

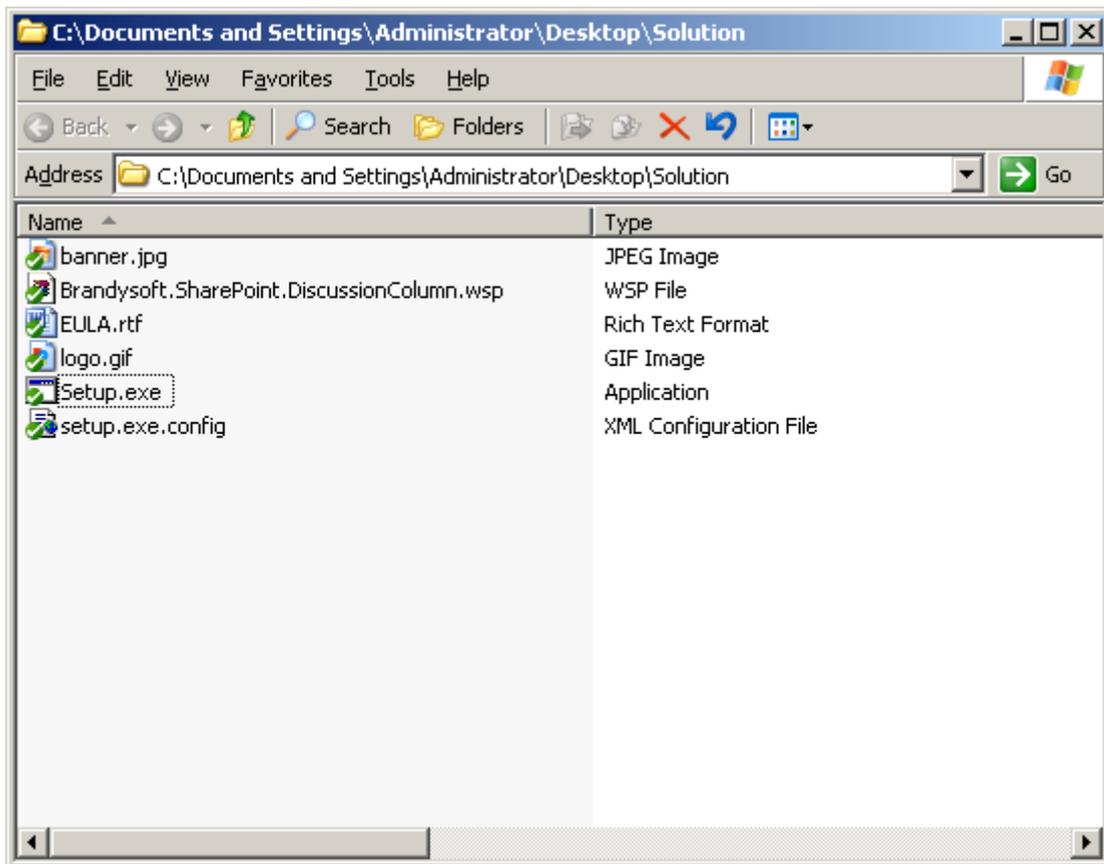
SharePoint Discussion Column Installation Instruction

System Requirements

Microsoft Windows SharePoint Services v3 or Microsoft Office SharePoint Server 2007

Installation:

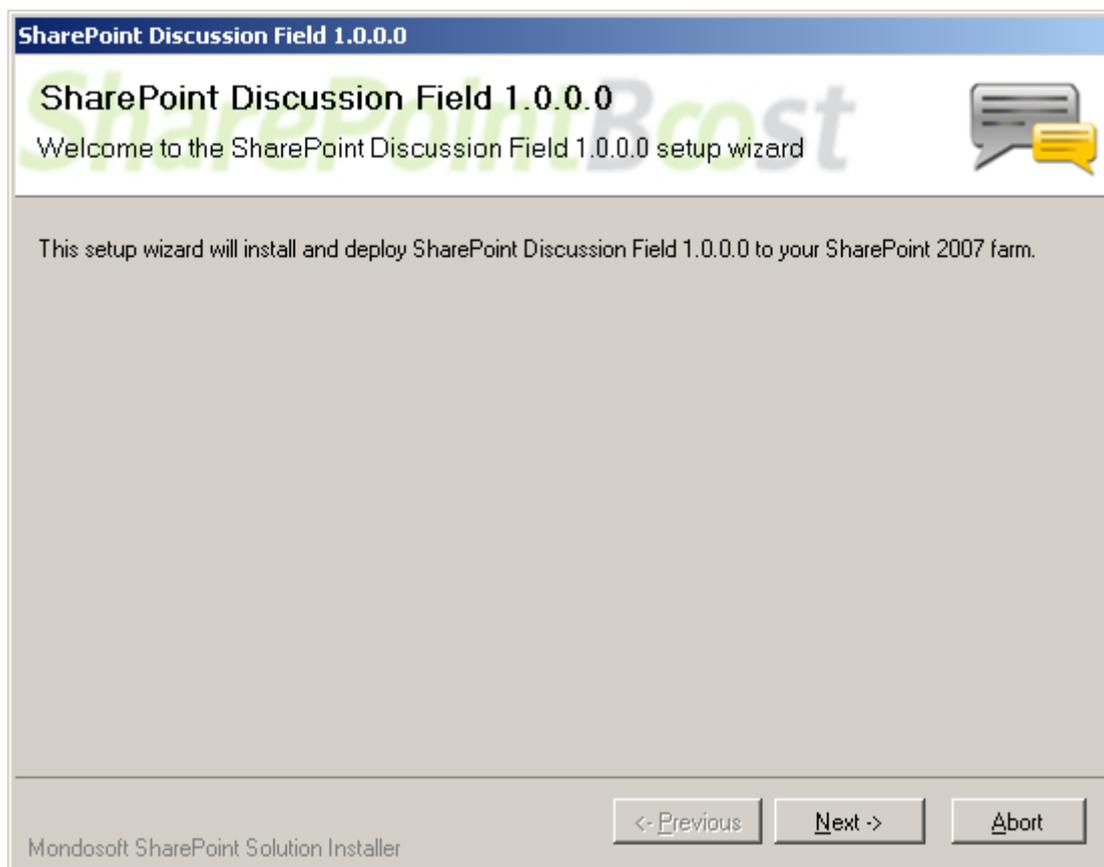
Download SharePoint Discussion Field setup file from SharePointBoost website, release the setup file to a folder, and run the setup.exe file.



Pic_1

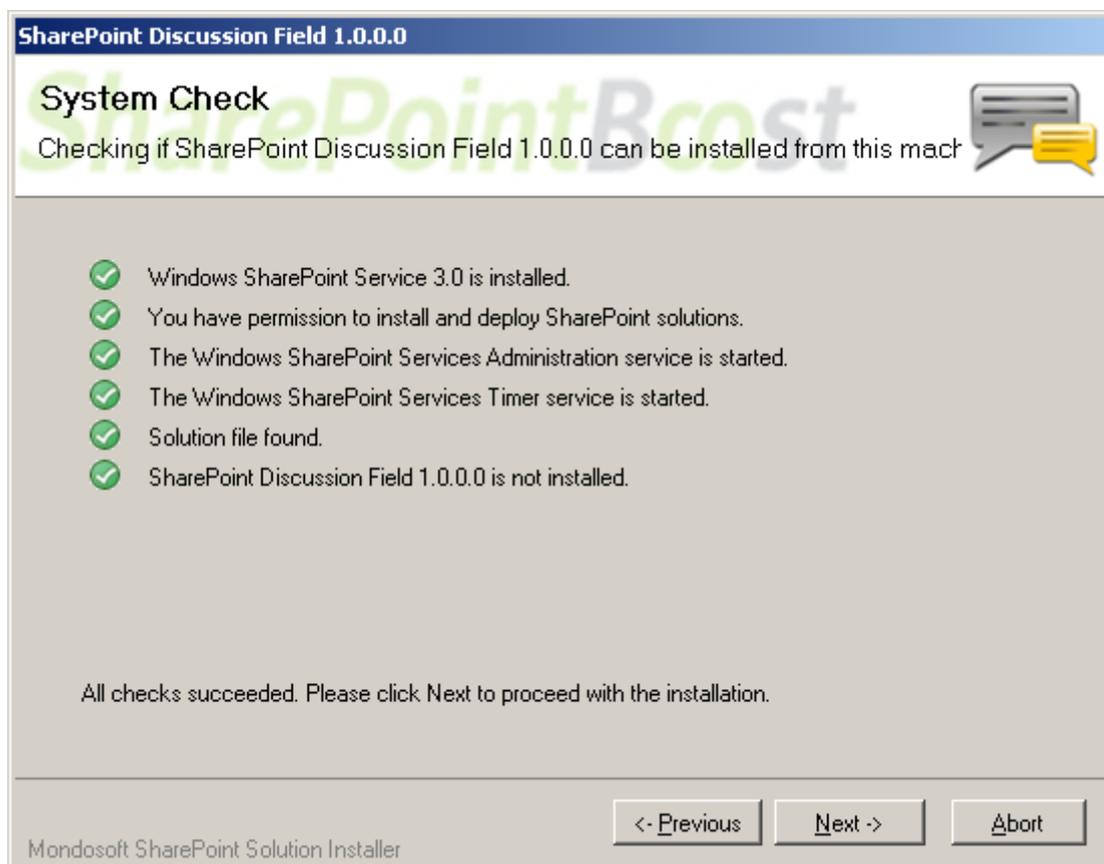
Note: you must be the SharePoint Farm Administrator.

Then, please click "Next" button to the next step.



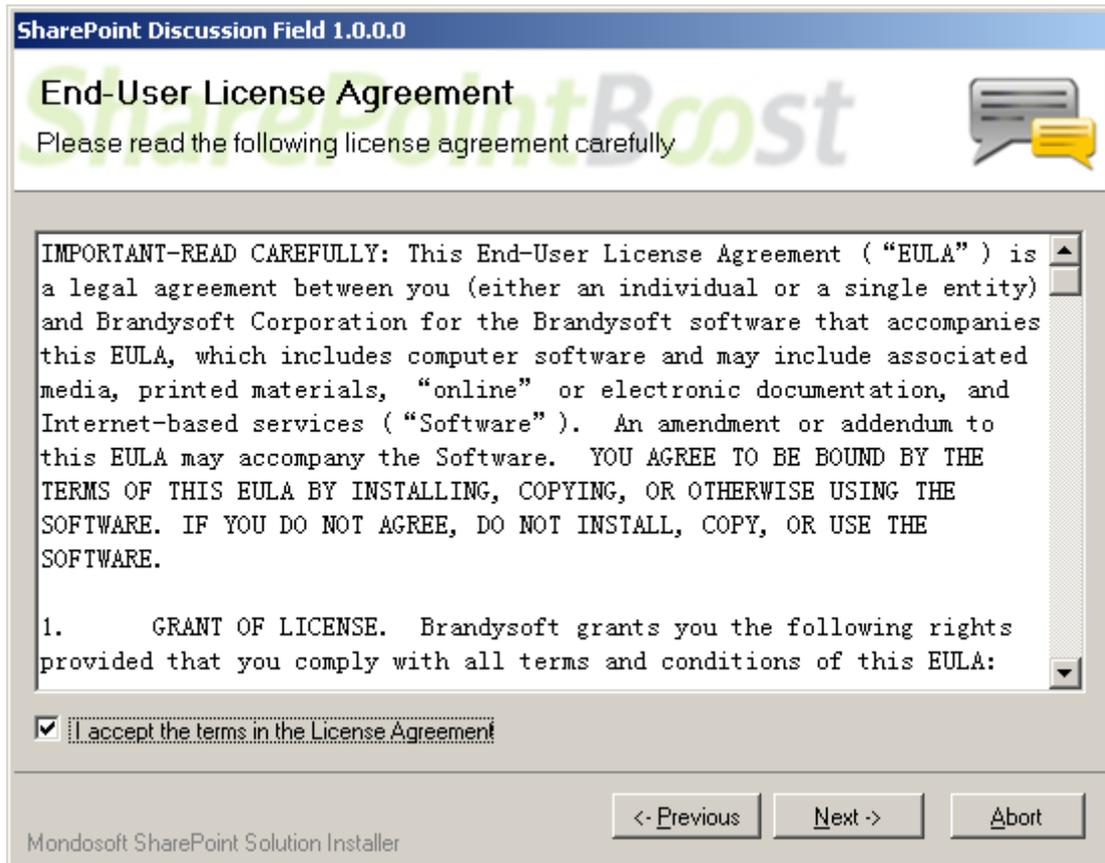
Pic_2

Please wait for a few seconds to system check and click next.



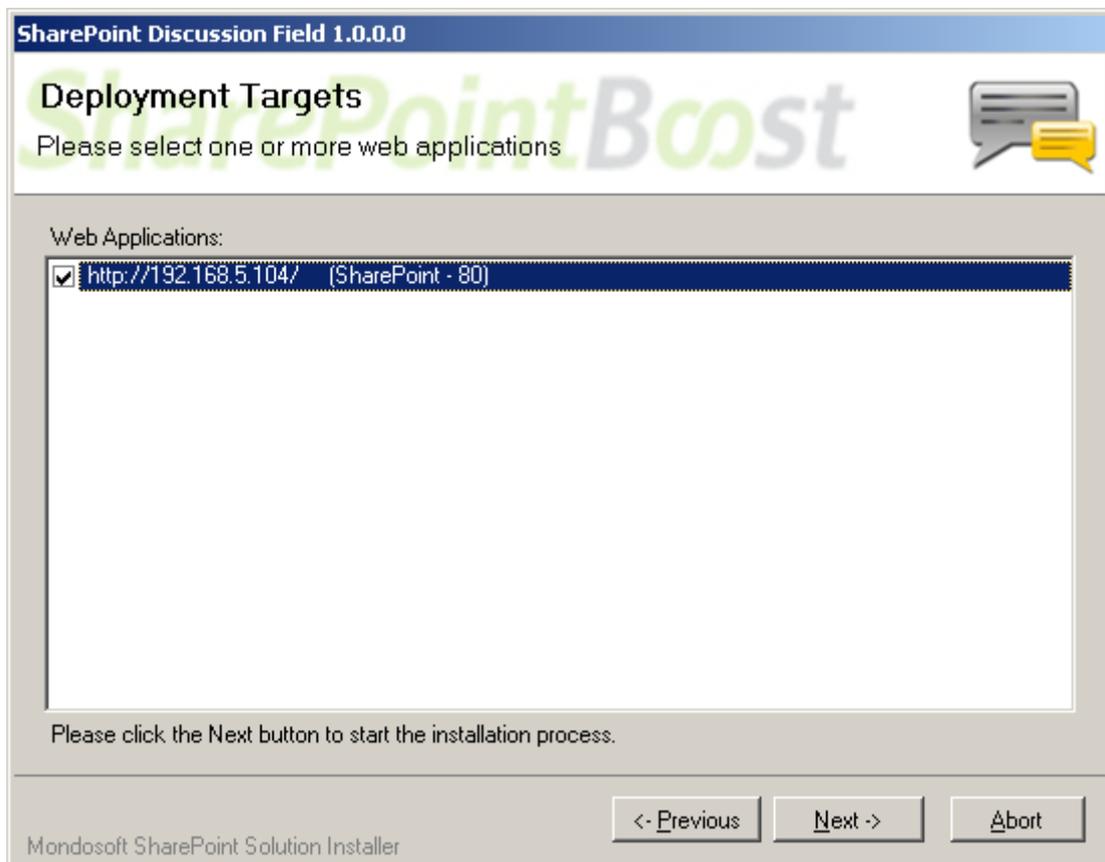
Pic_3

After you have read and accepted the License Agreement, please click next.



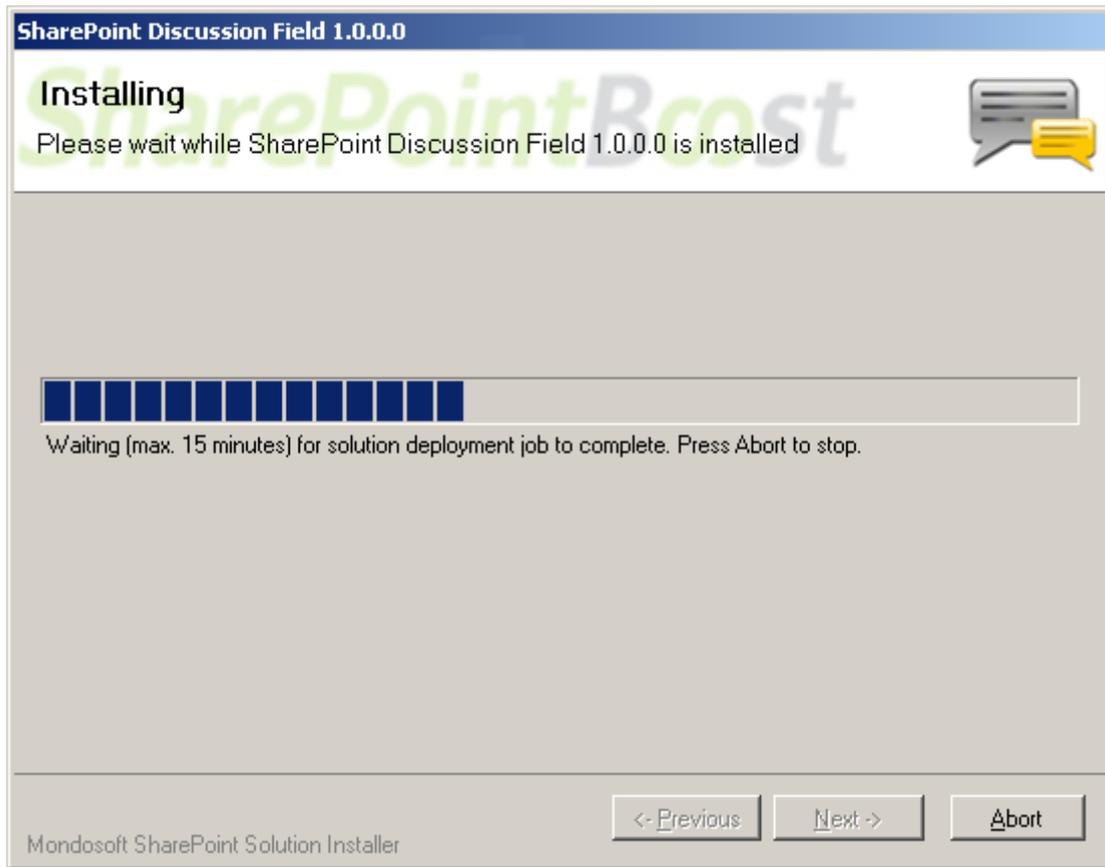
Pic_4

Please select one or more web application and click "next".



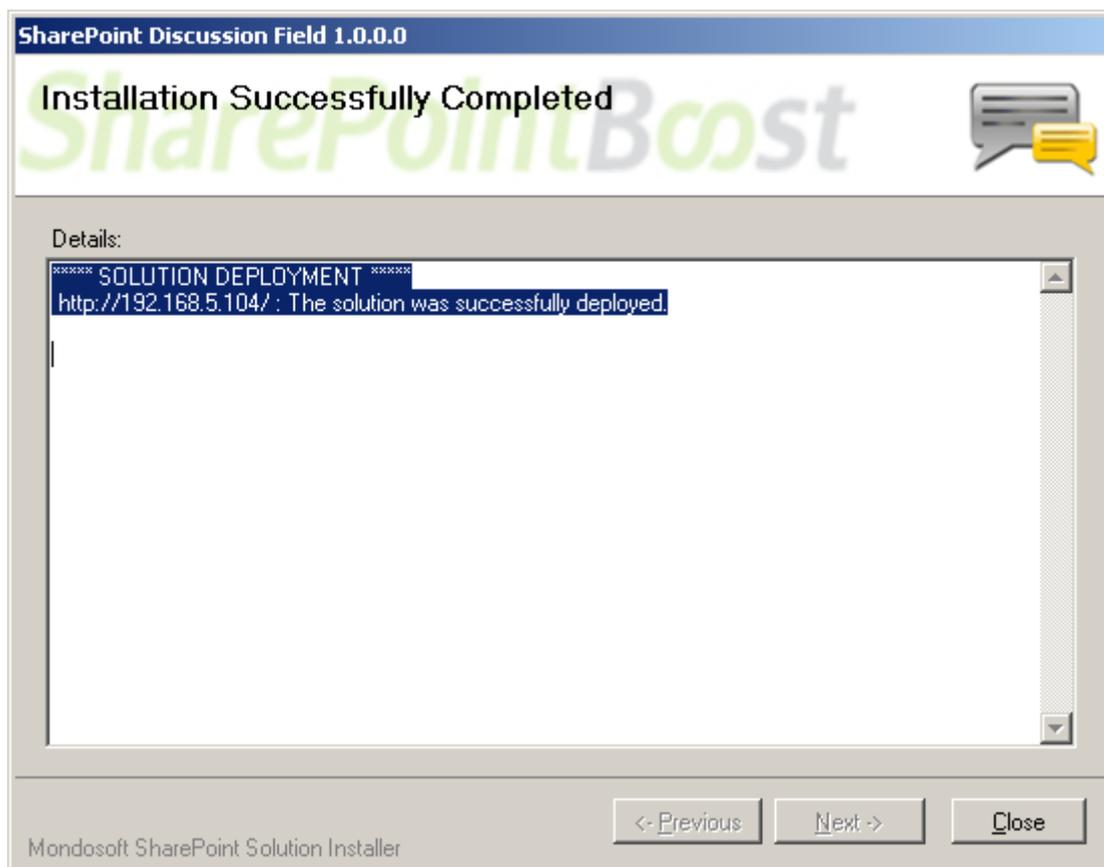
Pic_5

Wait for installation, click “next” for more deployment details.



Pic_6

Details will display which web applications are installed the SharePoint Discussion Field.



Pic_7

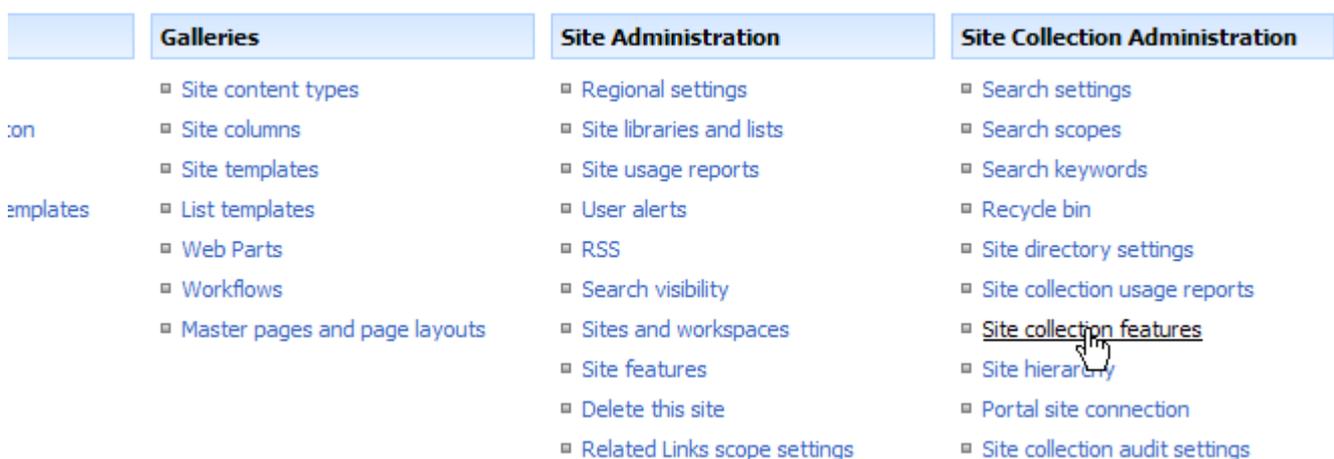
Activate and Use:

In the root site of one site collection, please click Site Settings on the Site Actions menu



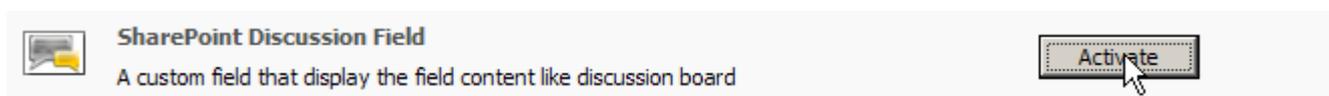
pic_8

In the Site Settings page, click Site collection features.



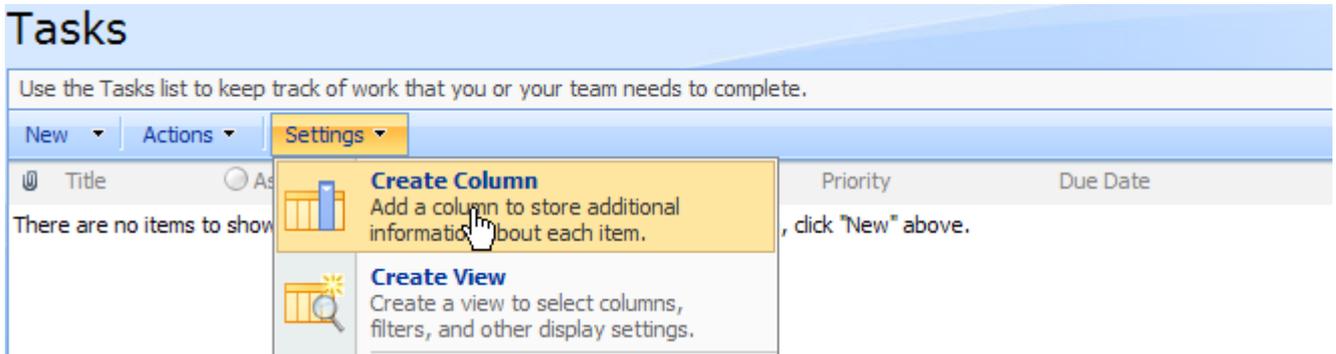
Pic_9

In the site collection features, click the Activate button of Discussion Field web parts.



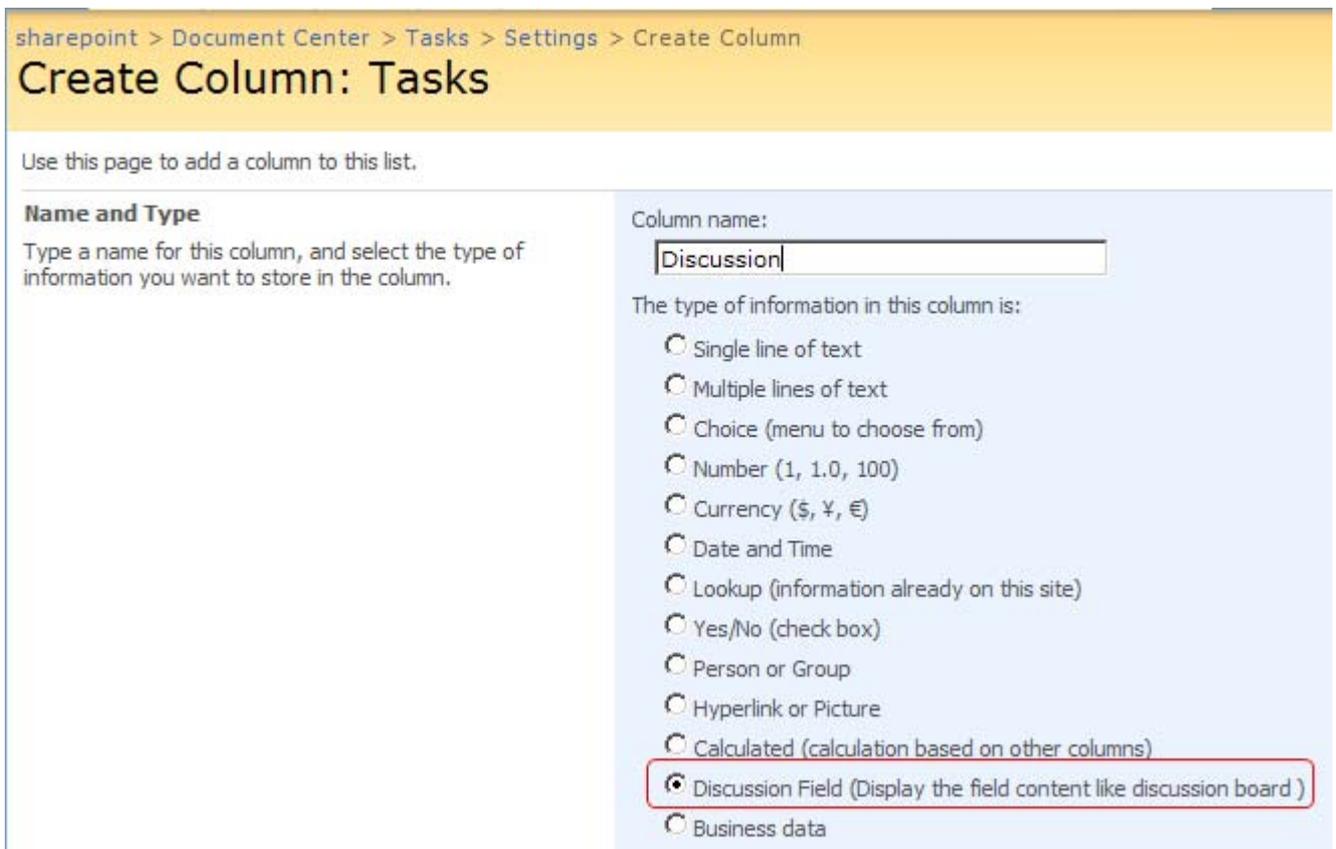
Pic_10

In the list or library which you want to create the Discussion Field column, under the settings menu dropdown list, click Create Column.



pic_11

In the Create Column page, choose Discussion Field, and type the name (such as Discussion), and then click OK.



Pic_12

The Discussion Field column is created on the list.

Tasks: New Item

OK Cancel

Attach File | Spelling... * indicates a required field

Title *	write case task
Priority	High
Status	In Progress
% Complete	20 %
Assigned To	<u>lily</u>
Start Date	11/5/2008
Due Date	11/20/2008
Discussion	<div style="border: 1px solid red; padding: 5px;"><p>The case is about product instruction.</p></div>

Pic_13

License Management

Click the trial version link in the item, or click link in the column configuration page.

Discussion

You are using a trial license(30 days left), please click here to [manage license.](#)

Pic_14

Change Column: Tasks

Use this page to edit a column of this list.

Name and Type

Type a name for this column.

Column name:

Discussion

The type of information in this column is:

Discussion Field

Additional Column Settings

Specify detailed options for the type of information you selected.

You are using a trial license(30 days left), please click here to manage license.

Description:

Pic_15

In the License management page, click the link to purchase the license and send the site collection ID to sales@sharepointboost.com

License Information

Site Collection ID:

53e1594a-358b-4819-8895-35b9948b4afb

Current amount of users in this site collection:

3

License status:

No Registration

Add license(ASCII):

[Click here to get license](#)

Pic_16

Then put the license code in the box and click OK.

