SharePoint User Information

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Agenda

• This presentation covers the following information on the My Committee SharePoint website:
  – Website layout
  – Subcommittee Web Pages
  – First Time Log-in
  – Site Navigation
  – Viewing, Uploading, and Deleting Documents
  – My Rosters Tab
  – Web Page Guidelines
Website Layout

• Each Subcommittee has a webpage that is open to the public
• Many task forces also have web pages
  – These pages have restricted access
• Most pages include the following information:
  – Subcommittee/Task Force Scope
    ▪ This information can only be edited by API Staff. Please contact them with any changes.
  – Meeting Information
    ▪ Meeting agendas, minutes
  – Ballot and Ballot Results (Subcommittee pages only)
  – Reference Documents
  – Task Force Documents
    ▪ Drafts, other working documents
• Pages can be customized for specific Subcommittee or Task Force needs. Please contact API Staff to make changes.
Subcommittee Web Page

- Subcommittee web page is open to the public
- Must Sign-In to view Task Force Pages
First Time Log-in

- Click “Sign In” at the top right-hand corner.

- Click the “Forgot your password?” link
First Time Log-in (cont.)

• Type in your **complete** e-mail address that API has on file for you, click “Submit”, and an e-mail will be sent with your password.
  – Your complete e-mail address is your API Committee username

![Please enter your API Committee username](image)

• You can change your password after logging in by clicking on the “My Committees” tab on the left-hand side, and then on “Change Password” under My Account.

![Click here Then click here](image)
Site Navigation

- After signing-in, you can view task force pages by clicking on the “+” by the Subcommittee name on the left-hand side.
  - You can only see the pages if you are included on the roster.
  - You will also only see the “+” by the Subcommittee name if you have access to task force pages under that Subcommittee.
Site Navigation (cont.)

- The best way to view what is in each of the sections is to click on the title of the section.
Site Navigation (cont.)

• Once you click on the section title, you will be taken to another screen with a list of all the documents and folders in that section. From here you can click on the folder to view its contents.

• Another option is to click on the “View” drop down menu on the right-hand side of the screen. Click on the small arrow and select “Explorer View”. Explorer View is similar to Windows Explorer.
  – If you are asked for an user name and password, click cancel. You may have to do this twice.

• On this page, you can access the previous pages or folders by clicking on the thread at the top. For example,
  – **My Committees** < **Standards** < **CRE** < **SCOPV** < **API 600** < **Meeting Materials**
Site Navigation (cont.)

Use thread on top to navigate to other sites

Click here to use Explorer View

Click on folders or documents to view
Explorer View

- Explorer view is similar to Windows Explorer
  - Drag files, cut, copy, and paste, change folder names
All Documents View

- If you cannot access Explorer view due to software constraints, use the tool bar at the top to add folders and upload documents.

- Use “New” to add a new folder.
- Use “Upload” to upload single or multiple documents.
Uploading Documents

- You can upload multiple documents from the same folder by selecting “Upload Multiple Documents”
All Documents View

- Delete or edit the property of document or folder by clicking on the arrow next to the document name

Put cursor over folder/document name and then click arrow to see options
My Rosters shows membership for all Task Forces within the subcommittee(s) where you are on the roster.
Web Page Guidelines

• Each Subcommittee or Task Force should set guidelines on document management
  – Who can upload documents?
  – Who can delete documents?
  – What should be posted and in what section?

• All information to be posted on the public sites needs to be reviewed by API Office of General Counsel prior to posting. Subcommittee members should send all documents for posting to API Staff, who will get legal approval and then post the documents.

• All documents posted on the SharePoint site are subject to API staff review.

• As always, please contact API Staff with any questions about using the SharePoint site.