



# Sitecore Intranet Portal

# What's New?

*An Overview of the New Functionality in Sitecore Intranet Portal 3.1*

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# Chapter 1

## Introduction

Welcome to Sitecore Intranet Portal 3.1!

This document introduces new features in SIP 3.1 from the perspective of someone familiar with SIP 3.0. This release builds upon the solid architecture of the previous version, and on the enhanced features of Sitecore CMS 6.2. There are a number of new features, which include:

- Editing content using Microsoft Word
- The ability to add attachments directly on the page, by simply dragging and dropping them
- The ability to see the editing history of any page.
- The ability to edit and see the history of attached documents
- Automatic versioning of attached documents
- A “Draft Mode” which allows you to prepare pages without publishing them on the intranet
- The ability to use RSS to organize and view the latest news and updates on the intranet

The aim of these features is to make it easier to add and edit information on the intranet, and to increase the quality of that information. Be sure to check the corresponding reference materials if you would like more information about the features described in this document.

This document contains the following chapters:

- Chapter 1, Introduction
- Chapter 2, Editing Content in Word
- Chapter 3, Attachments

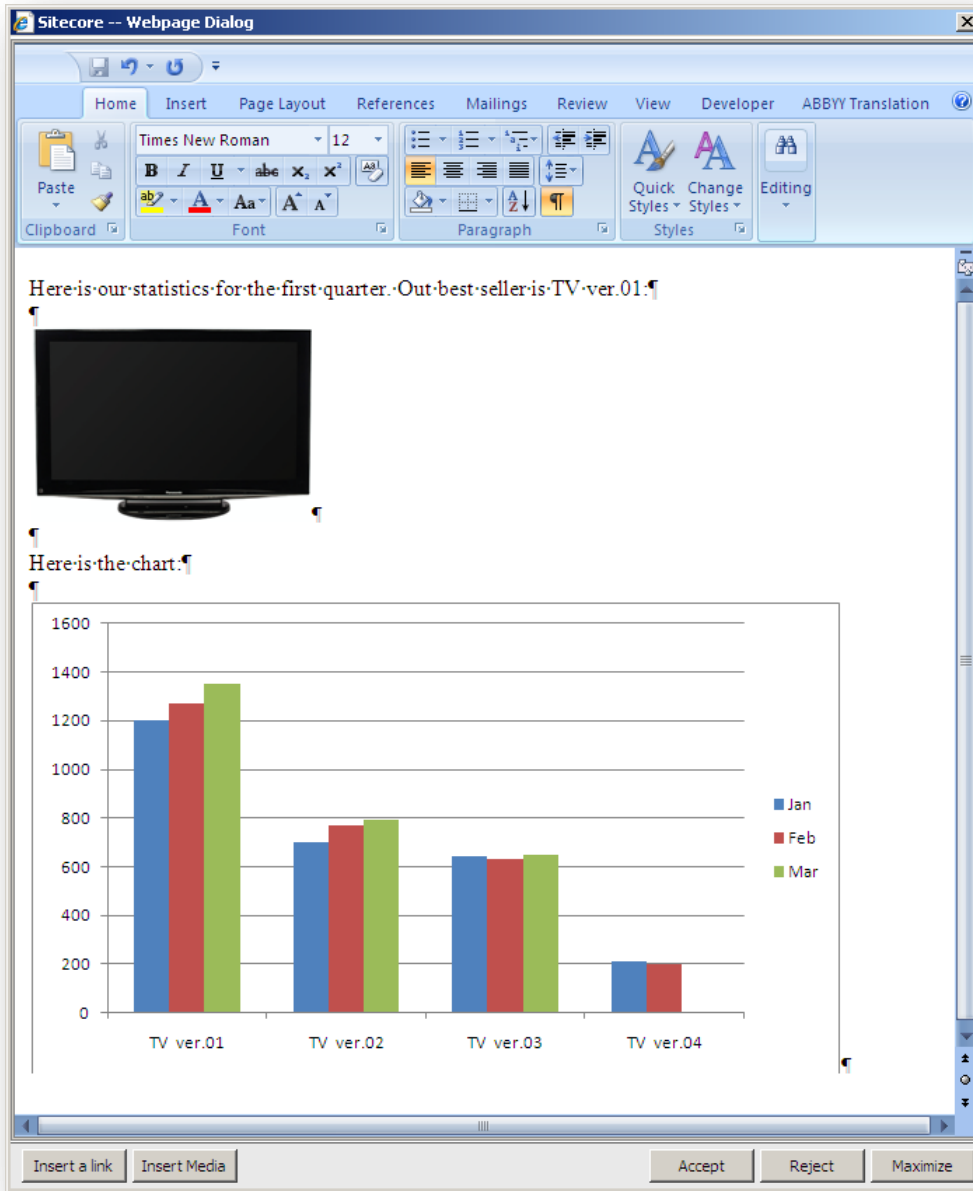
- Chapter 4, Draft Mode
- Chapter 5, RSS Feeds
- Chapter 6,  
Other Features
- Chapter 7, Advanced Features

