

ARAMARK School Support Services District Website Template FLM Training Manual

ROLE SORT AND GLOSSARY

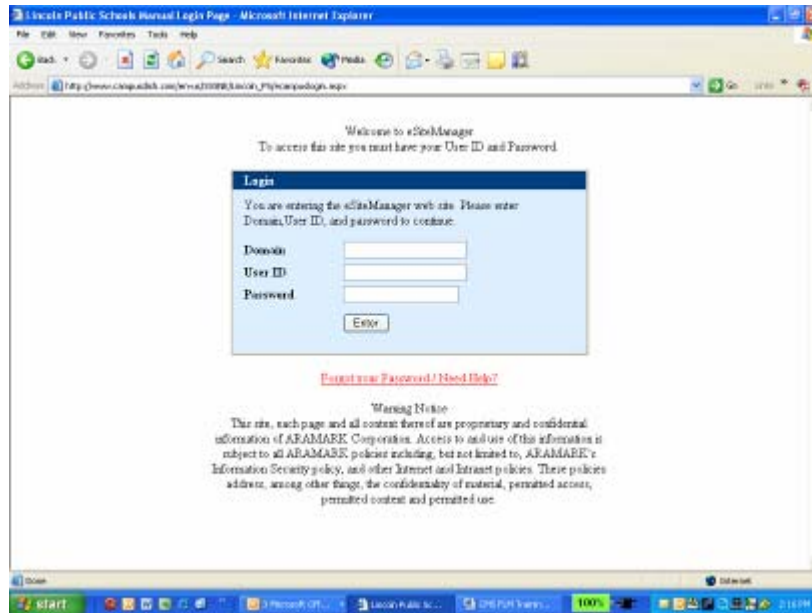
There are several levels of user roles for the website template system, each with varying levels of functionality and control.

1. **Author:** The system manager at the district level. This is usually the FSD, however, it could also be the AFSD or the on-site marketing specialist. Authors can make content changes, additions, and deletions to the designated “local content” sections of the website as well as develop and post monthly menus. Content changes by the Author must be reviewed by their “Editor” before being pushed live on the site.
2. **Editor:** The person who reviews and approves content changes made by the Author. Once the Editor approves the content, s/he submits the changes to the live site. The Editor will usually be the DM or the regional marketing director. For purposes of the pilot phase, the Editor role will be held by Amy Szwajkowski (SSS Marketing) and Darlene Alu (SSS IT).
3. **Administrator:** The person(s) who manages the system in its entirety. The Administrator is responsible for the initial site creation as new districts join the system, manages “global content”, and controls any major creative or structural changes to the site. The Administrators for this site are members of the SSS Marketing and SSS IT groups.
4. **Resource Manager:** The Resource Manager is the space on the system that holds all of your images and documents that appear on the website. You will be assigned a folder to store your district-specific items. The folder will always appear under the SSS folder within the Resource Manager and, typically, your folder will be named after your district.
5. **Global Content:** Site copy covering core brand statements and program overviews; this copy is the same for all district websites. This can only be changed by an Administrator.
6. **Local Content:** Site copy covering district-/building-specific activities or updates; this copy only appears on the district/pages that the Author chooses. All local content is managed by the respective Author and approved/published by the respective Editor.
7. **Publish:** References moving the content from the website production/management site to the live site. Only published content can be viewed by all website visitors.
8. **Save:** References the act of saving content changes. Saved changes cannot be seen by website visitors. Editors must view the content through their production manager site, approve and publish for you. *Remember, saved content is not published content.*

Additional definitions will be provided throughout this document, as appropriate for each section.

LOGGING ON

1. You will be given the URL or address of your school district foodservices website. Enter or paste this into your browser. If the address does not end with a slash, enter a slash (/) and then type “**ecampuslogin.aspx**” after it. Click Enter.
2. A login window like the one below will come up. Enter the Domain, User ID and Password you were given by SSS IT and click Enter.

