

## Instructions for Using Sharepoint

Get login permissions. DOI employees, Contact Cathy Tate (cmtate@usgs.gov) ; non-DOI employees contact Dan Sullivan (djsulliv@usgs.gov)

Go to the NWQMC Sharepoint site (linked from the Council homepage, <http://acwi.gov/monitoring/>, at the bottom of the left-side navbar:



**NATIONAL WATER QUALITY MONITORING COUNCIL**

**NWQMC**

*Working Together for Clean Water*

**About Us**

- Home
- Advisory Committee on Water Information

**Workgroups**

- Collaboration and Outreach
- Methods and Data Comparability Board
- National Monitoring Network
- Water Information Strategies

**Products**

- Framework
- National Monitoring Conference
- National Environmental Methods Index (NEMI)
- Publications

**Partners**

- State and Regional Councils
- Success Stories

**Meetings**

- Meeting minutes
- Presentations
- ACWI meeting schedule
- Other meetings of interest

**Members**

- Calendar
- Sharepoint**

**The National Water Quality Monitoring Council (Council)** provides a national forum for coordination of comparable and scientifically defensible methods and strategies to improve water quality monitoring, assessment and reporting, and promotes partnerships to foster collaboration, advance the science, and improve management within all elements of the water quality monitoring community. Vital to this role, the Council provides a voice for monitoring practitioners across the Nation and fosters increased understanding and stewardship of our water resources. Read more about the [Council's activities through 2010](#).

**Council Highlights and New Products**

**National Network of Reference Watersheds and Monitoring Sites for U.S. Freshwater Streams**

The Council has proposed the development of a collaborative and multipurpose national network of reference watersheds and monitoring sites that would provide quality-assured data and information for use in understanding the effects of land use change, water use, atmospheric deposition, and climate change. Read [more here...](#)

**Join Us for the 8th National Monitoring Conference in Portland, Oregon, April 30-May 4, 2012**

The theme for 2012 is **Water: One Resource - Shared Effort - Common Future**. This national forum provides an exceptional opportunity to exchange information related to water monitoring, assessment, research, management, and [More...](#)

**Online Newsletter: The National Water Monitoring News, Spring 2011 Issue**

The Council [newsletter](#) provides a voice for monitoring practitioners across the Nation and fosters increased understanding and stewardship of our water resources. The [Spring 2011 edition](#) brings you updates on the 2012 conference, collaborations and partnerships, new tools, and much much more. Read it [here...](#)

**Webinars**

See the schedule of upcoming webinars and view past webinars [here...](#)

**Highlights from the 7th Biennial National Conference**

*Monitoring From the Summit to the Sea* focused on the many facets of water quality and water quantity monitoring; many of the presentations from the conference that showcased new findings on the quality of the Nation's streams and groundwater, and highlighted recent innovations and cutting-edge tools in water-quality monitoring, assessment, and reporting [are now online](#).

