

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.

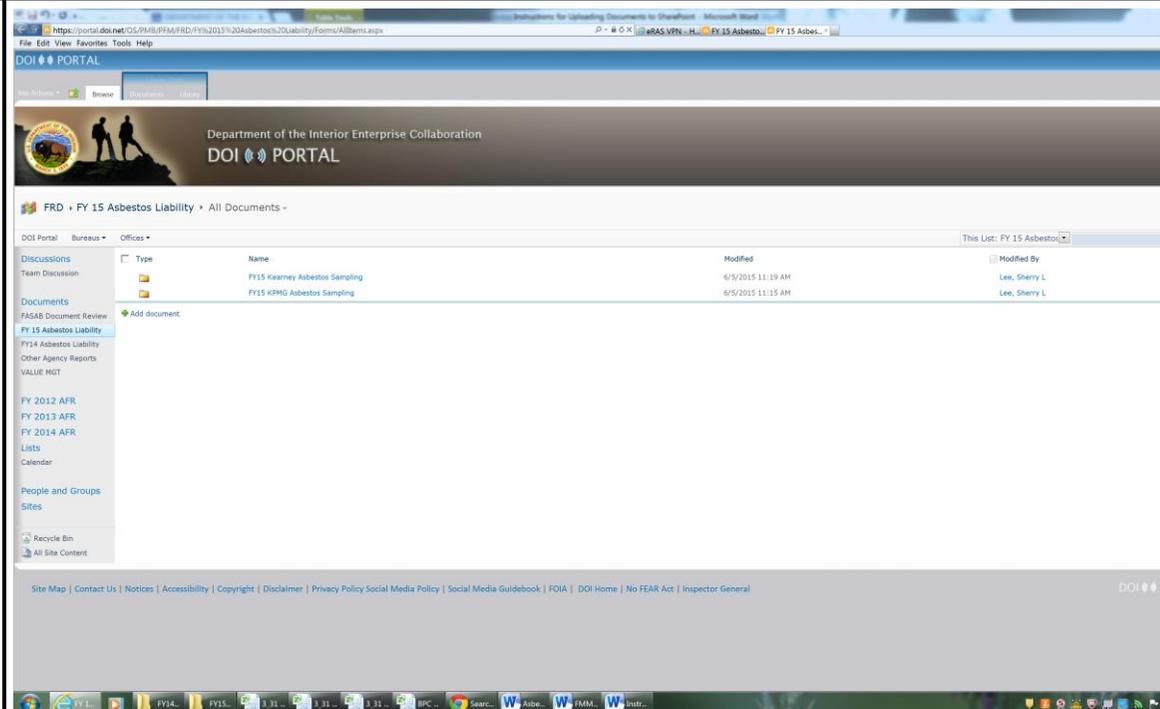
Instructions

1. Use your internet browser to access the following link:

<https://portal.doi.net/OS/PMB/PFM/FRD/FY%2015%20Asbestos%20Liability/Forms/AllItems.aspx>

Note: There are two sampling folders for FY15 asbestos testing. Please select the appropriate folder.

Screen Shot



The screenshot displays the DOI Portal SharePoint interface. The browser address bar shows the URL: <https://portal.doi.net/OS/PMB/PFM/FRD/FY%2015%20Asbestos%20Liability/Forms/AllItems.aspx>. The page header includes the DOI logo and the text "Department of the Interior Enterprise Collaboration DOI PORTAL". The main content area shows a breadcrumb trail: "FRD > FY 15 Asbestos Liability > All Documents". A table lists the documents in the folder:

Type	Name	Modified	Modified By
Folder	FY15 Kaarney Asbestos Sampling	6/5/2015 11:19 AM	Lee, Sherry L.
Folder	FY15 KPMG Asbestos Sampling	6/5/2015 11:15 AM	Lee, Sherry L.

The left sidebar contains navigation options such as "Discussions", "Documents", "FY 15 Asbestos Liability", "FY 2012 AFR", "FY 2013 AFR", "FY 2014 AFR", "Lists", "Calendar", "People and Groups", "Sites", "Recycle Bin", and "All Site Content". The footer includes site navigation links like "Site Map", "Contact Us", "Notices", "Accessibility", "Copyright", "Disclaimer", "Privacy Policy", "Social Media Policy", "Social Media Guidebook", "FOIA", "DOI Home", "No FEAR Act", and "Inspector General".

