

SharePoint Expert Groups User Manual

Contents

| | |
|---|----|
| 1. Finding the SharePoint page of your Expert Group (EG) | 2 |
| Option 1: Finding your EG SharePoint page through the ICES main page..... | 2 |
| Option 2: Getting to a specific EG SharePoint site through the public community page of that Expert Group | 3 |
| 2. When you are on the SharePoint EG page..... | 4 |
| 2.1 Opening documents and making edits to existing documents..... | 4 |
| 2.1.1 Check-out/check-in | 5 |
| Option 1 - Clicking the dots to third level: | 5 |
| Option 2 - Clicking the file name:..... | 5 |
| 2.2 Selecting several files for check-out/check-in | 7 |
| 3. Check in - saving changes and making files available for editing again | 8 |
| 4. Uploading documents to the EG SharePoint site..... | 8 |
| Option 1: Uploading with the FILES tab | 9 |
| Option 2: Uploading with the <i>New/Upload</i> tabs above the list of documents | 10 |
| Option 3: Dragging the document from your local folder to the selected place in the site..... | 10 |
| 5. Creating a new document folder | 11 |
| 6. Other useful features | 12 |
| 7. Set alerts/RSS feeds | 12 |
| 8. FAQs | 13 |
| Q: The file I just modified and checked in still shows up as checked out in the SharePoint | 13 |
| Q: I can't open a file from Share Point..... | 13 |
| Q: I want to get back to a previous version of a file | 13 |
| Q: I want to find a colleague's e-mail address | 13 |
| Q: Finding group members | 14 |
| Q: I want to add a link on my EG SharePoint site | 14 |
| Q: I need help with something on SharePoint that's not covered in this manual..... | 16 |

Last reviewed October 2019

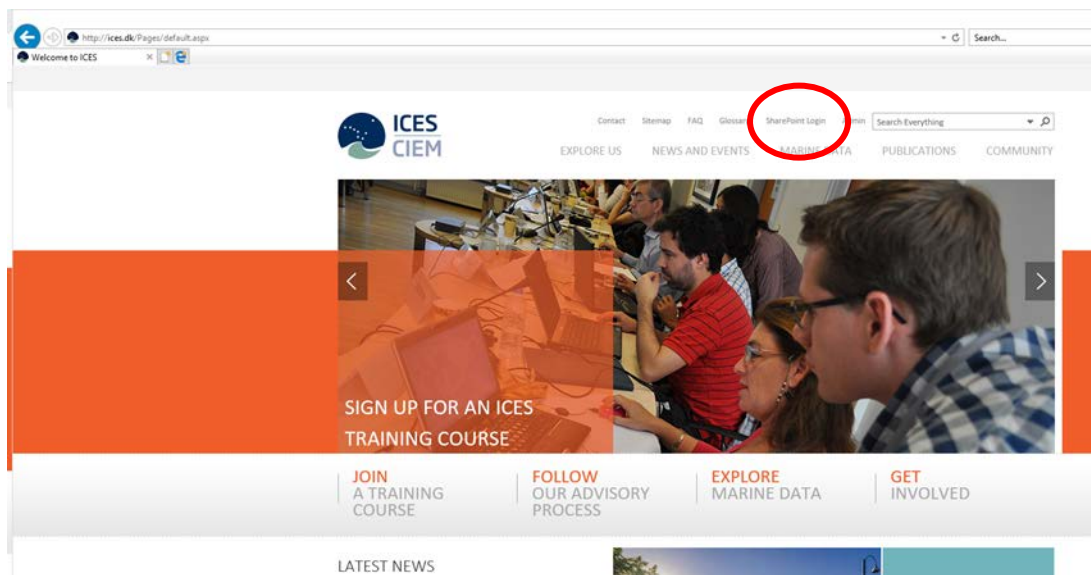
1. Finding the SharePoint page of your Expert Group (EG)

When you become a member of an Expert Group, you will receive your username and temporary password, along with the direct link to your group's SharePoint page. We recommend that you bookmark this link in your browser for easy access. Once you have logged in with your temporary password, you can change your password at: <http://community.ices.dk/Lists/GroupNet%20Links/DispForm.aspx?ID=10> .

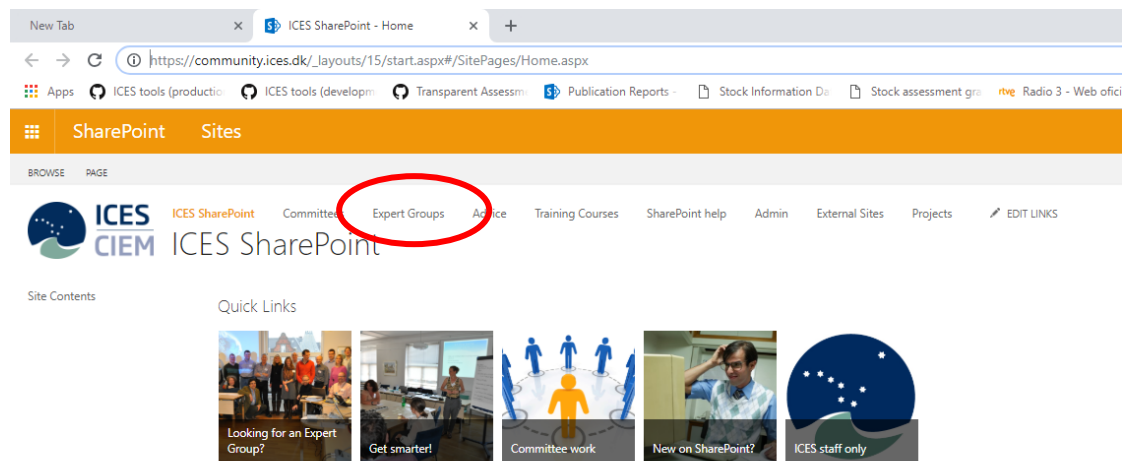
There are two other options you can use to find your EG SharePoint page through the ICES website described below.

