

Working on a File that is on the SharePoint Site

You can work directly on files that are stored on the SharePoint site. The main difference between working on a file that is on the SharePoint and working on a file that is on your hard drive is the process of “check out” and “check in.” If you work on a file while it is on the SharePoint site, you need to lock the file (check it out) so it can’t be changed by someone else while you are working on it. After you have made your changes, you unlock the file (check it in). Note that you must have permission to change files. For example, members of the MO–15 users group can change files in the “Internal Documents” library but not in the “Open Documents” library.

Overview

- I) Open and check out the file.
- III) Work on the file.
- III) Close and check in the file.

Details

I) **Open and check out the file.** In this example, the file is in the following folder in the “Internal Documents” library: Rapid Carbon Assessment > Data > Workbooks > 15–8. Although it is not required in this case, you should get in the habit of first selecting the *library* containing the folder. In the sample below, click on “Internal Documents” not on “Rapid Carbon Assessment.”

The screenshot shows a SharePoint site for the MLRA Regional Office 15. The browser window title is "Home - MLRA Regional Office 15 - Windows Internet Explorer". The address bar shows the URL "https://nrsc.sc.egov.usda.gov/ssra/mo-15/default.aspx". The page content includes a navigation menu on the left with "Internal Documents" selected. The main content area displays a table of files in the "Internal Documents" library. The table has columns for Type, Name, File Size, and Modified. The files listed include folders like "About Publications", "About SharePoint", "Business plans", "Ecological Site Inventory", "Florida Map Unit Evaluations", "Florida MLRA Documents", "Florida NASTS Info", "Florida Subaqueous Soils (Presentation)", "GIS", "Manuscripts", "Meetings", "Miscellaneous", "PRR Reports for 15-1", "PRR Reports for 15-4", "Rapid Carbon Assessment", and files like "Converter failed to save file", "FLSS_Conference_629111", "Henry-Benton Final Field Review", "MSSWorkPin2010A", and "Quincy June 2010_final". The "Open Documents" library is also visible at the bottom of the page.

After selecting the library, select the folder.

Internal Documents - Windows Internet Explorer

https://nracs.sc.egov.usda.gov/ssra/mo-15/Internal%20Documents/Forms/AllItems.aspx

Internal Documents

NRCS Share Point Sites > NRCS Soil Survey & Resource Assessment Deputy Area > MLRA Regional Office 15

Welcome AGEAST\Aaron.Achen

Home Auburn 15-4 Fort Myers 15-8 Mayaguez 15-9 Meridan 15-2 Mobile 15-3 Quincy 15-6 Tavares 15-7 Tifton 15-5 Tupelo 15-1

Internal Documents

Share a document with the team by adding it to this document library. This library is only accessible to "MLRA Regional Office 15 Members." It is not visible to outside visitors.

Type	Name	File Size	Title	Checked Out To	Modified	Modified By
Folder	About Publications		About Publications		1/28/2009 11:05 AM	AGEAST\Aaron.Achen
Folder	About SharePoint		About SharePoint		10/8/2008 2:45 PM	AGEAST\Aaron.Achen
Folder	Business plans		Business plans		9/24/2009 2:40 PM	AGEAST\Aaron.Achen
Folder	Ecological Site Inventory		Ecological Site Inventory		5/27/2011 1:27 PM	AGEAST\Aaron.Achen
Folder	Florida Map Unit Evaluations		Florida Map Unit Evaluations		2/9/2009 1:51 PM	AGEAST\Yick.a.robins
Folder	Florida MLRA Documents		Florida MLRA Documents		10/22/2008 8:14 AM	AGEAST\Yick.a.robins
Folder	Florida NASSIS Info		Florida NASSIS Info		6/22/2009 2:07 PM	AGEAST\darrel.leach
Folder	Florida Subaqueous Soils (Presentation)		Florida Subaqueous Soils (Presentation)		10/21/2008 12:15 PM	AGEAST\Yick.a.robins
Folder	GIS		GIS		11/20/2008 2:58 PM	AGEAST\Aaron.Achen
Folder	Manuscripts		Manuscripts		6/15/2009 9:38 AM	AGEAST\Aaron.Achen
Folder	Meetings		Meetings		4/2/2009 11:14 AM	AGEAST\Aaron.Achen
Folder	Miscellaneous		Miscellaneous		8/9/2010 11:45 AM	AGEAST\Aaron.Achen
Folder	PFR Reports for 15-1		PFR Reports for 15-1		2/24/2009 12:34 PM	AGEAST\scott.anderson
Folder	PFR Reports for 15-4		PFR Reports for 15-4		2/25/2009 7:58 AM	AGEAST\scott.anderson
Folder	Rapid Carbon Assessment		Rapid Carbon Assessment		6/15/2010 10:53 AM	AGEAST\Aaron.Achen
File	Converter failed to save file	45 KB	Trouble shooting for Microsoft Office over SharePoint		8/13/2010 9:21 AM	AGEAST\Aaron.Achen
File	FLSS_Conference_629111	22136 KB	2011_FL_Work_Planning Conf		7/5/2010 1:53 AM	AGEAST\Yick.a.robins
File	Henry-Benton Final Field Review	8549 KB			1/26/2011 8:46 AM	doug.slabough
File	MSSWorkPn2010A	148 KB	2010 Mississippi Soil Survey Work Planning Conference		2/19/2010 3:00 PM	AGCENTRAL\delaney.johnson
File	Quincy June 2010_final	15460 KB	Area 1 - Office		6/29/2010 10:56 AM	AGEAST\Christopher.Davis
File	Soil Survey Update Implementation Guide for MO-15 revised	1234 KB	Slide 1		10/20/2008 12:04 PM	AGEAST\Yick.a.robins
File	USDA NRCS NCGC Elevation Update 5 November 2009	6852 KB	USDA NRCS NCGC Elevation Update 5 November		11/9/2009 9:19 AM	AGEAST\p.e.norris

Internal Documents - Windows Internet Explorer

https://nracs.sc.egov.usda.gov/ssra/mo-15/Internal%20Documents/Forms/AllItems.aspx?RootFolder=%2fssra%2fmo%2d15%2fInternal%20Documents%2fRapid%20Carbon%20Assessment%2fData&F

Internal Documents

NRCS Share Point Sites > NRCS Soil Survey & Resource Assessment Deputy Area > MLRA Regional Office 15

Welcome AGEAST\Aaron.Achen

Home Auburn 15-4 Fort Myers 15-8 Mayaguez 15-9 Meridan 15-2 Mobile 15-3 Quincy 15-6 Tavares 15-7 Tifton 15-5 Tupelo 15-1

Internal Documents

Share a document with the team by adding it to this document library. This library is only accessible to "MLRA Regional Office 15 Members." It is not visible to outside visitors.

Type	Name	File Size	Title	Checked Out To	Modified	Modified By
Folder	Data		Data		3/16/2011 9:31 AM	AGEAST\Aaron.Achen
Folder	RaCA Update Map		RaCA Update Map		4/6/2011 3:01 PM	AGEAST\yvia.long
File	rac_a_usda_nrcs_gridded_surgo_12302009		rac_a_usda_nrcs_gridded_surgo_12302009		4/12/2011 7:44 AM	AGEAST\p.e.norris
Folder	Training materials		Training materials		6/15/2010 10:54 AM	AGEAST\Aaron.Achen
Folder	Training Videos		Training Videos		3/16/2011 9:35 AM	AGEAST\Aaron.Achen
File	RCA Factsheet	88 KB	Factsheet for landowners		11/23/2010 12:48 PM	AGEAST\Aaron.Achen

Internal Documents - Windows Internet Explorer

https://nracs.sc.egov.usda.gov/ssra/mo-15/Internal%20Documents/Forms/AllItems.aspx?RootFolder=%2fssra%2fmo%2d15%2fInternal%20Documents%2fRapid%20Carbon%20Assessment%2fData&F

Internal Documents

NRCS Share Point Sites > NRCS Soil Survey & Resource Assessment Deputy Area > MLRA Regional Office 15

