

SharePoint

A useful application that will make you happy



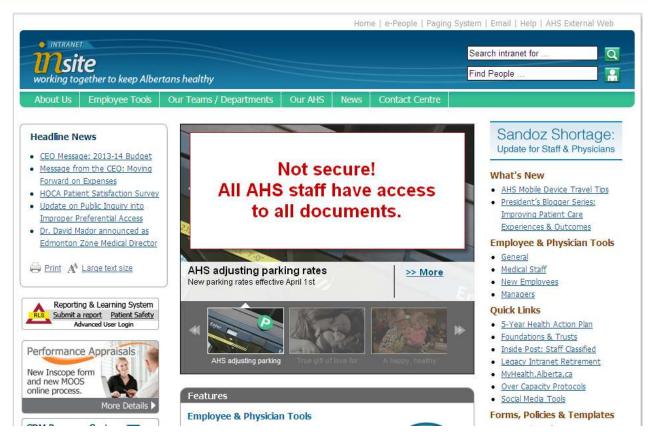
SharePoint: What is it





Why the change?







Easy searching



Public Resources

This site hosts a library with all the resources that can be handed out to the public. To easily find resources, use the filtering function by hovering over the column headings and then clicking on the down arrow.

From here, you can select your filters (such as topic: Food and subtopic: Special Event). You can also use the **Search**the site field in the top right-hand corner of this page. For more info on how to search this library, click on the this link.

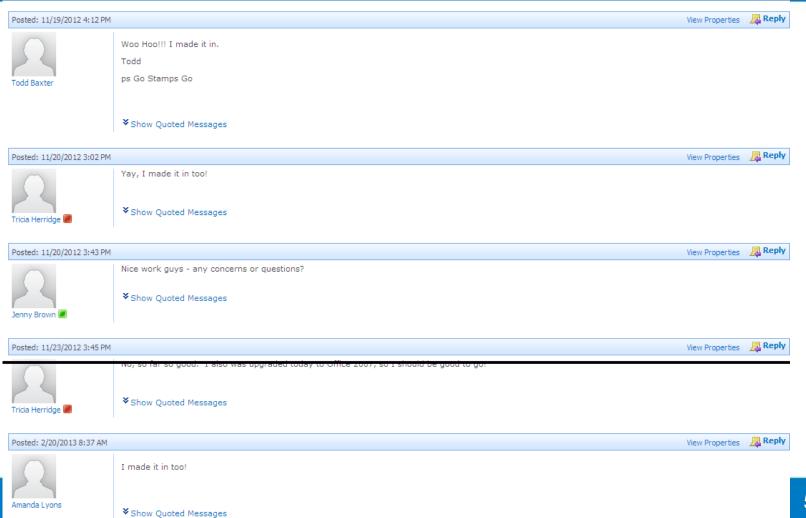
This site also hosts a discussion forum where you can discuss resources with your colleagues and provide feedback to resource developers. To learn how to use the discussion forum, click on this link.







Discussion Forums





Email links to documents

You replies	d to this message on 19-02-2013 8:11 AM.	
rom:	■ Theresa Bouchard L. Sent: Fr	i 15
0:	■ Amanda Lyons; ■ Dave Brown B.; □ Dean Rombough; □ Ebbinie McEachern; ■ Jenny Brown; □ Karen Clarke L.; ■ Ken Fujioka; □ Lily Gu; □ Lynne Navratil; □ Melissa Carruthers; ■ Todd Baxter; ■ Tricia Herridge; □ Victor Mah	Nish
c:		
ubject:	Adult Care Facility Companion document	

Hello Everyone, Please see below the link to access the current edition of the Adult Care Facility Companion document. This document is on our SharePoint site.

https://share.ahsnet.ca/teams/ppph/EPH/Social Care/Adult%20Care%20Documents/Adult%20Care%20Facility%20Companion%20Document%20pdf.pdf

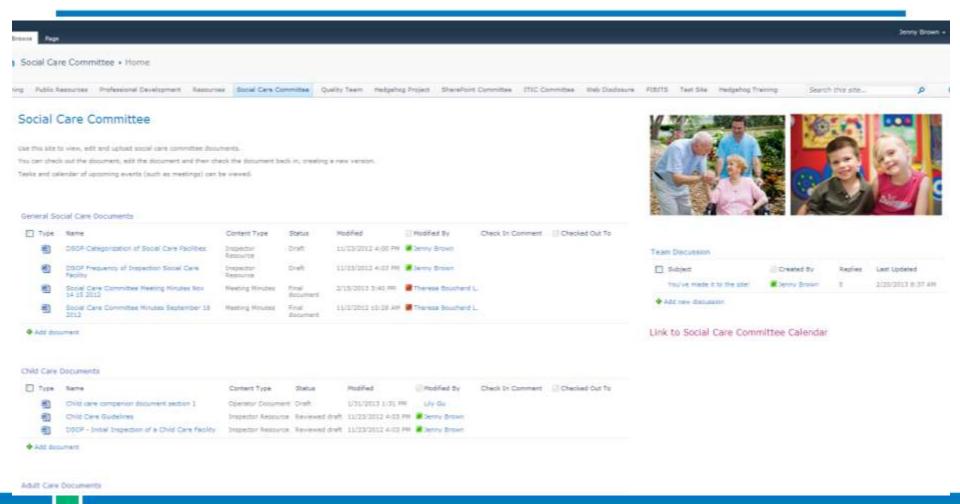
Thank you

Theresa Bouchard

Administrative Assistant - Central Zone Environmental Public Health Johnstone Crossing Community Health Centre 300 Jordan Parkway, Red Deer, AB T4P 0G8



Secure Committee Sites





Document Control

SharePoint Committee Documents - filter/search by hovering on column headings and then clicking on down arrow.

Туре	Name	Content	Status	Modified	Modified By	Check In Comment	Checked Out To
W	Add a link to a discussion	Training Material	Draft	1/8/2013 2:12 PM	Jenny Brown		
₺	Adding a Document to a Document Library	Training Material	Draft	11/6/2012 4:02 PM	Jenny Brown		Jenny Brown
₺	Adding a Link to a Tasks List	Training Material	Draft	11/6/2012 4:03 PM	Jenny Brown		t a document so the person edits it at time.



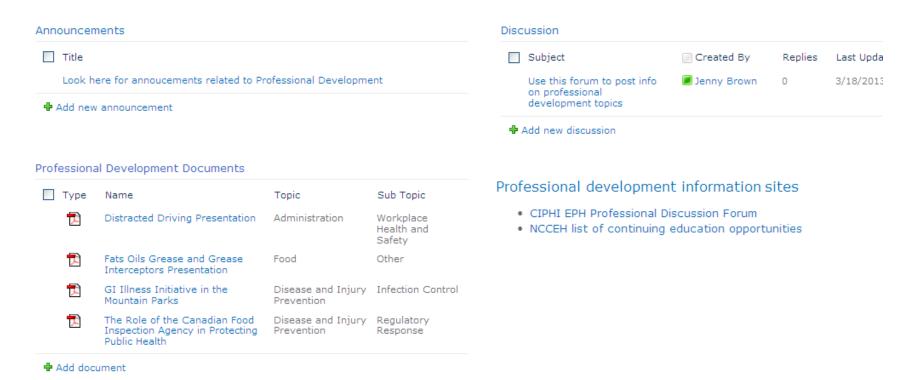
Version History

Vers	ion History			□ ×
Delet	e All Versions Delete Min	or Versions		
No. ↓	Modified	Modified By	Size	Comments
This is	the current published major vers	sion		
5.0	2/20/2013 9:24 AM	Jenny Brown 🔳	62 KB	Changes due to final decisions on site design and training.
4.0	2/11/2013 1:20 PM	Jenny Brown 🔳	61.5 KB	
3.4	2/11/2013 10:17 AM	Shauna Dimock 🔳	61.5 KB	
3.3	2/11/2013 10:09 AM	Shauna Dimock 🔳	61 KB	
3.2	1/7/2013 11:50 AM	Jenny Brown 🔳	60.5 KB	
3.1	12/6/2012 2:11 PM	Jenny Brown 🔳	60.5 KB	updates to subcommittees and members
3.0	11/26/2012 9:14 AM	Jenny Brown 🔳	60.5 KB	
2.4	11/23/2012 10:38 AM	Jenny Brown 🔳	60.5 KB	
2.3	11/22/2012 11:46 AM	Shauna Dimock 🔳	60.5 KB	one comment
2.2	11/21/2012 4:19 PM	Jeremy Vaughan	60 KB	I modified next year's dates to show 2013. I think that is what they should be?
2.1	11/20/2012 2:47 PM	Nadine Newman 🔳	59.5 KB	I approve of this



