



### How is ARS using SharePoint? (cont.)

Researchers are using SharePoint to write project plans...

- Creating sites and inviting ARS and non-ARS partners to write project plans.
- Keeps all supporting and reference materials together and accessible to everyone on the team
- Version history feature controls files by automatically filing every version

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### How is ARS using SharePoint? (cont.)

Locations are using SharePoint to keep employees informed...

- Provide a consistent electronic place for common files, contact information, and updates on location activities
- Calendars for information about construction outages, field day events, and when supervisors are out of the office
- Announcements are posted for upcoming professional conferences and Web links are included for easy access to registration links

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### How is ARS using SharePoint? (cont.)

Safety Officers are using SharePoint to build stronger teams...

- Announce safety conferences
- Post meeting minutes
- Share files of policies, training material, and web links

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## How is ARS using SharePoint? (cont.)

Researchers use SharePoint to work on posters...

- Files too large for email...then create SharePoint site to work on the poster together
- Ability to go back to any prior version of the poster file

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## When should I consider using a SharePoint site?

SharePoint sites should be considered whenever you share information – as a provider or a consumer of the information – with another person. SharePoint may improve the availability of information and thus improve the partnership.

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## How do I get started?

Contact your local IT specialist, the Area IT specialist or the OCIO Web Branch for assistance and training

SharePoint Web site: <https://arsnet.usda.gov>

For SharePoint reference materials/training:  
<https://arsnet.usda.gov/sites/ARS/SPADMIN/default.aspx>

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### Demo Site Overview

**Over View Of Demo Site**

This is a site with a document library to share documents, a basic calendar, contact and tasks list

1. **Home** – If you become lost in a site, click the home button.
2. **Documents and Lists** – A Complete listing of Document Libraries and Lists on the site. Some times all items may not be on the main site page.
3. **Announcements List** – For post information available to all site users. If you update and item on the site, you may wish to post an Announcement.
4. **Up to ARSnet** – Depending on what site you are on if you click here you will go up one site level or all the way to the top ARSnet Site.
5. **Modified Share Page** – This is where advanced features are located. You can design the page layout with this option.
6. **Site Image** – A site image can be customized
7. **Add a new announcement**
8. **Contact** – A list where site users information can be added. You can also used contact lists as a way for people to sign up.
9. **Quick Launch Bar** – Certain Lists and Document Libraries can have links on the Quick Launch Bar. The complete list is under Documents and Settings at the top of the page.
10. **Add a new item to the announcements**
11. **Task** – You can create and assign tasks to users. Status can be tracked.
12. **Share Documents Library** –any time of Document or file can be uploaded and shared between site users. Notice this Document Library is also located at the top of the Quick Launch Bar
13. **Trusted Sites or Internet Zones** – If using Internet Explorer pay attention to what is listed on this status bar. For more information look in to document regarding single sign on.

