Web Requests

School of Management web request form

When requesting updates

- **Keep it simple** - If it's too big a task to write down in the form then arrange a meeting with us
- **Be specific** about what you want us to do. There are over 1,000 pages on the website. **Always include a URL so we know which page(s) you are referring to**
- **Don't forward long threaded emails** - we don't have time to read through/intepret them, so often the real task will be missed.

If it's really urgent phone us on ext 4776 (Alex) or 3674 (Joey) or 3396 (Rayner).

Urgency of requests

A rough guide to which priority to select:

- **High** - business critical and cannot wait e.g. there's some information that's wrong that could get us in legal trouble, there's an event happening tomorrow.
- **Medium** - should be done in the next two or five days e.g. an event that's due to run the following week, a news article, an error that it is important to correct, a new unit offered on a course
- **Low** - updates to information that need to be made but won't cause issues if it takes more than a week e.g. a broken link on a page that's not visited often, routine or cosmetic changes that don't really affect the operation of the site or our users' ability to complete tasks (replacing a photo, uploading minutes from a committee meeting

WEB REQUEST FORM »

(i) **Browser compatability**

Internet Explorer users may find the form doesn't work properly. We recommend using Chrome or Firefox.

If you want to give feedback on the form/system email webadmin@management.bath.ac.uk or leave comments below.

Faculty profile requests

(i) **We do NOT manage Faculty profile pages**

Read more about how to set up a faculty profile or request an update

The web team will continue to update Research Centres and Divisions.

FACULTY PROFILE REQUESTS »