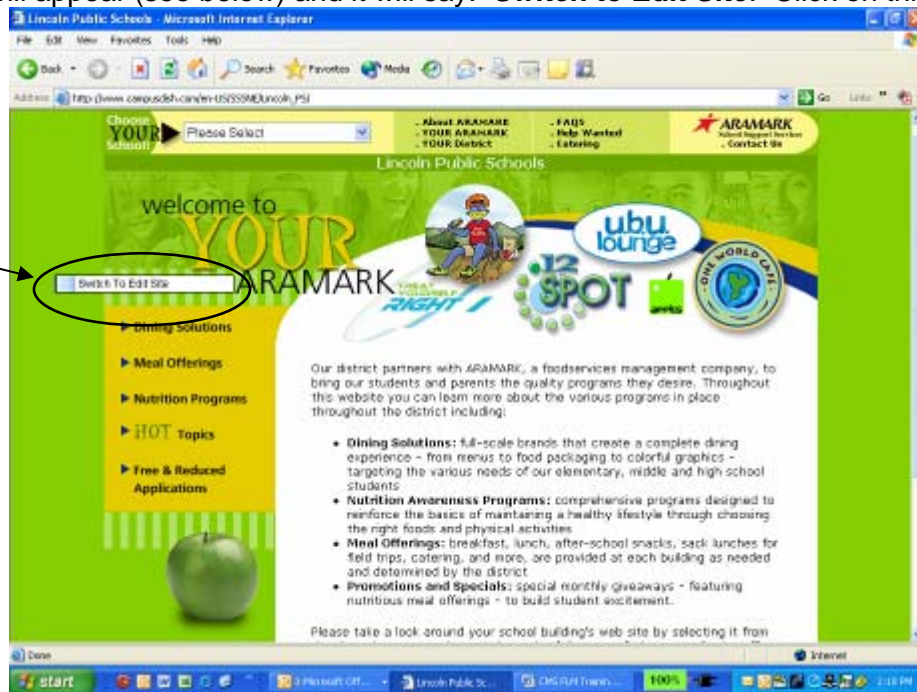


3. Example: Your school district address is http://www.campusdish.com/en-us/SSSNE/Lincoln_PS. Enter “**ecampuslogin.aspx**” after it. The address now looks like this: http://www.campusdish.com/en-us/SSSNE/Lincoln_PS/ecampuslogin.aspx
4. After successfully logging in, you will be directed back to your site.

EDITING CONSOLE

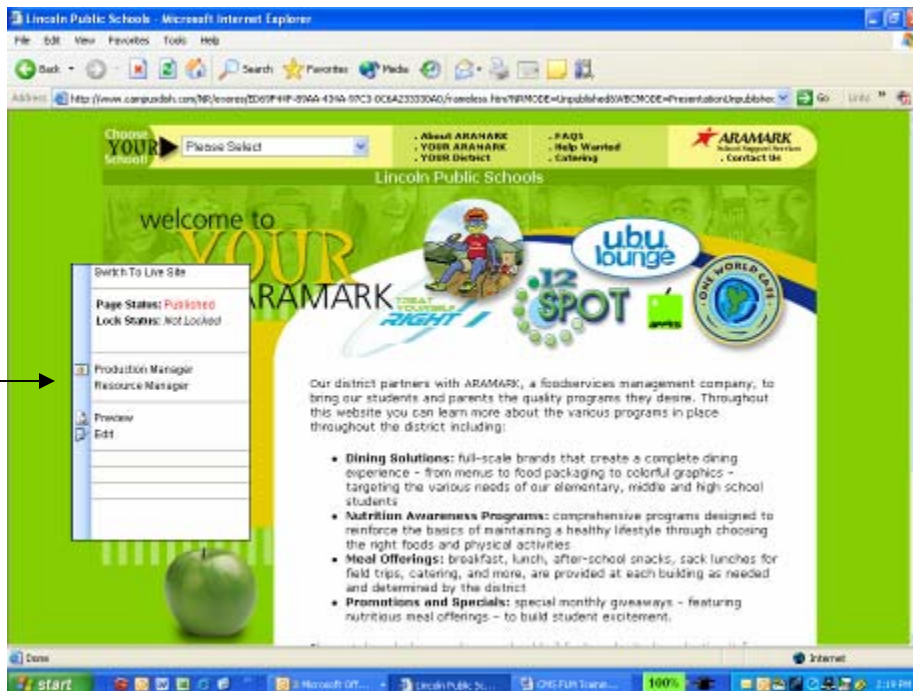
1. In order to edit your site, you will use a **Console** that contains links allowing you to edit and save.
2. To bring this console up, right-click anywhere on the page.
3. The console will appear (see below) and it will say: **Switch to Edit Site**. Click on this text.

Right-click on the window to open this menu. Select "Switch to Edit Site".



4. Right-click anywhere on the page to bring the console up again. It will now contain more entries/available tools than it previously did. The number of entries/available tools will depend on the rights given to you as a user (ie., whether you are an Author, Editor, or Administrator). Here is how it will look:

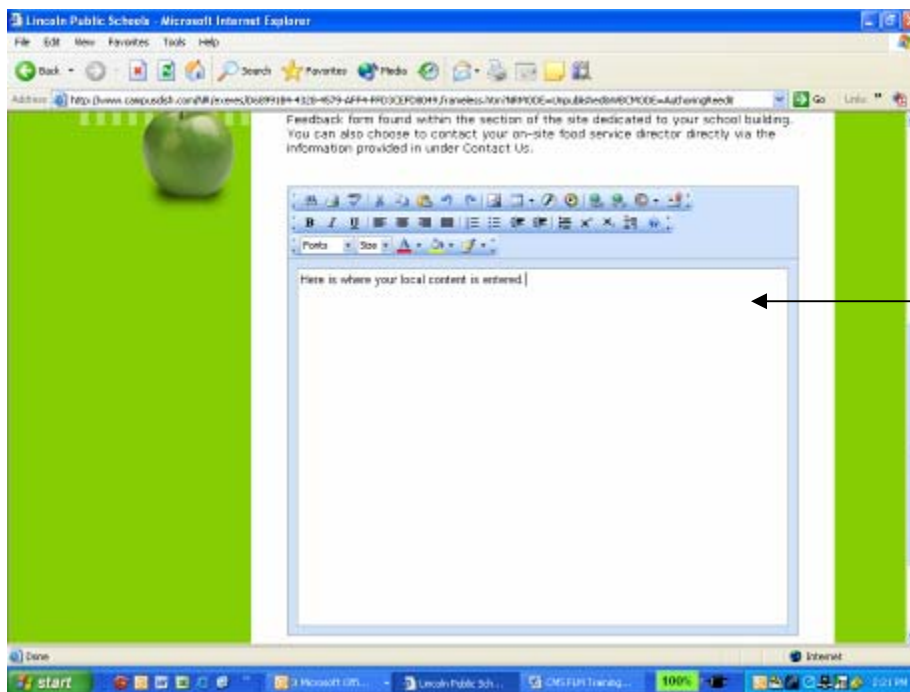
Once you've entered the Edit Site mode, right-click on the window to open the full menu of editing choices.



5. One item which will always appear on the Console is **Page Status**, which will indicate the current status of the page. You will see one of the following status indicators:
 - a. **Published** – Indicates that the page has been saved and approved. Its current content is visible to website visitors.
 - b. **Saved** – Indicates that the page has been changed but not approved by your Editor. Some of its content will not be visible to website visitors. Depending on who saved the page, you may not be able to edit the page until it is approved.
 - c. **Waiting for approval** – Indicates that the page has been submitted to a higher-level user to be approved. Some of its content is not yet visible to website visitors.

EDITING A PAGE

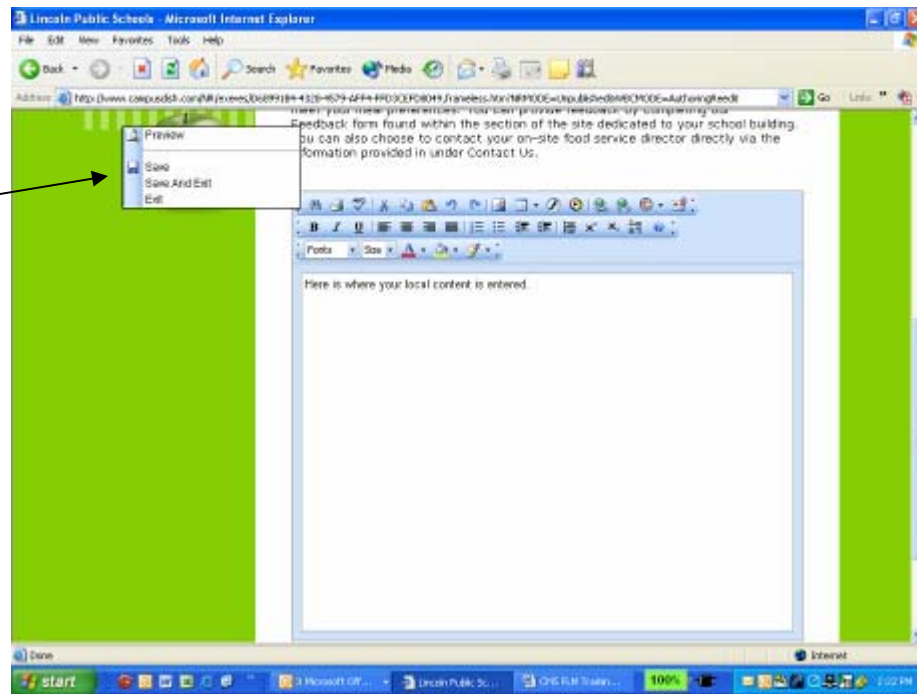
1. Right-click anywhere on the page to bring up the console. On the console, click **Edit**. The page will be loaded on your screen in Edit mode.
2. On certain areas of the page, placeholders will appear. These placeholders are areas where you can enter or edit content. They are blue-bordered boxes with a toolbar at the top of the box; this box resembles a Word document. Here is what the editing boxes look like:



The Edit box resembles and functions like a Word document.

3. Enter new text or change existing text in these placeholders. See **Formatting Content** below.
4. When you are finished entering text, right-click outside the placeholder, and the console will appear again.
5. This time, the console will have 4 options:
 - a. **Preview** – allows you to bring up a new window showing you how the content you just entered will appear on the site. Close out of this window by clicking (X); you will return to the Edit page to make additional changes and/or choose to Save, Save and Exit or Exit.
 - b. **Save** – saves your changes and allows you to continue editing.
 - c. **Save and Exit** – saves your changes and removes you from the editing page mode. **Note:** Your screen will refresh twice after you click on “Save and Exit”. Wait until it goes through this process before trying to start another function.
 - d. **Exit** – exits the editing page mode without saving your changes.

After you right-click on the page, this window will open. Select the action of your choice.



6. If you *Save and Exit* the page, the Console will once again change, allowing you to submit the changed page for **Approval** by your Editor.

SUBMITTING PAGE FOR APPROVAL/PUBLISHING A PAGE

1. If you are an Author, you will see a **Submit** link on the console. If you are an Editor, you will see **Submit** and **Approve** links. Both of these links work the same way. Press the Submit (or Approve) link. If you are an Author, the page will be submitted for approval and the **Page Status** of the page will change to indicate that the page is *Waiting for Approval*. If you are an Editor, the page is immediately published.
2. If you are an Editor, you may see a Decline link. This allows you to reject the changes that were made. The Author can then make further changes or remove the changes and submit the page for approval again.
3. If you are an Editor to whom an Author has submitted content for approval, check the page content and then either Approve or Decline the page.

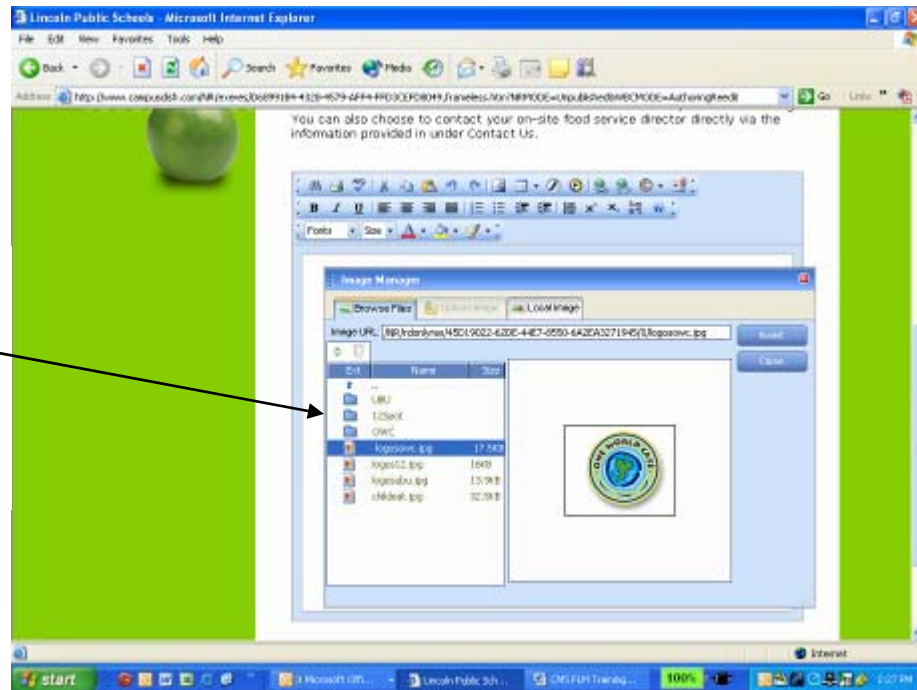
FORMATTING CONTENT

You can only enter content in the placeholders that are available to you. However, you can format content, add images, and add links as follows:

Formatting – Select the content you wish to format. Then select the desired formatting action from the top toolbar. For example, press the “**B**” button to bold the text. Alternatively, you can select a value from one of the dropdown boxes, for example, the Fonts dropdown. There is a *Help* (?) button also available on the toolbar. Click it to get complete details on each of the options available.


Adding images – Position your cursor in the area of content where you’d like to place an image. Click the Image Manager icon (🖼️). A dialog box listing folders with available images comes up. It looks like this:

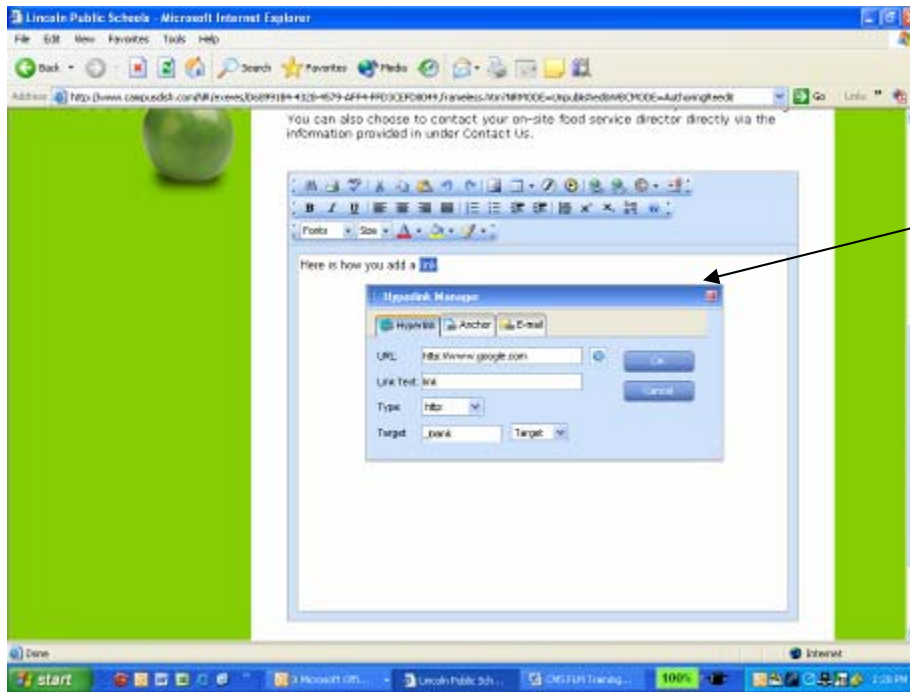
Searching for images on the system is similar to how you search for images on your desktop folders.



Navigate to the folder you have been assigned by double-clicking through the folder structure. Choose the image desired from this folder and press Insert. The image will appear in preview mode on the right side of the dialog window. If desired, click the Insert button. The dialog will close and the image will be inserted into your page.

Note: Do not choose an image from the Local Image tab on this dialog; these cannot be viewed by visitors to your website.


Adding a link to external site – Highlight the text you want to be a link to an external site, such as a nutrition resource site. Press the Hyperlink Manager icon (). A dialog window will appear. It will look like this:




The system “walks” you through inserting links with field by field guides.

Follow these instructions in filling out the information in this window.

