

Joint Action Health Workforce
Planning and Forecasting

**Sharepoint manual
for the
Joint Action on Health Workforce Planning
and Forecasting**



Funded by
the Health Programme
of the European Union

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Getting started

The link to the site

<http://collab.health.fgov.be/sites/dg1/CW/JAEUHWF/SitePages/Home.aspx>

How to log in

Fill in “login” and “Password”. You have received this information by email.

Prior to entering your login please enter “heaven \”.

BUT depending on the type of your computer sometimes it works without entering “heaven \”. So please try both manners.

Do not share your log in information with others!

Browser

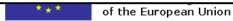
Sharepoint is a web based tool that doesn’t require any specific software. We have noticed however that a correct functionality of Sharepoint can depend on the internet browser you use. For example: Internet Explorer seems to work fine; Google Chrome on the other hand has difficulties opening some documents. If you are encountering some problems with Sharepoint, we kindly request you to first try and use another internet browser.

Optimum configuration for an external access to Sharepoint:

- a) VPN = no
- b) Internet connection
- c) Internet Explorer 8 or more
- d) Windows 7
- e) MS Office 2010
- f) Enter **heaven\login** then **password**



First view
This is what you see in your browser when you've just logged in :



JAEUHWF Home

I Like It Tags & Notes

JAEUHWF WP_1 WP_2 WP_3 WP_4 WP_5 WP_6 WP_7 Search this site...

Public Documents
Calendar
Contact List

Recycle Bin
All Site Content

NEWS

Title Modified

Newsletter nr 5 7/16/2013 10:19 AM

Add new announcement

CALENDAR

August, 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13 2:00 pm - 4:00 WPLEM nr 3	14	15	16	17
18	19	20	21	22	23	24

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Navigation menu :
this menu allows
you to navigate
within one site

Web site buttons: these buttons
allow you to browse from the
global site (JAEUHWF) to the
WP specific sites

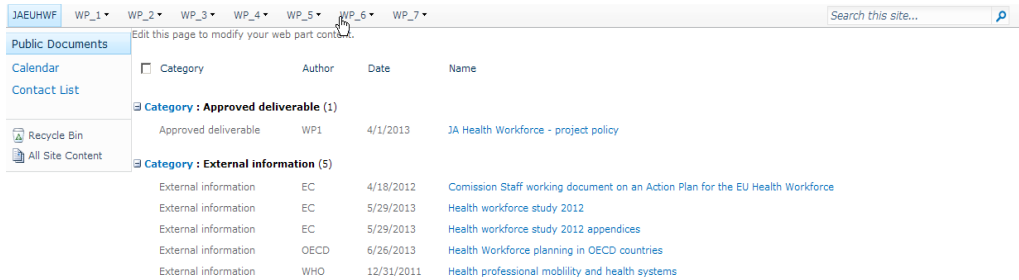
Page content of the
current site

Header

The main site (name : JAEUHWF)

Public Documents

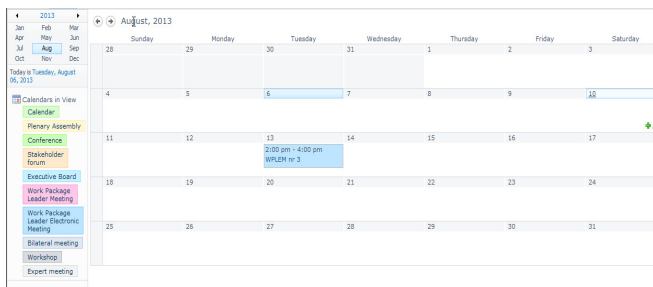
This is a document library that contains global and overall information on the Joint Action. It can be viewed by all users but can only be changed by WP1.



