

USDA Memos

Add Memo

Add Content – USDA Memos

NOTE: you will want to add USDA memos first if you will also be referencing a USDA memo in a School Foods Memo

Enter memo title (ie, [Monthly Memo 01 -2012](#)) year, and memo number

Then browse to the I drive to upload memo

The screenshot shows the 'Add Memo' form. At the top, there are three tabs: 'Add content', 'Find content', and 'Workbench'. The left sidebar has three sections: 'Memo *', 'Attachments', and 'Categorization'. The main form area includes a 'Title (Subject) *' field, a 'MEMO DATE' section with a 'Year' dropdown menu (set to 2014), a 'Memo Number' field with a note 'The USDA memo number beginning with SP-', and a 'USDA Memo' section with 'Browse' and 'Attach' buttons.

Choose file – locate file, upload, select next, then save.

Select Attachments if your memo will have supporting documents linked in.

Browse, locate file, upload, select next and then title the document (this will be the link text), then save

You do not need to do anything with categorization.

The screenshot shows the 'Add Memo' form with the 'Attachments' section selected in the sidebar. The main form area displays a 'RELATED DOCUMENTS' section with an 'Attach media' label and 'Browse' and 'Attach' buttons.

- Select Save – this will automatically add to USDA Memo page

To locate and edit an already entered USDA Memo

Content Find Content – filter by type usda memo

Locate memo, hit edit, make changes and hit save.

You can also delete usda memos via the find content option by selecting “delete” after locating the memo in the list.