A large, solid red chevron shape, identical to the one in the logo, is positioned diagonally across the page. It starts from the bottom left and points towards the top right, partially overlapping the text "High performance. Delivered."

High performance. Delivered.

如何提交新建 Share Point 申请 :	3
问题描述:	3
指导步骤 :	3
How to Apply a new Share point:	10
Issue of Description:	10
Solution:	10

===== Please scroll down for English version =====

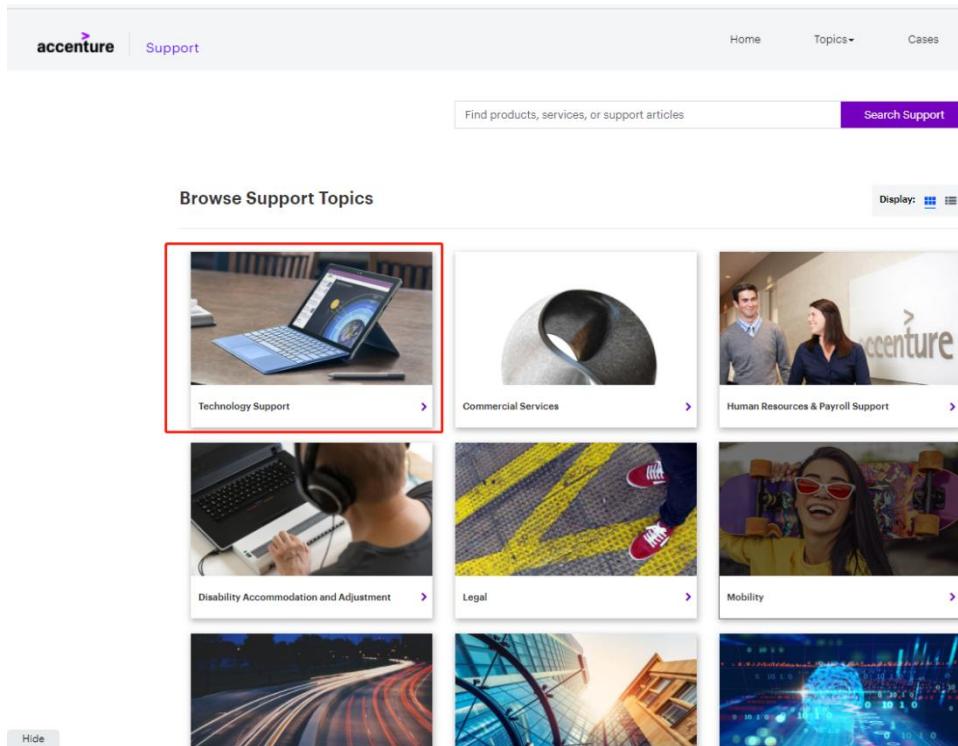
如何提交新建或者更新已有 Share Point :

问题描述:

当用户有需求新建一个 Share Point 用于存储文件或者更新已有 Share Point 信息。

指导步骤 :

1. 请打开<https://support.accenture.com> 并点击**Technology Support.**



2. 看页面最底端，点击**View All Services**

The screenshot shows the 'Popular Services' section of the Accenture Software Catalog. It features three service cards: 'Accenture Software Catalog' (with a network icon), 'Accenture Standard Workstations (PCs and Macs)' (with Apple and Windows icons), and 'Microsoft Power BI Individual' (with a bar chart icon). Below these cards is a button labeled 'View All Services'.

3. 点击“Microsoft Share Point”，将页面调整到最低端可以看到网页将会跳转至申请表格界面，需要填写必要信息完成申请。

The screenshot shows the 'Popular Services' section again, but the 'Microsoft SharePoint' card is now highlighted with a red box. This card features a stylized 'S' icon. To the left of the cards, there is a vertical sidebar with several colored boxes (purple, grey, blue, red) and some numerical values (0, 0).

Site Name *
► More information
此处填写站点名称，不能有空格，可以加下划线和破折号
Site Name is required.

Charge Code *
► More information
此处填写项目WBS Code (Cost Collector)，注意不是Charge Code
Charge Code is required.

Description *
► More information
简单描述下创建需求，以便经理审批
Description is required.

