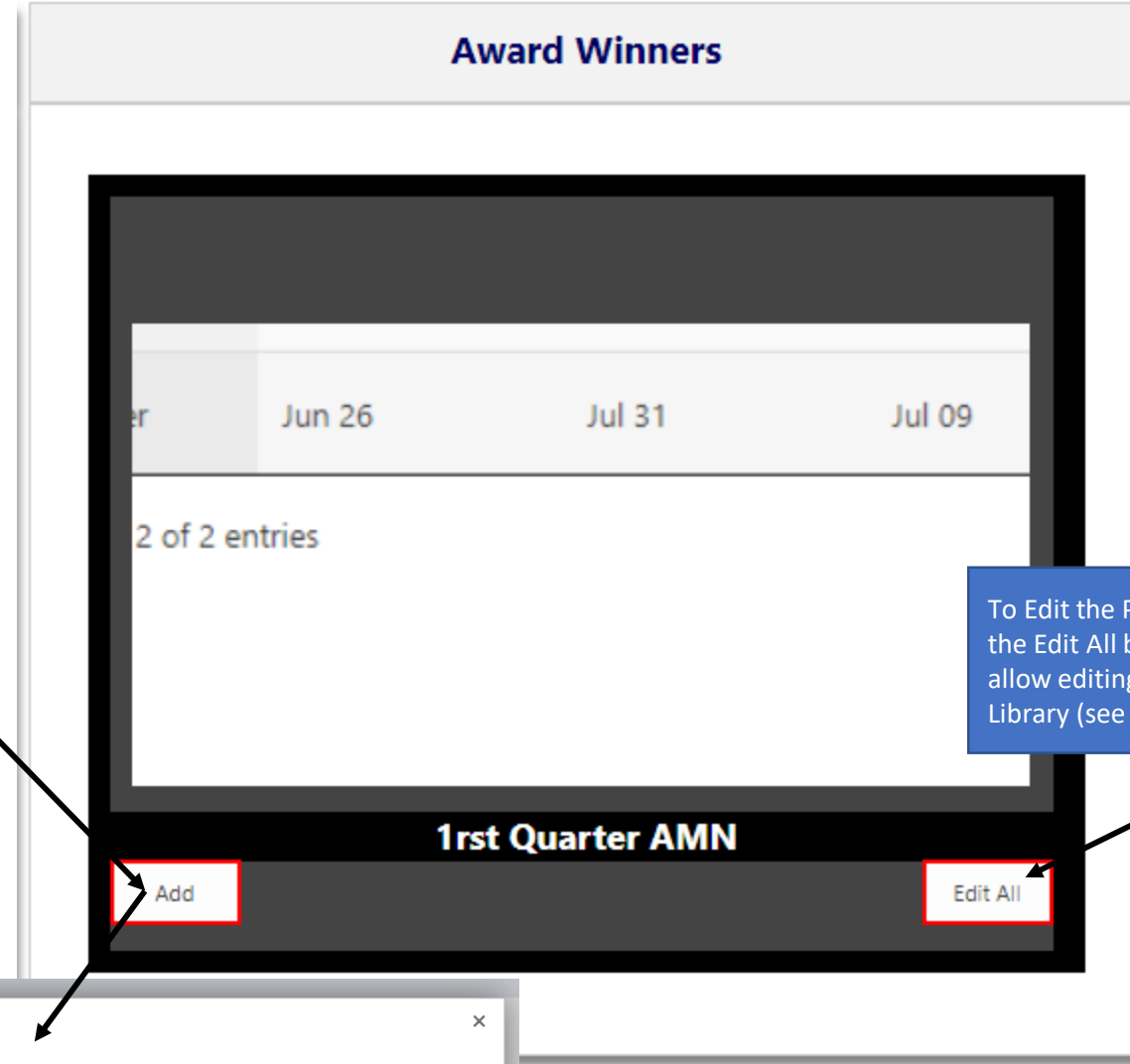


Front Office Roles

Add Award Winner Images/Remove Old ones Pt 1



To Add a picture, simply click on the Add button. Which will open an upload Modal (see next slide)

To Edit the Pictures in the Picture Library click the Edit All button, which will pop up a modal to allow editing of the pictures in the Picture Library (see next slide).

Choose a file

Choose File No file chosen

☒ Overwrite existing files

OK

Cancel

Add Award Winner Images/Remove Old ones Pt 2

Add Image Modal

be accessible to other users until you check in.

