

Injio Training Manual – Base Modules



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Introduction

While Injio is designed with best practice information architecture and user experience interface, every organisation is different, and you may wish to adjust the design or structure of your intranet over time.

This guide is designed to assist Intranet Admins to configure their Injio site including menus, modules, colors and content. You will need to have edit access to be able to make these updates. If you wish to make any changes not included in this guide, please contact WebVine.

This guide starts by giving you an overview of the Home Page where these modules appear and will continue to describe how to create and maintain your new intranet in a professional manner.

Homepage

The homepage contains the most important elements of the intranet - the information and functionality that people will use the most.



Glossary

Root Site	Default site in the SharePoint tenant (<u>https://<tenant>.sharepoint.com/</tenant></u>)
Data Source	List / Document library that holds the data
Settings	Site settings in the top right corner of the intranet site (gear symbol) 🙆
Ellipses	Three vertical dots seen beside items in the lists or next to the list / document library. Clicking on it would display additional options.

Site configurations

How to navigate to Site Contents How to rename a URL/make homepage How to add a logo How to add a favicon and mobile icon How to change the theme of the intranet How to check user access How to grant site access How to remove site access

How to navigate to Site Contents

Many configurations in this manual will require you to navigate to Site Contents. Here is how to do this:

1. Navigate and click on Settings symbol in the top-right corner of the Intranet



2. Select 'Site Contents' to be redirect to the page

Settings	×
SharePoint	
Add a page	
Add an app	
Site contents	
Global navigation	
Site information	
Site permissions	
Apply a site template	
Site usage	
Site performance	
Schedule site launch	
Change the look	
Manage Viva Connections	
Office 365	
View all	

How to rename a URL/make homepage

- 1. Navigate to Site Settings > Site Contents > Site Pages
- 2. Find the page > click on the ellipses



3. User can Rename the page or make it as the homepage of the current site/subsite

How to add a site logo

- 1. Select a logo
 - Note: Dimension: 92px*64px File size: ≤ 500kb; File format: .png preferred
- 2. Navigate to Settings > 'Change the look'



3. Select 'Header'



4. Navigate to the bottom of the menu to find 'Site logo thumbnail' and 'Site logo'

Use the change option to select the logo from the local computer files *Note: Please make sure to change both logos*

Site logo thum	bnail (i)
	- 1
🖾 Change	🗎 Remove
Site logo (i)	- 1
	- 1
🖄 Change	🗐 Remove

How to add a favicon and mobile icon

- 1. Use an online tool to make favicon and mobile icon e.g., <u>https://favicon.io/favicon-converter/</u>
 - Note: Dimension ratio: 1 to 1 Dimension- favicon: 48px*48px Dimension- mobile icon: 32px*32px

File size: ≤ 500kb File format: .png preferred

- 2. Upload the images to Site Assets folder (Settings > Site Contents > Site Assets). You can create a folder for logos (optional)
- 3. Copy path of the image
 - a. Click on the ellipses beside the image
 - b. Navigate through the menu to find 'Details'

2	favicon.ico	Preview	
~	please testing to the local	Share	
2	prod hypers to bright page	Copy link	
2	Local Sam while?", Nor weath	Manage access	
2		Download	
		Delete	~
		Rename	/
2	100.000	Pin to top	
4	Million data data (pg	Maya to	
-	rental/health.pages/chec.pg	Copy to	
-	1000 Table 1	Version history	
2	110000.000	Alert me	
2	survey maging	More	>
	1000 m	2 Details	

4. Scroll to the bottom of the menu opened on the right to find 'Path' > copy the path using the option



- 5. Navigate to the 'Injio Configuration' list in Site Contents
- 6. Copy paste the data in the 'Data' column in a notepad to make changes
- 7. Navigate through the data to find 'faviconUrl' and 'mobileBookmarkIconUrl' and paste the respective URL in inverted comas ("") and finish with a comma (,) Note: Please make sure the inverted commas and comma is placed and no other changes are made to the data
- 8. Copy-paste the modified data back to the 'Data' column and Save

How to change the theme of the intranet

SharePoint has a collection of themes. You can choose the one which is more to your liking.

1. Navigate to 'Settings' > 'Change the look' > 'Theme'

Change the look	×
Theme	\rightarrow
Header	\rightarrow
Navigation	\rightarrow
Footer	\rightarrow
100	_

2. Choose from the multitude of themes and click on 'Save' at the end of the menu

$\leftarrow {\sf Theme}$		×
Site theme Abc	Current selection	I
Company themes		
Abc	Contoso Electronics H	2
O Abc	Contoso Electronics Marketing	
O Abc	Contoso Electronics Sales	
O Abc	Contoso Electronics Technologies	
Abc	BAI Theme	
Abc	BritishSchoolTheme	
Abc	WesleyMissionTheme	
Abc	AccoladeWinesTheme	
Abc	InspireFCUTheme	
Abc	GraceTheme	
Abc	DSATheme	
Abc	OCIMFTheme	
SharePoint themes		
Abc	Teal	
Abc	Blue	
Abc	Orange	
Save	Cancel	

Note:

1. Please make sure the chosen theme is selected in the 'Site theme- Current selection' Please contact WebVine if you want a customized colour

How to check user access

The default SharePoint groups have three levels of access

- 1. Owners group: Full control
- 2. Members group: Edit

3. Visitors group: Read

For permissions granted by SharePoint Group:

- 1. Go to 'Settings' > 'Site permissions' > 'Advanced permissions settings'
- 2. 'Under Permissions tab' > 'Check Permissions'
- 3. Input user's email
- 4. Click 'Check Now'

How to grant site access

- 1. Select the group to whom admin would like to grant user access
- 2. New > Add Users
- 3. Search for users by email > select user
- 4. Show options > check/uncheck to send email invitation
- 5. Click 'Share'

How to remove site access

- 1) Select the group from whom admin would like to remove user access
- 2) Select the user(s)
- 3) Actions > Remove Users from Group
 - a) For permissions granted by SP Group:
 - b) For permissions granted by AD Group: Note: Please contact your IT team to remove the user from AD Group

Page authoring and configurations

How to create a page and add content How to add sections to the page How to add web parts to the page How to edit a page How to hyperlink text in a page What are comments, likes and views How to remove page comments How to remove page comments How to delete a page How to save a page as a draft copy How to publish a page How to create a page templates

How to create a page and add content

Method 01: Creating a page from the Homepage

1. Navigate to '+New' option on the Homepage under the Mega Menu



2. Select 'Page' from the drop-down menu



 Select a template from the existing templates or select "Blank" to make your own page > click on 'Create page' to finish.



Note: Refer to "How to create a page template" to create a page template

Method 02: Creating a page from Site Contents Data Source: Settings > Site contents > Site Pages

	\mathcal{L}^{1}	(2)	?	Contents	Subsites		
				D	Name		Туре
Settings				12	Documents		Document library
-				ß	Form Templates	:	Document library
SharePoint				12	Site Assets		Document library
Add an app	1.4			r B	Style Library		Document library
Site contents	1				Contacts		List
Site information					Location		List
Site permissions					Web Links		List
Site usage Change the look				10	Events		Events list
Site designs				2 🖻	Site Pages		Page library

'Promoted State' column helps to distinguish between pages and news as follow:

Promoted State	
0	Page (Draft, Pending approval or Approved)
1	News (Draft or Pending approval)
2	News (Approved)

Ľ	ID \sim	Name 🗸	Page Category \smallsetminus	News Category \vee	Region \vee	Business Unit \vee	Approval Status \smallsetminus	Promoted State \vee
5	102	Alternative-Home-Page.aspx					Approved	0
8	168	Ideation.aspx					Draft	0
8	169	Local-buyers-are-out-in-force-on-the-Suns		Prestige News	Australia		Approved	2

How to add sections to the page

1. Click the '+ ' icon on the left to create a new section with preferred layout



a. Click within the section or use the ^{IV} button on the right to update the layout options or to add a background colour of the entire section

		6 H L	5 J			Layout options		
Home	News & Announcem	Collaboration	Employee Essentials	Business Support	Search Centre		۲	
Save as draft \sim	♥ Undo ∨ Ø Page details		V You	ur page has been saved	🛱 Submit for approval			000
						One	Two	Three
						column	columns	columns
					and the second second	One-thir	One-thir	
O Name	or email address					left	right	
						Section backgro	ound	
Add your t	ext here.							
						^A A	A A	^A A
	•			v				

2. Click the button of a section to drag and drop the section across the page and rearrange the order of the sections



How to add web parts to the page

SharePoint provides a wide range of web parts for building pages. The following are some of the commonly used web parts.

When making changes to your site, such as adding or modifying web parts, you can undo or redo the changes by selecting Undo, and from the dropdown, select Undo or Redo as needed. *Note: Keyboard shortcuts such as Ctrl+Z or Ctrl+Y, can be used respectively*

🔚 Save as draft	り Undo	\sim	🖄 Discard changes				
+	Undo (Ctrl +	Z) _hm				
	C Redo (Ctrl + Y)						
€		uu	attic				

1. Hover the mouse above or below an existing web part, there is a line with a circled +, like this:



2. Click '+' and there is a list of web parts to choose from. To quickly find the webpart, start typing in the Search box



3. Or, click Expand to show a larger view of web parts by category



Popular Web Parts

- Text
- Images
- Image Gallery
- Tiles
- Quick Links

Text

Text web part can only contain text and links. Modern SharePoint site does not support rich text



Create a Text web part, copy and paste the entire content from Word document to the text web part. All the content including text and images will be pasted to the page easily.



Text can be formatted using the toolbox

1. To add a link, click on the link icon in the toolbox



2. Click the ellipses for more formatting options such as text size and colour. However, font style cannot be changed

Text and table formatting $$
Font style
Normal text 🗸
Font size
17 ~
B / <u>U</u> → x ² X ₂
Font color 🗸 🔲 Highlight color 🗸
Paragraph
≣ ≣ ≣ ≠ +≣
Hyperlink
ତ ଝୁ
Table
Insert table

Images

The Image web part shows one single image only.

Drag and drop an image from a local computer to the page, and an image web part will be created automatically.



Image Gallery

Use Image Gallery for displaying multiple images



User can choose existing images in the site or upload new images when prompted:

	Recent image	25		
Recent			a line (many / free -	-
O Web search			TEL	THE STATE
OneDrive	0			
Site		N N N		
J Upload	54975-fitness-trac edited by Lu, Ares	edited by Liu, Ares	87675-AAIMIg4 edited by Llu, Ares	43631-image1 edited by Uu, Ares
b From a link		Place Lond		-
		and Par		an Institute of the
	Injio Modern for L	Bannerimg4	announcements	Injio Modern for L

- 1. Click 'Open' after selecting all images.
- 2. After uploading the images, user can edit the web part layout

j

Tiles

1. Click 'Edit web part'



2. Change the Image Gallery layout.





Quick Links

User can create tiles to show links

+ Add links		
Documents	RWT Policies	RWT Forms
Calendar	D IT Announcements	𝒫 HR Announcements

1. Click edit Web Part to change the Layout



How to edit a page

Navigate to the page user need to edit, click Edit at the top right of the page



1. Edit the page title on the top (This does not change the URL)



- 2. Click the button on the left to change the layout of a section
- 3. Click the th button of a webpart to drag and drop it across different sessions



4. Add documents or new content to an existing Highlighted content web part In the page with a highlighted content webpart, edit the webpart



Note: Refer to the web part properties to check where to map the document/content

_	-	
Filter		
Custom query		
Content	^	L
Source	- 1	
A document library on this site	\sim	L
Document library		
Documents	~	
Document type		
Any	\sim	
+ Add document type		
Filter and sort	^	
Filter	- 1	
Column name	~	1
Enter a word to narrow down the list o column names, and then select a colun from the dropdown list.	f nn	l
nage		
Column name		
Page_x0020_Location	\sim	
Contains	~	

e.g., to have the document to show in this webpart, tag the document in 'Documents' library with 'Certificate of Currency' under Page Location column

D	Name \sim	Document Category \smallsetminus	Page Location $ \bigtriangledown \lor $
	Marsh Insurance CoC Industrial Special Risks.pdf	Certificate of Currency	Finance - Certificate of Currency

How to hyperlink text in a page

- 1. Navigate to a page and go to edit mode
- 2. Select the text you want to hyperlink
- 3. Click on the ellipses to open more styles



4. Select 'Hyperlink'



5. Enter the URL in 'Address' and edit other fields if needed

ddress	
https://www.google.com	
ext to display	
containing	
earch	
containing	
ages on this site that match your search	
Title	Modified
testing *containing * found in page contents	14 Apr 2022
Open link in a new tab	

6. Click 'Save'

Note: The save button will remain hidden until a link is added

What are comments, likes and views

Users can leave comments and likes at the bottom of the page. User can also see how many views the page has. Hover over Likes to see some of the people who liked the page. Click on Likes and you can see a list of all the people who liked the page



How to remove page comments

1. Click on the ellipses on the bottom right of the comment > 'Delete'



How to delete a page

SharePoint site owners and administrators can easily delete modern pages from a SharePoint site.

- 1. Navigate to Site Settings > Site Contents > Site Pages
- 2. Select the page > click on the ellipses to the right of the selected page



3. Click 'Delete'



How to save a page as a draft copy

If user wants to make changes to a page but does not want it to be visible to the audience yet. User can click 'Save as draft' on the top bar. Only users with edit access can view this.



How to publish a page

For all users to view the page, the editor must publish the page (Submit for Approval- if set up)



How to create a page template

1. Navigate to '+New' > 'Page'

$+$ New \vee	🔅 Page details	- 1
List		
Document li	brary	- 1
Page		- 1
News post	_	- 1
News link		- 1
Арр		

- 2. Select an existing template or "Blank" to start with
- 3. Add a page name in the title area. A page name is required to save the page



 Add an image to the banner area or use the existing image from the template Note: Dimension: 1800px*326px
 File size: ≤ 500k

File format: .png preferred

- 5. Selecting an image
 - i. Click on the image icon to upload a picture



You can select images from any of the options listed



ii. Click the icon to reposition the image



Drag the cursor to set a focal point



- iii. Edit the Title Region- select the pencil icon on the banner to open the menu
- 6. Add webparts (text, images, etc.) to the page
- 7. Select 'Save as template' from the drop-down menu beside 'Save as draft'



8. Give a title to the template and click on "Save page template" on the top-right corner of the page to finish



Injio Configurations

Injio Configuration list allows users to customise the intranet look & feel.

Date Source: Site contents > 'Injio Configuration'

Configuration for custom look & feel

1. In the list, click on the ellipses next to Injio Core and select 'Edit' from the menu



2. Highlight and copy the text in Data field

		<u>^</u>
"rootSiteUrl":"h	https://webvine.sharepoint.com/sites/InjioMode	em",
"topSuiteBarCo	blour":"#333333",	•
"CDMonu"ifalor		11

- 3. Paste it in a notepad for easier editing
- 4. Refer values to the following table
- 5. Replace the values to customise look & feel for the intranet
- 6. Paste the text back to the Data field > 'Save'

Value reference list:

Title	Description	Value
rootSiteUrl		URL start with https://
		(This needs to be
		updated after the site
		URL change)
Top bar Propertie	S	

30 | Page

topSuiteBarColour	Color of the top (SharePoint) bar	Hex code, rgb, text etc
SPSearch	Show default SharePoint	True/False
	search box in the top bar	
	or not	
Header properties:		
SPMenu	Show SharePoint default	True/False
	menu or not	
SPActionMenu	Show SharePoint action	True/False
	menu or not (e.g.	
	following, share button)	
SPHamburgerMenu	Show default SharePoint	True/False
5	menu in mobile view or	
	not	
Greeting	Greeting shown before the	e There will be no greeting
	staff name	if left empty
Search properties		
Search properties	Show Injio search box in	True/False
Search properties	Show Injio search box in header or not	True/False
Search properties injioSearch searchOptionPrompt	Show Injio search box in header or not Prompt search options	True/False True/False
Search properties injioSearch searchOptionPrompt	Show Injio search box in header or not Prompt search options after enter	True/False True/False
Search properties injioSearch searchOptionPrompt staffDirectory	Show Injio search box in header or not Prompt search options after enter Show people option in Inji	True/False True/False oTrue/False
Search properties injioSearch searchOptionPrompt staffDirectory	Show Injio search box in header or not Prompt search options after enter Show people option in Inji search box or not	True/False True/False oTrue/False
Search properties injioSearch searchOptionPrompt staffDirectory	Show Injio search box in header or not Prompt search options after enter Show people option in Inji search box or not	True/False True/False oTrue/False
Search properties injioSearch searchOptionPrompt staffDirectory Logo/Icon properties	Show Injio search box in header or not Prompt search options after enter Show people option in Inji search box or not	True/False True/False oTrue/False
Search properties injioSearch searchOptionPrompt staffDirectory Logo/Icon properties faviconUrl	Show Injio search box in header or not Prompt search options after enter Show people option in Inji search box or not Favicon location. Icon file	True/False True/False oTrue/False URL starts with https://
Search properties injioSearch searchOptionPrompt staffDirectory Logo/Icon properties faviconUrl	Show Injio search box in header or not Prompt search options after enter Show people option in Inji search box or not Favicon location. Icon file must be named as	True/False True/False oTrue/False URL starts with https://
Search properties injioSearch searchOptionPrompt staffDirectory Logo/Icon properties faviconUrl	Show Injio search box in header or not Prompt search options after enter Show people option in Inji search box or not Favicon location. Icon file must be named as 'favicon.ico'	True/False True/False oTrue/False URL starts with https://
Search properties injioSearch searchOptionPrompt staffDirectory Logo/Icon properties faviconUrl mobileBookmarkIconUrl	Show Injio search box in header or not Prompt search options after enter Show people option in Inji search box or not Favicon location. Icon file must be named as 'favicon.ico' Mobile bookmark icon	True/False True/False oTrue/False URL starts with https://
Search properties injioSearch searchOptionPrompt staffDirectory Logo/Icon properties faviconUrl mobileBookmarkIconUrl	Show Injio search box in header or not Prompt search options after enter Show people option in Inji search box or not Favicon location. Icon file must be named as 'favicon.ico' Mobile bookmark icon location	True/False True/False oTrue/False URL starts with https://
Search properties injioSearch searchOptionPrompt staffDirectory Logo/Icon properties faviconUrl mobileBookmarkIconUrl logoUrl	Show Injio search box in header or not Prompt search options after enter Show people option in Inji search box or not Favicon location. Icon file must be named as 'favicon.ico' Mobile bookmark icon location Int	True/False True/False oTrue/False URL starts with https:// URL starts with https://
Search properties injioSearch searchOptionPrompt staffDirectory Logo/Icon properties faviconUrl mobileBookmarkIconUrl logoUrl	Show Injio search box in header or not Prompt search options after enter Show people option in Inji search box or not Favicon location. Icon file must be named as 'favicon.ico' Mobile bookmark icon location Int ranet logo redirect link	True/False True/False oTrue/False URL starts with https:// URL starts with https:// URL starts with https:// (leave blank if not
Search properties injioSearch searchOptionPrompt staffDirectory Logo/Icon properties faviconUrl mobileBookmarkIconUrl logoUrl	Show Injio search box in header or not Prompt search options after enter Show people option in Inji search box or not Favicon location. Icon file must be named as 'favicon.ico' Mobile bookmark icon location Int ranet logo redirect link	True/False True/False oTrue/False URL starts with https:// URL starts with https:// URL starts with https:// (leave blank if not redirecting to homepage
Search properties injioSearch searchOptionPrompt staffDirectory Logo/Icon properties faviconUrl mobileBookmarkIconUrl logoUrl	Show Injio search box in header or not Prompt search options after enter Show people option in Inji search box or not Favicon location. Icon file must be named as 'favicon.ico' Mobile bookmark icon location Int ranet logo redirect link	True/False True/False oTrue/False URL starts with https:// URL starts with https:// URL starts with https:// (leave blank if not redirecting to homepage only)

not

Mega	Menu
------	------

properties

megaMenu	Show mega menu or not	True/False
megaMenuUnderline	Show grey border line under mega menu or not	True/False
megaMenuAlignment	Control alignment of the drop down menu item	 leave blank to align left 'center' to align center 'flex-end' to align right
megaMenuColumnMax Width	Maximum width for dropdown columns	Number with px, e.g. '300px'
megaMenuColumnWidt h	Minimum width for dropdown columns	Number with px, e.g. '300px'
megaMenuColumnSpaci ng	Padding left for dropdown columns	Number with px, e.g. '45px'

Magic links column

properties

feedbackButton	Show feedback button in magic links or not	True/False
magicLinks	Show magic links column or not	True/False
magicDocs	Show magic docs in magic links slideout or not	True/False
magicContacts	Show magic contacts in magic links slideout or not	True/False
magicLinksSquare	True: Square shaped items	True/False
	False: Round shaped items	(magicLinksLabelInIcon
		also must be 'true' to
		show square icon, vice
		versa)

magicLinksLabelInIcon	True: show title within the	True/False
	icon	
	False: show title under the	2
	icon	
magicLinksColumnWidt	Width of magic links bar	Number with px, e.g.
h		'40px'
magicLinksColumnShad	Show shadow on the right	True/False
ow	of the magic links or not	
magicLinksColumnColo	Color of the magic links	Hex code, rgb, text
ur	bar	
magicLinksButtonIcons	Remove any of the	
	following sections to hide	
	from magic links	
Personal	Fabric ui icon for 'My	Fabric ui name (<u>Available</u>
	stuff'	<u>icons</u>)
AddLink	Fabric ui icon for 'Add a	Fabric ui name (<u>Available</u>
	link'	<u>icons</u>)
System	Fabric ui icon for 'System	Fabric ui name (<u>Available</u>
	links'	<u>icons</u>)
Quick	Fabric ui icon for 'Quick	Fabric ui name (<u>Available</u>
	links'	<u>icons</u>)
Additional	Fabric ui icon for	Fabric ui name (<u>Available</u>
	'Additional'	<u>icons</u>)

Font

contentEditorFontType	Default font style for text web part	Font style, e.g. 'Arial'
contentEditorFontColo ur	Default font colour for text web part,	Hex code, rgb, text, e.g. 'Navy'
contentEditorFontSize	Default font size for text	Number with px, e.g.
	web part	'20px'
contentEditorFontWeig ht	web part Default font weight for text web part	'20px' Number, e.g. '500'

Map Properties

contentEditorFontType	Default font style for text	Font style, e.g. 'Arial'
	web part	
contentEditorFontColo	Default font colour for	Hex code, rgb, text, e.g.
ur	text web part,	'Navy'
contentEditorFontSize	Default font size for text	Number with px, e.g.
	web part	'20px'

Others

googleAnalyticsCode	Connect SharePoint Usage	Place google tracking ID
	with Google Analytics	here

Injio Modules

Mega Menu

The Mega Menu is where all the top menu items reside across the entire intranet. A menu item that has one or more Region tags (if these have been added) is only visible to the local users. It can have up to 3 tiers with a maximum of-

- For tier 1 Maximum 8 Tabs
- For tier 2 Maximum 5 Columns
- For tier 3 Maximum 8 Items

Policies & Forms Social Hub People Annual Lever Policy Lever Request Form Social Hub Opportunities Dress Code Policy Education Support Top Posts Spot Light Training Policy Itavel Request Form Viles and Comments Adviewments Policy Library Social Events Employee Recognition Libration Training Request Form Our Guntree Libration Libration Training Request Form Community work People Directory People Directory	aland Acquisition	y workspace	My Wo	tech Hub	Departments	Locations	Communications	Products / Services	People and Culture
Annual Leave Policy Leave Request Form Social Hub Opportunities Dress Code Policy Education Support Top Posts Social Full Training Policy Travel Request Form Values and Comments Adviewemts's Policy Library Social Events Employee Recognition Training Request Form Our Guntree Iduation Training Request Form Community work People Directory			People		Social Hub	ms		Policies & Forms	
Dress Code Policy Education Support Top Ports Spot Light Training Policy Travel Request Form My Ukes and Comments Achievements Policy Library Social Events Employee Recognition Training Request Form Our Guntree Maximum Version Community work People Directory People Directory			Opportunities		Social Hub	we Request Form		Annual Leave Policy	
Training Policy Travel Request Form My Likes and Comments Adviewents Policy Library Social Events Employee Recognition Training Request Form Our Guntree Ideation Community work People Directory People Directory			Spot Light		Top Posts	cation Support	1	Dress Code Policy	
Policy Library Social Events Employee Recognition Training Request Form Our Guntree Ideation Community work People Directory People Directory			Achievements		My Likes and Comments	vel Request Form		Training Policy	
Training Request Form Our Gumtree Ideation Community work People Directory People Development		iltion	Employee Recognition		Social Events			Policy Library	
Community work People Directory People Directory			Ideation		Our Gumtree			Training Request Form	
People Development			People Directory		Community work				
		ent	People Development						
Org Chart	4		Org Chart						

Features

- This is the main menu containing navigation items
- Can be linked to different pages on/outside the Intranet
- Can be customised as required, including background images as pictured

Configurations

Data Source: Site contents > 'Mega Menu' <u>How to add menu items</u> <u>How to config menu colors</u> <u>How to add UI Fabric Icons (Icons from Microsoft)</u> <u>How to add a custom image as an icon</u> <u>How to rename mega menu items</u>

How to add menu items

1. Go to Site Contents > Mega Menu. The top-level folders contain the first-level menu items

egamena				
\Box Title \sim	Order \sim	lcon \vee	url \sim	\pm Add column $ \smallsetminus $
Home	1		https://legalaidnsw.shar epoint.com/	
Civil	2		https://legalaidnsw.shar epoint.com/SitePages/Ci vil-Law.aspx	
Crime	3		https://legalaidnsw.shar epoint.com/SitePages/C riminal-Law.aspx	

