

## Contents

Adding the Web Part to a page .....	2
Modifying the Web Part settings .....	4
The Web Part settings .....	5
The SharePoint list definition .....	9
The Management Console.....	10
Frequently Asked Questions.....	11

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## Adding the Web Part to a page

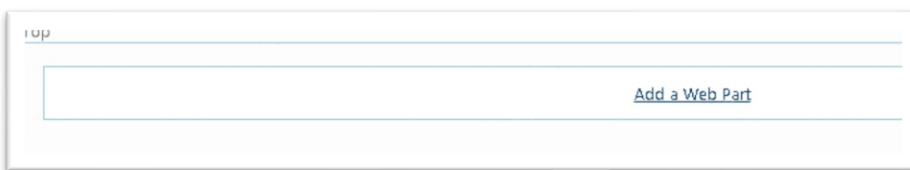
To add the Web Part, you must be able to edit a page inside which the Web Part will be added. You must have at least the permissions obtained by being added to the default <Site Name> Members SharePoint group for the site.

1. From the page in which you want to add the Web Part, look for and click the **Edit Page** command.



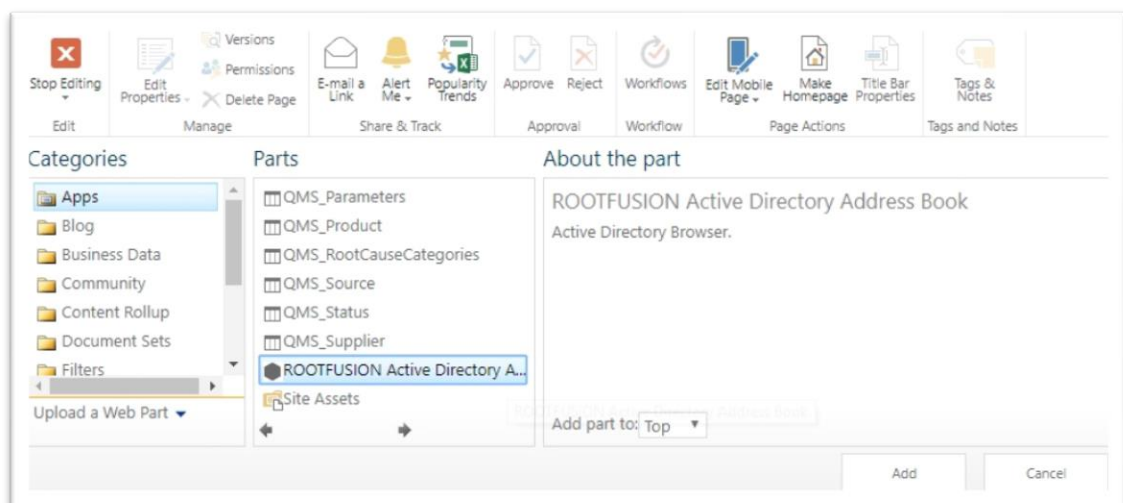
**NOTE:** If the **Edit Page** command is disabled, you may not have the permissions to edit the page. Contact your administrator.

2. In the Web Part zone that you want to add the Web Part to, click **Add a Web Part**.

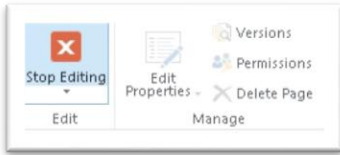


**NOTE:** The interface maybe different if you are on a 'subsite', please refer to the SharePoint documentation if your screen layout is different.

3. Under Categories, select the category **Apps**, select the Web Part **ROOTFUSION Active Directory Address Book**, and then click **Add**. When you select the Web Part, it's information will be displayed in **About the part**.