- 1) URL: If you want an external URL (e.g. www.google.com), enter it in the URL box. If you want to navigate to an existing page in the system, press the icon to the right of the URL box. In the resulting dialog window, navigate to the page you want and select it by clicking on it. Then press OK.
- 2) Link Text: If you did not highlight the text you wish to be a link before opening this dialog, you can type your text in here.
- 3) Type: Should be preset to “http:”. Leave as is, no need to take action here.
- 4) Target: Do not type anything in the box. If you wish to have the page associated with your link open in a new window, select “_blank” from the dropdown menu. Otherwise, select nothing.
- 5) Tool Tip: If you want text to pop up when a user puts their cursor over your link, type it here.
- 6) CSS Class: This field will default to the necessary selection. You do not need to do anything here.
- 7) Press the OK button and your link is complete.

If you need to remove a link that you inserted, highlight the text associated with the link that you want to remove and press the Remove Link icon (). The text remains but the link associated with it disappears.

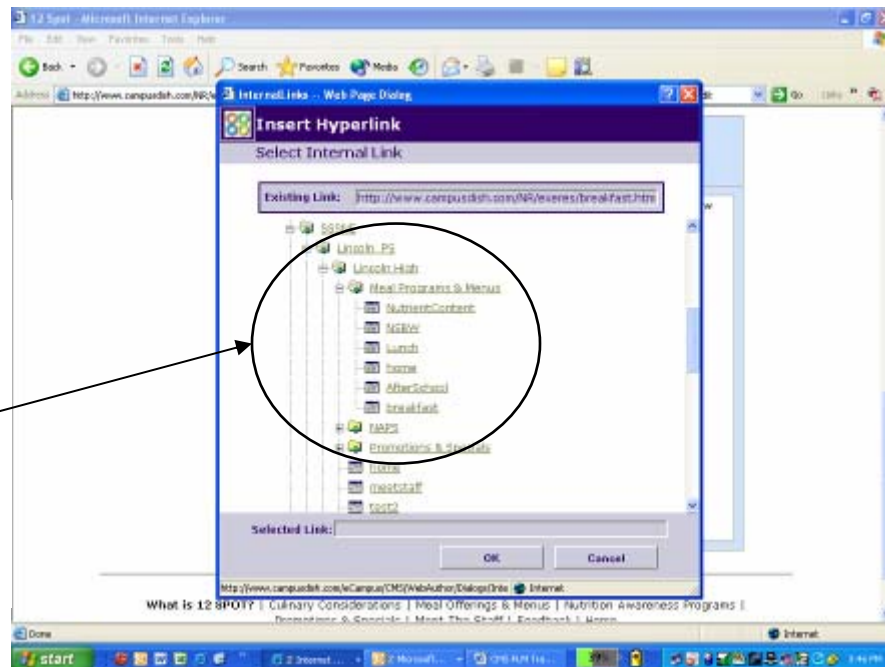
Adding link to internal page – On some pages in your site, you will need to create links to internal pages. For instance, on the Meal Offerings and Menus pages within your school-specific sections, we made the daypart offerings listing “local” content versus “global”. This provides you with more flexibility, as not all schools offer all daypart offerings we have available. When you first begin working with your site, you will see all offerings available in the local content area. You may simply need to delete any links that are not appropriate for your building (for example, twilight feeding or after-school snacks) or remain a link so that it better speaks to what you offer in your building (for example, change after-school snacks to twilight feeding).

Press the Hyperlink Manager icon (). The same dialog window that we showed you above will appear. Follow these instructions in filling out the information in this window:

1. Press the icon to the right of the URL box. In the resulting dialog window, navigate through the folders to find your district folder. To do this, you will expand the “en-US” folder, expand the appropriate region folder from this list (SSSNE, SSSSE, SSSMW, or SSSSW), continue to navigate through the list to find your district folders. Under your district folder, there will be a folder for each school building and each section of the building-specific website, drill down the appropriate channels to find the internal page you want to link to and select it by clicking on it. Then press OK.

Continuing with the Lincoln School District example, if you wanted to connect a link for your high school from your Meal Offerings and Menus section to a page about Breakfast, you would click the icon next to the URL box and click through the following folder sequence: en-US > SSSNE > Lincoln PS > Lincoln High > Meal Programs & Menus > click on “Breakfast” and press OK.

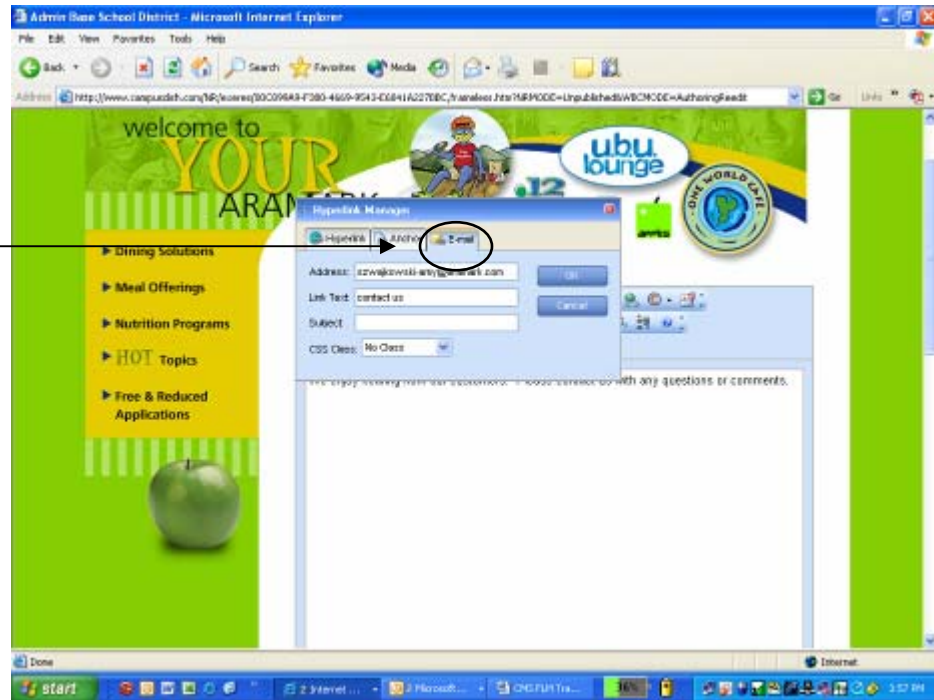
Once you click the icon next to the URL field, you will then click through the folder sequence until you find the page you want to link to *within* your district & school building folder.



