

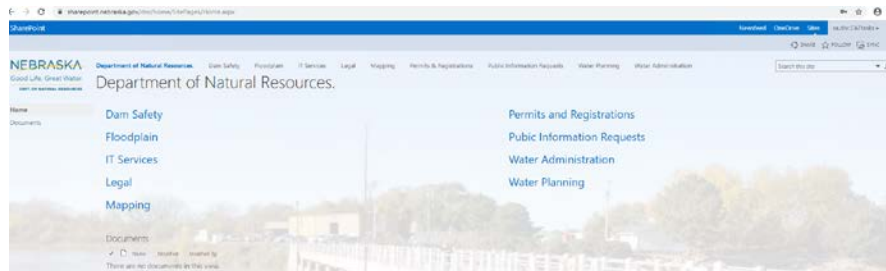
SharePoint Help Document

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Location

<https://sharepoint.nebraska.gov/dnr/home/SitePages/Home.aspx>



Training

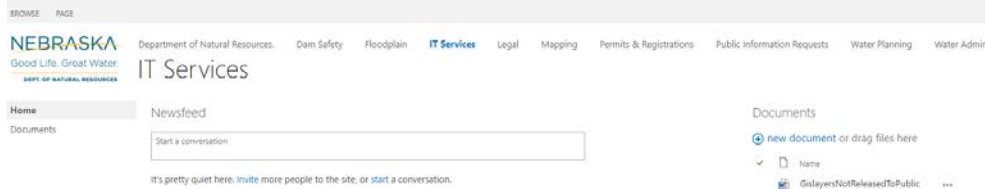
- General Information
 - <https://sharepoint.nebraska.gov/ocio/home/training/SitePages/Home.aspx>. Set up by OCIO for users. There are also some short articles/videos on the left.
 - Linkedin Learning through Employee Development Center (link on above site)-
<https://nebraska.csod.com/client/nebraska/default.aspx?ReturnUrl=https%3a%2f%2fnebraska.csod.com%2fLMS%2fLoDetails%2fDetailsLo.aspx%3floid%3dd713ff35-1a5a-4329-baad-78aae0e317d9#t=1>
- Co-authoring/versions <https://support.office.com/client/training-introduction-to-document-libraries-2689f967-3c61-4535-a38a-a20c313d55e6?NS=WSSSENDUSER&Version=15&AppVer=OSU150>

Request Users and/or Access

1. All DNR employees have read only access to the site.
2. Read/Write/Delete/Add granted to sections on section specific pages.
3. Users must be granted access to site/pages/documents
4. Request a new user. Complete a DNR Service request through OCIO Service Portal Requests. Include:
 - a. Name including middle initial (in case it is a duplicate name)
 - b. Email address
 - c. Phone number
 - d. Where they need access

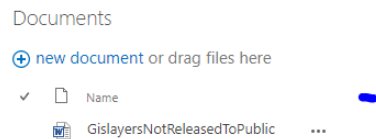
Working with Documents

Each section page was designed with a Newsfeed area and a Documents area.

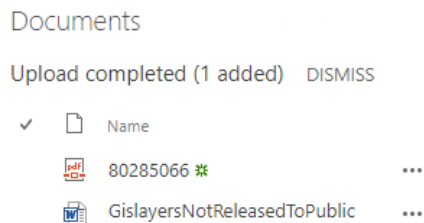


Post a document

1. Drag files to folder area



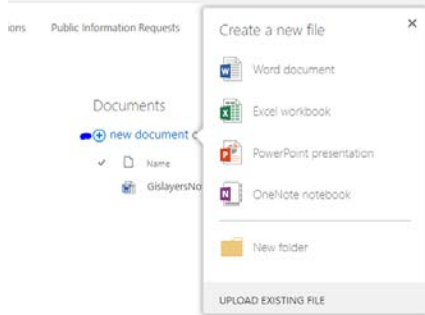
2. Message will display when moving document over area, "Drop Here".
3. When document has uploaded, message will display, "Upload Completed"



