BC-OHR Document Sharing Instructions - Restricted Shares Folder
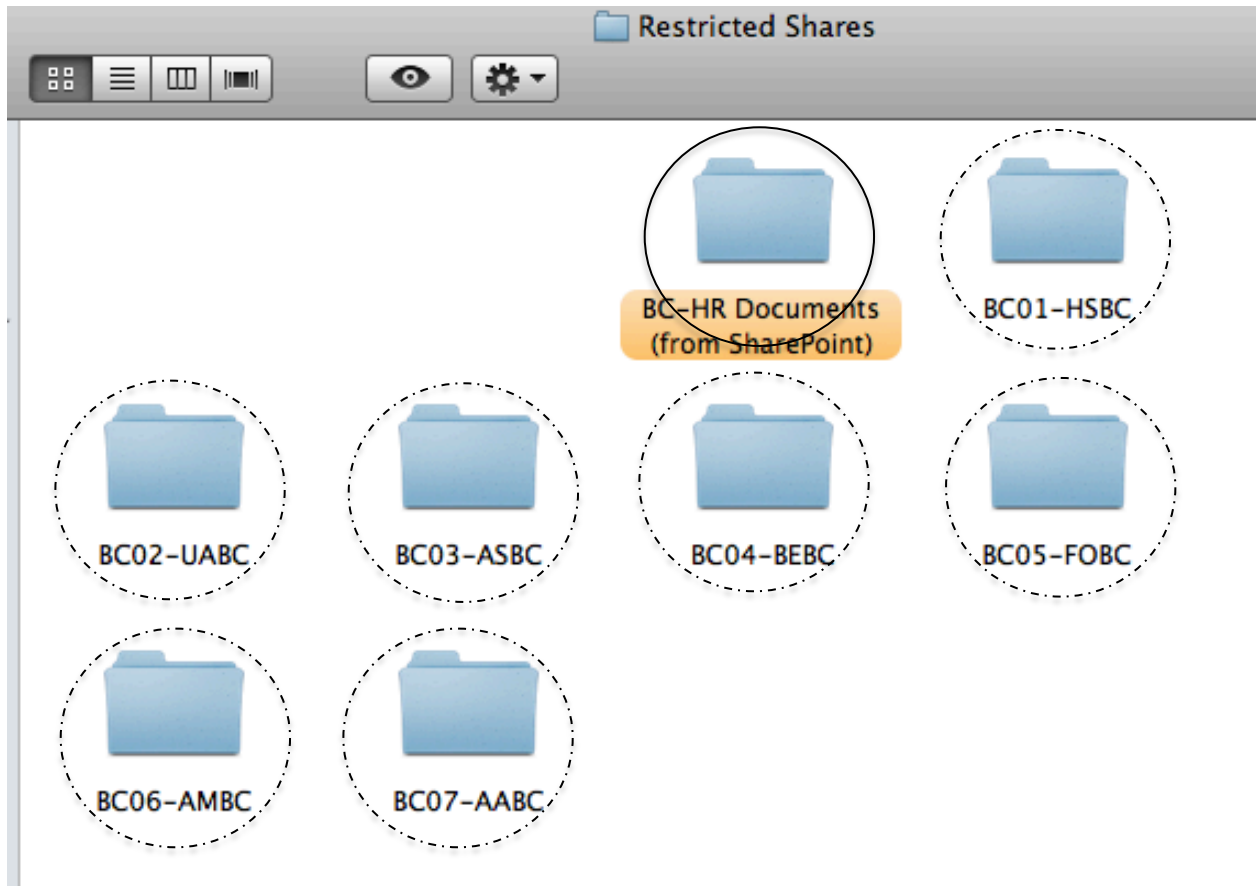
Directory Location: /G3/FA/OHR/Restricted Shares

**Table of Contents**

What You Should See

If you have the correct permissions, you will (minimally) see the BC-HR Documents (from SharePoint and your Business Center folder circled below.

1. You will not be able to see Business Center folders other than your own.
2. Depending on your role, you may see additional file folders.

