BeldenCDT IS Portal
User manual

Addressee: Belden CDT Europe B.V.
attn. K. de Bruijn
P.O. Box 9
5900 AA Venlo

Index

Document history

Explanation	Version	Date	Author
Initial Document	1.0	19-01-2006	Andor Klink
Small changes	1.1	01-06-2006	Robert van Bennekom

1 Introduction

In this manual we will describe the basic operations that are necessary to add or view information in the Sharepoint portal of Belden. Many operations are also described in the help option of the site. SharePoint is an intranet portal with the advantage of indexing data without copying it locally. We recommend using MS-Office 2003 products for optimal functionality of the site.
There are two different parts on the site, the main page and the project sites. Both are going to be discussed in this manual. The URL of the site is:
http://portal.avensus.nl/sites/belden/default.aspx.

1.1 **Basic directions**

We already made clear that there are two different sites: The home (or main) page and the projects sites. There is a project site dedicated to each project. The information on those sites only concerns the specific project. The main page is for general information only. On both sites you have two kinds of users: a reader and a contributor. On the main page everybody is a reader, when you're a reader your rights are limited. If you try to perform an action that is not permitted you can get two different error messages.
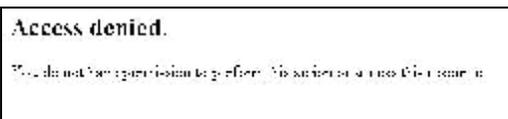
If you get the last error message you can fill in the form if you want to request permission to perform this action. When you click "Send Request" an e-mail with your request will be send to the administrator. The administrator then decides if you're entitled to perform that action.

On the projects sites you can be a reader or contributor. If you're a reader on a project site you only have rights to read documents on the site. If you're a contributor you also can edit or upload documents on the site. This will be explained further in chapter 3 "Project sites portal".

Some of the basic directions:

- Change the default password on your first visit.
- Access for a specific project site can be applied for to the project manager.
- The project manager is responsible for the content of the project site.
- Project member are held responsible for using the document templates.
- Finalized documents are stored under "Shared documents" in the PDF-format.
- Minutes and reports are stored in the "Project reports" folder.
- Shared documents which are editable should get the status "checked out to" by the person who is editing the document.
- Portal improvements and questions can be added in the "portal improvement" list on the Portal home page.
- Every Project team member is held responsible for the tasks and issues which are assigned to his/her name.
- Use MS-Office 2003 product for optimal functionality.

2 Homepage Belden portal

In sharepoint there are many methods to manage the content.
In this chapter the most common methods are explained with some help of examples. The homepage is used to share general information and documents and the project sites are used for project specific information and documents. This chapter explains how to use the homepage of the Belden portal.

The subjects that are discussed in this chapter are:

- Global overview
- First Login
- Documents
    - o Shared documents
- Pictures
    - o Belden corporate
- Lists
    - o Contacts
    - o Portal Improvement and FAQ
    - o Announcements
    - o Overall task list
- Discussions
    - o Project
    - o Management
    - o Improvement
- Surveys

