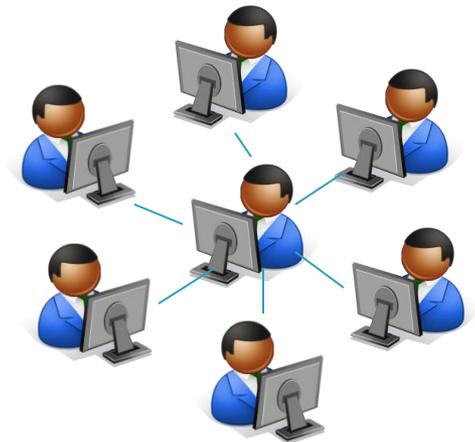


EXTRANET
TUTORIAL



Our Extranet Goals



THE CITY OF ROCKFORD'S EXTRANET

MEET, COLLABORATE, MAKE DECISIONS.



- 1) Draw Business from all Sectors and Engage them in Intelligent Workspaces
- 2) Build upon existing Partnerships and Alliances Strengthening our Channels of Communication
- 3) Identify and Eliminate the Barriers that Prevent the Development of New Partnerships and Business Alliances

Extranet Documentation

A Few Things we can do with the Extranet

- Add, view, edit documents and pictures
- Post announcements for everyone's to see
- Use the calendar for events, meetings, and more
- Create and participate in surveys
- Create and participate in team discussions
- Share web links with everyone in your group
- Get and share contact information and more...

Not all of these are covered in this tutorial

Registration – Logging In

- ▶ You must go to <http://xnet.rockfordil.gov/default.aspx>, to request a user name and password.
- ▶ Complete all the fields shown with a red border to the right. When you're done, click submit/create user.
- ▶ A message will be sent to the official you've selected. The official will approve your request and you will be sent a confirmation e-mail containing your username and password.
- ▶ The password sent to you is a generic password, and we strongly recommend you change your password as shown in the blue bordered area at the right.

Login

Request Membership

Please select the City Official who invited you.

Select an Official

User Name:

First Name:

Last Name:

Email:

Type the characters in the picture below.

Picture: 

The picture contains 6 characters.

Characters:

[Can't see the word?](#)

Change Password

Change Your Password

Password:

New Password:

Confirm New Password:

Overview



Once Logged-In you'll be redirected to a page that shows which sites you have permissions to.

The City of Rockford's Extranet

Welcome employee 1 | This Site: The City of Rockford

The City of Rockford's Extranet RHA Rockford EDC The Element Budget Finance Advisory Group

View All Site Content

Documents

- Shared Documents

Lists

- Calendar
- Tasks

Discussions

- Team Discussion

Sites

People and Groups

- RHA
- Rockford EDC
- The Element
- Budget Finance Advisory Group

Rockford's Extranet

Welcome to Rockford's Extranet.

Our Extranet Initiative was developed to:

- Draw Business from all Sectors and Engage them in Intelligent Workspaces
- Build upon existing Partnerships and Alliances Strengthening our Channels of Communication
- Identify and Eliminate the Barriers that Prevent the Development of New Partnerships and Business Alliances

THE CITY OF ROCKFORD'S EXTRANET
MEET. COLLABORATE. MAKE DECISIONS.

Sites I have permissions to...

- * Budget Finance Advisory Group
- * RHA
- * Rockford EDC
- * The Element

Announcements

Excellence Everywhere! 10/19/2009 11:05 AM
by xnetadmin

Welcoming all Business Partnerships and Agency Alliances. We're proud you've chosen to do business with the City of Rockford. Log-In, Conduct Meetings, Collaborate, Make Decisions, and Achieve Excellent Goals with an Excellent Rockford.

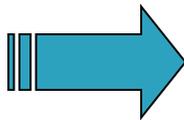
Calendar

There are currently no upcoming events.

Overview – What's What?

This is your Quicklaunch menu.

•Clicking on the bold text takes you to the corresponding list, site, or document library.



