

# Content Server Staff Files User Guide

## Accessing Your Own Staff File

Believe in  
children



Your Staff Files are the area on Content Server where People related documents can be stored. The permissions for these areas are strictly controlled to make sure that only those who should have access to them can view or edit the contents. Access permissions are managed by People section.

**Note:** Some information may be deemed by People section as too sensitive for storage in Staff Files.

This guide describes the structure of a Staff File, what parts of it can be accessed by which people, and how you can access your own staff file.

### Structure of a Staff File

All staff files have the same structure. This consists of a series of File Dividers used to store particular documents and forms. The complete list of file dividers in a staff file is shown below.

Type	Name ↑
	<a href="#">CPT Forms</a>
	<a href="#">Employee Relations</a>
	<a href="#">Employment</a>
	<a href="#">Health</a>
	<a href="#">Learning &amp; Development</a>
	<a href="#">Post Employment</a>
	<a href="#">Pre-Employment</a>
	<a href="#">Supervisions &amp; PDP</a>

**Note:** When you open a staff file you will probably not see all of these file dividers. Some of them are only visible to particular individuals, as detailed in the next section.

### Access Permissions for Staff Files

Access to a staff file is strictly controlled by permissions. Line Managers and Grandparent Managers can see the whole of a file for someone they manage whereas an individual can only access their own **Learning & Development** and **Supervisions & PDP** file dividers. Below is a table showing access permissions in more detail.

File Divider	Payroll	L&D	Service Specific Groups, eg	Grandparent Manager	Line Manager	Individual member of staff

			CSM			
CPT Forms	✓	X	✓	✓	✓	X
Employee Relations	X	X	✓	✓	✓	X
Employment	X	X	✓	✓	✓	X
L&D	X	✓	✓	✓	✓	✓
Post Employment	X	X	✓	✓	✓	X
Pre-Recruitment	X	X	✓	✓	✓	X
Supervisions & PDP	X	X	✓	✓	✓	✓

## Accessing Your Staff File

You can access your staff file from a link provided by a running a report in Content Server. To do this:

- Start Content Server
- Choose **Reports** from the **Personal** menu
- Click on the **LiveReports** tab

Type	Name	Modified
	<a href="#">Audit File Room Participants - 1. Select Region/Nation</a>	08/01/2006 11:26 AM
	<a href="#">Case File 'Status' History (LL SUR)</a>	08/01/2006 11:26 AM
	<a href="#">Find Carer Forms with Missing Core Data</a>	08/01/2006 11:26 AM
	<a href="#">Find Carer Forms with missing DPA Consent info</a>	08/01/2006 11:26 AM
	<a href="#">Find Carer Forms with missing Preferred Language or Religion</a>	08/01/2006 11:26 AM
	<a href="#">Find Case File from Case ID (LL SUR)</a>	08/01/2006 11:26 AM
	<a href="#">Find Service User Forms with Missing Core Data</a>	08/01/2006 11:26 AM
	<a href="#">Find Service User Forms with missing DPA Consent info</a>	08/01/2006 11:26 AM
	<a href="#">Find Service User Forms with missing Preferred Language or Religion</a>	08/01/2006 11:26 AM
	<a href="#">Group Membership for Selected Livelink User</a>	08/01/2006 11:26 AM

- Scroll down to the report called [Staff files - My Staff File \(Role Subject\)](#)
- Click on this report

Type	Name
	<a href="#">Woods, Michael (Mike) - 077434481</a>

This is the link to your staff file. Clicking on the link will open the staff file, e.g.

Woods, Michael (Mike) - 0...

These files are covered by the Data Protection Act 1998 as they contain personal data. Access to and use of the data contained within these files is subject to Barnardo's policies on Staff Data Protection, confidentiality and IT security. Please ensure you are familiar with and understand these policies. Misuse of the data within these files may constitute a disciplinary offence. Please be aware that access to these files is monitored.

[IS Code of Practice](#) 1.8.5 [Confidentiality](#) 1.9 [Data Protection](#) and 1.10 [Access to Personal Information](#) [Data Protection FAQ](#)

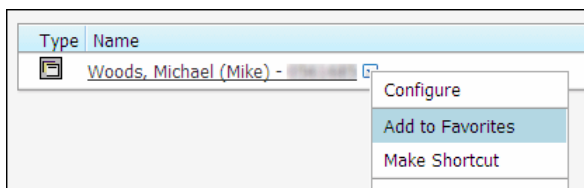
Type	Name	Size	Modified
	Learning & Development for Woods, Michael (Mike) - [Link]	0 Items	24/06/2004 01:11 PM
	Supervisions & PDP for Woods, Michael (Mike) - [Link]	45 Items	29/06/2005 01:19 PM

**Note:** As shown above, the subject of a staff file can only see the **Learning & Development** and **Supervisions & PDP** folders (see the section on access permissions). The links just above the folders lead to relevant areas of the Barnardo's policies and procedures documentation.

## Adding your Staff File to your Favorites

To make the process of accessing your staff file quicker you can add your staff file to your Content Server Favorites. To do this, first run the LiveReport to find the link to your staff file, as detailed above. Then:

- Choose **Add to Favorites** from the Function button for the Staff File link



This will add your staff file to your Content Server Favorites. To access your Staff file once you have added it as a favourite, click on the **Favorites** link on the **Personal** menu (highlighted in red below).

OPENTEXT™ Content Server

Enterprise Personal Tools

My Workspace

Assignments

Blogs

Collections

Communities

Discussions

**Favorites**

Forums

My Groups

My Mailbox

Working with children, young people & families

Managing Barnardo's

Managing Barnardo's UK

Managing children's services UK

Managing finance & resources

Managing income & innovation

Managing inspection & audit

Managing safeguarding

Managing services in Cymru

Managing services in London

b.hive

Corporate Strategy

The link to your staff file will be amongst any other Content Server Favorites you may have added. You can access your staff file at any time by clicking on this Favorite.

Type	Name	Size	Modified
	<a href="#">Index of CADB User Guides</a>		07/06/2007 09:52 AM
	<a href="#">071019 Extranet upgade (CC 1371)</a>	<a href="#">Edit</a> <a href="#">Open</a> <a href="#">Download</a>	383 KB 24/10/2007 09:42 AM
	<a href="#">Cycle 10 MCR to ECR Trainer Feedback</a>		1 Item 01/11/2007 09:38 AM
	<a href="#">Cycle 10 Mid Cycle Review</a>	<a href="#">Edit</a> <a href="#">Open</a> <a href="#">Download</a>	169 KB 01/11/2007 04:03 PM
	<a href="#">Cycle 10 Up to MCR - Trainer Feedback</a>		91 Items 26/10/2007 10:47 AM
	<a href="#">User Guides (Word Originals)</a>		16 Items 01/11/2007 02:17 PM
	<a href="#">Woods, Michael (Mike) -</a>		9 Items 09/09/2004 05:22 PM

**Note:** Using Content Server Favorites is covered in more detail in the user guide entitled "[Quick Navigation with Favorites](#)".

## Saving Documents to your Staff File

Saving a document to your staff file is exactly the same as saving a document to any other folder within Content Server. For help on saving documents, see the user guide entitled "[Saving New Documents](#)".

**Note:** You cannot delete anything from a Staff File. If you need something deleting from a staff file then contact People section for advice.