



6/15/15

SWS Technologies

SharePoint 2013

Quick Reference Guide

Client Name: PSnet

Project Name: MBHSR SharePoint 2013



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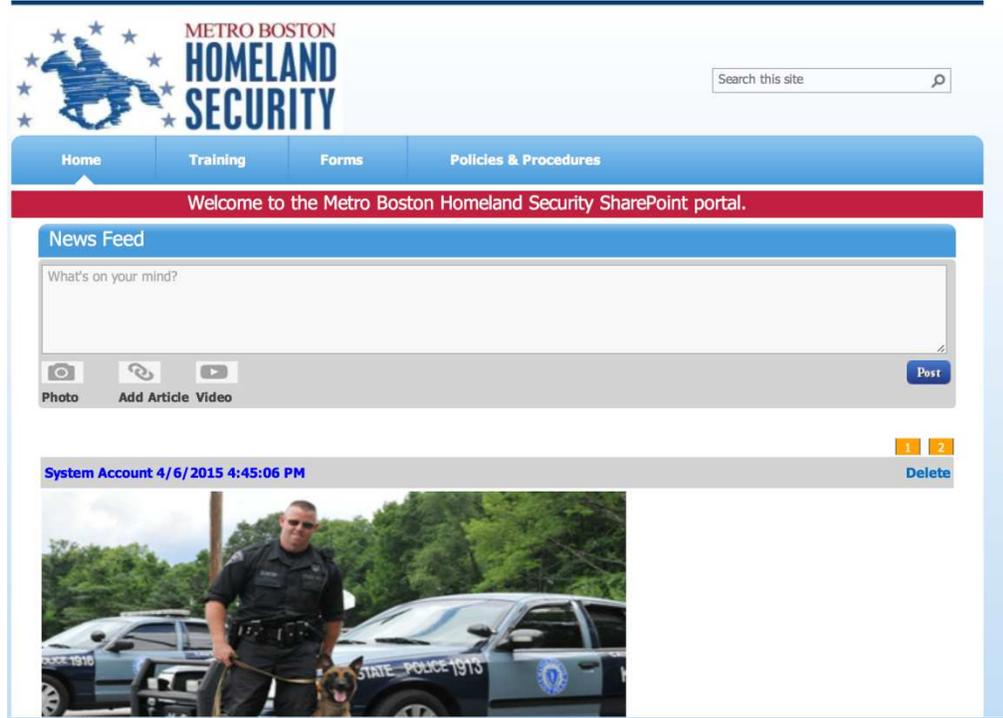


Getting Started

- To access the MBHSR site you will need the following link:
<http://mbhsr.stonewallsolutions.com/Pages/Home.aspx>
1. First you must enter your login information to access the MBHSR home page.

An "Authentication Required" dialog box with a close button (X) in the top right corner. The text inside reads: "The server http://mbhsr.stonewallsolutions.com:80 requires a username and password." Below this text are two input fields: "User Name:" and "Password:". At the bottom of the dialog are two buttons: "Cancel" and "Log In".

2. After signing in, you will be brought to the MBHSR home page.



Home Page

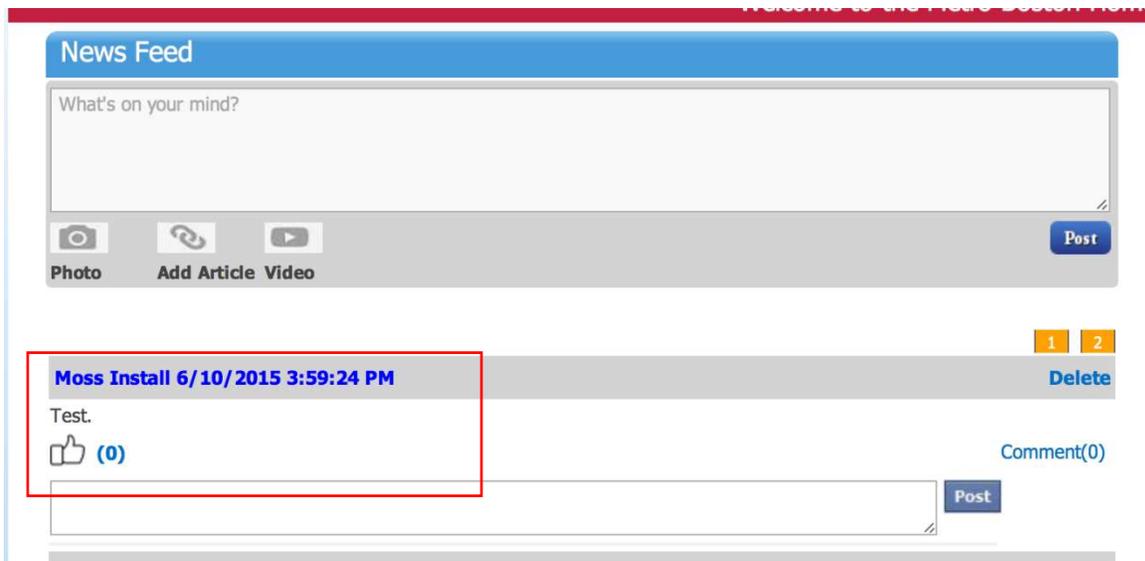
- News Feed Posts (Text):



