

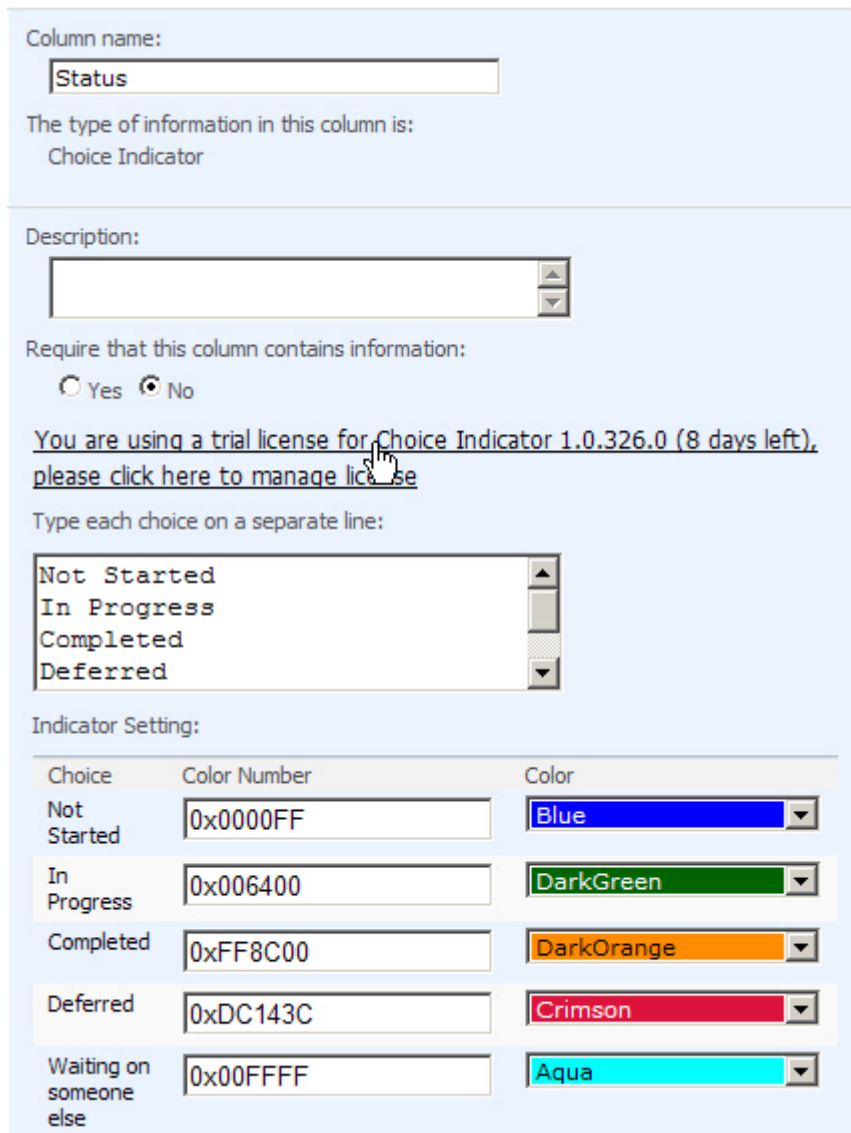
SharePoint Choice Indicator Installation Instruction

System Requirements:

Microsoft Windows SharePoint Services v3 or Microsoft Office SharePoint Server 2007.

License management:

To upgrade from a trial license, click the manage license link found on the Choice Indicator column configuration page.



Column name:

The type of information in this column is:
Choice Indicator

Description:

Require that this column contains information:
 Yes No

[You are using a trial license for Choice Indicator 1.0.326.0 \(8 days left\), please click here to manage license](#)

Type each choice on a separate line:

Indicator Setting:

Choice	Color Number	Color
Not Started	<input type="text" value="0x0000FF"/>	<input type="text" value="Blue"/>
In Progress	<input type="text" value="0x006400"/>	<input type="text" value="DarkGreen"/>
Completed	<input type="text" value="0xFF8C00"/>	<input type="text" value="DarkOrange"/>
Deferred	<input type="text" value="0xDC143C"/>	<input type="text" value="Crimson"/>
Waiting on someone else	<input type="text" value="0x00FFFF"/>	<input type="text" value="Aqua"/>

On the License Management page, click the “get license” link to purchase a license and retrieve a license code. You will be prompted to send an email to sales@sharepointboost.com containing the Site Collection ID, Farm ID, and the license code. Copy and paste the license code into the text box.

License Information

Farm ID:	{fe838b79-d099-43ec-963e-b14b28384341}
Site Collection ID:	50a5560b-eca4-4ada-b298-e9eee8032b0a
Current amount of users belonging to this site collection:	44 Download user details
License status:	No Registration
Add license(ASCII):	Click here to get license

OK

Once you have copied and pasted the license code in the box, click OK to validate your license.

License Information

Farm ID:	{fe838b79-d099-43ec-963e-b14b28384341}
Site Collection ID:	50a5560b-eca4-4ada-b298-e9eee8032b0a
Current amount of users belonging to this site collection:	44 Download user details
License status:	50
Add license(ASCII):	Click here to get license

```

22c10866-89e1-4424-a4e5-
32fb31f0e98dNXtdAaQhtbqSDA+EJ+v8mXneUwRqGMmhdrusxd4UfbNfg+1I3bNMkcxAoZXgsvDR5mPRKgCTuygUjNx
86VtHruJnegBWtiod2HmffRUX+D13McS4kW6cSbCvdAdjIis1LjufWc1EDrVF1tYiWmRjXckS2wFTSFoYbtH2y11ios=L70
rWU9xaiQ7QkBC+CQaBUfGmgK9nGcNKjvWeCh/aSJ8BQjwgxZtGtLKaQYAqkpjA7DYWaDzRuKXLl4WMzh96yVFP06Aw
LRry0F4mogltwuVxXc8L7Iv06/L8BmugSCrTRGH4KBNOAqEfOm6iEwxgdGxoHX5pPkPdUfG2F1WN01j68p8j87uojspBt
nIi+bNBpJpfO77GifW1BjnGEe+gKhUK0trucKo8dSYwmXz4XBfCa1BIPLsVSAzr0Ukzw0TRPC4GCLhZiaXnt47sAluyRbW
S3fkN3OX9sT0yaaF7CG7T/wOL8bvcDwK/PZYDxjq1KzEbsoqqF5nnk2Z8xjBKjCQ3CbruoZ3paPH6nzRI0NzmI7RaAY
qaGBvxvmZq6wbeG/LsjWobt9NylB2T512sdIsAvnE+cYsI6bnpT6OAPafnWKnuQRUnK84tAQLEkcbtiq6Sl8dYQfhCPesq
ZwOW3NfO7+i5jp5xakIe6uQI2PQBjwg3GSFFNbHE3cv86y9N/f3JrgSr6PABGJmXE//5I5vFdiDncb4WZfOtFb89jD0okBKt
cStf+TeNpiMUcO9aoEhbNLX9a+sdc2i+VEj8wISKYoPLfwG3o83DXTa7Ljl6O36jumFJ/C+ML+JfBylXnYvU8isBv0p3yHCG

