



Staff Pages & Blog Guide Table of Contents

Staff Pages & Blog Guide Main Page	2
Staff Pages & Blog Description	2
Staff Pages	2-5
Editing your Staff Home Page	2-3
Creating a New Staff Page	3
Editing a Staff Page	4
Editing a Staff Page with Easy Edit	4
Editing Images on a Staff Page	4
Deleting Staff Pages	4
Inserting a Staff Page Template	5
Staff Blog	5-7
Creating a Staff Blog	5
Monitoring Feedback	6-7
Responding to your Blog	7

Staff Pages and Blog

1. Log in to SOCS from the front page or sub-page.

You will be brought to your Main Staff Page. This article was pre-populated with your personal information when your user account was added.

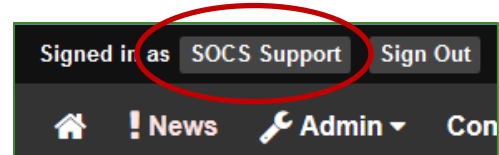
Your staff section is also prepopulated with a **Return to Site** article. You will not need to edit the **Return to Site** article which exists to provide navigation back to the Home/Front Page of your staff section.

Editing your Staff Home Page

Your main staff page is pre-populated with the Personal Information from your User Profile when your user account was created.

To make changes to your home page edit your **User Profile**. Select the **Return to Site** link from your staff page navigation. The Return to Site link will take you the section page where your staff pages reside.

Select your name at the top left corner of the toolbar. Any changes you make to your information will be updated on your main staff page.



Note: You may also edit the article if you prefer.

By selecting **Update Profile** your changes will be saved and you will be brought to the News page. !News is a message board where SOCS support will post articles about new enhancements, User groups, Holiday closings or maintenance times. You will want to read any new articles to make sure you don't miss any enhancements or important information.

Selecting the Home button will take you back to your SOCS home page.

Personal Information

Firstname: Annie

Lastname: Alpha

Staff Page Parent: Wellness

Staff Page Section: Mrs. Alpha

Organization: FES

Address: 1300 O Street

City: Lincoln

State: NE

Zip: 68508


Country: USA

Phone: 800.850.8397 ext 3

Bio Description: The Client Services department works with the development of SOCS from working with the clients to set up their SOCS site to putting their site live. We

Only inline HTML tags like , , and <a> may be used. Line breaks are inserted automatically.

Upload Image: No file selected.

Current Image: 

Remove Image:

To continue adding more content to your staff page select your section from the navigation or select your name within the section page.

When you are finished updating your site use the Sign Out.



Creating a New Staff Page

To start adding more content to your staff page, select the **Create New Article** icon in the top right corner.

1. The Headline is the title for your article.
2. The Tagline is a sub-title and can be left blank.
3. The Byline is who the article is written by and can be left blank.

The screenshot shows a form with the following fields:

- Headline:
- Tagline:
- Byline:
- Template: Set as Default Template [?](#)

4. Select a Template design. There are many designs to choose from and each article may have their own design. If you would like all articles to have the same default design, check the box for Set as Default Template.

Note: No Staff Template can be selected on the main home page only. By selecting **No Staff Template** your main staff page will have the SOCS site design.

The screenshot shows the same form as above, but with the Template dropdown menu open. The menu items are:

- No Staff Template
- Default Staff Template: A_Plus (highlighted)
- A Plus
- Art
- Balloon Fun
- Books
- Chalkboard
- Computer
- Dinosaurs
- Easter

Other visible elements include a 'Cancel' button, a 'Preview Article' button, and a session expiration timer showing 'Your session will expire in 59'.

5. You can now edit the content for your staff page article. When finished select **Submit Article**.
 - Your new article will appear within the navigation of your Staff Pages.



Edit a Staff Page

To start editing a staff page, select the **Edit Page in Place** icon in the top right corner.

- You will be taken directly to the **Article Editor** for this article.
- You will be able to modify the Headline, Tagline, Byline and all article content.
- When selecting **Submit**, you will return to the public view of your article.



Editing with Easy Edit

To start editing a staff page, select the **Edit Page in Central Services** icon in the top right corner.

- You will be taken directly to the **Article Editor** for this article.
- You will be able to modify all article content as well as the article settings.
- When selecting **Submit**, you will return to the public view of your article.



Edit Images

To start editing images, select the **Edit Images** icon in the top right corner.

- You will be taken directly to the **Create Article** for this article.
- You will be able to modify all images/Galleries for this article. You may also choose to continue on to the Article Editor.
- When selecting **Submit**, you will return to the public view of your article.



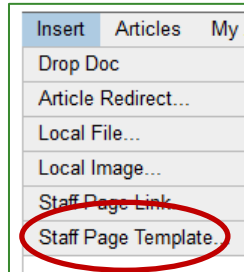
Delete:

- A window will appear prompting, “**Are you are sure you want to delete this staff page?**”

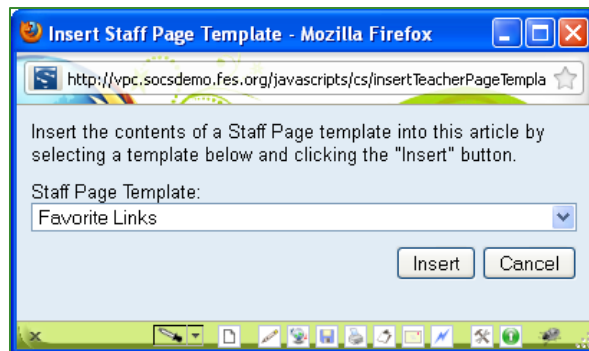
Inserting a Staff Page Template

You can choose to use one of the staff page templates to assist you in creating new staff pages. To insert a staff page template follow these easy steps:

1. On the Editor toolbar, select **Insert, Staff Page Template**.



2. Select one of the Main Staff Page Templates from the drop down. Select **Insert** to add the contents into the article.



