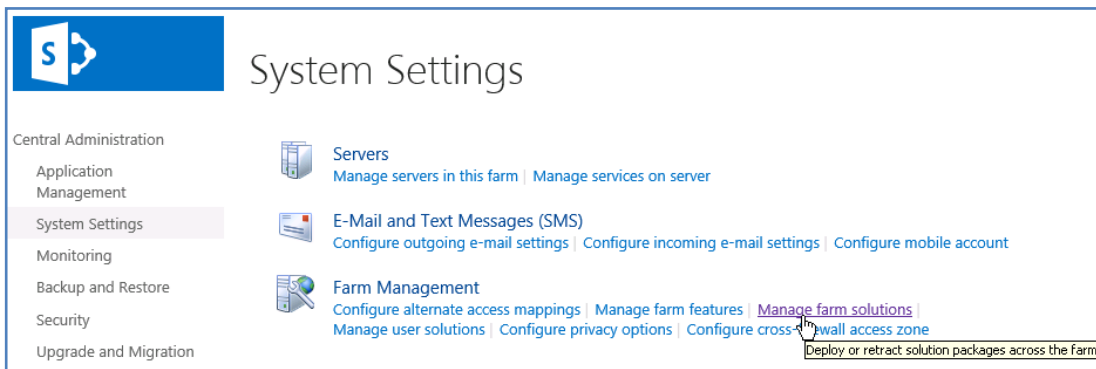


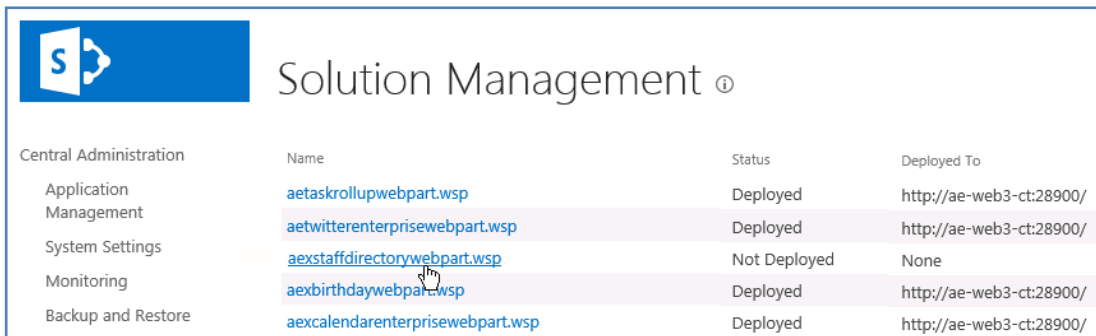
# Web Part Installation Instructions for Sharepoint 2013

## Automatic Installation

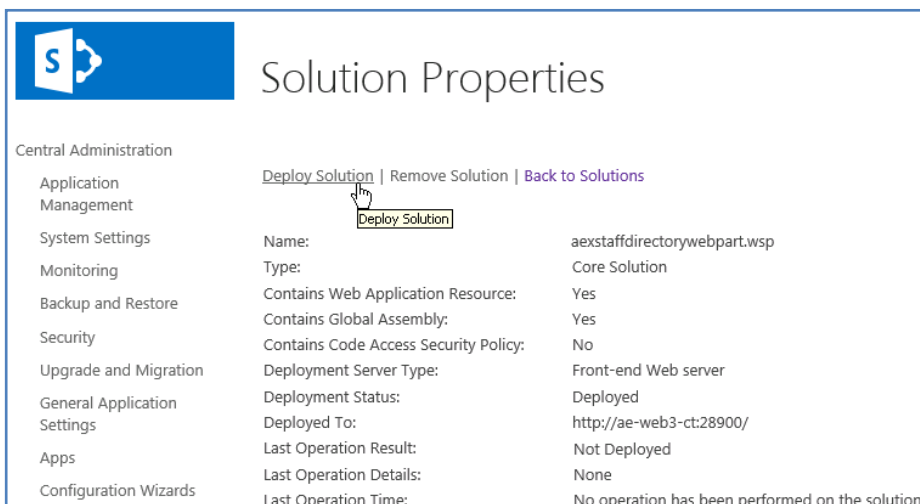
1. Unpack the **AEXStaffDirectoryWebpart.wsp** and **Install2013.bat** files from the Zip Archive and place the 2 files onto your Sharepoint Server.
2. Add the Solution by either running **Install2013.bat** or manually entering:  
**stsadm -o addsolution -filename AEXStaffDirectoryWebpart.wsp**
3. Deploy the solution by navigating with your browser to “Central Administration > System Settings > Farm Management > Manage farm solutions”:



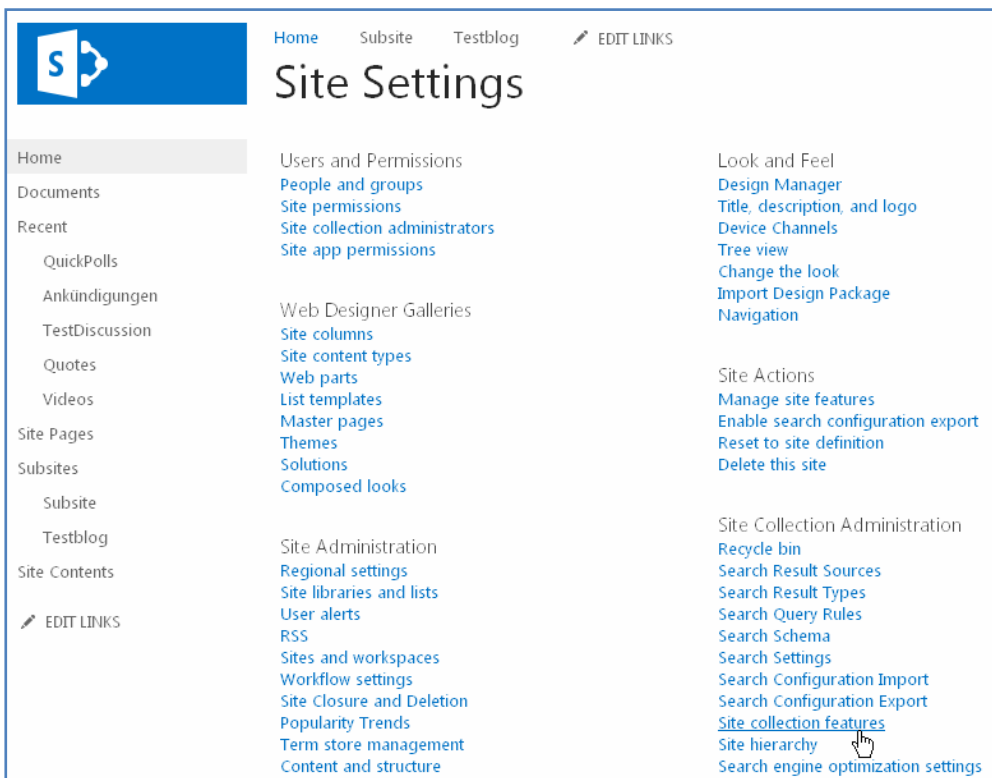
4. You should now see the **AEXStaffDirectoryWebpart.wsp** in the farm’s solution store:



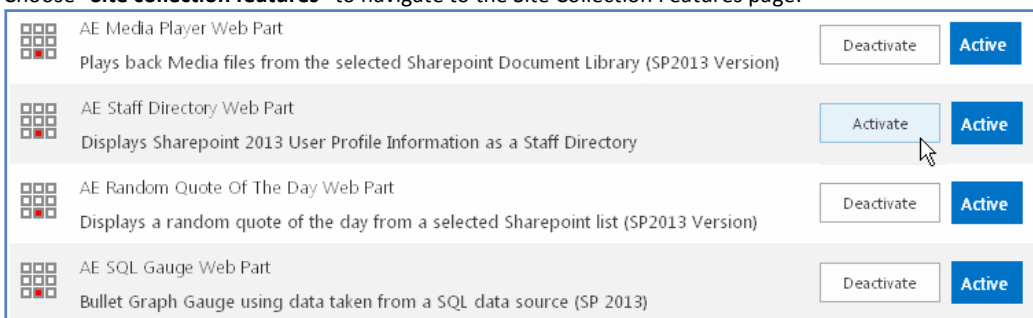
Click on “**aexstaffdirectorywebpart.wsp**” to deploy the solution:



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 Staff 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"

Select “Web Part” form the “INSERT” tab in the ribbon and add the AE Staff Directory web part to the appropriate zone. The web part is listed in the "Amrein Engineering" gallery section:

