

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).

Title *	★	<input type="text"/>
Titel	★	<input type="text"/> Die titel van die Afrikaanse artikel.
Summary *	★	<input type="text"/> This is the short description of the article. This column is used on the snippets and on the articles list view.
Opsomming *	★	<input type="text"/> Dit is die kort beskrywing van die artikel. Hierdie kolom word gebruik op die brokkies- en op die artikels- lys.
Page Content *	★	<input type="text"/> The body of the article.
Bladsy Inhoud	★	<input type="text"/> Click here to add new content
Page Image *	★	<input type="text"/> Click here to insert a picture from SharePoint.
Author	★	<input type="text"/> The editor's name. Do not include a surname.

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.

Start Date	<input type="text" value="2/19/2015"/>	<input type="text" value="13:"/>	<input type="text" value="00"/>
End Date	<input type="text" value="2/19/2015"/>	<input type="text" value="04:"/>	<input type="text" value="00"/>
Location	<input type="text" value="JS Gericke-biblioteek / JS Gericke Library"/>		
Contact Name	<input type="text"/>		
Contact E-Mail Address	<input type="text"/>		

Location: JS Gericke-biblioteek / JS Gericke Library
Plek

Contact Name:
Contact Name is a site column created by the Publishing feature. It is used on the Page Content Type as the name of the person or group who is the contact person for the page.

Contact E-Mail Address:
Contact E-mail Address is a site column created by the Publishing feature. It is used on the Page Content Type as the e-mail address of the person or group who is the contact person for the page.

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. Visibly Featured: AgriSciences Snippet, Science Snippet, SU Main Snippet

2. Featured Site Name: AgriScience, Science, SU Main

3. The article is now complete, begin the approval process.

Save Cancel

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.