

Wizdom Training

Training Editors



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1 Legends



This is a tool tip → to easy your daily work



Warning→ alert about pitalls



Training→ resolve this to check what you have learned

Introduction to Wizdom

Wizdom is an intranet Product which uses Microsoft Sharepoint 2010 as platform. Wizdom makes the employees in a company able to share knowledge, read news, co-operate and blog

Concepts in a Wizdom intranet

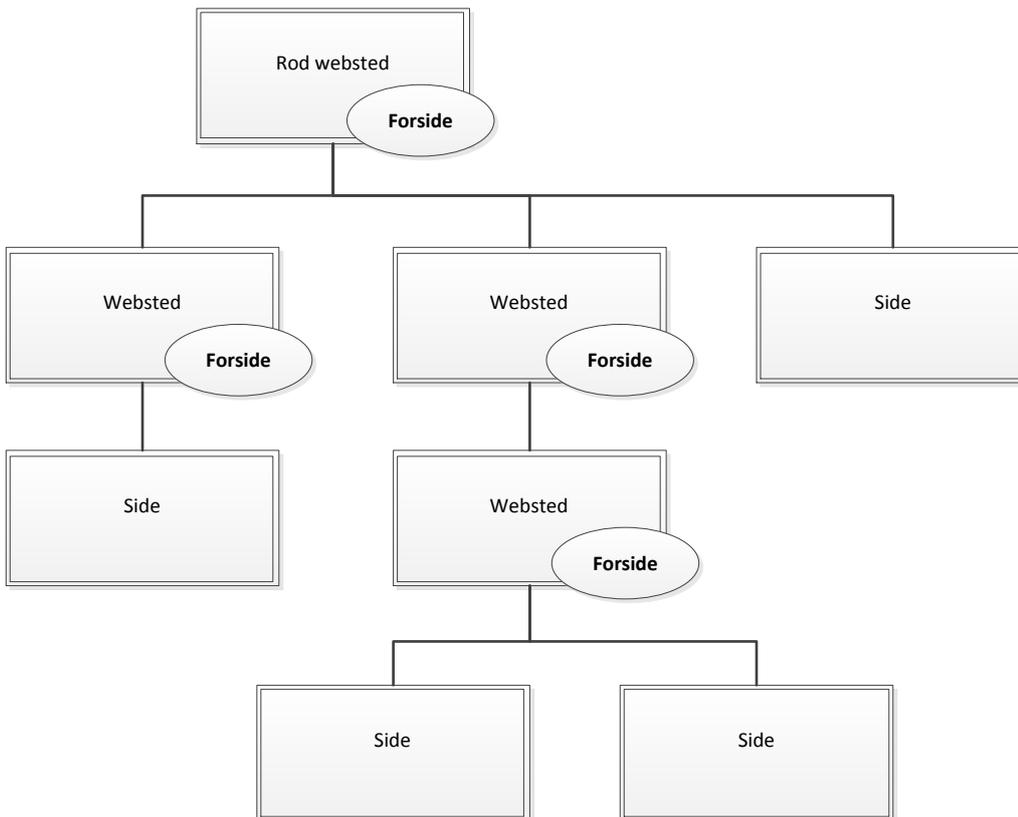
A Wizdom intranet consists of the following main elements:

Element	One element of Wizdom, is a very general concept. An element could be a page, news, a calendar appointment or something else.
Site	A special type of element, which is typically the end user is viewing. Site can contain Web Parts and site content (text editing in an editor)
Webpart	A Web Part is a general concept of components which can display different content. There is in particular Wizdom Web Parts to display RSS feeds, list content, news, directory search, activity stream, recent documents and more.
Lists	A list in Wizdom is a simple database, which can contain any type of elements. A list can have different views, so you can see different contents from the elements. Every list has an associated webpart that can display the contents of this list on a page.
Document Library	A document library in Wizdom is a special type of list that can contain documents. The library can in principle include all types of files, but have special additional features to Office Documents.
Image library	An image library in Wizdom is a special type of list, which has additional features to contain and display images. Among other things, an image list display a slideshow of pictures in it, and automatically generates thumbnails for less views.
Websted	<ul style="list-style-type: none"> - A site in Wizdom is a collection of information. A site may include the following: - Document Libraries -Image Libraries - Other types of lists - Sites

1.1 Structures of a Wizdom intranet

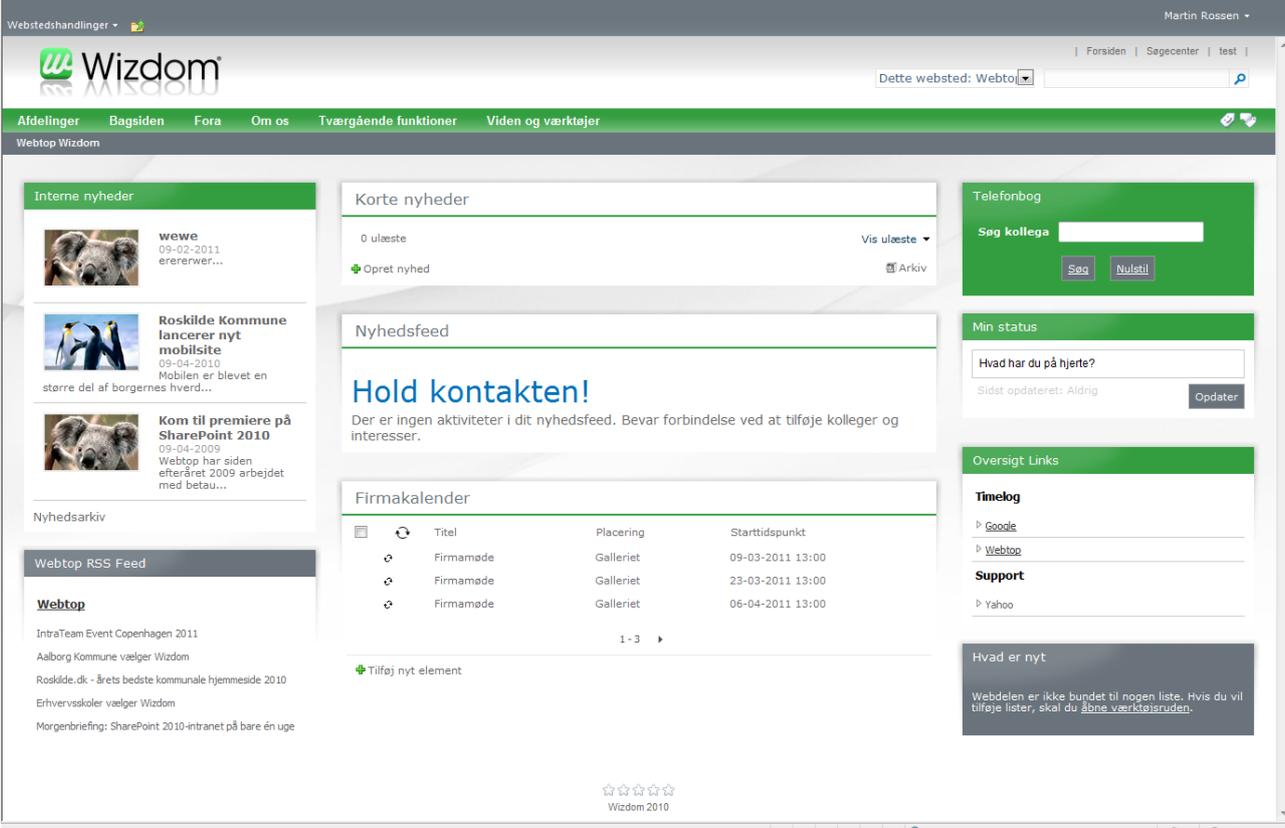
A Wizdom intranet always consists of a root Web on the upper level. A root site always contains a cover. In addition, a root Web contains multiple sites and multiple pages. All sites always include a cover page and as root sites contain more sites and pages. This is seen from the end user's point

of view:



The root site is identified by the fact that typically is the place you come to when you click on the logo in the top banner. Both pages and websites are displayed as menu items in either the top menu or left menu.

1.2 Wizdom front page



The screenshot shows the Wizdom front page with a navigation bar at the top containing 'Afdelinger', 'Bagsiden', 'Fora', 'Om os', 'Tværgående funktioner', and 'Viden og værktøjer'. The main content area is divided into several columns of web parts:

- Interne nyheder:** A list of news items with images and titles, such as 'weve' and 'Roskilde Kommune lancerer nyt mobilsite'.
- Korte nyheder:** A section for short news with a '0 ulæste' indicator and an 'Opret nyhed' button.
- Nyhedsfeed:** A section titled 'Hold kontakten!' with a message: 'Der er ingen aktiviteter i dit nyhedsfeed. Bevar forbindelse ved at tilføje kolleger og interesser.'
- Firmakalender:** A table listing company events with columns for 'Titel', 'Placering', and 'Starttidspunkt'.
- Telefonbog:** A search box labeled 'Søg kollega' with 'Søg' and 'Nulstil' buttons.
- Min status:** A section for updating status with the text 'Hvad har du på hjerte?' and an 'Opdater' button.
- Oversigt Links:** A section with 'Tidelog' and 'Support' links.
- Webtop RSS Feed:** A section showing a list of RSS feed items.

A Wizdom front page after a default installation, the following Web Parts:

Internal news	Showing editorial news with uploaded image
Webtop RSS Feed	Displaying RSS feed from Webtop.dk ; it is possible to customize to your rss feed
Short news	Showing short news / messages in a personal view.
News feed	Showing updates from colleagues and update of things from the intranet you are interested in (from interests on "My Profile").
Company calendar	Displaying events for the entire company. These may personalized.
Phone book	Quick search among employees.
My status	Write here what you are doing now. Then this will be shown in your colleagues' news feed
Overview links	Showing relevant links to content on or outside the intranet.
What is news	Can be configured for example to show the latest documents on the intranet, or recently edited pages on the intranet.



Note that the configuration of Wizdom of the individual business may be changed in the Web page contains, based on the company wants.

2 News

In Wizdom there are two ways to separate news.; The internal news and short news (messages).



Figur 1 – Short news

These are the fundamental differences between these two ways of disseminating news.

First The short news can be divided into news channels / bulletin board

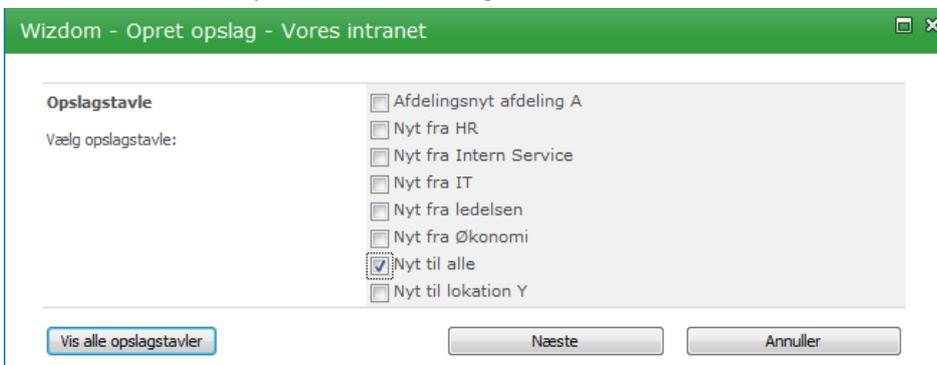
Second The short news can be personalized by the end user

3rd The internal news may contain an "uplifting image" that appears on the front

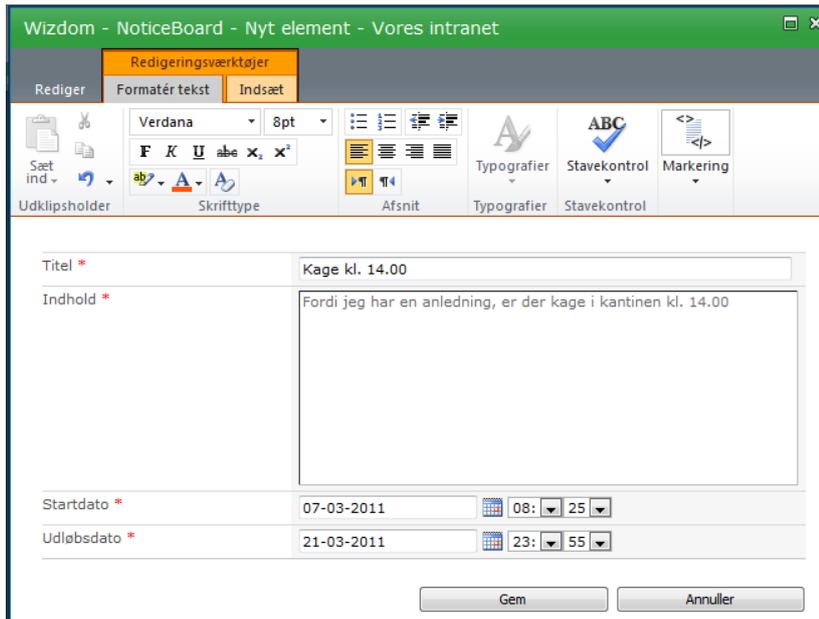
Briefly, the internal news intended to be editorially created news, while the short news works more like news / messages all (with rights thereto) can create.

2.1 Create short news

Click on "Create entry" can be seen in Figure 1 - Short news.



Show news channel and click next.



Write headline on the news, and edit content with the built-in editor.



Note that you can insert images, attachments etc. to a news by clicking on the "Insert" tab in the editor.



Note that if you have selected several news channels, creates a copy of the news to each channel. That is, changes to such news to be made in all copies.

2.2

Start date and end date indicates the time when the news is published. Before this time, the news will not be displayed. After this time, the news simply appear in the news archive.

Click ok, and the news is published. Your personal display of short news (Read / unread)

When you read a news item in the component with the short news, it is automatically marked as read and disappear from the personal view of the component.



Some of you do not want to open the news, you can just click in the square next to the news. It will be marked as read, and disappear from view.

To find the read news again, you can click the "Show unread" as shown on the picture below, and select "Show all".



To mark a news not read, click in the white square again (which now has a red check mark)

Beskeder

2 ulæste, 1 læste Vis alle ▾

Kage kl. 14.00 07-03-2011
Fordi jeg har en anledning, er der kage i kantinen kl. 14.00

Nyt Intranet 10-02-2011
Vi ser på intranet

Seminar med Microsoft omkring Wizdom 18-01-2011
Sammen med Kvik A/S og Microsoft har vi afholdt et seminar i hellerup,.....

Vis ulæste
 Vis alle
 Vis mine opslag

 Mine abonnementer
 Markér alle som læste

[+ Opret opslag](#)



Press the "View my research," to see all the entries you've created.

2.3 Your personal display of short news (my subscriptions)

By clicking "My Subscriptions" as shown on the picture below, you can edit the news channels you want displayed in your personal view of the component.

Beskeder

2 ulæste, 1 læste Vis alle ▾

Kage kl. 14.00 07-03-2011
Fordi jeg har en anledning, er der kage i kantinen kl. 14.00

Nyt Intranet 10-02-2011
Vi ser på intranet

Seminar med Microsoft omkring Wizdom 18-01-2011
Sammen med Kvik A/S og Microsoft har vi afholdt et seminar i hellerup,.....

Vis ulæste
 Vis alle
 Vis mine opslag

 Mine abonnementer
 Markér alle som læste

[+ Opret opslag](#)

Here you can select and deselect the desired newsfeeds, and get just those shown in your personal view of internal news.

Wizdom - Vælg opslagstavler - Vores intranet

Opslagstavle:
Vælg de opslagstavler der skal vises i oversigten

- Afdelinger
 - Afdelingsnyt afdeling A
 - Afdelingsnyt afdeling B
 - Nyt fra Børsen
 - Nyt fra HR
 - Nyt fra idrætsklubben
 - Nyt fra Intern Service
 - Nyt fra IT
 - Nyt fra ledelsen
 - Nyt fra Personaleforeningen
 - Nyt fra Samarbejdsudvalget
 - Nyt fra Økonomi
 - Nyt til alle
 - Nyt til lokation X
 - Nyt til lokation Y

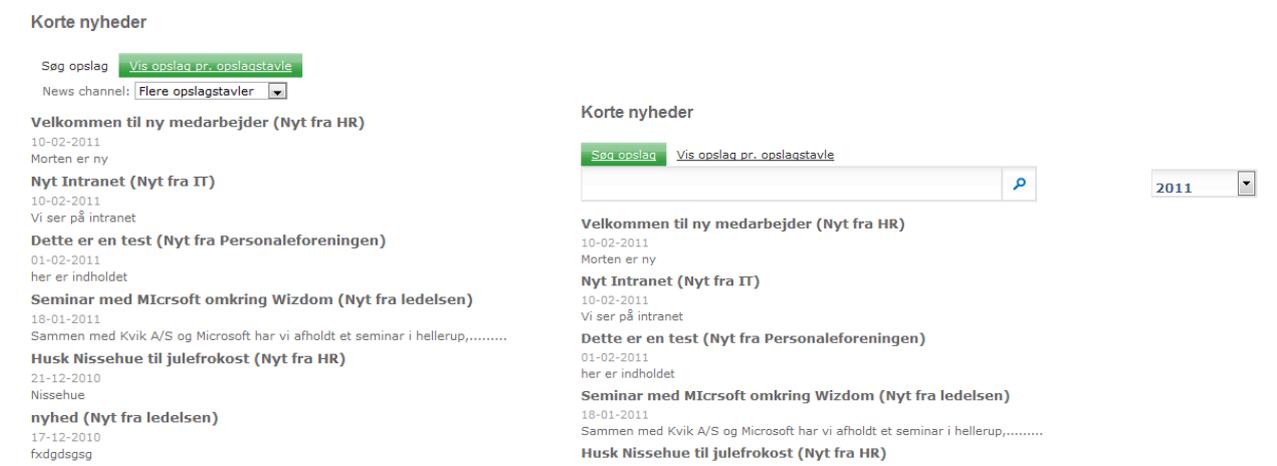


The news channels are dimmed, you can not opt out when an administrator has made these

mandatory for that user.

2.4 News archive short news

By clicking on "Archives" in the component with internal news, you can search all news as free text or by displaying each news channel. In both cases you can also select the year.



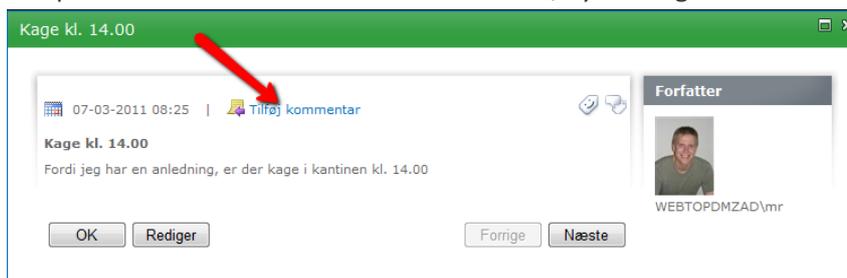
The screenshot displays two side-by-side views of a news archive. The left view shows a list of news items under the heading "Korte nyheder". Each item includes a date, a title, and a brief description. A search bar at the top allows filtering by "Søg opslag" and "Vis opslag pr. opslagsstavle". A dropdown menu for "News channel" is set to "Flere opslagstavler". The right view shows a similar list but with a search bar and a year filter dropdown set to "2011".



