

# Contributor User manual

**Fermipoint**

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This user manual covers the core procedures those with Contributor (End-user) permissions can perform in Fermipoint- a Fermilab-based content management solution that utilizes the SharePoint 2013 platform.

1/15/2014

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## 1.0 Getting Started

Contributors can contribute to sites in many ways. You can upload, edit and delete site content. Add list items, upload or edit documents, and edit pages. To get started contributing to a site, you will need a Services Account and password to login to Fermipoint.

### 1.1 Login

To login to Fermipoint:

1. Navigate to: <https://Fermipoint.fnal.gov>
2. Enter your Services Account user name for the username prompt and your password for the password prompt.

NOTE: If you are an Internet Explorer user, you will need to add **Services\** in the username field. For example:

**Username:** services\kmyles

**Password:** 123Pass

#### Forget your Username or Password?

If you forget your Services Account password, reference the following Service-Now knowledge base article on how to reset it:

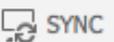
[https://fermi.service-now.com/kb\\_view.do?sysparm\\_article=KB0010542](https://fermi.service-now.com/kb_view.do?sysparm_article=KB0010542)

### 1.2 Team collaboration site overview

Any SharePoint team site will include the following features to help you quickly access the information that you need in order to contribute to a site.

Site Feature	Description	Location
<b>Newsfeed</b>	Click <b>NewsFeed</b> to access a page where you can see all of the content that you follow in one place.	The <b>Suite bar</b> - located on the top right side of any page-is a menu with applications you can quickly navigate to in Fermipoint or MyPoint (Including Newsfeed and OneDrive for Business.)
<b>OneDrive</b>	Click OneDrive to access a location where you can store and follow documents and sync them to SharePoint.	The <b>Suite bar</b> - located on the top right side of any page-is a menu with applications you can quickly navigate to in Fermipoint or MyPoint (Including OneDrive for Business.)

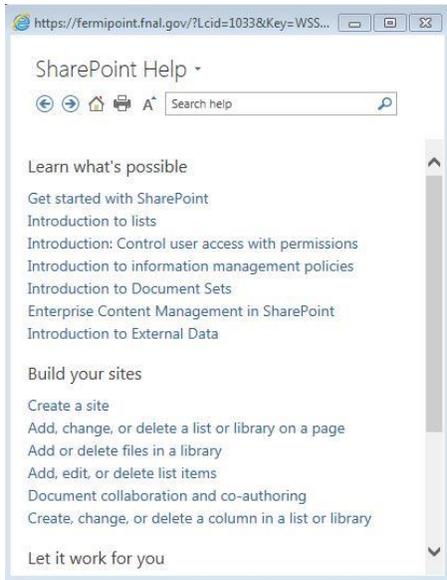
	Click <b>Sites</b> to view all of the sites you are following and suggestions for sites to follow.	The <b>Suite bar</b> - located on the top right side of any page-is a menu with applications you can quickly navigate to in Fermipoint or MyPoint (Including Sites, NewsFeed and OneDrive for Business.)
User Menu	Click the link with <b>your name</b> for the user menu- a dropdown menu with the following options: <ul style="list-style-type: none"> <li>• <b>Sign Out</b> – click to sign out of Fermipoint.</li> <li>• <b>About Me</b> – click to access your About Me page.</li> </ul>	The <b>User menu</b> is available from the links on the top right side of any page.
	Click the <b>Gear</b> icon for a dropdown menu with the following menu options: <ul style="list-style-type: none"> <li>• <b>Add an App</b>- click to access the Your Apps page- where site Owners or Designers can search for an app to add to your site.</li> <li>• <b>Site Contents</b>- click to access the Site Contents page- which displays all of the existing content for your site.</li> <li>• <b>Site Settings</b>-click to access the Site Settings page, which is where those with appropriate permissions can update and manage your site.</li> </ul>	The <b>Settings menu</b> - located on the top right side of any page- is where you can access the Gear icon.
	Click the <b>Question mark</b> icon to access official Microsoft SharePoint 2013 help topics.	The <b>Settings menu</b> - located on the top right side of any page- is where you can access help.
	Click the <b>Browse</b> icon to hide the page ribbon, if applicable.	Browse, which is a <b>Ribbon tab</b> , is available from the links on the top left side of any page.
	Click the <b>Page</b> icon to access the Ribbon. From the Ribbon, you can select from various buttons to perform actions that pertain to a particular page such as <i>Edit, E-mail a Link, Tags &amp; Notes</i> or <i>Library Settings</i> .	Page, which is a <b>Ribbon tab</b> , is available from the links on the top left side of any page.
	Click the <b>Share</b> icon if you are a site owner, to grant contribute permissions to a user or group for a page. NOTE: You can also select a different group or permissions level to add that the user or group to if you want.	Share is an option on the <b>Quick Access Toolbar</b> - which is available from the links on the top right side of any page. This toolbar has actions you can perform depending on where you

		are at including: Share, Follow, Sync, Edit or Focus on content.
	Click the <b>Follow</b> icon from whatever page, library or list you are on to “Follow” that page, library or list.	Follow is an option on the <b>Quick Access Toolbar</b> - which is available from the links on the top right side of any page. This toolbar has actions you can perform depending on where you are at including: Share, Follow, Sync, Edit or Focus on content.
	Click the <b>Sync</b> icon to create a synchronized copy of a page, list or document library on your computer.	Sync is an option on the <b>Quick Access Toolbar</b> - which is available from the links on the top right side of any page. This toolbar has actions you can perform depending on where you are at including: Share, Follow, Sync, Edit or Focus on content.
	Click the <b>Edit</b> icon to get into page edit mode for the page that you are on.	Edit is an option on the <b>Quick Access Toolbar</b> - which is available from the links on the top right side of any page. This toolbar has actions you can perform depending on where you are at including: Share, Follow, Sync, Edit or Focus on content.
	Click the <b>Save</b> icon to save any changes you have made to that page.	Save is an option on the <b>Quick Access Toolbar</b> - which is available from the links on the top right side of any page. This toolbar has actions you can perform depending on where you are at including: Share, Follow, Sync, Edit or Focus on content.
	Click the <b>Focus on content</b> icon to hide the left quick launch menu and edit the page without that navigation.  NOTE: If you want to unhide the quick launch menu, click the <b>Focus on content</b> icon again.	Focus on content is an option on the <b>Quick Access Toolbar</b> - which is available from the links on the top right side of any page. This toolbar has actions you can perform depending on where you are at including: Share, Follow, Sync, Edit or Focus on content.

