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Enterprise SOP Training Guide (Editors)

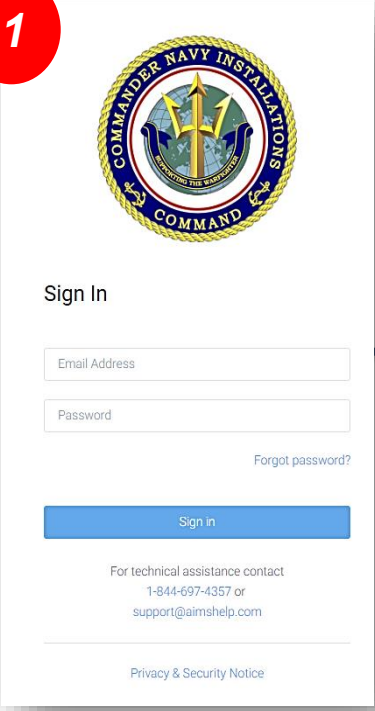
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Section 1: Logging In

Log into Navy Single Sign On at the URL <https://sso.webcentral.navymwr.org>. Recommended Browsers are Edge and Chrome.

1



After entering your email address and password. You will then be prompted to enter your Personal Pattern Authentication (PIP).

Note: Your PIP is the PATTERN, not the numbers. The numbers will change every time you login.

2

Personal Pattern Authentication

0	4	1	1	0	4
1	2	0	5	0	1
5	4	3	4	3	1
5	3	3	5	1	3
5	3	2	2	0	0
5	4	2	2	2	4

Enter your Personal Identification Pattern (PIP) generated from the characters above.

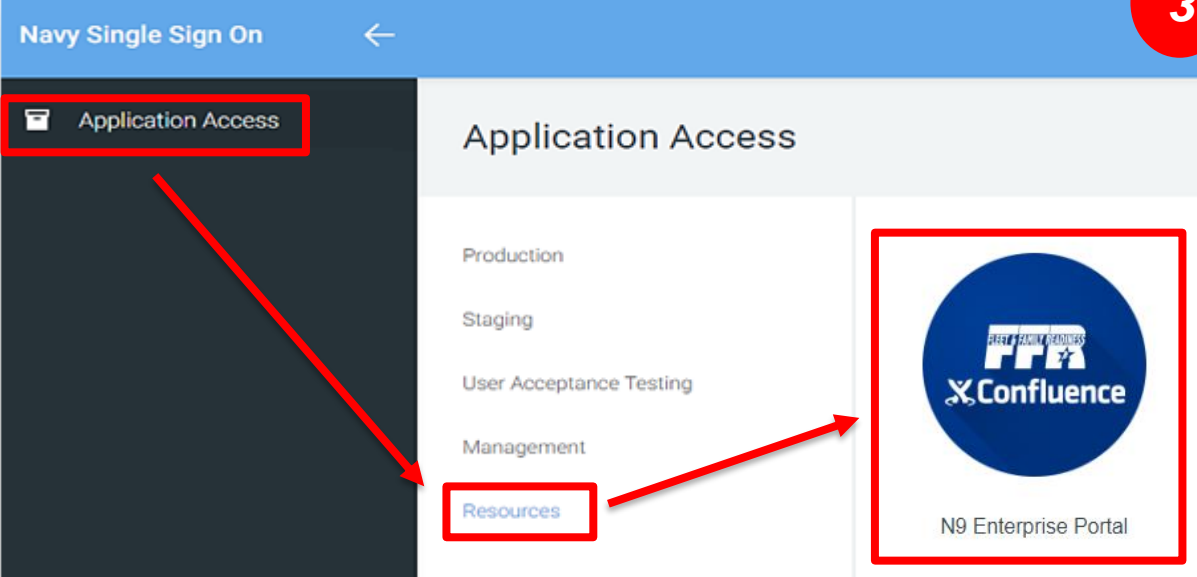
Enter your PIP:

Sign in

Click on the following path to launch the SOP Portal.

Application Access > Resources > N9 Enterprise Portal

3



Navy Single Sign On

Application Access

Production

Staging

User Acceptance Testing

Management

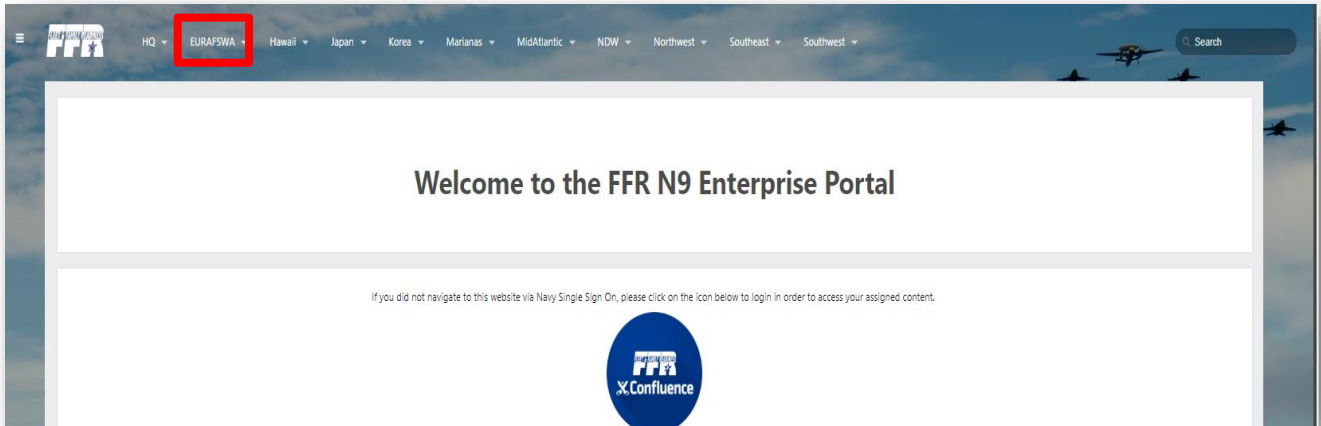
Resources

N9 Enterprise Portal

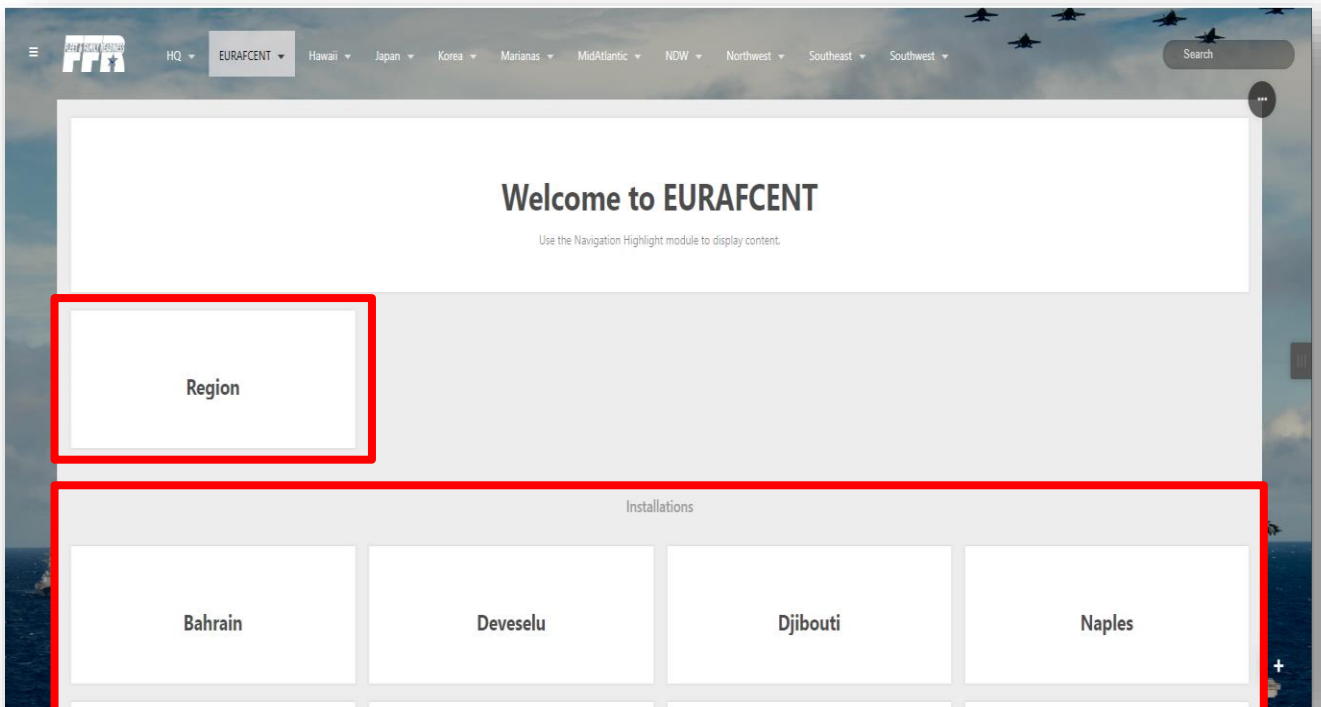


Section 2: Page Navigation

After entering in your login information, you will be directed to the Portal Landing Page. Select your Region from the tabs located on the Navigation Bar.



1. Check to see if the SOP you are looking for is in the Region section. Otherwise, click on your Installation. You can also go directly to your Ncode by using the drop down menu.



Note: Edit access is permission based by Region, but you can view all SOPs.



2. Selecting your double Ncode.

Navigation: HQ | EURAFCENT | Hawaii | Japan | Korea | Marianas | MidAtlantic | NDW | Northwest | Southeast | Southwest | Search

Welcome to EURAFCENT Regional Homepage

Use the Navigation Highlight module to display content.

