Wisconsin Clean Sweep SharePoint Guidance

August 23, 2019





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Program Background

Wisconsin Clean Sweep is a grant program that reimburses communities for the collection and disposal of household hazardous wastes, agricultural pesticides, and unwanted prescription drugs. Grants may be awarded to counties, towns, villages, cities, tribes, sanitary and sewerage districts, or regional planning commissions. Unwanted prescription drug grants can also be used to buy drug drop boxes for law enforcement use.

Businesses that generate very small quantities of hazardous waste may also use these collections. Collections may be one- or two-day events or year-round collection sites.

SharePoint Site Summary

In 2018, the Wisconsin Clean Sweep program launched a pilot of a SharePoint site for the submission of grant applications. The site is managed by the Clean Sweep program specialist and allows users outside of the Department of Agriculture, Trade and Consumer Protection (DATCP) to submit materials directly to the program site. Access and permissions are managed by the Clean Sweep program specialist using the Wisconsin Logon Management System or WILMS.

The Clean Sweep SharePoint site includes grant application forms, a document library, an announcement board and a program calendar.

In 2019, clean sweep grant coordinators will be able to submit final report documents and expense reimbursement requests through the SharePoint site as well.

Clean sweep grant coordinators will still have the option to submit applications and reimbursement requests on paper rather than on-line.



WILMS (Wisconsin Logon Management System) Access

The Wisconsin Logon Management system allows authorized users to access specified areas of the restricted computer system. In other words, users can access their own applications and information but not information from other applicants.

Extranet (SharePoint) Access - Creating a WILMS Account

These procedures will walk you through creating an account for a WILMS ID in order to access DATCP's Extranet SharePoint Site.

Use the following instructions listed to create a WILMS Account:

Step 1: Navigating to the Correct Page Using your web browser, navigate to the <u>https://datcpnet.wi.gov/darm/AgChem/AgrichemProg/Pesticides/CleanSweep/</u>

You will be prompted to the screen below. Select "I Agree"

WILMS - Wisconsin Logon Management System
*** AUTHORIZED USERS ONLY ***
You are about to access a State of Wisconsin computer system. This is a restricted computer system for authorized users only.
All equipment, systems, services, and software connected to this system are intended only for official business use of the State of Wisconsin, and may contain U.S. Government information. All data contained on this system is owned by the State of Wisconsin.
The State of Wisconsin reserves the right to audit, monitor, record and/or disclose all transactions and data sent over this system in a manner consistent with state and federal law. Use of this system by any user, authorized or unauthorized, constitutes consent to monitoring, recording, reading, copying, or capturing and disclosure of data and transactions by authorized personnel.
Only software and/or hardware approved, scanned, and licensed for State of Wisconsin use is permitted on this system. Any illegal, unauthorized use or modification of the State of Wisconsin data, equipment, systems, services, or software by any person(s) is prohibited, may be subject to civil or criminal prosecution under state and/or federal laws, and may also result in disciplinary action where appropriate.
You should only access, create, or file the information that is needed to complete your task and is appropriate for the site being accessed.
It is your responsibility to ensure your access to this system is revoked when your employment or need for access ends. If you are aware that you ending your employment, you must promptly provide your agency's security officer and management the end date of your employment.
1 Agree
Wisconsin Department of Agriculture, Trade and Consumer Protection
Working for You All Day Every Day.

The following page will appear. Select **"I do not have a WILMS account and would like to register for one."**

I have forgotten my user name or password.
I need to change my password.
I need to change or update my account information.
I do not have a WILMS account and would like to register for one.
After you sign up for a new account, you need to contact the administrator for your specific site to authorize your access.
If you are unable to sign in, please email the <i>WILMS Help Desk</i> for assistance .
please email the WILMS Help Desk for assistance.