Home	Click <b>Home</b> to access the homepage for your site.	Home is an option on the <b>Quick launch menu</b> - which is found on the left side of any site page.
Documents	Click <b>Documents</b> to view the main document library for your site.	Documents are an option on the <b>Quick launch menu</b> - which is found on the left side of any site page.
Recent	Click any of the items below <i>Recent</i> to access any new list, document library or page that may have been recently created for your site.	Recent is an option on the <b>Quick launch menu</b> - which is found on the left side of any site page.
Site Contents	Click <b>Site Contents</b> to view a page displaying all of the contents for your site including: <ul style="list-style-type: none"> <li>• <b>Apps</b>- click to view any lists, libraries or other apps available on your site.</li> <li>• <b>Subsites</b>- click to view existing subsites or create a new subsite.</li> <li>• <b>Site workflows</b>- click to view any existing workflows for your site or to start a new workflow.</li> <li>• <b>Settings</b>- click to access the Site Settings page.</li> <li>• <b>Recycle bin</b>- click to view the recycle bin for your site.</li> </ul>	Site Contents is an option on the <b>Quick launch menu</b> - which is found on the left side of any site page.
 EDIT LINKS	Click the <b>Edit Links</b> icon to edit and change the order of the links in this menu.	Edit Links is an option on the <b>Quick launch menu</b> - which is found on the left side of any site page.
	Enter content in the <b>search box</b> and click the <b>magnifying glass</b> icon to conduct a search from any page.	The <b>Search box</b> is found on the top right side of any site page.

### 1.3 Getting Help

You can access the help icon from the Settings menu (the links on the top right side of any page). If you click this icon, you can search or navigate through a list of common SharePoint 2013 help topics.



If you have any specific questions about Fermilab, please open a Service Desk ticket:  
<https://fermi.service-now.com>.

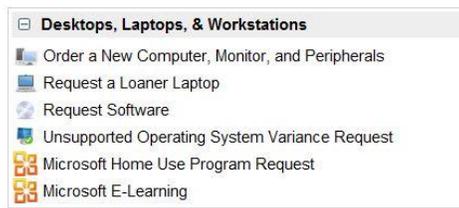
## 1.4 Additional Training Opportunities

If you are a Fermilab employee or contractor, you can request online, computer-based SharePoint training through the Fermilab Service Desk by performing the following:

1. Login to Service Now: <https://fermi.service-now.com/fsc/>
2. From the Self-Service area, select **Service Catalog**.



3. From the Service Catalog page that appears, in the Desktops, Laptops, & Workstations area, select **Microsoft E-Learning**.



4. Follow the steps provided in the Microsoft E-Learning form.

## 2.0 Pages

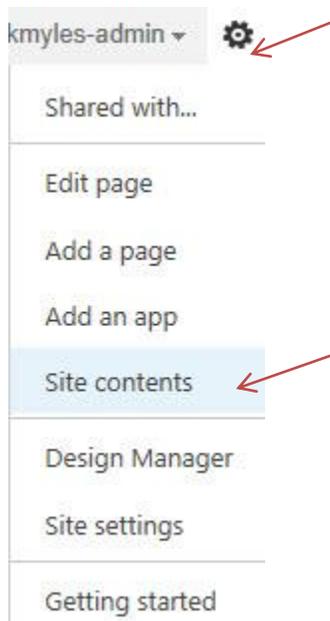
A site has a variety of features, depending on what site template was enabled when the site was created. A team site is the most common site template available in Fermipoint. Features include a homepage, a document library and optional features such as a calendar, task list, blog or various other pages, lists and libraries.

A page is a single web page on a Fermipoint site. Pages are a part of a site, and are not available as a standalone feature. There may be multiple pages on a single Fermipoint site or subsite.

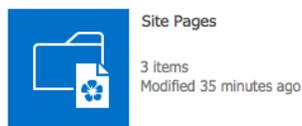
### 2.1 Access a Site Page

You can access a particular page by performing the following:

1. From the Quick Access Toolbar on the top of a site, select the **gear icon** and **Site Contents**.

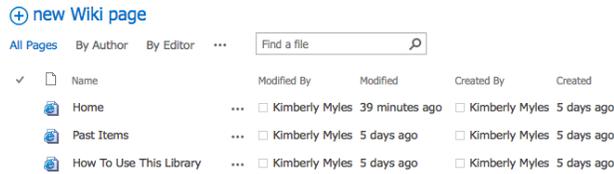


2. From the Site Contents page that appears, select **Site Pages**.



3. From the **Site Pages** page that appears, click the **Name** of the page you want to open.

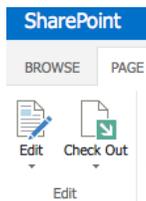
## Site Pages



## 2.2 Edit a page

You can edit the contents of a page and save your changes by getting into page “Edit” mode:

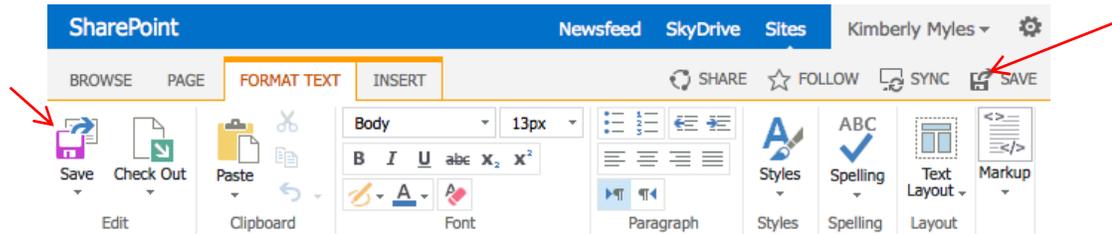
1. From the top menu, click **Page** and click **Edit** to get into page edit mode.



NOTE: You can also click the **Edit** icon from the top menu to get into page edit mode.



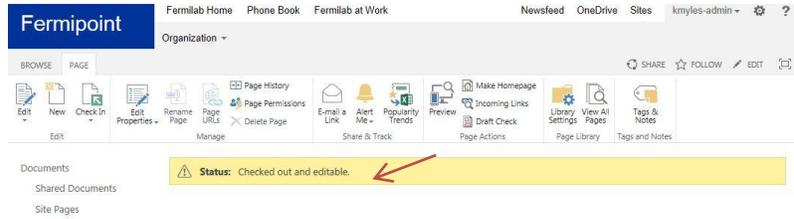
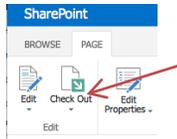
2. Once you are finished making your edits, click **Save** from either the Ribbon or from the top menu to save your changes.



## 2.3 Check out a page

You can check out a page that you are working on to freeze it so other contributors can only view a read-only version of the page. This can prevent others from overwriting your changes if you were editing the same page at the same time.

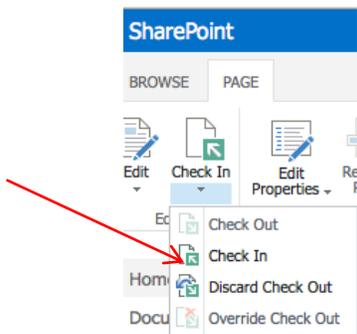
1. Navigate to the page you want to check out and click the **Page** tab.
2. From the ribbon, select **Check Out**.



## 2.4 Check in a page

You can check in a page you previously checked out to save your changes and allow others to have a chance to edit the page. Once you are finished making changes and are ready to check in your changes, perform the following:

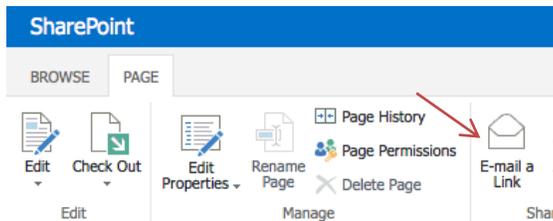
1. Click **Check in** to check your page in and save your changes.
2. Click **Discard Check Out** if you do NOT want to save your changes and you want to make the page available for others to edit.