```

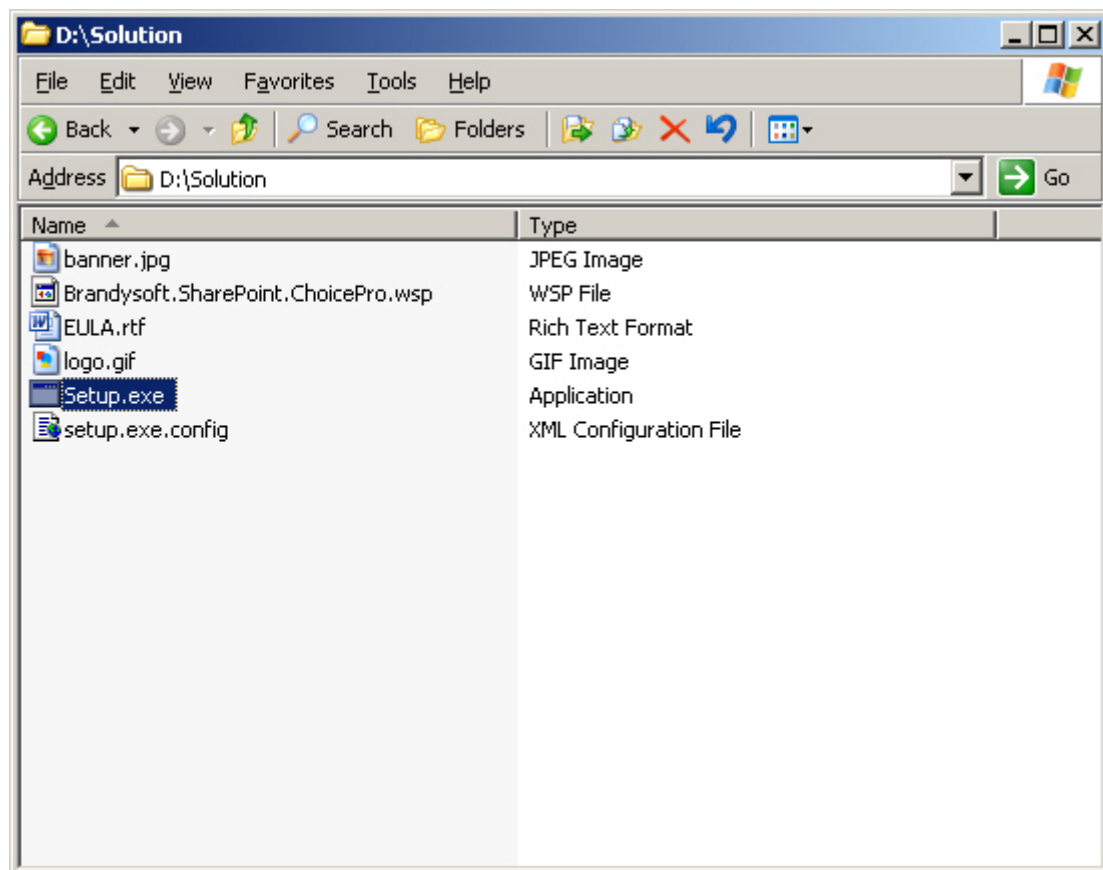
Your license has been validated, please switch to previous page and Refresh (F5) it.

OK

Once you receive notification that your license has been successfully validated, you can use the Choice Indicator feature.

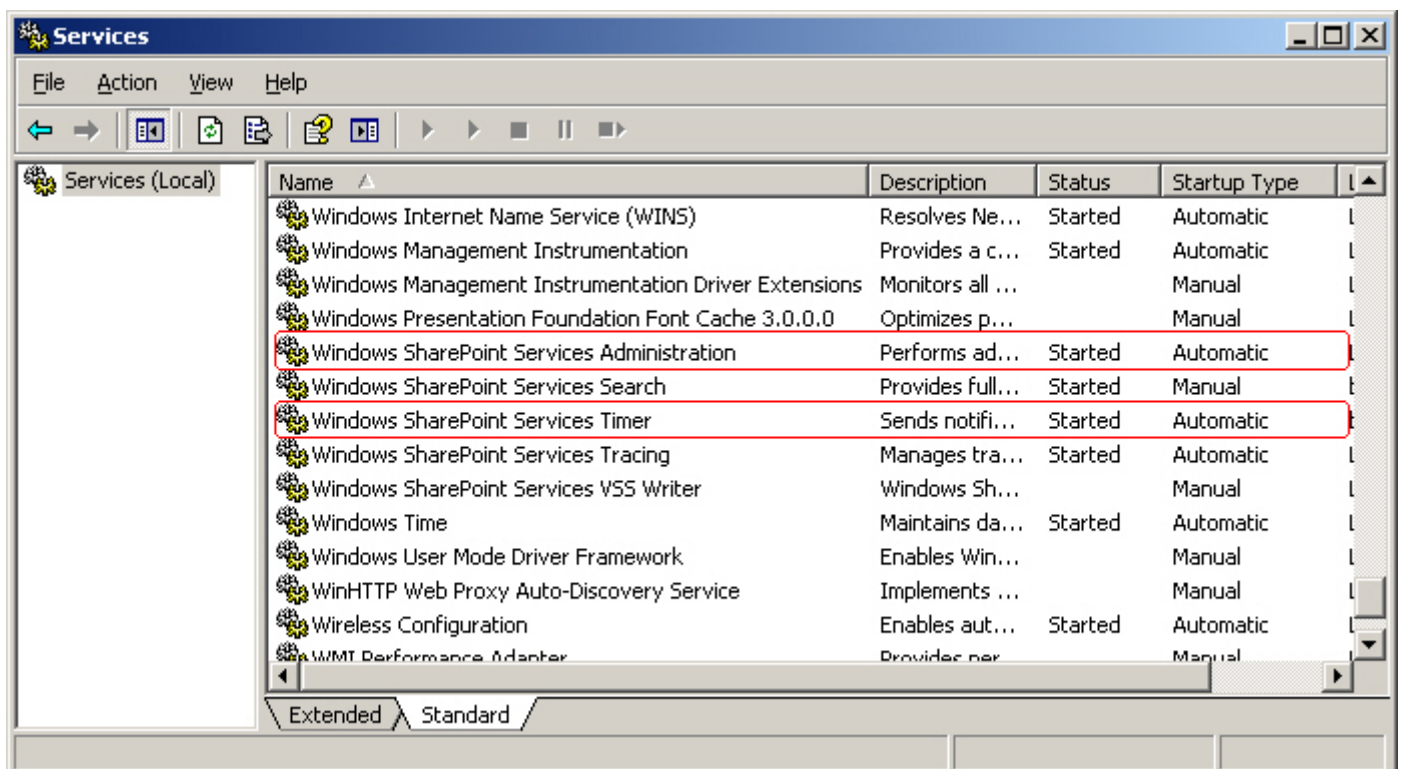
Installation:

Download the SharePoint Choice Indicator setup file at <http://www.sharepointboost.com>, and save the file to a folder. Next, open the folder and run "setup.exe".

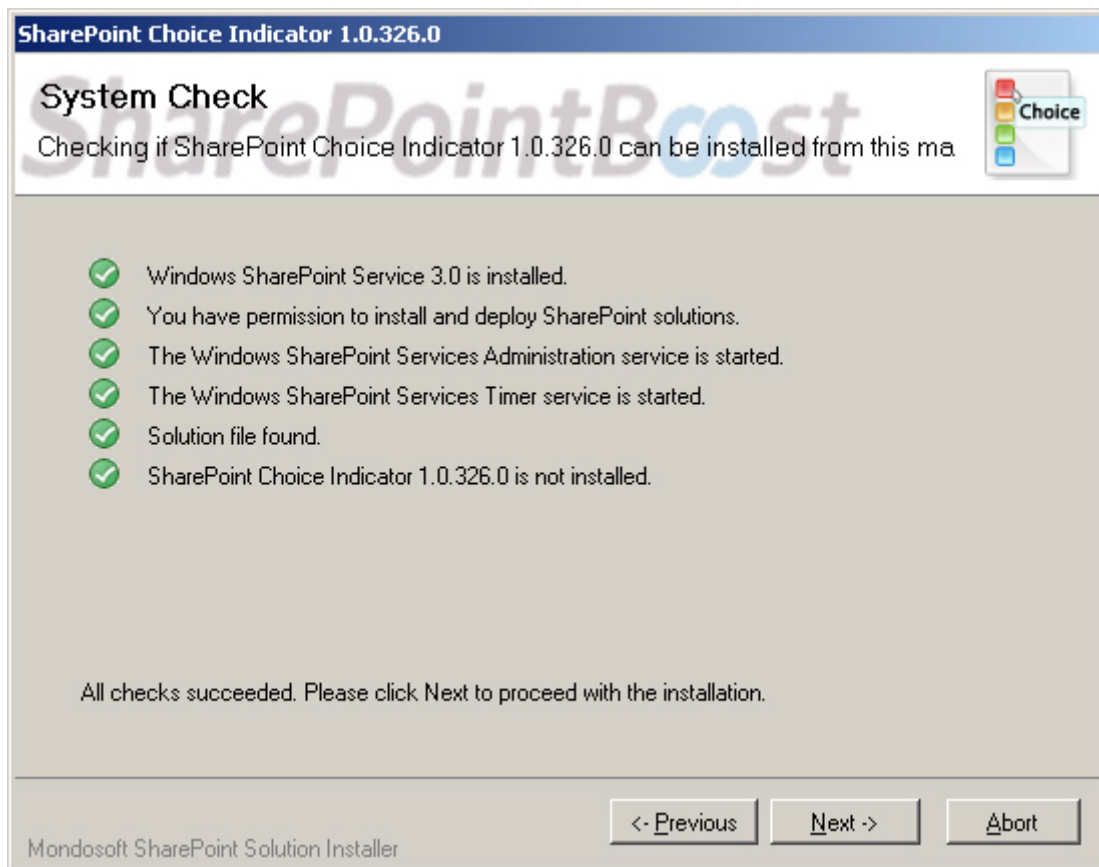


Note:

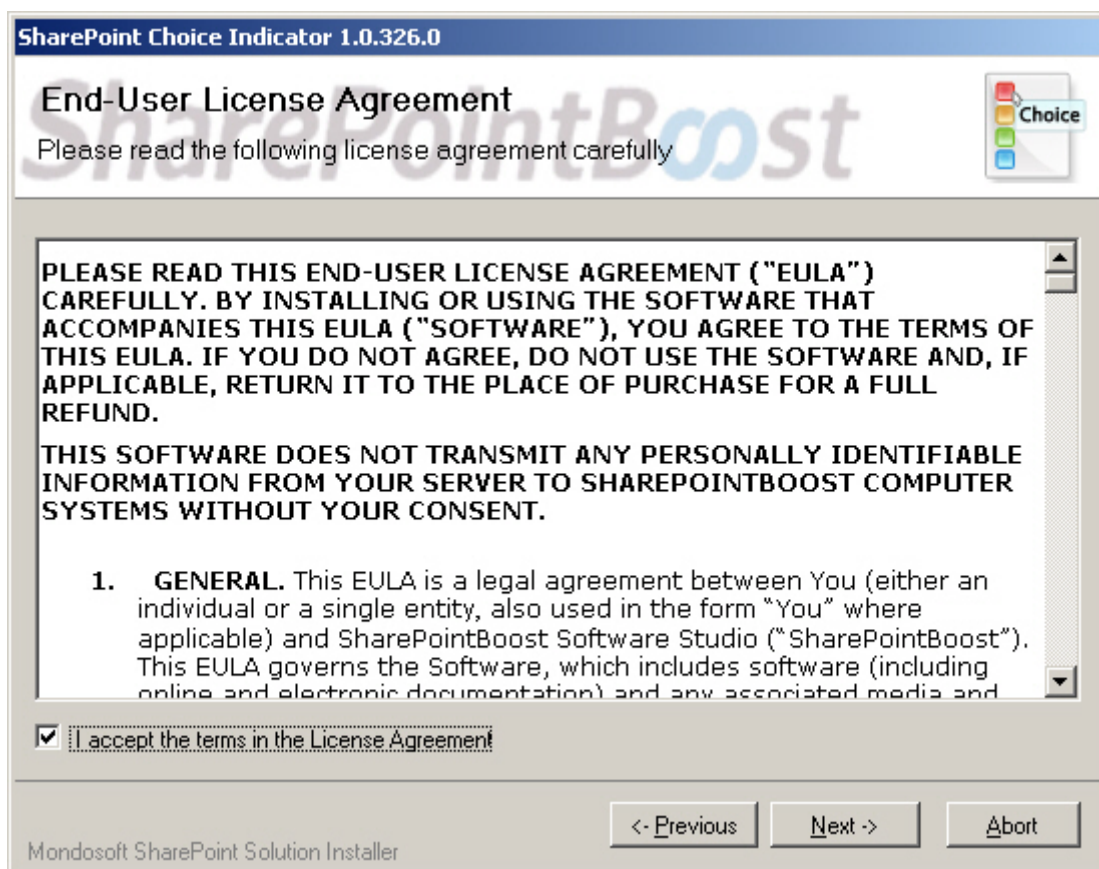
You must be the SharePoint Farm Administrator; start “Windows SharePoint Services Administration” and “Windows SharePoint Services Timer” in services management prior to installation.



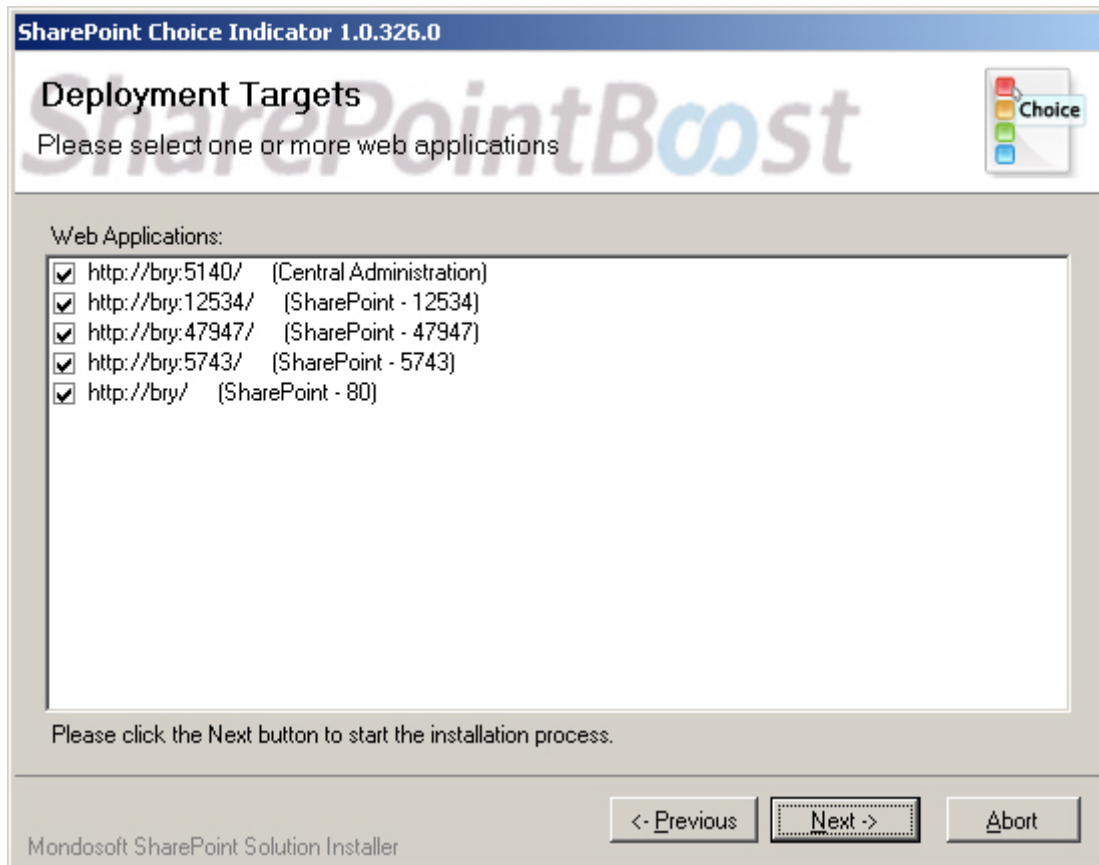
Run the setup file. You may have to wait for a few seconds for the system check to complete. Then click “next”.



After you have read and accepted the terms in the License Agreement, click “next” to continue.

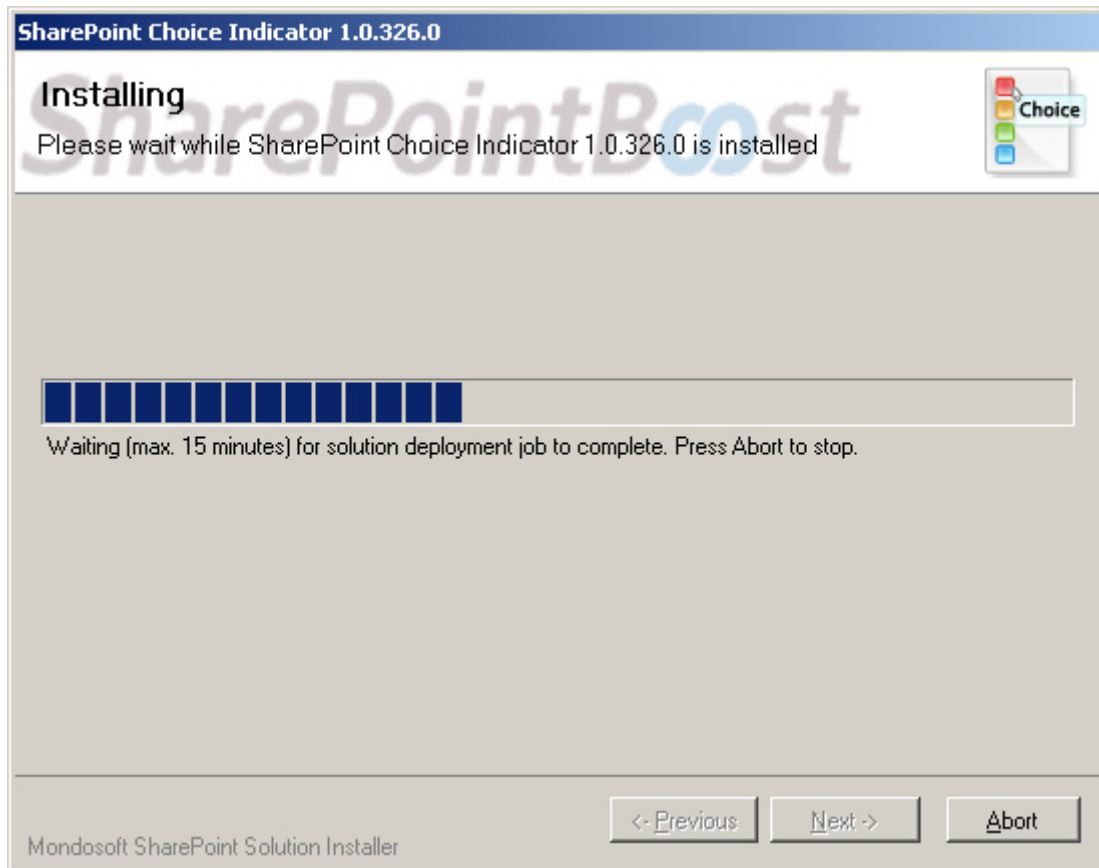


Please select one or more web applications as your deployment targets, then click “Next”.

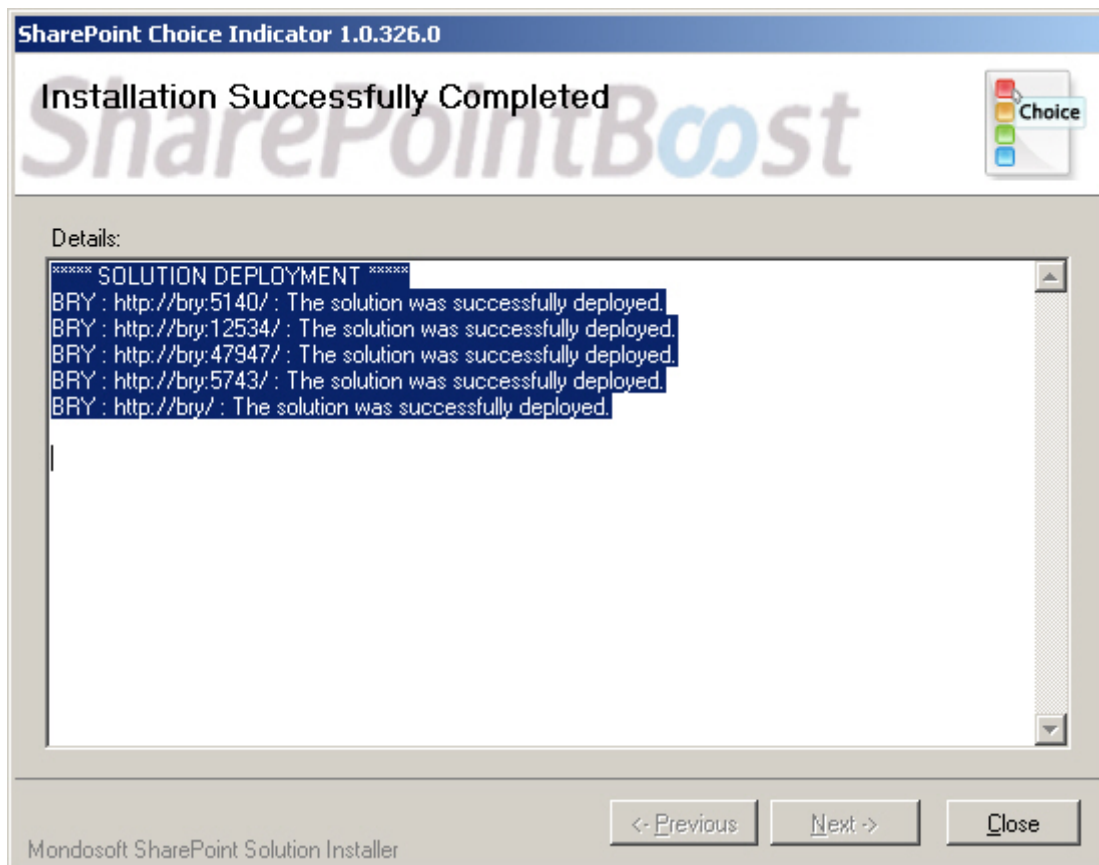


Installation may take several minutes; you can cancel installation at any time by hitting the “abort” button.

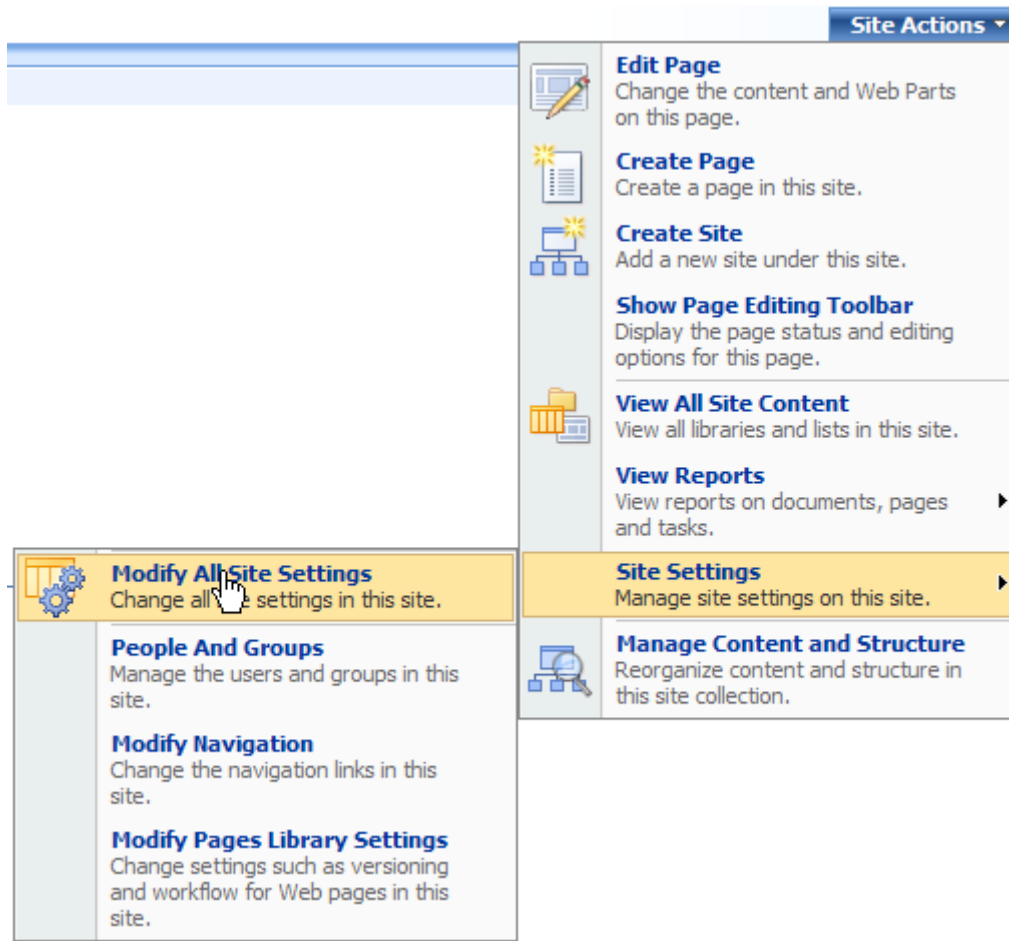
Once the process has finished, click “next” for more deployment details.



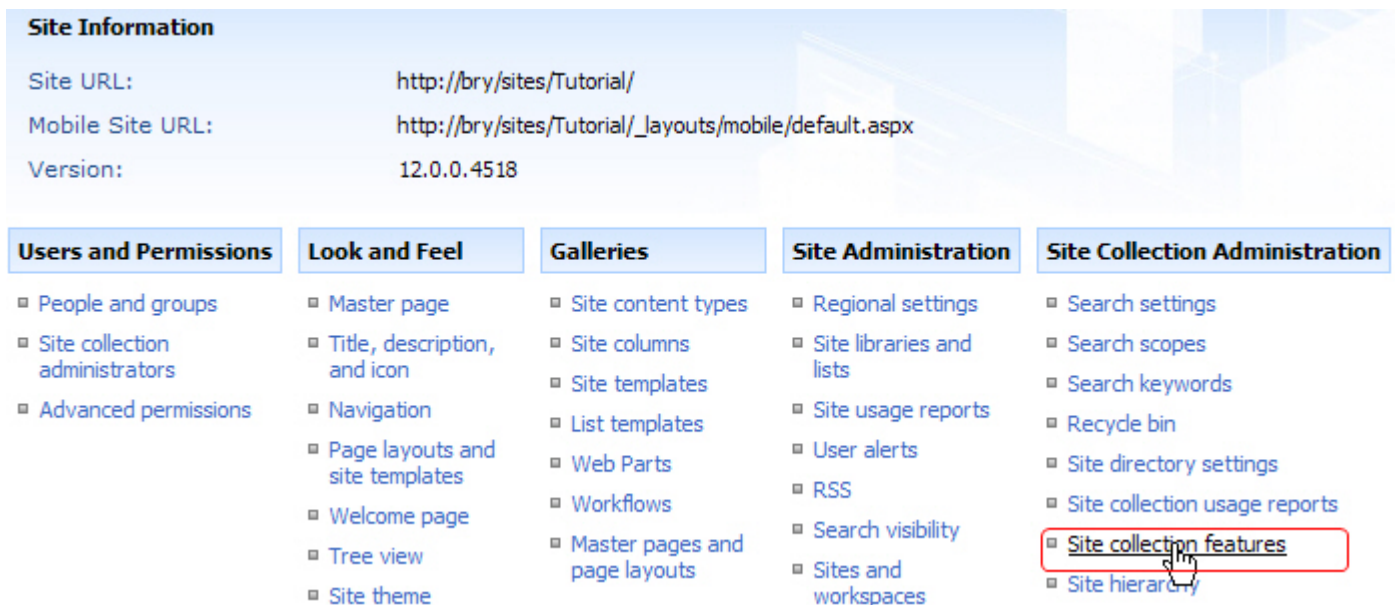
Following installation, you will receive a success message containing target installation details. Click “close” to finish.



