

Community Link Consulting
SharePoint Server Client Directions

User Name:

Password:

This user name and password is the same for anyone in your company. If for some reason you need to have your password reset please let us know.

Please note that SharePoint is only fully compatible with Internet Explorer.

1. Go to www.communitylinkconsulting.com

The screenshot shows the homepage of Community Link Consulting. At the top is a blue header with the company name and tagline. Below is a navigation menu with links for Home, About, Services, Contact, and Clients. The main content area is divided into several sections: a welcome message, a list of key strengths, a mission statement, and helpful websites. The 'Our Mission' section is highlighted with a light blue background.

Community Link Consulting

... because community health organizations are a community effort!

HOME ABOUT SERVICES CONTACT CLIENTS

Welcome To Community Link Consulting!

Your one-stop consulting shop for community health centers and non-profits. Community Link Consulting is dedicated to meeting the business needs of non-profit agencies.

- 14 years community health center and non-profit experience
- Dedicated staff focused on service and quality
- Fair rates
- Large client base
- Effective communicators (we listen)

Community Link Consulting's goals are to:

- Find solutions to help you succeed
- Provide business leadership in a changing world
- Create strong relationships with long-term clients

Our Mission:

To support the management of community non-profit organizations by helping maximize their effectiveness and efficiency in compliance, management and financial systems. This in turn, allows them to provide quality services to their communities.

Helpful Websites

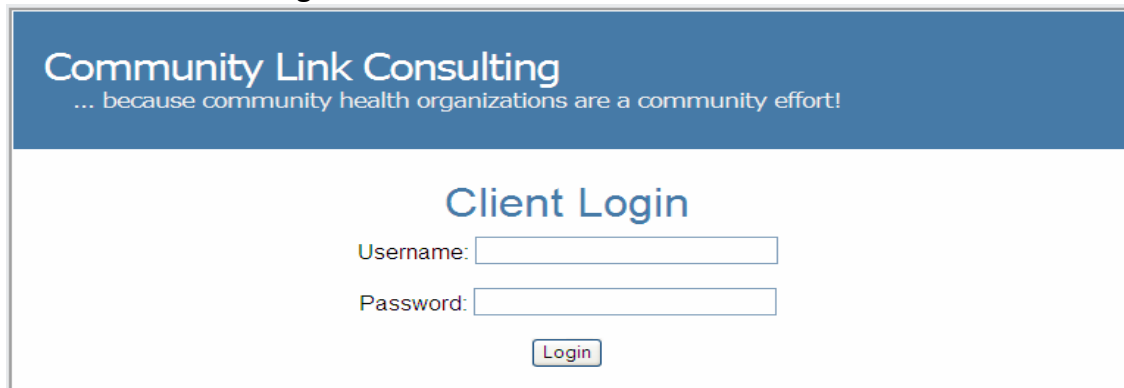
- [National Association of Community Health Centers](#)
- [Rural Health Association](#)
- [CPT Code List](#)

Why Outsourcing Makes Sense

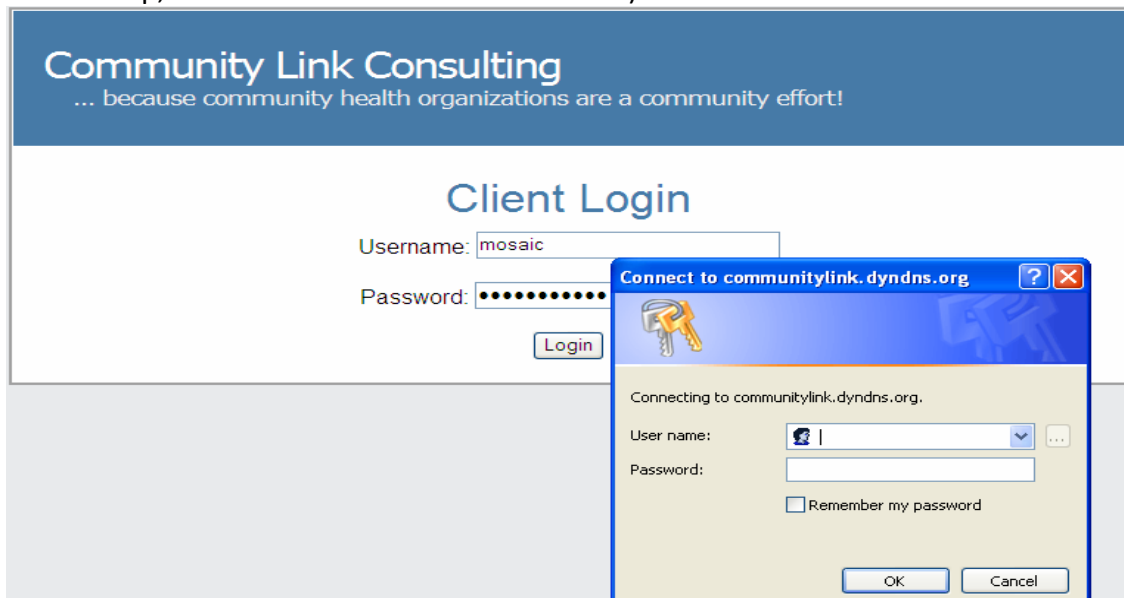
2. Select the **CLIENTS** tab.



3. Select **Client log-in** for document access



4. Enter your user name and password (given at the top of this page). A second box for your user name and password will appear. Enter the same user name and password into the given fields (we are trying to figure out how to eliminate this step, but we are not sure it can be done.)



5. This is the main page you will work from. In these folders CLC employees will place finished documents you might want to look at or need in the future. Navigate through folders by selecting them and using the **Up** link to go back a folder.

The screenshot shows the 'Home' page of a SharePoint site for 'Mosaic Medical'. The top navigation bar includes 'Home', 'Documents and Lists', 'Create', 'Site Settings', and 'Help'. The right side of the bar says 'Up to Community Link Consulting'. The main content area is titled 'Home' and features several sections: 'Announcements' (no active announcements), 'Shared Documents' (a table of folders like FSR, Service Area Map, Bylaws, Board of Directors, Audits), 'Links' (no favorite links), and 'Tasks' (no items). A 'Quick Launch' sidebar on the left lists 'Documents', 'Pictures', 'Lists', 'Discussions', and 'Surveys'.

The screenshot shows the 'Shared Documents' page for the 'Board of Directors' folder. The top navigation bar is the same as the previous screenshot. The main content area is titled 'Shared Documents' and includes a 'Share a document with the team by adding it to this document library.' message. Below this is a toolbar with 'New Document', 'Upload Document', 'Up', 'New Folder', 'Filter', and 'Edit in Datasheet'. A table lists documents with columns for 'Type', 'Name', 'Modified', 'Modified By', and 'Checked Out To'. One document is listed: 'BODCharacteristics_MM_2008' modified on 8/26/2008 10:24 AM by Johanna Root. A left sidebar shows 'Select a View' (All Documents, Explorer View) and 'Actions' (Alert me, Export to spreadsheet, Modify settings and columns).

6. Selecting the document will allow you to view what we have done. You will not be able to manipulate the document and then save it back to the server. You can save it to your computer and then e-mail us with any changes you see fit.

If you have any questions or concerns feel free to contact us. I hope you enjoy this easy access to your documents.