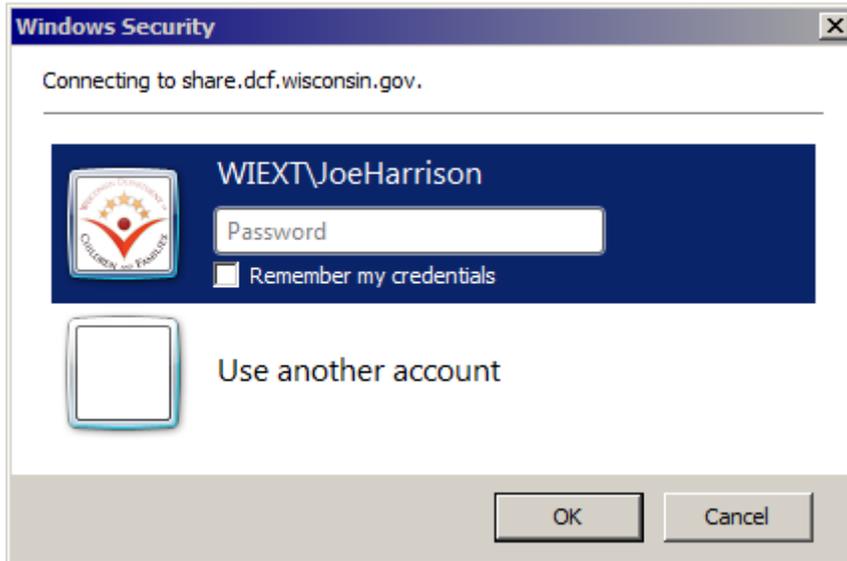


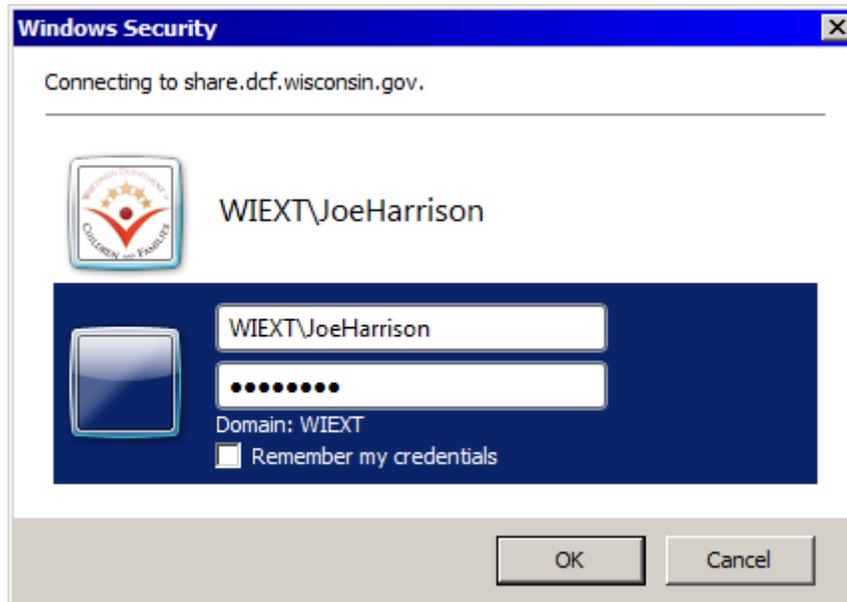
## PS-HUB User Guide:

### To Access PS-HUB

1. Navigate to <https://share.dcf.wisconsin.gov/ps-hub/>
2. You should see this logon screen,



3. Select Use Another Account, then enter WIEXT\[your username] followed by your password



4. If you are on Windows XP you will instead get a box that only has a username and password field, enter WIEXT\username in the username field, and your password in the password field.
5. If it doesn't let you in, STOP, check your password. If you have lost your password or suspect your account is locked you will need to call the DWD solutions center at (608) 266-7252.

