People Finder
(User Manual)

By
CHRONODAT, LLC

For further information, visit us at www.chronodat.com
For support, contact us at support@chronodat.com
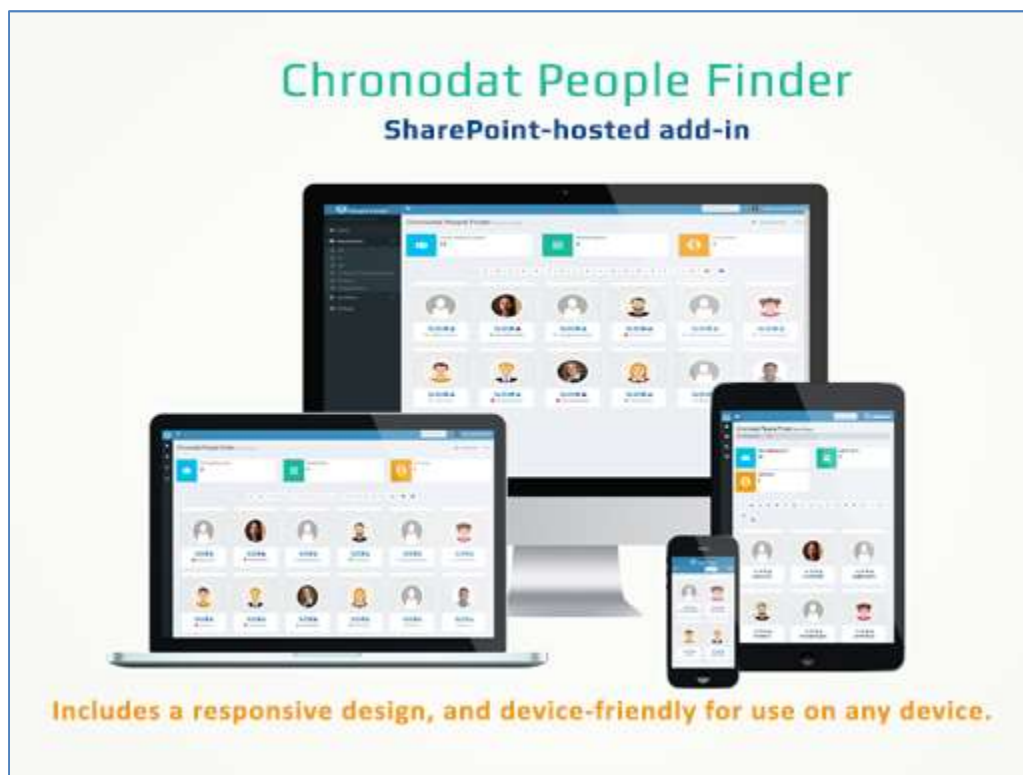Version 2.0.0.0 | Created: 09-29-2018

Contents

Introduction

The introduction section explains the general objective of the People Finder Add-in.

Scope & Purpose

The People Finder add-in is intended to provide a fast and easy way to find people in your organization. People Finder displays information about users in your organization in visually attractive manner and allows you to find any user in just few seconds.

Overview

The People Finder add-in uses the SharePoint user profile information as its source and hence will always be synced with your updates if the profile synchronization service is in place and configured right. So, all data are indexed, security trimmed and immediately retrieved. It includes full integration with Delve, Skype for Business and Outlook for a seamless way to find and collaborate with other employees.
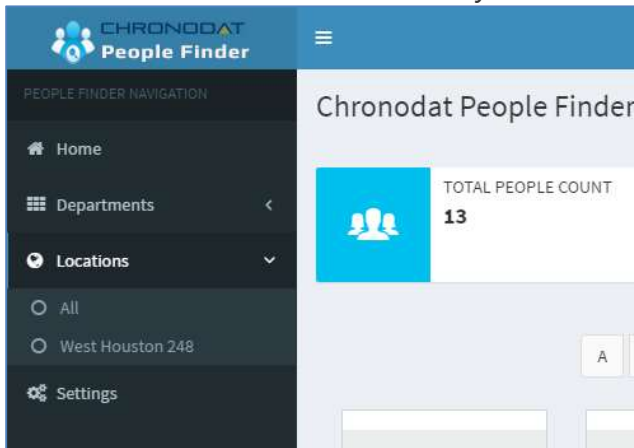
Features:

- Intuitive user interface and easy to use.
- Alphabetical index available for quick navigation
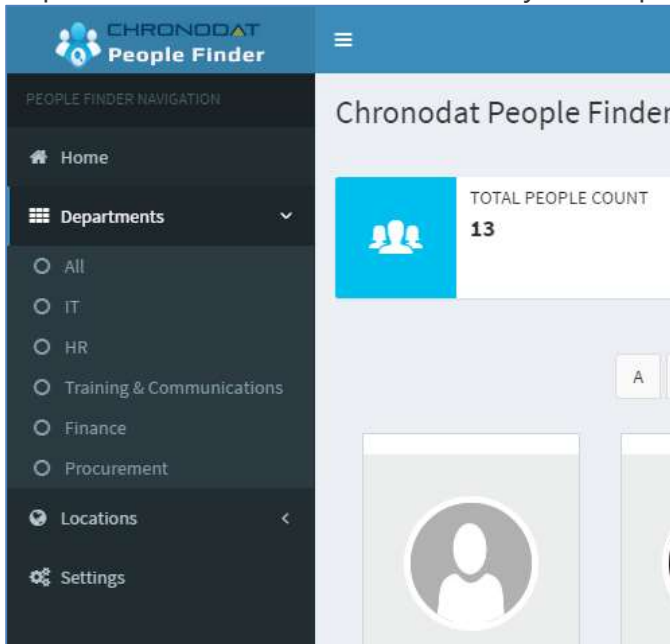

- Communicate with employees using:
  - Instant Message: Open Skype for Business to chat with contact
  - Phone: Initiate a Skype for Business phone call
  - Email: Send an email using your local mail client
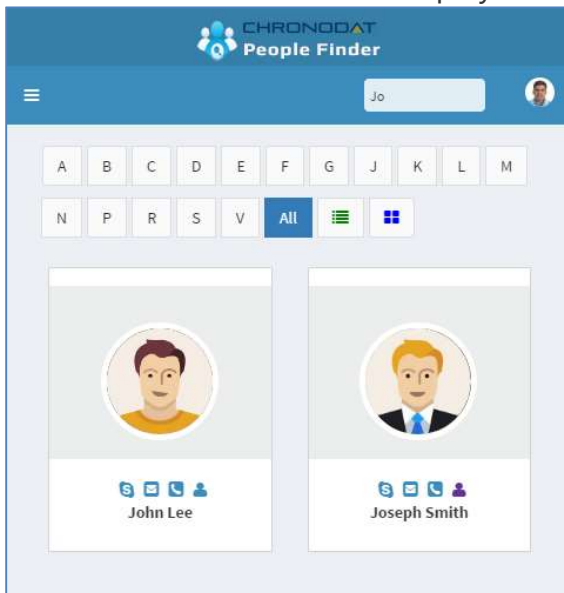 - View Delve Content: Open the selected contact's Delve page

- Location Filter – Refine contacts by the office location

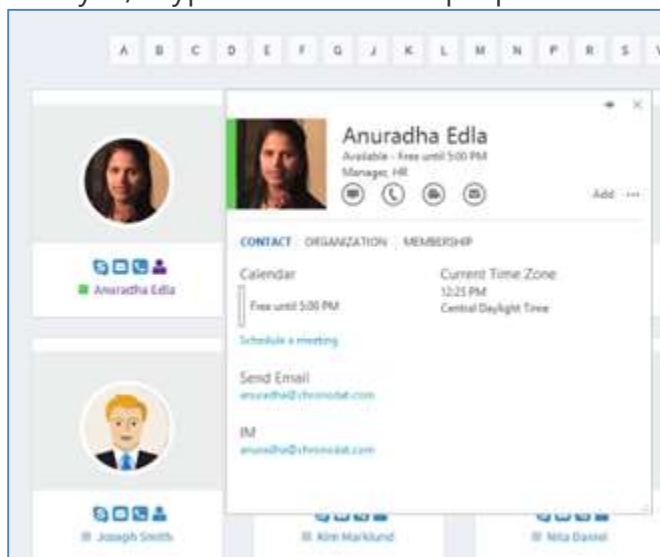- Department Filter - Refine contacts by the department

- Search Box - Search or filter contacts by typing any name, job title, department, location etc. The results are displayed immediately as you are typing

- Card/List View Toggle - Switch between card and list view for selected contacts

- Profile images are loaded either from Outlook, SharePoint or Lync/Skype from Business as per add-in configuration settings.
- Presence indicator shows which users are currently available (Skype for Business/Lync only).
- Get Lync/Skype for Business Pop-up Control

- Responsive Design for mobile friendly use
- Printable view for easy printing of contacts

- Sort users by a name, job title, department or location etc.

