

# Human Services ShareSpace Home Page Layout

This screenshot shows the layout of the Human Services ShareSpace home page. Key components are highlighted with callouts:

- Site Actions:** Located in the top left corner.
- Navigate Up button:** A small icon in the top left navigation area.
- Page Title Links (available when Ribbon tools are unavailable):** The 'HSSP' breadcrumb link.
- User site settings:** The user name 'Kelley, Michael' in the top right.
- Ribbon:** The main navigation bar containing links like 'HSSP', 'Countyline', 'EMACS', 'HS ShareSites', 'Human Services Intranet', and 'SBPEA'.
- Top Link Bar:** A secondary navigation bar with 'ShareSpace Support' and 'Handbooks'.
- Search and Help:** A search box and help icon in the top right.
- Quick Launch:** A vertical list of links on the left side, including 'HSSP Documents', 'Administrative Support Division', and 'Health Care Reform'.
- Main Content Area:** The central area featuring a large 'Welcome to Human Services ShareSpace!' message, a search box, and various utility links.

# Navigation

This screenshot shows the 'Human Services Personnel' page. Two callouts provide navigation instructions:

- HS ShareSites dropdown menu:** A callout points to the 'HS ShareSites' dropdown in the ribbon, which lists various departments like 'Administrative Support Division', 'Children and Family Services', and 'Human Services Personnel'.
- Quick Launch area:** A callout points to the 'Human Services Personnel' link in the 'Quick Launch' area on the left side of the page.

From the HSSP home page, click the *HS ShareSites* dropdown list to find your site.

From your departmental home page, click any of the links in the *Quick Launch* area to manage the corresponding resources.

## Navigation (continued)

The screenshot shows the SharePoint interface for a calendar. The 'Browse' tab is highlighted in the top navigation bar. A yellow callout box points to this tab with the following text:

**Help, I'm Lost!**

At some point, you may get lost. There are a couple of ways to get back to the HSSP home page or your department's home page:

- 1) click the *Navigate Up* button, or
- 2) click the *Browse* tab

The screenshot shows the breadcrumb trail: **HSSP** > Human Services Personnel > Calendar. A yellow callout box explains the navigation options:

If you click the *Navigate Up* button, a "bread crumb" path from the current page back to the HSSP home page will appear. You can select any page along the parent-path, including the HSSP home page or your departmental home page.

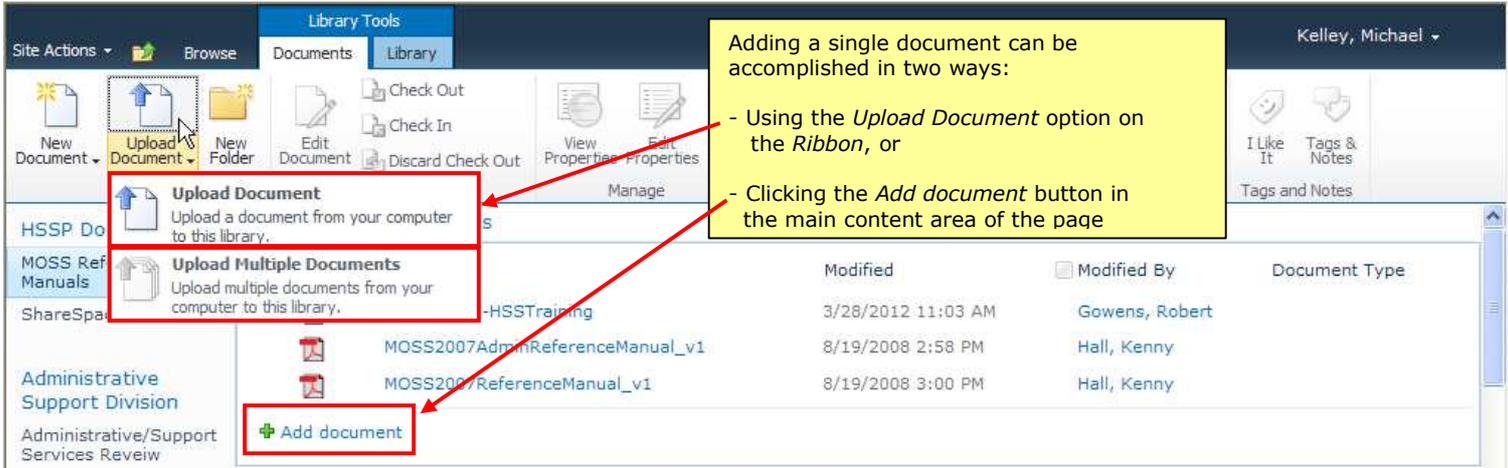
If the HSSP home page does not appear in the "bread crumb" path, then select your departmental home page, followed by clicking the HSSP home page on the *Top Link Bar*.