Viewing Documents 2 Ways

1. Open the document, **00 Document Index**.
   a. When opening, select "**enable macros**" for the sort function to work.
   b. At the top of each column (except the Subfolder column) is a sort button. You can sort documents by title, folder location, and revision date.
   c. The date column is linked to the source document on the Restricted Shares drive for easy access.
2. Going directly to folders 00, 05, 10…. The folder structure represents the life cycle of a position—same as how they were set up in SharePoint.


Note: This instruction guide is posted here.

00 Document Index
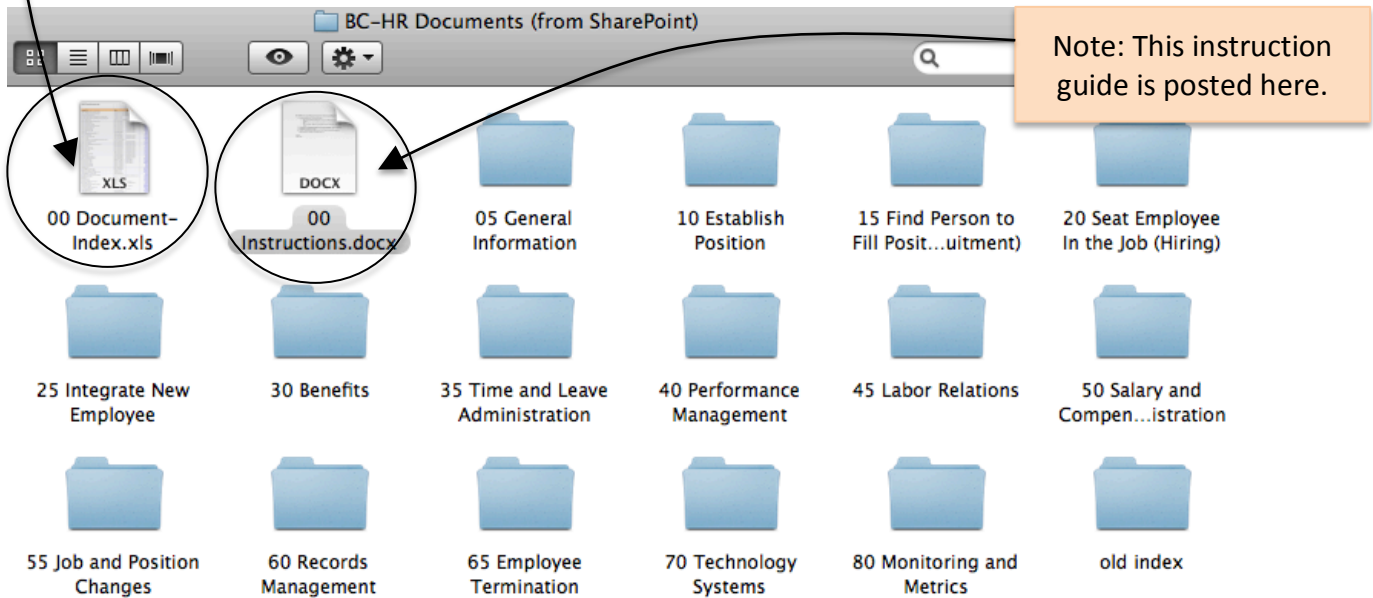
OHR-BC Shared Documents Index

Document Title	Folder	SubFolder	Revision Date
Banner - Job Change Reason Code and PEAJCDD Job Comment Procedure	55 Job and Position Changes		4/7/2011
Banner - Place Job on Leave (Leave Form)	60 Records Management	Banner Data Entry Guides	2/13/2012
Banner - Position Conversion	60 Records Management	Banner Data Entry Guides	2/13/2012
Banner - Position-Related Data Entry for Single Positions	60 Records Management	Banner Data Entry Guides	2/13/2012
Banner - Prof Review	60 Records Management	Banner Data Entry Guides	3/1/2012
Banner - Promotion and Tenure	60 Records Management	Banner Data Entry Guides	2/13/2012
Banner - Reappointment or Rehire	60 Records Management	Banner Data Entry Guides	2/13/2012
Banner - Reclassification	60 Records Management	Banner Data Entry Guides	2/13/2012
Banner - Sabbatacial	60 Records Management	Banner Data Entry Guides	2/13/2012
Banner - Secondary Job: Adding	60 Records Management	Banner Data Entry Guides	2/13/2012
Banner - Stipend Job	60 Records Management	Banner Data Entry Guides	10/6/2011
Banner - Tenured Administrator	60 Records Management	Banner Data Entry Guides	3/1/2012
Banner - Terminate Job or Employment	60 Records Management	Banner Data Entry Guides	2/13/2012
Banner - Update Employee Information	60 Records Management	Workflow Charts	10/25/2011
Banner Job Activity - 2010 Q1	80 Monitoring and Metrics	Banner Job Metrics	7/28/2010
Banner Job Activity - 2010 Q2	80 Monitoring and Metrics	Banner Job Metrics	7/28/2010
Banner Job Activity - 2010 Q3	80 Monitoring and Metrics	Banner Job Metrics	12/20/2010

Tips and Tricks

If there are documents that you use often, create a shortcut (PC) or make an alias (Mac) to put on your desktop.

1. Put your cursor on the file and right click. Select "create shortcut" or "make alias."
2. This shortcut/alias will automatically be updated when new versions are posted.
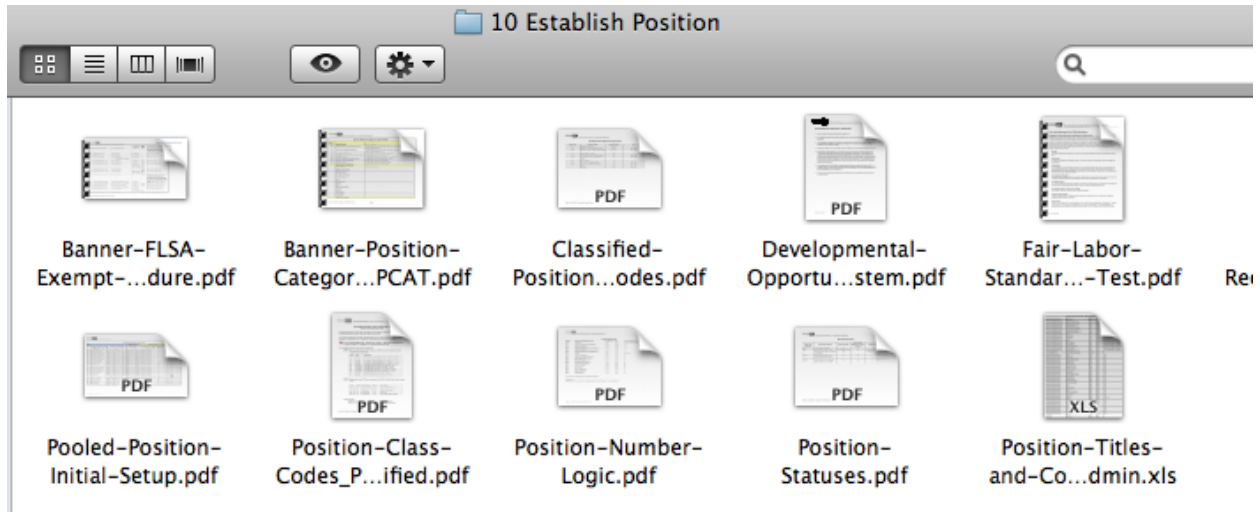
Problems and Questions

Can't see folders?
Your permissions may not be set up correctly. Contact the Office of Human Resources, Strategic and Technical Services, x7-8076

Can see folder, but not a particular file.
File was loaded incorrectly. Contact Office of Human Resources, Training and Organizational Effectiveness, x7-3207.

The Document Index links are broken.
Contact Office of Human Resources, Training and Organizational Effectiveness, x7-3207.