Note that an announcement will only be available in the Search service has crawled (typically occurs every half hour).

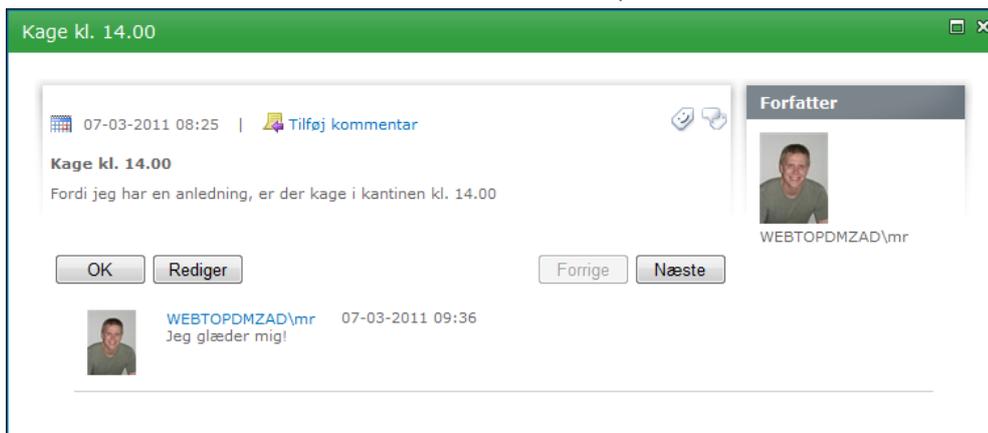
2.5 Comment news

It is possible to comment on an internal news, by clicking on "Add comment" as illustrated below.



The screenshot shows a comment dialog box titled "Kage kl. 14.00". It contains a date and time stamp "07-03-2011 08:25" and a "Tilføj kommentar" button with a red arrow pointing to it. The comment text reads "Kage kl. 14.00" and "Fordi jeg har en anledning, er der kage i kantinen kl. 14.00". There are "OK", "Rediger", "Forrige", and "Næste" buttons at the bottom. A "Forfatter" section shows a profile picture and the name "WEBTOPDMZAD\mr".

Comments will be shown with the newest at the top, as shown below:



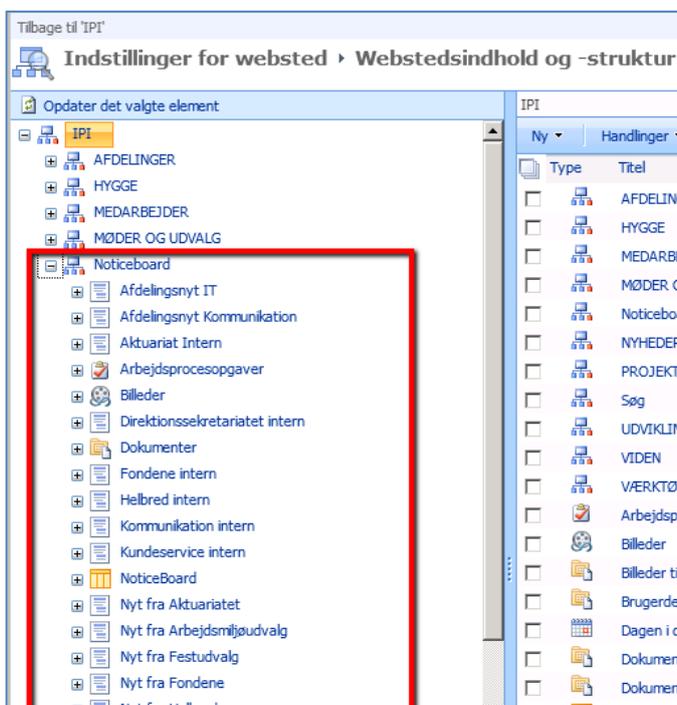
It is possible to edit and delete your own comments.

2.6 Administration of news channels

2.6.1 News channels position in the structure

News and news channels for the short news live site "Noticeboard". This site is hidden from the navigation menu but accessed via the "Manage Content and Structure".

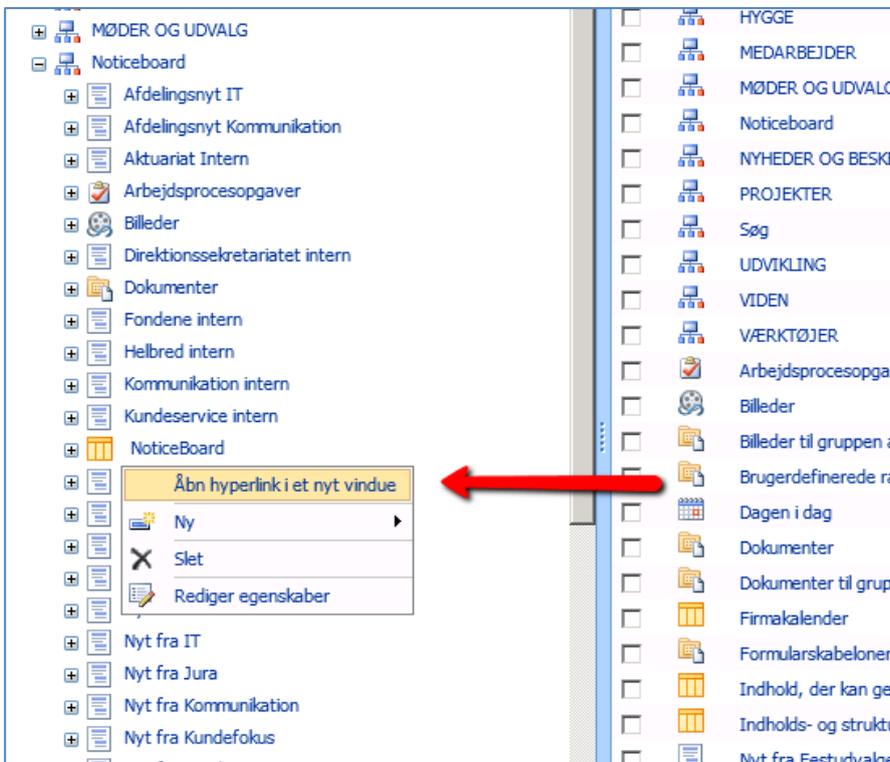
The main elements of the Site Noticeboard is the "Noticeboard" containing news structured in news channels, and a number of discussion lists that contain comments on the individual news channels.



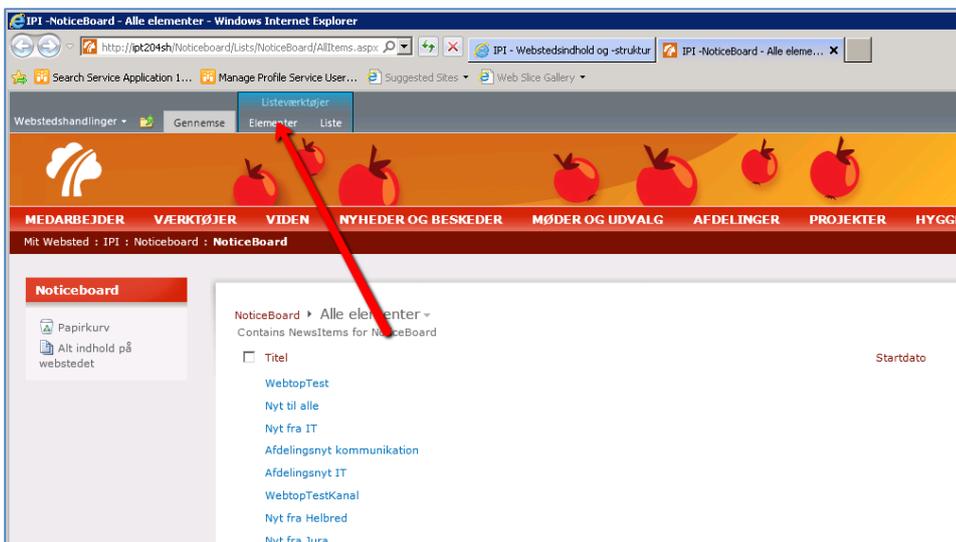
New channels position in the structure.

2.6.2 Creating news channels

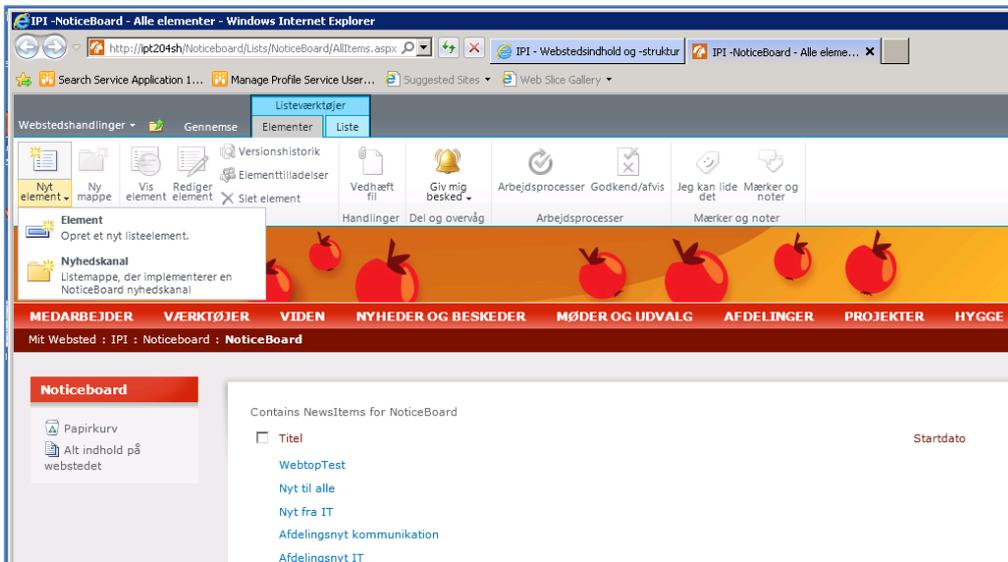
News channels created in the list Noticeboard. The list opens from the "Manage Content and Structure" as shown below.



In the list view select the "element"

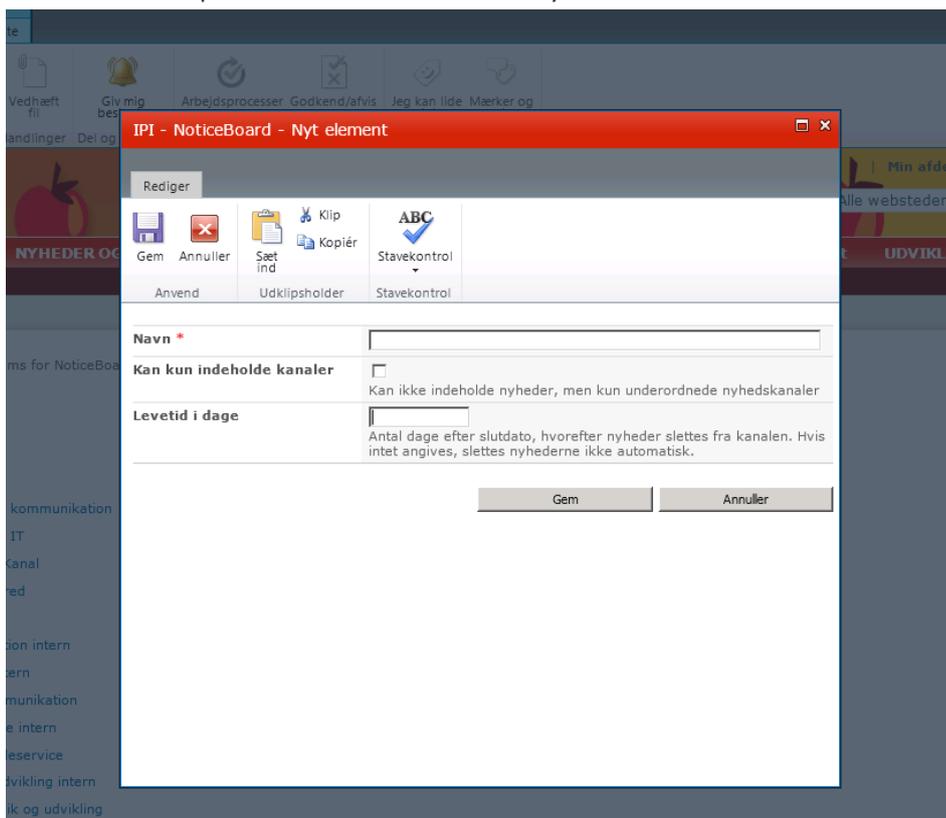


The "New Item" allows you to create news channels and elements (news).



Creating news channels from the list Noticeboard.

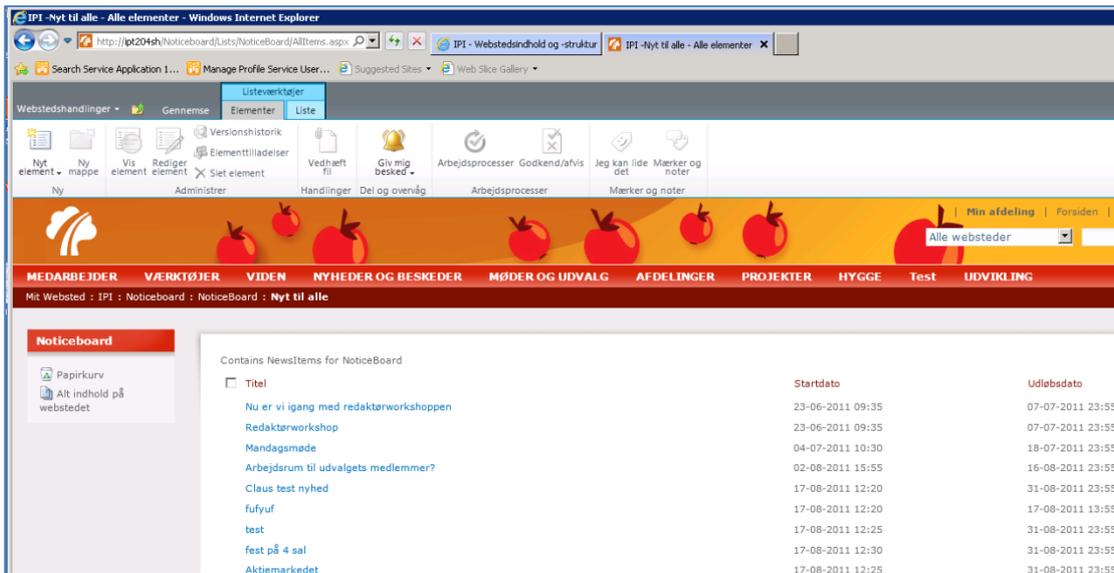
News channels specified as shown below. Only the title field.



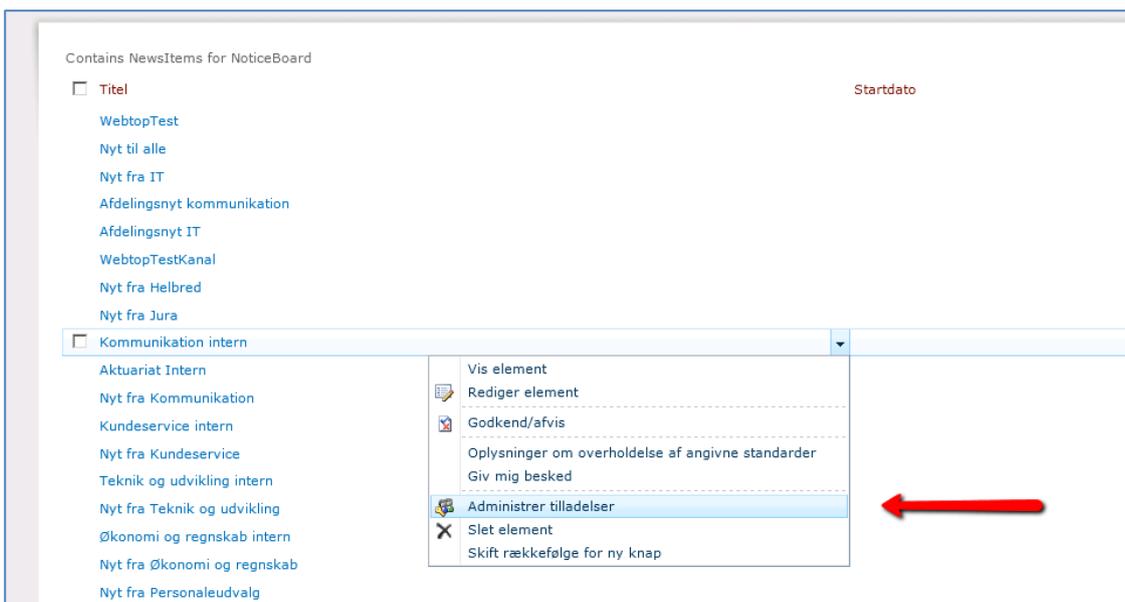
2.6.3 Administration of right to news channels

Rights for news channels (read and write access) to news channels in the list Noticeboard through standard SharePoint features.

From Noticeboard list selected news channel and the function menu is available from the list.

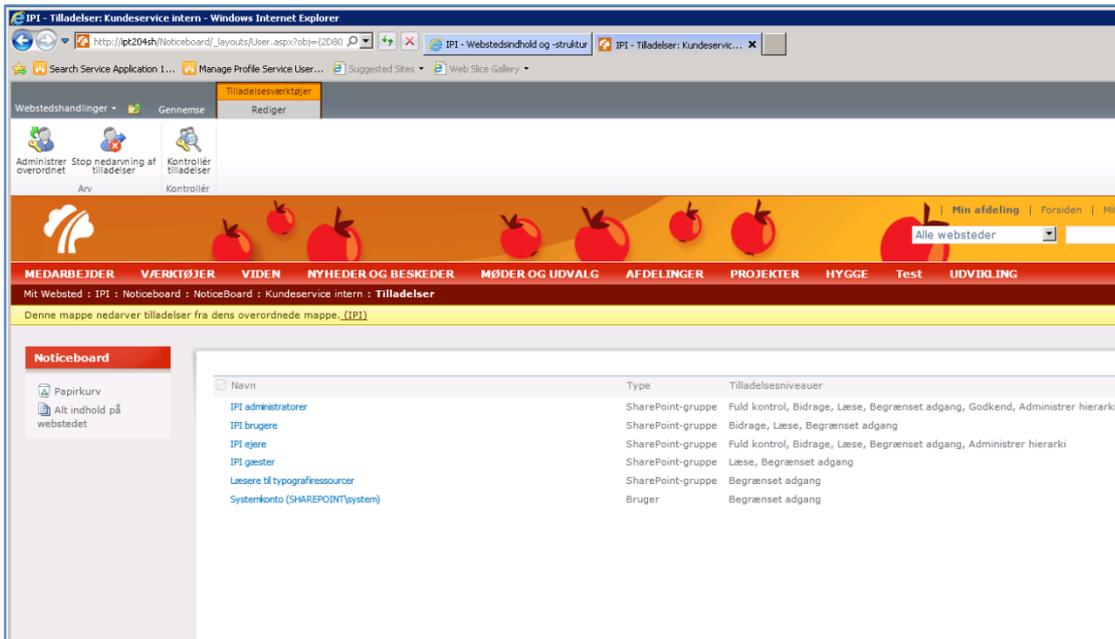


NoticeBoard list.