License Information

Site Collection ID:

53e1594a-358b-4819-8895-35b9948b4afb

Current amount of users in this site collection:

3

License status:

5

Add license(ASCII):

[Click here to get license](#)

5e64bd0c-561f-40c2-9291-42bc6a6188a8uevIXyPYD3S+mIqCGHTmRGXOsWCD1v9UsTvSqJYVMXyHH7pVVqYV6BOyy1oGg7etbAd6V68Ug1FLII4gYkY61yCtyZVoOXCCRdo/dNGP6kpcWbcM+gFQULzz7Np4RqaUmXd25Q5DjjqzwMpJ7Pv5NBzeWUwdYvzxjio9exeCUC=skWdcBzeB0K4B6iIRymbTVcpdWz/qUbrucVTkuaROzztUuXWJTNaCtjUXxl3mMrfdDkVbvMZ4n7Nz190Yqpp4VvwITa4m+FW3SLRUs61NI79vS88mRzIOakcvpOJDMtZpmYBq8f4DfVcWVpSQTUqFJrvfdmUKaEtFni3ekgejAse+Y2MuLoatTRg+4KSTa7J8HRTVhJ2zyoXpDIKOeuxoDG5aS8b/IP7Z+7tPTDi419g7ozWT/VORcDJSV9UFLgsyiS1x1PDoV0gGHNmIBBPFDN1iIKn6pKYLKrcWWQiJjo510K81rCZOyzeF33HDfDLuHkZ9I74j1muisAWOIrCm1kFbKFucSRlqURir+yFgq8qpnq1ViVUaoXxVRskjnPeQ6iCHQpyeIM9HJ+zXg8PgfA7fkmeUz4Swmpzkw1kaZTd95J9IKqeuUn4DEuQNg8Irng5dtOcm/dGg9kjdrO5w8iJ5RIEQPkkL7cuXL1jRXk32QqS0Egf4kvyG1LQm1nmPUoXtgeFYzhPqbMh2W7fg==

You license has been validated, Please switch to previous page and Refresh(F5) it

OK

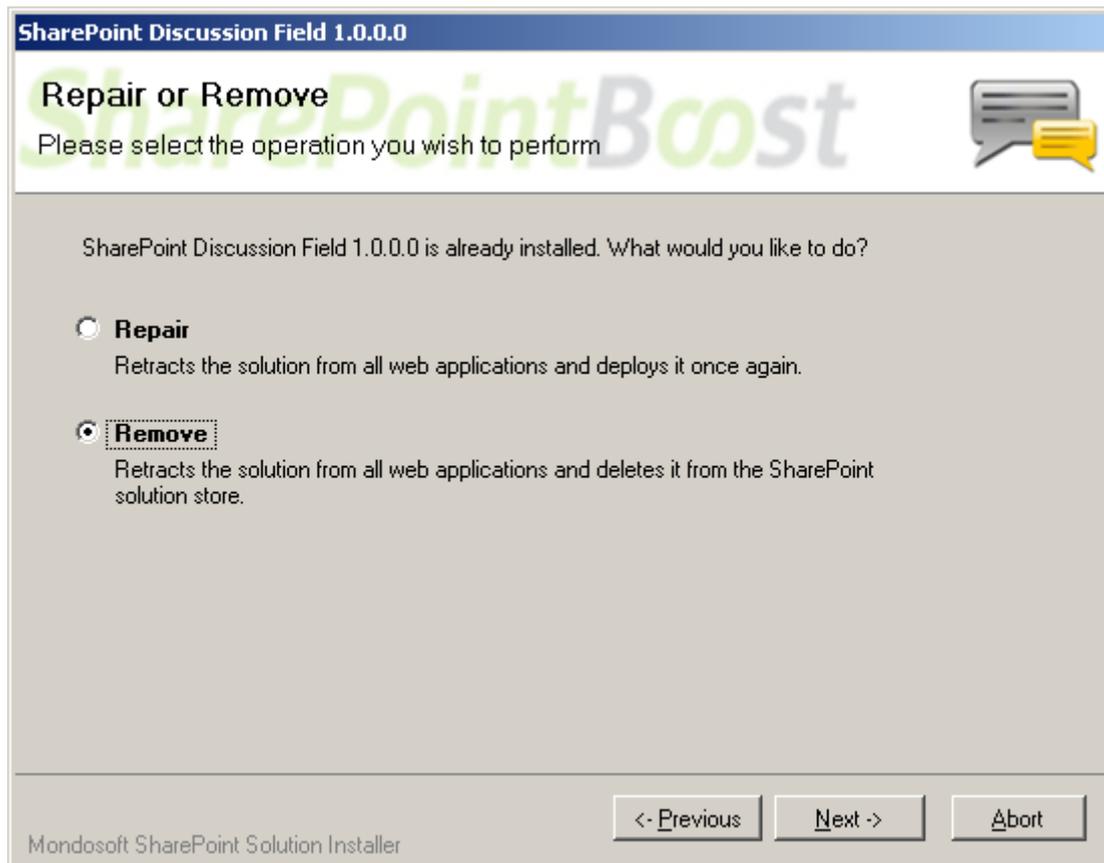
Pic_17

Now, close this page and refresh the previous one, you can use the SharePoint Discussion Field without 30-day trial limitation.

Uninstallation

Run the setup.exe again. (If your install file has been deleted, please download it from [SharePointBoost website](#).)

First, in the Repair and Remove page, select the Remove radio button and click next, the SharePoint Discussion Field will be uninstalled.



Pic_18

Then, delete the Discussion Field column in the list or library which contains it.

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	
Status	Choice	
% Complete	Number	
Assigned To	Person or Group	
Task Group	Person or Group	
Start Date	Date and Time	
Due Date	Date and Time	
Created By	Person or Group	
Modified By	Person or Group	
Discussion		Delete this invalid field

Pic_19

SharePoint Discussion Column Tutorial

Installation Requirement for Server:

Microsoft Windows SharePoint Services v3 or Microsoft Office SharePoint Server 2007

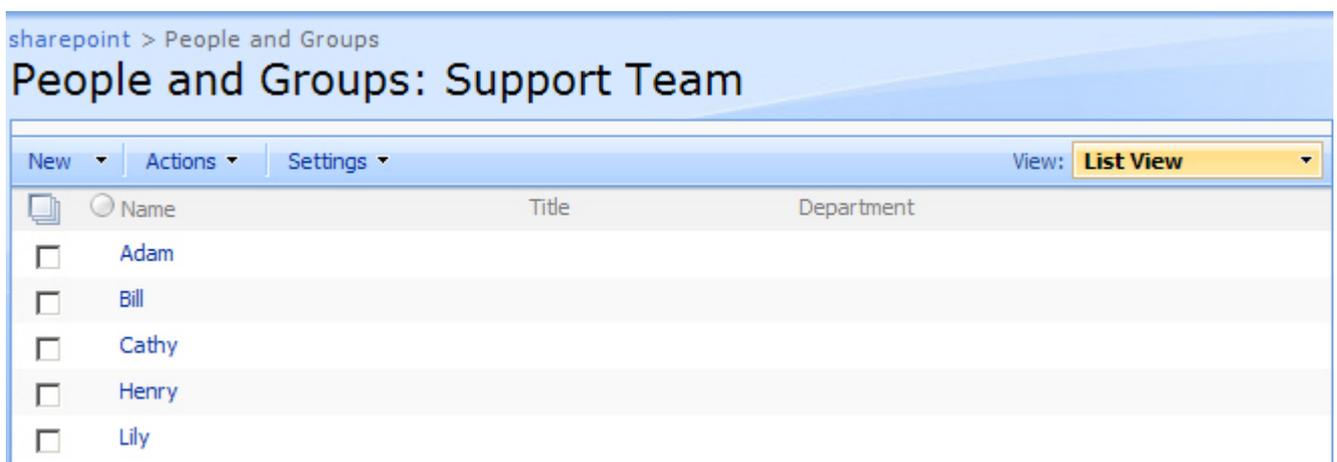
Instructions:

SharePoint Discussion Column provides a custom column that allows users to record their discussion in the item without creating new version and recording empty content.