The screenshot shows the Top Link Bar with the breadcrumb trail: **Human Services Personnel** > Calendar > Calendar. A yellow callout box explains the navigation options:

If you click the *Browse* tab, your home page should appear as one of the *Page Title Links*. The HSSP home page link should appear on the *Top Link Bar*.

If either one or both of the above links are missing, then refer to the previous option of using the *Navigate Up* button for getting to the appropriate home page.

# Adding (Uploading) Documents



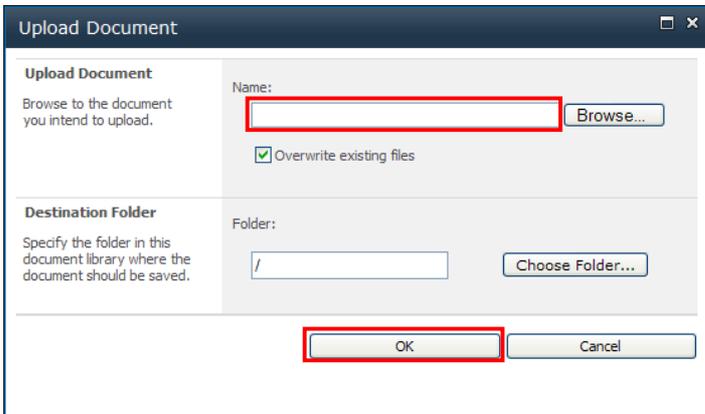
Adding a single document can be accomplished in two ways:

- Using the *Upload Document* option on the *Ribbon*, or
- Clicking the *Add document* button in the main content area of the page

**Upload Document**  
Upload a document from your computer to this library.

**Upload Multiple Documents**  
Upload multiple documents from your computer to this library.

**Add document**

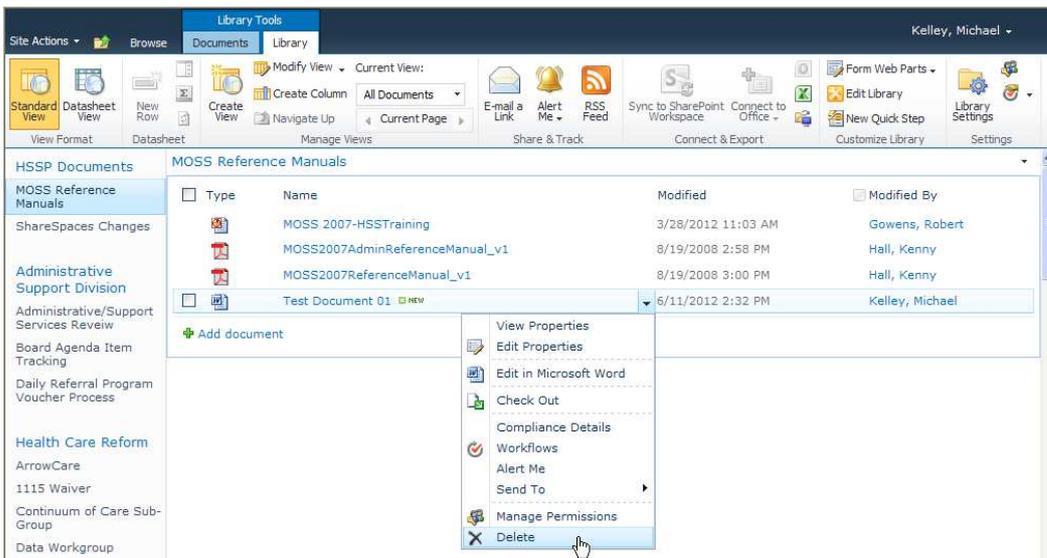


After clicking the *Upload Document* option on the *Ribbon* or selecting the *Add Document* button, the dialog box to the left will appear.