2.1 Global overview

Below you see how the homepage looks like.
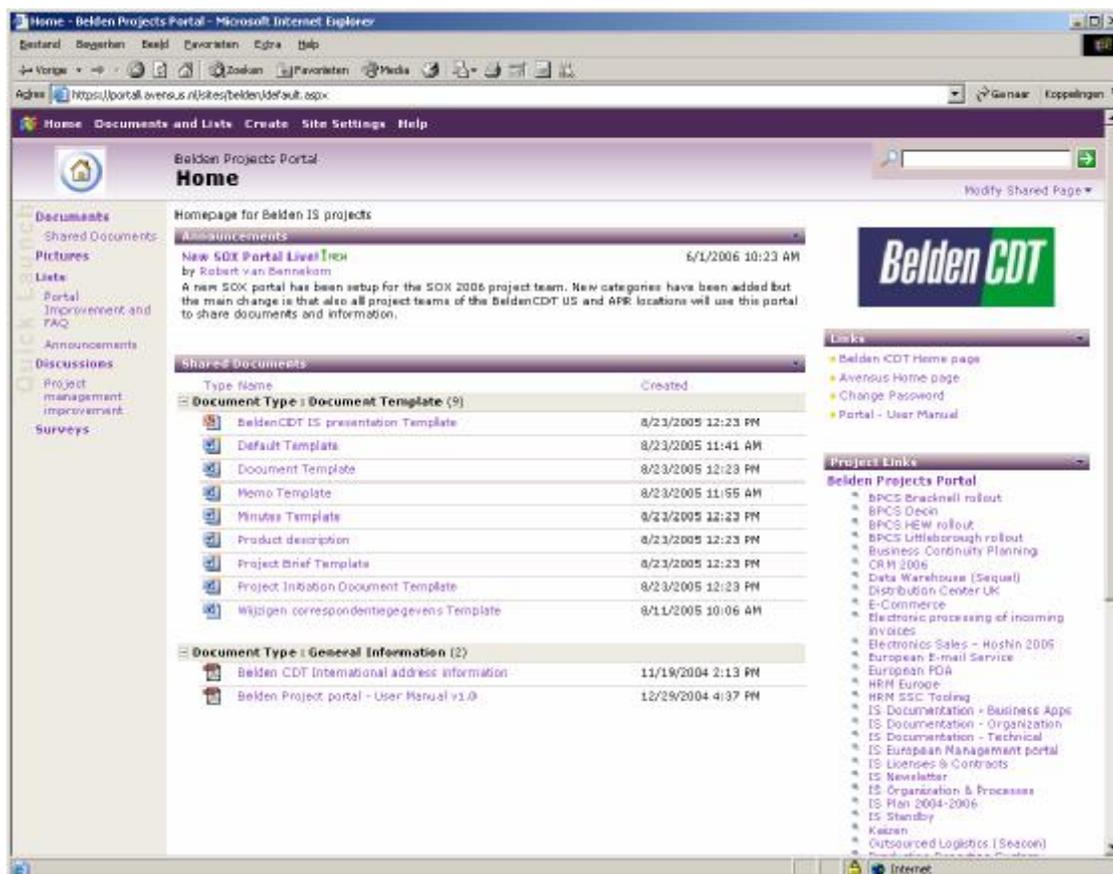
The page is split up in to three frames. In the left frame you will find the quick launch, with this frame you can navigate through the portal.

In the main frame an overview of the announcements, contacts and shared documents module is displayed. To go to the complete module with all options you can click the link in the quick launch.

In the right frame below "links" you will find some shortcuts to important or often used sites. Below "Project links" the projects you're subscribed to are displayed. For every project there is a specific project site. More about project sites will be discussed in chapter 3.

At the top of the page there is another button bar. As a normal user the only thing you use is the home button and the help button. With the home button you can always go back to the home page. With the remaining buttons you can see the settings of the site but you can't change them although it seems that you can. You must have administrator rights.

2.2 First login

If it is the first time that you login to the Belden portal, you should change your password. Normally the standard for your username is the first letter of your first name and the first two letters of your last name. Your default password is belden<username>.