Option 1: Finding your EG SharePoint page through the ICES main page

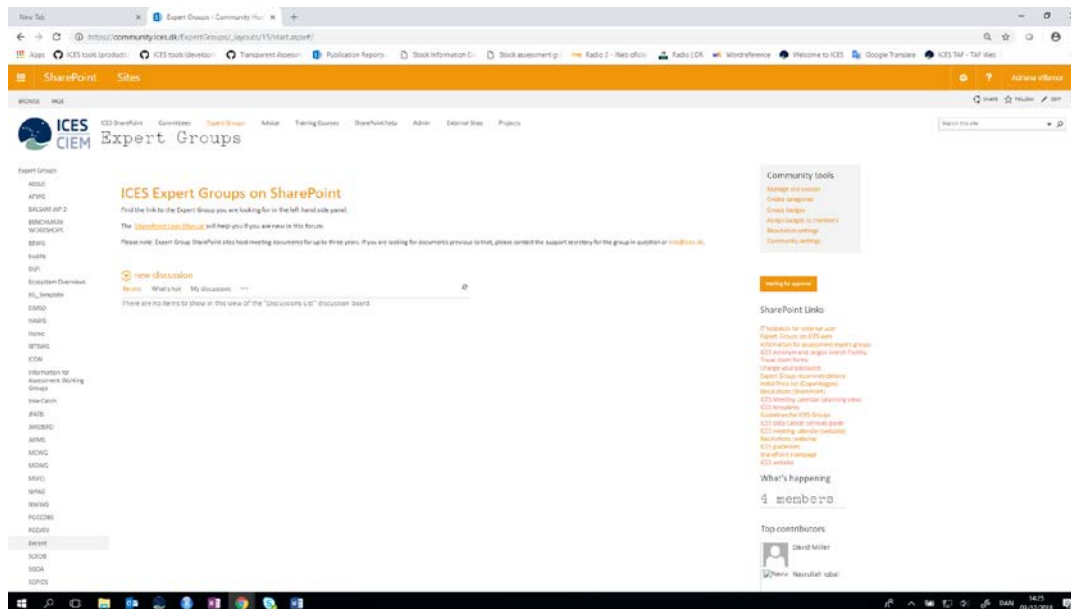
You can find the SharePoint landing page through the ICES website <http://www.ices.dk>. On the ICES website click on "SharePoint Login". Here you log in with your ICES username and password and then you will get to the landing page for ICES SharePoint.



On the SharePoint landing page <https://community.ices.dk> choose "Expert Groups" in the top menu.



This is the landing page for Expert Groups. In the quick launch menu on the left hand side is a list of all the “sub sites” for the different Expert Groups you have access to. Press **Ctrl + F** to quickly search for and find your group.



Option 2: Getting to a specific EG SharePoint site through the public community page of that Expert Group

You can also access your EG SharePoint site through the EG community page on the ICES website. Go to the [ICES homepage](#) > Click “Community” → “Groups” → search for your group acronym → click “read more” → click “Go to SharePoint Site” (As shown below)

ICES - FAO Working Group on Fishing Technology and Fish Behaviour

Affiliation: EOSG

Chair: Haraldur Einarsson, Pingguo He

The Working Group on Fishing Technology and Fish Behaviour (WGFTFB) studies measurements and observations relating to scientific and commercial fishing gears, design and statistical methods and operations, and fish behaviour in relation to fishing.

WGFTFB initiates and reviews investigations concerned with all aspects of the design, planning, and testing of fishing gears used in abundance estimation, bycatch and discard reduction, and reduction in impact on the seabed and other non-target ecosystem components.

The group examines the effect of fishing technology on benthic impacts, vessels and perhaps most importantly the behaviour of fish in relation to fishing. WGFTFB provides advice on application of these techniques to aquatic ecologists, assessment biologists, fishery managers and industry. The partnership between ICES and the Food and Agriculture Organization of the United Nations (FAO) extends the reach of this expert group globally.

WGFTFB meets annually and works intersessionally via correspondence. Under agreement between ICES and FAO, FAO hosts a meeting every third year at a location of its choosing. The shares interests with WGFASST, and consequently partner with them every third year to hold a joint session under a topic of mutual interest.

Print it Send to f t in Share it



LINKS

- > [View all members of this group](#)
- > [WGFTFB Terms of Reference](#)
- > [View latest WGFTFB Report](#)

[GO TO SHAREPOINT SITE](#)

[CONTACT US](#)

2. When you are on the SharePoint EG page

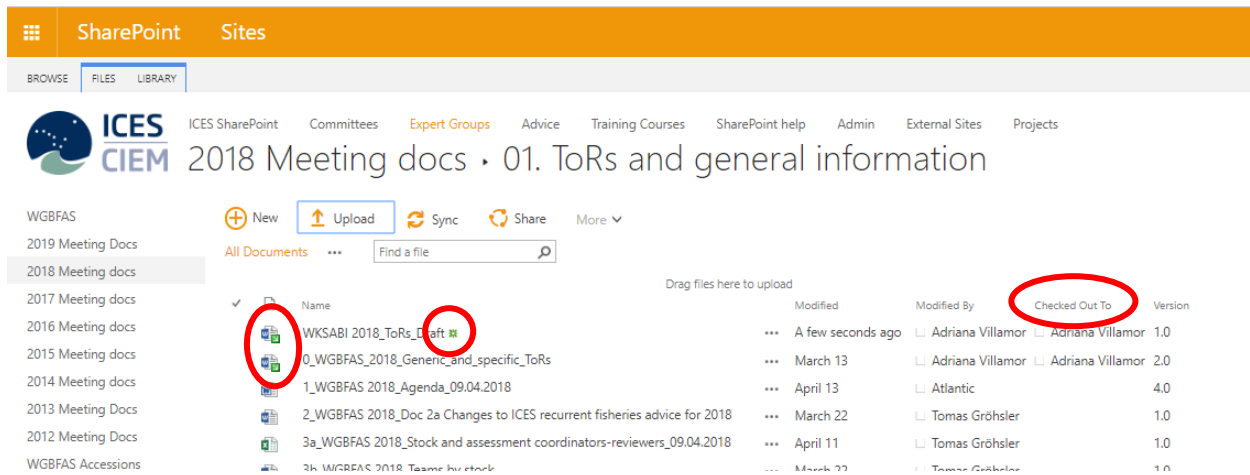
On the SharePoint EG page, you can work with other members of the group to edit and share documents; create and upload data, folders and presentations; and find important documents such as Terms of Reference, meeting documents, etc.

2.1 Opening documents and making edits to existing documents

The check-out/check-in function is a tool, which ensures that only one person works on the document at a time. Think about it as a book you check out/in of a library. In this way, you can see if your colleague is still working on a file.

When you want to edit a document you have to use the “check out”/“check in” function. If a document has a green little box on the icon (see image below), it is “checked-out” to someone, so only that person can edit it.

If the document has just been uploaded to the folder, only the uploader will be able to see it, until it is checked in (Learn more in Section 4: “Uploading documents to the EG SharePoint site”)

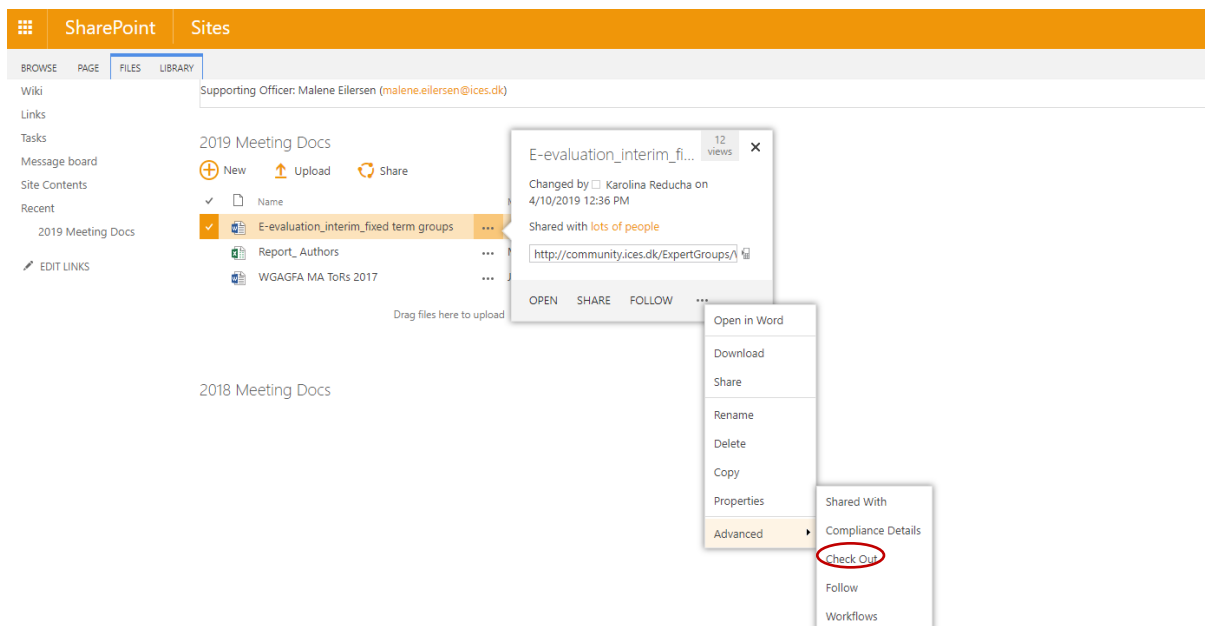


To see who a document is checked-out to, you can either look at the column “Checked Out To”, or if this column is not there, you can hover over the document icon where the name of the person will appear.

2.1.1 Check-out/check-in

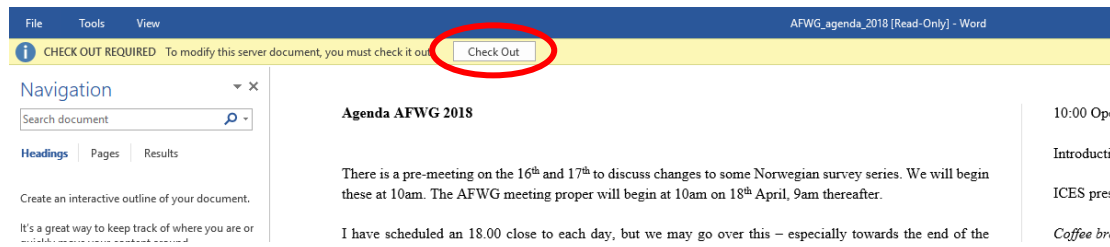
Option 1 - Clicking the dots to third level:

To check in/out a document, first click on the dots, then click on the next set of dots appearing in the box, then click “Advanced” and then you can choose “checkout”.



Option 2 - Clicking the file name:

If you click the file name in SharePoint and open the document in Word, you might also (depending on which browser you use) be given the option to check out the document before you start making the edits. This will appear either as a pop-up box in Word or as a yellow bar in the top of the document saying “Check-out”.



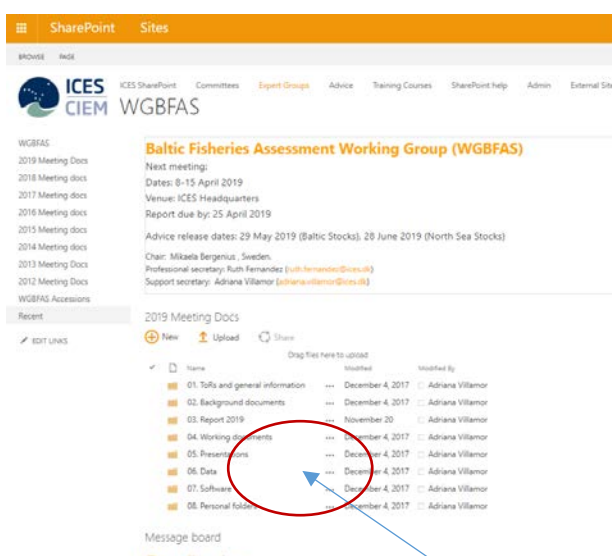
Once you have clicked “check-out,” you can edit the file and be sure that you are the only one working in the document at that time.

Either way you choose, please remember to check-in the document afterwards.

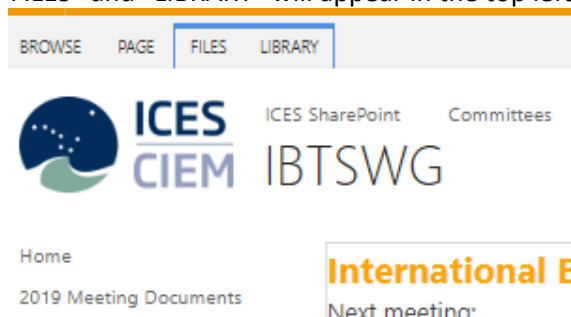
2.2 Selecting several files for check-out/check-in

If you need to work on more than one file, you can check several files out at the same time. In the SharePoint site for your Expert Group, “activate” the files area by clicking in the white space between the files (see image below),