Name		Job Title		Email		Mobile		Department		Location	

- Configure Location, Department filter options visibility in settings page
- Hide configuration settings from end users (assign settings page access to admin SharePoint group).
- Change site logo by updating logo URL.

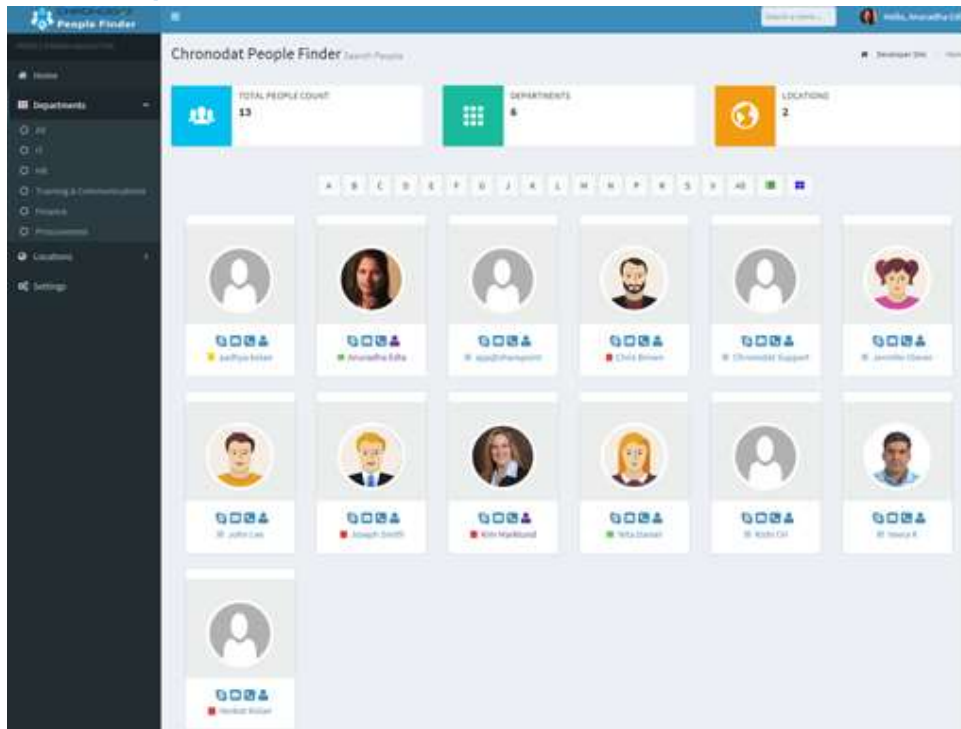| Add-in Logo URL: (Width: 165px; Height: 54px) *	../Images/logo.png
Add-in Mini Logo URL: (Width: 40px; Height: 54px) *	../Images/minilog.png

Prerequisites

In order to achieve optimum results, you should ensure the following steps have been taken before deploying the People Finder add-in.

Ensure users have a photo associated with their SharePoint User Profile. This can be achieved in two different ways:
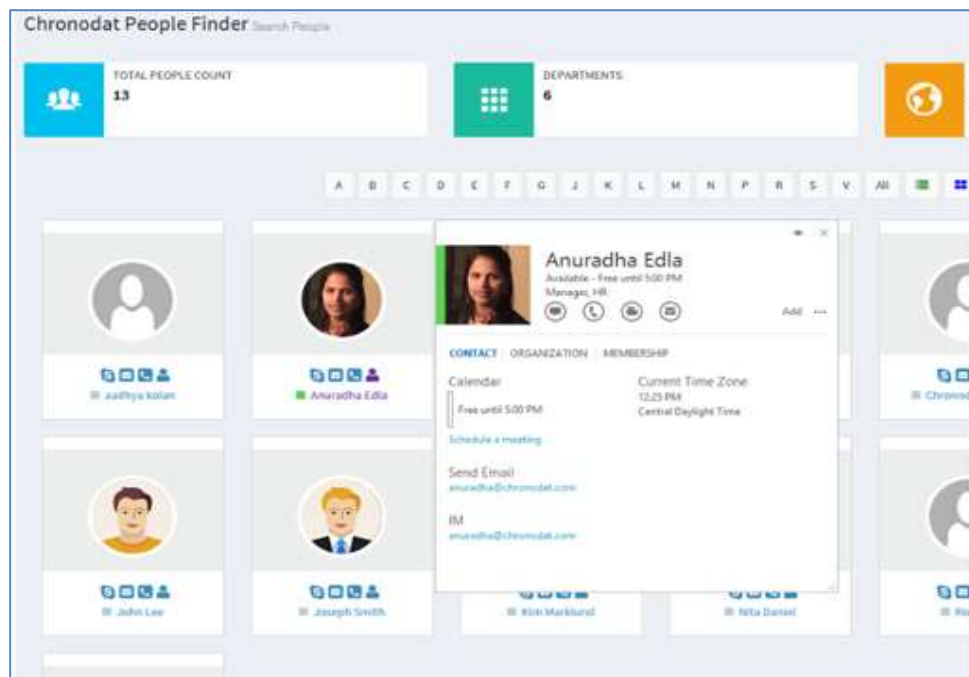
- Synchronize photos from Active Directory.
- Allow users to update their own profile image.

