

SR1 DEVELOPMENT LIMITED


SharePoint 2013 App Guide

Employee of the Month Admin Guide

List Management

- 1) Navigate to the Employee of the Month app site.
- 2) From here you can easily create, edit and delete multiple lists to be used in the App Part.

BROWSE



Employee Of The Month

Employee of the Month List Admin

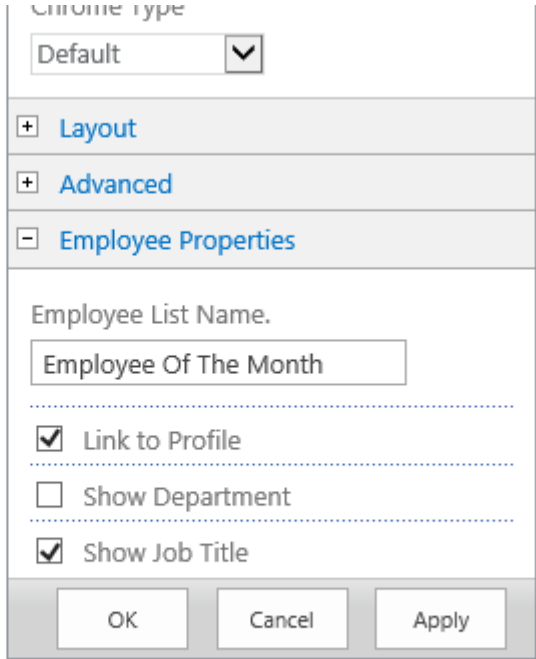
Use this site to manage lists to use with the Employee of the Month app part.

- [Employee Of The Month](#)
- [Top IT calls resolved](#)
- [Top sales person](#)

- 3) Click on one of the lists, and enter the employee to display in the app part.
- 4) Add any congratulatory text you want to display next to the employee in the free text field

App Part

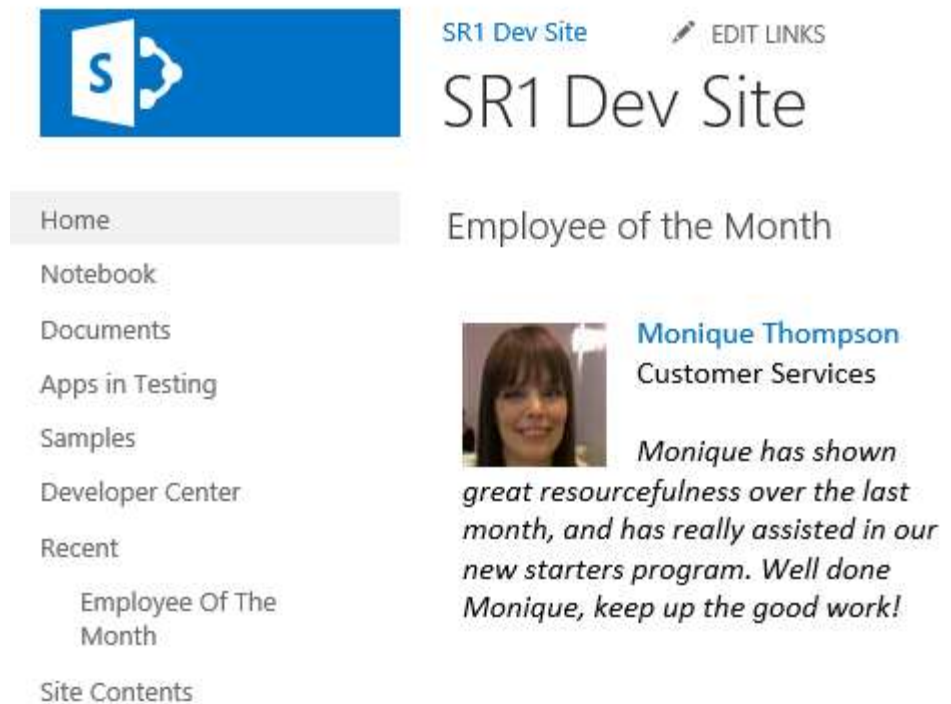
- 1) Navigate to the SharePoint site that you want to display the Employee of the Month app part.
- 2) Click Page – Edit – Insert – App Part. Select Employee of the Month App Part and select Add
- 3) Edit the App Part Properties and navigate down to Employee Properties.
- 4) Enter the list you want to point to that you created in the list management (e.g. Employee of the Month).
- 5) Select if you want to Link to Profile, Show Department, and Show Job Title



The screenshot shows the 'Employee Properties' section of the app part configuration dialog. It includes a dropdown for 'Employee List Name' set to 'Employee Of The Month', and three checkboxes: 'Link to Profile' (checked), 'Show Department' (unchecked), and 'Show Job Title' (checked). At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

Chrome type		
Default	▼	
+ Layout		
+ Advanced		
- Employee Properties		
Employee List Name.		
Employee Of The Month		
.....		
<input checked="" type="checkbox"/>	Link to Profile	
.....		
<input type="checkbox"/>	Show Department	
.....		
<input checked="" type="checkbox"/>	Show Job Title	
.....		
OK	Cancel	Apply

- 6) Click OK.
- 7) Save page, and your Employee will display.



The screenshot shows the SR1 Dev Site homepage. At the top left is a blue header with a white 'S' logo and a right-pointing arrow. To the right of the logo, the text 'SR1 Dev Site' is displayed in blue, followed by a pencil icon and the text 'EDIT LINKS'. Below the header is a navigation menu with the following items: Home (highlighted), Notebook, Documents, Apps in Testing, Samples, Developer Center, Recent, Employee Of The Month, and Site Contents. On the right side of the page, there is a section titled 'Employee of the Month'. It features a small portrait photo of Monique Thompson, followed by her name 'Monique Thompson' in blue and her role 'Customer Services'. Below this is a paragraph of text: 'Monique has shown great resourcefulness over the last month, and has really assisted in our new starters program. Well done Monique, keep up the good work!'.

Support

<http://www.sr1development.co.uk>

support@sr1development.co.uk

For custom styling instructions click [here](#)