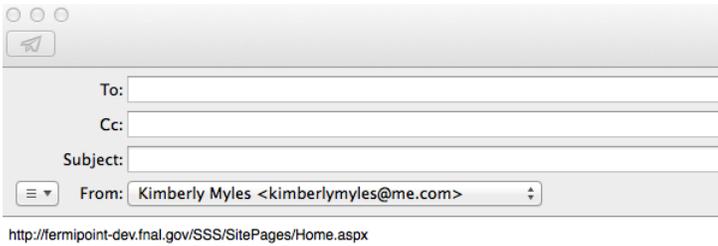
## 2.5 Email a link to a page

If you want to email a link to a page, you can navigate to that page and copy the URL and paste it into an email or you can let SharePoint perform this for you.

1. Navigate to the page you want to email a link for.
2. Select the **Page** tab and from the ribbon select **Email a Link**.



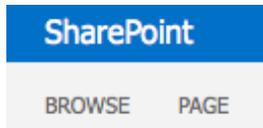
A new blank email will appear with a link to the page that you want to email a link for.



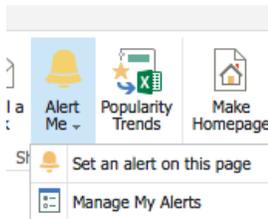
## 2.6 Set an alert for a page

You can set an alert so that you are notified by email any time content changes on a particular page.

1. Navigate to the page you want to set an alert for.
2. From the top menu, select **Page**.



3. From the ribbon, select **Alert Me**.
4. From the dropdown menu that appears, select **Set an alert on this page**.



5. From the form that appears, determine when to receive alerts by selecting one of the options in the "Send me an alert when:" field.
6. You can determine the frequency of alerts you receive by selecting one of the options from the "When to Send Alerts" field.

## Site Pages: Home.aspx - New Alert



You can enter user names or e-mail addresses. Separate them with semicolons.

Users:

Kimberly Myles x

### Delivery Method

Specify how you want the alerts delivered.

Send me alerts by:

E-mail

kmyles@fnal.gov

Text Message (SMS)

Send URL in text message (SMS)

### Send Alerts for These Changes

Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.

Send me an alert when:

Anything changes

Someone else changes a wiki page

Someone else changes a wiki page created by me

Someone else changes a wiki page last modified by me

Someone changes an item that appears in the following

view:

Created By Me

### When to Send Alerts

Specify how frequently you want to be alerted. (mobile alert is only available for immediately send)

Send notification immediately

Send a daily summary

Send a weekly summary

Time:

Tuesday

1:00 PM

OK

Cancel

- When you are ready to save your changes, click **OK**.

## 3.0 Document Libraries

A document library is a special kind of list that allows you to manage files such as documents, spreadsheets and presentations all in one place. For those with contribute permission or higher, you can open and edit any documents stored in the library, check a document out to freeze it so others can't make changes, and then save it back to your library so others can update it.

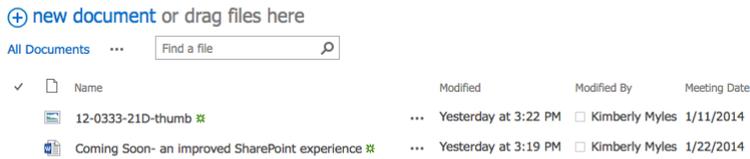
### 3.1 Find a file

Besides the "Search this site" search box there is also a "Find a file" search box specifically for document libraries.

To search for a particular document:

1. Insert a term in the **Find a file** field and click the magnifying glass icon to conduct your search.

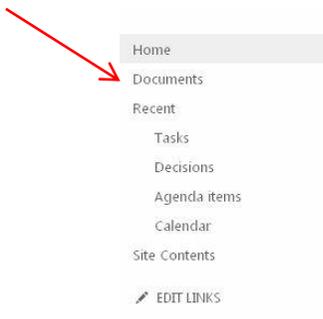
## Documents



### 3.2 Upload a document

You can upload a document into your library as follows:

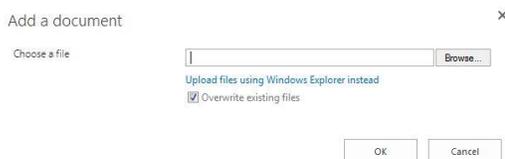
1. From the left Quick Launch menu, select **Documents**.



2. Click **new document**.

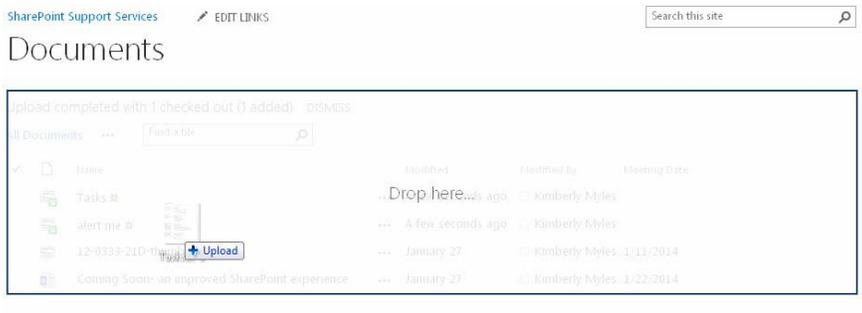


3. From the Add a document popup text box that appears, click **Browse** to add a single document or click **Upload files using Windows Explorer** to upload multiple documents.



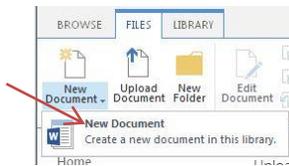
### 3.3 Upload a document with Drag and Drop

1. Navigate to your desktop or a folder and select the document you want to add.
2. Drag it to your library and drop it where you see the *Drop Here* message.



### 3.4 Add a new document

1. From the document library you want to add a document to, select the **Files** tab.
2. From the Ribbon, click the New Document button.
3. From the dropdown menu that appears, click New Document.

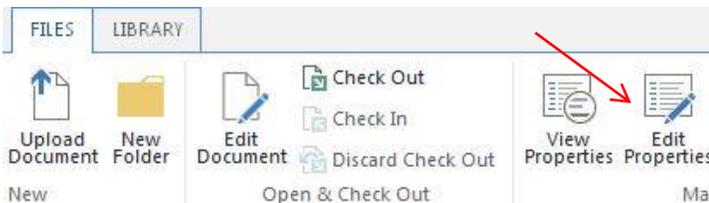


### 3.5 Edit a document's properties- from the Ribbon

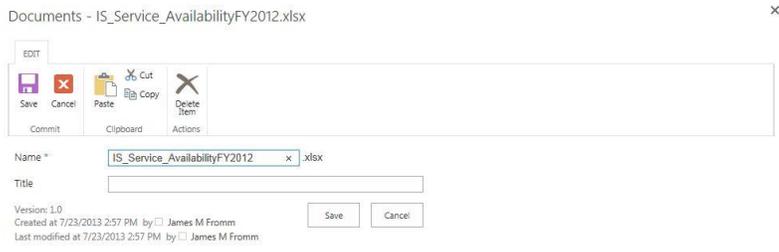
1. Navigate to the document library and select the document you want to update the properties for.