2. To add a new folder, click ' + New ' > 'MegaFolder'



3. Enter all the details

Content Type	
MegaFolder	\sim
Title *	
Enter value here	
Order	
Enter a number	
Icon	
Enter a URL	
Enter display text	
URL	
Enter value here	
	,
	11
Course Coursel	
Save Cancel	

4. Click the first level folder to go to the second level menu items. Use the same approach as above to add new folders
| \square Title \vee | Order $ \smallsetminus $ | lcon $ \smallsetminus $ | url \sim |
|---------------------------|--------------------------|-------------------------|------------|
| Government law | 1 | | |
| Combined specialist teams | 2 | | |
| Specialist services | 3 | | |

5. Click the second level folder to go to the third level menu items. Click 'New' > 'Item' to add a new link to the menu. If it is a document, a corresponding icon is shown on the mega menu

Mega Mei	nu > Civil > Government Law			
D	Title \checkmark	Order \vee	Icon $ \smallsetminus $	url \sim
8	Immigration	1		
S	Social security	2		
S]	NDIS	3		

How to config Menu colours

1. Go to Home Page > Settings > Site contents > 'Mega Menu' list



2. Controlling colours of top-level individual item

	Title 🗠	Order \sim	loon \vee	Fabric Icon 🗸	URL \sim	Background Colour \smallsetminus	Font Colour 🗸	Font Weight \smallsetminus	Cascading Style \sim	Menu Colour 🗠	Menu Fort Colour $^{\checkmark}$	Menu Font Weight \simeq
2	Home	1			https://webvine.sh arepoint.com/site s/injiomodern	white			Yes			
	News & Announcements	2				white			Yes			
	Collaboration	3				white			Yes			
	Employee Essentials	4				white			Yes			
	Business Support	5				white			Yes			
1	Search Centre	6			https://webvine.sh arepoint.com/site s/injoModern/Sit eRages/Search- Centre.aspx	white			Yes			
1	COV-19 Support	7			https://webvine.ah arepoint.com/site s/injoModers/Sit eRages/COVID- 19-Support.aspx	orange	white		Yes	url(*https://webvine.shar epoint.com/sites/injioM odern/SiteAcsets/2ONpr is.jpg*) centen/cover no- ropoat	white	

Columns	Options	Examples
Background	- Text	Orange
color	- hex code	
	- RGB	COV-19 Support
	- RGBA	
Font size	Text	16рх
Font Color	- Text	#ffffff
	- hex code	
	- RGB	COV-19 Support
	- RGBA	
Font Weight	Values between	- *leave blank* -default
	400(default, normal) to	- 600
	700(bold)	
		COV-19 Support
	T 4	4
FONT SNADOW	Text	ipx ipx #bdbdbd
		#DADADA

3. Controlling colours for drop down menu items

D	Title $\!$	Order \vee	loon \vee	Fabric Icon \smallsetminus	URL	Background Colour \smallsetminus	Font Colour ${}^{\checkmark}$	Font Weight $\!$	Cascading Style \backsim	Menu Colour 🖂	Meru Fort Colour ${}^{\smallsetminus}$	Menu Font Weight \simeq
1	Home	1			https://webvine.sh arepoint.com/site s/injiomodern	white			Ves			
•	News & Announcements	2				white			Yes			
•	Collaboration	3				white			Yes			
	Employee Essentials	4				white			Yes			
•	Business Support	5				white			Yes			
Ì	Search Centre	6			https://webvine.sh arepoint.com/site s/lejioModern/Sit ePages/Search- Centre.acpx	white			Yes			
1	COV-19 Support	7			https://webvine.sh arepoint.com/site s/lnjioModem/Sit «Pages/COVID- 19-Support.aspx	orange	white		Yes	url("https://webvine.shar epoint.com/sites/injioM odern/SiteAssets/20Npr isjpg") center/cover no- repeat	white	

	Options	Examples
Cascading Style	Yes 1. (with menu color, font color, font weight columns empty) inherit color settings from top level 2. assigning different colors/background to dropdown items No (default) NOTE: No stylings will apply to the dropdown items	
		No
Menu Color	Background colors - Text - hex code - RGB - RGBA	rgba(255,165,0,0.82)
	Background image- Replace image URL and paste it in the cell	url("https://webvine.sharepoint.com/sit es/InjioModern/SiteAssets/20Npris.jpg") center/cover no-repeat



Menu Font Color	- Text
	- hex code
	- RGB
	- RGBA
Menu Font	Value between 400 (default,

Weight normal) to 700 (bold)

How to add UI Fabric Icons (Icons from Microsoft)

Microsoft provides a wide range of icons that can be used as icons for mega menu items (only for second-level mega menu items: sub-folders, and mega menu items)

The icons can be accessed from the Office UI Fabric Icon website - https://developer.microsoft.com/en-us/fluentui#/styles/web/icons#available-icons

1. Select the icon you'd like to add to the Mega menu item.

For example, if you'd like to use the below selected icon as the logo, note the name of the icon. In this case, it is '6PointStar'



2. Select the Megamenu sub-folder/ item that you'd like to add the icon to and click 'Edit'.

lega Me	nu 🛱			
	Title \vee		Order \uparrow \checkmark	URL \sim
•	Policies	Ê		
	Operational			
	Staff Safety			
	People and Culture			
	Knowledge Hub			

3. Type the name of the chosen icon under the 'Fabric icon' column then click on 'Save' at the bottom.

	\square	Title \vee			Order \uparrow \checkmark	URL $^{\smallsetminus}$	🔤 Fabric Icon
0		Policies	:	Ê			6PointStar
		Operational					Icon

4. Refresh the page, and the logo will appear on the Megamenu.



How to add a custom image as an icon

Note: only images with a '.svg' file type can be added as logos for the mega menu

- 1. Upload an '.svg' file to Site Contents > Site Assets > 'Logos' folder
- 2. After the file has been uploaded > click on the ellipses > click on 'Details'



3. 'Details' pane > locate the 'Path' field > and click on the copy symbol. This will copy the image's relative URL to your clipboard.

 More details
Activity
There is no recent activity for this item.
Type Folder Modified November 25, 2021 Path ID dev_mansi > Site Assets > Logos Size 2.05 MB

4. 'Site Contents' > 'Mega Menu' list > select the item/sub-folder of choice and click on 'Edit'

Who We Are	Open
+ New V 🖉 Edit 🖽 Edit in grid vie	Edit Edit in grid view
Mega Menu 🛱	Share Copy link
\square Title \vee	Copy field to clipboard
📀 📜 Who We Are \cdots	Manage access
Working With Us	Automate

5. Paste the copied link in the 'Icon' column and click to the side to Save

https://webvine.sharepoint.com/sites/dev_mansi/SitePages/testing.aspx
Fabric Icon
Enter value here
@ tran
https://webvine.sharepoint.com/sites/dev_mansi/SiteAssets/Logos
Alternative text
Background Colour
Enter value here
Font Colour
#1C9BC7

6. Refresh the page, and the image will be added as logo for the Megamenu item/sub-folder

1,1	Policies & Formss	Forms
	Annual Leave Policy	Leave Request Form
	Dress Code Policy	Education Support
	Training Policy	Travel Request Form
	Policy Library	
	Training Request Form	

How to rename menu items

1. Navigate to 'Site Contents' > 'Mega Menu' list > select the item/sub-folder of choice and click on 'Edit' in either places



2. Edit the item name in the "Title" space and click on "Save" to finish

🔚 Save 🗙 Cancel 🐵 Copy link	
People and Culture	
👦 Content Type	
MegaFolder 1	
🔤 Title	
People and Culture	

News

This section is for news articles and in most cases this module is featured on the homepage. Articles are usually accompanied by a photo or illustration. The module can be displayed in different styles. The news title eg "Launch Your Intranet Site With a Bang" will display on the home page. Clicking on this will deliver the user to the full news article.



Homepage News option



- 1. Show customised numbers of published news items
- 2. Show the news category, title, author, published date
- 3. Click on the news title to go to the news details page

4. Click on 'See all' to go to the All-News page



News landing page

- 1. The News landing page shows by default all the published news- sorted by published date in descending order
- 2. 'Email a news digest' enables users to share multiple news in one email *Note: 'News Digest' must be toggled on in News webpart settings*
- 3. Filter button with customisable filter values, e.g., Created date
- 4. On each News card, you can view the Title, Author, Published date, Number of likes and comments
- 5. Click the News card to navigate directly to the news details page
- 6. Click Show More to load more news cards

News Detail page



- 1. Shows the details of the selected News in the left section and recent News in the right section
- 2. Shows the number of likes, comments, and shares of the news
- 3. User can like, comment, or share the news and like or reply to the comments

Configurations

Data Source: Site contents > 'Site Pages' > Promoted State '2'

How to create News How to edit a News page How to delete a News page How to config the News web part How to schedule a News Item

How to create News

1. Click on '+New' on any site page > 'News post'



2. Select 'News' template if available > 'Create Post'

ews	News
emplates	Please do the following when creating a news input a page name input a page author under page name Add "Text" webpart for adding content text Add/Edit existing "Image" webpart for adding a new image leave the "Recent news" on the right hand side as
aved on this site	
Janced Heavy Template 1 Template 1 Template 1	News
ext Heavy emplates	Please do the following when creating a news Input a page name Input a page author under page name Add "Text" whethapt for dading concent text
built-in	 Add/Edit existing "image" webpart for adding a new image leave the "Recent news" on the right hand side as it is From the edit bar > Page details, under "News category" in the right
	panel Delete this section when the news content ready From the edit bar > Submit for approval > Review approval to publish Countil when the section of th
Anne I Visual I Dasic text I	 Слеск полерије гела изорат, алитиц цле нем лема.
templates folder	2 Create post Cancel

3. Fill in all the details- 'Title', 'Author' (optional), 'Body' and assign a banner image (optional)



- 4. If no image is provided, the default image can be chosen from the news template
- 5. Click on 'Save as draft' in the upper left to save Note: The page will not show up on the All-News page or Homepage until published.
- 6. News Authors will not see the 'Publish' button, only the 'Submit for Approval' button will be visible. An email will be sent to all members in the News Approvers group to review. *Note: Members in the News Approvers group can publish the post directly.*

How to edit a News page

- 1. Navigate to 'Site pages' library
- 2. Settings > Site Contents > Site pages
- 3. Navigate through the library to find the post and click to open the page
- 4. Click on the 'Edit' button to edit the news page.



5. Edit the fields as required and 'Submit for Approval' or 'Publish' the page

How to delete a News page

- 1. Navigate to the 'Site pages' library
- 2. Select the News item to delete > click on the ellipses > 'Delete'



How to config the News web part

- 1. Navigate to the page containing the news webpart > Click 'Edit'
- 2. Select the webpart and click on the pencil icon to edit



3. Edit the properties in the menu on the right

Injio News	×
Group Name	
Title of web part	
News	
Web part style	
Homepage News	~
News style	
Grid	~
Number of items	
-0	- 4
Filter settings	_
Filters	
Edit filters	

Title Title of the web part

User can name the title

News			

Web part style	Web part style	User can choose the style from the drop- down list. E.g., All News, Homepage News*,	Web part style Homepage News All News Homepage News Recent News
		Recent News	
Display style	News style	User can choose which	
	style to have. E.g.	News style Slideshow Panel Transparent V	
		Carousel, Vertical, Grid	Carousel Vertical Grid Card Slider
			Slideshow Slideshow Panel Slideshow Panel Transparent

Note: Web part style for homepage must be 'Homepage News'

4. Enable audience targeting - Toggle to 'On' to select the category from SP admin or AD admin

Audience Settings	
Enable audience targeting On	
Source List Property	
	\sim
Target User Property	
	\sim
General Category Name	

	Choose a list field to match with
Source list Property	SharePoint user profile property
Target User Property	Choose a SharePoint user profile
5 1 2	property to match with the
	selected list field

General	Category	Name

The category that show for all users, e.g. General

5. Edit refiner to filter the News items to show Note: Please refer to section 1.17 Refiner in this document to configure Refiner

How to schedule a News Item

Method 01: Using the Scheduled Publish Date column in the Site Pages list

- 1. Click on 'Edit' on the page that contains the Injio News webpart
- 2. Click on the pencil icon on the webpart to configure the webpart settings

News Category	Page Category
Sorted by	Scheduled Publish Date

- 3. Go to Site contents > Site pages
- 4. Click on Edit in grid view > Select Site page > edit 'Scheduled Publish date' column and enter the date that you want the page to be published.

Note: Please note that the news page should be approved after scheduling a date to publish. Also, the Injio News web part does not currently support scheduling by time, but the pages go live on a scheduled date at 12 AM

Method 02: Using the Publish Start Date column

Note: This method can only be used for Site pages and News Items but not for Announcement Items, and eliminates a drawback of method 01, where pages cannot be scheduled to go live at a particular time.