Site Data Classification *
► More information
 Restricted Highly Confidential Confidential Unrestricted
根据需求填写，默认可以设置成unrestricted，后期站点owner也可以对此进行更改

Owner Information

Primary Owner *
► More information
填写站点的所有人，将会拥有对于该站点的最高管理权限
Invalid Primary Owner.

Secondary Owner *
► More information
填写站点的副所有人，同样会拥有对于该站点的最高管理权限
Invalid Secondary Owner.

Executive Sponsor *
► More information
审批人，需要至少level 7级别或以上
Invalid Executive Sponsor.

4. 必要信息填写重点如下：

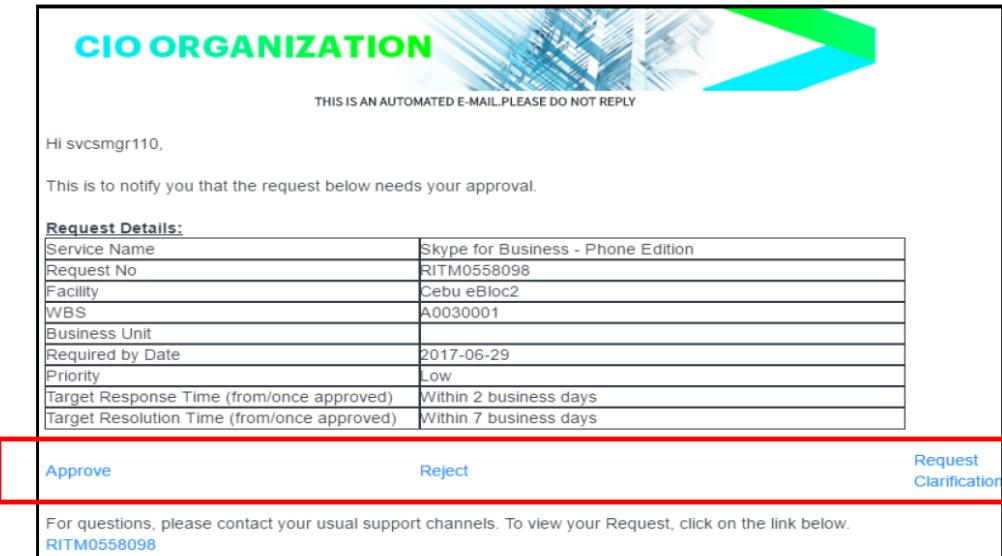
- 1) **Site Name:** 此处填写站点名称，不能有空格，可以加下划线和破折号
- 2) **Charge Code:** 此处填写项目WBS code, 注意不是Change Code
- 3) **Description:** 简单描述下创建需求，以便经理审批
- 4) **Site Data Classification:** 根据需求填写, 默认可以设置成Un restricted, 后期站点管理员可以对此进行更改。
- 5) **Primarily Owner :** 填写站点的管理员，将会拥有对此站点的最高管理权限
- 6) **Secondary Owner:** 站点的副所有人，同样对该站点有最高管理权限。
- 7) **Executive Sponsor:** 审批人，需要至少level 7 级别或以上

5. 更新Share Point

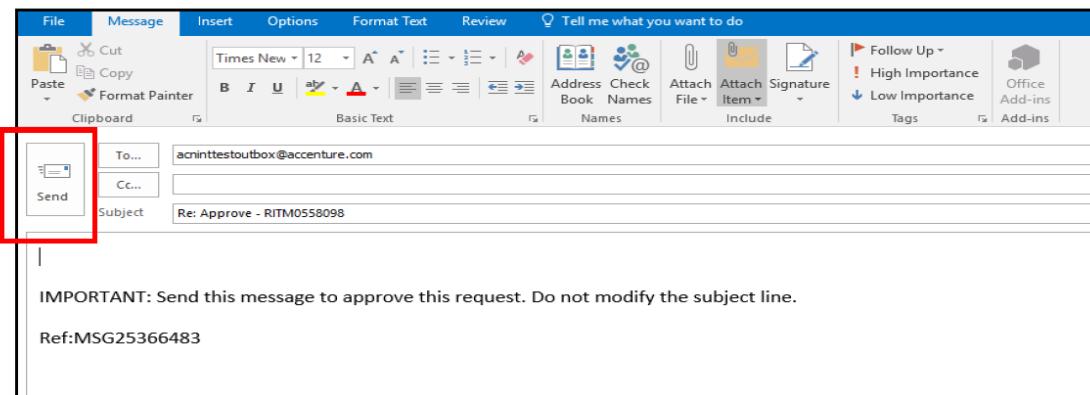
- a. 访问此链接 [Microsoft SharePoint - Accenture Support](#)
- b. 选择 “**Update existing Request**” in Request Action, 通过 Site Name 搜索Share Point