2. Click the **Files** tab.
3. From the Ribbon, click **Edit Properties**.



4. From the form that appears, update the properties such as the Name of the file and click **Save** to save your changes.

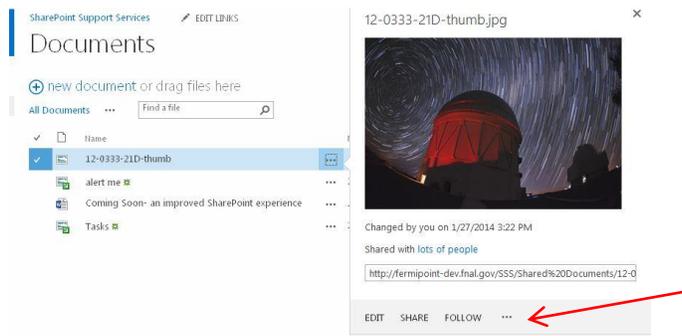


### 3.6 Edit a document's properties- from the ellipsis

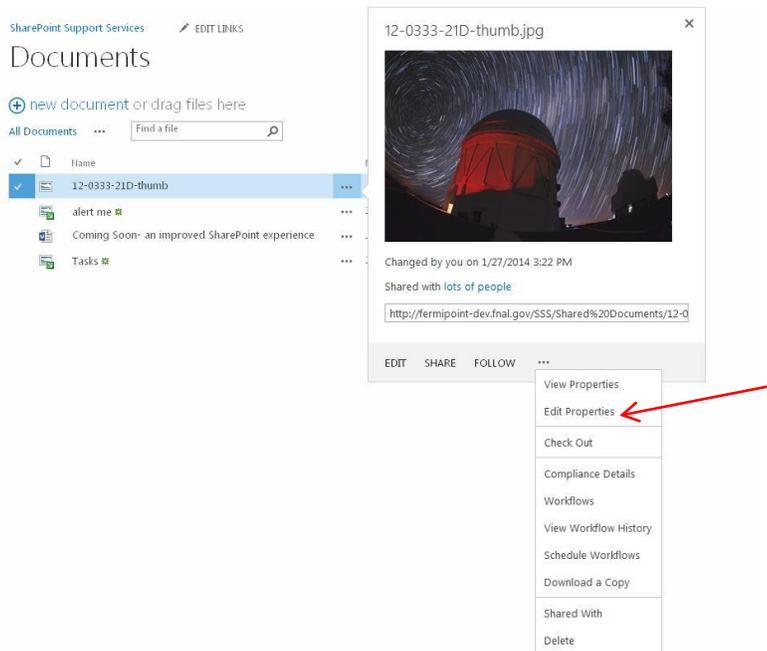
1. Navigate to the document library with the document that you want to update and select the **Ellipsis** next to the Name of the document.



2. From the popup window that appears, select the Ellipsis again.



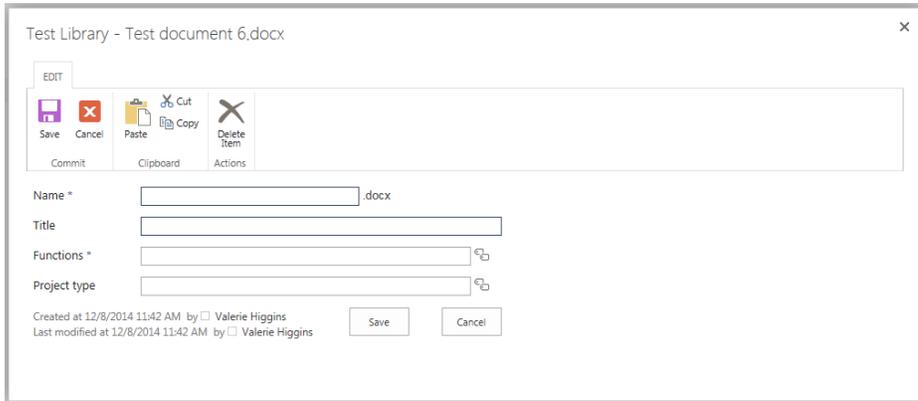
3. From the dropdown menu that appears, select Edit Properties.



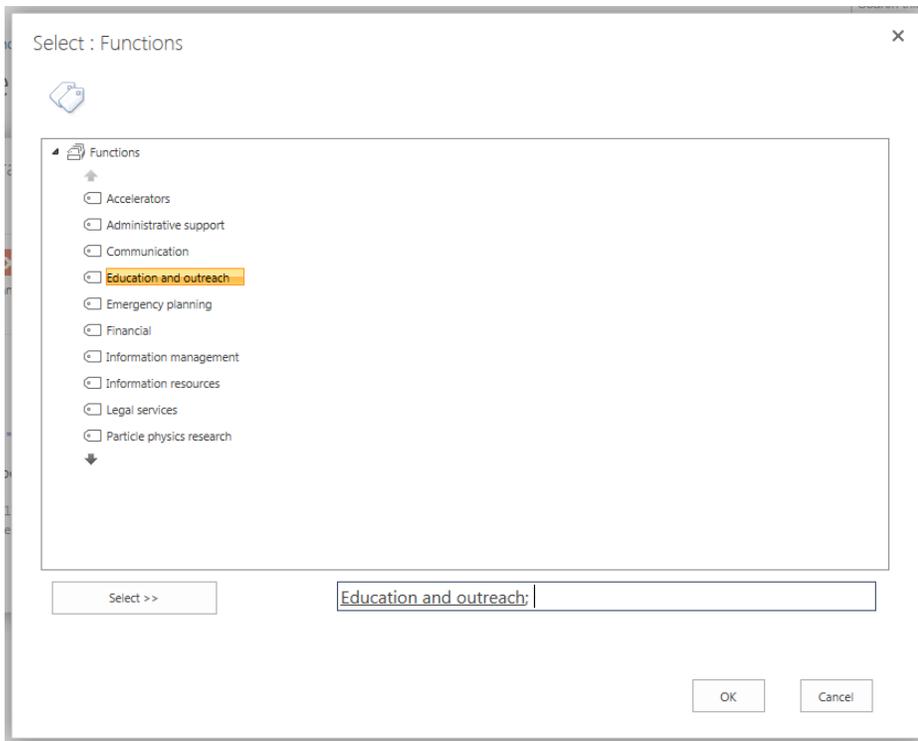
### 3.7 How to use document properties

The properties of the document are information about that document, such as the document's name. Some document libraries use properties called "terms," which are descriptions of the subjects covered by a document. The terms are shared by all SharePoint sites, so they are consistent across the lab. Just like using a hashtag on a social media post, "tagging" your document with terms will allow you and others to more easily find documents on subjects that interest you.

1. When you create a document or edit its properties, you will see a screen similar to this:



2. Type in properties like "Name" and "Title."
3. Find terms for the document (in this case "Functions" and "Project type") by clicking on the tags to the right of the field. This will open a screen like this:



4. You can view more terms by clicking on the up or down arrows. Double-click on a term to select it, and then click "OK."

- If it is enabled on your site, you may filter your search results using the terms with which the results are tagged. For example, in the screenshot below, the user has searched for “test document” and may now filter the results to see only those documents tagged with “Particle physics research,” “Accelerators,” etc. To limit the results to those tagged with particular terms, check the box next to the term(s) you are interested in, then click “Apply.”

