

DFM Website Update Process

How to request minor content additions/updates?

- Submit a detailed work request to: webmaster@fammed.wisc.edu
INCLUDE:
 - The web address of the page(s) or area(s) to be updated
 - All body copy, graphics or documents to be added
 - A detailed explanation of your request
 - Please look for and list other pages that may be affected by this change
 - Ideal date for content to go live

What to expect from the ITS Web team regarding your update request:

ITS will make every effort to turn around minor updates within 2 business days.

- Someone from the Web team will contact you:
 - If there are any questions about the update
 - If we determine the update qualifies as a project. In this case, the steps outlined in the next section will be followed.
 - When the update is completed or ready to be reviewed

How to initiate a project?

If you don't know if your new content qualifies as a routine update or a project, send a detailed description of what you would like to accomplish to webmaster@fammed.wisc.edu for review. In general an **"update"** involves adding/editing text or documents to existing pages, while a **"project"** involves the creation of new content pages.

Project Feasibility: All project requests will be evaluated by ITS to determine whether the scope can be accomplished with our department resources. If the project is green-lighted, we'll work with you to establish a timeline, which is dependent on the amount of work involved as well as other workload.

- **Step ONE:** Contact Jim Witkins at webmaster@fammed.wisc.edu to schedule an initial project consultation.
- **Step TWO:** Submit the following documents to webmaster@fammed.wisc.edu
 - Outline for proposed content additions (Show all pages)
 - All body copy, graphics or documents to be added
 - Additional explanation of your request if needed
 - List any current Website pages that may be affected by this change
 - Ideal launch date and priority items

What to expect from the ITS Web team regarding your project:

- ITS will review all material and contact you with comments or questions
- After determining that your project is feasible, we will follow up with you to establish a timeline for the expected launch/review. If ITS can not meet your needs, we will discuss other options with you.
- We will establish due dates for additional content from project sponsor*

* ITS makes every attempt to meet our deadline so it is important that project sponsors provide us with documents and feedback in a prompt manner or the entire project timeline will risk slipping.

How to update your Directory Biosketch?

DFM employees can edit/update their own Directory listing by following these steps.

- **Step ONE:** Go to: <https://inside.fammed.wisc.edu/mydfm/>
 - Log in using your DFM username (ie: jdoe) and GroupWise password
- **Step TWO:** Click the “Update Biosketch” link and follow instructions to make edits
 - To **upload a photo** click the Browse button and select an image file (.jpg) from your computer, then click the Save Biosketch button at the bottom of the page (The image will auto resize to fit the Website)
 - To **delete a photo** click the delete this one link next to the appropriate picture you wish to remove
 - To **edit/update your biosketch text** enter your new body copy into the text field and click the Save Biosketch button at the bottom of the page

Tip 1: Open a second browser window and preview your biosketch as it appears Online to make sure it looks good and there are no spelling errors or typos.

Tip 2: You can achieve a space between paragraphs by placing the following tag at the end of each paragraph.

If your **phone number** or **email** has changed notify HR and the change will be reflected in the Directory once HR has entered it into their database.

ITS Commitment to Quality Service

ITS strives to achieve a high level of customer service by providing a user friendly and efficient maintenance process for updating the Website. Your satisfaction is important to us.

We welcome your feedback here: webmaster@fammed.wisc.edu

Long Term Website Goals: Over the next year Information Technology Services (ITS) will be implementing a new **Public Website** (www.fammed.wisc.edu) which we believe will lead to additional improvements in streamlining the update process.