Dashboard Control

1. In the Know (Lesley)
   1. It is better to keep record of the previous In the Knows, we will do this by using the “index.html” template to create the weekly/biweekly news updates.
   2. Edit the template to:
      1. Replace News Headers.
      2. Replace Content of the Blurb.
      3. Replace the link with the correct reference link.
      4. Add or remove sections (ex. International/Local or number of articles)
         1. Although it is best practice to always have at least one article per geographical news coverage.
   3. Remove the old “index.html” from the dashboard folder to a subfolder labeled “PreviousITK” and rename it to the correct date. (ex 12-12-12.html)
2. Directory (Me or Anyone)
   1. I wrote up software to create individual directory entries. It asks you all the questions pertinent to the individual’s profile. Answer them accordingly then you copy the HTML text produced and place it into their correctly placed slot along the directory.
      1. It is currently designed to alternate background color per person, I can make modifications / teach a single person to do this update in virtually seconds.
   2. You must put a picture labeled Firstname\_Lastname.jpg (ex Drew\_Gotbaum.jpg) within the Headshots folder in order for their picture to appear next to profile.
3. New Listings (Lesley)
   1. Simply replace the 4 listings pdf’s listed below with their respective folders and filenames:
      1. Retail
         1. ManhattanRetail.pdf
         2. OuterRetail.pdf
      2. Office
         1. ManhattanOffice.pdf
         2. OuterOffice.pdf
   2. Place the old listings with name dates (similar to ITK archive) in their respective archive folder located within the same folder you are replacing the files.
4. Calendar (Anyone)
   1. Log into my Lee Associates google account.
   2. Go to Calendars.
   3. Select the Lee Events Calendar.
   4. Add dates/events accordingly.