

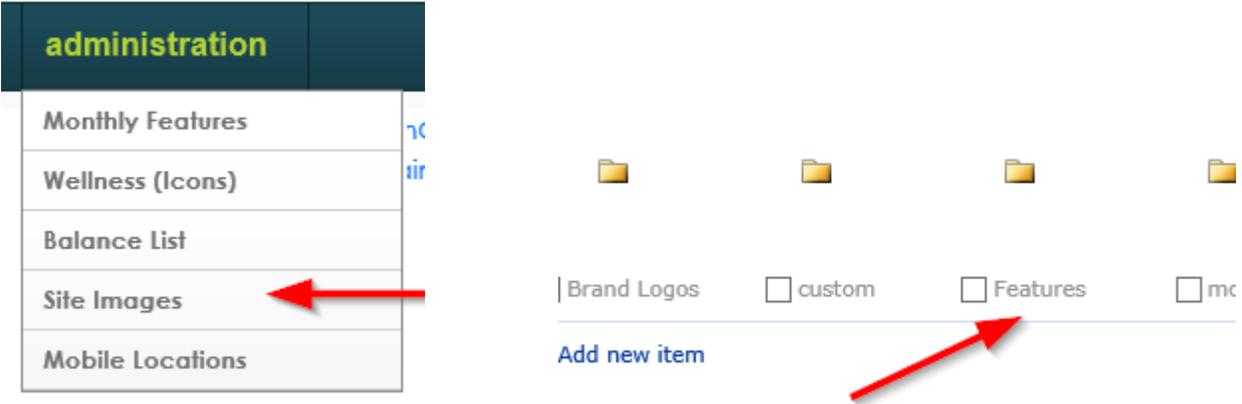
# THIS MONTH'S FEATURE PROMOTION HOW-TO GUIDE

Prior to beginning, you will need the following:

- The image(s) you want to use for your “This Month’s Features” promotions.
- **Image to be saved as a .png file, size of 204 pixels wide x 127 pixels tall**

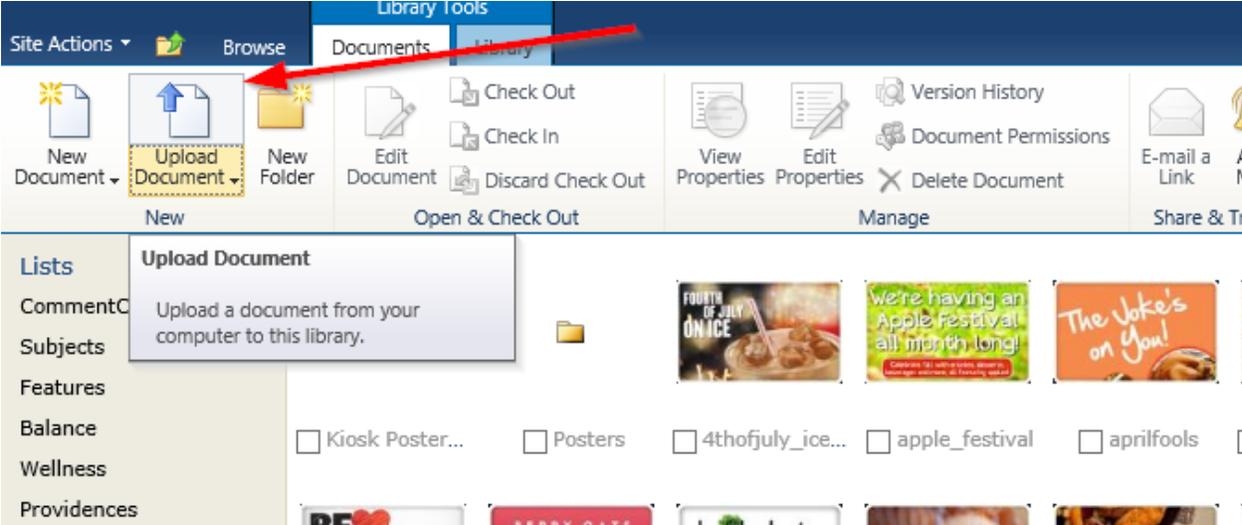
Images will be uploaded here: <http://canteen.compass-usa.com/SiteCollectionImages/Features>

