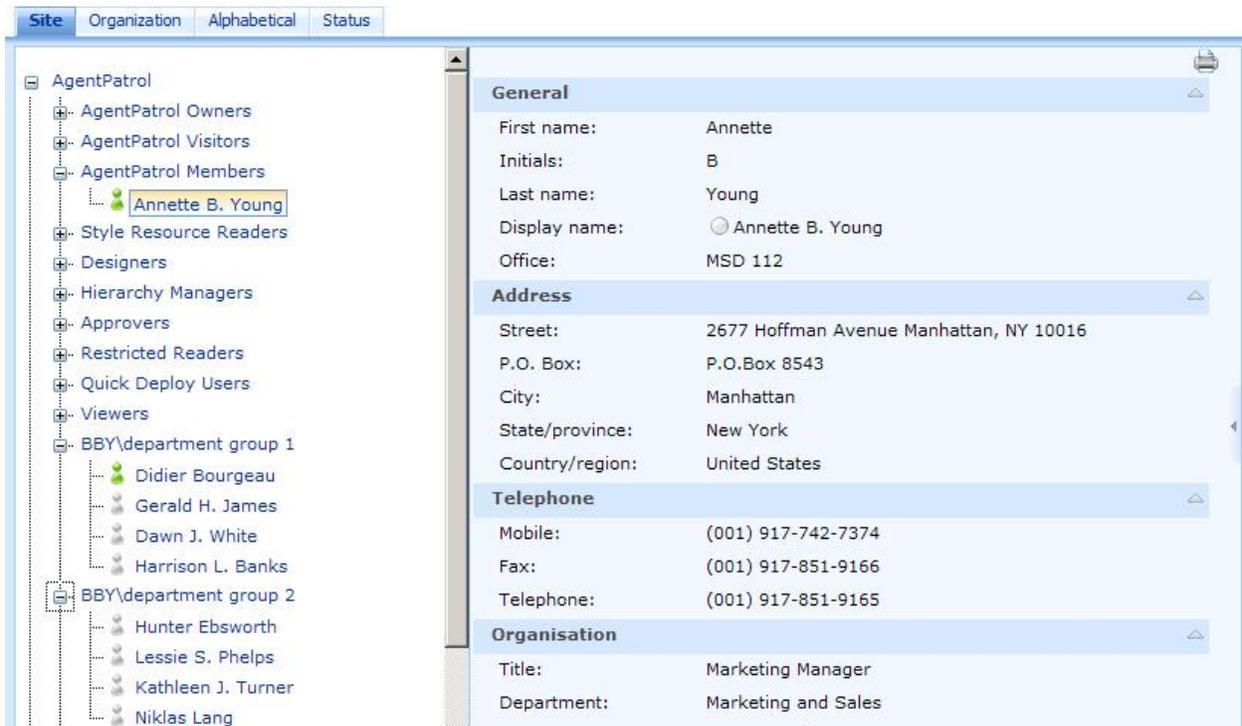


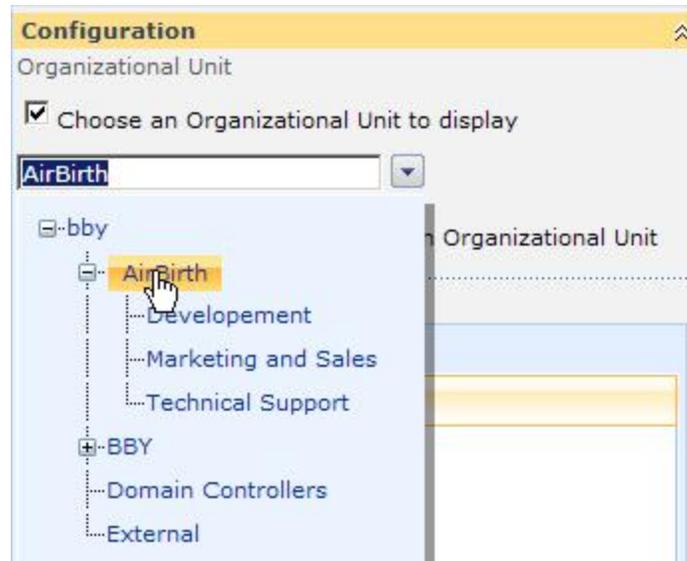
SharePoint Site User Directory Tutorial

The SharePointBoost Site User Directory Web Part allows users to display all users in a SharePoint environment. Users can be displayed according to online status, their membership in Organizational Units(OU), alphabetically, or by site. The online status can be either displayed as the SharePoint default online status (based on MSN), or be based on when the user last logged in to SharePoint. Also, Site User directory gives the option to search for users, message other users, and to print user information. A major difference between the SharePoint default Site User web part and the SharePointBoost Site User Directory is its ability to not only display SharePoint groups and AD groups, but also all members of SharePoint and AD groups in SharePoint.



To use it, the web part has to be added to the site it should be displayed on.

Then the Site User Directory properties should be configured. The web part allows for defining an Organizational Unit, and whether or not the user directory should be displayed as an Organizational Unit in the Organization Tab.

