



# **Document & Item Reordering 1.0**

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## **User Guide**

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

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## 1. Product Introduction

SharePoint Document & Item Reordering is a powerful tool to customize lists and libraries according to users' preferences. SharePoint Document & Item Reordering allows for rearranging the order of items or folders in lists, so the most important ones can be sent to top and items that are no longer important can be sent to the bottom or to any position in the list or library.

This user guide will guide you to installing and configuring Document & Item Reordering on your SharePoint environment.

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

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

## 2. Installation

### 2.1 Product Files

After you download and unzip the Document & Item Reordering zip file from [www.boostsolutions.com](http://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.
Document Item Reordering _V1_User Guide.pdf	User guide for Document & Item Reordering in PDF format.
Library\2.0\Setup.exe	The product installer for .Net Framework 2.0.
Library\2.0\Setup.exe.config	A file containing the configuration information for the installer.
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.
Solutions\Foundation\BoostSolutions.FoundationSetup12.1.wsp	A SharePoint solution package containing Foundation files and resources for SharePoint 2007 or WSS 3.0.
Solutions\Foundation\BoostSolutions.FoundationSetup14.1.wsp	A SharePoint solution package containing Foundation files and resources for SharePoint 2010 or SharePoint Foundation 2010.
Solutions\Foundation\BoostSolutions.FoundationSetup15.1.wsp	A SharePoint solution package containing Foundation files and resources for SharePoint 2013 or SharePoint Foundation 2013.
Solutions\Foundation\Install.config	A file containing the configuration information for the installer.
Solutions\ItemRanking\BoostSolutions.DocumentItemReorderingSetup12.1.wsp	A SharePoint solution package containing Document & Item Reordering files and resources for SharePoint 2007 or WSS 3.0.

Solutions\ItemRanking\BoostSolutions.Document\ItemReorderingSetup14.1.wsp	A SharePoint solution package containing Document & Item Reordering files and resources for SharePoint 2010 or SharePoint Foundation 2010.
Solutions\ItemRanking\Install.config	A file containing the configuration information for the installer.

## 2.2 Software Requirements

Before you install Document & Item Reordering, ensure your system meets the following requirements:

### SharePoint 2010

Operating System	Microsoft Windows Server 2008 x64 Microsoft Windows Server 2008 R2
Server	Microsoft SharePoint Foundation 2010 or Microsoft SharePoint Server 2010 Microsoft .NET Framework 3.5
Browser	Microsoft Internet Explorer 7 or greater Mozilla Firefox

