Minnesota Department of Transportation

SharePoint Site for Schedule Baseline

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1.0 GENERAL INFORMATION

The purpose of this document is to provide guidance on how to access, upload files and search the P6 Schedule Baseline SharePoint site.

2.0 FINDING THE P6 SCHEDULE BASELINE SHAREPOINT SITE

Finding the P6 Schedule Baseline SharePoint from the link:

Click on the following link, it will direct you to the Home page on the P6 Schedule Baseline SharePoint.

https://connect.mn.gov/sites/mndot-teams3/4dx/Projects%20Documentation/Forms/AllItems.aspx

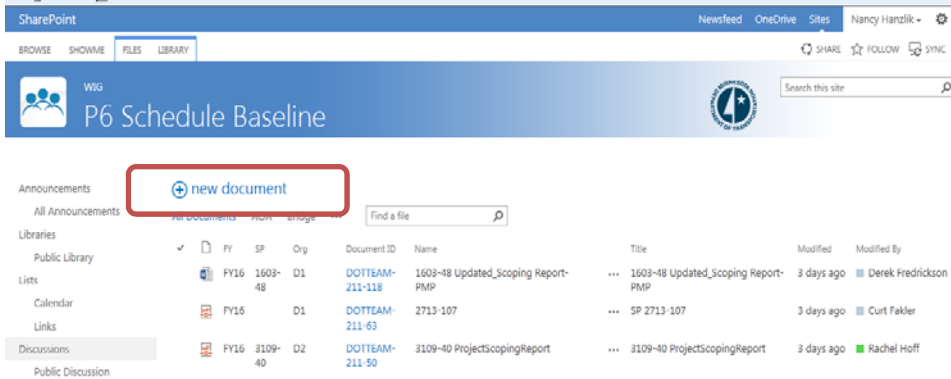## 3.0 ADDING A DOCUMENT TO SHAREPOINT

1. Locate the Scoping Document and Work with SSC staff to create the files to be uploaded to SharePoint Site

   Naming Convention for FY 16 files on SharePoint site:

   Gantt Chart = SPXXXX_XX_Gantt_Chart.pdf
   Relationship Report = SPXXXX_XX_Relationships.pdf
   Roles Report = SPXXXX-XX_Role_Report.pdf
   Scoping Document = originally named by district

2. On the P6 Schedule Baseline SharePoint site select the "new document" button
Note: the "new document" button will only be in place if you have the rights to upload a document on SharePoint.

A pop-up box will appear.
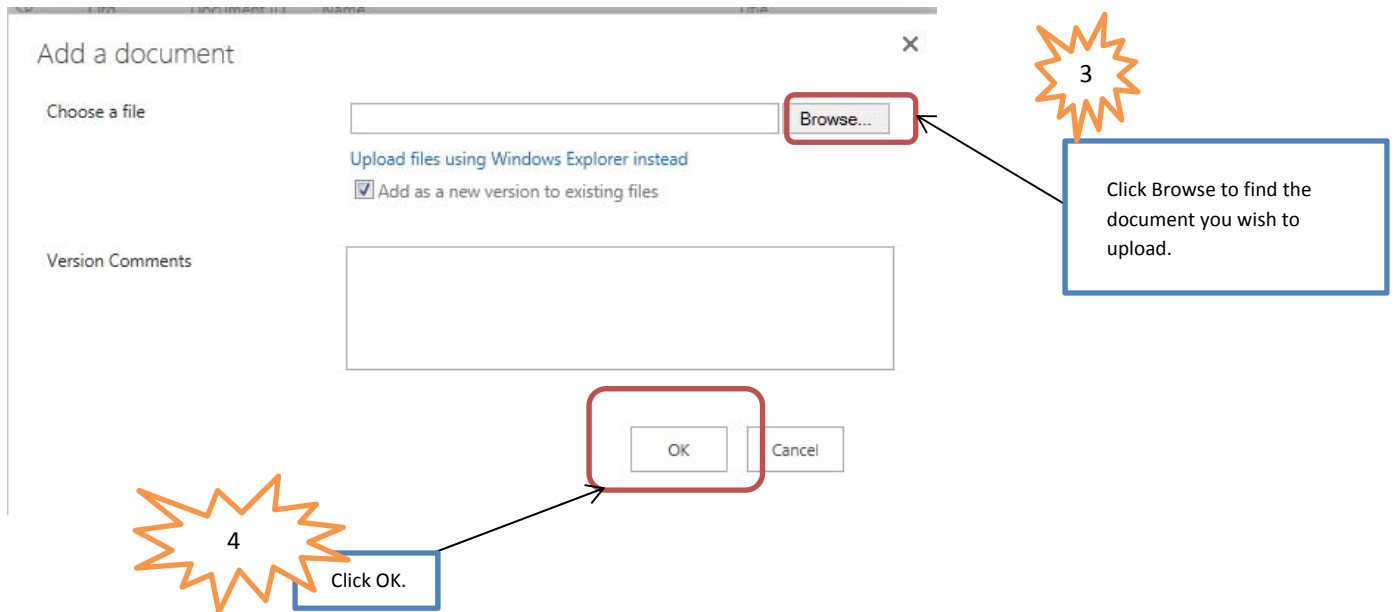
A New Pop-up box will appear

P6 Schedule Baseline - SP 1406-66.pdf   ×

SHOWME   EDIT

Check In   Cancel   Paste   ✂ Cut   ⧉ Copy   Delete Item

Commit   Clipboard   Actions

ⓘ The document was uploaded successfully and is checked out to you. Check that the fields below are correct and that all required fields are filled out. The file will not be accessible to other users until you check in.

5
Name your document according to the naming convention.

See step 1.

Name *   SP 1406-66   .pdf

Title *   [   ]

Org *   D4 ▼

FY *   [▼]

SP   ⦿ [▼]
              ○ Specify your own value:
              [   ]

Version: 0.1
Created at 9/15/2014 8:30 AM by ☐ Darren Jensen
Last modified at 9/15/2014 8:30 AM by ☐ Darren Jensen

Save   Cancel

6 Give your Document a Title.

7 Pick your District or Organization.

8 Pick your documents FY.

9 Pick your documents SP number.

10 Click Save.

3.0 HOW TO SEARCH FOR A DOCUMENT

Searching for a Document:

Library Tools

Site Actions ▼   Browse   ShowMe   Documents   Library

New Document ▼   Upload Document ▼   New Folder   Edit Document   ☑ Check Out   ☑ Check In   ☒ Discard Check Out   View Properties   Edit Properties   ☑ Version History   ☑ Document Permissions   ✕ Delete Document   E-mail a Link   Alert Me ▼   Download a Copy   Send To ▼   Manage Copies   Go To Source   Workflows   Publish   Unpub   Appro   Cancel

New   Open & Check Out   Manage   Share & Track   Copies   Workflows

Announcements   ☐ Type   FY ▼   SP   Org   Document ID   Name

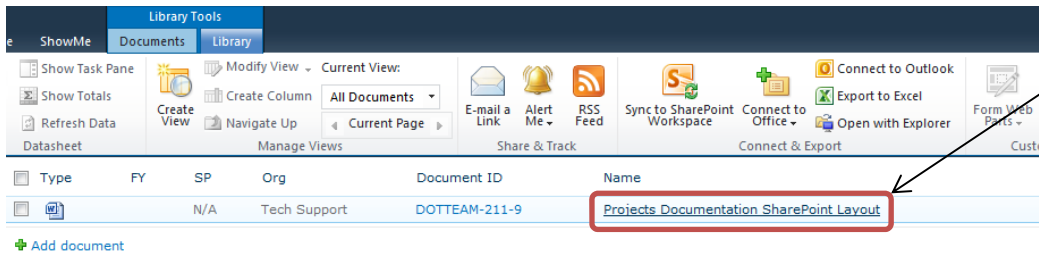Use the drop down arrows to search for FY, SP number, Organization, Document ID or Name.

You may also want to organize the documents by:

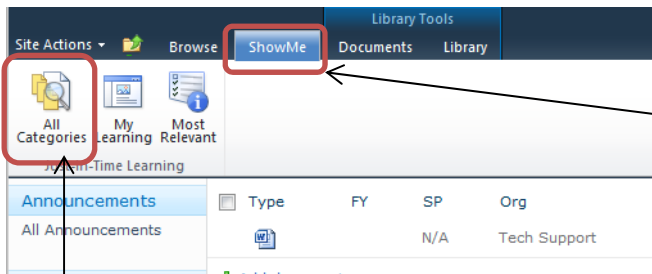You may also organize the documents in SharePoint by when they were modified and by who modified them.

Opening a document:

Click on the document name to open it.
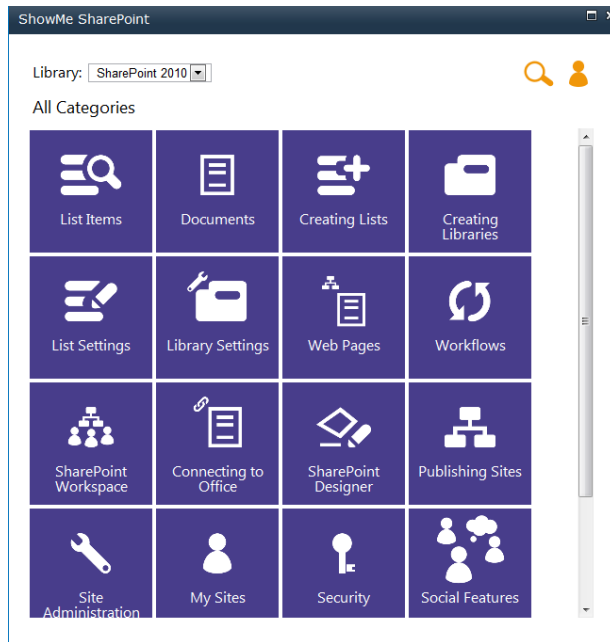
4.0 OTHER USEFUL ACTIONS IN SHAREPOINT

