SharePoint eTMF Guide

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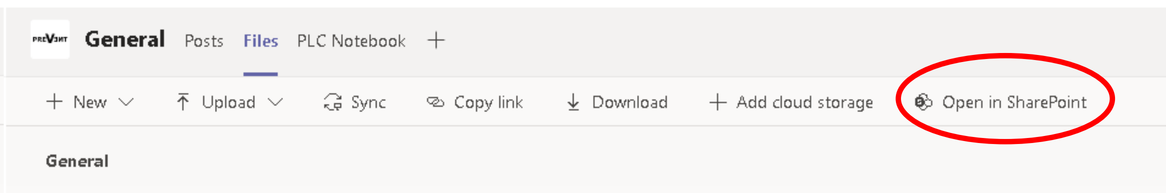
What is SharePoint

SharePoint is an application to help with collaborative working. It is part of Office 365 and underpins all MS Teams sites – All MS Teams sites have their own SharePoint site that handles the content. MS Teams functionality focus is communication (chat, meetings etc), but SharePoint is focused on content management, principally using things called ‘Lists’ and ‘Document Libraries’.

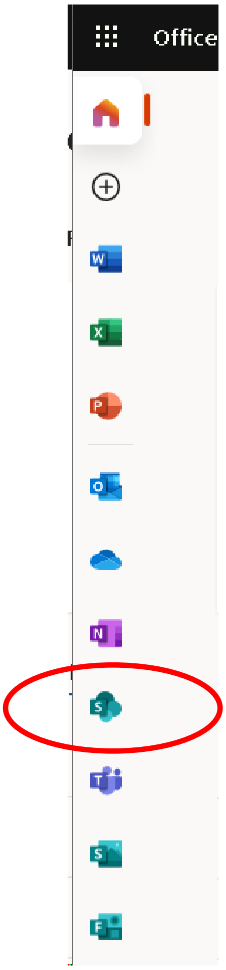
How to access SharePoint

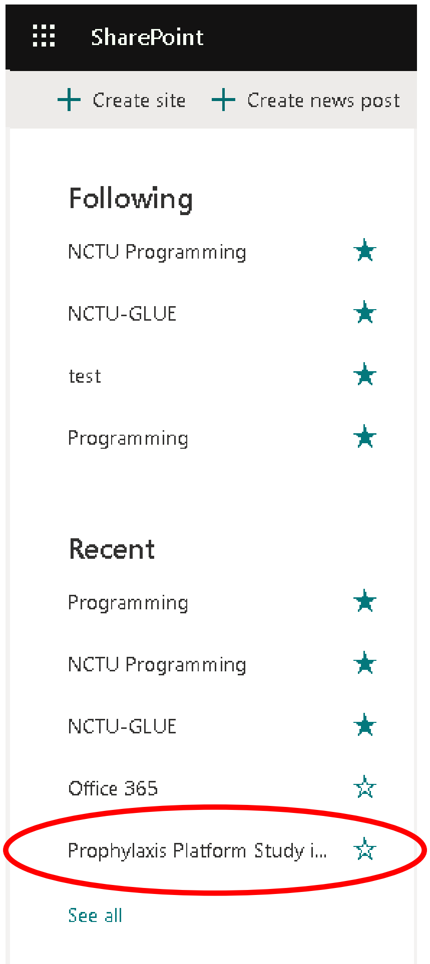
To get to SharePoint from MS Teams, open the Teams site, click on the General/Files folder



On the top right of the menu bar is an ‘Open in SharePoint’ link. If you screen is small, this link may be within the three dots.

Alternatively, open a web browser, and go to www.office.com and log in with your UoN credentials. This will take you to the Office 365 home, and the link to SharePoint is on the left hand side menu bar.





Clicking on the SharePoint link will take you to a page that will show all the SharePoint sites you will have access to, from which you can choose the one you need.

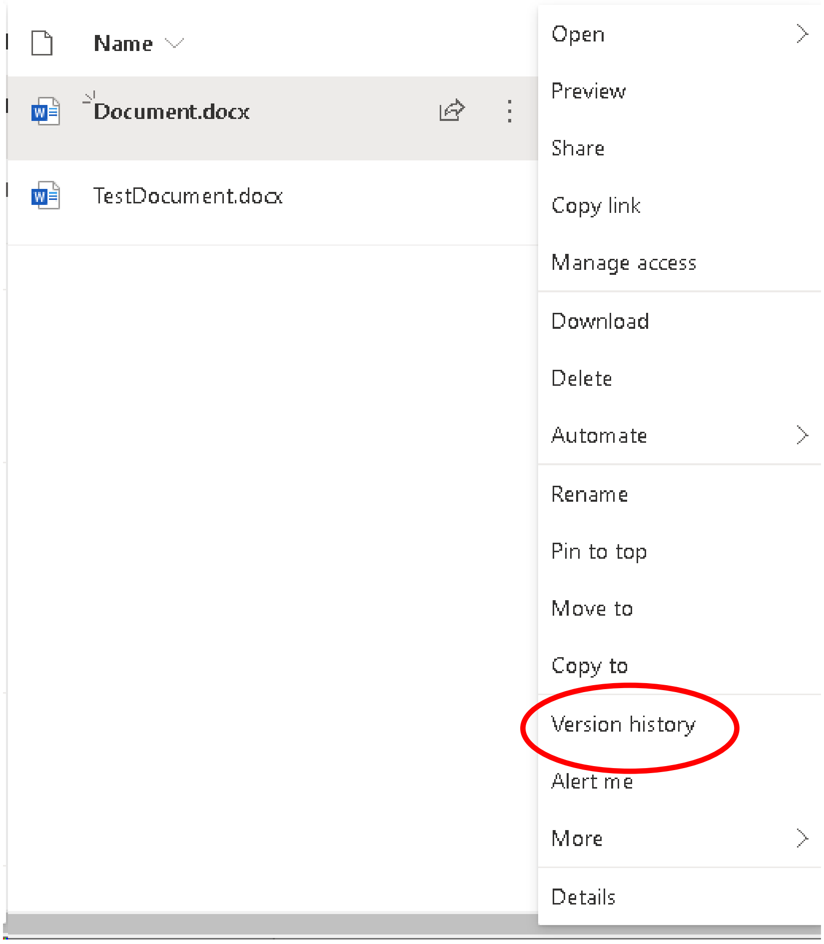
What are Lists and Libraries

A SharePoint List is like a database table. You can define columns, like text, numbers, dates, drop down lists etc, and add rules and of course content/data.

