



Site User Directory 1.0

User Guide

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

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1. Introduction

The Site User Directory web part gives you several navigational tree view display options, either alphabetically, by OUs, SharePoint site category or online status. Painlessly organize a list to search for users by categories. User's that have an active status in SharePoint will show up as "Online" to allow for swift responses, if they are still currently online. Conveniently search and display SharePoint users profiles in our Site User Directory, whether it is for finding specified people or expertise.

This user guide is intended to assist and instruct you on how to install/uninstall, configure and use SharePoint Site User Directory.

For the latest copy of this user guide and other guides, please visit:

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

2. Installation

2.1 Product Files

After you download and unzip the Site User Directory 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.
Site User Directory_V1_User Guide.pdf	User guide for Site User Directory in PDF format.
Library\2.0\Setup.exe	The product installer for .Net Framework 2.0.
Library\2.0\Setup.exe.config	A file that contains 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 that contains the configuration information for the installer.
Solutions\Foundation\ BoostSolutions.FoundationSetup12.1.wsp	A SharePoint solution package that contains Foundation files and resources for SharePoint 2007 or WSS 3.0.
Solutions\Foundation\ BoostSolutions.FoundationSetup14.1.wsp	A SharePoint solution package that contains Foundation files and resources for SharePoint 2010 or SharePoint Foundation 2010.
Solutions\Foundation\ BoostSolutions.FoundationSetup15.1.wsp	A SharePoint solution package that contains Foundation files and resources for SharePoint 2013 or SharePoint Foundation 2013.
Solutions\Foundation\Install.config	A file that contains the configuration information for the installer.
Solutions\ SiteUserPlus\ BoostSolutions.SiteUserDirectorySetup12.1.wsp	A SharePoint solution package that contains Site User Directory files and resources for SharePoint 2007 or WSS 3.0.
Solutions\ SiteUserPlus\ BoostSolutions.SiteUserDirectorySetup14.1.wsp	A SharePoint solution package that contains Site User Directory files and resources for SharePoint 2010 or SharePoint Foundation 2010.

Solutions\ SiteUserPlus\ BoostSolutions.SiteUserDirectorySetup15.1.wsp	A SharePoint solution package that contains Site User Directory files and resources for SharePoint 2013 or SharePoint Foundation 2013.
Solutions\SiteUserPlus\Install.config	A file that contains the configuration information for the installer.

2.2 Software Requirements

Before you install Site User Directory, ensure your system meets the following requirements:

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 Mozilla Firefox Google Chrome

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
Server	Microsoft Windows SharePoint Services v3 or Microsoft Office SharePoint Server 2007 Microsoft .NET Framework 2.0 or 3.0 Note: This product is not compatible with SPS 2003 and WSS v2

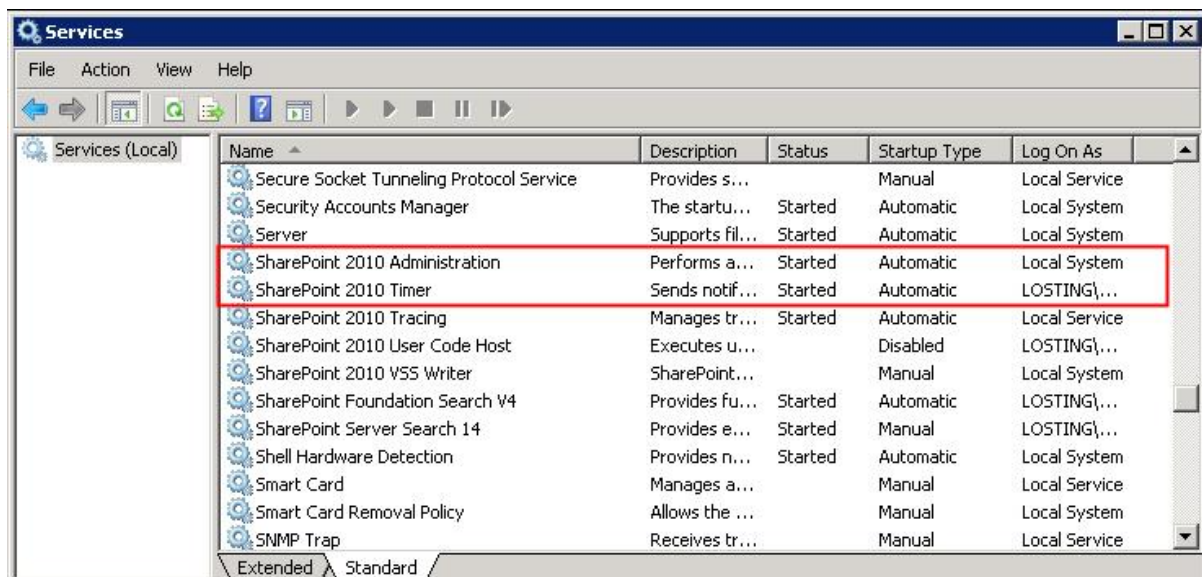
Browser	Microsoft Internet Explorer 6 or greater
---------	--

2.3 Installation

Follow these steps to install Site User Directory 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**.