Ø To change your default password you must click the link "change password" as shown in the picture below.
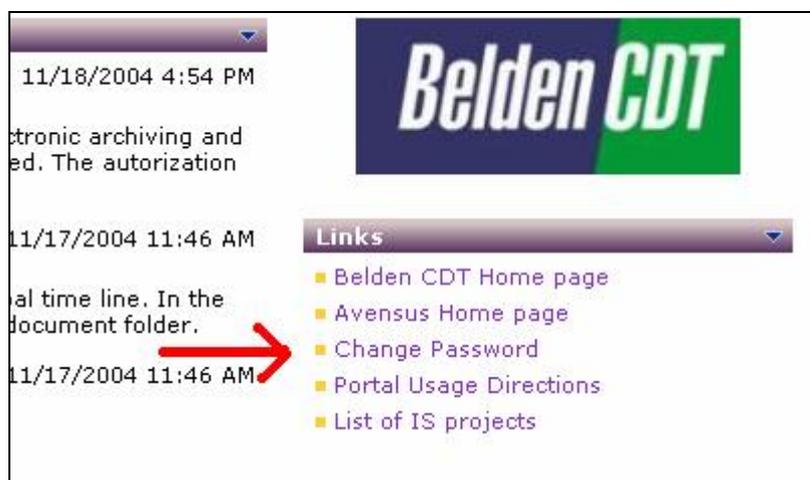
Ø A new window appears (as showed below), here you must insert your old password. Then type your new password and retype it for confirmation.
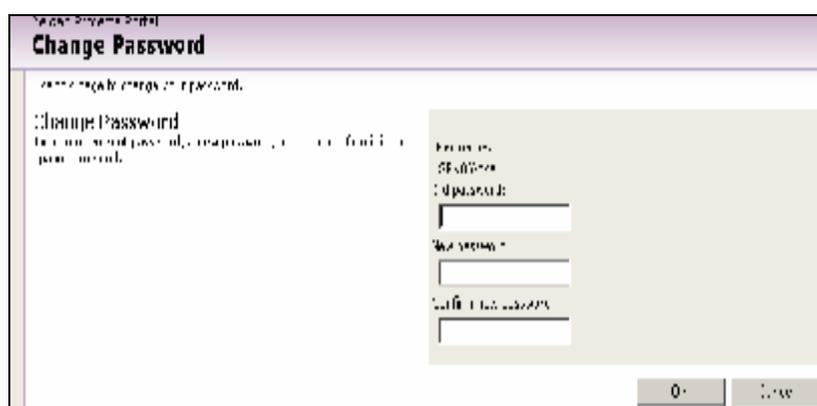
Ø Your password is now changed; you should use it the next time you logon to the site.

2.3 Documents

2.3.1 Shared documents

Here you can find all documents that are published.
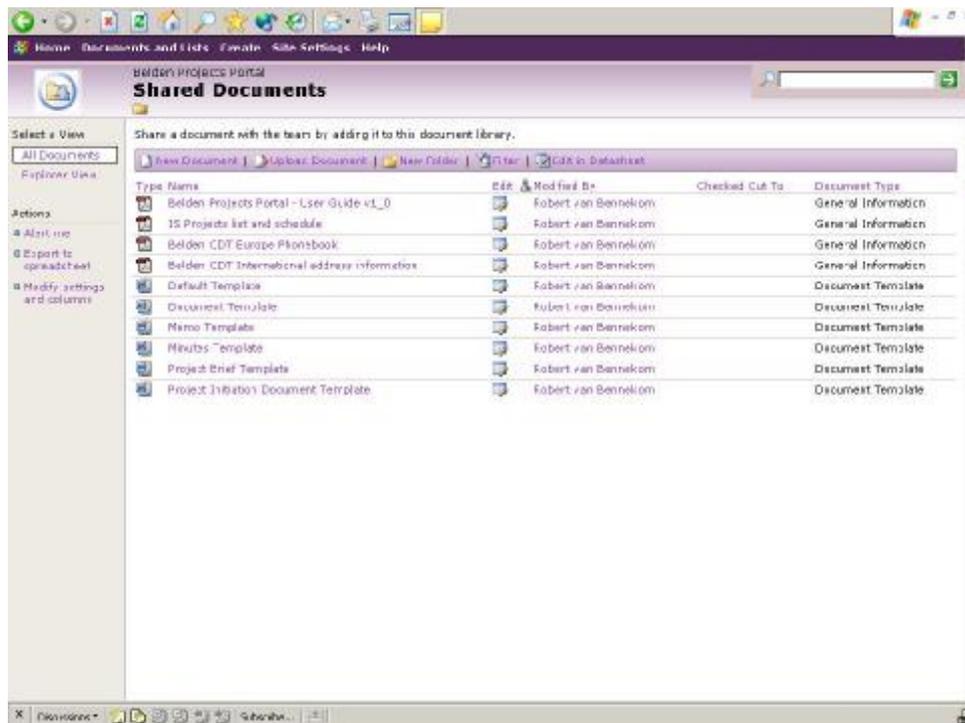
A normal user can't do much on the shared documents page of the Belden portal homepage. Because a normal user doesn't have the rights to publish documents on the main page. A user can only view or save the documents by double clicking on them.