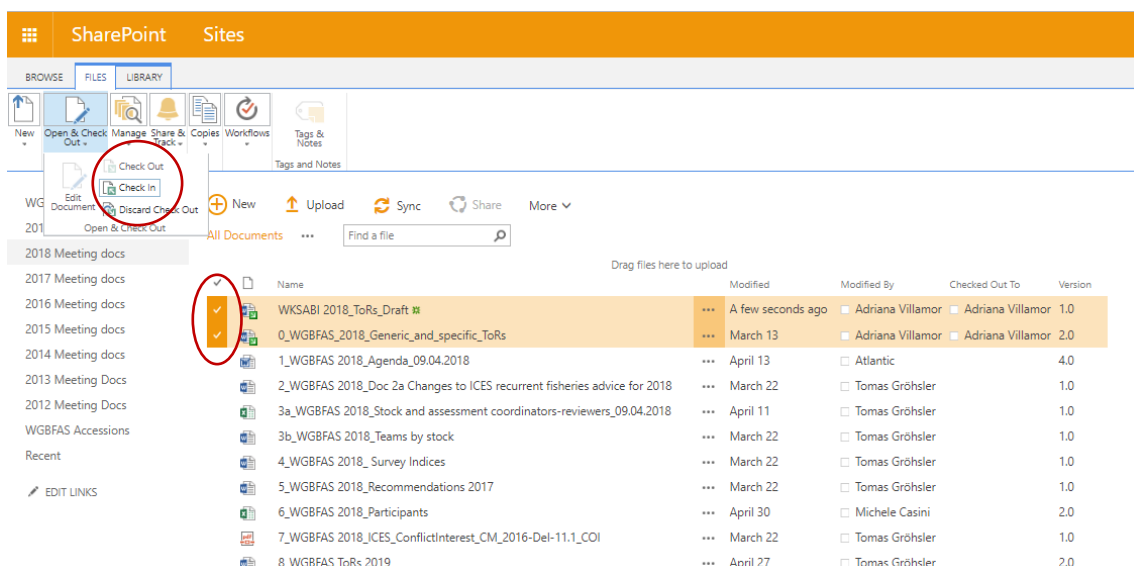
Click this white space in the folders area:



Two new important tabs, “FILES” and “LIBRARY” will appear in the top left menu bar:



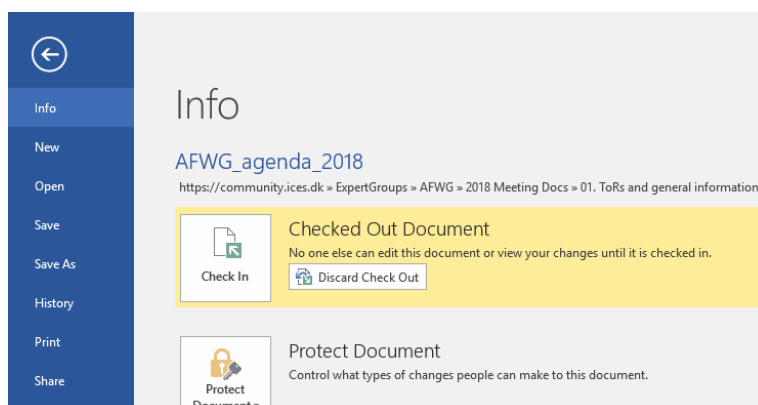
Select the relevant files. Then click on the “FILES” tab in the top menu and then click check out.



3. Check in - saving changes and making files available for editing again

When you have saved the document you can simply close the program, and check it in in the SharePoint folder as explained in the section above, by following the dots to the third level.

You can also “Check in” a document directly in the programme you are working in. After saving it click on the “File” tab in the top menu and select the box “Check-in”.



Do not give the document a new name, as it will be shown in the version history list that you were the last one who modified the file and it is possible to find earlier versions and restore them if needed.

WARNING: If you “Discard Check Out”, all changes made to the document by the person who checked it out, will be deleted.

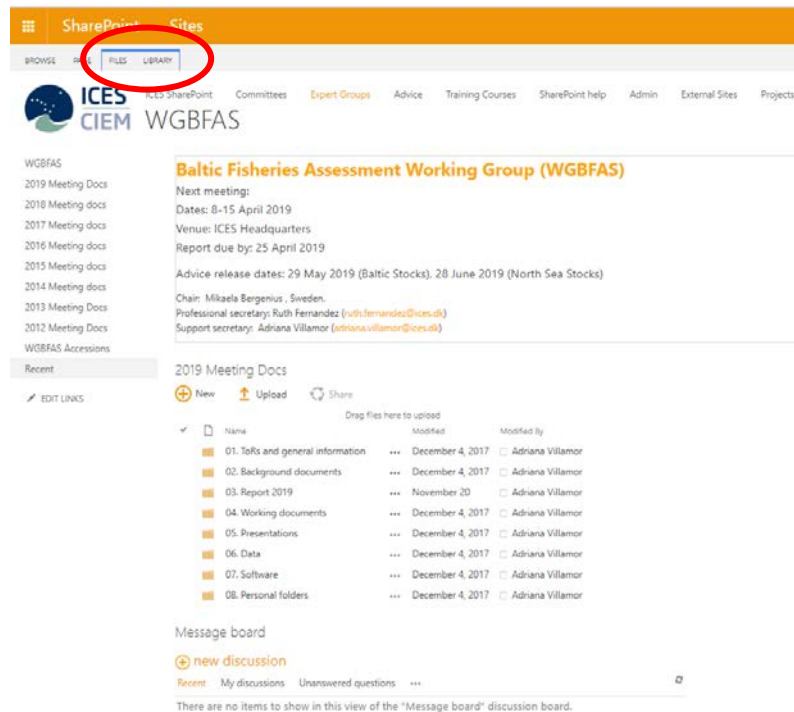
4 Uploading documents to the EG SharePoint site

After uploading documents to the site, in order to make them visible and available to the rest of the group, they have to be “checked in” to the site. Please see Section 2.1 “Opening documents and making edits to existing documents” for how to check-in/check-out documents.

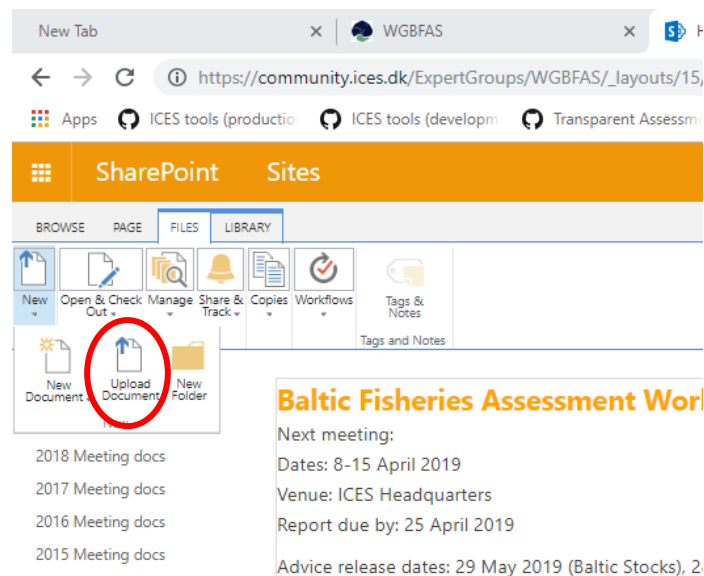
You can upload documents in three different ways described below.

