Contributor's Manual

Prepared for
Gough Group

GOUGH GROUP

Version 2.0

Contents

1   Introduction

This manual covers the key functions of the Gough Group Intranet. It does not go into great detail about using SharePoint per se, however this material can be found in the iWorkplace Getting Acquainted and iWorkplace Power User manuals.

This Intranet is part of the wider digital workplace and provides a core base for accessing other parts of the implementation, including document management workspaces, projects and controlled documents.

2 SharePoint Basics

2.1 Navigation

2.1.1 Global navigation

The global navigation options remain unchanged throughout the information portal. The yellow font of the section name highlights to the user which section they are currently in.
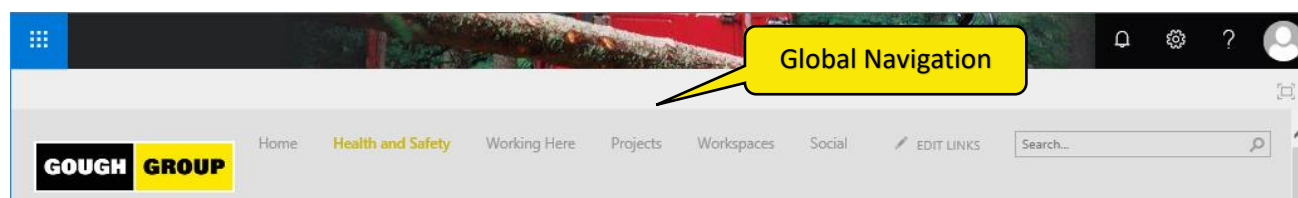
2.1.2 Breadcrumb

At the top of each page, above the ribbon, there is a 'breadcrumb'. The breadcrumb provides a context to the user about where they are within the intranet.

2.1.3 Search

The global search will return results from all of SharePoint. This includes the information portal as well as workspaces.
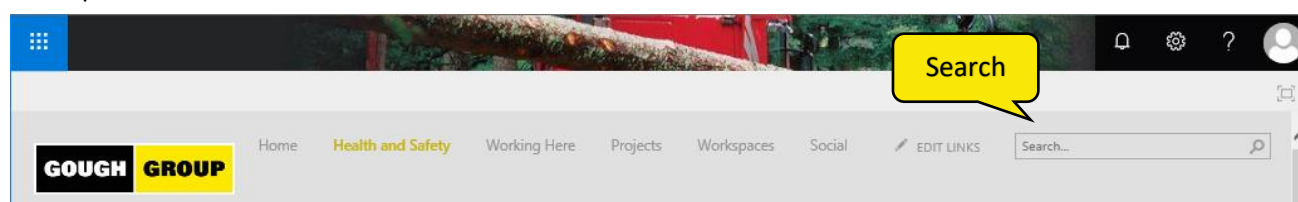
2.1.4 Landing pages

After selecting a global navigation option (for example > **Working Here**) you will navigate to a **landing page**. The landing page is the 'shop front' for a section within Intranet and each contain elements that help the user to navigate to content within that section or related content in a different section.

Content rollups	Content rollups surface content from another location in the Intranet. They might aggregate information from different locations or be a subset of data from a specific list/s or library.
In this section…	An automatically generated index of pages that are in the same **section**, grouped by **subsection**. This navigation tool helps the user to easily see what other information is available.
Navigation tiles, promoted links or quick links	Various mechanisms for curating links to key content within this section or other sections. These types of navigation aids can also be used to link to other (web based) line of business systems.

2.2   Sites, lists and libraries

SharePoint is constructed of site collections, sites, lists and libraries. A site collection is made up of one top-level site and all sites below it.

Within a site collection, subsites can be created. The purpose of these is usually to partition content for navigability or permissions. Another reason to create a subsite is to provide special functionality such as a Community Site or Blog.
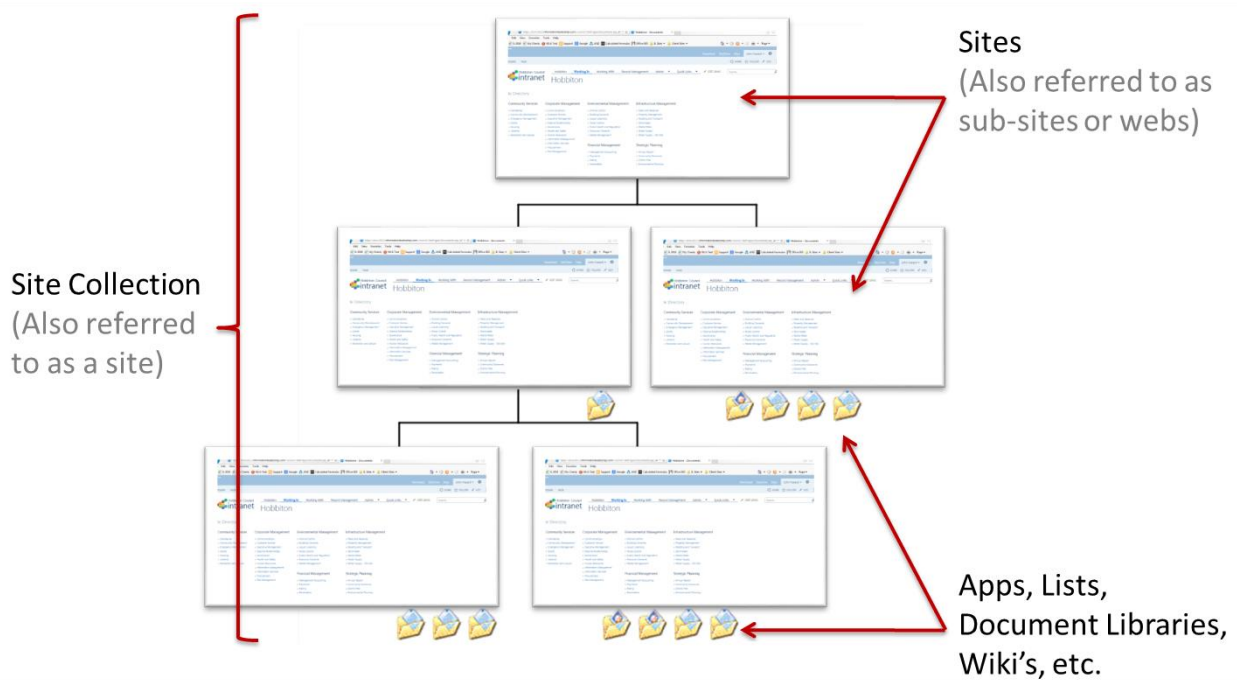
Columns/Metadata: Project Code, Document Type, Total, etc

In addition to the root site collection, the Intranet has a single subsite called News.

2.3   This is a blog site and is used for authoring news content. Out of the box, the blog supports likes and threaded commenting. See Quick Links

Navigate to Settings > Site Contents > Quick Links and follow the steps for adding a new item (SharePoint Basics above).

Fill out the metadata as follows and click **OK**:

Metadata Column	Description	Required
Display Text	The name of the link	Yes
URL	URL for the link	Yes
Topic(s)	Quick Link Topic	Yes

The Quick Link topic(s) will determine where the Quick link is being surfaced.

2.4   Ask a Question

2.4.1   New 'Ask a question'

EITHER Navigate to Settings > Site Contents > Ask a Question and follow the steps for adding a new item (SharePoint Basics above) OR click on **new discussion** on the Working Here page.

Select **> New discussion**

⊕ new discussion

Recent   My discussions   Unanswered questions   ...

Fill out the metadata as follows and click **OK**:

Metadata Column	Description	Required
Subject	A short title for the question. This will be displayed on the homepage in the events section.	Yes
Body	Enter in more information about your question in the body field.	
Question	Tick Yes.	

2.4.2   Moderation: Feature, Edit, or Remove a Post

Navigate to Settings > Site Contents > Ask a Question. Ask a Question is a discussion board which has special actions and properties associated with it.

i)   Mark a question as featured

Browse to the discussion post and at the bottom of the post, click the **ellipses** > **Mark as featured**

Use this if when want to filter by Featured discussions only.
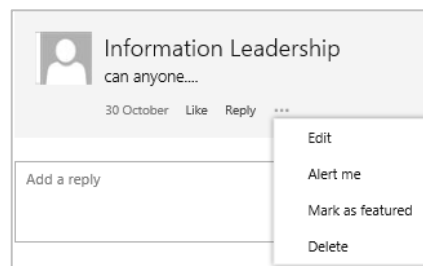
ii)   Edit or delete a post

Using the ellipses > **Delete**

OR ellipses > **Edit**

iii) Mark a reply as best reply

Browse to the discussion post and scroll down through replies. Click on the ellipses for the 'best reply' and select **Best reply**.

iv) Edit or delete a reply

Using the ellipses > **Delete**

OR ellipses > **Edit**

2.5   Frequently Asked Questions

Navigate to Settings > Site Contents > FAQs and follow the steps for adding a new item (SharePoint Basics above).

Metadata Column	Description	Required
Question	The question	Yes
Answer	The answer to the question. Note that you can add hyperlinks to this text if needed.	Yes
Division	Used to help surface this FAQ if needed on a specific page.	
Category	Used to help surface this FAQ if needed on a specific page.	
Topic	Used to help surface this FAQ if needed on a specific page.	

2.6   Function Activity Sites list

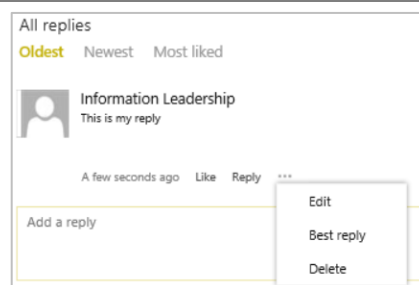Navigate to Settings > Site Contents > Function Activity sites list and follow the steps for adding a new item (SharePoint Basics above).

Metadata Column	Description	Required
Title	The name of the workspace	Yes
Site	The URL for the workspace	Yes
FASC	Business Classification – helps to provide context of where the workspace fits in the business classification hierarchy.	Yes
Function	Single line of text used for sorting and grouping by Function	Yes
Activity	Single line of text used for sorting and grouping by Activity	Yes

News Blog below for more information about working with the News blog.

The intranet has multiple lists and libraries that are used to create content that is then displayed on pages or available for users to interact with directly.

Here is a Microsoft article with more about working with lists: https://support.office.com/en-us/article/Introduction-to-lists-0A1C3ACE-DEF0-44AF-B225-CFA8D92C52D7

Here is a Microsoft article with more about working in a library: https://support.office.com/en-US/article/What-is-a-document-library-3b5976dd-65cf-4c9e-bf5a-713c10ca2872

2.6.1   Navigating to a list or library using Site Contents

Using the settings cog at the top right, click **Site Contents.**

The site contents page provides a directory of all lists and libraries in the intranet. Use this page to navigate to the lists and libraries when you need to add or edit content.

2.6.2 Add an item to a list

There are two ways to add an item to a list: single items in list view, or multiple items in Quick Edit view.

i) Add a single item

1. Navigate to the list where you want to add an item.

2. Click the **+ new item** link above the list.

3. Enter the information for the list item.

4. Click Save.

ii) Add multiple items in Quick Edit view

1. Navigate to the list where you want to add the items.

2. Click **edit** at the top of the list.

3. Enter the information for the list items (for columns that require information, an error message displays if you don't enter anything).

4. When you're finished entering the information, click **Stop editing this list**.

2.6.3   Uploading an item to a library

i)   Upload a single item

1. Navigate to the library > folder where you want to add an item.

2. Click the **+ upload** link above the library.

3. Browse to and select the file; complete any metadata.

4. Click **Save**.

ii) Add multiple items using drag and drop

1. Navigate to the library > folder where you want to add an item.

2. **Select the items** in file explorer and **drag into the window**.

2.6.4   Editing item properties (in a list or library)

Select the item using the radio button next to the item.

Click the ⓘ **icon** to display the details pane.	☰ a) By Name ∨ ▽ ⓘ
Use **Edit all** if all of the properties you wish to edit aren't visible.	Properties Edit all **Content Type** eDocument **Name** * Site Directory.docx
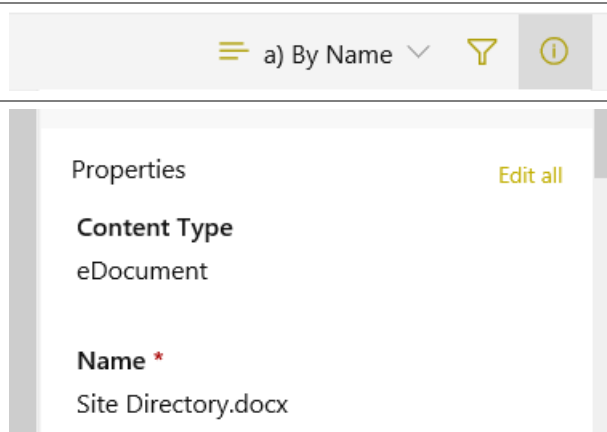
2.6.5   Views

For more detail about working with views, see this Microsoft article: https://support.office.com/en-us/article/create-a-custom-view-of-a-document-library-8f6b08e0-a9a0-4232-9b9b-b374a2ad3da7

"You can create custom views of a document library to display items in a way that makes sense for you. For example, you can select the columns you want to display and arrange them in the order you want. You can also sort, filter, or group items to create a view that suits your needs. When you're done, just give the view a name and save it. A link to the custom view will appear in the view menu at the top right corner of the document library page where you created the view."

2.7   Images

2.7.1   Ways that images are used

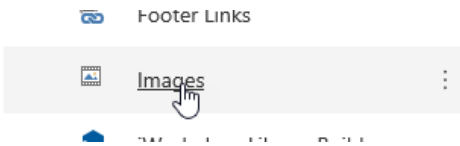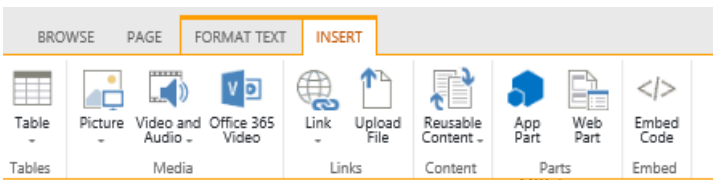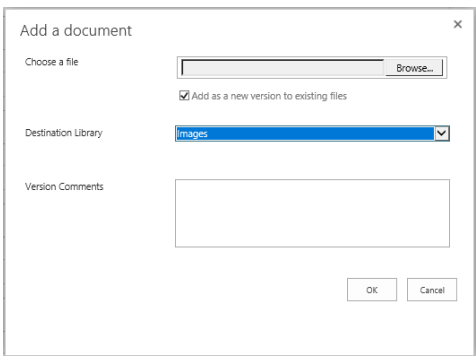|	
Rollup Image	The image that is associated with a page or blog post and displayed when that item is surfaced on a landing page using a display template that includes an image.
Inline	Inline are those images that are added within page content or a blog post and are added via the **insert** ribbon.
Icons	Icons are used throughout the information portal. This includes navigation tiles, web part headers and favourites links.
Reference Material	Images might be stored in a library for users to access directly, such as Social Images or a repository for company logos. Within the library, users can filter, sort and search for images as well as view them in a lightbox.

2.7.2   Where images are stored

Images are to be uploaded to the following Image Libraries:

Image Type	Dimensions/Format	Details
Navigation Tiles	100x100 PNG	Upload the images to the **Navigation Tiles library**. The icon should be white with a black background.
Rollup Images The images that are associated with a page or blog.	No specific dimensions but < 500kB PNG, JPG etc	Upload to the [Publishing] **Images library** into the **Rollup Images** subfolder: Footer Links Images
Inline Images Images that are added within page content or a blog post	No specific dimensions but < 500kB PNG, JPG etc	To add an inline image using the insert ribbon > **INSERT** > **Picture** > **From computer** BROWSE PAGE FORMAT TEXT INSERT Table Picture Video and Audio Office 365 Video Link Upload File Reusable Content App Part Web Part Embed Code Tables Media Links Content Parts Embed Choose the file and select **Images** as your destination. Then ok. Add a document × Choose a file Browse... ☑ Add as a new version to existing files Destination Library Images ▼ Version Comments OK Cancel SharePoint will automatically create a sub folder for the page if you insert the image 'From Computer'.
Banner Stories Images displayed in the banner on the homepage.	Approx 1250x380px < 500kB PNG, JPG etc	Upload to the **Banners folder** in the [Publishing] **Images library.**

2.7.3   Choosing an image

i)   Browse

1. Click 'Add image from SharePoint'
2. Browse to the file – use the image locations above.
    a. If the image has not yet been uploaded, browse to the correct image library / folder and use the 'Add New' link at the very top of the dialog box in 2 above.
    b. Follow the prompts to browse to and select the image for upload.
3. Select the file and click OK.
4. Choose a rendition from the drop down menu. In most situations, the correct rendition is **Display Template Large Picture**.
5. Click OK.

ii) Image Renditions: What are they and why use them?

"An **image rendition** defines the dimensions that are used to display images in SharePoint publishing sites. Image renditions enable you to display differently sized versions of an image on different pages in a publishing site, based on the same source image. The correct image size is displayed when the page is rendered."

In Gough Group's Intranet, the Homepage Banner Image rendition is automatically used for the banner image. This is to make sure that the image is the correct aspect ratio.