In the navigate frame you have several options.
"Select a view" gives you 2 options for the layout of the page:
- § All Documents – Shows all the documents available on one page.
- § Explorer view – Shows the documents divided in maps of different document types.

"Actions" gives you three options:
- § Alert me – With this option you can be notified with an e-mail when something has changed on a part of this site.
- § Export to spreadsheet – Exports the list of documents to an excel web query sheet.
- § Modify settings and columns – Here an administrator can change the settings and columns that are displayed. A user can see those settings but cannot change them.

2.4 Pictures

2.4.1 Belden Corporate

Here you can find all the logo's and pictures of Belden CDT.

2.5 Lists

2.5.1 Contacts

In the "contacts" you can find al list of information about people that your team works with.
Adding a new contact:
- o   You can add a contact by clicking on the button "New item".
- o   Fill in at least the required fields.
- o   Click on save and close, and your contact is saved.

2.5.2 Portal improvement and FAQ

All Frequently Asked Questions and there answers are displayed in this section. Ideas for portal improvements and new questions can be added here.
Adding a new item:
- o   You can add a contact by clicking on the button "New item".
- o   Fill in at least the required fields.
- o   Click on save and close, and your contact is saved.

2.5.3 Announcements

All announcements are displayed here, also the announcements that are expired.
A normal user with rights does not have the ability to add a new announcement.

2.5.4 Overall task list

All the tasks of all project and users can be found here. A normal user doesn't have the rights to add a task.
In the navigate frame you have several options.
"Select a view" gives you one option for the layout of the page:
- o   My tasks – Displays all your tasks.
"Actions" gives one new option:
- o   View reports – You can view and create reports with the status of tasks.

2.6 Discussions

2.6.1 Project management improvement

Here you can discuss improvements concerning the project management.
To add a new thread, you must click on "New item".
The following windows appears, here you fill in the subject and the message.
If you're finished click the "Save and Close" button to submit your thread.

2.7 Surveys

This option is not active.

3 Project sites portal

The project sites work the same as the main portal. Here you can haven two kinds of users: the readers and the contributors. If you're a reader on a project site you can only view the documents on the site. If you're a contributor you can also add or edit documents on the site. The following subjects are explained in this chapter:

- Global overview
- Documents
    - o Shared documents
    - o Project reports
- Pictures
    - o Project pictures
- Lists
    - o Contacts
    - o Issue list
- Discussions
    - o General discussion
- Surveys
    - o Lessons learned

3.1 Global overview

Below you see an example of a project site.

The page is split up in to three frames. In the left frame you will find the quick launch, with this frame you can navigate through the portal.

In the main frame an overview of the issue log, project reports and shared documents module is displayed. To go to the complete module with all options you can click the link in the quick launch.

In the right frame below "links" you will find some shortcuts to important or often used sites. Below "Project links" the members who subscribed to this project site are displayed. To get more information about a person you can click his name in the members list.

At the top of the page there is another button bar. As a normal user the only thing you use is the home button and the help button. With the home button you can always go back to the home page. With the remaining buttons you can see the settings of the site but you can't change them although it seems that you can. You must have administrator rights.

