



Choice Indicator 1.0

User Guide

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Our web site: <https://www.boostsolutions.com>

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1. Product Introduction

SharePoint Choice Indicator allows you to prioritize, organize and monitor list items by applying color-coded labels corresponding to selection criteria you specify. It is a very useful and easy to use tool to help you classify list elements.

This user guide will assist you to install and configure Choice Indicator on your SharePoint environment.

For latest version of this user guide or other user guides, please visit:

<https://www.boostsolutions.com/download-documentation.html>

2. Installation

2.1 Product Files

After you download and unzip the Choice Indicator zip file from www.boostsolutions.com, you will find the following files:

Path	Descriptions
Setup.exe	A program that installs and deploys the WSP solution packages to the SharePoint farm.
EULA.rtf	The product End-User-License-Agreement.
Choice Indicator _V1_User Guide.pdf	User guide for Choice Indicator in PDF format.
Library\4.0\Setup.exe	The product installer for .Net Framework 4.0.
Library\4.0\Setup.exe.config	A file containing the configuration information for the installer.
Library\4.6\Setup.exe	The product installer for .Net Framework 4.6.
Library\4.6\Setup.exe.config	A file that contains the configuration information for the installer.
Solutions\Foundation\BoostSolutions.FoundationSetup15.1.wsp	A SharePoint solution package containing Foundation files and resources for SharePoint 2013 or SharePoint Foundation 2013.
Solutions\Foundation\BoostSolutions.FoundationSetup16.1.wsp	A SharePoint solution package that contains Foundation files and resources for SharePoint 2016/2019/Subscription Edition.
Solutions\Foundation\Install.config	A file containing the configuration information for the installer.
Solutions\ChoicePro\BoostSolutions.ChoiceIndicatorSetup15.1.wsp	A SharePoint solution package containing Choice Indicator files and resources for SharePoint 2013 or SharePoint Foundation 2013.
Solutions\ChoicePro\BoostSolutions.ChoiceIndicatorSetup16.1.wsp	A SharePoint solution package containing Choice Indicator files and resources for SharePoint 2016/2019/Subscription Edition.

Solutions\ChoicePro\ Install.config	A file containing the configuration information for the installer.
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2.2 Software Requirements

Before you install Choice Indicator, ensure your system meets the following requirements:

SharePoint Server Subscription Edition

Operating System	Microsoft Windows Server 2019 Standard or Datacenter Microsoft Windows Server 2022 Standard or Datacenter
Server	Microsoft SharePoint Server Subscription Edition
Browser	Microsoft Edge Mozilla Firefox Google Chrome

SharePoint 2019

Operating System	Windows Server 2016 Standard or Datacenter Windows Server 2019 Standard or Datacenter
Server	Microsoft SharePoint Server 2019
Browser	Microsoft Internet Explorer 11 or greater Microsoft Edge Mozilla Firefox Google Chrome

SharePoint 2016

Operating System	Microsoft Windows Server 2012 Standard or Datacenter X64 Microsoft Windows Server 2016 Standard or Datacenter
Server	Microsoft SharePoint Server 2016 Microsoft .NET Framework 4.6
Browser	Microsoft Internet Explorer 10 or greater Microsoft Edge Mozilla Firefox Google Chrome

SharePoint 2013

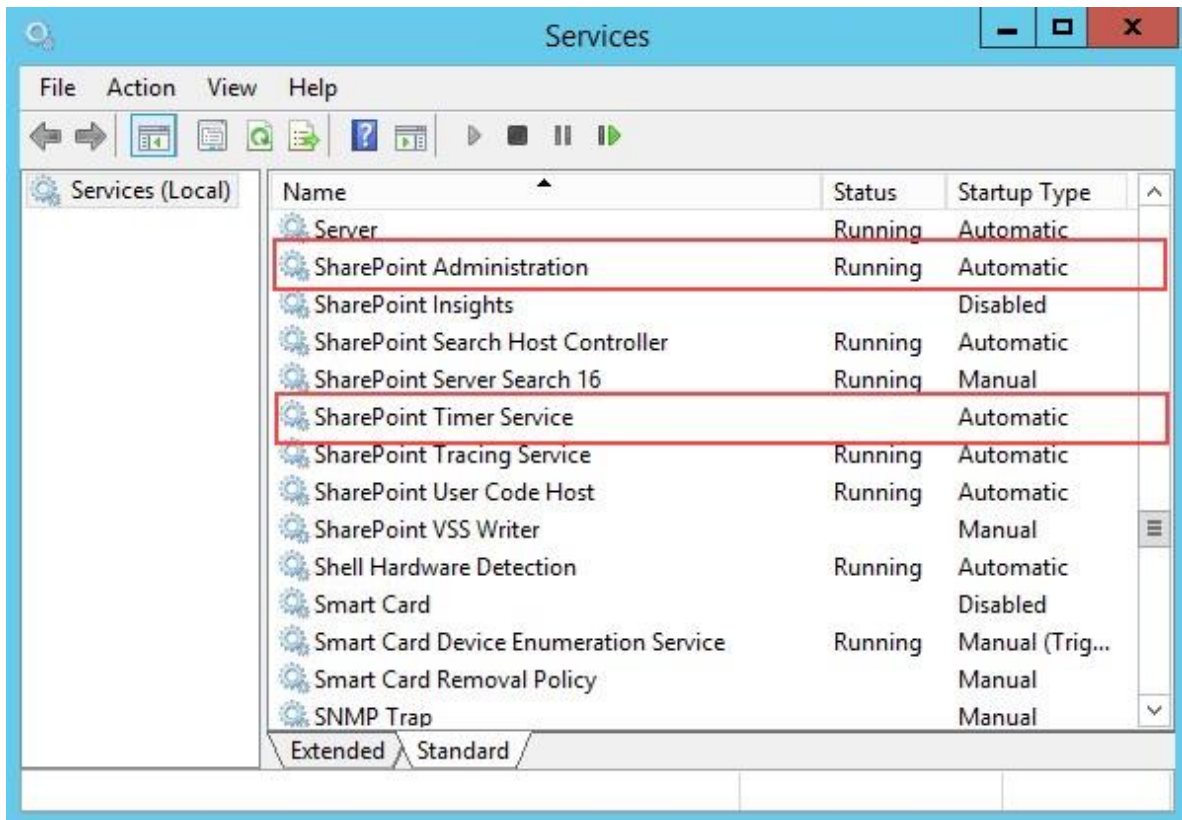
Operating System	Microsoft Windows Server 2012 Standard or Datacenter X64 Microsoft Windows Server 2008 R2 SP1
Server	Microsoft SharePoint Foundation 2013 or Microsoft SharePoint Server 2013 Microsoft .NET Framework 4.5
Browser	Microsoft Internet Explorer 8 or greater Microsoft Edge Mozilla Firefox Google Chrome

2.3 Installation

Follow these steps to install Choice Indicator on your SharePoint servers.

Installation Preconditions

Before you start installing the product, please make sure these services are started on your SharePoint servers: **SharePoint Administration** and **SharePoint Timer**.



Choice Indicator must be run on one front-end Web server in the SharePoint farm where **Microsoft SharePoint Foundation Web Application services** are running. Check **Central Administration** → **System Settings** for a list of servers running this service.

Required Permissions

To perform this procedure, you must have specific permissions and rights.

- Member of the local server's **Administrators** group.
- Member of the **Farm Administrators** group.

To install Choice Indicator on SharePoint server.

- a. Download the zip file (*.zip) of the product of your choice from the BoostSolutions website, then extract the file.
- b. Open the created folder and run the **Setup.exe** file.

Note If you cannot run the setup file, please right click the Setup.exe file and choose Run as administrator.

- c. A system check is performed to verify if your machine meets all the requirements for installing the product. After the system check is finished, click **Next**.

- d. Review and accept the End-User License Agreement and click **Next**.
- e. In the Web Application Deployment Targets, select the web applications you are going to install and click **Next**.