You may also navigate there from the front page by clicking under the Administration tab>Site Images, then choosing the Features folder:



## Uploading your image:

Once you have your png picture saved on your computer, you'll want to click Upload Document:



# THIS MONTH'S FEATURE PROMOTION HOW-TO GUIDE

Hit BROWSE to locate the marketing image you wish to upload:

**Upload Document**

Browse to the document you intend to upload.

Name:  **Browse...**

Add as a new version to existing files

**Destination Folder**

Specify the folder in this document library where the document should be saved.

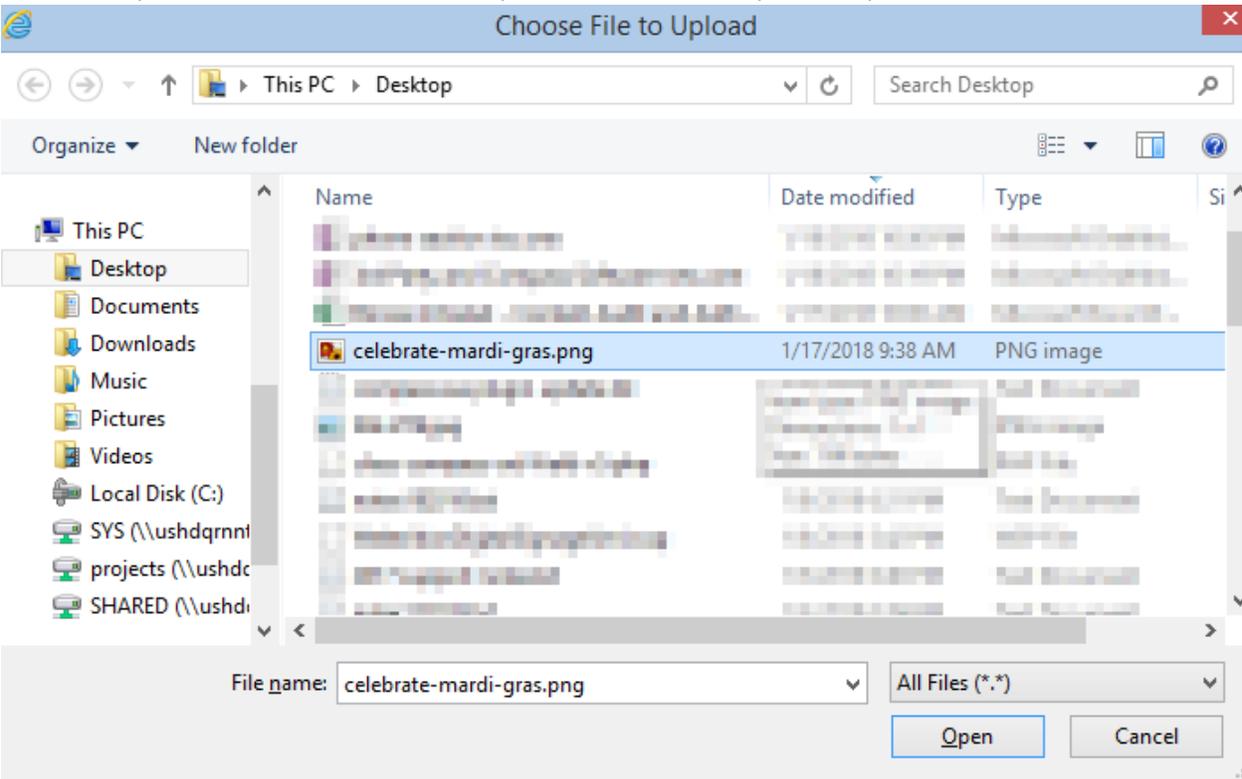
Folder:  **Choose Folder...**

**Version Comments**

Type comments describing what has changed in this version.