# To Upload a File

1. Click on the name of your county in CountyFiles

The screenshot shows the PS-HUB interface. On the left is a navigation sidebar with 'Libraries' selected, containing 'CountyFiles', 'ProgramResources', 'Lists', and 'Discussions'. The main content area is titled 'Post-Reunification Support Program HUB' and contains two sections: 'ProgramResources' and 'CountyFiles'. The 'ProgramResources' section has a table with columns 'Type', 'Name', and 'Modified', listing folders for 'Presentations and PowerPoint Files', 'Program Data', and 'Program Forms'. The 'CountyFiles' section has a table with columns 'Type', 'Name', 'Modified', and 'Modified By'. The 'Ashland' folder is highlighted, and a mouse cursor is pointing at its name.

Type	Name	Modified	Modified By
Folder	Ashland	10/24/2014 1:29 PM	Joe Harrison
Folder	Bayfield	10/24/2014 2:15 PM	Joe Harrison
Folder	Brown	10/24/2014 2:15 PM	Joe Harrison
Folder	Burnett	10/24/2014 2:15 PM	Joe Harrison
Folder	Calumet	10/24/2014 2:15 PM	Joe Harrison
Folder	Clark	10/24/2014 2:16 PM	Joe Harrison
Folder	Crawford	10/24/2014 2:16 PM	Joe Harrison

2. Click on the folder for the type of file you are uploading, we will use Referrals for example purposes

The screenshot shows the PS-HUB interface. The 'CountyFiles' section is active, showing a table with columns 'Type', 'Name', 'Modified', and 'Modified By'. The 'Referrals' folder is highlighted, and a mouse cursor is pointing at its name.

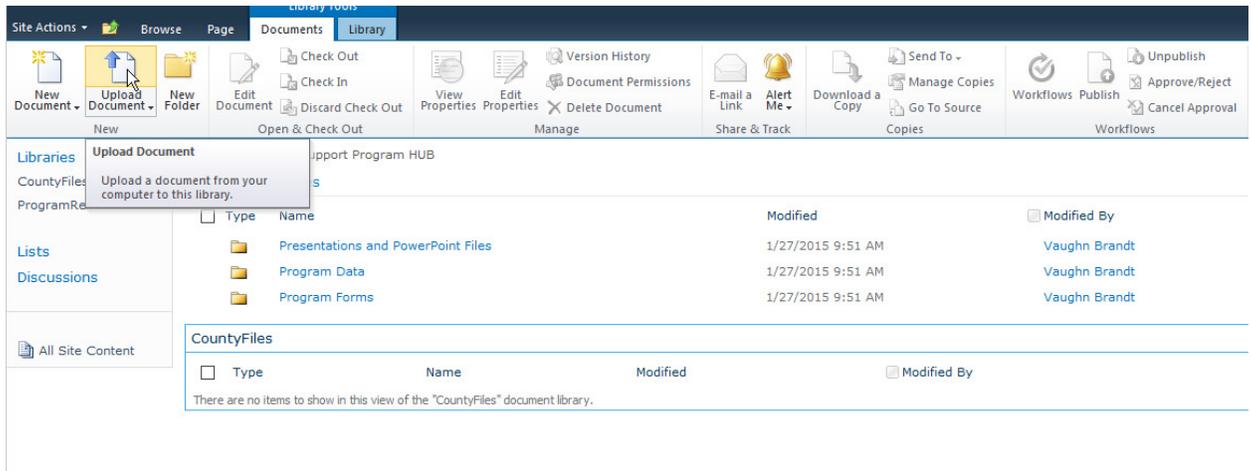
Type	Name	Modified	Modified By
Folder	Communications	10/24/2014 2:27 PM	Joe Harrison
Folder	Data	10/24/2014 2:27 PM	Joe Harrison
Folder	Fiscal	10/24/2014 2:27 PM	Joe Harrison
Folder	Referrals	10/24/2014 2:27 PM	Joe Harrison

3. Click on the checkbox at the top of the list

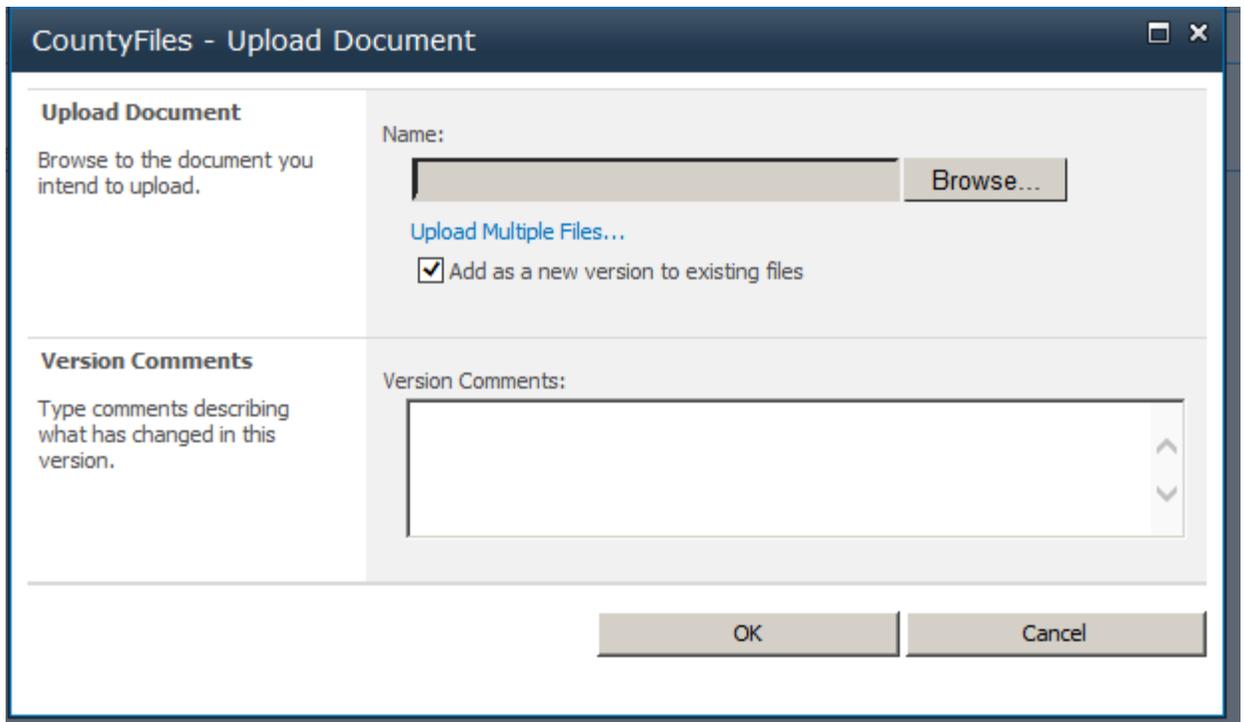
The screenshot shows the PS-HUB interface. The 'CountyFiles' section is active, and the top checkbox in the table is selected. The table is empty, with a message below it: 'There are no items to show in this view of the "CountyFiles" document library.'

<input checked="" type="checkbox"/>	Type	Name	Modified	Modified By
There are no items to show in this view of the "CountyFiles" document library.				

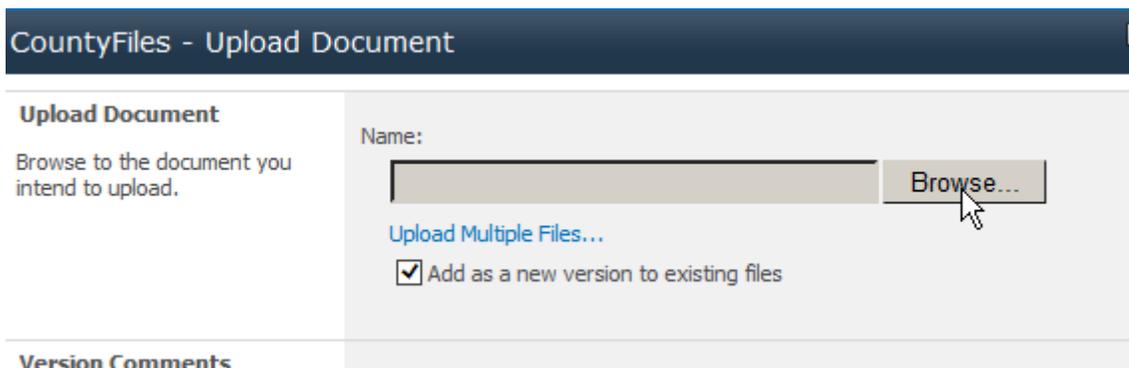
4. The ribbon should appear at the top of the screen, select Upload Document



