

SharePoint Bridges Agency User Training

SharePoint 2010

What is SharePoint?

SharePoint was designed to assist organizations in sharing various types of content and information.

SharePoint 2010 allows you to manage content and business processes while simplifying how people find and share information. Simplify compliance efforts and keep business information more secure through a comprehensive set of tools to manage and control content. Simplify compliance efforts and keep business information more secure with comprehensive tools.

Some examples of what can be done with SharePoint include:

- Organize group activities with shared calendars
- Share Documents
- Collaborate via a secure website anytime, anywhere
- Discuss and Manage projects with sub sites
- Exchange Data with Other Office Applications
- Transfer documents using your web browser
- Collect Customer Data with Live Forms
- Interactive surveys and data analyses

How does SharePoint work?

SharePoint is organized into Sites, Web Part Pages, Lists and Libraries. Sites group together content from lists and libraries and deliver the content via Web Part Pages.

Web Part Pages contain web parts, which are special page components that let visitors view content.

Content is stored in lists and libraries, and SharePoint offers plenty of built-in lists and libraries to help you add content to your pages.

Each list or library in SharePoint also has a corresponding web part that can be reused throughout SharePoint site. Along with web parts for each list, there are also special purpose web parts that can further enhance a site including media web parts and content editor web parts to name a few.

The SharePoint Homepage



Central

Site Actions Browse Page Publish Brandi Mason

Central Florida Behavioral Health Network, Inc.

Enhancing Behavioral Health for our Central Florida Communities

CFBHN becomes the managing entity for the Suncoast Region

The Suncoast Managing Entity contract was signed by the Department of Children and Families (DCF) and Central Florida Behavioral Health Network (CFBHN) Wednesday, June 30, 2010.

CFBHN News

- Incident Reporting Made Easy**
Critical Incident Reports have gone electronic.
- Contract Renewals**
CFBHN Contracts department is currently distributing contracts for FY 10/11.
- Agency Extranet Available**
CFBHN Bridges SharePoint Agency Portal is now available to the network agencies.

Other News

SAMHSA's New Publications

- Quick Guide for Mental Health Professionals Based on TIP 42; Substance Abuse Treatment for Persons With Co-Occurring Disorders
- Treatment Episode Data Set (TEDS) 2007 Discharges from Substance Abuse Treatment Services (S-51)
- The TEDS Report July 1, 2010: Homeless Young Adult Treatment Admissions
- The NSDUH Report June 2010: State Estimates of Adolescent Cigarette Use and Perceptions of Risk from Smoking
- KAP Keys for Clinicians Based on TIP 49: Incorporating Alcohol Pharmacotherapies Into Medical Practice

Your Sites

Below is a list of links that you can use to access any sites where you may have content at CFBHN. Information for your agency will be stored in this area.

Site

- Agency for Community Treatment Services
- Aging Solutions
- Baycare Behavioral Helath
- Bayside Center for Behavioral Health
- Benedict Haven

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Online Forms

- Incident Report**
Report an incident.

Resources

- Program Availability
- Agency Contacts

Discussions

- General Discussions**
General discussions on using the CFBHN Agency Portal.

Local intranet 100%

Navigating SharePoint Bridges Home Page:

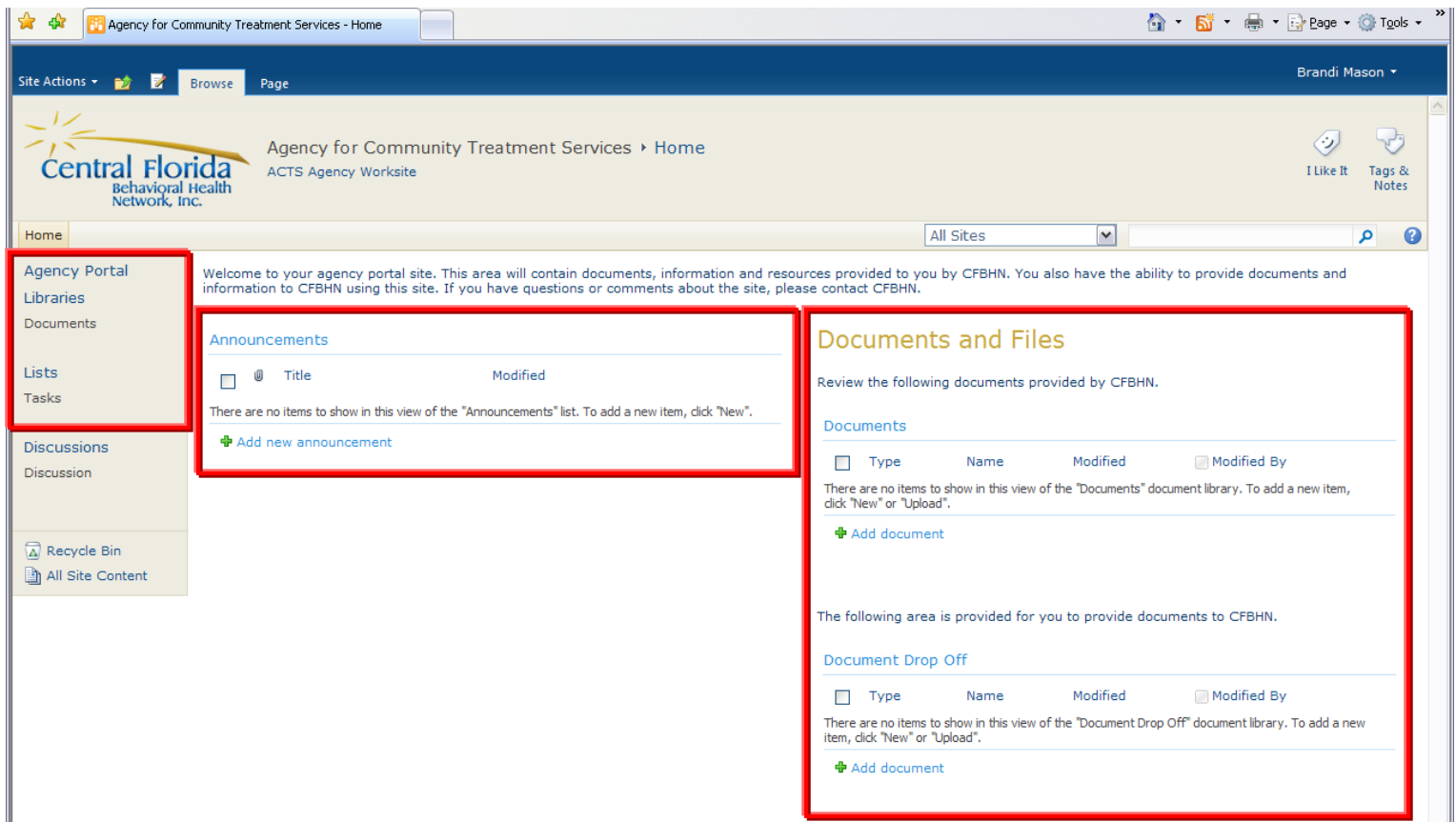
Right side:

Provides links to news, updates and other pertinent information provided by CFBHN and other sources

Left side:

1. Your Sites, will display a link to your agencies secure SharePoint Portal Site
2. Online Forms, lists any electronic forms that have been made available to all users
3. Resources, displays links to other features available to all users

Agency Portal Site



The screenshot displays the Agency Portal Site interface. At the top, there is a navigation bar with 'Site Actions' and 'Page' options. Below this is a header section with the Central Florida Behavioral Health Network, Inc. logo and the text 'Agency for Community Treatment Services - Home' and 'ACTS Agency Worksite'. A search bar and 'All Sites' dropdown are also present.

On the left side, there is a navigation menu with the following items: Agency Portal, Libraries, Documents, Lists, Tasks, Discussions, Discussion, Recycle Bin, and All Site Content.