Option 1: Uploading with the FILES tab

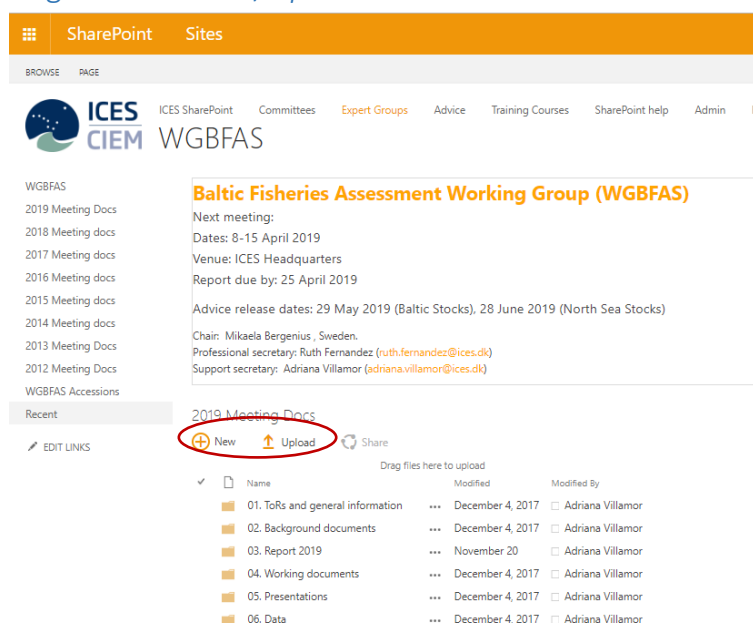
Activate the files area as described in Section 2.2 “Selecting several files for check-out/check-in.”



Under the *FILES* menu, select “Upload Document.”

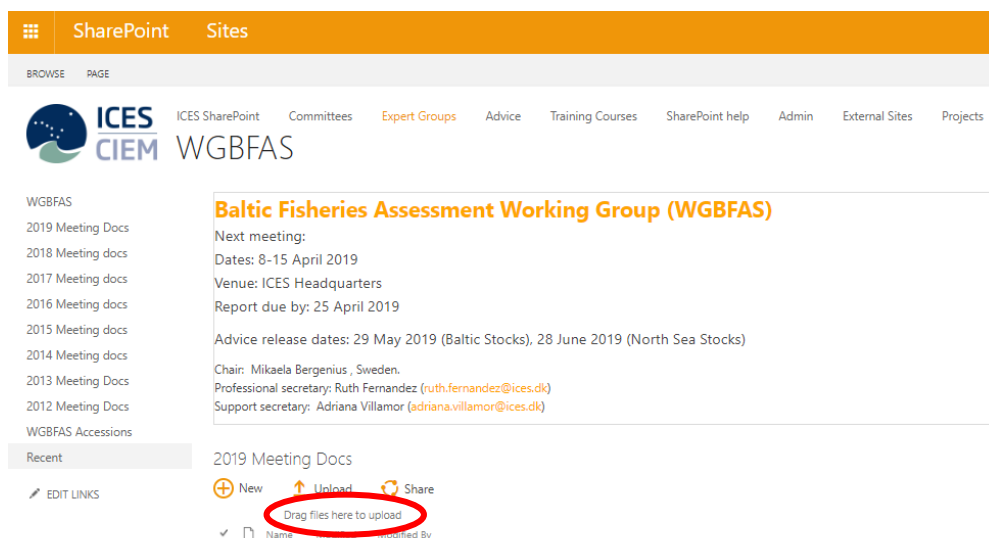


Option 2: Uploading with the *New/Upload* tabs above the list of documents

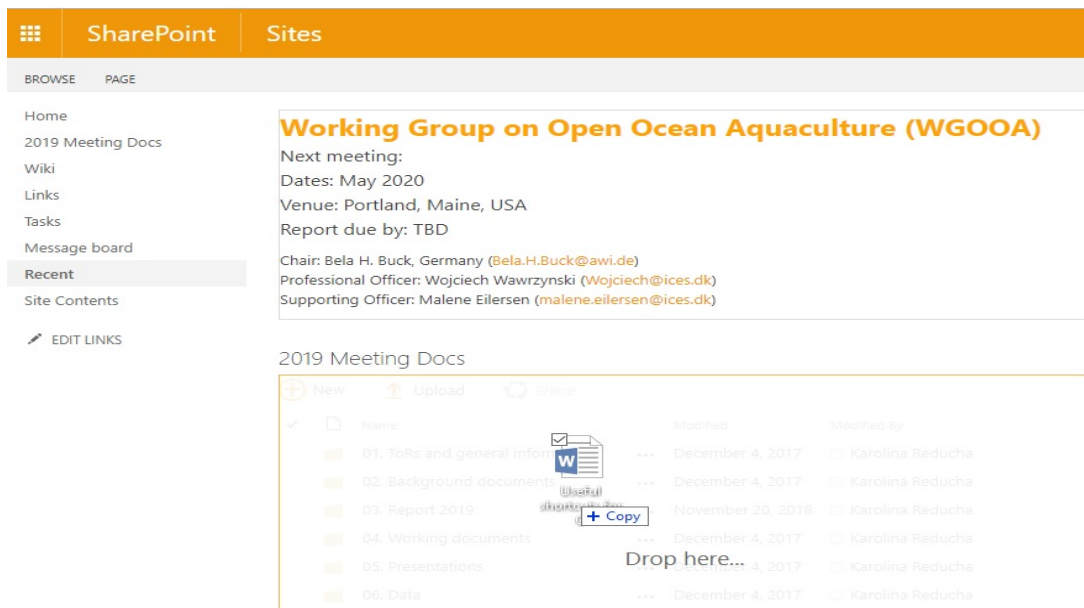


Note: There are no practical differences between using “New” and “Upload”.

Option 3: Dragging the document from your local folder to the selected place in the site.



By dragging one or more files into the site you want to place them in a dotted square that appears when you hover the document over the files (see below), you can now let go and the files are uploaded to the selected folder. Some browsers do not allow this.

