

## Using the HSD SharePoint Site (4 19 2018)

You have been invited to access the HSD SharePoint Team Site. The HSD Team Site is the central file storage for all of HSD's electronic documents, both current and historical. This access is limited to HSD board and staff.

You have been sent an invitation. Follow the instructions in the invitation to establish your access. You will then see a page that looks like this:

The screenshot shows the SharePoint interface for the 'Historic South Downtown Team Site'. The top navigation bar includes 'Office 365' and 'SharePoint'. Below this, there are tabs for 'BROWSE', 'PAGE', 'FILES', and 'LIBRARY'. The main header area features the 'Historic South Downtown' logo and the site title 'Historic South Downtown Team Site'. A left-hand navigation pane contains 'Home', 'Documents', and 'Recycle Bin', with an 'EDIT LINKS' option. The main content area is titled 'Documents' and includes a toolbar with 'New', 'Upload', 'Sync', 'Share', and 'More' options. A search box labeled 'Find a file' is present. Below the search box is a table listing various folders with columns for 'Name', 'Modified', and 'Modified By'. At the bottom of the page, there is a 'Drag files here to upload' prompt.

Name	Modified	Modified By
Administration	December 7, 2017	Historic South Downtown
Agency Forms	December 7, 2017	Historic South Downtown
Board & Governance	December 7, 2017	Historic South Downtown
Communication	December 7, 2017	Historic South Downtown
Contracts	6 days ago	Kathleen Johnson
Government Partners	January 3	Kathleen Johnson
Grant Programs	6 days ago	Kathleen Johnson
Human Resources	December 7, 2017	Historic South Downtown
Information Technology and Telecom	December 7, 2017	Historic South Downtown
Leslie Haynes Sharepoint folder	December 12, 2017	Kathleen Johnson
Mensonides Files Download	December 19, 2017	Kathleen Johnson
Plans and Planning	April 9	Kathleen Johnson
Policies and Procedures	December 7, 2017	Historic South Downtown

Please note:

- New folders may be added from time to time.
- *Most* documents will appear in only one folder, but some, particularly documents used during board meetings, will be copied and moved into the folders that help organize the board meetings.
- Drafts of contracts will appear in the folders that relate to their subject (for example, PHPDA contract drafts are in Grant Programs/PHPDA) but the finalized, signed copies are stored in the Contracts folder.

## Here is the rest of the current file structure:

### Administration

- > Finance and Accounting
  - > Accounting Manual
  - > Audits
  - > Banking
  - > Budgeting
  - > Chart of Accounts
  - > Finance Committee
  - > Invoices
  - > Mensonides Files Download (**files transferred from former Accountant's files**)
  - > Quickbooks
  - > Receipts
  - > Taxes
  - > Treasurer Reports (**This is where all of the monthly Financial Reports are kept**)
- > Meeting Notes

### Agency Forms

### Board & Governance

- > Annual Mixers and Board Elections
- > Board Meeting Material (**This is where all the Board attachments, including financials, are saved and organized in preparation for board meetings**)
- > Board Minutes
- > Board Rosters
- > Committees (**All committee notes in subfolders organized by committee, and a link to the Finance Committee folder**)
- > Economic Disclosure Forms
- > Legal Structure

### Communication

- > Logos
- > Photos

Contracts (**signed, finalized documents. See various subject matter folders for working papers and drafts**)

#### Government Partners

- > City of Seattle
- > King County
- > Stadium PDA
- > Wa State Leg

#### Grant Programs

- > Community Input
- > Jackson Hub
- > PHPDA
- > Pre2018 Grants

#### Human Resources

- > Kathleen Barry Johnson
- > L&I
- > Staff Supervision
- > Timesheets
- > Training and Conferences

#### Information Technology

- > Centurylink
- > Gia Valente

Leslie Haynes Sharepoint Folder (**we shared this with Leslie to see if she would transfer any items to it. So far, nothing.**)

#### Plans and Planning

Policies and Procedures (**this process document lives in this folder**)

- > Examples