

Instructions for Access to & Use of the OGB Hearings SharePoint Website

Access to the SharePoint Site:

Open an internet browser and enter the following:
Website address: <http://share.ogb.state.al.us>

Security:

Log in when prompted for the following:
User Account: [gsaogb\webvisitor](#)
Password: [visitor](#)

Navigation & Use:



Figure 1

The Home Page contains **Announcements**, a **Calendar** of events related to the Board’s hearings, as well as links to **Documents**, the Board’s **Oil and Gas Website**, and the **Well Database Search** feature on that website (Figure 1). Each user should read and understand the terms and conditions set forth in the SharePoint Use Disclaimer. To access the available documents for each hearing, click on the **Shared Documents** link under **Documents**.



Figure 2

In the Folder View, the user will see a folder for each set of hearings (Figure 2). Click on the folder for a particular set of hearings (e.g. “2013 – February Hearing”). The user should note that not all hearing months will be available and only the most recently concluded hearings and the next upcoming hearing dates will be available for viewing.

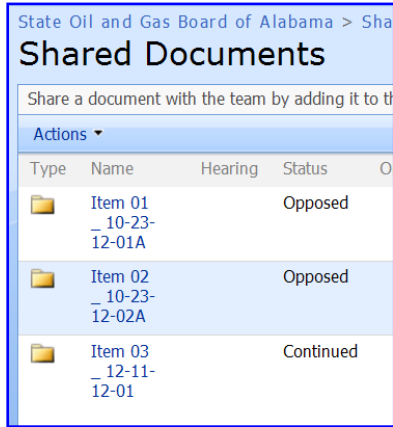


Figure 3

The Item View contains a list of petitions identified by agenda item number and docket number in the second column, entitled “Name” (Figure 3). Additional columns include information regarding item status, requested action summary, petitioner, attorney, field, and county. To view the available documents for a particular docket item, click on the folder in the first column for that item. At the bottom of the Item View is a folder for all approved notices appearing on the docket for the first time.

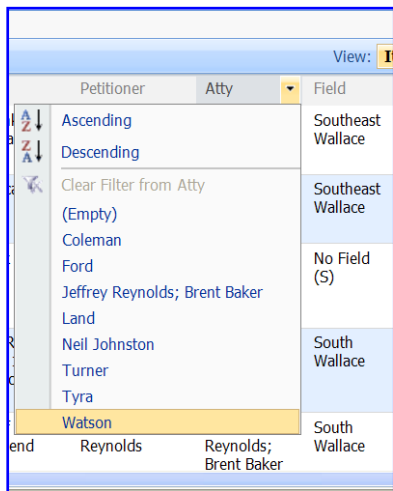


Figure 4

The user may sort or filter the information contained in any given column by “mousing over” the heading of the selected column and clicking on the “Open Menu” symbol for that column to get a drop-down menu. Figure 4 provides an example of the drop-down choices for the attorney column.

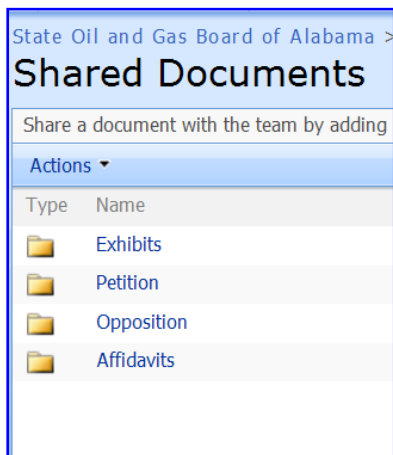


Figure 5

In the Supporting Documents View, the pre-filed documents are categorized by exhibits, petitions, opposition (if any), affidavits, and correspondence (if any) (Figure 5). As in the other Views, click on the folder in the first column to view the available documents in that category.



Figure 6

At the Document level, the list of documents will be displayed, generally with a brief description of each document. An example is displayed in Figure 6. Clicking on the icon next to the document title to be viewed will open that document in a PDF format.



Figure 7

The navigation path displayed immediately above the “Shared Documents” title can be utilized to navigate back to any previous level or viewed simply by clicking on the desired level in that path (Figure 7). In the alternative, the user may move back one level at a time by clicking on the browser’s back button at the top left of the window.

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