### SharePoint 2007

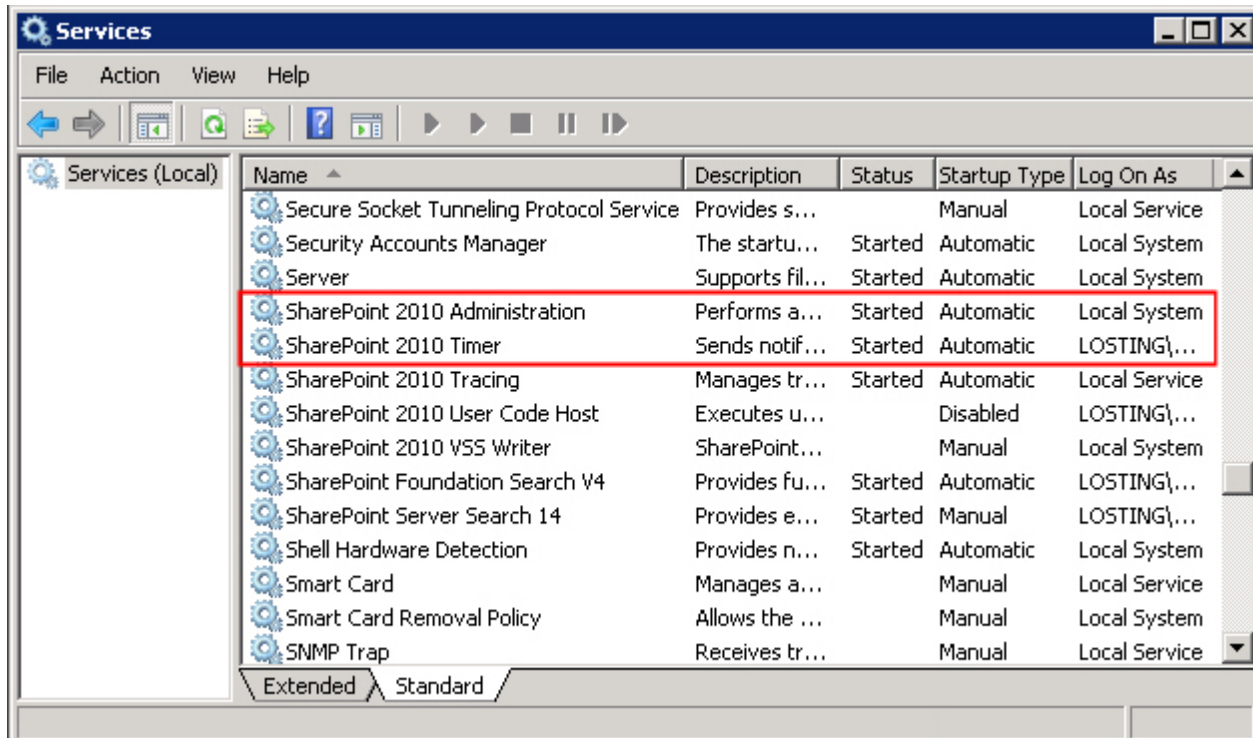
Operating System	Microsoft Windows Server 2003 x86/x64 Microsoft Windows Server 2008 x86/x64 Microsoft Windows Server 2008 R2
Server	Microsoft Windows SharePoint Services v3 or Microsoft Office SharePoint Server 2007 Microsoft .NET Framework 2.0 or 3.0 <b>Note:</b> This product is not compatible with SPS 2003 and WSS v2
Browser	Microsoft Internet Explorer 6 or greater

## 2.3 Installation

Follow these steps to install Document & Item Reordering 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**.



Document & Item Reordering 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 Document & Item Reordering 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 Document & Item Reordering 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 Document & Item Reordering 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.

- **SharePoint 2010**

C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\14\BIN

- **SharePoint 2007**



C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\12\BIN

- c. Add the solution files to SharePoint in the STSADM command line tool.

```
stsadm -o addsolution -filename BoostSolutions.DocumentItemReorderingSetup14.1.wsp  
stsadm -o addsolution -filename BoostSolutions.FoundationSetup14.1.wsp
```

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

```
stsadm -o deploysolution -name BoostSolutions.DocumentItemReorderingSetup14.1.wsp -  
allowgacdeployment -url [virtual server url] -immediate  
stsadm -o deploysolution -name BoostSolutions.FoundationSetup14.1.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.DocumentItemReorderingSetup14.1.wsp  
stsadm -o displaysolution -name BoostSolutions.FoundationSetup14.1.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 SharePointBoost.ItemRanking -url [site collection url] -force
```

### **To remove Document & Item Reordering from SharePoint servers**

- a. Removal is initiated with the following command:

```
stsadm -o retractsolution -name BoostSolutions.DocumentItemReorderingSetup14.1.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.DocumentItemReorderingSetup14.1.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.DocumentItemReorderingSetup14.1.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.FoundationSetup14.1.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.FoundationSetup14.1.wsp
```

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

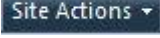
- c. Remove the solution from the SharePoint solutions storage:

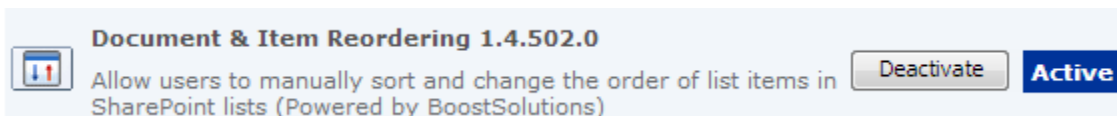
```
stsadm -o deletesolution -name BoostSolutions.FoundationSetup14.1.wsp
```

## **2.7 Feature Activation**

### **Activate Document & Item Reordering's feature in site collection**

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

- a. On the Site Actions menu  click **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**.