Site User Directory 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 meet either of the following requirements:

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

To install Site User Directory 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 your 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 Site User Directory in **SharePoint 2013** 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.

Install Site User Directory on SharePoint Server

- 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 2013**

C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\15\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.SiteUserDirectorySetup15.1.wsp
stsadm -o addsolution -filename BoostSolutions.FoundationSetup14.1.wsp
```

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

```
stsadm -o deploysolution -name BoostSolutions.SiteUserDirectorySetup15.1.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.SiteUserDirectorySetup15.1.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.Admin.SiteUserPlus -url [site collection url] -
force
```

Remove Site User Directory from SharePoint Servers

- a. Removal is initiated with the following command:

```
stsadm -o retractsolution -name BoostSolutions.SiteUserDirectorySetup15.1.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.SiteUserDirectorySetup15.1.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.SiteUserDirectorySetup15.1.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 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 the feature is activated, the Status column lists the feature as **Active**.



Site User Directory 1.4.317.0

Use the Site User Directory Web Part to see a list of all site users in a tree view and each user's online status. (Powered by BoostSolutions)

Deactivate

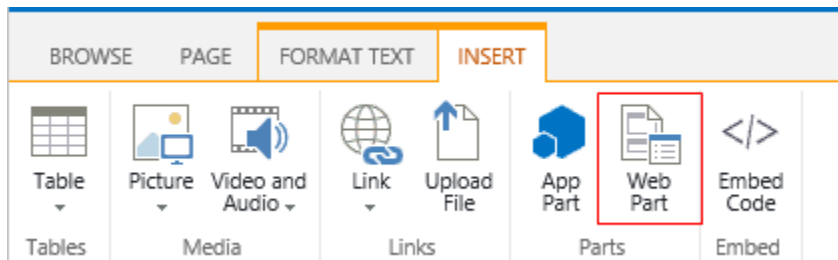
Active

3. How to Use Site User Directory

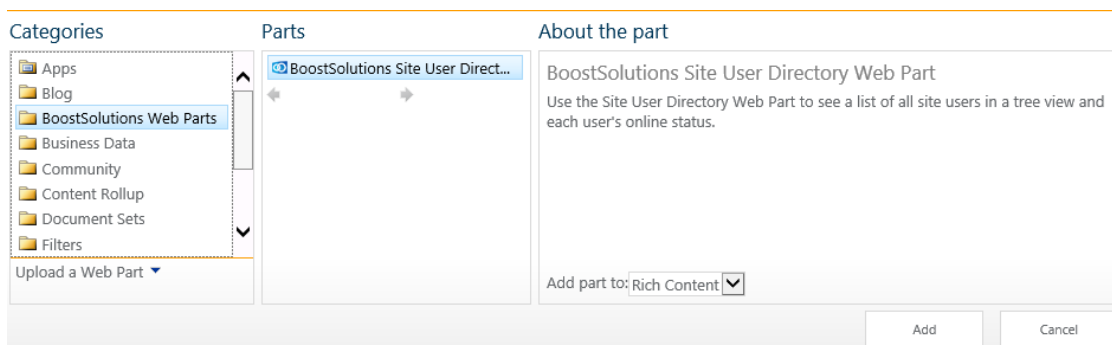
3.1 Add a Site User Directory Web Part

To add a Site User Directory Web Part, ensure you have at least Design permission level.

- From any page, look for and click the Edit command.
- Click on the page where you want to add the Web Part, click the Insert tab, and then click Web Part.



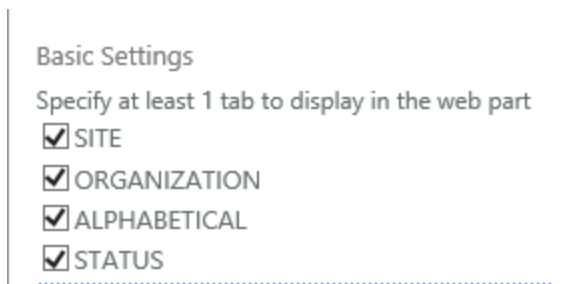
- Under Categories, select BoostSolutions Web Parts, select BoostSolutions Site User Directory Web Part, and then click Add.



3.2 Web Part Configuration

3.2.1 Basic Settings

In the Basic Settings section, you can specify which tabs show on the Web Part. By default, four tabs: SITE, ORGANIZATION, ALPHABETICAL and STATUS will be displayed on the Web Part.



Basic Settings

Specify at least 1 tab to display in the web part

- SITE
- ORGANIZATION
- ALPHABETICAL
- STATUS

SITE: Displays the SharePoint group and users based on the site structure.

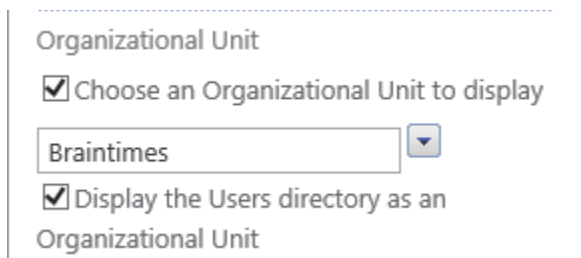
ORGANIZATION: Shows the organizational unit structure as active directory.