2. Target: Do not type anything in the box. If you wish to have the page associated with your link open in a new window (the preferred method), select “_blank” from the dropdown menu. Otherwise, select nothing.
3. Tool Tip: If you want text to pop up when a user puts their cursor over your link, type it here.
4. CSS Class: This field will default to the necessary selection. You do not need to do anything here.
5. Press the OK button and your link is complete.
6. Below the placeholder is a checkbox that says “HTML Mode”. Check it.
7. In the content, find the link you just created. It will look something like: `Breakfast`. This is an anchor tag in html. Remove the “/NR/exeres/” from the link so that it looks like this: `Breakfast`.
8. Save and submit the page for approval.

Adding link to email – Highlight the text you want to be a link. Press the Hyperlink Manager icon (🔗). A dialog window will appear; this is the same window that you saw above with Adding a Link.

Click on the “Email” tab & complete the fields. Click OK to complete the link set up.



Follow these instructions in filling out the information in this window:

1. Click on the Email tab.
2. Insert the full email address in the address field.
3. Your highlighted text should already appear in the Line Text field.
4. You can keep the Subject field blank.
5. Do nothing to the CSS Class field.

Inserting Documents – You have the ability to link to documents that already exist in your assigned Resource Manager folder or link to new documents that have not been added to your Resource Manager folder yet.

Save your documents as a PDF file before linking to your site – Whether you are inserting an existing or new document, you want to ensure that the document has been migrated to a PDF format before linking it to your site. The PDF format will ensure that your desired document formatting has been saved, and prevent anyone from downloading/editing one of your documents. There are three ways you can save your document as a PDF; use the one that you prefer:

Through the File Print Function:

1. Open your desired document.
2. Open the File dropdown menu from your top toolbar. Click the Print option, your print menu window will open.
3. Under the Printer menu, select Adobe PDF. Click OK.
4. Your computer will “print” your document into a PDF. You will be able to see the print status on your desktop.
5. Remember to save your new PDF version to the appropriate location on your desktop.


Through Adobe PDF Function:

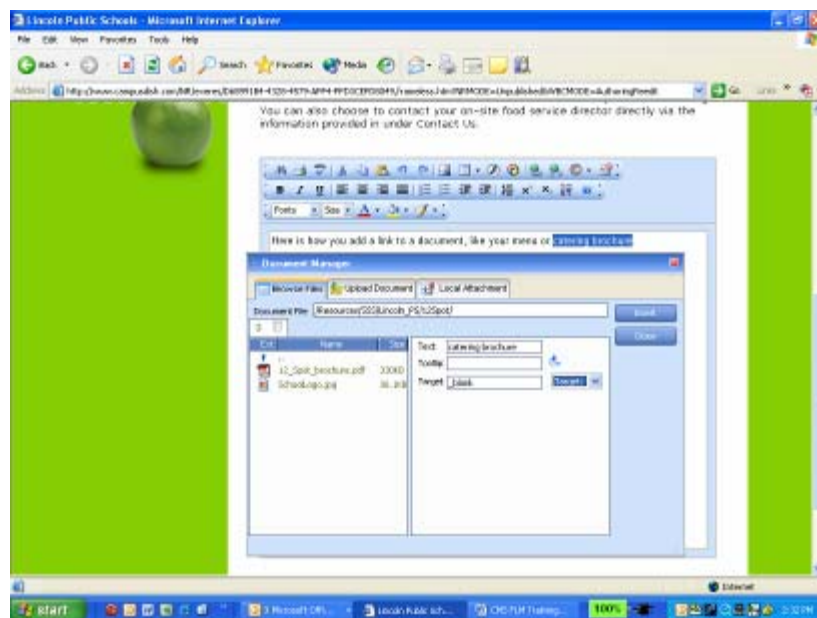
1. Open your desired document.
2. Open the Adobe PDF dropdown menu from your top toolbar. Click the Convert to Adobe PDF option.
3. A window will open asking you where and under what name you want to save your PDF version; navigate through this window as you would saving any other document to your desktop.
4. Click Save. Your computer will “save” your document into a PDF. You will be able to see the print status on your desktop.