Note If you select **Automatically activate features**, the product features will be activated in the target site collection during the installation process. If you want to manually activate the product feature later, uncheck this box.

- f. Upon completion of the installation, details are displayed showing which web applications you product has been installed to. Click **Close**.

2.4 Upgrade

Download the latest version of our product and run the **Setup.exe** file.

In the **Program Maintenance** window, select **Upgrade** and click **Next**.

2.5 Uninstallation

If you want to uninstall the product, double-click the **Setup.exe** file.

In the **Repair or Remove** window, select **Remove** and click **Next**. Then the application will be removed.

2.6 Command_Line Installation

The following instructions are for installing the solution files for Choice Indicator in SharePoint 2010 by using the SharePoint STSADM command line tool.

Required permissions

To use STSADM, you must be a member of the local Administrators group on the server.

To install Choice Indicator to SharePoint servers.

- a. Extract the files from the product zip pack to a folder on one SharePoint server.
- b. Open a command prompt and make sure your path is set with the SharePoint bin directory.
C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\16\BIN
- c. Add the solution files to SharePoint in the STSADM command line tool.

```
stsadm -o addsolution -filename BoostSolutions.ChoiceIndicatorSetup16.1.wsp
stsadm -o addsolution -filename BoostSolutions.FoundationSetup16.1.wsp
```

- d. Deploy the added solution with the following command:

```
stsadm -o deploysolution -name BoostSolutions.ChoiceIndicatorSetup16.1.wsp -
allowgacdeployment -url [virtual server url] -immediate
stsadm -o deploysolution -name BoostSolutions.FoundationSetup16.1.wsp -allowgacdeployment -
url [virtual server url] -immediate
```

- e. Wait for the deployment to complete. Check the final status of the deployment with this command:

```
stsadm -o displaysolution -name BoostSolutions.ChoiceIndicatorSetup16.1.wsp
stsadm -o displaysolution -name BoostSolutions.FoundationSetup16.1.wsp
```

The result should contain a <Deployed> parameter for which the value is TRUE.

- f. In the STSADM tool, activate the features.

```
stsadm -o activatefeature -name Brandysoft.SharePoint.ChoicePro -url [site collection url] -force
stsadm -o activatefeature -name
Brandysoft.SharePoint.ChoicePro_Brandysoft.SharePoint.ChoicePro.HideTypeDefinition -url [site
collection url] -force
```

To remove Choice Indicator from SharePoint servers.

- a. Removal is initiated with the following command:

```
stsadm -o retractsolution -name BoostSolutions.ChoiceIndicatorSetup16.1.wsp -immediate -url
[virtual server url]
```

- b. Wait for the removal to finish. To check the final status of the removal you can use the following command:

```
stsadm -o displaysolution -name BoostSolutions.ChoiceIndicatorSetup16.1.wsp
```

The result should contain the <Deployed> parameter for which the value is FALSE and the <LastOperationResult> parameter with the RetractionSucceeded value.

- c. Remove the solution from the SharePoint solutions storage:

```
stsadm -o deletesolution -name BoostSolutions.ChoiceIndicatorSetup16.1.wsp
```

To remove BoostSolutions Foundation from SharePoint servers.

The BoostSolutions Foundation is designed to provide a centralized interface to manage licenses for all BoostSolutions software from within SharePoint Central Administration. If you are still using BoostSolutions product on your SharePoint server, DO NOT remove Foundation from the servers.

- a. Removal is initiated with the following command:

```
stsadm -o retractsolution -name BoostSolutions.FoundationSetup16.1.wsp -immediate -url [virtual server url]
```

- b. Wait for the removal to finish. To check the final status of the removal you can use the following command:

```
stsadm -o displaysolution -name BoostSolutions.FoundationSetup16.1.wsp
```


The result should contain the <Deployed> parameter for which the value is FALSE and the <LastOperationResult> parameter with the RetractionSucceeded value.

- c. Remove the solution from the SharePoint solutions storage:

```
stsadm -o deletesolution -name BoostSolutions.FoundationSetup16.1.wsp
```

2.7 Feature Activation

By default, the application's features are automatically activated once the product is installed. You can also activate the product feature manually.

- a. Select Settings  and then select **Site Settings**.
- b. Under **Site Collection Administration** click **Site collection features**.
- c. Find the application feature and click **Activate**. After a feature is activated, the Status column lists the feature as **Active**.



BoostSolutions Choice Indicator 1.6.1023.1

Showing your choices as color indicators. (Powered by BoostSolutions)

Deactivate

Active

a. How to Use Choice Indicator

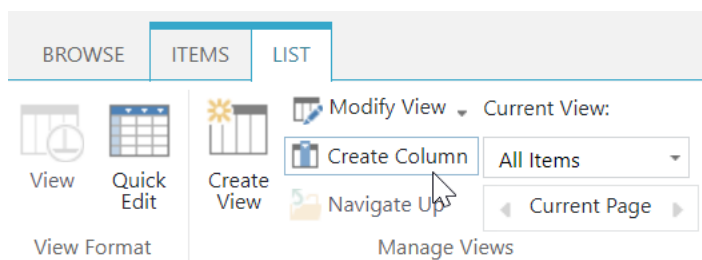
After you install Choice Indicator on your SharePoint Server, a **Choice Indicator** column type will be available in the **Create Column** page. To access the Choice Indicator feature, you must have at least Design permission level.

- Calculated (calculation based on other columns)
- External Data
- Task Outcome
- Calculated Boost (calculation based on other columns)
- Choice Indicator (showing your choices as color indicators)
- Discussion Column (Record discussion without creating new version)
- Measured Number (1 ft, 1.0 oz, 2 m, 15 s)

1.1 Create a Choice Indicator Column

Follow these steps to create a Choice Indicator Column:

- a. Enter the list or library that you want to create a Choice Indicator column for.
- b. On the Ribbon, click the **List** or **Library** tab and then click **Create Column** in the **List** group.



- c. The **Create Column** dialog box will open; in the **Name and Type** section enter a name for your Choice Indicator column.
- d. Under **The type of information in this column is**, select **Choice Indicator**.

Name and Type

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

Column name:

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)
- External Data
- Task Outcome
- Calculated Boost (calculation based on other columns)
- Choice Indicator (showing your choices as color indicators)
- Discussion Column (Record discussion without creating new version)
- Measured Number (1 ft, 1.0 oz, 2 m, 15 s)
- Calculated Measured Number

- e. In the **Additional Column Settings section**, you should enter the desired choices and assign colors for each of them.

Please see the following example: **Not Started**, **In Progress**, **Completed**, and **Deferred** are entered as choices; in the Indicator Settings part, **Aqua** represents **Not Started**, **DarkOrange** represents **In Progress**, **Green** represents **Completed** and **Red** represents **Deferred**.

Description:

Require that this column contains information:

Yes No

Enforce unique values:

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="0xFF8C00"/>	<input type="text" value="DarkOrange"/>
Completed	<input type="text" value="0x008000"/>	<input type="text" value="Green"/>
Deferred	<input type="text" value="0xFF0000"/>	<input type="text" value="Red"/>

Display choices using:


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

- f. Configure the other settings in the Additional Column Settings section and click **OK** to save the column.
- g. You will return to the list view page, create a new item and select the status for the Choice Indicator column.

Task Name *	<input type="text" value="Tech Discussion"/>
Start Date	<input type="text"/> 
Due Date	<input type="text" value="8/24/2023"/> 
Priority	<input type="text" value="(2) Normal"/> 
Task Status	<input type="text" value="Completed"/> 













- h. Save the item, and Choice Indicator will appear in the list as a colored square corresponding to the criteria you specified on the indicator settings list. When you hover over the color indicator, the choice value will be displayed.

Tasks List

 **new task** or **edit this list**

All Items All Tasks Calendar ...