The screenshot shows the Fermilab search interface. At the top left is the Fermilab logo. To its right is a search bar containing the text "test document" and a magnifying glass icon. Below the search bar are several filter options: "Everything", "People", "Conversations", and "Videos". Underneath these are "Result type" and "Preference for results in English".

The main content area displays search results. The first result is titled "TESTChapter 1—Fermilab Research" with a document icon. Below it is a description: "Fermilab's mission is to advance the understanding of the fundamental nature of matter and energy by providing leadership and resources for qualified researchers to conduct basic ...". The second result is titled "A Admin Test Document.docx" with a document icon and a URL: "web.fnal.gov/services/PFX/.../A Admin Test Document.docx".

On the left side, there is a "Functions" section with a list of categories, each with a checkbox:
 

- Particle physics research
- Accelerators
- Physical infrastructure
- Information resources
- Technology transfer
- Administrative support
- Education and outreach
- Financial
- Sustainability
- Communication
- Information management
- Emergency planning

 Below this list are the options "Other Value" and "Apply | Clear".

Additional search results include:
 

- "Test document 3" with a document icon, description "This is test document 3", and URL "mypoint.fnal.gov/personal/vhiggins/.../Test document 3.docx".
- "Test document 3" with a document icon, description "Shared Documents/Test document 3.docx", and URL "mypoint.fnal.gov/personal/.../Shared Documents/Test document 3.docx".
- "Test document 1" with a document icon, description "Shared Documents/Test document 1.docx", and URL "mypoint.fnal.gov/personal/.../Shared Documents/Test document 1.docx".
- "ADFS Testing Instructions" with a document icon, description "Please read through the instructions for each test case and add test results to the table at the bottom of each test case ... Please indicate whether each test passed, failed and if it ...", and URL "fermipoint.fnal.gov/organization/cs/ccd/.../ADFS test cases\_PC.docx".
- "User Testing Status Discoverer User Queries" with a document icon, description "EBS Upgrade Core Team Meeting 8/24/2012, 1:00pm ... Attending: Debbie Griffin, Jack Kelly, Peter ... Refresh Date: Debbie provided a printed EBSR12 QA MONTH-END CLOSE TEST document ...", and URL "fermipoint.fnal.gov/.../EBS12U-CoreTeam-2012-08-24b-Notes.docx".

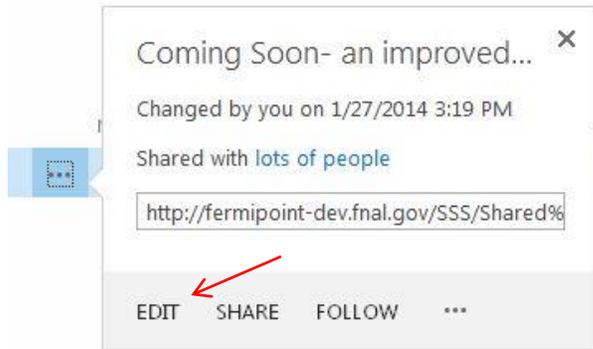
### 3.8 Edit a document

You can edit documents stored in a document library in one of several ways:

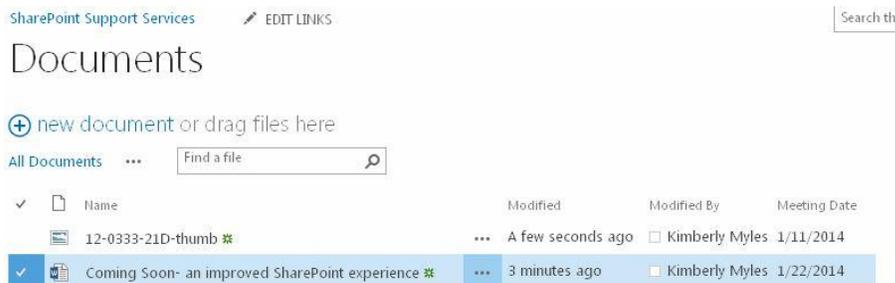
- Click the ellipsis next to the name of your document.



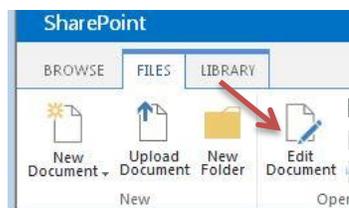
- From the popu that appears, click **Edit**.



- Alternatively, you select the document you want to edit from the document library.



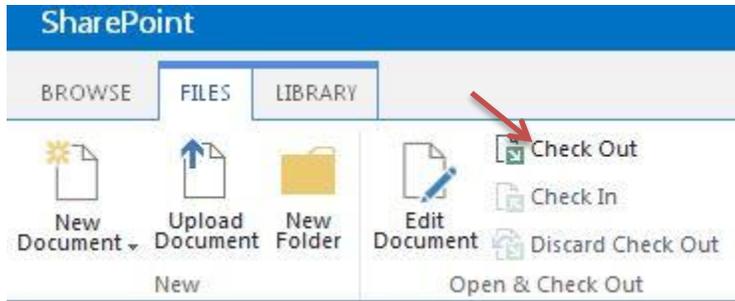
- Click the **Files** tab and from the Ribbon, select **Edit Document**.



### 3.8 Check out a document

You can freeze a document so that only you can make edits while others are only able to view a read-only version of it.

- Select the document (image or page) you want to check out.
- From the ribbon, select **Check Out**.



NOTE: A small green icon with a down arrow will now appear next to your document indicating it's checked out.

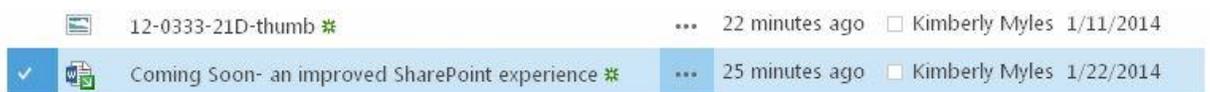


### 3.9 Check in a document

When you are done making changes to a checked out document, you can check it in. This unfreezes your document and allows others to check it out if they wish.

NOTE: When you check in a document, you also save any changes you have made while the document was checked out. If you don't want to save these changes, choose **Discard Check Out** to check the document back in without saving your changes.

1. Navigate to the document you want to check in and select it.



2. Click the **Files** tab.
3. From the ribbon, select **Check in** to check in and save your changes (or **Discard Check Out** to discard your changes and check in your document without saving these changes.)



## 4.0 Lists

There are different kinds of lists that you can use in Fermipoint to track information. A list is similar to a spreadsheet or a table in a database. Data is entered in rows and each row is called a (list) item. A list can have multiple columns containing rows of data.

Fermipoint offers three basic kinds of lists:

- **Communication lists** are used for announcements, contacts and discussion boards.
- **Tracking lists** are used for links, calendars, tasks, issues and surveys.
- **Custom lists** are built from a basic template. You create this list with the exact columns you need.

Contributors can update existing lists by adding new list items.