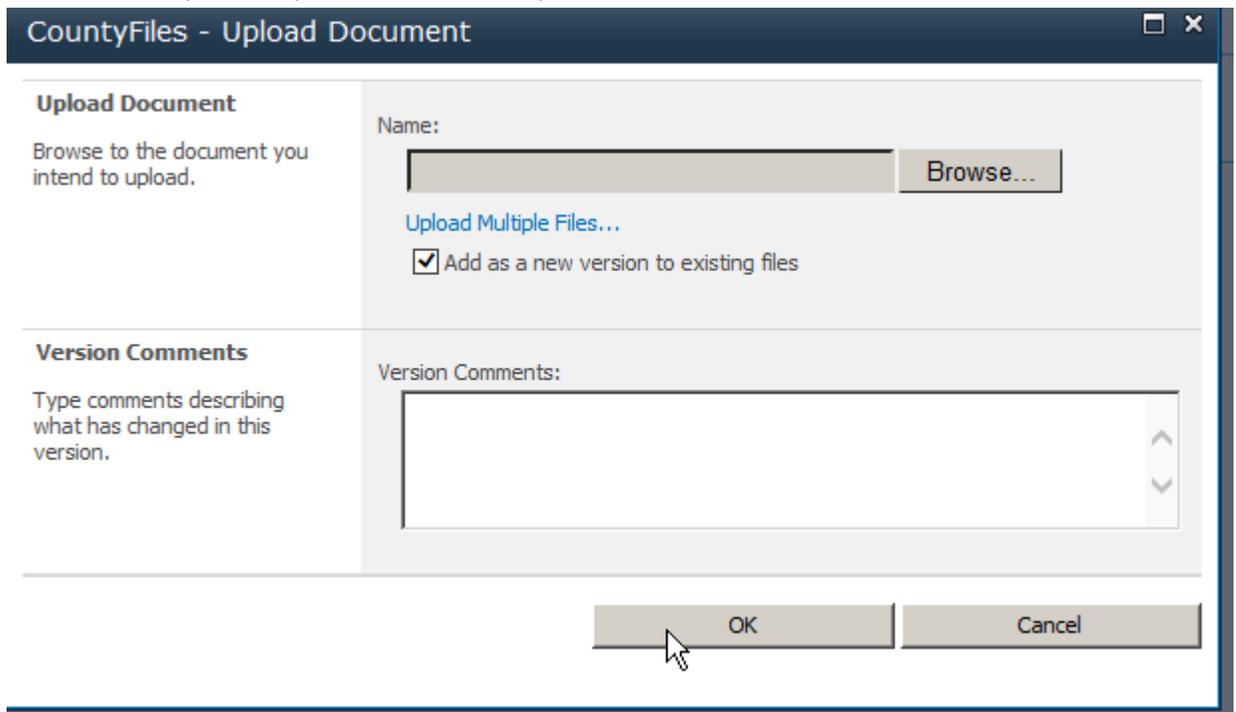
5. The following box will appear:



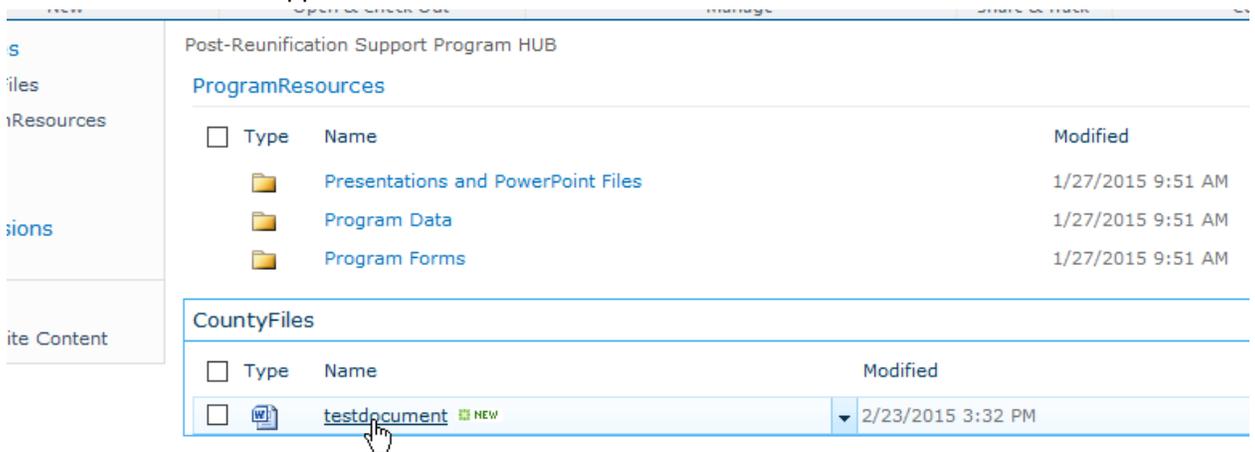
6. Select "browse"



7. Find the file in your filesystem, and select "Open" then "OK"

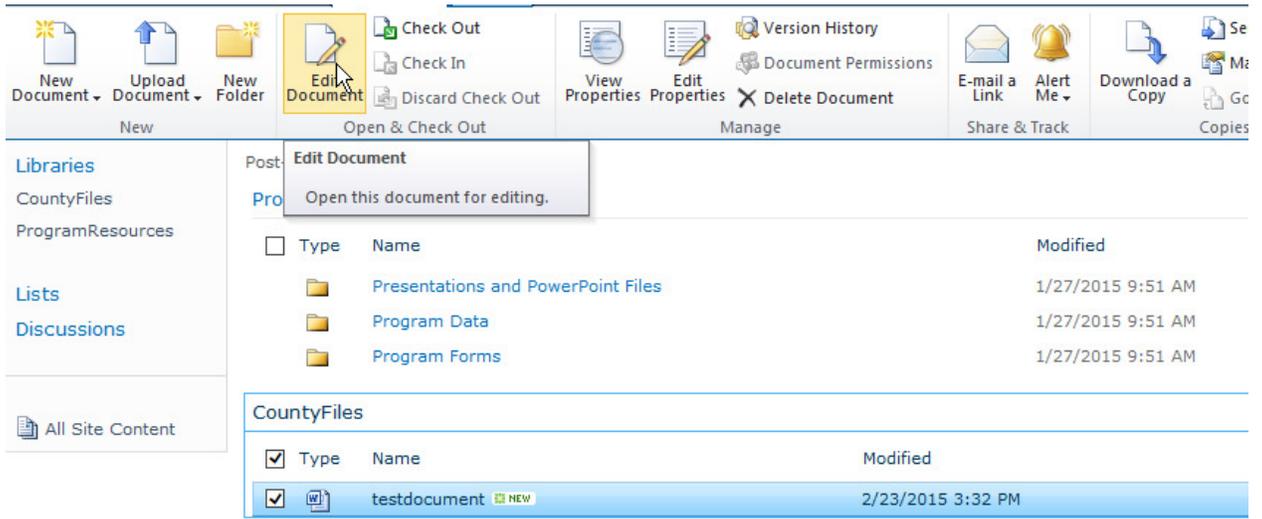


8. The document should appear in the list

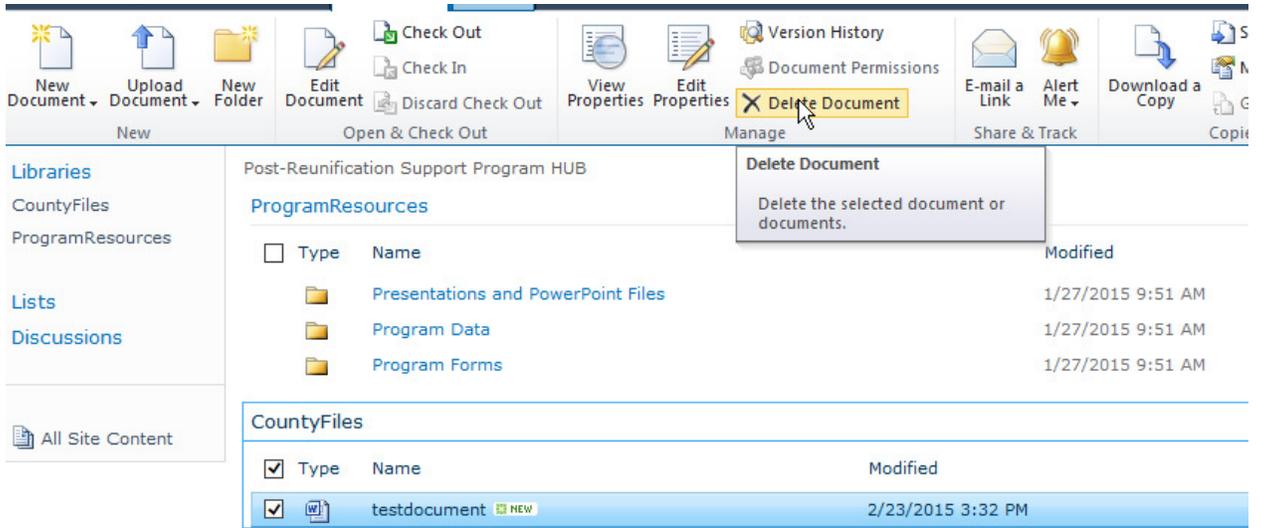


9. The PS Program will receive an automatic email that the document has been uploaded. If you do not hear from the program within 2 days, contact the Program Coordinator as there may have been an issue with the automatic email system.

10. If corrections are required, you can “edit” the document on SharePoint by clicking the checkbox next to the document and selecting Edit Document in the ribbon

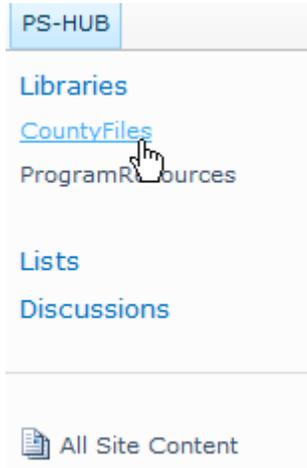


11. Or you can delete a document by selecting Delete Document instead