1. To post a message to the News Feed, click on the text box, type the desired message, then select 'Post'.



2. The message will then appear at the top of the News Feed.



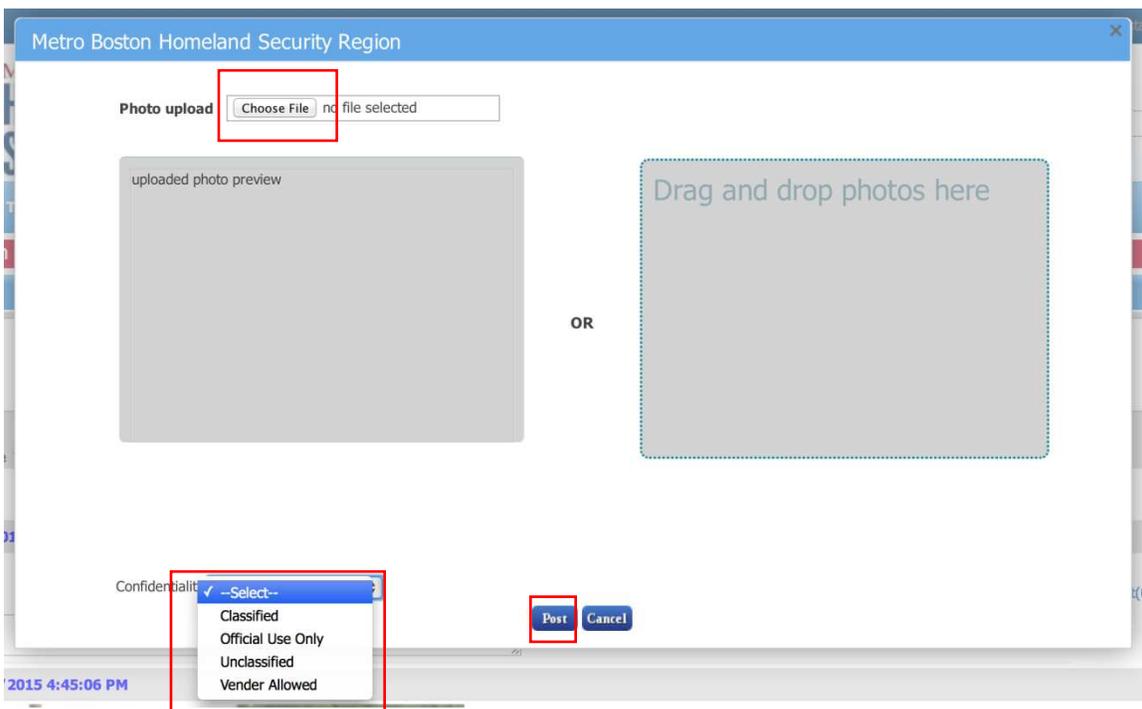
To delete this post, select 'Delete.'

- News Feed Posts (Image):

1. To post a photo to the News Feed, select 'Photo.'



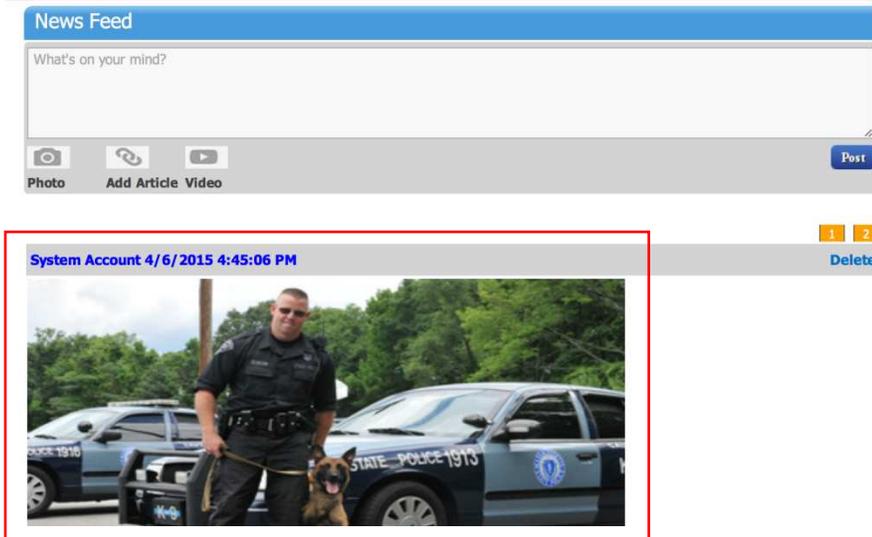
2. An image upload pop up will appear. Choose a file to upload or drag and drop photos in the box on the left. Then select 'Post.'



