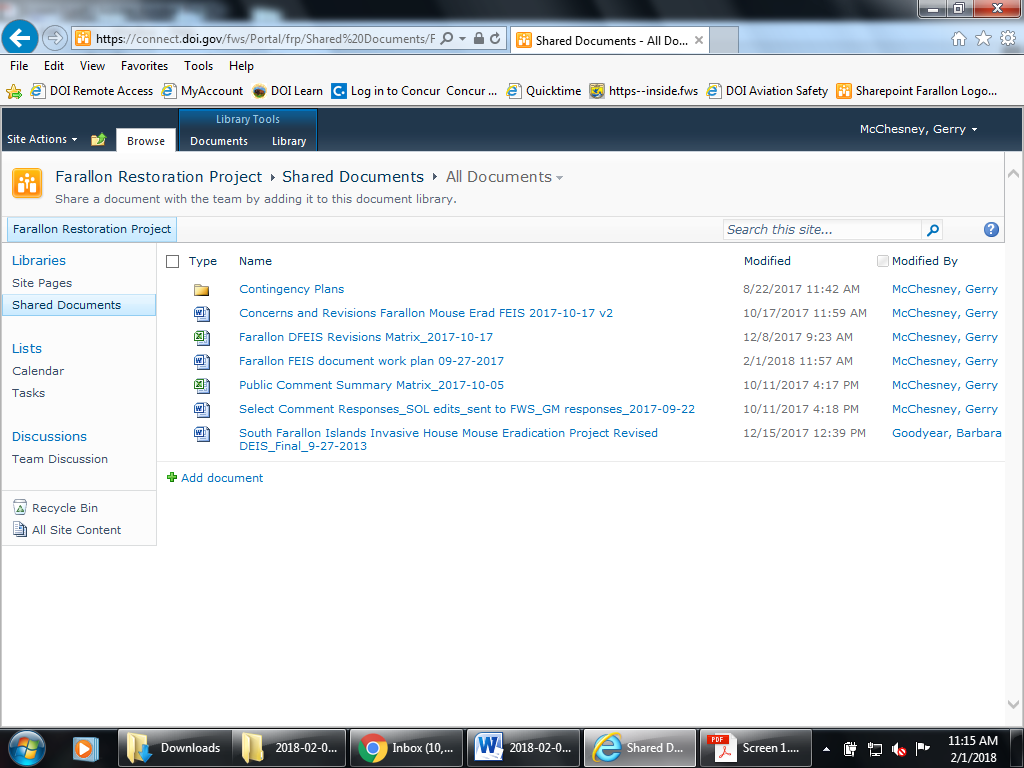
**Instructions for Sharepoint Document Management**

Log into the sharepoint site: <https://connect.doi.gov/fws/Portal/frp/SitePages/Home.aspx>

On the left side of the screen, click on **Libraries**.

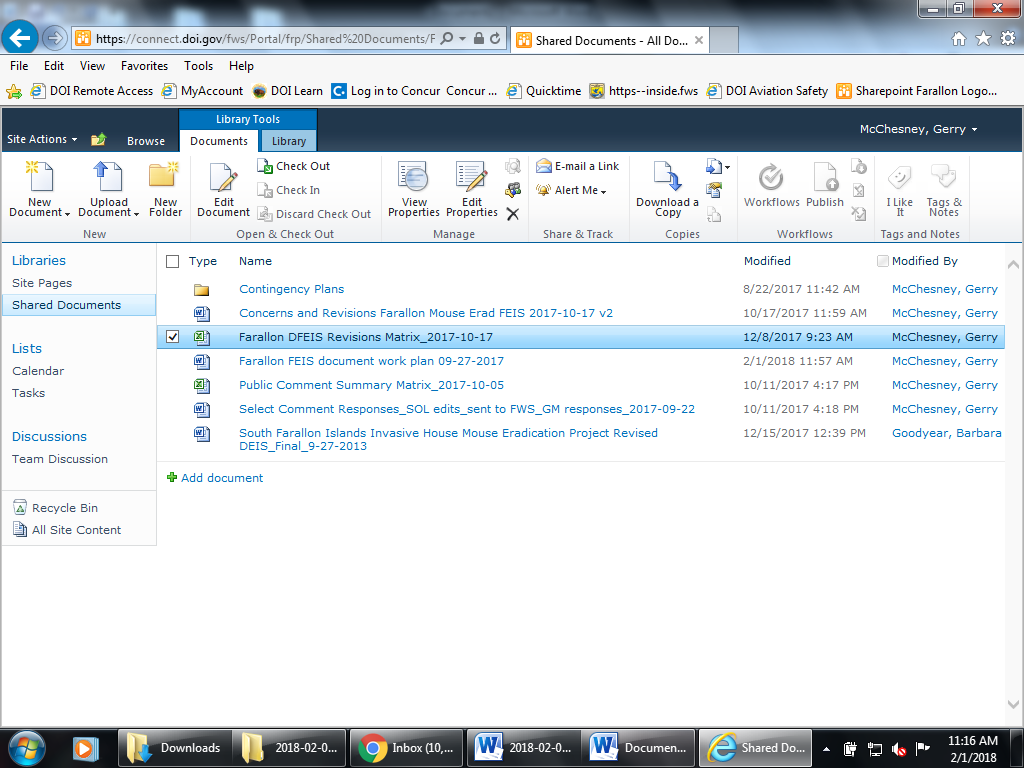
Then click on **Shared Documents**.

This will bring you to the following screen (ignore the Favorites bar at the top):



Go to next page.

To select a document, hover your mouse over the document, then click on the box that appears on the left side. This will bring up the full menu bar. Screen should look like this (ignore the Favorites bar at the top):



From here, you can download, add, delete, edit, check out, check in documents, etc.

To add a document, click on **Add document** under the file list. Then click on Browse to navigate to and select your file, then click **OK**.

**Editing existing files:**

If you only have a small number of edits, then select the file (see instructions above), then click on **Edit Document** on the task bar. This will open the file in the program it was created with while keeping a link to Sharepoint (opening may take up to several minutes, so be patient). Make your edits, then click the **Save** button. This saves the updated version to Sharepoint. **Close** the document when you’re done.

If you have a lot of edits that will take a considerable amount of time, select the document, then click Check Out on the menu bar, then click **Edit Document** on the task bar. This will open the file in the program it was created with while keeping a link to Sharepoint (opening may take up to several minutes, so be patient). Make your edits, then click the **Save** button. You will be asked if you want to **Check In** the document on save. It is recommended to say Yes. If you say No, you will have to check In the document in Sharepoint.

I don’t think that multiple users can edit a document simultaneously, but we should explore this.

Sharepoint has a time out feature (not sure what time limit is) but it doesn’t let you know that. If you have trouble with Sharepoint features working, you need to log back in.