Many Ways to Connect

Professional Development



SharePoint Training

Public Resources

Program Resources Staff Info & Training Social Care Committee Quality Team

Hedgehog Project SharePoint Committee ITIC Committee Web Disclosure



Welcome!

Environmental Public Health

SharePoint Training

Videos, instruction sheets, training playground and discussion forum dedicated to learning about SharePoint

Public Resources

Library of public resources such as posters, brochures and handouts

Discussion forum to discuss new resources or suggest improvements

Program Resources

Library of resources that are used internally such as DSOPs and Decision Documents

Discussion forum for new DSOPS

Staff Information & Training

Library and links to staff information (related to working for AHS) such as travel expenses forms and workplace health and safety

Microsoft Lync information and training

Hedgehog online training course

Professional Development hub with InfoShare presentations, discussion forums and links

Announcements

M Title

Welcome!

Add new announcement

- · Site Creation Request
- User Access
- SharePoint Standards
- Getting Help















SharePoint Training

View resources:

- · SharePoint Training Document Library
- · Links to Videos, Courses and Websites

Practice using SharePoint:

- . Training PLAY Ground (practice checking out, editing and checking in documents)
- . Training PLAY Ground Discussion (practice using a dicussion forum)

Ask and view specific questions and tips:

- · FAQs Discussion Forum
- · Hints, Tricks and Cool SharePoint Tips

Get help now!

- Contact your local IT Help Desk
- Contact a SharePoint Team Trainers
- Email: EPHSharePoint@albertahealthservices.ca



Staff Information & Training

The Staff Information & Training Library stores documents related to being employed with AHS including workplace health and safety, travel and event attendance documents.

Search the library by filtering the various columns, by holding your cursor over the column title. For more information, review the Searching a Document Library training sheet.

This site hosts links to revelant staff information & training pages:

Professional development hub with InfoShare presentations, discussion forum and links

Microsoft Lync information and training

Hedgehog online training course

Staf	f Inforr	mation Library	Staff Information Discussion				
	Туре	Name	Topic	Subtopic	Content Type	Status	Subject Created By
		Employee Daily Check-In Log	Administration	Workplace Health and Safety	Form	Approved	There are no items to show in this view of the "Staff Info
		Employee Emergency Contact Information and Vehicle Information	Administration	Workplace Health and Safety	Form	Approved	♣ Add new discussion
		Event Attendance Request Form	Administration	Professional Development	Form	Approved	
	Þ	Imminent Danger	Administration	Workplace Health and Safety	DSOP	Test Phase Expired	
		Promotions, Transfers and Vacancies	Administration	Human Resources	DSOP	Test Phase Expired	

Public Resources

The Public Resources Library stores all resources that may be provided to the public, and includes:

- · Forms and Notifications
- · Handouts and Brochures
- Home Studies
- Packages
- · Posters or Signs

Search the library by filtering the various columns, by holding your cursor over the column title. For more information, review the Searching a Docum Please provide feedback on the public resources using the Public Resources Discussion forum to the right of the library. For more information on di

Links to Environmental Public Health resources posted on the MyHealth.Alberta.ca website are available beneath the Public Resources Discussion.