N91 Family Readiness Program Guidance	N92 Morale, Welfare & Recreation	N924 NGIS Program	N925 Ashore Galley Program
N926 CYP Programs	N93 Housing Program Manager Guidance	N94 Fleet Readiness Service Centers Guidance	

3. Select your triple Ncode.

Navigation: HQ | EURAFCENT | Hawaii | Japan | Korea | Marianas | MidAtlantic | NDW | Northwest | Southeast | Southwest | Search

Welcome to Family Readiness Program Guidance (N91)

Use the Navigation Highlight module to display content.

N911 Work & Family Life Program	N912 SAPR Program	N913 Navy Gold Star Program	N914 Counseling & Advocacy Prevention Program
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4. Select "Standard Operating Procedures" from the Content list.

Navigation: HQ | EURAFCENT | Hawaii | Japan | Korea | Marianas | MidAtlantic | NDW | Northwest | Southeast | Southwest | Search

Welcome to SAPR Program (N912)

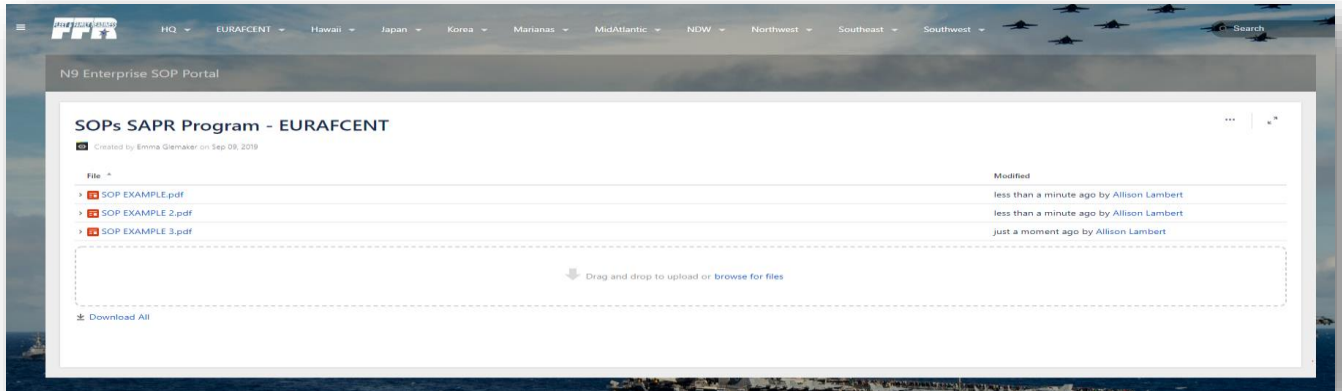
Use the Navigation Highlight module to display content.

Content

- Standard Operating Procedures

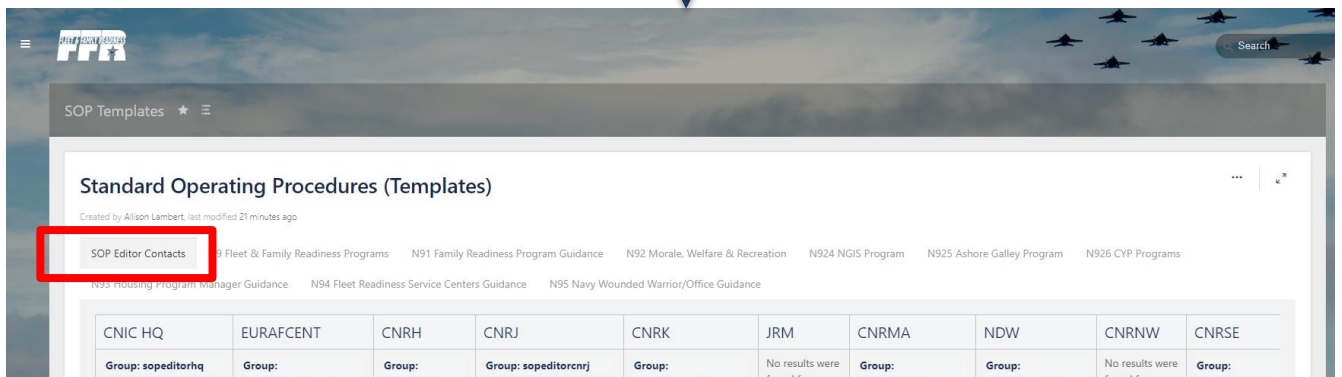
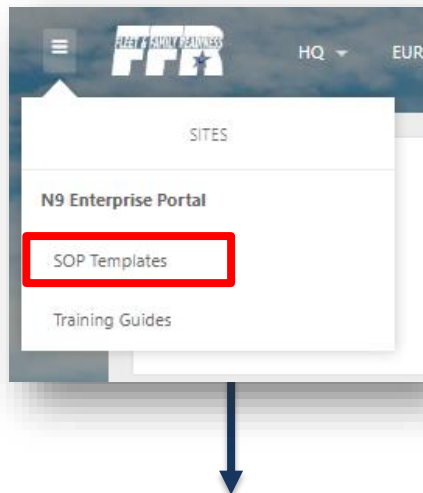