ALPHABETICAL: Shows all SharePoint active users in alphabetical order.

STATUS: Shows SharePoint active users based on their status, online and offline.

3.2.2 Organizational Unit

In this section, you can specify whether or which Organization Unit will display under the ORGANIZATION tab.



Organizational Unit

- Choose an Organizational Unit to display

Braintimes

- Display the Users directory as an Organizational Unit

- Choose an Organizational Unit to display

Enable this option to choose an organizational unit to display under the ORGANIZATION tab.

After choosing this option, click the down arrow to expand an active domain structure and then select an organizational unit.



- Display the Users directory as an Organizational Unit
Specify if the Users container shows under the tab.

3.2.3 Online Presence Settings

Online Presence Settings

Display SharePoint Login Status

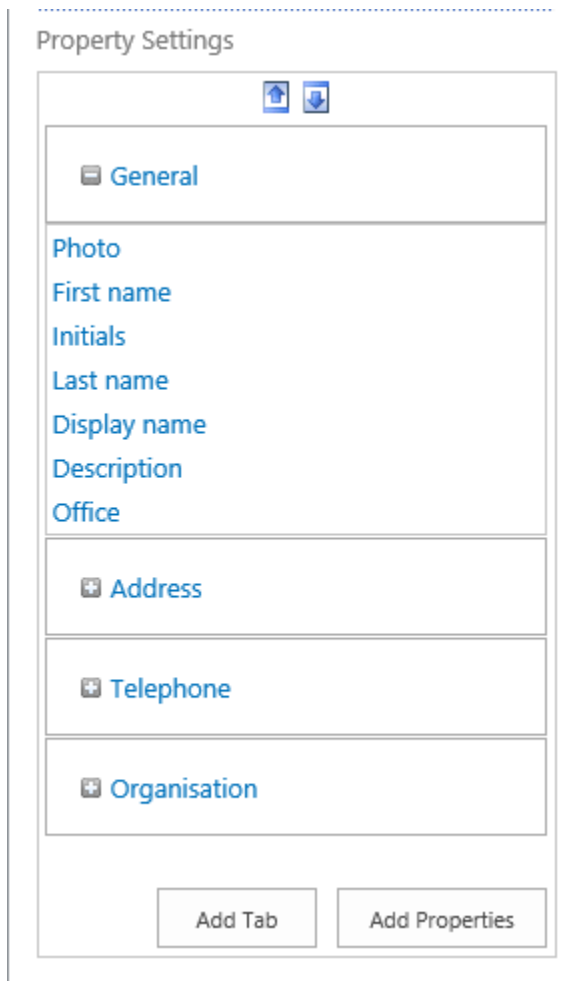
Display MSN Status

Do not display online status

- Display SharePoint Login Status
User's that have an active status in SharePoint will show up as "Online"; otherwise, users will show up as "Offline". Choose this option to show a user's login status under the SITE, ORGANIZATION and ALPHABETICAL tabs.
- Display MSN Status
This option is for SharePoint 2007. Show a user's MSN status on the web part. Choose this option to show a user's MSN status under SITE, ORGANIZATION and ALPHABETICAL tabs.
- Do not display online status
Do not display a user's login or MSN status under SITE, ORGANIZATION and ALPHABETICAL tabs.

3.2.4 Property Settings

In the Property Settings section, you can specify which properties show on the web part and how to group these properties in tabs.



The screenshot shows the 'Property Settings' interface. At the top, there are two arrows (up and down) for reordering. Below them are four tabs: 'General', 'Address', 'Telephone', and 'Organisation'. The 'General' tab is expanded, showing a list of properties: Photo, First name, Initials, Last name, Display name, Description, and Office. At the bottom of the interface are two buttons: 'Add Tab' and 'Add Properties'.


Manage a Tab

By default, there are 4 tabs to group properties: General, Address, Telephone and Organization. You can add, rename or delete these tabs.



To add a tab, click the **Add Tab** button. A new tab will be added; give your new tab a name.



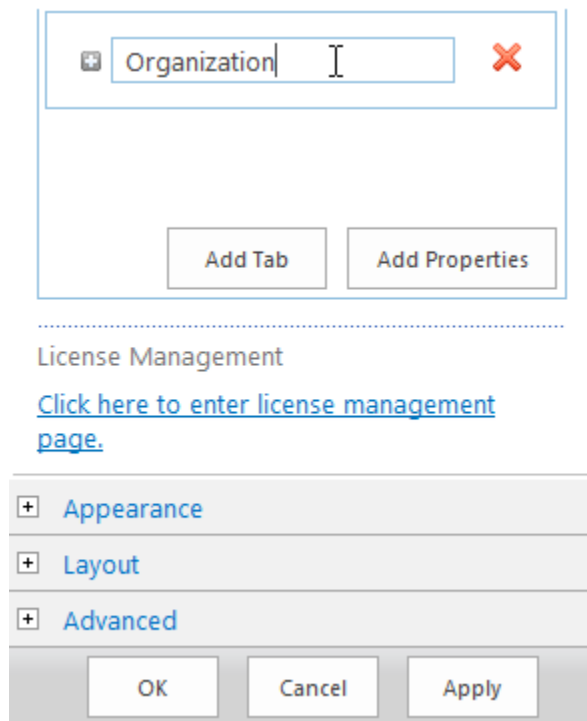
The screenshot shows a new tab being added. It consists of a small square icon with a plus sign and a text input field containing the word 'Account'.

