try to edit a page or create a new one. They have the option for setting a page live disabled and greyed out with an explanation of why and see a toggle for saving if the content is work in progress (the default) or ready for approval (which will show the article on the article approvals page).

As the creator makes changes they can save as they go and as long as they don't mark the content ready for approval they are still able to edit the content.

UAT

[Beacon Administration](#)
[Articles](#)
Welcome: SmithP

Edit this article

Title

Department

Neuro ICU ▼

Template

Standard ▼

Sub Section

Top Scenarios ▼

Current State of this revision

Only site administrators and content approvers can make articles live if you are a content editor use the section to the right to send this for approval.

If this content is already live when you save this will be saved as a new revision of the article and not over-right the current live copy. You can edit this revision as often as you like until it is sent for approval once this happens the page is uneditable until it has been reviewed.

☒ Live

Use the buttons below to add content to the article, added elements will appear in the live preview to the right of the screen and the structure will be shown below for editing items already in the article.

A

≡

≡

🔗

📄

Ready for approval?

If you are ready for this content to be approved for making live in the app turn on this toggle before saving the page.

☐ Still work in progress

Show article history

Live Preview

DEFINITION:

Arterial narrowing on transcranial angiography or US doppler associated with corresponding symptoms and signs

SAH blood causes an endothelial reaction is inflammatory and effects vessel diameter

COMMON FEATURES:

Occurs most commonly on day 7 onwards

SYMPTOMS:

Fall in GCS

RISK FACTORS:

Smokers

Poor grade aneurysm

Intraventricular bleed

High blood load

MANGEMENT:

1 Nimodipine

Once they have marked the content ready for approval it is locked and no further changes can be made until it is either approved or rejected.

CONTENT APPROVERS/SITE ADMINS AND THE APPROVALS PROCESS

Content approvers and site admins see the following screen if they try to create or edit a page:

Edit this article [Show article history](#)

Title
SAH vasospasm

Department
Neuro ICU

Template
Standard

Sub Section
Top Scenarios

Current State of this revision
☒ Live

Use the buttons below to add content to the article, added elements will appear in the live preview to the right of the screen and the structure will be shown below for editing items already in the article.

[A](#) [List](#) [Table](#) [Link](#) [Image](#)

Live Preview

DEFINITION:
Arterial narrowing on transcranial angiography or US doppler associated with corresponding symptoms and signs
SAH blood causes an endothelial reaction is inflammatory and effects vessel diameter

COMMON FEATURES:
Occurs most commonly on day 7 onwards

SYMPTOMS:
Fall in GCS

RISK FACTORS:
Smokers

As they are at the approval level they can make edits to the page and make it go straight live they are also able to make changes and toggle to not live if they want to just make another revision to work on before making it live.

If however they are viewing a page awaiting approval they see the following screen:

Article Approval [Show article history](#)

Please review the proposed article to the right and either approve or reject the change. Approval will automatically make this article or revision of article live on site.
You can see details of the department and section in the form below and use the article history to view any old revisions if this isn't new content.

Live revision isn't newest
There are later revisions than the current live page. Select the appropriate revision from the article history to edit or make this live.

Title
Important Links

Department
IM&T

Sub Section
External Guidelines

Comments
Comments are required for approving and rejecting revisions.

[Approve](#) [Reject](#)

Live Preview

TITLE
1 numbered list item 1

SUB TITLE 1
sub item 1
sub sub item 1
sub item 2
HSCIC [External link]

2 numbered list item 2
NHSmail [External link]

EEWRER	WERERWER	ERWWR
erewrr	werewr	erwre
were	wrwer	werw
erewr	rwerw	er
rwer	ewrew	rewr
ewrwe	werwer	ewr
rewr	were	wer
	rwer	rwe
	wer	erwerw
wer	erwer	rewr
rewr	wrewe	werwrew
	werwe	rewrwr

On this screen they can see the pages main details and the live preview of it and either approve or reject the change giving a reason. If they choose to approve the content it is made live and if they reject the change the revision is marked as rejected and changed back to work in progress. When the content editor visits the page again they see

the reject reason on the editing page and are free to make more changes and send for approval again or abandon the changes.

ARTICLES EDITOR FEATURES

The article editing screen has more points of interest than other pages in the admin here is a list followed by a brief description of what each element does.

- History
- Structure
- Terms
- Images
- Live preview

HISTORY

The article history gives any visitor to the edit screen the option to swap to any revision that has been created or is being worked on as a potential update.

Edit this article

	Hide article history
Revision number: 156, created on May 12, 2016 5:02:54 PM by Jason Scott, ScottJ.	View this revision
Revision number: 326, created on Jun 30, 2016 3:37:16 PM by Paul Smith, SmithP.	View this revision
Revision number: 416, created on Jul 6, 2016 3:55:31 PM by Paul Smith, SmithP.	View this revision
Revision number: 417, created on Jul 14, 2016 4:15:14 PM by Paul Smith, SmithP.	View this revision
Revision number: 517, created on Jul 18, 2016 11:12:32 AM by Paul Smith, SmithP.	View this revision
Revision number: 625, created on Jul 22, 2016 11:13:18 AM by Paul Smith, SmithP.	View this revision
[LIVE] Revision number: 626, created on Jul 22, 2016 11:13:34 AM by Paul Smith, SmithP.	Current Revision
Revision number: 627, created on Jul 22, 2016 11:21:05 AM by Paul Smith, SmithP.	View this revision

You can see who created the revision when and click to swap to that revision, you can also see which revision is live and which is currently loaded in the form. If you wanted to you could load an old page revision and use this as a basis for a new version of the page.