4. When you finished editing the page, on the **Page** tab, click **Stop Editing**.



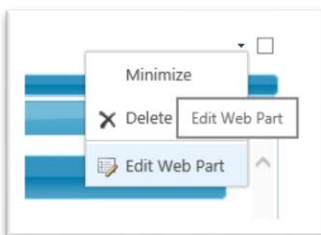
## Modifying the Web Part settings

In order to be able to edit the settings of the Web Part, you must set the page in **Edit** mode

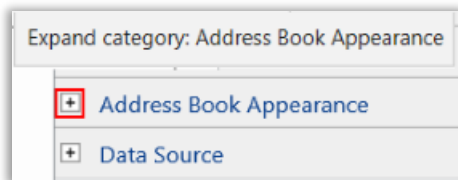
1. From the page containing the Web Part, click the **Edit Page** command.



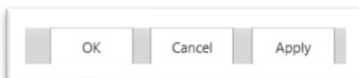
2. Point to the Web Part, click the down arrow, and then click **Edit Web Part**.



3. On the right pane called **ROOTFUSION Active Directory Address Book** expand the category **Address Book Appearance** or **Data Source**.



4. When you finished editing the properties, apply your settings by clicking on the **OK** or **Apply** button.

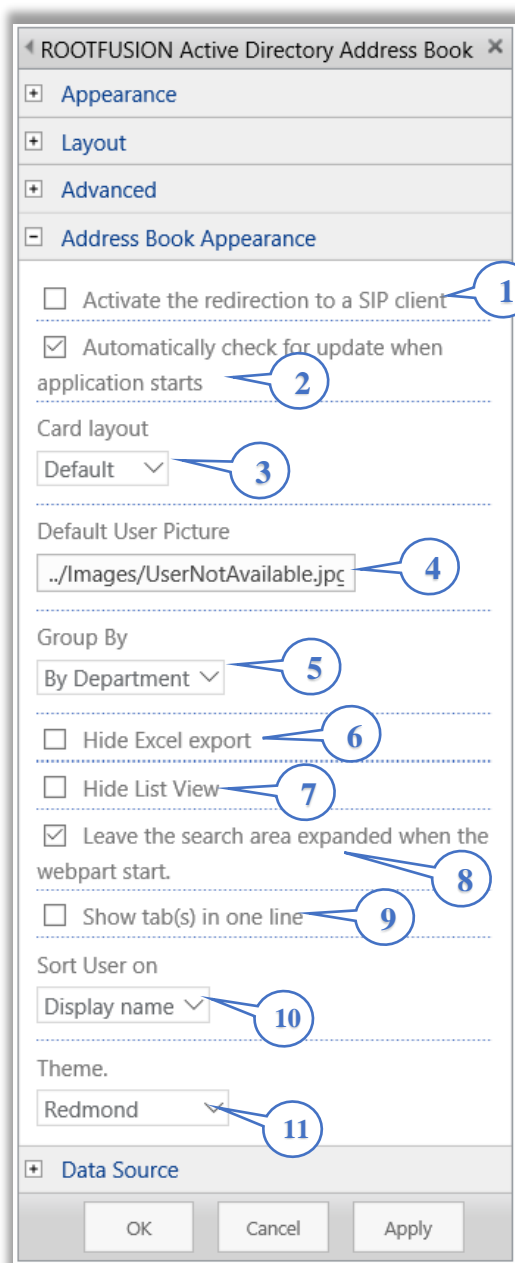


## The Web Part settings

The setting category **Address Book Appearance** or **Data Source** contains various options that will allow you to customize and connect the Web Part to a SharePoint list.

While you connect the Web Part to a SharePoint list, you will need to use the '**Management Console**'.

If you want to feed the SharePoint list with your Azure Active Directory data, you can download a **PowerShell script** from our web site. You can run this script from your own infrastructure.