To set the image 'Confidentiality', select the desired confidentiality level before posting.

To go back to the home page without posting, select 'Cancel.'

3. The image will appear at the top of the News Feed.



To delete this post, select 'Delete.'

- News Feed Posts (Article):
 1. To post an article to the News Feed, select 'Add Article.'



2. A URL upload pop up will appear. Input the desired URL and select 'Post.'



Metro Boston Homeland Security Region

input a URL here

Confidentiality --Select--
Classified
Official Use Only
Unclassified
Vender Allowed

Post

To set the article 'Confidentiality', set the desired confidentiality level before posting.

To go back to the home page without posting, select 'Cancel.'

3. The article will appear at the top of the News Feed.

News Feed

What's on your mind?

Photo Add Article Video Post

System Account 6/11/2015 1:16:03 PM Delete



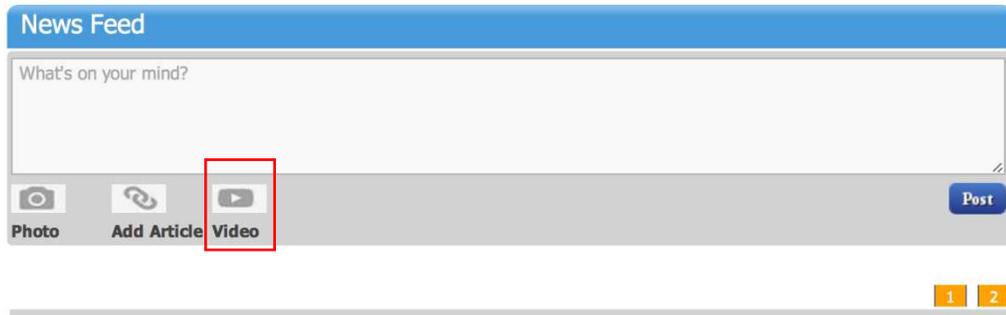
McCauley, FBI, Department of Homeland Security, Successful in Boston: <http://www.newsmax.com/Newsfront/FBI-Homeland-Security-Boston-Shooting/2015/06/03/id/648463/The-FBI-and-Department-of-Homeland-Security-successfully-thwarted-a-serious-threat-in-Boston-with-the-shooting-of-one-man-and-the-capture-of-another-who-were-allegedly-plotting-to-behead-a-police-officer-in-Boston-House-Homeland-Security-Committee-Chairman...articleNewsmax>

Comment(0)

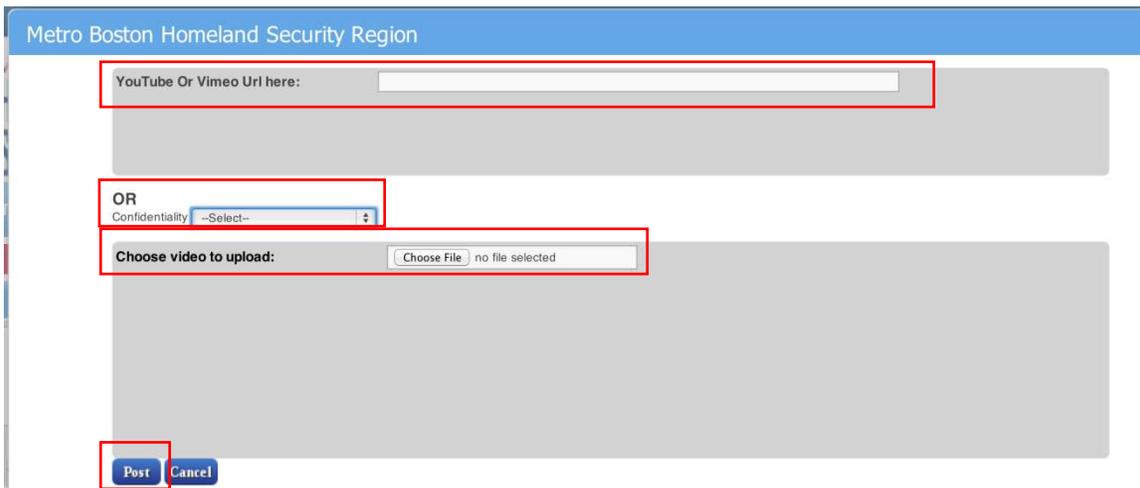
To delete the post, select 'Delete.'

