Sharepoint Frequently Asked Questions

Contents

Q1: How do I find my News article / Event / Notice so that I can edit it?

- From the cog menu (top right) select "Site Contents"

- On the left hand side click on either "Dual News" / "Dual Events" / "Dual Notices"

Q2: What part/s of my news article/event/notice can I edit?

- If you have already ticked the approval box and saved, you have set the approval workflow in motion. At this point you can edit everything **except** the "visibly featured" field as that determines the workflow process, which is already complete.

- If you have not ticked the approval box yet (still in draft), then you can edit all fields.

Q3: How do I get my News article/Event/Notice to appear in the right place?

Here are the rules:

1. The **Visibly featured** field determines which News carousel or Events/Notices box (snippet) your article, event or notice will go into, so you have to be specific about the naming.

2. The **Featured site** field determines which web site your article, event or notice will go on, so this has to be the site related to the News carousel or Events/Notices box specified above.

Examples:

ARTICLE - For an **article** to appear on the SU Main website's carousel, select:

- Visibly featured = SU Main Carousel

- Featured site = SU Main

If you wanted additional site, just add them in the list, e.g.:

- Visibly featured = SU Main Carousel; AgriSciences Carousel; Staff Carousel

- Featured site = SU Main; AgriSceinces; Staff

The article will then be sent to all 3 website approvers for approval.

EVENT - For an **event** to appear on the SU Main website's event box (snippet), select:

- Visibly featured = SU Main Snippet

- Featured site = SU Main

If you wanted additional site, just add them in the list, e.g.:

- Visibly featured = SU Main Snippet; AgriSciences Snippet; Staff Snippet

- Featured site = SU Main; AgriSceinces; Staff

The event will then be sent to all 3 website approvers for approval.

Very Important

- "SU Main" is for items of interest to the general public and the media.

- Events or notices intended for staff and/or students should be marked for the sites "Staff" and/or "Students".

Q4: How do I create a new page for my website?

You can create a new page by following these steps:

- From the cog menu (top right) select "Add a page"

- Type in the name (not too long please, as this will form part of the link, or page URL as it is known), then press create.

- The page is created and a menu item will appear.

Hint

To create a new page in a sub menu, go to a page already in the sub menu first, then create the new page - it will be created at that level.

If the menu item is created at the wrong level, or needs moving/editing, please email the Digital Media Sharepoint support person for changes.

- Your page is now ready for you to add content to - it is still in its **"draft"** format, so cannot be seen by the public (or the corresponding menu item), so you can continue editing until you are happy with the page. You will then **"publish"** it so that it is visible to the public. **Please see** "What is the publishing process" below.

Q5: What is the publishing process?

- The first time you "publish" a new page, the system will create the same page on the Afrikaans side of the website. **NB: It takes approx. 30m to 2 hrs for the page to appear.**

- When the Afrikaans version is there, it is also in a "draft" format, so you can now translate the content, and when finished, "publish" the page. Only then will it be visible to the public.

Afrikaans content policy:

Very Important

If you do not have your content available in Afrikaans, you still **have to have an Afrikaans page** as it is there by default (via the Afrikaans button at the top of the page).

In this case, delete all the content on the Afrikaans page, simply add "Content only available in English", and publish the page. If you do not do this the user will be prompted to log in when clicking on the Afrikaans button.

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