Category	Author	Date	Name
Category : Approved deliverable (1)			
Approved deliverable	WP1	4/1/2013	JA Health Workforce - project policy
Category : External information (5)			
External information	EC	4/18/2012	Commission Staff working document on an Action Plan for the EU Health Workforce
External information	EC	5/29/2013	Health workforce study 2012
External information	EC	5/29/2013	Health workforce study 2012 appendices
External information	OECD	6/26/2013	Health Workforce planning in OECD countries
External information	WHO	12/31/2011	Health professional mobility and health systems

Calendar

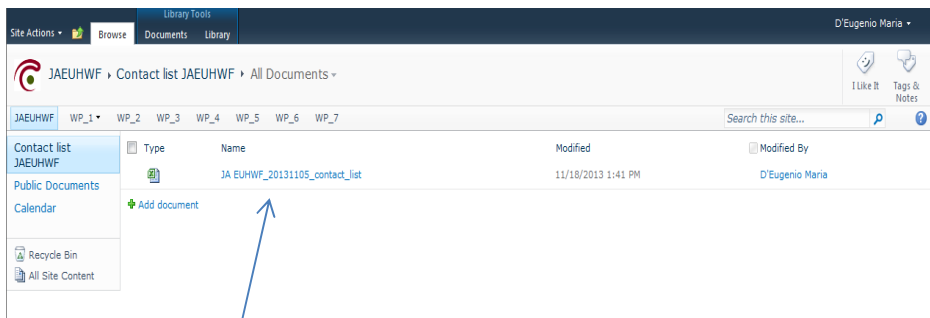
The JA EUHWF global site provides you with a default calendar for tracking the Joint Action events. Every event, meeting, ... of the JA will be shown in this calendar.



Day	Event
Monday, 11	Plenary Assembly
Tuesday, 13	Stakeholder forum (2:00 pm - 4:00 pm WPLEM nr 3)
Thursday, 15	Executive Board
Friday, 16	Work Package Leader Meeting
Friday, 16	Work Package Leader Electronic Meeting
Saturday, 17	Bilateral meeting
Sunday, 18	Workshop
Sunday, 18	Expert meeting

Contact list

This contact list shows you the contact information of all partners within the project: associated partners, collaborating partners, EC, EAHC. The contact list is managed by WP1



Type	Name	Modified	Modified By
Excel spreadsheet	JA EUHWF_20131105_contact_list	11/18/2013 1:41 PM	D'Eugenio Maria

Simply click on the excel file name.

The work Package sites

Meeting documents and Working documents

SharePoint 2010 uses a special kind of container – a Document Library – for storing files. Every WP site has 2 common default Document Libraries called “Meeting Documents” and “Working Documents” where documents we want to share with others can be put.

The library “meeting documents” was created to contain all documents related to meetings (invitation, agenda, meeting minutes, ...).

The library “Working documents” was created to contain all working documents of the WP, for example deliverables in preparation that are in draft or need review.

Working together in documents

Working with documents

SharePoint 2010 allows multiple persons to edit documents or add comments, without losing track of the document history.

Check documents in and out

Attention, whenever editing the content of documents, always check them out first!

Checking out a file prevents other users from editing the file while you are working on it. New edits you make do not show until you check the file back in.

In simpler words, checking out means you kind of “take” the document “out” of the library and reserve it for you while making modifications.

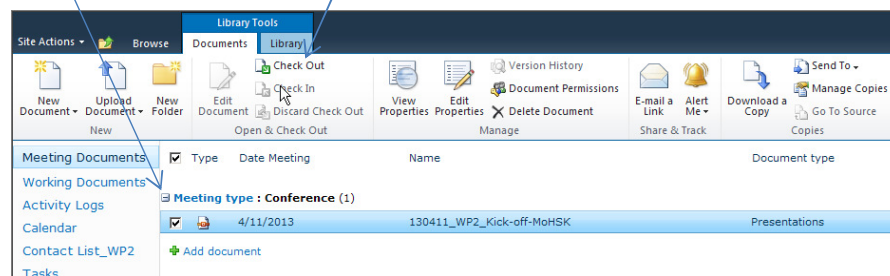
Then checking in means you place the document back in the library so that everyone else can see your modifications and do theirs.