After filling in the file name and (optional) folder, click the *OK* button and the file will appear in the list of files.

Details for uploading multiple documents at one time will be covered at a later date.

# Deleting Documents



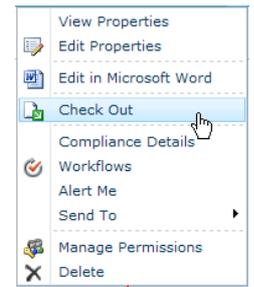
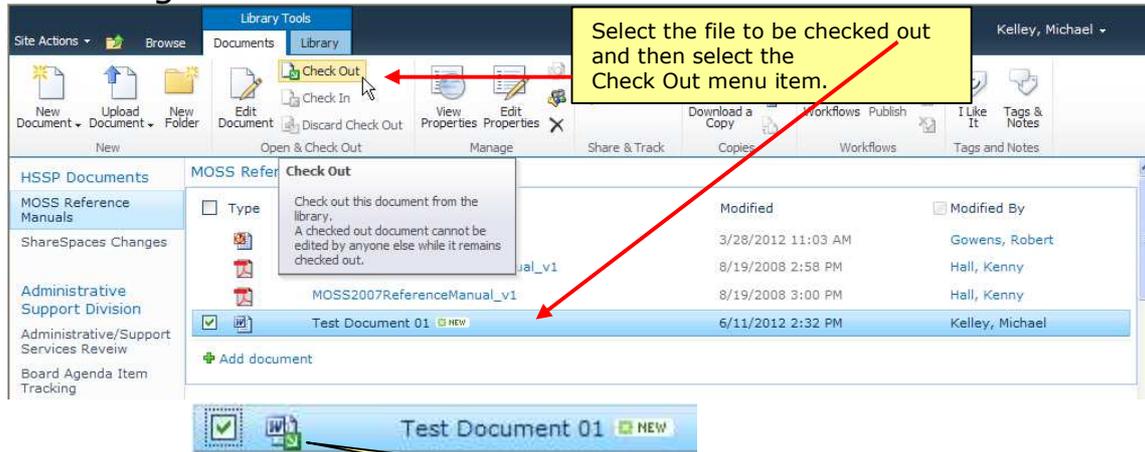
To delete a document (file), do one of the following:

- Click on the dropdown arrow to the right of the document name and select *Delete* from the dropdown menu
- Right-click to the immediate right of the file name and the same dropdown menu will appear as described above.
- Highlight the line containing the file to be deleted and then select the *DELETE* key from the keyboard.



Regardless of the method of deletion, the dialog box to the left will ask for confirmation before deleting the file.

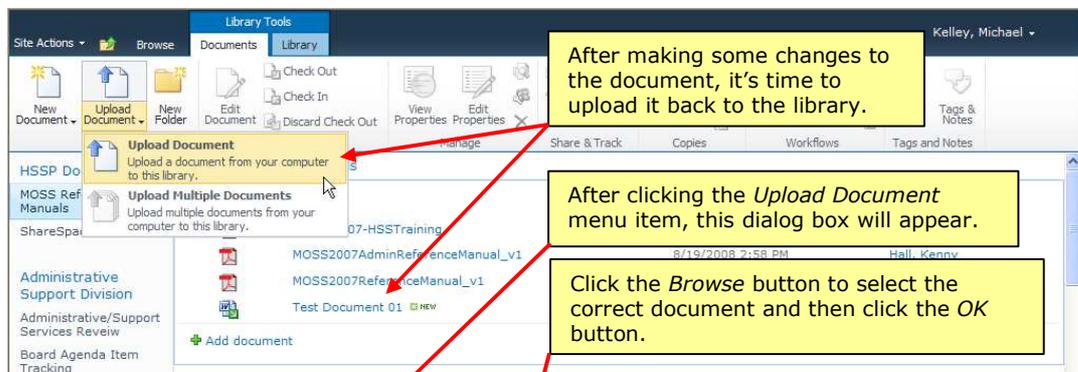
# Checking Out Documents



You can also select the file and then right click and select *Check Out*.

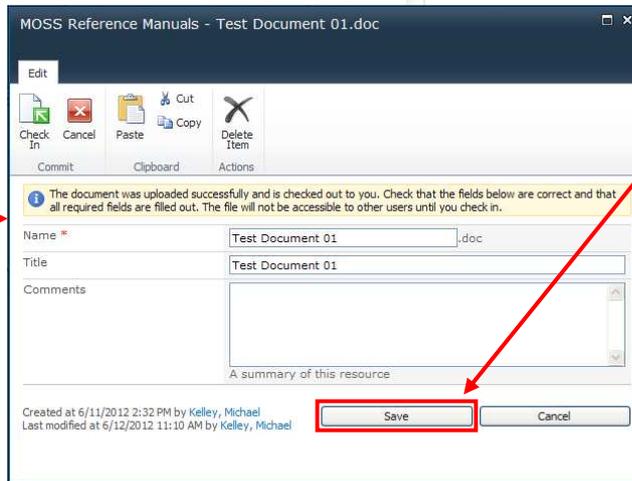
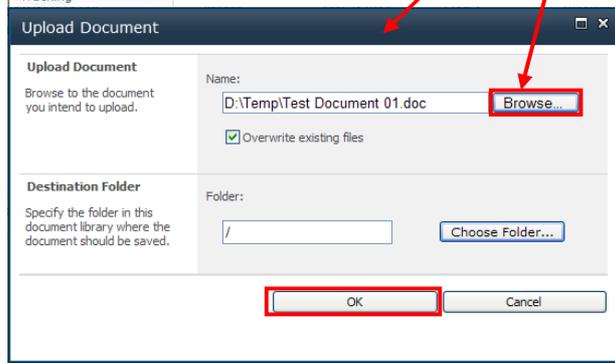
Immediately after "check out", the documents new status is indicated by an "arrow pointing downward on a green background" appended to the document's normal icon.

# Checking In Documents



This dialog box indicates that the upload was successful and it provides for additional file attributes that may be required, based on how the document library was set up.

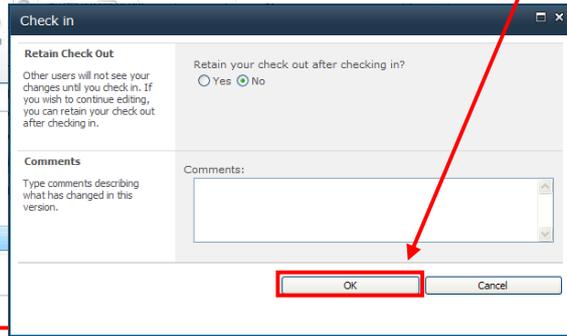
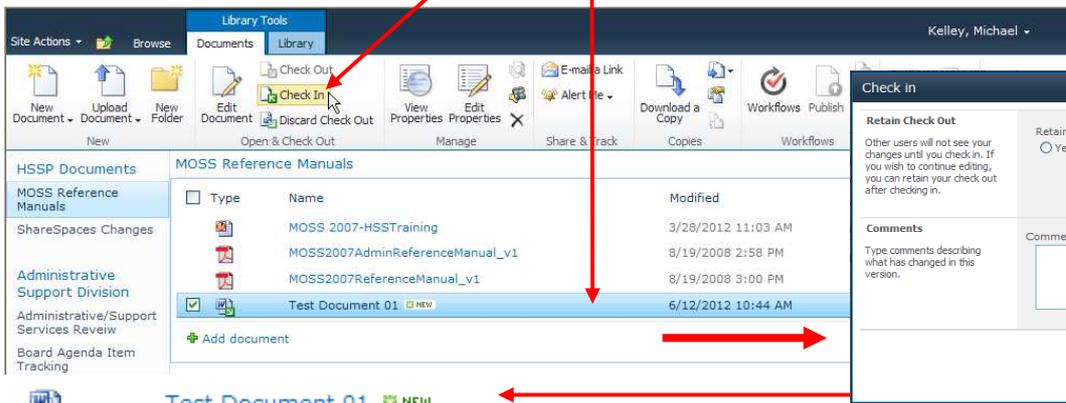
Other than the name, no other attributes are required, so you can just click the *Save* button to complete the upload.



After selecting the *Check In* menu item, this final dialog box will appear.

Make sure the *Retain Check Out* option is set to *No*, and click the *OK* button.

To check in the document, select the appropriate document and then select the *Check In* menu item



The document is checked in and the document icon is back to normal.