

Wizdom Noticeboard for SharePoint 2010 Installation and Administration Guide

Version 1.9.0

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1. Introduction

Wizdom Noticeboard for SharePoint 2010 is a news application potentially spanning all site collections in a SharePoint Web Application.

News items reside in a SharePoint list (the Noticeboard list) organized in news channels and sub news channels (most like folders and sub folders). Read and write access to a given news channel is configured by simply by setting the access rights on the news channel in the Noticeboard list.

Several Noticeboard instances may be defined in a Web Application. Each instance has its own Noticeboard list. For performance reasons, a SQL*Server database is associated with each instance.

News items are displayed on a SharePoint page by means of web parts. Three (four) different web parts are available:

- News list
- Show news item on a separate page
- News archive
- Show news item (on the same page): deprecated

The "News list" web part displays a list of news items from one or more news channels. The administrator may decide which news channels are mandatory for a given user, when viewing a given web part. In addition to the mandatory news channels, each user may add his private choice of news channels to the web part.

This way, one web part may be used to display news items from several news channels. Several web parts may be placed on the same SharePoint page, each with their individual choice of news channels.

A "News list" web part may only display news channels from one Noticeboard instance, i.e. news items from different Noticeboard instances cannot be mixed in one web part.

The format of the news list is defined in a template and is thus easily customized to match the design of the SharePoint page, where it resides.

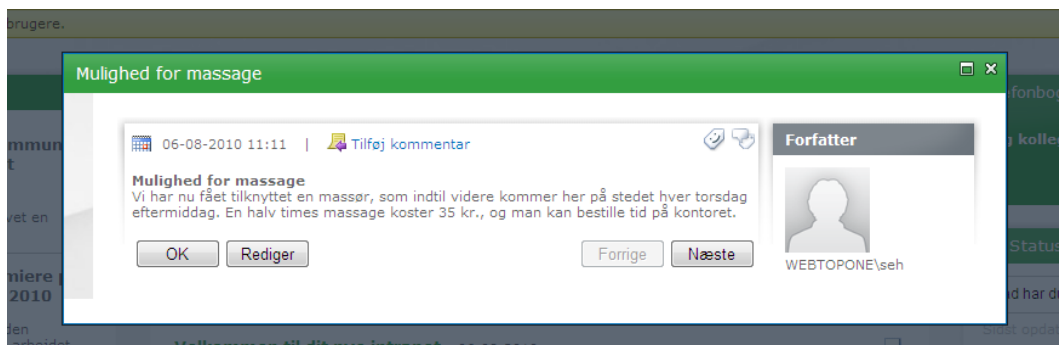


When the user clicks on a news item in the news list, the news item is shown in a “pop up” window utilizing the standard display page of the Noticeboard list. The Noticeboard “show news on a separate page” web part has replaced the standard web parts on this display page.

The “news archive” web part is typically placed on a SharePoint page used to search and browse old (expired) news items:



The “Show news on a separate page” web part is controlled by a template, making it easy to adjust its layout and content.



An SQL server database is used in conjunction with the Noticeboard list to hold information about the news channels, news items and users. The reason for this

architecture is mainly because of performance. Mandatory and personal subscriptions to news channels, start and end date of the news items, as well as information about the news items already read by the user, are all factors which determine which news items are to be shown by the web parts. Performing such queries directly on the SharePoint list would be too time consuming.

1.1 WHAT'S NEW IN VERSION WIZDOM NOTICEBOARD 1.8.6

This section highlights some of the new features in version 1.8.6 of Wizdom NoticeBoard.

1.1.1 COMMENTS

Please note comments are handled differently in Wizdom NoticeBoard version 1.8.6, compared to earlier versions. In earlier versions, the comments were placed in SharePoint Discussion Lists in the NoticeBoard site, but in this version they are placed in the NoticeBoard database. There should be no important differences in the use of comments, but it means that old comments are not automatically recognized by this version.

To import old comments, run the Windows program "NoticeBoardConvertComments.exe" locally on the Wizdom server (or one of the servers in the farm).

1.1.2 NEWS ON MULTIPLE CHANNELS

It is now possible to post the same news item on multiple channels. In prior versions of Noticeboard the setting "Same content in selected channels" meant that a copy of the news item was posted on all the selected channels. However, the news items were posted as separate items, i.e. editing or deleting one item didn't affect the others.

In this version, the news items posted on multiple channels stay connected:

- Deleting the item in one channel automatically deletes all instances of it
- Editing a news item in one channel affects all instances of it

- Comments to a news item in one channel are posted on all instances of it

It is important to understand that the architecture behind the feature same news item on multiple channels requires that the editor can edit or delete the news item with contributor rights for all the instances of the news item. It also means that your comments to a news item placed in multiple channels may be posted to news items on channels you do not have read permission to.

See [3.2.5 Multiple destinations](#): for details.

1.1.3 NEWS CHANNEL "PUSH"

As an administrator you can now "push" news channels to certain users or groups, the same way you can set the news channels as mandatory for certain users and groups. When a channel is "pushed" to a user it is automatically set as a private subscription for the user. However, the user can remove the subscription, if he or she does not want to subscribe to the channel. See [4.1.1 Mandatory and pushed news channels](#) for details.

1.1.4 APPROVAL REQUIREMENT FOR NEWS ITEMS

It is now possible to specify that all news items must be approved by an approver, before they are shown to other users.

See [3.2.11 Special parameters](#) for details.

1.1.5 EASIER CREATION OF NEW NOTICEBOARD INSTANCES

The NoticeBoard administration interface now handles all aspects of creating new NoticeBoard instances, including the creation of a NoticeBoard database on the database server.

See [3.1 Create Noticeboard Instance](#) for details.

1.1.6 PERMISSION CACHE CONTROL

For performance reasons permissions on news channels (and in some cases news items) are cached. This means that if permissions are changed it will take some minutes before this is reflected in NoticeBoard (default cache time is 20 minutes).

In this version of NoticeBoard, it is possible to control the permissions cache time.

See [3.2.11 Special parameters](#) for details.

1.1.7 NOTICEBOARD WEB PARTS IN WIZDOM PROJECT SITES

When a NoticeBoard list web part is placed in a Wizdom Project Site template it is automated configured with no need for the editor or administrator to manually configure anything.

The following happens on creation of a Wizdom Project Site based on a site template with a NoticeBoard list web part included:

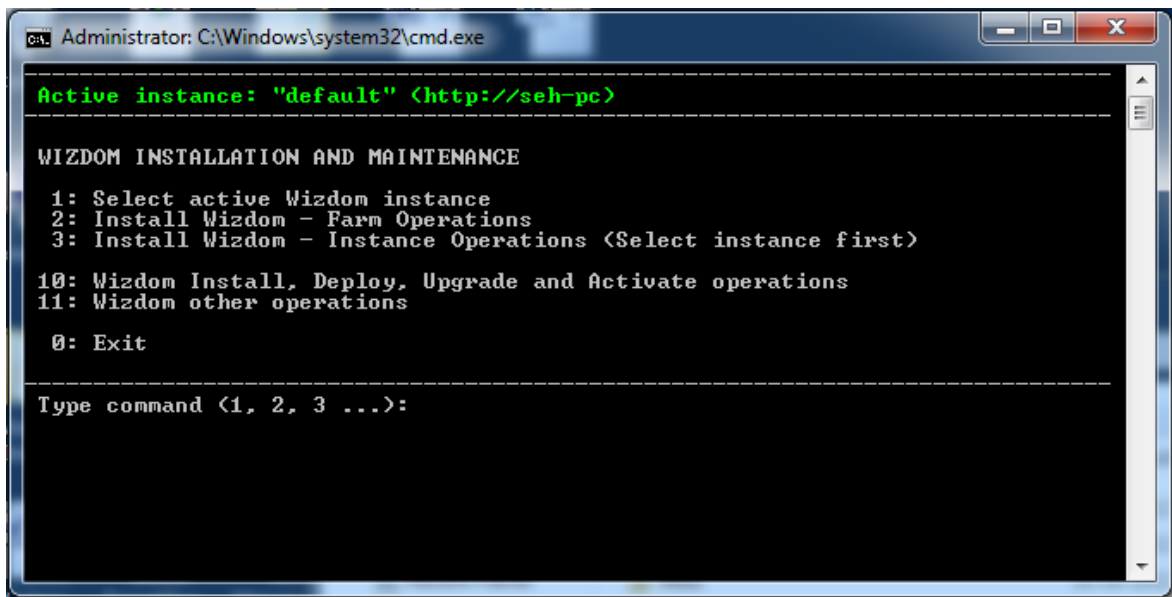
- It automatically creates a news channel with the same name as the project site (if this channel does not already exist)
- It automatically subscribes to this particular channel
- News items posted from this web part are automatically placed on this channel

2. Installation and Update

Wisdom Noticeboard is installed along with *Wisdom for SharePoint 2010* (see *Wisdom Installation Guide*).

NoticeBoard is upgraded with the *Wisdom Upgrade* program.

To upgrade *NoticeBoard* separately, copy the new *noticeboard.wsp* file to the *Wisdom* installation folder's *wsp* folder. Then start the *Wisdom* installation program "Menu.cmd":

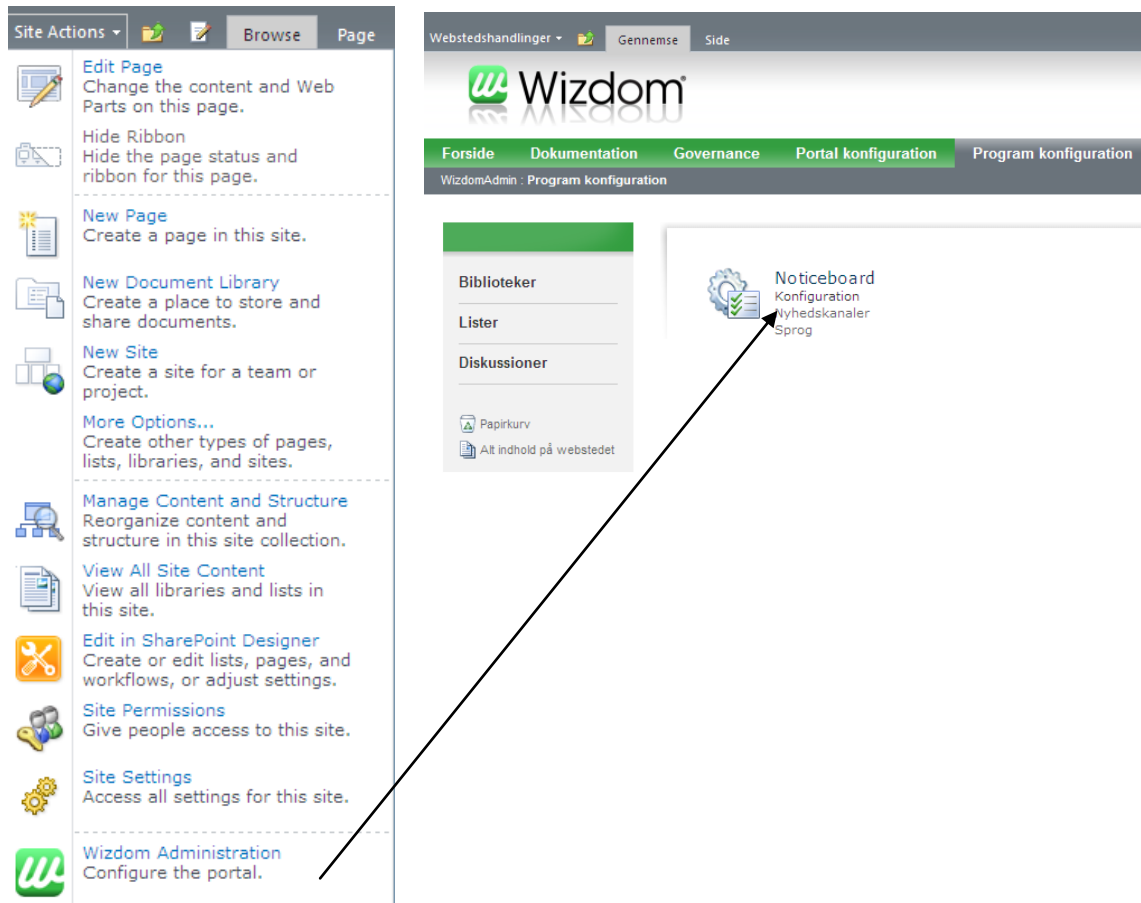


```
Administrator: C:\Windows\system32\cmd.exe
Active instance: "default" (http://seh-pc)
-----
WIZDOM INSTALLATION AND MAINTENANCE
1: Select active Wisdom instance
2: Install Wisdom - Farm Operations
3: Install Wisdom - Instance Operations (Select instance first)
10: Wisdom Install, Deploy, Upgrade and Activate operations
11: Wisdom other operations
0: Exit
-----
Type command (1, 2, 3 ...):
```

