

Subtask A: New Website

SAND2008-2209C

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Overview and Whats Going On?

- **Quick guide to the new website**
 - Documents
 - Calendars
 - Wiki pages
 - Tasks
 - Announcements
- **Future plans**

New Link to Private Workspace

- Private Sharepoint workspace for Annex 18

<http://iea-hia-annex18.sharepointsite.net/Information/default.aspx>

Logging On

- **Emails have been sent out with new passwords**
- **Email me (emstewa@sandia.gov) if you need one**
- **Please change when you log in for security purposes (link within first password email)**
- **Instructions to log on**
 - **Click on the link to the site (in the email)**
 - **Password prompt**
 - **Use your log-in information and click ok.**
 - **Once logged in you will enter the Annex 18 workspace.**

Navigation

Annex 18 Workspace

Home SubtaskA SubtaskB SubtaskC

This Site



Site Actions

View All Site Content

Pictures

- Interesting Pictures from Meetings and Hydrogen Demo Sites

Documents

- Previous Meetings
- USA Hydrogen Demonstration Sites Wiki Page
- Canada Demonstration Sites Wiki Page
- Documents for the Next Meeting
- Denmark Demonstration Sites Wiki Page
- Europe Demonstration Sites Wiki Page
- France Demonstration Sites Wiki Page
- Greece Demonstration Sites Wiki Page
- Iceland Demonstration Sites Wiki Page
- Italy Demonstration Sites Wiki Page
- Japan Demonstration Sites Wiki Page
- Netherlands Demonstration Sites Wiki Page
- Norway Demonstration Sites Wiki Page
- Spain Demonstration Sites Wiki Page
- Sweden Demonstration Sites Wiki Page
- Switzerland Demonstration Sites Wiki Page
- United Kingdom Demonstration Sites Wiki Page

Announcements

Top link bar/tabs
Navigate from the general home page to your subtask site

3/21/2008

Welcome pull down menu
Change your personal information
Sign out
Sign in as a different user
Personalize your page.



Task 24 (wind hydrogen), including both at Technical...

NEW WEBSITE!!!!

by Emma Stewart

3/21/2008

 Add new announcement

Left Navigation Bar
Quick links to images, shared documents, lists, discussions, sites.

Calendar

- 3/20/2008 12:00 AM WHEC
- 3/31/2008 12:00 AM NHA
- 4/7/2008 12:00 AM Meeting in Athens

 Add new event

Tasks

Title	Assigned To
Populate Website	Emma Stewart
Create Instructions	Jen Freitas

Add new task

Main Body
Announcements
Docs for Next Meeting
Calendars
Links
Tasks

Members of Annex 18

Last Name	First Name	Business Phone	E-mail Address
Miles	Shannon		Shannon.Miles@mrcan.gc.ca
Schoenung	Susan		schoenung@aol.com
Stewart	Emma		emstewa@sandia.gov

 Add new item

Links

URL: European Project assessing and monitoring Hydrogen and Fuel Cell Technologies

URL: Partnership for the Hydrogen Economy
Implementing Agreement Website
The IEA HIA Website



New Folders for Documents

- In the left navigation bar:
- Click on Documents to open all the folders shown below in alphabetical order
- Click on the specific folder that is listed under the Documents heading
- Can sort and filter the documents and folders shown in the libraryAlso under the Documents heading are Wiki Pages created for you to utilize (See below for what is a wiki library and wiki instructions, as well).
- Uploading a document
 - Click on the folder you wish the document to be under
 - Example
 - Click Documents for next meeting in the left navigation bar.
 - Once in the folder, use the sub top link bar (which includes: new, upload, actions, settings) to click Upload.
 - You will be prompted to upload the document. **You may encounter a problem when uploading a document if the document contains anything but numbers and letters (i.e. %^&)**

Wiki Pages

- Room for personalization
- One has been created for each country
- Could include
 - Information on demonstration sites
 - Updates
 - Pictures
- Instructions in handouts and editing instructions on the wiki page
- Not public (only people in this workspace can see them)

Announcements

- **To create an announcement:**
 - Click “Add new announcement”
 - Add a title, body and an attachment
 - **Please don’t forget to place an expiration date for your announcement**
 - Once you have formatted your body and added appropriate links if necessary, click OK. You will be returned to the homepage and your announcement should be the top announcement.
- **Viewing announcements:**
 - Click Announcements.
 - list of the announcements that have been posted as well as ones that are expired

Tasks and Calendar

- Tasks are usually assigned at each meeting
- Keep this list updated and can send reminders
- Calendar can be updated with meeting dates
- Can include conferences for example in the calendar and important dates – abstract and paper deadlines!

Next Stages

- **Public page**
- **Develop private page further**
- **Finish uploading documents**