Following will show how to use the SharePoint Discussion Column.

Members of SharePoint group named “Support Team” want to discuss current task in a list.

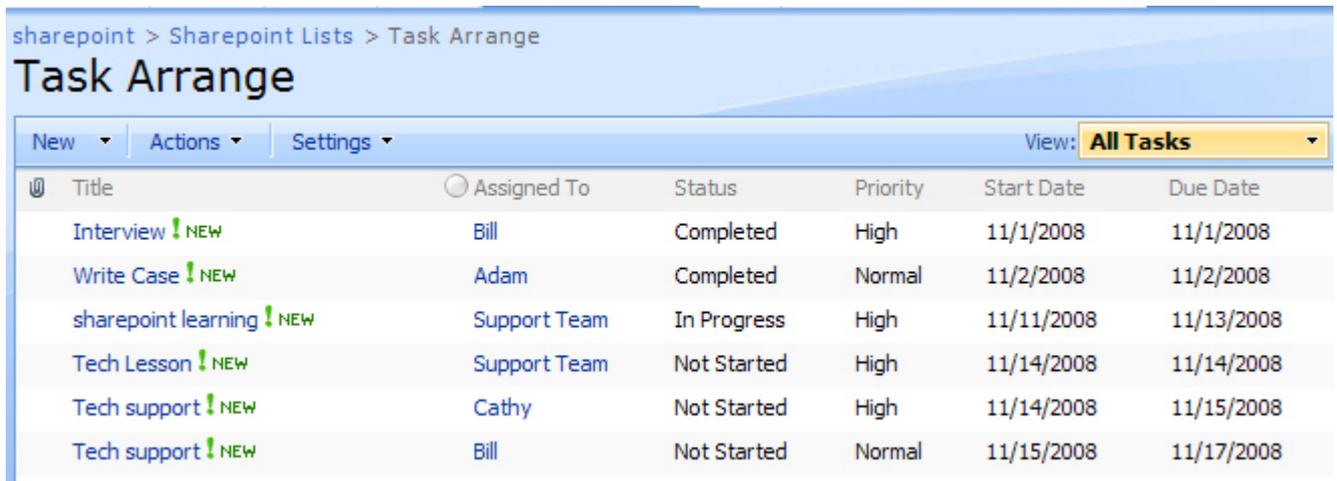
The members are as following:



The screenshot shows the 'People and Groups: Support Team' page in SharePoint. It features a navigation bar with 'New', 'Actions', and 'Settings' menus, and a 'View: List View' dropdown. Below the navigation bar is a table with columns for 'Name', 'Title', and 'Department'. The table lists five team members: Adam, Bill, Cathy, Henry, and Lily, each with a checkbox to its left.

	Name	Title	Department
<input type="checkbox"/>	Adam		
<input type="checkbox"/>	Bill		
<input type="checkbox"/>	Cathy		
<input type="checkbox"/>	Henry		
<input type="checkbox"/>	Lily		

A list Task Arrange is as following and every single task is assigned to a member of the support team.



The screenshot shows the 'Task Arrange' list in SharePoint. It features a navigation bar with 'New', 'Actions', and 'Settings' menus, and a 'View: All Tasks' dropdown. Below the navigation bar is a table with columns for 'Title', 'Assigned To', 'Status', 'Priority', 'Start Date', and 'Due Date'. The table lists six tasks, each with a 'NEW' indicator in a green box.

Title	Assigned To	Status	Priority	Start Date	Due Date
Interview !NEW	Bill	Completed	High	11/1/2008	11/1/2008
Write Case !NEW	Adam	Completed	Normal	11/2/2008	11/2/2008
sharepoint learning !NEW	Support Team	In Progress	High	11/11/2008	11/13/2008
Tech Lesson !NEW	Support Team	Not Started	High	11/14/2008	11/14/2008
Tech support !NEW	Cathy	Not Started	High	11/14/2008	11/15/2008
Tech support !NEW	Bill	Not Started	Normal	11/15/2008	11/17/2008

1. Create discussion column

On the Settings menu drop down list, click “Create Column”.

Task Arrange

New Actions Settings View: All Tasks

Title	Priority	Start Date ↑	Due Date
Interview NEW	High	11/1/2008	11/1/2008
Write Case NEW	Normal	11/2/2008	11/2/2008
sharepoint learning !	High	11/11/2008	11/13/2008

Create Column
Add a column to store additional information about each item.

Create View
Create a view to select columns, filters, and other display settings.

In the Create Column page, choose Discussion Column, and input the name (such as Discussion), and then click OK.

Create Column: Task Arrange

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:

Discussion

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)
- Discussion Column(recording discussion without creating new version)
- Cross-Site Lookup (Information from all sites in the site collection)
- Business data

Additional Column Settings

Specify detailed options for the type of information you selected.

Description:

Require that this column contains information:

- Yes No

Add to default view

Now the discussion column is created in the list as following.

Task Arrange

New						Actions		Settings		View: All Tasks
Title	Assigned To	Status	Priority	Start Date	Due Date	Discussion				
Interview NEW	Bill	Completed	High	11/1/2008	11/1/2008	View Entries...				
Write Case NEW	Adam	Completed	Normal	11/2/2008	11/2/2008	View Entries...				
Tech Lesson NEW	Support Team	Not Started	High	11/14/2008	11/14/2008	View Entries...				
Tech support NEW	Cathy	Not Started	High	11/14/2008	11/15/2008	View Entries...				
sharepoint learning NEW	Support Team	In Progress	High	11/11/2008	11/13/2008	View Entries...				
Tech support NEW	Bill	Not Started	Normal	11/15/2008	11/17/2008	View Entries...				

2. Discuss

Users can input words in the item if they have permission to.

Suppose Henry has permission to edit the item. After he input his words into the discussion field and click OK, the content will be recorded in the discussion history.