- Choose 1: Select active Wisdom instance
 - Select the correct wisdom instance
- Choose 3: Install Wisdom – Instance Operations
 - Choose 1: Edit Configuration
 - Edit and save the configurations file
 - Choose 0: Exit
- Choose 10: Wisdom Install, Deploy, Upgrade ...
 - Choose 3: Upgrade a single solution
 - Choose 15: NoticeBoard
 - Choose 23: Activate a single feature
 - Choose 18: noticeboard

3. Noticeboard Administration

Go to the Wisdom Administration Page, and choose the "Program Configuration" Tab:



Now Choose "Configuration" in the Noticeboard section:

Web Application: SharePoint - 1090 ▼
[Create new instance](#)

Select the web application in question. You now get the NoticeBoard Administration page:

Web Application:	SharePoint - 80 ▾		
	Create new Instance		
Web Site:	/Noticeboard ▾	Delete Instance	
Instance Name:	/Noticeboard/Lists/NoticeBoard		
Database info:	Data Source=seh-pc;Initial Catalog=WizdomNoticeboard_0a9fc555-4e7a-42ac-8dfe-43e2df8edc14;Integrated Security=True;Enlist=False;Connect Timeout=15 Edit		
Rss feeds	<u>Feed url</u>	<u>News channel</u>	<u>Update interval</u>
	<input type="text"/>	Nyheder til alle ▾	<input type="text"/> minutes
Multiple destinations:	<input checked="" type="radio"/> Off <input type="radio"/> Same content in selected channels <input type="radio"/> Different content in selected channels (used for language variations)		
Default language:	da ▾	Language variation:	News ▾
Available in these site collections	Available in:	Not available in:	
	<input type="text" value="/"/>	<input type="text" value="/sites/SPTTEST"/>	
Options:	Show news list <input type="checkbox"/> NoticeBoard list hidden <input type="checkbox"/> Mark a news item as unread when it is edited <input checked="" type="checkbox"/> Mark a news item as unread when it is commented <input type="checkbox"/> Special parameters:		

3.1 CREATE NOTICEBOARD INSTANCE

When Wizdom is installed, one Noticeboard instance is created and additional instances are typically not needed. It is, however, possible to add additional instances. To add a new instance, click the "Create new instance" link.

A dropdown list is shown containing the site collections and sites available for the Noticeboard list. The Noticeboard list will be created in the "Lists" folder of the selected site.

Web Application: SharePoint - 80 ▾

Site Collection ▾

Web Site

NB: If the site collection you want does not show in the site collection list, you need to activate the NoticeBoard Feature on the site collection. Use the menu.cmd program to do this as specified in [2 Installation and Update](#) (skip the upgrade solution part).

Select the site collection and site where you want the list to be created, and click "Create new instance". The instance is now created, including a NoticeBoard database on the SharePoint Database server. By convention the name of the database is `WizdomNoticeBoard_XXXXXXXX-XXXX-XXXX-XXXX-XXXXXXXXXXXX`, where `XXXXXXXX-XXXX-XXXX-XXXX-XXXXXXXXXXXX` is the id (guid) of the NoticeBoard Web Site.

3.2 INSTANCE CONFIGURATION

You can now configure the Noticeboard instance from the illustrated interface below.

Web Application: SharePoint - 80 ▼
[Create new Instance](#)

Web Site:	/Noticeboard ▼	Delete Instance
Instance Name:	/Noticeboard/Lists/NoticeBoard	
Database info:	Data Source=seh-pc;Initial Catalog=WisdomNoticeboard_0a9fc555-4e7a-42ac-8dfe-43e2df8edc14;Integrated Security=True;Enlist=False;Connect Timeout=15 Edit	
Rss feeds	Feed url: <input type="text"/> News channel: Nyheder til alle ▼ Update interval: <input type="text"/> minutes	
Multiple destinations:	<input checked="" type="radio"/> Off <input type="radio"/> Same content in selected channels <input type="radio"/> Different content in selected channels (used for language variations)	
Default language:	da ▼	Language variation: News ▼
Available in these site collections	Available in: /	Not available in: /sites/SPTTEST
Options:	Show news list <input type="checkbox"/> NoticeBoard list hidden <input type="checkbox"/> Mark a news item as unread when it is edited <input checked="" type="checkbox"/> Mark a news item as unread when it is commented <input type="checkbox"/> Special parameters:	

The configuration of a Noticeboard instance is described below.

3.2.1 WEB SITE:

You can choose between the Noticeboard instances that are created. A Noticeboard instance corresponds to a Noticeboard Web Site.

3.2.2 INSTANCE NAME:

You can give the instance a name different from the web site name. The only implication of changing the instance name is that all the news list web parts in the web part gallery are named after the instance.

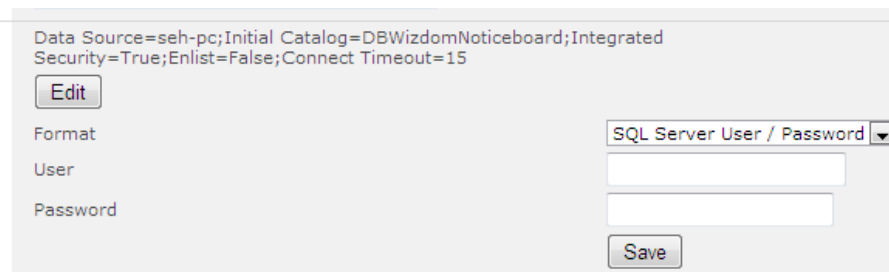
3.2.3 DATABASE INFO:

You can change the user name and password for the Noticeboard database by clicking the "Edit" button.

NB! Usually the database info should not be changed. When creating a new Noticeboard instance, a database is associated with the Noticeboard list (SharePoint List). If you change the database info of an existing Noticeboard instance to database info of a Noticeboard database which is associated with another Noticeboard list, you can get unpredictable results.

Changing the database info is usually only relevant, if you have moved the database to another server, changed the user id or password etc.

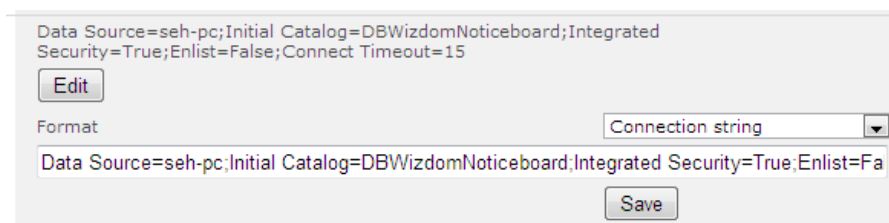
If you choose "SQL Server User / Password" format you can specify the user name and password and click save.



The screenshot shows a configuration window with the following elements:

- Text: Data Source=seh-pc;Initial Catalog=DBWizdomNoticeboard;Integrated Security=True;Enlist=False;Connect Timeout=15
- Button: Edit
- Format dropdown: SQL Server User / Password
- User input field
- Password input field
- Button: Save

If you choose "Connection string" format, you can specify the connection string and click "Save".

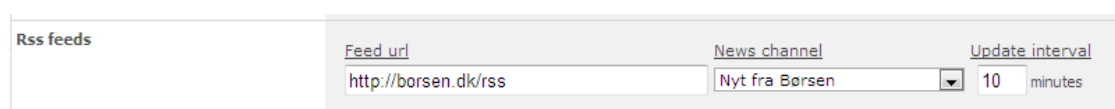


The screenshot shows a configuration window with the following elements:

- Text: Data Source=seh-pc;Initial Catalog=DBWizdomNoticeboard;Integrated Security=True;Enlist=False;Connect Timeout=15
- Button: Edit
- Format dropdown: Connection string
- Text input field containing: Data Source=seh-pc;Initial Catalog=DBWizdomNoticeboard;Integrated Security=True;Enlist=Fa
- Button: Save

3.2.4 RSS FEEDS:

You can import news from RSS feeds directly into a Noticeboard news channel. To do this, enter the URL for the RSS feed, select the Noticeboard channel, which you want the RSS news imported to, and specify the number of minutes between each update of news from the RSS Channel:

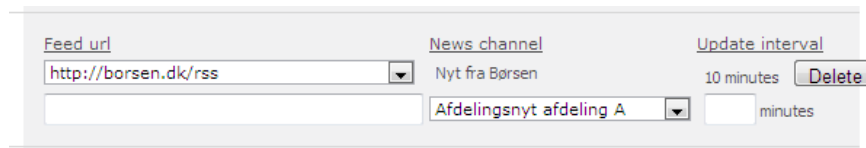


The screenshot shows a table with the following columns and data:

Rss feeds	Feed url	News channel	Update interval
	http://borsen.dk/rss	Nyt fra Børsen	10 minutes

Please note that the Noticeboard channel, where the RSS is to be imported to, needs to be created before you can start the import. See the section “News Channels” below.

After you have chosen “Update” in the bottom right corner, Noticeboard will check the RSS feed for new news items every 10 minutes (or as specified) and import these into the defined Noticeboard news channel. This way you can mix news information from several sources into one web part.



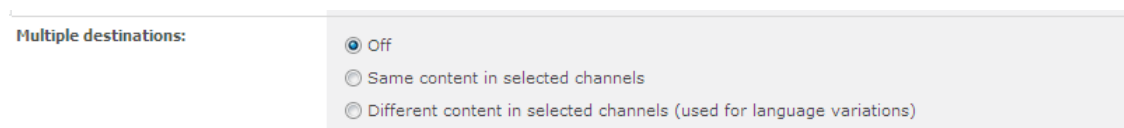
Feed url	News channel	Update interval
<input type="text" value="http://borsen.dk/rss"/>	<input type="text" value="Nyt fra Børsen"/>	10 minutes <input type="button" value="Delete"/>
<input type="text"/>	<input type="text" value="Afdelingsnyt afdeling A"/>	<input type="text" value=""/> minutes

You can now add another news feed in order to import RSS news to the same or another Noticeboard channel. Repeat this for all the RSS feeds you want to import.

Tip: If you import RSS news to a news channel, you might want to set “Time to live” on that specific channel. Old RSS news are typically not interesting to keep, and might pollute the search results for the intranet.

3.2.5 MULTIPLE DESTINATIONS:

When a news item is created, it is possible to automatically post it on several news channels. If you want this feature activated, choose one of the two bottom settings:



Multiple destinations:

- Off
- Same content in selected channels
- Different content in selected channels (used for language variations)

Off

If the setting is “off”, it is not possible to choose more than one channel when posting a news item. This is the recommended setting.

When one of the other two settings is chosen, the user may check more than one news channel.

Same content in selected channels

When this setting is chosen, the news item is automatically posted on all the selected channels. If at a later time the news item is edited or deleted this affects all instances of it. Also, if a user posts a comment on a news item, this comment is posted on all instances of the news item.

To be able to edit or delete a news item, the user must have the rights to do so for all instances of it.

When a user posts a comment on a news item, this comment is posted on all instances of it, even instances on channels to which the user has no read access.

Different content in selected channels

When this setting is chosen, the news item will only be posted on the first channel selected. Afterwards, though, the user will be presented with another input form to enter different content for the next news channel chosen and so on, until the news item has been posted on all the selected channels. In this case the news items are managed and edited separately.

3.2.6 DEFAULT LANGUAGE:

Noticeboard will adjust the language used in the web parts to the language selected by the user (if multiple languages are available, otherwise the web site's language). If this language is not supported by Noticeboard, the Default Language as defined in this setting will be used.

Variation of terms

Select between "News" and "NoticeBoard". "News" means that the terms 'news' and 'news channels' are used throughout the user interface. If "NoticeBoard" is chosen the terms 'notices' and 'notice boards' will be used instead. In this document the terms 'news' and 'news channels' are used.

3.2.7 AVAILABLE IN THESE SITE COLLECTIONS:

From the list of site collections (to the right) select those in which you want this Noticeboard instance to be available.

Available in these site collections	Available in:	Not available in:
	<input type="text" value="/sites/Wizdom"/>	<input type="text" value="/
/my
/sites/WizdomAdmin"/>

You select a site collection by simply clicking on the name in the list to the right.

After pressing "Update", the Web Part Galleries for the selected site collections will now contain the "News list" web part for this Noticeboard instance, and you can add this web part to any page in the selected site collections.

3.2.8 NOTICEBOARD LIST HIDDEN:

This option will hide the Noticeboard list. Usually this option should not be selected. If the Noticeboard list is hidden, it will not be part of the search results when the SharePoint site is searched or when the Noticeboard archive web part is used to search news items.

3.2.9 MARK A NEWS ITEM AS UNREAD WHEN IT IS EDITED

If this option is selected it has the following effect: When a news item is edited, users who previously marked the news item as read will have this marking deleted. The news item will now appear to all users as not being read.

If this option is not selected news items marked as read for a given user will continue to be so, even if the news item is edited.

3.2.10 MARK A NEWS ITEM AS UNREAD WHEN IT IS COMMENTED

If this option is selected it has the following effect: When a news item is commented, users who previously marked the news item as read will have this marking deleted. The news item will now appear to all users as not being read.