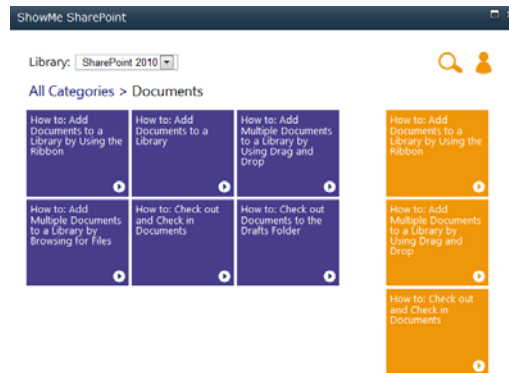To learn more about share point:

First click on the ShowMe tab at the top of the home Screen.

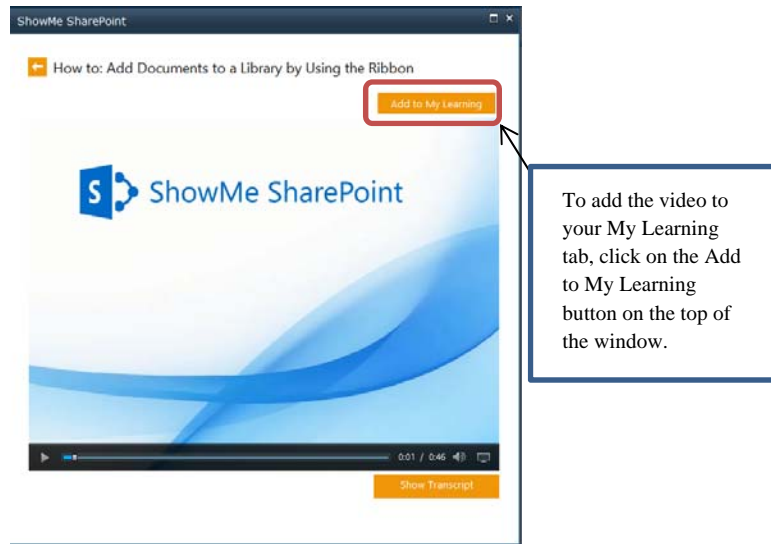Then Click the All Categories tab on the top left hand corner of the page.

A pop-up window will appear with a list of multiple categories you can use in SharePoint.

Once a category is selected another pop-up window will appear with multiple learning videos to watch.

Click the play button on a video to view it.

To add the video to your My Learning tab, click on the Add to My Learning button on the top of the window.

To reference the saved video in your My Learning tab:

First click on the ShowMe tab at the top of the home Screen.

Then Click the My Learning tab on the top left hand corner of the page.
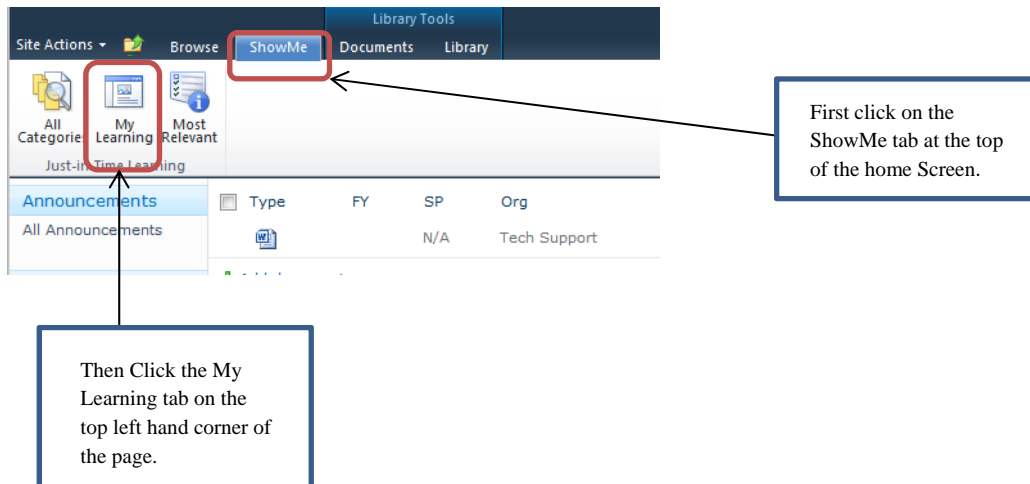
A pop-up will appear with the list of videos you have added to your My Learning.

The videos you have recently viewed will also show up on this page.