3. Continue to edit your article as needed.

Staff Blog

Staff Blog displays just like a section within SOCS. If you have multiple blog articles, the first five will display in full.

Creating a Staff Blog

Select **My Blog** from your staff page navigation. Select the Create New Article icon on the right side.

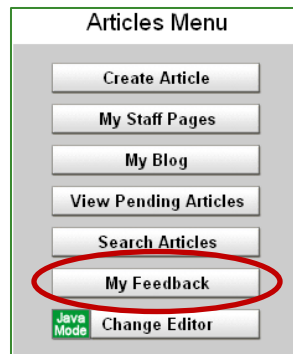
Note: If you don't want a Blog or My Blog is missing from your staff page navigation, contact your Site Champion and they can remove or add the option for you.

Monitoring Feedback:

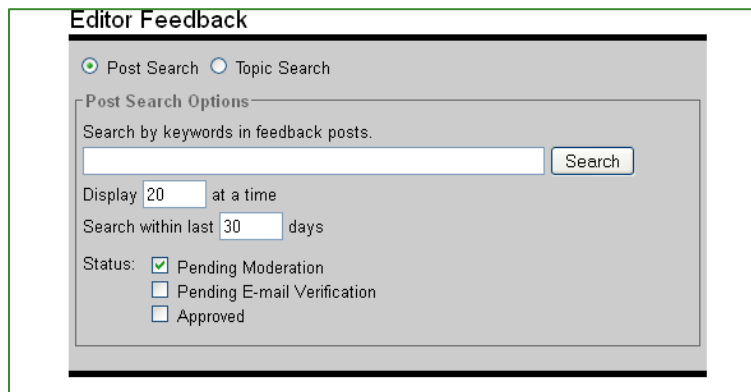
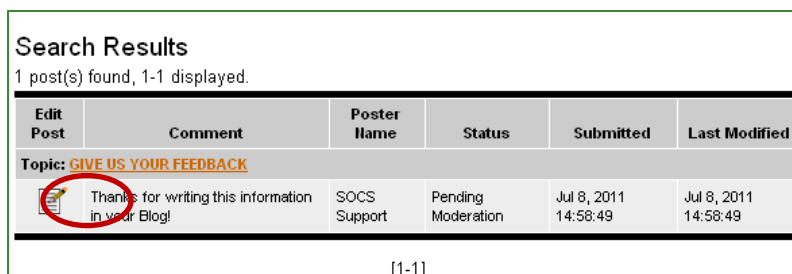
Viewers of your blog can submit feedback. You will receive an email when feedback has been submitted. There are two ways to post the feedback to your blog:

- Respond to the Approve or Reject links within the Feedback email.
- Select **Return to Site** from the navigation and select **Content, Articles** from the toolbar.


1. At the **Articles Menu**, select **My Feedback**.



2. You will receive the Manage Feedback search window. Select the search button to see your feedback.

A screenshot of the 'Editor Feedback' search window. It features radio buttons for 'Post Search' (selected) and 'Topic Search'. Below is a 'Post Search Options' section with a search input field, a 'Search' button, and options for 'Display 20 at a time' and 'Search within last 30 days'. There are also checkboxes for 'Status': 'Pending Moderation' (checked), 'Pending E-mail Verification', and 'Approved'.

Search Results
1 post(s) found, 1-1 displayed.

Edit Post	Comment	Poster Name	Status	Submitted	Last Modified
	Thank you for writing this information in Your Blog!	SOCS Support	Pending Moderation	Jul 8, 2011 14:58:49	Jul 8, 2011 14:58:49

[1-1]


3. Select **Edit Post**.

4. You can choose to display the Email address and Notify the poster of approval or rejection.
5. You may **Save**, **Reject** or **Approve** the feedback.


Responding to your Blog:

You may also post feedback to your blog.

1. Select the **Topic** link within the feedback **Search Results**.
2. Select the status of **Approved**.

Search Results						
1 post(s) found, 1-1 displayed.						
Edit Post	Comment	Poster Name	Status	Submitted	Last Modified	
Topic: GIVE US YOUR FEEDBACK						
	Thanks for writing this information in your Blog!	SOCS Support	Pending Moderation	Jul 8, 2011 14:58:49	Jul 8, 2011 14:58:49	

3. Select **Add Post**.

Edit Posts						
<input type="button" value="Add Post"/>						
Topic: GIVE US YOUR FEEDBACK						
Edit Post	Comment	Poster Name	Status	Submitted	Last Modified	
	Thanks for writing this information in your Blog!	SOCS Support	Pending Moderation	Jul 8, 2011 14:58:49	Jul 8, 2011 14:58:49	
<input type="button" value="Add Post"/>						

4. Complete the required fields for the new feedback post.
5. Select **Save** and your feedback will immediately be posted.