- News Feed Posts (Video):

1. To post a video to the News Feed, select 'Video.'



2. A video upload pop up will appear. Input the YouTube/Vimeo URL or choose a file to upload, then select 'Post.'



To set the video 'Confidentiality', select the desired confidentiality level before posting.

To return to the home page without posting, select 'Cancel.'

3. The video will appear at the top of the News Feed.



News Feed

What's on your mind?

Photo Add Article Video Post

System Account 6/11/2015 1:26:49 PM Delete

Head of House Homeland Security Committee: The Boston Bombers Were Trained



Comment(0) Post

This screenshot shows a SharePoint News Feed interface. At the top is a text input field with the placeholder "What's on your mind?" and a "Post" button. Below this are icons for "Photo", "Add Article", and "Video". A post from "System Account" dated "6/11/2015 1:26:49 PM" is highlighted with a red border. The post content is a video player showing a man in a suit speaking on a news program. Below the video player is a thumbs-up icon with "(0)" next to it, a "Comment(0)" link, and a "Post" button.

To delete this post, select 'Delete.'

- Liking & Commenting on Posts:

1. To like a post on the News Feed, select the 'thumbs up' button below the desired post.

System Account 4/6/2015 4:45:06 PM Delete



Comment(0) Post

This screenshot shows a SharePoint News Feed interface. At the top is a text input field with the placeholder "What's on your mind?" and a "Post" button. Below this are icons for "Photo", "Add Article", and "Video". A post from "System Account" dated "4/6/2015 4:45:06 PM" is highlighted with a red border. The post content is a photo of a police officer in uniform standing next to a German Shepherd dog in front of a blue police car. Below the photo is a thumbs-up icon with "(1)" next to it, a "Comment(0)" link, and a "Post" button.



The number of total likes for a post will appear in parentheses next to the 'thumbs up' button

2. To comment on a post on the News Feed, type the desired text into the text box and then select 'Post.'



The number of total comments for a post will appear in parentheses next to 'Comment.'

To view post comments, select 'Comment.'

- Meeting Calendar:

1. The 'Meeting Calendar' is located on the home page under the 'News Feed.'
To add an event, hover over the desired date and select '+ Add.'



Meeting Calendar

← → June 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3	4	5	6
7	8	9	10	+ Add	11	12
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

To change calendar months, use the arrows at the top of the calendar.

2. A pop up will appear. Fill out the necessary meeting information and select 'Save.'

Metro Boston Homeland Security Region

EDIT

Save Cancel Paste Cut Copy Attach File

Commit Clipboard Actions

Title *

Location

Start Time * 6/3/2015 2 PM 00

End Time * 6/3/2015 3 PM 00

Description

[Click for help about adding basic HTML formatting.](#)

Category Specify your own value:

All Day Event Make this an all-day activity that doesn't start or end at a specific hour.

Recurrence Make this a repeating event.

Save Cancel

Meeting Calendar

To attach a file to the event, select 'Attach File' before saving.
To return to the home page without saving, select 'Cancel.'

3. The event will appear on the 'Meeting Calendar.'

Meeting Calendar

June 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3 2:00 pm - 3:00 pm Test	4	5	6
7	8	9	10	11	12	13

- Search:



1. The 'Search this site' bar is located at the top of the home page (as well as every page on the site). To search, type key words into the search bar then hit enter.

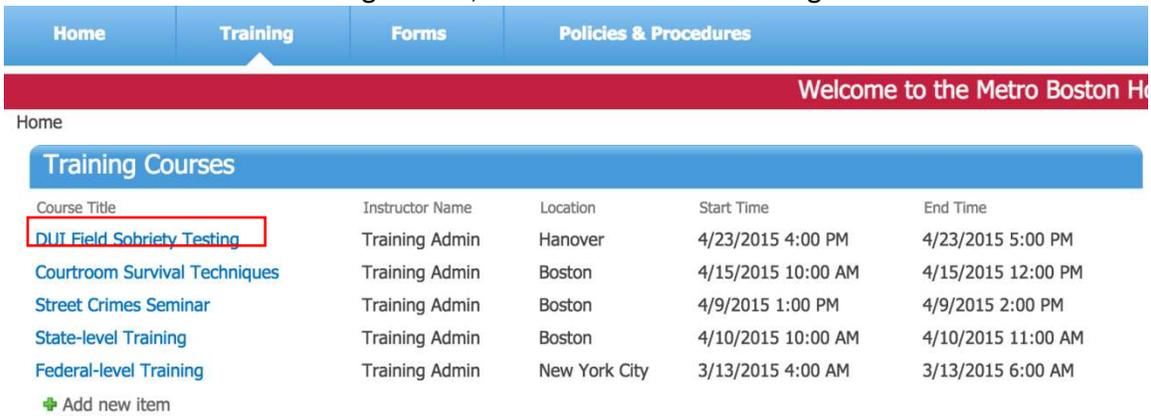


2. You will be directed to another page with the results of your search.

Training

- Training Courses:

1. The 'Training Courses' web part is located at the top left of the Training page. To view a training course, select the desired training course.



A pop up will appear with the course information.

2. To register for a course, select 'Register for course' from the pop up.



Training Courses

[Edit Item](#) [Delete Item](#)

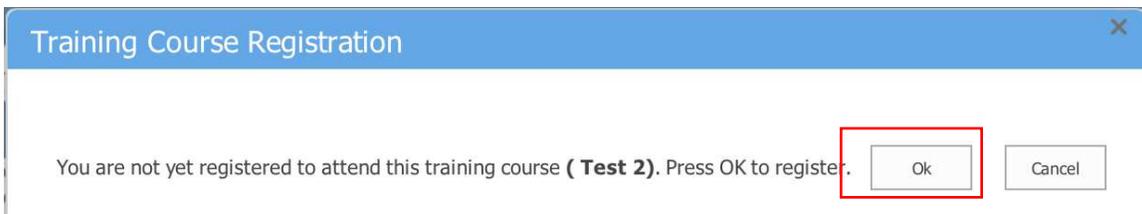
Course Title	DUI Field Sobriety Testing
Course Description	Field Sobriety Tests
Instructor	Training Admin
Location	Hanover
Available Seats	15
Start Time	4/23/2015 4:00 PM
End Time	4/23/2015 5:00 PM
Course Materials	None provided (<i>instructors, upload here</i>)

Training Course Registration List

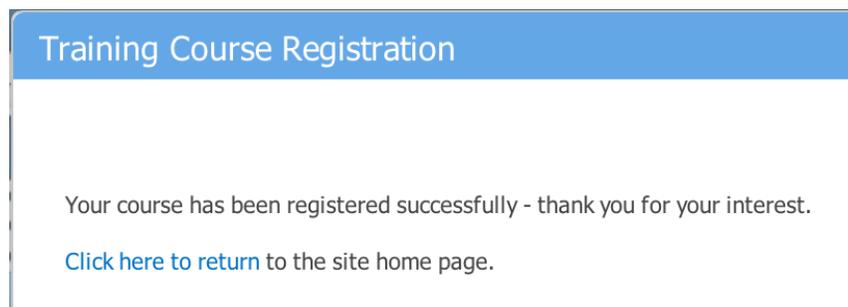
Nobody has registered for this course.

Courses : DUI Field Sobriety Testing

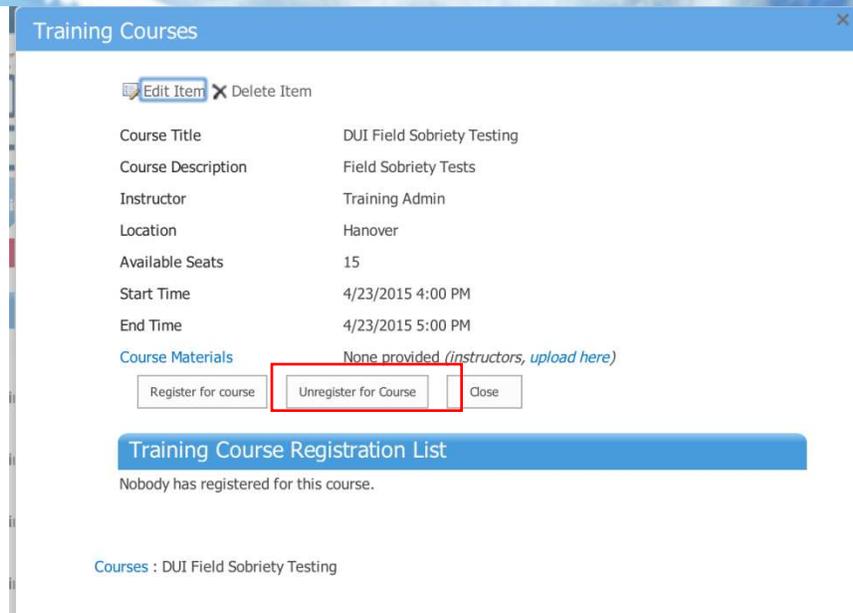
A message will appear to complete registration. Select 'Ok.'



