SharePoint List Collection Installation Instruction

System Requirements

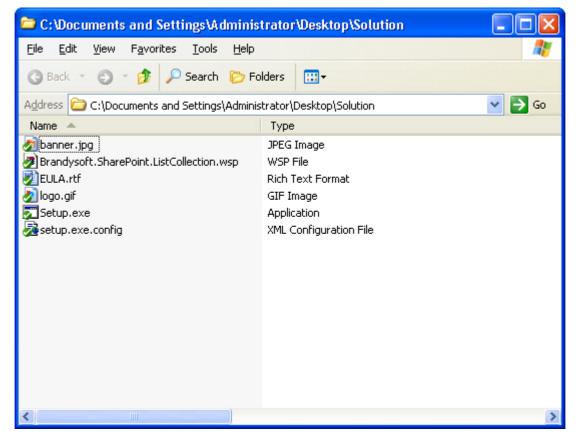
Microsoft Windows SharePoint Services v3 or Microsoft Office SharePoint Server 2007.

Installation

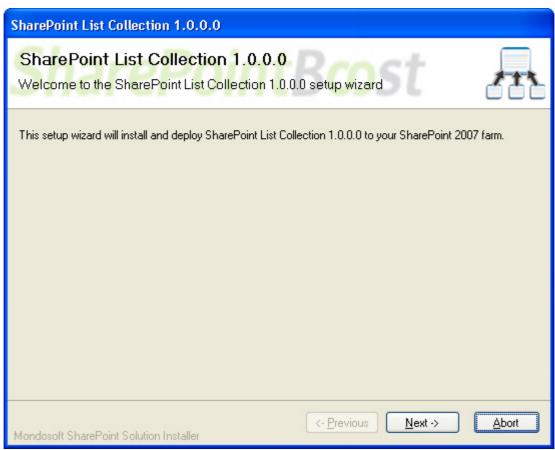
Download SharePoint List Collection setup file from SharePointBoost website, release file to a folder, and run "setup.exe".

Note

You must be the SharePoint Farm Administrator.



Click "Next".



Wait for a few seconds to check system and click "Next".

SharePoint List Collection 1.0.0.0				
System Check Checking if SharePoint List Collection 1.0.0.0 can be installed from this machine				
 Windows SharePoint Service 3.0 is installed. You have permission to install and deploy SharePoint solutions. The Windows SharePoint Services Administration service is started. The Windows SharePoint Services Timer service is started. Solution file found. SharePoint List Collection 1.0.0.0 is not installed. 				
All checks succeeded. Please click Next to proceed with the installation.				
Kext -> Abort Mondosoft SharePoint Solution Installer Abort				

After reading License Agreement, click "Next".

SharePoint List Collection 1.0.0.0
End-User License Agreement Please read the following license agreement carefully
PLEASE READ THIS END-USER LICENSE AGREEMENT ("EULA") CAREFULLY. BY INSTALLING OR USING THE SOFTWARE THAT ACCOMPANIES THIS EULA ("SOFTWARE"), YOU AGREE TO THE TERMS OF THIS EULA. IF YOU DO NOT AGREE, DO NOT USE THE SOFTWARE AND, IF APPLICABLE, RETURN IT TO THE PLACE OF PURCHASE FOR A FULL REFUND. THIS SOFTWARE DOES NOT TRANSMIT ANY PERSONALLY IDENTIFIABLE INFORMATION FROM YOUR SERVER TO BRANDYSOFT COMPUTER
 SYSTEMS WITHOUT YOUR CONSENT. 1. GENERAL. This EULA is a legal agreement between you (either an individual or a single entity) and Brandysoft Corporation ("Brandysoft"). This EULA governs the Software, which includes computer software (including online and electronic documentation) and any associated media and printed materials. This EULA applies to undates.
✓ I accept the terms in the License Agreement
Mondosoft SharePoint Solution Installer

Select one or more web application and click "Next".

SharePoint List Collection 1.0.0.0				
Deployment Targets Please select one or more web applications				
Web Applications: Image: http://sharepointboostservice:25889/ (SharePoint - SharepointBoostService:25889)				
Please click the Next button to start the installation process.				
Mondosoft SharePoint Solution Installer	Abort			

Wait for installation, click "Next" for more deployment details.

