National Organic Standards Board
Policy Development Committee

Recommendation for an addition to the NOSB New Member Support Guide:
The NOSB e-Bulletin Board

January 26, 2009

INTRODUCTION:

The Policy Development Committee is recommending adding a new section to the New Member Guide document which will provide a general background on how to use the NOSB e-bulletin board.

BACKGROUND:

The NOP provided the NOSB with access to a password-protected bulletin board which allows sharing, editing and publishing documents. The goal was to improve communication and coordination among NOSB members. The proposed new section is expected to work as a general user manual or reference document.

RECOMMENDATION:

The recommended section is presented in the next pages and it is titled "**THE NOSB E-BULLETIN BOARD**". If approved by the NOSB, the proposed section will be added to the NMG in chapter 5, "**Suggested Best Practices**", immediately after section E, "**Tracking Changes in Work Documents**". The section titled "**List of Common Technical Sources Used by NOSB Members**" will become section G.

COMMITTEE VOTE:

Moved: RDelgado   Second: BFlamm

Yes- 5   No- 0   Absent- 0

NEW MEMBER SUPPORT GUIDE

5. SUGGESTED BEST PRACTICES

F. THE NOSB e-BULLETIN BOARD

What is the NOSB e-Bulletin board? It is a browser-based collaboration tool that allows Board members to share, update, and finalize documents. Each NOSB member will be assigned a password-protected account to use. The e-Bulletin is restricted for NOSB business and can be used only by NOSB members. For security reasons, all account information and password should be kept confidential and stored in a secure place.

There are many benefits of using the NOSB e-Board among them:

- It avoids confusion over the latest version of a document.
- It speeds up the process of creating recommendations.
- It provides a safe and secure place to store documents.
- It allows several people to work on a single document.
- It improves communication by avoiding confusion over "latest" version of document.
- It provides a place where all committee members can store versions of the document to compare and update new recommendations
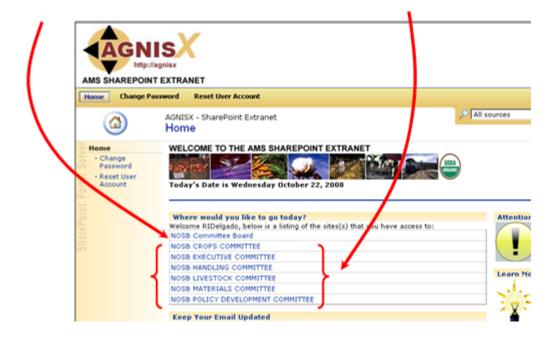

Strategies for Document Sharing

- A Maximum of 10 members can share the e-bulletin board at once.
- The committee chair names a lead to coordinate management of the file under review.
- Document author, or lead, loads on to the e-Board a draft of a new recommendation.
- Committee members review proposal and add comments, make edits, or approve.
- Final version of document, after approved by committee can be shared by all Board members.
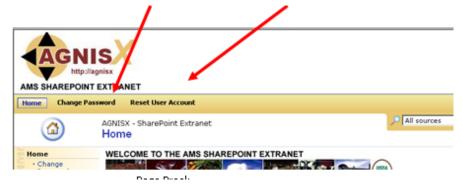
Main Areas of the e-Bulletin Board

If you made it this far you are in the NOSB e-bulletin board Home page.

Notice the e-bulletin board is organized into sections, the general NOSB committee Board area, and the specific NOSB committees sections.

In this screen you will also be able to change your password and reset your account

In the NOSB Committee Board area you will find information and tools relevant to all members.

Important links on the left side of the screen:

- Shared Documents: where general NOSB materials are stored
- Pictures: Important pictures are placed here (e.g., Kevin's farm pictures)
- Lists: Links to other sites of interest to the NOSB team
- General Discussion: Newsgroup-style sessions on topics relevant to your team.
- Surveys: you can post questions, in survey format, to all NOSB members.