6. Approve Request 一旦您的申请表格提交后，您的**批准人**会自动收到一封系统邮件。



批准人根据邮件内容里涉及的申请信息，可以选择**Approve**, **Reject**, or **Request Clarification**，点击电子邮件中相应的链接。点击链接后，一封电子邮件将根据审批人的决定自动生成。审批人需要点击**Send**来处理决定。



注：审批人也可通过埃森哲支持中心进行审批。单击**Tickets**然后单击**Approvals**以查看未完成的审批并对其采取操作。

===== 中文版本 , 请参阅上文 =====

How to Apply a new SharePoint:

Issue of Description:

When user want to create a shared site to storage project data or update exist one.

Solution:

Create Request

1. Go to <https://support.accenture.com> and click **Technology Support**.

The screenshot shows the Accenture Support website interface. At the top, there is a navigation bar with the Accenture logo, a 'Support' link, and menu items for 'Home', 'Topics', and 'Cases'. Below the navigation is a search bar with the placeholder 'Find products, services, or support articles' and a purple 'Search Support' button. The main content area is titled 'Browse Support Topics' and features a grid of nine cards, each representing a different support category. The categories and their corresponding images are:

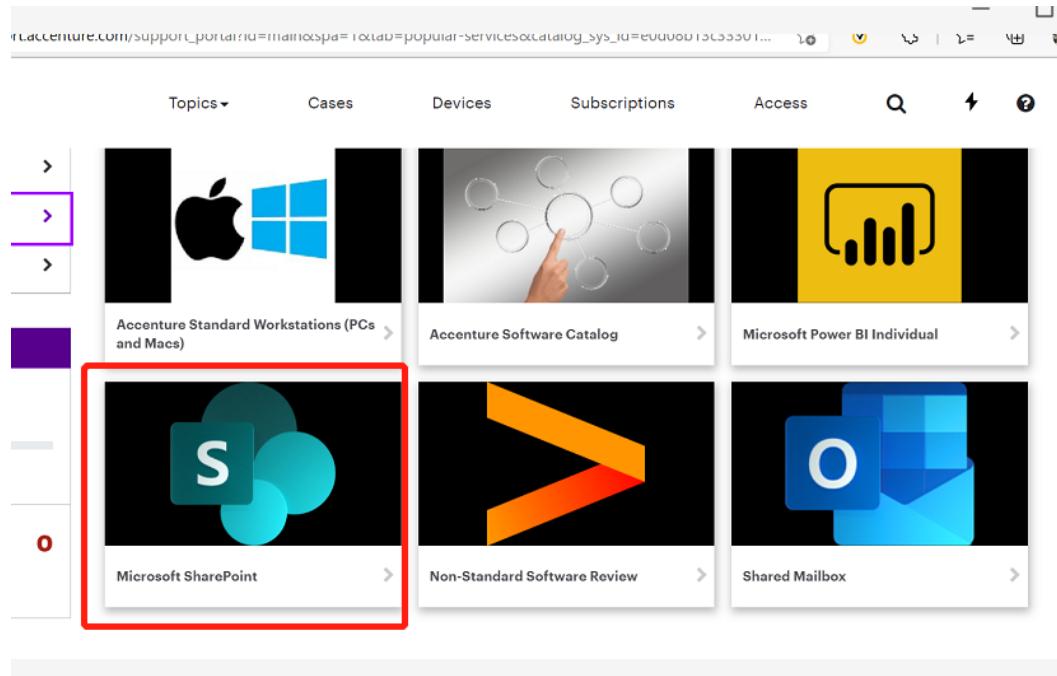
- Technology Support**: An image of a blue laptop on a desk.
- Commercial Services**: An image of a large white industrial pipe.
- Human Resources & Payroll Support**: An image of two people, a man and a woman, standing in front of an Accenture sign.
- Disability Accommodation and Adjustment**: An image of a person wearing headphones and using a laptop.
- Legal**: An image of a person's feet walking on a yellow and black striped crosswalk.
- Mobility**: An image of a person wearing red sunglasses and holding a skateboard.
- Not visible in the grid**: An image of a blurred road at night with light trails.
- Not visible in the grid**: An image of a modern building with glass windows.
- Not visible in the grid**: An image of a digital interface with a brain scan and data visualization.

A red box highlights the 'Technology Support' card. A 'Display' button with icons for grid and list view is located in the top right corner of the content area. A 'Hide' button is visible at the bottom left of the grid.

2. Please click the bottom of this page to click **View All Services**

The screenshot shows a web-based software catalog interface. At the top, there is a navigation bar with links for Topics, Cases, Devices, Subscriptions, Access, and search functions. Below the navigation bar, a button labeled "View All Solutions" is visible. The main content area is titled "Popular Services" and features three service cards: "Accenture Software Catalog" (with a network icon), "Accenture Standard Workstations (PCs and Macs)" (with Apple and Windows icons), and "Microsoft Power BI Individual" (with a bar chart icon). At the bottom of the page, a large button labeled "View All Services" is highlighted with a red rectangular border.

3. Click “**Microsoft SharePoint**”, you will be directed to the request form. Populate the fields as necessary.

A screenshot of a Microsoft SharePoint creation form. The form includes fields for Site Name, Site Template, Charge Code, Description, Site Data Classification, Primary Owner, Secondary Owner, and Executive Sponsor. Several fields are highlighted with red boxes and contain error messages or instructions. The 'Site Name' field has a message: '此处填写站点名称，不能有空格，可以加下划线和破折号'. The 'Charge Code' field has a message: '此处填写项目WBS Code (Cost Collector)，注意不是Charge Code'. The 'Description' field has a message: '简单描述下创建需求，以便经理审批'. The 'Site Data Classification' field has a message: '根据需求填写，默认可以设置成unrestricted，后期站点owner也可以对此进行更改'. The 'Primary Owner' field has a message: '填写站点的所有人，将会拥有对站点的最高管理权限'. The 'Secondary Owner' field has a message: '填写站点的副所有人，同样会拥有对站点的最高管理权限'. The 'Executive Sponsor' field has a message: '审批人，需要至少level 7级别或以上'.

4. The necessary information is filled in as follows:

- 1) **Site Name:** Fill in the site name here, there can be no spaces, you can underline and dash
- 2) **Charge Code:** Fill in the item WBS code here, note that it is not Change Code
- 3) **Description:** Create a requirement under a brief description for manager approval
- 4) **Site Data Classification:** Fill in according to the requirements, the default can be set to Un restricted, and the site administrator can change this later.
- 5) **Primarily Owner:** The administrator of the site will have the highest administrative privileges over the site
- 6) **Secondary Owner:** The deputy owner of the site, who also has the highest administrative privileges for the site.
- 7) **Executive Sponsor:** Approver, who needs to have at least level 7 or above