SharePoint List Collection 1.0.0.0	
Installing Please wait while SharePoint List Collection 1.0.0.0 is installed	1
Waiting (max. 15 minutes) for solution deployment job to complete. Press Abort to stop.	
Kext ->	Abort

Details will display which web applications are installed the SharePoint List Collection.

SharePoint List Collection 1.0.0.0	
Installation Successfully Completed	222
Details: ***** SOLUTION DEPLOYMENT ***** http://sharepointboostservice:25889/ : The solution was successfully deployed.	
Kondosoft SharePoint Solution Installer	<u>C</u> lose

Activate and Use:

In the root site of one site collection, click "Site Settings" on "Site Actions" menu. Site Actions The Actions The Settings" page, select "Site collection" features.

Galleries	Site Administration	Site Collection Administration
Master pages	Regional settings	Search settings
Site content types	Site libraries and lists	Search scopes
Site columns	Site usage reports	Search keywords
Site templates	User alerts	Recycle bin
List templates	RSS	Site directory settings
Web Parts	Search visibility	Site collection usage reports
Workflows	Sites and workspaces	Site collection features
	Site features	Site hierarchy

In site collection features, click "Activate" to activate List collection web parts.

m	List collection web parts Collect and display list items from different sites	Activa
	Collect and display list items from different sites	K

Then, on "Site Actions" menu Site Actions , click "Edit Page".

In the web part zone which you want to add the web part to, click "Add a Web Part". In web parts dialog box, select check box for the cross-site list collection web part.

Left
🔍 Add a yyeb Part
Add a Web Part (opens in new window)

Click "Add" to add list collection web part to the page.

1



Exit Edit Mode, you can find List collection web part is added on the page.

License Management

Click the hyper link in List Collection setting page to visit license management page.

A Cro	ss-site list collection web par	t			-
You are	using a trial license(30 days left)), please click here to manage license			
Settings		6.0	View:	Default View	•
There a	re no items to show in this view,	to view all items, please clear the filte	er if have.		
California			1 de marco	Default 15mm	
Settings	5. *		View:	Default View	
	Add collection part Add list items to this collection Create Collection View Create a collection view to select columns, orders and other display settings Collection settings	view all items, please clear the filte	er if have.		
-Q.	Configure the collection				
	License management Manage license for SharePoint List Colle				

After payment, send site collection ID to sales@sharepointboost.com to generate license code.

List collection web parts L	icense Managemer	nt	
License information and add new license			
List collection web parts Collect and display list items from different sites	License Information (Size Collection ID: Current amount of users in collection: License status: Add license(ASCII):	750a8eb0-16b6-13b0-a709-e02560aab359 this ste 3 No Registration Click herp to get license	
		0	8
			3
			OK

Enter the license code in the box and click "OK".

cense information and add new license		
List collection web parts Collect and display list items from different sites	License Information Site Collection ID: Current amount of users in collection: License status: Add Icense(ASCII):	750a9eb0-f666-43b9-a799-e02560eab359 this ste 3 4 Cick here to get icense
	99CX7a+iPddCu07bQKA Biy/DamQyjxFfsaUhy18Eu LoyyXExyteRW03CNS6H 4Q6vLmLET3PktzDa/ky5E HIT/BMj+uyINnT2ZGeHyPJ iEC/4fd4j6+AtV5AmIKZq6	3. + 168NAetid9Wm3xEnd6BD9gi1+RVImDuP6Cwic/ka3tx0pxdpd06m0Rq11q24/XD16gBv5b JaV/SHWT1jp2N9Op1e55qzM12vcy3def7hmgUsuzieDiMOQ0Y3RsbnQqcz3cAV/XvguY+4qvi //EXuMG18smDk1Xpym+UsWV98Nb1Madx1APALu9280rq00R0d2r550A98cpBtyqC1vb6 w727Xjg3v+VvggmbqdtjnBfqy5nNosikRRsrSmg2786fPUBGgj1cr30byY304symLAdjfr XaCAd2N9L7TCis2r3GjgeVmsr20f0uE1Q17xIDckgNVm3NODx/IMdnTv15TkPFS/17Wu+Q ONUWZpCKormQMESTNKVejogOnskA73D2bbcdZ0Pac/11brvQPPRvLekiSoO5g05ke sGMpUWeiAFGNV37Gsy3rK+DAV172AdXhb1vxx6cg0bu7kc0fzaQEDrkoiAH+xEuH1787 pV75RqiqxCWsMw5aBemWphvFjVPY928AnNAFop8v8DXqUDw==