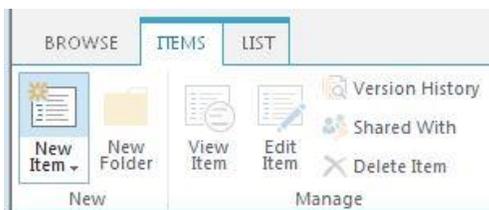
You can use certain features in Fermipoint to make working with lists much easier. For example, you can set alerts so that whenever a list or list item is updated, you can receive emails indicating what was updated. You can also create personal “views” of a list, which allows you to re-arrange columns, show or hide columns, sort all columns according to a particular column or collapse list items under categories that are determined by responses entered into a particular column.

### 4.1 Add a list item

1. Navigate to the list you want to update.
2. Select new item to add a new item to the list.



Or you can also add a new item by selecting the **Items** tab, and from the Ribbon, selecting **New Item**.



3. A form will appear that you can fill out. Each field in the form corresponds to a column in the list that you can populate. From the ribbon, you can select **Attach File** to attach a document to a list item or click **Delete Item** to delete the attachment.
4. Once you are done with your changes, click **Save**.

The form in the example below is for a task list but there are other types of lists including custom lists, a calendar etc. that you can add list data to.

Task name <sup>\*</sup>

Start date

Due date

Assigned to

Description

Status

Priority

Meeting Date <sup>\*</sup>

## 4.2 Edit a list item

To edit an existing list item:

1. Navigate to the list you want to update. Click the space in front of the list item to select it.

NOTE: The list item will then be highlighted.

[+ new item](#) or [edit this list](#)

All items

<input checked="" type="checkbox"/>	Task name	Start date	Due date	Assigned to	Description	Status	Priority	Meeting Date
<input checked="" type="checkbox"/>	Test #	2/21/2014	2/17/2014	<input type="checkbox"/> kmyles-admin	adfjksohg[weoriuhje9UJRwmdkzxc	Enter Choice #1	Enter Choice #2	2/20/2014
<input type="checkbox"/>	Test 2 #	2/18/2014	2/21/2014	<input type="checkbox"/> Kimberly Myles	fjhwkweafriP;WERf.ndcx	Enter Choice #1	Enter Choice #2	2/14/2014

2. Alternatively, click **edit this list** to edit the entire list.

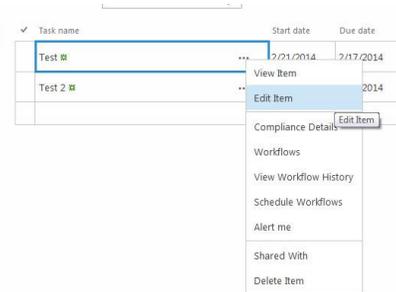
[edit this list](#)

There are various ways you can now update a list item:

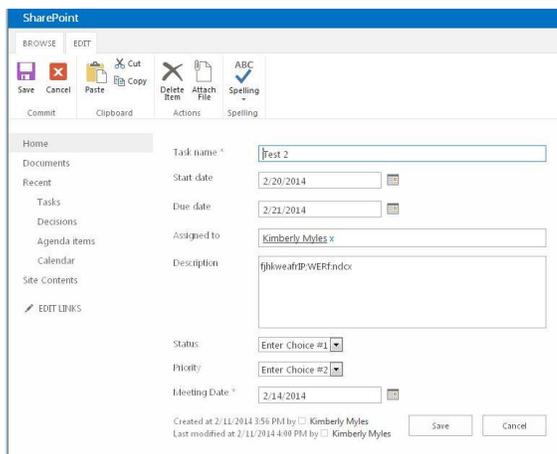
3. Click the ellipsis next to the name of the item you want to update.



4. From the dropdown menu that appears, select **edit item**.



5. Or you can click the name of your list item and then select the Item tab from the Ribbon and click **Edit Item**.
6. In either case, the original form will appear. You can make changes to any field in the form and then click **Save** (either from the form or from the Ribbon) to save your changes.



### 4.3 Set an alert for a list (or list item)

Alerts are simply email notices that alert you that something in a list or list item has been updated. You can set the frequency and conditions of these alerts when you first create an alert.

1. Navigate to the list you want to set an alert for.
2. Select the **List** tab (or **Items** tab if you want to set an alert for a particular item only).



3. Click Alert me.



4. From the dropdown menu that appears, select **Set alert on this list**.



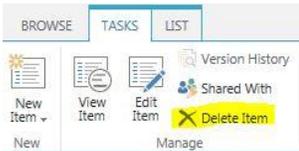
5. Fill out the form with your preferences and click **OK** to save your alert.

## 4.4 Delete a list item

1. Navigate to the list item that you want to delete and select it.
2. Click the **Items** tab (or Tasks tab if this is a tasks list).



3. From the ribbon, select **Delete Item**.



4. From the *Message from webpage* dialog box that appears, select **OK**.  
The list item that you wanted to delete should now be deleted from your list.

## 5. Working with Views

For a list or library, you can decide to show or hide columns and present them in the order you want by creating a “View.” There are different view formats you can select from such as Gantt chart, Datasheet, and Calendar views, but the type of view you will likely work with the most is the Standard view- which is the default view for a list or library.

## 5.1 Create a personal View

You can create a view for a list or library and show or hide columns from that list or library. Contributors can create personal views that only they can see.

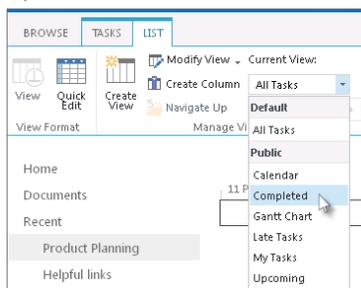
1. Click the **List** (or **Library**) tab and choose **Create View**.
2. From the View Type page that appears, click the type of view you want to use: **Standard View** (recommended); **Calendar View**; **Datasheet View** or **Gantt View**.
3. From the Create View form that appears, fill out the following:
  - Enter a name in the View Name field.
  - Select whether you want to create a personal or public view in the View Audience field.
  - In the Columns field, enable checkboxes next to each column you want to display (or uncheck the columns you want to hide.)
  - Set the order for your columns by selecting a number next to each column name. (Note: the list will automatically recalibrate once you make a selection.)
  - You can filter your columns by entering conditional statements in the Filter field.
  - You can group your list by choosing either one or two columns to group your list by from the Group By field.
4. Click to **Save** to save your view.

For more about views, please see the following article from Microsoft:

<http://office.microsoft.com/en-us/sharepoint-server-help/create-change-or-delete-a-view-of-a-list-or-library-HA102774516.aspx>

## 5.2 Edit a personal view

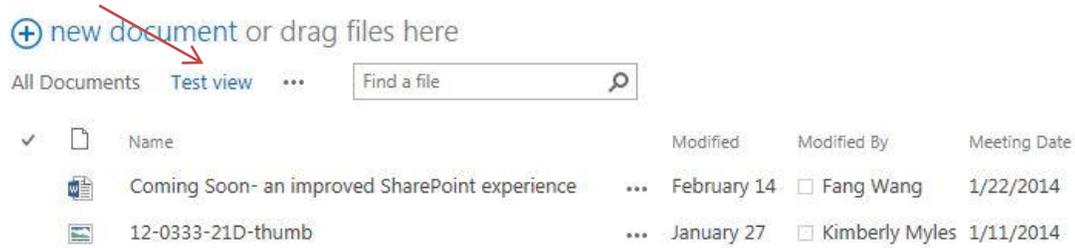
1. From the list or library you want to edit a view for, click the **List** or **Library** tab.
2. From the Ribbon, select the **Current View** dropdown list and select the view you want to update.



