emi sig
EMERGENCY MANAGEMENT ISSUES
SPECIAL INTEREST GROUP

EMI SIG SharePoint Reference Guide

Welcome to the EMI SIG SharePoint Reference Guide for Emergency Management Issues Special Interest Group (EMI SIG) members. This document includes basic commands and activities for 2010 SharePoint. It is not intended for those who develop SharePoint sites but rather addresses the use of SharePoint for members to retrieve, use, and share information.

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The Oak Ridge Institute for Science and Education (ORISE) is a U.S. Department of Energy institute focusing on scientific initiatives to research health risks from occupational hazards, assess environmental cleanup, respond to radiation medical emergencies, support national security and emergency preparedness, and educate the next generation of scientists. ORISE is managed by Oak Ridge Associated Universities (ORAU).

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Introduction

This *EMI SIG SharePoint Reference Guide* is designed to help EMI SIG members understand basic tools for access and navigation of the EMI SIG SharePoint sites. Even though EMI SIG subcommittees or working groups may have different displays of information, all SharePoint sites have common navigation tools.

SharePoint is a Microsoft web application. The EMI SIG SharePoint sites have been developed as a tool for information sharing within a subcommittee or working group. This can include documents, calendars, lists, photos/graphics, discussion boards, and more.

SharePoint provides a common collaboration platform to access and manage documents so that users no longer need to use email as a method of version control and storage by sending documents back and forth to each other.

Once given permission to access SharePoint, the users are responsible for ensuring that any content they share is properly reviewed for classification and redacted before release to protect confidential material.

How to Use This Guide

This Guide is divided into common tasks that can be performed by the user. It first leads the user in how to gain access to a SharePoint site and obtain or update a password. The user is then provided information on how to use SharePoint's navigation tools. Finally, the Guide provides step-by-step instructions for common SharePoint tasks to retrieve and use information.

As a SharePoint user, you can view items and pages, open items and documents, as well as add, edit, and delete items in existing lists and document libraries. This Guide is designed to assist the user with specific tasks or to be used in its entirety as a learning tool.

Note: Follow the numbered steps in each table. The screen shots include corresponding numbers and are provided to visually guide you through each task. To enlarge the screen shots, use the **View** tab and click on **Zoom** to increase the graphic size.

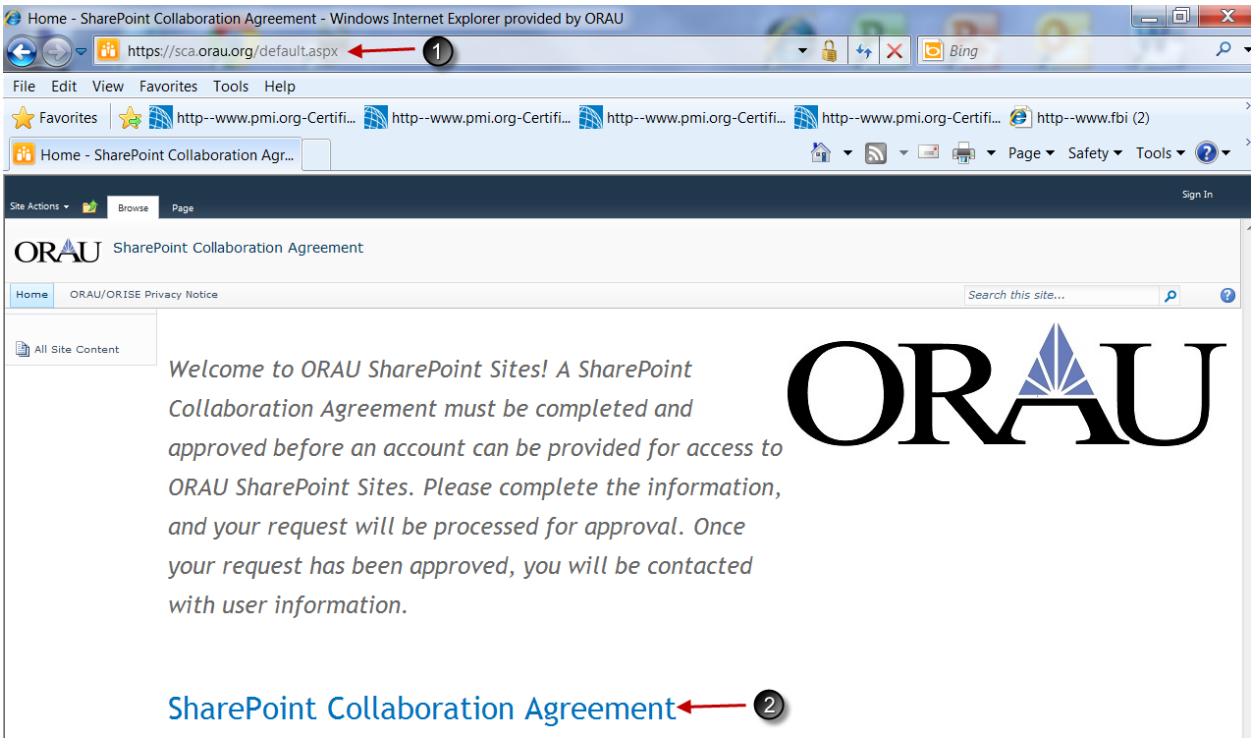
Questions or comments regarding this document should be sent to Becky.Bullard@orau.org.

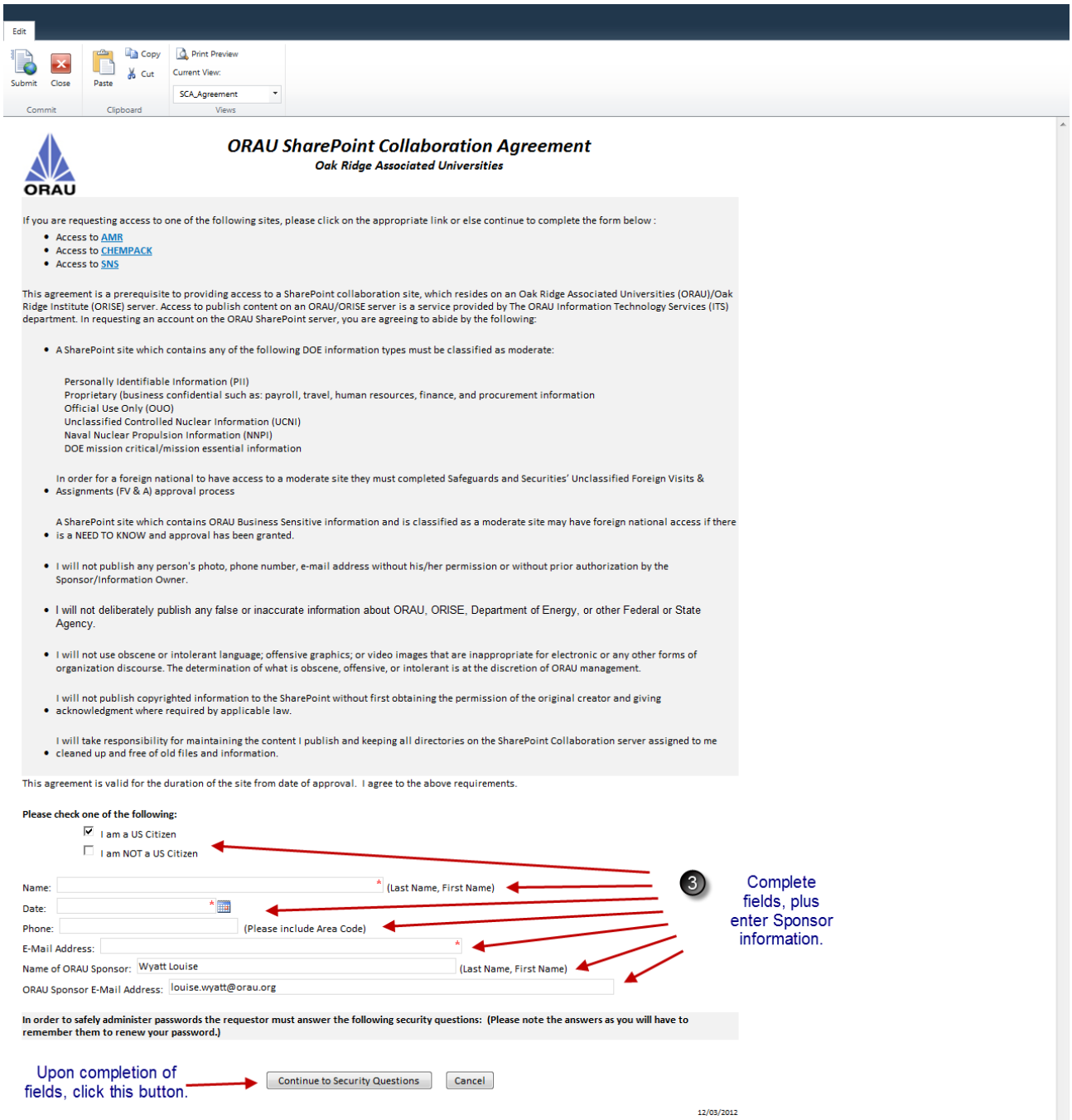
Access

Request Access and Password for SharePoint

EMI SIG Membership is required before access can be granted to EMI SIG SharePoint sites. Also, a SharePoint Collaboration Agreement (SCA) must be completed and submitted for approval before an External ORAU SharePoint Account can be created for the user.

Step	Action
1	Go to this link: https://sca.orau.org to complete and submit your SCA.
2	Click **SharePoint Collaboration Agreement** to go to the SCA form.
3	Follow instructions to complete the form's required fields. The SCA form will require the name and email of your ORAU sponsor. Please use: Wyatt, Louise; louise.wyatt@orau.org. Upon completion of the fields, click **Continue to Security Questions**. Enter your responses to questions and click **Submit**. **Note:** After your SCA is submitted and approved, account information will be forwarded to you by the EMI SIG Website/SharePoint Administrator. Once you receive your account information, you can proceed to steps 4 and 5.
4	After the account is created, this link can be used to receive a temporary password, initially or at any time needed: https://receivepw.orau.org.
5	After you receive a SharePoint password, you will be required to change it every 180 days. You will receive an email notification from the ORAU SharePoint Administrator 15 days prior to password expiration. You can use this link https://vision.orau.org/password to change it. If your password expires or your account becomes inactive, you will be required to complete a new SCA, and the process will be the same as the initial account activation.





Edit

Submit | Close | Paste | Copy | Cut | Print Preview | Current View: SCA_Agreement

Commit | Clipboard | Views

ORAU

ORAU SharePoint Collaboration Agreement

Oak Ridge Associated Universities

If you are requesting access to one of the following sites, please click on the appropriate link or else continue to complete the form below :

- Access to AMR
- Access to CHEMPACK
- Access to SNS

This agreement is a prerequisite to providing access to a SharePoint collaboration site, which resides on an Oak Ridge Associated Universities (ORAU)/Oak Ridge Institute (ORISE) server. Access to publish content on an ORAU/ORISE server is a service provided by The ORAU Information Technology Services (ITS) department. In requesting an account on the ORAU SharePoint server, you are agreeing to abide by the following:

- A SharePoint site which contains any of the following DOE information types must be classified as moderate:

  Personally Identifiable Information (PII)
  Proprietary (business confidential such as: payroll, travel, human resources, finance, and procurement information
  Official Use Only (OUO)
  Unclassified Controlled Nuclear Information (UCNI)
  Naval Nuclear Propulsion Information (NNPI)
  DOE mission critical/mission essential information

- In order for a foreign national to have access to a moderate site they must completed Safeguards and Securities' Unclassified Foreign Visits & Assignments (FV & A) approval process
- A SharePoint site which contains ORAU Business Sensitive information and is classified as a moderate site may have foreign national access if there is a NEED TO KNOW and approval has been granted.
- I will not publish any person's photo, phone number, e-mail address without his/her permission or without prior authorization by the Sponsor/Information Owner.
- I will not deliberately publish any false or inaccurate information about ORAU, ORISE, Department of Energy, or other Federal or State Agency.
- I will not use obscene or intolerant language; offensive graphics; or video images that are inappropriate for electronic or any other forms of organization discourse. The determination of what is obscene, offensive, or intolerant is at the discretion of ORAU management.
- I will not publish copyrighted information to the SharePoint without first obtaining the permission of the original creator and giving acknowledgment where required by applicable law.
- I will take responsibility for maintaining the content I publish and keeping all directories on the SharePoint Collaboration server assigned to me cleaned up and free of old files and information.

This agreement is valid for the duration of the site from date of approval. I agree to the above requirements.

Please check one of the following:

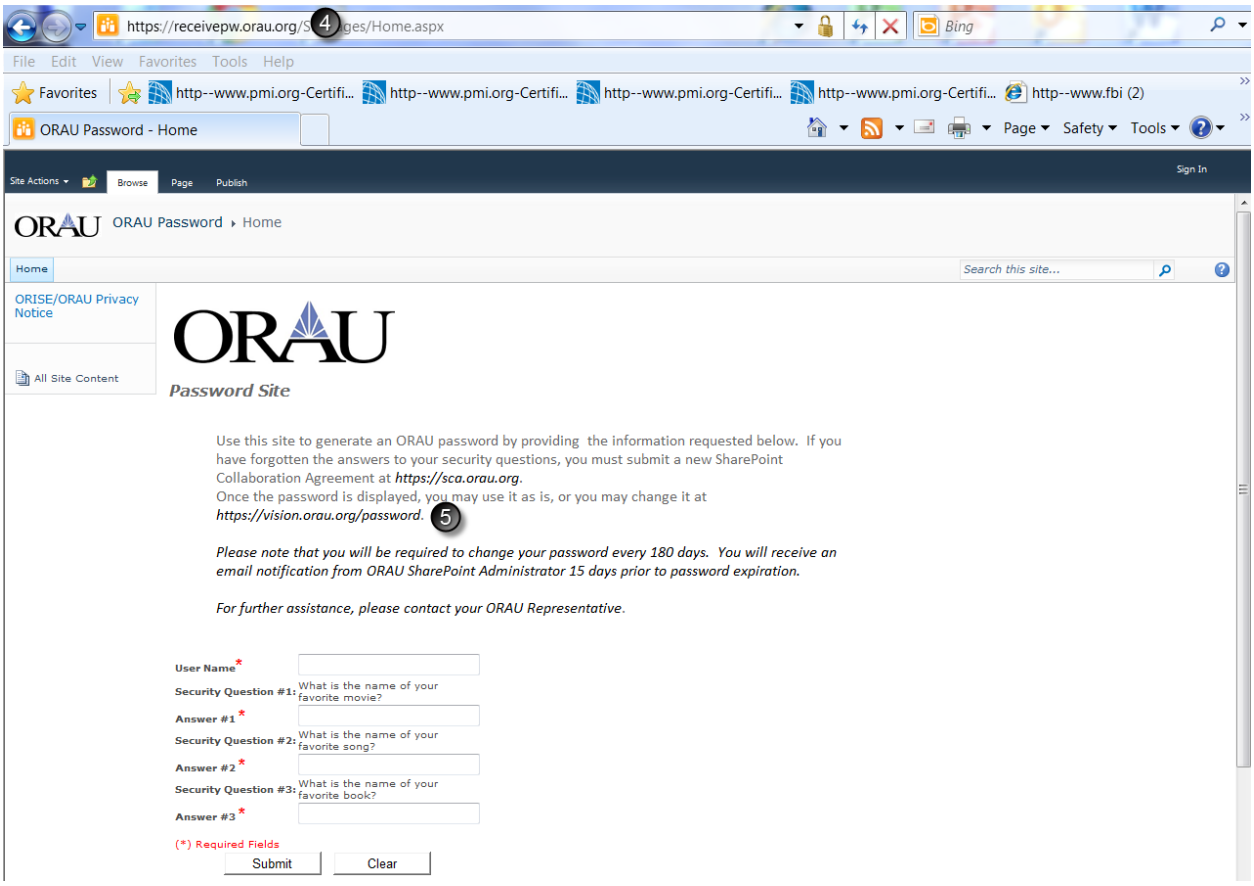
☑ I am a US Citizen
☐ I am NOT a US Citizen

Name: * (Last Name, First Name)
Date: *
Phone: (Please include Area Code)
E-Mail Address: *
Name of ORAU Sponsor: Wyatt Louise (Last Name, First Name)
ORAU Sponsor E-Mail Address: louise.wyatt@orau.org

In order to safely administer passwords the requestor must answer the following security questions: (Please note the answers as you will have to remember them to renew your password.)

Continue to Security Questions | Cancel

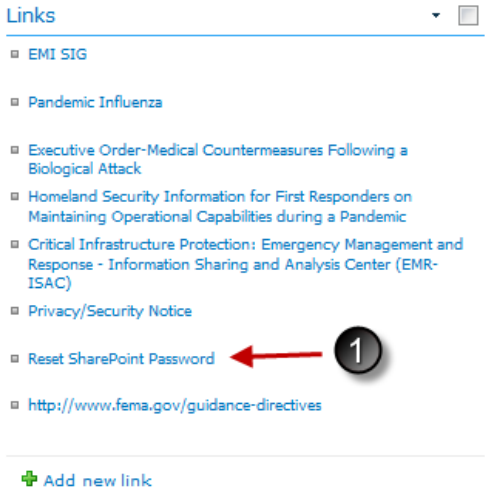
12/03/2012



Changing Password while in SharePoint

SharePoint passwords may be reset from within a SharePoint site.

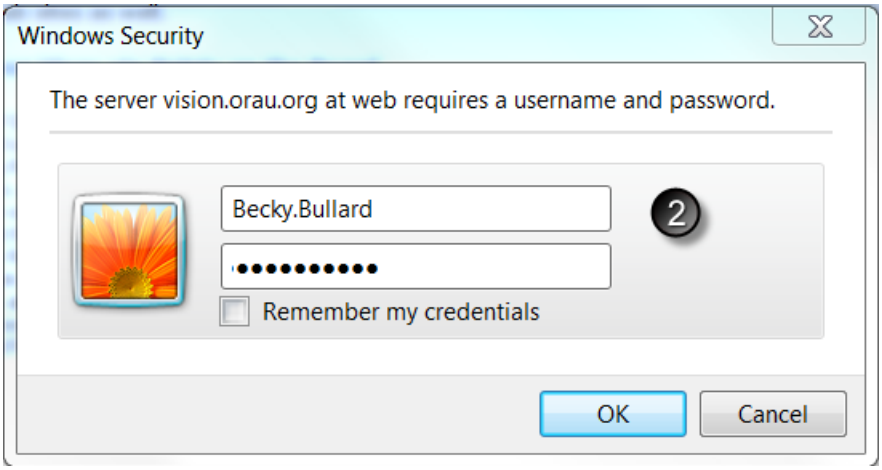
Step	Action
1	After accessing the SharePoint site, click the **Reset SharePoint Password** link under the **Links** section on the right side of the page.
2	Follow instructions on the Welcome to ORAU/ORISE Change Password Site.



Changing Password without Accessing SharePoint

SharePoint passwords may be changed without accessing the SharePoint site.

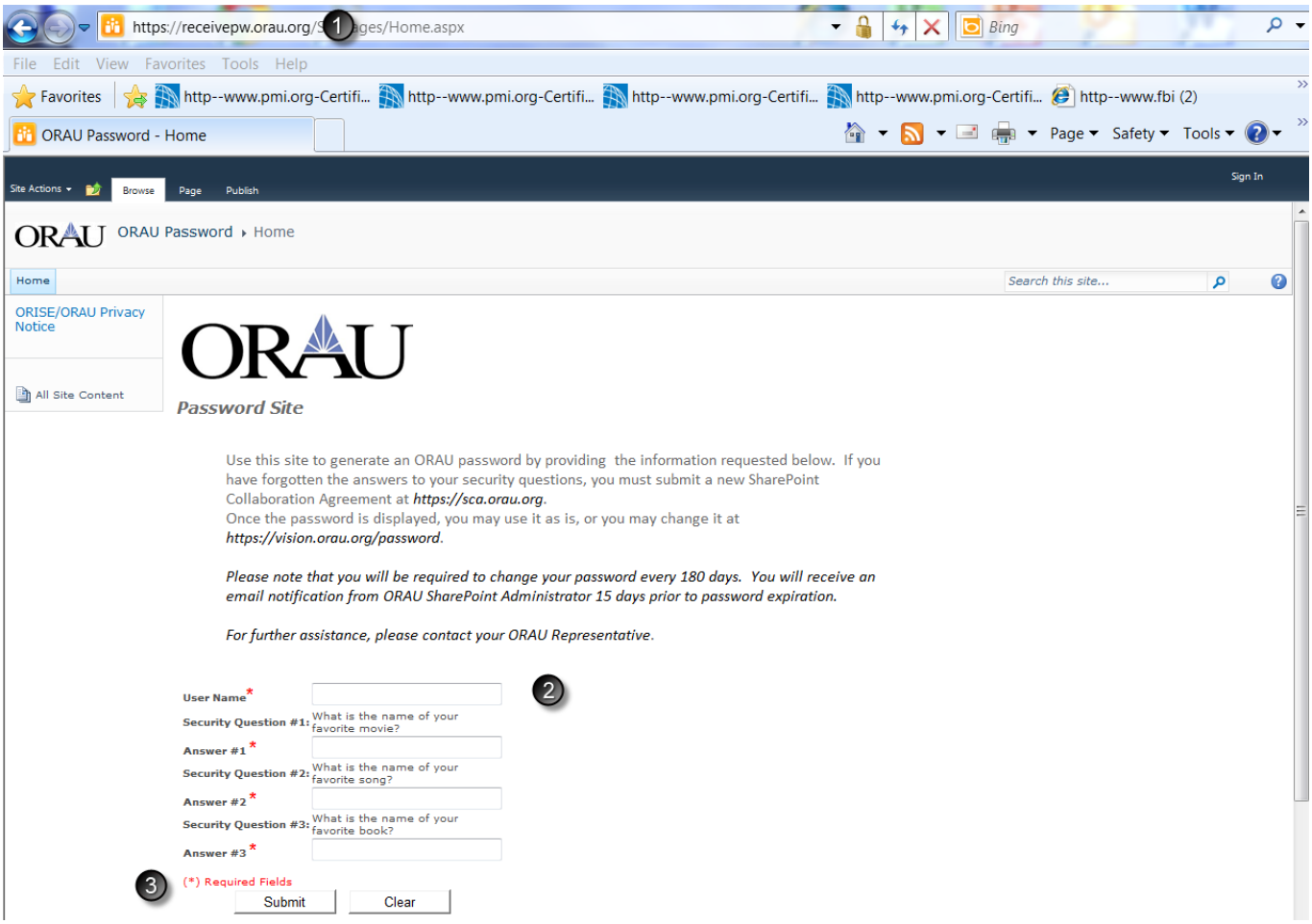
Step	Action
1	Navigate to https://vision.orau.org/password in your internet browser.
2	Key in your user name and password. Select **OK**.
3	Follow the instructions on the Welcome to ORAU/ORISE Change Password Site.



Forgot SharePoint Password?

If your password has expired or your account is inactive, you will be required to complete a new SCA, and the process will be the same as the initial account activation. Otherwise, you may proceed with the instructions provided below:

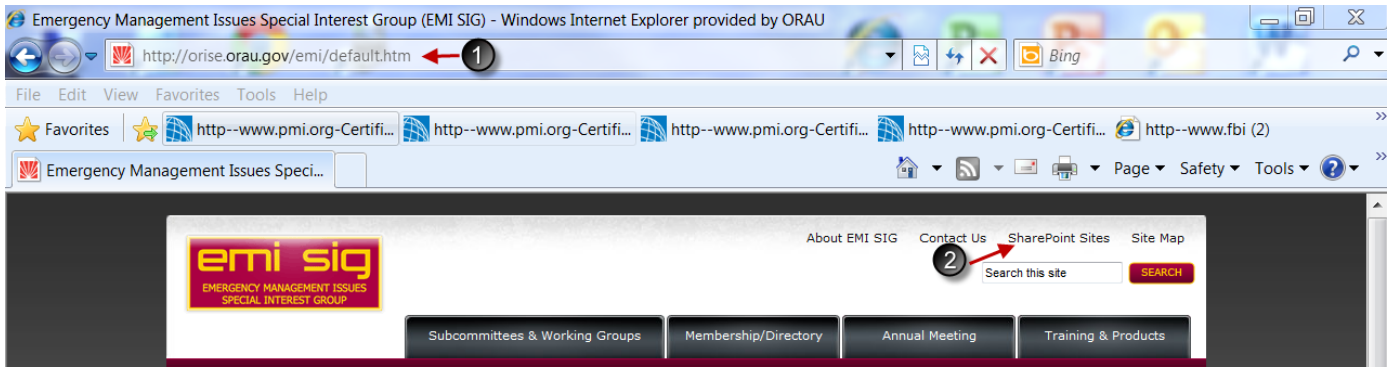
Step	Action
1	Navigate to https://receivepw.orau.org in your Internet browser.
2	Key in your **user name** (e.g., FirstName.LastName)
3	Follow instructions and then click **Submit**.
4	Enter your email to change your password, and then click the **Submit**. Follow instructions.

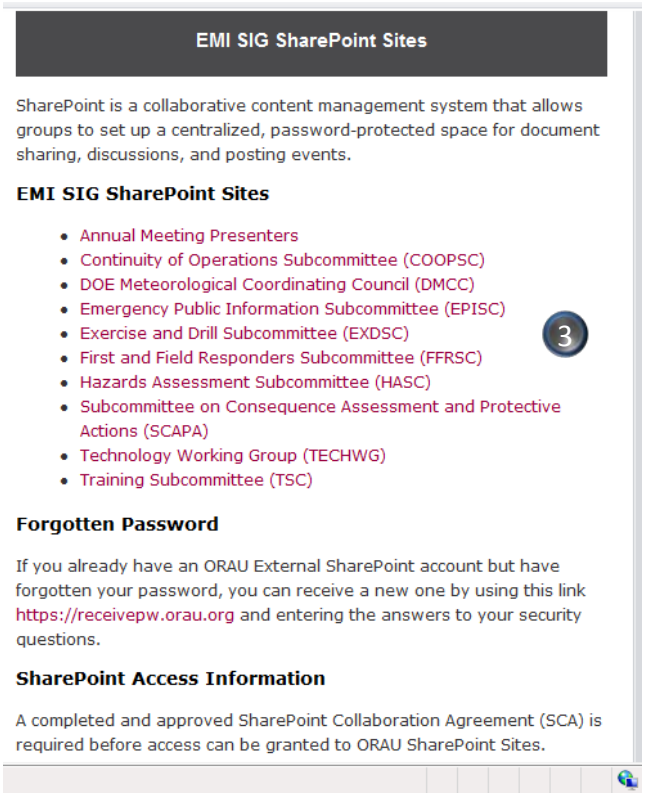


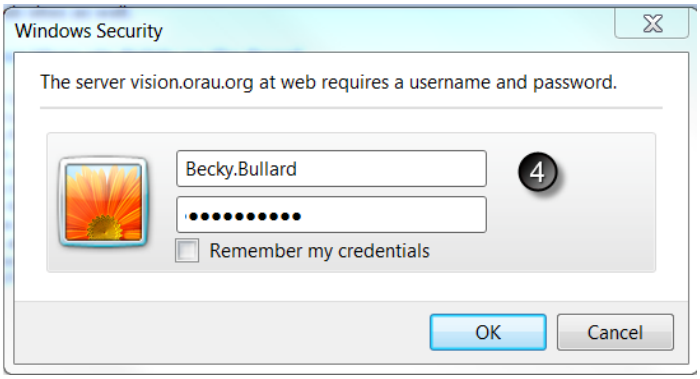
Log In

You must log in to enter an EMI SIG SharePoint site.

Step	Action
1	Navigate to http://orise.orau.gov/emi/default.htm.
2	In the upper right-hand corner, click **SharePoint Sites**.
3	Click the EMI SIG SharePoint site of interest.
4	When the Windows Security screen pops up, key in your **user name** (FirstName.LastName) and **password**, then click **OK**.



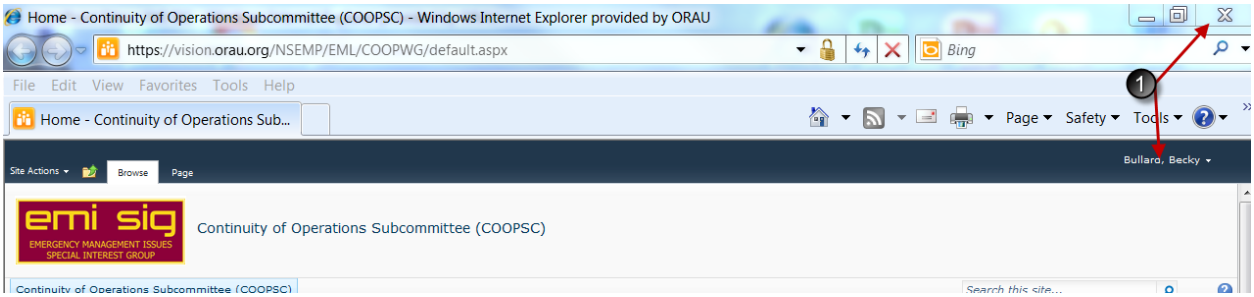


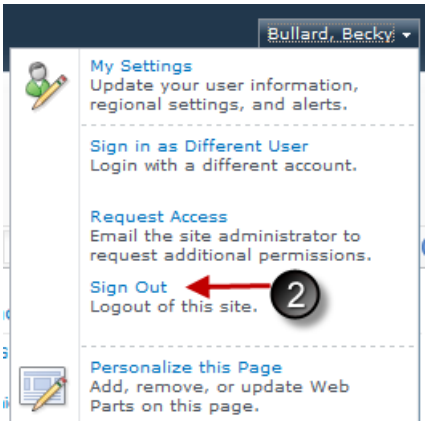


Log Out

These are the steps to signing out of a SharePoint site.

Step	Action
1	Close the browser or click ***Your Last Name, First Name*** in the upper right-hand corner of the home screen for the option of signing out.
2	Click **Sign Out**.

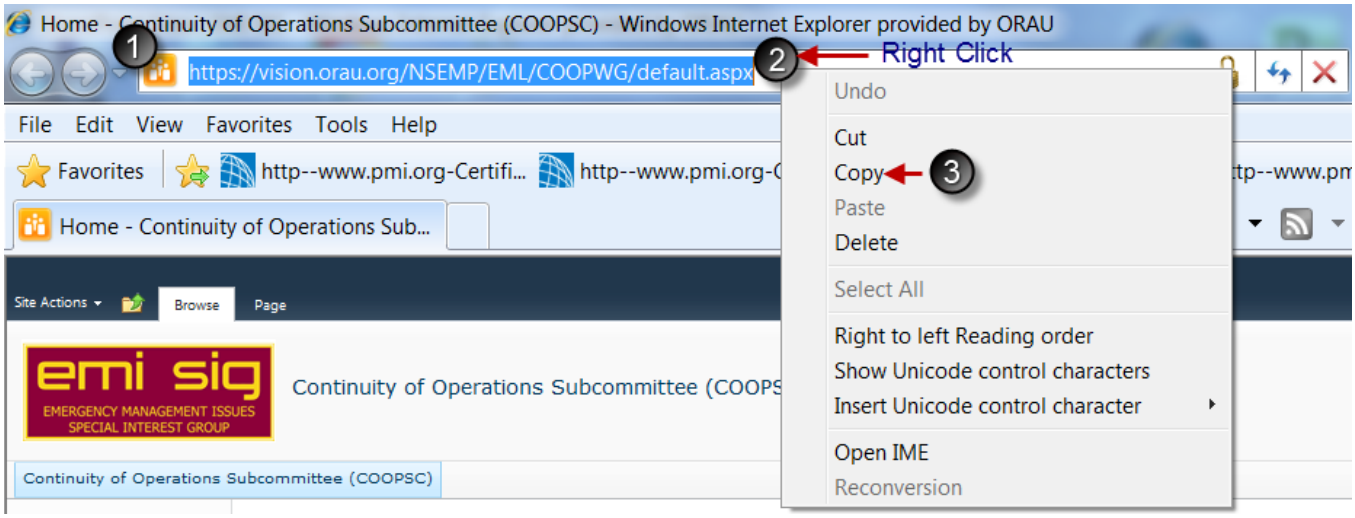




Create a Shortcut

These instructions can be used to create a shortcut to your group's SharePoint home page.

Step	Action
1	Open the page for which you want to create a shortcut.
2	Click the URL to select it.
3	Right-click and choose **Copy**.
4	Go to the location where you want the shortcut.
5	Right-click and choose **New** and then **Shortcut**.
6	Paste the URL and click **Next** to continue.
7	Key in a name for this shortcut then click **Finish**.
Tip	Another way to create a shortcut is to drag the icon on the left side of the address bar (located at the top of the window) to a location, such as the Desktop. This is a quick way to create a shortcut to the location that you currently have open

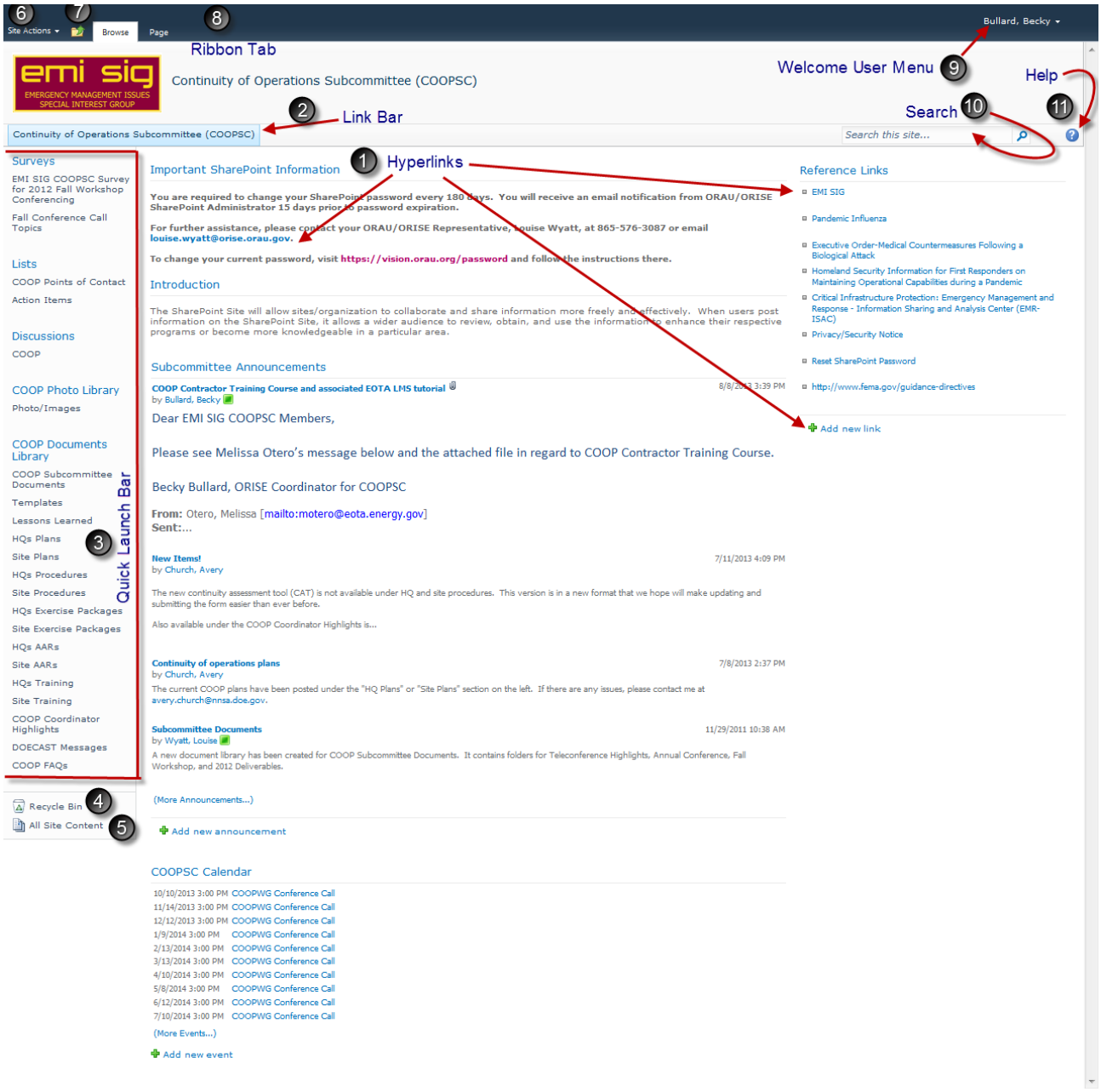


SharePoint Navigation

Navigation Tools

SharePoint sites work just like any other sites on the Internet. Click a hyperlink to view items of interest.

Step	Navigation Tools
1	To navigate in a SharePoint site, click a hyperlink to view the page or item.
2	The **Top Link Bar** displays a row of tabs at the top of every page in the site that help users navigate to other sites in the site collection (if there are any). The first tab on the left-hand side is the **Home** tab.
3	The **Quick Launch Bar** typically is displayed on the left side of the page and highlights important content in the current site, such as Lists, Discussions, Photo Library, and Documents Library.
4	The **Recycle Bin** is where deleted information is stored.
5	The **All Site Content** allows the user to view all content in the current site.
6	The options on the **Site Actions Menu** can be viewed by clicking the down arrow beside it. The options will vary according to the user's permission level and could include: Edit Page, Sync to SharePoint Workspace, New Page, New Document Library, View All Site Content, etc.
7	The **Navigate Up Icon** (folder with and upward green arrow) allows the user to see the current page location in the hierarchy of pages and navigate from there.
8	The **Ribbon Tab(s)** assist in navigating among pages on the site. Most SharePoint sites have the **Browse Tab** turned on by default.
9	**Last Name, First Name** of User, also known as the **Welcome User Menu**, opens a menu to change user settings, sign in as a different user, request access to additional permissions, sign out, or personalize this page.
10	To search this site, click in the **Search Box** at the right-hand side of the **Top Link Bar**. Key in the search word or term and click the **Magnifier Icon** or the **Enter Key** to begin the search.
11	For help, click the **Question Mark Icon** in the right corner of the **Top Link Bar**.


6
7
8
Site Actions
Browse
Page
Ribbon Tab
Bullard, Becky
emi sig
EMERGENCY MANAGEMENT ISSUES SPECIAL INTEREST GROUP
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COOP Documents Library
COOP Subcommittee Documents
Templates
Lessons Learned
HQs Plans
Site Plans
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HQs Exercise Packages
Site Exercise Packages
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Site AARs
HQs Training
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COOP Coordinator Highlights
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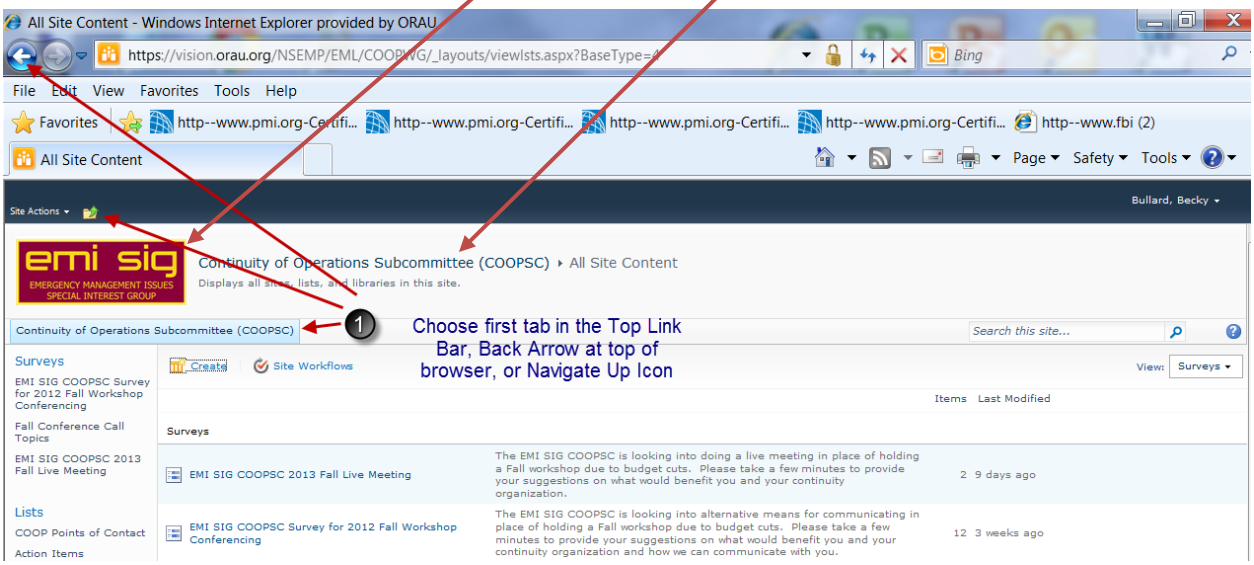
Important SharePoint Information
You are required to change your SharePoint password every 180 days. You will receive an email notification from ORAU/ORISE SharePoint Administrator 15 days prior to password expiration.
For further assistance, please contact your ORAU/ORISE Representative, Louise Wyatt, at 865-576-3087 or email louise.wyatt@orise.orau.gov.
To change your current password, visit https://vision.orau.org/password and follow the instructions there.
Introduction
The SharePoint Site will allow sites/organization to collaborate and share information more freely and effectively. When users post information on the SharePoint Site, it allows a wider audience to review, obtain, and use the information to enhance their respective programs or become more knowledgeable in a particular area.
Subcommittee Announcements
COOP Contractor Training Course and associated EOTA LMS tutorial
by Bullard, Becky
Dear EMI SIG COOPSC Members,
Please see Melissa Otero's message below and the attached file in regard to COOP Contractor Training Course.
Becky Bullard, ORISE Coordinator for COOPSC
From: Otero, Melissa [mailto:motero@eota.energy.gov]
Sent:...
New Items!
7/11/2013 4:09 PM
by Church, Avery
The new continuity assessment tool (CAT) is not available under HQ and site procedures. This version is in a new format that we hope will make updating and submitting the form easier than ever before.
Also available under the COOP Coordinator Highlights is...
Continuity of operations plans
7/8/2013 2:37 PM
by Church, Avery
The current COOP plans have been posted under the "HQ Plans" or "Site Plans" section on the left. If there are any issues, please contact me at avery.church@nnsa.doe.gov.
Subcommittee Documents
11/29/2011 10:38 AM
by Wyatt, Louise
A new document library has been created for COOP Subcommittee Documents. It contains folders for Teleconference Highlights, Annual Conference, Fall Workshop, and 2012 Deliverables.
(More Announcements...)
Add new announcement
COOPSC Calendar
10/10/2013 3:00 PM COOPWG Conference Call
11/14/2013 3:00 PM COOPWG Conference Call
12/12/2013 3:00 PM COOPWG Conference Call
1/9/2014 3:00 PM COOPWG Conference Call
2/13/2014 3:00 PM COOPWG Conference Call
3/13/2014 3:00 PM COOPWG Conference Call
4/10/2014 3:00 PM COOPWG Conference Call
5/8/2014 3:00 PM COOPWG Conference Call
6/12/2014 3:00 PM COOPWG Conference Call
7/10/2014 3:00 PM COOPWG Conference Call
(More Events...)
Add new event
Reference Links
EMI SIG
Pandemic Influenza
Executive Order-Medical Countermeasures Following a Biological Attack
Homeland Security Information for First Responders on Maintaining Operational Capabilities during a Pandemic
Critical Infrastructure Protection: Emergency Management and Response - Information Sharing and Analysis Center (EMR-ISAC)
Privacy/Security Notice
Reset SharePoint Password
http://www.fema.gov/guidance-directives
Add new link

Return to SharePoint Site Home Page

Use these instructions to return to the home page from other locations within the SharePoint site.

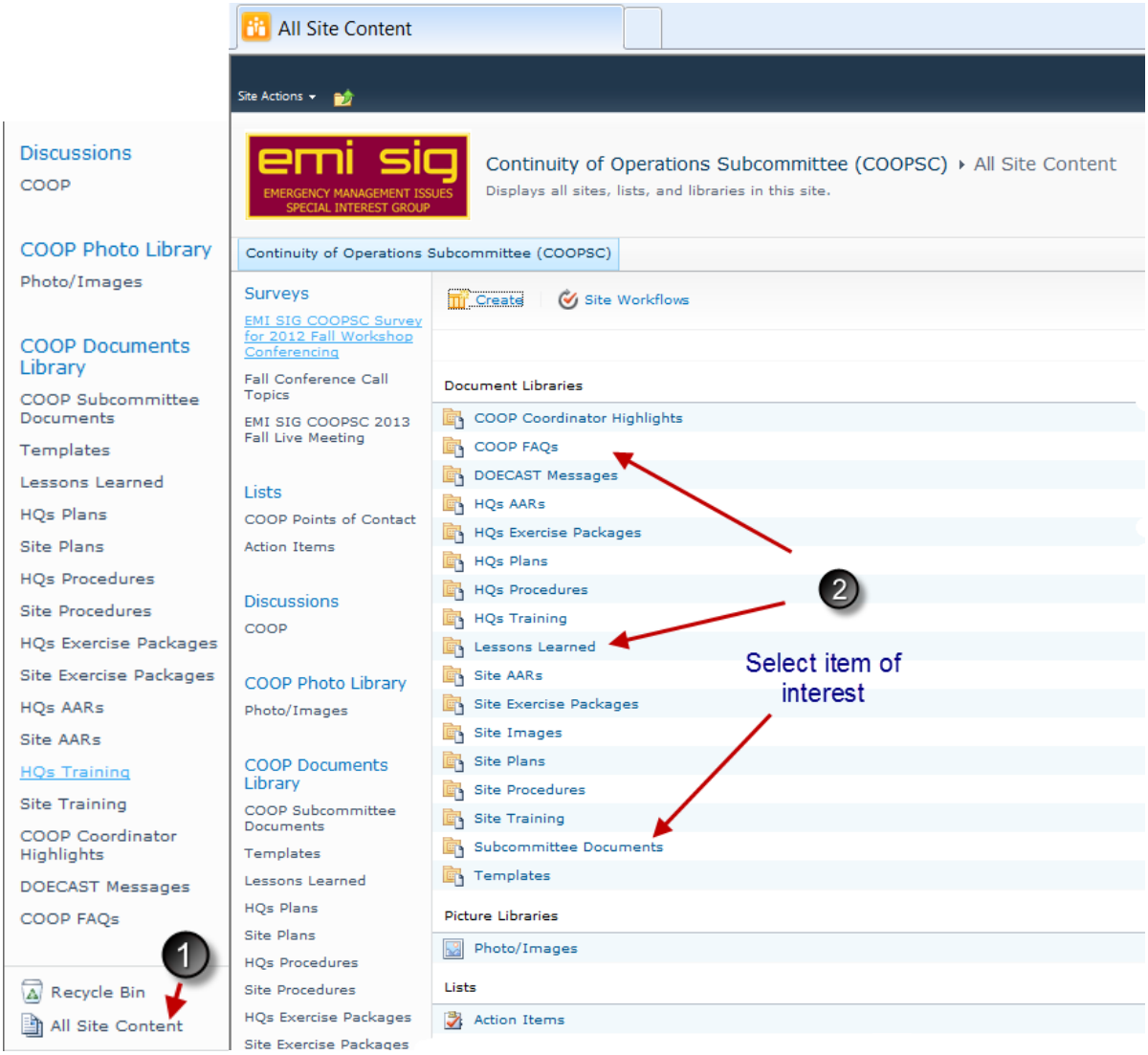
Step	Action
1	Click the first tab in the **Top Link Bar** (the group name), use **Back Arrow** at top of the browser, or use the **Navigate Up Icon**. **Tip:** You can also click the EMI SIG logo or the group name beside it.



All Site Content

Use **All Site Content** to view all content on the SharePoint site by major navigation elements, such as document libraries, picture libraries, lists, discussion boards, or surveys, and when the items were last modified.

Step	Action
1	Click **All Site Content.**
2	Click item of interest.

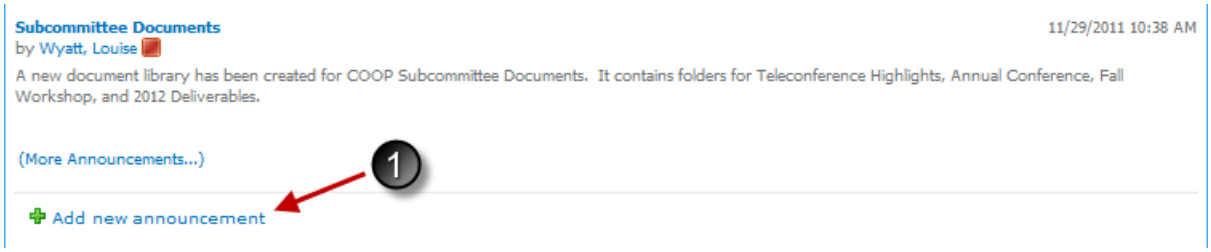


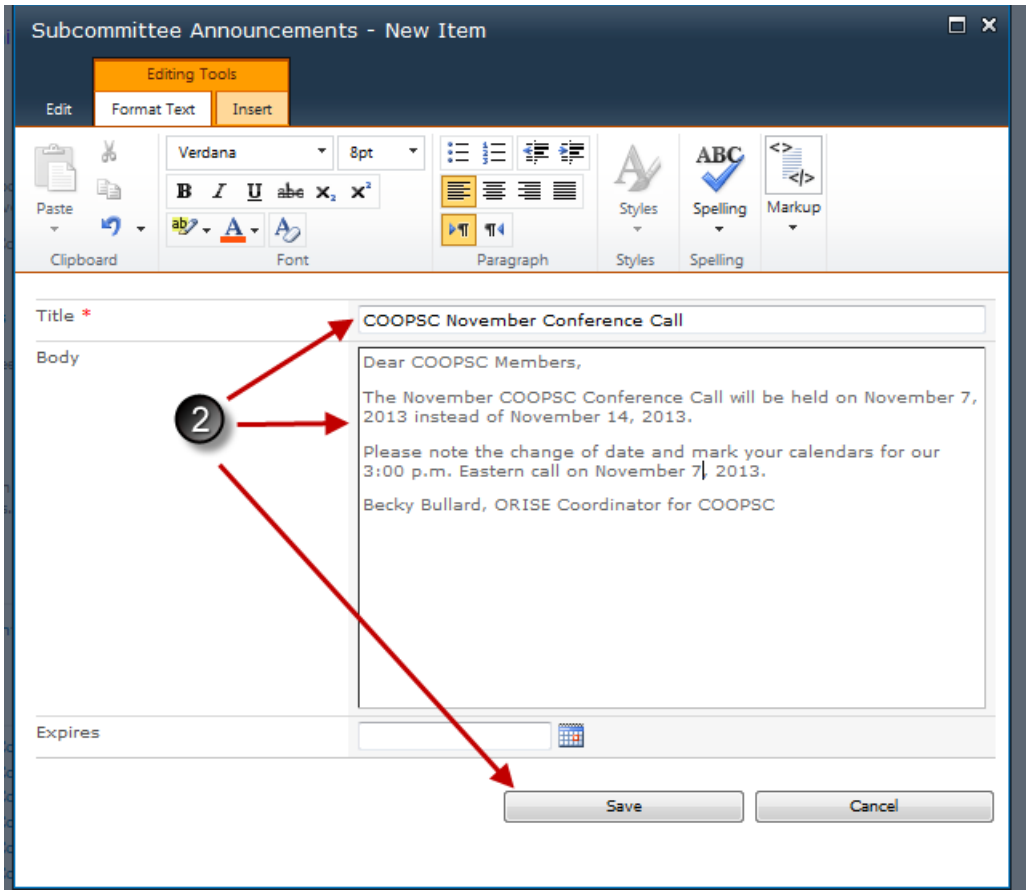
Announcements

This list is used to share quick news items. The user may attach one or more files. If the user includes an expiration date, the item will automatically go to the recycle bin after the expiration date.

Add New Announcement

Step	Action
1	Click on **Add new announcement** on the home screen.
2	Enter information and click **Save** to keep the announcement. **Note:** Adding an **Expires Date** for the announcement is optional. To add a date, click the **calendar** next to the **Expires Field** and click the desired date for the announcement to end.



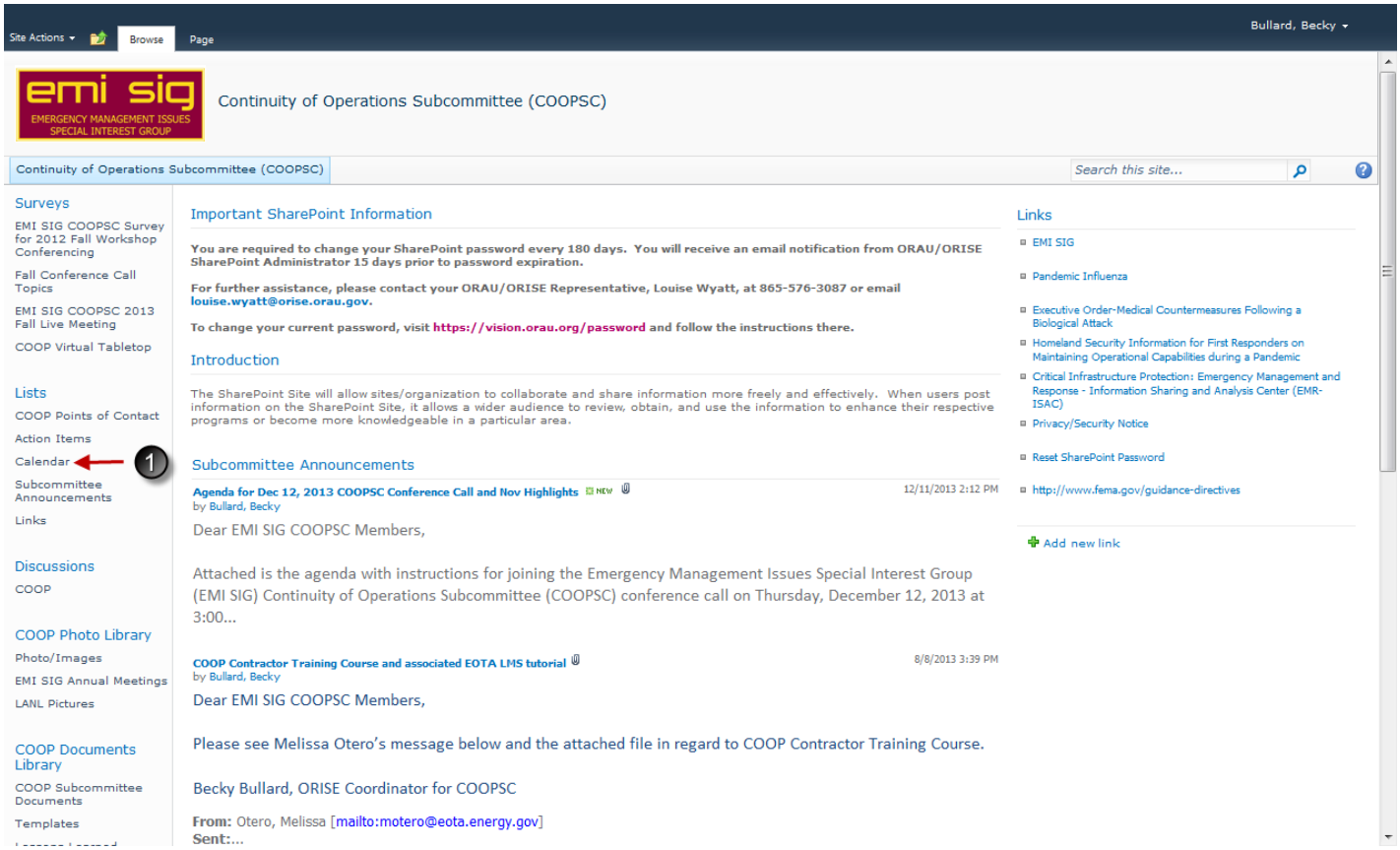


Calendars

The calendar is for managing events. Use it to keep informed of upcoming meetings, deadlines, and other important events.

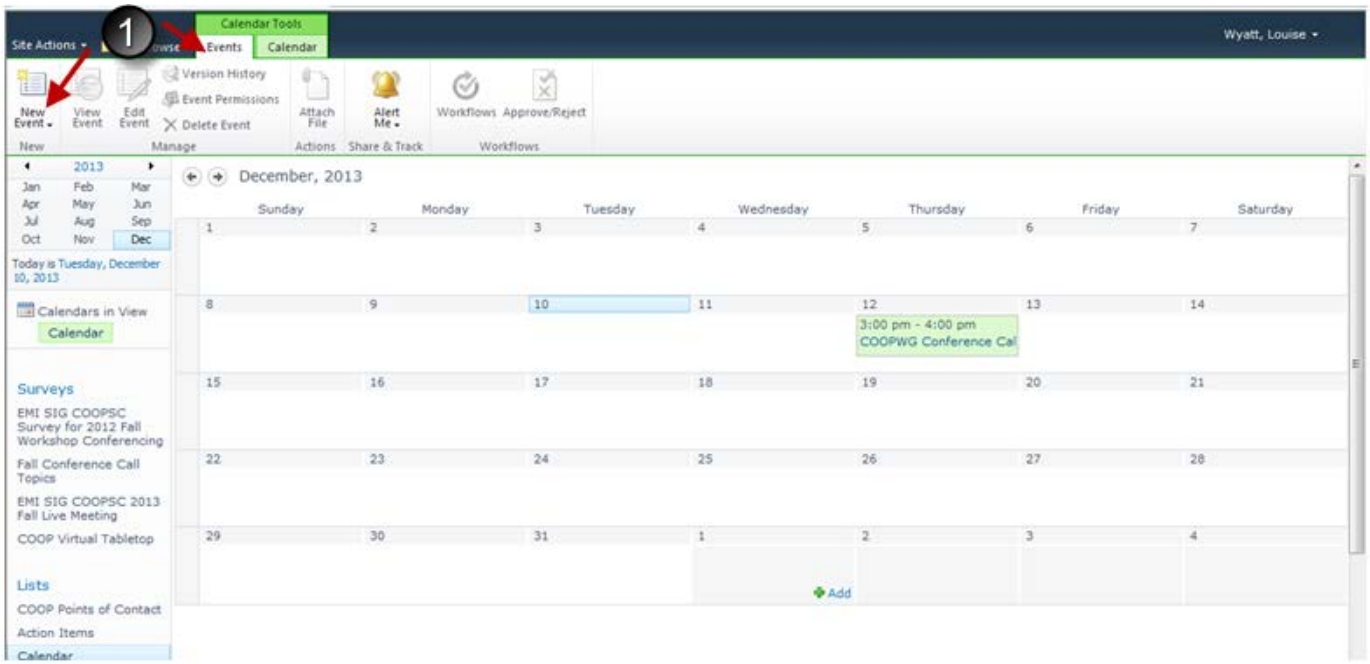
Open the Calendar

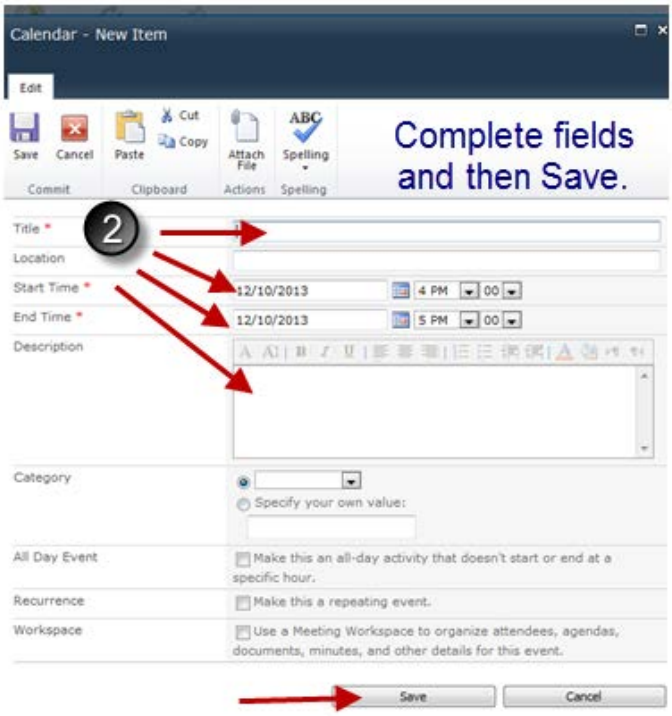
Step	Action
1	Click the **Calendar** link on the Quick Launch Bar. **Note:** Some sites also have the calendar displayed on the home page where a link is also available for opening it.



Add New Event

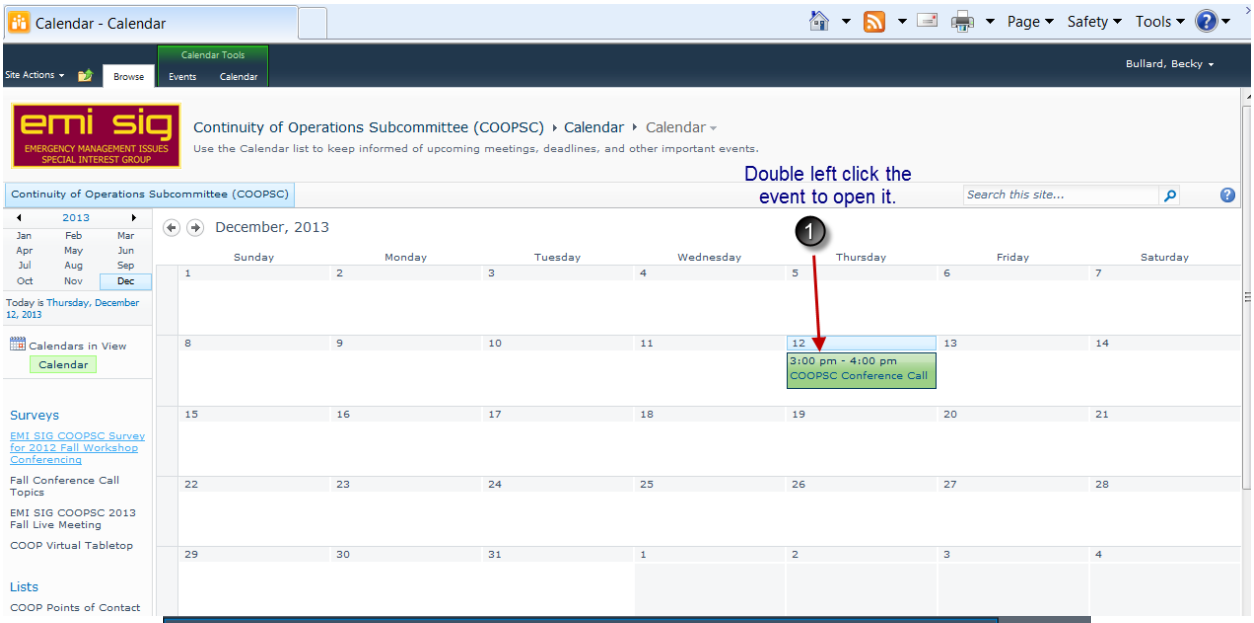
Step	Action
1	When the calendar is open, an event can be added by clicking the **Events Tab** under **Calendar Tools**, and then clicking **New Event**
2	In the **Calendar – New Item** screen, key in the title of the event (required field designated by an asterisk), location (not a required field), start time, end time, and provide a brief description of the event. If this is an all-day event, click the **All Day Event Box**. If the event repeats, click the **Recurrence Box**. Click **Save** to complete the addition of the event.

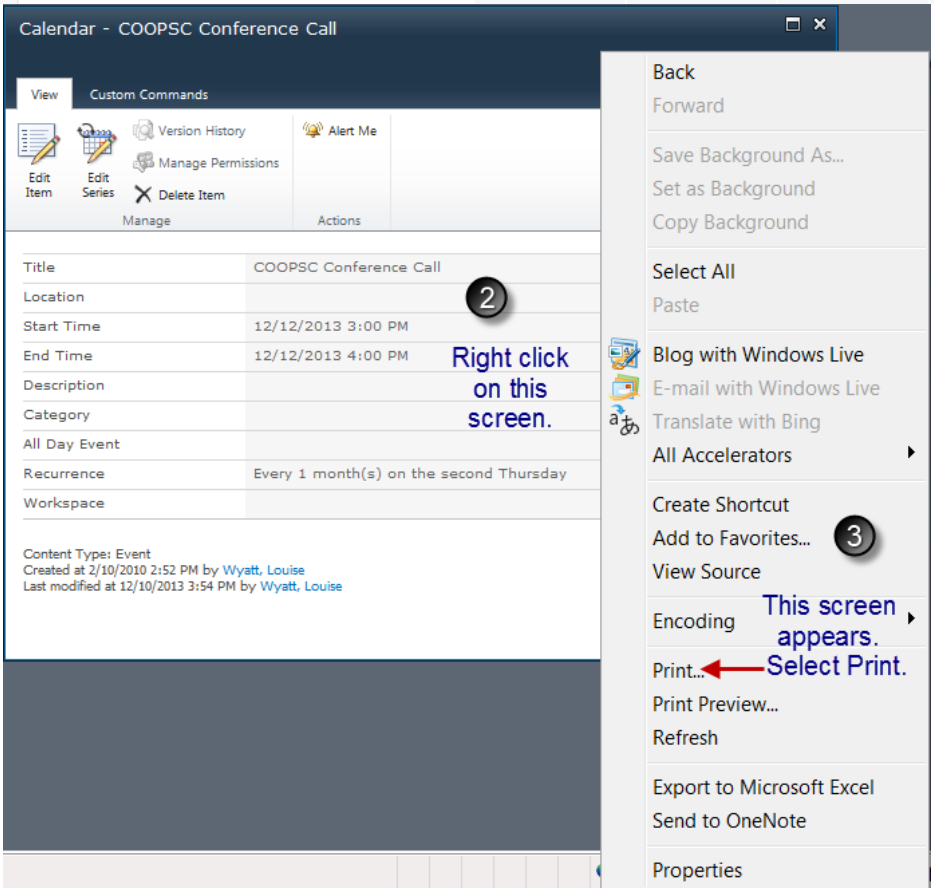


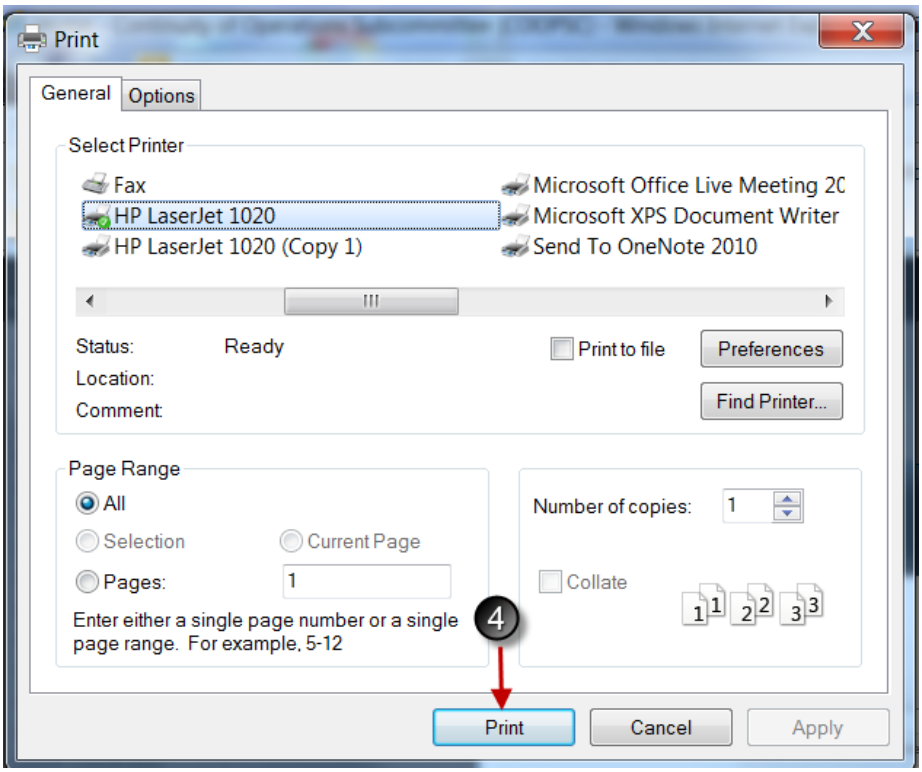


Print a Calendar Event

Step	Action
1	With the calendar open, double left click the **event** to open it.
2	Right click the event screen to obtain the Print menu. **Tip:** Ctrl+P can be used instead of Steps 2 and 3.
3	Select **Print**.
4	On the print screen, click **Print**.

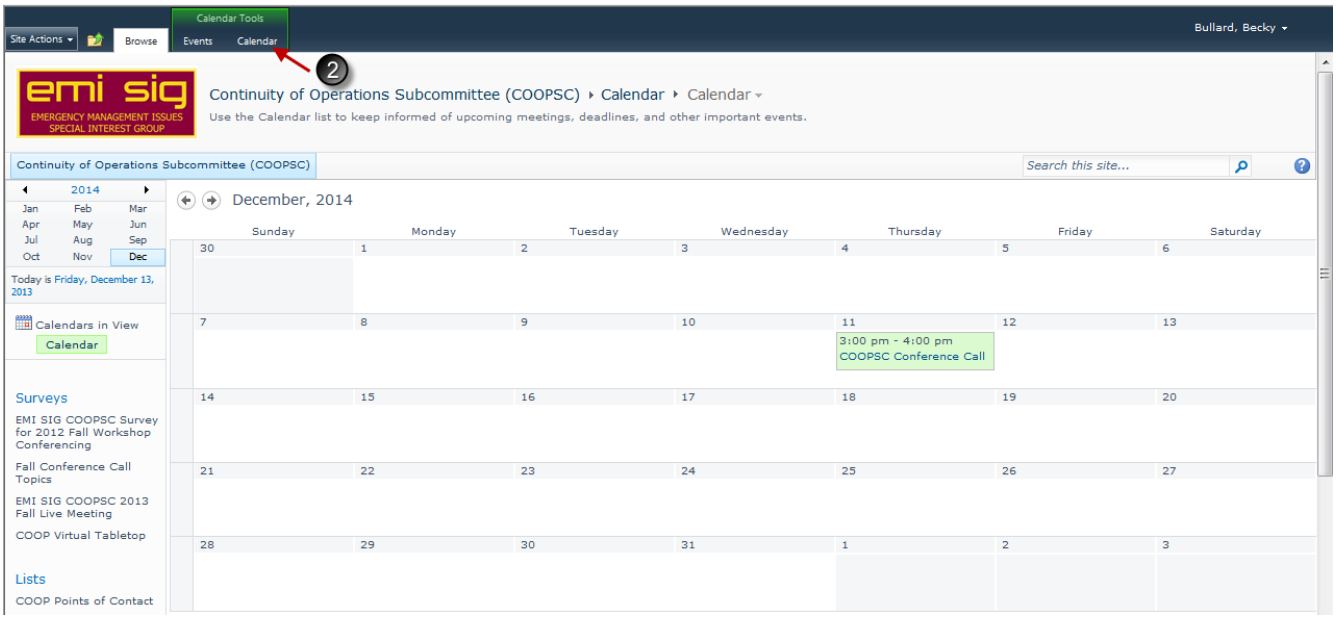


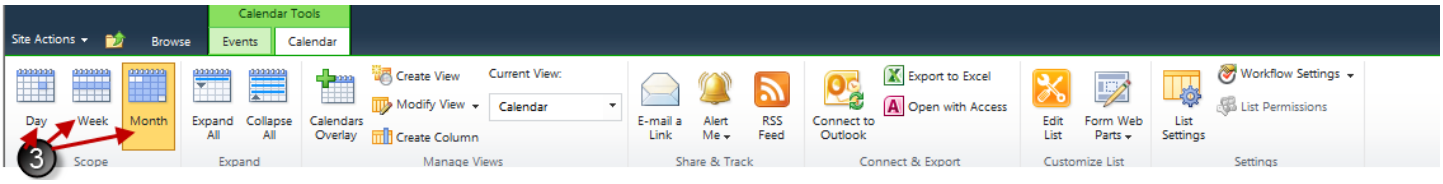


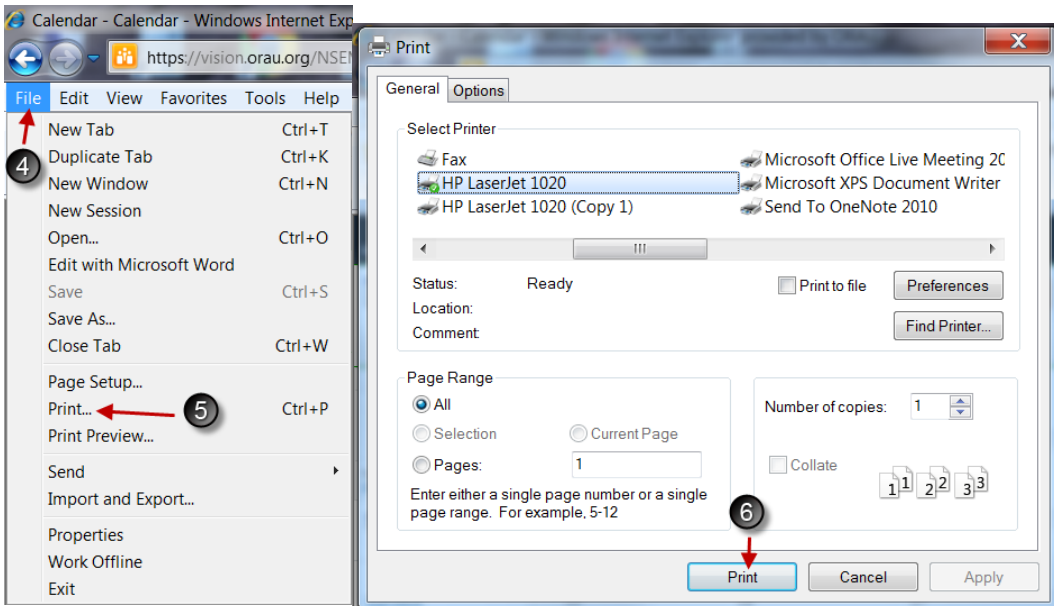

Print
General
Options
Select Printer
Fax
HP LaserJet 1020
HP LaserJet 1020 (Copy 1)
Microsoft Office Live Meeting 2C
Microsoft XPS Document Writer
Send To OneNote 2010
Status:
Ready
Location:
Comment:
Print to file
Preferences
Find Printer...
Page Range
All
Selection
Current Page
Pages:
1
Enter either a single page number or a single page range. For example, 5-12
4
Number of copies:
1
Collate
Print
Cancel
Apply

Print a Calendar View

Step	Action
1	Open the calendar (instructions on page 15)
2	Select **Calendar** from the **Calendar Tools** tabs.
3	Select the view (**Day**, **Week**, or **Month**) you want to print.
4	Click the **File** tab. **Note:** Ctrl+P can be used instead of Steps 2 and 3.
5	Select **Print**.
6	On the print screen, click **Print**.



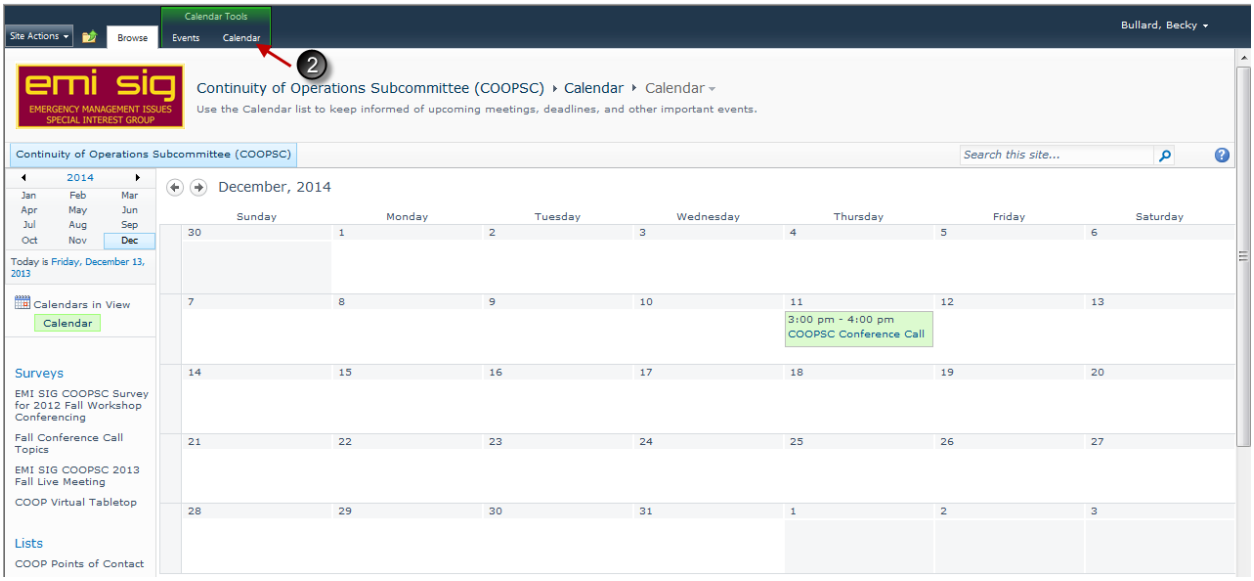


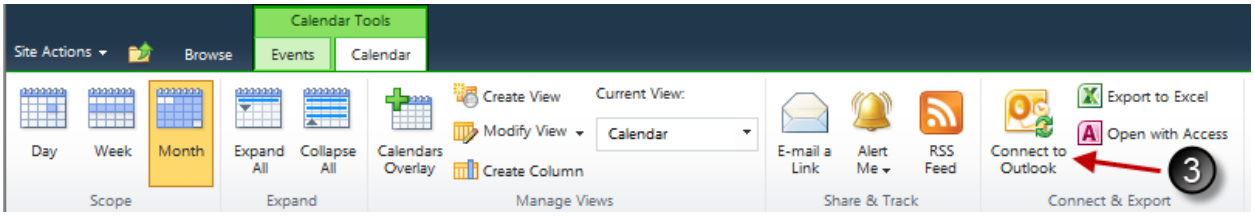


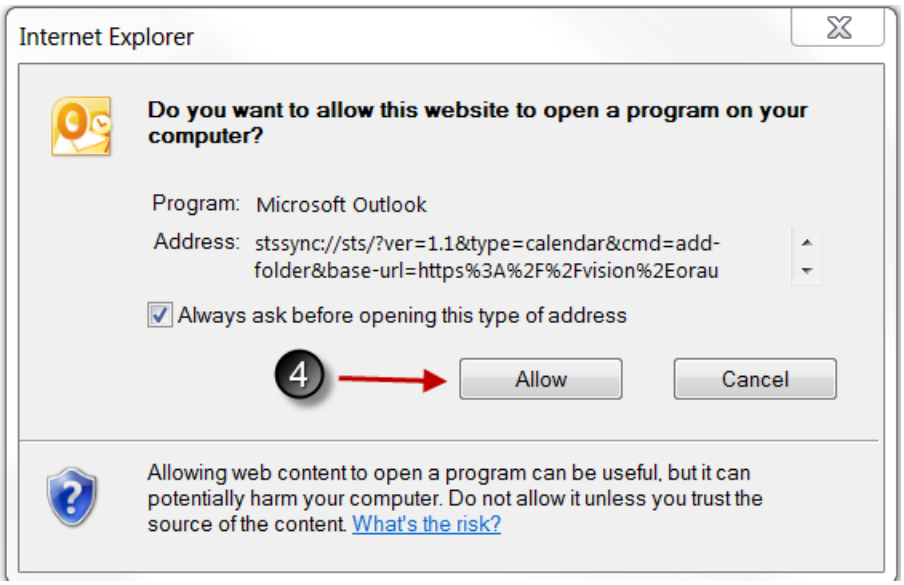
Synchronize the SharePoint Calendar with Your Outlook Calendar

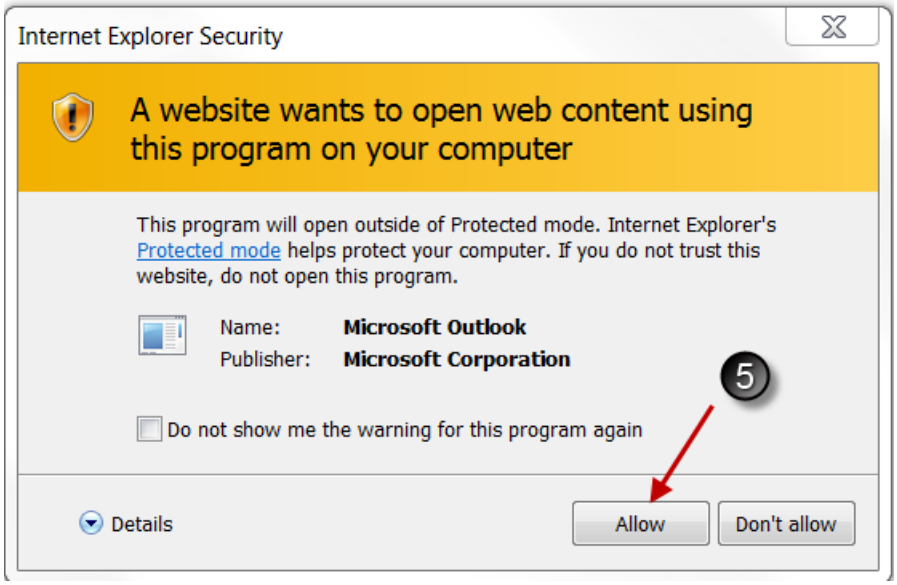
Synchronizing the SharePoint Calendar with your Outlook Calendar can help you keep track of new events on the calendar.

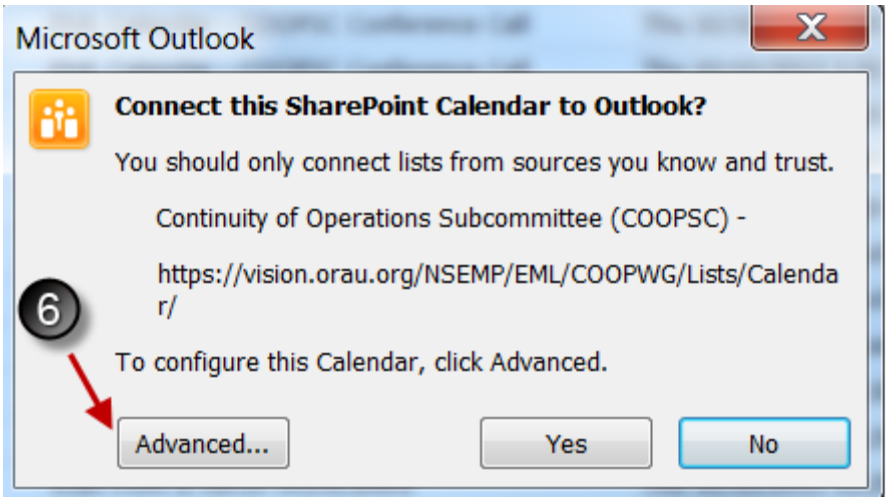
Step	Action
1	Open the Calendar from the **Quick Launch Bar** (instructions on page 15).
2	Click the **Calendar** under the **Calendar Tools tab**.
3	Click **Connect to Outlook** in the **Connect & Export Group**.
4	Click **Allow**.
5	Click **Allow** again.
6	Click **Advanced**.
7	Click **OK**.
8	Click **Yes**.
9	Key in your **FirstName.LastName**, enter your password, and then click **OK**.

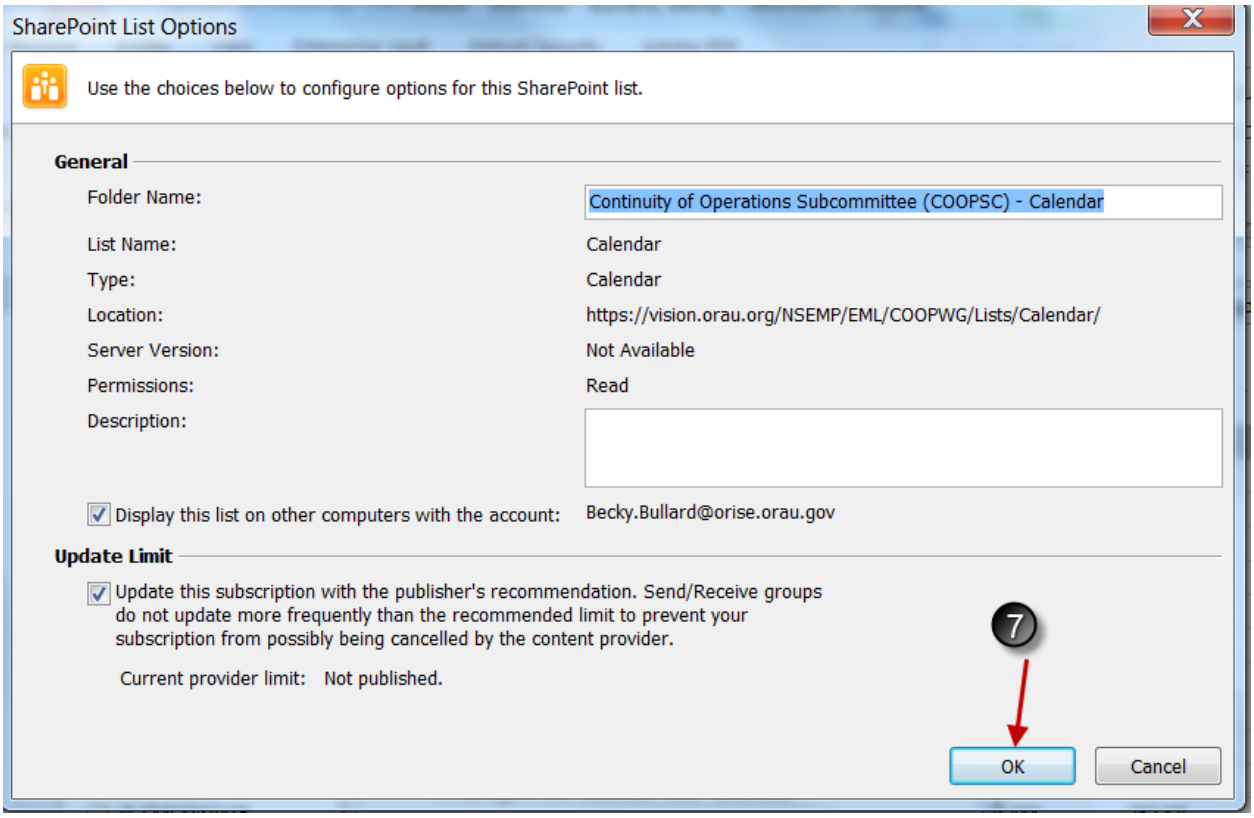


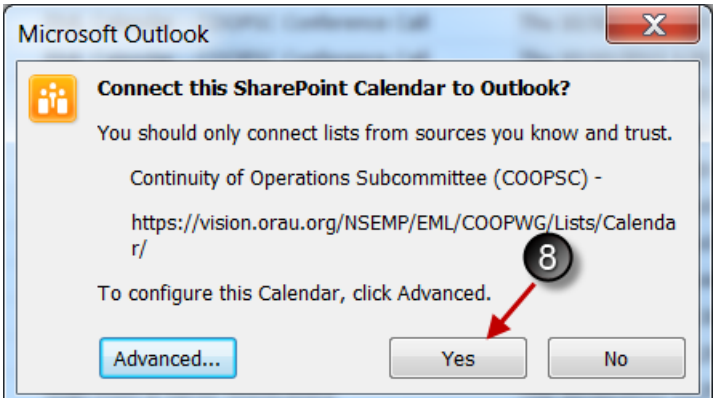


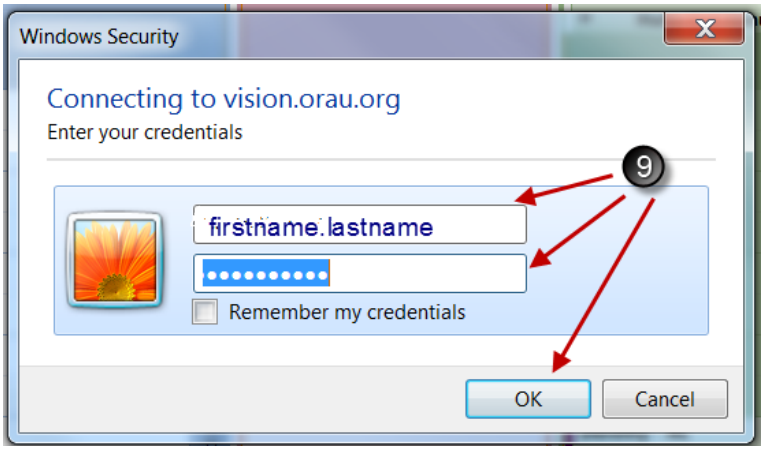

Internet Explorer
Do you want to allow this website to open a program on your computer?
Program: Microsoft Outlook
Address: stssync://sts/?ver=1.1&type=calendar&cmd=add-folder&base-url=https%3A%2F%2Fvision%2Eorau
Always ask before opening this type of address
4
Allow
Cancel
Allowing web content to open a program can be useful, but it can potentially harm your computer. Do not allow it unless you trust the source of the content. What's the risk?


Internet Explorer Security
A website wants to open web content using this program on your computer
This program will open outside of Protected mode. Internet Explorer's Protected mode helps protect your computer. If you do not trust this website, do not open this program.
Name: Microsoft Outlook
Publisher: Microsoft Corporation
5
Do not show me the warning for this program again
Details
Allow
Don't allow


Microsoft Outlook
Connect this SharePoint Calendar to Outlook?
You should only connect lists from sources you know and trust.
Continuity of Operations Subcommittee (COOPSC) -
https://vision.orau.org/NSEMP/EML/COOPWG/Lists/Calendar/
6
To configure this Calendar, click Advanced.
Advanced...
Yes
No


SharePoint List Options
Use the choices below to configure options for this SharePoint list.
General
Folder Name:
Continuity of Operations Subcommittee (COOPSC) - Calendar
List Name:
Calendar
Type:
Calendar
Location:
https://vision.orau.org/NSEMP/EML/COOPWG/Lists/Calendar/
Server Version:
Not Available
Permissions:
Read
Description:
Display this list on other computers with the account:
Becky.Bullard@orise.orau.gov
Update Limit
Update this subscription with the publisher's recommendation. Send/Receive groups do not update more frequently than the recommended limit to prevent your subscription from possibly being cancelled by the content provider.
Current provider limit: Not published.
7
OK
Cancel


Microsoft Outlook
Connect this SharePoint Calendar to Outlook?
You should only connect lists from sources you know and trust.
Continuity of Operations Subcommittee (COOPSC) -
https://vision.orau.org/NSEMP/EML/COOPWG/Lists/Calendar/
To configure this Calendar, click Advanced.
8
Advanced...
Yes
No

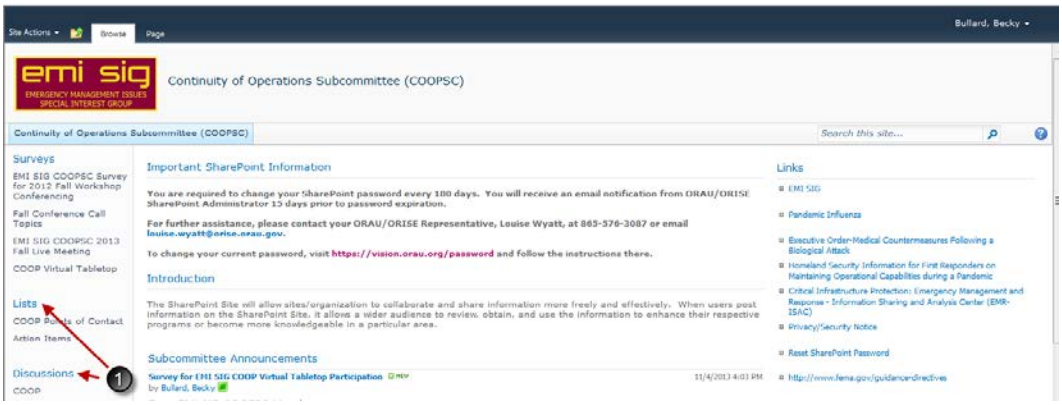

Windows Security
Connecting to vision.orau.org
Enter your credentials
9
firstname.lastname
Remember my credentials
OK
Cancel

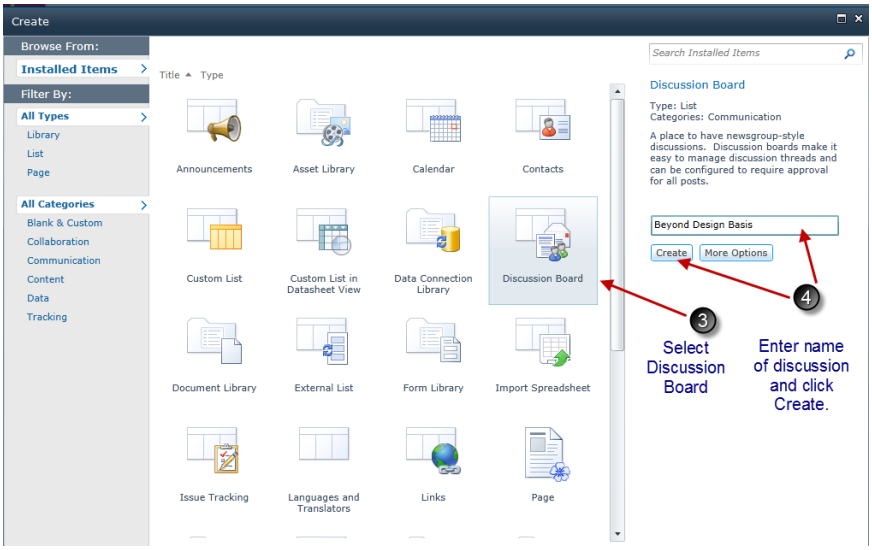
Discussions

Create a New Discussion Topic

A discussion board area allows for managing a forum type of discussion.

Step	Action
1	Click **Discussions** (if available) on the **Quick Launch Bar**. **Note:** If **Discussions** is not available on the **Quick Launch Bar**, steps 2 through 4 can be performed after clicking **Lists** from the **Quick Launch Bar**.
2	Click **Create.**
3	Click **Discussion Board**.
4	Enter **Name of discussion** and click **Create**.

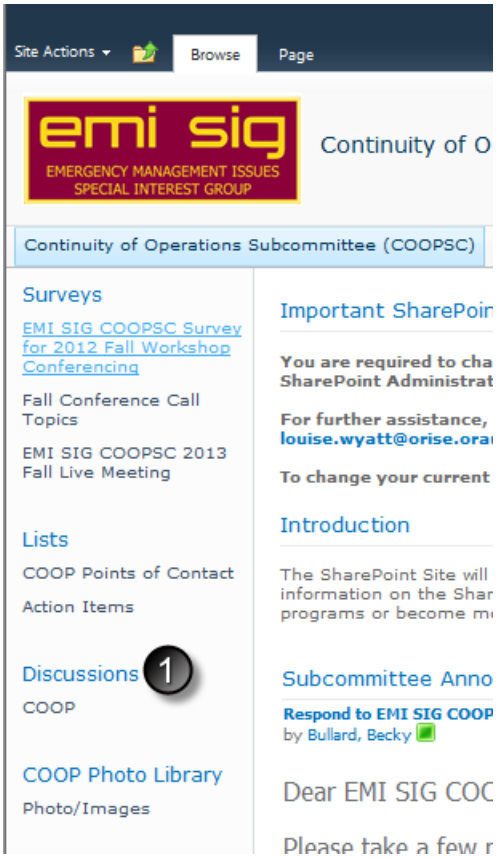


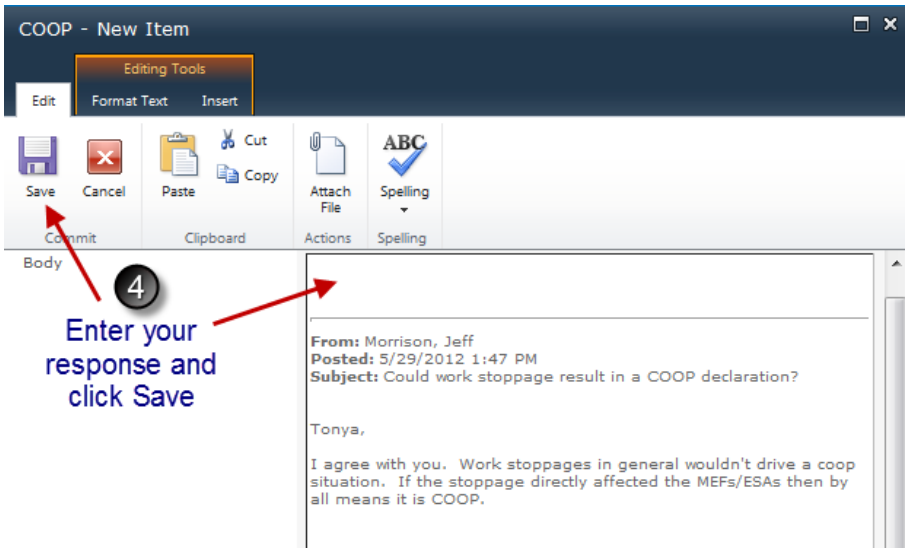


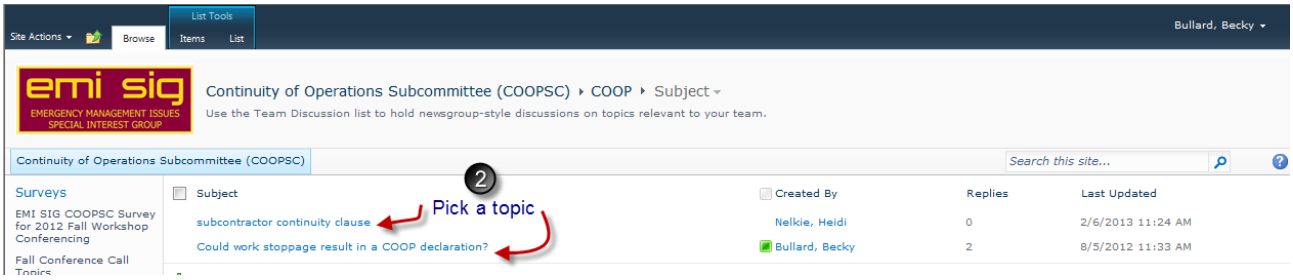
Reply to a Discussion Topic

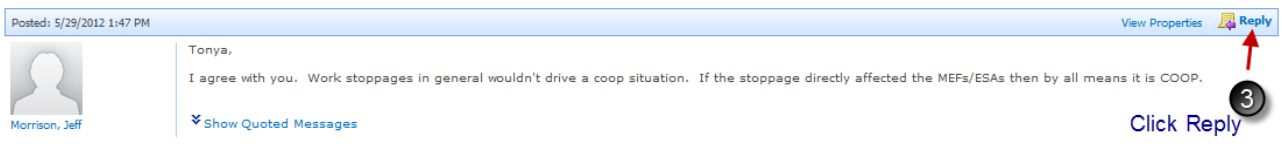
Replying to a discussion topic allows the user to provide their viewpoint on a topic for group discussion.

Step	Action
1	Click **Discussions** (or any subsets under Discussions) on the **Quick Launch Bar**.
2	Click the **discussion subject** to which you want to reply.
3	Click **Reply** associated with the post to which you are replying.
4	Enter your response in the **Discussion New Item Box** and click **Save**.





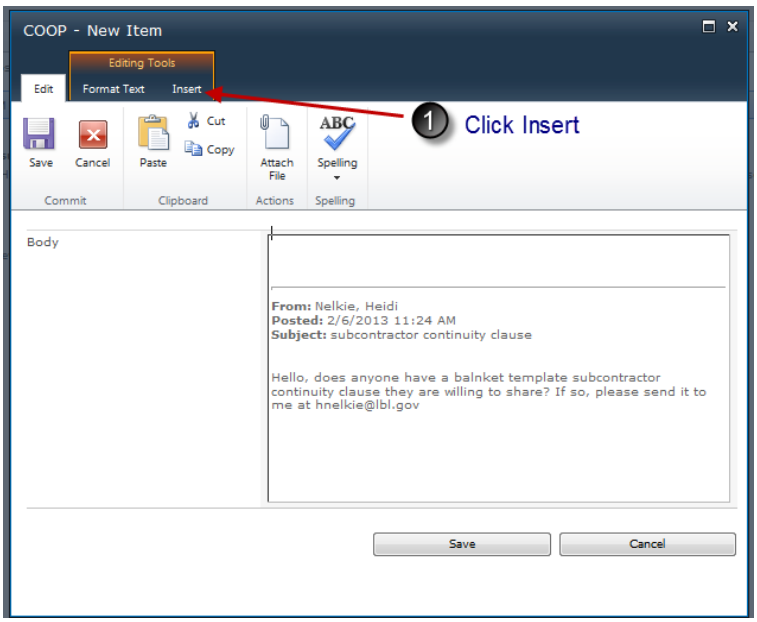


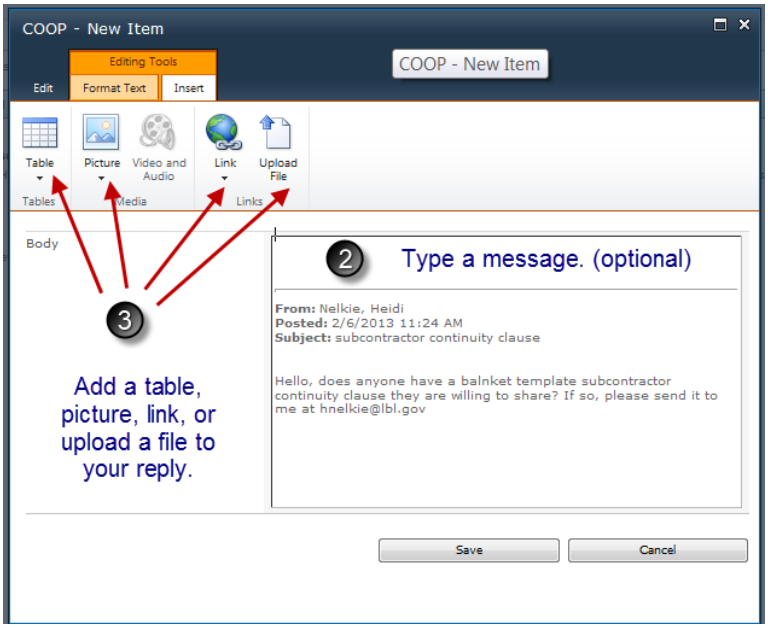


Add a Table, Picture, Link, or Upload a File to a Discussion Post

Being able to add more information through a table, picture, link, or file allows users to enhance their replies.

Step	Action
1	In the **Discussion New Item Box**, click **Insert** in the **Editing Tools Tab**.
2	Key in a message (optional).
3	Click **Table**, **Picture**, **Link**, or **Upload a File**.
4	Create the table, browse for the picture or file, or enter the link information.
5	Click **OK** (Depending on which item you selected). Click **Save**.





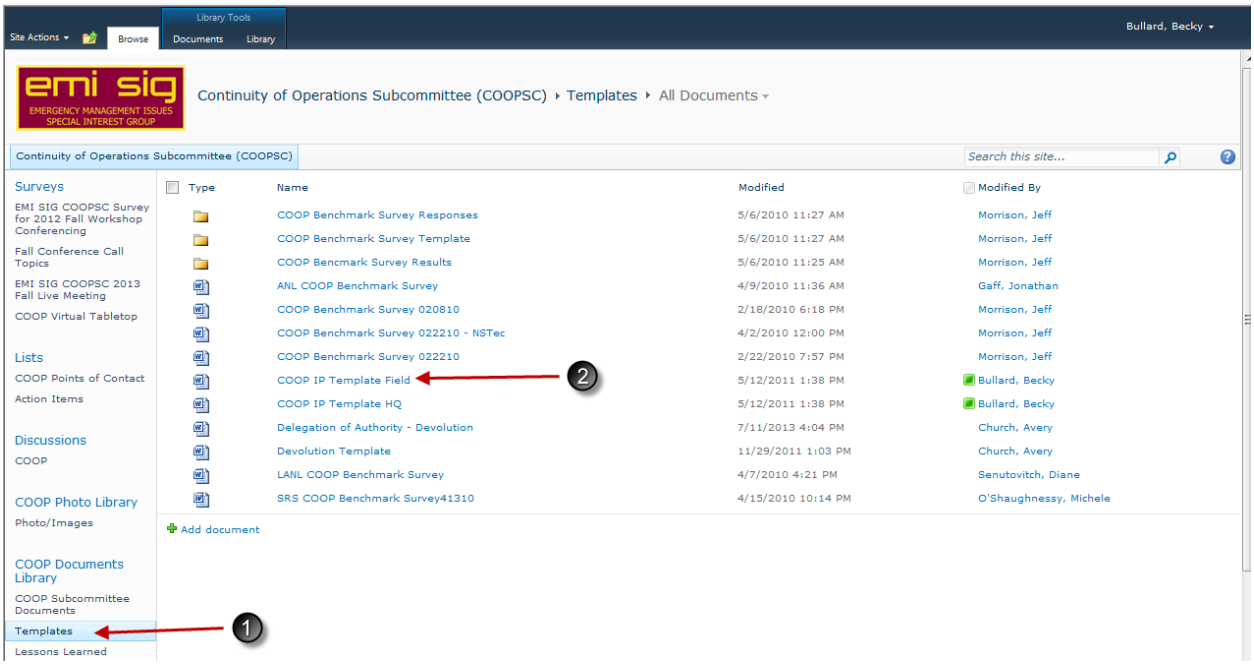
Documents

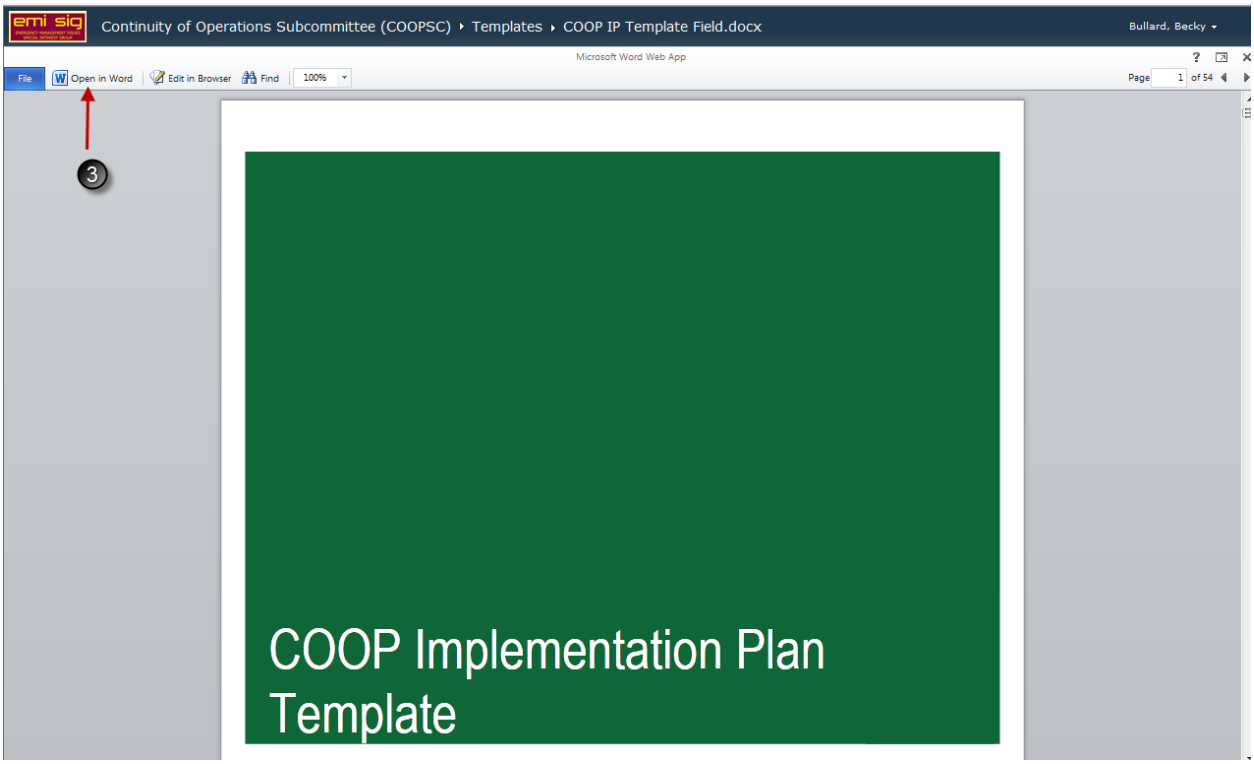
There are two primary ways to work with documents on a SharePoint site. A document library lets users share, collaborate, collect, and manage files with others. A document workspace has tools to help a team develop and prepare one or more documents.

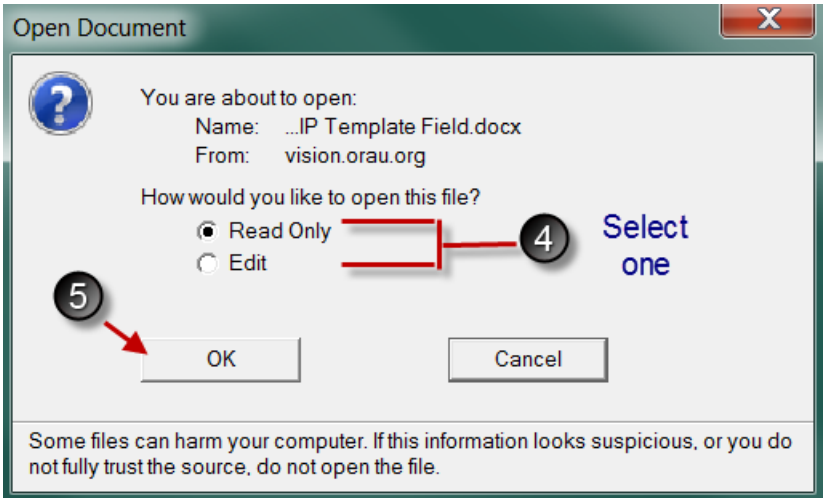
Open and Edit a Shared Document

Use this to open and read the document or make edits to a document.

Step	Action
1	Click **Documents Library (or subset)** on the **Quick Launch bar** and click the **library** containing the document you want to open or edit.
2	Click the document.
3	Click the **Open in Word** tab.
4	In the **Open Document dialog box** that appears, click **Read Only** to open the document, or click **Edit** to edit the document.
5	Click **OK**.



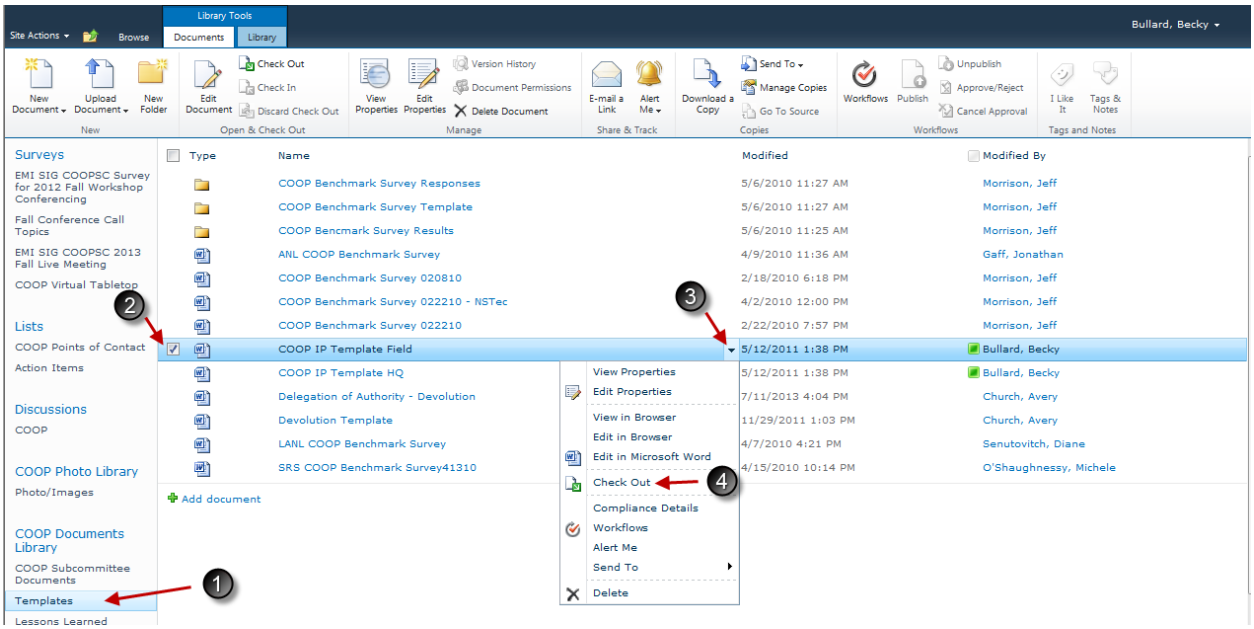

Continuity of Operations Subcommittee (COOPSC) ‣ Templates ‣ COOP IP Template Field.docx
Bullard, Becky
Microsoft Word Web App
File
Open in Word
Edit in Browser
Find
100%
Page 1 of 54
3
COOP Implementation Plan Template

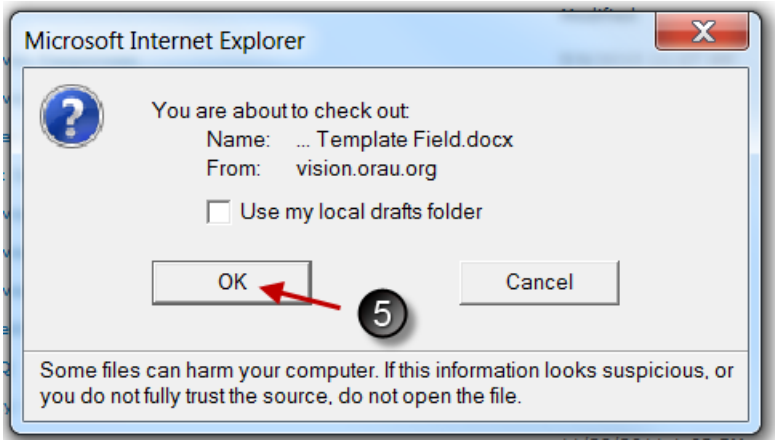

Open Document
You are about to open:
Name: ...IP Template Field.docx
From: vision.orau.org
How would you like to open this file?
Read Only
Edit
4
Select one
5
OK
Cancel
Some files can harm your computer. If this information looks suspicious, or you do not fully trust the source, do not open the file.

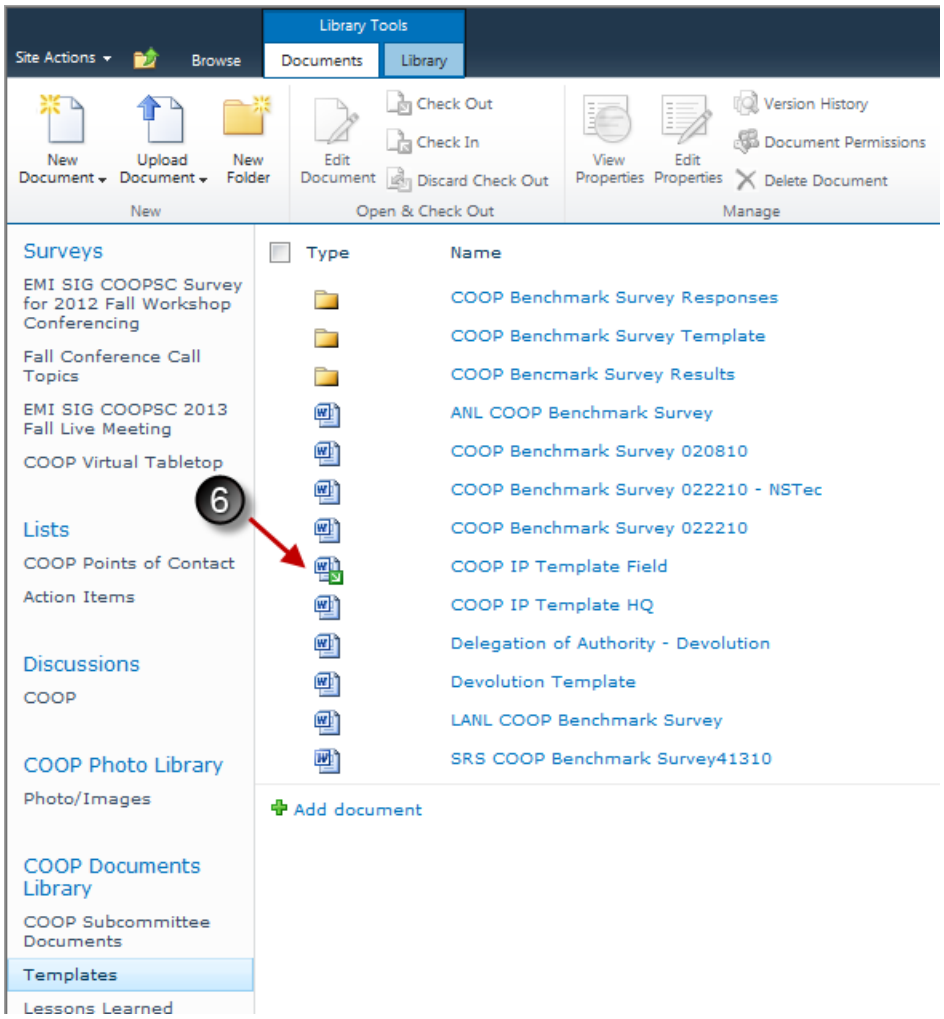
Check Out a Document

The Check Out option locks a file for editing by a single user. If other users attempt to save back to the file, they'll be notified that they can't make changes until the user who has the file checked out currently checks it back in and makes it available for editing.

Step	Action
1	Click **Documents Library (or subset)** on the **Quick Launch Bar** and click the **library** containing the document you want to check out.
2	Point to the **document name** and click on the box in front of the document name.
3	Click the **list arrow** that appears.
4	Select **Check Out** from the list.
5	Click **OK**.
6	**Note:** You will notice while the document is checked out that a green arrow appears on the type icon located next to the name of the file. Click the **document** to open it.



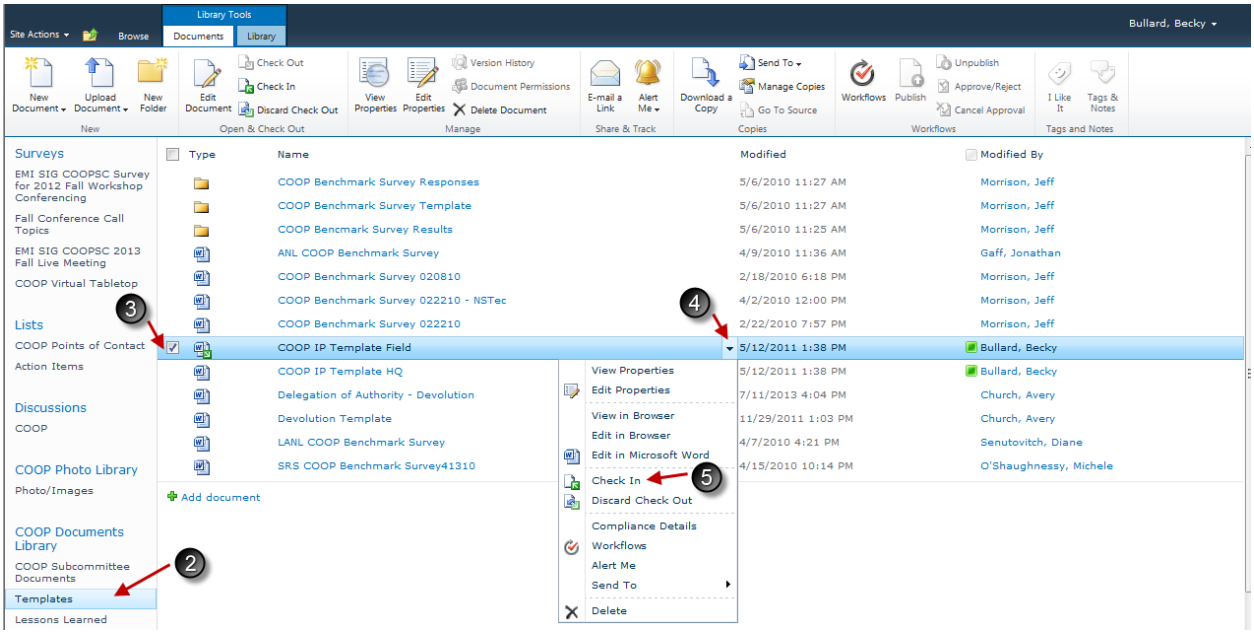



Library Tools
Site Actions
Browse
Documents
Library
New Document
Upload Document
New Folder
New
Edit Document
Check Out
Check In
Discard Check Out
Open & Check Out
View Properties
Edit Properties
Version History
Document Permissions
Delete Document
Manage
Surveys
EMI SIG COOPSC Survey for 2012 Fall Workshop Conferencing
Fall Conference Call Topics
EMI SIG COOPSC 2013 Fall Live Meeting
COOP Virtual Tabletop
6
Lists
COOP Points of Contact
Action Items
Discussions
COOP
COOP Photo Library
Photo/Images
COOP Documents Library
COOP Subcommittee Documents
Templates
Lessons Learned
Type
Name
COOP Benchmark Survey Responses
COOP Benchmark Survey Template
COOP Bencmark Survey Results
ANL COOP Benchmark Survey
COOP Benchmark Survey 020810
COOP Benchmark Survey 022210 - NSTec
COOP Benchmark Survey 022210
COOP IP Template Field
COOP IP Template HQ
Delegation of Authority - Devolution
Devolution Template
LANL COOP Benchmark Survey
SRS COOP Benchmark Survey41310
Add document

Check In a Document

To check in a document or discard a check-out if you made no changes, follow these steps.

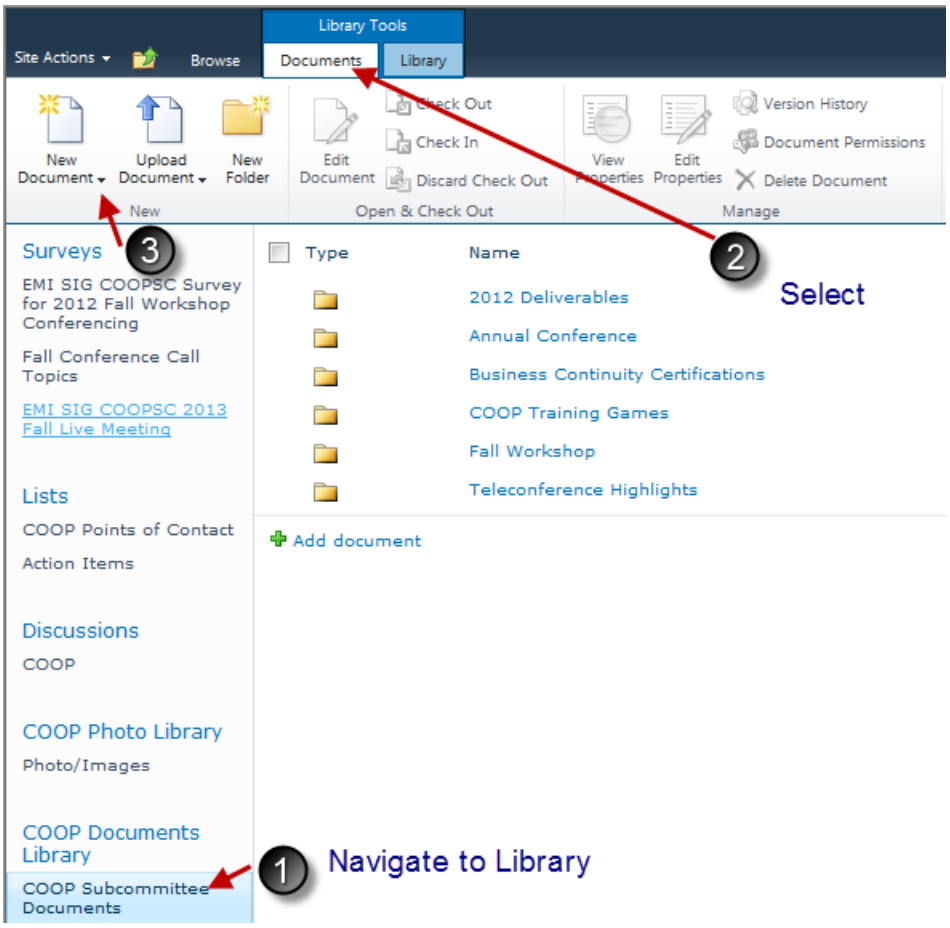
Step	Action
1	Make sure the document is not open in another program.
2	Click **Libraries Document (or subset)** on the **Quick Launch Bar** and click the **library** containing the document you want to check in.
3	Point to the **document name** and click on the box in front of the document name.
4	Point to the **document name** and click the **list arrow** that appears.
5	Select **Check In** from the list.
6	In the **Check-in dialog box**, ensure that you select **No** to remove your check out, key in comments describing what was changed. Click **OK**.

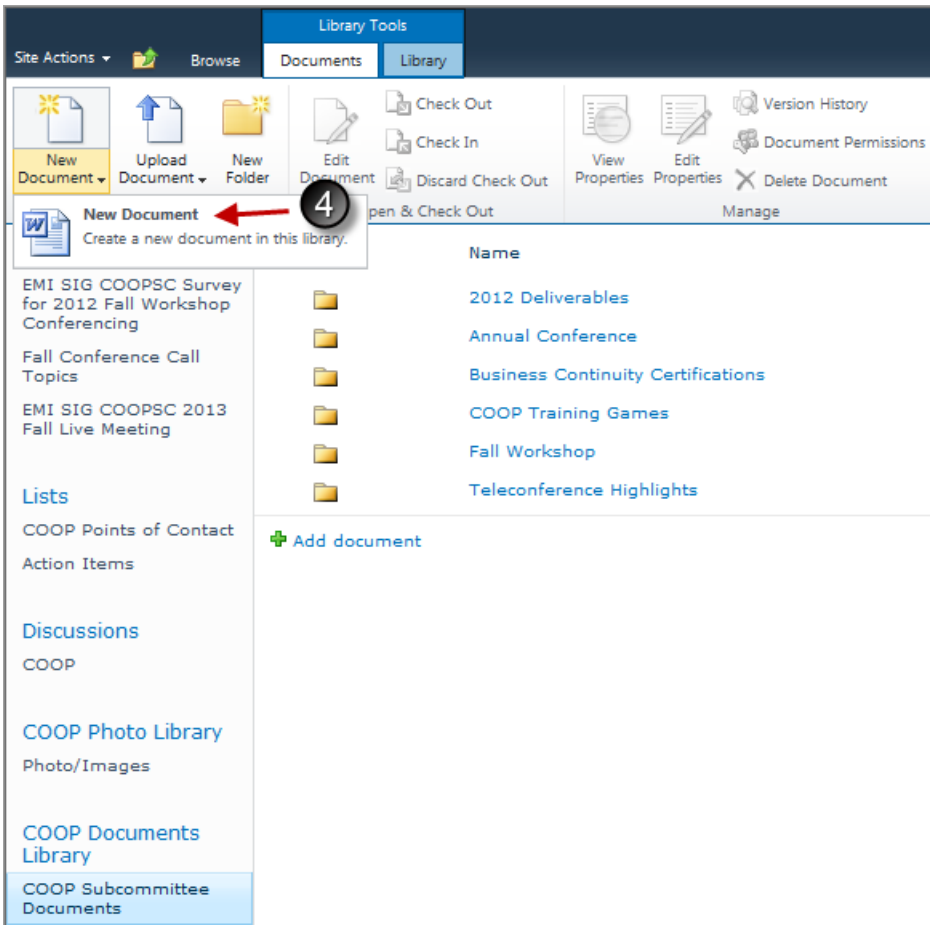


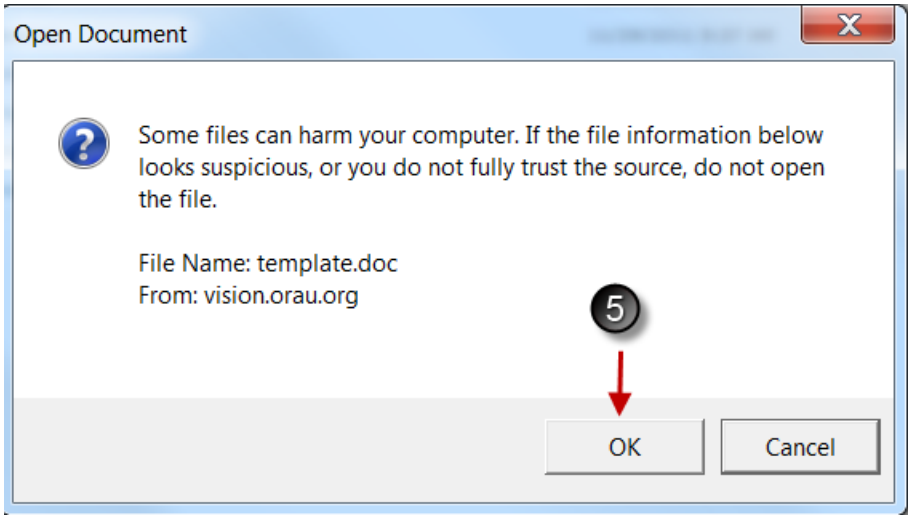
Create a New Document

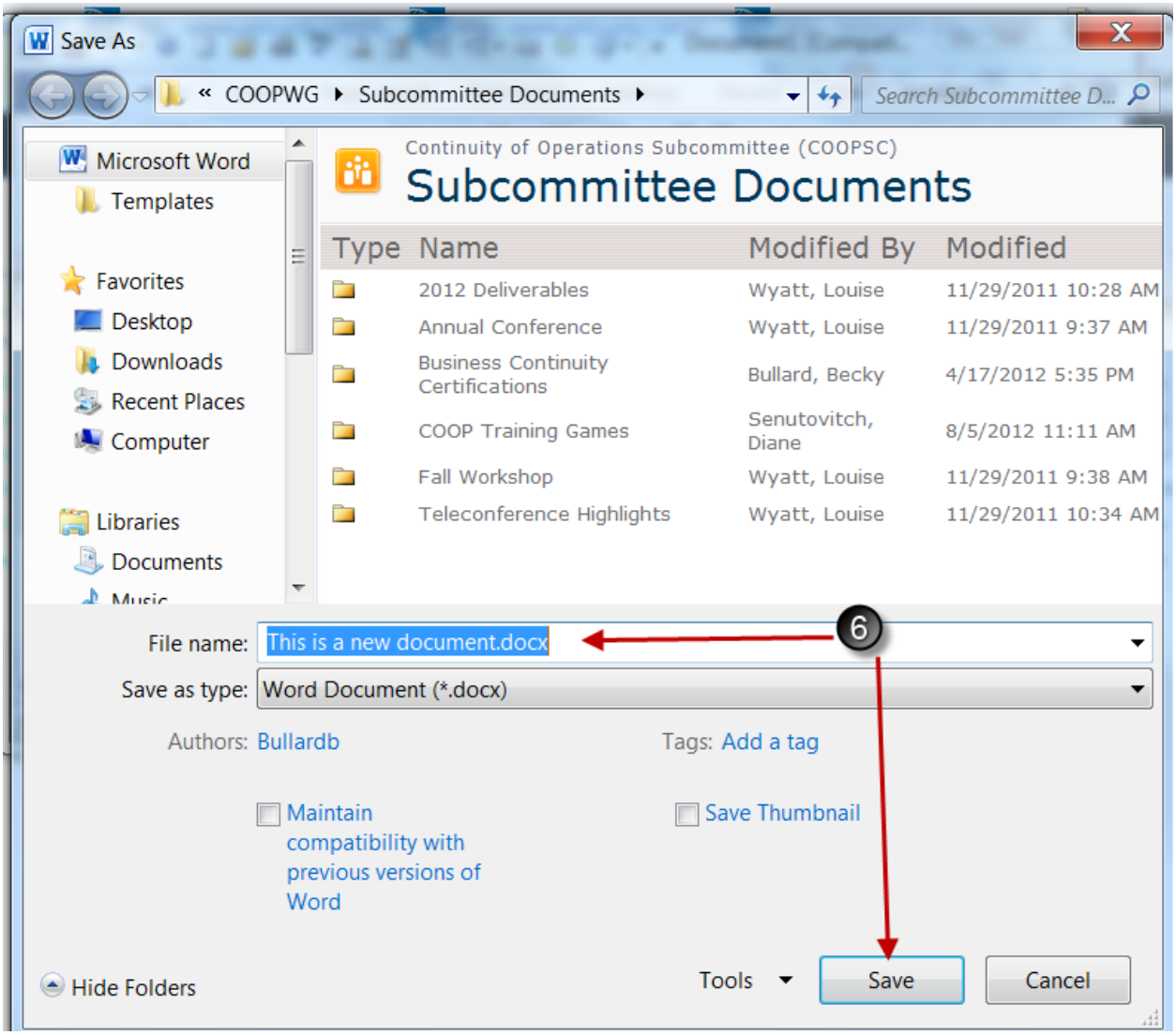
This allows the development of a new document in a Word file.

Step	Action
1	Navigate to the **library or folder** in which you want to create a document.
2	Click the **Documents tab** on the **Library Tools Ribbon**.
3	Click the **New Document drop-down arrow** in the New group.
4	Click **New Document** to open a new Word file.
5	Click **OK**. Click **Save** when you have finished the Word document.
6	Enter a name for the file in the **File Name box** and click **Save**.
7	Click **Close** to close the Word document. **Note:** The user will need to navigate out of the current listing and then return to the listing to see the new document has been added to the list.



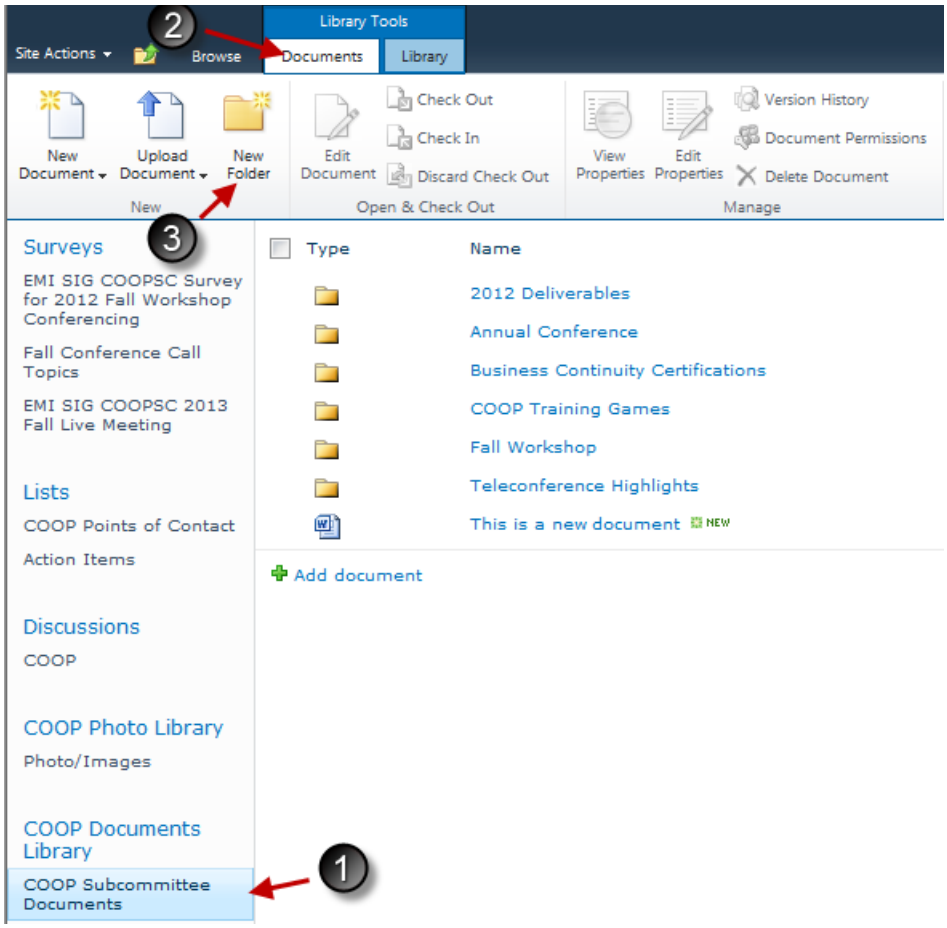

Library Tools
Site Actions
Browse
Documents
Library
New Document
Upload Document
New Folder
Edit Document
Check Out
Check In
Discard Check Out
View Properties
Edit Properties
Version History
Document Permissions
Delete Document
Manage
New Document
Create a new document in this library.
4
Name
EMI SIG COOPSC Survey for 2012 Fall Workshop Conferencing
Fall Conference Call Topics
EMI SIG COOPSC 2013 Fall Live Meeting
2012 Deliverables
Annual Conference
Business Continuity Certifications
COOP Training Games
Fall Workshop
Teleconference Highlights
Lists
COOP Points of Contact
Action Items
Add document
Discussions
COOP
COOP Photo Library
Photo/Images
COOP Documents Library
COOP Subcommittee Documents

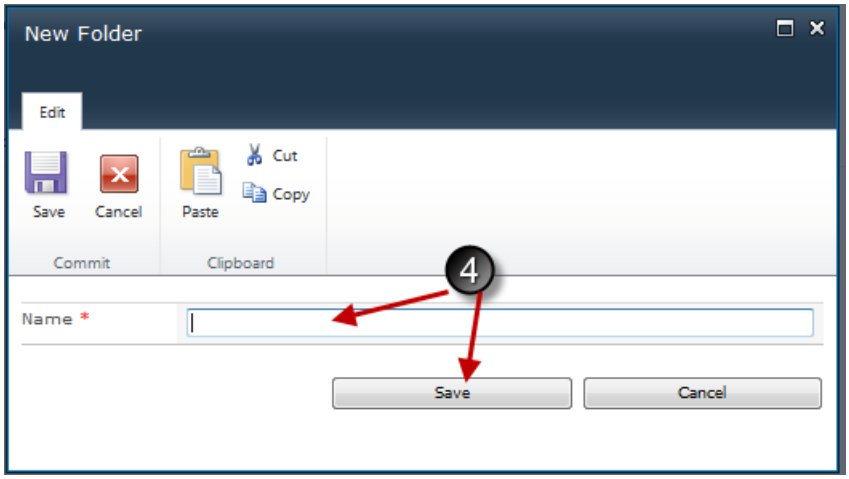

Open Document
Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open the file.
File Name: template.doc
From: vision.orau.org
5
OK
Cancel


Save As
« COOPWG ▸ Subcommittee Documents ▸
Search Subcommittee D...
Microsoft Word
Templates
Favorites
Desktop
Downloads
Recent Places
Computer
Libraries
Documents
Continuity of Operations Subcommittee (COOPSC)
Subcommittee Documents
Type Name Modified By Modified
2012 Deliverables Wyatt, Louise 11/29/2011 10:28 AM
Annual Conference Wyatt, Louise 11/29/2011 9:37 AM
Business Continuity Certifications Bullard, Becky 4/17/2012 5:35 PM
COOP Training Games Senutovitch, Diane 8/5/2012 11:11 AM
Fall Workshop Wyatt, Louise 11/29/2011 9:38 AM
Teleconference Highlights Wyatt, Louise 11/29/2011 10:34 AM
File name: This is a new document.docx
6
Save as type: Word Document (*.docx)
Authors: Bullardb
Tags: Add a tag
Maintain compatibility with previous versions of Word
Save Thumbnail
Hide Folders
Tools
Save
Cancel

Create a New Folder

Step	Action
1	Click the **name** of the **Documents Library** from the **Quick Launch Bar** where you want to create a new folder.
2	Click the **Documents tab** in the **Library Tools** on the Ribbon.
3	Click **New Folder** in the **New** group.
4	Enter a **folder name** and click **Save**.

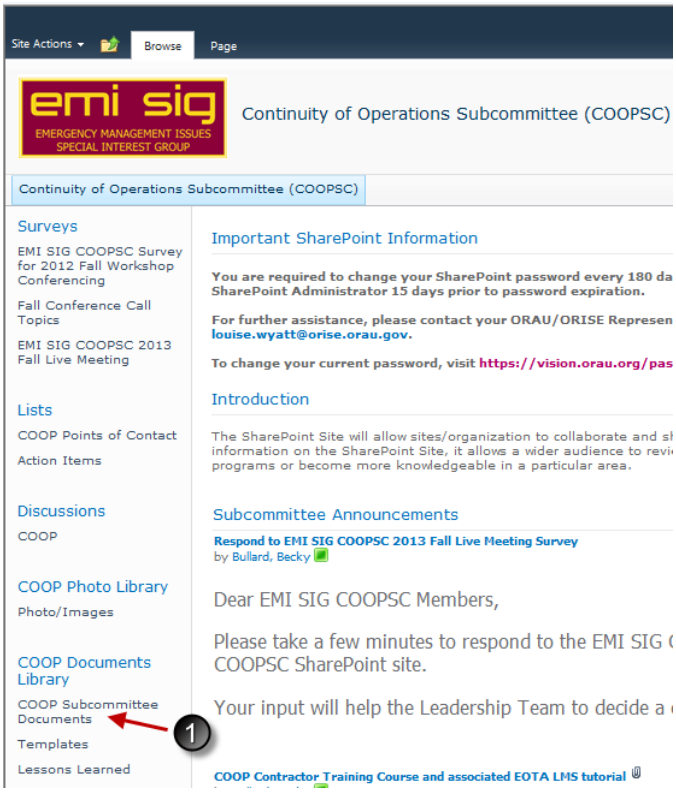


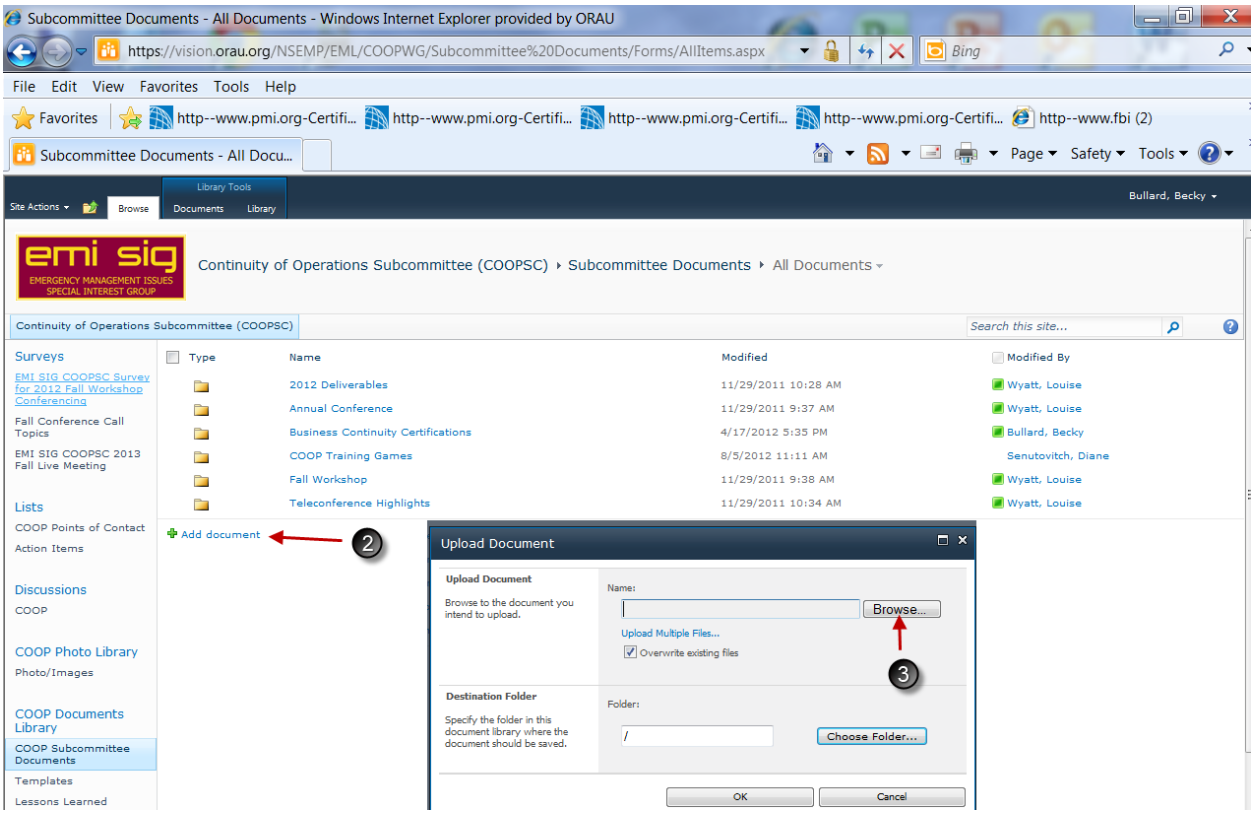


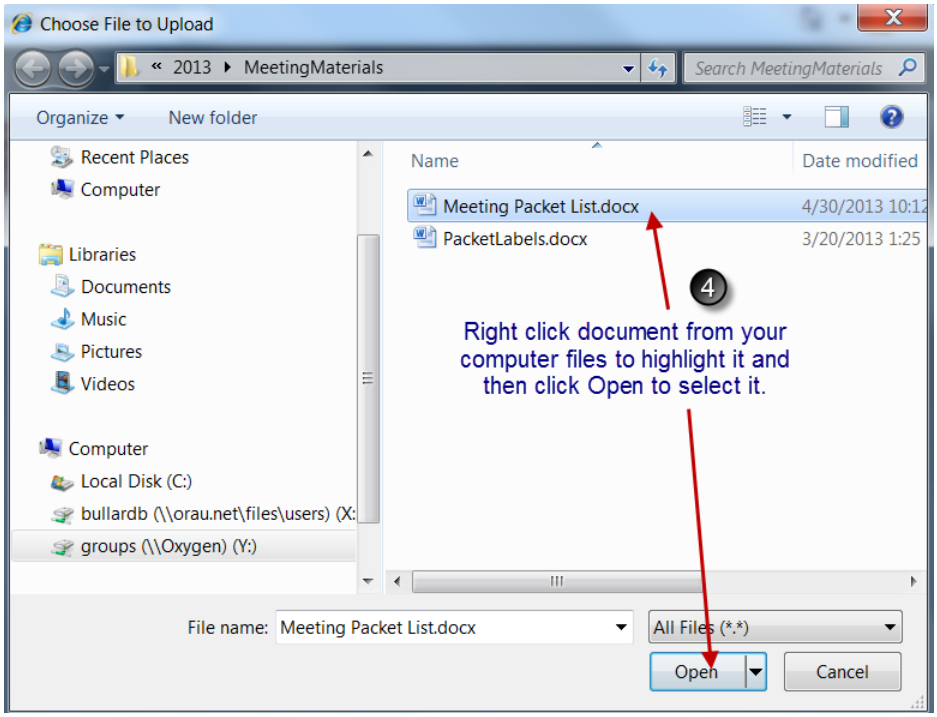
Upload (Add) a Single Document

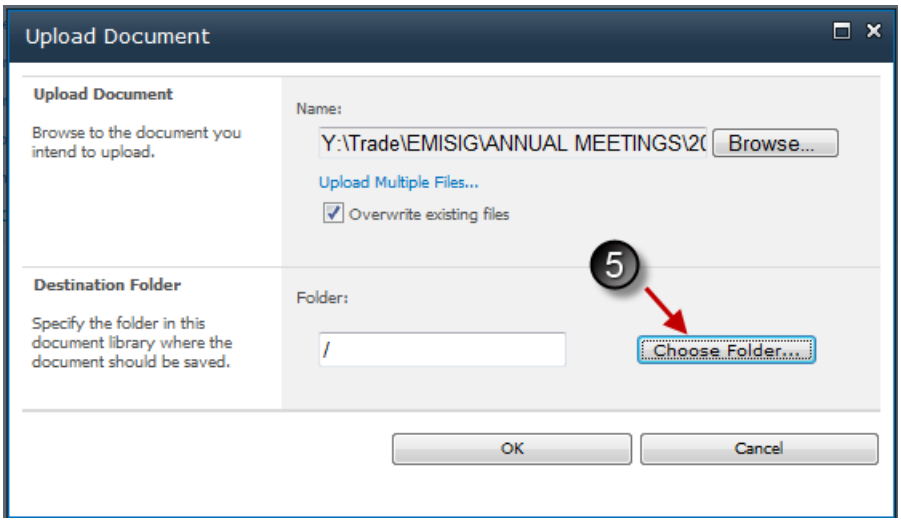
Most SharePoint users have contribution privileges and may add documents.

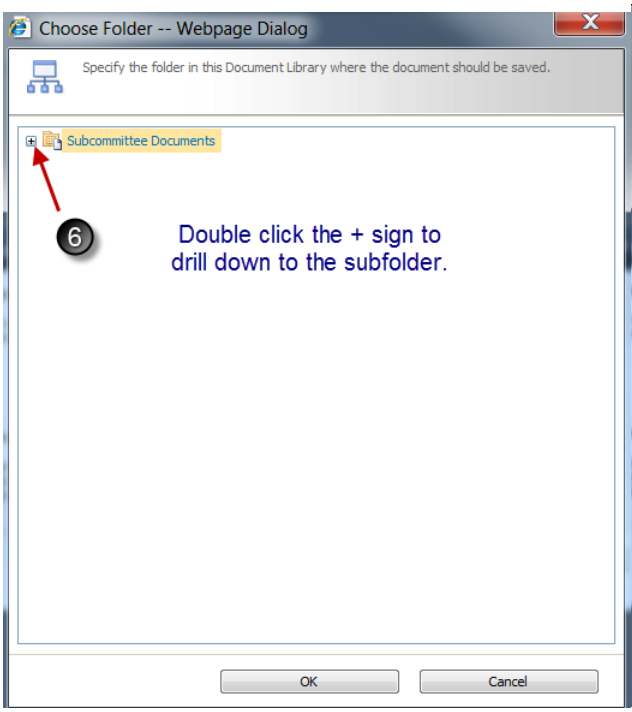
Step	Action
1	From the **Quick Launch Bar**, click the **name** of the **Documents Library** where you want to add a document.
2	Click **Add Document** to go to an **Upload Document screen.**
3	Click **Browse** on the **Upload Document screen** to find the document you wish to add.
4	Right click the document name from your computer files to highlight it and then click **Open** to select it.
5	When the name of the document is on the **Upload Document screen**, click **Choose Folder** to select the SharePoint destination folder.
6	If there are subfolders, you will need to click on the **+** sign to drill down to the subfolders.
7	When the **Destination Folder** is identified, right click to highlight it, and then click **OK.**
8	Click **OK** to upload the document to the designated library folder. **Note:** You may also upload a document through the use of the **Library Tools ribbon tab.** The use of this tab is illustrated in the upload multiple documents instructions.

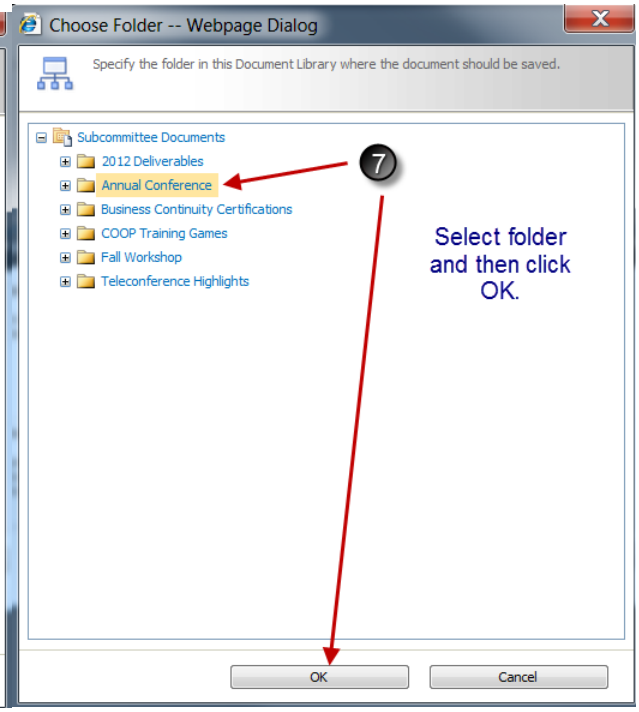


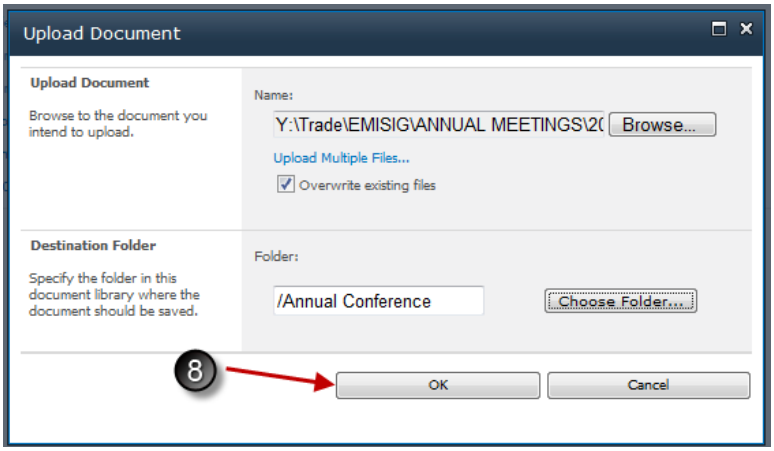

Subcommittee Documents - All Documents - Windows Internet Explorer provided by ORAU
https://vision.orau.org/NSEMP/EML/COOPWG/Subcommittee%20Documents/Forms/AllItems.aspx
File Edit View Favorites Tools Help
Favorites
Subcommittee Documents - All Docu...
Page Safety Tools
Site Actions
Browse
Library Tools
Documents
Library
Bullard, Becky
emi sig
EMERGENCY MANAGEMENT ISSUES SPECIAL INTEREST GROUP
Continuity of Operations Subcommittee (COOPSC) ▸ Subcommittee Documents ▸ All Documents
Continuity of Operations Subcommittee (COOPSC)
Search this site...
Surveys
EMI SIG COOPSC Survey for 2012 Fall Workshop Conferencing
Fall Conference Call Topics
EMI SIG COOPSC 2013 Fall Live Meeting
Lists
COOP Points of Contact
Action Items
Discussions
COOP
COOP Photo Library
Photo/Images
COOP Documents Library
COOP Subcommittee Documents
Templates
Lessons Learned
Type
Name
Modified
Modified By
2012 Deliverables 11/29/2011 10:28 AM Wyatt, Louise
Annual Conference 11/29/2011 9:37 AM Wyatt, Louise
Business Continuity Certifications 4/17/2012 5:35 PM Bullard, Becky
COOP Training Games 8/5/2012 11:11 AM Senutovitch, Diane
Fall Workshop 11/29/2011 9:38 AM Wyatt, Louise
Teleconference Highlights 11/29/2011 10:34 AM Wyatt, Louise
Add document
2
Upload Document
Upload Document
Browse to the document you intend to upload.
Name:
Browse...
Upload Multiple Files...
Overwrite existing files
3
Destination Folder
Specify the folder in this document library where the document should be saved.
Folder:
/
Choose Folder...
OK
Cancel


Choose File to Upload
« 2013 ▸ MeetingMaterials
Search MeetingMaterials
Organize
New folder
Recent Places
Computer
Libraries
Documents
Music
Pictures
Videos
Computer
Local Disk (C:)
bullardb (\\orau.net\files\users) (X:
groups (\\Oxygen) (Y:)
Name
Date modified
Meeting Packet List.docx 4/30/2013 10:12
PacketLabels.docx 3/20/2013 1:25
4
Right click document from your computer files to highlight it and then click Open to select it.
File name: Meeting Packet List.docx
All Files (*.*)
Open
Cancel


Upload Document
Upload Document
Browse to the document you intend to upload.
Name:
Y:\Trade\EMISIG\ANNUAL MEETINGS\2(
Browse...
Upload Multiple Files...
Overwrite existing files
5
Destination Folder
Specify the folder in this document library where the document should be saved.
Folder:
/
Choose Folder...
OK
Cancel


Choose Folder -- Webpage Dialog
Specify the folder in this Document Library where the document should be saved.
Subcommittee Documents
6
Double click the + sign to drill down to the subfolder.
OK
Cancel

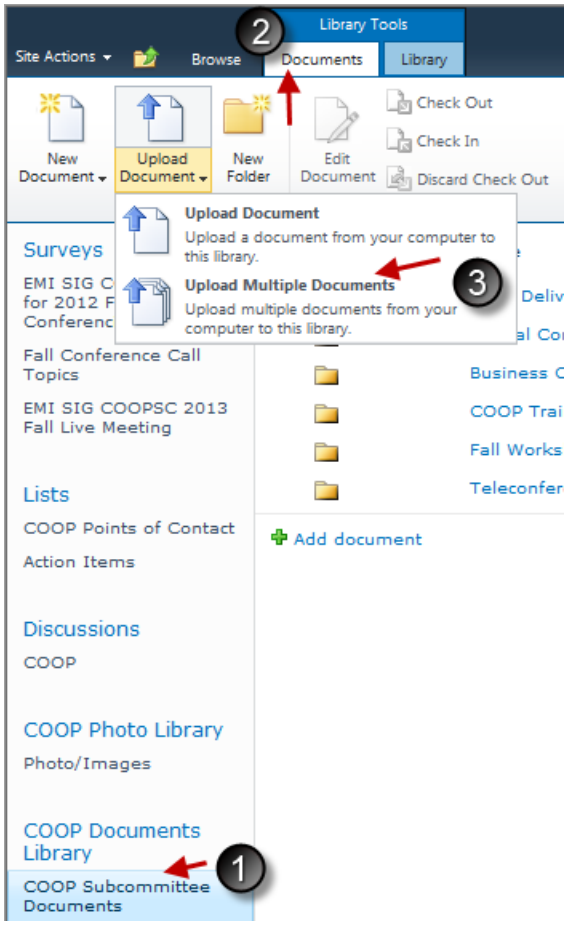

Choose Folder -- Webpage Dialog
Specify the folder in this Document Library where the document should be saved.
Subcommittee Documents
2012 Deliverables
Annual Conference
Business Continuity Certifications
COOP Training Games
Fall Workshop
Teleconference Highlights
7
Select folder and then click OK.
OK
Cancel

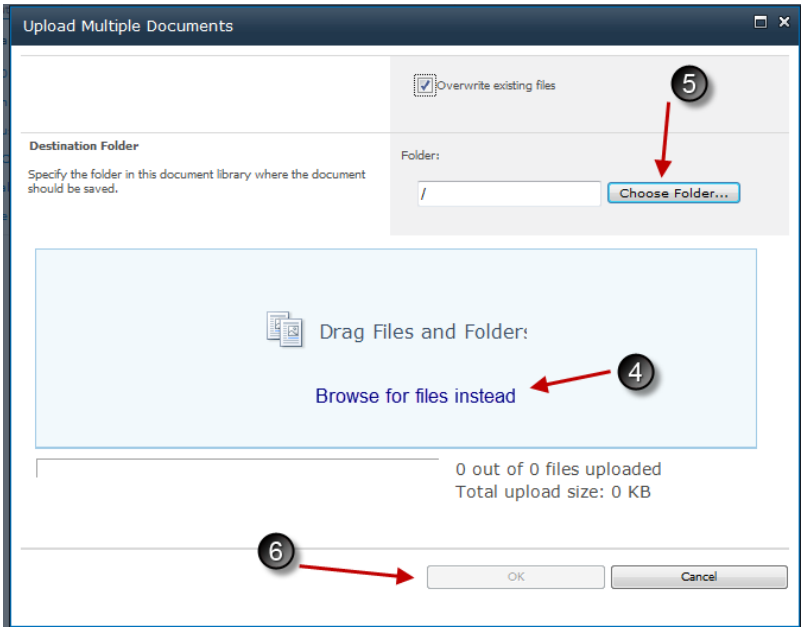

Upload Document
Upload Document
Browse to the document you intend to upload.
Name:
Y:\Trade\EMISIG\ANNUAL MEETINGS\2(
Browse...
Upload Multiple Files...
Overwrite existing files
Destination Folder
Specify the folder in this document library where the document should be saved.
Folder:
/Annual Conference
Choose Folder...
8
OK
Cancel

Upload Multiple Documents

A user can add more than one document at a time, and even drag files from Windows Explorer.

Step	Action
1	From the **Quick Launch Bar**, click the **name** of the **Documents Library** where you want to add the documents.
2	Click **Documents** on the **Library Tools ribbon tab** and click the **Upload Document drop-down menu arrow** under the **New** group.
3	Select **Upload Multiple Documents**.
4	Drag and drop files in the **Upload Multiple Documents dialog box** or open Windows Explorer by clicking the **Browse for files instead** link to navigate to the documents you want to upload.
5	Click **Choose Folder** to select the SharePoint destination folder.
6	When you are finished adding files and the destination, click **OK**.

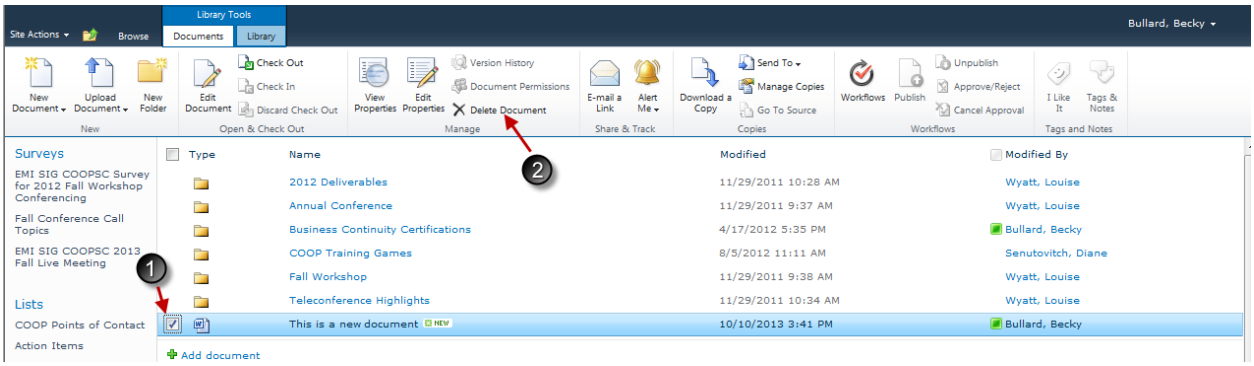


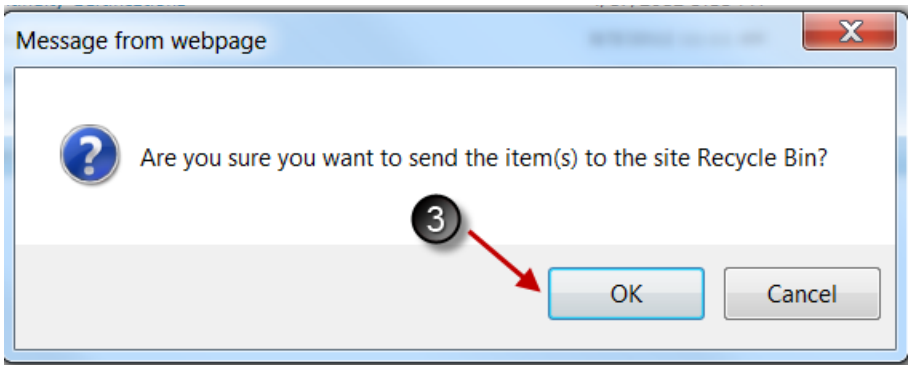


Delete a Document

When the user chooses to delete a document, a confirmation prompt will appear to ensure the user wants to delete the document. A copy is stored in the site's Recycle Bin and can be restored if necessary.

Step	Action
1	Point to a file and then select the **check box** that appears next to the file.
2	On the **Documents** tab on the ribbon, click **Delete Document**.
3	Click **OK**.



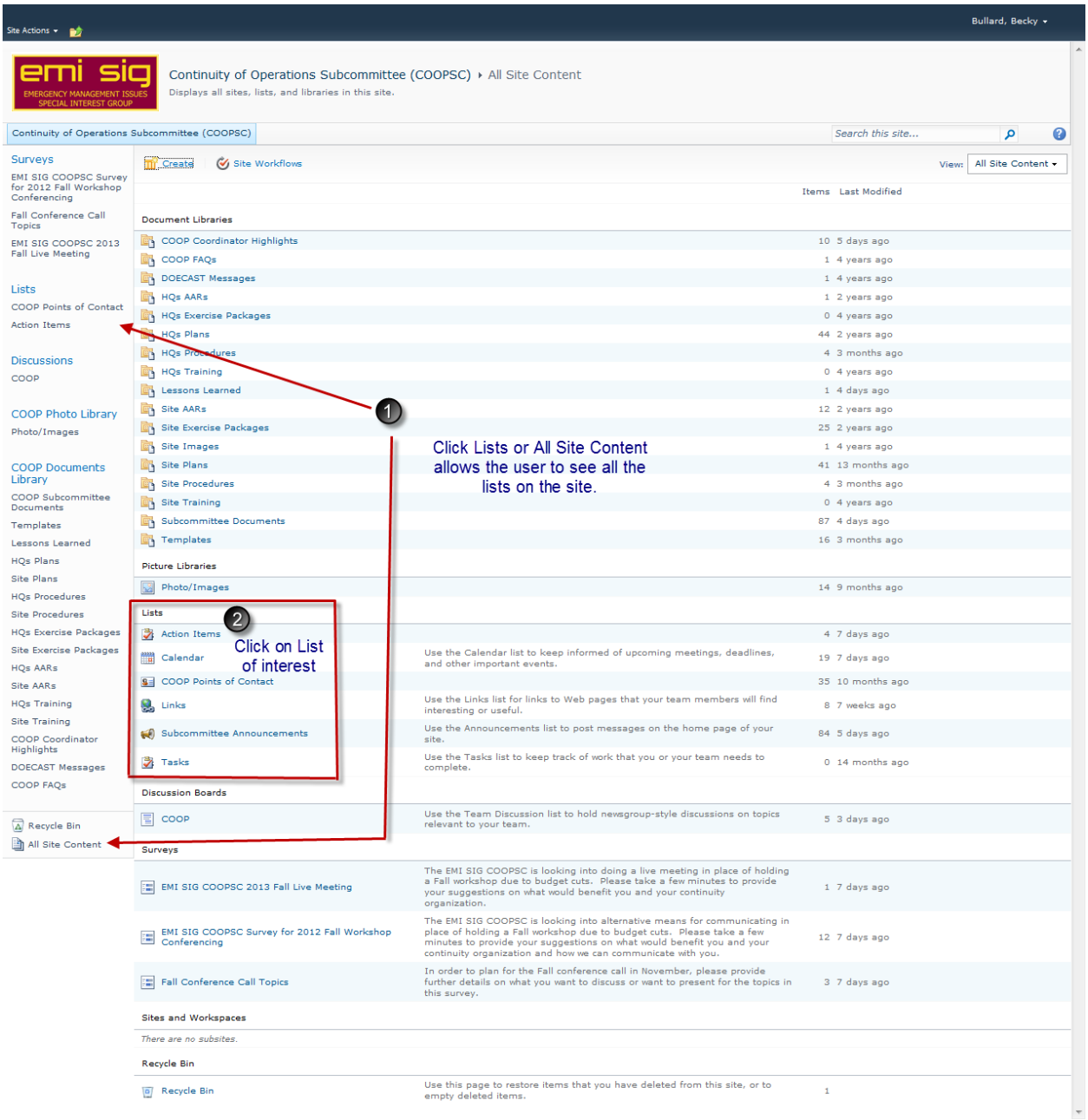


Lists

Where can I find a List?

A list is a website component where you can store, share, and manage information.

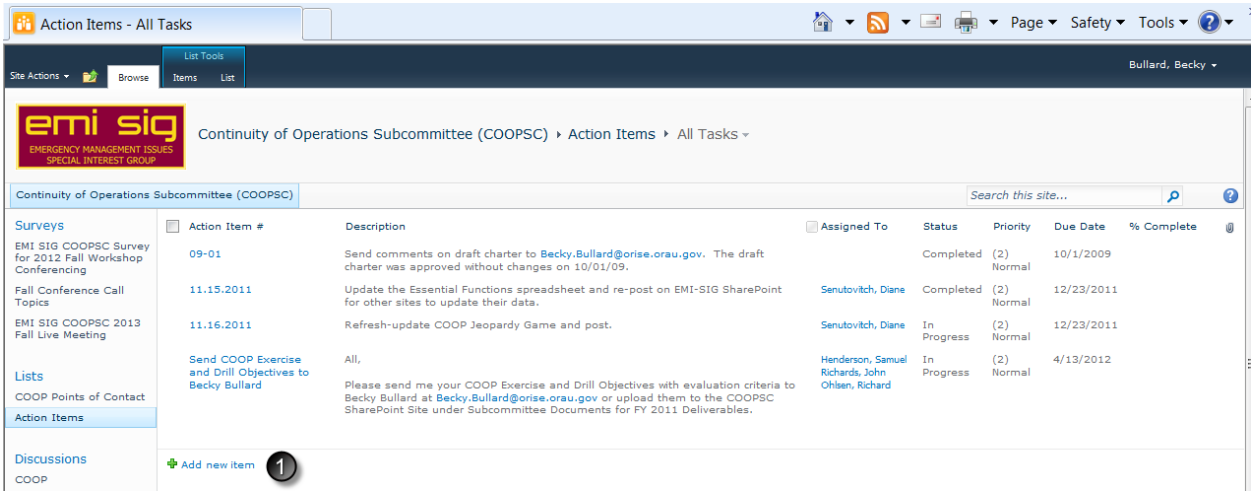
Step	Action
1	On the SharePoint site, look for the name of the list in the **Quick Launch Bar**, or click **All Site Content**.
2	Click the **name** of the list to **open** it.

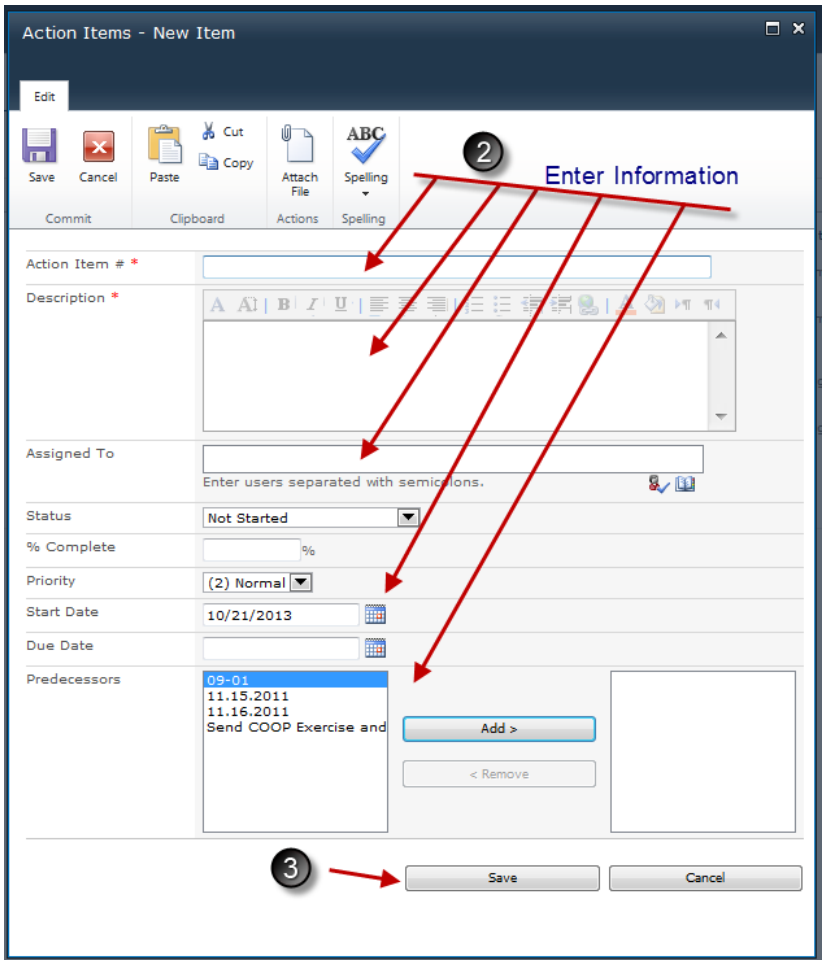


Add a New Item to a List (1)

There are two ways to add a new item to a List: (1) Use the link at the bottom of the list; (2) Use the **List Tools Tab**.

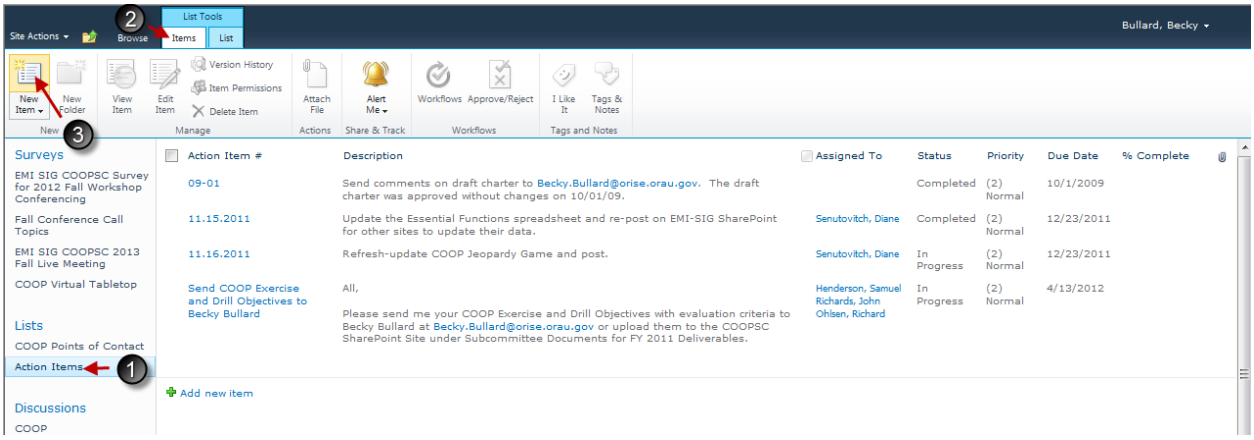
Step	Action
1	At the bottom of the list where you want to add an item, click **Add new item**.
2	Enter the information for the new item.
3	Click **Save**.

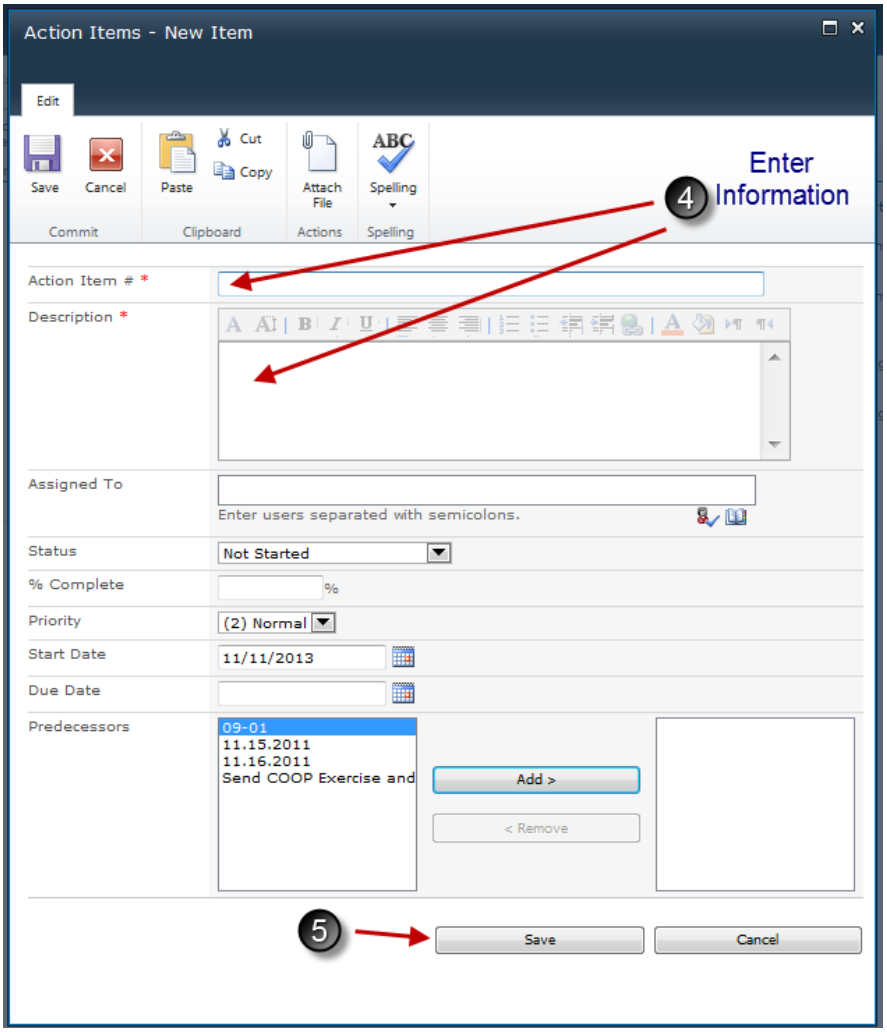




Add a New Item to a List (2)

Step	Action
1	Click the **name** of the list to **open** it.
2	Click **Items** on the **List Tools Tab**.
3	Click **New Item icon**.
4	Enter the information for the new item.
5	Click **Save**.

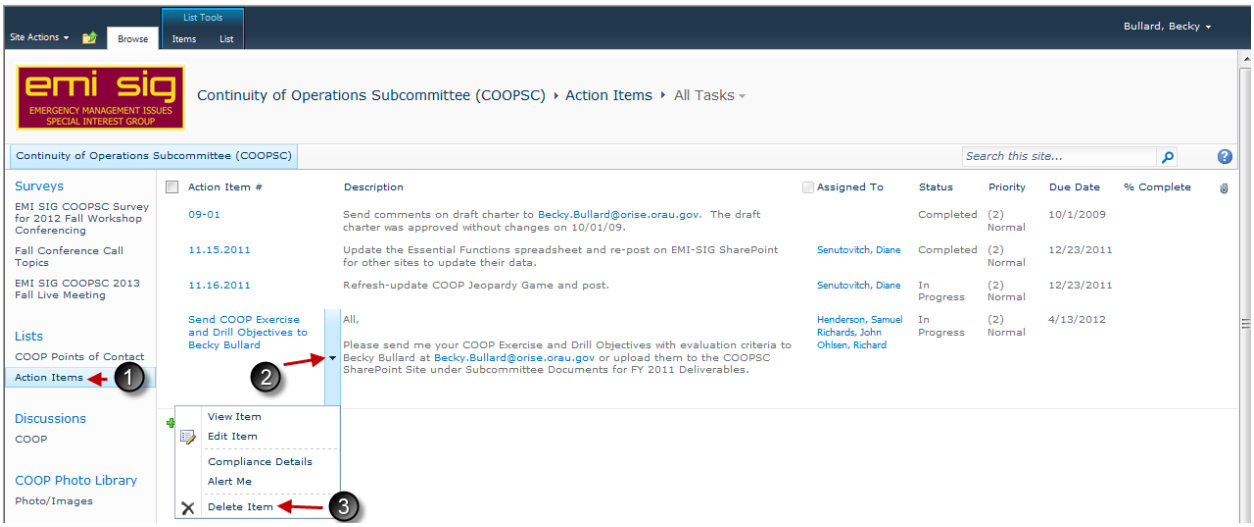


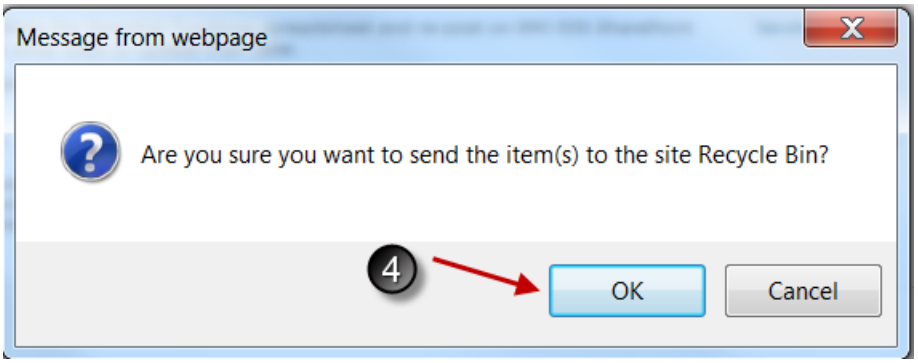


Delete an Item in a List

After a confirmation prompt, the item is deleted and a copy is stored in the site's Recycle Bin.

Step	Action
1	Click **Lists** on the **Quick Launch Bar** and open the list that contains the item you want to delete.
2	Point to the list item and click the **list arrow**.
3	Select **Delete Item** from the list
4	Click **OK**.

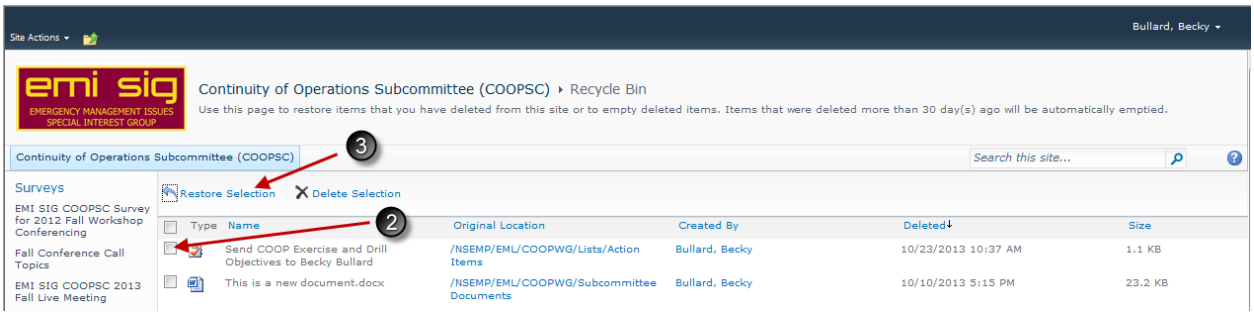




Restore an Item

Restore removes an item from the Recycle Bin and restores it to its original location.

Step	Action
1	Click **Recycle Bin** on the **Quick Launch Bar**.
2	Click the **check box** next to each item you want to restore.
3	Click **Restore Selection** on the toolbar.
4	Click **OK**.



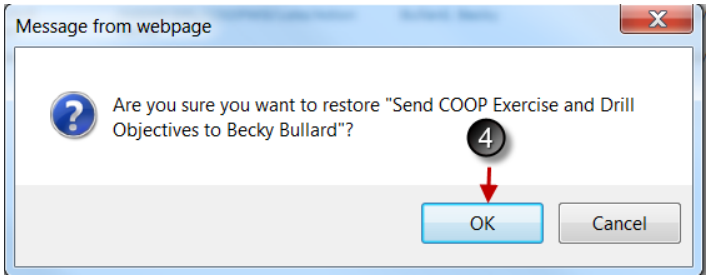
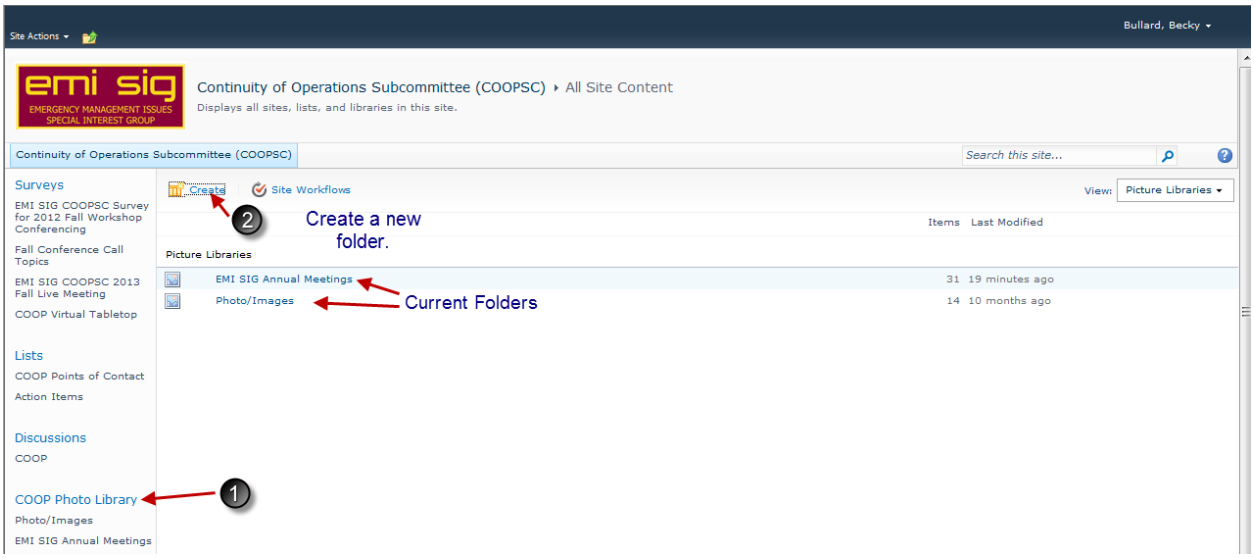


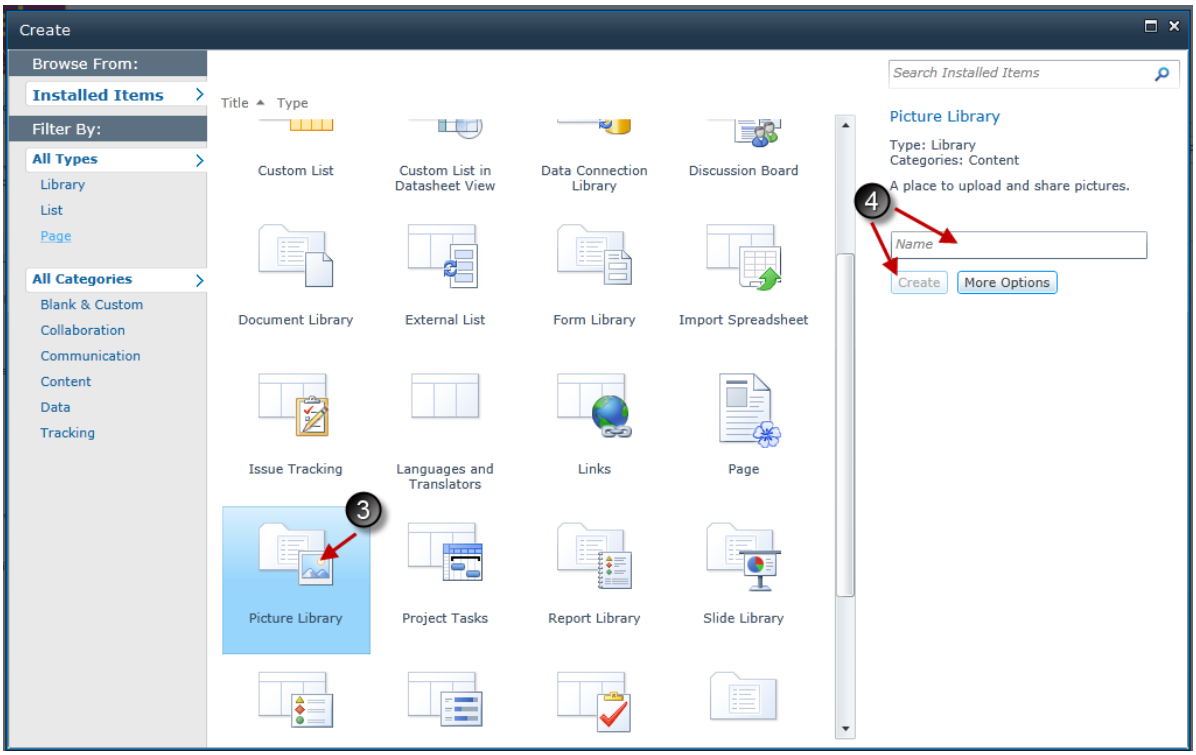
Photo Library

A photo library is used to manage graphic image files and automatically creates thumbnail views of the images.

Create a New Picture Library Folder

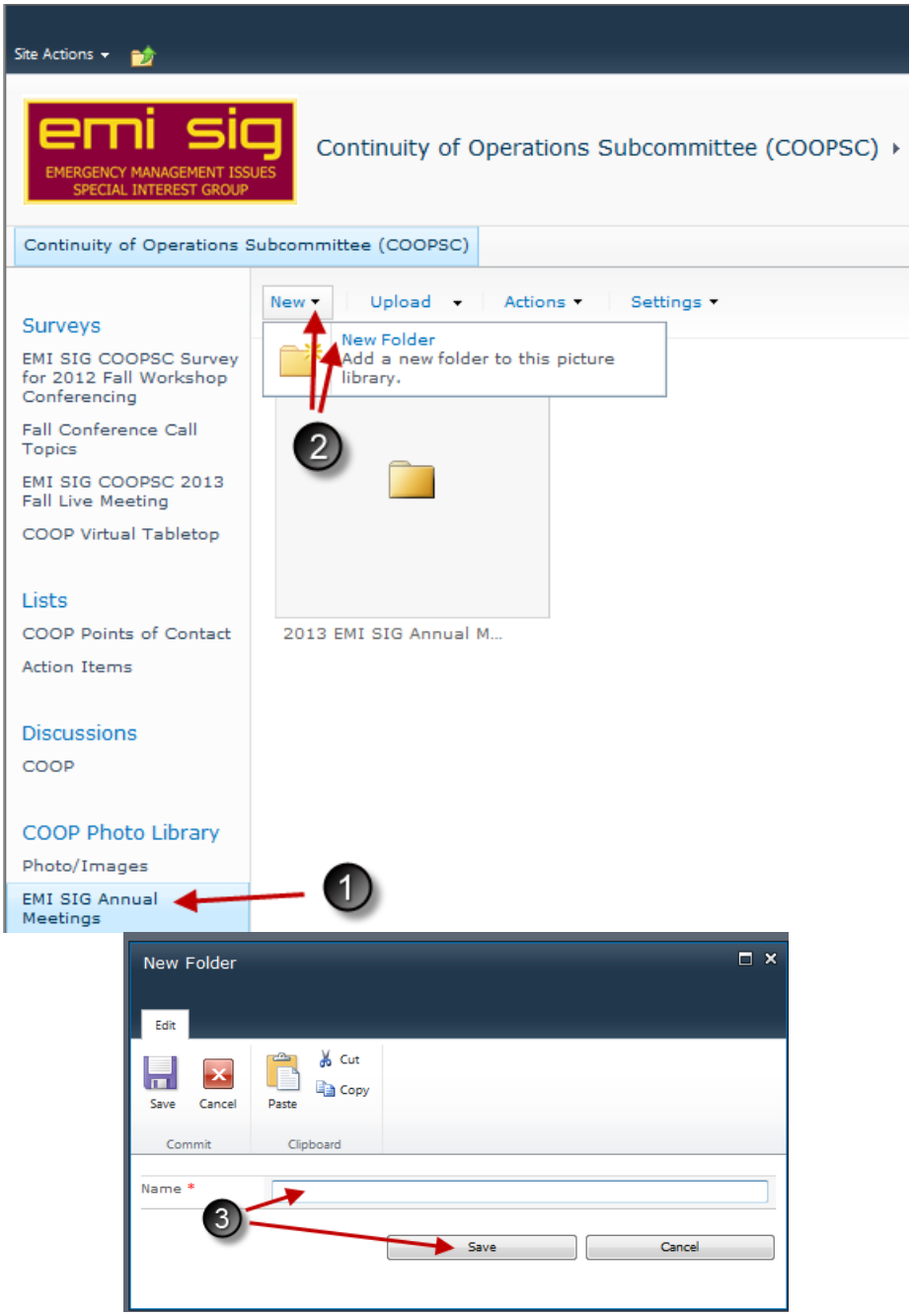
Step	Action
1	Click the link to **Photo Library (or subset)** on the **Quick Launch Bar**.
2	Click **Create** to create a new folder.
3	On the **Create screen**, click **Picture Library icon**.
4	Key in a **name** for the folder. Select **Create**.





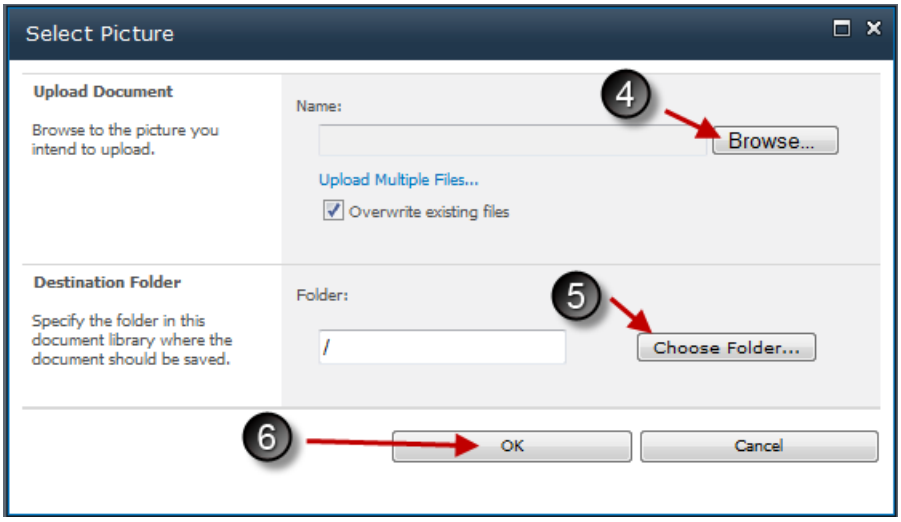
Add a New Picture Library Folder to an Existing Folder

Step	Action
1	Click the link to **Photo Library (or subset)** link on the **Quick Launch Bar**.
2	Click the **New arrow** and click **New Folder**.
3	On the **New Folder screen**, key in a **name** for the folder then click **Save**.



Upload a Single Picture

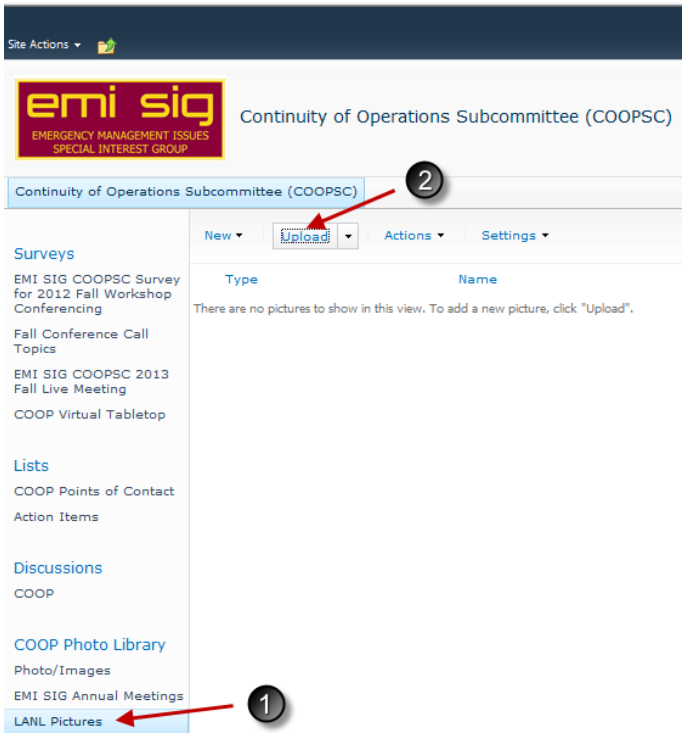
Step	Action
1	Click the link to **Photo Library (or subset)** link on the **Quick Launch Bar**.
2	Click **Upload arrow.**
3	Select **Upload Picture**.
4	On the **Select Picture screen**, click **Browse** to select the picture to upload.
5	Navigate to the **Destination Folder**.
6	Click **OK**.

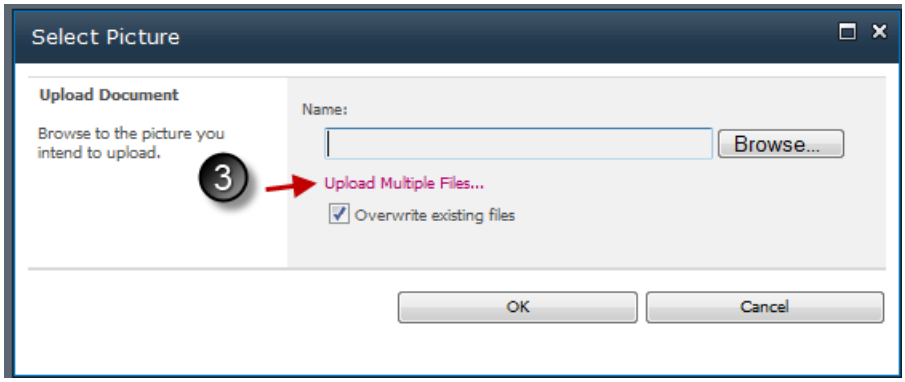


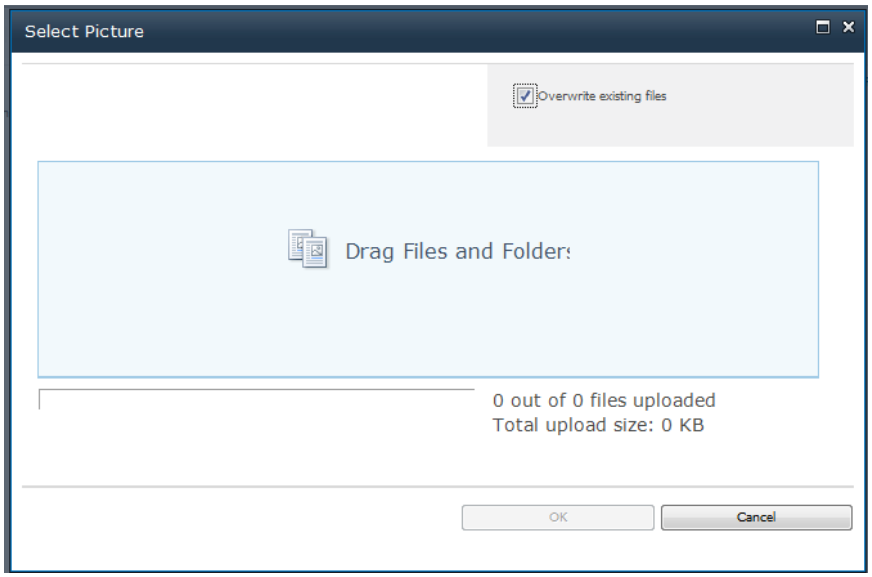
Upload Multiple Pictures

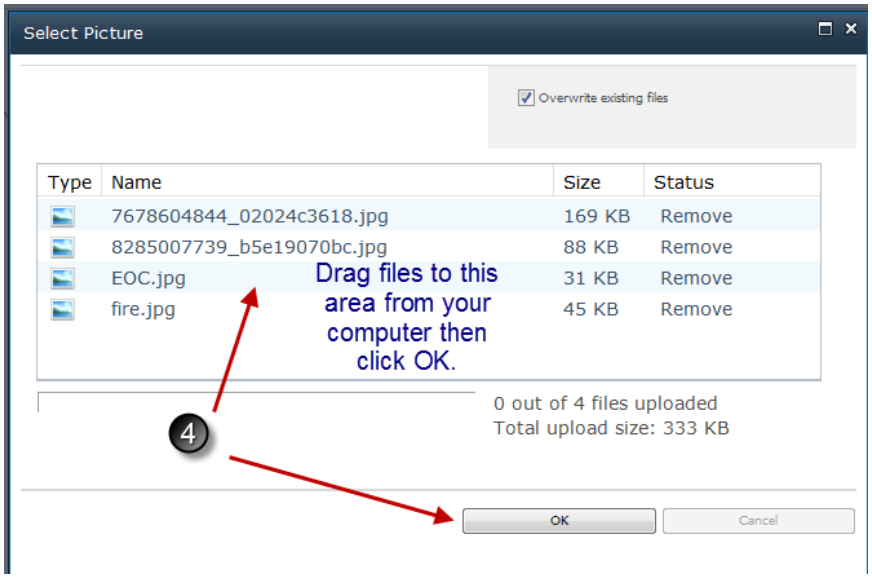
There are several ways to upload multiple pictures. The following is a stream-lined approach to adding multiple pictures to a photo library.

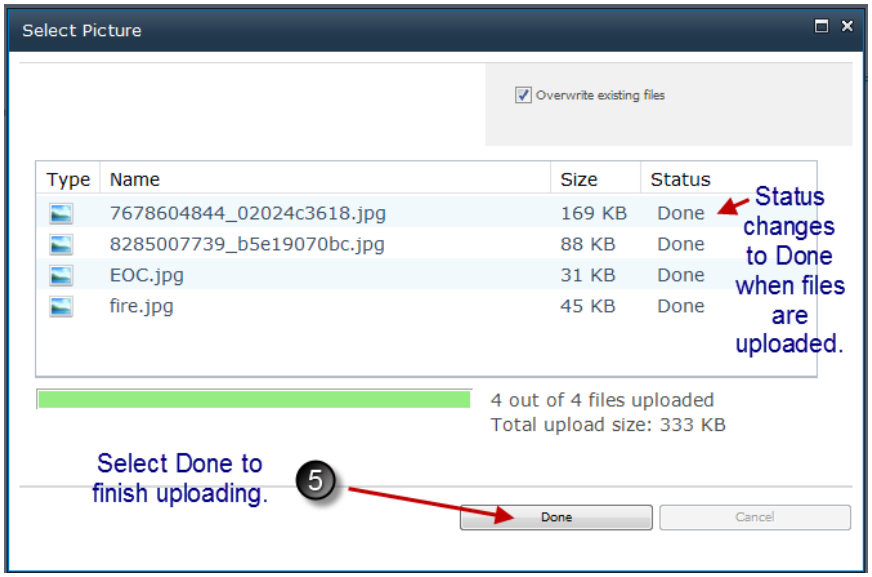
Step	Action
1	Click the link to **Photo Library (or subset)** link on the **Quick Launch Bar**. Click to **open** the subset link folder.
2	Click **Upload** (not the arrow).
3	Select **Upload Multiple Files** link.
4	On the **Select Picture screen** drag files and folder from your computer to this screen and then click **OK**.
5	Files will begin to **load** and status will change from Remove to Done. Click **Done**.






Select Picture
Overwrite existing files
Drag Files and Folders
0 out of 0 files uploaded
Total upload size: 0 KB
OK
Cancel

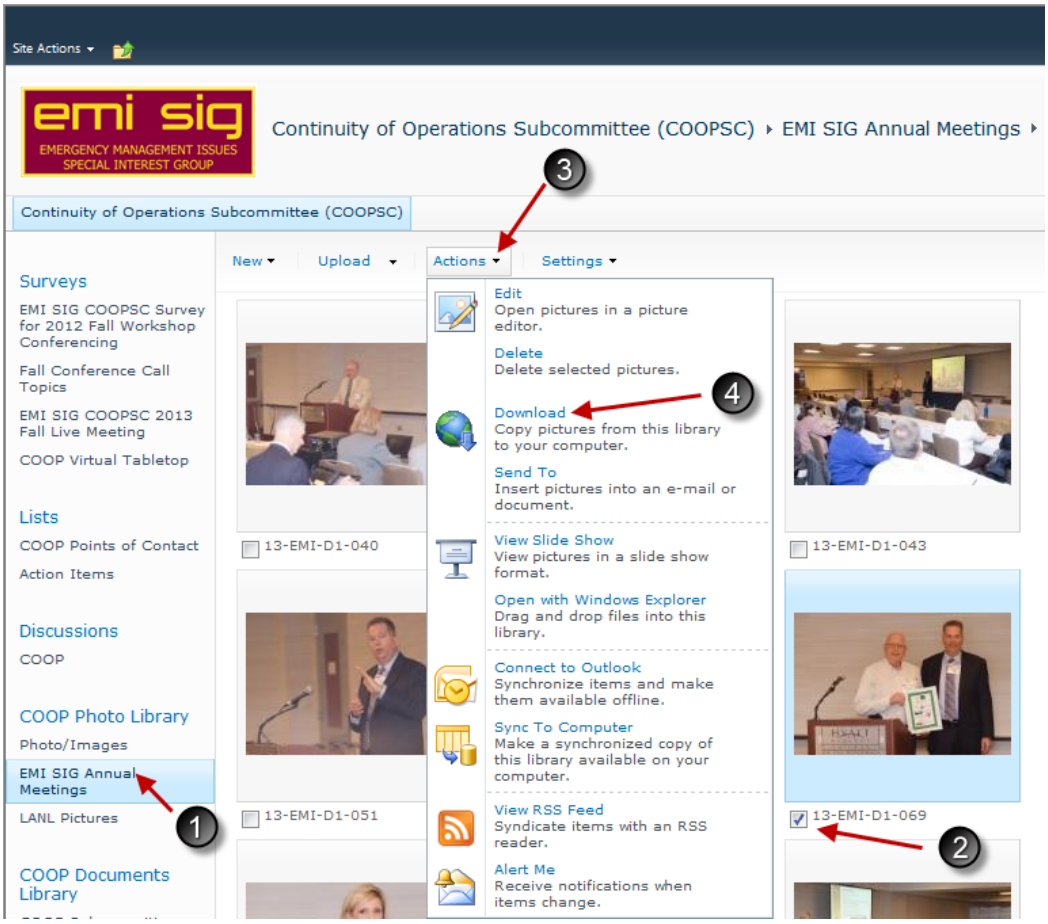

Select Picture
Overwrite existing files
Type
Name
Size
Status
7678604844_02024c3618.jpg
169 KB
Remove
8285007739_b5e19070bc.jpg
88 KB
Remove
EOC.jpg
31 KB
Remove
fire.jpg
45 KB
Remove
Drag files to this area from your computer then click OK.
4
0 out of 4 files uploaded
Total upload size: 333 KB
OK
Cancel

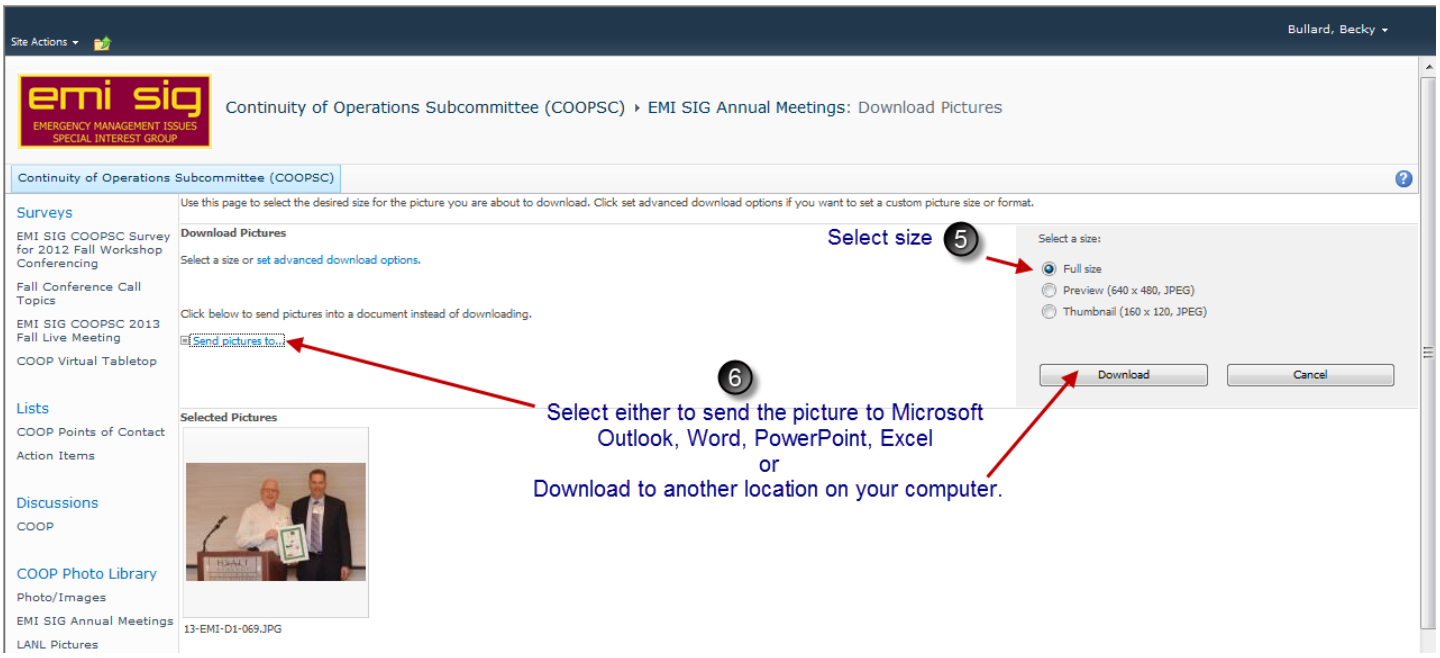

Select Picture
Overwrite existing files
Type
Name
Size
Status
7678604844_02024c3618.jpg
169 KB
Done
8285007739_b5e19070bc.jpg
88 KB
Done
EOC.jpg
31 KB
Done
fire.jpg
45 KB
Done
Status changes to Done when files are uploaded.
4 out of 4 files uploaded
Total upload size: 333 KB
Select Done to finish uploading.
5
Done
Cancel

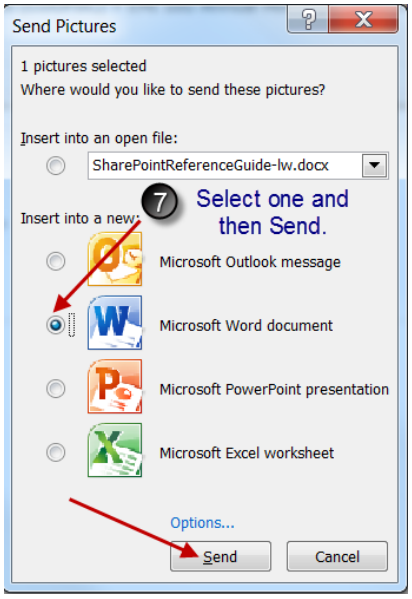
Download a Copy of a Picture to Your Computer

There are several ways to download a picture.

Step	Action
1	Click the link to **Photo Library (or subset)** link on the **Quick Launch Bar**. **Click** to **open** the folder.
2	Locate the picture you want to download and **click** the **box** next to the file name. A check mark will appear in the box. **Note:** You can select as many pictures as you want.
3	Click **Actions arrow.**
4	Select **Download**.
5	Select the size of the picture.
6	**Note:** If you want to send the picture into an open Microsoft Outlook message, Word document, PowerPoint presentation, or Excel worksheet, click **Send picture to**. If you want to download the picture to other places on your computer, click **Download** and follow **Download Pictures screen** instructions to save the selected picture.
7	If you use **Send picture to**, select **one** open software to insert the picture and then click **Send**.




Site Actions
Bullard, Becky
emi sig
EMERGENCY MANAGEMENT ISSUES SPECIAL INTEREST GROUP
Continuity of Operations Subcommittee (COOPSC) ▸ EMI SIG Annual Meetings: Download Pictures
Continuity of Operations Subcommittee (COOPSC)
Surveys
EMI SIG COOPSC Survey for 2012 Fall Workshop Conferencing
Fall Conference Call Topics
EMI SIG COOPSC 2013 Fall Live Meeting
COOP Virtual Tabletop
Lists
COOP Points of Contact
Action Items
Discussions
COOP
COOP Photo Library
Photo/Images
EMI SIG Annual Meetings
LANL Pictures
Use this page to select the desired size for the picture you are about to download. Click set advanced download options if you want to set a custom picture size or format.
Download Pictures
Select a size or set advanced download options.
Click below to send pictures into a document instead of downloading.
Send pictures to...
Selected Pictures
13-EMI-D1-069.JPG
Select size 5
Select a size:
Full size
Preview (640 x 480, JPEG)
Thumbnail (160 x 120, JPEG)
Download
Cancel
6
Select either to send the picture to Microsoft Outlook, Word, PowerPoint, Excel
or
Download to another location on your computer.


Send Pictures
1 pictures selected
Where would you like to send these pictures?
Insert into an open file:
SharePointReferenceGuide-lw.docx
Insert into a new:
7 Select one and then Send.
Microsoft Outlook message
Microsoft Word document
Microsoft PowerPoint presentation
Microsoft Excel worksheet
Options...
Send
Cancel

Recycle Bin

Use the Recycle Bin to restore items that have been deleted from the site or to empty deleted items.

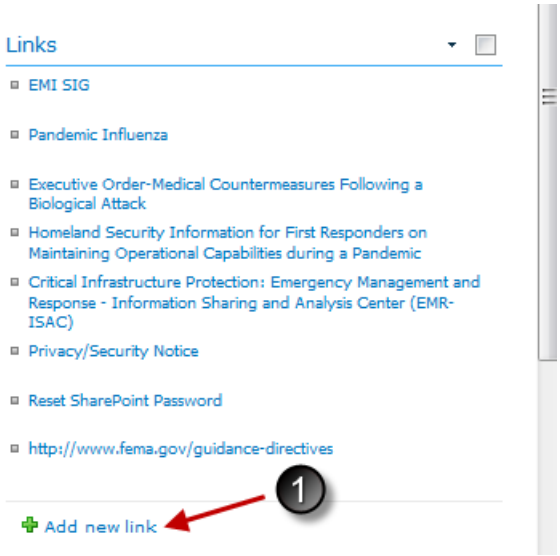
Step	Action
1	Click **Recycle Bin**.
2	Click Item then select **Restore Selection** or **Delete Selection**.

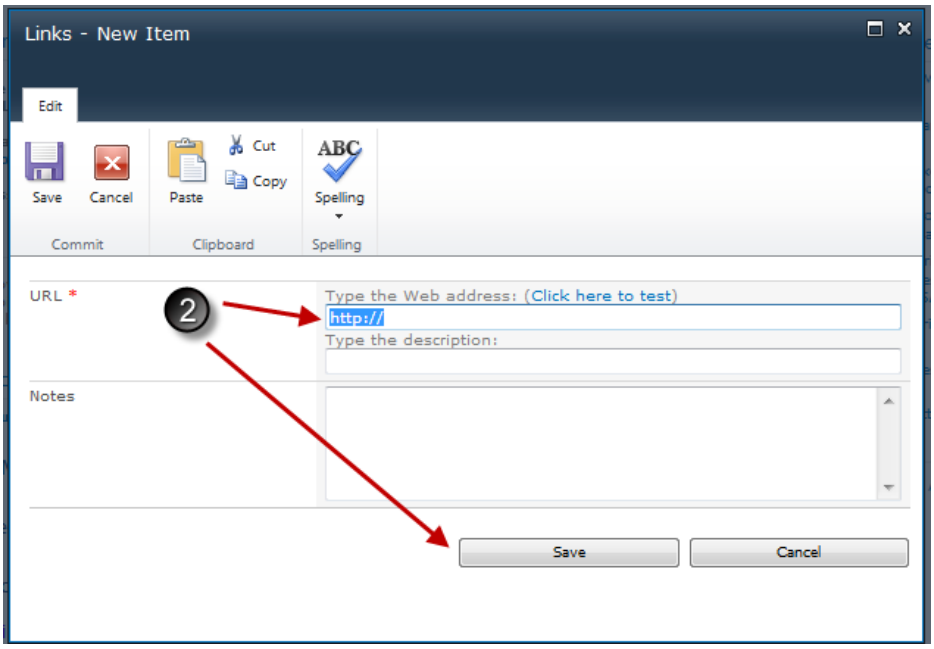
Links

Use the Links list for displaying web page links that will be useful or interesting to the group members.

Add New Link

Step	Action
1	Click **add new link**.
2	Key or paste in the web address (URL) and click **Save**.



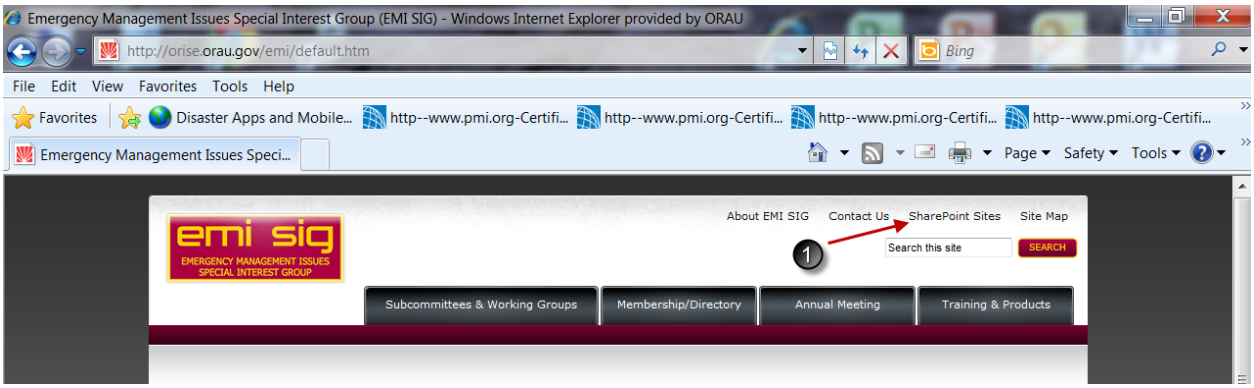


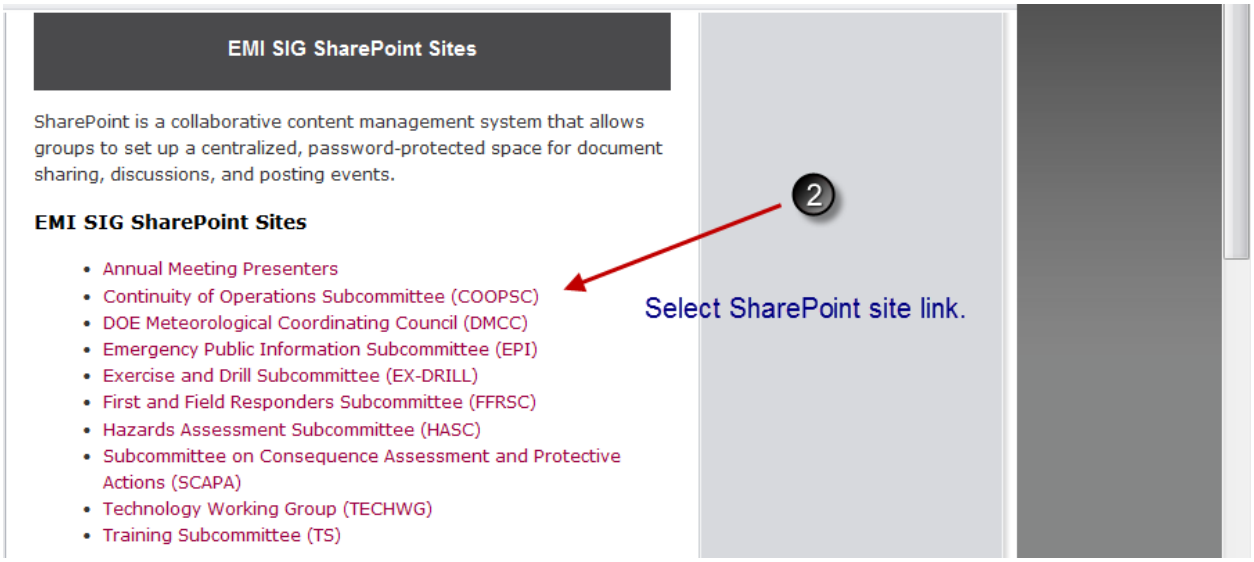
Setting Alerts

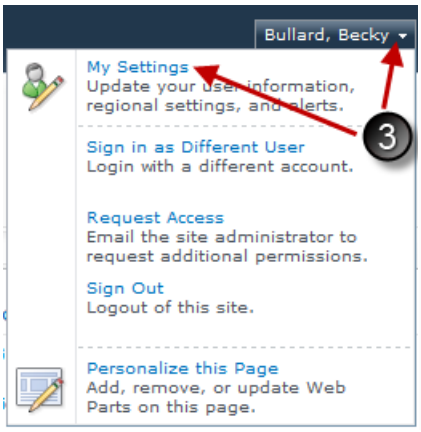
Setting up Email Alerts

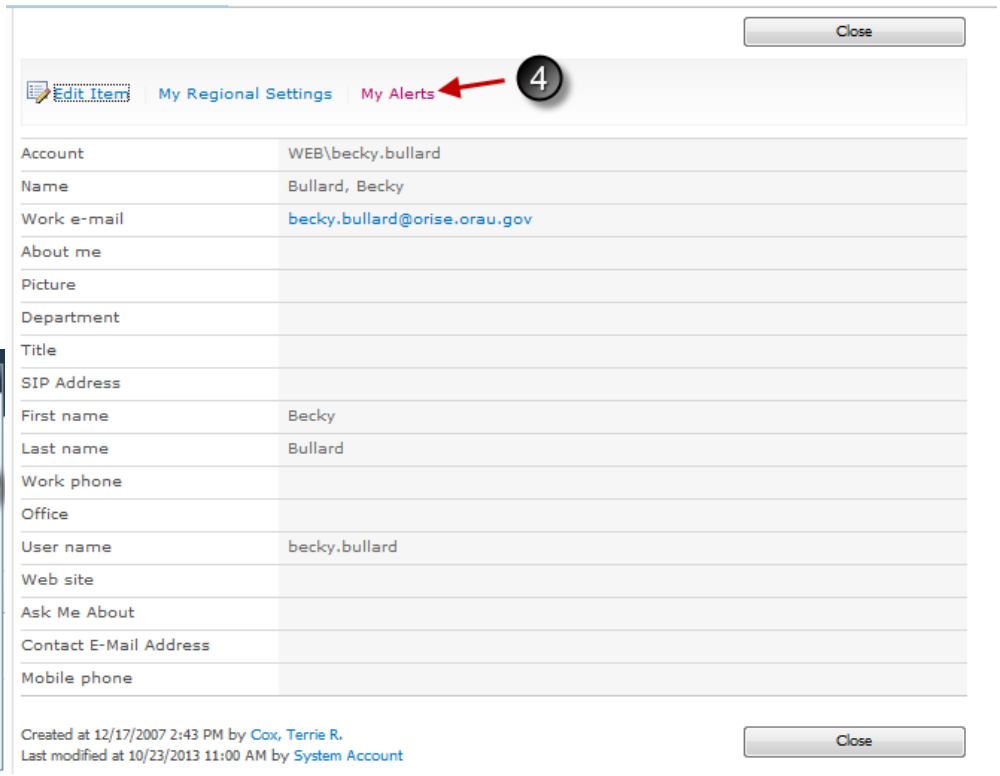
Email alerts can be set to notify of additions or changes to any areas of the SharePoint site.

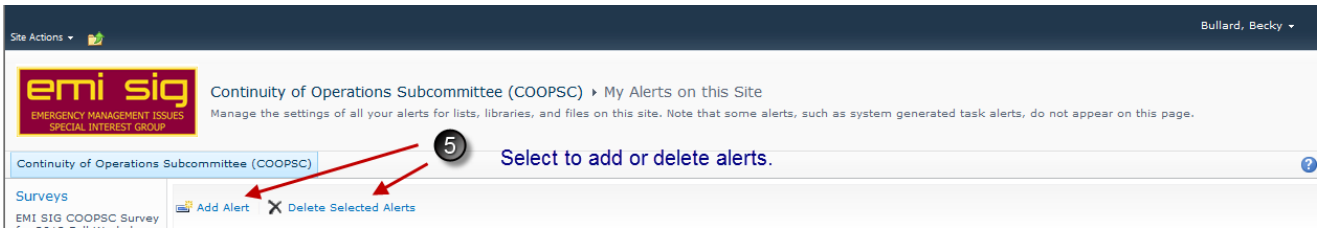
Step	Action
1	Access the SharePoint site via the EMI SIG website or directly from your favorites (if saved).
2	Select **SharePoint site link**. The **login screen** will appear. Key in your SharePoint **user name** and **password. Note:** Your password and user name will work for other EMI SIG SharePoint sites; however, you must contact Louise Wyatt at Louise.Wyatt@orau.org to request access to another SharePoint site before logging in.
3	After logging in to the SharePoint site, you may update your user information by clicking your **Name (Last, First)** in the upper right-hand corner of the screen and then clicking **My Settings**.
4	After opening **My Settings**, click **My Alerts** to open the alerts page.
5	In **My Alerts**, you will be able to set alerts to be notified by email when an item has been updated or added. Click **Add Alert** to add or **Delete Selected Alerts** to delete an alert. **Note:** Alerts must be added one at a time. Follow the screen prompts to set various alerts.






Bullard, Becky
My Settings
Update your user information, regional settings, and alerts.
3
Sign in as Different User
Login with a different account.
Request Access
Email the site administrator to request additional permissions.
Sign Out
Logout of this site.
Personalize this Page
Add, remove, or update Web Parts on this page.


Close
Edit Item
My Regional Settings
My Alerts
4
Account
WEB\becky.bullard
Name
Bullard, Becky
Work e-mail
becky.bullard@orise.orau.gov
About me
Picture
Department
Title
SIP Address
First name
Becky
Last name
Bullard
Work phone
Office
User name
becky.bullard
Web site
Ask Me About
Contact E-Mail Address
Mobile phone
Created at 12/17/2007 2:43 PM by Cox, Terrie R.
Last modified at 10/23/2013 11:00 AM by System Account
Close

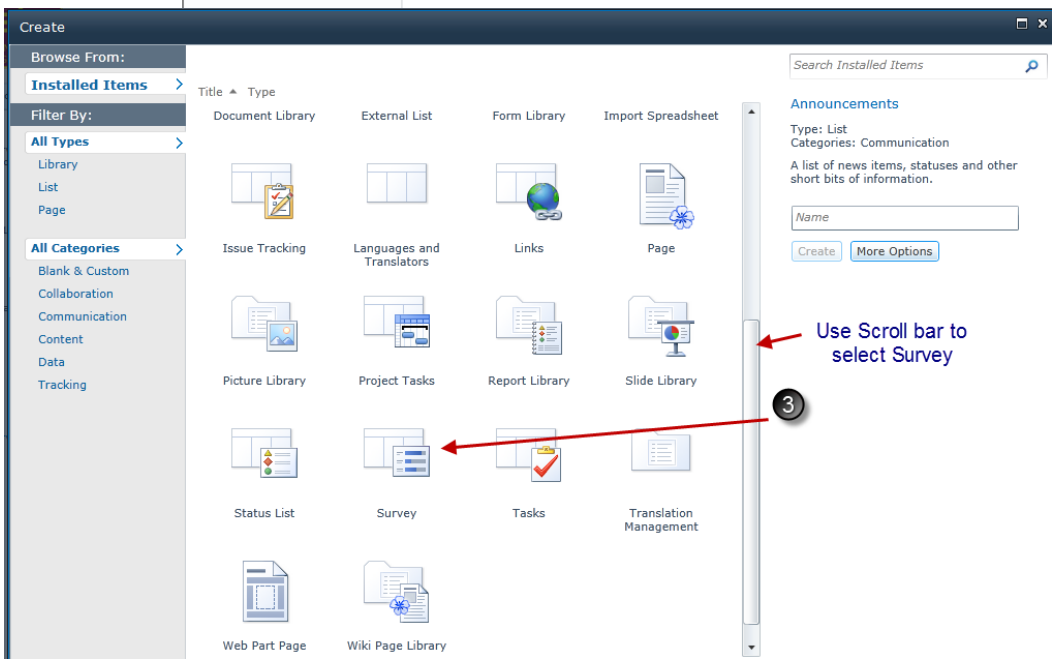

Site Actions
Bullard, Becky
emi sig
EMERGENCY MANAGEMENT ISSUES SPECIAL INTEREST GROUP
Continuity of Operations Subcommittee (COOPSC) ▸ My Alerts on this Site
Manage the settings of all your alerts for lists, libraries, and files on this site. Note that some alerts, such as system generated task alerts, do not appear on this page.
5
Select to add or delete alerts.
Continuity of Operations Subcommittee (COOPSC)
Surveys
EMI SIG COOPSC Survey
Add Alert
Delete Selected Alerts

Surveys

Create a Survey

A list of questions and possible answers for surveying users may be created. This template allows for graphical summary reports. **Note:** Most users do not have permission to create surveys. Please contact your ORISE Coordinator for survey development.

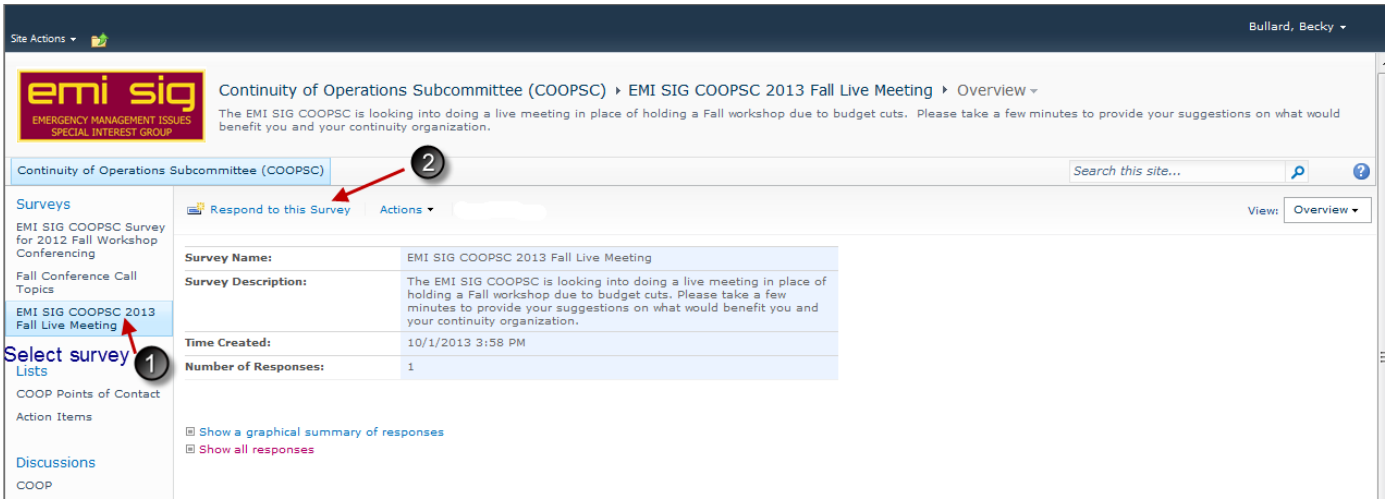
Step	Action
1	Click **Surveys** in the **Quick Launch Bar**. (If **Surveys** link not available in **Quick Launch Bar**, these steps can be taken after clicking **Lists** from the **Quick Launch Bar**.
2	Click **Create**.
3	Scroll down and click **Survey**. Follow screen instructions to create and save the survey.

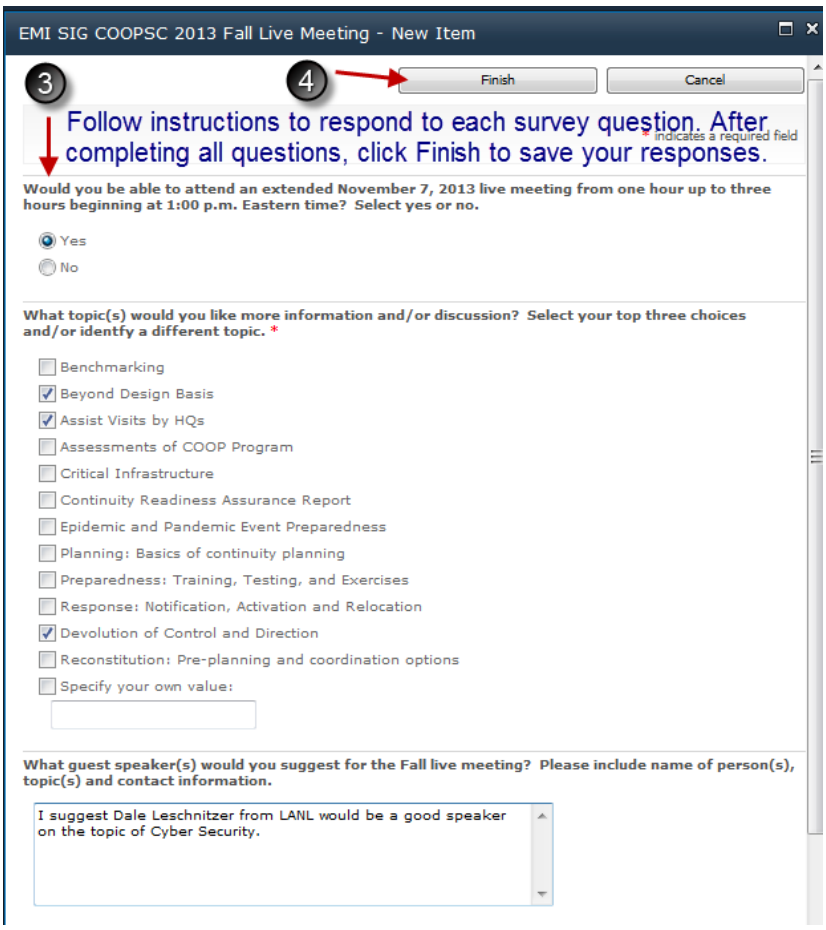


Respond to a Survey

Respond to a survey and view its results.

Step	Action
1	Select and click the **survey title** in the **Quick Launch Bar**.
2	Click **Respond to this Survey**.
3	Follow instructions to respond to each survey question.
4	After completing all questions, click **Finish** to save your responses.





Keyboard Shortcuts

Common Keyboard Shortcuts

To Do This	Press
Copy the selected item to the Clipboard.	CTRL+C
Delete a document or selected item.	CTRL+D
Export data to a List Data Archive file.	CTRL+E
In a list view, find the next or previous item that contains the specified text. In an open list item, find the specified text.	CTRL+F
In an open list item, find the specified text, and replace it with specified text.	CTRL+H
Import data from other sources.	CTRL+I
Copy the selected item as a link.	CTRL+L
Add an existing document to the workspace.	CTRL+M
Print.	CRL+P
Cut the selected item.	CTRL+X
Paste from the Clipboard.	CTRL+V
Undo the most recent action.	CTRL+Z
Redo the most recent action.	CTRL+Y
Go to the next item.	F8
Go to the previous item.	SHIFT+F8
Go to the next unread item.	F4
Go to the previous unread item.	SHIFT+F4
Mark the selected item read (remove unread markers).	CTRL+F4
Mark all items read (remove all unread markers).	CTRL+SHIFT+F4

Keyboard Shortcuts for Documents Tool

To Do This	Press
Add an existing document to the workspace.	CTRL+M
Delete a document.	CTRL+D

Keyboard Shortcuts for Lists Tool

To Do This	Press
Note: Keyboard shortcuts for 2010 Discussion tools are exactly the same as the 2010 Lists tool.	
Delete the selected item.	CTRL+D
Import data from other sources.	CTRL+I
Export data to a List Data Archive file.	CTRL+E
In a list view, find the next or previous item that contains the specified text. In an open list item, find the specified text.	CTRL+F
In an open list item, find the specified text, and replace it with specified text.	CTRL+H
Enter the Designer to modify forms and views for this list.	CTRL+SHIFT+S

Keyboard Shortcuts for Calendar View

To Do This	Press
Create a new meeting.	ENTER (with no meeting selected) or CTRL+N
Open a selected meeting.	ENTER
Save changes in a meeting without closing it.	CTRL+S
Display the Month view.	CTRL+1
Display the Week view.	CTRL+2
Display the Day view.	CTRL+3
Display the Work Week view.	CTRL+4
Display the Work Month view.	CTRL+5
Display all meetings in a list.	CTRL+6
Display all active meetings in a list.	CTRL+7
Go to a specific date.	CTRL+D
Go to today.	CTRL+T

Keyboard Shortcuts in an Open Calendar Meeting

To Do This	Press
Display the meeting profile.	CTRL+1
Display the meeting agenda.	CTRL+2
Display the meeting notes.	CTRL+3
Display the meeting summary.	CTRL+4
Delete this meeting.	CTRL+D