Prop 84 2015 Document Submissions Tutorial

This tutorial covers how to manage your document submissions for your project using SharePoint Online. First, make sure you have an account registered under your work e-mail address and the account has access to your project. If you don't have an account, you will need to create a Microsoft Live Account and contact Amanda Guzman-Perez (aguzmanperez@dpw.lacounty.gov) with your Microsoft Live account username and the project name in order to request access. Once this step is completed, you are ready to start managing your document submissions.

1) Open your browser and navigate to the following address:
   http://dpw.lacounty.gov/wmd/irwmp/prop842015/index.cfm

Proposition 84 - 2015

Project List

1. Advanced Water Meter Replacement Project (Gateway WMA)
2. Southeast Water Efficiency Program (Gateway WMA)
3. Gateway Cities Regional Recycled Water System Expansion Project (Gateway WMA)
4. Franklin D. Roosevelt Park Regional BMP Project (LA County)
5. Paramount Blvd. Turf Replacement Project (Lakewood)
6. Comprehensive Water Conservation Project (Malibu)
7. Las Virgenes - Calleguas Municipal Water Districts Interconnection Project (Las Virgenes MWD)
8. Urban Streams Restoration in the Malibu Creek Watershed (Mountains Restoration Trust)
9. Las Virgenes Creek Restoration Project - Phase II
10. Inglewood New Well No. 7 (Inglewood)
11. North Torrance Well Field Project, Phase III (Torrance)
12. Recycled Water Supply for Palos Verdes Golf Course (WBMWD)
13. Upper Los Angeles River Big Tujunga Restoration Arundo Eradication Project (National Forest Foundation)
14. Water LA Neighborhood Retrofits - Northeast San Fernando Valley (The River Project)
15. Hoover, Toll, & Keppel School Recycled Water Project (Glendale)
16. Lopez Spreading Grounds Improvement (LACFCD)
17. Crescenta Valley Water District Nitrate Removal Treatment Facility at Well 2 Project (CVWD)
18. Centralized Groundwater Treatment System (Monterey Park)
19. Big Dalton Spreading Grounds Improvement Project (LACFCD)

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2) From the Prop 84 2015 Homepage click on the link for your project.


Project
- View Project Information

Forms
- New Claim Summary Form
- New Progress Report
- New Backup Documentation Summary

Submission
- Manage Report & Claim Packet Submissions

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3) Your project page is displayed with various links. Click on the "Manage Report & Claim Packet Submissions" link. This will redirect you to SharePoint Online to manage your documents. Skip to page 3 of this tutorial if you have already logged into Office 365.
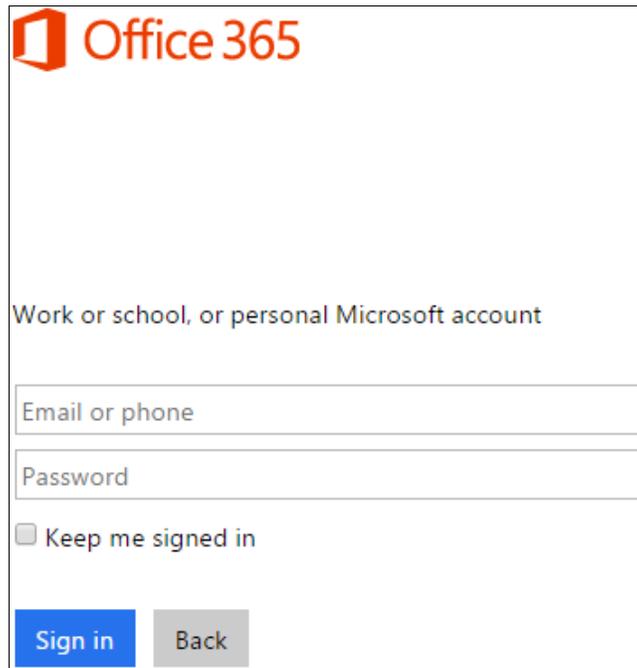
4) If you have not already logged in, the page that loads should be similar to the above. Enter your Microsoft Live account name into the first box. Once you finish, the page will quickly change and show the following:
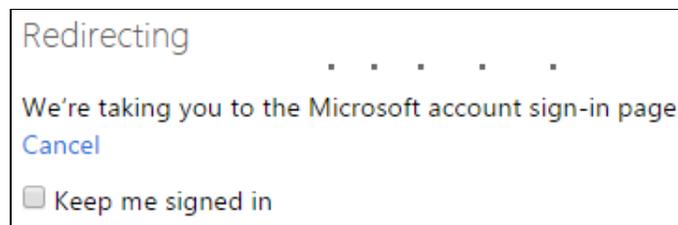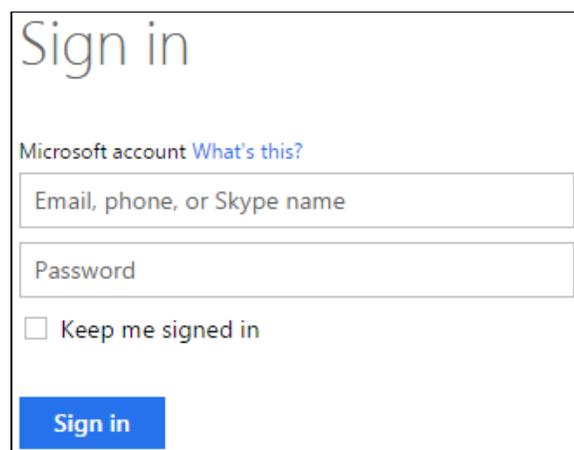

