

Chapter 12 – Add ons

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12.1 Scope

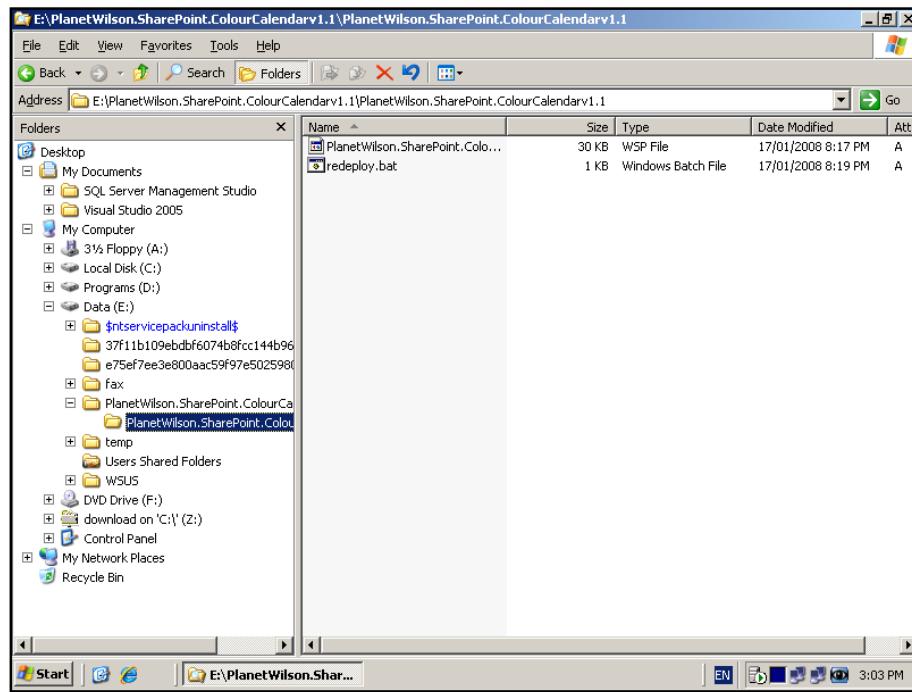
The whole idea behind Windows SharePoint Services v3 (WSS v3) is that it is built on a platform that allows others to develop components that can be integrated with any WSS v3 installation. This chapter covers a number of worthwhile add-ons for WSS v3.

12.2 Colour Calendars

Firstly download the required files from:

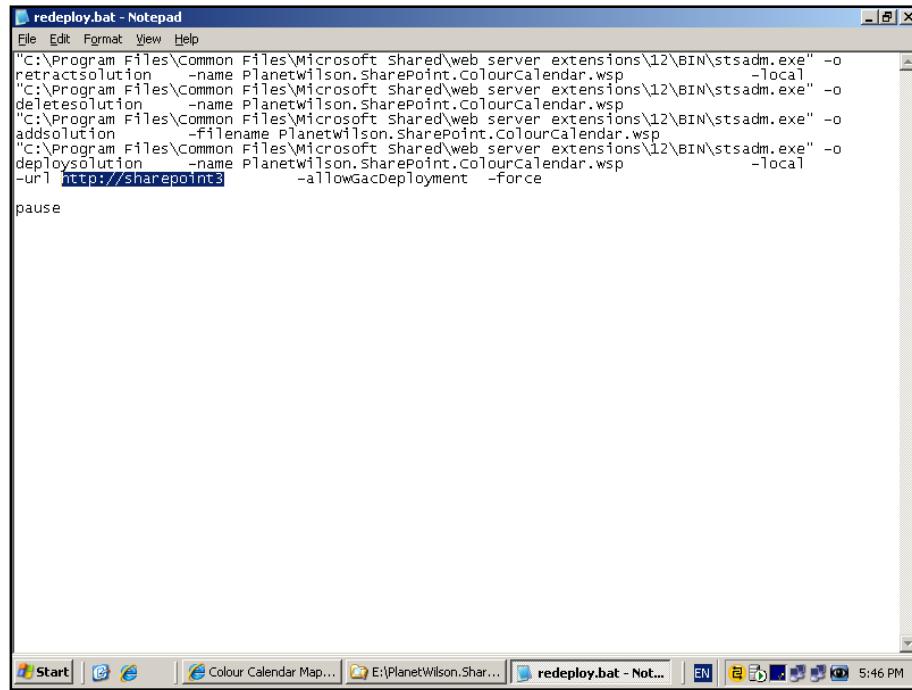
<http://www.codeplex.com/planetwilson/Release/ProjectReleases.aspx?ReleaseId=8482>

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.

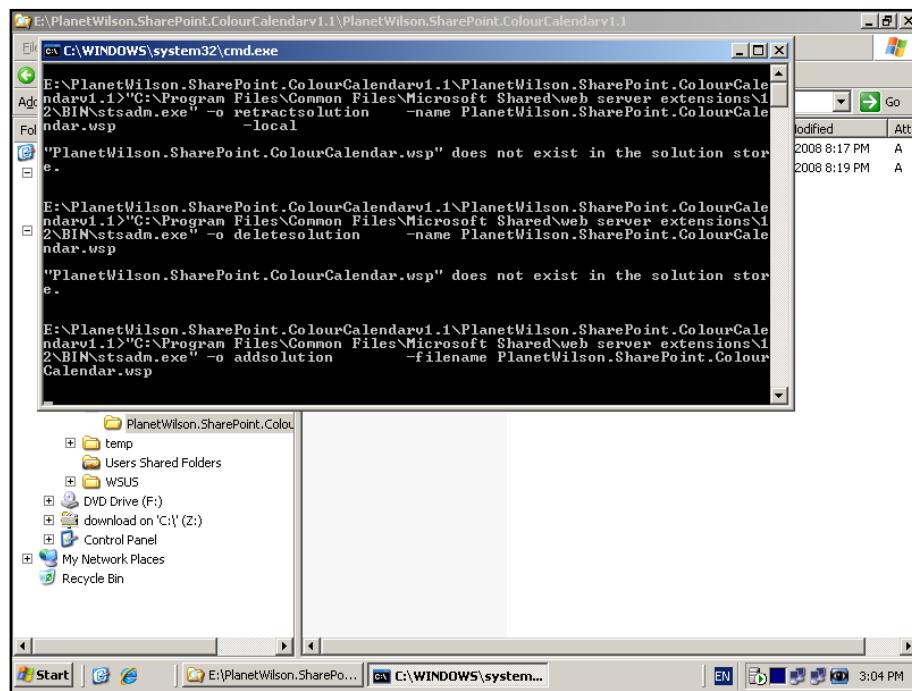
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```
"C:\Program Files\Common Files\Microsoft Shared\web server extensions\12\BIN\stsadm.exe" -o retractsolution -name PlanetWilson.sharePoint.ColourCalendar.wsp -local
"C:\Program Files\Common Files\Microsoft Shared\web server extensions\12\BIN\stsadm.exe" -o deletesolution -name PlanetWilson.sharePoint.ColourCalendar.wsp
"C:\Program Files\Common Files\Microsoft Shared\web server extensions\12\BIN\stsadm.exe" -o addsolution -filename PlanetWilson.SharePoint.ColourCalendar.wsp
"C:\Program Files\Common Files\Microsoft Shared\web server extensions\12\BIN\stsadm.exe" -o deploysolution -name PlanetWilson.sharePoint.ColourCalendar.wsp -local
-url http://sharepoint3 -allowGacDeployment -force
pause
```

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.



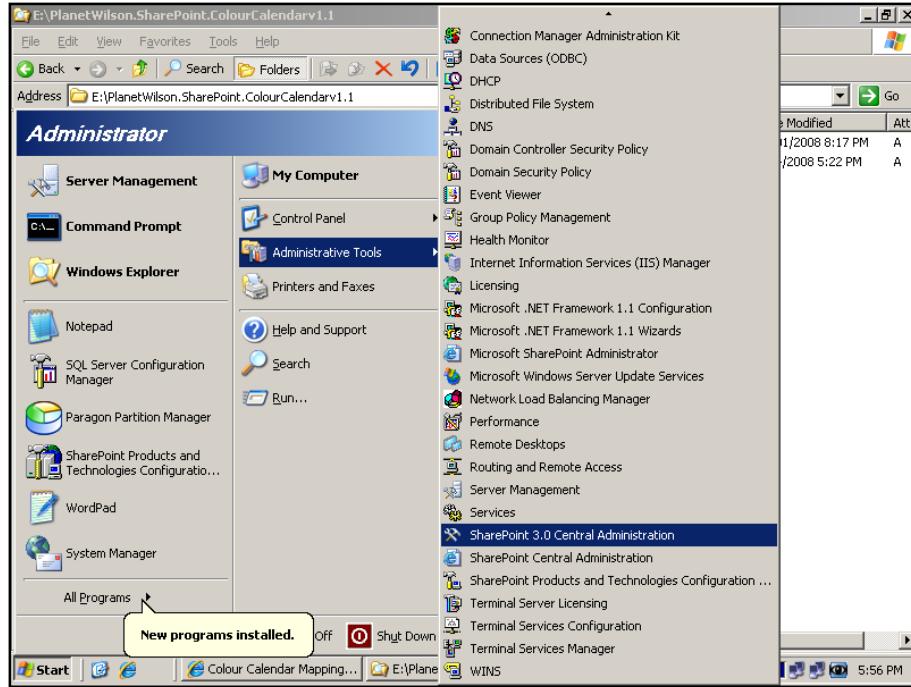
```
E:\PlanetWilson.SharePoint.ColourCalendarv1.1\PlanetWilson.SharePoint.ColourCalen
dardarv1.1>"C:\Program Files\Common Files\Microsoft Shared\web server extensions\1
2\BIN\stsadm.exe" -o retractsolution -name PlanetWilson.sharePoint.ColourCalen
dardar.wsp -local
@ "PlanetWilson.sharePoint.ColourCalendar.wsp" does not exist in the solution stor
e.

E:\PlanetWilson.SharePoint.ColourCalendarv1.1\PlanetWilson.SharePoint.ColourCalen
dardarv1.1>"C:\Program Files\Common Files\Microsoft Shared\web server extensions\1
2\BIN\stsadm.exe" -o deletesolution -name PlanetWilson.sharePoint.ColourCalen
dardar.wsp
"PlanetWilson.sharePoint.ColourCalendar.wsp" does not exist in the solution stor
e.