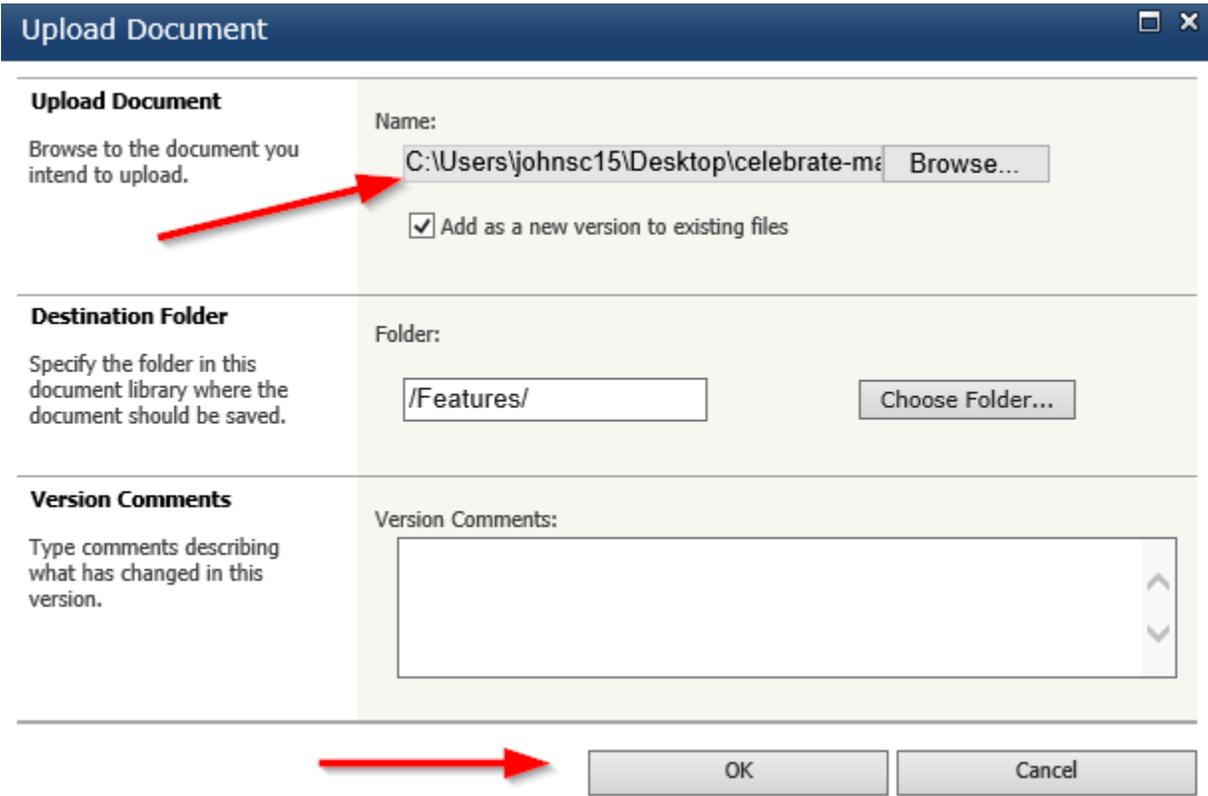
Version Comments:

You will be presented with a screen to let you locate the file on your computer:

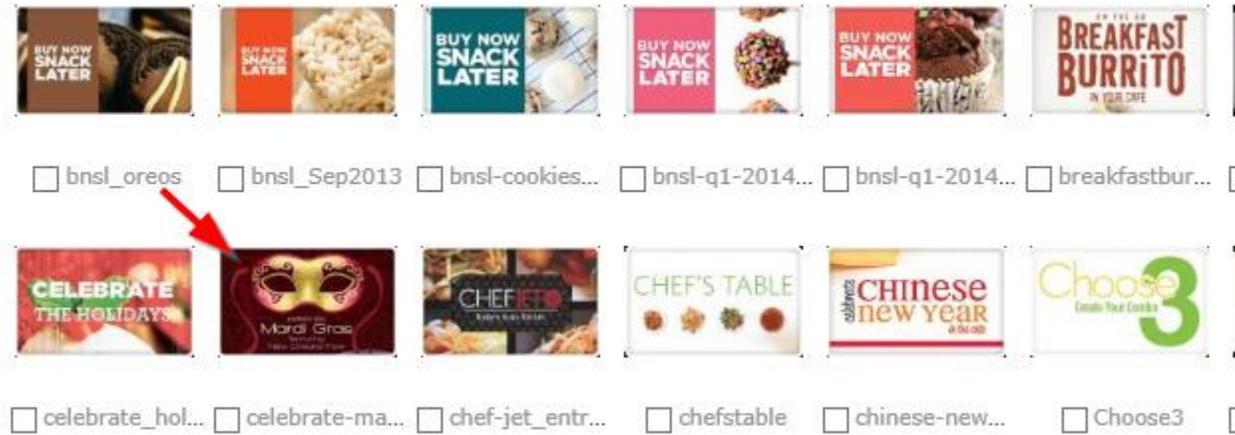


# THIS MONTH'S FEATURE PROMOTION HOW-TO GUIDE

Confirm the file location shows up next to the browse button – if so, hit OK.

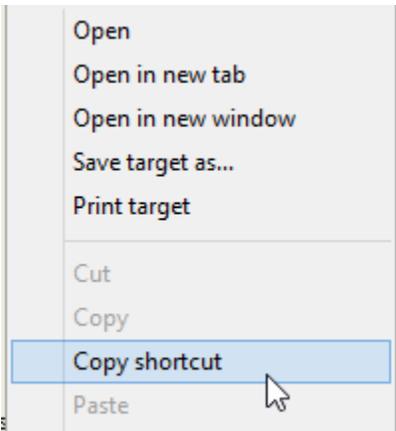


Once done, you should now see it in the list of images (these are listed in alphabetical order, from left to right):



# THIS MONTH'S FEATURE PROMOTION HOW-TO GUIDE

Once uploaded, right-click the shortcut under it for the url:

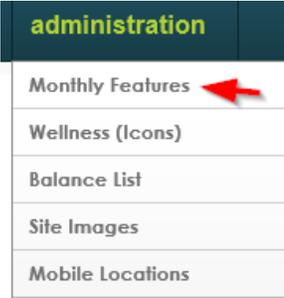


Choose **Copy Shortcut**

Note: the address we're looking to obtain should look similar to <http://canteen.compass-usa.com/SiteCollectionImages/Features/celebrate-mardi-gras.png>

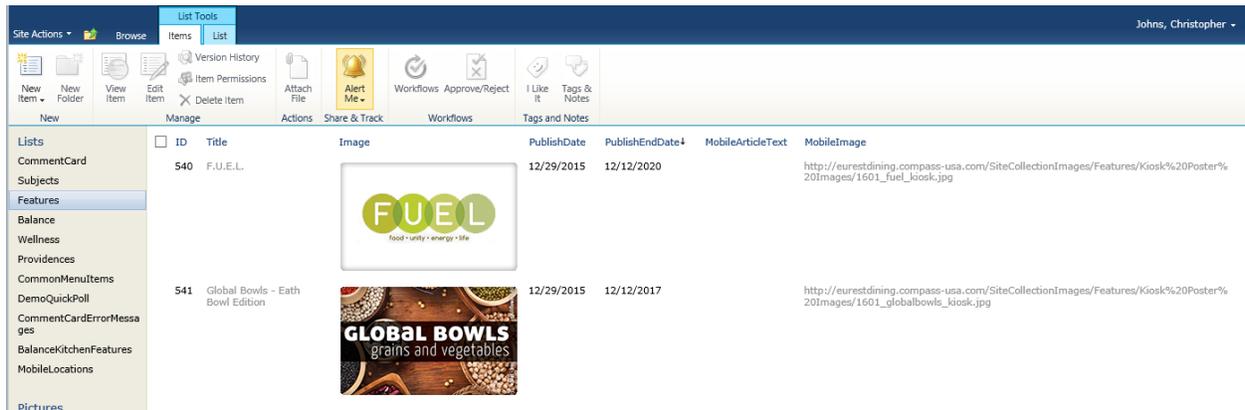
## To set up the Promotion:

Now that you have the image uploaded, you can set up your promotion to be selectable on the site. The promotions list can be found here: <http://canteen.compass-usa.com/Lists/Features1> or you can get there by choosing Administration>Monthly Features

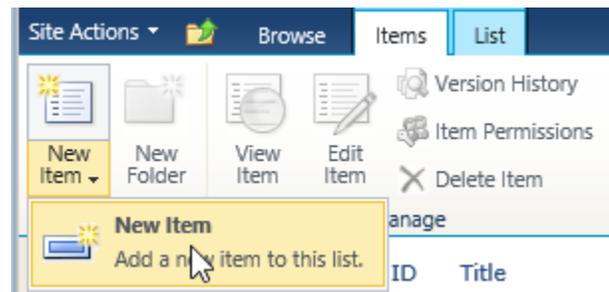


# THIS MONTH'S FEATURE PROMOTION HOW-TO GUIDE

You should now see this page. These are the promotions available for your units to choose:



These are the promotions available for your units to choose. To add a new promotion, choose New Item on the top-left:



The Features – New Item box is where you will be fleshing your promotion out:

- 1.) The title of the promotion.
- 2.) **Image** is where you'll paste the picture URL you obtained earlier
- 3.) **ArticleText** is the text your units will read when they click on the banner on their site.
- 4.) **PublishDate & PublishEndDate** When the promotion is available to use.

**Features - New Item**

**1** Title \*

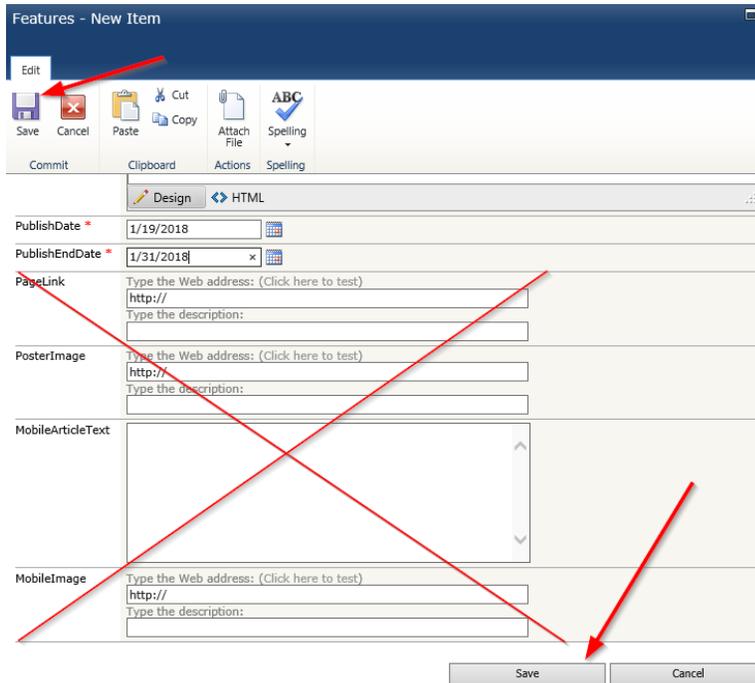
**2** Image  
Type the Web address: (Click here to test)  
http://  
Type the description:  
Picture

**3** ArticleText

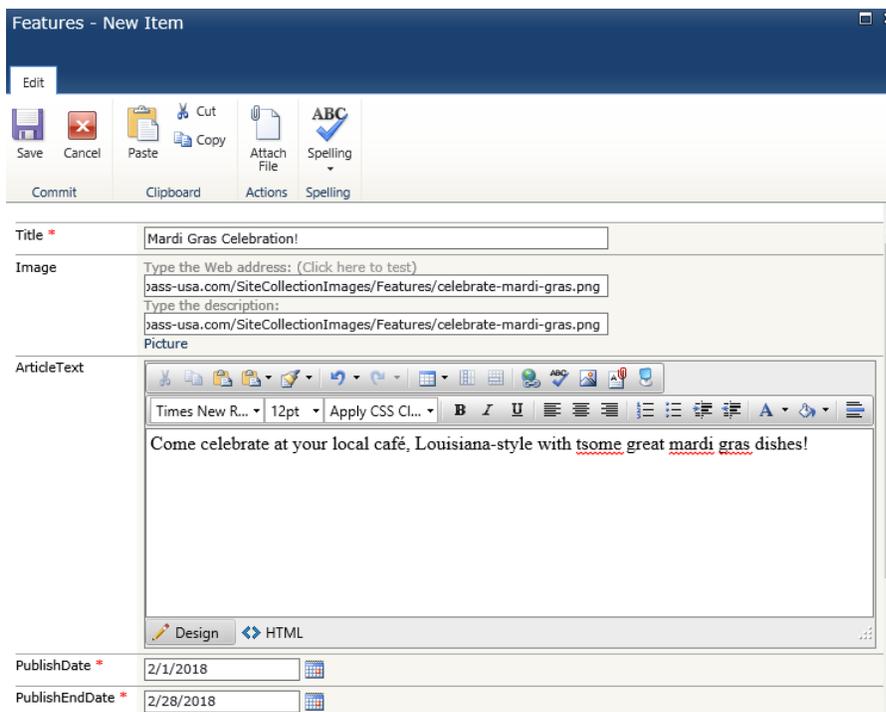
**4** PublishDate \* 1/19/2018  
PublishEndDate \*

# THIS MONTH'S FEATURE PROMOTION HOW-TO GUIDE

You can ignore the items past the publish date fields. When you are done, hit SAVE, either on the top left or at the bottom:



Should look something like this when filled out:



# THIS MONTH'S FEATURE PROMOTION HOW-TO GUIDE

If all goes well, you should now see your promotion in the list!



**Congratulations, you have successfully added a promotion for your units to use!**

On the unit's side, they should see the new addition under their admin page for This Month's Feature:

**Current Canteen Promotions**

ID, Title, Publishing Date, End Date

559 - Mardi Gras Celebration!  
2/1/2018 - 2/28/2018

- 557 - Superfood - Kale  
4/5/2016 - 3/20/2017
- 550 - GET FIT!  
4/5/2016 - 2/28/2017
- 541 - Global Bowls - Eath Bowl Edition  
12/29/2015 - 12/12/2017
- 540 - F.U.E.L.  
12/29/2015 - 12/12/2020
- 388 - Earh Table  
5/14/2012 - 7/6/2017

## This Month's Features Administration.

Click on "Add new item" to add a feature. Click on the Feature Title and then click the edit button to edit an entry. Please ensure that the publishing period you specify falls within the publishing period of the Feature Publishing Dates displayed in the left column.