5) If your username was valid, the following will appear after some time if you have not logged into your Microsoft Live account. If you have already logged in, you will be redirected to SharePoint Online and can skip to page 3 of this tutorial.
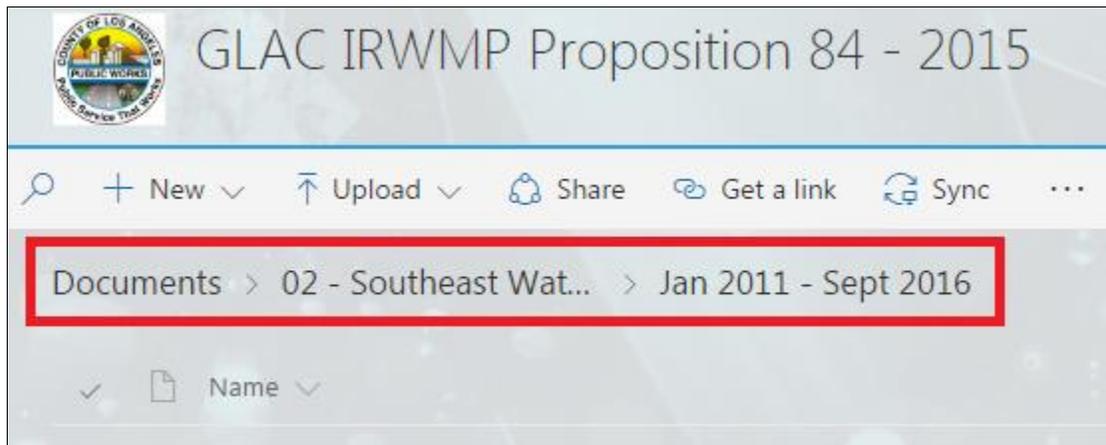