These 2 steps are important for an efficient documents sharing.

TO CHECK OUT A DOCUMENT:

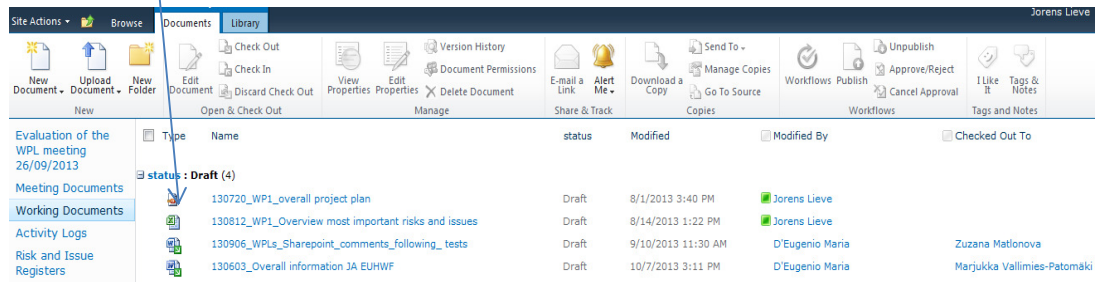
1) In your Document Library, select the check box next to the document you want to check out.

2) Click “Check Out” on the “Documents” tab of the Ribbon.



3) Click “OK”.

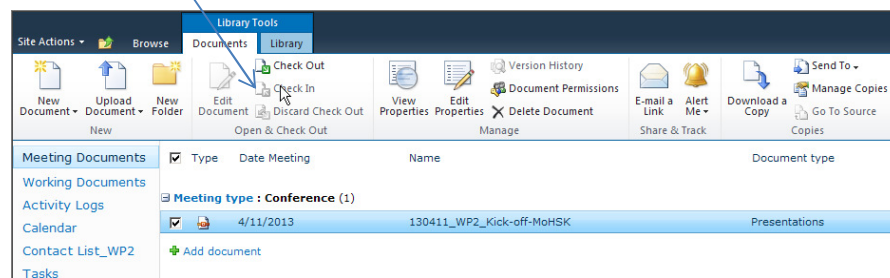
NB : You can see that a document is checked out (to you or to someone else) by the green arrow that appears on the 'type of document icon' (word, excel, ...)



HOW TO CHECK IN A DOCUMENT:

1) Click the check box next to the document that you want to check in.

2) Click "Check In" on the "Documents" tab of the Ribbon.



3) In the Check in dialog box, do any of the following:

- Select "No".
- Enter any comments to include in the document's revision history.

If you want to give any comments, for example on what type of changes you made, you can give them here (not obligatory).

Check in

Retain Check Out

Other users will not see your changes until you check in. If you wish to continue editing, you can retain your check out after checking in.

Retain your check out after checking in?
 Yes No

Comments

Type comments describing what has changed in this version.

Comments:

4) Click "OK".

HOW TO DOWNLOAD ONE DOCUMENT TO YOUR COMPUTER

- 1) Click on the file in order to open it.
- 2) Once opened, save it on your computer.

