Employee Directory Web Part

WSS 3.0/Sharepoint 2010 Foundation Version

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Version 1.0

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Description

The Employee Directory Web Part reads the user entries from a Sharepoint List and displays the selected user fields in a list.

The Web Part is compatible with WSS 3.0, MOSS and Sharepoint 2010 (including "Foundation").

The following parameters can be configured:

- Sharepoint List containing the Employee data
- List columns to be displayed
- Filtering, Grouping, Searching, Paging and Sorting of rows
- AZ Index
- optional Header text

Prerequisites

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

- Microsoft Office SharePoint Server 2007 or WSS 3.0
- or Microsoft Sharepoint 2010

Installation

Manual Installation

1. download and unpack the **AEEmployeeDirectoryWebpart.zip** file.
   The ZIP archive contains the AEEmployeeDirectoryWebpart.dll and the AEEmployeeDirectory.webpart files.

2. drop the **AEEmployeeDirectoryWebpart.dll** either into the SPS web application bin directory or into the GAC of your Sharepoint server (c:\windows\assembly).

3. 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):
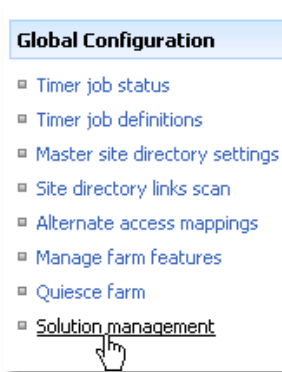
   ```
   <SafeControl Assembly="AEEmployeeDirectoryWebpart, Version=1.0.0.0, Culture=neutral,
   PublicKeyToken=cd279112387b2a50" Namespace="AEEmployeeDirectoryWebpart" TypeName="*" Safe="True" />
   ```

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 AEEmployeeDirectory.webpart file.
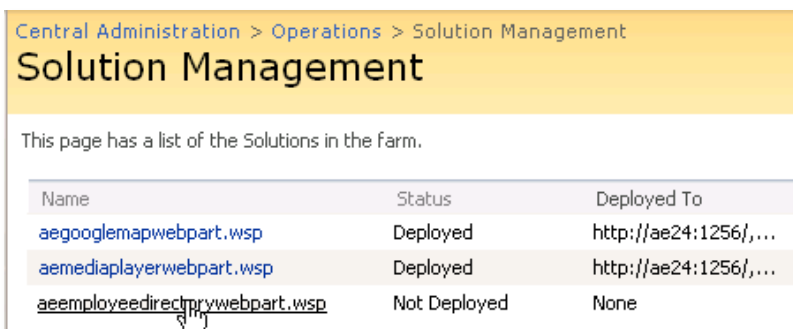
Automatic Installation

1. Unpack the **AEEmployeeDirectoryWebpart.wsp** and **Install.bat** files from the Zip Archive and place the 2 files onto your Sharepoint Server.

2. Add the Solution by either running **Install.bat** or manually entering:
   ```
   stsadm -o addsolution -filename AEEmployeeDirectoryWebpart.wsp
   ```
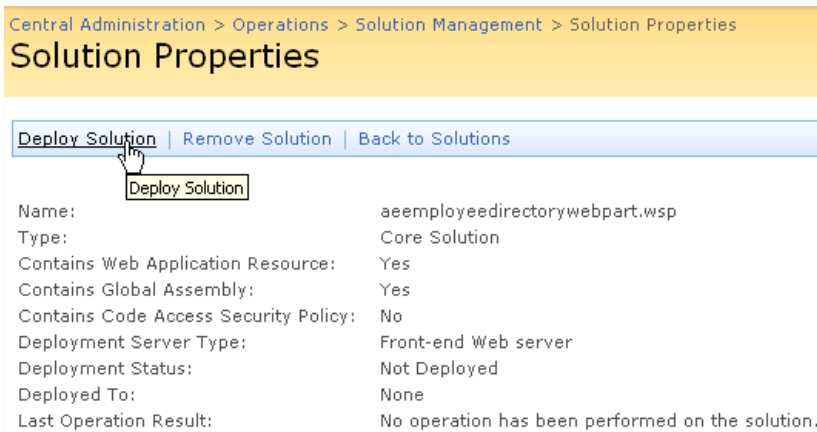
3. Deploy the solution by navigating with your browser to "Central Administration->Operations->Solution Management":
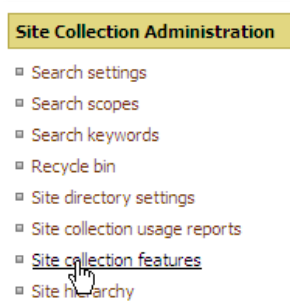
Global Configuration

- Timer job status
- Timer job definitions
- Master site directory settings
- Site directory links scan
- Alternate access mappings
- Manage farm features
- Quiesce farm
- Solution management

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

Central Administration > Operations > Solution Management

Solution Management

This page has a list of the Solutions in the farm.

Name	Status	Deployed To
aegooglemapwebpart.wsp	Deployed	http://ae24:1256/,...
aemediaplayerwebpart.wsp	Deployed	http://ae24:1256/,...
aeemployeedirectorywebpart.wsp	Not Deployed	None

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

Central Administration > Operations > Solution Management > Solution Properties

Solution Properties

Deploy Solution | Remove Solution | Back to Solutions

Deploy Solution

Name:	aeemployeedirectorywebpart.wsp
Type:	Core Solution
Contains Web Application Resource:	Yes
Contains Global Assembly:	Yes
Contains Code Access Security Policy:	No
Deployment Server Type:	Front-end Web server
Deployment Status:	Not Deployed
Deployed To:	None
Last Operation Result:	No operation has been performed on the solution.

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

Site Collection Administration

- Search settings
- Search scopes
- Search keywords
- Recycle bin
- Site directory settings
- Site collection usage reports
- Site collection features
- Site hierarchy

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*"

1. Add the web part to the appropriate zone. The web part is listed in the "**Amrein Engineering**" gallery section :
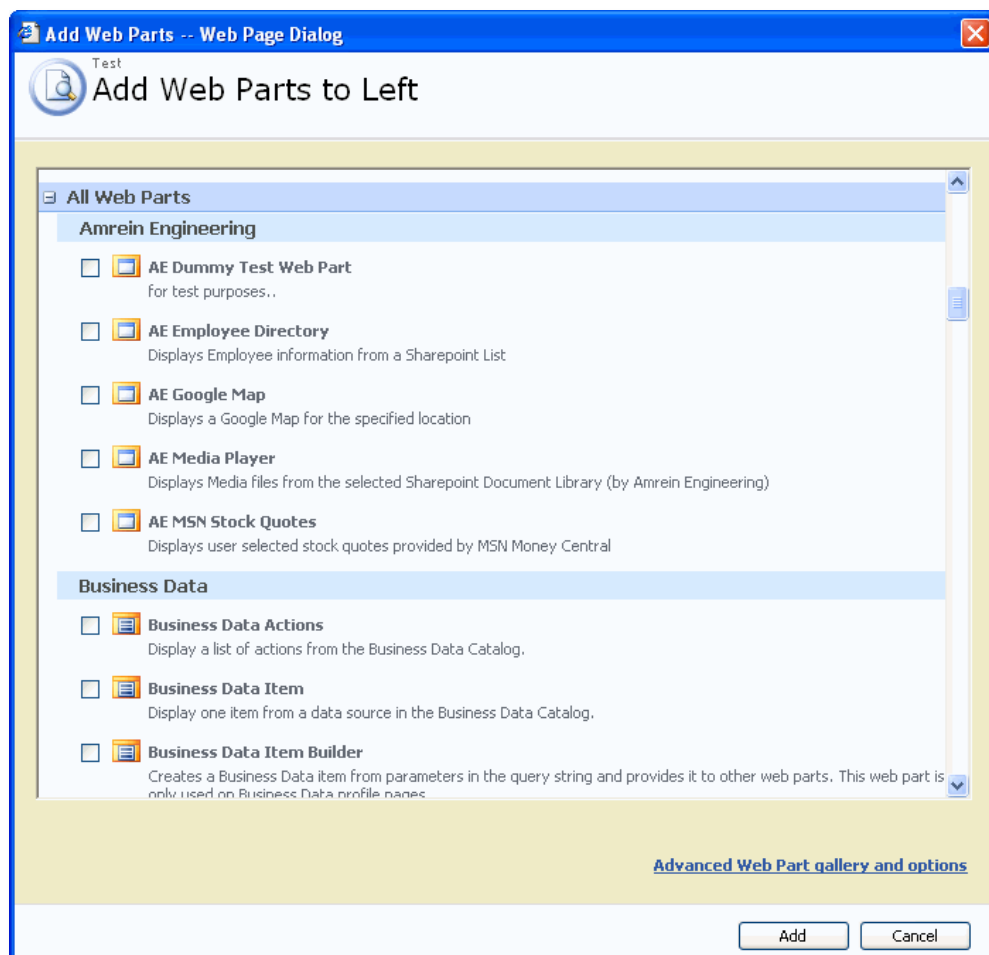
Web Part Configuration

"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:

☐ **Miscellaneous**
Site Name
List Name
Employees
View Name
Field Template
Last Name;First Name;Job Titl
Group By
Sort By
Department
AZ Index Column
Last Name
Search Box
Last Name;First Name;Depart
Rows per page
10
Image Height
Header Text
License Key

- o **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")

- o **List Name**: Enter the desired Sharepoint Picture Library

- o **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.

o **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 displayed to allow the user to navigate to the corresponding Edit Form:
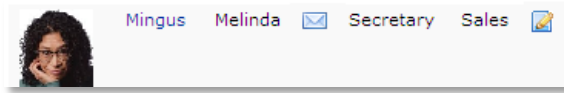
Example:
Picture;LastName;FirstName;Department;Email;Phone;Username

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

o **Group By**: enter an optional List column to group the rows.

o **Sort By**: enter the List column to define the default sort order.

Example:
Department

o **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!**

o **Search Box:** enter one or more List columns (separated by semicolons) to allow for interactive searching.
Example: **LastName;FirstName**
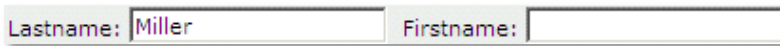
o **Rows per page:** the Employee Directory web part supports paging and lets you specify the desired number of rows per page.

o **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.

o **Header Text**: enter an optional header text. Please note that you can embed HTML tags if needed.

o **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\12\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.