January 23, 2013

NIEM.gov

SHAREPOINT USER GUIDE

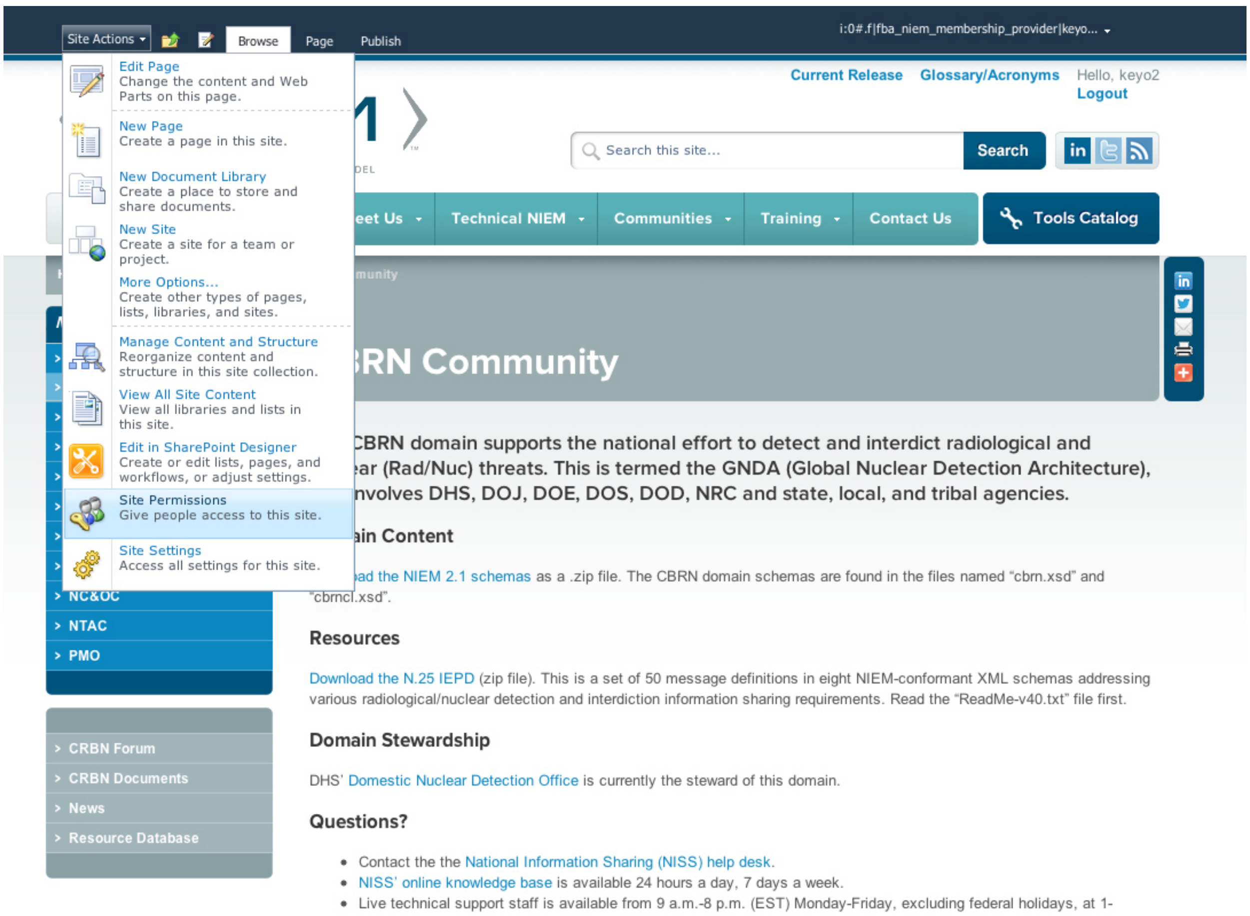
Table of Contents

1. FOR COMMUNITY CZ ADMINISTRATOR(S)

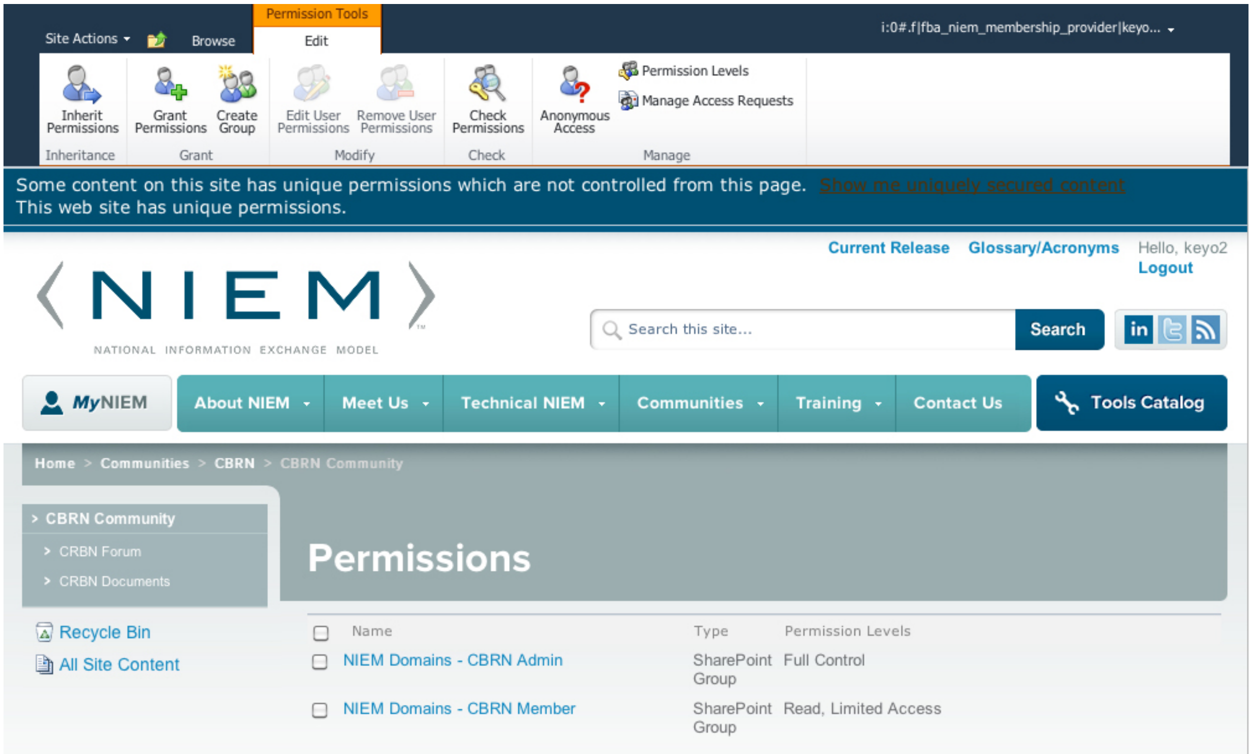
1.1 To Manage Permissions:

You can assign a member to one or more groups to grant the user group permissions if you are an admin to that community collaboration zone (CZ).

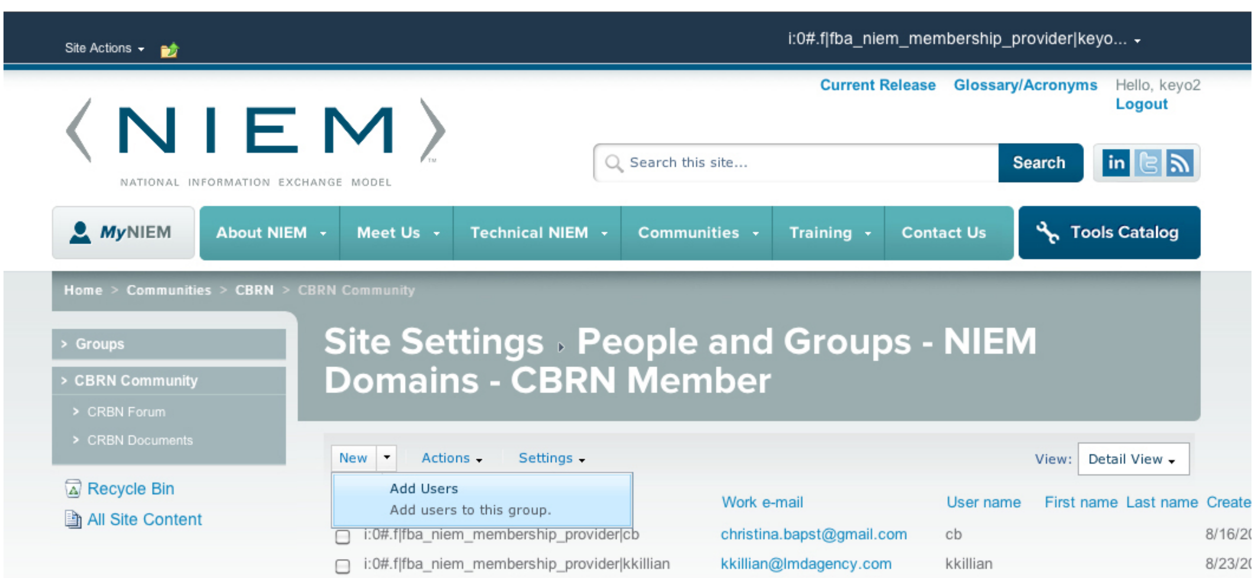
1. Start from your Community CZ page and select **Site Actions/Site Permissions** to view your permissions.



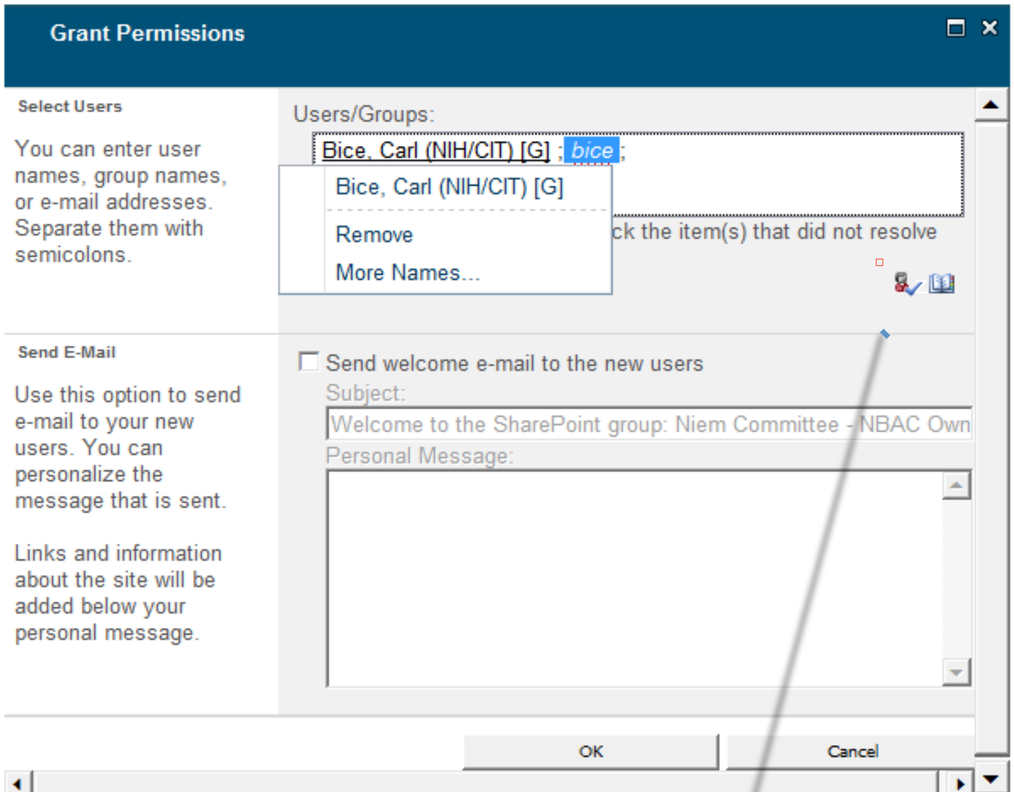
2. Click on the desired group (e.g. CBRN Admin or CBRN Member) to display a list of current members. Note the different permission level assigned to an admin and a member and select the appropriate group.



3. Steps to add member(s) to this group (e.g. CBRN Member) are as follows:
   a. Select **New/Add Users.**



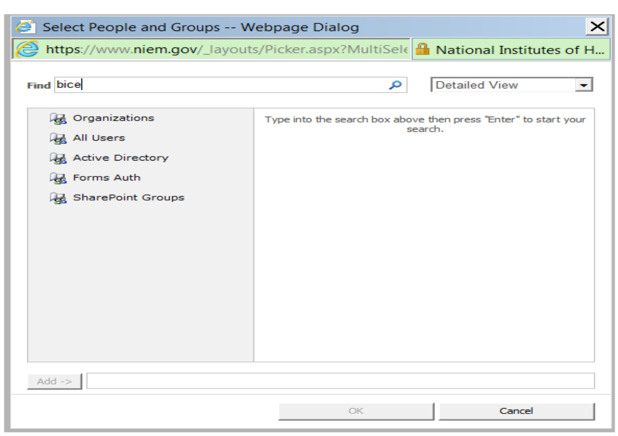
b. In the **Grant Permissions** dialog box, enter user information in the **Users/Groups** text area.



(optional) Click on "Send a welcome e-mail to the new users" and add a personal message.

c. To confirm valid user names, select the **Check Names** icon. To search for valid users, select the **Directory** icon. All valid users will come from the **Forms Authentication** directory.

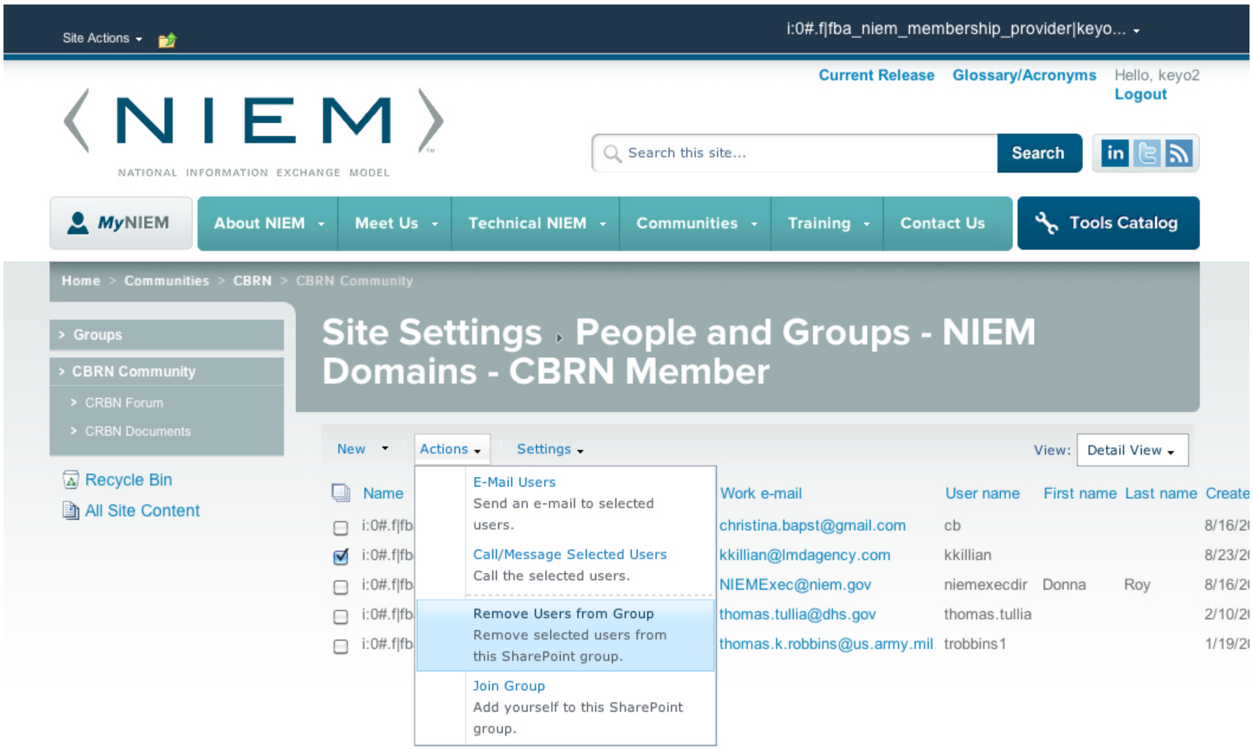
d. **Helpful hint:** If user(s) can't be found in the **Forms Authentication** directory, request user(s) to register with the NIEM website and provide you their user name and email so you can locate their name in the **Forms Authentication** list.



4. Steps to remove member(s) from the group are as follows:

    a. Select the checkbox to the left of the user **Name**(s).

    b. Under **Actions**, select **Remove Users from Group**.



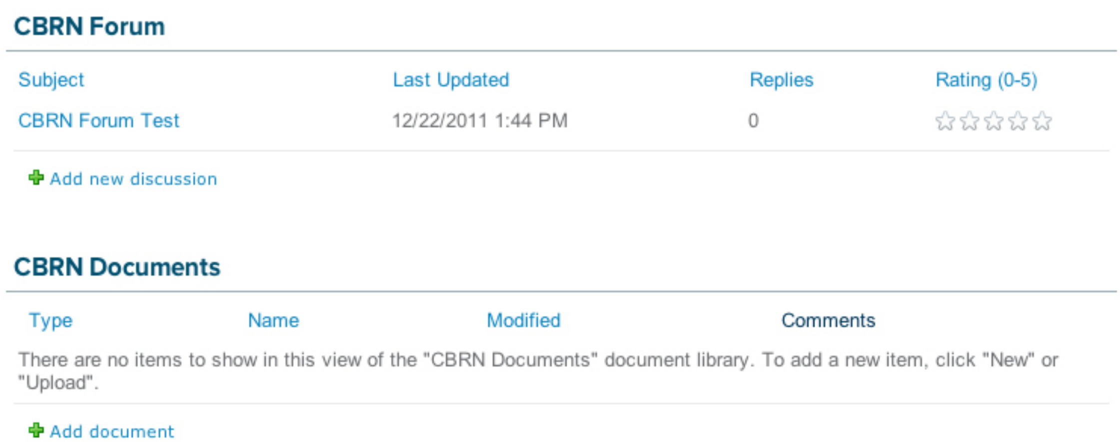
1.2 Community Forums and Documents:

For each Community CZ, there resides a private/members only “[Community Name] Forum” and “[Community Name] Documents” folder where members can have threaded discussions and/or share/review documents.

In Communities that are domains (Biometrics –Screening), **the admin** has the option to delete any forum posts and document uploads. The domain members can freely participate within the forum or upload documents, and check out or edit files but cannot delete once uploaded (a safeguard to prevent accidental deletion by other members).

For Communities that are committees and other groups (e.g. PMO, NBAC, Canada COE, NAD Public Health) **both the admins and members** of these Communities have the option to delete the forum post and uploaded documents/images, **so take extra precaution** before deleting an item.

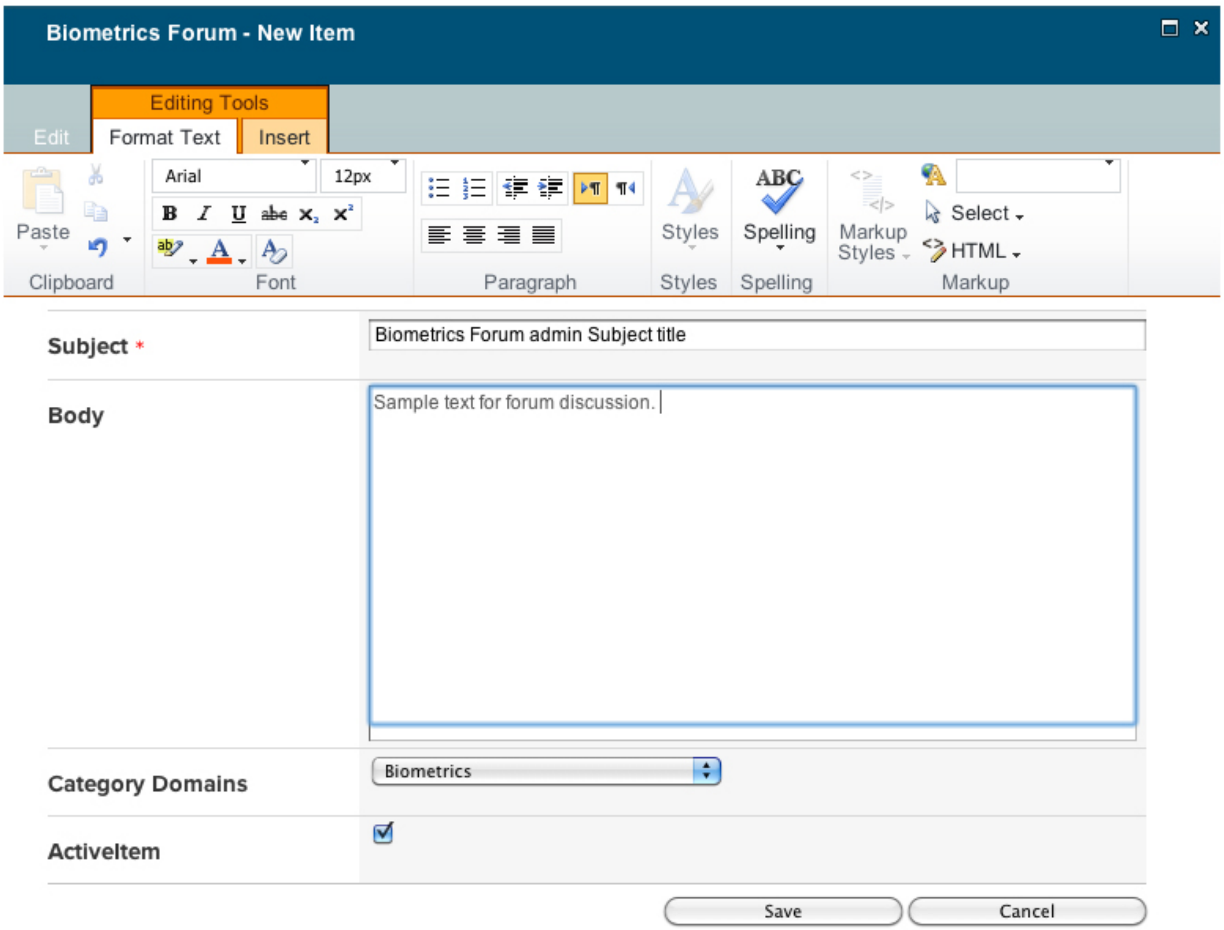
Using the Community “CBRN” as an example, just click on “**Add new discussion**” or “**Add document**” from the Community landing page. Fill in the proper fields.



Community Forum

For a new discussion: Click on **"Add new discussion,"** fill out the fields **(Subject**, **Body**, **Category Community, and Category Audience)**, check **ActiveItem**, and click **Save**. The admin "New Item" dialogue box gives more formatting choices within the **Body** text area. Members don't have this option. Admins of Communities can also edit or delete existing threads by clicking on "View Properities."

Community members (domains, committees, and groups) can only view and create a new discussion thread or reply to an existing thread.



Note: For committee Collaboration Zones, it would be **Category Communities** (select the appropriate committee). For audience Collaboration Zones, it would be **Category Audience** (select the appropriate audience).

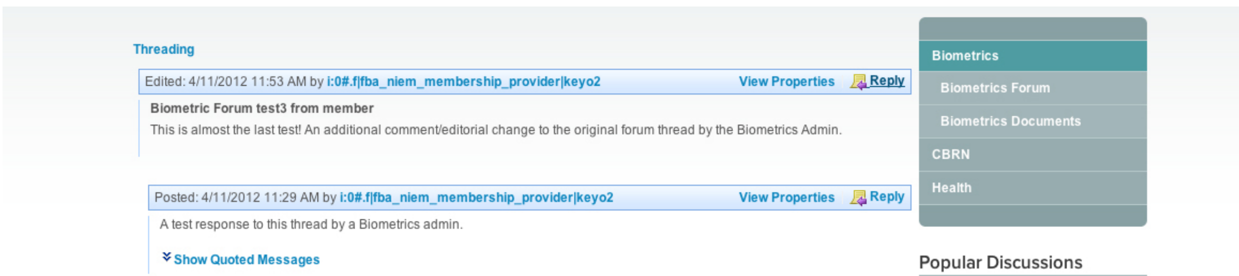
Categories support classification of content to aid in searching and filtering.

To reply to an existing thread: Click the subject title and then click on **Reply**. As an admin, the subject, category, and **ActiveItem** should all be pre-filled from the existing thread, just add your response in the **Body** field. **To make edits to the existing thread:** click on **View Properties** instead of **Reply**.

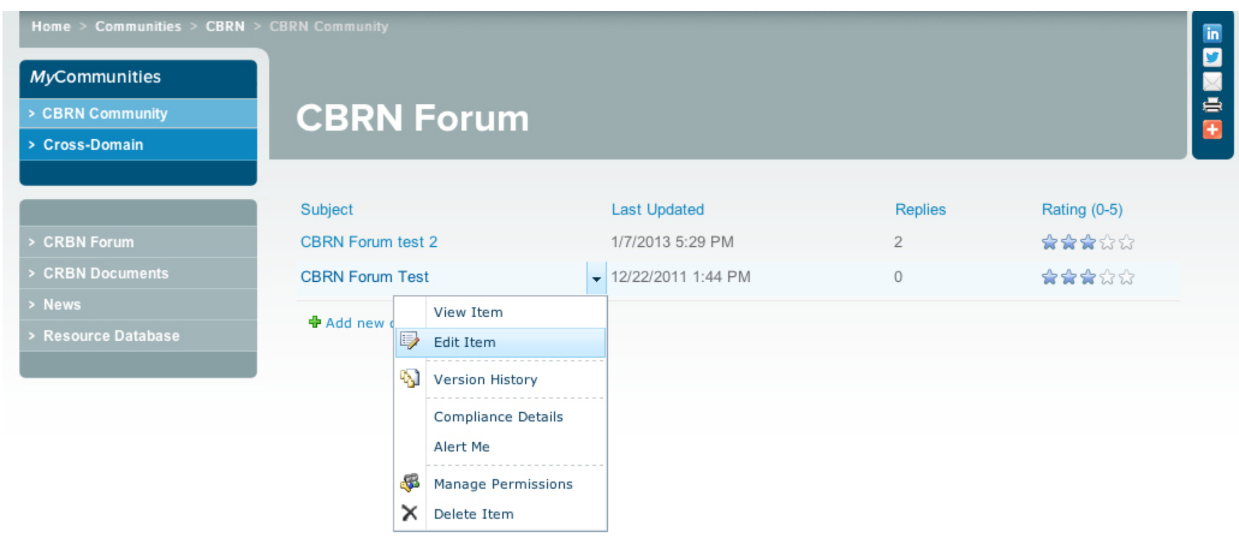
(As an admin, after clicking on Reply, the Modal window is empty and looks like the Add new discussion. Added a thread response after including the subject. Also, click on View Properties, there's an error message of:

Unable to display this Web Part. To troubleshoot the problem, open this Web page in a Microsoft SharePoint Foundation-compatible HTML editor such as Microsoft SharePoint Designer. If the problem persists, contact your Web server administrator. Correlation ID:31322fa7-3d81-4ef7-a902-67dff540188f

Note: NIEM.gov provides a "**NIEM 3.0 Forum**" which is available for all registered members to participate. Anonymous or non-registered users can only read the posted discussions. Click on **Coming Soon NIEM 3.0** landing page located under **Technical NIEM**.