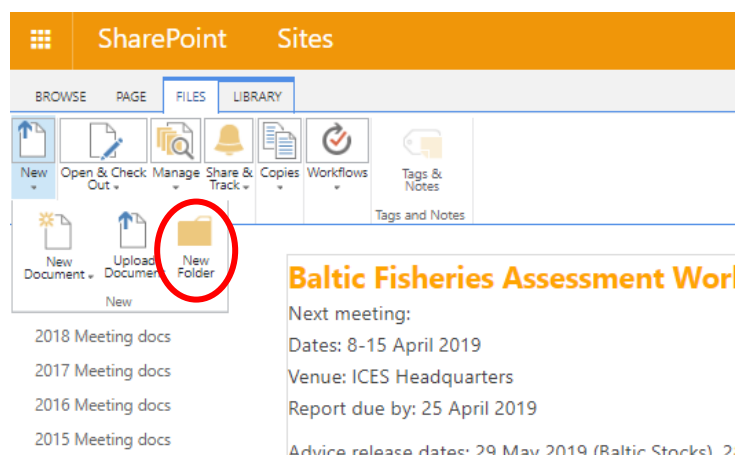


*** No matter which method you use to upload new files **you will have to “check them in”** after they have been uploaded. If you don’t do this the files stay invisible to other users. ***

5. Creating a new document folder

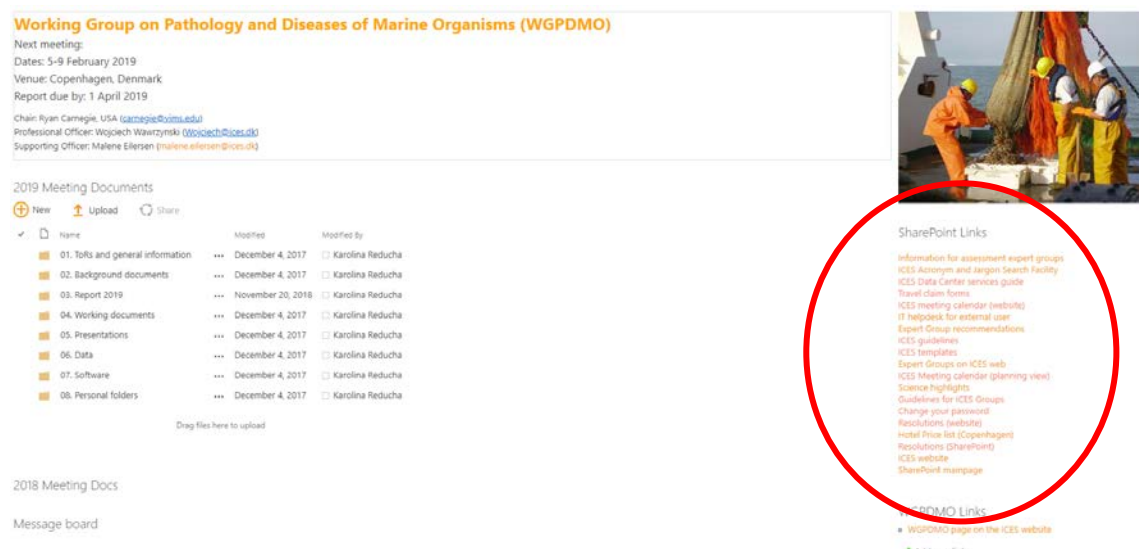
Similar procedures as Option 1 for uploading a document. However, instead of uploading a document click on “Create Folder” and write the name of the folder. You don’t need to invite people, all the group members have permission throughout the site.

To create folders inside other folders follow the same procedure.



6. Other useful features

On the right hand side you will see a list of other useful links that you might need. These links include: report templates, ICES guidelines, resetting your password, and more.



Working Group on Pathology and Diseases of Marine Organisms (WGPDMO)

Next meeting:
Dates: 5-9 February 2019
Venue: Copenhagen, Denmark
Report due by: 1 April 2019

Chair: Ryan Carnegie, USA (rcarnegie@vims.edu)
Professional Officer: Wojciech Wawrzynski (Wojciech@ices.dk)
Supporting Officer: Malene Eilersen (malene.eilersen@ices.dk)

2019 Meeting Documents

| Name | Modified | Modified By |
|----------------------------------|-------------------|------------------|
| 01. ToRs and general information | December 4, 2017 | Karolina Reducha |
| 02. Background documents | December 4, 2017 | Karolina Reducha |
| 03. Report 2019 | November 20, 2018 | Karolina Reducha |
| 04. Working documents | December 4, 2017 | Karolina Reducha |
| 05. Presentations | December 4, 2017 | Karolina Reducha |
| 06. Data | December 4, 2017 | Karolina Reducha |
| 07. Software | December 4, 2017 | Karolina Reducha |
| 08. Personal folders | December 4, 2017 | Karolina Reducha |

2018 Meeting Docs

Message board

SharePoint Links

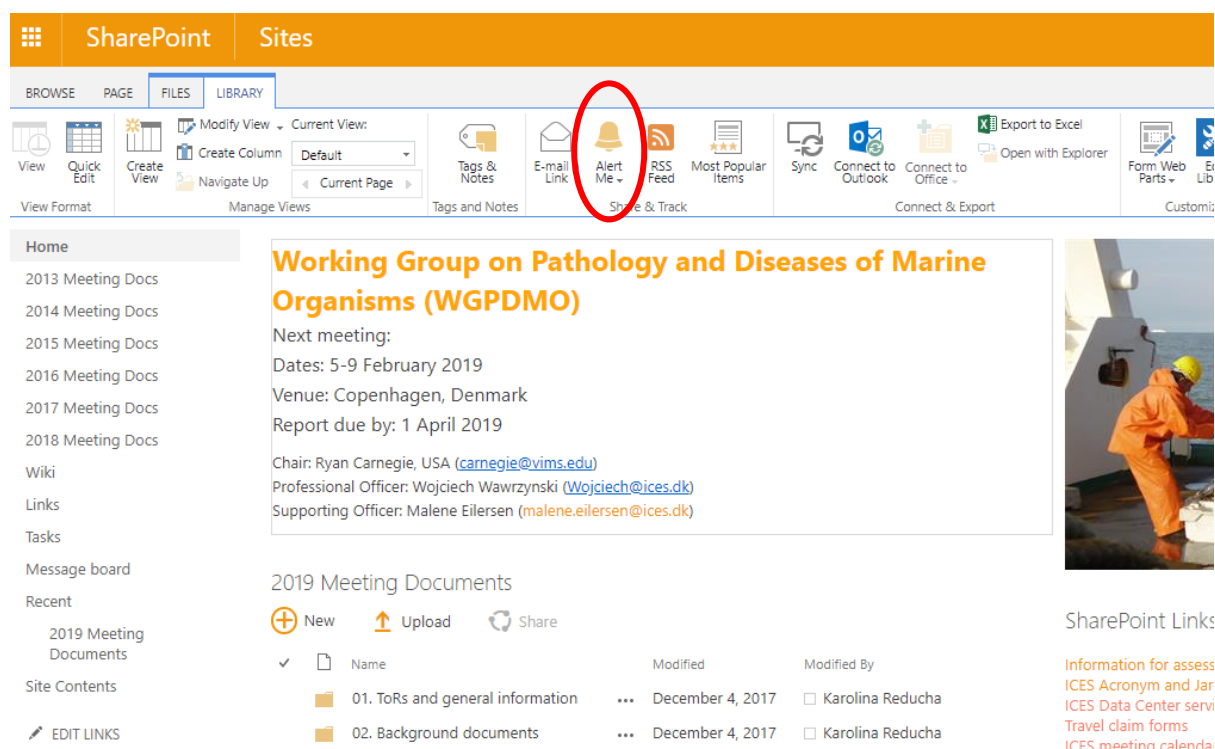
- Information for assessment expert groups
- ICES Acronym and Jargon Search Facility
- ICES Data Center services guide
- Travel claim forms
- ICES meeting calendar (webtool)
- IT helpdesk for external user
- Expert Group recommendations
- ICES guidelines
- ICES templates
- Expert Groups on ICES web
- ICES Meeting calendar (planning view)
- Science highlights
- Guidelines for ICES Groups
- Change your password
- Resolutions (webtool)
- Hotel Price list (Copenhagen)
- Resolutions (SharePoint)
- ICES website
- SharePoint mampage

