


UN3341 1 of 3 24/08/2023	Electronic Staff Record Programme USER NOTICE	
Title	R58.2 Change to Local Links Functionality	
Purpose	This User Notice informs Users of changes to the Local Links functionality in R58.2	
Intended Audience	Portal Site Administrators, Content Administrators and Editors.	

SUBJECT

R58.2 Change to Local Links Functionality.

DETAIL

As part of Release 58.2, being implemented 25th – 28th August, the way that Local Links are administered is being changed.

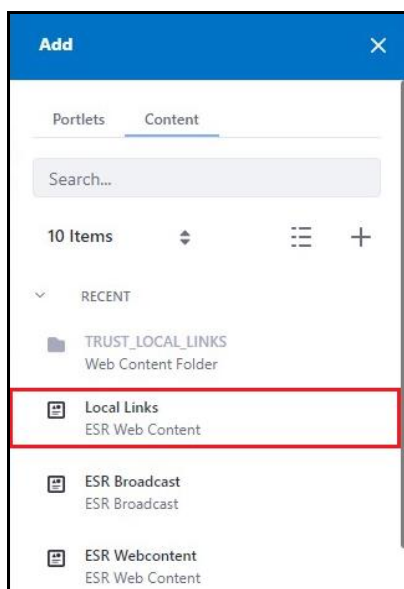
Local links will be converted to a Web Content Portlet. This is similar to how the Applicant Further Information/Help portlet is administered.


Existing local links that organisations have created will be migrated as part of the release. This impacts users as follows:

Changes for Portal Site Administrators

They will no longer be able to create and update local links but will retain responsibility for publishing to the live environment.

The local links portlet has moved from the Common Portlets section of the Portlet Library. It can now be added from a new Content tab within the library.




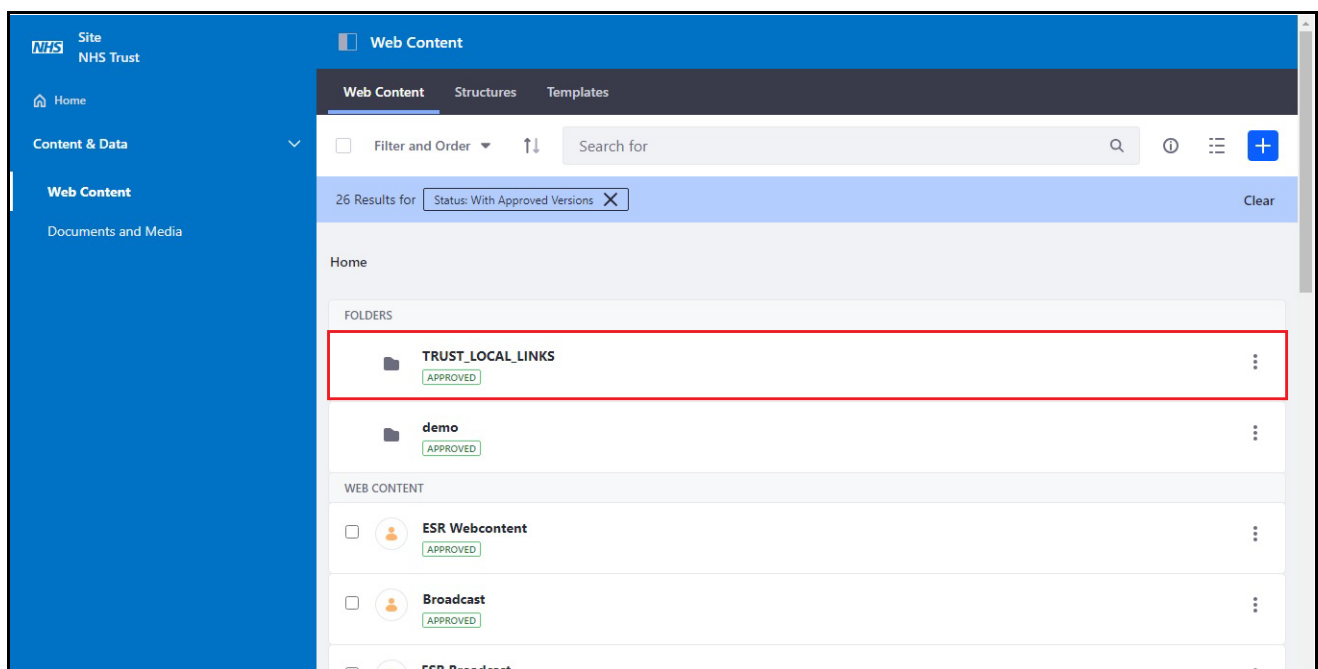
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Changes for Content Administrators and Editors

They will be responsible for creating and updating local links.

Existing local links will be migrated to the TRUST_LOCAL_LINKS folder as follows:

My Staging Server >  icon > Content & Data > Web Content



Changes for Portal Users


Local Links will no longer be displayed in the Portal Content left hand navigation pane.

Users will need to add the Portlet manually to customised dashboards and the Professional dashboard following the release.

ACTION REQUIRED

The cut-off date for migration of the Local Links portlet is **5pm on Thursday 24th August 2023**. Organisations should ensure that all required Local Links are created prior to this date.

Any Local Links created after this date WILL NOT be migrated.

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FURTHER INFORMATION

Detailed guidance on each portal administration role can be found in the ESR User Manual as follows:

- [Content Administrator](#)
- [Content Editor](#)
- [Portal Site Administrator](#)

NEXT UPDATE

None.