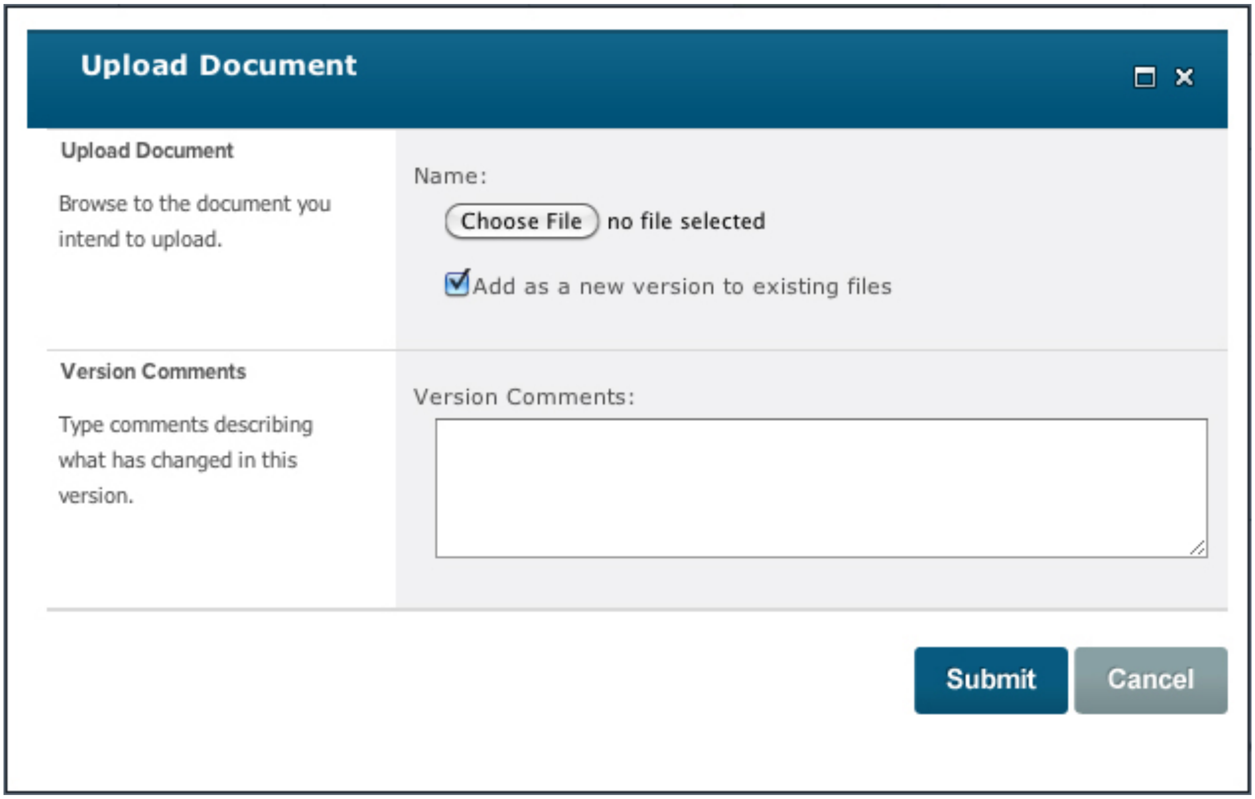
Community Admins can edit and delete any thread, members can only reply or add a new discussion.



Community Documents

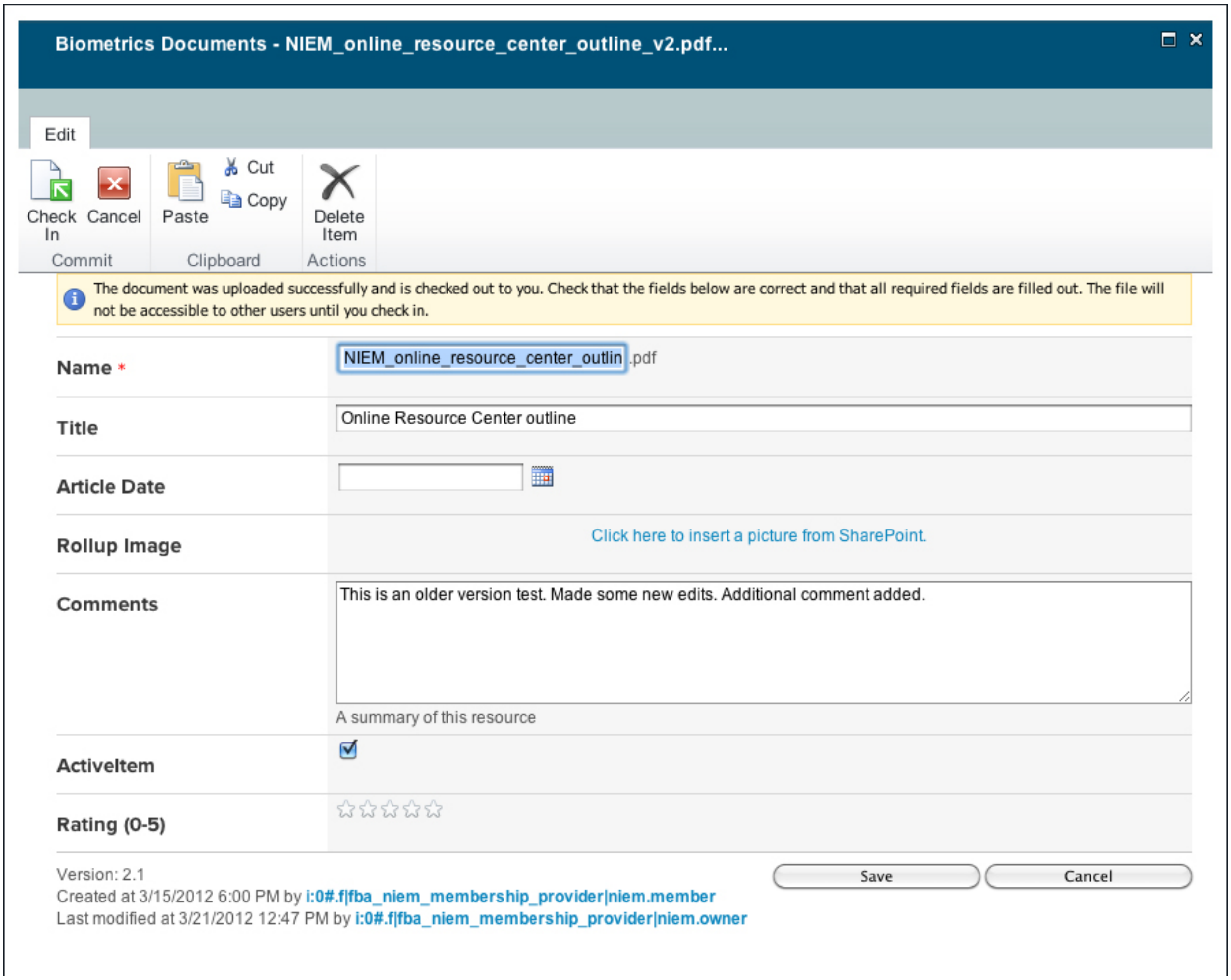
After clicking "**Add document**" the **Upload Document** dialogue box appears. **Browse/select** the document or image. Click on "Add as a new version to existing files," add version comments (if necessary), and click **Submit** or **Cancel**.

Helpful hint: Checking "Add as a new version to existing files," allows the file to be updated/ replaced by a file with the same name.

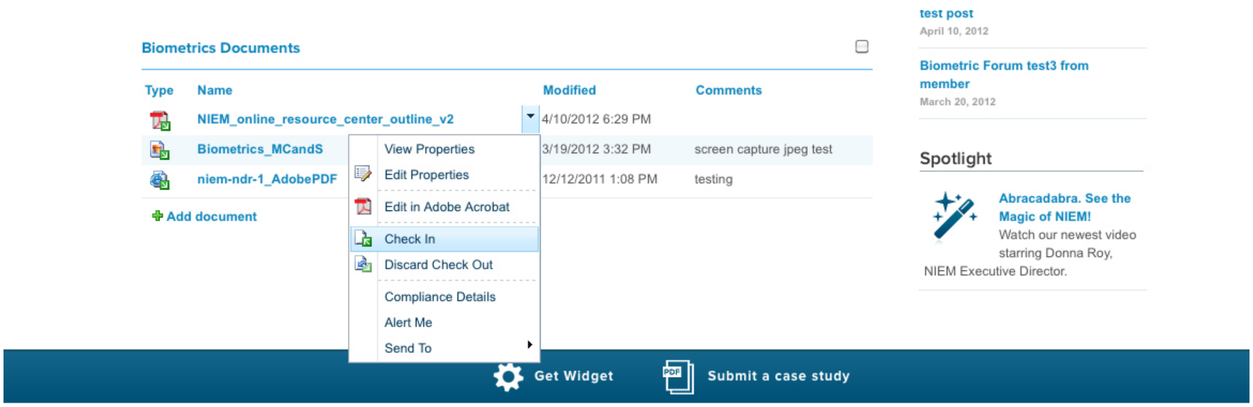


After clicking "**Submit**" the "Document Info" dialogue box appears, fill out fields (**Title**, **Article Date**, **Comments**, check **ActiveItem**, and click **Save**).

Helpful hint: Everyone in your Community is able to view as soon as you complete the **Add document** process. They are able to check out your document and edit properties. Only community admins have permission to delete. If you need to make edits to your uploaded file, select **Check Out** and then follow the **Check In** process so others will have access.



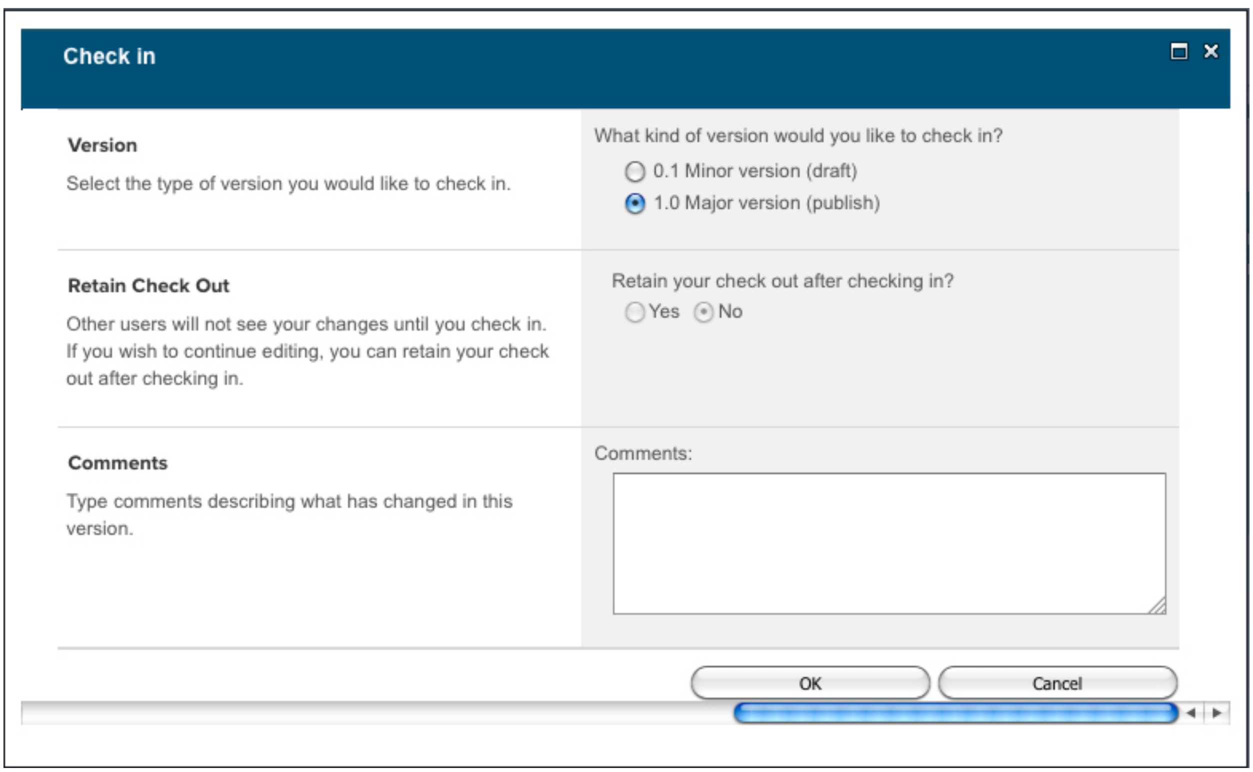
For Community members: At this point, you are the only person able to view the added document. Go to your added document and hover over the name, click on the small triangle that appears, and select Check In.



In the **Check in** dialogue box, select the version type, minor (draft) or major (publish). If you select, the **Major version (publish)** everyone in your Community will have access to the uploaded document. If you select the **Minor version (draft)**, only your admins.

Select **Yes** or **No** to the **Retain Check Out** question, choose **No** if you have finished editing, add any comment change. Click **OK**.

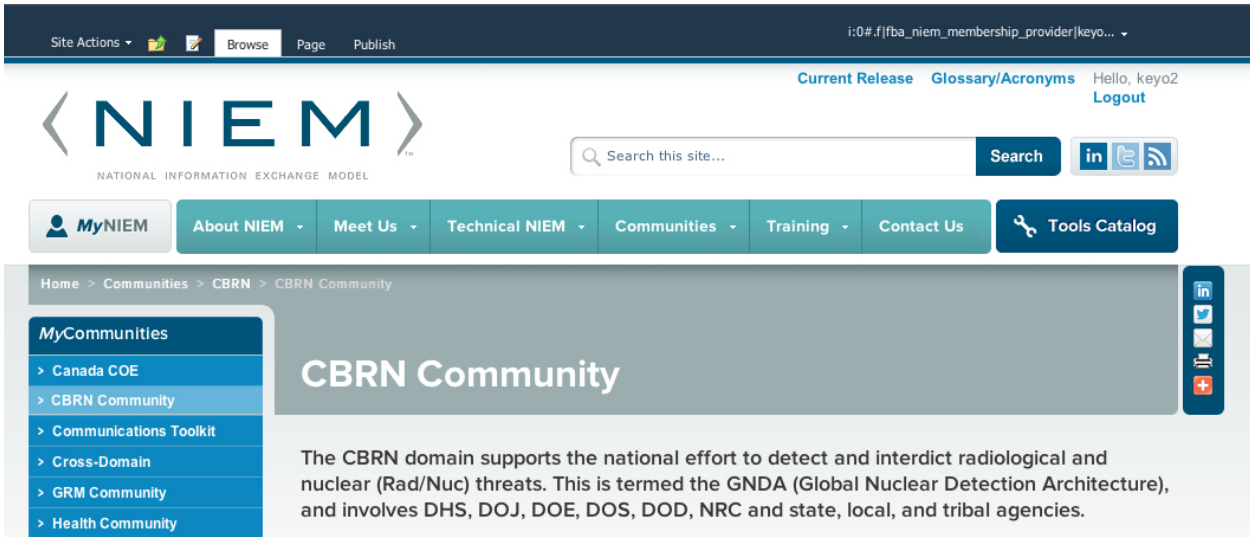
Helpful hint: Contact your admin(s) if you would like a review or an approval of the draft version prior to publishing.



2. GENERAL PAGE EDITING

To edit pages or create/delete new pages of a particular Community, you have to be a part of that admin group (e.g. CBRN Admin) and logged-in. **Note:** There is no limit on how many Communities you can participate in as an admin but an existing Community Admin must grant permission or access. The registered member can only view, participate in their forum, and upload documents/images.

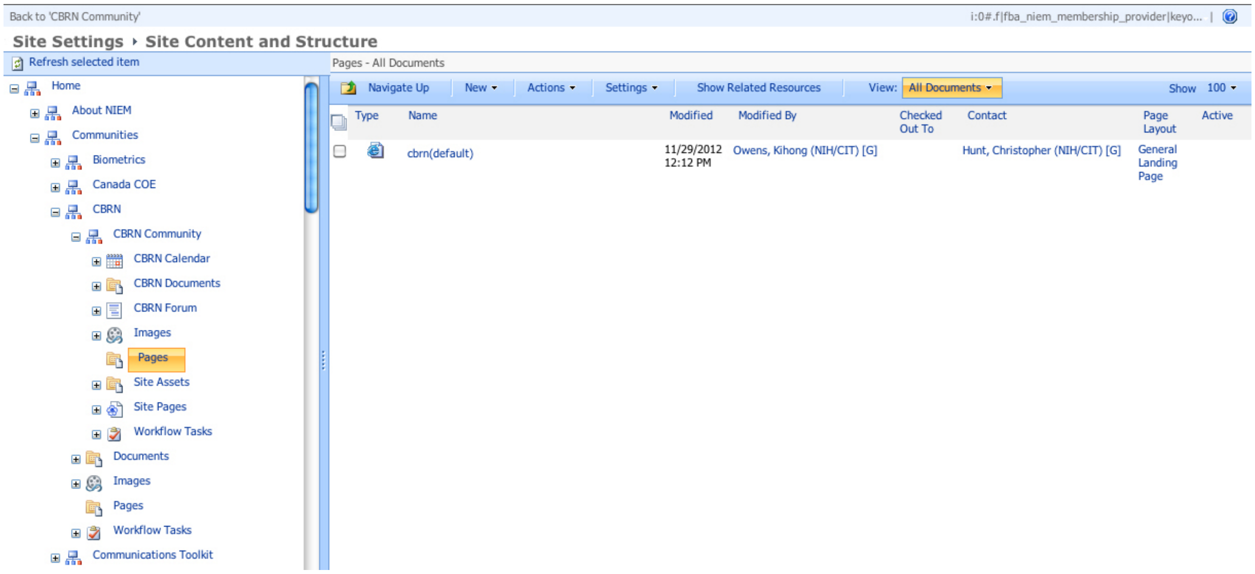
As an admin, you have several ways to navigate. Using the blue ribbon area, choose **Site Actions** and select the desired drop menu item function **and/or** use the applicable short-cut items to the right of **Site Actions**.



To manage most content, perform the following steps.

1. First, log-in if you haven't already done so. Navigate to your Community and select **Site Actions/Manage Content and Structure.** It will only show that particular subsite you wish to edit. If you are an admin for another Community, then you will have to navigate to that landing page and then select **Site Actions/Manage Content and Structure** to make edits to that Community. **Helpful hint:** Use the upper left "MyCommunities" menu items, it will display all your Communities that you belong to (either as an admin or member) for easier navigation.

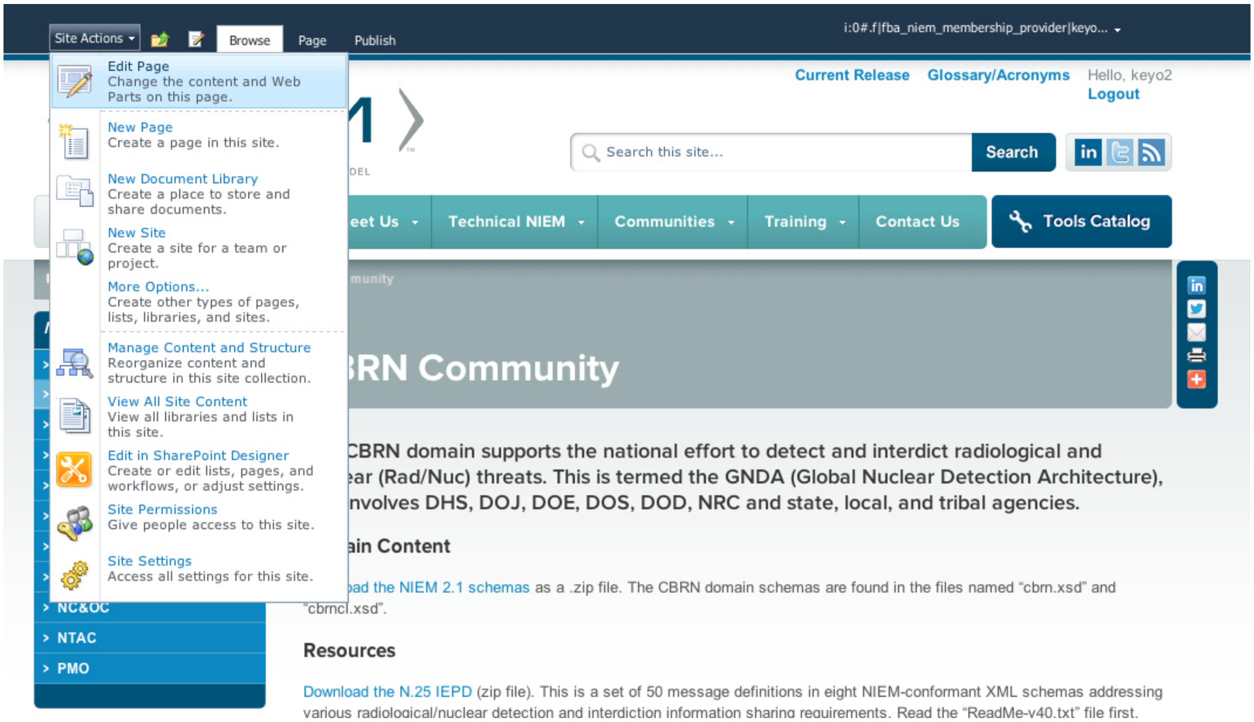
2. Within the desired Community, select **Pages**. This will display a list of all available pages on the right. Any new page will be saved here. Within any Community, the Community "landing" page is designated by ***(default)***. The designated ***default*** page can only be deleted if a new page is designated as the new **homepage** or **default** page. However, any other new page created can be deleted. Click on the page to be edited, i.e. cbrn(default) is shown below. **Note:** any page within the **Pages** folder will automatically show in the quick launch menu by default. Exceptions are the pages from a subsite within a subsite, i.e. Community pages. You can manually override by hiding the page (see Quick Launch Menu for details).



3. Next, under the blue ribbon, a lighter blue status statement will appear. It will notify you if the file is **Checked In** and viewable by authorized users (other admins in your Community) and ready to edit or check out. If someone else has the page/file checked out, you will get a warning asking if you want to override the other **Check Out** and that you are viewing a **draft** version. **Be sure to confirm with the other admin user before you override**. They may be in the process of making edits or had forgotten to check the file back in. Therefore, it's **extremely important to remember to check the file back in** after saving changes or editing a page. Multiple admins can view the same page simultaneously, however, the first admin to **Check Out** the page has right-of-way and their changes will be reflected when they **Check In**. Anyone else will be viewing the draft page prior to the last checkout. **The draft page is recommended for viewing only** and any edits should wait until the checked out file has been checked in or published to avoid version confusion.

   The check in process allows other authorized admins to view the changes prior to publishing. When the file has been **Checked In**, any authorized admin can **Publish** afterwards. Once published, it is visible to all authorized members.

4. Select **Edit Page** under **Site Actions** or select the **"edit" icon** (second icon next to the **Site Actions**) in the blue ribbon short-cut area and you are ready to make edits.



5. Most edits will take place in the **Page Content** field. Start by clicking in the **Page Content** field to make it active. The content should have existing formatting in place, you can simply highlight or insert the desired text area, type changes and/or delete.

   The **Page Intro** is a pre-formatted text field that can be used (optional). Use text only format or type directly in the text field. **Helpful hint:** This was used on a limited basis throughout the site.

   There are a number of options using the **Format Text** selections, however, it's strongly recommended not to stray from the established NIEM brand. If requested, a PDF of the NIEM Branding Guidelines can be provided as well as access to the Communications Toolkit.

   Options are available to format text, bullets, numbers, alignment, etc…, even stylized options like bold or italicize. Also, the **Markup Styles** dropdown list can be used to apply appropriate formatting by selecting pre-existing tags like headline (h2) and body text (paragraph).

   Helpful hint: Use the text-only (plain text) format, don't cut and paste directly from Microsoft Word because it will add extraneous HTML and clutter the code. Use Word to convert as a plain text file using **Save As** and then cut and paste from there. Keep the text-only (plain text) file open and use as an intermediate cut and paste working area. Also, the text-only (plain text) format will automatically format to the body text (paragraph). **Always use NIEM approved fonts, colors, sizes, and avoid the text highlight color.**

6. Steps for inserting/changing a hyperlink. In the **Page Content** field, highlight desired hyperlink, select **Editing Tools** click on **Insert**. Click on **Link** (on the small triangle) and select either **From SharePoint** (internal address) or **From Address** (external address).

   If **From SharePoint** is selected a **Select an Asset** dialogue box appears. Navigate to the appropriate item or page and click **OK**. It's critical to have the correct URL path. **Save and Close** to review and test your link and **Check In** for other admins in the CZ to view and **Publish** for members to view. You can modify the created link by highlighting the link in the **Page Content** field. Click on the newly appearing **Link Tools Format** menu where there are more available options.

   If **From Address** is selected, 2 text fields in the **Insert Hyperlink** dialogue box need to be filled. 1. **Text to display** field: edit text or leave as is if correct. 2. **Address** field: type the full URL. Click **OK**. Check **Open in new tab**. If it's an image or document, then in the **Description** field, type in a brief description (alt tag) and select **Display Icon**.

   Click on the **Save and Close** icon (short-cut menu item) to review. **Check In** and **Publish** if page is complete.

   Inserting/changing a picture isn't recommended unless you have a comfortable working knowledge manipulating HTML and image software. The **Page Image** and **Page Content** areas can be used to insert a picture and can be modified using **Picture Tools**.

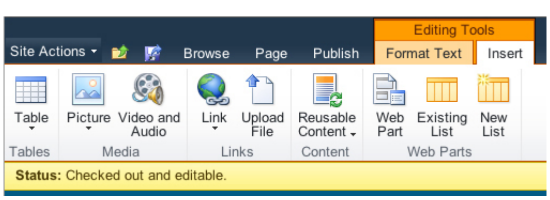
7. If you have a comfortable working knowledge manipulating HTML, you can access the HTML code by first clicking in the desired editing field such as **Page Content** and then select **HTML** and then **Markup Edit HTML Source**.

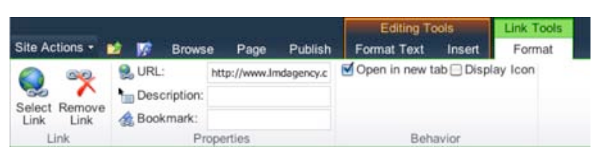
8. **SEO Title and Meta Descriptions:** For SEO, the site allows custom page title and page description meta data for each site page. To add SEO metadata, navigate to the appropriate page, i.e., NIEM home page: Go to "Edit Properties" using "Page" or "Site Actions/Edit Page/Page, type the SEO title and SEO meta description into the appropriate fields (at the bottom), save and publish the page.

   Note: for existing content use the "NIEM SEO" word files provided content. File names are: NIEM SEO_Communities_REVISED.docx, NIEM SEO_Homepage-About-Contact-Tools-Glossary REVISED.docx, NIEM SEO_Meet Us_REVISED.docx, NIEM SEO_Technical NIEM_REVISED.docx, and NIEM SEO_Training.docx.

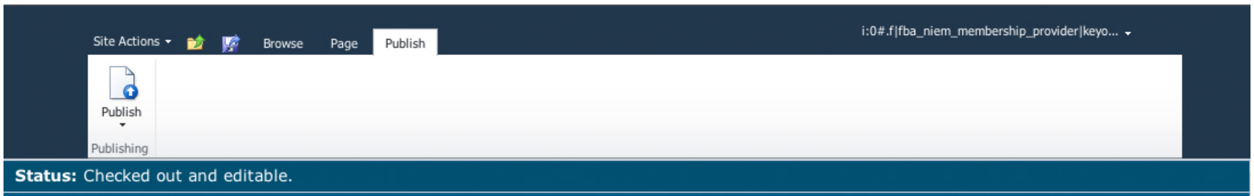
9. **Warning: Do not edit** the **Add a Web Part** area**.** This web part affects the domain forums and documents.


Site Actions
Browse
Page
Publish
Editing Tools
Format Text
Insert
i:0#.f|fba_niem_membership_provider|keyo...
Save & Close
Check In
Paste
Cut
Copy
Undo
Edit
Clipboard
Arial
13px
Font
Paragraph
Styles
Spelling
Markup Styles
Select
HTML
Markup
Status: Checked out and editable.
Current Release
Glossary/Acronyms
Hello, keyo2
Logout
NIEM
NATIONAL INFORMATION EXCHANGE MODEL
Search this site...
Search
MyNIEM
About NIEM
Meet Us
Technical NIEM
Communities
Training
Contact Us
Tools Catalog
Home > Communities > CBRN > CBRN Community
MyNIEM
Add a Web Part
CBRN Community
MyCommunities
Canada COE
CBRN Community
Communications Toolkit
Cross-Domain
GRM Community
Health Community
NAD Public Health
NBAC Workspace
NC&OC
NTAC
PMO
CRBN Forum
CRBN Documents
News
Resource Database
CRBN Forum
CRBN Documents
News
Resource Database
Title
CBRN Community
Page Image
Click here to insert a picture from SharePoint.
Page Content
The CBRN domain supports the national effort to detect and interdict radiological and nuclear (Rad/Nuc) threats. This is termed the GNDA (Global Nuclear Detection Architecture), and involves DHS, DOJ, DOE, DOS, DOD, NRC and state, local, and tribal agencies.
Domain Content
Download the NIEM 2.1 schemas as a .zip file. The CBRN domain schemas are found in the files named “cbrn.xsd” and “cbrncl.xsd”.
Resources
Download the N.25 IEPD (zip file). This is a set of 50 message definitions in eight NIEM-conformant XML schemas addressing various radiological/nuclear detection and interdiction information sharing requirements. Read the “ReadMe-v40.txt” file first.
Domain Stewardship
DHS’ Domestic Nuclear Detection Office is currently the steward of this domain.
Questions?
Contact the the National Information Sharing (NISS) help desk.
NISS’ online knowledge base is available 24 hours a day, 7 days a week.
Live technical support staff is available from 9 a.m.-8 p.m. (EST) Monday-Friday, excluding federal holidays, at 1-877-333-5111 or 1-703-726-1919.
Contact NISS by email at nisshelp@ijis.org.

