

# SharePoint User Information

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December 2010

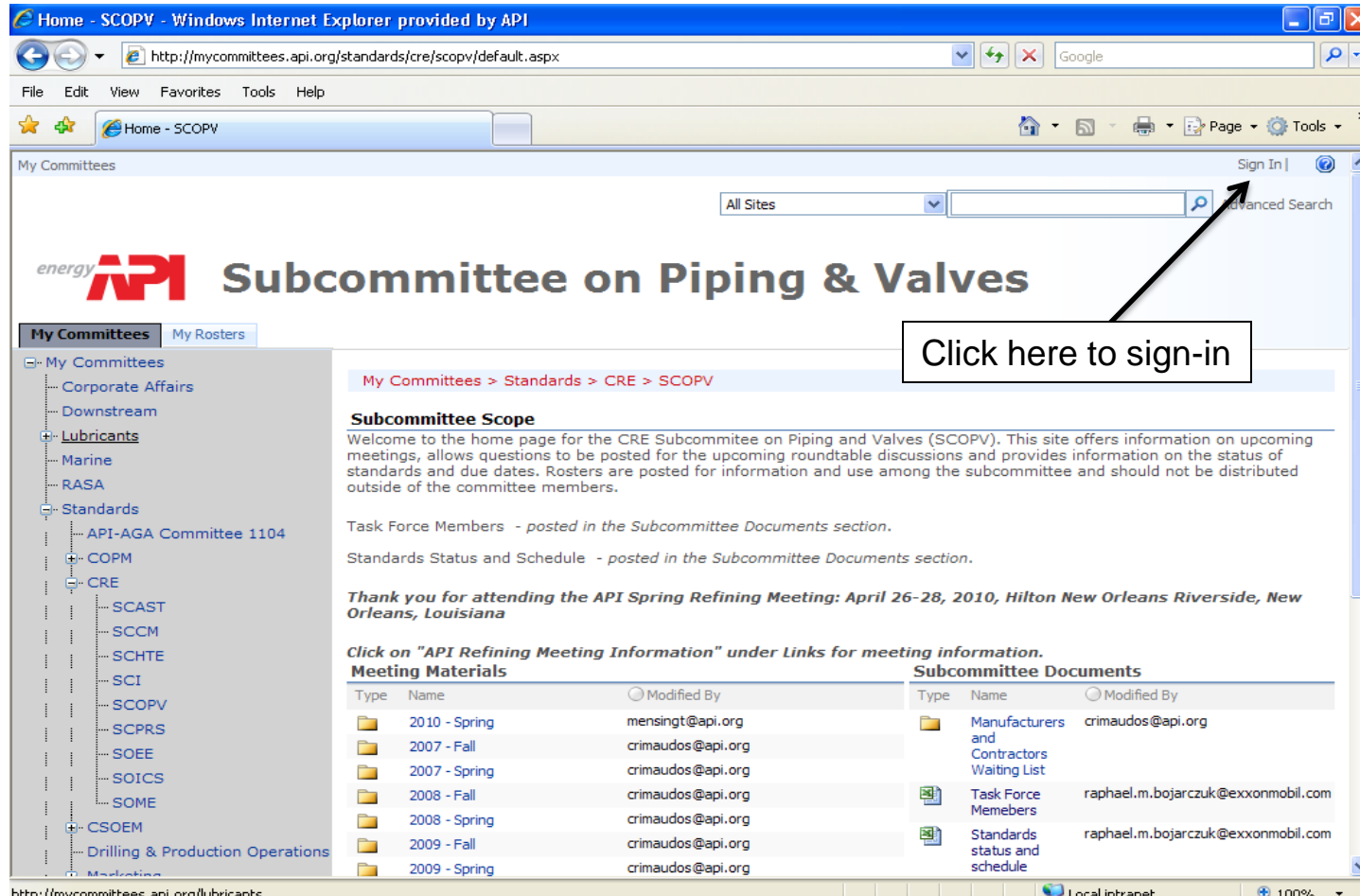
Tiffany Mensing  
API Associate

- 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

- 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



Home - SCOPV - Windows Internet Explorer provided by API

http://mycommittees.api.org/standards/cre/scopv/default.aspx

File Edit View Favorites Tools Help

Home - SCOPV

My Committees Sign In |

All Sites

**energy API Subcommittee on Piping & Valves**

**My Committees** My Rosters

My Committees

- Corporate Affairs
- Downstream
- Lubricants
- Marine
- RASA
- Standards
  - API-AGA Committee 1104
  - COPM
  - CRE
    - SCAST
    - SCCM
    - SCHTE
    - SCI
    - SCOPV
    - SCPRS
    - SOEE
    - SOICS
    - SOME
  - CSOEM
  - Drilling & Production Operations
  - Mediation

My Committees > Standards > CRE > SCOPV

**Subcommittee Scope**

Welcome to the home page for the CRE Subcommittee on Piping and Valves (SCOPV). This site offers information on upcoming meetings, allows questions to be posted for the upcoming roundtable discussions and provides information on the status of standards and due dates. Rosters are posted for information and use among the subcommittee and should not be distributed outside of the committee members.