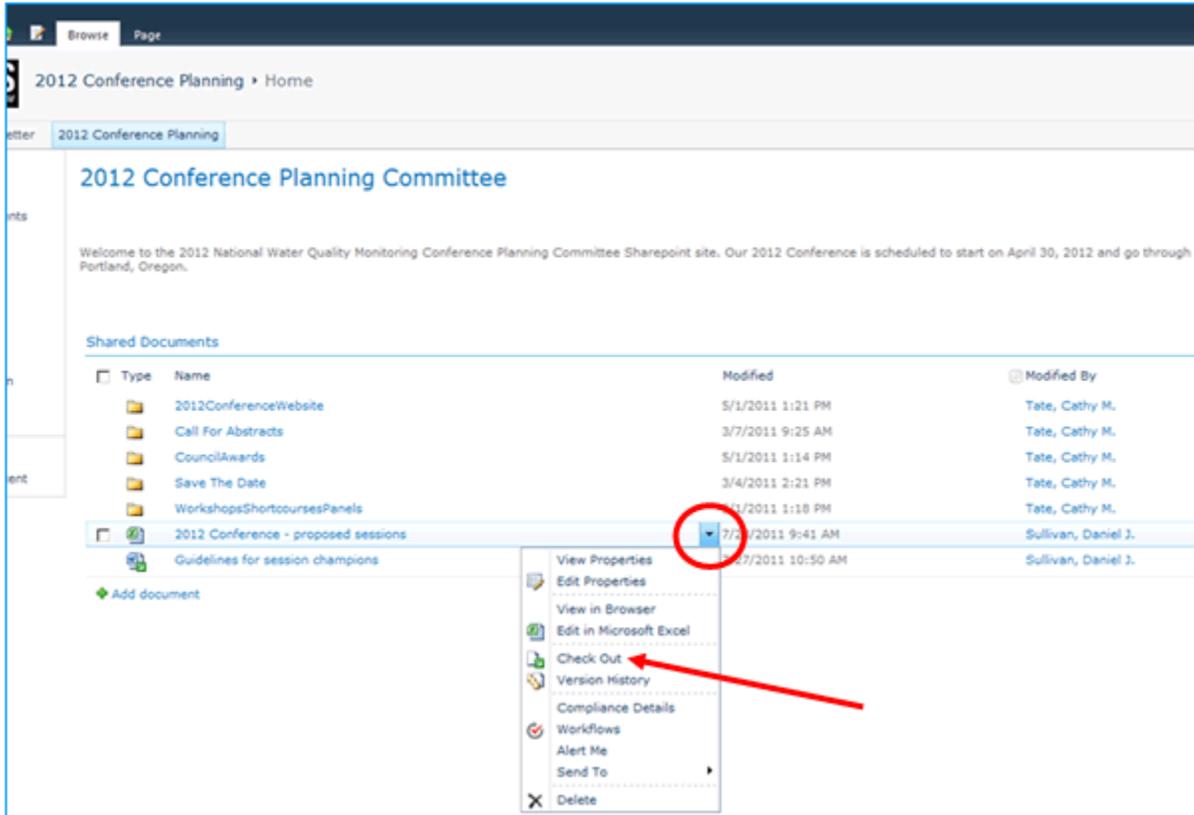
1. **Find a document:** On the main Sharepoint page, click on “2012 Conference Planning” (circled in red):

The screenshot shows the SharePoint interface for the National Water Quality Monitoring Council. The top navigation bar includes 'Home', 'Newsletter', and '2012 Conference Planning' (circled in red). The main content area has a 'Welcome to the NWQMC Sharepoint site!' message and a 'Shared Documents' table. The table lists a document titled 'DRF NWQMC Webinar presentation April 19\_21\_2011' modified on 4/21/2011 7:18 AM by 'Tate, Cathy M.'. A 'Getting Started' section on the right provides links for 'Share this site', 'Change site theme', 'Set a site icon', and 'Customize the Quick Launch'.

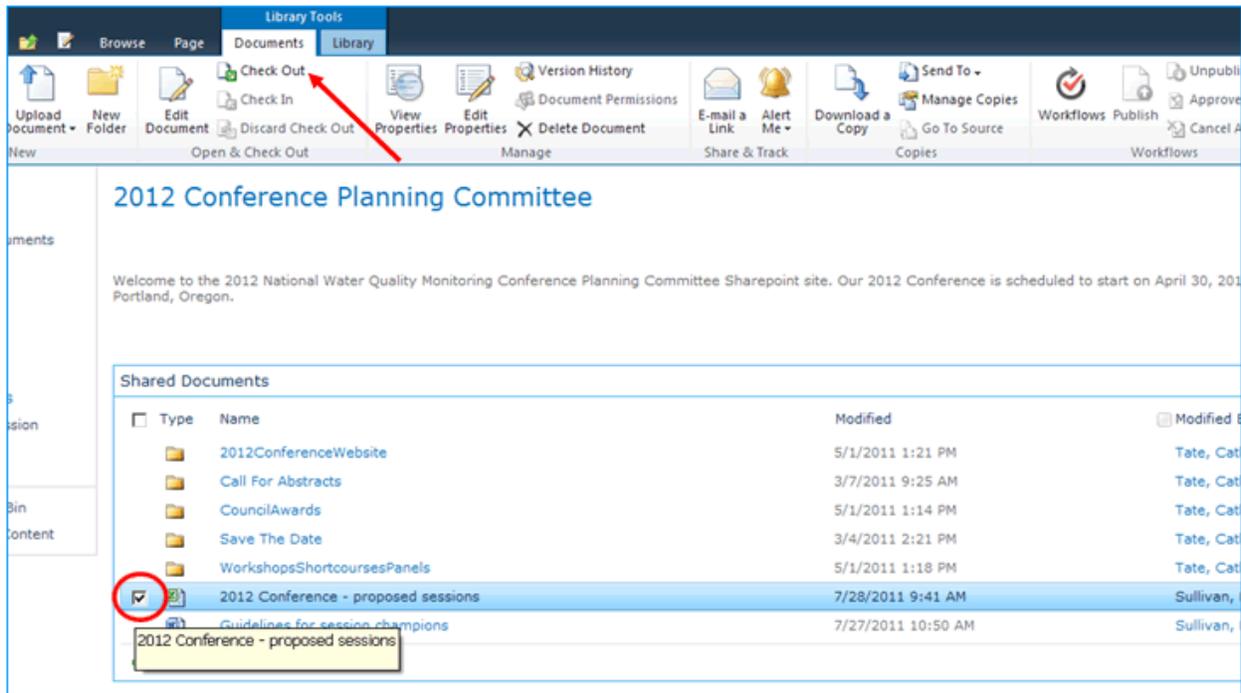
Type	Name	Modified	Modified By
DRF	NWQMC Webinar presentation April 19_21_2011	4/21/2011 7:18 AM	Tate, Cathy M.

