



PROJECT FEATURE - HR PORTAL

WHAT IS A "PROJECT"?

"Projects" on the NIH Portal serves as an online collaboration space that allows users to share documents, participate in online discussions, assign tasks, and maintain a group calendar for groups of any size...from as little as 2 people to an unlimited number of people.


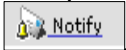
HOW DO I ACCESS A "PROJECT"?

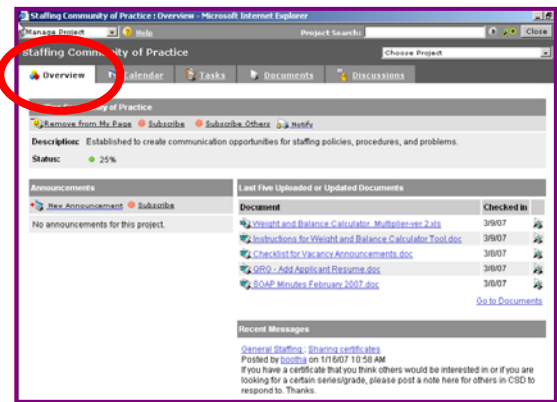
In order to access these collaborative spaces, you can access the "Projects" selector portlet on your MyPage or you can go to the HR Professionals Community to see a list of projects available for your access. To view a Project, simply click the Project name in the Project Selector and a new window will open.

WHAT FEATURES ARE AVAILABLE ON A "PROJECT"?

OVERVIEW

Available Actions:

- **Add to My Page** or **Remove from My Page:** This will add or remove the Project from the Project Selector Portlet on your My Page.
- **Subscribe:** If you choose to  to a Project, the Portal will e-mail you any changes that occur in the project. It is highly recommended that you subscribe to the Staffing Community of Practice Project.
- **Notify:** You may use  to send a link to the Project to another Project Member or Guest with an introductory note.

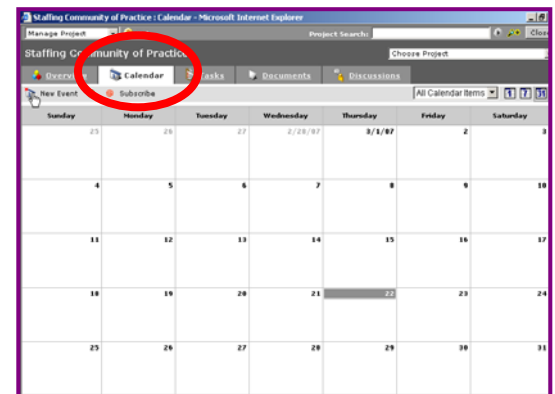


CALENDAR

The Calendar operates similarly to Microsoft Outlook by displaying Milestones, Events and Task Deadlines relevant to the current Project.

Available Actions:

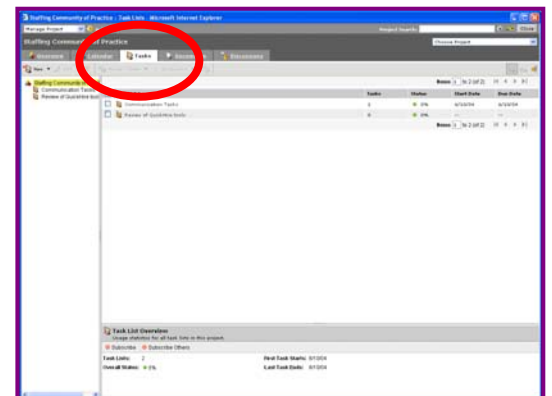
- **New Event:** Schedule a new event for the project. In this pop-up, you may enter a Name and Description for the project along with dates, times and recurrence. Others who have subscribed to this project will be notified of the new event you have added.
- **Subscribe:** This will notify you when a new event is added to the calendar.



TASK LIST

Available Actions:

- **New Task List:** This pop-up allows you to name and describe the Task List. You can: set notification and display options for the task, be notified when the task is assigned, started and when it is due, and opt to not display the task in the calendar. All options are selected by default.
- **Task Lists in Project Name:** next to each task list title is:
- **Status:** the number of tasks completed out of total number of tasks
- **Start Date:** the date the task list was generated
- **Due Date:** the due date of the task list.





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DOCUMENTS

The document display is divided into two areas: Folders and Files. Documents can be organized into subfolders that would be displayed under Folders or be listed under Files.

Available Actions:

- **Adding a New Folder to the Project**

To add a new folder to your project, click the **'New'** icon and name your folder.



- **Adding a New Document to the Project**

To add a new document to a file, click the **'Upload'** icon, and upload your document to the folder you choose.



- **Check Out a Document**

To make changes to a document posted in the project, you need to check out the document. To do so, click the **'Check Out'** icon, and download the current version of the document.



- **Check In a Document**

Once your changes are made, you will need to check back in the updated version of your document. To do this, click the **'Check In'** icon. Click **'Browse'** and locate the file on your system. Once located, click **'Upload'** to check back in your document.

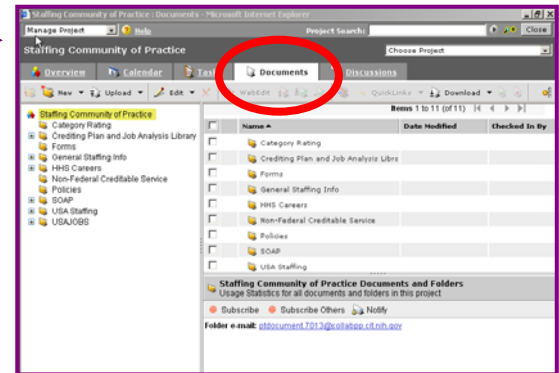


- **Publish a Document to the Document Directory**

To publish a document for anyone who logs into the Portal to view in the Document Directory, click the **'Publish'** icon. *NOTE: Generally projects are available to a particular group (project group, etc.). Publishing will allow documents to be viewed by all NIH employees.*



Document Directory – A document repository where all Portal documents are stored for viewing by Portal users.



DISCUSSIONS

The discussion area is a written communication for the project. Discussions allow project members to post ideas and questions for comment from other project members. Discussions provide a searchable record of all communications posted in this area of the project.

Available Actions:

New Discussion: creates a new discussion. Once inside a Discussion, the topics are listed in the right column and several new actions appear in the left column

Edit this Discussion: opens the New Discussion window for this project so you can edit the name and description fields

New Topic: starts a new topic thread within the discussion

Subscribe to this Discussion: allows you to receive e-mail notification of new activity in the discussion

Manage Subscriptions: here you can edit your e-mail notification options

Send Notification: send notification of a change