If this option is not selected news items marked as read for a given user will continue to be so, even if the news item is commented.

3.2.11 SPECIAL PARAMETERS

You can add certain special parameters to customize the behavior of the NoticeBoard instance. To view/edit the special parameters click the "+" sign to the left of the text "Special parameters":



Now simply enter the name and the value of the parameter and click "Add":



NoticeBoard recognizes the following special parameters:

Manualapproval

If this parameter is set to "true" all NoticeBoard items must be approved, before they are shown to other users. This setting should be combined with the usage of the field `__ApproveButton__` in the "Show news item on a separate page" webpart, see [4.1.2 Template](#).

When a news item is not approved, the item is shown only to the author and to people with the rights to approve it. For approvers The `__ApproveButton__` field is replaced with a button to approve of the news item. To the author the "not approved text" is shown (if the author does not actually have approval rights). The "not approved text" may be set with the special parameter **NotApprovedText**:

NotApprovedText

The text shown to indicate that a news item is not approved. The text may contain HTML codes, as in this example:

```
<span style="color:darkred; font-weight:bold;">Not approved</span>
```

HideNotApproved

If set to "true", this parameter specifies that unapproved items are not shown, even to the author or to approvers. In this case, the approver must find the item in the NoticeBoard list and approve it using the Sharepoint GUI. Alternatively a special web part could be provided to show not approved items.

PermissionCacheTime

This parameter specified the number of minutes to cache channel and news item permissions. When set to 0, permissions are not cached.

3.3 CREATING NEW NOTICEBOARD INSTANCES

To create a new Noticeboard instance, click the "Create new instance" button on the Noticeboard Administration Page, select the site collection and the site where the instance should be created, and then click "Create new Instance". Now, follow the same procedure as when creating the first instance.

3.4 THE NOTICEBOARD LIST

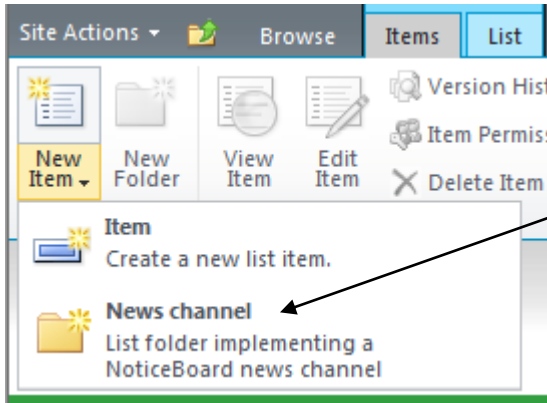
The Noticeboard List is a SharePoint list associated with the Noticeboard instance. Each instance has one Noticeboard list. This list is always named "Noticeboard" and placed in the "Lists" section of the SharePoint site where the instance resides. One SharePoint site can only have one Noticeboard list, i.e. only one Noticeboard instance.

You can find the Noticeboard list for a given instance in two ways:

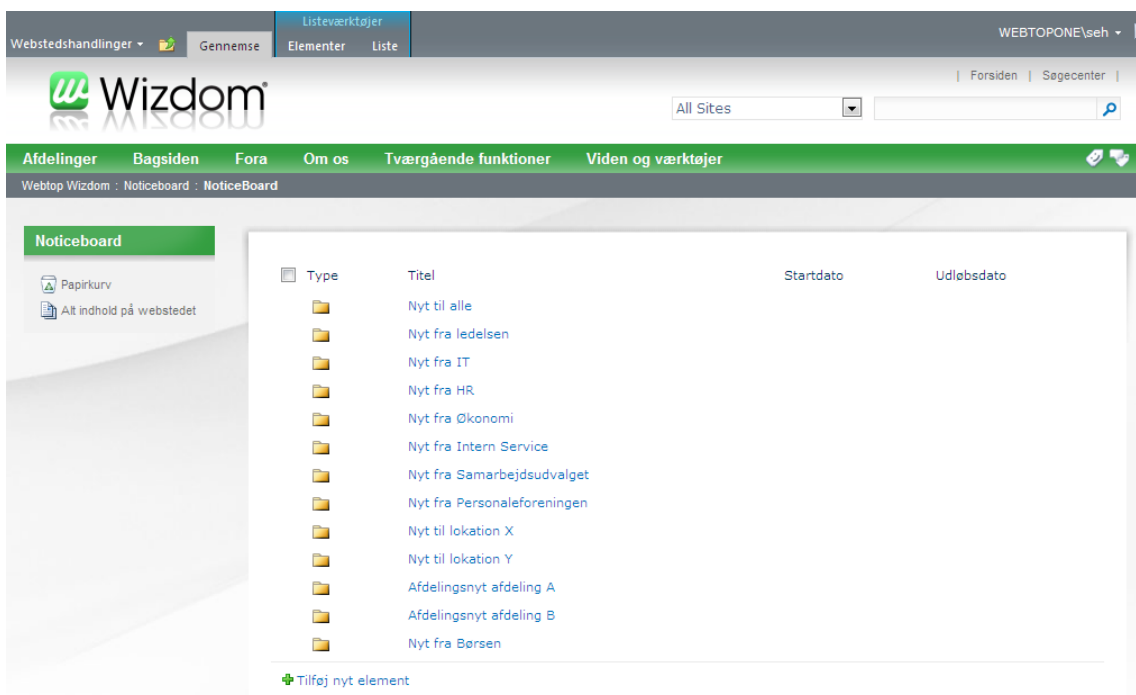
- In *Wisdom Administration* → *Program Configuration*, choose *News Channels*.
- Go to the "View All Site Content" of the Site where the list resides, and find the list in the "Lists" section.

3.4.1 NEWS CHANNELS

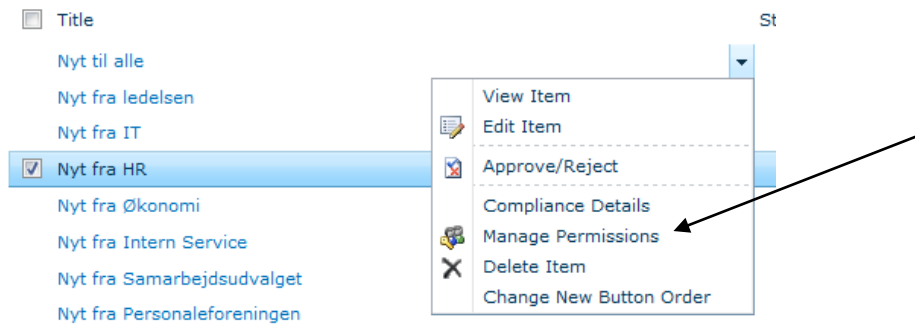
News channels are created in the Noticeboard list by selecting New Item → News channel.



It is possible to organize the news channel in groups of channels, by adding channels and sub channels to the list.



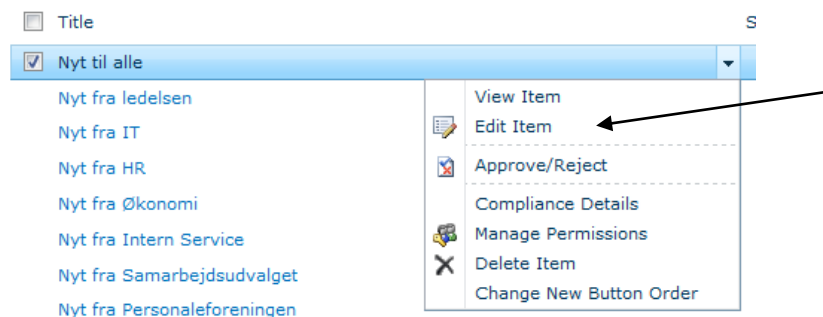
You apply user rights to a news channel by selecting “Manage permissions” in the SharePoint dropdown list:



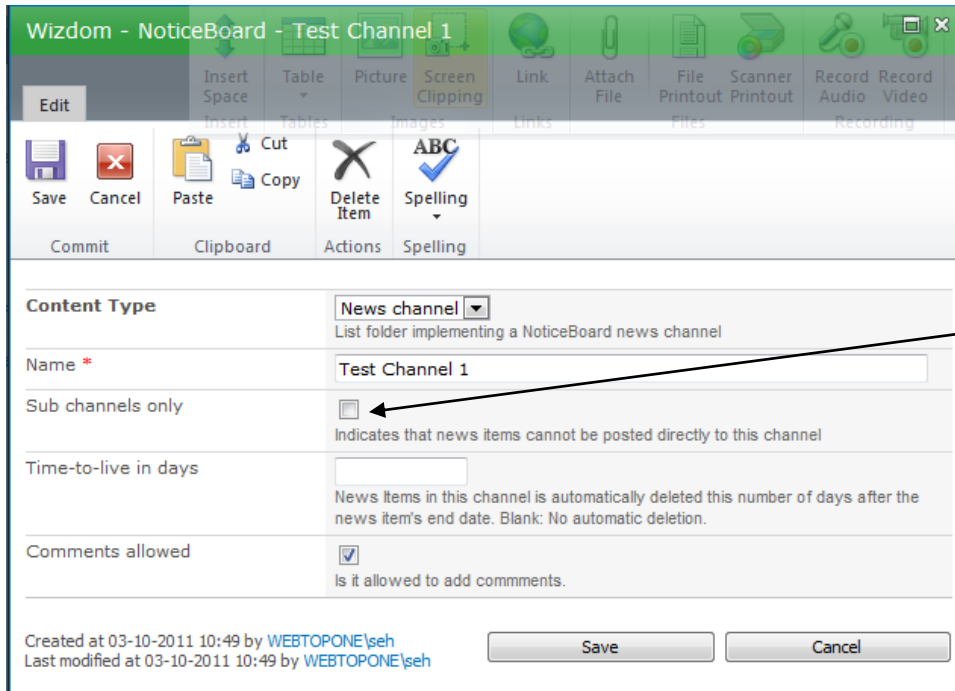
Container channels

It is possible to specify that a news channel may only contain sub channels but cannot contain news items. With this architecture it is possible to build a hierarchical structure for the news channels where some channels are only containers for sub channels and the sub channels are places for the users to publish news items.

To configure that a folder only is a container for subfolders, select "Edit item" in the news channel's dropdown menu:



Now check the "Sub channels only" check box in the news channel's property page and click "Save". It is now no longer possible to select the news channel when posting a news items or when choosing which news channels to subscribe to.



Automatic news channel cleanup

In some cases it is desirable that news items are automatically deleted when they have reached a certain age. For example this might be the case with news items imported from an RSS feed. Old news items like these may give unwanted search results when searching for relevant data in the intranet.

To specify that the news items in a given news channel should automatically be deleted 10 days after their start date, set the "Time-to-live in days" property to 10 in the news channels property page (see illustration above), and click "Save".

Comments allowed

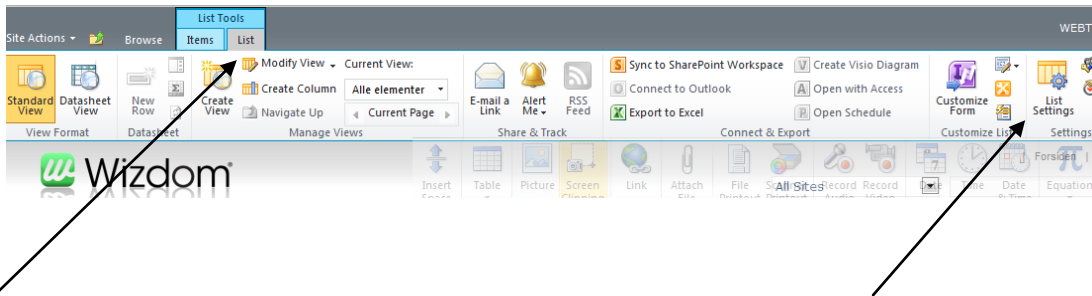
It is possible to comment news items in news channels that have the "Comments allowed" checkbox checked.

Creating news items

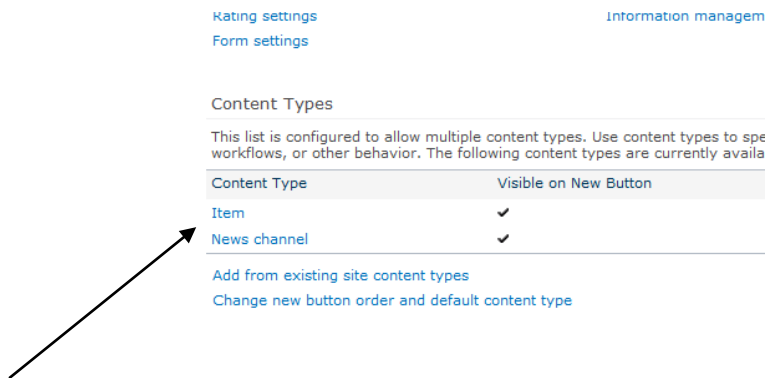
You can post news items by adding items to a given folder in the Noticeboard list. However, creating news items is usually done by selecting the "Create news item" link in the "News list" web part.

