# Lab 08: Importing Profiles, Building Audiences and My Sites

**Lab Overview: In this lab you will work with Profiles and Audiences.** First you will setup a custom profile mapping and then you will import information from AD. Then you will create and compile a couple of audiences. Finally you target both content and a web part to the Executives audience.

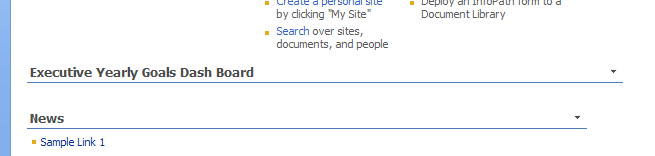
## Exercise 1: Importing profile data and building audiences

1. Open the SSP
   1. Open **Central Administration**
   2. Click on **Primary SSP** from the quick launch
   3. Login in as **tpg\sp\_admin**
2. Map AD mobile phone to cell phone in the profile database
   1. Under User Profiles and My Sites click **User profiles and properties**
   2. Scroll down the page and under User Profile Properties click **View profile properties**
   3. Scroll down the page and click on **Mobile phone > edit**
   4. Change Display Name from Mobile phone to **Cell Phone**
   5. Change Edit Settings to **Do not allow users to edit values for this property**
   6. Under Property Import Mapping set Data source field to map to **mobile**
   7. Click **OK**
3. Start a profile import
   1. Click **User Profile and Properties** from the breadcrumb
   2. Click **Start full import**
   3. Wait about 30 seconds then refresh the page. If you see 27ish profiles and an idle status then continue
4. Build an HR global audience
   1. Click **Primary SSP** in the Quick Launch
   2. Under Audience click **Audiences**
   3. Click **Create audience**
   4. Name = **HR Members**
   5. Click **OK**
   6. Select **Property**
   7. Select **Department** from the properties list
   8. Operator is **=**
   9. Value = **HR**
   10. Click **OK**
   11. Click **Compile audience**
   12. Number of members should equal **3** when it finishes
5. Create an Executives audience
   1. Click **Manage Audiences** from the breadcrumb
   2. Click **Create audience**
   3. Name = **Executives**
   4. Select **Satisfy any of the rules**
   5. Click **OK**
   6. Select **Property**
   7. Select **Title** from the properties list
   8. Operator is **=**
   9. Value = **President**
   10. Click **OK**
   11. Scroll to the bottom of the page and click **Add rule**
   12. Select **Property**
   13. Select **Manager** from the properties list
   14. Operator is **=**
   15. Value = **tpg\Ted**
   16. Click **OK**
   17. Click **Compile Audience**
   18. If Number of members = **4** then you are good to go
6. Now that you have this information imported you need to do a crawl to make the information searchable
   1. Click **Primary SSP** in the Quick Launch
   2. Under Search click **Search settings**
   3. Click **Content sources and crawl schedules**
   4. Hover over **Local Office SharePoint Server sites**, click the down arrow, and click **Start Full Crawl**
   5. Click **Search Settings** from the breadcrumb
   6. Wait until the status changes to **idle** (don’t forget to refresh) and then continue

## Exercise 2: Targeting content using your audiences

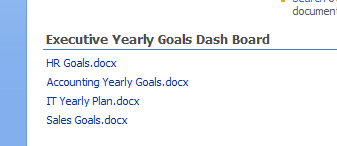
Create executive dashboard on home page using documents, list targeting, WP targeting, and CQWP

1. Upload and target documents
   1. Navigate to **http://portal.tpg.local/departments/sales** as Alan
   2. From the quick launch click **View All Site Content**
   3. Click **Documents**
   4. Click Settings > **Document Library Settings**
   5. Under General Settings click **Audience targeting settings**
   6. Select **Enable audience targeting**
   7. Click **OK**
   8. Click **Documents** from the breadcrumb
   9. Click **Upload**
   10. Browse to **c:\\_studnet files\module 8\**
   11. Select **Sales Goals.docx**
   12. Click **Open**
   13. Click **OK**
   14. Target Audience = **Executives**
   15. Click **OK**
   16. Repeat as follows
       1. Upload Sales Action Items and no target audience
       2. Change documents on http://portal.tpg.local/departments/it to enable targeting
       3. Upload IT Yearly Plan.docx and target to Executives audience
       4. Change documents on http://portal.tpg.local/departments/accounting to enable targeting
       5. Upload Accounting Yearly Goals and target to Executives audience
       6. Upload General Accounting Information and no target audience
       7. Change documents on http://portal.tpg.local/departments/hr to enable targeting
       8. Upload HR Goals and target to Executives audience
       9. Upload HR Action Items and no target audience
2. Navigate to the home page of the portal **http://portal.tpg.local**
3. Add the Content Query Web Part
   1. Click Site Actions > **Edit Page**
   2. In the **Top Zone** click **Add a Web Part**
   3. Expand **All Web Parts**
   4. Navigate to the Default section and select **Content Query Web Part**
   5. Click **Add**
4. Modify the settings for the CQWP
   1. Click Edit > **Modify Shared Web Part**
   2. Expand **Query**
   3. Change List Type to **Document Library**
   4. Scroll down to Audience Targeting and select **Apply audience filtering**
   5. Scroll down to **Appearance** and expand it
   6. Set Title = **Executive Yearly Goals Dashboard**
   7. Click **OK**
5. Click **Publish**
6. Alan sees



This is because Alan is not in the Executive audience.

1. Luckily SharePoint has the ability to target the entire Web Part also.
   1. Click Site Actions > **Edit Page**
   2. For the Executive Yearly Goals Dashboard click edit > **Modify Shared Web Part**
   3. Expand **Advanced**
   4. Scroll to the bottom and set Target Audiences to **Executives**
   5. Click **OK**
   6. Click **Publish**
2. Now Alan sees nothing. Try logging in as an Executive and see what they see
   1. Sign in as tpg\ted and pass@word1



If that is what you see then you have got audiences and targeting figured out.

## End of lab