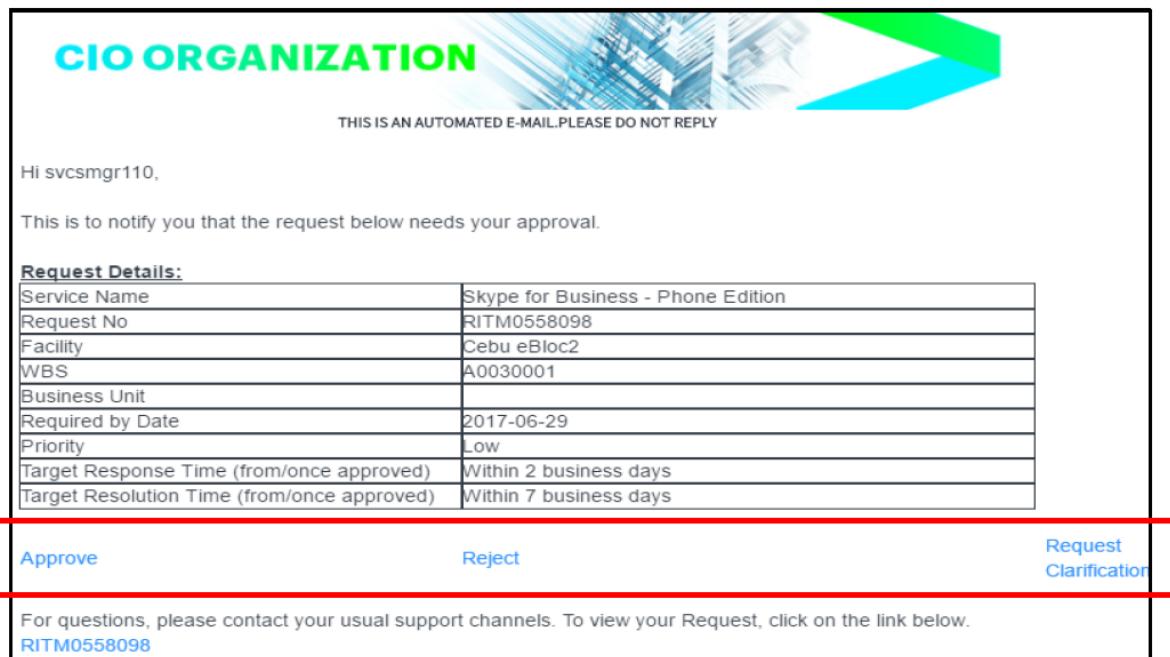
5. Update Share Point

- a. Access this link below [Microsoft SharePoint - Accenture Support](#)
- b. Choose “**Update existing Request**” in Request Action, by Site Name search Share pint

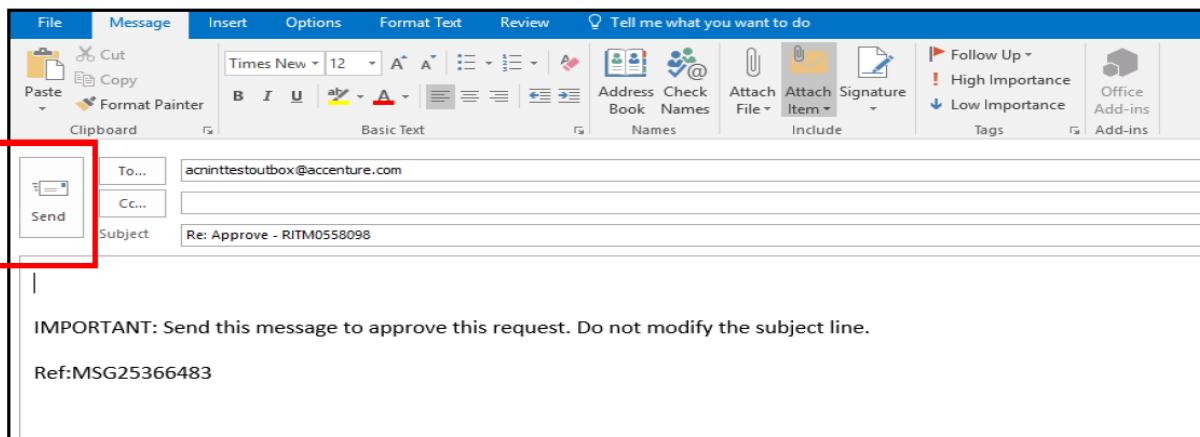


6. Approve Request

The **Approver** will receive an automated email notification from the CIO Organization once the request is submitted.



The email will include details on the request. Upon reviewing, approver may choose to **Approve, Reject, or Request Clarification**. Click the appropriate link directly in the email. Upon clicking link, an email will automatically generate based on approver's decision. **The Approver need to click Send for the decision to process.**



Note: Approver also approve through Accenture Support. Click Tickets and then Approvals to view and take action on outstanding approvals.