Name * .PNG

Preview

Choose a file

Title will be what shows in the black bar at the bottom of the Picture Carousel. Suggest at least Board Name + Category

Title

Date Picture Taken

Is this information/data sensitive? *

(Please ensure you are not uploading sensitive data i.e. Privacy Act, Intellectual Property, etc, into an unprotected library/folder. Check with your Site Facilitator if you are unsure of permissions.)

ToShow ☒ Yes for image to show in custom slide show, no for it to not show

Created at 8/7/2020 12:59 PM by ☐ BECHARD, WILLIAM J MSgt USAF HAF NASIC/SCQ
Last modified at 8/7/2020 12:59 PM by ☐ BECHARD, WILLIAM J MSgt USAF HAF NASIC/SCQ

This determines if picture will show up in Gallery

This determines if picture will show up in Gallery or not. If checked it will be part of the image rotation. If not checked it will exist in the List/Library but will not be displayed.

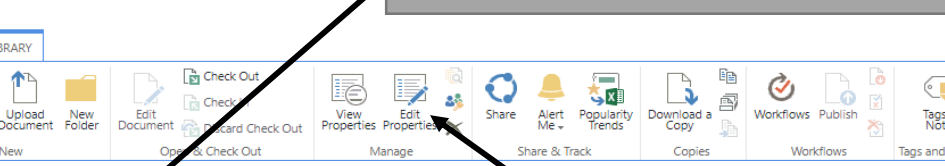
Edit All Modal

Files are grouped by the ToShow field. If No it will not be included in the Picture Gallery Rotation

Title	Picture Size	ToShow
ToShow : No (1)		
1st Quarter NCO	1480 x 324	Yes
ToShow : Yes (2)		
1st Quarter AMN	365 x 188	Yes

To set a File's ToShow field value, click on the ToShow field value, which will give the options shown below.

To set a File's ToShow field value, click on the Files Tab which will give the options shown below.



Then Click on the Edit Properties button to set the ToShow value of.

Then Click on Edit Properties (where you can then set the ToShow field value).

FILES LIBRARY

New Document Upload Document New Folder Edit Document Check Out Check In Discard Check Out View Properties Edit Properties Share Alert Me Popularity Trends Download a Copy Workflows Publish Tags & Notes

Title

ToShow : No (1)

4th Quarter Adv Cat 1 1062 x 22

ToShow : Yes (2)

1st Quarter NCO 1480 x 32

☒ 1st Quarter AMN 365 x 188 YES

+ Add new item

Then Click on the File you want to modify the ToShow value of.

Then Click on Edit Properties (where you can then set the ToShow field value).

Add/Adjust Boards Pt 1

All SC Boards

Show entries Search:

All Boards Add Board

Title	Due To SC	Final Due Date	Board Date	Attachments
1st Quarter	Jul 25	Aug 01	Jul 17	None
2nd Quarter	Jul 11	Jul 18	Jul 25	None
My New Board	Jul 18	Jul 17	Jul 24	None

Showing 1 to 3 of 3 entries

New Board

Title

Due To SC

Final Due Date

Board Date

Categories *
Put the Categories each on a different line as in the below example. There MUST be at least 1 Category!
Cat1
Cat2
Cat3
Cat4

Add Attachment(s)

Edit Board

Title

Due To SC

Final Due Date

Board Date

Categories *
Put the Categories each on a different line as in the below example. There MUST be at least 1 Category!
Cat1
Cat2
Cat3
Cat4

Add Attachment(s)

View Board

Title My New Board

Due To SC 7/18/2020

Final Due Date 7/17/2020

Board Date 7/24/2020

Categories Civ
Mil

Created at 7/10/2020 10:29 AM by ☐ BECHARD, WILLIAM J MSgt USAF HAF NASIC/SCQ
Last modified at 7/10/2020 3:17 PM by ☐ BECHARD, WILLIAM J MSgt USAF HAF NASIC/SCQ

To Add A Board (To the List) Click on this button, which will open the below Modal.

To Edit a Board Item, click on this button, which will open the below Modal.

Clicking on the Row of a Board Will pop up the View Board Info Modal.

Note Categories must be separated by Enter/new Line (as each line represents a new Category). For only one Category just use one line only (could name it General).

Add/Adjust Boards Pt 2

To Review CSS Boards, look for the GRAY Boards on the Awards Calendar (Red is the SC Boards).

