

How To Update Your Arrivals Guides

EJSU.Net Arrivals Guides

Within each location's specific area on EJSU.Net, there are Arrivals Guides relevant to that location which should be kept up to date as best as possible for use by our supported personnel.

SharePoint Location

Please see below a link to all the editable Arrivals Guides on SharePoint, divided up by your locations with the use of folders:

SharePoint – Editable EJSU.Net Arrivals Guides

You should save and favourite the link to your specific location for easy access!

The screenshot shows a SharePoint site titled 'J6 - Comms & IT / iHub'. The left-hand navigation pane lists various site sections. The main content area shows a breadcrumb trail: 'J6 > Projects and BC Submissions > EJSU.Net Arrivals Guides', with the final folder name highlighted in yellow. Below the breadcrumb is a table with columns for 'Name', 'Modified', and 'Modified By'. The table lists several folders: Brunssum, Brussels, Istanbul, Izmir, and Itila, all created on 18 September, 2020, except for Itila which was created on 2 March. All folders are listed as being modified by 'Brown, Megan D (EJSU...)'. At the top of the main content area, there are action buttons: '+ New', 'Upload', 'Edit in grid view', 'Share', 'Copy link', 'Sync', and 'Download'.

The screenshot shows the same SharePoint site 'J6 - Comms & IT / iHub'. The breadcrumb trail is 'J6 > Projects and BC Submissions > EJSU.Net Arrivals Guides > SHAPE', with the final folder name highlighted in yellow. Below the breadcrumb is a table with columns for 'Name', 'Modified', 'Modified By', 'UK Defence File...', and 'Business O'. The table lists several .pptx files: SHAPE_Accommodation.pptx, SHAPE_Activities.pptx, SHAPE_Departures.pptx, SHAPE_Education.pptx, and SHAPE_Financia/Banking.pptx. The files were modified between 12 February and 27 January. The 'Modified By' column lists 'Smith, Siobhan Contra...' and 'Perry, Curtis Able Rate...'. The 'UK Defence File...' column lists '01 Administer the Unit'. The 'Business O' column lists 'UKStratCom'. At the top of the main content area, there are action buttons: '+ New', 'Upload', 'Edit in grid view', 'Share', 'Copy link', 'Sync', 'Download', and 'Add shortcut to OneDrive'.

Editing Your Guides

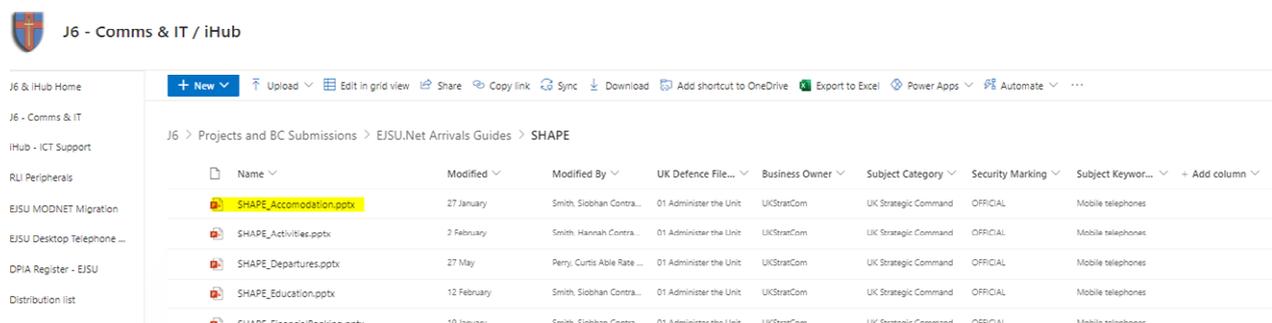
Please ensure that any changes that you make to the Arrivals Guides takes place on the documents within this area.

This will ensure that there is only ever one version of each Arrivals Guide, to ensure no errors or duplication occurs. This SharePoint location allows you and your colleagues to edit and collaborate on the guides easily with one version of the truth.

If you have not been updating the guides in this location, please upload the latest versions of each guide and remove those that are incorrect.

Each of the Arrivals Guides are saved in an editable PowerPoint format here.

You can make changes to the guides by clicking on the one that you wish to edit and starting to make the changes required within PowerPoint. You can also click on the three dots, *Open > Open in Browser (Online)* or *Open in App (desktop application)*:



J6 - Comms & IT / iHub

J6 & iHub Home

J6 - Comms & IT

iHub - ICT Support

RI Peripherals

EJSU MODNET Migration

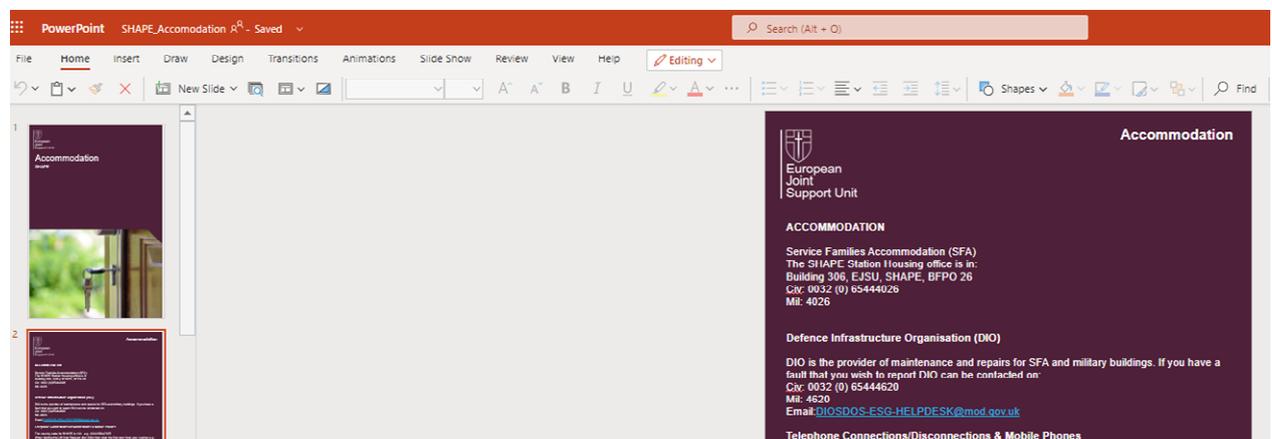
EJSU Desktop Telephone ...

DPIA Register - EJSU

Distribution list

J6 > Projects and BC Submissions > EJSU.Net Arrivals Guides > SHAPE

Name	Modified	Modified By	UK Defence File...	Business Owner	Subject Category	Security Marking	Subject Keywor...	+ Add column
SHAPE_Accommodation.pptx	27 January	Smith, Siobhan Contra...	01 Administer the Unit	UKStratCom	UK Strategic Command	OFFICIAL	Mobile telephones	
SHAPE_Activities.pptx	2 February	Smith, Hannah Contra...	01 Administer the Unit	UKStratCom	UK Strategic Command	OFFICIAL	Mobile telephones	
SHAPE_Departures.pptx	27 May	Perry, Curtis Able Rate ...	01 Administer the Unit	UKStratCom	UK Strategic Command	OFFICIAL	Mobile telephones	
SHAPE_Education.pptx	12 February	Smith, Siobhan Contra...	01 Administer the Unit	UKStratCom	UK Strategic Command	OFFICIAL	Mobile telephones	
SHADE Financials.pptx	19 January	Smith, Siobhan Contra...	01 Administer the Unit	UKStratCom	UK Strategic Command	OFFICIAL	Mobile telephones	



PowerPoint SHAPE_Accommodation 20 - Saved

File Home Insert Draw Design Transitions Animations Slide Show Review View Help

Accommodation

European Joint Support Unit

ACCOMMODATION

Service Families Accommodation (SFA)
The SHAPE Station Housing office is in:
Building 306, EJSU, SHAPE, BFPO 26
Civ: 0032 (0) 65444626
Mil: 4026

Defence Infrastructure Organisation (DIO)

DIO is the provider of maintenance and repairs for SFA and military buildings. If you have a fault that you wish to report DIO can be contacted on:
Civ: 0032 (0) 65444620
Mil: 4620
Email: DIOSDOS-ESG-HELPDESK@mod.gov.uk

Telephone Connections/Disconnections & Mobile Phones

Notifying the EJSU.Net Admin's

Upon completion, please make sure that the changes required have all been done and saved correctly.

Then you should email the specific EJSU Net email address to notify us of your changes to the specific guides, and request that we re-publish them on the website for you.

Please send all emails to the following email address: EJSU-NET-Mailbox@mod.gov.uk

Emails to individual mailboxes will not be complete as efficiently.

Re-Publishing of Arrivals Guides on the Website

Following notification, the J6 EJSU.Net administrators will convert the updated PowerPoint documents to the correct PDF format in preparation for the website.

You will be notified when the Arrivals Guides have been successfully republished, following completion.