How to update a scientist profile on Lawson's external website

Please follow the instructions below to submit changes for your profile. Your changes will be entered into the moderation queue for review and publishing. The service time will depend on the number of requests in the queue.
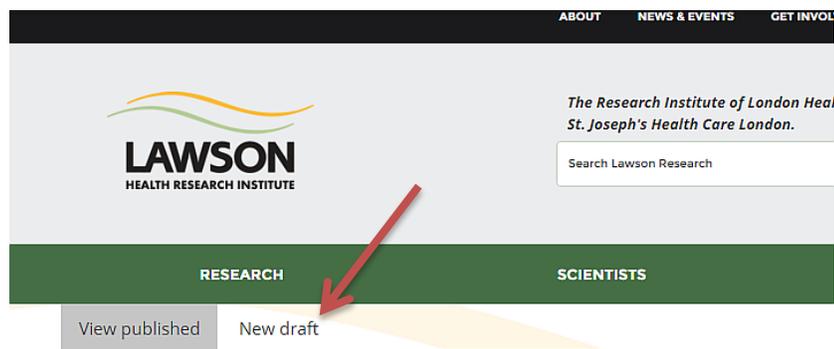
Any questions or issues can be directed to lawsoncommunication@lawsonresearch.com.

NOTE: All of the information posted on a scientist profile will be accessible by visitors to Lawson's external/public website.

NOTE: For optimal performance, it is recommended that you use the Google Chrome internet browser when making updates to a scientist profile. *How to install Google Chrome*: https://intra.lhsc.on.ca/its/education-and-resources/business-software/web-browsers/google-chrome

A. Website and profile access

1. Log in to the Lawson website at https://www.lawsonresearch.ca/user by entering your Corporate (hospital) ID and password into the login fields.
   *If you experience issues with your username and password, contact the LHSC/St. Joseph's Help Desk at helpdesk@lhsc.on.ca or ext. 44357 (4HELP).

2. Browse to your profile within Lawson's scientist directory. *Communications will provide a direct link – please check the email message.* (Or go to www.lawsonresearch.ca/scientists and search for the name in the directory.)

3. Click on the "**New Draft**" tab at the top of the webpage (above the name). You will be directed from the published webpage to the edit view for the profile.

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B. You are now ready to add and/or edit the information.

Complete the following fields in the edit view. *(* indicates the field is required.)*

1. **Name Prefix** (e.g. Dr., Mr., etc.)

2. **First Name***

3. **Last Name***

4. Upload a **profile photo**.

   Files must be less than 50 MB and allowed file types are PNG, GIF, JPG or JPEG. For the best fit, images should be sized to 600 x 580 pixels.

   a. Click on "Remove" to remove the existing image.
   b. Select "Choose File."
   c. Select the file from the folder where it is located.
   d. Click on "Upload."
   e. Type your name in the **alternate text** field. This text is to assist with site accessibility and will be used by screen readers and search engines.

5. Choose a **Role** from the drop-down listing: *Scientist, Adjunct Scientist, Associate Scientist or Allied Scientist*

6. Add your **Degrees and Qualifications** to the text field.

7. Choose a **Primary Location*** from the drop-down listing.

   OPTIONS:
   a. London Health Sciences Centre
   b. Byron Family Medical Centre, LHSC
   c. Children's Hospital, LHSC
   d. Kidney Care Centre, LHSC
   e. London Regional Cancer Program, LHSC
   f. University Hospital, LHSC
   g. Victoria Family Medical Centre, LHSC
   h. Victoria Hospital, LHSC
   i. St. Joseph's Health Care London
   j. Mount Hope Centre for Long Term Care, St. Joseph's
   k. Parkwood Institute, St. Joseph's

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l.   Southwest Centre for Forensic Mental Health Care, St. Joseph's
m. St. Joseph's Family Medical and Dental Centre
n.   St. Joseph's Hospital
o.   Children's Health Research Institute
p.   Robarts Research Institute
q.   Fowler Kennedy Sport Medicine Clinic
r.   Western University

8. Choose a **Secondary Location** from the drop-down listing, if applicable.

9. Add your primary **Phone Number*** and **Extension**.

10. Add your primary **Email**. (*This field will only accept valid email addresses.*)

NOTE: By providing a main and/or secondary email address, it will be displayed on the profile webpage and will be available to the public. Lawson's public website implements an anti-spam module so that spammers cannot harvest email addresses from the profile pages.

NOTE: It is the policy of Lawson Health Research Institute, London Health Sciences Centre and St. Joseph's Health Care London that only email between users of the hospitals' secure email system can be used to transmit confidential information. The system consists of:
• @sjhc.london.on.ca
• @lhsc.on.ca
• @lawsonresearch.com
• @londonhospitals.ca
• @hmms.on.ca
Any email systems not listed above are not in the hospitals' secure system and so emails sent to those external email addresses leave the information unprotected. Contact the LHSC or St. Joseph's Privacy Offices for more information about information security.

