

7/1/2013



**RADIO  
ONE, INC.**

## SHAREPOINT 2010 QUICK USER GUIDE- SUBMITTING BUSINESS FORMS

## To Access the 2010 SharePoint Home Page

1. Type the following URL into your Browser:

<http://portal2010.radio-one.com/SitePages/Home.aspx>

§ Use the same User ID and Password you use to log-on to your PC.

2. Navigate to your Regional SharePoint Page from the main portal



To access your regional site directly, click on the link below:

<http://portal2010.radio-one.com/Sites/GreatLakes/Pages/Default.aspx>

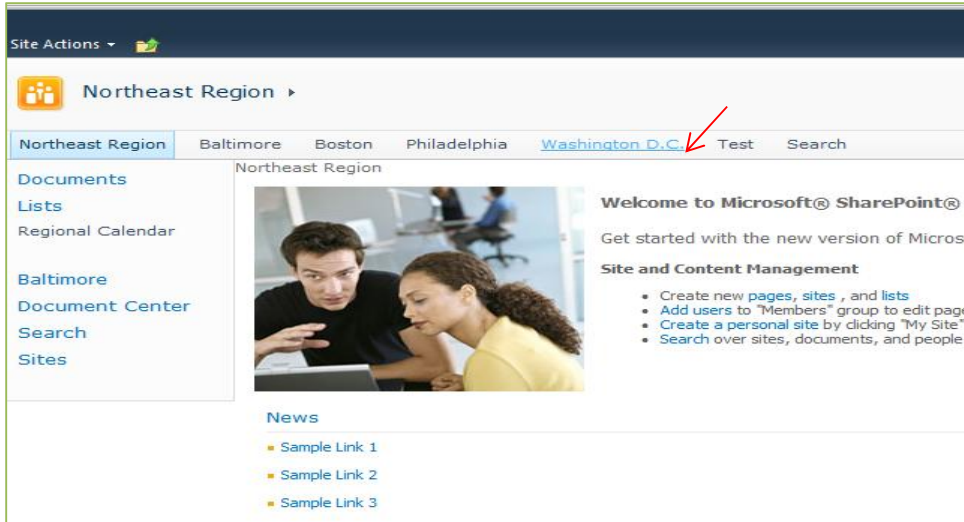
<http://portal2010.radio-one.com/Sites/MidWest/default.aspx>

<http://portal2010.radio-one.com/Sites/NorthEast/Pages/Default.aspx>

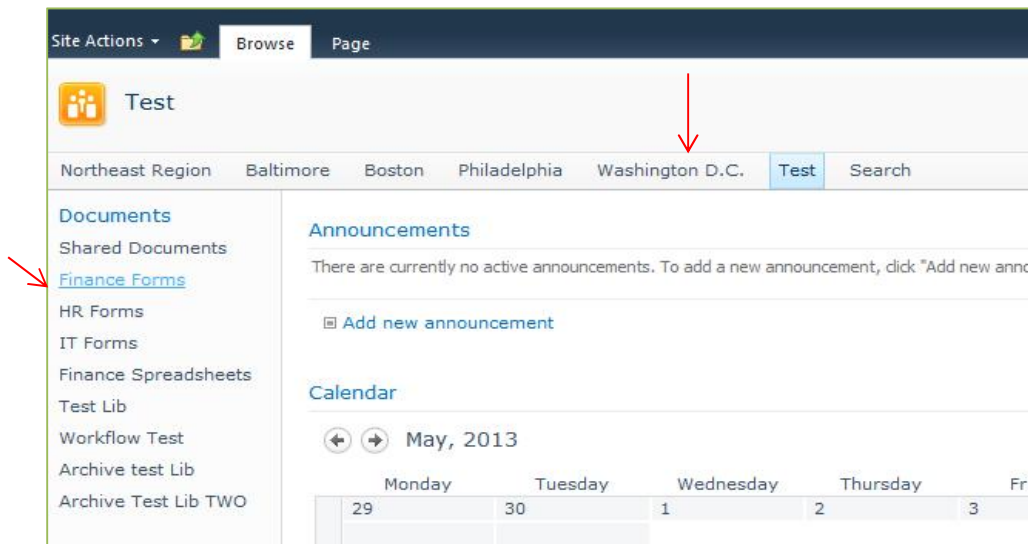
<http://portal2010.radio-one.com/Sites/SouthEast/Pages/Default.aspx>

<http://portal2010.radio-one.com/Sites/SouthWest/Pages/Default.aspx>

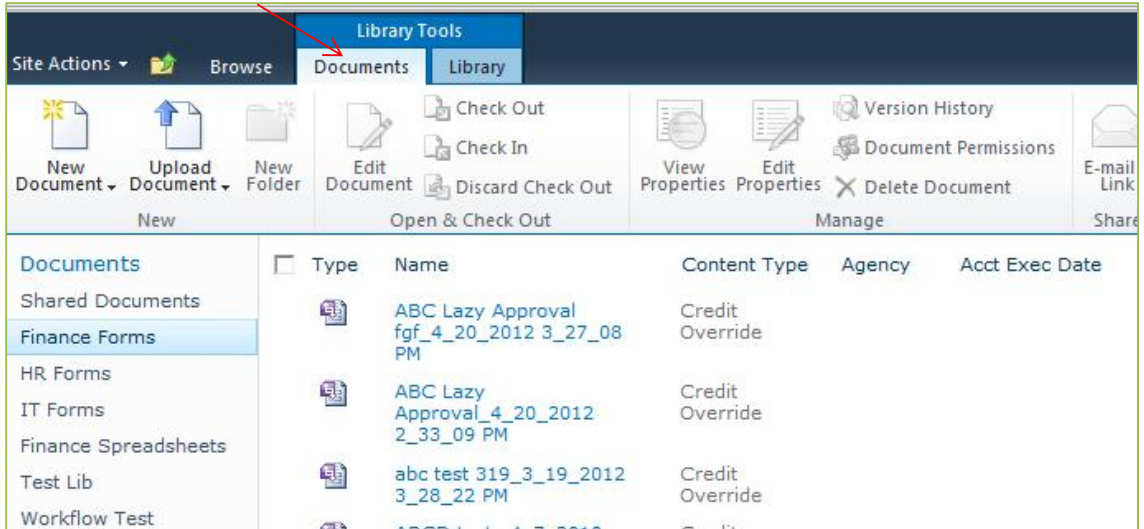
3. From your regional site, select the Market you want to submit the form in.



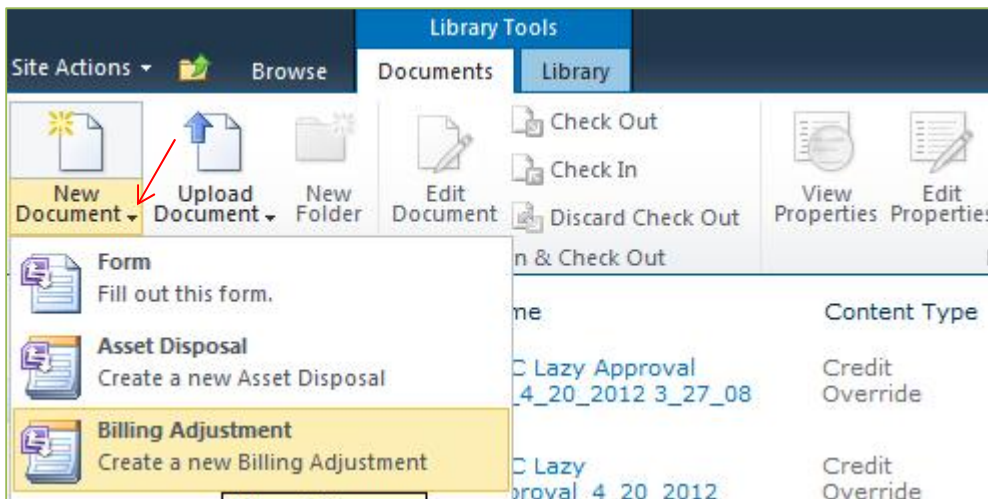
4. Select the form library that you want to submit the form for (e.g. Finance, HR or IT).



5. From the top ribbon bar, under **Library Tools**, click the **Documents** tab (the list of options shown here will display once you select Documents).



6. Click the drop down arrow under **New Document** and a list of available forms will populate. Select the form you want to complete.



7. Complete the form, including all the fields with the red asterisks and click "Submit". Once you submit the form, you will be directed back to the form library.

**Submit** **Close** **Paste** **Cut** **Print Preview**

**RADIO ONE**  
THE URBAN MEDIA EXPERIENCE

**Billing Adjustment**

Market:

**ADVERTISING INFORMATION:**

Date Invoiced:  Station:

Agency/Direct Advertising:

Advertiser:  Invoice #:

Salesperson:  Contract#:

Revenue Category:  Cash  Trade

Adjustment Category:  Debit  Credit

Gross Amount:

Net Amount:

**REASON FOR ADJUSTMENT:**