Wisconsin Clean Sweep SharePoint Guidance

August 23, 2019

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Contents

Wisconsin Clean Sweep 1

SharePointGuidance ..... **Error! Bookmark not defined.**

Program Background 4

SharePoint Site Summary 4

WILMS (Wisconsin Logon Management System) Access 5

Extranet (SharePoint) Access – Creating a WILMS Account 5

Step 1: Navigating to the Correct Page 5

Step 2: Self-Registration 6

Step 3: Access Request 7

Password/Username Recovery. 8

Site Specifics 9

APPLICATIONS 9

Saving/Editing 9

Step 1: Access Saved Application from Application list 10

Step 2: Open Saved Application 10

Step 3: Print Application 10

FINAL REPORT REIMBURSEMENT (New – Summer of 2019) 11

Saving/Editing 12

Submitting 13

ANNOUNCEMENTS 13

Review Announcements 13

Announcement Alerts 13

Step 1: Navigate to the Announcements List 13

Step 2: Open the Announcements List Ribbon 14

Step 3: Set Alert 14

Calendar 15

Calendar Alerts 16

Contacts (Clean Sweep Coordinators) 16

Submit Contact Information 16

Updating Contact Information 16

Document Library 16

FAQ 16

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.

Page 5

New to SharePoint?

Need to create an account?

Page 8

Can't remember your Password?

Or your Username?

DATCPnet

Ready to go?

Head straight into the Clean Sweep Site.

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

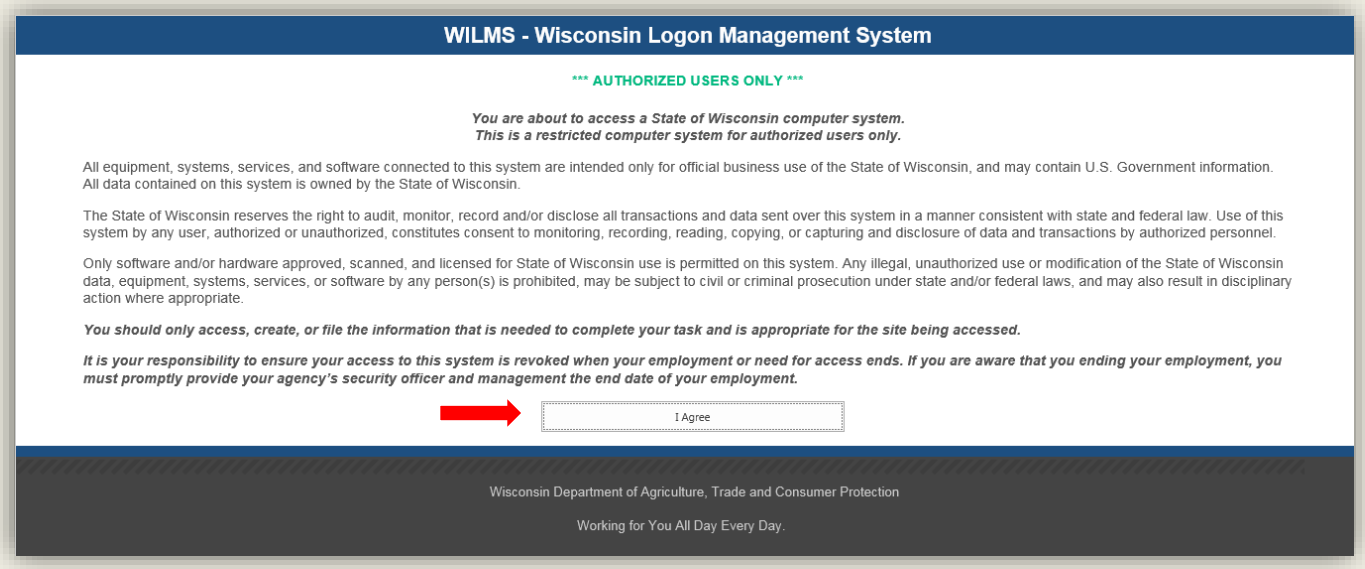
These procedures will walk you through creating an account for a WILMS ID in order to access DATCP's Extranet SharePoint Site.

Use the following instructions listed to create a WILMS Account:

Step 1: Navigating to the Correct Page

Using your web browser, navigate to the https://datcpnet.wi.gov/darm/AgChem/AgrichemProg/Pesticides/CleanSweep/

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

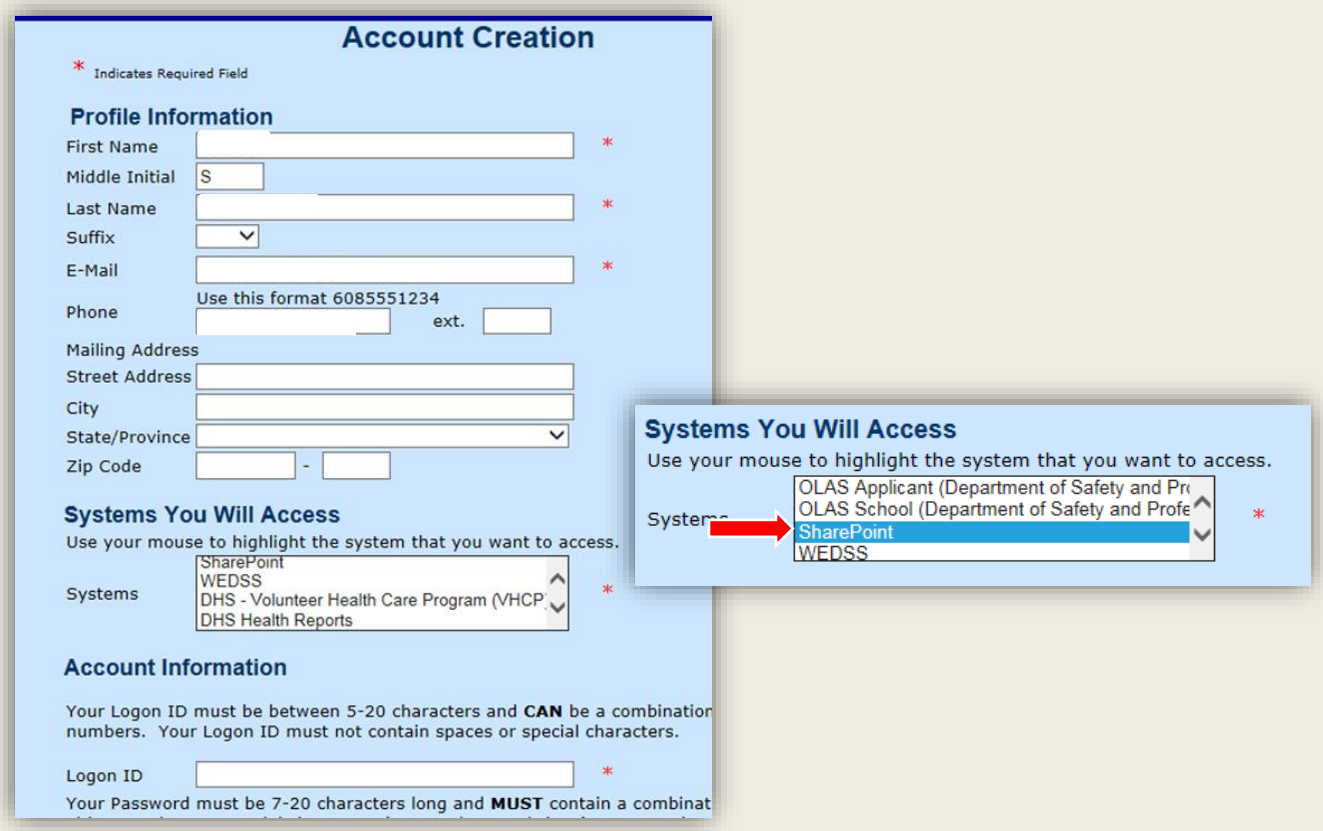


The following page will appear. Select **"I do not have a WILMS account and would like to register for one."**

Step 2: Self-Registration

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

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



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.

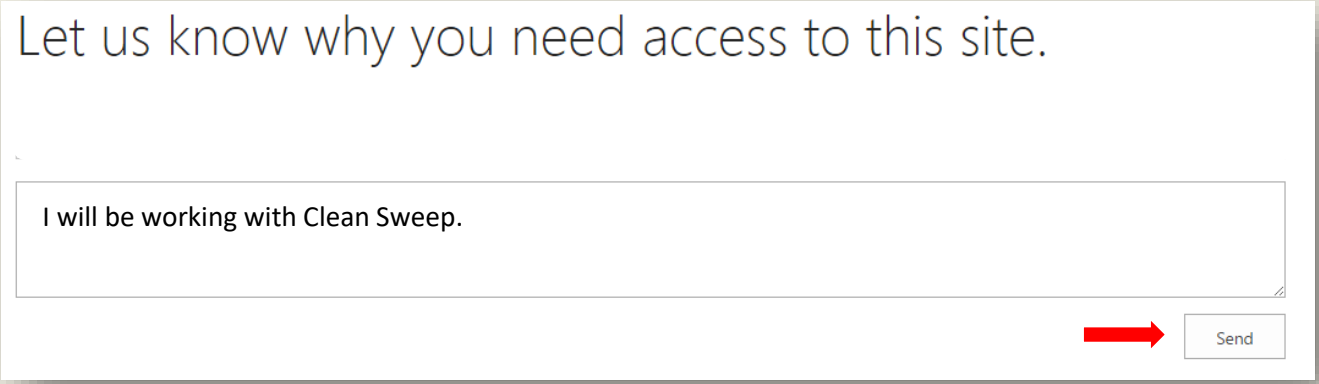
Users are encouraged to maintain a hard copy of both logon information as well as the Secret Question submitted to the system for password recovery in the future.

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: https://datcpnet.wi.gov/darm/AgChem/AgrichemProg/Pesticides/CleanSweep/. 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"



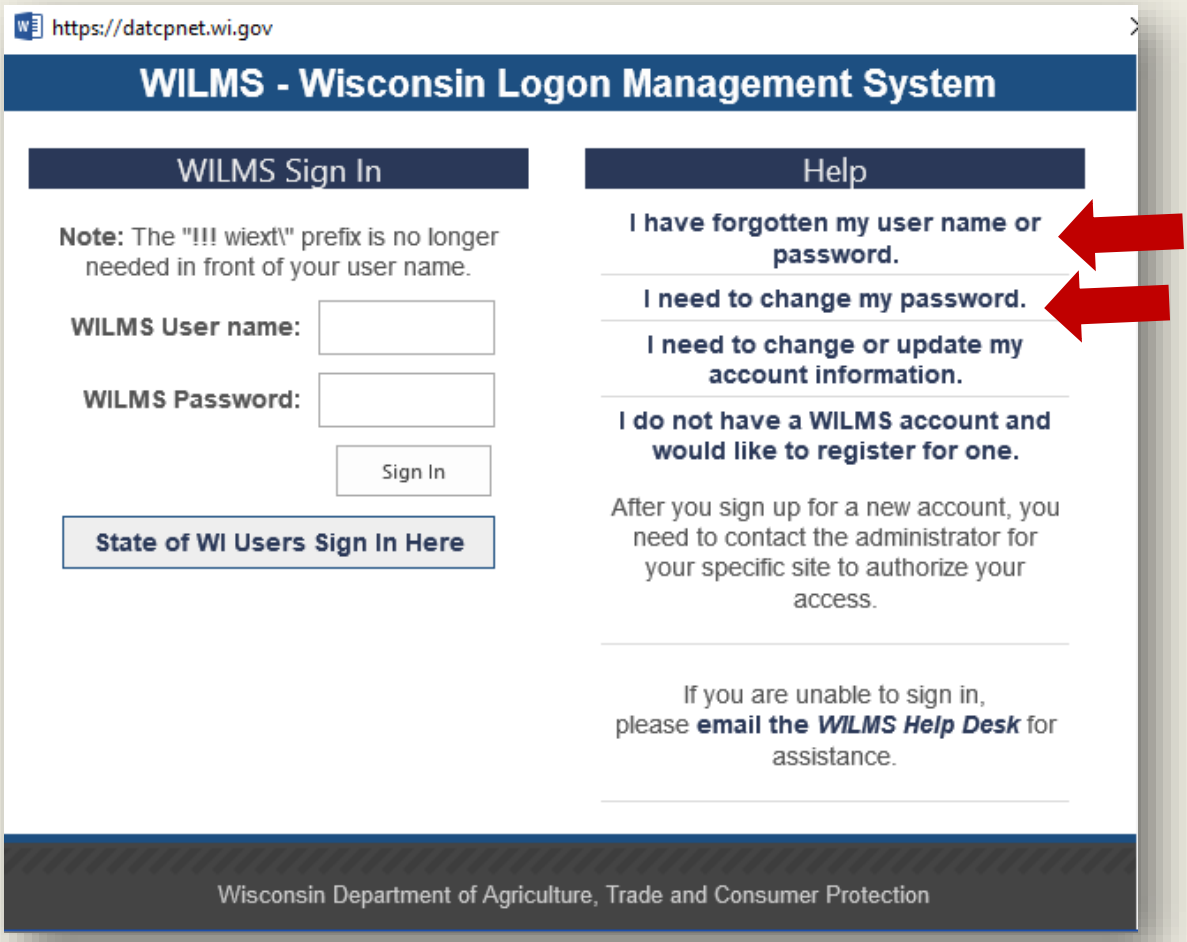
The DATCP administrator (Clean Sweep Program Specialist) will be notified of your request and grant you permission to the Clean Sweep SharePoint site. You will receive an email when you gain access to view the Clean Sweep site. Allow up to one business day for a response from the clean sweep program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

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

Password/Username Recovery.

