

TRAINING MATERIAL SHAREPOINT NEW IIW WEBSITE - USERS MANUAL

www.iiwelding.org

FIRST CHAPTER

YOUR FIRST CONNECTION



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[http://www.iiwelding.org/Extranet/Website_Management/Training_Material/Sharepoint Training Users Manual 1.doc](http://www.iiwelding.org/Extranet/Website_Management/Training_Material/Sharepoint_Training_Users_Manual_1.doc)



INTRODUCTION: WHAT IS SHAREPOINT?

MAIN FEATURES

Sharepoint is an integrated suite supporting web services (internet website), intranet and content management system in a single platform

Sharepoint is a collaborative tool: Sharing of documents, workflows, management of events through calendars are the main advantages.

HOW DOES IT WORK?

All the content is stored in a site collection (iiw) which gathers sharepoint sub-sites (The IIW, IIW Members...). The structure is similar under any site: one can find templates, lists, libraries (and folders), pages (web pages). Unidentified users can only go through web pages according to the programmed navigation (menus and links). Identified users have access, depending on their rights, to menus and links and can switch to the back office. Depending on their rights, they can go to the libraries, manage the structures and groups, change the design, or have full control.

CONCEPTS

Users: Individuals, identified by their personal credentials (login and password).

Groups: Grouping of users to optimize organization and security of the platform. Can be Sharepoint built-in groups or customized.

Back office: The underlying organization of content, like the hard disk of a computer (folders, libraries, documents, pages)

Webparts: Elements used in the web pages. Their functionalities can be from a simple text editor to a allowing access to information stored in lists, groups or in any library of the platform.

Front office: The visible part of the platform, mainly web pages but, depending on access rights, can allow one, through webparts, to go to the folders, libraries, lists of data.

Lists: Collection of information to be shared between users.

SUMMARY

- There is no more “restricted area”, everything is under controlled access.
- Any sub-website, library, folder or document can be seen, modified, created/deleted by any user according to his rights
- The platform is organized similarly to folders in a computer, in a logical tree structure and with a repetitive organization
- Users are identified on a personal basis (by user name and email)



EXAMPLES IN THE IIWELDING PLATFORM

1. Differences depending on the type of user

Administrator interface (users from the IIW Secretariat)

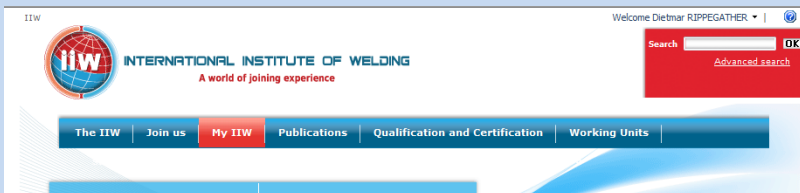


Additional menus in the webpage



Full functionalities

Visitor interface (default status when an account is accepted)



No "site action" button, restricted navigation (only "My IIW")

Public access (not authenticated)



No "My IIW"



YOUR FIRST CONNECTION

a. How to retrieve your username

Under The IIW > Contact Search, use preferably the free text (surname only supports exact match). When you pass the mouse over your name, the username is displayed in the url bar at the bottom left corner of the browser (for Internet Explorer).

The screenshot shows the IIW website's search interface. The search criteria include Surname, Company, Country, Commission/WU, Role in IIW, and Free Text (set to 'smallbone'). The search results table is as follows:

Title	Surname, first name	Company	Country	Commission/WU	Role in IIW
	SMALLBONE Chris		Australia		

The browser's address bar at the bottom shows the URL: `http://www.iiwelding.org/_layouts/auth/viewProfile.aspx?UserName=SMALLBONEChris`. A blue arrow points to the 'UserName=SMALLBONEChris' part of the URL.

The username cannot be changed unless if an error has been made during the configuration (administrator task).

b. What is your password?

By default the password is your email as written in your profile. Click on the link under Surname, first name in the table above in order to check it. Be careful, it is case sensitive. If your email is wrong, try to connect with this wrong email as password, you will be able to change it later.