To delete a tab, click on the  icon on the tab.



To change the order of the tabs, click the tab and then click  or  to move the tab up or down.

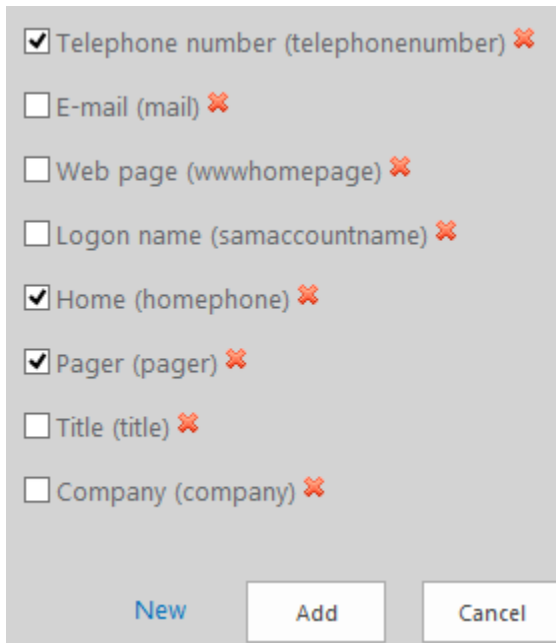
To change the tabs name, click on the name of the tab. When the field changes to editable, enter a new name and click **Apply**.



Manage a Property

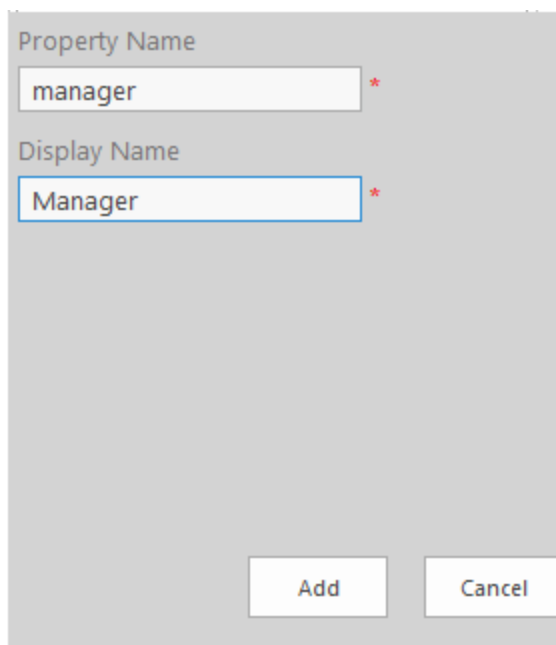
In the Property Settings section, Active Directory common properties are listed by default. You can add more Active Directory attributes on the web part.

To add a property, expand the tab which you want to add a property to. Click **Add Properties**. If the property is listed, select the checkbox next to the property name, and click Add.




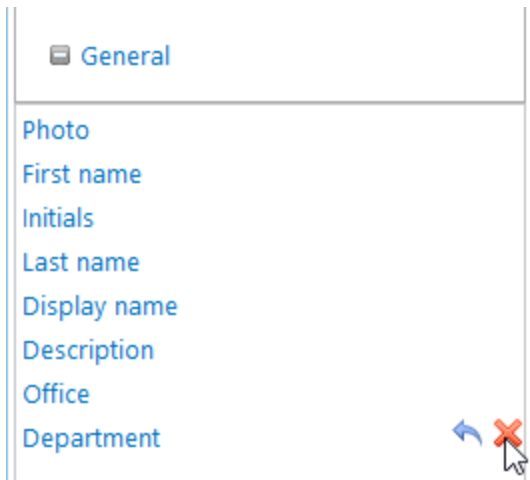
A dialog box with a light gray background. It contains a list of properties, each with a checkbox and a red 'X' icon to its right. The properties are: Telephone number (telephonenumber) [checked], E-mail (mail) [unchecked], Web page (wwwhomepage) [unchecked], Logon name (samaccountname) [unchecked], Home (homephone) [checked], Pager (pager) [checked], Title (title) [unchecked], and Company (company) [unchecked]. At the bottom, there are three buttons: 'New' (blue text), 'Add' (white text on a gray button), and 'Cancel' (white text on a gray button).


If the property is not listed here, click **New**. Input the property name (LDAP Name) and display name and then click Add. The property will be added in the specified tab.

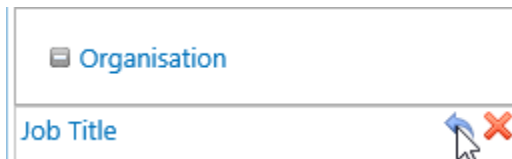


A dialog box with a light gray background. It has two text input fields. The first is labeled 'Property Name' and contains the text 'manager'. The second is labeled 'Display Name' and contains the text 'Manager'. Both fields have a red asterisk to their right. At the bottom, there are two buttons: 'Add' and 'Cancel'.