11. Add a **Secondary Email**, if applicable.

12. Include contact information for your direct **Administrative Support**, if applicable (e.g. name, phone number and email).

13. **Website** – you may add up to four websites for your profile.
    a. Enter the name of the website location in the **Title** field. The link title is limited to 128 characters maximum.
    b. Enter the website **URL** (web address/link) in the field beside the corresponding title.

14. Enter your **Biography** – maximum 4500 characters.

    NOTE: This is a text area that uses an editor. You can add tables, add hyperlinks, bold or italic text, and use bulleted or numbered lists. See below for more instructions on how to use the text area editor.

15. Enter your **Professional and Academic Experience** – maximum 4000 characters.

    This is a text area that uses an editor. You can add tables, add hyperlinks, bold or italic text, and use bulleted or numbered lists. See below for more instructions on how to use the text area editor.

16. Enter your **Appointments** – maximum 1000 characters.

    This is a text area that uses an editor. You can add tables, add hyperlinks, bold or italic text, and use bulleted or numbered lists. See below for more instructions on how to use the text area editor.

17. Add specialized links for your **Publication** listings, as applicable.
    a. **PubMed**: Researchers can use the MyNCBI log in system to set up an account. You can then set up a related search and generate a link to a publication listing. How to: http://www.ncbi.nlm.nih.gov/guide/howto/receive-search-results/.
    b. **Google Scholar**: www.scholar.google.ca
    c. **Research Gate**: www.researchgate.net
    d. **Thomson Reuters**: www.thomsonreuters.com/en.html

18. Enter your **Profession**, if applicable. (*E.g. Physician, Clinical Psychologist, Epidemiologist, Professor, etc.*)

19. **Research Group** – you may choose up to three. New research groups may not be added; however, you can select "Other."

Start typing your selection from the options below. As you are typing, options will be displayed that contain the word. Select the research group.

Research Group

Start typing the Research Group and the available options will be displayed for selection. The
https://www.lawsonresearch.ca/research

NOTE: You can select up to three Research Groups. New research groups cannot be added;
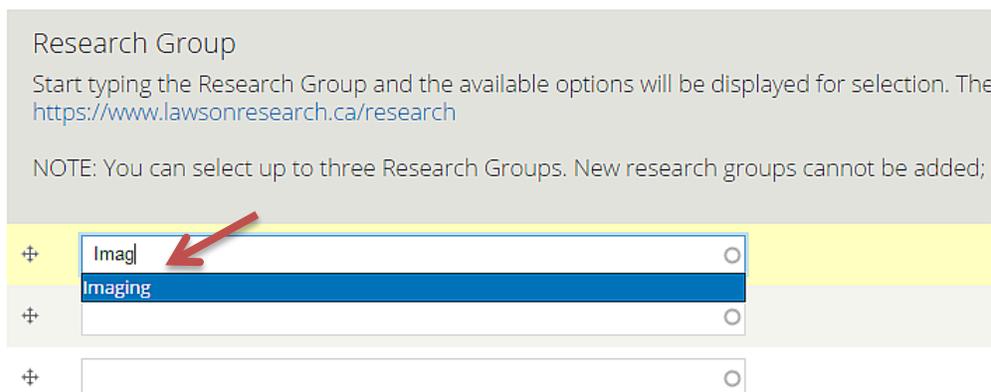
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Imaging

OPTIONS:

    a. Cancer
    b. Cardiology & Vascular Diseases
    c. Children's Health
    d. Critical Illness
    e. Diabetes & Endocrinology
    f. Imaging
    g. Infectious Diseases
    h. Mental Health
    i. Nephrology
    j. Neurological Disorders
    k. Opthamology
    l. Othopaedics
    m. Parkwood Institute Research
    n. Personalized Medicine
    o. Microbiome & Probiotics
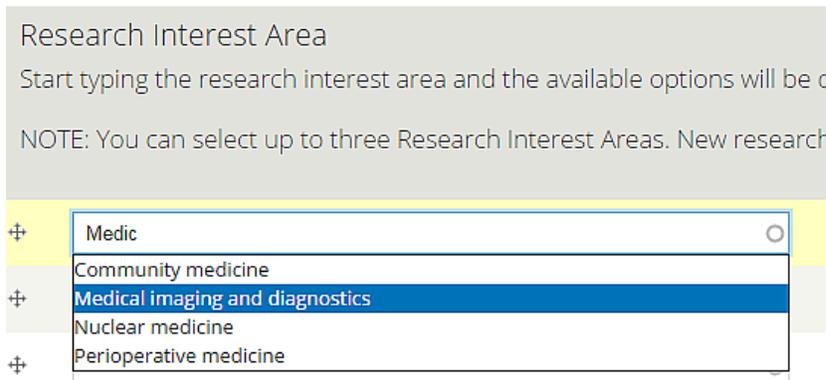   p. Surgery
    q. Transplantation
    r. Other

20. Enter a **Research Overview** to provide some brief information about your research activities (e.g. research focus, major studies, etc.) – maximum 4000 characters.

    NOTE: This is a text area that uses an editor. You can add tables, add hyperlinks, bold or italic text, and use bulleted or numbered lists. See below for more instructions on how to use the text area editor.

21. Select your main **Research Interest Area** – you may choose up to three. New research interest areas may not be added; however, you can select "Other."

    Start typing your selection from the options below. As you are typing, options will be displayed that contain the word. Select the research group.

    Click here to see the full listing of options

22. Add in research **Keywords** – up to eight.

    Add each word or set of words into the separate fields.

23. Enter your research **Partners**, as applicable – maximum 1500 characters.

    You can include other scientists and academic, industry, business, or other research collaborators. (*Please keep in mind that this information will be available to the public.*)

    NOTE: This is a text area that uses an editor. You can add tables, add hyperlinks, bold or italic text, and use bulleted or numbered lists. See below for more instructions on how to use the text area editor.

24. Enter any **Other Professional Roles and Affiliations** that are relevant for your profile – maximum 1000 characters.

   NOTE: This is a text area that uses an editor. You can add tables, add hyperlinks, bold or italic text, and use bulleted or numbered lists. [See below for more instructions on how to use the text area editor](#).

25. **Capabilities** – *This is an optional field* for Lawson scientists who may be closely aligned with one of the "capabilities" listed on the website. Full list available at www.lawsonresearch.ca/capabilities. By selecting a capability, a link will be displayed from your profile to the corresponding webpage indicating a strong affiliation.

26. Scroll down to the end of the view page and click "**Save**" to submit your changes. Your changes will not yet be visible on the website until reviewed and published (done in the order they are submitted to the service queue).

   *If you wish to make any further updates before the changes are published live on the website, select the "**Edit draft**" tab. Make the required updates and click "**Save.**" The updated version will now be submitted for review and publishing.
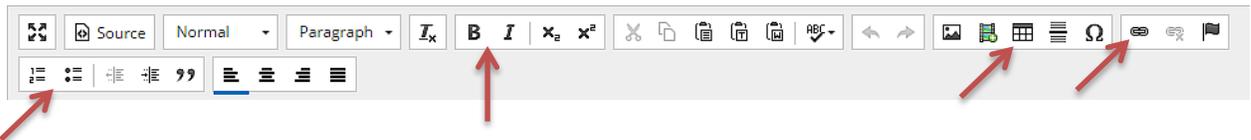
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Text area editor

BASIC FORMATTING

For many sections of the profile, a text area editor is used to add content.

- There is a selection of formatting options with icons that are similar to a Word document.

  - Main options recommended for use:
    - Bold or italic - **never underline web text unless it is a link.**
    - Numbered or bulleted lists
    - Insert table

- **You should not copy and paste directly from Microsoft Word**, as some characters and formatting does not translate well to a web page.

  - Use the "Paste as plain text" 📋 or "Paste from Word" 📋 button to copy and paste. A small pop-up window will open – paste the text there and select OK.
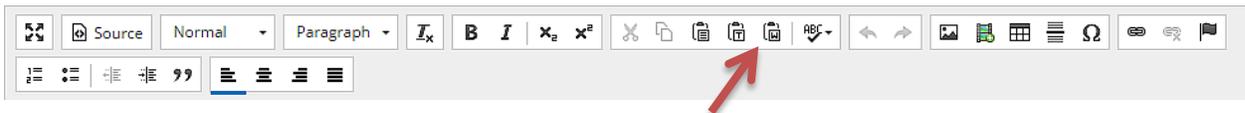
- To use the formatting available on Lawson webpages, use the dropdown menu for "Styles." This will give you options for regular (Paragraph) text or heading types.
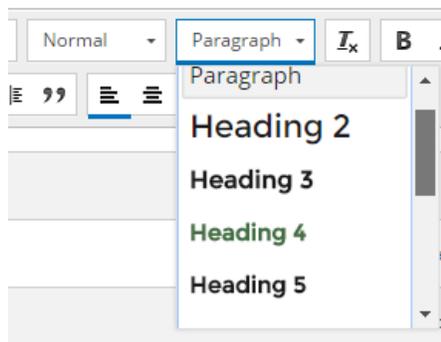

- If needed, you can use the "Maximize" button ⤢ to go to a full screen view of the content window. There you will only see the editor and content – helpful when adding a lot of content.