From the menu option select manage permissions

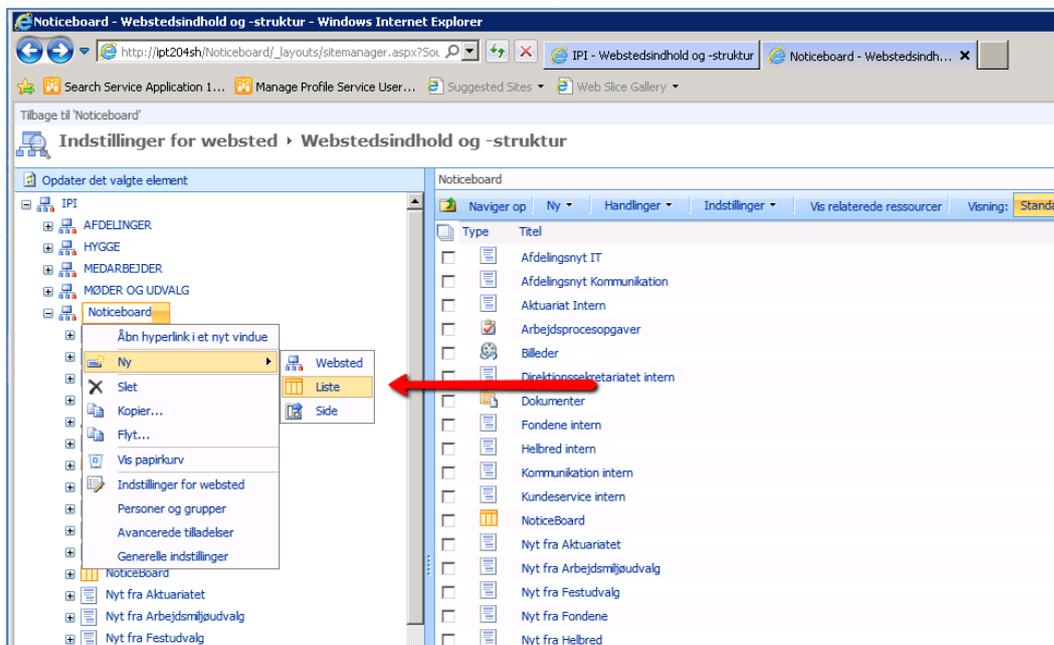
From administration rights in the normal SharePoint. That first stopped inheritance rights, after which new rights are deleted and / or added.



Administration of rights in SharePoint.

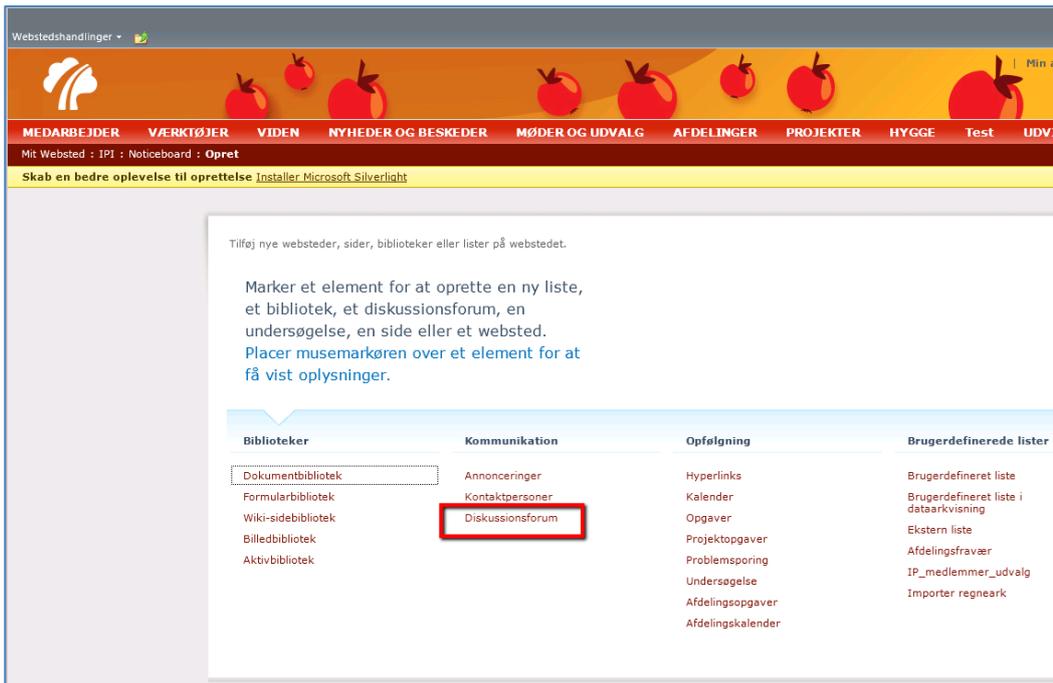
2.6.4 Connecting the comment option

Comments on the news in the news channels controlled via discussion lists in the site Noticeboard. If this site is a discussion list with the same name as a news channel, allows users to comment on the news on the channel. Discussion Lists created from within "Manage Content and Structure". Select New -> List as shown

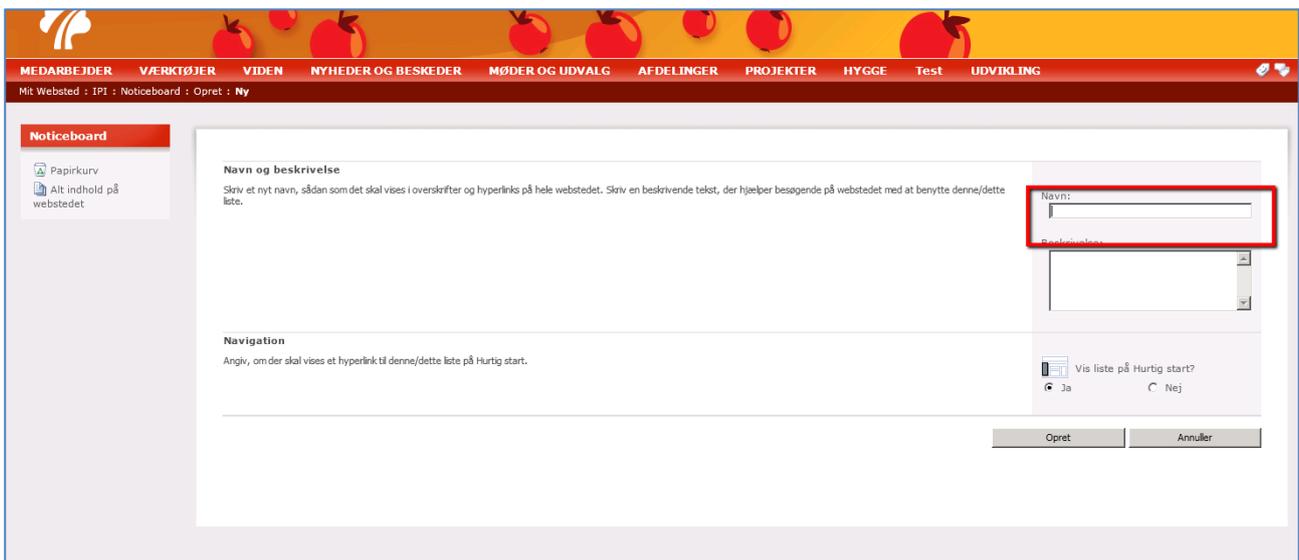


below.

Then select list type "Discussion Forum".

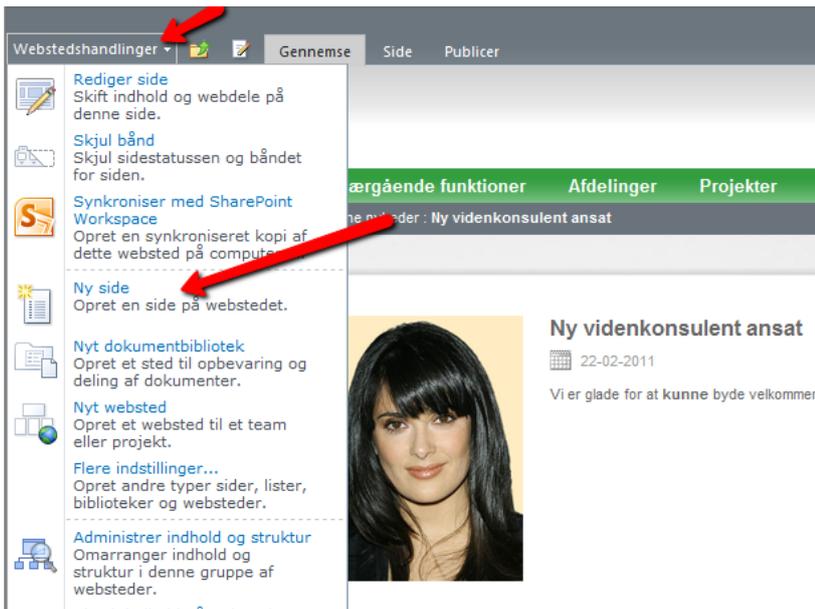


When creating discussion list, it is important to list the name exactly the same as the name of the news channel in order to be able to comment.

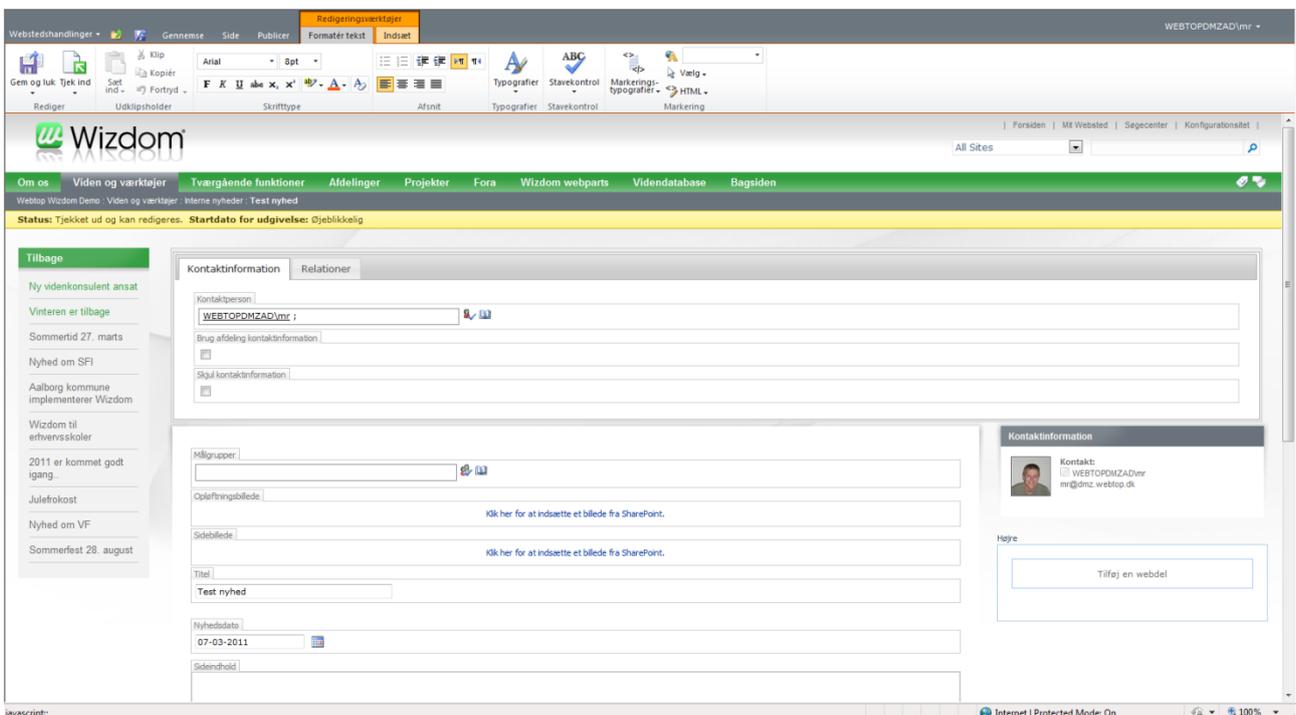


2.7 Create internal news

Click on "News" , or click on an internal news. When you are in the news archive, as shown in the breadcrumb, you can create an internal news. Click site actions → new page.



Write the name of the news and click create.



In the news following fields are required:

- - Target group: If the news is only applicable to a specific target group (AD-group/sharepoint groups or audiences)
- Uploaded Image: The image will be displayed at the news on the front page
The size of uploade image should be 100px * 60px (WxH)
- Site image: The image that appears on the page with the news
The site view is shown in its original size, there is not a specific format. However, works well in high definition approx. 150px * 200px (WxH) and widescreen images for about 250px * 200 (WxH).
- Title: News title
- News Date: News date
- Site Content: News content. Note that here we can use the editing tools from the tabs in the top



When inserting images in the news, you can set the size.

Publicer nyheden



If you want the news to automatically expire (or start late), you can select "Schedule" tab "Publish" before publishing the news.

2.8 Archive of internal news

Click archive below internal news on the front page.

Here it is possible to search text and filter on year and month.

Interne nyheder

🔍

2011 ▼
februar ▼



Ny videnkonsulent ansat
22-02-2011
Vi er glade for at kunne byde velkommen til Trine P. Hansen der skal arbejde i biblioteket. ...



Vinteren er tilbage
22-02-2011
...



Sommertid 27. marts
09-02-2011
Sommertid begynder 27. marts! ...

Nyhed om SFI
01-02-2011
Her er en nyhed....

2.9 Training



Create a short news, which is valid for today and tomorrow. Include an attachment to the news.



Edit your personal viewing of short news by selecting and deselecting news channels in the view and mark a few news as read.



Create a new news channel, set rights on this and create an opportunity to comment on the channel



Create an internal news that is valid today and 2 weeks ahead. Upload an image on the news. Adjust the size of the image.



How many internal news was created in 2011?

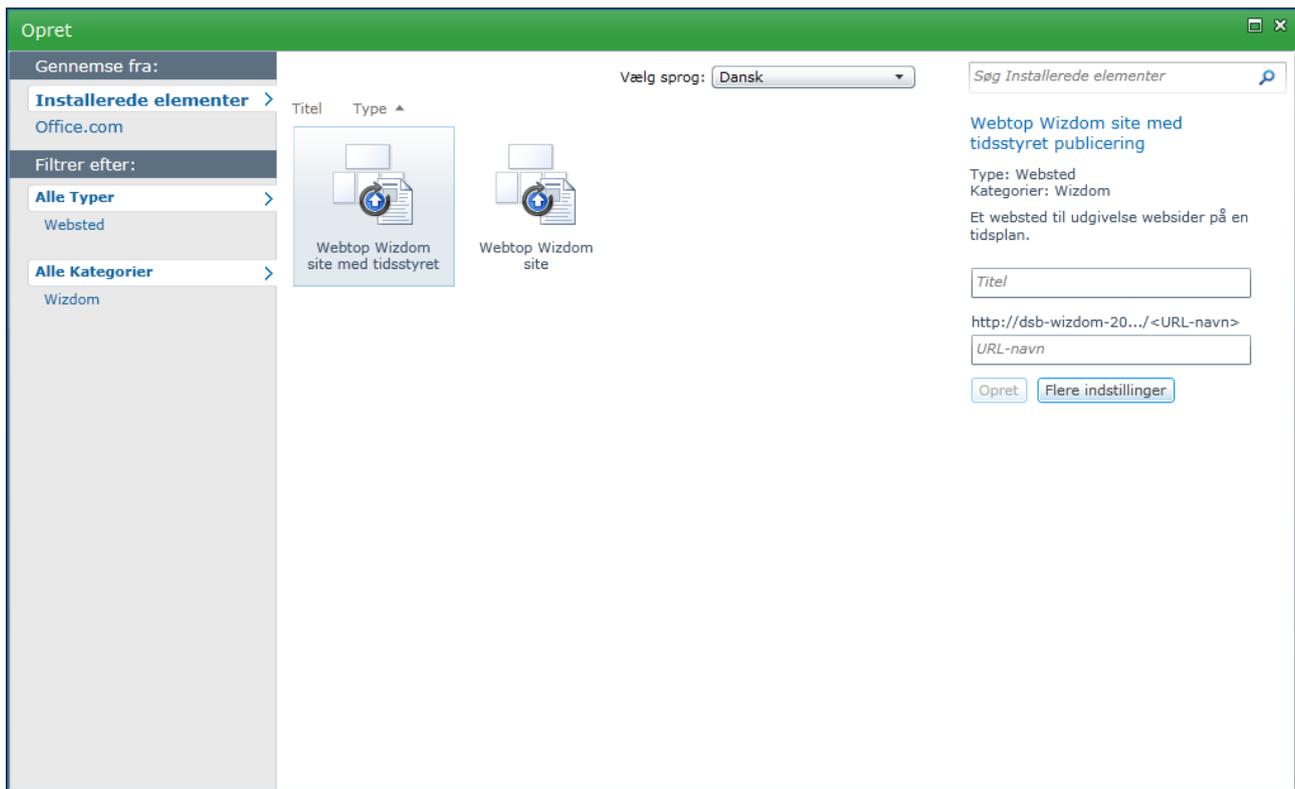
Notes

3 Web sites

As previously described, a website is a collection of information (lists, pages, etc.). If you want an item in its menu structure either with additional sub-menu items or special content which is only valid for this menu item, you should create a website instead of a page.

3.1 Create web site

Click web site actions -> New web site.



To get the best user experience in creating websites, you should install Silverlight on your computer. Otherwise you get another view than the above.

You can choose among the following web sites:

Webtop Wizdom site	A standard Wizdom site
Webtop Wizdom site with timed release	A standard Wizdom site, with the ability to time manage the publishing of sites. It is on the individual sites controlled when they want to publish, and when they turn to "unpublished".

In addition, the administrator can turn more site types on and off.

Enter a title and a URL (only the part of the url to characterize the site you are creating) and press Create.



The URL should be short and meaningful and NOT contain spaces and special characters.

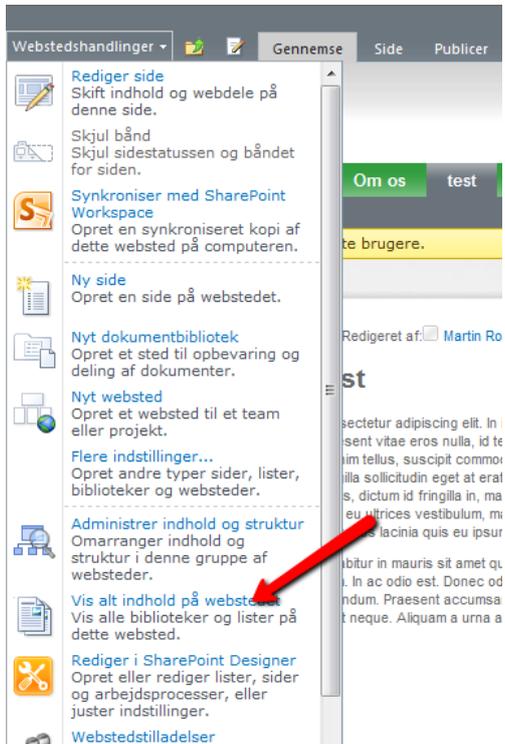
Once the site is created, you will come to a default front page of the new site.



When you have to create a website, it is important to be at the site you want as parent site. If one wishes to create a department "HR" under "Departments", you have to stand on the front page of the website "Affiliates" when you choose to create site "HR".

3.2 Display all content on the web site

To view all content on the site, click on Site Actions -> View All Site Content.



Then you come to the content page, which is divided into categories as shown below.

 **Opret**

 **Arbejdsprocesser for websted**

Visning: Alt indhold på webstedet ▾

[Elementer](#) [Senest ændret](#)

Dokumentbiblioteker

	Billeder	Dette systembibliotek blev oprettet af funktionen til udgivelse og skal bruges til at gemme de billeder, der bruges på siderne på webstedet.	0 for 7 minutter siden
	Dokumenter	Dette systembibliotek blev oprettet af funktionen til udgivelse og skal bruges til at gemme de dokumenter, der bruges på siderne på webstedet.	0 for 7 minutter siden
	Sider	Dette systembibliotek blev oprettet af funktionen til udgivelse og skal bruges til at gemme de sider, der oprettes på webstedet.	1 for 7 minutter siden

Billedbiblioteker

*Der er ikke nogen billedbiblioteker. Hvis du vil oprette et, skal du klikke på **Opret** ovenfor.*

Lister

	Arbejdsprocesopgaver	Dette systembibliotek blev oprettet af funktionen til udgivelse og skal bruges til at gemme de arbejdsprocesopgaver, der oprettes på webstedet.	0 for 7 minutter siden
---	-----------------------------	---	------------------------

Diskussionsforummer

*Der er ikke nogen diskussionsforummer. Hvis du vil oprette et, skal du klikke på **Opret** ovenfor.*

Undersøgelser

*Der er ikke nogen undersøgelser. Hvis du vil oprette en, skal du klikke på **Opret** ovenfor.*

Websteder og arbejdsområder

*Der er ikke nogen underordnede websteder eller arbejdsområder. Hvis du vil oprette et websted eller arbejdsområde, skal du klikke på **Opret** ovenfor.*

Papirkurv

	Papirkurv	Brug denne side til at gendanne elementer, du har slettet fra webstedet, eller til at tømme slettede elementer.	0
---	------------------	---	---

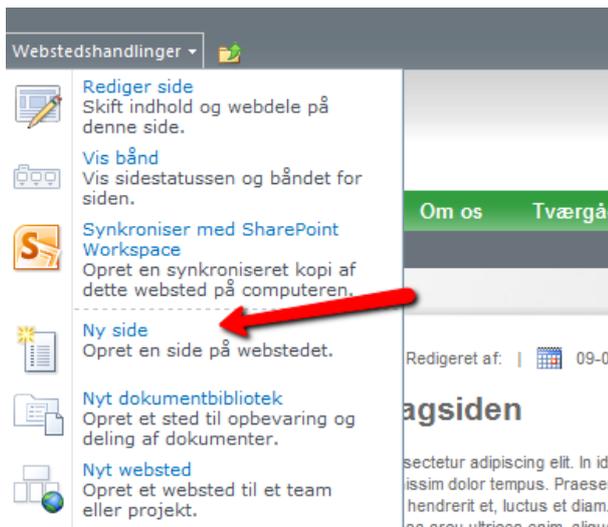
From this page you can get an overview of content on the site and create new lists, websites, etc. by clicking "Create".

4 Sites

As previously described, a site is the “lowest” level in the menu structure. If one therefore wants an item that just displays text or content that exists elsewhere on the intranet (possibly in the same site as the page) and do not want further sub-menu item, you should create a page.

4.1 Create a site

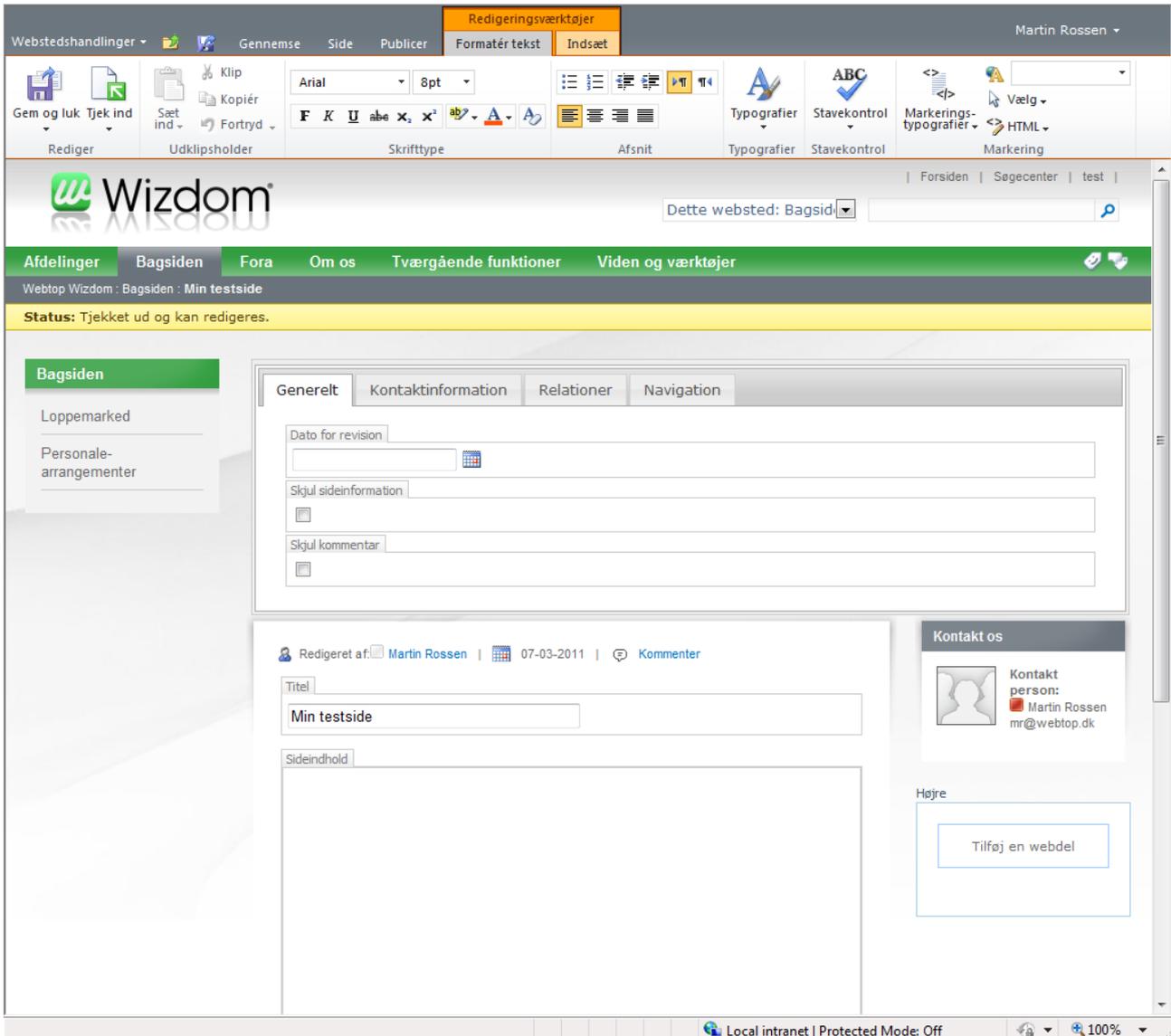
Click website actions -> New site



Type in a name on the front page in the typed in name on the site in the dialogue box. This name will appear in the top of the browser.



The new site is checked out and editable.



4.1.1 For further information about creating sites, see Section 4.1.1.1 Keywords on sites

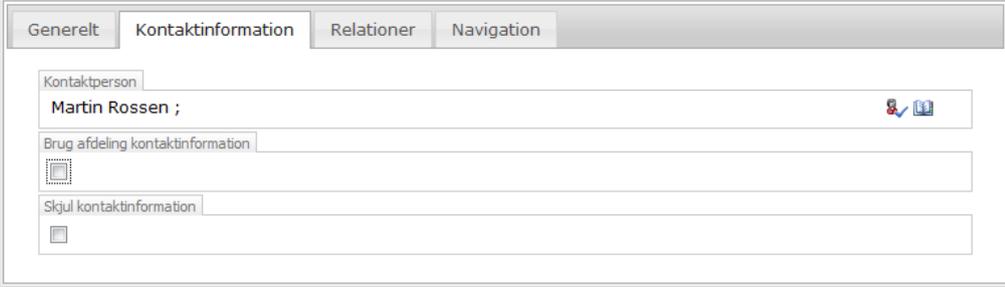
4.1.1.1 The tab generally

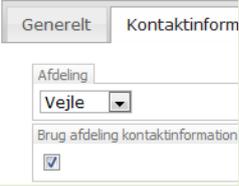


Fieldname	Description
Date for revision	Date when the site needs revision. Before the revision date a work flow notifies the contact person on the site. If the revision date is exceeded a warning is displayed on the site.

	
Hide site information	Show or hide site information 
Hide comments	Show or hide comments 

4.1.1.2 The tab contact information



Field name	Description
Contact person	Shows the contact information for the site 
Use department contact information	Gives the opportunity to choose a contact department instead of a person. 
Hide contact information	Show or hide contact information.



Administrator has the option to turn off the ability for contact information, so this option does not exist on the pages

4.1.1.3 The tab relations

Generelt	Kontaktinformation	Relationer	Navigation
----------	--------------------	-------------------	------------

Emneord

Skjul relaterede dokumenter

Skjul relaterede nyheder

Skjul relaterede sider

Skjul relaterede personer

Field name	Description
Key word	<p>Here you write / select the keywords that describe the page. On the basis of these tags are searched related documents, news pages and people.</p> 
Hide related	Shows/hides related documents, news, sites and persons.



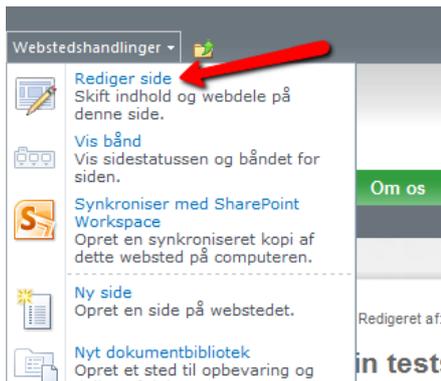
The administrator has the possibility to deselect the related information.



Note that a newly created site will not appear in related sites when running a crawl.

4.2 Edit site

In order to edit a site → click web site actions → Edit site

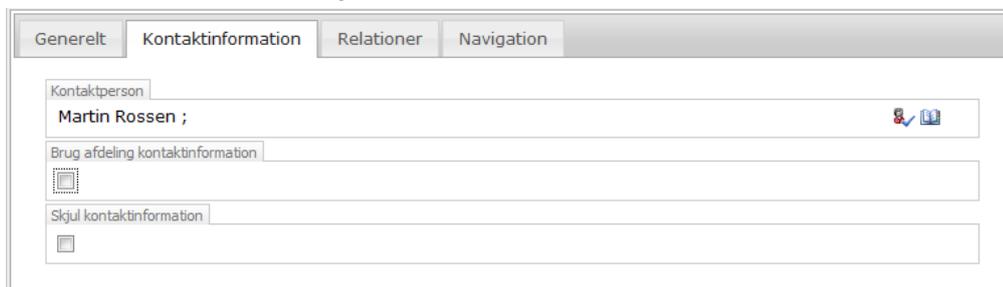


The site is now editable

4.2.1 Metadata on sites



4.2.1.1 The tab contact information



4.2.2 Edit text

On the site

The site indicated a title and a page where you can add content with the built-in editing tools that appears when you click in the page content.



Figure 2 Format Text tab editing tools

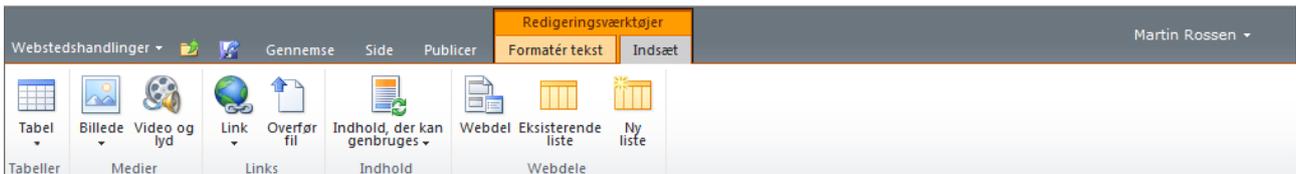
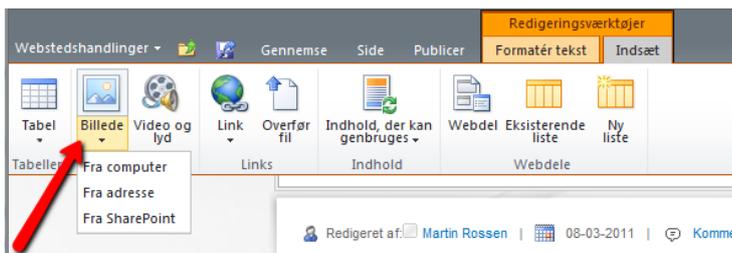


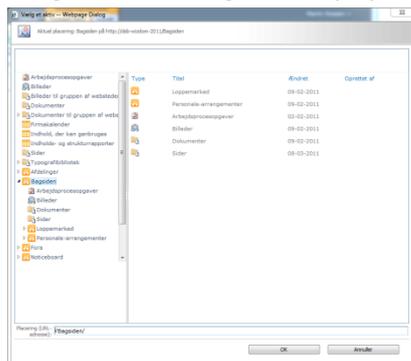
Figure 2 Insert tab editing tools

4.2.3 Insert image

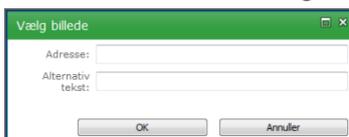
If you would like to add an image there is 3 different ways to do so:



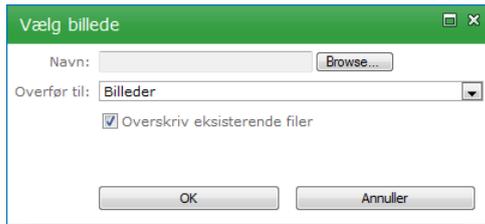
You can insert a picture from Wizdom , which will provide a dialog box from which you can navigate to an image already uploaded to Wizdom



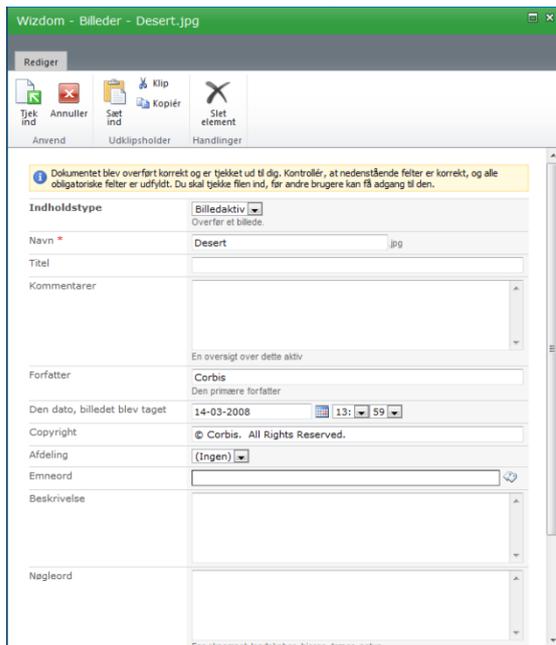
You can insert a picture from the address at which there would be a dialog from which you can enter the URL to the image, and an alternative text.



You can insert an image from the computer where there would be a dialogue with an upload field and the ability to choose which directory to save the image in the website. Here one should typically choose Image Library.



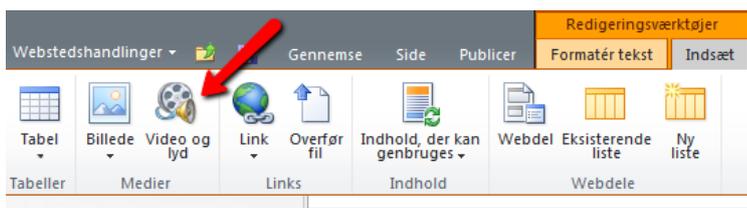
After pressing OK, you will be presented with a dialog where you can enter some additional information about the image. This will make it easier to reuse the image later.



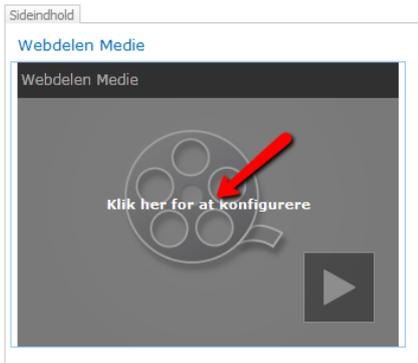
After the image is inserted, you can move it and resize it as in Word.