E:\PlanetWilson.SharePoint.ColourCalendarv1.1\PlanetWilson.SharePoint.ColourCalen
dardarv1.1>"C:\Program Files\Common Files\Microsoft Shared\web server extensions\1
2\BIN\stsadm.exe" -o addsolution -filename PlanetWilson.SharePoint.Colour
Calendar.wsp
```

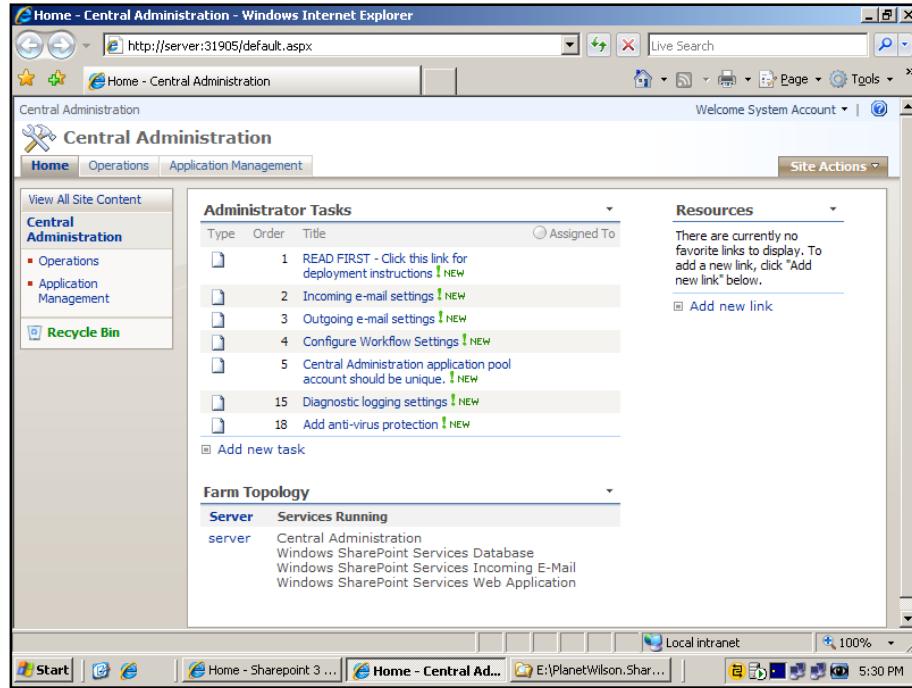
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You should see a DOS window open and the lines of the batch file execute. When the process is complete you will be asked to press any key. Once you do this the DOS window will be closed and you will be returned to your original screen.



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

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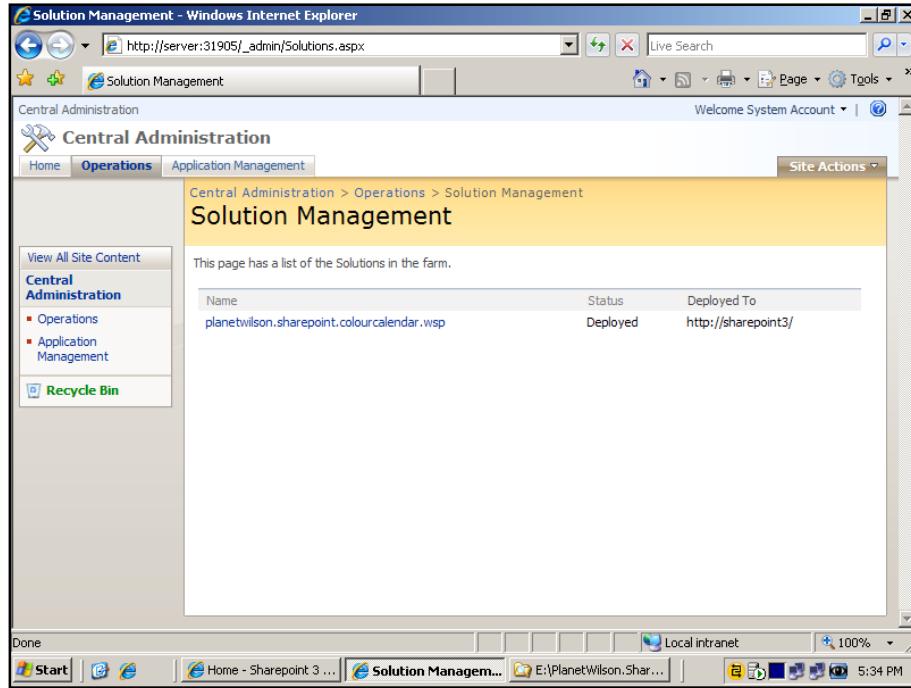


Select the *Operations* tab.

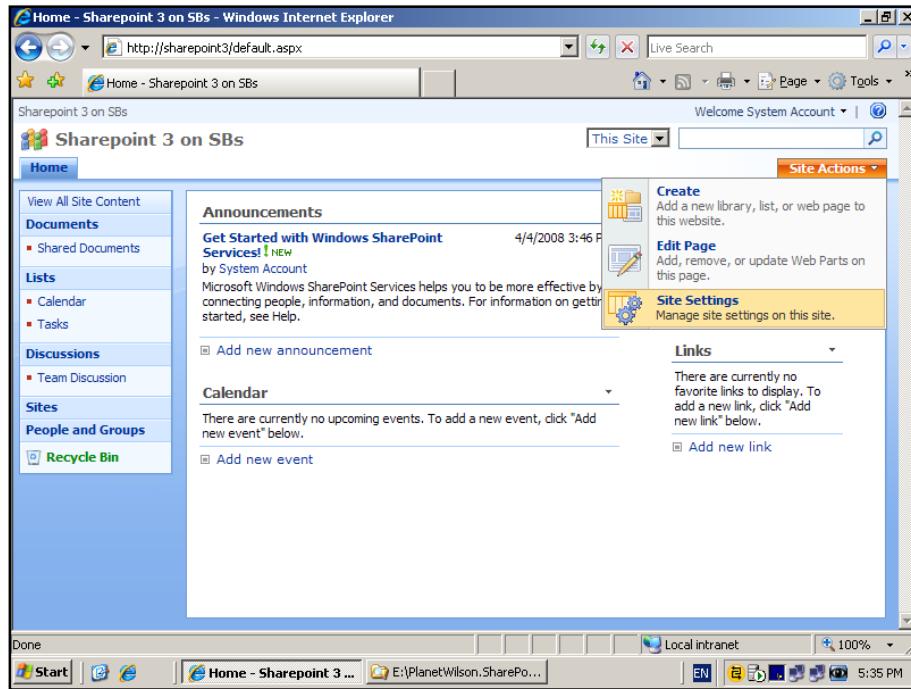


Under *Global Configuration* select **Solution Management**.

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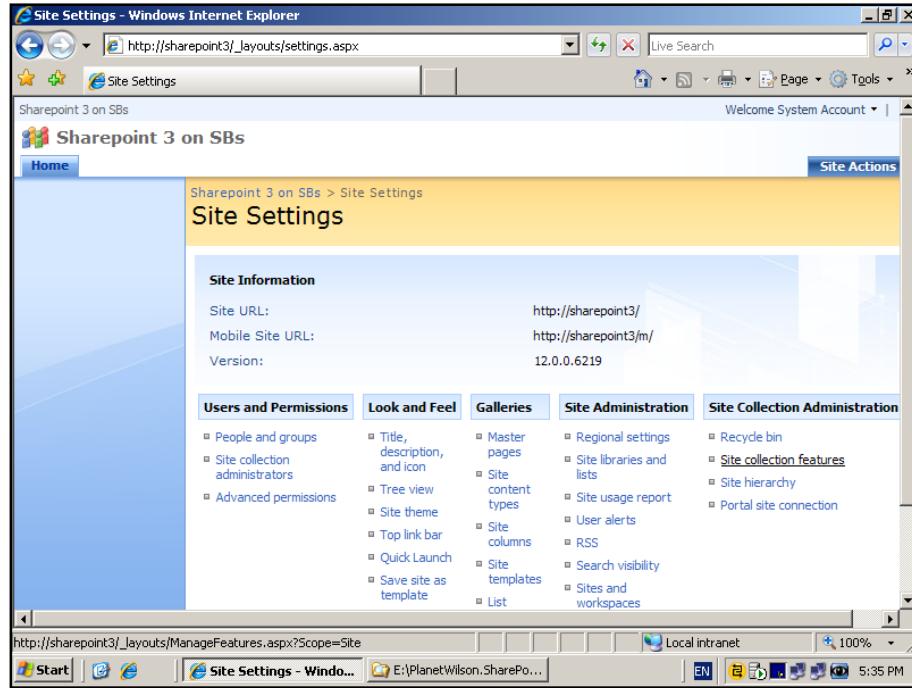


Ensure that colour calendar solution appears as shown above.

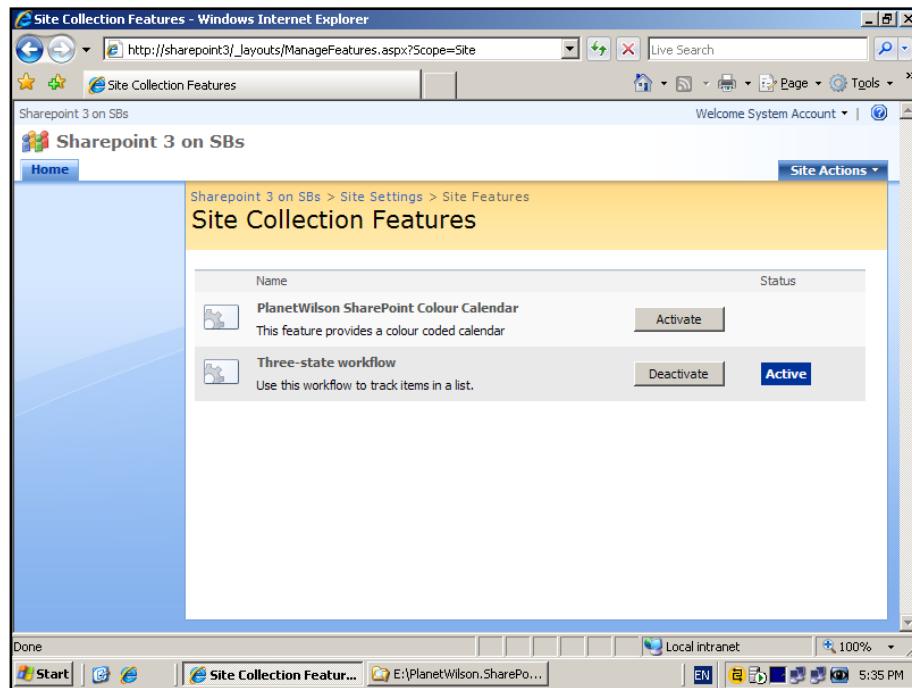


Return to your WSS v3 site and select **Site Actions** then **Site Settings** from the upper right of the window.

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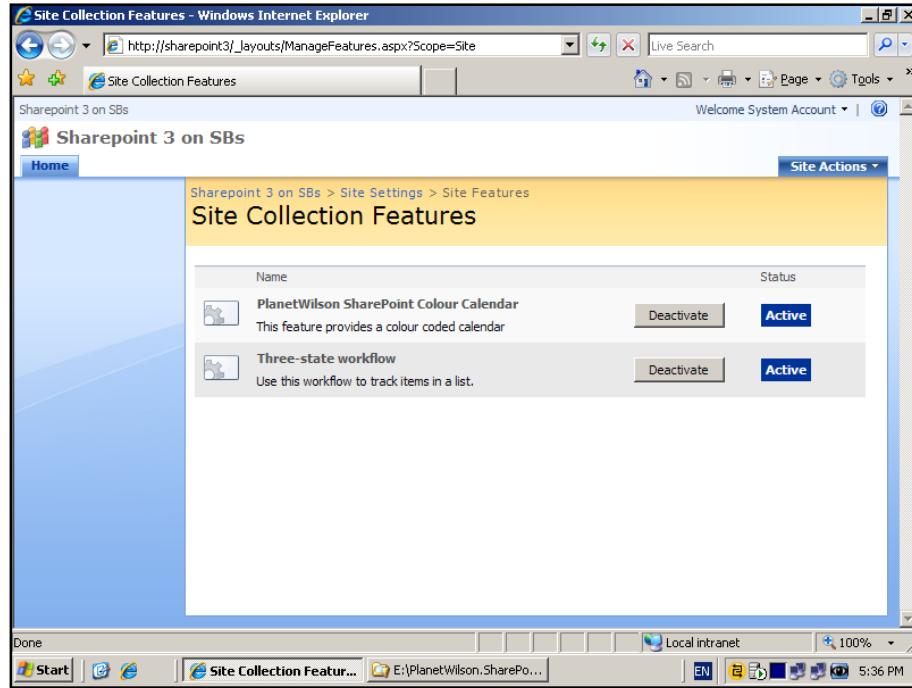


Under **Site Collection Administration** select **Site collection features**.

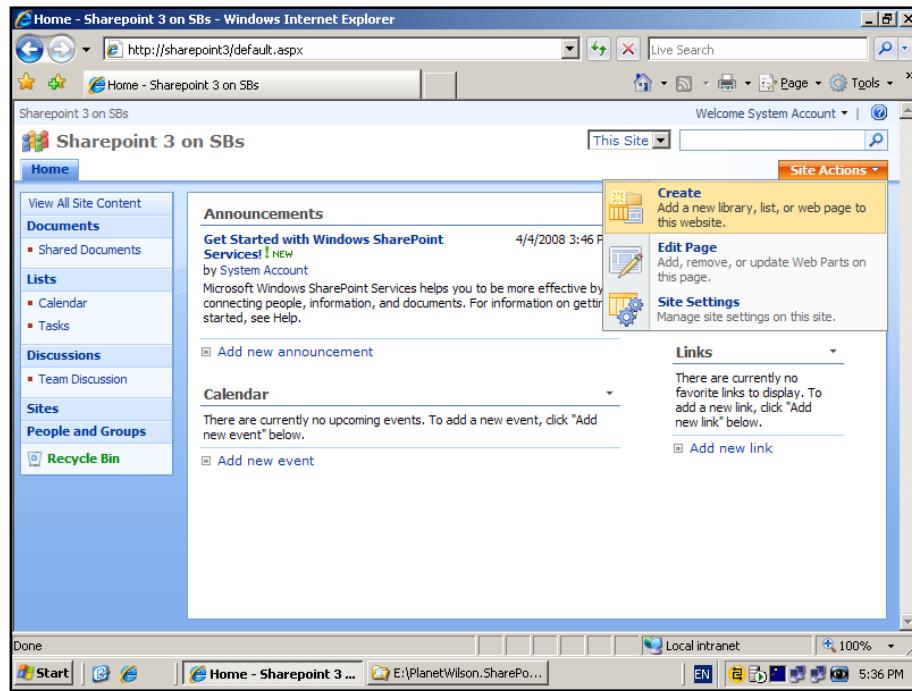


If the status of the SharePoint Colour Calendar is not **Active** then click on the **Activate** button.

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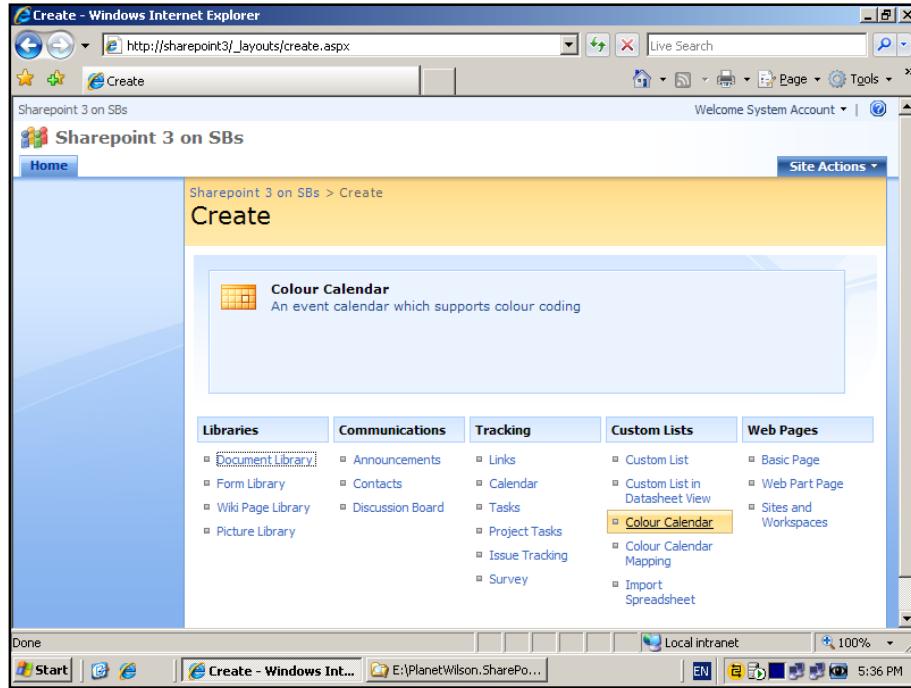


The Colour Calendar feature will be active when the *Status* for that feature displays **Active** as shown above.

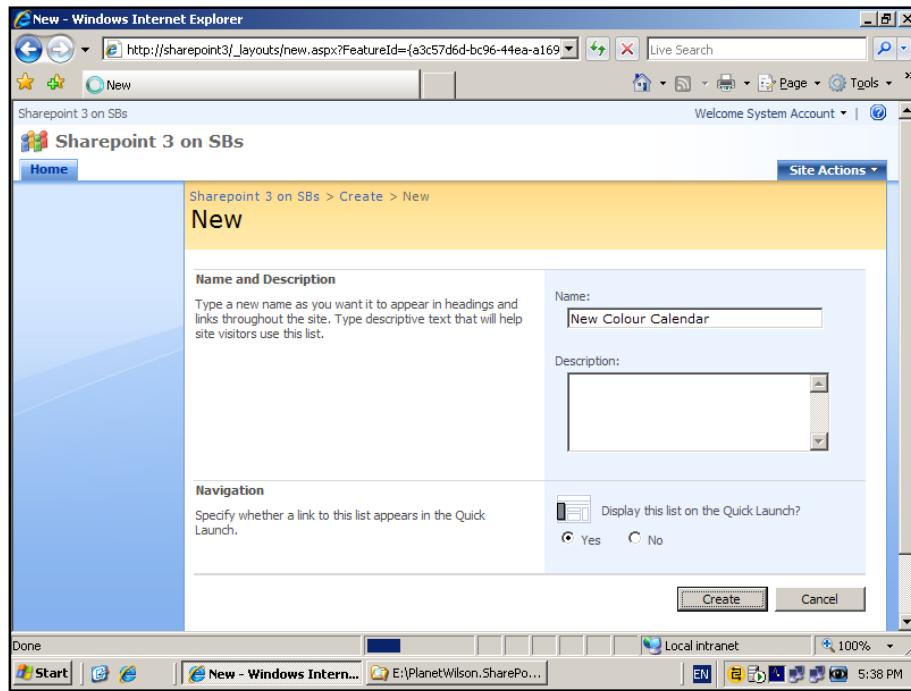


Return to the Home page of the WSS v3 site and select *Site Actions* then **Create**.

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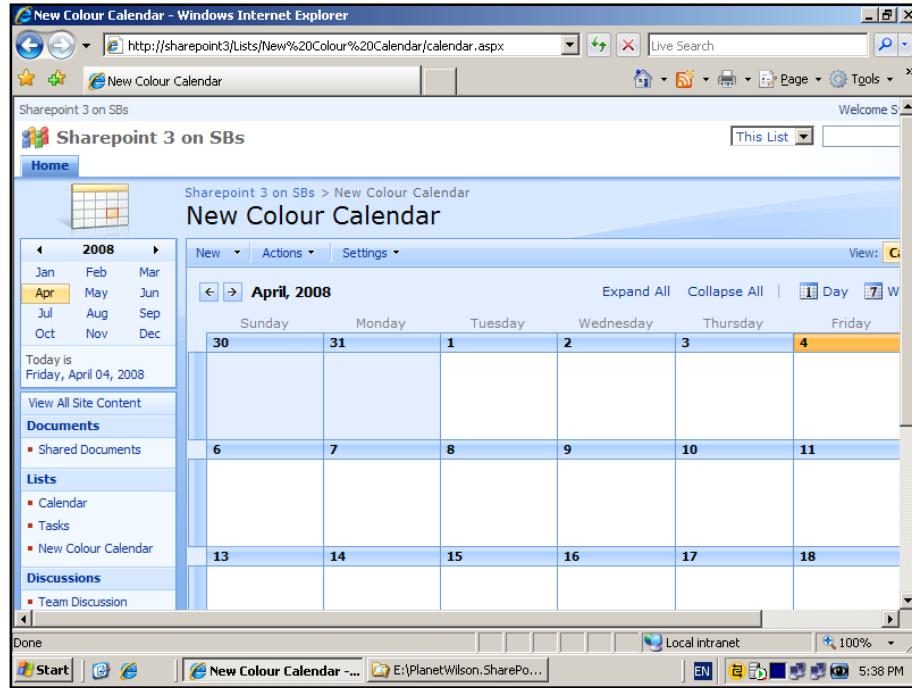


In the create option you now see two additional entries, *Colour Calendar* and *Colour Calendar* mapping. Select the *Colour Calendar* to create a new calendar list in WSS v3.

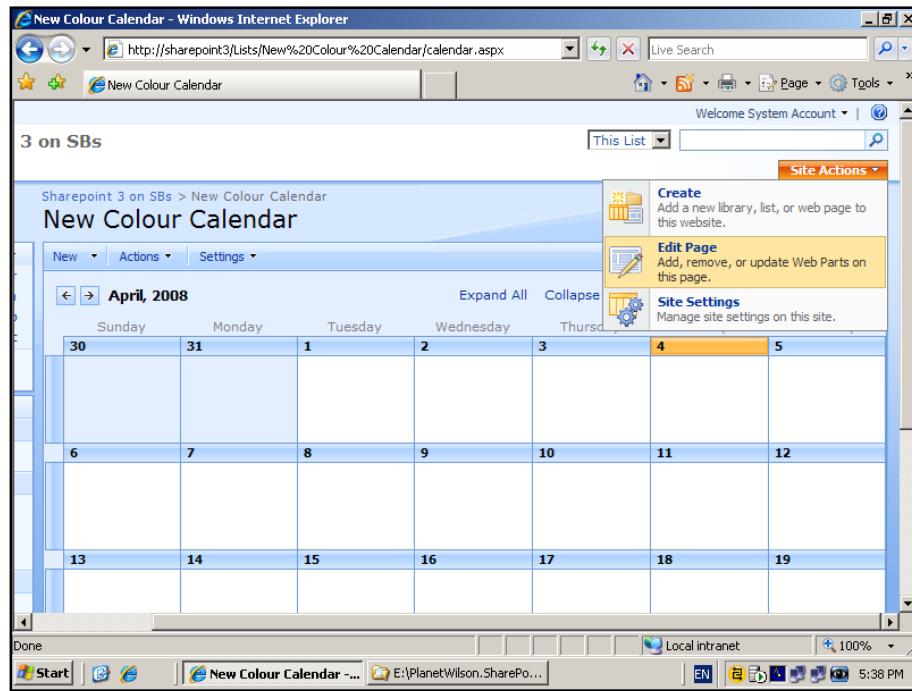


As per a normal WSS v3 calendar list provide a suitable name for the new calendar and press the **Create** button.

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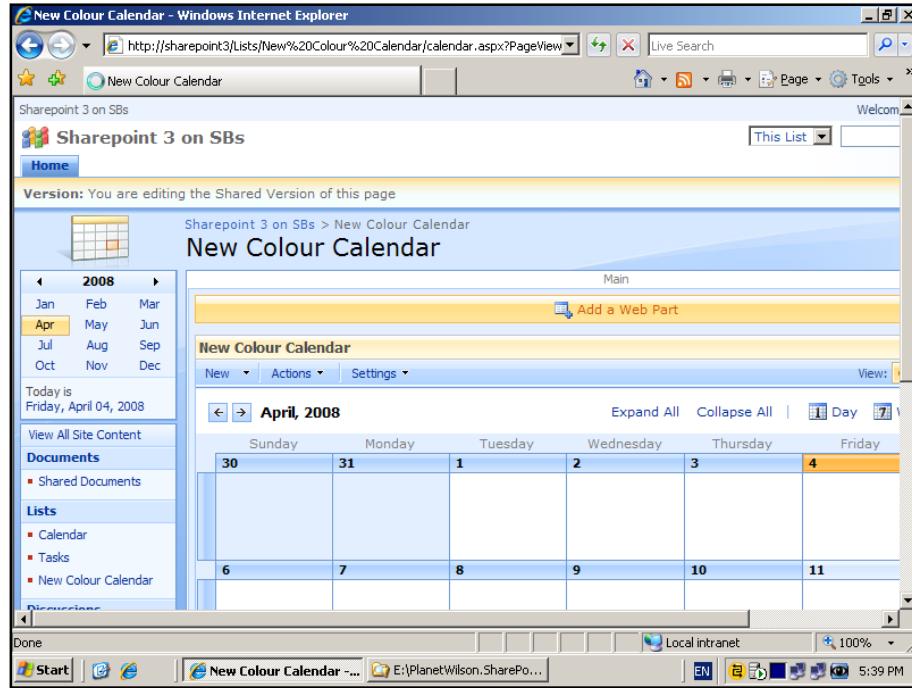


The new calendar list should now appear in the window. Before allowing the new calendar to be used you must firstly add a web part to the bottom of the page.

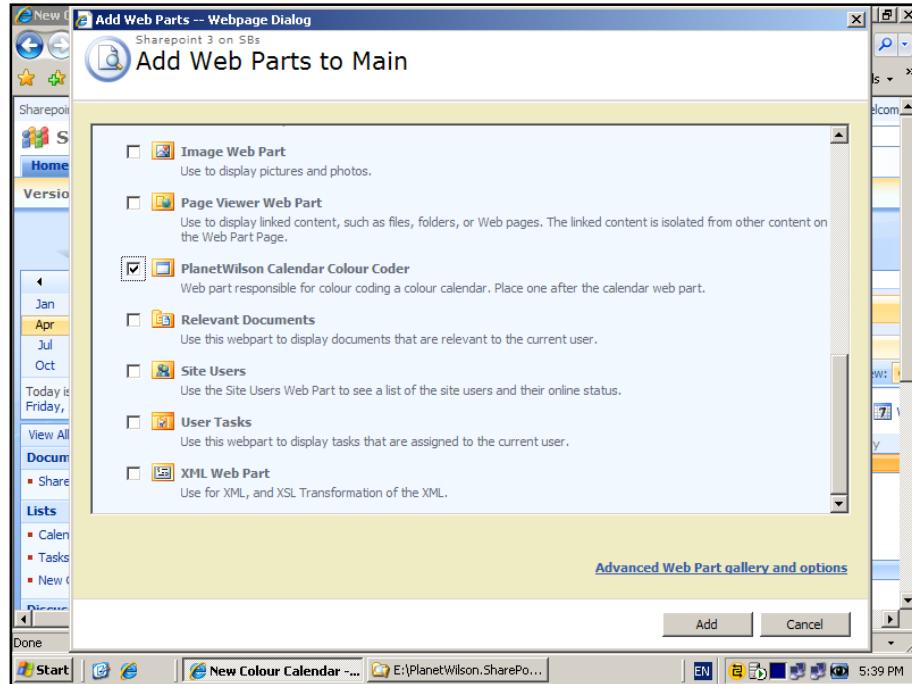


Select Site Actions then Edit page.

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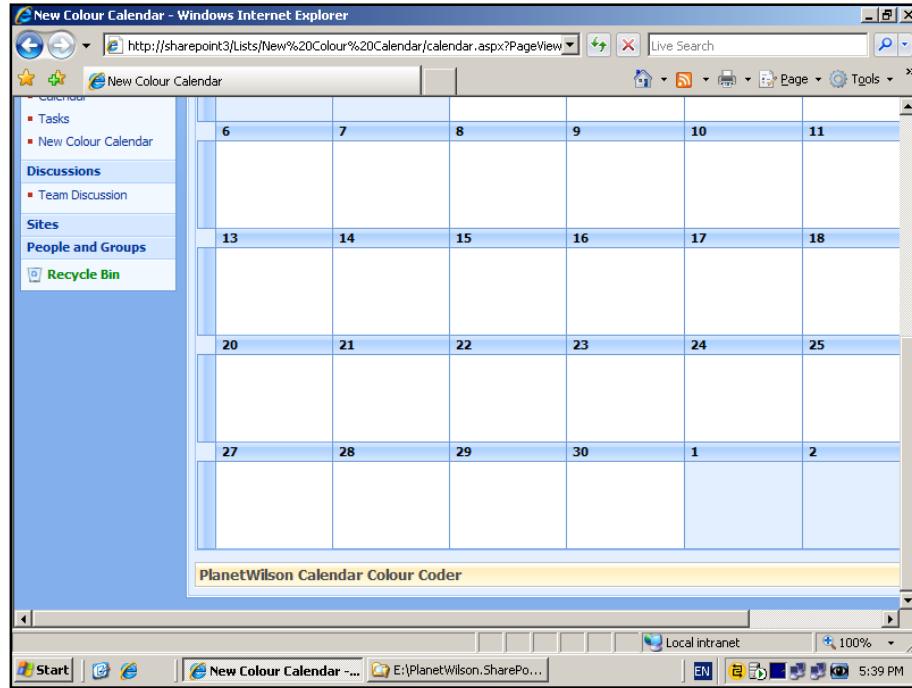


When the page is in **Edit** mode click **Add a Web Part**.

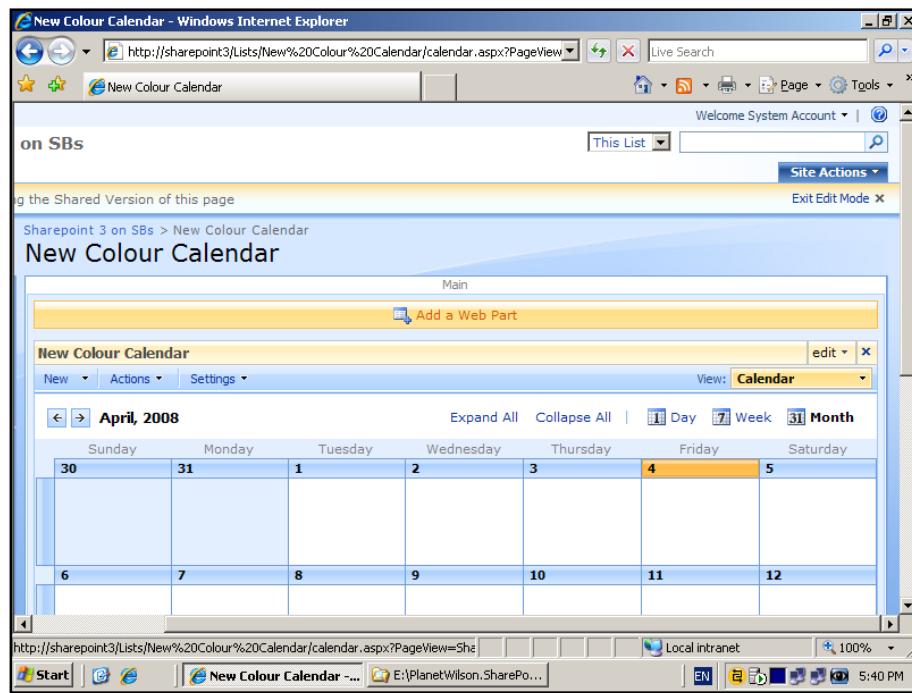


From the list that now appears scroll down until you locate the item *PlanetWilson Calendar Colour Coder* and select the check box and press the **Add** button to add this web part to the new calendar page.

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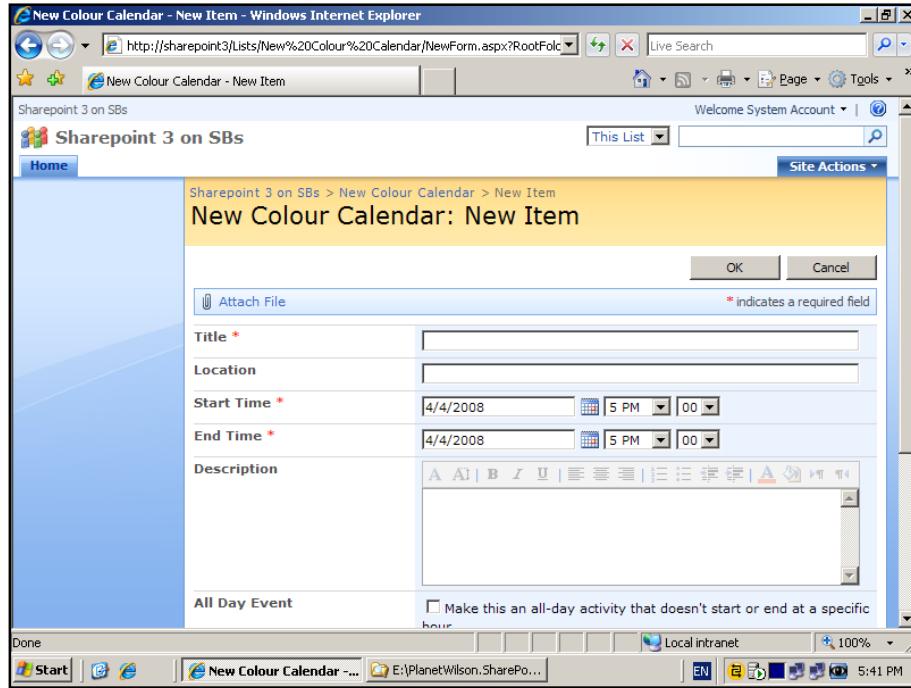


Drag the *PlanetWilson Calendar Colour Coder* web part to the bottom of the page. This web part must be placed below the new colour calendar for correct operation.

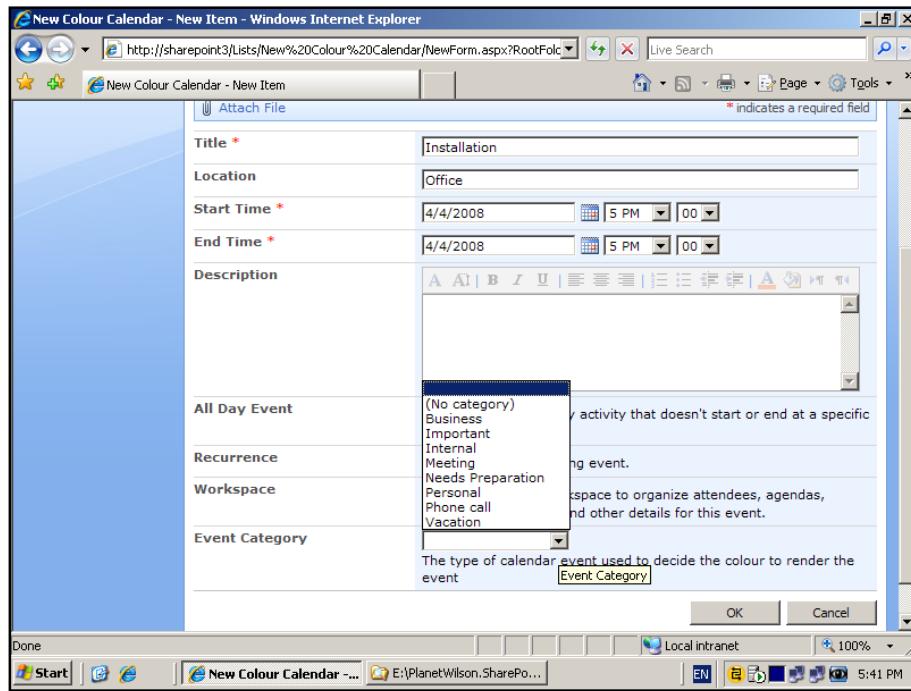


When the web part has been correctly located, select the option **Exit Edit Mode** which appears in the top right of the window.

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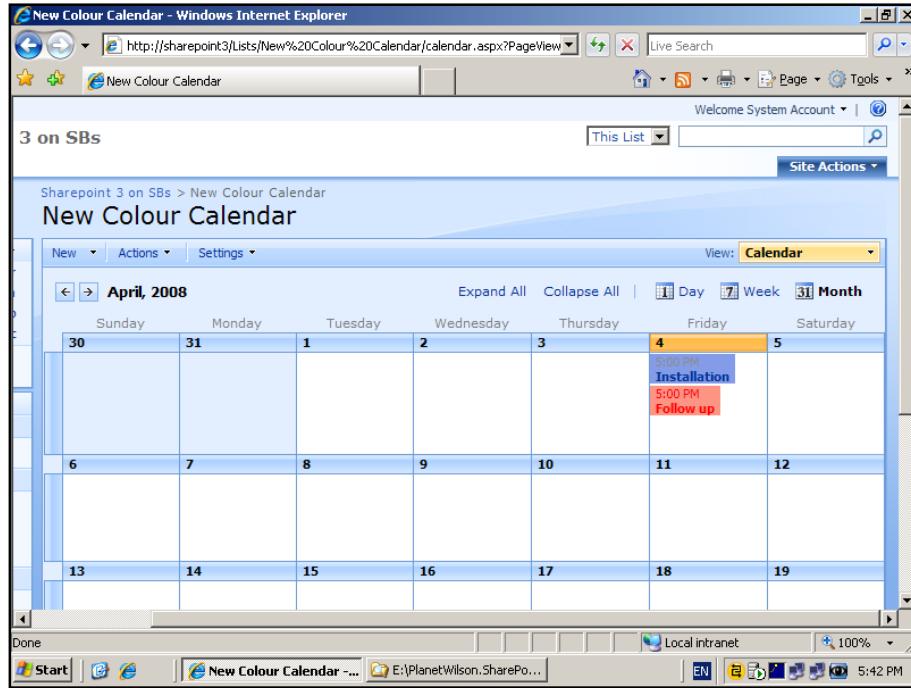


To create a colour entry for this calendar select **New** from menu bar. In the *New Item* enter the required details and scroll down.



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

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

A screenshot of a Windows Internet Explorer browser window displaying a SharePoint list titled "Colour Calendar Mapping". The list is a central repository for managing event categories and their corresponding colors. It includes columns for "Edit", "Event Category", "Background Colour", and "Foreground Colour". The data is as follows:

Event Category	Background Colour	Foreground Colour
Business	#849c7	
Important	#fe9484	#ff0000
Internal	#feb573	
Meeting	#c6a5f7	
Needs Preparation	#d6ce84	
Personal	#a5de63	
Phone call	#fee773	
Vacation	#e7e7d6	

The browser's address bar shows the URL as http://sharepoint3/Lists/ColourCalendarMapping/AllItems.aspx. The status bar at the bottom indicates it's a local intranet connection.

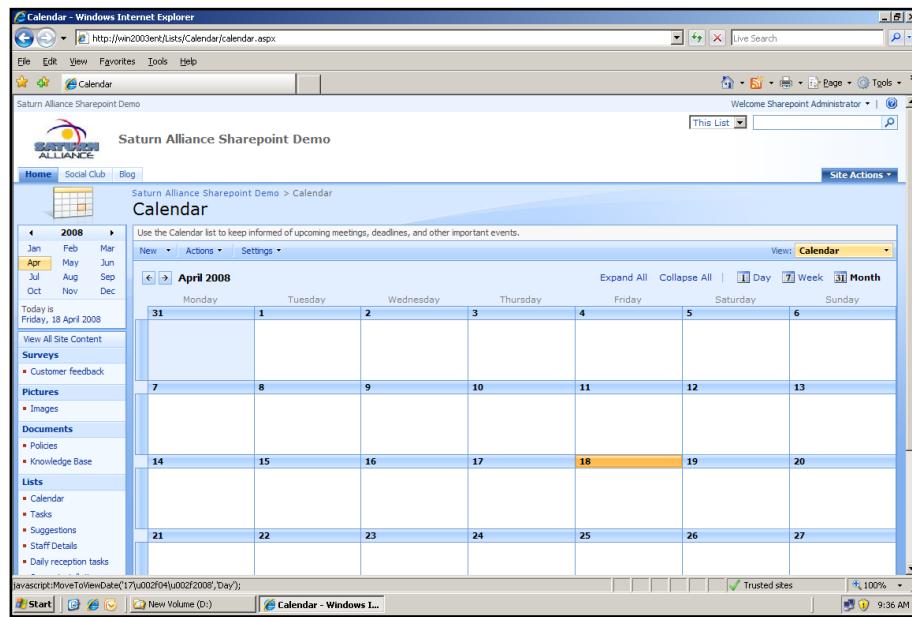
The *Event Category* colours are controlled by a WSS v3 list called *Colour Calendar Mapping* as shown above. You may edit existing entries or create new entries as required.

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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 workarounds. Below is one solution.

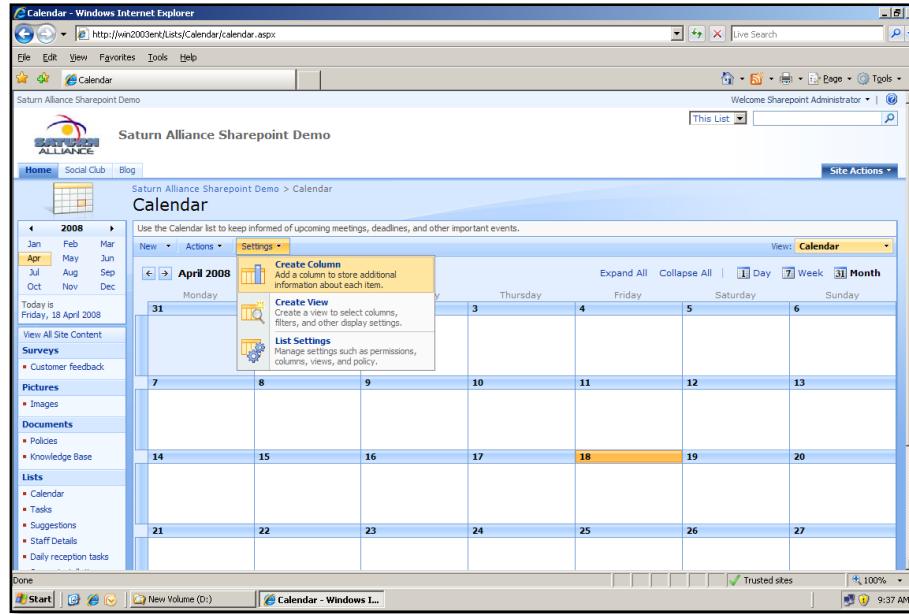
Firstly, connect to the WSS v3 site and select the calendar for which you wish to have reminders sent.



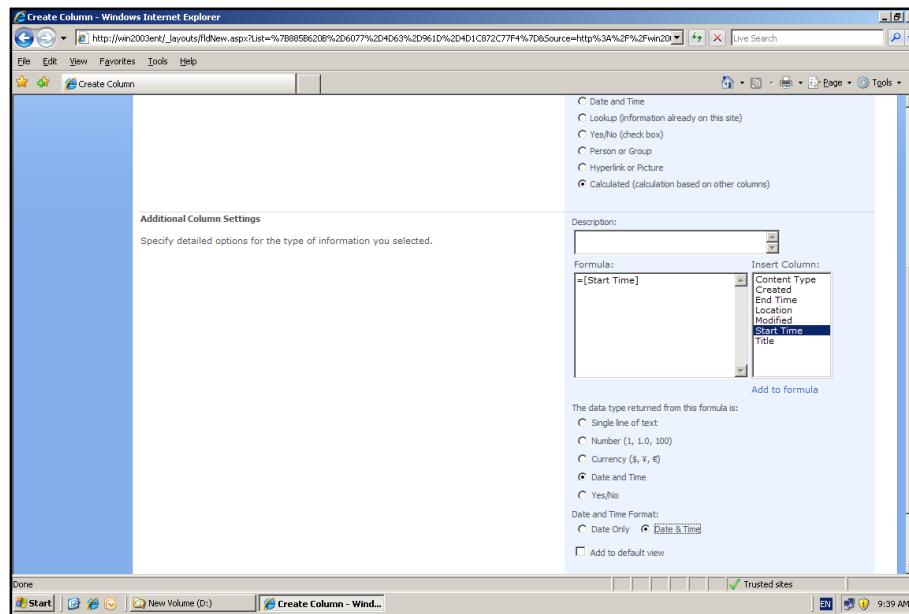
The screenshot shows a SharePoint 2007 calendar interface. The title bar reads "Calendar - Windows Internet Explorer" and the URL is "http://win2003entk/Lists/Calendar/calendar.aspx". The page header includes "File Edit View Favorites Tools Help", "Live Search", and "Welcome Sharepoint Administrator". The main content area is titled "Saturn Alliance Sharepoint Demo > Calendar" and "Calendar". It displays the month of April 2008. The date "18" is highlighted with a yellow background, while other dates like "17" and "19" are blue. The left sidebar contains a navigation menu with links such as Home, Social Club, Blog, View All Site Content, Surveys, Pictures, Documents, Lists, and Staff Details. The bottom status bar shows "Trusted sites", "9:36 AM", and the system tray.

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

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From the *Settings* menu select **Create Column**.

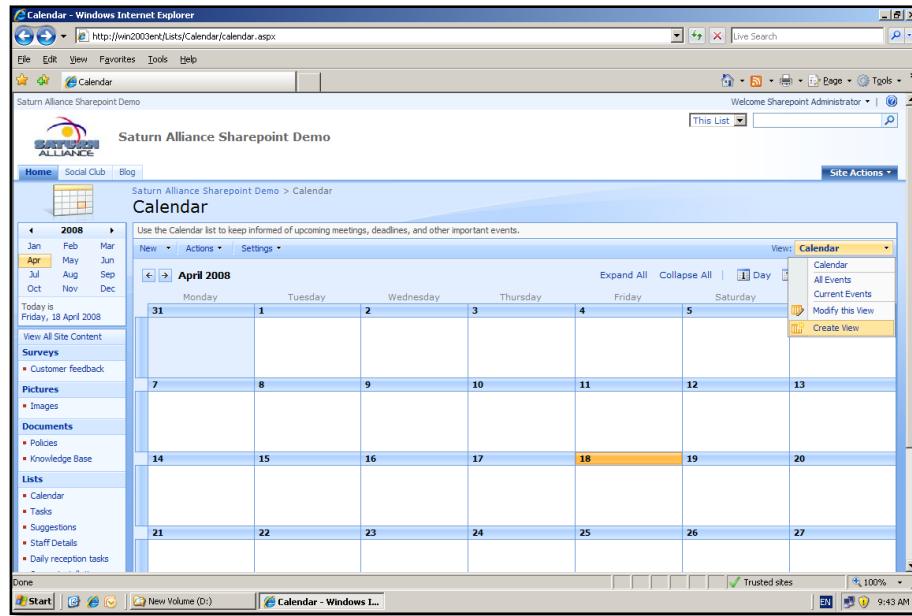


Give the new field the name *Starttime* and set it as a *Calculated* field. Set the Formula to

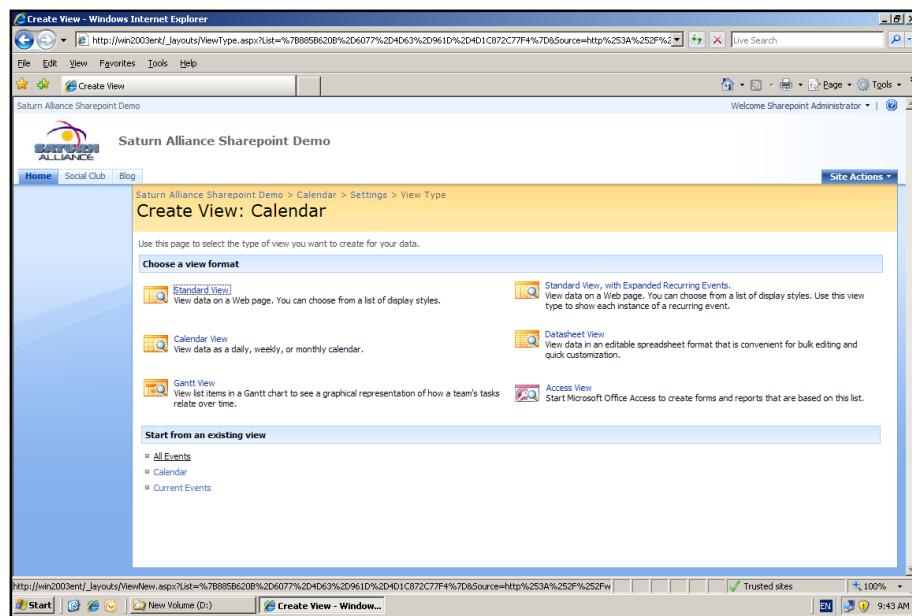
= [Start time]

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

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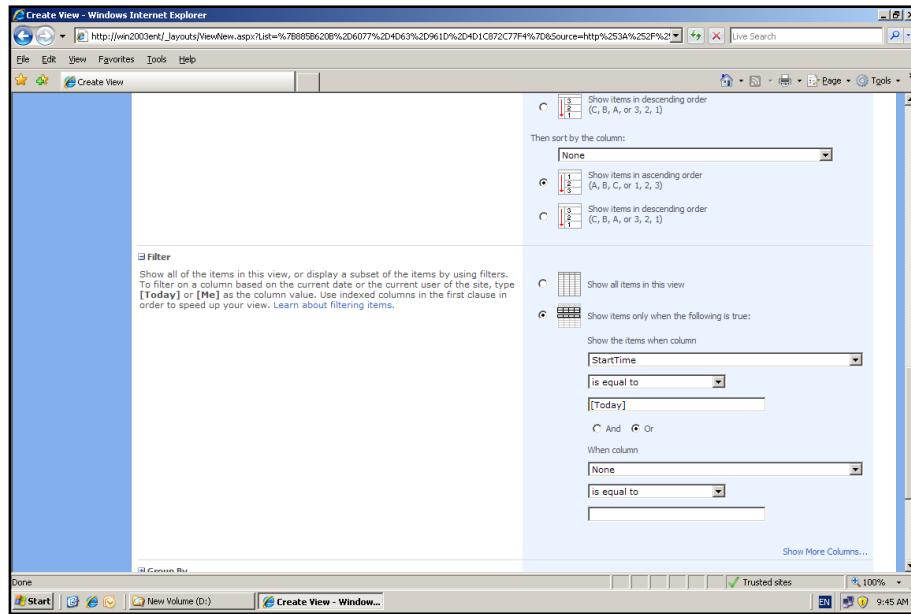


Now create a new view via **View | Create View**.

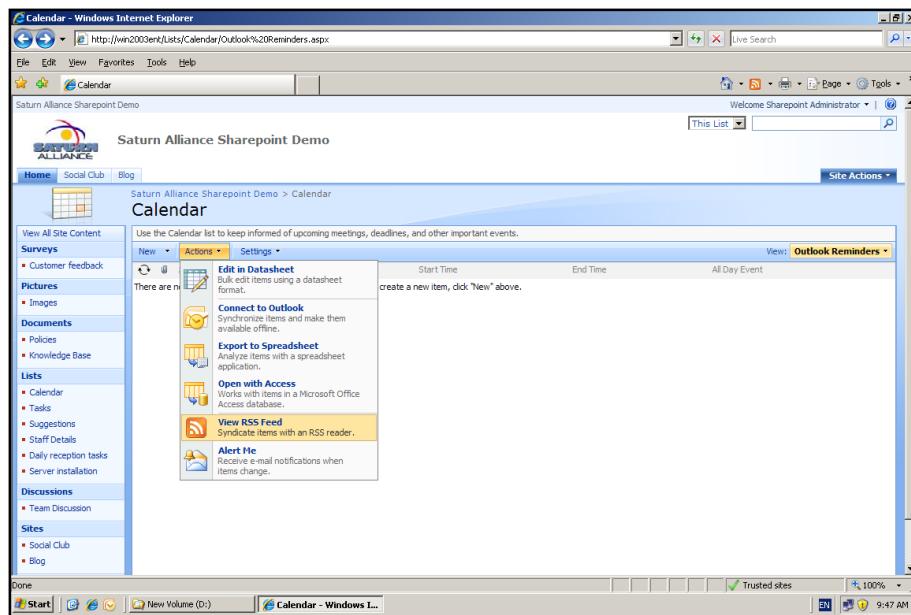


Select the option at the bottom of the screen to Start from a View, and select the **All Events** option.

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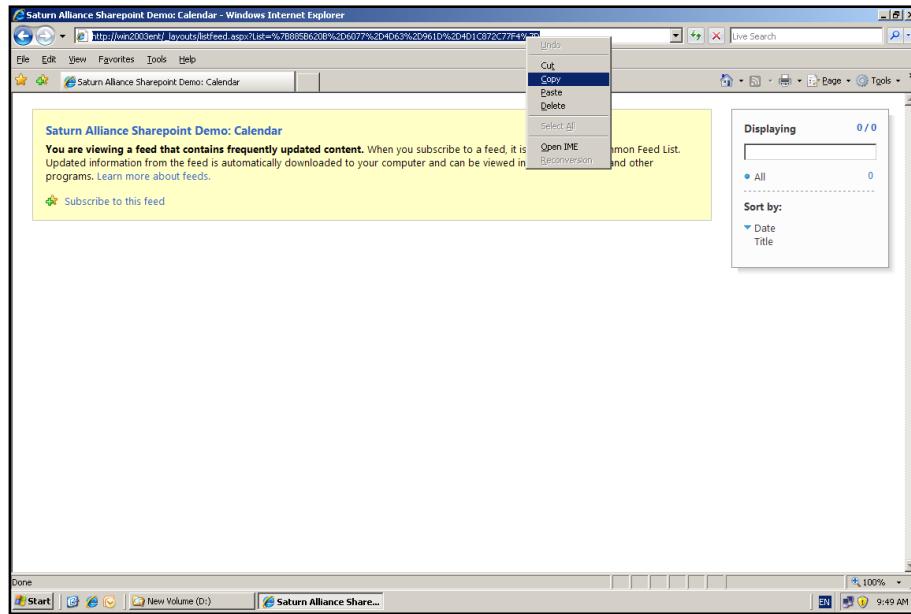


Call the new view something like Outlook Reminders and then set the *Filter* section so that Starttime is equal to [Today].

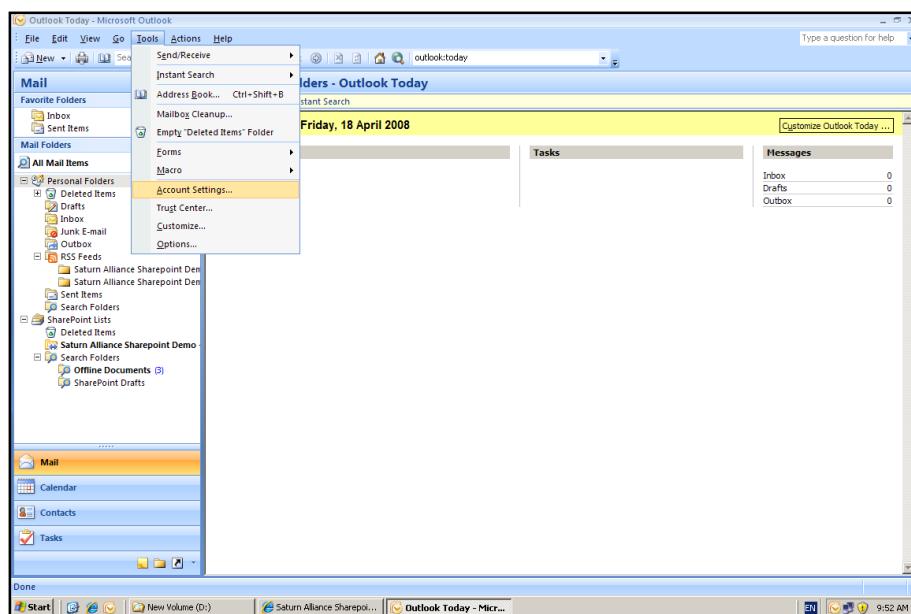


From the *Actions* menu select the item to **View RSS Feed** to display the RSS feed for this view.

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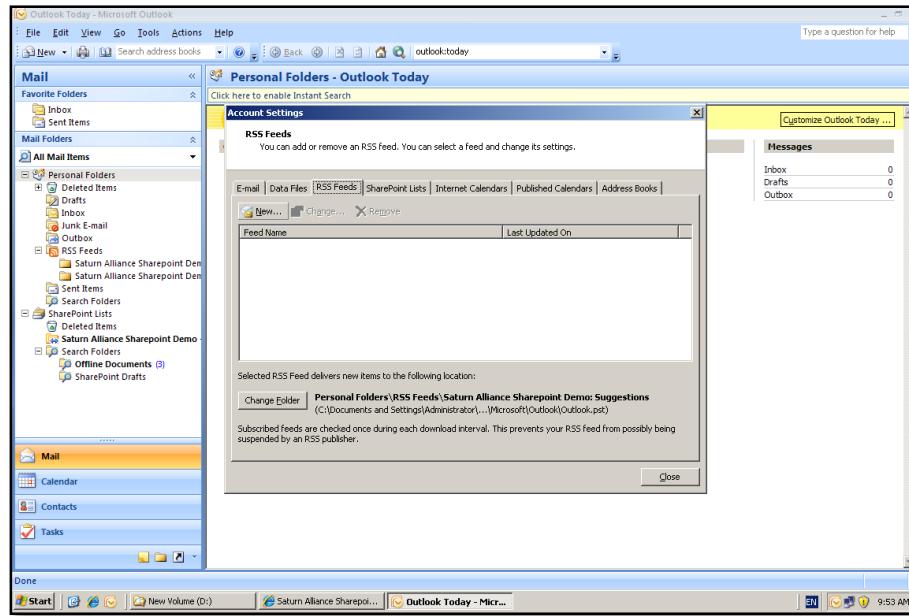


Copy the RSS feed URL.

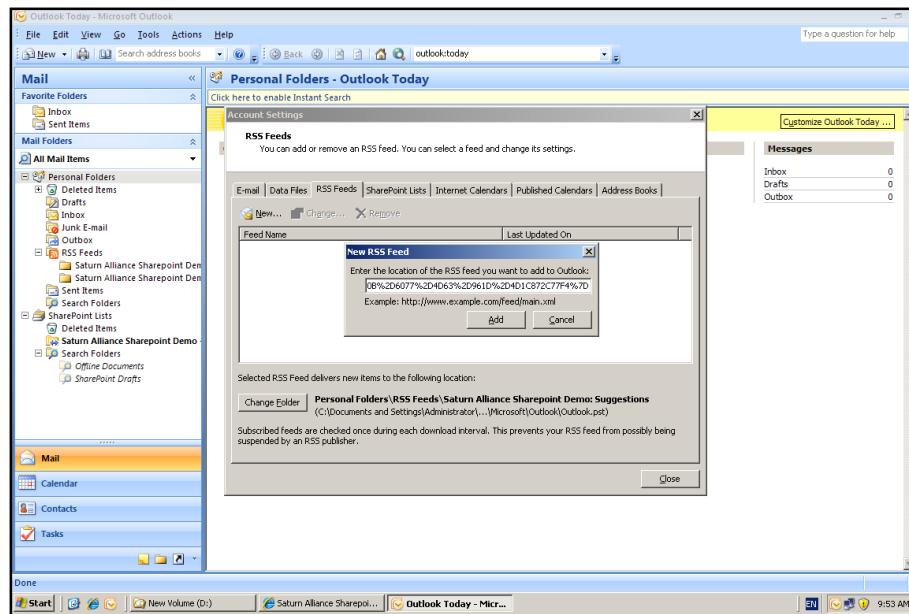


Open Outlook 2007 and select **Tools | Account Settings**.

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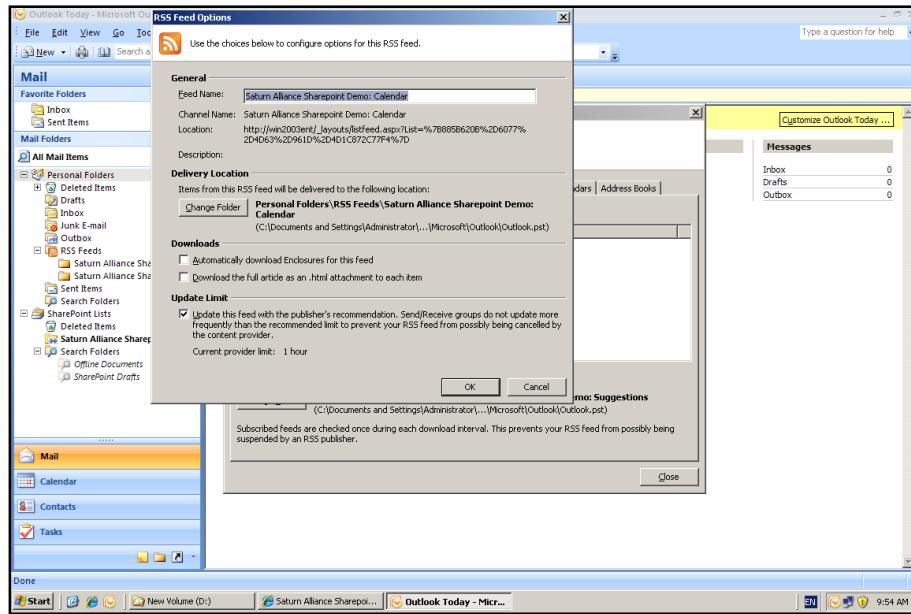


Select the **RSS** tab, then the **New** button.

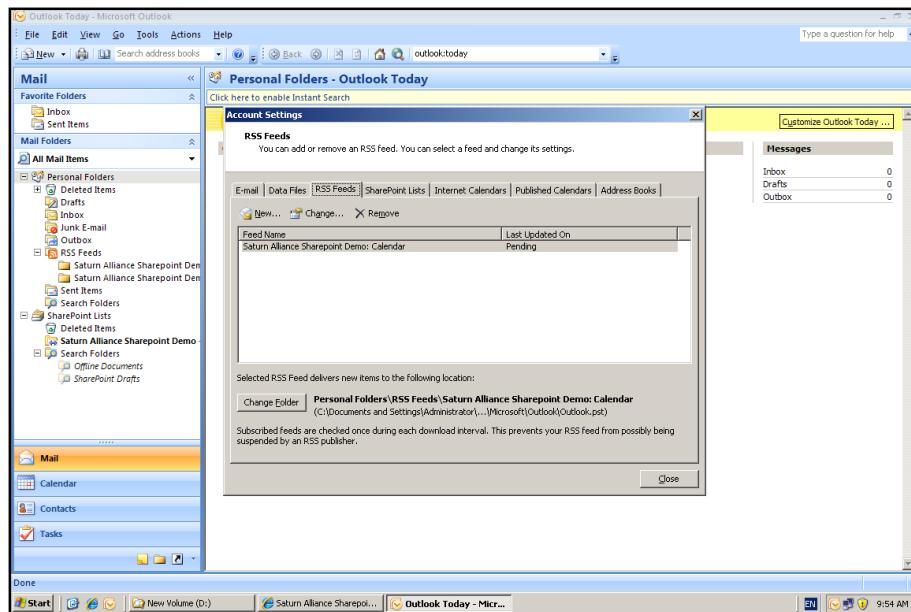


Paste the URL from the WSS v3 RSS feed and press the **Add** button.

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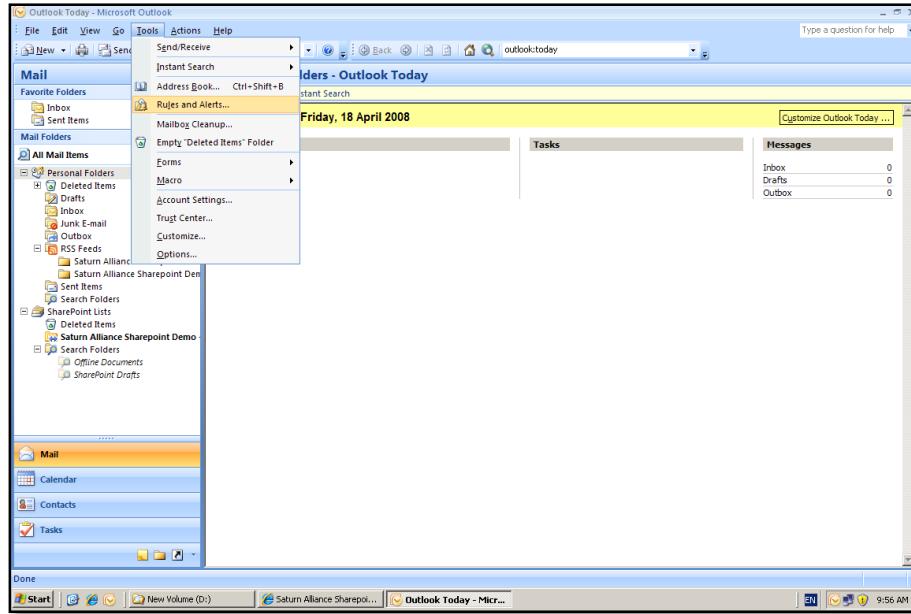


Click the **OK** button to proceed.

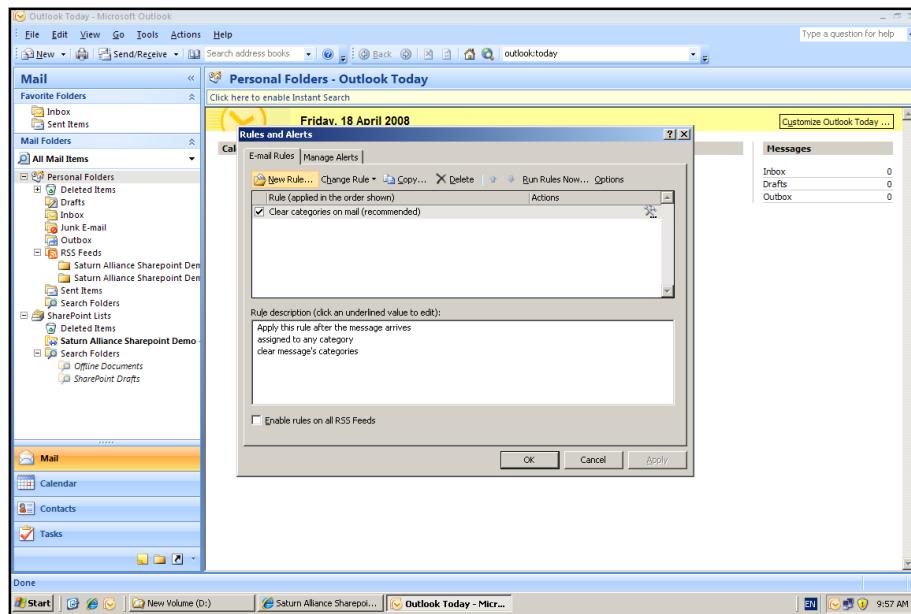


Click the **Close** button to return to Outlook.

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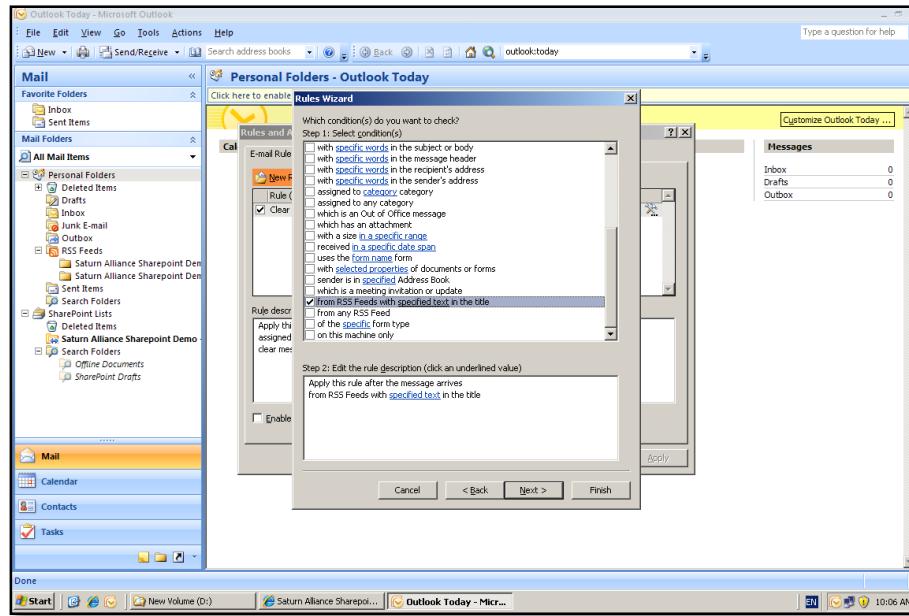


Now select **Tools | Rules and Alerts**.

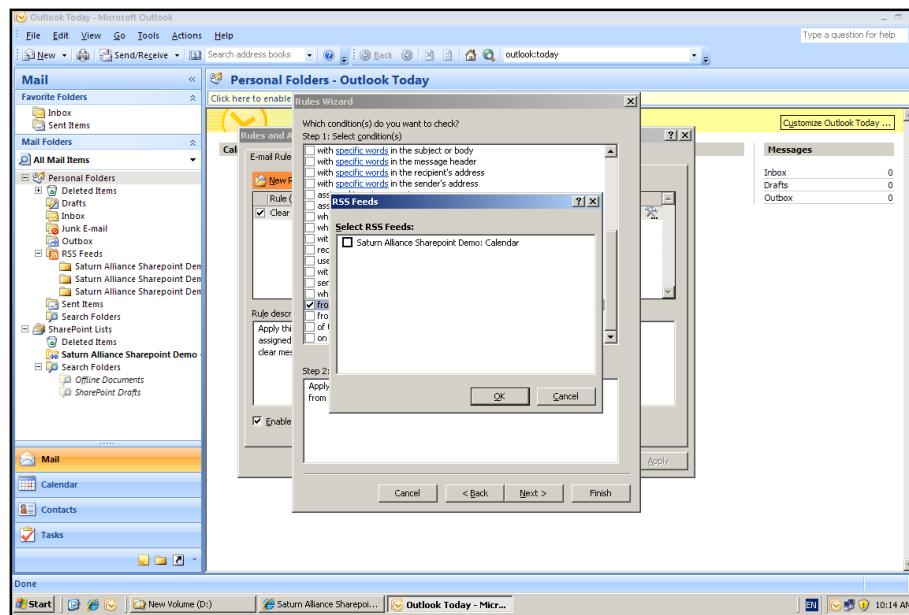


Under **Email Rules** select **New Rule**.

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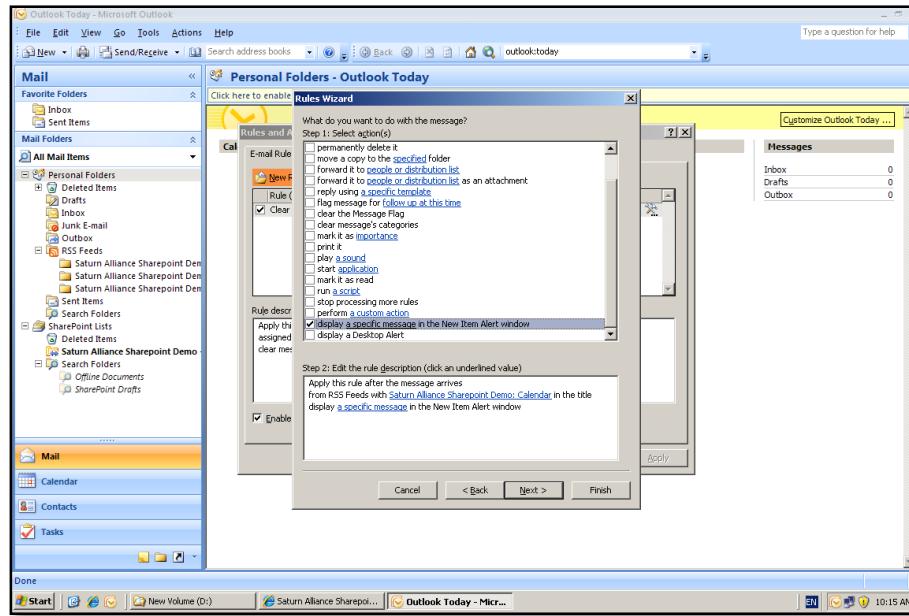


Create a new *Blank Rule* and Select the option *from RSS Feeds with specific text in the title*.

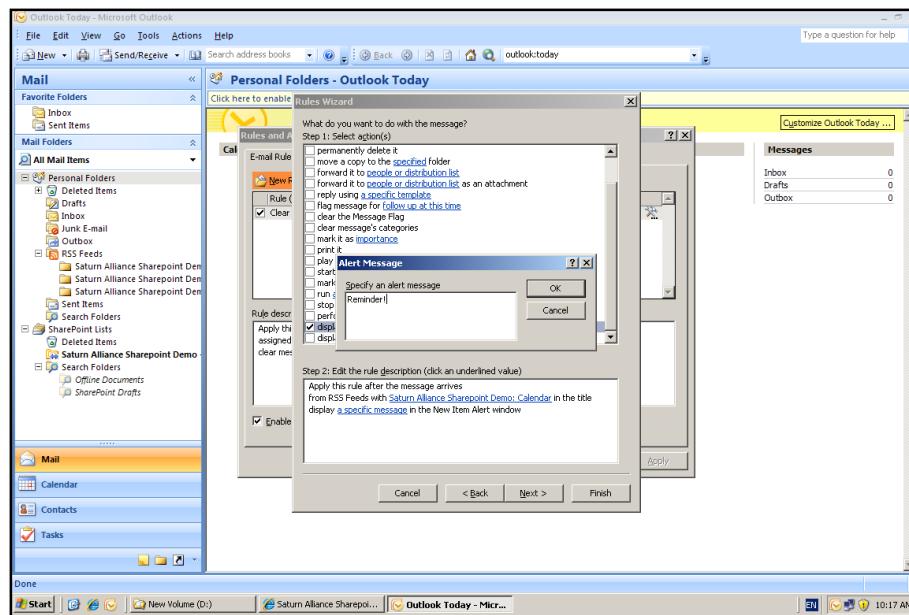


Select the link on the lower box *specific text*. Next, select the RSS Calendar feed that you have just added. Click **Next** to continue.

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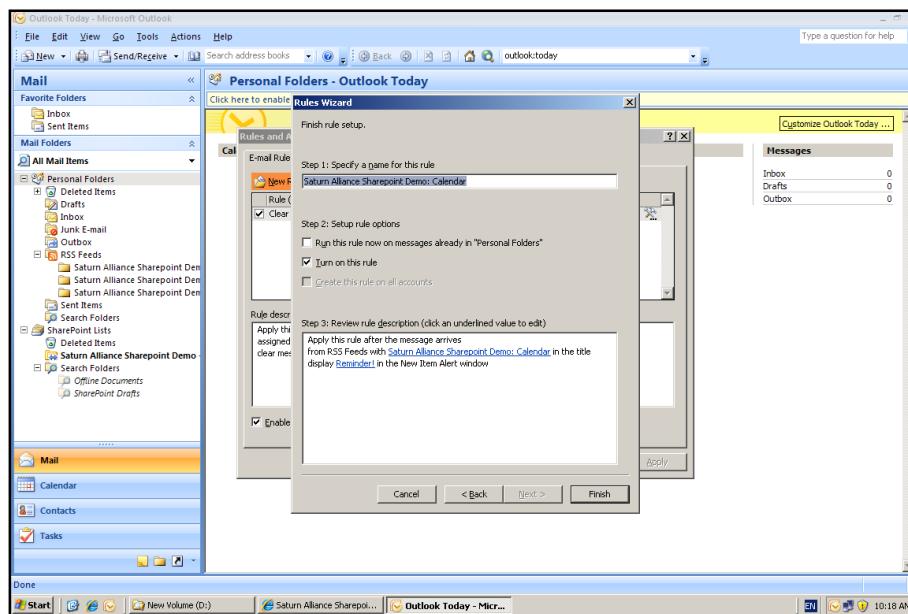
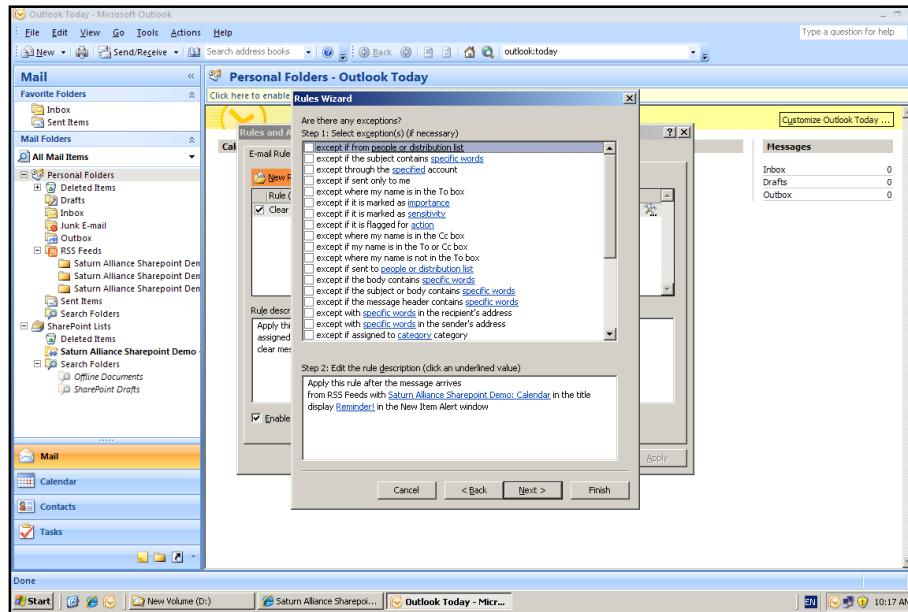


In the next window select the option *display a specific message in the New Item Alert Window*. Click on the *a specific message* link.



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

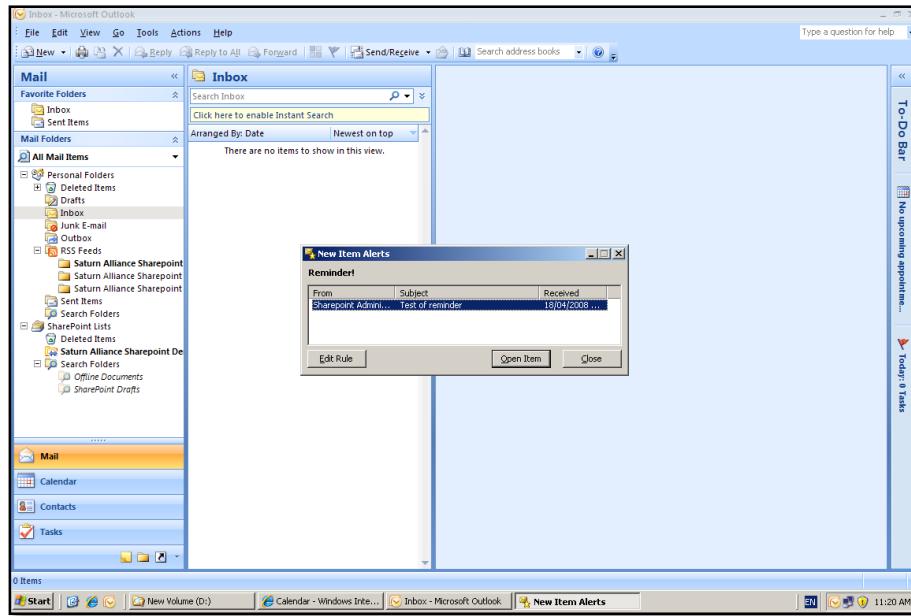
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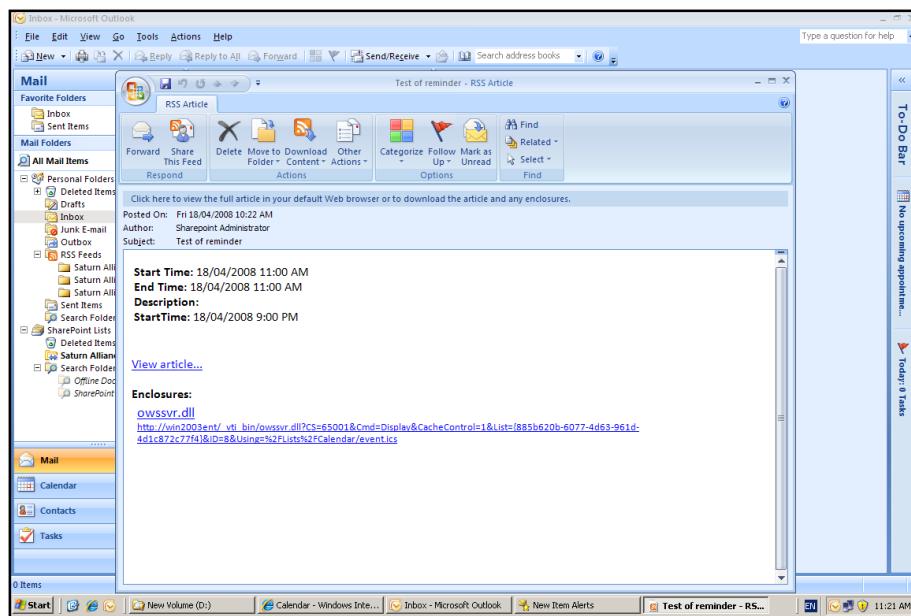
Press **Next** again to display the final configuration screen. Select **Finish** and then **OK** to close the *Rules Wizard and the Rules and Alerts* window and return to Outlook.

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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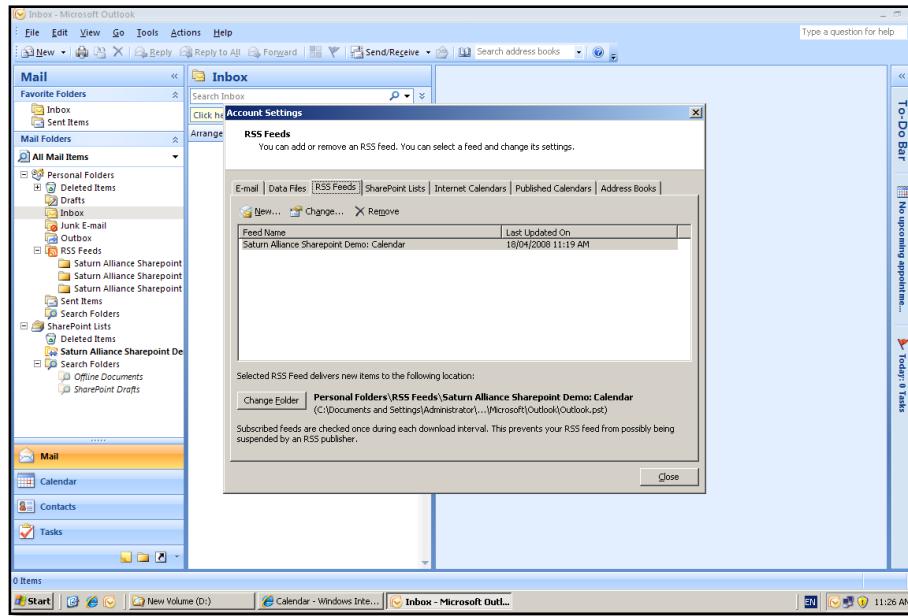


To view the item, simply click on the **Open Item** button.

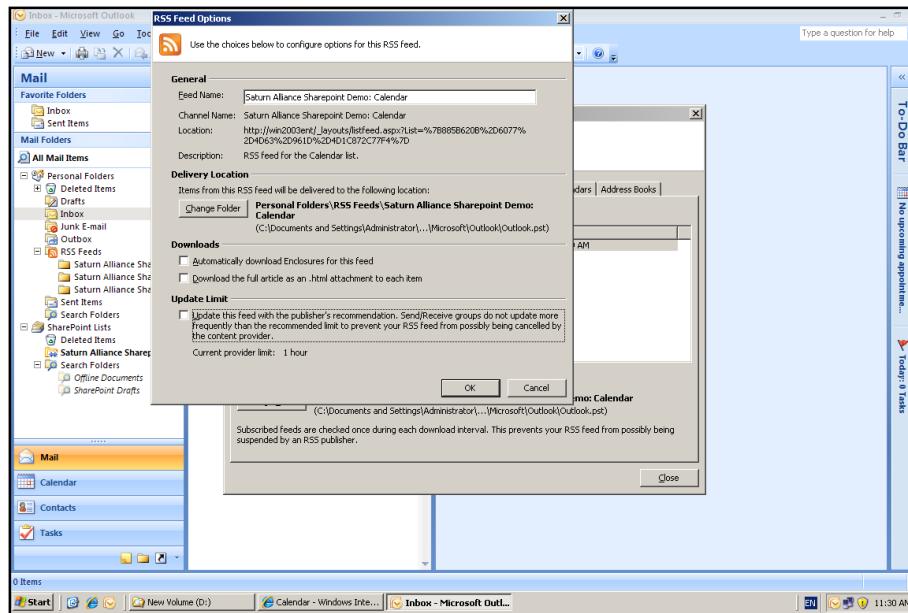


It is important to remember that Outlook only checks its RSS feeds every hour, so any reminders will take at least one hour to be displayed. To change this, complete the following.

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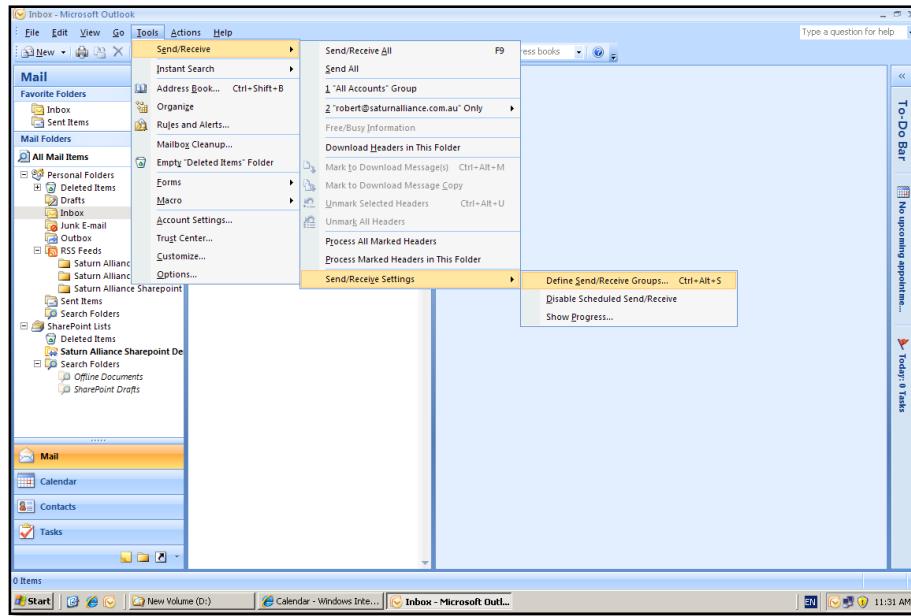


In Outlook select **Tools | Account Settings | RSS Feeds**. Select the WSS v3 feed and then the **Change** button.

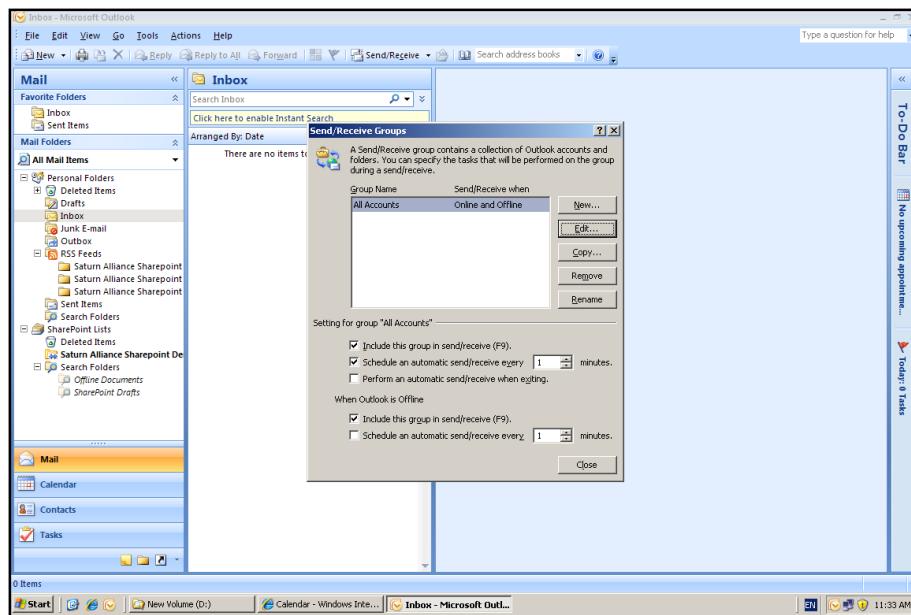


At the bottom of this window unselect the Update Limit option and select **OK** to continue. Once this check box has been removed the update frequency of RSS will be governed by the Send/Receive settings.

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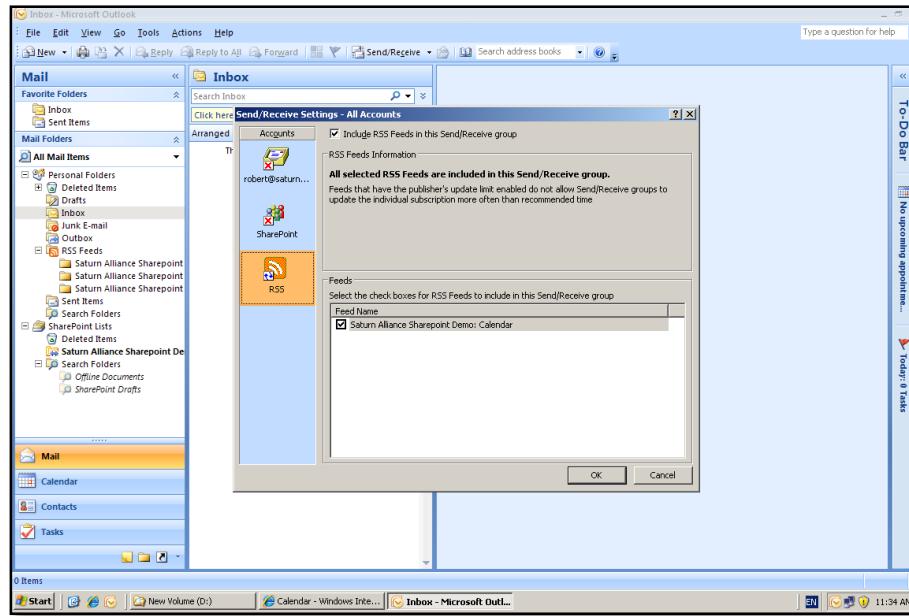


To examine these select Tools | Send/Receive | Send/receive settings | Define Send/Receive Groups.



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.

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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 than 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.

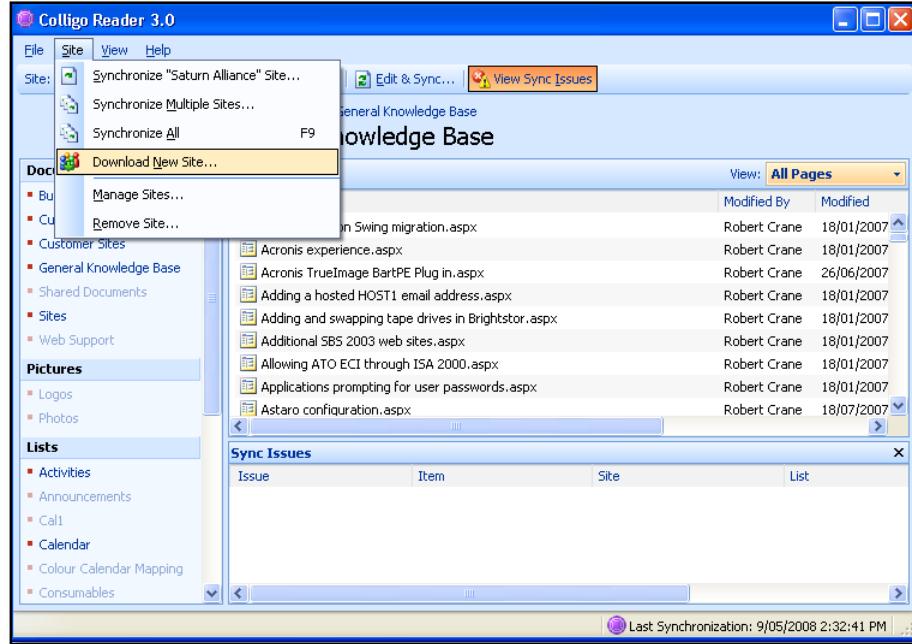
12.4 Colligo Offline Reader

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.

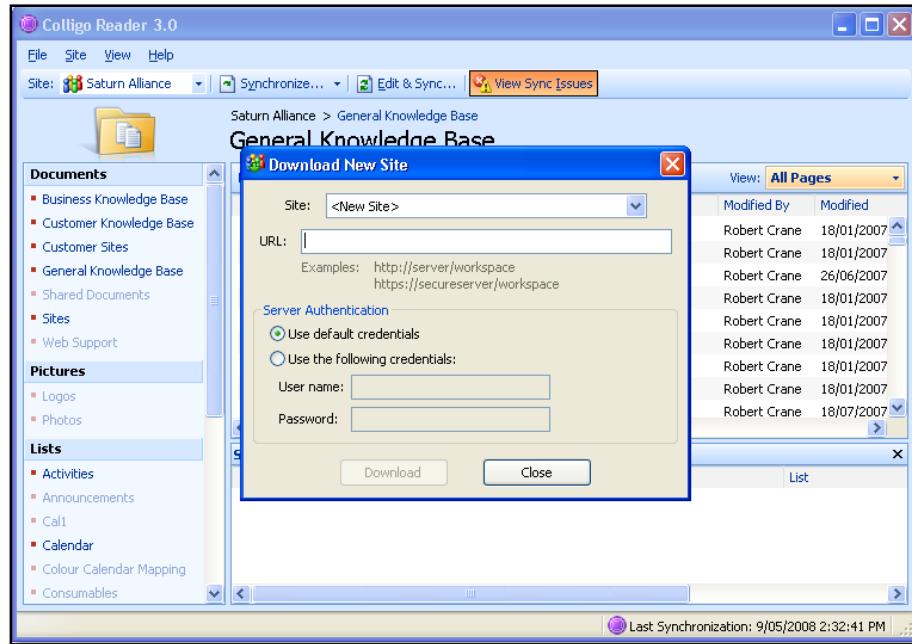
Download the Colligo Offline reader from:

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

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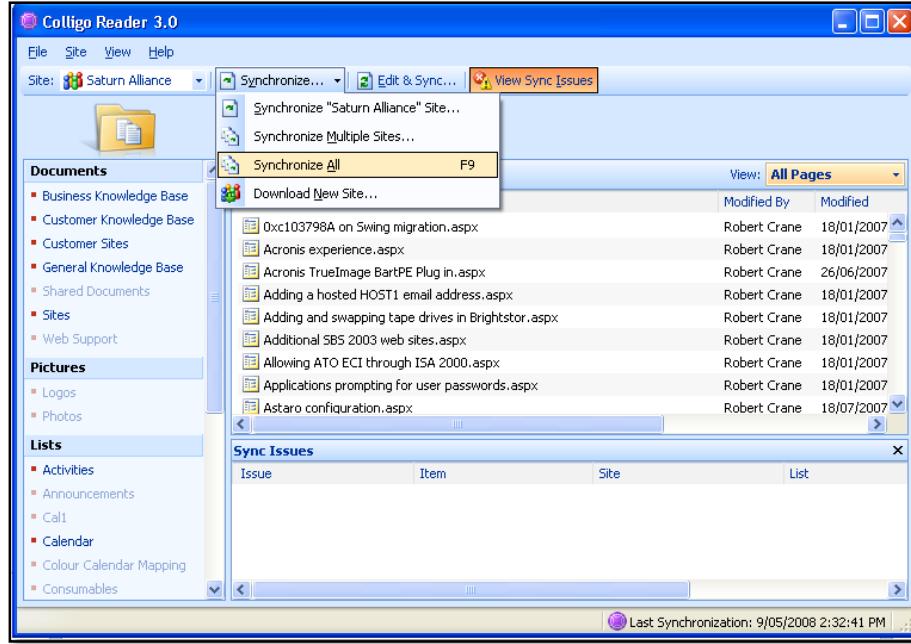


After installing the package select **Site | Download New Site** to configure the settings for your WSS v3 site.

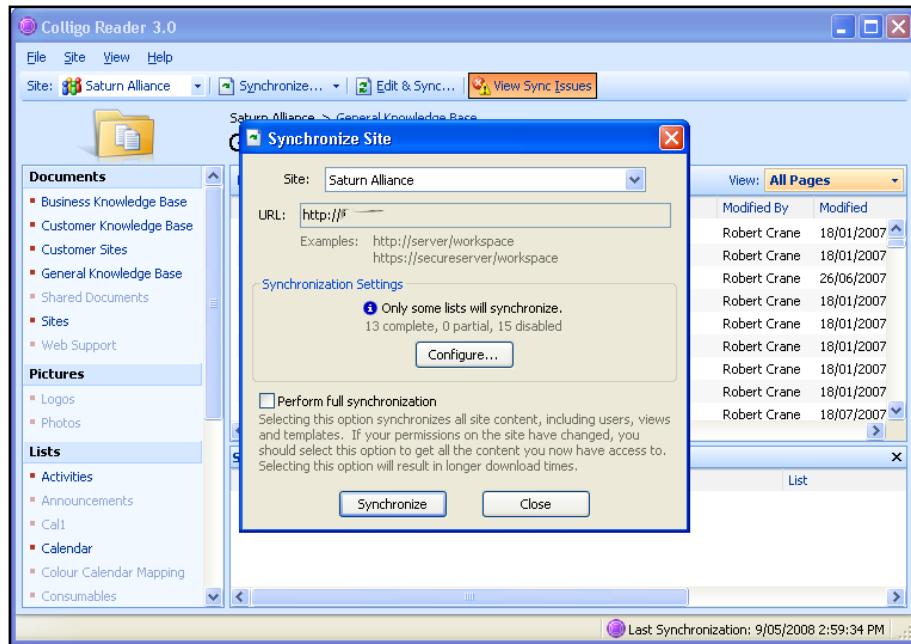


Enter a *name* for your site and the *URL* for the site and then press **Download**.

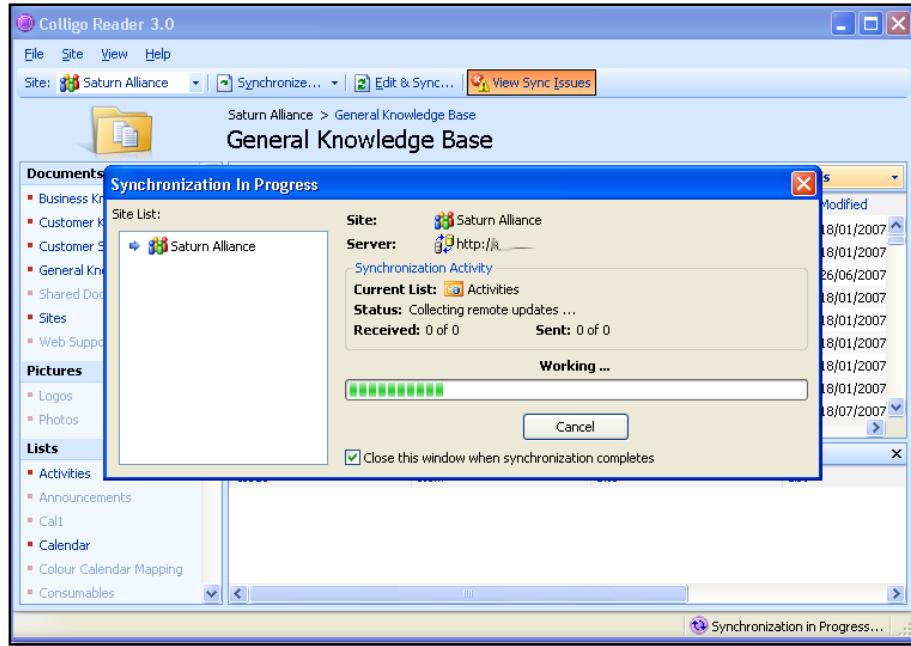
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In the future you can keep the data up to date via the *Synchronize* button.



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12.5 Pentologic SharePoint Reminder Service

Unfortunately Pentologic 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 been 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 Pentologic allows you to configure a reminder via email when tasks become due or overdue. As Pentologic 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

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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

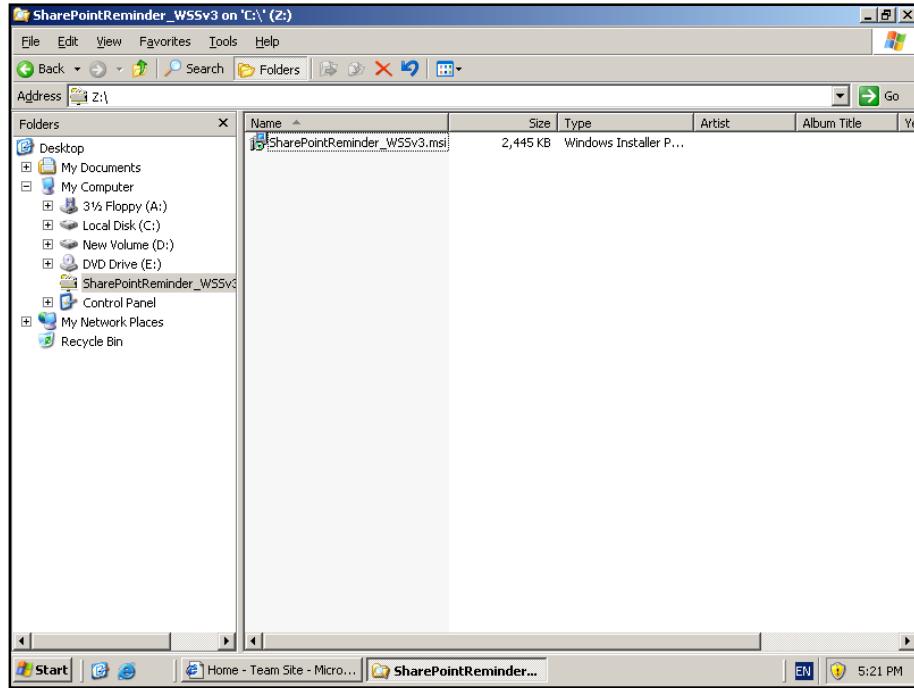
<http://www.pentalogic.net/sharepoint-reminder.aspx>

The screenshot shows the homepage of the SharePoint Reminder website. At the top, there is a navigation bar with links for Planner, Reminder (which is highlighted in blue), World Time, SharePoint Ideas, and About Us. There are also buttons for Download, Purchase, and Support, along with a search bar. Below the navigation, a breadcrumb trail indicates the user is at the 'Reminder' page. The main content area features a large heading 'SHARE POINT REMINDER' with a mail icon. A sub-headline reads: 'Let SharePoint remind you and your team of Important Dates, Overdue Tasks and Unresolved Issues via email.' Below this, there is a brief description of the service's functionality, mentioning its integration with SharePoint's built-in alerts and its ability to send emails based on date-based events like task due dates. To the right of the main text, there are several promotional boxes: one for 'Try Now' (with a link to a demo), another for 'Purchase' (with a link to the purchase page), and a third for 'SharePoint Planner' which describes turning task lists into graphical charts. At the bottom of the main content area, there are sections for 'Task Management', 'Helpdesk Management', 'Enhanced Alerts', and 'Simple Workflow'. Each section has a brief description and a link to more information. On the far right, there is a sign-up form for an email newsletter with fields for name and email, and buttons for 'OK' and 'Email Policy'.

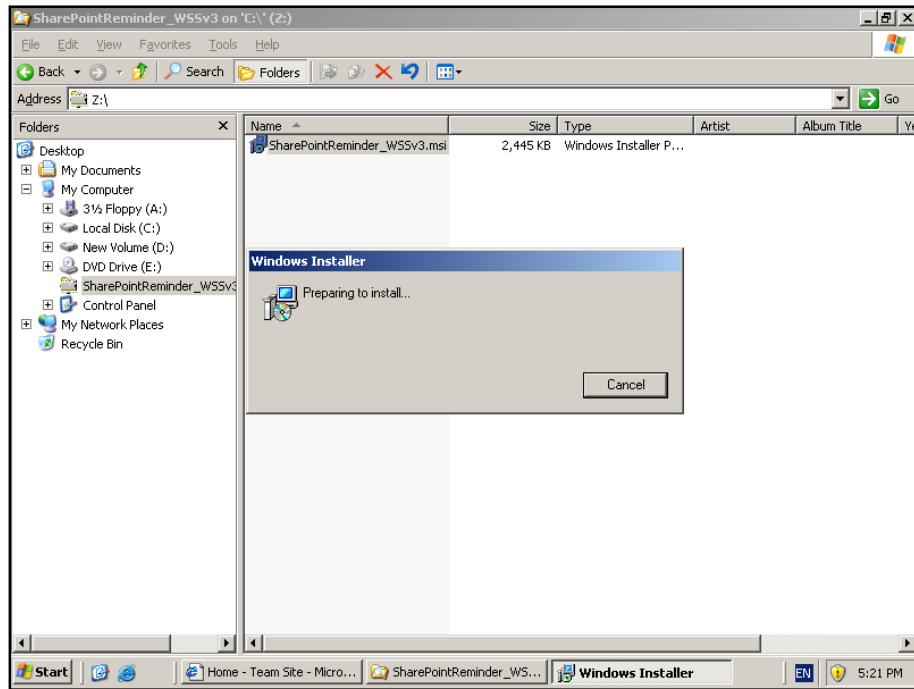
More information about the SharePoint Reminder service can also be found here.

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.

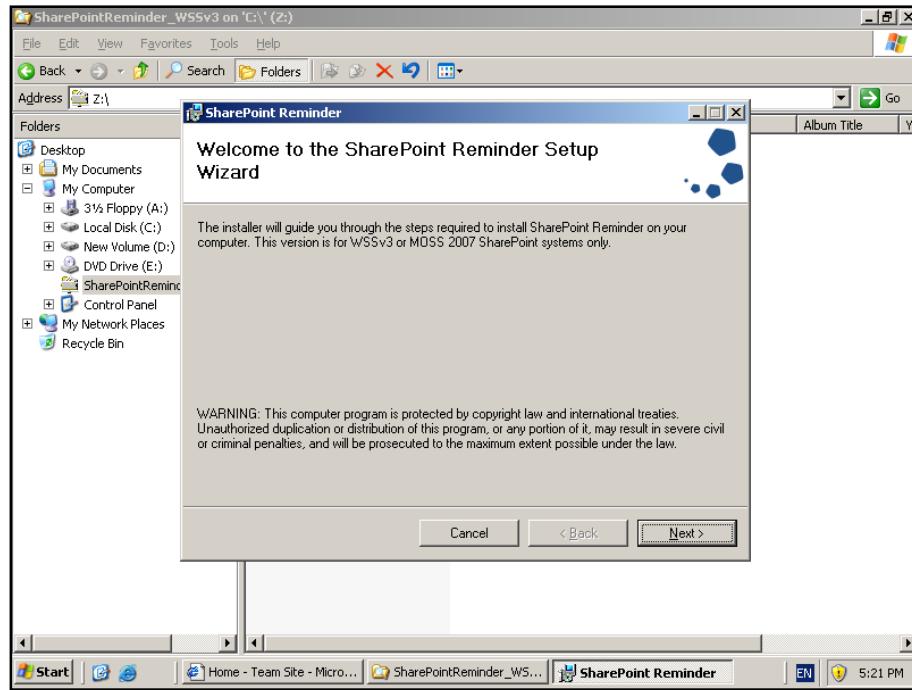
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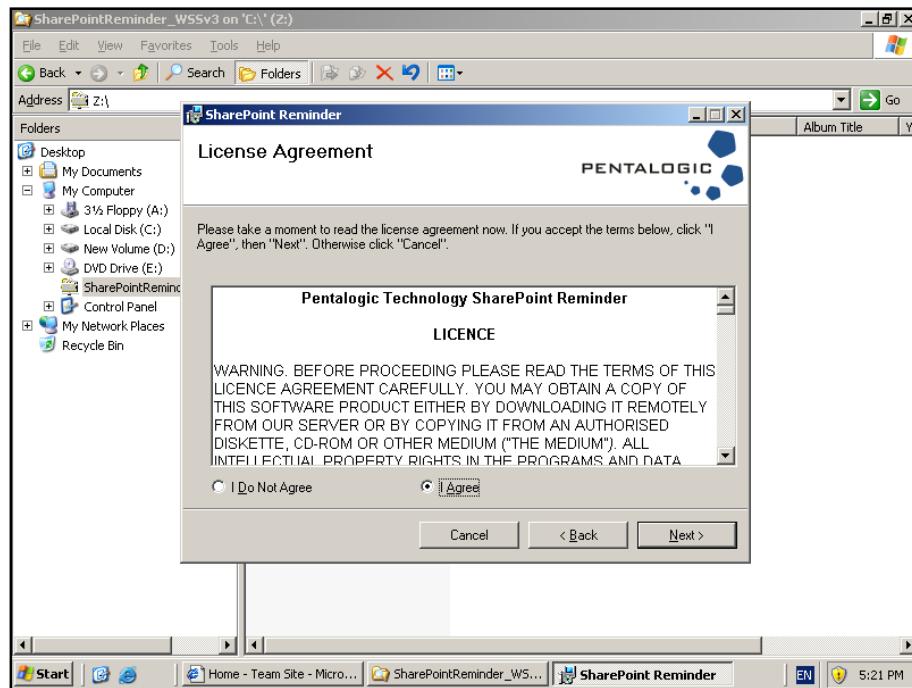
Once the file has been downloaded to the WSS v3 server simply **double click** on the MSI files to launch the setup, after you have logged onto the WSS v3 server as an administrator.



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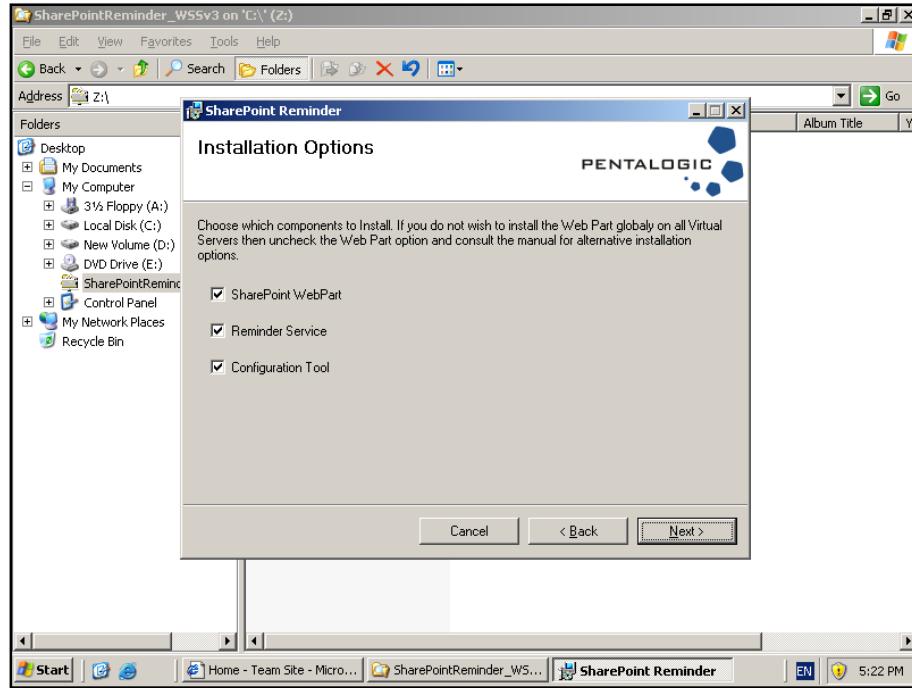


Select **Next** to continue.

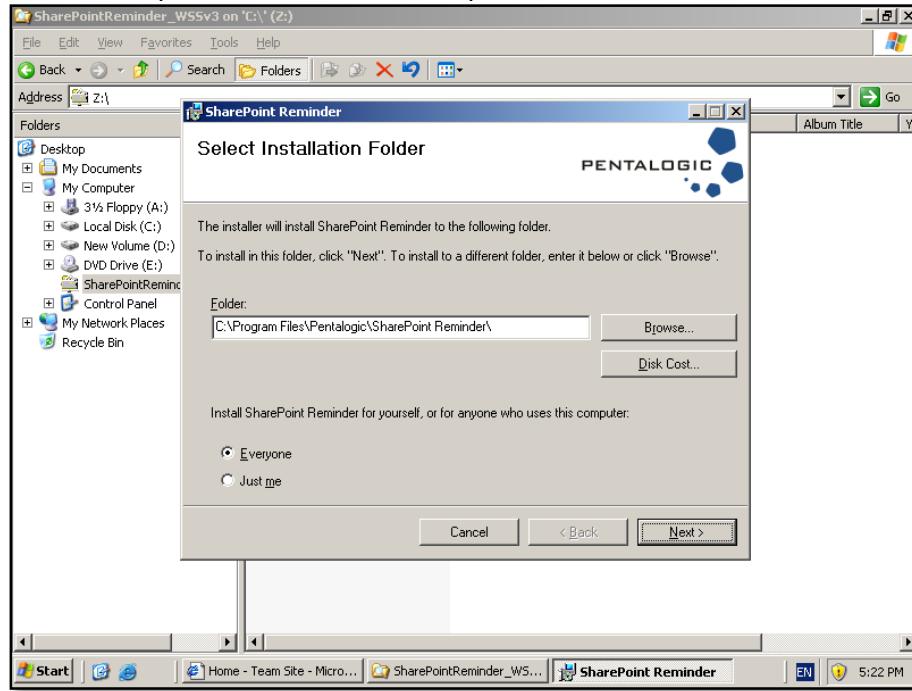


Select *I Agree* to accept the license agreement.

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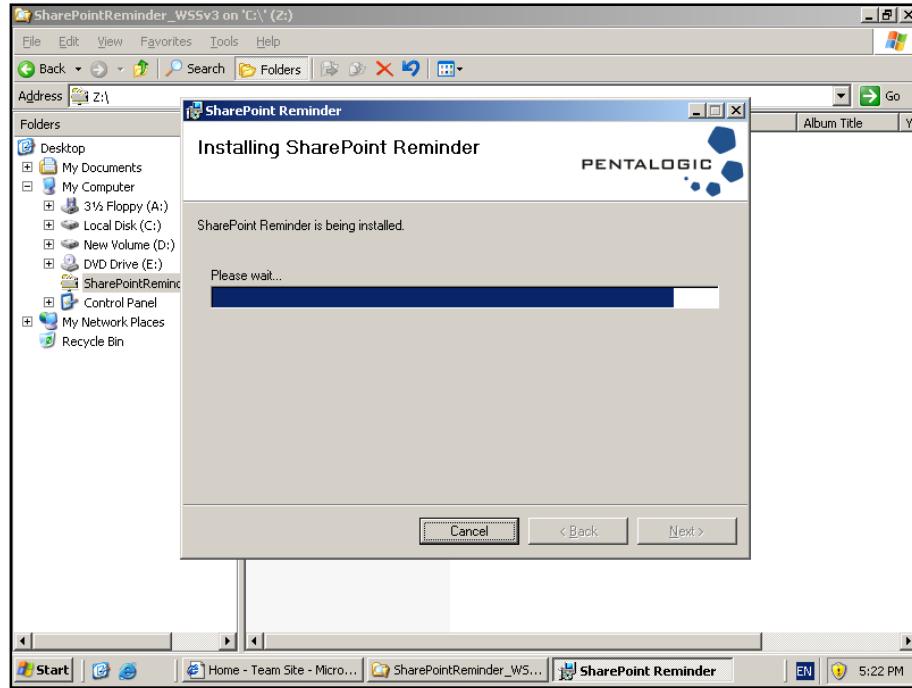


Ensure that all the options are selected and press the **Next** button to continue.

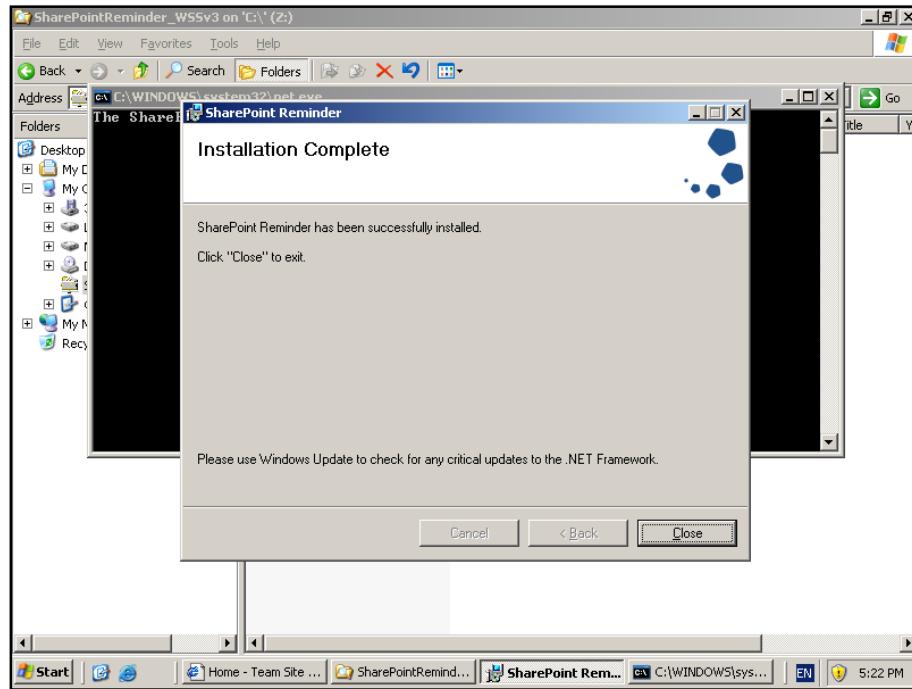


Determine the location and security of the Pentalogic program on your WSS v3 server.

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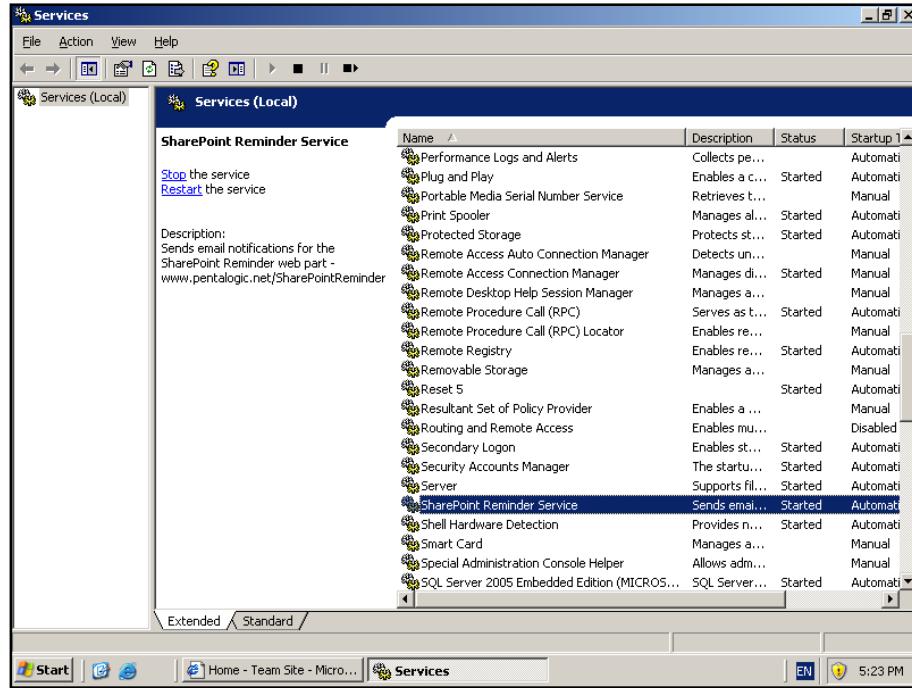


The installation process will now complete.

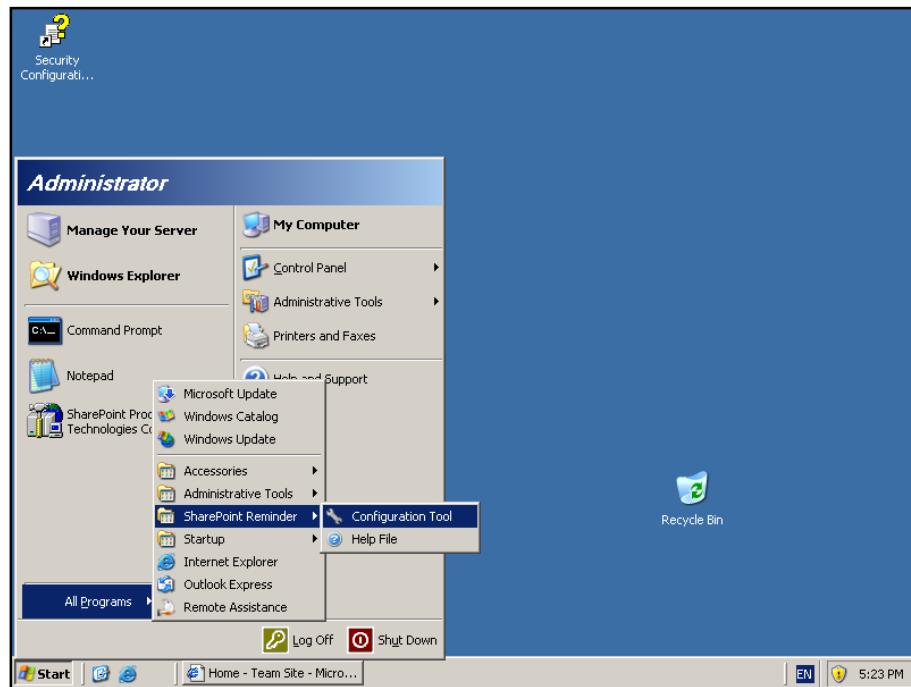


Once the installation process is complete, press the **Close** button.

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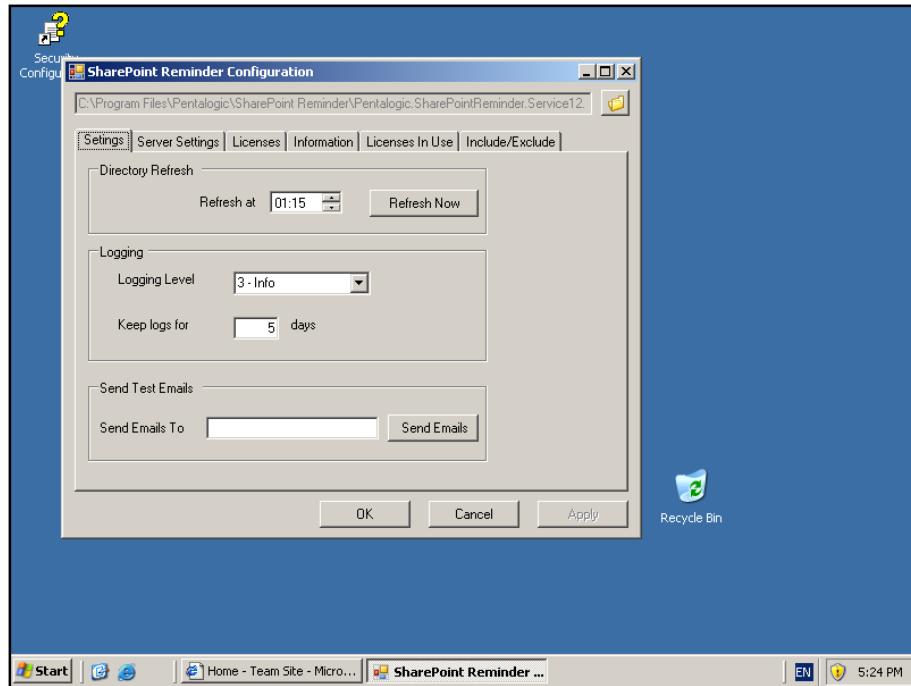


You should now find that the Pentalogic program has created a service called *SharePoint Reminder Service*. This service will monitor your WSS v3 lists in order to determine when reminders are required to be sent. If this service is not running then the SharePoint Reminder service will not operate.



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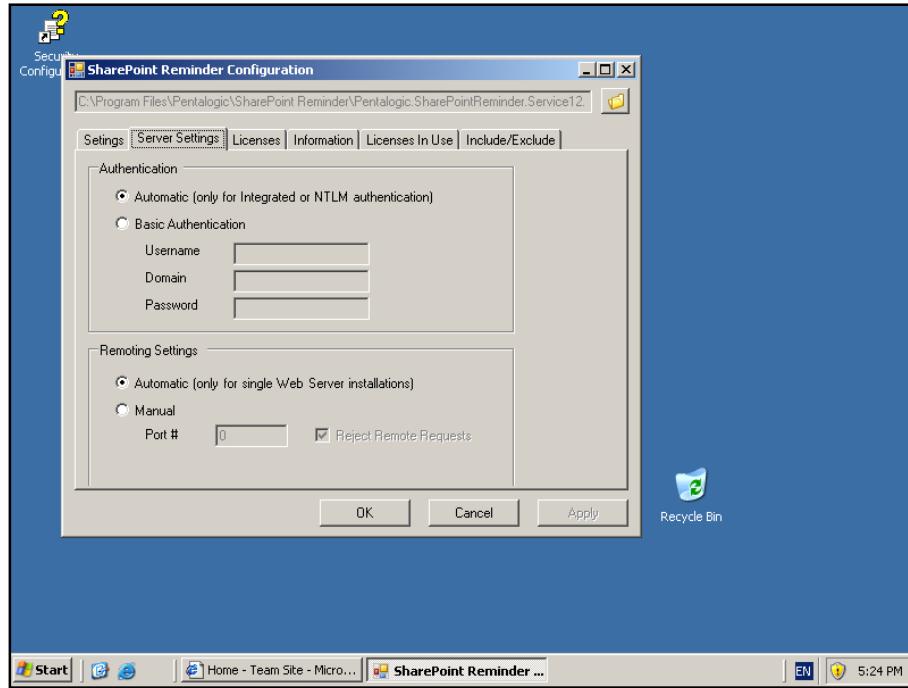
To configure the SharePoint Reminder Service select **Start | All Programs | SharePoint Reminder | Configuration Tool** on the WSS v3 console.



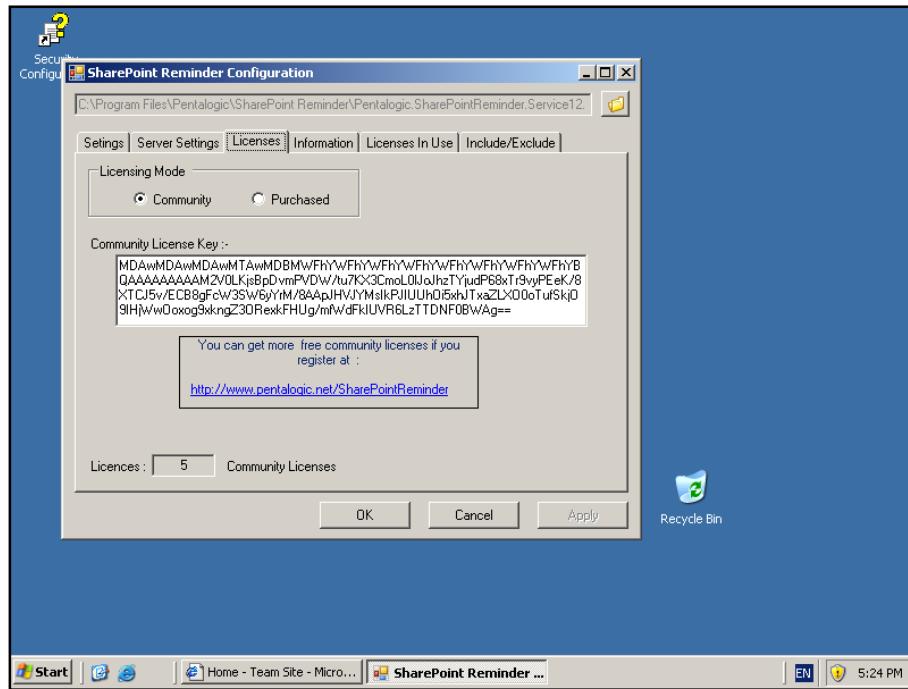
The reminder service needs to refresh the list of WSS v3 lists on a regular basis. You can set the time that this refresh occurs. It is recommended that it occur during a low utilization time on your WSS v3 server.

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.

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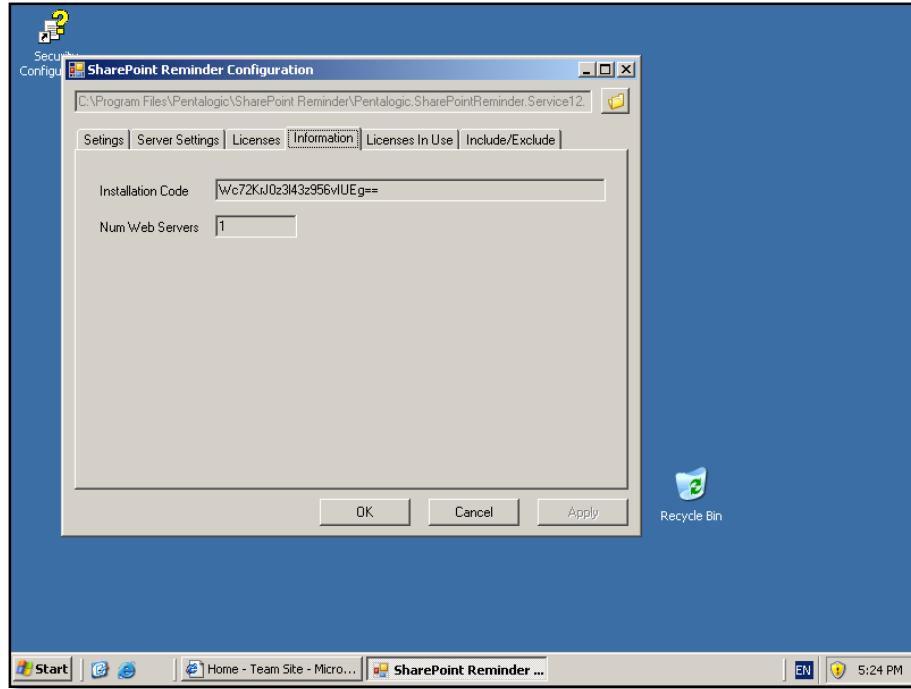
The *Save Settings* tab allows you to set the Authentication as well as the Port settings for your WSS v3 server. In most cases it is not recommended you change these from the defaults.



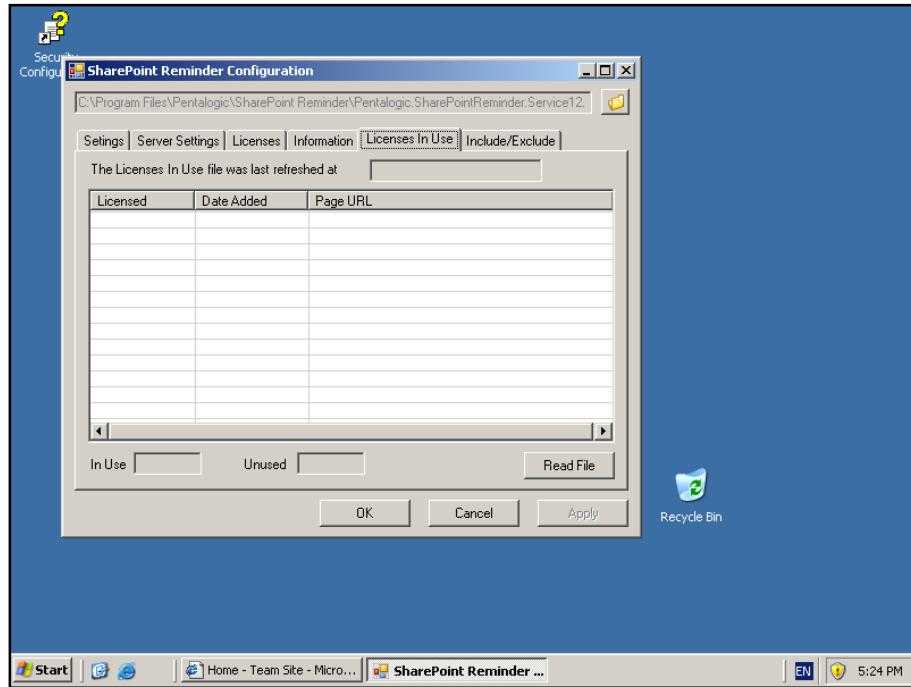
The *Licenses* tab show you how many licenses you have available. By default you are provided with 5 free “community” licenses. You can obtain a further 5 “community”

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

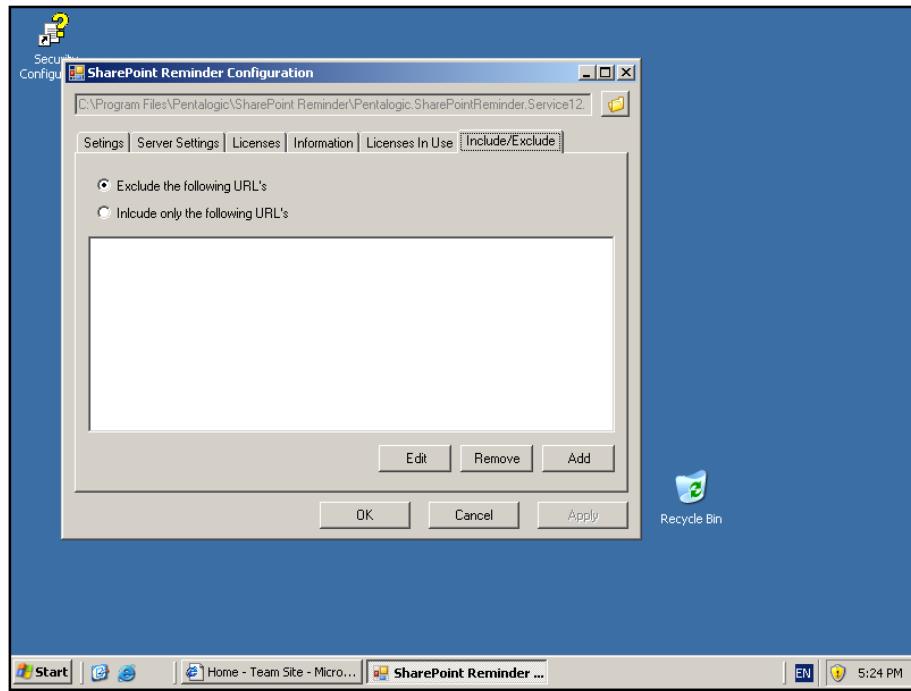


On the *Information* tab you will see an Installation code, which is required if you register the product as well as the number of web services the product is running on.



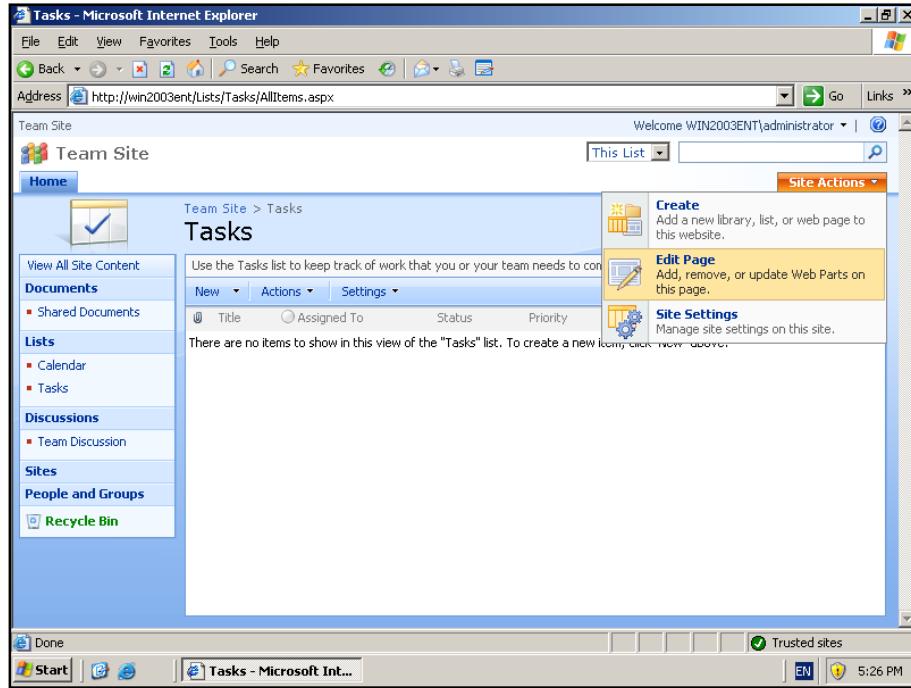
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The *Licenses in Use* Tab will show in which parts of your WSS v3 site the Pentalogic licenses are in use. Each license corresponds to basically a configured list monitor. This allows you to not only monitor where the licenses are in use but also how many are active. You will also see information about when the last refresh was run. See the *Settings* tab to automatically set this.

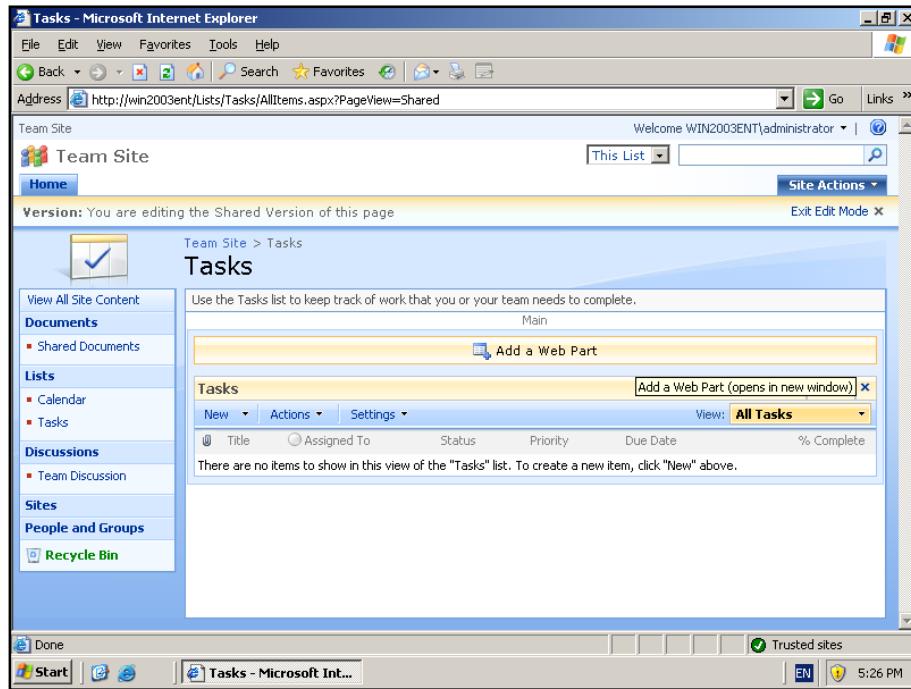


The final tab, *Include/ Exclude* allows you to modify which URL are utilized with the service.

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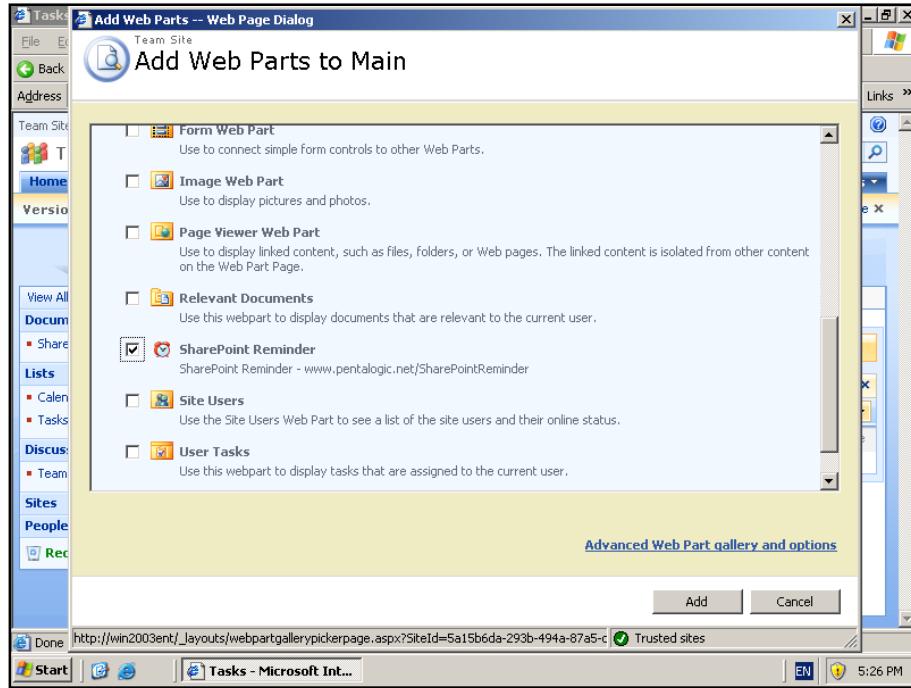


To make the SharePoint Reminder Service operate on a WSS v3 list you need to view that WSS v3 list in your browser. Then select **Edit Page** from the *Site Actions* menu that appears in the top right of the window.

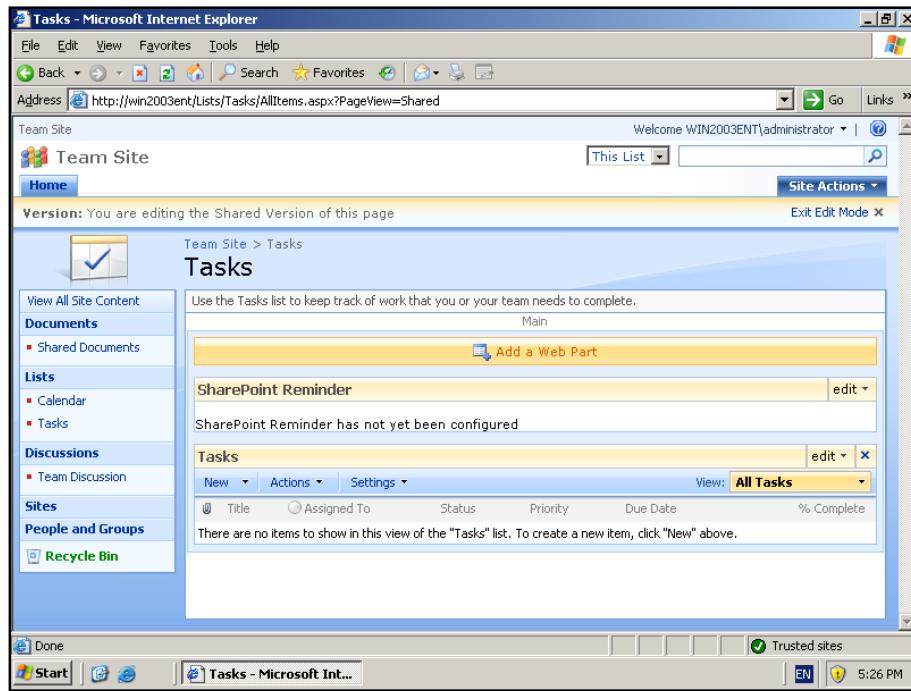


Click the text *Add a Web Part*.

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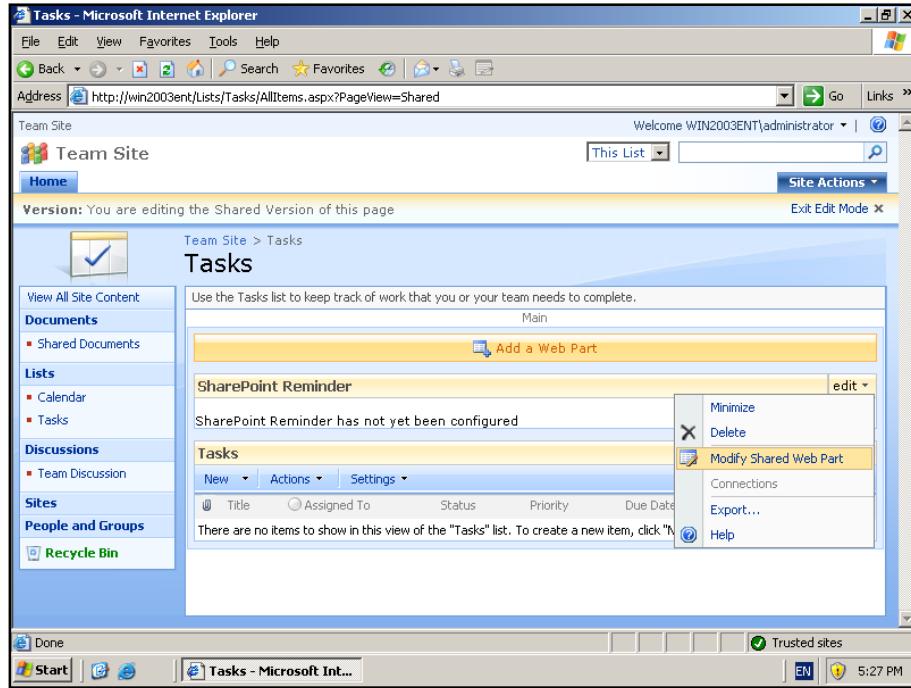


From the list that appears locate the web part *SharePoint Reminder* as shown above. Select it and press the **Add** button.

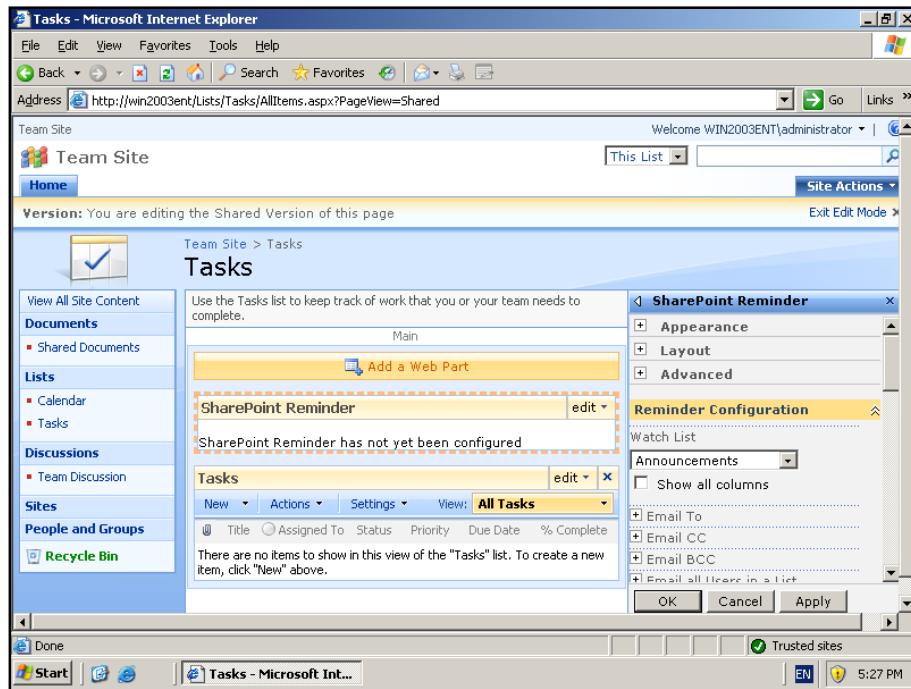


You should now see the SharePoint Reminder web part on the page. You will also notice that the body of the web parts says "*SharePoint Reminder has not yet been configured*".

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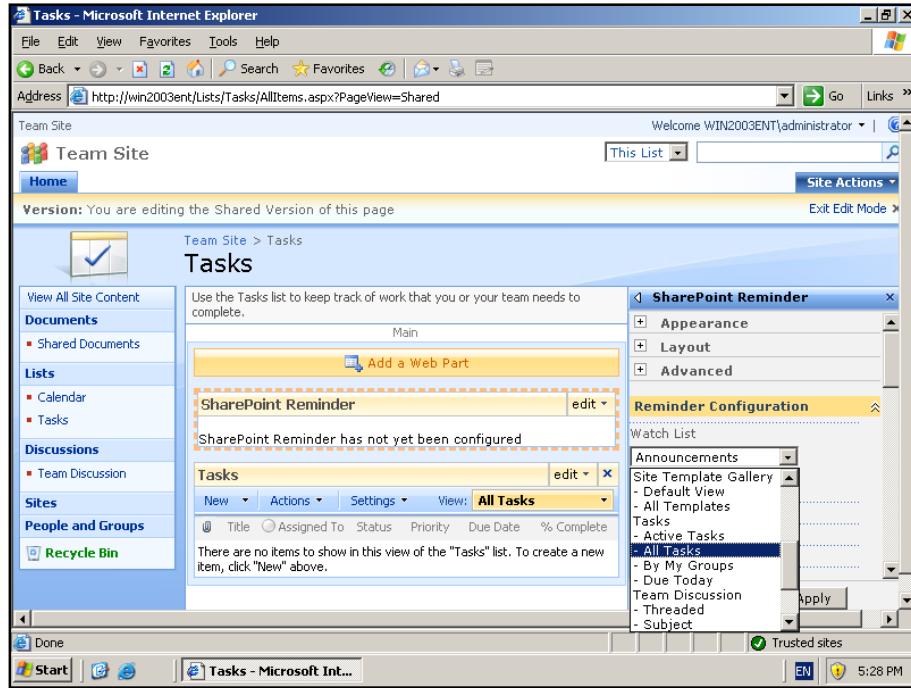


To configure the web part select the *web part edit menu* in the top right of the web part window. From this menu select the option **Modify Shared Web Part**.

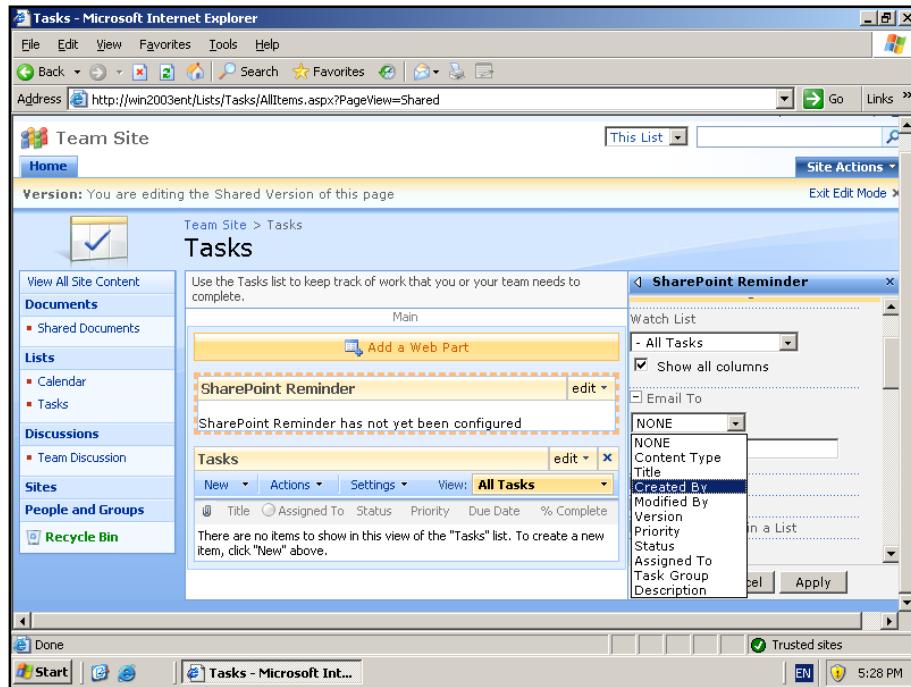


A new window will now appear on the right hand side of the screen that will allow you to set the configuration parameters for the SharePoint Reminder web part on this page.

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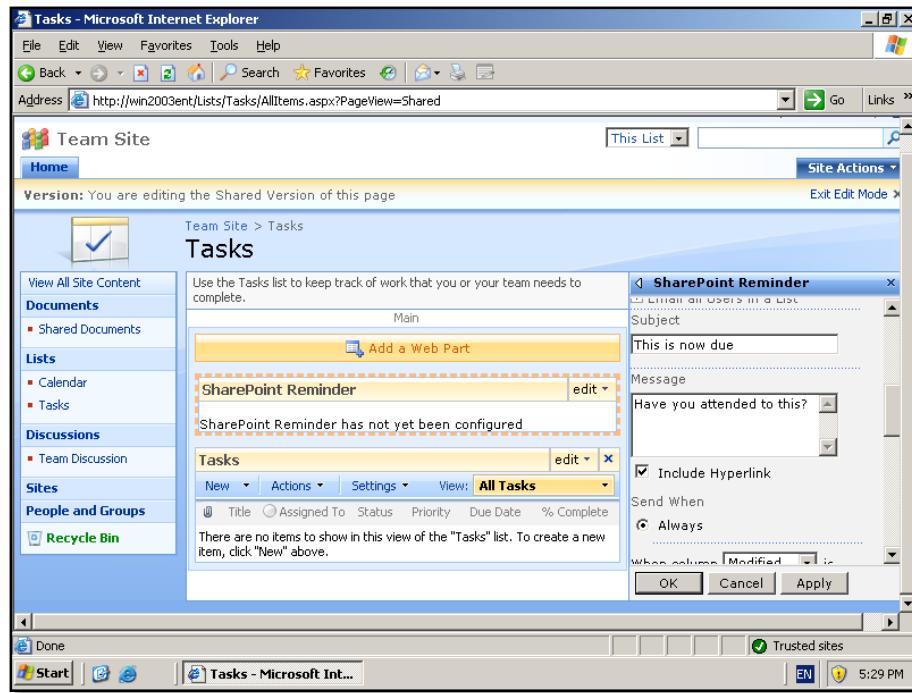
Under the *Reminder Configuration* heading select the *Watch List* option from the drop down box that matches the WSS v3 List and List View you wish the reminder service to monitor.



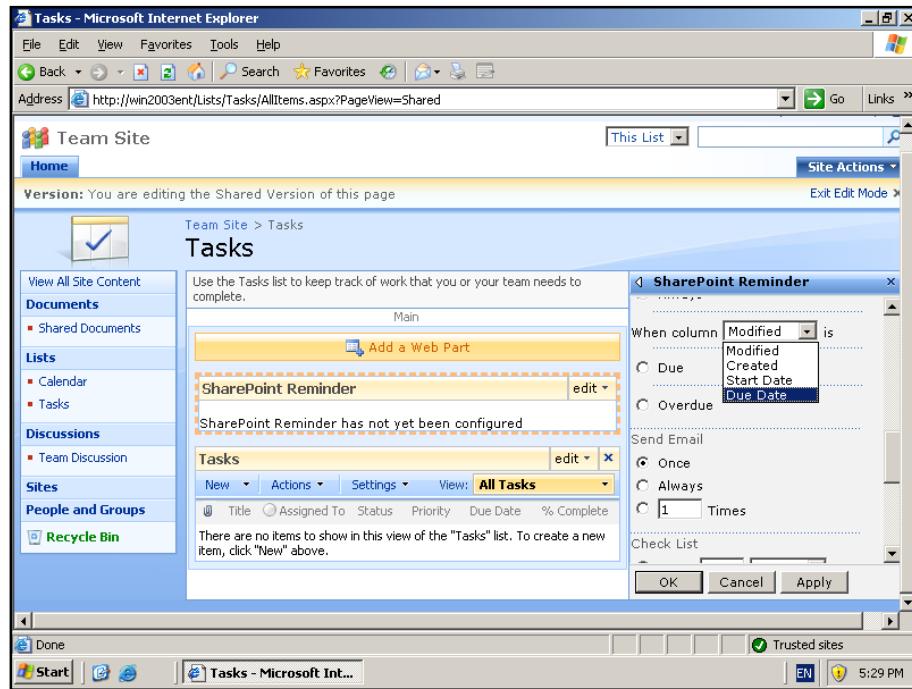
You will find a number of email destination addresses you can configure. Simply pull down the available list to select the recipient (i.e. who created the item, modified the

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

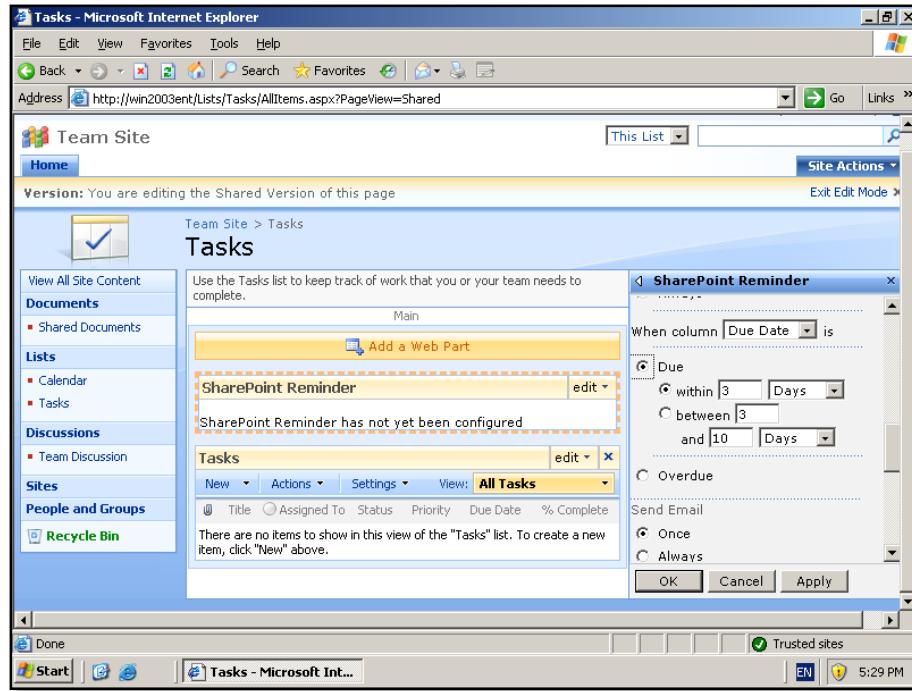


You can now enter the subject and message of the email to be sent as well as selecting to include a hyperlink to the actual item.

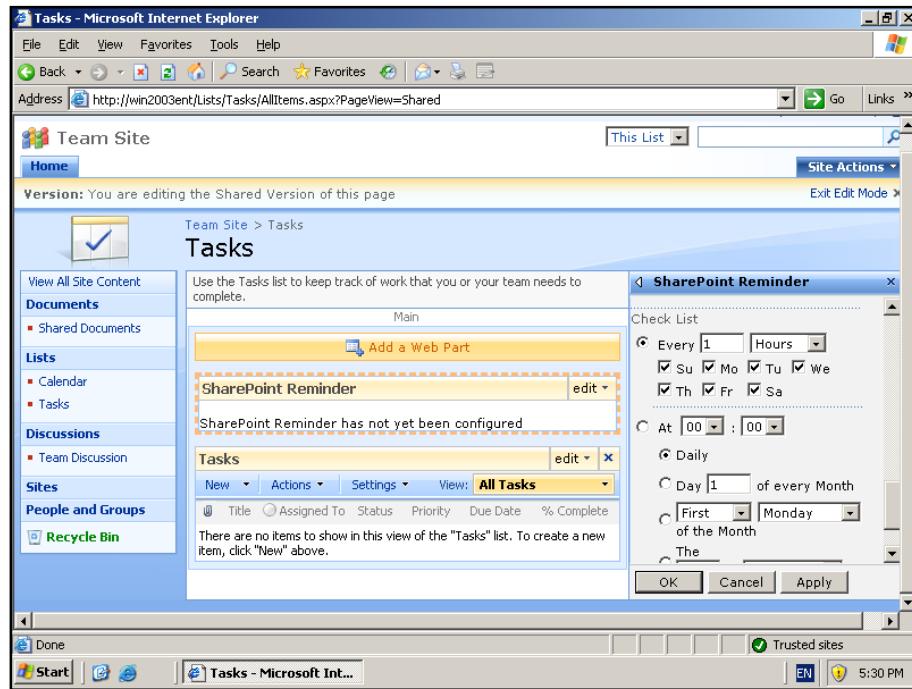


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You can now select which column the SharePoint Reminder service will monitor for an approaching date.



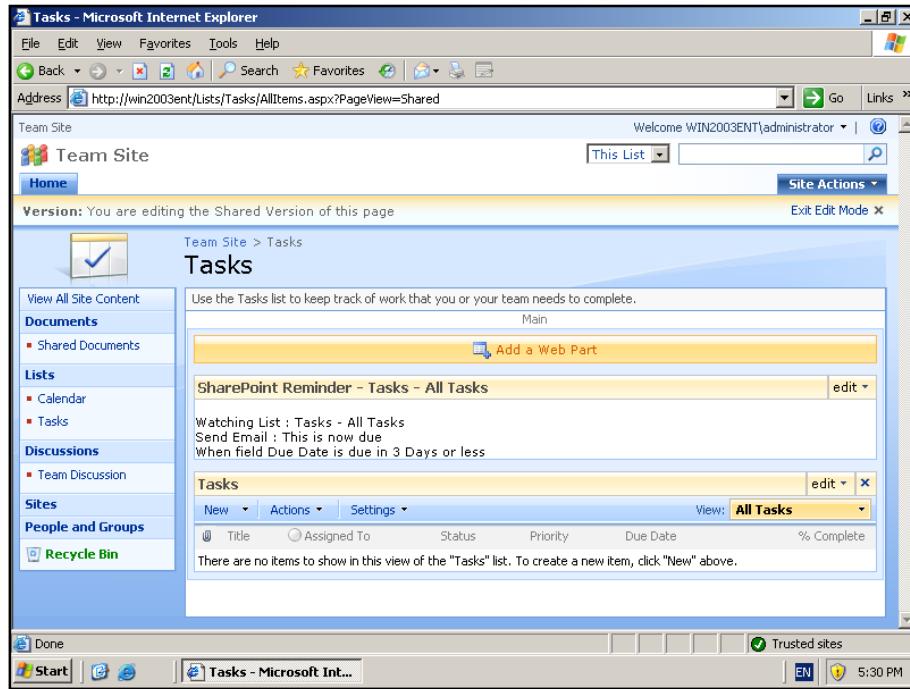
In this case we have selected the *Due Date* column and when this column is due with 3 days. There are many different options available here.



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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.

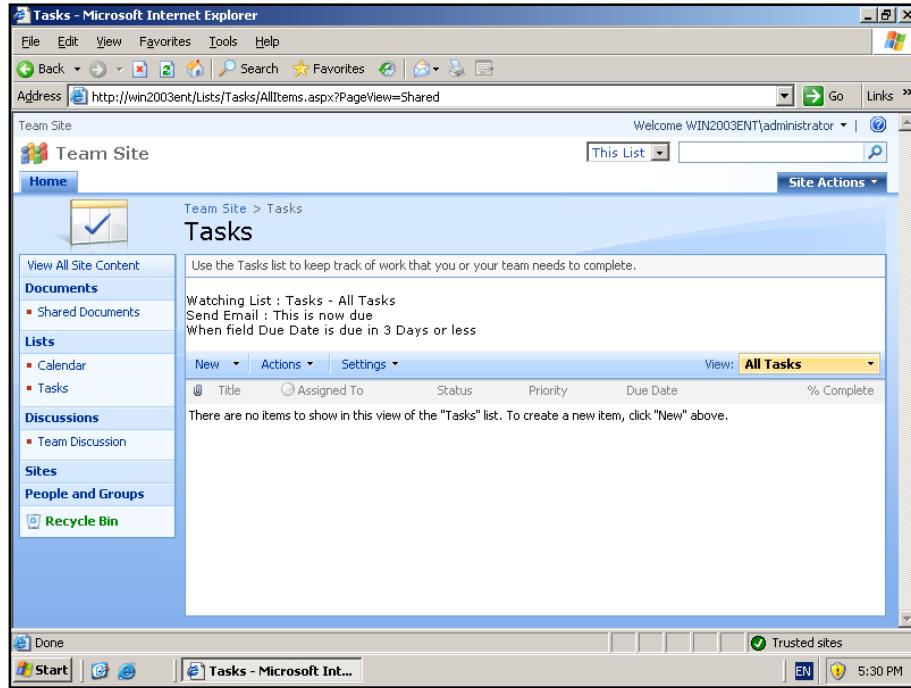
When complete press the **OK** button to save the configuration.



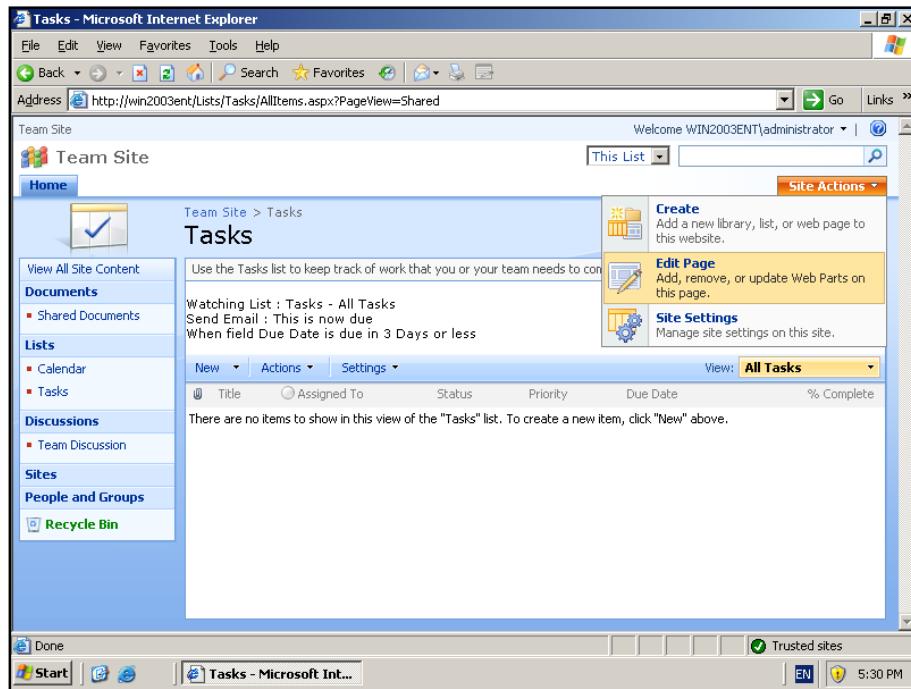
You should now find the web part configuration window on the right of the screen has disappeared and the SharePoint Reminder web part details the configuration you have just selected.

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

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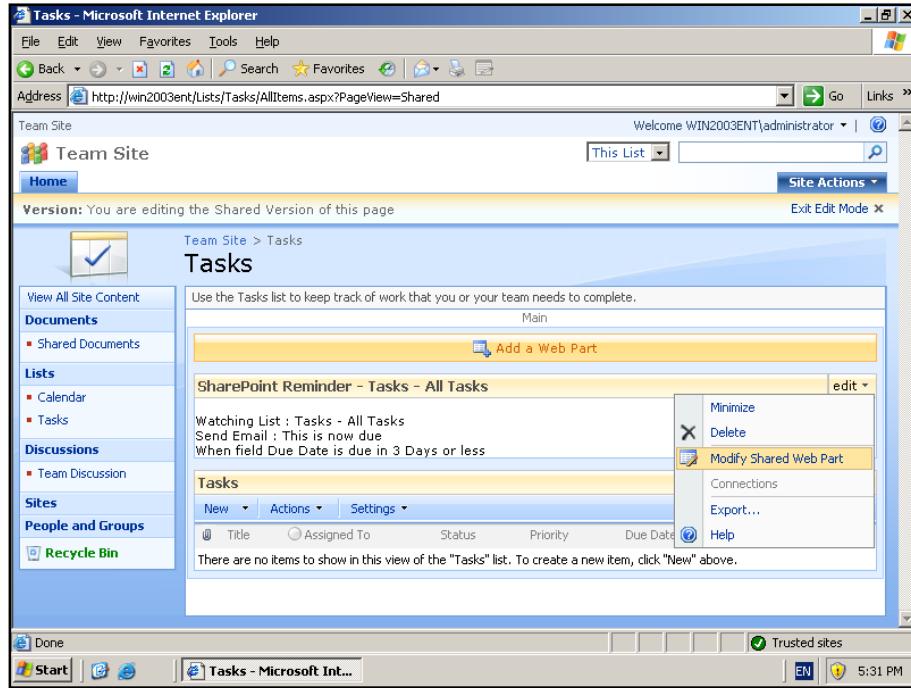


You should now be returned to the normal WSS v3 page. You will note that you can see the SharePoint Reminder is displayed along with its configuration on the page.

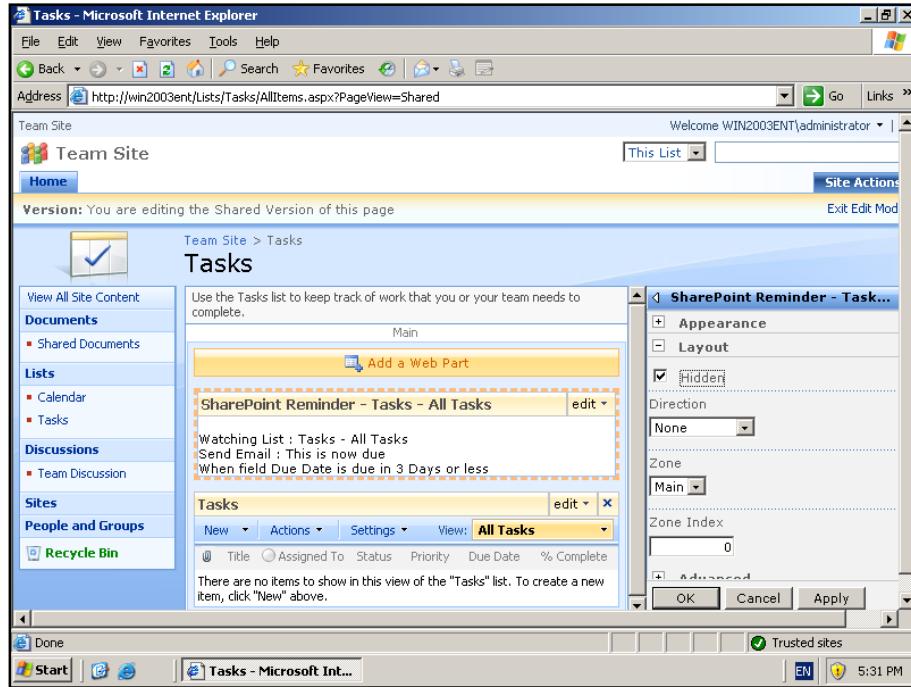


It is possible to hide the SharePoint Reminder service web part. To do this Select **Edit Page** from the *Site Actions* menu in the top right of the WSS v3 window.

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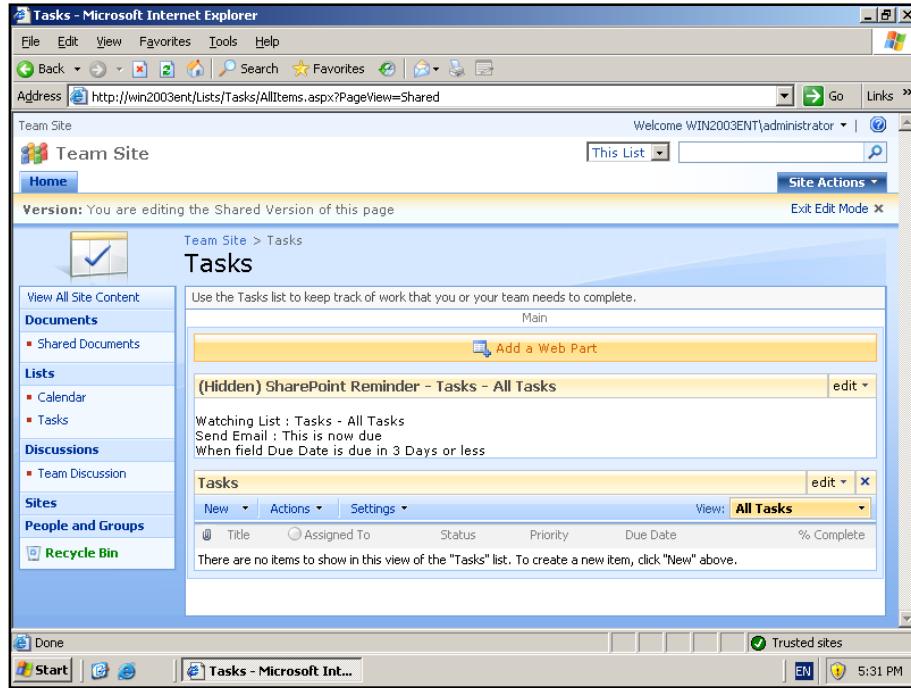


Select the **Edit** menu in the top right of the SharePoint Reminder service web part and click **Modify Shared Web Part** from the menu that is displayed.



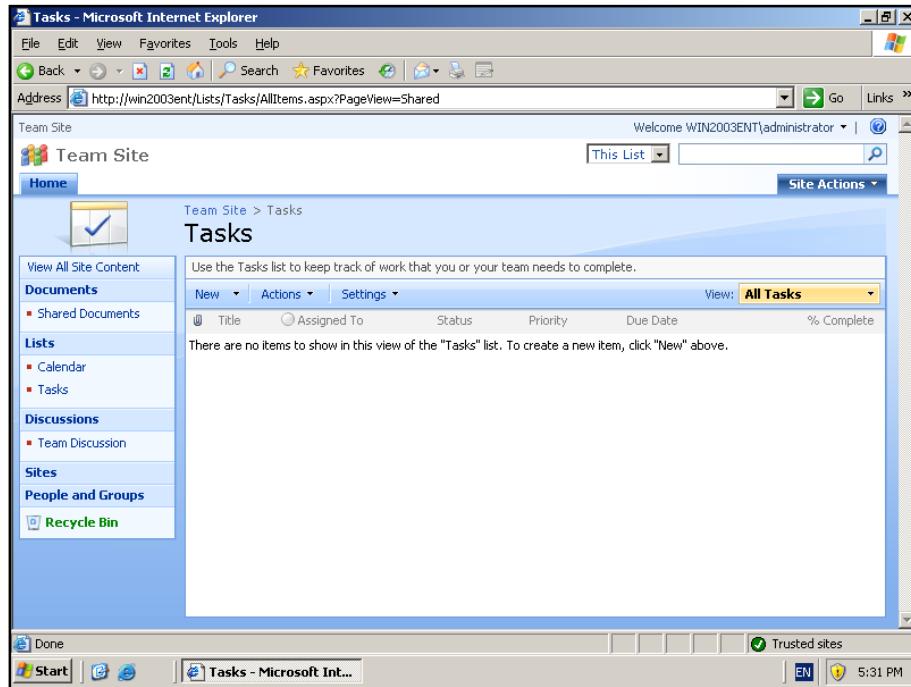
Expand the *Layout* option from the web part configuration window that appears on the right of the screen. Under this option you will find a *Hidden* option. Select this option. Press the **OK** button to save the configuration.

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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.



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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 remember 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:

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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.

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The screenshot shows the Lytebox v3.2 website. At the top, it says "Lytebox v3.2 by Dolem V. Ray". Below that, it says "Latest Version Lytebox v3.2" and "Release Date: October 2, 2007". There's a "Download" link and a "Release History" link. A "OVERVIEW" section follows, containing a paragraph about the history of Lytebox and its features. Below this, there's a section titled "For example of the new and improved Lytebox in action, select an image from one of the following display types:" with three categories: "Single Image", "Grouped Images", and "Slideshow (Lightbox feature)". Under "Single Image", there are four thumbnail images of galaxies. Under "Grouped Images", there are two thumbnail images. Under "Slideshow (Lightbox feature)", there are two thumbnail images. Below these are links to "HTML Contact (Lightbox feature)" and "Lightbox Feature". The "How To USE" section contains three steps: Step 1: Download Lytebox v3.22 (with a link); Step 2: Add the following lines to the header of your document (with a code snippet); Step 3: Add the appropriate rel attribute for the type of display you want. See the example 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:



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.

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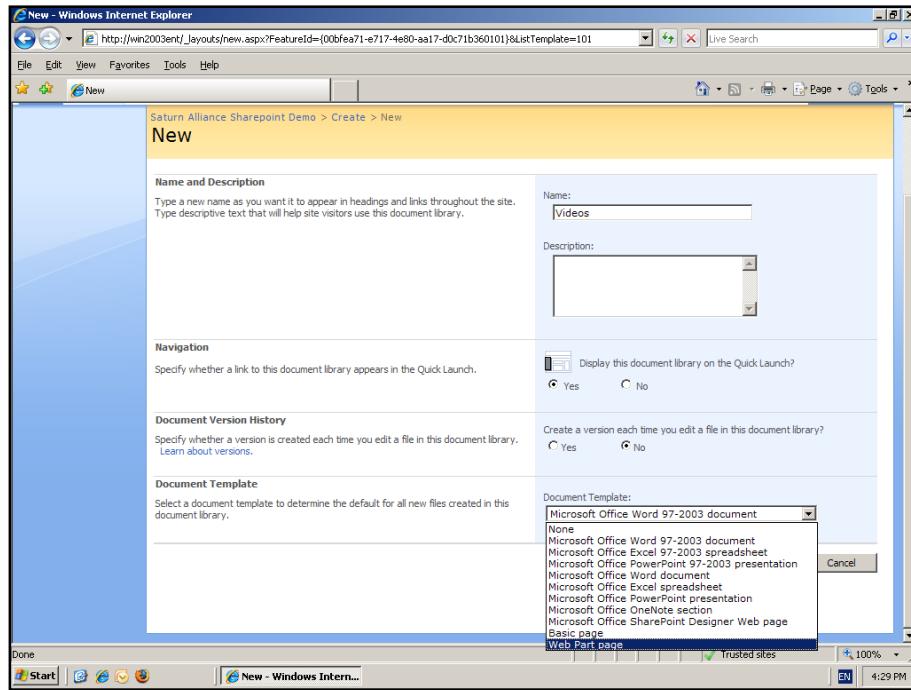
The screenshot shows a SharePoint homepage titled "Saturn Alliance Sharepoint Demo". The left navigation bar includes links for Home, Social Club, View All Site Content, Surveys, Pictures, Documents, Lists, Discussions, Sites, People and Groups, and Recycle Bin. The main content area displays "Our Core Values" and "Our Mission Statement - Keeping IT simple". Below that is a section titled "Our Goals" with three items: "1. Respond to enquiries within 60 minutes", "2. Solve the right problem", and "3. Listen first". A "Announcements" section follows, containing a message about a Christmas shutdown. The right side of the page features a "Site Actions" menu with options like Create, Edit Page, and Site Settings. A "Links" section lists external sites such as Saturn Alliance, Sharepoint information, Sydney Morning Herald, Hawaian Air, and Video demo. A "Quarterly goals" section lists three items: "1. Increase sales by 10%", "2. Convert 10 new prospects into customers", and "3. Boost revenues beyond \$ 1 million".

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

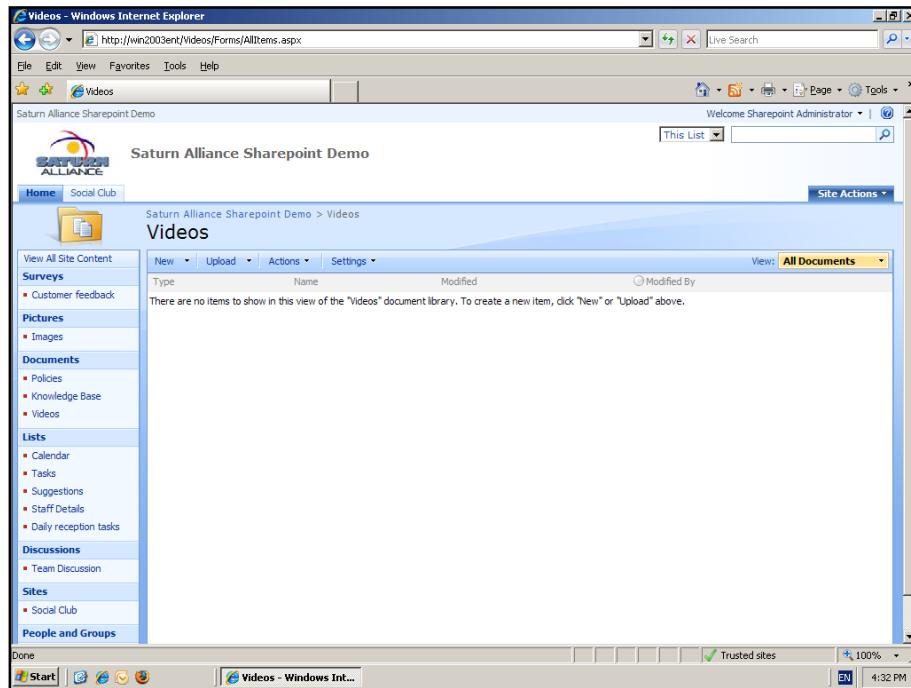
The screenshot shows the "Create" page in SharePoint, accessible via the "Site Actions" menu. The title bar says "Create - Windows Internet Explorer". The main content area is titled "Create" and contains a "Document Library" section with the following text: "Create a document library when you have a collection of documents or other files that you want to share. Document libraries support features such as folders, versioning, and check out." Below this are tabs for Libraries, Communications, Tracking, Custom Lists, and Web Pages. The "Libraries" tab is active, showing a list of library types: Document Library (selected), Form Library, Wiki Page Library, and Picture Library. Other tabs show lists for Announcements, Contacts, Discussion Board, Links, Calendar, Tasks, Project Tasks, Issue Tracking, Survey, Custom List, Custom List in Datasheet View, Import Spreadsheet, Basic Page, Web Part Page, and Sites and Workspaces.

Select Document Library from the *Libraries* section.

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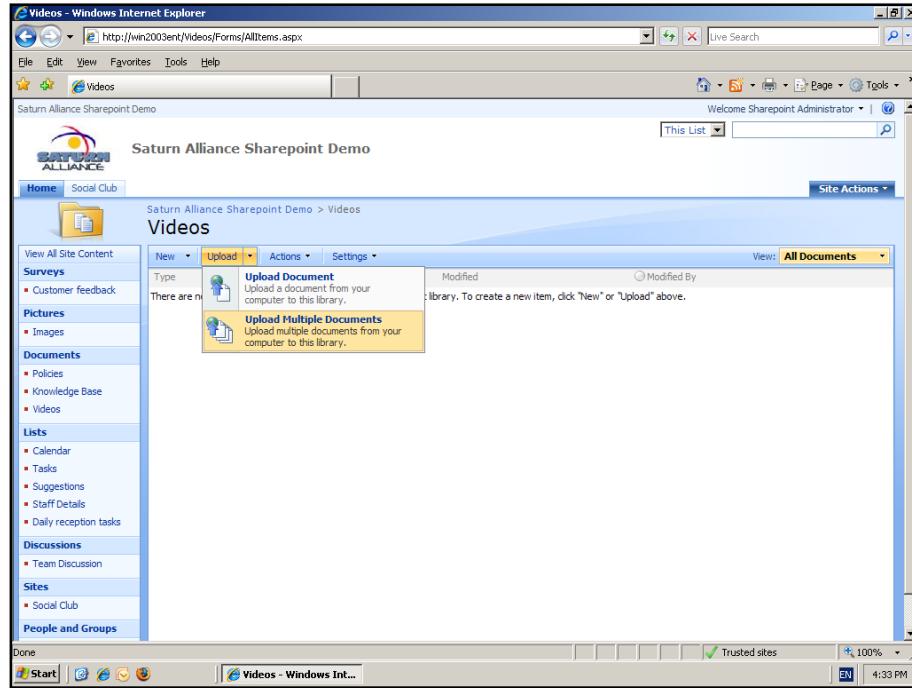


Give the new document library a name and make sure that you select *Web Part Page* as the document template for this library.

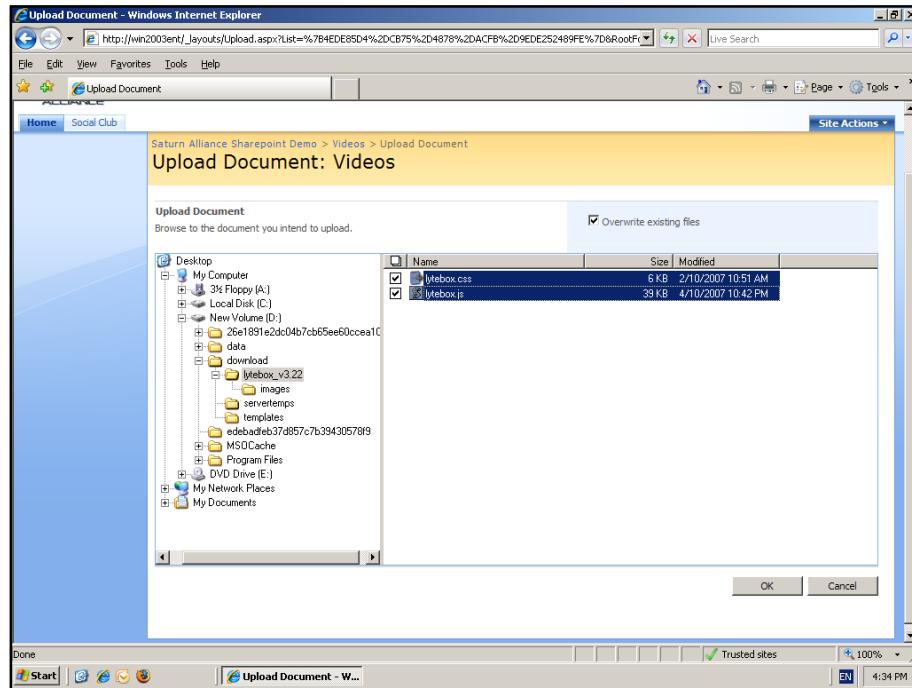


You will now see the Document Library you created displayed. Next, you will need to upload the Lytebox files to this library. This can be done from the *Upload* menu.

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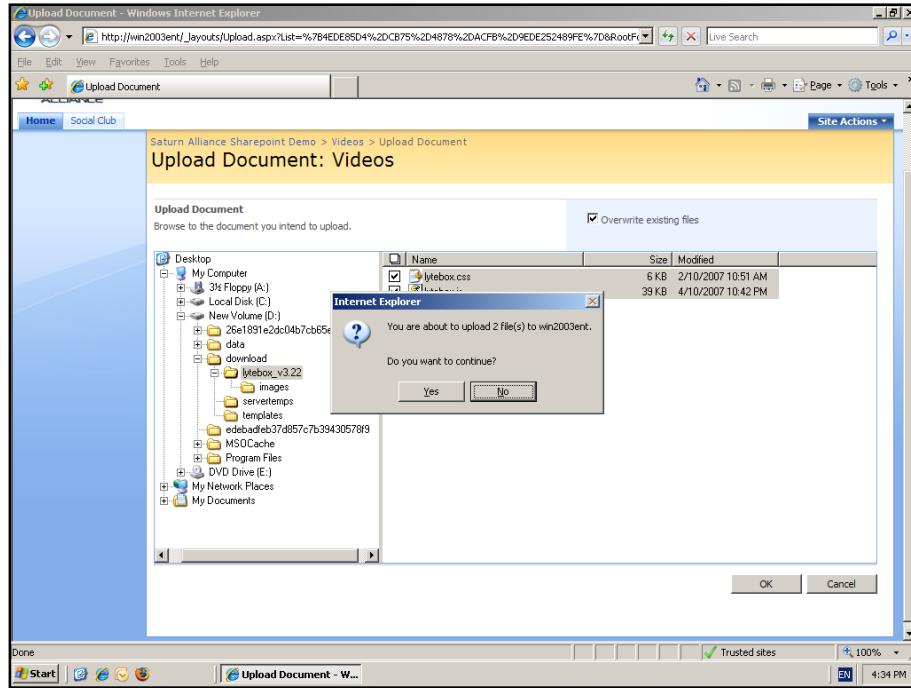


Select **Upload** then **Upload Multiple Documents** from the menu that appears.

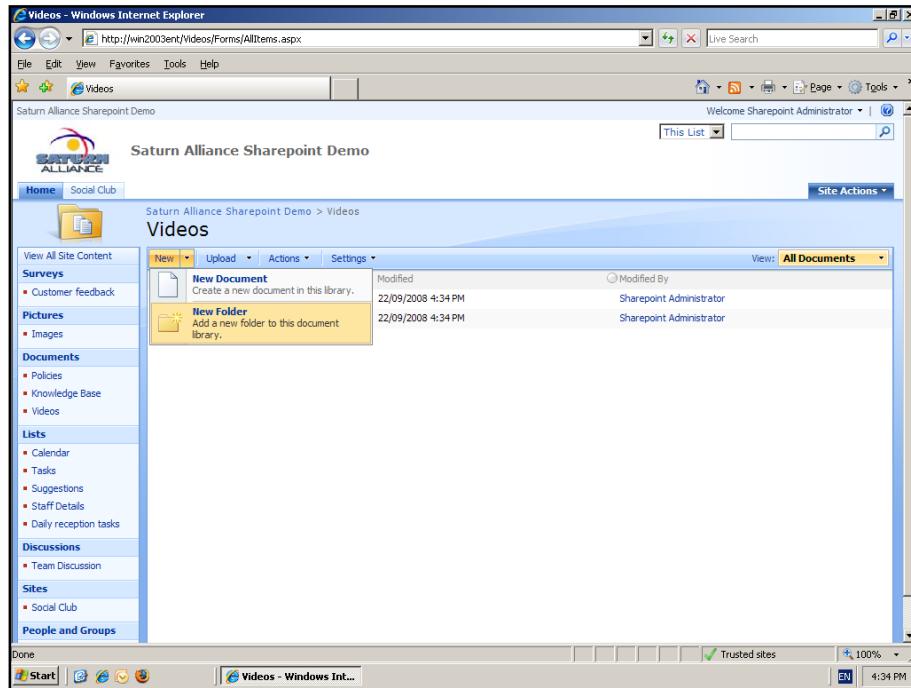


Navigate to the location on your local drive where you downloaded and expanded the Lytebox files. Select the two files in the Lytebox directory by placing a tick in the corresponding box and the press the **OK** button to complete the upload process.

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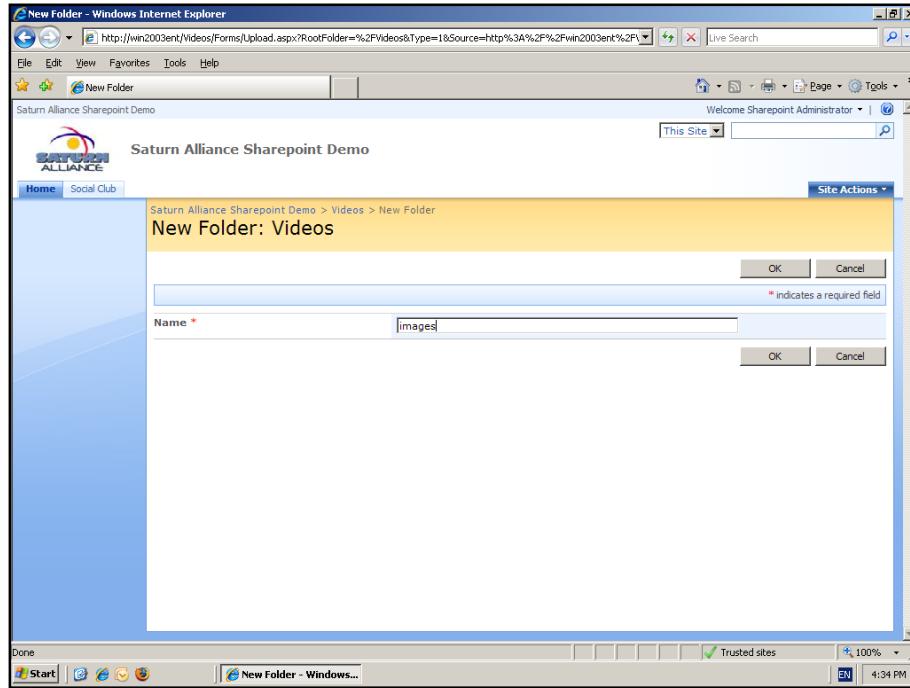
Select Yes to continue.



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.

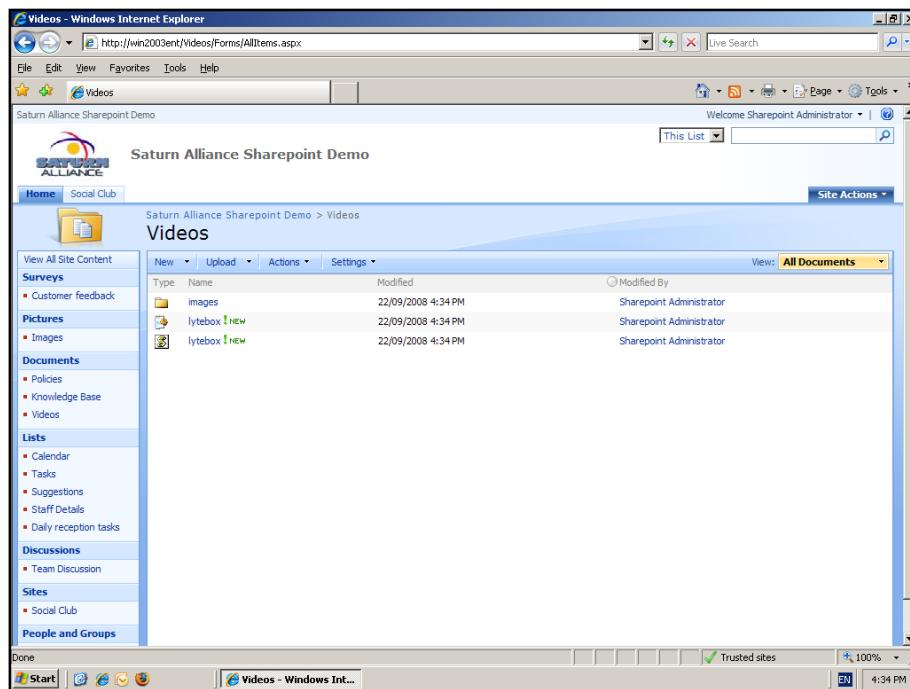
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To create this folder select **New | New Folder** from the document library menu bar.



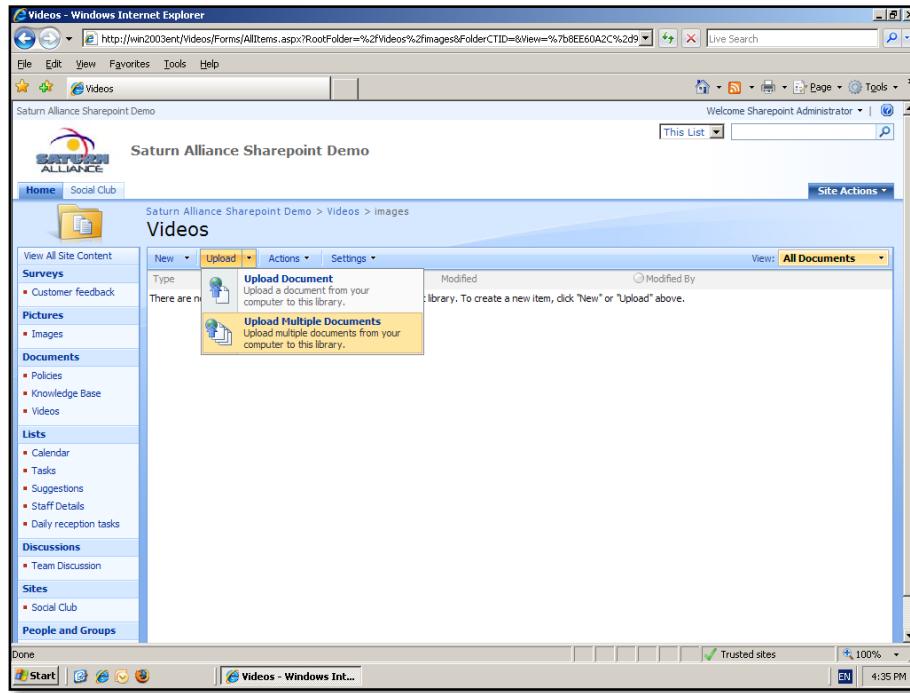
The name of this folder must be *images*. If it is called anything else then Lytebox will not work correctly.

Press the **OK** button to continue.

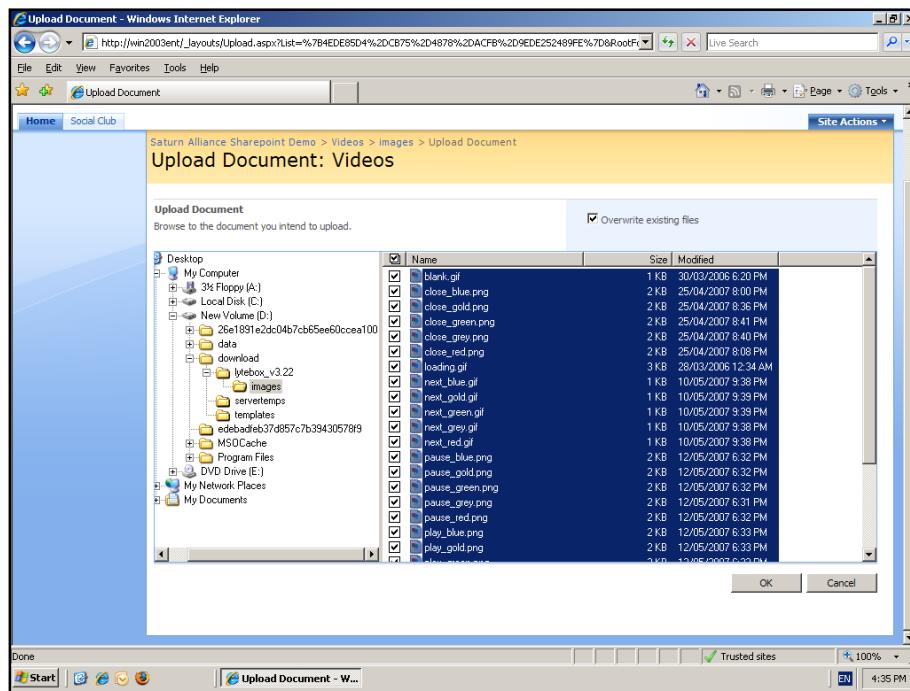


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You should now see the images folder appear in the document library. Click on the folder images to open it.



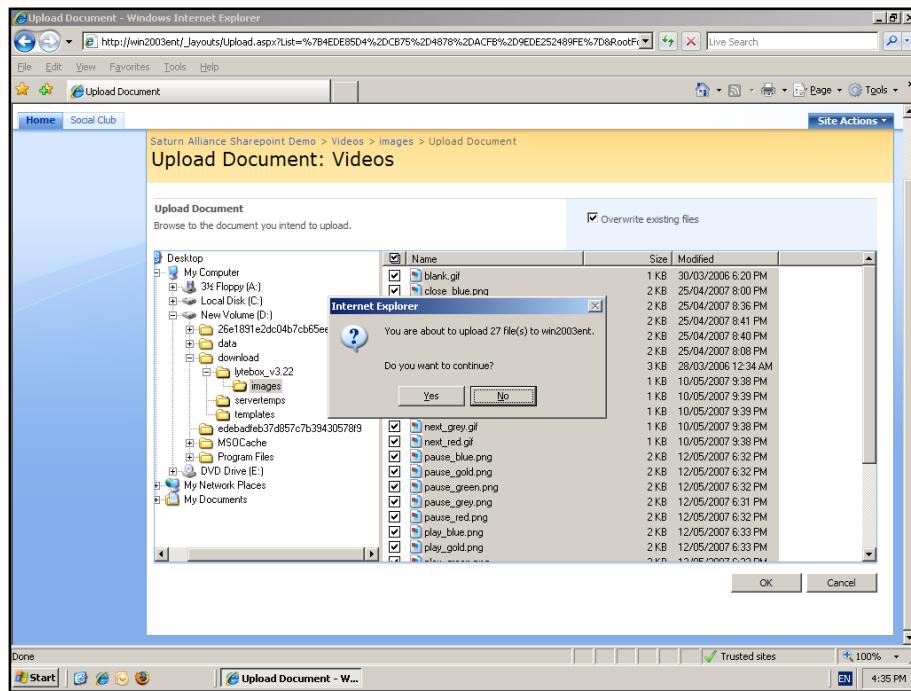
You now need to upload the remaining Lytebox files to the images folder. Select **Upload | Upload Multiple Documents** from the menu bar.



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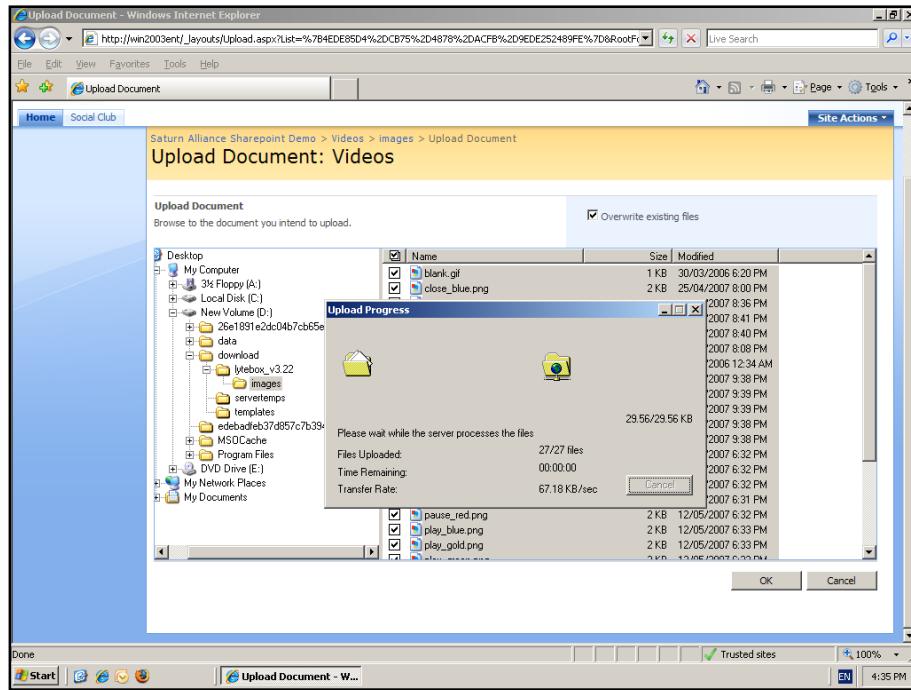
Locate the folder on your local hard disk that contains the Lytebox images. This is normally under the main Lytebox folder. Select all the files by placing a check in the corresponding box (you can select all the files by simply clicking on the column heading to the left of the *Name* column header).

Press **OK** to proceed.

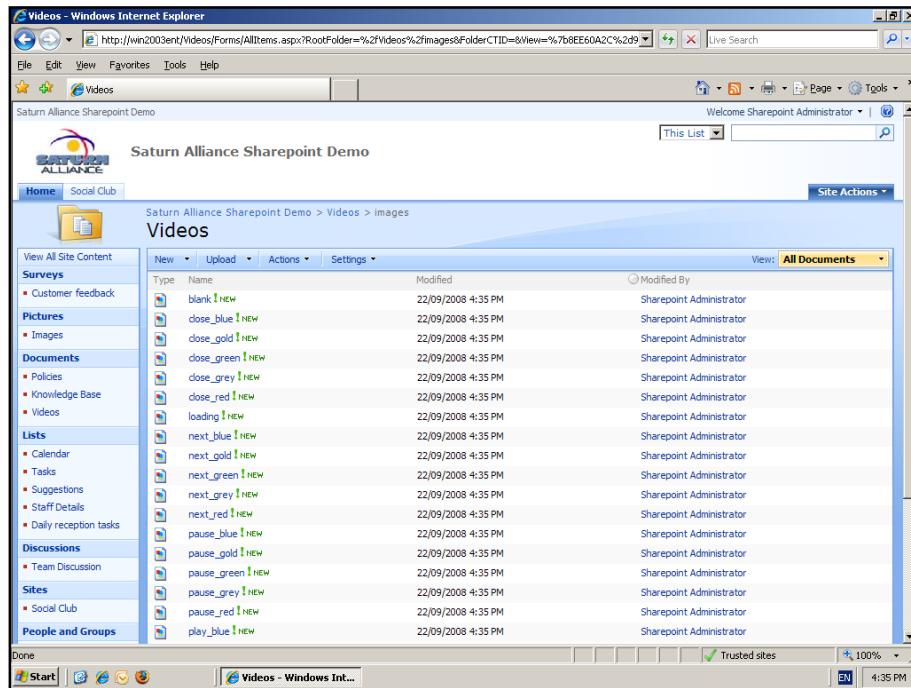


Press **Yes** to continue.

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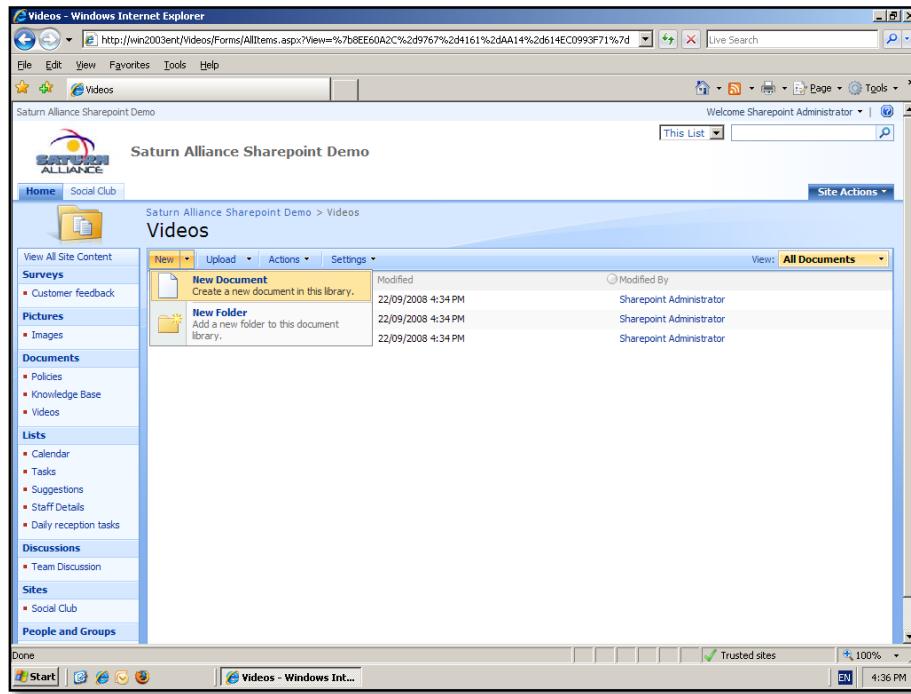


You will see the files being copied from your local system into the WSS v3 document library.



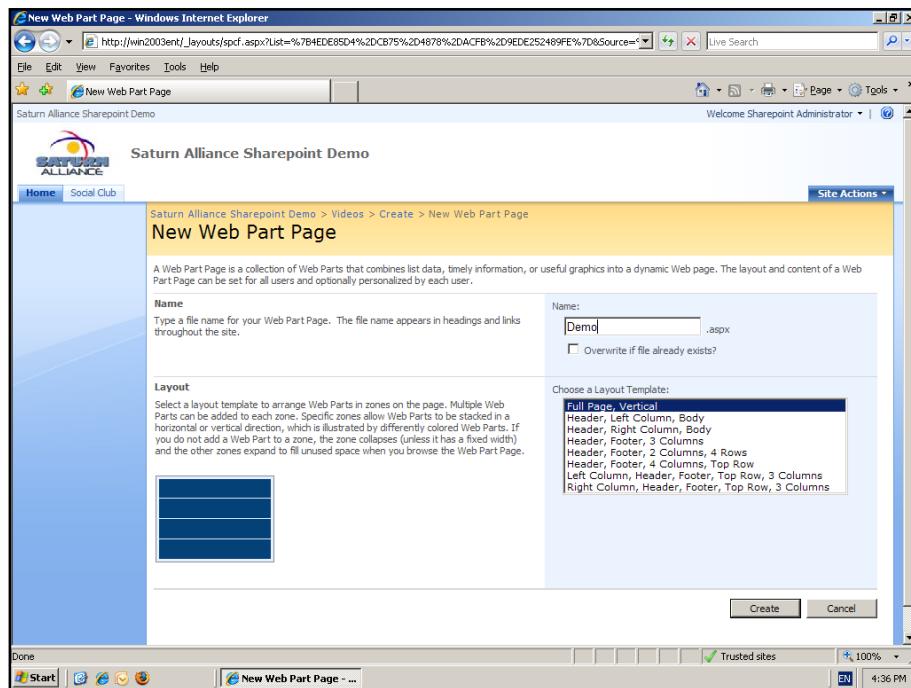
When complete, you should see a list of all the image files in your document library like shown above.

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The screenshot shows a Windows Internet Explorer window displaying a SharePoint document library. The title bar reads "Videos - Windows Internet Explorer". The address bar shows the URL: "http://win2003ent/Videos/Forms/AllItems.aspx?View=%7b0EE60A2C%2d9f76%2d4161%2dAA14%2d614EC0993F71%7d". The page header includes "Welcome Sharepoint Administrator" and "This List". The main content area shows a list of items in the "Videos" library. The first item is "New Document" (modified 22/09/2008 4:34 PM) and the second item is "New Folder" (modified 22/09/2008 4:34 PM). The left navigation pane lists various site features and lists, including "Surveys", "Pictures", "Documents", "Lists", "Discussions", "Sites", and "People and Groups". The status bar at the bottom indicates "Trusted sites", "100%", and the time "4:36 PM".

You now need to create a page that will contain the links and code to display your 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.

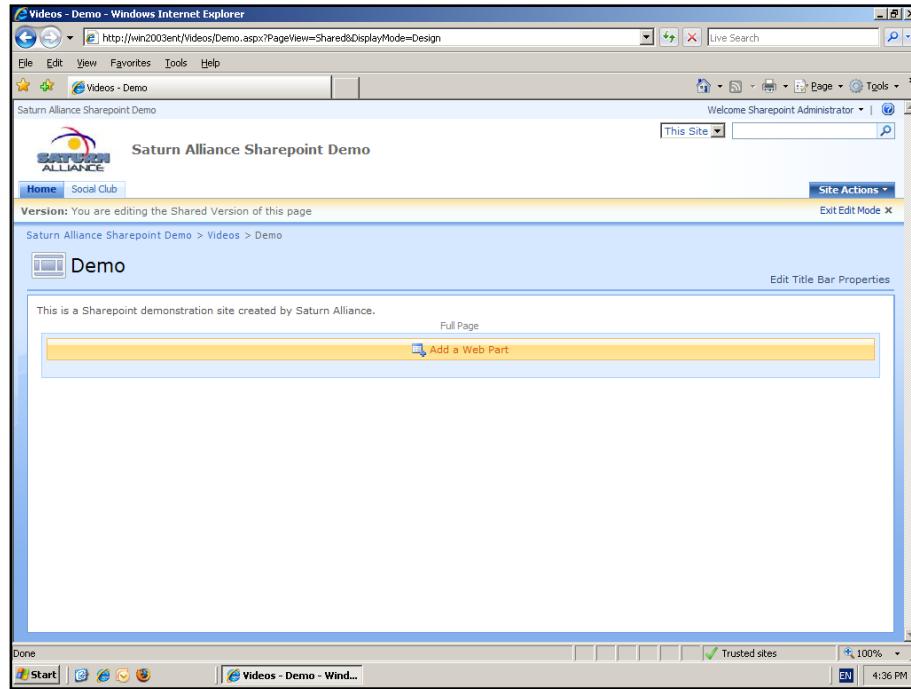


The screenshot shows a Windows Internet Explorer window titled "New Web Part Page - Windows Internet Explorer". The address bar shows the URL: "http://win2003ent/_layouts/spcf.aspx?List=%7b0EE60A2C%2d9f76%2d4161%2dAA14%2d614EC0993F71%7d&Source=...". The page header includes "Welcome Sharepoint Administrator". The main content area shows a "New Web Part Page" dialog. It has fields for "Name" (set to "Demo") and "Layout" (set to "Full Page, Vertical"). A dropdown menu for "Choose a Layout Template" lists several options, with "Full Page, Vertical" selected. At the bottom are "Create" and "Cancel" buttons. The status bar at the bottom indicates "Trusted sites", "100%", and the time "4:36 PM".

Chapter 12 – Add ons

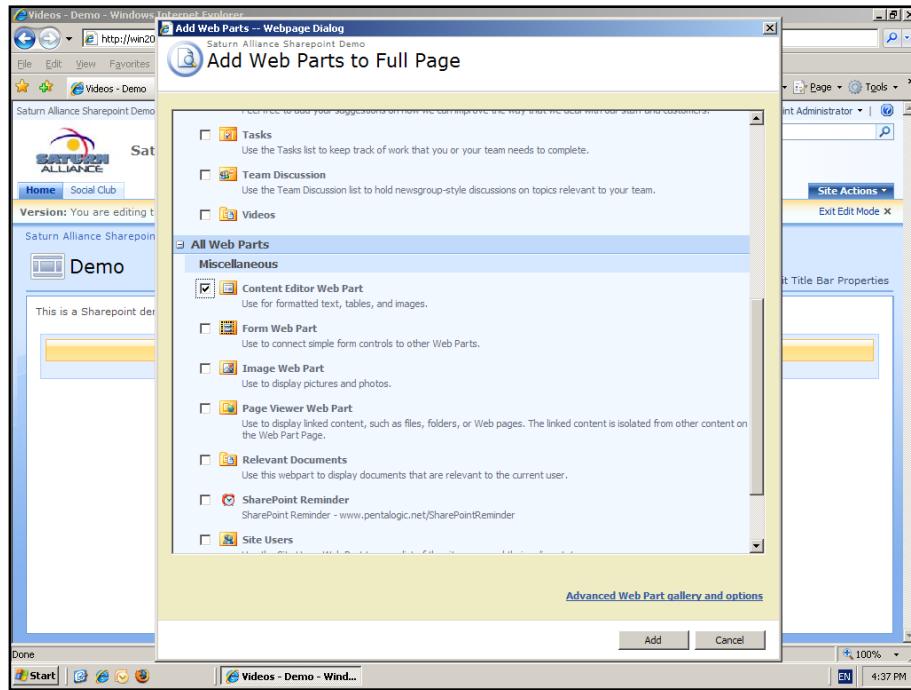
Since the default document template for this document library is a web part page, select a name for the page and select the layout you require.

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



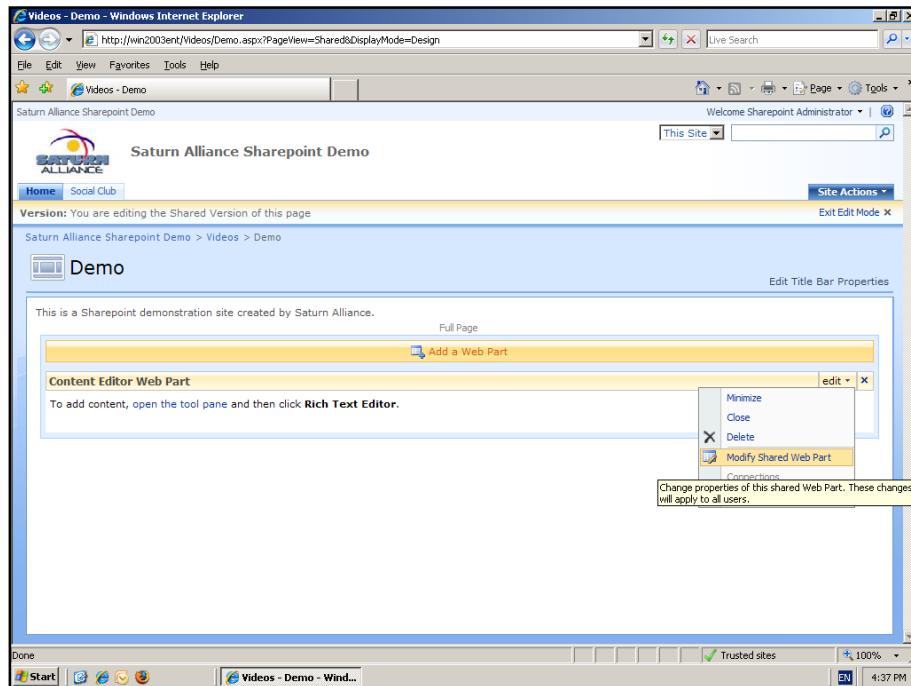
You now see a page similar to that shown above. You now need to add a web part to this page. To do this, simply click on the **Add a Web Part** link that appears on the page.

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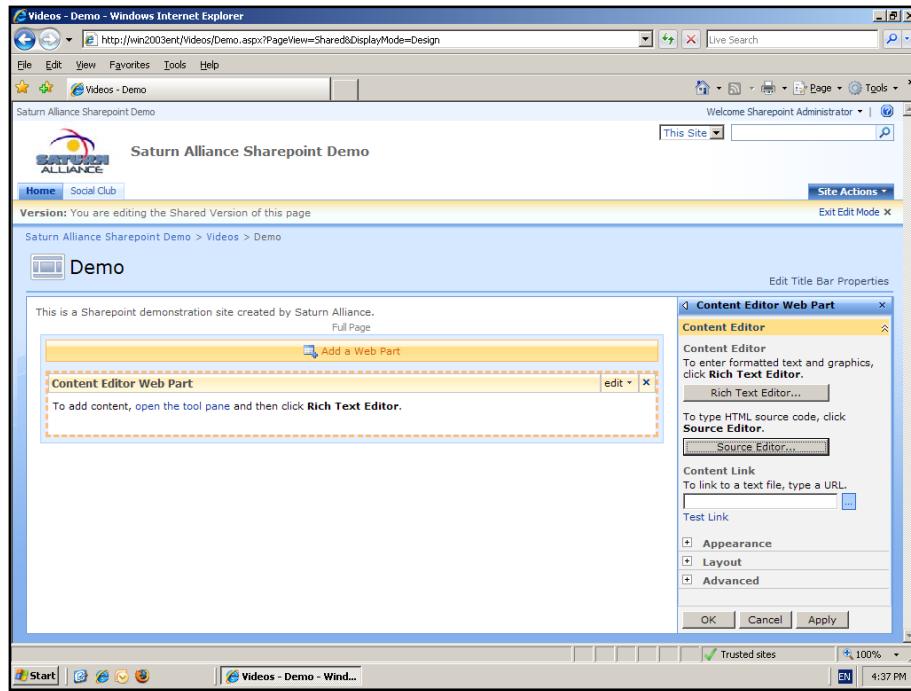
From this window that appears, scroll down the list until you find *Content Editor Web part* and place a tick in the corresponding box to select it.

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*.



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.

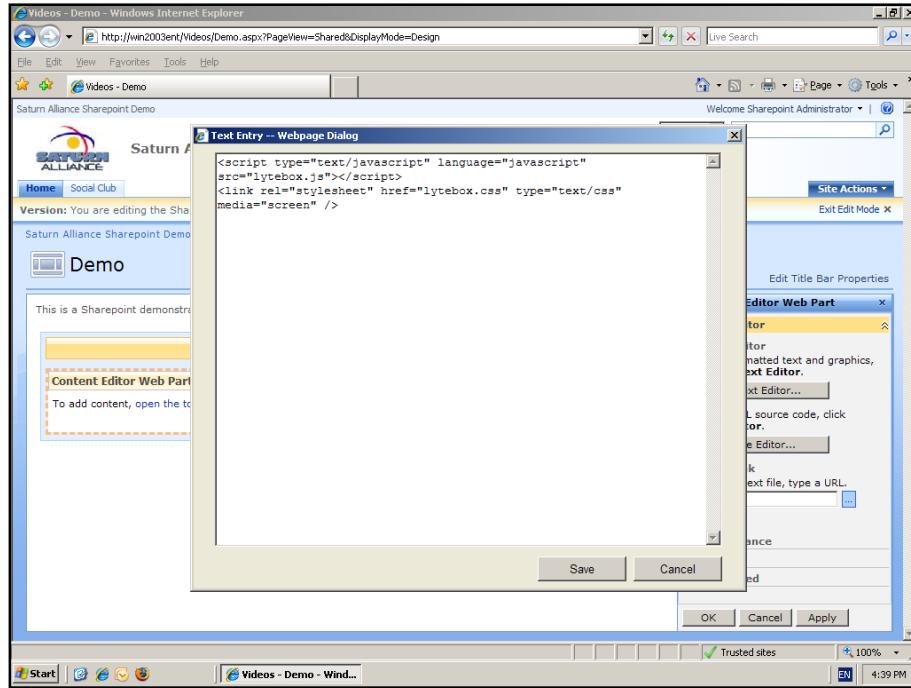
To add HTML code to the web part, select the **Source Editor** button.

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

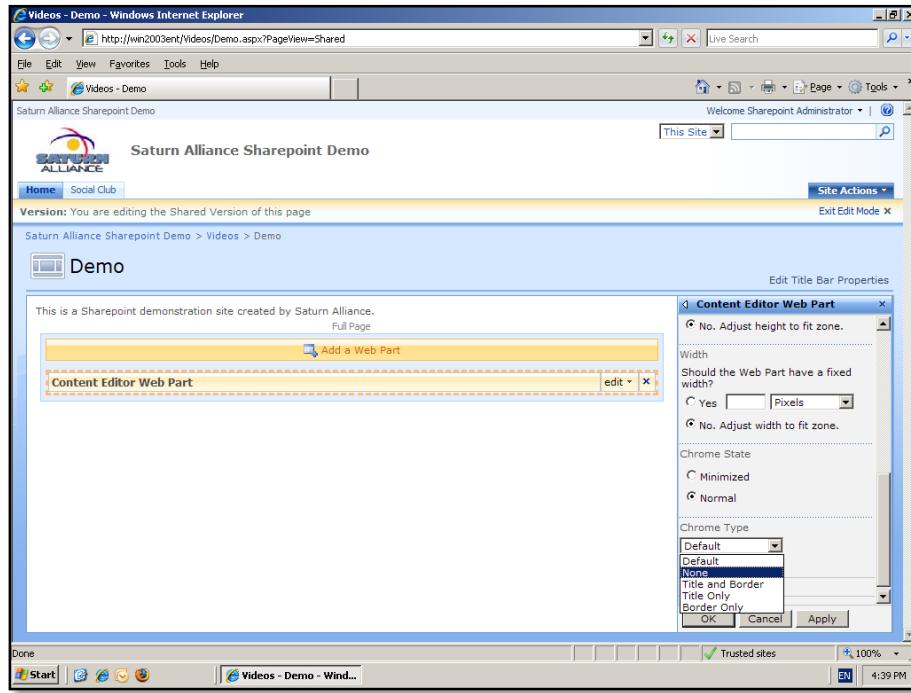
```
<script type="text/javascript" language="javascript" src="lytebox.js"></script>
<link rel="stylesheet" href="lytebox.css" type="text/css" media="screen" />
```

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*.

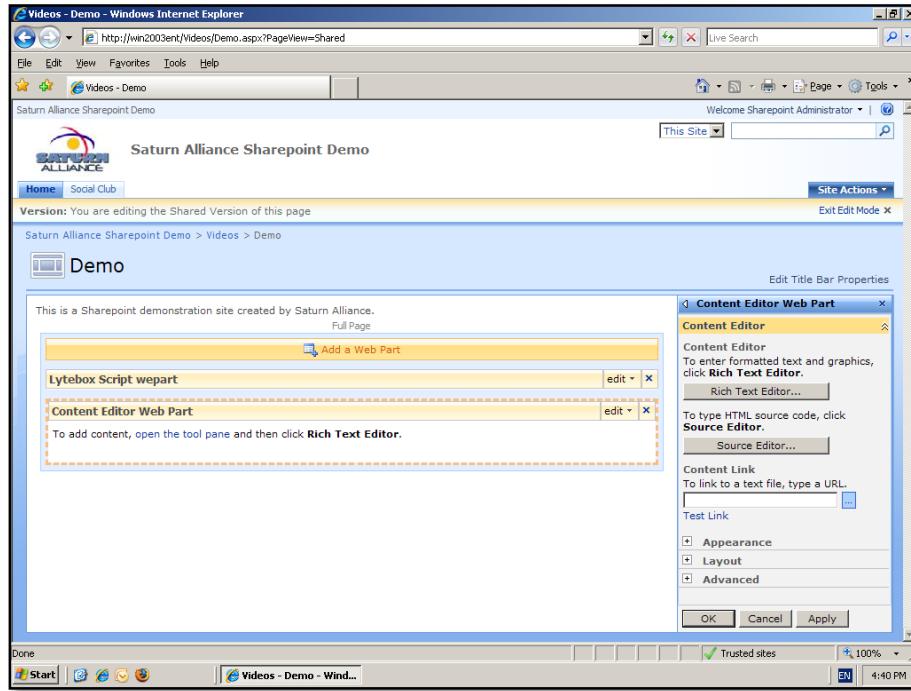


Since we wish the script details to remain hidden on the page from the user we need to expand the *Appearance* heading and scroll down until we locate the *Chrome Type* heading. Set this to *None* so it won't display on the page to normal users.

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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.

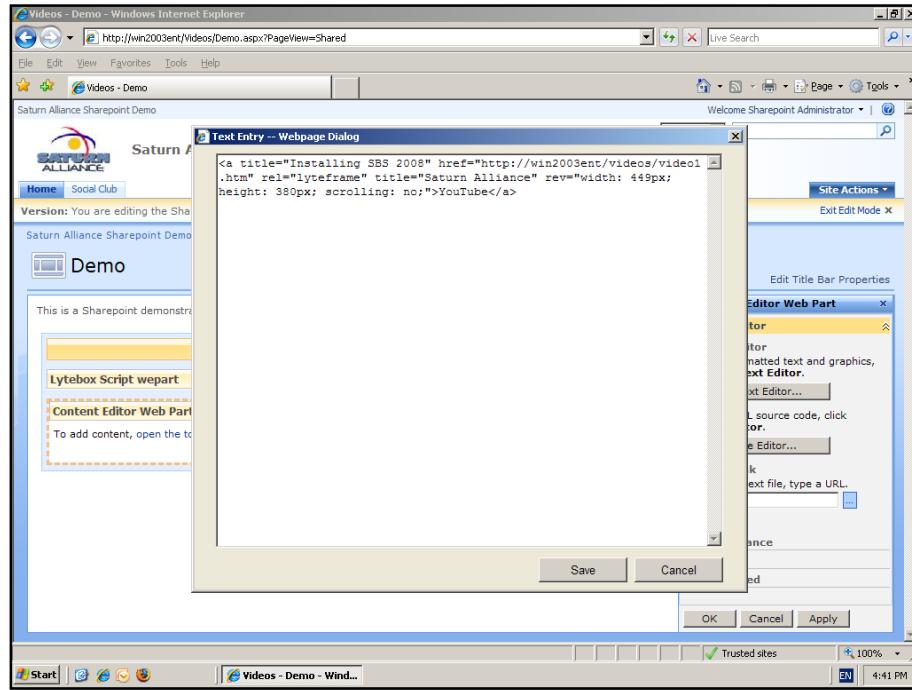
A typical example of the HTML code we wish to place in this web part is:

```
<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,

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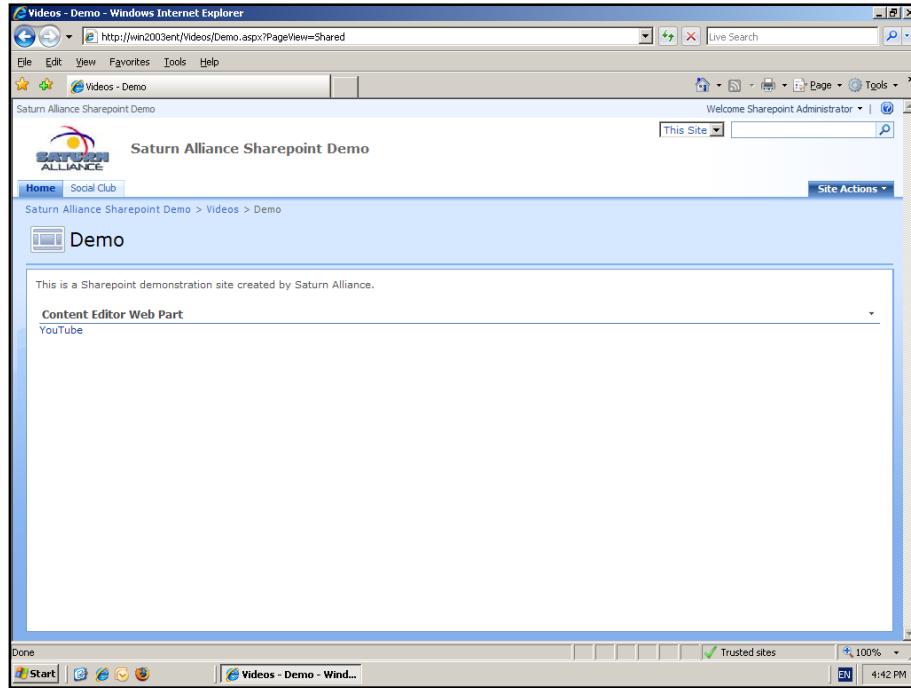
however it is important to remember that this page must exist to be displayed correctly.



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.

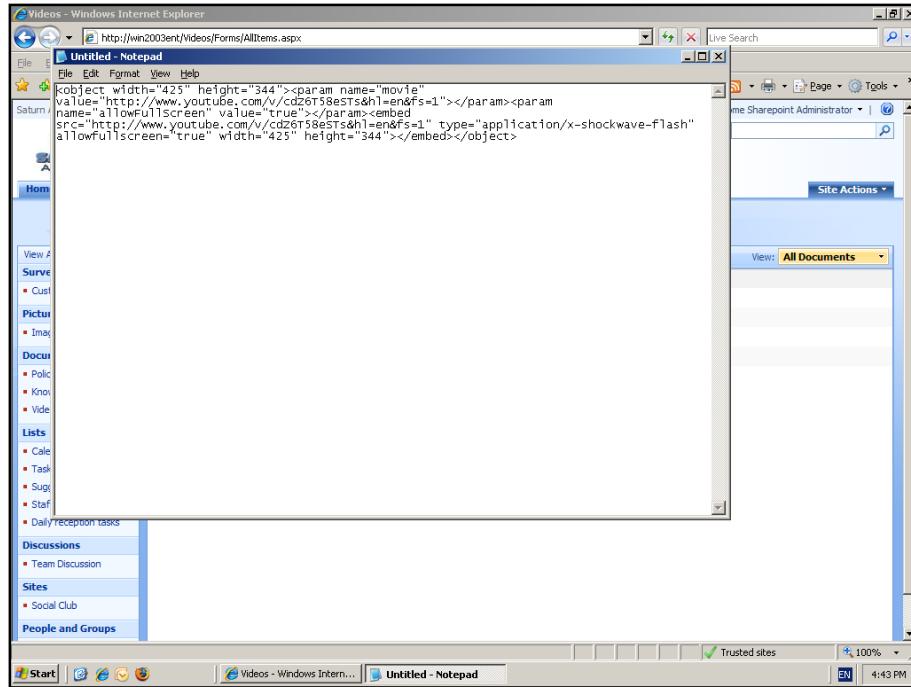
When you have completed your changes press the **Save** button.

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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 **Edit Mode** if it appears in the top right of the page.

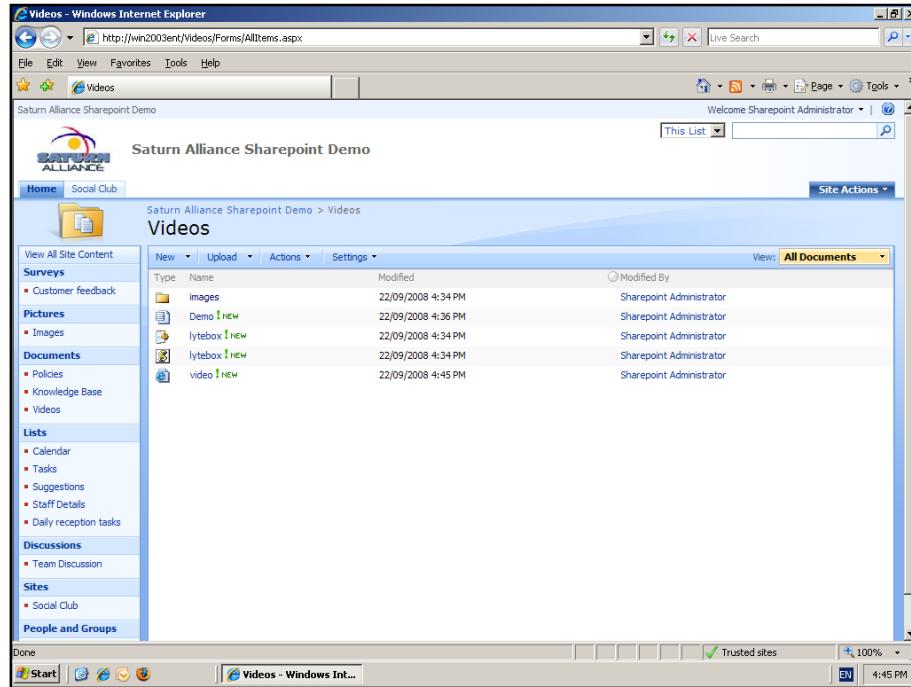
When you have completed editing the page should appear as shown above.



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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).

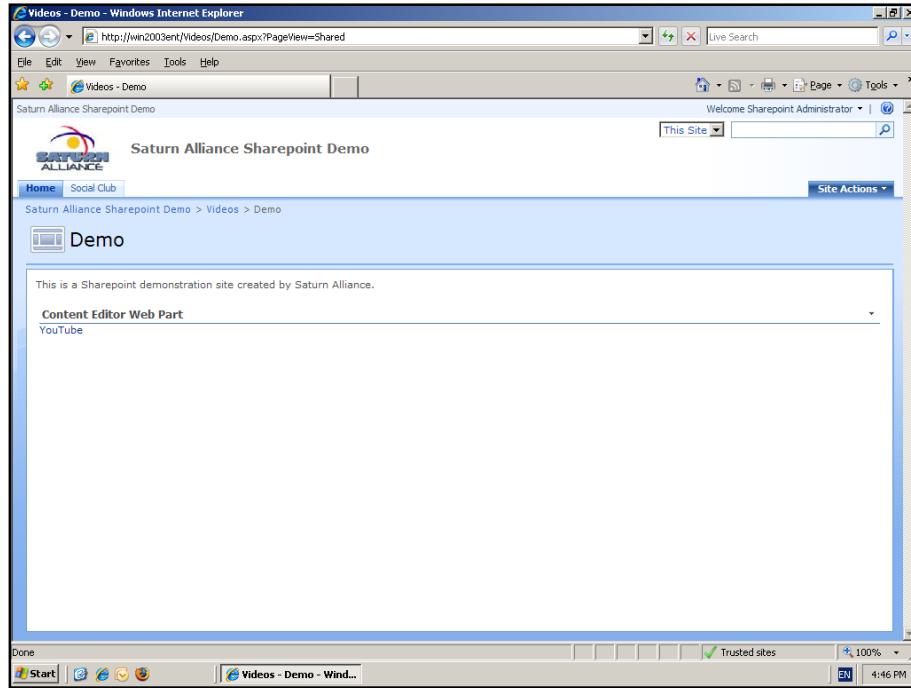
Once the HTM file has been saved we simply upload that document to our document library as shown previously.



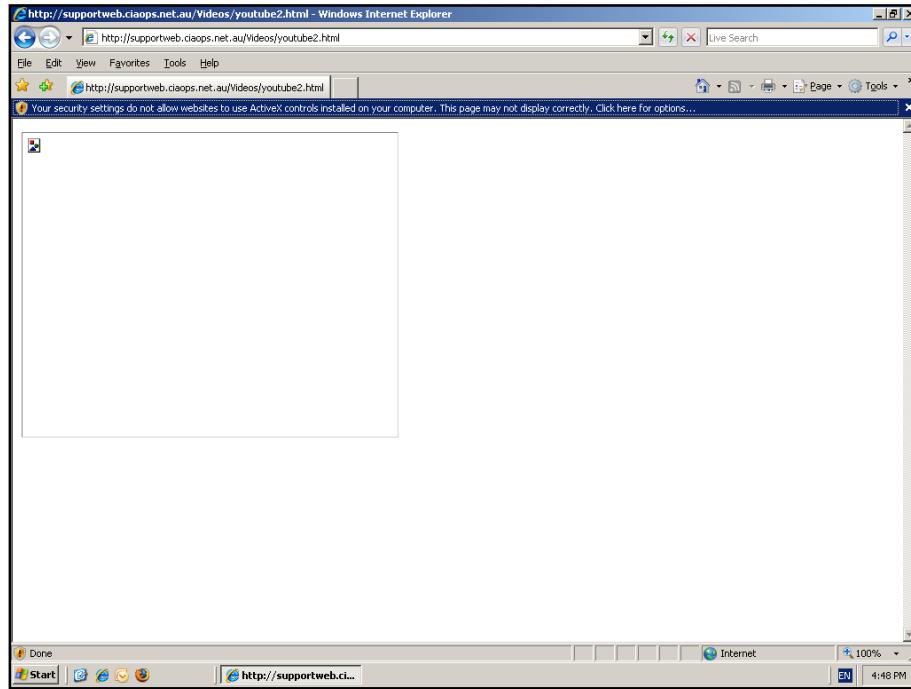
When the upload is complete you should now see the HTM document also in your document library.

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).



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

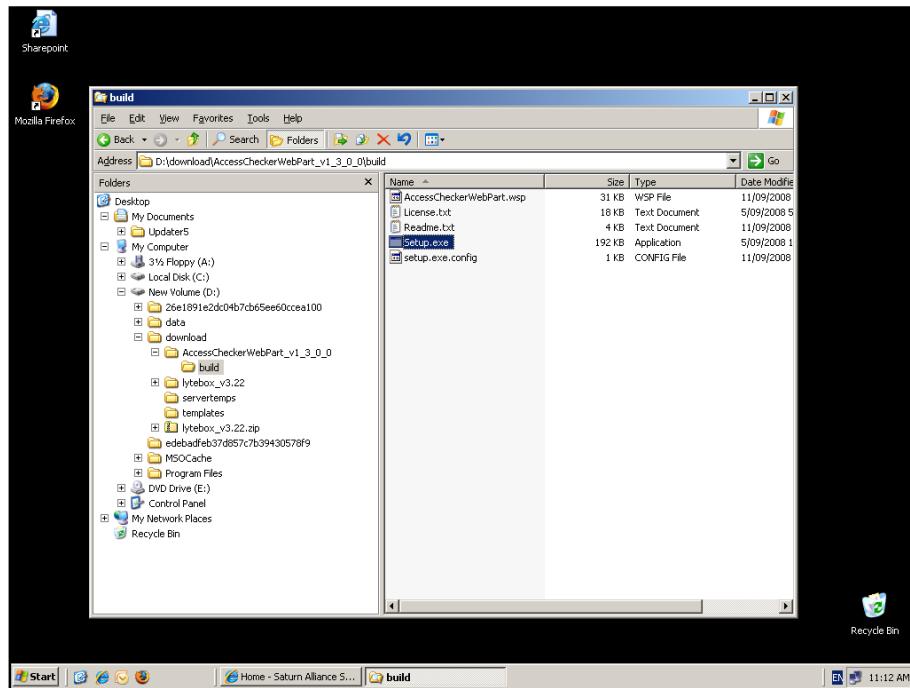
This web part that can be used in WSS v3 and MOSS to display a tree view of permissions on SharePoint objects for any user in the site. It also enables you to view the permission inheritance of objects within a site.

