**Content Loading Plan**

The REC will start loading content to the Staging environment, rather than the UAT environment. This site is in constant development, therefore we will be uploading content while Rawnet will be building the site.

This isn’t an ideal situation. However due to the tight deadline, the content stocking will need to happen simultaneously while development is ongoing.

**The Staging environment details**

URL – <https://rec.staging.rawnet.com/>

The browser prompted username and password are: rawnet/rec-uk

Staging environment login URL – <https://rec.staging.rawnet.com/login>

Use your individual Username and Password to login and start amending the web pages.

**Page allocation and housekeeping**

Within the [Content Master list](https://rec365.sharepoint.com/%3Ax%3A/r/sites/Picasso/_layouts/15/Doc.aspx?sourcedoc=%7B1B8EA154-EAAD-4C64-88C7-B55AA5CDF87B%7D&file=Content%20Master%20List%20V1.xlsx&action=default&mobileredirect=true) document the ‘Uploaded by’ column (Column L) will be populated with the initials of the person who will be responsible for uploading content to the site.

When the page is in progress with content being populated ‘Uploaded to C5’ (Column K) should be populated with ‘In progress’.

Once the page has been fully updated with all the content ‘Uploaded to C5’ (Column K) should be populated with ‘Yes’.

**Approach to uploading content**

When you start uploading content to a particular page, use the content stored within the specific page section in the [For Upload file](https://rec365.sharepoint.com/%3Ax%3A/r/sites/Picasso/_layouts/15/Doc.aspx?sourcedoc=%7B2EC6B9E9-7BD2-4834-B09A-E0CC75224B5F%7D&file=Our%20view.xlsx&action=default&mobileredirect=true) .

Steps to follow:

* Create the blocks required for the specific page – Details of blocks required can be found in the relevant [wireframe](https://rawnet.invisionapp.com/share/QZSQZDGY8KD#/screens/372281325).
* Upload the content to the relevant blocks within the page
* For images upload the placeholder image (image stocking will be done as the next stage)
* For links within the page, add placeholder links (internal site linking will be done at a later stage when all pages have been created):
	+ Internal links – link to the relevant page (if the page exits) and the rest to <https://www.google.co.uk/> and make sure the link is set to open in a new window if linking to a PDF or Word document
	+ External links – link to the correct web page and set to open in a new window

The content loading process is going to be a bit of trial and error and I’ll be refining the process as we go along.

**Useful links**

* Wireframes – <https://rawnet.invisionapp.com/share/QZSQZDGY8KD#/screens/372281325>
* Page Designs – <https://rawnet.invisionapp.com/share/TETAZ2G8J3B#/screens>
* Style guide – <https://rec.staging.rawnet.com/styleguide/section-blocks.html>

The Username and password are: styleguide / rec-ui

* Content Master list – [https://rec365.sharepoint.com/:x:/r/sites/Picasso/\_layouts/15/Doc.aspx?sourcedoc=%7B1B8EA154-EAAD-4C64-88C7-B55AA5CDF87B%7D&file=Content%20Master%20List%20V1.xlsx&action=default&mobileredirect=true](https://rec365.sharepoint.com/%3Ax%3A/r/sites/Picasso/_layouts/15/Doc.aspx?sourcedoc=%7B1B8EA154-EAAD-4C64-88C7-B55AA5CDF87B%7D&file=Content%20Master%20List%20V1.xlsx&action=default&mobileredirect=true)



* Content to be uploaded – [https://rec365.sharepoint.com/:x:/r/sites/Picasso/\_layouts/15/Doc.aspx?sourcedoc=%7B2EC6B9E9-7BD2-4834-B09A-E0CC75224B5F%7D&file=Our%20view.xlsx&action=default&mobileredirect=true](https://rec365.sharepoint.com/%3Ax%3A/r/sites/Picasso/_layouts/15/Doc.aspx?sourcedoc=%7B2EC6B9E9-7BD2-4834-B09A-E0CC75224B5F%7D&file=Our%20view.xlsx&action=default&mobileredirect=true)

Green – Reviewed and can be uploaded

Blue – Needs to be reviewed and not ready for uploading