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

Uninstall

Run "setup.exe" again. (If your install file has been deleted, you can download it from http://www.sharepointboost.com). In Repair and Remove page, select the Remove radio button and click "Next", the Sharepoint List Collection will be uninstalled.

SharePoint List Collection 1.0.0.0				
Repair or Remove Please select the operation you wish to perform				
SharePoint List Collection 1.0.0.0 is already installed. What would you like to do?				
 Repair Retracts the solution from all web applications and deploys it once again. Remove Retracts the solution from all web applications and deletes it from the SharePoint solution store. 				
Mondosoft SharePoint Solution Installer	Abort			

SharePoint List Collection Tutorial

SharePoint List Collection is a Web Part which can collect lists from different sites to display in a single grid view. It can also create different views as doing in lists.

Following will show how to use SharePoint List Collection.

There are two lists in different sites.

Task Schedule

New 🔻	Actions -	Settings 🝷				View: All Items	•
0 Title		Assigned to	Status	Priority	Start Date	Due Date	%Complete
Inte	rview I NEW	Henry	Completed	High	11/1/2008 9:00 AM	11/1/2008 4:00 PM	100%
Writ	e Case I NEW	Lily	Completed	Normal	11/2/2008 10:00 AM	11/2/2008 5:00 PM	100%
Ted	n Lesson 🖡 NEW	Mike	Not Started	Normal	11/4/2008 8:00 AM	11/4/2008 5:00 PM	0%
Proc	luct testing ! NEW	Lily	In Progress	Normal	11/2/2008 9:00 AM	11/5/2008 5:00 PM	60%
Ted	n support ! NEW	Henry	Not Started	High	11/4/2008 9:00 AM	11/5/2008 5:00 PM	0%
shar	epoint learning 🖡	NEW Developer	In Progress	Normal	11/3/2008 8:00 AM	11/4/2008 5:00 PM	50%
				Pic_1			

Meeting schedule

Ne	w Actions Settin	gs 🔻				View: All Items	•
U	Title	Assigned to	Status	Priority	Start Date	Due Date	%Complete
	Tech Discussion	Developer	Completed	Normal	10/31/2008 9:00 AM	10/31/2008 5:00 PM	100%
	Product Launch I NEW	Jerry	Completed	High	11/2/2008 10:00 AM	11/2/2008 11:00 AM	100%
	Breakfast meeting ! NEW	Developer	In Progress	High	11/3/2008 9:00 AM	11/7/2008 9:00 AM	20%
	Product Demo ! NEW	Cathy	Not Started	High	11/4/2008 9:00 AM	11/4/2008 11:00 AM	0%
	Reception I NEW	Bill	Not Started	High	11/4/2008 1:00 PM	11/4/2008 5:00 PM	0%

Pic_2

1. Add Cross-site list collection web part

Open the page to which you want to add list collection web part. Click "Edit Page" on "Site Actions menu".



Pic_3

Then, click "Add a Web Part".

Home > page2	
	Left
	Add a web Part
	Add a Web Part (opens in new window)

Pic_4

Choose cross-site collection web part, and click "Add".

SharePointBoost Web Parts

🔽 Cross-site list collection web part

Collect and display list items from different sites in a site collection

Pic_5

Exit Edit Mode, and cross-site list collection web part has been added on the page.

🚊 Cross-site list collection web part	
Settings -	View: Default View

There are no items to show in this view, to view all items, please clear the filter if have.

2. Add collection part

On the Settings menu, click "Add collection part".

	Settings	•	View:	Default View 🔹
-		Add collection part Add list its to this collection	iew all items, please clear th	e filter if have.

Pic_7

Pic_6

On "Add collection part page", select the site, list and view.

Collect information from Please select site, list and view to collect items in the	Select site:	Sharepoint Li	sts	•	
view	Select list:	Task Schedule		•	
	Select view:	All Items		•	
		Pic	_8		
Then select columns, an	nd click "OK".				
Column mapping					
Please select which columns will be displayed in the web part and	🔽 Title		Mapping to	Title	•
input their new column names	🔽 Priority		Mapping to	Priority	•
	🔽 Status		Mapping to	Status	•
	🔽 % Comp	olete	Mapping to	% Complete	•
	🔽 Assigned	d To	Mapping to	Assigned To	-
	🔲 Task Gro	oup	Mapping to	Task Group	•
	🗖 Descript	ion	Mapping to	Description	•
	🔽 Start Da	ate	Mapping to	Start Date	•
	🔽 Due Dat	te	Mapping to	Due Date	•
	🗖 ID		Mapping to	ID	•
	🗖 Content	t Type	Mapping to	Content Type	•
	🗖 Modified	1	Mapping to	Modified	•
	🗖 Created		Mapping to	Created	•
	🗖 Created	Ву	Mapping to	Created By	•
	🗖 Modified	l By	Mapping to	Modified By	•
	🗖 Version		Mapping to	Version	•
	🗖 Attachn	nents	Mapping to	Attachments	•
	🔽 From Sit	te	Mapping to	From Site	•
	🔽 From Lis	t	Mapping to	From List	•



After adding, return to the front page, the items from different lists are displayed on list collection web part.

New - S	ettings 🝷					Vi	ew: Default Vi	ew 🔻
Title	Assigned to	Status	Priority	Start Date	Due Date	% Complete	From Site	From List
Interview	Henry	Completed	High	11/1/2008 9:00 AM	11/1/2008 4:00 PM	100 %	Sharepoint Lists	Task Schedule
Write Case	Lily	Completed	Normal	11/2/2008 10:00 AM	11/2/2008 5:00 PM	100 %	Sharepoint Lists	Task Schedule
Tech Lesson	Mike	Not Started	Normal	11/4/2008 8:00 AM	11/4/2008 5:00 PM	0 %	Sharepoint Lists	Task Schedule
Product testing	Lily	In Progress	Normal	11/2/2008 9:00 AM	11/5/2008 5:00 PM	60 %	Sharepoint Lists	Task Schedule
Tech support	Henry	Not Started	High	11/4/2008 9:00 AM	11/5/2008 5:00 PM	0 %	Sharepoint Lists	Task Schedule
sharepoint learning	Developer	In Progress	Normal	11/3/2008 8:00 AM	11/4/2008 5:00 PM	50 %	Sharepoint Lists	Task Schedule
Tech Discussion	Developer	Completed	Normal	10/31/2008 9:00 AM	10/31/2008 5:00 PM	100 %	Case	Meeting schedule
Product Launch	Jerry	Completed	High	11/2/2008 10:00 AM	11/2/2008 11:00 AM	100 %	Case	Meeting schedule
Breakfast meeting	Developer	In Progress	High	11/3/2008 9:00 AM	11/7/2008 9:00 AM	20 %	Case	Meeting schedule
Product Demo	Cathy	Not Started	High	11/4/2008 9:00 AM	11/4/2008 11:00 AM	0 %	Case	Meeting schedule
Reception	Bill	Not Started	High	11/4/2008 1:00 PM	11/4/2008 5:00 PM	0 %	Case	Meeting schedule
				Pic_10				

3. Create view for list collection.

Click "Create View" in the View menu or in the Settings menu.

	15100 B 10						133200	
Title	Assigned to	Status	Priority	Start Date	Due Date	% Complete	Fro Site	Create View

Create Standard View

In "Choose a view format" section, click "Standard View".

III Choose a view format section, chek Sta					
View Type					
Use this page to select the type of view you want to create for	your data.				
Choose a view format					
Choos view format	Gantt View View list items in a Gantt chart to see a graphical representation of how a team's tasks relate ver time.				
Calendar View View data as a daily, weekly, or monthly calendar.					
	Pic_12				
In "Name and Audience" section, type a view name, and choose View Audience.					
Name Type a name for this view of the list. Make the name descriptive, such as "Sorted by Author", so that site visitors will know what to expect when they select this view.	View Name: Completed View				
	Make this the default view (Applies to public views only)				
Audience Select the option that represents the intended audience for this view.	View Audience: Create a Personal View Personal views are intended for your use only. Create a Public View				

Create a Public View Public views can be visited by anyone using the site. In "Filter" section, choose the lists and list view name of the lists.

Filter				
Select List and View to filter	Display	Site Name	List Name	View Name
the items		Sharepoint Lists	Task Schedule	Completed 💌
		Case	Meeting schedule	Completed

Pic_14

Select the columns, and specify the display order in the view.

Columns Select or clear the check each column you want to hide in this view. To spe order of the columns, se number in the Position fr

ck box next to			
to show or becify the	Display	Column Name	Position from Left
select a from left box,	\checkmark	Title	1
	\checkmark	Priority	2 💌
	\checkmark	Status	3 💌
	\checkmark	% Complete	4 💌
	\checkmark	Assigned To	5 💌
		Start Date	6 💌
		Due Date	7 💌
		From Site	8 💌
		From List	9 💌

Pic_15

Then, in "Edit Menu" section, select the column linked to "Edit Menu".

Edit Menu Add edit menu to a column, by which

you can edit items as you do it in list. Link to:

Pic	16

In "Sort section", choose which column to sort and specify the sort order.

F

Title

Sort

Select a column to determine the order in which the items in the view are displayed.

irst s	by the column:	
	Start Date 📃	
0	1 Show items in ascending order 2 (A, B, C, or 1, 2, 3)	
o	3 phow items in descending order 2 (C, B, A, or 3, 2, 1)	

-



In "Group By" section, select the column to determine how to group items in the view.

Group By Select a column to determine how to Group by the column: group items in the list collection will be displayed in Priority -Show groups in ascending order \odot (A, B, C, or 1, 2, 3) Show groups in descending order C (C, B, A, or 3, 2, 1) By default, show groupings: C Collapsed • • Expanded Number of groups to display per page: 5



In "Item Limit" section, type the number of items to display per page, default value is 50.

 Item Limit
 Use an item limit to limit the amount of data that is returned to users of this view.

Pic_19

Then, click "OK". Go to list collection web part page, and the view is created as following.

Ne	ew 🔻	Settings	•					Vie	w: Completed	View 🔹
	Title		Assigned to	Status	Priority	Start Date↓	Due Date	% Complete	From Site	From List
) P	riorit	y : High	(2)							
	Prod Laun		Jerry	Completed	High	11/2/2008 10:00 AM	11/2/2008 11:00 AM	100 %	Case	Meeting schedule
	Inter	rview	Henry	Completed	High	11/1/2008 9:00 AM	11/1/2008 4:00 PM	100 %	Sharepoint Lists	Task Schedule
) P	riorit	y : Norn	nal (2)							
	Write Case		Lily	Completed	Normal	11/2/2008 10:00 AM	11/2/2008 5:00 PM	100 %	Sharepoint Lists	Task Schedule
	Tech Disc	ussion	Developer	Completed	Normal	10/31/2008 9:00 AM	10/31/2008 5:00 PM	100 %	Case	Meeting schedule
						Pic_20				

Create Gantt View

Click "Gantt View" in "Choose a view".

Specify "View Name" and "View Audience".

Name

Type a name for this view of the list. Make the name descriptive, such as "Sorted by Author", so that site visitors will know what to expect when they select this view.

such as "Sorted by Author", so that site visitors will know what to expect when they select this view.	Cantt View
	Make this the default view (Applies to public views only)
Audience Select the option that represents the intended audience for this view.	View Audience: Create a Personal View Personal views are intended for your use only. Create a Public View Public views can be visited by anyone using the site.
Pic 21	

View Name:

Select the list and view to display in the view.

Filter Select List and View to filter	Display	Site Name	List Name	View Name	
the items		Sharepoint Lists	Task Schedule	Active	•
		Case	Meeting schedule	Active	•

Pic_22

Specify the columns and position in "Columns" section.

