



National Artificial Eye Service

User Guide


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Accessing the NAES Website

To access the front facing NAES website please go to: www.naes.nhs.uk



National Artificial Eye Service

Select Language ▼

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[Eye Care](#)
[FAQ's](#)
[Contact Us](#)

Welcome


The National Artificial Eye Service provides a manufacturing and fitting service for the supply of ocular prostheses to all eligible patients throughout England.



Accessing the Service

The National Artificial Eye Service is part of the NHS. If you wear an artificial eye or cosmetic shell and are eligible for NHS treatment we have over 50 clinics in England where you can have your prosthesis checked and polished and be provided with a replacement when necessary. To find out your nearest clinic please ring our information line on **01253 951131**. If we have not seen you for some time we may require a referral from your G.P. or Consultant.

Patients who have recently had their eye removed (enucleated or eviscerated) are referred in by their consultant and will be contacted about an appointment automatically. If you live in Scotland, Wales, or Northern Ireland you should contact your local NHS organisations as those countries have their own arrangements.



We will be pleased to talk to you if you are not eligible for NHS treatment and require a private consultation.

CONTACT DETAILS

The National Artificial Eye Service

221 Bristol Avenue
 Blackpool
 FY2 0BF
 England

Tel: 01253 951131



info@naes.nhs.uk

USEFUL LINKS

[Royal National Institute for the Blind](#)
[CHECT \(Childhood Eye Cancer Trust\)](#)
[Micro & Anophthalmic Children's Society](#)
[NHS main site](#)
[American resource site](#)
[Eye Cancer Information](#)
[Changing Faces](#)

DEFINITIONS

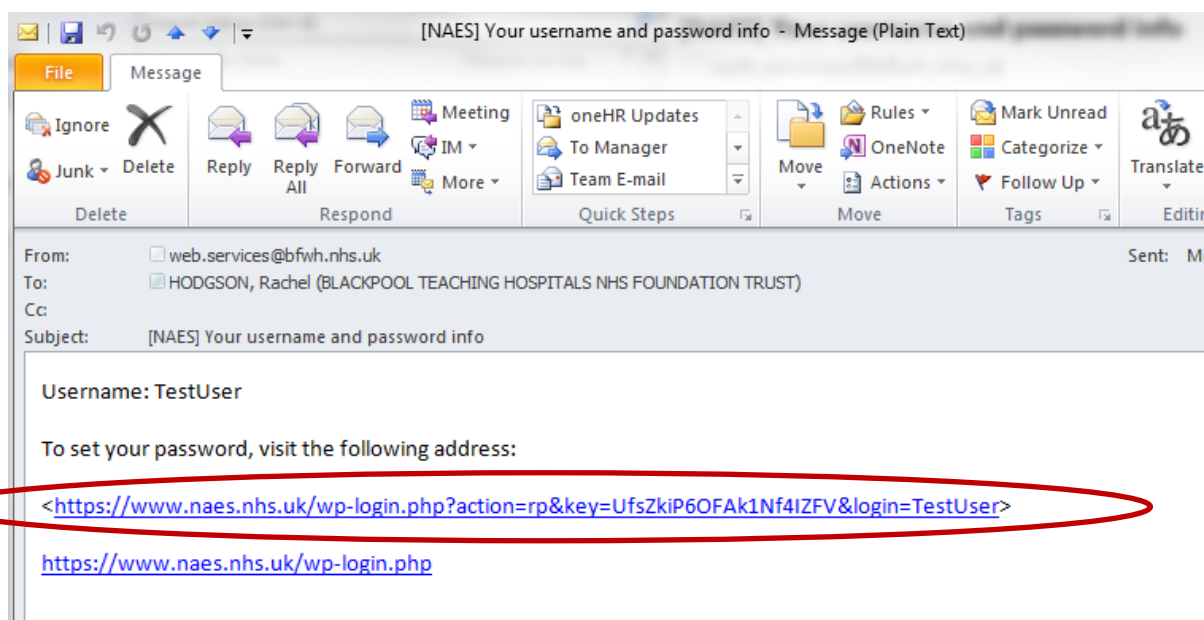
Types of Ocular Prostheses:
[Surgical Conformer](#)
[Half Sphere](#)
[Special Half Sphere](#)
[Mould Eye](#)
[Cosmetic Shell](#)
[Implant](#)

[Privacy & Cookies Policy](#)

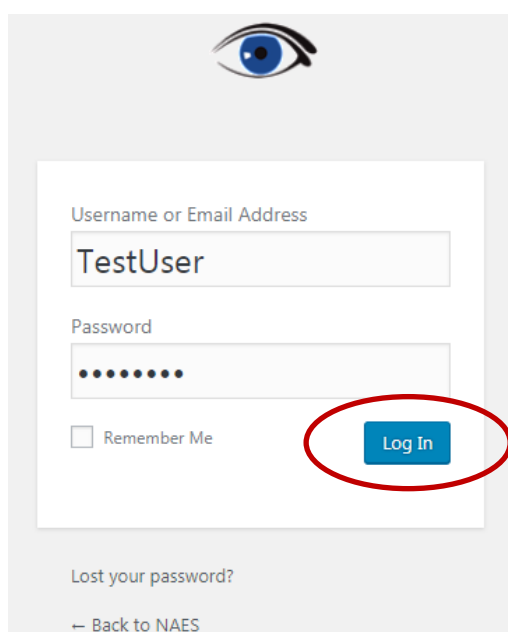
Logging In

To Log In as an **Editor** on the NAES site you will first need to be setup with a user account by the Web Development Team. Once this has been setup you will receive an email notification, like the one below:



In the email notification you will be asked to setup a password for your user account by following the link provided in the email. Once you have setup your password you can then login to the NAES Website using your new username and password. The website address for the NAES Login page is: www.naes.nhs.uk/wp-admin

Once at the Log In screen you will need to enter your new Username and Password and press the **Log In** Button – as shown in the screenshot below:



Browsing

Once you have successfully logged in you will be brought to the User Profile section on the Admin area of the NAES Website, it will look similar to the screenshot below.

The screenshot displays the 'Profile' page in the NAES Admin interface. The sidebar on the left contains navigation links: Dashboard, Posts, Media, Pages, Contact, Profile (highlighted), Tools, MetaSlider, and Collapse menu. The main content area is titled 'Profile' and includes a 'Personal Options' section. This section contains a 'Visual Editor' checkbox (disabled), an 'Admin Colour Scheme' section with radio buttons for Default, Light, Blue, Coffee, Ectoplasm, Midnight, Ocean, and Sunrise, a 'Toolbar' checkbox (checked), a 'Language' dropdown (Site Default), and a 'Name' section with input fields for Username (TestUser), First Name (Test), Last Name (User), Nickname (TestUser), and a 'Display name publicly as' dropdown (Test User). A 'Help' button is located in the top right corner.

User Profile Section

In this section you will find a few limited options on things that you can do with your user account - more details on some of these options are given below:

- **Admin Colour Scheme** - Change your editing colour scheme to the colour scheme of your choice; this will be unique to your user account.
- **First Name/Last Name** - Edit your first and last name, as and when needed to correct errors, corrections or a change.
- **New Password** - Here you can change your password, either by generating a new one automatically or setting your own unique password.

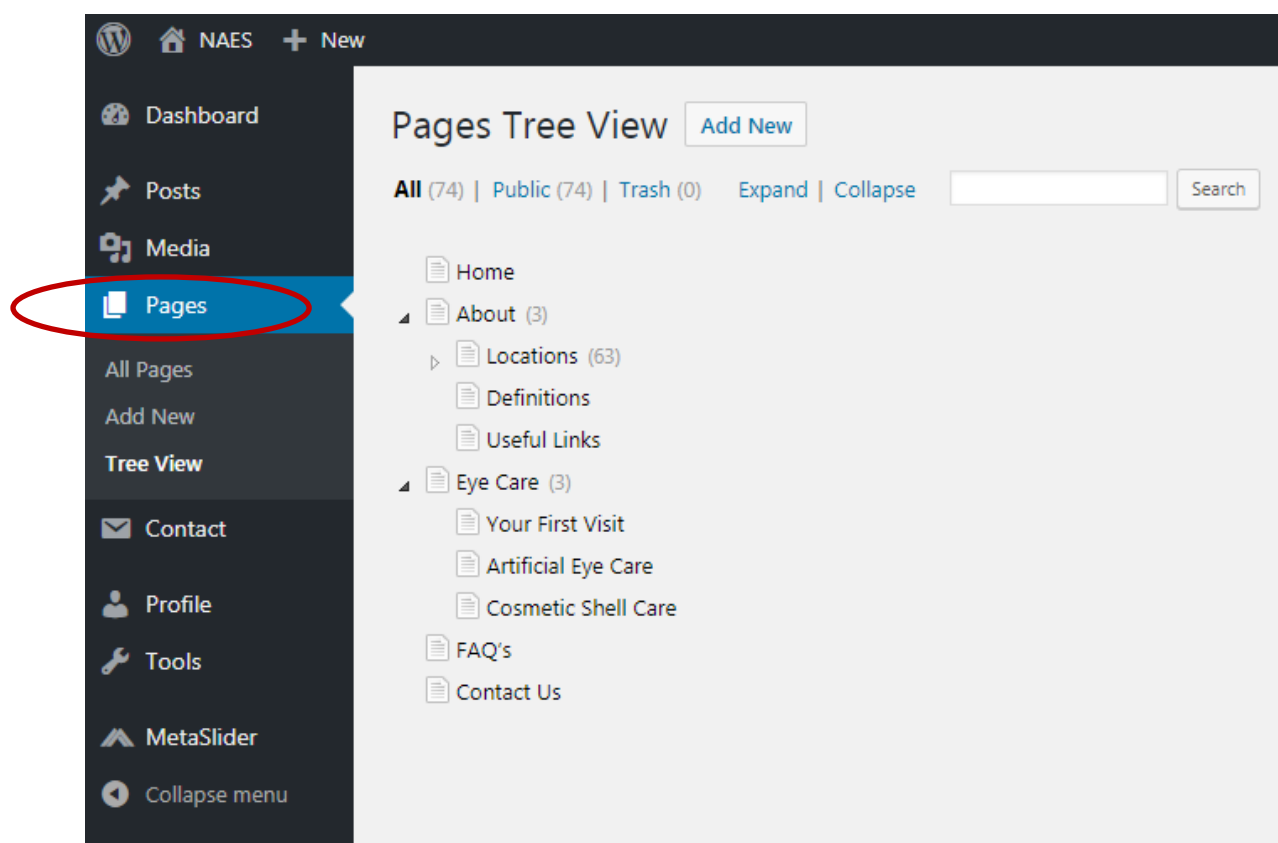
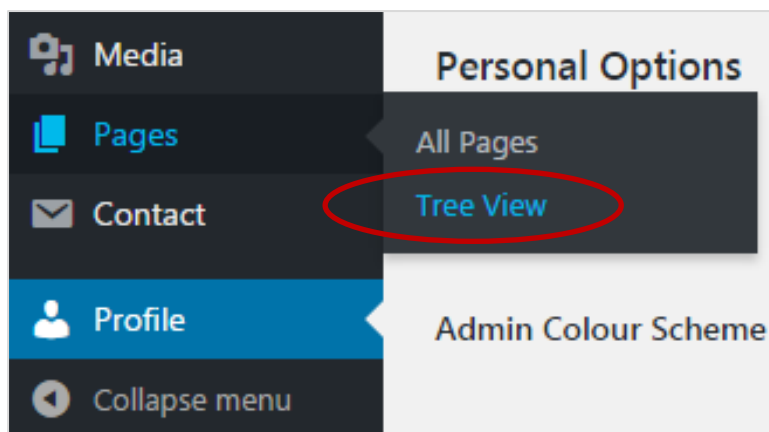
To confirm or set any of these changes you must press the **Update Profile** button.



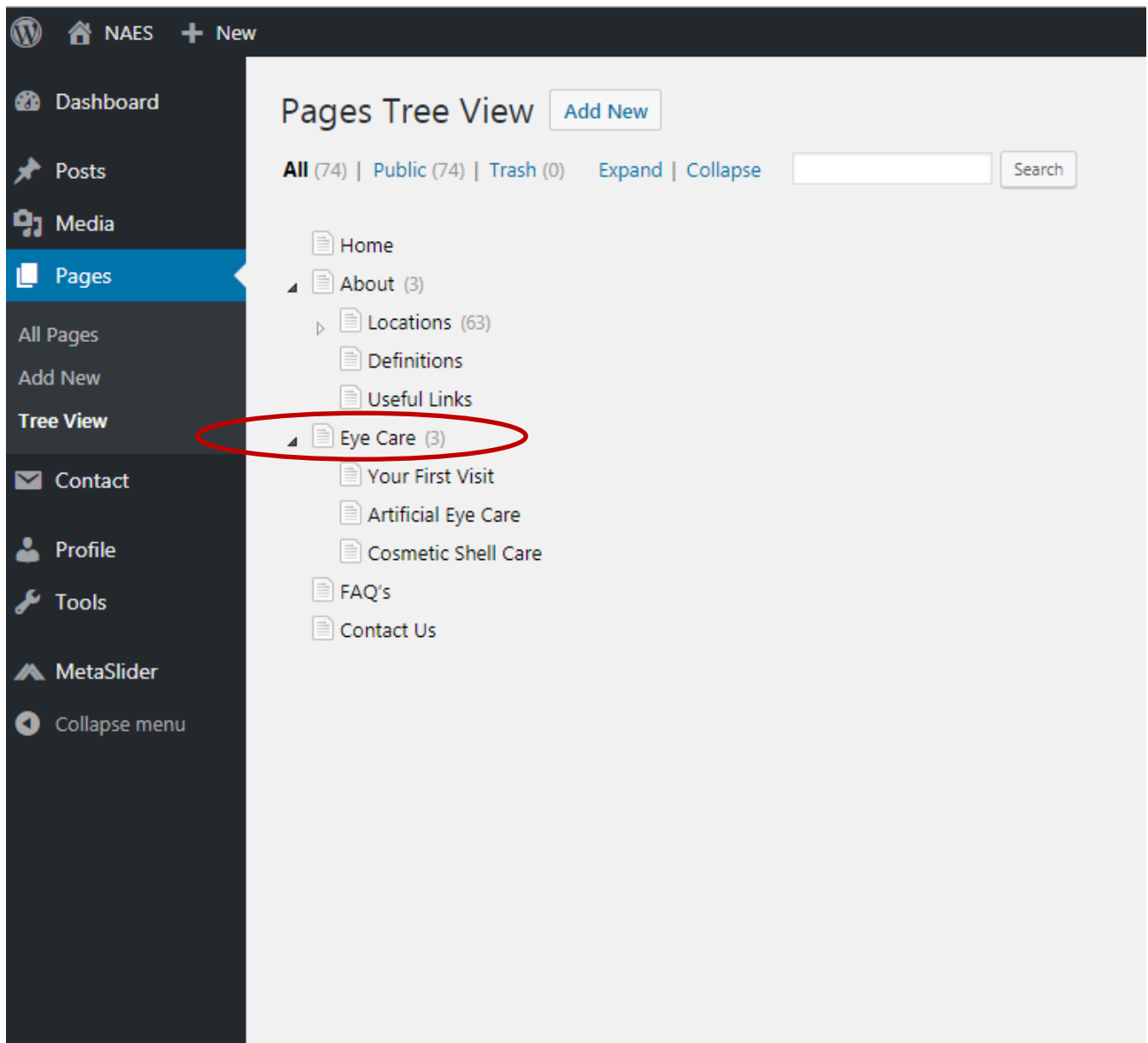
Editing a page

In order to edit a page on the NAES site you need to locate the **Pages** tab on the left hand side.

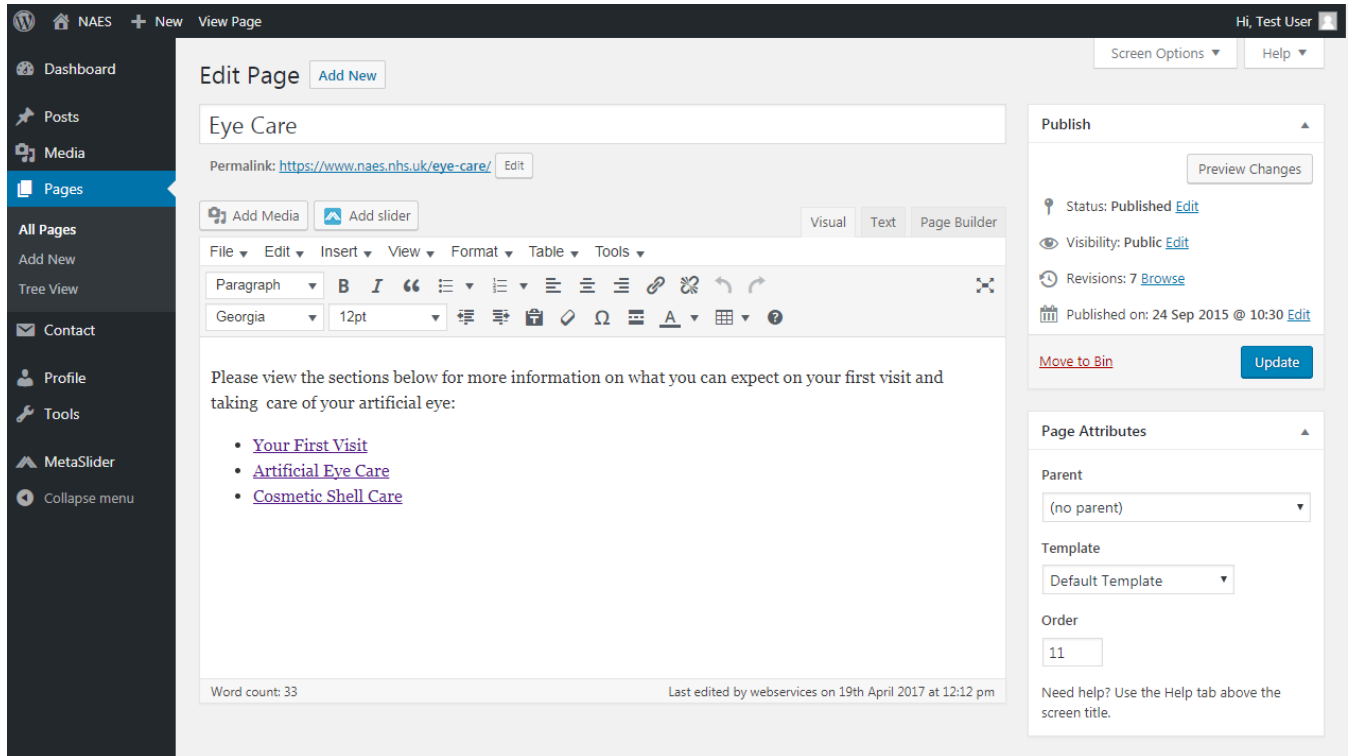
There are two ways you can open the pages section; via the 'All Pages' view or the 'Tree View' – we suggest using the **Tree View** as it is easier to see where pages are located in a hierarchal view and what sub-pages are below sub- sites.



Once you have selected how you would like to view the pages you then need to find the page you wish to edit, for this example we will use 'Eye Care'

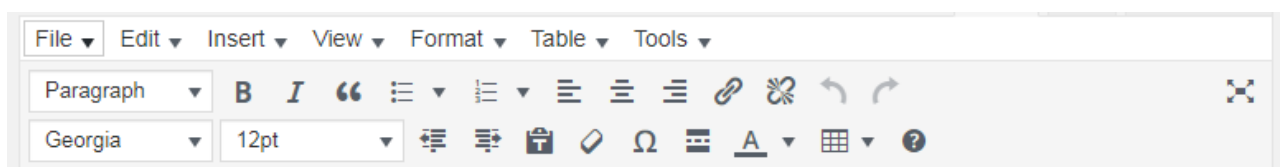


Upon clicking the page to edit you will then be brought to the editing view of the page, as shown in the example below:

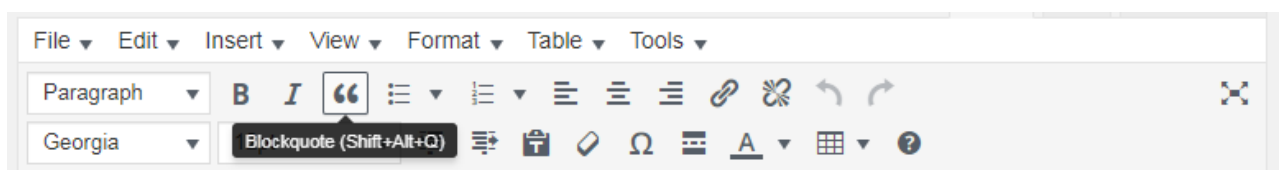


Page Editing Toolbar

In the editing view you will notice the toolbar above the page content; this is called the **Page Editing Toolbar**. The toolbar is demonstrated below, some of the editing tools you will recognise:



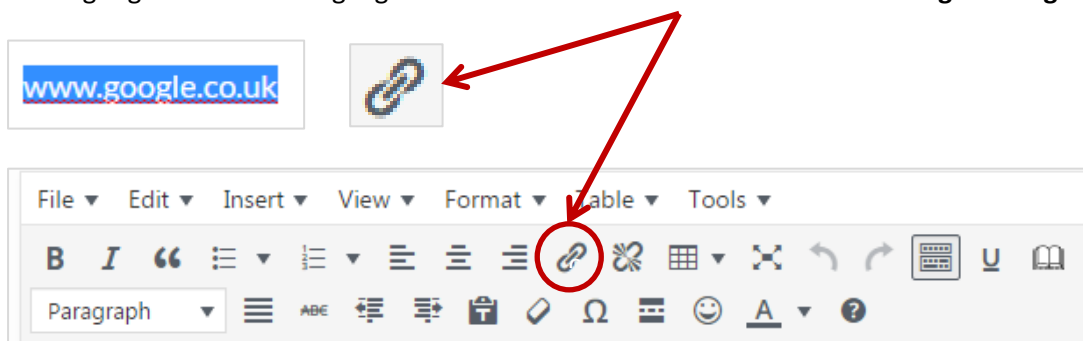
If you want to find out what a particular button does, simply hover over the icon for further information on its actions:



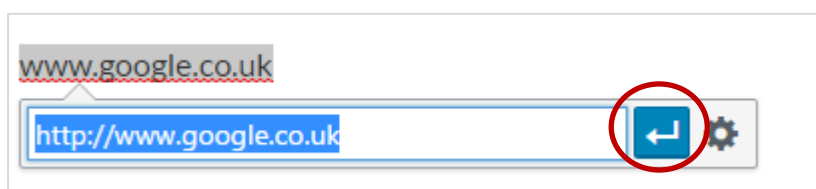
Hyperlinks

You can link to other pages and websites by using **Hyperlinks**.

To make a hyperlink write the wording of what you want to be displayed on the page, for example 'www.google.co.uk' then highlight the text and click the **Link Button** on the **Page Editing Toolbar**.



You will then be asked to put in the web link of where you want the link to go, for this example we have used: **http://www.google.co.uk**

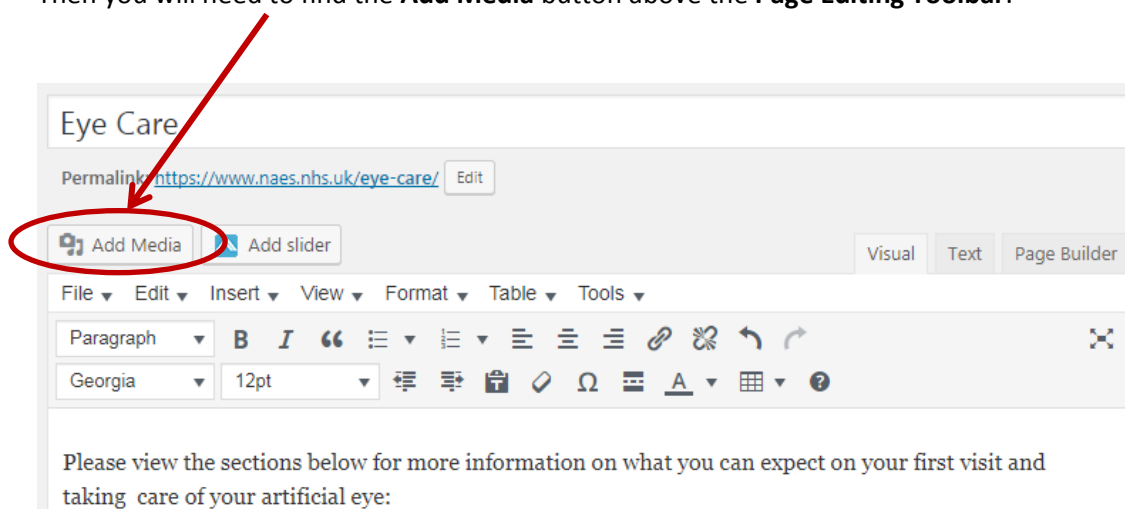


Then click the blue Apply button and your web link is now created.

Adding Media

Adding Images or Documents into your web page may be necessary depending upon what you are trying to achieve. The process of adding Documents or Images is the same process; follow these steps for adding either Media.

You should have your documents or images ready in an area of your computer that is easy to locate. Then you will need to find the **Add Media** button above the **Page Editing Toolbar**:



You will be brought to the **Insert Media** screen, once in here you can upload your media. You can do this by pressing the Select Files button and browsing to where the files are located; or you can simply drag and drop your document or image onto the Media uploader.

The screenshot shows the 'Add Media' interface. On the left is a sidebar with the following links: 'Add Media' (highlighted), 'Create Gallery', 'Create Audio Playlist', 'Create Video Playlist', 'Featured Image', and 'Insert from URL'. The main area has a title 'Add Media' and a close button 'x'. Below the title are two tabs: 'Upload Files' (active) and 'Media Library'. The central area contains a large red circle highlighting the upload instructions: 'Drop files anywhere to upload', 'or', a 'Select Files' button, and 'Maximum upload file size: 20 MB.'. At the bottom right of the main area is an 'Insert into page' button.

Once your file has been uploaded you just need to press the **Insert into Page** button on the bottom right hand corner of the uploader to place it on your page.

The image shows a screenshot of the NHS Blackpool Teaching Hospitals media uploader interface. A red arrow points from the 'Insert into page' button in the top left to the 'Insert into page' button in the bottom right corner of the uploader window.

Insert into page

Add Media

Upload Files | Media Library

All media items | All dates | Search media items...

Test.docx

Service

Service

The Nat

The National Art

bsi

UKAS

Artificial Eye Service

1 selected

Clear

ATTACHMENT DETAILS

Test.docx
8th January 2018
12 KB
[Delete Permanently](#)

URL: <https://www.naes.nhs.uk/wp->

Title: Test

Caption:

Description:

ATTACHMENT DISPLAY SETTINGS

Link To: Media File

<https://www.naes.nhs.uk/wp->

Insert into page

Saving changes

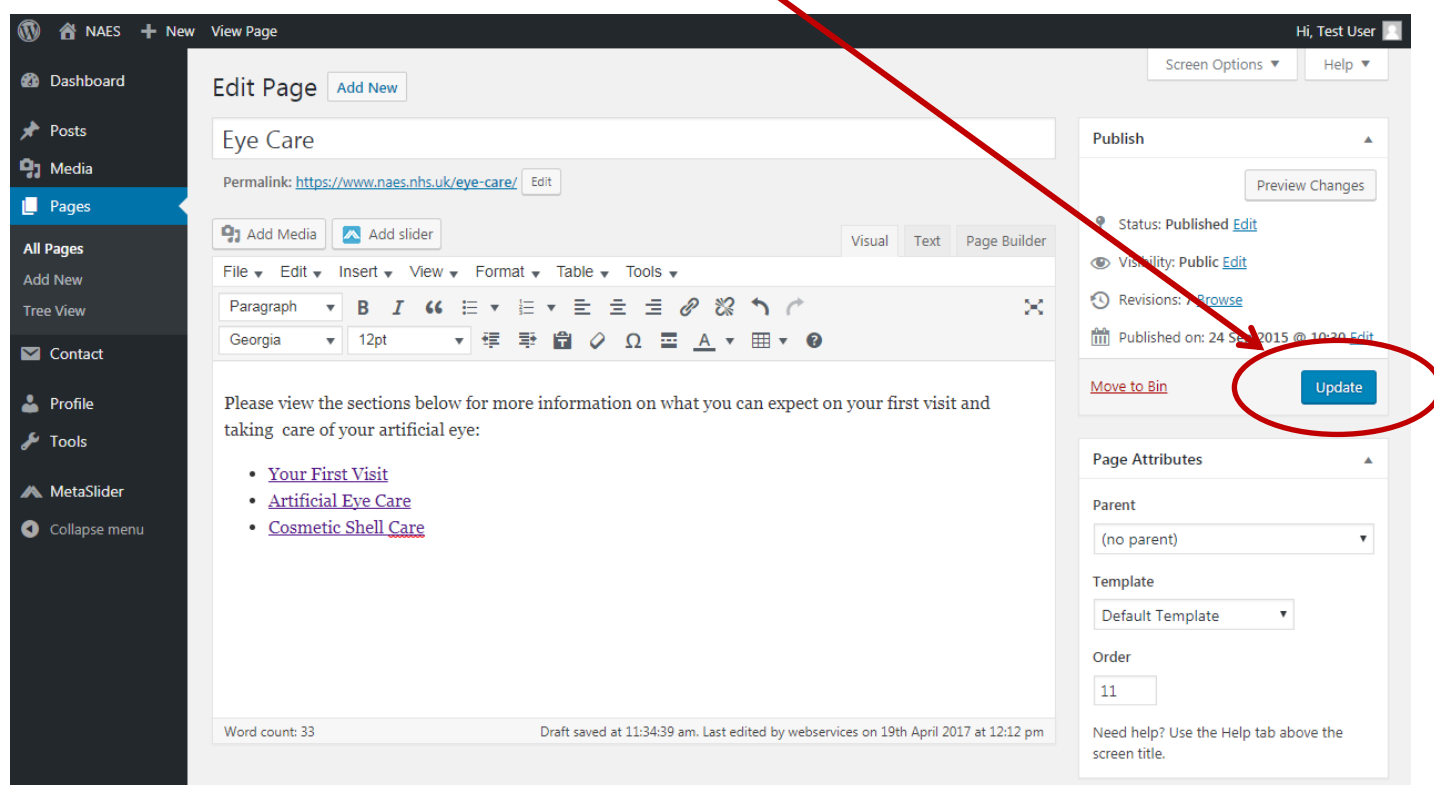
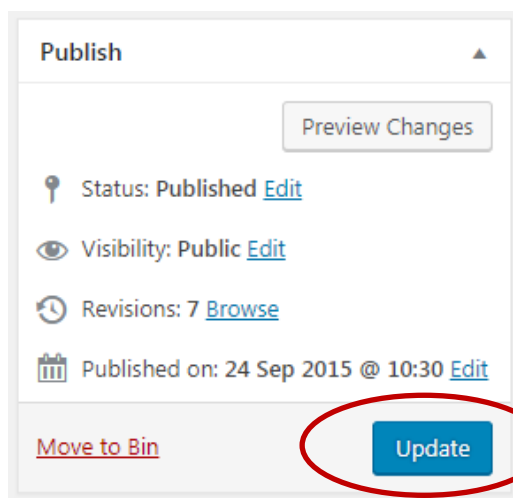
After you have finished editing and making changes to the page you are working on you will need to save your changes to the live web page.

The screenshot displays the 'Edit Page' interface for the 'Eye Care' page. The main content area shows a paragraph: 'Please view the sections below for more information on what you can expect on your first visit and taking care of your artificial eye:' followed by a bulleted list of links: 'Your First Visit', 'Artificial Eye Care', and 'Cosmetic Shell Care'. The interface includes a top navigation bar with 'Screen Options' and 'Help' tabs. Below the title 'Eye Care', there is a 'Permalink' field showing 'https://www.naes.nhs.uk/eye-care/' and an 'Edit' button. A toolbar with various editing tools like 'Add Media', 'Add slider', 'Visual', 'Text', and 'Page Builder' is visible. On the right side, there is a 'Publish' panel with options to 'Preview Changes', 'Status: Published', 'Visibility: Public', 'Revisions: 7', and 'Published on: 24 Sep 2015 @ 10:30'. Below this is a 'Page Attributes' panel with fields for 'Parent' (no parent), 'Template' (Default Template), and 'Order' (11). At the bottom, there is a status bar indicating 'Word count: 33' and 'Draft saved at 11:34:39 am. Last edited by webservices on 19th April 2017 at 12:12 pm'.

You have two options when saving your changes; you can preview your changes in the preview environment and then you can update the page on the NAES Site. Or you can just update and make the changes live straight away on the NAES Website without previewing them.