Instructions

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

Screen Shot

The screenshot shows a SharePoint library interface. The table below lists the documents in the library:

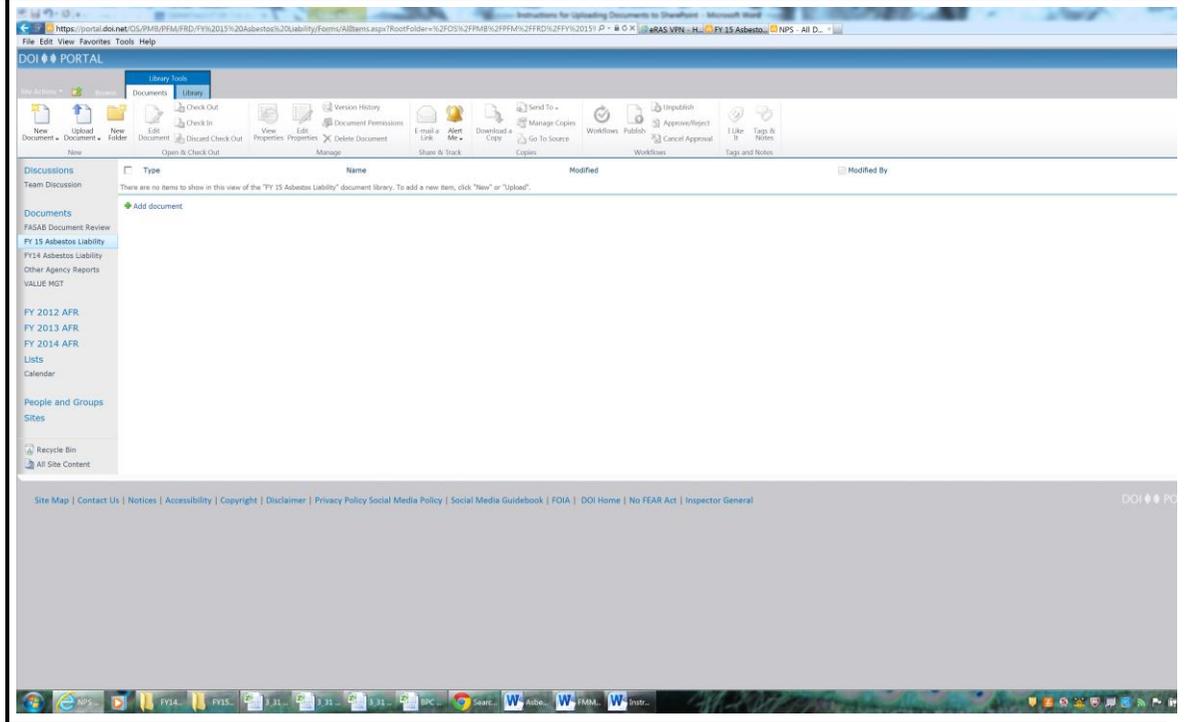
Type	Name	Modified	Modified By
Team Discussion	BLM	6/5/2015 11:17 AM	Lee, Sherry L
Team Discussion	ISOR	6/5/2015 11:17 AM	Lee, Sherry L
Documents	PWS	6/5/2015 11:17 AM	Lee, Sherry L
Documents	IA	6/5/2015 11:21 AM	Lee, Sherry L
Documents	NPS	6/5/2015 11:17 AM	Lee, Sherry L
Documents	USGS	6/5/2015 11:17 AM	Lee, Sherry L

A black arrow points to the 'NPS' folder in the 'Name' column. The left sidebar contains navigation options such as 'Discussions', 'Documents', 'FY 2012 AFR', 'FY 2013 AFR', 'FY 2014 AFR', 'Lists', 'Calendar', 'People and Groups', and 'Sites'. The bottom of the page features a footer with site information and a taskbar with various application icons.

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.