<input type="checkbox"/>	Title	PublishDate	PublishEndDate
	ERLW	10/30/2013	12/30/2014
	Winter Squash	11/30/2013	12/30/2014
	HFTH	11/30/2013	12/30/2014
	Feb Promo 1	2/7/2016	2/28/2016
	fuel	3/20/2016	12/31/2016
	beets	3/20/2016	12/31/2016
	123	12/11/2017	12/15/2017
	F.U.E.L	12/12/2017	12/15/2017
	Sweet Potato	12/12/2017	12/15/2017
	test	12/12/2017	12/15/2017
	Test	12/12/2017	12/15/2017
	Chef Table	1/8/2018	1/10/2018

[+ Add new item](#)

They would add the promotion by clicking +add new item under their list. They can then fill out the promotion info.

# THIS MONTH'S FEATURE PROMOTION HOW-TO GUIDE

Important note – they CAN add a promotion to appear on their site in the future, as long as the publish date/end date fall within the set promotion's date time. The example below (1) – the promotion will show starting 2/1/18 and will fall off the site come midnight 3/1/18.

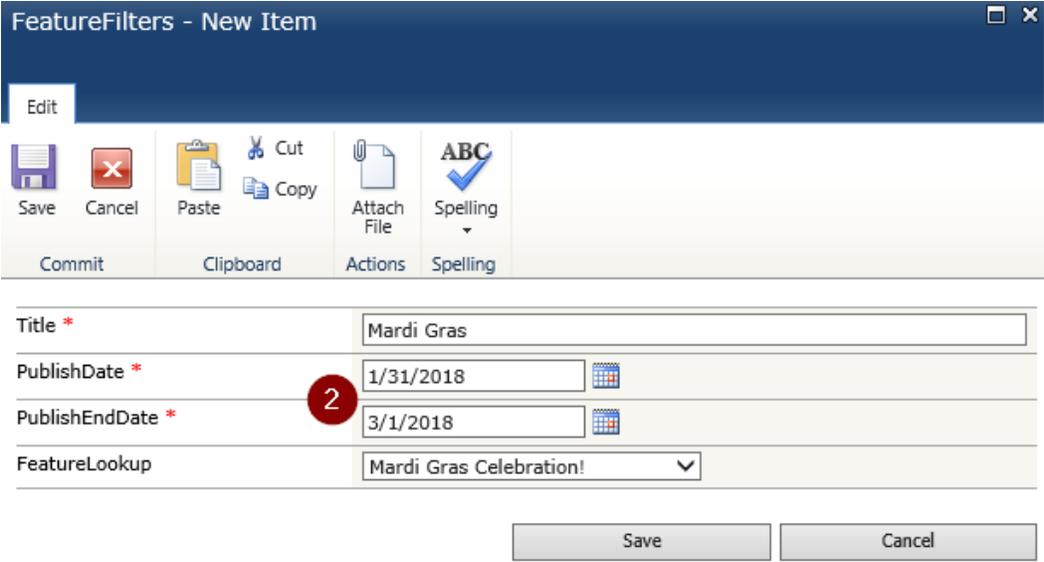


The screenshot shows a form titled "FeatureFilters - New Item" with a ribbon menu at the top containing "Commit", "Clipboard", "Actions", and "Spelling". The form fields are:

Title *	Mardi Gras
PublishDate *	2/1/2018
PublishEndDate *	2/28/2018
FeatureLookup	Mardi Gras Celebration!

Buttons for "Save" and "Cancel" are located at the bottom right. A red circle with the number "1" is positioned over the PublishDate field.

In this example (2) the promotion will not work and won't show on the site even during the promotion's days. The unit cannot set a publish date to be BEFORE the promotion, or AFTER – this will cause it not to show at all.



The screenshot shows a form titled "FeatureFilters - New Item" with a ribbon menu at the top containing "Edit", "Commit", "Clipboard", "Actions", and "Spelling". The form fields are:

Title *	Mardi Gras
PublishDate *	1/31/2018
PublishEndDate *	3/1/2018
FeatureLookup	Mardi Gras Celebration!

Buttons for "Save" and "Cancel" are located at the bottom right. A red circle with the number "2" is positioned over the PublishDate field.

Please feel free to contact [DWS Support](#) if you have any questions!