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ADD A LINK

1. Highlight the word(s) that you want to become a link.

2. Once highlighted, click on the "Link" button in the editor.

3. A new pop-up window will appear for "Link."
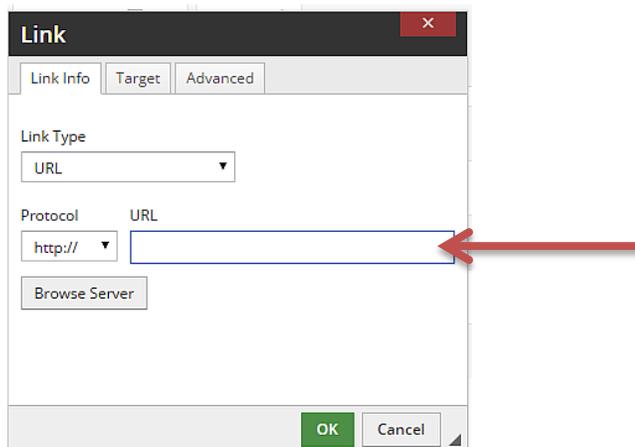
4. Paste the web address into the URL field.

7. Click "OK" to insert link.

8. You can link to an email address by selecting "E-mail" in Link Type.

10. To remove link, highlight text and select "Unlink" (button to the right).

EMBED A VIDEO

Video files cannot be uploaded directly to the Lawson website. However, videos can be embedded from another source such as YouTube. Please make sure that you have the required permissions to embed the video.

1. In the body of the text, place cursor on the line where you would like the video to appear.
2. Click the "Video" button.

3. A new pop-up window will appear for "Embed Media Dialog."
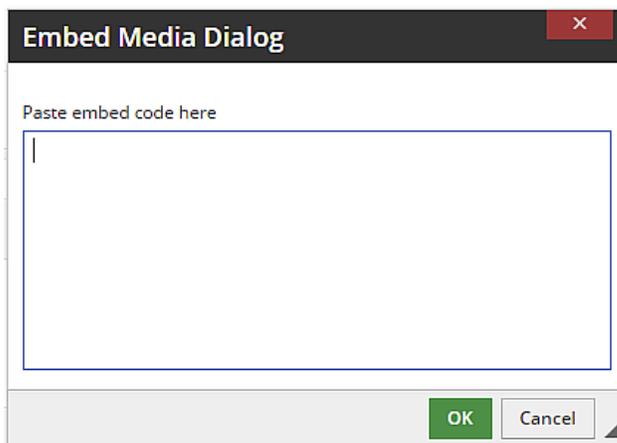
4. Paste the embed code.
5. Click "Ok."

ADD AN IMAGE OR DOCUMENT – please send a request to lawsoncommunication@lawsonresearch.com. Include the link to the profile and details of where on the profile it is to be posted. Attach the file(s) to the email.

Available options for Research Interest Area – Choose up to three

- Aging and geriatric care
- Blood disorders
- Cancer
- Cardiovascular and vascular health
- Cell and molecular biology
- Central nervous system
- Children's health
- Chronic diseases
- Community medicine
- Congenital anomalies
- Critical illness
- Dementia
- Developmental origins of health & disease
- Diabetes
- Drug absorption
- Drug abuse and addiction
- Drug discovery and development
- Education
- Environmental influences on health
- Epidemiology
- Ethics and bioethics
- Exercise and physical activity
- Fetal and newborn health
- Gastrointestinal system
- Genetics
- Genitourinary system
- Genomics, proteomics, bioinformatics
- Global health
- Health economics
- Health services research and health care delivery
- Hearing
- Hormones
- Immune system/disorders
- Infectious diseases
- Inflammation and inflammatory disease
- Kidney disorders
- Liver disorders
- Medical imaging and diagnostics
- Men's health
- Mental health and behavioural disorders

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- Metabolism
- Musculoskeletal disorders
- Nanotechnology
- Neonatal health
- Neurological disorders
- Neuropsychiatry
- Nuclear medicine
- Nursing
- Nutrition
- Obesity
- Obstetrics
- Occupational health
- Pain management/treatment
- Perioperative medicine
- Policy and law
- Prenatal research
- Psychiatry
- Psychosocial/health behaviour research
- Public and population health and prevention
- Quality of life/rehab
- Radiation oncology
- Reproduction and pregnancy
- Respiratory disorders
- Robotics
- Societal and cultural dimensions of health
- Surgical innovations
- Systems biology/complex systems
- Technology
- Transplantation
- Trauma
- Violence
- Vision and ophthalmology
- Women's health