Columns Select or clear			
the check box next to each	Display	Column Name	Position from Left
column you want to show		Title	1 💌
or hide in this		Assigned to	2 💌
view. To specify the		Status	3 💌
order of the columns, select		Priority	4 💌
a number in the Position from		Start Date	5 💌
left box.		Due Date	6 🔽
		%Complete	7 💌
	\checkmark	From Site	8 💌
		From List	9 💌

Pic_23

Specify "Title", "Start Date", "Due Date", and "Percent Complete" fields.

Gantt Columns

Specify columns to be represented in the Gantt chart. Start Date and Due Date are required date fields. Title is a required text field. Percent Complete is an optional number field. If no fields appear in a list, they must be created to support this view.

Title:	
Title	•
Start Date:	
Start Date	~
Due Date:	
Due Date	•
Percent Complete:	
%Complete	•



Then, click "OK". The following is the Gantt View.

New - Se	ettings 🝷					Vi	iew: Cantt View	v -
Title			and the second se				3/2008 11/30/	and the second se
T 1 1	_		SMT	WTFSSM	TWTFSSM	TWTFSSMT	WTFSSMTW	TFSSM
Tech Lessor								
Product test	ting							
Tech suppo	rt							
sharepoint	learning							
Breakfast n	neeting							
Product Der	mo		+					
Reception			•					
(Title	Assigned	Status	Priority	Start	Due	%	From	From
Title	to			Date	Date	Complete	Site	List
		Status Not Started	Priority Normal					
Title Tech	to	Not		Date 11/4/2008	Date 11/4/2008	Complete	Site Sharepoint	List Task
Title Tech Lesson Product	to Mike	Not Started In	Normal	Date 11/4/2008 8:00 AM 11/2/2008	Date 11/4/2008 5:00 PM 11/5/2008	Complete 0 %	Site Sharepoint Lists Sharepoint	List Task Schedule Task
Title Tech Lesson Product testing Tech	to Mike Lily	Not Started In Progress Not	Normal Normal	Date 11/4/2008 8:00 AM 11/2/2008 9:00 AM 11/4/2008	Date 11/4/2008 5:00 PM 11/5/2008 5:00 PM 11/5/2008	Complete 0 % 60 %	Site Sharepoint Lists Sharepoint Lists Sharepoint	List Task Schedule Task Schedule Task Schedule Task
Title Tech Lesson Product testing Tech support sharepoint	to Mike Lily Henry	Not Started In Progress Not Started In	Normal Normal High	Date 11/4/2008 8:00 AM 11/2/2008 9:00 AM 11/4/2008 9:00 AM 11/3/2008	Date 11/4/2008 5:00 PM 11/5/2008 5:00 PM 11/5/2008 5:00 PM 11/4/2008	Complete 0 % 60 % 0 %	Site Sharepoint Lists Sharepoint Lists Sharepoint Lists Sharepoint	List Task Schedule Task Schedule Task Schedule Task Schedule Meeting
Title Tech Lesson Product testing Tech support sharepoint learning Breakfast	to Mike Lily Henry Developer	Not Started In Progress Not Started In Progress In	Normal Normal High Normal	Date 11/4/2008 8:00 AM 11/2/2008 9:00 AM 11/4/2008 9:00 AM 11/3/2008 8:00 AM 11/3/2008	Date 11/4/2008 5:00 PM 11/5/2008 5:00 PM 11/5/2008 5:00 PM 11/4/2008 5:00 PM 11/7/2008	Complete 0 % 60 % 0 % 50 %	Site Sharepoint Lists Sharepoint Lists Sharepoint Lists Sharepoint Lists	List Task Schedule Task Schedule Task Schedule Task Schedule

Create Calendar view

In "Choose a view" section, click Calendar View.

Specify View Name and View Audience in the Name and Audience section.



Select the list and view in "Filter" section.

Filter Select List and View to filter	Display	Site Name	List Name	View Name	
the items		Sharepoint Lists	Task Schedule	Active	•
	V	Case	Meeting schedule	Active	•

Pic_27

Choose the columns to display in "Columns" section.

