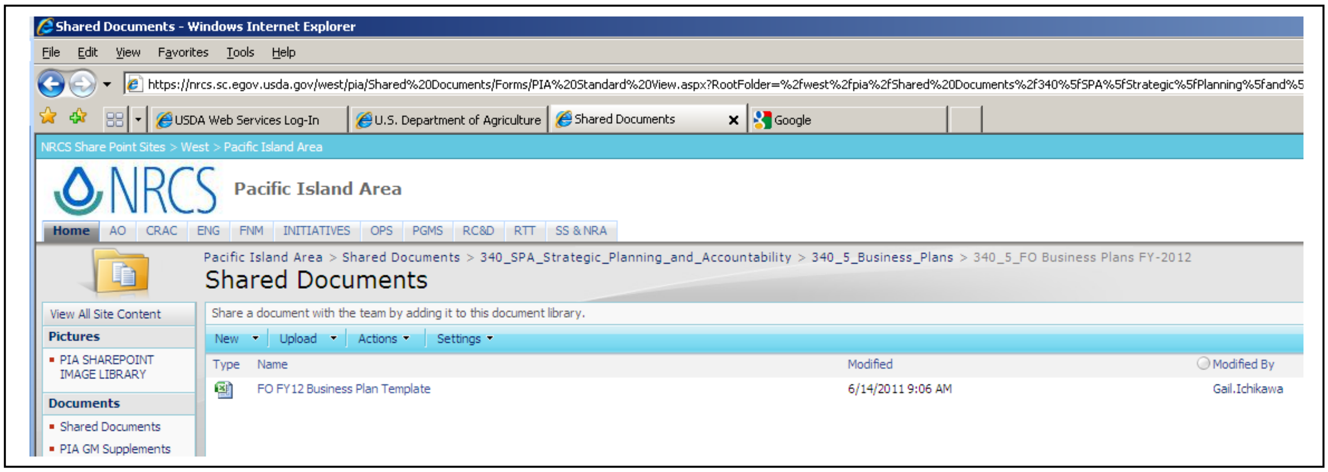
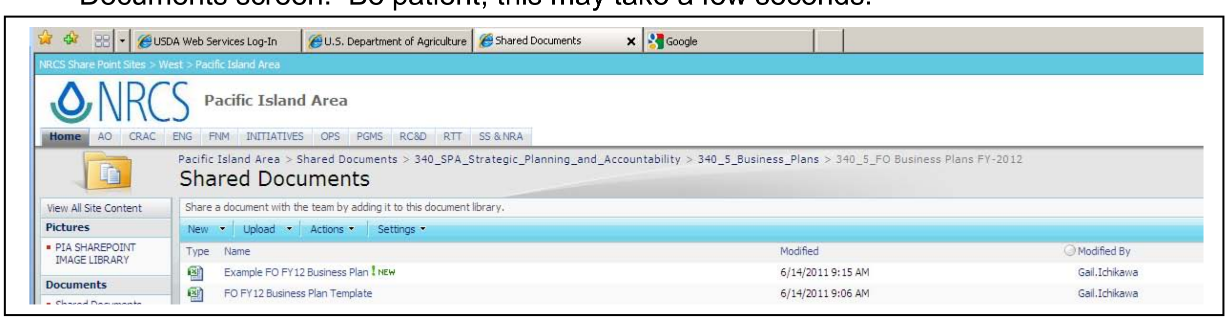
Share Point Instructions for Posting
FY-2012 Draft Field Office Business Plans

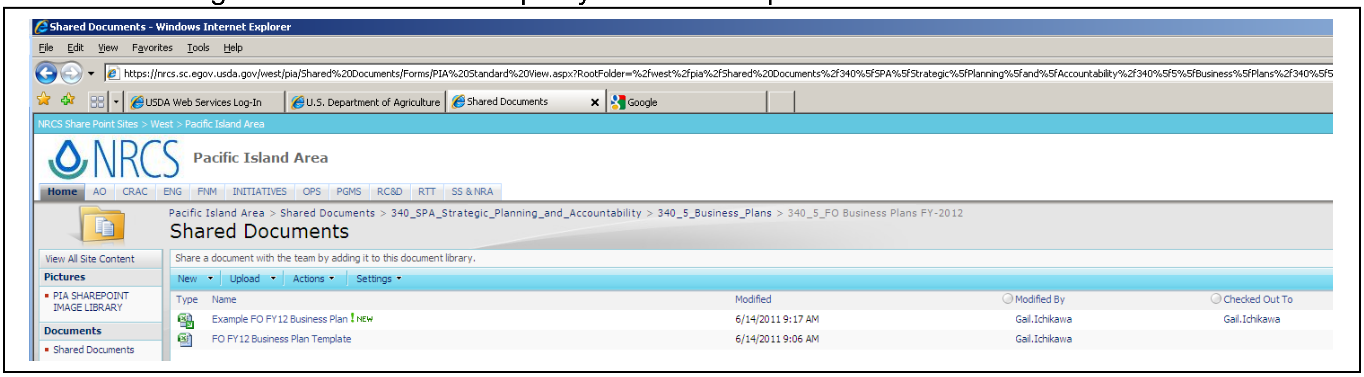
1. **To access the FO Business Plan TEMPLATE:**
   Shortcut: [FO FY12 Business Plan Template]. Or:
   - Open Internet Explorer
   - Access the PIA Share Point site at the following address: https://nrcs.sc.egov.usda.gov/west/pia/default.aspx
   - Click Shared Documents, on the left side column under Documents.
   - Click the 340 SPA folder on the Share Documents page.
   - Click the 340_5_Business_Plans folder.
   - Click the 340_5_FO Business Plans FY-2012 folder. This will bring you to the TEMPLATE.



2. **Make a Copy of the FO Business Plan template file for your own office:**
   - Click the "FO FY12 Business Plan Template" filename to open the EXCEL file.
   - Click the Microsoft logo at the top left of the screen to access the pull down menu.
   - Click Save As.
   - Rename the template for your office by adding your field office name at the beginning of the filename and removing "Template."
   - Click Save.
   - Close the EXCEL file by clicking the "X" at the very top corner of the EXCEL worksheet screen.
   - The Shared Documents page will refresh and your renamed file should appear on the Shared Documents screen. Be patient, this may take a few seconds.



3. **Edit your Business Plan using Check Out:**
   To input data or edit your office business plan, you need to use the “Check Out” function to first open your file. If you do not check out your file first, your edits will NOT be saved. To Check Out your file:
   - Hover over your filename, click the down triangle which appears to the right of the filename.
   - Click Check Out.
   - Click OK. Your filename should reappear with a little green arrow on the left next to the EXCEL “X”.
   - Click the green arrow. This will open your business plan in EXCEL.



4. **Include action items per the instructions in PIA Bulletin PI-340-11-04.**

5. **Save your FO Business Plan using Check In:**
   When you are done editing your business plan, you need to use the “Check In” function. If you do not check in your file, your edits will NOT be saved. To Check In your file:
   - Close the EXCEL file by clicking the “X” at the very top corner of the EXCEL worksheet screen.
   - Click Yes, if the “Do you want to save the changes?” appears.
   - Click Yes, when the “Do you want to check in now?” screen appears.
   - Add Version Comments, if you want to and click OK.
   - The Shared Documents page will refresh and your filename should reappear without the little green arrow to the left of it.