✓	Task Name	Task Status	Due Date	Priority
✓	Weekly Report 	 	7/13/2023	(2) Normal
	Website traffic statistics 	 In Progress 	6/2023	(1) High
	Quarterly sales target 	 		(2) Normal
	Tech Discussion 	 	8/24/2023	(2) Normal

1.2 Edit a Choice Indicator Column

You can change the settings for Choice Indicator column. But unlike SharePoint Choice column, you cannot change the column type.

- Enter the list or library that contains the Choice Indicator column you want to edit.
- On the Ribbon, click the **List** or **Library** tab and then click **List Settings** or **Library Settings** in the Settings group.

- c. On the **List Settings** or **Library Settings** page, under the **Column** section, click the name of the Choice Indicator column to enter the **Change Column** page.

Columns

A column stores information about each item in the list. Because this list allows multiple content types, some column :

Column (click to edit)	Type
Created	Date and Time
Due Date	Date and Time
Modified	Date and Time
Priority	Choice
Task Name	Single line of text
Task Status	Choice Indicator
Created By	Person or Group
Modified By	Person or Group

- d. Make the changes and click **OK** to save the settings.

1.3 Delete a Choice Indicator Column

This procedure deletes the Choice Indicator column and any data in this column. You cannot restore the Choice Indicator column from the Recycle Bin once it has been deleted.

- Enter the list or library that contains the Choice Indicator column you want to delete.
- On the Ribbon, click the **List** or **Library** tab and then click **List Settings** or **Library Settings** in the Settings group.
- On the **List Settings** or **Library Settings** page, under the **Column** section, click the name of the Choice Indicator column to enter the **Change Column** page.

Columns

A column stores information about each item in the list. Because this list allows multiple content types, some column : list:

Column (click to edit)	Type
Created	Date and Time
Due Date	Date and Time
Modified	Date and Time
Priority	Choice
Task Name	Single line of text
Task Status	Choice Indicator
Created By	Person or Group
Modified By	Person or Group

- d. Scroll to the bottom of the Change Column page and click **Delete**.
- e. When prompted, click **OK**.

1.4 Convert Column

This function allows you to convert columns between Choice Indicator and the SharePoint Choice column.

1.4.1 Convert to SharePoint Choice from Choice Indicator

This function helps you to convert a SharePoint Choice column to a Choice Indicator column.

- a. Open the **Create Column** page and select **Choice Indicator** in the **Name and type** section.
- b. In the **Additional Column Settings** section, click the **Convert to Choice Indicator from...** link.

Default value:

Choice Calculated Value

Enter Choice #1

Convert:

[Convert to Choice Indicator from...](#)

- c. You will enter the **Convert to Choice Indicator** page. Select the Choice column in the dropdown list you want to convert.

Convert to Choice Indicator

Convert to Choice Indicator from

Priority 

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

- d. Click **OK**. You will enter the **Change Column** page. Assign colors to each list choice and click **OK** to save the settings.

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

Enforce unique values:

Yes No


Type each choice on a separate line:

Indicator Setting:









Choice	Color Number	Color
(1) High	<input type="text" value="0xFF4500"/>	OrangeRed 
(2) Normal	<input type="text" value="0xADFF2F"/>	GreenYellow 
(3) Low	<input type="text" value="0x4169E1"/>	RoyalBlue 

- e. After saving the settings, the Choice Indicator settings will appear in the list view.

Tasks List

 **new task** or **edit this list**

All Items All Tasks Calendar ... 

✓	Task Name		Task Status	Due Date	Priority
	Weekly Report ✱	...		7/13/2023	
	Website traffic statistics ✱	...		7/26/2023	
	Quarterly sales target ✱	...			
	Tech Discussion ✱	...		8/24/2023	

1.4.2 Convert to Choice Indicator from SharePoint Choice

This function helps you to convert a Choice Indicator column to a SharePoint Choice column.

- First select the Choice Indicator column you want to convert into a SharePoint Choice column and then enter the **Change Column** page.
- Tick the checkbox next to **Convert to SharePoint Choice type**.

