

# 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](mailto: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

Task 24 (wind hydrogen) including both technical...

**NEW WEBSITE!!!!**  
 by Emma Stewart

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

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

## Members of Annex 18

Last Name	First Name	Business Phone	E-mail Address
Miles	Shannon		Shannon.Miles@nrcan.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  
 International Partnership for the Hydrogen Economy  
 Implementing Agreement Website  
 the IEA HIA Website

**Main Body**  
 Announcements  
 Docs for Next Meeting  
 Calendars  
 Links  
 Tasks

# 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**