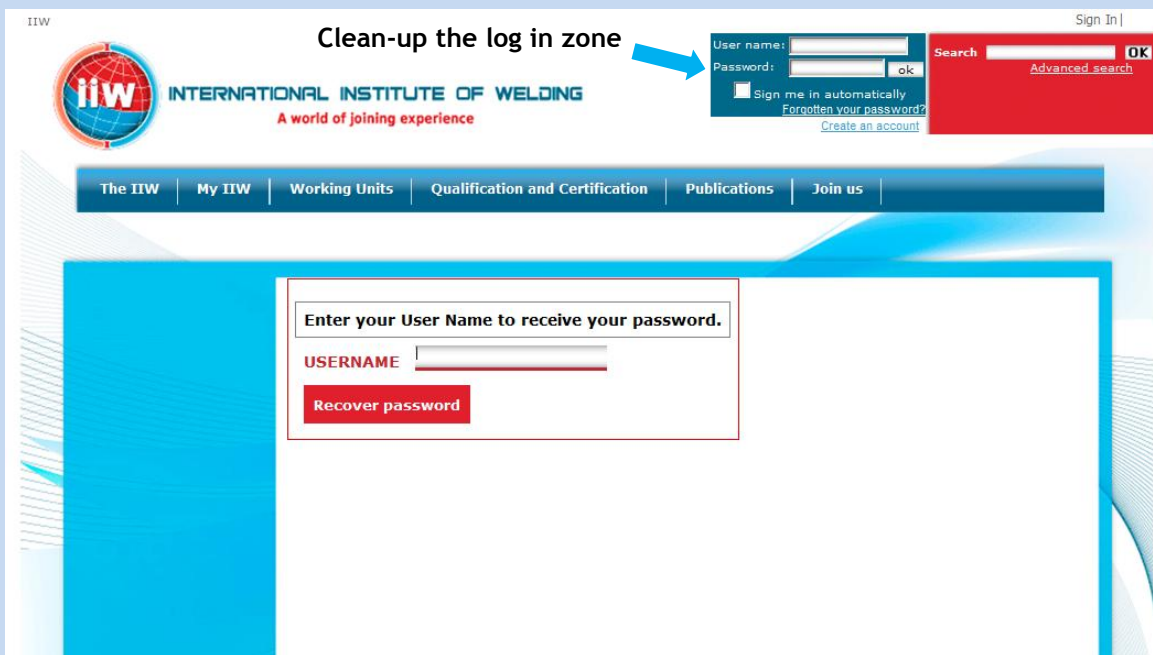


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If you are not able to connect just follow the procedure “Forgotten password” on the home page. Be sure that no name is visible in the log-in form at the top right and “sign in automatically” is not ticked. An email is sent to the email address registered on the profile, with a high security level password.

How your screen shall look like if you want to retrieve your password:



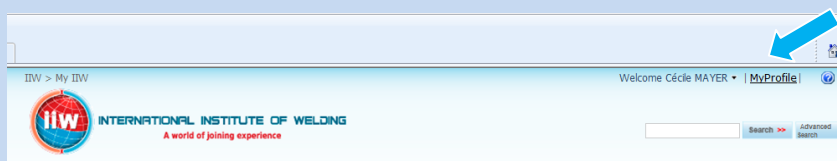
Then, you can connect and change the high level security password to one which is easy for you to remember, using this link:

http://www.iiwelding.org/_layouts/auth/ChangePassword.aspx

c. What to do first?

The accounts were exported from records of the global IIW Secretariat database. Since most of the information was not up to date, only names and emails are filled in. The country has been set by default to France.

After being logged in, go to “MyIIW” and click “MyProfile”, this can also be done through the Search Contact described in a.



Click edit to change your contact information. The option chosen under Privacy Policy allows to hide your email and phone number. At the moment there is still a bug on upload of photos, you will be notified when this functionality will be operational.



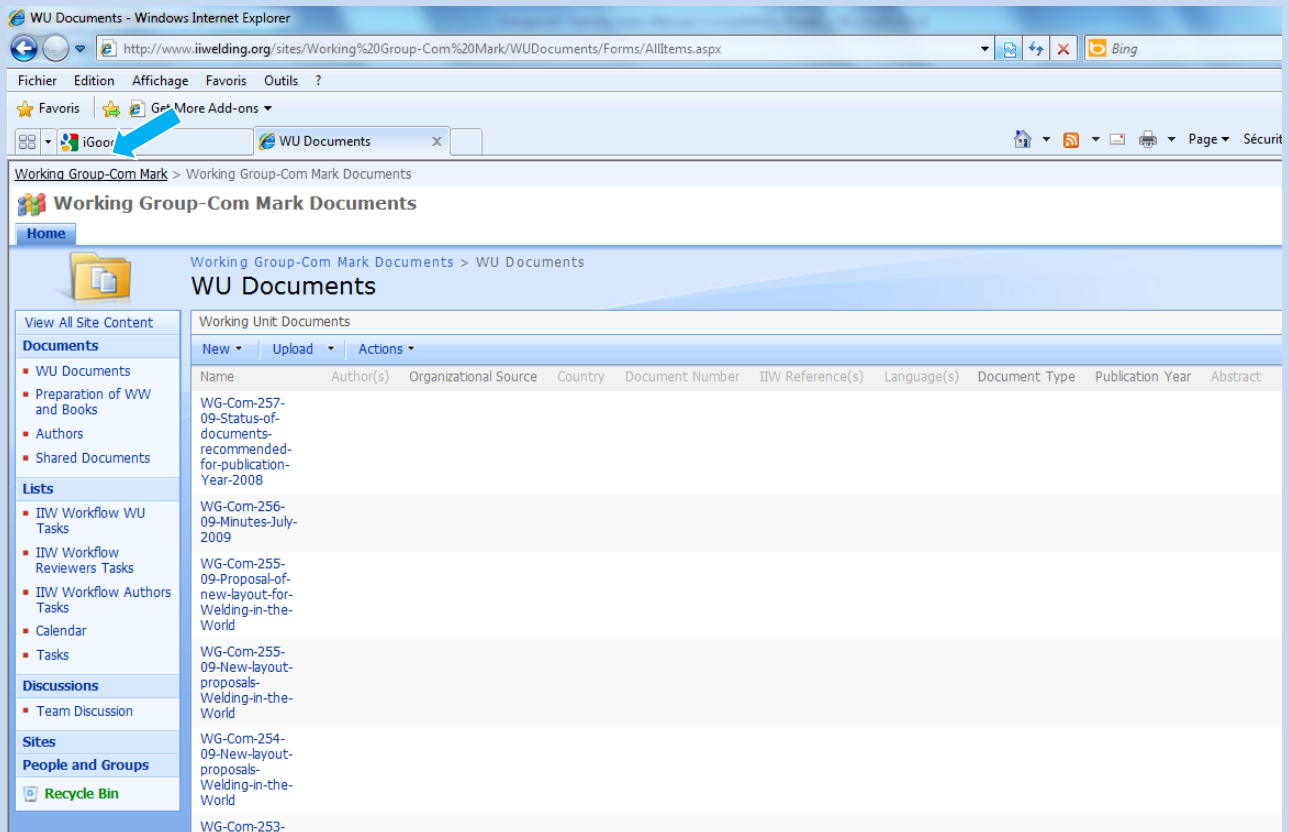
The Members lists of the Chairs have been used to prepare the profiles. So you are certainly already registered in the WUs you usually attend.

Don't change your role without liaising with your Member Society. In the 2 months period before each Annual Assembly the Member Societies will fill in their national delegation list. If the role on your profile is not in line with what the Member Society list, your role will be put to "none".

Reminder: Technical Working Units have Delegates (voting right, only one per country) and Experts. Other ones (Working Groups, Select Committees, etc..) have Members.

d. Go to the working units you are registered in

2 clicks to go to your working unit: under My IIW with the quick link "I'm involved in". For each Working Unit the first link (in dark grey) leads you to the public page and the second one (light blue) leads you to the document centre. To go back to the public website, click the breadcrumb on the top left.



PLEASE DON'T TRY TO UPLOAD, MODIFY OR OPEN DOCUMENTS.
THIS WILL BE EXPLAINED TO YOU IN A SECOND CHAPTER OF THIS DOCUMENT

e. How to get registered in a working unit?

If you want to be allowed to participate in working units click “Apply to working unit” (under the concerned working unit home page IIW>Working Units lists all the registered Working Units). An automatic email will be sent to the Chair who has the rights to add you in the list.

Your role shall remain as “none” until you inform your member society about your participation to the working unit. You will then be allowed to update your profile and register the role agreed with the Member Society. The Member Society will update its National Delegation list accordingly.

Let's go and practice!

Since the website www.iiwelding.org is still under testing, you may find some bugs, please inform iiw@iiwelding.org.

Be advised that passwords are not retrievable by the IIW Secretariat, so ask us if you are definitely unable to connect and if the password recovery procedure is not working.



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TIPS

- If you choose to sign in automatically, this feature will be active during about one month (if you use the same browser on the same computer). So avoid to be recognized automatically on a public computer.
- Use the powerful search engine to retrieve pages:
To go on a WU page, type the number (roman) or simply the name of the Chair
- All the urls are in clear, which means you can create favorite links in your browser.