

*These instructions are intended for those users who will be managing the security and access of the Sharepoint folders into which the distributed Axiom reports will be dropped on a monthly basis.*

## **Instructions for Axiom Reporting Folder and Security Maintenance in Sharepoint**

**Step 1:** In Sharepoint, access the folder for your area (example here is for Language Schools):

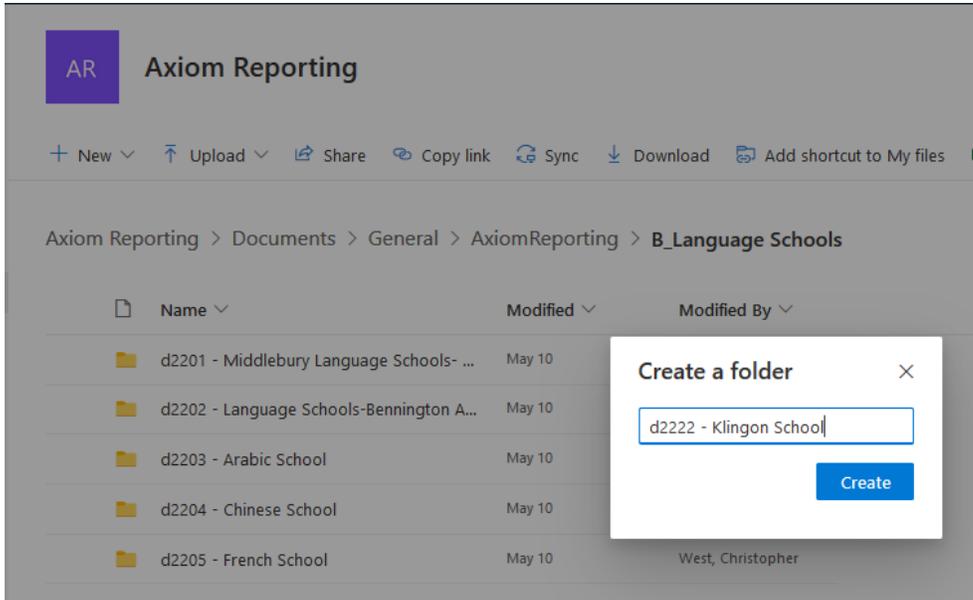
The screenshot shows the OneDrive interface for a user named West, Christopher. The left sidebar shows the navigation pane with 'Axiom Reporting' selected. The main area displays the 'Axiom Reporting' folder, which contains a sub-folder named 'B\_Language Schools'. Below this, a table lists several folders:

Name	Modified	Modified By
d2201 - Middlebury Language Schools- ...	May 10	West, Christopher
d2202 - Language Schools-Bennington A...	May 10	West, Christopher
d2203 - Arabic School	May 10	West, Christopher
d2204 - Chinese School	May 10	West, Christopher
d2205 - French School	May 10	West, Christopher

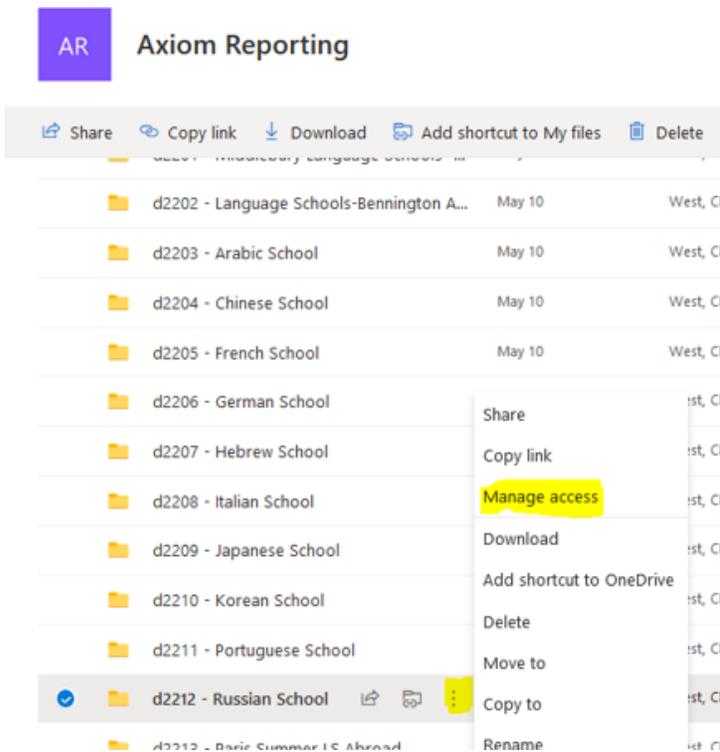
**Step 2:** To add a new folder, click on “New” on the ribbon and chose “Folder”:

The screenshot shows the OneDrive interface for the 'Axiom Reporting' folder. The 'New' dropdown menu is open, and the 'Folder' option is highlighted in yellow. The background shows the same table of folders as in the previous screenshot.

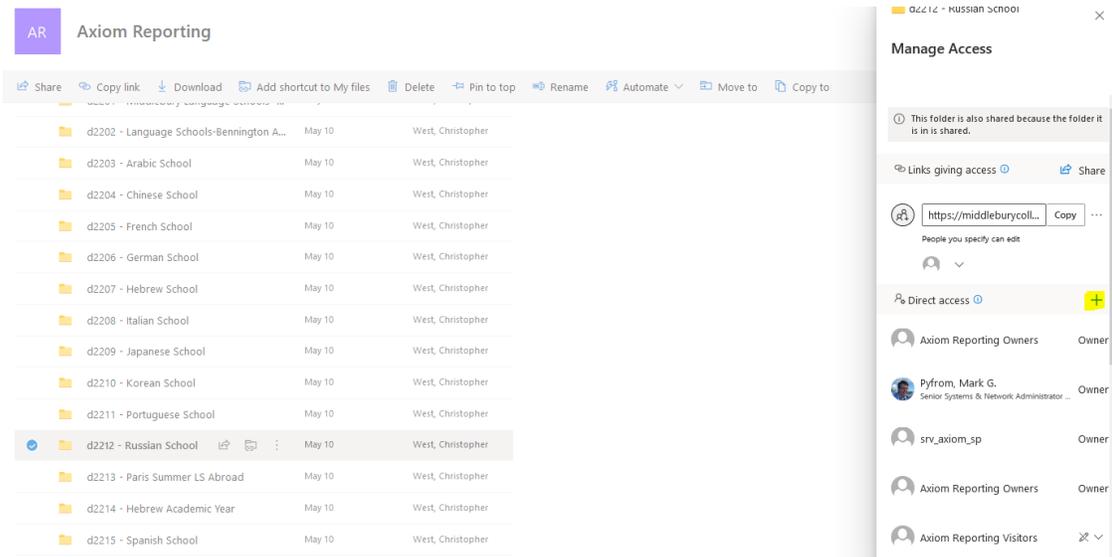
**Step 3:** Once a folder is chosen, fill in the name and press “create”. Note that, for the folder references to match the way Departments are listed in Axiom, the name needs to be “d” followed by Department number, then a dash with spaces before and after, followed by Department name, as in the following example:



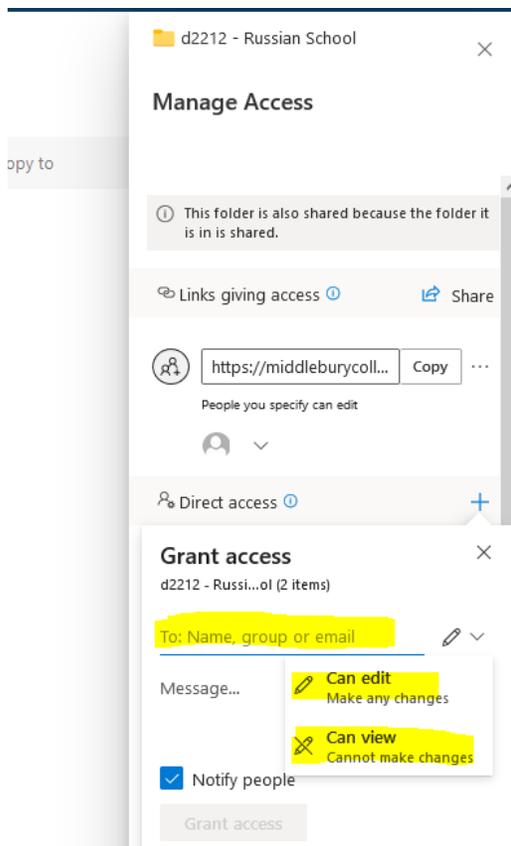
**Step 4:** In order to make changes to report access, two steps are needed. For the folder you want to grant access to, highlight the folder, and click on the three dots to the right of the folder name, and choose “Manage Access”:



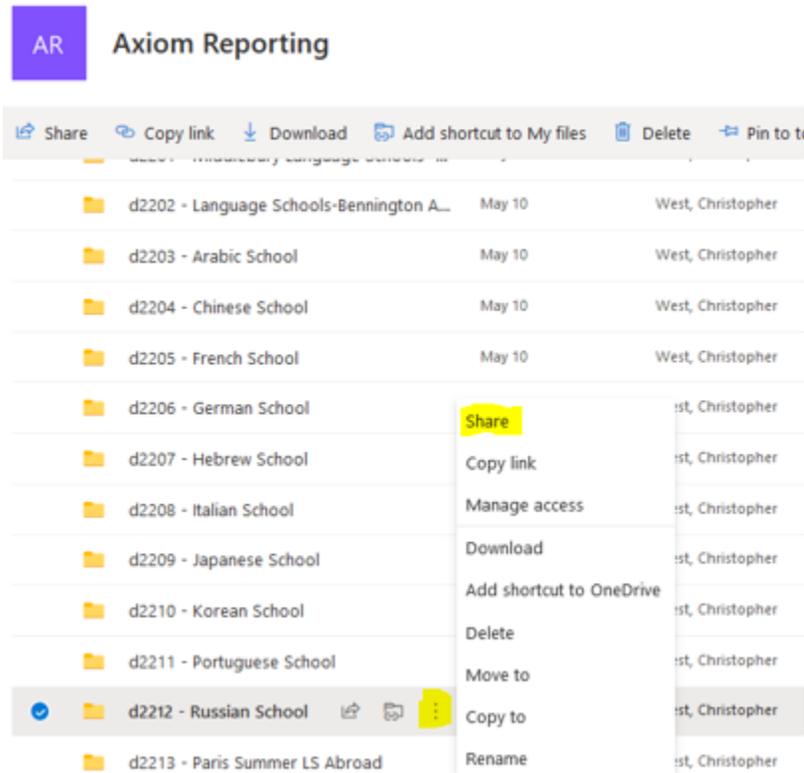
**Step 5:** In the resulting menu on the right-hand side of the page, choose the plus sign:



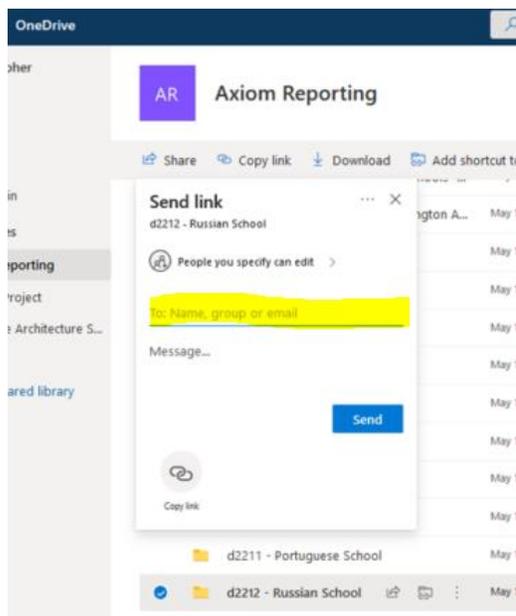
**Step 6:** You will then see a space where you can enter in part of the e-mail or name of the person you want to add, which will then display their profile in a menu you can choose, as well as determine whether they have “write” access (can make further changes to the folder themselves) or only “read” access (can see the contents of the folder, but not make other changes to it):



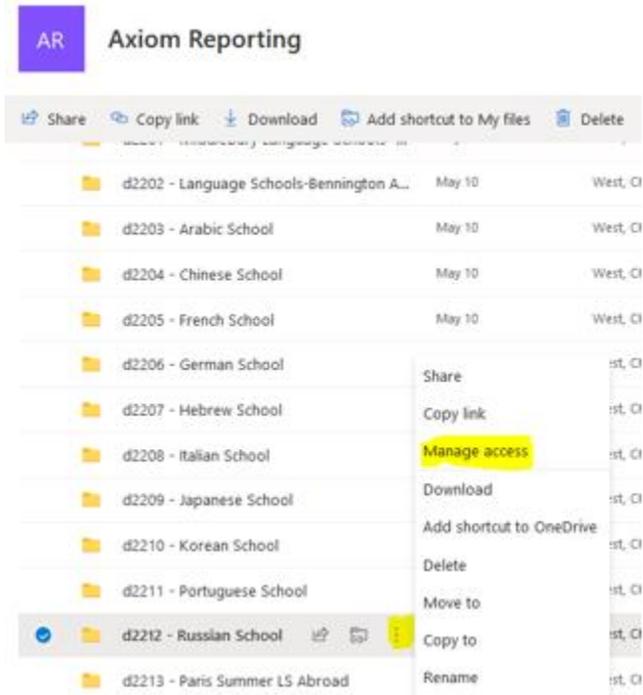
**Step 7:** This allows the user the proper security access to the folder, but will not get the report to automatically show up in their Sharepoint view. To do that, go back to the same menu where you chose “Manage Access”, and this time choose “Share”:



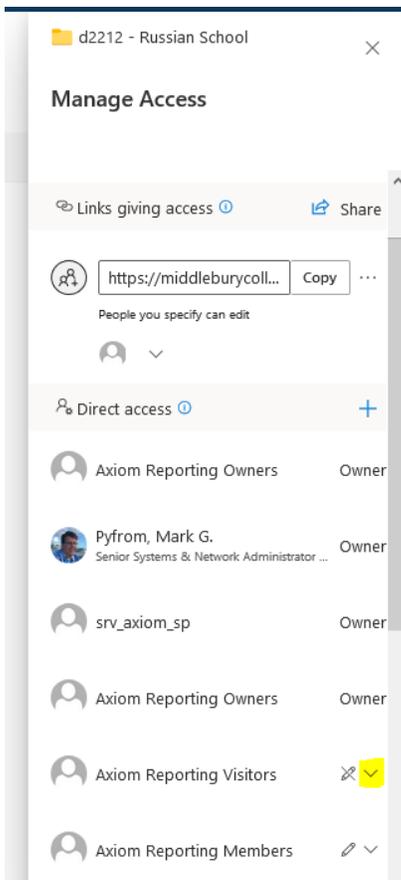
**Step 8:** You will then have access to a screen where you can once again enter the name or e-mail of the person you want to add. They will then be sent a message letting them know they have been added;



**Step 9:** If you need to remove an existing user, it's simply a matter of launching "Manage Access":



**Step 10:** You then select the drop-down arrow next to the user you want to remove:



**Step 11:** And on the next screen chose “stop sharing”:

