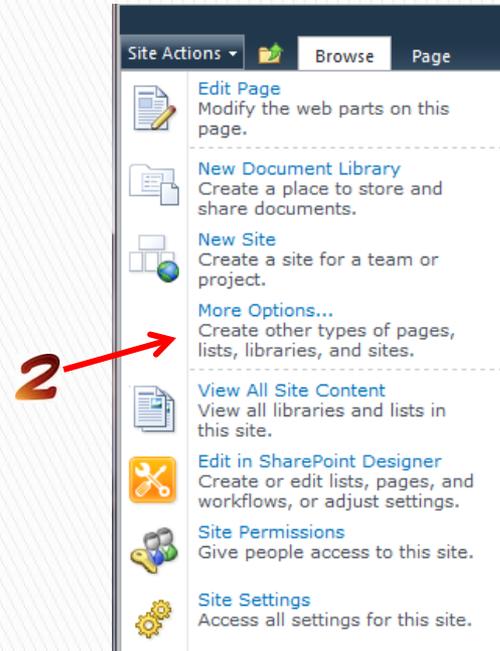


Adding New TeamSites

SharePoint 2010

- ▶ **TeamSites**
 - Sites setup for short-term, temporary work groups
 - Encourage collaboration by setting up:
 - Library for working documents (the product being produced by the team)
 - Library for reference documents
 - A task list linked to MS Project
 - Discussion Board
 - Document approval/review workflow
 - Calendar
- ▶ **Follow the following procedure to setup a TeamSite**

Add a site



1. Navigate to the “parent site”. For DNDO we have been placing teamsites in the “Administration” site. For 1st Responder we have been using “Program Mgmt/Admin” site
2. Select “More Options”

Select a template

The screenshot shows the 'Create' dialog box in Office.com. On the left, the 'Filter By:' section is expanded to 'Site', indicated by a red arrow and the number 1. The main area displays a grid of templates, with 'Assets Web Database' selected, indicated by a red arrow and the number 2. On the right, the configuration panel for 'Assets Web Database' is shown, with a red arrow and the number 3 pointing to the 'Title' field. Below the title field, there is a URL field with the text 'https://eota.energy.../<URL name>' and a 'URL name' input field, with a red arrow and the number 4 pointing to it. At the bottom of the configuration panel, there are 'Create' and 'More Options' buttons, with a red arrow and the number 5 pointing to the 'More Options' button.

1. Select “Filter By: Sites”
2. Select the template you want to use
3. Name the site
4. Give the site a file name. Use a shortened version of the site name and avoid using spaces or special characters
5. Select “More Options”

Create permission groups

Create

Title and Description
Type a title and description for your new site. The title will be displayed on each page in the site.

Title: DND0 TeamSite Template
Description:

Web Site Address
Users can navigate to your site by typing the Web site address (URL) into their browser. You can enter the last part of the address. You should keep it short and easy to remember.

URL name: https://eota.energy.gov/DND0/o.../
TeamSite_Template

For example, https://eota.energy.gov/DND0/o.../sitename

Permissions
You can give permission to access your new site to the same users who have access to this parent site, or you can give permission to a unique set of users.

User Permissions:
 Use unique permissions
 Use same permissions as parent site

Note: If you select "Use same permissions as parent site", one set of user permissions is shared by both sites. Consequently, you cannot change user permissions on your new site unless you are an administrator of this parent site.

Navigation Inheritance
Specify whether this site will have its own top link bar or use the one from its parent.

Use the top link bar from the parent site?
 Yes No

Search Installed Items

DND0_TeamSite3
Type: Site
Categories: Blank & Custom

Create More Options

Create Cancel

1. Select "Use Unique Permissions" – generally the teamsites will want to have a unique membership
2. Select "Use Top Link Bar"
3. Select "Create"

Create permission groups

Visitors to this Site Visitors can read content in the Web site. Create a group of visitors or re-use an existing SharePoint group.	<input checked="" type="radio"/> Create a new group <input type="radio"/> Use an existing group DND0 TeamSite Template Visitors <input type="text"/> 
Members of this Site Members can contribute content to the Web site. Create a group of site members or re-use an existing SharePoint group.	<input checked="" type="radio"/> Create a new group <input type="radio"/> Use an existing group DND0 TeamSite Template Members Stoudenmire, Paul ; <input type="text"/> 
Owners of this Site Owners have full control over the Web site. Create a group of owners or re-use an existing SharePoint group.	<input type="radio"/> Create a new group <input checked="" type="radio"/> Use an existing group Domestic Nuclear Detection Office Owners <input type="text"/> 

OK

1. SharePoint will automatically create groups based on site name. Use these or select an existing group
2. The name of the person creating the site (YOU) will be inserted as a site member. Change if needed
3. Generally we will use the parent site “Owners” as the teamsite owner

Customize the site

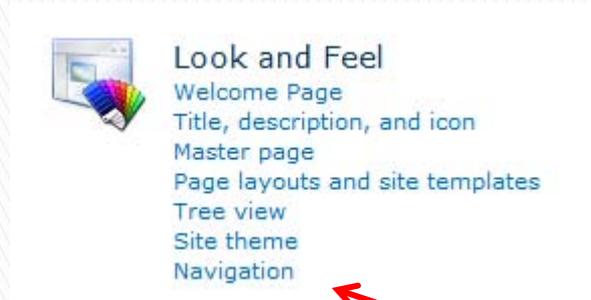
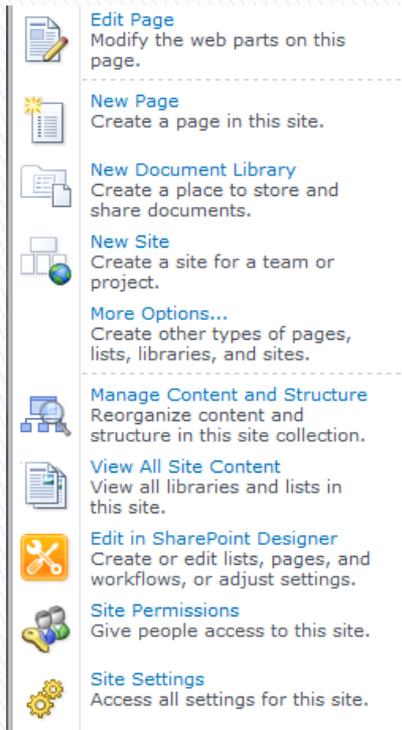
The screenshot shows a SharePoint site interface for 'DND0 TeamSite Template'. The top navigation bar includes 'Site Actions', 'Browse', and 'Page'. The site header features the DND0 logo and the text 'DND0 TeamSite Template'. Below the header, there are navigation links: 'Domestic Nuclear Detection Office', 'Directorates', 'TeamSites', and 'Help using SharePoint'. A left-hand navigation pane contains links for 'Team Calendar', 'Team Discussion Board', 'Working Documents', 'Source Documents', 'Recycle Bin', and 'All Site Content'. The main content area is divided into several sections:

- Teamsite Tasks:** A table with columns: Title, Start Date, Due Date, % Complete, Task Status, Priority, Predecessors, and Assigned To. It contains the text: 'There are no items to show in this view of the "Teamsite Tasks" list. To add a new item, click "New".' and a '+ Add new item' link.
- My Workflow Tasks:** A table with columns: Title, Status, Due Date, % Complete, Outcome, and Related Content. It contains the text: 'There are no items to show in this view of the "Tasks" list. To add a new item, click "New".' and a '+ Add new item' link.
- Working Documents:** A table with columns: Type, Name, Modified, and Modified By. It contains the text: 'There are no items to show in this view of the "Working Documents" document library. To add a new item, click "New" or "Upload".' and a '+ Add document' link.
- Source Documents:** A table with columns: Type, Name, Modified, and Modified By. It contains the text: 'There are no items to show in this view of the "Source Documents" document library. To add a new item, click "New" or "Upload".' and a '+ Add document' link.

On the right side, there is a 'Site Users' section showing 'Stoudenmire, Paul' and a '+ Add new user' link.

