

EXERCISE 2 / OPERATIONAL FIELDS

UPLOAD MANUAL

This Upload manual is just a small addition for the Operational Fields uploading. Everything that was already discussed in the Mini Scenario uploading is still the same.

BEFORE YOU STAR UPLOADING:

1. Operational Fields Number

Operational field number format is **GGNN** where:

- GG is the number of your group (01, 02, 03...)
- NN is a specific number of this operational field that you decide in the group

- each Operational Field needs a DISTINCT number.

2. Size of uploading images

All the images that you are uploading (the diagram and the graph) need to be at most 1200 px wide and as long as you wish.

The template is done so that in the OF template a resized image will be shown. When you click this image, the original image that you uploaded will come up. The resized image will be 500x350 px big, depending which size is bigger.

3. Naming the images for upload

Name the **diagram** image as **ofGGNN.jpg**

Name the **graph** image as **ofGGNNa.jpg**

- Both images need has the same name, both starting with letters **of**. The “**of**” has to be in lower case

UPLOADING:

- click Posts
- click Add New
- Enter Title of Post (Enter title here) as **ofGGNN**, where again:
 - GG is the number of your group (01, 02, 03...)
 - NN is a specific number of this operational field that you decide in the group
 - **do not forget the of at the beginning**
- Select Element type = **Operational Field**
- Select Category (in the right column)= **Operational Field** this opens all the sub fields for filling in the operational Field
- Follow the instructions for each field
- Press Publish (top right column)

CROSS LINKS:

Please also define the cross links. Cross links are the links within the Urban Gallery. They link the elements together (OF with MS and vice versa).

These are at the end of the form. If you want to select more cross links to where this OF links to, hold down the CTRL key.

If you have time amend the Mini Scenarios as well and add the Cross Links in there as well.

If there are more MS that connect to this OF then add more than one MS