The main content area is divided into three sections:

- Announcements:** A section with a table header containing 'Title' and 'Modified'. Below the header, it states 'There are no items to show in this view of the "Announcements" list. To add a new item, click "New".' and includes a '+ Add new announcement' link.
- Documents and Files:** A section titled 'Documents and Files' with the text 'Review the following documents provided by CFBHN.' Below this is a table header with 'Type', 'Name', 'Modified', and 'Modified By'. It states 'There are no items to show in this view of the "Documents" document library. To add a new item, click "New" or "Upload".' and includes a '+ Add document' link.
- Document Drop Off:** A section titled 'Document Drop Off' with a table header containing 'Type', 'Name', 'Modified', and 'Modified By'. It states 'There are no items to show in this view of the "Document Drop Off" document library. To add a new item, click "New" or "Upload".' and includes a '+ Add document' link.

Navigating SharePoint Bridges Agency Page:

Right Side:

Navigation provides links to the Home Page, libraries and other lists.

Middle:

Displays Announcements posted by CFBHN staff to your agency

Left Side:

Shows the document libraries available to the Agency users:

1. Documents
2. Document Drop Off

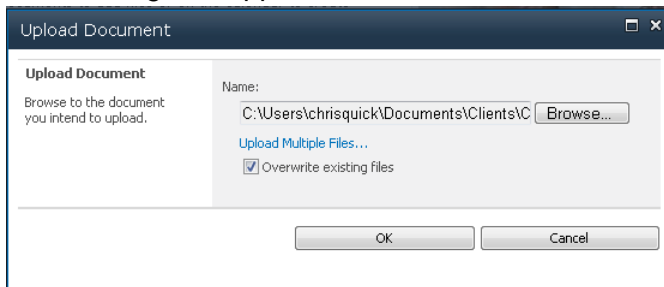
By clicking on the title bar that's shows in blue, you can navigate directly to that specific area.

Manage Content in a Document Library

Adding new documents to a library


Every agency site will contain a Document Drop Off (Agency to CFBHN) and a Documents and Files (CFBHN to Agencies) library. These are libraries where documents may be stored in the portal.

1. Click on Add Document beneath the Document Drop Off library.
2. In the dialog that appears, click browse and locate the file you wish to upload to the site.



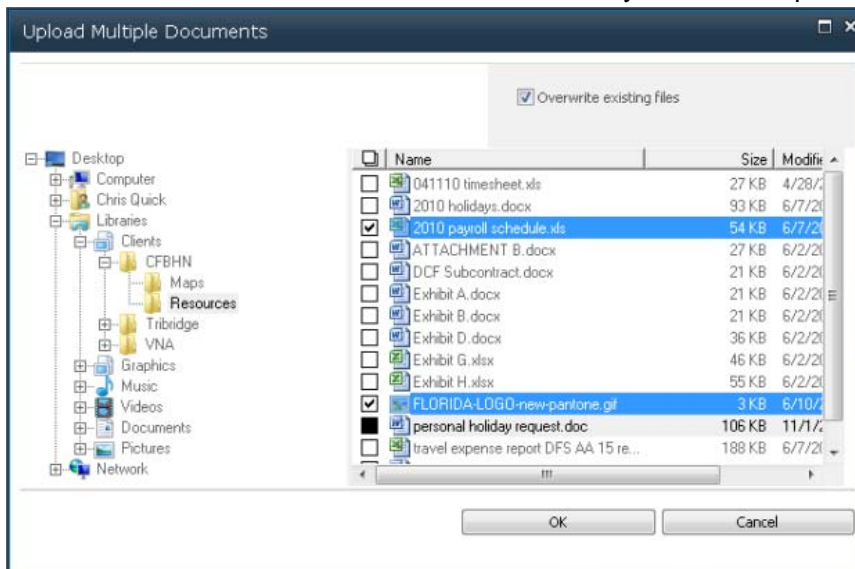
3. Click OK and the new document should now be listed in the document library.

