Procedures for Creating FDLP.gov Snacks (Homepage)

Periodically, the homepage will require new snacks as requested by Kelly Seifert (Lead Planning Specialist). Below are tips and steps to follow for creating a new set of snacks for each month or when requested:

Monthly Canned Snacks

1. Each month you will visit the National Day Calendar website. From this site, you will look at different days throughout the month to highlight as a snack for the FDLP.gov homepage. For example:

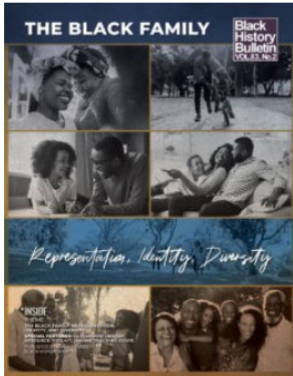   On the FDLP homepage, Data Privacy day was added as a snack in January.

There are about four snack topics that are taken from the National Calendar website within a given month. Please visit the G drive (G:\LSCM Public\Snacks) where you can see example documents of a monthly snack list.

In the document, you will also note that images are used for each snack. Getty images is the site to use for all images. For login information, refer to the Web Team Lead Katy Davis.

2. After choosing four days as topics for your snack, you will visit the CGP to add content to the snack. Usually, content is added in the form of bullet points and at a minimum four bullets are added to the snack.

3. In the CGP, you will add your topic or related key words and search to find links that are in line with the topic of choice. For example:

   After typing in "Data Privacy" the search results return as shown here:

Results for Keywords= Data privacy

Sort options: • Year(d)/Title • Year(a)/Title • Title/Year(d) • SuDoc (a)

Display options: Extended | Brief

Records 1 - 10 of 503 (maximum display and sort is 2000 records)

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#	Title	Year	Author	SuDoc Number	Internet Access
1 ☐	Oversight of the federal trade commission : strengthening protections for americans' privacy and data security : hearing before the Subcommittee on Consumer Protection and Commerce of the Committee on Energy and Commerce, House of Representatives, One Hundred Sixteenth Congress, first session, May 8, 2019.	2021	United States.Congress.House.Committee on Energy and Commerce.Subcommittee on Consumer Protection	Y 4.C 73/8:116-31	https://purl.fdlp.gov/GPO/gpo150506
2 ☐	About face : examining The Department Of Homeland Security's use of facial recognition and other biometric technologies : hearing before the Committee on Homeland Security, House of Representatives, One Hundred Sixteenth Congress, first session, July 10, 2019.	2020	United States.Congress.House.Committee on Homeland Security,	Y 4.H 75:116-31	
3 ☐	About face : examining the Department Of Homeland Security's use of facial recognition and other biometric technologies : hearing before the Committee on Homeland Security, House of Representatives, One Hundred Sixteenth Congress.	2020	United States.Congress.House.Committee on Homeland Security,	Y 4.H 75:116-31	https://purl.fdlp.gov/GPO/gpo132136
4 ☐	Artificial intelligence ethics framework for the intelligence community.	2020		PREX 28.2:AR 7	https://purl.fdlp.gov/GPO/gpo143169
5 ☐	Data protection and privacy law : an introduction /	2020	Mulligan, Stephen P.,	LC 14.24:IF 11207	https://purl.fdlp.gov/GPO/gpo137300
6 ☐	NIST privacy framework : a tool for improving privacy through enterprise risk management /	2020		C 13.2:P 93/2	https://purl.fdlp.gov/GPO/gpo131983

The example above shows the 5th entry in the CGP as a link or resource that can be used for the snack. Take note of the purl link that is shown to the right. You will link each bullet point to the purl link that is provided.

Tip: When doing the snack, you can use language to specify the topic and that the content is coming from the CGP:

January 28th is Data Privacy Day. Check out these resources from the Catalog of U.S. Government Publications:

After adding the language/heading for the snack, the bullet points will be added below it:

- Data protection and privacy law : an introduction
- NIST privacy framework : a tool for improving privacy through enterprise risk management
- U.S.-EU privacy shield
- Facial recognition technology : hearing before the Committee on Oversight and Reform, House of Representatives, One Hundred Sixteenth Congress
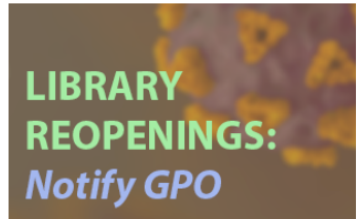
Tip: The word document that you create that contains your snacks will be sent over for Kelly Seifert to review. Once approved, you can then upload your snacks to FDLP.gov when the date of your snack occurs.

4. After choosing resources from the CGP, you will enter the snack in Joomla as a module. Please refer to the G:\LSCM Public\Snacks directory and see another instructional on how to create snacks in Joomla. (How to Create the Perfect Snack from Scratch)

5. The final step after the snack has been reviewed and approved by Kelly on the Dev is to upload the new snack to the live site.

Tip: Kelly will also periodically request new snacks to be created and uploaded in addition to the monthly canned snacks.