SharePoint 3.0 Quick User Guide



FEXAS TECH UNIVERSIT Health Sciences Center

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SHARE POINT 3.0 MANUAL

This document contains the basic instructions on how to access Share Point 3.0, and how to view and upload documents. Note: The only people that can access SharePoint are the Content Manager and Administrators that have permissions from the SharePoint Administrator.

There are two means to access SharePoint: You may use the following URL: <u>https://sharepoint.ttuhsc.edu/sites/TTUHSC/elpaso/dme/default.aspx</u> or click on <u>http://www.ttuhsc.edu/elpaso/</u> and select El Paso Administration, Items of General Interest, and Curriculum Development SharePoint Main site.



If you have access to SharePoint, you will be asked to enter your eRaider and Password.

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The main SharePoint home page.





When you select the **Department of Medical Education**, you are able to view Courses, Announcements, and Links. In this section, you are able to upload documents and navigate throughout the site.

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	by Maldonado, Frankj Pre-Surgical Exam has been Archived! An agreement archive this clinical presentation. Please note that or presentation is there for you to use as a	between Unit Directors and Clinicians was made to Unit 4 Main Menu you will see an Archive Folder, the	
	New area for graphics, images, etc. by Guerra, Martha	10/20/2008 5:27 PM	
	Save your images, graphics, or any other media to the Spreadsheet or any other area of Sharepoint.	is folder and link directly from the Document Content	
	The link to this folder is right under the Document Cor	ntent Spreadsheet link on the left of	
	STEPS TO USE CHECK OUT AND CHECK IN PROCI by Romero, Hortencia	EDURE IN SHAREPOINT 10/8/2008 11:49 AM	
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Documents: Library of folders related to the Course.

Shared Documents: Various documents related to the Course

Units: All Units related to the Course.

When you select **Documents**, **Shared Documents**, or **Units**, you are able to **Insert New Document**, **Upload Document**, **Actions** for interface with other applications, and **Settings** for your preference on viewing your screen.

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To return to the home page of the **Main Menu**, select **Home** at the top of the left menu. To return to the main Share Point site select **Department of Medical Education** at the top of the window.

To Log-out, point to the top right corner **Welcome Last Name**, **First Name** select the down arrow and view your selections.

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	Unit 4 Pre-Surgical Exam Archived 10/28/2008 12:44 PM by Maldonado, Frankj Pre-Surgical Exam has been Archived! An agreement between Unit Directors and Clinicians was made to archive this clinical presentation. Please note that on Unit 4 Main Menu you will see an Archive Folder, the presentation is there for you to use as a		
	New area for graphics, images, etc. 10/20/2008 5:27 PM		
	Save your images, graphics, or any other media to this folder and link directly from the Document Content Spreadsheet or any other area of Sharepoint.		
	The link to this folder is right under the Document Content Spreadsheet link on the left of		
	STEPS TO USE CHECK OUT AND CHECK IN PROCEDURE IN SHAREPOINT 10/8/2008 11:49 AM by Romero, Hortencia		
	Take advantage of this Check In and Check Out procedure when you are working on a specific document. Take full command of a document and enjoy working in privacy. INSTRUCTIONS on how to Check In and Check Out a document are under Shared Document.		

STEPS TO CHECK IN AND CHECK OUT A SPREADSHEET IN SHAREPOINT



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3. Select the Unit folder you want to check out

The screen below shows the first clinical presentations with the dropdown menu. Click on the scroll down menu and select Check out.

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In the window below note your name will appear next to the document that you checked out. This notifies everyone that you are currently working on the spreadsheet. When you check out a document, you are the **only** person that has access to the document. If someone else tries to open a document, it will give them a notice that you have the document checked out.



Once you are done working on the spreadsheet there are two means to Check in your document.

First, you save your changes. After you save, the following window will appear, please select "Yes".



Second, "Check in" is by using the same menu that you used to "Check out", next to the Clinical Presentation title.

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To be notified when a document is available:

- 1. Open the document
- 2. Press the "Edit Workbook" button that appears on the top of the document



3. In the following window select "Notify" and keep spreadsheet open.



Once the faculty that was working with the spreadsheet is done and the document is checked-in, you are going to receive the following message. Please select cancel at this time and close the document to prevent overwriting of the spreadsheet.

File Now Available	? 🛛
'2 Sore Throat and Upper Respiratory Infections.xls' is now available for editing.	Read- <u>W</u> rite
Choose Read-Write to open it for editing.	Cancel