4.2.4 Insert a video

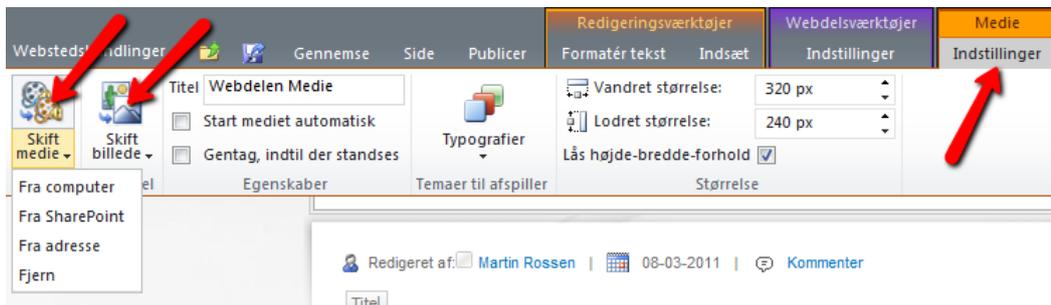
To insert a video, click on the "Video and Audio" tab, paste.



This automatically inserts a webpart (see section 6 Web Parts) in the text box that you can configure by clicking on the text.



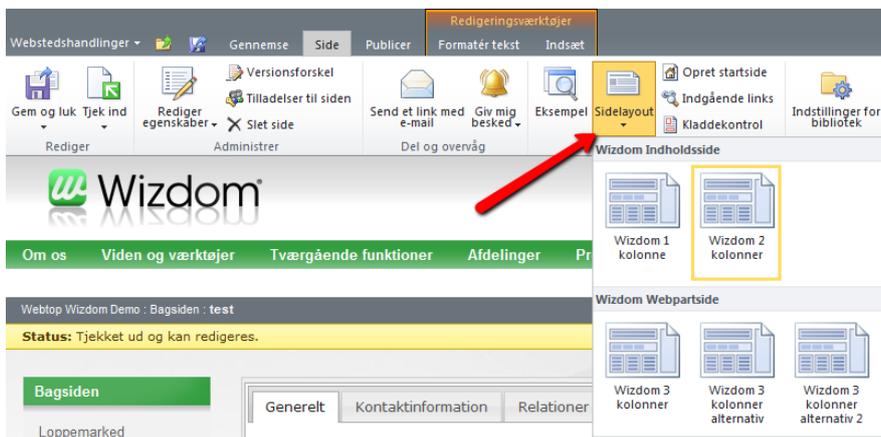
Next comes a new tab "Media" page, where you can press the "Change Media".



This provides the same options as the insert image, and the process is exactly the same. In addition, you can change "startup screen" on the video, click the "Change picture".

4.3 Change site layout

In order to change the site layout, click Sidelayout under the tab "site" and choose the layout you want.



4.4 Check out and publish

When a site is being edited, will happen following things before it becomes visible to end user.

The site must be saved

When the site is saved, the amended version is only visible to the person who edited the site. Anyone else see the previously published version..

The site must be checked in

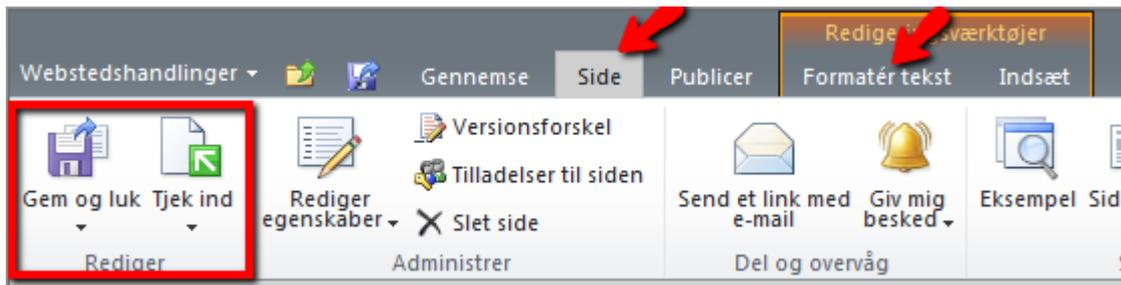
When the page is checked in, it is visible to all who have permission to edit the page. Anyone else sees the previously published version.

The site needs to be published

When the site is published it is visible to all.

If you do not want to perform all three steps, it is possible to simply check the site, or simply publish the page. The previous step is then automatically executed.

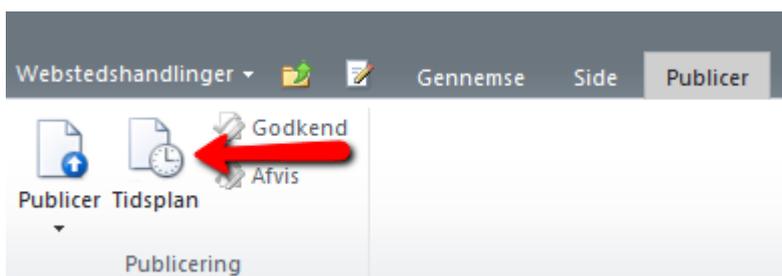
To save or check in the side, use the buttons "Save and Close" and "Check In" respectively., Both under the Page tab and tab format the text



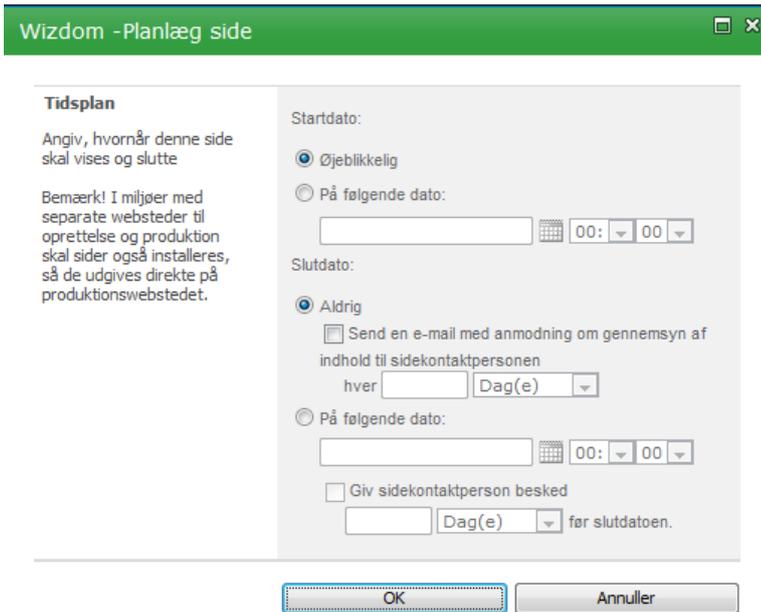
To publish the page, use the tab "Publish".



If you have chosen to create a site such as "Webtop Wizdom site with timed release", it will be possible to use the "schedule".

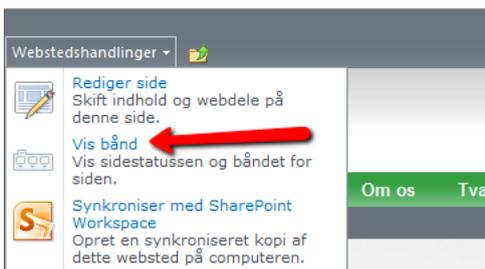


This button opens a dialog from which you can select the start and end publishing date (and time) of the page.



4.5 Delete a site

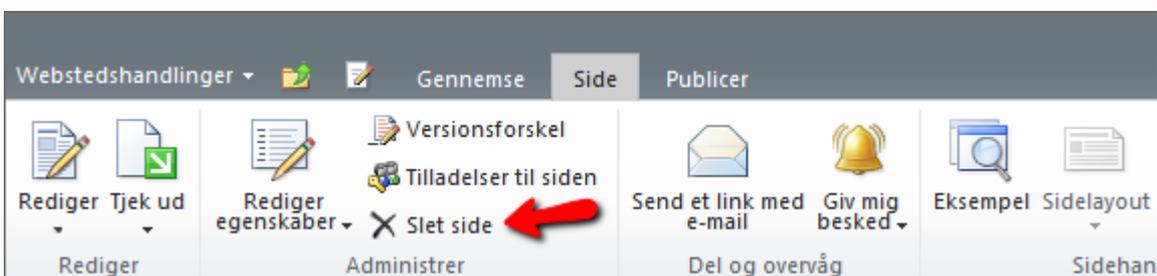
In order to delete a site you have to make sure that the ribbon is displayed. If the site is If the page is being edited, this occurs automatically. Otherwise, click on Site Actions -> View ribbon.



Hereafter you have to click "delete site" beneath the tab "site"



Before you delete a site, you should ensure that you stand on the right site. Check breadcrumb.



Note, it is not possible to delete the front site of a website



A deleted site can be recreated from the recycle bin.

5 Web parts

Webpart in Wizdom is a way of creating dynamic content on the sites.

5.1 Insert web parts

It is possible to insert a webpart on a site in two ways:

1. Insert a web part in a web part zone

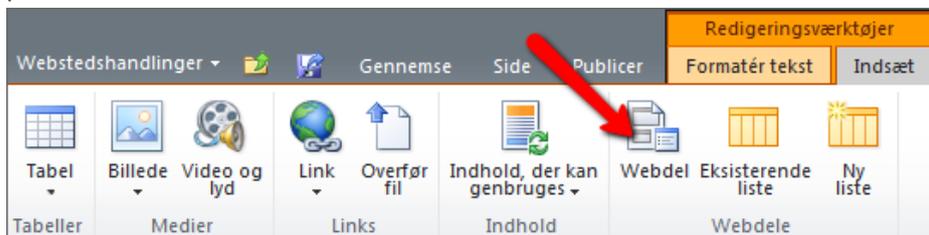


To insert a Web Part in a Web Part zone, click the "Add a Web Part".

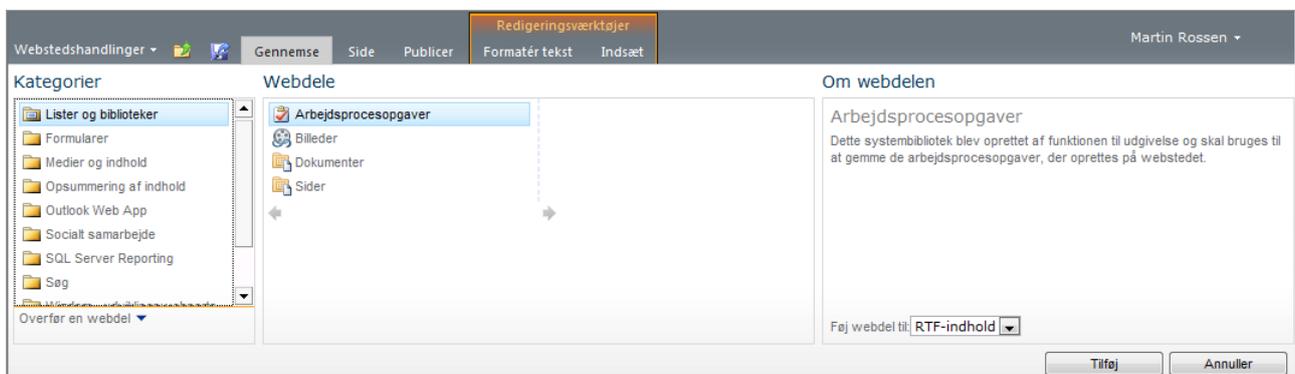
2. Place it in the area site content



To insert a Web Part in area page content, press the button "Web Part" tab Insert Web Part zone, press the "Add a Web Part".



In both cases, there will be a dialogue at the top of the page, where you can select the Web Part you want to insert and which zone you want to add it.

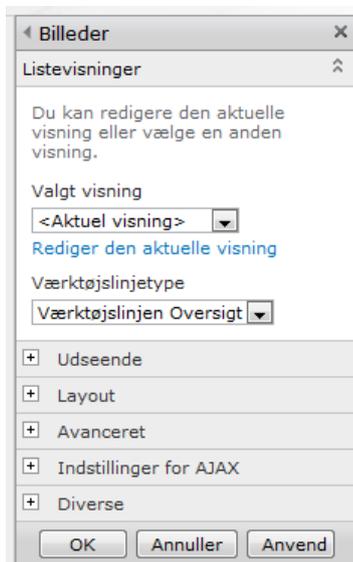


5.2 Edit webpart

To edit the properties of a Web Part, you must click the triangle in the upper right corner of the Web Part, and then click "Edit Web Part"



Appears as a dialogue on the right side of the screen where you can choose to edit the properties of the Web Part under each category.



All web parts have different features.

5.2.1 Web parts lists

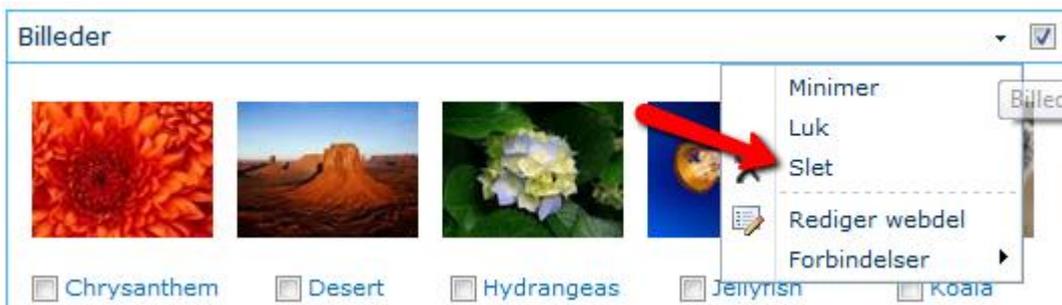
All have a common ability to be able to edit the display to be used, and the type of toolbar to be used.

5.3 Move the web part

It is possible to move between Web Web Parts by dragging them with the mouse. It is not possible, however, to move to and from the Web page content. Note that the Web Parts on Wizdom front pages have different graphics depending on which site they are placed.

5.4 Delete web parts

If you want to delete a Web Part from the page again, click on the Delete button in the Web Part menu.



If you wish to hide the web part and use it later again then click close.

5.5 Training



Insert a Web Part on a page in your site that shows all pages on the site



Insert a web part on a page in your site that show all images on the site



Edit the web part, so it hides the toolbar and thus does not allow to add a new item to the list through this web part



Delete one of the web parts

Notes

6 Lists

As mentioned previously, Wizdom is a simple generic database that contain any elements.

6.1 List types

The following default list types in Wizdom divided into categories:

Libraries

Libraries is the type of list that may include a file

Library type	Description
Activity library	A place where rich media assets such as images, audio and video files can be shared, browsed and managed.
Image library	A place for transferring and sharing photos
Document library	A place to store documents and other files you want to share. Document libraries allow folders, version control and check-out
Form library	A place to manage business forms such as status reports or purchase orders. You will need a compatible XML editor, such as Microsoft InfoPath for form libraries.
Wiki-site library	A related set of web pages that can be easily edited and which can contain text, images and web parts. These web pages are NOT as part of the menu structure.



Before embarking with a form library, you should look at the Wizdom Web Part web form.

Lists

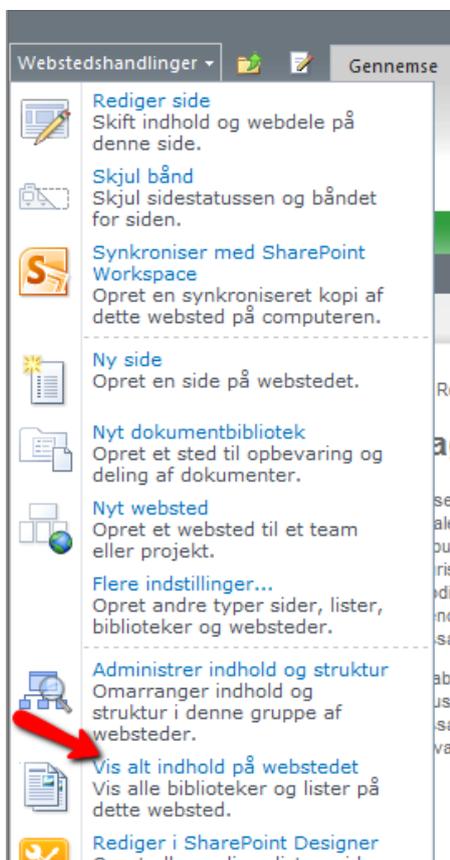
Library type	Description
Announcements	A list of news items, status and other short information.
User defined list	An empty list where you can add your own columns and views. Use this if none of the built-in list types correspond to the list you want to create.
Discussion Forums	A place for discussions similar to news groups. Discussion Forums makes it easy to manage discussion threads, and can be configured to require approval of all posts.
Hyperlinks	A list of links to Web pages or other resources.
Calendar	A calendar of upcoming meetings, deadlines, and other events. Calendar information can be synchronized with Microsoft Outlook.
Contact persons	A list of persons, your team works with customers or partners. Contact lists can be synchronized with Microsoft Outlook.

Assignments	A place for team or personal tasks
Issue tracking	A list of problems associated with a project or item. You can assign, prioritize and track the status of issues.
Project tasks	A place for team or personal tasks. Project Task Lists contains a Gantt Chart view and can only be opened with Microsoft Project or other compatible applications
Investigation	A list of the questions you'd like others to answer. You can use surveys to quickly create questions and view graphical summaries of the responses

6.2 Create list

To create a list, you must stand on the site where you want to create the list.

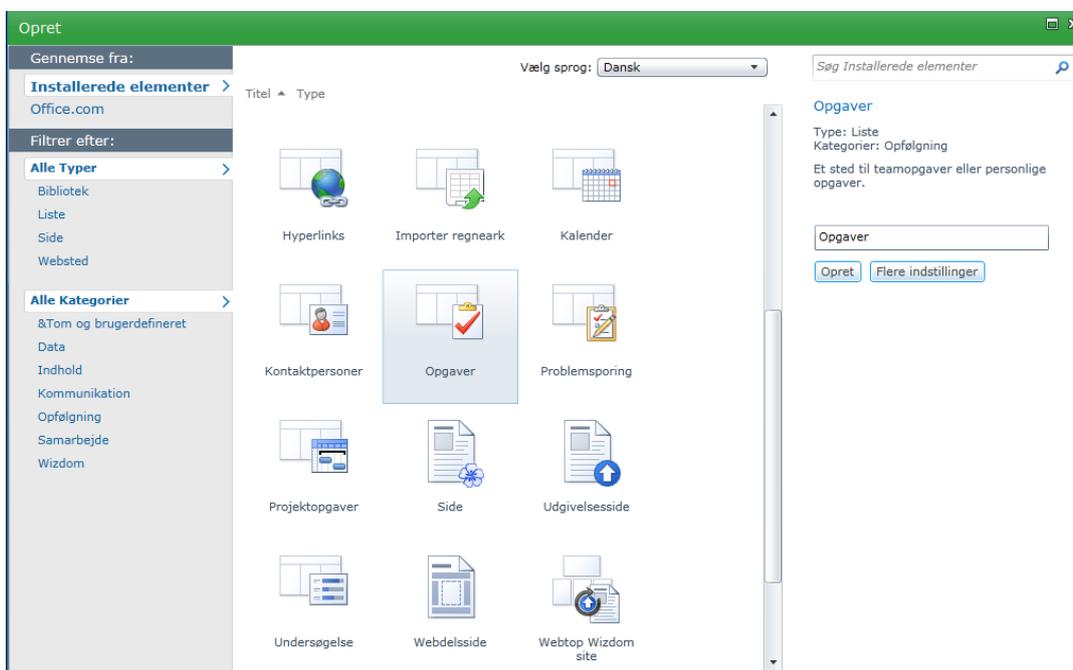
Click Site Actions -> View All Site Content.



