# **AZ Index Web Part**

# Sharepoint 2010/2013 Installation Instructions

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August 2013

AE AZ Index Web Part

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Please select an index to search the Staff Directory						

# **Description**

The AZ Index Web Part allows to be used as a Filter for other web parts that accept URL parameters as filter values (as for example the Staff Directory web part).

The Web Part can be used with Windows Sharepoint Services V3, MOSS 2007, Sharepoint 2010 and 2013 (both Server and Foundation).

## **Prerequisites**

Before you attempt to install the solutions you need to make sure that you have the following installed on your server(s):

• Windows SharePoint Services 3.0, Microsoft Office SharePoint Server 2007, Sharepoint 2010 or 2013

## Installation

#### Manual Installation

- download and unpack the AEAZIndexWebpart.zip file. The ZIP archive contains the AEAZIndexWebpart.dll and the AEAZIndex.webpart files.
- 2. drop the AEAZIndexWebpart.dll into the GAC of your Sharepoint server (c:\windows\assembly).
- add the following line to the "<SafeControls>" section of your Web.Config file. Please make sure that the line is added as one single line (no line breaks):

```
<SafeControl Assembly="AEAZIndexWebpart, Version=1.0.0.0, Culture=neutral,
PublicKeyToken=5d5fc9b964565183" Namespace="AEAZIndexWebpart" TypeName="*" Safe="True"
/>
```

- 4. from the top site go to "Site Actions/Site Settings/Modify All Site Settings/Galleries/Web Parts"
- 5. use the "Upload" menu option to upload the AEAZIndex.webpart file.

#### Automatic Installation

- 1. Unpack the **AEAZIndexWebpart.wsp** and **Install2010.bat** or **Install2013.bat** files from the Zip Archive and place the 2 files onto your Sharepoint Server.
- Add the Solution by either running Install.bat (WSS 3.0 or MOSS 2007) or Install2010.bat (Sharepoint 2010) or Install2013.bat (Sharepoint 2013) or by manually entering: stsadm -o addsolution -filename AEAZIndexWebpart.wsp
- 3. Deploy the solution by navigating with your browser to "Central Administration > System Settings > Farm Management > Manage farm solutions":

SharePoint 2010	Central	Administration > System Settings			
Central Administration		Servers Manage servers in this farm   Manage services on server			
Application Management					
System Settings	-	<ul> <li>E-Mail and Text Messages (SMS)</li> <li>Configure incoming e-mail settings   Configure incoming e-mail settings   Configure</li> </ul>			
Monitoring		Configure outgoing e-mail settings   Configure incoming e-mail settings   Configure mobile			
Backup and Restore	-50	Farm Management			
Security		Configure alternate access mappings   Manage farm features   <u>Manage farm solutions</u>			
Upgrade and Migration		Manage user solutions   Configure privacy options   Configure cross-fire all access zone			

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

SharePoint 2010	Central Administration  Solution Management This page has a list of the Solutions in the farm.				
Central Administration	Name	Status	Deployed To		
Application Management	aeartcollectionwebpart.wsp	Deployed	http://ae-web2-cd:35223/,		
System Settings	aeazindexwebpart.wsp	Not Deployed	None		
Monitoring	aebirthdaywsswebpart.wsp	Deployed	http://ae-web2-cd:35223/,		

#### Click on "AEAZIndexwebpart.wsp" to deploy the solution:



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

1 Test2010	Site Settings	
Home		
Pictures Test Pictures	Users and Permissions People and groups Site permissions Site collection administrators	Look and Feel Title, description, and icon Quick launch Top link bar
Documents	All people	Tree view Site theree
Site Pages Shared Documents	Galleries Site columns Site content types	Site Actions Manage site features
Lists Calendar Tasks Nice Restaurants	Web parts List templates Master pages Themes Solutions	Save site as template Reset to site definition Delete this site Site Web Analytics reports Site Collection Web Analytics reports
AdvWorksEmployees	Site Administration Regional settings Site libraries and lists User alerts RSS	Site Collection Administration Search settings Search scopes
Recycle Bin     All Site Content	Search and offline availability Sites and workspaces Workflows Workflow settings Related Links scope settings Term store management	Search keywords FAST Search keywords FAST Search site promotion and demotion FAST Search user context Recycle bin <u>Site collection features</u> Site binearch

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

Site Collectio	n Admir	nistration ▶ Features	
Home			
Pictures Name			
Test Pictures		<b>AE AZ Index Web Part</b> Displays an AZ Index	Activate
Site Pages Shared Documents		AE List Items Web Part Displays Sharepoint List items	Deactivate Active

Activate the "AE Calendar Rollup 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 :

					Ec	liting To	ols
Site Actio	ons 👻 🗎	2 📝 👘	Browse	Page	Forma	t Text	Insert
		<b>S</b>	Q				*
Table	Picture	Video and Audio	Link	Upload File	Part	List	List
Tables	M	edia	Lir	nks	١	Web Part	s
Categories			Web	Parts			
🛅 Lists and Libraries		•	AE Art Coll	ection			
🚞 [ROXORITY]			AE Audio Player Web Part				
🚞 Amrein Engineering			AE AZ Index Web Part				
Amrein Solutions			🗖 AE Banner Rotator 🛛 🗟				

### Web Part Configuration

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

▲ AE AZ Index Web Part ×
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+ Appearance
+ Layout
+ Advanced
Miscellaneous
Link Template
/sites/Test/SitePages/Staff%20
Web Part CSS Style
background-color:orangeRed;p
AZ CSS Style
background-color:crimson;colo
Hover Color
orange
Hover Tooltip
search Directoy by Last name I
open Link in
popup_Window •
Footer fext
<pre>[ or&gt;<span style="color:white]&lt;/pre"></span></pre>
OK Cancel Apply

Please refer to the "AZ Index Web Part" web site at http://www.amrein.com/apps/page.asp?Q=5841 for a detailed description of each web part setting.