## Chapter 2

### **Editing Content in Word**

Sitecore Intranet Portal 3.1 supports using Microsoft Word as the text editor. People who are familiar with Word may prefer using this tool to edit lengthy pieces of content, or to insert pictures as well as graphs in a format they are used to. The intranet portal administrator can define which pages and items should use Word fields to edit content.

The user clicks the **Edit** word field icon in the Page Editor to run SIP-integrated Word application:



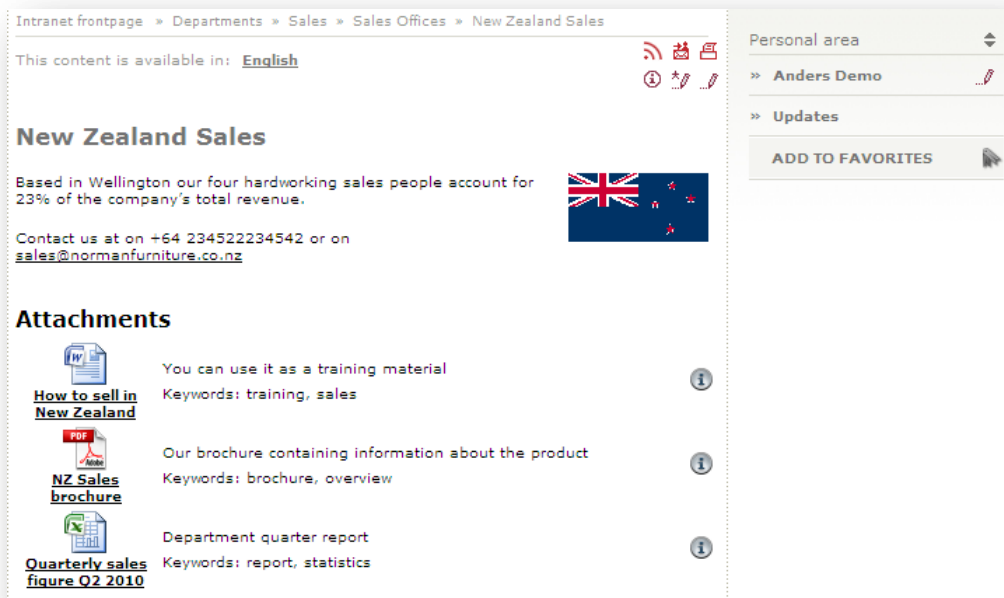
The user can insert an intranet portal link or any media from the Media Library to their page with Word.

## Chapter 3

# Attachments

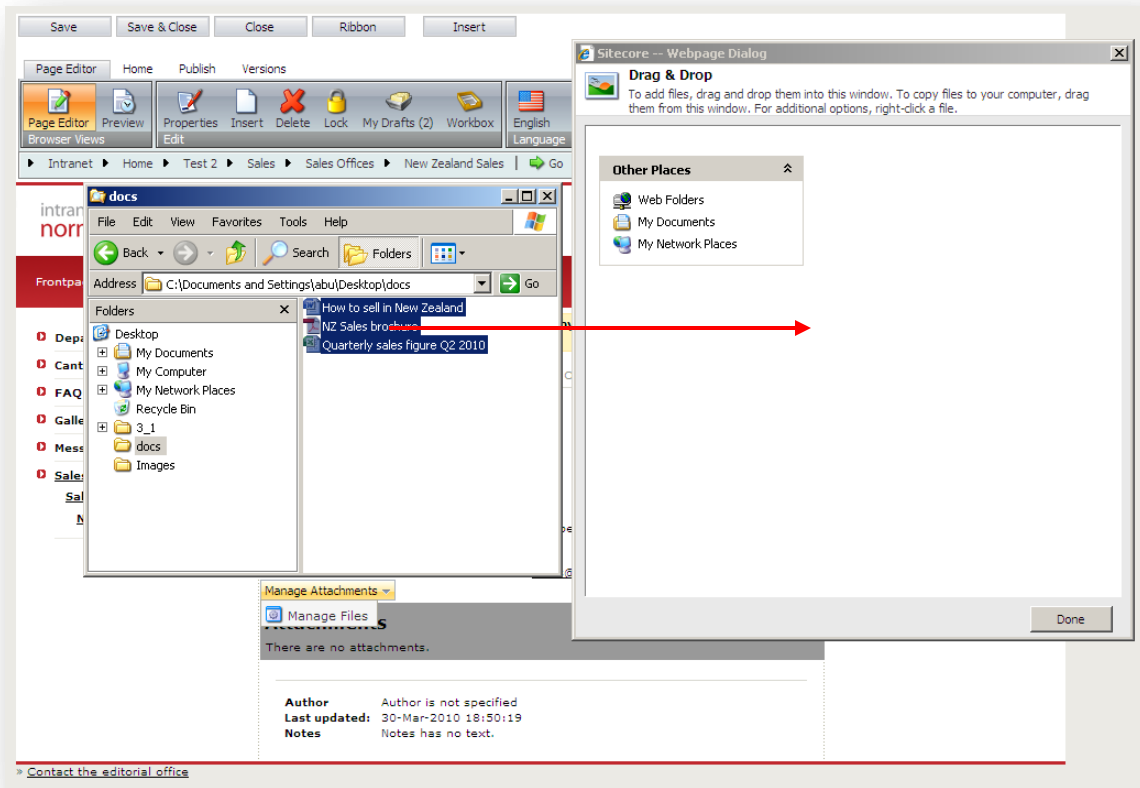
Sitecore Intranet Portal gives the user the ability to view and attach various files to an Intranet page: images, documents, music, video, and so on. This is done in the **Attachments** section. The attached files might contain descriptions and keywords to make it easier for the users to find needed files on the intranet. Using one setting, an intranet portal administrator can adjust the site to display different attachments for different localizations or the same ones.

This is how the attached files look on a page:



The Sitecore Intranet Portal allows the user to drag-and-drop files to add them to the **Attachments** section. The user can drag-and-drop files from the Windows desktop or a Windows Explorer window to

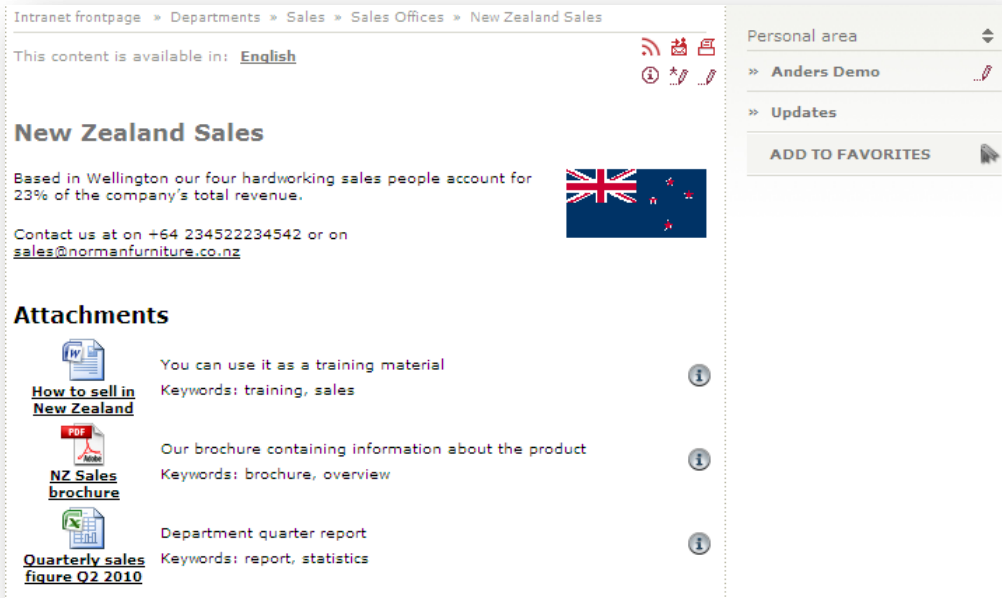
the SIP drag-and-drop window to add their files to the intranet portal page:



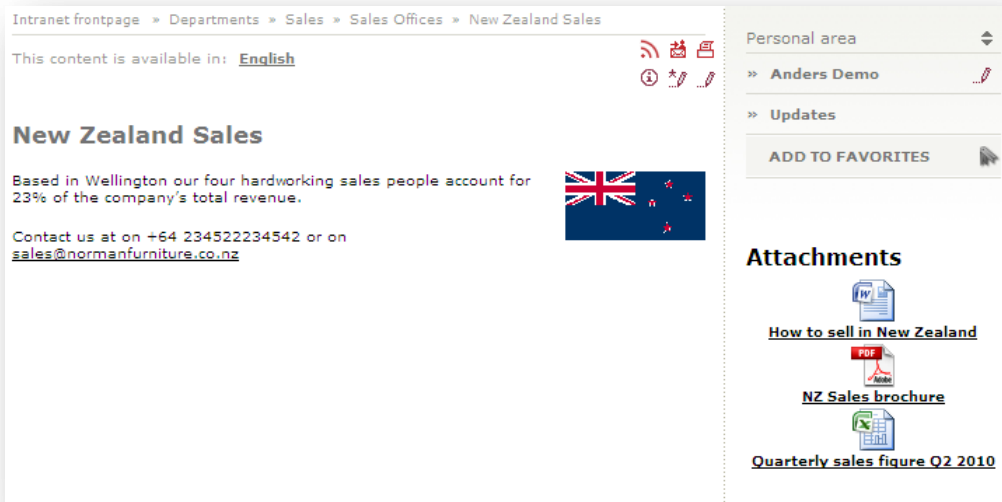
The user can also change where the attachments are displayed on the page by changing the Attachments view.



For example, the user could either choose to show the attachments at the bottom of the page with additional information including descriptions, keywords and the editing history of the document:



Alternatively the user may choose to show the attachments in the sidebar with only the icon and title displayed:



The user can view the detailed information about the attached file by clicking the **Show History** button:

**New Zealand Sales**

Based in Wellington our four hardworking sales people account for 23% of the company's total revenue.



Contact us at on +64 234522234542 or on [sales@normanfurniture.co.nz](mailto:sales@normanfurniture.co.nz)

**Attachments**

-  [How to sell in New Zealand](#)
-  [NZ Sales brochure](#)
-  [Quarterly sales figure Q2 2010](#)

Version	Status	Created By	Date	Link
2	Published	trebo	30/03/2010	<a href="#">Open</a>
1	Published	addemo	30/03/2010	<a href="#">Open</a>

[Close](#)

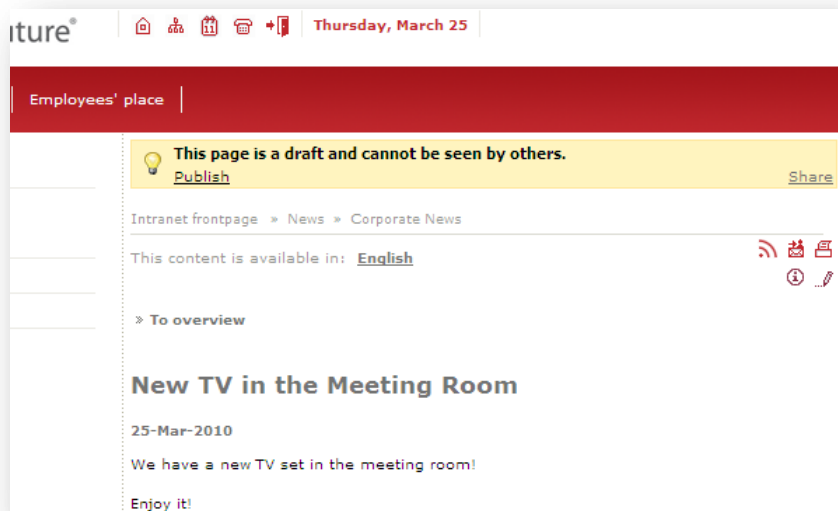


## Chapter 4

### Draft Mode

SIP 3.1 introduces Draft Mode that allows to improve intranet portal information quality. Using this new functionality the user can hide the page they edit and publish it later when it is finished on the intranet. Draft Mode prevents from publishing of unfinished or unapproved pages. A Sitecore Intranet administrator configures which item templates support Draft Mode.