5. All loaded SOPs will be available on this screen.



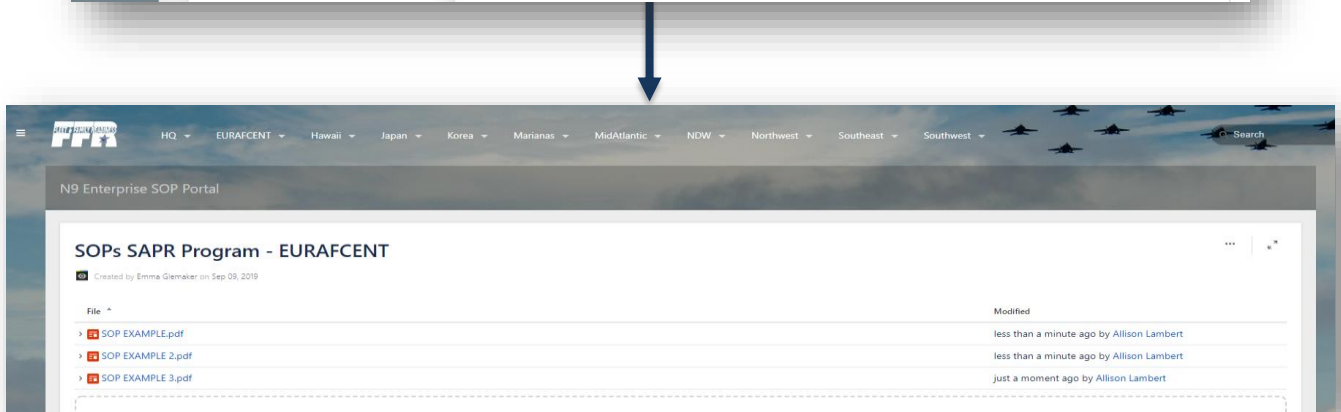
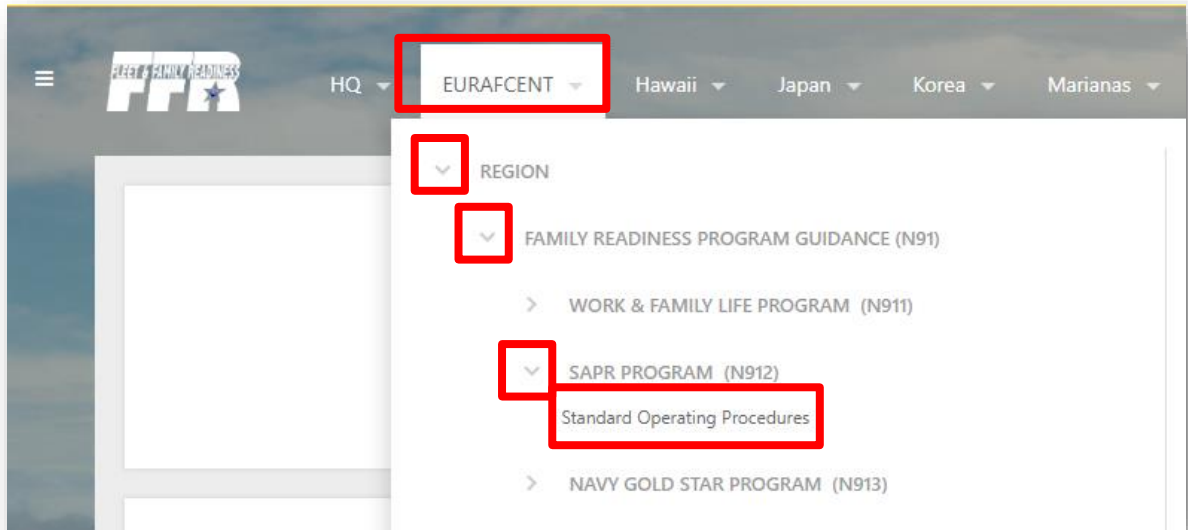
Note: If you do not find the SOP your looking for on your triple Ncode page check the SOP Template section to identify your SOP Editor.

SOP Templates are located under the triple line icon on the top left of the Navigation Bar.

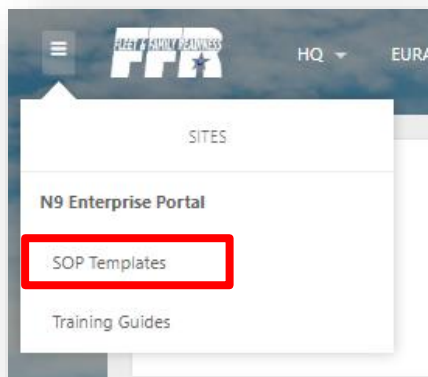




You can also go directly to your Ncode by using the drop down menu on the Navigation Bar.