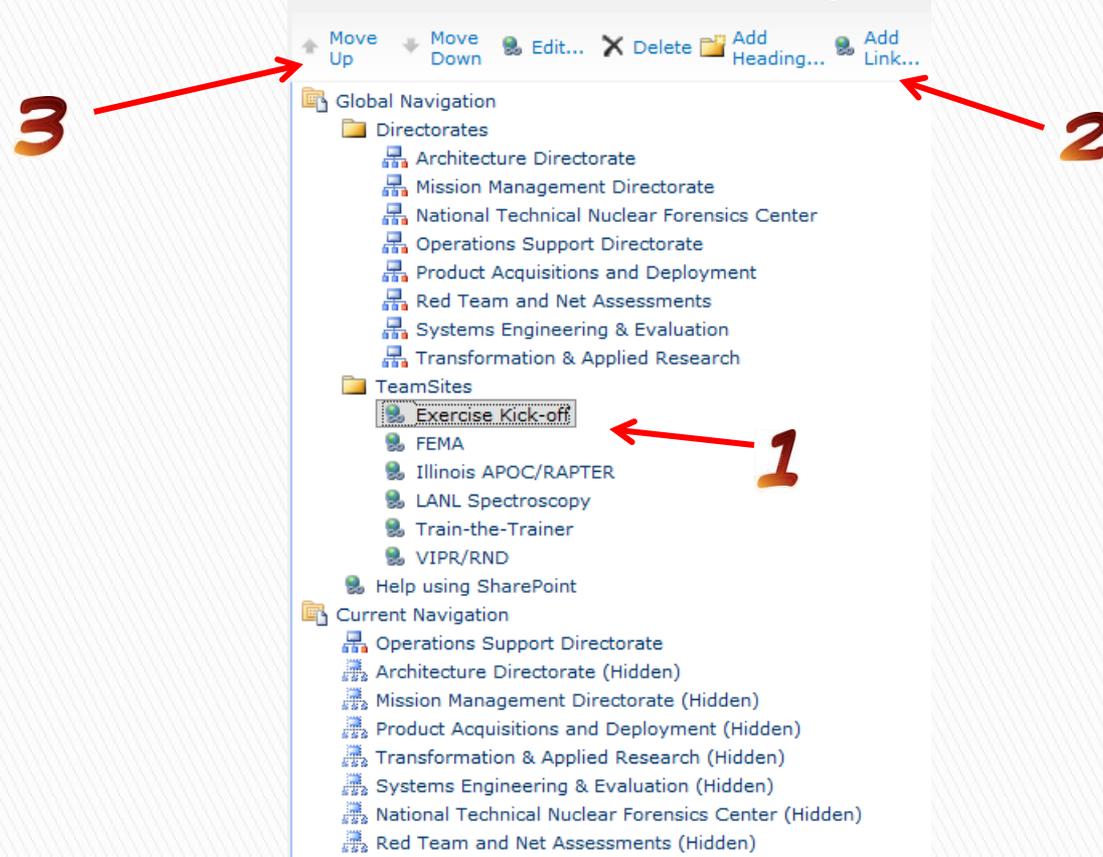
1. The site is now created. You can now start customizing to meet your needs.

Create a link from the Top Menu Bar



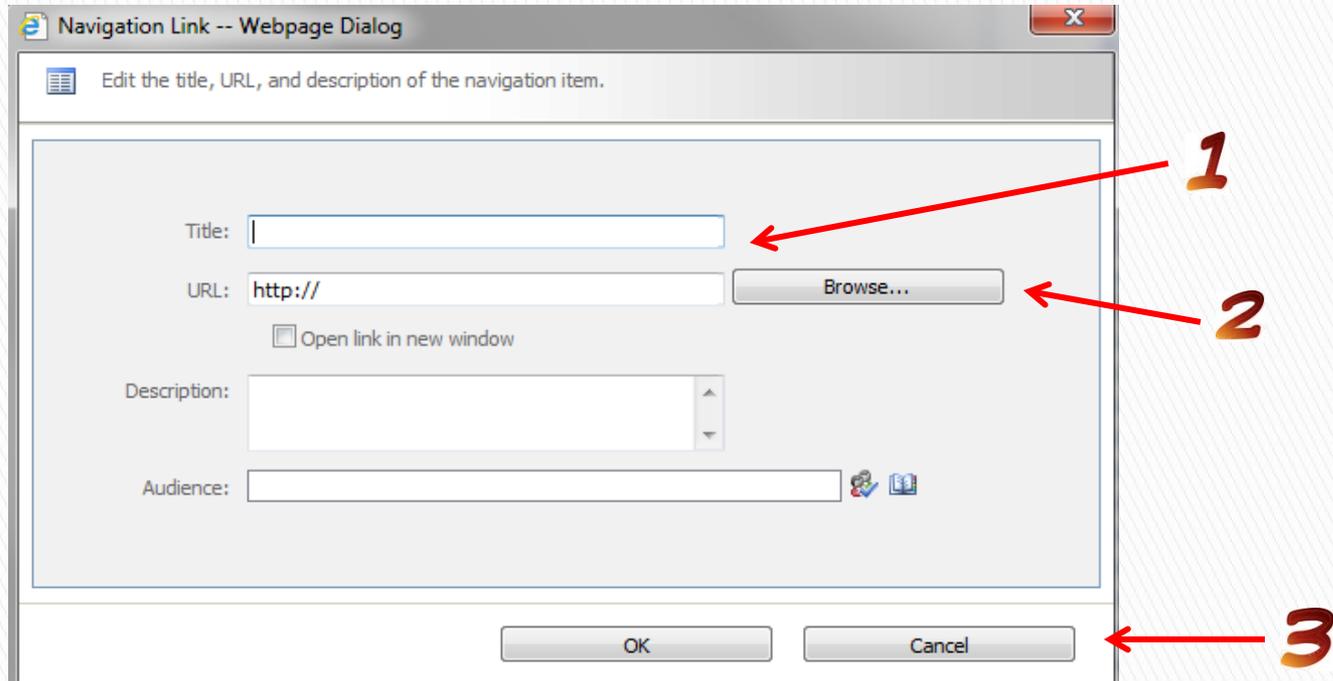
1. Navigate back to the top level site collection (DNDO or 1st Responder) and select “Site Settings”
2. Select “Navigation”

Create a link from the Top Menu Bar



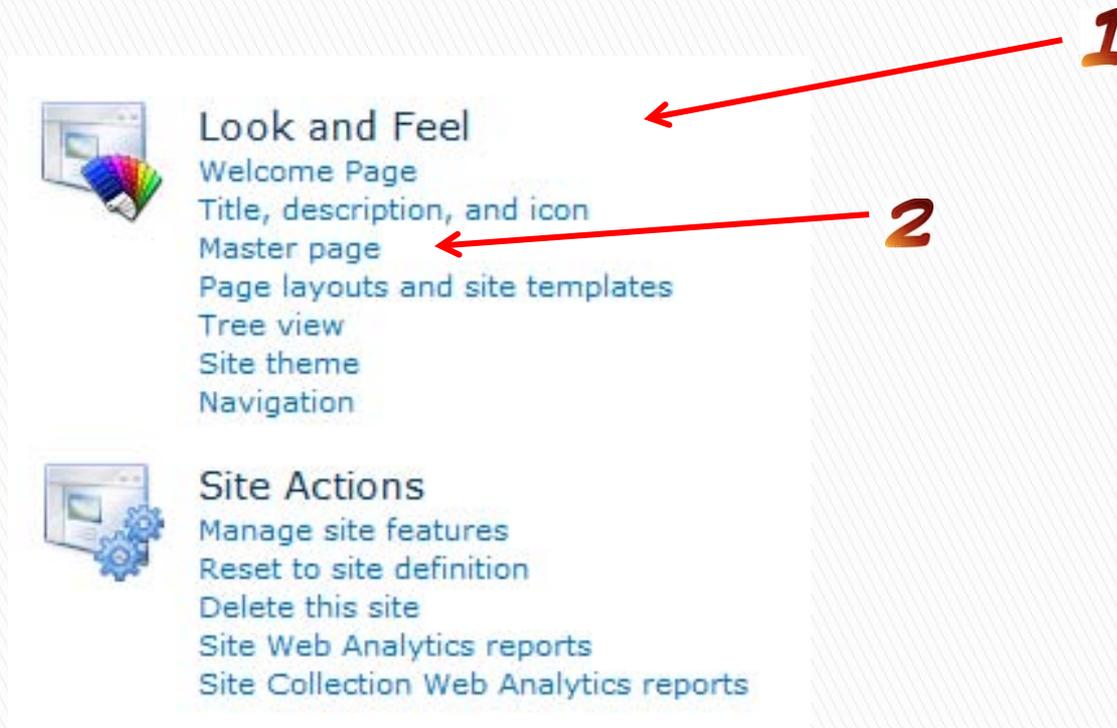
1. Select any site under the heading “TeamSites”
2. Select “Add Link”
3. Use the “Move up” or “Move down” to relocate the link to where you want to see it