## 3. How to Use Document & Item Reordering

### 3.1 Settings for Document & Item Reordering

Go to **List Settings**, click **Document & Item Reordering Settings** under the General Settings section and you will enter the **Document & Item Reordering Settings** page.

<b>Reorder</b> Specify whether users can change the order of the list items in this list.	Enable reorder function for this list: <input type="radio"/> Enabled <input checked="" type="radio"/> Disabled						
<b>Reordering Settings</b> Enable or disable reordering for each view in the list.	Enable or disable reordering: <table border="1"><thead><tr><th>Enable</th><th>View Name</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>All Items</td></tr><tr><td><input type="checkbox"/></td><td>DataSheet</td></tr></tbody></table>	Enable	View Name	<input type="checkbox"/>	All Items	<input type="checkbox"/>	DataSheet
Enable	View Name						
<input type="checkbox"/>	All Items						
<input type="checkbox"/>	DataSheet						
<b>Columns</b> Select the columns you want to display on the "Change Item Order" page.	Show or hide on reorder page:						

There are three sections on the settings page:

- **Reorder**

In this section, you can specify whether users can change the order of list items in this list.

**Reorder**

Specify whether users can change the order of the list items in this list.

Enable reorder function for this list:

- Enabled  
 Disabled

- **Reordering Settings**

In this section, you can select views for Document & Item Reordering. You can reorder list items for each view by selecting multiple views.

**Reordering Settings**

Enable or disable reordering for each view in the list.

Enable or disable reordering:

Enable	View Name
<input checked="" type="checkbox"/>	All Items
<input checked="" type="checkbox"/>	DataSheet
<input type="checkbox"/>	My view

- **Columns**

For each view, you can select the columns to be displayed on the ranking page. To switch between views, click on the Previous and Next buttons. You can see the view name above the column selector.

**Columns**

Select the columns you want to display on the "Change Item Order" page.

Show or hide on reorder page:

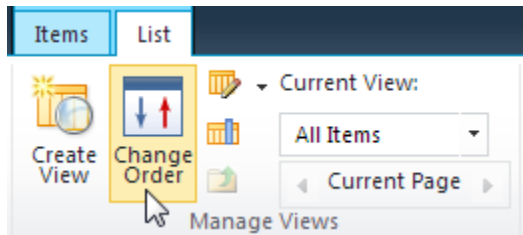
View: DataSheet

	Column Name
<input checked="" type="checkbox"/>	Country
<input type="checkbox"/>	Country Code
<input checked="" type="checkbox"/>	Continent

View:1 - 2 << Previous | Next >>

## 3.2 Changing Order

After you enable the Reorder feature, the **Change Order** button will appear on the ribbon. This button is only available on the views you selected in the Document & Item Reordering page.



Click on the **Change Order** button in the **All Items** view and you will enter the **Change Item Order: All Items** page. All the items in **All Items** view will be displayed here.

You can change the order of items by either clicking the **Move to Top**, **Move Up**, **Move Down** and **Move to Bottom** buttons or by entering a number in the reorder field. Once the list is reordered, click **Save** to save the settings.

### Move Up or Move Down

You can move an item up or down one position by clicking the Move Up or Move Down button.

**Item Order**  
 Select an item, then use the buttons or enter numerical value in the field to move the item to a new position in the list. Items (1 to 16)

Specify item position number:

Select an item	Position number	Type	Country	Continent
<input type="checkbox"/>	1		Belgium	Europe
<input type="checkbox"/>	2		Australia	Australia
<input checked="" type="checkbox"/>	3		Angola	Africa
<input type="checkbox"/>	4		Afghanistan	Asia
<input type="checkbox"/>	5		USA	North America
<input type="checkbox"/>	6		Botswana	Africa
<input type="checkbox"/>	7		Bulgaria	Europe
<input type="checkbox"/>	8		Bahrain	Africa
<input type="checkbox"/>	9		Benin	Africa
<input type="checkbox"/>	10		Andorra	Europe
<input type="checkbox"/>	11		Chile	South America
<input type="checkbox"/>	12		USA	North America
<input type="checkbox"/>	13		Bahamas	North America
<input type="checkbox"/>	14		Barbados	North America
<input type="checkbox"/>	15		Bermuda	North America
<input type="checkbox"/>	16		Austria	Europe

### Move to Top and Move to Bottom

You can move an item to the top or bottom by clicking the Move to Top or Move to Bottom button. After you save the changes, the view will change so that you can always see the item you just moved on the top or on the bottom of the page.

**Item Order**  
 Select an item, then use the buttons or enter numerical value in the field to move the item to a new position in the list. Items (1 to 16)

Specify item position number:

Select an item	Position number	Type	Country	Continent
<input type="checkbox"/>	1		Belgium	Europe
<input type="checkbox"/>	2		Australa	Australa
<input type="checkbox"/>	3		Angola	Africa
<input type="checkbox"/>	4		Afghanistan	Asia
<input checked="" type="checkbox"/>	5		USA	North America
<input type="checkbox"/>	6		Botswana	Africa
<input type="checkbox"/>	7		Bulgaria	Europe
<input type="checkbox"/>	8		Bahrain	Africa
<input type="checkbox"/>	9		Benin	Africa
<input type="checkbox"/>	10		Andorra	Europe
<input type="checkbox"/>	11		Chie	South America
<input type="checkbox"/>	12		USA	North America
<input type="checkbox"/>	13		Bahamas	North America
<input type="checkbox"/>	14		Barbados	North America
<input type="checkbox"/>	15		Bermuda	North America
<input type="checkbox"/>	16		Austria	Europe

### **Specify item position number**

You can specify a position number in the list by entering a number in the list. For example, if you want to move Austria to the third position, first select it then enter 3 in the **Specify item position** number field and click the **Move Item** button. Austria will move to the third position in the list.

**Item Order**

Select an item, then use the buttons or enter numerical value in the field to move the item to a new position in the list.

Items (1 to 16)

Specify item position number:

Select an item	Position number	Type	Country	Continent
<input type="checkbox"/>	1		Belgium	Europe
<input type="checkbox"/>	2		Australa	Australa
<input type="checkbox"/>	3		Angola	Africa
<input type="checkbox"/>	4		Afghanistan	Asia
<input type="checkbox"/>	5		USA	North America
<input type="checkbox"/>	6		Botswana	Africa
<input type="checkbox"/>	7		Bulgaria	Europe
<input type="checkbox"/>	8		Bahrain	Africa
<input type="checkbox"/>	9		Benin	Africa
<input type="checkbox"/>	10		Andorra	Europe
<input type="checkbox"/>	11		Chie	South America
<input type="checkbox"/>	12		USA	North America
<input type="checkbox"/>	13		Bahamas	North America
<input type="checkbox"/>	14		Barbados	North America
<input type="checkbox"/>	15		Bermuda	North America
<input checked="" type="checkbox"/>	16		Austria	Europe

After changing the items order, click **Save** to save these setting and you can view the list with the new order displayed.

Countries ▸ All Items ▾



<input type="checkbox"/> Country	Country Code	Continent
USA	US	North America
Australa	AU	Australa
Austria	AT	Europe
Andorra	AD	Europe
Angola	AO	Africa
Afghanistan	AF	Asia
Botswana	BW	Africa
Belglum	BE	Europe
Bulgarla	BG	Europe
Bahrain	BH	Africa
Benin	BJ	Africa
Chie	Q	South America
USA	US	North America
Bahamas	BS	North America
Barbados	BA	North America
Bermuda	BM	North America



## 4. Technical Limitations

- When there are two types of entries coexisting in one list (e.g. items and folders), they cannot be mixed together or reordered; rather, they will be grouped separately. Therefore, users cannot rearrange the order across different entry groups unless they activate the "Display 'New Folder' command on the New menu" option in List Advanced Settings.
- If a list contains items as well as folders, in the Change Order page, the content within the folders will not be displayed.