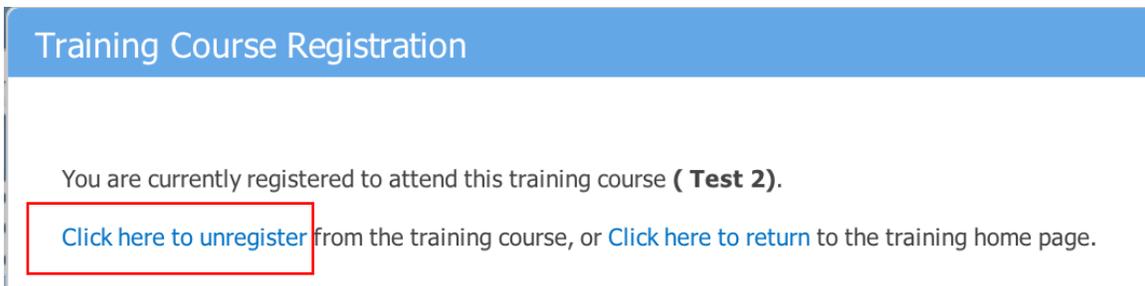
Another message will appear to confirm registration in the course.



3. To unregister for a course, select 'Unregister from Course.'



A message will appear to complete unregistration. Select 'Click here to unregister.'



Another message will appear confirming the unregistration was successful.

4. To add a training course, select '+ Add new item.'



Home

Training Courses

Course Title	Instructor Name	Location	Start Time	End Time
DUI Field Sobriety Testing	Training Admin	Hanover	4/23/2015 4:00 PM	4/23/2015 5:00 PM
Courtroom Survival Techniques	Training Admin	Boston	4/15/2015 10:00 AM	4/15/2015 12:00 PM
Street Crimes Seminar	Training Admin	Boston	4/9/2015 1:00 PM	4/9/2015 2:00 PM
State-level Training	Training Admin	Boston	4/10/2015 10:00 AM	4/10/2015 11:00 AM
Federal-level Training	Training Admin	New York City	3/13/2015 4:00 AM	3/13/2015 6:00 AM

[+ Add new item](#)

An 'Add New Course' pop up will appear. Fill out the necessary information then select 'Save.'

Add New Course

EDIT PAGE

Save Cancel Paste Cut Copy Attach File

Commit Clipboard Actions

Course Title *

Course Description *

Instructor Name *

Location *

Total Seats

Start Time * 12 AM 00

End Time * 12 AM 00

Save Cancel

To attach a file to the course, select 'Attach File.'
To return to the training page without saving, select 'Cancel.'

5. The course will appear at the top of the 'Training Courses' web part.



Training Courses

Course Title	Instructor Name	Location	Start Time	End Time
Test 2 <small>NEW</small>	SWS	SWS	6/12/2015 11:00 AM	6/12/2015 12:00 PM

- Announcements:

1. The 'Announcements' web part is located at the top right of the training page. To view an announcement, select the desired announcement.

Welcome to the Metro Boston Homeland Sec

Announcements

Street Crime Seminar Announced by <input type="checkbox"/> Moss Install	4/6/2015 5:52 PM
Date Change for Federal-level Training Course by <input type="checkbox"/> Moss Install	4/6/2015 5:51 PM

[+ Add new announcement](#)

The system will bring you to a page with the announcement information. To go back to the training page, select 'Close.'

Home
Training
Forms
Policies & Procedures

Title: Street Crime Seminar Announced

Body:

Expires:

Created at 4/6/2015 5:52 PM by Moss Install

Last modified at 4/6/2015 5:52 PM by Moss Install

Close

[Announcements](#)

2. To add an announcement, select 'Add new announcement.'



Welcome to the Metro Boston Homeland Sec

Announcements

Street Crime Seminar Announced 4/6/2015 5:52 PM
by Moss Install

Date Change for Federal-level Training Course 4/6/2015 5:51 PM
by Moss Install

An announcement pop up will appear. Fill out the necessary Information then select 'Save.'

The screenshot shows a web application interface for creating an announcement. At the top, there is a blue header with the text "Metro Boston Homeland Security Region". Below the header is a dark blue bar with the word "EDIT" in white. Underneath this bar is a toolbar with several icons: a purple floppy disk for "Save", a red 'X' for "Cancel", a yellow folder for "Paste", a pair of scissors for "Cut", a document with a plus sign for "Copy", and a document with a paperclip for "Attach File". Below the toolbar are three tabs: "Commit", "Clipboard", and "Actions". The main form area has a "Title *" label followed by a text input field. Below that is a "Body" label followed by a large text area. At the bottom left, there is an "Expires" label followed by a date input field and a calendar icon. At the bottom right, there are two buttons: "Save" and "Cancel". The "Save" button is highlighted with a red rectangular box. At the bottom left of the form, there is a link labeled "Announcements".

To return to the training page without saving, select 'Cancel.'
The new announcement will appear at the top of the 'Announcements' web part.