3.4.2 NEWS ITEM FIELDS

When a NoticeBoard instance is created, the following fields are defined for items in the NoticeBoard list: Title, Content, Start Date and End Date. You find the field definitions by going to the NoticeBoard list, choose the tab "List", and then "List Settings":



Now, in the Content Types section, click the content type "Item":



You can now see the fields predefined in the "Item" content type: Title, Content, Start Date and End Date.

List Content Type Information

Name: [Item](#)
 Description: [Create a new list item.](#)
 Parent: [Item](#)

Settings

- [Name and description](#)
- [Advanced settings](#)
- [Workflow settings](#)
- [Delete this content type](#)
- [Information management policy settings](#)

Columns

Name	Type	Status	Source
Title	Single line of text	Required	Item
Content	Multiple lines of text	Required	
Start Date	Date and Time	Required	
End Date	Date and Time	Required	

- [Add from existing site or list columns](#)
- [Column order](#)

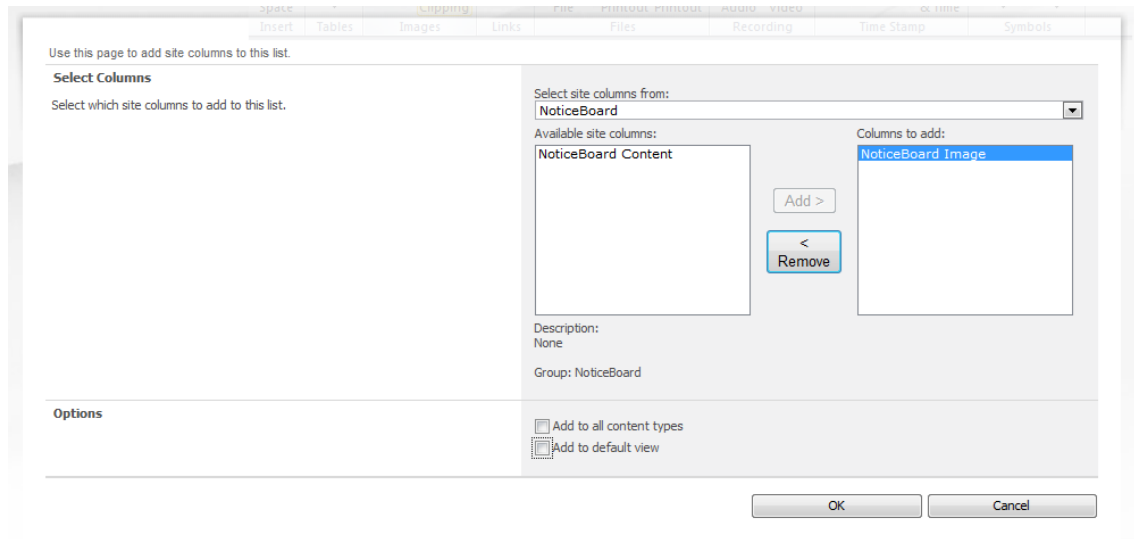
NoticeBoard Image field

It is possible to add images to the content of a NoticeBoard news item. Images added this way will be shown as any other content of the news item body.

You can also add an Image field to the NoticeBoard list. In this case the image is not part of the news item body content but is a separate item that may (or may not) be shown when the news item is shown – this is controlled entirely by the web part template for showing the item.

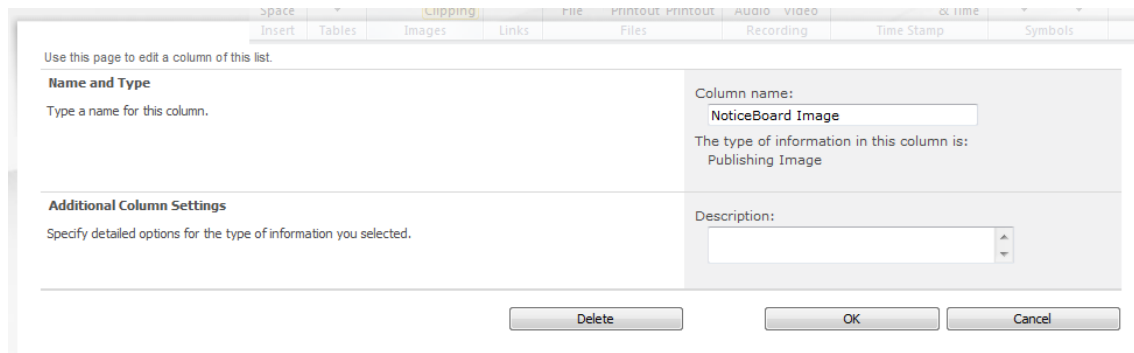
When an image field is added to the Noticeboard list, it is possible to specify that the image is a required field.

To add a NoticeBoard Image field, go to the “Columns” section for the content type “Item” (see illustration above) and click “Add from existing site or list columns”.



In "Select site columns from" choose NoticeBoard and add the "NoticeBoard Image" field. Clear the "Add to all content types" and "Add to default view" checkboxes and click "OK".

Now click "NoticeBoard Image" in the content type section:



You can now rename the field name (if you wish) and click OK. The name of the field is used in the web part template when showing a news item.

NoticeBoard Upload Image Field

As an alternative to the "NoticeBoard Image" field, you can use the "NoticeBoard Upload Image" field. Add it to the "item" content type as specified above.

IMPORTANT NOTE! In order for the "NoticeBoard Upload Image" to work, attachments must be enabled on the NoticeBoard list.

When the author creates a news item, the "NoticeBoard Upload Image" is added by uploading an image from the author's own computer (not by selecting a SharePoint image).

When the image is shown by the NoticeBoard web parts, it is automatically scaled to the required size as specified in the web part template. I.e. the author does not have to worry about the image size; this is handled by the administrator that designs the template for showing the news item.

Placeholder in both templates:

__NoticeboardUploadImage_x__ (picture scaled in width x), fx

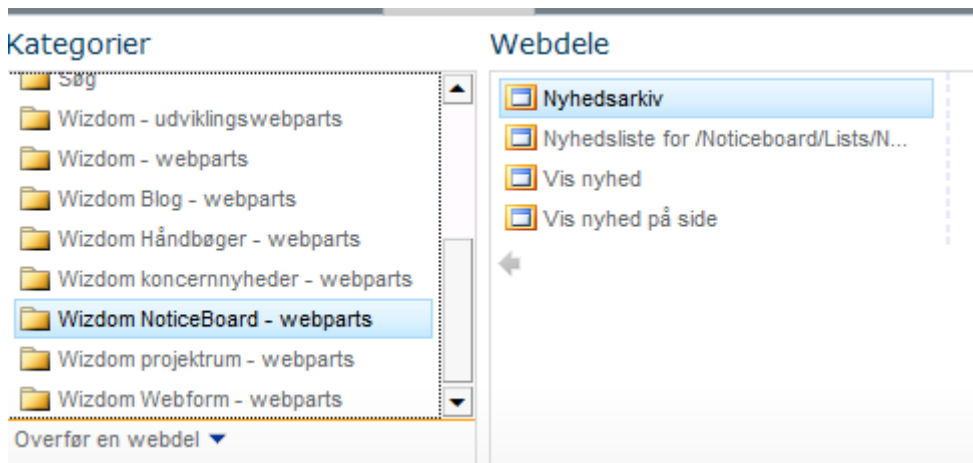
__NoticeboardUploadImage_400__

4. Noticeboard Web Parts

Three different web parts are available in Wisdom Noticeboard

- News list
- Show news item on a separate page
- News archive

You find the news web parts in the web part gallery in the group “Wisdom NoticeBoard - webparts”;



Please note that the “Show news item” web part is obsolete.

4.1 THE NEWS LIST WEB PART

The “News list” web part is associated with a certain Noticeboard instance. If you have a Noticeboard instance called “Internal News”, and this instance is made available for a given site collection, the Web Part Gallery for this site collection will contain a web part called “News list for Internal News”. You can place the web part on any SharePoint page in the site collection.

Once placed on a SharePoint page, you can configure the web part to your needs. Click “Edit Shared Web Part” and go to the web parts “Properties” page.

The Noticeboard specific properties are placed in the top of the web part properties area. The properties are described below.

News list web parts on the same page may be connected, so that one web part blocks news channels or news items for other web parts. See the bottom of this section for details.

← Nyhedsliste for Korte nyheder ✕

Properties ^

Mandatory news channels

Template

```
<?xml version="1.0" encoding="utf-8"?>
<template>

<stylesheet>/_Layouts/NoticeBoard/Resources/S
```

Show current archived

Max newsitems per page

Use compact menu

Show read

Show channel

Show date

Show topbar

Use paging

Date format

Show news page

Page to display news database

Check for news after this number of minutes

Focus on browser window on new news items

Show all channels on Create News Item

Hide when no news items to show

Show only news items for front page

Webpart ID

4.1.1 MANDATORY AND PUSHED NEWS CHANNELS

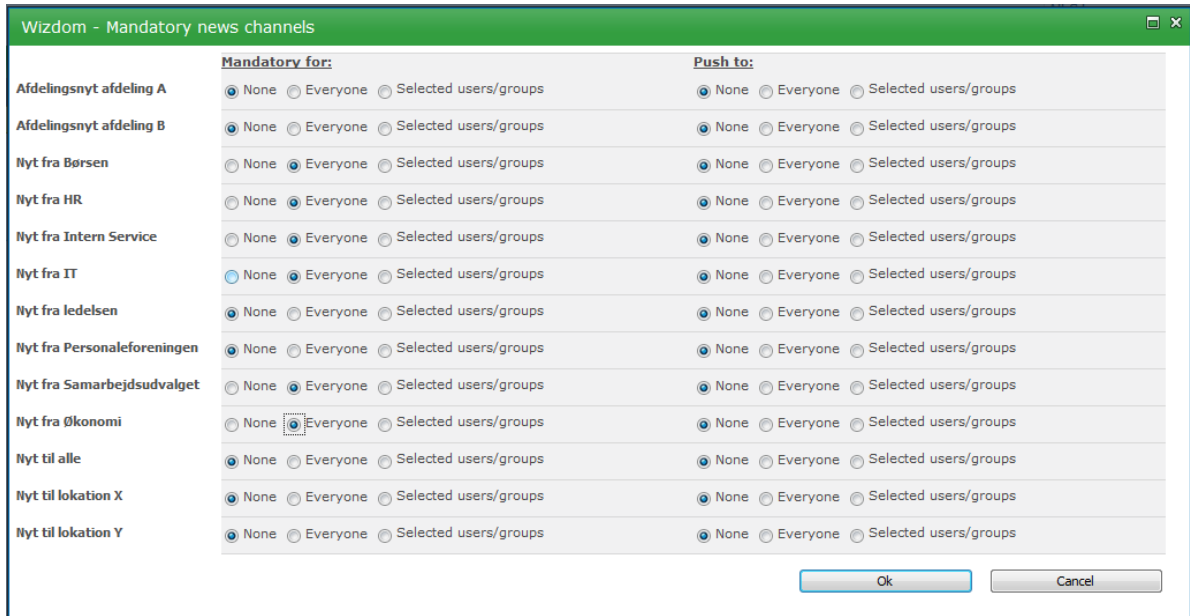
Once placed on a SharePoint Page the web part may “subscribe” to a predefined list of news channels. By setting the mandatory news channels for the web part, the administrator is able to specify which channels are “forced” to be shown by the web part when viewed by certain users.

The administrator can also “suggest” or “push” channels to users. This also means that the channel is “forced” to be subscribed to by the user, but in this case the user can remove the subscription, if so wanted.

If you push a channel to a group of people, these people will have the channel added to their personal subscriptions. If at a later time more users are added to the specified group, these users will also have the channel added.

When a user once has removed a channel from his personal subscriptions, this channel can no longer be pushed to this specific user.