2. **Check out the document for editing** - There are 3 ways to check out a document. After you have checked out a document, no one else can access the document for editing until you have checked it back in. This prevents one user from overwriting another user’s revisions and allows Sharepoint to track updates. [Note – **DO NOT** select “Edit...”; this allows you to download and make changes to the document locally, but does not save the changes or maintain version control].

**2a. Check out method #1:** Using the pull-down menu right of the file name:



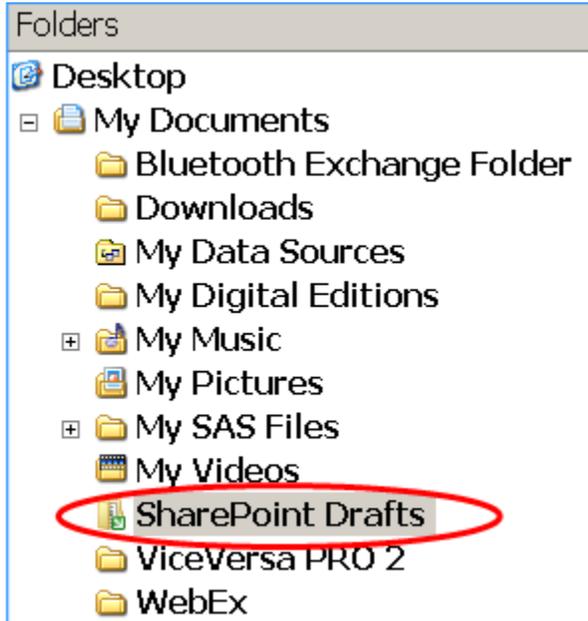
**2b. Check out method #2:** check out the document by checking the box that appears to the left of the file name when you hover over the document name. When the box is checked, a tool bar appears at the top of the page. Click on “Check Out” on this tool bar.



Whichever of these 2 method is used, when “Check Out’ is selected a pop-up menu appears. Ensure that “Use my local drafts folder” is selected and click “OK”:



The document will be filed in a temporary "SharePoint Drafts" folder in your "My Documents" directory. Navigate to this folder, using your browser, and open the document.



**2c. Check out method #3:** simply click on the document name. NOTE: If you are opening an Excel file, this opens to document for viewing, but not editing; for example:

2012 Conference Planning > Shared Documents > 2012 Conference - proposed sessions.xlsx

Open in Excel Data Find

A	B	C	D	E	F	G
Topic	Proposed by	Priority	Review group	Notes	Champion / Moderator	
potential Session						1
<b>Addressing Emerging Contaminants and Emerging Threats to Water Quality</b>						
Monitoring for Contaminants of Emerging Concern	USGS			Alternative (expansion) to "Monitoring for Pharmaceuticals" topic (below)	Kathy Kuivila / Dana Kolpin	Abstract ---: Author (affiliation) - Title

On this page, click on “Open in Excel”. The following pop-up will appear (this popup appears immediately if opening a Word file). Select “Check Out and Edit”. The file will automatically open for editing. [Note: the option “Use my local...” is selected by default. If the file fails to open, you can find it in this folder, as described for the previous methods.]