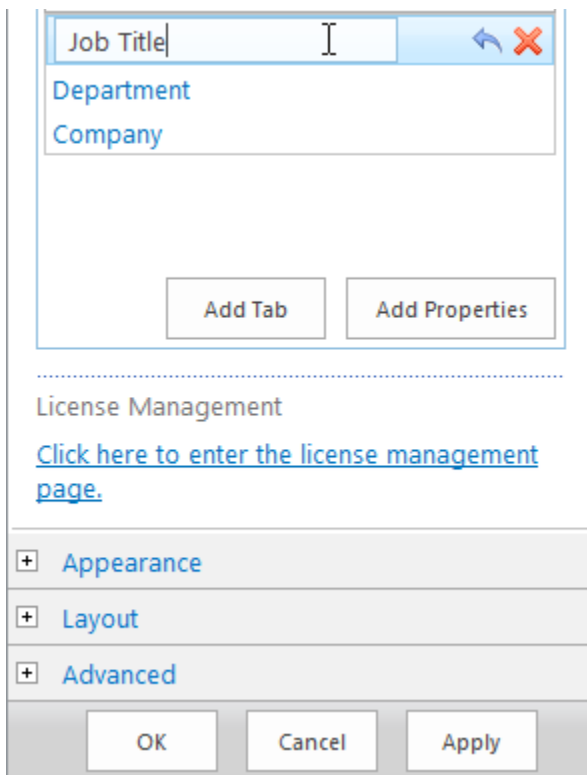
To remove a property from a tab, click the  icon next to the property name.



If you want to restore a property name from the changed one to the initial one, click the  icon next to the property name.



To rename a property, click on the name of the property. When the field changes to editable, enter a new name and click **Apply**.

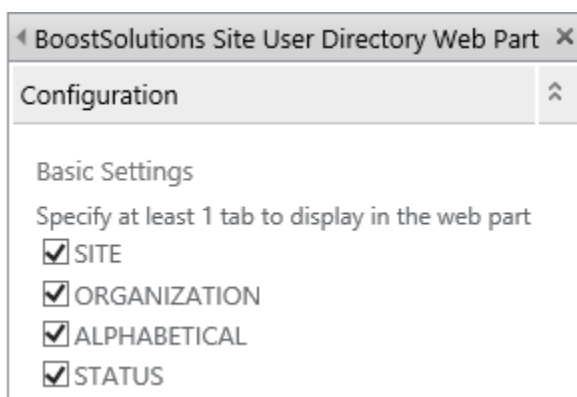


3.3 Tabs

On the Site User Directory Web Part, there are four tabs that show the SharePoint groups or users' information. They are the Site, Organization, Alphabetical and Status tabs.

Follow these steps to specify which tabs are shown on the Web Part:


- a. From a page, look for and click the **Edit** command.
- b. On the page, point to the Web Part, click the down arrow, and then click **Edit Web Part**.
- c. On the Web Part configuration panel, select the checkboxes to the left of the tab name in the Basic Settings section.



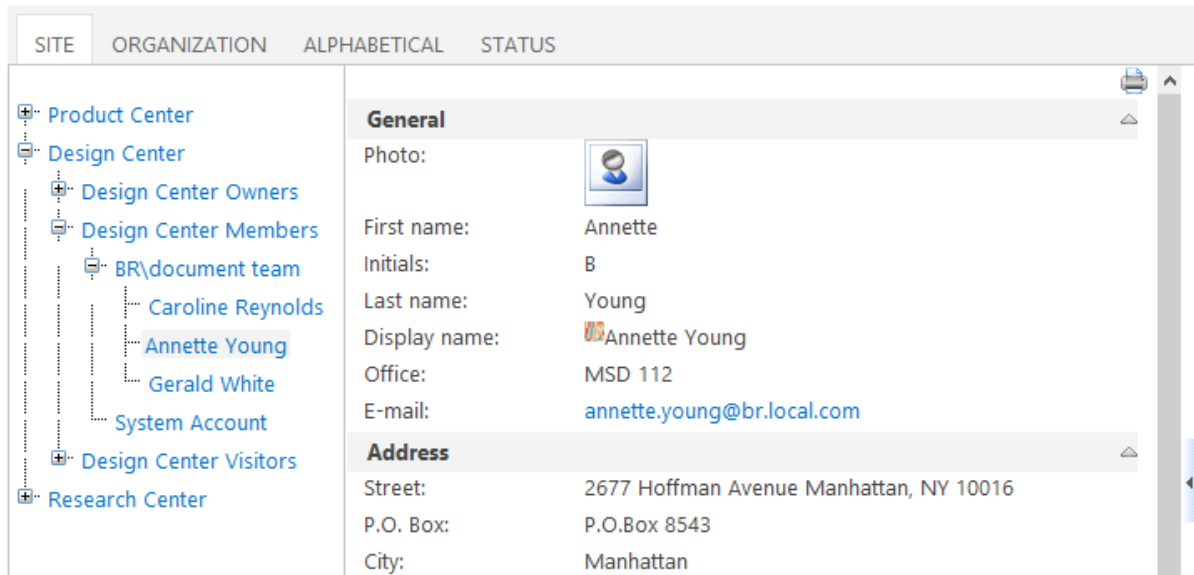
- d. Click **Apply**.