3.2 Documents

3.2.1 Shared documents

When you click on the "Shared documents" link in the quick launch a new window will appear. Here you can view all shared documents for this specific project.
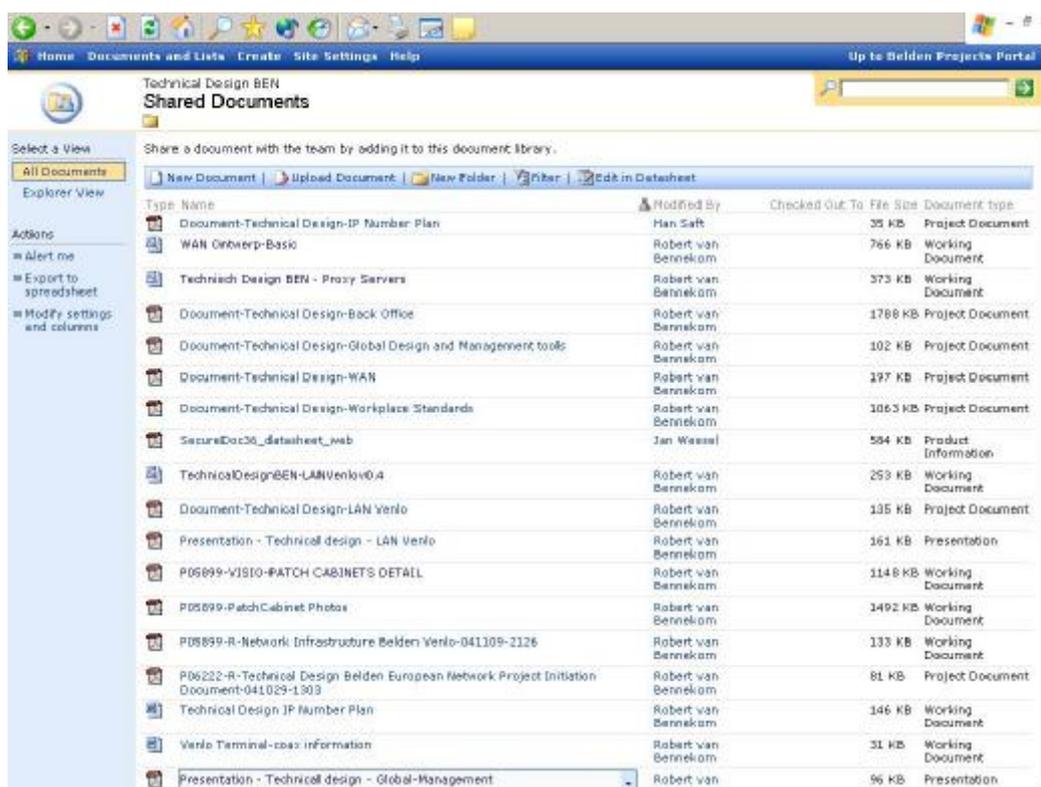
When you are a contributor on this project site you can add or edit documents here. To add a document click "Upload Document". The following window will appear.
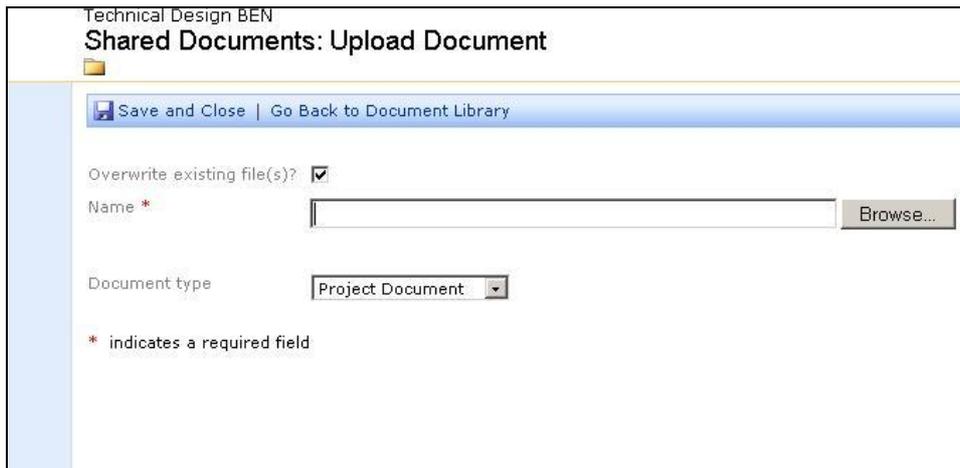
Click "Browse" to select the document you want to upload. For "Document type" you select the type of document you're going to upload. When you're finished click "Save and close" and your document will be uploaded.