The screenshot shows the City of Rockford's Extranet website. At the top, there is a navigation bar with tabs for "The City of Rockford's Extranet", "Community and Economic Development", "RMAP Policy Board", and "Census 2010". Below this is a sidebar menu with categories: Documents (Shared Documents), Lists (Calendar, Tasks), Discussions (Team Discussion), Sites, People and Groups, Community and Economic Development (Code Enforcement, Construction Services, Economic Development, Historic Preservation, Planning, Redevelopment, Residential Services and Neighborhoods, ZBA and LAB), RMAP Policy Board, and Census 2010. The main content area features a "Welcome to Rockford's Extranet" message, a central graphic with the text "THE CITY OF ROCKFORD'S EXTRANET" and "MEET, COLLABORATE, MAKE DECISIONS.", and a list of three bullet points under "Our Extranet was developed to:". Below this is an "Announcements" section with a post titled "Excellence Everywhere!" dated 10/19/2009 11:05 AM. A "Calendar" section at the bottom states "There are currently no upcoming events." On the right side, there are sections for "Login", "Request Membership" (with a dropdown menu and input fields for User Name, First Name, Last Name, and Email), and "Change Password" (with input fields for Password, New Password, and Confirm New Password, and "Submit" and "Change Password" buttons).

Clicking any of these tabs at the top will take you to that site.

Moving Around – What's what?

You can click the BACK button to go back to the previous page (this works on any website).

This tells you where you currently are.

These are BREAD CRUMBS. These track where you've been. You can always click on a bread crumb to go back to a page you've already visited.

The screenshot shows an Internet Explorer browser window with the address bar displaying `https://xnet.rockfordil.gov/greenteam/default.aspx`. The browser's navigation buttons (Back, Forward, Stop, Refresh) are visible. The website content includes the City of Rockford logo and a navigation menu with items like 'Green Team' and 'Metro Centre Board'. A breadcrumb trail at the bottom of the page reads 'The City of Rockford's Extranet > Green Team'. The main content area features a 'GREEN Team' heading and a paragraph: 'The GREEN Team is made up of personnel from City staff and the private organization Winnebago County Green Communities Coalition. The Team meets to discuss...'

Web Parts – What's what?

There are several sections, called *web parts*, on each SharePoint page that are viewable by anyone who has access to the page. If you don't see the particular items within a web part you may not have access to it.

• Announcements

• Calendar

• Links (also known as a List)

• Document Library

• The Quicklaunch menu for more options

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'City of Rockford - Community Development' page. The page features a navigation menu at the top with links like 'Home', 'City Council', 'Community Development', 'Mayor's Office', etc. Below the navigation, there is a 'Quicklaunch' menu on the left side, which is highlighted with a pink border. The main content area is divided into several web parts, each highlighted with a different color:

- Announcements:** A red-bordered box highlights the 'Announcements' web part, which lists three items: 'RACVB Annual Meeting', 'FMLA Source New Procedures beginning 10/15/08', and 'Employee Computer Training Assistance'.
- Calendar:** A blue-bordered box highlights the 'Calendar' web part, showing a calendar for October 2008 with events like 'CoCoWeen', 'Playhouse Disney Live', and 'The Dog Whisperer'.
- Links:** A green-bordered box highlights the 'Links' web part, which contains a list of external links such as 'City of Rockford website', 'Rockford Area Economic Development Council', and 'Avery templates'.
- City-Wide Documents:** An orange-bordered box highlights the 'City-Wide Documents' web part, which displays a table of documents with columns for 'Type', 'Name', and 'Modified By'.

| Type | Name | Modified By |
|------|---|----------------|
| | RVC Business Outreach Programs | Arianne Clarke |
| | Flu Shots | Arianne Clarke |
| | Housing and Economic Recovery Act News Release 2008 | Arianne Clarke |
| | Housing and Economic Recovery Act 2008 | Arianne Clarke |
| | Outside Agencies Phone List | Arianne Clarke |

Adding Content – What’s what?

Announcements, **Links**, and **City-Wide Documents** all have a HYPERLINK at the bottom of their section for adding content.

Announcements

RACVB Annual Meeting @ 10/6/2008 4:54 PM
by Arianne Clarke
Please let Arianne know if you are interested in attending!
Keynote Speaker: Max Reim, Live/Work/Learn/Play, LLP
Date: Thursday, October 23, 2008
Location: Metro Centre

See attached for more information

FMLA Source New Procedures beginning 10/15/08 @ 10/3/2008 1:34 PM
by Arianne Clarke
Please view the attached document on the new phone system for FMLA.

Employee Computer Training Assistance 10/3/2008 12:46 PM
by Arianne Clarke
The City is looking for knowledgeable employees willing to add their name to a list of inside "experts" on computer programs. Adding your name to the list means you're willing to help other City employees with problems they may be having on a...

[Add new announcement](#)

Links

- City of Rockford website
- Rockford Area Economic Development Council
- Avery templates
- Purchasing's budget worksheets

[Add new link](#)

City-Wide Documents

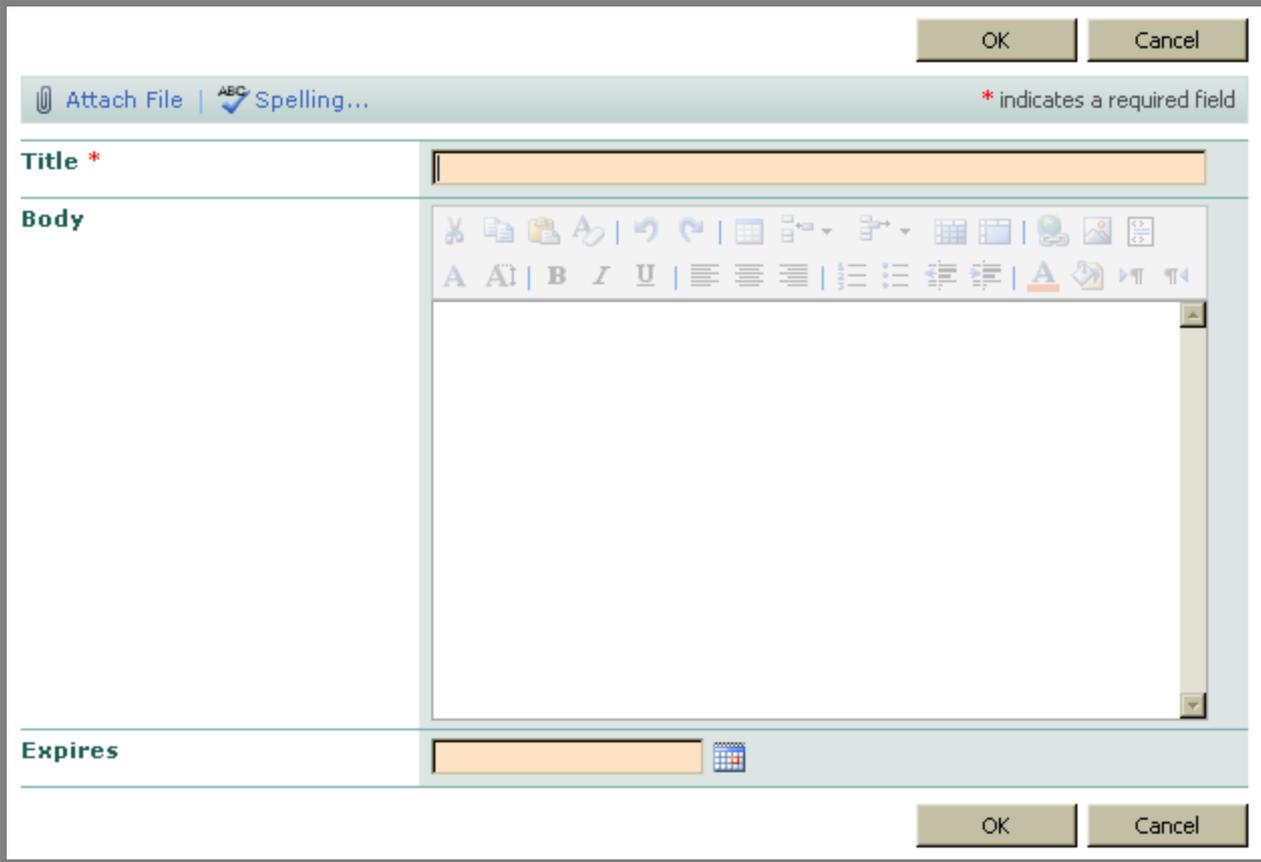
| Type | Name | Modified By |
|------|---|----------------|
| | RVC Business Outreach Programs | Arianne Clarke |
| | Flu Shots | Arianne Clarke |
| | Housing and Economic Recovery Act News Release 2008 | Arianne Clarke |
| | Housing and Economic Recovery Act 2008 | Arianne Clarke |
| | Outside Agencies Phone List | Arianne Clarke |

