Endowments

The Endowments app allows colleges and departments to organize and maintain their endowments electronically within SharePoint.

1. Click on the Endowments sub-site.
2. Select “Add Endowments.” (You may be asked to sign in again with your BYU NetID and password.)

3. Select “+ new item” to add a new employee.

4. Fill out the required fields, and click “Save.” (The fields that are included can be changed based on department preferences.)
5. The entry has been created. Now click “Submit Items” to add the entry to the database. (Note: multiple people can be added before clicking submit.)

![Submit Items](image1)

6. After the submission, this page will clear out. Click “Return to Library.”

![Return to Library](image2)

7. After opening the newly created folder, these are the folders built into the system that will appear automatically:

![Folder Structure](image3)

To edit this folder structure, please see instructions on the next page.
Changing the Automatic Folder Structure

1. Click on “Folder Types.”

2. Click “edit” this list.

3. Edit any of the lines.
4. In the empty bottom line, add any folders you would like to the structure.
5. Click the ellipses and select “Delete Item” to delete any folders from the structure.

- If you would like to import a list of endowments instead of entering one at a time, please send an email to URIM-SharePoint-Admin@byu.edu.
- If you have questions concerning this app, please contact us by email at URIM-SharePoint-Admin@byu.edu.