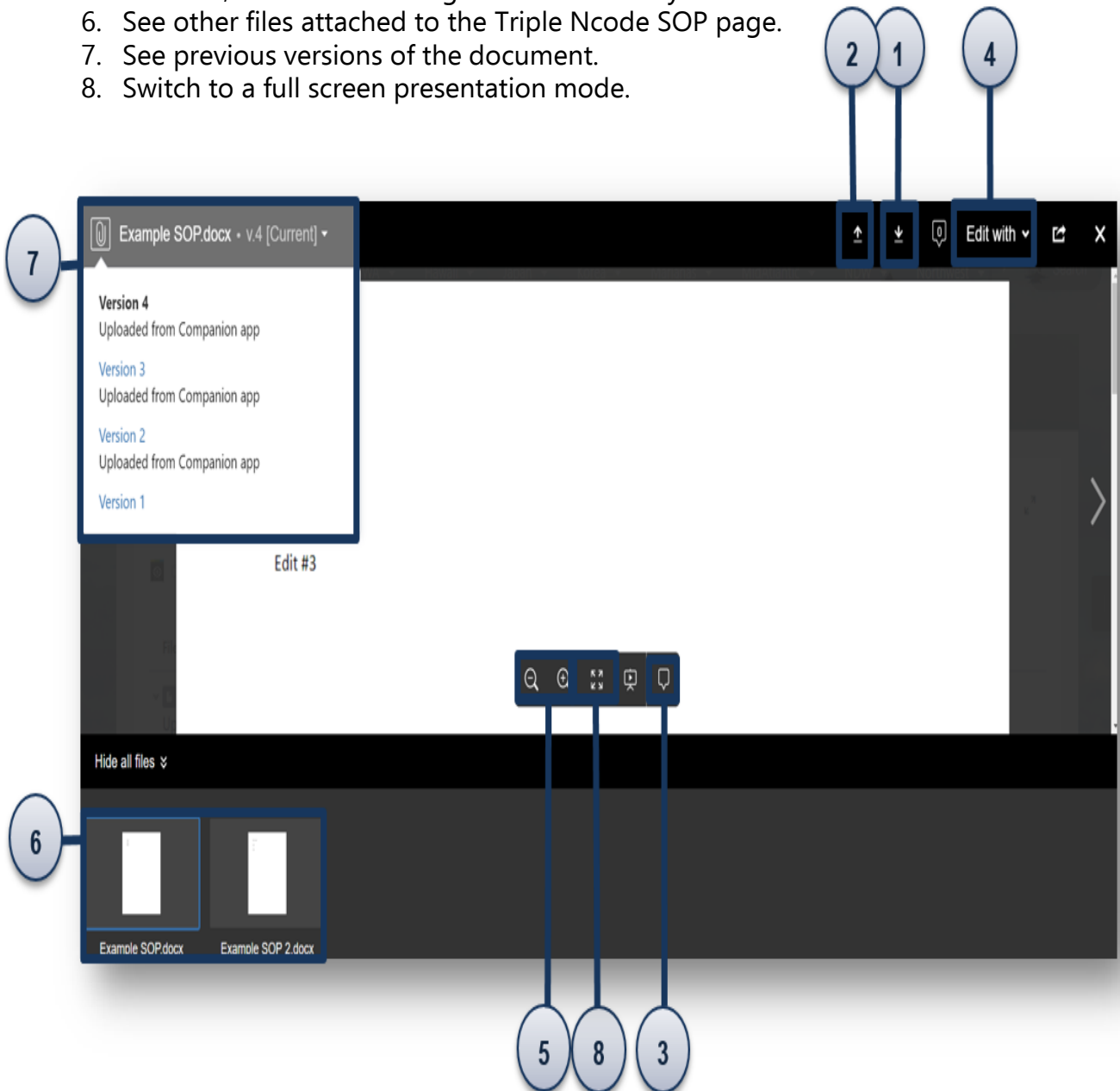
If any content applies Enterprise wide you will find under the triple line icon on the top left of the Navigation Bar. This is where you will find the SOP Templates.



Note: This guide is found under Training Guides -> Portal Guides -> Portal Training Guides -> Enterprise SOP Portal

Document Preview capabilities:

1. Download the image file.
2. Upload a new version of the file (attached files only).
3. Comment on the file.
4. Choose to edit the file with a desktop application.
5. Zoom in, out or fit the image to the width of your browser.
6. See other files attached to the Triple Ncode SOP page.
7. See previous versions of the document.
8. Switch to a full screen presentation mode.

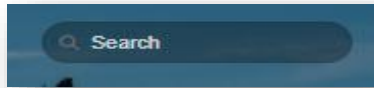


Note: The **Upload** button is permission based. It will not display if you do not have the appropriate permissions.



Section 3: Searching

To open the search bar on the top right side of the page, click it to open the filters. You can also type **/** on your keyboard to quickly open the search panel.



When you enter a search term, it looks for content in all spaces, pages, personal profiles, and space descriptions.

Note: *If you want to locate an exact phrase in a document surround the text with **quotation marks** in the search bar. Otherwise, it will look for each word in the phrase separately.*

It also looks within the content of some attachment file types (Word, Text, PowerPoint, Excel, PDF, and HTML).

