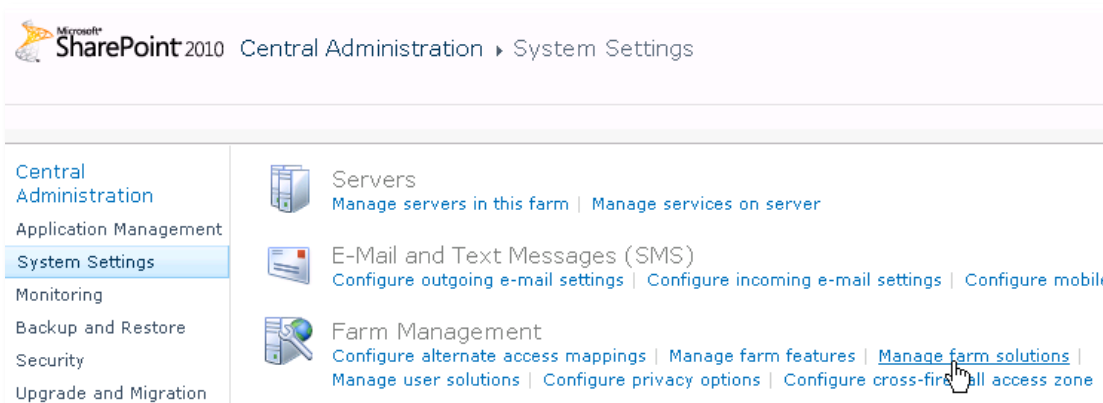


Employee Directory Web Part

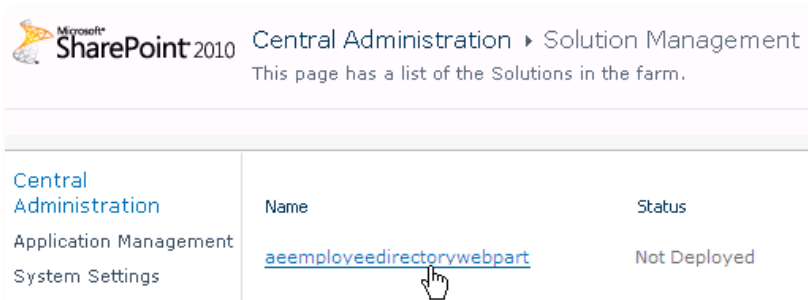
Installation Instructions for Sharepoint 2010

Automatic Installation

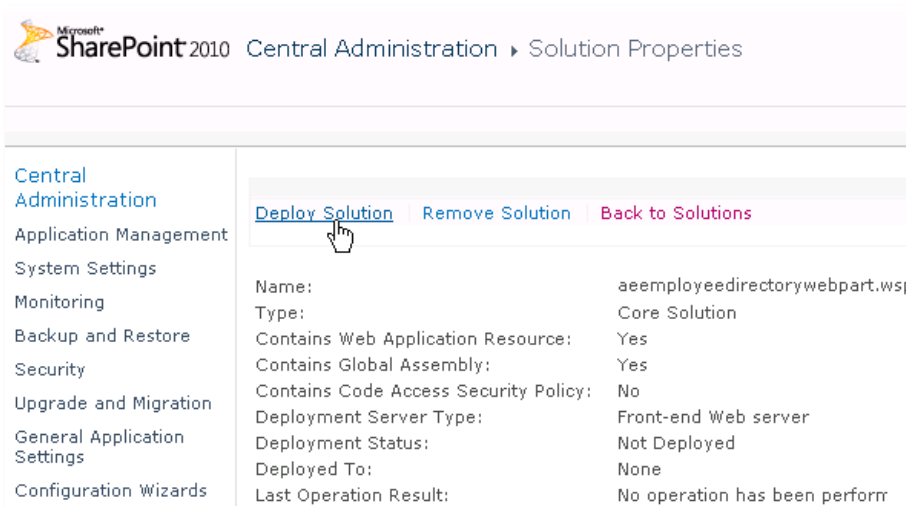
1. Unpack the **AEEmployeeDirectoryWebpart.wsp** and **install2010.bat** files from the Zip Archive and place the 2 files onto your Sharepoint Server.
2. Add the Solution by either running **Install2010.bat** or manually entering:
stsadm -o addsolution -filename AEEmployeeDirectoryWebpart.wsp
3. Deploy the solution by navigating with your browser to "Central Administration > System Settings > Farm Management > Manage farm solutions":



