**FI Renovations SharePoint Site Instructions**

11/1/13 v3-SV

**To log into the site, enter your netid & password.**

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1. **ACCESS THE RENOVATION PDF’S:**
2. To access the floor plans of renovations that affect your org, click on the appropriate document library.



1. This will open the document library and display folders organized by facility code\_facility name. Click on a folder to show the renovation PDF’s for that facility.





1. IF YOU CLICK ON A PDF FILE, BE AWARE THAT IT WILL OPEN IN THE SAME BROWSER. To get back, click the back button.

OR

1. To open a file in a new window, right click on the file name, and select ‘Open Link in New Window’.
2. To go back to the main FI Renovations page, click one of the following locations:
3. **‘FOR DRAFTER’ DOCUMENT LIBRARY**

If you have a renovation you know about in your facility and would like to provide Facilities Inventory with a marked up floor plan, please add it to the FOR DRAFTER library.

1. On the main page, click the FOR DRAFTER document Library.



1. Add a document by clicking ‘+Add document’



1. You will be prompted to upload a document.
2. Please label the file as follows:

Facility code\_facility name\_FL #\_date(yyyymmdd)\_to-do

Example: 2023\_Humphreys\_FL 2\_20121101\_to-do

1. **ACCESSING LINKS**
2. On the main page, click on the link you would like to open.



BE AWARE THAT THE LINK WILL OPEN IN THE CURRENT BROWSER, IT WILL NOT OPEN A NEW ONE.

1. You can use the back button to return to the FI Renovations page.