6) Your e-mail should already be populated and the page only requires your password. Complete the sign-in process and you will be redirected to SharePoint Online.
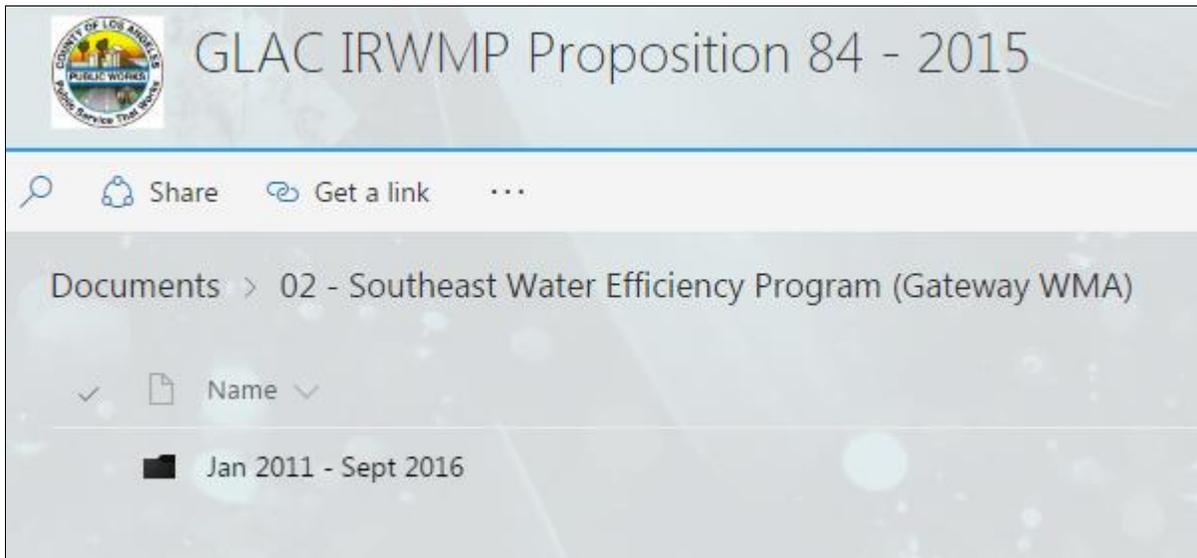
7) The above shows what the page will look like for Project 2 and should look very similar for any other project. Click on the folder labeled with the correct timespan for your documents.


8) The breadcrumb highlighted above should change to reflect the fact that you are now browsing within the dated folder. Now you have the ability at the top to upload your submissions. The rest of the tutorial will be split into three parts: uploading documents, managing documents, and signing up for alerts.

Uploading Documents
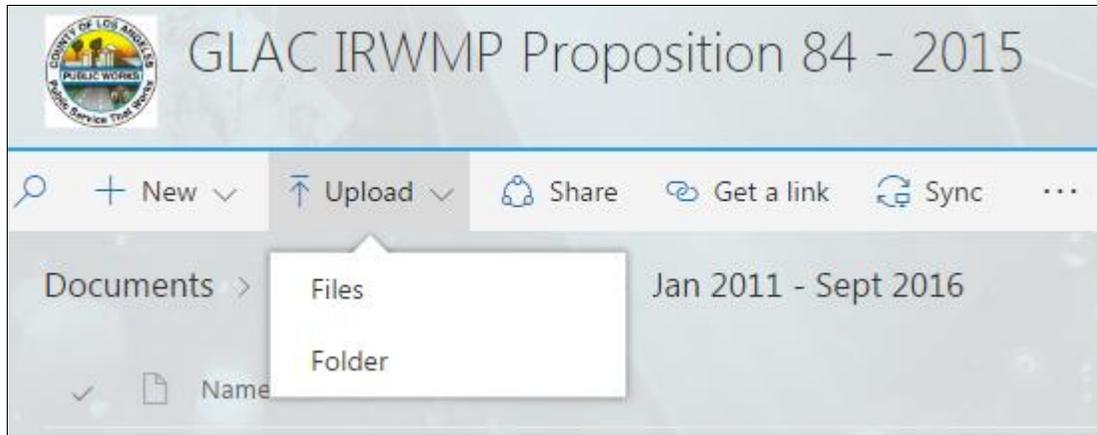
1) Click on the drop down menu labeled "Upload" and select "Files". A window will open allowing you to browse and upload your file. You can also drag and drop your file onto the empty space below the breadcrumb.
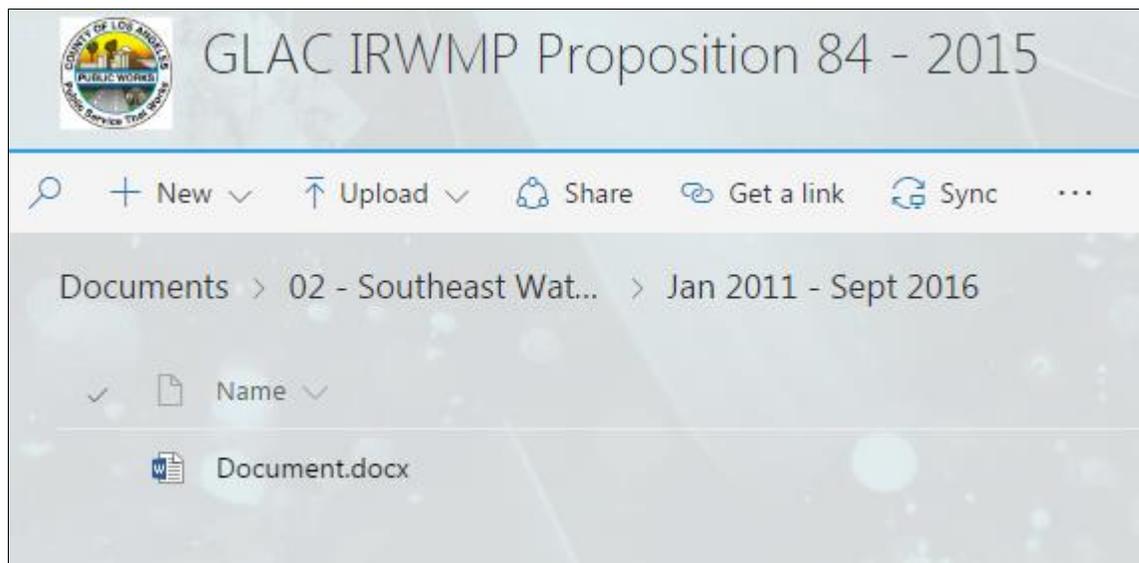

2) Once you confirm which file you want to upload or you drag and drop your file to the empty space, the file will upload and populate below the breadcrumb as shown above. This confirms that your file has been successfully uploaded.

Managing Documents
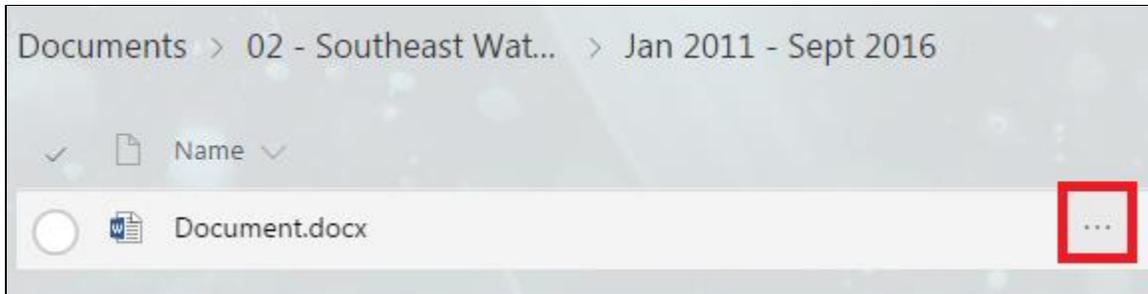
1) Bring your mouse over the document you wish to manage. Click on the ellipses (3 dots) that appear to the right of the document name. The following drop down menu appears. The drop down menu includes features like open, download, delete and others you may need.
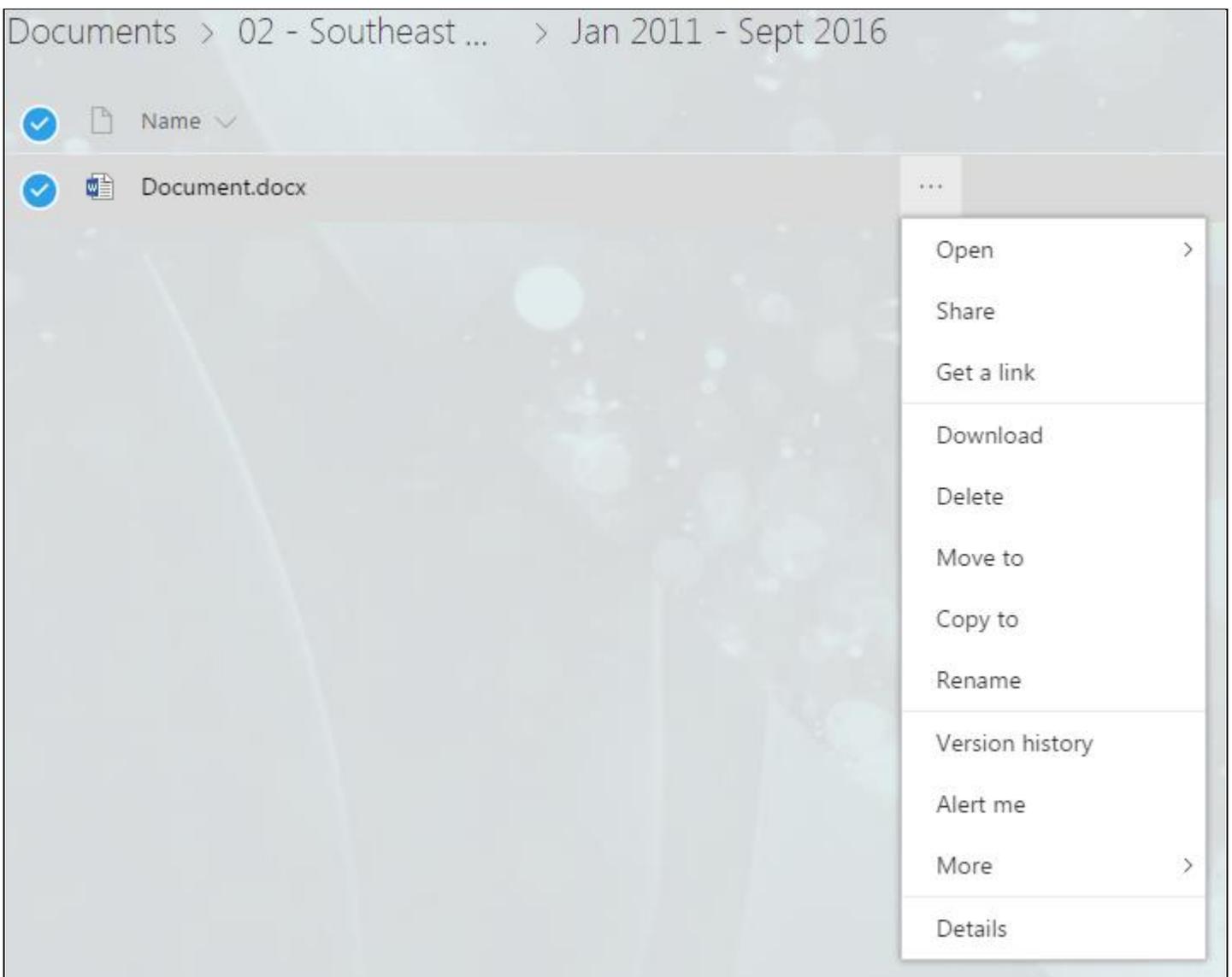
Subscribing to Alerts