3.3.1 Site Tab

In Site tab, all active SharePoint groups, domain groups and users are shown based on the site structure. An active SharePoint group, domain group or user means that the group or user is created or added on SharePoint and granted permissions.

You can also check the members of a SharePoint group or domain group by clicking the  icon to the left of the group name.

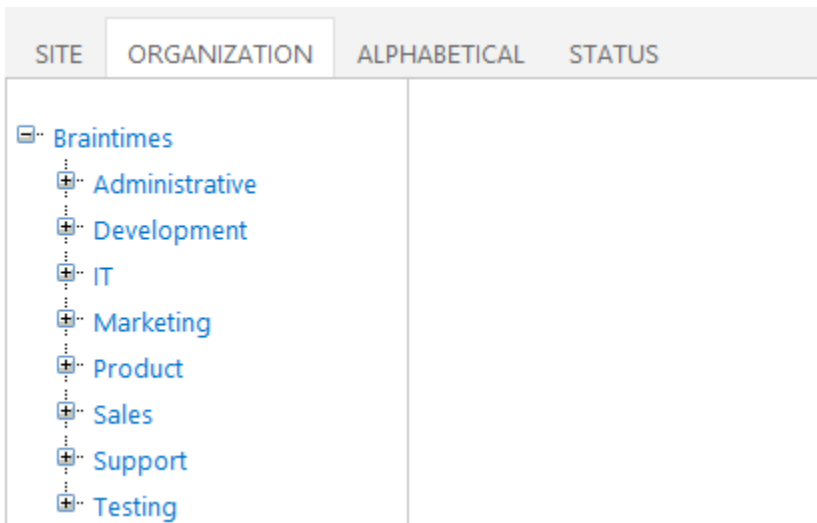
To view a user's profile, you just need to click the user's name and the profile will be shown on the right side of the web part.



SITE	ORGANIZATION	ALPHABETICAL	STATUS
General			
Photo:			
First name:		Annette	
Initials:		B	
Last name:		Young	
Display name:		 Annette Young	
Office:		MSD 112	
E-mail:		annette.young@br.local.com	
Address			
Street:		2677 Hoffman Avenue Manhattan, NY 10016	
P.O. Box:		P.O.Box 8543	
City:		Manhattan	

3.3.2 Organization Tab

The Organization tab displays the specified organizational unit structure on the Web Part.



SITE	ORGANIZATION	ALPHABETICAL	STATUS
<ul style="list-style-type: none"> Braintimes <ul style="list-style-type: none"> Administrative Development IT Marketing Product Sales Support Testing 			

Follow these steps to specify the organizational unit:

- a. On the Web Part configuration panel, select the checkbox next to **Choose an Organizational Unit to display** in the Organizational Unit section.

Organizational Unit

Choose an Organizational Unit to display

▼

Display the Users directory as an Organizational Unit

- b. Click the down arrow to choose the organizational unit.

Choose an Organizational Unit to display

▼

an

br

Braintimes

Administrative

Development

IT

Marketing

Product

Sales

Support

Testing

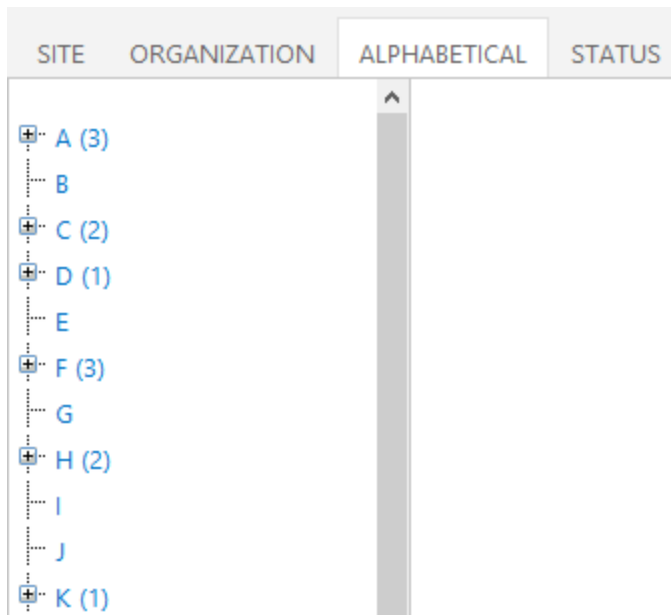
BrandonTest

JS

- c. If you want to display a Users container on the web part, select the checkbox next to **Display the Users directory as an organizational unit**.
- d. Click **Apply**.