- 1. Site Contents > Site Pages
- 2. From the menu option, turn on 'Scheduling'





- 3. Hide (uncheck) 'Scheduled Publish Date' column and add (check) 'Publish Start Date'
- 4. Site settings > Library settings



5. Under the 'Content Types settings', click on 'Site pages' and remove 'Scheduled Publish Date' column and add 'Publish Start Date' if not present already

Scheduling a News Item/Site page with Method 02

- 1. Create a News item (refer to 'How to Create News')
- 2. After making required changes to the News/Site page and before publishing the changes, under 'Edit' mode, click on 'Page details' from the top menu bar and turn Scheduling 'ON' and enter a date & time for publishing the page

9/0	1/20	22 09	:00	am				
Jai	nuary	/ 202	22		\uparrow	\downarrow		
м	т	w	т	F	s	s		\sim
27	28	29	30	31	1	2		
3	4	5	6	7	8	9		
0	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		
31	1	2	3	4	5	6		~
9:0	IO AN	1	Q					

Note:

- i. If Scheduling is not turned on the page will go live right away
- ii. If a page is published right away by mistake, under edit mode, follow the above steps to schedule the page.
- 3. To post a new page as a News item, after scheduling and publishing the page, select the 'Promote' option from the top menu bar for the page, and select 'Post as News on this site' option.



- 4. The page will be posted as a News item at the scheduled time.
 - Note: Method 2 only works for News Items and Site Pages NOT for Announcements
 - i. The column 'Scheduled Publish Date' should only be deleted for Content Type- Site Pages and NOT in Columns

News Ticker

This module is a scrolling view of important messages to be shown on the Intranet. These can be News, Announcements or other items

Homepage News Ticker



Features

- 1. Show customised number of items
- 2. Customisable color and text for the webpart title
- 3. Able to show item title and one line summary for each item
- 4. Hover on the item to stop the news ticker scrolling
- 5. Click to open a pop up to show the details
- 6. Show in different category colors

News Ticker detail page



1. Show the title, description and created date of the selected item

Configurations

Data source: Site contents > 'Newsticker'

Category source: Site contents > 'Newsticker_categories'

How to create a News Ticker item How to edit a News Ticker item How to delete a News Ticker item How to config the News Ticker web part How to upload an image for the tile

How to create a News Ticker item

For News

1. User can set 'Show On News ticker' to "Yes" through page details when creating the news

Or

- 1. 'Site Content' > 'Site Pages'
- 2. Select the news that you would like to show in the news ticker
- 3. Click on the ellipses > 'More' > 'Properties'
- 4. In the right panel, under 'Show On Newsticker' > select 'Yes'
- 5. Open the news and publish it again

For Announcements or News ticker list

- 1. 'Site contents' > choose the list you want to use e.g. announcements
- 2. Click to open the form to create a new item
- 3. Fill in the required fields and 'Save'

How to edit a News Ticker item

For News

1. 'Site Contents' > 'Site Pages' to edit the news item

For Announcements or News Ticker list

- 1. 'Site Content' > Navigate to the list
- 2. Select the item you want to edit
- 3. Click on the ellipses button > 'Edit'

D	Title \checkmark	1	Published Date \smallsetminus
>	The Future of Work - Place vs P	r (:)	Open
			Edit 2

4. Edit the item and Save

How to delete a News Ticker item

For News

- 1. Go to 'Site Content' > 'Site Pages'
- 2. Select the news that you would like to remove from the news ticker
- 3. Click on the ellipses > 'More' > 'Properties'
- 4. In the right panel, under 'Show On Newsticker', select 'No'
- 5. Open the news and publish it again.

For Announcements or News Ticker list

- 1. Go to 'Site Content' > Navigate to the list
- 2. Select the post you want to edit
- 3. Click on the ellipses button > 'Delete'

Note: For announcements, the items will also be deleted from announcements web part



How to config the News Ticker web part

- 1. Navigate to a page with the Newsticker webpart and edit the page
- 2. Click on the News web part > click on the pencil icon to edit



3. A property panel will appear on the right. User can edit the properties here to change the News Ticker layout

Title	Title	User can choose a title of their choice	Title UPDATE
Title Background	Title Background	User can choose a colour of their choice	Title background
Font Size	Font Size	Use slider to select font size	Font size
Font Weight	Font Weight	Use slider to select Font weight	Font weight 700
Show News Items	Show News Items	Toggle 'On' to show News items	Show News Items

Show List Items	Show List Items	Toggle 'On' to show List items	Show List Items On
List	Select a list	Select the list from the drop-down menu	Select a list Announcements
Enable Category Color	Enable Category Color	Toggle 'On' to enable color from Category list	Enable Category Colour On
Maximum items	Maximum items to show	Use slider to select maximum number of items to show	Maximum items to show 6
Distance between items	Distance between items	Use slider to select distance between items	Distance between items 30

4. Close the panel and publish the page to save

How to upload an image for the tile

This section uploads the image as a background for the tile

1. 'Site Content' > 'Site Assets'



- 2. Create a folder in the list and name it E.g. Tile_Images for easy access
- 3. Click 'Upload' > 'Files'

✓ Search Site Assets	+ New \sim	↑ Upload ∨ Ø Quick ec
		Files
Site Assets		Folder
		Template

- 4. Choose the File to upload > 'OK'
- 5. Click on the ellipses next to image title > Details

	D	Name \vee	Modified \smallsetminus	M
0		AdobeStock_104058748.jpeg	Preview	ji
		AdobeStock_52791679.jpeg	Share	J
		AdobeStock_59705378.jpeg	Copy link	ji
	<u>_</u>	AdobeStock_66986344.jpeg	Manage access	ji
	::	card.svg	Delete	ji
		contact-form.svg	Automate	> 1
		file.svg	Rename	ji
		folder.svg	Pin to top	ji
		folder-2.svg	Move to	j
	<u>_</u>	keyboard.jpg	Copy to	,
	<u>.</u>	locicon.png	Alert me	ji
		officeconference-room-workspace-picjumb	More	>
		pic3.png	Details	1
			_	

- 6. In the right panel, scroll down to find 'Path' section
- 7. Click the 'Copy' button to copy the image link



8. Paste the link to the Background URL as a background image for the tile

Events Calendar

This module is a collection of all Calendar events. The module can be displayed in different styles.

Homepage Events

<		Nove	ember	2019		>	In this week
м	т	w	т	F	s	s	26 Planning session Tue 16:00 - 17:00
28	29	30	31	1	2	3	29 Device meeting
4	5	6	7	8	9	10	Fri 08:00 - 10:00
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	1	
							+ Add event Daily view Weekly view

- 1. Show daily/weekly events in an ascending order of event time
- 2. Click on a date on the calendar to show a list of events for the day/week on the right (depending on the current view)
- 3. Click on the date of an event to show more information of the event, e.g. Location and organiser
- 4. Calendar icon button allows user to add the event to their outlook.
- 5. Click '+ Add event' to open a new event form
- 6. Click 'See all' to go to the calendar view

Calendar view page

s	✓ EDITLINKS					Search	n this site
-	Events						
■ 2019 ►	December 201	9					
an Feb Mar	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
ul Aug Sep	1	2	3	4	5	6	7
Oct Nov Dec			5:00 pm - 6:00 pm			9:00 am - 11:00 am	
day is Monday, December 16,			Planning session			Review meeting	_
2019	8	9	10	11	12	13	14
Calendars in View			5:00 pm - 6:00 pm			9:00 am - 11:00 am	
Events			Planning session			Review meeting	
10	15	16	17	18	19	20	21
iments			5:00 pm - 6:00 pm			9:00 am - 11:00 am	
int			Planning session			Review meeting	_
vents Catenories	22	23	24	25	26	27	28
amusal			5:00 pm - 6:00 pm			9:00 am - 11:00 am	
moleument			Planning session			Review meeting	
Opportunities							
Workflow Tasks	29	30	31 500 pm - 600 pm	1	2	3 9:00 am - 11:00 am	4
ervice Locations			Planning session			Review meeting	
contents							

Features

- 1. This page can be accessed in two ways
 - 'See all' button on the Calendar webpart

<		Nove	mber	2019		>	In this week	
м	т	w	т	F	5	5	26 Planning session Tue 16:00 - 17:00	(I)
28	29	30	31	1	2	3	29	
4	5	6	7	8	9	10	Fii 08:00 - 10:00	Ŧ
11	12	13	14	15	16	17	1	
18	19	20	21	22	23	24		
25	26	27	28	29	30	1		

• Site Contents > Events list

	Events	Events list	

- 2. Shows the events in a monthly calendar view
- 3. Click from the small calendar to pick the month to view
- 4. Click on the event name in the calendar to open the detail page of the event

Event details page

dit Series X Delete Item	🐥 Alert Me 🍪 Workflows		
Manage	Actions		
Home	Title	Planning session	
Recent	Location		
Events Categories	Start Time	12/3/2019 5:00 PM	
Carousel	End Time	12/3/2019 6:00 PM	
Employment	Description		
Opportunities	All Day Event		
Workflow Tasks	Recurrence	Every 1 week(s) on: Tuesday	
Service Locations	Category	Meeting	
Site contents	Content Type: E Created at 12/1 Last modified at	vent 6/2019 4:21 PM by □ Liu, Ares : 12/16/2019 4:21 PM by □ Liu, Ares	Close

- 1. Shows all the details of an event
- 2. From top ribbon menu bar
 - Click 'Edit Item' to edit the individual event
 - Click 'Edit Series' to edit the event series
 - Click 'Delete Item' to delete the event

Configurations

Data source: Site contents > 'Events'

How to create an Event from Events page How to config the Calendar web part How to add a new category to the existing list How to add an Event to Outlook Calendar How to sync a SharePoint Calendar to Outlook How to create a new Calendar How to create a new Event Category list

How to create an Event from Events page

- 1. Navigate to Calendar page (can be accessed using 'See all' button on the events wepart)
- 2. From the calendar view, on a specific date, click '+ Add' to open a new event form



3. Fill in all the necessary fields

Title	Title	Users can give a title of their choice	Tife*
Location	Location	User can give a location of their choice	Loation
Time	Start Time	Start time of the event	Start Time * 12/4/2019 III 5 PM * 00 *
Time	End Time	End time of the event	ond time * ID ID ID ID

Description	Description	Description of the event	Designon
All Day Event	All Day Event	Check the box if the event is a full-day event	All Dry there Unable the an all day schwy that doennt start or end at a specific hour.
Recurrence	Recurrence	Set recurrence using this option	Recurrence Akke this a repeating event.
Category	Category	Select a category from the drop-down menu	Category (None) *

4. Click 'Save' to save event

How to Edit one single Event

On the calendar view page, click on the 'EVENTS' block (not on the title) from top ribbon bar
 'Edit Event'

1	3	Q Version	History			۵ 👔		
Vie Bir	ew Edit ent Event	X Delete !	ermissions Event	Attach File	Alert Me -	Workflows Approve/Reject	Tags & Notes	
	2	Manage		Actions	Share & Track	Workflows	Tags and Notes	
-	2019	<u>.</u>		+ Dec	ember 2019			
lan Apr	Feb May	Mar Jun	• (Dec NDAY 	ember 2019	MONDAY	TUESDAY	1
Jan Apr Jul	Feb May Aug	Mar Jun Sep	© (Dec NDAY	ember 2019	MONDAY 2	TUESDAY 3	

How to Edit Recurring Events

- On the calendar view page, click on the 'EVENTS' block (not on the title) from top ribbon bar > 'Edit Event'
- 2. In the pop up window, click 'Edit Series'



3. Edit the necessary fields and click 'Save'

Category	(None)	Save Carrel	
		Save Cancel	

How to Delete one single Event

1. On the calendar view page, click on the 'EVENTS' block (not on the title) from top

ribbon bar > 'Edit Event'

	2 🗊	Version H	listory			Ø 8		
v Vi tv Ev	ew Edit ent Event	Event Pe	rmissions vent	Attach File	Alert Me -	Workflows Approve/Reject	Tags & Notes	
		Manage		Actions	Share & Track	Workflows	Tags and Notes	
∢ Jan	2019 Feb) Mar	٠	Dec	ember 2019			
Apr	May	Jun	SU	NDAY		MONDAY	TUESDAY	1
Jul	Aug	Sep	1			2	3	
0.0	Nov	Dec					5:00 pm - 6:00 pm	
Cort.	Nov	Dec					5:00 pm - 6:00 pm	

How to Delete Recurring Events

- On the calendar view page, click on the 'EVENTS' block (not on the title) from top ribbon bar > 'Edit Event'
- 2. In the pop-up window, click 'Edit Series'

3. Click 'Delete Item'



How to Delete Events in Bulk

1. On the calender view page click on any date to reveal top menu



2. Click on 'Calendar' > select 'All Events' under 'Current View'

, . , .	/eek	Month	Expand Collapse	Calendars Overlay	Modify View -	Current View: calendar • Default	Tags & Notes	E-mail a Alert RS Link Me - Fee	S Connect to Outlook	Edit Form Web	Chi Workflow Settings List Settings
Sc	оре		Expand		Manage View	calendar	Tags and Notes	Share & Track	Connect & Export	Customize List	Settings
4 Jan Apr Jul		2022 Feb May Aug	Mar Jun Seo	All	Global	Public All Events Calendar Current Events	Brisbane				

3. Click on the ' \checkmark ' symbol to select all events

Eve	links nts						l
(+) cale	new	eve	ent or _{Events}	edi _{Cale}	t this	s list	l
✓ ✓	0 0	â,	Title test 2 4	CE		Location	l
~			test 🗱				8

4. Click on 'Items' in the top bar > 'Delete Item'

New New Folder	Version History Shared With Celete Item
New Mar	nage /
Home	⊕ new ev
Recent	calendar All
South East Region Root	
SocialHub Videos	∨
SocialHub Pictures	 ✓ e
Prestige Home Event Images	~

How to config the Calendar web part

- 1. Go to the page that contains your Calendar web part (likely the home page) > Edit page
- 2. Edit Calendar webpart using the pencil icon

<		Dece	mber	2019		>	In this week	
м	т	w	т	F	s	s	3 Planning session Tue 16:00 - 17:00	Ē
25	26	27	28	29	30	1	1	
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31	1	2	3	4	5		
30	31	1	2	3	4	5	+ Add event Daily view Week	lv view

3. A property panel will appear on the right



Calendar list	Calendar list	Select the 'Events' list from the drop-down menu	Calendar list
Category list	Category list	Select the 'Events_Category' list from the drop-down menu	Category list
Category style	Category style	User can select the style in which their categories can appear E.g., Indicators*, Tabs**	Category style Indicators Indicators Tabs

Site Url

https://legalaidnsw.sharepoint.com

Note: *Indicators: Event types show under the calendar view and the indicators show under individual dates

		Dece	mber	2019		>	1	
м	т	w	т	F	S	s	3 Planning session Tue 16:00 - 17:00	ŧ
25	26	27	28	29	30	1		
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31	1	2	3	4	5		
		0.17	4	L La Palacia			+ Add event Daily view	Wookly view

**Tabs: Event types show as tabs above the event list

5	December 2019				7	All Meeting CatTogether Holiday	1	
м	т	w	т	F	S	S	An meeting Get logener Honday	
25	26	27	28	29	30	1	3 Planning session Tue 16:00 - 17:00	Ē
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31	1	2	3	4	5		
							+ Add event Daily view We	ekly view

How to add a new category to the existing list 1. Navigate to 'Settings' > 'Site Contents'

- 2. 'Events' > click on the ellipses and select 'Settings'



3. Click 'Category' under Columns


4. Add new category to choice



- 5. Click 'OK' to save
- 6. 'Settings' > 'Site Contents'
- 7. Click 'Events_Categories' to open the list



8. Click '+New' to add new Category

Title	Title	User can give title of their choice	™ Title * Enter value here
Color	Color	User must give hex code of color	Colour Enter value here
Order	Order	User can give order of the categories	① Order0 Enter a number

Attachments	Attachments	User can add images to the categories	Attachments Add attachments
-------------	-------------	--	-----------------------------

Note: The category for 'Events' and 'Events_Categories' must be exactly the same (case-sensitive) in order to have it show as an option for a new event

How to add an Event to Outlook Calendar

1. Click 'Add to my calendar' icon next to an event



2. There will be a message showing on the bottom right corner to indicate an event is successfully added to the calendar



How to sync a SharePoint Calendar to Outlook

Note: It can only be synced to the desktop Outlook app, not to Outlook online

- 1. In the Calendar view page, click on the background of an event to show the top ribbon
- 2. From top ribbon, choose the 'CALENDAR' tab > 'Connect to Outlook'

We	ek Month	Expand All	Collapse All	Calendars Overlay	Create View Modify View - Create Column	Current View: calendar	Ŧ	Tags & Notes	E-mail a Link	Alert Me +	RSS Feed	Connect to Outlook	Den with Access
Sco	pē	Exp	and		Manage Vie	WS		Tags and Notes	Sh	are & Tra	:k	Cor	inect & Export
4	2023	Þ		A.II.	Clabal	Gudaau		Deishana	V.				
Jan	Feb	Mar		All	Global	Syaney		Brisbane	VIC	ctoria			
Apr	May	Jun											
Jul	Aug	Sep											
Oct	Nov	Dec	(+ + N	larch 2023								
oday is	Wednesday 2023	22 March	י –	MONDA 27	Y		TU 2	JESDAY B				WEDNESD	AY
Cale	ndars in Vi	PW		11:00 ar	n - 11:00 am								
				Check-ii	n meeting								

3. A pop-up window will appear to confirm syncing > Click Yes.



How to create a new Calendar

1. Go to the Site Settings > 'Site contents' > '+ New' > 'List'



2. Click 'From an existing list' > enter a list name > select 'Events' > click 'Create'

lew	Meeting Calendar	Show in site navigation		_
Ξ	Select a list to use as a template for a new en	npty list on this site.		
om an	Columns, views and formatting will copy over	r to the new list.		
ing list	Select a site	Choose a list from		
		Office Locations	List	11/12/2019 10:4
	AP Asia Pacific	Training_Categories	List	18/02/2020 12:4
	Pre-Sales	O Video Categories	List	11/12/2019 11-1
	RHK SOD-Training Schedule	Video_Categories	1	11/10/00/19 11:00-
	RTH DSS Postsales Engineer	3 Sevents	Events list	19/02/2020 2:10
	Services	C Training Calendar	Events list	18/02/2020 1/20
			1 Cr	ate Cancel

3. Click 'Yes' for Event Categories message



- 4. User will be directed to the new calendar
- 5. 'Settings' > 'Edit page'



6. Click on 'Add a new webpart'



7. In the popup window, select 'Others' > 'Events Filter Buttons' > 'Add'

🖿 Inijo Modern 🔹		L
	Departments List	Events Filter Buttons
mAdcOW dezign	Directory Filters	Hovva - Todo
Media and Content	Directory Results	Idea Board
📄 Other	Directory Search	Injio Page Navigation Menu
늘 Plumsail	Employee Documents	Knowledge Base
늘 PnP	Employee Spotlight	My Ideas
늘 Search 🗸	Event Detail Page Customisation	My Recognitions
+	Events Calendar	News Ticker
Upload a Web Part 👻	1	
	4	+

8. From the top ribbon, 'Page' tab > click 'Stop Editing' to save



9. Select 'CALENDAR' in the menu ribbon > 'List Settings'

Expand Co	Calendars Overlay	iew Current View: /lew - Calendar - olumn	Tags & E-mail a A	Lert RSS Connect to Outlook	t to Excel with Access Edit Form Web List Parts
Expand	d Man	age Views	Tags and Notes Share	& Track Connect & Ex	port Customize List
Jun	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	27	28	29	30	31
Sep					
Sep Dec					
Sep Dec lay, 19 10					

10. Scroll down to 'Columns' section > Select 'Category'

11. In the edit column page, place each choice on a separate line

Specify detailed options for the type of	
information you selected.	//
	Require that this column contains information:
	🔿 Yes 💿 No
	Enforce unique values:
	🔿 Yes 💿 No
F	Type each choice on a separate line:
	Choice #1
	Choice #2
	Choice #3
L	

- 12. Click 'OK' to save
- 13. Scroll down to 'Columns' section again > 'Create column'

Column (click to adit)	Time
Column (cick to earl)	Type
Attendees	Person or Group
Banner URL	Hyperlink or Picture
Category	Choice
Check Double Booking	Check Double Booking
Created	Date and Time
Description	Multiple lines of text
End Time	Date and Time
Free/Busy	Free/Busy
Geolocation	Geolocation
Location	Single line of text
Modified	Date and Time
Resources	Resources
Start Time	Date and Time
Title	Single line of text
Created By	Person or Group
Modified By	Person or Group
Create column	
Add from existing site columns	
Indexed columns	

- 14. Name the column 'ExtendedTitle' > select 'Calculated' type
- 15. Paste formula '=Category&'\$|\$'&Title' to Formula textfield > click 'OK'

realize and type	Column name:
Type a name for this column, and select the type of information you want to store in the column.	ExtendedTitle
	The type of information in this column is:
	 Single line of text
	 Multiple lines of text
	 Choice (menu to choose from)
	O Number (1, 1.0, 100)
	O Currency (\$, ¥, €)
	 Date and Time
	 Lookup (information already on this site)
	 Yes/No (check box)
	 Person or Group
	Hyperlink or Picture
	 Calculated (calculation based on other columns)
	○ Image
	 Task Outcome
	 External Data
	O Managed Metadata
Additional Column Settings	Description:
Specify detailed options for the type of information you selected.	
	Formula: Insert Column:
	Category
	=Category&"SIS"&Title Check Double Booking
	Compliance Asset Id
	Created
	End Time
	Free/Busy
	Modified
	4 Start Time
	Title
	Add to formula
	Add to formula

16. Scroll further down to 'Views' section > click 'Calendar'

A view of a list allows you to see a partic	alar selection of items or to see the items sorted in a particular	order.
View (click to edit)	Show In	
All Events	All	
Calendar	All	
Current Events	All	

17. Scroll to 'Calendar columns' section, update dropdown as follow > click 'OK'

pecify columns to be represented in the Calendar Views. The Title fields are required fields. The Sub Heading fields are optional fields.	Month View Title:	
	ExtendedTitle	~
	Week View Title:	
	ExtendedTitle	~
	Week View Sub Hear	ding:
	ExtendedTitle	~
	Day View Title:	
	ExtendedTitle	~
	Day View Sub Headi	ng:
	Location	~

How to create a new Event Category list

1. Site contents > '+ New' > 'List'



2. Select 'From an existing list' > Enter a list name > Select 'Event_Categories' > Click 'Create'

ew 2	Meeting_Categories	* 🔽 S	5how in site navigation		
E m an	Select a list to use as a template for a ner Columns, views and formatting will copy	w empty list on this over to the new list	site.		
ng list	Select a site	Cho	ose a list from		
	-	0) Classifieds	List	11/12/2019 10:18 AM
	AP Asia Pacific	3 💿	Event_Categories	List	11/12/2019 2:51 PM
	PS Pre-Sales		Feedbacks	List	17/02/2020 10:09 AM
	RHK SOD-Training Schedule) List_Comments	List	11/12/2019 10:18 AM
	RTH DSS Postsales Engineer) List_LikesViews	List	18/02/2020 12:53 PM
	5 Services		Magic Contacts	List	18/02/2020 3:25 PM
	Technology and Innovation) Magic Docs	List	18/02/2020 1:05 PM
				4	Create Cancel

- 5. User will be directed to the new list
- 6. Select '+ New' in the list menu
- 7. Fill in the fields to create a new category

Title	Title	User can give a Title of their choice	Enter value here
Colour	Colour	User must give hex code of colour	Colour Enter value here
Order	Order0	User can give order for the categories	① Order0 Enter a number
Attachments	Attachments	Images can be added to	

attachments	
-------------	--

Attachments	10
Add attachments	8
1.000	8

- 8. Click 'Save'
- 9. Repeat step 6-8 to create more category

Note: The category for 'Events' and 'Events_Categories' must be exactly the same (case-sensitive) in order to have it show as an option for a new event

Tiles

This section shows links on the homepage in tile style. The module can be displayed in different styles.





Features

- 1. Link cluster to direct users to frequently-accessed resources, both internal and external
- 2. Can be configured to display in different shapes
- 3. Each tile can contain an icon and text
- 4. Each tile can be configured to display a color or image as the background

Configurations

Data source: Tile items are not stored in any lists on the root site. If the web part is deleted, all the information would be lost.

How to create a Tile How to edit a Tile How to delete a Tile How to config the Tile web part How to set up Audience Targeting for tiles

How to create a Tile

- 1. Navigate to a page with the tile web part > Edit the page
- 2. Click on the '+' tile to open a new form

Title	Title	User can choose a Title to display on the tile	Title
Link URL	Link URL	Enter link for tile to redirect to	Link URL
lcon LIRI /	Icon IIRI / Fabric	Icon to show on tile	
Fabric Icon name	lcon name	Options:	Icon URL / Fabric icon name
		- Link of an icon	
		- Fabric icon name	
		(<u>Available ions</u>)	
		- The fabric icon code	
		cannot be used, but the	
		name of the Fabric Icon	
		should be used.	
Background	Background URL/	Background image/ color	
URL/ Color	Color	Options:	Background URL / Color
		- Image link	
		- Color (e.g. text, hex	
		code, rgba)	

3. Click 'Save' and publish the change

How to edit a Tile

- 1. Go to the page with the tile web part > Edit page
- 2. Click on the pencil 'edit' icon of the tile that you want to edit



- 1. Enter the new Title/URL > click 'Save'
- 2. Publish page to publish the change

How to delete a Tile

- 1. Go to the page with the tile web part > Edit page
- 2. Click on the 'x' icon of the tile that you want to delete



3. Publish page to publish the change

How to config the Tile web part

- 1. Go to the page with the tile web part > Edit page
- 2. Click on the Tiles web part > Click on pencil icon to edit



3. Edit property panel on the right

Style Options	Style Options	User can select a style of choice	Style options
Show Icon	Show Icon	Toggle 'On' to show icon	Show Icon On
Full Width	Full width	Toggle 'On' for full width	Full width
Blur effect	Blur effect	Toggle 'On' to blur background	Blur Effect
Darken Effect	Darken Effect	Toggle 'On' to darken background	Darken Effect On
Text Color	Text Color	Toggle 'On' for white text and keep 'Off' for black text	Text Colour White
Font Size	Font Size	Use slider to select font size	Font Size

lcon size	lcon size in %	Use slider to select icon size in %	Icon Size in %	50
Border Radius	Border Radius %	Use slider to select border radius in %	Border Radius %	D
Tile Width	Tile Width	Use slider to select tile width	Tile Width	170
Tile Height	Tile Height	Use slider to select tile height	Tile Height 1	70

4. Publish page to save

How to set up Audience Targeting for tiles

1. Click the pencil icon of an existing tile to edit its properties



2. Toggle URL Audience Targeting 'On'

Den in new tab		
RL Audience Targeting		- 1
	Save	Cancel

3. From the User Property dropdown, select a SharePoint User Profile property to which it will be targeted

perty		
an option	~	
	Swa Cancal	I

For example, if 'Department' is selected, users will be redirected to a specific page based on their department

Preferre	dName		
SPS-Ph	oneticDisplayName		
WorkPh	ione		
Departr	nent		
Title			
SPS-Job	Title		
SPS-De	partment		

4. Enter a default URL that the tile should redirect to if user property not matched

Jser Property	
Department	~
Default Link URL	
https://www.sharepoint.com	
Mapping Schema	
	Save Cancel

5. Follow the structure below to input Mapping Schema Template for mapping schema for the tiles webpart -

```
{
```

'The Name of Department 01': 'The link that people of Department 01 will be redirected to',

```
'The Name of Department 02': 'The link that people of Department 02 will be redirected to'
```

```
}
```

```
Example
```

{

'Marketing':

'http://tenant.sharepoint.com/sites/intranet/sitepages/marketing.aspx', 'Sales': 'http://tenant.sharepoint.com/sites/intranet/sitepages/sales.aspx', 'Support': 'http://tenant.sharepoint.com/sites/intranet/sitepages/support.aspx' }

6. Click 'Save'

7. Submit page to publish the change

Magic Links & Documents

Magic Links

This module can be used to share the commonly used links throughout the company in a single location, and by individual users to bookmark pages, people and documents.



Features

- 1. Each icon has a different purpose that will be discussed below
- 2. These will be visible on all pages

Configurations

Data Source: Site contents > 'Magic Links'

How to config My Stuff How to config System links and Quick links

How to config My Stuff

My Stuff is a section reserved for each user to store his/her favourite links for reusability.

 When user click on the My Stuff icon, a section with all personal links, personal contacts and personal documents will appear in full screen mode. Click on 'X' or dark background to close it.



- 2. User can change the order of the links by dragging them around the page.
- 3. User can edit the link by clicking the link title, the following screen will appear:



4. From here, user can change the Title of the link, change the color of the Pin or Remove the link.

Add Link

Via magic links slide out

Intr 1.	anet Home News Annou	e new magic link	Publisher Rover - Home
Text box	Title	Give a title to the webpart	Trite *
Text box	URL	Give the URL for the tile to redirect to	URL*
Select	lcon Background color	Use one of the methods to select a background color	Icon background color
Button	- Select icon - Select default image	Use the buttons to add an icon for the tile/a default image to appear	Select icon Select default image

2. Click 'Save'

Via add a link icon



- 1. When a user clicks the 'Add a Link' icon, a dialog box pops out and allows the user to save the current page to Personal Links. Users can define the Title of the link so that it is more meaningful and the URL is set to the current address by default.
- 2. Users can also add links external to the intranet. Just click the 'Add a link' button and enter details of the relevant link (for example, Title: Google Search, URL: http://www.google.com.au)

Title		
Discover	- Home	
URL		a start a start
https://we	bvine.sharepoint.com/	sites/disco
\bigcirc		
()		

How to config System links and Quick links

Magic Links Admins can update System Links and quick links by using the '+' buttons under each section, these will be shown to all users

How to set up Audience Targeting for System Links

Note: System Links use a property such as 'Department' or 'Office' to differentiate user for audience targeting

- 1. Navigate to Magic Links list in 'Site Contents'
- 2. Add 'Audience Targeting' column to the list if not available

					1
	Title \checkmark			Data \checkmark	+ Add column \searrow
0	System Links	Ê	Ģ	[{"title":"MS Teams","url":"https://tea	Single line of text
				ms.microsoft.com/_? Im=deeplink&dmsrc=ho meDageWeb&cmpid=W	Multiple lines of text
				2	Location
	Quick Links			{{"title":"Injio Support","url":"mailto:	Number
				support@webvine.com. au","color":"#28a7b9","i	Yes/No
				con : Publicemail }]	Person
	Additional			[{"title":"Title","url":"http s://portal.office.com"}]	Date and time
					Choice
					Hyperlink
					Currency
					Image
					Managed metadata
					Lookup
				2	More
				2	Show/hide columns

3. Select 'Audience Targeting Criteria' > 'Apply'

✓ Apply 4	×
Edit view columns	- 1
Select the columns to display in the list vi change ordering, use drag-and-drop or t and "down" buttons next to each column	iew. To he "up" 1.
✓ Title	- 1
✓ Data	- 1
Compliance Asset Id	- 1
 Audience Targeting Criteria 	3
ai 🗌	

4. Create duplicates of System links with the required field in Audience Targeting column Eg: "Department eq Marketing"

Note: Department and Office are properties that syncs automatically from AD to SharePoint User Profile. If any other property is needed, please, check with WebVine

Magic Documents

This module can be used to share the commonly used documents throughout the company in a single location

Configurations

Data Source: Site Contents > 'Magic Docs'

How to config Personal Magic Docs How to config System Docs

How to config Personal Magic Docs

Add a Magic Doc

Via Magic Links slideout

1. Click 'Personal Links' Icon to show the slide out page for my stuff



2. Click Add button in the magic docs section to select document



Via Document Library

- 1. In Document Library, select the document that you want to add
- 2. Click 'Add to Magic Docs' at the top bar

Docu	men	ts				
	Ľ	Content Type \vee	Name \vee	Document Type \vee	Business Unit \vee	Modified \vee
		Folder	test			June 1
0	X	Document	Bullying and Harassment Q 🧔 🖻		① Required info	August 10

3. There will be a success message after the document is added.

0.0								
 Success 	stully ad	ded.						
-								
Docu	men	ts						
	Ľ	Content Type \vee	Name \vee		Document Type \vee	Business Ur	it \vee	Modified \vee
		Folder	test					June 1
						Required in	a ƙa	August 10

Reorder Magic Docs

1. Click on an empty space behind a document to drag it upwards/downwards to reorder documents



2. The preference will be saved automatically

Delete a Magic Doc

1. Hover on the document to show ' x '

2. Click 'x ' to delete the corresponding document



How to config System Docs

1. Click 'Apps' Icon to show the slideout page for magic links/docs



2. Click Add button in the magic docs section to select the doc which admin would like to present as System docs for the organisation



Image Gallery

This module can be used to share all images of the company. E.g., events, pets, recognitions, etc.

All Images page



Features

- 1. Show all images by descending created date
- 2. Filter results with customisable refiners, e.g. Keywords. This provides seamless archiving functionality
- 3. Click the image to open a popup window to show more details of the image on the current page

Image Popup window



Features

- 1. Show the image in a larger size on the left
- 2. Show author, title and keywords of the image
- 3. Show the number of likes, comments and views of the image
- 4. User can like and comment the image
- 5. User can like and reply to other's comments

Configurations

Data Source: Site contents > 'Images'

How to add a new image How to edit image properties How to add Filters How to map keywords to images How to delete an image

How to add a new image

To upload single image

- 1. Navigate to 'Site Contents' > 'Image Gallery' list
- 2. Click on 'Upload' on the menu



- 3. Choose the file from local computer and click 'OK'
- 4. The images will upload automatically

To bulk upload images

 Use drag & drop method to drop images to the library, and edit the property fields using 'Quick Edit' afterwards (see next section)

How to edit image properties

1. Navigate to 'All Assets' > Select 'List' and 'All Assets'

	✓ ≕ List
	🗮 Compact List
	🖽 Tiles
Image Keywords \lor Author \lor	 All Assets
	Thumbnails
Architecture Events	Save view as Set current view as default Edit current view
	Format current view

To edit single image's properties only - 'Image Gallery' library, click on the ellipses > 'More' > 'Properties

Image	thumbnail0ED81TJ8.jpg	Preview	aril 21	WebVine Admi
		Share		
		Copy link		
Imane	thumber 2017CMAR7LIV inc	Manage access	vol 21	WebVine Admi
mage	Chambrane i Similar o 1 jug	Download		The The Plant
		Delete		
		Automate	>	
Image	thumbnail8OJB4MTC.jpg	Rename	aril-21	WebVine Admi
		Pin to top	-	
		Move to	3	
100000		Copy to	Properties	
Image	thumbnail59KPOCMG.jpg	Alert me	Workflow	: Adm
		2 More	> Compliance d	etails
			Check out	

3. To bulk edit images' properties - use 'Edit in grid view after drag and dropping multiple images

ple and Culture	Products / Services	Communications	Locations	Departments
New ✓ ↑ Upload ✓	Edit in grid view 🕃	Sync 🛛 Export to Excel 🔇 Power App	is \lor \mathscr{G}^{p}_{h} Automate \lor \cdots	
Content Type \vee [\Box Title \vee	Name \vee	Thumb	nail Prev \vee Modified \vee
Image	Bottle of water on wooden tat	ole in hotel white room. (apartment-beverage-b	pottle-clean-544112.j	3 minutes ago

 Properties can be edited in grid view like in Excel User can use copy and paste to copy one value to multiple fields. (the image keywords may take a few seconds to show after selected)

Note: Please do not leave empty

0	D	ID \sim	Title \checkmark	Name 🗸	Thumbnail Preview \smallsetminus	Image Keywords \vee
0		26	Beverage bottle	apartment-beverage-bottle-clean- 544112.jpg		Kitchen;
	1	25	Cushion decoration	ashtray-book-cushion-decoration- 298842.jpg		Living Room;
	1	27	Bedroom blanket	bed-bedroom-blanket-clean- 545012.jpg		Bedroom;
		28	Beige wooden nightstand	beige-wooden-nightstand-with-white- desk-lamp-brown-wooden-707581 ing		Bedroom;

2. Click 'Exit quick edit' to save the changes

How to add Filters

- 1. Filters (Refiners) are added to the Injio Image Gallery web part using the 'Image Keywords' column from the 'Image Gallery List' under Site Contents.
- 2. To configure filters -

Text Box	Title of the gallery	Give a title of choice	Title of gallery Image Gallery
Drop-	Please select	Select a library	
down menu	an image gallery	from the menu	Please select an image library Image Gallery ✓ Carousel Image Gallery Magic Icons SocialEvents SocialHub Pictures SocialHub Videos Videos
Drop- down menu	Select refiners layout	Select the layout from the menu	

lect refiners layout	
Fixed Panel	\sim
Collapsible Panel	
Fixed Panel	

Edit Refiners:

- 1. Filter field > Select required filter field
- 2. Give appropriate Filter name
- 3. Refiner Template > Default refinement item
- 4. Refiner sort type > Alphabetical
- 5. Expand filter by default > check box (yes)
- 6. Save

Image gallery backend settings

1. Give all images keywords so that they will be categorized accordingly

How to map keywords to images

- 1. Click on the ellipses of an image > navigate to 'Details'
- 2. Navigate through the menu opened on the right to find 'Image keywords'
- 3. Select a keyword to set and make sure it is saved Note: Please contact your admin/IT person or WebVine if no keywords are available

-	
Green	
✓ Saved	

4. You can filter through using the keywords in the Image Gallery. Find the Filter button (1) on the top menu on the page

田 All Assets ଏ	\bigtriangledown	í	2
Filters		\	×
14 items			
Modified since 2021			
0			
2021			Today
Select specific dates			
Image Keywords			
Green			
Bedroom	2		
Living Room			
(Empty)			

How to delete an Image

1. Click on the ellipses of an image > click on 'Delete' to delete an image

♥ Image	2	thumbnail0ED81TJ8.jpg	e <u>1(</u> :)	Preview	oril 21
				Share	
				Copy link	
less second				Manage access	1.01
Image		thumbnail415MMZUY.jpg		Download	pril 21
			2	Delete	
			~		

Staff Directory

The staff directory is a collection of all employees of the company



Features

- 1. Show complete profiles of people within the organisation
- 2. Search for people within the organisation and their contact details
- 3. Show a list of people within a specific department or office, or using keywords and job title
- 4. Start a conversation or video call using Microsoft Teams or Skype Business
- 5. View availability and org chart of each staff

Configurations

How to Use Staff Directory How to Config Staff Directory

How to Use Staff Directory

1. Navigate to Staff Directory page from Homepage or Site Pages

From Homepage -



- 2. Use the filter on the top to filter staff using customisable refiner
- 3. Each item card shows information about a staff such as name, job title, phone and email



4. Hover on the profile picture to display an expanded view of information e.g. Location, report manager



5. Click 'Show more' to display more information, e.g. Org Chart

Send email	itter Expert) CCMS - Executive Unit		
erview Contact Organizati	on Files		
	AT Aroyan, Therese Solicitor (Legal Officer IV)		1
	Abreu, Marina SME (Subject Matter Expert) CCM Executive Unit	S	l
People reporting to Abreu, Marina (2)			
FL Fepuleai, Louise Statewide Exec Support Office	er Norris Ball, Olivia Project Administrator		
Abreu, Marina also works with			
	VL Vemulapalli, Lakshmi	DA Davis, Alex Solicitor (Legal Officer IV)	
O'Reilly, Susannah Director	-		- 8
O'Reilly, Susannah Director HL Haywood, Leigh Solicitor (Legal Officer IV)	CJ Chambers. Justine Business Analyst	Caruana, Vanessa Business Analyst	

How to Config Staff Directory

- 1. Navigate to Staff Directory page > Edit page
- 2. Click the pencil icon to edit web part
- 3. Adjust settings in the right panel

Description Field	Description Field	User can add a title of their choice	Description Field Staff Directory
Display Style	Display Style	User can select style from drop-down menu	Display Style Vertical
Sort By	Sort By	User can sort by selecting a category from drop-down menu	Sort By First Name
Query	Additional query criteria like to filter the results	User can enter additional queries to filter	Additional query criteria like to filter the results - PreferredName:_spo* Workemail:@webvine.com.au - RefinableString09:True - RefinableString100:True - Department:Service -Department:NA

Properties	Select Properties to show on user card	User can select properties to show on the user card	Select properties to show on user card Select properties
Hide	Hide Property if there is no value	Toggle 'Yes' to hide property without a value	Hide property if there is no value Yes
Property	Keep each property in one line	Toggle 'Yes' to keep each property in one line	Keep each property in one line Yes
Height	Set the user card height in pixel	Use slider to set user card height	Set the user card height in pixel
Refiners' layout	Select Refiners layout	User can select their choice of layout	Select refiners layout Fixed Panel
Refiners	Edit Refiners	User can add refiners	Refiners Edit refiners

4. The buttons at the bottom of the user cards can be adjusted in the Page 2 of the settings > User Card Buttons Control



Document Library

This module can be used to share all documents of the company. E.g., project templates, contracts, policies & procedures, branding templates etc.

Configurations

Data Source: Site contents > 'Documents'

How to add a DocumentHow to edit Document PropertiesHow to delete a DocumentHow to create a new Doc libraryHow to add a column to the library

How to add a Document

- 1. Click 'Settings' > 'Site Content'
- 2. Click 'Documents' (default document library)

Contents Subsites				
Subsites				
Name Name		Туре	Items	Modified
Documents	1	Document library	28	11/06/202
Documents Form Tomplator		Document library	0	12/08/201

3. Click 'Upload' to upload a document from local computer

$+$ New \sim	↑ Upload ∨ 2 Quick edit 4
	Files
Docur	Folder
	Template

4. Or drag and drop the document from local computer folder into the document library

How to edit Document Properties

 In the document library, click on the ellipses next to the document title > More > Properties to update the properties of a document

	Brochures Template	Brochures Template.pptx)		es Liu
			Automate	>	
D	Business Report Template	Business Report Template.docx	Rename		es Liu
m il		Document.docx	Pin to top		an Hinton
			Move to		
1		Document1.docx	Copy to	3	Properties
a	Employee Newsletter Template - PDF	Employee Newsletter Template - PDF.pdf	Version history		Workflow
1	Employee Newsletter Template	Employee Newsletter Template.dotx	Alert me		Compliance details
		2	More	>	Check out
÷		Incident Management.pdf	Dataile		Dublich

2. Or use the 'Quick edit' to enable editing document properties of multiple documents in an excel sheet at the same time

+ New ∨ ↑ Upload ∨ 🖉 🛛	uick edit Ģ Sync 🤹 Export to Excel 🔅 Power Apps 🗸	邠 Automate \vee \cdots	
Documents			
🗋 Title 🗸	Name \searrow	Modified \smallsetminus	Modified B
1	Leave Management	June 11	Emma Sue
.	Derformance Management	lune 11	Emma Sue
Note: Content Type of a document can only be edited by using the first method

How to delete a Document

1. In the document library, click on the ellipses > 'Delete'

	2	Managa accord		
•	Performance Management	ivialiage access	nma Suen	
-	Be see litera est	Download	and Course	
-	Recruitment	Delete	ima suen	
 Image: A set of the set of the	Test	Automate >	es Liu	
Brochures Template	Brochures Template.pptx	Rename	es Liu	Flye
		Pin to top		
Business Report Template	Business Report Template.docx	Move to	es Liu	Dig
A state of the	Document.docx	Copy to	an Hinton	

How to create a new Doc library

- 1. Go to 'Settings' > 'Site Contents'
- 2. Click ' + New ', select 'Document Library' in the dropdown

$+$ New \sim	
List	
Page	
Document library	
	-

3. Name the library > Click 'Create'

Create document libra	ary ×
Name *	
New Documents	
Description	
 Show in site navigation 	
Create Cancel	

4. In the document library, Click 'Add columns' to add more columns

Name 🗸	Modified \smallsetminus	Modified By \smallsetminus	$+$ Add column \vee
			Single line of text
			Multiple lines of text
			Location
			Number

5. User can drag and drop the columns to rearrange the column orders

How to add a column to the library

1. In the document library, click 'Settings' > 'Library Settings'



- 2. Scroll down to the column section
- 3. Click 'Create column'



- 4. Fill in the Title, Column Type etc. in the new column page
 - a. For Choice column, select dropdown for single entry, or select checkboxes to allow multiple entries
- 5. Click 'OK'

Search



Features

- 1. Allows to search all throughout the Intranet
- 2. Can be used to find pages, documents, images, videos

Configurations

Data Source: This module sits on the header of the page. It can be configured from the Injio Configuration. The configurations include-

- 1. Enabling/Disabling the search bar
- 2. Expanding the bar to it its full length permanently
- 3. Changing the placeholder text
- 4. Search Option Prompt to search globally or from the scope only
- 5. Extra search options as a drop-down menu

On every page, there is a search bar at the upper right corner. This can search across the whole intranet. User can choose to search for Everything or People only by clicking on the down arrow as illustrated below. It allows you to perform focus search based on key types of content.

Q	~
	SEARCH SCOPE
	☆ Everything Sale
	g ^Q People

1. By default, or when 'Everything' is selected, user will be directed to the Search Centre that shows all the search results, including pages, documents and videos etc. User can also filter the results by created date, file size, etc. using the pre-configured refiner

	/ Keiners
	Created Date
Everything (1866) 🖾 Documents (3998) 🖙 Videos 🖓 Recently changed items (9842)	∽ Size of the file
	Less than 210788 (459)
Results	210788 up to 834633 (458)
1866 results for 'work'	024622 up to 2724772 (450)
RICOM SSS	
Et bank internet inte	3724773 and up (458)

When 'People' is selected, user will be directed to the Staff Directory that shows all the people with the relevant keywords in their names, titles, departments, etc.



2. User can also filter the results by Job Title, Department etc. using the pre-configured refiner



Search Centre

Search Box, Search Verticals, Search Results and Search Refiners are the key elements in the Search centre.



Search Box

The Search box is a field in which the user can input value to search for specific items

♀ Enter your search terms		
1.		

Configurations

How to add a Search Box web part How to config a search box

How to add a Search Box web part

- 1. Click '+ ' in a page to add a new web part
- 2. Enter 'Search' to find related web parts
- 3. Select 'Search Box' web part



How to config a search box

1. Click 'Edit' button of the web part to show the property pane



2. Adjust the settings as follows:

earch Box	×
oefault search query settings	^
Use a dynamic data source	
onnect to source	
Page environment 🗸 🗸	/
age environment's properties	
Query string 🗸 🗸	
uery string	_
Query parameters 🗸 🗸	^
ueryParameters's properties	_
k v	/
and have antique	~
nable query suggestions On	
laceholder text in search box	
end the query to a new page Off	

Search Verticals

Search verticals is a list of search areas from which to select (Documents, Pages etc.)



Configurations

How to add a Search Verticals web part How to configure Search Verticals web part

How to add a Search Verticals web part

- 1. Click '+ ' in a page to add a new web part
- 2. Enter 'Search' to find related web parts

3. Select 'Search Verticals' web part



How to configure Search Verticals web part

1. Click the pencil icon web part to show the property pane



2. Adjust to the same settings as follow:

Search Verticals	×	
Search verticals settings	^	
Search verticals Configure		
Show result counts On		
*		
Connect to a search results Web Part		
Search Results	\sim	
-		

3. Click the 'Configure' button under Search verticals to add/edit/remove Search Verticals



Add a Search Vertical

1. Fill in the last row to create a new search vertical

Tab	name *		Query Template	F	lesult Source Identifier	Office UI Fabric icon name	Is hyperlink	Link URL	Open behavior		
D	ocuments	*	{searchTerms} Path:"htt	* [887b1f83-38ae-4764-a	TextDocument		https://			\times
2 V Pi	ages	•	{searchTerms}]*[fe487d24-c617-4a15-8	website		https://	Open in a new tab \sim		\times
в ∨ _ К	nowledge Articles]* [{searchTerms}]* [f7930184-8521-4796-b	Articles		https://	Open in a new tab \sim		\times
4 ~ P	romapp]* [{searchTerms}]* [77584392-9b22-499b	WebAppBuilderFragme		https://			\times
5 ~ N	iews]* [{searchTerms}]* [22d926a1-c7f9-413c-a	News		https://	Open in a new tab \lor		\times
· v	ideos]* [{searchTerms}]* [ad75349e-4d7c-4261	Video		https://			\times
r v In	nages]* [{searchTerms}]* [72975e78-21c6-4fe8-9	ImageSearch		https://			\times
Ta	ab name	*	(searchTerms)	*		Office UI Fabric icon na		https://	Open in a new tab 🗸 🗸	0	+

- 2. To get Result Source Identifier, go to Settings > Site Information > View all site settings > under Site Collection Administration > Search Result Sources
- 3. Click 'New Result Source'



4. Fill in the Name field only and keep other settings unchanged



5. Scroll down to find 'Query Transform' section > Click 'Launch Query Builder'



6. In the 'Query text' box, add the path you want to get the results from

e.g.

'Path: https://clientdomain.sharepoint.com/sites/intranet/SitePages/' for pages/knowledge articles/news

'Path: https://clientdomain.sharepoint.com/sites/intranet/Shared%20Documents/' for document library

SICS SORTING	G TEST		
evword filter		Property filter	
uery after all transform	nations 🗸	Select property	~
	Add keyword filter	Contains 💙 Select value	~
			Add property filter
Duery text			
searchTerms) Path: http	.sha	repoint.com/sites/intranet/SitePag	ges/

7. (This step is only for getting results from 'Site pages' library)

All pages, knowledge articles and news are in the 'Site pages' library, add

'PromotedState' filter to distinguish the types

Note: For pages (Knowledge articles are also pages), PromotedState=0 For news, PromotedState=2

[searchTerms] Path: https://	.sharepoint.com/sites/intranet/SitePages/	
Finitedstate=0		

8. (This step is for filtering result source)

To further filter Knowledge articles from pages, add 'RefinableString08:'KB Template' to Query text box



- Add more filters to filter results, e.g. Business Unit: Human Resources To find the search terms, go to Settings > Site Information > View all site settings > Search Schema
- 10. In the page, search for 'refinableString'



11. Find the property that is mapped to, e.g. Business Unit is mapped to 'RefinableString00'



If the desired property is not mapped yet, please refer to the 'Setup new RefinableString' section

12. Back to the 'Query text' box and add RefinableString00='Human Resources' Note: use RefinableString00='Human Resources' if business unit is equal to Human Resources, use RefinableString00:'Human Resources' if business unit contains Human Resources but not equal

SearchTerms) Path: https://northernbeaches.sharepoint.com/sites/intranet/SitePages/ PromotedState=0 RefinableString00:"Human Resources"	
	Test query

13. Click 'Test query' to preview the result

				SEARCH RESULT PREVIEW B RelevantResults (18)
eyword filter		Property filter	1.00	
luery after all transformation	ns 🗸	Select property	•	
	Add keyword filter	Contains 👻	Select value	
			Add property filter	
			A CONTRACT OF A CONTRACT OF	
comotodictate=0 PafinableC	trina00"Human"	repoint.com/sites/	intranet/SitePages/	

- 14. Click 'OK' > 'Save'
- 15. Click the new result source created to open the page
- 16. Copy the result source identifier in the address bar



- 17. Add a fabric icon showing in front of the search verticals, go to the link and look for available icons
- 18. Copy the fabric icon name to the 'Office UI Fabric icon name' field
- 19. Click '+ ' to add more rows or 'Add and save' to close the pop up window
- 20. Save and refresh the page to see the changes

