



Cascade For Communications

A Guide to Communication Features

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4. Choose whether to show the disruption on the Disruptions & Maps page.
5. Enter a Disruption Title.
6. Select a Thumbnail Image.
7. Enter Thumbnail Alt Text.
8. Link a PDF Document.
9. Summarize the disruption.
10. If there are multiple disruptions for one project, you can click on the green plus to add a new disruption and repeat Steps 5 – 9 for each disruption associated with the Project ID.

Editing Disruptions

All disruption files are in the campus-disruptions-project folder. This folder is divided into five sub-folders:

- archive – past disruptions
- assets – files to interpret disruption details
- images – image files
- new-pages – current disruptions
- PDF-Documents – pdf files

Locate a disruption by its Project ID or description and click to edit, move, or rename it.

Note: *If you need to change the Project ID, you first need to change the System Name. Click the Move/Rename tab, then enter the new Project ID. All other changes can be made under the Edit tab.*

Reordering Disruptions

To change the order in which disruptions appear, go to projects/campus-disruptions-project/new-pages. Then, click the Order column heading. Now you may re-order the disruptions by dragging and dropping them into a new order, or using the buttons in the Actions column.

Board of Trustees & Newsletter Updates

Each type of update has its own page on the website. Here are the links to each of them to see changes you have made or want to make:

- [Board of Trustees](#)
- [Facilities Times](#)
- [King's Corner](#)

Creating Updates

1. Make a copy of your PDF and convert it to JPEG. Resize the first page to 150 x 194px. This is your thumbnail image.
2. Upload the thumbnail image and PDF to the updates folder.
3. Click New > Create BoT or Newsletter Update.
4. Select the type of Update.
5. Enter the Month to display as a caption underneath the thumbnail.
6. Enter the Year (displayed only for newsletter updates).
7. Select the Thumbnail.
8. Link the PDF.

Editing Updates

All updates are in the pages folder. Updates are named by the convention *type-year-month*. For example, a Board of Trustees update for August 2017 would be *bot-17-august*. Locate an update by its name, then click to edit, move, or rename it.

Reordering Updates

Updates are ordered by type, year, and then month. To put an update in correct order, go to updates/pages. Next, click the Order column heading. Then move the update to the correct place by dragging and dropping it or using the buttons in the Actions column.

Employee Recognition

Recipients can now be added and edited in Cascade. [Click here to see Certificate of Appreciation recipients](#) or [here to see Tiger Ticket recipients](#).

Creating Entries

The screenshot shows a form titled "Employee Recognition" with the following fields and options:

- First Name: Text input field.
- Last Name: Text input field.
- Type of Recognition: Radio buttons for "Tiger Ticket" and "Certificate of Appreciation".
- Shop/Department: Text input field.
- Recognition Category: Dropdown menu.
- Year Awarded: Text input field.
- Tiger of the Year Winner Ranking: Text input field.
- Photo (optional): Text input field with a red minus icon, a search icon, and the text "[Search]".

1. Click New > Create an Employee Recognition.
2. Enter the recipient's First Name.
3. Enter the recipient's Last Name.
4. Choose the Type of Recognition.
5. Enter the recipient's Shop/Department.
6. Select the Recognition Category.
7. Enter the Year Awarded.
8. *(future use)* Enter Tiger of the Year Winner Ranking.
9. *(future use)* Attach a Photo.

Note: *Tiger of the Year Winner Ranking and Attach a Photo are not yet implemented. However, you may still fill these fields for their future implementation.*

Editing Entries

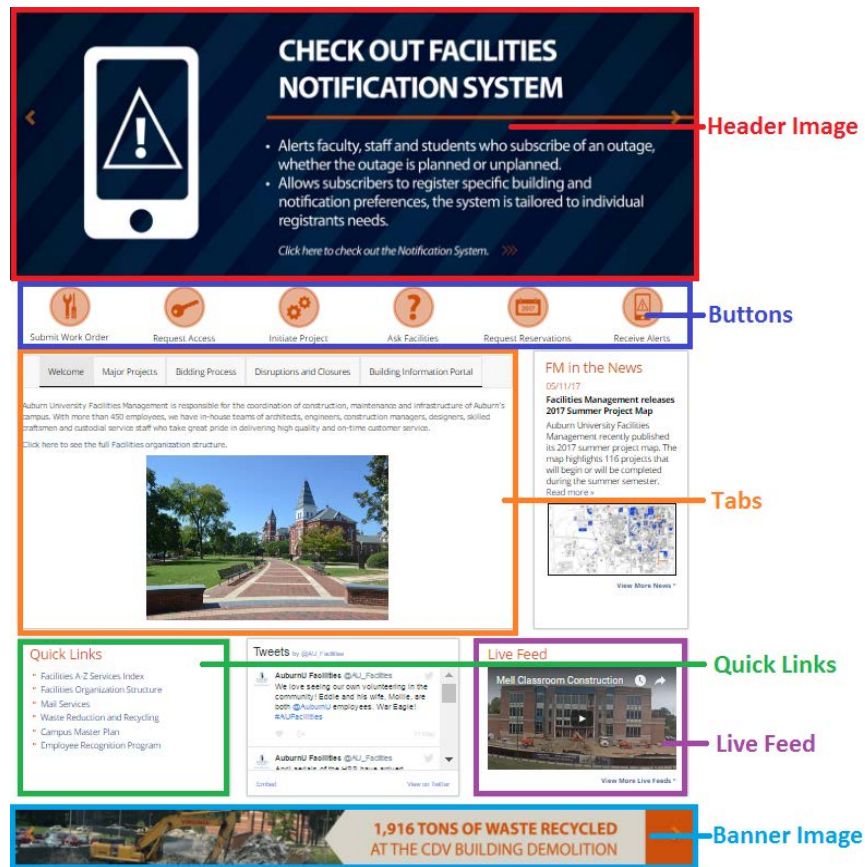
All entries are in employee-recognition/recipients, ordered by year, category, and then recipient. Find an item by its name (year-category-recipient), then click to edit or rename it. The order the recipients are shown on the webpage will be by year and then by recipient (last name).

The Homepage

Overview

The homepage is designed to give users a holistic view of Facilities Management and easy access to other parts of the website. You have five options to provide information and interaction with the user:

- A Banner Item appears at the bottom of the page with interesting metrics.
- A Button gives users access to a key action, such as submitting work orders and initiating projects.
- A Header Image highlights important information and events.
- A Quick Link takes users to a major page on the website.
- A Tab contains information about different workings of Facilities Management.



Adding Items

Banner Item

1. Enter a Start Date for the banner.
2. Enter an End Date for the banner.
3. Select the Image.
4. Enter Image Alternate Text.

Button

1. Enter a Title.

2. Enter Content for the button.
3. Enter the Tooltip, text displayed when a user hovers over the button.
4. Enter Icon Alt. Text.
5. Select the Icon.
6. Select the Link.

Header Image

1. Enter the Start Date for the image to display.
2. Enter the End Date for the image to stop displaying.
3. Select the Image.
4. Will the image be an External Link?
5. Enter Image Alternative Text.

Quick Link

1. Enter a Title.
2. Enter a Tooltip.
3. Select the Link.

Tab

1. Enter the Tab Heading.
2. Enter the content of the tab.

Editing Items

All items are in folders matching their types. For example, the Ask Facilities button is located in home-page/buttons. Find an item by its type, then click to edit it.

Reordering Items

To change the order of a group of items, select the proper folder (type). Next, click the Order column heading. Then move the items by dragging and dropping or using the buttons in the Actions column.