3.3.3 Alphabetical Tab

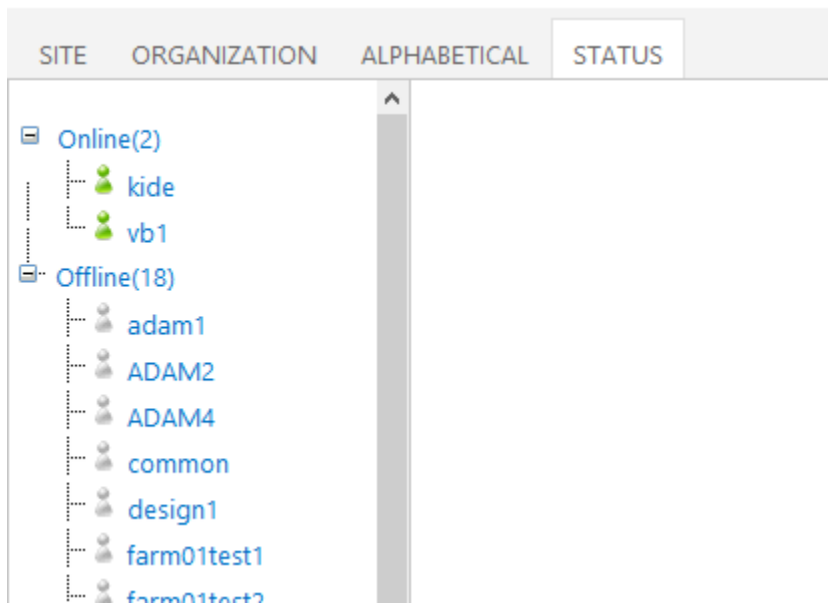
The Alphabetical tab displays the active SharePoint users in alphabetical order.



3.3.4 Status Tab

The Status tab displays the SharePoint users based on their status, online or offline.

User's that have an active status in SharePoint will show up as "Online"; otherwise, they will show up as "Offline".





3.4 Search for a User

To search for a user, enter the user's name in the search box, and click .



 

The result will be shown the Search tab as follows:

SITE	ORGANIZATION	ALPHABETICAL	STATUS	SEARCH
<div>  Search Results <ul style="list-style-type: none">  nick </div>				


3.5 Print a User's Profile

When you view a user's profile, you may need to print it.

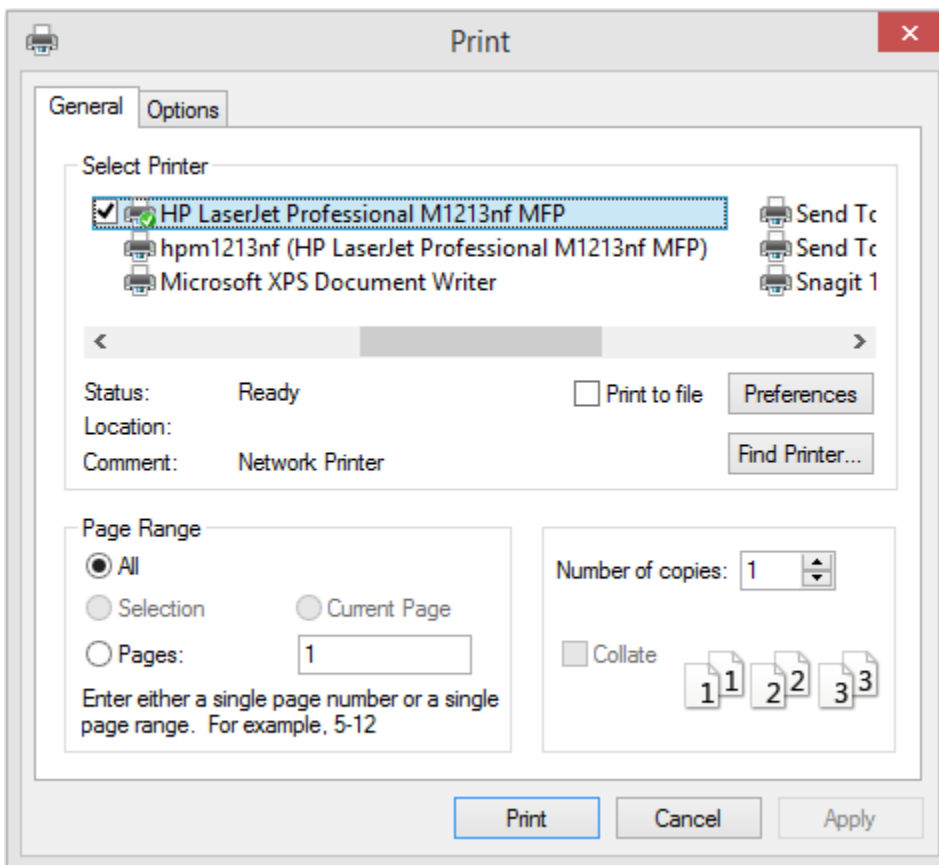
HABETICAL	STATUS
<div>  </div>	
General	
Photo:	
First name:	Annette
Initials:	B
Last name:	Young
Display name:	Annette Young
Description:	
Office:	MSD 112
Address	
Street:	2677 Hoffman Avenue Manhattan, NY 10016
P.O. Box:	P.O.Box 8543
City:	Manhattan
State/province:	New York

To print a user's profile, click the  command on the top right corner of the user's profile.

The user's profile is shown in a new browser tab or window as follows:

General	
Photo:	
First name:	Annette
Initials:	B
Last name:	Young
Display name:	Annette Young
Description:	
Office:	MSD 112
Address	
Street:	2677 Hoffman Avenue Manhattan, NY 10016
P.O. Box:	P.O.Box 8543
City:	Manhattan

The browser's Print function will appear as follows: .