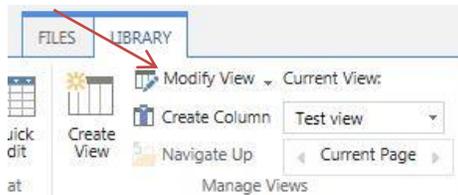
3. Click the **List** or **Library** tab again and select **Modify View**.
4. The original form (from when the view was created) will appear. Make your changes to the form and click **OK** to save your changes.

## 5.3 Delete a personal view

1. Navigate to the view you want to delete by clicking it. (It should be an option in the breadcrumb area for that list or document library.)



2. Click the Library (or List) tab and select **Modify View**.



3. From the form that appears, click **Delete**.

Settings > Edit View ⓘ



## 6.0 MyPoint – the social area of FermiPoint

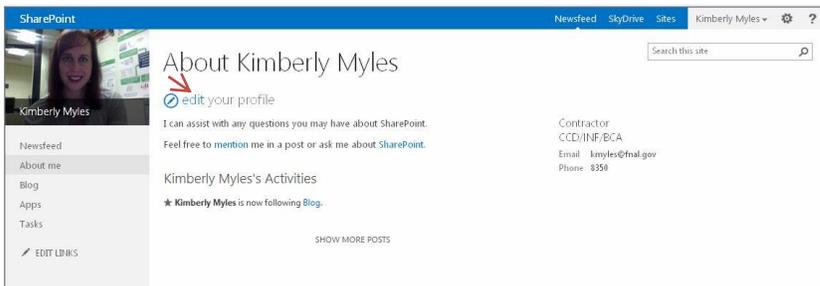
MyPoint is a “central location to store personal content.” If you have a services account and password, then you will have your own About Me page in MyPoint with basic contact details. This page will also appear whenever another user conducts a people search for you. In addition, you will also have your own personal blog, task list and the option to create team site subsite(s) that you can manage, which will include a documents library.

### 6.1 Edit your About Me profile

You can click on your name from the upper right hand corner of any page to select a link to your **About me** page.



1. You can edit your About me profile by clicking the **edit your profile** link on your About me page.



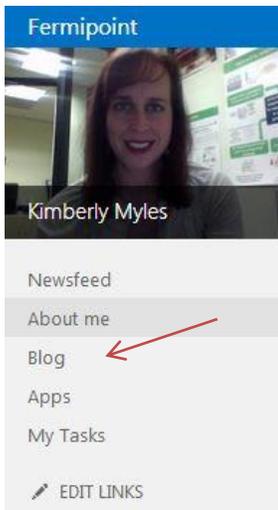
Please NOTE: there are some fields that are system generated and others that you can update. The fields that you can normally update are your picture, **About me** and **Ask me About**.

2. Once you have made your updates, click **Save all and close**.

## 6.2 Access your Blog

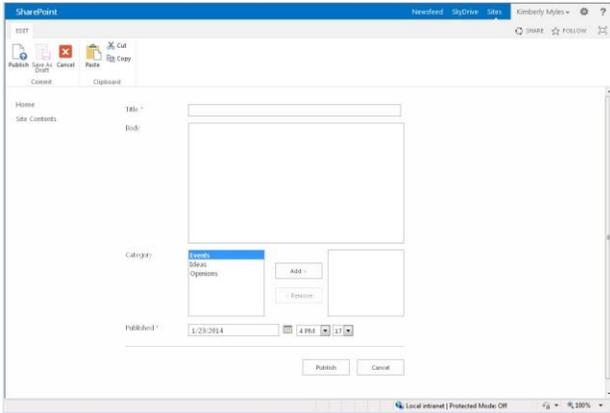
Each Fermipoint user will have a personal Blog by default. You can use this to share your thoughts on a particular topic with your peers.

1. You can access your blog by clicking **Blog** from the quick launch menu on your **NewsFeed**, **About Me**, **Apps** or **Tasks** pages.



## 6.3 Create a blog post

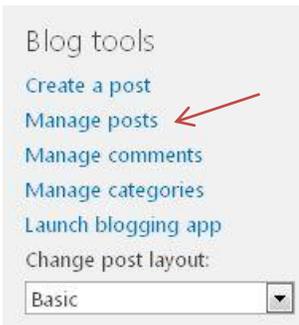
1. From the Blog tools area, select **Create a post**.
2. A form will appear. Fill out the **Title** field to title your blog and enter content in the Body field. You can choose a category for your blog if you wish from a list of existing categories such as Events, Ideas, opinions and click **Add** to select them. You can also select the date and time the article is published.
3. You can choose to save the draft of your blog by clicking **Save as Draft** from the ribbon or if you are ready to publish, click **Publish**.



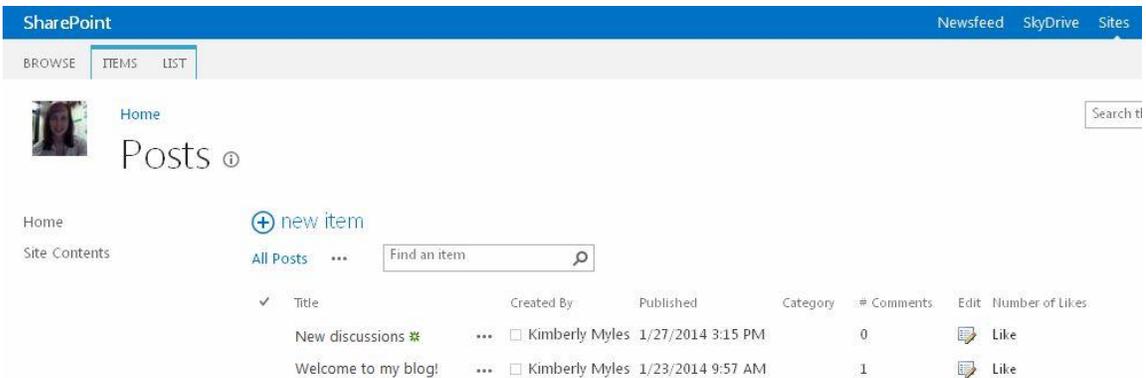
## 6.4 Manage blog posts

You can manage your blog posts, comments and categories from the Blog tools area of your blog found on the right side of a blog page.

1. From the Blog tools area of your blog, select **Manage posts**.

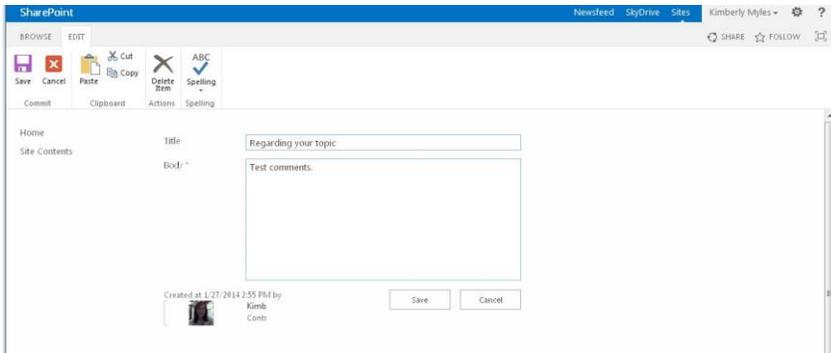


2. From the page that appears, choose **new item** to add a new post, or you can click on the title of any existing blogs to add a comment or like the blog.



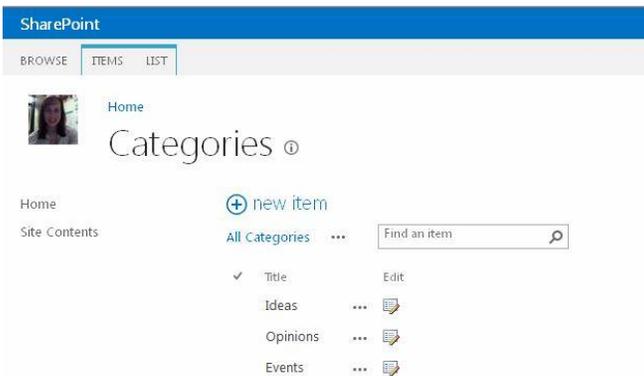
## 6.5 Manage Comments

1. You can edit your blog by selecting **Manage comments** from the blog tools area.
2. From the form that appears, make changes to the title and body of your comments and then click **Save** to save your changes.

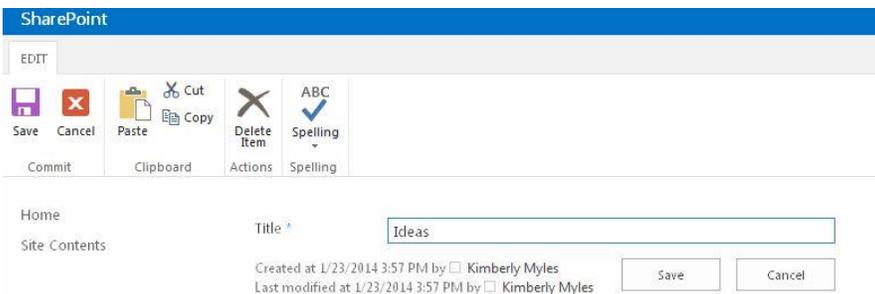


## 6.6 Manage Categories

1. From the Blog tools area of your blog, select **Manage categories**.
2. Next to the category you want to update, click **Edit**.



3. Change the title and click **Save** to save your changes.



## 6.7 Following

You can follow a person, a site, a document, any content on your site to track it for any changes made to this content. When you follow content you can see notifications in your newsfeed anytime someone else updates the file or shares it. To perform this, navigate to the content you want to “follow.”

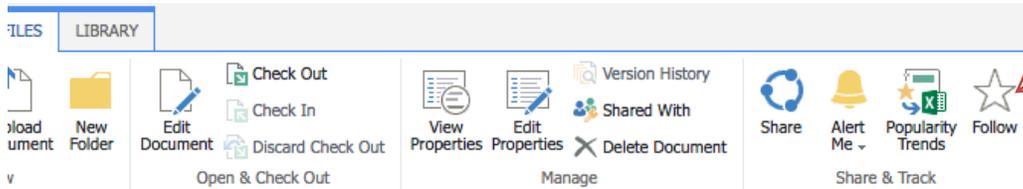
For more information on following, please see the following help topic:

<http://office.microsoft.com/en-us/office365-sharepoint-online-enterprise-help/follow-documents-to-track-them-HA102785928.aspx>

## 6.9 Follow a document or file in a library

To follow a document or other file:

1. Navigate to the library where the file is stored and select it.
2. From the Files tab, select **Follow**.



3. You will now get a newsfeed notification when someone updates the document. Anyone who may be following you will get a newsfeed notification that you're following the file.

Following Everyone Mentions ...

🔔 Ronald C Cudzewicz posted "CSADay Poster Work" on CSTBlog

🔔 Ronald C Cudzewicz posted "CSADay 2012" on CSTBlog

🔔 Ronald C Cudzewicz posted "Working Agenda draft" on CSTBlog

🔔 Mark O Kaletka posted "07/04/2014" on Blog

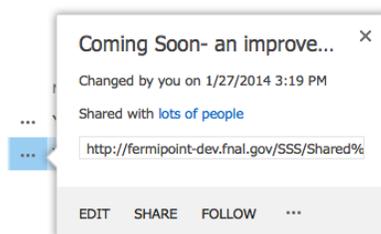
★ Kimberly Myles is now following Vicky's COO Blog.

## 6.10 Follow a document or file from your newsfeed

1. From the top menu, select **Newsfeed**.



2. From the Newsfeed page, click the document or file you want to follow (if you have permission.)
3. Click the ellipsis (...) next to the document or file you want to follow.
4. From the popup that appears, select **Follow**.



## 6.11 Stop Following

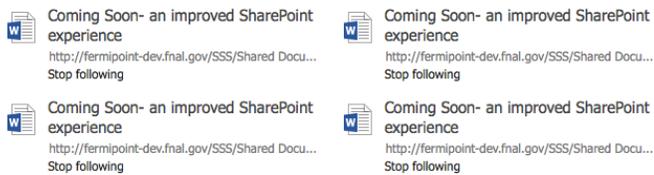
If you no longer want to follow a document or file:

1. From the top menu, click **Newsfeed**.
2. Under the *I'm Following* area, click the number of documents you are following.



3. From the *Docs I'm Following* page that appears, select **Stop following** from beneath each document or file you want to stop following.

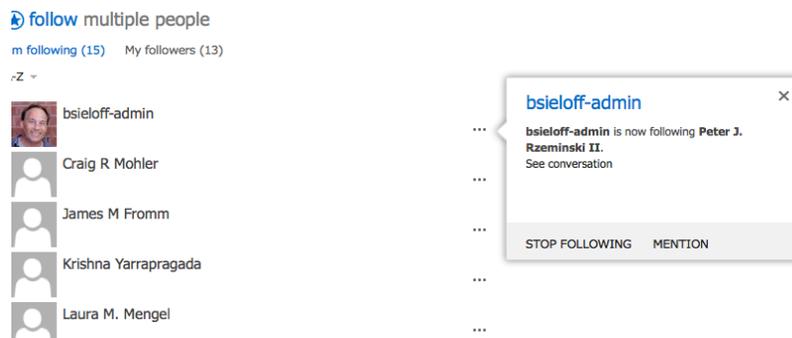
### Docs I'm following



If you want to stop following a person perform the following:

1. Under the *I'm following* area, select the number of people you are following.
2. From the *People I'm following* page that appears, select the Ellipsis next to the person you no longer want to follow.
3. From the popup that appears, click **Stop Following**.

### People I'm following



## 6.12 Newsfeed

Your newsfeed provides a useful overview of all the content that you are following, whether that is a person, item, document, site or tag. If you are following content and it gets updated, you will get a notification on your newsfeed.

For example, if you are following a tag, you can look in the Trending #tags area. Click on the tag you are following, and you will see who else might have used this tag in Fermipoint.

Everything you follow is security trimmed so that you only see updates for the content you have permission to access.

## 6.13 Sites

From the list of links in the upper right hand corner of any SharePoint page, you can select Sites to quickly view any sites that you are following.

