
FenStar Document Management

User Manual



The Cornerstone Professional Group, LLC
901 Dulaney Valley Road, Suite 601
Towson, MD 21204
410.561.3400
www.thecornerstonepros.com

Table of Contents

1.	Accepting an invitation to SharePoint	3
1.1	Accepting the invitation.....	3
1.2	Creating a Microsoft Office account.....	4
1.3	Accessing my participant folder	7
2.	Uploading documents to your product line folder	8
2.1	Uploading documents via the Upload button	8
2.2	Uploading documents via drag and drop	10

1. Accepting an invitation to SharePoint

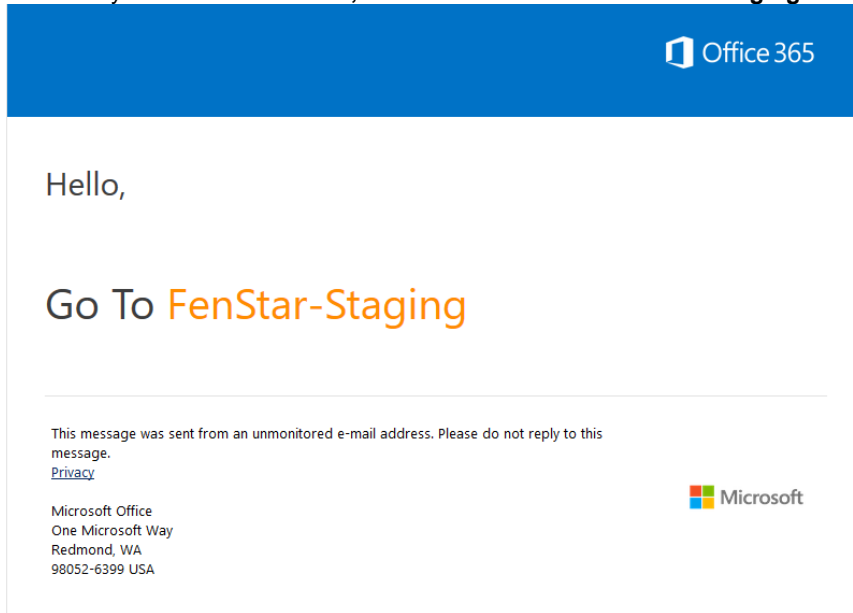
1.1 Accepting the invitation

To access your participant folder, you must use Internet Explorer as your web browser.

When receiving the email invite the subject line will be:

National Fenestration Rating Council has invited you to 'FenStar-Staging'


In the body of the received email, **Click** the link for **Go to FenStar-Staging**.




You are redirected to the **Welcome to Sharepoint Online** Page.

Welcome to SharePoint Online

To accept your invitation, sign in with a Microsoft account or an account assigned to you by your organization.

 **Microsoft account**
Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.

 **Organizational account**
Sign in with the account provided by your work or school to use with Office 365 or other Microsoft services.

Don't have either account? [Create a Microsoft account, it's quick and easy!](#)

[Legal](#) | [Privacy](#)


You can login if your email address is attached to a current Microsoft account, otherwise, you will need to create a new Microsoft account to access your participant folder


1.2 Creating a Microsoft Office account

At the **Welcome to Sharepoint Online** page, **click** the link for **Create a Microsoft account, it's quick and easy!**

Welcome to SharePoint Online

To accept your invitation, sign in with a Microsoft account or an account assigned to you by your organization.

