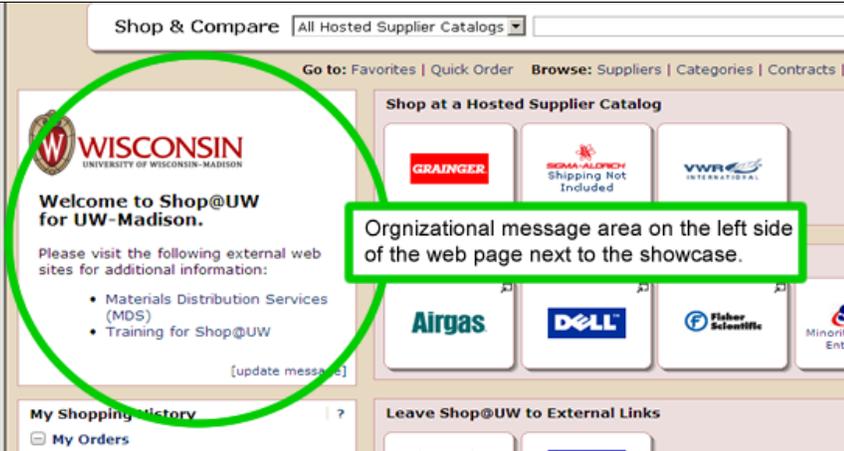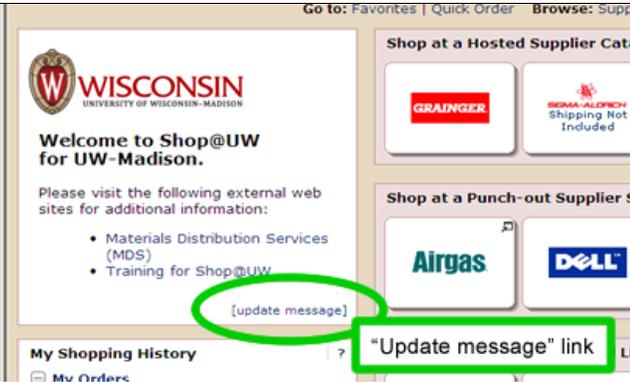# Customizing the Shop@UW Organizational Message for Business Units

1. Shop@UW Business Unit Administrators have the ability to customize the organizational message area of the Shop@UW Home/Shop web page. The organizational message box is located on the left side of the web page next to the showcase.
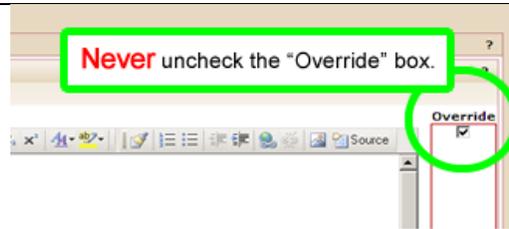

2. Locate the "Update message" link in the box.
3. Click on it.

4. A new window that contains the "Message Board" opens.

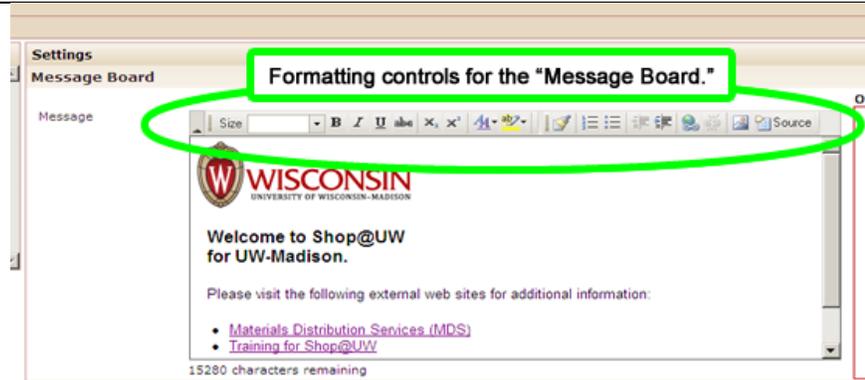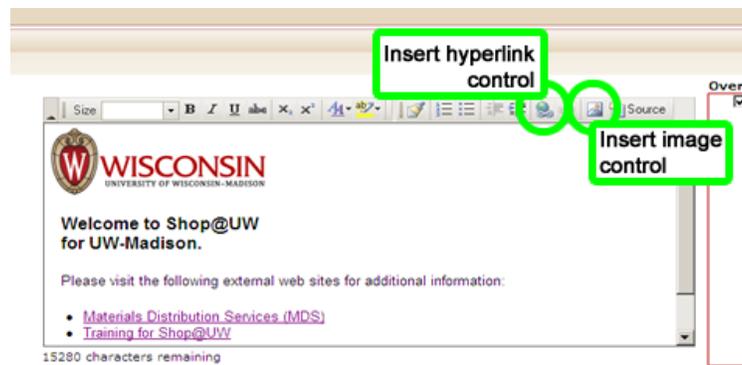|	
5. Leave the "Override" box checked. If unchecked, the default organizational message will display instead.	

6. There are several formatting controls available. *Notice*: There is a limit to the maximum number of characters that the organizational message box can contain.	

|	
7. The message box accepts images and hyperlinks.	