STRUCTURE

Articles use five basic elements to structure the information on the screen. (Text blocks, bullet list items, numbered list items, links and tables).

Once these items have been added to the page you can then move the page items about in a drag and drop tree structure to build the article.

A

Article Structure

<div>A</div>	Title	<div>B</div>	<div>I</div>	<div>×</div>
<div></div>	numbered list item 1	<div>B</div>	<div>I</div>	<div>×</div>
<div>A</div>	sub title 1	<div>B</div>	<div>I</div>	<div>×</div>
<div></div>	sub item 1	<div>B</div>	<div>I</div>	<div>×</div>
<div></div>	sub sub item 1	<div>B</div>	<div>I</div>	<div>×</div>
<div></div>	sub item 2	<div>B</div>	<div>I</div>	<div>×</div>
<div></div>	HSCIC http://www.hscic.gov.uk/	<div>B</div>	<div>I</div>	<div>×</div>
<div></div>	numbered list item 2	<div>B</div>	<div>I</div>	<div>×</div>
<div></div>	NHSmail https://www.nhs.net	<div>B</div>	<div>I</div>	<div>×</div>

TERMS

Terms can be added to pages as a way of interlinking content within the app. You can add either words or phrases here and if they match ones used within another article then a link of the content is created in the app when the article is viewed.

Terms

nimodipine

×

Triple H therapy

×

SAH

×

IMASH

×

IMAGES

Images can be added to articles and will be shown in the app within a carousel if the app user is online. They can be added in individually or in bulk and can be changed or removed between revisions.

Article Images

Add images to the article by either clicking the upload area below or dragging files onto it. The way that the images will be displayed in the app will be decided by the app. This will reflect in the preview to the right.

Drop images here or click to upload

cpb DIAGRAM.png - added by MazzolaF

Remove

CPB.png - added by MazzolaF

Remove

LIVE PREVIEW

Live Preview

TITLE

1

numbered list item 1

SUB TITLE 1

sub item 1

sub sub item 1

sub item 2

HSCIC [External link]

2

numbered list item 2


NHSmall [External link]

EEWRER	WERERWER	ERWWER
erewr	werewr	erwre
were	wrrer	werw
erewr	rwerw	er
rwer	ewrew	rewr
ewrwe	werwer	ewr
rewr	were	wer
	rwer	rwe
	wer	erwerw
wer	erwer	rewr
rewr	wrewe	werwrew
	werwe	rewrwr

Any changes to the previous items that appear on the finished article as instantly shown within a live preview of the page, this preview is styled using the department theme that it is being created for and has the same page styling as the mobile app so gives a good interpretation of what the final content will look like.

ARTICLE APPROVALS


The article approvals screen shows a list of current revisions that have been marked ready for approval to give content approvers and site admins a quick way to get to the content waiting to be made live. Clicking on an approval that is waiting takes you to the edit screen described in the articles section of this document.

UAT  Beacon Administration Users Departments Department Sections Articles Article Approvals Article Templates Welcome: SmithP

Article Approvals


Below is a list of new articles or edits to articles that need approval before they become available in the beacon app.

Search... Previous 1 Next 10 articles per page ▼

Title	Department	Section	Actions
Important Links	IM&T	External Guidelines	 View and approve

ARTICLE TEMPLATES

The article templates page can be used to create starting points for new pages, creating or editing a template gives users a form which only includes the structure part of the article editing screen. Site admins can set these templates up which are intended to be parts of a page that is repeated across content (as seen below in a drugs template set up for the pilot).





UAT  Beacon Administration Users Departments Department Sections Articles Article Approvals Article Templates Welcome: SmithP

Edit this article template

Title

Drugs

Use the buttons below to add content to the article template when article templates are used these elements will be preloaded onto screen with no option for removal only additional items will be able to be added. The intention is that section titles or important items that should be on all similar items create a template.


A    

Article Structure

A	Indications	B	I	x
A	Contraindications	B	I	x
A	Doses	B	I	x
A	Side effects	B	I	x
A	Mechanism of action	B	I	x

Save Back

Once a template is set up it is available to be used on the articles page when creating new content and selection of the template pre loads this new structure to the page. Anything that is part of the template cannot then be removed from the page.

UAT  Beacon Administration

Users

Departments

Department Sections

Articles

Article Approvals

Article Templates

Welcome: SmithP

Add a article

Title

Department

Cardiac ICU

Template

Drugs

Sub Section

Current State of this revision

Making this article revision live will make it available in the beacon app when saved if another revision is live it will unpublish that at the same time.

Not Live

Use the buttons below to add content to the article, added elements will appear in the live preview to the right of the screen and the structure will be shown below for editing items already in the article.

A

Article Structure

A

Indications

A

Contraindications

A

Doses

Live Preview

INDICATIONS

CONTRAINDICATIONS

DOSES

SIDE EFFECTS

MECHANISM OF ACTION

© IM&T

v 0.4: approved WIP