

Overview - Railinc Communities Upgrade

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Training Session Information



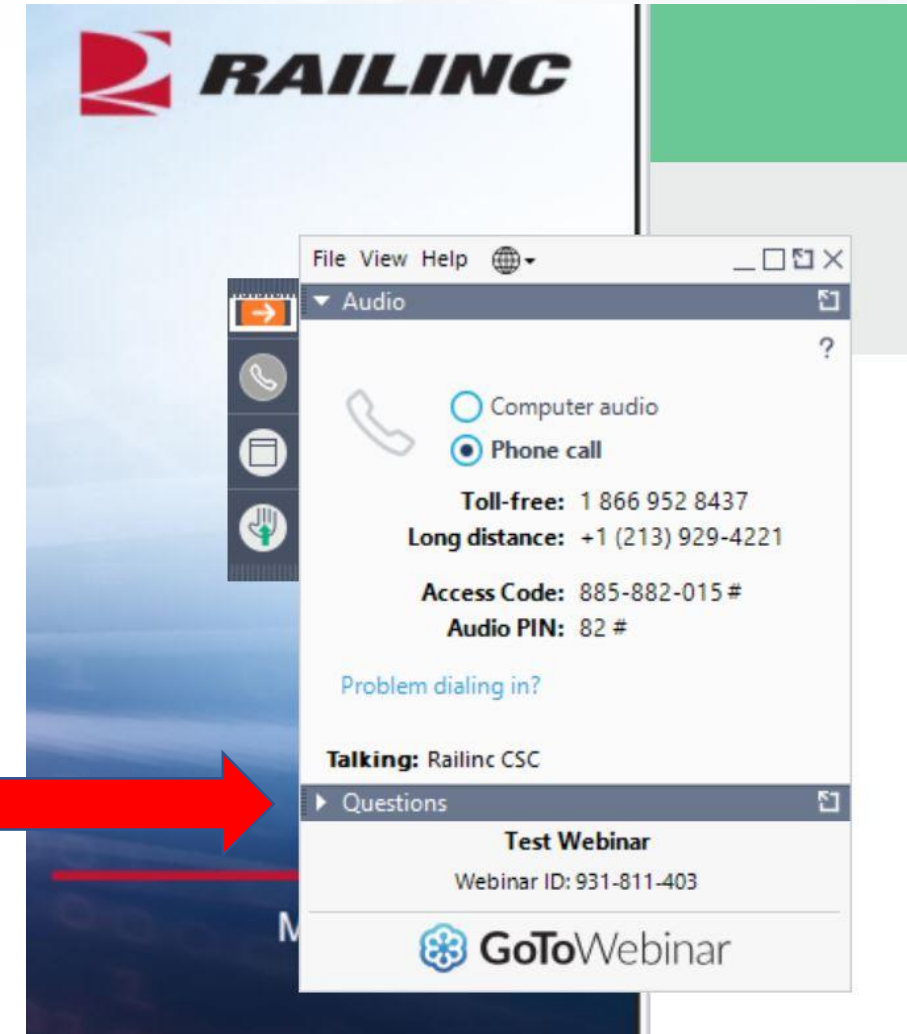
- In 60 minutes, we will review the SharePoint Communities environment and basic SharePoint functionality.
- The session will be broken into three, 15-20 minute modules. Toward the end of each module, 5-10 minutes will be left to answer questions.

Housekeeping – GoToWebinar



- Phone lines are muted
- Using the GoToWebinar meeting bar, click on the “Questions” tab and enter in any questions you may have. At the end of each module, I will pull questions from this area.

Click here



Modules and Areas Covered



- 5 minutes – Module 1: Introduction and Environment
- 15 minutes – Module 2: Portal Access and Page Orientation
 - Railinc SSO ID / Railinc.com
 - Look and feel
 - Internet browsers
 - Global navigation
 - Current navigation
 - Breadcrumb menu
 - Site Settings
- 20 minutes – Module 3: SharePoint files, folders and libraries
 - Adding a new file
 - Document properties, version control, deleting a file
 - Adding multiple files
 - Adding an “app”
 - MS Office integration

Modules and Areas Covered (Continued)



- 20 minutes – Module 4: SharePoint Security
 - Security trimming
 - Permission inheritance
 - Review “Share With” button
 - Adding users to a site
 - Adding users to a library
 - Adding users to a folder and a single file
- Brief wrap up
- Contacting Support
- Available SharePoint resources

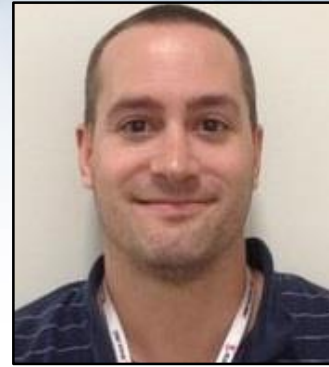
Areas Not Covered (Out-of-Scope)



- Advanced permission management concepts
- Third-party toolset integration
- Site/page publishing; custom development
- Integrating other authentication providers – we will focus on Railinc's SSO provider

Module 1: Introduction and Environment

Jason Jeffas SharePoint Team Lead, Railinc



- Infrastructure Services & Solutions group (Operations)
- Provide oversight for 1 SharePoint developer (Prudhvi “Krishna” Yendluri)
- Along with SharePoint, we help manage other MS Windows and third-party platforms to support corporate operations, application and security engineering.
- 18-20 year background in IT engineering (ops) and data center support. Additional background in military, command/control intelligence systems.
- Wide skillset: SW developer (Microsoft stack); app admin; server admin; telephony; networking; project management; security

Module 1: Introduction and Environment



Regarding the upgrade:

- SharePoint Communities was upgraded from SharePoint 2010 to 2013
- Drivers include security and infrastructure changes
- New look and feel

Our SharePoint Communities environment is an extranet for our customers. It is linked into Railinc's Single-Sign-On (SSO) system and is accessible from the internet at www.railinc.com . We use the on-premise version of SharePoint 2013.

Since our platform is used for various business needs, we isolate each SharePoint site into a compartment.

Module 2: Portal Access and Page Orientation

Module 2: Portal Access



Visit www.railinc.com and create an SSO ID

- Takes approximately 5 to 10 minutes. Accept the terms of service and log into LaunchPad.
- In LaunchPad, look for your site or application resource on the left.
- I don't see my site? Browse for your SharePoint site and request access. Access will be approved by a member of the Railinc business staff
- Why can't I just visit the SharePoint URL directly?

You can browse directly to the SharePoint site, but you are also bound to the auditing rules under Railinc's SSO system. Keep your account in good standing and visit LaunchPad vs. browsing directly to the SharePoint site.

Module 2 SharePoint Demo – Portal Access

Questions?

Module 2: Page Orientation – Look & Feel



- The out-of-the-box stock SharePoint 2013 color scheme is blue and white.
- We have deployed a custom, third-party brand package across the portal.
- The brand package goes across each SharePoint site (e.g. a skin)
- The brand uses our Railinc corporate color scheme
- Native, underlying SharePoint functions are provided by the platform and created by Microsoft. With the exception of a few site workflows, we are leveraging all out of the box functionality.
- Aside from a modified color scheme, page orientation mimics what you would get out of the box with a SharePoint site.
- Yes, our SP 2013 brand differs from our SP 2010 brand due to code compatibility

Module 2: Page Orientation – Browser Support



- See Microsoft KB: [https://technet.microsoft.com/en-us/library/mt493256\(v=office.16\).aspx](https://technet.microsoft.com/en-us/library/mt493256(v=office.16).aspx)
- MS Edge, IE for MS Office Client Integration
- Firefox and Chrome work well but exclude MS Office client integration

Module 2 SharePoint Demo – Page Orientation:

- Global Navigation
- Current Navigation
- Breadcrumb Menu

Questions?

Module 3: SharePoint files, folder and libraries

Module 3 SharePoint Demo – files, folders and libraries:

- Adding an “app”
- Adding a new file
- Document properties
- Version control (and how to enable)
 - Deleting a file
 - Adding multiple files
- MS Office integration

Questions?

Module 4: SharePoint Security

Module 4: Security trimming



- SharePoint will only return to you what you are allowed to see. This method is called security trimming.
- Users have the right to administer permissions in SharePoint (Site Owners group). This is a system feature. As an administrator, we stress that if you need help applying permissions or have a complex model for a site, contact us for help.

Module 4: Permission inheritance



- The security structure within a site goes down four layers:
Site > Library > Folder > File
- Permissions will flow down from parent to child
- At any point in the chain, you can break permissions and limit rights to a particular group. This term is called breaking inheritance.
- Breaking permission inheritance considered best practice? Microsoft notes that if you need to do it, do it carefully or try to cover it with a domain group or SharePoint group. It is also an unavoidable step – as seen on some network file servers where project teams restrict access to certain files.

Module 4 SharePoint Demo - SharePoint Security

- Permission inheritance
- Review “Share With” button
 - Adding users to a site
 - Adding users to a library
- Adding users to a folder and a single file

Questions?

Summary



- SharePoint Communities offers a secure method for sharing files with customers. It is linked into Railinc SSO.
- SharePoint Communities uses the native functionality of SharePoint 2013
- For SharePoint assistance, please contact the Railinc Customer Success Center.

Wrap up – Please submit feedback



- At the end of the GoToMeeting, a brief survey will pop up on the screen.
- Please take a minute and provide your feedback. This will help us improve our training sessions.

SharePoint Issues or Questions

Please direct all issues to:

Railinc Customer Success Center

1-877-RAILINC

csc@railinc.com

Attention: SharePoint Team

Jason M. Jeffas

SharePoint Team Lead

Prudhvi “Krishna” Yendluri

SharePoint Developer



Additional Online SharePoint Resources



- Microsoft: <https://support.office.com/en-us/article/sharepoint-2013-training-ed074945-4ddc-4479-9efe-6b3945cf8266>
- Microsoft TechNet: <https://docs.microsoft.com/en-us/sharepoint/sharepoint-server>
- Microsoft Channel 9
- Microsoft Blogs from any of the Microsoft SharePoint MVPs listed here <https://mvp.microsoft.com/en-us/MvpSearch?kw=sharepoint>
- Press from Jeff Teper, Corp. VP – Microsoft Office, OneDrive & SharePoint
- Press from Scott Guthrie, Exec. VP – Microsoft Cloud
- YouTube
- Outside vendors or learning centers

Thank you for your time!