When you want to edit an existing document, you must first "check out" the document to prevent that two people at the same time are editing it. To check out a document you hover over the filename with the mouse pointer and left click the downwards arrow that will appear.
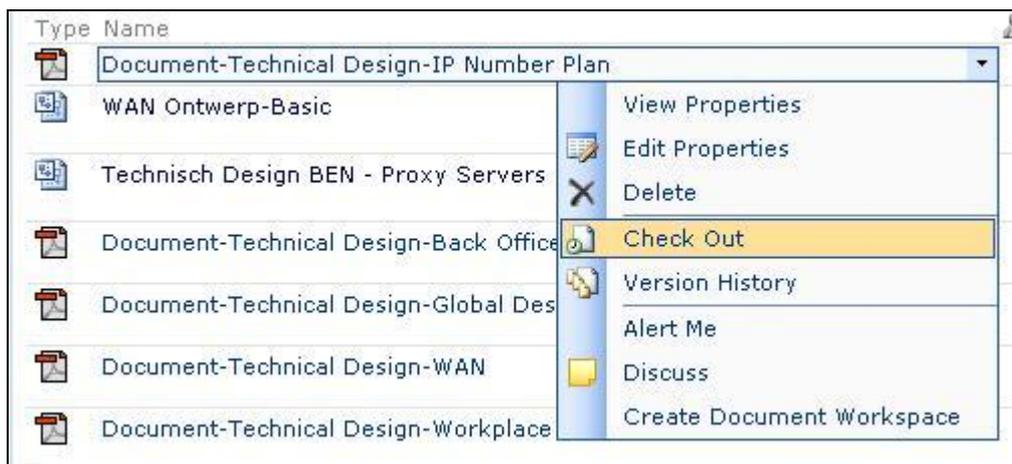
Then click "Check out" and the document will be checked out to your name.

When you click on the document name this document will open as read-only by default. To edit the document you hover over the filename with the mouse pointer and left click the downwards arrow that will appear.

Select the option "Edit in ….." Application name depends on type of document.

3.2.2 Project reports

All minutes and reports are stored here.

3.3 Pictures

3.3.1 Project pictures

All project related pictures can be stored here.

3.4 Lists

3.4.1 Contacts

In the "contacts" you can find al list of information about people that your team works with.
Adding a new contact:
- o You can add a contact by clicking on the button "New item".
- o Fill in at least the required fields.
- o Click on save and close, and your contact is saved.

3.4.2 Issue list

In the "issue list" you can find all former issues. To add an issue:
- o You can add an issue by clicking on the button "New item".
- o Fill in at least the required fields.
- o Click on "save and close", and your issue is saved.

3.5 Discussions

3.5.1 General discussions

Here you can start or follow discussions about subjects related to the project.
To start a new discussion:
- o You can add a discussion by clicking on the button "New discussion".
- o Fill in at least the required fields.
- o Click on "save and close", and your discussion is saved.

3.6 Surveys

3.6.1 Lesson learned

You can let a message behind what your team have learned from this project, or what your team could do better next time.
 To leave a message:
- o To leave a message behind click "respond to this survey" .
- o Fill in the required fields.
- o Click on "Save and close", and your response is saved.