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Staff Pages and Blog

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

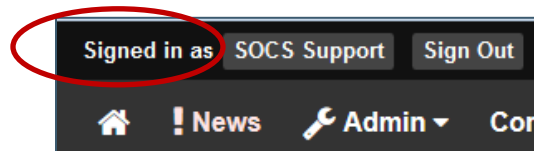
You will be brought to your Main Staff Page. This article was pre-populated with your personal information when your user account was added.

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 your name at the top left corner of the toolbar. At the **Profile Menu** select **Edit Profile**. Any changes you make to your information will be updated on your main staff page.

Edit Profile

Login Information

Username:	<input type="text" value="ssupport"/>
Email:	<input type="text" value="socssupport@fes.org"/>
Email (again):	<input type="text" value="socssupport@fes.org"/>
Password:	<input type="password" value="*****"/>
Password (again):	<input type="password" value="*****"/>

Personal Information

Firstname:	<input type="text" value="SOCS"/>
Lastname:	<input type="text" value="Support"/>
Title:	<input type="text"/>
Organization:	<input type="text" value="Foundation for Educational Services"/>
Address:	<input type="text" value="1300 O Street"/>
City:	<input type="text" value="Lincoln"/>
State:	<input type="text" value="NE"/>
Zip:	<input type="text" value="68508"/>
Country:	<input type="text" value="USA"/>
Phone:	<input type="text" value="800.850.8397 ext. 3"/>
Bio Description:	<div><p>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 also work with the programmer and communications staff to develop new enhancements and provide quality assurance. We provide support to our clients as well.</p></div>
	<small>To separate text with line breaks, insert a <code>
</code> tag where you want the line to break. You may also use other HTML tags to help format the text (e.g. <code><p></code>, <code></code>, <code></code>, etc.).</small>
Upload Image:	<input type="button" value="Browse..."/> No file selected.
Current Image:	
Remove Image:	<input type="checkbox"/>
	<input type="button" value="Update Profile"/> <input type="button" value="Cancel"/>

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.

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

At the **Profile Menu**, select **Managed Connected IDs** to connect your preexisting Google, Facebook or Twitter credentials. Once these credentials are connected with your SOCS user ID, you will be able to log into SOCS by selecting the associated icon.

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

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

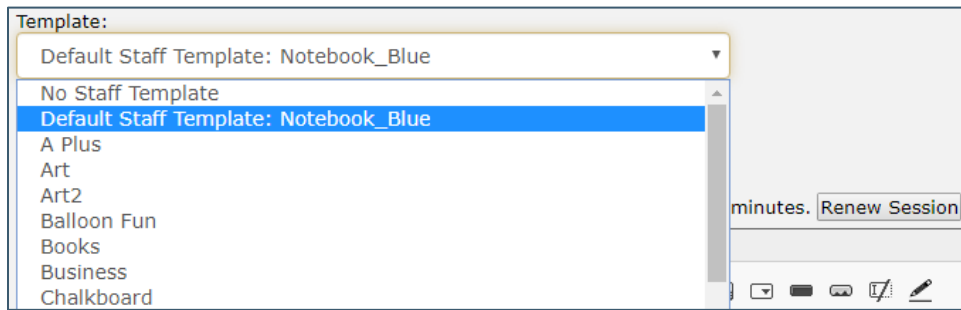
To start adding more content to your staff page, select the **Create New Article** icon in the top right corner.

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.

Headline:	<input type="text" value="New Headline"/>
Tagline:	<input type="text"/>
Byline:	<input type="text"/>
Template:	<input type="text" value="Default Staff Template: A_Plus"/> <input type="checkbox"/> 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.*



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.



Editing 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 a Staff Page 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.



Editing Images on a Staff Page

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.

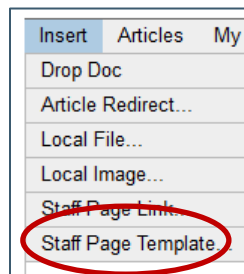
Deleting Staff Pages

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

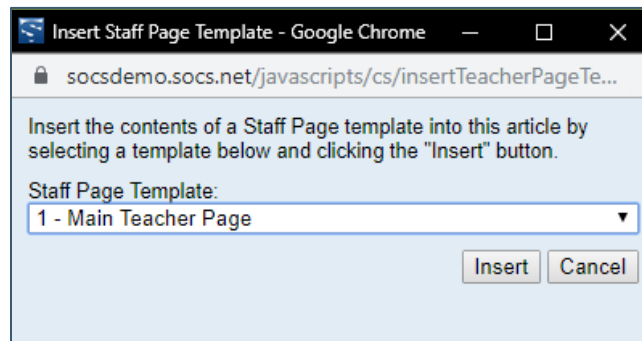
Inserting a Staff Page Template

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.

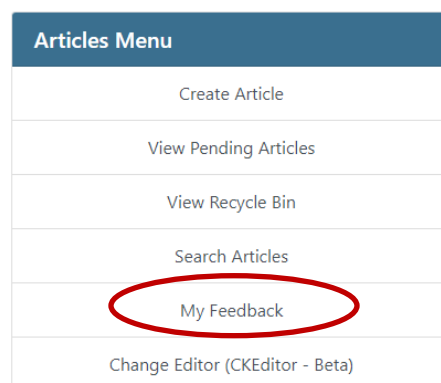
Note: If you don't want a Blog or My Blog is missing from your staff page navigation, contact your Site Champion and they can remove or add the option for you.

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.

Post Search Topic Search

Post Search Options


Search by keywords in feedback posts

Search...

Search Results **Time Frame**
 Display 10 at a time Search last 30 days

Status
 Pending Moderation Pending E-mail Verification Approved

Search


Search Results					
Your search did not yield any results.					
Edit Post	Comment	Poster Name	Status	Submitted	Last Modified
Topic: Give Us Your Feedback!					
	Thanks for sharing this information!	SOCS Support	Pending Moderation	Sep 24, 2019 12:54pm	Sep 24, 2019 12:54pm

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**.

Search Results					
Your search did not yield any results.					
Edit Post	Comment	Poster Name	Status	Submitted	Last Modified
Topic: Give Us Your Feedback!					
	Thanks for sharing this information!	SOCS Support	Pending Moderation	Sep 24, 2019 12:54pm	Sep 24, 2019 12:54pm

2. Select **Add Post**.

Edit Posts

Topic: Give Us Your Feedback!

Edit Post	Comment	Poster Name	Status	Submitted	Last Modified
	Thanks for sharing this information!	SOCS Support	Approved	Sep 24, 2019 12:54pm	Sep 24, 2019 12:58pm

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