

SR1 DEVELOPMENT LIMITED

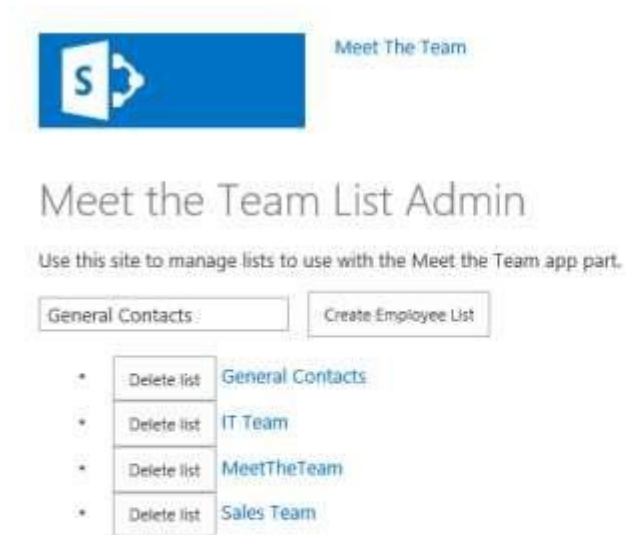
SharePoint 2013 App Guide

Meet the Team Admin Guide

SHAREPOINT2013APPGUIDE

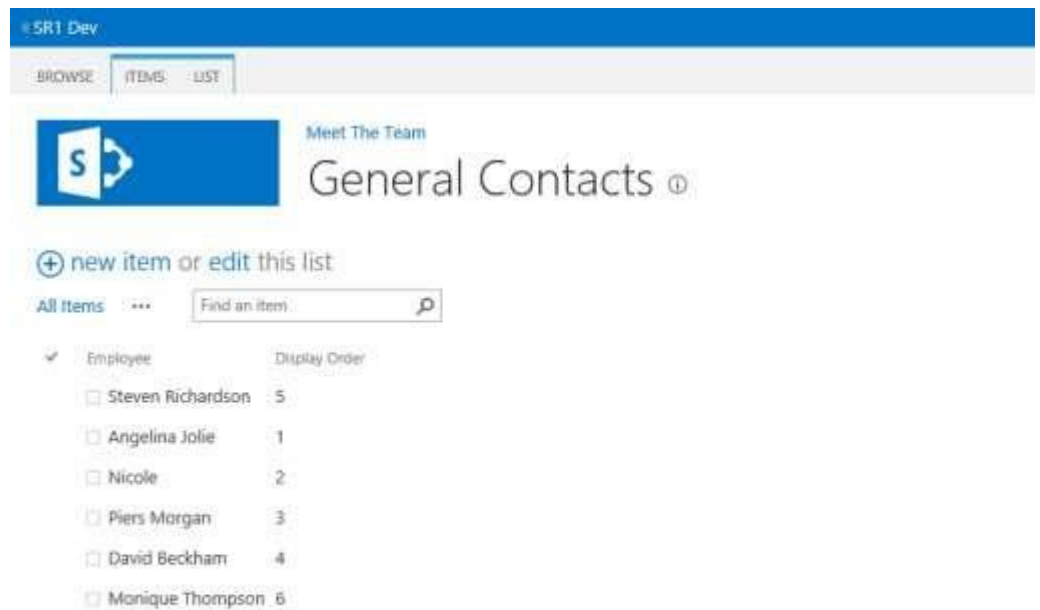
List Management

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



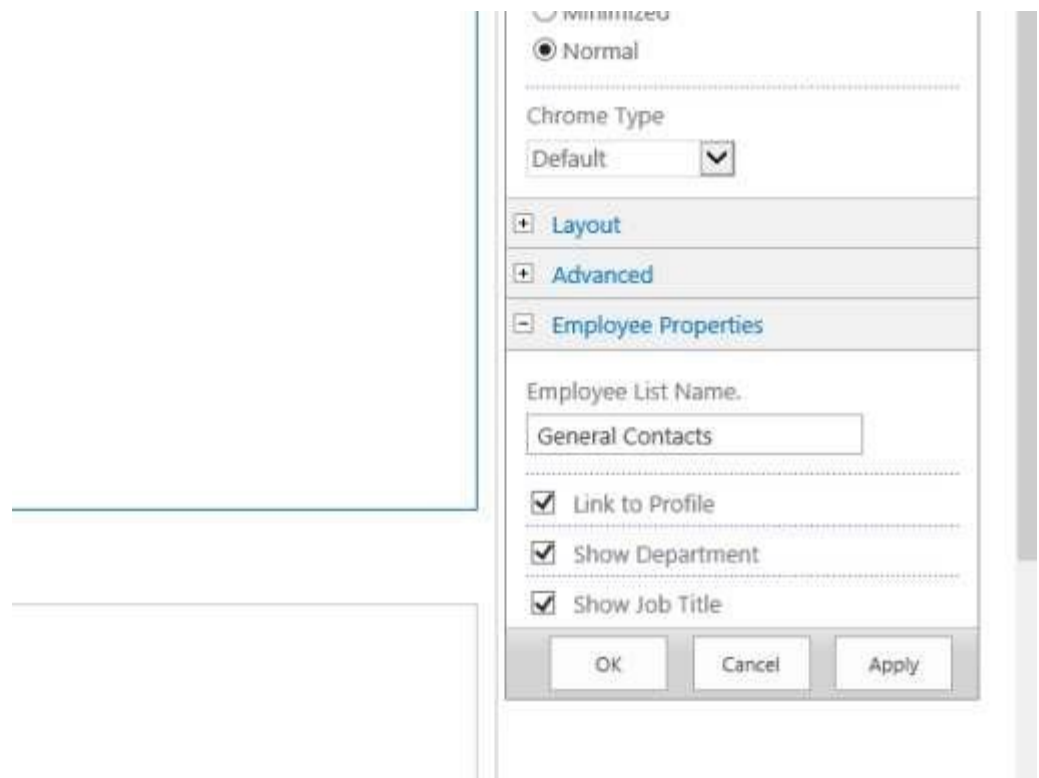
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- 3) Click on one of the lists, and enter the employee to display, and the order in which they should be displayed.



App Part

- 1) Navigate to the SharePoint site that you want to display the Meet the Team app part.
- 2) Click Page – Edit – Insert – App Part. Select Meet the Team 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. General Contacts).
- 5) Select if you want to Link to Profile, Show Department, and Show Job Title



- 6) Click OK.
- 7) Save page, and your team will display.
- 8) ***If using IE, the user image may not appear immediately. Please click on one of the user profile links, then go back to the directory and refresh a couple of times**
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Miscellaneous

This app uses the SharePoint user information list as its data source. Please ensure users are created, and added to the SharePoint site. In some cases the user may need to access the site before they appear.

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Miscellaneous

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Support

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

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