Task Force Members - *posted in the Subcommittee Documents section.*

Standards Status and Schedule - *posted in the Subcommittee Documents section.*

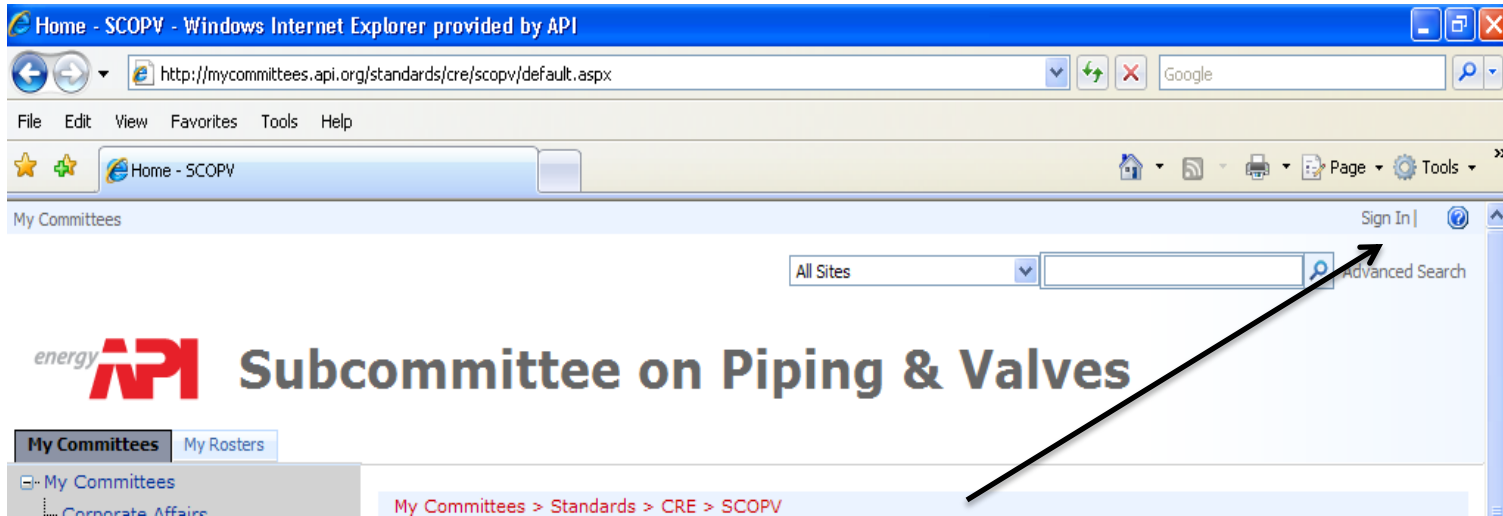
**Thank you for attending the API Spring Refining Meeting: April 26-28, 2010, Hilton New Orleans Riverside, New Orleans, Louisiana**

**Click on "API Refining Meeting Information" under Links for meeting information.**

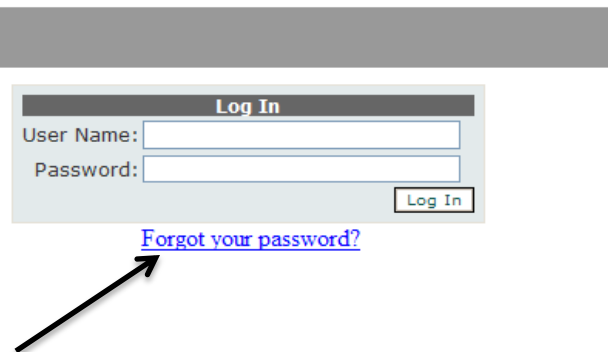
Meeting Materials			Subcommittee Documents		
Type	Name	Modified By	Type	Name	Modified By
Folder	2010 - Spring	mensingt@api.org	Folder	Manufacturers and Contractors Waiting List	crimaudos@api.org
Folder	2007 - Fall	crimaudos@api.org	Document	Task Force Memembers	raphael.m.bojarczuk@exxonmobil.com
Folder	2007 - Spring	crimaudos@api.org	Document	Standards status and schedule	raphael.m.bojarczuk@exxonmobil.com
Folder	2008 - Fall	crimaudos@api.org			
Folder	2008 - Spring	crimaudos@api.org			
Folder	2009 - Fall	crimaudos@api.org			
Folder	2009 - Spring	crimaudos@api.org			

# First Time Log-in

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

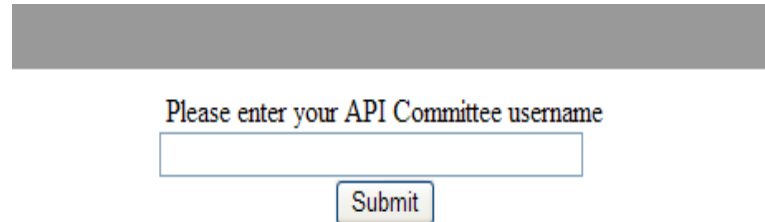


- Click the “Forgot your password?” link



# First Time Log-in (cont.)

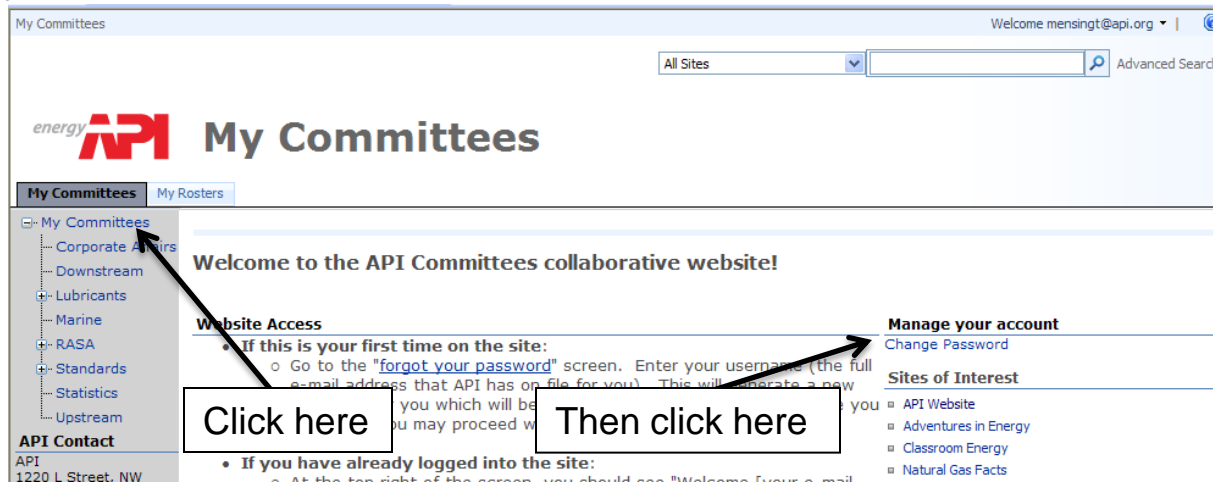
- Type in your **complete** e-mail address that API has on file for you, click “Submit”, and an e-mail will be sent with your password.
  - Your complete e-mail address is your API Committee username



Please enter your API Committee username

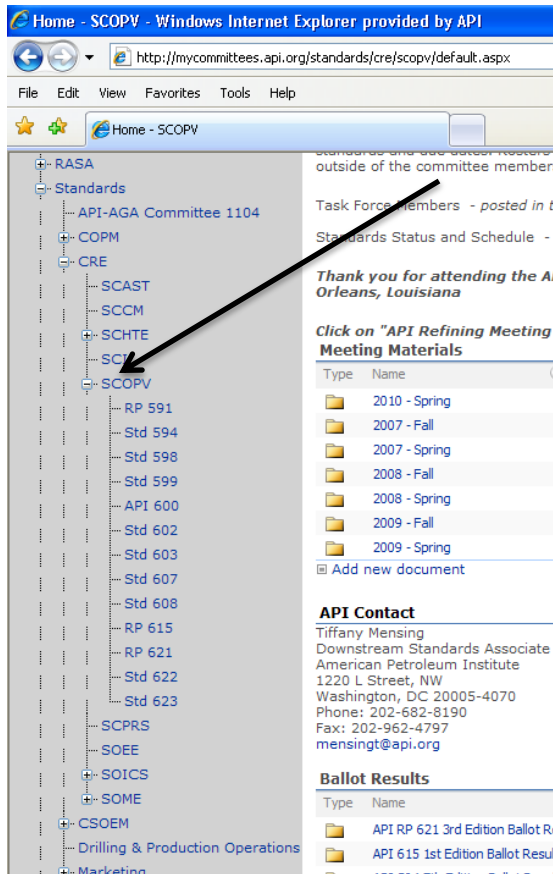
Submit

- 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.



The screenshot shows the 'My Committees' page. On the left, there is a navigation menu with 'My Committees' selected. An arrow points from a box labeled 'Click here' to the 'My Committees' link in the menu. On the right, under the 'Manage your account' section, there is a 'Change Password' link. An arrow points from a box labeled 'Then click here' to this link. The main content area displays a welcome message and instructions for first-time users.

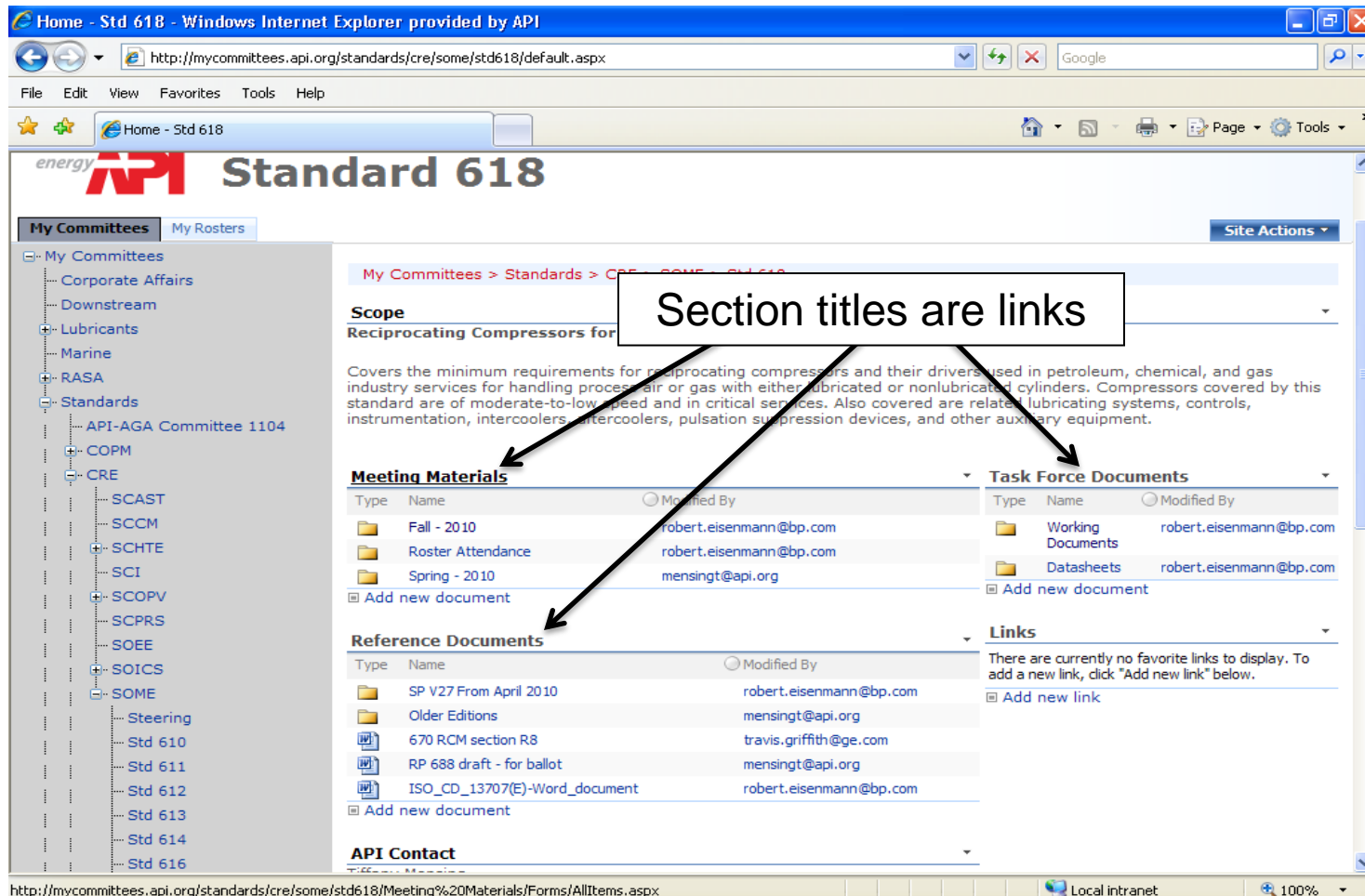
- After signing-in, you can view task force pages by clicking on the “+” by the Subcommittee name on the left-hand side



- 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



The screenshot shows a web browser window displaying the API website. The page title is "Standard 618". A navigation menu on the left lists various committees and standards, including "Standards" and "API-AGA Committee 1104". The main content area is titled "Standard 618" and contains several sections: "Scope", "Meeting Materials", "Task Force Documents", "Reference Documents", and "API Contact". A callout box with the text "Section titles are links" has arrows pointing to the section titles "Meeting Materials", "Task Force Documents", and "Reference Documents".

**Section titles are links**

**Meeting Materials**

Type	Name	Modified By
Folder	Fall - 2010	robert.eisenmann@bp.com
Folder	Roster Attendance	robert.eisenmann@bp.com
Folder	Spring - 2010	mensingt@api.org

**Task Force Documents**

Type	Name	Modified By
Folder	Working Documents	robert.eisenmann@bp.com
Folder	Datasheets	robert.eisenmann@bp.com

**Reference Documents**

Type	Name	Modified By
Folder	SP V27 From April 2010	robert.eisenmann@bp.com
Folder	Older Editions	mensingt@api.org
Document	670 RCM section R8	travis.griffith@ge.com
Document	RP 688 draft - for ballot	mensingt@api.org
Document	ISO_CD_13707(E)-Word_document	robert.eisenmann@bp.com



- 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.)

The screenshot shows a Windows Internet Explorer browser window displaying a web application for 'Shared Documents'. The address bar shows the URL: <http://mycommittees.api.org/standards/cre/some/std670/Shared%20Documents/Forms/AllItems.aspx>. The page title is 'Shared Documents'. The breadcrumb navigation is: [My Committees](#) < [Standards](#) < [CRE](#) < [SOME](#) < [Std 670](#) < Shared Documents. The main content area shows a list of documents and folders. A callout box points to the breadcrumb 'Standards' with the text 'Use thread on top to navigate to other sites'. Another callout box points to the 'View: All Documents' dropdown menu with the text 'Click here to use Explorer View'. A third callout box points to the 'SOME' folder in the list with the text 'Click on folders or documents to view'. The table below shows the document list:

Type	Name	Modified	Modified By
Folder	670 4th Edition	1/19/2010 12:15 PM	steve.sabin@ge.co
Folder	Meeting Minutes - Full Task Force	1/13/2010 11:31 AM	steve.sabin@ge.co
Folder	Presentations to SOME	1/19/2010 12:17 PM	steve.sabin@ge.co
Folder	SOME	4/26/2010 9:26 AM	mensingt@api.org
Folder	Subgroup Roster	1/19/2010 12:15 PM	steve.sabin@ge.com
Folder	Subgroups	1/19/2010 12:18 PM	steve.sabin@ge.com
Folder	Task Force Roster	1/19/2010 12:15 PM	steve.sabin@ge.com
Document	670 5th Edition RevA	8/25/2010 6:56 PM	landon.boyer@ge.com
Document	standarddevelopmentguide	1/19/2010 12:59 PM	steve.sabin@ge.com

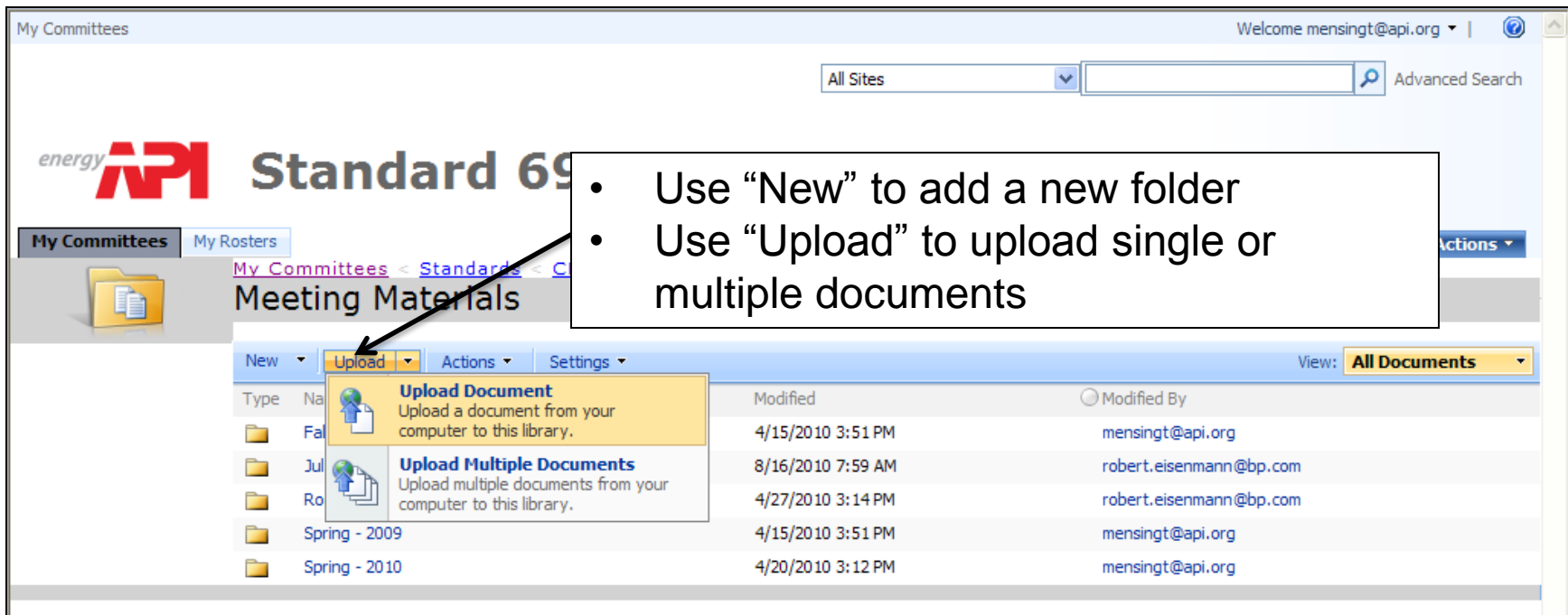
- Explorer view is similar to Windows Explorer
  - Drag files, cut, copy, and paste, change folder names

Drag folders and documents direction from computer

Right-click to show options (Cut, Paste, New folder)

The screenshot displays a web application interface for 'Shared Documents' in 'Explorer View'. A Windows Explorer window is overlaid on the web page, showing the local file system path 'C:\Documents and Settings\mensingr\My Documents\SOME'. A right-click context menu is open over the 'SOME' folder, with the 'New' option selected, showing a sub-menu with 'Folder' as the only option. The web page background shows a grid of folders and files, including '670 4th Edition', 'Forms', 'Meeting Minutes - Full Task Force', 'Presentations to SOME', 'SOME', 'Subgroup Roster', 'Subgroups', and 'Task Force Roster'. The Explorer window's address bar shows the path 'C:\Documents and Settings\mensingr\My Documents\SOME' and the file list includes items like '2009 - Fall Meeting', '2010 - Spring Meeting', '2010 Meeting Documents', 'API 610', 'API 612', 'API 616', and 'API 618'.

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



My Committees

Welcome mensingt@api.org |  All Sites  Advanced Search

energy API Standard 69

My Committees My Rosters

My Committees < Standards < C Meeting Materials

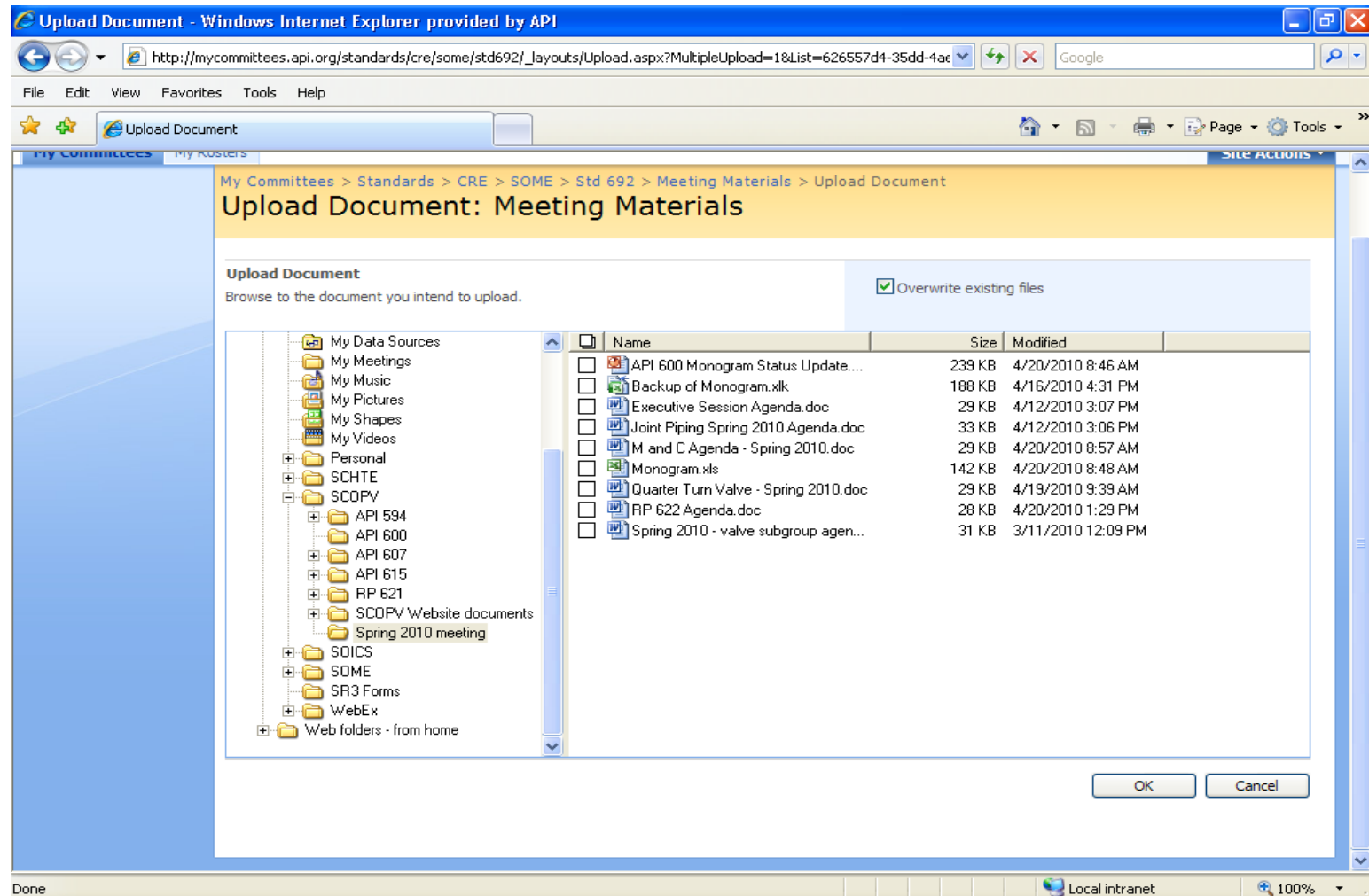
New Upload Actions Settings View: All Documents

- Use "New" to add a new folder
- Use "Upload" to upload single or multiple documents

Type	Name	Modified	Modified By
Folder	Fal	4/15/2010 3:51 PM	mensingt@api.org
Folder	Jul	8/16/2010 7:59 AM	robert.eisenmann@bp.com
Folder	Ro	4/27/2010 3:14 PM	robert.eisenmann@bp.com
Folder	Spring - 2009	4/15/2010 3:51 PM	mensingt@api.org
Folder	Spring - 2010	4/20/2010 3:12 PM	mensingt@api.org

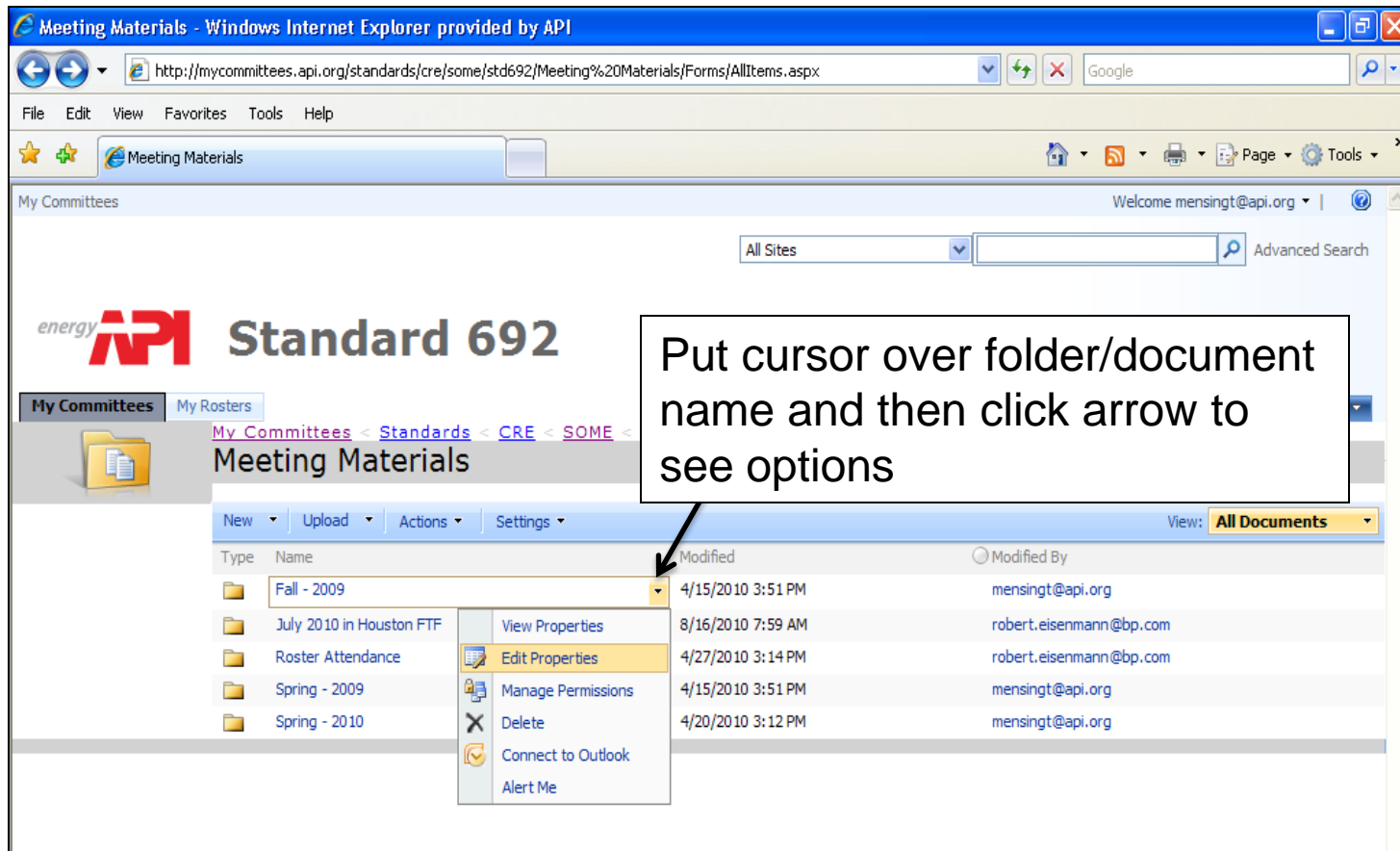
# Uploading Documents

- 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



Meeting Materials - Windows Internet Explorer provided by API

http://mycommittees.api.org/standards/cre/some/std692/Meeting%20Materials/Forms/AllItems.aspx

File Edit View Favorites Tools Help

Meeting Materials

Welcome mensingt@api.org

All Sites

energy API Standard 692

My Committees My Rosters

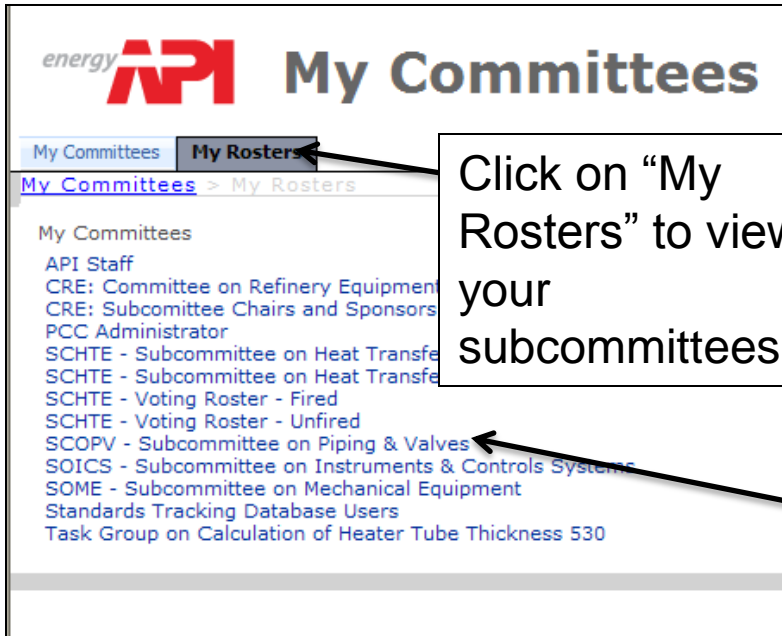
My Committees < Standards < CRE < SOME < Meeting Materials

New Upload Actions Settings View: All Documents

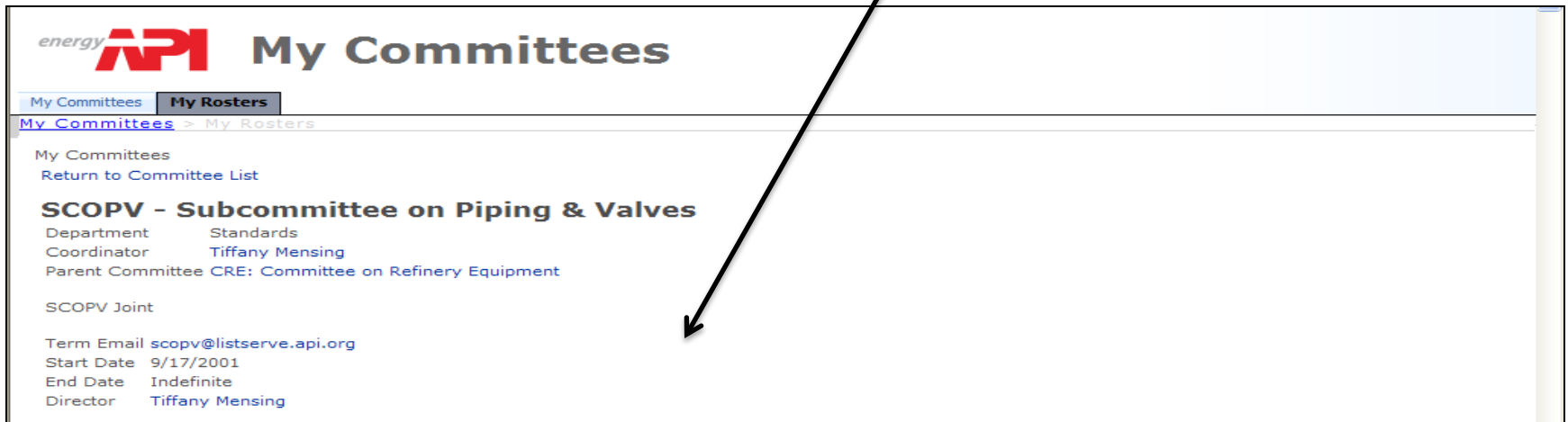
Type	Name	Modified	Modified By
Folder	Fall - 2009	4/15/2010 3:51 PM	mensingt@api.org
Folder	July 2010 in Houston FTF	8/16/2010 7:59 AM	robert.eisenmann@bp.com
Folder	Roster Attendance	4/27/2010 3:14 PM	robert.eisenmann@bp.com
Folder	Spring - 2009	4/15/2010 3:51 PM	mensingt@api.org
Folder	Spring - 2010	4/20/2010 3:12 PM	mensingt@api.org

View Properties  
Edit Properties  
Manage Permissions  
Delete  
Connect to Outlook  
Alert Me

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



- 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.**