



Guidance on Electronic Journal Entries:

Under our funding stipulations for the project we must be active in keeping official records of our research, development and any other work in respect of the project.

It is mandatory for all Post-Doctoral Researchers on the project to make an entry at least once a month, or more often if you have a specific observation to log. If you do not have a specific result to report you should outline your activities for the month and any related observations.

The posts do not need to be lengthy essays and can be brief and factual, but we need to be shown to be keeping regular records of our research and it's progress.

All posts should contain:

- Title: Name, Month, Year
- Body: Outline of your observations and results for that month/Specific Results or outcomes
- Signature: Please end all entries with your full name

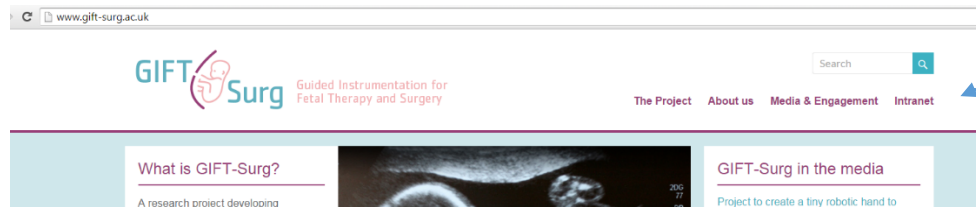
Only those on the GIFT-Surg project will have access to the intranet, no posts will be viewable to the general public.

Doctoral students on the project are welcome to contribute to the Electronic Journal but it is not a mandatory stipulation of our funding.

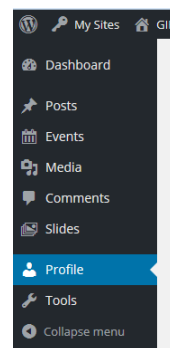
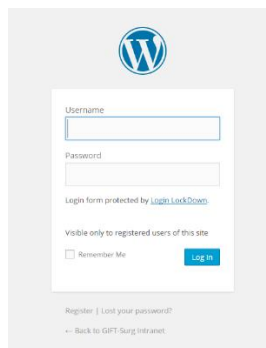
How to make an entry to the Electronic Journal:

Summary: Log-in > Dashboard > Posts > Add New > Create Entry > Select Electronic Journal > Submit for Review

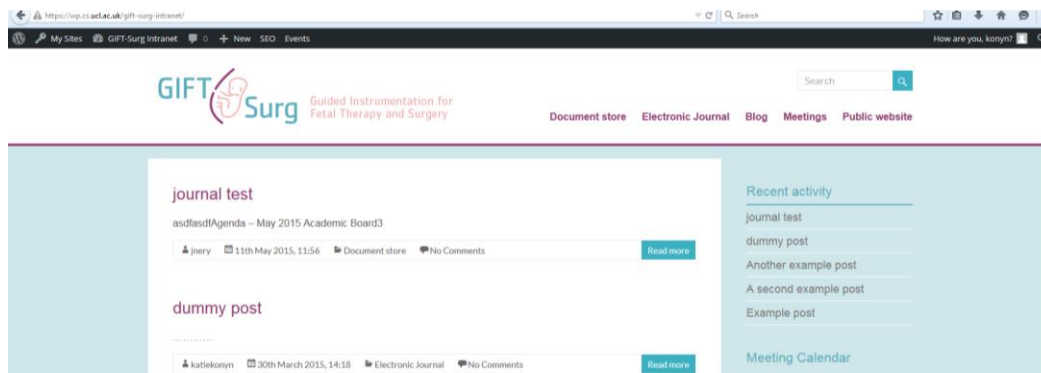
- To access the intranet you can either visit the main site (www.gift-surg.ac.uk) and follow the link to Intranet (Top RH Corner), or directly go to the following URL: <https://wp.cs.ucl.ac.uk/gift-surg-intranet/wp-login.php>



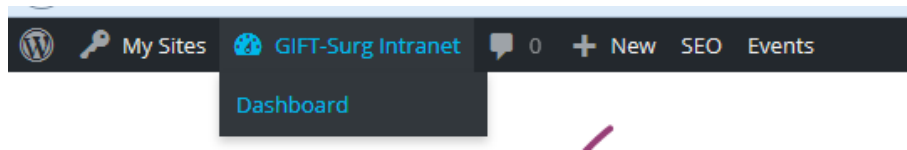
- You will then be greeted with a log-in screen. You should have received log-in details direct to your UCL e-mail account from CS Wordpress (if you don't have a log-in please e-mail Katie). You can change your password through within **Profile** once logged-in.