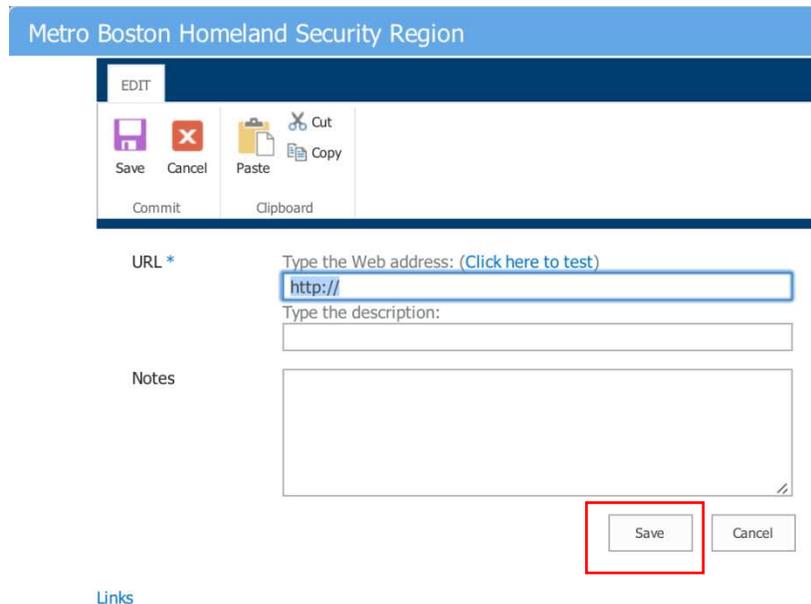
- Links:



1. The 'Links' web part is located under the announcements on the training page. To add a link, select 'Add new link.'



A pop up will appear. Enter the URL and select 'Save.'



To return to the training page without saving, select 'Cancel.'
The new link will appear at the top of the 'Links' web part.

- Training Calendar:
 1. The 'Training Calendar' web part is located under the 'Training Courses' on the training page. To view a training course, select the course on the calendar (all events are synced to the calendar when they are added to the 'Training Courses' web part).



Training Calendar						
← → June 2015						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3	4	5	6
7	8	9	10	11	12 11:00 am - 12:00 pm Test 2	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

To change calendar months, use the arrows at the top of the calendar.

2. A pop up of the course information will appear.

Course Title	Test 2
Course Description	test
Instructor	sws
Location	sws
Available Seats	0
Start Time	6/12/2015 11:00 AM
End Time	6/12/2015 12:00 PM
Course Materials	None provided (instructors, upload here)
<input type="button" value="Unregister for Course"/>	<input type="button" value="Close"/>

Training Course Registration List

1. Moss Install 6/11/2015

To return to the training calendar, select 'Close.'



Forms

- Forms:
 1. To view a form, select the desired form.

Forms

8 Items found, displaying 1 to 6 Page 1 of 2
<< First < Prev | Next > Last >>

Type	Version	Document Name	Modified By	Modified Date	Action
	1.0	New Text Document.txt	Moss Install	06/02/2015 10:57 AM	
	1.0	classification webparts.xlsx	Moss Install	06/02/2015 10:57 AM	
	2.0	MicrosoftAccountLogin.txt	Moss Install	06/02/2015 10:56 AM	
	1.0	MBHSR CommSupportTrailer (MA) SO234707.pdf	Scott Wilder	05/13/2015 04:13 PM	
	1.0	personal-search-request.pdf	Moss Install	04/06/2015 04:37 PM	
	1.0	flrb-petition-instruction-letter.pdf	Moss Install	04/06/2015 04:37 PM	

[Add New Document](#) [View All](#)

After selecting the form, it will download to your computer.

2. To add a form, select 'Add New Document.'

Forms

8 Items found, displaying 1 to 6 Page 1 of 2
<< First < Prev | Next > Last >>

Type	Version	Document Name	Modified By	Modified Date	Action
	1.0	New Text Document.txt	Moss Install	06/02/2015 10:57 AM	
	1.0	classification webparts.xlsx	Moss Install	06/02/2015 10:57 AM	
	2.0	MicrosoftAccountLogin.txt	Moss Install	06/02/2015 10:56 AM	
	1.0	MBHSR CommSupportTrailer (MA) SO234707.pdf	Scott Wilder	05/13/2015 04:13 PM	
	1.0	personal-search-request.pdf	Moss Install	04/06/2015 04:37 PM	
	1.0	flrb-petition-instruction-letter.pdf	Moss Install	04/06/2015 04:37 PM	

[Add New Document](#) [View All](#)

A document loader pop up will appear. Choose a file to upload or drag and drop files, then select 'Save.'



To set the 'Confidentiality', select the desired confidentiality level before saving.
To return to the forms page without saving, select 'Close.'
The new form will appear at the top of the 'Forms' page.

Policies & Procedures

- Policies:
 1. To view a policy, select the desired policy.

After selecting the policy, it will download to your computer.

2. To add a policy, select 'Add New Document.'



Home > Policies & Procedures

Policies

1 Items found, displaying 1 to 1

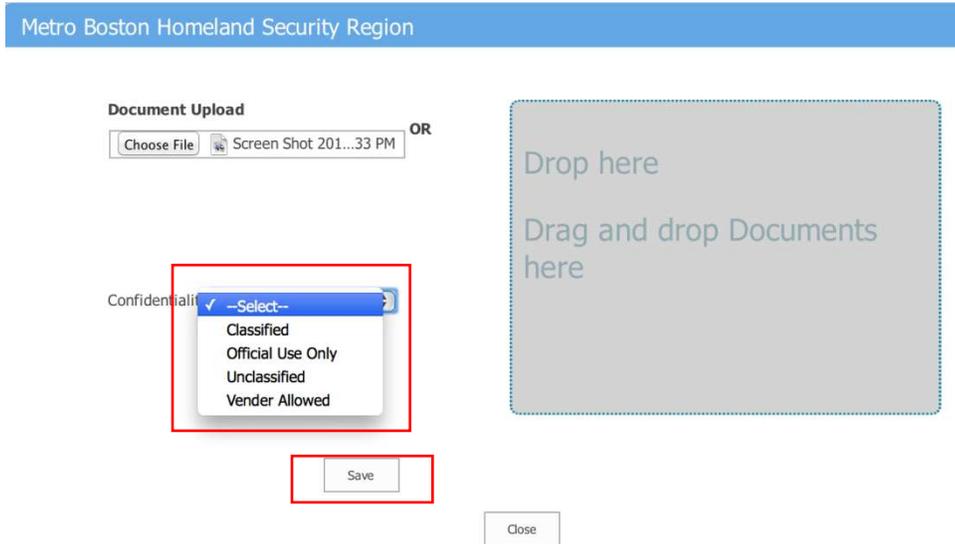
Page 1 of 1

Type	Version	Document Name	Modified By	Modified Date	Action
	1.0	BAPERN-Policy and Procedure v1.14.2013.pdf	Scott Wilder	05/13/2015 03:31 PM	

[Add New Document](#)

[View All](#)

A document loader pop up will appear. Choose a file to upload or drag and drop files, then select 'Save.'



To set the 'Confidentiality', select the desired confidentiality level before saving.

To return to the Polices & Procedures page without saving, select 'Close.'

The new policy will appear at the top of the 'Policies' web part.



- Procedures:

1. To view a procedure, select the desired procedure.

Procedures

7 Items found, displaying 1 to 6 Page 1 of 2
<< First < Prev | Next > Last >>

Type	Version	Document Name	Modified By	Modified Date	Action
	1.0	MBHSR CommSupportTrailer (MA) SO234707.pdf	Scott Wilder	05/13/2015 03:47 PM	
	1.0	MBHSR T-FOG (1).pdf	Scott Wilder	05/13/2015 03:39 PM	
	1.0	Regional Radio ID Scheme.xls	Scott Wilder	05/13/2015 03:34 PM	
	1.0	Rule+334.pdf	Moss Install	04/06/2015 04:44 PM	
	1.0	Rule+112.pdf	Moss Install	04/06/2015 04:42 PM	
	1.0	Rule+201.pdf	Moss Install	04/06/2015 04:41 PM	

[Add New Document](#) [View All](#)

After selecting the procedure, it will download to your computer.

2. To add a procedure, select 'Add New Document.'

Procedures

7 Items found, displaying 1 to 6 Page 1 of 2
<< First < Prev | Next > Last >>

Type	Version	Document Name	Modified By	Modified Date	Action
	1.0	MBHSR CommSupportTrailer (MA) SO234707.pdf	Scott Wilder	05/13/2015 03:47 PM	
	1.0	MBHSR T-FOG (1).pdf	Scott Wilder	05/13/2015 03:39 PM	
	1.0	Regional Radio ID Scheme.xls	Scott Wilder	05/13/2015 03:34 PM	
	1.0	Rule+334.pdf	Moss Install	04/06/2015 04:44 PM	
	1.0	Rule+112.pdf	Moss Install	04/06/2015 04:42 PM	
	1.0	Rule+201.pdf	Moss Install	04/06/2015 04:41 PM	

[Add New Document](#) [View All](#)

A document loader pop up will appear. Choose a file to upload or drag and drop files, then select 'Save.'

Document Upload OR

Choose File  Screen Shot 201...33 PM

Confidentiality 

- ✓ --Select--
- Classified
- Official Use Only
- Unclassified
- Vender Allowed

Drop here
Drag and drop Documents here

Save

Close

To set the 'Confidentiality', select the desired confidentiality level before saving.

To return to the Polices & Procedures page without saving, select 'Close.'

The new procedure will appear at the top of the 'Procedures' web part.