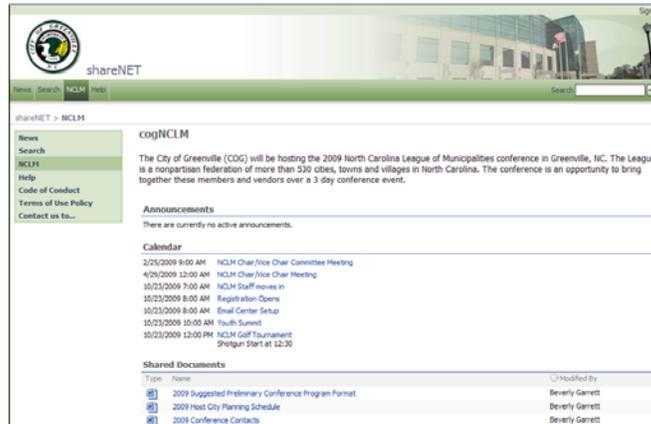


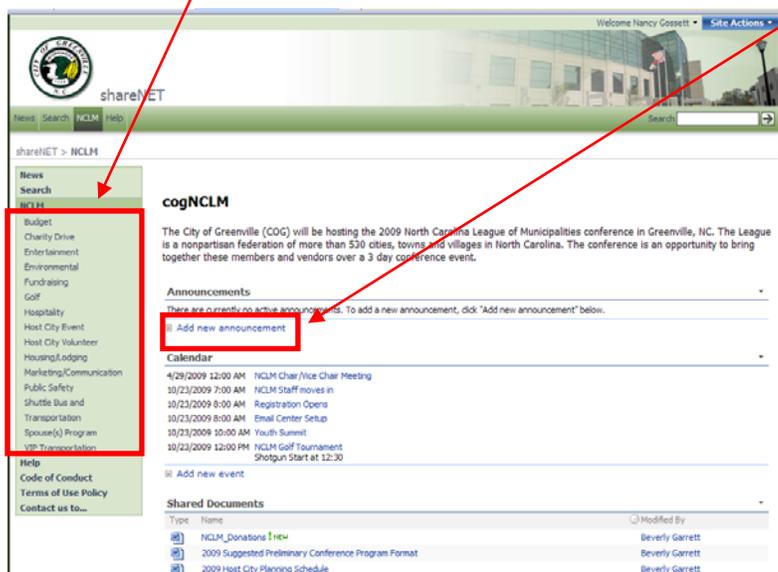
2009 North Carolina League of Municipalities Conference

NCLM Site Navigation

The following page is available to all via the internet at sharenet.greenvillenc.gov using the NCLM link or at sharenet.greenvillenc.gov/NCLM. Access to the general announcements, events, and documents will be available at this site.

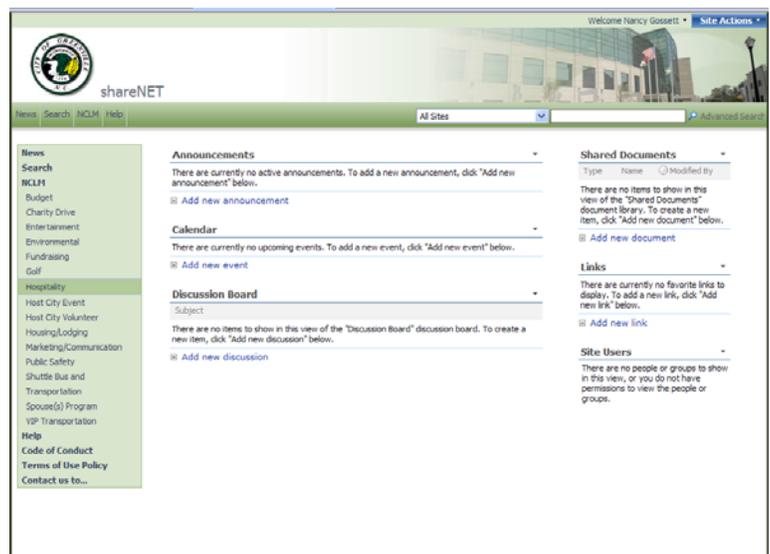


Based on the user's access, various committee subsites will be available, as well as, contributor rights to the various lists and web parts.



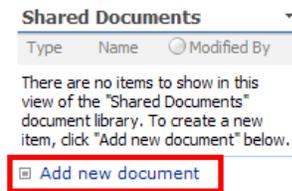
Refer to the Help document, How to Add Items to Announcements, Calendars, and Discussion Boards, for further information on these general lists.

Each of the subcommittee's sites will consist of the general lists, Announcements, Calendar, and Discussion Board, as well as, Shared Documents, Links, and Site Users. The subcommittee site will consist of information and discussions specifically related to the subcommittees responsibilities.



To add a new Shared Document:

1. Select Add new document from the Shared Documents web part.



2. The following form will open. Using the browse button, select the file to upload and then enter any necessary comments. Remove the check beside Add as a new version to existing files if you wish to replace an existing file.

shareNET > NCLM > Hospitality > Shared Documents > Upload Document

Upload Document: Shared Documents

Upload Document
Browse to the document you intend to upload.

Version Comments
Type comments describing what has changed in this version.

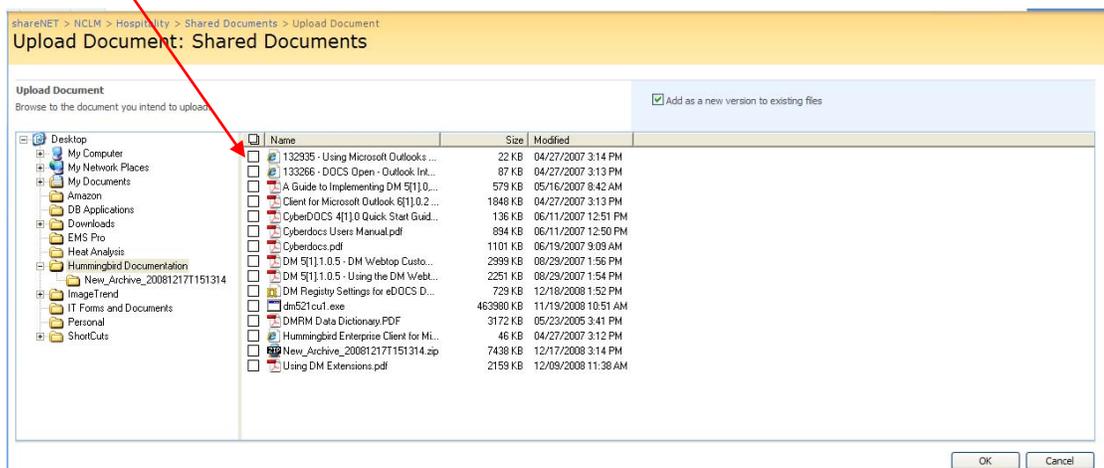
Name:

[Upload Multiple Files...](#)

Add as a new version to existing files

Version Comments:

Utilize the Upload Multiple Files link if you need to upload more than one file at the time. Check the specific documents you wish to upload, use the Add as a new version to existing files option, and select OK.



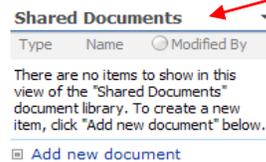
To Edit a Shared Document:

1. Select the document from the Shared Documents web part and the following window will display:

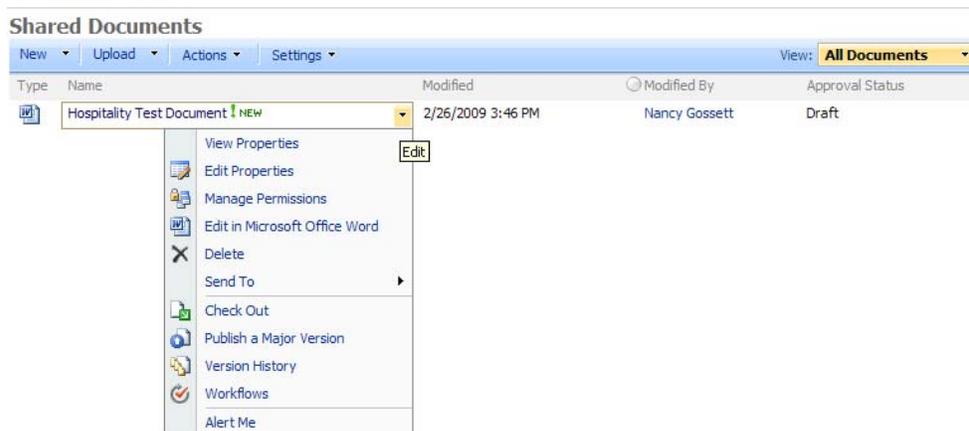


2. Click on the Edit radio button and select OK.
3. Make the necessary modifications and save the document.

Note: You can also navigate to the Share Documents webpart by clicking on the Shared Documents title and work with documents from this view.



Navigate to the document, point to the document file name, click on the down arrow and select the Edit option.



To add a new Link to another website:

1. Select Add new link from the Links web part.

The image shows two screenshots from a SharePoint interface. The top screenshot shows the 'Links' web part with a message: 'There are currently no favorite links to display. To add a new link, click "Add new link" below.' The 'Add new link' button is highlighted with a red rectangle. The bottom screenshot shows the 'Links: New Item' dialog box. It has a title bar with 'Spelling...' and a 'Spelling...' button. Below the title bar, there are two sections: 'URL *' and 'Notes'. The 'URL *' section has a text input field with 'http://' and a 'Click here to test' link. The 'Notes' section has a large text area. At the bottom of the dialog box, there are 'OK' and 'Cancel' buttons.

Links

There are currently no favorite links to display. To add a new link, click "Add new link" below.

Links: New Item

OK Cancel

ABC Spelling... * indicates a required field

URL * Type the Web address: (Click here to test)

http://

Type the description:

Notes

OK Cancel

2. Enter the URL of the website and use the Click here to test option to ensure that the URL is correct.
3. Type a description for the site. This will display in the Link web part and will be used to access this website.
4. Type any necessary notes and click OK.