HOW TO DOWNLOAD MULTIPLE DOCUMENTS TO YOUR COMPUTER

1 Choose the library in which the docs you want to upload are.

2 Click on library tab

3 Click on open with Explorer

Type	Date Meeting	Name	Document type	Meeting type	Status
	9/27/2013	130723_WP1_Invitation Executive Board meeting JA EUHWF	Invitation	Executive Board	Final
	9/27/2013	130723_WP1_WPLM_EXB...	Practical Information	Executive Board	Final
	9/27/2013	130813_WP1_EB1_prepar...	Preparation	Executive Board	Final
	9/27/2013	130913_WP1_EB1_Agenda	Agenda	Executive Board	Final
	9/27/2013	130916_WP2_D022_LOGO	Preparation	Executive Board	For review
	9/27/2013	130916_WP2_D021_List of Knowledge Brokers	Preparation	Executive Board	For review
	9/27/2013	130916_WP2_D023_Dissemination plan	Preparation	Executive Board	For review
	9/27/2013	130916_WP2_D023_AnnexI_SKD empty template for stakeholder analysis	Preparation	Executive Board	For review
	9/27/2013	130916_WP2_D023_Annex II SKD Introduction letter and SKD interview	Preparation	Executive Board	For review
	9/27/2013	130916_WP2_D023_AnnexIII_SKD Dissemination and Communication inventory	Preparation	Executive Board	For review
	9/27/2013	130916_WP_D023_AnnexIV_SKD Example of Slovakian Stakeholder Analysis	Preparation	Executive Board	For review
	9/27/2013	130916_WP2_D023_SKD methodology guidelines final	Preparation	Executive Board	For review

Then a Windows Explorer window opens and you can start your downloading.

Nom	Modifié le	Type	Taille
Forms	1/07/2013 17:07	Dossier de fichiers	
130523_WP1_WPLEM1_meeting minutes...	1/08/2013 13:46	Document Micros...	58 Ko
130625_WP1_WPLEM2_JUNE - MEETING ...	1/08/2013 13:47	Document Micros...	67 Ko
130723_WP1_Invitation Executive Board ...	7/10/2013 14:19	Document Micros...	46 Ko
130723_WP1_Invitation WPLM JA EUHWF	1/08/2013 13:57	Document Micros...	45 Ko
130723_WP1_WPLM_EXBO_practical infor...	1/08/2013 13:57	Adobe Acrobat D...	233 Ko
130808_WP1_WPLEM3_JULY AUG_AGEN...	13/08/2013 09:13	Document Micros...	60 Ko
130812_WP1_Top 7 risks and issues_as di...	16/09/2013 09:13	Document Micros...	36 Ko
130812_WP1_Top 7 risks and issues_prep...	13/08/2013 09:13	Document Micros...	30 Ko
130813_WP1_EB1_preparation	14/08/2013 13:18	Document Micros...	31 Ko
130814_WP1_WPLEM3_JULY AUG_Meeti...	14/08/2013 13:18	Document Micros...	98 Ko
130913_WP1_EB1_Agenda	13/09/2013 16:42	Document Micros...	241 Ko
130913_WP1_WPLM1_AGENDA	16/09/2013 16:42	Document Micros...	236 Ko
130916_WP_D023_AnnexIV_SKD Example ...	16/09/2013 08:44	Adobe Acrobat D...	508 Ko
130916_WP1_D012_Initial project plan	16/09/2013 08:56	Adobe Acrobat D...	511 Ko
130916_WP1_D013a_Template_Activitylog	16/09/2013 08:57	Feuille de calcul ...	50 Ko
130916_WP1_D013b_Template_Risk and L...	16/09/2013 08:57	Feuille de calcul ...	2.836 Ko
130916_WP1_D013c_Template_Stage Plan...	16/09/2013 08:58	Feuille de calcul ...	27 Ko

Safety Kit for Sharepoint

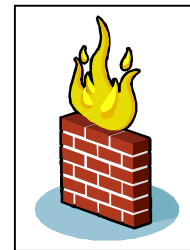
The 4 things you should remember about Sharepoint are :

1. When logging in :
Type " heaven\" before entering your login name.
If it doesn't work then remove " heaven\"

2. When editing a document :
 - * Check out the document
 - * Do your modifications
 - * Check-in the document



3. High level firewall might prevent you from logging properly. If feasible within your organisation, decrease the level of your firewall.



4. Working with Sharepoint requires some practice and some time to get used to the environment. We recommend you to take some time to test the different features and try different solutions.

