FoodFinder Guide for Site Managers

<u>**Introduction**</u>

This guide is meant to help users who are managing the content seen on the site. This primarily includes S&T Dining Services managers that have access to update the content representing their dining locations.

Obviously, proper grammar and spelling and appropriate language should be used at all times in order to keep the site's content professional and readable. This cannot be emphasized enough. The site's design and structure has been created in order to preserve its design and keep it uniform. As such, to keep the site appearing as elegant and professional, the content of the site must match that of the design. I emphasize this so greatly because only a site that is professional will students continue to use over time and come to rely on.

This guide outlines typical operations of managing the site through the use of the built-in content management system we have developed using a database to store the information input. Should errors occur in the content management of the site (i.e. Updating a location, adding a location, etc), please contact whoever it is that is managing the site's backend such as ITRSS (itrss.mst.edu).

It is critical to consider that FoodFinder is not yet flawless, especially regarding any Manage tasks such as updating or adding a location. For this reason, please seek immediate support should errors occur.

We hope you enjoy the product we have created, find it useful, and keep it updated as much as possible, for only an up-to-date site will keep students continuing to use it.

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Adding New S&T Dining Location

S&T Dining Locations are defined as permanent locations managed by S&T Dining Services. Such examples include Einstein Bros Bagels, Rustic Range, TJ Dining Hall, and the like.

To add a new S&T Dining Location:
1. Click the Manage link in the navigation bar
2. Click the Add New Dining Location card
3. Fill in the new location's name into the form and it should be created in the database.
4. Upon creation of the location, you will need to input the information for that location. To do so, see "Update Existing Dining Location".

Update Existing Dining Location

As long as a location has been created in the database, you should be able to update its information (hours, location, photos, descriptions, etc). This feature should be used to its fullest in order to truly take advantage of being able to update the site often and keep information new, useful, and correct.

To update an existing S&T Dining Location:
1. Click the **Manage** link in the navigation bar
2. In the card Update Existing Dining Location, use the dropdown to choose a location to update
3. From this page, use the dropdown to choose a field to update (Name, Description, etc)
   a. INSERT IMAGE DESCRIBING EACH PROFILE CARD
4. You will be able to update each field individually, so don't type up a new heading and paragraph at once. To update a profile card, if you want to edit the heading and paragraph, type the new heading, update it by clicking the Update button and *then* type and update the paragraph for example.

It is important to know that there currently exists no save feature, so if content is gone it is likely permanently gone forever, so be sure to save the text and images you use in a document.

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Add New Fundraiser

Food Fundraisers are defined as temporary fundraisers for Registered Student Organizations (RSOs) at Missouri S&T.

To add a Food Fundraiser:
1. Click the Manage link in the navigation bar
2. In the card Submit Your Food Fundraiser, click the link to proceed with such
3. Fill out the form and submit the form
    a. All information should be input in order to ensure the fundraiser is properly placed into the database.

Currently, all fundraisers submitted are directly displayed on the webpage (assuming the current date is within the date range of the fundraiser). In the future it is likely an approval process would need to be utilized to prevent unprofessional and unauthorized events from being displayed.