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

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



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.

- 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.

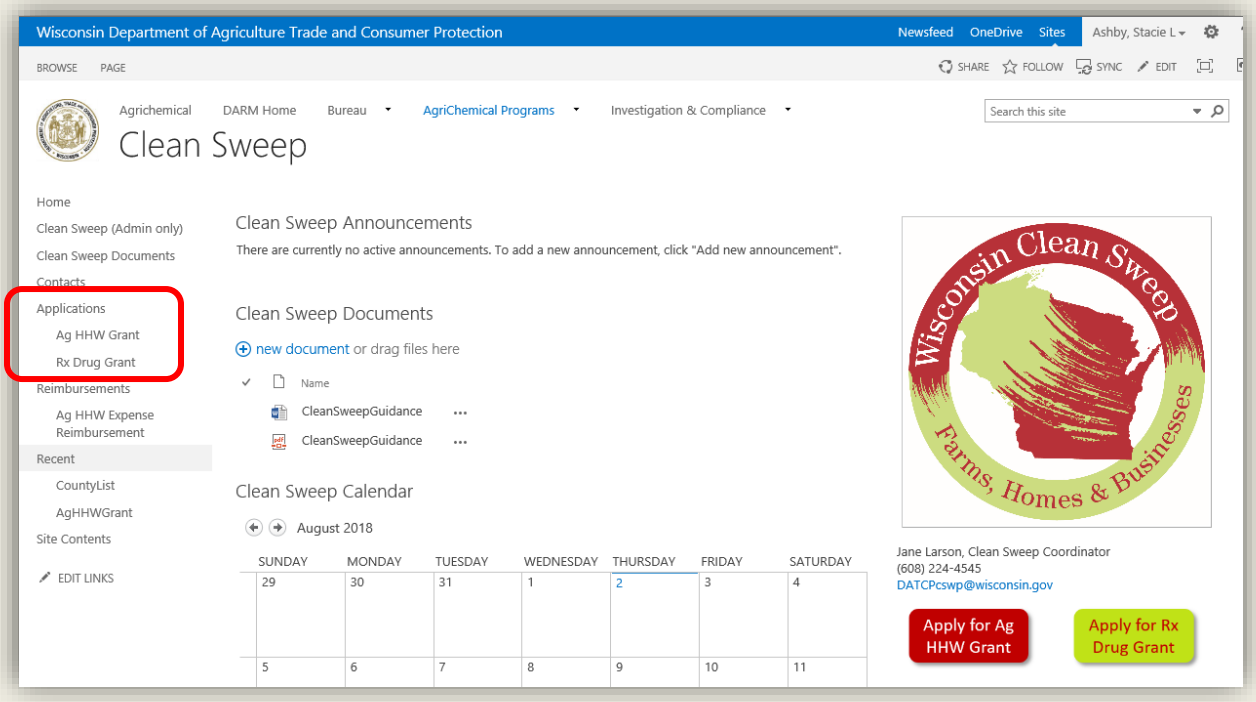
Note:

- 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

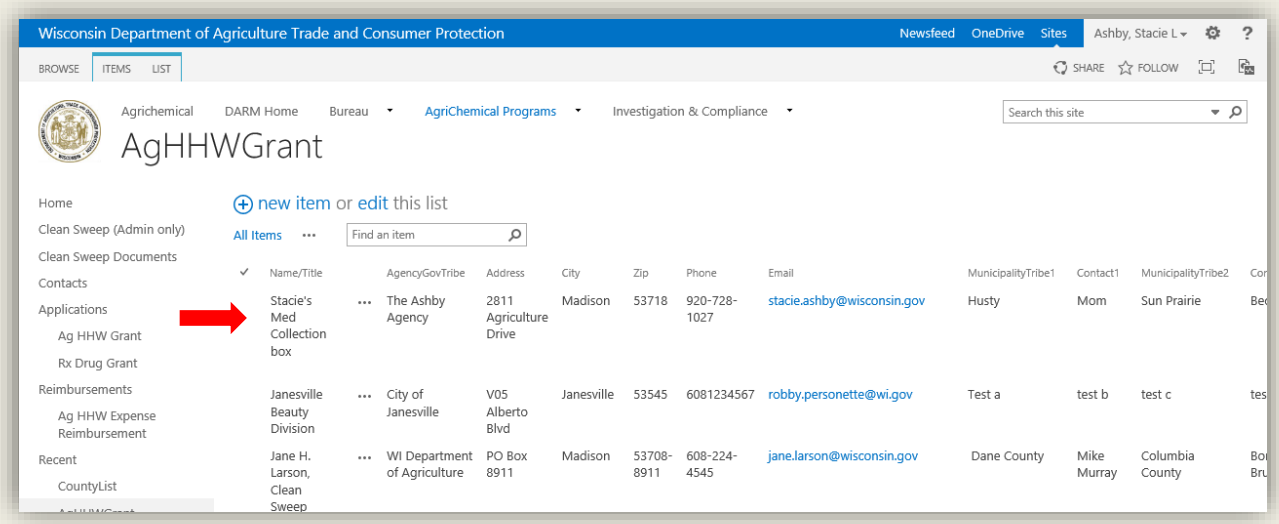
You can save applications before they are fully completed. To access and edit, click on the correct application title in the left navigation (under the DATCP logo). Find the application and click on the ellipses (…) to the right of the name/title. Click edit item. Complete/edit and click submit.

Step 1: Access Saved Application from Application list



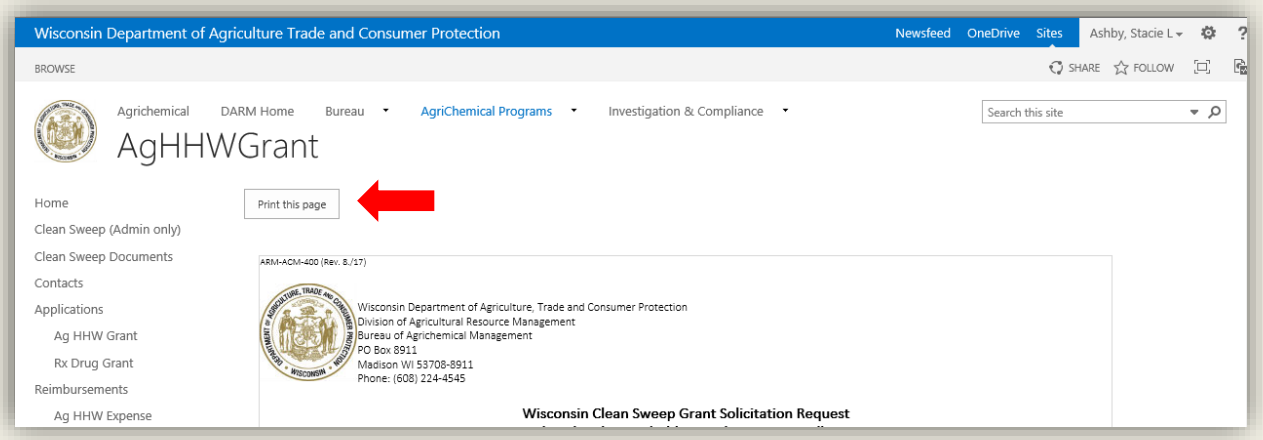
Step 2: Open Saved Application

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



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.

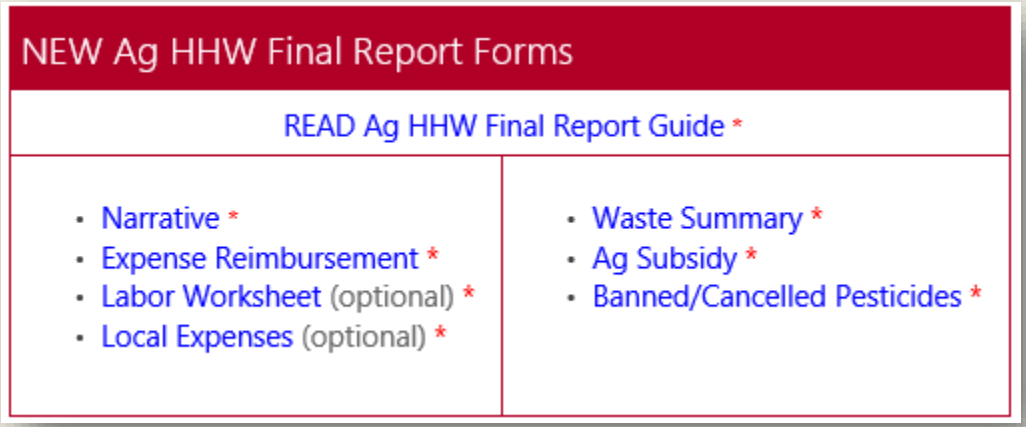
FINAL REPORT REIMBURSEMENT (New – Summer of 2019)