Only for Associated Partners

UPDATE YOUR ACTIVITY LOG

From now on, activity logs will be stored and updated in Sharepoint. WP1 has already uploaded the latest version of your activity log.
The rule is to always have one (most recent) activity log for every partner.

To update your activity log, you have 2 options :

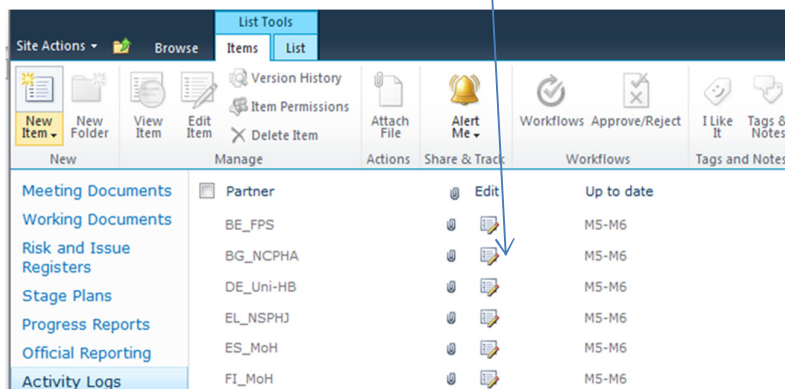
Go to the existing file
Open the attachment
Make changes in the existing document
Save.

OR

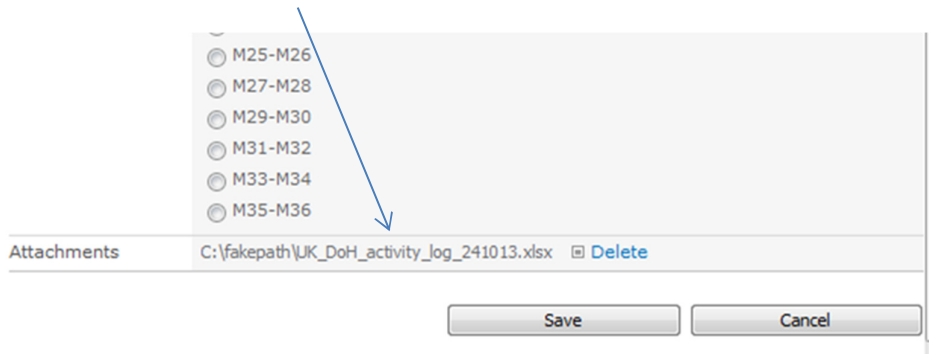
Go to the existing file
Download the attachment on your computer,
Make changes on your computer,
Upload the file on Sharepoint
Delete the old one.

OPEN A LOADED FILE

In the list of loaded files click the “Edit” icon next to your file name.



Then click on file name appearing at the bottom of the window.



UPLOAD SUPPORTING DOCUMENTS

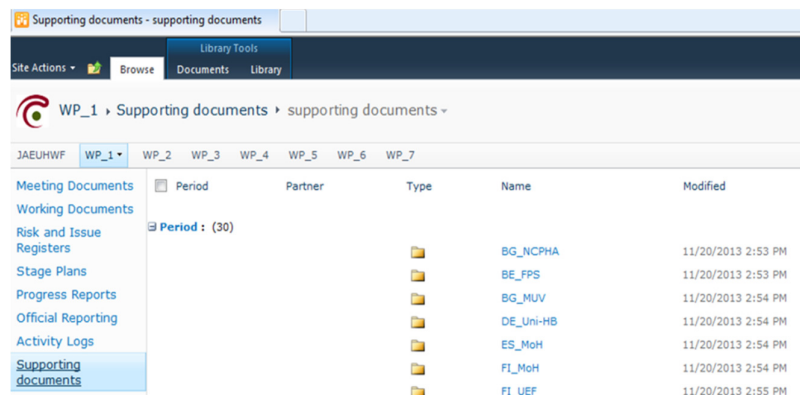
Supporting documents are all the invoice/proof of payments you have done for expenses related to the Joint Action (i.e. travel costs).