Awards Calendar						
August 2020						
today < >						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3 Commander's Award Jewish Institute of N MGen Harold E. Wal NASIC Wall of Hono	4	5	6	7	8
9	10	11	12 Gears of Governm	13	14	15
16 1st Quarter	17	18	19	20	21 Lance P. Sijan USAF I Sijan	22
23	24	25	26 2nd Quarter	27	28	29
30	31	1	2	3	4	5

Clicking a Board will bring up its info.

Gears of Government Award

VIEW

Edit Item

Version History

Shared With

Delete Item

Manage

Alert Me

Actions

Title	Gears of Government Award
2 Ltr Noms Due to CSS	8/12/2020
Due to Sponsor	8/12/2020
Description	The Gears of Government Awards Program is designed to recognize individuals and teams across the Federal workforce, whose performance and dedication support exceptional delivery of key outcomes for the American people in the three areas of: mission results, customer service, and accountable stewardship.
CSS POC	Ursula Parchment
Notes	The GOG Awards are made at two levels: the AF may select and recognize up to four awardees (any combination? Of the award recipients, the AF may designate one award recipient (individual or team/cross-functional team) (CFT) for Secretary of Defense Recognition, who will then be nominated for the President's Award consideration.
Documents Required	AF Form 1206; CC/Dir Nomination Memo; Citation; Public Release Statement
Governing Directive/Sponsor	
Callout Month	
Beg Callout Month	6/3/2020
Number of Noms Rec'd	
Awd Type	Civ/Mil/Team
Nom Page Count	
Awd Status	Tasked Out
Classified Packages?	No

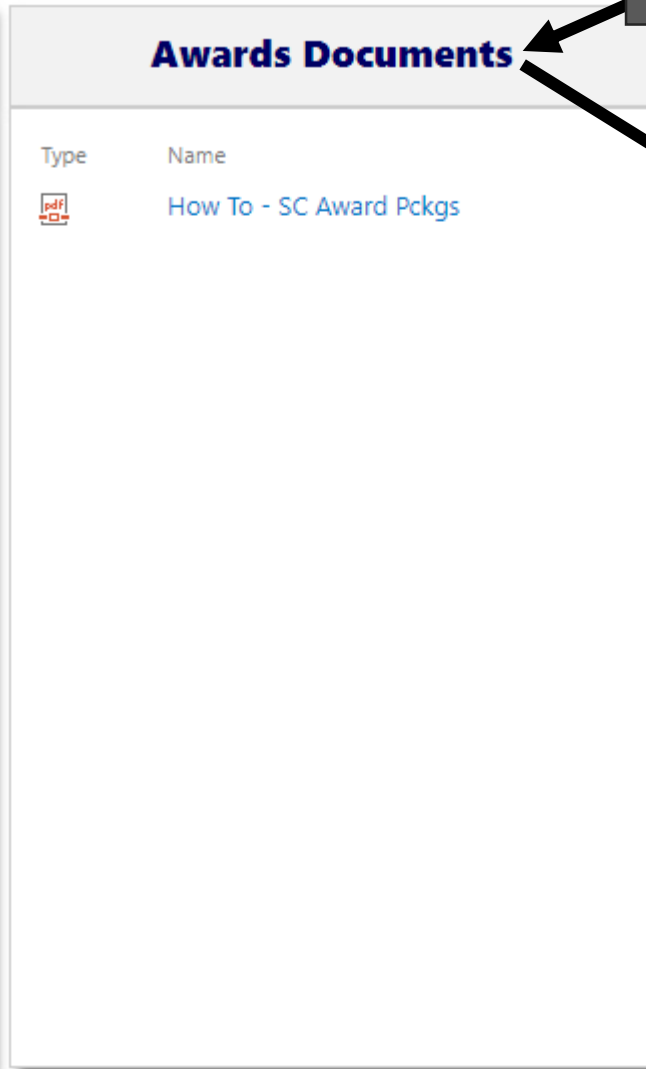
Created at 6/3/2020 11:44 AM by ☐ PARCHEMENT, URSULA M GG-06 USAF HAF NASIC/CSS
Last modified at 6/3/2020 12:03 PM by ☐ PARCHEMENT URSULA M GG-06 USAF HAF NASIC/CSS

Close

Updating Documents

Any SC General documents can be uploaded here.

Clicking on the Title of the Web Part will open up the Document Library where files can be uploaded.



Awards Documents

[+ new document](#) or drag files here

All Documents

...

Find a file



Name

Modified

Modified By



How To - SC Award Pckgs



August 13

☐ BECHARD, WILLIAM J MSgt USAF HAF NASIC/SCQ

Note: This should be general SC Award Documents/Guides. Specific Award Guidance should be an Attachment to that SC Board.