



Quick Reference Guide

Nordson SharePoint® Basics

Need Help? Contact the Nordson Global Support Center

E-mail: supportdesk@nordson.com
Internet: support.nordson.com

Phone: Nordson extension 3670
or toll free 877.817.7800

What is SharePoint?

Microsoft® SharePoint® allows Nordson workgroups to set up web sites for storing and sharing documents. SharePoint allows all members of a workgroup to view and edit documents from a single location and maintains a history of when a document was changed and by whom.

Contents and Location of SharePoint

NOTE: Each SharePoint user has a security profile that gives them access to different information. Only the information to which you have access will be available to you.

There are two separate Nordson SharePoint sites:

SharePoint Intranet

<http://sharepoint.nordson.com>

This internal site is accessible only to personnel that are logged in to the Nordson Network either in their office or through a remote connection. It contains documents that are typically in process or for internal use only.

SharePoint Extranet

<https://extranet.nordson.com>

This password-protected, external site is accessible through the Internet. It contains final, approved product literature, sales presentations, photographs, information bulletins, parts posters, and video clips.

Logging In to the SharePoint Extranet

1. Open your web browser and go to <https://extranet.nordson.com>.
The **Nordson Extranet Home** window appears.
2. Click on the **Sign In** button in the upper right-hand corner of the window.
The **Connect to extranet.nordson.com** dialog box appears.
3. If prompted, enter your **User name** and **Password** into the fields and click on the **OK** button:

User Name: Your work location followed by \ and your Windows user name. Your Windows user name is usually the first part of your e-mail address.

Password: Your Windows password.

NOTE: Your password must change when you update your Windows password in accordance to Nordson's password policy. If you check the **Remember my password** box, your password will not be automatically updated as it changes.



Navigating through SharePoint

Examples of the main screens and explanations of their major components are shown below. The screens are shown in succession.

Logged in as:
Current user

My Nordson Resources
The resources available to the current user

Up to Nordson Extranet Home
Returns you to the main, Nordson Extranet Home page

Search Field
Searches for keywords and text in the current resource's subcategories and files; does not search outside of the current resource

Links
Links to helpful Internet sites

Announcements
Messages for resource users

Quick Launch
Categories within the current resource

Events
Upcoming meetings, and deadlines for resource users

Home
Returns you to the current resource's home page

Select a View
Filters the subcategories and files displayed within the current category

Subcategories and Files
Displays the subcategories in the current category; expands to show the files contained in them

Actions
Allows you to set how you want information displayed within the current category

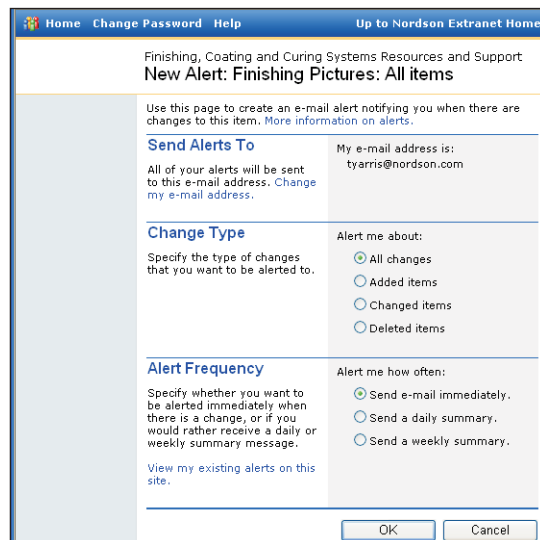
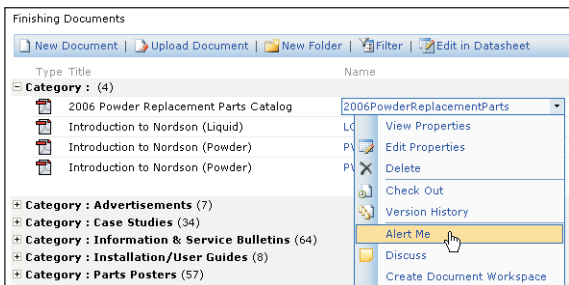
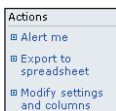
Finishing Documents Table:

Time	Name	Category	File Size	Modified
Category : (4)				
	2006 Powder Replacement Parts Catalog	2006PowderReplacementParts	1090 KB	1/16/2006 2:55 PM
	Introduction to Nordson (Liquid)	LQL0591	37 KB	5/18/2005 10:34 AM
	Introduction to Nordson (Powder)	PWL0592	37 KB	5/17/2005 4:26 PM
	Introduction to Nordson (Powder)	PWL0593	38 KB	5/17/2005 4:25 PM
Category : Advertisements (7)				
Category : Case Studies (34)				
Category : Information & Service Bulletins (64)				
Category : Installation/User Guides (8)				
Category : Parts Posters (57)				
Category : Product Literature (105)				
Category : Promotions (4)				
Category : Sales & Training Presentations (20)				
Category : Software Updates (16)				
Category : Technical and White Papers (18)				

Setting Alerts

You may set SharePoint to notify you if anyone makes changes or additions to a resource, category, or Individual file.

1. Navigate to the resource, category, or individual file for which you want to set an alert.
 - To set an alert for a resource or category, click on the **Alert me** link under the **Actions** area. The **New Alert** window appears.
 - To set an alert for an individual file, hover over the file's **Name**. When a drop-down arrow appears, click on it and select **Alert Me**. The **New Alert** window appears.



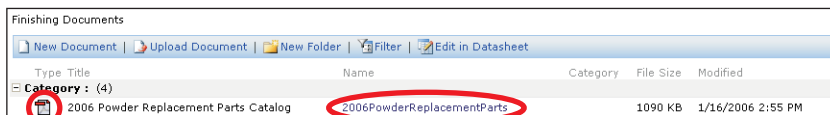
2. Use the **New Alert** window to set your alert settings, then click **OK**.

Working with Files

Viewing Files

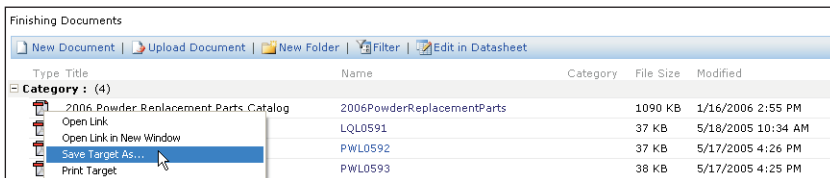
To open a file, click on either its icon in the **Type** column or file name in the **Name** column. The file will open in a new browser window.

NOTE: This only opens the file for viewing. To check out a file for revisions, refer to *Checking Files Out and In*.



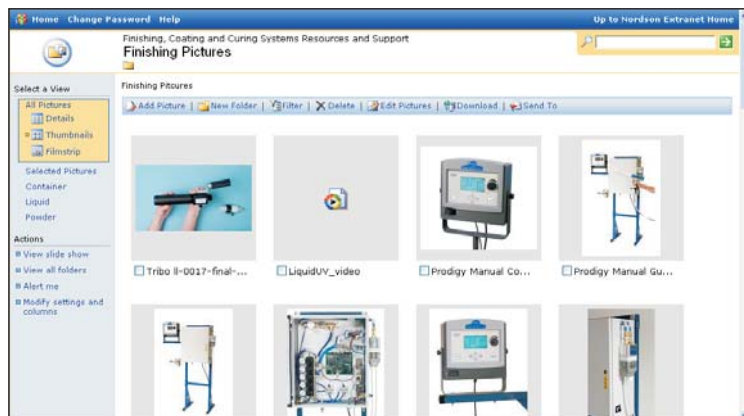
Saving a File to your Hard Drive

Hover the cursor over the file's icon in the **Type** column. Right-click, then select **Save Target As** from the drop-down menu.



Viewing Pictures and Videos

When you click on a picture or video link, the contents appear in either a details, thumbnail, or filmstrip view. You may switch between these views as desired and use preset filter settings to specify which photos appear on screen.



Working with Files (continued)

Uploading New Files

If your security profile allows, follow this procedure to add new files to SharePoint.

NOTE: This procedure is for adding files that have never been on SharePoint. To check in a file that you had previously checked out, refer to *Checking Files Out and In*.