Step 2: Self-Registration

A self-registration page will appear on your screen. Select "Accept"

Self Registratio	on	
Welcome to the DOA/Wise secure business with the I	consin Logon self registration process. Self Regis Department of Workforce Development over the I	tration allov internet.
Requesting a DOA/V	Visconsin Logon and Password	
You will submit your conta	act information. Once authorized you will see a co	onfirmation.
Starting the Self Rec	gistration Process	
To begin, you must read t Decline.	- the User Acceptance Agreement below and click A	ccept at the
To begin, you must read t Decline. User Acceptance Agree	- the User Acceptance Agreement below and click A ement	accept at the
To begin, you must read t Decline. User Acceptance Agree	the User Acceptance Agreement below and click A ement DOA/WISCONSIN LOGON MANAGEMENT SYSTEM	accept at the
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To begin, you must read t Decline. User Acceptance Agree	the User Acceptance Agreement below and click A ement DOA/WISCONSIN LOGON MANAGEMENT SYSTEM EMENT INTRODUCTION	ccept at the
To begin, you must read t Decline. User Acceptance Agree USER ACCEPTANCE AGREE Printer Friendly Version	the User Acceptance Agreement below and click A ement DOA/WISCONSIN LOGON MANAGEMENT SYSTEM EMENT INTRODUCTION	ccept at th
To begin, you must read t Decline. User Acceptance Agree USER ACCEPTANCE AGREE Printer Friendly Version Accept Decline	the User Acceptance Agreement below and click A ement DOA/WISCONSIN LOGON MANAGEMENT SYSTEM EMENT INTRODUCTION	accept at th

Now, fill out all mandatory information on the Account Creation Page. For the "Systems You Will Access" portion, select SharePoint. See Below:

Profile Int	aformation	
Frome in		
Middle Telble		
mudie mua		
Last Name		
Suffix		
E-Mail		
Phone	Use this format 6085551234	
Mailing Addr	Iress	
Street Addre	ress	
City		
State/Provin	nce Systems You Will Access	
Zip Code	Use your mouse to highlight the system that you wa	nt to acco
Systems) Use your mo	You Will Access ouse to highlight the system that you want to access. SharePoint WEDSS	d Profe
Systems	WEDSS DHS - Volunteer Health Care Program (VHCP) DHS Health Reports	
Account l	Information	
Your Logon I	ID must be between 5-20 characters and CAN be a combination	

Note: Your Logon ID must be between 5-20 characters and CAN be a combination of letters and numbers. The Logon ID must not contain spaces or special characters.

Your Password must be 7-20 characters long and MUST contain a combination of letters and either numbers or special characters (except the @ ? / signs). Passwords are case sensitive. Your Password cannot contain the Logon ID.

Users are encouraged to maintain a hard copy of both logon information as well as the Secret Question submitted to the system for password recovery in the future.

Step 3: Access Request

WILMS will send a confirmation email with a link. DO NOT USE THIS LINK – it is generated by WILMS and does not access the Clean Sweep site. Open your web browser and type or copy this link into your browser: <u>https://datcpnet.wi.gov/darm/AgChem/AgrichemProg/Pesticides/CleanSweep/</u>. This link allows users to request permission to access the Clean Sweep SharePoint site. Remember, wait for the WILMS confirmation email and then use the alternative link shown above.

You will be prompted to the following screen. In the text box, briefly describe who you are and why you need access to the Clean Sweep site.

Then click "Send"



The DATCP administrator (Clean Sweep Program Specialist) will be notified of your request and grant you permission to the Clean Sweep SharePoint site. You will receive an email when you gain access to view the Clean Sweep site. Allow up to one business day for a response from the clean sweep program specialist.

If you have any difficulty with this process, please contact the Clean Sweep program specialist, 608-224-4545 or <u>jane.larson@wisconsin.gov</u>.

Password/Username Recovery.

To recover a lost/forgotten username or password, click the link below or copy and paste into your browser: <u>https://datcpnet.wi.gov/darm/AgChem/AgrichemProg/Pesticides/CleanSweep/</u>.

The username/password recovery option is in the left column. The option to change passwords is directly below that.