Welcome Henry | My Site | My Links

its This Site: Sharepoint Lists Advanced

ment Center News Reports Search **Sharepoint Lists** Sites

sharepoint > Sharepoint Lists > Task Arrange > Tech Lesson > Edit Item

Task Arrange: Tech Lesson

OK Cancel

Attach File Delete Item Claim Task Spelling... * indicates a required field

Title * Tech Lesson

Priority High

Status Not Started

Assigned To Support Team

Description The lesson is about sharepoint.
The lecturer is Simith Loicy.

Start Date 11/14/2008

Due Date 11/14/2008

Discussion

This is a sharepoint tech lesson.
What do you want to learn about it, everyone?

Others can view discussion history when he/she edit the item.

sts

This Site: Sharepoint Lists

Advanced

ment Center | News | Reports | Search | **Sharepoint Lists** | Sites

sharepoint > Sharepoint Lists > Task Arrange > Tech Lesson > Edit Item

Task Arrange: Tech Lesson

OK

Cancel

Attach File | Delete Item | Claim Task | Spelling... * indicates a required field

Title * Tech Lesson

Priority High

Status Not Started

Assigned To Support Team

Description
The lesson is about sharepoint.
The lecturer is Simith Loicy.

Start Date 11/14/2008

Due Date 11/14/2008

Discussion

That is great.
I want to learn about permission management and ssp.

Henry (11/12/2008 5:15 PM):
This is a sharepoint tech lesson.
What do you want to learn about it, everyone?

Task Arrange: Tech Lesson

OK

Cancel

Attach File | Delete Item | Claim Task | Spelling...

* indicates a required field

Title * Tech Lesson

Priority High

Status Not Started

Assigned To Support Team

Description
The lesson is about sharepoint.
The lecturer is Simith Loicy.

Start Date 11/14/2008

Due Date 11/14/2008

Discussion

I have many books of sharepoint, but I do not understand it at all.
I'd like to know the framework about sharepoint.

Bill (11/12/2008 5:19 PM):

That is great.

I want to learn about permission management and ssp.

Henry (11/12/2008 5:15 PM):

This is a sharepoint tech lesson.

What do you want to learn about it, everyone?

sts

This Site: Sharepoint Lists

Advanced

Document Center | News | Reports | Search | **Sharepoint Lists** | Sites

sharepoint > Sharepoint Lists > Task Arrange > Tech Lesson > Edit Item

Task Arrange: Tech Lesson

OK

Cancel

Attach File | Delete Item | Claim Task | Spelling... * indicates a required field

Title *	Tech Lesson
Priority	High
Status	Not Started
Assigned To	Support Team
Description	The lesson is about sharepoint. The lecturer is Simith Loicy.
Start Date	11/14/2008
Due Date	11/14/2008

Discussion

Will the lecturer introduce the workflow, I desire.

Adam (11/12/2008 5:27 PM):
I have many books of sharepoint, but I do not understand it at all. I'd like to know the framework about sharepoint.

Bill (11/12/2008 5:19 PM):
That is great.
I want to learn about permission management and ssp.

Henry (11/12/2008 5:15 PM):
This is a sharepoint tech lesson.
What do you want to learn about it, everyone?

Welcome Cathy ▾ | My Site | My Links

sts This Site: Sharepoint Lists [Search] Advanced

ment Center News ▾ Reports Search **Sharepoint Lists** Sites

sharepoint > Sharepoint Lists > Task Arrange > Tech Lesson > Edit Item

Task Arrange: Tech Lesson

OK Cancel

Attach File | Delete Item | Claim Task | Spelling... * indicates a required field

Title *	Tech Lesson
Priority	High ▾
Status	Not Started ▾
Assigned To	Support Team [User Icon] [Book Icon]
Description	The lesson is about sharepoint. The lecturer is Simith Loicy.
Start Date	11/14/2008 [Calendar Icon]
Due Date	11/14/2008 [Calendar Icon]
Discussion	 <p>Hi, everyone, there is a sharepoint learn web. I think it is very good. http://www.sharepointlearning.com I hope that lecturer introduce the features of sharepoint.</p> <p>Lily (11/12/2008 5:30 PM): Will the lecturer introduce the workflow, I desire.</p> <p>Adam (11/12/2008 5:27 PM): I have many books of sharepoint, but I do not understand it at all. I'd like to know the framework about sharepoint.</p> <p>Bill (11/12/2008 5:19 PM): That is great. I want to learn about permission management and ssp.</p> <p>Henry (11/12/2008 5:15 PM): This is a sharepoint tech lesson. What do you want to learn about it, everyone?</p>

3. View discussion

User can see discussion history in item display form:

Task Arrange

Actions		View: All Tasks				
Title	Assigned To	Status	Priority	Start Date	Due Date	Discussion
Interview NEW	Bill	Completed	High	11/1/2008	11/1/2008	View Entries...
Write Case NEW	Adam	Completed	Normal	11/2/2008	11/2/2008	View Entries...
Tech Lesson NEW	Support Team	Not Started	High	11/14/2008	11/14/2008	View Entries...
Tech support NEW	Cathy	Not Started	High	11/14/2008	11/15/2008	View Entries...
sharepoint learning NEW	Support Team	In Progress	High	11/11/2008	11/13/2008	View Entries...
Tech support NEW	Bill	Not Started	Normal	11/15/2008	11/17/2008	View Entries...

Now the discussion details show as follow.

sharepoint > Sharepoint Lists > Task Arrange > Tech Lesson

Task Arrange: Tech Lesson

[Close](#)

[Edit Item](#) | [Delete Item](#) | [Claim Task](#)

Title	Tech Lesson
Priority	High
Status	Not Started
Assigned To	Support Team
Description	The lesson is about sharepoint. The lecturer is Simith Loicy.
Start Date	11/14/2008
Due Date	11/14/2008
Discussion	<p>Cathy (11/12/2008 5:34 PM): Hi, everyone, there is a sharepoint learn web. I think it is very good. http://www.sharepointlearning.com I hope that lecturer introduce the features of sharepoint.</p> <p>Lily (11/12/2008 5:30 PM): Will the lecturer introduce the workflow, I desire.</p> <p>Adam (11/12/2008 5:27 PM): I have many books of sharepoint, but I do not understand it at all. I'd like to know the framework about sharepoint.</p> <p>Bill (11/12/2008 5:19 PM): That is great. I want to learn about permission management and ssp.</p> <p>Henry (11/12/2008 5:15 PM): This is a sharepoint tech lesson. What do you want to learn about it, everyone?</p>