Table of renditions:

ID	Name	Dimension Width x Height
1	Display Template Picture 3 Lines	100px x 100px
2	Display Template Picture On Top	304px x 100px
3	Display Template Large Picture	468px x 220px
4	Display Template Video	120px x 68px
5	Homepage Banner Image	

iii) Extra for experts: How to modify a rendition

<<>>

2.7.4   Uploading multiple images

Multiple images can be uploaded at one time by following the same steps as for uploading multiple items to a library.
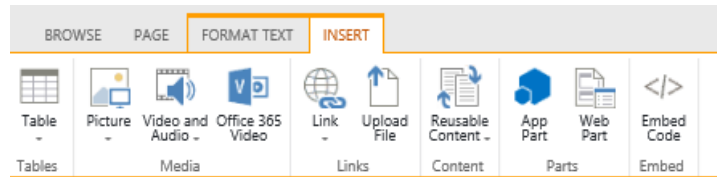
2.8   Reference Material

From time to time it will be necessary to upload reference material such as pdf files etc. This should only be done for one off content for consumption in the intranet. If the content already exists elsewhere, it is better to link to it or surface it using a search results web part.

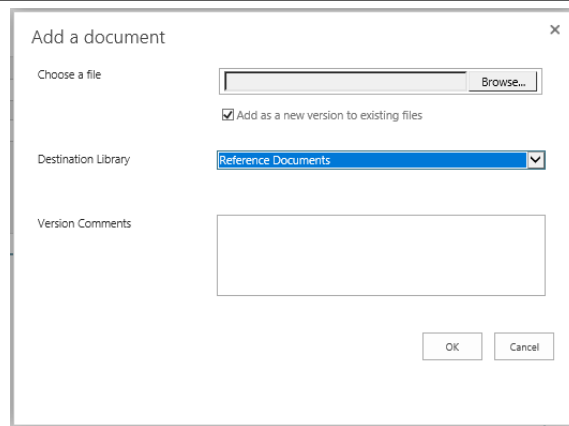### 2.8.1   Add Reference Material 'Inline'

You can add reference material to the reference documents library by following the instructions for uploading an item to a library.

Alternatively you can upload a file as you author a page 'inline':

Using the **INSERT** ribbon > **upload file.**	
Browse to and select the file. Chose **Reference Documents** as the destination library. Click **ok**.	
The Reference document will then show on the page like so: **Note:** deleting the Inline Reference Document from the page won't delete it from the Reference Document Library.	

2.9   Working with pages

Pages are simply files stored in a special type of document library.

There are two ways to add content to a page: either directly or surfaced from elsewhere using a web part.

2.9.1   Anatomy of a page

Master Page	The Master Page is the base template used by every page in a site collection. It contains the header, global navigation, default fonts, colours and styles and the content area.
Page Layout	The Page Layout controls the layout of the content area.
	It can further divide up the content area into areas for adding content and web part zones.
	Shared across multiple pages. Changing the Page Layout will change all the pages that use that layout.
Content	The web parts and html content that are added to each individual page.
Metadata	Each page in the pages library has metadata.
	Some of this metadata is displayed on the Page e.g. the Title or Byline.
	Some metadata is used to surface pages as part of the content on a landing page e.g. the Promoted Item check box or the Rollup Image.

2.9.2   Create a new page

i)   Where to create a page

All Intranet pages are created in one Pages Library found in Site Contents.

Folders inside this library are used to provide structure. The first level of folders is used to define the section. The second level of folders are the subsections. A third level is available called Level 3.

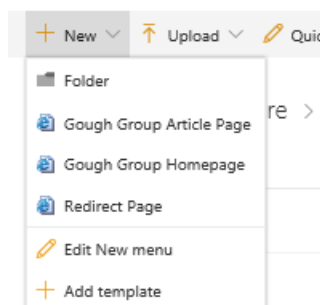The site navigation is based on the Section, Subsection and Level 3 fields.

Those fields are automatically populated for each page by Smart Metadata, based on the location of the page within the folders.

ii)   Creating a page

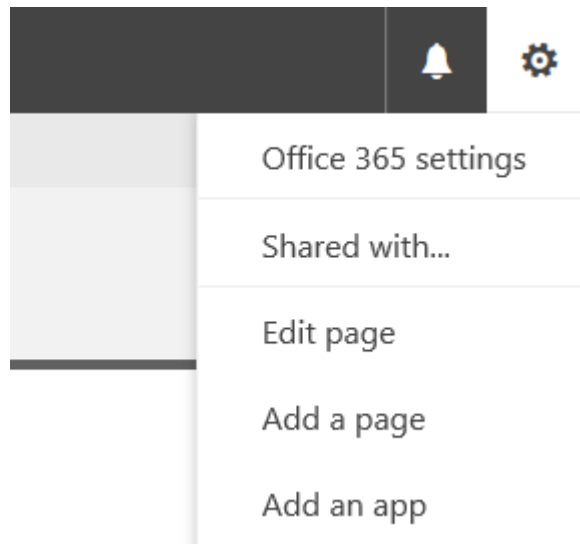**Navigate to the pages library.**

Select > New **>** Gough Group Article Page

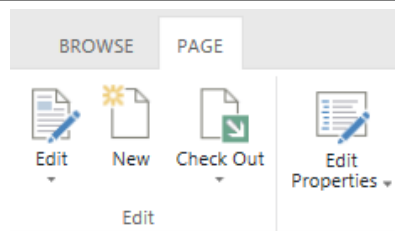|	
OR Select ⚙ > **Add a page** *Note that this will not add the page into the correct folder and it will need to be moved.*	Office 365 settings Shared with... Edit page Add a page Add an app
Enter the title of the page (and a description if needed). The URL Name will automatically be filled in. Choose a page layout as per the instructions in the next section.	
Open the new page by clicking on the page name.	Human-Resources.aspx
Edit the page by clicking **Edit** on the **Page** ribbon.	BROWSE PAGE Edit New Check Out Edit Properties ▾ Edit
Add the page content. Click Save when you are ready.	BROWSE PAGE FORMAT TEXT INSERT Save Check Out Paste ✂ Cut 📋 Copy ↶ Undo Body **B** *I* Edit Clipboard
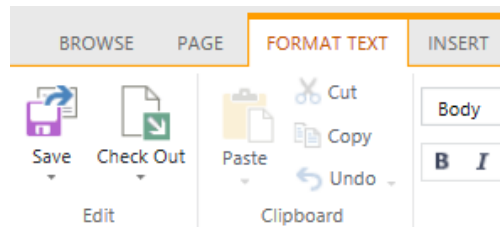
Don't forget to Check In the page when you have finished your edits.