Note: *The search capability cannot search for content on images or scanned documents.*

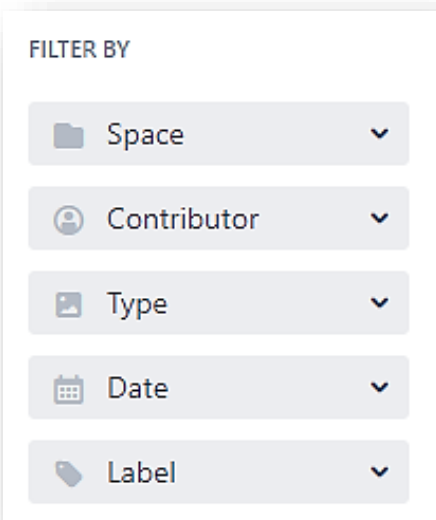
The PDF source must be a digitally entered document.

*Example: If you save a Word document as a PDF you **WILL** be able to search for text in the document.*

*If you took a hard copy of a Word document and ran it through the scanner to generate a PDF you would **NOT** be able to use the search capability in Confluence for this document.*

Search results are based on your permissions, so you'll only see content you're allowed to view.

Filter By Options:

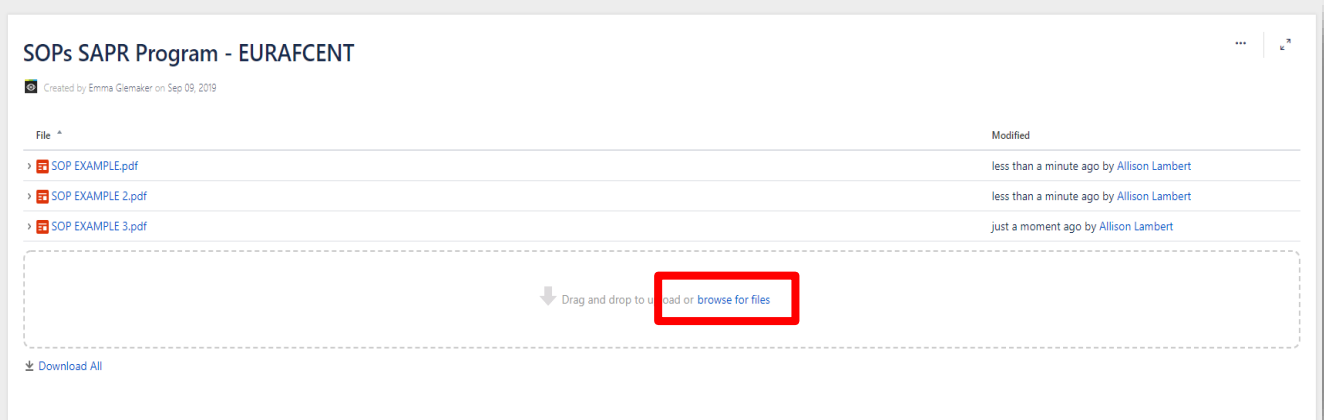


- The **Space** is "N9 Enterprise SOP Portal".
- Use the **Contributor** filter to restrict your search to content modified (created, updated, or commented on) by particular people.
- Use the **Date** filter to search for content last modified (created, updated, or commented on) within a particular period of time.
- Use the **Label** filter to search for content containing a specific label. Start typing the name of the label and choose from the list of possible matches.



Section 4: Uploading a New Attachment

After navigating to your triple Ncode's SOP page, click the blue hyperlink that says "browse for files" or you can drag and drop the file from your desktop.



It will then prompt you with a "Open" window to your desktop. Select the document you would like to upload. **Confirm that the file name has the correct naming convention.** Then select Open to load the file.

Note: Standard Naming Convention for all files should this naming format:

***Program_Program Type/Category_Task
Objective_4digitnumberLOCATIONINITIAL_Location Short
Name***

Location Initials = H (HQ) ; R (Region) ; I (Installation)

Example of Filenames:

Fitness_Fitness Center_Cleaning Procedures_0001I_San Diego

CYP_Cash_Cash Handling Procedures_0033H

Golf_Rentals_Club Rental Procedures_0004R_Southwest



Accepted file types and size

While most file types are allowed, you cannot attach a folder of files (including folders created by applications like Keynote - you'll need to export your presentation to zip or other format).

