

VIS Migration & Replacement Project Solution Knowledge Transfer Content Editing Basics

for
Washington State
Office of the Secretary of State

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4/8/12



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1 SharePoint Administrative Access

1.1 Adding Users to SharePoint

1.2 Administrator Log In

Site administrators can sign in to the SharePoint solution to make branding, content, and navigation changes through the following steps:

1. Navigate to the any page of the site. Note: if the administrator wishes to make changes to a specific page, they can navigate directly to that page, or log in from any page on the site and subsequently navigate to the correct page. The order is dependent on the administrator's preference.
2. In the URL, delete everything from /Pages onward and replace with /_layouts/authenticate.aspx.



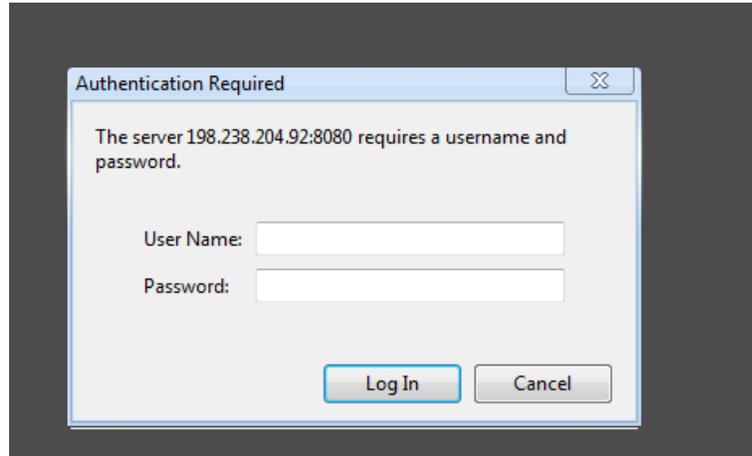
3. Examples of URLs are below. Note that these can be bookmarked by the administrator for future use.

http://198.238.204.92:8080/county/asotin/en/_layouts/authenticate.aspx

http://198.238.204.92:8080/county/asotin/en/Elections/_layouts/authenticate.aspx

http://198.238.204.92:8080/county/skagit/_layouts/authenticate.aspx

4. Enter the administrator credentials in the dialog box according to the following and click Log In:
Domain\User name
Password



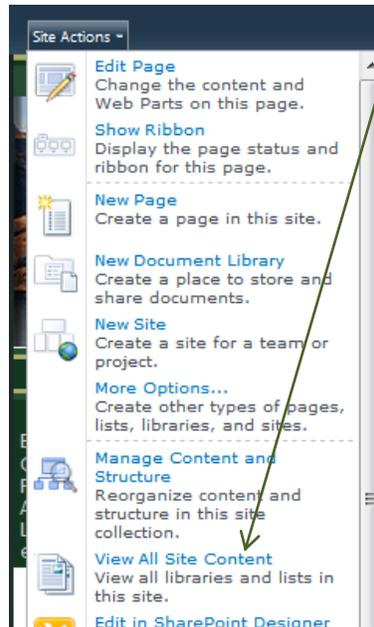
5. When the administrator has been successfully authenticated, the site will display the SharePoint Site Actions and System Account drop down boxes.



2 Managing Content – the Basics

2.1 View and Edit Existing Site Content

1. Navigate to the site or page from which you would like to view the content.
2. From the Site Actions drop down menu, select View All Site Content.



3. All Site Content provides the following:

Link to home page

Site structure & links

English ▾ All Site Content
Displays all sites, lists, and libraries in this site.

