#### Terms

This Windows SharePoint Services Operations Guide (WSSOPS) from the Computer Information Agency is provided as is. Every effort has been made by the author to ensure that information provided is correct however this cannot be guaranteed.

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## 12.1 Scope

The whole idea behind Windows SharePoint Services v3 (WSS v3) is that it is built on a platform that allows others to develop components that can be integrated with any WSS v3 installation. This chapter covers a number of worthwhile add-ons for WSS v3.

# 12.2 Colour Calendars

Firstly download the required files from:

http://www.codeplex.com/planetwilson/Release/ProjectReleases.aspx?ReleaseId=8482

expand the files to a directory on the WSS v3 server.



You should see two files listed, one being a batch file. This batch file needs to be changed prior to execution.



**Right mouse click** on the batch file called *redeploy.bat* and select **Edit** from the menu that appears. Locate the URL http://localhost in the second last line of the batch file and change it to read the URL of your WSS v3 site (in this case http://sharepoint3). When complete close the file and save the changes.

Now execute the redeploy batch file by simply double clicking on it to execute.

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© <u>www.ciaops.com</u> 29 December 2014 You should see a DOS window open and the lines of the batch file execute. When the process is complete you will be asked to press any key. Once you do this the DOS window will be closed and you will be returned to your original screen.



Go to the SharePoint 3.0 Central Administration via **Start | Administrative Tools |** SharePoint 3.0 Central Administration.

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Select the *Operations* tab.

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Administration	applications.		
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	Outgoing e-mail settings	Alternate access mappings	
	Incoming e-mail settings	Manage farm features	
	Approve/reject distribution groups	<ul> <li>Solution management</li> </ul>	
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Under Global Configuration select Solution Management.

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Ensure that colour calendar solution appears as shown above.

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Return to your WSS v3 site and select *Site Actions* then **Site Settings** from the upper right of the window.

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Version:		12.	0.0.6219	
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<ul> <li>Site collection</li> </ul>	description, and icon	pages	Site libraries and	Site collection features
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Under Site Collection Administration select Site collection features.

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Home		Site Actions -
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	Name	Status
	PlanetWilson SharePoint Colour Calendar This feature provides a colour coded calendar	Activate
	Three-state workflow Use this workflow to track items in a list.	Deactivate Active
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If the status of the SharePoint Colour Calendar is not *Active* then click on the **Activate** button.

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The Colour Calendar feature will be active when the *Status* for that feature displays *Active* as shown above.

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Return to the Home page of the WSS v3 site and select *Site Actions* then **Create**.

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	Document Library     Form Library     Wiki Page Library     Picture Library	Announcements     Contacts     Discussion Board	<ul> <li>Links</li> <li>Calendar</li> <li>Tasks</li> <li>Project Tasks</li> <li>Issue Tracking</li> <li>Survey</li> </ul>	Custom List     Custom List in     Datasheet View     Colour Calendar     Mapping     Import     Spreadsheet	<ul> <li>Basic Page</li> <li>Web Part Page</li> <li>Sites and Workspaces</li> </ul>
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In the create option you now see two additional entries, *Colour Calendar* and *Colour Calendar* mapping. Select the *Colour Calendar* to create a new calendar list in WSS v3.

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Home		Site Actions 🝷
	Sharepoint 3 on SBs > Create > New	
	Name and Description Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list.	Name: New Colour Calendar
		Description:
	Navigation Specify whether a link to this list appears in the Quick Launch.	Display this list on the Quick Launch? • Yes C No
		Create Cancel
Done	Now Windows Intern	Local intranet 🛛 🔍 100% ▼ //
Done	Navigation Specify whether a link to this list appears in the Quick Launch.	Create Cancel

As per a normal WSS v3 calendar list provide a suitable name for the new calendar and press the **Create** button.



The new calendar list should now appear in the window. Before allowing the new calendar to be used you must firstly add a web part to the bottom of the page.



Select Site Actions then Edit page.

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When the page is in *Edit* mode click **Add a Web Part**.

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Home	🔲 🛃 Image Web Part		
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Versio	🗖 📴 Page Viewer Web Part		-11
	Use to display linked content, such as files, folders, or Web pages. The linked content is isolated from other content on the Web Part Page.		
	PlanetWilson Calendar Colour Coder		
•	Web part responsible for colour coding a colour calendar. Place one after the calendar web part.		- 1
Jan	Relevant Documents		
Jul	Use this webpart to display documents that are relevant to the current user.		
Oct	Site Users	iw:	
Today is	Use the Site Users Web Part to see a list of the site users and their online status.		
Friday,	User Tasks	7	1
View All	Use this webpart to display tasks that are assigned to the current user.	У	
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Lists Calori			
<ul> <li>Tasks</li> </ul>			
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From the list that now appears scroll down until you locate the item *PlanetWilson Calendar Colour Coder* and select the check box and press the **Add** button to add this web part to the new calendar page.



Drag the *PlanetWilson Calendar Colour Coder* web part to the bottom of the page. This web part must be placed below the new colour calendar for correct operation.

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When the web part has been correctly located, select the option **Exit Edit Mode** which appears in the top right of the window.

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To create a colour entry for this calendar select **New** from menu bar. In the *New Item* enter the required details and scroll down.

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At the bottom of the item you find a new option called *Event Category*. Pull down the list to display all the available options.



Once complete, the calendar will now display your selected entry in colour depending on the *Event Category* you selected.

🜈 Colour Calendar Mapp	ing - Wi	indows Internet Explor	er		_ 8 2
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View All Site Content	A cer	ntrally managed list of colo	ur coded event categories		
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<ul> <li>Shared Documents</li> </ul>	Edit	Event Category	Background Colour	Foreground Colour	
Lists		Business	#849ce7		
Calendar		Important	#fe9484	#ff0000	
<ul> <li>Tasks</li> </ul>		Internal	#feb573		
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Discussions		Needs Preparation	#d6ce84		
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The *Event Category* colours are controlled by a WSS v3 list called *Colour Calendar Mapping* as shown above. You may edit existing entries or create new entries as required.

# 12.3 Calendar reminders in Outlook

By default WSS v3 does not allow reminders to be displayed in Outlook even when the WSS v3 site has been "connected" to Outlook. However, there are a number of work a rounds. Below is one solution.

Firstly, connect to the WSS v3 site and select the calendar for which you wish to have reminders sent.



You will need to create a new calculated column called *StartTime*.



From the Settings menu select Create Column.

🖉 Create Column - Windows Internet Explorer	X
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😭 🎶 🌈 Create Column	🏠 = 🔂 - 🖶 = 🔂 Page = 🎯 Tgols = 🎽
	C Date and Time
	C Lookup (information already on this site)
	C Yes/No (check box)
	C Person or Group
	C Hyperlink or Picture
	<ul> <li>Calculated (calculation based on other columns)</li> </ul>
Additional Column Settings	Description:
Specify detailed options for the type of information you selected.	<u>×</u>
	Formula: Inset Column:
	=[Start Time]
	Created
	Location
	Modified Start Time
	Title
	Add to formula
	The data type returned from this formula is:
	O Number (1, 1.0, 100)
	O currency (ş, ¥, €)
	Date and Time
	C Yes/No
	Date and Time Format:
	C Date Only O Date & Time
	Add to default view
Done	Trusted sites
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Give the new field the name *Starttime* and set it as a *Calculated* field. Set the Formula to

=[Start time]

Set the date type as Date and Time and deselect the option to add this to the default view.



Now create a new view via View | Create View.

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ALLIANCE Social Club Blog	lliance Sharepoint Demo	
Saturn A Crea	allance Sharepoint Demo > Calendar > Settings > View Type Ite View: Calendar	
Use this p	age to select the type of view you want to create for your data.	
Choose	: a view format	
	Etandard Vere, with Expanded Recurring Events. View date on a Web page. You can choose from a lat of display styles. Use this view type to show each instance of a recurring event.	
	Calendar View Database View Database View Calendar, weekly, weekly, or monthly calendar, weekly, weekly, or monthly calendar, guick customization.	
	Gant Werk Werk lithers in a Gant chart to see a graphical representation of how a team's tasks relate over time.	
Start f	rom an existing view	
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Select the option at the bottom of the screen to Start from a View, and select the **All Events** option.

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	C     Image: Show items in descending order       Image: C(B, B, ar 3, 2, 1)       Then sort by the column:       None       C     Image: Show items in descending order       C     Image: Show items in descending order       C     Image: Show items in descending order
∃ Filter Show all of the items in this view, or display a subset of the items by using filters. To filter on a column based on the current date or the current user of the site, type [Today] or [Me] as the column value. Use indexed columns in the first clause in order to speed up your view. Learn about filtering items.	C Show all items in this view G Show items only when the following is true: Show the items when column StartTime Is equal to C And C Or
	When column None Show More Columns
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Call the new view something like Outlook Reminders and then set the *Filter* section so that Starttime is equal to [Today].

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View All Site Content	Use the Cale	ndar list	to keep informed of upcoming meetings, d	eadlines, and other important events.					
Surveys	New -	Actions	Settings •				View: Outloo	k Reminders •	
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Documents		IJ	Ø	synchronize items and make them available offline.					
Policies		m	Export to Spreadsheet						
<ul> <li>Knowledge base</li> </ul>		<b>\$</b>	application.						
Lists		_	Open with Access						
Tasks		<b>\$</b>	Access database.	rosoft Office					
<ul> <li>Suggestions</li> </ul>			View RSS Feed						
<ul> <li>Staff Details</li> </ul>			Syndicate items with an KSS reader.						
<ul> <li>Daily reception tasks</li> </ul>		8	Receive e-mail notifications when						
<ul> <li>Server installation</li> </ul>		_	items change.						
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From the *Actions* menu select the item to **View RSS Feed** to display the RSS feed for this view.

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Open Outlook 2007 and select Tools | Account Settings.

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Select the *RSS* tab, then the **New** button.

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Paste the URL from the WSS v3 RSS feed and press the **Add** button.

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inbox	Calendar Calendar	
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Click the **OK** button to proceed.

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Click the **Close** button to return to Outlook.

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Now select **Tools** | **Rules and Alerts**.

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Under Email Rules select New Rule.

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Create a new *Blank Rule* and Select the option *from RSS Feeds with specific text in the title*.



Select the link on the lower box *specific text*. Next, select the RSS Calendar feed that you have just added. Click **Next** to continue.

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In the next window select the option *display a specific message in the New Item Alert Window*. Click on the *a specific message* link.

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Click **OK** to continue. Then press the **Next** button to continue.

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Press **Next** again to display the final configuration screen. Select **Finish** and then **OK** to close the *Rules Wizard and the Rules and Alerts* window and return to Outlook.

If you now create a new item in the WSS v3 calendar, it will be pushed through to Outlook and a pop reminder should be displayed.

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To view the item, simply click on the **Open** Item button.

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It is important to remember that Outlook only checks its RSS feeds every hour, so any reminders will take at least one hour to be displayed. To change this, complete the following.

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In Outlook select **Tools** | **Account Settings** | **RSS Feeds**. Select the WSS v3 feed and then the **Change** button.

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<u>@ N</u> ew ▼   @   <u>@</u>   ×   @.	Use the choices below to configure options for this RSS feed.	
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At the bottom of this window unselect the Update Limit option and select **OK** to continue. Once this check box has been removed the update frequency of RSS will be governed by the Send/Receive settings.



To examine these select **Tools | Send/Receive | Send/receive settings | Define Send/Receive Groups**.

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Normally the RSS feeds will appear in the All Accounts setting. The time values below this will determine the update time for emails and RSS now.



To check the RSS feeds to be updated select **All Accounts** | **Edit**. You should see an RSS icon on the left hand side, select this and the RSS feeds to be updated will be displayed like shown above.

If you specify a time interval that is more frequent that the limit set by the publisher, Outlook uses the publisher's settings. This is to prevent you from being banned by the publisher for disregarding their request.

## 12.4 Colligo Offline Reader

This free software allows you to select and copy the contents of a WSS v3 site and store it locally. You can then access the information you downloaded when away from the SharePoint site.

Download the Colligo Offline reader from:

http://www.colligo.com/products/sharepoint/reader.asp

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After installing the package select **Site** | **Download New Site** to configure the settings for your WSS v3 site.

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Enter a *name* for your site and the *URL* for the site and then press **Download**.

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In the future you can keep the data up to date via the *Synchronize* button.

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Customer Knowledge Base	OKL: http://p	Robert Crane 18/01/2007 -
Customer Sites	Examples: http://server/workspace https://secureserver/workspace	Robert Crane 18/01/2007
General Knowledge Base	- Synchronization Settings	Robert Crane 26/06/2007
<ul> <li>Shared Documents</li> </ul>	3 Only some lists will synchronize	Robert Crane 18/01/2007
<ul> <li>Sites</li> </ul>	13 complete, 0 partial, 15 disabled	Robert Crane 18/01/2007
Web Support	Configure	Robert Crane 18/01/2007
Pictures	Connigure	Robert Crane 18/01/2007
= Logos	Perform full synchronization	Robert Crane 18/01/2007
Photos	Selecting this option synchronizes all site content, including users, views and templates. If your permissions on the site have changed, you	Robert Crane 18/07/2007 🎽 义
Lists	should select this option to get all the content you now have access to.	×
Activities	Selecting this option will result in longer download times.	List
Announcements	Synchronize Close	
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Calendar		
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<ul> <li>Consumables</li> </ul>		>
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	Saturn Alliance > General Knowledge Base General Knowledge Base	
Documents	Synchronization In Progress	s •
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Announceme     Cal1     Calendar     Colour Calen	ints dar Mapping	-
Consumables	s 🔽 🤇 Synchronization in	n Progress

## 12.5 Pentalogic SharePoint Reminder Service

Unfortunately Pentalogic no longer offers free version of its reminder service. You can download a 30 day trial but once this expires you need to pay for a license for it to continue to operate. This section has be retained for reference only.

One of the limitations that WSS v3 has is that it can only alert users to changes that have been made to its content. As such, the following add-on from Pentalogic allows you to configure a reminder via email when tasks become due or overdue. As Pentalogic says, there are some very common scenarios where a reminder service is handy:

## Task Management

Send reminder emails when Tasks are approaching their due date - then another once they are overdue.

#### Helpdesk Management

Escalate an issue if it hasn't been resolved within a certain time of being logged.

#### Enhanced Alerts

Gain more control over email alerts including who gets them, under what circumstances and the text of the email.

#### Simple Workflow

Use SharePoint Reminder to drive simple workflow by sending emails when a task is

ready for the next stage in a business process.

#### Equipment calibration and testing

Help manage the regular calibration and testing of equipment while keeping an audit log for compliance purposes.

#### Announcements

SharePoint's built in Alert Me feature has several limitations. It can't (out of the box) be setup to alert all users, or all email addresses in a particular list or include fields from your list. In this example we are going to use SharePoint Reminder to send out an email alert to everyone in our Contacts list when a new announcement is made. To setup this facility you will need to firstly download the free SharePoint Reminder service from

PE		Purchase Support
PI	lanner Reminder. World Time SharePoint Ideas About Us	search
You A	Are Here: Reminder	
	SHARE POINT REMINDER	Try Now! 🍆
Let 9 Unre	SharePoint remind you and your team of Important Dates, Overdue Tasks and esolved Issues via email.	Purchase 🗟
Share are ch	ePoint already has a built in Alerts feature but this is limited to sending out emails when items in your list hanged by users - for example when a new task is added.	SharePoint Planner
Share monit assign	Print Reminder adds the ability to send out emails on date based events - for example it can constantly or a Task List and when an item is due send a This Task is Due Soon' email to the person who has been ned to complete the task. It can also send out another email if a task becomes overdue.	Lists into graphical charts
It is v	rery flexible and applicable to a variety of common SharePoint scenarios such as :-	
Task	( Management	Sign up for our email newsletter
Send	I reminder emails when Tasks are approaching their due date - then another once they are overdue.	
Help	odesk Management	OK Email Policy
Escal	late an issue if it hasn't been resolved within a certain time of being logged.	
Enha	anced Alerts	
Gain text (	more control over email alerts including who gets them, under what circumstances and customise the of the email.	
Simp	ple Workflow	
Use S in a b	SharePoint Reminder to drive simple workflow by sending emails when a task is ready for the next stage pusiness process.	

## http://www.pentalogic.net/sharepoint-reminder.aspx

More information about the SharePoint Reminder service can also be found here.

Basically the SharePoint Reminder service is composed of two components. Firstly, a Windows service that runs in the background monitoring the WSS v3 lists and secondly a web part which you place and configure on each page you want the Reminder Service to be active on.

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Once the file has been downloaded to the WSS v3 server simply **double click** on the MSI files to launch the setup, after you have logged onto the WSS v3 server as an administrator.

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Select Next to continue.

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	Please take a moment to read the license agreement now. If you accept the terms below, click "I Agree", then "Next". Otherwise click "Cancel".	
E 🔂 Control Panel	Pentalogic Technology SharePoint Reminder	
	LICENCE	
	WARNING. BEFORE PROCEEDING PLEASE READ THE TERMS OF THIS LICENCE AGREEMENT CAREFULLY, YOU MAY OBTAIN A COPY OF THIS SOFTWARE PRODUCT EITHER BY DOWNLOADING IT REMOTELY FROM OUR SERVER OR BY COPYING IT FROM AN AUTHORISED DISKETTE, CD-ROM OR OTHER MEDIUM ("THE MEDIUM"). ALL INTELLECTILAL PROPERTY RIGHTS IN THE PROGRAMS AND DATA	
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Select *I Agree* to accept the license agreement.
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	Servers then uncheck the Web Part option and c	onsult the manual for alternative installation	
E S DVD Drive (E:)	options.		
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Ensure that all the options are selected and press the **Next** button to continue.

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Coal Disk (C:)     Source of the second	The installer will install SharePoint Reminder to the following folder. To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse". Folder:	
Recycle Bin	L:\Program Files\Pentalogic\SharePoint Heminder\     Browse      Disk Cost  Install SharePoint Reminder for yourself, or for anyone who uses this computer:	
	© Everyone O Just me	
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Determine the location and security of the Pentalogic program on your WSS v3 server.

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1 Sources		
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The installation process will now complete.

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Once the installation process is complete, press the **Close** button.

<u>File Action View</u>	Help				
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🌺 Services (Local)	🍇 Services (Local)				
	SharePoint Reminder Service	Name A	Description	Status	Startup 1 🔺
		Rerformance Logs and Alerts	Collects pe		Automati
	Stop the service	🎨 Plug and Play	Enables a c	Started	Automati
	Restart the service	🎇 Portable Media Serial Number Service	Retrieves t		Manual
		Rint Spooler	Manages al	Started	Automati
	Description:	🆓 Protected Storage	Protects st	Started	Automati
	Sends email notifications for the	Remote Access Auto Connection Manager	Detects un		Manual
	www.peptalogic.pet/SbarePointReminder	Remote Access Connection Manager	Manages di	Started	Manual
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					- Ideomde
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You should now find that the Pentalogic program has created a service called *SharePoint Reminder Service*. This service will monitor your WSS v3 lists in order to determine when reminders are required to be sent. If this service is not running then the SharePoint Reminder service will not operate.



To configure the SharePoint Reminder Service select **Start | All Programs | SharePoint Reminder | Configuration Tool** on the WSS v3 console.