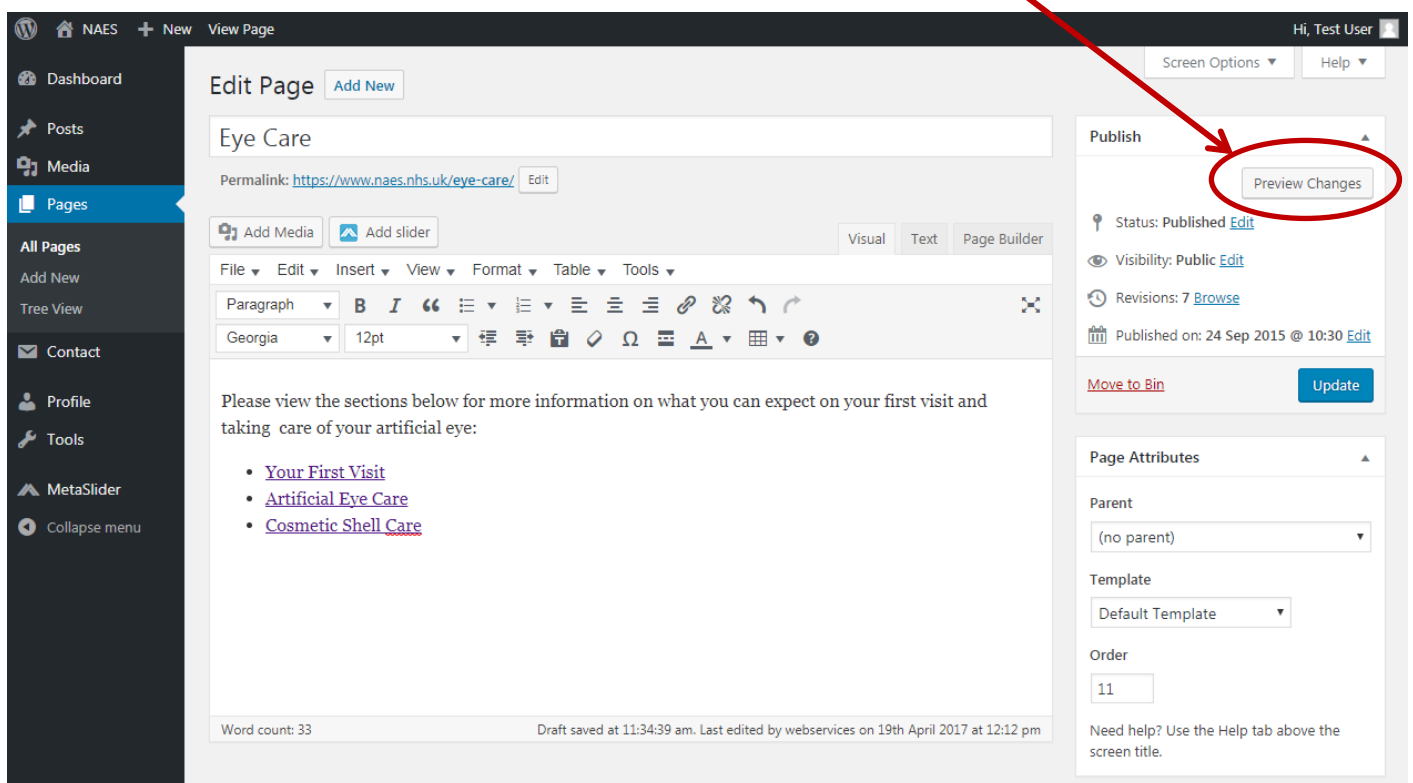
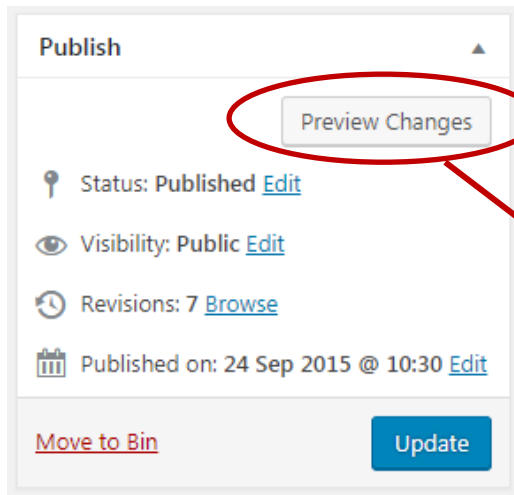
Update Page straight to Live NAES Website

To update the page straight onto the Live **NAES Site** simply press the **Update** button located on the right hand side of the screen.

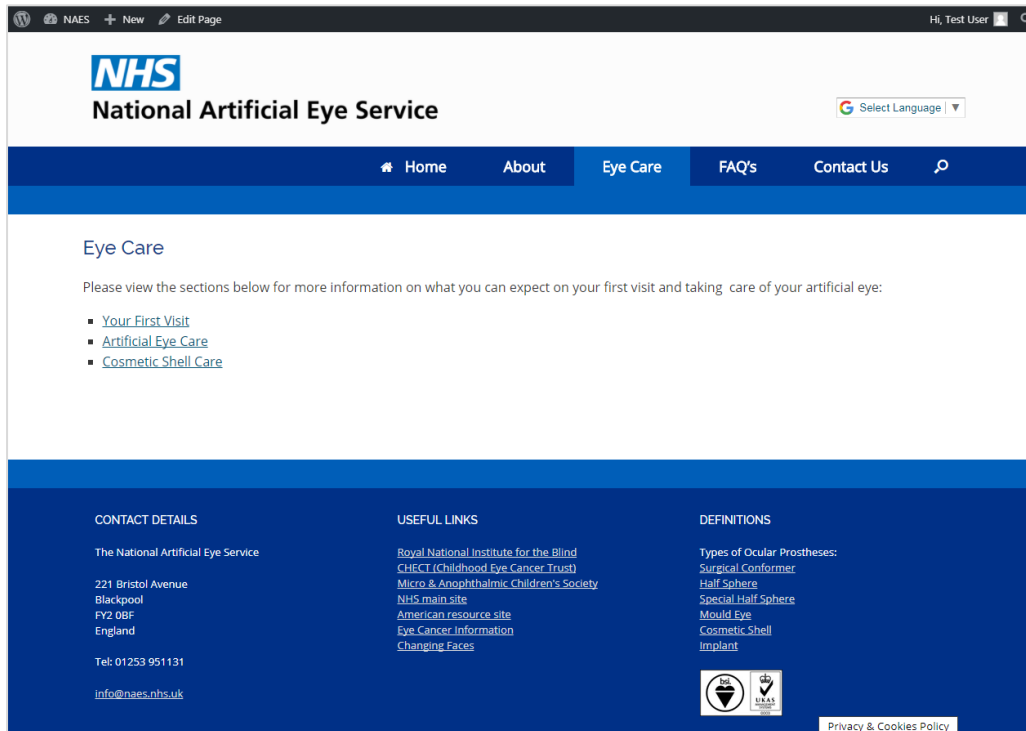


Preview Changes before updating to NAES Site

To preview the changes that you have made before they are made live on the NAES site - press the **Preview Changes** button.

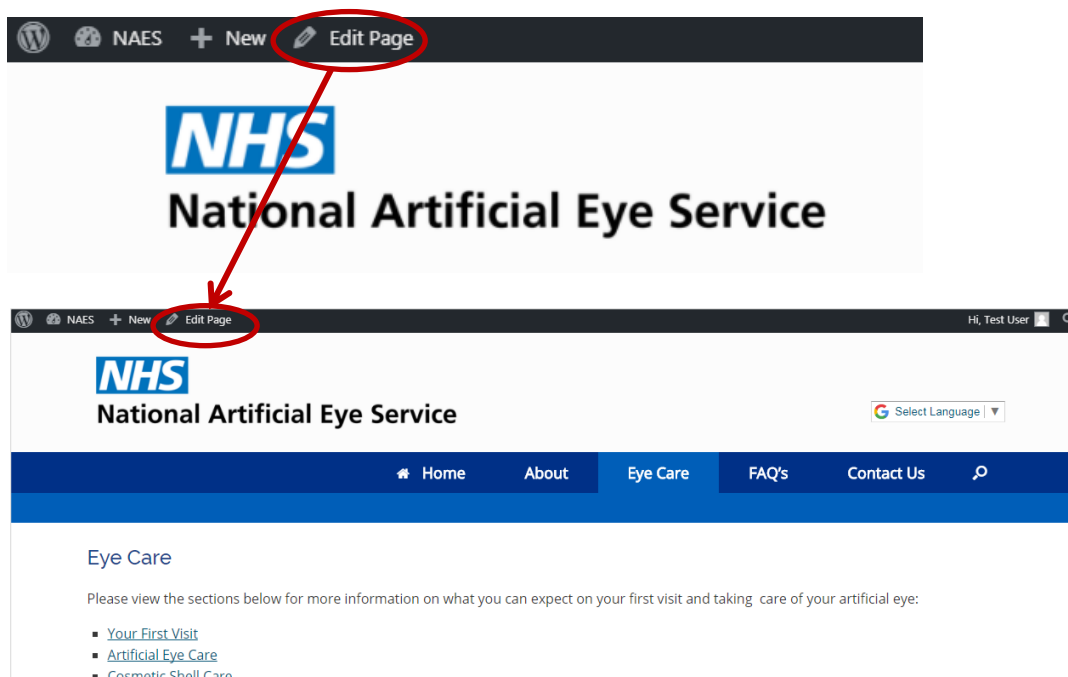


On clicking this button you will be brought to a preview of the web page:



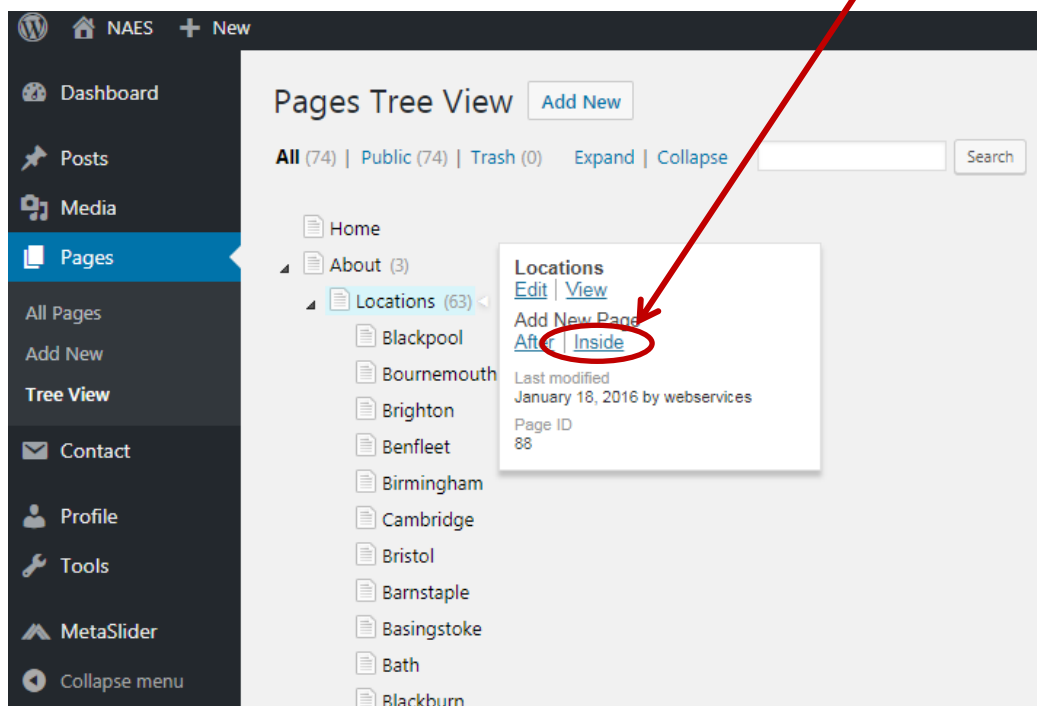
Once you are happy that your changes to the page are correct you can then go back to the editing environment to update the live web page.

To get back to the page editor screen go to the toolbar at the top of the page and select **Edit Page** – this will bring you back to the page editing screen. From here you can now follow the steps above to make the changes live. Go to [Update Page straight to Live NAES Website](#) for further guidance.

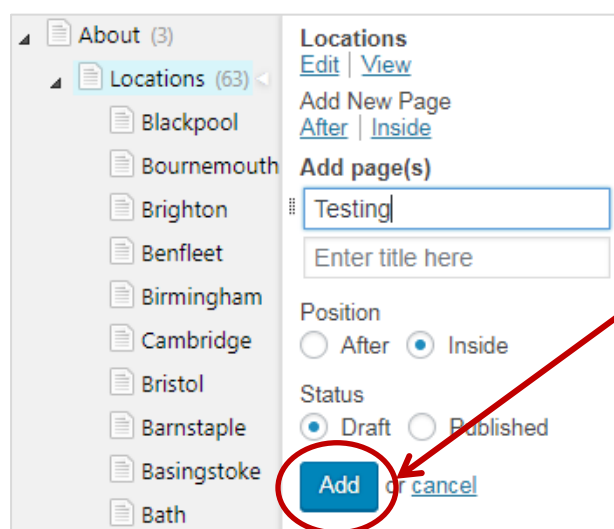


Adding a new page

To add a new page to the section you are working on, go back to the Page Tree View of the NAES site and hover over the area that the page falls under and you will see the option - **Add New Page**. You will most likely want to add the page inside your current section, select the **Inside** option; this will then place the new page inside this section.

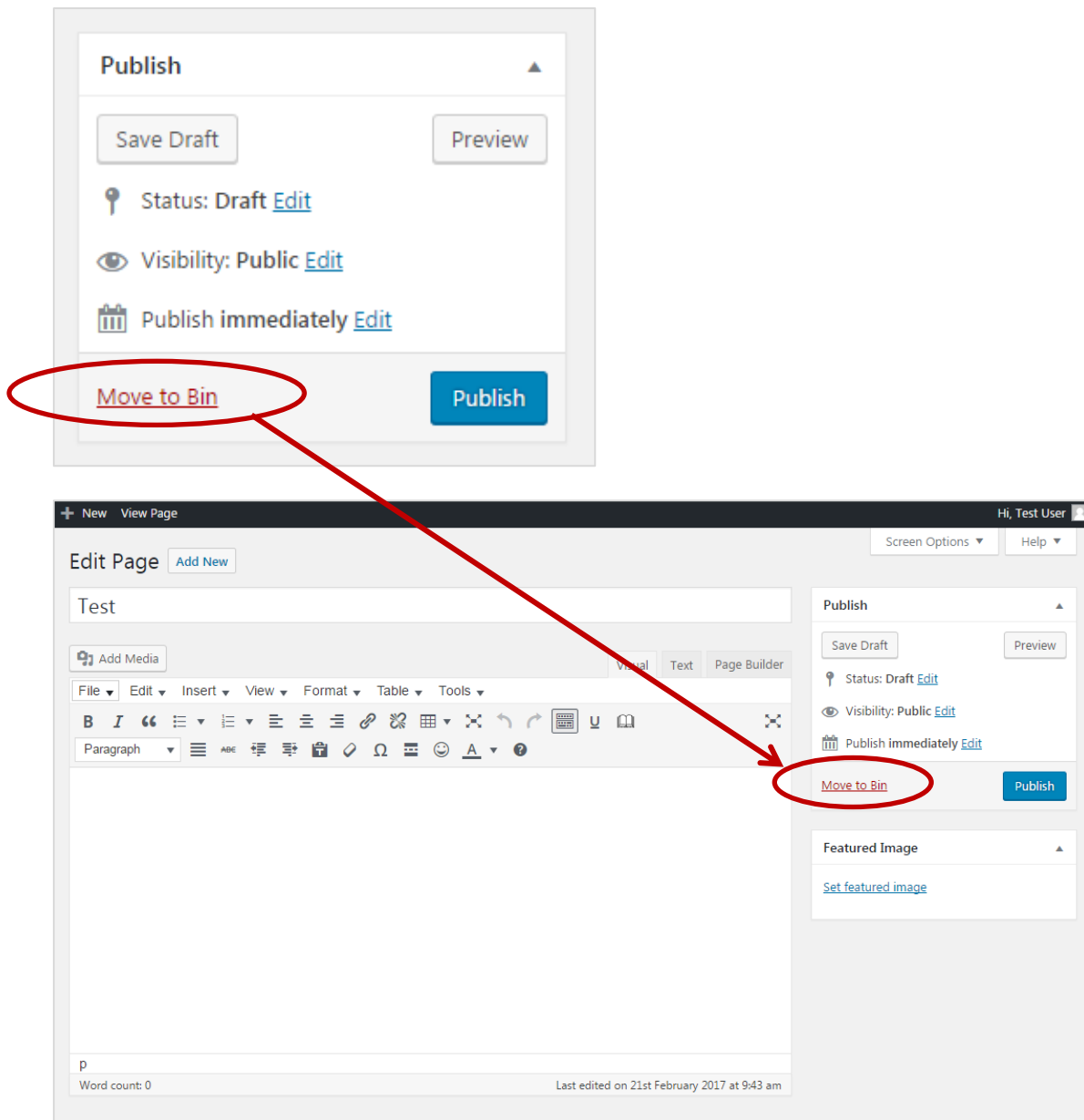


After you have pressed this option you will be asked to enter a name for your new page. Type the name of your new page into the input box and when you are finished click the **Add** button. If you have several new pages that need adding you can create multiple new pages at once. To do this simply move down to the next input box and type in the other new page names and then press **Add** once you are finished naming/creating all the new pages.



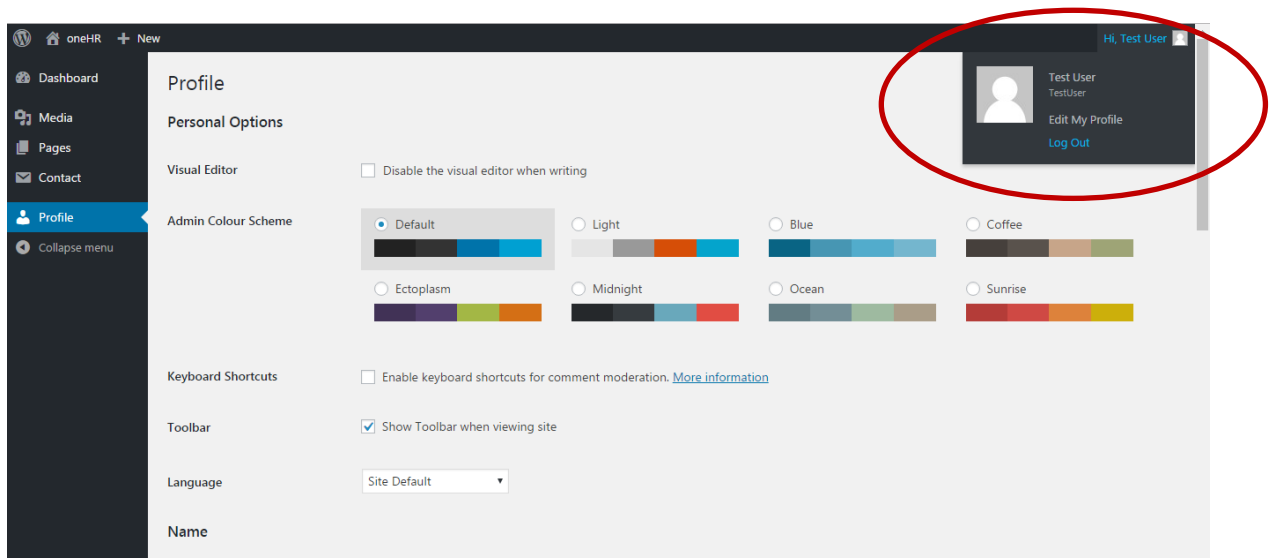
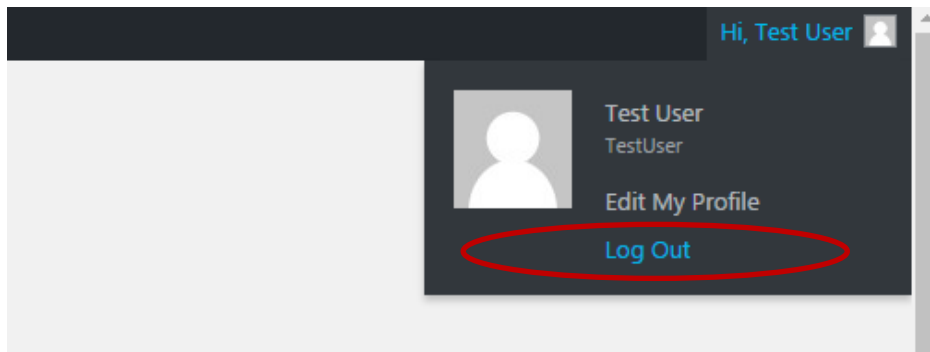
Deleting a page

To delete a page click into the page that you need to delete and within this area find the Publish section and press the 'Move to Bin' button.



Logging Out

Once you are finished with your editing on the NAES Website you will need to **Log Out**. To Log Out of the Admin Area on the site go to the top right hand corner of the screen where it says: 'Hi, -----Your Username-----' and press Log Out.



Help and Contact information

For any help with anything that is not covered in this guide please contact a member of the web team on the contact details below:

Rachel Hodgson: Rachel.hodgson2@nhs.net / Ext. 57813

Paul Fearnley: P.fearnley@nhs.net / Ext. 51188

Mark Greenwood: Mark.Greenwood1@nhs.net / Ext. 51002

Simon Hawtin: Simon.Hawtin@nhs.net / Ext. 57397