Create a link from the Top Menu Bar



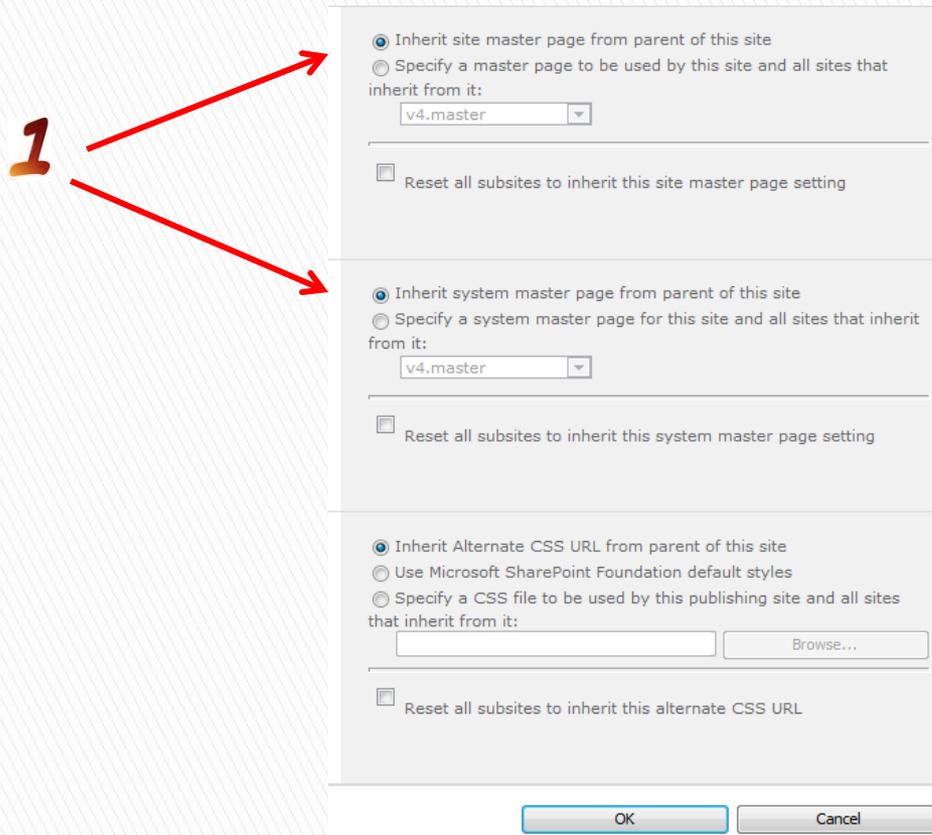
1. Add a title for the link – usually the name of the teamsite
2. Browse for the new site you want to link
3. Select OK

Change the Master Page



1. If you are using a different Master Page (like the DNDO site), open the “Site Settings”
2. If the “Master Page” option is not available under the “Look and Feel” menu you must ask a Site Collection Administrator to help
3. Select “Master Page”

Changing the Master Page



1. Change setting to “Inherit site master page”
2. That should do it!!