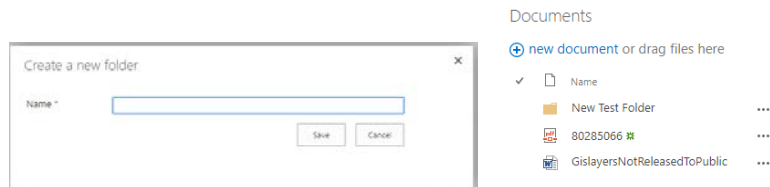
4. DISMISS just removes the upload message.
5. Cannot post to areas where permission not granted

Add/Create a new document

1. Select new document on right side of page



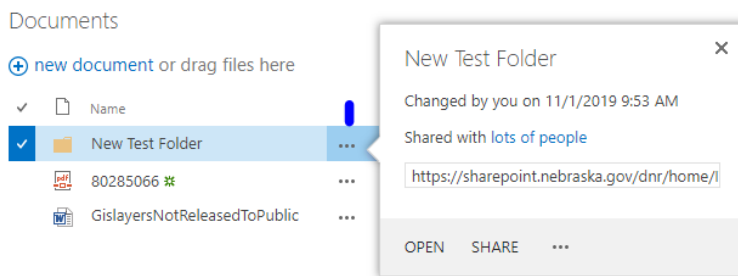
2. Select file type.
 - a. Word document
 - b. Excel workbook
 - c. PowerPoint presentation
 - d. OneNote notebook
 - e. New folder – create folder under new documents area.
 - i. New folders allow for better organization



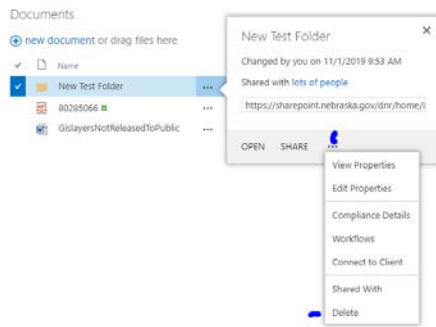
3. Word, Excel, PowerPoint and OneNote:
 - a. Name the document
 - b. Will open in a web version to create a new document
 - c. Saving is just to SharePoint.
4. Cannot add to areas where permission not granted

Deleting Documents/Folders

1. Click the ellipses “...” next to document or folder



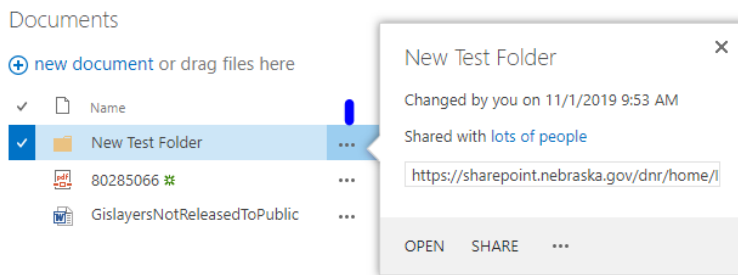
2. Click the ellipses “...” in box that opens up



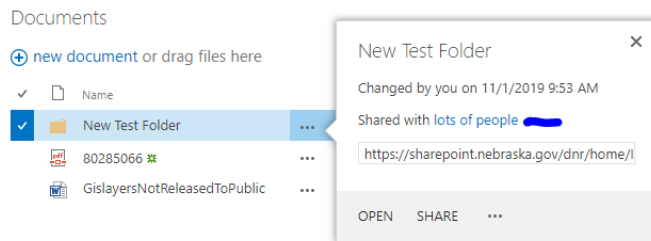
3. Cannot delete other users documents

Sharing Documents

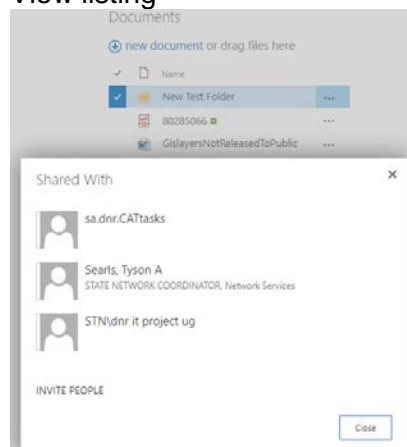
1. Click the ellipses “...” next to document or folder



