

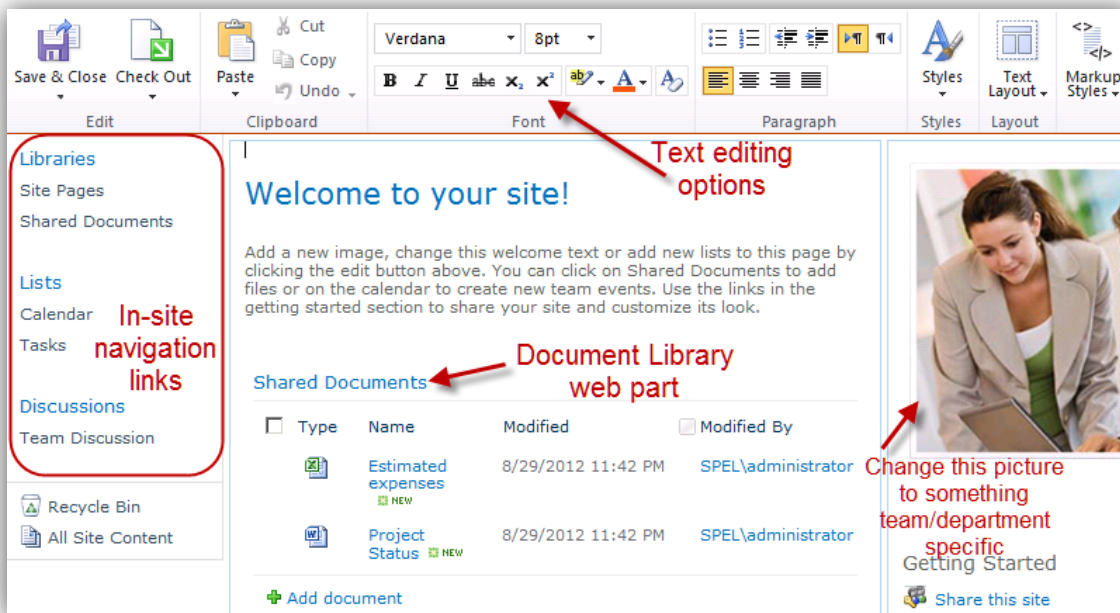
# Help Documents and Images/Screenshots



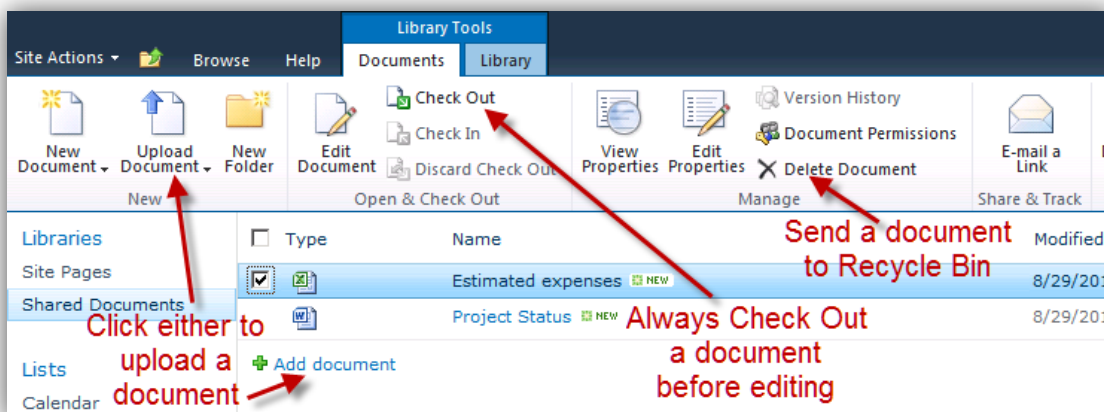
The help documents and images/screenshots are exposed through the VisualSP™ help system on the SharePoint Ribbon and Site Settings page. In addition, a SharePoint administrator can expose the in-house created documents and images through this help system as well.

Below are samples of the help documents and screenshots provided with the VisualSP™ help system. For more information, please visit <http://www.visualsp.com>

## Page modification reference screenshot



## Document library reference screenshot



## Document library reference help document



### Versioning, content approval, and check-out process

- **Versioning** - method by which successive iterations of a document are numbered and saved.
- **Content approval** - method by which site members who have approver permissions control the publication of content.
- **Check-out and Check-in** - methods by which users can better control when a new version of a document is created and also comment on changes that they made when they check a document in.

#### Plan versioning

The default versioning control for a document library depends on the site collection template. However, you can configure versioning control for a document library depending on your particular requirements. Each document library can have a different versioning control that best suits the kind of documents in the library. SharePoint Server 2010 has three versioning options:

- **No versioning** Specifies that no previous versions of documents are saved. When versioning is not being used, previous versions of documents are not retrievable, and document history is...

## SharePoint Governance guidelines

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### 4 RESOURCES

#### Personnel Resources

#### Financial Resources

#### 4.1 Team Roles and Responsibilities

Example:

The SharePoint environments will be managed by two teams: a strategy team and a tactical team. Regardless of what name we ascribe to these teams, they will play distinct roles and have distinct responsibilities. For the purposes of this governance plan, the teams are defined as follows:

##### Strategy Team

This team consists of appropriate **business owners** willing to provide strategic insight and direction for the portal, and able to drive strategic initiatives into their respective organizations. Resources represent a good balance between business and IT, and also centralized control vs. decentralized empowerment. This team is a small, living team reconstructed on a quarterly basis with new volunteers to maintain a fresh perspective on the business and exploit the collective wisdom of the company.

##### Tactical Team

The tactical team consists of three sub teams all charged with supporting the directives of the strategy team: Operations, Support, and Development.

- **Operations: Infrastructure (IT) resources** provide operational support for the system as they help to ensure the enforcement of the governance plan and manage the more routine maintenance of the system by performing nightly backups, usage monitoring and analysis, scheduled task validation, and keeping the system current with security releases and system upgrades.
- **Support: SharePoint site owners, plant system administrators, help desk personnel, and other**