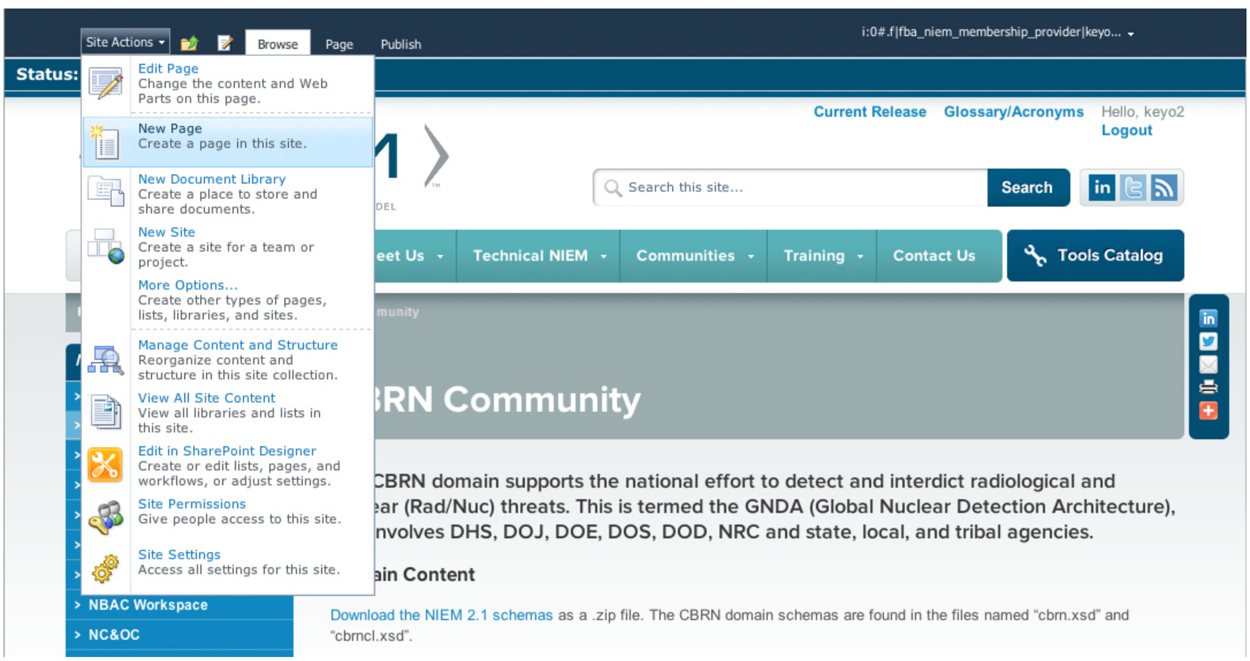

Site Actions
Browse
Page
Publish
Editing Tools
Format Text
Insert
Table
Picture
Video and Audio
Link
Upload File
Reusable Content
Web Part
Existing List
New List
Tables
Media
Links
Content
Web Parts
Status: Checked out and editable.

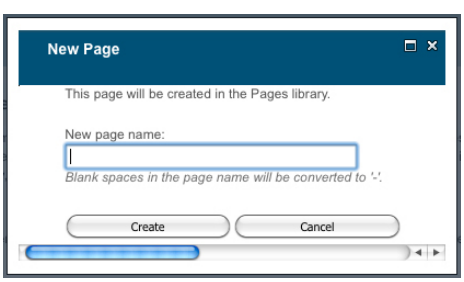

Site Actions
Browse
Page
Publish
Editing Tools
Format Text
Insert
Link Tools
Format
Select Link
Remove Link
URL:
http://www.lmdagency.c
Description:
Bookmark:
Open in new tab
Display Icon
Link
Properties
Behavior

10. When changes have been completed, select **Save & Close**. Review your edits for accuracy and if the page is ready to be reviewed by other admins, select **Page**, and then **Check In**. Otherwise, use the short-cut menu item **Publish**, add desired comments (such as a major change), and then select **Continue**. Once the page is published, it is viewable to all members. You can unpublish by simply going through the same publishing steps and select **Unpublish**. It toggles back and forth depending on the last action.



To create a new page within your site: Start from your Community page and select **Site Actions/ New Page**.

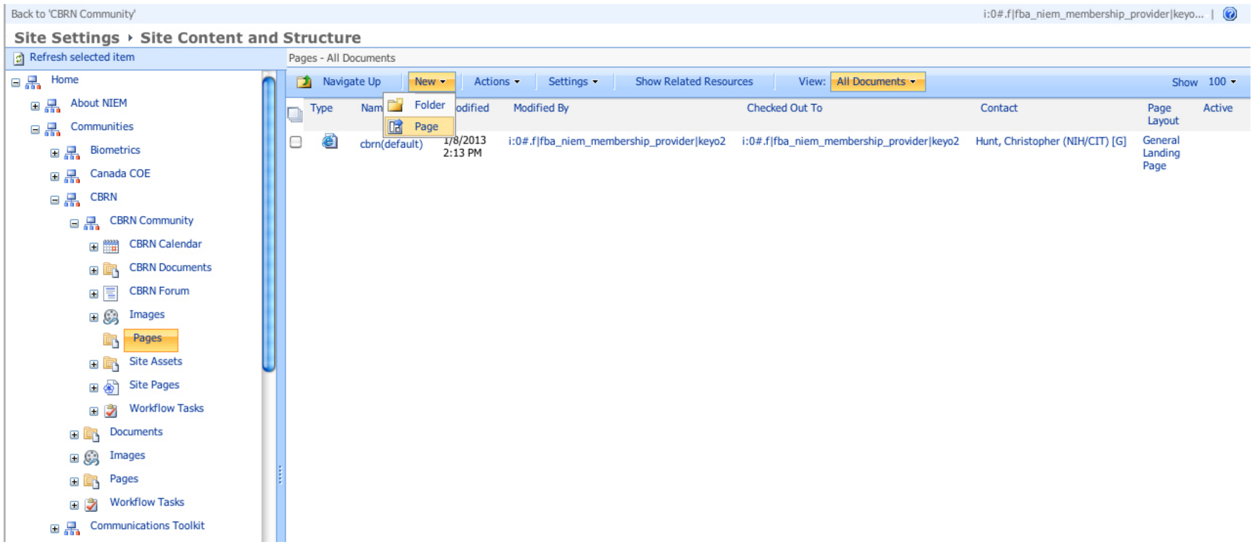




Type in the “New Page Name.” Choose a brief but descriptive name. It will automatically create a URL path. The page name is the title of the page. Select **“Create.”**

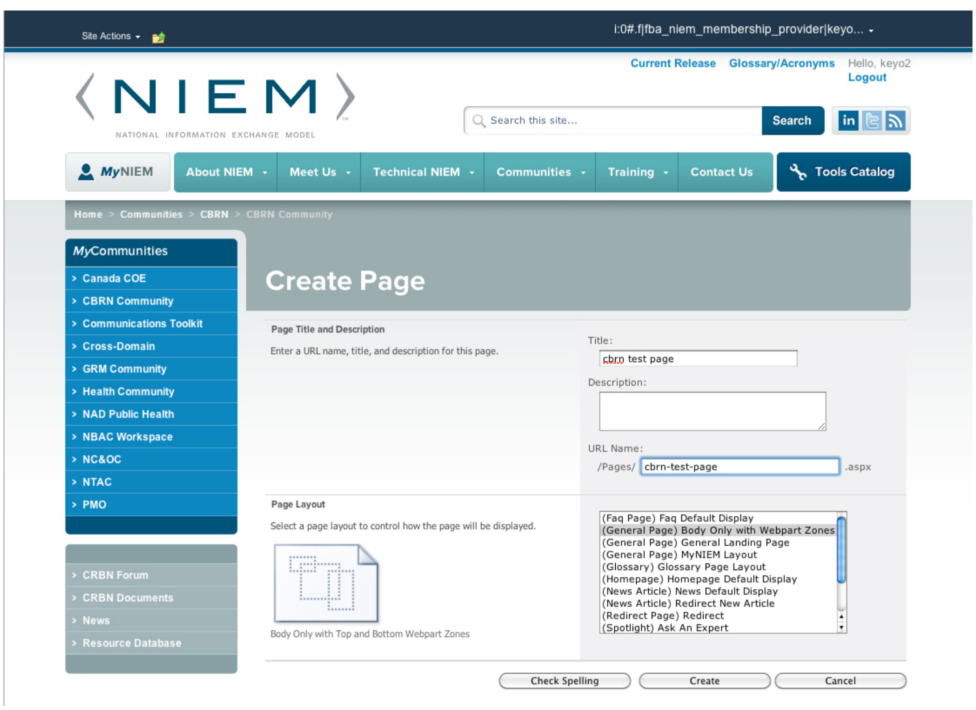
Locate your new page in the **Pages** section. Open or edit by following the **General Editing** procedures.

For more options in creating a new page, select **Site Actions/Manage Content and Structure**. Select **Pages** within your Community. Select **New/Page** and then **OK**.

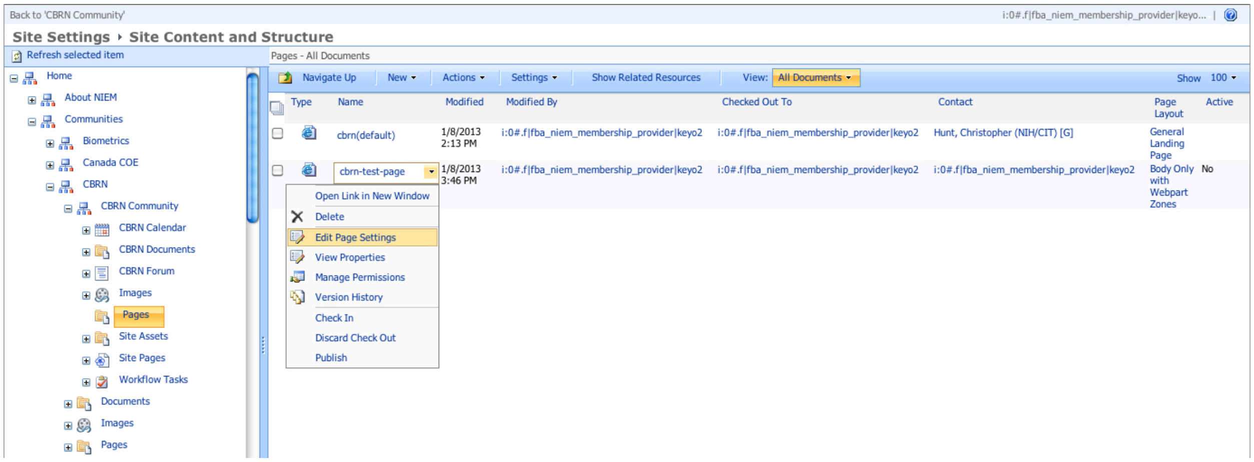


Type the title of the page and add a description (optional). The URL Name will automatically generate. You should edit the URL name to standardize the format to all lower case, with spaces replaced by a hyphen. Remove all special characters. Select the **Page Layout** type.

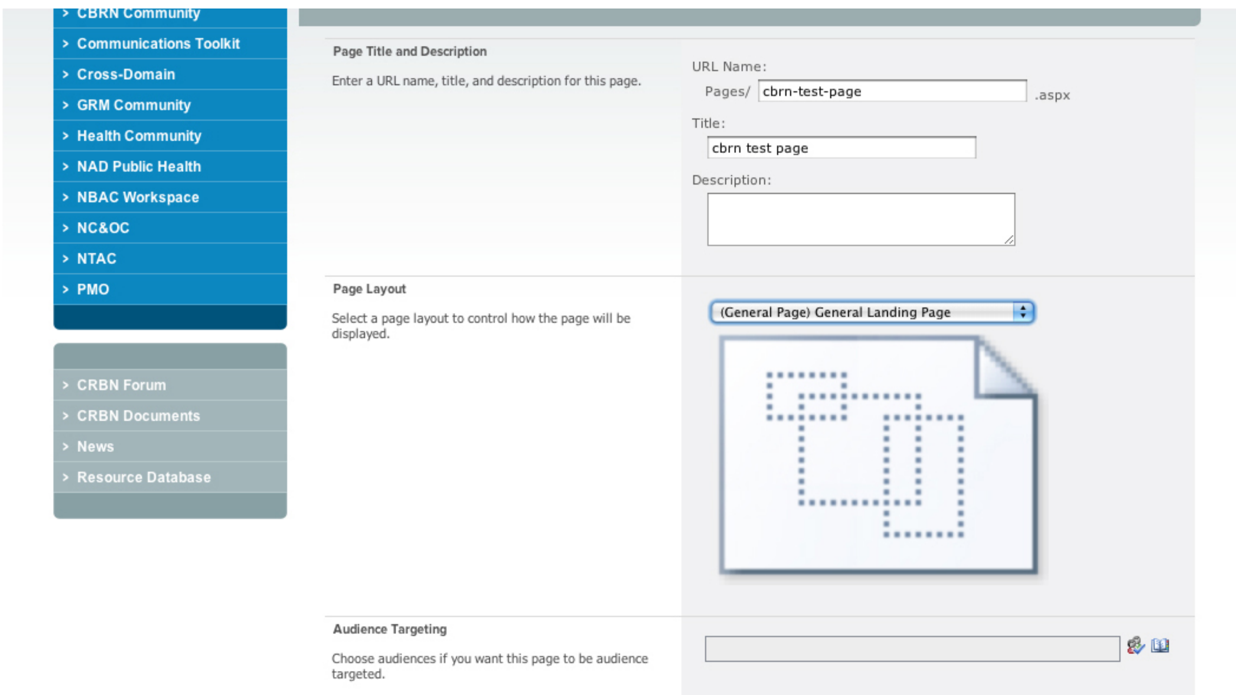
Choose either **(General Page) Body Only with Webpart Zones** or **(General Page) General Landing Page**. Select **Create**. The General Page is used for most site content pages. The **General Landing Page** layout should be used if you desire the large image in the upper right corner. There are additional page layouts with specific purposes to choose from. Each additional page layout is addressed in the appropriate section of this document.



If necessary, you can change between the two layout types later. **Here's how:** Navigate to your Community where you have admin permission and where the new page exists. Go to **Site Actions/Manage Content and Structure**, click on **Pages**, locate the page name (where the layout type change is desired), hover over it and click on the small triangle. Select **Edit Page Settings**.



In **Page Layout**, select the desired option change, in this example, **(General Page) General Landing Page**, also take notice of the other items that are editable in this view.



After the new page is created, there are 3 options for accessing the new page.

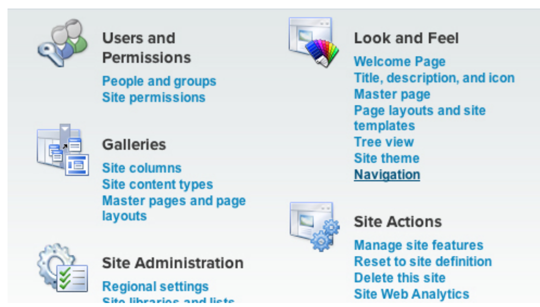
Option 1: Do nothing. Keep the new page visible only to your Community Admins. They can access the page by **Site Actions/Manage Content and Structure/Pages** and then click on the "New Page Name" to open.

Option 2: Create a new **hyperlink** (internal) on your default Community landing page (domain, committee, or group) that links to your new created page's URL.

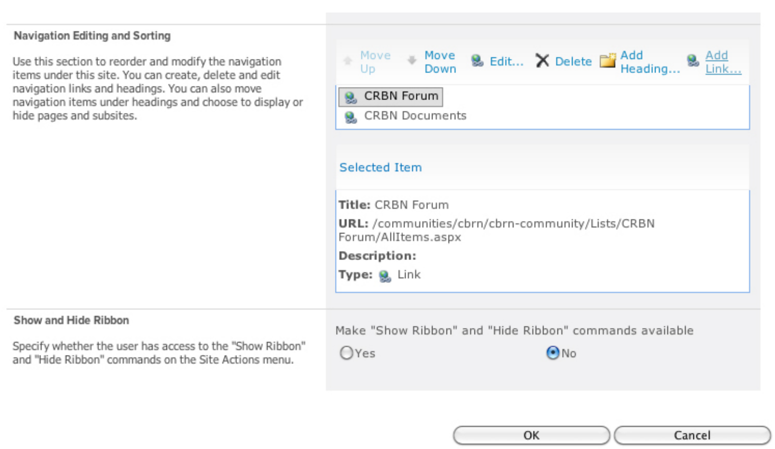
Option 3: Create a left side **Quick Launch** menu item. See also "Quick Launch" section 3 for details. A maximum of 5 new pages to display in the menu is recommended.

Steps for creating a **Quick Launch** menu item:

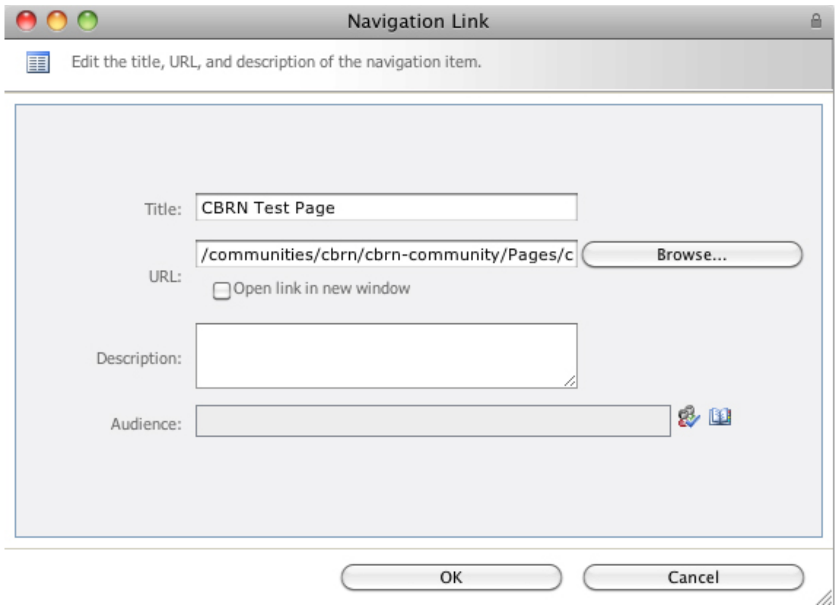
1) First navigate to your Community page, make sure you're logged-in, and select **Site Actions/Site Settings** and then click on **Navigation** under **Look and Feel**.

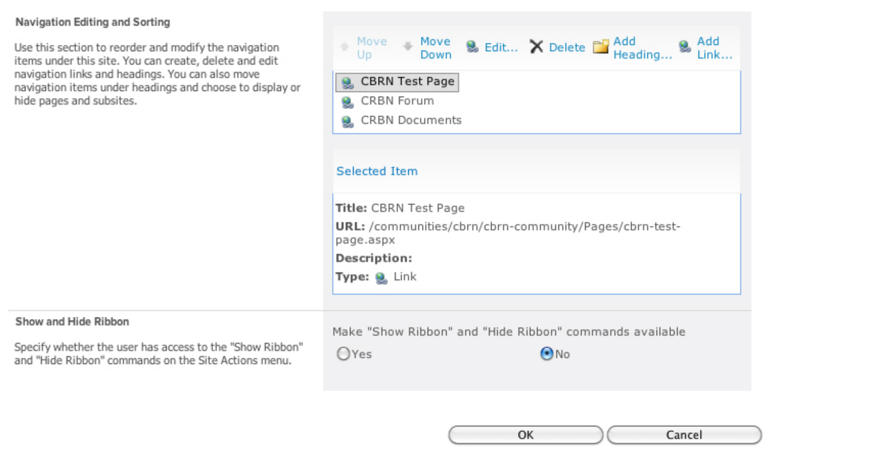


2) Go to the **Navigation Editing and Sorting** section and click on **Add Link…** icon.



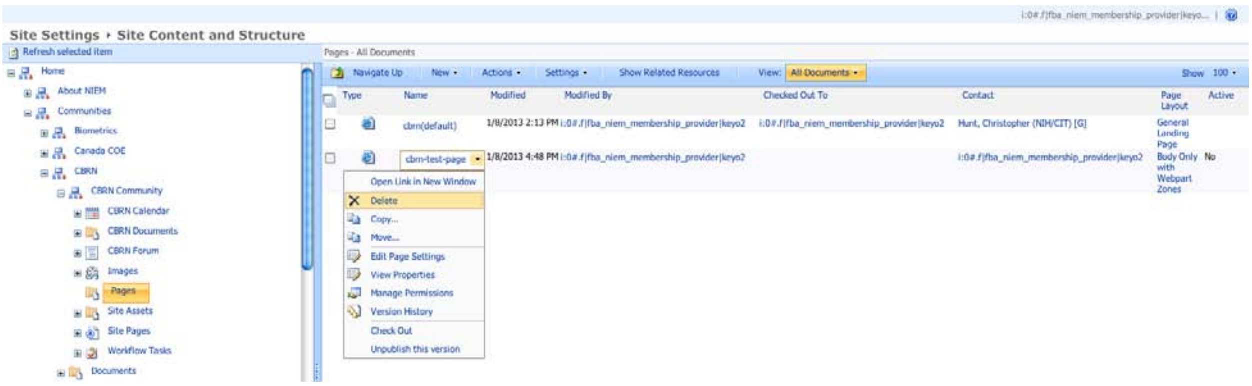
3) A **Navigation Link** dialogue box will appear. Fill out the **Title** (This will appear in the Quick Launch menu area). Put in the **URL**. Since these pages are internal, you only need the path after https://www.niem.gov. In this example, we opened our newly created page and copied everything after the ".gov" and pasted this path below "/communities/cbrn/cbrn-community/Pages/cbrn-test-page.aspx" in the **URL** field. Click on **Open link in new window** if that option is desired and select **OK**.





4) Notice the new page link **"CBRN Test Page"** now exists and use the **"Move Up** or **Move Down"** so it appears above the [Community] Forum. Click **OK** at the bottom of the main **Navigation** dialogue box. Go back to your main Community default page and check the "Quick Launch" menu navigation to ensure that what was just added is working correctly.

To delete an existing page (other than the default page) within your site. Start from your Collaboration Zone page and select **Site Actions/Manage Content and Structure**. Select the page to be deleted. Select **Actions/Delete** and then **OK**. You can also choose other active actions as well.



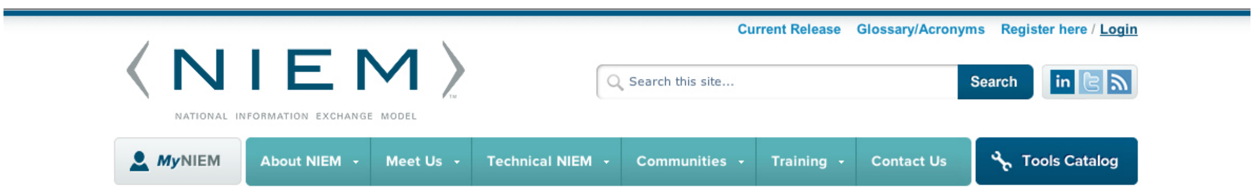
3. FOR SITE COLLECTION ADMINISTRATOR(S)

3.1 Authentication:

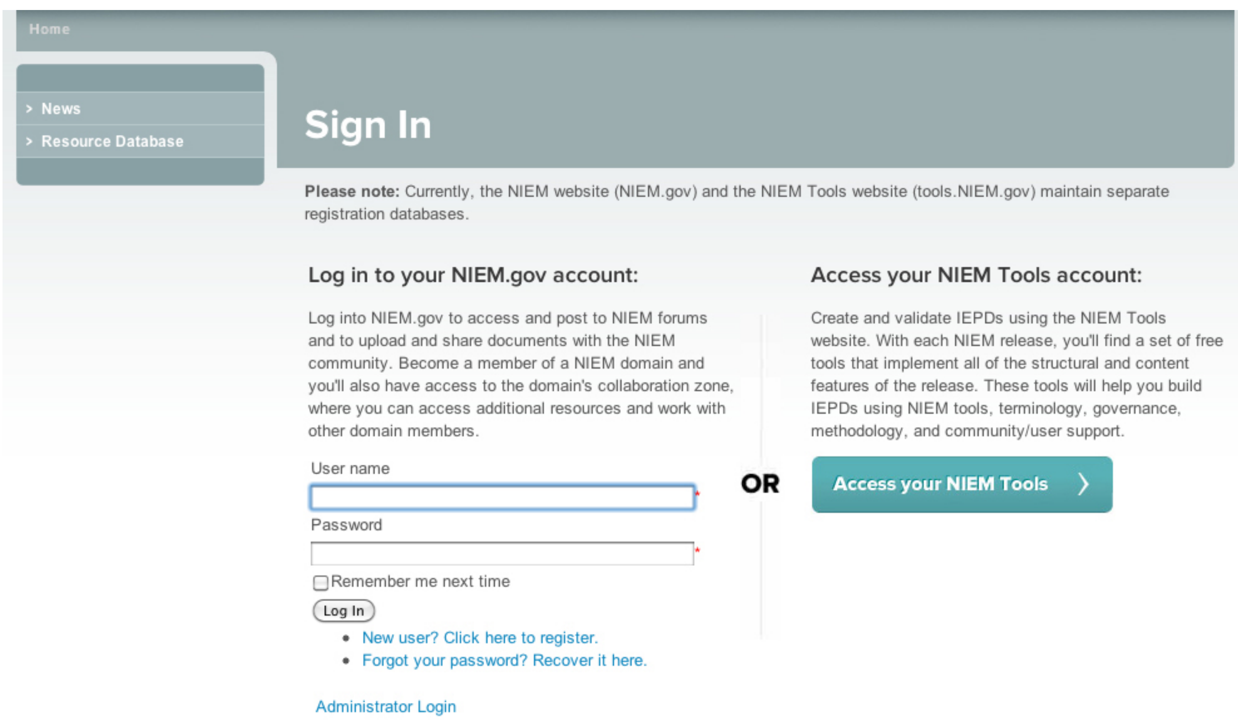
The following documentation/instruction is exclusively reserved for those who have “Site Collection Administrator” rights/permission only. **Please note:** the **Administrator Login** is for those who have a windows authentication user name and password. All other accounts are based on the **Forms Based Authentication** (FBA).

You can use the following web browsers for the NIEM.gov (branded/customized) SharePoint site: Internet Explorer, Mozilla Firefox, Google Chrome, and Safari.

To avoid compatibility issues, start SharePoint in a 32-bit browser. For more detailed information regarding supported browsers, please visit: http://technet.microsoft.com/en-us/library/cc263526.aspx



Navigate to: https://www.niem.gov/ and on the home page, click “Login” near the upper right corner.



On the “Sign In” landing page, there are three major options.

1. Enter your “User name and Password” with your FBA account info.
2. Click on “Administrator Login” for those who have a windows authentication user name and password.
3. Click on “Access your NIEM Tools” for a separate login to tools.NIEM.gov.

3.2 Managing Security:

Site Collection Admins are responsible for managing the security settings for this site. This includes granting or restricting permissions.

Inherit permissions from the parent site- by default, any sites or sub sites under the parent (root) site inherit parent site permissions.

Groups

The NIEM.gov website uses various groups with custom permissions to use the site. There are also a number of out of the box SharePoint groups available. To view all available groups, log in and select Site Actions/Site Permissions from the home page.

Following are the primary groups:

- Anonymous User: Given "Read" permission to all non-CZ content.
- NIEM Member: Can contributed limited content including participation in non-CZ discussions (e.g. NIEM 3.0 Forum), and can upload selected items for approval (e.g. Who's Using NIEM project or a new term for the Glossary.
- [*Community*] Member: Given "Read" permission and Limited Access or "Contribute" permission within a specified Community CZ.
- Community Admin: Given "Full Control" permission within a specified CZ.
- NIEM Admins: Given "Full Control" with Limited Access, Approve, View Analytics permission.

Creating Groups

1. Click "Site Permissions" on the "Site Actions" menu.
2. Click "Create Groups" on the "Permission Tools" Edit tab.
3. Enter a name for the group.
4. Enter a description for the group.
5. Choose a permission level for the group.
6. Click "OK"

Add People to Groups

1. Click "Site Permissions" on the "Site Actions" menu.
2. Click "Grant Permissions" on the "Permission Tools" Edit tab.
3. Under Select Users, type the person's user name or email address in the Users/Groups box and then press "Enter".
4. Under "Grant Permissions", use the drop-down List to select the group that you want to add the person to.
5. Click "OK".

Remove People from a Group

1. Click "Site Permissions" on the "Site Actions" menu.
2. Select the name of the group for the person that you want to remove.
3. Check the box next to the name of the person you want to remove and click the Actions link near the top of the page and select "Remove Users from Group".

3.3 Working with Subsites:

Site Collection Administrators can create subsites, which are simply sites that exist within a site collection. Subsites normally inherit permissions and navigation structure from their parent site but they can also be managed independently of their parent site.

Create a New Subsite

1. Click “New Site” on the “Site Actions” menu.
2. Under All Categories, select the “team site” site template.
3. Enter a title for the site. (For training class, please add your last name plus team site i.e. “Myles team site”.
4. Enter a URL name for the site.(For training class, please add your last name i.e. “Myles”).
5. Click “Create”.

Change the name, description, or URL of a Subsite

1. Click “Site Settings” on the “Site Action” menu.
2. Click “Title, Description, And Icon” in the “Look And Feel” group.
3. Change the title.
4. Change the description.
5. Click “OK”.

Subsite Duplication

1. Go to the subsite you want to duplicate and select site settings for the spweb you want to copy.

   For example to duplicate the DOD UCore Community subsite, it would be https://www.niem.gov/communities/dod-ucore/_layouts/settings.aspx. Adding “/_layouts/settings.aspx” from the subsite’s url address.

2. If the spweb is based on the "publishing website site" template there won't be a "save site as template" option available. Instead you will need to construct the url by adding the file "**savetmpl.aspx**"

   So our example url should now look like: https://www.niem.gov/communities/dod-ucore/**_layouts/savetmpl.aspx**

3. Load the newly created link in your browser and you will be given the form to save a template of the spweb from #1 above.

   From the webpage, note the following:

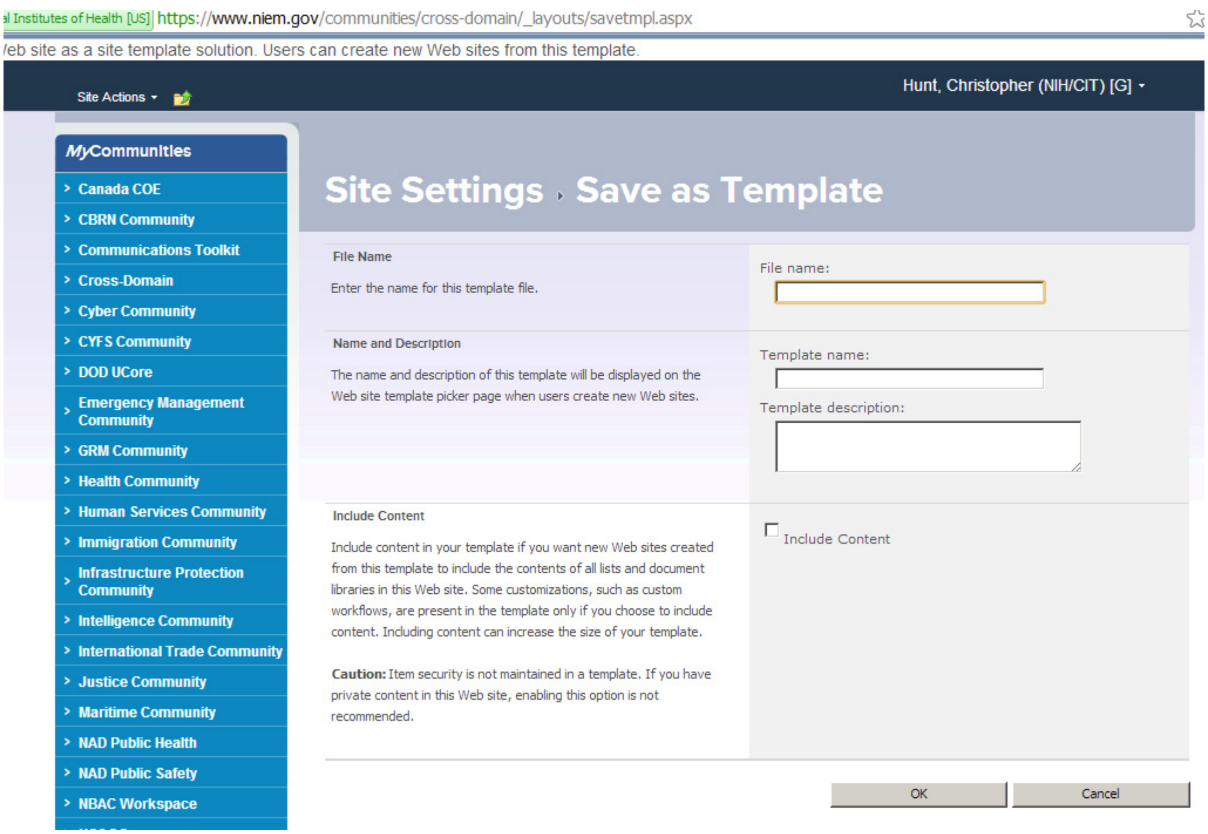
   -- Enter a "File name:" no spaces in filename.

   -- Enter a "Template name:" spaces are allowed.

   -- The field "Template description:" is optional.

   -- Check the "Include Content" check-box to copy all the content to the new template.

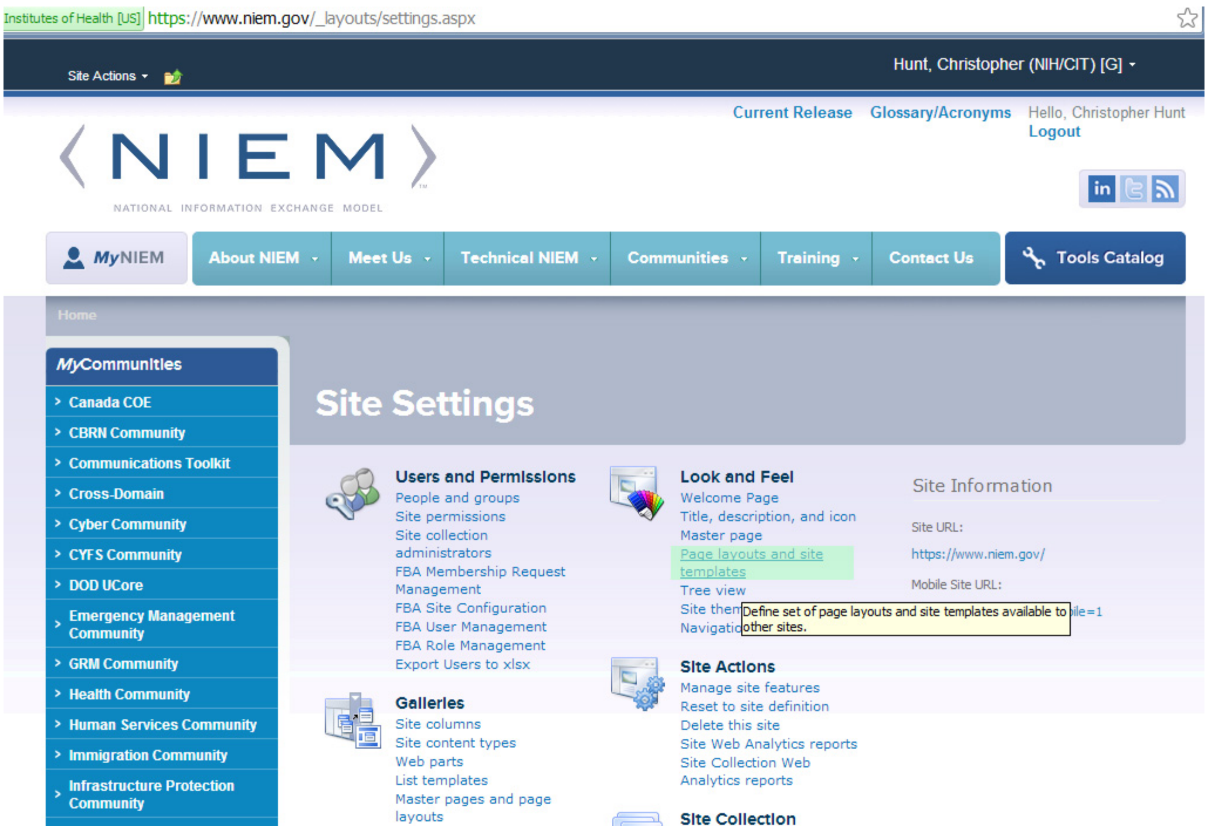
   -- Now new site template would now have been created and ready for use



4. To make the new site template available for usage in the creation of a new spweb. You will need to make it available globally from the site collection's root level.

   Go to https://www.niem.gov/_layouts/settings.aspx, [domain name]/_layouts/settings.aspx

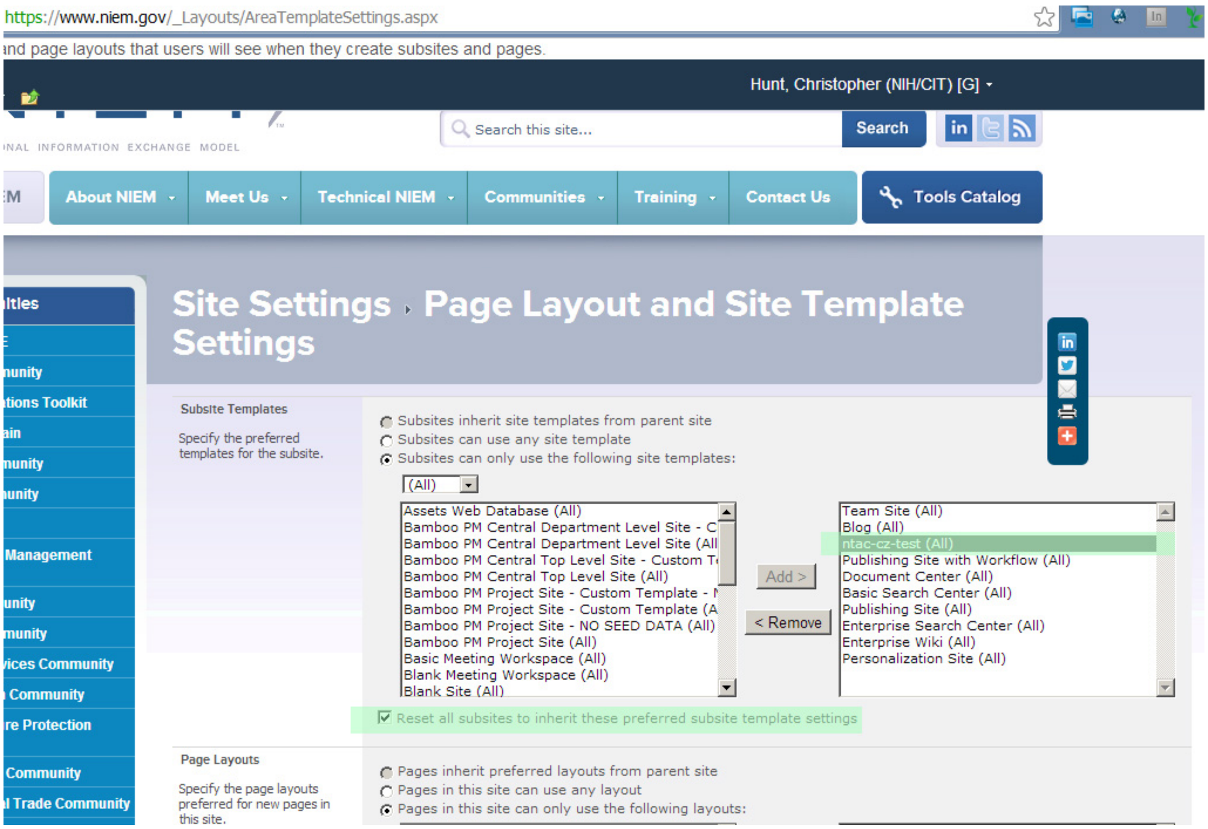
   Then **Page Layout and Site Template Settings** - under the section "Look and Feel" https://www.niem.gov/_Layouts/AreaTemplateSettings.aspx



5. Under the first section "Subsite Templates"
   a) Add the newly created site template to the chooser on the right.

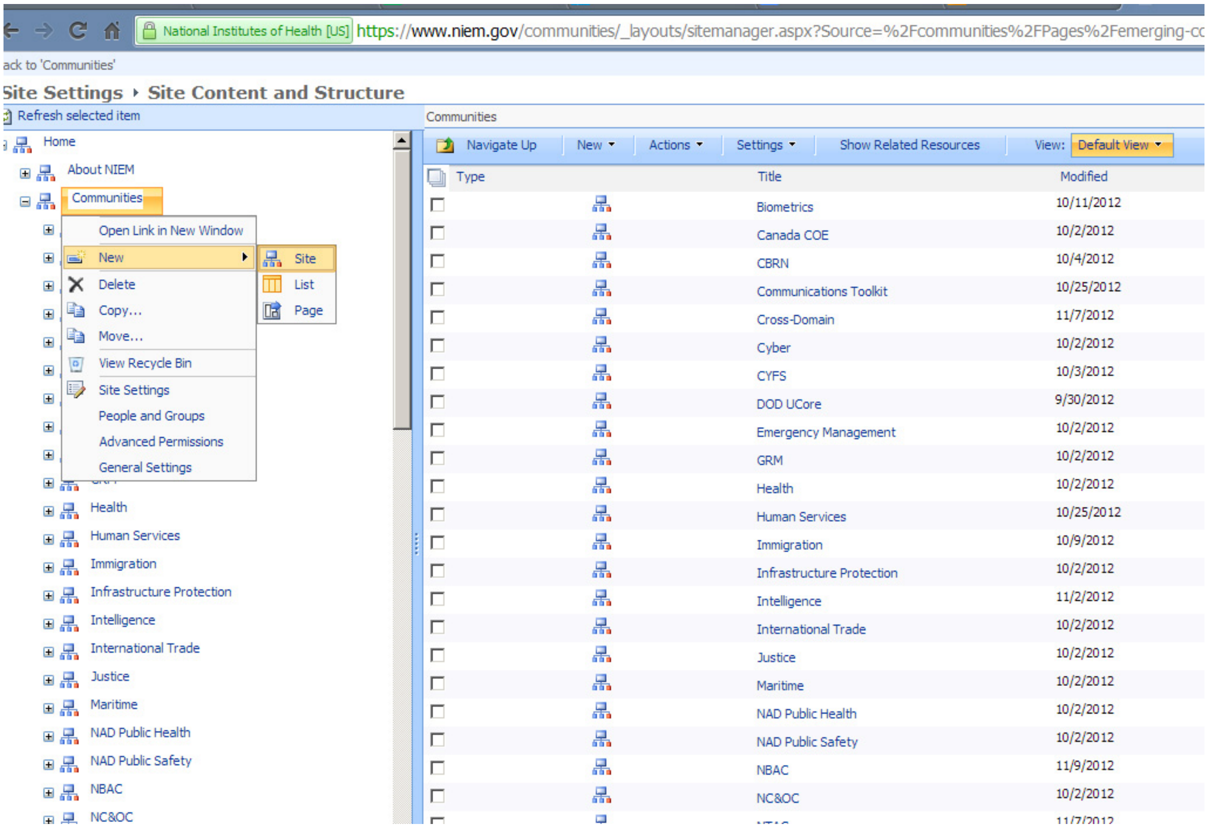
   b) Select the option to "Reset all subsites to inherit these preferred subsite template settings" as well

   Save your changes by clicking on the button for "Ok"

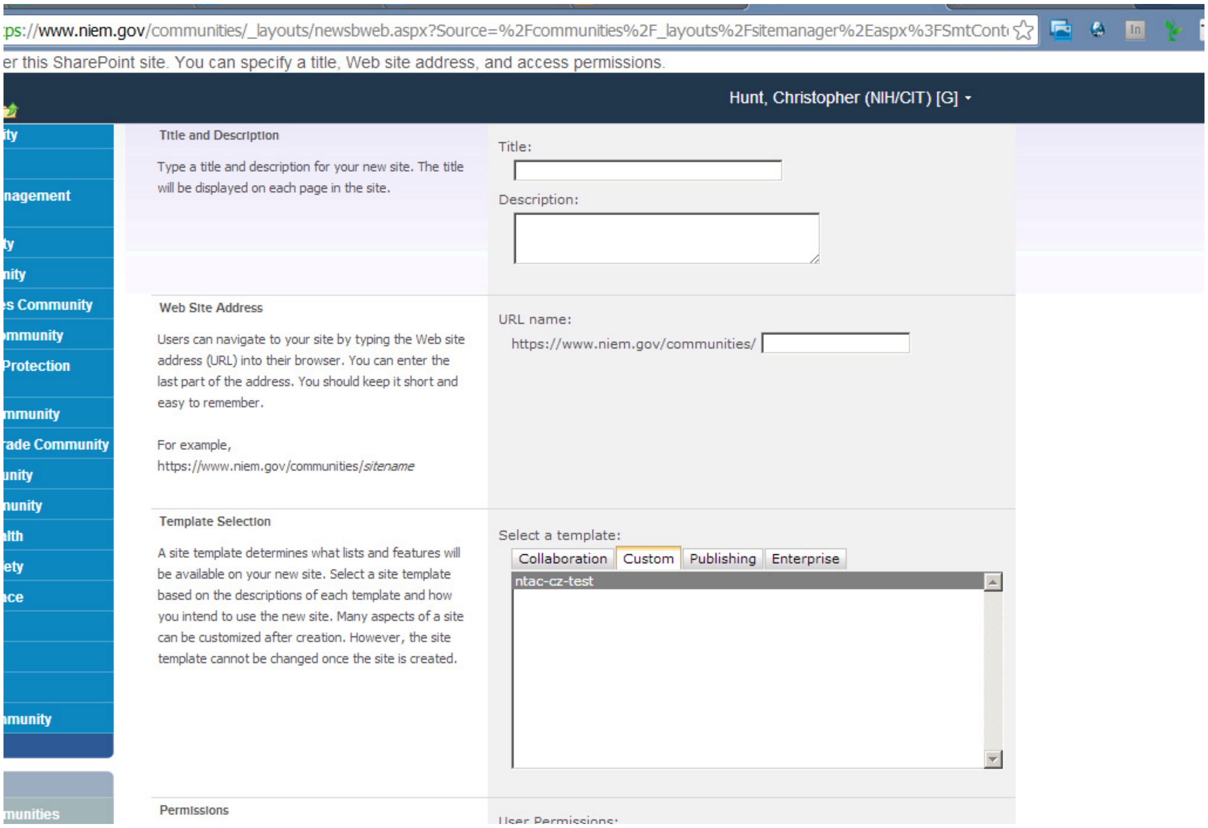

https://www.niem.gov/_Layouts/AreaTemplateSettings.aspx
and page layouts that users will see when they create subsites and pages.
Hunt, Christopher (NIH/CIT) [G]
Search this site...
Search
About NIEM
Meet Us
Technical NIEM
Communities
Training
Contact Us
Tools Catalog
Site Settings › Page Layout and Site Template Settings
Subsite Templates
Specify the preferred templates for the subsite.
Subsites inherit site templates from parent site
Subsites can use any site template
Subsites can only use the following site templates:
(All)
Assets Web Database (All)
Bamboo PM Central Top Level Site (All)
Bamboo PM Project Site - NO SEED DATA (All)
Bamboo PM Project Site (All)
Basic Meeting Workspace (All)
Blank Meeting Workspace (All)
Blank Site (All)
Add >
< Remove
Team Site (All)
Blog (All)
ntac-cz-test (All)
Publishing Site with Workflow (All)
Document Center (All)
Basic Search Center (All)
Publishing Site (All)
Enterprise Search Center (All)
Enterprise Wiki (All)
Personalization Site (All)
Reset all subsites to inherit these preferred subsite template settings
Page Layouts
Specify the page layouts preferred for new pages in this site.
Pages inherit preferred layouts from parent site
Pages in this site can use any layout
Pages in this site can only use the following layouts:

6. Now we are ready to use the custom site template to create an spweb/site.

   Go to the location that you like to create a new site.



You will then go to the page - "/_layouts/newsbweb.aspx?"



-- Enter appropriate values for "Title and Description, Web Site Address"

-- Under "template selection" choose the tab "Custom" select your new site template

-- User Permissions: Select either "Use same permissions as parent site" or "Use unique permissions".

-- Navigation Inheritance - Yes or No

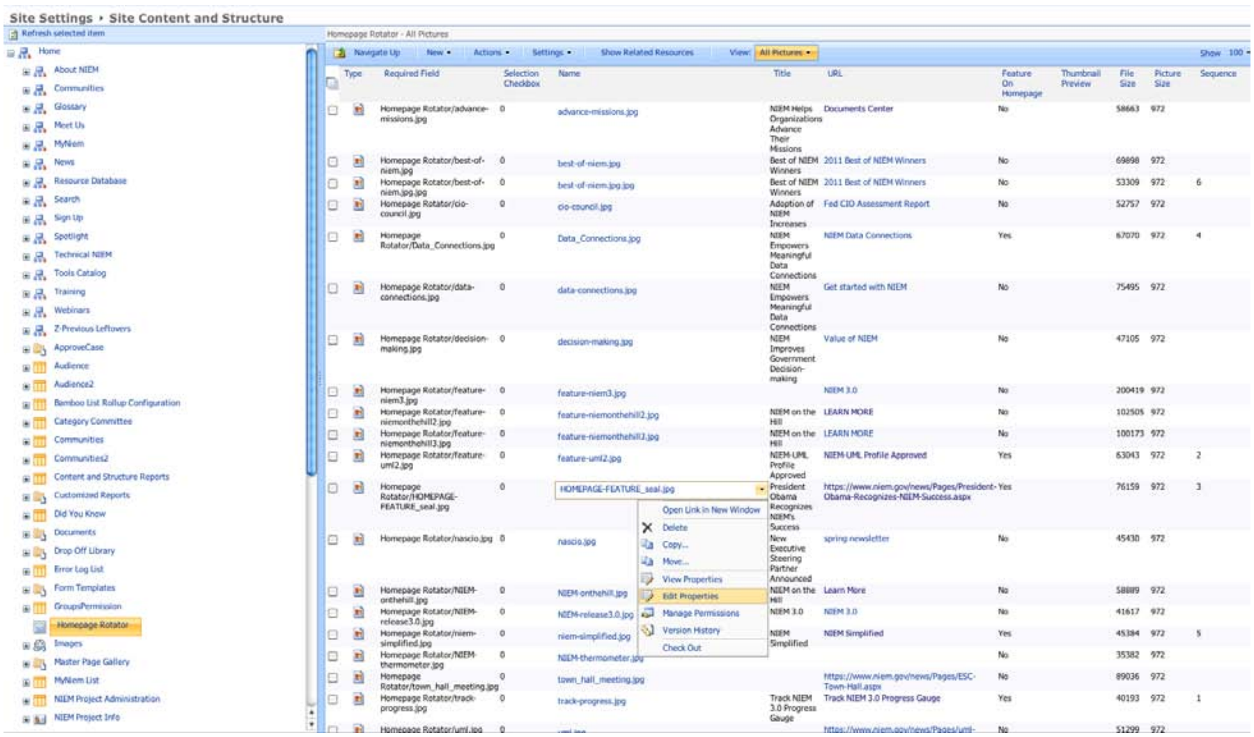
-- Click the "create" button

Caution: Review the site setup and group permissions. Cloning a subsite is not 100% accurate. You will be required to do some cleanup as only about 90% of the work would have been done based on your original setup.

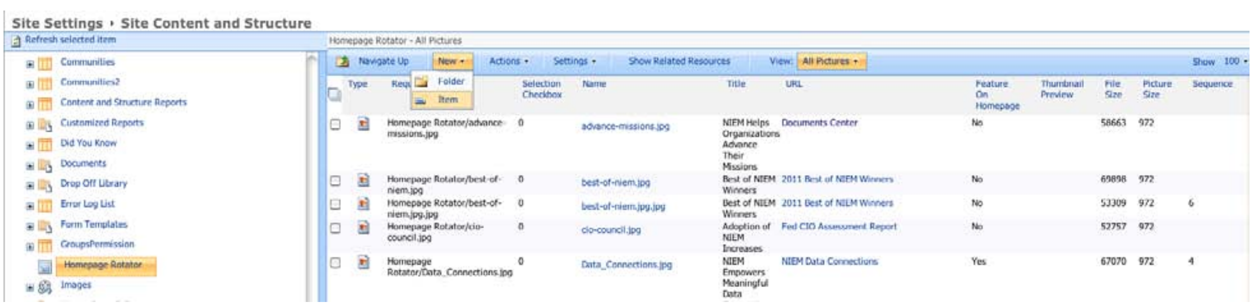
3.4 Modifying Home Page Related Items:

Homepage Rotator

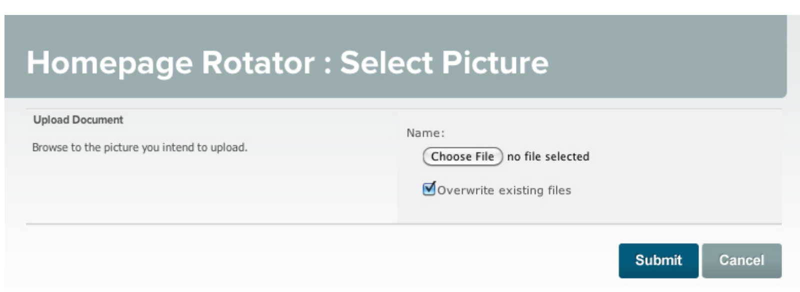
After logging in, go to **Site Actions/Manage Content and Structure**. On the root-level, click on **Homepage Rotator**. Here is a list of all the homepage rotator content. Items that have "Yes" on the "Feature On Homepage" column are active. To edit an existing image, click on small downward triangle (dropdown) under the "Name" column. Select "Edit Properties" to make edits.



Edit the desired fields. The Name MUST remain the name of the referenced image. The URL is the link to any internal or external page. Checking “Feature On Homepage” makes the homepage rotator active or live. Sequence is the order in which the homepage rotator will show. **Note:** When adding or deleting any active item, always check and confirm the sequence order. Pay close attention to the “Sequence, Feature On Homepage, and URL link.”