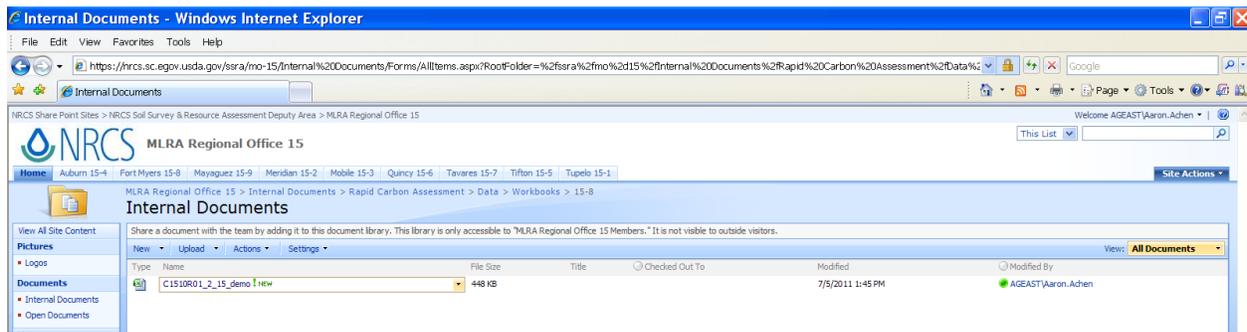
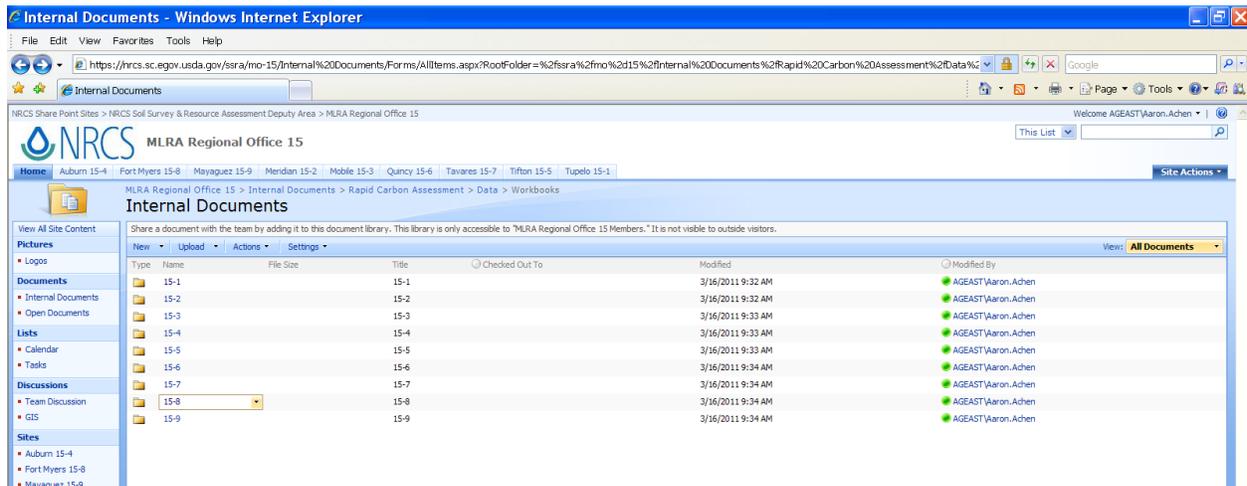
Welcome AGEAST\Aaron.Achen

Home Auburn 15-4 Fort Myers 15-8 Mayaguez 15-9 Meridan 15-2 Mobile 15-3 Quincy 15-6 Tavares 15-7 Tifton 15-5 Tupelo 15-1

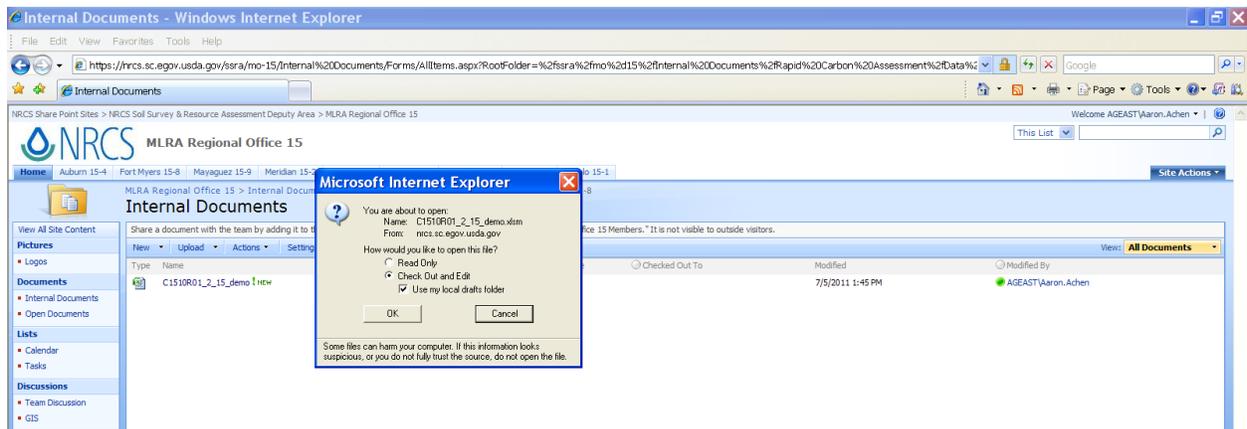
Internal Documents

Share a document with the team by adding it to this document library. This library is only accessible to "MLRA Regional Office 15 Members." It is not visible to outside visitors.

Type	Name	File Size	Title	Checked Out To	Modified	Modified By
Folder	Workbooks		Workbooks		3/16/2011 9:32 AM	AGEAST\Aaron.Achen



Click on the file. A pop-up menu will give you the choice of "Read Only" or "Check Out and Edit." Select the latter and click on "OK."



II) Work on the file. After you check out the file, it should open in the customary way.

C1510R01_2_15_demo.xlsm - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Acrobat

Cut Copy Paste Format Painter Clipboard Font Alignment Number Conditional Formatting as Table

Security Warning Macros have been disabled. Options...

B3 H, Yamataki, J. Cruz.

	A	B	C	D	E	F	G	H	I	J	K	M
1		RaCA 2.15	Click to see instructions for this form									
3	Collector(s)	H, Yamataki, J. Cruz.					Date	3/22/2011				
4	User site id	C1510R01	MO Office	Soil group id								
5	Plot layout	standard cluster	MO15									
7	LOCATION	RaCA site id	C1510R01		Offset azimuth	72	Offset distance					
8	LATITUDE				LONGITUDE							
9	Degrees	Minutes	Seconds	Direction	Degrees	Minutes	Seconds	Direction	Datum			
10	26	58	32.98	N	80	32	17.08	W	WGS84			
12	Ecological site id	156BY012FL										
13	Ecological site name	Wetland Hardwood Hammock										
14	Ecological state id	12										
15	Ecological state name	Wetland Hardwood Hammock										
16	Community phase id											
17	Com phase name											
18	Land cover	grass/herbaceous cover		<input checked="" type="checkbox"/> Drained?								
19	Pct exposed soil	2	Distance to disturbance	32	Disturbance type	unpaved road						

Make changes as normal.

C1510R01_2_15_demo.xlsm - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Acrobat

Cut Copy Paste Format Painter Clipboard Font Alignment Number Conditional Formatting as Table

Security Warning Macros have been disabled. Options...

B3 CHANGE MADE FOR DEMONSTRATION PURPOSES

	A	B	C	D	E	F	G	H	I	J	K	M
1		RaCA 2.15	Click to see instructions for this form									
3	Collector(s)	CHANGE MADE FOR DEMONSTRATION PURPOSES					Date	3/22/2011				
4	User site id	C1510R01	MO Office	Soil group id								
5	Plot layout	standard cluster	MO15									
7	LOCATION	RaCA site id	C1510R01		Offset azimuth	72	Offset distance					
8	LATITUDE				LONGITUDE							
9	Degrees	Minutes	Seconds	Direction	Degrees	Minutes	Seconds	Direction	Datum			
10	26	58	32.98	N	80	32	17.08	W	WGS84			
12	Ecological site id	156BY012FL										
13	Ecological site name	Wetland Hardwood Hammock										
14	Ecological state id	12										
15	Ecological state name	Wetland Hardwood Hammock										
16	Community phase id											
17	Com phase name											
18	Land cover	grass/herbaceous cover		<input checked="" type="checkbox"/> Drained?								
19	Pct exposed soil	2	Distance to disturbance	32	Disturbance type	unpaved road						

III) Close and check in the file. Close the file as you would normally close a file.

The screenshot shows the Microsoft Excel interface with the 'File' menu open. The 'Close' option is highlighted at the bottom of the menu. The background spreadsheet contains the following data:

CHANGE MADE FOR DEMONSTRATION PURPOSES																	
LOCATION		RaCA site id		C1510R01		Offset azimuth		72		Offset distance							
LATITUDE					LONGITUDE												
Degrees		Minutes		Seconds		Direction		Datum									
26		58		32.98		N		80		32		17.08		W		WGS84	
Ecological site id		156BY012FL															
Ecological site name		Wetland Hardwood Hammock															
Ecological state id		12															
Ecological state name		Wetland Hardwood Hammock															
Community phase id																	
Com phase name																	
Land cover		grass/herbaceous cover		<input checked="" type="checkbox"/> Drained?													
Pct exposed soil		2		Distance to disturbance		32		Disturbance type		unpaved road							

Save the changes (select yes).

The screenshot shows the Microsoft Excel interface with the 'Save' dialog box open. The 'Yes' button is selected. The background spreadsheet is the same as in the previous screenshot.

Check in the file (select yes).

The screenshot shows the Microsoft Excel interface with the file 'C1510R01_2_15_demo.xlsm'. The ribbon includes Home, Insert, Page Layout, Formulas, Data, Review, View, and Acrobat. A security warning banner at the top states 'Macros have been disabled.' with an 'Options...' button. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	M	
1		RaCA 2.15	Click to see instructions for this form										
3	Collector(s)								Date	3/22/2011			
4	User site id	C1510R01	MO Office	Soil group id									
5	Plot layout	standard cluster	MO15										
7	LOCATION	RaCA site id	C1510R01		Offset azimuth	72	Offset distance						
8	LATITUDE				LONGITUDE								
9	Degrees	Minutes	Seconds	Direction	Degrees	Minutes	Seconds	Direction	Datum				
10	26	58	32.98	N	80	32	17.08	W	WGS84				
12	Ecological site id	156BY012FL											
13	Ecological site name	Wetland Hardwood Hammock											
14	Ecological state id	12											
15	Ecological state name	Wetland Hardwood Hammock											
16	Community phase id												
17	Com phase name												
18	Land cover	grass/herbaceous cover		<input checked="" type="checkbox"/> Drained?									
19	Pct exposed soil	2	Distance to disturbance	32	Disturbance type	unpaved road							

A 'Microsoft Office Excel' dialog box is displayed in the center, with the text: 'Other users cannot see your changes until you check in. Do you want to check in now?' and buttons for 'Yes', 'No', and 'Cancel'.

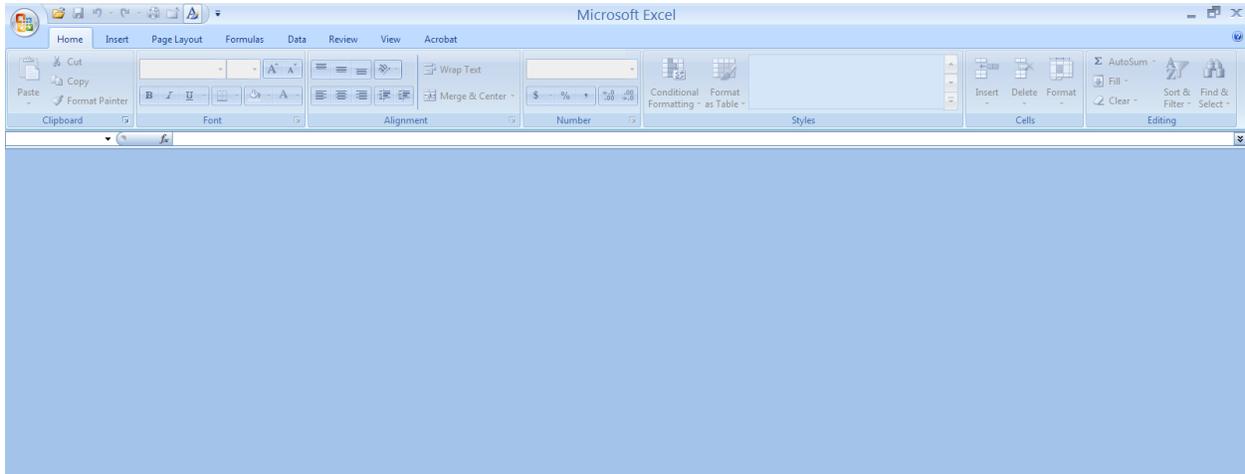
Add version comments if you want.

The screenshot shows the same Microsoft Excel interface. The cell B3 now contains the text 'CHANGE MADE FOR DEMONSTRATION PURPOSES'. The spreadsheet data is updated as follows:

	A	B	C	D	E	F	G	H	I	J	K	M	
1		RaCA 2.15	Click to see instructions for this form										
3	Collector(s)	CHANGE MADE FOR DEMONSTRATION PURPOSES							Date	3/22/2011			
4	User site id	C1510R01	MO Office	Soil group id									
5	Plot layout	standard cluster	MO15										
7	LOCATION	RaCA site id	C1510R01		Offset azimuth	72	Offset distance						
8	LATITUDE				LONGITUDE								
9	Degrees	Minutes	Seconds	Direction	Degrees	Minutes	Seconds	Direction	Datum				
10	26	58	32.98	N									
12	Ecological site id	156BY012FL											
13	Ecological site name	Wetland Hardwood Hammock											
14	Ecological state id	12											
15	Ecological state name	Wetland Hardwood Hammock											
16	Community phase id												
17	Com phase name												
18	Land cover	grass/herbaceous cover		<input type="checkbox"/> Drained?									
19	Pct exposed soil	2	Distance to disturbance	32	Disturbance type	unpaved road							

A 'Check In' dialog box is displayed in the center. It has a title bar 'Check In' and a 'Version Comments' section with a text area containing the text: 'You are not required to add version comments.' Below the text area is a checkbox labeled 'Keep the document checked out after checking in this version.' and buttons for 'OK' and 'Cancel'.

The file will close after you click on "OK."



You should not need to make any further changes on the SharePoint site. Note in the illustration below that the file is not checked out.