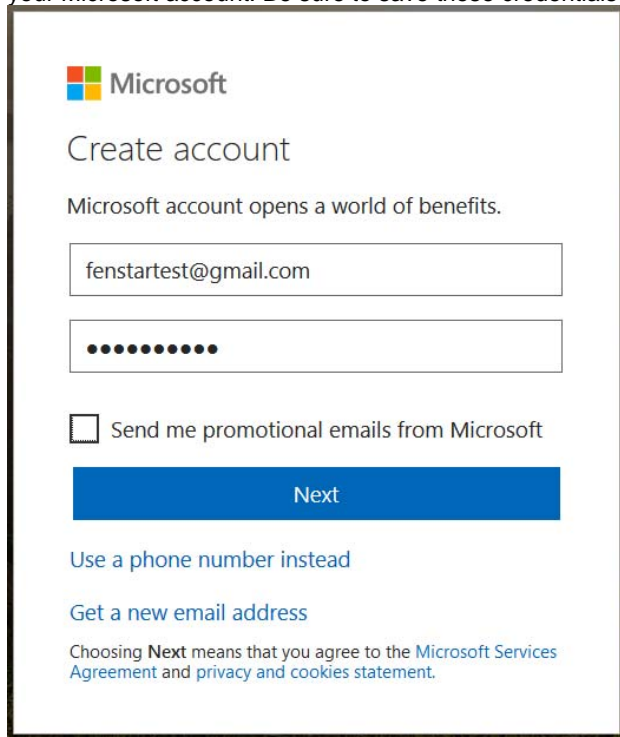
 **Microsoft account**
Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.


 **Organizational account**
Sign in with the account provided by your work or school to use with Office 365 or other Microsoft services.

Don't have either account? [Create a Microsoft account, it's quick and easy!](#)

[Legal](#) | [Privacy](#)

At the **Create account** screen, enter an email address and password to use as the credentials for your Microsoft account. Be sure to save these credentials for later use. When done, click **Next**.



 **Microsoft**

Create account

Microsoft account opens a world of benefits.

Send me promotional emails from Microsoft

[Next](#)

[Use a phone number instead](#)

[Get a new email address](#)

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

A security code is sent to the email you entered. Access your email account and find an email from **Microsoft account team** with the subject **Verify your email address**.

Microsoft account

Verify your email address

To finish setting up your Microsoft account, we just need to make sure this email address is yours.

To verify your email address use this security code: **3377**

If you didn't request this code, you can safely ignore this email. Someone else might have typed your email address by mistake.

Thanks,
The Microsoft account team

Enter your delivered security code on the previous screen and click **Next**,

Microsoft

Enter code

We just sent a code to fenstartest@gmail.com

Back

Next

Didn't receive it? Please wait for a few minutes and [try again](#).

At the **Add security info** screen, add in the requested phone number and click **Send code**. Input the access code received on your mobile device and click **Next**.

You are redirected to your participant folder.