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

Firstly, download the required files from:

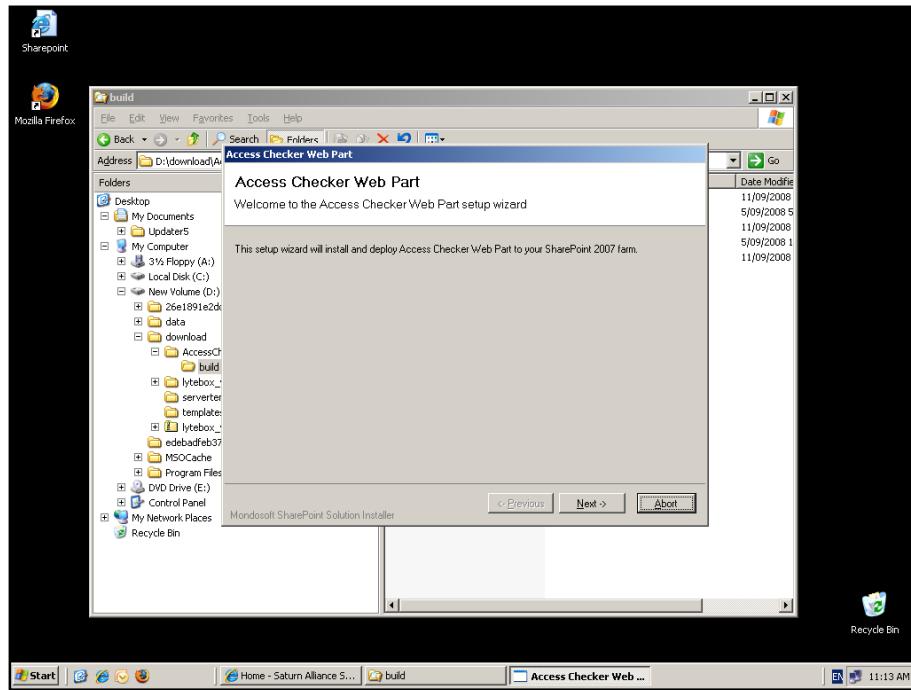
<http://www.codeplex.com/AccessChecker/Release/ProjectReleases.aspx?ReleaseId=17194>

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:

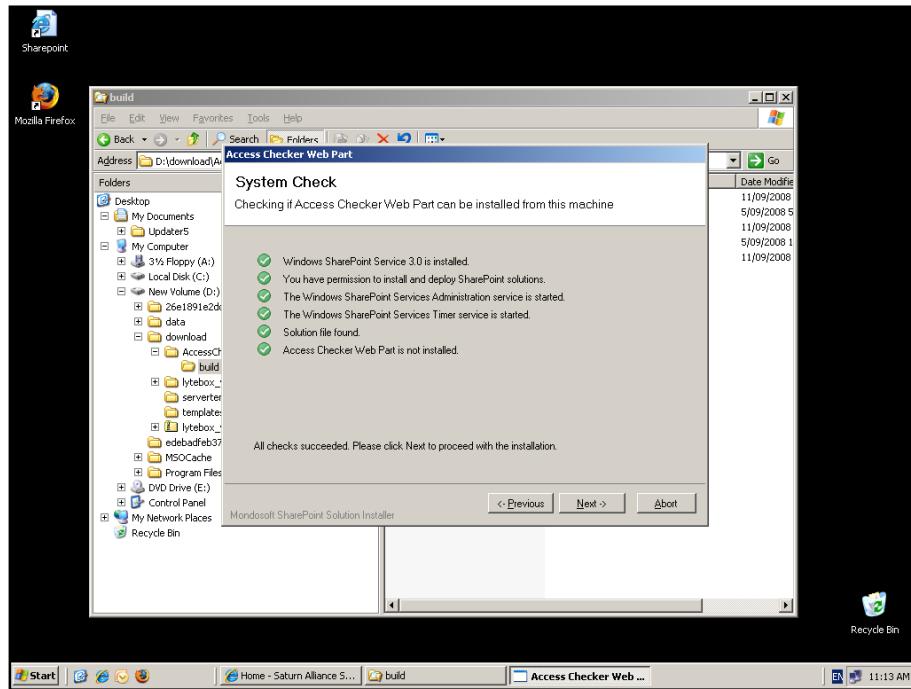


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Double click on the file *setup.exe* to commence installation.



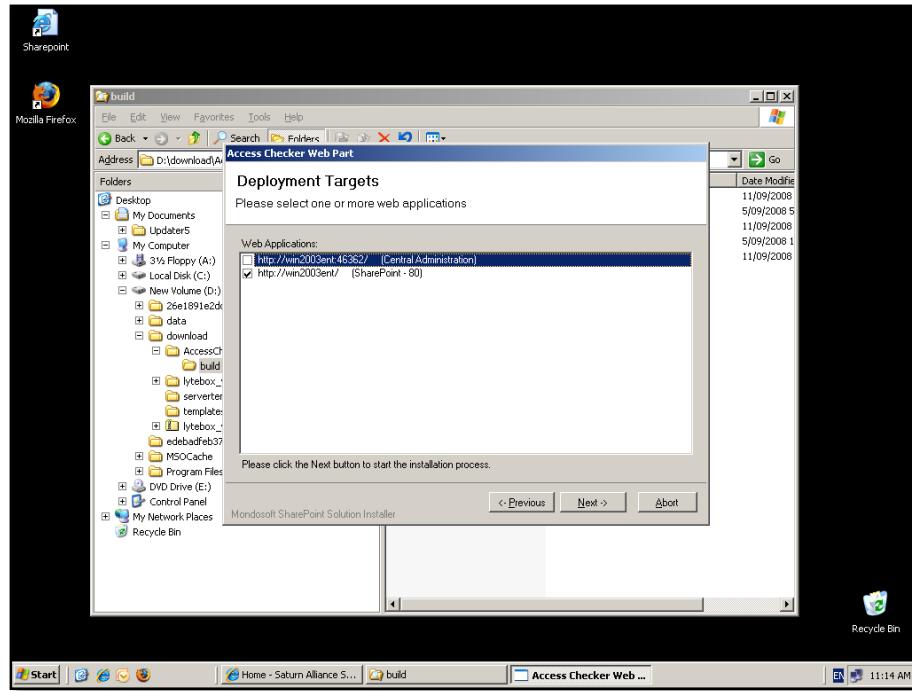
At this first screen click **Next** to continue.



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

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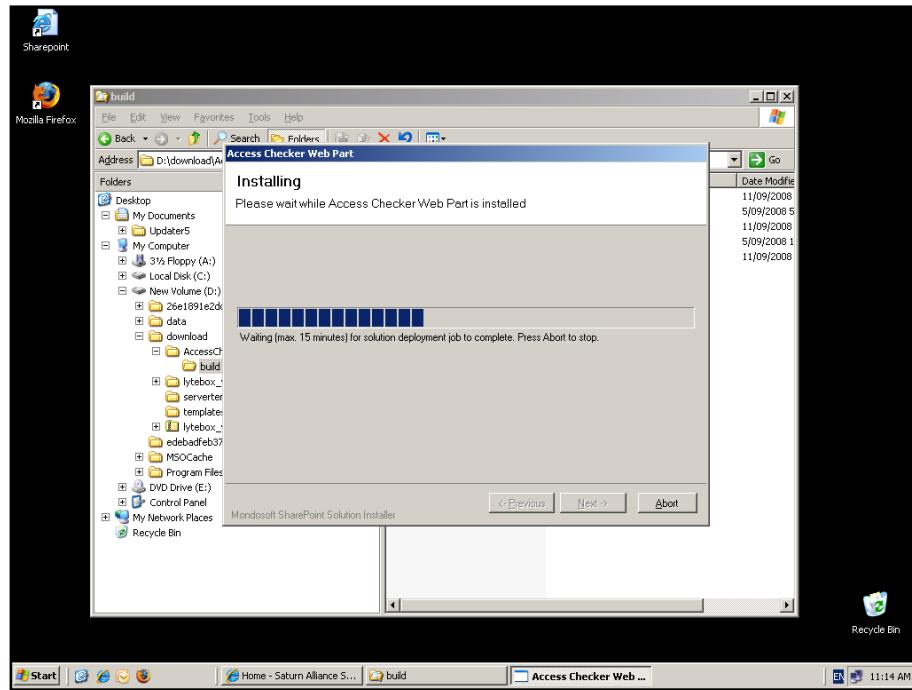
Click the **Next** button to continue with the process.



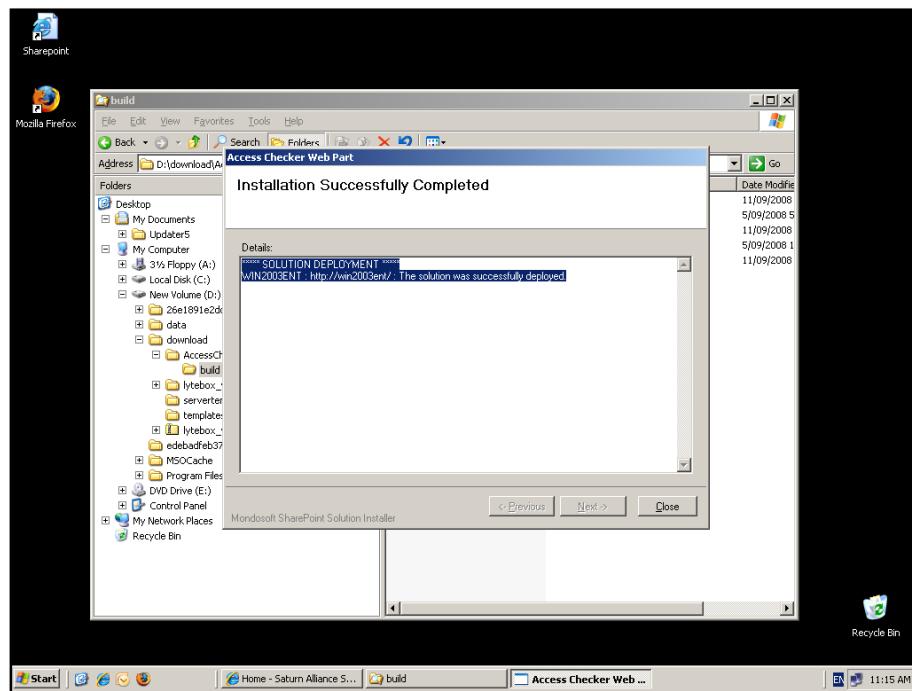
You will now be presented with a list of SharePoint sites on the server into which you wish to install the web part. In this case, since there are only two SharePoint sites on the server (the default site and the Central Administration web site), the choice is to only install the web part into the default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

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

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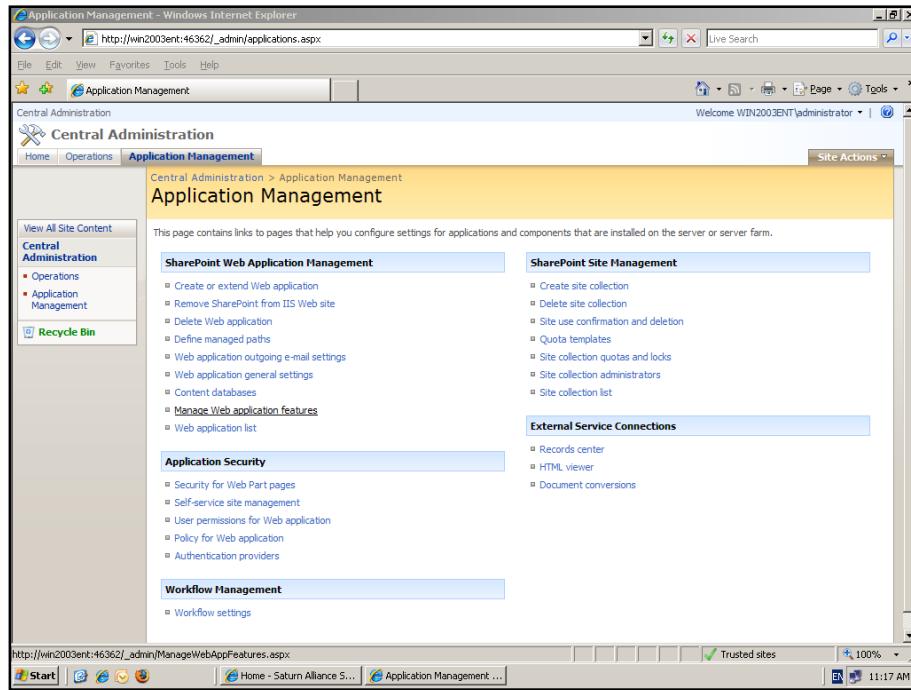


The installation process will now proceed. You may press the **Abort** button if you wish to stop the installation.



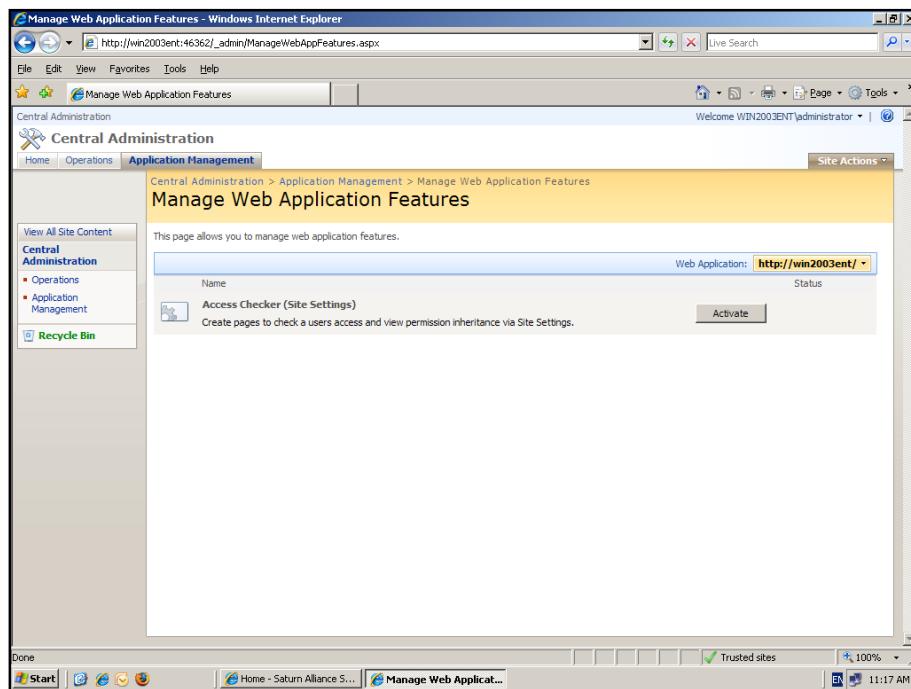
After pressing the **Next** button you will be presented with a summary of the installation results. If the result is that "*The solution was successfully deployed*" press the **Close** button to complete the installation.

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

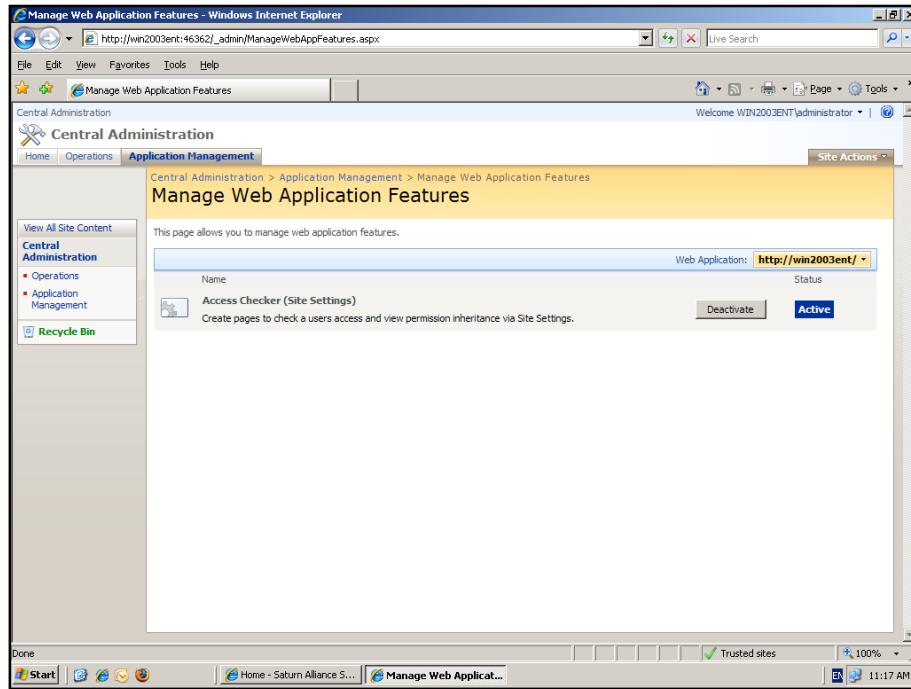
When the Central Administration web site has loaded, select the **Application Management Tab**. Now select the option **Manage Web application features** from the *SharePoint Web Application Management* Section.



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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.



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.

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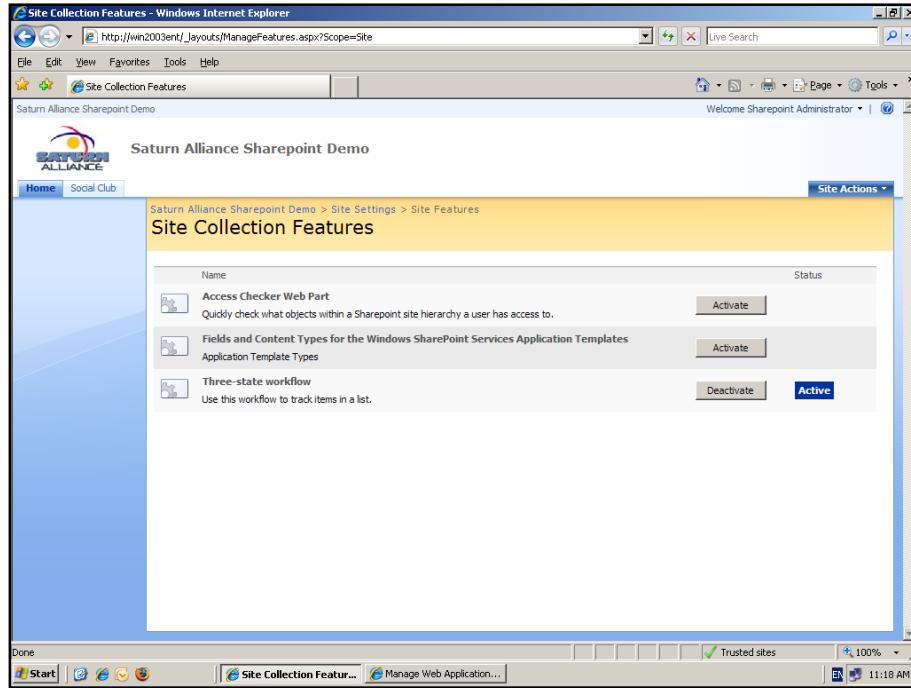
The screenshot shows a SharePoint 2007 homepage titled "Saturn Alliance Sharepoint Demo". The left navigation bar includes links for Home, Social Club, View All Site Content, Surveys, Pictures, Documents, Lists, Discussions, Sites, People and Groups, and Recycle Bin. The main content area displays the site's mission statement and goals. On the right side, the "Site Actions" menu is open, showing options like Create, Edit Page, and Site Settings. The "Site Settings" option is highlighted.

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

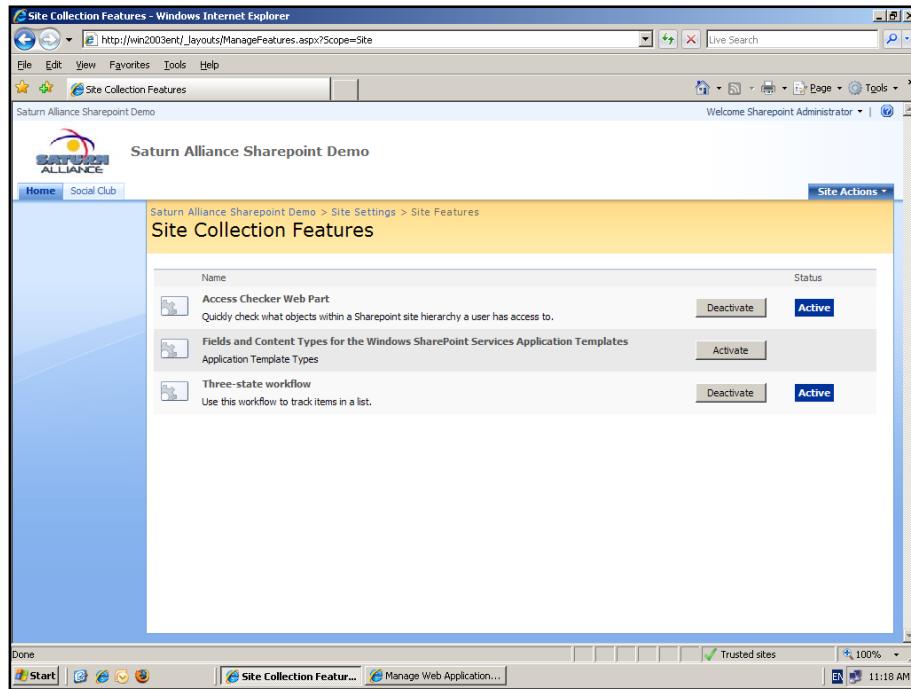
The screenshot shows the "Site Settings" page for a SharePoint site. The left navigation bar has links for Home, Social Club, and Site Settings. The main content area is titled "Site Settings" and contains a "Site Information" section with fields for Site URL, Mobile Site URL, and Version. Below this is a grid of tabs: Users and Permissions, Look and Feel, Galleries, Site Administration, and Site Collection Administration. The Site Collection Administration tab is selected, showing various site collection management options. The status bar at the bottom indicates the URL is http://iwin2003ent/_layouts/settings.aspx?Scope=Site.

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

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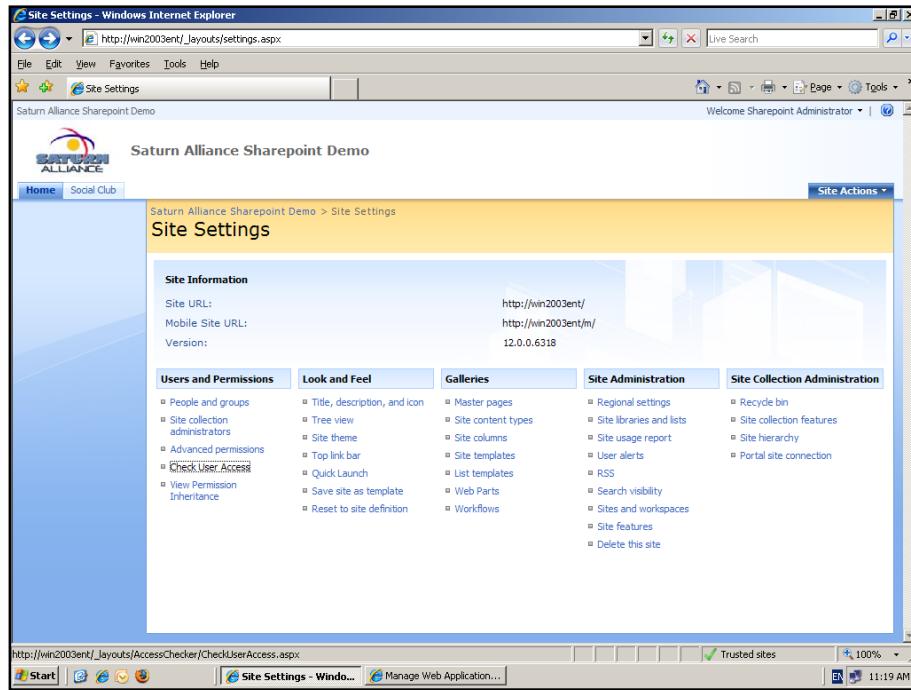


In the list that appears you should find an entry for *Access Checker Web Part*. You should also find that this web part is currently not active for this site, much like what you saw previously. To activate the web part simply click the **Activate** button.



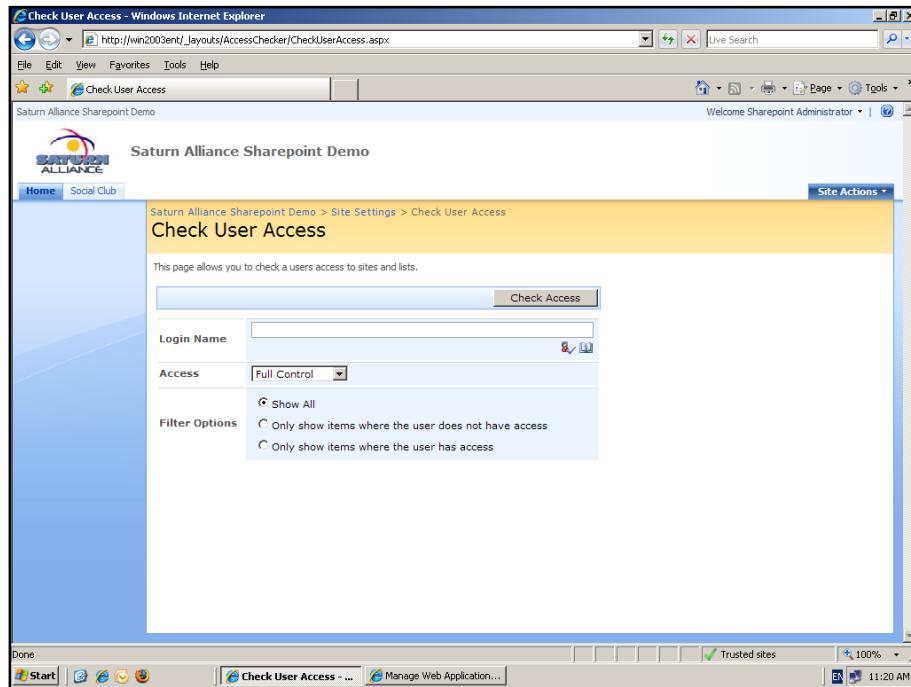
Once the screen has refreshed you should see that the status has changed to *Active* and that the button has changed to read **Deactivate**.

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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*.

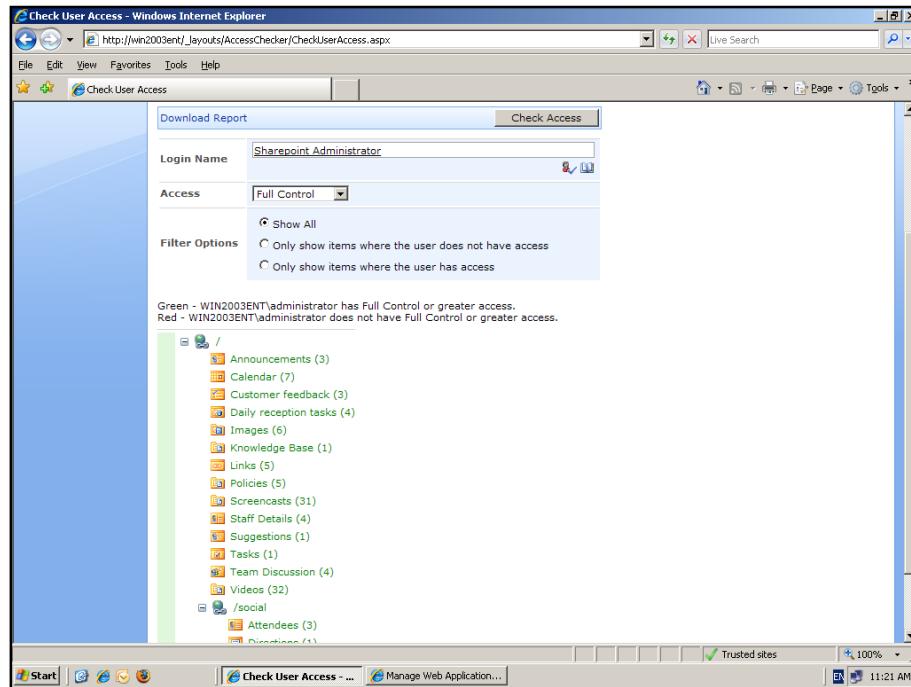
Click **Check User Access** to continue.



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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*.



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.

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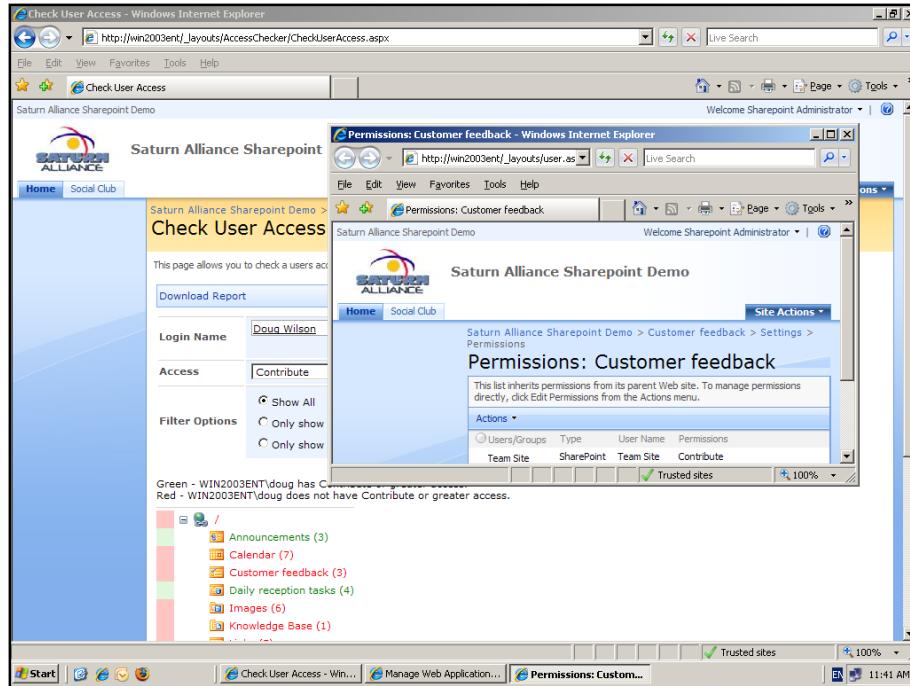
The screenshot shows the 'Check User Access' page in a SharePoint environment. The URL is http://win2003ent/_layouts/AccessChecker/CheckUserAccess.aspx. The page title is 'Check User Access'. It displays a message: 'Green - WIN2003ENT\ Doug has Contribute or greater access. Red - WIN2003ENT\ Doug does not have Contribute or greater access.' Below this, there is a tree view of site navigation items. Most items under the root node are colored red, indicating they do not have Contribute rights. The items listed are: Announcements (3), Calendar (7), Customer feedback (3), Daily reception tasks (4), Images (6), and Knowledge Base (1).

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).

This screenshot is identical to the one above, showing the 'Check User Access' page. The URL is http://win2003ent/_layouts/AccessChecker/CheckUserAccess.aspx. The page title is 'Check User Access'. It displays the same message: 'Green - WIN2003ENT\ Doug has Contribute or greater access. Red - WIN2003ENT\ Doug does not have Contribute or greater access.' The tree view shows that most items are red, indicating lack of Contribute rights. The items listed are: Announcements (3), Calendar (7), Customer feedback (3), Daily reception tasks (4), Images (6), and Knowledge Base (1).

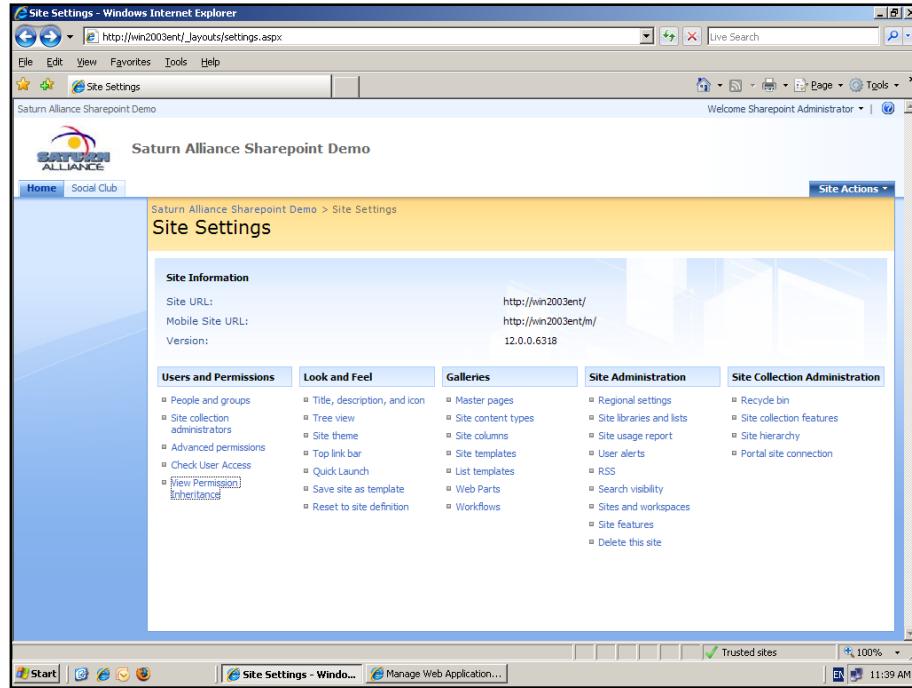
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If we modify this restricted user to provide them with greater rights in certain sections of the site and then re-run the web part we see how the tree immediately reflects these changes.

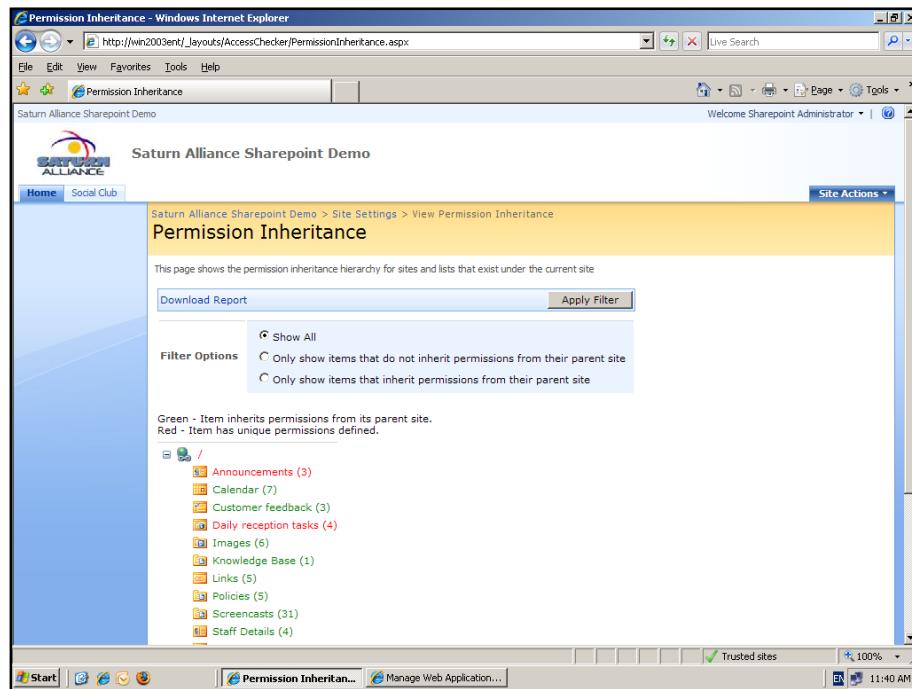


If you now **click** on any section of the tree another window will open that displays the permissions page for that section of the site. This means that you can now quickly evaluate user access and make changes as required.

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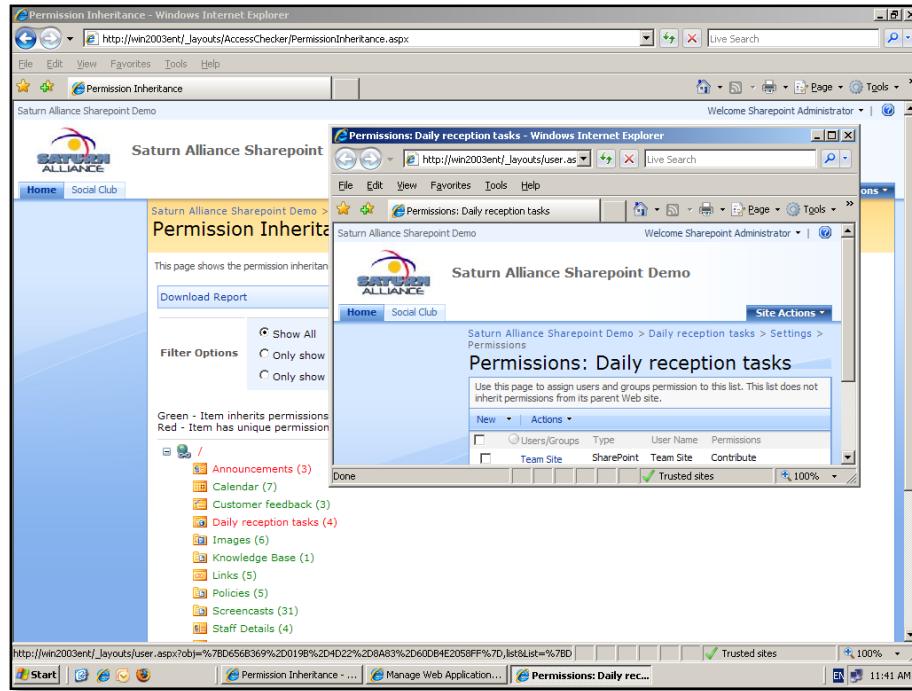
If you now return to the *Site Settings* page once again using the bread crumb navigation menu at the top of the page and select **View Permission Inheritance** from the *Users and Permissions* section.



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

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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.

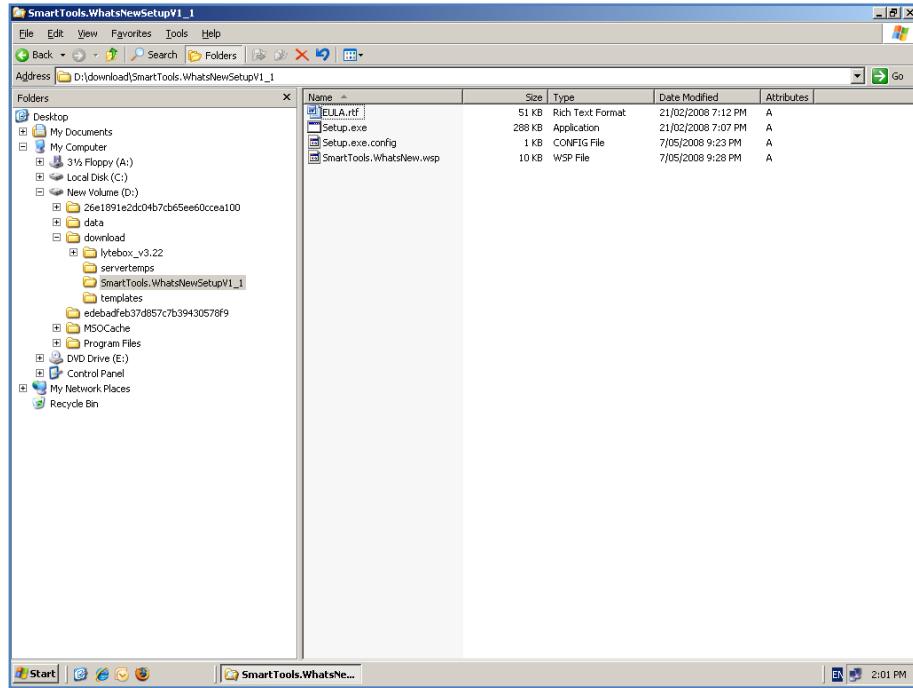
As you can appreciate the *Access Checker Web Part* is a very handy addition to any SharePoint site, especially one with complex permissions, since it allows easy determine of individual user access rights as well site inheritance.

12.8 What's New web part

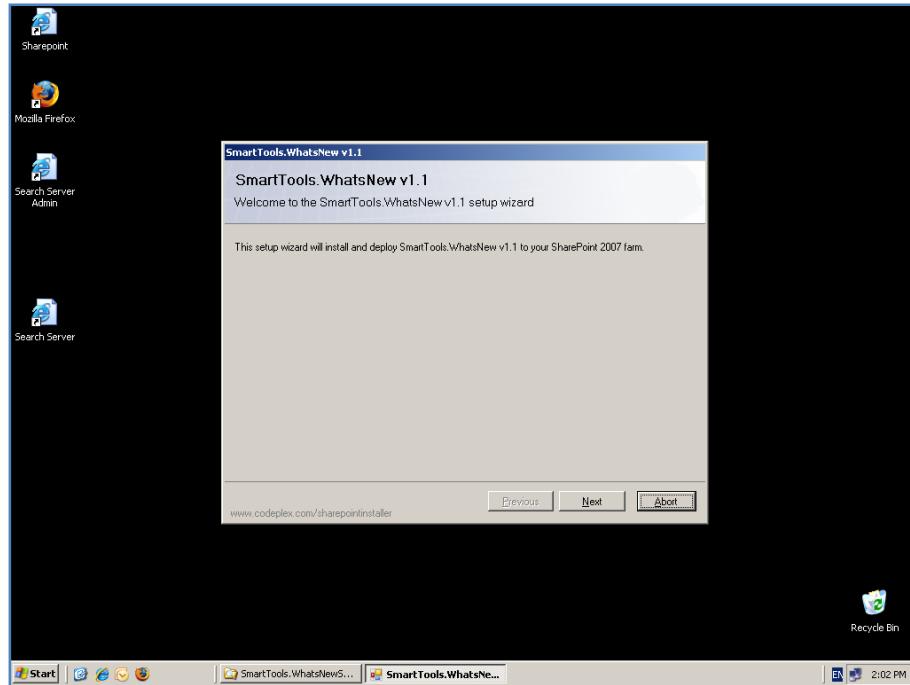
The ‘What’s New’ add-on can display a list of recently added or changed items on a SharePoint site in a single location. To download the add-on go to:

<http://www.codeplex.com/smartertools/Release/ProjectReleases.aspx?ReleaseId=13197>

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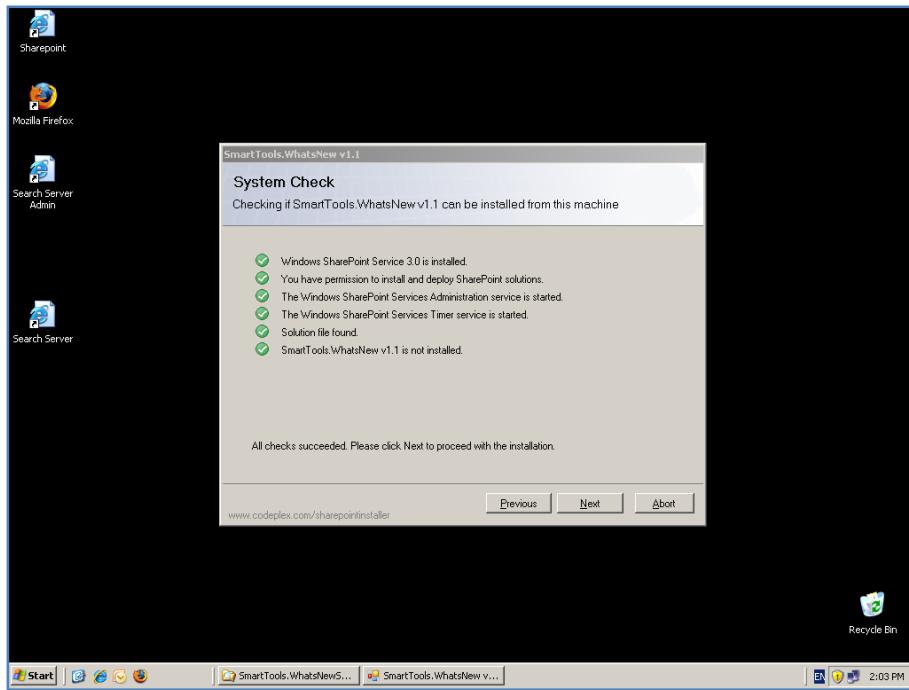
Once the files have been downloaded and expanded onto the hard disk of the SharePoint Server, which has also been logged into as an administrator, you simply **double click** on *setup.exe* to commence the installation process.



You should now see the Welcome window displayed.

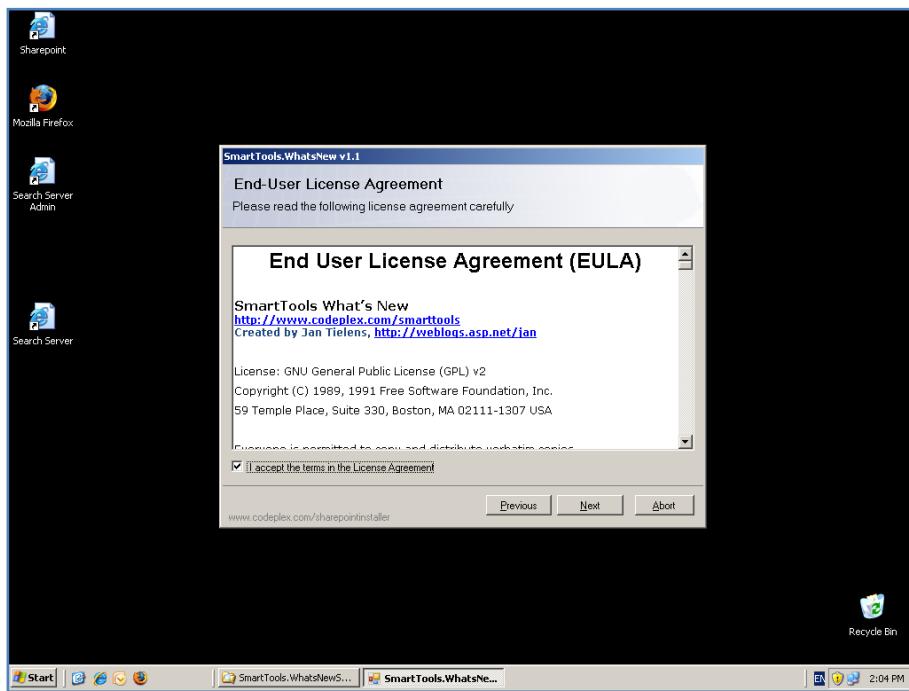
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Press the **Next** button to continue.



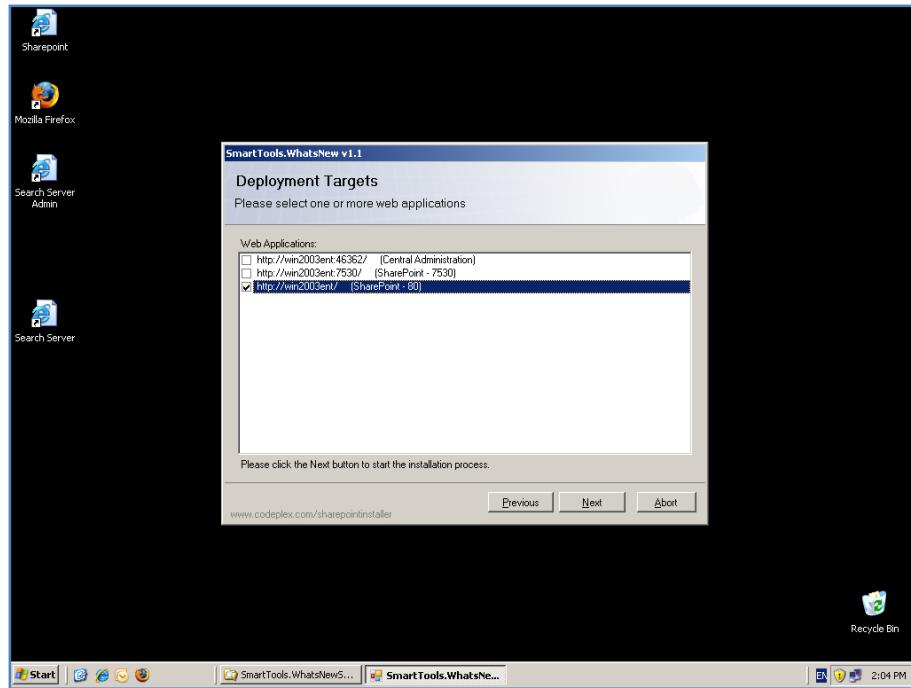
The installation will now check to ensure that your environment is suitable.

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



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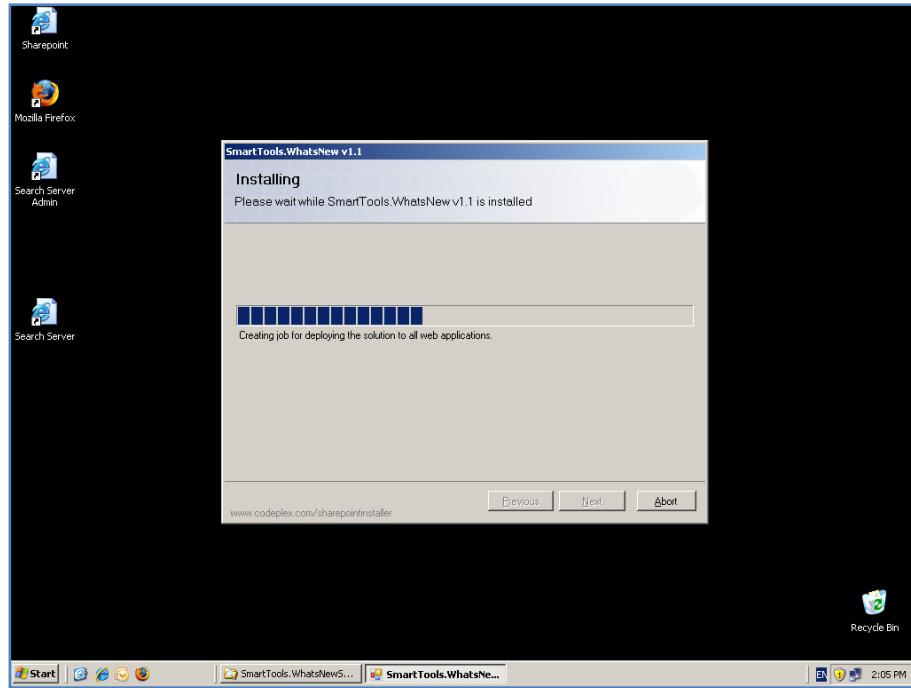
Click in the “*I accept the terms of the License Agreement*” to accept the EULA and press the **Next** button to continue.



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.

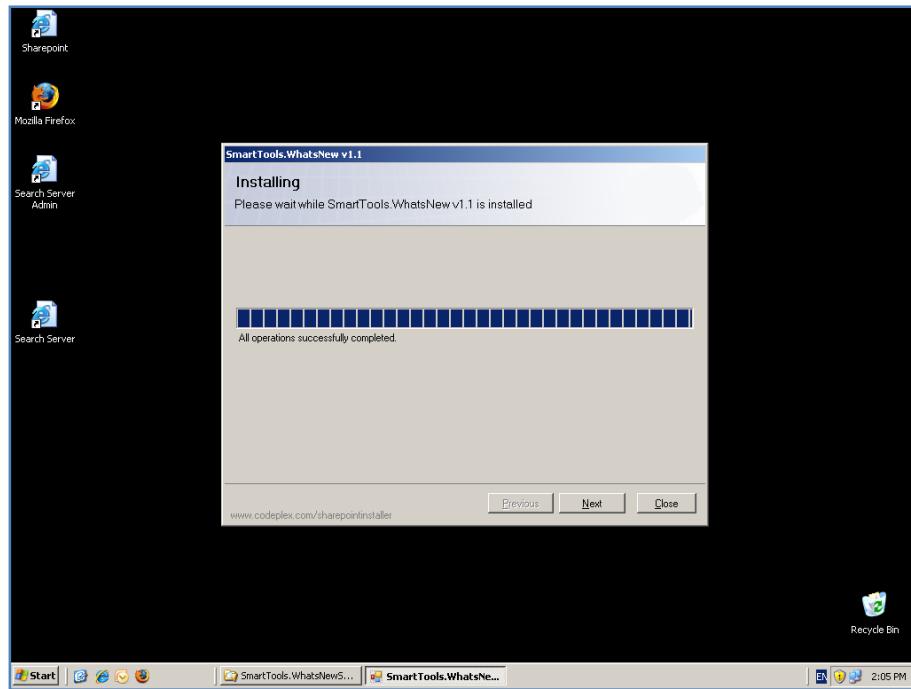
When the selection is complete, press the **Next** button to continue.

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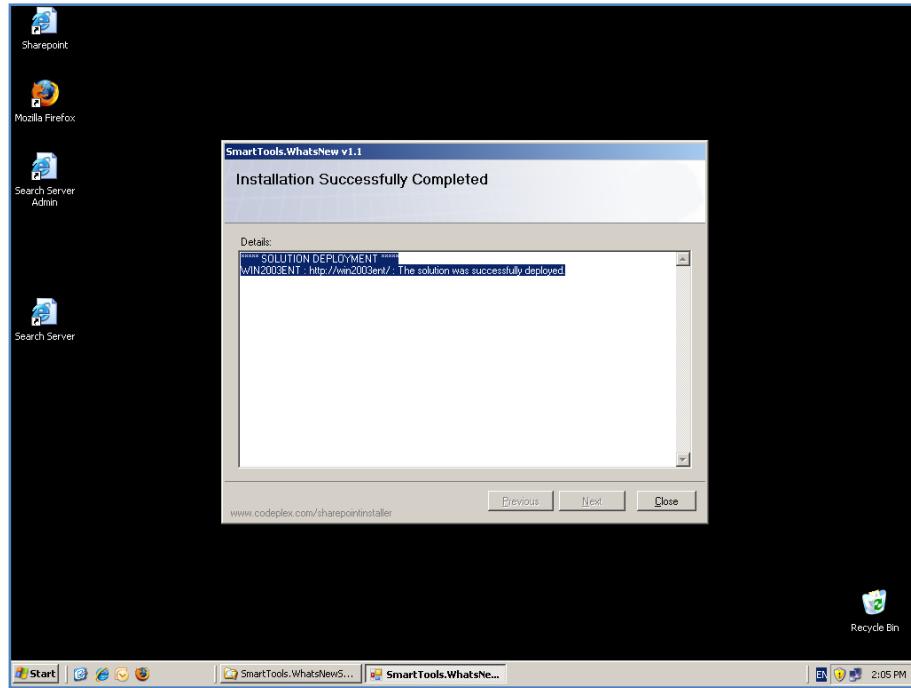
The installation process will now commence copying files.

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



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

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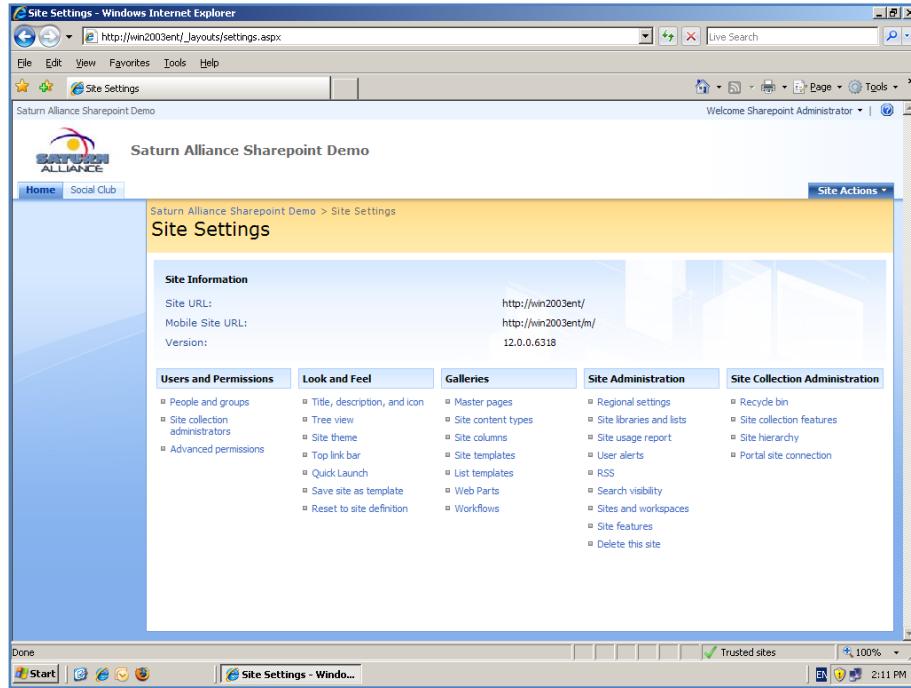


The installation summary window will now be displayed. Ensure that the installation has been successful and press the **Close** button to complete the process.

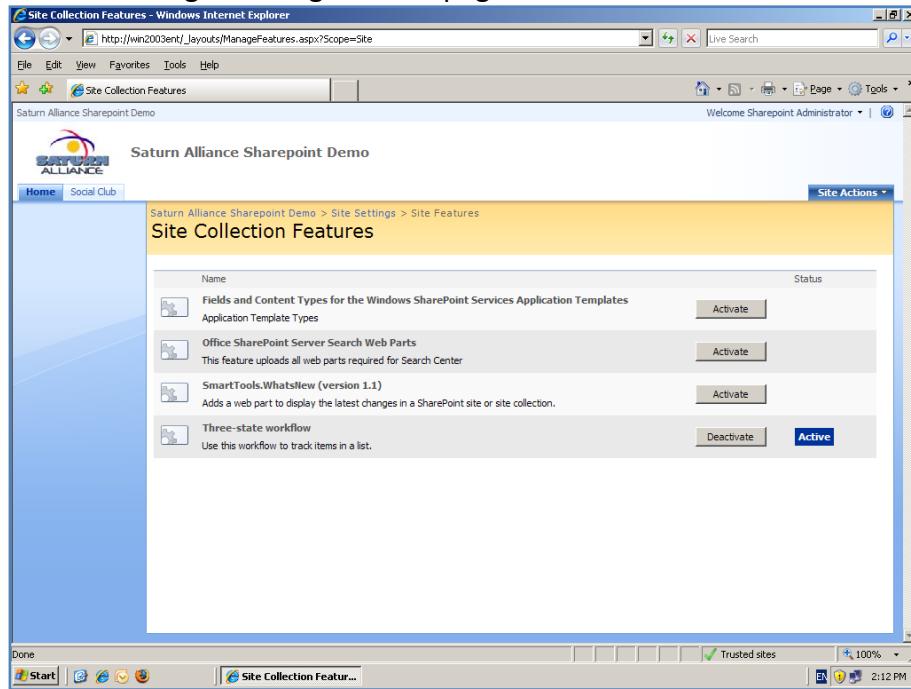
A screenshot of a SharePoint site in a Windows Internet Explorer browser. The URL in the address bar is "http://win2003ent/default.aspx". The page title is "Saturn Alliance Sharepoint Demo". The left navigation bar includes links for Home, Social Club, View All Site Content, Surveys, Pictures, Documents, Lists, Discussions, and Sites. The main content area displays a mission statement: "Our Mission Statement - Keeping IT simple" and a goals section: "Our Goals : 1. Respond to enquiries within 60 minutes 2. Solve the right problem 3. Listen first". It also shows announcements and a calendar. The top right corner features a "Site Actions" menu with options: Create, Edit Page, and Site Settings, which is highlighted. The status bar at the bottom shows "2:11 PM".

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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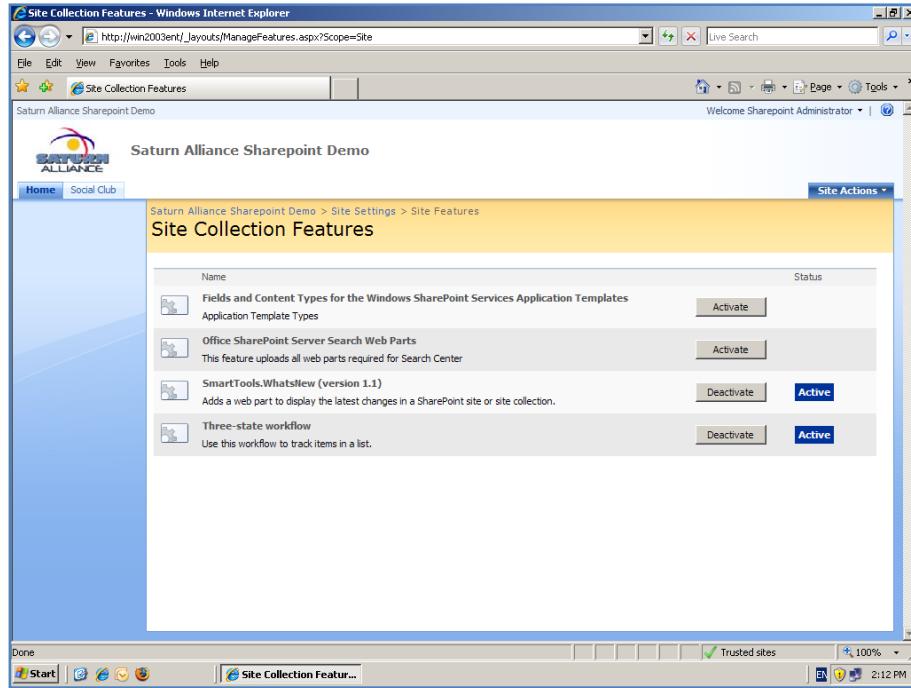


In the **Site Settings** page select **Site Collection features** under the *Site Collection Administration* heading at the right of the page.

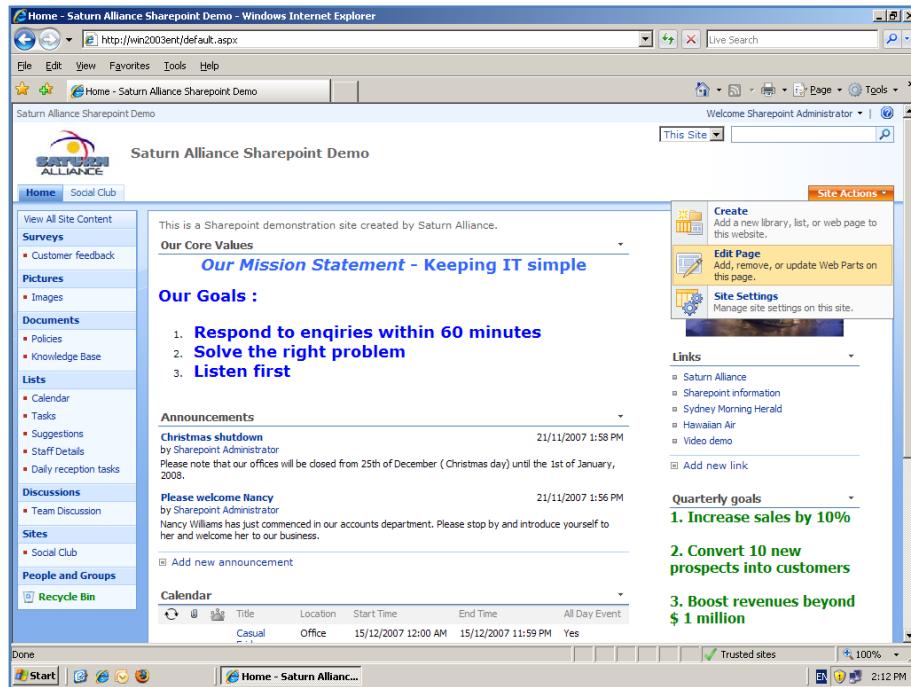


In the list of Site Collection features locate *SmartTools.WhatsNew* line and press the **Activate** button to make this feature available to the site.