1) Subscribing to alerts allows you to receive e-mail notifications for events like new or deleted documents. You can subscribe to alerts for whole folders or single files. To subscribe to alerts for your project, navigate to your project folder. This is the first page shown in SharePoint Online (Step 7, Page 3). It should look like the following:
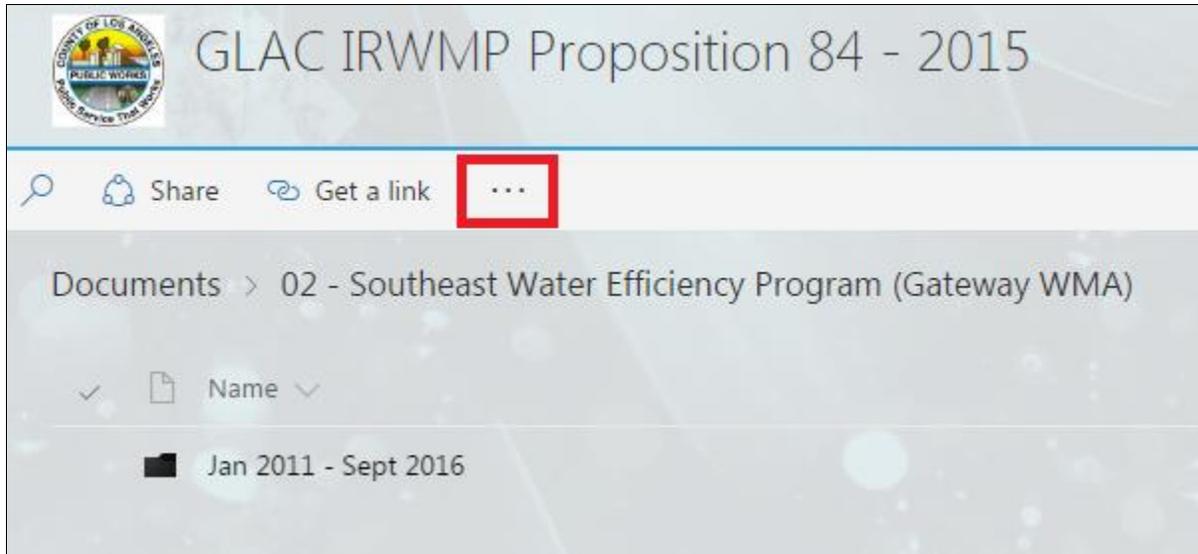
2) Click the ellipses (3 dots) at the top bar and the following appears:
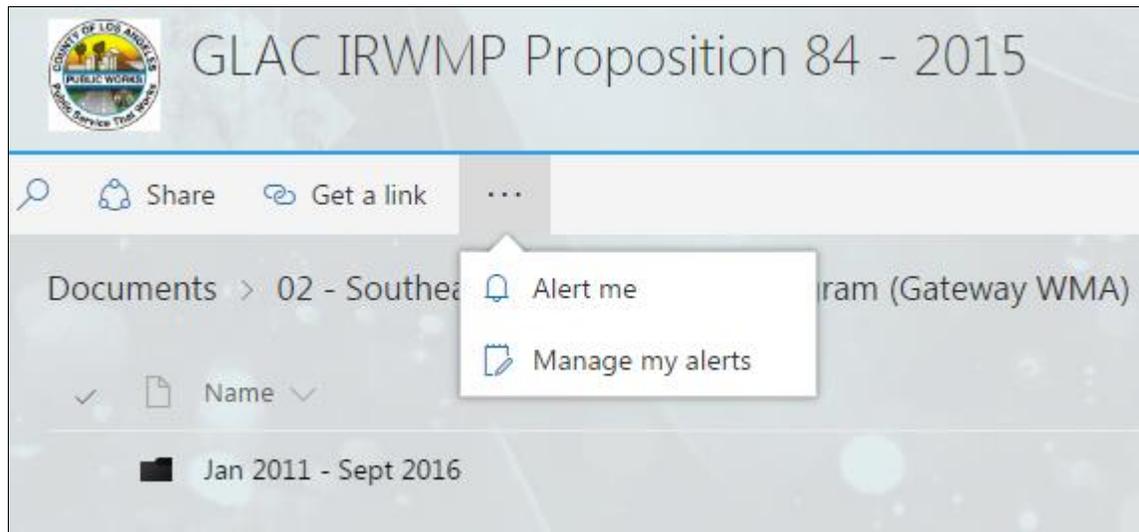
3) Click "Alert me" to navigate to the following window to configure your alert.

Alert me when items change

Alert Title

Enter the title for this alert. This is included in the subject of the notification sent for this alert.

Documents: 02 - Southeast Water Efficie

Delivery Method

Specify how you want the alerts delivered.

Send me alerts by:

- ⦿ E-mail
- ○ Text Message (SMS)
  - ☐ Send URL in text message (SMS)

Change Type

Specify the type of changes that you want to be alerted to.

Only send me alerts when:

- ⦿ All changes
- ○ New items are added
- ○ Existing items are modified
- ○ Items are deleted

Send Alerts for These Changes

Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.

Send me an alert when:

- ⦿ Anything changes
- ○ Someone else changes a document
- ○ Someone else changes a document created by me
- ○ Someone else changes a document last modified by me

When to Send Alerts

Specify how frequently you want to be alerted. (mobile alert is only available for immediately send)

- ⦿ Send notification immediately
- ○ Send a daily summary
- ○ Send a weekly summary

Time:

Wednesday ▾   10:00 AM ▾

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4) The above page shows all the configuration options available. By default most of these settings are already set to the most useful choice for you. Click the "OK" button to finish setting up your alert. You will receive an e-mail confirmation that looks like the following:

You have successfully created an alert for 'Documents'

GLAC IRWMP Proposition 84 - 2015 <no-reply@sharepointonline.com>

Sent: Wed 11/16/2016 10:21 AM

To:

Alert 'Documents' has successfully been added on 'GLAC IRWMP Proposition 84 - 2015'.

You will receive alerts according to the delivery method, timing and criteria that were selected when the alert was created.

You can change this alert or any of your other alerts on the My Alerts on this Site page.