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## Workflow

### Document Library Workflow

1. Create new document library for each state.
2. Add columns as listed in [SharePoint Document Library Columns](#).
3. Upload PDF documents located in the specific state folder on R: drive.
4. Set properties for for each document.
  1. Ensure Facility is standard across ALL similar scanned documents!
  2. Closely examine each document for evidence that same sounding Facilities are actually the same facility.
  3. Look for map locations, addresses, nearby geographical features, etc.
    1. i.e. Jarvie Ranch is the same Facility as John Jarvie Historic Area
    2. i.e. BLM Fire Facility Moab, Utah is the same Facility as Fire Management Facility Moab, Utah
    3. i.e. Price Resource Area is the same facility as Price District Office.
5. Check-in the document after setting it's properties.
6. Create Document Library Views
7. Create Document Library Web Part Page
  1. Use Header, 3 Columns template
  2. Save in Shared Documents folder
8. Add link to new web page from the Home page

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