Columns Select or clear			
the check box next to each	Display	Column Name	Position from Left
column you want to show		Title	1
or hide in this		Assigned to	2 💌
view. To specify the	•	Status	3 💌
order of the columns, select	v	Priority	4 💌
a number in the Position from		Start Date	5 💌
left box.		Due Date	6 💌
	v	%Complete	7 💌
	v	From Site	8 💌
	•	From List	9 💌

Pic_28

Specify view title and sub heading in the calendar Columns section.

Calendar Columns

Specify columns to be represented in the Calendar Views. The Title fields are required fields. The Sub Heading fields are optional fields.

Month View Title:	
Title	•
Week View Title:	
Title	•
Week View Sub Heading:	
Assigned to	•
Day View Title:	
Title	•
Day View Sub Heading:	
Due Date	•

Pic_29

In "Default Scope" section, choose which scope type you want.

Default Scope Choose the default scope for the view.	Default scope:
	O Day
	• Week
	C Month
	You can change this at any time while using the calendar.

Pic_30

In "Time Interval" section, specify "Begin" and "End" date.

Time Interval

Specify the columns used to place items in the calendar.

Begin:	
	Start Date
End:	
	Due Date
Enu:	Due Date

Pic_31

Then, click "OK". The following is the Calendar View.

()	Novem	ber 02 - Nov	ember 08 2	008					1 Day	7 Week	31 Mon
	2 Sun	day 3	Monday	4 Tuest	lay	5 Wednesday	6 T	hursday	7 Frida	y 8	Saturda
			Prod	uct testin	g	_					
			sharep	oint learn	ing						
		-				akfast meeting					
					Tech sup	port					
AM											
8				8:00 AM			_				
				Tech Lesson							
9				Mike	9:00 AM Product						
					Demo Cathy						
10											
11											
2 PM											
1					1:00 PM Reception						
					Bill						
2		1			Lin						
3											
4											
		4									
5				1				1			
-								-		1	
6											
Title		Assigned	Status	Priority	Start Date	e Due Date	2	96	From	1 Site	From List
Tech Les	son	to Mike	Not	Normal	11/4/200	8 11/4/200	8 5:00	Complete 0 %	Shar	repoint	Task
			Started		8:00 AM	РМ			Lists		Schedule
Product	testing	Lily	In Progress	Normal	11/2/200 9:00 AM	8 11/5/200 PM	8 5:00	60 %	Shar Lists		Task Schedule
ech sup	port	Henry	Not Started	High	11/4/200 9:00 AM	8 11/5/200 PM	8 5:00	0 %	Shar		Task Schedule
harepoi		Developer	In	Normal	11/3/200	8 11/4/200	8 5:00	50 %	Shar	repoint	Task
earning Breakfas	st	Developer	Progress In	High	8:00 AM 11/3/200		8 9:00	20 %	Lists Case	e	Schedule
neeting Product (Cathy	Progress Not	High	9:00 AM			0 %	Case		schedule Meeting
Receptio	n	Bill	Started Not Started	High	9:00 AM 11/4/200: 1:00 PM	11:00 AM 8 11/4/200 PM		0 %	Case	e	Schedule Meeting schedule

4. Filter

You can filter items according to condition in the standard, project and calendar view. For instance, you want to display items which are assigned to Lily form the Task Schedule in the Gantt View.

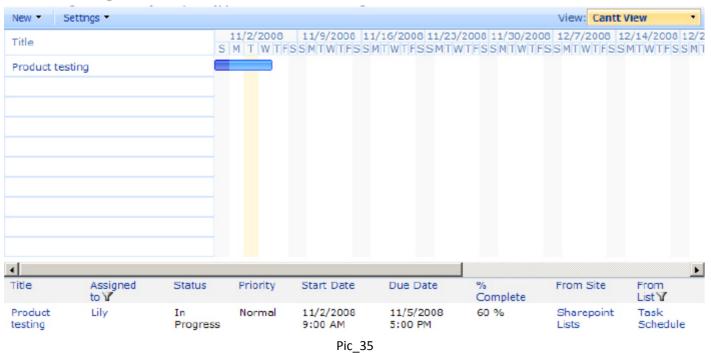
					1 ,				
Assigned to	Status	Priority	Start Date	Due Date	% Complete		rom Site	From List	•
Mike	Not Started	Normal	11/4/2008 8:00 AM	11/4/2008 5:00 PM	0 %	A Z↓ Z↓	Sort Ascending Sort Descending Clear Filter from From List		
Lily	In Progress	Normal	11/2/2008 9:00 AM	11/5/2008 5:00 PM	60 %	<i>¥</i>			
Henry	Not Started	High	11/4/2008 9:00 AM	11/5/2008 5:00 PM	0 %		Meeting sche Task Schedul		
Developer	7-	Neveel	11/2/2000	Dic 22	F0.0/	6	1 2.	Test	

Click the arrow in the Assigned to column header, choose Lily.

٦	Title	Assigned to	•	Status	Priority	Start Date	Due Date	% Complete	From Site
Ŕ		Clear Filter from Assigned to Developer Henry		Not Started	Normal	11/4/2008 8:00 AM	11/4/2008 5:00 PM	0 %	Sharepoint Lists
	Henry			In Progress	Normal	11/2/2008 9:00 AM	11/5/2008 5:00 PM	60 %	Sharepoint Lists
	Lily fr Mike	2		Not Started	High	11/4/2008 9:00 AM	11/5/2008 5:00 PM	0 %	Sharepoint Lists

Pic_34

The following is the result.



The filter is the same as standard and calendar view.

5. Manipulate items

You can manipulate items directly on list collection web part. Click the arrow that appears on the column which links to "Edit Menu", you can manipulate the item as you do in list view web part.

New - Settin	ngs 🔻						View: St
Title	Assigned to	Status	Priority	Start Date	Due Date	% Complete	From Sit
Interview	Henry	Completed	High	11/1/2008 9:00 AM	11/1/2008 4:00 PM	100 %	Sharepo Lists
	View Item		Normal	11/2/2008 10:00 AM	11/2/2008 5:00 PM	100 %	Sharepo Lists

Pic_36

The manipulation is the same as gantt view and calendar view.

6. Add items

List collection web part supports adding items to different lists.

On "New" menu, you can choose which list you want to add item to. For instance, you can add an item to "Task Schedule" list in SharePoint Lists site.

New •	Settings -				Vi
	New item in Sharepoint Light > Task Schedule	008			1 Day
	New item in Case > Meeting schedule	4 Tuesday	5 Wednesday	6 Thursday	7 Friday
		ouuct testing			

Pic_37

The new item is added to "Task Schedule" list and also displayed on the calendar view of list collection web part.

e	w • Actions • S	ettings 🝷				View: All Items	5 *
	Title	O Assigned to	Status	Priority	Start Date	Due Date	%Complete
	Interview	Henry	Completed	High	11/1/2008 9:00 AM	11/1/2008 4:00 PM	100%
	Write Case	Lily	Completed	Normal	11/2/2008 10:00 AM	11/2/2008 5:00 PM	100%
	Tech Lesson	Mike	Not Started	Normal	11/4/2008 8:00 AM	11/4/2008 5:00 PM	0%
	Product testing	Lily	In Progress	Normal	11/2/2008 9:00 AM	11/5/2008 5:00 PM	60%
	Tech support	Henry	Not Started	High	11/4/2008 9:00 AM	11/5/2008 5:00 PM	0%
	sharepoint learning	Developer	In Progress	Normal	11/3/2008 8:00 AM	11/4/2008 5:00 PM	50%
	Tech support ! NEW	Mike	Not Started	High	11/5/2008 9:00 AM	11/5/2008 12:00 PM	0%

Pic_38

2 Sunday	3 Monday	4 Tuesd	ay	5	Wednesday	6	Thursday	7	Friday
	Prod								
	sharepo	oint learni	oint learning						
			Bre	akfa	st meeting				
			Tech sup	port	:				
		8:00 AM							
		Tech							
		Lesson Mike	9:00 AM Product Demo		0 AM ch support				
			Cathy						

Pic_39

The operation is the same as standard and Gantt view.