Convert:

Convert to SharePoint Choice type

- A dialog box will appear as follows:

product2019 says

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









- Click **OK** to confirm the conversion.

- e. After confirmation, click OK to save the configuration. The SharePoint Choice values will appear in the list as text corresponding to the criteria you specified on the indicator settings list.

Tasks List

 **new task** or **edit** this list

All Items All Tasks Calendar ... 

✓	Task Name		Task Status	Due Date	Priority
	Weekly Report 	...		7/13/2023	(2) Normal
	Website traffic statistics 	...		7/26/2023	(1) High
	Quarterly sales target 	...			(2) Normal
	Tech Discussion 	...		8/24/2023	(2) Normal

Troubleshooting & Support

Contact Info:

Product & Licensing Inquires: sales@boostsolutions.com

Technical Support (Basic): support@boostsolutions.com

Request a New Product or Feature: feature_request@boostsolutions.com

Appendix 1: License Management

You can use Choice Indicator without entering any license code for a period of 30 days from when you first use it.

To use the product without limitation, you will need to purchase a license and register the product.

Finding License Information

- a. In the products main page, click the trial link and enter the **License Management Center**.
- b. Click Download License Information, choose a license type and download the information (Server Code, Farm ID or Site Collection ID).

Download License Information

Download the license type information and send to sales@boostsolutions.com to get license.

Choose a license type

Server License
Server Code: 8fa4fcbbbeab9475d8b8f10d2c7b27e1e982261612
75d49c683442a828de45bdd

Farm License
Farm ID: {8fa4fcbb-eab9-475d-8b8f-10d2c7b27e1e}
Number of Users: 43 user(s)

Site Collection License
Site Collection ID: Select a site collection
Site Collection:

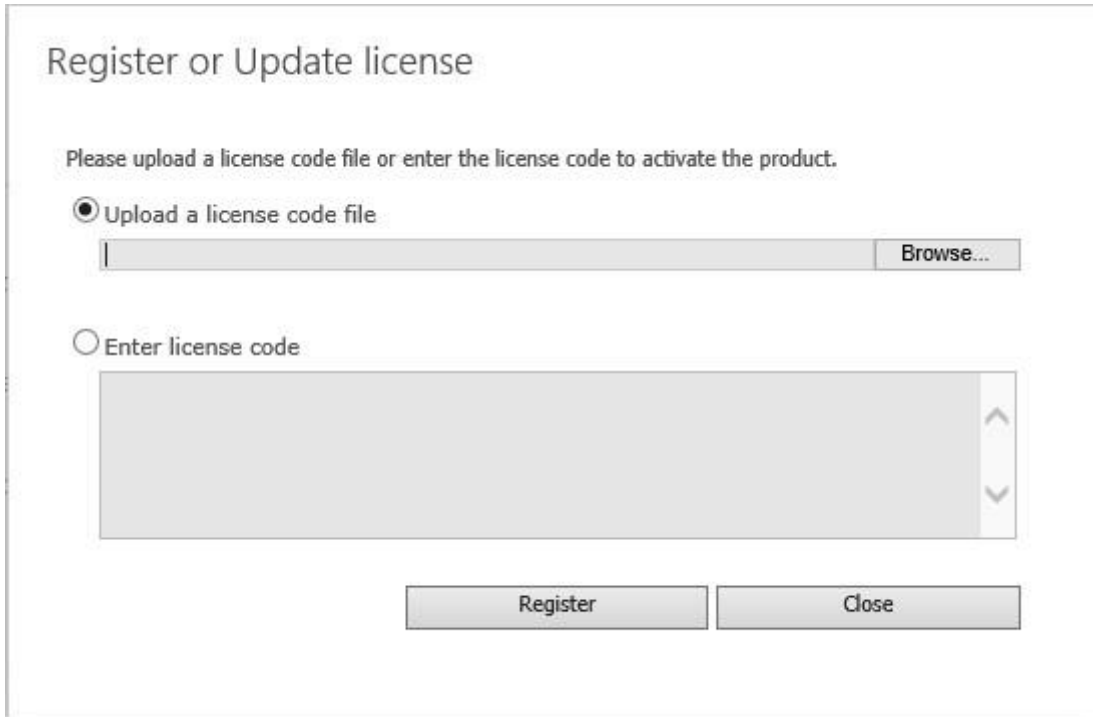
Download Close

In order for BoostSolutions to create a license for you, you need to send us your SharePoint environment identifier (Note: different license types need different information). A server license needs a server code; a Farm license needs a farm ID; and a site collection license needs a site collection ID.

- c. Send the above information to us (sales@boostsolutions.com) to generate a license code.

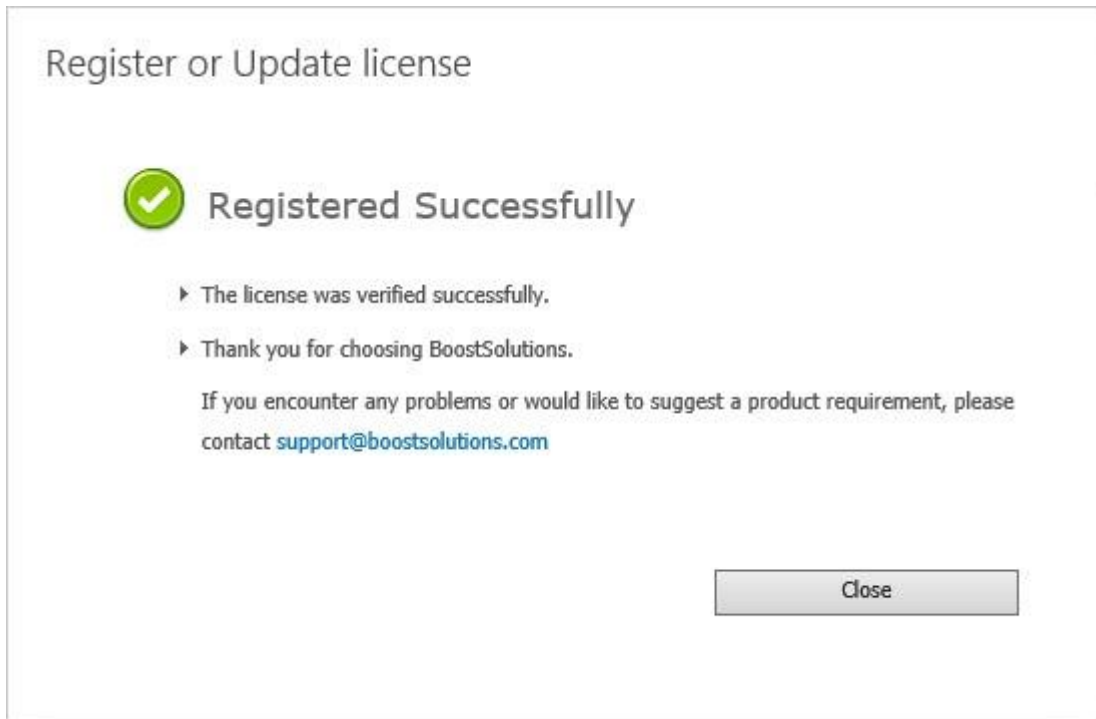
License Registration

- a. When you receive a product license code, enter the **License Management Center** page.
- b. Click **Register** on the license page and a **Register or Update license** window will open.



The screenshot shows a dialog box titled "Register or Update license". Inside the dialog, there is a prompt: "Please upload a license code file or enter the license code to activate the product." Below this prompt are two radio button options. The first option, "Upload a license code file", is selected. It is followed by a text input field and a "Browse..." button. The second option, "Enter license code", is unselected and is followed by a large text area with a vertical scrollbar. At the bottom of the dialog, there are two buttons: "Register" and "Close".

- c. Upload the license file or enter the license code and click **Register**. You will get confirmation that your license has been validated.



For more details on license management, see the [BoostSolutions Foundation](#).