Configu 🔜 SharePoint Reminder Configuration	
C:\Program Files\Pentalogic\SharePoint Reminder\Pentalogic.SharePointReminder.Service12.	
Setings Server Settings Licenses Information Licenses In Use Include/Exclude	
Directory Refresh Refresh at 01:15 🚢 Refresh Now	
Logging Logging Level 3 · Info	
Keep logs for 5 days	
Send Test Emails	
Send Emails To	
OK Cancel Apply Recycle	Bin
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The reminder service needs to refresh the list of WSS v3 lists on a regular basis. You can set the time that this refresh occurs. It is recommended that it occur during a low utilization time on your WSS v3 server.

You can vary the level of logging to assist with the resolution of issues as well as determine how many day logs will be kept for. The logs are located in the Pentalogic installation directory which is usually *c:\program files\pentalogic\sharepoint reminder\*. You can send a test email to ensure that the service is functioning correctly, simply enter the email address into the *Send Emails To* field and press the **Send Emails** button to generate a test email.

94.	
Secure Configu 🔡 SharePoint Reminder Configuration	
C:\Program Files\Pentalogic\SharePoint Reminder\Pentalogic.SharePointReminder.Service12.	
Setings Server Settings Licenses Information Licenses In Use Include/Exclude	
Authentication	
Automatic (only for Integrated or NTLM authentication)	
C Basic Authentication	
Username	
Domain	
Password	
Remoting Settings	
Automatic (andu for single ) (ab Server installations)	
Port # 0 V Reject Remote Requests	
OK Cancel Apply Recycle Bin	
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The *Save Settings* tab allows you to set the Authentication as well as the Port settings for your WSS v3 server. In most cases it is not recommended you change these from the defaults.

- <b>2</b>	
Security Configu	
C:\Program Files\Pentalogic\SharePoint Reminder\Pentalogic.SharePointReminder.Service12.	
Setings Server Settings Licenses Information Licenses In Use Include/Exclude	
C Community C Purchased	
Community License Key :-	
MDAwMDAwMDAwMDAWDBMWFhYWFhYWFhYWFhYWFhYWFhYWFhYWFhYWFhYWFhY	
You can get more free community licenses if you register at : <u>http://www.pentalogic.net/SharePointReminder</u>	
Licences : 5 Community Licenses	
OK Cancel Apply Recycle Bin	
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The *Licenses* tab show you how many licenses you have available. By default you are provided with 5 free "community" licenses. You can obtain a further 5 "community"

licenses simply by registering the product with Pentalogic. Prices for licensing beyond this are available from the Pentalogic web site.

Secu Configu	SharePoint Reminder Configuration	
	C:\Program Files\Pentalogic\SharePoint Reminder\Pentalogic.SharePointReminder.Service12.	
	Setings Server Settings Licenses Information Licenses In Use Include/Exclude	
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	Num Web Servers 1	
	OK Cancel Apply Recycle Bin	
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On the *Information* tab you will see an Installation code, which is required if you register the product as well as the number of web services the product is running on.

2			
🔜 SharePoint Re	eminder Configurat	ion _ 🔤 🗶	
C:\Program Files\	Pentalogic\SharePoin	Reminder\Pentalogic.SharePointReminder.Service12.	
Setings Server	Settings   Licenses	Information Licenses In Use Include/Exclude	
The Licenses I	n Use file was last refr	eshed at	
Licensed	Date Added	Page URL	
•			
In Use	Unused	Read File	
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The *Licenses in Use* Tab will show in which parts of your WSS v3 site the Pentalogic licenses are in use. Each license corresponds to basically a configured list monitor. This allows you to not only monitor where the licenses are in use but also how many are active. You will also see information about when the last refresh was run. See the *Settings* tab to automatically set this.



The final tab, *Include/ Exclude* allows you to modify which URL are utilized with the service.

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Address 🕘 http://win2003e	nt/Lists/Tasks/AllItems.aspx	💌 🄁 Go 🛛 Links
Team Site		Welcome WIN2003ENT\administrator 🔻   🔞
🎁 Team Site		This List 💌 🔎
Home		Site Actions *
~	Team Site > Tasks <b>Tasks</b>	Add a new library, list, or web page to this website.
View All Site Content Documents	Use the Tasks list to keep track of work that you or your team need. New  Actions  Settings	eds to con Add, remove, or update Web Parts on this page.
<ul> <li>Shared Documents</li> </ul>	Title Assigned To Status Priorit	rity Site Settings
Lists	There are no items to show in this view of the "Tasks" list. To create	e a new item, circk wew above.
<ul> <li>Calendar</li> </ul>		
Tasks		
Discussions		
<ul> <li>Team Discussion</li> </ul>		
Sites		
People and Groups		
Recycle Bin		
(a) Dope		Tructed cites
37 Start	🛃 Tasks - Microsoft Int	EN () 5:26 PM

To make the SharePoint Reminder Service operate on a WSS v3 list you need to view that WSS v3 list in your browser. Then select **Edit Page** from the *Site Actions* menu that appears in the top right of the window.

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Address 🕘 http://win2003e	nt/Lists/Tasks/AllItems.aspx?PageView=Shared 💽 支 Go Links '
Team Site	Welcome WIN2003ENT\administrator 🔻   🔞 🖉
🎁 Team Site	This List 🔽 🔎
Home	Site Actions 🝷
Version: You are editing	; the Shared Version of this page Exit Edit Mode ×
~	Team Site > Tasks Tasks
View All Site Content	Use the Tasks list to keep track of work that you or your team needs to complete.
Documents	Main
<ul> <li>Shared Documents</li> </ul>	🔍 Add a Web Part
Lists	Add a Web Part (opens in new window)
<ul> <li>Calendar</li> <li>Tasks</li> </ul>	New   Actions   Settings   View: All Tasks
Discussions	Title Assigned To Status Priority Due Date % Complete
Team Discussion	There are no items to show in this view of the "Tasks" list. To create a new item, click "New" above.
Sites	
People and Groups	
💽 Recycle Bin	
A Done	Trusted sites
27 Start   🚱 🥌	Tasks - Microsoft Int

Click the text Add a Web Part.

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🎁 Т	Use to connect simple form controls to other Web Parts.		2
Home	🔲 📓 Image Web Part		
Versio	Use to display pictures and photos.		e x
	🗖 📴 Page Viewer Web Part		
	Use to display linked content, such as files, folders, or Web pages. The linked content is isolated from other content on the Web Part Page.		
View All	Relevant Documents		
Docum	Use this webpart to display documents that are relevant to the current user.		
• Share	🔽 🔯 SharePoint Reminder		
Lists	SharePoint Reminder - www.pentalogic.net/SharePointReminder		
Calen	Site Users		× I
<ul> <li>Tasks</li> </ul>	Use the Site Users Web Part to see a list of the site users and their online status.		H
Discus	🔲 🔣 User Tasks		
• Team	Use this webpart to display tasks that are assigned to the current user.	-	
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People			
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ど Done	http://win2003ent/_layouts/webpartgallerypickerpage.aspx?SiteId=5a15b6da-293b-494a-87a5-c 📀 Trusted sites	- //	
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From the list that appears locate the web part *SharePoint Reminder* as shown above. Select it and press the **Add** button.

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Team Site	Welcome WIN2003ENT\adr	ministrator 🕶 📔 🔞	*			
🎁 Team Site	This List 💌	9				
Home		Site Actions 🔻				
Version: You are editin	ng the Shared Version of this page	Exit Edit Mode 🗙				
~	Team Site > Tasks Tasks					
View All Site Content	Use the Tasks list to keep track of work that you or your team needs to complete.					
Documents	Main					
<ul> <li>Shared Documents</li> </ul>	🖳 Add a Web Part					
Lists	SharePoint Reminder	edit -				
<ul> <li>Calendar</li> <li>Tasks</li> </ul>	SharePoint Reminder has not yet been configured					
Discussions	Tasks	edit 🔹 🗙				
Team Discussion	New   Actions   Settings   View: All Task	ks 🔹				
Sites	🖉 Title 🕜 Assigned To Status Priority Due Date	% Complete				
People and Groups There are no items to show in this view of the "Tasks" list. To create a new item, click "New" above.						
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You should now see the SharePoint Reminder web part on the page. You will also notice that the body of the web parts says "SharePoint Reminder has not yet been configured".

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To configure the web part select the *web part edit menu* in the top right of the web part window. From this menu select the option **Modify Shared Web Part**.

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A new window will now appear on the right hand side of the screen that will allow you to set the configuration parameters for the SharePoint Reminder web part on this page.

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Under the *Reminder Configuration* heading select the *Watch List* option from the drop down box that matches the WSS v3 List and List View you wish the reminder service to monitor.

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You will find a number of email destination addresses you can configure. Simply pull down the available list to select the recipient (i.e. who created the item, modified the

item, etc) or you can manually type in an email address to whom the reminder will be sent.



You can now enter the subject and message of the email to be sent as well as selecting to include a hyperlink to the actual item.

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		OK Cancel Apply						
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You can now select which column the SharePoint Reminder service will monitor for an approaching date.

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In this case we have selected the *Due Date* column and when this column is due with 3 days. There are many different options available here.

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You can also configure how often the SharePoint Reminder service checks the status of the list. You can set this to as low as every minute, however you would probably normally configure to hourly. You can also choose which days of the week you wish the reminders to be sent.

When complete press the **OK** button to save the configuration.

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<ul> <li>Tasks</li> </ul>	Watching List : Tasks - All Tasks Send Email : This is now due		
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You should now find the web part configuration window on the right of the screen has disappeared and the SharePoint Reminder web part details the configuration you have just selected.

To finish editing the page select **Exit Edit Mode** from the top right of the WSS v3 window.

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You should now be returned to the normal WSS v3 page. You will note that you can see the SharePoint Reminder is displayed along with its configuration on the page.

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View All Site Content Documents	Use the Tasks list to keep track of work that you or your team nee	eds to con Add, remove, or update Web Parts on this page.
Shared Documents Lists	watching List : Tasks - All Tasks Send Email : This is now due When field Due Date is due in 3 Days or less	Site Settings Manage site settings on this site.
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It is possible to hide the SharePoint Reminder service web part. To do this Select **Edit Page** from the *Site Actions* menu in the top right of the WSS v3 window.

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<ul> <li>Calendar</li> <li>Tasks</li> </ul>	Watching List : Tasks - All Tasks Send Email : This is now due		×	Minimize Delete		
Discussions	When field Due Date is due in 3 Days or less		2	Modify Shared Web Part		
<ul> <li>Team Discussion</li> </ul>	Tasks			Connections		
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ど Done				Trusted sites		
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Select the **Edit** menu in the top right of the SharePoint Reminder service web part and click **Modify Shared Web Part** from the menu that is displayed.

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Discussions	Send Email : This is now due	7
<ul> <li>Team Discussion</li> </ul>	When field Due Date is due in 3 Days or less	Zone Main
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People and Groups	New  Actions  Settings  View: All Tasks	Zone Index
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Expand the *Layout* option from the web part configuration window that appears on the right of the screen. Under this option you will find a *Hidden* option. Select this option. Press the **OK** button to save the configuration.

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<ul> <li>Calendar</li> <li>Tasks</li> </ul>	Watching List : Tasks - All Tasks Send Email : This is now due
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You are now returned to the WSS v3 page in Edit mode. You should now notice that the web part SharePoint Reminder has the words (Hidden) in front of it.

Select Exit Edit Mode from the top right of the WSS v3 window.



You should now be returned to the normal WSS v3 page. You should now also not see the SharePoint Reminder web part (as it is hidden).

Depending on how you configured the SharePoint Reminder service your users will now receive an automatic email reminder of when the item is due.

It is important to reminder that you will need to insert the SharePoint Reminder service web part onto every task page that you wish to have a reminder generated from. Each location in which you insert a web part will consume a license, however you are able to obtain 10 licenses for free by registering your product.

For further information about troubleshooting or configuring this web part please see the Pentalogic web site. The full manual for the product can be found at:

http://www.pentalogic.net/sharepoint-reminder/manual.aspx

## 12.6 Lytebox

Lytebox is a program that allows you to display an overlay on a current web page. This overlay could be a web page, video or graphic.

This section will show you how to install Lytebox and use it to display a YouTube video on top of a document library once someone clicks on a link as an example of what is possible. The end result should look something like:



You can extend this to include almost any form of web media. More information about how to achieve this is contained on the Lytebox site.

Lytobox 🥎 V3.2 og menter v. mag
Latest Version Lybrid v.1.32 Reference Dates: Outstan 2, 100° (Editore: Electric)
Overview
Establiss was written from the Lightbox class that Lobards Division ( <u>http://www.budifs.hugsthom.cum</u> ) arightally wrote. The perpass was in write a self-contained object that plantated the dependency of proteinges, effects is, and sometass minn. Since the original writes of Lytabox relation and with Fishen support, major and/Cratins have been made to improve performance an write a "Dilentive" support. There is "magnet, HTML content's support to approve the part begins in the many sense configurable optimes that allow you to containing the land and feet of Lytabics. These madifications were added as a result of user tipot, so if you feet you have a good idee for a new instance. then diff the <u>Lytabics itemps from and in tit be known</u> :
For examples of the new set impression (states is setting, infect as itsuing from one of the following display types: Ungle longe Grouped Impression States (states)
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State in: [e] Revealined Lybeline (22) State 2: Add the following lines to the cheede of your documents
- struct structures of the production and address and address and the product of the product
Step 2. Add the appropriate rel attribute for the type of stiglity you want. See the examples below.

The first step in the process is to download the Lytebox files from:

http://www.dolem.com/lytebox/lytebox\_v3.22.zip

Next, expand files in the compressed download. Once expanded you should see the following contents:

🚞 images	
🗐 lytebox.css	6 KB
💰 lytebox.js	39 KB

The next step is to create a new document library in WSS v3. To do this firstly login to your WSS v3 site as an administrator.



Select **Site Actions | Create** from the upper right of the window.

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Select **Document Libr**ary from the *Libraries* section.

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Give the new document library a name and make sure that you select *Web Part Page* as the document template for this library.

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You will now see the Document Library you created displayed. Next, you will need to upload the Lytebox files to this library. This can be done from the *Upload* menu.

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Select **Upload** then **Upload Multiple Documents** from the menu that appears.

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Navigate to the location on your local drive where you downloaded and expanded the Lytebox files. Select the two files in the Lytebox directory by placing a tick in the corresponding box and the press the **OK** button to complete the upload process.

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Select Yes to continue.

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You should now see these two files displayed in the document library. Next, you will need to create a folder in this document library into which all the Lytebox graphic files will be uploaded.

To create this folder select **New | New Folder** from the document library menu bar.

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The name of this folder must be *images*. If it is called anything else then Lytebox will not work correctly.

Press the **OK** button to continue.

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You should now see the images folder appear in the document library. **Click** on the folder images to open it.



You now need to upload the remaining Lytebox files to the images folder. Select **Upload | Upload Multiple Documents** from the menu bar.



Locate the folder on your local hard disk that contains the Lytebox images. This is normally under the main Lytebox folder. Select all the files by placing a check in the corresponding box (you can select all the files by simply clicking on the column heading to the left of the *Name* column header.

Press **OK** to proceed.

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You will see the files being copied from your local system into the WSS v3 document library.

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When complete, you should see a list of all the image files in your document library like shown above.

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You now need to create a page that will contain the links and code to display you images. To create a new document, return to the top of your document library (i.e. one level above the *images* folder) and select **New | New Document** from the menu bar.



Since the default document template for this document library is a web part page, select a name for the page and select the layout you require.

When complete press the **Create** button to continue.

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You now see a page similar to that shown above. You now need to add a web part to this page. To do this, simply click on the **Add a Web Part** link that appears on the page.



From this window that appears, scroll down the list until you find *Content Editor Web part* and place a tick in the corresponding box to select it.

Press the **Add** button to continue.

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The new *Content Editor Web Part* should now appear on your page like shown above. To modify the settings for this web part select **Edit | Modify Shared Web Part** from the upper right hand side of the *Content Editor Web Part*.

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A menu should now appear on the right hand side of the window. This window allows you to make changes to the properties of the web part that is displayed on the page.

To add HTML code to the web part, select the **Source Editor** button.

Copy and paste the following text into the window that appears:

<script type="text/javascript" language="javascript" src="lytebox.js"></script> <link rel="stylesheet" href="lytebox.css" type="text/css" media="screen" />

This code also appears on the Lytebox web site.

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Once complete simply press the **Save** button to close the *Text Entry window*.

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Since we wish the script details to remain hidden on the page from the user we need to expand the *Appearance* heading and scroll down until we locate the *Chrome Type* heading. Set this to *None* so it won't display on the page to normal users.

It is also recommended that you give the title of this web part a meaningful name (like Lytebox script) so you know what function it provides.

When complete press the **OK** button in the bottom right of the screen to save your changes.



You now need to add an additional *Content Editor Web Part* to the page (below the existing one with the script). Repeat the previous steps to add an additional *Content Editor Web Part* to the page. If this web part is initially placed above the previous one you created you can simply drag and drop it to a position below the existing one.

It is into this second *Content Editor Web Part* that we will place the HTML code to display the link to our video.

A typical example of the HTML code we wish to place in this web part is:

<a title="Demo Video" href="http://<server>/<document library>/page.htm" rel="lyteframe" title="Demo" rev="width: 449px; height: 380px; scrolling: no;">YouTube</a>

This will display a page http://<server>/<document library>/page.htm over the page. More information about this can be found at the Lytebox page but remember the page to be displayed can be from our existing WSS v3 site or any page on the Internet, however it is important to remember that this page must existing to be displayed correctly.

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It is important to ensure that the HTML you enter here, especially the address links, are correct. If there are errors your page will not display correctly.

When you have completed you changes press the **Save** button.

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Once you have finished modifying this *Content Editor Web Part* press **OK** in the lower right hand side of the screen. To completely exit editing this web part page select **Exit Edit Mode** if it appears in the top right of the page.

When you have completed editing the page should appear as shown above.

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Because the page we wish to display does not yet exist in this example we need to create it. In this case, we are simply copying the embedded HTML code that is part of the page on which the desired YouTube video is displayed. We simply copy this code into a notepad document and save it as a .HTM file (in this case video.htm).

Once the HTM file has been saved we simply upload that document to our document library as shown previously.

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When the upload is complete you should now see the HTM document also in your document library.

To test the operation of your page click on the web part page you created earlier (in this case *Demo*).

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With the web part page displayed you should see the link that you created earlier. Click on this link to launch the video (in this case the *YouTube* link).

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If you are attempting to run this on a Windows Server or a workstation with enhanced browser security you may see something similar to the screen shown above. In that case you will need to adjust the browser security settings to allow the JavaScript to run.

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If everything is working correctly you should see the video (or other web content) appear in a window on top of the current page.

To close this window simply click on the **Close** button or click outside the video.

## 12.7 Access Checker Web Part

This web part that can be used in WSS v3 and MOSS to display a tree view of permissions on SharePoint objects for any user in the site. It also enables you to view the permission inheritance of objects within a site.

At present list items are not displayed and it will not currently work with Forms based Authentication.

Firstly, download the required files from:

http://www.codeplex.com/AccessChecker/Release/ProjectReleases.aspx?ReleaseId=171 94

then extract them to the local disk on the WSS v3 server after logging into the server as an administrator. When the files have been extracted they should appear like:



**Double click** on the file *setup.exe* to commence installation.

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At this first screen click **Next** to continue.

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The setup process will now check to see that all the requirements are met before proceeding.

Click the **Next** button to continue with the process.

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You will now be presented with a list of SharePoint sites on the server into which you wish to install the web part. In this case, since there are only two SharePoint sites on the server (the default site and the Central Administration web site), the choice is to only install the web part into the default web site (in this case http://win2003ent).

Make the appropriate selection and press the **Next** button to continue.

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The installation process will now proceed. You may press the **Abort** button if you wish to stop the installation.