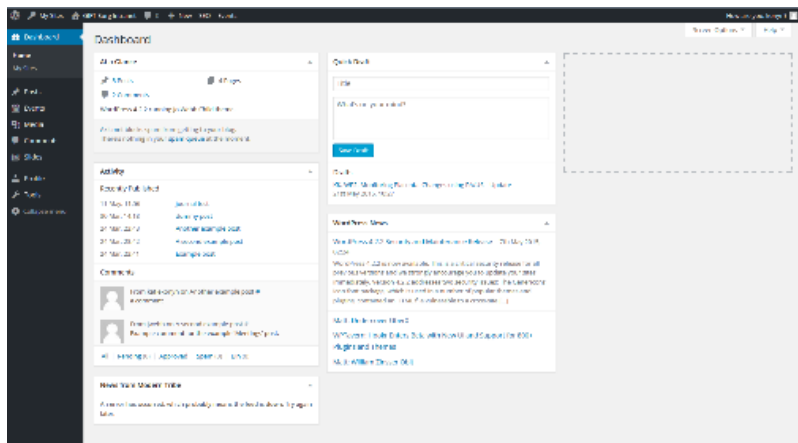
- Once logged-in, you will arrive at the intranet landing page below



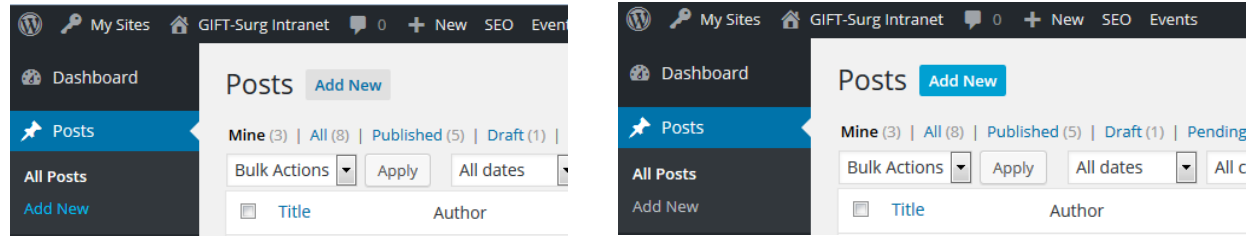
- Use the black bar at the top of the page to navigate to the Dashboard.



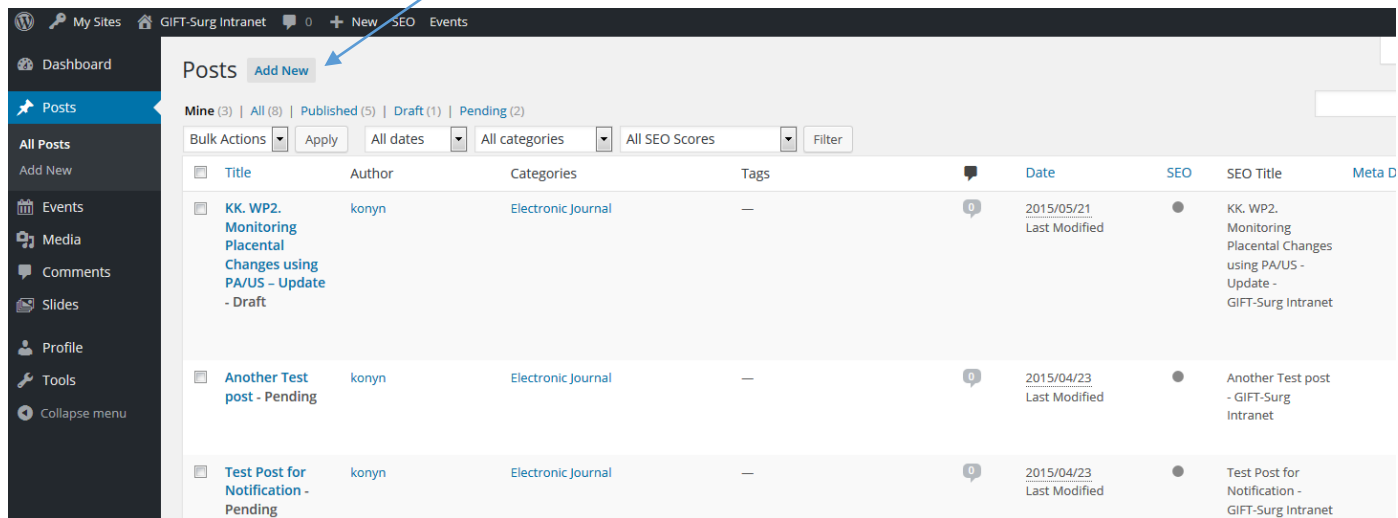
- Dashboard Landing Page



- Using the Left-Hand Navigation Panel, select **Posts**

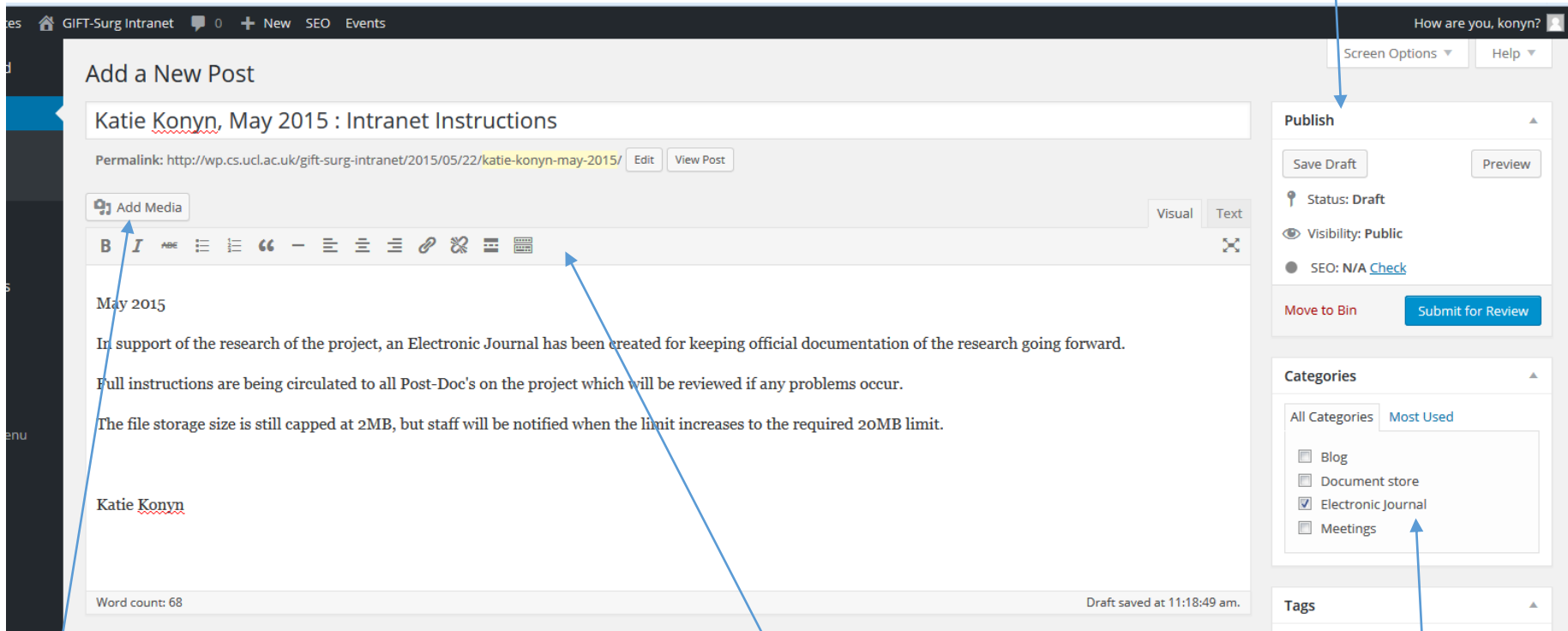


- Posts Landing Page: Use the **Add New** button to create a new Electronic Journal Entry



- Creating your entry

Once finished you can use the Publish box to preview or save your entry. Once you are happy please **Submit for Review**. Posts will not appear on the front of the intranet until authorised.



Add Media allows you to insert pictures/documents into the body of your entry.

The standard format buttons are found here.

Once you are ready to submit your entry, remember to select Electronic Journal here.