⚠ **Checked out to you** Only you can see your recent changes. Check it in.
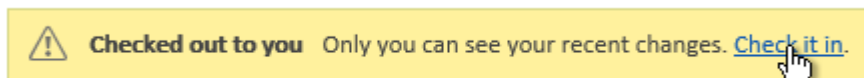
When you have finished adding the content and you are ready for others to see your work, click Publish.

⚠ **Not published yet** Visitors can't see this page. Publish it.
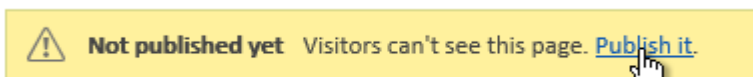
iii) Page layout options

Gough Group's Intranet has 3 page layouts options. The page layout has multiple web part zones as well as a page content area to add text directly to the page.

- *Gough Group Article Page Layout*

Choose the page layout (Article Page).

Edit the page. Add a Byline and Page Content as well as any Web Parts.

Complete additional metadata (via **Edit Properties**) as follows:

Metadata Column	Description	Required
Byline	You can also edit here as well as when you edit the page. Max 255 characters.	Yes
Page Category / Topic	Select a Page Category / Topic if you wish to use these tags to surface the page.	
Promoted Item	Promoted item is automatically set to Yes. Change to No if you want to hide the page in the 'In this section…' web parts.	
Rollup Image	Select an image. This will be used anywhere the page is surfaced. You will need to ensure the image is uploaded to the correct images library first.	

- *Gough Group Homepage Layout*

There are 3 Homepages layouts, depending if the pages if the page is the landing page for a Section, Subsection or level 3.

Each layout has specific built in content.

See Appendix A for the detail of that Content.

- *Redirect Page*

Redirect pages allows to have Tiles or In this Section links redirecting to a URL.
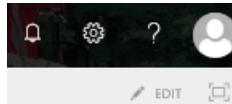
2.9.3   Edit Page

Note that in most cases, content on a *landing page* is changed by adding an item to a list or a library elsewhere within Intranet, *not by editing the page directly*.

i) Editing a page

To edit a page, browse to the page and select ⚙ > **Edit Page.**
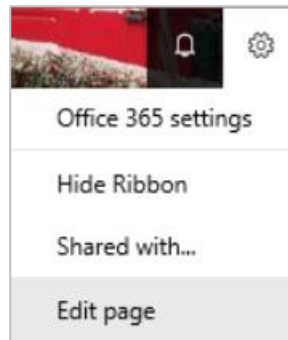
When the ribbon is visible, an edit icon is also visible on the far right.

ii) The PAGE ribbon

The PAGE ribbon is only **available** when you are **editing** a page OR when you are working with items in a list that does not yet have a modern user interface.

See here for more: https://support.office.com/en-us/article/differences-between-the-new-and-classic-experiences-for-lists-and-libraries-30e1aab0-a5cc-4363-b7f2-09e2ae07d4dc

At the top of each page there is a 'ribbon'. The Ribbon provides you with the functionality you need for authoring pages. The tabs on the ribbon will change according to the current context. Click on ⚙ > **Show Ribbon** to expose it if not currently visible.
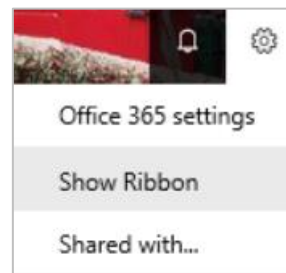
Page ribbon
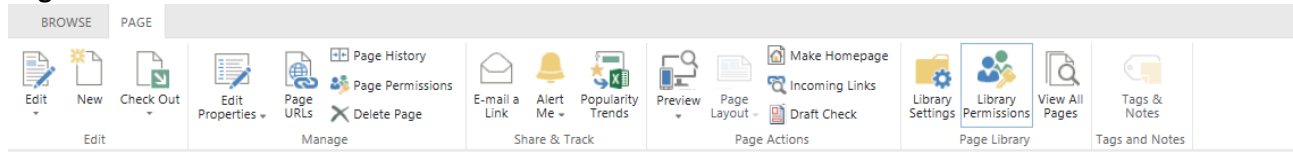
Format Text ribbon

Insert ribbon

iii) Adding content directly

Add content directly to the page by typing into the Page Content text box.

2.9.4   Formatting text

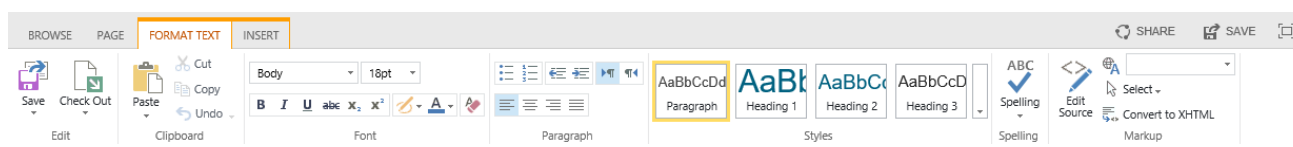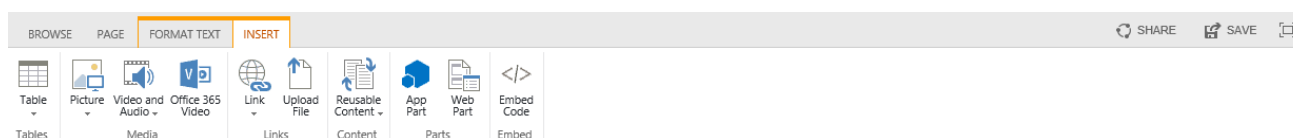The FORMAT ribbon provides **pre-configured styles** that should **always be used** for formatting text. These styles are shared across all pages, so a change to the style of Heading 1 for example, would update all text that uses that style, regardless of which page.