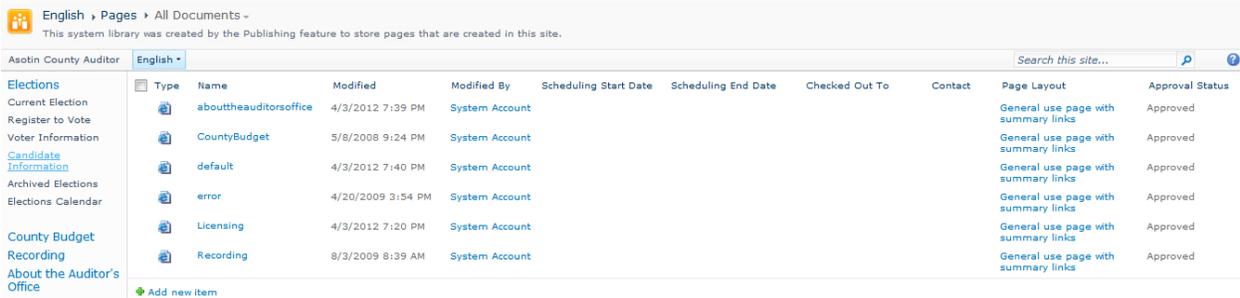
Asotin County Auditor English ▾ Search this site...

[Create](#) [Site Workflows](#) View: All Site Content ▾

	Items	Last Modified
Document Libraries		
Documents	This system library was created by the Publishing feature to store documents that are used on pages in this site.	
Images	1	4 days ago
Pages	6	3 days ago
Picture Libraries		
There are no picture libraries. To create one, click Create above.		
Lists		
<input type="checkbox"/> WEI Branding Content	This list masters graphical and textual content elements used on WEI master page.	
	12	11 days ago
Workflow Tasks	This system library was created by the Publishing feature to store workflow tasks that are created in this site.	
	0	2 weeks ago
Discussion Boards		
There are no discussion boards. To create one, click Create above.		
Surveys		
There are no surveys. To create one, click Create above.		
Sites and Workspaces		
Elections	22 minutes ago	
Recycle Bin		
Recycle Bin	Use this page to restore items that you have deleted from this site, or to empty deleted items.	
	0	

2.2 View Site Pages

1. From All Site Content, click on Pages
2. The Pages currently available within the site are displayed



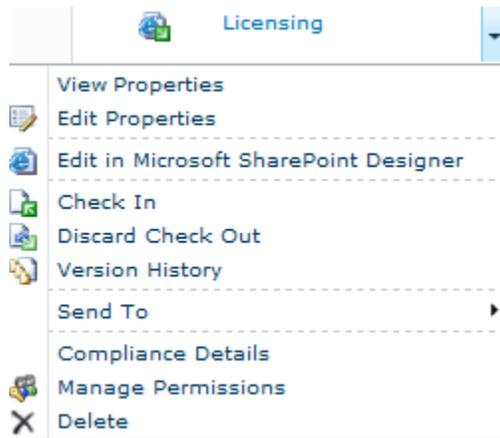
English > Pages > All Documents -
This system library was created by the Publishing feature to store pages that are created in this site.

Asotin County Auditor English Search this site...

Type	Name	Modified	Modified By	Scheduling Start Date	Scheduling End Date	Checked Out To	Contact	Page Layout	Approval Status
	abouttheauditorsoffice	4/3/2012 7:39 PM	System Account					General use page with summary links	Approved
	CountyBudget	5/8/2008 9:24 PM	System Account					General use page with summary links	Approved
	default	4/3/2012 7:40 PM	System Account					General use page with summary links	Approved
	error	4/20/2009 3:54 PM	System Account					General use page with summary links	Approved
	Licensing	4/3/2012 7:20 PM	System Account					General use page with summary links	Approved
	Recording	8/3/2009 8:39 AM	System Account					General use page with summary links	Approved

Add new item

3. To see the content of a page, highlight the page and select Edit Properties from the drop down menu



4. Page details such as name (added to URL), title, and page content are available. HTML markup is also available.

The screenshot shows a Microsoft Word window titled 'Pages - Licensing.aspx'. The ribbon is set to 'Editing Tools' with 'Format Text' and 'Insert' tabs visible. The ribbon includes sections for Clipboard, Font (Verdana, 11px), Paragraph, Styles, Spelling, and Markup. The main content area, labeled 'Page Content', displays a web page layout for 'Vehicle Licensing'. The page has a header with a logo for 'WASHINGTON InternetTabs' and 'EVERGREEN STATE'. Below the logo is a text prompt: '(Click on picture for Internet Tabs)'. The main content is divided into two columns. The left column is titled 'Vehicle Licensing' and contains an 'Introduction' section. The right column is titled 'Contact Information' and contains details for two offices: 'Asotin County Auto License Office' and 'Licensing Etc'. The 'Asotin County Auto License Office' section includes the address '135 2nd St, PO Box 129 (mailing address), Asotin, WA 99402', a phone number '(509) 243-2084', and hours: 'Mon - Thurs 7:30 AM - 5:30 PM' and 'Fri 7:30AM - 1:00PM'. The 'Licensing Etc' section includes the address '914 6th St, Clarkston, WA 99203', a phone number '(509) 758-7611', and hours: 'Mon - Fri 9:00 AM - 5:00 PM'.

Vehicle Licensing

WASHINGTON
InternetTabs
EVERGREEN STATE

(Click on picture for Internet Tabs)

Introduction

The Auditor's office has been appointed by the Governor's Office as an agent of the Washington State Department of Licensing. This responsibility encompasses:

Sale of motor vehicle and vessel licenses

- Collection of license fees
- Transfer of vehicles and vessels from one owner to another
- Title changes to add or delete a legal owner other than the registered owner
- Other transactions involving motor vehicles and vessels

Contact Information

Asotin County Auto License Office
135 2nd St
PO Box 129 (mailing address)
Asotin, WA 99402

Phone Number
(509) 243-2084

Mon - Thurs 7:30 AM - 5:30 PM
Fri 7:30AM - 1:00PM

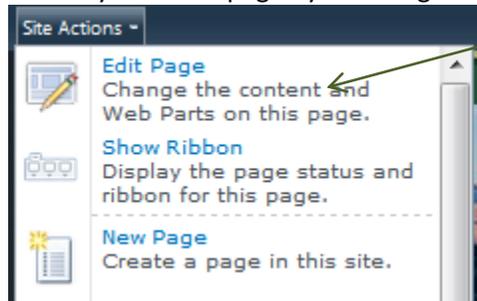
Licensing Etc
914 6th St
Clarkston, WA 99203

Phone Number
(509) 758-7611

Mon - Fri 9:00 AM - 5:00 PM

2.3 Edit Pages

1. Pages can be edited within the Page details, as accessed from View All Site Content.
2. Pages can also be edited directly from the page by selecting Site Actions>Edit Page.



3. The administrator can add content, links, web parts, etc. depending on the page layout of the specific page.

Elections

[For Election Results, Click Here](#)

The Elections Department administers all federal, state and local elections in Asotin County, registers voters, maintains voter registration records, and provides voters information. Currently, there are approximately 12,732 registered voters in Asotin County.

Asotin County is a Vote By Mail County.

All voters will receive their ballots in the mail. The courthouse will remain open for ballot drop-off and use of disability voting equipment between 7:00 A.M. and 8:00 P.M. on Election Day.

Asotin County Courthouse
135 2nd Street
Asotin , WA 99402

Summary Links

New Link New Group

Configure Styles and Layout Reorder

There are no items to show in this view.

Summary Links 2

New Link New Group

Configure Styles and Layout Reorder

There are no items to show in this view.