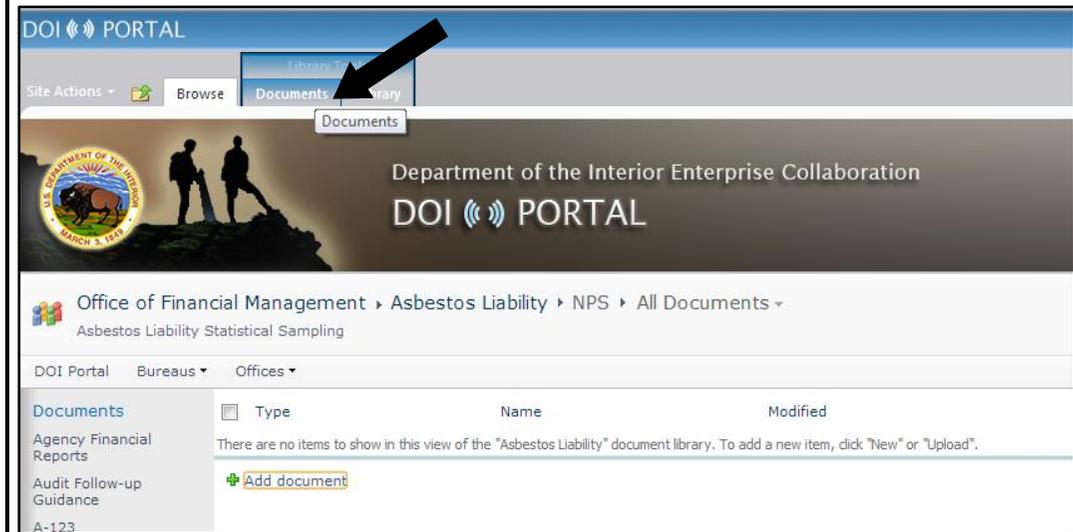
Screen Shot



Instructions

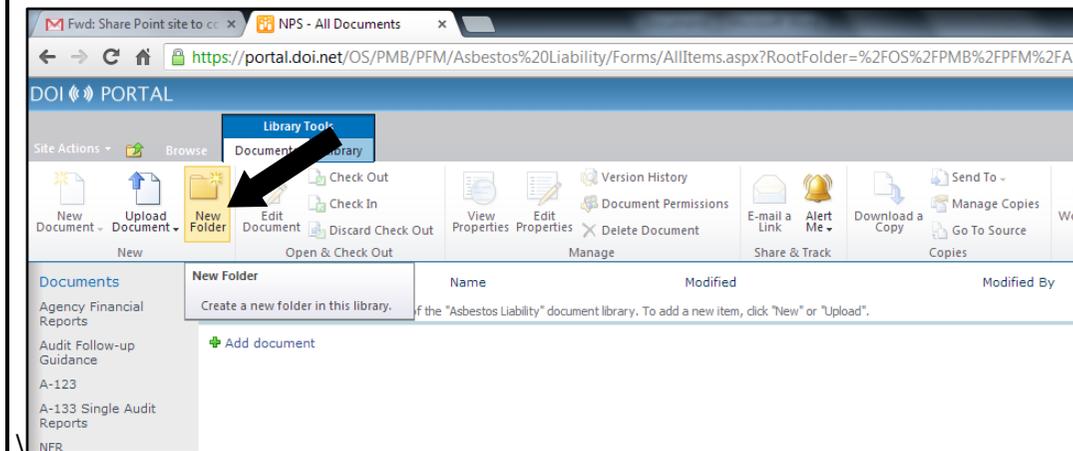
4. Click on the **Documents** menu item.

Screen Shot



The screenshot shows the top navigation bar of the DOI Portal. The 'Documents' menu item is highlighted with a blue background, and a black arrow points to it. Below the navigation bar, the breadcrumb trail reads: Office of Financial Management > Asbestos Liability > NPS > All Documents > Asbestos Liability Statistical Sampling. The main content area displays 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".' and an 'Add document' button.

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



The screenshot shows the 'Library Tools' menu in the DOI Portal. The 'New Folder' button is highlighted with a blue background, and a black arrow points to it. The breadcrumb trail is the same as in the previous screenshot. The main content area shows a 'New Folder' dialog box with the text: 'Create a new folder in this library. If the "Asbestos Liability" document library. To add a new item, click "New" or "Upload".' and an 'Add document' button.

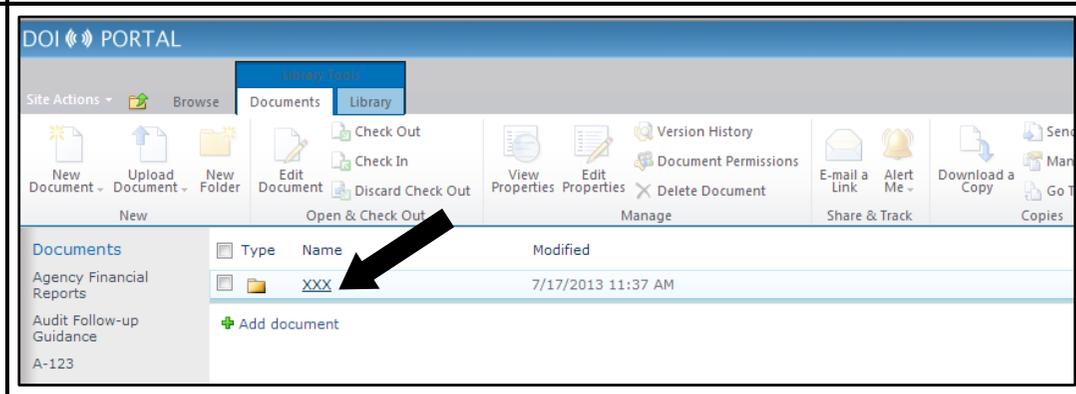
Instructions

- 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.

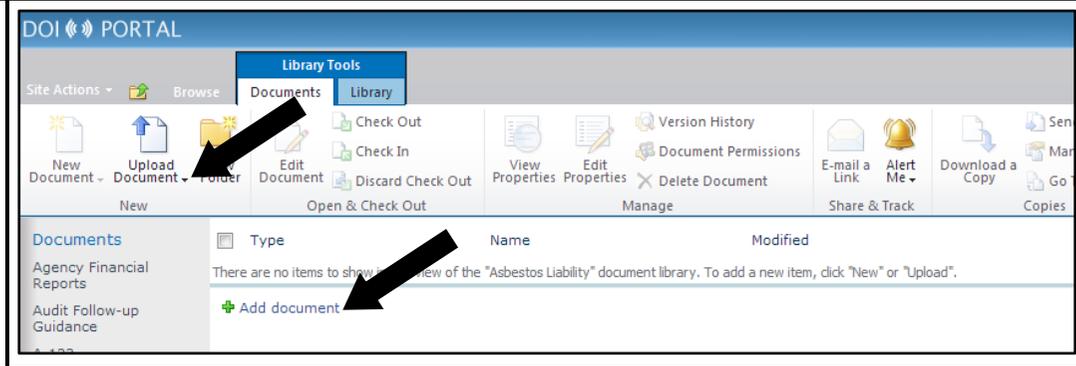
Screen Shot



- 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.



- 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.



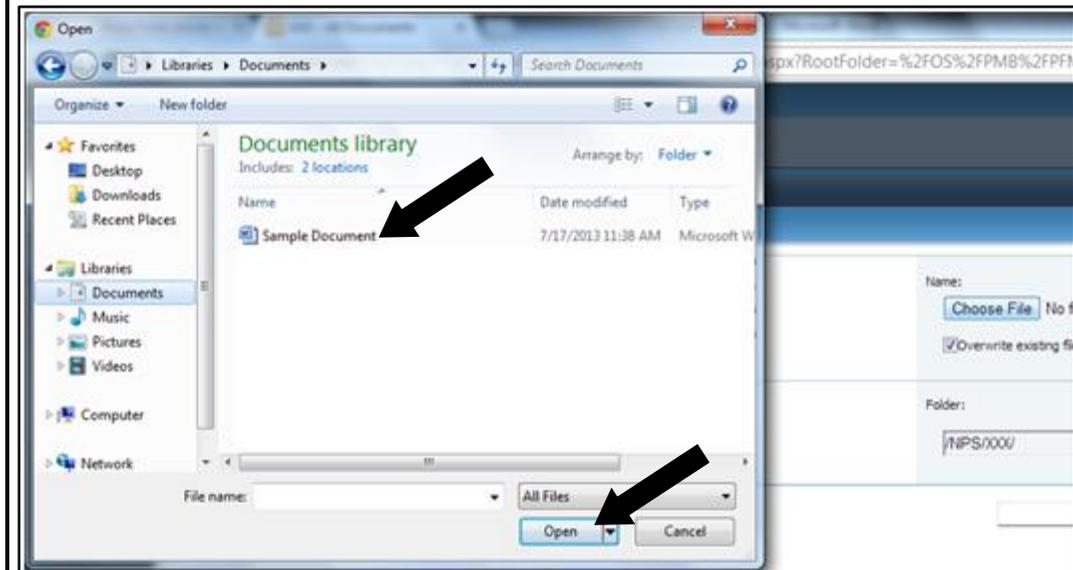
Instructions

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

Screen Shot



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.