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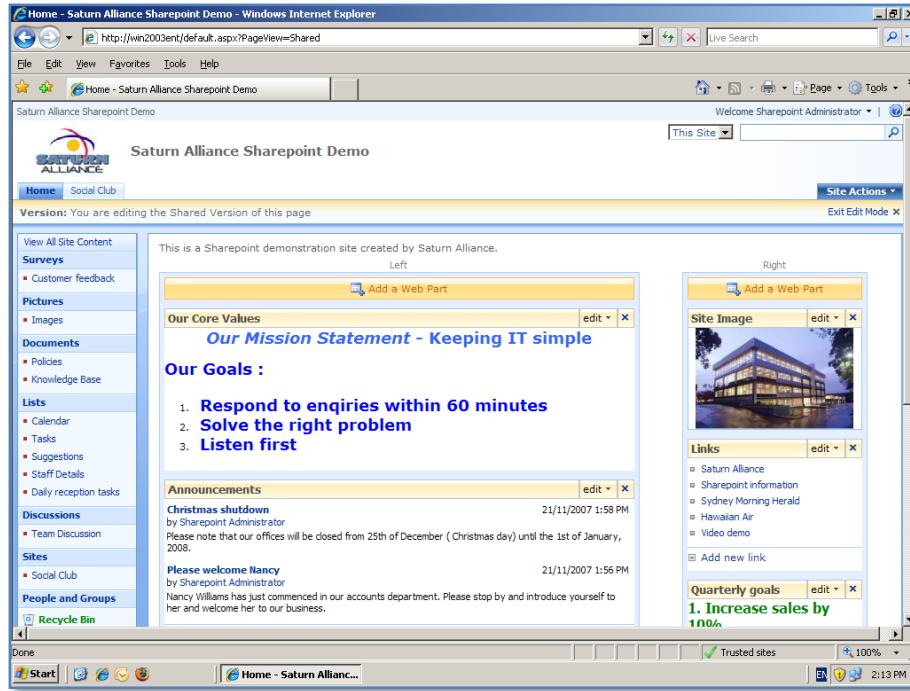
After you have pressed the **Activate** button you should now see the *Status* is **Active** and the button has now changed to read **Deactivate**. To remove this feature from the site, if required in the future, simply return here and press the **Deactivate** button.



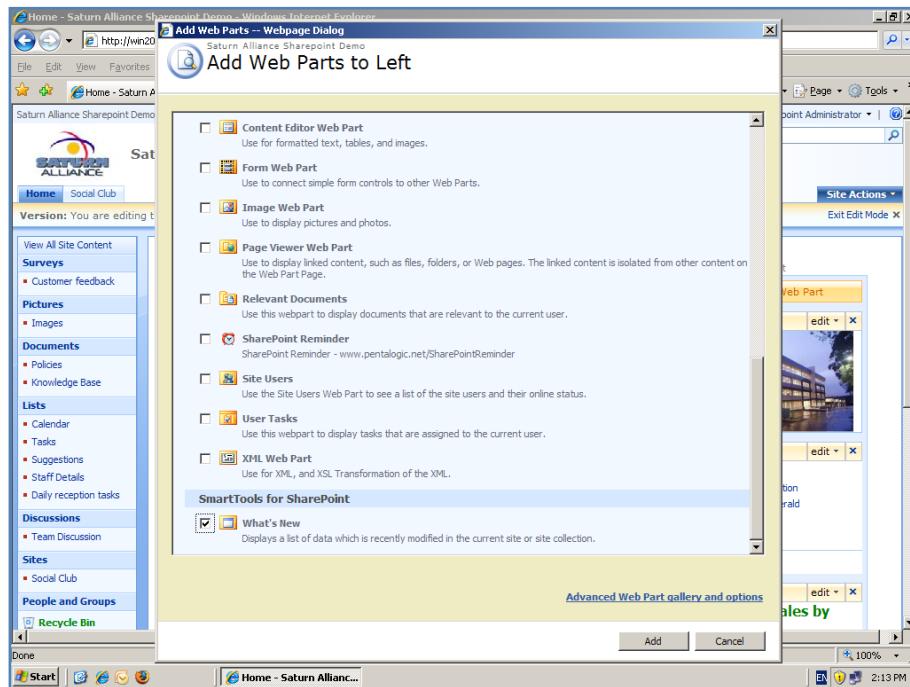
If you now return to the SharePoint site you can add the web part to any web part page.

Chapter 12 – Add ons

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.

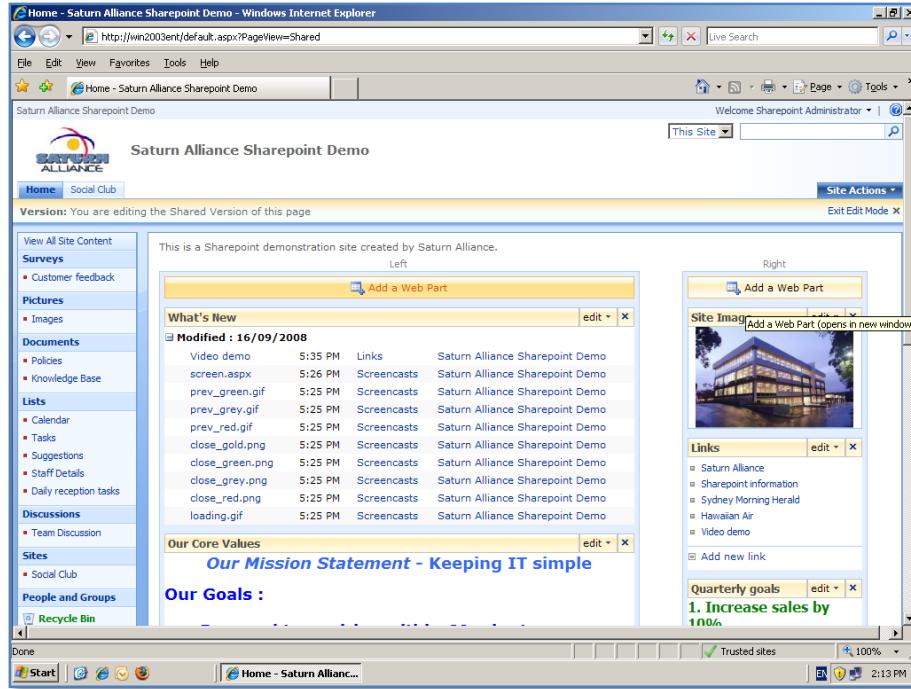


The page will now be placed in *Edit Mode*. Select the location on the page that says *Add Web Part* and click. In this case, we have chosen to do this in the centre of our page.



Chapter 12 – Add ons

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.



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*).

Chapter 12 – Add ons

This screenshot shows a SharePoint site titled "Saturn Alliance Sharepoint Demo". The left navigation bar includes links for Home, Social Club, View All Site Content, Surveys, Pictures, Documents, Lists, Discussions, Sites, People and Groups, and Recycle Bin. The main content area features a "What's New" web part with a table showing recent modifications. A large image of a modern building is displayed on the right. The footer shows the URL "http://win2003en/default.aspx?PageView=Shared" and the time "2:14 PM".

Modified	Time	Type	Name	Modified By	Approval Status
16/09/2008	5:35 PM	Links	Saturn Alliance Sharepoint Demo		Approved
	5:26 PM	Screencasts	screen.aspx		Approved
	5:25 PM	Screencasts	prev_green.gif		Approved
	5:25 PM	Screencasts	prev_grey.gif		Approved
	5:25 PM	Screencasts	prev_red.gif		Approved
	5:25 PM	Screencasts	close_gold.png		Approved
	5:25 PM	Screencasts	close_green.png		Approved
	5:25 PM	Screencasts	close_grey.png		Approved
	5:25 PM	Screencasts	close_red.png		Approved
	5:25 PM	Screencasts	loading.gif		Approved

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.

This screenshot shows a SharePoint site with a document library named "Policies". The left navigation bar is identical to the previous screenshot. The main content area displays a table of policies with columns for Title, Type, Name, Modified, Modified By, and Approval Status. The table shows five entries: Sample Workplace Alcohol Policy (Approved), Equal Opportunity Policy (Approved), Internet Usage Policy (Approved), Dress Code Policy (Approved), and Sexual Harassment Policy (Approved). The footer shows the URL "http://win2003en/Shared%20Documents/Forms/AllItems.aspx" and the time "2:14 PM".

Title	Type	Name	Modified	Modified By	Approval Status
Sample Workplace Alcohol Policy	appendix_k_alcohol_policy		22/11/2007 11:38 AM	Robert Crane	Approved
Equal Opportunity Policy	close_gold ! NEW		12/11/2008 2:14 PM	Sharepoint Administrator	Draft
Internet Usage Policy	IUP_E		22/11/2007 11:41 AM	Robert Crane	Approved
Dress Code Policy	Philosophy and Purpose		22/11/2007 11:47 AM	Robert Crane	Approved
Sexual Harassment Policy	sexualharassmentpolicy		22/11/2007 11:44 AM	Robert Crane	Approved

Chapter 12 – Add ons

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.

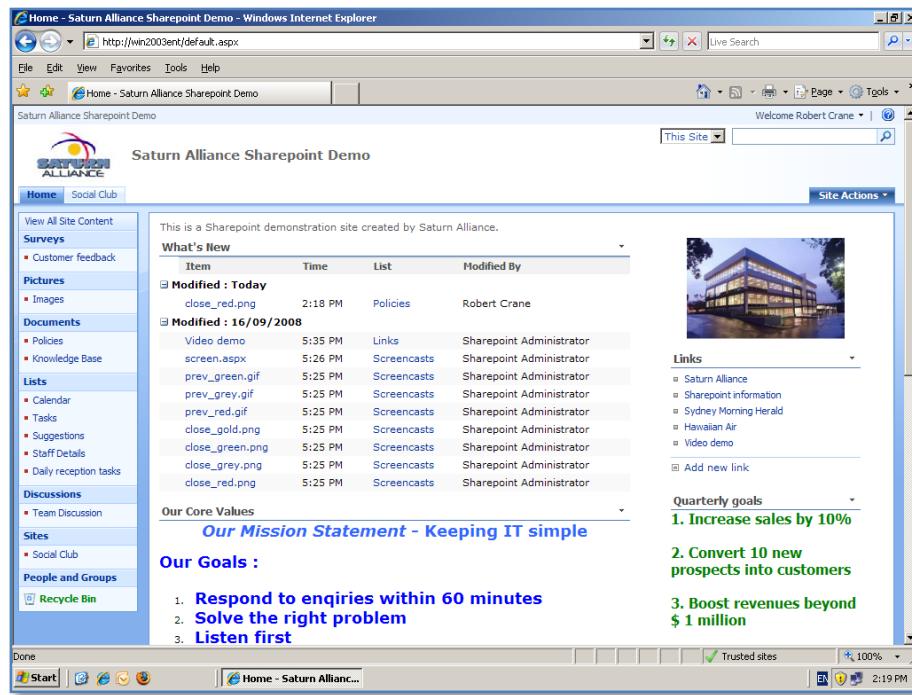
The screenshot shows a SharePoint homepage titled "Saturn Alliance Sharepoint Demo". On the left, there's a navigation menu with links like "View All Site Content", "Surveys", "Customer feedback", "Pictures", "Images", "Documents", "Policies", "Knowledge Base", "Lists", "Calendar", "Tasks", "Suggestions", "Staff Details", "Daily reception tasks", "Discussions", "Team Discussion", "Sites", "Social Club", "People and Groups", and "Recycle Bin". The main content area displays a "What's New" section with a table showing modified documents. One document, "close_gold.png", is listed with a timestamp of 2:14 PM, under the "Policies" category, and is associated with "Saturn Alliance Sharepoint Demo". To the right of the table is a "Links" web part showing external links such as "Saturn Alliance", "Sharepoint information", "Sydney Morning Herald", "Hawaiian Air", and "Video demo". Below the table is a "Quarterly goals" section with three items: "1. Increase sales by 10%", "2. Convert 10 new prospects into customers", and "3. Boost revenues beyond \$ 1 million". At the bottom of the page, there's a "Our Core Values" section with the mission statement "Our Mission Statement - Keeping IT simple" and a "Our Goals" section with three goals: "1. Respond to enquiries within 60 minutes", "2. Solve the right problem", and "3. Listen first".

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

This screenshot shows the SharePoint page in edit mode. The "What's New" web part is selected and its properties pane is open on the right side of the screen. The properties pane includes sections for "Chrome State" (set to "Normal"), "Chrome Type" (set to "Default"), and "Columns to show" (which includes "Modified", "Time", "Date", "List", and "Site"). The "Modified" checkbox is checked. The "OK" button is visible at the bottom of the properties pane. The rest of the page shows the same content as the previous screenshot, including the modified document list and the "Quarterly goals" section.

Chapter 12 – Add ons

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*.



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.

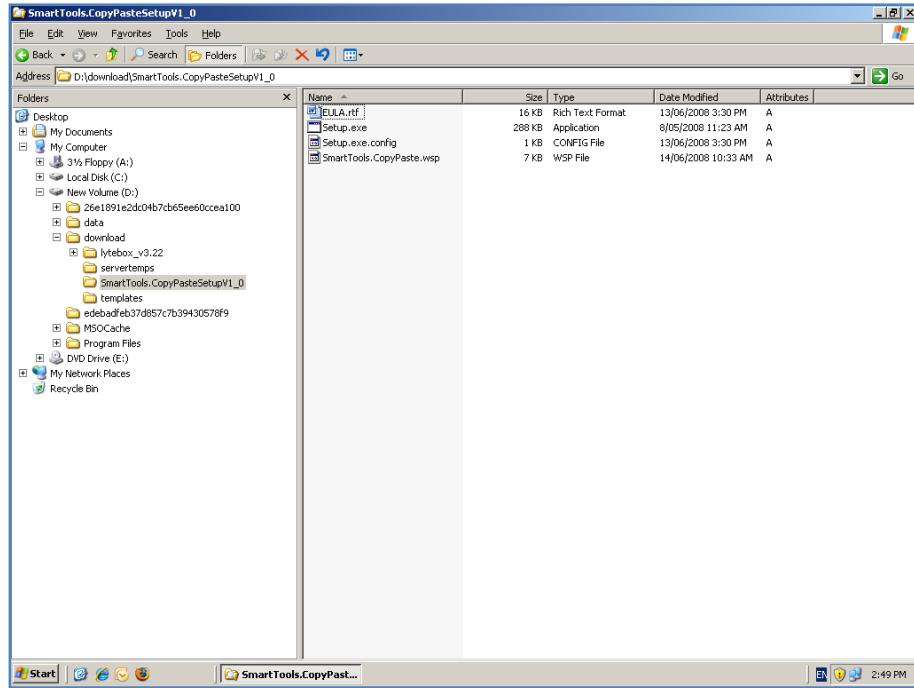
The *What's New* web part will display additions or changes to most of the items in your SharePoint site including document libraries, calendars, etc.

12.9 Copy Paste add on

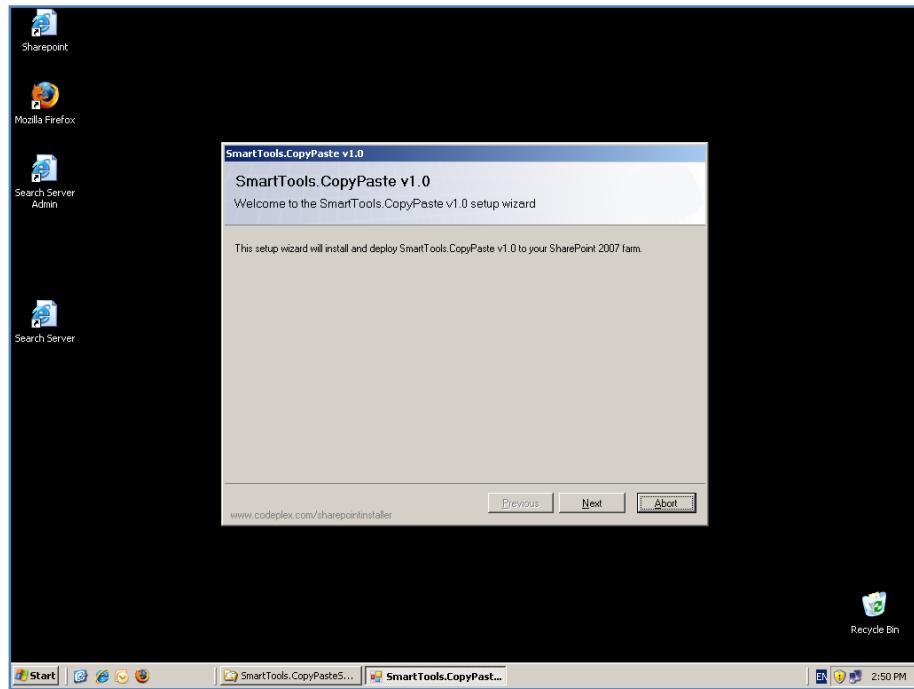
The 'Copy Paste' add-on is an addition that easily allows you to move a document from one SharePoint library to another. To download the add-on go to:

<http://www.codeplex.com/smartztools/Release/ProjectReleases.aspx?ReleaseId=13197>

Chapter 12 – Add ons

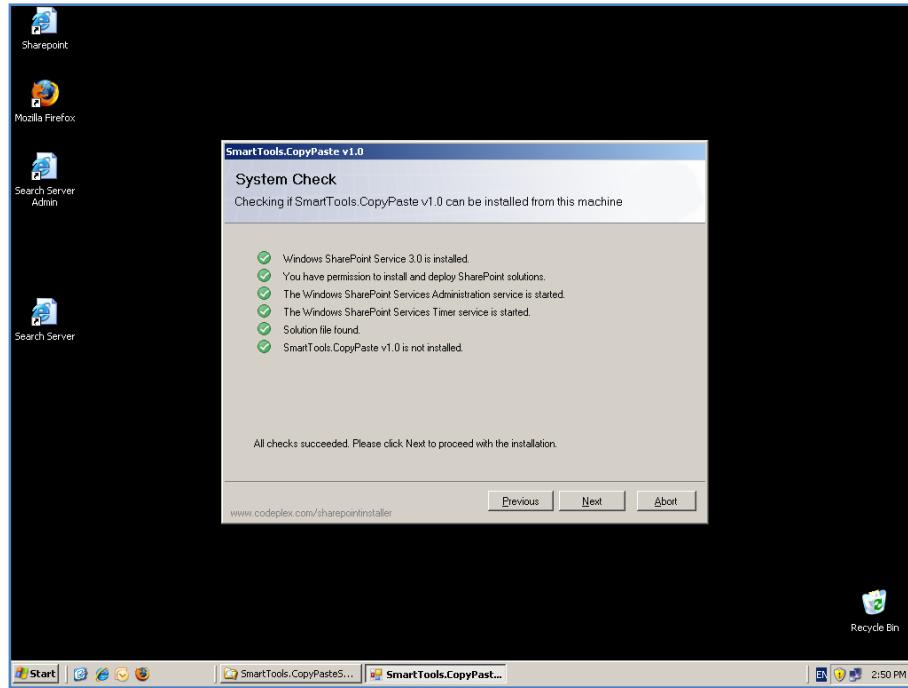


Once the files have been downloaded and expanded onto the hard disk of the SharePoint Server, which has also been logged in as an administrator, simply **double click** on *setup.exe* to commence the installation process.



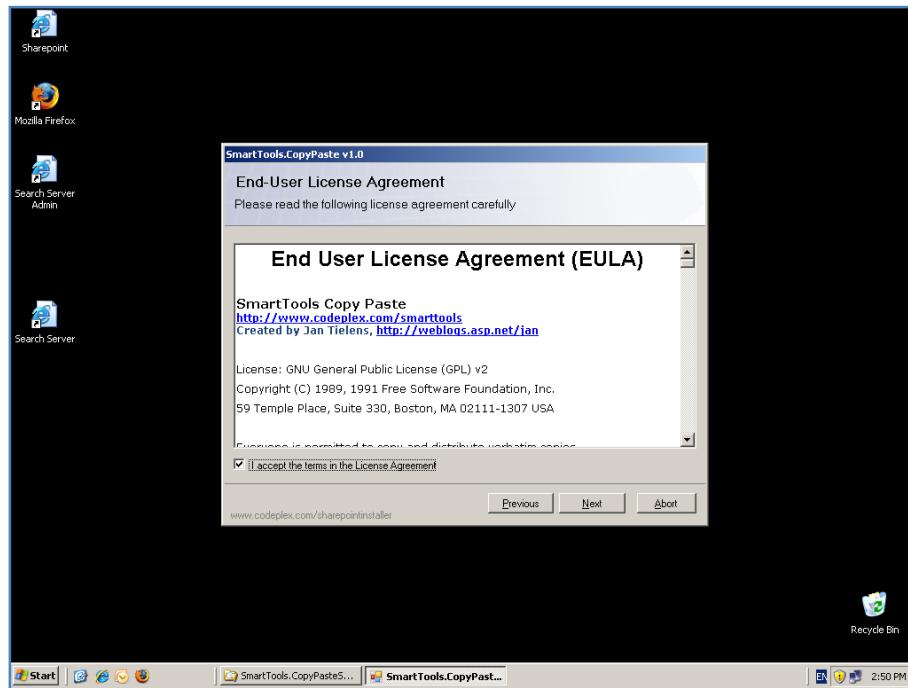
You should now see the Welcome windows displayed.

Chapter 12 – Add ons



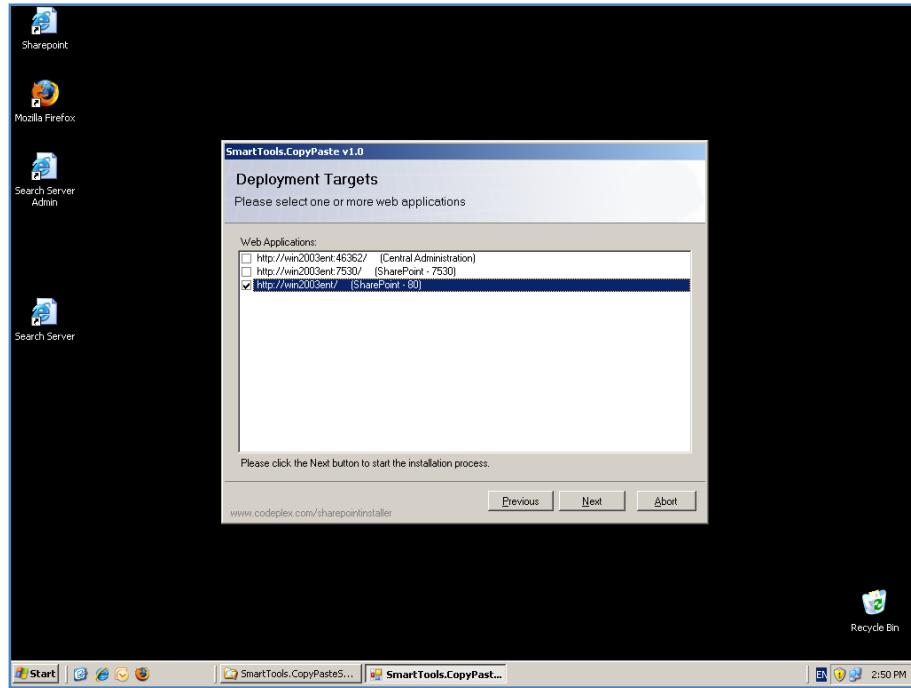
The installation will now check to ensure that your environment is suitable for installation.

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



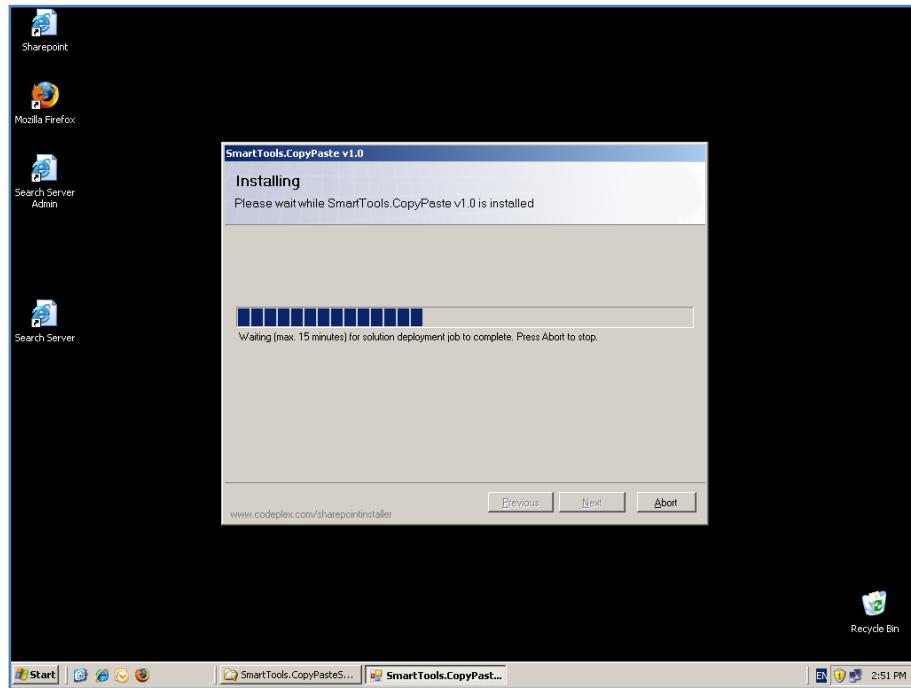
Click in the "*I accept the terms of the License Agreement*" to accept the EULA and press the **Next** button to continue.

Chapter 12 – Add ons



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.

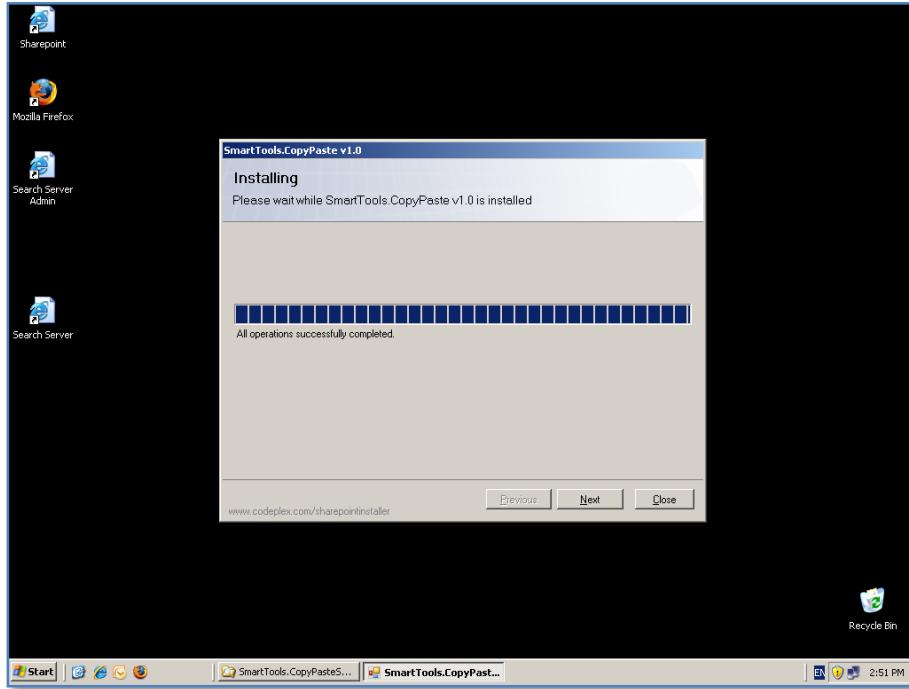
When the selection is complete, press the **Next** button to continue.



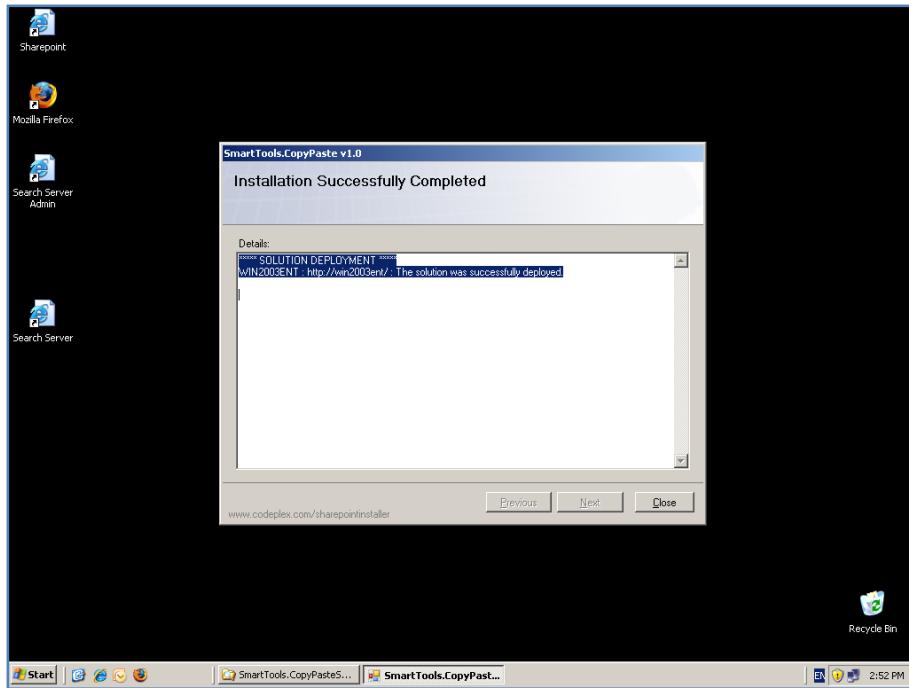
The installation process will now commence copying files.

Chapter 12 – Add ons

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

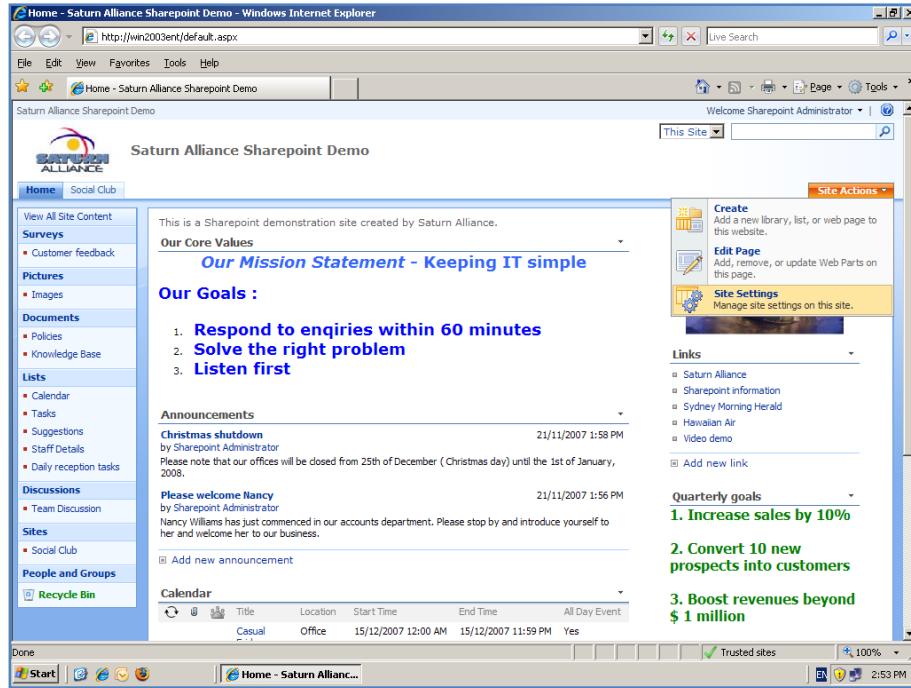


When the process has completed press the **Next** button to continue.

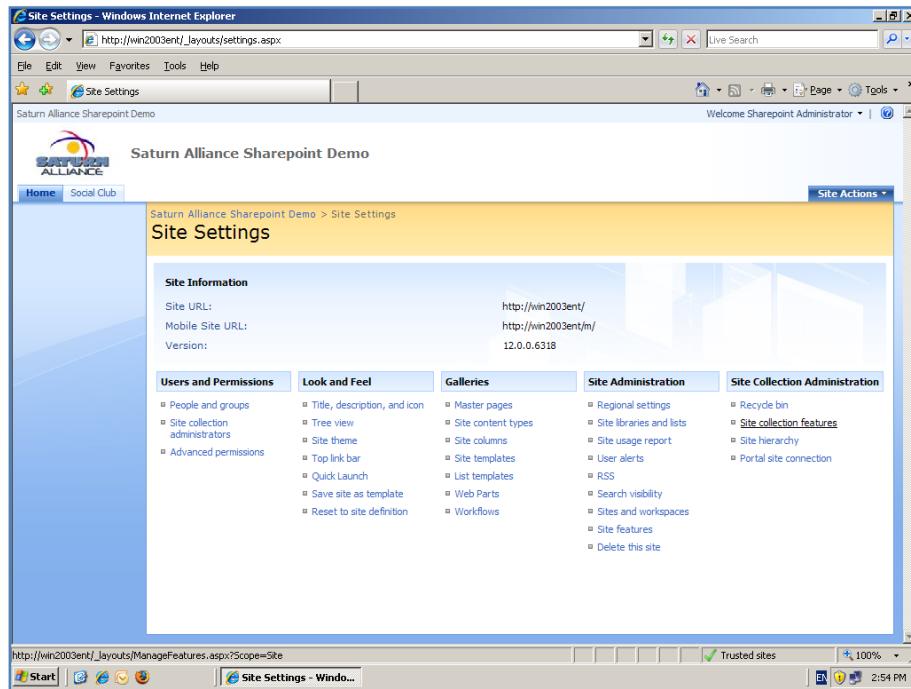


The installation summary window will now be displayed. Ensure that the installation has been successful and press the **Close** button to complete the process.

Chapter 12 – Add ons

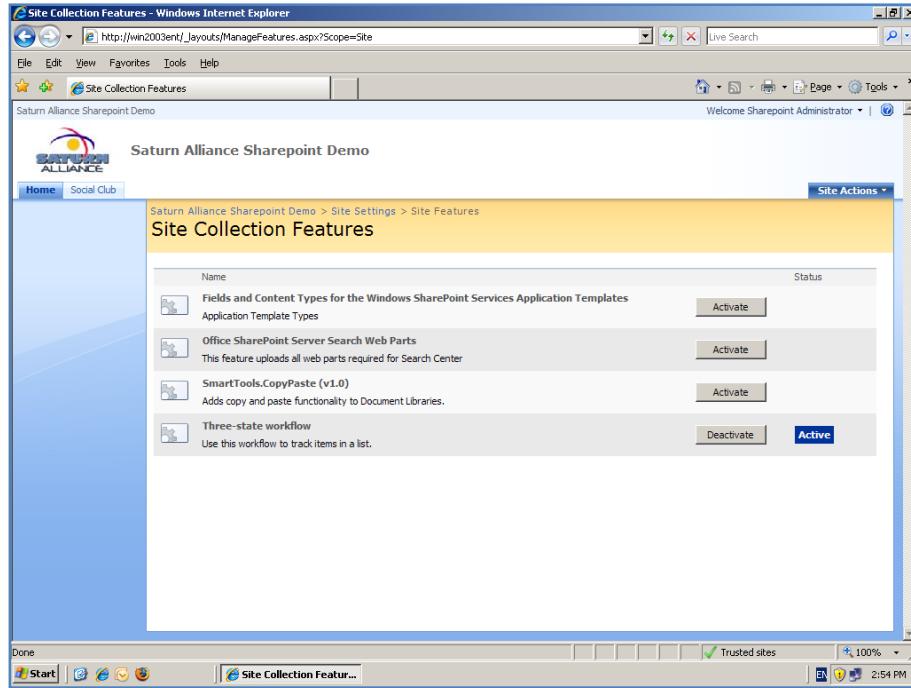


Open the SharePoint site and login as a SharePoint Administrator. From the **Site Actions** menu in the top right of the screen select **Site Settings**.

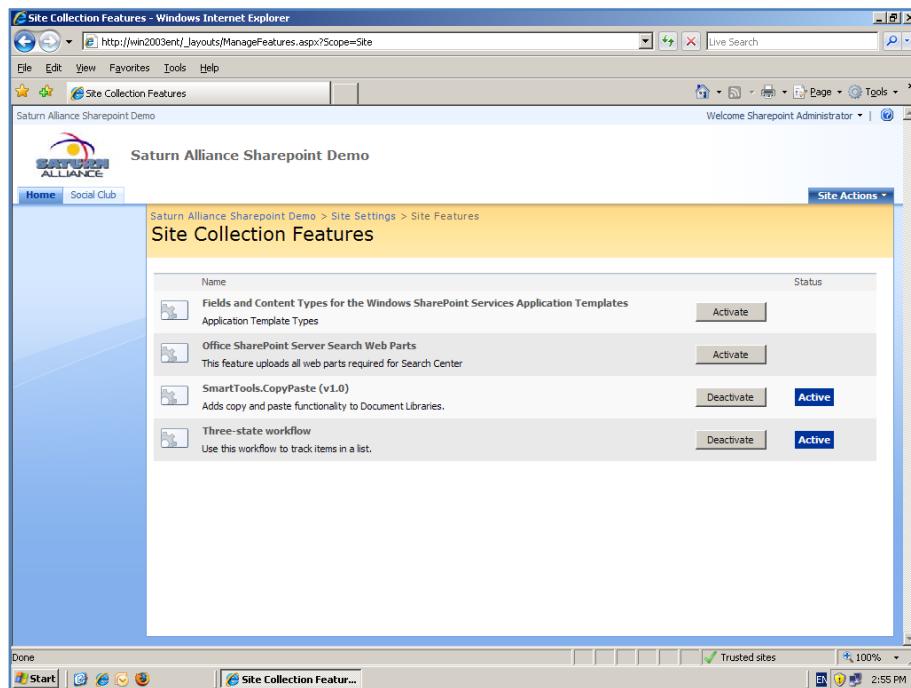


In the **Site Settings** page select **Site Collection features** under the **Site Collection Administration** heading at the right of the page.

Chapter 12 – Add ons

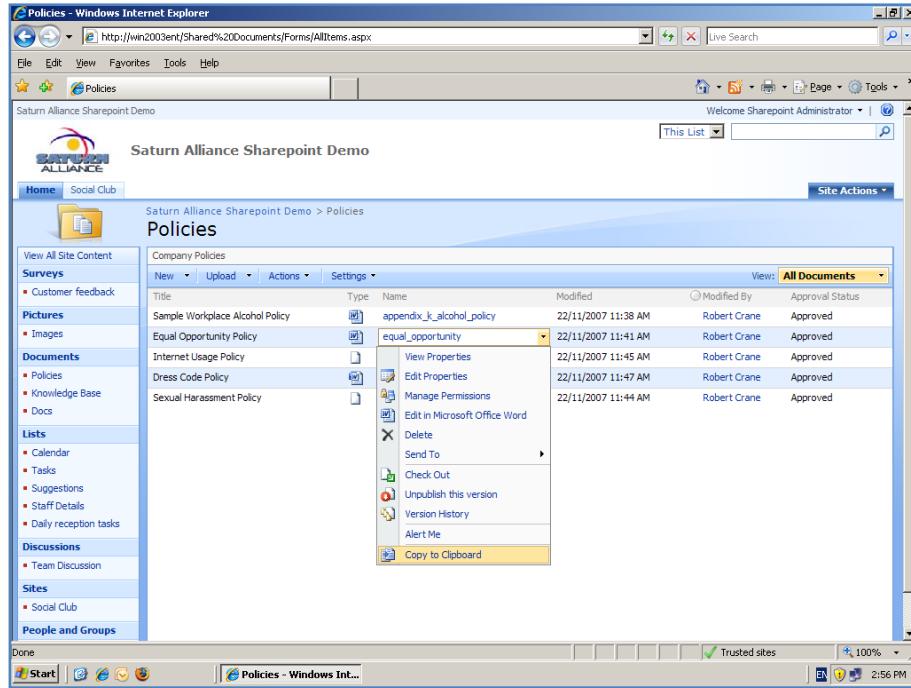


In the list of Site Collection features locate *SmartTools.CopyPaste* line and press the **Activate** button to make this feature available to the site.

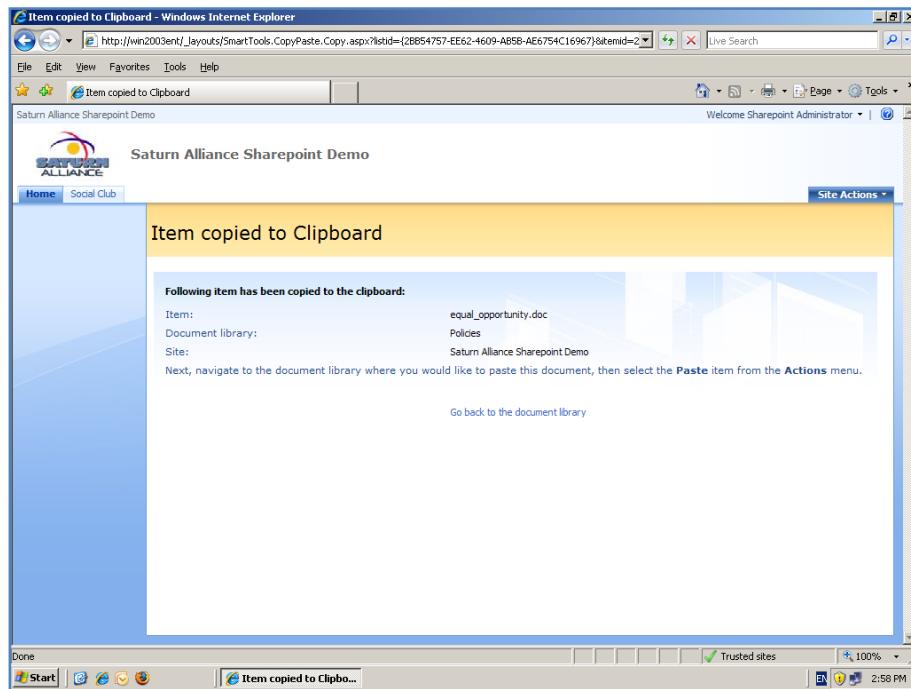


After you have pressed the **Activation** button you should now see the *Status* is **Active** and the button has now changed to read **Deactivate**. To remove this feature from the site if required in the future, simply return here and press the **Deactivate** button.

Chapter 12 – Add ons



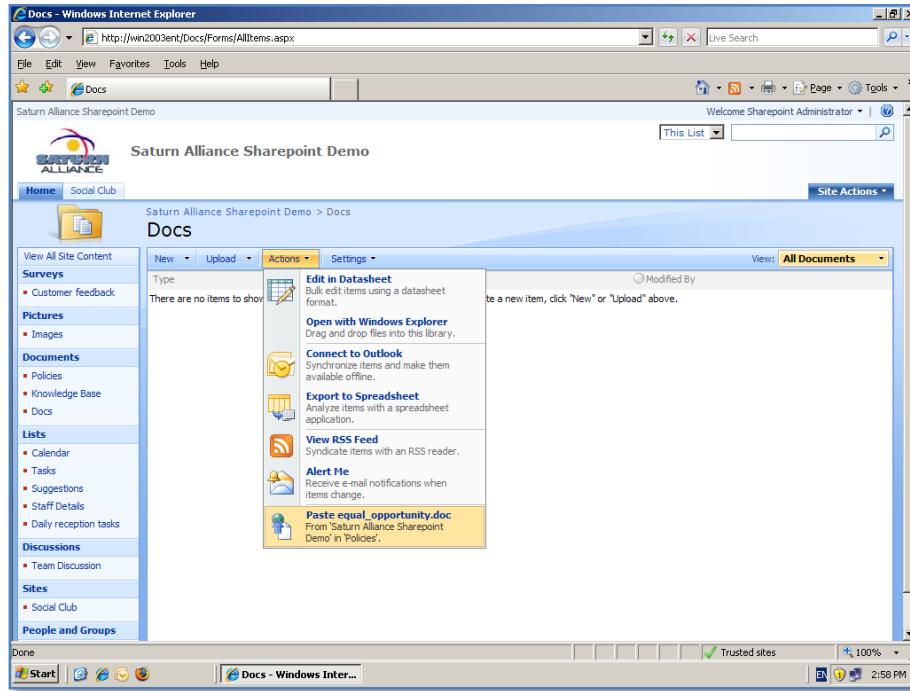
To use the functionality of the add-on simply select any document library. Inside, locate any document and **click** to the right of the document name to display the menu. At the bottom of the menu select the **Copy to Clipboard** option.



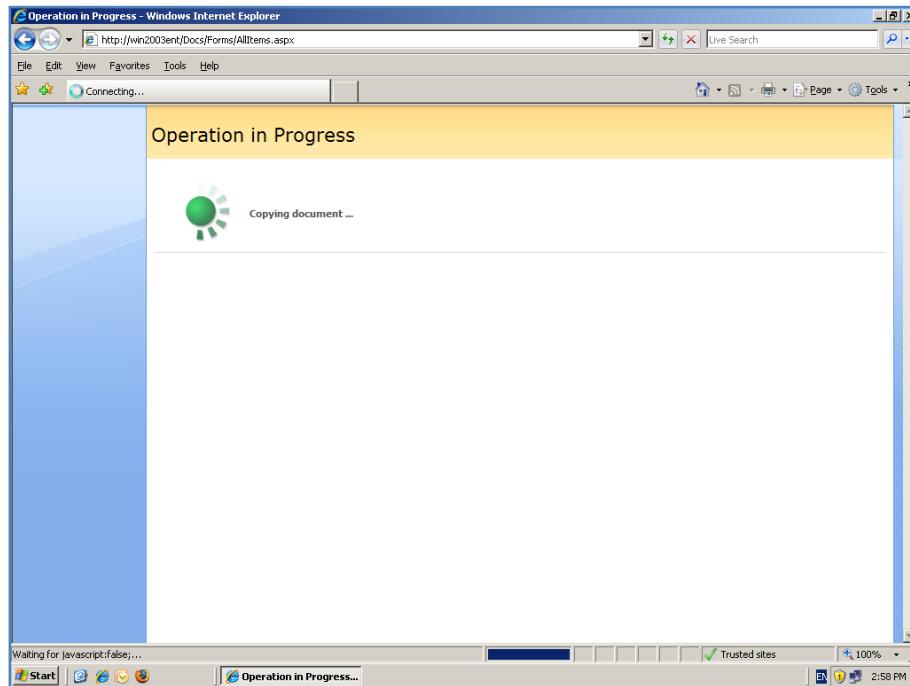
Once selected, you will see the following page that indicates the document has been copied and you can now paste the document into another document library.

Chapter 12 – Add ons

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

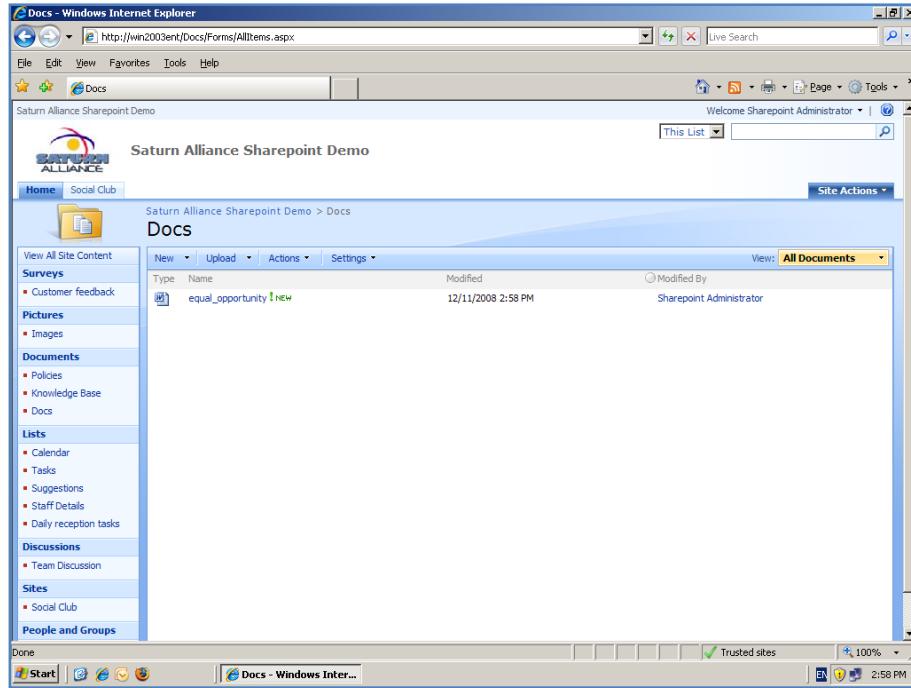


Locate the document library into which you wish to place the document. From the **Action** menu select **Paste <document_name>**.



The *Operation in Progress* page will be displayed.

Chapter 12 – Add ons



Once complete the document should appear in the document library.

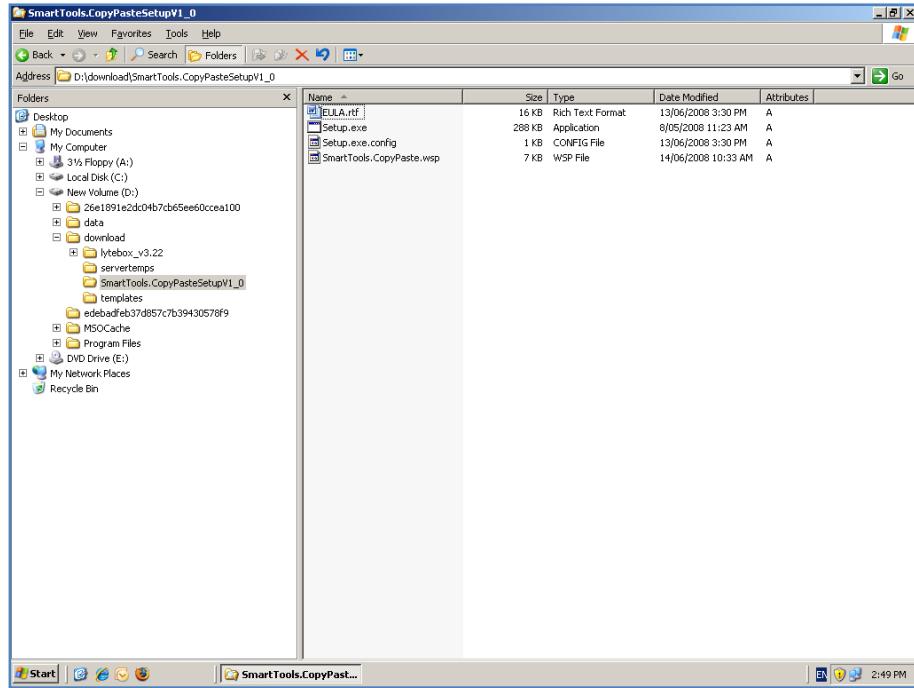
Once again note this functionality is only available inside SharePoint not to external applications.

12.10 Enhanced site actions add-on

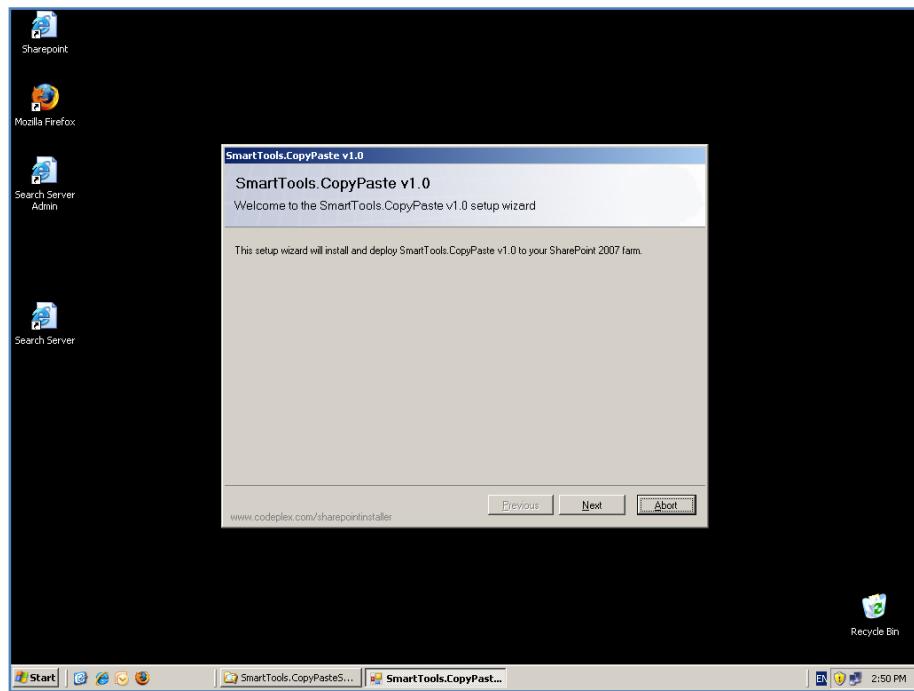
The ‘Copy Paste’ add-on is an addition that easily allows you to move a document from one SharePoint library to another. To download the add-on go to:

<http://www.codeplex.com/smartztools/Release/ProjectReleases.aspx?ReleaseId=13197>

Chapter 12 – Add ons

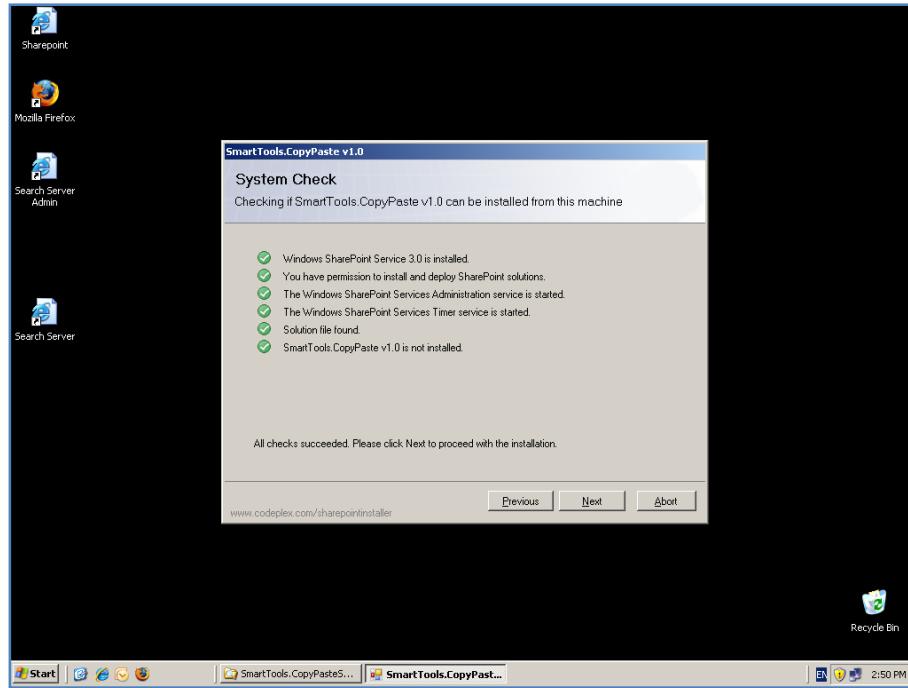


Once the files have been downloaded and expanded onto the hard disk of the SharePoint Server, which has also been logged in as an administrator, simply **double click** on *setup.exe* to commence the installation process.



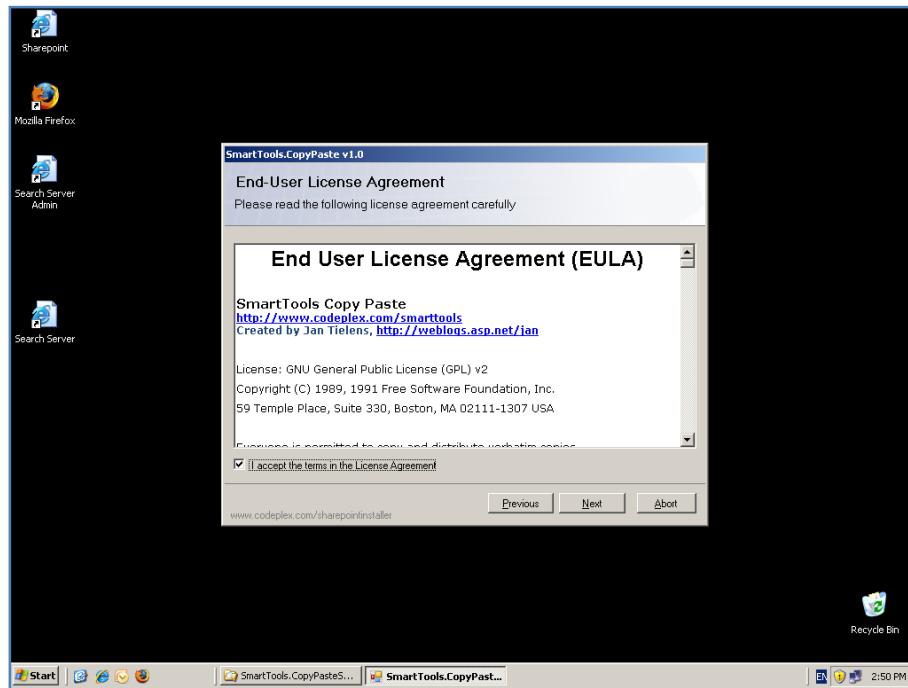
You should now see the Welcome windows displayed.

Chapter 12 – Add ons



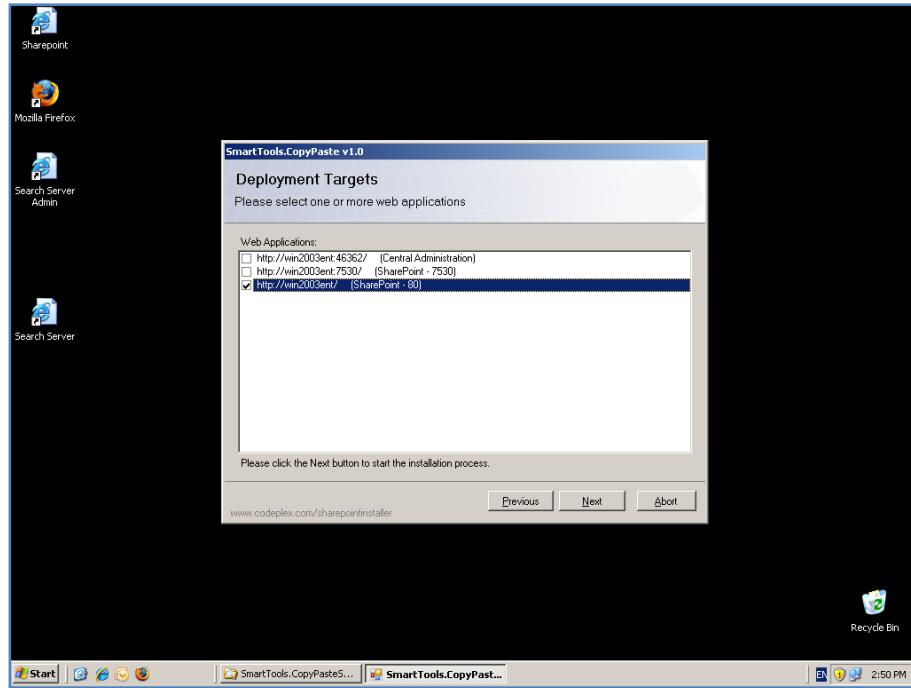
The installation will now check to ensure that your environment is suitable for installation.

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



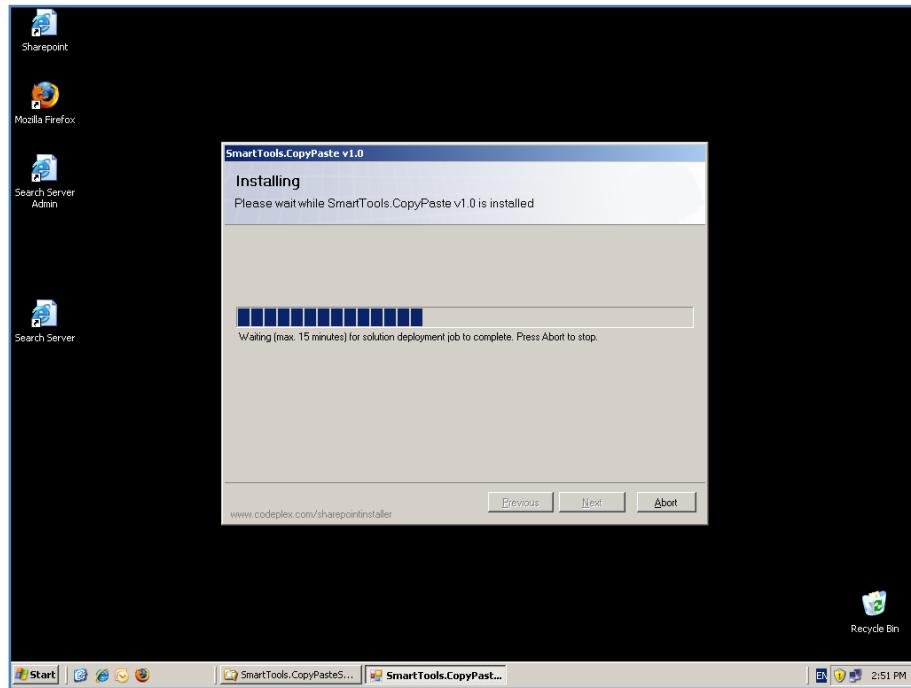
Click in the "*I accept the terms of the License Agreement*" to accept the EULA and press the **Next** button to continue.

Chapter 12 – Add ons



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.

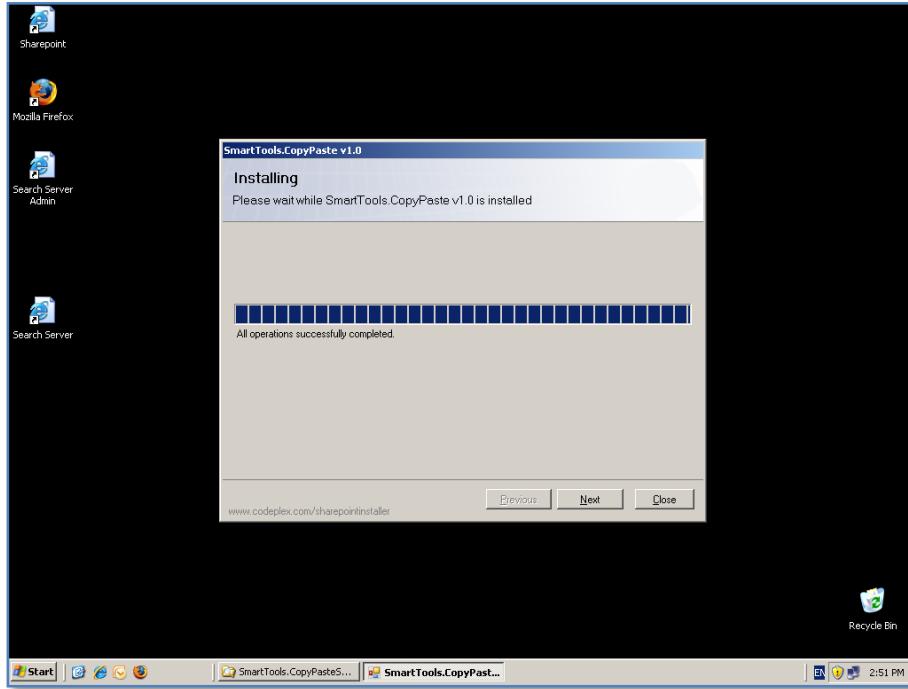
When the selection is complete, press the **Next** button to continue.