Top

Add a Web Part

Left Column

Add a Web Part

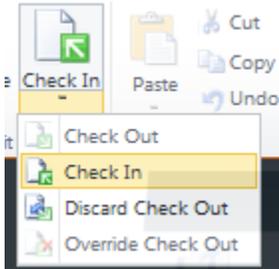
Right Column

Add a Web Part

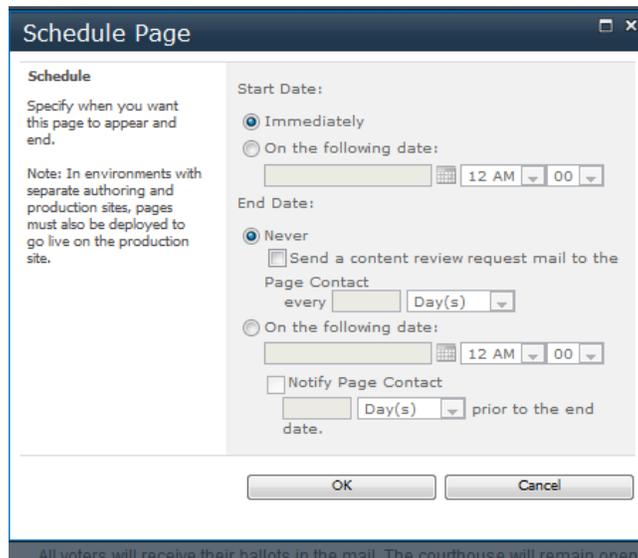
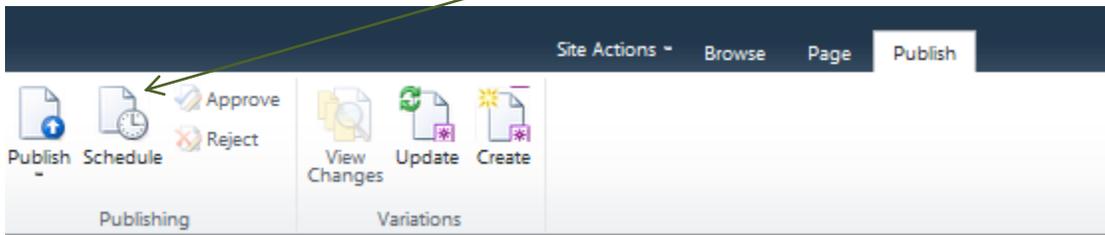
- When a page has been edited, the administrator will need to check the page in to ensure it is available for viewing.



- If no changes have been made to the page, the administrator can opt to discard the check out.

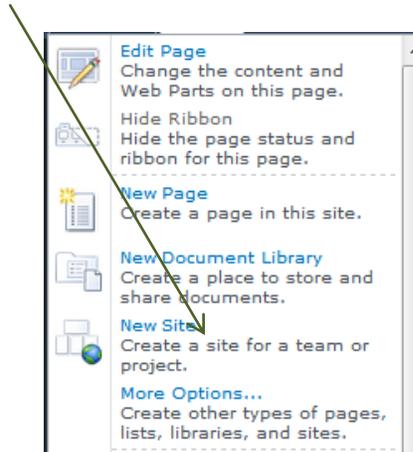


- The administrator may also opt to schedule publish and un-publish dates for a page.

