

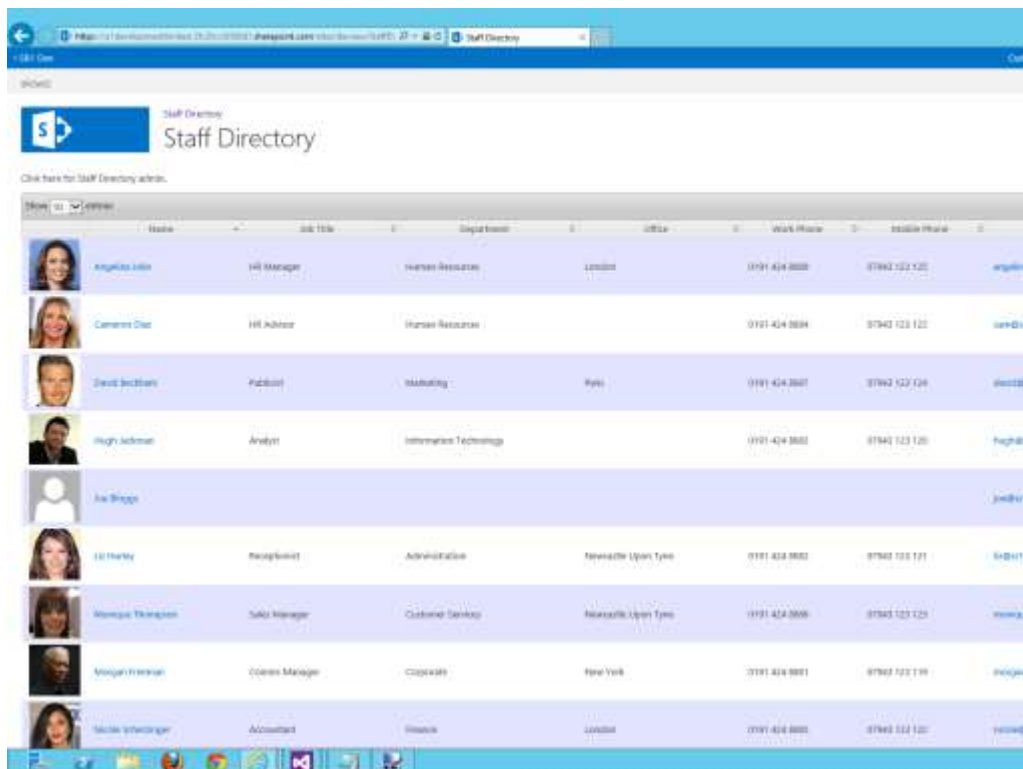
SR1 DEVELOPMENT LIMITED

SharePoint 2013 App Guide

Staff Directory Admin Guide

Administration

- 1) Navigate to the Staff Directory app site.
- 2) Click the link to navigate to the admin section.



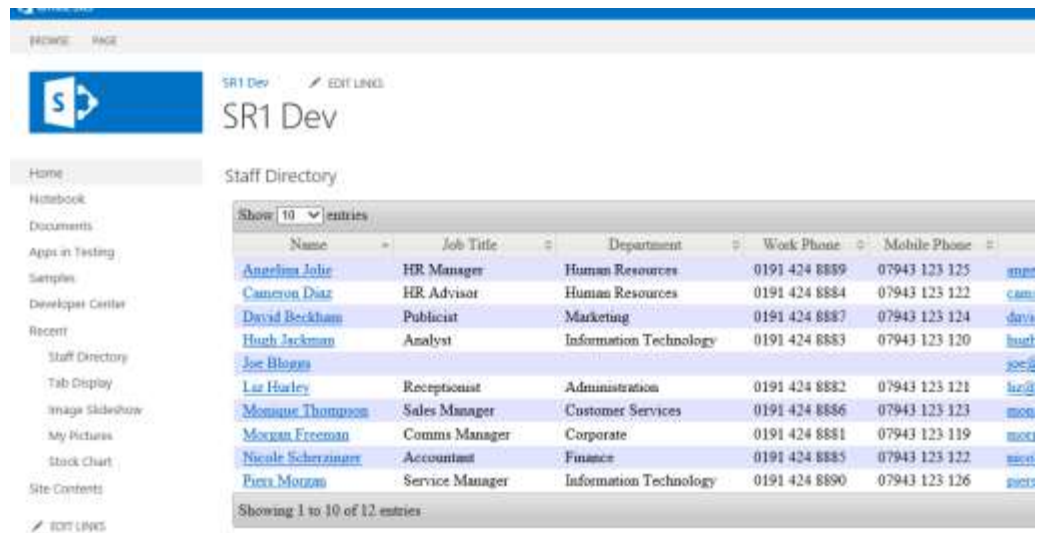
- 3) Select the items you want to display in the directory.
- 4) Choose if you wish to link to user profiles.
- 5) Chose if you want to show the link to the admin page on the app home page.
- 6) Add usernames of those you wish to exclude from the directory.
- 7) Click Update to save settings.



The screenshot shows the 'Staff Directory Admin' interface. At the top, there is a 'BROWSE' button and a logo with the letter 'S'. Below the logo, the text 'Staff Directory Admin' is displayed. The interface is divided into two main sections: 'Display' and 'General'. In the 'Display' section, there are several checkboxes: 'Show Picture' (unchecked), 'Show Job Title' (checked), 'Show Department' (checked), 'Show Office' (unchecked), 'Show Work Phone' (checked), 'Show Mobile Phone' (checked), and 'Show Email' (checked). In the 'General' section, there are two checkboxes: 'Link to User Profile' (checked) and 'Show Admin link on default app page (you can still access the admin page by bookmarking this page)' (checked). Below these sections is a text input field labeled 'Profiles to exclude (, separated)' which is currently empty. At the bottom of the form is an 'Update' button.

App Part

- 1) Navigate to the SharePoint site that you want to display the Staff Directory app part.
- 2) Click Page – Edit – Insert – App Part. Select Staff Directory App Part and select Add



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.

***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**

Support

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

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For custom styling instructions click [here](#)