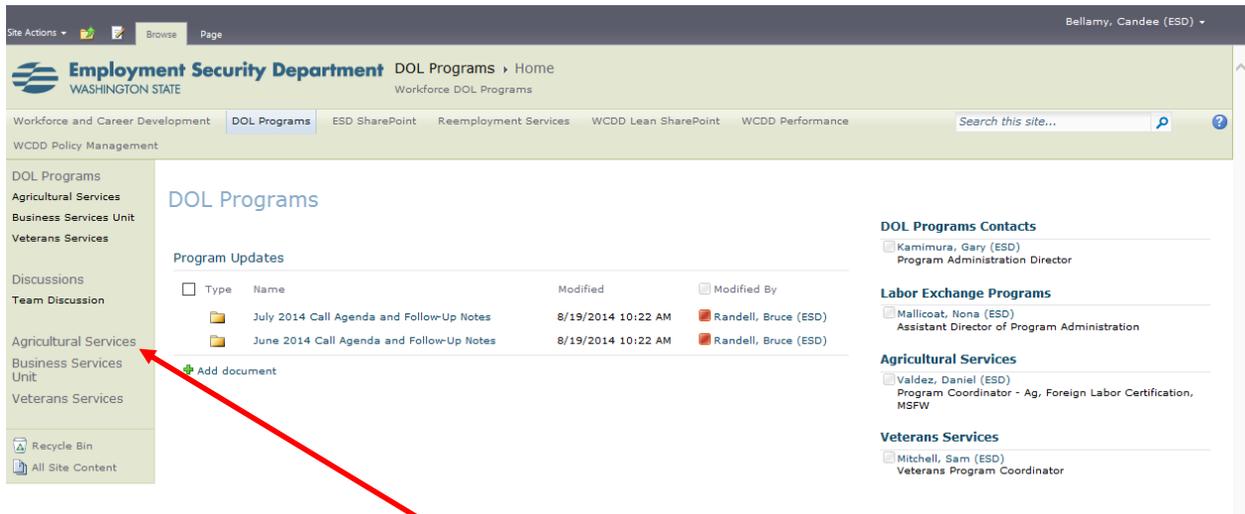


Guide to Ag SharePoint 2010 Site

Type in the following URL to access:

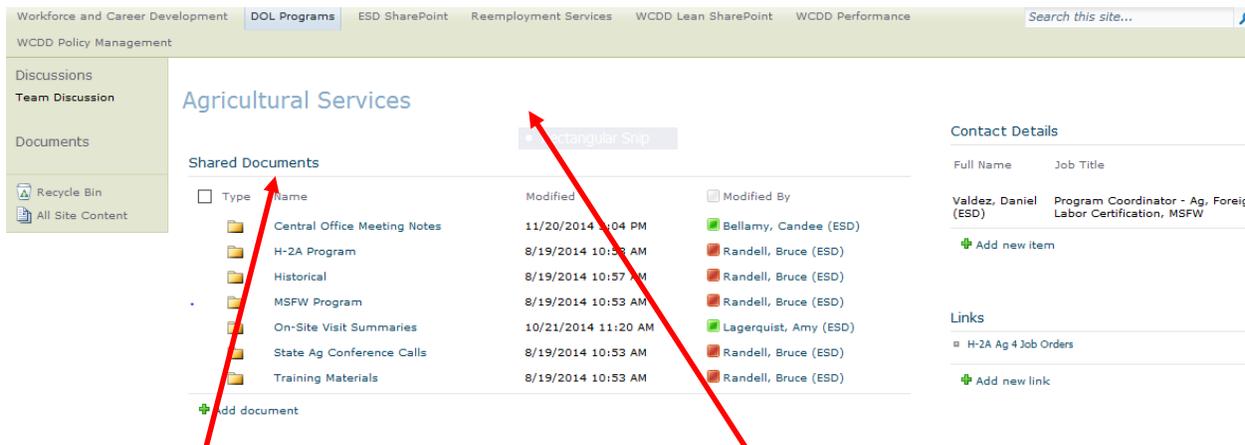
<http://sharepoint/sites/WorkforceSystems/DOLPrograms/SitePages/Home.aspx>

The screen will look like this:



Select Agricultural Services

Resulting screen should be:



Agricultural Services in Shared Documents View

Next, click on **H-2A Program**:

The screenshot shows a Windows Internet Explorer browser window displaying a SharePoint site for the Employment Security Department (ESD) in Washington State. The page title is 'Agricultural Services' and the breadcrumb trail is 'Home > Agricultural Services'. The 'DOL Programs' menu item is selected. On the left sidebar, there are sections for 'Discussions', 'Documents', and 'Recycle Bin'. The main content area features a 'Shared Documents' list with the following items:

Type	Name	Modified	Modified By
Folder	Central Office Meeting Notes	11/20/2014 3:04 PM	Bellamy, Candee (ESD)
Folder	H-2A Program	8/19/2014 10:53 AM	Randell, Bruce (ESD)
Folder	Historical	8/19/2014 10:57 AM	Randell, Bruce (ESD)
Folder	MSFW Program	8/19/2014 10:53 AM	Randell, Bruce (ESD)
Folder	On-Site Visit Summaries	10/21/2014 11:20 AM	Lagerquist, Amy (ESD)
Folder	State Ag Conference Calls	8/19/2014 10:53 AM	Randell, Bruce (ESD)
Folder	Training Materials	8/19/2014 10:53 AM	Randell, Bruce (ESD)

A red arrow points to the 'H-2A Program' folder. To the right of the list is a 'Contact Details' section for Daniel Valdez, Program Coordinator - Ag, Foreign Labor Certification, MSFW. Below that is a 'Links' section with a link to 'H-2A Ag 4 Job Orders'.

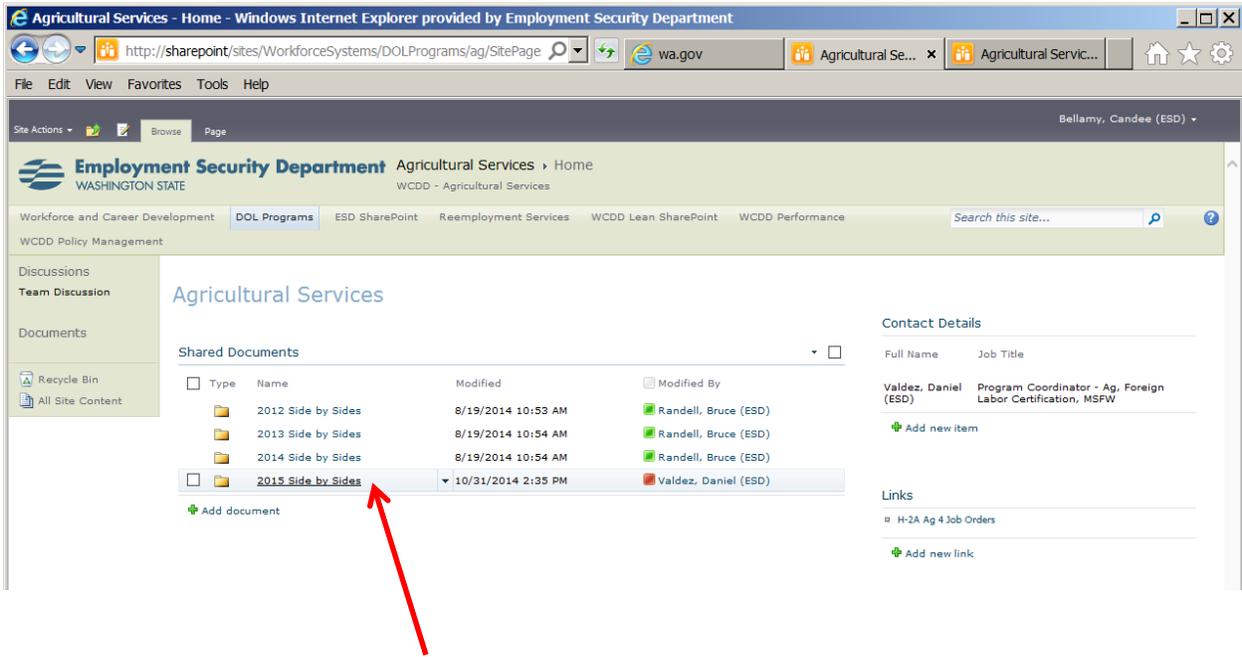
Next, click on **H-2A Referral Materials**:

This screenshot shows the same SharePoint site as above, but with a different document highlighted in the 'Shared Documents' list. The list now includes:

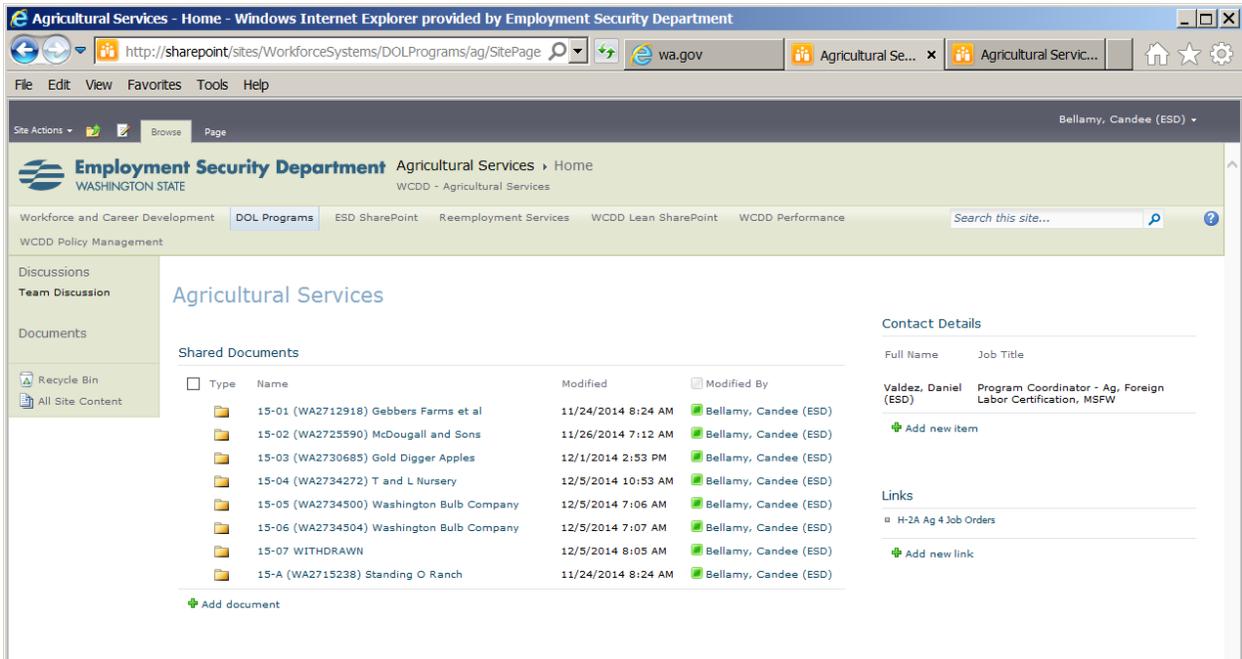
Type	Name	Modified	Modified By
Folder	H-2A Handbook Tools	8/19/2014 10:53 AM	Randell, Bruce (ESD)
Folder	H-2A Referral Materials	8/19/2014 10:53 AM	Randell, Bruce (ESD)
Folder	Reports and Plans	8/19/2014 10:57 AM	Randell, Bruce (ESD)
File	H-2A_Handbook_10-28-14	11/7/2014 3:29 PM	Bellamy, Candee (ESD)

A red arrow points to the 'H-2A Referral Materials' folder. The rest of the page layout, including the navigation menu and contact details, remains the same as in the previous screenshot.

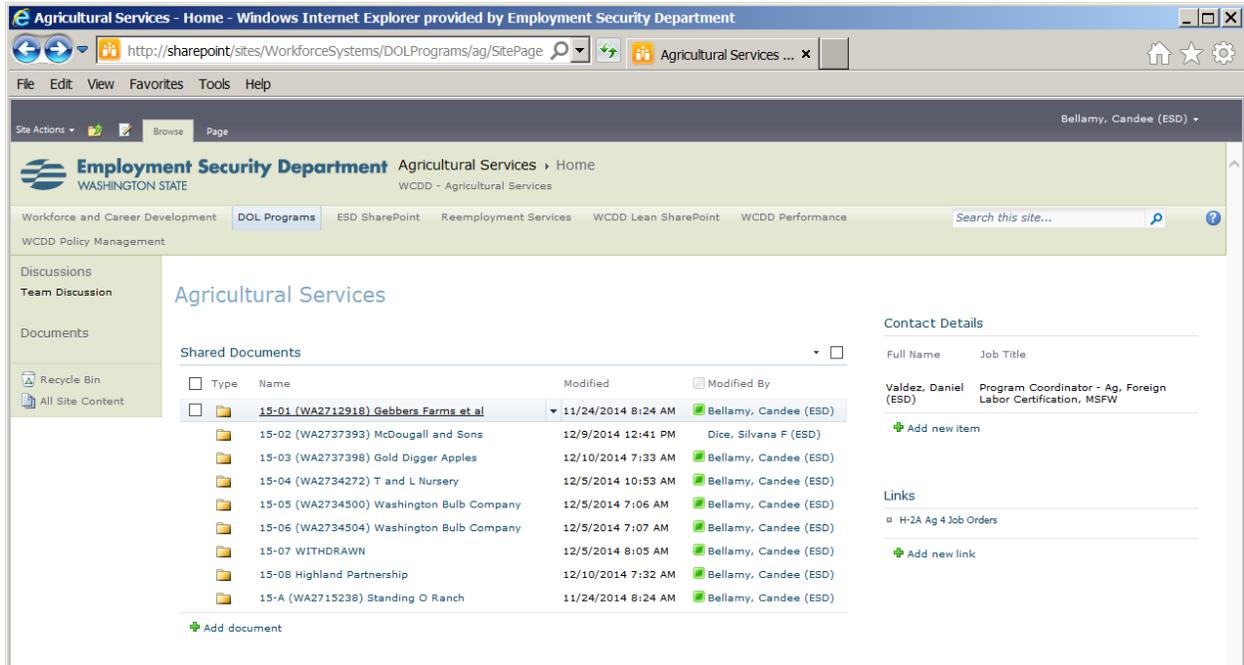
Next, click on select 2015 Side by Sides:



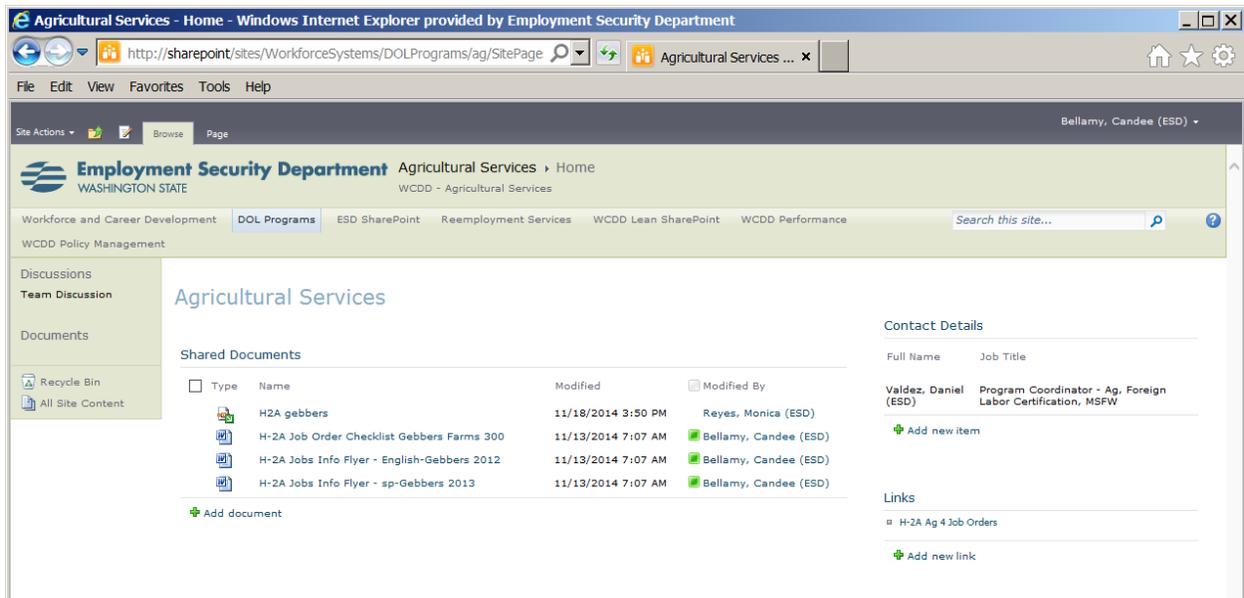
Locate the appropriate folder to upload Job Orders, Side-by-Sides and Flyers:



Next, click on the folder with the employer you're looking for:



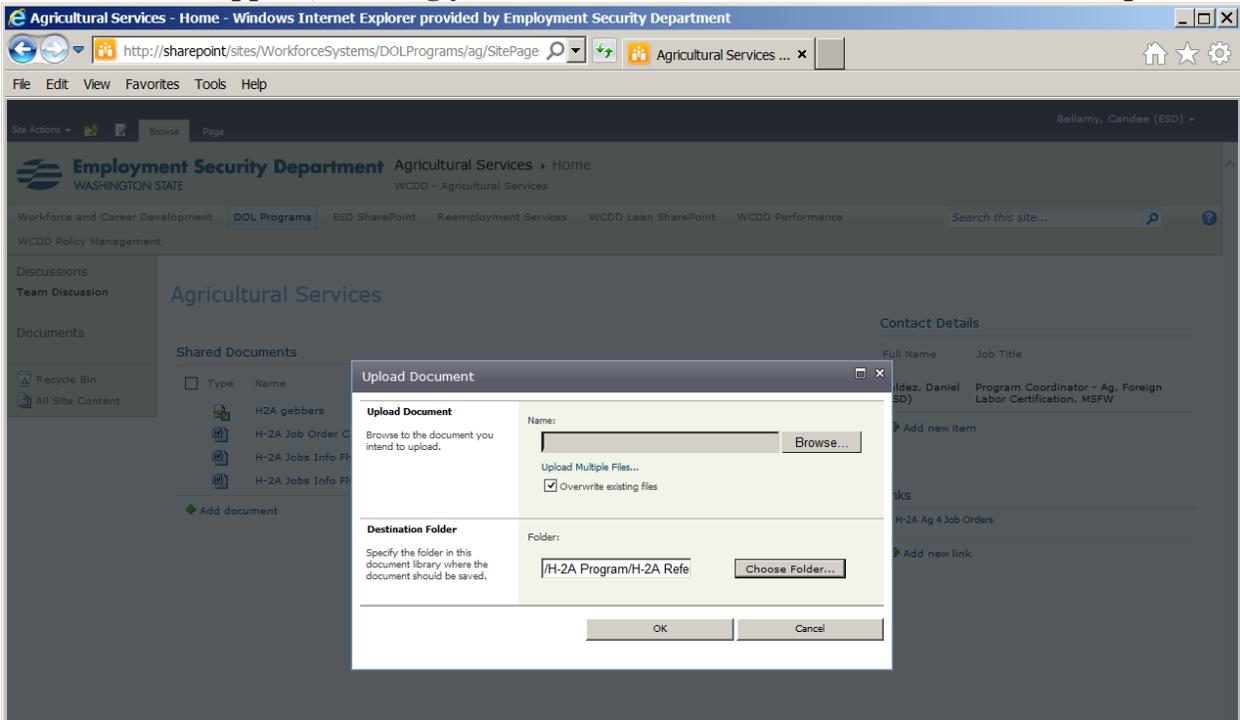
Once in the folder, you can upload the necessary documents:



In order to add a document to the folder, simply click the "Add document" icon:



A box will then appear, allowing you to browse to search for the documents to be uploaded:



Once you have selected the document you want to upload, click “OK”.