Important links on the right side of the screen:

- NOSB committees
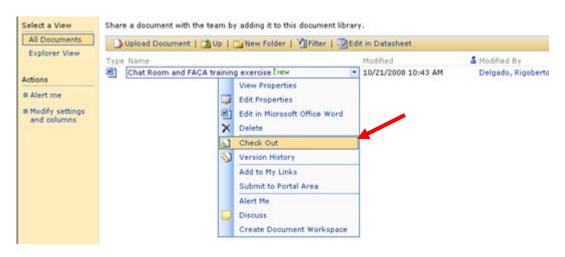
Important buttons on the top of the screen:

- Document and Lists: Provides a summary of content for sections in this page
- Create: Better ignore this button for now – provides advanced SharePoint functions
- Site Settings: Here you can customize your site and update your contact information
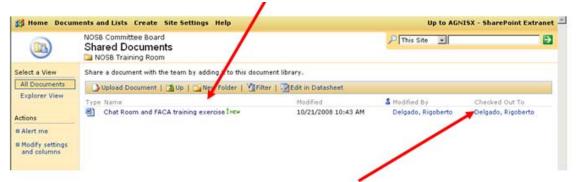
Steps In Editing Existing Documents

1. Locate the file you want to edit.

2. Once you have located your document, highlight the document and Click on the down arrow. Select **Check Out** from the menu. This will allow you to make changes and keep others from modifying the document.
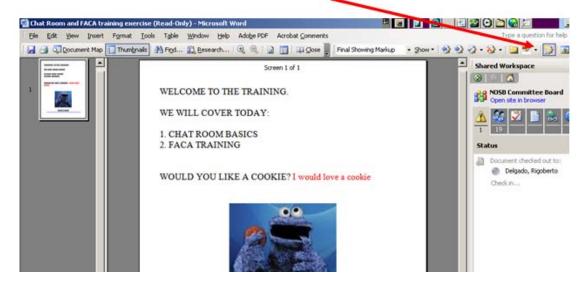

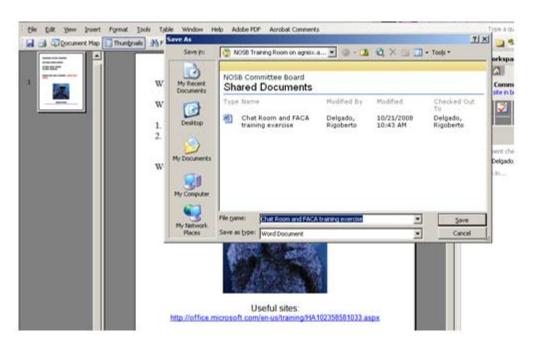3. After checking out the document, open the document by double clicking the file.

Notice the document status is changed to "Check Out"

4. You document will appear as shown below and you are ready to do your edits. Make sure you have the **Track Changes** tool on!
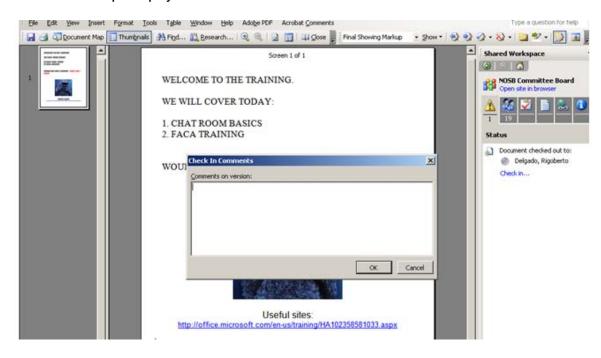

5. After you are done editing, save your document using the SAVE command found under the File menu. Note that you can save your edits as a new file version or under the same file name.
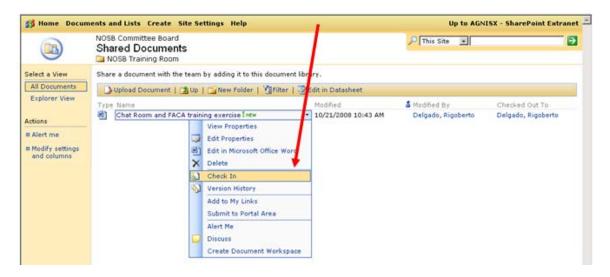
6. After saving your document, you need to **Check In** the document. This will allow others to see your edits!

You have two options for checking in your document. After saving the document a window will prompt you to **Check In** the document and add comments:
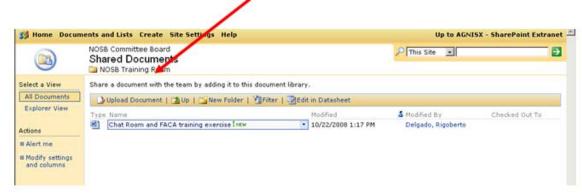

Or, after closing the document select the **Check In** function:

What if you need to upload a new document?

1. Click the **Upload Document** button found over the list of documents

2. Find the appropriate document using the **Browse** button and click the **Upload** button.

G ~~F~~. List of Common Technical Sources Used by NOSB Members