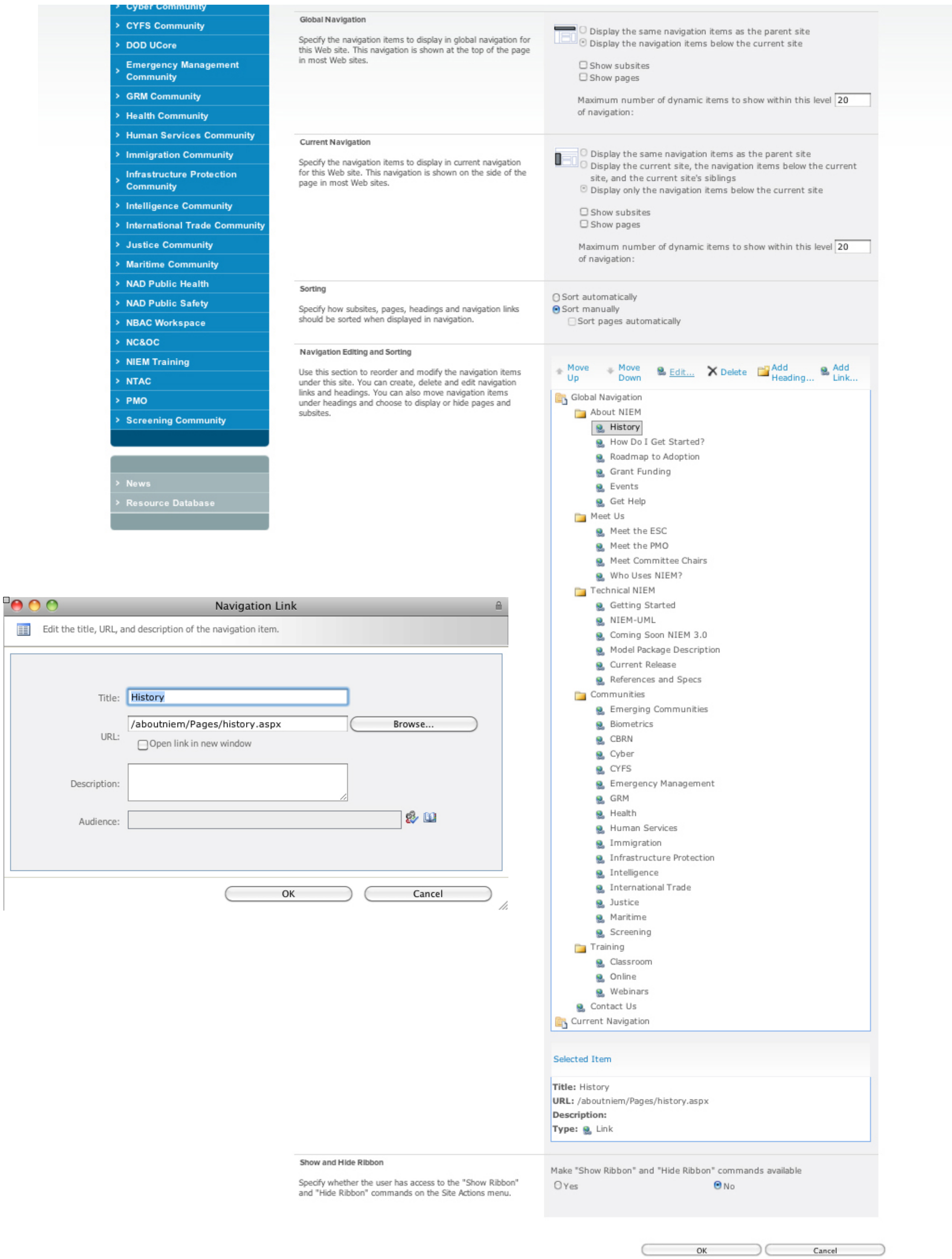


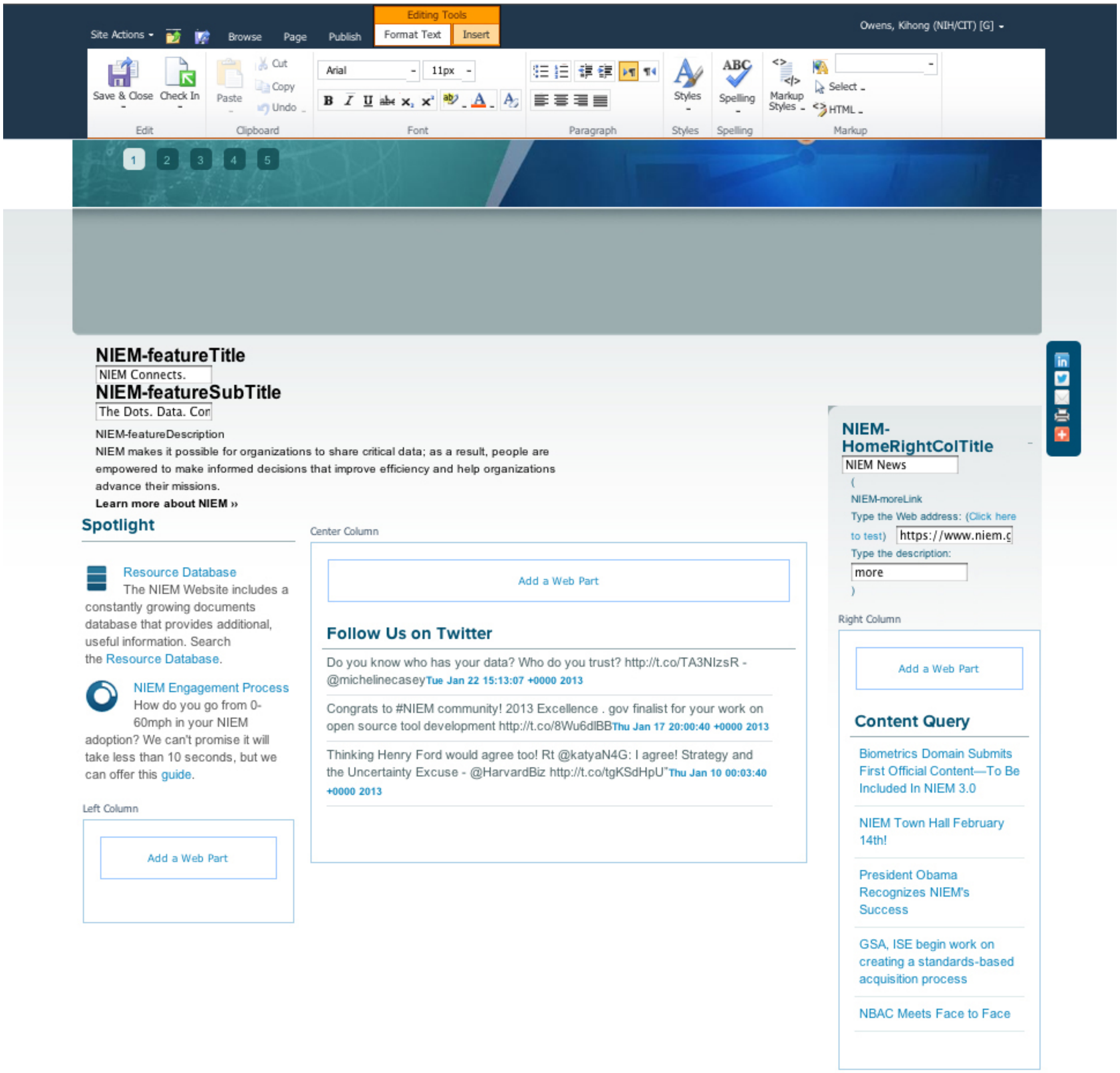
To create a new homepage rotator image, select “New” and “Item” in dropdown (see screenshot). Attach image to upload and check “Overwrite existing files” if it’s not. Click on “Submit.” Then follow the above editing steps.



Main Menu (Global) Navigation

Please follow these steps to add/edit drop down list from “About NIEM” to “Contact Us.” Start on the home page, then select **Site Actions/Site Settings**, under Look and Feel, select “Navigation.” **Important note:** Refresh the page, if you don’t see the folders and links as shown (see screenshot below). Select a linked page within the existing Heading folders. For example, within “About NIEM” select “History,” then click on “Edit …” (see Navigation Link screenshot). **Do Not Alter:** All Heading folders shouldn’t be edited, deleted, or moved as well as their current links within.





Caption Text Below Homepage Rotator

Start on the home page, then select **Site Actions/Edit Page**. Here, the NIEM-feature Title, NIEM-featureSubTitle, and NIEM-feature Description can all be edited. The feature title and subtitle are pre-style and only text changes are allowed. In the feature description area, text changes and necessary html can be added (see above screenshot).

Spotlight

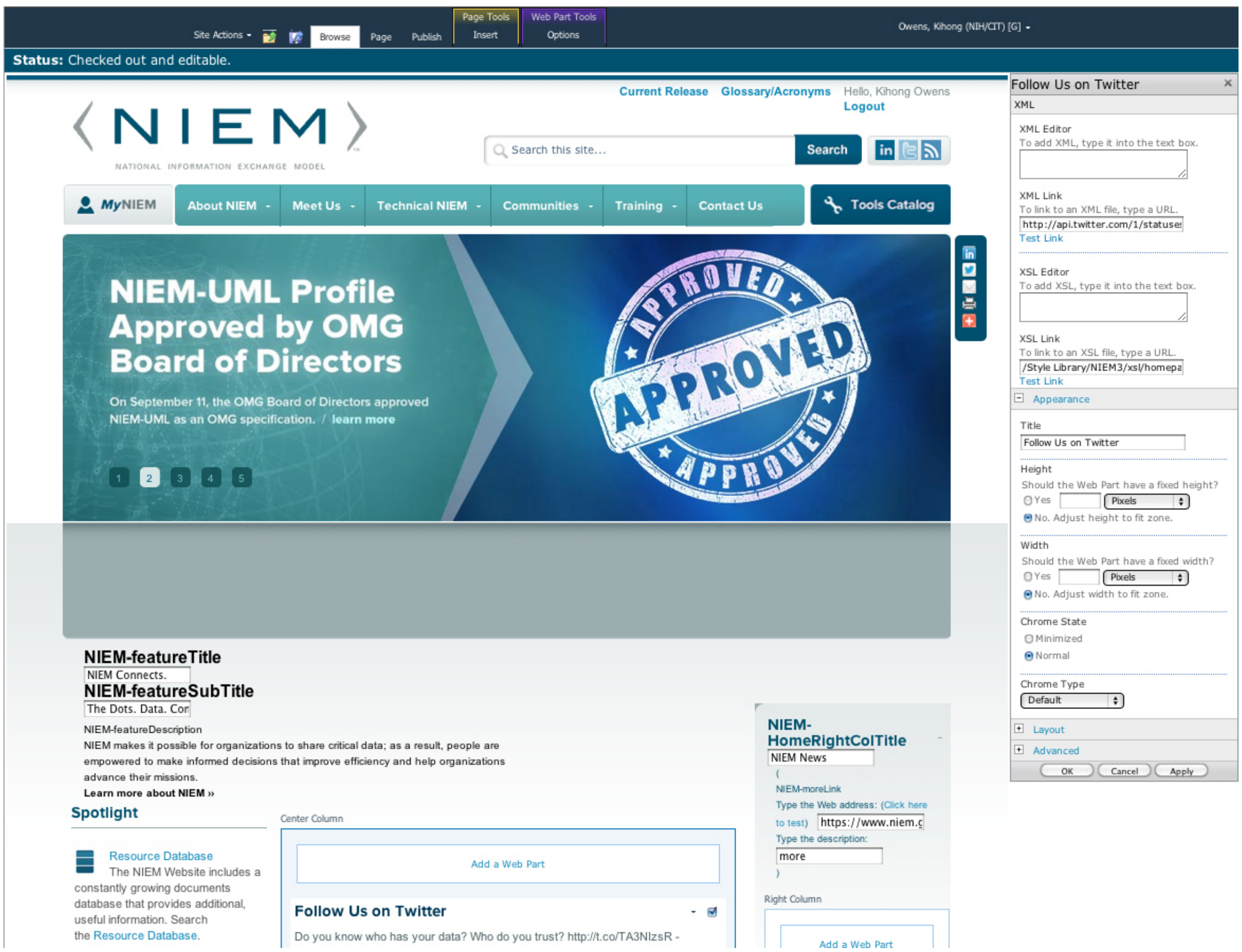
Currently, the only active Spotlight items reside on the home page. They are "Resource Database" and "NIEM Engagement Process" and are considered permanent, closed web parts which means they can only be modified by editing the master page (NIEM3.master) in the div id="WebPartWPQ3" section in the div class="image-area-left" and in the li class="dfwp-item" section in the div class="image-area-left." **Use SharePoint Designer and modify with extreme caution and care**.

Twitter

The **Follow Us on Twitter** is a custom web part that uses the Twitter API to list the most recent tweets (up to 5?). Click on downward triangle "Edit Web Part" of the **Follow Us on Twitter** to make edits (XML, Appearance, Layout, Advance).

XML Link (To link to an XML file, type a URL)
http://api.twitter.com/1/statuses/user_timeline.xml?screen_name=NIEMExecDir&count=6

XSL Link (To link to an XSL file, type a URL)
/Style Library/NIEM3/xsl/homepage-twitter.xsl

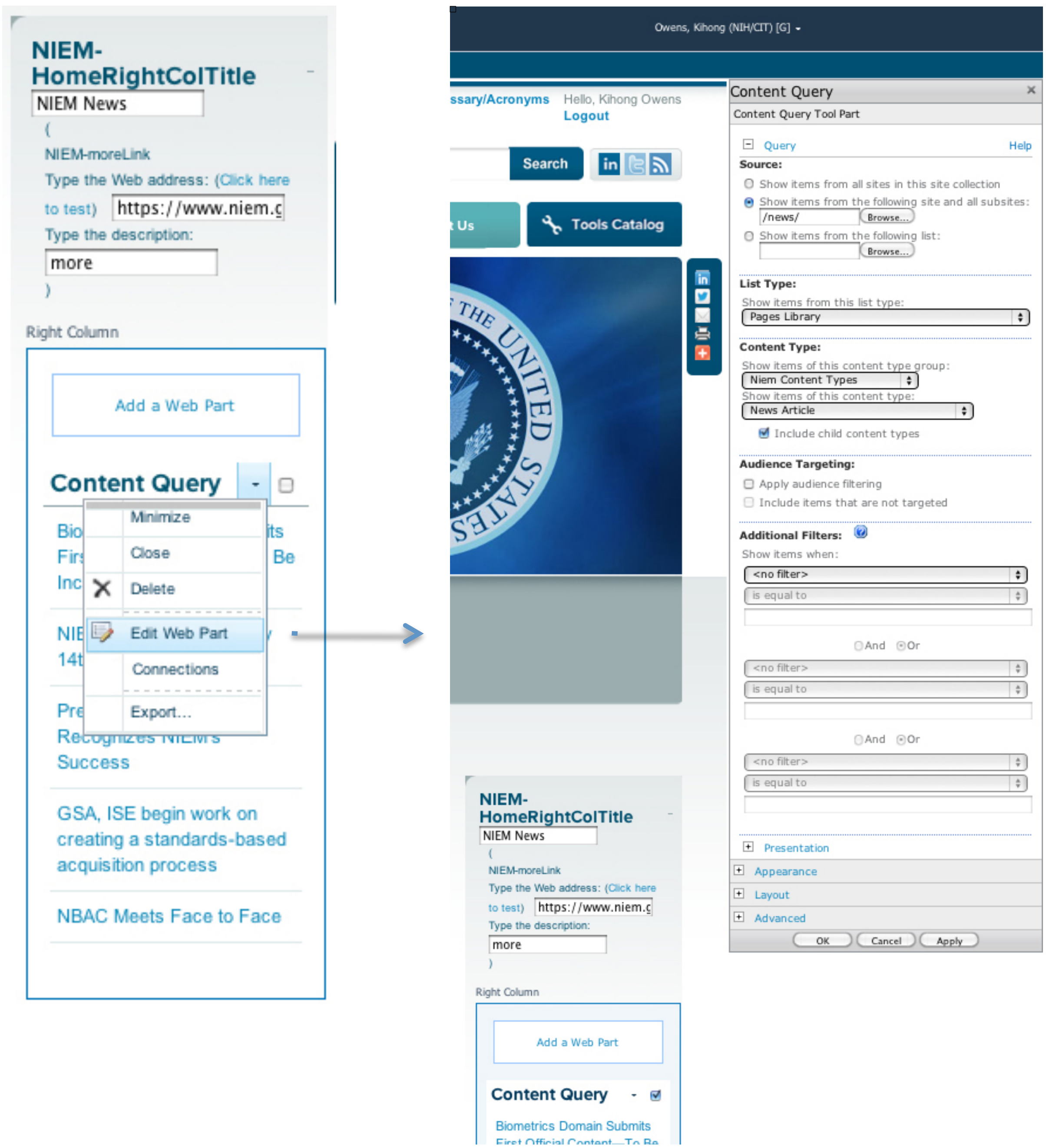


NIEM News

Start on the home page, then select **Site Actions/Edit Page**. There are text fields to edit the title, the URL link and description name. Click on downward triangle "Edit Web Part" of the Content Query to make modifications. See screenshots of the current settings as a reference. See "News" for additional related information.

NIEM-HomeRightColTitle
NIEM News

NIEM-moreLink Type the Web address: (Click here to test)
https://www.niem.gov/news



Footer Area

The Blue Bar Icons: Join Our Network, Get Widget , and NIEM 3.0 Coming Soon, Learn More Here) can be modified by accessing the master page (NIEM3.master) in the “NIEM-footer-wrapper”-div.

Recently Updated Pages, Quick Links, and External Links: can be modified by accessing the master page (NIEM3.master) in the “NIEM-footerBottom”-div and “div class=”NIEM-column1 thru 4.

3.5 Other Functionality Items:

Calendar

The calendar feature has three main components:

1. The Events Calendar
Go to: https://www.niem.gov/aboutniem/events/Pages/events.aspx
Viewable to all (for the general public). Authorized admins can add or delete events.

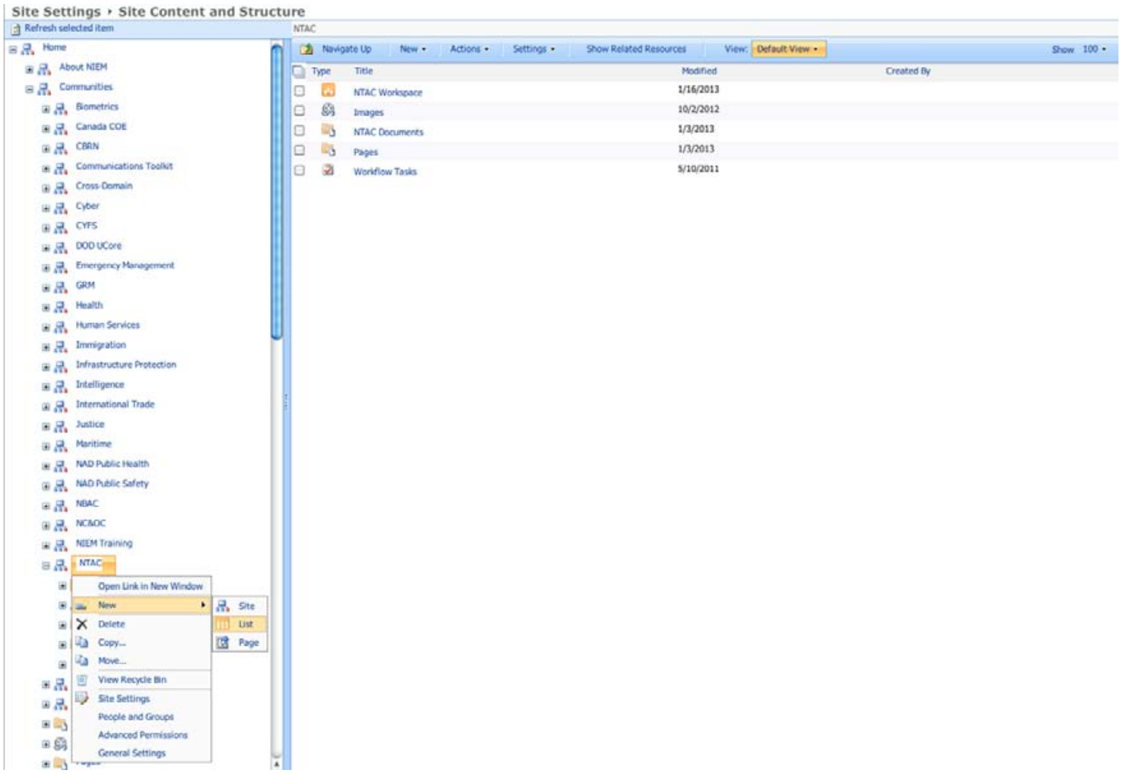
This calendar will display (roll-up) all "Public" type of events from all of the communities that has marked the event as “Public” on their respective calendars. Not checking the “Public” option, the created event will only show on their community calendar.

To add new events not originating from community calendars, the authorized admins can go to the "Public Events" calendar list: https://www.niem.gov/Lists/Public%20Events/calendar.aspx and double click on the day of the event and fill out all necessary fields of the “Public Events – New Item modal window and Save. **Important note:** The "Public Events" calendar list is for authorized admins only.

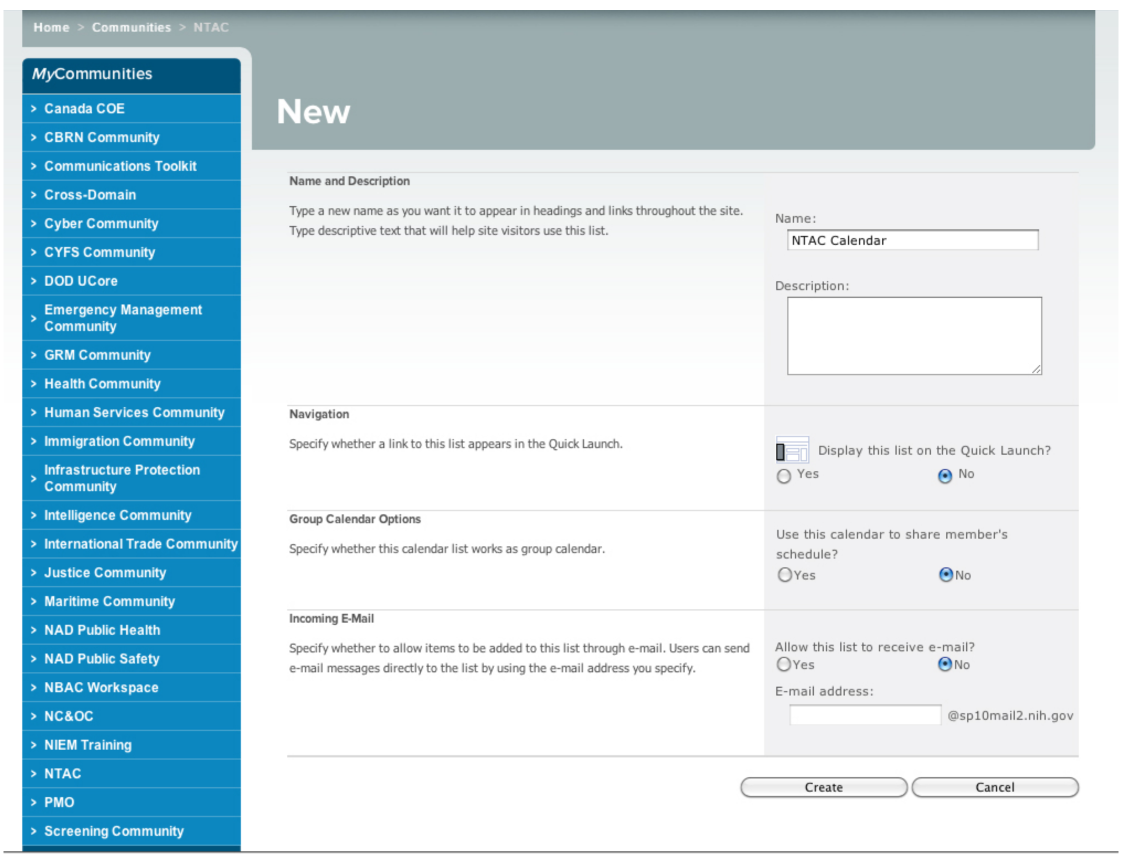
2. The Community Calendars
Go to: (i.e., https://www.niem.gov/communities/cbrn/cbrn-community/Pages/cbrn.aspx)
Viewable only to their (specific) community members. Their (specific) community admins can add or delete events. **Please note:** Majority of the existing communities have their community calendars in place. NBAC and a few others are currently using the out-of-the-box calendar.
All out-of-the-box calendars should be updated with the new Bamboo Calendar Web Part to roll-up the “Public” event items correctly.

Creating a Community Calendar is basically a two-step process:

Step 1. All the communities should have their own "calendar list" within their subsite folder.
The list "CZ Calendar Template" was created by beginning on the home page and selecting **Site Actions/Manage Content and Structure**. Next, locate your subsite where the new list should reside.
As an example, let’s create a new list in NTAC subsite (see screenshot).

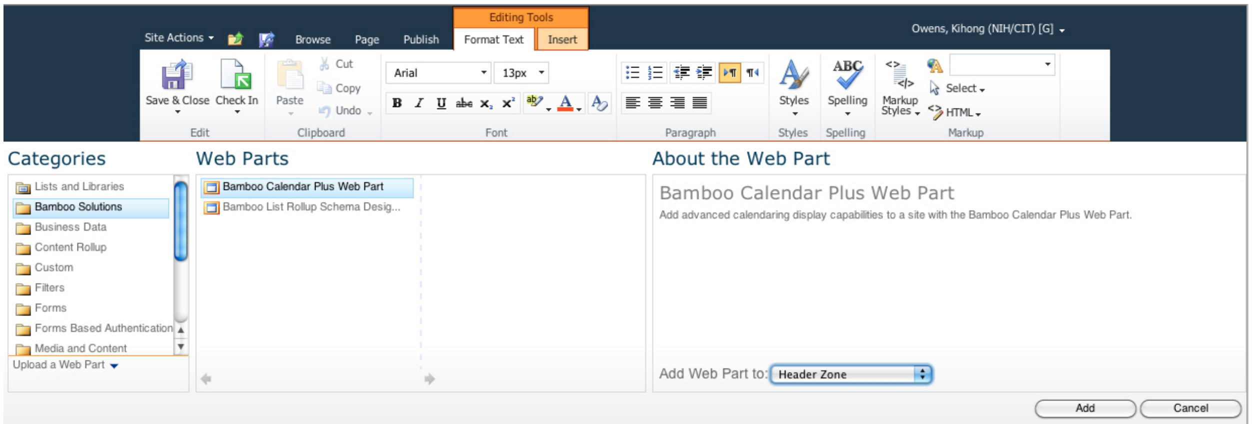


Under Tracking, click on the **CZ Calendar Template** and match screenshot shown. This was used to create the custom calendar list for each of the community calendars.

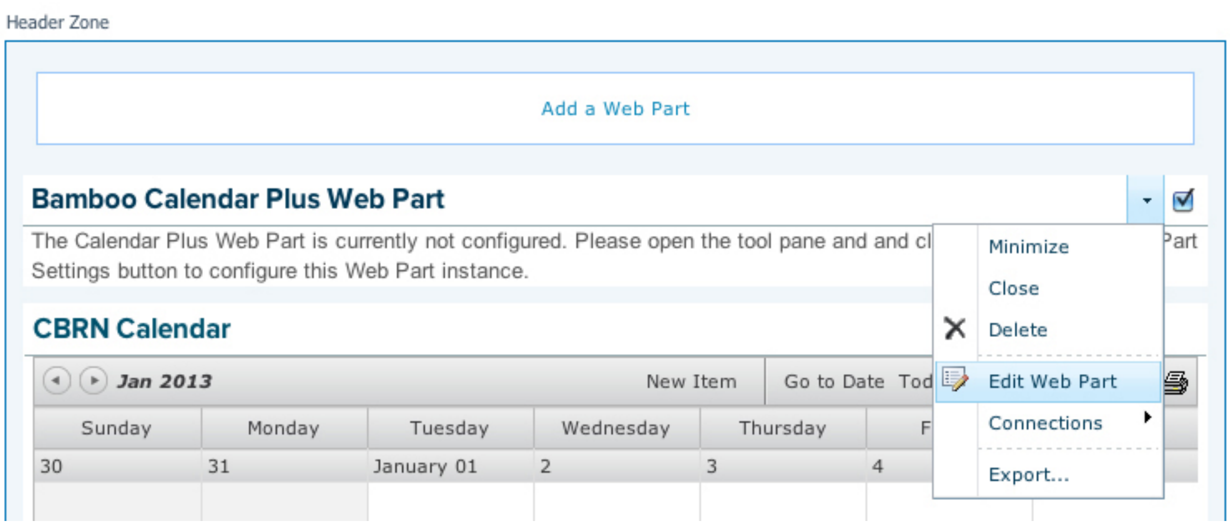


Step 2. Now you are ready to add the Bamboo Web Part calendar and configure. **Refer to the CBRN Community Calendar** as a sample set-up.

Begin by navigating to the specific community landing page and selecting **Site Actions/Edit Page**. In the **Header Zone** click on **Add a Web Part**. Then, a window will pop-up (see screen shot below. Under **Categories** click on **Bamboo Solutions** under **Web Parts** highlight **Bamboo Calendar Plus Web Part**. On the next column go to **Add Web Part to:** and select **Header Zone** and click on **Add**.



Now, it's ready to configure. Select the **Bamboo Calendar Plus Web Part** (upper right corner), then click on the downward triangle and highlight **Edit Web Part**.

