\* \*\*\*\*\*---- READ BEFORE MAKING ANY CHANGES TO EXCEL DATA ----\*\*\*\*\*

\*

\* Before Updating Data, there are THREE IMPORTANT THINGS to remember!

\* 1.) In Microsoft Excel, go to File > Options > Advanced

\* At the bottom of the 'Editing options' section, do the following:

\* - Check "Use system separators"

\* - Set the Decimal separator to COMMA ,

\* - Set the Thousands separator to DECIMAL .

\* Then click OK. Then save the worksheet as a UTF-8 CSV file.

\* This will set the system delimiter to a semicolon. Reverse the process if you need to revert it on your system.

\*

\* 2.) ALL images MUST be JPG format.

\*

\*

\* 3.) Do not leave empty cells of data. Website is fine, but all columns need to have data for each supplier.

\*

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\* \*\*\*\*\*---- INFORMATION REQUIRED FOR UPDATING OR CREATING NEW SUPPLIERS ----\*\*\*\*\*

\*

\* - Supplier Name

\*

\* - Address ( Information available on supplier site or Google Maps )

\*

\* - Coordinates ( Right click pin on google maps and copy the Lat,Long coordinates AS IS )

\*

\* - Ingredients ( Simple list of ingredients or product category supplied )

\*

\* - Description ( From the site, or in our own words. Try to keep it simple. 1-2 paragraphs. )

\*

\* - Image Name ( Choose any image you want to use. You MUST save the file as a JPG.

\* Save it as as something like: fredrichs.jpg

\* Move this file to the "images" folder of this project.

\* On the Excel sheet, simply type the name: fredrichs )

\*

\* - Image Description ( Accessibility Feature : The description of the image that screen readers will use )

\*

\*

\*

\* \*/

|  |
| --- |
| * **Supplier Name** * **Address  ( Information available on supplier site or Google Maps )** * **Coordinates  ( Right click pin on google maps search and copy the Lat,Long coordinates AS IS )** * **Ingredients  ( Simple list of ingredients or product category supplied )** * **Description  ( From the site, or in our own words. Try to keep it simple. 1-2 paragraphs. )** * **Image Name  ( Choose any image you want to use. You MUST save the file as a JPG.**   **Save it as as something like: fredrichs.jpg**  **Move this file to the "images" folder of this project.**  **On the Excel sheet, simply type the name: fredrichs )**  **- Image Description ( Accessibility Feature : The description of the image that screen readers will use )** |

How To Change Site Data

**Introduction:**

This section has instructions on how to update the data that the website uses for supplier map markers and menu items on the VIU Food Services FeedBC website.

**Requirements:**

* Microsoft Excel
* Ability and permission to edit the excel workbooks in the website files.

**Instructions:**

1. **Download a copy of the excel workbook from the website files.**
2. **Create a copy of these files, as a backup in case of any issues with editing.  
   Do not skip this step.**

Rename the file, adding the part in brackets like this: **supplier\_markers.csv**<**.bak**>

1. **Review the data on the workbook. Complete any updates or modifications.**

**In the next 2 pages we outline pieces of data required for both types of entry:**