Click create.



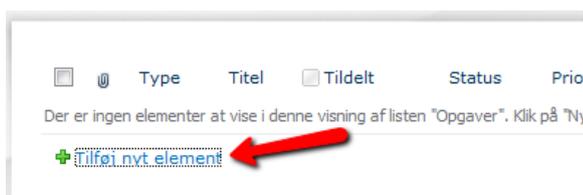
Choose a list type and name it in the dialogue box.



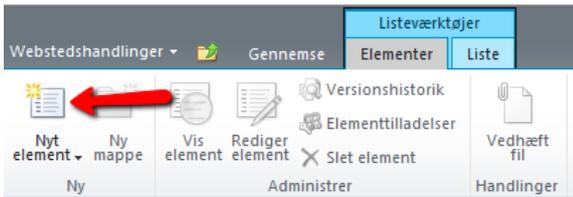
When you click create, you will be redirected to the front of the list.

6.3 Create edit items in the list

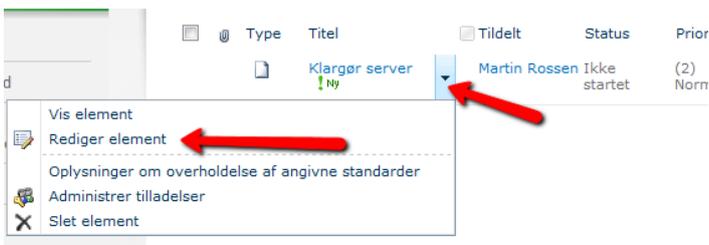
In order to create items in the list, you can either click on the "Add new item" in the list view



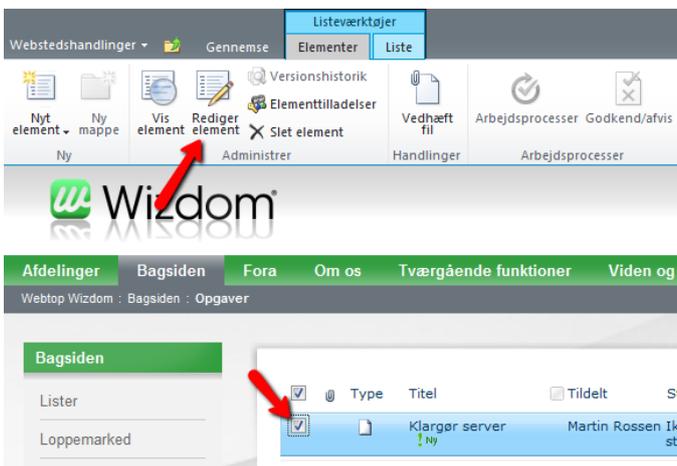
or you can click on "New Item" tab "Elements".



To edit an item, click on "Edit Item" in item's context menu,



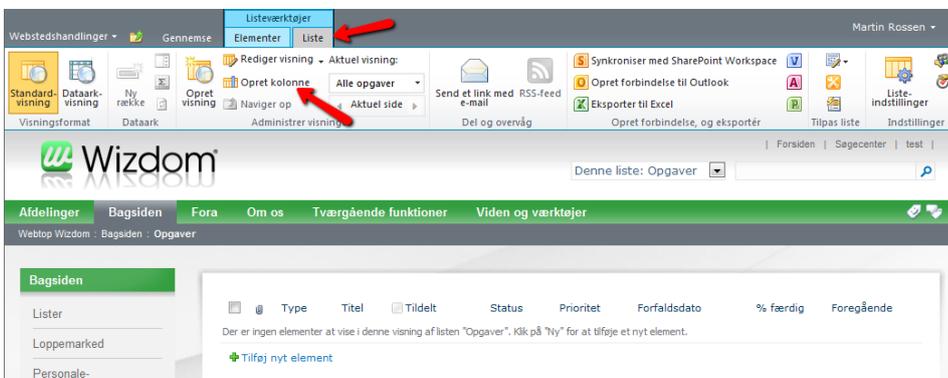
or select the item and click the "Edit Item" tab elements.



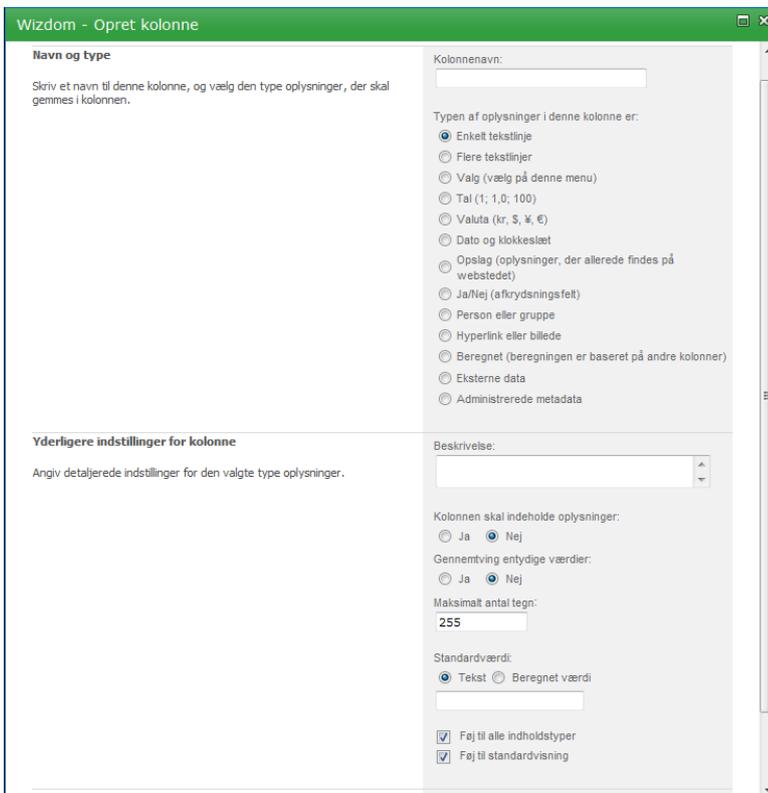
6.4 Edit list

6.4.1 Create column

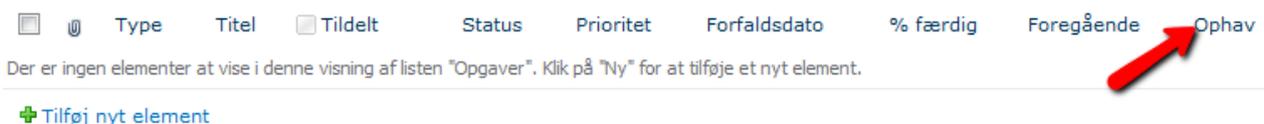
If you have created a list where you want an extra column, one can tab List, click the "Create column."



Then you must type a name for the column, select a column type and specify the settings for the selected column type.



When you click ok, the new column appears in the view.



6.4.2 Delete/edit column

To delete a column, click on "List Settings" tab List.



Then click on the desired column under the heading "Columns". Here columns can either be edited or completely deleted.

Navn og type

Skriv et navn til denne kolonne.

Kolonnenavn:

Typen af oplysninger i denne kolonne er:

Enkelt tekstlinje

Flere tekstlinjer

Valg (vælg på denne menu)

Tal (1; 1,0; 100)

Valuta (kr, \$, ¥, €)

Dato og klokkeslæt

Yderligere indstillinger for kolonne

Angiv detaljerede indstillinger for den valgte type oplysninger.

Beskrivelse:

Gennemtvung entydige værdier:

Ja Nej

Maksimalt antal tegn:

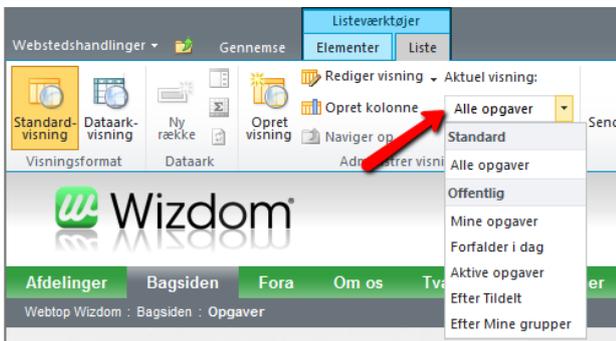
Standardværdi:

Tekst Beregnet værdi

[Kolonnavalidering](#)

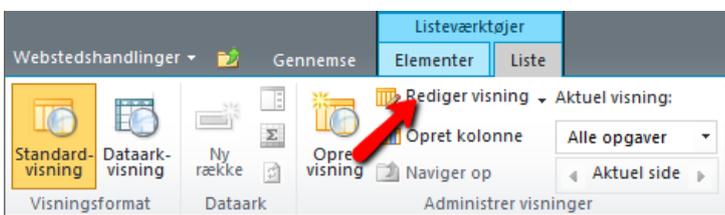
6.5 List views

To view the existing list views in a list, you can click on the dropdown box below "Current View".



6.5.1 Edit list views

To edit the list view that is being used, click "Edit View" below the tab list.



Here you can edit the display name, which columns should be included (and order) in the view, sorting and filtering of view, etc.

Navn

Skriv et navn til denne visning af listen. Gør navnet beskrivende, f.eks. "Sorteret af forfatteren", så besøgende på webstedet ved, hvad de kan forvente, når de klikker på linket.

Navn på visning:

Alle opgaver

Visningens webadresse:

http://dsb-wizdom-2011/Bagsiden/Lists/Opgaver/AllItems.aspx 

Denne visning vises som standard, når besøgende følger et link til denne liste. Hvis du vil slette visningen, skal du først gøre en anden visning til standardvisningen.

Kolonner

Markér afkrydsningsfeltet, eller fjern markeringen ud for den eller de kolonner, du vil vise eller skjule i denne visning af siden. Vælg et tal i feltet **Placering fra venstre** for at angive kolonnenes rækkefølge.

Vis	Kolonnenavn	Placering fra venstre
<input checked="" type="checkbox"/>	Vedhæftede filer	1
<input checked="" type="checkbox"/>	Type (kun sammenkædet med dokument)	2
<input checked="" type="checkbox"/>	Titel (sammenkædet med element med redigeringsmenu)	3
<input checked="" type="checkbox"/>	Tidspunkt	4
<input checked="" type="checkbox"/>	Status	5
<input checked="" type="checkbox"/>	Prioritet	6
<input checked="" type="checkbox"/>	Forfaldsdato	7
<input checked="" type="checkbox"/>	% færdig	8
<input checked="" type="checkbox"/>	Foregående	9
<input checked="" type="checkbox"/>	Ophav	10
<input type="checkbox"/>	Antal underordnede elementer	11
<input type="checkbox"/>	Antal underordnede mapper	12
<input type="checkbox"/>	Beskrivelse	13
<input type="checkbox"/>	Id	14
<input type="checkbox"/>	Indholdstype	15
<input type="checkbox"/>	Opgavegruppe	16
<input type="checkbox"/>	Oprettet	17

Sorter

Vælg op til to kolonner for at angive den rækkefølge, som elementerne i visningen vises i. Få oplysninger om, hvordan du sorterer forskellige elementer.

Sorter først efter kolonne:

Id



Vis elementer i stigende rækkefølge (A, B, C eller 1, 2, 3)



Vis elementer i faldende rækkefølge (C, B, A eller 3, 2, 1)

Sorter derefter efter kolonne:

Ingen



Vis elementer i stigende rækkefølge (A, B, C eller 1, 2, 3)



Vis elementer i faldende rækkefølge (C, B, A eller 3, 2, 1)

Sortér kun efter bestemte kriterier (mapper vises muligvis ikke for elementer).

Filter

Vis alle elementerne i denne visning, eller vis et undersæt af elementer vha. filtre. Hvis du vil filtrere efter en kolonne på basis af dags dato eller den aktuelle bruger af webstedet, skal du skrive **[I dag]** eller **[Mit]** som kolonneværdi. Brug indekserede kolonner i den første del af sætning for at gøre visningen hurtigere. Filtre er især vigtige for lister, der indeholder mindst 5.000 elementer, fordi de giver dig mulighed for at arbejde mere effektivt med store lister. Få oplysninger om, hvordan du filtrerer forskellige elementer.

Vis alle elementer i visningen

Vis kun elementerne, hvis følgende er sandt:

Vis elementerne, hvis kolonnen

Ingen

er lig med

Og Eller

Hvis kolonnen

Ingen

er lig med

[Indbygget redigering](#)

[Tabelvisning](#)

[Grupper efter](#)

[Totaler](#)

[Typografi](#)

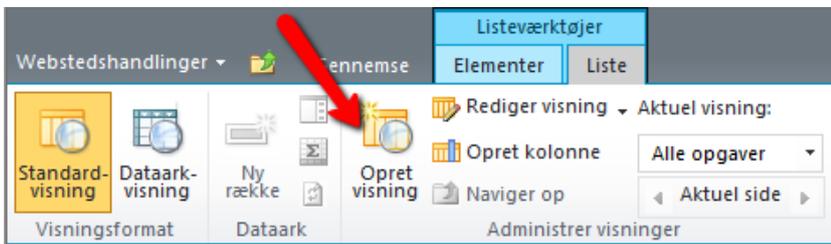
[Mapper](#)

[Elementbegrænsning](#)

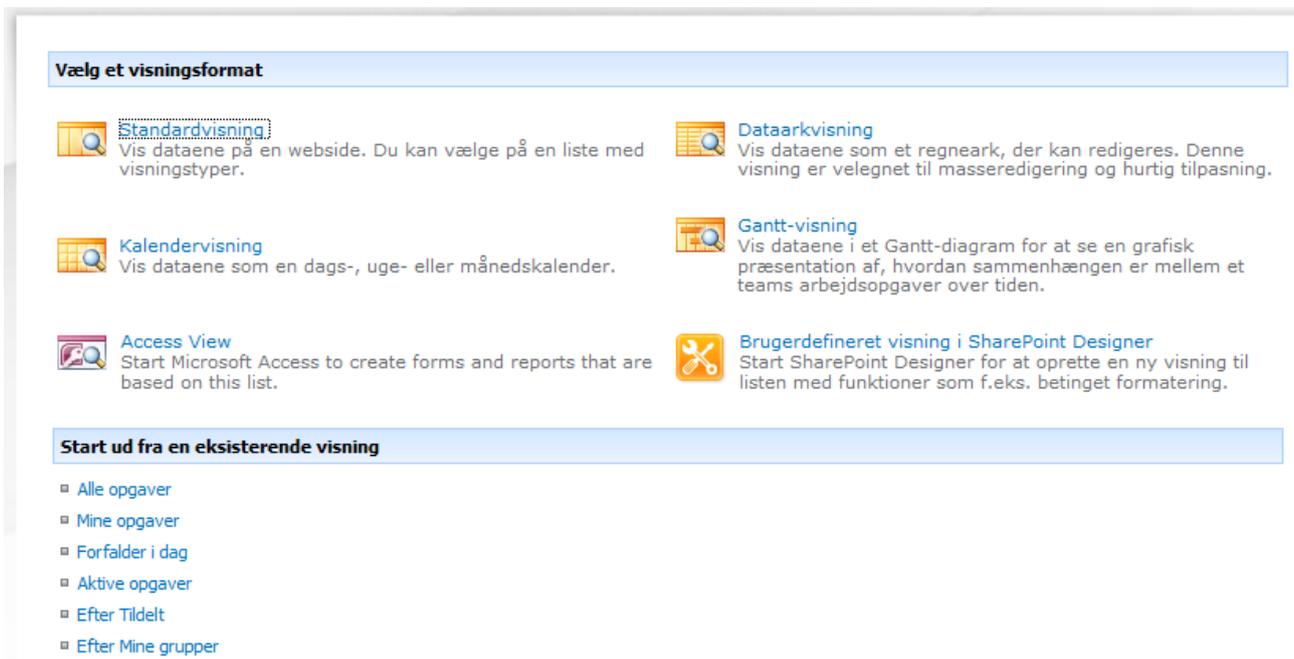
[Mobil](#)

6.5.2 Create list view

If you want to create a new list view, click on "Create View" in the tab list.



You must select either a view, or start viewing from an existing view.



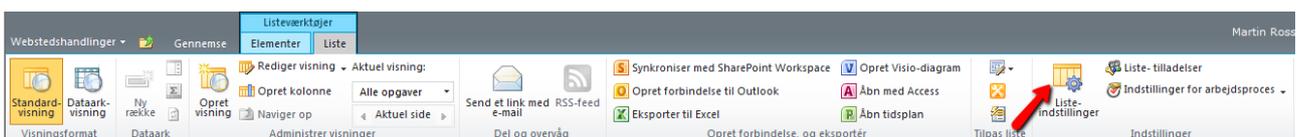
Then you come to a page where you can name and edit the view.

6.6 Insert a list in a web part

See section 6.1 Insert Web Part in order to see how to insert a web part.

6.7 List settings

To get to the list settings, click "List Settings" in the tab List.



On the page settings you can include title and description, version, settings and validation settings for the list.

Listeoplysninger

Navn: **test**
Webadresse: **http://dsb-wizdom-2011/Bagsiden/Lists/test/AllItems.aspx**
Beskrivelse:

Generelle indstillinger	Tilladelser og administration
Titel, beskrivelse og navigation	Slet liste
Indstillinger for versioner	Gem liste som skabelon
Avancerede indstillinger	Tilladelser til denne/dette liste
Valideringsindstillinger	Indstillinger for arbejdsproces
Indstillinger for måltretning vha. målgruppe	Indstillinger for virksomhedsmetadata og -nøgleord
Indstillinger for bedømmelser	Indstillinger for politik til administration af oplysninger

In the advanced settings you can, among other things specify whether it should be possible to attach files to an item and whether it should be possible to read all elements in the list, or only the elements you have created.

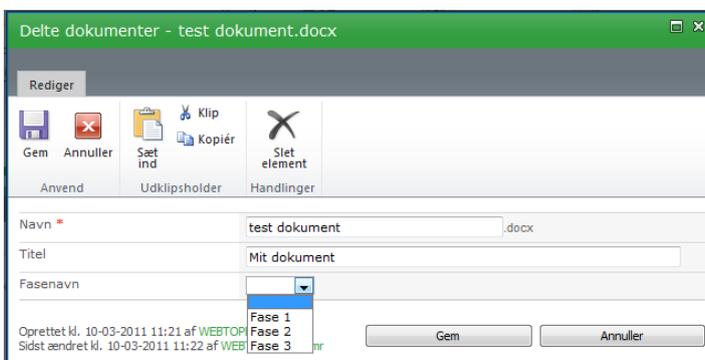
7 Documents

Document Libraries operates largely as lists, so this section assumes general knowledge about lists. There are four things that make document libraries in Wizdom different than a directory structure in Windows Explorer.

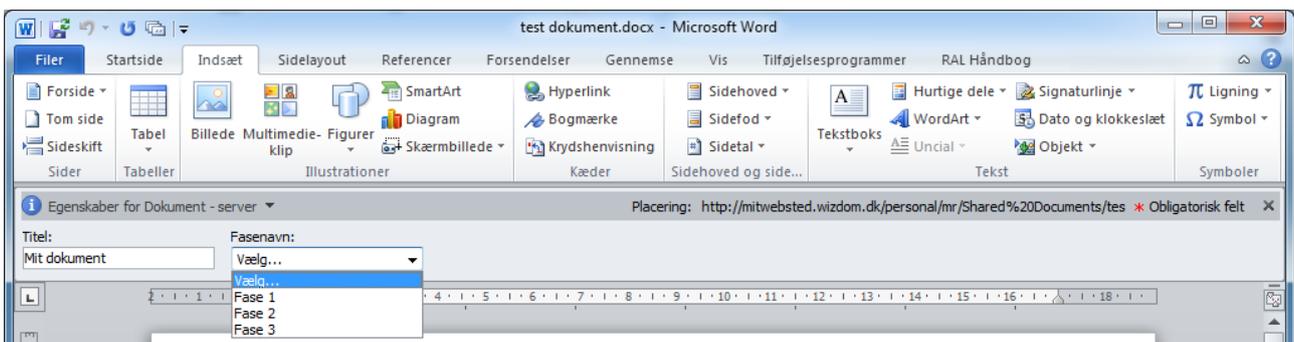
1. The option to have meta data on documents
2. The option to have versioning on documents
3. The option to have check in /out functionality ont your documents
4. Significant improvements in document searches

7.1 Metadata on documents

In a standard document library is the title field as metadata in the document. It is possible to add extra metadata to these items



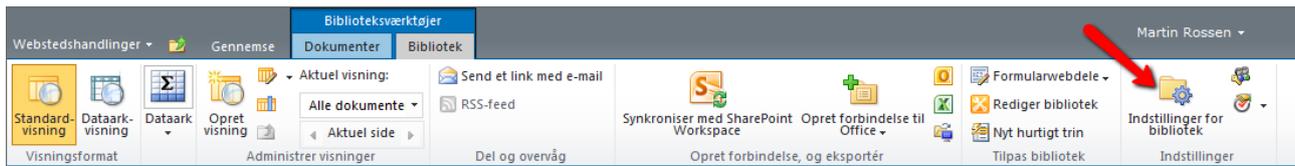
However you can edit them in Word.



Creating new metadata to a document library, made similar creating new columns in lists. Therefore see section **Error! Reference source not found.** Edit list.

7.2 Versioning check in and check out

To set options for versioning and check in / out of the document library, click on "Settings library" under the Library tab and then click "Settings versions".



Listeoplysninger

Navn: Dokumenter
 Webadresse: <http://dsb-wizdom-2011/Bagsiden/Documents/Forms/AllItems.aspx>
 Beskrivelse: Dette systembibliotek blev oprettet af funktionen til udgivelse og skal bruges t siderne på webstedet.

Generelle indstillinger	Tilladelser og administration
Titel, beskrivelse og navigation	Tilladelser til denne/dette dokumentbibliotek
Indstillinger for versioner	Administrer filer uden en version, der er tjekket ind
Avancerede indstillinger	Indstillinger for arbejdsproces
Valideringsindstillinger	Indstillinger for virksomhedsmetadata og -nøgleord
Standardværdiindstillinger for kolonner	Indstillinger for politik til administration af oplysninger
Administrer elementplanlægning	
Indstillinger for målretning vha. målgruppe	
Indstillinger for bedømmelser	

Indholdstyper

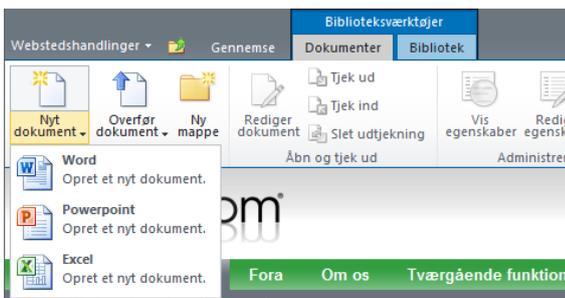
You have the following options:

Approval of content	Hvis man vælger ja her, kræves der efter publicering godkendelse af en bruger med godkenderrettigheder på dokumentet. If you choose yes here, authentication is required for publishing of a user with approval rights on the document.
Version history for documents	Here you can choose between <ul style="list-style-type: none"> - No versioning - Superior versions (1, 2, 3, ...) - Superior and minor versions (0.1, 0.2, ..., 1.0, 1.1, ...)
Security for draft item	Here you can specify who can read minor versions (0.1, 0.2, 1.1, 1.2, ...)
Require check out	If you choose yes here, the document is checked out before you can edit it. It prevents concurrent editing of documents

Godkendelse af indhold Angiv, om nye elementer eller ændringer til eksisterende elementer skal være i kladdetilstand, til de er godkendt. Få oplysninger om, hvordan du kræver godkendelse.	Skal der kræves godkendelse af indhold for sendte elementer? <input type="radio"/> Ja <input checked="" type="radio"/> Nej
Versionshistorik for dokument Angiv, om der oprettes en version, hver gang du redigerer en fil i denne/dette dokumentbibliotek. Få oplysninger om versioner.	Opret en version, hver gang du redigerer en fil i denne/dette dokumentbibliotek? <input type="radio"/> Ingen versioner <input type="radio"/> Opret overordnede versioner Eksempel: 1, 2, 3, 4 <input checked="" type="radio"/> Opret overordnede og underordnede (kladder) versioner Eksempel: 1.0, 1.1, 1.2, 2.0 Begræns eventuelt antallet af versioner, der gemmes: <input checked="" type="checkbox"/> Behold følgende antal overordnede versioner: <input type="text" value="2"/> <input checked="" type="checkbox"/> Behold kladder til følgende antal overordnede versioner: <input type="text" value="2"/>
Sikkerhed for kladdeelement Kladder er underordnede versioner eller elementer, som endnu ikke er godkendt. Angiv, hvilke brugere der skal kunne få vist kladder i denne/dette dokumentbibliotek. Få oplysninger om, hvordan du angiver, hvem der kan få vist og redigere kladder.	Hvem skal kunne få vist kladdeelementer i denne/dette dokumentbibliotek? <input checked="" type="radio"/> Alle brugere, der kan læse elementer <input type="radio"/> Kun brugere, der kan redigere elementer <input type="radio"/> Kun brugere, der kan godkende elementer (og elementets forfatter)
Kræv udtjekning Angiv, om brugerne skal tjekke dokumenter ud, før der foretages ændringer i denne/dette dokumentbibliotek. Få oplysninger om, hvordan du kræver udtjekning.	Kræv, at dokumenter tjekkes ud, før de kan redigeres? <input checked="" type="radio"/> Ja <input type="radio"/> Nej

7.3 Create new document

For at oprette et nyt dokument, klik på "Nyt dokument" under fanen Dokumenter. In order to create a new document click "new document".

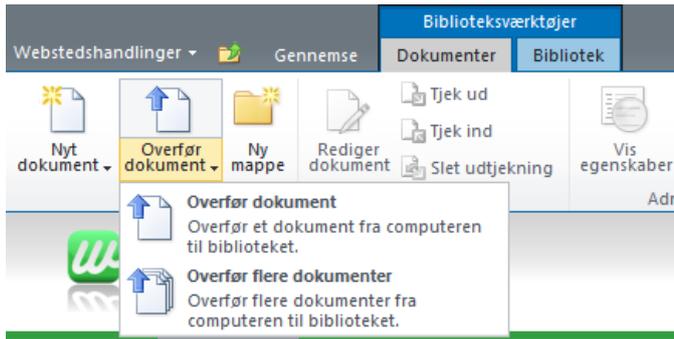


Here you can choose between the types of content present in the document library. When you click on a content type, open the template directly in the appropriate Office program.

7.4 Upload a document

In order to upload a document, click

For at uploade et dokument, klik på "upload document" click document.



Here you can choose to upload one or several documents.



Note that the "Upload multiple documents" are subject to at least Office 2007 on the client machine



If you choose to upload multiple documents, you can drag and drop documents from its pathfinder.



Note that when a document is uploaded, it will not be checked-in. If Check-In/Check-Out is enabled.



If you wish to upload one document use the link, add document.

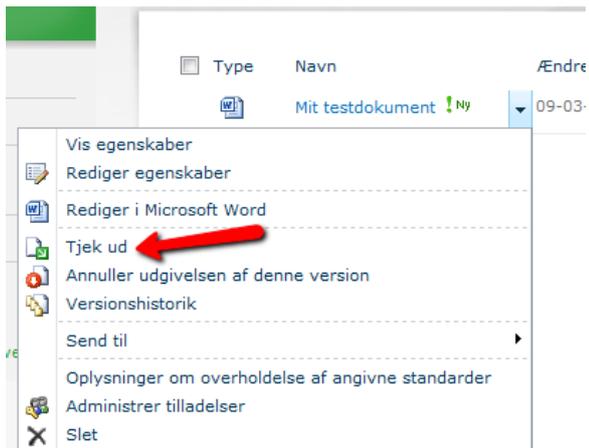


7.5 Create a new version

To create a new version of a document, the document opens in Word, click the document name. Then you can check out by using Word's built-in functions.



Alternatively you can check out the document by clicking check out in the top menu.



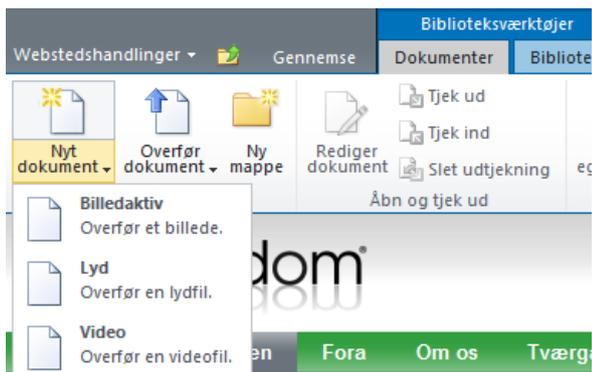
When you close the document from Word, you are prompted as to whether the document must be checked in again.

8 Images

When creating a site, make an automatic a picture library named "Images". This library can be used to upload images, video and audio files that you want to use the pages of its website. This can be done either when you want to use them on the site (see Section 5.2.3 and 5.2.4 for inserting images and video on a page), or it can be done ahead.

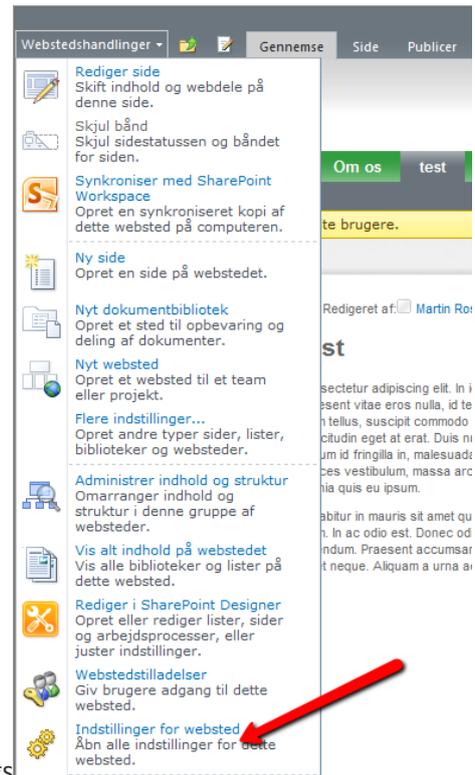
8.1 Upload an image, video or audio file

In order to upload photos, video or audio files to library "Pictures", click on "Upload Document" on the Documents tab.



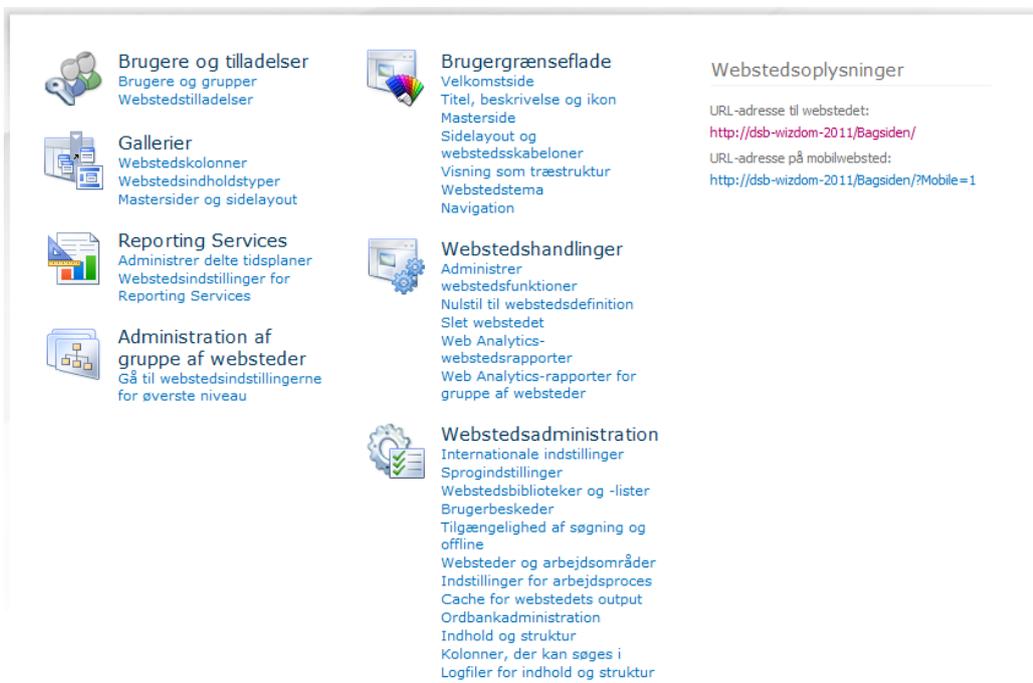
Hereafter you can choose to upload to one or more files.

9 Site settings



To change the settings for the site, click Site Actions -> Site Settings

Following screen is shown



9.1 Change site title, description and icon

Click on "Title, description and icon" below "User Interface".

The title of the site include the navigation structure while the description and icon for the site is in the search results.

<p>Titel og beskrivelse</p> <p>Skriv en titel og en beskrivelse til webstedet. Titlen vises på alle sider på webstedet. Beskrivelsen vises på startside.</p>	<p>Titel:</p> <input type="text" value="Bagsiden"/> <p>Beskrivelse:</p> <input type="text"/>
<p>URL-adresse og beskrivelse for logo</p> <p>Knyt et logo til webstedet ved at skrive URL-adressen på en billedfil (anbefalet størrelse: 60 x 60 pixel). Tilføj eventuelt en beskrivelse af billedet. Bemærk! Hvis filplaceringen har en lokal relativ adresse - f.eks. /_layouts/images/logo.gif - skal du kopiere billedfilen til den samme placering på alle frontendwebservere.</p>	<p>URL-adresse:</p> <input type="text"/> <p>Klik her for at afprøve</p> <p>Skriv en beskrivelse (benyttes som alternativtekst til billedet):</p> <input type="text"/>
<p>Adresse på webstedet</p> <p>Brugerne kan navigere til webstedet ved at angive webadressen i deres webbrowser. Du kan angive den sidste del af adressen. Du bør gøre den kort og nem at huske.</p> <p>For eksempel: http://dsb-wizdom-2011/webstednavn</p>	<p>URL-adresse:</p> <p>http://dsb-wizdom-2011/ <input type="text" value="Bagsiden"/></p>

9.2 Change the navigation

Click on the "Navigation" below "User Interface".

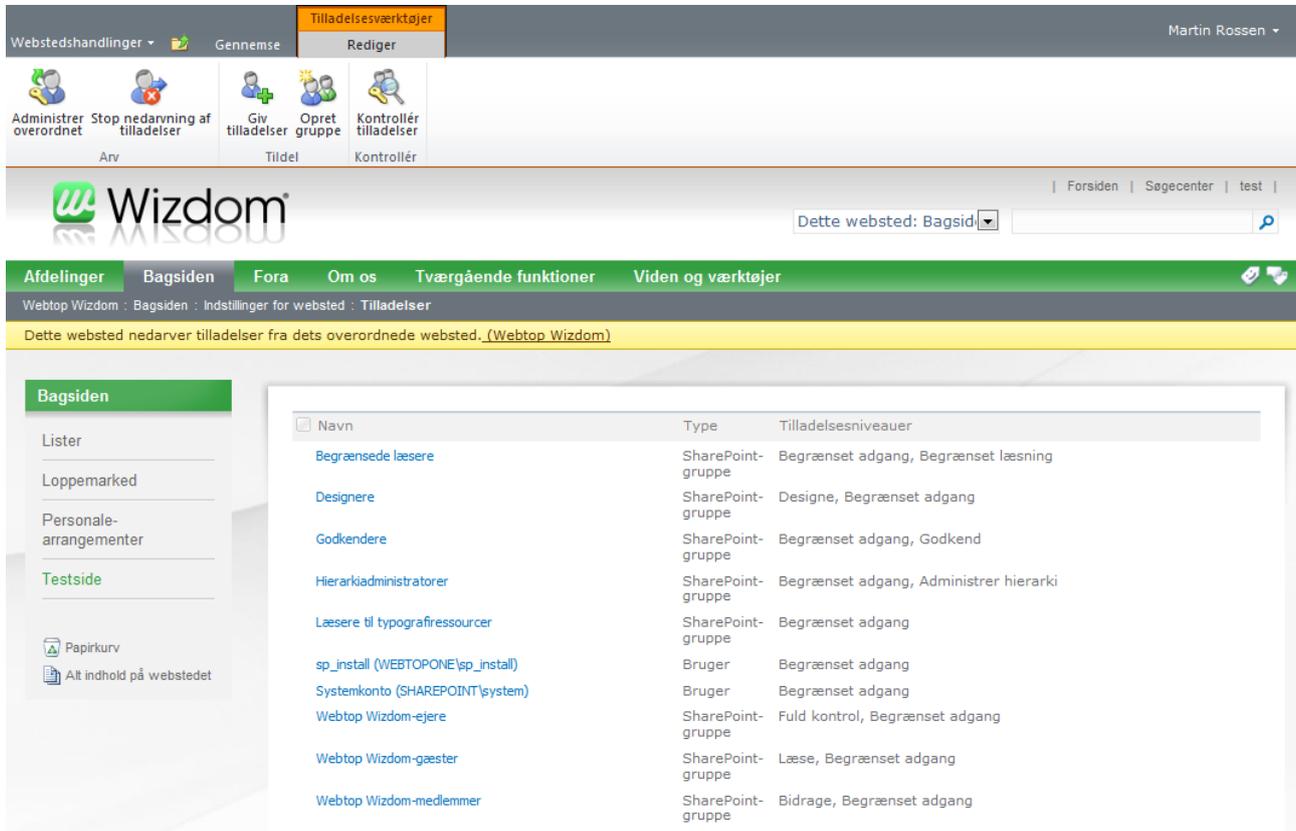
The main feature on this page, is "Navigation Editing and Sorting"

<p>Navigationsredigering og -sortering</p> <p>Brug dette afsnit til at omarrangere eller ændre navigationselementer under dette websted. Du kan oprette, slette og redigere navigationshyperlinks og overskrifter. Du kan også flytte navigationselementer under overskrifter og vælge at få vist eller skjule sider og underordnede websteder.</p>	<div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center;"> Flyt op Flyt ned Rediger... Slet Tilføj overskrift... Tilføj hyperlink... </p> <p>Global navigation</p> <ul style="list-style-type: none"> Afdelinger Bagsiden Fora Noticeboard (Skjult) Om os Søg (Skjult) Tværgående funktioner Viden og værktøjer <p>Aktuel navigation</p> <ul style="list-style-type: none"> Afdelinger Bagsiden Fora Noticeboard Om os Søg Tværgående funktioner Viden og værktøjer </div>
--	---

Here, it is possible to hide / delete the elements do not want to be included in the navigation structure, respectively. Global navigation (top menu) and current navigation (left menu). Furthermore, you can add new menu items, and sort the items in the menu.