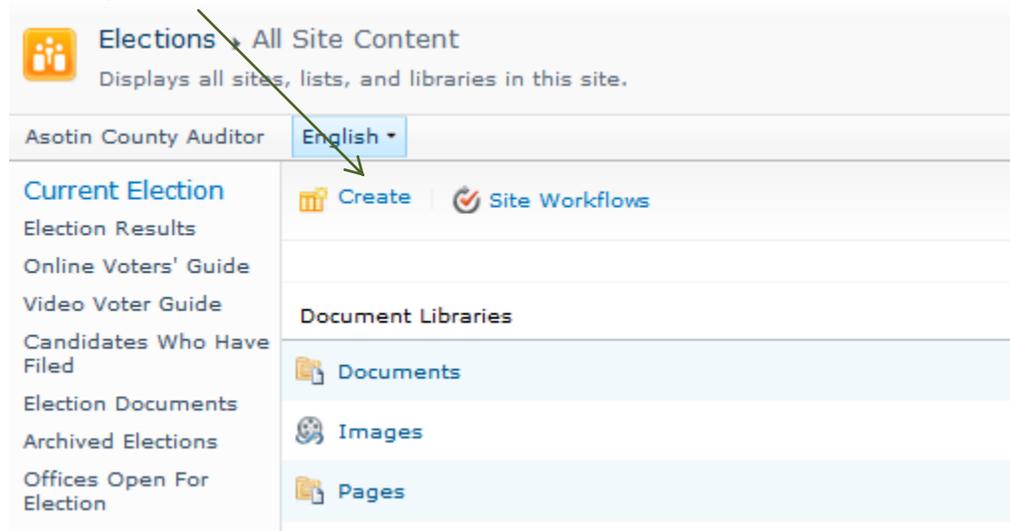


2.4 Create New Sites

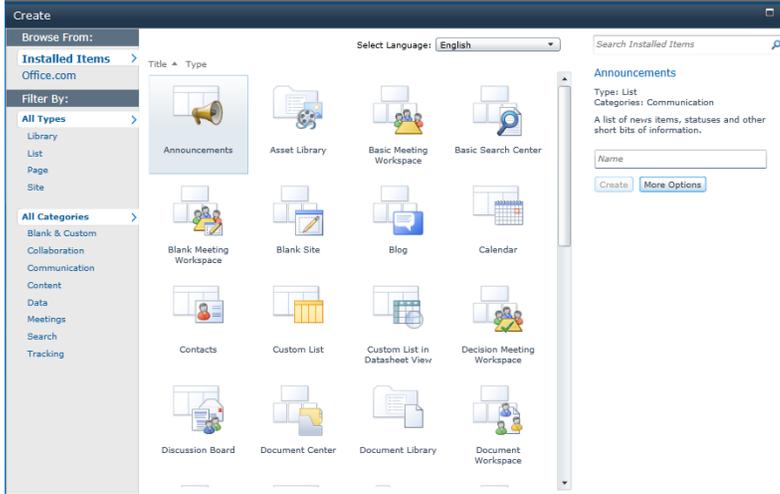
1. The administrator can create a new site by:
 - a. Selecting Create New Site from the Site Action menu