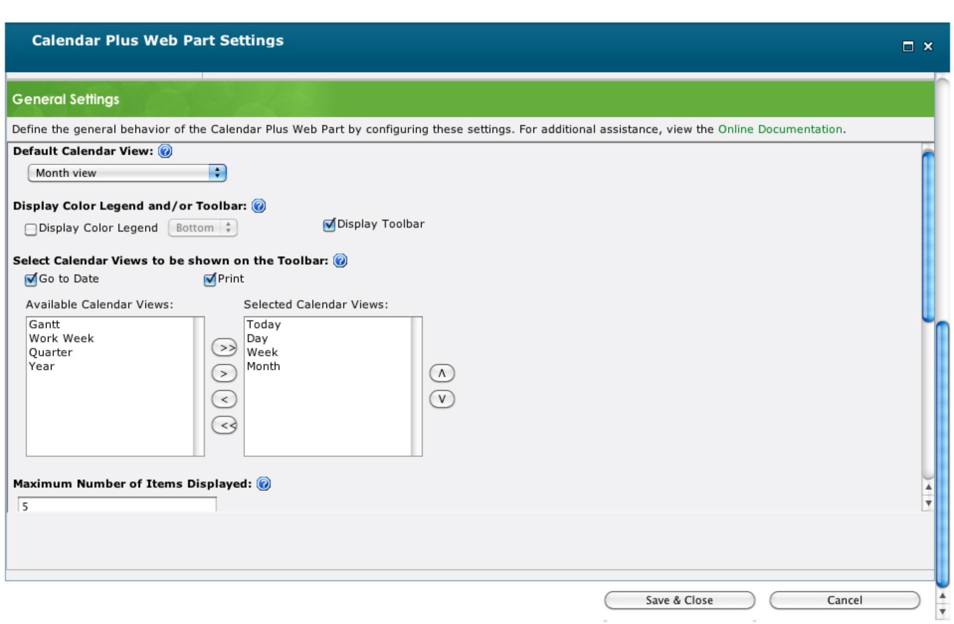


Scroll up, on the upper right corner is the **Bamboo Calendar Plus Web Part** pane (see screenshot on next page). Click on **Appearance** and change **Title** to your calendar name. Under **Calendar Plus Settings** click on **Calendar Plus Web Part Settings**. This is where most of the set-up takes place. Review community calendars already configured. Be sure to match their set-up for any new community calendars.

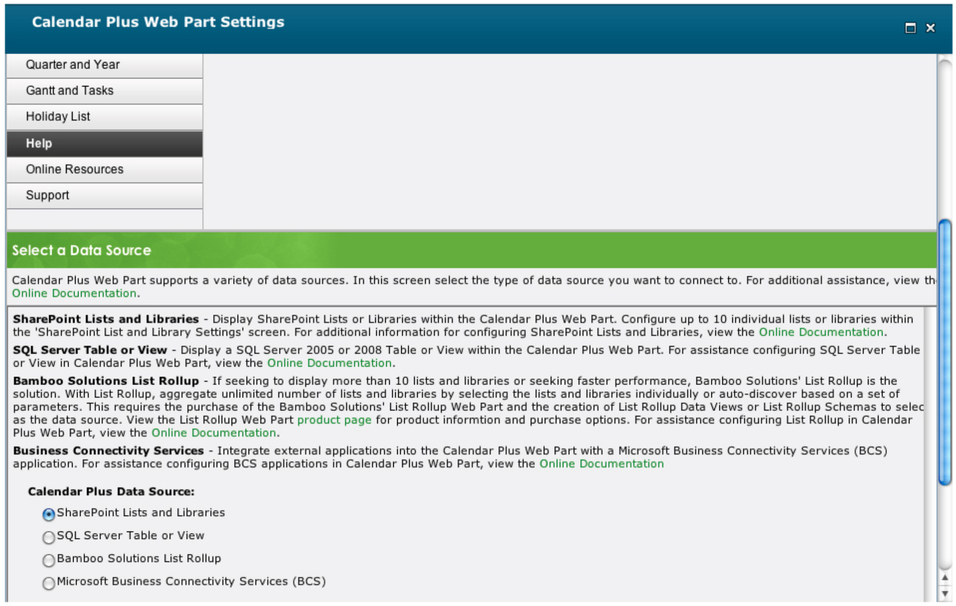
There is a valuable **Online Resources** under **Help**. Select the **Online Documentation** for **Calendar Plus Web Part for SharePoint 2010** and review the **Configuration** literature. All the instructions for set-up is provided. There's a **Support** section as well.

General Configuration:

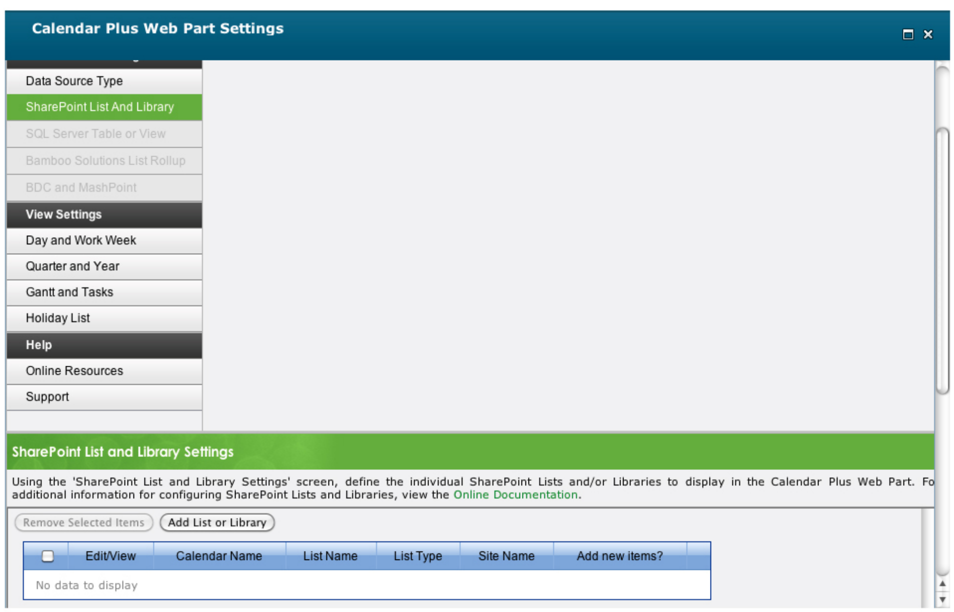
Under "**Preferences**" select **General Settings** and scroll down (It's a window within a window with 2 scroll bars to view set-up items). The screen shot below is just a partial reference, use the inside scroll to view the rest of the set-up. Match the **Look and Feel**, **Select a Language** should be English by default.



Under **Data Source Settings** highlight **Data Source Type** scroll down and select "**SharePoint Lists and Libraries**.



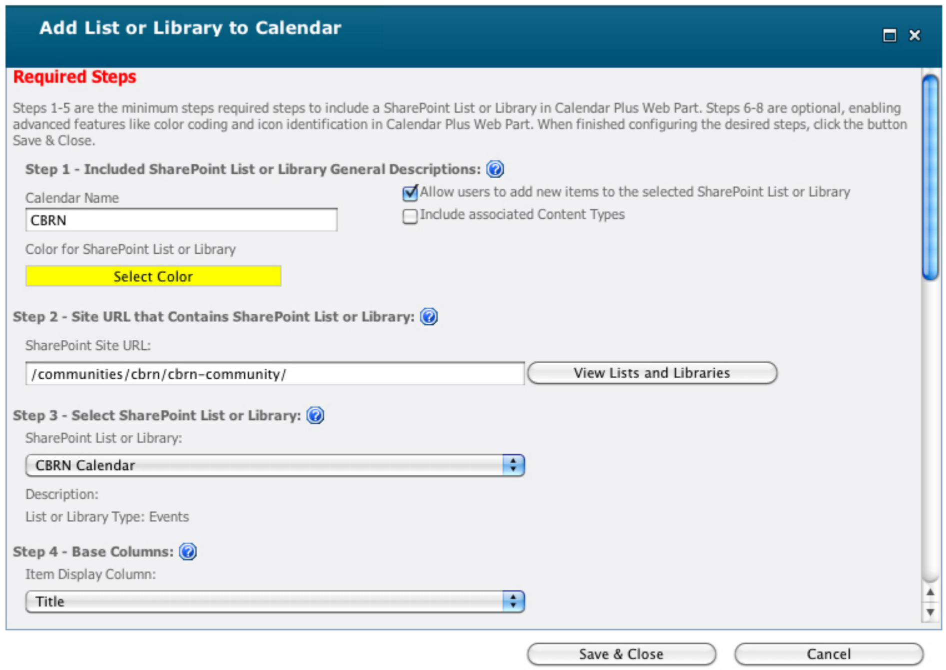
Scroll back up and under **Data Source Settings** highlight **SharePoint List and Library** and click on **Add List or Library** button.



Step 1. Check **Allow users to add new items to the selected SharePoint List or Library** and name your calendar to CBRN. Choose bright yellow as the select color.

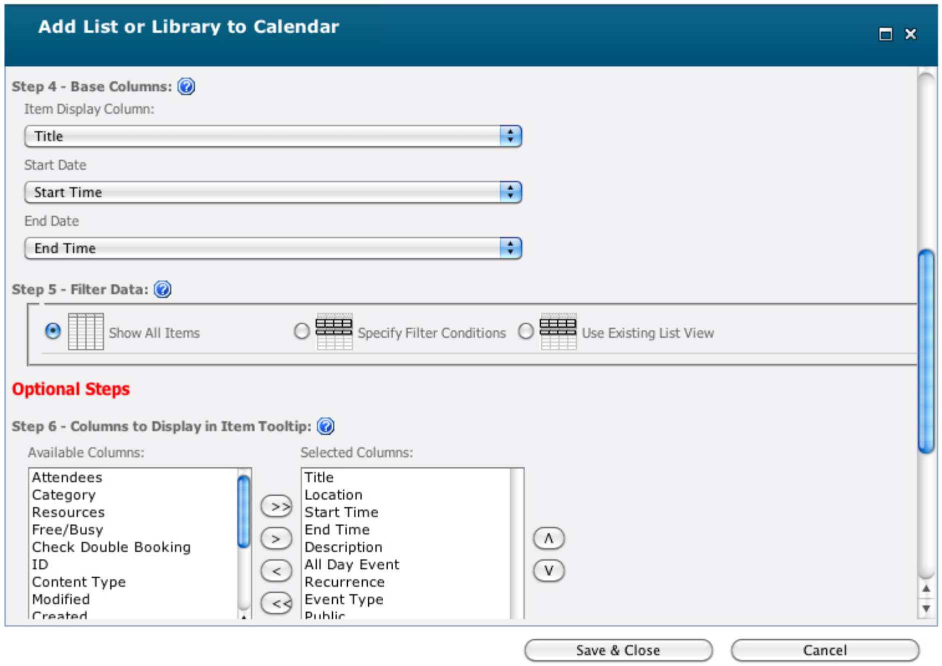
Step 2. Cut and paste the URL path which the SharePoint List or Library exists. Use relative URL, see screenshot below as an example.

Step 3. Select the applicable SharePoint List or Library which was defined in step 2. CBRN Calendar setup is shown below.

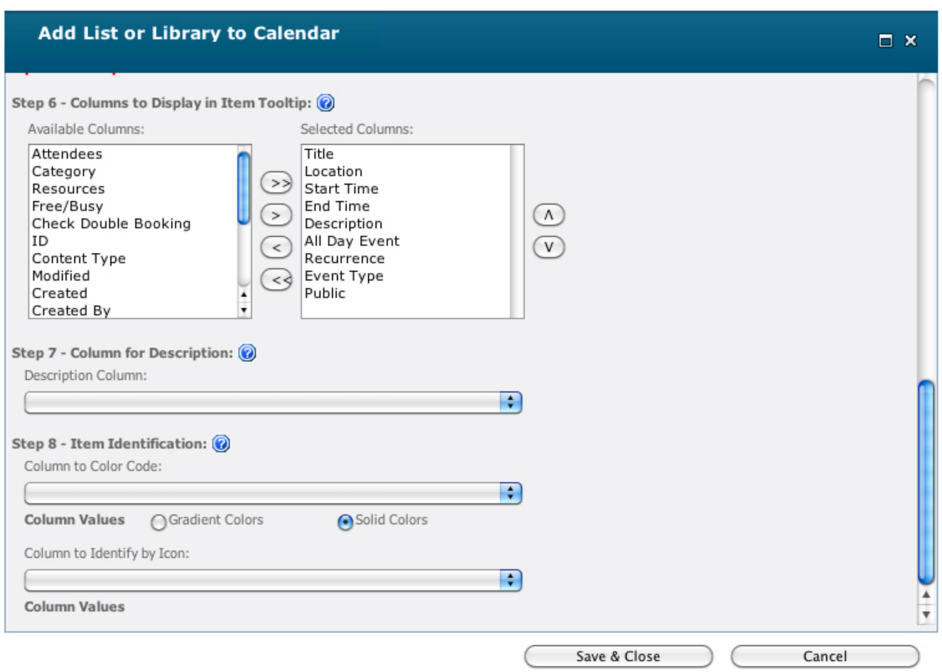


Step 4. Base Columns: match screen shot below.

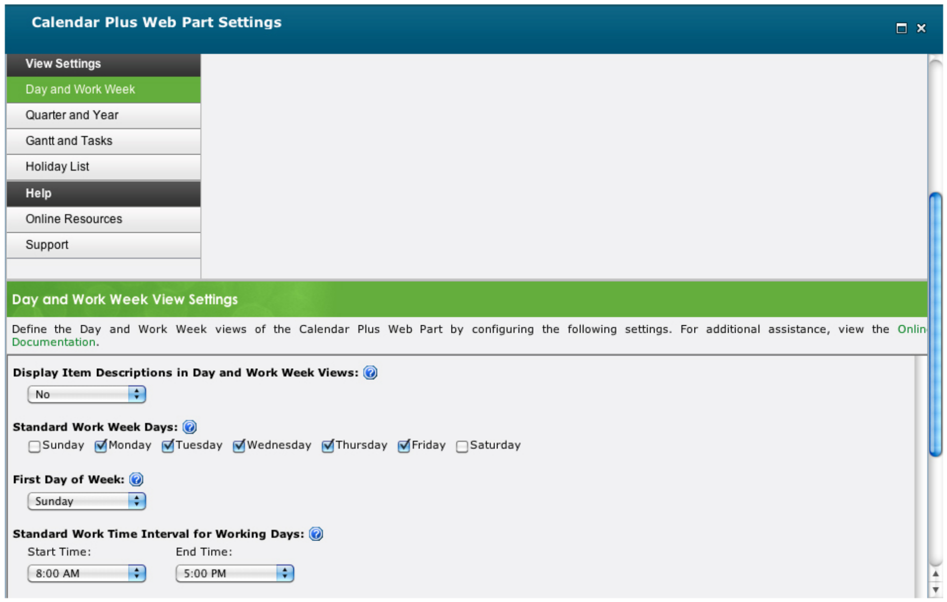
Step 5. Filter Data: Select Show All Items.

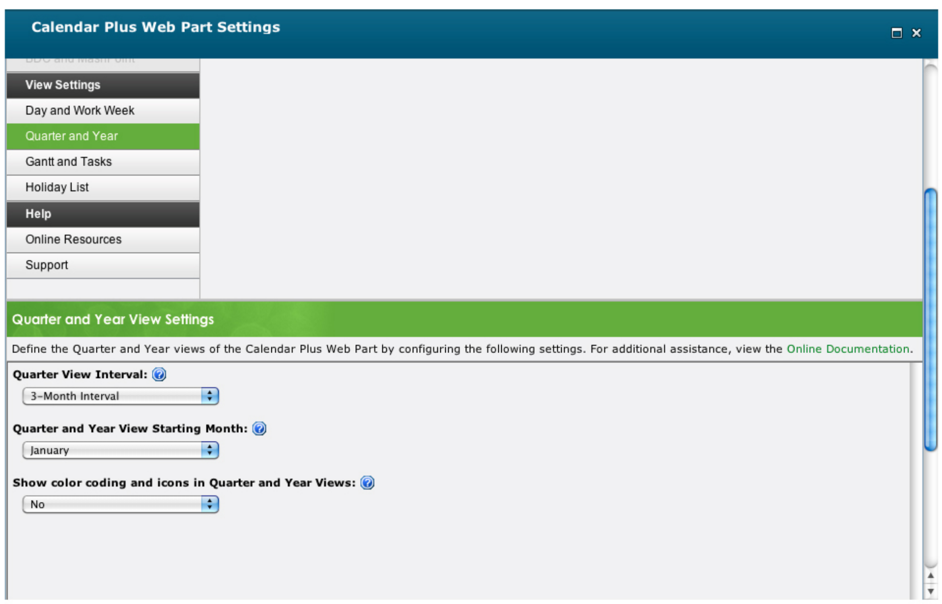


Steps 6-8. Match the screen shot shown below and click on Save & Close.



Re-open the **Calendar Plus Web Part Settings**, under **View Settings** match the set-up for **Day and Work Week**, **Quarter and Year** referencing CBRN Community Calendar settings (shown below) and **Save and Close**. Don't forget to **Apply** and click **OK** on the **Community Calendar Plus Web Part** pane.





NOTE: The **Gantt and Tasks** has not been configured and is not active.

3. The Cross-Domain Community Calendar

Go to: https://www.niem.gov/communities/cross-domain/Pages/Cross-Domain.aspx

Viewable to all community members. All community admins can add or delete events. This is a general community area to collaborate for all. If certain communities wish to breakout and collaborate privately, then additional set-up is required but possible.

Content Pop-Ups (Term Definition Tooltip)

Follow the steps to **Submit a New Term** on the Glossary/Acronym page if the term isn't found in the Glossary/Acronym database. If the term already resides in the Glossary/Acronym database, it can become a content pop-up. Go to the desired page, select **Site Actions/Edit Page** and highlight the desired text in the "Page Content" field. Create a link to the term definition by selecting the **Insert** tab using **Editing Tools**, select **Link/From SharePoint** and navigate to the "Glossary" subsite and select **Pages** and click on the desire term and select **OK**. Save and continue editing, re-highlight the term and apply the **Glossary Tooltip** style using the Styles (downward triangle dropdown). After the style has been applied, select **Save** and publish.

Download a list of users

Please note: this option is only available on the PC platform. Open the list of users under **Site Actions/Site Settings/Users and Permissions/People and groups**.

1. Select **Settings/List Settings**
2. Near the bottom under **Views**, select **List View**
3. You can modify the available fields and the sort order if desired. Save when complete.
4. From the browser URL, copy and paste the List number and the view number. Paste each number into the url below.
5. Copy the URL and paste into the browser URL window. This will start the download of an excel spreadsheet. You may have to accept security or download questions from your browser.

User Download URL

http://niem.gov/_vti_bin/owssvr.dll?CS=109&Using=_layouts/query.iqy&List=b32af02c%2D4b68%2D4e8c%2Db8f9%2Ddd3c841ec672&View=731d00de%2D57cd%2D41de%2D83e6%2Def4a2386fec8&CacheControl

Disclaimer

On the root level, go to "Pages" folder to access/edit the "disclaimer" page.

Exit Disclaimer

On the root level, go to **Site Actions/Manage Content and Structure** and locate "NIEM Reusable Content" List to access/edit the "External Links Disclaimer" or go to **Site Actions/View All Site Content/** and under the "List" category, click on **NIEM Reusable Content**. Then hover and click on **External Links Disclaimer** downward triangle and select **Edit Item**.

Forum Disclaimer

On the root level, go to the “Reusable Content” List to access/edit the “Forum Disclaimer” page. Or go to **Site Actions/View All Site Content/** and under the “List” category, click on **Reusable Content**.

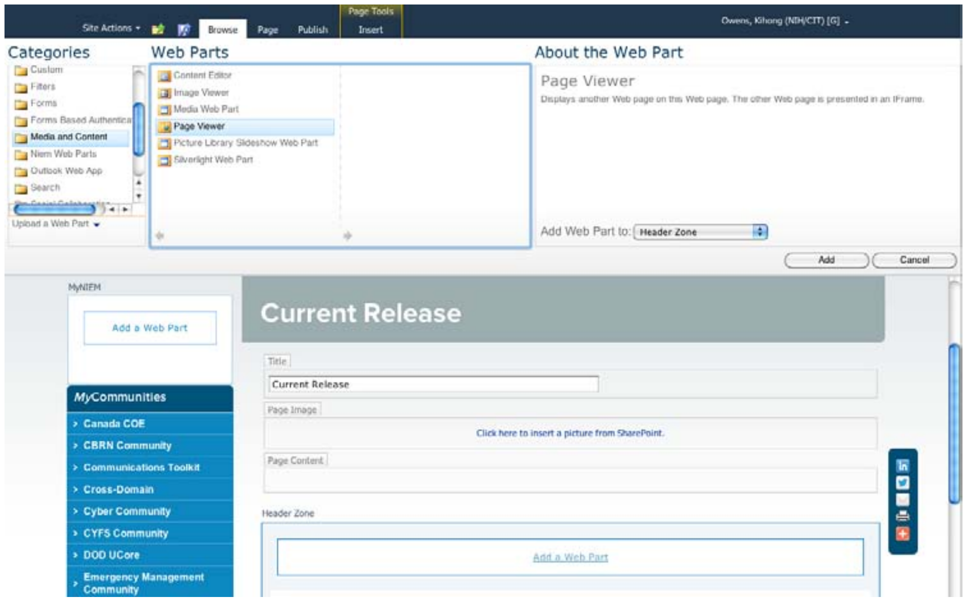
Glossary/Acronyms

Anyone can submit a new term, however, all new terms submitted will be reviewed/approved prior to adding them to the existing database. After the user has filled in all fields and submitted the form. (need to add a pre-filled sample in the current “Glossary: Add term” modal window).

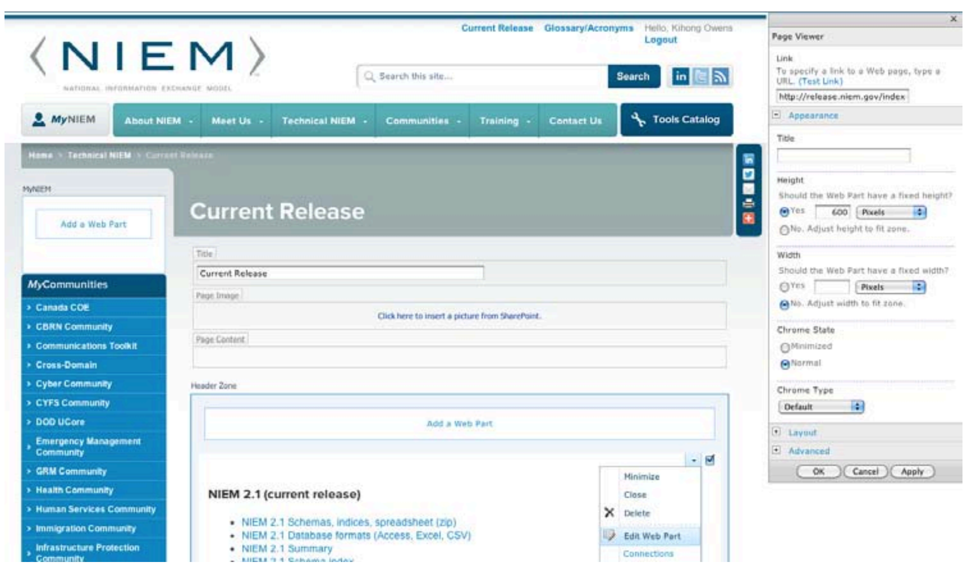
- The site will generate a Salesforce web to case form and a Salesforce administrator will then assign the case to a “Reviewer.” The “Reviewer” will go to the site’s root level, select the “Terms” List and locate the new term. The “Reviewer” should received an email notification to review/approve the new term.
- Click on the new term and select **Edit Item** and save. Then, select the new term again and click **Approve/Reject** and select the appropriate action and click **OK**. Once approved, the new term will be added automatically in alphabetical order to the existing database.

iFrame

On any page template that contains "Add a Web Part," select the "Page Viewer Web Part" to add the "Page Viewer" (see screenshot below).



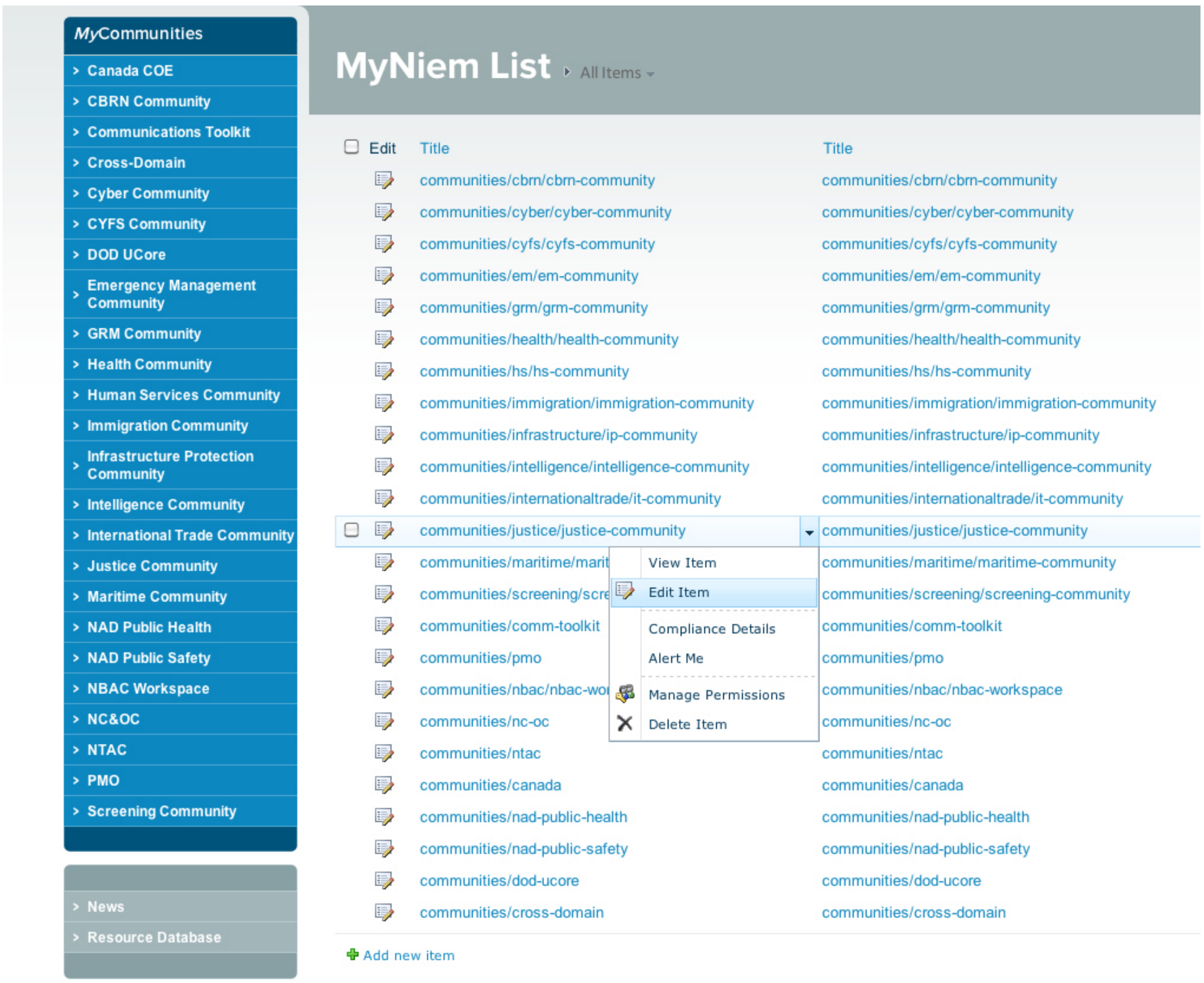
The PVWP is essentially an iFrame, and configurable within this web part framework. Open the tool pane and then type the URL in the **Link** text box (http://release.niem.gov/index-release.html) to link content (see screenshot). Shown below is an example of the PVWP implemented on https://www.niem.gov/technical/Pages/current-release.aspx.



MyCommunity Menu

The “MyCommunity” menu can be edited by starting on the home page, then select **Site Actions/View All Site Content**, under “Lists” click on the “MyNIEM List.” Select “Add new item” or edit existing items by hovering on the item and click on downward triangle dropdown menu and select the appropriate action.

Note: Review other similar communities subsite and add the correct relative url path in the “Title” text field and save.



MyNIEM

MyNIEM will allow the registered user the ability to customize NIEM.gov to meet their specific, individual needs. Users will not be required to rate items from the "myniem" dashboard, only the specific rating(stars) will be shown. So the "rate document" link goes away. The "Like" functionality will be associated with the following splist — resources, tools and news. Show the "active" state for the "myniem" tabs, this will look like the "on hover" state. The "Like" functionality should only be active/available for logged in users. Features include:

Profile:
Registered users can edit their profile information, change their password, and select the communities and audience types of interest that are most relevant to them.

Resources:
Based upon user selections in their MyNIEM Profile, documents contained within the NIEM.gov resource database will automatically filter. In addition, users may search the entire NIEM.gov resource database. The resources items to be displayed will match the following criteria:

1) Resources items that have been created in the last 7 days. These said resource items should share the same tagging for "communities" and "audience". The splists are -
https://www.niem.gov/Lists/Audience/AllItems.aspx and
https://www.niem.gov/Lists/Communities/AllItems.aspx

If possible there should be a "new" icon next to the items that are within the 7 day window.

2) Resource items that the user has specifically "liked".

Discussions:
Users are presented with a list of new discussions in relevant forums, based on community membership, as well as any discussion the user has participated in.

News and Events:
Based upon user selections in their MyNIEM Profile, relevant news and events will automatically filter.

News:
The news items to be displayed will match the following criteria:

1) News items that have been created in the last 7 days. These said news items should share the same tagging for "communities" and "audience". The splist are -
https://www.niem.gov/Lists/Audience/AllItems.aspx and
https://www.niem.gov/Lists/Communities/AllItems.aspx

If possible there should be a "new" icon next to the items that are within the 7 day window.

2) News items that the user has specifically "liked".

Events:
Events currently can be tagged as "public" or "private". Both "public" and "private" event items can be shown on the users "myniem" dashboard. The public events can be seen at -
https://www.niem.gov/aboutniem/events/Pages/events.aspx

The private events are the events associated with the specific communities that a user is apart of. Example of an events calendar in a community: https://www.niem.gov/communities/cbrn/cbrn-community/Pages/cbrn.aspx

The code used to generate the "my communities" menu on the left maybe used to help to determine which of the designated communities a specific user will be associated with. The splist that powers this functionality is located at "http://niem-3.cld.sr:8001/Lists/MyNiem%20List/AllItems.aspx"

The events that will be shown are the upcoming events (both public and private(user is apart of this community) that occur in the next 7 days.

Tools:
Tools within the NIEM.gov Tools Catalog that the user has tagged will display.

Saved Searches:
Users are able to perform an advanced search as well as save the search parameters for future use.

News

To create a new “News” item, start on the home page, then select **Site Actions/Manage Content and Structure** and click on the “News” subsite and select “Pages.” This is where all the news items resides. The most current news items will display on the home page (up to 6?). All “News” items are listed on the “News” default page. Within the “Pages” folder, select “New” and “Page” and fill out the “Title, Description, and URL Name” and select “(News Article) News Default Display and click on “Create.” Once the new “News” page has been created, fill out and layout the new “News” page. One option is to hover over the page and select the downward triangle “View Properties” and click on “Edit Item.” Use other existing “News” pages as a template and reference to set-up correctly.

Important notes: Some “News” pages are linked to the Rotating Banner graphic on the Home Page and additional edits can be made, see “NIEM News” for Home Page styling edits.

Who Uses NIEM Interactive Bing Map

The Who Uses NIEM map displays NIEM related projects in a geographic and in a list format. In its current iteration, the map shows one geographic point for each project. Anonymous users can browse the map or list and select a project to review. Registered users can nominate a new project to be added to the list via a Submit New Project button.

Who Uses NIEM functionality is driven by custom code and is not configurable by the site administrator without support from a developer.

Bing Map

This map gets all of the information about the projects from the NIEM Project Info list.

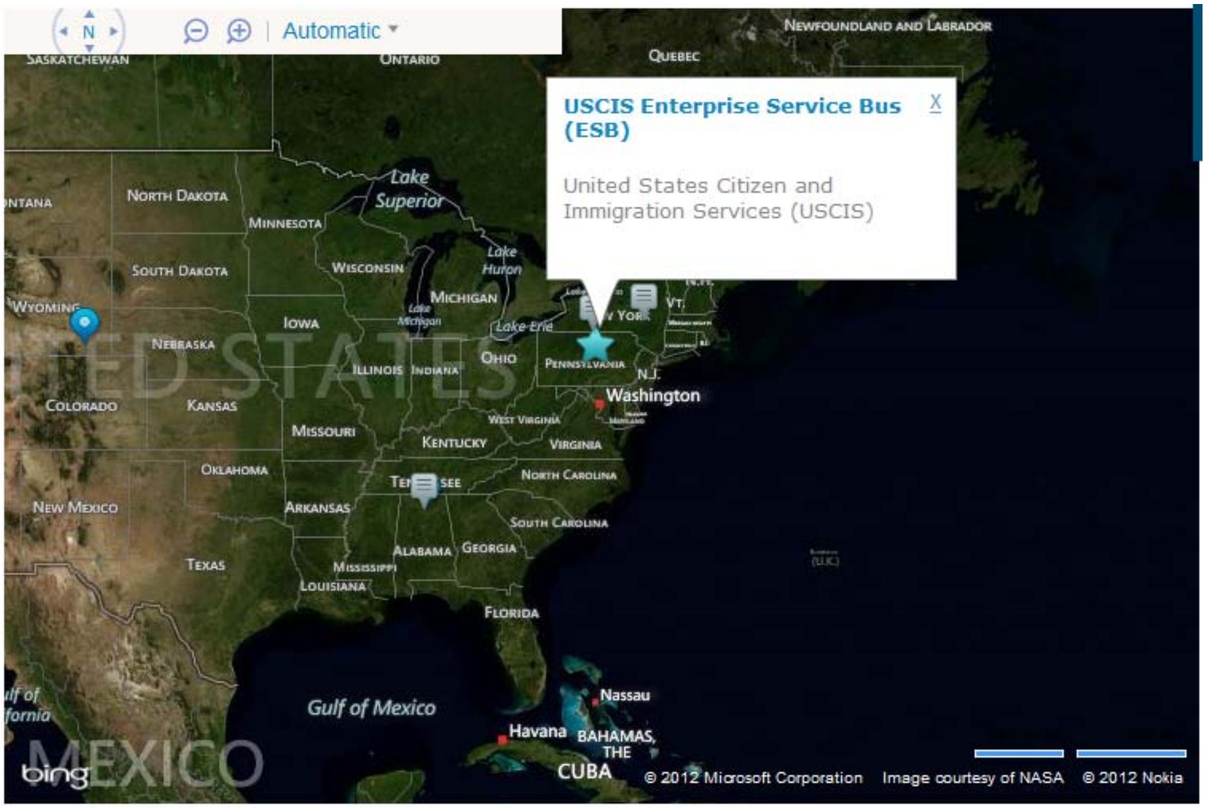
If the project is a “Best of” this icon will represent the project on the map:

If the project has a case study, the project will be represented by this icon:

If the project has neither of the two above, it will be represented by this icon:

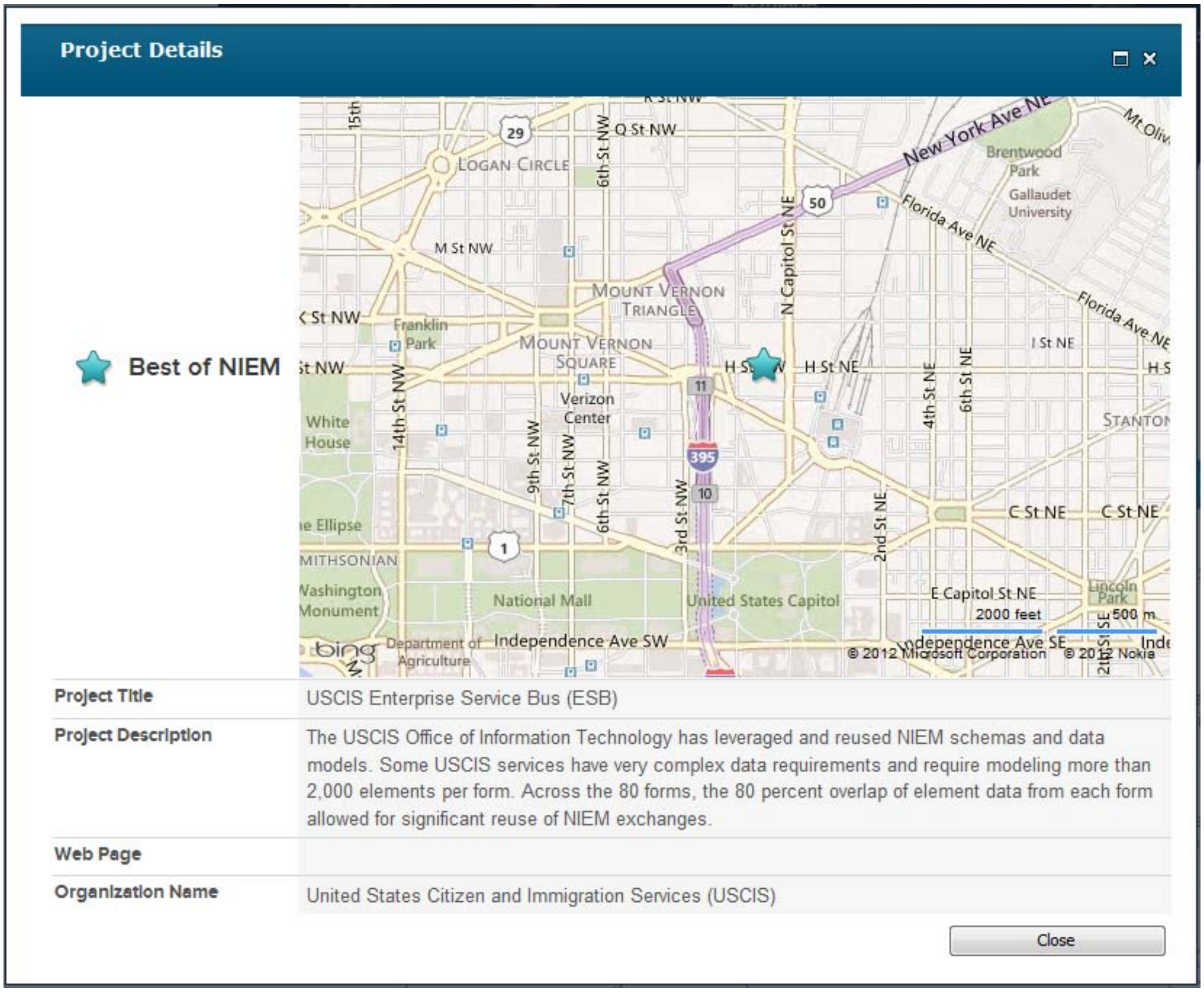
Note: If the project is a “Best of” and has a case study, the project will be represented as if it was a “Best of” project.

A screenshot of the map is shown below:



When a project is clicked on, a few details appear about the project. The title of the modal can be clicked on and all of the details are shown about the project.

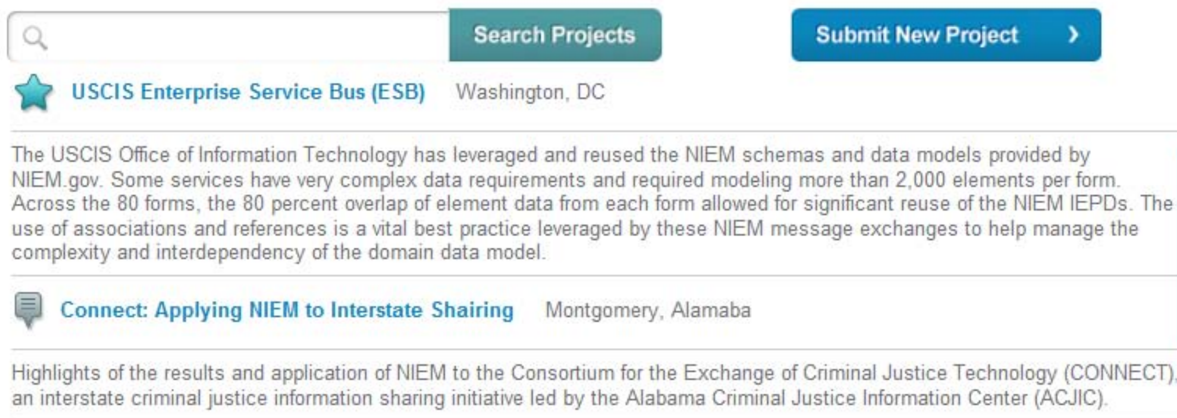
A screenshot of the project details is shown below:



Note: The project's contact details are stripped from this form if the viewer does not have approval rights on the NIEM Project Info list.

Project Info Details

All of the projects are listed below the map in sets of 5. The projects are sorted with all of the “Best of” projects at the top of the list and sorted alphabetically by Project Title.



The projects can also be searched by typing in the search box. Using this search method will only show the projects that “contain” the text that was typed.

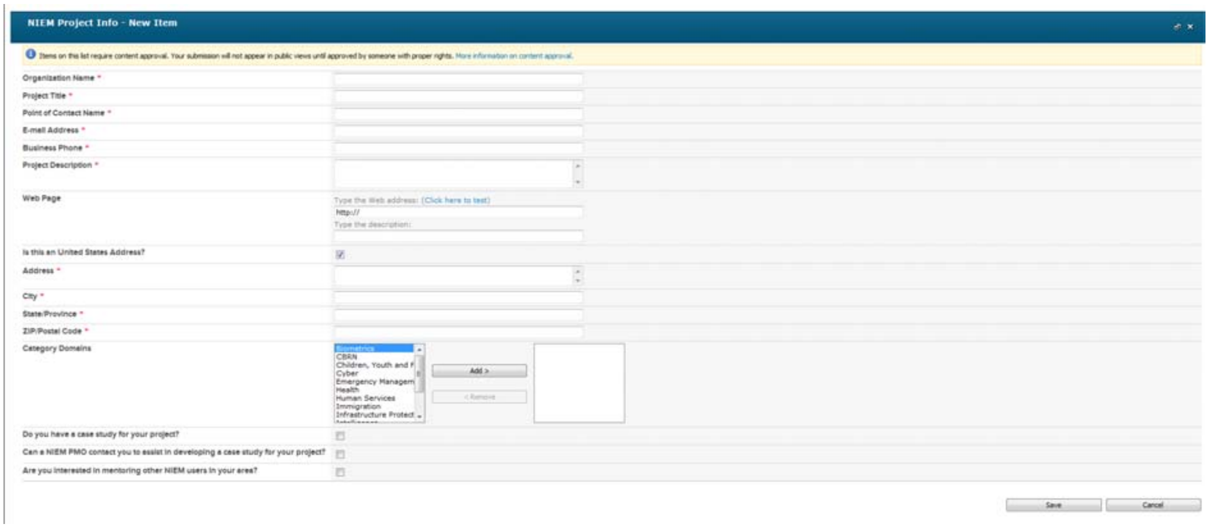
Creating a Project

To create a new project, click on the Submit New Project button.

This will open a modal for the user to fill out information about the project and upload a case study if available.

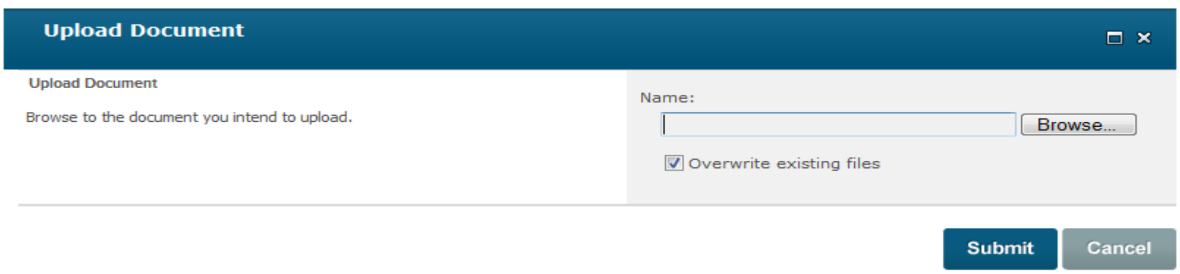
Project Form Details

Shown below is a screenshot of the form that’s filled out for each project that is submitted.



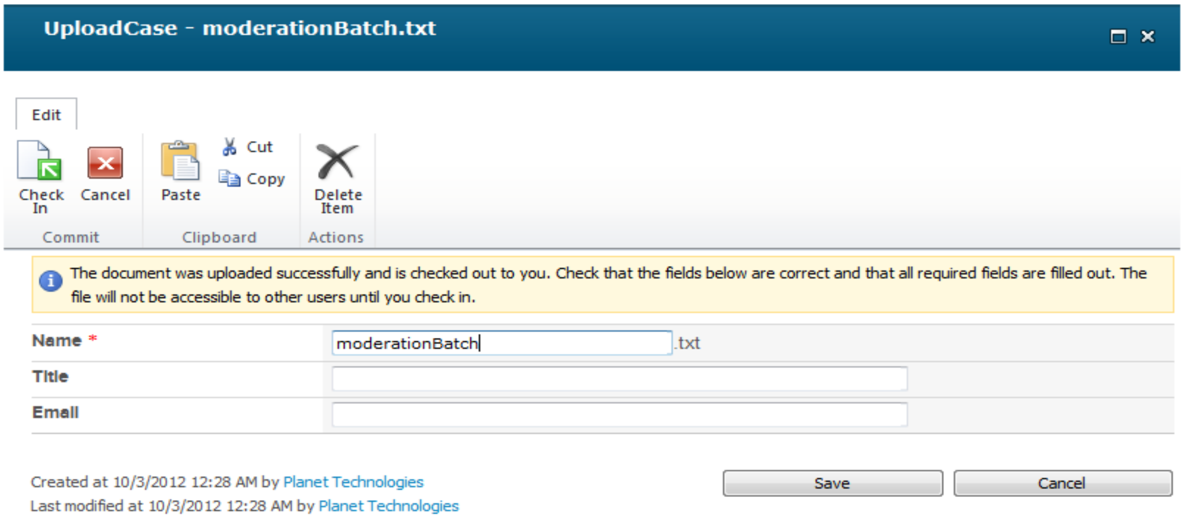
Case Study

While filling out the form, if Case Study is checked, the user will have an option to upload a case study, generally a pdf or an attached Word file.



Once the case study is uploaded, another form will appear that prompts for information about the case study. Once this form has been completed, the case study needs to be checked in. This can be done by pressing the “Check In” button from the ribbon.

The screenshot below shows what the case study form looks like.



Workflow

Upon submission of a project, a workflow fires in the background and creates and item in the NIEM Project Administration list. This only occurs upon initially submitting the project.

Note: If the project's information is modified after the initial submission, the workflow only modifies the item initially created in NIEM Project Administration. It will not create a new item in the Administration list.

An email is generated at this time and is sent to information@niem.gov. Within the email is a link to the NIEM Project Administration list that is filtered to only show the item that needs approval.

Approving a Project

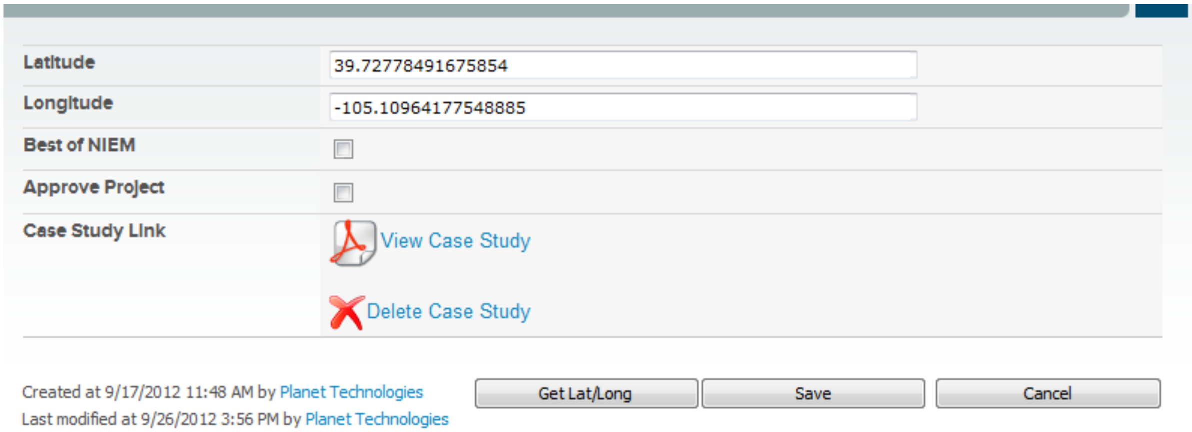
Approval Form Details

For the project to appear on the map, the project must be approved and contain both a latitude and longitude.

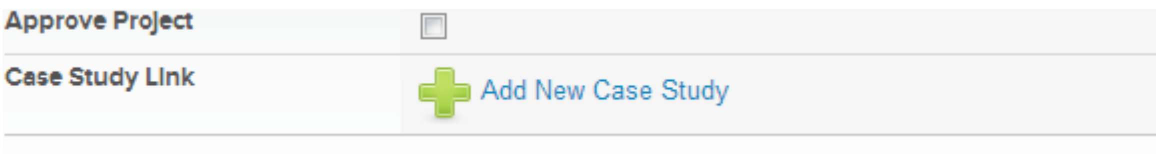
If the project address is within the U.S., the approval form will show an additional button. Pressing Get Lat/Long will take the project's address and use Bing Map's API to determine the latitude and longitude. Then check the Approve project and the project will be approved.

This form also allows the administrator to select the project as a "Best of NIEM" project. If this is checked, a star will appear wherever the project is displayed.

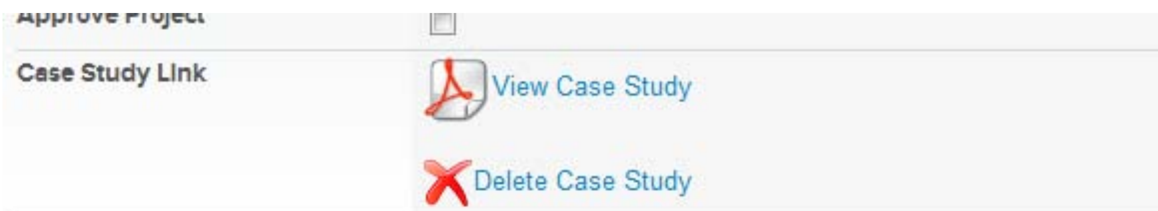
A screenshot of the form is shown below:



If the project did not have a case study when created, the form allows the administrator to upload one as shown below:



If a case study is present or has been uploaded by the administrator, the options within the form are different and offer the ability to manage the case study. A screenshot can be viewed below:



Workflow

Whatever is selected in the NIEM Project Administration form, will be synced with the NIEM Project Info list. Also, if the project is approved, the workflow will approve the project and make it visible to everyone.

Pages (Root Level)

Root Level pages are pages that reside at the Root Level of the website. Some examples include the disclaimer page, the comment policy page, the contact us page, the Home Page (default), and the site map page.

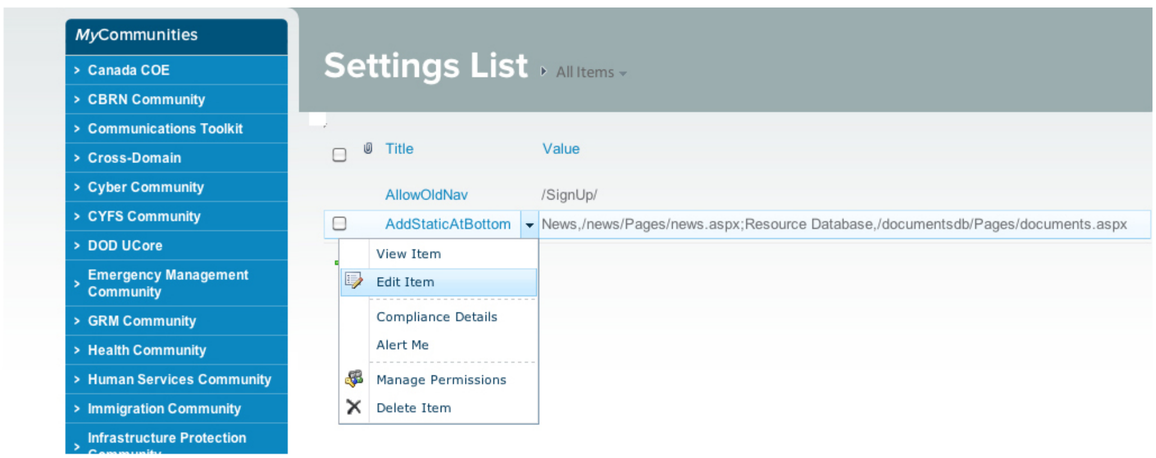
Quick Launch Menu

The quick launch menu components:

1. Persistent “News” and “Resource Database” at the bottom of the listing.

Start on the Home Page, then select **Site Actions/View All Site Content**, under “Lists” click on “Settings List.”

1. There are two settings in the list. To change these items highlight the title field until you see an triangle drop down, click on it. Then click on “Edit Item”



“**AllowOldNav**” is a property for all pages that will inherit the base quick launch control without the persistent menu link. Type in the urls in the following format:
Use the relative url in the “Value” text field: /SignUp/
To add additional relative urls use a semi-colon to separate.

“**AddStaticBottom**” is for any urls that should be in the Quick Launch menu and on all pages with the new navigation. The format should be the following in the “Value” text field:
News,/news/Pages/news.aspx;Resource Database,/documentsdb/Pages/documents.aspx

2. Automated set-up (depends on the subsite structure set-up).
Adding a new subsite under Home and within the new subsite any pages included in the “Pages” folder will show in the quick launch as a default action (need to confirm).

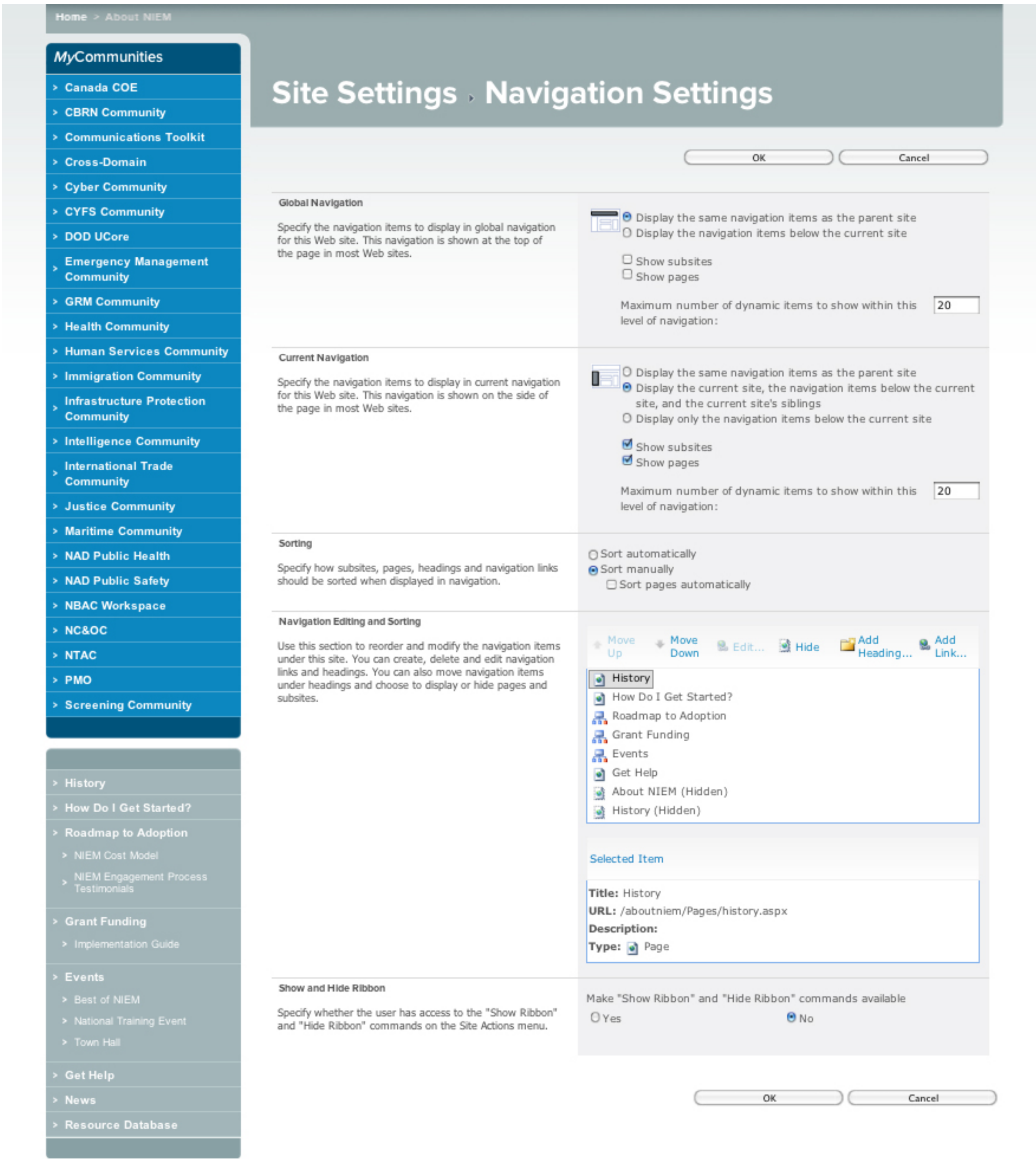
As a reference for basic set-up, review example “Meet Us” subsite.

