

## 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/FRD/FY14AsbestosLiability/Forms/AllItems.aspx>

### Screen Shot

DOI PORTAL

Department of the Interior Enterprise Collaboration  
DOI PORTAL

FRD > FY14 Asbestos Liability > All Documents >  
Asbestos Liability Statistical Sampling

DOI Portal Bureaus > Offices > This List: FY14 Asbestos Liability

Discussions	Type	Name	Modified	Modified By
Team Discussion	Folder	BLM	5/1/2014 3:28 PM	Pippen, Elisha S
	Folder	BOR	5/1/2014 3:28 PM	Pippen, Elisha S
Documents	Folder	FWS	5/1/2014 3:28 PM	Pippen, Elisha S
FASAB Document Review	Folder	IA	5/1/2014 3:29 PM	Pippen, Elisha S
FY14 Asbestos Liability	Folder	NPS	5/1/2014 3:29 PM	Pippen, Elisha S
Other Agency Reports	Folder	USGS	5/1/2014 3:29 PM	Pippen, Elisha S
VALUE MGT				
FY 2012 AFR				
FY 2013 AFR				
Links				

+ Add document

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

DOI PORTAL

Department of the Interior Enterprise Collaboration  
DOI PORTAL

Office of Financial Management > Asbestos Liability > All Documents >  
Asbestos Liability Statistical Sampling

DOI Portal Bureaus > Offices >

Documents	Type	Name	Modified	Modified By
Agency Financial Reports	Folder	BLM	7/16/2013 2:48 PM	Washington, Charles
Audit Follow-up Guidance	Folder	FWS	7/16/2013 2:49 PM	Washington, Charles
A-123	Folder	IA	7/16/2013 2:51 PM	Washington, Charles
A-133 Single Audit Reports	Folder	NPS	7/16/2013 2:50 PM	Washington, Charles
NFR	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

The screenshot shows the DOI Portal interface. At the top, there is a navigation bar with 'Site Actions', 'Browse', 'Documents', and 'Library'. Below this is a banner for the 'Department of the Interior Enterprise Collaboration DOI PORTAL'. The main content area shows a breadcrumb trail: 'FRD > FY14 Asbestos Liability > NPS > All Documents'. Below the breadcrumb, there is a table with columns for 'Type', 'Name', and 'Modified'. The table is currently empty, with a message: 'There are no items to show in this view of the "FY14 Asbestos Liability" document library. To add a new item, click "New" or "Upload".' A '+ Add document' link is visible below the message. On the left side, there is a 'Documents' menu with items: 'FASAB Document Review', 'FY14 Asbestos Liability', 'Other Agency Reports', and 'VALUE MGT'. The 'FY14 Asbestos Liability' item is highlighted.

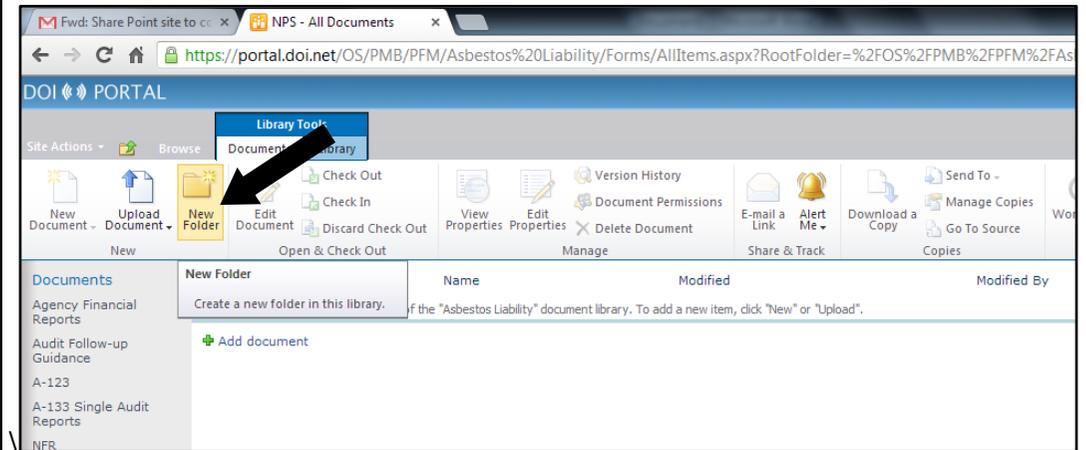
4. Click on the **Documents** menu item.

The screenshot shows the DOI Portal interface, similar to the previous one. The 'Documents' menu item in the top navigation bar is highlighted with a black arrow. The breadcrumb trail is 'Office of Financial Management > Asbestos Liability > NPS > All Documents'. The table below is empty, with a message: 'There are no items to show in this view of the "Asbestos Liability" document library. To add a new item, click "New" or "Upload".' A '+ Add document' link is visible below the message. On the left side, there is a 'Documents' menu with items: 'Agency Financial Reports', 'Audit Follow-up Guidance', and 'A-123'. The 'Agency Financial Reports' item is highlighted.

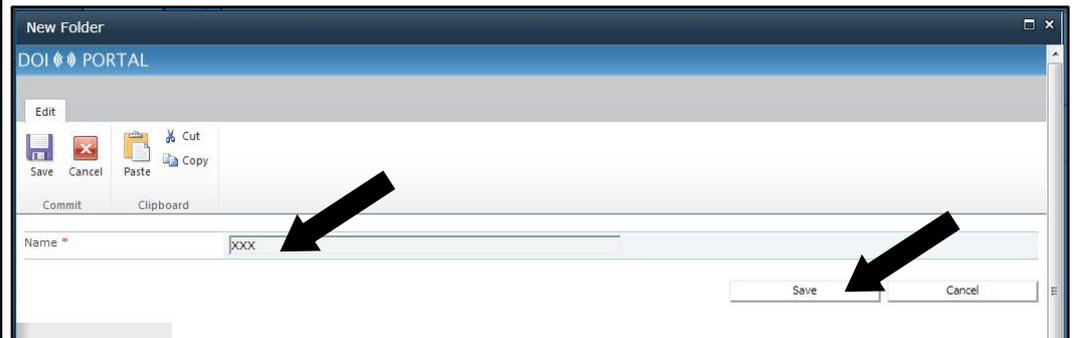
## Instructions

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

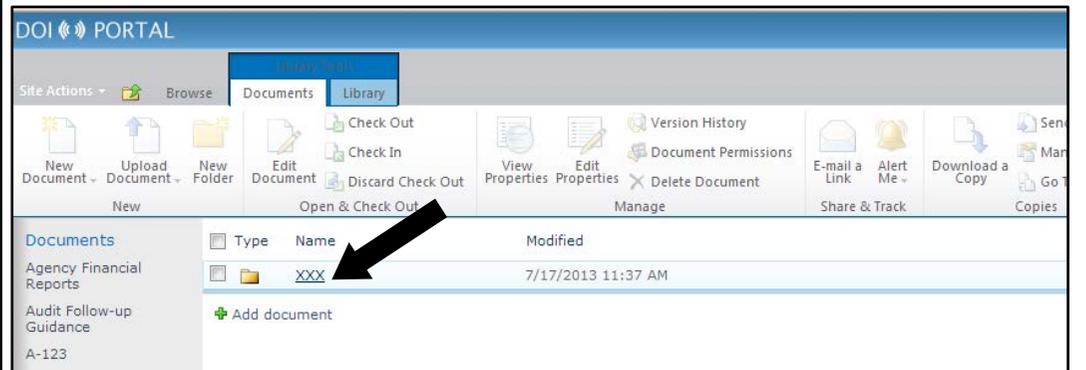
## Screen Shot



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.



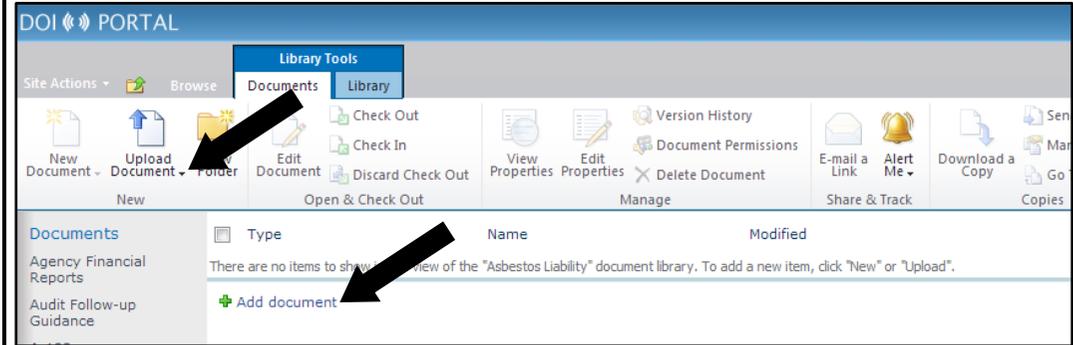
7. SharePoint creates the folder and returns you to the main screen. To upload documents to the folder, select the folder. Steps 8 through 12 describe the process for uploading documents.



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



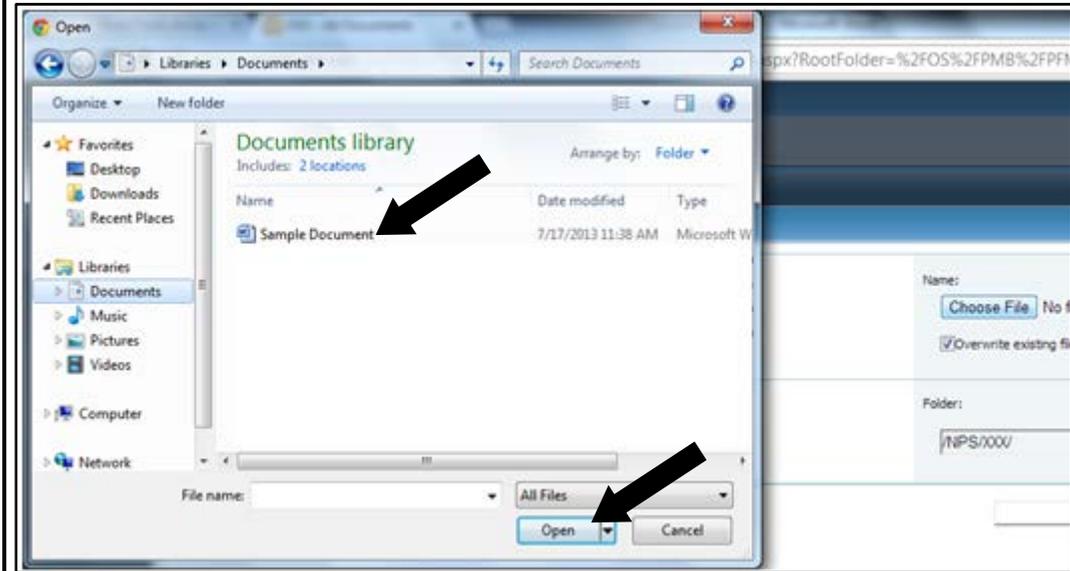
- 9. In the *Upload Document* window, click the **Choose File** button.



## Instructions

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

## Screen Shot



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



## Instructions

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

## Screen Shot