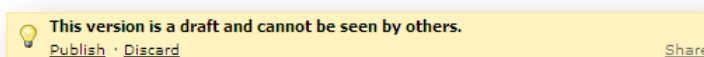
The user creates a new page and edits it. The Draft banner is displayed on the page telling the user that this is a draft item.



While the item is a draft and not visible to other intranet users, the author of the item can also share this page with colleagues. The user clicks **Share** to get the a link to the draft page and can send this link to other colleagues using, for example, e-mail or instant messenger.

To make this page visible on the intranet site, the user clicks **Publish**.

If the user edits the published version of the page, they can discard their changes any time. The user clicks **Discard** to roll back to the latest published version.

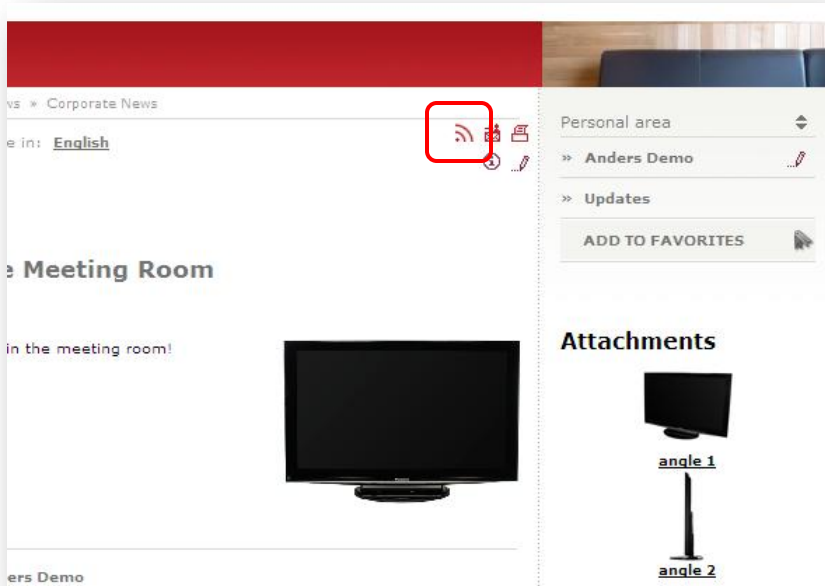


## Chapter 5

### RSS Feeds

SIP 3.1 allows users to follow their favorite intranet pages and sections using SIP RSS feeds. RSS feed is the automatically generated message that informs the user if the subscribed Web page is updated. The user reads RSS feed in the RSS feed client, for example, Microsoft Outlook. The site editor and the manager, who has to approve the page before publishing, can use workflow RSS feeds to receive up-to-date information about the item in a workflow.

On the intranet page, the user clicks RSS Feed icon to subscribe to the intranet portal feed.

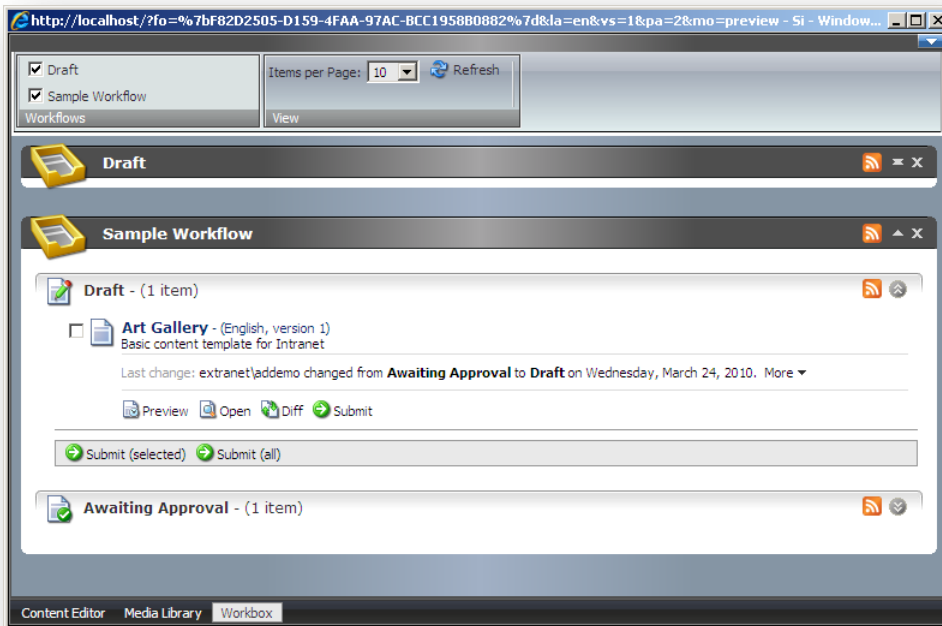


Any update on the subscribed page will generate RSS feed, which the user reads in the RSS feed client.