- b. Selecting Create from All Site Content

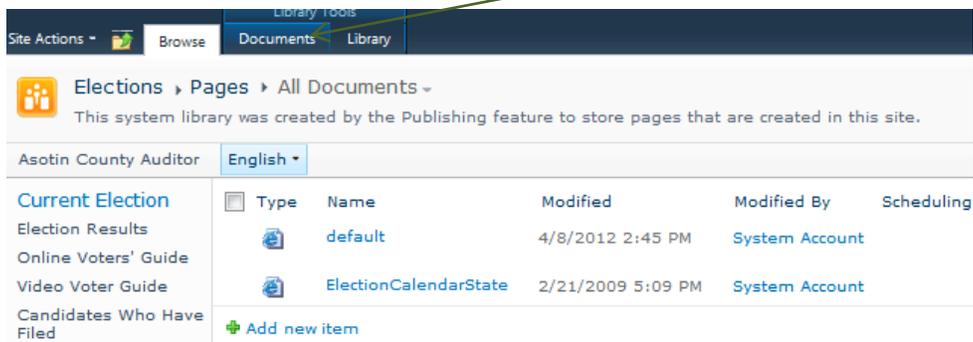


2. Options for site creation are available for the administrator

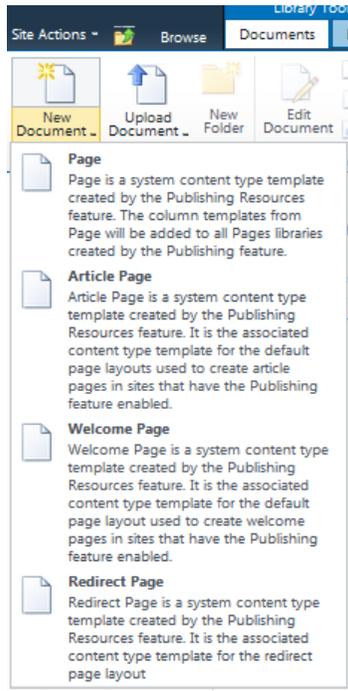


2.5 Create New Pages

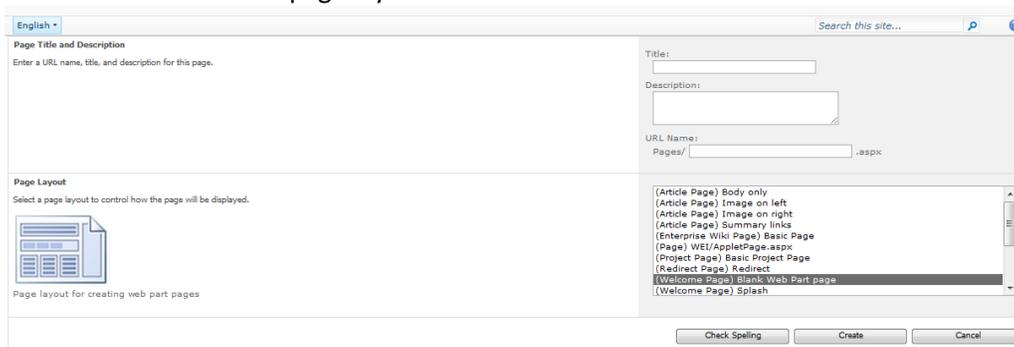
1. The administrator can create a new page from the Site Actions menu.
2. The administrator can create a new page directly within the site structure by navigating to the site pages from View All Site Content and selecting Documents.



3. Within the Documents ribbon, select New Document and choose the type of page.



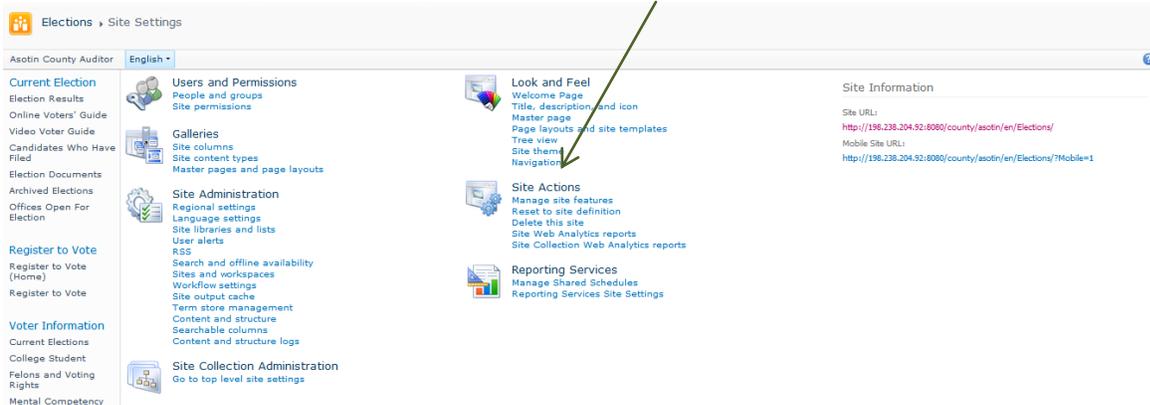
4. Enter the page title and a description. Note that the URL name will be automatically populated from the title; this may be changed.
5. Select from the available page layouts and hit create.



6. Edit the page content as described above.

2.6 Manage Navigation

1. To set the navigation for a particular site, navigate to the site and select the Site Actions menu.
2. From Site Actions, select Site Settings.
3. In Site Settings, select Navigation under Look and Feel.



4. Within navigation, the administrator can select whether to display subsites and pages, create new navigation links (internal and external), show/hide links, and reorder links.