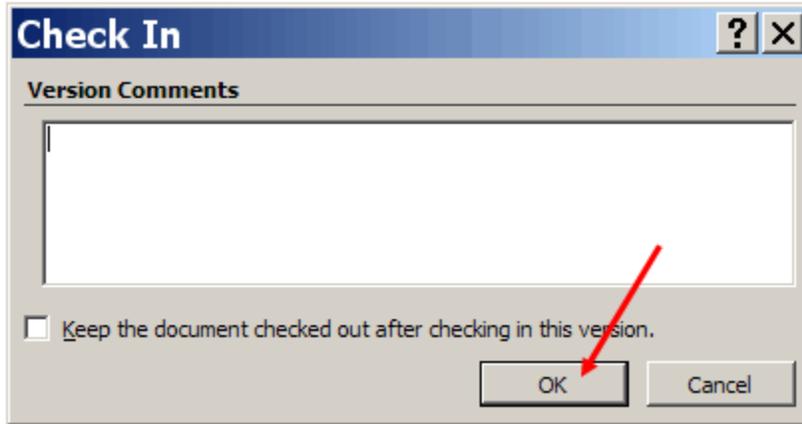


You can add a comment to the version of the document you just created. This is not necessary, but can be used to help track the changes that were made.

**3. Make changes to the document and check it back in** – When you are finished with your revisions, save the document in the normal way, then click on the “X” icon in the upper right corner to close the document. The following pop-up will appear. Click on “Yes” to check in the document with the revisions you have made.



Ensure that “Keep the document checked out...” is not selected (otherwise, no one else will be able to check it out) and click “OK”.

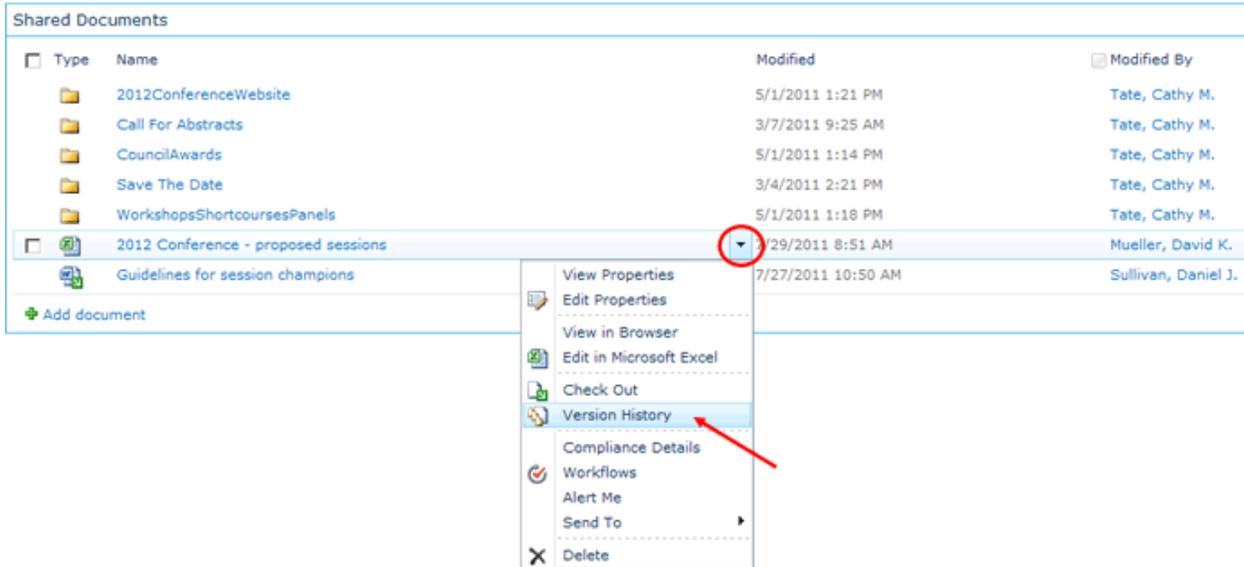


**4. Ensure that your updates have been saved correctly** - When you refresh the web page, you'll see the information under “Modified” and “Modified By” has change. If this has not happened, select the document and ensure that it has been checked in.

Type	Name	Modified	Modified By
Folder	2012ConferenceWebsite	5/1/2011 1:21 PM	Tate, Cathy M.
Folder	Call For Abstracts	3/7/2011 9:25 AM	Tate, Cathy M.
Folder	CouncilAwards	5/1/2011 1:14 PM	Tate, Cathy M.
Folder	Save The Date	3/4/2011 2:21 PM	Tate, Cathy M.
Folder	WorkshopsShortcoursesPanels	5/1/2011 1:18 PM	Tate, Cathy M.
Document	2012 Conference - proposed sessions	7/29/2011 8:51 AM	Mueller, David K.
Document	Guidelines for session champions	7/27/2011 10:50 AM	Sullivan, Daniel J.

+ Add document

You can review all edits to the document by hover over the name, clicking on the down-arrow, and selecting “Version History” from the drop-down menu:



Here is an example of the history of edits to this document (note that no comments have been made on any version):