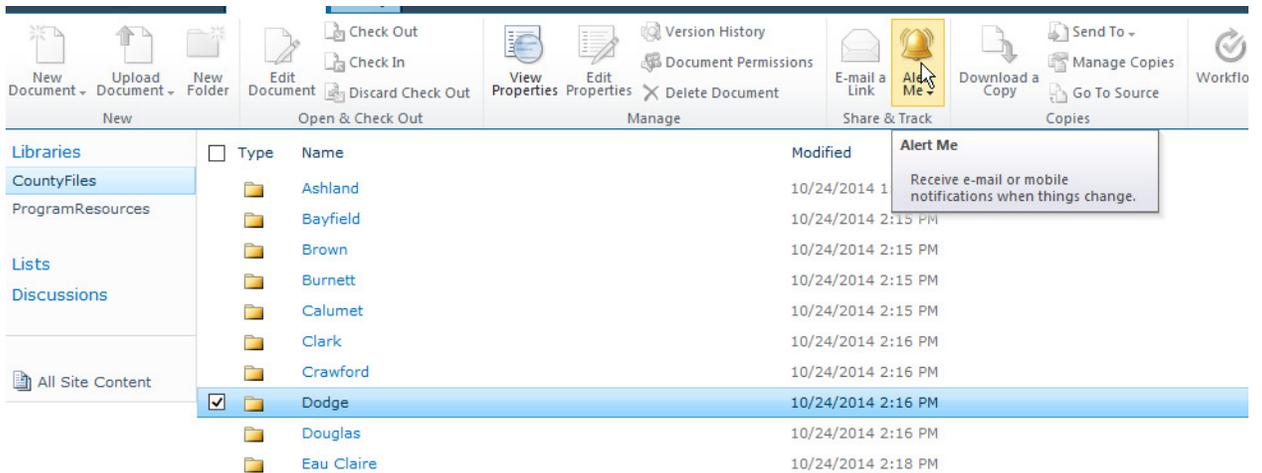


## How to Set up an Alert

1. An alert will provide a user with a specific type of notification when content is loaded to the PS-HUB. First, select the document library in the left hand navigation you want to set the alert.



2. If you want the alert for an individual document or folder, select the checkbox for that document or folder and click on "Alert Me" and then "set alert on this document"



3. Set the options for the alert according to your personal preferences and then select OK.

**CountyFiles: Dodge - New Alert**

OK Cancel

**Alert Title**  
Enter the title for this alert. This is included in the subject of the notification sent for this alert.

