

<p style="text-align: center;">Adding New Departments/Worksites</p> <ol style="list-style-type: none"> 1. Select “Departments” or “Worksite” from the top menu 2. Click “Create Site” 3. Enter the information 4. Click “Create” 	<p style="text-align: center;">Adding Users</p> <ol style="list-style-type: none"> 1. Click “Portal Administration” from the top right 2. Click “Manage Portal Users” 3. Click “Manage Accounts” 4. Select “Create” 5. Enter the Name, E-mail, company, password and group 6. Click “Create” 	<p style="text-align: center;">Adding Alerts</p> <ol style="list-style-type: none"> 1. Browse to the document library 2. Click on “Actions” and select “Alert Me” 3. Modify the settings for your alert 4. Set and email address for all users receiving the alerts and the types of alerts to be sent and the frequency 5. Click “Ok”
<p style="text-align: center;">Adding an Announcement/Link</p> <ol style="list-style-type: none"> 1. Click “Add a new...” from the web part 2. Enter the title, add a description 3. Click “Save and Close” 	<p style="text-align: center;">Description of Permissions</p> <ol style="list-style-type: none"> 1. Owners – Full Control over the site to create and modify all content. They also manage users. 2. Members – these users have the ability to modify content in lists already created 3. Visitor – these users have read only access <p><small>Note: Home Page, Departments, and worksites have different permissions. If you have Owner for a department you might not be the owner for a worksite or even the homepage.</small></p>	<p style="text-align: center;">Adding Surveys</p> <ol style="list-style-type: none"> 1. Click “Create” 2. Select “Survey” 3. Enter the title, description, location, and optional data. Click “Next” 4. Enter Questions, types, answers, etc. When finished, click “Finished”
<p style="text-align: center;">Create a Wiki/Blog</p> <ol style="list-style-type: none"> 1. Select “Forums” from the top menu 2. Click “Create Site” from the left-hand side 3. Choose the “type” of forum (wiki/blog) 4. Enter a “Name” and select an “Owner” 5. Click “Create” 	<p style="text-align: center;">Changing A User Password</p> <ol style="list-style-type: none"> 1. Click “Portal Administration” from the top right 2. Click “Manage Portal users” 3. Click “Manage Accounts” 4. Select “Change Password” 5. Enter the new password 6. Click “Update” 	<p style="text-align: center;">Checking Documents/Images In and Out</p> <ol style="list-style-type: none"> 1. Browse to the document/picture library 2. Find the item, click the arrow that appears to the right 3. Click “Check Out/In”

<p style="text-align: center;">Deleting Alerts</p> <ol style="list-style-type: none"> 1. Browse to the list 2. Click on "Actions" and select "Alert me" 3. Click "View my existing alerts on this site" 4. Check the box next to the alert(s) you want to delete 5. Click "Delete Selected Alerts" 	<p style="text-align: center;">Deleting and Announcement/Link</p> <ol style="list-style-type: none"> 1. Click the link to the list above the web part 2. Find the item, click the arrow that appears to the right 3. Click "Delete" 	<p style="text-align: center;">Enabling Document/Image Versioning in a Library</p> <ol style="list-style-type: none"> 1. Browse to the document/image library 2. Click "Settings" 3. Click "Document Library Settings" 4. Under General Settings, Click "Versioning Settings" 5. Click "Create (Minor/Major) versions" in the document Versions History section
<p style="text-align: center;">Deleting Users</p> <ol style="list-style-type: none"> 1. Click "Portal Administration" from the top right 2. Click "Manage Portal Users" 3. Click "Manage Accounts" 4. Select "Delete" 5. Check the box next to the user(s) you want to delete 6. Click "Delete" 	<p style="text-align: center;">Editing User information</p> <ol style="list-style-type: none"> 1. Click "Portal Administration" from the top right 2. Click "Manage Portal Users" 3. Click "Manage Accounts" 4. Click "Edit" next to the user name 5. Modify the information 6. Click "Ok" 	<p style="text-align: center;">Viewing All Site Content</p> <ol style="list-style-type: none"> 1. Browse to your site 2. Click "View all site content" on the left-hand menu This page contains all the documents, lists and workspaces for your site
<p style="text-align: center;">Using Sp360 search</p> <ol style="list-style-type: none"> 1. Locate the search bar at the top right 2. Enter the text 3. Choose your scope: This Site or Entire Portal 4. Click the magnifying glass 		