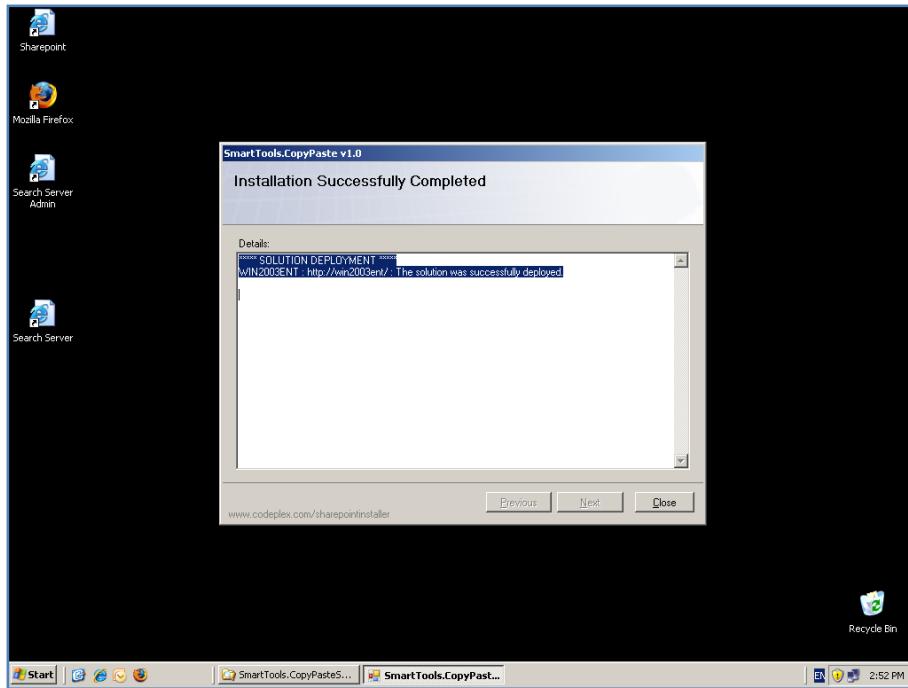
The installation process will now commence copying files.

Chapter 12 – Add ons

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

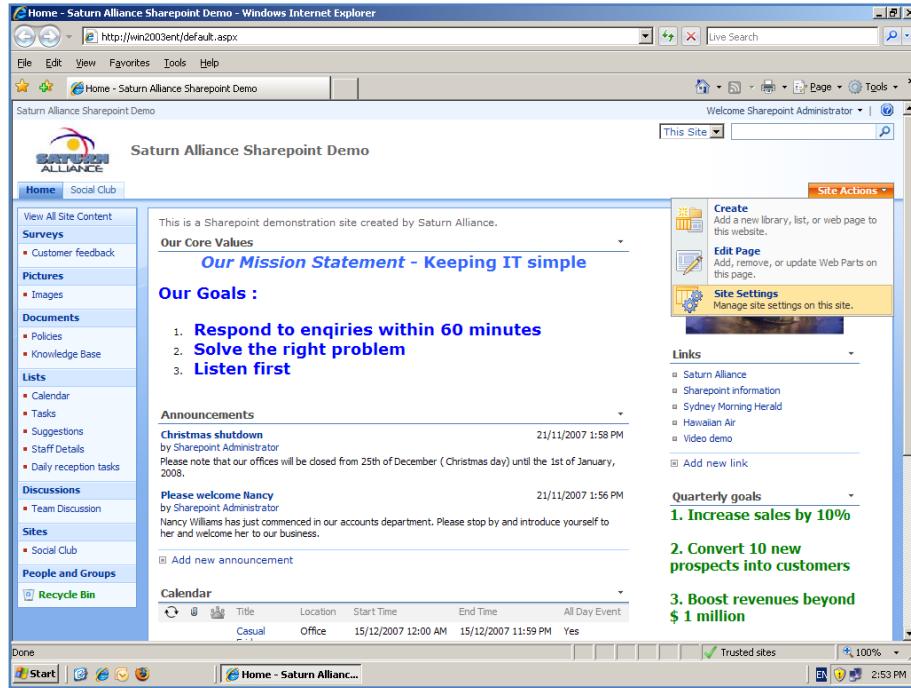


When the process has completed press the **Next** button to continue.

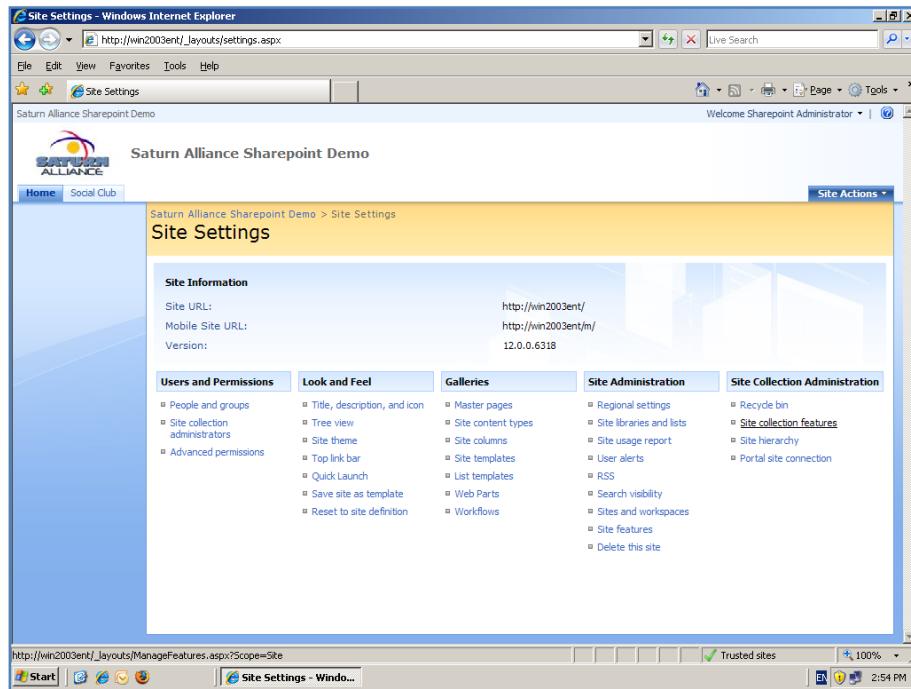


The installation summary window will now be displayed. Ensure that the installation has been successful and press the **Close** button to complete the process.

Chapter 12 – Add ons

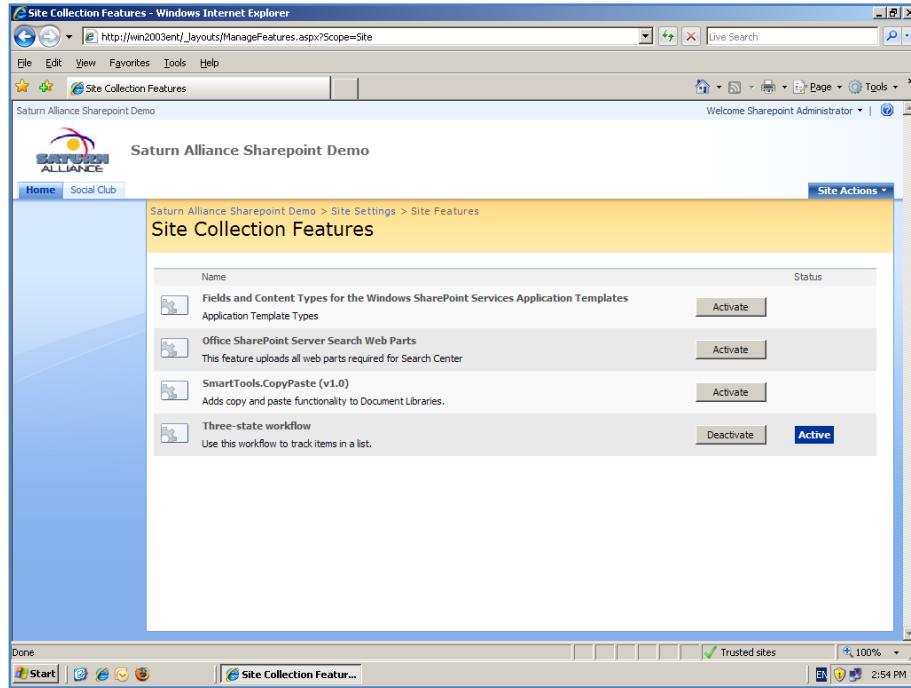


Open the SharePoint site and login as a SharePoint Administrator. From the **Site Actions** menu in the top right of the screen select **Site Settings**.

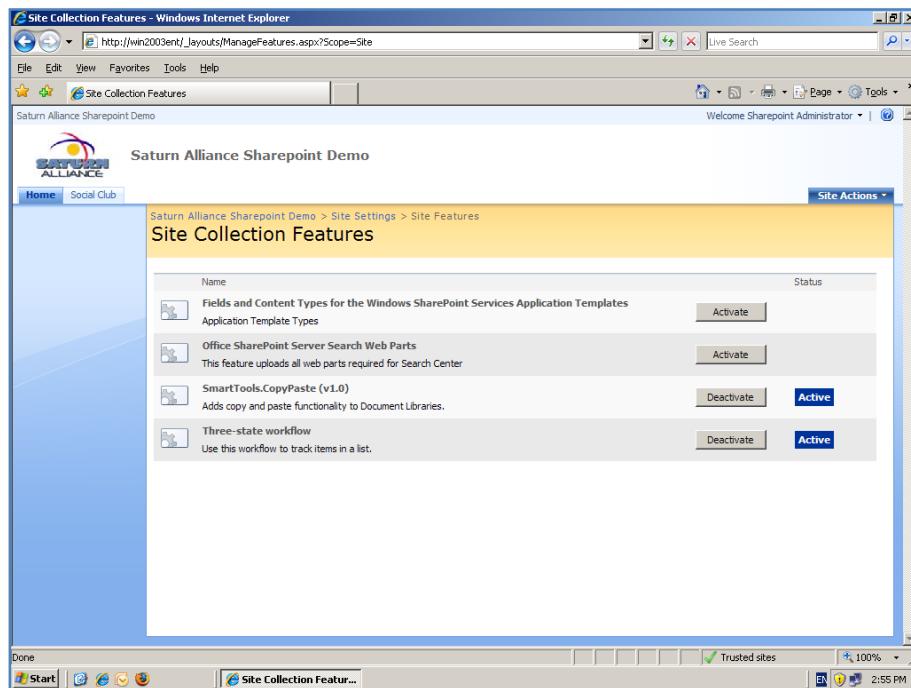


In the **Site Settings** page select **Site Collection features** under the **Site Collection Administration** heading at the right of the page.

Chapter 12 – Add ons



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



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.

Chapter 12 – Add ons

The screenshot shows a Microsoft Internet Explorer window displaying a SharePoint document library titled 'Policies'. The library contains several documents, including 'Sample Workplace Alcohol Policy', 'Equal Opportunity Policy', 'Internet Usage Policy', 'Dress Code Policy', and 'Sexual Harassment Policy'. A context menu is open over the 'equal_opportunity' document, listing options such as View Properties, Edit Properties, Manage Permissions, Edit in Microsoft Office Word, Delete, Send To, Check Out, Unpublish this version, Version History, Alert Me, and Copy to Clipboard. The 'Copy to Clipboard' option is highlighted.

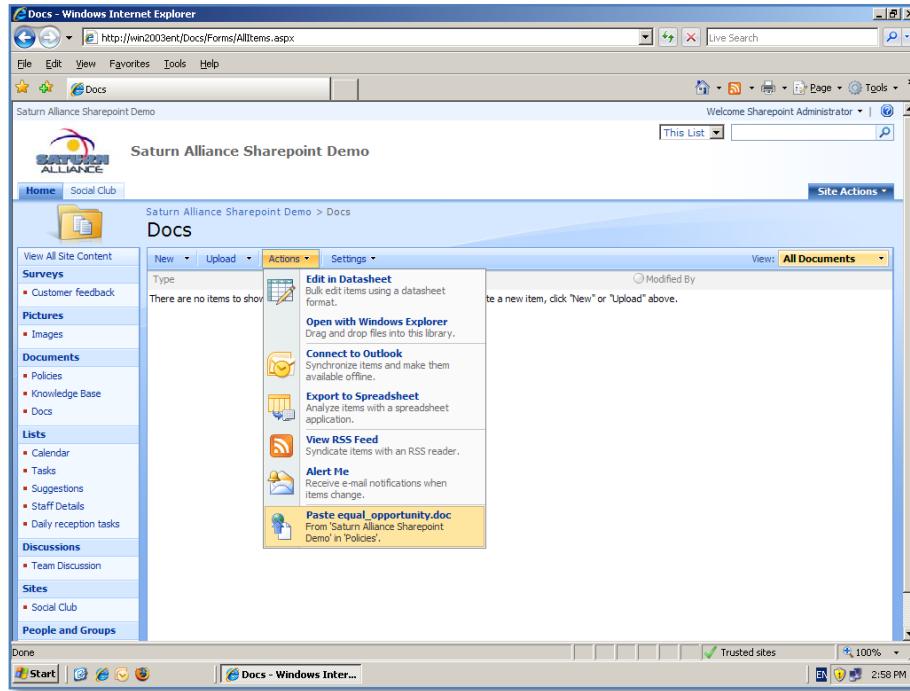
To use the functionality of the add-on simply select any document library. Inside, locate any document and **click** to the right of the document name to display the menu. At the bottom of the menu select the **Copy to Clipboard** option.

The screenshot shows a Microsoft Internet Explorer window displaying a confirmation message titled 'Item copied to Clipboard'. The message states: 'Following item has been copied to the clipboard: equal_opportunity.doc'. It also provides details about the document: 'Document library: Policies' and 'Site: Saturn Alliance Sharepoint Demo'. Below the message, there is a link 'Go back to the document library'.

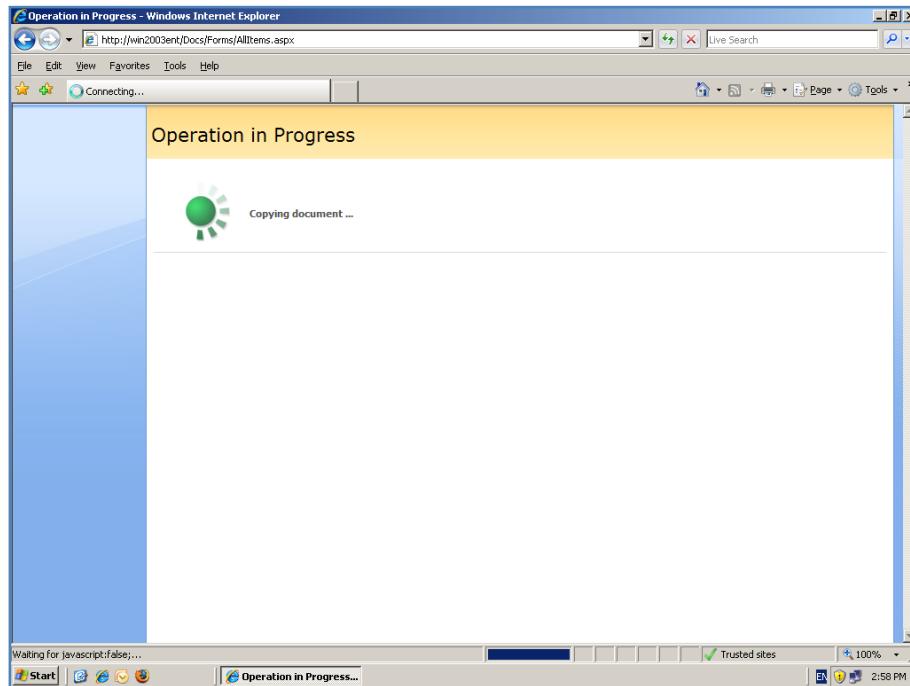
Once selected, you will see the following page that indicates the document has been copied and you can now paste the document into another document library.

Chapter 12 – Add ons

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

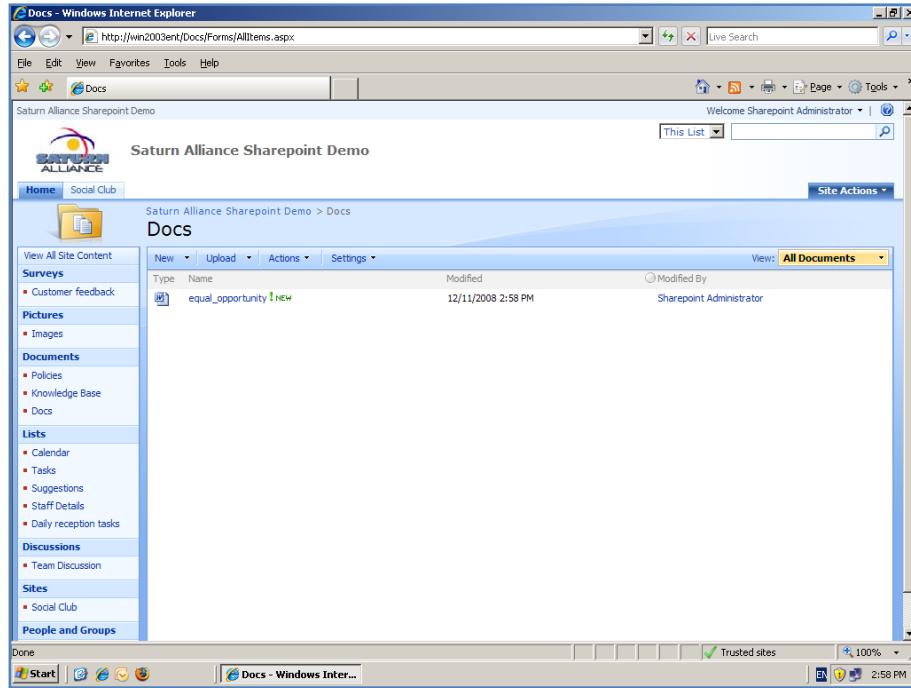


Locate the document library into which you wish to place the document. From the **Action** menu select **Paste <document_name>**.



The *Operation in Progress* page will be displayed.

Chapter 12 – Add ons

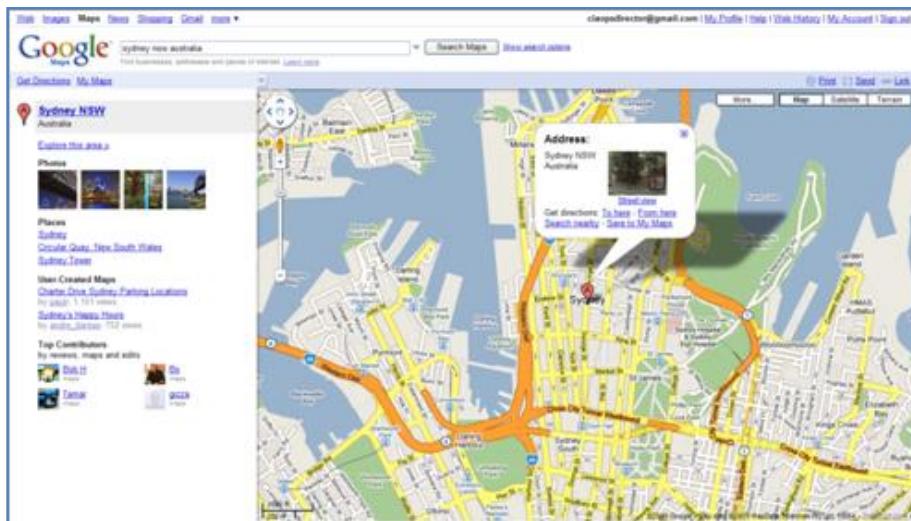


Once complete the document should appear in the document library.

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

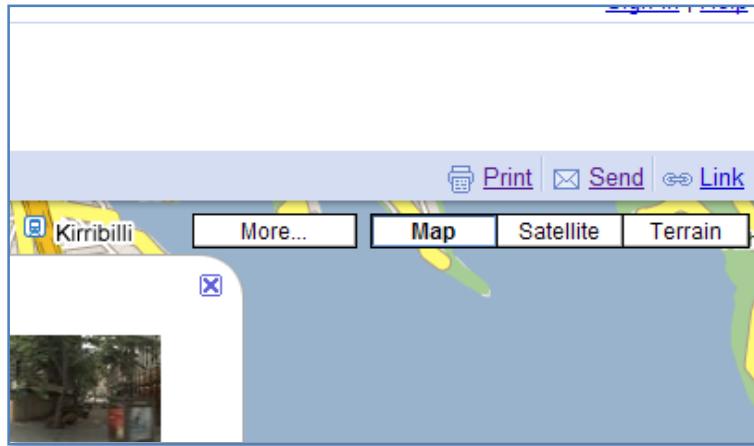
12.11 Adding Google maps

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

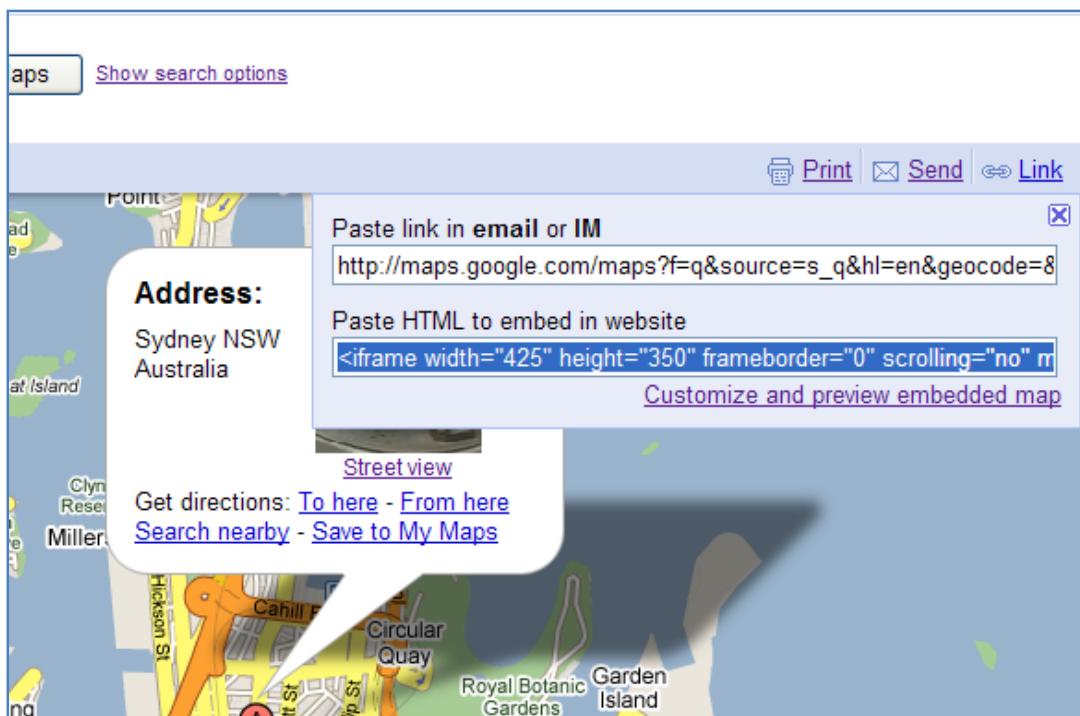


Chapter 12 – Add ons

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.

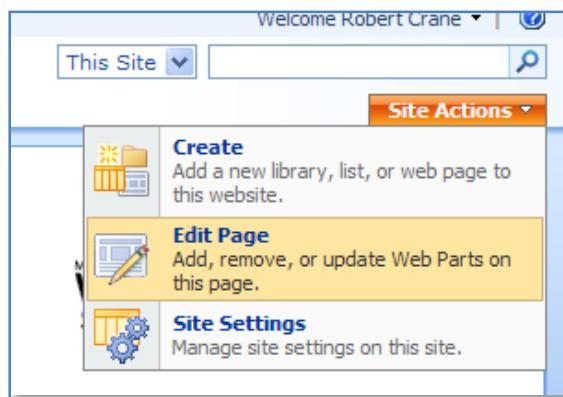


This will display two lines. Copy the second line (under *Paste HTML to embed in website*).

Chapter 12 – Add ons

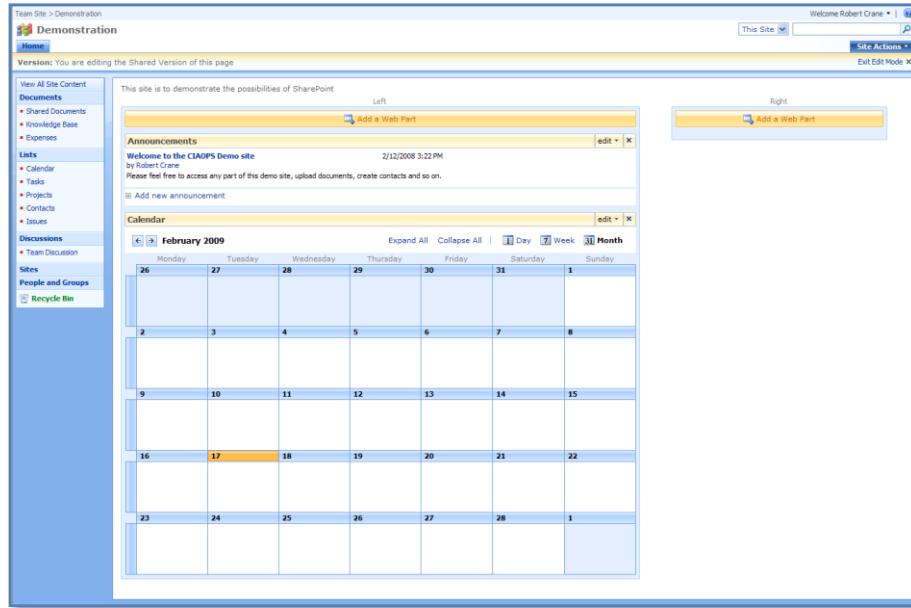
The screenshot shows a SharePoint 2007 site titled 'Demonstration'. The left navigation bar includes links for Home, View All Site Content, Documents, Lists, Discussions, and Sites. A central content area displays a 'Calendar' web part for February 2009. The calendar shows days from 26 to 8 of the month. The 17th is highlighted in yellow, indicating it is selected or the current date. The top right corner of the page header shows 'Welcome Robert Crane'.

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.



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

Chapter 12 – Add ons

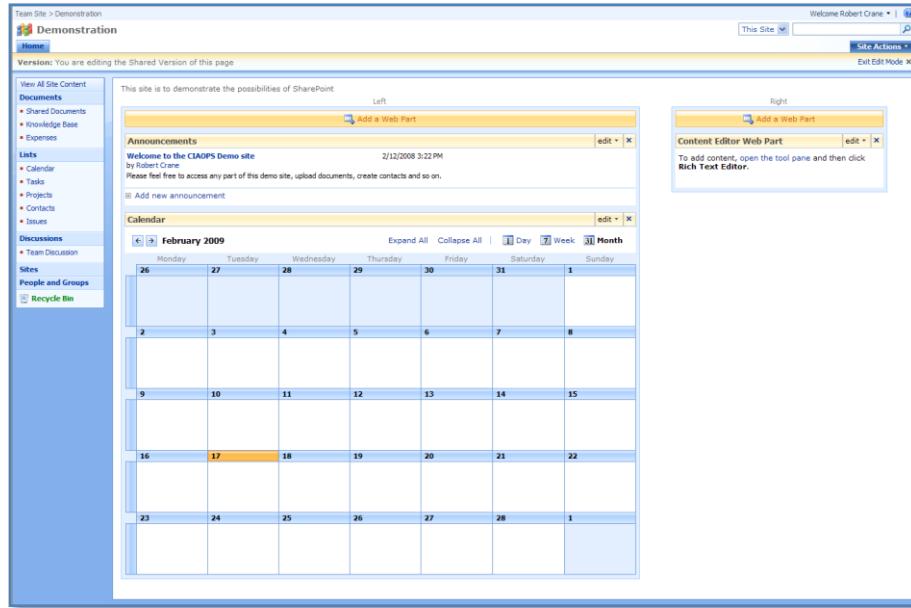


The page will now be placed into **Edit mode**. Select **Add a Web Part** from the location where you wish the map to be displayed on your page. In this case, on the right hand column.



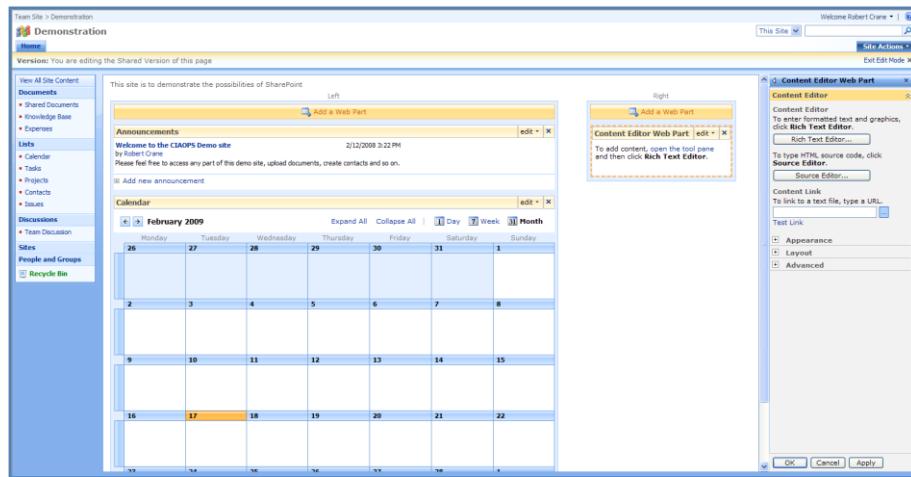
An **Add Web Part** windows will appear. Scroll down the list until you locate the **Content Editor Web Part**. Place a tick in the box to left of this and press the **Add** button.

Chapter 12 – Add ons



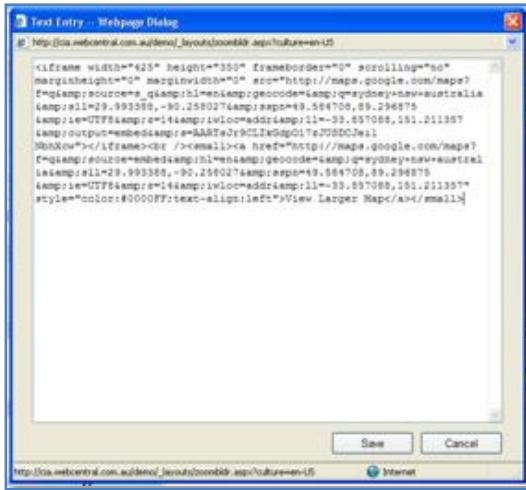
You should see the web part appear at the top of the column you selected. You can drag the web part to any location on the page.

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



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

Chapter 12 – Add ons



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

Press **Save** when complete.

Team Site > Demonstration

Demonstration

[Home](#)

Version: You are editing the Shared Version of this page

[View All Site Content](#)

[Documents](#)

- [Shared Documents](#)
- [Knowledge Base](#)
- [Expenses](#)

[Lists](#)

- [Calendar](#)
- [Tasks](#)
- [Projects](#)
- [Contacts](#)
- [Issues](#)

[Discussions](#)

- [Team Discussion](#)

[Sites](#)

[People and Groups](#)

[Recycle Bin](#)

This site is to demonstrate the possibilities of SharePoint.

Left

Announcements

Welcome to the CMOPS Demo site
by Robert Crane 2/12/2008 3:22 PM

Please feel free to access any part of this demo site, upload documents, create contacts and so on.

[Add new announcement](#)

Calendar

February 2009

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
17	18	19	20	21	22	23

Right

Content Editor Web Part

[Edit](#) [Add a Web Part](#)

Address:
Sydney NSW Australia

Get directions: [To here](#) - From here

Search nearby

[View Larger Map](#)

Content Editor Web Part

[Edit](#) [Add a Web Part](#)

Content Editor

To enter formatted text and graphics, click **Rich Text Editor**.

[Rich Text Editor...](#)

Source Editor

To type HTML source code, click **Source Editor**.

[Source Editor...](#)

Content Link

To link to a text file, type a URL.

[Test Link](#)

[Appearance](#)

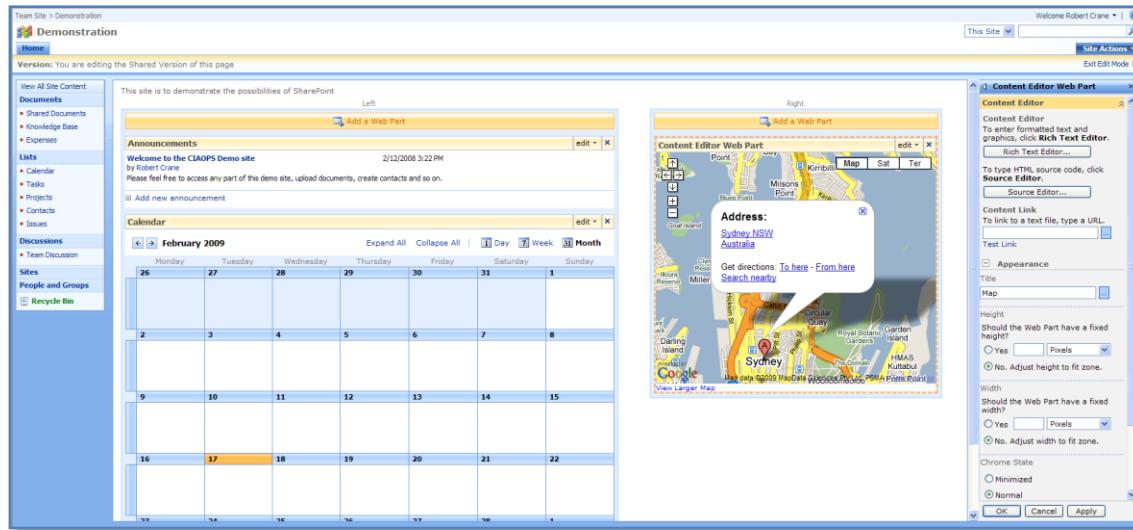
[Layout](#)

[Advanced](#)

[OK](#) [Cancel](#) [Apply](#)

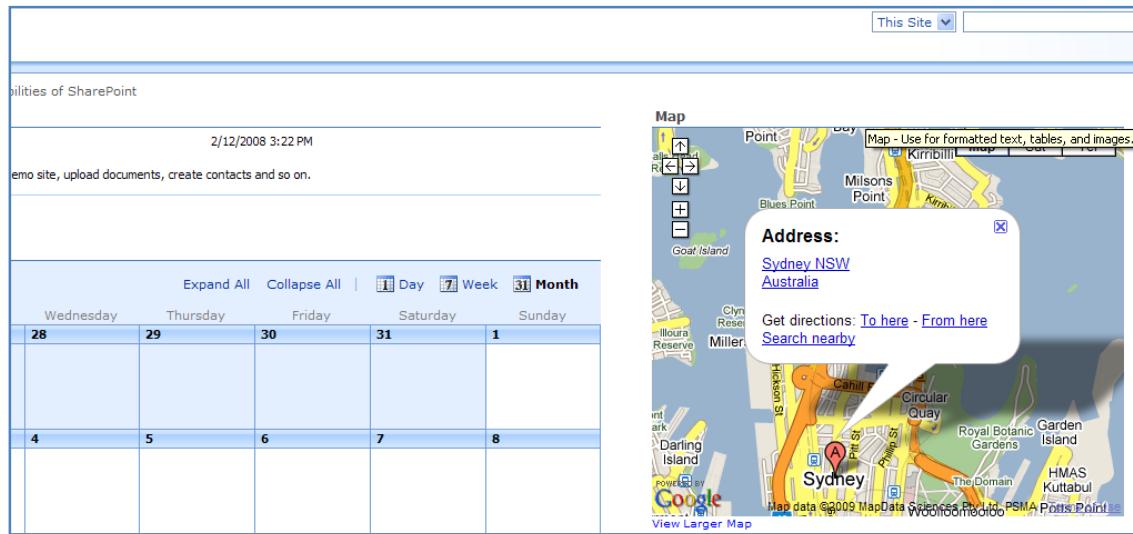
You should now see the Google Map appear in the area for the web part.

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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.

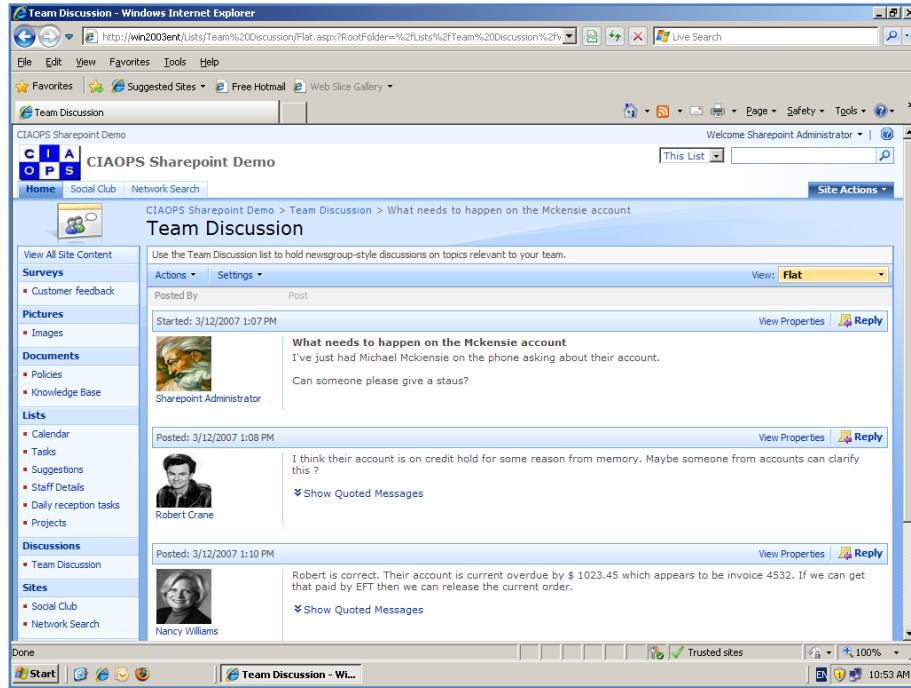


You should now see the map displayed on the page as shown.

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.

Chapter 12 – Add ons

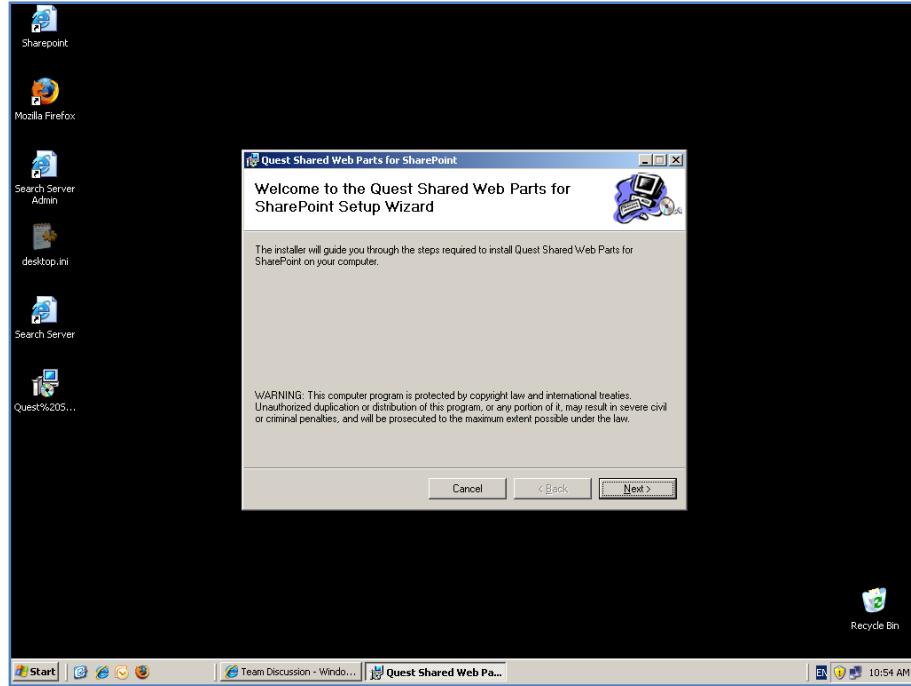


A normal WSS v3 Discussion is shown above and unfortunately doesn't allow much customization.

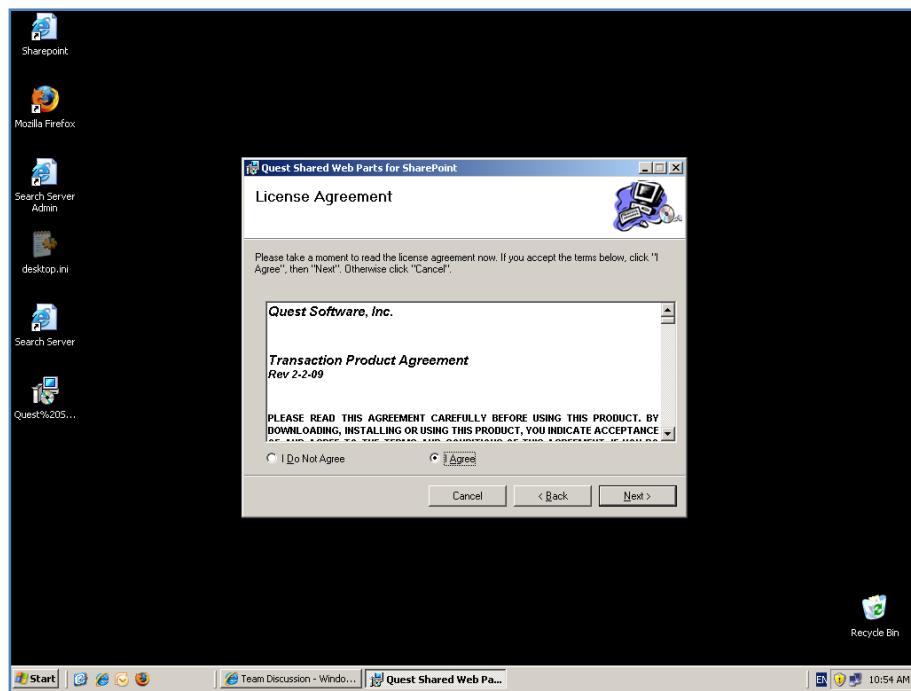
Quest Labs makes available a freely downloadable web part called *qDiscussionView* that allows you to create a highly customized version of any Team Discussion. You can download the web part (32 and 64 bit versions) from:

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

Chapter 12 – Add ons

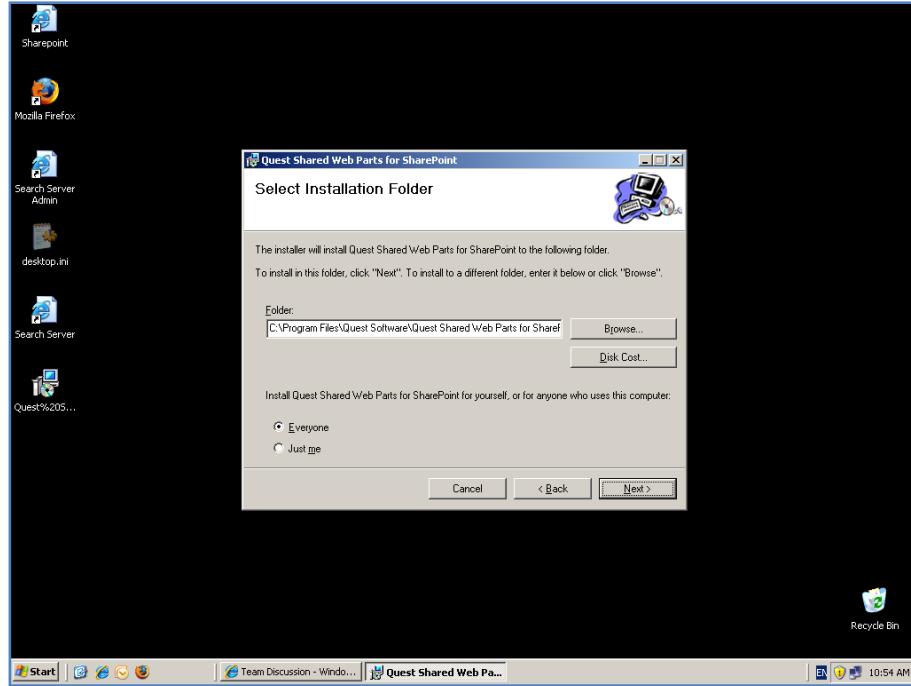


Once the software has been downloaded simply double click on the MSI file to install.
Click **Next** to continue.

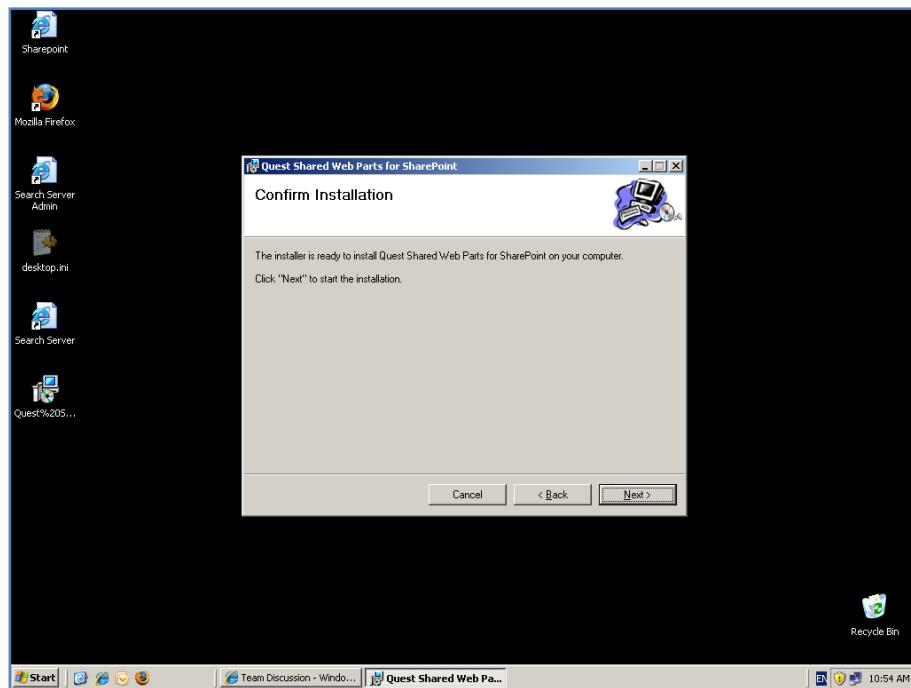


Select *I Agree* and click **Next**.

Chapter 12 – Add ons

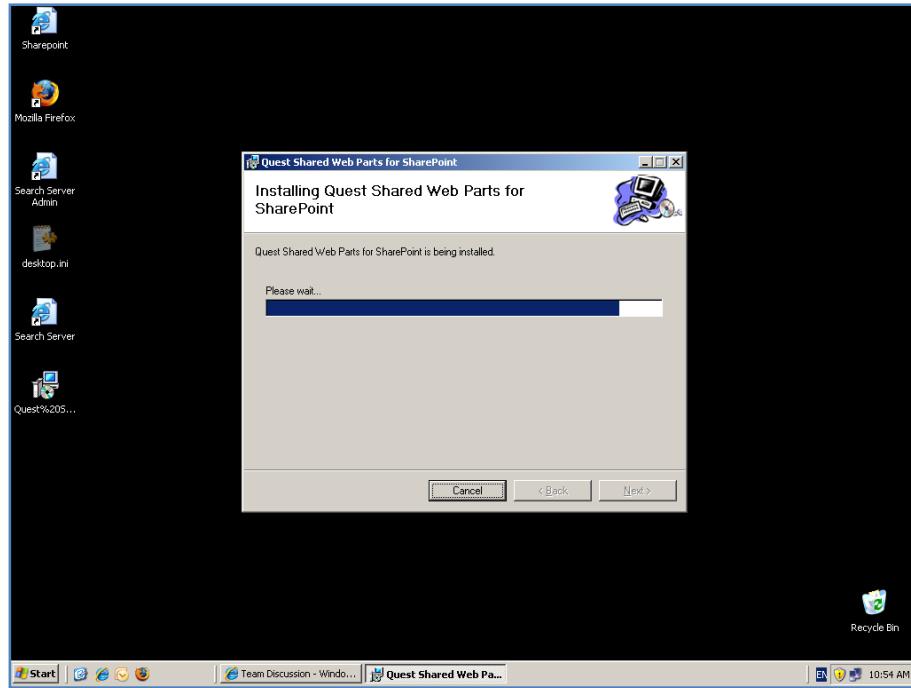


Select a location into which to install the software and click **Next** to continue.

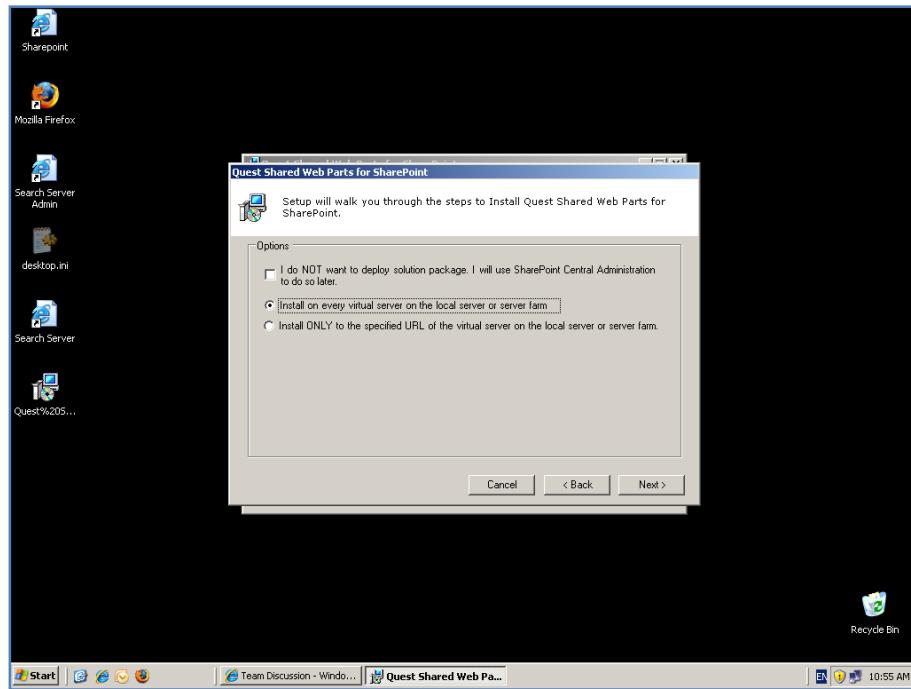


Click **Next** to commence the installation.

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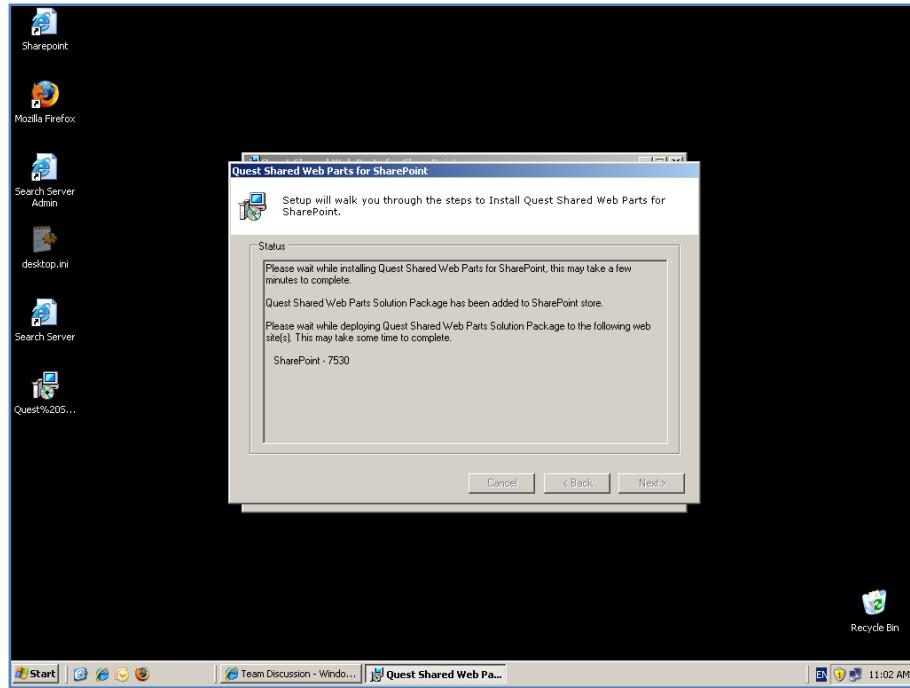
The install process will now commence.



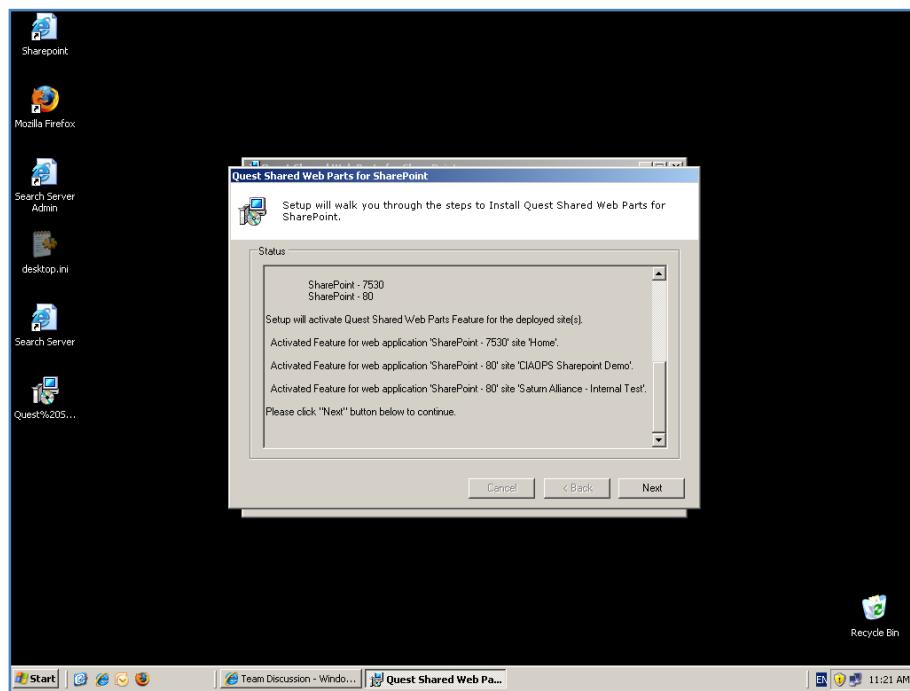
Select WSS v3 servers you wish to install the software. In most cases you will want to deploy it to all WSS v3 servers on the local machine but selecting the bottom option will allow you to target specific WSS v3 URL's.

Chapter 12 – Add ons

Make the desired selection and click the **Next** button.



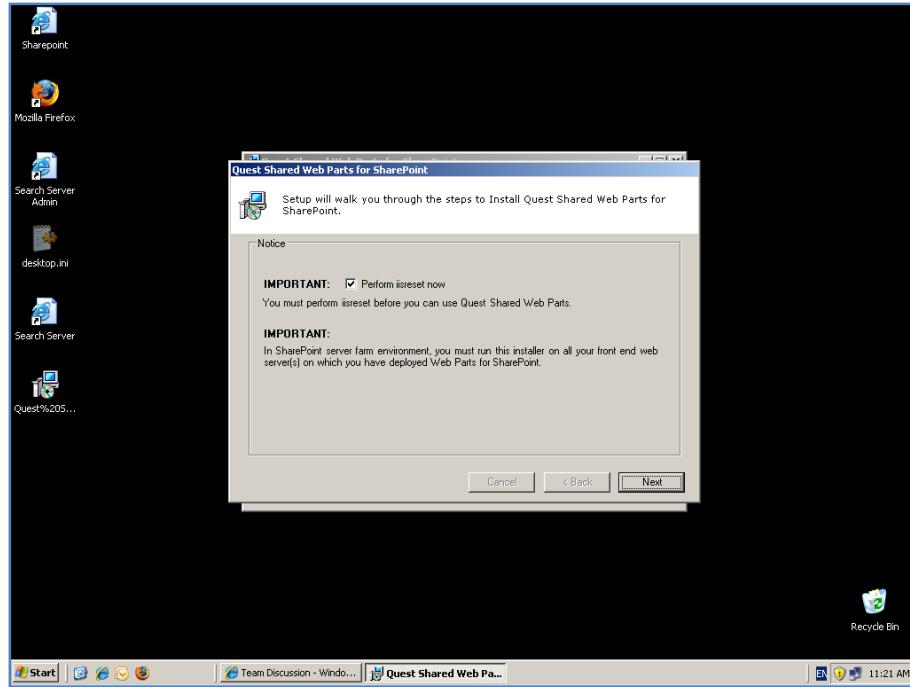
You will now see the software being deployed to the WSS v3 sites that you selected previously. Please note that this process may take a few minutes to complete.



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

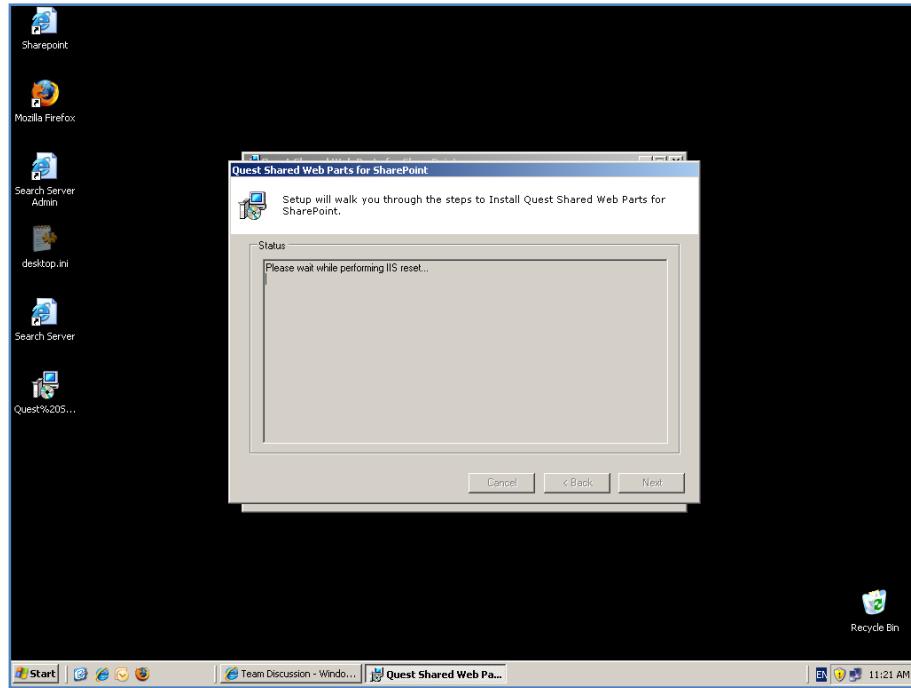
Press the **Next** button to continue.



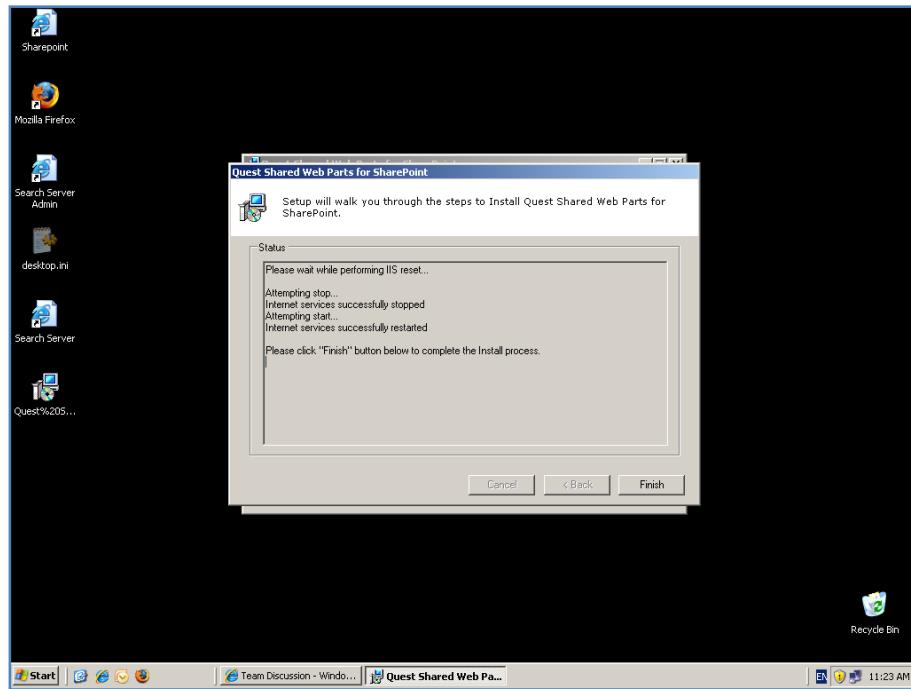
You will now be prompted as to whether you wish to complete a reset of the Internet Information Services on this machine. This process is required for the previously installed software to be available and work correctly on your WSS v3 sites, however note that performing such a reset will make any web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

Chapter 12 – Add ons



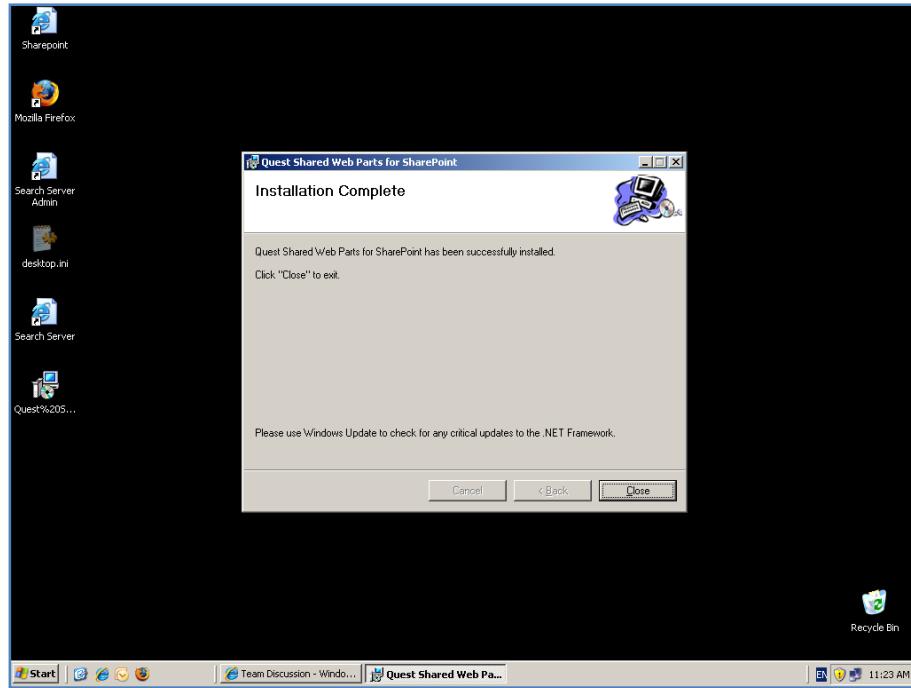
You will now see the IIS reset process complete.



Once complete you will see the results in the window.

Press the **Finish** button.

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

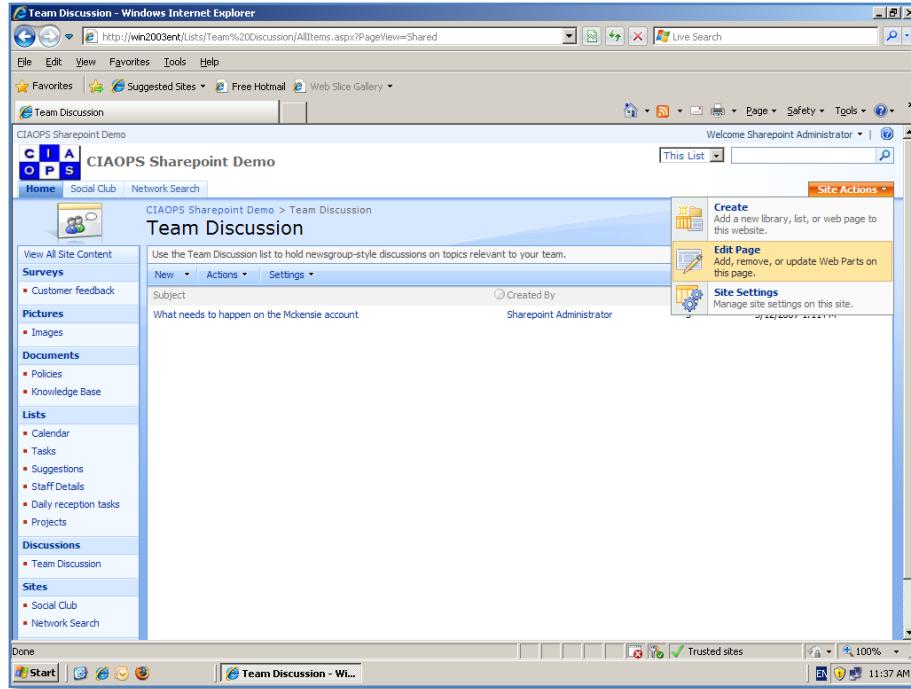
A screenshot of a SharePoint site in a web browser. The title bar says 'Team Discussion - Windows Internet Explorer'. The URL is 'http://w2003ent/Lists/Team%20Discussion/AllItems.aspx?PageView=Shared'. The page shows a 'Team Discussion' list. A single item is listed: 'What needs to happen on the Mckensie account' by 'Sharepoint Administrator' on 3/12/2007 1:11 PM. The left navigation menu includes 'Survey', 'Pictures', 'Documents', 'Lists', 'Discussions', and 'Sites'. The 'Discussions' section is currently selected. The taskbar at the bottom shows 'Start', 'Team Discussion - Wi...', and 'Done'.

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.

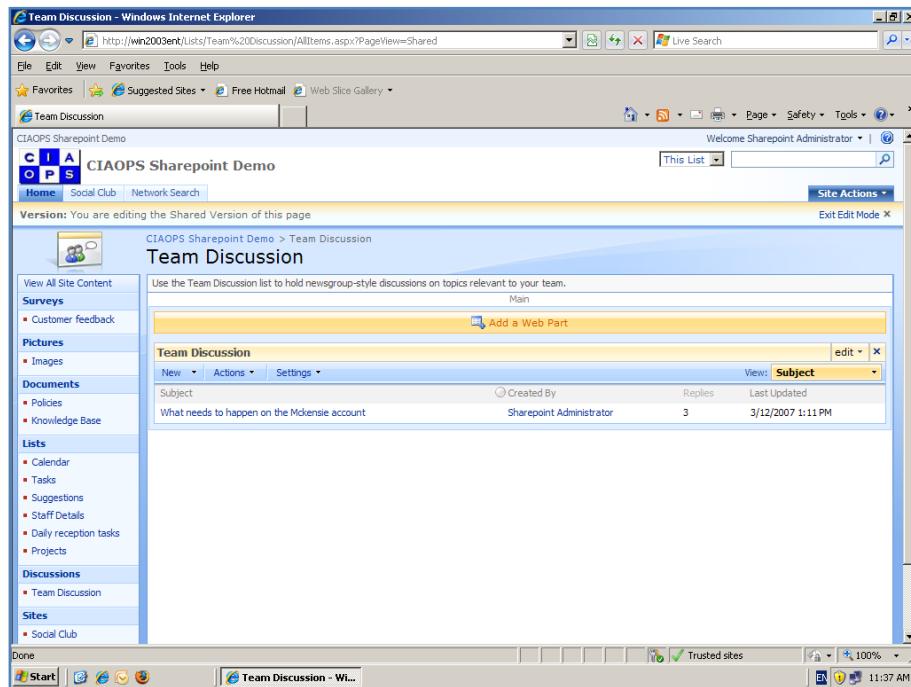
Chapter 12 – Add ons

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.

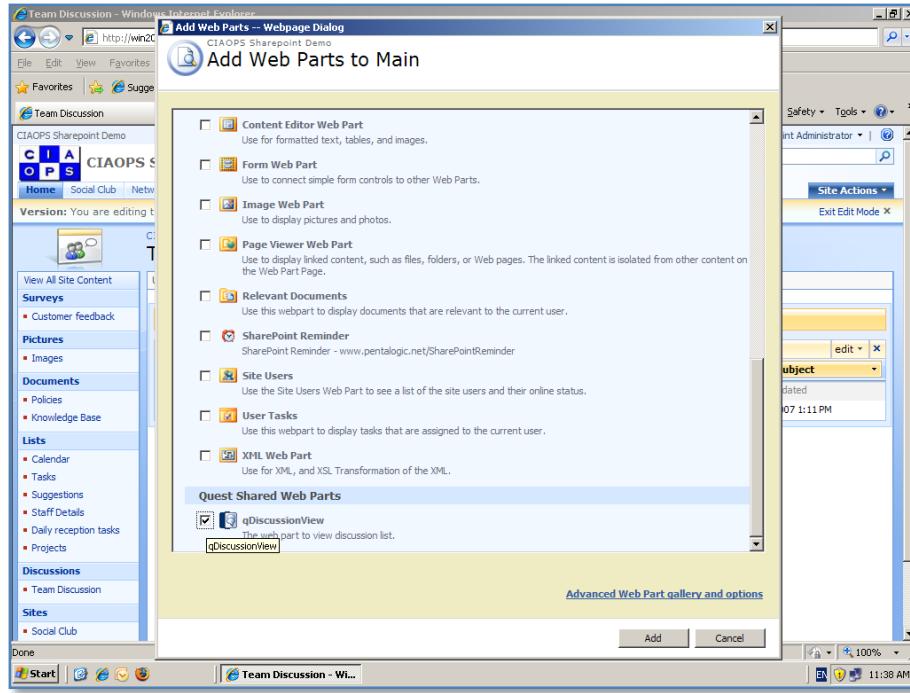


From the *Site Actions* menu select **Edit Page**.

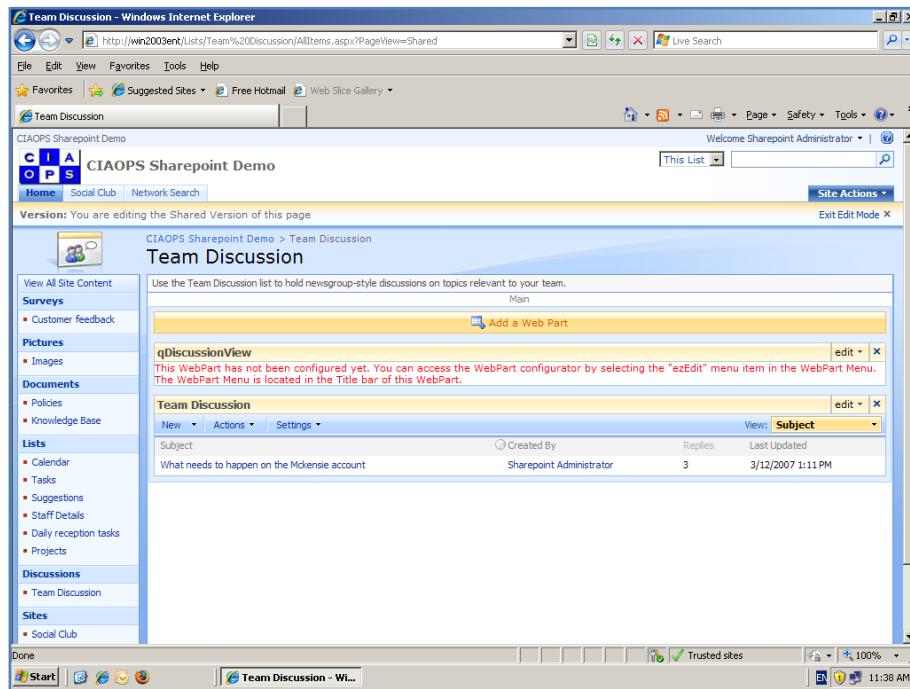


Chapter 12 – Add ons

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.



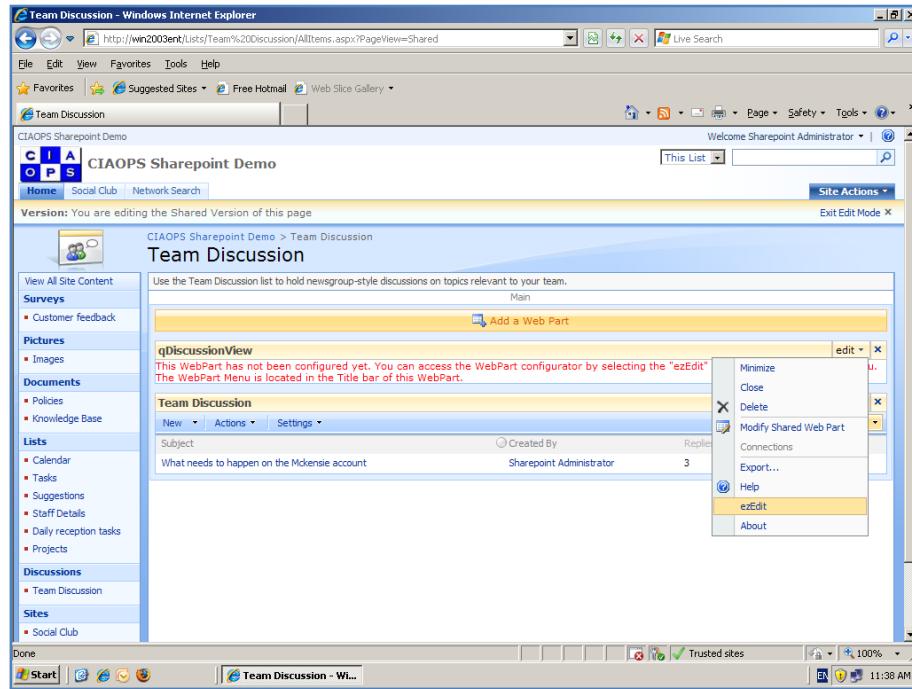
The list of available web parts is now displayed. **Scroll down** to the bottom of the list and **select qDiscussionview** and click the **Add** button.



Chapter 12 – Add ons

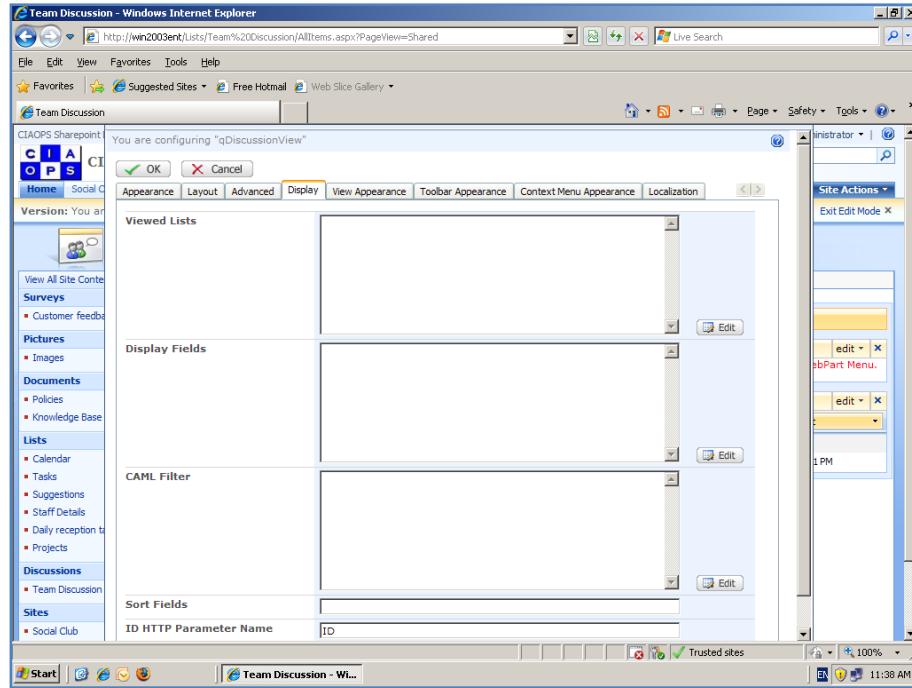
You should now see the *qDiscussionView* web part appear at the top of the page. You will also note that it requires configuration to operate correctly.

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



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

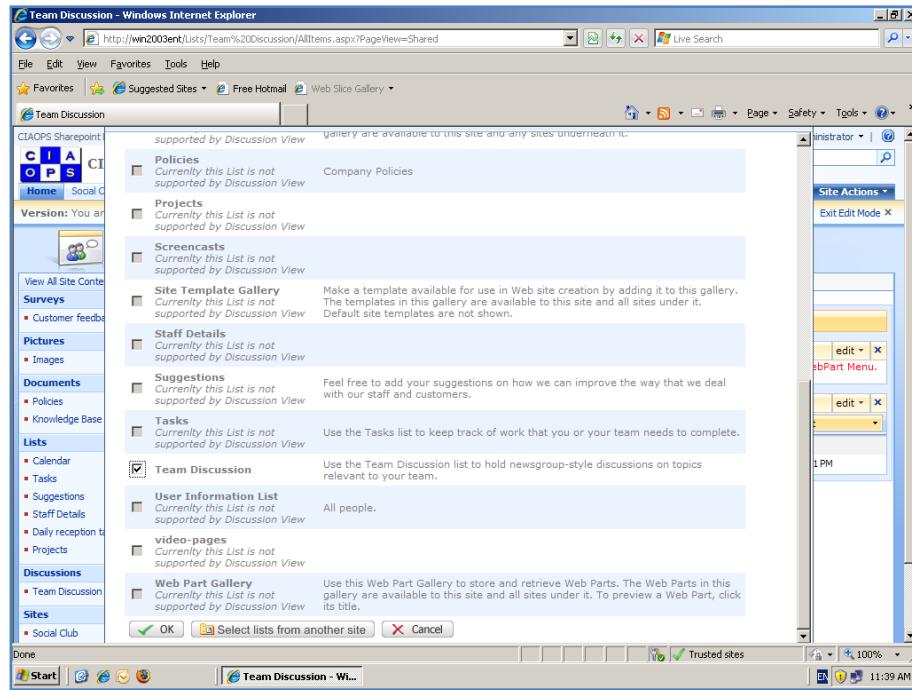
Chapter 12 – Add ons



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.

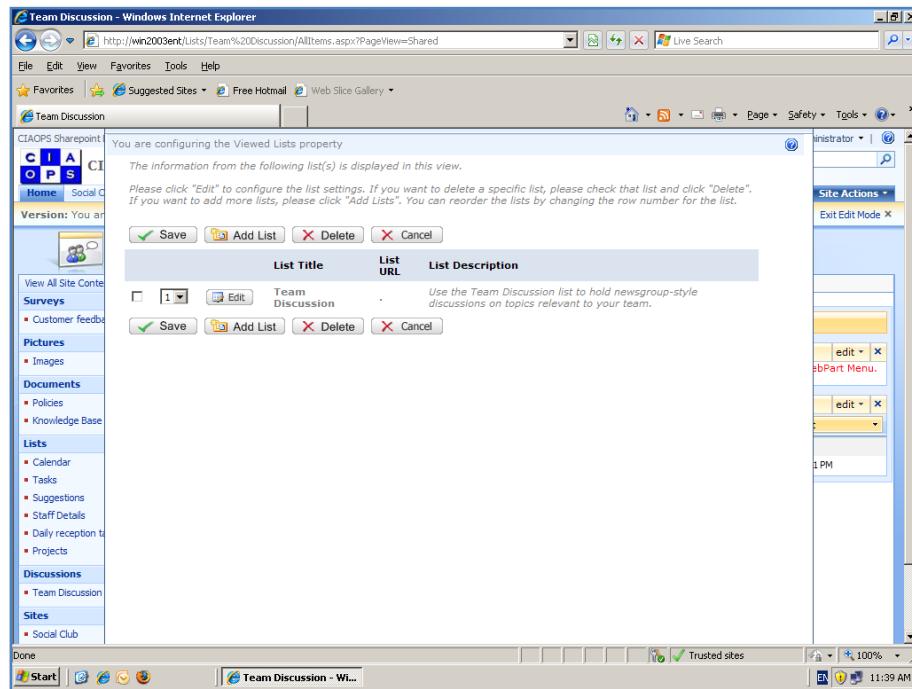
When configuration is complete press the **OK** button to save your changes and continue.

Chapter 12 – Add ons



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.



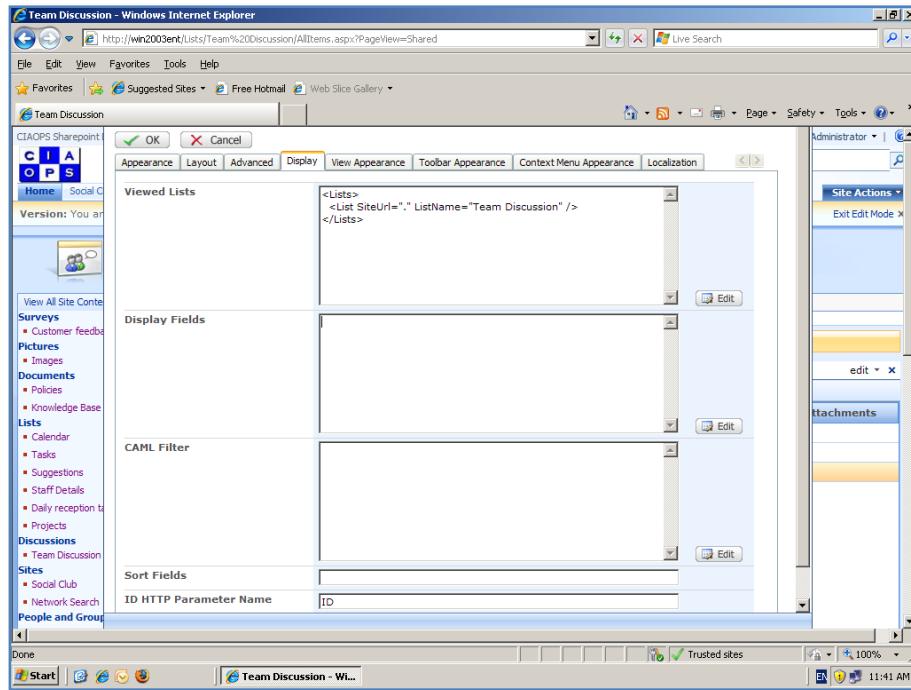
Chapter 12 – Add ons

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.

The top screenshot shows the "Team Discussion - Windows Internet Explorer" configuration page. It displays settings for "qDiscussionView". The "Viewed Lists" section contains the XML code: <Lists><List SiteUrl="." ListName="Team Discussion" /></Lists>. Below it, the "Display" section has the placeholder "The lists to be viewed." The "CAML Filter" and "Sort Fields" sections are also visible. The bottom screenshot shows the "Team Discussion" list after configuration. It lists a single item: "What needs to happen on the Mckensi account" with a reply from "Robert is correct ...". The reply includes the text: "I think their account is on credit hold for some reason from memory ..." and "Ok, I will speak with Michael about the issues and let you know if there is anything further that is required ...". Both screenshots show the CIAOPS Sharepoint Demo navigation bar on the left.

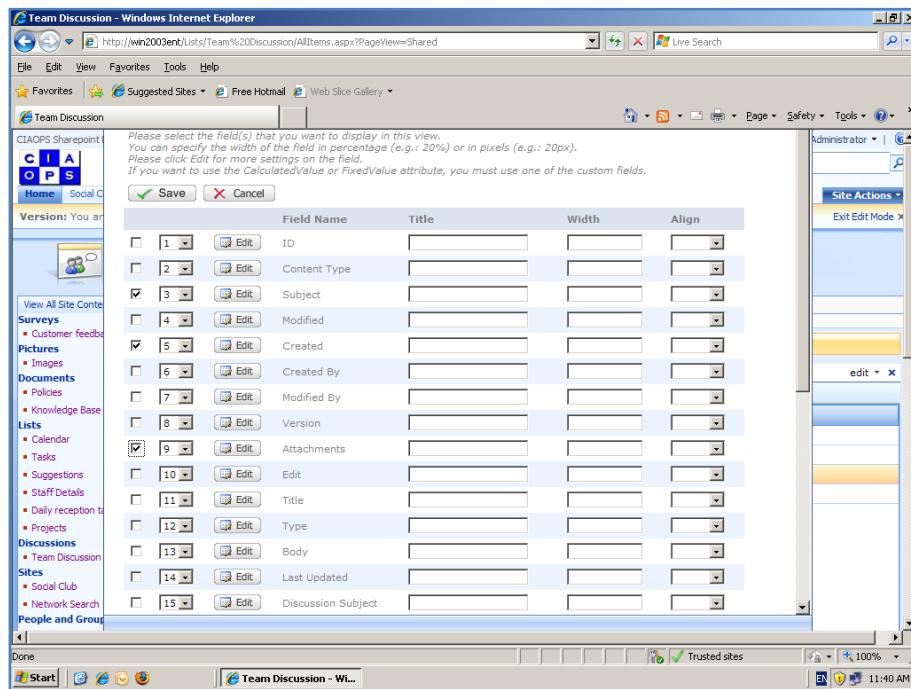
You should now see the discussion list displayed in the new format you configured.

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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.

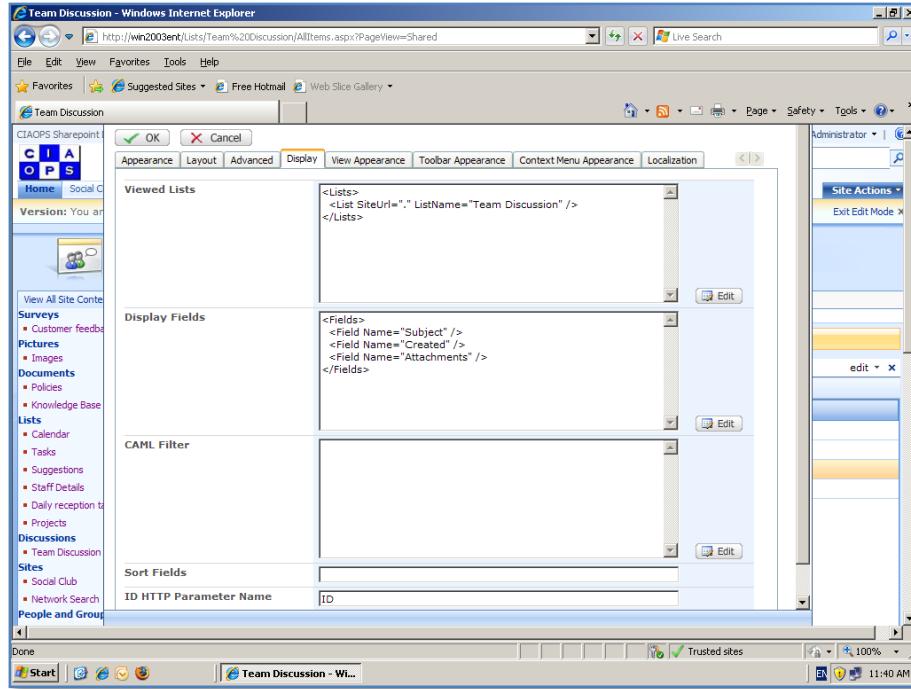
To select the actual fields that will be displayed in the discussion, for example, select the **Edit** button the Display Fields area of the window that appears in the *Display* tab.



Chapter 12 – Add ons

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.



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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The screenshot shows a SharePoint page titled "Team Discussion". The left navigation bar includes links for Surveys, Pictures, Documents, Lists, Discussions, Sites, and People and Groups. The main content area displays a table of items in the "Team Discussion" list. The columns are Subject, Created, and Attachments. There are three items listed:

Subject	Created	Attachments
What needs to happen on the Mckense account	3/12/2007 01:07 PM	0
I think their account is on credit hold for some reason from memory ...	3/12/2007 01:08 PM	0
Robert is correct ...	3/12/2007 01:10 PM	0

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.

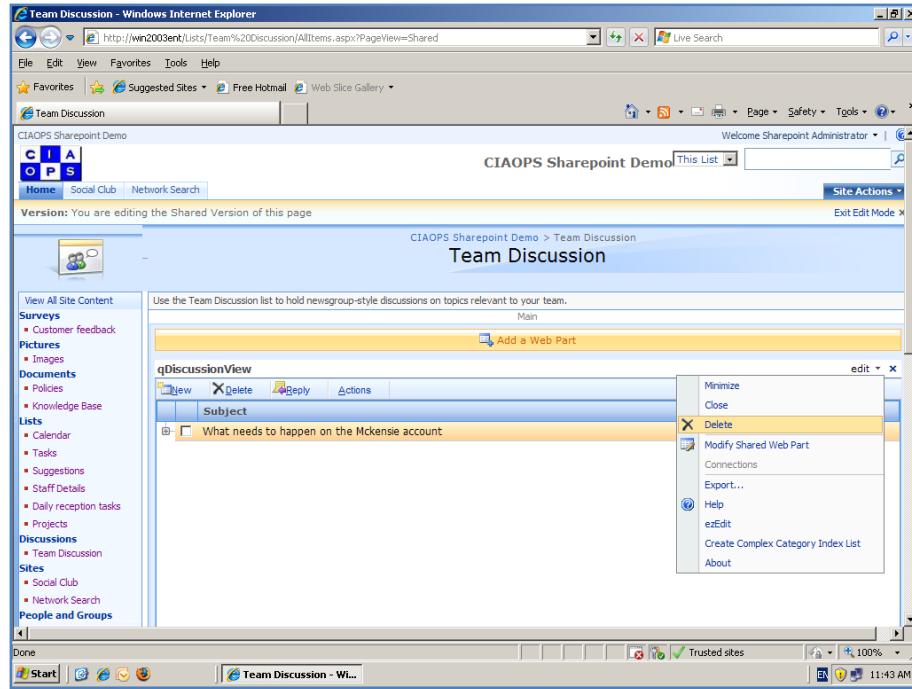
The screenshot shows the "Properties" dialog for a "DiscussionView" web part. The "Appearance" tab is selected. Other tabs include Layout, Advanced, Display, View Appearance, Toolbar Appearance, Context Menu Appearance, and Localization. The "OK" button is checked. The properties listed are:

- Allow Minimize: checked
- Allow Close: checked
- Allow Hide: checked
- Allow Zone Change: checked
- Allow Connections: checked
- Allow Editing in Personal View: checked
- Export Mode: Export All Data
- Title URL: The web part to view discussion list.
- Help URL: /_layouts/QuestSoftware/WAResources/Invariant/Help/HTML/QuestWebParts.html?cor
- Help Mode: Modeless
- Catalog Icon Image URL: /_layouts/QuestSoftware/WAResources/Invariant/Images/DiscussionViewWebPart.gif
- Title Icon Image URL:
- Import Error Message: Cannot import this Web Part.

You can return and edit the properties of the *qDiscussionView* web part at any time.

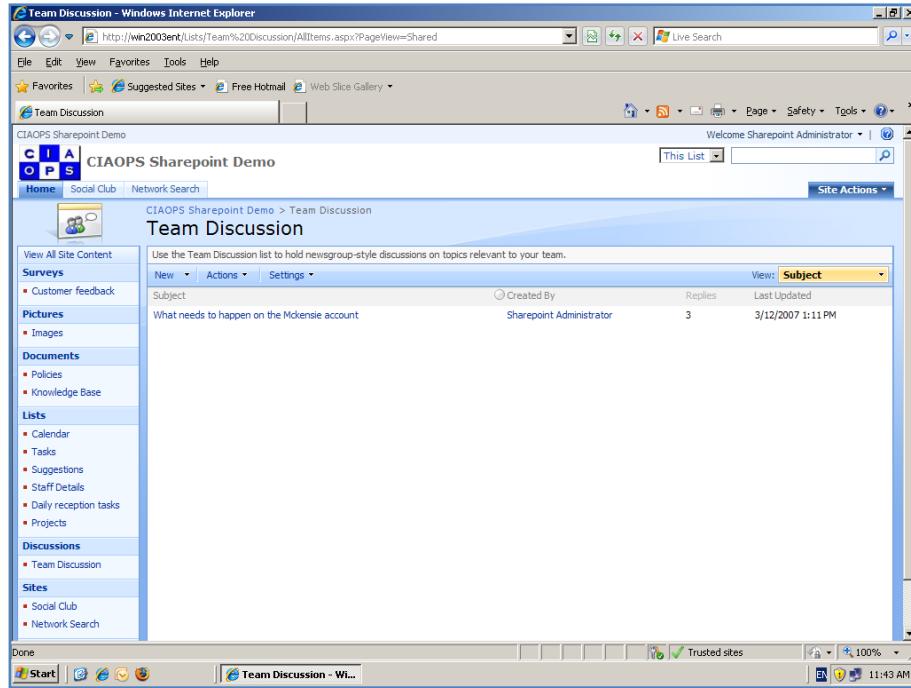
Chapter 12 – Add ons

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).



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).

Chapter 12 – Add ons



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

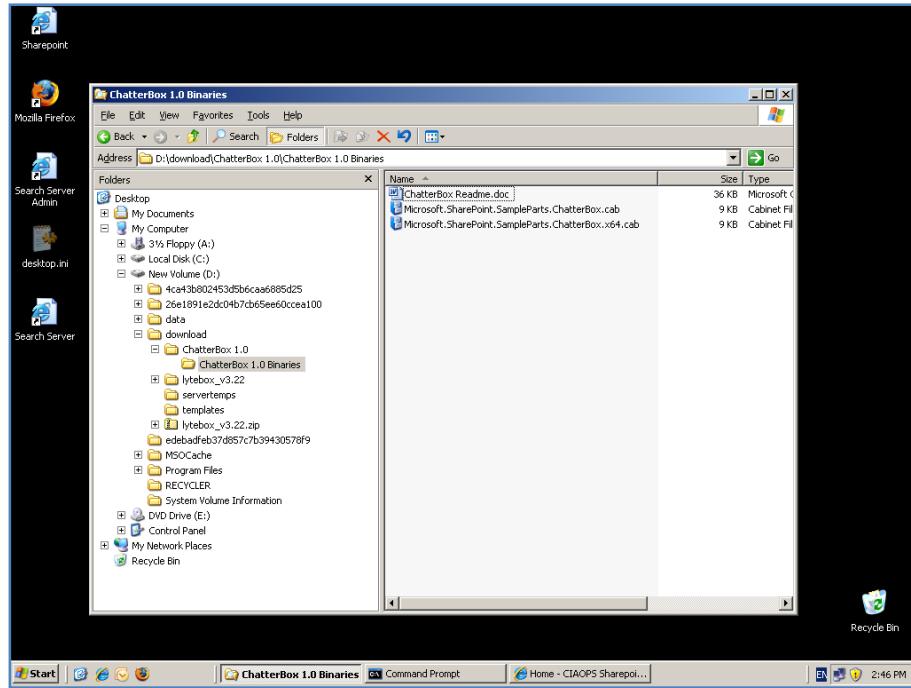
Chatterbox is free web part that allows users to post messages into WSS v3 pages that are directly displayed on the page as well as being saved in a standard WSS v3 list. This can be used as a very quick and easy way to leave feedback rather than having to engage in Team Discussions.

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

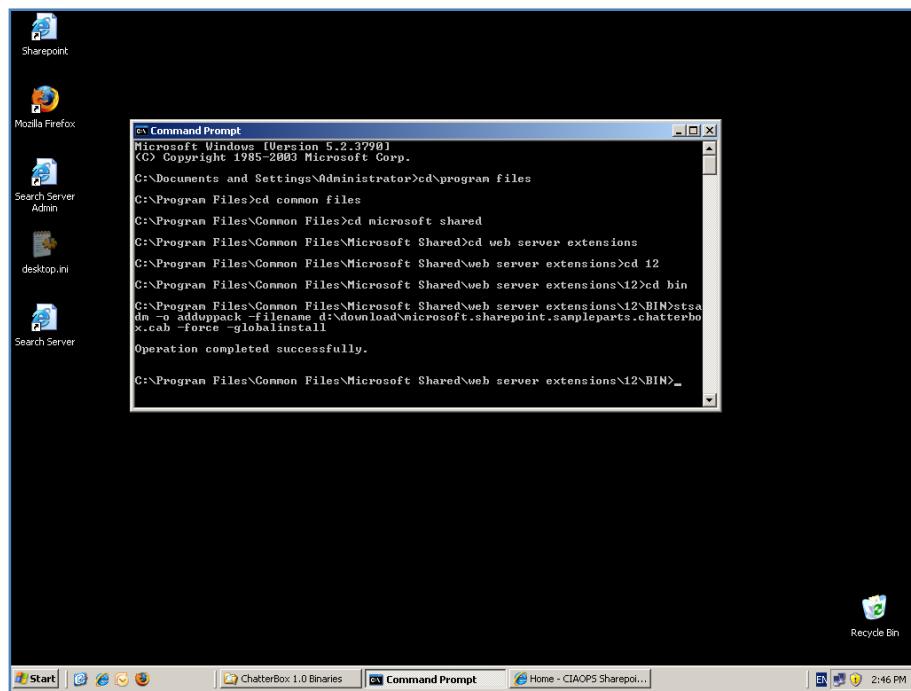
The Chatterbox web part can be downloaded from:

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

Chapter 12 – Add ons



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*.

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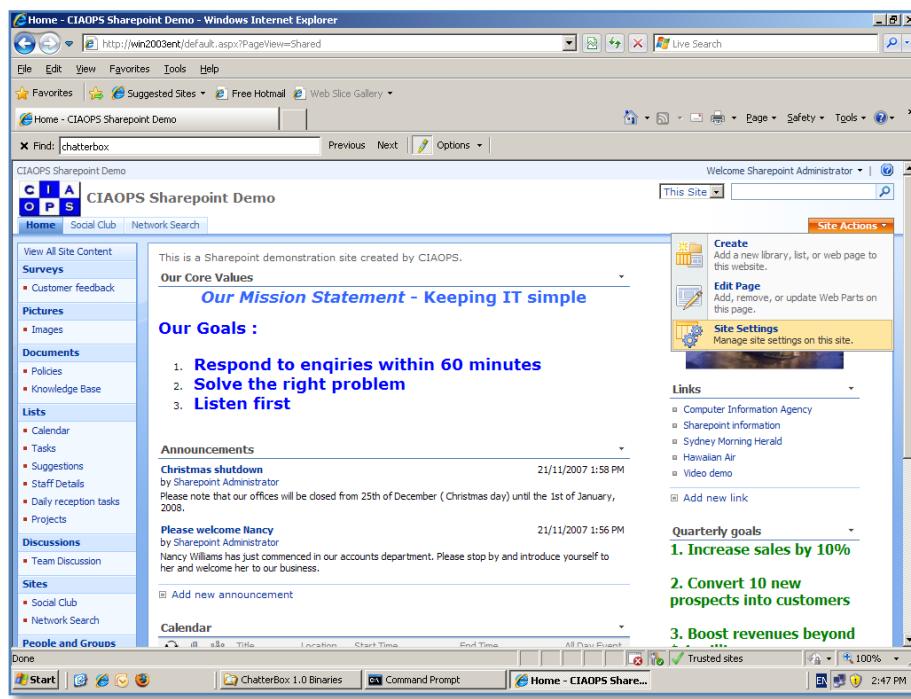
Type in the following command

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

And press **ENTER** to execute.

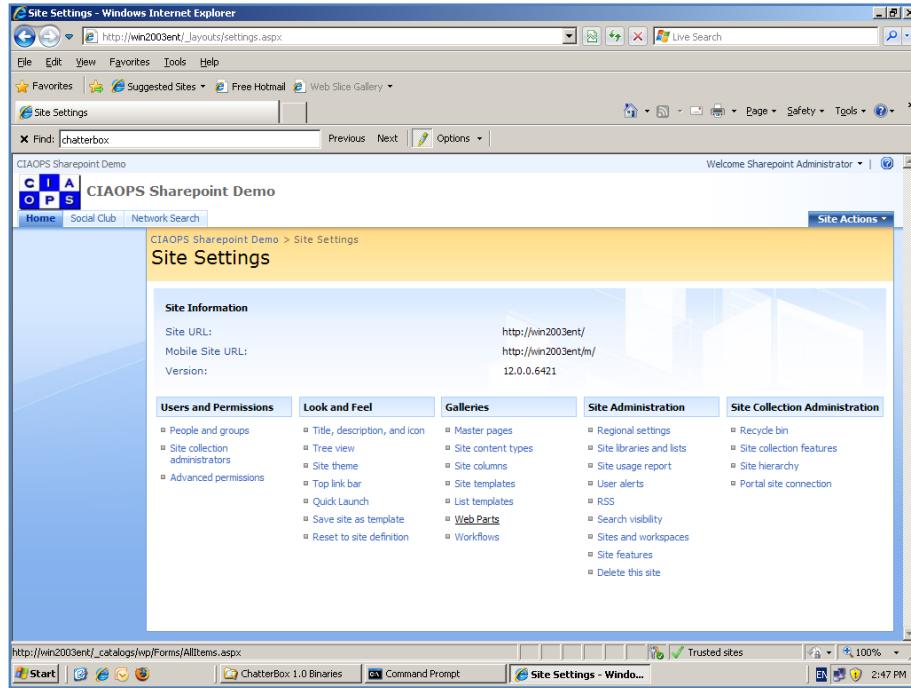
Once this process has completed you should receive the message:

Operation completed successfully

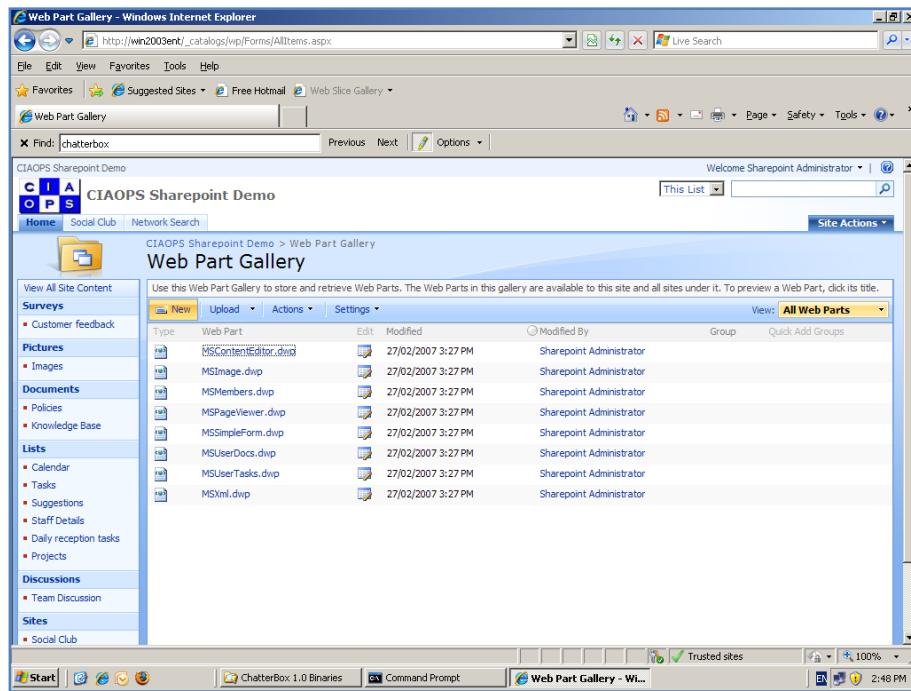


Return to your WSS v3 site and login as an administrator. Select **Site Actions** then **Site Settings** from the top right of the page.

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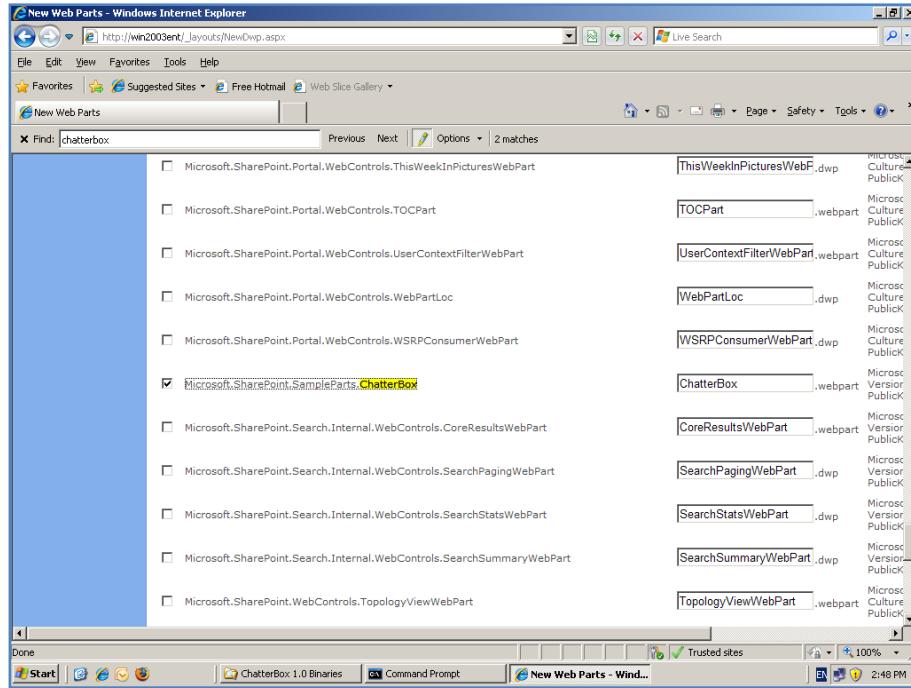


Under the **Galleries** section select the **Web Parts** option.



In the **Web Part Gallery** select **New** from the menu bar.

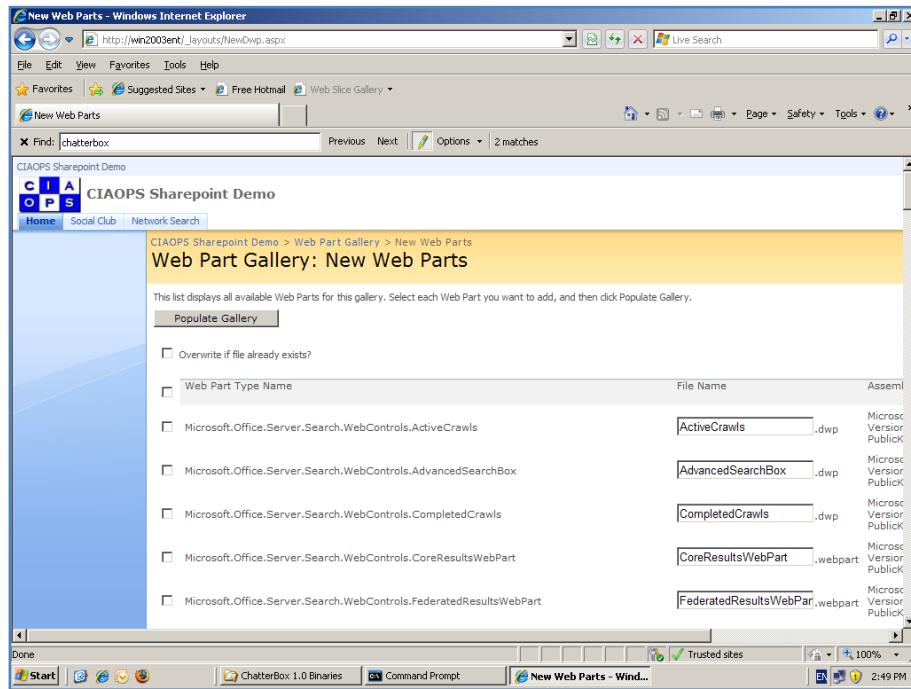
Chapter 12 – Add ons



Scroll down the list until you locate:

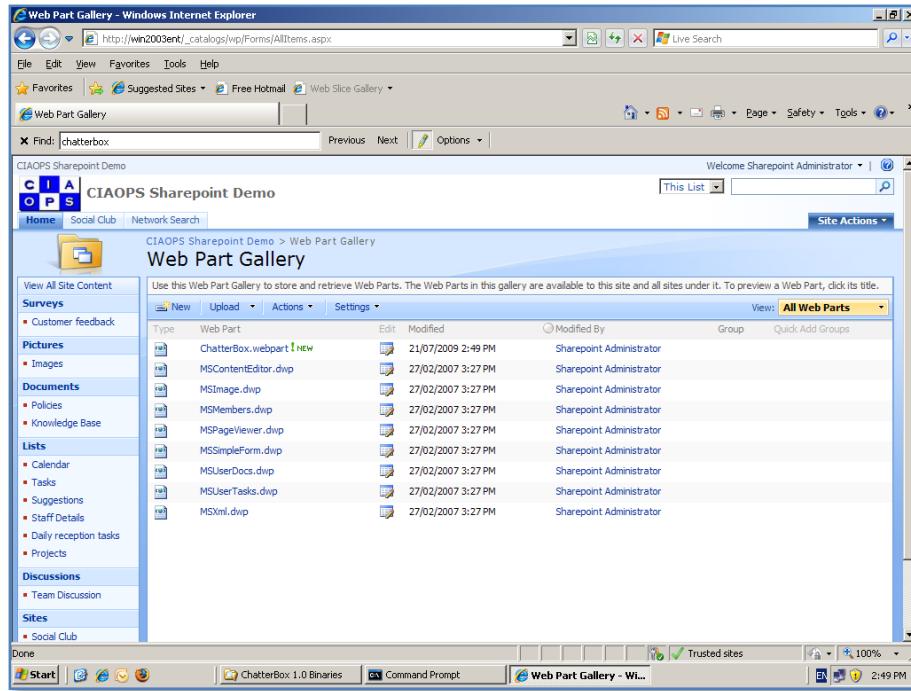
Microsoft.SharePoint.SamplePart. Chatterbox

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

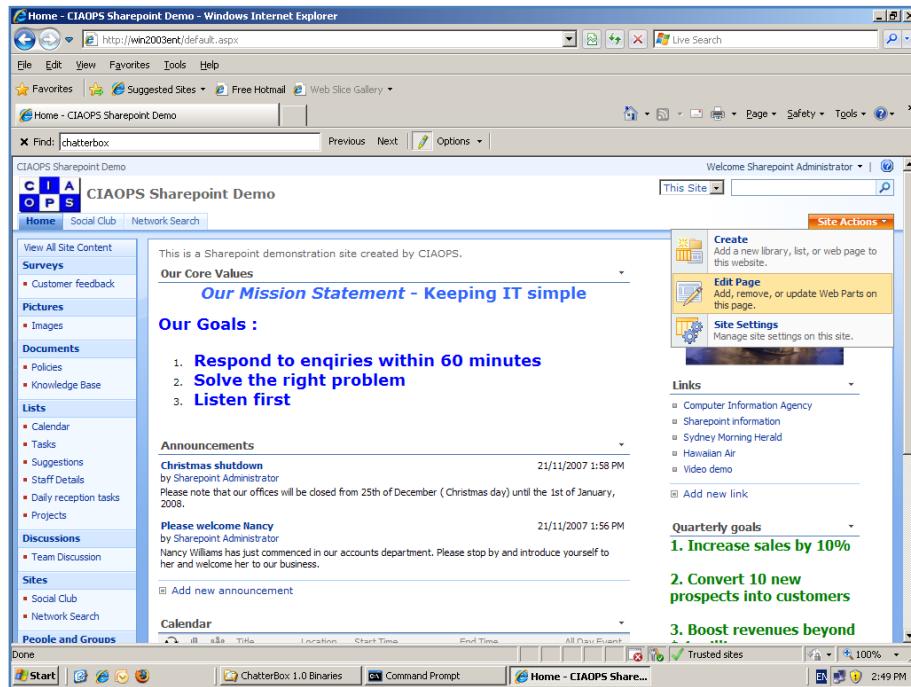


Chapter 12 – Add ons

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



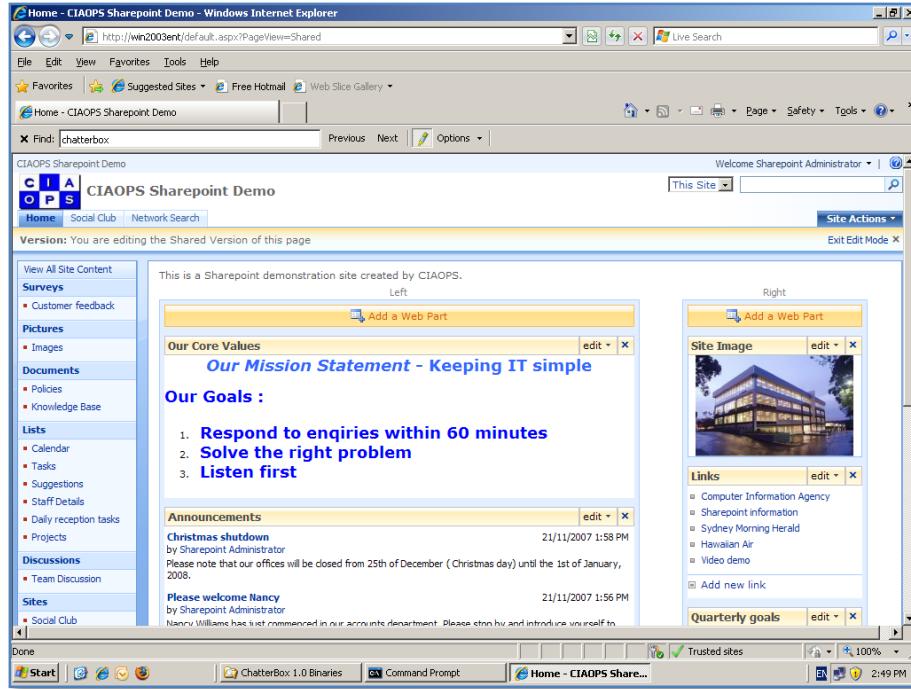
When complete, you should now see the Chatterbox web part listed in the *Web Part Gallery*.



Chapter 12 – Add ons

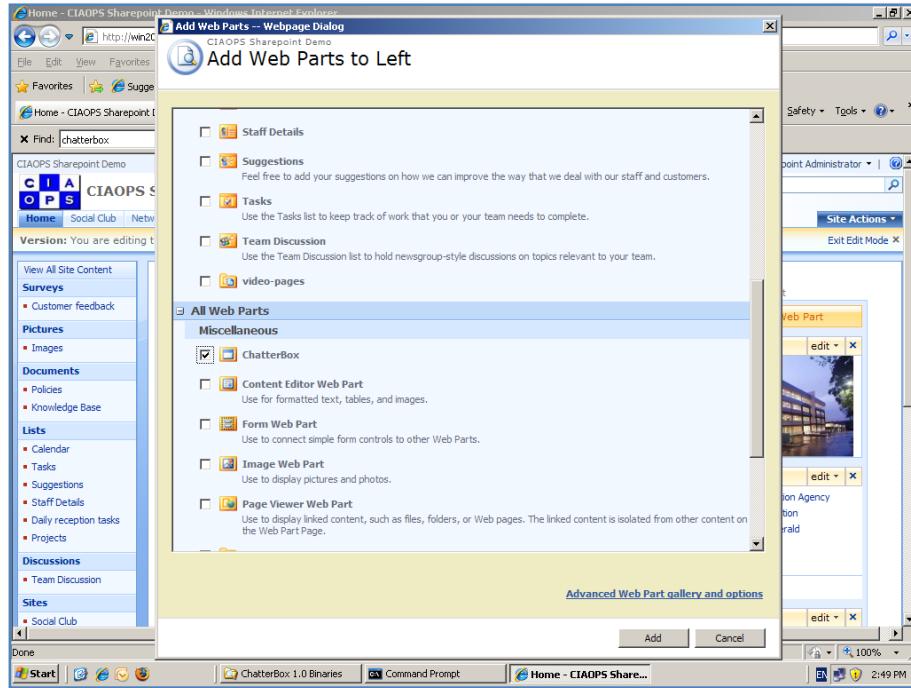
The next step is to add the Chatterbox web part to the desired page in your WSS v3 site.

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.



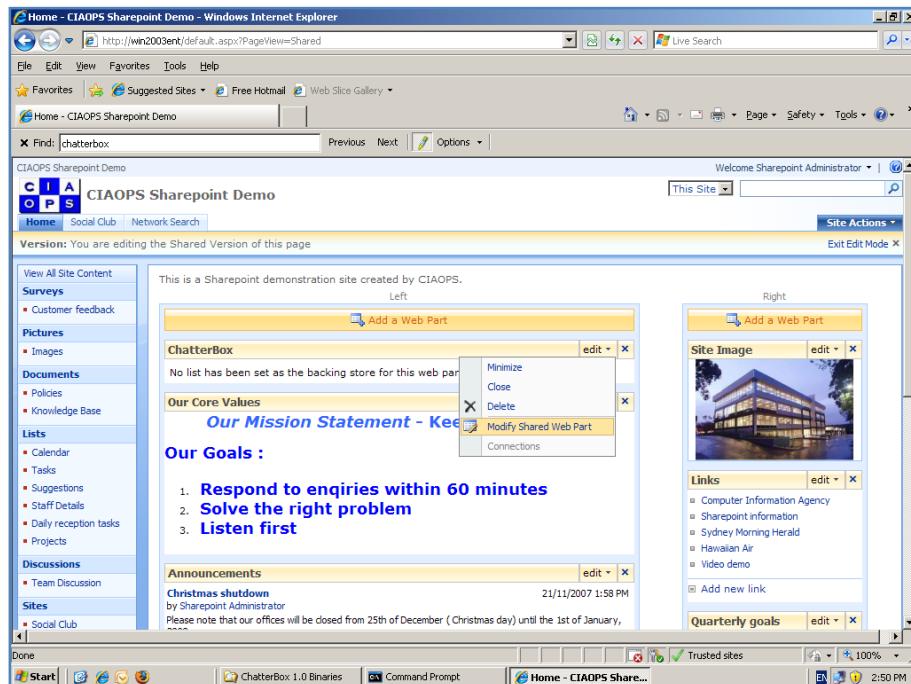
Select the location on the page where you wish to add the web part and click the **Add a Web Part** link.

Chapter 12 – Add ons



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

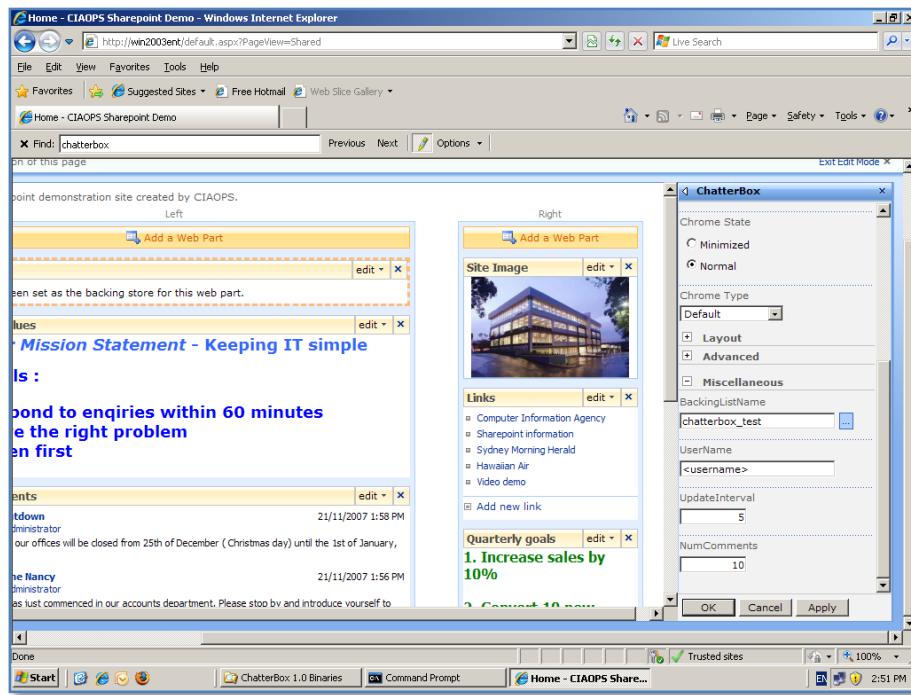
Place a **check** next to the item and press the **Add** button.



Chapter 12 – Add ons

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.

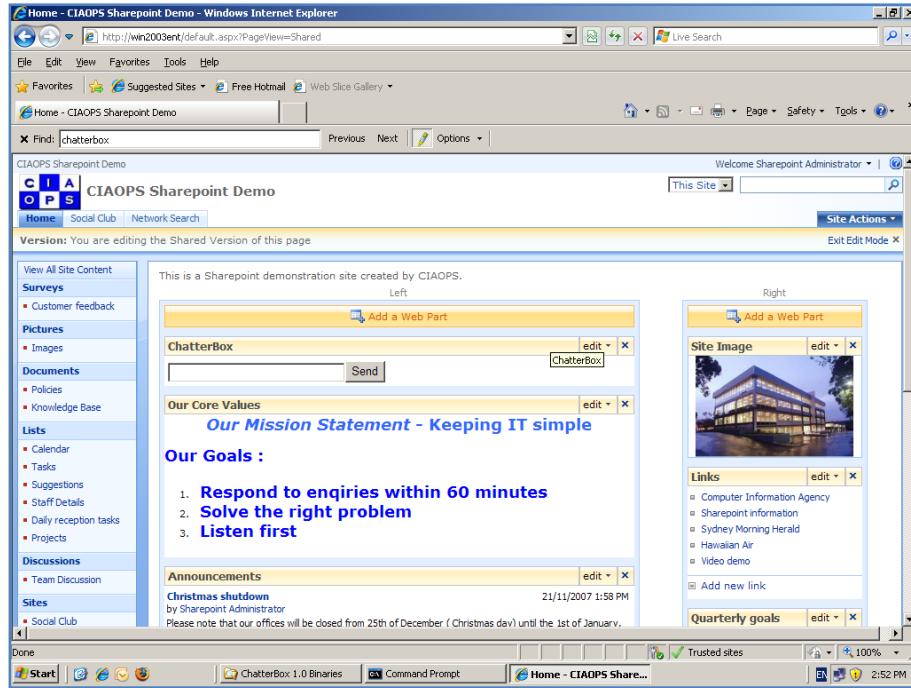


If you now scroll down the list of items on the right hand side until you locate the *Miscellaneous* heading at the bottom. Expand the options here.

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.

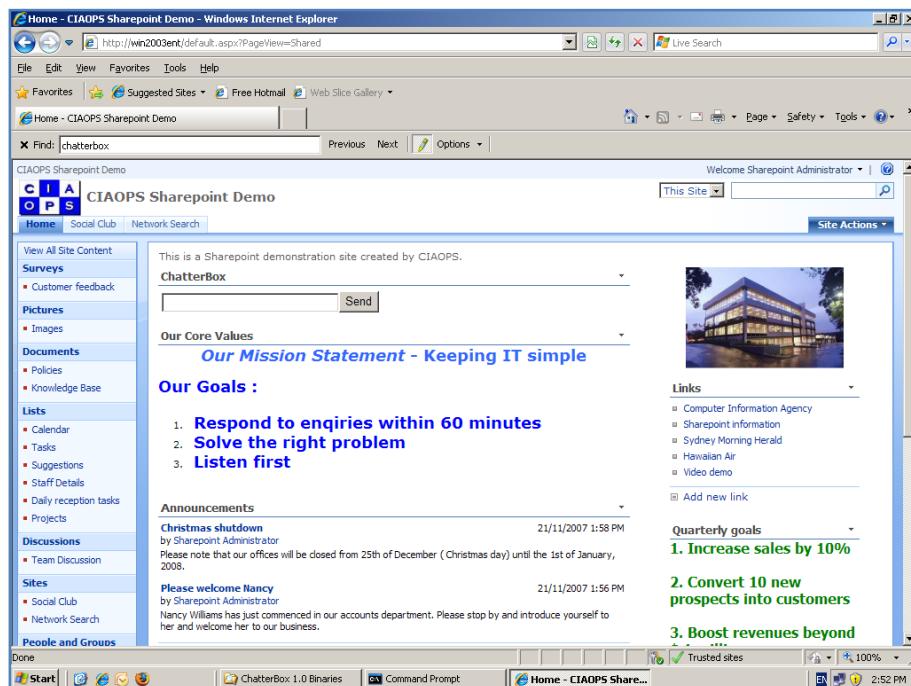
Enter the list name for Chatterbox and press the **OK** button to continue.

Chapter 12 – Add ons



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.



Chapter 12 – Add ons

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

The screenshot shows a SharePoint homepage titled "CIAOPS Sharepoint Demo". On the left, there's a navigation menu with links like "View All Site Content", "Surveys", "Pictures", "Documents", "Lists", "Discussions", "Sites", and "Groups". The main content area contains a "ChatterBox" web part. It displays two entries from a "Sharepoint Administrator": "Comment 1" and "Comment 2". Below this, there's a section titled "Our Core Values" with the text "Our Mission Statement - Keeping IT simple". Under "Our Goals:", there's a numbered list: 1. Respond to enquiries within 60 minutes, 2. Solve the right problem, and 3. Listen first. Further down, there are sections for "Announcements" (with a "Christmas shutdown" note) and "Links" (with links to various websites). On the right side, there are "Quarterly goals" listed: 1. Increase sales by 10%, 2. Convert 10 new prospects into customers, and 3. Boost revenues beyond

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

The screenshot shows a SharePoint list view titled "chatterbox_test" under the "chatterbox_demo" site. The left sidebar has a navigation menu similar to the previous screenshot. The main content area displays a table of items from the "chatterbox" list. The columns are "Title", "Username", and "Created By". There are two items: "Comment 2" (created by "Sharepoint Administrator" on "WIN2003ENT\administrator") and "Comment 1" (also created by "Sharepoint Administrator" on "WIN2003ENT\administrator").

Title	Username	Created By
Comment 2	Sharepoint Administrator	WIN2003ENT\administrator
Comment 1	Sharepoint Administrator	WIN2003ENT\administrator

Chapter 12 – Add ons

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