Main headings	Heading 1
Sub headings	Heading 2
Paragraph text	Paragraph

2.9.5   Adding links to the Knowledge Library

Links to the Knowledge Library are built based on the Document's ID.

This is to ensure the links won't break if the documents are moved folder.

i)   Creating the URL

Navigate to the **Knowledge Library**	
Select your **document**	
Click on the **Information** Icon	≡ All Documents ∨ ▽ ⓘ
Scroll down until you can see the Document ID	Document ID GGKL-1341018776-932
Right Click on the Document ID and select **Copy Shortcut**	

The link will look like this:
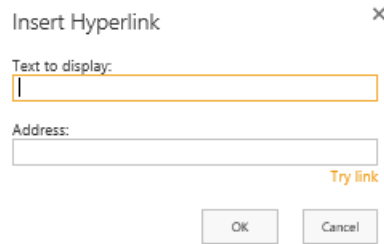
https://goughgroupltd.sharepoint.com/sites/goughgroupknowledge/_layouts/DocIdRedir.aspx?ID=GGKL-1341018776-932

ii)   Adding the link

Using the **INSERT** ribbon > **Link**	BROWSE PAGE FORMAT TEXT INSERT Table Picture Video and Audio Office 365 Video Link Upload File Reusable Content App Part Web Part Embed Code Tables Media Links Content Parts Embed
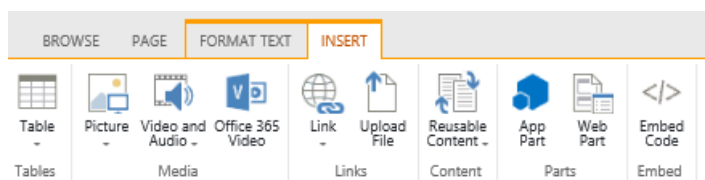
Paste the link into the **Address field**

2.10 Web Parts

Web parts are the 'containers' that you add into the web part zones on a page layout.

2.10.1 How to add a web part

1. Click Add web part in the correct web part zone.

2. Chose the web part and click **OK**

2.10.2 Web part properties

i) Moving a web part around the page

To move the web part to a different web part zone OR to change the order of web parts in a zone:

1. Edit the web part properties EITHER by selecting the web part and using the ribbon WEB PART > Web Part Properties OR by clicking on the drop down menu to the top right of the web part and select Edit.

2. In the web part properties, expand the Layout options. Chose the correct web part **zone** from the drop down list and / or specify a numeric value to the **Zone Index** property.

3. Click **Save.**

ii) Changing the appearance of a web part
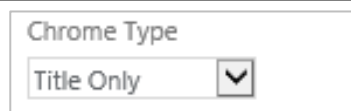
Title > this is the text that appears at the top of the web part when displayed on the page

Chrome Type > this setting dictates whether or not the web part title is displayed. To hide the title, choose None.

iii) Extra for experts: Advanced web part properties

There are several properties common to all web parts and the following are commonly used:

Title URL > adding a value here will change where the web part title links to

Description > descriptive text (or instructions) that appear when the user hovers their mouse over the web part title.

Title Icon Image URL > add a URL for an image in order to display an icon to the left of the web part heading.

Target Audiences > this setting can be used to limit display of the web part to only those users in the specified target audience. See Using target audiences below for more information.

JS Link > add a link to a custom javascript file to add custom formatting and / or interactivity to an app part.

2.10.3 Types of web parts

i) Customised content query web parts

Some preconfigured **content query** web parts are available. These use styles and filter settings specific to Gough Group. ***Pre-configured Gough Group Content Query Web Parts are available in the folder group _Gough Group when you add a new web part:***

In this section…

Shows a clickable list of all pages in the same **Section** as the current page where Promoted Item = yes.

Recent news

Shows the latest 3 news articles (blog posts) that have the same **topi**c as the current page.

Recent FAQs

Shows the latest three FAQs that have the same **topic** as the current page.

Quick Links

Quick links web part. By default shows all quick links. Filter by **topic** TO SHOW ONLY SOME.

Gough Group Custom Content Query

This web part is an un-configured content query web part that uses Gough Group's custom style sheet.

See the following link for an introduction on how to set up Content Query web parts:

https://support.office.com/en-us/article/Display-a-dynamic-view-of-content-on-a-page-by-adding-the-Content-Query-Web-Part-3e35bd58-d159-43d6-bfc7-77878b4a856d

ii) Customised search results web parts

People Search Results

Uses the Gough Group people search results custom template. Change the query to change the people who are displayed.
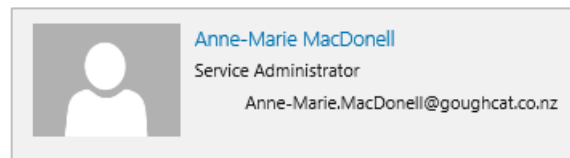
iii) Other Web parts

Content Editor	Add a content editor for rich text editing OR to link to a file with shared content. This is useful where you wish to display the same rich text content on more than one page.
Summary Links	Add this web part to manually add a list of links to a page. You can use the same display templates that the Content Query web part uses.

2.10.4 Extra for experts: Audience trimming the content query web part

2.10.5 Extra for experts: Troubleshooting web parts

Closed, etc ?contents=1

3   Intranet Home

Alerts	Shows all current alerts. Alerts are audience trimmed – see section on Web parts for more about this.
Banner Story	Shows all current banner stories. Set the expiry date on a banner story if you wish to remove it from display.
Recent News	Shows the 3 most recently published non-People posts from the news blog: https://goughgroupltd.sharepoint.com/news/default.aspx The 'More News' button uses the Web Part header link. See 'News Blog' below for how to add or edit a blog post.
Find a Person	Search results displays information on the person and the person's manager.
Latest People News	Shows the latest published **People News** blog post from the news blog: https://goughgroupltd.sharepoint.com/news/default.aspx The 'More News' button uses the Web Part header link. See 'News Blog' below for how to add or edit a blog post.
Quick Links	A set of already established links
FAQs	Displays Frequently asked questions
My Favourites	Each user will manage their own links using the delete, edit and add new icons.

