

Instructions for Uploading Documentation to SharePoint

Bureau audit points of contact (POC) should follow the steps below to upload the requested sample documentation to the PFM SharePoint site.

Instructions

1. Use your internet browser to access the following link:
<https://portal.doi.net/OS/PMB/PFM/Asbestos%20Liability/Forms/AllItems.aspx>

Screen Shot

The screenshot shows the DOI Portal interface. The breadcrumb trail is: Office of Financial Management > Asbestos Liability > All Documents. Below this, there is a table of folders under the 'Asbestos Liability' section. The table has columns for Type, Name, Modified, and Modified By.

Type	Name	Modified	Modified By
Folder	BLM	7/16/2013 2:48 PM	Washington, Charles
Folder	FWS	7/16/2013 2:49 PM	Washington, Charles
Folder	IA	7/16/2013 2:51 PM	Washington, Charles
Folder	NPS	7/16/2013 2:50 PM	Washington, Charles
Folder	USGS	7/16/2013 2:50 PM	Washington, Charles

2. Select your Bureau's folder.
The instructions use "NPS" as an example.

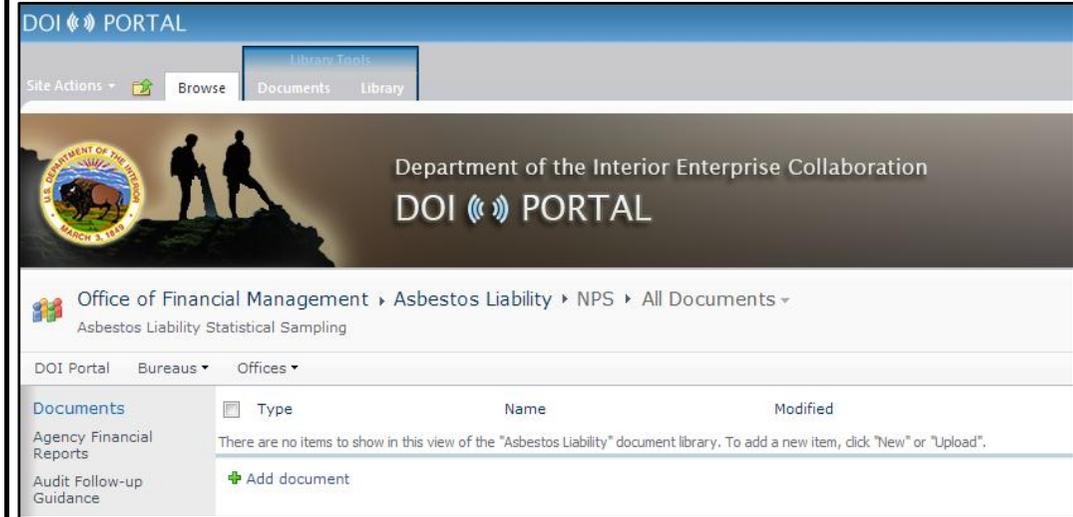
This screenshot is identical to the one above, but with a black arrow pointing to the 'NPS' folder in the table, indicating it has been selected.

Type	Name	Modified	Modified By
Folder	BLM	7/16/2013 2:48 PM	Washington, Charles
Folder	FWS	7/16/2013 2:49 PM	Washington, Charles
Folder	IA	7/16/2013 2:51 PM	Washington, Charles
Folder	NPS	7/16/2013 2:50 PM	Washington, Charles
Folder	USGS	7/16/2013 2:50 PM	Washington, Charles

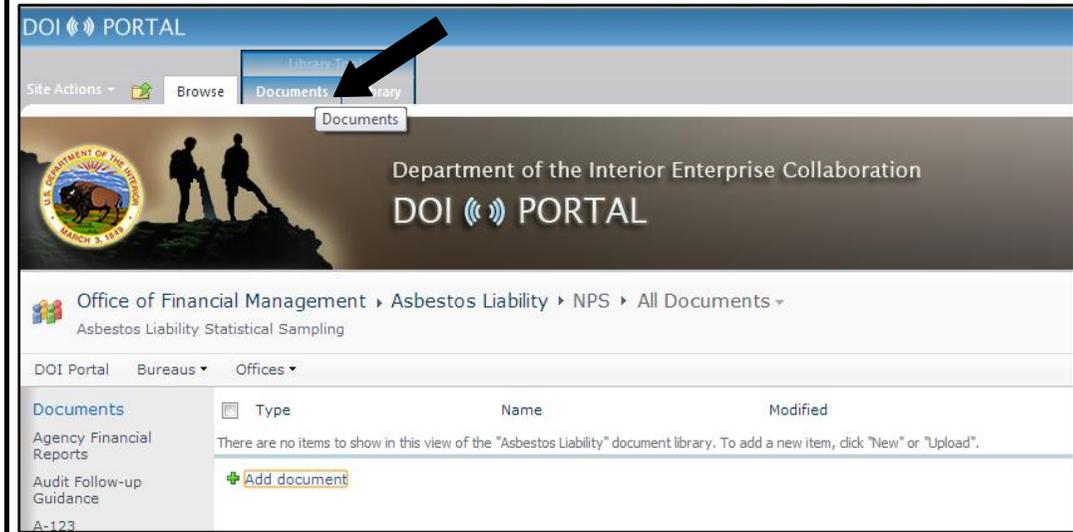
Instructions

- 3. Within your Bureau's folder, create a sub-folder for each sample. Steps 4 through 7 describe the process for creating a sub-folder.

Screen Shot



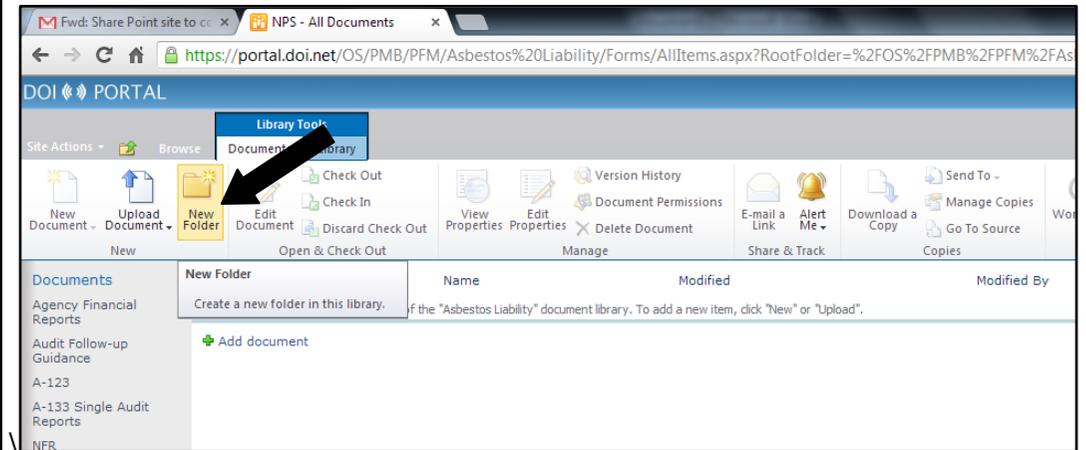
- 4. Click on the **Documents** menu item.



Instructions

5. Click the **New Folder** button.

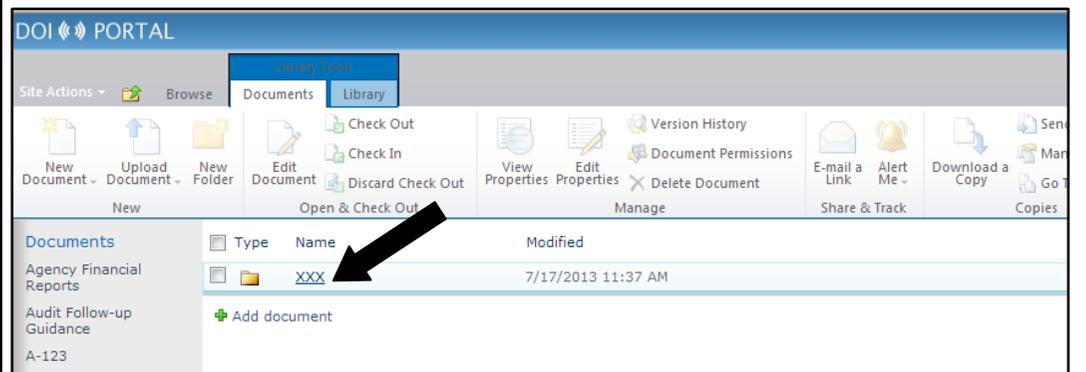
Screen Shot



6. In the *New Folder* window, assign the folder name. The name should be the sample's ID number. In this example, "XXX" is used to represent a three digit sample ID number. Click the **Save** button.



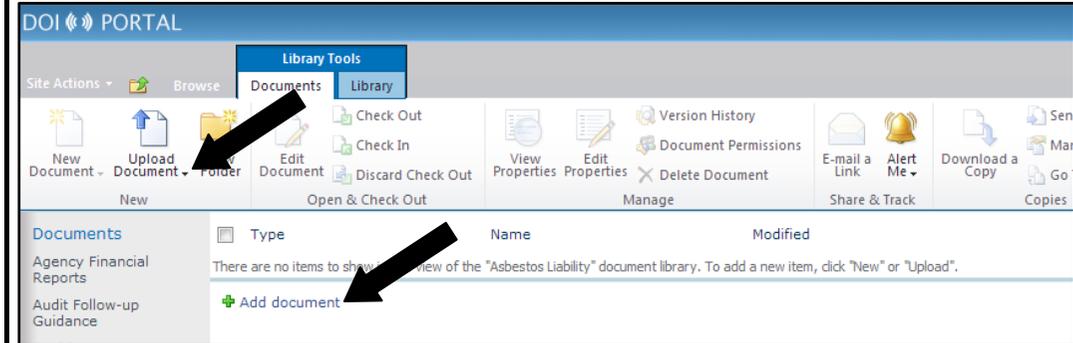
7. SharePoint creates the folder and returns you to the main screen. To upload documents to the folder, select the folder. Steps 8 through 12 describe the process for uploading documents.



Instructions

8. Within the folder, click the **Add document** link to upload a document. You may also use the **Upload Document** button in the menu bar to upload multiple documents at once.

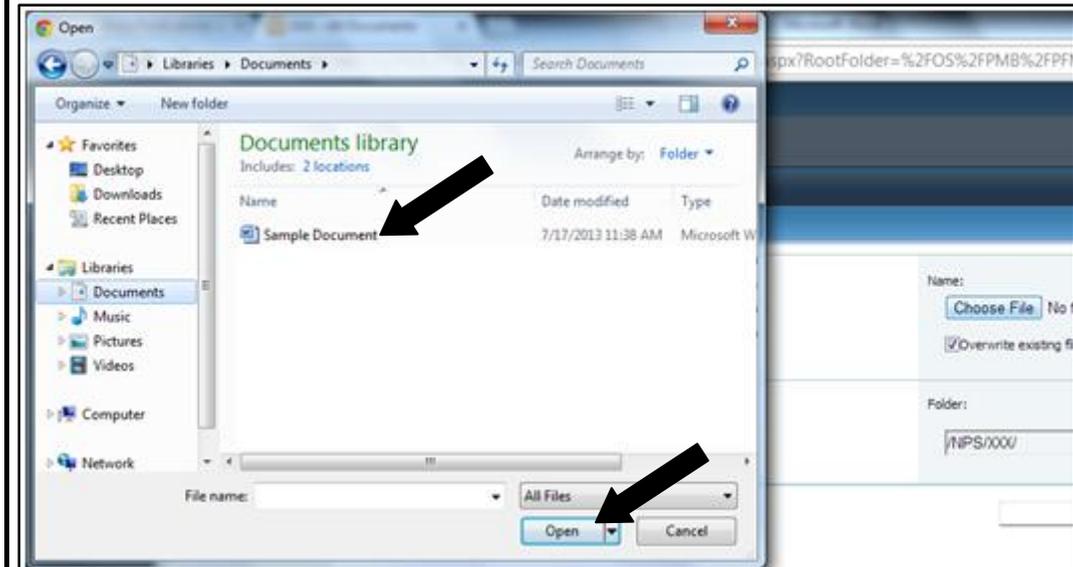
Screen Shot



9. In the *Upload Document* window, click the **Choose File** button.



10. Select the file you want to upload and click the **Open** button.



Instructions

11. In the *Upload Document* window, click the **OK** button.

Screen Shot



12. SharePoint has successfully uploaded your document when it appears in the folder on your screen.