4. You should now see the **AEEmployeeDirectoryWebpart.wsp** in the farm's solution store:



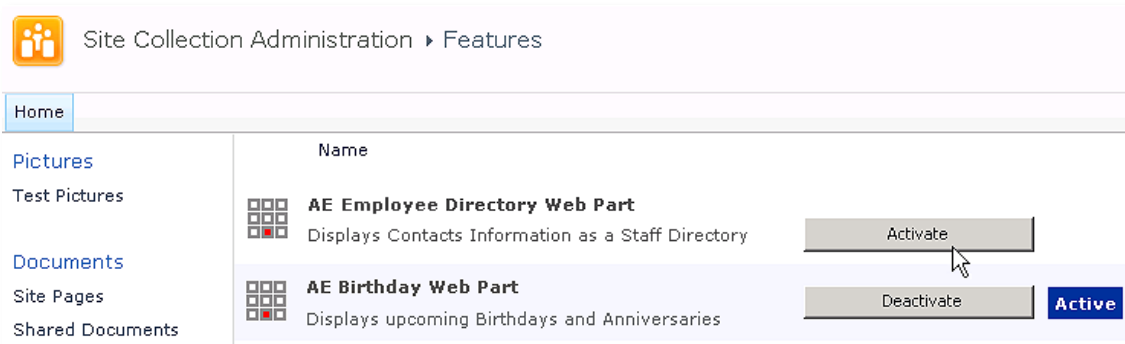
Click on "**AEEmployeeDirectoryWebpart.wsp**" to deploy the solution:



5. Proceed to activate the feature by navigating to the "Site Actions/Site Settings" page in your top-level Sharepoint site:



Choose "Site collection features" to navigate to the Site Collection Features page:

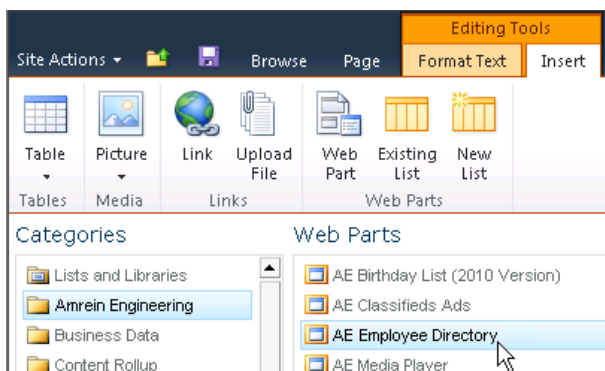


Activate the "AE Employee Directory Web Part" feature

Adding the Web Part to a Page

Navigate to a page where you would like to place the web part and choose "Site Actions/Edit Page"

Add the web part to the appropriate zone. The web part is listed in the "Amrein Engineering" gallery section:



Web Part Configuration

“Employee Directory” Sharepoint List:

Create a new “Employee Directory” Sharepoint List (if not already present) . This List will hold the Employee data to be displayed by the web part. Please make sure that all users which should be able to edit their own entries should have at least “Contribute” List permissions.

Add any number of suitable List columns to the List as needed.

Web Part Settings:

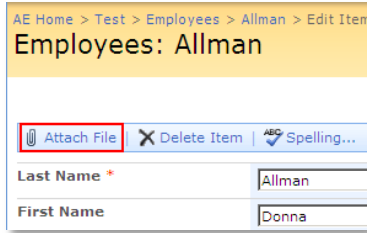
Configure the following Web Part properties in the Web Part Editor "Miscellaneous" pane section as needed:



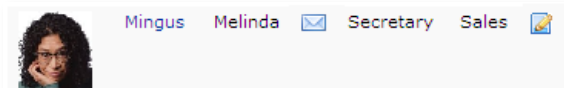
The image shows a vertical pane titled "Miscellaneous" with a collapse icon. It contains several configuration fields, each with a text input box. The fields and their values are: Site Name (empty), List Name (Employees), View Name (empty), Field Template (Last Name;First Name;Job Titl), Group By (empty), Sort By (Department), AZ Index Column (Last Name), Search Box (Last Name;First Name;Depart), Rows per page (10), Image Height (empty), Header Text (empty), and License Key (empty).

- **Site Name:** Enter the name of the site that contains the Employee List:
 - leave this field empty if the List is in the current site (eg. the Web Part is placed in the same site)
 - Enter a "/" character if the List is contained in the top site
 - Enter a path if the List in in a subsite of the current site (eg. in the form of "current site/subsite")
- **List Name:** Enter the desired Sharepoint Picture Library
- **View Name:** Optionally enter the desired List View of the list specified above. A List View allows you to specify specific data filtering and sorting.
Leave this field empty if you want to use the List default view.
- **Field Template:** Enter the List columns to be displayed (separated by semicolons).

User pictures can be attached (via File Upload) to the Sharepoint List items and displayed using the symbolic "Picture" column name:



If you want to allow users to edit their own entries, please add the symbolic "Username" column name to the Field Template. An "Edit" symbol will then be displayed to allow the user to navigate to the corresponding Edit Form:



Example:

Picture;LastName;FirstName;Department;Email;Phone;Username

Friendly Header Names:

If you would like to display a "friendly header name" instead of the default property name please append it to the User property, separated by the "|" pipe symbol.

Example:

Picture;LastName|Last Name;FirstName;Department;Email|Email Address

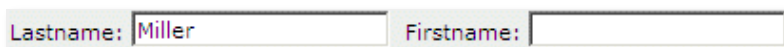
- **Group By:** enter an optional List column to group the rows.
- **Sort By:** enter the List column to define the default sort order.

Example:

Department

- **AZ Index Column:** enter an optional List column to display the AZ filter in the list header. If an "!" character is appended to the property name, the "A" index will be forced when visiting the page. Example: **LastName!**

- **Search Box:** enter one or more List columns (separated by semicolons) to allow for interactive searching. Example: **LastName;FirstName**



- **Rows per page:** the Employee Directory web part supports paging and lets you specify the desired number of rows per page.



- **Image Height:** specify the image height in pixels if you include the "Picture" column. Enter "0" if you want to use the default picture size.
- **Header Text:** enter an optional header text. Please note that you can embed HTML tags if needed.
- **License Key:** enter your Product License Key (as supplied after purchase of the "Employee Directory Web Part" license key). Leave this field empty if you are using the free 30 day evaluation version or if you choose one of the License Activation described in the next section below.

License Activation

You have the following 3 options to enter your License Key:

1. Enter the License Key into the corresponding "License Key" field in the web part configuration pane (See Description above).

2. WSP Solution Deployment:

Add the **License.txt** file (as supplied by AMREIN ENGINEERING after having purchased a license) to the Solution at the following location:

```
c:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\14\template\features\AEEmployeeDirectoryWebpart
```

3. Manual Deployment:

Add the License Key to your web.config (typically found at c:\inetpub\wwwroot\wss\virtualdirectories\80) **<appSettings>** section as follows:

```
<appSettings>  
  <add key="AESD" value="AESD-x-xxxxx-xxxxx-xx-xx" />  
</appSettings>
```

Replace the "x" characters with your actual key values.

Please note that this method requires you to manually add the key to each Sharepoint application.