WILMS Sign In	Help
ote: The "!!! wiext\" prefix is no longer needed in front of your user name.	I have forgotten my user name or password.
	I need to change my password.
VILMS User name:	I need to change or update my account information.
Sign In State of WI Users Sign In Here	I do not have a WILMS account and would like to register for one. After you sign up for a new account, you need to contact the administrator for your specific site to authorize your access.
	If you are unable to sign in, please email the <i>WILMS Help Desk</i> for assistance.

Site Specifics APPLICATIONS

Grant applications can be accessed in three places:

• Buttons in the center column, to the left of the Clean Sweep logo, under NEW Applications. The buttons below will directly open a new form to use.

Apply for Ag	Apply for Rx
HHW Grant	Drug Grant

- Click on the Application name in the left navigation pane, then New Item in the library that opens.
- Click on Applications in the top navigation pane, then the correct application then New Item in the library that opens.

Applications are fillable forms and follow the same format as the paper forms. These forms submit directly to a SharePoint list, eliminating the need for the Clean Sweep program specialist to re-enter the submitted information into a spreadsheet or database.

Note:

- Required fields are indicated with a red asterisk * in the corner of the field. Complete all required fields in order to save the form.
- Self-calculating fields appear in green on the form.

Saving/Editing

You can save applications before they are fully completed. To access and edit, click on the correct application title in the left navigation (under the DATCP logo). Find the application and click on the ellipses (...) to the right of the name/title. Click edit item. Complete/edit and click submit.

Wisconsin Department of A	Agriculture Trade	and Consume	er Protection					Newsfeed OneDrive Sites Ashby, Stacie L -
BROWSE PAGE								🖓 SHARE 🏠 FOLLOW 🦕 SYNC 🖌 EDIT [🔄 🛽
Agrichemical Clean	DARM Home Sweep	Bureau 🝷	AgriChemical Pr	rograms 🔹	Investigation 8	& Compliance	•	Search this site 🔻 🔎
Home Clean Sweep (Admin only) Clean Sweep Documents	Clean Swee There are curren	p Announce tly no active ann	ements ouncements. To	add a new anno	uncement, click	"Add new anno	uncement".	sin Clean Sh.
Applications Ag HHW Grant Rx Drug Grant	Clean Swee ⊕ new docum	p Documen ent or drag file	ts s here					
Reimbursements Ag HHW Expense Reimbursement	Clear	nSweepGuidance nSweepGuidance	•••					lesses
Recent CountyList AgHHWGrant	Clean Swee	p Calendar st 2018						Ans, Homes & Bush
Site Contents	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	Jane Larson, Clean Sweep Coordinator
EDIT LINKS	29	30	31	1	2	3	4	DATCPcswp@wisconsin.gov
								Apply for AgApply for RxHHW GrantDrug Grant
	5	6	7	8	9	10	11	

Step 1: Access Saved Application from Application list

Step 2: Open Saved Application

Click on correct Name/Title. This is the user's Name/Title from the original application.

Wisconsin Department of A	Agricul	ture Trade a	nd Cc	onsumer Protect	tion				Newsfeed	OneDrive Si	tes Ashby	, Stacie L 👻 🔅	?
BROWSE ITEMS LIST											🗘 SHARE 🖒	FOLLOW [D]	6
Agrichemical AgHH\	_{darm}	Home Bu	ireau	 AgriChem 	ical Program	s • In	vestigatio	n & Complianc	e •	Search t	his site	~	Q
Home	۱	new item o	or <mark>ed</mark>	it this list									
Clean Sweep (Admin only)	All Ite	ems •••	Find	an item	Q								
Clean Sweep Documents													
Contacts	\checkmark	Name/Title		AgencyGovTribe	Address	City	Zip	Phone	Email	MunicipalityTribe	1 Contact1	MunicipalityTribe	2 Cor
Applications	.	Stacie's Med		The Ashby Agency	2811 Agriculture	Madison	53718	920-728- 1027	stacie.ashby@wisconsin.gov	Husty	Mom	Sun Prairie	Beo
Ag HHW Grant		Collection		, igeney	Drive			1027					
Rx Drug Grant		box											
Reimbursements		Janesville		City of	V05	Janesville	53545	6081234567	robby.personette@wi.gov	Test a	test b	test c	tes
Ag HHW Expense Reimbursement		Beauty Division		Janesville	Alberto Blvd								
Recent		Jane H.		WI Department	PO Box	Madison	53708-	608-224-	jane.larson@wisconsin.gov	Dane County	Mike	Columbia	Boi
CountyList		Larson, Clean		of Agriculture	8911		8911	4545			Murray	County	Bru
A =111 047/2k		Sweep											_

Step 3: Print Application

To access the completed form to print, click on the correct application title in the left navigation (under the DATCP logo). Find the application and click on the ellipses (...) to the right of the name/title. Click edit item. The print button appears above the logo of the completed application. Click to print.



To print before the form has been submitted, right-click and click on print.

FINAL REPORT REIMBURSEMENT (New - Summer of 2019)

Grant reimbursement final report forms can be accessed in three places:

• Button in the center column, to the left of the Clean Sweep logo, under Expense Reimbursement. The button below will also directly open the Clean Sweep Final Reports page.



• By clicking on the <u>Final Reports</u> name in the left navigation pane, then the appropriate report name in the Final Report tables. (Screen grabs below, not live links).



NEW Drug Collection Drug Fo	orms
READ Rx Drug Fina	I Report Guide *
 Narrative * Expense Reimbursement * Labor Worksheet (optional)* 	 Drug Summary * Local Expenses (optional)*

• By clicking on Final Reports in the top navigation pane, then the correct grant type, form name and then New Item in the library that opens.

Final Report forms are fillable forms and follow the same format as the paper forms. These forms submit directly to a SharePoint list, eliminating the need for the Clean Sweep program specialist to re-enter the submitted information into a spreadsheet or database.

• **NOTE:** Required fields are indicated with a red asterisk * in the corner of the field. Complete all required fields in order to save the form.

Saving/Editing

You can save applications before they are fully completed. To access and edit:

• Click on the correct title in the Reports table on the <u>CS Final Reports</u> page.





- NOTE: When available, a feature will be turned on that allows users to view only their own submissions.
- Find the form to be revised and click on the ellipses (...) to the right of the name/title.
- Click edit item.
- Complete/edit and click save.

Submitting

To submit the completed Final Reports, click on the Submit to Clean Sweep link, complete the checklist and check the box to submit. This will alert the Clean Sweep program specialist that the final report is complete and ready to review.

ANNOUNCEMENTS

Announcements allow the Clean Sweep program specialist to share information in a centralized location while giving users the ability to receive the information as needed.

Review Announcements

Recent announcements appear under the Announcement heading on Clean Sweep site. To review older announcements, click on the heading for the full list of announcements.

Announcement Alerts

Users are encouraged to set up alerts on Announcements. Alerts generate an email to the user's email and can be set to email upon creation of the announcement or on a designated schedule.

Step 1: Navigate to the Announcements List

Announcements are at the top of the left column (appears center of page) of the Clean Sweep SharePoint site. To open the Announcement List, click on Clean Sweep Announcements.



Step 2: Open the Announcements List Ribbon

The Clean Sweep Announcements list has its own menu ribbon. This is accessed by clicking on List above and slightly to the right of the DATCP Logo.

Wisconsin Department of A	griculture Trade and Consumer Protection	Newsfeed	OneDrive	Sites	Ashby, Stacie L -	ø	?
BROWSE ITEM: LIST				Ç s⊦	iare 🟠 Follow		200
Agrichemical Clean	DARM Home Bureau • Agrichemical Programs • Investigation & Compliance •		Sear	rch this site		Ŧ	Q
Home	Title Modified						
Clean Sweep (Admin only)	There are no items to show in this view of the "Clean Sweep Announcements" list. To add a new item, click "New".						
Clean Sweep Documents	Add new announcement						
Applications							
Ag HHW Grant							
Rx Drug Grant							
Reimbursements							
Ag HHW Expense Reimbursement							
Recent							
AgHHWGrant							
Site Contents							
EDIT LINKS							

Step 3: Set Alert

Click on Alert Me, then Set alert on this list in the List ribbon.

Wisconsin Department of	Agriculture Trade and	Consumer Protect	tion			Newsfeed	OneDrive	Sites /	Ashby, Stacie L v	ø	3
BROWSE ITEMS LIST								🗘 SHAR	ie 🏠 follow	[0]	ę
iew Format	View Current View: Column All items Column All items	Tags & E-niei Notes Tags and Notes	Alert Alert Men East Most Popular Lance	Connect to Outlook	Export to Excel Connect & Export	Customize Form Customize	orm Web Parts - fit List ew Quick Step ize List	List Settings	Shared Workflow With Settings - Settings		
Home	Title			Modified							
Clean Sweep (Admin only)	There are no items to s	how in this view of th	ne "Clean Sweep Announceme	nts" list. To	add a new item, click "New".						
Clean Sweep Documents	Add new announce	ment									
Applications											
Ag HHW Grant											
Rx Drug Grant											
Reimbursements											
Ag HHW Expense Reimbursement											
Recent											
AgHHWGrant											
Site Contents											
🖋 EDIT LINKS											

Choose alert preferences from the New Alert box. Click OK. Note, users may choose to receive alerts on a scheduled basis (i.e. Monday at 8am, Friday at 3pm)

·	OK Cancel	_
Alert Title Enter the title for this alert. This is included in the subject of the notification sent for this alert.	Clean Sweep Announcements	_^
Send Alerts To You can enter user names or e-mail addresses. Separate them with semicolons.	Users: <u>Ashby. Stacie L</u> ×	
Delivery Method Specify how you want the alerts delivered.	Send me alerts by: © E-mail Stacie.Ashby@wisconsin.gov Text Message (SMS) Send URL in text message (SMS)	
Change Type Specify the type of changes that you want to be alerted to.	Only send me alerts when:	
Send Alerts for These Changes Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.	Send me an alert when: Anything changes Someone else changes an announcement Someone else changes an announcement created by me Someone else changes an announcement last modified by me An announcement with an expiration date is added or changed	
When to Send Alerts		~

Calendar

The Clean Sweep Coordinator will populate the calendar with program dates.

Calendar Alerts

Users may set alerts on the Calendar by clicking on the title (Clean Sweep Calendar) above the calendar to open the calendar. Access the Calendar ribbon by clicking on Calendar above and slightly to the right of the DATCP Logo. Follow Step 3: Set Alert above.

Contacts (Clean Sweep Coordinators)

Submit Contact Information

Users are asked to submit Contact Information upon approval to access the Clean Sweep site. This will ensure the most current information is available. To submit, please go to <u>Submit Contact Information</u> and complete the form. Users may also access by clicking on Contacts in the left navigation, then + new item.

Updating Contact Information

To update Contact Information, click on Contacts in the left navigation. In the Contacts list, click on the ellipses (...) to the right of the appropriate Last Name, then Edit Item in the menu that opens. Make changes as needed. Then click on Save in the upper right corner.

Document Library

Clean Sweep Documents are located in the Document Library just under Announcements. This library will include the Clean Sweep SharePoint Guidance Document and fillable and printable forms. Users are strongly encouraged to submit all documents via SharePoint forms.

FAQ

Frequently Asked Questions (FAQ) will be compiled by the Clean Sweep Program Specialist and displayed in the FAQ list accessible by clicking FAQ on the left navigation.

Questions can also be submitted by users via the Submit an FAQ button in the right page of the Clean Sweep SharePoint site.



The Clean Sweep Program Specialist will answer FAQs, removing duplicates if needed.