1. Navigate to the category to which you want to upload the file.
2. Click on the [Upload Document](#) button on the SharePoint button bar. The **Upload Document** window appears.
3. Enter the information (metadata) in the fields as necessary:

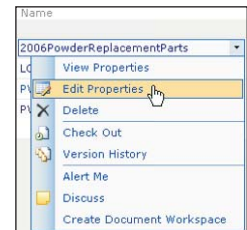
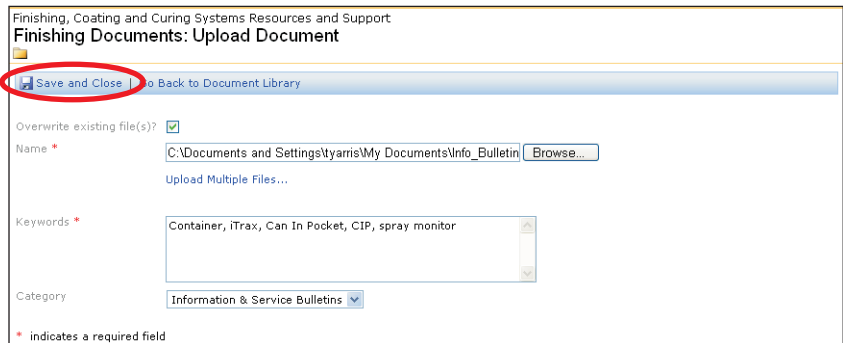
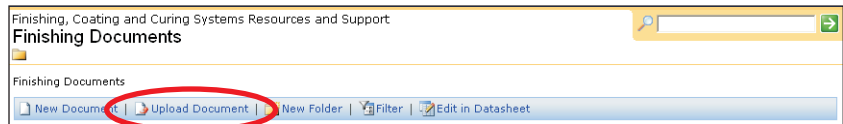
NOTE: Resources may be set up to have different metadata fields. Your resource may appear different than the screen shown.

Overwrite existing file(s): Check this box if you are uploading a file that already exists in the current category.

Name: Use the [Browse...](#) button to navigate to the file to be uploaded.

Upload Multiple Files: Click here to select several files to upload at the same time.

4. Click on the [Save and Close](#) button to upload the file(s) and return to the category.
5. Locate the newly uploaded file in the category. Make sure the file appears in the list as you planned. To make changes to the file's metadata, hover your cursor over the file name, then select **Edit Properties** from the drop-down menu.

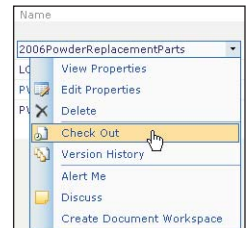


Checking Files Out and In

If your security profile allows, you may check out a file to ensure that no other users can modify the file while you are working on it.

NOTE: The file stays on the server while you have it checked out and are working on it.

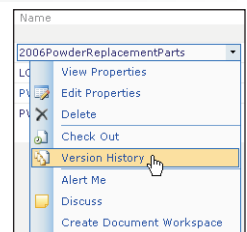
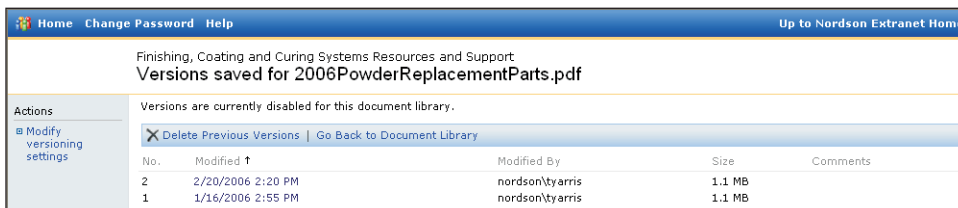
- To check out a file, hover the cursor over the file's name in the **Name** column. Right-click, then select **Check Out** from the drop-down menu.
- To check in a file, hover the cursor over the file's name in the **Name** column. Right-click, then select **Check In** from the drop-down menu.



Viewing File Version History

A file's version history displays the changes that were made to a file over time, who made the changes, and when they were made. Depending on how the file was saved, you may be able to see previous versions of the file.

Hover your cursor over the file name, then select **Version History** from the drop-down menu.



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