You will be required to provide them every six months.

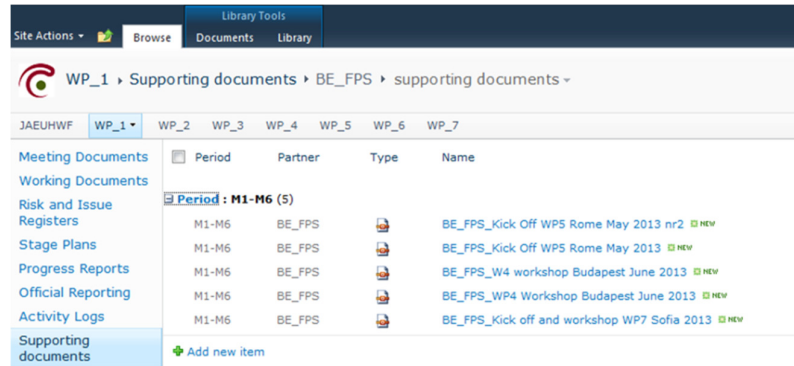
Please upload them in **pdf** format (no other file formats).






To do so please follow the following steps:

- 1) Go to the WP1 site
- 2) Go to the library “Supporting documents”
- 3) Click on your organisation name

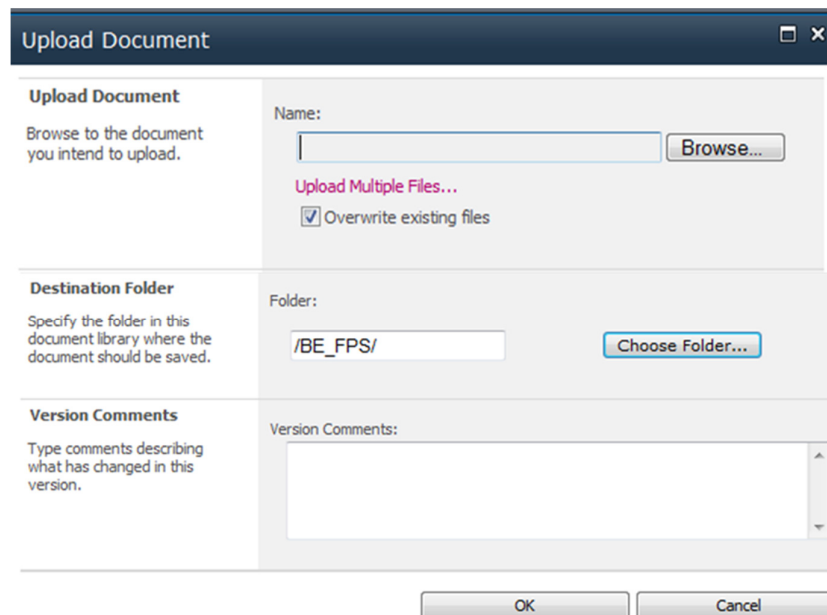


- 4) By clicking on “ + Period” the list of documents already loaded appears.

Period	Partner	Type	Name
M1-M6	BE_FPS	Document	BE_FPS_Kick Off WPS Rome May 2013 nr2 
M1-M6	BE_FPS	Document	BE_FPS_Kick Off WPS Rome May 2013 
M1-M6	BE_FPS	Document	BE_FPS_W4 workshop Budapest June 2013 
M1-M6	BE_FPS	Document	BE_FPS_WP4 Workshop Budapest June 2013 
M1-M6	BE_FPS	Document	BE_FPS_Kick off and workshop WP7 Sofia 2013 

- 5) Click on “+Add new item” to load a new document
- 6) When the window ‘upload documents’ appears :
Click on “Upload Multiple files”



Drag and drop the file(s) (i.e. from your Windows browser)
Click “OK”

NB: All documents uploaded on the Sharepoint site should be named using the following structure: “yymmdd_WPx_description”.