Through Adobe PDF Software:

1. Open your Adobe software from your desktop.
2. Open the Create PDF dropdown menu from your top toolbar. Click From File.
3. A window will open asking you to tell it what file you want to convert to PDF. Navigate through the folders in this window until you find your desired document. Click on the document once so that the document name is populated in the File Name field at the bottom of the window.
4. Click Open. Your computer will the convert your document into a PDF. You will be able to see the print status on your desktop.
5. Remember to save your new PDF version to the appropriate location on your desktop.

If you do not have Adobe Acrobat on your computer, please contact Darlene Alu (SSS IT) for support in acquiring the software.

Inserting Link to Document Already Existing in Your Website Resource Manager – Highlight the text you want to be a link to your document. Press the Document Manager link (). A dialog box will appear. It will look like this:




Follow these instructions in filling out the information in this window.

1. Navigate to the folder you have been assigned by double-clicking through the folder structure on the left. Click on the document you want to insert. The document will be selected.
2. Tooltip: In the right pane, type a tool tip if you want one. This text will pop up when a user puts his cursor over the link to this document.
3. Target: Do not type anything in the box. Select “_blank” from the dropdown menu to have the document open in a new window.
4. Press Insert to finish inserting the document link.

Inserting Link to Document That Does *Not* Exist in Your Website Resource Manager – The following instructions will guide you on how to insert a link to a file that is not in your Resource Manager folder; this could be your monthly menus, an updated catering brochure, or your Local School Wellness Policy, among other items. In order to insert a link to your document, you first must upload it to your Resource Manager. There are two ways you can go about this; both will work, the one you choose will be based on your personal preference:

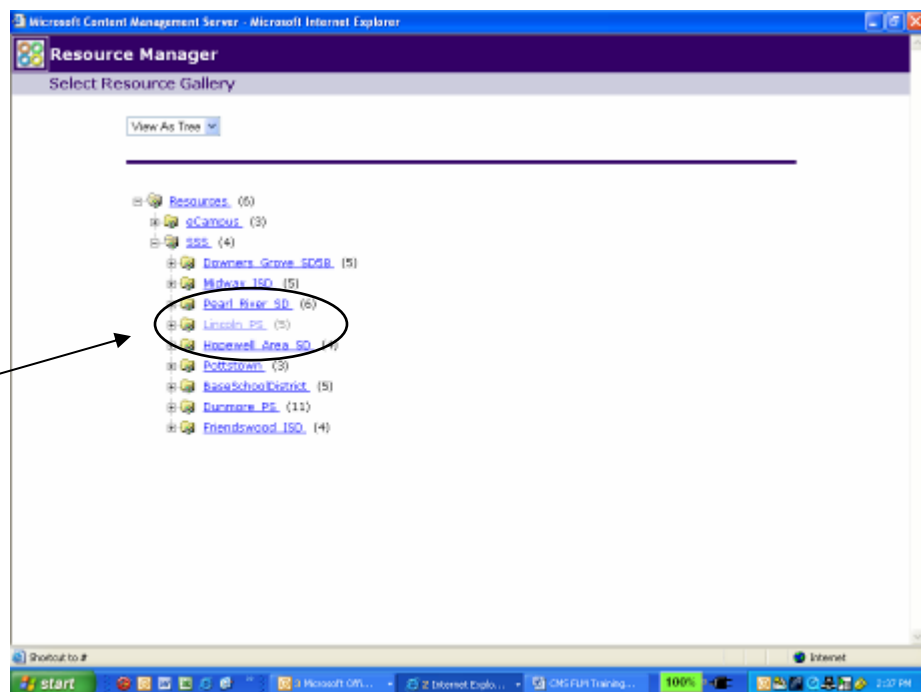
Using Document Manager Tool:

1. Highlight the text you want to be a link to your document.
2. Press the Document Manager link (). A dialog box will appear. It will look like the image above.
3. Navigate to the folder you have been assigned by double-clicking through the folder structure on the left. You need to do this first to ensure that the document you upload gets placed under your assigned folder.
4. Once you've navigated to the right folder, click the upper tab that reads "Upload Document".
5. Click the Browse button and search for the file you want to upload. Double-click on the document so that you see it populate field next to the Browse button.
6. Click the Upload button. Once the upload is complete, the dialog box will refresh and you will see the list of files in your folder.
7. Highlight the file you are linking to; this will be the document that you just uploaded.
8. Select "_blank" from the Target dropdown menu so that the document will open in a new window.
9. Select Insert in order to complete the function.

Using Resource Manager Tool:

1. Right-click to open up your console. Click Resource Manager. This will open a new window with a Resource Gallery.
2. Click the SSS folder to open up a list of folders. From this list, select your school district folder that was assigned to you.