For Internet Explorer or Microsoft Edge browsers, add the URL of the App site into your trusted sites zone.
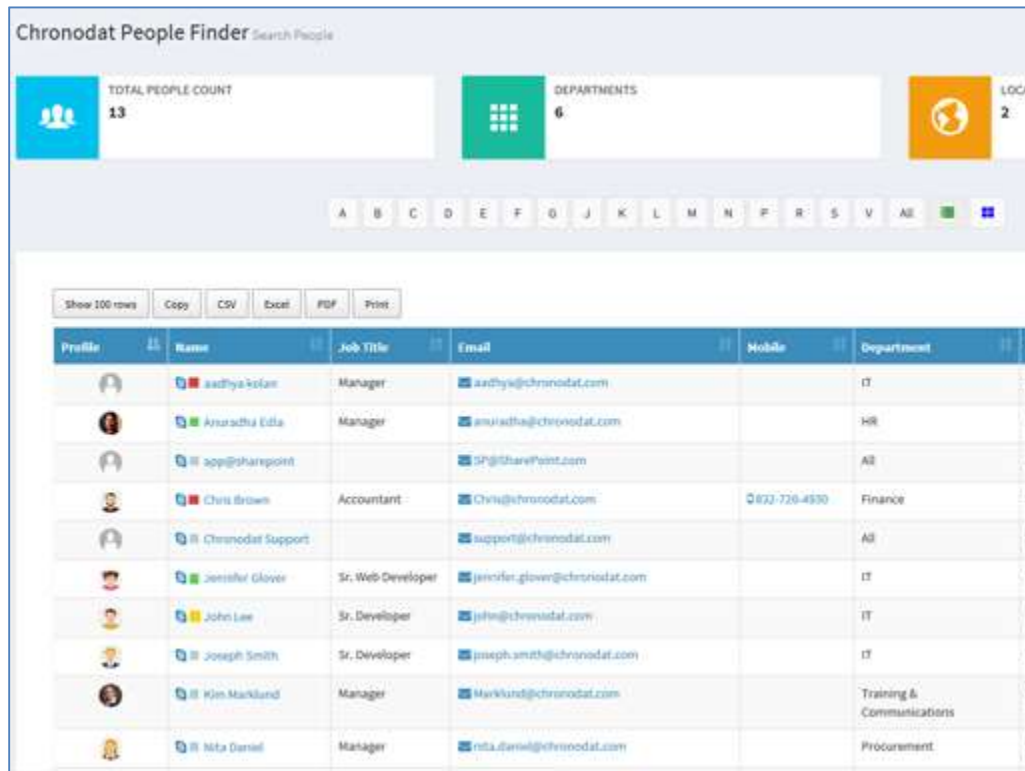
Home Page:

User Presence and Skype/Lync pop-up:

List view of People contact information:

Installation & Configuration

The Chronodat Issue Tracker add-in is very easy to install, and we will help you to configure the add-in if needed. With only a few configuration settings, you are up and running!

Compatibility

The add-in is compatible with IE10 and later, as well as the latest version of Firefox.

Support

Enjoy the free trial for 15 days. For personalization/customization (branding, information displayed, users displayed in the result etc.) please contact **support@chronodat.com**

- We provide free configuration level support along with this purchase.
- No data are send to external services or third-parties. No personal information is collected or shared.