[Add new document](#)

If you do not see the “add new” links you don’t have permission to add/edit content for that item

Adding an Announcement

- The TITLE you enter is what will appear on the main page.
- The BODY is the message you want to get across
- If you choose a date in the EXPIRES field, the announcement will disappear on that date.
- You can add a file to your announcement by clicking on the 
- To spell check your announcement, click the  button.



The screenshot shows a dialog box for adding an announcement. It features a title bar with an 'Attach File' button and an 'ABC Spelling...' button. The main content area is divided into three sections: 'Title *' with a text input field, 'Body' with a rich text editor toolbar and a large text area, and 'Expires' with a date input field and a calendar icon. 'OK' and 'Cancel' buttons are located at the top and bottom right. A note '* indicates a required field' is present in the top right corner.

•Click OK when you're done.

Adding a Link

These are hyperlinks to web sites you want to share with others.

- To add a link, you will need the website address (e.g. www.rockfordil.gov)
- One of the easier ways to get a hyperlink is to visit that page. The hyperlink to that website will be in the ADDRESS BAR at the top of your screen.
 - Highlight the hyperlink in the address bar
 - Select copy



When you select the “Add New” link, you will get the screen at the right.



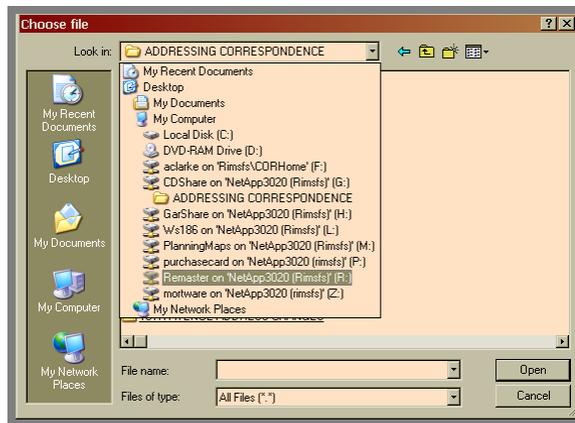
- Paste or type the hyperlink in the URL field.
- Enter a description for the website
- Notes are optional
- Hit OK when you're finished

A screenshot of a web form titled "Links: New Item". The breadcrumb navigation at the top reads "City of Rockford > Community Development > Links > New Item". There are "OK" and "Cancel" buttons at the top right. Below the title is a "Spelling..." section with a checkmark and a note that "* indicates a required field". The "URL" field is marked with a red asterisk and contains "http://". To its right is a "Type the Web address: (Click here to test)" label and a text input field containing "http://". Below that is a "Type the description:" label and a text input field. At the bottom is a "Notes" section with a large text area. "OK" and "Cancel" buttons are at the bottom right.

Adding a Document

Reference Slide 10
Add a Document Link

- You must locate the document you want to add by clicking on the Browse button.
- Locate your document and click OPEN.



If you check *Overwrite existing files*, when you click OK, if there is another document with the same name as the one you've selected, the existing one will be replaced with the new one.

Upload Document

Browse to the document you intend to upload.

Name:

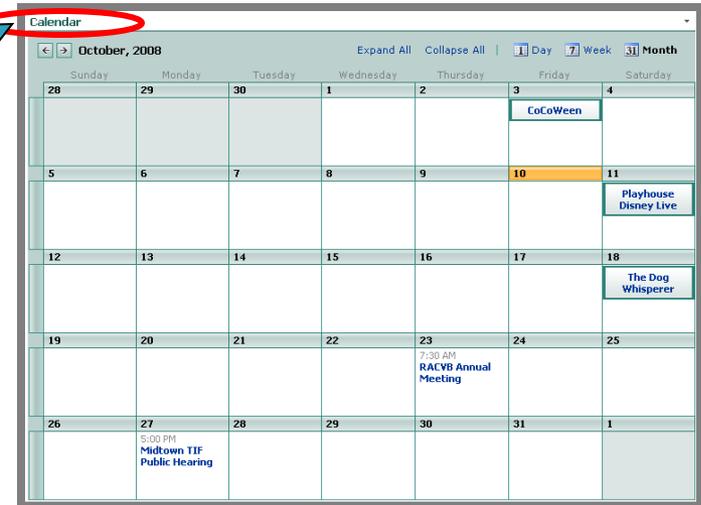
[Upload Multiple Files...](#)

Overwrite existing files

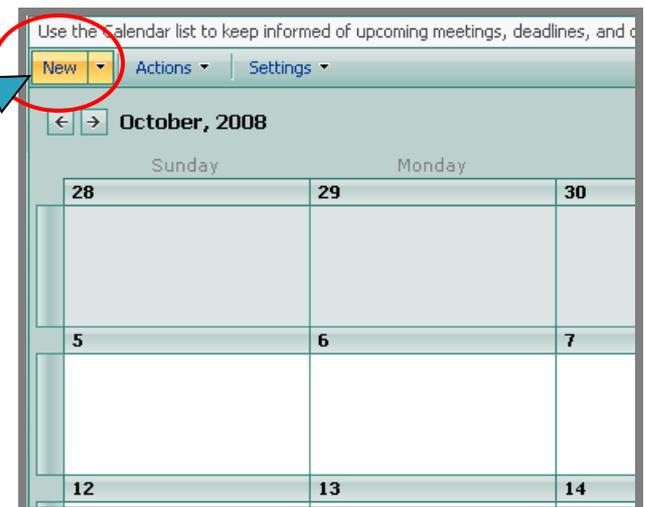
Adding Content to the Calendar

The calendar is a little more tricky.

Click on the word, CALENDAR

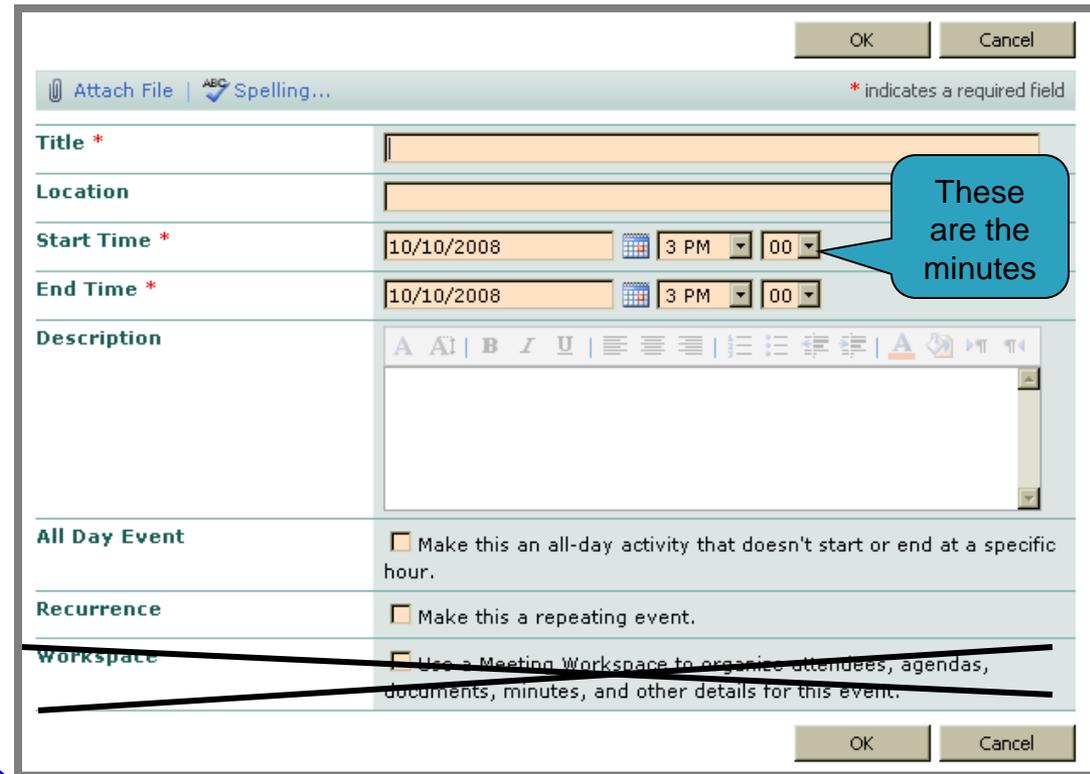


Click NEW at the top left of the calendar, view next slide...



Adding Content to the Calendar, cont.

- The TITLE is what users will see in the calendar
- The LOCATION is the location of the event
- START TIME and END TIME are the times of the events
- DESCRIPTION should explain what the event is
- If you check ALL DAY EVENT, there will not be a start and end time
- If you check RECURRENCE, you'll need to complete the recurring time from the box at the bottom right.
- Don't check WORKSPACE.
- You can add a file to your announcement by clicking on the 
- To spell check your announcement, click the  ton.
- Click OK when you're done.



Attach File |  Spelling... * indicates a required field

Title *

Location

Start Time * 10/10/2008 3 PM 00

End Time * 10/10/2008 3 PM 00

Description

All Day Event Make this an all-day activity that doesn't start or end at a specific hour.

Recurrence Make this a repeating event.

~~**Workspace** Use a Meeting Workspace to organize attendees, agendas, documents, minutes, and other details for this event.~~

OK Cancel



Recurrence

Make this a repeating event.

Pattern

Daily Every 1 day(s)

Weekly

Monthly

Yearly

Every weekday

Date Range

Start Date 10/10/2008

No end date

End after: 10 occurrence(s)

End by:

Drop-Down Boxes

For many items on the Extranet there is a drop-down box. Get in the habit of checking the drop-down before clicking on an item. Sometimes the drop-down contains the option you're looking for. This is especially needed for Discussion Boards.

Announcements

Use the Announcements list for announcements that your team members will find interesting or useful.

Actions ▾

| Title | Date |
|---------------------------------------|--------------------|
| Green Street & South Henrietta Avenue | |
| Loomis Street & Dickerman Street | 11/14/2008 8:40 AM |
| 2009 Vacation Selections | 11/7/2008 9:38 AM |
| Company Calendars | 10/29/2008 4:20 PM |
| Forest Hills Road | 10/29/2008 9:19 AM |

View Item
Alert Me

Links

Use the Links list for links to Web pages that your team members will find interesting or useful.

Actions ▾

| Type | Edit | URL |
|--|------|-----|
| Code and Regulations Committee Home Page | | |
| City of Rockford Code of Ordinances | | |

View Item
Alert Me

Team Discussion

Use the Team Discussion list to hold newsgroup-style discussions on topics relevant to your team.

New ▾ Actions ▾

Subject

eGov vs Civic Plus demo sites

Using Shareware on a Government Website?

Graham Spencer

e.GOV

CivicPlus

InCommand

View Item
Edit Item
Delete Item
Alert Me

Shared Documents

Share a document with the team by adding it to this document library.

New ▾ Upload ▾ Actions ▾

| Type | Name |
|--|------|
| Civic Plus Bid | |
| eGov Access Documentation | |
| eGov bid | |
| eGov Cheat_Sheet_Town | |
| eGov Content Window Service Integration Guide v1.0 | |
| Graham Spencer bid | |
| Graham Spencer Program reviews | |
| In Command Technologies bid | |

View Properties
Edit Properties
Delete
Send To
Check Out
Workflows
Alert Me

Getting additional information

Anytime you click on the heading for a section, you can get more information on the items in that section.

Announcements

Anniversaries this month (October) 10/1/2008 3:50 PM
by Arianne Clarke
Glenn Lamb, 10/22
Dan Burrows, 10/27
Stewart Cruden, 10/22

Birthdays this month (October) 10/1/2008 3:49 PM
by Arianne Clarke
Todd Cagnoni, 10/5
Liz Jurasek, 10/31
Rob Lamb, 10/11
Wicki Manson, 10/15
Mark Cerutti, 10/14
Len Vitale 10/27

New Rockford Website is in the Works! 9/30/2008 2:48 PM
by Arianne Clarke
A group of employees is reviewing the proposals submitted for designing and creating a new website. In this process, we would also like to think about what changes we should make for our own department.
Please give us any suggestions you can. You...

City of Rockford > Community Development > Team > CD Only Documents

CD Only Documents

Share a document within Community Development by adding it to this document library.

New Upload Actions Settings View: All Documents

| Type | Name | Modified | Modified By |
|------|--------------------------------------|-------------------|----------------|
| | CD Fax Form 2008 | 9/30/2008 2:37 PM | Arianne Clarke |
| | CD Letterhead | 9/30/2008 2:35 PM | Arianne Clarke |
| | CD Memo Rev | 9/30/2008 2:36 PM | Arianne Clarke |
| | CD Phone List | 9/8/2008 2:26 PM | Arianne Clarke |
| | REQUEST FOR TIME OFF | 9/30/2008 2:46 PM | Arianne Clarke |
| | Senior Mgmt Quarterly meeting 9-9-08 | 9/8/2008 5:05 PM | Richard May |

Announcements

Use the Announcements list to post messages on the home page of your site.

New Actions Settings View: All items

| Title | Modified |
|---|--------------------|
| Anniversaries this month (October) | 10/1/2008 3:50 PM |
| Birthdays this month (October) | 10/1/2008 3:49 PM |
| New Rockford Website is in the Works! | 9/30/2008 2:48 PM |
| Get Started with Windows SharePoint Services! | 8/29/2008 11:18 AM |

E-Mail Alerts

You can set up email alerts for just about everything on the Extranet. For example when a document, List, or Calendar Item is updated, created, or deleted. This keeps you informed without having to keep checking back.

Click the heading for the item you want to receive an e-mail for.

Announcements

Open Enrollment - November 3rd to December 3rd

by Maria Johnson

Once a year, the Human Resources Department has an Open Enrollment period for all benefit more benefit tips.

...

November Encore Now Available

by Maria Johnson

The November Encore is now available for viewing. Please visit the Human Resources tab.

<http://corweb/hr/Encore/Forms/AllItems.aspx>

Click
ACTIONS,
then ALERT
ME.

City of Rockford > Announcements
Announcements

Use the Announcements list to post messages on the home page of your site.

New ▾ Actions ▾

- Edit in Datasheet**
Bulk edit items using a datasheet format.
- Export to Spreadsheet**
Analyze items with a spreadsheet application.
- View RSS Feed**
Syndicate items with an RSS reader.
- Alert Me**
Receive e-mail notifications when items change.

Table with columns: Title, Staying..., Open E..., Novem..., Wellne..., Health Insurance

E-Mail Alerts, cont.

Complete this screen and click OK.

You will be alerted of any change that occurs on that List, Calendar, or Document Library.

City of Rockford > Announcements > New Alert

New Alert

Use this page to create an e-mail alert notifying you when there are changes to the specified item, document, list, or library.

[View my existing alerts on this site.](#)

OK Cancel

| | |
|--|--|
| Alert Title Enter the title for this alert. This is included in the subject of the e-mail notification sent for this alert. | <input type="text" value="Announcements"/> |
| Send Alerts To This alert will be sent to the e-mail address indicated. | E-mail address: <input type="text" value="Arianne.Clarke@rockfordil.gov"/> |
| Change Type Specify the type of changes that you want to be alerted to. | Only send me alerts when: <input checked="" type="radio"/> All changes <input type="radio"/> New items are added <input type="radio"/> Existing items are modified <input type="radio"/> Items are deleted |
| Send Alerts for These Changes Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view. | Send me an alert when: <input checked="" type="radio"/> Anything changes <input type="radio"/> Someone else changes an announcement <input type="radio"/> Someone else changes an announcement created by me <input type="radio"/> Someone else changes an announcement last modified by me <input type="radio"/> An announcement with an expiration date is added or changed |
| When to Send Alerts Specify how frequently you want to be alerted. | <input checked="" type="radio"/> Send e-mail immediately <input type="radio"/> Send a daily summary <input type="radio"/> Send a weekly summary Time: <input type="text" value="Thursday"/> <input type="text" value="8:00 AM"/> |

E-Mail Alerts, cont.

You will receive the message below once you click OK.



Congratulations

You have successfully
completed the Intro to
the City of Rockford
Extranet Tutorial



Need More Help?

If you're still having a problem, contact:

▶ Kevon Hayes 815.987.5721

▶ E-mail him at webmaster@rockfordil.gov