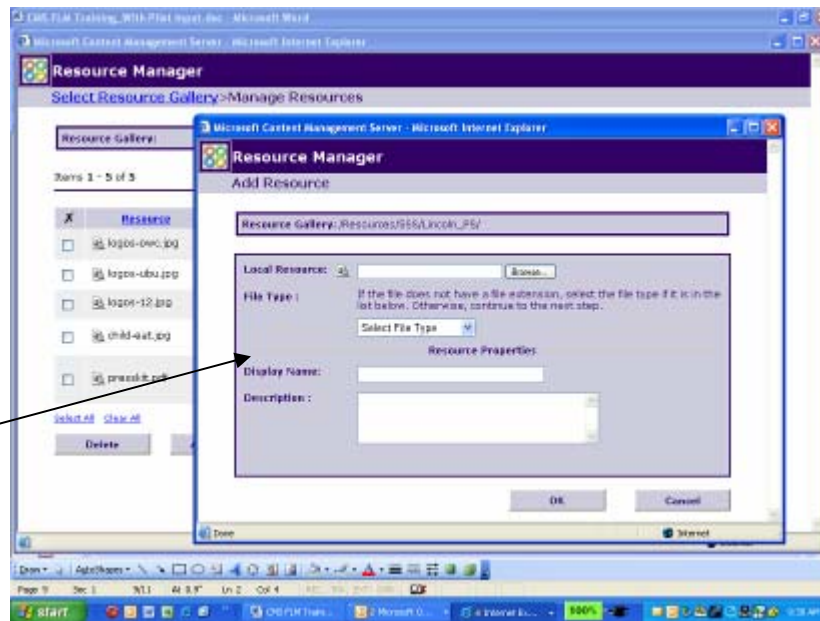
Click the SSS folder to open up a full list of folders. Click your assigned folder from the list.




3. You will now see a page listing all the items in your district's Resource Gallery. Click Add New.

- A new window will open. Click Browse to select the document you want to add to your Resource Gallery; the document name should appear in the field next to Local Resource. You will also need to select the file type from the dropdown menu, and type in a Display Name.

Click “Add New” to open up a new window. From here, you can add a new document or image to your Resource Manager.



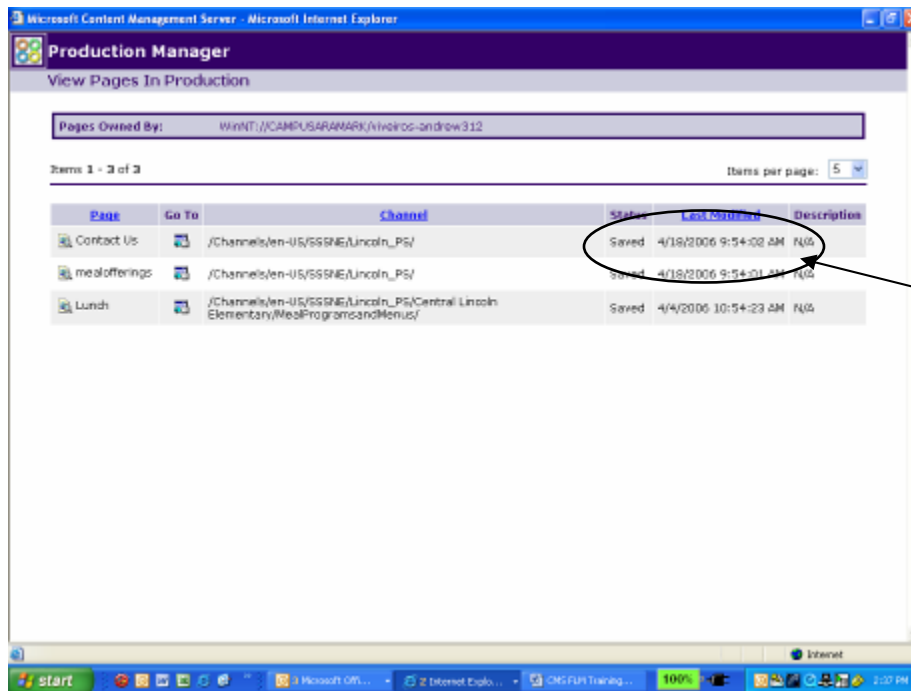
- Click OK. Your item has now been added to your Resource Gallery. You can close out the Resource Manager by clicking the close button (X) in the upper right corner of the window.
- Now, right-click to open your console. Click Edit.
- Type and highlight the text you want to be a link to your new document.
- Press the Document Manager link (). A dialog box will appear. It will look like the image we showed you on Page 10.
- Navigate to the folder you have been assigned by double-clicking through the folder structure on the left. Click on the document you want to insert. The document will be selected.
- Tooltip: In the right pane, type a tooltip if you want one. This text will pop up when a user puts his cursor over the link to this document.
- Target: Do not type anything in the box. Select “_blank” from the dropdown menu to have the document open in a new window.
- Press Insert to finish inserting the document link.

PREVIEWING A PAGE

There is an option available on the console to Preview the Page. Click this to see how your changes will appear on the page. Close the page when you are finished viewing it.

PRODUCTION MANAGER

The Production Manager is a link on the console. The window it opens lists all pages that are currently in production (that is, pages that have been created but have not been published on the site). It looks like this:



These columns show you the status (eg., saved) and the date the page was last modified.

You can click on the icon under the *Go To* heading. This will open the page, where you can approve it if you have rights to do so. After you have viewed the status of the pages you own in the Production Manager, you can close the Production Manager window by clicking the close button (X) in the upper right corner of the window.

APPROVAL ASSISTANT

As an Author, you do not have rights to approve/publish your own website edits/updates. Your Editor is the only one authorized to publish your changes. Once you have made an edit to your site, your Editor will receive a notification. S/he will review your changes in 2-3 business days. If your Editor approves all of your changes, s/he will publish your updates to the live site for you. If your Editor does not approve all of your changes, s/he will decline approval. You will then have the opportunity to make the necessary adjustments and resubmit for approval/publication. As a reminder, you can review the review/approval status of your changes by going into your Production Manager as noted above.

LOGGING OFF

You will automatically be logged off when you shut your browser