## 5. Troubleshooting & Support

### **Troubleshooting FAQ:**

<http://www.boostsolutions.com/general-faq.html#Show=ChildTitle9>

### **Contact Info:**

Product & Licensing Inquires: [sales@boostsolutions.com](mailto:sales@boostsolutions.com)

Technical Support (Basic): [support@boostsolutions.com](mailto:support@boostsolutions.com)

Request a New Product or Feature: [feature\\_request@boostsolutions.com](mailto:feature_request@boostsolutions.com)

### **Live Chat:**

<http://www.boostsolutions.com/support/chat/livezilla.php?intgroup=U3VwcG9ydA==&reset=true>

## Appendix 1: License Management

You can use Document & Item Reordering without entering any license code for a period of 30 days from when you first use it.

To use 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: e4c9171bd1aa49cea8903e0a7e0e812643f8360be  
a74459ca3bf6b2e0240f194

Farm License  
Farm ID: {e4c9171b-d1aa-49ce-a890-3e0a7e0e8126}  
Number of Users: 24 user(s)

Site Collection License  
Site Collection ID: 1316fb72-1436-41cf-949d-56ca6020320e [Change](#)  
Site Collection: <http://pro-mac>

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](mailto:sales@boostsolutions.com)) to generate a license code.

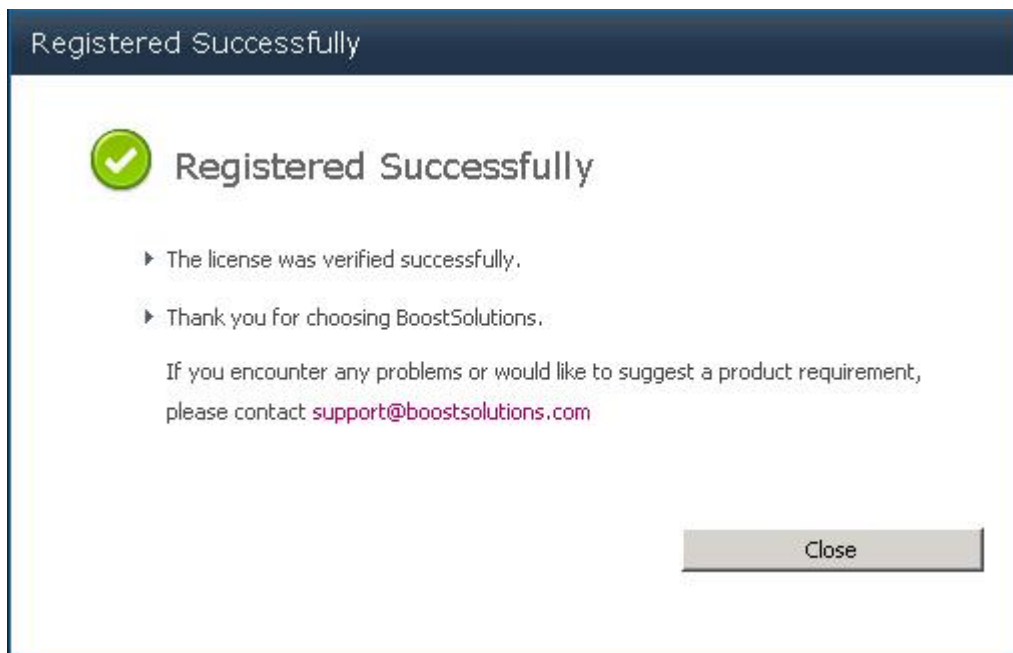
### License Registration

- 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". The main text reads: "Please upload a license code file or enter the license code to activate the product." There are two radio button options: "Upload a license code file" (which is selected) and "Enter license code". Under the "Upload a license code file" option, there is a text input field and a "Browse..." button. Under the "Enter license code" option, there is 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.



The screenshot shows a dialog box titled "Registered Successfully". It features a green checkmark icon in a circle. The main text reads: "Registered Successfully". Below this, there are two bullet points: "▶ The license was verified successfully." and "▶ Thank you for choosing BoostSolutions." At the bottom, there is a line of text: "If you encounter any problems or would like to suggest a product requirement, please contact [support@boostsolutions.com](mailto:support@boostsolutions.com)". At the bottom right of the dialog, there is a "Close" button.

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