To keep an eye on the items in workflows, editors and managers may use workflow feeds and workflow state feeds. Every time the item is moved between workflow states, subscribers receive the RSS feed.

The user subscribes to the workflow feed and workflow state feed in the Workbox, by clicking the RSS feed icon.



The workflow feed and workflow state feed looks like this:

**Art Gallery has been moved to Draft state**  
 Items in the Sample Workflow workflow

[Click here to view the full article in your default Web browser or to download the article and any enclosures.](#)

Posted On: Wed 3/24/2010 5:25 PM

---

The Art Gallery item was moved to Draft state by Anders Demo

</Intranet/Home/Test 2/Galleries/Art Gallery, English, Version 1>

**What do you want to do with Art Gallery:**

- [Submit](#) or [Submit & comment](#)
- [Edit it](#)

**Validation information:**

**Warning** The item name contains characters that will be encoded when used in a link.

[Preview the webpage](#)

**Workflow history:**

Date	User	Previous State	Current State	Comment
Wednesday, March 24, 2010 5:25 PM	extranet\addemo		Draft	Item created
Wednesday, March 24, 2010 5:31 PM	extranet\addemo	Draft	Awaiting Approval	The page is ready to be published
Wednesday, March 24, 2010 5:42 PM	sitecore\admin	Awaiting Approval	Draft	Please, upload Morgan's images
Wednesday, March 24, 2010 5:45 PM	extranet\addemo	Draft	Awaiting Approval	Updated. The page is ready to be published
Wednesday, March 24, 2010 5:47 PM	sitecore\admin	Awaiting Approval	Draft	Please, delete Garry's images

[View article...](#)

Workflow feeds and workflow state feeds make it easier to follow all the item updates in a workflow. The user can move the item through the workflow directly from the RSS feed.

## Chapter 6

### Other Features

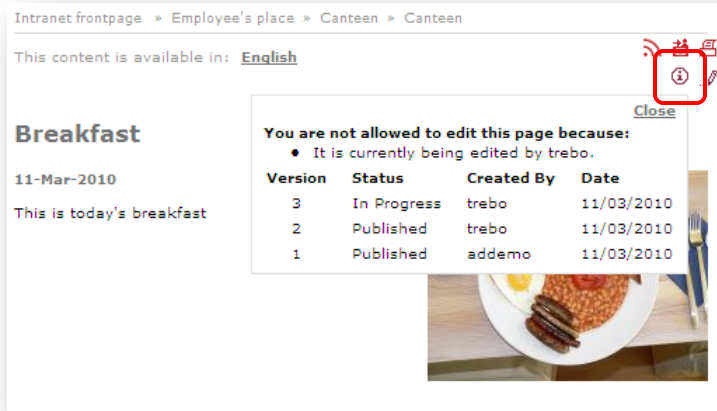
This chapter contains information about small new features that have been developed in the product.

This chapter contains the following section:

- Viewing Page Information

## 6.1 Viewing Page Information

Sitecore Intranet Portal provides users with an easy way to view additional information about the page they are on. This includes the editing history of the page, and any restrictions there may be in editing the page.



The screenshot shows a page titled "Breakfast" with a date of "11-Mar-2010" and the text "This is today's breakfast". A table displays the editing history of the page. A red box highlights an information icon in the top right corner of the page content area.

Intranet frontpage » Employee's place » Canteen » Canteen

This content is available in: [English](#)

**Breakfast**

11-Mar-2010

This is today's breakfast

**You are not allowed to edit this page because:**

- It is currently being edited by trebo.

Version	Status	Created By	Date
3	In Progress	trebo	11/03/2010
2	Published	trebo	11/03/2010
1	Published	addemo	11/03/2010

Close



## Chapter 7

# Advanced Features

This chapter contains some of the advanced features included in this release.

