

# **People Finder**

## **(User Manual)**



**By**  
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For further information, visit us at [www.chronodat.com](http://www.chronodat.com)

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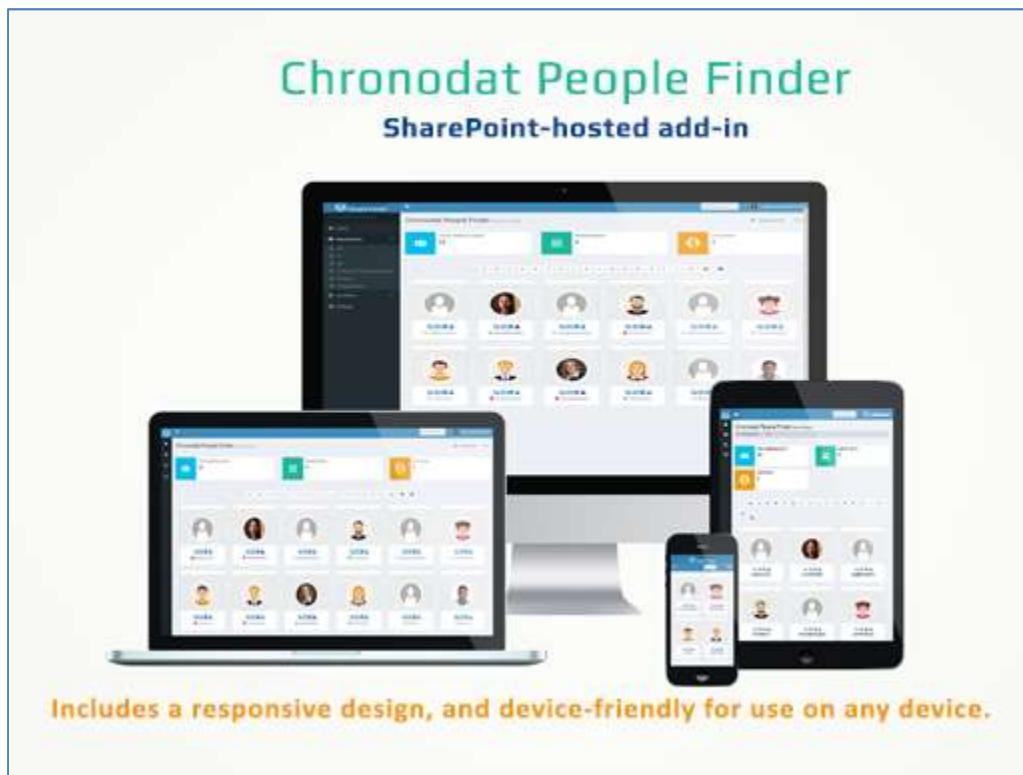
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## Introduction

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.

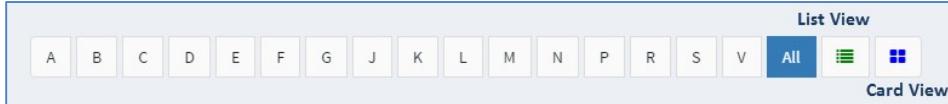


## Overview

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

The screenshot shows the Chronodat People Finder application. On the left, there is a dark sidebar titled "PEOPLE FINDER NAVIGATION" with the following options:

- Home
- Departments** (selected)
- All
- IT
- HR
- Training & Communications
- Finance
- Procurement
- Locations
- Settings

The main area is titled "Chronodat People Finder" and displays a total people count of "13". Below this, there is a large placeholder for contact cards.

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

The screenshot shows the Chronodat People Finder application with a search bar containing "Jo". Below the search bar is a navigation bar with letters A through M, and buttons for "All", "Grid", and "List".

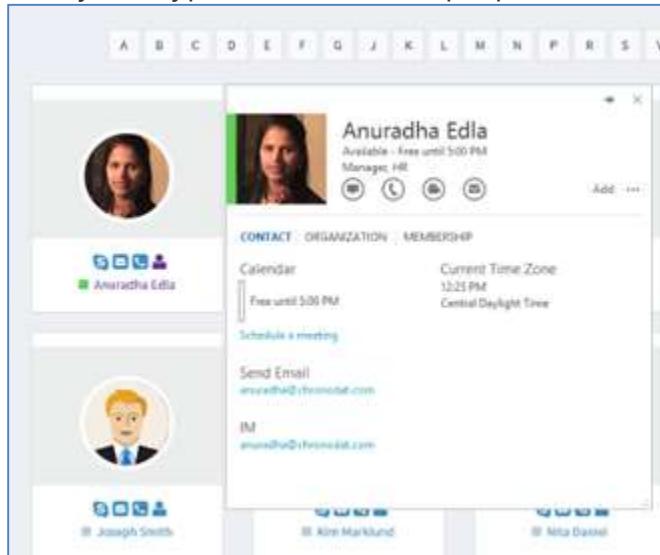
Two contact cards are displayed:

- John Lee**: Shows a profile picture of a man with brown hair, a blue shirt, and a yellow tie. Below the picture are icons for phone, email, Twitter, and LinkedIn, followed by the name "John Lee".
- Joseph Smith**: Shows a profile picture of a man with blonde hair, a white shirt, and a blue tie. Below the picture are icons for phone, email, Twitter, and LinkedIn, followed by the name "Joseph Smith".