urces Library				Public Resour	rces Discussion	
Name	Topic	Subtopic	Document Type	Description	Subject	Created By
Fungal Air	Air	Mould	Handout or	11 pages, a	There are no item	s to show in this view of the "Team Discussion" disc
Testing, Investigation and Reporting Requirements for Extensively Mould- Contaminated Buildings			Brochure	protocol	各 Add new d	iscussion
Mouldy Homes and Buildings	Air	Mould	Handout or Brochure	7 pages, Answers to frequently asked guestions	Links to MyH	ealth.Alberta.ca Information
Alberta Health Acute Exposure Health Effects of Hydrogen	Air	Oil and Gas	Handout or Brochure	3 pages, Chart of health effects	Type	URL How do I Clean and Maintain My Water Bed Bugs for Travellers
	Name Fungal Air Testing, Investigation and Reporting Requirements for Extensively Mould- Contaminated Buildings Mouldy Homes and Buildings Alberta Health Acute Exposure Health Effects of	Name Topic Fungal Air Testing, Investigation and Reporting Requirements for Extensively Mould- Contaminated Buildings Mouldy Homes and Buildings Air Alberta Health Acute Exposure Health Effects of Hydrogen Sulphide and	Name Topic Subtopic Fungal Air Air Mould Testing, Investigation and Reporting Requirements for Extensively Mould- Contaminated Buildings Mouldy Homes and Buildings Air Mould Alberta Health Acute Exposure Health Effects of Hydrogen Sulphide and	Name Topic Subtopic Document Type Fungal Air Air Mould Handout or Brochure Investigation and Reporting Requirements for Extensively Mould-Contaminated Buildings Mouldy Homes and Buildings Air Mould Handout or Brochure Alberta Health Air Oil and Gas Handout or Brochure Alberta Health Air Oil and Gas Handout or Brochure Alberta Health Effects of Hydrogen Sulphide and	Name Topic Subtopic Document Type Description Fungal Air Air Mould Handout or Brochure 11 pages, a technical protocol and Reporting Requirements for Extensively Mould-Contaminated Buildings Mouldy Homes and Buildings Air Mould Handout or Brochure 7 pages, Answers to frequently asked questions Alberta Health Acute Exposure Health Effects of Hydrogen Sulphide and	Name Topic Subtopic Document Type Description Subject Fungal Air Air Mould Handout or 11 pages, a technical protocol There are no item technical protocol Add new d Add new d Add new d Add new d Alir Mould Handout or Extensively Mould-Contaminated Buildings Mouldy Homes and Buildings Mouldy Homes Air Mould Handout or Frequently asked questions Alberta Health Air Oil and Gas Handout or Brochure of health effects Alir Mould Handout or Types, Answers to frequently asked questions Alberta Health Air Oil and Gas Handout or Brochure of health effects Type Type Type Type Type Type Type Alir Gil and Gas Handout or Brochure of health effects



Program Resources

The Program Resources Library stores all resources that may be used internally by EPH staff, and includes:

- DSOPs
- Guidance Documents
- · Decision Documents
- Forms
- · Legal Opinions, Court Cases and PHAB Hearings
- Templates
- Course Material

Search the library by filtering the various columns, by holding your cursor over the column title. For more information, review the Searching a Document Library training sheet.

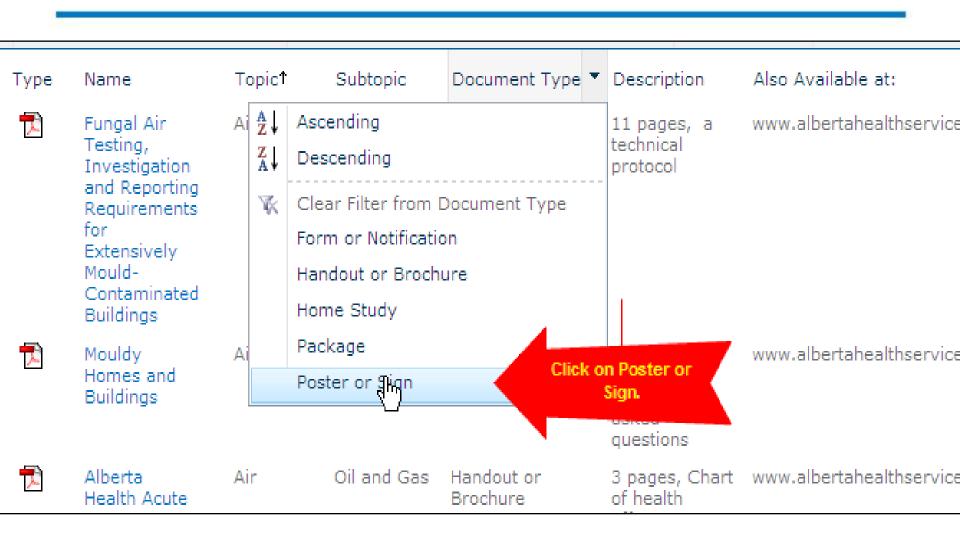
Please provide feedback on the program resources, including DSOPs under Test Phase, by using the Program Resources Discussion forum to the right of the library. For more information on discussion forums, review the Using a Discussion Forum training sheet.