Shared Documents

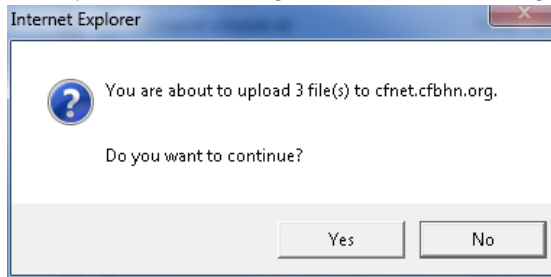
Type	Name	Modified	Modified By
	2010 holidays <small>NEW</small>	6/18/2010 1:47 PM	TriBridge_Chris

[+ Add document](#)

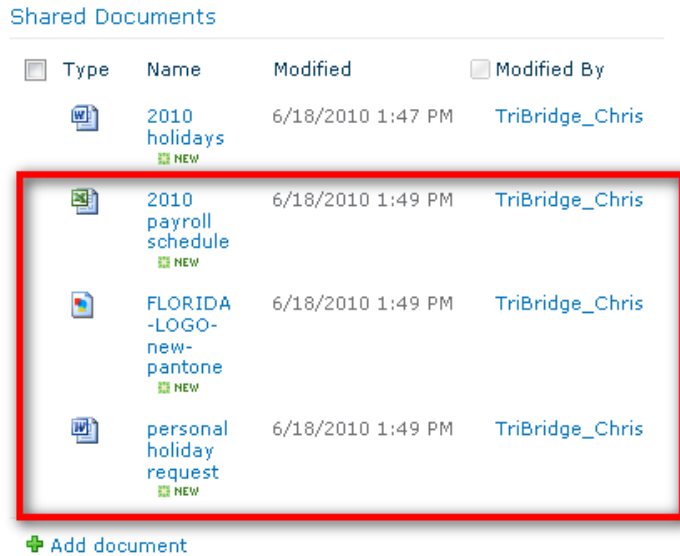
4. To upload multiple documents, when the dialog appears click on the link for Upload Multiple Files.
5. In the dialog that appears, the folders on your local computer should be shown in the left column. Navigate to the folder where documents are stored.
6. Select checkboxes in front of all the documents you wish to upload.



- Click yes in the dialog that appears to begin uploading the documents.

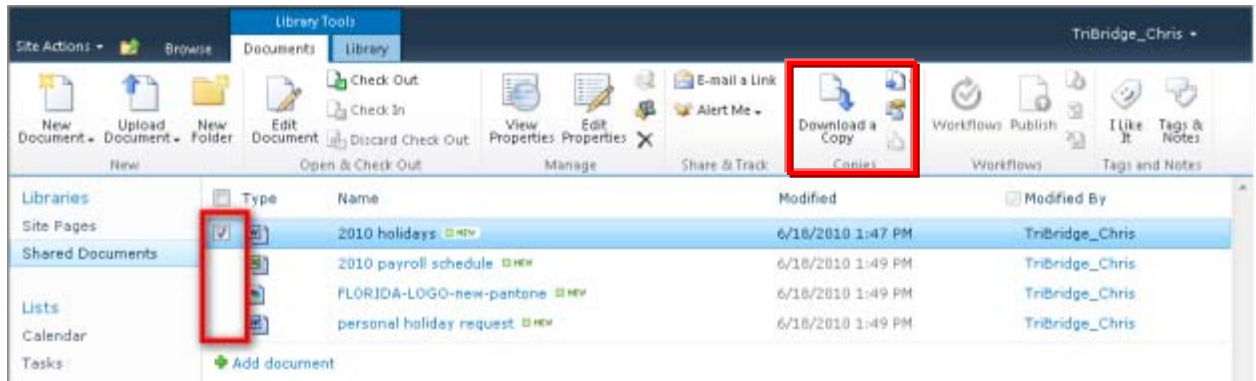


- The new documents should be displayed in the library.



Download a document stored in you agencies SharePoint site

- As you move your mouse over the documents stored in the library, a checkbox will appear to the left of the document. Click on a single checkbox for a Word, Excel or PowerPoint file.



You should also observe the ribbon changing based on your selection.

- Click Download a Copy on the ribbon and make your changes to the document. Save the document to your local file location.