Use “About NIEM” subsite structure as a reference for more complex subsite within subsite set-up.

3. Manual set-up (which includes adding/deleting items, item order and option to hide items)

Follow these steps to add/edit items in the Quick Launch menu from “About NIEM” to “Contact Us.” Start on the home page. To make modifications to “About NIEM” click on “About NIEM” top menu button. Select **Site Actions/Site Settings**, under “**Look and Feel**” select “**Navigation**.”

Important note: you may need to refresh the page, if you don’t see the folders and links as shown (see screenshot on next page and match configuration and use as a set-up guide reference).



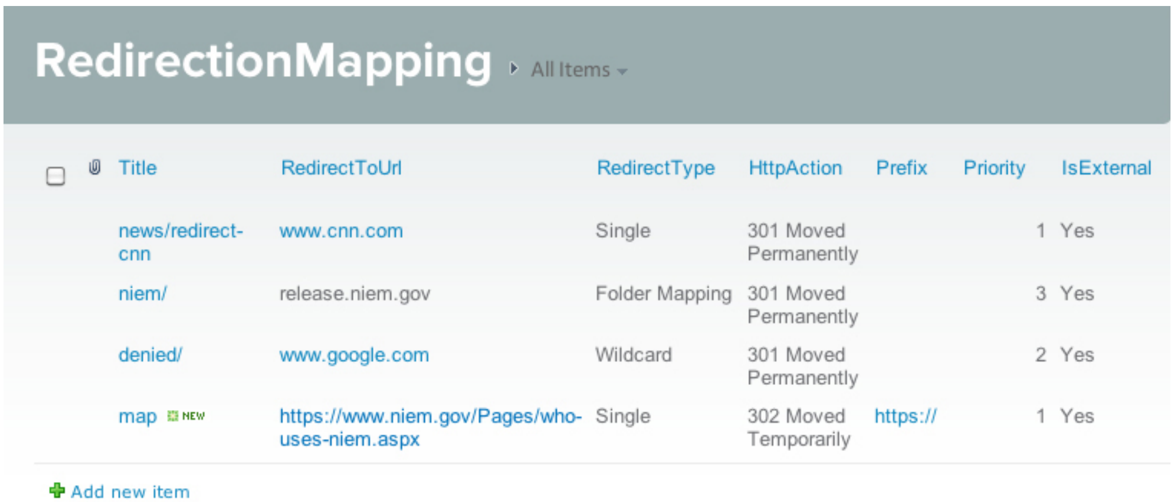
Note: Under Navigation Editing and Sorting, there are 2 hidden pages — “About NIEM (Hidden)” and “History (Hidden).” These pages were duplicates with some html coding difference related to the YouTube NIEM videos. They are primarily leftover references (work-in-progress) that isn’t being used.

Any pages that resides in the “Pages” folder will be visible by default. Even though these pages are not published, they can still be seen in the Quick Launch menu. Therefore we can either delete any unwanted pages or hide them (shown here).

Redirect Options (Redirect Mapping, Vanity URL, and Content Editor Web Part)

Redirect Mapping

There is a custom module list that will handle most of the redirect needs. Log in and go to https://www.niem.gov/Lists/RedirectionMapping/AllItems.aspx and click on “Add a new item” and review others as a reference.

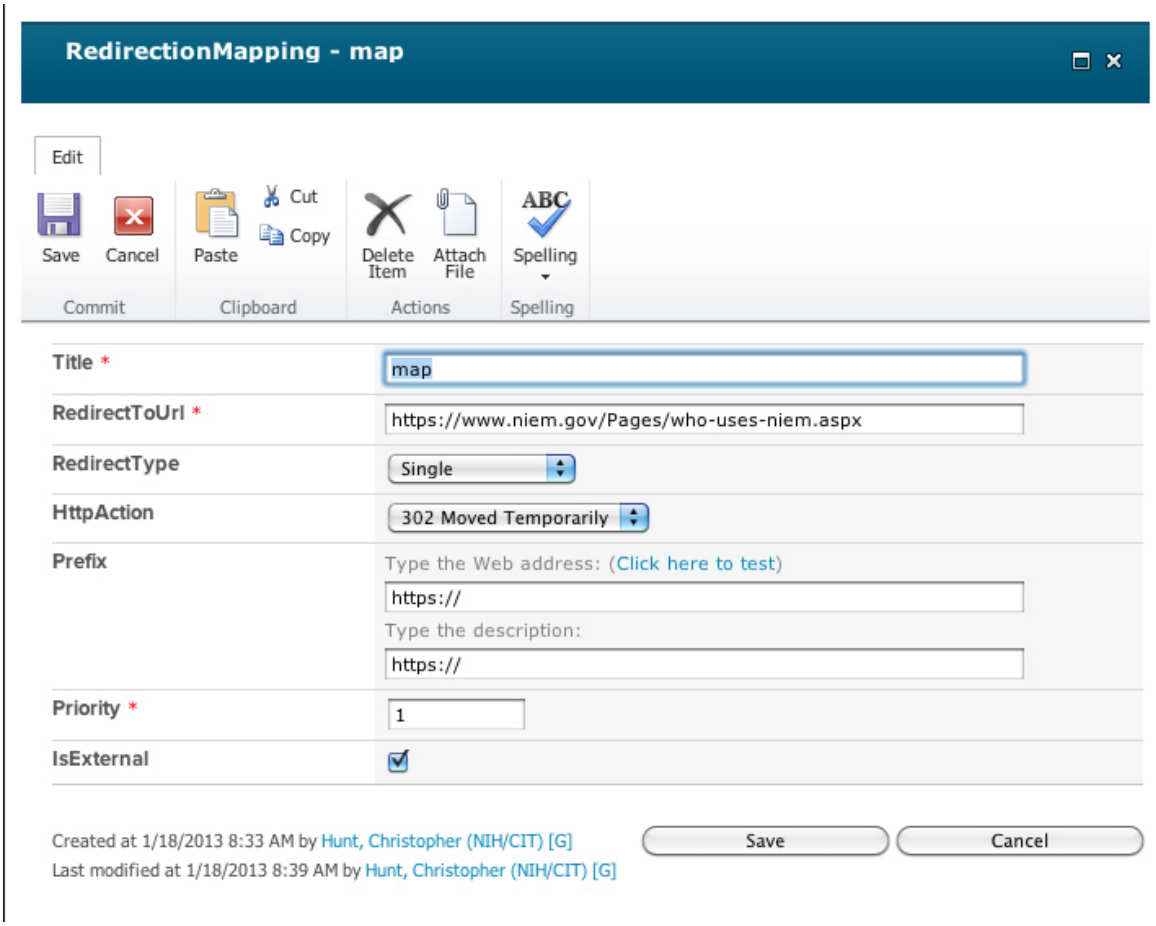

RedirectionMapping ▸ All Items

Title	RedirectToUrl	RedirectType	HttpAction	Prefix	Priority	IsExternal
news/redirect-cnn	www.cnn.com	Single	301 Moved Permanently		1	Yes
niem/	release.niem.gov	Folder Mapping	301 Moved Permanently		3	Yes
denied/	www.google.com	Wildcard	301 Moved Permanently		2	Yes
map NEW	https://www.niem.gov/Pages/who-uses-niem.aspx	Single	302 Moved Temporarily	https://	1	Yes

Add new item

Vanity URL

A Vanity URL is used to redirect SharePoint's (often times long, difficult to remember, and sometimes unmanageable) URL to a more simpler, user-friendly version that site collection admins can easily create. See "map" as an example of a Vanity URL. If a user types in the browser's header https://www.niem.gov/map or niem.gov/map, it will redirect to the desired page of https://www.niem.gov/Pages/who-uses-niem.aspx .



Redirect by Page Content Type

When creating a new page or editing a page, in the "Page Layout" section, by selecting "(News Article) Redirect New Article" or "(Redirect Page) Redirect" placed in the appropriate location.

Once the Redirect Page is created you'll need to Edit its Properties and enter the URL you want it to redirect to. You'll also need to preview the page and check it in before it will work. Examples are …

Content Editor Web Part (CEWP)

You can use a CEWP to insert HTML code to send your users wherever you want them. To utilize it add a CEWP to your web part page, usually the default.aspx at the root of your web. Edit the web part properties. Click Source Editor and add a Meta Refresh tag to send your users to the new site. It will look like this:

<meta http-equiv="refresh" content="10;url=http://ames">

The "10" in the content tag means the page wait 10 seconds before it refreshes. A longer time is handy if you want to put a message alerting your users to the new location before you forward them. The URL is the URL your users will be sent to. This will only work on the page you put it on.

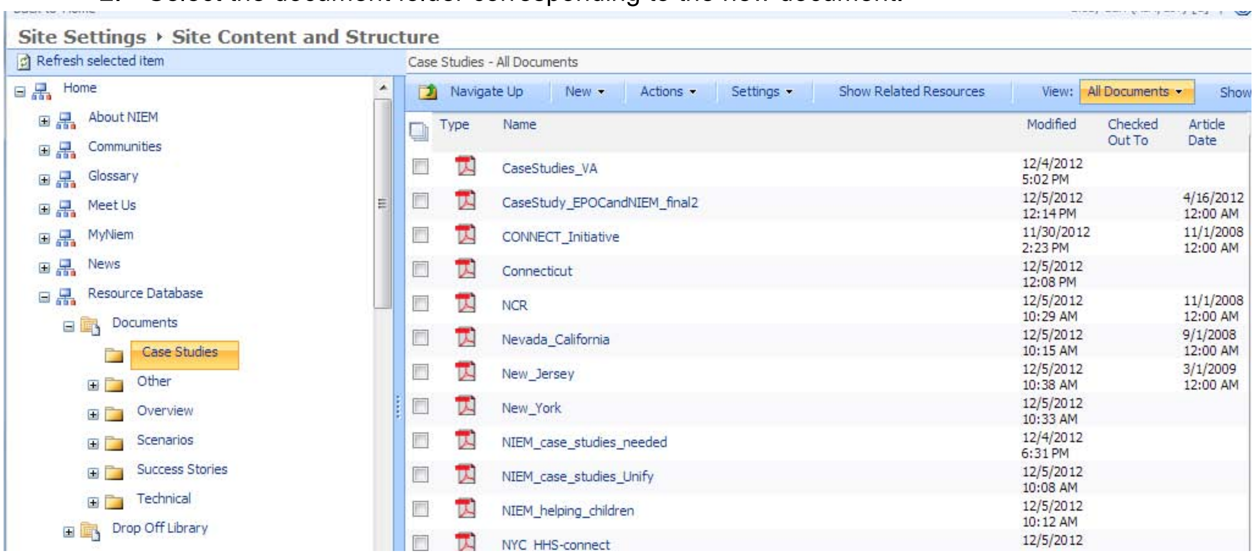
Resource Database

The Resource Database contains a repository of documents available to all NIEM.gov visitors. The listing of documents include a title, description, a link to the document, and several other elements described below. The Resource Database does not include resources uploaded to Community collaboration zones.

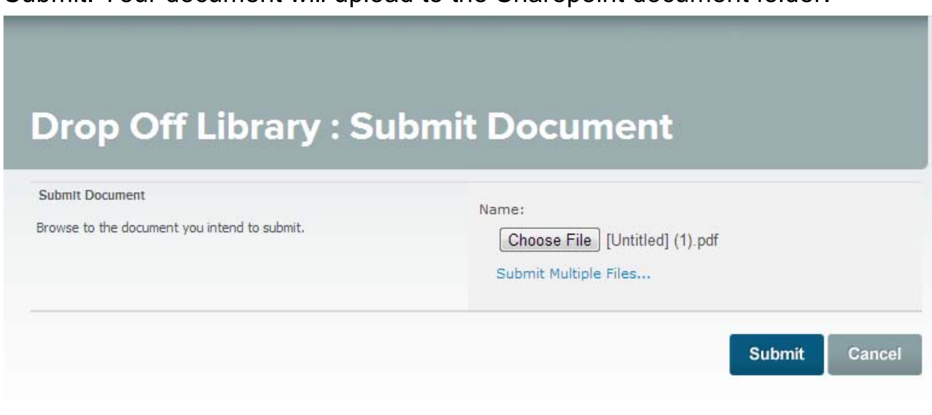
Note: Documents added to the Resource Database must be 508 compliant before they are added.

To add a new document to the library, perform the following steps:

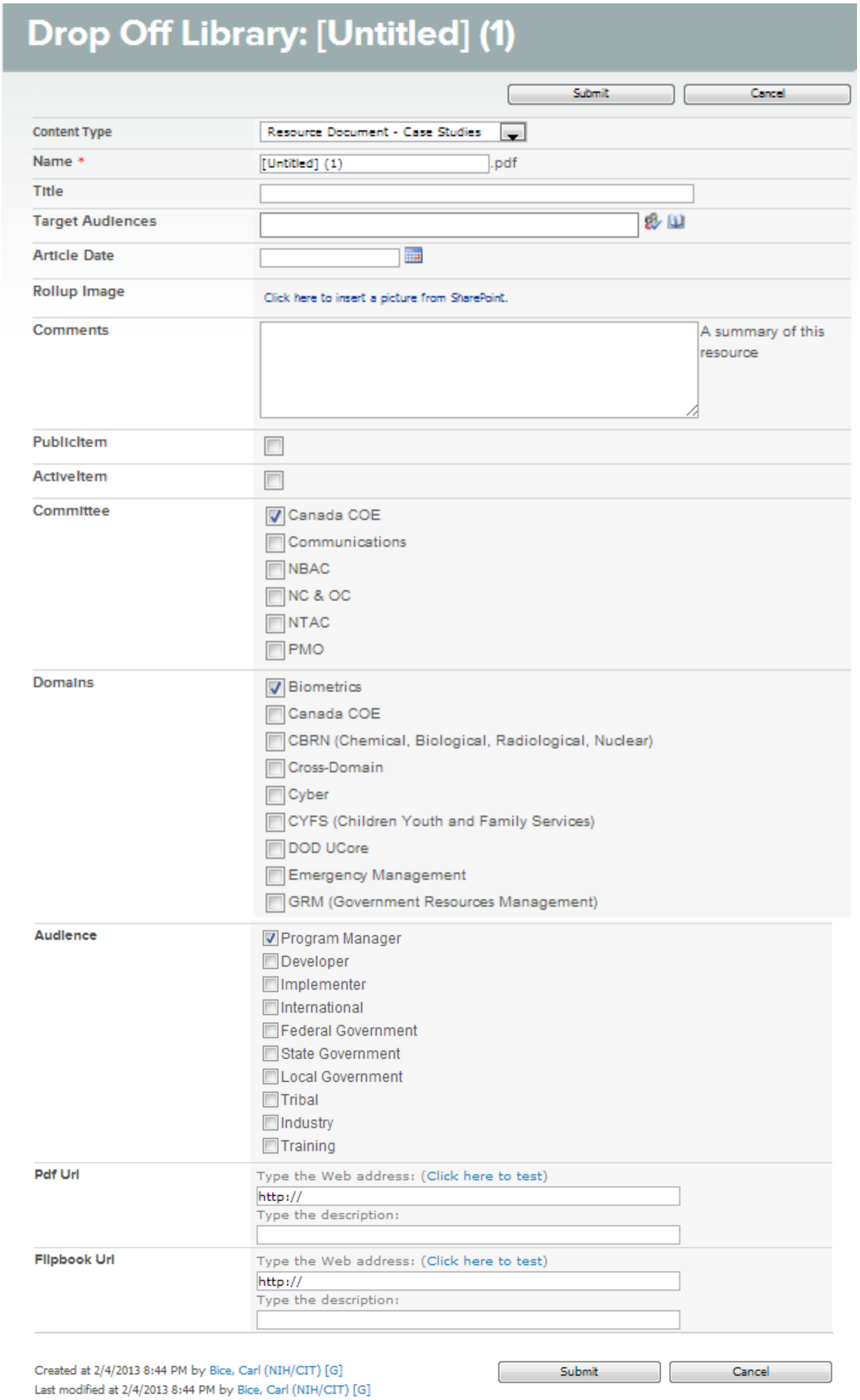
1. Select **Site Actions/Manage Content and Structure/** locate the Resource Database subsite.
2. Select the document folder corresponding to the new document.



3. In the right pane, select New/Item
4. Select the document to be uploaded from your desktop or from a network folder and select Submit. Your document will upload to the Sharepoint document folder.



5. Complete the required and desired fields including the Community and Audience checkboxes, a pdf URL and title, and the title and URL of the flip book version if one is desired.



Drop Off Library: [Untitled] (1)

Submit | Cancel

Content Type	Resource Document - Case Studies
Name *	[Untitled] (1) .pdf
Title	
Target Audiences	
Article Date	
Rollup Image	Click here to insert a picture from SharePoint.
Comments	A summary of this resource
PublicItem	☐
ActiveItem	☐
Committee	☑ Canada COE ☐ Communications ☐ NBAC ☐ NC & OC ☐ NTAC ☐ PMO
Domains	☑ Biometrics ☐ Canada COE ☐ CBRN (Chemical, Biological, Radiological, Nuclear) ☐ Cross-Domain ☐ Cyber ☐ CYFS (Children Youth and Family Services) ☐ DOD UCore ☐ Emergency Management ☐ GRM (Government Resources Management)
Audience	☑ Program Manager ☐ Developer ☐ Implementer ☐ International ☐ Federal Government ☐ State Government ☐ Local Government ☐ Tribal ☐ Industry ☐ Training
Pdf Url	Type the Web address: (Click here to test) http:// Type the description:
Flipbook Url	Type the Web address: (Click here to test) http:// Type the description:

Created at 2/4/2013 8:44 PM by Bice, Carl (NIH/CIT) [G]
Last modified at 2/4/2013 8:44 PM by Bice, Carl (NIH/CIT) [G]

Submit | Cancel

Flipbook

Starting with the 508 PDFs, convert using FlippingBook Publisher (LMD will provide new converted files and copy to the "Resource Database/Site Assets" folder when requested). Currently there are 21 converted files copied to the NIEM.gov site. Three are already placed within the Resource Database (CaseStudies_VA, Connect_Iniative, and Connecticut). After the FlippingBook Publisher conversion, there is a new folder with the 508 PDF name and inside are "index and supporting "files" needed for each PDF converted.

Next, go to "**Site Actions/Manage Content and Structure/Resource Database/Documents**" and located the PDF which is inside one of the category folders to add the flipbook feature. For example within "CaseStudies" folder locate "CaseStudies_VA" and hover over click on the downward triangle and select "View Properties" and click on "Edit Item" and fill in missing data fields (see screenshot). Add the Title, Rollup Image, Comments, PublicItem and ActiveItem (difference?), Audience, Committee, and Domains (select all that pertains), and add PDF and Flipbook urls and description.

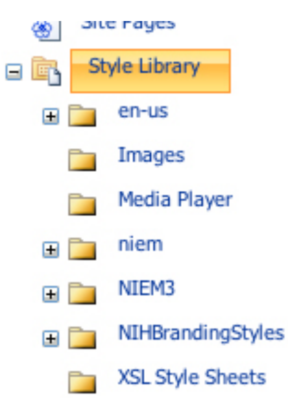
Reusable Content

See "Forum Disclaimer" list for Reusable Content and "External Links Disclaimer" for NIEM Reusable Content.

Style Library

The Style Library contains important content (CSS files, Extensible Stylesheet Language (XSL) files, images, custom media player files, used by predefined or customized master pages, page layouts, and controls in SharePoint 2010.

Choose **Site Actions/View All Site Content**. The Style Library is located in the Document Library section. Click the **Style Library** link.



The Style Library contains the following: en-us (for U.S. English, Images, Media Player, niem, NIEM3, NIHBrandingStyles, XSL Style Sheets. Use SharePoint Designer 2010, so have a good working knowledge of its interface prior to use. **Exercise extreme caution when creating, copying, and editing these files and should be executed by a qualified administrator**. Always make a backup/copy of files being edited/manipulated, so that you can revert back prior to any changes and as a general rule do not change any predefined styles. Predefined SharePoint styles can be overridden by an alternate style sheet, in styles linked, or embedded in your custom files.

The **en-us** folder (or other language folder).

Core Styles and Themable folders are located inside. They contain predefined styles.

View the different CSS files in the folder.

To view the contents of a file, click the Library tab on the Ribbon under Library Tools and then click the Open with Explorer option.

The files appear in a folder window. You can right-click and choose Open with Notepad to view the content. Do not edit these files, but you can copy and paste the content into your own Notepad file for review. Close the folder window when you're done.

Need brief explanation of various folder contents and what they control from Chris here.

The following are custom brand-related style sheets and content:

niem, NIEM3, NIHBrandingStyles

Video Embedding

The NIEM videos reside together (https://www.niem.gov/documentsdb/Pages/niem-videos.aspx) and individually (https://www.niem.gov/aboutniem/Pages/niem.aspx, https://www.niem.gov/aboutniem/Pages/history.aspx, https://www.niem.gov/technical/Pages/niem-uml.aspx), in their respective landing pages. They both need to be maintained. Select the "Resource Database" landing page, click on "NIEM Videos" within the quick launch menu. These are all the videos currently embedded in the NIEM.gov site. They include a separate PDF transcript and YouTube link.

To make edits follow these instructions:

Upload intro screenshot and mp4 files by going to Resource Database/Images, select appropriate file, use the downward triangle dropdown menu and select the appropriate action.

Use SharePoint Designer 2010 and open the NIEM.gov site, select "All Files" and follow this path "Style Library/NIEM3/reusable/" then select the appropriate html or xml files. The xml files (i.e., TheMagicOfNIEMCaptionContent) is for the closed captioning. The html files relates to the other aspects of the video. Need to create the html and xml for each new video.

Adding new video:

After uploading the new mp4 video and its screenshot thumbnail, Go to the desire page and select Edit Page, click on Add a Web Part. Under Categories, select Media and Content, under Web Part, select Content Editor, then in the Add Web Part select Header Zone.

Widgets

Go to the bottom blue footer area and click on "Get Widget" (https://www.niem.gov/Pages/widgets.aspx). This is the "Widget" default page, where edits can be made. Modification can be made to the "Page Content" and editing the HTML in "Content Editor" web part using "Edit HTML Source" (see also Footer Area related to widgets).

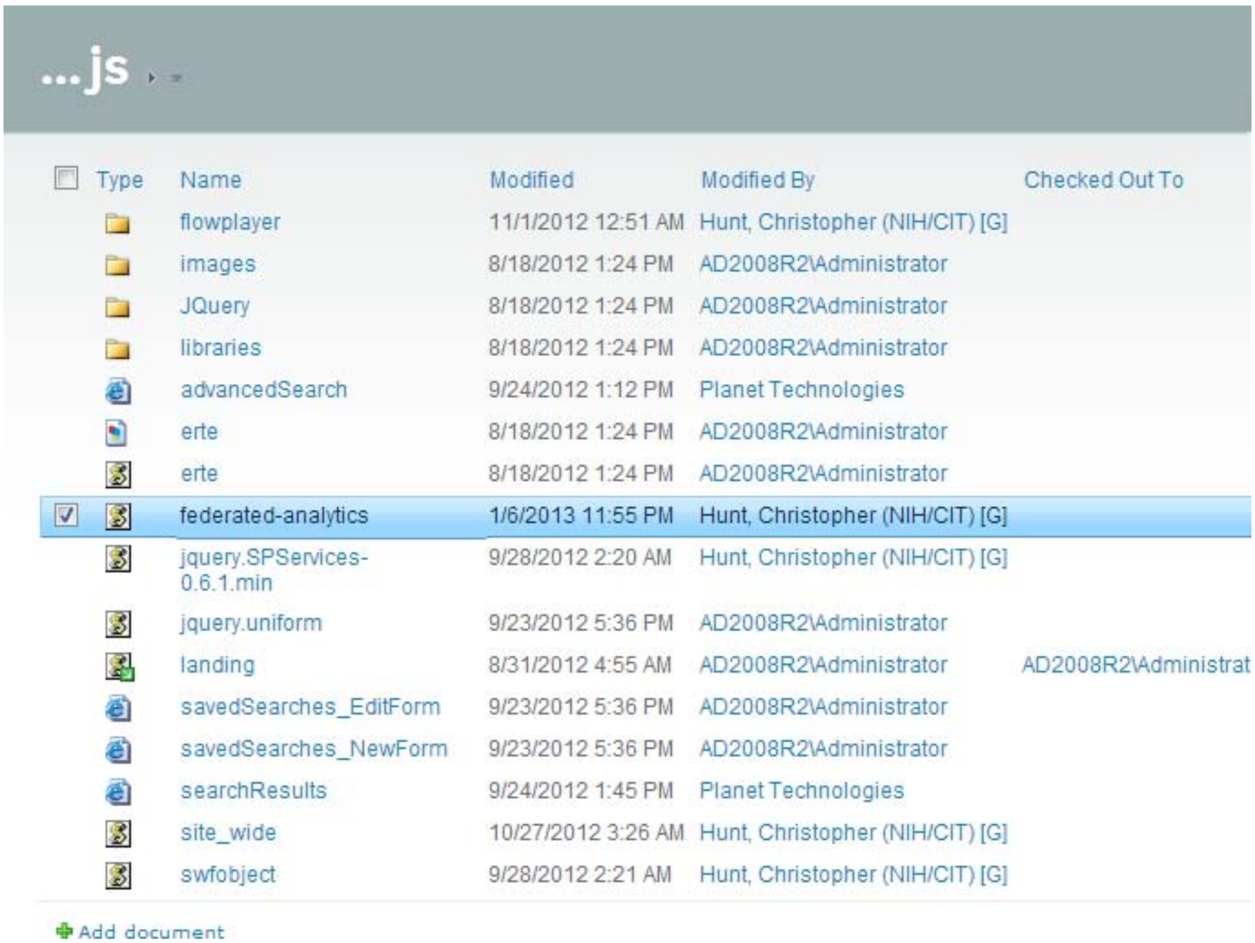
Z-Previous Leftovers Subsite

As stated in the title, this subsite contains content and other subsites leftover from previous website configuration and is used as a work-in-progress area and a general reference resource.

Google Analytics

Account UA-27432921-1

Code location: <script type="text/javascript" src="/Style Library/NIEM3/js/federated-analytics.js"></script>



...js

Type	Name	Modified	Modified By	Checked Out To
	flowplayer	11/1/2012 12:51 AM	Hunt, Christopher (NIH/CIT) [G]	
	images	8/18/2012 1:24 PM	AD2008R2\Administrator	
	JQuery	8/18/2012 1:24 PM	AD2008R2\Administrator	
	libraries	8/18/2012 1:24 PM	AD2008R2\Administrator	
	advancedSearch	9/24/2012 1:12 PM	Planet Technologies	
	erte	8/18/2012 1:24 PM	AD2008R2\Administrator	
	erte	8/18/2012 1:24 PM	AD2008R2\Administrator	
	federated-analytics	1/6/2013 11:55 PM	Hunt, Christopher (NIH/CIT) [G]	
	jquery.SPServices-0.6.1.min	9/28/2012 2:20 AM	Hunt, Christopher (NIH/CIT) [G]	
	jquery.uniform	9/23/2012 5:36 PM	AD2008R2\Administrator	
	landing	8/31/2012 4:55 AM	AD2008R2\Administrator	AD2008R2\Administrat
	savedSearches_EditForm	9/23/2012 5:36 PM	AD2008R2\Administrator	
	savedSearches_NewForm	9/23/2012 5:36 PM	AD2008R2\Administrator	
	searchResults	9/24/2012 1:45 PM	Planet Technologies	
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