If you would like to comment on DSOPs privately, please feel free to email your comments to eph_dsop@albertahealthservices.ca.

Program Re	esources Library					Program Resources Discussion					
Пуре	Name	Topic	Subtopic	Content Type	Status		Subject	Created By	Replies	Last Updated	
₺	A Common Reference System for Alberta Regional Health Authority	Administration	Standards	Other	Not Applicable		Uninspected Wild Game Donations - Soup Kitchens DSOP ## NEW	Nadine Newman	0	3/25/2013 9:22 AM	
	Environmental Health Programs- The Blue Book						Public Health Appeal Board Hearings DSOP	Nadine Newman	0	3/25/2013 9:19 AM	
包	Access to Legal Services	Legal	Regulatory Response	Guidance Document	Approved		Playground Inspections DSOP	Nadine Newman	0	3/25/2013 9:17 AM	
-		6 0 0		5555			ME HEW				



Search using filters



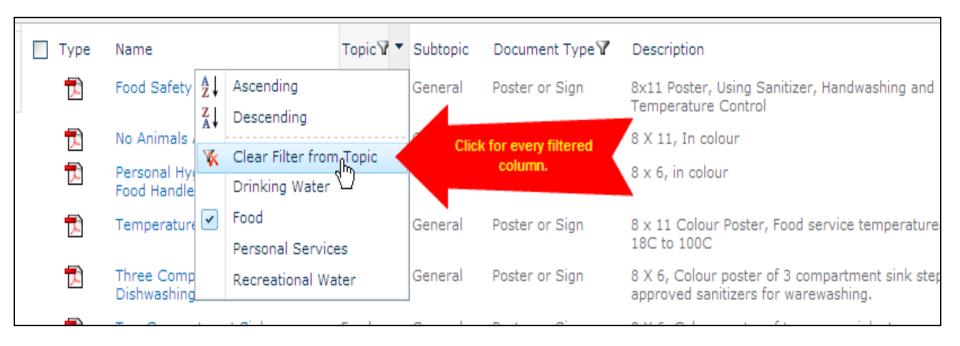


Search using filters



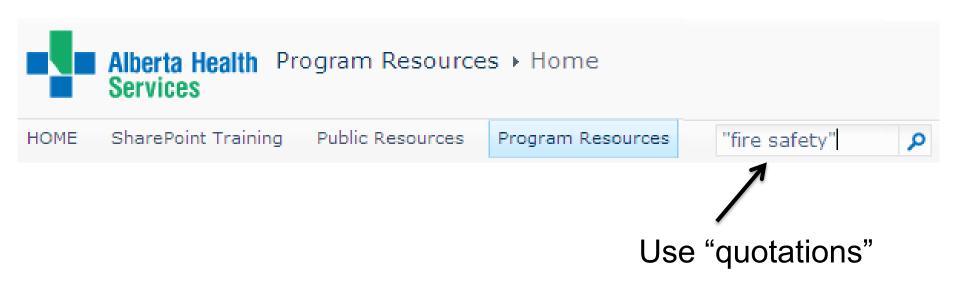


Clear filters





Using search this site...





Program Resources Discussion

Subject	Created By	Replies	Last Updated
Uninspected Wild Game Donations - Soup Kitchens DSOP MEW	Nadine Newman	0	3/25/2013 9:22 AM
Public Health Appeal Board Hearings DSOP	Nadine Newman	0	3/25/2013 9:19 AM
Playground Inspections DSOP	Nadine Newman	0	3/25/2013 9:17 AM
On-Site Posting of Executive Officer Orders DSOP	Nadine Newman	0	3/25/2013 9:15 AM
Initial Inspection of an Adult Care Facilty DSOP MEW	Nadine Newman	0	3/25/2013 9:14 AM



How is the Rollout Happening?





Add to Favourites



SharePoint Training

Videos, instruction sheets, training playground and discussion forum dedicated to learning about SharePoint



Didn't Receive the Email?

Email:

Lisa.weiss@albertahealthservices.ca

- If appropriate, she will add you to the email string



Learn More

April 2013 SharePoint Training Calendar

◀ Mar 2013										
Sun	Sun Mon		Wed	Thu	Fri	Sat				
	1	2 SharePoint Launch at InfoShare	3	4	5	6				
7	8	9	10 Getting Started 3:00 – 3:30 pm	11	12 Getting Started 9:00 – 9:30 am	13				
14	15	16	17 Libraries: Viewing and Searching 3:00 – 3:30 pm	18	19 Libraries: Viewing and Searching 9:00 – 9:30 am	20				
21	22	23	24 Using a discussion forum 3:00 – 3:30 pm	25	26 Using a discussion forum 9:00 – 9:30 am	27				
28	29	30	Those with All attended	All demos will be done through Lync online meetings.						

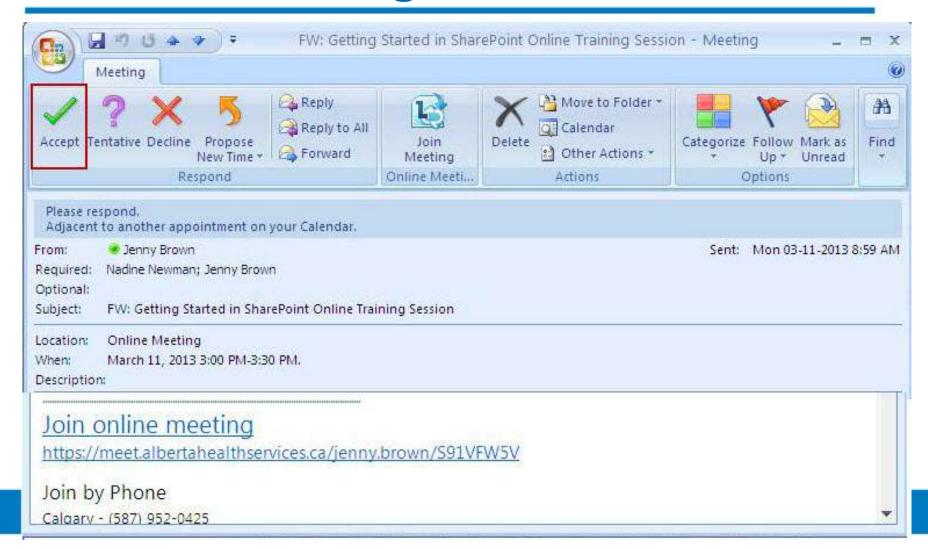


May 2013 SharePoint Training Calendar

◀ Apr 2013			~ May 2013 ~			Jun 2013 Þ
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			Document management: links, alerts and downloading	2	3 Document management: links alerts and downloading	,
			3:00 – 3:30 pm		9:00 – 9:30 am	
5	6	7	8	9	10	11
12	13	14	15 Proposed Decommission date for Intranet	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	Notes: Advanced Subcommittee site training will be scheduled as needed.



Join the Training





◆ March 10 - 16, 2013

	10	Sunday	11 Mo	onday	12	Tuesday	13	Wednesday	
8 am									
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2 00					шс	aienua	1		
_				×					
- 00			Cetting St	o arted in Shar					
3 00			Getting Sta	o					

Conference ID: 5435949



Getting the most out of SharePoint



Required!

IE 8 or higher will also work







Highly Recommended



Governance and Moving Forward

Welcome!

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Program Resources

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Discussion forum for new DSOPS

Staff Information & Training

Announcements

阆 Title

SharePoint training starting April 10th

Welcome

4

Add new announcement

SharePoint Administration Documents

- Subsite Creation Request
- User Access Request
- SharePoint Standards
- Getting Help



Thank You

- SharePoint Deployment Team
 - Nadine Newman
 - Valerey Davidson
 - Lisa Weiss
 - Dwayne Cherlenko
 - Jeremy Vaughan

- Shauna Dimock
- Norm Carlson
- Jason Feltham
- Edwina Kordyback
- Jenny Brown