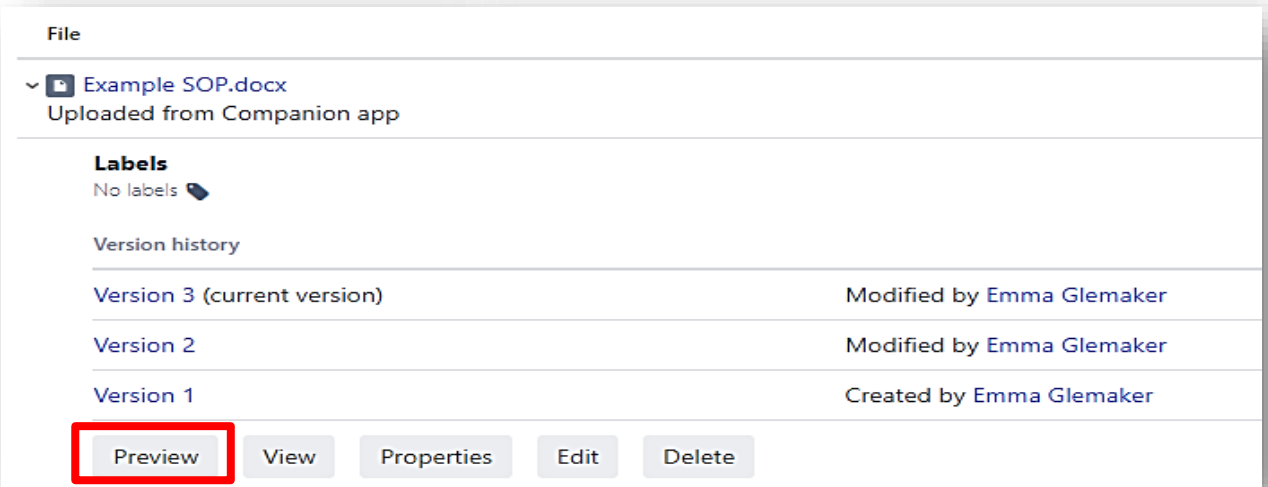
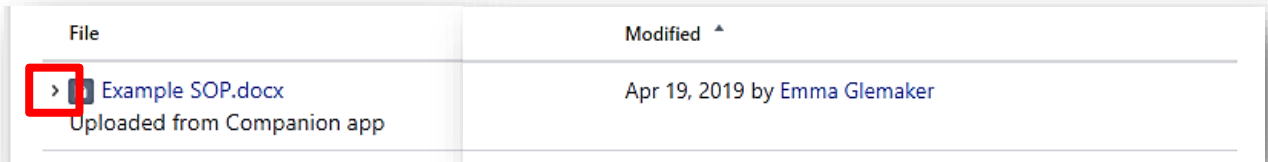
The maximum file size you can upload to Confluence is 10MB

Although just about any file type can be attached to a page, not all file types can be displayed on or embedded in a page. The following document types CAN be previewed:

Images files	Office files	Other files
JPEG	DOC	PDF
PNG	DOCX	MP3
TIFF	PPT	MP4
PSD	PPTX	
WMF	XLS	
EMF	XLSX	
ICO		
ICNS		

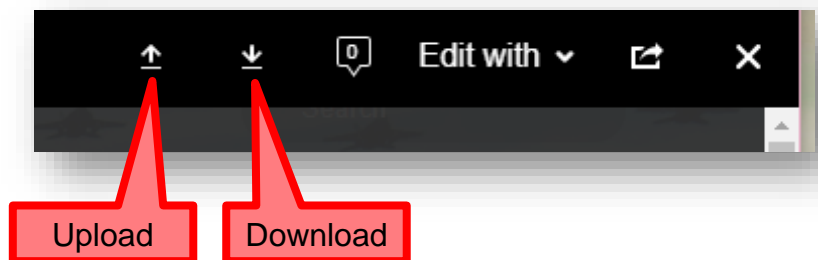
Section 5: Downloading/Uploading to Existing Attachments

After navigating to your triple Ncode's SOP page, click on the drop down arrow next to the name of the document. Then click "Preview".



The document preview will automatically open to the latest version. Located on the top right hand side of the screen you will see the tool bar below:

Note: The **Upload** button is permission based. It will not display if you do not have the appropriate permissions.



If downloading, it will then prompt you with a "Save As" window to your desktop.

If uploading, it will then prompt you with a "Open" window to your desktop. Select the document you would like to upload. Confirm that the name is **EXACTLY** how it shows in the SOP portal so it will create it as a new version.




Section 6: Editing Attachments within Confluence

Confluence allows you to edit attached documents without requiring the user to download the file. In order to do this, you will need to download the Companion App to your desktop. When you follow the steps below for the first time it will prompt you to download it.

Note: You will be unable to download this app if you are working on your NMCI laptop. Click to [Section 5: Downloading/Uploading to Existing Documents](#) if that is the case. You will need to download the document, make changes then upload the new version instead.

1. After navigating to your triple Ncode's SOP page, click on the drop down arrow next to the name of the document.

File	Modified ^
 Example SOP.docx Uploaded from Companion app	Apr 19, 2019 by Emma Glemaker

2. Select the "Edit" then "Edit with Word 2016". This text will update based on the file format to the appropriate application.

If you have not Installed the Companion app, click the hyperlink on the screen to do so.

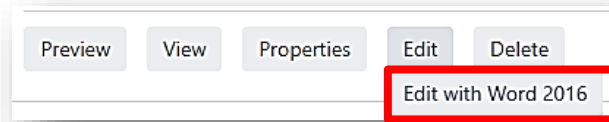
Version	Modified
Version 4 (current version)	M
Version 3	M
Version 2	M
Version 1	Cr

The Preview screen has the same ability to edit the document by selecting "Edit with".



Note: It's important to make **ALL** changes during your Edit session otherwise your Current Version will be a draft.

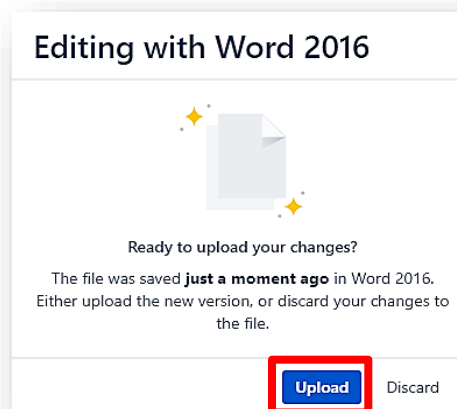
3. Once the app has been downloaded, click the "Edit with" dropdown and select "Edit with Word 2016"



4. The Document should open in word on your desktop. You will see a pop up on your web browser that says "Editing with word 2016" with the "Upload" button greyed out.



5. Once you are finished making your changes, click Save button in the application. Now go back to the web browser and the "Upload" button should be blue now. Select "Upload".



You will see that the document has been uploaded and the version is now updated on the dropdown list.

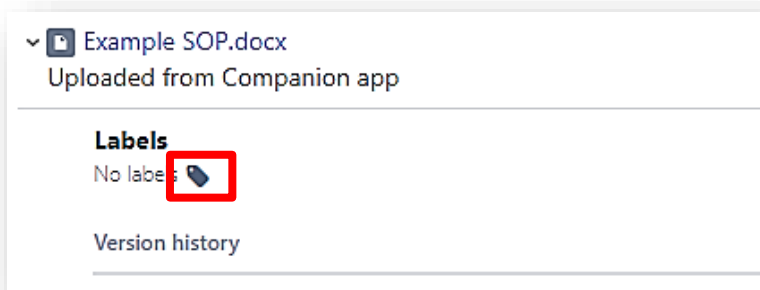
Note: It's important to make **ALL** changes during your Edit session otherwise your Current Version will be a draft.



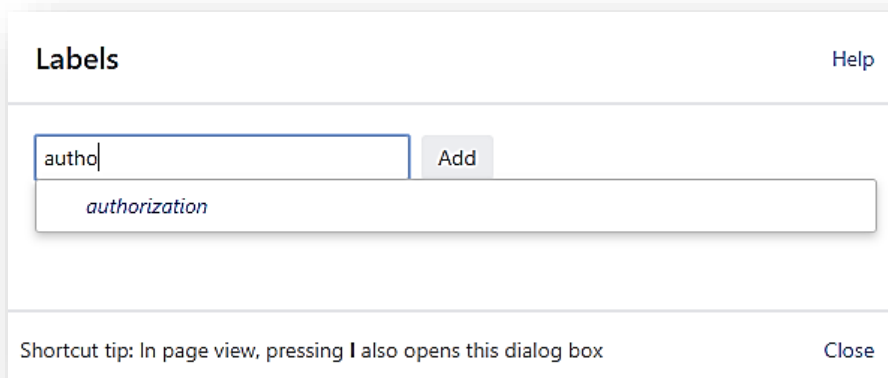
Section 7: Adding Labels

Adding a label to a specific SOP:

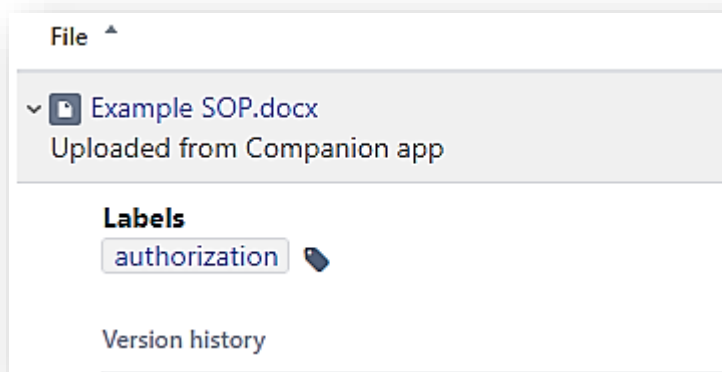
After navigating to your triple Ncode's SOP page, click on the drop down arrow next to the name of the document. Click on the label icon next to "No labels" or hit **L** on your keyboard



Type in a new label (existing labels are suggested as you type). If you type in two words they will turn into two labels not one.





Then click "Add".





Section 8. Deleting Attachments

After navigating to your triple Ncode's SOP page, click on the drop down arrow next to the name of the document.

File	Modified ^
  Example SOP.docx Uploaded from Companion app	Apr 19, 2019 by Emma Glemaker

Click the "Delete" button.

File

Example SOP.docx
Uploaded from Companion app

Labels
No labels

Version history

Version 3 (current version)	Modified by Emma Glemaker
Version 2	Modified by Emma Glemaker
Version 1	Created by Emma Glemaker

Preview View Properties Edit **Delete**

Click "OK" to confirm the deletion.

Attachment deletion confirmation

Are you sure you want to send the attached file "Example SOP 2.docx" to the trash? Only a space administrator can undo this action.

OK Cancel