A SharePoint Document Library is like a network file store drive, but one that has sophisticated management features like version control, document approval, metadata terms or tags, and search tools.

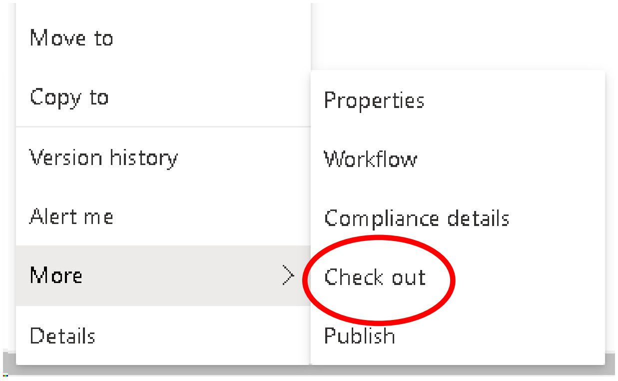
What is version control

Simply put, this means any update to a document automatically creates a new version, and you don’t lose the old version. The Document Library keeps track of the current document version number, and one can always view previous versions by clicking on the ellipsis by the document name and choosing ‘Version History’ from the pop-up menu.



How to edit a document in the eTMF Document Library

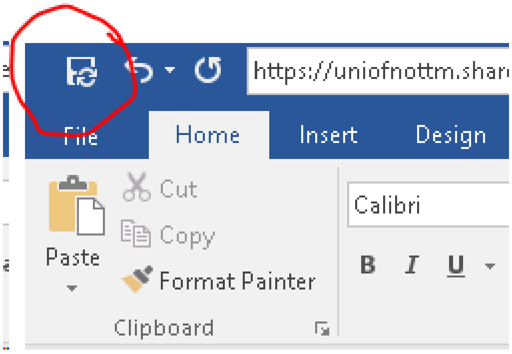
The eTMF Document Library has been configured to use ‘Check-out/Check-in’ control. Without this, opening a document from a SharePoint Document Library will automatically put it into ‘Edit’ mode, and it would be all too easy to make accidental changes to a document. By enforcing a user to ‘Check-out’ a document first, it is being moved into an edit mode under their control only. Click on the ellipsis by the file name to access the menu, and go to ‘More > Check out’



When you have finished your edits, you should ‘Check-in’ your changes in the same way. If someone else leaves a document checked-out to themselves, it is possible to check it in for them, and still maintain all the changes they made whilst it was checked out to them. Using Check-in/Check-out ensures only one person can have control of a document at any given time.

By default, SharePoint, like MS Teams, will open documents to edit in the Office365 web app. For Word and Excel, this is not as fully featured as the desktop app. If you need the bells and whistles of the desktop app (like review comments, drawing or inserting objects) then instead of clicking on the document name to open it, click on the ellipsis, and choose Open > Open in App.

When opening a document to edit in the app, keep the document in the SharePoint library, don't save a local copy. When making changes, make sure these are saved back to the SharePoint document library by clicking on the save icon.



If you need a local copy for some reason, after you have made your changes, saved them and checked them back in, you can use ellipsis – Download. This way all changes and versions remain under the control of the SharePoint eTMF document management system.

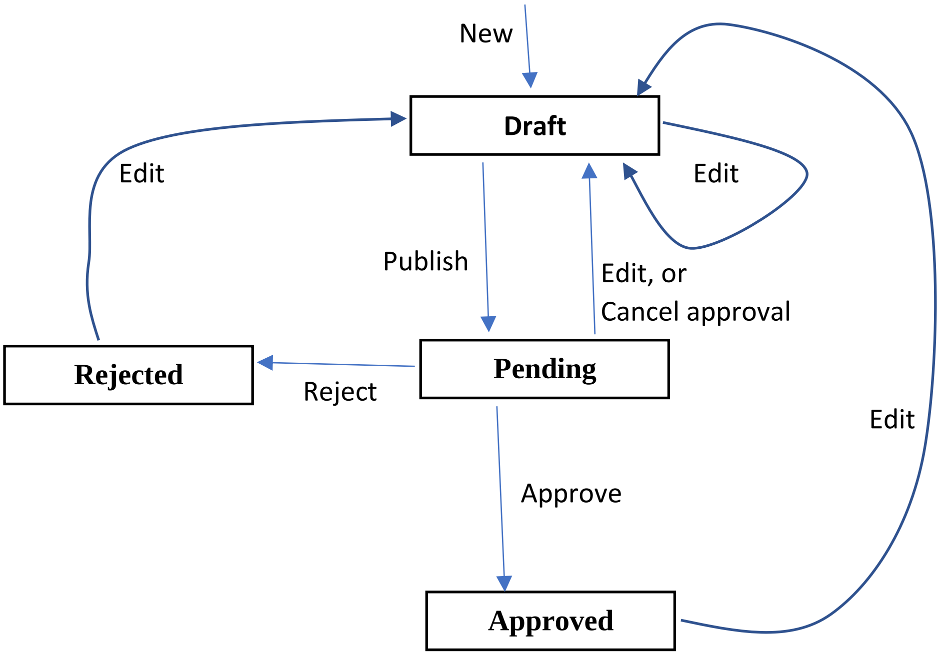
How do the eTMF Document Library version numbers work

The document library has been configured with document statuses and version numbering to use draft versions numbered after the decimal point, and full approved versions before the decimal point e.g.

- 0.1 - Draft
- 0.2 - Draft
- 0.3 - Draft
- 0.3 - Pending (when document is published for review)
- 1.0 - Approved (first approved version)
- 1.1 - Draft
- 1.2 - Draft
- 1.2 - Pending
- 2.0 - Approved (second approved version)
- …

What are the document statuses

This is best described by using a 'State Transition Diagram'. Each box shows a possible document status, and each arrow shows a type of action that moves the document from one status to another.



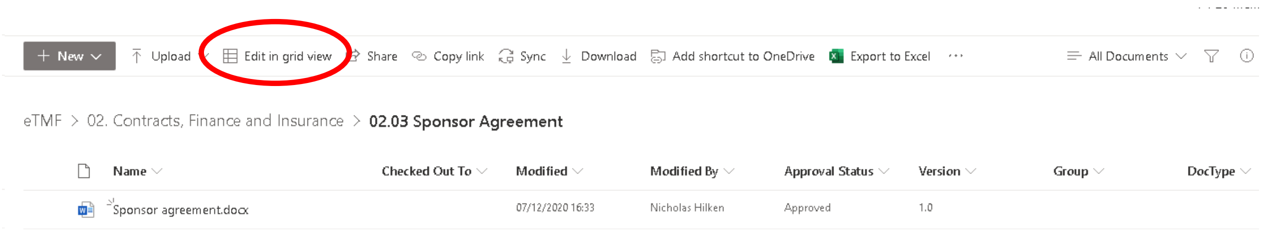
How (and why) to set document metadata tags (aka ‘Managed terms’)

The words ‘tag’ and ‘term’ are interchangeable – they mean the same thing as far as this is concerned. Document tags can be added to the DocType field that can be added to any document in the library. Managed terms (The technical name for these tags) can be edited, so that new tag can be added, and old tags can be deprecated without breaking anything already using them. These tags are designed to indicate what the document relates to in order to help organisation and search.

- DocType: tAgenda, tContactDetails, tCorrespondence, tMinutes, tReports

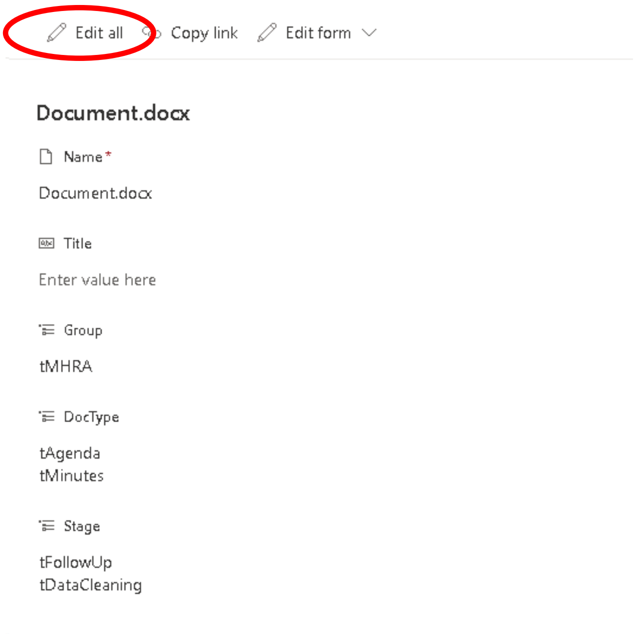
First, you must check out a document to tag it, as adding tags to a document is technically an edit change. There are 2 ways to tag a document

1. Find the document you want to tag in the eTMF document library, and click on ‘Edit in grid view’



Then it will show the library in a grid form (like Excel), and when clicking inside one of the column cells for Group, DocType or Stage and type ‘t…’ it will pop up a matching list of tags to select. One can also drag terms already entered into the cells below (or above) using the little corner anchor similar to copying values in Excel. This is especially useful when one has uploaded a set of documents that all need the same tags. When completed, you can click on ‘Exit grid view’ to get back to the normal default view.

2. Click on the ellipsis, then choose More > Properties. Then click on 'Edit all' and it will allow you to update all the tags/terms used on the document



All tags have been prefixed with a lower case 't' to ensure the tag name is unique. Tagging a document makes it much easier to find without having to navigate folders. The SharePoint 'Search this library' box at the top of the page will search on tags and document contents. This means if one searches for, say, 'Approval' one is likely to get lots and lots of search hits as many documents may have the word approval in them, but if one searches for 'tApproval', then only those tagged with this would be returned – those documents relating specifically to the trial approval stage.

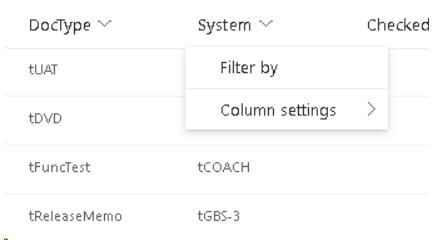
How to Find a Document

Click on the eTMF link on the left hand side, and type ones search text into the 'Search this library' box at the top of the webform. One can use logical AND and OR with search text but make sure to use capitals for these. The search will look at tags and document contents, so for example typing 'tMHRA AND test' will find the documents that are tagged with the tMHRA Group tag, AND also contain the word 'test' in them somewhere (either in the document name or contents)

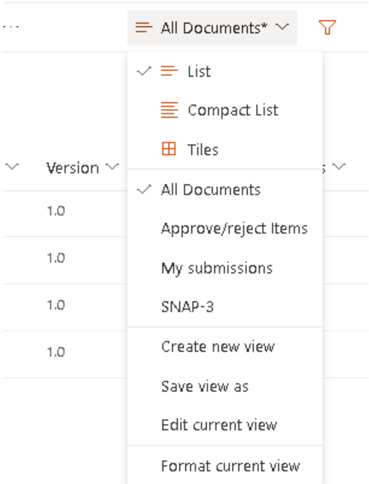
How to Create a View

By Default the view in a document library should be 'All Documents', but one can create one's own view to automatically apply a filter.

1. Click on the column heading you want to filter on, for example in the SystemDocs library shown below use column header 'System' > Filter by > and tick the trial or trials you want in your view. Click 'Apply'. It should filter the documents in your current view.

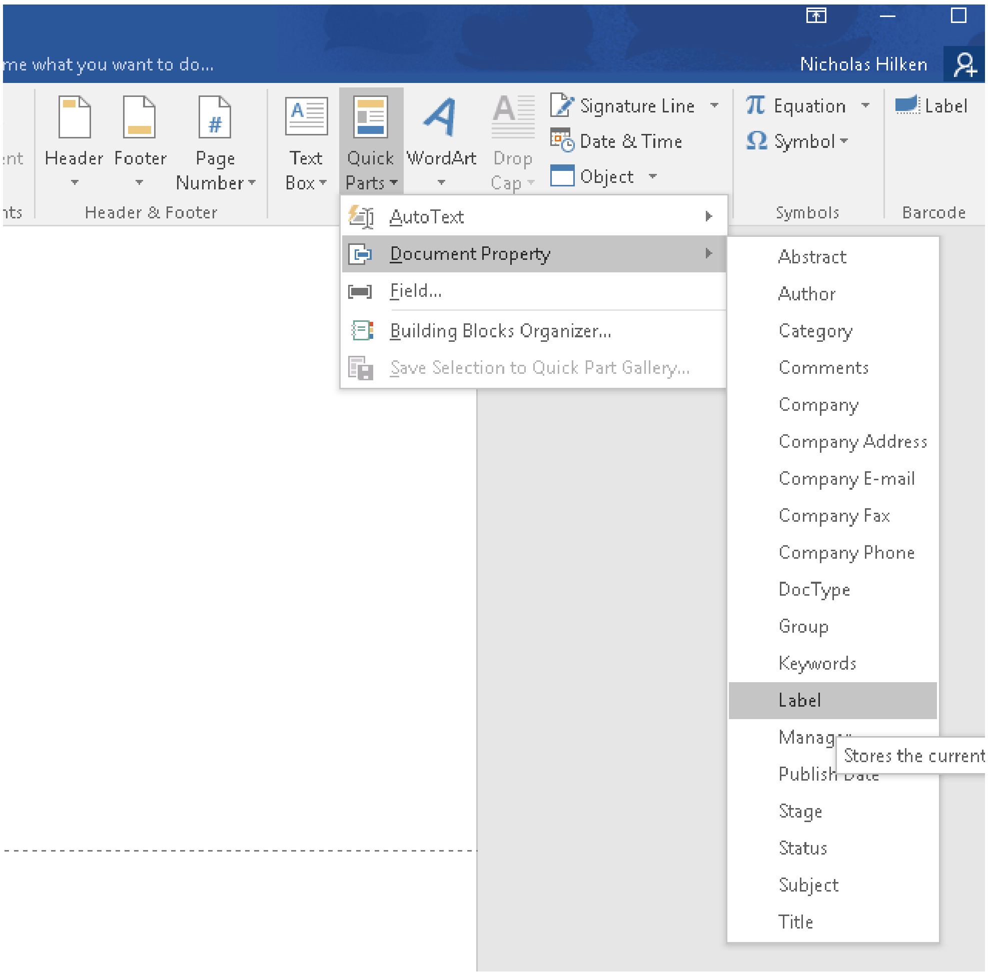


2. Click on ‘All Documents’ in the view menu, and choose ‘Save view as’. Give it a new suitable name and uncheck ‘Make this a public view’. This view will then be available on the menu to you in future to apply those same filters again. Note ‘public’ views will be available to choose by all people with access to the document library, and can also be made to be default. It is advisable to keep All Documents as the default view.

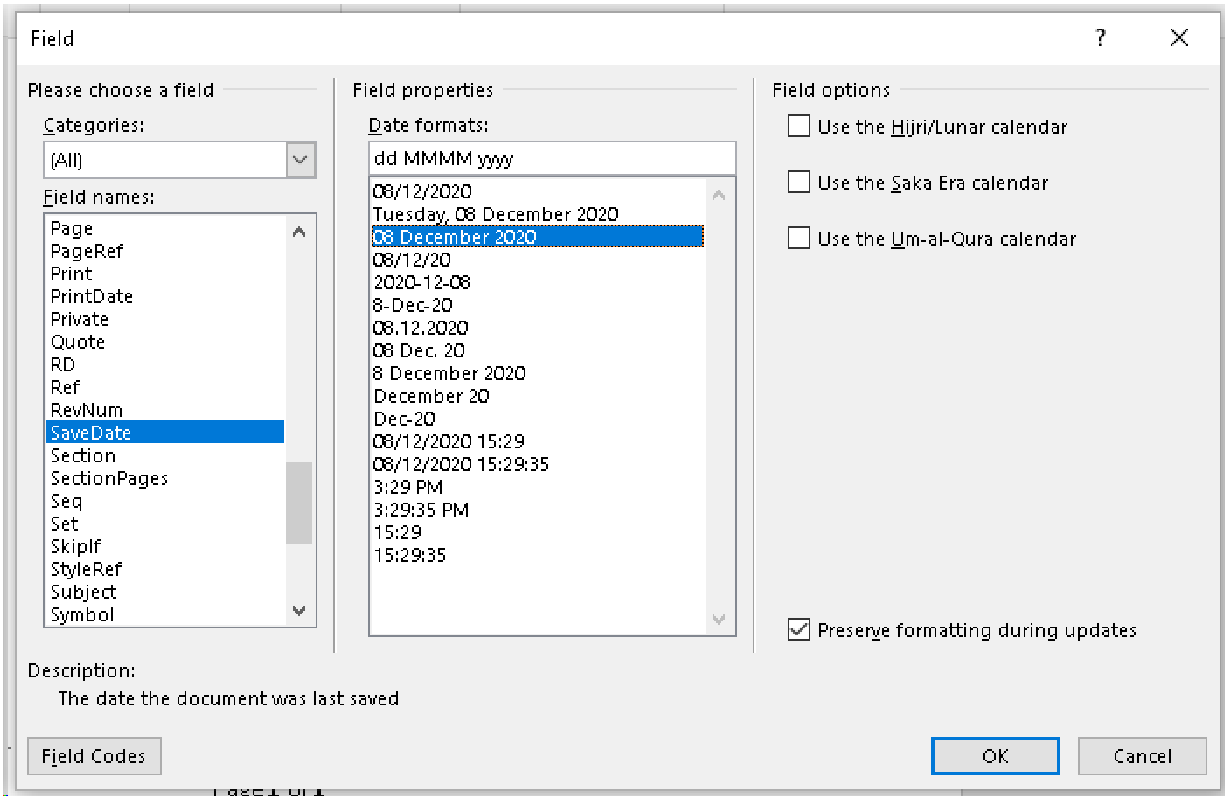


How to Insert the Version Number into a Document

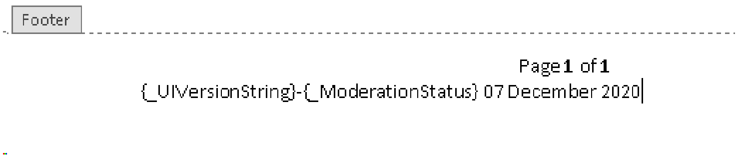
1. Find the document in SharePoint, click on the ellipsis and check it out to yourself for editing by choosing the ‘More > Check out’ option.
2. Open the document in the desktop application by clicking on the ellipsis again, and choosing ‘Open > Open in app’ option.
3. Place the cursor where you want to include the version number, like in the page footer. On the top ribbon, select the ‘Insert’ menu, then to ‘Quick Parts > Document Property > Label’. This will insert the version number including the document status in the following format: 1.0-Approved, or 2.5-Draft



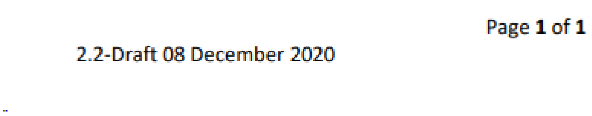
4. To insert the approval date after the version number, add a space after the {_UIVersionString}-{ModerationStatus} label that has been inserted and select ‘Quick Parts > Field…’, then choose the ‘SaveDate’ field the required date format to use.



5. Your insertion point should now look something like this:



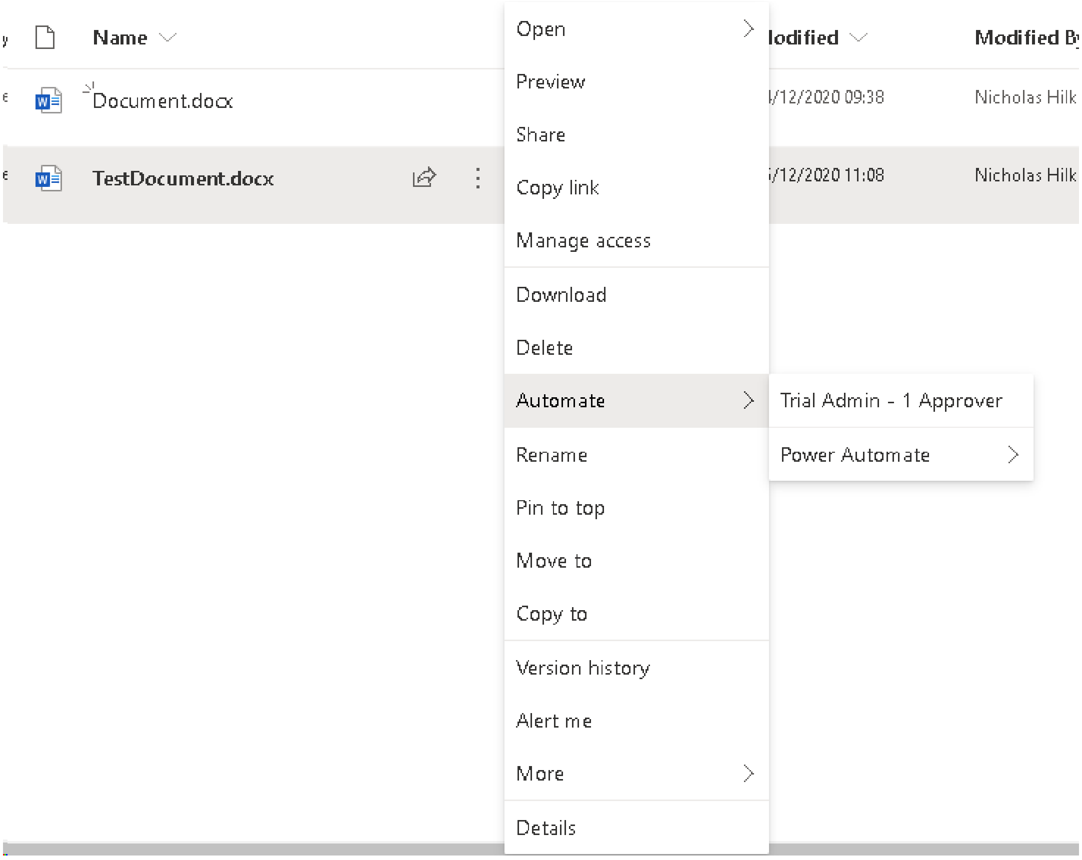
6. Click on the save icon in the top left-hand corner to make sure SharePoint saves the updated file.
7. You can close the file, and either let the app perform the check-in for you if it prompts for this, or do it yourself when back in SharePoint.
8. When the document is opened again in read only mode, it will display the version & date as follows:



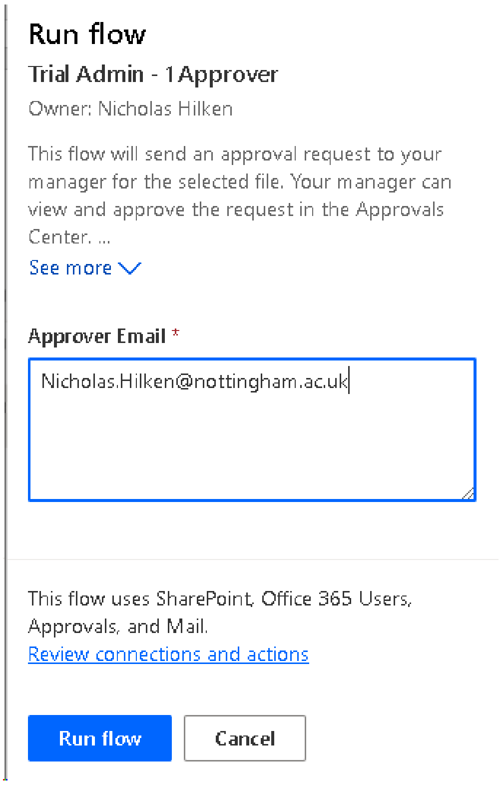
How to Approve a Document

1. One must first move the document to 'Pending' Status by clicking on the ellipsis – More > Publish. One may add comments about this publishing event (e.g. 'document had no further change requests when last circulated, so STM request we get it approved') – the comment will be stored as part of the document version history.
2. Start an approval workflow by click on the ellipsis – Automate, and then select the approval flow from the list. Currently in the diagram below there is only one flow defined, for 1 approver only, but there will be additional flows to have more approvers if the document

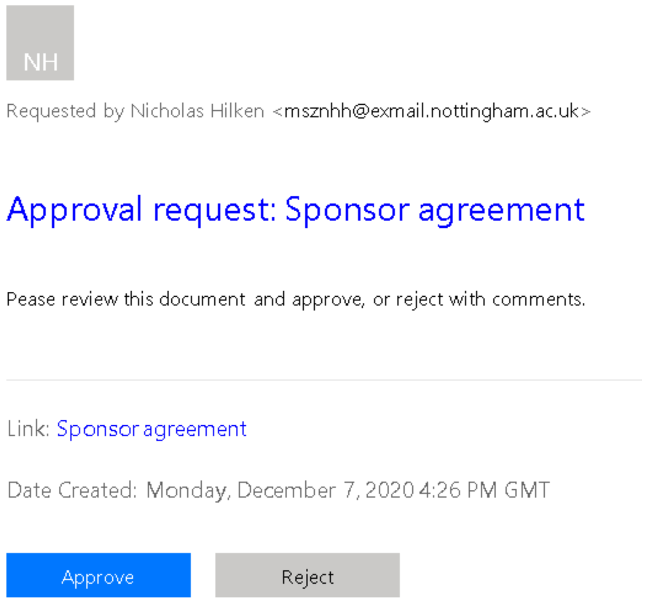
needs to be signed off by several people. When there is more than one approver, all must approve the document for it to move from ‘Pending’ to ‘Approved’ Status. If any approver rejects it, then the outcome is a rejection, even if others approve it. The approval workflow must be shared with a user's account before it becomes visible for that login – workflows can’t be accessed by default. Contact the system admins for workflows to be added to user accounts.



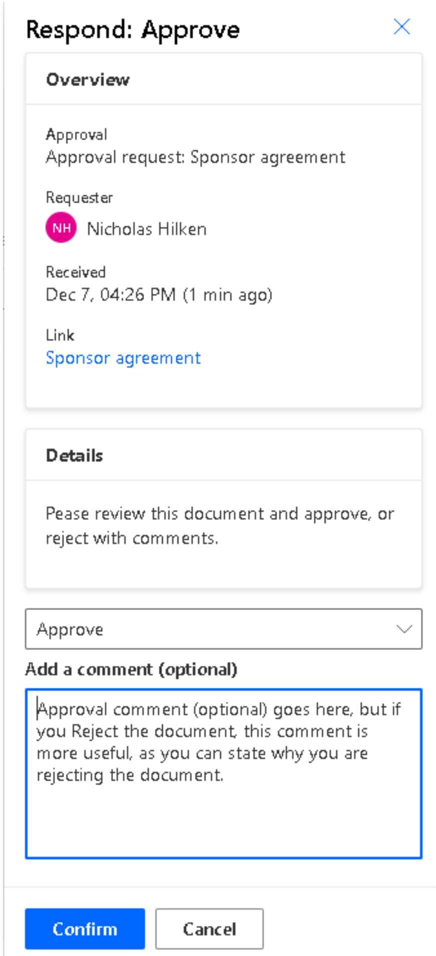
3. One must type in the email address of the person who is to approve the document, and then click on the ‘Run Flow’ button below to initiate the approval workflow. The approvers email address must be a for an account with at least read permissions on the library, and they must also be a ‘member’ or ‘owner’ of the site. The person who starts the approval flow will get a confirmation email with the name of the document and the email addresses of the approvers that are being used. If there is a problem with the approval flow, first check that all the email addresses have been typed correctly. Approval flows that have incorrect emails, or just don’t get responded to will ‘time out’ after X days. If you need to cancel an approval flow because of a problem before this X day time out so you can run a fresh one, please contact the system admins



4. The approver will then receive an email with a link to the document (so they can quickly access and read what they are being asked to approve without having to open SharePoint, and find the document themselves). There are also links to Approve or Reject the document.



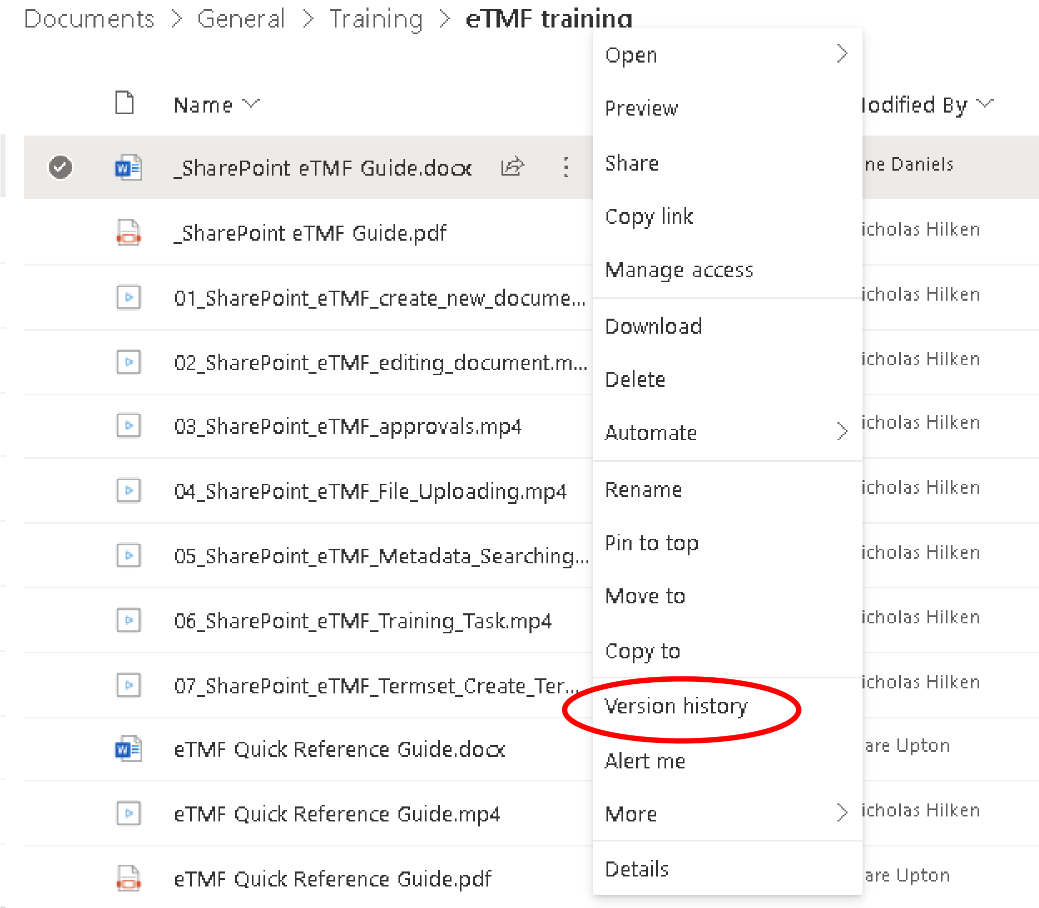
5. Clicking on the Approve (or Reject) buttons in the email takes one to the SharePoint



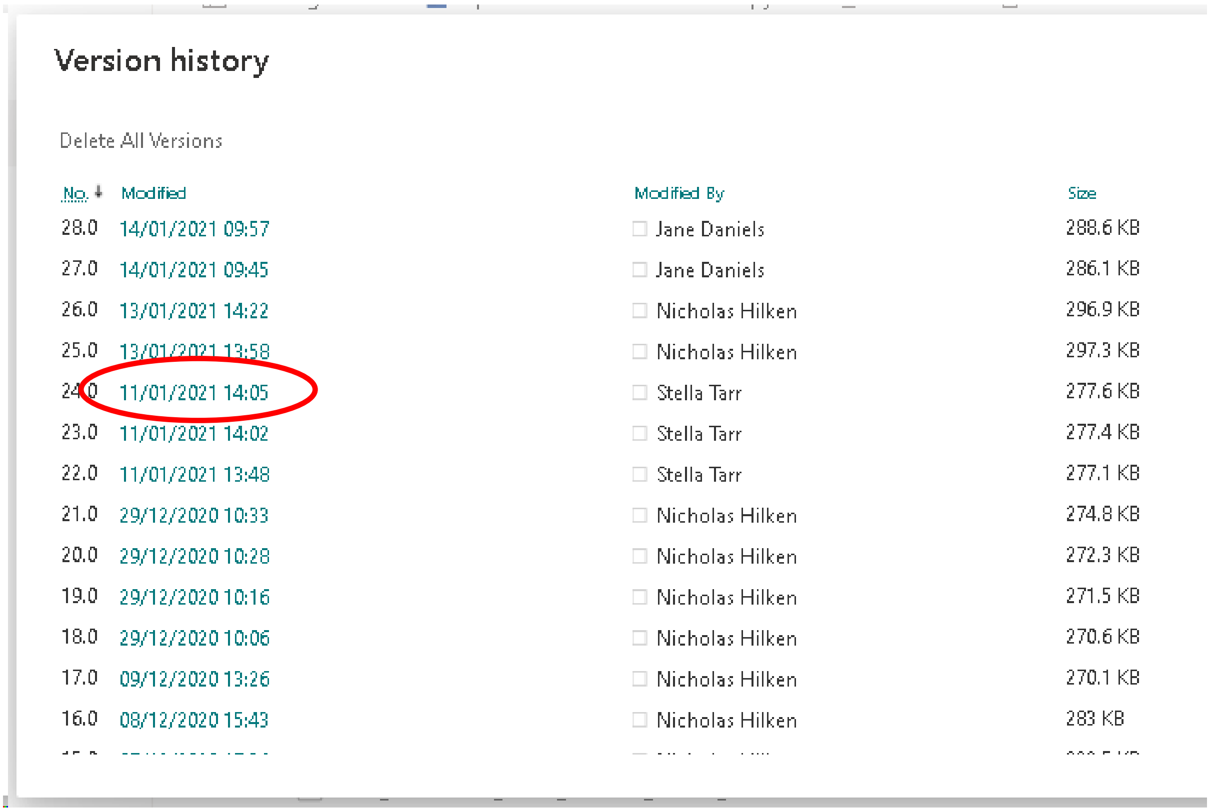
6. The approval workflow will then do the following:
    a. Set the document Approval Status to Approved.
    b. Change the version number up from X.Y to (X+1).0, e.g., 2.17 to 3.0
    c. Log the approval event in the list called ‘Approval Log’. This is a read-only list of all document approvals and rejections, with names of approvers and their comments.
    d. It will copy the approved document to the library called ‘Doc Copies’. This gives a handy way to find copies of all approved versions without having to dig into the version history to find previous approved document versions.

Viewing previous versions (draft and approved)

1. Click on the ellipsis, then choose ‘Version hisotry’



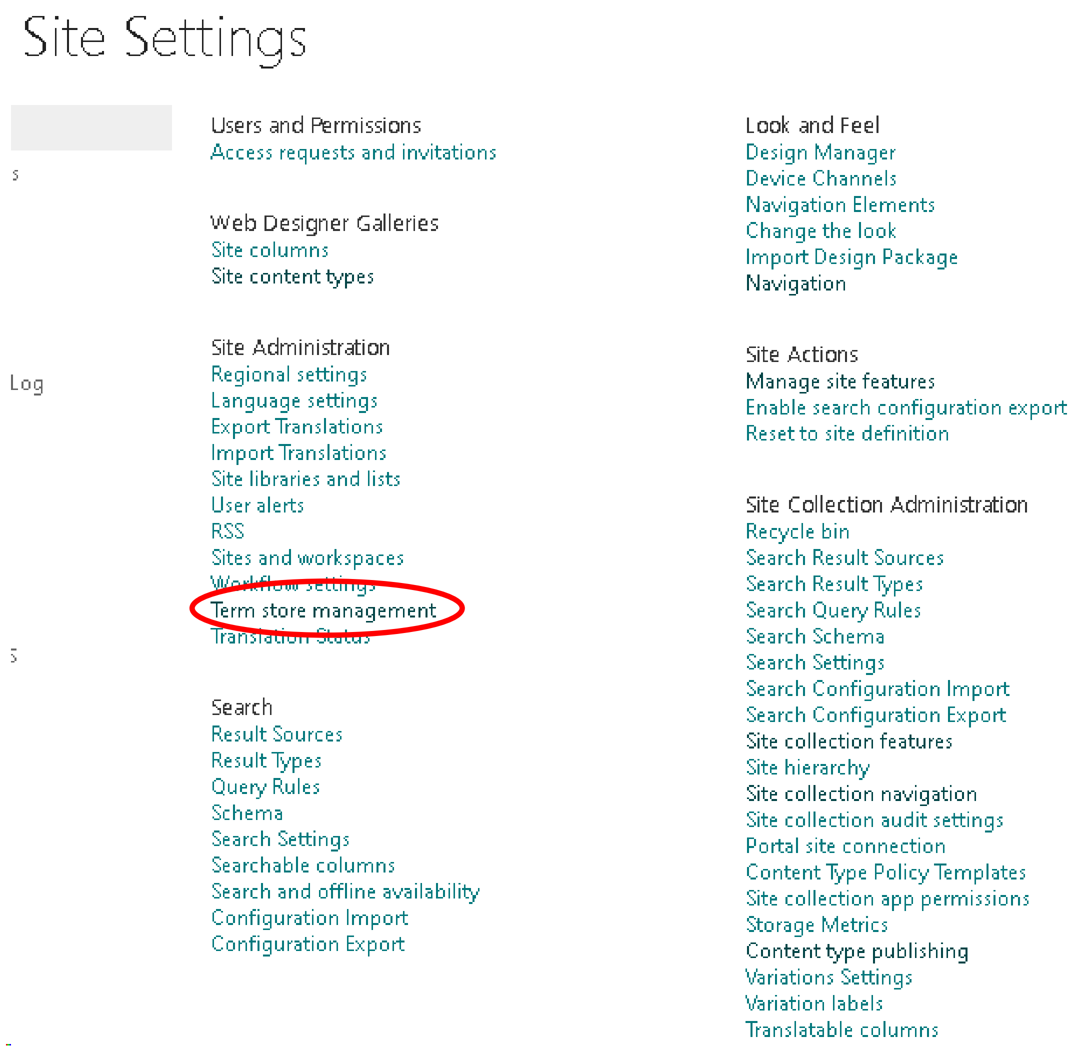
2. Click on the date-time hyperlink to open to view the document at that date-time save point



3. Note there are also options to restore a previous version – this makes a copy of that version and makes it the latest one. You can also delete previous versions, but this would subvert the process of version control, so it is not recommended.

How to update tags

1. Users with permissions are able to update the tag lists (term set). This should be kept to a small group of staff to ensure consistency of terms defined, though of course anyone may request a new term to be created by a member of that group.
2. To edit the term set, click on the ‘Site Contents’ menu on the left hand side, then choose the ‘Site Settings’ menu from the top.
3. Choose the ‘Term store Management’ link from the Site Administration section



4. Navigate through the left hand tree menu by opening the Site Collection. Each term set used in the eTMF is defined within
5. To edit a term, click on the term and input details on the right hand side. Remember to click ‘Save’ to commit your edits.
6. You may add ‘Other labels’ – but this is optional. These are used to help users find the right label – if the precise term is not known, by typing in text that is in one of the ‘other label’ settings, SharePoint will guide the user to use the preferred term (always prefixed with a t)
7. To create a new term click on the term set down arrow – and choose create term.

8. DO NOT DELETE TERMS! – This is because they may be in use. Instead choose 'Deprecate Term' from the drop down menu