4. Troubleshooting & Support

Product & Licensing Inquires: sales@boostsolutions.com

Technical Support (Basic): support@boostsolutions.com

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

Live chat:

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

Appendix: License Management

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

To use the product after expiration, you will need to purchase a license and register the product.

Finding License Information

- On the Site User Directory Web Part, click the trial link and enter the **License Management Center**.
- 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>

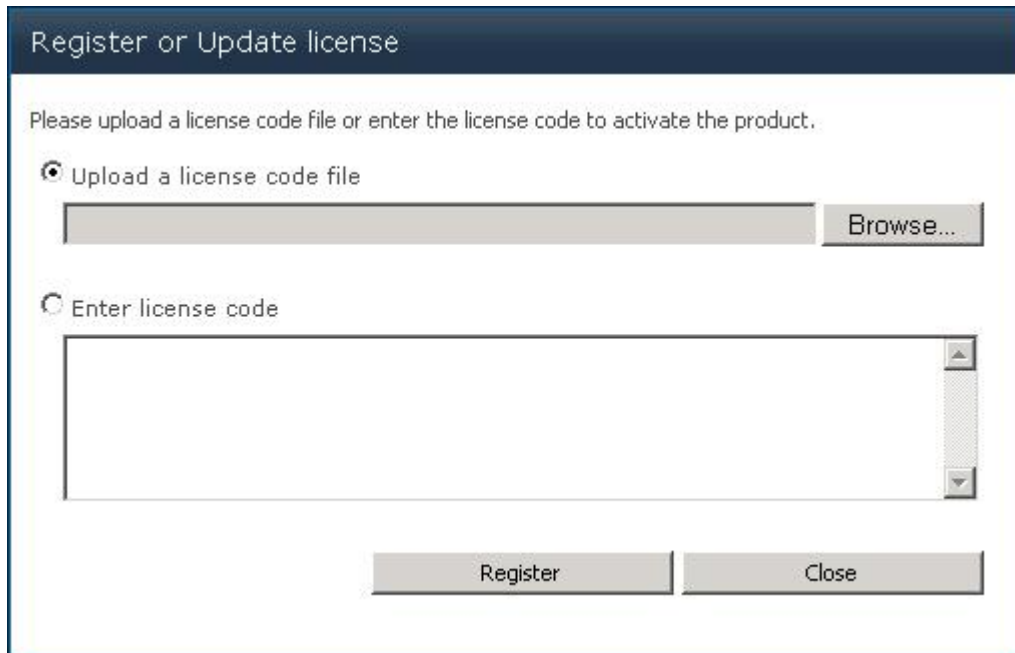
Download Close

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.

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

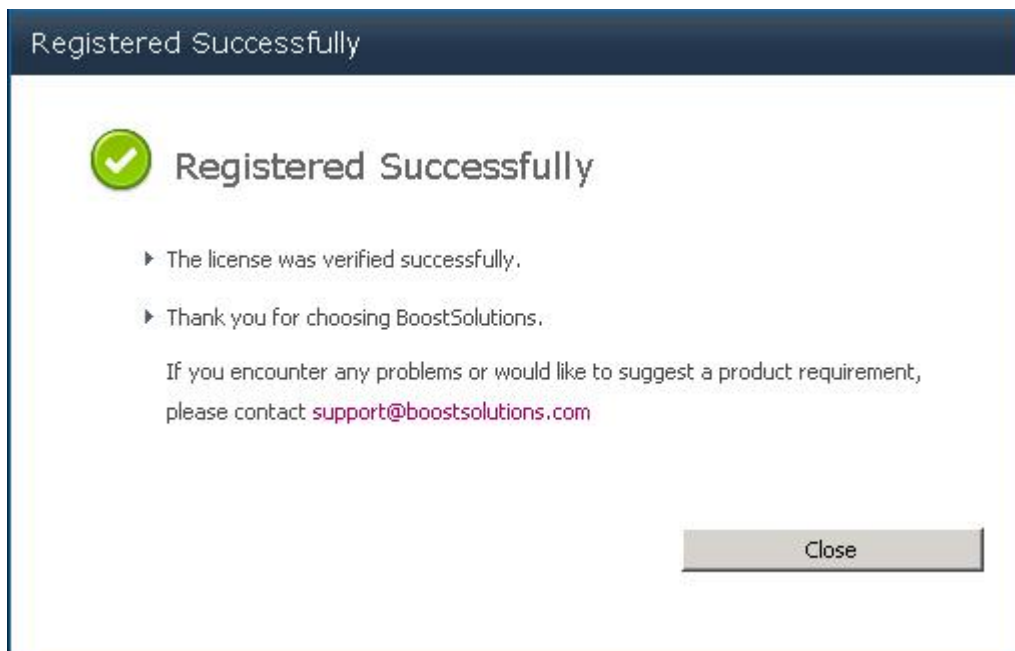
License Registration

- 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". 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 first option, there is a text input field and a "Browse..." button. Under the second option, there is a larger text input field. 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". At the bottom right of the dialog, there is a "Close" button.

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