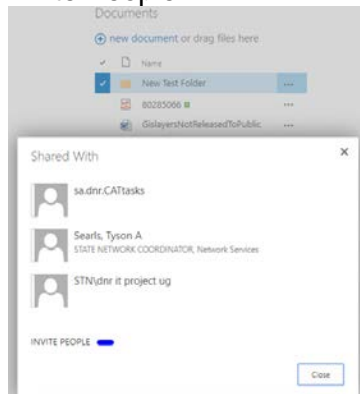
2. See who it is shared with and then send email to share



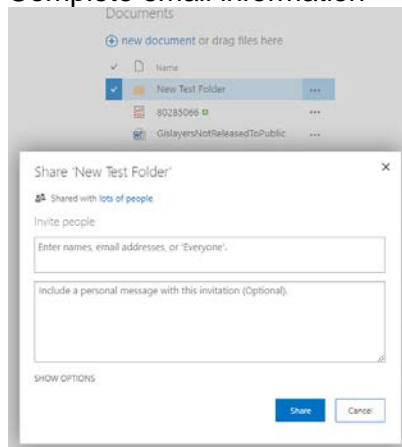
- a. Click on “lots of people”
- b. View listing



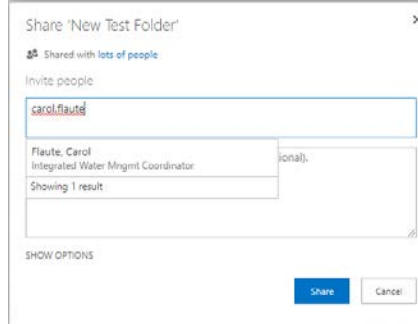
c. Invite People



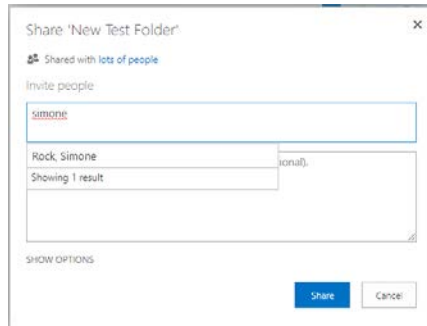
d. Complete email information



e. Invite people with an AD account, name must be within drop down

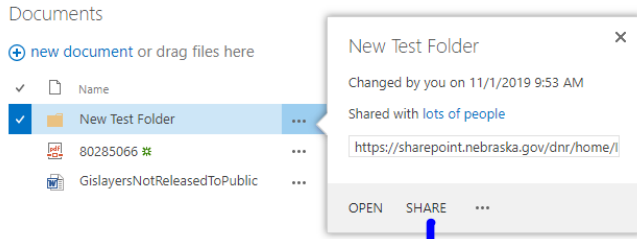


f. Outside individuals with AD accounts also show up on the list



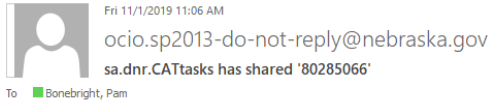
g. Can not invite people without AD account

3. Send email to share



a. See emailing information directly above

4. Email received



Test message for use in Help Document

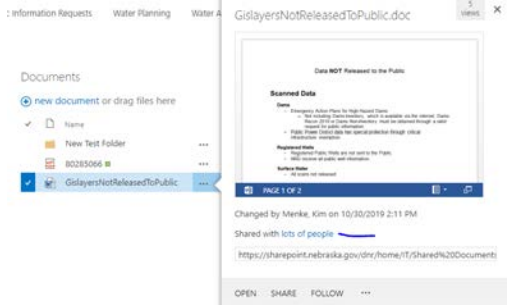
Open [80285066.pdf](#)

Follow this document to get updates in your newsfeed.

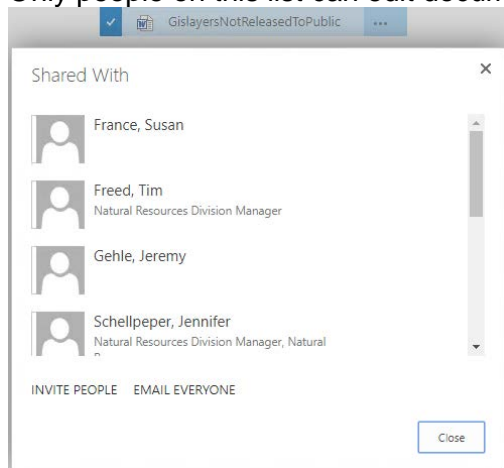
a. Click on link in email to go directly to the document

Editing Documents

1. Can only edit documents shared with user.

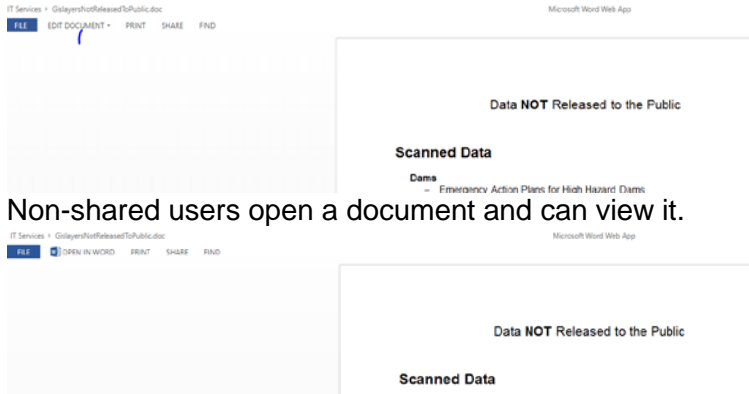


a. Only people on this list can edit document

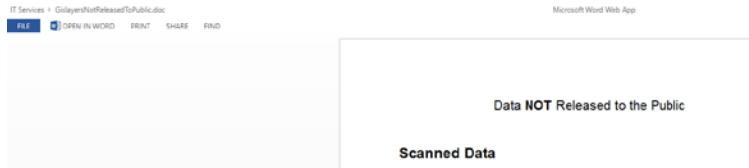


b. Can easily communicate with everyone the document is shared with by using Email Everyone.

2. Shared users open a document and have edit permissions



3. Non-shared users open a document and can view it.



Versioning

Sites can be set up for versioning. This is not a default setting. The following are the options available:

Settings > Versioning Settings

Content Approval

Specify whether new items or changes to existing items should remain in a draft state until they have been approved. [Learn about requiring approval.](#)

Require content approval for submitted items?

- Yes No

Document Version History

Specify whether a version is created each time you edit a file in this document library. [Learn about versions.](#)

Create a version each time you edit a file in this document library?

- No versioning
 Create major versions
Example: 1, 2, 3, 4
 Create major and minor (draft) versions
Example: 1.0, 1.1, 1.2, 2.0

Optionally limit the number of versions to retain:

- Keep the following number of major versions:

 Keep drafts for the following number of major versions:

Draft Item Security

Drafts are minor versions or items which have not been approved. Specify which users should be able to view drafts in this document library. [Learn about specifying who can view and edit drafts.](#)

Who should see draft items in this document library?

- Any user who can read items
 Only users who can edit items
 Only users who can approve items (and the author of the item)

Require Check Out

Specify whether users must check out documents before making changes in this document library. [Learn about requiring check out.](#)

Require documents to be checked out before they can be edited?

- Yes No

Subsites/Additional Pages



1. Subsites can be added below section pages
2. Subsites can be set up with unique permissions
3. Access to a subsite does not give user access to any other part of the site.