4 Health and Safety

The purpose of this section is to provide information and links to content about Health and Safety at Gough group.

Text	Edit the page to change the title, byline and text.
Navigation tiles	Navigation tiles are displayed at the top right of the Homepage as well as on some other landing pages.
Recent FAQs	Out of the box discussion board app part. See Ask a question below for information about how to moderate this discussion board.
Key People	Shows the five most recently modified FAQs, grouped by Category.
In this section…	Automatically generated list of all pages of the Health and Safety section, grouped by Sub Section. If a page has it's Promoted Item = no, then it will *not be displayed in this list*.
Quick Links	Quick Links tagged with Health and Safety Topic are surfaced
News Article	News article tagged with Health and Safety Topic are surfaced

5 Working Here

The Working Here section contains content to do with working at Gough Group. This includes 'shop front' content for divisions and departments that surfaces relevant content from workspaces.

Working Here is also the place to go for answers to frequently asked questions, policies and procedures and to ask a work related question.

Text	Edit the page to change the title, byline and text.
Navigation tiles	Navigation tiles are displayed at the top right of the Homepage as well as on some other landing pages.
Ask a question	Out of the box discussion board app part. See Ask a question below for information about how to moderate this discussion board.
Recent FAQs	Shows the five most recently modified FAQs, grouped by Category.
In this section…	Automatically generated list of all pages in this section, grouped by Sub Section. If a page has it's Promoted Item = no, then it will *not be displayed in this list*.

6 Workspaces

The workspaces page is the main point of entry for all workspaces and provides a navigable index of the available workspaces within the context of the Function and Activity business classification. While most users are likely to navigate directly to their most frequently used workspaces, this page provides access to all workspaces.

Note that the workspaces themselves are security trimmed as appropriate.

==At the moment the only active workspaces to be displayed are the additional sites.==

Navigate to Settings > Site Contents > Workspaces Index and follow the steps for adding a new item (SharePoint Basics above).

Metadata Column	Description	Required
Title		
Function	Function the link is related to	Yes
Activity	Activity the link is related to	
Link URL	Select a picture to be shown with the story.	Yes
Link Display text	The date the banner story expires.	
Function Group		
Status	Only Active Links will be displayed in the Workspaces Homepage	

Text	Edit the page to change the title, byline and text.
Search for a workspace	Returns results for sites only.
Workspaces Index	Links to workspaces surfaced from the Workspace index list and grouped by Activity.

7   Social

The Social section allows colleagues to engage with each other.

Text	Edit the page to change the title, byline and text.
Social Discussion	Out of the box discussion board app part. See Ask a question section for information about how to moderate this discussion board.
Social Images	Displays images stored in the Social Images library
In this section…	Automatically generated list of all pages of the Social section, grouped by Sub Section. If a page has it's Promoted Item = no, then it will *not be displayed in this list*.

8   Lists and Libraries

8.1   Banner Stories

Navigate to Settings > Site Contents > Banner Stories and follow the steps for adding a new item (SharePoint Basics above).

Fill out the metadata as follows and click **OK**:

Metadata Column	Description	Required
Title	A short title for the story item. This will be displayed on the homepage in the banner stories section.	Yes
Banner Overlay Text	Enter in more information about the story. This will be displayed under the title in the banner story. The text is limited to 255 characters.	Yes
Link	Add a URL destination to go to when the banner item is clicked.	
Picture	Select a picture to be shown with the story.	Yes
Expires	The date the banner story expires.	

8.2   Navigation Tiles

Navigate to Settings **>** Site Contents > Navigation Tiles and follow the steps for uploading a file (SharePoint Basics above).

Fill out the metadata as follows and click **OK**:

Metadata Column	Description	Required
Name	This is just the name of the file you have uploaded.	Yes
Tile Text	The text displayed under the icon on the navigation tile.	Yes
Tile Link	Where does the tile link to?	Yes
Display Location	Select **where this tile should be displayed**. You can select more than one option. This column is used in the web part	Yes

to filter the tiles so that the correct tiles are displayed on the page

8.3 Alerts

Navigate to Settings > Site Contents > Alerts and follow the steps for adding a new item (SharePoint Basics above).

Fill out the metadata as follows and click **OK**:

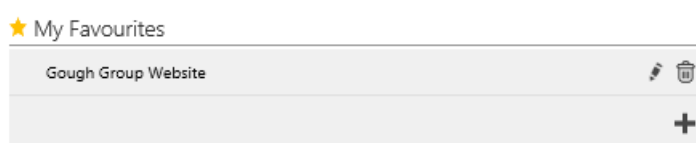| Metadata Column	Description	Required
Title	A short title to identify the alert. This text will not be displayed anywhere	Yes
Body	This is the alert text that will be displayed on the page.	Yes
Expires	The date the alert expires.	Yes
Target Audience	Leave blank if the alert is for all users, otherwise you can add a target audience.	

8.4 My Favourites

Personalise your homepage - link to what you need... Using the buttons you can set up the links that help you on a day to day basis.

Click on the **Cross** to **add** a link

Click on the **Pen** to **Edit** and existing link

Click on the **Bin** to **Delete** a link

Fill out the metadata as follows and click **OK**:

Metadata Column	Description	Required
Title	The name of the link	Yes
URL	URL for the link	Yes

8.5 Quick Links

Navigate to Settings > Site Contents > Quick Links and follow the steps for adding a new item (SharePoint Basics above).

Fill out the metadata as follows and click **OK**:

Metadata Column	Description	Required
Display Text	The name of the link	Yes
URL	URL for the link	Yes
Topic(s)	Quick Link Topic	Yes

The Quick Link topic(s) will determine where the Quick link is being surfaced.

8.6   Ask a Question

8.6.1   New 'Ask a question'

EITHER Navigate to Settings > Site Contents > Ask a Question and follow the steps for adding a new item (SharePoint Basics above) OR click on **new discussion** on the Working Here page.

Select **> New discussion**

⊕ new discussion

Recent   My discussions   Unanswered questions   ⋯

Fill out the metadata as follows and click **OK**:

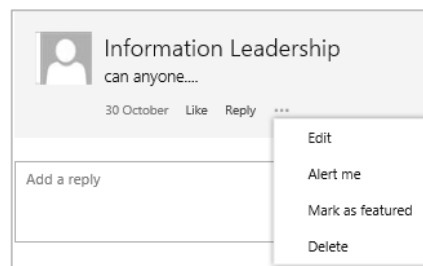| Metadata Column	Description	Required
Subject	A short title for the question. This will be displayed on the homepage in the events section.	Yes
Body	Enter in more information about your question in the body field.	
Question	Tick Yes.	

8.6.2   Moderation: Feature, Edit, or Remove a Post

Navigate to Settings > Site Contents > Ask a Question. Ask a Question is a discussion board which has special actions and properties associated with it.

i)   Mark a question as featured

Browse to the discussion post and at the bottom of the post, click the **ellipses** > **Mark as featured**

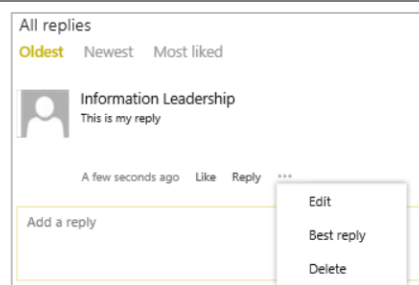**Use this if when want to filter by Featured discussions only.**

Information Leadership
can anyone....
30 October   Like   Reply   ⋯
Add a reply

Edit
Alert me
Mark as featured
Delete

ii)   Edit or delete a post

Using the ellipses > **Delete**

OR ellipses > **Edit**

iii)   Mark a reply as best reply

Browse to the discussion post and scroll down through replies. Click on the ellipses for the 'best reply' and select **Best reply**.

All replies
Oldest   Newest   Most liked
Information Leadership
This is my reply
A few seconds ago   Like   Reply   ⋯
Add a reply

Edit
Best reply
Delete

iv)   Edit or delete a reply

Using the ellipses > **Delete**

OR ellipses > **Edit**

8.7   Frequently Asked Questions

Navigate to Settings > Site Contents > FAQs and follow the steps for adding a new item (SharePoint Basics above).

Metadata Column	Description	Required
Question	The question	Yes
Answer	The answer to the question. Note that you can add hyperlinks to this text if needed.	Yes
Division	Used to help surface this FAQ if needed on a specific page.	
Category	Used to help surface this FAQ if needed on a specific page.	
Topic	Used to help surface this FAQ if needed on a specific page.	

8.8   Function Activity Sites list

Navigate to Settings > Site Contents > Function Activity sites list and follow the steps for adding a new item (SharePoint Basics above).

Metadata Column	Description	Required
Title	The name of the workspace	Yes
Site	The URL for the workspace	Yes
FASC	Business Classification – helps to provide context of where the workspace fits in the business classification hierarchy.	Yes
Function	Single line of text used for sorting and grouping by Function	Yes
Activity	Single line of text used for sorting and grouping by Activity	Yes

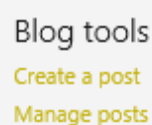# 9   News Blog

9.1   Navigating to the News blog

Navigate to Settings > Site Contents > Subsites > News Blog.

9.2   Blog Tools

Use the blog tools to create a post, manage posts, comments and categories. You can also connect the news blog to a blogging app such as Word.

9.2.1   Create a post

In the Blog tools menu, select **Create a post**	Blog tools Create a post Manage posts

Enter the title of the blog post, a byline (this will be used to summarise the post in other pages e.g. the Intranet homepage), and the main text for the post.

Add any additional metadata as required. Ensure you also add a Picture as this is the image that will be displayed when the post is displayed on a hub page.

Publish the blog.

9.2.2   Extra for experts: Moderating the news blog

i) *Manage posts*

In the Blog tools menu, select **Manage posts.** This will take you to a list view of all blog posts. Manage blog posts as you would other list items.

ii) *Manage comments*

In the Blog tools menu, select **Manage comments.** This will take you to a list view of all comments. Manage comments as you would other list items

iii) *Manage categories*

In the Blog tools menu, select **Manage categories.** This will take you to a list view of all blog posts. Manage categories as you would other list items.

10 Appendix A – Built In Content on Homepages

Page layout	Content Type	Right hand sidebar content	Pages tiles in centre of page
Level 1 (Section) Landing Page	Gough Group Homepage	Page Level = Level 3 Content Type = Gough Group Homepage Section = Current Section Group by Subsection Shows only the key pages in at level 3 grouped by subsection	Page Level = Level 2 Content Type = Gough Group Homepage Section = Current Section Title <> Current Page Shows only the subsection landing pages.
Level 2 (Subsection) landing Page	Gough Group Homepage	Section = Current Section Subsection = Current Subsection Content Type = Gough Group Article Page Group by Subsection Shows all of the general article content in this subsection	**First web part** Section = Current Section Subsection = Current Subsection Title <> Current Page Content Type = Gough Group Homepage **Second web part** Content Type = Gough Group Article Page Section = Current Section Sub Section = Current Subsection Promoted Item = Yes
Level 3 Landing Page	Gough Group Homepage	Section = Current Section Subsection = Current Subsection Level 3 = Current Level 3 Content Type = Gough Group Article Page	Section = Current Section Subsection = Current Subsection Level 3 = Current Level 3 Content Type = Gough Group Article Page
Article page	Gough Group Article Page	NA	NA