CountyFiles: Dodge

**Delivery Method**  
Specify how you want the alerts delivered.

Send me alerts by:

E-mail Joe.Harrison@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:

All changes

New items are added

Existing items are modified

Items are deleted

**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 a document

Someone else changes a document created by me

Someone else changes a document last modified by me

**When to Send Alerts**  
Specify how frequently you want to be alerted. (mobile alert is only available for immediately send)

Send notification immediately

Send a daily summary

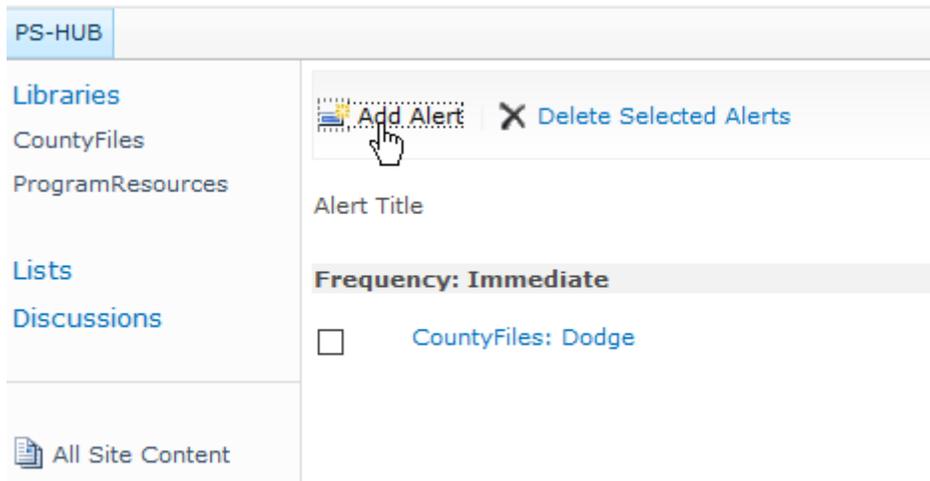
Send a weekly summary

Time:  
Monday 3:00 PM

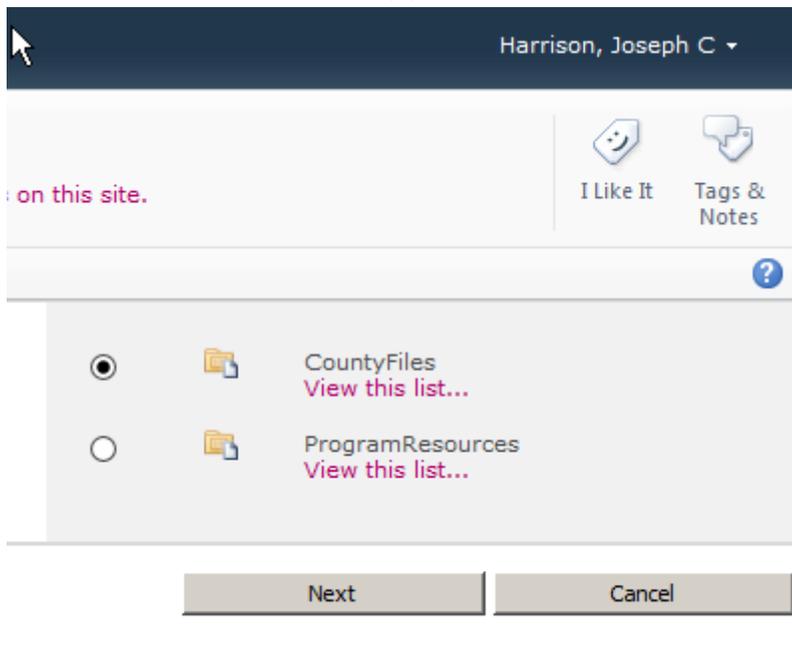
OK Cancel

4. The alert is now set up.

5. You can set an alert for an entire document library by clicking “Alert Me” without selecting an individual document or folder, selecting Add Alert



6. Then select the document library you want the alert for and hit “Next”



7. Set your preferences as before, and hit “OK”