8. **Important note about images:**

Images in the Shop@UW system must be loaded into the image management area of Shop@UW by the system administrator before the BU administrator can add the image to their organizational message area. When the system administrator loads the image to the image management area of Shop@UW, the image properties contain the image URL that can be entered into the URL field in the image properties window after the "insert image" function is clicked. An image "URL" is actually a reference in the content management system. **Do not use URL's to images found on other web sites.** As a rule, the image URL will look like the example below:

https://solutions.sciquest.com/apps/Router/ImageStreamer?imageId=XXXXXX

(XXXXXX is replaced by the reference number assigned to the image after it is loaded into the image management area)

Image size is also an important property. The recommended size for images in the organizational message area is 50 pixels high by 115 pixels wide. If the image is not the recommended size before submitted to the Shop@UW system administrator for upload, the system admin will resize either the width or the height, while maintaining aspect ratio, to get the dimensions as close to the recommended size as possible.

9. When inserting an image, the Image Properties window presents a field for the URL.
10. Insert the URL obtained from the Shop@UW system administrator. *See information in Step 8.*
11. Always insert Alternative Text, text that describes what the image looks like.
12. It is not necessary to insert the Width and Height; the system will accept the default image dimensions.
13. Enter the number, "0," in the Border field.
14. Enter the desired pixels for HSpace and VSpace to add more space around the image.
15. Use the Align dropdown menu to place the image to the left, right, or center.
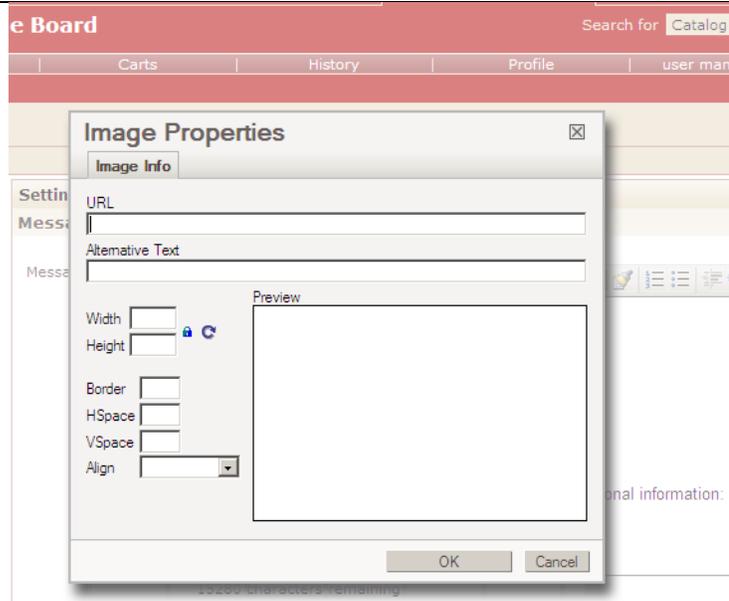
16. The font size, weight (bold), style (italics, underline, etc.), color, and highlighting may be formatted.
17. Apply numbered or bulleted lists to lines of text.

Note: these formatting functions work like other familiar applications such as MS Word.

Optional information about formatting the organizational message area:

18. Click on the "Source" control. Formatting can be done by using HTML and CSS if desired. The organizational message box is formatted using inline styles.

If a BU administrator is having difficulty formatting the organizational message area, please contact the system administrator at jdeutsch@bussvc.wisc.edu for assistance.
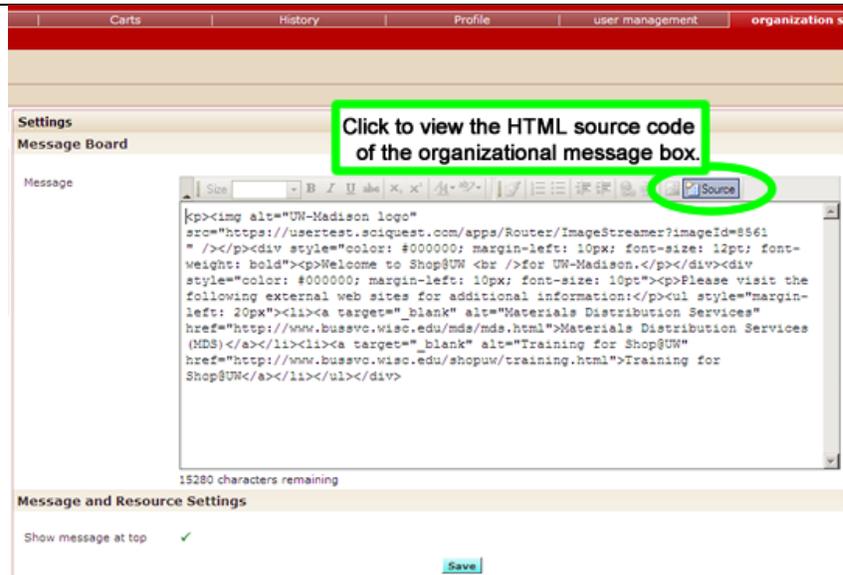
19. *Helpful hint:*

Keep a copy of the organizational box content before editing. Copy and paste the contents into a MS Word document. The system administrator does not maintain a backup of the organizational message box text.

20. Always click on the "Save" button after completing the edits to the organizational message.	
21. Return to the Shop@UW Home/Shop web page to review the changes made to the organizational message box. Try out hyperlinks to make sure they are going to the correct location.	

Contact information:

Janet Deutsch
UW-Madison Purchasing, Shop@UW Administrator
Phone: 608-265-3466
E-mail: jdeutsch@bussvc.wisc.edu