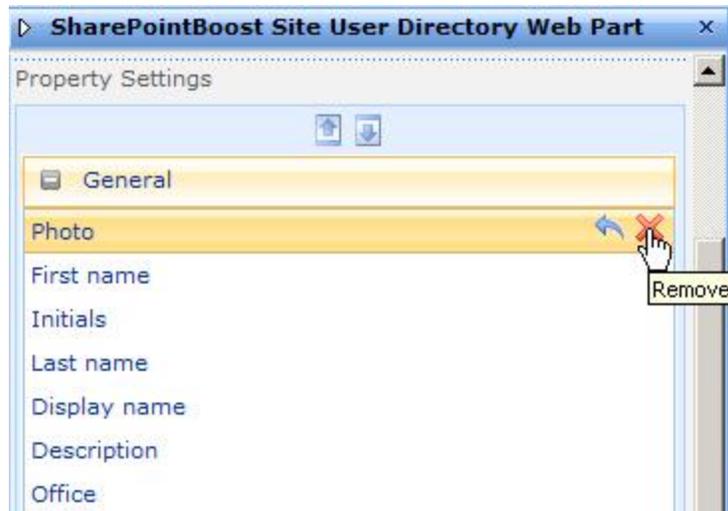


After this, the administrator has to select, what AD information should be displayed, and how. Site User Directory gives the option to change the order of AD properties displayed, to remove or add items, as well as remove, add and rename tabs. For example, if no picture of users should be displayed, the administrator can just remove this AD property form the Site User Directory. If on the other hand, more information like a fax number, or customized AD properties should be added, this can also be easily modified.

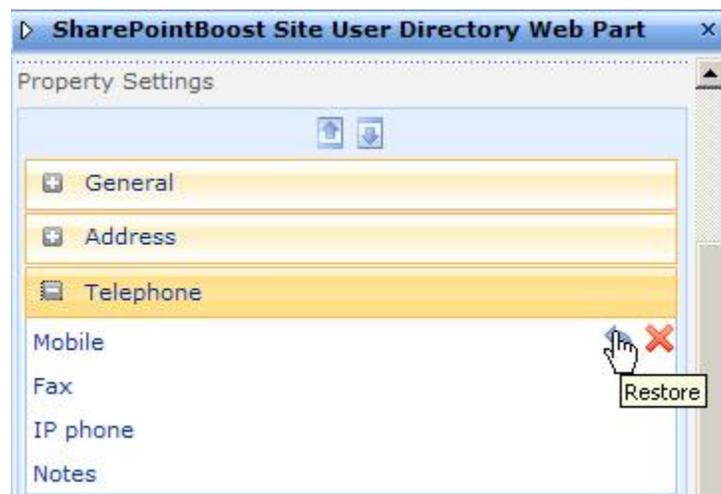
Click the name of an item once to rename an AD property item.



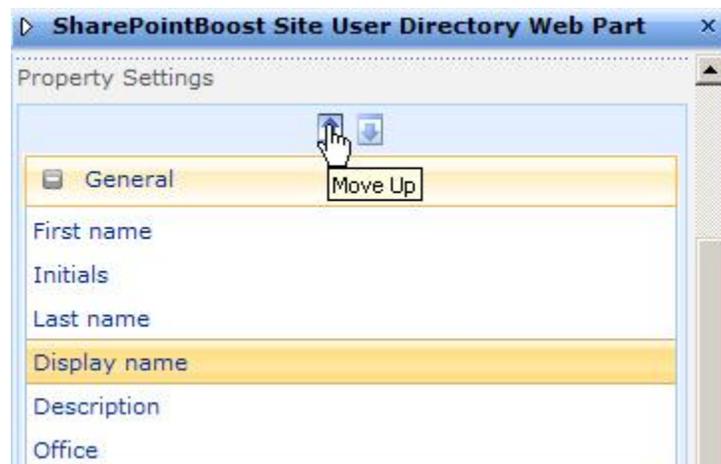
To remove an item, click on the cross on the right side of the item.



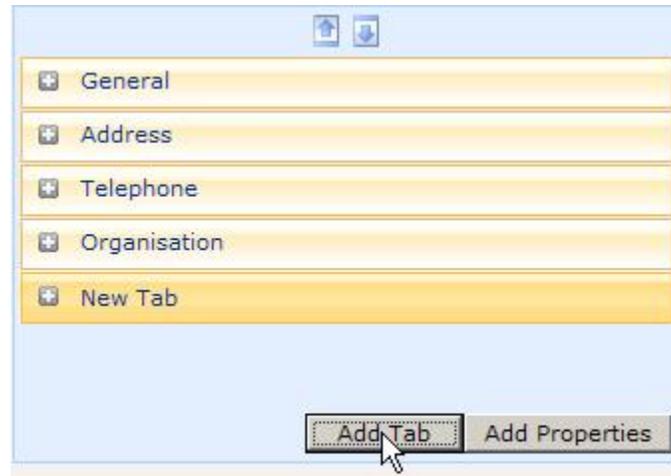
To restore an item, click the bent arrow.



To move an item up or down, select it first by clicking it once. After this, the item can be moved up and down by clicking the arrows on top of the AD properties.



Moving, renaming, and removing tabs works in a similar way. To add a new tab, click on the Add Tab button in the lower right corner. A new tab will appear at the bottom of the AD properties, named "New Tab".



To add new AD properties, click the Add Properties button. After that, enter the Property Name and the Display Name in the Site User Directory.

A screenshot of a dialog box for adding properties. It has two text input fields. The first is labeled 'Property Name' and contains the text 'employeeid'. The second is labeled 'Display Name' and contains the text 'Employee ID'. At the bottom of the dialog, there are two buttons: 'Add' and 'Cancel'.

After setting up the web part, click the OK button to confirm the changes.

To display user information, click on the user name in the directory. Enter any name or letter to search for specific users, and confirm the search by pressing Enter or clicking the Search icon right of the Search field. These will be displayed in a Search Result list.



SharePoint User Directory web part allows search users.

The user information will be displayed according to the preferences set in the settings. To print the user information click the Print icon in the upper right corner.



To display the users' status on the web part, select which status type you want to display, SharePoint login status or MSN status. If you don't want to display the status, select the Do not display online status.