Office 365

BROWSE PAGE



FenStar-Staging

FenStar-Staging

Home

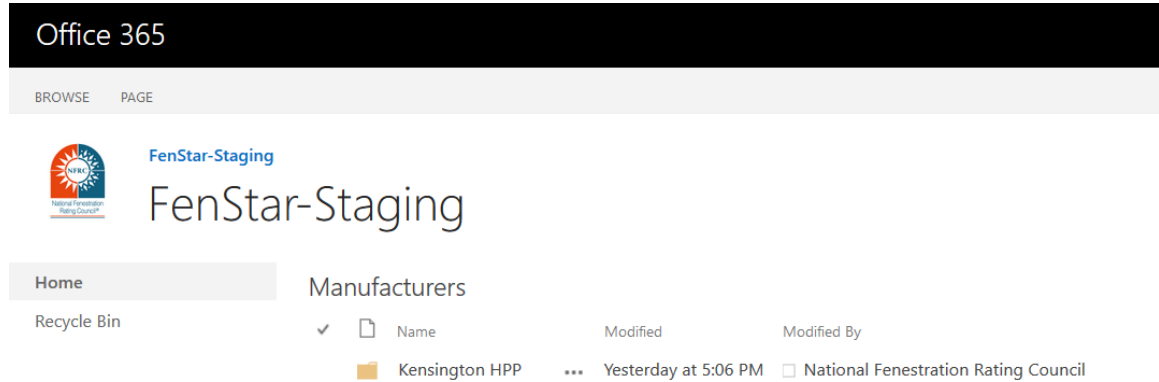
Manufacturers

Recycle Bin

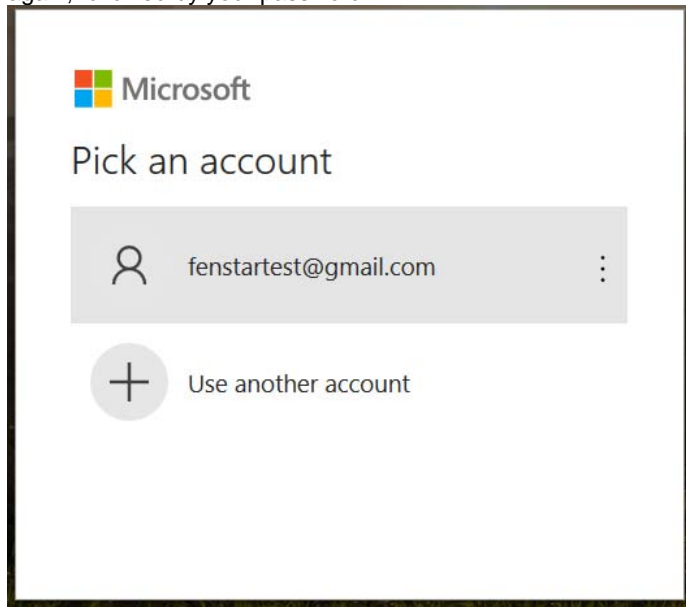
✓	📄	Name	Modified	Modified By
		Kensington HPP	Yesterday at 5:06 PM	National Fenestration Rating Council

1.3 Accessing my participant folder

Once logged into Sharepoint Online at <https://nfrcorp.sharepoint.com/fenstar>, your participant folder will be available. **Click** on the folder to view the contents.



You may add this website as a favorite in Internet Explorer. The next time you access the account, you will be prompted with your cached email address, or you will need to enter your email address again, followed by your password.

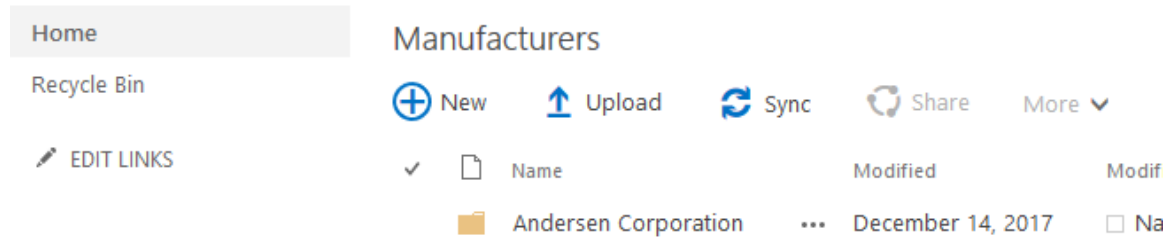


2. Uploading documents to your product line folder

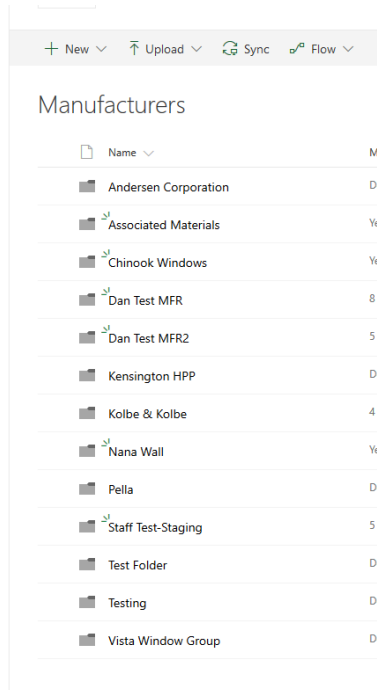
This section will describe how to upload documents to your product line folders.

2.1 Uploading documents via the Upload button

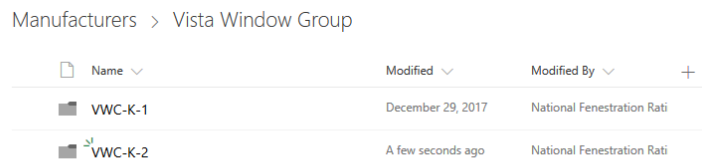
Once logged into Sharepoint Online, **Click Manufacturers** to go into your Document Library



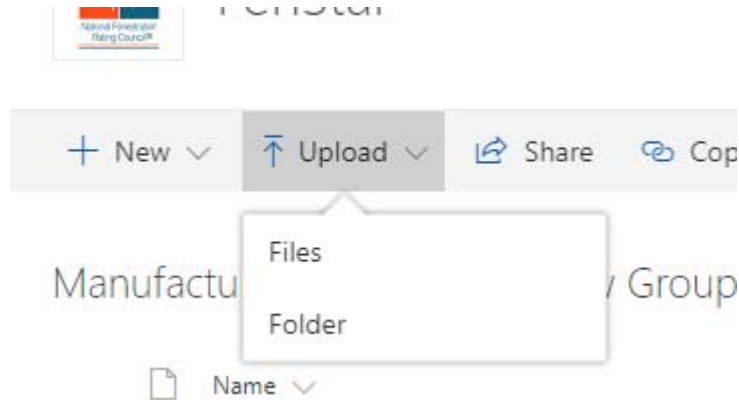
Click your Manufacturer group, you only see ones you have access to



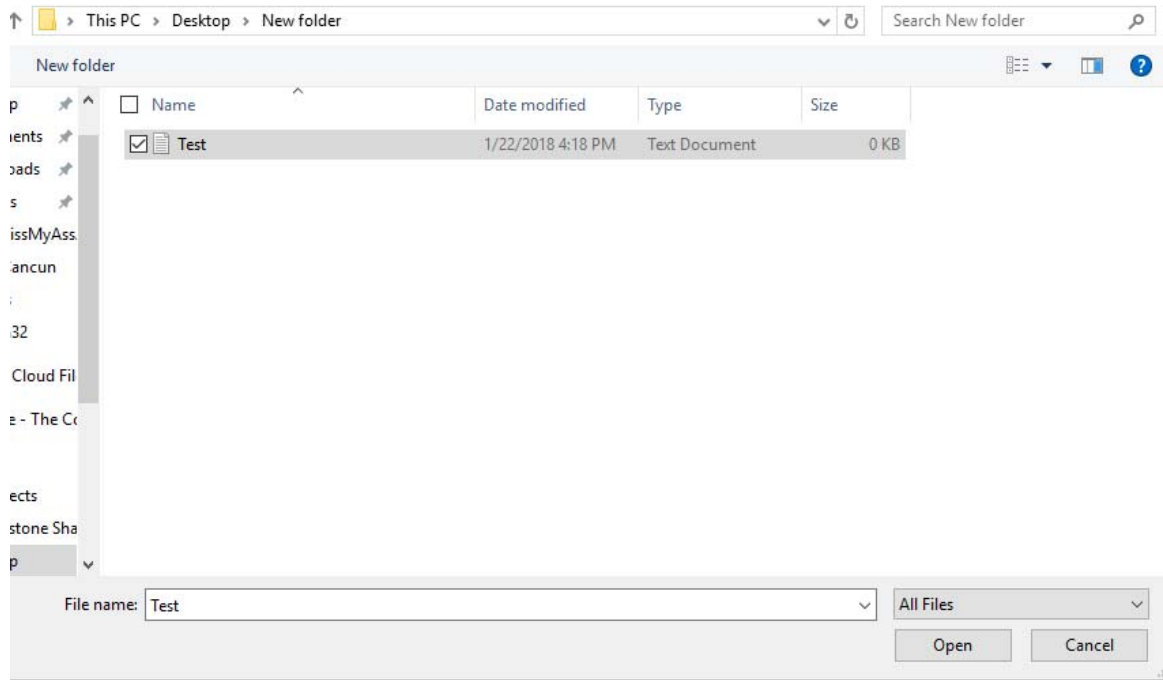
Now **Click** the product line you want to upload items to



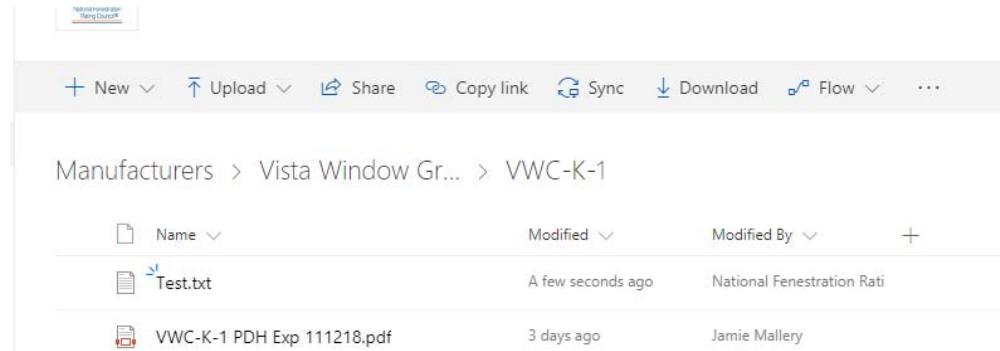
Click the **Upload** button and select **Files**



Browse your PC to locate the file you wish to upload and **Click** to highlight it and **Click Open**



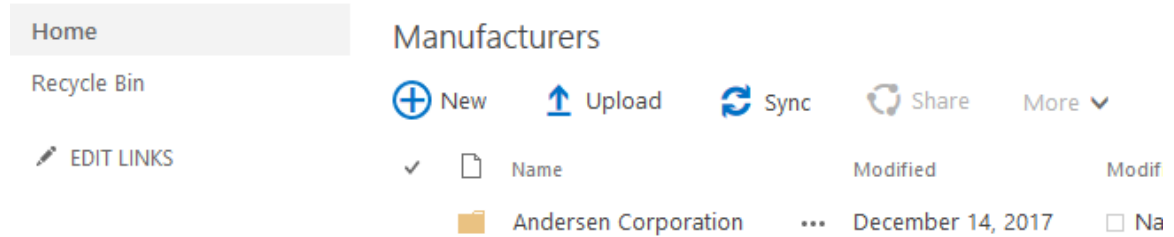
It may take a moment but your uploaded file will now be visible with a blue highlight to show it is new.



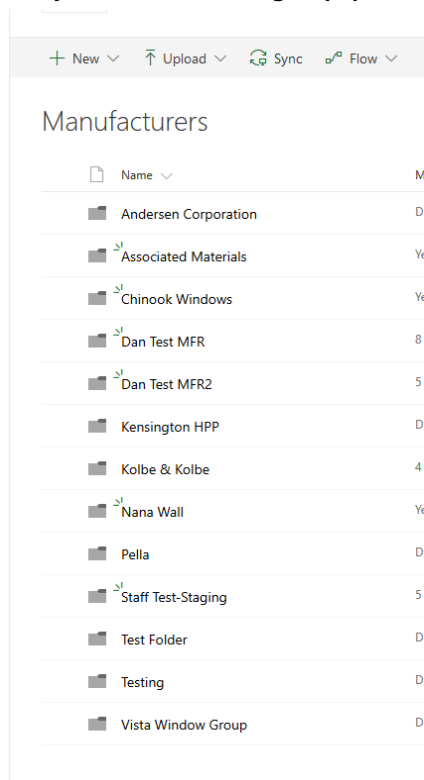
2.2 Uploading documents via drag and drop

We will utilize a link from inside the CPD product folder so that participants are directed to the location where they need to drop their documentation and information.

Once logged into Sharepoint Online, **Click Manufacturers** to go into your Document Library

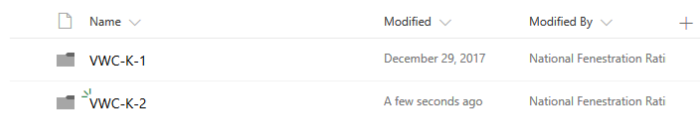


Click your Manufacturer group, you only see ones you have access to

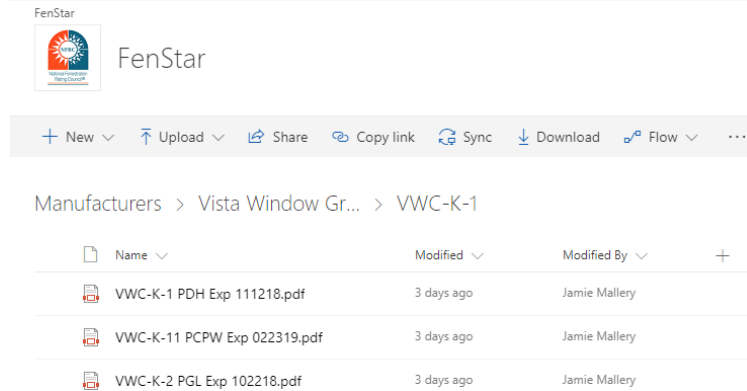


Now **Click** the product line you want to upload items to

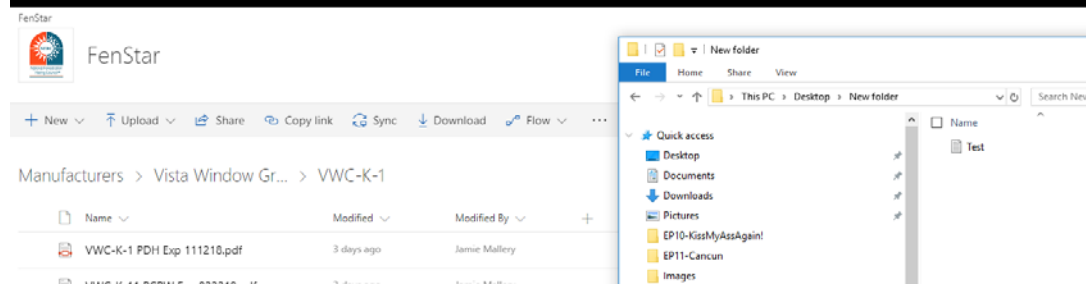
Manufacturers > Vista Window Group



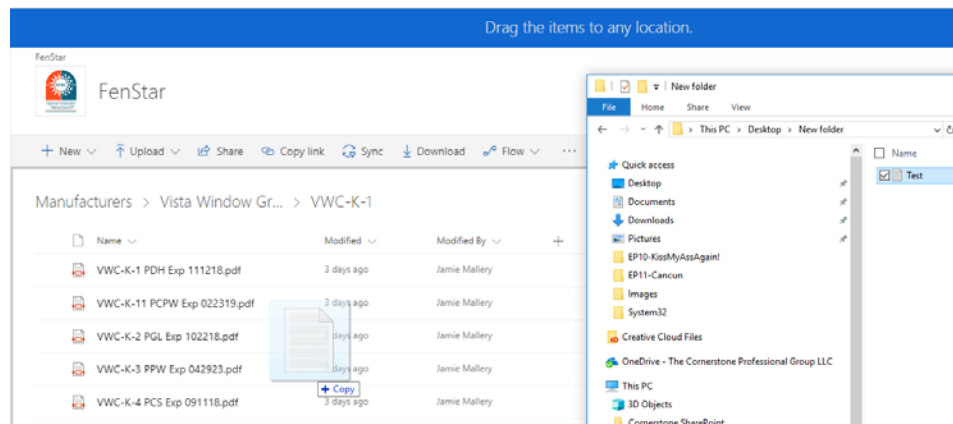
Once at this screen, you can drag files into the window



Open **File Explorer** and locate the file you need to add



Click to highlight the file you want to upload and then **Drag and Drop** the file into the window



It may take a moment but your uploaded file will now be visible with a blue highlight to show it is new.