This chapter contains the following sections:

- Converting Fields from Rich Text to Word
- Enabling Draft Mode Tool
- Improved IIS7 support

## 7.1 Converting Fields from Rich Text to Word

As SIP 3.1 introduces Word field, administrators of existing SIP installations should convert Rich Text fields to Word fields on the needed templates. This is done using the two-steps converting tool:

### Convert Word Document fields

This tool allows you to change fields to and from Rich Text and Word Document field types. Select the conversion you want to perform.

Convert fields:

From Rich Text to Word  
 From Word to Rich Text

### Select fields

Choose fields you would like to be converted

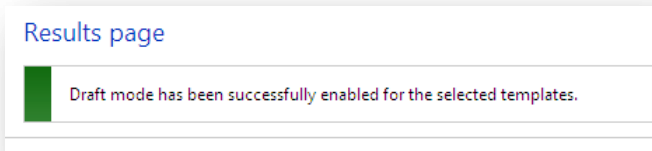
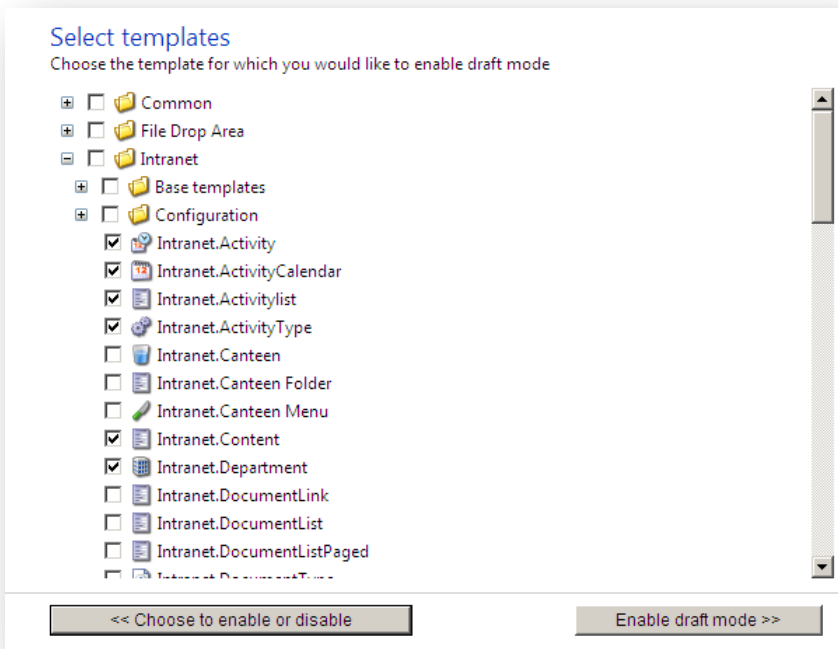
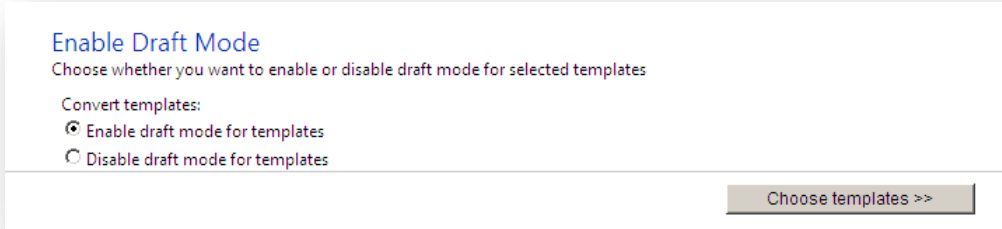
- Intranet
  - Base templates
  - Configuration
  - Intranet.FAQItem
  - Intranet.FAQSection
  - Intranet.ForumItem
  - Intranet.Frontpage
  - Intranet.Location
  - Intranet.NewsArchive
  - Intranet.NewsItem
    - body
    - context
    - authornotes
  - Intranet.NewsSection
  - Intranet.Section
  - Intranet.Skin
  - Intranet.UserProfile
  - Intranet.Verification

### Results page

■ The selected fields have been converted successfully

## 7.2 Enabling Draft Mode Tool

To let users hide unpublished pages a SIP administrator should select templates for which Draft Mode is enabled. This is done using two-steps procedure:



## **7.3 Improved IIS7 support**

Sitecore Intranet Portal 3.1 can run in IIS7 application pools that are using the "Integrated" pipeline mode without applying any workarounds.