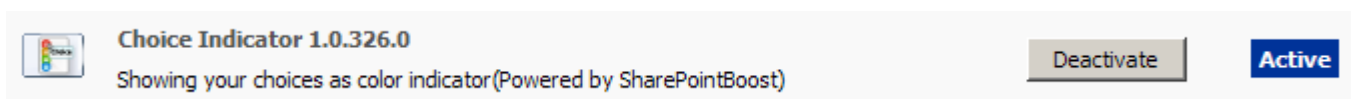
Product Activation and Use:



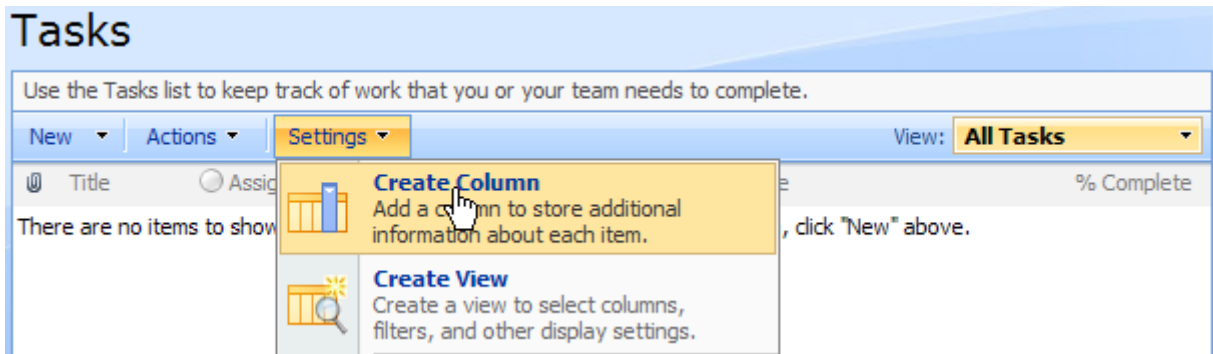
On the Site Settings page, click “Site collection features”.



In the Site collection features list, click the "activate" button next to Choice Indicator.



Open the list or library where you want to apply the choice indicator. On the Settings menu, click “Create Column”.



On the Create Column page, enter a name of your choosing (e.g. Status) and then choose Choice Indicator as your column type.

Create Column: Tasks

Use this page to add a column to this list.

Name and Type

Type a name for this column, and select the type of information you want to store in the column.

Column name:

Status

The type of information in this column is:

- Single line of text
- Multiple lines of text
- Choice (menu to choose from)
- Number (1, 1.0, 100)
- 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)
- Choice Indicator (showing your choices as color indicator)
- Business data

In the Additional Column Settings section, specify a color for each choice and then click OK.

Additional Column Settings

Specify detailed options for the type of information you selected.

Description:

Require that this column contains information:

Yes No

Type each choice on a separate line:

Indicator Setting:

Choice	Color Number	Color
Not Started	<input type="text" value="0x00FFFF"/>	<input type="text" value="Aqua"/>
In Progress	<input type="text" value="0x006400"/>	<input type="text" value="DarkGreen"/>
Completed	<input type="text" value="0xFF8C00"/>	<input type="text" value="DarkOrange"/>
Deferred	<input type="text" value="0xDC143C"/>	<input type="text" value="Crimson"/>
Waiting on someone else	<input type="text" value="0x0000FF"/>	<input type="text" value="Blue"/>

Now you can create a new item using the Choice Indicator feature (see the following example):

Tasks

Use the Tasks list to keep track of work that you or your team needs to complete.

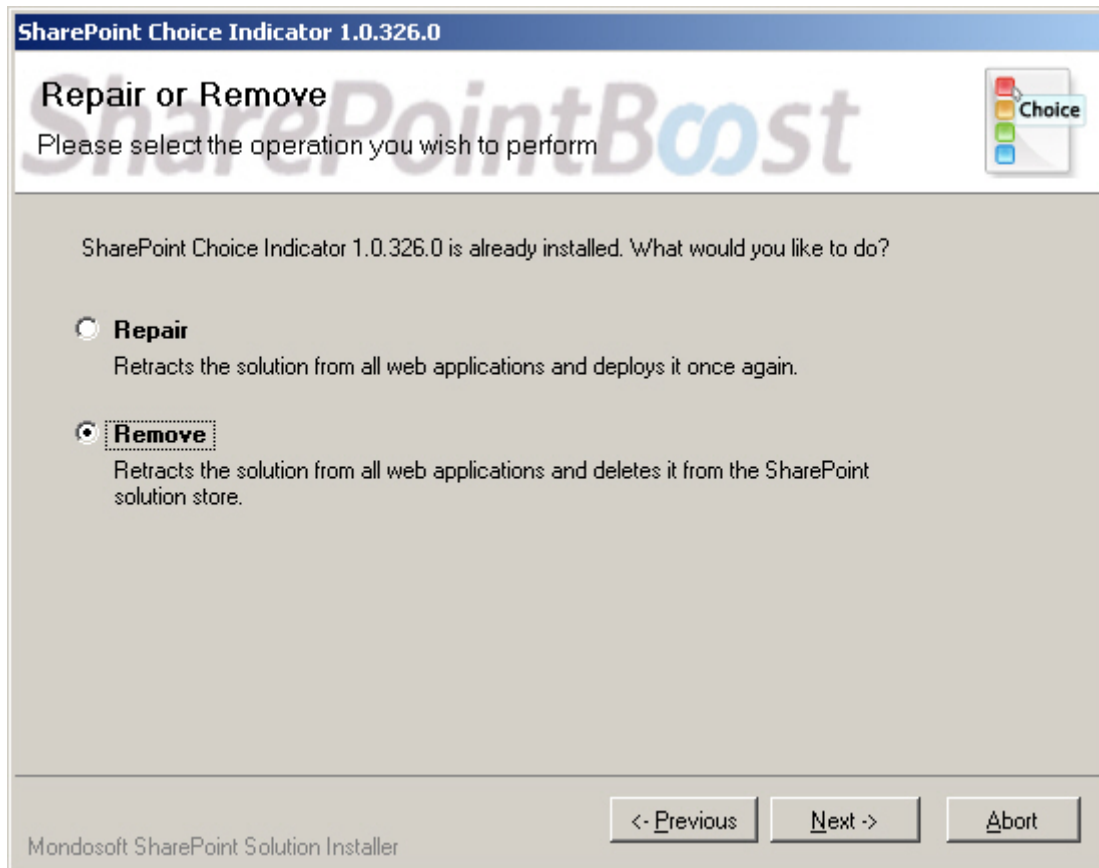
New Actions Settings View: **All Tasks**

Title	Assigned To	Status	Priority	Due Date	% Complete
Training NEW	lily	■	(1) High	4/1/2009	50%

Uninstallation:

Run "setup.exe" again. (If the setup file has been deleted, please download it from <http://www.sharepointboost.com>)

On the Repair and Remove page, select "Remove" and click next. The SharePoint Choice Indicator feature will then be uninstalled.



Then, delete the Choice Indicator Column in the list or library in which SharePoint Choice Indicator is created.

Columns		
A column stores information about each item in the list. The following columns are currently available in this list:		
Column (click to edit)	Type	Required
Title	Single line of text	✓
Priority	Choice	
% Complete	Number	
Assigned To	Person or Group	
Task Group	Person or Group	
Description	Multiple lines of text	
Start Date	Date and Time	
Due Date	Date and Time	
Created By	Person or Group	
Modified By	Person or Group	
Status		Delete this invalid field

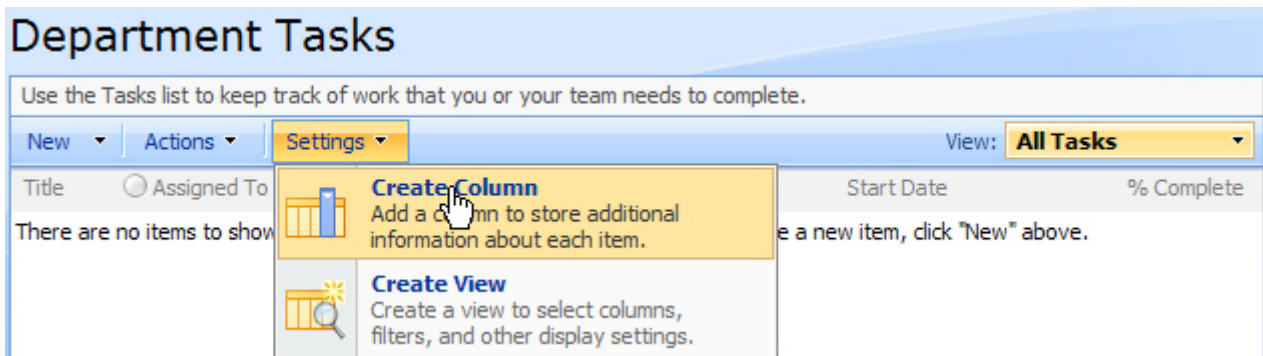
SharePoint Choice Indicator Tutorial

The SharePoint Choice Indicator feature allows users to classify list elements by assigning a color to each element in the list.

The following is an example of how to use the Choice Indicator feature:

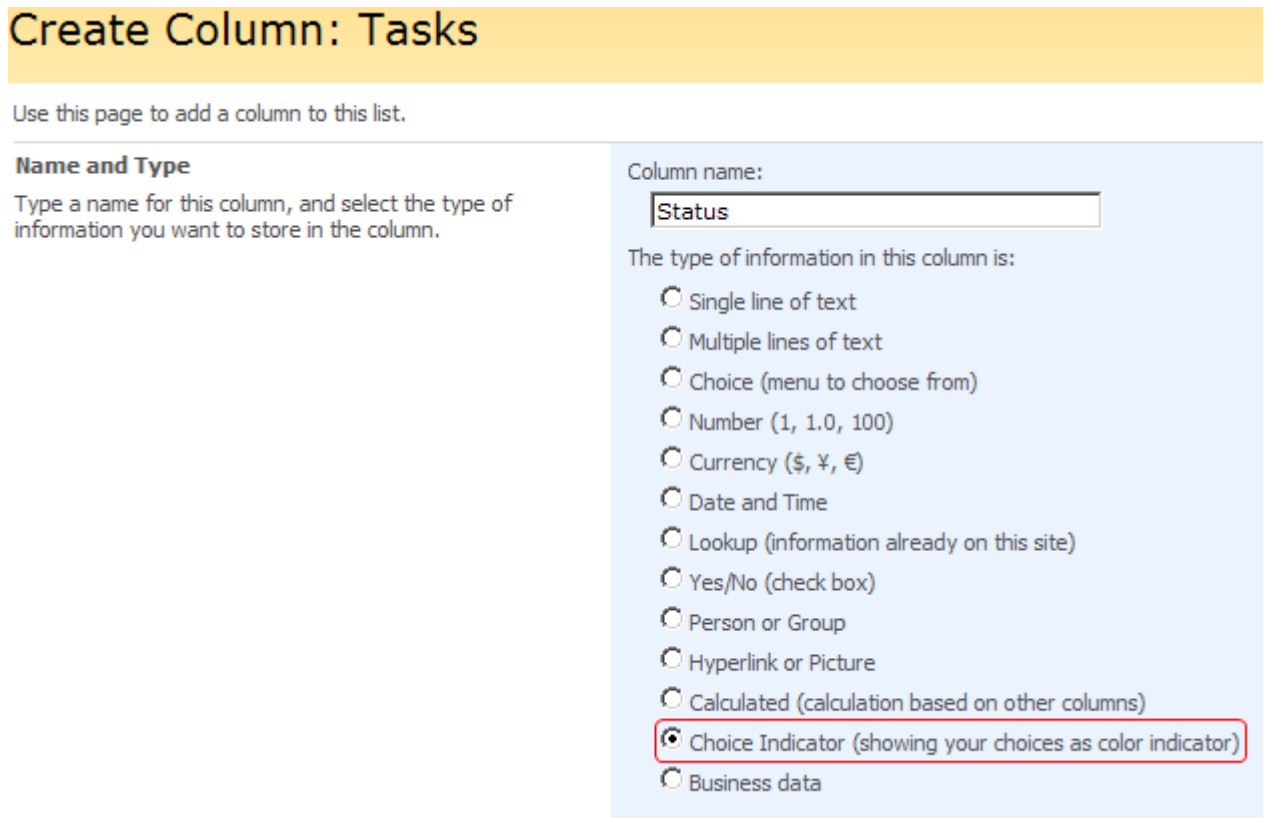
1. Create a Choice Indicator column

Open the list or library where you want to apply the Choice Indicator feature. In the **Settings** menu, click **Create Column**.



(create-column.jpg)(SharePoint Choice Indicator site settings)

In the Name and Type section, type a column name of your choosing (e.g. Status) and select Choice Indicator.



In the Additional Column Settings section, enter your choice types and assign a color to each of them. In the below example, “Not Started,” “In Progress,” “Completed,” etc. were entered as choice types

(classification types).

Additional Column Settings

Specify detailed options for the type of information you selected.

Description:

Require that this column contains information:

Yes No

Type each choice on a separate line:

Indicator Setting:

Choice	Color Number	Color
Not Started	<input type="text" value="0x00FFFF"/>	<input type="text" value="Aqua"/>
In Progress	<input type="text" value="0x006400"/>	<input type="text" value="DarkGreen"/>
Completed	<input type="text" value="0xFF8C00"/>	<input type="text" value="DarkOrange"/>
Deferred	<input type="text" value="0xDC143C"/>	<input type="text" value="Crimson"/>
Waiting on someone else	<input type="text" value="0x0000FF"/>	<input type="text" value="Blue"/>

Display choices using:

Drop-Down Menu
 Radio Buttons
 Checkboxes (allow multiple selections)

Configure any additional settings in the Additional Column Settings section, and then click OK to save the configuration.

2. Display the Choice Indicator value in your Task list

After you have completed configuration, create a new item and set a status for it.

Department Tasks: New Item

📎 Attach File | 🔍 ABC Spelling... * indicates a required field

Title *	<input type="text" value="Tech Discussion"/>
Priority	(1) High ▾
Status	<input checked="" type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Deferred <input type="checkbox"/> Waiting on someone else
% Complete	<input type="text" value="0"/> %
Assigned To	<input type="text" value="cathy"/>
Description	<div style="border: 1px solid #ccc; padding: 5px;"> A A¹ B I U ☰ ☷ ☹ ☰ ☷ ☹ ☰ ☷ ☹ ☰ ☷ ☹ ☰ ☷ ☹ ☰ ☷ ☹ <div style="height: 100px;"></div> </div>
Start Date	<input type="text" value="3/28/2009"/>
Due Date	<input type="text" value="4/2/2009"/>

After saving the item, the Choice Indicator will appear in the list as a colored square corresponding to the criteria you specified on the indicator settings list. When you mouse over the color indicator, the choice value will be displayed.

Department Tasks: Tech Discussion

📄 New Item | ✎ Edit Item | ✕ Delete Item | 🔒 Manage Permissions | 🔄 Workflows | 🔔 Alert Me

Title	Tech Discussion
Priority	(1) High
Status	<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #00FFFF; margin-right: 5px;"></div> Not Started </div>
% Complete	0%
Assigned To	cathy
Description	
Start Date	3/28/2009
Due Date	4/2/2009

Tasks

Use the Tasks list to keep track of work that you or your team needs to complete.

New ▾ Actions ▾ Settings ▾ View: **All Tasks** ▾

Title	Assigned To	Priority	Status	Due Date	Start Date	% Complete
Tech Discussion NEW	cathy	(1) High	Not Started	4/2/2009	3/28/2009	0%

You can create several items and assign Choice Indicator values to each individual task item.

Department Tasks

Use the Tasks list to keep track of work that you or your team needs to complete.

New ▾ Actions ▾ Settings ▾ View: **All Tasks** ▾

Title	Assigned To	Priority	Status	Due Date	Start Date	% Complete
Tech Discussion	cathy	(1) High	Not Started	4/2/2009	3/28/2009	0%
Write case	lily	(2) Normal	■ ■	3/31/2009	3/26/2009	50%
Tech support	henry	(3) Low	■	3/26/2009	3/24/2009	100%
Product demo	hans	(1) High	■	4/2/2009	3/30/2009	0%
Product launch	mike	(2) Normal	■	4/3/2009	3/31/2009	0%

3. Convert to SharePoint Choice from Choice Indicator

Go to the Choice Indicator configuration page, check the **Convert to SharePoint Choice type** checkbox. You will be prompted to confirm you want to revert to SharePoint Choice type. After you confirm, click OK to save the configuration.

Indicator Setting:

Choice	Color Number	Color
Not Started	0x00FFFF	Aqua
In Progress	0x006400	DarkGreen
Completed	0xFF8C00	DarkOrange
Deferred	0xDC143C	Crimson
Waiting on someone else	0x0000FF	Blue

Windows Internet Explorer

Are you sure to convert this column to SharePoint Choice type? If continue, you will lose certain functions of Choice Indicator.

OK Cancel

Yes No

Default value:

Choice Calculated Value

Not Started

Convert:

Convert to SharePoint Choice type

After saving the item, the SharePoint Choice value will appear in the list as text corresponding to the criteria you specified on the indicator settings list.

Department Tasks

Use the Tasks list to keep track of work that you or your team needs to complete.

New Actions Settings View: **All Tasks**

Title	Assigned To	Priority	Status	Due Date	Start Date	% Complete
Tech Discussion	cathy	(1) High	Not Started	4/2/2009	3/28/2009	0%
Write case	lily	(2) Normal	In Progress; Deferred	3/31/2009	3/26/2009	50%
Tech support	henry	(3) Low	Completed	3/26/2009	3/24/2009	100%
Product demo	hans	(1) High	Waiting on someone else	4/2/2009	3/30/2009	0%
Product launch	mike	(2) Normal	Deferred	4/3/2009	3/31/2009	0%

4. Convert to Choice Indicator from SharePoint Choice

On the **Settings** menu, click **Create Column** and select **Choice Indicator**. Then, in the **Additional Column**

Information section, click the “**Convert to Choice Indicator from**” link

Display choices using:

Drop-Down Menu
 Radio Buttons
 Checkboxes (allow multiple selections)

Allow 'Fill-in' choices:

Yes No

Default value:

Choice Calculated Value

Convert:

Add to default view

On the **Convert to Choice Indicator** page, choose the appropriate column from the drop-down list, and click OK.

Convert to Choice Indicator

Please select choice column to convert it to Choice Indicator

Convert to Choice Indicator from

Please select choice column in the right drop-down list to convert it to Choice Indicator

Assign your chosen colors to each list choice and click OK.

Name and Type

Type a name for this column.

Column name:

Priority

The type of information in this column is:
Choice Indicator

Additional Column Settings

Specify detailed options for the type of information you selected.

Description:

Require that this column contains information:

Yes No

Type each choice on a separate line:

(1) High
(2) Normal
(3) Low

Indicator Setting:

Choice	Color Number	Color
(1) High	0xA52A2A	Brown
(2) Normal	0xFFD700	Gold
(3) Low	0x008B8B	DarkCyan

After saving, your SharePoint Choice Indicator settings will appear in the list view. The Choice Indicator will appear in the list as a colored square corresponding to the criteria you specified on the indicator settings list. When you mouse over the color indicator, the choice value will be displayed.

Department Tasks

Use the Tasks list to keep track of work that you or your team needs to complete.

New Actions Settings View: All Tasks

Title	Assigned To	Priority	Status	Due Date	Start Date	% Complete
Tech Discussion	cathy	■	Not Started	4/2/2009	3/28/2009	0%
Write case	lily	■	In Progress; Deferred	3/31/2009	3/26/2009	50%
Tech support	henry	■	Completed	3/26/2009	3/24/2009	100%
Product demo	hans	■	Waiting on someone else	4/2/2009	3/30/2009	0%
Product launch	mike	■	Deferred	4/3/2009	3/31/2009	0%