1. *Activate the redirection to a SIP Client:*  
When checked, a click on the picture associated to the profile of the user will open a chat window through your default SIP client.
2. *Automatically check for update when application starts:*  
Will, if a newer version is available, display a reminder in the footer of the frame.
3. *Card layout:*  
Allows you to change the card layout. You could choose between 'Default', 'Extended' or 'Custom'.
  - The Default layout display standard user information.
  - The extended layout add support for the Manager and the Company, if supported by your data.
  - The Custom layout is reserved for specific customer request and need support from ROOTFUSION.
4. *Default User Picture:*  
Allows you to change the default picture. Used when there is no picture associated to the user entry. You should provide a URL pointing to a valid image (can be a PNG, JPG or any common file format supported by your browser).  
The default value point to: [../Images/UserNotAvailable.jpg](#).
5. *Group By:*  
Define the default grouping applied to the data when the Web Part is displayed.  
The users can still change the grouping manually when browsing the Address Book.
6. *Hide Excel export:*  
Allows you to hide the excel export button.
7. *Hide List View:*  
Allows you to hide the list view button
8. *Leave the search area expanded:*  
When checked, the top container with the search functionality will be automatically expanded on each reload on the App/Web Part.
9. *Show tab(s) in one line:*  
  
When checked, the main tab will be constrained to one line and display left/right arrow to navigate through any hidden tab(s).
10. *Sort user on:*  
Allows you to sort user on 'Display name', 'Surname' or 'Given name'

11. *Theme:*

Allows you to choose from one of our predefined themes.

ROOTFUSION Active Directory Address Book

+ Appearance

+ Layout

+ Advanced

+ Address Book Appearance

- Data Source

Data Source

Sharepoint List

Sharepoint List Name

TestNewADList

Site Administrator

administrator@company.com

Tenant for the User Picture

Auto

OK Cancel Apply

12. *Data Source:*

Select 'SharePoint list' for accessing a list on the site collection.

By default the application has the demo mode activated with the value set to: 'None'

13. *SharePoint List Name:*

This field contains the name of the SharePoint list containing all the user's data. The list definition could be find at the end of this page.

REM: The SharePoint list must be defined on the same WebSite where the add-ins are installed.

14. *Site Administrator:*

Maild Address of the site owner.

15. *Tenant for the User Picture:*

This field contains the name of the tenant associated to your SharePoint subscription.

If you don't provide the correct value, the application will not be able to show the correct picture associated with each user account.



## The SharePoint list definition

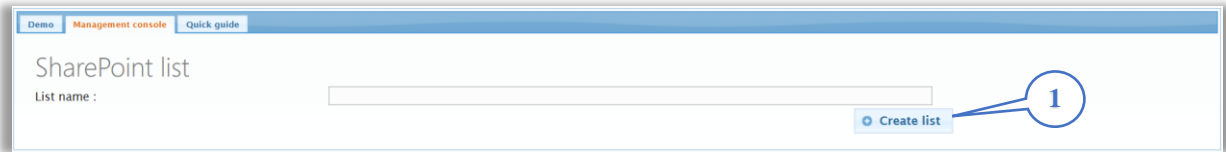
To be compatible with our Web Part the list must contain, at least, the following columns:

Column	Type
Title	Single line of text
UserPrincipalName	Single line of text
Display_Name	Single line of text
Surname	Single line of text
GivenName	Single line of text
CompanyName	Single line of text
Department	Single line of text
JobTitle	Single line of text
EMail	Single line of text
StreetAddress	Single line of text
City	Single line of text
State	Single line of text
PostalCode	Single line of text
Country	Single line of text
TelephoneNumber	Single line of text
Mobile	Single line of text
Manager	Single line of text
ObjectID	Single line of text
Modified	Date and Time
Created	Date and Time
Created By	Person or Group
Modified By	Person or Group

Note: Because the application uses the 'internal' name of the column, they must have the exact name and cannot be renamed to fix any typo. If you misspelled a name you must remove the column and recreate it with the right text.

You can use the '*Management Console*' to create the SharePoint list structure.

## The Management Console



The screenshot shows a web interface for creating a SharePoint list. At the top, there are navigation tabs: 'Demo', 'Management console', and 'Quick guide'. Below the tabs, the page title is 'SharePoint list'. Underneath, there is a label 'List name:' followed by a text input field. To the right of the input field is a blue button labeled 'Create list'. A blue callout bubble with the number '1' inside points to the 'Create list' button.

1. *Create list:*

Will create a blank list with all the needed columns in order to use it as a source for the Address Book Web Part.

To be able to use this functionality, you must provide a valid 'List name' and have the right permission on the 'web site'. Any empty value or name already used by a SharePoint list will generate an error message.

## Frequently Asked Questions

- Is it possible to remove the top title of the Web Part?

If you have the permissions to edit the Web page, you can configure Web Part appearance.

- 1) Set the page in "Edit" mode.
- 2) Open the setting panel associated to the Web Part
- 3) Go to the "Appearance" tab

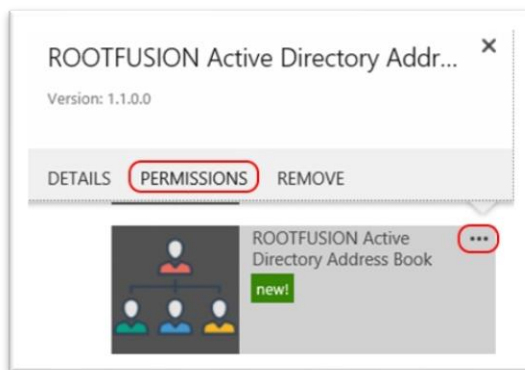
Now you will see the appearance property "*Chrome Type*" which will allow you to specify whether the title bar and border of the Web Part frame are displayed.

- The Web Part does not show my SharePoint list users:

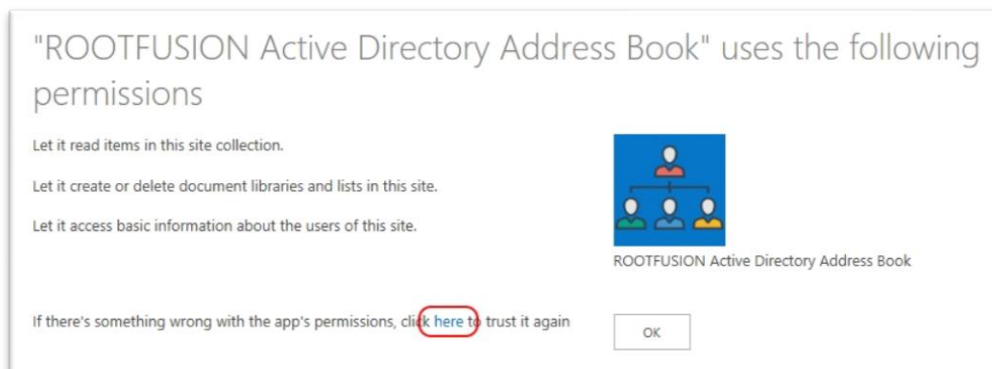
Verify the permission associated with the SharePoint Application and allow it to access your SharePoint list.

When you have any issue when requesting the data, first, go back to your 'Site Contents' and open the permissions of the application 'ROOTFUSION Active Directory Address Book '.

Click on the 3 dots '...' and then click on 'PERMISSIONS':



Confirm that the application is allowed to read items from your SharePoint list and click on '**here**' link to trust the application:



- I can't see the pictures associated with the users:

If you are populating the Web Part through a SharePoint list, please, verify the Web Part setting and validate that the property " *Tenant for the User Picture*" is not set to "Auto" but is containing your *[Tenant name]*.

The Web Part is querying the following URL to obtain the user pictures from SharePoint online:

*https://[TenantName].sharepoint.com/\_layouts/15/userphoto.aspx?size=M&accountname=[UserPrincipalName]*

- The Web Part does not display the default user picture:

If you have defined a custom " *Default User Picture*", please, verify that:

- The URL provided is working on your browser
- The URL is available through the HTTPS protocol to avoid security issue when accessing the file from the SharePoint domain
- The URL is part of your SharePoint tenant. If it's not the case, please, verify the security settings of your browser to avoid cross domain issues

Otherwise check the Web Part setting and reset the value to the default one (as seen in point **4**)