To set the mandatory or pushed channels, click the “Mandatory news channels” button:



	Mandatory for:	Push to:
Afdelingsnyt afdeling A	<input checked="" type="radio"/> None <input type="radio"/> Everyone <input type="radio"/> Selected users/groups	<input checked="" type="radio"/> None <input type="radio"/> Everyone <input type="radio"/> Selected users/groups
Afdelingsnyt afdeling B	<input checked="" type="radio"/> None <input type="radio"/> Everyone <input type="radio"/> Selected users/groups	<input checked="" type="radio"/> None <input type="radio"/> Everyone <input type="radio"/> Selected users/groups
Nyt fra Børsen	<input type="radio"/> None <input checked="" type="radio"/> Everyone <input type="radio"/> Selected users/groups	<input checked="" type="radio"/> None <input type="radio"/> Everyone <input type="radio"/> Selected users/groups
Nyt fra HR	<input type="radio"/> None <input checked="" type="radio"/> Everyone <input type="radio"/> Selected users/groups	<input checked="" type="radio"/> None <input type="radio"/> Everyone <input type="radio"/> Selected users/groups
Nyt fra Intern Service	<input type="radio"/> None <input checked="" type="radio"/> Everyone <input type="radio"/> Selected users/groups	<input checked="" type="radio"/> None <input type="radio"/> Everyone <input type="radio"/> Selected users/groups
Nyt fra IT	<input type="radio"/> None <input checked="" type="radio"/> Everyone <input type="radio"/> Selected users/groups	<input checked="" type="radio"/> None <input type="radio"/> Everyone <input type="radio"/> Selected users/groups
Nyt fra ledelsen	<input checked="" type="radio"/> None <input type="radio"/> Everyone <input type="radio"/> Selected users/groups	<input checked="" type="radio"/> None <input type="radio"/> Everyone <input type="radio"/> Selected users/groups
Nyt fra Personaleforeningen	<input checked="" type="radio"/> None <input type="radio"/> Everyone <input type="radio"/> Selected users/groups	<input checked="" type="radio"/> None <input type="radio"/> Everyone <input type="radio"/> Selected users/groups
Nyt fra Samarbejdsudvalget	<input type="radio"/> None <input checked="" type="radio"/> Everyone <input type="radio"/> Selected users/groups	<input checked="" type="radio"/> None <input type="radio"/> Everyone <input type="radio"/> Selected users/groups
Nyt fra Økonomi	<input type="radio"/> None <input checked="" type="radio"/> Everyone <input type="radio"/> Selected users/groups	<input checked="" type="radio"/> None <input type="radio"/> Everyone <input type="radio"/> Selected users/groups
Nyt til alle	<input checked="" type="radio"/> None <input type="radio"/> Everyone <input type="radio"/> Selected users/groups	<input checked="" type="radio"/> None <input type="radio"/> Everyone <input type="radio"/> Selected users/groups
Nyt til lokation X	<input checked="" type="radio"/> None <input type="radio"/> Everyone <input type="radio"/> Selected users/groups	<input checked="" type="radio"/> None <input type="radio"/> Everyone <input type="radio"/> Selected users/groups
Nyt til lokation Y	<input checked="" type="radio"/> None <input type="radio"/> Everyone <input type="radio"/> Selected users/groups	<input checked="" type="radio"/> None <input type="radio"/> Everyone <input type="radio"/> Selected users/groups

For each news channel you can specify the users that will have the channel “forced” on the web part, either as mandatory or suggested (pushed to). If you mark “Everyone”, items from the news channel will be mandatory for or pushed to all users.

If you mark "Selected users/groups", you will get an input field in which it is possible to specify the users and/or groups for which the channel should be mandatory or pushed to. SharePoint groups and Active Directory groups may be used.

Afdelingsnyt afdeling A	<input checked="" type="radio"/> None	<input type="radio"/> Everyone	<input type="radio"/> Selected users/groups
Afdelingsnyt afdeling B	<input type="radio"/> None	<input type="radio"/> Everyone	<input checked="" type="radio"/> Selected users/groups
Nyt fra Børsen	<input checked="" type="radio"/> None	<input type="radio"/> Everyone	<input type="radio"/> Selected users/groups

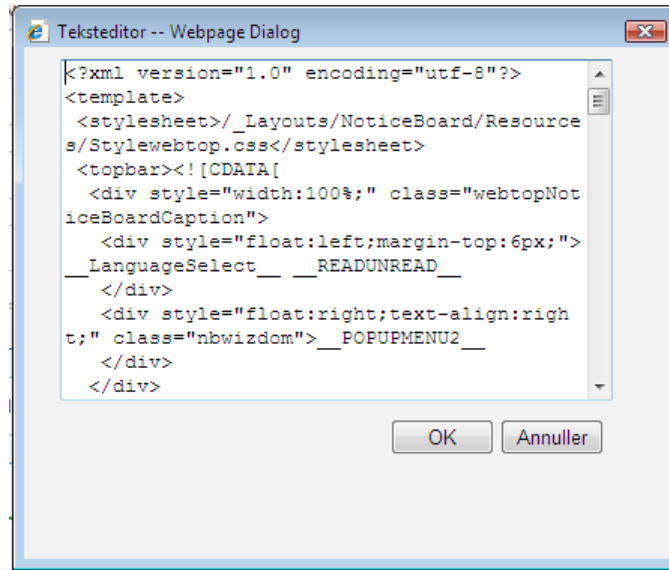
Click "Ok" to finish the setup of mandatory and pushed news channels.

4.1.2 TEMPLATE

The template controls the way the news list is displayed by the web part. To edit the template click inside the "Template" area on the web part's Properties page, and then click the "..." button that now appears the right of it:

```
Mandatory news channels
Template
<?xml version="1.0" encoding="utf-8"?>
  <template>
    <stylesheet>/_Layouts/NoticeBoard/Resources/S
  </stylesheet>
  Show  current  archived
```

You can now edit the template:



Warning: This property should only be changed by people with knowledge about the XML and HTML formats.

The format of the template is

```
<template>
<topbar>Top bar contents</topbar>
<list>List Contents</list>
<item>News item content for news items not yet read by the user</item>
<itemread>News item content for news items already read by the
user</itemread>
</template>
```

All the "content" sections are in XHTML format:

Topbar

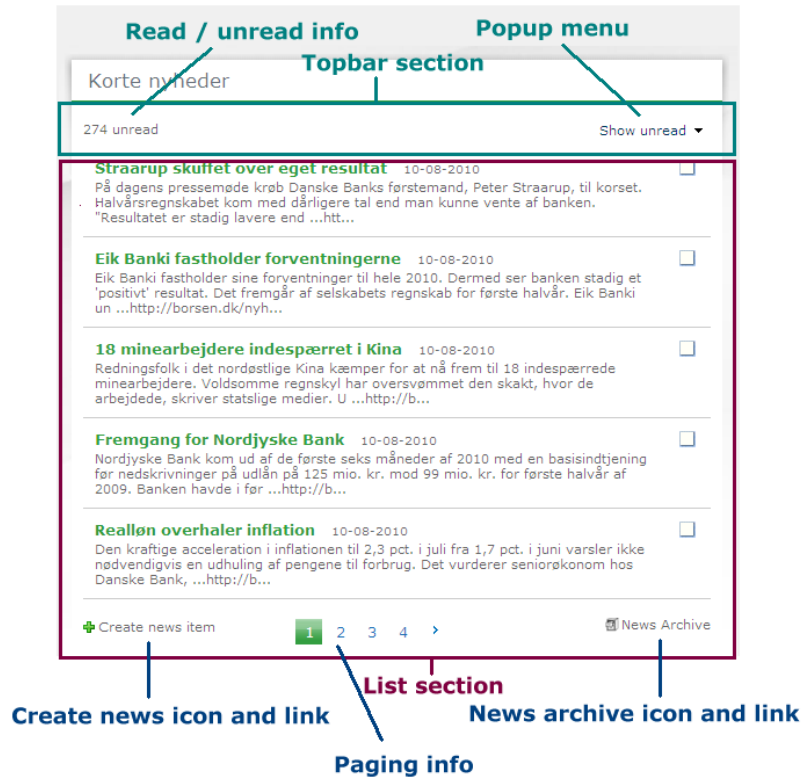
The **topbar** content section may contain the following fields:

`__READUNREAD__`: Displays the number of read and unread news items found.

`__POPUPMENU2__`: Shows the popup menu icon, allowing the user to activate the web part's popup menu.

__LANGUAGESELECT__: Show a languages selector (for use in the special case where Noticeboard supports news in multiple languages)

Please note that even if these fields are included, the top bar is only displayed if the web part's property "Show topbar" is set (see below).



List

The list content section may contain the following fields:

`___ITEM___`: Displays the news item as defined in the **item** or **itemread** section.

`___PAGING___`: Displays paging info, if the web part has more news to show than is actually being shown. Please note that even if this field is included, the paging info is only displayed if the web part's property "Use paging" is set (see below).

`___ADDNEWITEM___`: Icon and link for creating a news item.

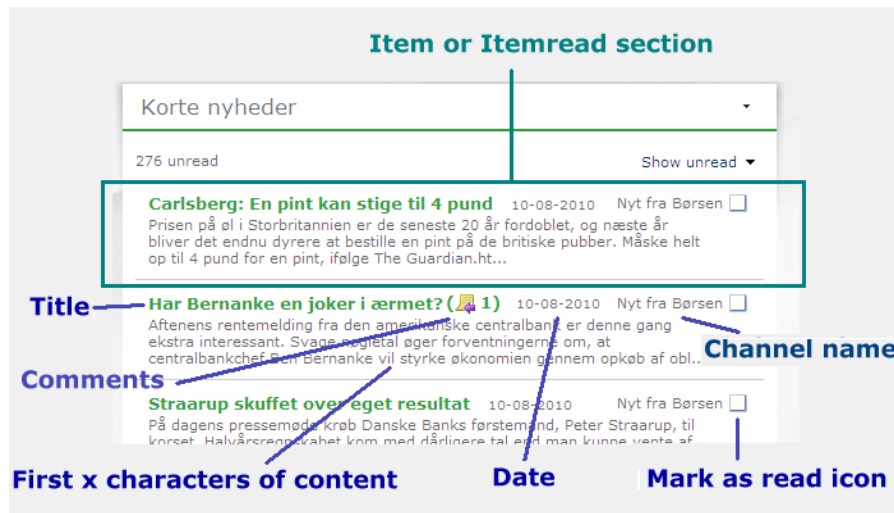
`___ADDNEWITEM<xxx>___`: Same as above, but now specifying xxx as the link text.

`___ADDNEWITEMSCRIPT___`: Javascript code for creating a news item.

`___ARCHIVE___`: Icon and link for creating the news archive.

`___ARCHIVECHANNELS___`: Icon and link for creating the news archive with the currently shown channels preselected.

`___ARCHIVE<xxx>___`: Same as above, but now specifying xxx as the link text.



Item

The content of each item that the user has not yet read.

Itemread

The content of each item that the user has already read.

Both **item** and **itemread** may contain the following fields:

__ID__: The Id of the news item.

__SHOWITEM__: The link that shows the news item when clicked.

__TITLE__: The title (headline) of the news item

__CHANNELNAME__: The name of the channel where the news item is posted. Please note that even if this field is included, the channel name is only displayed if the web part's property "Show channel" is set (see below).

__DATE__: The start date of the news item. Please note that even if this field is included, the date is only displayed if the web part's property "Show date" is set (see below).

__MARKASREADBUTTON__: A clickable icon that that marks the news item as read by the current user when clicked. If the news item is already read by the user another icon is shown, marking the news item as unread when clicked.

__CONTENT__: The actual content of the news item.

__SHORTCONTENT__: The first 200 characters of the news item's content.

__SHORTCONTENTx__: The first x characters of the news item's content. (Example: __SHORTCONTENT387__ shows the first 387 characters of the content).

__COMMENTS__: An indication of if and how many times the news item has been commented.

__AUTHOR__: The name of the author of the news item.

__EXTRA_<FIELDNAME>__: The content of the field <FIELDNAME> if this is defined in the NoticeBoard list. Example: __EXTRA_MyOwnFieldName__. The specified field name may be the internal field name or the displayed field name.

4.1.3 SHOW CURRENT / ARCHIVED

These checkboxes decide whether the web part should display current and archived news items. A current item has a start date prior to the present moment and an expiry date later than the present moment. An archived news item has an expiry date prior to the present moment.

4.1.4 MAX. NEWS ITEMS PER PAGE

This value specifies the number of news items the web part may display at the same time. If there are more news items to display, these may be displayed by clicking the paging info (see above).

4.1.5 USE COMPACT MENU

If this checkbox is checked, a simpler popup menu is shown that if not. For details, see the description of the popup menu below.

4.1.6 SHOW READ

This checkbox decides if the web part should show news items that the user has already read, or not. This is, however, only the initial setting. The user may overrule this setting in the popup menu (see below).

4.1.7 SHOW CHANNEL

This checkbox decides if the web part should show the channel name, or not. Please note that for the channel name to be shown, the field __CHANNELNAME__ must be included in the template (see above).

4.1.8 SHOW DATE

This checkbox decides if the web part should show the start date of the news item. Please note that for the date to be shown, the field `__DATE__` must be included in the template (see above).

4.1.9 SHOW TOPBAR

This checkbox decides if the web part should show the top bar. Please note that for the top bar to be shown, the field `topbar` must be included in the template (see above).

4.1.10 USE PAGING

This checkbox decides if the web part should show paging info. Please note that for the paging info to be shown, the web part must have more than the "max news items to show per page" number of items to show and the field `__PAGING__` must be included in the template (see above).

4.1.11 DATE FORMAT

This property defines the format to use when displaying date / time. This example shows the date/time July 6, 2009 01:40 and August 20, 20:30 in various formats:

July 6, 2009 10:40	August 20, 2009 20:30	Format
06/07/2009	20/08/2009	dd/MM/yyyy
2009-07-06 10:40	2009-08-20 20:30	yyyy-MM-dd HH:mm
6. Jul, 2009 10:40	20. Aug, 2009 08:30	d. MMM, yyyy hh:mm
July 6, 09	August 20, 09	MMMM d, yy

4.1.12 SHOW NEWS PAGE

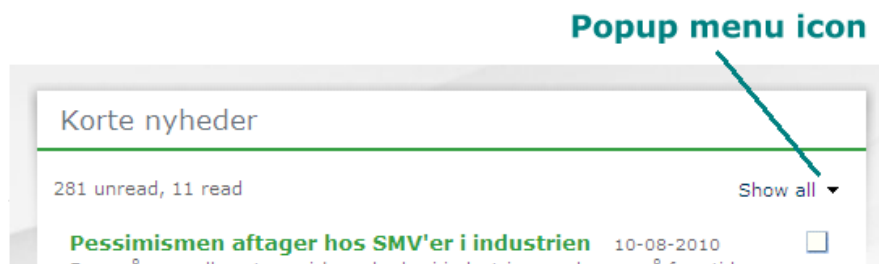
This property specifies the SharePoint page to be used, if the news item should be displayed on a separate page when clicked. In order for the page to display the news item, the "Show news item on page" web part must be added to it. This setting should always be the Display Page for the Noticeboard list.

4.1.13 PAGE TO DISPLAY NEWS DATABASE

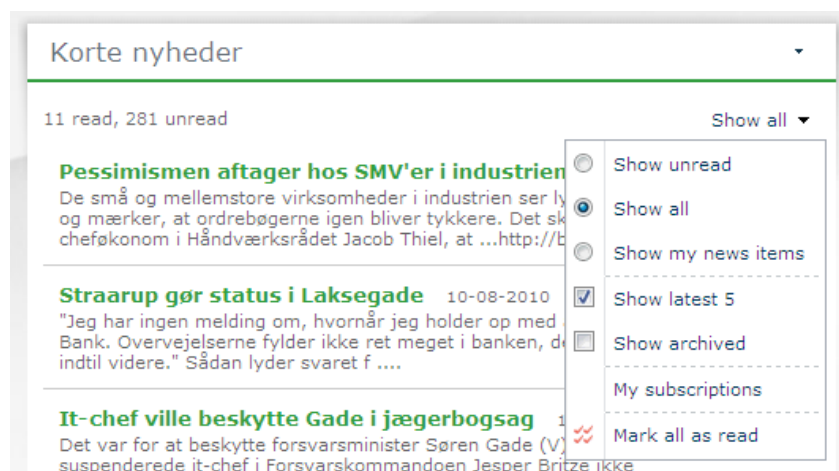
This property contains the URL used, when the user clicks the "News archive" icon, i.e. a page with a special Noticeboard archive web part, used to browse news channels and search news items.

4.1.14 THE POPUP MENU

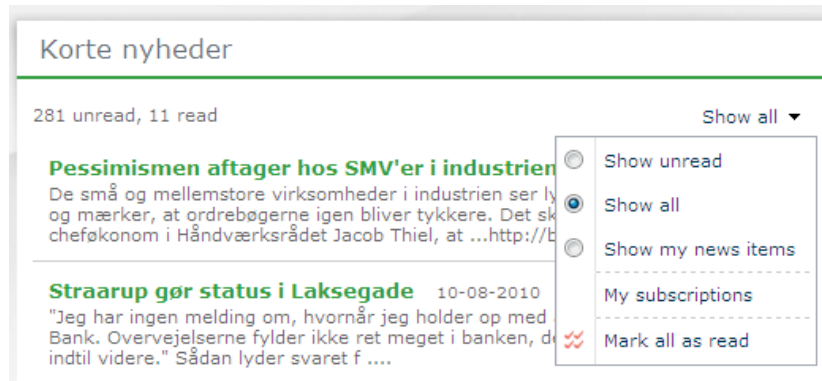
If the field `__POPUPMENU__` is included in the **topbar** section of the template, the web part will show a popup menu icon.



Clicking the popup menu icon will display the popup menu:



If the web part property "Use compact menu" is set (default), a simpler version of the popup menu is shown:



Filtering the news is a main feature.

The popup menu's main purpose is to filter the news shown by the web part. When the user changes one of the filters, the news setting will be permanently saved in a cookie, i.e. when the users accesses the page from the same browser, the setting is remembered.

The possible filter settings are:

Show unread makes the web part show only news items that have not previously been read by the user.

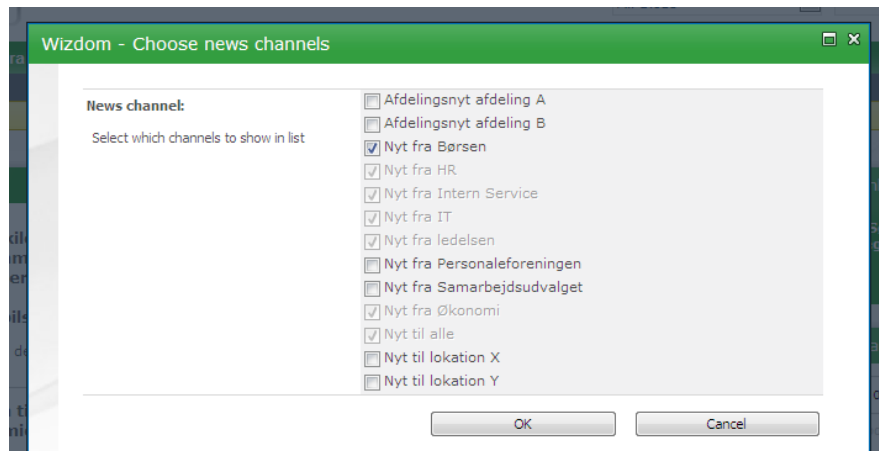
Show all shows all news items regardless if they have or have not been read by the user.

Show my news items show the news items that the user himself or herself has posted. Also, news items for which the start date has not yet been reached is shown by this filter. So if a user wants to see (or change) a news item that he or she has posted with at future start date, this is the filter to use.

Show latest x (default setting when the compact menu is used) shows only the latest x (typically 5 or 10) news items. If this setting is cleared all news items (as defined by the other filters) are shown.

Show archived will show news items that are expired. This filter is not available with the compact menu. In this case use the News archive function.

Clicking **My subscriptions** pops up a window used to select the news channels that the user wants to see news items from.

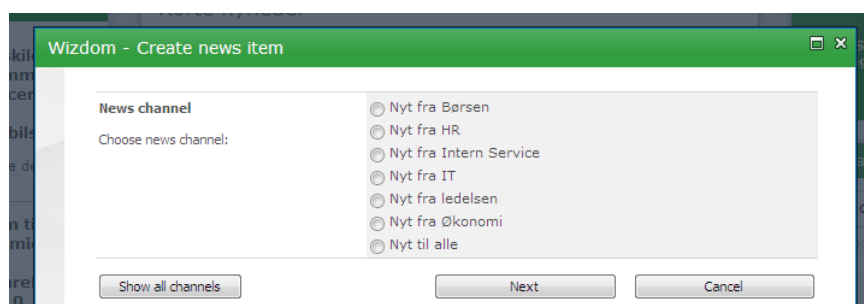


Note that some of the news channels may be dimmed out and cannot be deselected by the user. This is the case for news channels that are mandatory for the user as defined in the web part's property "Mandatory news channels".

Mark all as read marks all the news items currently shown by the web part as read by the current user.

4.1.15 POSTING NEWS ITEMS

To post a new news item, click the "Create news item" link.



First, choose the news channel that the news item should be posted to.

Note, that the only channels shown are the channels that the web part subscribes to, i.e. the channels from which the web part was displaying news items.

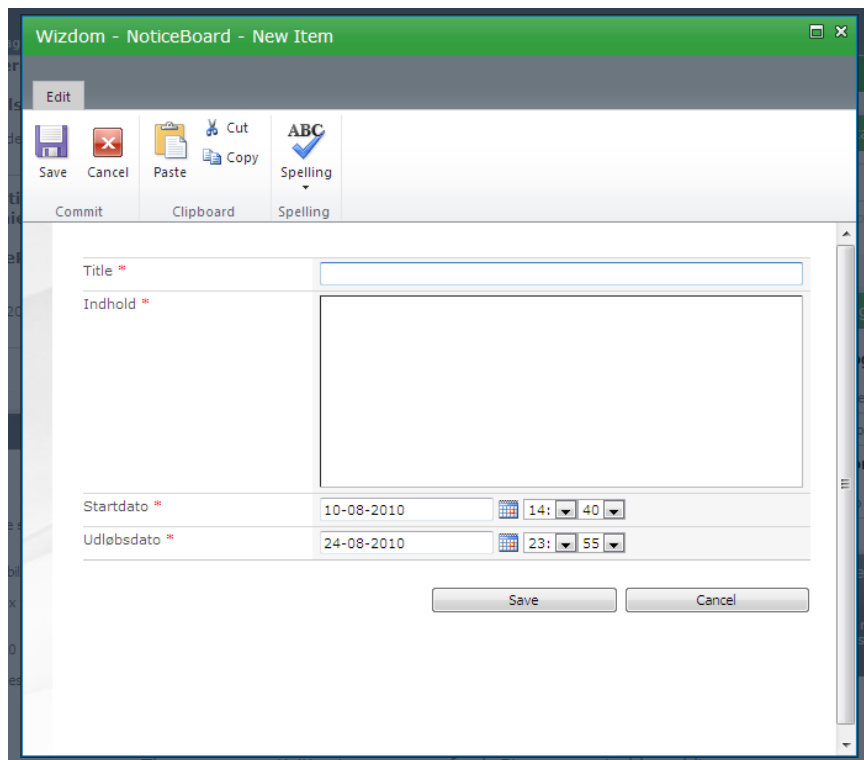
It is, however, possible to choose another channel by clicking the "Show all channels" button - then all available news channels are shown.

Only news channels which the user has writing access to are displayed in the list.

If the Noticeboard instance is configured to allow multiple channels, the channel selector will display check boxes instead of radio buttons – se picture below.



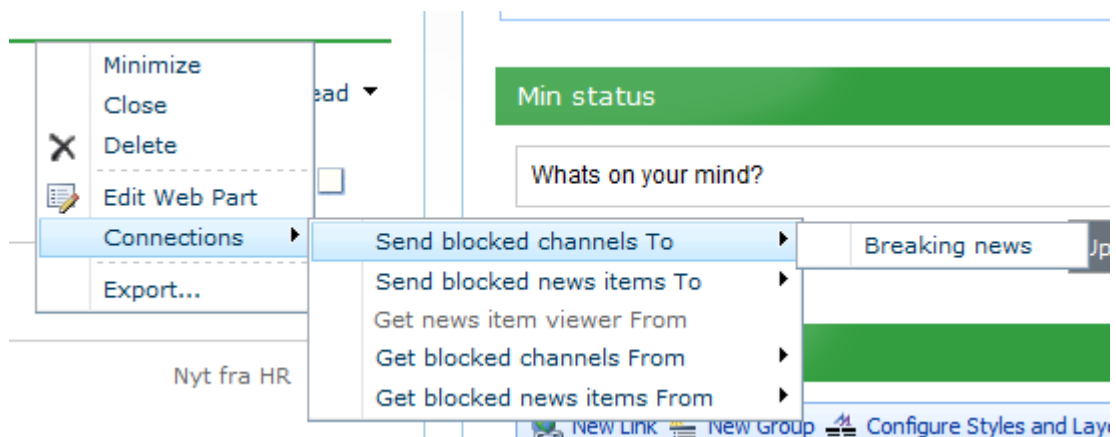
Select the desired channel(s) where the news item is to be posted, and click "Next":



The user can now fill out the title (headline), content, start date and end date for the news item and finally click "Save".

4.1.16 CONNECTING WEB PARTS

"News list" web parts on the same SharePoint page can be connected to each other. To connect two web parts, set the page in edit mode and edit one of the web parts. Then select "Connections" and the "message" you want to send to or get from the other web part. Finally choose the web part you want to connect to.



In the example above there is only one other NoticeBoard News List Web Part ("Breaking news") on the page.

If you send blocked channels from "web part A" to "web part B", then "web part B" will not display the channels that are shown by "web part A". The channels "web part A" is showing can either be defined as mandatory channels or selected as personal channels by the user. In both cases "web part B" will refuse to show these channels.