WGPDMO Links

- WGPDMO page on the ICES website

7. Set alerts/RSS feeds

If you want to get alerted of any changes to your group site (e.g. about new uploaded documents), you need to set the alert function. Go into the tab "Library" next to "Files." Click on "Alert Me" and select "Manage my Alerts"



SharePoint Sites

BROWSE PAGE FILES LIBRARY

View Quick Edit Create View Create Column Modify View Current View: Default Tags & Notes E-mail Link **Alert Me** RSS Feed Most Popular Items Sync Connect to Outlook Connect to Office Open with Explorer Export to Excel Form Web Parts

View Format Manage Views Tags and Notes Share & Track Connect & Export Customi

Home

- 2013 Meeting Docs
- 2014 Meeting Docs
- 2015 Meeting Docs
- 2016 Meeting Docs
- 2017 Meeting Docs
- 2018 Meeting Docs
- Wiki
- Links
- Tasks
- Message board
- Recent
- 2019 Meeting Documents
- Site Contents
- EDIT LINKS

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2019 Meeting Documents

New Upload Share

| Name | Modified | Modified By |
|----------------------------------|------------------|------------------|
| 01. ToRs and general information | December 4, 2017 | Karolina Reducha |
| 02. Background documents | December 4, 2017 | Karolina Reducha |

SharePoint Links

- Information for assess
- ICES Acronym and Jar
- ICES Data Center servi
- Travel claim forms
- ICES meeting calenda

To add a new alert click “Add Alert” and you will be asked to select a list or document library that you want to keep track of.

ICES SharePoint Committees **Expert Groups** Advice Training Courses SharePoint help Admin External Sites Projects

My Alerts on this Site • New Alert ⓘ

Choose a List or Document Library

Select a list or document library that you want to keep track of. You may also view the contents of a list and then track one of the individual items. After creating an alert, you'll receive notification of changes.

- ☐ 2013 Meeting Docs
[View this list...](#)
- ☐ 2014 Meeting docs
[View this list...](#)
- ☐ 2015 Meeting Docs
[View this list...](#)
- ☐ 2016 Meeting Docs
[View this list...](#)
- ☐ 2017 Meeting Docs
[View this list...](#)
- ☐ 2018 Meeting Docs
[View this list...](#)
- ☐ 2019 Meeting Documents
[View this list...](#)
- ☐ Documents
[View this list...](#)
- ☐ Site Assets
Use this library to store files which are included on pages within this site, such a
[View this list...](#)
- ☐ Site Pages
[View this list...](#)

Click “next” at the bottom of the page.

In the following page, you can fill out the form to choose in which way you would like to be notified and for which changes. Every time there are changes made to the selected document or list you will be notified by your chosen method of notification. Once you are done, press “OK” and the alert will be added to your Alerts. If you change your mind, you can also delete the selected alert later.

8. FAQs

Q: The file I just modified and checked in still shows up as checked out in the SharePoint

A: Try to refresh the page.

Q: I can't open a file from Share Point

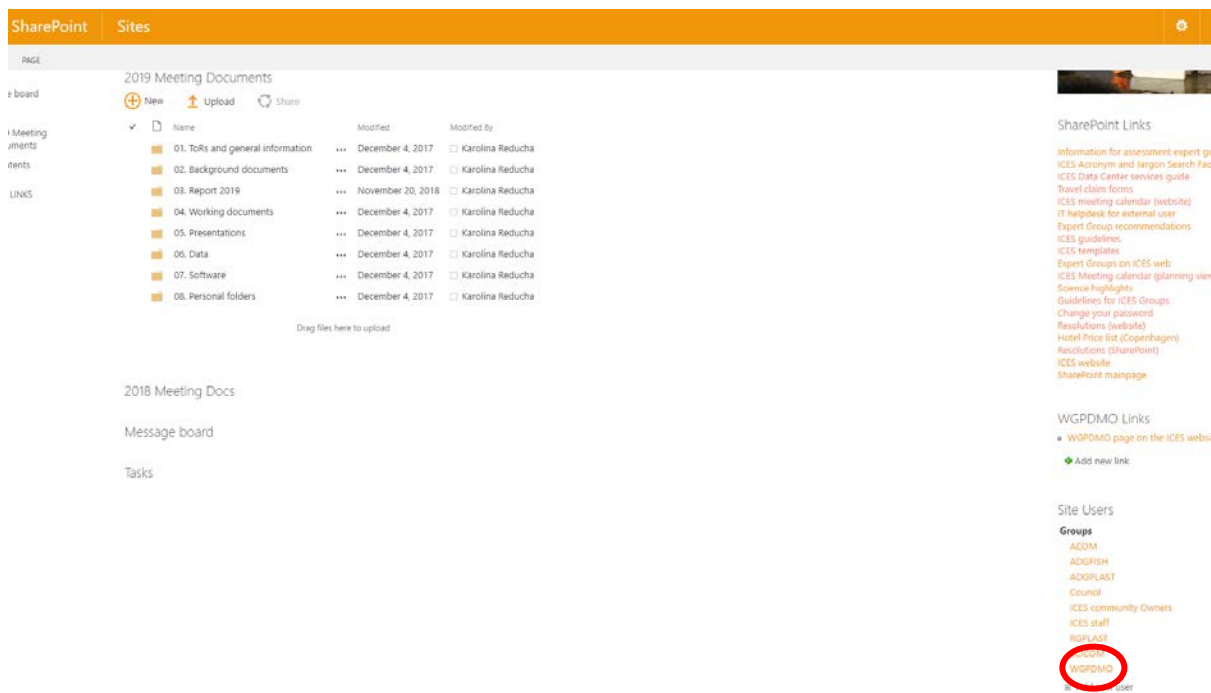
A: Double check that the file is not checked in or checked out to another user

Q: I want to get back to a previous version of a file

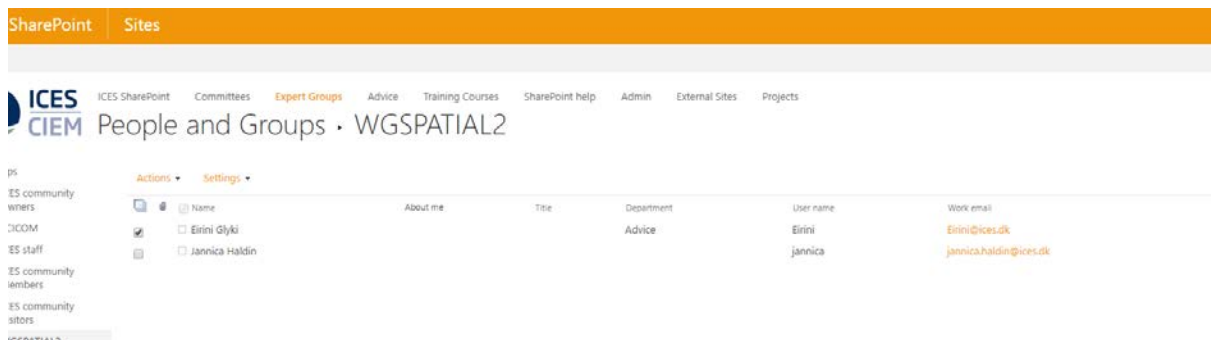
A: Contact your supporting officer, who will guide you to a previous version of a file.

Q: I want to find a colleague's e-mail address

Scroll down to the bottom of the EG SharePoint page. On the right hand side you will see a link with the EG acronym.



Click on the link and you will see an overview of the EG SharePoint members and their e-mails. Select the user using the box on the furthest to the left. Select “Actions” above the list and select “E-mail Users” to send an e-mail to selected users.



***If you want to send an e-mail to all members of the group, please contact your Supporting Officer, who will provide you with the most up-to-date e-mail list. ***

Q: Finding group members

You can find the group members following the same procedure as above.

Q: I want to add a link on my EG SharePoint site

There are two ways to add a link to the EG SharePoint site.

Option 1: The first way is by clicking on “Links” on the left hand side of the site.

Working Group on Ecological Carrying Capacity in Aquaculture (WGECCA)

Next meeting:
 Dates: 9-11 April 2019
 Venue: ICES Headquarters
 Report due by: 1 August 2019

Chair: Jeffrey Fisher, Ireland (Jeffrey.Fisher@marine.ie)
 Professional Officer: Wojciech Wawrzynski (Wojciech@ices.dk)
 Supporting Officer: Malene Eilersen (malene.eilersen@ices.dk)

2019 Meeting Docs

| Name | Modified | Modified By |
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| 03. Report 2019 | November 20, 2018 | Karolina Reducha |
| 04. Working documents | December 4, 2017 | Karolina Reducha |

Select “new link” on the top of the new page and then you will be taking to the form shown below.

URL *

Type the Web address: (Click here to test)

Type the description:

Notes

Save Cancel

Fill out the necessary information, including the link that you want to show up on the SharePoint site. Click “save” and the link will be added to the right hand side of the SharePoint site (shown below).

Option 2: You can also select “add new links” underneath the list of links on the right hand side and you will be taken to the same form as shown above. Follow the same procedure and you will have saved a link to the EG SharePoint site.

SharePoint Sites Malene Elertsen

BROWSE PAGE

Home

2014 Meeting docs

Wiki

Links

Tasks

Message board

Recent

2019 Meeting Docs

Site Contents

EDIT LINKS

Working Group on Ecological Carrying Capacity in Aquaculture (WGECCA)

Next meeting:
 Dates: 9-11 April 2019
 Venue: ICES Headquarters
 Report due by: 1 August 2019

Chair: Jeffrey Fisher, Ireland (Jeffrey.fisher@marine.ie)
 Professional Officer: Wojciech Wawrzyniak (Wojciech@ices.dk)
 Supporting Officer: Malene Elertsen (Malene.elertsen@ices.dk)

2019 Meeting Docs


New Upload Share

| Name | Modified | Modified By |
|---|-------------------|------------------|
| 01. ToFs and general information | December 4, 2017 | Karolina Raducha |
| 02. Background documents | December 4, 2017 | Karolina Raducha |
| 03. Report 2019 | November 20, 2018 | Karolina Raducha |
| 04. Working documents | December 4, 2017 | Karolina Raducha |
| 05. Presentations | December 4, 2017 | Karolina Raducha |
| 06. Data | December 4, 2017 | Karolina Raducha |
| 07. Software | December 4, 2017 | Karolina Raducha |
| 08. Related WG ToFs | April 9 | Jeffrey Fisher |
| E-evaluation_interim_fixed term groups-WGECCA | April 24 | Jeffrey Fisher |

Drag files here to upload

Expert group Links

Information for assessment expert groups:
 Guidelines for ICES Groups
 ICES Acronym and Jargon Search Facility
 ICES Data Center services guide
 Travel claim forms
 ICES meeting calendar (webtool)
 IT helpdesk for external user
 Expert Group recommendations
 ICES guidelines
 ICES templates
 Expert Groups on ICES web
 ICES Meeting calendar (planning view)
 Science Highlights
 Change your password
 Resolutions (webtool)
 Hotel Price list (Copenhagen)
 Resolutions (Sharepoint)
 ICES website
 SharePoint mainpage



WGECCA Links

- WGECCA page on the ICES website
- Add new link

Q: I need help with something on SharePoint that's not covered in this manual.

If you need help with anything to do with the EG SharePoint site, you can always contact your supporting officer at the ICES Secretariat. You can find the contact information for Secretariat staff on the ICES website: <http://ices.dk/explore-us/who-we-are/Pages/Staff-list.aspx>