



# Introduction to SharePoint


## Create a web page

1. 
2. Add a page
3. New page name: **Your Web Page**
4. Create
5. \*Recommended - create a desktop shortcut. Right-click on page / Create shortcut


## Go to web page

1. 
2. Site contents
3. Site Pages
4. Click on the Page


## Create a List

1. 
2. Add an app
3. Custom List
4. Name: **Your List**
5. \* Recommended – create a desktop shortcut. Right-click on page / Create shortcut

## Go to List

1. 
2. Site contents
3. Click on List

## Create a Document Library

1. 
2. Add an app
3. Document Library
4. Name: **Your Library**

## Go to Document Library

1. 
2. Site contents
3. Click on Library

## Add List (Library) to a web page

1. Go to web page: **Your Web Page**
2. EDIT mode
3. Insert tab / App Part / **Your List** / Add button
4. To edit the App Part - At the top right of the App Part / ▼ / Edit Web Part
5. SAVE

## Create a View

1. Go to List
2. ... / Create View or LIST tab / Create View
3. Standard View
4. View name, Choose columns to Display, Sort and Filter.

**[Me]** – allows you to filter looking for information ‘you’ created or modified.

1. Name: My Docs
2. Filter =

when **Modified By** 'is equal to' **[Me]**  
or  
when **Created By** 'is equal to' **[Me]**

**[Today]** – allows you to filter using date ranges

1. Name: New Docs within 3 Days
2. Filter =

when **Modified** 'is equal to or greater than' **[Today]-3** <--- (no spaces)  
or  
when **Created** 'is equal to or greater than' **[Today]-3** <--- (no spaces)

## **View Example**

The View – all upcoming jury trials within 28 days of today.

## Hearing Schedule

[+ new item](#)

All Weekly TOR SPO-902

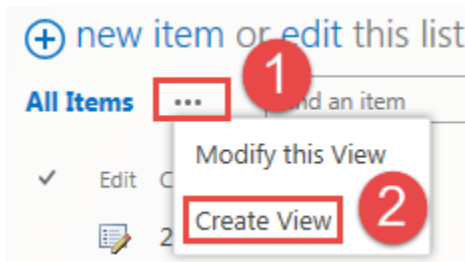
**Upcoming Trials** ...

Find an item



✓	Date	Weekday	Case #	Case Title	Hrg Type	Judge	Courtroom
	5/21/2018 8:30 AM	Monday	2:17-cr-00148-TOR	USA v. Mailoto	jytrl	TOR	SPO-902
	5/21/2018 8:30 AM	Monday	2:17-cr-00148-TOR	USA v. Mailoto	jytrl	TOR	SPO-902
	5/29/2018 9:00 AM	Tuesday	1:17-cr-02057-SAB	USA v. Gonzalez	jytrl	SAB	YAK-203
	5/29/2018 9:00 AM	Tuesday	1:18-cr-02005-SAB	USA v. Gonzalez	jytrl	SAB	YAK-203
	5/29/2018 9:00 AM	Tuesday	2:18-cr-00029-SAB	USA v. Skow	jytrl	SAB	SPO-755
	5/29/2018 1:00 PM	Tuesday	2:18-cr-00050-WFN	USA v. Saucedo-Hernandez	jytrl	WFN	SPO-903

### 1. Create the View



### 2. Name the view and make it a personal view (so everyone doesn't see our view).

View Name:

Upcoming Trials

☐ Make this the default view  
(Applies to public views only)

View Audience:

☒ Create a Personal View  
Personal views are intended for your use only.

☐ Create a Public View  
Public views can be visited by anyone using the site.

### 3. Choose columns you want to show

Display	Column Name	Position from Left
<input checked="" type="checkbox"/>	Date	1 ▼
<input checked="" type="checkbox"/>	Weekday	2 ▼
<input checked="" type="checkbox"/>	Case #	3 ▼
<input checked="" type="checkbox"/>	Case Title	4 ▼
<input checked="" type="checkbox"/>	Hrg Type	5 ▼
<input checked="" type="checkbox"/>	Judge	6 ▼
<input checked="" type="checkbox"/>	Courtroom	7 ▼
<input checked="" type="checkbox"/>	CTRM-Farside	8 ▼
<input checked="" type="checkbox"/>	CRD/CT RPT-Name	9 ▼
<input checked="" type="checkbox"/>	CRD/CT RPT Start Time	10 ▼

4. Filters – select the filters to gather the information you want to list

● Show items only when the following is true:

Show the items when column

Date

is greater than or equal to

[Today]

☒ And ☐ Or

When column

WeekEnd

is less than or equal to

[Today]+28

☒ And ☐ Or

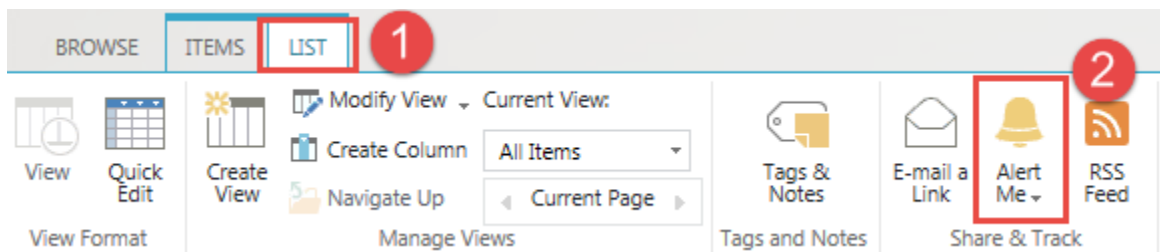
When column

Hrg Type

is equal to

jytrl

**Alerts** – when you want to keep track of activity in a page, list or document library.



## Site Pages: Signup for Training.aspx - New Alert



### Send Alerts To

You can enter user names or e-mail addresses. Separate them with semicolons.

Users:

Robert Wolkey x

### Delivery Method

Specify how you want the alerts delivered.

Send me alerts by:

☒ E-mail

Robert\_Wolkey@waed.uscourts.gov

☐ Text Message (SMS)

☐ Send URL in text message (SMS)

### 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 wiki page

☐ Someone else changes a wiki page created by me

☐ Someone else changes a wiki page last modified by me

☐ Someone changes an item that appears in the following view:

Created 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:

Thursday ▼ 9:00 AM ▼

OK

Cancel