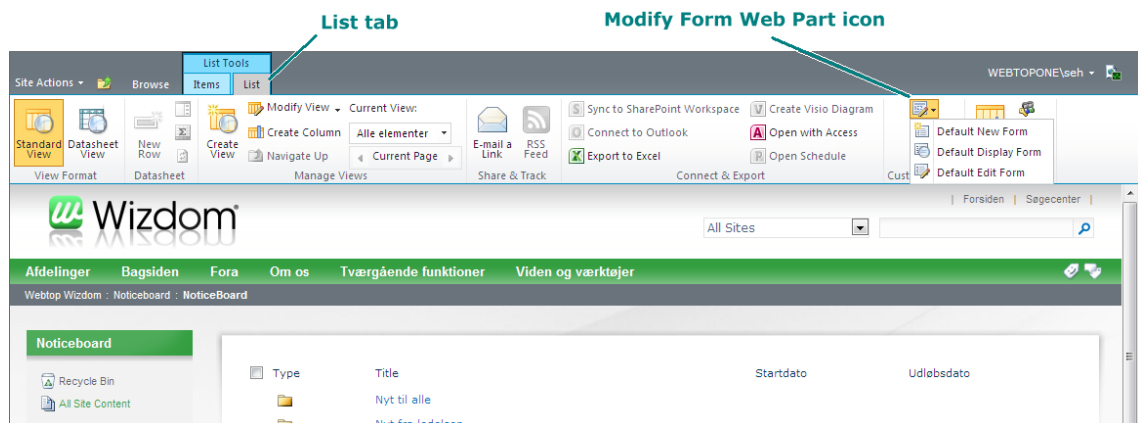
Similarly, if you send blocked news items from "web part A" to "web part B", "web part B" will not show news items currently shown by "web part A".

There is no difference between configuring "web part A" to send blocked channels to "web part B" or configuring "web part B" to get blocked channels from "web part A".

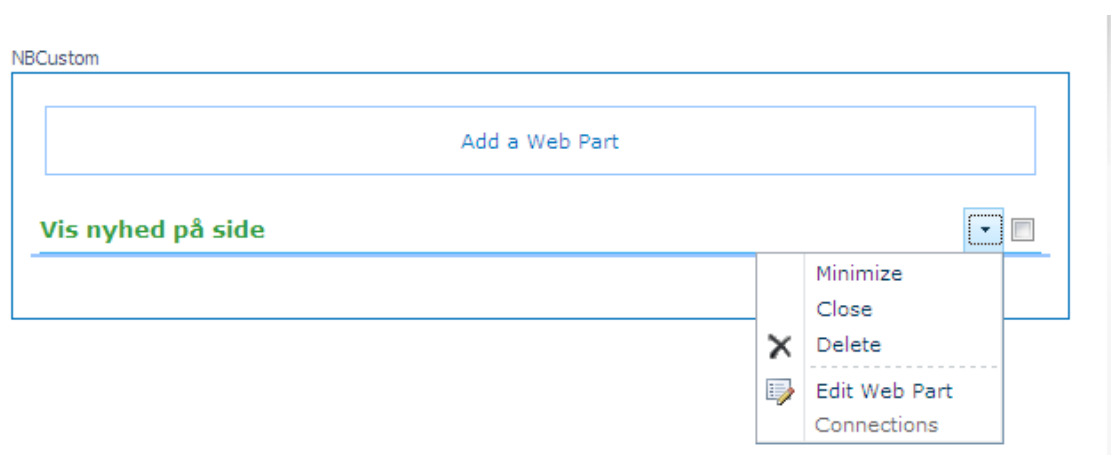
4.2 THE “SHOW NEWS ITEM ON A SEPARATE PAGE” WEB PART

The “Show news item on a separate page” web part is used to display a single news item. The web part is placed on the “DispForm” page of the Noticeboard list instead of the usual Display Item web part. The “DispForm” Page is the page being shown when the user clicks on a news item in the news list generated by the News List web part.

As any web part, the “Show news item on a separate page” web part has a number of properties. To edit the properties, go to the Noticeboard list, click the “List” tab in the Ribbon, then click the “Modify Form Web Part” icon, and select “Default Display Form”:



On the “Display Form” page click the Web part menu button and choose “Edit Web Part”:

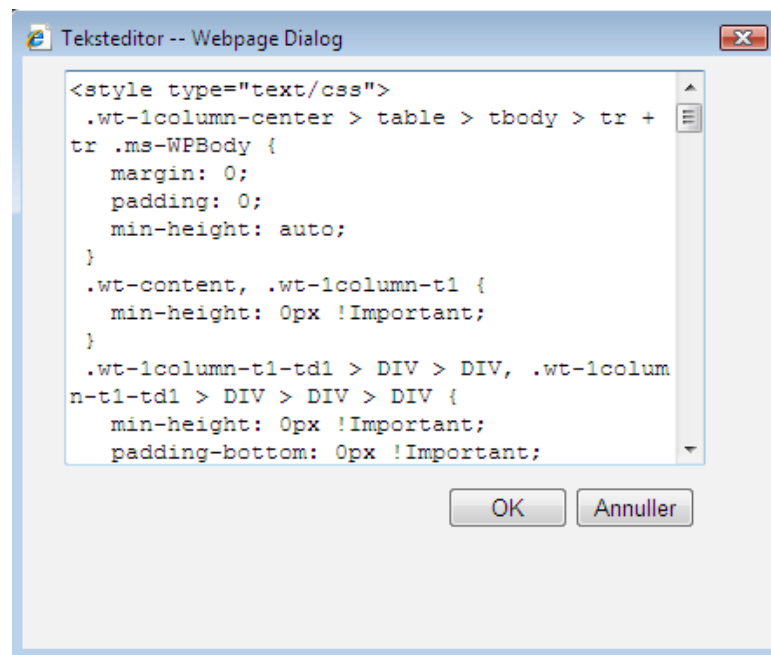


You can now edit the web part’s properties:



4.2.1 TEMPLATE

The "Show news item on a separate page" web part displays the news item in accordance with the specified template. To edit the template, click inside the Template area, and then click the ... Button that appears to the right of it.



The following fields may be used in the template:

<addcomment>xxx</addcomment>:

Formats the html (xxx) between the start and end tag as a link to the "Add comment" function. When the news item is shown, clicking this html will let the user add a comment to the news item.

`__ApproveButton__`; Button to approve a news item (if the user has the rights to do so). Used only if approval is required for news items. See [Special parameters](#).

`__Author__`: Author's name

`__Author Email__`: Author's email address

`__Author Link__`: Author's name with a link to author's user information

`__Author Picture__`: Author's picture

`__Author Presence__`: Author's presence information

`__Author UserId__`: Author's SharePoint User ID

`__ChannelName__`: Channel name where news item is located

`<comments>xxx</comments>`: comments in descending order

`<comments order="asc">xxx</comments>`: comments in ascending order

`<comments order="desc">xxx</comments>`: comments in descending order

xxx defines the html to be shown for each comment that has been posted to the news item. This is only shown if `__Comments__` is included in the template. See below which fields may be uses in the comments html.

`__Comments__`: The comments posted to the news item

`__Content__`: Content of the news item

`__Created__`: Date and time when news item is created

`<edit>xxx</edit>`:

Formats the html (xxx) between the start and end tag as a link to the "Edit" function which lets the user edit the news item (if the user is the author of the news item).!!!Check!

`__EditButton__`: A button "Edit" with a link to a page where the news item can be edited (if the user has the rights to do so)

`__EditFunction__`: JavaScript code that will let the user edit the news item (necessary rights provided)

`__EditLink__`: The text "Edit" with a link to a page where the news item can be edited (if the user has the rights to do so)

`__EndDate__`: Expiry date of the news item

`<next title="">xxx</next>`:

Formats the html (xxx) between the start and end tag as a link to the next news item.

`__NextFunction__`: JavaScript code that will lead the user to the next news item.

`__Modified__`: Date and time when the news item is last modified

`__Modified By__`: Name of person who last modified the news item

`<ok>xxx</ok>`

Formats the html (xxx) between the start and end tag as a link to JavaScript function which closes the window or returns to the previous page - if it is not a popup window. It also ensures that the news item is marked as read.

`__OKFunction__`:

Javascript that closes the window or returns to the previous page - if it is not a popup window. It also ensures that the news item is marked as read.

`__OKButton__`:

A button that closes the window or returns to the previous page - if it is not a popup window. It also ensures that the news item is marked as read.

`<prev title="">xxx</prev>`

Formats the html (xxx) between the start and end tag as a link to the previous news item.

`__PrevFunction__`:

JavaScript which navigates the browser to the previous news item.

__Random__:	A random number between 0 and 10000
__SocialNotification__:	Shows the "social notification" icons, i.e. "I like it" and tagging the news item.
__StartDate__:	Start date of news item
__Title__:	Title of news item
{-{xxx}}-}	xxx as utf encoded (javascript: encodeURIComponent())
{={xxx}}=}	xxx as iso-8859 encoded (javascript: escape())

Placeholder fields in the comments html:

__Content__:	The content text of the comment
__Attachments__:	Attachments to the comment
__Author Picture__:	The picture of the comment's author
__Author Link__:	A link to the author's profile page
__Author Presence__:	The author's presence information
__Created__:	Time of creation for the comment

4.2.2 AUTO MARK ITEM AS READ

If the property "Auto mark item as read" is set, the news item is automatically marked as read by the user when the news item is displayed by this web part.

4.3 THE NEWS ARCHIVE WEB PART

In the News list web part's properties you can specify the URL to the news archive page. This can be any page with the News Archive web part on it.

When this web part is placed on the archive page, you can use it to search for archived news items:

Korte nyheder



2012 Alle måneder
 Alle kanaler Alle forfattere

Maecenas sed elit

Forfatter: **Svend-Erik Holm** Dato: **16-11-2012** Kanal: **Nyheder til alle**

Maecenas sed elit nunc, et tincidunt ligula. Vivamus lorem sapien, posuere vitae suscipit ut, accumsan quis sapien. Vivamus ornare nulla vel dolor commodo a semper neque accumsan. In hac habitasse pl

Duis ac elit

Forfatter: **Svend-Erik Holm** Dato: **16-11-2012** Kanal: **Nyheder til alle**

Duis ac elit tellus, vel tristique felis. Quisque eget ante arcu, vitae ultrices lacus. Sed non est eu nulla ornare faucibus at ac ligula. Proin sodales nunc eu felis dignissim tristique. Fusce in fe

Maecenas vel neque

Forfatter: **Svend-Erik Holm** Dato: **16-11-2012** Kanal: **Nyheder til alle**

Maecenas vel neque pretium quam aliquet ornare. Pellentesque eu mi sollicitudin massa vehicula consetetur. Integer

4.3.1 FORMATTING THE SEARCH RESULT

The formatting of the search result is determined by the templates specified in the News Archive web parts properties:

+ Layout

+ Avanceret

- Diverse

ListTemplate

.....

ItemTemplate

.....

ShowNewsPage

"ListTemplate" specifies the general layout of the search result. By blanking the template out, you revert to the default template, which is:

```
<div class="wtsite-newsarchiveresults-webpart"> __ITEM__ </div>
<div style="width:100%;text-align:center">__PAGING__</div>
```

The __ITEM__ placeholder is replaced with the search results for each item, and the __PAGING__ placeholder shows a paging line with previous and next buttons etc.

"ItemTemplate" specifies the the layout for each of the items matching the search. This may also be reset to the default value by blanking it out. The default value is:

```
<a style="font-weight:bold" title="__TITLE__"
  href="javascript:function() {return false;}"
  onclick="__SHOWITEM__">
  <h3>__TITLE__</h3>
</a>
<div style="float:left; margin-right: 12px;"
  class="wtsite-newsarchive-webpart-author">
  <span style="font-weight:lighter">==<Author>==: </span>
  <a title="==<Search>=="
    href="javascript:function() {return false;}"
    onclick="SearchAuthor('__AUTHOR__');">__AUTHOR__
  </a>
</div>
<div style="float:left; margin-right: 12px;"
  class="wtsite-newsarchive-webpart-date">
  <span style="font-weight:lighter">==<Date>==:</span>
  __DATE__
</div>
<div style="float:left"
  class="wtsite-newsarchive-webpart-channel">
  <span style="font-weight:lighter">==<Channel>==: </span>
  <a title="==<Search>=="
```



```

        href="javascript:function() {return false;}"
        onclick="setFolderInForm(__CHANNELNO__, '__CHANNELNAME__');SearchNow();"
        __CHANNELNAME__
    </a>
</div>
<div style="clear:both; padding-bottom:12px;">
    __SHORTCONTENT200__
</div>

```

The meaning of the placeholders are as follows:

__TITLE__ : The news item title

__SHOWITEM__ : javascript showing the news item

__AUTHOR__ : The author name

__DATE__ : The news item start date

__CHANNELNO__ : The news channel number (Sharepoint list item ID)

__CHANNELNAME__ : The news channel name

__SHORTCONTENT200__ : The first 200 characters of the news content.

__SHORTCONTENTxxx__ : The first xxx characters of the news content.

==<Search>== is replaced with the word for "Search" in the active language

==<Channel>== is replaced with the word for "News channel" in the selected language.

The javascript function SearchAuthor() executes a search for news items with the specified author.

The javascript function setFolderInForm(x, s) selects the channel number x and sets the selected channel name to s.

The javascript function SearchNow() executes a search with the select author, channel(s) year and month.

This means that clicking the author name executes a search with the specified author, and clicking the channel name executes a search in this specific channel.

4.3.2 NOTICEBOARD INSTANCE

If more than one NoticeBoard instance is present, the news archive web part finds the proper instance in this priority order:

- 1) If a NoticeBoard list is found in the same web site as the archive page, this instance is used
- 2) If the site collection in which the news archive page is placed contains a site named "NoticeBoard" and this site contains a NoticeBoard list, this instance is used.
- 3) Any NoticeBoard instance in the web application

To prevent any mistakes it is recommended to place the news archive page in the same site as the NoticeBoard list.

5. News items in multiple languages

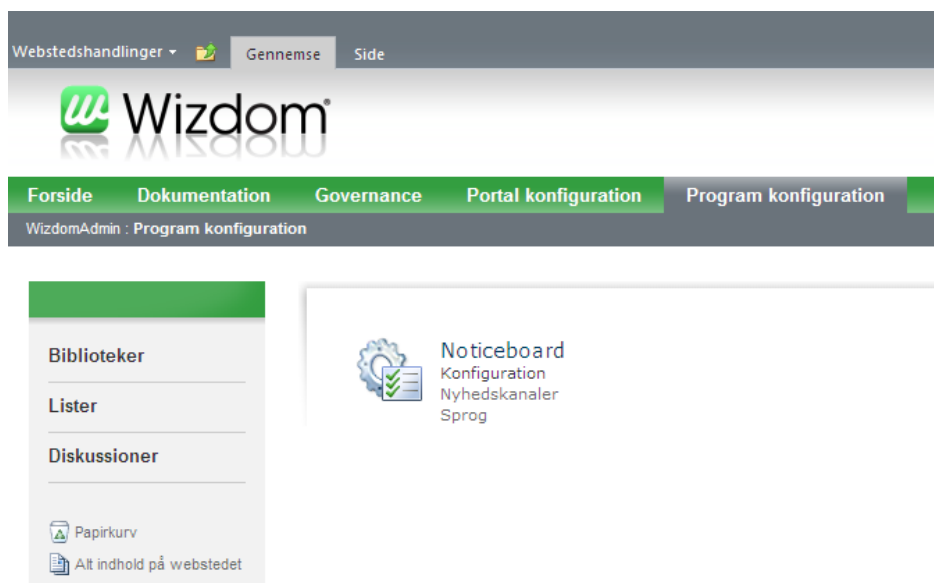
It is possible to configure Wisdom Noticeboard to support news items in multiple languages. Each news item then has a separate headline and a content field for each supported language.

When a user views the news item (in the News Item List, or on the Display News Item Page) the headline and content are shown in the language which the user has selected.

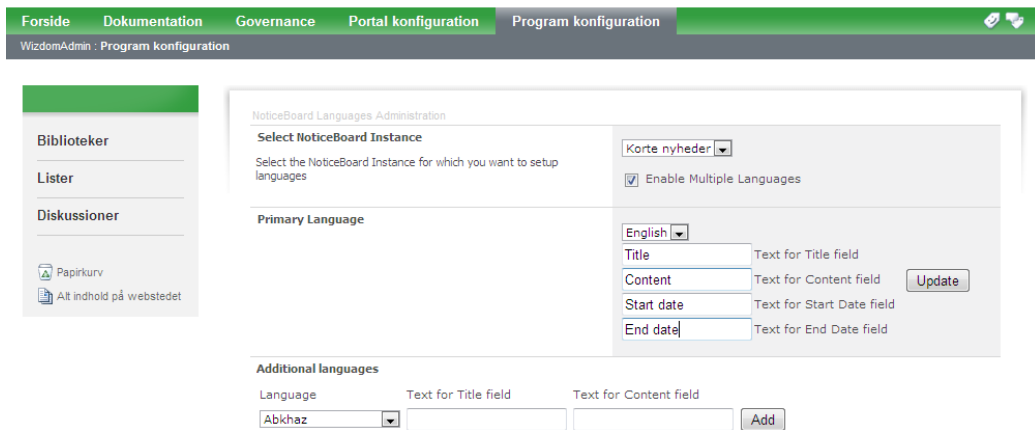
If the headline and content field which match the selected language are empty, the headline and content fields are shown in the default language.

5.1 CONFIGURING MULTIPLE LANGUAGES

Under Wisdom Administration → Program Configuration, choose “Languages”:

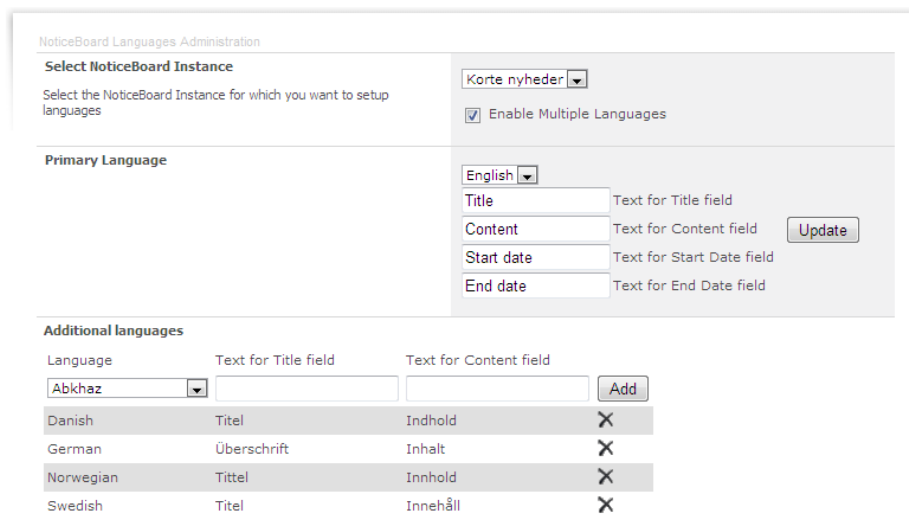


Select the Noticeboard instance for which you want to define language, and check “Enable multiple languages”:



You can now select the primary language, define the name of the headlines for the fields “Title”, “Content”, “Start date” and “End Date”, and finally click “Update”.

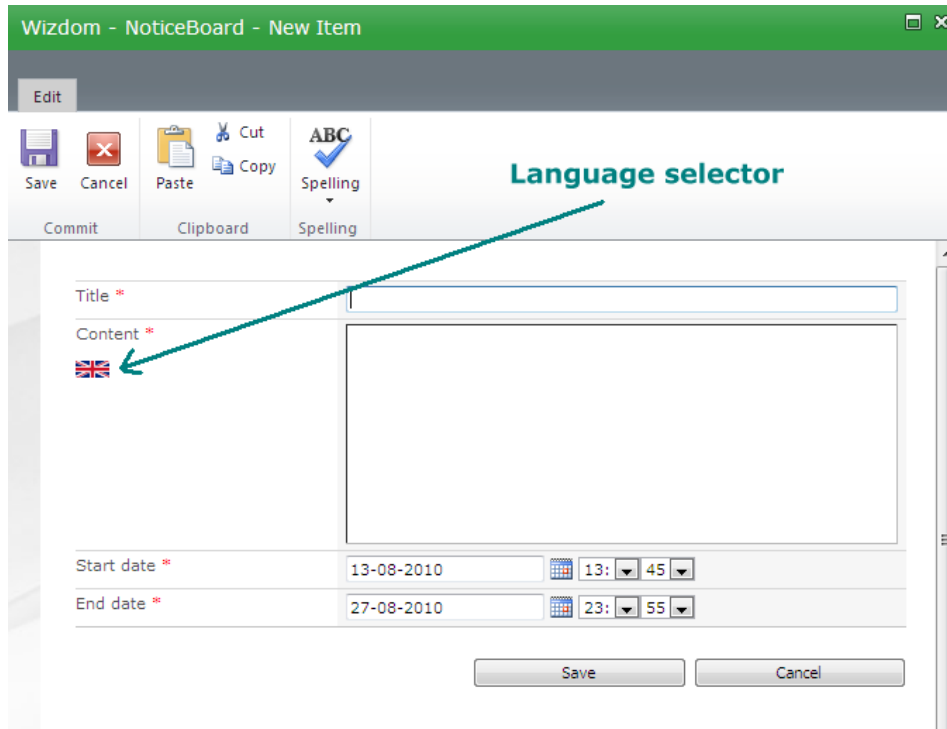
To add support for a given language, select the language in the dropdown list, enter the headlines for “Title” and “Content” in the selected language, and click “Add”. Repeat this for as many languages as you like.



To remove a language, click the delete icon.

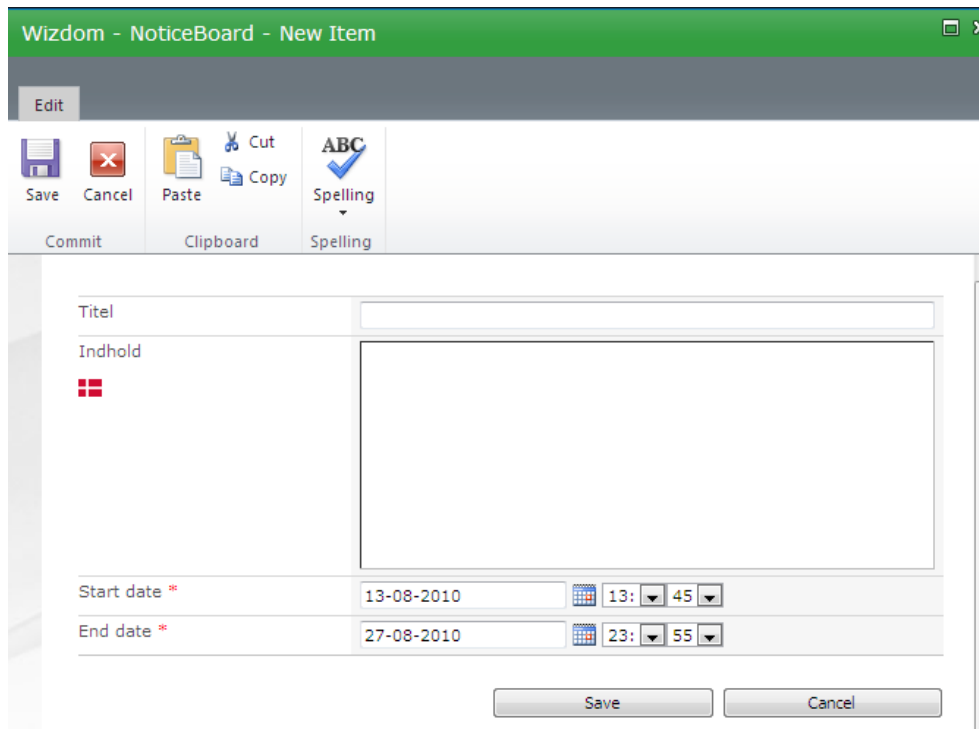
5.2 CREATING NEWS ITEMS IN MULTIPLE LANGUAGES

When multiple languages are supported, the “Create news item” page has a language selector:



First, fill out the Content and Title fields in the default language (English in this example) as well as the Start date and End date fields.

Next, click the language selector and select the next language:

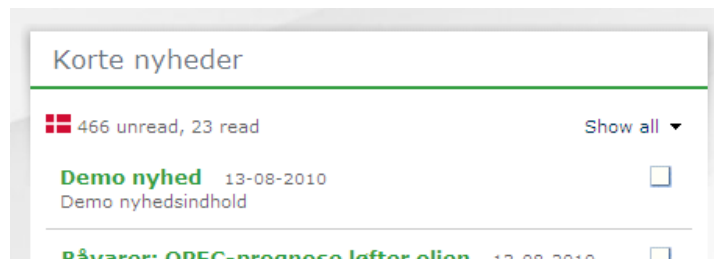


Now fill out the Title and Content fields for this language, continue with the next language, and so on.

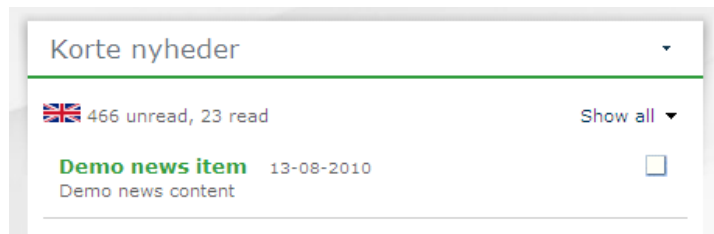
If the fields are not filled out for a given language, the default language fields will be show for users who select the language in question.

5.3 SELECTING THE LANGUAGE IN WHICH TO SHOW NEWS ITEMS

The procedure of selecting the language for a given user may vary from installation to installation. If the substitution key `__LANGUAGESELECT__` is present in the Topbar part of the "News List" Web Part template, a language selector is shown in the top bar:



Click the language selector (the flag) to select a different language:



If SharePoint language packs are installed for the supported languages, and the user has selected the language in SharePoint, Noticeboard will show the news item in the selected language:

