Dear colleague

Some of you might have noticed that the process for uploading items onto the SU website or Boschtelegram has changed.

I urgently want to point out some of the changes to ensure that the transition is as smooth as possible. This quick manual will be translated into Afrikaans as well, but I need to get this message out ASAP.

ADDRESSES

In the past I sent some of you the direct links to the forms for uploading different articles. These addresses have changed. PLEASE do not use the old links anymore because your item will not appear on the website / Boschtelegram.

Here are the new links:

News: http://www.sun.ac.za/english/Lists/dualnews/CustomNew.aspx

Events: http://www.sun.ac.za/english/Lists/dualevents/CustomNew.aspx

Notices: http://www.sun.ac.za/english/Lists/dualnotices/CustomNew.aspx
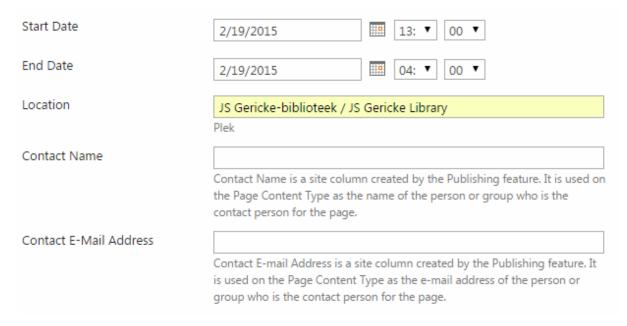
LOOKS DIFFERENT

You might notice that the form looks different – Afrikaans and English are not next to each other anymore, but below each other.

Everything still needs to be filled in (all the stars).

The date, time and place for events are still indicated in the same way.

Please note that you need to give the DATE and the TIME of the event. If the event is on 19 February from 13:00-14:00, this should be indicated. Please make sure that the start AND end date is the same unless it is a conference or a series of workshops, etc. that stretches over a long time.

PREPARE FOR APPROVAL

The most important change of all to ensure that your item is approved and appears on the website or Boschtelegram, is:

1. You need to indicate where you want the article / item to be featured (departmental website, faculty site, SU Main). If you think your message is also applicable to people in the Faculties of Education and Engineering, for example, you should indicate it. The site owners will receive mails and decide whether they want to approve.
2. You need to indicate to which approvers the notification should go (again, indicate faculty, SU Main, etc).
3. You need to tick the box after the message: "The article is now complete, begin the approval process."
   VERY IMPORTANT: If possible, please complete the form, add the photo, add the visibly featured sites and tick that box all in one go. If it is only done later we don't always receive the e-mails. IT is working on this.