Edit a Search Vertical

- 1. Open the 'configure search vertical' pop-up window
- 2. Update the fields

3. Click 'Save' to save the changes

Reorder the Search Verticals

- 1. Open the 'configure search vertical' pop-up window
- 2. Adjust the number column in front of each Search Verticals to reorder

	Tab name *		Query Template	
1 ~	Documents	*	{searchTerms} Path:"htt	*
2 🗸	Pages	*	{searchTerms}	*
3 ~	Knowledge Articles	*	{searchTerms}	*
4 ~	Promapp	×	{searchTerms}	*
5 ~	News	×	{searchTerms}	*
6 ~	Videos	*	{searchTerms}	*
7 ~	Images	*	{searchTerms}	*

3. Click 'Save'

Delete a Search Vertical

- 1. Open the 'configure search vertical' pop-up window
- 2. Click the 'x ' at the end of the corresponding row to remove the specific vertical
- 3. Click 'Save' to save the changes

Search results

Search results displays a list of results from the selected search vertical with different display styles available



Configurations

How to add a Search Results web part How to config the Search Results web part

How to add a Search Results web part

- 1. Click '+ ' in a page to add a new web part
- 2. Enter 'Search' to find related web parts
- 3. Select 'Search Results' web part

search		\times Z
All A to Z		<u>^</u>
Q	\mathbf{Y}	Ģ
Search Box	Search Filters	Search Results

How to config the Search Results web part

1. Click the pencil icon of the web part to show the property pane



2. Adjust to the same settings as follows:



3. Click 'Next' to go to the second page



4. Adjust the settings according to requirement:

Query template	Refinement filters
earchTerms} Path:/sites/intranet	
sult Source Id / Name	Enable taxonomy values localization for refiners and results
	Localization enabled
hen using the name, use the format: Source level Name e: SPSite My news). Valid levels are: SPSiteSubscription,	Language of search request
'Site, SPWeb	Use interface language \sim
ort order	Configure synonyms
Edit sort order	Edit synonyms
ortable properties	
Edit sortable fields	Paging settings
onnect to a search refiners Web Part	raging settings
On	Show paging
se refiners from this component	On
Refiners V	Number of items per page
	10
onnect to search verticals	Number of pages to display in range
	-0 5
se verticals from this component	
Search Verticals 🗸	Hide navigation buttons (prev page, next
nable query rules	page)
Off	U OII
nclude personal OneDrive results	Hide first/last navigation buttons
Off	Off
elected Properties	Hide navigation buttons (prev, next, first, las if they are disabled.

- 5. Click 'Next' to go to the last page
- 6. Adjust the layout settings as desired

Neb part title			
reo pare une			1
1			
now blank if n	o result		
how results co	unt		
Results layout			
۲			
<u> </u>	Ħ		
Simple list	Details list	Tiles	
	RR	{ }	
Carousel	People	Debug	
<0>			
Custom			
dit template			
<content id="</td"><td>"template"></td><td><st td="" {}<=""><td></td></st></td></content>	"template">	<st td="" {}<=""><td></td></st>	
lesult Types			
Edit Result	Types		

Search refiners

Search refiners are used to further filter the search results by its properties (list columns, e.g. document types, business units)

Refiners
∼ Business Unit
∧ Document Type
Document (24)
Form (191)
Guide or Manual (541)
Guide or manual (1)
Policy (35)
Process (2)
Template (2)

Configurations

How to add a Search Refiners web part How to config the Search Results web part

How to add a Search Refiners web part

- 1. Click '+ ' in a page to add a new web part
- 2. Enter 'Search' to find related web parts
- 3. Select 'Search Filters' web part



How to configure the Search Results web part

1. Click the pencil icon on the web part to show the property pane



2. Adjust to the same settings as follows:

Refiner settings	^
Refiners	~
Edit refiners Connect to search results Web Part Search Results	~
Styling options Web part title	^
Refiners	
Show blank if no result On Filters layout	
Vertical Panel	
	_

3. Click 'Edit refiners'

Refiner settings	~
Refiners	
Edit refiners	

Add a refiner

1. Fill in the last row to create a new search vertical

	RefinableString00	Business Unit	Default refinement item $$	Alphabetical \sim	Ascending $ \smallsetminus $	\checkmark		\times
	RefinableString01 V	Document Type	Default refinement item \smallsetminus	Alphabetical \sim	Ascending $ \smallsetminus $	~		\times
Г	Select or add a manag 🗸	Filter name to display	Refiner template V	Refiner sort type 🗸	Sort order $$		0	+

2. To look for a filter managed property, go to Settings > Site Information > View all site settings > Search Schema

3. In the page, search for 'refinablestring'



4. Find the property to which it is mapped, e.g. Business Unit is mapped to 'RefinableString00'

Managed property remainesting									
New Managed Property									
⁷ New Managed Property roperty Name	Type	Multi	Query	Search	Retrieve	Refine	Sort	Safe	Mapped Crawled Properties
^P New Managed Property roperty Name efinableString00	Type Text	Multi	Query Query	Search	Retrieve Retrieve	Refine Refine	Sort Sort	Safe Safe	Mapped Crawled Properties

Note: If the desired property is not mapped yet, please refer to the 'Setup new RefinableString' section

5. Back to the 'Refiner' pop-up window, select the managed property from dropdown

Select or add a managec V	RefinableString00
	RefinableString01
	RefinableString03

- 6. Fill in the other information by preference
- 7. Click '+ ' to add more rows or 'Add and save' to close the pop up window
- 8. Save and refresh the page to see the changes

Edit a Refiner

- 1. Open the 'Refiner' pop-up window
- 2. Update the fields
- 3. Click 'Save' to save the changes

Reorder the Refiners

1. Open the 'Refiner' pop-up window

- 2. Adjust the number column in front of each refiners to reorder
- 3. Click 'Save'

Delete a Refiner

- 1. Open the 'Refiner' pop-up window
- 2. Click the 'x ' at the end of the corresponding row to remove the specific refiner
- 3. Click 'Save' to save the changes

Setup new RefinableString for search vertical filter and search refiner

- 1. Navigate to 'Settings' > 'Site Information' > View all site settings > 'Search Schema'
- 2. In the page, search for 'refinablestring'

<u>Macaged Processes</u> Cranded Properties Categories Use this page to view, create, or mody managed properties and map created properties to managed properties. Sarch automatically instants or and stelling of the managed property instants automatically creates managed properties for site columns that contain values. Au tay you on eight degree or your current automaticale level. FRee Managed property instants	te Collec	tion Administration - Managed Properties
Use this page to view, create, or modity managed properties and map created properties to managed properties. See th automatically entails and map created properties for managed properties. Be rule stands and automatically creates managed properties for site columns that contain values. Automatically creates managed properties for site columns that contain values. Automatically creates managed properties for site columns that contain values. Automatically creates managed properties for site columns that contain values. Automatically creates managed properties for site columns that contain values. Automatically creates managed properties for site columns that contain values. Automatically creates managed properties for site columns that contain values. Automatically creates managed properties for site columns that contain values. Automatically creates managed properties for site columns that contain values. Automatically creates managed properties for site columns that contain values. Automatically creates managed properties for site columns that contain values. Automatically creates managed properties for site columns that contain values. Automatically creates managed properties for site columns that contain values. Automatically creates managed properties for site columns that contain values. Automatically creates managed properties for site columns that contain values. Automatically creates managed properties for site columns that contain values. Automatically creates managed properties for site columns that contain values. Automatically creates managed properties for site columns that contain values. Automatically creates managed properties for site columns that contain values. Automatically creates managed properties for site columns that contain values. Automatically creates managed properties for site columns that contain values. Automatically creates managed properties for site columns that contain values. Automatically creates managed properties for site columns that contain values. Automatically create	Managed Properties	Crawled Properties Categories
Managed property refinablestring	Use this page to view, o settings of the manage that you can adjust dep	reate, or modify managed properties and map crawled properties to managed properties. Search automatically extracts oraxed dipoperty to retrict search results. Search automatically creates managed properties for site columns that contain values. Are even on your current authorization level.
	Managed property	refrablestring

3. Click the next available RefinableString with no 'Mapped crawled property' to start

Property Name	Type	Multi	Query	Search	Retrieve	Refine	Sort	Safe	Mapped Crawled Properties	Alases
RefinableString00	Text	Multi	Query		Retrieve	Refine	Sort	Safe		
RefinableString01	Text	Multi	Query		Retrieve	Refine	Sort	Safe		
RefinableString02	Text	Multi	Query		Retrieve	Refine	Sort	Safe		
RefinableString03	Text	Multi	Query		Retrieve	Refine	Sort	Safe		
RefinableString04	Text	Multi	Query		Retrieve	Refine	Sort	Safe		

4. Leave the other settings unchanged and scroll down to Alias to provide an alias (optional)

Alias: Define an alias for a managed property if you want to use the alias instead of the managed property name in queries and in search results. Use the original managed property and not the alias to map to a crawled property. Use an alias if you don't want to or don't have permission to create a new managed property.	Alias

5. Scroll down to 'Mappings to crawled properties' > 'Add a Mapping'

it shows all the crawled properties that are mapped to this managed property.	Include content from all crawled properties		
raged property can get its content from one or more crawled properties.	Include content from the first crasifed property that is not empty, based on the specified order		1000
		More Up	
		Nove Down	
		Add a Mepping	
		Bernitve Mapping	
	2		

6. Search for a keyword of the property (the crawled property may look slightly different and usually starts with ows_)

futiled in open () so center			
select crawled properties to map to RefinableString	g00(Text)		
filter on a category:			
All categories V			
search for a crawled property name:			
Category	Find		
elect a crawled property:			
ows_Category		*	
ows_DMSCategory			
ovis_coursignmentcategory			
ows News x0020 Category			
ows_Page_x0020_Category			
ows_VideoCategory			
ProductCatalogitemCategory			
ows_taxid_ProductCatalogitemCategory			
ows_taxid_VideoCategory			
ows_q_CHCS_Category			
ows o TEXT ItemCategory			
		w.	
6-6			
	OK	Cancel	

- 7. Select the property > Click 'OK'
- 8. Click 'OK' to save the RefinableString setting
- 9. Wait for the new RefinableString to crawl and show up in the search refiner web part

NOTE: For the RefinableString to crawl through, there must be at least one item that has a value of the mapped property

(i.e. to have news category shown as a refiner in the search centre, there must be at least one news item that has a news category)

After assigning a value to the item in the corresponding list/library, in the list/library view, Click 'Settings' > 'Library/List Settings' > 'Advanced Settings'

10. Scroll down to Reindex List > Click 'Reindex List'



11. Click 'Reindex List' again > Click 'OK'



Web Part Refiner

Configurations

How to add a Refiner How to edit a Refiner How to delete a Refiner

How to add a Refiner

- 1. Go to the page with refiner in web part > Click 'Edit'
- 2. Click the web part > pencil icon to edit the webpart
- 3. In the right panel, click 'Edit refiners'



4. Enter the information of the new filter in the grey row

Filter field	Filter name to display	Refiner template	Refiner sort type	Expand filter by def	sult
1 V Price	✓ Price	Multi-value refinement item	✓ By number of results	~ ~	• ×
Category	 ✓ Category 	Default refinement item	 Alphabetical 	× 🔽	• (+)
				Add	and save Cancel

a. Filter field is the columns of the corresponding list. Users can select any of them as a filter

	Filter field	Filter name to display
1 ~	Condition \checkmark	Condition
	Price	Filter pape to display
	Condition	Filter name to display
	Category	
	Location	
	Contact	

b. Choose a refiner template



Default refinement item	Results will be filtered after every
	individual filter is selected
Multi-value refinement item	Results will be filtered after all filters
	are selected and the 'apply' button is
	clicked
Date range	For filtering dates

- 5. Click the ' + ' on the rightmost of a filter
- 6. Click 'Add and Save' to save the changes

How to edit a Refiner

- 1. Go to the page with refiner in web part > Click 'Edit'
- 2. Click the web part > pencil icon to edit
- 3. In the right panel, click 'Edit refiners'

Refiners	i.
Edit refiners	E
-	1

4. Edit the fields that need to be changed

1. Filter field is the columns of the corresponding list. Users can select any of them as a filter

		Filter field		Filter name to display
1	\sim	Condition	\sim	Condition
		Price		Filter nome to display
		Condition		Filter name to display
		Category		
		Location		
		Contact		

2. Choose a refiner template



Default refinement item	Results will be filtered after every individual filter is selected
Multi-value refinement item	Results will be filtered after all filters are selected and the 'apply' button is clicked
Date range	For filtering dates

5. Click 'Save' to save the changes

How to delete a Refiner

1. Click the 'x ' on the rightmost of a filter

	Filter field	Filter name to display	Refiner template		Refiner sort type		Expand filter by default	
\sim	Condition	Condition	Default refinement item	\sim	Alphabetical	\sim	\checkmark	• 🚫
\sim	Price	Price	Multi-value refinement item	\sim	By number of results	\sim	~	• ×
	Filter field	Filter name to display	Refiner template	~	Refiner sort type	~		

2. Click 'Save".