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

Profile	Name	Job Title	Email	Mobile	Department	Location	Work Phone
	aadhyakolan	Manager	aadhyak@chronodat.com		IT	All	
	Anuradha Edla	Manager	anuradha@chronodat.com		HR	All	
	app@sharepoint		SP@SharePoint.com		All	All	
	Chris Brown	Accountant	Chris@chronodat.com	832-726-4930	Finance	West Houston 248	832-726-4930
	Chronodat Support		support@chronodat.com		All	All	
	Jennifer Glover	Sr. Web Developer	jennifer.glover@chronodat.com		IT	All	832-726-4930
	John Lee	Sr. Developer	john@chronodat.com		IT	All	

- 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

Show 100 rows	Copy	CSV	Excel	PDF	Print
Profile	Name	Job Title	Email		
	aadhyakolan	Manager	aadhyak@chronodat.com		
	Anuradha Edla	Manager	anuradha@chronodat.com		
	app@sharepoint		SP@SharePoint.com		
	Chris Brown	Accountant	Chris@chronodat.com	832-726-4930	
	Chronodat Support		support@chronodat.com		
	Jennifer Glover	Sr. Web Developer	jennifer.glover@chronodat.com		
	John Lee	Sr. Developer	john@chronodat.com		

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

Name	Job Title	Email	Mobile	Department	Location
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- 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) *	<input type="text" value="..\\Images\\logo.png"/>
Add-in Mini Logo URL: (Width: 40px; Height: 54px) *	<input type="text" value="..\\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:

The screenshot shows the Chronodat People Finder application. The left sidebar has a dark theme with navigation items: Home, Departments (selected), Locations, and Settings. Under Departments, there are categories: All, IT, HR, Sales, Training & Communications, Finance, Procurement, and a placeholder for more. The main area has a light blue header with the title "Chronodat People Finder" and a search bar. It displays three summary cards: "TOTAL PEOPLE COUNT" (13), "DEPARTMENTS" (6), and "LOCATIONS" (2). Below these are two rows of employee profiles. Each profile card contains a circular photo, the name, and a small icon indicating their department.

Employee	Department
Mary Johnson	IT
Anandha Elia	Training & Communications
David Thompson	Finance
Chris Brown	Sales
Christina Support	Customer Support
Jessica Davis	Procurement
John Lee	IT
Joseph Smith	Sales
Karen Marshall	Customer Support
Natalia Garcia	Customer Support
Rebecca White	Customer Support
Mark Wilson	Customer Support

## User Presence and Skype/Lync pop-up:

Chronodat People Finder Search People

TOTAL PEOPLE COUNT 13

DEPARTMENTS 6

A B C D E F G H I K L M N P R S V All

The screenshot shows a user interface for 'Chronodat People Finder'. At the top, there are two summary boxes: 'TOTAL PEOPLE COUNT' (13) with a blue icon of three people, and 'DEPARTMENTS' (6) with a green icon of a grid. Below these are navigation letters A through V and an 'All' button. The main area displays a grid of people profiles. Each profile includes a circular photo, a name, and a set of icons for communication (phone, email, calendar, etc.). A detailed view window is open for 'Anuradha Edla', showing her photo, name, availability ('Free until 5:00 PM'), and contact information. Other profiles visible include 'John Lee', 'Joseph Smith.', 'Evan Markland', and 'Nita Daniel'. The right side of the screen shows partial views of other users.

## List view of People contact information:

The screenshot shows the Chronodat People Finder interface. At the top, there are three summary boxes: 'TOTAL PEOPLE COUNT 13' with a blue icon, 'DEPARTMENTS 6' with a green icon, and 'LOCATIONS 2' with an orange icon. Below these are navigation buttons for letters A through Z and a search bar labeled 'Search People'. Underneath is a toolbar with buttons for 'Show 100 rows', 'Copy', 'CSV', 'Excel', 'PDF', and 'Print'. The main area is a table with columns: Profile, Name, Job Title, Email, Mobile, and Department. The data is as follows:

Profile	Name	Job Title	Email	Mobile	Department
	Sadhyakpolan	Manager	sadhyakpolan@chronodat.com		IT
	Anuradha Edla	Manager	anuradha@chronodat.com		HR
	app@sharepoint		app@sharePoint.com		All
	Chris Brown	Accountant	Chris@chronodat.com	823-726-4930	Finance
	Chronodat Support		support@chronodat.com		All
	Jennifer Glover	Sr. Web Developer	jennifer.glover@chronodat.com		IT
	John Lee	Sr. Developer	john@chronodat.com		IT
	Joseph Smith	Sr. Developer	joseph.smith@chronodat.com		IT
	Kiran Markland	Manager	kiran.markland@chronodat.com		Training & Communications
	Nita Daniel	Manager	nita.daniel@chronodat.com		Procurement

## 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.