

structure or workflows. The site was clunky, underused, and nearly impossible to navigate on mobile—leaving field staff without quick access to critical files. Many documents lived on desktops and external drives, creating version control headaches and security risks. The old site didn't reflect ETS's mission, and users often felt intimidated by SharePoint's complexity.

Creative Director  
Project Manager

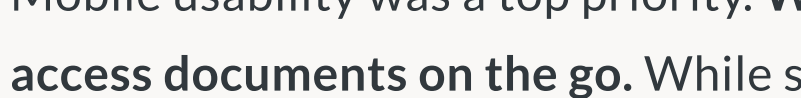
and pain points. The needs were cl

- Mobile-friendly access for field staff
- An intuitive hierarchy and navigation
- Strong security controls

- Training to build user confidence
- Current Page / Structure

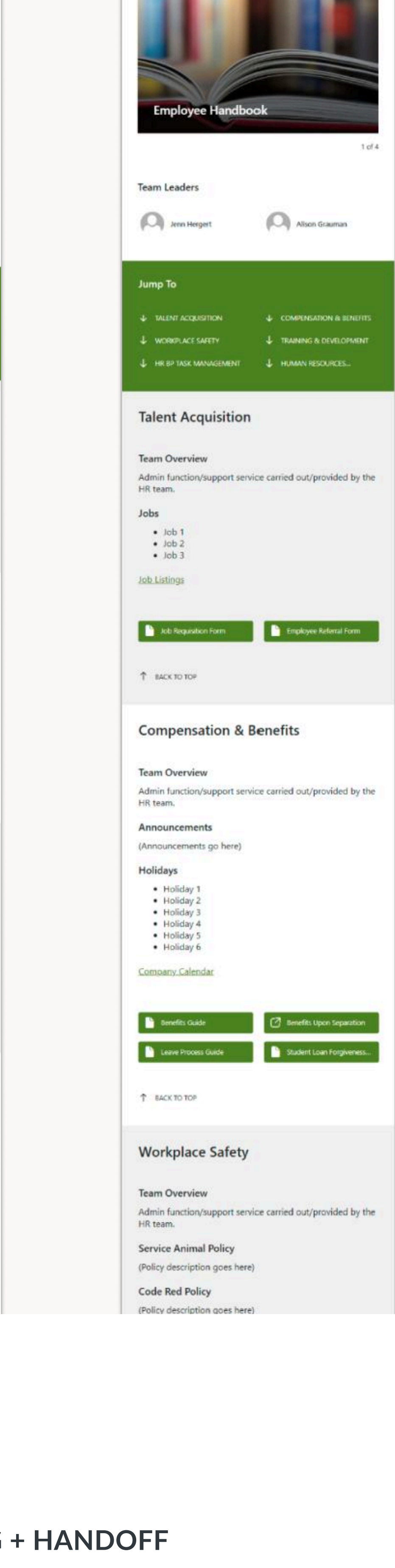
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Working with ETS and development partner MediaPlant, we mapped out a solution that



navigation to ensure field staff could easily access documents on the go.

**Department Overview**  
Admin Division department/team providing HR support services to REACH and Clinic Services.




# INTRODUCTION

Welcome to the new **Evergreen Treatment Services of Shoreline**! With this Site has been designed with input and feedback from all areas of ETS, and with the goal of creating an accessible and attractive (to all) Shoreline website. This site shows us all as we work more quality and efficiently and keep back and our most important documents and content.

## HOW TO USE THIS GUIDE

This Guide is split into several sections. Based on your role at ETS, you'll be responsible for reviewing some or all of these sections. For most readers, the green sections of the guide, for Site Visitors, will be the only need to see. For the handful of people who are the Editors (and the content builders) on the content (and content) review (and review) team, the blue sections contain



# FEATURES

## SHAREPOINT DOCUMENT LIBRARIES

