

External Website Posting Procedures

All changes that are made to the external website are done in the staging area (wwwstaging.auc.ab.ca).

When you edit a page in the staging area, the page needs to be checked out to edit. When it is checked-out no one else is able to edit the page.

When you are done editing a page in the staging area, you can either:

- a) check the page back in so that only other administrators can view it, or
- b) publish the page so that the changes you made to the page will move into production. Once the website publishes itself again, scheduled every hour on the half-an-hour, the published changes will be visible to all users.

All documents that are placed on the website need to first be saved in one of the folders in the following location:

U:\Communications\2008 Oct 27 and Forward Sharepoint

To add documents to a document library (Notices, Decisions, Orders, Licences, Bulletins, News Releases)

- 1) Go to wwwstaging.auc.ab.ca
- 2) Go to the section of the website that you are adding the document(s) to. In the example below a Notice is being uploaded.
- 3) Go to the pull down located at the top right hand corner "Site Actions" and select "View All Site Content"
- 4) Under Document Libraries click on the type of document you are uploading (i.e. Notices, Orders, Decisions etc.)
- 5) Click on the folder that is the year the document was released
- 6) On blue bar at top, click on the "Upload" pull down menu and select either "upload multiple documents" if you have more than one document to upload, or "upload document" if there is only one document. In the example below, we are uploading multiple documents.
- 7) Navigate through the directory and locate the document(s) you want to upload.

All regulatory documents, such as Notices, Orders. Licences and Decisions are to be saved in the following location:

U:\Communications\2008 Oct 27 and Forward Sharepoint\Regulatory Documents

All News Releases and Bulletins are to be saved in the following location (with the word version):

U:\Communications\2008 Oct 27 and Forward Sharepoint\News Room

- 8) The metadata for the document now needs to be entered. The document will be checked-out, meaning that no one else can go into that document/page and make changes while you have it checked out. The green, boxed arrow indicates that it is checked-out. Hover over the document name and go to the pull down menu that appears and select "edit properties".
- 9) Fill in the empty metadata fields and once done click ok.
- 10) Check in the document by hovering over the name, go to the pull down menu that appears and select "check in".