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After pressing the **Next** button you will be presented with a summary of the installation results. If the result is that *"The solution was successfully deployed"* press the **Close** button to complete the installation.

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Now launch the SharePoint Central Administration via **Start | Administrative Tools | SharePoint 3.0 Central Administration**.

When the Central Administration web site has loaded, select the **Application Management** Tab. Now select the option **Manage Web application features** from the *SharePoint Web Application Management* Section.

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Here you will see the *Access Checker* web part but you will need to click on the **Activate** button to make the web part available to the site. The web part remains inactive until the word *Active* appears under the status column for that web part.

Click the **Activate** button.

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Once you have clicked on the **Activate** button you should see the screen refresh to now display a **Deactivate** button and the word *Active* under the status column for that web part. In the future you can simply return to this page and Deactivate the web part by clicking the **Deactivate** button.



Return to the home screen of your WSS v3 site and select **Site Actions | Site Settings** from the top right.

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Under the *Site Collection Administration* section at the right of the screen select the item **Site Collection Features**.



In the list that appears you should find an entry for *Access Checker Web Part*. You should also find that this web part is currently not active for this site, much like what you saw previously. To activate the web part simply click the **Activate** button.

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Once the screen has refreshed you should see that the status has changed to *Active* and that the button has changed to read **Deactivate**.

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	<ul> <li>Site collection</li> </ul>	Tree view	Site content types	Site libraries and lists	Site collection features
	Advanced permissions	Site theme	Site columns	Site usage report	Site hierarchy
	Check User Access	Top link bar	Site templates	User alerts	Portal site connection
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	Inheritance	Reset to site definition	Workflows	Sites and workspaces	
				Site features	
				Delete this site	
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If you now return to *Site Settings* using the bread crumb menu at the top of the page you should find two new entries under the *Users and Permissions* section. These new entries are *Check User Access* and *View Permission Inheritance*.

Click **Check User Access** to continue.

Check User Access - Windows Intern	t Explorer	
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This option will allow you to check a users access to sites and lists. To do this simply enter the user login name into the field, select any *Filter Options, Access Level* and press the **Check Access** button.

You can check the validity of the login details by clicking the *check mark*. You can also select a user from your existing catalogue of SharePoint users by clicking the *book icon* to the right of the *check mark*.

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After entering the user login and pressing the **Check Access** button you should see a display like what is shown above.

In the above tree display you see a hierarchical listing of the WSS v3 site colour coded with access rights. In the above example, we have run the test using the SharePoint Administrator which, as you would expect, shows has *Full Control* Access to all areas of the site.

An entry in the tree in green indicates that the user has the access right selected or greater in that section. Alternatively, red indicates that the user doesn't have access rights to the selection.

Check User Access - Wind	lows Internet Expl	orer					_ <u>8 ×</u>
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In contrast, you can see when the test is run against another SharePoint user with lower rights the tree display indicates that this user does not have at least Contribute rights in most areas of the site (items indicated in red).

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If we modify this restricted user to provide them with greater rights in certain sections of the site and then re-run the web part we see how the tree immediately reflects these changes.



If you now **click** on any section of the tree another window will opened that displays the permissions page for that section of the site. This means that you can now quickly evaluate user access and make changes as required.

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If you now return to the *Site Settings* page once again using the bread crumb navigation menu at the top of the page and select **View Permission Inheritance** from the *Users and Permissions* section.

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The *Permission Inheritance* component of the web part looks very similar to the *Check User Access*. The tree view at the bottom of the page displays items in green that inherit

their permissions from the parent site (the normal default) and items in red that do not inherit.



Once again you can simply **click** any location in the tree view to open a new window displaying the permissions for that section of the site so you can make changes quickly if needed.

As you can appreciate the Access Checker Web Part is a very handy addition to any SharePoint site, especially one with complex permissions, since it allows easy determine of individual user access rights as well site inheritance.

## 12.8 What's New web part

The 'What's New' add-on can display a list of recently added or changed items on a SharePoint site in a single location. To download the add-on go to:

http://www.codeplex.com/smarttools/Release/ProjectReleases.aspx?ReleaseId=13197



Once the files have been downloaded and expanded onto the hard disk of the SharePoint Server, which has also been logged into as an administrator, you simply **double click** on *setup.exe* to commence the installation process.



You should now see the Welcome window displayed.

Press the Next button to continue.



The installation will now check to ensure that your environment is suitable.

When this process is complete, press the **Next** button to continue.



Click in the "*I accept the terms of the License Agreement*" to accept the EULA and press the **Next** button to continue.

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Select the SharePoint sites where you wish to install this add-on for. Normally, this will not include any of the SharePoint administration sites. In the above example only the main SharePoint site (in this case http://win2003ent) has been selected.

When the selection is complete, press the **Next** button to continue.

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The installation process will now commence copying files.

You are able to press the **Abort** button if required.

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When the process has completed press the **Next** button to continue.

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The installation summary window will now be displayed. Ensure that the installation has been successful and press the **Close** button to complete the process.

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Daily reception tasks     Please note that our offices will be closed from 25th of December (Christmas day) until the 1st of January, 2008.	Add new link
Discussions Please welcome Nancy 21/11/2007 1:56 PM	Quarterly goals •
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Open the SharePoint site and login as a SharePoint administrator. From the *Site Actions* menu in the top right of the screen select **Site Settings**.

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In the *Site Settings* page select **Site Collection features** under the *Site Collection Administration* heading at the right of the page.

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	SmartTools.WhatsNew (version 1.1) Adds a web part to display the latest changes in a SharePoint site or site collection.	Activate	
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In the list of Site Collection features locate *SmartTools.WhatIsNew* line and press the **Activate** button to make this feature available to the site.



After you have pressed the **Activate** button you should now see the *Status* is *Active* and the button has now changed to read **Deactivate**. To remove this feature from the site, if required in the future, simply return here and press the **Deactivate** button.

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Daily reception tasks     Please note that our offices will be closed from 25th of December ( Christmas day) until the 1st of January, 2008.	Add new link					
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If you now return to the SharePoint site you can add the web part to any web part page.

In this case we are going to add it to the home page. To do this, select **Site Actions** | **Edit Page** from top right to place this web page into edit mode and allow the addition of web parts.



The page will now be placed in *Edit Mode*. Select the location on the page that says *Add Web Part* and click. In this case, we have chosen to do this in the centre of our page.



From the list of available web parts that is now displayed, scroll down until you locate the *What's New* webpart. Simply place a tick in the check box and press the **Add** button to incorporate the web part onto the page.

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You should now see the *What's New* web part displayed on the page. You can always drag and drop the web part to any other zone on the page if required.

Once you have finished editing the page simply select **Exit Edit Mode** from the top right of the screen (under *Site Actions*).

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Once the page has been returned to normal mode you will see the *What's New* webpart on the page. As the above screen shot shows, the web part indicates any changes or updates that have been made to the site.

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To test this, go to any document library and upload a new document. In the above case the image file *close\_gold* has been added. You can see this because of the *!NEW* that appears next to the document name.

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If you now return to the location of the web part you will see that this addition is reflected here under the current date.

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If you once again put the page into *Edit mode* and select to *Modify* the Properties of the web part you are able to customize how the web part appears. In this case it is probably more beneficial to display who the change was made by rather than the site in which the change was made. We simply make these selections in the *Columns to show section*, press the **OK** button and return the page to *Normal mode*.

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As you can now see from the screen shot above the display in our *What's New* web part now indicates which SharePoint user made the change that is displayed.

The *What's New* web part will display additions or changes to most of the items in your SharePoint site including document libraries, calendars, etc.

## 12.9 Copy Paste add on

The 'Copy Paste' add-on is an addition that easily allows you to move a document from one SharePoint library to another. To download the add-on go to:

http://www.codeplex.com/smarttools/Release/ProjectReleases.aspx?ReleaseId=13197



Once the files have been downloaded and expanded onto the hard disk of the SharePoint Server, which has also been logged in as an administrator, simply **double click** on *setup.exe* to commence the installation process.



You should now see the Welcome windows displayed.

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The installation will now check to ensure that your environment is suitable for installation.



When this process is complete, press the **Next** button to continue.

Click in the "*I accept the terms of the License Agreement*" to accept the EULA and press the **Next** button to continue.

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Select the SharePoint sites where you wish to install this add-on. Normally, this will not include any of the SharePoint administration sites. In the above example only the main SharePoint site (in this case http://win2003ent) has been selected.

When the selection is complete, press the **Next** button to continue.



The installation process will now commence copying files.

You are able to press the **Abort** button if required.



When the process has completed press the **Next** button to continue.

Sharepoint		
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Search Server Admin	Installation Successfully Completed	
	Details:	
	VIX2003ENT - http://win2003ent/ - The solution was successfully deployed	
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The installation summary window will now be displayed. Ensure that the installation has been successful and press the **Close** button to complete the process.

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turn Alliance Sharepoint D	i i Demo	Welcome Sharepoint Administrator 🝷   🤅
ALLIANCE	Saturn Alliance Sharepoint Demo	This Site 💌 💋
ome Social Club		Site Actions
iew All Site Content	This is a Sharepoint demonstration site created by Saturn Alliance.	Add a new library, list, or web page to this website.
Customer feedback	Our Mission Statement - Keeping IT simple	Edit Page Add, remove, or update Web Parts on
ictures Images	Our Goals :	this page.
indges .		Manage site settings on this site.
ocuments	1. Respond to engiries within 60 minutes	
Policies Knowledge Base	2. Solve the right problem	Links •
ists	3. Listen first	<ul> <li>Saturn Alliance</li> </ul>
Calendar		Sharepoint information
Tasks	Announcements	Sydney Morning Herald
Suggestions	Christmas shutdown 21/11/2007 1:58 PM	<ul> <li>Hawaiian Air</li> <li>Nideo demo</li> </ul>
Staff Details	by Sharepoint Administrator	a video demo
Daily reception tasks	Please note that our offices will be closed from 25th of December (Christmas day) until the 1st of January, 2008.	Add new link
iscussions	Please welcome Nancy 21/11/2007 1:56 PM	Quarterly goals *
Team Discussion	by Sharepoint Administrator	1. Increase sales by 10%
ites	her and welcome her to our business.	
Social Club		2. Convert 10 new
eople and Groups	Add new announcement	prospects into customers
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	📀 🛽 🏰 Title Location Start Time End Time All Day Event	\$ 1 million
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Open the SharePoint site and login as a SharePoint Administrator. From the *Site Actions* menu in the top right of the screen select **Site Settings**.

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	Site Information					
	Site URL:		http://win200	3ent/		
	Mobile Site URL:		http://win200	3ent/m/		
	Version:		12.0.0.6318			
	Users and Permissions	Look and Feel	Galleries	Site Administration	Site Collection Administration	
	People and groups     Stee collection     administrators     Advanced permissions	Title, description, and icon     Tree view     Site theme     Top link bar     Quick Launch     Save aite as template     Reset to site definition	Master pages     Site content types     Site content types     Site content     Site content     Site templates     List templates     Web Parts     Workflows	Regional settings     Site libraries and lists     Site usage report     User alerts     RSS     Search visibility     Sites and workspaces     Site features     Delete this site	Recycle bin     Stele learchy     Portal site connection	
 http://win2003ent/_layouts/ManageFeatures.aspx?5cope=Site						
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In the *Site Settings* page select **Site Collection features** under the *Site Collection Administration* heading at the right of the page.



In the list of Site Collection features locate *SmartTools.CopyPaste* line and press the **Activate** button to make this feature available to the site.

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Saturn Alliance Sharepoint Demo						
Home Social Club		Site Actions -				
Saturn Alliance Sharepoint Demo > Site Settings > Site Features Site Collection Features						
Name		Status				
Fields and Content Types for the Windows SharePoint Services Application Templates Application Template Types	Activate					
Office SharePoint Server Search Web Parts This feature uploads all web parts required for Search Center	Activate					
SmartTools.CopyPaste (v1.0) Adds copy and paste functionality to Document Libraries.	Deactivate	Active				
Three-state workflow Use this workflow to track items in a list.	Deactivate	Active				
Done	Trusted sites	🔍 100% 🔹 🏑				
🐉 Start 🛛 🧭 🕟 🕲 🧭 🌈 Site Collection Featur		🗈 💓 🗾 2:55 PM				

After you have pressed the **Activation** button you should now see the *Status* is *Active* and the button has now changed to read **Deactivate**. To remove this feature from the site if required in the future, simply return here and press the **Deactivate** button.

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Title		Type	Name		Modified		Modified By	Approval Status	
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Equal Opportuni	ty Policy	M.	equal_opportunity	-	22/11/2007 1	1:41 AM	Robert Crane	Approved	
Documents Internet Usage	Policy		View Properties		22/11/2007 1	1:45 AM	Robert Crane	Approved	
Policies Dress Code Polic	y .	1	Edit Properties		22/11/2007 1	1:47 AM	Robert Crane	Approved	
Docs	ent Policy		Manage Permissions		22/11/2007 1	1:44 AM	Robert Crane	Approved	
iste			Edit in Microsoft Office Word						
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To use the functionality of the add-on simply select any document library. Inside, locate any document and **click** to the right of the document name to display the menu. At the bottom of the menu select the **Copy to Clipboard** option.

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F	ollowing item has been copied to	the clipboard:				
1	tem: Document library:	equal_opportunity.doc Policies				
s	Site:	Saturn Alliance Sharepoint Demo				
N	Next, navigate to the document I	brary where you would like to paste this document, then select the Past	te item from the Actions menu.			
		Go back to the document library				
			<u> </u>			
Done			V Trusted sites			
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Once selected, you will see the following page that indicates the document has been copied and you can now paste the document into another document library.

Note, it is not possible to copy the document outside SharePoint, for example to Word.

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View All Site Content	New • Upload •	Actions -	Settings -	View: All Documents		
Surveys	Туре		dit in Datasheet	Modified By		
<ul> <li>Customer reedback</li> </ul>	There are no items to show	E/A f	ormat.	te a new item, dick "New" or "Upload" above.		
Images		0	Open with Windows Explorer Drag and drop files into this library.			
Documents		<u> </u>	Connect to Outlook			
Policies			Synchronize items and make them wailable offline.			
<ul> <li>Knowledge Base</li> <li>Docs</li> </ul>			Export to Spreadsheet Analyze items with a spreadsheet application.			
Lists			/iew RSS Feed			
Calendar		<b>D</b>	Syndicate items with an RSS reader.			
Iasks     Suggestions     Staff Datala		1	Alert Me Receive e-mail notifications when tems change.			
Daily reception tasks		8 d	Paste equal_opportunity.doc From 'Saturn Alliance Sharepoint Demo' in 'Policies'.			
Discussions						
Team Discussion						
Social Club						
People and Groups						
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Locate the document library into which you wish to place the document. From the *Action* menu select **Paste <document\_name>**.



The *Operation in Progress* page will be displayed.
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Pictures				
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Documents				
Policies				
Docs				
Lists				
<ul> <li>Calendar</li> </ul>				
<ul> <li>Tasks</li> </ul>				
<ul> <li>Suggestions</li> </ul>				
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Once complete the document should appear in the document library.

Once again note this functionality is only available inside SharePoint not to external applications.

## 12.10 Enhanced site actions add-on

The 'Copy Paste' add-on is an addition that easily allows you to move a document from one SharePoint library to another. To download the add-on go to:

http://www.codeplex.com/smarttools/Release/ProjectReleases.aspx?ReleaseId=13197



Once the files have been downloaded and expanded onto the hard disk of the SharePoint Server, which has also been logged in as an administrator, simply **double click** on *setup.exe* to commence the installation process.



You should now see the Welcome windows displayed.

Sharepoint		
Mozilla Firefox		
Search Server Admin	SmartTools.CopyPaste v1.0 System Check Checking if SmartTools.CopyPaste v1.0 can be installed from this machine	
Search Server	<ul> <li>Windows ShareFoint Service 3.0 is installed.</li> <li>You have permission to install and deploy ShareFoint solutions.</li> <li>The Windows ShareFoint Services Administration service is stated.</li> <li>The Windows ShareFoint Services Timer service is stated.</li> <li>Solution file found.</li> <li>SmartTools:CopyPeste v1.0 is not installed.</li> </ul>	
	All checks succeeded. Please click Next to proceed with the installation.	
	www.codeples.com/sharepointinstaller	
		ecycle Bin
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The installation will now check to ensure that your environment is suitable for installation.



When this process is complete, press the **Next** button to continue.

Click in the "*I accept the terms of the License Agreement*" to accept the EULA and press the **Next** button to continue.

Sharepoint	
Mozilla Firefox	
	SmartToole FooyBasta v1.0
Search Server Admin	Deployment Targets Please select one or more web applications
	Wak Andersteiner
	http://win2003ent:46362/ (Central Administration)
	http://win2003ent/7530/ (SharePoint - 7530)      http://win2003ent/ (SharePoint - 90)
Search Server	
	Please click the Next button to start the installation process.
	www.codeplex.com/sharepointinstaller
	Recycle Bin
🍠 Start 🛛 🕜 🏉 🕞 🧐	🔁 SmartTools.CopyPaste5 🙀 SmartTools.CopyPast

Select the SharePoint sites where you wish to install this add-on. Normally, this will not include any of the SharePoint administration sites. In the above example only the main SharePoint site (in this case http://win2003ent) has been selected.

When the selection is complete, press the **Next** button to continue.



The installation process will now commence copying files.

You are able to press the **Abort** button if required.



When the process has completed press the **Next** button to continue.

Sharepoint		
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The installation summary window will now be displayed. Ensure that the installation has been successful and press the **Close** button to complete the process.

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turn Alliance Sharepoint D	emo	Welcome Sharepoint Administrator 🝷
ALLIANCE S	aturn Alliance Sharepoint Demo	This Site 💌
ome Social Club		Site Actions
iew All Site Content	This is a Sharepoint demonstration site created by Saturn Alliance.	Add a new library, list, or web page to this website.
Customer feedback	Our Core Values	Edit Page Add, remove, or update Web Parts or
ictures		this page.
Images	Our Goals :	Site Settings Manage site settings on this site.
ocuments	Personal to engiries within 60 minutes	
Policies	<ol> <li>Respond to enquires within oo minutes</li> <li>Solve the right problem</li> </ol>	
Knowledge Base	2. Solve the right problem	Links *
ists	3. LISTER HIST	<ul> <li>Saturn Alliance</li> </ul>
Calendar		<ul> <li>Sharepoint information</li> </ul>
Tasks	Announcements	<ul> <li>Sydney Morning Herald</li> <li>Hawaiian Air</li> </ul>
Suggestions	Christmas shutdown 21/11/2007 1:58 PM	<ul> <li>Video demo</li> </ul>
Staff Details	by Sharepoint Administrator	
Daily reception tasks	Please note that our offices will be dosed from 25th of December ( Christmas day) until the 1st of January, 2008.	Add new link
iscussions	Please welcome Nancy 21/11/2007 1:56 PM	Quarterly goals *
Team Discussion	by Sharepoint Administrator Nancy Williams has just commenced in our accounts department. Please stop by and introduce yourself to	1. Increase sales by 10%
ites	her and welcome her to our business.	
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	Casual Office 15/12/2007 12:00 AM 15/12/2007 11:59 PM Yes	4 I 1111101
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Open the SharePoint site and login as a SharePoint Administrator. From the *Site Actions* menu in the top right of the screen select **Site Settings**.

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	Version:		12.0.0.6318		
	Users and Permissions	Look and Feel	Galleries	Site Administration	Site Collection Administration
	People and groups     Site collection     administrators     Advanced permissions	Title, description, and icon Title, description, and icon Title view Top link ber Top link ber Top link ber Could Launch Save site at emplate Reset to site definition	Master pages     Site content types     Site content types     Site content types     Site templates     List templates     Web Parts     Workflows	Regional settings     Site libraries and lists     Site usage report     User alerts     RSS     RSS     Search visibility     Sites and workspaces     Site features     Delete this site	Recycle bin     Ste tearchy     Portal site connection
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In the *Site Settings* page select **Site Collection features** under the *Site Collection Administration* heading at the right of the page.



In the list of Site Collection features locate *SmartTools.CopyPaste* line and press the **Activate** button to make this feature available to the site.

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Name		Status
Fields and Content Types for the Windows SharePoint Services Application Templates Application Template Types	Activate	
Office SharePoint Server Search Web Parts This feature uploads all web parts required for Search Center	Activate	
SmartTools.CopyPaste (v1.0) Adds copy and paste functionality to Document Ubraries.	Deactivate	Active
Three-state workflow Use this workflow to track items in a list.	Deactivate	Active
Done	Trusted sites	🔍 100% 🔹 🏑
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After you have pressed the **Activation** button you should now see the *Status* is *Active* and the button has now changed to read **Deactivate**. To remove this feature from the site if required in the future, simply return here and press the **Deactivate** button.

Policies - Windows Internet Explorer										_ 8
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View All Site Content Company Policies	s									
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Title		Type	Name		Modified		Modified I	Ву	Approval Status	
Sample Workplace	ce Alcohol Policy	<u>m</u> ]	appendix_k_alcohol_policy	_	22/11/200	07 11:38 AM	Robert Ci	rane	Approved	
Equal Opportunit	ty Policy	<b>M</b>	equal_opportunity	-	22/11/200	07 11:41 AM	Robert Ci	rane	Approved	
Documents Internet Usage P	Policy		View Properties		22/11/200	07 11:45 AM	Robert Ci	rane	Approved	
Policies Dress Code Polic	:y	2	Edit Properties		22/11/200	07 11:47 AM	Robert Ci	rane	Approved	
Docs Sexual Harassme	ent Policy		Manage Permissions		22/11/200	)7 11:44 AM	Robert Cr	rane	Approved	
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To use the functionality of the add-on simply select any document library. Inside, locate any document and **click** to the right of the document name to display the menu. At the bottom of the menu select the **Copy to Clipboard** option.

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	Following item has been copied to	the clipboard:	
	Document library:	Policies	
	Site:	Saturn Alliance Sharepoint Demo	
	Next, navigate to the document I	brary where you would like to paste this document, then select the Paste item from	n the Actions menu.
		Go back to the document library	
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Once selected, you will see the following page that indicates the document has been copied and you can now paste the document into another document library.

Note, it is not possible to copy the document outside SharePoint, for example to Word.

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	Saturn Alliance Sharep DOCS	oint Demo	> Docs		
View All Site Content	New • Upload •	Actions -	Settings •	View: All Documents	
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Images		0	Open with Windows Explorer Drag and drop files into this library.		
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<ul> <li>Knowledge Base</li> <li>Docs</li> </ul>		Щ.	Export to Spreadsheet Analyze items with a spreadsheet application.		
Lists			/iew RSS Feed		
Calendar		S 🖸	Syndicate items with an RSS reader.		
Tasks     Suggestions     Chaff Datals		2	Alert Me Receive e-mail notifications when tems change.		
Daily reception tasks		8 F	Paste equal_opportunity.doc rom 'Saturn Alliance Sharepoint Demo' in 'Policies'.		
Discussions					
<ul> <li>Team Discussion</li> </ul>					
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Done				Trusted sites 🕀 100%	
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Locate the document library into which you wish to place the document. From the *Action* menu select **Paste <document\_name>**.



The *Operation in Progress* page will be displayed.

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Once complete the document should appear in the document library.

Once again note this functionality is only available inside SharePoint not to external applications.

## 12.11 Adding Google maps

You can easily add an interactive Google map to your WSS v3 site using the following technique.



Firstly visit http://maps.google.com and enter an initial location you may wish to view. Ensure that the location you want is displayed in the browser.



In the top right of the screen locate and click on the *Link* hyperlink.

aps <u>s</u>	how search options					
		🖶 Print 🖂 Send 👄 Link				
ad	Point	Paste link in email or IM				
8	Addresses	http://maps.google.com/maps?f=q&source=s_q&hl=en&geocode=8				
at Island	Address: Sydney NSW Australia	Paste HTML to embed in website <iframe frameborder="0" height="350" m<br="" scrolling="no" width="425">Customize and preview embedded map</iframe>				
Clyn Rese 9 Miller.	Clyn Rese Miller Get directions: <u>To here - From here</u> Search nearby - Save to My Maps Circular Quay Royal Botanic Garden Island					

This will display two lines. Copy the second line (under *Paste HTML to embed in website*).



Return to the web part page in your WSS v3 site where you wish to locate the map. Locate the Site Actions option in the top right of the screen.

	Welcome Robert Crane 🔻 📔 🥨	
This Site	<u>۷</u>	
	Site Actions •	
	<b>Create</b> Add a new library, list, or web page to this website.	
	Edit Page Add, remove, or update Web Parts on this page.	
	Site Settings Manage site settings on this site.	

Click on **Site Actions**, then select **Edit Page** from the menu that is displayed.



The page will now be placed into *Edit mode*. Select **Add a Web Part** from the location where you wish the map to be displayed on your page. In this case, on the right hand column.

🛿 Add Web Parts Webpage Dialog
🗶 http://cia.webcentral.com.au/demo/_Jayouts/webpartgallerypickerpage.aspx?Steld=17694317-6886-4x8a-ba99-4622475a6c488xHeb5 💌
Add Web Parts to Right
с -
Use the Taoks list to keep track of work that you or your team needs to complete.
Kon Discussion     We the Team Discussion list to hold newsgroup-style discussions on tapics relevant to your team.
3 All Web Parts
Miscellaneous
Context Editor Web Part     Los for functional that, tables, and images.     Context Editor Web Part     Limit Form Web Part     Use connect engine form controls to other Web Parts.
Use to display pictures and photos.
Page Viewer Web Part Use to display in the content, such as files, folders, or Web pages. The Initial content is isolated from other content on the Web Part Page.
Relevant Documents     Use this webpart to display documents that are relevant to the current user.
Use the Site Users Web Part to see a lot of the site users and their online status.
User Tasks Use this webpart to display tasks that are assigned to the current user.
2010, Web Part Use for XML, and XSL Transformation of the XML.
Advanced Web Part suffery and options
Add Canor
http://da.webcentral.com.au/demo/_layouts/webpartgallerypickerpage.asp:/758x8d=17694317-68865-4; 🥥 Internet

An *Add Web Part* windows will appear. Scroll down the list until you locate the *Content Editor Web Part*. Place a tick in the box to left of this and press the **Add** button.



You should see the web part appear at the top of the column you selected. You can drag the web part to any location on the page.

Now click the text **open the tool pane** from within the *Content Editor Web Part*.

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eam Site > Demonstration									Welcome Robert Cran
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Home									Site A
Version: You are editin	g the Shared Version of t	his page							Exit Ed
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ists	Welcome to the CIA	OPS Demo site		2/12/20	08 3:22 PM			To add content, open the tool pane	To have NTML sources and a slick
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Discussions	← → February	2009		Expand All	Collapse All	Day 7 We	ek 31 Month		Test Link
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	32	34	16	36	77	10			Cancel Cappiy

You will now see an editing panel on the right. Select the **Source Editor** button.



In the Text Entry window that appears *paste* the text you copied from the Google Maps page.

Press Save when complete.

Team Site > Demonstration										Welcome Robert Crane 💌 🛛 🔞
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Cxpenses	Annou	incements						edit * X	Content Editor Web Part edit • X	Rich Text Editor
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Calendar	Please fe	el free to acces	ss any part of this de	mo site, upload docu	nents, create contact	s and so on.				Source Editor.
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You should now see the Google Map appear in the area for the web part.



Select the **Appearance** option from the list on the right. Use these options to change how the map will be displayed. In this case we have changed the *Title* to Map.

Press the **OK** button to close the editing panel. You may also need to press **Exit Edit Mode** at the top right of the screen.

					This Site 💌
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	2/12/20	08 3:22 PM			Map - Use for formatted text, tables, and images.
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4	5	6	7	8	Darling Gardens Island
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					View Larger Map

You should now see the map displayed on the page as shown.

## 12.12 QDiscussion View

WSS v3 has a feature called Team Discussions that allows user to post and reply to messages in a noticeboard format as shown below.



A normal WSS v3 Discussion is shown above and unfortunately doesn't allow much customization.

Quest Labs makes available a freely downloadable web part called *qDiscussionView* that allows you to create a highly customized version of any Team Discussion. You can download the web part (32 and 64 bit versions) from:

http://sharepointforall.com/media/p/320.aspx



Once the software has been downloaded simply double click on the MSI file to install. Click **Next** to continue.



Select I Agree and click Next.



Select a location into which to install the software and click **Next** to continue.



Click Next to commence the installation.

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The install process will now commence.

Sharepoint		
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	Quest Shared Web Parts for SharePoint	
Search Server Admin	Setup will walk you through the steps to Install Quest Shared Web Parts for SharePoint.	
	Options	
desktop.ini	I do NOT want to deploy solution package. I will use SharePoint Central Administration to do so later.	
<b>@</b>	[Install on every virtual server on the local server or server farm     [Install ONLY to the specified URL of the virtual server on the local server or server farm.	
Search Server		
Quest%205		
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		1
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Select WSS v3 servers you wish to install the software. In most cases you will want to deploy it to all WSS v3 servers on the local machine but selecting the bottom option will allow you to target specific WSS v3 URL's.

Make the desired selection and click the Next button.



You will now see the software being deployed to the WSS v3 sites that you selected previously. Please note that this process may take a few minutes to complete.



When the process is complete it will show you which sites has been successfully activated on.

Press the Next button to continue.



You will now be prompted as to whether you wish to complete a reset of the Internet Information Services on this machine. This process is required for the previously installed software to be available and work correctly on your WSS v3 sites, however note that performing such a reset will make any web sites on this machine temporarily unavailable while the reset process is completed.

Generally, you will want to leave the check box '*Perform iisreset now*' checked and press the **Next** button to continue.

Sharepoint		
Mozilla Firefox		
	Quest Shared Web Parts for SharePoint	
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You will now see the IIS reset process complete.



Once complete you will see the results in the window.

Press the **Finish** button.



Press the **Close** button to complete the process.

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<b>3</b>	Team Discussion			
View All Site Content	Use the Team Discussion list to hold newsgroup-style discussions	on topics relevant to your team.		
Surveys	New   Actions   Settings			View: Subject •
<ul> <li>Customer feedback</li> </ul>	Subject	O Created By	Replies	Last Updated
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Return to your WSS v3 site. Use of the *qDiscussionView* web part requires that a Team Discussion already exist. If a Team Discussion does not already exist you will need to create one before you can use the new web part.

To configure the web part with an existing Team Discussion simply navigate to the Team discussion in your WSS v3 site.

You will need to be a WSS v3 site administrator or designer to configure the web part.



From the Site Actions menu select Edit Page.

Team Discussion - Win	dows Internet Explorer			_ 8 ×
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Team Discussion		4	• 🔊 • 🗉 🚔 • Pa	qe • Safety • Tools • 😱 • '
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<b>8</b> °	CIAOPS Sharepoint Demo > Team Discussion			
View All Site Content	Lies the Team Discussion list to held paywarrays style discussions on task	co colourant to your toom		
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Staff Details				
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<ul> <li>Team Discussion</li> </ul>				
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You will now be placed into *Edit Page Mode* as shown above. Click on the area that says *Add a Web Part* in the Main section of the page.

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<u>m</u> 2	Page Viewer Web Part		
	Use to display linked content, such as files, folders, or Web pages. The linked content is isolated from other content on		
View All Site Content	the Web Part Page.		
Surveys	🗖 🛅 Relevant Documents		
Customer feedback	Use this webpart to display documents that are relevant to the current user.		
Pictures	🗖 🚫 SharePoint Reminder		
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<ul> <li>Tasks</li> </ul>			
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Daily recention tasks	P Q qDiscussionView		
Projects	The web part to view discussion list.		
Discussions			_
Team Discussion			
- ream procussion	Advanced Web Part gallery and options		
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<ul> <li>Social Club</li> </ul>	Add Cancel	I I	<u>•</u>
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The list of available web parts is now displayed. **Scroll down** to the bottom of the list and **select qDiscussionview** and click the **Add** button.

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You should now see the *qDiscussionView* web part appear at the top of the page. You will also note that it requires configuration to operate correctly.

To configure the *qDiscussionView* web part select the **edit** in the top right of the web part.



From the menu that appears select **ezEdit**.

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You will now be presented with the configuration options for your Team Discussion. Select any of the tabs across the top of the window to make configuration changes. Inside the tab options you will notice a number of fields, some of these you can simply enter information, while others (as shown above) will require you to press an *Edit* button to make changes.

When configuration is complete press the **OK** button to save your changes and continue.



You will now be asked which Team Discussions you wish to apply this configuration to.

Select the *Team Discussion* option (usually the only one available on the screen) from the list that is presented and press the **OK** button to continue.

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Home Social (	Please click "Edit" to configure the list settings. If you want to delete a specific list, please check that list and click "Delete". If you want to add more lists, please click "Add Lists". You can rearder the lists by changing the row number for the list.	Site Actions -
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You can now choose to edit the configuration for this Team Discussion from the list that is shown if desired, however simply press the **Save** button to continue.



You should now see the discussion list displayed in the new format you configured.

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<ul> <li>Images</li> </ul>			edit * X
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<ul> <li>Projects</li> </ul>			
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To edit what is displayed, Edit the page as before. Select the **Edit** menu for the web part and then **ezEdit** to display the discussion group options.

To select the actual fields that will be displayed in the discussion, for example, select the **Edit** button the Display Fields area of the window that appears in the *Display* tab.

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Doing this will display a list of available fields. Simply click on the fields that wish to be displayed and enter any other details such as Title, Width, Align.

Press the **Save** button to continue.

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You will now see some additional entries in the box for Display fields.

When configuration is complete, press the **OK** button to save the changes.

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Documents	I think their account is on credit hold for some reason from memory	3/12/2007 01:08 PM	)
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You should now see the additional information you selected displayed in the discussion. In the case above you see that the fields '*Created*' and '*Attachments*' now appear.

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<ul> <li>Suggestions</li> <li>Staff Details</li> </ul>	Title Icon Image URL		
Daily reception ta	Import Error Message	Cannot import this Web Part.	
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Team Discussion			
Social Club			
<ul> <li>Network Search</li> </ul>			<b>v</b>
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You can return and edit the properties of the *qDiscussionView* web part at any time.

Unlike the options available with the standard Team Discussions you can highly customize what is now available via the tabs available across the top of the web part edit menu (in this case displaying the options in the *Advanced* tab).

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View All Site Content Use the Team Discussion list to hold newsgroup-style discu	sions on topics relevant to your team.				
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At any stage in the future if you wish to return your Team Discussion to the standard WSS v3 version simply edit the Team Discussion page and select **Delete** from the *qDiscussionView* web part edit menu (in the top right of the web part).

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With the web part now deleted you should see the Team Discussion return to normal as shown above.

The standard Team Discussion features of WSS v3 can be enhanced using the *qDiscussionview* web part. Once installed and configured you can create a highly customized discussion area for users.

## 12.14 Chatterbox

Chatterbox is free web part that allows users to post messages into WSS v3 pages that are directly displayed on the page as well as being saved in a standard WSS v3 list. This can be used as a very quick and easy way to leave feedback rather than having to engage in Team Discussions.

All the information posted via this web part is saved and indexed for later reference and search.

The Chatterbox web part can be downloaded from:

http://www.codeplex.com/CKS/Release/ProjectReleases.aspx?ReleaseId=4234



Once the software has been downloaded and uncompressed you should find 3 files; a word readme document and two .CAB files (one for 32 and x64 bit systems).



This web part needs to be added via the stsadm command line parameter. To do this change to the directory *c*:\*program files*\*common files*\*microsoft shared*\*web server extension*\12\*bin*.
Type in the following command

stsadm –o addwppack –filename <*location of .CAB file*>\microsoft.sharepoint.samplepart\chatterbox.cab –force –globalinstall

And press ENTER to execute.

Once this process has completed you should receive the message:

## **Operation completed successfully**



Return to your WSS v3 site and login as an administrator. Select **Site Actions** then **Site Settings** from the top right of the page.

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	Users and Permissions People and groups Generations administrators Advanced permissions	Look and Feel Title, description, and icon Tree view Site theme Top link bar Quick Launch Save site as template Reset to site definition	Galleries  Master pages Site content types Site columns Site templates Usit templates WebParts Workflows	Site Administration  Regional settings Ste libraries and lists Site usage report User alerts RSS Search visibility Sites and workspaces	Site Collection Administration  a Recycle bin  s Site collection features  s Site heardhy  Portal site connection
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Under the *Galleries* section select the **Web Parts** option.

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View All Site Content	Use this \	Web Part Gallery to store and re	trieve Web	Parts. The Web Parts in t	his gallery are available to this site a	nd all sites under it. To	preview a Web Part, click its ti	te.
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In the Web Part Gallery select **New** from the menu bar.

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Scroll down the list until you locate:

Microsoft.SharePoint.SamplePart. Chatterbox

And place a **check** in the box to the left of this. Now scroll back top the top of the page.

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With the *Chatterbox* option checked press the **Populate Gallery** button at the top of the page.

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When complete, you should now see the Chatterbox web part listed in the *Web Part Gallery*.



The next step is to add the Chatterbox web part to the desired page in your WSS v3 site.

To do this navigate to the desired web part page as at least an editor and select **Site Settings** then **Edit Page** from the menu that appears.



Select the location on the page where you wish to add the web part and click the **Add a Web Part** link.



Scroll down the list of available web parts until you locate the *Chatterbox* item which is under the *Miscellaneous* heading.

Place a **check** next to the item and press the **Add** button.



The Chatterbox web part should now appear on the page. You can *drag and drop* the web part to exactly where you require it to appear.

Select the Chatterbox **edit** menu from the top right of the Chatterbox web part. Then select **Modify Shared Web Part** from the menu that is displayed.



If you now scroll down the list of items on the right hand side until you locate the *Miscellaneous* heading at the bottom. Expand the options here.

You will need to enter a WSS v3 list name to which Chatterbox will store information. This can be an existing list or by entering a unique name a new WSS v3 list will be created, which is generally the best option.

Enter the list name for Chatterbox and press the **OK** button to continue.

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You should now see an entry field displayed in the Chatterbox web part indicating that the web part of ready for input.

Select **Exit Edit Mode** from the top right of the window.



To use the Chatterbox web part all you need to do is enter text into the input field and press the **Send** button.



Each new item is recorded on a new line tagged by the WSS v3 user who made the entry.

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If you examine all the WSS v3 site content you will find a list that Chatterbox has created (or uses) that contains an entry for each input made.

Note that all existing list limitations, especially item limits, still apply. This means that for very active conversations regular list maintenance may be required.

## 12.15 Conclusion

This guide continues to be a work in progress and I encourage comments and feedback of any type. The only way that the Guide will improve if these is continued feedback.

Please send your comments and feedback to director@ciaops.com.

## **12.99** Add on providers

http://www.sharepointboost.com/index.html - SharePoint Boost

http://store.bamboosolutions.com/bamboomainweb/ - Bamboo Solutions

http://www.pentalogic.net/ - Pentalogic

http://www.colligo.com/ - Colligo