9.3 Web site permission

Click on the link below the "users and permissions".



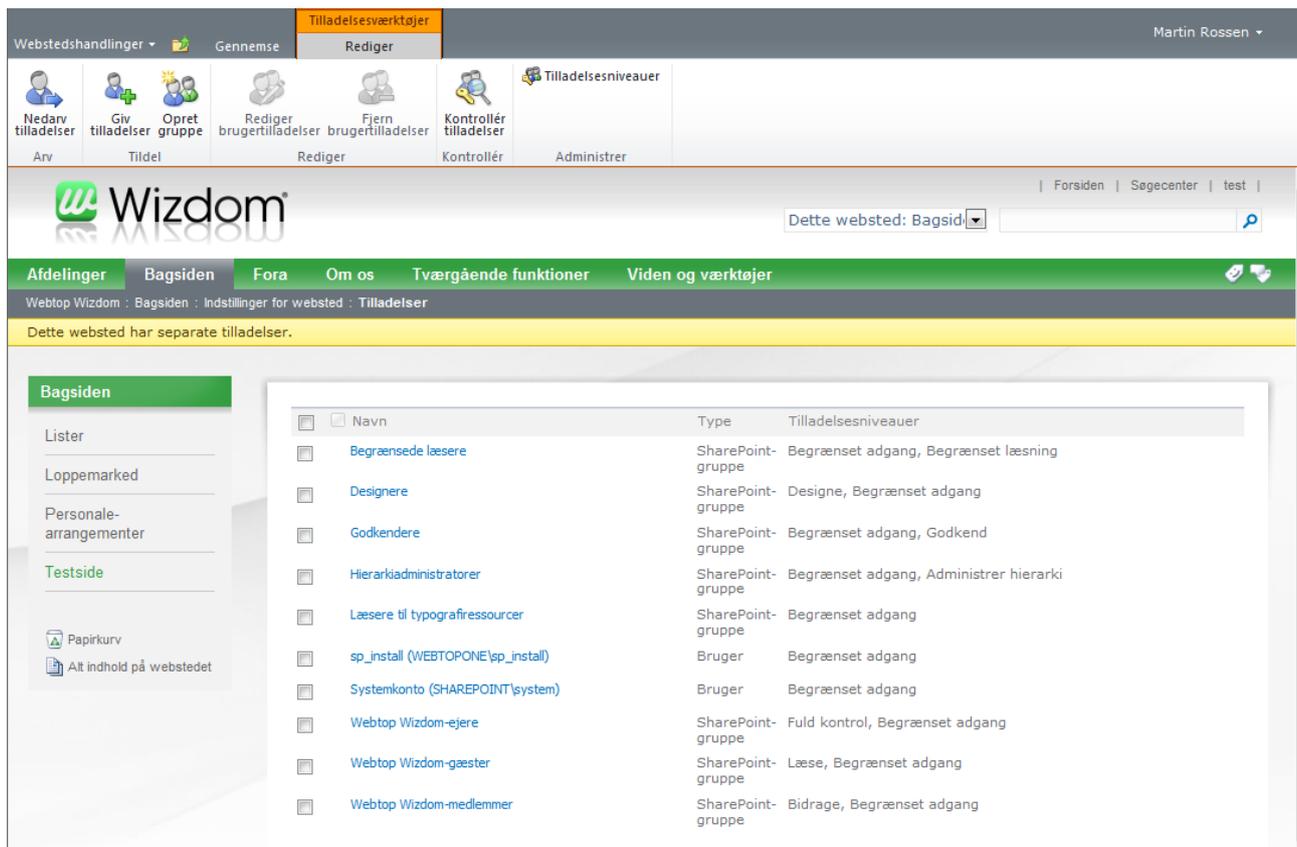
The screenshot shows the 'Tilladelsesværktøjer' (Permissions Tools) interface. The main content area displays a table of users and groups with their permission levels.

Navn	Type	Tilladelsesniveauer
Begrænsede læsere	SharePoint-gruppe	Begrænset adgang, Begrænset læsning
Designere	SharePoint-gruppe	Designe, Begrænset adgang
Godkendere	SharePoint-gruppe	Begrænset adgang, Godkend
Hierarkiadministratorer	SharePoint-gruppe	Begrænset adgang, Administrer hierarki
Læsere til typografiressourcer	SharePoint-gruppe	Begrænset adgang
sp_install (WEBTOPONE\sp_install)	Bruger	Begrænset adgang
Systemkonto (SHAREPOINT\system)	Bruger	Begrænset adgang
Webtop Wizdom-ejere	SharePoint-gruppe	Fuld kontrol, Begrænset adgang
Webtop Wizdom-gæster	SharePoint-gruppe	Læse, Begrænset adgang
Webtop Wizdom-medlemmer	SharePoint-gruppe	Bidrage, Begrænset adgang

On this page you can see who has access, whether it is a user, sharepoint group or AD group and the permission levels they have.

Since the site in this example inherits rights from its parent site, you can choose to manage permissions of the parent or to stop inheriting of permits for this site. The latter will copy the permissions of this site, and

make them editable.



Here I have the option to delete the existing user permissions or granting permissions to a new user / group. I also have the opportunity to create a new group and assign permissions to this.



Click the "Check permissions" to examine what permissions a specific user / group have to this site.

By default, the following permission levels (this can be changed during configuration of Wizdom)

Tilladelsesniveau	Beskrivelse
Fuld kontrol	Har fuld kontrol.
Designe	Kan få vist, tilføje, opdatere, slette, godkende og tilpasse.
Bidrage	Kan få vist, tilføje, opdatere og slette listeelementer og dokumenter.
Læse	Kan få vist sider og listeelementer og overføre dokumenter.
Begrænset adgang	Kan få vist bestemte lister, dokumentbiblioteker, listeelementer, mapper eller dokumenter, når tilladelse er givet.
Godkend	Kan redigere og godkende sider, listeelementer og dokumenter.
Administrer hierarki	Kan oprette websteder og redigere sider, listeelementer og dokumenter.
Begrænset læsning	Kan få vist sider og dokumenter, men kan ikke få vist oversigtsversioner eller brugerrettigheder.

9.4 Delete website

Click the link below "Site Actions" Delete site.

 <p>Brugere og tilladelser Brugere og grupper Webstedstilladelser</p>	 <p>Brugergænseflade Velkomstsde Titel, beskrivelse og ikon Masterside Sidelayout og webstedsskabeloner Visning som træstruktur Webstedstema Navigation</p>	<p>Webstedsoplysninger</p> <p>URL-adresse til webstedet: http://dsb-wizdom-2011/test/</p> <p>URL-adresse på mobilwebsted: http://dsb-wizdom-2011/test/?Mobile=1</p>
 <p>Gallerier Webstedskolonner Webstedsideholdstyper Mastersider og sidelayout</p>	 <p>Webstedshandlinger Administrer webstedsfunktioner Nulstil til webstedsideinition Slet webstedet Web Analytics-webstedside-rapporter Web Analytics-rapporter for gruppe af websteder</p>	
 <p>Reporting Services Administrer delte tidsplaner Webstedsidestillinger for Reporting Services</p>	 <p>Webstedsideadministration Internationale indstillinger Sprogindstillinger Webstedsidebiblioteker og -lister Brugerbeskeder Tilgængelighed af søgning og offline Websteder og arbejdsområder Indstillinger for arbejdsproces Cache for webstedets output Ordbankadministration Indhold og struktur Kolonner, der kan søges i Logfiler for indhold og struktur</p>	
 <p>Administration af gruppe af websteder Gå til webstedsideindstillingerne for øverste niveau</p>		



When you delete a site, it is important to stand on the site you want to delete!



It is not possible to delete a site that has subsites. These must be deleted first.

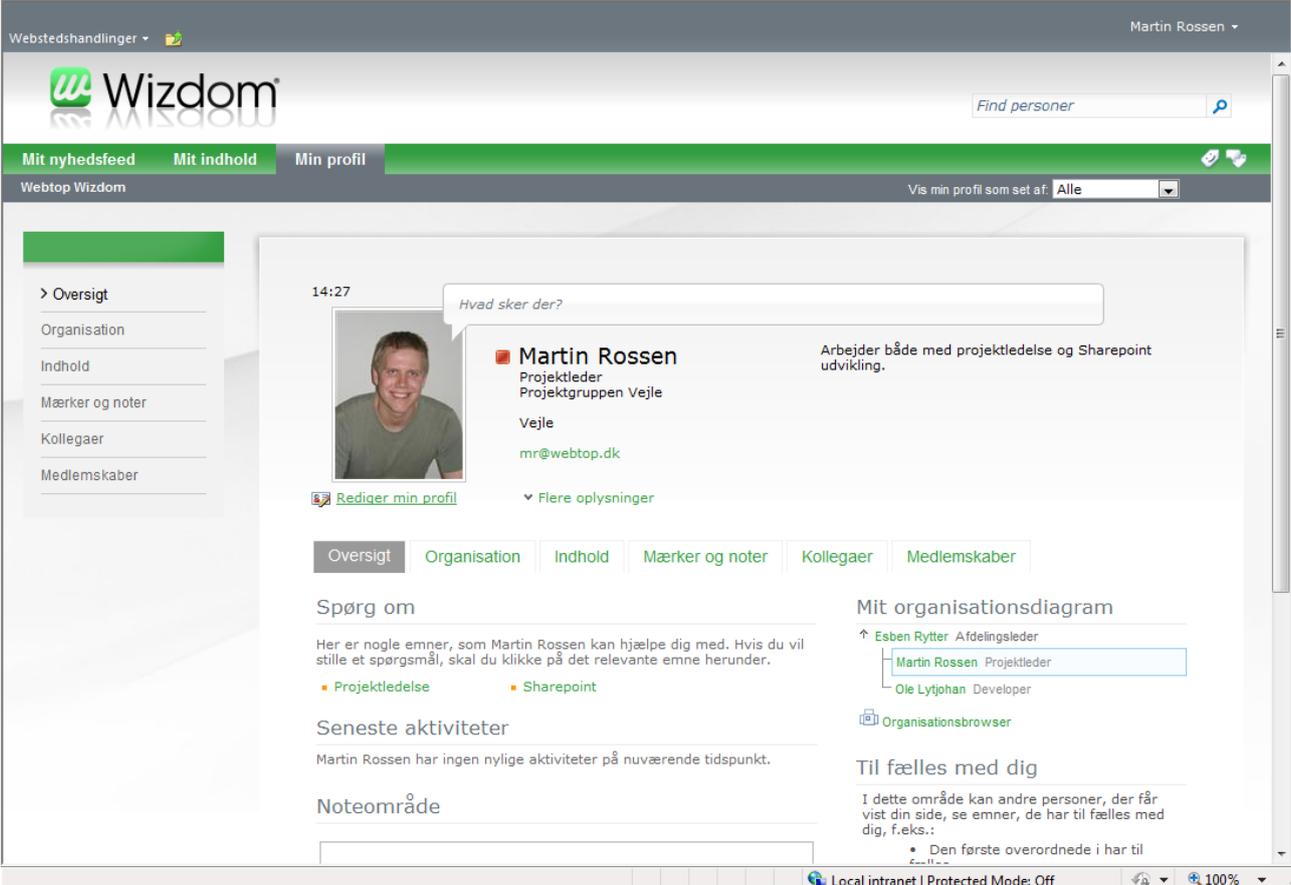
10 My web site

My Site is a personal site, one single location to manage all the documents, content, and tasks you have at any site in your organization.

You can also present content and documents for other people create their own workspaces, provide information about themselves to others and get the status of one's colleagues.

10.1 My profile

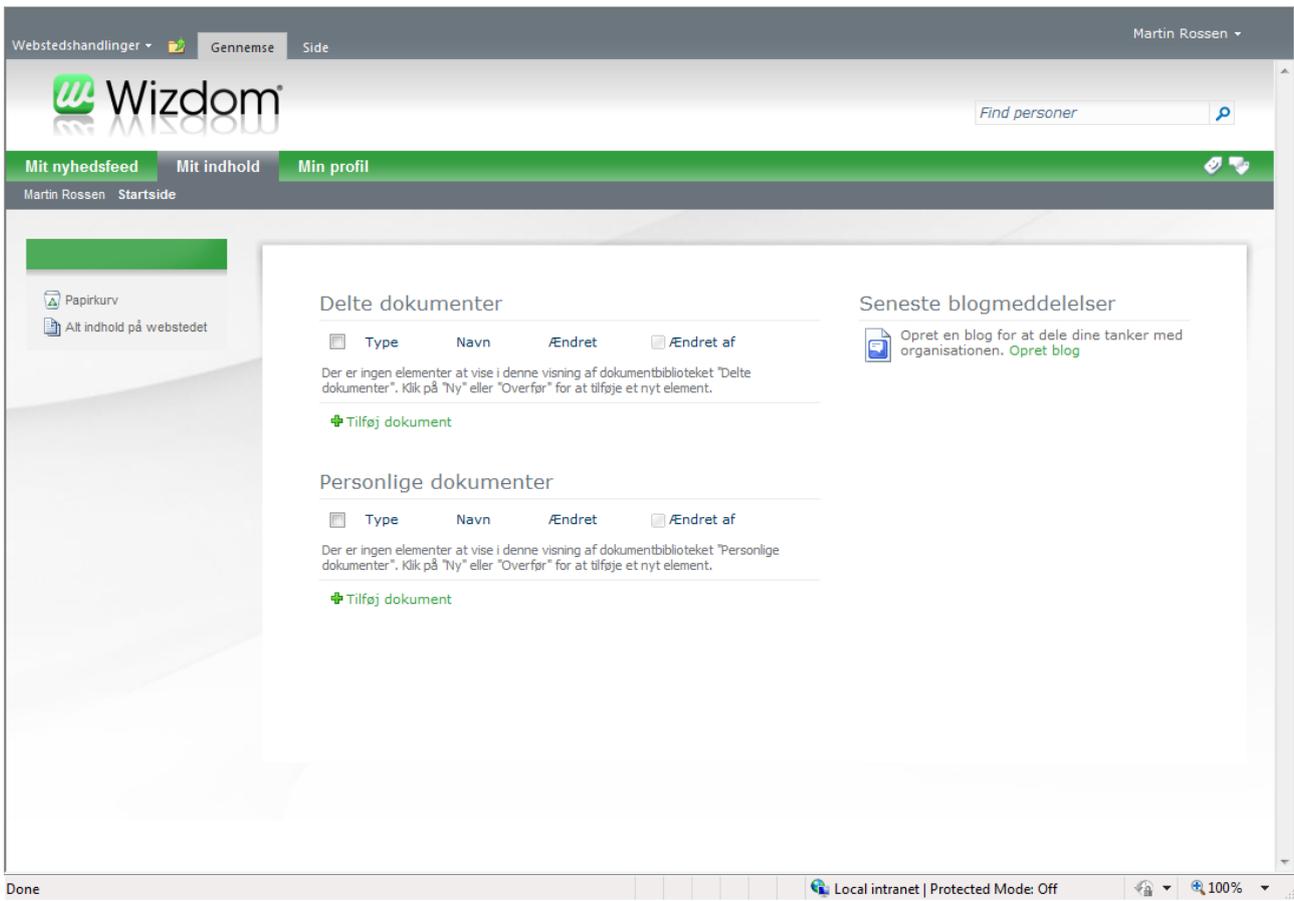
On the "My Profile" you can get an overview of its information and edit their profile information.



The screenshot shows the 'My Profile' page in the Wizdom system. At the top, there is a navigation bar with 'Mit nyhedsfeed', 'Mit indhold', and 'Min profil' (selected). Below this is a search bar for 'Find personer' and a dropdown for 'Vis min profil som set af: Alle'. The main content area features a profile card for Martin Rossen, a Project Leader in the Vejle group. The card includes a photo, name, title, location (Vejle), and email (mr@webtop.dk). Below the profile card are tabs for 'Oversigt', 'Organisation', 'Indhold', 'Mærker og noter', 'Kollegaer', and 'Medlemskaber'. The 'Oversigt' tab is active, showing a 'Spørg om' section with a search box and a list of topics like 'Projektledelse' and 'Sharepoint'. There is also a 'Seneste aktiviteter' section and a 'Noteområde'. On the right side, there is an 'Mit organisationsdiagram' showing a hierarchy with Esben Rytter as the department leader and Martin Rossen as a project leader. Below that is an 'Organisationsbrowser' and a 'Til fælles med dig' section. The browser status bar at the bottom indicates 'Local intranet | Protected Mode: Off' and '100%' zoom.

10.2 My content

On the "My Content" displays the content you have on your own site. It is possible to create new sites, lists, libraries, blog posts and more. This functionality works as the intranet. The content will only be displayed on your own site.



10.3 My news feed

In "My news feed", a collection of information. Among other things, displayed colleagues' status updates and new sites / documents.