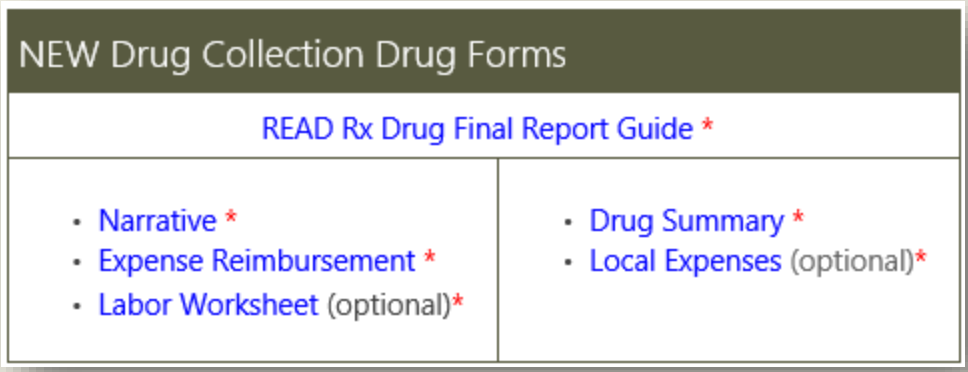
Grant reimbursement final report forms can be accessed in three places:

- 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.

Click here to go to Final Report Forms

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





- 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.

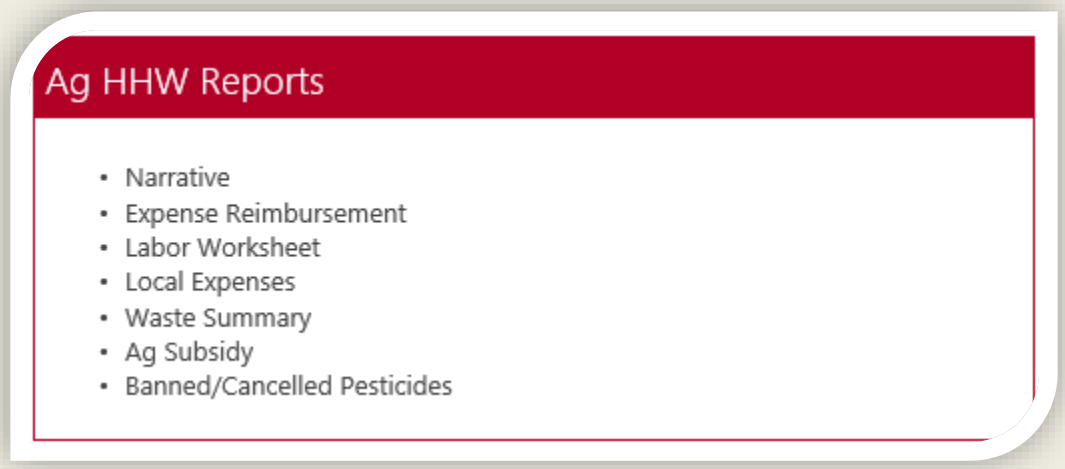
Final Report forms are fillable forms and follow the same format as the paper forms. These forms submit directly to a SharePoint list, eliminating the need for the Clean Sweep program specialist to re-enter the submitted information into a spreadsheet or database.

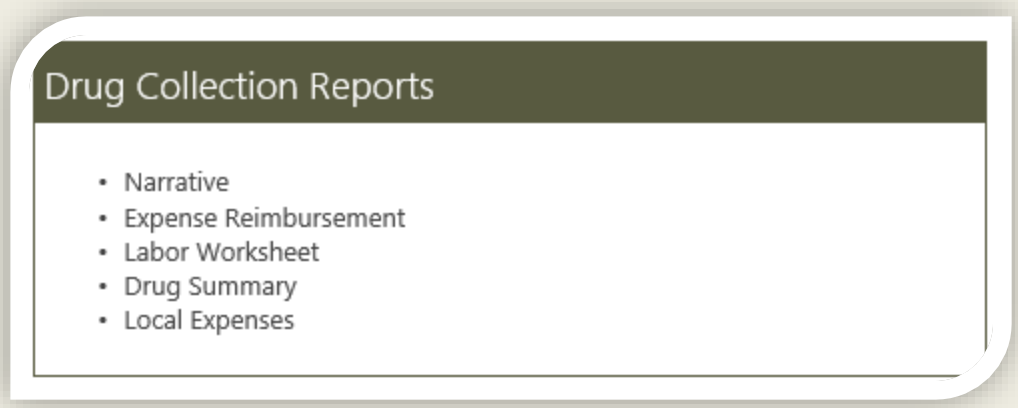
- **NOTE:** Required fields are indicated with a red asterisk * in the corner of the field. Complete all required fields in order to save the form.

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 CS Final Reports 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

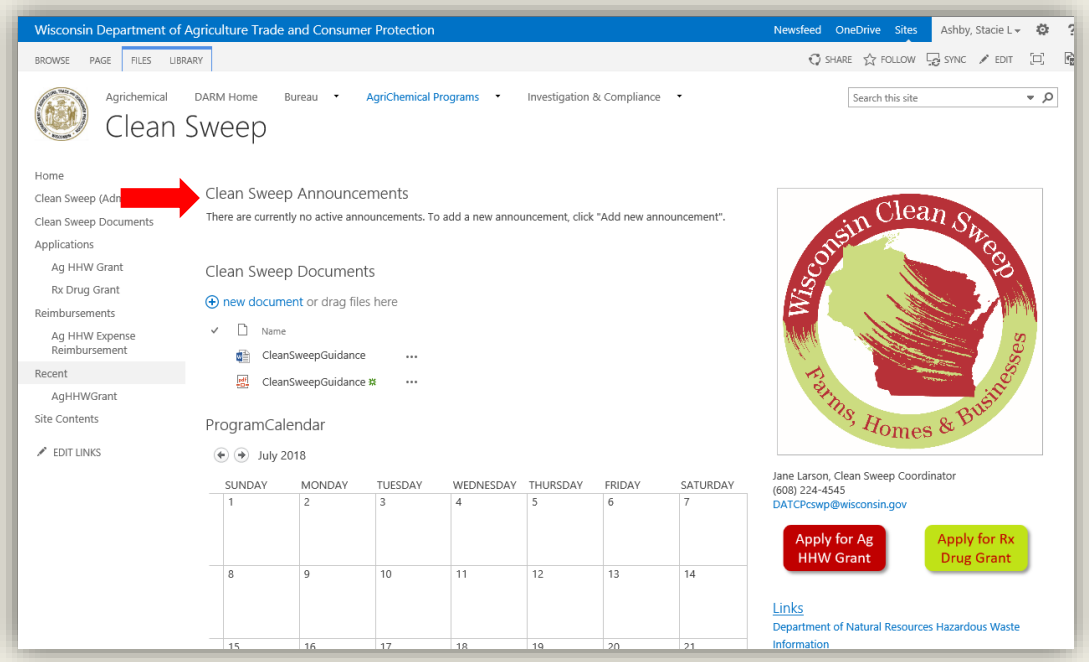
Recent announcements appear under the Announcement heading on Clean Sweep site. To review older announcements, click on the heading for the full list of announcements.

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.

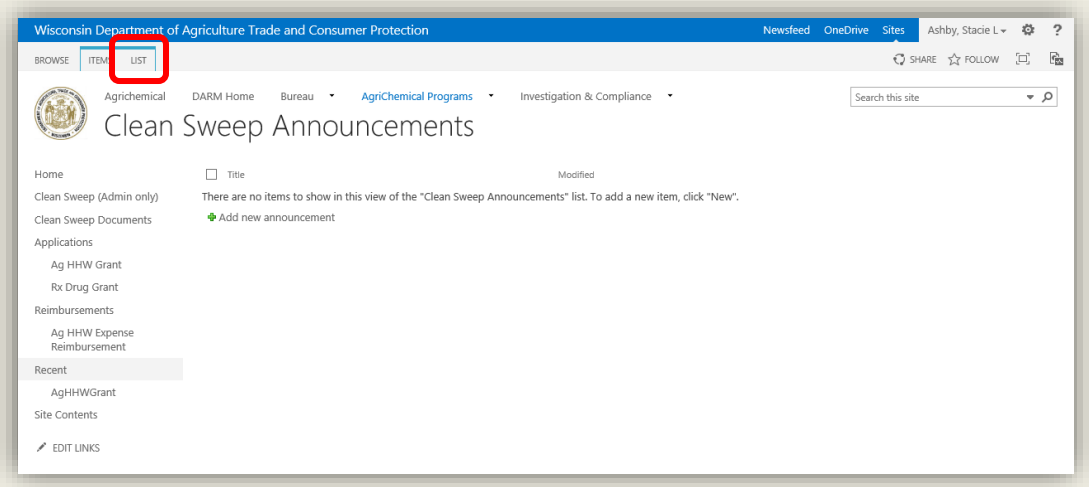
Step 1: Navigate to the Announcements List

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.



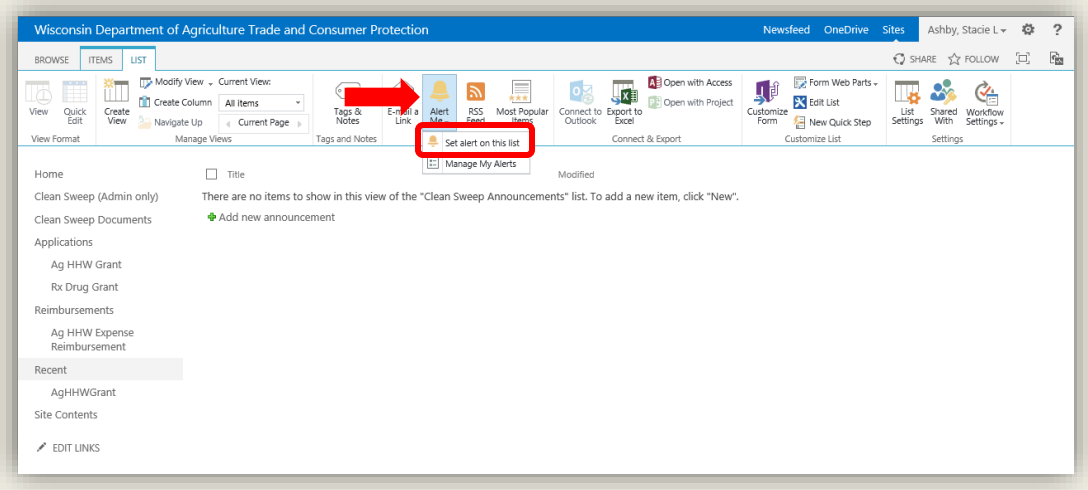
Step 2: Open the Announcements List Ribbon

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.

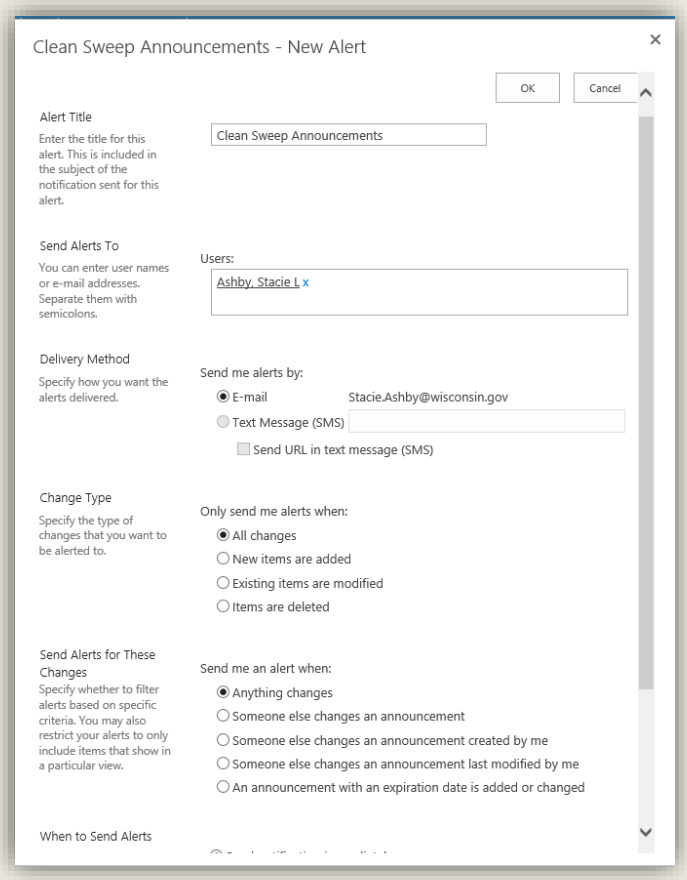


Step 3: Set Alert

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



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)



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 Submit Contact Information 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.